



Due to the passage of S.B No 656 102.007 of the Texas Local Government Code was amended to require that the following information be included as the cover page for a budget document:

This budget will raise more revenue from property taxes than last year’s budgeted by an amount of \$347,428, which is 16.48% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$193,755.

Upon calling for a vote for approval of an ordinance adopting the City of Fulshear 2018-2019 Fiscal Year Budget, the members of the City Council voted as follows:

FOR:

Mayor Pro-Tem Kaye Kahlich	Council Member Debra Cates
Council Member Dana Hollingsworth	Council Member Joel Patterson
Council Member Kent Pool	Council Member John Kelly
Council Member Lisa Martin	

AGAINST: None

PRESENT and not voting: Mayor Aaron Groff

ABSENT:

The municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, include

Tax Year	2017	2018
Fiscal Year	2017-2018	2018-2019
Property Tax Rate	\$0.158691	\$0.162510
Effective Tax Rate	\$0.151929	\$0.150473
Effective Maintenance & Operations Tax Rate	\$0.151929	\$0.150473
Rollback Tax Rate	\$0.164083	\$0.162510
Debt Rate	\$0.000000	\$0.000000

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

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



**CITY OF FULSHEAR
ADOPTED BUDGET
FISCAL YEAR 2019**

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Vision Statement

City of Fulshear

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

Revised July 2017

Vision Elements:

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



Mission Statement

City of Fulshear

The Mission of the City of Fulshear is to:

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



Guiding Principles

City of Fulshear

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

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



Strategic Plan

Priority #1a Level of Service

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

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

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

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

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

Priority #1b Reputation

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

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

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



Strategic Plan

Priority #2 Infrastructure

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

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

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

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

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

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



Strategic Plan

Priority #3 Economic Development

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

Strategy 3.1: Establish an economic development program that

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

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

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

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

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

Strategy 3.5: Develop a plan for generating primary jobs.

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



Strategic Plan

Priority #4 Community Development

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

Strategy 4.1: Adopt a Uniform Development Code that

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

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

Priority #5 Recreational Opportunities

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

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

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

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

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



...Strategic Plan

Strategy 5.3: Complete plans for park and recreation improvements.

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

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

ELECTED OFFICIALS		
City Council Two-Year Terms		
NAME	TERM EXPIRES	
Aaron Groff	May-2020	
Dana Hollingsworth	May-2019	
Joel Patterson	May-2019	
Kaye Kahlich; Mayor Pro-Tem	May-2019	
Debra Cates	May-2020	
John Kelly	May-2020	
Lisa Martin	May-2020	
Kent Pool	May-2019	
COUNCIL APPOINTED OFFICIALS		
Position	Name	Date Appointed
City Manager	Jack Harper	April 9, 2018
City Attorney	J. Grady Randle	
City Judge	Kelly Crow	
CITY MANAGER APPOINTED OFFICIALS		
Position	Name	Date Appointed
Assistant City Manager	Brant Gary	March 6, 2018
City Secretary	Kim Kopecky	July 3, 2018
Chief Financial Officer	Wes Vela	November 28, 2017
Chief of Police	Kenny Seymour	August 26, 2011
Public Works Director	Sharon Valiante	November 28, 2017
Economic Development Director	Angela Fritz	March 10, 2016
Municipal Court Administrator	Valerie Bryant	October 19, 2015

Boards and Commissions

Planning & Zoning

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

Parks and Recreation Commission

Staff: Brant Gary, Assistant City Manager
 Council Liaison: Councilmember Kent Pool
 Ramona Ridge
 Jennifer Haemann
 Kevin White
 Dawn Mrea
 Robert Rice
 Pat Mollere
 Matthew Banister
 Rob Bamford
 Bill Sweitzer

Type A-Community Development Corp

Staff: Angela Fritz, Economic Development Director
 Council Liason: Councilmember John Kelly
 Rev. Jackie Gilmore
 Guerdon (Bill) Archer Jr.
 Andrew Van Chau
 Jason Maklary
 Troy Bozeman

Type B-Fulshear Development Corp

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

Historic Preservation and Museum Committee

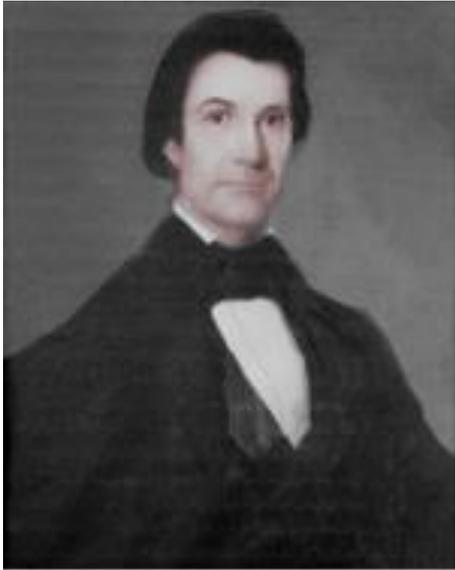
Staff: Kimberly Kopecky, City Secretary
 Council Liaison: Councilmember Debra Cates
 Viola Randle
 Pat Mollere
 Sonya Simmons
 Mike Davenport
 Pamela Davenport

Zoning Board of Adjustment

Amy Pearce
 Guerdon (Bill) Archer
 Bryan Thomas
 Carol Riggs
 Gene Morgan

HISTORY OF FULSHEAR

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



Churchill Fulshear, Jr.

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

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

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

A Story of Boom and Bust

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



HISTORY OF FULSHEAR

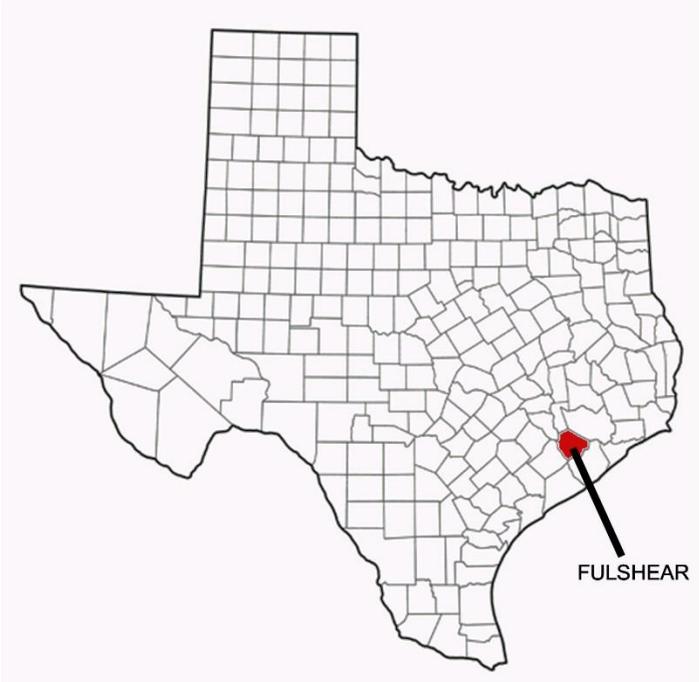
The Fulshear schools; two for black students, one for Hispanics and one for whites were merged into the Lamar Consolidated Independent School District in 1948. Huggins Elementary School was built in Fulshear in 1979, being named after John Huggins, who won world fame by training the first American horse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

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

Modern Growth

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

CITY AND AREA DEMOGRAPHICS



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

Climate

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

Population

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
City	9,438	11,174	13,498	15,758	17,729	19,526	20,998	22,325	23,766	25,060
ETJ	13,816	15,675	18,136	21,138	24,784	29,342	34,816	41,061	47,892	54,813

Source: Population and Survey Analysts study-PASA

Unemployment Rates

	2005	2008	2011	2014	2017
Fort Bend County	5.2%	4.4%	7.1%	4.5%	4.6%
Houston-The Woodlands- Sugar Land MSA	5.6%	4.7%	7.8%	4.9%	5.0%
Texas	5.4%	4.8%	7.8%	5.1%	4.3%
United States	5.1%	5.8%	8.9%	6.2%	4.4%

Source: Texas Workforce Commission

Educational Attainment

Educational Attainment by Population Percentage

Less than 9th Grade	9th-12th Grade	High School Graduate	Some College	Associate's Degree	Bachelor's Degree	Graduate or Professional Degree
1.7%	1.7%	9.4%	16.5%	6.9%	38.0%	25.9%

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

Schools

School Type	School Name	Lamar Consolidated School District	Katy Independent School District
High School	Fulshear	X	
Junior High School	Dean Leaman	X	
Elementary School	Amy Campbell		X
Elementary School	James E. Randolph	X	
Elementary School	Huggins	X	



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Fulshear

Texas

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morill

Executive Director



Reader's Guide to this Budget Document

Overview

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

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

Like many local governments, the City uses the fund method of accounting. Simply stated, a fund is a unit of the City which tracks the application of various public resources. For example, the Utility Fund is established to account for the revenues and expenses of the City's water and wastewater operations. Most people are particularly interested in the General Fund which is comprised of most of the City's operations such as Police, Municipal Court, Planning & Development, Finance, Public Works and Streets. Financial statements, including the adopted FY 2019 budget are presented for every fund. The statements show the fund's financial condition over several years. This information is grouped by fund and then by department. Similar to the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2017 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2018. The projected column reflects estimated amounts compared to the amounts included in the adopted budget for the current year. The projected ending balance of the current fiscal year then becomes the beginning balance for the projected FY 2019 budget year. Accompanying the statements are narratives and tables which describe the major features of the particular fund. Each department's presentation includes the mission statement, accomplishments for the previous fiscal year, and operational goals. The funding for each department, as well as the units staffing are summarized over a number of years.

The Capital Improvement Program Summary concludes the financial portion of the document which is followed by the detailed projects sheets which identify the current and long-range projects for the city.

Finally, supplemental information includes the adopted budget ordinance and a glossary of terms that are used within this document.

Reader's Guide to this Budget Document

Budget Format

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

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

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

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

Utility Fund - This section consists of those elements associated with the operation of the water and wastewater services. This fund is an enterprise fund which is set up like a proprietary business operation to provide the services of water and wastewater. There are actually two enterprise funds, one that accounts for the original City of Fulshear water and wastewater utility and another enterprise fund that accounts for the Cross Creek Ranch operations. This separation is due to a development agreement requirement. In this section each department's FY18 accomplishments, goals, objectives and activity measures are continuously developed to meet the strategic plan.

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

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

Reader's Guide to this Budget Document

Appendix – This section includes the adopted ordinances for the FY19 Budget and the Tax Rates for the 2018 Tax Year. It also includes a glossary.

The City Organization

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

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

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

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

Budget Process

The budget process starts many months before the adoption of the annual budget. The City Council has adopted its Strategic Plan and Goals for the first time during the FY2018 budget year. Each Department has made an attempt to tie their goals and objectives to specific goals of the strategic plan. Although not all objectives tie directly to the strategic plan, staff is moving in that direction. City Council plans on holding a budget retreat in January or February so that when staff begins their budget preparation in April they will know direction of how to prepare

Budget Process

their budgets. The departments submit their budgetary needs to the Chief Financial Officer in April. The City Manager is required to submit the annual budget to the City Council no later than thirty (30) days before the beginning of the Fiscal Year. The budget and all supporting schedules must be filed with the City Secretary when submitted to the City Council and open for public inspection. The City Council must analyze the budget, making any additions or deletions that they feel appropriate and prior to the beginning of the next fiscal year, adopt the budget. On final adoption by the City Council, the budget takes effect for the next fiscal year.

Adoption of the budget constitutes adoption of an ordinance appropriating the amounts specified as proposed expenditures and an ordinance levying the property tax as the amount of the tax to be assessed and collected for the corresponding tax year. A separate ordinance is adopted to set the tax rate. Estimated expenditures cannot exceed proposed revenue plus any unencumbered fund balance. Unused appropriations may be transferred to any item required for the same general purpose, except when otherwise specified by the City's Charter or state law. Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved and therefore the budgetary level of control is at the fund level. These amendments must be by ordinance and become an attachment to the original budget.

City Funds

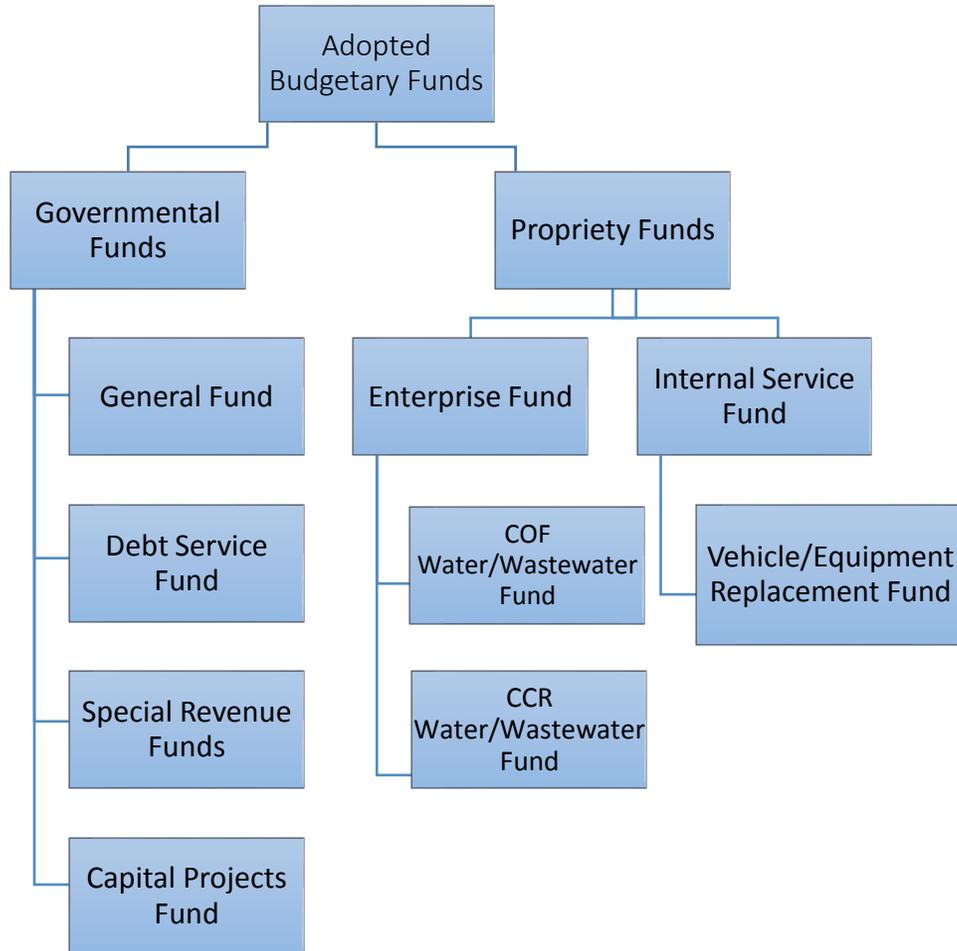
General Fund provides detailed analysis of the City's general operating activities, revenues, expenditures, and fund balances.

Special Revenue Funds provide a separate accounting for the various Special Revenue Funds that include: Regional Parks Fund, Court Technology Fund, Court Security Fund, Judicial Efficiency Fund, Child Safety Fund, Police Donation Fund and Federal Seizure Fund.

Internal Service Fund provides a separate accounting for the Vehicle & Equipment Replacement Program, which charges appropriate user departments.

Capital Projects Fund provides a separate accounting for the Capital Improvement Program projects that are detailed in the program and funded either by the issuing of debt or annual budget allocations. Enterprise Fund (Utility Fund) provides accounting for the City's water and wastewater operations which are financed and operated similar to a private business enterprise.

Fund Structure



Fund Structure

**Major & Non-Major
CITY FUNDS**

General Fund

Total Appropriations
\$10,585,709

- Administration
- Municipal Court
- Finance
- Utilities/Customer Service
- Economic Development
- Police
- Emergency Management
- Communications
- Planning & Development
- Building Inspection
- Facilities
- Public Works
- Streets

**Special Revenue
Funds**

Total Appropriations
\$1,993,709

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

Capital Projects Fund

Total Appropriations
\$13,493,400

- General Gov't Projects
- W/WW Fulshear Projects
- W/WW CCR Projects
- Type A - Dev Projects
- Type B - Dev Projects

Enterprise Funds

Total Appropriations
\$4,822,453

- Fulshear Water/Wastewater
- Cross Creek Water/WW

Internal Service Fund

Total Appropriations
\$207,000

- Vehicle/Equip. Replacement

Debt Service

Total Appropriations
\$0

Basis of Accounting and Budgeting

The City's finances are accounted for in accordance with generally accepted accounting principles established by the Government Accounting Standards Board (GASB) and both financial and budgeting documents are prepared on this basis and all funds are included in both financial statements and budget documents.

- The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds maintained are consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue and Capital Project Funds.
- Governmental fund types use the flow of current financial resources measurements focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, franchise, and tax revenues recorded in the General fund and ad valorem revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when they are received in cash because they are generally not measurable until they are actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

Basis of Accounting and Budgeting

- The City utilizes encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- The City's Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- The City's annual budgets are prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Budgets can be amended at the fund level of control by the City Council.
- The issuance of Statement 34 by the Governmental Accounting Standards Board has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems; one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting process as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing funds of government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types. Also, the City will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

Financial Management Policies

Introduction

The City of Fulshear has an important responsibility to its citizens to carefully account for public funds, to manage municipal finance wisely, and to plan for adequate funding of services desired by the public.

The main objective of the Financial Management Policy is to enable the City to achieve a long-term stable and positive financial condition. The key words of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure. These Financial Management Policies are not individually adopted by the City Council but are adopted in whole as part of the annual operating budget.

The purpose of the Financial Management Policy is to provide guidelines for planning and directing the City's day-to-day financial affairs and to assist staff in developing recommendations to the Fulshear City Council. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

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

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

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

Staffing and Training: Staffing levels shall be adequate for the fiscal departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the internal controls are jeopardized or personnel turnover rates are unacceptable.

The City shall support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff shall be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

Financial Management Policies

Fund Balance/Working Capital/Retained Earnings: Maintain the fund balance, working capital and retained earnings of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from emergencies.

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

Investments: Invest the City's operating cash to ensure its safety, provide necessary liquidity and optimize yield.

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

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

Allowance Write-Off Policy: Annually review accounts receivable to determine if collection efforts need adjustment or if accounts meet write-off qualifications.

Delinquency Policy (Utility Billing): Enforce penalties and turn-off procedures for delinquent water accounts as prescribed.

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

Fiscal Monitoring: Prepare and present reports for the current and multi-year periods that analyze, evaluate, and forecast the City's financial performance and economic condition.

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

Internal Controls: Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use of disposition.

Financial Management Policies

Risk Management: Prevent and/or reduce financial impact to the City due to claims and losses through prevention, through transfer of liability, and/or through a program of self-insuring of the liability.

Budget: Develop and maintain a balanced budget which presents a clear understanding of goals, services levels, and performance standards and which shall be to the extent possible “user friendly” for citizens. Balanced budget means revenues meet or exceed expenditures.

Revenues

1. *Balance and Diversification in Revenue Sources:* The City shall strive to maintain a balance diversified revenue system to protect the City from fluctuation in any one source.
2. *User Fees:* For services that benefit specific users, when possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs whereas not to prohibit economic development. City staff shall review user fees on a regular basis to calculate their full costs recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.
3. *Property Tax Revenues/Tax Rates:* The City shall endeavor to balance its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees, and economic development. The city shall also strive to minimize tax rate increases.
4. *Water/Wastewater Enterprise Utility Funds User Fees:* Utility rates and Enterprise Funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital.
5. *Revenue Estimates for Budgeting:* In order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include the analysis and probability of economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and mid-year service reductions.

Financial Management Policies

Expenditures

1. *Current Funding Basis:* The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year's savings.
2. *Contracted Labor:* The City will utilize contracted labor for the provision of City services whenever private contractors can perform the established levels of service at the least expense to the City.
3. *Avoidance of Operating Deficits:* The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit is projected at year-end.
4. *Maintenance of Capital Assets:* Through the Vehicle/Equipment Replacement Fund and within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue services levels.
5. *Periodic Program Review:* Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency or effectiveness shall be brought up to required standards or be subject to reduction or elimination.
6. *Purchasing:* The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process.

Capital Expenditures and Improvements

1. *Capital Improvements Planning Program:* The City shall annually review the Capital Improvement Plan ("CIP"), the status of the City's infrastructure, replacement and renovation needs, and potential new projects and update the plan as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs resource availability. For every project, all operation, maintenance and replacement costs shall be fully estimated and disclosed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules, and other debt outstanding

Financial Management Policies

or planned to include general obligation bonds, revenue bonds, certificates of obligation, and lease/purchase agreements when appropriate.

2. *Capital Assets:* A capital asset will be defined as equipment that exceeds \$5,000 and has a useful life that exceeds 3 years.
3. *Replacement of Vehicle/Equipment Capital Assets on a Regular Schedule:* The City shall annually prepare a schedule for the replacement of its vehicle/equipment capital assets associated with General Fund and Utility Fund operations through the Vehicle/Equipment Replacement Fund. Capital assets included in this fund will be authorized by charges to the departments using the assets. The amortization charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The amortization charges application of those funds for replacement purposes will be accounted for in the Vehicle/Equipment Replacement Fund.

Fund Balance

1. *General Fund Undesignated Fund Balance:* The City shall strive to maintain the General fund undesignated fund balance at a target of 25%.
2. *Debt Service Fund Balance:* The City shall strive to maintain the Debt Service Fund balance at a target of 20% with the minimum being 15% and the maximum being 25%.
3. *Utility Working Capital and Retained Earnings of Other Operating Funds:* In other operating funds, the City shall strive to maintain a positive retained earnings position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the minimum working capital in the Water and Wastewater Fund shall be a target level of 20% of current year budgeted operating expenditures with the minimum being 15% and the maximum balance being 25%.
4. *Use of the Fund Balance/Retained Earnings:* Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases and capital projects that cannot be accommodated through current year savings. Should such use reduce the balance below the minimum level set as the objective for that fund, recommendations will be made on how to restore it.

Debt Management

1. *Use of Debt Financing:* Debt financing to include general obligation bonds, revenue bonds, certificates of obligation, tax notes and lease/purchase agreements, shall only be used.

Financial Management Policies

2. *Amortizations of Debt:* Amortization of debt shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.
3. *Affordability Targets:* The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare general accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update to the Capital Improvement Plan. The decision on whether to assume new debt shall be based on these costs and benefits.
4. *Bidding Parameters:* The notice of sale will be carefully constructed to ensure the best possible bid for the City, considering the existing market condition and other prevailing factors. Parameters to be examined include:
 - Limits between lowest and highest coupons
 - Coupon requirements relative to the yield curve
 - Method of underwriter compensation, discount or premium coupons
 - Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
 - Use of bond insurance
 - Deep discount bonds
 - Variable rate bonds
 - Call provisions
5. *Bond Issuance Advisory Fees and Costs:* The City will be actively involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City will carefully itemize and scrutinize all costs associated with the issuances of the bonds.
6. *Sale Process:* The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.
7. *Rating Agencies Presentation:* Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.
8. *Continuing Disclosure:* The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.

Financial Management Policies

9. *Debt Refunding*: The Chief Financial Officer and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. A proposed refunding of debt should provide value benefit as a percent of refunded principal of at least 3.5%.

Investments

The City cash shall be invested in such a manner to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with the City's Investment Policy. Interest earned from investment shall be provided. Cash forecasting models and procedures will be employed to maximize the amount of investment funds.

Grants

1. *Grant Guidelines*: The City shall seek, apply for, and obtain those grants that are consistent with priority needs and objectives identified by Council.
2. *Indirect Costs*: The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.
3. *Grant Review*: The City shall review all grant submittals for their cash or in-kind match requirement, their potential impact on the operating budget, and the extent which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application.
4. *Grant Program Termination*: The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available unless alternate funding is identified.

Allowance Write-Off Policy

Write-offs of Account Receivables (A/R) are reviewed annually by the Chief Financial Officer. A/R's are eligible for write off if 18 months or older. Documentation of notices, letters, and telephone calls should be made for each write off.

Exceptions

- A. Legal notification that account balances have been discharged through bankruptcy or legal notification of death of the debtor;

Financial Management Policies

- B. *Forgery/Police Cases*: Cases of forgery, involving the Police, may be submitted for write-off prior to the 18-month stipulation only if accompanied by Police reports and full documentation of the case. It must also be determined whether there is any possibility of recovery.
- C. *Active Account*: If an account has recorded payment activity within four (4) months prior to 18 months, the account should not be considered for write-off.

Delinquency Policy (Utility Billing)

If the utility account is not paid when due, the City shall assess a fee that has been adopted by the city council for delinquency payment and give notice that the utility account is delinquent. In addition, the notice shall:

- a. Set a date for water turn-off; and
- b. Specify that service will be shut off unless payment in full is made to the City by stipulated date; and
- c. Advise that an additional charge per the ordinance adopted by the City Council will be added to the bill when service is reconnected; and
- d. Extensions can only be granted by Chief Financial Officer and only for a maximum of 12 months.

Accounting, Auditing, and Financial Reporting

The City shall comply with prevailing local, state, and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Governmental Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The audit firm must demonstrate that they have the breadth and depth of staff to handle the City's audit in a timely manner. The audited financial statement should be prepared and presented to Council for approval within 120 days of the close of the fiscal year.

Financial Management Policies**Internal Controls**

The Chief Financial Officer is responsible for the development of citywide written guidelines on purchasing, cash handling, internal controls, and other financial matters. The Chief Financial Officer will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements. Each department manager is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on purchase and internal controls are implemented, and that all independent auditor control recommendations are addressed.

Budget & Tax Calendar		
City of Fulshear, Texas FISCAL YEAR 2019 BUDGET & TAX CALENDAR		
Date	Activity	Responsible Party
Monday, April 2, 2018	CIP Budget Kickoff Meeting coordinated by Executive Director of Planning & Development.	Assistant City Manager
Monday, April 30, 2018	Updated and New proposed CIP projects submitted to Executive Director of Planning & Development.	Department Heads
Monday, May 7, 2018	Budget Kickoff Meeting.	Chief Financial Officer (CFO)
Thursday, May 24, 2018	Departmental Technology requests submitted to General Facilities.	Dept. Heads
Thursday, May 31, 2018	Preliminary General Fund Revenue projections for current and next fiscal year.	CFO
Thursday, May 31, 2018	CIP project administrator presents proposed CIP Budget to City Manager (per charter).	Exe. Dir. Of Planning/Dev
Friday, June 8, 2018 at noon	Receive budget requests and narrative responses from departments - basic, supplemental, and capital requests.	Dept. Heads
Tuesday, June 11- Friday, July 20, 2018	Finance Director to compile budget requests. City Manager and Chief Financial Officer review requests.	CFO
Monday, July 23 - Friday, July 27, 2018	Department Heads meet with City Manager and Chief Financial Officer for review of Budget requests and narratives.	Dept. Heads
Monday, July 30- Friday, August 3, 2018	Review and update funds based on results of Department Head budget meetings. Update Final Payroll current year projection and payroll proposed budget numbers.	CFO
Monday, August 6- Friday, August 10, 2018	Last revision of estimated revenues and expenditures; impact on Funds. Finalize budget - all Funds; write Transmittal Letter; prepare final Proposed Budget document.	CFO
Monday, August 13, 2018	Proposed FY2019 Budget to City Secretary (must be available for public inspection for at least 30 days before City Council will make tax levy)	CFO
Tuesday, August 14, 2018	Special City Council Meeting with City Manager and Department Directors to review preliminary budget highlights. Open meeting to discuss tax rate (if proposed tax rate will exceed lower effective tax rate or rollback rate, take record vote on specified rate and schedule two public hearings.)	City Staff

Budget & Tax Calendar

continued...	City of Fulshear, Texas	
	FISCAL YEAR 2019 BUDGET & TAX CALENDAR	

Date	Activity	Responsible Party
Wednesday, August 15, 2018	"Notice of Public Hearing on Tax Increase" is first quarter-page notice in newspaper and on City Website (must be published at least 7 days before first public hearing; website posting must remain until second hearing on tax increase is concluded.)	C.F.O./County Tax Assessor
Thursday, August 16, 2018	First day that general budget summary and notice of public hearing on proposed budget may be posted at City Hall (posting must take place not less than 15 days before public hearing)	City Secretary
Friday, August 17, 2018	Publish proposed budget on City Website	City Secretary
Tuesday, August 21, 2018	Regular City Council Meeting	
Friday, August 24, 2018	Post 72 hour notice for first public hearing on tax increase if applicable	City Secretary
Tuesday, August 28, 2018	Special Meeting: First Public Hearing on tax increase. Announce date, time and place of meeting at which tax rate will be voted.	City Council
Friday, August 31, 2018	Deadline to publish general budget summary and notice of public hearing on proposed budget in newspaper (must be published not earlier than 30 days or later than 10 days before public hearing). If proposed budget will raise more property tax revenues than previous year, include mandatory statement specified by law.	City Secretary
Monday, September 3, 2018	Labor Day (City Holiday)	
Friday, September 7, 2018	Post 72 hour notice for second public hearing on tax increase and public hearing on FY19 Budget***	City Secretary
Tuesday, September 11, 2018	Special Meeting: Public Hearing on FY19 Proposed Budget; 2nd Public Hearing on Tax Rate increase.*** (Announce date, time and place of meeting to adopt tax rate to occur 3-14 days from this date)	City Council
Wednesday, September 12, 2018	"Notice of Tax Revenue Increase" published before meeting to adopt tax rate is second quarter page notice in newspaper***	City Secretary
Friday, September 14, 2018	Post 72-hour notice for meeting at which City Council will adopt budget and tax rate.	City Secretary
Tuesday, September 18, 2018	Regular Meeting: Adopt FY19 Budget Ordinance. Adopt Tax Rate	City Council



September 18, 2018

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

In accordance with the City’s Charter provisions, it is my pleasure to present the City of Fulshear’s Fiscal Year 2018-2019 (FY2019) Operating Budget and Capital Improvement Program Budget. This budget provides for various activities in the following amounts:

	FY 18 (FY2017-2018) <u>ADOPTED BUDGET</u>	FY 19 (FY2018-FY2019) <u>ADOPTED BUDGET</u>
General Fund	\$9,212,918	\$10,585,709
Vehicle/Equip Replacement Fund	252,000	207,000
Regional Park Fund	270,600	645,000
County Assistance District Fund	-0-	376,000
Capital Projects Fund-Gen. Gov’t	7,880,000	8,015,000
W/WW Utility Fund-COF	1,086,998	1,145,195
Capital Projects Fund-COF W/WW	7,613,810	5,478,400
W/WW Utility Fund-CCR	3,208,911	3,677,258
Capital Projects Fund-CCR W/WW	236,000	-0-
Type A-Development Corp	325,758	361,208
Capital Projects Fund-Type A Corp	130,640	107,284
Type B-Development Corp	333,058	368,933
Capital Projects Fund-Type B Corp	130,640	107,284
Court Technology Fund	-0-	-0-
Court Building Security Fund	-0-	-0-
Judicial Efficiency Fund	-0-	-0-
Child Safety Fund	3,900	-0-
Police Donation Fund	5,000	8,000
Federal Seizure Fund	10,000	20,000
	-----	-----
Total	\$30,690,232	\$31,102,271

The increase in the total budget of all funds over last year’s total budget amounts to \$412,039 which is mainly due to the addition of five new personnel positions.

