

"This budget will raise the same amount of revenue from property taxes as last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$797,243."

<p>Ayes: Pruitt Fowler Hohenshelt Trowbridge Macalik Daniels Johannesen</p>	<p>Nays: None</p>	<p>Absent: None</p>
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	Fiscal Year 2018	Fiscal Year 2019
Adopted Rate	.423600 / 100 assessed value	.402100 / 100 assessed value
Effective Tax Rate	.423671 / 100 assessed value	.402197 / 100 assessed value
Effective Maintenance and Operations Rate	.330393 / 100 assessed value	.347950 / 100 assessed value
Debt Rate	.178200 / 100 assessed value	.179200 / 100 assessed value
Rollback Tax Rate	.423729 / 100 assessed value	.438897 / 100 assessed value

Total City Debt Obligations Secured by a Tax Rate: \$86,900,000



City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** Rick Crowley, City Manager  
**DATE:** July 31, 2018  
**SUBJECT:** FY19 Budget

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Transmitted hereby, please accept the submission of the proposed FY2019 Annual Operating Budget. As required by the City of Rockwall Charter, the proposed FY2019 Annual Operating budget is a balanced budget. As in previous years, the proposed budget has been prepared to reflect a conservative approach to both estimated revenues and recommended expenditures for FY2019. The proposed FY 2019 budget provides sufficient funding for maintaining current levels of services to our Citizens, and proposes increased levels of service primarily in the Fire Department, the Police Department (school security), and the Street Department (street maintenance and repair). As directed by the Council, the FY2019 has been prepared based on the Effective Tax Rate and includes a corresponding reduction from the current Tax Rate to the Effective Tax Rate. It is noteworthy that in 2018 a total of about \$198,269,000 in new value was added to the tax rolls – the largest single-year increase in the City’s history. Additionally, taxable value of existing taxable properties has increased by about 4.90% due to reappraisals. These increases are reflected in the proposed FY2019 budget. As a strategic measure, the percentage split between residential and non-residential value is now about 71:29.

### **DEBT SERVICE FUND**

The Debt Service Fund provides funding from levied taxes to pay the debt obligations of the City. The tax rate is split between maintenance and operations and the annual principal and interest payments on the City’s outstanding debt. The FY19 debt service portion of the tax rate will be 17.92 cents per hundred dollars of assessed valuation. In the 2018 bond election information we stated that we would attempt to issue new debt as existing debt matured, allowing the City to maintain a fairly flat debt service tax rate while taking advantage of growth in assessed valuation.

### **GENERAL FUND**

As has been the case for the past 5 years, the proposed budget, as directed by the City Council, assumes the adoption of the calculated Effective Tax Rate which will result in a tax rate decrease from the Current

Tax Rate of 42.36 cents/\$100 valuation to the Effective Rate for the coming year of 40.21 cents/\$100 valuation – a rate decrease of 2.15 cents/\$100 valuation. Based on the state prescribed effective rate calculation formulas, this is the theoretical rate at which the City would not be increasing taxes for the coming year. For reference, 1 cent/\$100 valuation produces about \$513,634 in Ad Valorem Tax revenue for FY2019. (Based also on the State-prescribed formula, the Roll Back Rate is 43.89 cents/\$100 valuation.) Of course, the impact of the new rate on individual properties is a function not only of the tax rate adopted by the City, but also of the assessed value of the individual properties established by the appraisal process. A twenty-year review of historic tax rates is shown within the Debt Service section of the budget. The table below shows the adopted rate history for FY2012 – FY2018 and the proposed rate for FY2019:

<i>Fiscal Year</i>	<i>Adopted Tax Rate</i>
<i>FY2012</i>	<i>50.31</i>
<i>FY2013</i>	<i>50.25</i>
<i>FY2014</i>	<i>50.25</i>
<i>FY2015</i>	<i>49.55</i>
<i>FY2016</i>	<i>48.53</i>
<i>FY2017</i>	<i>45.43</i>
<i>FY2018</i>	<i>42.36</i>
<i>FY2019</i>	<i>40.21</i>

The City of Rockwall will end FY2018 in a strong financial position. The City has had a good year in 2018 with overall revenues meeting budgeted expectations. At this time last year there seemed to be indications that the **rate of increase** in Sales Tax collections from taxable sales in the City was slowing. However, through the remainder of FY17 and FY18 (to date) this does not appear to be the case. The actual collection rates in FY17 and the projected collections for FY18 substantially exceeded the budget estimates:

<b>Fiscal Year</b>	<b>Proposed Budget</b>	<b>Actual Collections</b>	<b>% Change</b>
2013	\$12,076,200	\$13,271,760	9.97%
2014	\$12,998,000	\$13,515,016	3.97%
2015	\$13,617,300	\$14,302,831	5.03%
2016	\$14,941,000	\$15,378,895	2.92%
2017	\$15,791,200	\$16,075,928	1.80%
2018	\$16,190,000	\$17,250,000	6.54%
2019	\$17,796,350		

With taxable sales in the City being influenced by the local, state, and national economies, Sales Tax revenue is difficult to accurately project. This year, as in previous years, we believe that we have taken a conservative approach to sales tax budget projections - a 3% increase. Actual collections in excess of the amounts budgeted have contributed to strong General Fund Reserves. For five (5) of the last six (6) years a strong General Fund Reserve allowed the City to purchase vehicles, equipment, and other major purchases with cash; therefore, the prior practice of issuing short-term (four year) debt has not been

necessary. In FY18, these purchases were made from current-year revenue. General Fund Reserve is proposed for use in the proposed FY2019 budget.

Decisions to so expend General Fund Reserves in prior years has not resulted in compromising the City's financial position. The City has maintained its General Fund Reserve at a level which complies with the locally adopted financial policies. The FY19 Annual Operating Budget proposes significant expenditures from Reserve but contemplates ending the year with an amount compliant with financial policies plus about \$465,000.

Continued increase from historic per capita sales tax collections (\$340/capita - noted in strategic planning data - to the FY2017 rate of about \$378/capita and the projected rate of about \$399/capita) contributed to the use of a 3% increase for the purposes of development of the budget. Though this is a greater level of increase than was used for FY2018 (2%), we believe that it represents a somewhat cautious approach to budgeting; however, it is based on a continuation of a strong economy for the coming year.

As a service organization, expenditures for personnel account for a large percentage of the City's operating budget. Several new employee positions and employee reclassifications are proposed in the FY2019 budget. Added employee positions include:

<b>Fire Department</b>	3 Firefighters 1 Fire Training Officer 12 Part-time Firefighters
<b>Police Department</b>	3 School Resource Officers (75% funded by RISD) 1 Sergeant
<b>Internal Operations Department</b>	1 Radio/IT Technician
<b>Planning Department</b>	1 Planner
<b>Sewer Operations Department</b>	1 Maintenance Worker 1 Production Technician

The proposed budget does include a continuation of the step-based merit compensation system that results in increases of \$737,445 across all of the departments. For many years, the City's compensation system has also included a comprehensive analysis of market conditions for the various job classifications in the City. This has included salary survey information used to compare Rockwall salaries to a pre-selected eight (8) "market cities" to ensure that salaries are maintained at a competitive level. (As was the case last fiscal year, I again made the decision to not use the City of Coppell in the market analysis, so seven (7) cities have been used in the market analysis for FY2019.) Maintaining internal equity has also always been a major factor considered as part of the market analysis. The proposed budget includes market adjustments within the Police and Fire Departments and a limited number of General Fund positions. Notably, market adjustments in the Fire Department positions are market survey based, and market increases in Police Department positions are largely based on maintenance of internal equity. Fire and Police market raises account for \$201,068 of the proposed budget with another \$209,309 related to a limited number of positions in the other departments. With a high number of employees "topped out" and therefore not receiving merit pay increases, and, who hold jobs for which no market

adjustment is indicated by the survey, about 77 employees of the City will not receive any increase in pay in FY2019.

Adding to the general need to maintain competitive salaries for city employees, the labor market is currently difficult. Within the last year, we have experienced considerable challenges in filling vacant positions for various types of jobs. Challenging positions to fill have included Police Officer, Maintenance Worker, Building Inspector, Plans Examiner, and Pump Technician.