The priorities of the City begin with the maintenance of the service levels of our growing community. As the number of residential housing construction starts, building of new schools and a number of new businesses there is a need for more police and building inspection personnel. Each department has begun identifying objectives to accomplish the City’s Strategic

Plan as it relates to their responsibilities. FY2018 was the City's first year of setting objectives and by reaching many the City has made quantifiable progress in achieving the goals of the strategic plan.

The FY 19 General Fund Base Budget represents an increase of \$1,372,791 (14.90%) when compared to last year's budget. The budget priorities for FY2019 are not much different from FY2018 as the population growth has continued over the last several year. This year's budget includes a 4% cost of living increase for all personnel, two (2) Patrol Officers (one starting mid-year), one (1) Plans Examiner, one (1) Building Inspector, one (1) Receptionist and capital projects transfer funding. This budget continues to maintain the service levels to the entire Fulshear community while maintaining the property tax rate at relatively the same level as FY 2018. The total tax rate of \$0.16251 cents per \$100 of assessed value with the General Fund is an increase of \$0.005609 cent from last year's \$0.156901 cent tax rate.

SUMMARY OF RESOURCES FOR THE GENERAL FUND

The primary financial resources for the City of Fulshear are ad-valorem taxes, sales taxes, permits & plan review fees and franchise fees. The underlying basis for estimation of resource collection is historical trend analysis combined with a conservative approach to forecasting.

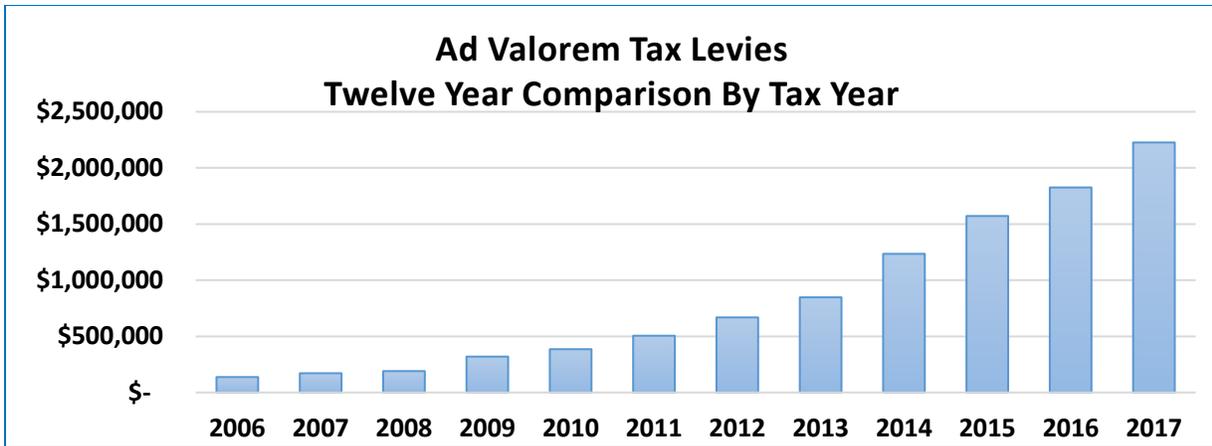
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 26% of the City's overall resources, sales tax 10%, and franchise fees 6%. It is anticipated that as the City attracts more retail establishments that increase our sales tax collections, the percentage of property tax to total revenue will decrease.

The Fort Bend County Appraisal District (FBCAD) performs the appraisal of property within the City and the Fort Bend County Tax Office then collects City property taxes. FBCAD is required under the Property Code to appraise all property within the county based on 100% of its market value. The value of real property must be reviewed at least every three years; however, the City may, at its own expense, require annual reviews of appraised values.

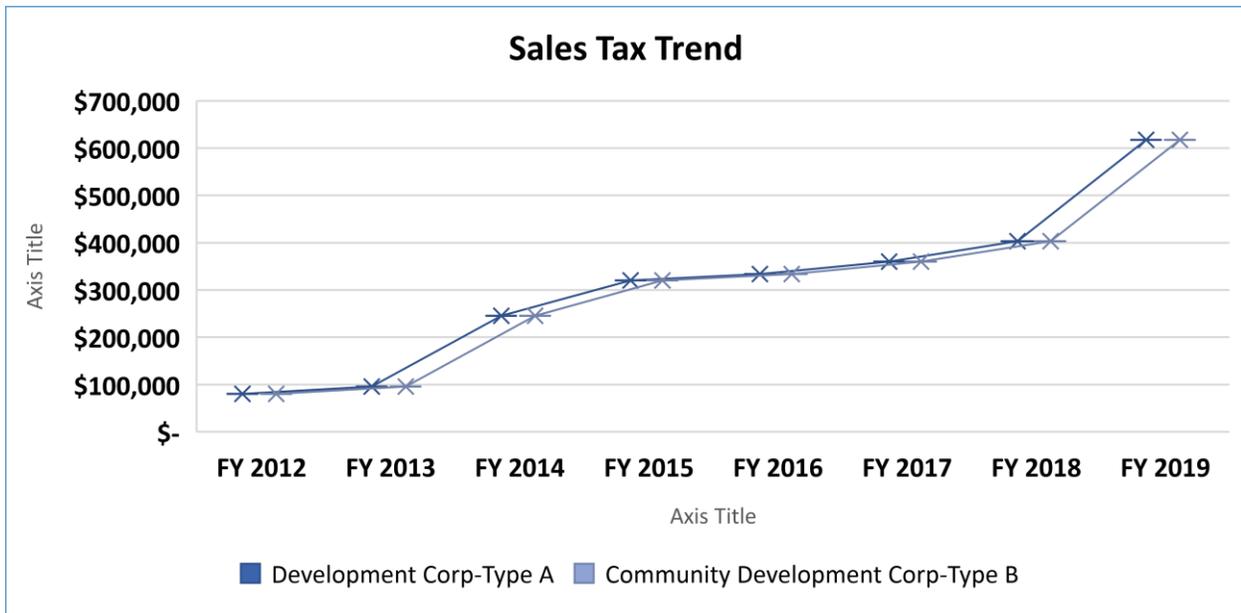
As authorized by state law, the City Council has approved certain tax exemptions to its citizens. An exemption of 14% or \$5,000 whichever is greater of the appraised value of the residence homestead or \$15,000 for disabled persons or senior citizens 65 years of age and older.

In FY2019, the City expects to collect \$2,406,841 through the Ad Valorem tax process based on the rollback tax rate of \$0.16251. The graph below portrays the actual levy amounts for the last 12 tax years.



Sales tax revenues are generated when goods are sold in the City. The State of Texas is the collecting agency for these taxes and remits the amount due to the City. The current sales tax rate in our jurisdiction is 8.25%, which is comprised of 6.25% for the State, 1% for the City, ½ % for the Fulshear Development Corporation-Type A and ½ % for the Fulshear Community Development Corporation-Type B. The City estimates the amount it expects to receive from sales taxes based on historical trends and known changes within business units.

During FY2018, the City experienced a growth rate of near 23% for sales tax receipts over the previous year. Based upon this increase, but acknowledging the uncertainty of the future and the impact of newly opened businesses, this budget estimates the collection of \$806,400 or a 12% increase for the City’s General Fund and \$403,200 each for the Fulshear Development Corporations for FY018. In forecasting FY2019 sales tax we took into account the anticipated new businesses and any information that we had of possible closures. The chart below reflects the actual sales tax increase since Tax Year 2012 with the conservative projection for Tax Year 2019.



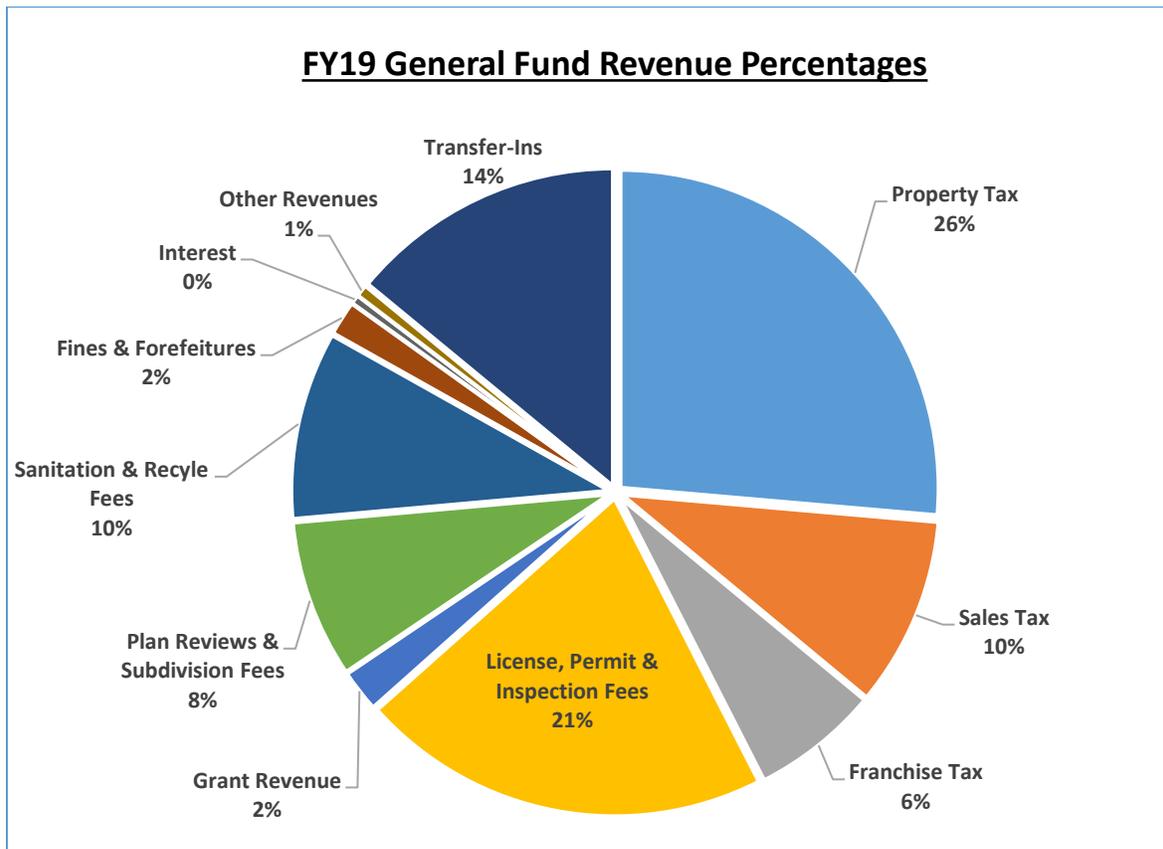
Revenues Derived Through Licenses & Permits and Franchise Fees

The City provides many services to its Citizens. Some are required for the basic health and safety of the individual while others improve the quality of life. The total projection for these revenues in FY2019 is \$4.1 million. Listed below are major sources of revenues received from services and fees.

The FY2019 revenue estimates are based on linear trends and other economic indicators such as employment rates, housing starts, and general overall consumer confidence.

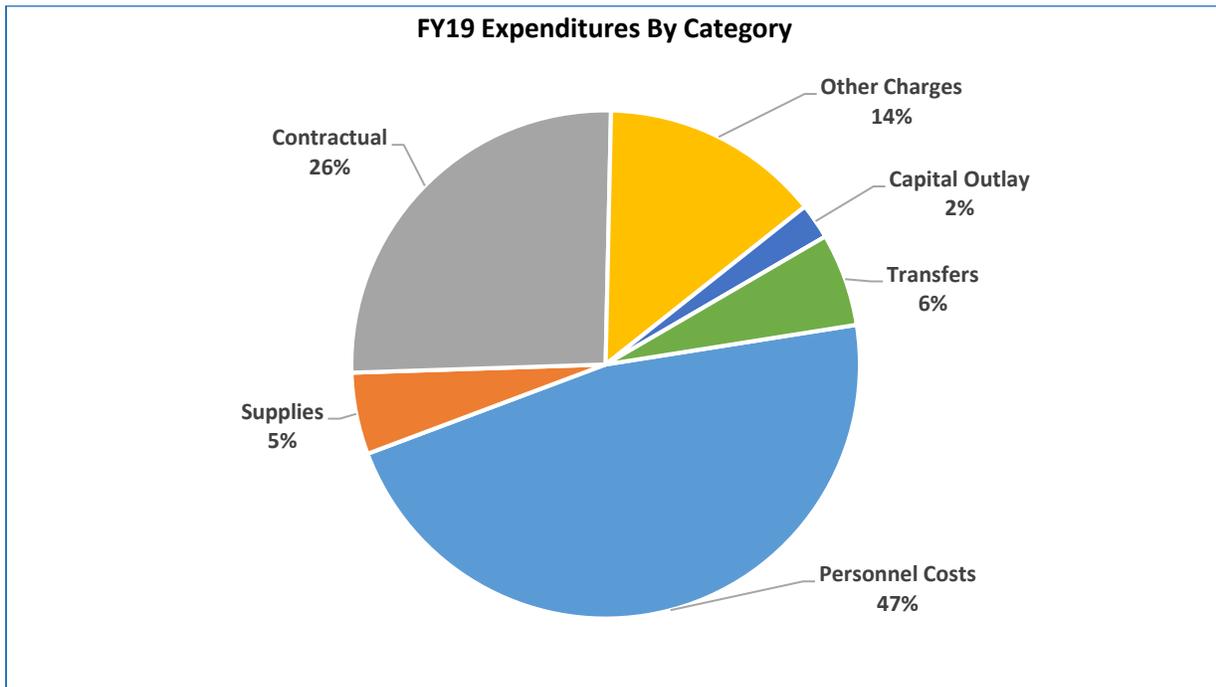
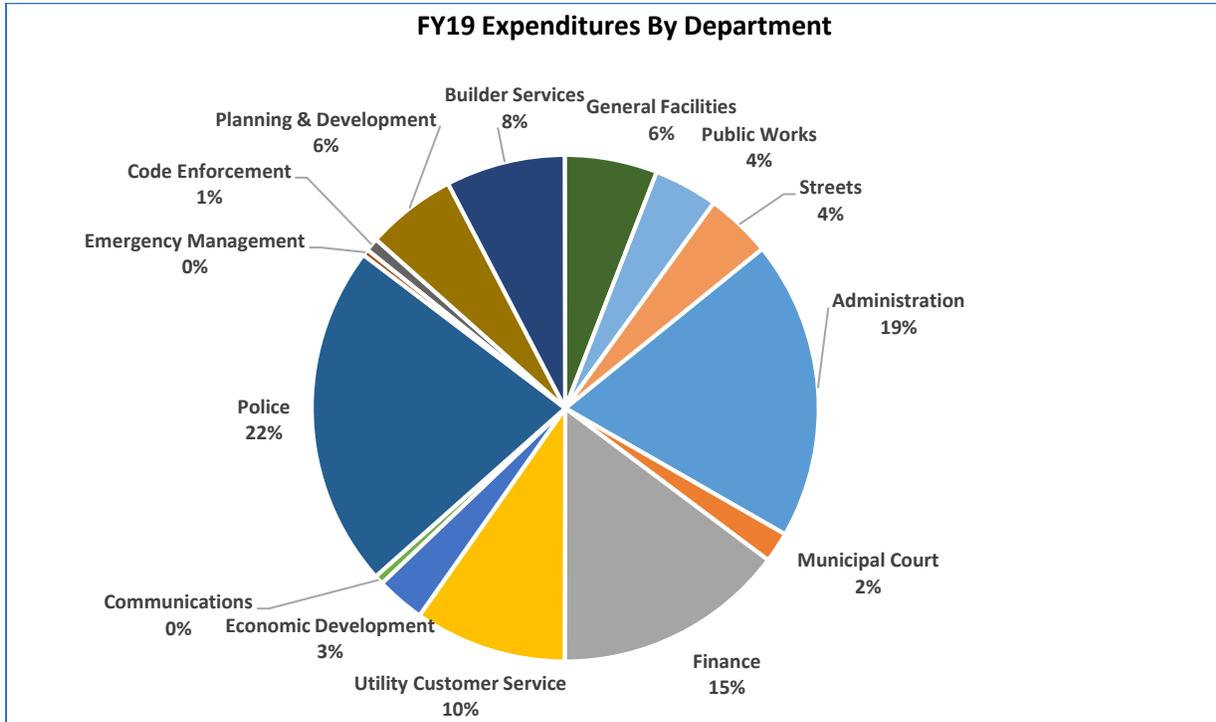
<u>Fees</u>	<u>Projected FY2019 Resources</u>
Franchise Fees	\$ 750,400
License, Permit & Inspection Fees	\$ 2,092,400*
Plan Reviews/Subdivision Fees	\$ 1,003,000
Court Fines & Fees	\$ 215,000

*This is exclusive of License fees for electricians and electrical permit fees that were eliminated by the 2017 Legislative session.



SUMMARY OF EXPENDITURES

The expenditures of the City of Fulshear are grouped into ten departments shown in the first chart below and by category in the second chart:



WATER/WASTEWATER UTILITY FUND OPERATIONS

The water/wastewater enterprise operations are divided into two separate funds. The utility that first served the City of Fulshear and the utility that serves the Cross Creek Ranch subdivision.

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

	<u>Annual Connections</u>	<u>Cumulative Connections</u>
FY 2015	479	1,986
FY 2016	569	2,555
FY 2017	688	3,243
FY 2018	1,146	4,847

Current development agreements require the City utilize a contract maintenance service until such time that a minimum number of connections are established. Based on estimated service connections, the City is planning to assume responsibilities for internally managing all the water and wastewater infrastructure in the City in FY19. The City will be working under a contract designed to provide for this transition in FY19 and beyond. The City will also continue its efforts to streamline utility maintenance activities by establishing and maintaining a GIS-based inventory of utility infrastructure and maintenance/replacement schedules.

Implementation of the Water and Wastewater Master Plan will begin once funding sources and the final scope have been determined. Implementation of this Master Plan will allow the City to proactively plan to meet future needs for regulatory, growth, and system-wide service level requirements.

CAPITAL AND NEW PROGRAM BUDGETS

Capital items include the purchase of plotter for planning department

New programs include:

- A Cost of Living (C.O.L.A.) of 4% and the removal of the salary adjustment for performance pay
- Police Department includes one (1) Police Officer for full year and one (1) Police Officer beginning mid-year
- Building Inspection includes one (1) Building Inspector and one (1) Plans Examiner

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

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

- a Master Drainage Plan; Drainage System Management Program - \$150,000
- Pavement Management Program; ROW Study Downtown Area - \$200,000
- Facilities & Parks Management Program - \$90,000

- GIS/CRM/Asset Management System - \$75,000
- Biennial Roadway Evaluation - \$50,000
- Redbird Lane Reconstruction Project-Grant - \$300,000
- FM 1093 Widening Cost Participation - \$350,000
- Parks & Pathways Implementation - \$100,000
- Livable Centers Study Implementation - \$200,000
- Bond Projects if City Council decides on specific projects and to issue long term debt - \$6,500,000

In the Capital Improvement Projects Fund for the City of Fulshear Utility funds are proposed for:

- 12/16 inch FM 359 North Fulshear Transmission Line - Phase 1;
- 24/27/30/35 inch FM 359 Interceptor - Phase 1

These investments have been identified as part of the utility master plan and will provide for reduced maintenance costs and needed infrastructure for continued growth of the city. Other capital projects to be completed in FY2019 are will not to incur significant additional operating costs.

Total capital expenditures in the General Fund amount to \$170,000, in the Vehicle & Equipment Replacement Fund they amount to \$207,000, in the Regional Park Fund they amount to \$645,000, in the General Government Project Fund they amount to \$8,015,000 (\$6,500,000 dependent on debt issuance), and in the City of Fulshear Utility Projects Fund they amount to \$5,478,400 (\$4,903,400 dependent on debt issuance). The total amount of all capital expenditures equal \$14,515,400 with \$11,403,400 dependent on the issuance of debt.

Fund	From Reserves	From Debt, if issued	Total
General Fund	\$ 170,000	\$ -	\$ 170,000
Vehicle/Equip Fund	207,000	-	207,000
Regional Park Fund	645,000	-	645,000
Gen. Gov't Project Fund	1,515,000	6,500,000	8,015,000
COF Utility Projects Fund	575,000	4,903,400	5,478,400
Totals	\$ 3,112,000	\$ 11,403,400	\$ 14,515,400

Discussions with the Municipal Utility Districts within the City are on-going to amend existing agreements. The efforts to amend the development agreement will assist in the future development of the city.

LONG RANGE STRATEGIC PLANS

The City has a formal Comprehensive Plan which guides the City’s strategic plans. The City’s Vision Statement is:

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

EXPECTED DEVELOPMENT & GROWTH

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

DEBT MANAGEMENT

Currently the City has no long-term debt outstanding however, this budget provides for the issuance of debt if the City Council so chooses.

Respectfully submitted,



Jack Harper
City Manager



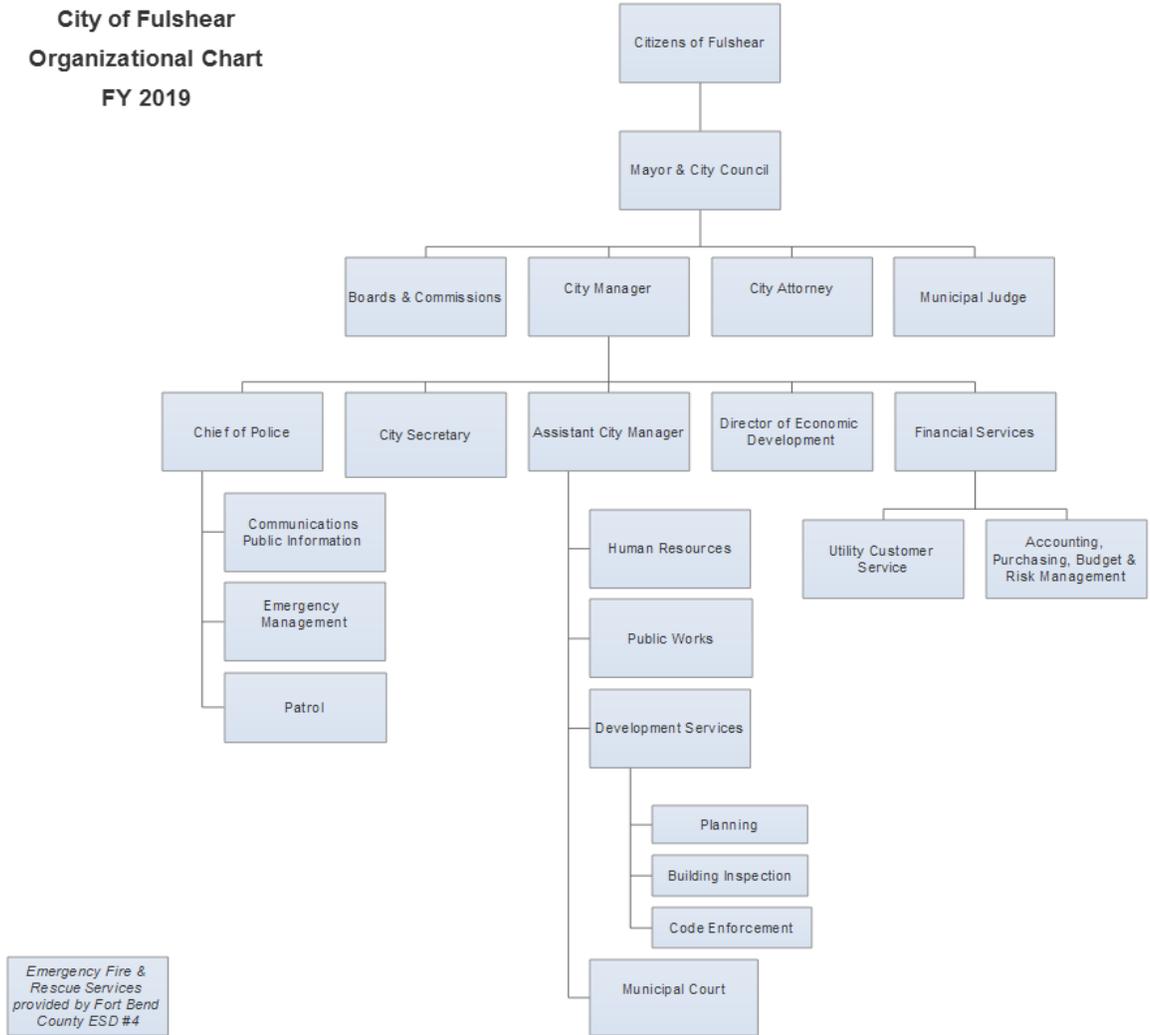
Wes Vela
Chief Financial Officer

Calculation & Distribution of Property Tax Assessment

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Adopted Budget
TAXABLE VALUE	\$ 935,256,568	\$ 1,335,664,468	\$ 1,327,247,073	\$ 1,511,267,414
Collection Percentage	100%	100%	100%	100%
LEVY				
General Fund Levy	\$ 606,369	\$ 2,119,579	\$ 2,106,222	\$ 2,455,961
Debt Service Levy	\$ -	\$ -	\$ -	\$ -
Total Levy	\$ 606,369	\$ 2,119,579	\$ 2,106,222	\$ 2,455,961
TAX RATE SUMMARY				
General Fund	0.161631	0.158691	0.158691	0.162510
Debt Service Fund	0.000000	0.000000	0.000000	0.000000
Total	0.161631	0.158691	0.158691	0.162510

Organizational Chart

**City of Fulshear
Organizational Chart
FY 2019**



Budgeted Positions By Department

PERSONNEL	FY2017	FY2018	FY2018	FY2019 Adopted
	Actual	Budget	Estimated	Budget
General Fund				
Administration	5	5	5	6
Municipal Court	2	2	2	2
Finance	2.5	2.5	2.5	3
Utilities/Customer Service	2.5	2.5	2.5	2.5
Economic Development	2	2	2	2
Police	22	22	22	24
Planning & Development	1	1	1	1
Building Inspection	7	7	7	9
Code Enforcement	1	1	1	1
Public Works	5	5	5	5
Total	50	50	50	55.5

All Funds Summary

Fund #	Fund Description	Beginning Fund Balance		Revenues		Expenditures		Revenues Over(Under)	Applied Fund	Ending Fund
		10/01/2017		Revenues	Expenditures	Expenditures	Balance	Balance	9/30/2018	
100	General Fund	\$ 5,254,557	\$	10,585,709	\$	10,585,709	\$	(0)	\$ (565,461)	\$ 4,689,096 #1
150	Vehicle/Equip Replacement Fund	\$ 82,750	\$	159,367	\$	207,000	\$	(47,633)	\$ -	\$ 35,117 #2
200	Regional Park Fund	\$ 581,778	\$	154,000	\$	645,000	\$	(491,000)	\$ -	\$ 90,778 #3
250	County Assistance District Fund	\$ 163,000	\$	251,500	\$	376,000	\$	(124,500)	\$ -	\$ 38,500 #4
300	Capital Projects Fund-General Gov't	\$ 196,977	\$	7,818,500	\$	8,015,000	\$	(196,500)	\$ -	\$ 477 #5
500	Fulshear W/WW Utility	\$ 717,823	\$	1,146,480	\$	1,145,195	\$	1,285	\$ -	\$ 719,108
501	Cap Proj. Fund-W/WW	\$ 5,463	\$	5,507,000	\$	5,478,400	\$	28,600	\$ -	\$ 34,063 #6
550	CCR W/WW Utilitiy	\$ 3,796,168	\$	4,635,651	\$	3,677,258	\$	958,393	\$ -	\$ 4,754,561
551	Cap Proj. Fund-CCR Utility	\$ 489,956	\$	1,200	\$	-	\$	1,200	\$ -	\$ 491,156
600	A Development Corp	\$ 1,038,842	\$	537,417	\$	361,208	\$	176,209	\$ -	\$ 1,215,051
601	A Corp - Proj Fund	\$ 4,960	\$	107,383	\$	107,284	\$	99	\$ -	\$ 5,059
700	B Development Corp	\$ 1,215,061	\$	541,417	\$	368,933	\$	172,484	\$ -	\$ 1,387,545
701	B Corp - Proj Fund	\$ 3,410	\$	107,383	\$	107,284	\$	99	\$ -	\$ 3,509
900	Court Techology Fund	\$ 19,850	\$	4,400	\$	-	\$	4,400	\$ -	\$ 24,250
901	Court Bldg Security Fund	\$ 29,043	\$	3,500	\$	-	\$	3,500	\$ -	\$ 32,543
902	Judiciary Efficiency Fund	\$ 3,356	\$	150	\$	-	\$	150	\$ -	\$ 3,506
950	Child Safety Fund	\$ 35	\$	1,580	\$	-	\$	1,580	\$ -	\$ 1,615 #7
951	Police Donation Fund	\$ 8,053	\$	2,075	\$	8,000	\$	(5,925)	\$ -	\$ 2,128 #8
952	Federal Seizure Fund	\$ 61,261	\$	500	\$	20,000	\$	(19,500)	\$ -	\$ 41,761
Totals		\$ 13,672,343	\$	31,565,212	\$	31,102,271	\$	462,940	\$ (565,461)	\$ 13,569,822

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

Related notes for fund balance changes:

- | | |
|---|---|
| #1 11% decrease due to capital projects funding | #2 58% decrease due to purchase of veh/equip |
| #3 84% decrease due to park projects | #4 76% decrease due to capital improvements |
| #5 99.7% decrease due to capital projects | #6 524% increased due to not spending all funds |
| #7 4491% increase due to not spending any funds | #8 74% decrease due to spending down funds |

FY 2019 Multi-Year All Funds Summary

Revenues	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Adopted Budget
General Fund	\$ 8,564,011	\$ 9,216,056	\$ 10,148,908	\$ 10,585,709
Vehicle/Equipment Replacement Fund	-	252,967	179,611	159,367
Regional Park Fund	143,297	114,000	254,644	154,000
County Assistance District #7 Fund	-	-	163,000	251,500
Capital Projects Fund-Gen. Gov't	-	6,737,500	95,000	7,818,500
Fulshear W/WW Utility	1,022,137	941,226	1,090,676	1,146,480
Cap Proj. Fund-W/WW	1,882,970	7,708,810	298,600	5,507,000
CCR W/WW Utility	3,996,084	4,240,921	4,453,444	4,635,651
Cap Proj. Fund-CCR	1,156,090	1,200	44,236	1,200
Type A Development Corp	468,871	404,200	493,126	537,417
Type A Project Fund	156,351	143,115	145,815	107,383
Type B Development Corp	471,370	403,950	498,707	541,417
Type B Project Fund	156,352	143,115	144,263	107,383
Court Technology Fund	5,438	2,150	4,730	4,400
Court Building Security Fund	25,543	1,760	3,500	3,500
Judiciary Efficiency Fund	3,206	-	150	150
Child Safety Fund	1,571	1,028	1,585	1,580
Police Donation Fund	13,204	75	101	2,075
Federal Seizure Fund	73,400	500	810	500
Total Revenues	\$18,139,895	\$ 30,312,573	\$ 18,020,906	\$ 31,565,212
Expenditures	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Adopted Budget
General Fund	\$ 8,163,329	\$ 9,212,918	\$ 8,466,094	\$ 10,585,709
Vehicle/Equipment Replacement Fund	-	252,000	96,861	207,000
Regional Park Fund	1,224,872	270,600	65,000	645,000
County Assistance District #7 Fund	-	-	-	376,000
Capital Projects Fund-Gen. Gov't	318,098	7,870,867	1,020,103	8,015,000
Fulshear W/WW Utility	1,513,967	1,086,998	1,184,284	1,145,195
Cap Proj. Fund-W/WW	1,637,607	8,770,205	1,200,000	5,478,400
CCR W/WW Utility	4,309,798	3,208,914	3,430,996	3,677,258
Cap Proj. Fund-CCR	474,371	236,000	236,000	-
Type A Development Corp	254,753	338,133	326,908	361,208
Type A Project Fund	53,713	394,503	393,503	107,284
Type B Development Corp	253,962	345,433	327,133	368,933
Type B Project Fund	81,851	366,364	365,364	107,284
Court Technology Fund	23,951	-	-	-
Court Building Security Fund	-	-	-	-
Judiciary Efficiency Fund	-	-	-	-
Child Safety Fund	37,103	3,900	1,550	-
Police Donation Fund	2,224	5,000	3,028	8,000
Federal Seizure Fund	2,950	10,000	10,000	20,000
Total Expenditures	\$18,352,549	\$ 32,371,835	\$ 17,126,824	\$ 31,102,271

General Fund

The General Fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund.

During the budget process, it is the General Fund that receives the most attention from City staff, the council, and the public. The attention is well deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits.

The ending fund balance in the General Fund for FY2017 is projected to be \$3,721,141. Revenues for this adopted budget FY2018 are \$9,213,050 which is a 11.2% increase over this year's estimated actual revenues. This is mainly due to the increase in property tax due to added value from new properties and an increase in Economic Development Corporations contribution to transportation projects.

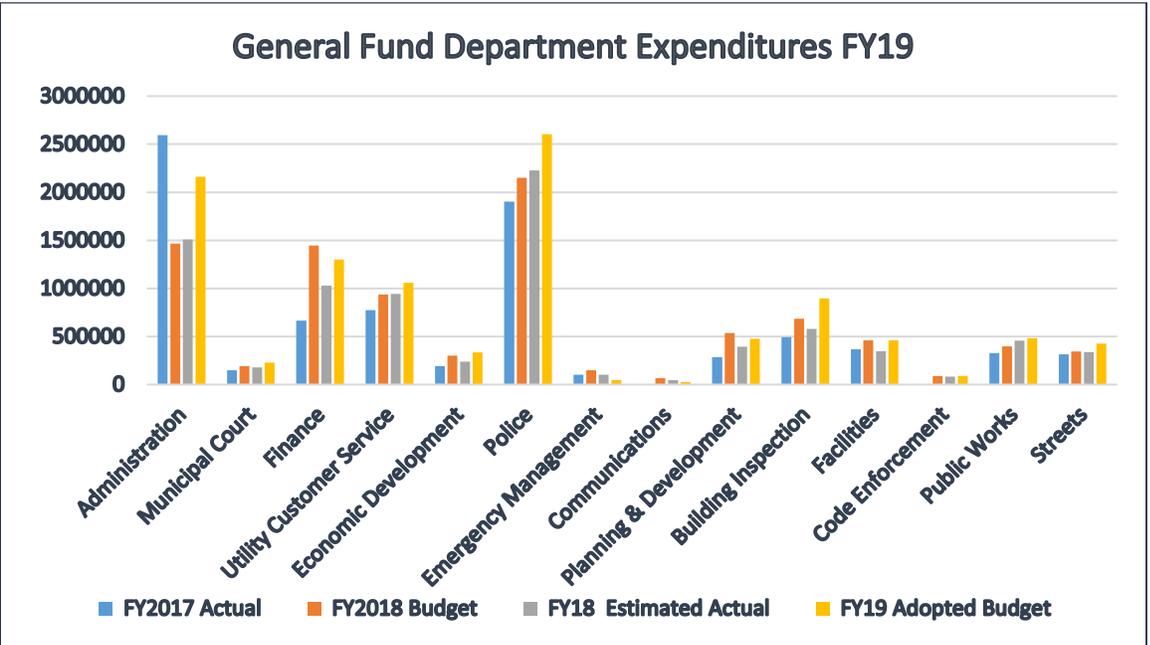
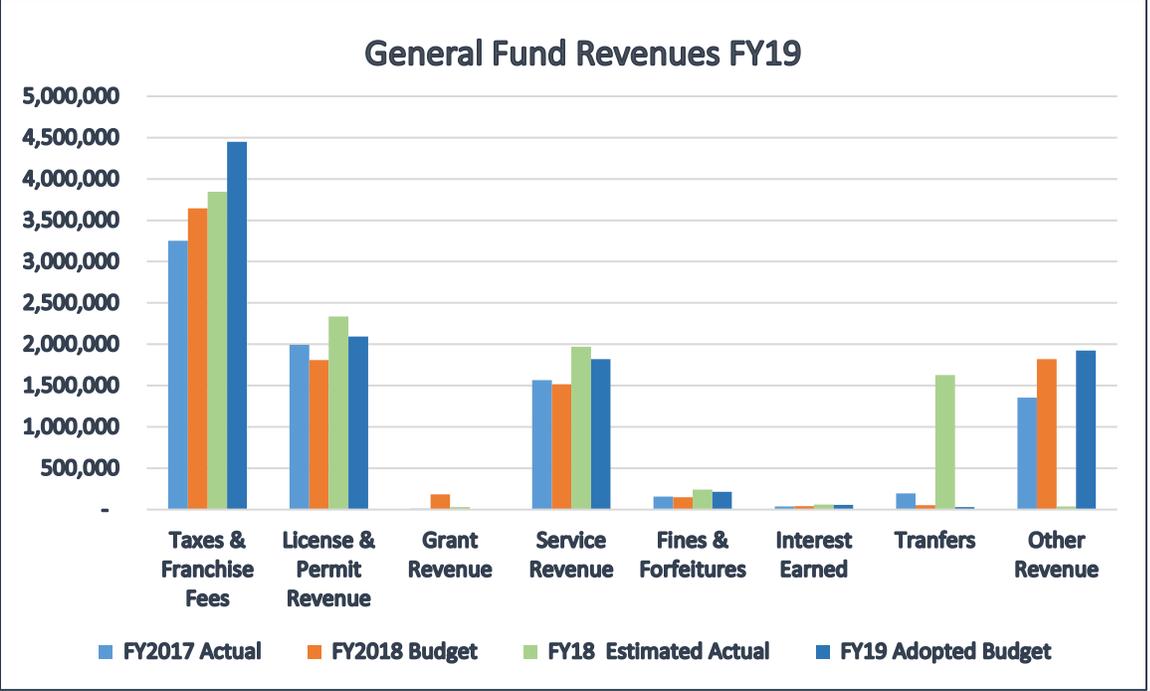
Expenditures for operations in the FY2018 budget are \$9,512,918 which is just slightly higher than the FY17 Budgeted Expenditures. Although expenditures are about what that were last year they include enhancements to the employee benefits and pay plan to increase the competitiveness of the city in hiring quality staff. This includes a 6% cost of living adjustment that will assist in the increased dependent health care cost and bring the pay plan more in line with benchmark cities. Also, the city approved an increase in its employee retirement plan by increasing the contribution rate for the city and employee from a 5% to 7%.

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

FY2019 General Fund Summary

	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Fund Balance-Beginning	\$ 3,171,061	\$ 3,571,743	\$ 3,571,743	\$ 5,254,557
REVENUES				
Tax Revenues	\$ 3,251,600	\$ 3,644,013	\$ 3,845,523	\$ 4,450,800
License-Permit Revenue	\$ 1,993,927	\$ 1,807,900	\$ 2,337,129	\$ 2,092,400
Grant Revenue	\$ 9,939	\$ 183,000	\$ 28,273	\$ -
Service Revenue	\$ 1,567,298	\$ 1,516,475	\$ 1,968,205	\$ 1,821,275
Fines & Forfeitures	\$ 157,539	\$ 150,700	\$ 240,266	\$ 215,000
Interest Earned	\$ 36,153	\$ 40,002	\$ 62,065	\$ 55,002
Other Revenue	\$ 194,013	\$ 52,900	\$ 39,402	\$ 28,200
Transfers	\$ 1,353,543	\$ 1,818,061	\$ 1,628,045	\$ 1,923,032
Total Revenues	\$ 8,564,011	\$ 9,213,051	\$ 10,148,908	\$ 10,585,709
EXPENDITURES				
Administration	\$ 2,595,278	\$ 1,466,037	\$ 1,510,028	\$ 2,161,430
Municipal Court	\$ 148,460	\$ 190,558	\$ 179,008	\$ 226,802
Finance	\$ 666,220	\$ 1,445,109	\$ 1,029,163	\$ 1,298,919
Utility Services	\$ 772,528	\$ 935,970	\$ 942,940	\$ 1,058,488
Economic Development	\$ 191,279	\$ 301,300	\$ 237,159	\$ 335,200
Police	\$ 1,901,620	\$ 2,149,124	\$ 2,226,459	\$ 2,604,331
Emergency Management	\$ 103,799	\$ 147,520	\$ 101,775	\$ 44,680
Communications	\$ -	\$ 67,100	\$ 47,430	\$ 26,200
Planning & Development	\$ 282,710	\$ 536,669	\$ 392,597	\$ 477,357
Building Inspection	\$ 492,636	\$ 685,517	\$ 579,015	\$ 896,718
Facilities	\$ 366,957	\$ 459,130	\$ 345,587	\$ 459,130
Code Enforcement	\$ 325	\$ 88,100	\$ 81,489	\$ 89,296
Public Works	\$ 327,582	\$ 395,784	\$ 456,875	\$ 482,159
Streets	\$ 313,935	\$ 345,000	\$ 336,569	\$ 425,000
Total Expenditures	\$ 8,163,329	\$ 9,212,918	\$ 8,466,094	\$ 10,585,709
Net Revenue Over(Under) Expenditures	\$ 400,682	\$ 133	\$ 1,682,814	\$ (0)
Applied Fund Balance *				\$ (565,461)
Fund Balance-Ending	\$ 3,571,743	\$ 3,571,876	\$ 5,254,557	\$ 4,689,096
Percentage of Fund Balance To Expenditures	44%	39%	62%	44%

General Fund Revenue & Expenditure Charts



General Fund Revenue Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
100-General Fund					
Beginning Fund Balance		3,171,061	3,571,743	3,571,743	5,254,557
REVENUES					
Tax Revenues					
100-41101	Property Tax - Current Year	1,818,870	2,226,618	2,115,200	2,406,841
100-41102	Property Tax - Delinquent	28,753	25,000	30,000	30,000
100-41103	Property Tax - Penalty & Interest	9,849	10,000	10,000	10,000
100-41301	Sales & Use Tax Revenue	815,736	806,400	1,003,937	1,235,559
100-41302	Mixed Beverage Tax	15,322	20,000	18,556	18,000
100-41501	Franchise Revenue - Electrical	343,438	350,000	399,728	441,982
100-41503	Franchise Revenue - Telecomm	50,264	18,000	20,000	20,000
100-41504	Franchise Revenue - Cable TV	75,316	108,000	103,326	134,666
100-41506	Franchise Revenue - Gas	14,940	14,000	50,000	56,000
100-41507	Credit Card Fees	48,598	43,000	59,000	60,000
100-41508	Franchise Revenue -Solid Waste	30,512	26,000	35,776	37,753
Total Tax Revenues		3,251,600	3,647,018	3,845,523	4,450,800
License-Permit Revenue					
100-42001	Registration - Electrician	19,200	-	-	-
100-42002	Registration - HVAC	9,400	8,000	8,500	8,500
100-42003	Registration - Bldg Contractor	34,400	35,000	46,080	52,000
100-42004	Registration - Irrigation	-	1,200	1,088	1,200
100-42201	Permit - Electrical	78,111	-	220	-
100-42202	Permit - HVAC	52,475	43,000	48,770	43,000
100-42203	Permit - Bldg Contractor	1,082,812	980,000	1,315,948	1,200,000
100-42204	Permit - Plumbing	64,385	65,000	79,350	72,000
100-42205	Permit - Solicitation	340	100	-	100
100-42207	Permit - Moving & Demolition	200	100	3,135	100
100-42208	Permit - Sign	6,275	3,000	5,898	3,000
100-42209	Permit - Banner	2,700	1,500	2,300	1,500
100-42210	Permit - Alarm	38,660	40,000	39,780	40,000
100-42300	Liquor License	940	1,000	60	1,000
100-42700	Inspection Fees	604,029	630,000	786,000	670,000
Total License-Permit Revenue		1,993,927	1,807,900	2,337,129	2,092,400
Grant Revenue					
100-43100	Grant Rev - Capital Projects	-	149,000	-	-
100-43101	GRANTS - POLICE	892	19,000	22,494	-
100-43102	DEA Overtime Reimbursement	9,046	15,000	5,779	-
Total Grant Revenue		9,939	183,000	28,273	-
Service Revenue					
100-44000	Refund Revenue	1,610	175	-	175
100-44001	NSF Fees	630	100	980	100
100-44010	Plat Review Fees	400	500	100	-
100-44011	Plan Review Fees	494,190	410,000	733,780	685,000
100-44100	Subdivision - Plat Fees	71,947	60,000	62,000	55,000
100-44101	Subdiv. Infrastructure 1% Fee	232,276	220,000	353,000	263,000
100-44103	Commercial Plat Fees	19,113	6,500	10,421	6,500
100-44500	Penalties	5,079	1,200	7,800	6,500
100-44503	Sanitation & Recycle Revenue	629,779	702,000	637,248	805,000
100-44504	Recycle Revenue	112,274	116,000	162,876	-
Total Service Revenue		1,567,298	1,516,475	1,968,205	1,821,275

General Fund Revenue Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Fines & Forfeitures					
100-45001	Court Fines & Forfeitures	60,451	50,000	79,000	75,000
100-45002	Court Fees	56,589	60,000	88,797	80,000
100-45003	Court Deferred Dispositions	39,721	40,000	72,469	60,000
100-45011	Court-City Justice Fee	778	700	-	-
	Total Fines & Forfeitures	157,539	150,700	240,266	215,000
Interest Earned					
100-46000	Interest Revenue	30,585	40,000	62,056	55,000
100-46001	PEG ACCT. INTEREST	5,568	2	9	2
	Total Interest Earned	36,153	40,002	62,065	55,002
Other Revenue					
100-49100	Candidate Filing Fee	125	200	275	200
100-49101	Legal Devlpmnt Reimbursement	17,744	40,000	-	-
100-49103	Suspense - Bank Corrections	4,680	-	-	-
100-49150	Sale of Assets	9,975	500	-	500
100-47200	Miscellaneous Revenue	24,063	-	6,002	-
100-49215	Cash Long-Short	18	-	-	-
100-49250	Open Records Revenue	815	500	600	500
100-49600	Disaster Relief Donations	125,010	-	-	-
100-49601	Event Booth Rentals	710	-	-	-
100-49700	Comm Center -FTB Seniors	369	-	1,000	1,000
100-49701	Community Center - Rental	8,237	11,350	30,525	25,000
100-49702	Community Center - Security	-	350	-	-
100-49703	Comm Center - Supervisor	267	-	-	-
100-49704	Community Center - Cleaning	2,000	-	1,000	1,000
	Total Other Revenue	194,013	52,900	39,402	28,200
Transfers					
100-49500	Applied Fund Balance				565,461
100-49530	XFER IN - C/P FUND - 300	143,014	195,000	195,000	-
100-49550	XFER IN - COF UTLTY FUND 500	176,411	193,254	193,254	131,606
100-49555	XFER IN - CCR UTLTY FUND 550	785,700	895,321	895,321	745,765
100-49560	XFER IN - 4/A EDC FUND 600	101,682	151,648	147,815	195,100
100-49561	XFER IN - 4/A PROJECT FUND 601	14,389	91,175	-	7,500
100-49562	Xfer In - 4/A Comm Events	-	24,420	24,420	37,500
					-
100-49570	XFER IN - 4/B EDC FUND 700	91,448	151,648	147,815	195,100
100-49571	XFER IN - 4/B PROJECT FUND 701	40,898	91,175	-	7,500
100-49572	Xfer In - 4/B Comm Events	-	24,420	24,420	37,500
	Total Transfers	1,353,543	1,818,061	1,628,045	1,923,032
	Total Revenues	8,564,011	9,216,056	10,148,908	10,585,709

Administration

ADMINISTRATION
<ul style="list-style-type: none"> ▪ City Manager ▪ Assistant City Manager ▪ Executive Assistant ▪ City Secretary ▪ Deputy City Secretary ▪ Receptionist

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

FY2018 Department Accomplishments

- Completed the transition of a new City Manager
- Coordinated on items relating to the transition from the previous Mayor & City Council to the newly elected Mayor & City Council
- Worked to ensure City operational initiatives were completed as required

Assistant City Manager

- Completed the transition of a new Assistant City Manager
- Continued responsibilities of Executive Director of Planning & Development
- Worked with other departments to continue operations for all areas of responsibility
- Assisted with projects relating to the following:
 - Capital Improvement Program
 - GIS/Technology Management
 - Facility Improvements
 - Planning Initiatives
 - Various Operational Initiatives & Management Programs

DEPARTMENT: **ADMINISTRATION**FUNDING SOURCE: **GENERAL FUND**City Secretary/Deputy City Secretary

- Completed the transition of a new City Secretary
- Assisted with efforts to streamline the agenda and open records processes and procedures
- Assisted with the City election process and the appointment of members serving on various City boards & commissions

Department Description

Administration provides overall direction and administration of the City organization and is headed by the City Manager. The City Manager is appointed by City Council and serves as Chief Executive Officer and head of the administrative branch of the City. The City Manager is responsible for making recommendations to City Council, filing the annual budget, filing an annual financial report, and providing leadership and direction to City staff to achieve City Council goals and objectives. On a day-to-day basis, the City Manager exercises control and supervision over all departments, sees that all state laws and city ordinances are effectively enforced, managing the City organization through the appointment and removal of employees, and performs other such duties as may be required by the Council or City Charter.

The Assistant City Manager provides Human Resource management, service, and support to all City employees and departments for benefits administration, classification and compensation administration, employee relations, compliance with federal and state employment laws, health and wellness initiatives, performance evaluations, policy and procedure development and maintenance, recognition and incentive programs, recruitment and selection processes, organizational development and training initiatives, workplace safety and workers' compensation administration. The Assistant City Manager reports to the City Manager and provides administrative direction of the City organization in the City Manager's absence, serves as the City's Human Resources Director, and oversees the City Secretary's Office and the City of Fulshear Municipal Court.

The Executive Assistant to the City Manager provides administrative management support to the City Manager and Assistant City Manager, serves as the City's Special Events Coordinator, and is a key contact with the public and City officials.

The City Secretary and Deputy City Secretary are responsible for preparing agendas for council meetings including gathering documentation to accompany agenda items, attending meetings of the council, and preparing official minutes of the proceedings. The City Secretary's office also provides certification of resolutions, ordinances and other official documents, prepares legal advertisements and notices of public meetings and hearings, prepares letters and other correspondence relating to business conducted by the council, maintains official city council and City records and files, and responds to and fulfills open records requests, in addition to

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

coordinating with Ft. Bend County and providing staff support to ensure the City election process continues to be conducted effectively and efficiently.

Department Goals

City Manager

- Continue to provide administrative direction of the City organization.
- Continue fostering a family-oriented environment for Staff, Council and the community.
- Expand growth opportunities for Staff through delegation and training.
- Enhance communication with the Community, Staff and Council.
- Implement Budget based on prioritized Strategic Implementation Plan.
- Provide information to Council to facilitate Quality Decision Making.
- Encourage and facilitate innovation in Department Heads to ensure high level performance and continuous improvement in City function.
- Continue to develop organization to meet the needs of the oncoming growth in the City.
- Coordinate departments to develop strategic plans that achieve the overall goals of the City.

Assistant City Manager

- Provide administrative direction of the City organization in the City Manager's absence.
- Provide oversight of Human Resources Management, Municipal Court, along with those departments and functions under the Planning and Development umbrella.
- Implement various level service awards as part of newly developed employee recognition programs.
- Continue to implement additional professional development and work skills training to provide effective educational opportunities for employees working toward career enrichment, improved on-the-job efficiency, promotional opportunities, career pathing, and succession planning.

City Secretary/Deputy City Secretary

- Continue to respond to City Council, Staff, and Citizen inquiries.
- Coordinate with county officials and provide staff support to ensure the City election process continues to be conducted effectively and efficiently.
- Continue to respond to and fulfill open records requests timely within 10 days or sooner.
- Establish and complete record retention schedules and requirements.
- Continue to post notices of meetings and provide minutes of Council meetings and Planning & Zoning Commission.
- Establish/maintain an Agenda Management software program.
- Establish/maintain an Open Records software program.

DEPARTMENT: **ADMINISTRATION**FUNDING SOURCE: **GENERAL FUND****Description of Operations**

Administration includes the activities of the City Manager, Assistant City Manager, Executive Assistant, City Secretary, and Deputy City Secretary. The City Manager is the Chief Executive Officer of the City and is appointed by the City Council. Under the guidelines of the City Charter, the City Manager administers City ordinances and the policies of the City Council. The City Manager provides the direction, leadership, and coordination of all departments. The City Manager appoints all department heads, and appoints the Chief of Police, City Secretary, and Chief Financial Officer with the concurrence of the City Council. The City Attorney and Municipal Court Judge(s) are appointed by the City Council.

ObjectivesCity Manager

- Provide guidance to City Council and city staff to achieve the city's goals and objectives.
- Administer City ordinances and the policies of the City Council.
- Provide direction, leadership, and coordination of all departments.
- Continue to develop organization to meet the needs of the oncoming growth in the City.
- Coordinate departments to develop strategic plans that achieve the overall goals of the City.
- Continue to enhance internal and external communications to enhance Public Trust and the reputation of the City via multiple channels.
- Continue to ensure Departments operate as effectively and efficiently as possible while maintaining high level performance.

Assistant City Manager

- Provide guidance to city staff in all aspects of City operations as needed and specifically address needs related to operational areas reporting to the Assistant City Manager.
- Continue to provide direction to Human Resources, Planning & Development departments and functions, along with the Municipal Court.
- Continue to implement organizational development initiatives to support the professional growth of City staff and City operations.
- Ensure consistent, equitable, and legally compliant practices, policies, and procedures are implemented, executed, and enforced in all areas of oversight.

DEPARTMENT: **ADMINISTRATION**

FUNDING SOURCE: **GENERAL FUND**

City Secretary/Deputy City Secretary

- Support the City’s core values of accountability and excellence in service by providing for effective and efficient City records management and providing timely, efficient responses to open records requests working in conjunction with the City Attorney.
 - Ensure timeliness of requested records within ten working days or sooner.
 - Respond to various requests upon receipt.
 - Conduct duties as a team player by aiding the entire City organization by supporting other departments or other entities.

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Human Resource Director	1	1	1	1
Executive Assistant	1	1	1	1
City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Receptionist	0	0	0	1
	6	6	6	7

DEPARTMENT: ADMINISTRATION

FUNDING SOURCE: GENERAL FUND

Expenditure-Detail					
Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Administration					
Personnel Costs					
100-5-120-5210-00	Salaries & Wages	449,912	309,429	300,129	626,652
100-5-120-5210-01	Wages	110,232	118,346	99,774	-
100-5-120-5210-02	Overtime	1,131	2,000	78	2,000
100-5-120-5210-03	Auto Allowance	10,100	4,800	4,239	15,600
100-5-120-5216-01	Mayor Compensation	9,600	9,600	9,187	9,600
100-5-120-5216-02	Elected Officials Pay	19,350	18,000	20,100	25,200
100-5-120-5230-00	Payroll Tax Expense	43,075	32,263	32,145	49,285
100-5-120-5235-00	Employee Health Benefits	46,908	43,656	32,310	57,627
100-5-120-5238-00	Retirement Contribution	32,426	31,028	27,497	44,000
100-5-120-5239-00	Worker's Compensation	2,266	1,017	4,796	1,017
100-5-120-5240-00	Unemployment	12,587	950	-	950
	Total Personnel Costs	737,586	571,089	530,255	831,930
Supplies					
100-5-120-5311-00	Supplies	21,304	15,825	15,000	15,000
100-5-120-5314-00	Publications/Ref Material	340	2,500	1,500	2,500
100-5-120-5315-00	Postage	5,262	5,500	8,782	8,000
100-5-120-5316-00	Minor Tools & Equipment	7,468	7,500	7,500	7,500
100-5-120-5317-00	Commemoratives	845	2,500	1,800	2,500
100-5-120-5326-00	Uniforms/Shirts	1,752	2,500	836	-
100-5-120-5363-00	Fuel/Oil Expense	807	2,500	58	-
100-5-120-5363-01	Auto Repair/Maintenance	733	2,500	126	-
100-5-120-5380-00	Public Relations	1,167	-	-	-
100-5-120-5381-00	Meeting Expenses	5,467	5,000	2,000	5,000
100-5-120-5381-05	Staff Relations	3,918	5,500	5,200	5,500
100-5-120-5382-00	Grants - Economic Development	30,160	50,000	8,000	-
100-5-120-5382-01	Grants - HGAC Livable Centers	38,500	38,500	38,500	-
	Total Supplies	117,722	140,325	89,302	46,000
Contractual					
100-5-120-5411-00	Prof. Services - Legal	440,828	400,000	637,333	400,000
100-5-120-5411-02	Prof. Services-Legal-LCISD	42,609	1,000	-	-
100-5-120-5411-10	Prof. Services - Consulting	78,181	100,000	29,603	100,000
100-5-120-5414-02	Keep Fulshear Beautiful	6,228	5,500	5,500	12,000
100-5-120-5414-03	Community Events	67,108	48,840	48,840	75,000
100-5-120-5424-00	Elections	4,911	5,000	4,238	5,000
100-5-120-5434-00	Telecommunications	6,675	7,000	6,700	7,000
100-5-120-5461-04	Codification	2,980	6,500	10,562	6,500
100-5-120-5467-00	Drug Screenings/Evaluations	737	1,200	500	1,200
100-5-120-5468-01	Railroad Pipeline Rental	505	600	520	600
100-5-120-5469-01	Equipment Rental	6,444	6,500	7,280	7,300
	Total Contractual	657,206	582,140	751,076	614,600
Other Charges					
100-5-120-5515-00	Advertising	150	1,500	-	-
100-5-120-5520-00	Printing	170	650	510	650
100-5-120-5526-00	Public Notices	4,405	5,000	5,000	5,000
100-5-120-5526-01	County Recording Fees	72	3,500	3,500	3,500
100-5-120-5526-05	Open Records Expenses	-	4,250	1,000	4,250
100-5-120-5527-00	Dues & Memberships	7,186	8,500	8,500	8,500
100-5-120-5528-00	Travel & Training	19,733	22,000	15,000	22,000
100-5-120-5529-00	Miscellaneous Expenses	2,321	-	208	-
100-5-120-5530-00	Contingency - Merit Adjustment	-	5,952	5,952	-
100-5-120-5540-02	Software Maintenance	6,630	-	1,600	-
100-5-120-5599-00	Vehicle Replacement Fee	-	3,125	3,125	-
	Total Other Charges	40,667	54,477	44,395	43,900
Transfers					
100-5-120-5900-15	XFER OUT - Vehicle Fund 150	-	-	-	-
TBD	Xfer Out - Gen Fund #100	-	-	-	325,000
TBD	Xfer Out - Gen Fund #100(Grant Match Only)	-	-	-	300,000
100-5-120-5900-51	XFER OUT - COF CP Fund 501	1,042,097	95,000	95,000	-
	Total Transfers	1,042,097	95,000	95,000	625,000
	Total Administration	2,595,278	1,443,031	1,510,028	2,161,430

Municipal Court

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

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

FY2018 Department Accomplishments

- Electronic records for all closed case files were established and maintained for fiscal year 2017/2018.
- Participated in the 2018 Warrant Round Up, clearing over 100 warrants in 2 months.
- Deputy Court Clerk achieved Level I Court Clerk certification.
- Implemented procedures to comply with 2017 legislative changes.

Department Description

The Fulshear Municipal Court handles Class-C fine only criminal misdemeanor and city ordinance violations. The Fulshear Municipal Court has a Presiding Judge, Alternate Judge, Court Administrator and Deputy Court Clerk.

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

Departmental Goals

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

Description of Operations

Functions or duties of the Court Clerks include: processing of citations; accepting and preparing complaints; scheduling cases; preparing dockets; notifying defendants of hearings scheduled; preparing all case documentation, maintaining all court records, preparing state reports and preparing affidavits, appeals and sworn statements. The clerks record and properly disburse funds for fines collected. The clerks maintain the failure to appear reporting program under a contract with DPS, the City and Omnibase. They also prepare jury summons and subpoenas, complaints and other associated duties for trial preparation. The clerks maintain the collection agency program under a contract with Linebarger, Goggan, Blair and Sampson, LLP and the City.

The court staff work closely with other City departments, i.e. the Police Department, Legal, Code Enforcement, Administration and Finance to insure the vision of the municipal court is carried out effectively, efficiently and impartially.

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Citations filed	1440	1724	2622	2015
Cases heard on docket	1344	1518	2085	1679
Cases adjudicated	1518	1539	2183	1743
Warrants issued	372	397	519	432
Warrants cleared	216	237	241	236
All Court Collections	\$ 230,069	\$ 255,416	\$ 382,325	\$ 287,259
*these include state court costs				

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Municipal Court Administrator	1	1	1	1
Deputy Court Clerk	1	1	1	1
Total Full Time Equivalents	2	2	2	2

Department: **MUNICIPAL COURT**

FUNDING SOURCE: General Fund

Expenditure Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Municipal Court					
Personnel Costs					
100-5-140-5210-00	Salaries & Wages	52,885	56,608	57,633	104,120
100-5-140-5210-01	Wages	26,360	39,301	36,893	-
100-5-140-5210-02	Overtime	257	1,000	27	1,000
100-5-140-5230-00	Payroll Tax Expense	5,396	7,169	4,965	8,042
100-5-140-5235-00	Employee Health Benefits	15,983	17,463	16,727	19,209
100-5-140-5238-00	Retirement Contribution	4,507	7,237	6,848	7,311
100-5-140-5239-00	Workers Compensation	-	750	-	750
100-5-140-5240-00	Unemployment	-	226	-	571
100-5-140-5250-00	Vacation Pay Out	-	-	-	-
	Total Personnel Costs	105,387	129,754	123,093	141,002
Supplies					
100-5-140-5311-00	Supplies	705	2,000	1,500	3,000
100-5-140-5314-00	Publications/Ref Material	-	400	300	400
100-5-140-5316-00	Minor Tools & Equipment	774	3,000	1,200	1,500
100-5-140-5326-00	Uniforms/Shirts	243	325	300	-
	Total Supplies	1,723	5,725	3,300	4,900
Contractual					
100-5-140-5411-00	Prof. Services - Legal	10,391	16,500	18,000	25,000
100-5-140-5411-03	Prof. Services - Judge	17,025	20,000	19,000	25,000
100-5-140-5411-06	Building Security - Bailiff	1,680	1,000	-	10,000
100-5-140-5411-07	Prof. Services - Juror Fees	-	500	-	500
100-5-140-5411-08	Prof. Services - Interpreter	990	2,000	1,700	1,000
100-5-140-5434-00	Telecommunications	692	900	600	900
	Total Contractual	30,777	40,900	39,300	62,400
Other Charges					
100-5-140-5520-00	Printing	109	400	150	400
100-5-140-5527-00	Dues & Memberships	139	600	250	600
100-5-140-5528-00	Travel & Training	2,016	4,000	3,150	4,000
100-5-140-5529-00	Miscellaneous Expense	-	500	-	-
100-5-140-5540-02	Software Maintenance	8,309	10,500	9,765	13,500
	Total Other Charges	10,573	16,000	13,315	18,500
	Total Municipal Court	148,460	192,379	179,008	226,802

Finance

VISION STATEMENT

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

FY2018 Departmental Accomplishments

- Completed the Annual Financial Report within 180-day window.
- Developed and completed required elements needed to achieve the Traditional Finance Star Award under the Comptroller’s Transparency Star Award Program.
- Compiled Operating and Capital Budget in format to submit to Government Finance Officers Association for Distinguished Budget Achievement Award.
- Developed and executed a Capital Asset management schedule.
- Evaluated and updated the City’s Purchasing Policy.