Departments have prepared and submitted budget proposals consistent with tenants of the City's strategic planning. Updated departmental strategic plans will be available for review at the budget work session. The largest strategic departmental increase in the proposed budget is associated with the Fire Department and implementation of its Strategic Plan. As is the case throughout the City organization, increases in service levels produce increases in personnel and related costs. The proposed budget includes the following in the Fire Department's budget:

	Salary/Benefits & Related Equipment
Fire Training Officer (1)	\$ 117,850
Upgrade 3 Drivers to Lieutenant	\$ 38,400
Firefighter positions (3)	\$ 248,850
Part-time Firefighters (12)	\$ 231,450

Also included in the budget related to the Fire Department are the following:

<u>Fire Operations</u>	
Fitness Testing	\$ 30,000
Uniform Consistency	\$ 15,000
(Incident Command Training	\$ 32,000
One-Ton Truck	\$ 70,900
Current Employee Market Salary Adjustments	\$ 67,700
Employee Overtime (increase from previous budget)	\$ 73,000
Fire Engine Replacement	\$ 720,000
 <u>Fire Marshal</u>	
Virtual Fire Ext. Training Unit	\$ 16,000
Life Safety Inspections Software	\$ 13,500
Total of Enumerated Increases	\$ 1,674,650

While these represent significant increases in Fire Department expenditures, the increases are reflective of the strategic planning completed by the Department and presented to the Council in the last quarter. Significant reductions in these numbers would result in an increase in the amount of time needed to implement the strategic plan which is based on a desired level of service equal to that needed to simultaneously respond to a major structure fire and another emergency incident with on-duty personnel. As indicated in the strategic plan, the proposed budget increases reflect a continuation of reliance on part-time positions equivalent to three (3) full-time firefighters. Further, the proposed budget includes a significantly increased emphasis on training certification for both the full-time and part-time employees of the department which was noted as a priority in both meetings held with existing employees and volunteers and in the strategic plan. The Fire Department Strategic Plan guided the development of the proposed Fire Department budget.

Also proposed are significant increases in the Street Department. While voters approved a substantial issuance of debt for concrete street reconstruction projects over the next ten (10) years, there remains substantial work to be done to continue and accelerate major maintenance and repair work on both concrete and asphalt streets not included in that Bond Project list. Alleys and asphalt streets are not included as Bond Projects; however, significant work to address alley repairs and asphalt street repair is required. Existing alleys are used by residents for primary access to their homes and for the collection of solid waste. Each year, the City receives non-exclusive franchise payments from its contract solid waste collection contractor (Republic Waste) designed to recover the cost of the use of city streets and alleys to provide this important service. Beginning with the FY2019 Budget, it is proposed that these franchise fee funds be informally dedicated for use to enhance maintenance and repair of alleys in the City. This dedication results in an increase of \$300,000 in the street materials budget for use in contracting for concrete alley repair. You will note that this line item is further increased by an additional amount totaling \$506,750 to be used for the following projects:

<u>Project</u>	<u>Cost</u>
Resurfacing of Police Parking lot (South of Washington St.)	\$ 92,000
Resurfacing of Entrance to Myers Park Community Bldg. and Pool	39,750
Resurfacing of Equipment Storage Yard at Service Center	<u>375,000</u>
Total	\$ 506,750

As previously discussed with the Council, the proposed FY2019 budget includes increases in funding for that aspect of school security which is provided by School Resource Officers. Resources have been increased by the addition of three (3) School Resource Officers and, given the increases in the total number of School Resource Officers, an additional Sergeant position is proposed. The additional resource officers have been added to both address the addition of the new Burton Academy campus and the need to increase coverage levels at several elementary school campuses in the district. The Rockwall Independent School district pays for 75% of the salaries for the resource officers.

***WATER AND SEWER FUND***

Water and Sewer consumption has increased in FY18 such that the City will set a new “minimum take” under the terms of the “minimum take or pay” contract with North Texas Municipal Water District. This will result in an increased cost for water beginning in FY19. An increase in the rate for wholesale treated water will again be experienced but has not been finalized by the District as of this writing. At the time of preparation of the FY2018 budget, the need for a 10% increase in the City’s retail water rate was anticipated. Discussions at the budget work session eventually lead to the deferral of a rate increase this past January rather than implementation as had been initially planned. This was done in anticipation of a comprehensive rate study analysis that is currently near completion. While we do not have results to definitively determine the need for a January 2019 rate increase and the amount of this increase, the budget has been prepared assuming a 10% increase which is subject to adjustment pending the outcome of the rate study.

It is anticipated that the Water and Sewer Fund will begin FY19 with about 75 days of Working Capital (Reserve). The City policy for Water and Sewer Fund Reserve indicates a 60-day reserve target. If the proposed FY19 budget is adopted, and strong sales continue for the coming year, about seven days will be added to the Reserves for the coming year. Pending the results of the rate study, this is recommended.