DEPARTMENT: **FINANCE**FUNDING SOURCE: **GENERAL FUND****Departmental Description**

The Finance Department has general responsibility for the financial administration of the City. The Department is responsible for recording and documenting all financial transactions, idle fund investment, debt management, budget preparation and coordination, risk management, recording of all revenue, accounts receivable, contract management, purchasing goods and services for the City, and payment of all invoices.

Departmental Operations

The Finance Department maintains the books and records for the city financial activities. It is responsible for protecting the assets of the City and managing the risk of its operations. Purchases of goods and services are monitored by this department in accordance with state law. Contracts and invoices are processed, and checks are prepared accordingly. Payroll timesheets are checked for quality control and bi-weekly payroll is performed in this department. Investment of available funds is also performed by the Chief Financial Officer.

Department Goals

- Prepare and submit the FY2018 Annual Budget for the GFOA Distinguished Budget Reporting award.
- Continue to organize accounting records in a proper retrievable manner.
- Investigate and implement where possible the utilization of credit card processing for procurement of fees and services.
- Prepare the annual financial statements in the format of a Comprehensive Annual Financial Report and submit to the GFOA for meeting the Excellence in Reporting designation.
- Achieve Texas Comptroller's Transparency Award Program.
- Provide stewardship of financial resources balancing the City's short and long-term needs
- Manage the City's Investment Portfolio to achieve the stated strategy.

DEPARTMENT: **FINANCE**

FUNDING SOURCE: **GENERAL FUND**

Department Objectives

- Increase the use of the City’s new purchasing card program by making more purchases with the card and investigate other purchasing card programs if necessary.
- Increase department’s use of accounting information via sending monthly financial reports.
- Audit various systems and processes for internal control procedures.
- Manage the use of purchase orders in accordance with the city purchasing policy.
- Maintain general fund balance at a benchmark of 25%.
- Increase participation in diversified investments to enhance the City’s Investment Portfolio.

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Number of checks issued	1525	N/A	1600	1500
Number of bank drafts	645	N/A	900	1000
Number journal entries completed	1000	N/A	1100	950
Number of Electronic Funds Transfers (EFTs)	N/A	N/A	N/A	60

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Chief Financial Officer	1	1	1	1
Finance Manager	1	1	1	1
Accountant	0	0	0	1
Part-Time Financial Specialist	0.5	0.5	0.5	0
Total Full Time Equivalent	2.5	2.5	2.5	3

DEPARTMENT: **FINANCE**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Finance					
Personnel Costs					
100-5-160-5210-00	Salaries	-	164,906	166,885	228,958
100-5-160-5210-01	Wages	-	30,047	18,844	-
100-5-160-5210-02	Overtime	-	1,000	-	1,000
100-5-160-5210-03	Auto Allowance	-	4,800	4,800	4,800
100-5-160-5230-00	Payroll Tax Expense	-	14,414	10,366	17,959
100-5-160-5235-00	Employee Health Benefits	-	17,463	17,454	28,813
100-5-160-5238-00	Retirement Contribution	-	14,550	13,760	16,076
100-5-160-5239-00	Worker's Compensation	-	454	454	454
100-5-160-5240-00	Unemployment	-	761	-	8,000
100-5-160-5250-00	Vacation Pay Out-City Wide	-	3,790	10,000	10,000
	Total Personnel Costs	-	252,185	242,563	316,061
Supplies					
100-5-160-5311-00	Supplies	-	2,875	2,000	2,875
100-5-160-5314-00	Publications/Ref Materials	-	625	500	625
100-5-160-5316-00	Minor Tools & Equipment	-	2,800	2,000	2,800
100-5-160-5326-00	Uniforms/Shirts	-	300	300	-
	Total Supplies	-	6,600	4,800	6,300
Contractual					
100-5-160-5411-09	Prof. Services - Audit	39,500	35,000	39,750	49,000
100-5-160-5421-01	Insurance - General Liability	5,982	3,500	3,804	3,500
100-5-160-5421-02	Insurance - Auto Liability	8,138	9,000	7,838	9,000
100-5-160-5421-03	Insurance W/C Contribution	-	2,500	-	2,500
100-5-160-5421-04	Errors & Omissions	5,039	7,000	5,903	7,000
100-5-160-5421-05	Insurance - Bonding	1,122	2,000	850	2,000
100-5-160-5425-00	Merchant Service Fees	34,714	30,000	48,775	50,000
100-5-160-5426-00	Tax Assessor/Collector Fees	12,816	12,500	23,639	14,500
100-5-160-5434-00	Telecommunications	-	4,500	-	-
100-5-160-5475-00	Bank Charges	817	500	1,708	500
100-5-160-5475-01	Credit Card Fees	356	600	75	600
100-5-160-5475-03	Tax Penalties	3,717	1,200	-	1,200
	Total Contractual	112,201	108,300	132,342	139,800
Other Charges					
100-5-160-5527-00	Dues & Memberships	-	2,500	750	2,500
100-5-160-5528-00	Travel & Training	-	7,500	5,600	7,500
100-5-160-5530-00	THP Commitment	-	364,476	-	-
100-5-160-5531-01	Tuition Assistance Program	-	-	1,020	1,500
100-5-160-5540-02	Software Maintenance	-	16,200	9,000	16,200
100-5-160-5381-97	MUD 1 Property Tax Rebate	39,766	49,844	48,446	77,778
100-5-160-5381-98	CCR MUDs Prop Tax Rebate	514,254	637,830	584,642	731,280
	Total Other Charges	554,019	1,078,350	649,458	836,759
	Total Finance	666,220	1,445,435	1,029,163	1,298,919

Utilities/Customer Service

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

- Utilities/Customer Service**
- Utility Service
 - Customer Service

FY 2018 Accomplishments

- Sent out updated utility information to each customer
- Wrote a step by step Utility Billing Manual
- Customer Service Representatives attended Conflict Management Class

DEPARTMENT: UTILITIES/CUSTOMER SERVICEFUNDING SOURCE: **GENERAL FUND**

Departmental Description

The Utilities/Customer Service Department has general responsibility for the administration of the water/wastewater and sanitation service of the City. The Department is responsible for the set-up of new service and the termination of service, it is responsible for monthly billing and collection of the utility services.

Departmental Operations

The Utilities/Customer Service maintains the automated meter reading computer system as well as the data collectors. The department handles utility customer service issues, administers the utility billings, and provides assistance with services such as meter reading, meter service repairs, turning on/off meters, low pressure investigations, data logs and meter testing to ensure the accuracy of water service. The department works with customers on high consumption usage as well as notifying customers of potential leaks.

Department Goals

- Continue to monitor the data collectors and digital meters
- To get more customers to sign up for the U2You Dashboard
- To have accurate billing and customer counts
- To provide a level of Customer Service that has a positive impact on the Community

Department Objectives

- Create a Utility Department Process Manual
- To update the Utility Service Policy and Procedures Manual
- To have a team of Customer Representatives that are trained in Diffusing Hostile Customers
- To send out updated utility information to each customer

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: GENERAL FUND

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Number of new connects	850	1300	2560	3520
Number of occupant change	589	885	1094	2186
Number of disconnects	190	300	39	75
Number of rereads	20	10	10	15

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Utility Customer Service Supervisor	1	1	1	1
Utility Customer Service Representative	1	1	1	1
Part-Time Utility Representative	0.5	0.5	0.5	0.5
Total Full Time Equivalent	2.5	2.5	2.5	2.5

DEPARTMENT: UTILITIES/CUSTOMER SERVICE

FUNDING SOURCE: GENERAL FUND

Expenditure Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Utility Services					
Personnel Costs					
100-5-170-5210-00	Salaries	51,459	54,866	56,237	112,705
100-5-170-5210-01	Wages	50,020	53,149	54,743	-
100-5-170-5210-02	Overtime	348	1,800	415	1,000
100-5-170-5230-00	Payroll Tax Expense	7,376	8,247	6,509	11,366
100-5-170-5235-00	Employee Health Benefits	11,508	17,463	15,272	28,809
100-5-170-5238-00	Retirement Contribution	5,682	8,325	8,047	10,449
100-5-170-5239-00	Workers Compensation	-	260	174	338
100-5-170-5240-00	Unemployment	-	570	-	570
	Total Personnel Costs	126,394	144,680	141,397	165,238
Supplies					
100-5-170-5311-00	Supplies	1,866	2,500	2,000	2,500
100-5-170-5314-00	Publications/Ref Material	-	500	250	2,500
100-5-170-5315-00	Postage	17,935	20,000	18,000	25,000
100-5-170-5316-00	Minor Tools & Equipment	984	4,500	1,500	4,500
100-5-170-5326-00	Uniforms/Shirts	437	450	423	-
100-5-170-5380-00	Public Relations	-	2,500	1,500	2,500
	Total Supplies	21,221	30,450	23,673	37,000
Contractual					
100-5-170-5411-10	Prof. Services - Consulting	-	5,000	2,500	2,500
100-5-170-5434-00	Telecommunications	1,009	1,000	500	1,000
100-5-170-5461-02	Contract - Sanitation Services	615,047	720,000	736,000	805,000
100-5-170-5469-01	Equipment Rental	2,850	3,300	3,300	3,300
	Total Contractual	618,906	729,300	742,300	811,800
Other Charges					
100-5-170-5515-00	Advertising	-	500	-	500
100-5-170-5520-00	Printing	69	3,000	1,500	3,000
100-5-170-5527-00	Dues & Memberships	-	450	300	450
100-5-170-5528-00	Travel & Training	38	2,000	2,000	2,000
100-5-170-5529-00	Contingency	-	1,000	-	1,000
100-5-170-5540-02	Software Maintenance	5,899	24,800	31,770	16,500
TBD	Equipment Maintenance	-	-	-	21,000
	Total Other Charges	6,006	31,750	35,570	44,450
	Total Utility Services	772,528	936,180	942,940	1,058,488

Economic Development

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

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

FY2018 Accomplishments

Economic Development:

- Completed 2018 demographic report/update and residential development map update
- Procured sales tax reporting and analysis tool
- Developed basic commercial development map resource
- Participated in H-GAC Livable Centers Study
- Procured available site listing resource
- Procured property research resource
- Procured site-specific demographic and location-data resource
- Facilitated twenty-six (26) Corporation board meetings and onboarding of four new EDC members

Communications:

- Implemented live-streaming video program for City Council meetings
- Provided communications and public information services for City during Hurricane Harvey and throughout remainder of year as directed/required

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

Department Description

The Economic Development Department is responsible for the City's programs to attract, retain, and grow businesses within and around the City of Fulshear, adding wealth to the community ecosystem, and facilitating the development of a strong economic foundation to support the provision of future community services.

Description of Operations

Economic Development (General Fund 100):

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

The Department's operations (Fund 100) are reimbursed to the City's General Fund via Administrative Services Agreements with both of the City's EDCs (Type A and Type B). The EDCs split the operational costs of the department 50/50, and in return the City provides the necessary infrastructure (office space, telecom, etc.) and support services (city management, finance, etc.) for the EDCs' operations.

City of Fulshear Development Corporation (CDC Funds 600 and 601):

The City of Fulshear Development Corporation (CDC) is a "Type A" economic development sales tax corporation authorized and governed by Chapter 504 of the Texas Local Government Code and its corporate bylaws. The Corporation was created via referendum in 2007 and is allocated ½ cent (25%) of the City's sales tax revenue to reinvest in projects that encourage continued growth, development, and diversification of the local tax base in alignment with statute, Corporation Bylaws, and the City's strategic goals and vision.

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

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

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

The work of the Corporation is administered via an Administrative Services Agreement with the City of Fulshear. This agreement provides for the Corporation to fund 50% of the Economic Development Department's operational costs allocated as "Administrative Services Fee" line item in the Corporation's Operating Budget.

The Corporation also funds several items in a projects fund in which remaining balances carry over year-to-year for each line item, including cost-shares in some City CIP projects.

Fulshear Development Corporation (FDC Funds 700 and 701):

The Fulshear Development Corporation (FDC) is a "Type B" economic development sales tax corporation authorized and governed by Chapter 505 of the Texas Local Government Code and its corporate bylaws.

The Corporation was created via referendum in 2007 and is allocated ½ cent (25%) of the City's sales tax revenue to reinvest in projects that encourage continued growth, development, and diversification of the local tax base in alignment with statute, Corporation Bylaws, and the City's strategic goals and vision. Projects must meet the statutory requirements for Type B Corporations under the Local Government Code.

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

The Corporation is administered via an Administrative Services Agreement with the City of Fulshear. This agreement provides for the Corporation to fund 50% of the Economic Development Department's operational costs allocated as "Administrative Services Fee" line item in the Corporation's Operating Budget. The Corporation also funds several items in a projects fund in which remaining balances carry over year-to-year for each line item, including cost-shares in some City CIP projects.

DEPARTMENT: **ECONOMIC DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Departmental Goals

Establish an economic development program that encourages economic growth by:

- Marketing the City
- Securing a long-term income stream from commercial & light industrial development
- Attracting and sustaining high-quality, unique businesses
- Increasing sales tax revenues
- Encouraging the development of commerce; and
- Promoting economic diversification

Department Objectives

- Facilitate development of strategic economic development plan
- Procure customer relationship management / lead tracking software
- Initiate formal business retention and expansion visit program
- Coordinate review/update of City ordinances respective to Economic Development
- Procure retail recruitment services focusing on unique development opportunities that highlight Fulshear’s natural environment and history
- Complete Economic Development website update
- Develop plan to implement Livable Centers study findings specific to EDCs
- Continue/complete “branding” development related to business recruitment
- Coordinate creation of incentive programs specific to identified Fulshear opportunities and goals

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Economic Development Director	1	1	1	1
Economic Development communications Coordinator	1	1	1	0
Economic Development Coordinator	0	0	0	1
Total Full Time Equivalents	2	2	2	2

DEPARTMENT: **ECONOMIC DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Economic Development					
Personnel Costs					
100-5-180-5210-00	Salaries	116,098	149,003	117,373	160,768
100-5-180-5210-03	Auto Allowance	4,062	4,800	4,800	4,800
100-5-180-5230-00	Payroll Tax Expense	8,896	13,111	7,736	12,299
100-5-180-5235-00	Employee Health Benefits	11,508	17,463	11,636	19,209
100-5-180-5238-00	Retirement Contribution	7,023	12,914	8,658	11,288
100-5-180-5239-00	Workers Compensation	-	367	-	400
100-5-180-5240-00	Unemployment	-	380	-	381
	Total Personnel Costs	147,587	198,038	150,203	209,145
Supplies					
100-5-180-5311-00	Supplies	2,495	2,500	500	2,500
100-5-180-5314-00	Publications/Ref Material	610	730	730	730
100-5-180-5316-00	Minor Tools & Equipment	3,668	2,000	1,000	2,000
100-5-180-5326-00	Uniforms/Shirts	251	300	176	-
100-5-180-5381-00	Meeting Expenses	493	1,000	600	2,000
	Total Supplies	7,518	6,530	3,006	7,230
Contractual					
TBD	Prof. Services - Legal & Engineering				10,000
100-5-180-5411-10	Prof. Services - Consulting	1,197	20,000	12,250	20,500
100-5-180-5434-00	Telecommunications	1,374	1,800	1,800	2,200
100-5-180-5440-00	Marketing	11,275	-	-	15,000
100-5-180-5472-00	Business Devlpmnt & Retention	-	5,000	1,000	5,000
	Total Contractual	13,846	26,800	15,050	52,700
Other Charges					
100-5-180-5515-00	Advertising	(1,000)	-	-	-
100-5-180-5520-00	Printing	-	2,500	1,500	2,500
100-5-180-5527-00	Dues & Memberships	13,291	1,740	1,000	1,625
100-5-180-5527-01	Dues & Memberships - Org.	-	24,000	24,000	16,000
100-5-180-5528-00	Travel & Training	10,038	11,500	11,500	11,500
100-5-180-5530-00	Technology Maintenance	-	30,400	30,400	33,500
100-5-180-5531-00	Mileage	-	1,000	500	1,000
	Total Other Charges	22,329	71,140	68,900	66,125
	Total Economic Development	191,279	302,508	237,159	335,200

Police

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

- | POLICE |
|---|
| <ul style="list-style-type: none">▪ Administration▪ Patrol▪ Records▪ Emergency Management▪ Communications |

MISSION STATEMENT

The mission of the Fulshear Police Department is to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide needed community services with the highest level of professionalism and ethical standards. We are committed to excellence in service through innovative and progressive policing methods. We value the trust of our citizens and are committed to carrying out our duties with honor, integrity, and pride. Through partnerships and collaborative efforts, we will strive to enhance the safety and security in our community.

We are held to the highest standards of official conduct and are expected to respect the rights of all citizens. Our adherence to these standards, motivated by a moral and professional obligation to perform our job to the best of our ability, is the ultimate objective of our agency.

DEPARTMENT: **POLICE**FUNDING SOURCE: **GENERAL FUND****FY2018 Departmental Accomplishments**

- Equipped all officers with plate carriers (Grant provided by Governor's office)
- Formed a Citizens Police Academy program
- Added a department mascot for community relations
- Certified instructors in CPR, First Aid, AED, and Self Aid techniques
- All officers meet all TCOLE requirements for training for training cycle 17/18
- Maintained a zero-complaint ratio (No sustained complaints)
- All officers/staff are up to date on required NIMS training

Departmental Description

The Fulshear Police Department is staffed with eighteen (18) full-time sworn officers, one (1) part-time officer, two (2) reserve officers, one (1) full-time executive assistant and one (1) full-time clerical assistant. The department patrols over 212 miles that makes up the twelve square miles of incorporated city. The Police Department currently responds to approximately 8500 calls for service and makes collectively approximately 9500 traffic contacts annually. To continue to enhance the relationship with the community, the Police Department takes part in, and provides, numerous community events and programs throughout the year.

The Police Department has general responsibility for the safety and well-being of the citizens of Fulshear and all who travel through the city. The Police Department is responsible for patrolling the city and enforcing federal law, state law and ordinances of the city. The Police Department is also responsible for responding to calls for service, investigating crimes and traffic related incidents. The department operates 24 hours a day, 7 days a week. The Police Department assists Fort Bend County Sheriff's Office, Precinct #3 Constable's Office, Katy ISD Police, and Rosenberg Police Department with mutual aid and call assist inside and outside jurisdictional bounds.

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

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

Department Objectives

- Realignment of existing staff to offset responsibilities and span of control
- Increase clearance rates of criminal investigations
- Establish a body worn camera program
- Maintain aggressive law enforcement presence in high profile areas to minimize traffic accidents and theft incidents
- Replace outdated computers in CID and Administration
- Provide continual education and training to minimize "officer complaints"
- Continue crime prevention education to promote community awareness
- Establish new Police Explorer program for teens interested in law enforcement careers
- Conduct one community survey

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Calls for service**	8,520	7,901	10,535	12,549
Traffic contacts**	9,519	7,993	10,657	11,796
Crashes investigated	106	93	124	142
Investigations	419	357	476	533
Office walk-ins*	739	961	1,281	1,824
Open records reequests	151	162	216	281
Community oriented events	88	99	132	176
Fingerprinting	91	83	111	130

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

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

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	0	0	0	1
Sergeant	5	5	5	5
Investigator	0	1	1	1
Patrol Officer	10	11	11	13
Executive Assistant	1	1	1	1
Clerical Assistant	0	1	1	1
Total Full Time Equivalents	18	21	21	24
Unpaid Positions				
Police Chaplain	1	1	2	2
Reserve Officer	2	2	2	1
Total Unpaid Positions	3	3	4	3

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Police					
Personnel Costs					
100-5-210-5210-00	Salaries & Wages	171,377	188,149	202,029	1,515,795
100-5-210-5210-01	Wages	980,472	1,031,192	1,181,318	
100-5-210-5210-02	Overtime	5,300	11,650	8,490	11,650
100-5-210-5210-04	Overtime - DEA Funded	10,215	21,000	6,751	-
100-5-210-5210-05	Holiday Worked - Wage	30,496	36,000	40,407	41,000
100-5-210-5210-06	Overtime - Grant Funded	1,015	5,000	2,400	5,000
100-5-210-5230-00	Payroll Tax Expense	83,709	92,901	81,196	121,764
100-5-210-5235-00	Employee Health Benefits	139,489	174,625	174,819	225,705
100-5-210-5238-00	Retirement Contribution	67,326	92,061	102,799	106,430
100-5-210-5239-00	Workers Compensation	26,860	27,814	27,814	30,154
100-5-210-5240-00	Unemployment	-	3,802	-	4,567
	Total Personnel Costs	1,516,260	1,684,194	1,828,023	2,062,065
Supplies					
100-5-210-5311-00	Supplies	2,049	3,000	3,000	4,000
100-5-210-5311-05	Supplies - Police Duty	22,083	28,978	23,000	27,732
100-5-210-5314-00	Publications/Ref Material	-	500	500	500
100-5-210-5316-00	Minor Tools & Equipment	91,990	85,498	65,000	65,204
100-5-210-5317-00	Commemoratives	-	500	500	500
100-5-210-5326-00	Uniforms/Shirts	15,754	16,300	16,300	24,600
100-5-210-5363-00	Fuel/Oil Expense	43,042	58,885	58,885	58,885
100-5-210-5363-01	Auto Repair/Maintenance	27,441	38,873	25,000	45,352
100-5-210-5364-00	Investigations	649	6,000	3,000	6,000
100-5-210-5380-00	Public Relations	1,028	1,200	500	1,200
	Total Supplies	204,036	239,734	195,685	233,973
Contractual					
100-5-210-5411-10	Prof. Services - Consulting	14,425	12,500	10,000	-
100-5-210-5421-01	Insurance General Liability	12,870	14,000	13,500	14,000
100-5-210-5421-02	Insurance - Auto Liability	15,033	15,032	15,502	15,032
100-5-210-5421-04	Errors & Omissions	64	1,000	500	1,000
100-5-210-5430-00	Telecommunications-Web	-	3,688		3,688
100-5-210-5434-00	Telecommunications	16,227	16,726	15,392	17,660
100-5-210-5467-00	Testing & Support Services	2,279	8,100	1,500	5,035
100-5-210-5469-01	Equipment Rental	4,220	11,700	9,000	13,000
	Total Contractual	65,118	82,746	65,394	69,415
Other Charges					
100-5-210-5520-00	Printing	734	1,500	1,200	1,500
100-5-210-5527-00	Dues & Memberships	892	2,350	1,900	2,350
100-5-210-5528-00	Travel & Training	11,700	18,000	9,000	18,000
100-5-210-5529-00	Miscellaneous Expenses	6,649	8,500	5,500	-
100-5-210-5530-00	Technology Maintenance	8,492	12,783	12,957	25,993
100-5-210-5531-01	Tuition Assistance Program	-	6,000	6,000	6,000
100-5-210-5599-00	Vehicle Replacement Fee	-	100,800	100,800	97,675
	Total Other Charges	28,467	149,933	137,357	151,518
Capital Outlay					
100-5-210-5600-00	Capital Outlay-Equipment	87,739	-	-	87,360
	Total Capital Outlay	87,739	-	-	87,360
	Total Police	1,901,620	2,156,607	2,226,459	2,604,331

DEPARTMENT: **POLICE**

FUNDING SOURCE: **GENERAL FUND**

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Emergency Management					
Personnel Costs					
100-5-230-5210-02	Overtime	77,024	5,500	5,500	5,500
100-5-230-5230-00	Payroll Tax Expense	5,536	750	750	421
100-5-230-5238-00	Retirement Contribution	4,292	-	375	409
Total Personnel Costs		86,852	6,250	6,625	6,330
Supplies					
100-5-230-5311-00	Supplies	9,112	4,500	3,000	4,500
100-5-230-5311-01	Occupation Supplies	62	3,500	1,000	3,500
100-5-230-5314-00	Publications/Ref Material	-	500	150	500
100-5-230-5316-00	Minor Tools & Equipment	1,463	9,700	4,500	9,700
100-5-230-5317-00	Commemoratives	-	1,200	500	1,200
100-5-230-5363-00	Fuel/Oil Expense	5,845	11,700	5,000	5,000
100-5-230-5363-01	Auto Repair/Maintenance	-	-	-	5,000
100-5-230-5381-00	Meeting Expenses	-	2,700	2,700	2,700
Total Supplies		16,482	33,800	16,850	32,100
Contractual					
100-5-230-5411-10	Prof. Services - Consulting	-	1,200	600	-
100-5-230-5411-13	Prof. Services I.T.	-	500	500	500
100-5-230-5434-00	Telecommunications	464	24,720	500	2,000
100-5-230-5469-01	Equipment Rental	-	2,000	-	1,000
Total Contractual		464	28,420	1,600	3,500
Other Charges					
100-5-230-5515-00	Advertising	-	150	-	-
100-5-230-5520-00	Printing	-	300	300	300
100-5-230-5527-00	Dues & Memberships	-	450	150	450
100-5-230-5528-00	Travel & Training	-	2,500	1,250	2,000
100-5-230-5529-00	Miscellaneous Expense	-	650	-	-
Total Other Charges		-	4,050	1,700	2,750
Capital Outlay					
100-5-230-5600-00	Capital Outlay - Equipment	-	75,000	75,000	-
Total Capital Outlay		-	75,000	75,000	-
Total Emergency Management		103,799	147,520	101,775	44,680

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Communications					
Supplies					
100-5-185-5311-00	Supplies	-	500	500	500
100-5-185-5316-00	Minor Tools & Equipment	-	14,000	14,000	-
100-5-185-5380-00	Public Relations	-	2,500	-	-
Total Supplies		-	17,000	14,500	500
Contractual					
100-5-185-5411-13	Prof. Services - I.T.	-	30,000	18,630	-
Total Contractual		-	30,000	18,630	-
Other Charges					
100-5-185-5527-00	Dues & Memberships	-	500	500	500
100-5-185-5527-02	Annual Subscription Services	-	6,000	6,000	6,000
100-5-185-5528-00	Travel & Training	-	4,000	-	-
100-5-185-5530-00	Technology Maintenance	-	11,400	6,600	18,000
100-5-185-5540-02	Software Maintenance	-	1,200	1,200	1,200
Total Other Charges		-	23,100	14,300	25,700
Total Communications		-	70,100	47,430	26,200

Planning & Development

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

- | PLANNING & DEVELOPMENT |
|--|
| <ul style="list-style-type: none"> ▪ Building Inspection ▪ Capital Improvement Program ▪ City Planning ▪ Code Enforcement ▪ Engineering ▪ Facilities ▪ Information Systems & Technology ▪ Parks & Recreation ▪ Public Works ▪ Streets ▪ Utilities |

FY2018 Accomplishments

- Created GIS base maps corresponding to available infrastructure records
- Set the groundwork for the management of public infrastructure assets through inventory data collection and condition assessments
- Began the process of an overhaul of the internal policies and procedures for construction and development activities
- Conducted preliminary facility condition assessments to identify immediate maintenance needs and opportunities for near-term improvements
- Worked with the Finance Department & City Management to develop the draft FY18-22 Capital Improvement Program
- Completed the first stage of an effort to provide enhanced customer service options for reporting and managing requests from the public via the City’s website

DEPARTMENT: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Description of Operations

The Planning & Development Services group has general responsibility for oversight of various departments and functions within the City. The group as a whole is responsible for the operation and maintenance of the City’s public infrastructure and facilities. In addition, the group is also charged with facilitating private development activities in accordance with established City codes and other adopted standards. These functions are a large part of the City’s overall approach to ensuring the safety and quality of life expectations of the public. The Development Department also oversees the enforcement of the codes and ordinances of the city and the laws of the state, by performing services that include permit issuance, plans examination, and inspections.

Operational & Objectives Goals

- Continue to facilitate planning options for future facility and infrastructure improvements.
- Coordinate implementation of projects approved in the Capital Improvement Program.
- Continue progress regarding the City’s GIS and Asset Management systems.
- Focus on improvements to operational processes and procedures to realize enhanced efficiency and customer service benefits.
- Hire a City Planner to be involved with the day-to-day operations of planning and development activities related to the implementation and continual review of City planning standards.

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Executive Director	1	1	0	0
City Planner/Asset & Technology Director	0	1	0	1
Total Full Time Equivalents	1	2	0	1

DEPARTMENT: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail					
Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
Planning & Development					
Personnel Costs					
100-5-400-5210-00	Salaries & Wages	75,071	167,670	105,963	91,862
100-5-400-5210-03	Auto Allowance	3,946	8,400	4,800	4,800
100-5-400-5230-00	Payroll Tax Expense	5,465	12,827	6,526	7,027
100-5-400-5235-00	Employee Health Benefits	5,115	15,280	8,727	9,604
100-5-400-5238-00	Retirement Contribution	4,341	12,061	8,036	6,450
100-5-400-5239-00	Workers Compensation	-	242	-	223
100-5-400-5240-00	Unemployment	-	190	-	190
	Total Personnel Costs	93,938	216,670	134,052	120,157
Supplies					
100-5-400-5311-00	Supplies	244	3,500	300	3,500
100-5-400-5314-00	Publications/Ref Material	-	1,200	320	1,200
100-5-400-5316-00	Minor Tools & Equipment	-	8,500	-	8,500
100-5-400-5326-00	Uniforms/Shirts	185	300	300	-
100-5-400-5363-00	Fuel/Oil Expense	-	2,500	-	2,500
100-5-400-5363-01	Auto Repair/Maintenance	-	1,500	100	-
	Total Supplies	430	17,500	1,020	15,700
Contractual					
100-5-400-5411-10	Prof. Services - Consulting	74,441	100,000	100,000	140,000
100-5-400-5411-11	Prof. Services - Engineering	102,867	100,000	100,000	100,000
100-5-400-5434-00	Telecommunications	604	1,000	1,000	1,000
100-5-400-5469-01	Equipment Rental	-	1,000	-	1,000
	Total Contractual	177,911	202,000	201,000	242,000
Other Charges					
100-5-400-5527-00	Dues & Memberships	-	1,500	1,500	1,500
100-5-400-5528-00	Travel & Training	2,310	10,000	5,000	10,000
100-5-400-5529-00	Miscellaneous Expense	259	1,000	25	-
100-5-400-5540-02	Software Maintenance	7,862	88,000	50,000	88,000
	Total Other Charges	10,431	100,500	56,525	99,500
	Total Planning & Development	282,710	536,670	392,597	477,357

DEPARTMENT: **PLANNING & DEVELOPMENT**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Adopted Budget
0					
Code Enforcement					
Personnel Costs					
100-5-250-5210-00	Salaries & Wages	-	-	-	45,211
100-5-250-5210-01	Wages	-	47,295	43,545	-
100-5-250-5210-02	Overtime	-	1,000	-	1,000
100-5-250-5230-00	Payroll Tax Expense	-	3,618	2,479	3,459
100-5-250-5235-00	Employee Health Benefits	-	8,731	8,727	9,604
100-5-250-5238-00	Retirement Contribution	-	1,512	3,147	3,174
100-5-250-5239-00	Workers' Compensation	-	259	-	2
100-5-250-5240-00	Unemployment	-	190	-	190
Total Personnel Costs		-	62,605	57,898	62,641
Supplies					
100-5-250-5311-00	Supplies	-	200	68	200
100-5-250-5314-00	Publications/Ref Material	-	300	-	300
100-5-250-5316-00	Minor Tools & Equipment	-	7,100	3,700	7,100
100-5-250-5326-00	Uniforms/Shirts	-	350	280	350
100-5-250-5363-00	Fuel/Oil Expense	-	3,400	8,785	3,400
100-5-250-5363-01	Auto Repair/Maintenance	-	3,600	1,033	3,840
Total Supplies		-	14,950	13,866	15,190
Contractual					
100-5-250-5434-00	Telecommunications	-	720	-	1,200
100-5-250-5461-00	Pro Serv.- Demo-/Prop Upkeep	325	5,500	5,500	5,500
Total Contractual		325	6,220	5,500	6,700
Other Charges					
100-5-250-5527-00	Dues & Memberships	-	200	100	200
100-5-250-5528-00	Travel & Training	-	1,000	1,000	1,000
100-5-250-5530-00	Technology Maintenance	-	-	-	440
100-5-250-5599-00	Vehicle Replacement Fee	-	3,125	3,125	3,125
Total Other Charges		-	4,325	4,225	4,765
Total Code Enforcement		325	88,100	81,489	89,296

Building Inspection

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

BUILDING INSPECTION
<ul style="list-style-type: none"> ▪ Permits ▪ Inspections ▪ Customer Service ▪ Education

MISSION STATEMENT

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

FY2018 Accomplishments

- Continued revision of codes and related ordinances.
- Continued efforts for improved customer service for homeowners and contractors relative to all Development Services related questions, concerns, or needs.
- Continued coordination of pre-construction meetings for all new contractors as they obtain permits, to assist them with the inspection processes.
- Continued licensing and other professional development efforts.
- Continued communication improvements for alarm permits by sending renewal letters each month for all alarm permits that provide advance for alarm renewal without being in violation.

DEPARTMENT: **BUILDING INSPECTION**FUNDING SOURCE: **GENERAL FUND****Departmental Description**

The Building Inspection Department has general responsibility for issuing permits for all construction within the City of Fulshear city limits and our ETJ. The Department is responsible for reviewing permit applications for compliance with all the codes and ordinances adopted by the city. The Department is also responsible for the inspection process to ensure that the life, health, and safety of the public is met for all buildings within our jurisdiction.

Description of Operations

The Building Inspection Department has general responsibility for issuing permits for all construction within the City of Fulshear city limits and our ETJ for those areas as required by development agreements. The Department is responsible for reviewing permit applications for compliance with all the codes and ordinances adopted by the city. The Department is also responsible for the inspection process to ensure that the life, health, and safety of the public is met for all buildings within our jurisdiction.

Departmental Goals

- Continue our goals for continuing education through additional licenses and certifications, to further our goal to meet standards for ISO ratings.
- Continue to provide exceptional customer service to the public by being accessible and through educating the public.
- To create a paperless department in which our large volume of records is easier to access and manage.

Departmental Objectives

- Acquire an online permitting software
- Fill vacant positions: 1 permit clerk & 1 inspector
- Adopt the 2015 International Building Code, 2017 National Electrical Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fuel Gas Code and 2015 International Swimming Pool Code
- Online permitting system that can help us transition to a paperless department and offer services such as submittal of permits, make payments, and view inspection reports online

DEPARTMENT: **BUILDING INSPECTION**

FUNDING SOURCE: **GENERAL FUND**

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Permit Numbers	2196	1165	2800	1800
Inspections	9800	9500	15000	13000
Plan Reviews	2416	1095	1500	1400
Incidental Permits	6858	5000	6300	6500

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Bulding Official	1	1	1	1
Plans Examiner	1	1	1	2
Inspector	3	3	3	4
Permit Clerk	2	2	2	2
Total Full Time Equivalentents	7	7	7	9

DEPARTMENT: **BUILDING INSPECTION**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Building Inspection					
Personnel Costs					
100-5-450-5210-00	Salaries & Wages	134,721	148,078	91,369	497,599
100-5-450-5210-01	Wages	213,393	234,121	234,463	-
100-5-450-5210-02	Overtime	109	5,500	3,500	5,500
100-5-450-5230-00	Payroll Tax Expense	24,278	28,766	18,859	38,487
100-5-450-5235-00	Employee Health Benefits	53,722	61,119	54,544	86,440
100-5-450-5238-00	Retirement Contribution	19,675	29,039	23,318	34,938
100-5-450-5239-00	Workers Compensation	2,090	2,237	2,237	2,048
100-5-450-5240-00	Unemployment	-	1,330	-	1,330
	Total Personnel Costs	447,988	510,190	428,290	666,343
Supplies					
100-5-450-5311-00	Supplies	4,931	6,000	6,000	6,000
100-5-450-5314-00	Publications/Ref Material	1,327	1,500	650	1,500
100-5-450-5316-00	Minor Tools & Equipment	479	5,500	100	5,500
100-5-450-5326-00	Uniforms/Shirts	1,378	2,000	1,200	3,000
100-5-450-5363-00	Fuel/Oil Expense	3,248	6,500	5,200	8,000
100-5-450-5363-01	Auto Repair/Maintenance	5,108	5,000	2,397	5,000
100-5-450-5380-00	Public Relations	-	1,500	-	1,500
	Total Supplies	16,471	28,000	15,547	30,500
Contractual					
100-5-450-5411-10	Prof. Services - Consulting	6,910	10,500	69,067	60,500
100-5-450-5411-11	Prof. Services - Engineering	-	1,500	-	1,500
100-5-450-5434-00	Telecommunications	2,348	7,500	2,600	7,500
100-5-450-5469-01	Equipment Rental	5,402	6,000	6,000	6,000
	Total Contractual	14,660	25,500	77,667	75,500
Other Charges					
100-5-450-5520-00	Printing	3,558	6,000	3,500	6,000
100-5-450-5527-00	Dues & Memberships	685	1,500	1,000	1,500
100-5-450-5528-00	Travel & Training	7,071	11,500	5,000	11,500
100-5-450-5529-00	Miscellaneous Expense	82	500	55	-
100-5-450-5540-02	Software Maintenance	2,121	10,000	1,956	10,000
100-5-450-5599-00	Vehicle Replacement Fee	-	16,000	16,000	12,875
	Total Other Charges	13,518	45,500	27,511	41,875
Capital Outlay					
100-5-450-5600-02	Capital Outlay-Vehicle	-	-	-	-
100-5-450-5600-01	Capital Outlay - Technology	-	82,500	30,000	82,500
	Total Capital Outlay	-	82,500	30,000	82,500
	Total Builder Services	492,636	691,690	579,015	896,718

Facilities

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

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

MISSION STATEMENT

The Facilities group provides support to the City and the public through the maintenance and operations of City facilities and parks. This department is also and enhancing the quality of life for Fulshear residents and stakeholders. This group is committed to continual improvement concerning the construction and maintenance of quality public infrastructure, facilitating the responsible growth of the City, and providing excellent customer service to all served in a manner that is indicative of an efficient and transparent utilization of City resources.

DEPARTMENT: **FACILITIES**FUNDING SOURCE: **GENERAL FUND****FY 2018 Departmental Accomplishments**

- Conducted facility assessments for City Hall and the Irene Stern Community Center.
- Continue planning for future facility solutions as proposed in the FY19-23 CIP.
- Coordinated outside contractor activities for technical needs and planning.
- Improved internet and network connectivity between the different City office/facility locations.

Department Description

The Facilities Department has responsibility for maintaining and operating the City's facilities. The Department is also responsible for identifying and assisting with facility needs to include coordinating repairs and maintenance as needed. The oversight of the City's Information Systems and Technology assets and planning needs are also included in the Department's responsibilities.

Description of Operations

- Coordinate repair and maintenance activities for parks and facilities.
- Track repair, maintenance, and improvement activities and associated costs relative to the annual budget and CIP.
- Assess immediate and future needs for parks, facilities and technology related items.
- Develop and manage systematic approaches to infrastructure asset management and maintenance for operations of parks and facilities.
- Provide excellent customer service to both internal and external customers.

Operational Goals & Objectives

- Develop a systematic approach for tracking and prioritizing the normal maintenance and operations of City facilities and parks.
- Coordinate technical services needed for the City's Information Systems & Technology needs.
- Support the continued development of the City's Asset Management & GIS efforts.
- Assist departments with planning and resolving issues for Facility and Technology items.
- Implement CIP projects related to Parks, Facilities, and Technology and plan for future years.
- Work with various departments and consultants to address the day-to-day technical and asset management needs of the City. Duties also include the ongoing coordination of contracted services and future technology planning efforts.

DEPARTMENT: **FACILITIES**

FUNDING SOURCE: **GENERAL FUND**

Expenditures-Detail					
Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Facilities					
Supplies					
100-5-490-5311-00	Supplies	7,923	10,000	10,000	10,000
100-5-490-5316-00	Minor Tools & Equipment	15,020	20,000	5,812	20,000
100-5-490-5316-02	Minor Equipment - Technology	-	15,000	5,500	15,000
	Total Supplies	22,943	45,000	21,312	45,000
Contractual					
100-5-490-5411-13	Prof. Services I.T.	92,495	50,000	50,000	50,000
100-5-490-5420-00	Comm Center Supervisor	1,126	5,000	-	5,000
100-5-490-5421-00	Insurance Real/Pers. Property	3,386	4,500	4,799	4,500
100-5-490-5422-00	Facilities Cleaning	26,929	45,000	25,000	45,000
100-5-490-5430-00	Telecommunications Web	6,665	7,500	5,000	7,500
100-5-490-5431-00	Electricity	26,445	25,000	19,159	25,000
100-5-490-5434-00	Telecommunications	12,372	45,000	18,000	45,000
100-5-490-5435-00	Pest Control Services	1,347	2,250	1,480	2,250
100-5-490-5451-00	Security Systems	3,297	9,500	4,657	9,500
100-5-490-5469-02	Facility Rental	113,032	100,380	100,380	100,380
100-5-490-5472-00	Contract Services	350	25,000	-	25,000
	Total Contractual	287,445	319,130	228,475	319,130
Other Charges					
100-5-490-5540-02	Software Maintenance	-	50,000	50,000	50,000
100-5-490-5570-01	Facilities Maintenance	20,226	25,000	25,000	25,000
100-5-490-5570-02	Facility Improvements	25,499	10,000	10,000	10,000
100-5-490-5571-00	Landscape Maintenance	10,844	10,000	10,800	10,000
	Total Other Charges	56,569	95,000	95,800	95,000
	Total General Facilities	366,957	459,130	345,587	459,130



Public Works & Streets

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

PUBLIC WORKS
<ul style="list-style-type: none">▪ Public Works & Maintenance▪ Engineering▪ Capital Improvement Projects▪ Streets

Mission Statement

The mission of the Public Works & Streets Departments is to provide to our customers the very best customer service. We should be indispensable to our community and they should view us a team of professionals whom they can count on to deliver outstanding customer service, quality products and services, while ensuring our efforts and services meets or exceeds all mandated and environmental standards and regulations.

DEPARTMENT: **PUBLIC WORKS & STREETS**FUNDING SOURCE: **GENERAL FUND****FY 2018 Department Accomplishments**

- Used A high pressure grout process to raise low areas in 9,840 SF of concrete pavement
- Replaced 120 regulatory signs for compliance with the Texas Manual of Uniform Traffic Control Devices
- Cooperated with Fort Bend County to schedule Asphalt Paving for Water Plant Rd, Houston St, Dixon St, 4th Street, Wallis St. and Wilson Street (4,585 LF)
- Responded to 75 requests for services within 24 hours.
- Completed 420 SF of Concrete Pavement Repair
- Cooperated with TxDOT to initiate installation of Driver Feedback Signs on FMs 1093 & 359
- Finalized the alignment for right of way acquisition of Katy/Fulshear and Huggins for the Fort Bend County/City coordinated project to widen Katy/Fulshear from FM 1093 to Huggins and to widen and extend Huggins Rd from Katy/Fulshear to FM 359.
- Implemented the Asset Management Program for pavement, pavement markings, fire hydrant repair/maintenance, signs, and sidewalks.
- Coordinated the utility relocation/installation of water lines and wastewater lines for the FM 1093 widening project, Phase 2b, Cross Creek Bend Blvd west to James Ln.
- Kicked off the Livable Centers Study for Downtown Fulshear and the areas within a 1.5-mile radius; held 3 Livable Center Advisory Group meetings and 1 Community-Wide meeting.
- Completed the first phase of channel maintenance in the Lower Bois D'Arc area on the north/south drainage channel between Flewellen Tributary and Lea Ln.,
- Completed FEMA documents for reimbursement for disaster response and hazard mitigation of: 2 lift stations in Fulbrook on Fulshear Creek, Redbird Ln Rehabilitation, City Hall repairs, and Category B response/repairs during Harvey.
- Completed the Utility Extension Project from the City of Fulshear Wastewater Plant to Fulshear Lakes to provide for a 16" Water Main line, and 14" and 10" Force Main lines to serve future development
- Completed the expansion of the City of Fulshear Wastewater Treatment Plant from 100 MGD to 500 MGD.

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

Department Description

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

Description of Operations

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

Street Maintenance

Sidewalk Maintenance

Sign Maintenance

Right of Way Maintenance

Parks Maintenance

Support for Facilities Maintenance

Support for Utilities Maintenance & Billing Services

Oversight of the Operations for the City of Fulshear and Cross Creek Ranch Utility Systems

Oversight of the Engineering Services for City Projects and Operations

Oversight of CIP Projects Planning and Implementation, Construction & Inspection

Oversight of MUD/Developer Project Development & Construction of Public Infrastructure

These efforts are focused on the sole objective of providing innovative solutions and exceptional service to all our customers with an engaged, empowered team of professionals.

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

Goal 1: Provide for the maintenance and operations of the City's Public Infrastructure to ensure current levels of condition and services are maintained at a level identified as acceptable resulting from the most recent/current condition assessment.

Goal 2: Identify and prioritize Capital Improvement Projects for future Capital Improvement Program.

Goal 2: Identify additional opportunities to leverage funding to provide for and/or assist in funding operational and capital projects

Goal 3: Provide for opportunities for staff to improve skills and abilities and/or increase knowledge of Public Works operations.

Goal 4: Provide assistance and/or support to other Departments for maintaining City facilities, and parks.

Department Objectives

- Clean at least 5,000 LF of roadside ditch by September 30, 2019
- Provide for the repair of 75% of the pavement identified as having a condition rating below 60 by September 30, 2019.
- Scope and secure a Project Agreement with Fort Bend County for the asphalt pavement rehabilitation of either Bois D'Arc or Redbird Lane by September 30, 2019.
- Prepare a standard operating procedure for asphalt pavement repair, small concrete repair (less than 25 SF), and curb repair by March 31, 2019
- Review asset management conditions for signs, small pavement repair and minor curb repair to determine priority of repair and costs to make repairs by March 31, 2019.
- Identify training needs for at least two staff, provide training sessions by September 30, 2019.
- Prepare a facilities maintenance schedule for all City Facilities by March 30, 2019 and implement by September 30, 2019.

DEPARTMENT: **PUBLIC WORKS & STREETS**

FUNDING SOURCE: **GENERAL FUND**

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Number of Interlocal Agreements for Operations	N/A	N/A	4	4
Number of Centerline Miles Maintained	89	100	100	105
Linear feet of paving (rehab/reconstruction)	500	15000	4585	5000
Linear feet of Pavement Markings	21730	15840	10280	5280
Number of "Request for Services"	50	50	75	100
Linear feet of roadside ditch maintained	1000	5300	5300	5000
Linear feet of culverts maintained	200	75	1000	1000
Number of signs replaced	40	15	120	100
Number of Capital Projects	N/A	N/A	7	9
Value of Capital Projects	N/A	N/A	\$730,000	\$4.5M

Personnel Schedule

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Public Works Director	1	1	1	1
Maintenance Supervisor	1	1	1	1
Maintenance Worker	3	3	3	3
Total Full Time Equivalents	5	5	5	5

DEPARTMENT: **PUBLIC WORKS & STREETS**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Public Works					
Personnel Costs					
100-5-510-5210-00	Salaries & Wages	68,069	92,915	94,898	264,838
100-5-510-5210-01	Wages	142,775	107,655	166,763	-
100-5-510-5210-02	Overtime	3,487	5,500	5,739	5,500
100-5-510-5210-03	Auto Allowance	3,946	4,800	5,400	4,800
100-5-510-5230-00	Payroll Tax Expense	14,807	14,901	15,330	20,681
100-5-510-5235-00	Employee Health Benefits	37,081	43,656	43,635	48,022
100-5-510-5238-00	Retirement Contribution	12,257	15,042	19,740	18,595
100-5-510-5239-00	Workers Compensation	5,000	6,337	4,845	8,231
100-5-510-5240-00	Unemployment	-	950	-	950
	Total Personnel Costs	287,422	291,756	356,350	371,617
Supplies					
100-5-510-5311-00	Supplies	900	2,000	2,400	2,000
100-5-510-5314-00	Publications/Ref Material	-	500	100	250
100-5-510-5316-00	Minor Tools & Equipment	4,789	5,000	2,500	5,000
100-5-510-5326-00	Uniforms/Shirts	1,258	1,200	1,200	1,800
100-5-510-5363-00	Fuel/Oil Expense	7,004	10,000	7,500	10,000
100-5-510-5363-01	Auto Repair/Maintenance	7,566	12,000	17,000	12,000
	Total Supplies	21,517	30,700	30,700	31,050
Contractual					
100-5-510-5411-10	Prof. Services - Consulting	11,825	20,000	15,000	20,000
100-5-510-5434-00	Telecommunications	2,669	4,200	2,500	4,200
100-5-510-5469-01	Equipment Rental	-	5,000	2,500	5,000
	Total Contractual	14,494	29,200	20,000	29,200
Other Charges					
100-5-510-5527-00	Dues & Memberships	295	500	500	500
100-5-510-5528-00	Travel & Training	3,854	4,500	4,408	4,500
100-5-510-5599-00	Vehicle Replacement Fee	-	44,917	44,917	45,292
	Total Other Charges	4,149	49,917	49,825	50,292
	Total Public Works & Maint	327,582	401,573	456,875	482,159

DEPARTMENT: **PUBLIC WORKS & STREETS**

FUNDING SOURCE: **GENERAL FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
Streets					
Supplies					
100-5-520-5311-00	Supplies	1,303	10,000	5,098	10,000
100-5-520-5311-02	Supplies - Signage	8,193	10,000	4,000	10,000
100-5-520-5350-00	Street Maintenance	6,534	25,000	25,000	25,000
	Total Supplies	16,030	45,000	34,098	45,000
Contractual					
100-5-520-5411-10	Prof. Services - Consulting	18,711	5,000	185	5,000
100-5-520-5432-00	Electricity - Street Lights	279,195	260,000	267,286	270,000
100-5-520-5472-01	Contract Services - Streets	-	25,000	25,000	25,000
100-5-520-5472-02	Contract Services - Markings	-	10,000	10,000	10,000
	Total Contractual	297,906	300,000	302,471	310,000
Capital Outlay					
100-5-200-5600-00	Capital Outlay - Equipment	-	-	-	15,000
100-5-200-5600-00	Capital Outlay - Equipment	-	-	-	35,000
100-5-200-5600-00	Capital Outlay - Equipment	-	-	-	20,000
	Total Capital Outlay	-	-	-	70,000
	Total Streets	313,935	345,000	336,569	425,000



UTILITY FUND

The Utility Fund is used to account for operations that are operated in a manner similar to private business enterprises (i.e., enterprise funds). This fund is to be financed or recovered primarily through user fees.

The Utility Fund is separated into two distinct areas of the City. One is referenced as the City of Fulshear utility and the other as Cross Creek Ranch service area. Both are used to account for the provision of water and wastewater services to the citizens of the City of Fulshear. Currently the City's water/wastewater system is servicing approximately 3,400 connections. The growth for the next three years is expected to add about 1,000 connections per year.

City of Fulshear Water/Wastewater Operations

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

COF WATER/WASTEWATER OPERATIONS

- Water Plant
- Water Distribution
- Wastewater Plant
- Wastewater Collection

MISSION STATEMENT

The mission of the Public Works Water Division is to safely provide clean, superior, high-quality, potable water for all City of Fulshear customers. The mission of the Public Works Wastewater Treatment Division is to efficiently and effectively treat City of Fulshear wastewater to protect the environment as well as public health, safety and welfare, while ensuring the effluent to the receiving stream meets or exceeds all environmental standards and regulations.

DEPARTMENT: **COF WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND**

FY 2018 Department Accomplishments

- Adopted the Water & Wastewater Master Plan for development and infrastructure planning
- Added 4,775 LF of 16" Water Line to the existing City of Fulshear Water System
- Added 4,00 LF of 14" Force Main Line and 775 F of 10" Force Main Line to the City of Fulshear Wastewater System.
- Completed the expansion of the City of Fulshear Wastewater Treatment Plant from 100 MGD to 500 MGD.
- Coordinated Utility Conveyances in Fulbrook on Fulshear Creek – 1 lift station.
- Converted the Old Town Water Plant from Bleach to Chlorine Gas for Disinfection
- Qualified to receive the North Fort Bend Water Authority rebate of .10 per 1,000 gallons of water pumped; Program participation in Larry's Toolbox
- Completed a city-wide Fire Hydrant inspection, repair and painting program. Fire Hydrants painted with a silver body and cap color representing size of water line.
- Completed Water Loss Audit ahead of schedule showing only a 4% water loss.
- Coordinated with Fort Bend County Engineering to provide for utility relocates and future Water/Wastewater main line installations within the FM 1093 Widening project Phase II (b).
- Successfully negotiated and awarded a new Operational Contract with Inframark to provide contract operations for the City of Fulshear and the Cross Creek Ranch Water and Wastewater Systems with an option to reduce services as City transitions operation to city staff.

Department Description

The City of Fulshear Utility serves the area of Fulshear not located within the Cross-Creek Ranch Development. The Utility operates as an enterprise fund, meaning it is not supported with tax dollars but rather totally funded through water, sewer and reuse service revenues and utility capacity fees.

With one water treatment plant (3 Wells), one wastewater treatment facility, and five lift stations, the Utility Department is responsible for providing high quality, safe drinking water and environmentally responsible wastewater service to the community.

The Water System operates under the North Fort Bend Water Authority regulations for groundwater reductions, which requires the City to pay pumpage fees for the amount of water pumped for consumer use. The current groundwater pumpage fee is \$3.05/thousand gallons pumped, but is expected to increase in January of 2018, which will have a significant impact to the City of Fulshear customer base.

DEPARTMENT: **COF WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND****Description of Operations**

- Administer and coordinate the operations of one Water Treatment Plant, one Wastewater Treatment Plant, five Lift Stations, and the Systems Division efficiently and effectively.
- Manage and oversee work being done at various project sites and in the field.
- Represent the Utility Department at all regular and special meetings of the City Council and coordinate and present those items requiring action for review for the Divisions within the Utility Department.
- Aid customers with utility related problems/concerns, and other City department complaints. Refer complaints to the designated division or department or contract operator.
- Provide technical assistance regarding City utility improvements to the public and other city departments as requested.

Department Goals

It is the goal of the department to provide our residents, customers and the business community clean, safe, high-quality water and environmental stewardship in the treatment and disposal of waste water while sustaining and enhancing our infrastructure.

- Implement new technology for operational efficiency
- Expand the wastewater and water production and collection systems as outlined in the Water Wastewater Master Plan, adopted by City Council in FY 17
- Provide avenues for residents and the business community to conserve water.
- Provide for regionalization of the City's Water Wastewater system
- Complete the Impact Fee Study for Water Wastewater Infrastructure Development

DEPARTMENT: **COF WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Department Objectives

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

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Number of Fire Hydrants Maintained	15	15	40	60
Number of Fire Hydrants Flushed/Month	15	15	45	60
Cost/month - Water Line Repairs	\$ 6,200	\$ 6,200	\$ 5,370	\$ 6,000
Abatement of Excursions/Year-Sanitary Sewer System	3	0	3	1

DEPARTMENT: **COF WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
500-Fulshear Utility Fund					
Beginning Fund Balance		1,303,261	811,431	811,431	717,823
Revenues					
Service Revenues					
500-44102	Residential Water	183,949	150,000	228,000	259,000
500-44103	Commercial Water	126,909	135,000	77,000	84,700
500-44104	Builder Water	29,670	22,000	27,000	29,700
500-44105	Irrigation Water	7,150	6,000	7,000	7,500
500-44106	Residential Sewer	109,486	82,000	132,000	149,000
500-44107	Commercial Sewer	51,585	86,000	44,000	48,400
500-44300	Water & Sewer Taps	65,584	75,000	176,000	140,000
500-44310	Builder Backcharges	5,695	-	76	-
500-44500	Penalties	11,074	750	20,000	20,000
500-44600	NFBWA Pumpage Fees	423,444	380,000	371,000	400,680
Total Service Revenue		1,014,547	936,750	1,082,076	1,138,980
Interest Revenue					
500-46000	Interest Revenue	7,491	4,476	8,600	7,500
Total Interest Earned		7,491	4,476	8,600	7,500
Other Revenue					
500-49200	Miscellaneous Revenue	100	-	-	-
Total Other Revenue		100	-	-	-
Total Revenues		1,022,137	941,226	1,090,676	1,146,480
Expenditures					
Supplies					
500-5-000-5311-00	Supplies	82	-	-	-
TBD	Chemicals	-	-	800	8,500
500-5-000-5381-01	Miscellaneous	1,763	3,250	1,318	-
Total Supplies		1,845	3,250	2,118	8,500
Contractual					
500-5-000-5411-00	Prof. Services - Legal	-	5,000	-	5,000
500-5-000-5411-10	Prof. Service-Planning	8,902	93,800	25,000	15,000
500-5-000-5411-11	Prof. Services-Engineering	1,010	10,000	5,000	5,000
500-5-000-5421-00	Ins Real & Personal Prop	14,094	14,094	14,658	14,658
500-5-000-5421-01	General Liability	-	-	492	500
500-5-000-5421-04	Errors & Omissions	-	-	867	1,000
500-5-000-5431-01	Electricity- Water Plant	49,145	40,000	47,537	48,000
500-5-000-5431-02	Electricity- Lift Station	9,543	8,000	7,643	8,000
500-5-000-5431-03	Electricity - Sewer Plant	12,219	14,000	31,209	32,000
500-5-000-5434-01	Telecom - Alarm Phones	3,626	3,600	3,000	3,600
500-5-000-5450-00	Sludge Hauling	-	-	2,750	33,000
500-5-000-5463-01	Facilities Lease	-	-	172,140	172,140
500-5-000-5465-00	Water Pumpage Fees	336,775	380,000	371,000	400,680
500-5-000-5466-00	Lab Testing	104	-	-	1,700
Total Contractual		435,418	568,494	681,296	740,278
Other Charges					
500-5-000-5510-01	Base - Contract W/S Operation	86,368	60,000	85,586	86,059
500-5-000-5510-02	Admin Fees W/S Contract	2,034	15,000	500	500
500-5-000-5510-04	Water System Maintenance	86,266	90,000	57,532	45,000
500-5-000-5510-05	Lift Station Maintenance	24,761	20,000	20,040	20,000
500-5-000-5510-06	Tapping Fees - W/S Contract	31,607	35,000	40,014	35,000
TBD	Water Conservation Program	-	-	-	1,500
500-5-000-5510-07	Sewer System Maintenance	43,347	40,000	40,000	40,000
500-5-000-5515-02	Permits	1,250	3,000	4,944	3,000
Total Other Charges		275,634	263,000	248,616	231,059
Transfers					
500-5-000-5900-10	XFER OUT - Gen Fund 100	176,411	193,254	193,254	135,358
500-5-000-5900-51	XFER OUT-COF CapProj Fd 501	624,660	59,000	59,000	30,000
Total Transfers		801,071	252,254	252,254	165,358
Total Expenditures		1,513,967	1,086,998	1,184,284	1,145,195
Revenues Over(Under) Expenditures		(491,830)	(145,772)	(93,608)	1,285
Ending Fund Balance		811,431	665,659	717,823	719,108

Cross Creek Ranch Water/Wastewater Operations

VISION STATEMENT

“The City of Fulshear is a place where community, businesses and civic leaders are partners in building a city that strives to preserve and enhance our history, small town character and natural environment while providing opportunities for growth in population and employment”

- | CCR WATER/WASTEWATER OPERATIONS |
|---|
| <ul style="list-style-type: none">▪ Water Plant▪ Water Distribution▪ Wastewater Plant▪ Wastewater Collection |

MISSION STATEMENT

The mission of the Public Works Water Division is to safely provide clean, superior, high-quality, potable water for all City of Fulshear customers. The mission of the Public Works Wastewater Treatment Division is to efficiently and effectively treat City of Fulshear wastewater to protect the environment as well as public health, safety and welfare, while ensuring the effluent to the receiving stream meets or exceeds all environmental standards and regulations

DEPARTMENT: **CCR WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND**

FY 2018 Accomplishments

- Qualified to receive the North Fort Bend Water Authority rebate of .10 per 1,000 gallons of water pumped; Program participation in Larry's Toolbox
- Completed a City-wide Fire Hydrant inspection, repair and painting program. Fire Hydrants painted with a silver body and cap color representing size of water line.
- Completed Water Loss Audit ahead of schedule showing only a 4% water loss.
- Coordinated with Fort Bend County Engineering to provide for utility relocates and future Water/Wastewater main line installations within the FM 1093 Widening project Phase II (b).
- Rehabilitated surface coatings for Cross Creek Ranch Water Plant No. 1 piping structures.
- Replaced the damaged Pump Motor at Cross Creek Ranch Water Plant No. 1 and received reimbursement for dollars spent from TML; reimbursement from FEMA pending review. (Pump damaged during Harvey storm event)
- Successfully negotiated and awarded a new Operational Contract with Inframark to provide contract operations for the City of Fulshear and the Cross Creek Ranch Water and Wastewater Systems with an option to reduce services as City transitions operations to City staff members

Department Description

The Utility operates as an enterprise fund, meaning it is not supported with tax dollars but rather totally funded through water, sewer and reuse service revenues and utility capacity fees. With two water treatment plants and a wastewater treatment facility, and five lift stations, the Utility Department provides service to the residents and businesses within the Master Planned Community in the Cross Creek Ranch Development. The Utility Department is responsible for providing high quality, safe drinking water and environmentally responsible wastewater service to the community.

Description of Operations

- Administer and coordinate the operations of two Water Treatment Plants, the Wastewater Treatment Plant, five Lift Stations, and the Systems Division efficiently and effectively.
- Inspect work being done at various project sites and in the field.
- Represent the Utility Department at all regular and special meetings of the City Council and coordinate and present those items requiring action for review for the Divisions within the Utility Department.
- Aid customers with utility related problems, and other City department complaints. Refer complaints to the designated division or department.

DEPARTMENT: **CCR WATER & WASTEWATER OPERATIONS**FUNDING SOURCE: **UTILITY FUND**

- Provide technical assistance regarding City utility improvements to the public and other City departments as requested.