Significant increases in expenditures for Sewer operations continue in FY19 which are a result of regulatory pressures as the City meets its obligations for system and operational improvements. Two new positions have been proposed in the Sewer Operations division. These positions will address system maintenance requirements and more technical pump and control operations within the division.

As a result of financial problems in the Water and Sewer Fund due to drought and conservation experienced several years ago, it has been 5 years since a transfer from the Water and Sewer Fund to the General Fund has occurred. The purpose of this transfer (previously made annually) is to reimburse the General Fund for expenses incurred by the General Fund in support of the water and sewer system. No such transfer, however, is proposed in the budget for the coming year despite the financial recovery of the Water and Sewer Fund. This transfer should be ultimately resumed, but, given known upcoming increases in water and sewer expenses and the status of the rate study currently underway, it is recommended that the transfer be again considered as the FY20 budget is being prepared.

The Water and Sewer Fund reserves will be approximately 120 days of operating expenses with bond covenants prescribing a minimum of 60 days. Due to uncertain future sales and continuing increases in prices, regulatory requirements, and major capital projects that we now know will occur about three years earlier than originally anticipated, the 120 days of working capital is a reasonable goal for the end of FY2019.

Most of the Water and Sewer Fund expenditure increases are for recurring costs associated with the purchase of treated water and wastewater treatment.

## **EMPLOYEE BENEFITS AND WORKERS COMPENSATION FUNDS**

The City's health insurance fund continues to perform as well as (or better than) it has the last several years. Just a few years ago, the fund had a significant negative balance, but through focus on increasing employer and employee contributions and refining offerings, we've rebuilt a reserve balance of at least 25% of our typical expenditures. The past year has, thus far, been a good year for the fund in terms of increasing fund reserve. We do not anticipate the need to increase employer contributions or employee contributions (premiums). The City has also, thus far, had a good employee safety year. The City continues to enjoy an excellent employee safety record overall. As an incentive to continue to keep safe operations at the forefront, the City offers a financial incentive in those years that the Workers Compensation claims experience are consistent with safe workplace goals. While we have not had the good fortune to give these safety incentives (usually around \$250/employee/year) every year, the FY19 proposed budget anticipates the safety incentives will be provided in December 2018. In order to bolster the Workers Compensation Fund, which had larger than expected claims in FY2016 and FY2017, a transfer was made from the Employee Benefits to Workers Compensation Fund. Given the increase in reserve in the Employee Benefits Fund anticipated by year end, a similar transfer is being amended in FY2018.

**PROPOSED EXPENDITURES FROM RESERVES**

The following major purchases and expenditures are recommended from reserve funds:

<b>DEPARTMENT</b>	<b>ITEM / DESCRIPTION</b>	<b>BUDGET</b>
<b>GEN. FUND</b>		
Administration	Downtown Plan	\$50,000
Internal Ops	Police Building Minor Remodel	19,000
Fire Operations	1 ton Truck for Fire Training Officer	70,900
Fire Marshal	Virtual Fire Extinguisher Training Unit	16,000
Police Admin	Tahoe Replacement	35,000
Patrol	Patrol Vehicle Replacement (2 Tahoe, 2 Chargers)	181,600
	Patrol Motorcycle Replacement	38,200
	Patrol 3/4 ton Truck Replacement	40,800
	Replace all Tasers 1st year cost	17,350
	Replace all Ticket Writers	73,000
CID	Replace 3 Vehicles	84,500
Planning	New permit and inspection software	200,000
NIS	Replace (2) ½ ton Pickup Trucks	50,450
Building Inspection	Replace (2) ½ ton Pickup Trucks	53,450
Parks	Tractor with batwing	57,500
	Turf Renovator	12,500
	Truck 1 ton Replacement	48,000
	Truck 3/4 ton Replacement	31,000
	Light poles - Boat Ramp/SH66 and Myers Pavilion	49,500
Recreation	Replace Truck 3/4 ton	33,700
Animal Services	Animal Transport Unit	56,150
Streets	Replace Paving Police Parking Lot	92,200
	Replace Paving Service Center	375,000
	Replace Myers Park Driveway	39,750
	Crosswalks Shores Park	25,000



## LOOKING FORWARD

Future needs will continue even as the economy cycles.