Department Goals

It is the goal of the department to provide our residents, customers and the business community clean, safe, high-quality water and environmental stewardship in the treatment and disposal of waste water while sustaining and enhancing our infrastructure.

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

Department Objectives

- Review and implement a preventive maintenance policy for the system operations.
- Implement the recommended and adopted Impact Fees for Water Wastewater Infrastructure Development by the fourth quarter of FY 18
- Increase consumer awareness relating to water rates and usage utilizing available social media
- Respond to customer concerns within 24 hours of request for service
- Implement a fire hydrant maintenance program
- Begin asset management program using GIS

DEPARTMENT: **CCR WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Activity Measures

	FY2017 Actual	FY2018 Budget	FY2018 Estimate	FY2019 Budget
Number of Fire Hydrants Maintained	600	620	620	700
Number of Fire Hydrants Flushed/Month	10	10	10	12
Cost/month - Water Line Repairs	6318	2500	1938	2600
Abatement of Excursions/Year-Sanitary Sewer System	0	0	1	0

DEPARTMENT: **CCR WATER & WASTEWATER OPERATIONS**

FUNDING SOURCE: **UTILITY FUND**

Expenditure-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
550-CCR Utility Fund					
Beginning Fund Balance		3,087,434	2,773,719	2,773,719	3,796,168
Revenues					
Service Revenue					
550-44102	Residential Water	994,606	929,949	983,000	982,999
550-44103	Commercial Water	93,205	67,267	150,000	241,403
550-44104	Builder Water	117,461	108,685	120,000	122,593
550-44105	Irrigation Water	20,873	23,647	25,000	29,943
550-44106	Residential Sewer	803,888	759,255	821,000	838,476
550-44107	Commercial Sewer	36,694	68,662	57,000	88,542
550-44108	WATER CONVERSION	(18)	1,568	-	-
550-44300	Water & Sewer Taps	864,158	994,067	1,071,316	1,100,000
550-44310	Builder Backcharges	6,581	2,000	1,800	492
550-44500	Penalties	14,932	4,656	53,000	60,000
550-44600	NFBWA Pumpage Fees	1,021,471	1,273,862	1,079,678	1,141,202
Total Service Revenue		3,973,852	4,233,618	4,361,794	4,605,651
Interests Earned					
550-46000	Interest Revenue	22,231	7,303	30,000	30,000
Total Interest Earned		22,231	7,303	30,000	30,000
Other Revenue					
550-49200	Miscellaneous Revenue	-	-	61,650	-
Total Other Revenue		-	-	61,650	-
Total Revenue		3,996,084	4,240,921	4,453,444	4,635,651
Expenditures					
Supplies					
550-5-000-5311-00	Supplies/Parts	8	-	-	-
550-5-000-5324-00	Chemicals	-	-	1,420	17,000
550-5-000-5381-01	Miscellaneous	3,343	5,422	3,510	-
Total Supplies		3,351	5,422	4,930	17,000
Contractual					
550-5-000-5411-00	Professional Services - Legal	546	2,520	-	2,500
550-5-000-5411-10	Prof. Services - Planning	7,418	-	-	85,000
550-5-000-5411-11	Prof Services - Engineering	3,040	21,262	10,000	30,000
550-5-000-5421-00	Insurance R & P Property	14,007	14,535	21,989	22,000
550-5-000-5421-01	General Liability	-	-	453	500
550-5-000-5421-04	Errors & Omissions	-	-	800	800
550-5-000-5431-01	Electricity - Water Plant	122,674	60,587	85,436	95,000
550-5-000-5431-02	Electricity - Lift Station	17,280	17,643	17,280	20,000
550-5-000-5431-03	Electricity - Sewer Plant	59,302	71,280	97,860	100,000
550-5-000-5434-01	Telecom - Alarm Phones	3,974	5,096	2,500	5,000
550-5-000-5465-00	Water Pumpage Fees	1,260,046	1,054,350	1,079,678	1,141,202
Total Contractual		1,488,287	1,247,273	1,315,996	1,502,002
Other Charges					
550-5-000-5510-01	Base Contract W/S Operations	257,519	236,735	366,552	483,633
550-5-000-5510-02	Admin Fees - W/S Contract	18,446	203,548	500	500
550-5-000-5510-04	Water System Maintenance	149,477	147,999	211,968	250,000
550-5-000-5510-05	Lift Station Maintenance	13,613	3,968	11,825	12,000
550-5-000-5510-06	Tapping Fees - W/S Contract	291,787	412,055	540,000	500,000
550-5-000-5510-07	Sewer System Maintenance	131,120	32,204	54,095	60,000
TBD	Water Conservation	-	-	-	3,600
550-5-000-5515-00	Permits	16,831	9,209	14,629	15,000
550-5-000-5560-07	Incode Software Maintenance	-	15,180	15,180	15,180
Total Other Charges		878,794	1,060,898	1,214,749	1,339,913
Transfers					
550-5-000-5900-10	XFER OUT - Gen Fund 100	785,700	895,321	895,321	648,343
550-5-000-5900-50	XFER OUT - COF UTLTY FUND 500	-	-	-	-
550-5-000-5900-51	XFER OUT - COF C/P FUND 501	-	-	-	170,000
550-5-000-5900-56	XFER OUT - CCR C/P FUND 551	1,153,667	-	-	-
Total Transfers		1,939,367	895,321	895,321	818,343
Total Expenditures		4,309,798	3,208,914	3,430,996	3,677,258
Revenues Over(Under) Expenditures		(313,715)	1,032,007	1,022,448	958,393
Ending Fund Balance		2,773,719	3,805,726	3,796,168	4,754,561



Other Funds

Vehicle/Equipment Replacement Fund

Regional Park Fund

Debt Service Fund

Type A - Economic Development Corporation

Type B - Economic Development Corporation

Court Technology Fund

Court Building Security Fund

Judicial Efficiency Fund

Child Safety Fund

Police Donation Fund

Federal Seizure Fund

Vehicle/Equipment Replacement Fund

FUND DESCRIPTION: Vehicle/Equipment Replacement Fund provides for the accounting of fees allocated from the various departments for the usage of vehicles and particular equipment. These fees are budgeted within the associated departments and accumulated in this Replacement Fund. The City vehicles/equipment are scheduled over their useful life and updated for price changes over time. As units are scheduled for replacement they are purchased and the cycle continues. Any new position units that are first approved in a departments Capital Outlay-Vehicle or Equipment line item will be added to this schedule in the year after purchase.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
150-Vehicle/Equip Replacement					
	Beginning Fund Balance			-	82,750
Revenues					
Interest Earned					
150-46000	Interest Revenue	-	-	400	400
	Total Interest Earned	-	-	400	400
Other Revenue					
150-49300	Replacement Fee Charges	-	167,967	167,967	158,967
150-49301	Insurance Proceeds	-	-	6,444	-
150-49302	Sale of Assets	-	-	4,800	-
150-49500	Xfer In - General Fund 100	-	85,000	-	-
	Total Other Revenue	-	252,967	179,211	158,967
	Total Revenue	-	252,967	179,611	159,367
EXPENDITURES					
Police Department					
Capital Outlay					
150-5-210-5600-02	Capital Outlay - Vehicle	-	72,000	68,347	72,000
	Total Capital Outlay	-	72,000	68,347	72,000
	Total Police Department	-	72,000	68,347	72,000
Public Works					
Capital Outlay					
150-5-510-5600-00	Capital Outlay - Equipment	-	-	-	135,000
150-5-510-5600-02	Capital Outlay - Vehicle	-	50,000	28,514	-
	Total Capital Outlay	-	180,000	28,514	135,000
	Total Public Works	-	180,000	28,514	135,000
	Total Expenditures	-	252,000	96,861	207,000
	Revenue Over(Under) Expenditures	-	967	82,750	(47,633)
	Ending Fund Balance	-	967	82,750	35,117

Regional Park Fund

FUND DESCRIPTION: Regional Parks Fund provides for the accounting of committed funds for park land and park development. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
200-Regional Park Fund					
	Beginning Fund Balance	1,473,709	209,351	392,134	581,778
Revenues					
Interest Revenue					
200-46000	Interest Revenue	4,147	4,000	6,644	4,000
	Total Interest Earned	4,147	4,000	6,644	4,000
Other Revenue					
200-49221	Regional Park Contributions	139,150	110,000	248,000	150,000
	Total Other Revenue	139,150	110,000	248,000	150,000
	Total Revenues	143,297	114,000	254,644	154,000
Expenditures					
Contractual					
200-5-000-5411-00	Prof. Legal Services	4,818	-	-	-
200-5-000-5468-01	Equipment Rental	-	600	-	-
	Total Contractual	4,818	600	-	-
Other Charges					
200-5-000-5527-00	Dues & Memberships	600	-	-	-
	Total Other Charges	600	-	-	-
Capital Outlay					
200-5-000-5600-03	Capital Improvements	-	135,000	5,000	135,000
200-5-000-5600-08	Capital Outlay - Land	1,219,454	-	-	-
	Total Capital Outlay	1,219,454	135,000	5,000	135,000
Projects					
200-5-000-5850-00	Parks & Pathway Planning	-	35,000	35,000	35,000
200-5-000-5850-01	Parks & Pathway Implementation	-	100,000	25,000	475,000
	Total Projects	-	135,000	60,000	510,000
	Total Expenditures	1,224,872	270,600	65,000	645,000
	Revenues Over(Under) Expenditures	(1,081,575)	(156,600)	189,644	(491,000)
	Ending Fund Balance	392,134	52,751	581,778	90,778

County Assistance District #7 Fund

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

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
250-County Assistance District #7					
	Beginning Fund Balance	-	-	-	163,000
Revenues					
Tax Revenues					
	Sales Tax	-	-	162,500	250,000
	Total Tax	-	-	162,500	250,000
Interest Revenue					
200-46000	Interest Revenue	-	-	500	1,500
	Total Interest Earned	-	-	500	1,500
	Total Revenues	-	-	163,000	251,500
Expenditures					
Contractual					
250-5-120-5411-10	Prof. Services - Consulting		-	-	1,000
	Total Contractual	-	-	-	1,000
Transfer					
TBD	Xfer Out - #300 - ST19D				175,000
TBD	Xfer Out-#501-W18K				50,000
TBD	Xfer Out-#501-WW18F				150,000
	Total Projects	-	-	-	375,000
	Total Expenditures	-	-	-	376,000
	Revenues Over(Under) Expenditures	-	-	163,000	(124,500)
	Ending Fund Balance	-	-	163,000	38,500

Debt Service Fund

The Debt Service Fund is used to account for the payment of principal and interest on General Obligation Bonds, Certificates of Obligations, Tax Notes and lease agreements. As a Home Rule Charter city, the City of Fulshear is not limited by law in the amount of debt it may issue. Under Article XI, Section 5 of the State of Texas Constitution the maximum tax rate for all purposes is \$2.50 per \$100 of assessed valuation. Within the \$2.50 maximum, there is no legal limit upon the amount of taxes which can be levied for debt service. The maximum debt limit in terms of dollars based on the current appraised value would be \$37,781,685.

Currently the City of Fulshear has no long-term debt obligation.

Type A – Economic Development Corporation Fund

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

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
600-4A Operating Fund					
	Beginning Fund Balance	658,506	872,624	872,624	1,038,842
Revenues					
Tax					
600-41301	Sales & Use Tax Revenue	461,609	403,200	492,126	536,417
	Total Tax	461,609	403,200	492,126	536,417
Interest Earned					
600-46000	Interest Revenue	7,262	1,000	1,000	1,000
	Total Interest Earned	7,262	1,000	1,000	1,000
	Total Revenues	468,871	404,200	493,126	537,417
Expenditures					
Administration					
Supplies					
600-5-100-5311-00	Supplies	38	250	250	250
	Total Supplies	38	250	250	250
Contractual					
TBD	Meeting Security				2,500
600-5-100-5411-00	Admin Prof. Serv. - Legal	6,747	10,000	3,000	10,000
600-5-100-5411-10	Professional Svcs - Consulting	2,891	2,900	2,900	2,900
600-5-100-5421-04	Admin - Indemnity Insurance	390	400	475	475
600-5-100-5469-01	Admin-Administrative Fee	88,948	-	-	-
600-5-100-5475-00	Admin - Bank Charges	-	400	-	-
	Total Contractual	98,976	13,700	6,375	15,875
Other Charges					
600-5-100-5526-00	Admin - Public Notices	109	100	200	200
600-5-100-5527-00	Dues & Memberships	-	-	-	-
600-5-100-5528-00	Travel & Training	-	-	-	-
600-5-100-5528-05	Continuing Education	430	5,000	1,000	5,000
	Total Other Charges	539	5,100	1,200	5,200
Transfers					
600-5-000-5900-10	Xfer Out - Gen Fund 100	-	151,648	151,648	160,100
600-5-000-5900-10	Xfer Out-Gen Fund 100-share service				35,000
600-5-000-5900-11	Xfer Out - Community Events	-	24,420	24,420	37,500
600-5-000-5900-61	XFER OUT 4/A Project Fund 601	155,200	143,015	143,015	107,283
	Total Transfers	155,200	319,083	319,083	339,883
	Total Administration Expenditures	254,753	338,133	326,908	361,208
	Revenue Over(Under) Expenditures	214,118	66,067	166,218	176,209
	Ending Fund Balance	872,624	938,691	1,038,842	1,215,051

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
601-EDC Type A - Projects Fund					
	Beginning Fund Balance	150,010	203,810	252,648	4,960
Revenues					
Interest Earned					
601-46000	Interest Revenue	1,151	100	2,800	100
	Total Interest Earned	1,151	100	2,800	100
Other Revenue					
601-49560	XFER IN - 4/A EDC FUND 600	155,200	143,015	143,015	107,283
	Total Other Revenue	155,200	143,015	143,015	107,283
	Total Revenue	156,351	143,115	145,815	107,383
Expenditures					
Contractual					
601-5-000-5470-01	Targeted Incentives	-	74,170	74,170	53,642
601-5-000-5470-02	Promotional Expenses	11,868	62,303	62,303	53,642
601-5-000-5470-03	Studies expense	5,346	94,655	94,655	-
601-5-000-5470-04	Community Events	36,500	1,000	-	-
	Total Contractual	53,713	232,128	231,128	107,284
Capital Outlay					
601-5-000-5600-08	Capital Outlay - Land	-	-	-	-
601-5-000-5600-09	Katy-Fulshear/Huggins Road	-	71,250	71,250	-
601-5-000-5600-10	Texas Heritage Parkway Project	-	91,125	91,125	-
	Total Capital Outlay	-	162,375	162,375	-
	TOTAL EXPENDITURES	53,713	394,503	393,503	107,284
	Revenues Over(Under) Expenditures	102,638	(251,388)	(247,688)	99
	Ending Fund Balance	252,648	(47,578)	4,960	5,059

Type B – Economic Development Corporation Fund

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

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
700-EDC Type B Operating Fund					
	Beginning Fund Balance	826,079	1,043,487	1,043,487	1,215,061
Revenues					
Tax					
700-41301	Sales & Use Tax Revenue	461,608	403,200	492,126	536,417
	Total Tax	461,608	403,200	492,126	536,417
Interest Earned					
700-46000	Interest Revenue	7,262	750	6,581	5,000
	Total Interest Earned	7,262	750	6,581	5,000
Other Revenue					
700-49560	XFER IN 4/A EDC FUND 600	2,500	-	-	-
	Total Other Revenue	2,500	-	-	-
	Total Revenues	471,370	403,950	498,707	541,417
Expenditures					
Administrative					
Supplies					
700-5-100-5311-00	Supplies	38	250	250	250
	Total Supplies	38	250	250	250
Contractual					
TBD	Meeting Security				2,500
700-5-100-5411-00	Admin Prof. Service - Legal	6,162	7,500	4,000	7,500
700-5-100-5421-04	Admin - Indemnity Insurance	461	500	600	600
700-5-100-5469-01	Admin - Administrative Fee	91,448	-	-	-
	Total Contractual	98,071	8,000	4,600	10,600
Other Charges					
700-5-100-5526-00	Public Notices	108	100	200	200
700-5-100-5528-00	Travel & Training	545	-	-	8,000
700-5-100-5528-05	Continuing Education	-	8,000	1,000	-
	Total Other Charges	653	8,100	1,200	8,200
Transfers					
700-5-100-5900-10	Xfer Out - Gen Fund 100	-	151,648	151,648	160,100
700-5-100-5900-10	Xfer Out-Gen Fund 100-shared service				35,000
700-5-100-5900-11	Xfer Out - Community Events	-	24,420	24,420	37,500
700-5-100-5900-71	XFER OUT 4/B Project Fund 701	155,200	143,015	143,015	107,283
	Total Transfers	155,200	319,083	319,083	339,883
	Total Administrative	253,962	335,433	325,133	358,933
Community Development					
Contractual					
700-5-400-5471-00	Community Grants	-	10,000	2,000	10,000
	Total Contractual	-	10,000	2,000	10,000
	Total Community Development	-	10,000	2,000	10,000
	Total Expenditures	253,962	345,433	327,133	368,933
	Revenues Over(Under) Expenditures	217,408	58,517	171,574	172,484
	Ending Fund Balance	1,043,487	1,102,004	1,215,061	1,387,545

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
701- EDC Type B Projects Fund					
	Beginning Fund Balance	150,010	224,511	224,511	3,410
Revenues					
Interest Earned					
701-46000	INTEREST	1,152	100	1,248	100
	Total Interest Earned	1,152	100	1,248	100
Other Revenue					
701-49570	XFER IN - 4/B EDC FUND 700	155,200	143,015	143,015	107,283
	Total Other Revenue	155,200	143,015	143,015	107,283
	Total Revenue	156,352	143,115	144,263	107,383
Expenditures					
Contractual					
701-5-000-5470-01	Targeted Incentives	-	74,170	74,170	53,642
701-5-000-5470-02	Promotional Expenses	40,005	34,165	34,165	53,642
701-5-000-5470-03	Studies expense	5,346	94,654	94,654	-
701-5-000-5470-04	Community Events	36,500	1,000	-	-
	Total Contractual	81,851	203,989	202,989	107,284
Capital Outlay					
701-5-000-5600-09	Katy-Fulshear/Huggins Road	-	71,250	71,250	-
701-5-000-5600-10	Texas Heritage Parkway Project	-	91,125	91,125	-
	Total Capital Outlay	-	162,375	162,375	-
	Total Expenditures	81,851	366,364	365,364	107,284
	Revenue Over(Under) Expenditures	74,501	(223,249)	(221,101)	99
	Ending Fund Balance	224,511	1,262	3,410	3,509

Court Technology Fund

FUND DESCRIPTION: Court Technology Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase technology for the Court. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
900-Court Technology Fund					
	Beginning Fund Balance	33,633	15,120	15,120	19,850
Revenues					
Fines-Forfeitures					
900-45005	Court Technology	5,162	2,000	4,330	4,000
	Total Fines-Forfeitures	5,162	2,000	4,330	4,000
Interest Earned					
900-46001	Interest Revenue - Court Tech	266	150	400	400
900-46003	Interest - Judicial Efficiency	9	-	-	-
	Total Interest Earned	275	150	400	400
	Total Revenues	5,438	2,150	4,730	4,400
Expenditures					
Supplies					
900-5-000-5311-00	Supplies	-	-	-	-
	Total Supplies	-	-	-	-
Contractual					
900-5-000-5411-00	Professional Svcs-Bailiff	-	-	-	-
	Total Contractual	-	-	-	-
Capital Outlay					
900-000-5600-00	Capital Outlay-Equipment	-	-	-	-
900-5-000-5600-01	Capital Outlay-Technology	-	-	-	-
	Total Capital Outlay	-	-	-	-
Transfers					
900-5-000-5900-10	XFER OUT	23,951	-	-	-
	Total Transfers	23,951	-	-	-
	Total Expenditures	23,951	-	-	-
	Revenues Over(Under) Expenditures	(18,513)	2,150	4,730	4,400
	Ending Fund Balance	15,120	17,270	19,850	24,250

Court Building Security Fund

FUND DESCRIPTION: Court Building Security Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase building security products or services for the Court. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
901-Court Building Security Fund					
	Beginning Fund Balance	-	25,543	25,543	29,043
Revenues					
Fines-Forfeitures					
901-45004	Building Security Revenue	3,872	1,600	3,200	3,200
	Total Fines-Forfeitures	3,872	1,600	3,200	3,200
Interest Earned					
901-46001	Interest Revenue	198	160	300	300
	Total Interest Earned	198	160	300	300
Other Revenue					
901-49590	XFER IN	21,473	-	-	-
	Total Other Revenue	21,473	-	-	-
	Total Revenues	25,543	1,760	3,500	3,500
Expenditures					
Supplies					
901-5-000-5311-00	Supplies	-	-	-	-
	Total Supplies	-	-	-	-
Contractual					
901-5-000-5411-00	Professional Svcs-Bailiff	-	-	-	-
	Total Contractual	-	-	-	-
Capital Outlay					
901-000-5600-00	Capital Outlay-Equipment	-	-	-	-
901-5-000-5600-01	Capital Outlay-Technology	-	-	-	-
	Total Capital Outlay	-	-	-	-
	Total Expenditures	-	-	-	-
	Revenues Over(Under) Expenditures	25,543	1,760	3,500	3,500
	Ending Fund Balance	25,543	27,303	29,043	32,543

Judicial Efficiency Fund

FUND DESCRIPTION: This fund provides for the accounting of fees collected by the court that are to be used for the purpose of improving the efficiency of the administration of justice. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
902-Judicial Efficiency Fund					
	Beginning Fund Balance	-	3,206	3,206	3,356
Revenues					
Fines-Forfeitures					
902-45007	Judicial Efficiency Revenue	716	-	100	100
	Total Fines-Forfeitures	716	-	100	100
Interests Earned					
902-46010	Interest Revenue	13	-	50	50
	Total Interest Earned	13	-	50	50
Other Revenue					
902-49590	XFER IN	2,477	-		
	Total Other Revenue	2,477	-	-	-
	Total Revenue	3,206	-	150	150
Expenditures					
Supplies					
902-5-000-5311-00	Supplies	-	-	-	-
	Total Supplies	-	-	-	-
Contractual					
902-5-000-5411-00	Professional Svcs-Bailiff	-	-	-	-
	Total Contractual	-	-	-	-
Capital Outlay					
902-000-5600-00	Capital Outlay-Equipment	-	-	-	-
902-5-000-5600-01	Capital Outlay-Technology	-	-	-	-
	Total Capital Outlay	-	-	-	-
	Total Expenditures	-	-	-	-
	Revenues Over(Under) Expenditures	3,206	-	150	150
	Ending Fund Balance	3,206	3,206	3,356	3,506

Child Safety Fund

FUND DESCRIPTION: This fund provides for the accounting of fees collected by the court that are to be used for the purpose of providing child safety. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
950-Child Safety Fund					
	Beginning Fund Balance	35,532	0	0	35
Revenues					
Fines-Forfeitures					
950-45009	Child Safety	1,542	1,000	1,500	1,500
	Total Fines-Forfeitures	1,542	1,000	1,500	1,500
Interest Earned					
950-46000	Interest Revenue	6	-	-	-
950-46001	Interest Revenue - Child Safety	23	28	85	80
	Total Interest Earned	29	28	85	80
	Total Revenues	1,571	1,028	1,585	1,580
Expenditures					
Supplies					
950-5-000-5312-00	K-9 EXPENSES	-	-	-	-
950-5-000-5381-00	Miscellaneous	-	3,900	1,550	-
950-5-000-5381-02	Child Safety Expenses	1,300	-	-	-
	Total Supplies	1,300	3,900	1,550	-
Capital Outlay					
950-5-000-5600-00	Capital Outlay - Equipment	-	-	-	-
950-5-000-5600-01	Capital Outlay - Technology	-	-	-	-
	Total Capital Outlay	-	-	-	-
Transfers					
950-5-000-5900-10	XFER OUT	35,803	-	-	-
	Total Transfers	35,803	-	-	-
	Total Expenditures	37,103	3,900	1,550	-
	Revenues Over(Under) Expenditures	(35,532)	(2,872)	35	1,580
	Ending Fund Balance	0	(2,872)	35	1,615

Police Donation Fund

FUND DESCRIPTION: This fund provides for the accounting of donations collected that are to be used for the purpose of providing products and services for police operations. This fund is designated as a Special Revenue Fund.

Account Number	Account Description		FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
951-Police Donation Fund						
		Beginning Fund Balance	-	10,980	10,980	8,053
Revenues	REVENUES					
Grants						
951-43101	Grants-Police		-	-	-	2,000
		Total Grant Revenue	-	-	-	2,000
Interest Earned						
951-46001	Interest Revenue		94	75	100	75
		Total Interest Earned	94	75	100	75
Other Revenue						
951-49100	K-9 Donations		-	-	-	-
951-49101	Miscellaneous Revenue		2,500	-	1	-
951-49590	XFER IN		10,610	-	-	-
		Total Other Revenue	13,110	-	1	-
		Total Revenues	13,204	75	101	2,075
Expenditures						
Supplies						
951-5-000-5381-00	Miscellaneous		2,224	5,000	3,028	8,000
		Total Supplies	2,224	5,000	3,028	8,000
		Total Expenditures	2,224	5,000	3,028	8,000
		Revenues Over(Under) Expenditures	10,980	(4,925)	(2,927)	(5,925)
		Ending Fund Balance	10,980	6,055	8,053	2,128

Federal Seizure Fund

FUND DESCRIPTION: This fund provides for the accounting of seizure funds collected that are to be used for the purpose of providing products and services for police activities that do not supplant operating budgets. This fund is designated as a Special Revenue Fund.

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
952-Federal Seizure Fund					
Revenues					
	Beginning Fund Balance	-	70,450	70,450	61,261
Interest Earned					
952-46001	Interest Revenue	343	500	810	500
	Total Interest Earned	343	500	810	500
Other Revenue					
952-41100	Federal Seizure Revenue	47,864	-	-	-
952-49590	XFER IN	25,193	-	-	-
	Total Other Revenue	73,057	-	-	-
	Total Revenues	73,400	500	810	500
Expenditures					
Supplies					
952-5-000-5381-00	Federal Seizure Expenses	2,950	-	-	-
952-5-000-5381-03	Federal Seizure Expenses	-	10,000	10,000	20,000
	Total Supplies	2,950	10,000	10,000	20,000
	Total Expenditures	2,950	10,000	10,000	20,000
	Revenue Over(Under) Expenditures	70,450	(9,500)	(9,190)	(19,500)
	Ending Fund Balance	70,450	60,950	61,261	41,761



Capital Improvement Program

The City of Fulshear Capital Improvement Program (CIP) is a process by which the City develops a multi-year plan for major capital expenditures that matches available resources and satisfies the City tax rate stabilization objective. At this time projects are included that exceed \$25,000 and have a useful lifespan of ten years or more.

The current CIP is used as a planning tool and provides for a five (5) year program. Projects are ranked by priority and the funded based on the available funding.

Most of the planned projects in the near future involve the purchase of services and land which will not require any future maintenance. Those facility projects that are in the future will require additional utility and maintenance and are not expected to be material.



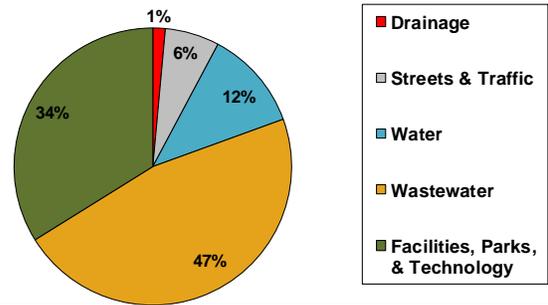
TOTAL PROJECT SUMMARY 5-Year Capital Improvement Plan City of Fulshear, Texas June 1, 2018

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation.

PROJECT CATEGORY	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTAL
Drainage	\$ 150,000	\$ 175,000	\$ 175,000	\$ 775,000	\$ 700,000	\$ -	\$ 1,975,000
Streets & Traffic	\$ 900,000	\$ 3,030,000	\$ 3,750,000	\$ 500,000	\$ 450,000	\$ -	\$ 8,630,000
Water	\$ 200,000	\$ 2,516,325	\$ 11,921,230	\$ 1,061,645	\$ 200,000	\$ -	\$ 15,899,200
Wastewater	\$ 5,303,400	\$ 6,706,325	\$ 24,355,108	\$ 25,640,368	\$ 1,599,100	\$ -	\$ 63,604,300
Facilities, Parks, & Technology	\$ 940,000	\$ 1,110,000	\$ 3,235,000	\$ 13,125,000	\$ 4,725,000	\$ 23,000,000	\$ 46,135,000
TOTALS	\$ 7,493,400	\$ 13,537,650	\$ 43,436,338	\$ 41,102,013	\$ 7,674,100	\$ 23,000,000	\$ 136,243,500

FUNDING SUMMARY	
Gen. Operating/Fund Bal.	\$ 5,521,250
Regional Parks	\$ 900,000
Utility Funds	\$ 2,218,750
EDC A&B Requests	\$ 675,000
TBD Facility Bonds	\$ 43,200,000
TBD Utility Bonds	\$ 77,003,500
CAD Proceeds	\$ 375,000
Undetermined	\$ 6,350,000
TOTAL	\$ 136,243,500

Project Breakout by Type



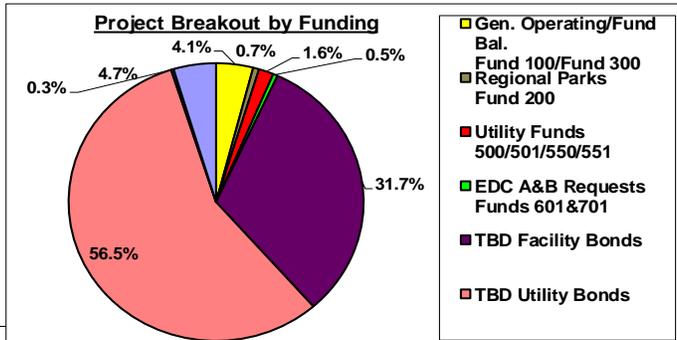


TOTAL FUNDING SUMMARY 5-Year Capital Improvement Plan City of Fulshear, Texas June 1, 2018

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation.

FUNDING SOURCES	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTAL
Gen. Operating/Fund Bal. Fund 100/Fund 300	\$965,000	\$1,125,000	\$818,750	\$1,368,750	\$1,243,750	\$0	\$5,521,250
Regional Parks Fund 200	\$475,000	\$181,250	\$181,250	\$31,250	\$31,250	\$0	\$900,000
Utility Funds 500/501/550/551	\$200,000	\$718,750	\$500,000	\$400,000	\$400,000	\$0	\$2,218,750
EDC A&B Requests Funds 601&701	\$575,000	\$50,000	\$50,000	\$0	\$0	\$0	\$675,000
TBD Facility Bonds	\$0	\$0	\$2,600,000	\$13,000,000	\$4,600,000	\$23,000,000	\$43,200,000
TBD Utility Bonds	\$4,903,400	\$8,622,650	\$35,776,338	\$26,302,013	\$1,399,100	\$0	\$77,003,500
CAD Proceeds Fund 250	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000
Undetermined	\$0	\$2,840,000	\$3,510,000	\$0	\$0	\$0	\$6,350,000
TOTALS	\$7,493,400	\$13,537,650	\$43,436,338	\$41,102,013	\$7,674,100	\$23,000,000	\$136,243,500

PROJECT SUMMARY	
Drainage	\$ 1,975,000
Streets & Traffic	\$ 8,630,000
Water	\$ 15,899,200
Wastewater	\$ 63,604,300
Facilities, Parks, & Technology	\$ 46,135,000
TOTAL	\$ 136,243,500



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



DRAINAGE 5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
D18A - Drainage Master Planning	Oper. Funds/Fund Bal. General Fund	This project represents an ongoing effort to identify a Citywide approach to drainage as well as specific requirements and needs for different drainage areas in the City. FY18 focused on the Downtown Area. The area for FY19 is TBD.
D18B - Drainage Management Program	Oper. Funds/Fund Bal. General Fund	This will be an annual heavy maintenance program that will identify specific improvements to the Drainage System.
D18C - Drainage System Maintenance Equipment	Oper. Funds/Fund Bal. General Fund	It is anticipated that as the City's drainage system and maintenance needs grow, additional equipment will be needed on an as needed basis in the near future.

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTALS
D18A	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -		\$ 300,000
D18B	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 475,000
D18C	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000		\$ 1,200,000
TOTALS	\$ 150,000	\$ 175,000	\$ 175,000	\$ 775,000	\$ 700,000	\$ -	\$ 1,975,000

Future Annual Operating Costs:

Project Code	FY19	FY20	FY21	FY22	FY23	
D18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
D18B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
D18C	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	annual maintenance
TOTALS	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name:	Drainage Master Planning				Project Number:	D18A		
Project Manager:	Brant Gary, Executive Director of Planning & Development (or designee)				Project Owner:	Brant Gary, Exec. Dir. of Planning & Development		
Project Start Date:	Q1-FY18				Project Est. Completion Date:	Q4-FY18 (This Phase)		
Project Details:	This project is a continuation of the City's Master Drainage Planning efforts. The City has completed the first phase of the Drainage Master Plan that includes the Lower Bois d'Arc area. The next phase will need to include either the downtown area or a Drainage Master Plan overview that sets out guidelines for the Drainage Master Plan assumptions citywide and identifies the different areas of focus. The final project scope for FY18 will be detailed at a later date in conjunction with the Livable Centers Study and any other relevant planning efforts.							
Project Status:	Phase 1 covering the Lower Bois d'Arc area has been completed.							
Does this project replace/enhance an existing asset?	This project and future phases will provide information relative to existing and proposed drainage infrastructure assets.							
Project Estimated Total Costs:								
	Funding Source	Design Phase/ Planning Svcs	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks	
2018	CIP Fund Bal.	\$75,000				\$75,000	Overall/Downtown	
2019	Op Funds-GF	\$75,000				\$75,000	Overall/Downtown	
2020	Op Funds-GF	\$75,000				\$75,000	New Drainage Area	
2021	Op Funds-GF	\$75,000				\$75,000	New Drainage Area	
2022	Op Funds-GF	\$75,000				\$75,000	New Drainage Area	
Future Years						\$0	TBD	
		\$375,000	\$0	\$0	\$0			
		Total Estimated Project Cost:					\$375,000	



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

Project Summary

Project Code & Name	Funding Source	Description
ST18A - Pavement Management Program	Oper. Funds/Fund Bal. General Fund	This will be an annual heavy maintenance program that will identify specific improvements for the Street and Traffic Systems. FY18 will be funded from CIP Fund Balance, future years have not yet been assigned a funding source.
ST18B - Street System Maintenance Equipment	Oper. Funds/Fund Bal. General Fund	This will be an annual heavy maintenance program that will identify specific improvements to the Drainage System.
ST18C - Regional Road Project Participation	Undetermined	This project will track the City's participation in regional road projects. The ROW acquisitions for Katy-Fulshear and Huggins Rd. improvements will be funded by this project. FY18 was funded via existing CIP funds and 601/701 funds. \$285k was allocated in FY18. \$250k of that will be used for services. FY19 activity will utilize FY18 funding.
ST19A - Biennial Roadway Evaluation	Oper. Funds/Fund Bal. General Fund	An assessment of the City's roadway network will be conducted every 2-3 years to track trends in the condition of the streets in the City's Roadway System
ST19B - HMGP Redbird Lane Reconstruction Project	Oper. Funds/Fund Bal. General Fund	This project will be used to implement award of a grant via the Hazard Mitigation Grant Program administered by TDEM. This project is contingent upon award of a grant. The City's contribution will be 25% of the total project costs.
ST19C - ROW Study Implementation for the Downtown Area	Undetermined	As a result of the ROW Study, this project will identify and prioritize future ROW purchases in the Downtown Area.
ST19D - FM 1093 Widening Cost Participation	Fund 250-CAD/ EDC A&B (Proposed)	Cost sharing for FM 1093 Widening Project - Primarily for Utility Relocations This assumes financing by Ft. Bend County over three years. Other funding options will continue to be explored. (Estimated FY19 cost split will be \$175k-Fund 250 & \$175k-EDC Requests)

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTALS
ST18A	\$ 200,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000		\$ 1,800,000
ST18B	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -		\$ 300,000
ST18C	\$ -	\$ 730,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ 2,130,000
ST19A	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000		\$ 150,000
ST19B	\$ 300,000	\$ 1,350,000	\$ 1,350,000				\$ 3,000,000
ST19C	\$ -	\$ 100,000	\$ 100,000				\$ 200,000
ST19D	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ -		\$ 1,050,000
TOTALS	\$ 900,000	\$ 3,030,000	\$ 3,750,000	\$ 500,000	\$ 450,000	\$ -	\$ 8,630,000

Future Annual Operating Costs:

Project Code	FY19	FY20	FY21	FY22	FY23	
ST18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	maintenance on equipment
ST18C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19D	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
TOTALS	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name:	Drainage System Management Program			Project Number:	D18B		
Project Manager:	Sharon Valiante, Director of Public Works (or designee)			Project Owner:	Sharon Valiante, Director of Public Works		
Project Start Date:	Q1-FY18			Project Est. Completion Date:	Q4-FY18 (Yearly Program)		
Project Details:	This project is a continuation of the City's ongoing systematic drainage maintenance programs that include roadside ditch clean out, flow line resetting, culvert replacements/resets, localized channel maintenance and/or pipe installations to shallow up or enclose ditches/channels, etc. Maintaining and/or improving where necessary will ensure that property values are maintained, and that positive drainage flows are established and maintained to prevent structure flooding, standing water, and clogged pipe structures.						
	The estimated break out of tasks for FY18 is as follows:						
	\$50,000	Roadside Ditch Maintenance					
	\$50,000	Channel Maintenance					
Project Status:	Roadside ditch maintenance was conducted in FY 16 (several locations along Bois d'Arc, Lea, Penn Ln, Oak Ln, and Terry Ln. In, FY 17, work completed on 2nd Street and Wilson Street as well as work in the Lea/Penn Ln area for channel and site specific roadside ditch clean out.						
Does this project replace/enhance an existing asset?	This project for roadside ditch drainage and outfalls will maintain and improve existing ditches and outfalls.						
Project Estimated Total Costs:							
	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$10,000	\$90,000			\$100,000	Per identified needs
2019	Op Funds-GF	\$10,000	\$90,000			\$100,000	Per identified needs
2020	Op Funds-GF	\$10,000	\$90,000			\$100,000	Per identified needs
2021	Op Funds-GF	\$10,000	\$90,000			\$100,000	Per identified needs
2022	Op Funds-GF	\$10,000	\$90,000			\$100,000	Per identified needs
Future Years						\$0	TBD
		\$50,000	\$450,000	\$0	\$0		
	Total Estimated Project Cost:					\$500,000	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Lower Bois d'Arc Emergency Access Project Number: ST17A

Project Manager: Sharon Valiante, Director of Public Works (or designee) Project Owner: Sharon Valiante, Director of Public Works

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Yearly Program)

Project Details: This is a reallocation of funds for an existing project designed to facilitate emergency access to and from the Lower Bois d'Arc area during flooding conditions. The first year of the project will involve identification and possible acquisition for donated/straightforward ROW and easements. The next phase will address any remaining right-of way acquisition issues as well as necessary construction and related improvements.

Project Status: While this project has been identified in prior years, the acquisition of right-of-way so far has been unsuccessful. However, prior identification of potential routes will be utilized.

Does this project replace/enhance an existing asset?
This project will bypass existing streets that are unpassable during major storm events.

Project Estimated Total Costs:

	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$25,000		\$25,000		\$50,000	Phase 1
2019	Op Funds-GF	\$10,000	\$200,000	\$100,000		\$310,000	Phase 2
2020	Op Funds-GF					-	
2021	Op Funds-GF					-	
2022	Op Funds-GF					-	
Future Years						-	TBD
		\$35,000	\$200,000	\$125,000	-		
Total Estimated Project Cost:						\$360,000	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Pavement Management Program Project Number: ST18A

Project Manager: Sharon Valiante Director of Public Works (or designee) Project Owner: Sharon Valiante, Director of Public Works

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Yearly Program)

Project Details: This project is the City's asset management program to maintain, repair, reconstruct, and/or rehabilitate various infrastructure items that the City owns, operates and maintains. Included in this program, but not limited to, the following types of infrastructure: concrete pavement, asphalt pavement, sidewalks, curbs, signs, sign poles, and pavement markings.

The estimated break out of tasks for FY18 is as follows:

\$30,000	Sidewalks & Curb Ramps
\$3,500	Sign Replacement/Maint.
\$11,500	Tree/Vegetative Clearing
\$135,000	Asphalt Street Maintenance
\$20,000	Concrete Street Maintenance
\$30,000	Curb & Gutter Areas
\$20,000	Pavement Markings

Project Status: The City of Fulshear performed an infrastructure condition assessment for concrete pavement, asphalt pavement, signs, sign poles, curb, and sidewalks in FY17.

Does this project replace/enhance an existing asset?
Yes, this project replaces and enhances existing infrastructure associated with the City's streets and sidewalks.

Project Estimated Total Costs:

	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$25,000	\$225,000			\$250,000	Per identified needs
2019	Op Funds-GF	\$40,000	\$360,000			\$400,000	Per identified needs
2020	Op Funds-GF	\$40,000	\$360,000			\$400,000	Per identified needs
2021	Op Funds-GF	\$40,000	\$360,000			\$400,000	Per identified needs
2022	Op Funds-GF	\$40,000	\$360,000			\$400,000	Per identified needs
Future Years						-	TBD
		185,000	1,665,000	-	-		
Total Estimated Project Cost:						1,850,000	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Regional Road Project Participation Project Number: ST18C

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: This project will track the City's participation in regional road projects. Current scope is for ROW acquisitions for the Katy-Fulshear and Huggins Rd. projects to be completed by Fort Bend County.

Project Status: The ROW acquisitions are being done by the City as a result of an agreement with Fort Bend County relative to these projects.

Does this project replace/enhance an existing asset?
This project along with the county's related projects will provide improve and enhance the existing roadways identified.

Project Estimated Total Costs:

	Funding Source	Design Phase/ Planning Svcs	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.			\$285,000		\$285,000	Downtown/As Needed
2019							
2020							
2021							
2022							
Future Years						\$0	TBD
		\$0	\$0	\$285,000	\$0		

Total Estimated Project Cost: \$285,000



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Right-Of-Way Study-Downtown Area Project Number: ST18D

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18

Project Details: This project is intended to identify existing and needed minimum ROW widths for streets in the downtown area and others where ROW widths are not clearly defined.

Project Status: The initial need was identified during previous planning efforts in the Downtown area.

Does this project replace/enhance an existing asset?
This project and future phases will provide information relative to the City's pavement system primarily in the Downtown area.

Project Estimated Total Costs:

	Funding Source	Design Phase/ Planning Svcs	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$25,000				\$25,000	Downtown/As Needed
2019							
2020							
2021							
2022							
Future Years						\$0	TBD
		\$25,000	\$0	\$0	\$0		

Total Estimated Project Cost: \$25,000



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: FY18-FY20 Mobility Enhancements Project Project Number: ST18DE

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18

Project Details: This will be an initial bond program for any City/regional mobility and related needs for the City's streets and traffic infrastructure. Project assumes design in year one and construction split out over the next two fiscal years. Scope can be redefined as needed.

Project Status: The initial need was previously identified pending the issuance of debt.

Does this project replace/enhance an existing asset?
This project and future phases will provide improvements and enhancements to the City's network of streets and sidewalks.

Project Estimated Total Costs:

	Funding Source	Design Phase/ Planning Svcs	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	TBD Mobility Bonds	\$1,000,000				\$1,000,000	Design/Identify Needs
2019	TBD Mobility Bonds		\$2,750,000			\$2,750,000	Construction
2020	TBD Mobility Bonds		\$2,750,000			\$2,750,000	Construction
2021							
2022							
Future Years						\$0	TBD
		\$1,000,000	\$5,500,000	\$0	\$0		

Total Estimated Project Cost: \$6,500,000



WATER

5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
W18A - Water System Management Program	Oper. Funds/Fund Bal. Utility Funds	This will be an annual heavy maintenance program that will identify specific improvements for the Water System.
W18B - Water System Maintenance Equipment	Oper. Funds/Fund Bal. Utility Funds	This will be an annual heavy maintenance program that will identify specific improvements to the Drainage System.
W18C - Water Master Plan (Years 1-5) Project 1	TBD Utility Bonds	16-inch Huggins Transmission Line
W18D - Water Master Plan (Years 1-5) Project 3	TBD Utility Bonds	16-inch Katy-Fulshear Rd Transmission Line
W18E - Water Master Plan (Years 1-5) Project 3x	TBD Utility Bonds	Cross Creek Ranch Water Plant No. 3 <i>(MUD Project-No City participation expected)</i>
W18F - Water Master Plan (Years 1-5) Project 4	TBD Utility Bonds	16-inch Katy-Fulshear/McKinnon Rd Transmission Line - Also includes CCR line connections
W18H - Water Master Plan (Years 1-5) Project 5	TBD Utility Bonds	1.0 MG South Elevated Storage Tank (20% Prof Svcs)
W18J - Water Master Plan (Years 1-5) Project 6	TBD Utility Bonds	12-inch James Ln Transmission Line
W18K - Water Master Plan (Years 1-5) Project 2	Fund 250-CAD/ EDC Requests	12/16-inch FM 359/North Fulshear Transmission Line - Phase 1 <i>(Estimated FY19 cost split will be \$50k-Fund 250-CAD & \$50k-EDC Requests)</i>

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTALS
W18A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 500,000
W18B		\$ 200,000	\$ 150,000	\$ 100,000	\$ 100,000		\$ 550,000
W18C		\$ 242,325	\$ 1,373,175				\$ 1,615,500
W18D		\$ 740,925	\$ 4,198,575				\$ 4,939,500
W18E	\$ -	\$ -	\$ -	\$ -			\$ -
W18F		\$ 609,075	\$ 3,451,425				\$ 4,060,500
W18H		\$ 624,000	\$ 2,496,000				\$ 3,120,000
W18J			\$ 152,055	\$ 861,645			\$ 1,013,700
W18K	\$ 100,000						\$ 100,000
TOTALS	\$ 200,000	\$ 2,516,325	\$ 11,921,230	\$ 1,061,645	\$ 200,000	\$ -	\$ 15,899,200

Future Annual Operating Costs:

Project Code	FY19	FY20	FY21	FY22	FY23	
W18A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	equipment maintenance
W18C	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18D	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18E	\$ -	\$ -	\$ -	\$ 375,000	\$ 375,000	personnel and operating costs
W18F	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18H	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18J	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18K	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
TOTALS	\$ -	\$ 5,000	\$ 5,000	\$ 380,000	\$ 380,000	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Water System Master Plan Program Implementation (Phase 1) Project Number: W18C-M
 Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development
 Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Initial Implementation)

Project Details: The following project schedule from the Water Master Plan will be implemented as follows:

MP Project ID	MP Project Description	FY18	TOTAL
W-MP-Project 1	16-inch Huggins Transmission Line	\$242,325	\$1,615,500
W-MP-Project 2	16" Katy-Fulshear Rd Transmission Line	\$740,925	\$4,939,500
W-MP-Project 3	Cross Creek Ranch Water Plant No. 3 (20% Design) (2 yr. construction)	\$1,583,400	\$15,834,000
W-MP-Project 4	16-inch Katy-Fulshear/McKinnon Rd Transmission Line	\$0	\$1,841,900
W-MP-Project 5	12" Parkway South Transmission Line - Phase 1	\$0	\$2,218,600
W-MP-Project 6	1.0 MG South Elevated Storage Tank (20% Design)	\$0	\$3,120,000
W-MP-Project 7	16" FM 1093 West Transmission Line	\$0	\$3,949,100
W-MP-Project 8	12-inch James Ln Transmission Line	\$0	\$1,013,700
W-MP-Project 9	16" FM 359/North Fulshear Transmission Line - Phase 1	\$0	\$1,922,600
W-MP-Project 10	16" North Fulshear Transmission Line Phase 2	\$0	\$3,173,200
W-MP-Project 11	16" Fulshear Farms Transmission Line	\$0	\$2,323,300
TOTAL		\$2,566,650	\$41,951,400

Project Status: After preparation of the W&WW Master Plan in previous years, FY18 will begin the initial phase of Master Plan Implementation

Does this project replace/enhance an existing asset?

This project will improve existing water system infrastructure as well as to plan for new water utility infrastructure.

Project Estimated Total Costs:

	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	TBD Utility Bonds	\$2,181,653	\$0		\$384,998	\$2,566,650	Water MP Phase 1
2019	TBD Utility Bonds	\$2,394,004	\$4,735,988		\$1,258,234	\$8,388,225	Water MP Phase 1
2020	TBD Utility Bonds	\$632,757	\$10,438,871		\$1,953,817	\$13,025,445	Water MP Phase 1
2021	TBD Utility Bonds	\$245,132	\$8,969,183		\$1,626,056	\$10,840,370	Water MP Phase 1
2022	TBD Utility Bonds	\$700,804	\$1,389,079		\$368,803	\$2,458,685	Water MP Phase 1
Future Years	TBD Utility Bonds	\$0	\$3,971,221		\$700,804	\$4,672,025	Water MP Phase 1
		\$6,154,349	\$29,504,342	-	\$6,292,710		

Total Estimated Project Cost: \$41,951,400



WASTEWATER 5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
WW18A - Wastewater System Management Program	Oper. Funds/Fund Bal. Utility Funds	This will be an annual heavy maintenance program that will identify specific improvements for the Wastewater System.
WW18B - Wastewater System Maintenance Equipment	Oper. Funds/Fund Bal. Utility Funds	This will be an annual heavy maintenance program that will identify specific improvements to the Drainage System.
WW18C - Wastewater Master Plan (Years 1-5) Project 1	TBD Utility Bonds	3.0 MGD Cross Creek Ranch WWTP Expansion to 4.0 MGD (20% Prof Svcs & 2 yr construction)
WW18D - Wastewater Master Plan (Years 1-5) Project 2	TBD Utility Bonds	WWTP Diversion Lift Station and Force Main (20% Prof Svcs & 2 yr construction)
WW18E - Wastewater Master Plan (Years 1-5) Project 3	Fund 250-CAD/EDC Requests	24/27/30/36-inch FM 359 Interceptor - Phase I (Estimated FY19 cost split will be \$150k-Fund 250-CAD & \$150k-EDC Requests)
WW18F - Wastewater Master Plan (Years 1-5) Project 4	TBD Utility Bonds	30-inch Texas Heritage Parkway Interceptor
WW18H - Wastewater Master Plan (Years 1-5) Project 5	TBD Utility Bonds	West Fulshear Lift Station
WW18I - Wastewater Master Plan (Years 1-5) Project 6	TBD Utility Bonds	15/18-inch West Fulshear Interceptor Phase I

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTALS
WW18A	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 500,000
WW18B	\$ -	\$ 200,000	\$ 150,000	\$ 100,000	\$ 100,000		\$ 550,000
WW18C	\$ 3,744,000	\$ 3,744,000	\$ 14,976,000	\$ 14,976,000			\$ 37,440,000
WW18D	\$ 1,159,400	\$ 1,159,400	\$ 4,637,600	\$ 4,637,600			\$ 11,594,000
WW18E	\$ 300,000						\$ 300,000
WW18F		\$ 1,502,925	\$ 4,258,288	\$ 4,258,288			\$ 10,019,500
WW18H			\$ 233,220	\$ 1,321,580			\$ 1,554,800
WW18I				\$ 246,900	\$ 1,399,100		\$ 1,646,000
TOTALS	\$ 5,303,400	\$ 6,706,325	\$ 24,355,108	\$ 25,640,368	\$ 1,599,100	\$ -	\$ 63,604,300

Future Annual Operating Costs:

Project Code	FY19	FY20	FY21	FY22	FY23	
WW18A	\$ -	\$ -	\$ -	\$ -	\$ -	no annual operating costs
WW18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	maintenance costs
WW18C	\$ -	\$ -	\$ -	\$ 936,000	\$ 936,000	personnel & operating costs
WW18D	\$ -	\$ -	\$ -	\$ 275,790	\$ 275,790	personnel & operating costs
WW18E	\$ -	\$ -	\$ 79,638	\$ 79,638	\$ 79,638	personnel & operating costs
WW18F	\$ -	\$ -	\$ -	\$ 110,848	\$ 110,848	personnel & operating costs
WW18H	\$ -	\$ -	\$ -	\$ 277,770	\$ 277,770	personnel & operating costs
WW18I	\$ -	\$ -	\$ -	\$ 116,463	\$ 116,463	personnel & operating costs
TOTALS	\$ -	\$ 5,000	\$ 84,638	\$ 1,801,509	\$ 1,801,509	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Water System Management Program Project Number: W18A

Project Manager: Sharon Valiante Director of Public Works (or designee) Project Owner: Sharon Valiante, Director of Public Works

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Yearly Program)

Project Details: This will be an annual heavy maintenance program that will identify specific improvements for the Water System. This ongoing project will provide systematic maintenance and plan for replacement of necessary equipment to have an efficient and effective system that meets service needs and TCEQ standards.

The estimated break out of tasks for FY18 is as follows:

\$13,000	CCR WP 1 GST piping and roof coating
\$50,000	COF WP bleach room & control bldg.
\$5,000	CCR WP 1 booster pump header coating
\$17,000	Repair & replace fire hydrants
\$15,000	Repair & replace pumps & motors

Project Status: City staff has reviewed operational records and coordinated with the City's contract system operator to prepare a list of necessary items to address in FY18.

Does this project replace/enhance an existing asset?
Yes, this project replaces and enhances existing components of infrastructure associated with the City's Water System.

Project Estimated Total Costs:

	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$10,000	\$90,000			100,000	Based on Annual Needs
2019	OP Funds Utility	\$10,000	\$90,000			100,000	Based on Annual Needs
2020	OP Funds Utility	\$10,000	\$90,000			100,000	Based on Annual Needs
2021	OP Funds Utility	\$10,000	\$90,000			100,000	Based on Annual Needs
2022	OP Funds Utility	\$10,000	\$90,000			100,000	Based on Annual Needs
Future Years						-	TBD
		\$50,000	\$450,000	-	-	500,000	
Total Estimated Project Cost:						<u>500,000</u>	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Wastewater System Management Program Project Number: WW18A

Project Manager: Sharon Valiante Director of Public Works (or designee) Project Owner: Sharon Valiante, Director of Public Works

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Yearly Program)

Project Details: This will be an annual heavy maintenance program that will identify specific improvements for the Wastewater System. This ongoing project will provide systematic maintenance and plan for replacement of necessary equipment to have an efficient and effective system that meets service needs and TCEQ standards.

The estimated break out of tasks for FY18 is as follows:

\$25,000	Televising WW lines
\$30,000	Lift station rehab/reconditioning
\$35,000	Smoke testing WW lines
\$15,000	Repair & replace pumps & motors

Project Status: City staff has reviewed operational records and coordinated with the City's contract system operator to prepare a list of necessary items to address in FY18.

Does this project replace/enhance an existing asset?
Yes, this project replaces and enhances existing components of infrastructure associated with the City's Wastewater System.

Project Estimated Total Costs:

	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$10,000	\$90,000			\$100,000	Condition assessment
2019	OP Funds Utility	\$10,000	\$90,000			\$100,000	Condition assessment
2020	OP Funds Utility	\$10,000	\$90,000			\$100,000	Condition assessment
2021	OP Funds Utility	\$10,000	\$90,000			\$100,000	Condition assessment
2022	OP Funds Utility	\$10,000	\$90,000			\$100,000	Condition assessment
Future Years						-	TBD
		\$50,000	\$450,000	-	-	\$500,000	
Total Estimated Project Cost:						<u>\$500,000</u>	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Water System Master Plan Program Implementation (Phase 1) Project Number: W18C-M
 Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development
 Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (Initial Implementation)

Project Details: The following project schedule from the Water Master Plan will be implemented as follows:

MP Project ID	MP Project Description	FY18	TOTAL
WW-MP-Project 1	3.0 MGD Cross Creek Ranch WWTP Expansion to 4.0 MGD (20% Design) (2 yr. const.)	\$242,325	\$37,440,000
WW-MP-Project 2	WWTP Diversion Lift Station and Force Main (20% Design) (2 yr. construction)	\$740,925	\$11,031,600
WW-MP-Project 3	48-inch FM 1093 Interceptor	\$1,583,400	\$3,185,500
WW-MP-Project 4	36-inch North Fulshear Interceptor Phase 1	\$0	\$4,433,900
WW-MP-Project 5	30-inch/36-inch North Fulshear Interceptor Phase 2 (2 yr. construction)	\$0	\$11,110,800
WW-MP-Project 6	West Fulshear Lift Station and 8-inch Force Main (West of 359)	\$0	\$4,658,500
WW-MP-Project 7	12-inch Continental Interceptor	\$0	\$543,200
TOTAL		\$2,566,650	\$72,403,500

Project Status: After preparation of the W&WW Master Plan in previous years, FY18 will begin the initial phase of Master Plan Implementation

Does this project replace/enhance an existing asset?

This project will improve existing water system infrastructure as well as to plan for new water utility infrastructure.

Project Estimated Total Costs:

	Funding Source	Design/ Planning Phase	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	TBD Utility Bonds	\$4,120,086	\$0		\$727,074	\$4,847,160	Water MP Phase 1
2019	TBD Utility Bonds	\$4,526,237	\$0		\$798,748	\$5,324,985	Water MP Phase 1
2020	TBD Utility Bonds	\$1,981,949	\$18,781,868		\$3,664,203	\$24,428,020	Water MP Phase 1
2021	TBD Utility Bonds	\$861,203	\$23,697,613		\$4,333,909	\$28,892,725	Water MP Phase 1
2022	TBD Utility Bonds	\$0	\$7,574,019		\$1,336,592	\$8,910,610	Water MP Phase 1
Future Years	TBD Utility Bonds	\$0	\$0		\$0	\$0	Water MP Phase 1
		\$11,489,476	\$50,053,500	-	\$10,860,525	72,403,500	

Total Estimated Project Cost:

\$72,403,500



MUNICIPAL FACILITIES, PARKS, & TECHNOLOGY 5-Year Capital Improvement Plan

City of Fulshear, Texas

Project Summary

Project Code & Name	Funding Source	Description
FPT18B - GIS/CRM/Asset Management System	Oper. Funds/Fund Bal. General & Utility Funds	This project is a combined effort to implement GIS and other Asset Management technology needs with a Customer Response Management System that is compatible with the City's Financial Software. <i>(Estimated cost split will be 50%-GF CIP & 50%-Utility CIP)</i>
FPT18C - Facilities & Parks Management Program	Oper. Funds/Fund Bal. General & Park Funds	This will be an annual heavy maintenance program that will identify specific improvements to the City's Facilities and Parks.
FPT18E - City Hall & PW Downtown Facility Review & Improvements	Oper. Funds/Fund Bal. General & Utility Funds	This project will support a study (funded in FY18) and review of facility options to include possible partnerships with other entities as well as the identification of potential improvements & facility upgrades. FY19 activity will utilize prior funding. <i>(Estimated cost split will be 75%-GF Op. Funds & 25%-Utility Funds)</i>
FPT18F - Police Department Relocation	TBD Facility Bonds	This project will include a reconstruction of the Police Department Facilities.
FPT18I - Irene Stern Community Center Replacement	TBD Facility Bonds	This project will include a reconstruction of the Irene Stern Community Center.
FPT18J - City Hall Relocation	TBD Facility Bonds	This project will include a reconstruction of the City Hall Facilities.
FPT18K - PW Maintenance & Operations Facility	TBD Facility Bonds	This project will include construction of maintenance facilities for Public Works Operations.
FPT18L LED - Streetlight Conversion	Undetermined	This project will implement the aesthetic and technical priorities for the streetlights within the City covered by the Centerpoint M&O tariff.
FPT19A - Parks & Pathways Master Plan Implementation	Oper. Funds/Fund Bal. Park & EDC Funds	This ongoing effort will support the design and implementation of projects as identified by and/or in line with the goals of the Parks and Pathways Master Plan. <i>(Estimated cost split will be \$475k-Parks Fund & \$100k-EDC Requests)</i>
FPT19B - Livable Centers Study Implementation	Oper. Funds/Fund Bal. General Fund & EDC Requests	This ongoing effort will support the design and implementation of projects as identified by and/or in line with the goals of the HGAC Livable Centers Study. <i>(Estimated cost split will be \$100k-Gen Fund & \$100k-EDC Requests)</i>

Please Note: All figures below are estimates as of 2018 and are in 2018 dollars not adjusted for inflation. Undetermined funding sources may include existing fund balances, operational funds, developer participation, EDC participation, etc.

Project Code	FY19	FY20	FY21	FY22	FY23	Beyond FY23	TOTALS
FPT18B	\$ 75,000	\$ -	\$ -	\$ -	\$ -		\$ 75,000
FPT18C	\$ 90,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000		\$ 590,000
FPT18E	\$ -	\$ 475,000	\$ -	\$ -	\$ -		\$ 475,000
FPT18F	\$ -	\$ -	\$ 1,600,000	\$ 8,000,000	\$ -		\$ 9,600,000
FPT18I	\$ -	\$ -	\$ 1,000,000	\$ 5,000,000	\$ -		\$ 6,000,000
FPT18J	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 20,000,000	\$ 24,000,000
FPT18K	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 3,000,000	\$ 3,600,000
FPT18L	\$ -	\$ 110,000	\$ 110,000	\$ -			\$ 220,000
FPT19A	\$ 575,000	\$ 200,000	\$ 200,000	\$ -			\$ 975,000
FPT19B	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -		\$ 600,000
TOTALS	\$ 940,000	\$ 1,110,000	\$ 3,235,000	\$ 13,125,000	\$ 4,725,000	\$ 23,000,000	\$ 46,135,000

Future Annual Operating Costs:

Project Code	FY19	FY20	FY21	FY22	Future	
FPT18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	new maintenance costs
FPT18C	\$ 5,375	\$ 5,375	\$ 5,375	\$ 5,375	\$ 5,375	new maintenance costs
FPT18E	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT18F	\$ -	\$ -	\$ -	\$ -	\$ 240,000	personnel & operating costs
FPT18I	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT18J	\$ -	\$ -	\$ -	\$ -	\$ 150,000	personnel & operating costs
FPT18K	\$ -	\$ -	\$ -	\$ -	\$ 90,000	personnel & operating costs
FPT18L	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT19A	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT19B	\$ -	\$ -	\$ -	\$ -	\$ -	no additional operating costs
TOTALS	\$ 5,375	\$ 10,375	\$ 10,375	\$ 10,375	\$ 490,375	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Incode 10 Upgrade Project Number: FPT18A
 Project Manager: Wes Vela, Chief Financial Officer (or designee) Project Owner: Wes Vela, Chief Financial Officer
 Project Start Date Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: Project allows for an upgrade to the Incode 10 Finance/Court Software system from the current version which is considered obsolete and will no longer being supported. Initial cost split will be 50%-GF CIP & 50%-Utility CIP.

Does this project replace/enhance an existing asset?
This project replaces the existing Incode Financial System.

Project Estimated Total Costs:

	Funding Source	Professional Services	Software Costs	Hardware Costs	Other Services/Needs	Total Estimated Annual Costs	General Remarks
	CIP 300 & 501 Fund Balance						
2018		\$10,000	\$55,000			\$65,000	
2019						-	
2020						-	
2021						-	
2022						-	
Future Years						-	
		\$10,000	\$55,000	-	-		
Total Estimated Project Cost:						<u>\$65,000</u>	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: GIS/CRM/Asset Mgmt System Project Number: FPT18B
 Project Manager: Brant Gary, Executive Director of Planning & Development (or design) Project Owner: Brant Gary, Exec. Dir. of Planning & Development
 Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: This project is a combined effort to implement GIS and other Asset Management technology needs with a Customer Response Management System that is compatible with the City's Financial Software. Initial cost split will be 50%-GF CIP & 50%-Utility CIP.

The estimated break out of tasks for FY18 is as follows:
 \$35,000 Training/Installation
 \$50,000 Software
 \$10,000 Additional Hardware Items/Upgrades
 \$30,000 Conversion/Data Importing

Project Status: This is year 2 of 3 for Initial Citywide GIS Implementation.

Does this project replace/enhance an existing asset?
As this is a continuation of previous GIS efforts, this year's project adds to previous years' efforts.

Project Estimated Total Costs:

	Funding Source	Professional Services	Software Costs	Hardware Costs	Other Services/Needs	Total Estimated Annual Costs	General Remarks
	CIP 300 & 501 Fund Balance						
2018		\$35,000	\$50,000	\$10,000	\$30,000	\$125,000	Initial implementation & training
2019	Op Funds-GF/Utility	\$20,000	\$35,000	\$10,000	\$10,000	\$75,000	If needed only
2020						\$0	
2021						\$0	
2022						\$0	
Future Years						\$0	
		\$55,000	\$85,000	\$20,000	\$40,000		
Total Estimated Project Cost:						<u>\$200,000</u>	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Facilities & Parks Mgmt Program Project Number: FPT18C

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q3-FY18 (This Phase)

Project Details: This will be an annual heavy maintenance program that will identify specific improvements for the City's facilities and park areas.

The estimated break out of tasks for FY18 is as follows:

\$15,000	ISCC Building Items- Restrooms, Lighting, Ceiling, Roof, Storage, etc.
\$10,000	City Hall Exterior Items - Parking Lot, Lighting,
\$35,000	City Hall Interior Items - Doors, Walls, Restrooms, Hand Rails, Lighting, Floors, etc.
\$30,000	City Hall HVAC-Maintenance

Does this project replace/enhance an existing asset?
This project enhances and replaces existing assets associated with City facilities and parks on an ongoing basis.

Project Estimated Total Costs:

	Funding Source	Professional Services	New Items Needed	Maintenance/ Replacement	Other Services/ Needs	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$5,000	\$5,000	\$75,000	\$5,000	\$90,000	Breakout as Described
2019	Op Funds-GF			\$125,000		\$125,000	Scope/Breakout TBD
2020	Op Funds-GF			\$125,000		\$125,000	Scope/Breakout TBD
2021	Op Funds-GF			\$125,000		\$125,000	Scope/Breakout TBD
2022	Op Funds-GF			\$125,000		\$125,000	Scope/Breakout TBD
Future Years						\$0	TBD
		\$5,000	\$5,000	\$575,000	\$5,000		
Total Estimated Project Cost:						<u>\$590,000</u>	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Parks & Pathways Development Project Number: F18G

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: Funding will support near-term capital improvements to construct new facilities for the City's parks and pathways system. The primary location of focus will be the City's recently acquired parkland.

Does this project replace/enhance an existing asset?
This project will design and implement a trails system in and around the recently acquired City park land.

Project Estimated Total Costs:

	Funding Source	Design Phase/ Planning Svcs	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$20,000	\$80,000			\$100,000	Park Land/Downtown
2019						-	
2020						-	
2021						-	
2022						-	
Future Years						-	
		\$20,000	\$80,000	-	-		
Total Estimated Project Cost:						<u>\$100,000</u>	



**Capital Improvement Plan
Capital Project Detail Sheet**

Project Name: Parks and Pathways Master Planning Project Number: F18H

Project Manager: Brant Gary, Executive Director of Planning & Development (or designee) Project Owner: Brant Gary, Exec. Dir. of Planning & Development

Project Start Date: Q1-FY18 Project Est. Completion Date: Q4-FY18 (This Phase)

Project Details: This effort will support the development of a master plan for the City's parks and pathways system. This project will be supported by other planning efforts in the City. In addition, concurrent projects for parks and pathways improvements may also be influenced by this study.

Does this project replace/enhance an existing asset?
This project will guide current and future parkland acquisition, programming, and construction projects.

Project Estimated Total Costs:

	Funding Source	Design Phase/ Planning Svcs	Construction Phase	Other Costs: Study ROW/Land/Equip	Project Contingency	Total Estimated Annual Costs	General Remarks
2018	CIP Fund Bal.	\$35,000				\$35,000	Overall/Downtown
2019		-				-	
2020		-				-	
2021		-				-	
2022		-				-	
Future Years		-				-	
		\$35,000	-	-	-		

Total Estimated Project Cost: \$35,000

Capital Improvement Projects Five Year Operating Costs						
Project Code	FY19	FY20	FY21	FY22	FY23	
D18A - Drainage Master Planning	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
D18B - Drainage Management Program	\$ -	\$ -	\$ -	\$ -	\$ -	no additional annual costs
D18C - Drainage System Maintenance Equipment	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	annual maintenance
TOTALS	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
Project Code	FY19	FY20	FY21	FY22	FY23	
ST18A - Pavement Management Program	ST18A	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST18B - Street System Maintenance Equipment	ST18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	maintenance on equipment
ST18C - Regional Road Project Participation	ST18C	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19A - Biennial Roadway Evaluation	ST19A	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19B - HMGP Redbird Lane Reconstruction Project	ST19B	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19C - ROW Study Implementation for the Downtown Area	ST19C	\$ -	\$ -	\$ -	\$ -	no additional annual costs
ST19D - FM 1093 Widening Cost Participation	ST19D	\$ -	\$ -	\$ -	\$ -	no additional annual costs
TOTALS		\$ -	\$ 5,000	\$ 5,000	\$ 5,000	
Project Code	FY19	FY20	FY21	FY22	FY23	
W18A - Water System Management Program	W18A	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18B - Water System Maintenance Equipment	W18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	equipment maintenance
W18C - Water Master Plan (Years 1-5) Project 1	W18C	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18D - Water Master Plan (Years 1-5) Project 3	W18D	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18E - Water Master Plan (Years 1-5) Project 3x	W18E	\$ -	\$ -	\$ -	\$ 375,000	personnel and operating costs
W18F - Water Master Plan (Years 1-5) Project 4	W18F	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18H - Water Master Plan (Years 1-5) Project 5	W18H	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18J - Water Master Plan (Years 1-5) Project 6	W18J	\$ -	\$ -	\$ -	\$ -	no additional operating costs
W18K - Water Master Plan (Years 1-5) Project 2	W18K	\$ -	\$ -	\$ -	\$ -	no additional operating costs
TOTALS		\$ -	\$ 5,000	\$ 5,000	\$ 380,000	

Capital Improvement Projects Five Year Operating Costs						
Project Code	FY19	FY20	FY21	FY22	FY23	
WW18A - Wastewater System Management Program	WW18A	\$ -	\$ -	\$ -	\$ -	no annual operating costs
WW18B - Wastewater System Maintenance Equipment	WW18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	maintenance costs
WW18C - Wastewater Master Plan (Years 1-5) Project 1	WW18C	\$ -	\$ -	\$ -	\$ 936,000	personnel & operating costs
WW18D - Wastewater Master Plan (Years 1-5) Project 2	WW18D	\$ -	\$ -	\$ -	\$ 275,790	personnel & operating costs
WW18E - Wastewater Master Plan (Years 1-5) Project 3	WW18E	\$ -	\$ -	\$ 79,638	\$ 79,638	personnel & operating costs
WW18F - Wastewater Master Plan (Years 1-5) Project 4	WW18F	\$ -	\$ -	\$ -	\$ 110,848	personnel & operating costs
WW18H - Wastewater Master Plan (Years 1-5) Project 5	WW18H	\$ -	\$ -	\$ -	\$ 277,770	personnel & operating costs
WW18I - Wastewater Master Plan (Years 1-5) Project 6	WW18I	\$ -	\$ -	\$ -	\$ 116,463	personnel & operating costs
TOTALS		\$ -	\$ 5,000	\$ 84,638	\$1,801,509	
Project Code	FY19	FY20	FY21	FY22	Future	
FPT18B - GIS/CRM/Asset Management System	FPT18B	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	new maintenance costs
FPT18C - Facilities & Parks Management Program	FPT18C	\$ 5,375	\$ 5,375	\$ 5,375	\$ 5,375	new maintenance costs
FPT18E - City Hall & PW Downtown Facility Review & Improvements	FPT18E	\$ -		\$ -	\$ -	no additional operating costs
FPT18F - Police Department Relocation	FPT18F	\$ -	\$ -	\$ -	\$ -	personnel & operating costs
FPT18I - Irene Stern Community Center Replacement	FPT18I	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT18J - City Hall Relocation	FPT18J	\$ -	\$ -	\$ -	\$ -	personnel & operating costs
FPT18K - PW Maintenance & Operations Facility	FPT18K	\$ -	\$ -	\$ -	\$ -	personnel & operating costs
FPT18L LED - Streetlight Conversion	FPT18L	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT19A - Parks & Pathways Master Plan Implementation	FPT19A	\$ -	\$ -	\$ -	\$ -	no additional operating costs
FPT19B - Livable Centers Study Implementation	FPT19B	\$ -	\$ -	\$ -	\$ -	no additional operating costs
TOTALS		\$ 5,375	\$ 10,375	\$ 10,375	\$ 10,375	
Total Project Annual Costs	\$ -	\$ 5,375	\$ 25,375	\$ 110,013	\$2,201,884	

Capital Improvement Program Fund – General Government Projects-Detail

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
300-General Capital Projects					
Beginning Fund Balance		1,440,178	1,122,080	1,122,080	196,977
Revenues					
Interest Earned					
300-46000	Interest Revenue	5,247	1,000	12,000	1,000
Total Interest Earned		5,247	1,000	12,000	1,000
Other Revenue					
300-49400	Bond Proceeds	-	6,500,000	-	6,500,000
TBD	Xfer In -CAD#7 -#200	-	-	-	175,000
TBD	Xfer In - Gen Fund #100	-	-	-	325,000
TBD	Xfer In - Gen Fund #101(Grant Match Only)	-	-	-	300,000
300-49551	Xfer In - COF CP Fund 501	-	95,000	95,000	-
300-49561	Xfer In 4/a Project Fund 601	-	71,250	-	258,750
300-49571	Xfer In 4/B Project Fund 701	-	71,250	-	258,750
Total Other Revenue		-	6,737,500	95,000	7,817,500
Total Revenues		-	6,737,500	95,000	7,818,500
EXPENDITURES					
Other Charges					
300-5-000-5510-00	Drainage Improvements	35,703	-	-	-
300-5-000-5510-01	Master Drainage Plan	48,683	-	-	-
300-5-000-5510-02	Street Light Conversion	-	-	-	-
Total Other Charges		84,385	-	-	-
Capital Outlay					
300-5-000-5600-05	Concrete Repair & Maintenance	81,281	-	-	-
300-5-000-5600-06	Capital Outlay-Buildings/Struc	9,418	-	-	-
300-5-000-5810-01	Master Drainage Plan	-	75,000	50,000	75,000
300-5-000-5810-02	Drainage System Mgt Prgm	-	100,000	50,000	75,000
300-5-000-5830-01	Pavement Management Prgm	-	240,867	100,000	200,000
300-5-000-5830-02	ROW Study Downtown Area	-	25,000	25,000	-
300-5-000-5830-03	Reg. Rd Project Participation	-	285,000	285,000	-
300-5-000-5830-04	Lower Bois D'arc Emerg Access	-	50,000	-	-
300-5-000-5860-00	Facilities & Parks Mgmt. Prgm	-	90,000	90,000	90,000
300-5-000-5860-01	City Hall & PW Facility Assmnt	-	75,000	75,000	-
300-5-000-5870-00	Software Conversion	-	65,000	65,000	-
300-5-000-5870-01	GIS/CRM/Asset Mgmt. System	-	125,000	75,000	75,000
300-5-000-5870-02	PD Comm Review/Imp	-	45,000	-	-
300-5-000-5880-00	Bond Projects	-	6,500,000	10,103	6,500,000
TBD	ST19A - Biennial Roadway Evaluation	-	-	-	50,000
TBD	ST19B - HMGP Redbd Ln Recon Proj	-	-	-	300,000
TBD	ST19C-ROW Study/Implem-Dwntwn	-	-	-	-
TBD	ST19D - FM 1093 Widening Cost Part.	-	-	-	350,000
TBD	FPT19A - Parks/Pathways Implem	-	-	-	100,000
TBD	FPT19B - Livable Ctrs Study Implem	-	-	-	200,000
Total Capital Outlay		90,699	7,675,867	825,103	8,015,000
Transfers					
300-5-000-5900-10	XFER OUT-Gen Fund 100	143,014	195,000	195,000	-
Total Transfers		143,014	195,000	195,000	-
Total Expenditures		318,098	7,870,867	1,020,103	8,015,000
Revenues Over(Under) Expenditures		(318,098)	(1,133,367)	(925,103)	(196,500)
Ending Fund Balance		1,122,080	(11,287)	196,977	477

Capital Improvement Program Fund – City of Fulshear Utility Projects

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
501-Fulshr - Capital Projects					
	Beginning Fund Balance	661,500	906,863	906,863	5,463
Revenues					
Service Revenues					
501-44311	Devlper Infrastructure Fees	215,040	-	-	-
	Total Service Revenues	215,040	-	-	-
Interest Earned					
501-46000	Interest Revenue	1,173	-	3,600	3,600
	Total Interest Earned	1,173	-	3,600	3,600
Other Revenue					
501-49400	Bond Proceeds	-	7,413,810	-	-
TBD	XFER IN - CAD Fund 250				200,000
TBD	XFER IN - EDC A -#601 pending				100,000
TBD	XFER IN - EDC B#701 - pending				100,000
501-49510	XFER IN - GENERAL FUND 100	1,042,097	-	-	4,903,400
501-49550	XFER IN - COF UTLTY FUND 500	624,660	59,000	59,000	30,000
501-49556	Xfer In - CCR C/P Fund 551	-	236,000	236,000	170,000
	Total Other Revenue	1,666,756	7,708,810	295,000	5,503,400
	Total Revenues	1,882,970	7,708,810	298,600	5,507,000
Expenditures					
Capital Outlay					
501-5-000-5600-00	Capital Outlay - Equipment	-		150,000	-
501-5-000-5600-03	Capital Outlay - Improvements	1,603,138	986,369	900,000	-
501-5-000-5600-05	Capital Outlay - Land	-	75,026	-	-
501-5-000-5650-02	Capital Outlay - Equipment	34,468	-	-	-
	Total Capital Outlay	1,637,607	1,061,395	1,050,000	-
Projects					
501-5-000-5880-00	Annual Water System Mgmt. Program	-	100,000	75,000	75,000
501-5-000-5880-01	Water Master Plan-CIP Bond Projects	-	2,566,650	-	-
TBD	WMP-CIP Bond Proj-W18K				100,000
501-5-000-5890-00	Annual WW System Mgmt. Prgm	-	100,000	75,000	100,000
501-5-000-5890-01	WW Master Plan-CIP Bond Projects	-	4,847,160	-	4,903,400
TBD	WWMP-CIP Bond Proj-WW18E				300,000
	Total Projects	-	7,613,810	150,000	5,478,400
Transfers					
501-5-000-5900-30	Xfer Out Capital Fund 300	-	95,000	-	-
	Total Transfers	-	95,000	-	-
	Total Expenditures	1,637,607	8,770,205	1,200,000	5,478,400
	Revenues Over(Under) Expenditures	245,363	(1,061,395)	(901,400)	28,600
	Ending Fund Balance	906,863	(154,532)	5,463	34,063

Capital Improvement Program Fund – Cross Creek Ranch Utility Projects

Account Number	Account Description	FY2017 Actual	FY2018 Budget	FY 2018 Estimate	FY 2019 Proposed Budget
551-CCR -Capital Projects					
	Beginning Fund Balance	-	681,720	681,720	489,956
Revenues					
Service Revenue					
551-44311	Developr Contributions	-	-	40,000	-
	Total Service Revenue	-	-	40,000	-
Interest Earned					
551-46000	Interest Revenue	2,423	1,200	4,236	1,200
	Total Interest Earned	2,423	1,200	4,236	1,200
Other Revenue					
551-49555	XFER IN - CCR UTLTY FUND 550	1,153,667	-	-	-
	Total Other Revenue	1,153,667	-	-	-
	Total Revenues	1,156,090	1,200	44,236	1,200
Expenditures					
Capital Outlay					
551-5-000-5650-00	Capital Outlay - Improvements	474,371	-	-	-
	Total Capital Outlay	474,371	-	-	-
Transfers					
551-5-000-5900-51	Xfer Out Flshr CP Fund 501	-	236,000	236,000	-
	Total Transfers	-	236,000	236,000	-
	Total Expenditures	474,371	236,000	236,000	-
	Revenue Over(Under) Expenditures	681,720	(234,800)	(191,764)	1,200
	Ending Fund Balance	681,720	446,920	489,956	491,156

Appendix

Budget Ordinance

ORDINANCE NO. 2018-1285

AN ORDINANCE ADOPTING THE CITY OF FULSHEAR'S FISCAL YEAR 2018-2019 BUDGET

AN ORDINANCE OF THE CITY OF FULSHEAR, TEXAS, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF FULSHEAR FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; APPROPRIATING FUNDS FOR ALL CITY FUNDS INCLUDING THE GENERAL, ENTERPRISE, SPECIAL REVENUE AND CAPITAL IMPROVEMENT PROGRAM FUNDS. FINDING THAT ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTMENT OF SAID BUDGET; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

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

WHEREAS, the Budget for the fiscal year October 1, 2018, through September 30, 2019, has heretofore been presented to the City Council and due deliberation had thereon, was filed in the office of the City Secretary on August 14, 2018, and a public hearing scheduled for September 11, 2018 was duly advertised and held.

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

SECTION 1: That the Budget for the City of Fulshear, Texas, now before the said City Council for consideration, a complete copy of which is on file with the City Secretary and incorporated hereto by reference, is hereby adopted as the Budget for the said City of Fulshear, Texas, for the period October 1, 2018 through September 30, 2019.

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

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

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

PASSED AND APPROVED THIS 18TH DAY OF September 2018.



CITY OF FULSHEAR, TEXAS

Aaron Groff

Aaron Groff, Mayor

ATTEST:

Kimberly Kopecky

Kimberly Kopecky, City Secretary

CITY OF FULSHEAR, ORDINANCE NO. 2018-1285

Tax Ordinance

ORDINANCE NO. 2018-1286

AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES OF THE CITY OF FULSHEAR, TEXAS, FOR THE YEAR 2018 AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; PROVIDING FOR SEVERABILITY; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, the Budget of the City of Fulshear, Texas, for the fiscal year period beginning October 1, 2018, and ending September 30, 2019 (fiscal year 2019) has been adopted; and

WHEREAS, the City Council is desirous of continuing the City's ability to provide necessary and auxiliary services; and

WHEREAS, the tax assessor/collector has submitted the appraisal roll for the City showing \$1,511,267,414 in total appraised, assessed and taxable value of all property and the total taxable value of new property to the City; and

WHEREAS, following notices and hearings in accordance with applicable legal requirements and based upon said appraisal roll, the City Council has determined a tax rate to be levied for Fiscal Year 2018-2019 sufficient to provide the tax revenues required by the City ; and

WHEREAS, this rate will raise more tax revenue for maintenance and operations than the previous year;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FULSHEAR, TEXAS:

Section 1. That the facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. All property subject to ad valorem taxation by the City of Fulshear, Texas, shall be equally and uniformly assessed for such purposes at one hundred percent (100%) of the fair market value of such property.

Section 3. There is hereby levied for general purposes for use by the City of Fulshear, Texas, for the tax year 2018, and for each year thereafter until otherwise provided, an ad valorem tax at the rate of Sixteen and .251 Cents (\$0.16251) on each One Hundred Dollars (\$100.00) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Fulshear, Texas. **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. Because the rate set exceeds the Effective Rate THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.99% PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$3.81.**

Section 4. All ad valorem taxes levied hereby, as reflected by Section 3 hereof, shall be due and payable on or before January 31, 2019. All ad valorem taxes due the City of Fulshear, Texas, and not paid on or before January 31 following the year for which they were levied shall bear penalty and interest as prescribed in the Property Tax Code of the State of Texas.

Section 5. All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

General Community Information

GENERAL COMMUNITY INFORMATION		
GOVERNMENT		
Date of Incorporation		1977
Home Rule Charter		2016
Form of Government		Council-City Manager
DEMOGRAPHICS		
Population	2018	12,198
	2010	1,134
SCHOOLS		
Elementary		3
Middle Schools		1
High Schools		1
MAJOR EMPLOYERS		
Lamar CISD		368
Katy ISD		201
H.E.B. Grocery		76
City of Fulshear		55
Civil Corp		20
Fort Bend County		5
TAX STRUCTURE		
Ad Valorem Tax Rate (as of Jan. 1, 2018)		
(p0er \$100 of Appraised Value)		
City of Fulshear		0.16251
Fort Bend County Emergency Services District #4		0.10000
Fort Bend County Drainage		0.01900
For Bend County		0.44500
Katy Independent School District		1.51660
Lamar Consolidated Independent School District		1.39005
Fort Bend Municipal Utility District 169 (Cross Creek Ranch)		1.34220
Fort Bend Municipal Utility District 170 (Cross Creek Ranch)		1.34220
Fort Bend Municipal Utility District 171 (Cross Creek Ranch)		1.11750
Fort Bend Municipal Utility District 172 (Cross Creek Ranch)		1.18500
Fort Bend Municipal Utility District 173 (Cross Creek Ranch)		1.34220
Fulshear Municipal Utility District 1 (Fulbrook on Fulshear Creek)		1.16000
Fulshear Municipal Utility District 2 (Fulbrook Run)		1.20000
SERVICES PROVIDED		
Police Protection		
Number of Stations		1
Number of Sworn Officers		22
Parks		
Number of Developed Parks		2
Number of Undeveloped Parks		1
Acres of all parks		29
Health Facilities		
Urgent Care		1
Other		
County Type Government		Commissioner Court
Area of City		12 Sq. miles
Area of Extraterritorial Jurisdiction		40 sq. miles

Glossary of Terms

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

ACCRUAL BASIS. The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

ACCOUNT NUMBER. A set of accounts used in the general ledger by the City to indicate the fund, department and activity.

ACCRUED EXPENSES. Expenses incurred but not due until a later date.

ACTIVITY. A group of related functions performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

AD VALOREM TAXES. Commonly referred to as property taxes, levied on real and person property at 100% valuation according to the properties valuation and the tax rate.

ADOPTED BUDGET. The final budget adopted by ordinance by the City Council.

APPROPRIATION. An authorization granted by a legislative body to make expenditures to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

ASSESSED VALUATION. Total gross valuation assigned to property for ad valorem taxation purposes. In Texas, taxable property is assessed at 100% of market value.

ASSET. A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

ASSIGNED FUND BALANCE. Amounts a government intends to use for specific purposes, but are neither restricted nor committed. However, the intent should be expressed by the Council or the Council's designee (City Manager and Financial Director). This is similar to Committed Fund Balance except that in this instance no formal Council action is required, such as an ordinance or resolution. Amounts encumbered for a specific purpose may be reported as assigned fund balance only if the resources are not already considered to be reportable as restricted or committed fund balance. The purpose must be stated but not necessarily the amount as the actual amount may not be known at the time the purpose or need is required.

Glossary of Terms

AUDIT. A systematic collection of the sufficient, competent, evidential matter needed to attest to the fairness of management/s assertions in the financial statement or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains the evidential matter through inspection, observation, inquires and confirmations with third parties.

BALANCED BUDGET. The operating budget is balanced with current revenues greater than or equal to current expenditures or expenses.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures, expenses, and transfers and the related assets and liabilities – are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BOND. A written promise, generally under seal, to pay a specified amount of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

BONDED INDEBTEDNESS. That portion of indebtedness represented by outstanding bonds.

BONDS ISSUED. Bonds sold by the City.

CAPITAL OUTLAY OR CAPITAL EXPENDITURE. Any item purchased by the City which meets the City's capitalization criteria. They are: has a value of \$5,000 or more, has an anticipated life of more than one year, and/or can be readily identified and tracked as an individual item. These expenditures result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND. Established to account for and report financial resources that are restricted, committed and assigned to expenditure for capital outlay including the acquisition or construction of capital facilities and other capital assets.

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

CASH BASIS. A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CERTIFICATES OF OBLIGATION. Legal debt instruments which finance a variety of projects such as major equipment purchases, improvements and infrastructure construction. These certificates are backed by the full faith and credit of the issuing government and are financed

Glossary of Terms

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

Certificates of Obligation (C.O.) are authorized by the City Council.

CITY CHARTER. The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of the government.

CITY COUNCIL. The Mayor and six (6) Council members collectively acting as the legislative and policymaking body of the City.

COMMITTED FUND BALANCE. Amounts constrained to specific purposes by a government itself. These amounts are committed by Council action (ordinance or resolution) and cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed to previously commit these funds.

COMMODITIES. Include articles and supplies, which are consumed or materially altered when used. Examples are office supplies and minor tools and equipment.

CONTRACTUAL SERVICES. Include expenditures for auditing services, legal services, utilities and services.

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

DELINQUENT TAXES. Taxes remaining unpaid at end of current fiscal year. Although taxes become delinquent and accrue penalties and interest on February 1 of each year, they are carried as current taxes receivable during the current fiscal year.

DEPARTMENT. A section of the total organization, which is comprised of various operations and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION. The periodic expiration of a fixed asset's useful life. There are several methods for computing depreciation. Straight line, which is the most common, divides the value of the asset at acquisition by its estimated useful life. This amount is then charged to expense until the asset is fully depreciated. Depreciation is not a budgeted item.

DETAIL OF EXPENDITURES. Line item expenditures by account within each division of the General Operating Fund of the City.

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DISTINGUISHED BUDGET PRESENTATION AWARD. A voluntary program administered by the Government Finance Officer Association to encourage governments to publish well organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

EFFECTIVE TAX RATE. Calculation as required by the State Property Tax Code. The Effective Tax Rate applied to the year's tax base would generate the same amount of taxes levied last year if you adjusted for new property and new exemption.

ENTERPRISE FUND. A fund established to account for operations financed and operated in a manner similar to private business enterprises such as water and wastewater funds, airport, and other services where primarily the cost of goods and services to the general public are recovered through use charges.

EXPENDITURES. If the accounts are kept on the accrual basis, this item designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund for which retired and capital outlays.

EXTRA-TERRITORIAL JURISDICTION. Extra-territorial jurisdiction is the land bordering a City's limits that the City has limited control over but does not furnish City services to nor collect ad valorem taxes from. This is an area outside of City limits that could become part of the City.

FISCAL YEAR. A twelve-month period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books.

FIXED ASSETS. Assets of long-term character that is intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FRANCHISE FEE. The fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

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

FUND ACCOUNTING. A governmental accounting system that is organized and operated on a fund basis.

Glossary of Terms

FUND BALANCE. The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND TYPE. Any one of seven categories, which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

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

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

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedure. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Government Accounting Standards Board.

GOVERNMENTAL ACCOUNTING. The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of government.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB). The authoritative accounting and financial reporting standard-setting body for governmental entities.

INTEREST & SINKING (also known as Debt Service). A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

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

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LEGAL DEBT MARGIN. The maximum debt a city may issue. Under the Home Rule Charter, the City is not limited by law in the amount of debt it may issue.

LEVY. To imposed taxes, special assessments, or service charges for the support of City services.

LIABILITIES. Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide service to other entities in the future as a result of past transactions or events.

LONG TERM DEBT. Debt with a maturity of more than one year after the date of issuance.

MODIFIED ACCRUAL BASIS OF ACCOUNTING. Under this basis of accounting, revenues are recognized when susceptible to accrual when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the incurred period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest general long-term debt are recorded as liabilities when due.

NONSPENDABLE FUND BALANCE. This includes amounts that cannot be spent because they are not in spendable form or they are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items not expected to be converted to cash, for example, inventories, prepaid items, and the long-term portion of loans and notes receivable, as well as property acquired for resale.

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

OPERATING EXPENSES. The cost of personnel, materials and equipment required for a Department to function.

ORDINANCE. A formal legislative enactment by the governing body of municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has full force and effect of law within the boundaries of the municipality to which it applies. The

Glossary of Terms

difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statues or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charge, universally require ordinances.

OTHER SERVICES. Includes miscellaneous expenditures not accounted for in personnel, commodities or contractual services.

PUBLIC HEARING. The portions of open meetings held to present evidence and provide information on both sides of an issue.

RESTRICTED FUND BALANCE. Amounts constrained to specific purposes by law through constitutional provisions or enabling legislation or by contract whereby constraints have been placed on the use of funds externally by creditors, grantors, contributors, or laws or regulations of other governments. Capital Projects Fund Balances and Debt Service Fund Balances are examples of this.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditures fund and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as “other financing sources” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL REVENUE FUND. A fund used account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

SURPLUS. Exceeding what is needed or used.

TAX ABATEMENT. A full or partial exemption of ad valorem taxes for a specified time of certain real and/or personal property. Used as an economic development tool by cities.

TAX INCREMENT REINVESTMENT ZONE (TIRZ). A development or re-development financing tool created under the provisions of the Texas State Statue, Chapter 311 of the Tax Increment Financing Act. A TIRZ provides a method to finance improvements in a specifically designated zone using tax increment funds.

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TAX LEVY. Total revenues to be raised by ad valorem taxes for expenditures of general operating expenditures and debt service payments.

TAXES. Compulsory charges levied by government to finance services performed for the common benefit. This term does not include specific charges made against a particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for service rendered only to those paying such charges (e. g., sewer service charges).

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

TAXABLE VALUE. Estimated value of taxable property to which the ad valorem tax rate is applied.

TRUTH IN TAXATION LAWS. Texas State Law that requires all taxing units to calculate and publish the effective tax rate and other notices as assessed values increase to notify the taxpayer of the entity's intent to raise taxes.

UNASSIGNED FUND BALANCE. Amounts that are available for any purpose. This includes amount not included in any other category (the residual). Only the general fund may have unassigned fund balance.

WORKING CAPITAL. The current assets less liabilities of a fund. For budgetary purposes, working capital, rather than retained earnings, is general used to reflect the available resource of proprietary funds.