- Adding revenue and/or new revenue sources to meet these and other future needs
- Preserving current revenue sources
- Continuing the development of the Equipment Replacement program
- Continued implementation of strategic initiatives targeting increased revenue (Sales Tax, Residential/Non-residential Ad Valorem Tax ratio, etc.)
- “Normal year” water demands such that the historic transfer from the Water and Sewer Fund may resume to the General Fund – a challenge considering the continued and upcoming increases in the costs of water and sewer supply and services

I believe that the Proposed FY2019 Annual Budget is an aggressive yet responsible and conservative approach to guiding the City’s activities for the coming year. I would like to thank all Department Heads and all of those who contributed to the budget requests submitted for consideration. I would specifically like to thank Assistant City Manager, Mary Smith, and the Finance Department staff for the many hours of work that has gone into the proposed budget development process.

I would also like to thank the Mayor and Council in advance for the time and study that I know each of you will invest in the evaluation of the budget proposal. As always, if you have any questions about the proposed budget, please do not hesitate to contact Mary Smith or me.

Respectfully Submitted,

Rick Crowley  
City Manager

## SUMMARY OF OPERATIONS

**Fund**

01 General

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	35,438,096	36,066,050	37,248,050	37,902,500
Total Operating Expenditures	32,482,064	32,943,530	33,127,500	34,766,250
Capital Reserve Expenditures	-	-	-	1,750,600
Excess Revenues Over (Under) Expenditures	2,956,032	3,122,520	4,120,550	1,385,650
Net Other Financing Sources (Uses)	(3,316,118)	(2,658,000)	(2,668,000)	(3,150,500)
Net Gain (Loss)	(360,086)	464,520	1,452,550	(1,764,850)
Fund Balance - Beginning	11,165,872	10,709,878	10,805,786	12,258,336
Fund Balance - Ending	10,805,786	11,174,398	12,258,336	10,493,486

## SUMMARY OF REVENUES

**Fund**

01 General

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4100	Current Taxes	10,875,545	12,214,700	12,214,700	12,275,000
4105	Delinquent Taxes	86,746	60,000	80,000	80,000
4110	Penalty & Interest	60,934	60,000	60,000	60,000
<b>Total Property Taxes</b>		<b>11,023,225</b>	<b>12,334,700</b>	<b>12,354,700</b>	<b>12,415,000</b>
4150	Sales Taxes	16,075,928	16,190,000	17,250,000	17,796,350
4155	Beverage Taxes	297,475	245,000	300,000	300,000
4160	Sales Tax Rebate	(8,606)	-	(11,000)	-
<b>Total Sales Taxes</b>		<b>16,364,797</b>	<b>16,435,000</b>	<b>17,539,000</b>	<b>18,096,350</b>
4201	Electrical Franchise	1,758,283	1,795,000	1,795,000	1,810,000
4203	Telephone Franchise	139,306	150,000	150,000	125,000
4205	Gas Franchise	426,684	400,000	497,500	497,500
4207	Cable TV Franchise	545,358	625,000	505,000	450,000
4209	Garbage Franchise	284,802	235,000	290,000	290,000
<b>Total Franchise</b>		<b>3,154,432</b>	<b>3,205,000</b>	<b>3,237,500</b>	<b>3,172,500</b>
4250	Park & Recreation Fees	40,953	35,000	35,000	35,000
4251	Municipal Pool Fees	19,891	22,000	22,000	22,000
4253	Center Rentals	46,031	39,500	39,500	39,500
4255	Harbor Rentals	18,344	10,000	10,000	10,000
4260	Tax Certificate Fees	-	250	250	250
4270	Code Enforcement Fees	34,609	5,000	25,000	5,000
4280	Zoning Request Fees	67,041	35,000	65,000	65,000
4283	Construction Inspection	611,246	425,000	450,000	450,000
4295	Fire - Plans	4,620	4,500	4,500	4,500
<b>Total Fees</b>		<b>842,735</b>	<b>576,250</b>	<b>651,250</b>	<b>631,250</b>

Summary of Revenues, Cont'd.

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4300	Building Permits	1,420,507	1,000,000	1,000,000	1,000,000
4302	Fence Permits	24,620	20,000	20,000	20,000
4304	Electrical Permits	31,026	30,000	30,000	30,000
4306	Plumbing Permits	49,062	40,000	50,000	50,000
4308	Mechanical Permits	59,055	39,000	65,000	65,000
4310	Daycare Center Permits	3,170	3,000	5,500	5,500
4312	Health Permits	90,210	102,000	124,000	132,000
4314	Sign Permits	19,465	20,000	20,000	20,000
4288	Beverage Permits	16,130	10,000	12,000	12,000
4320	Miscellaneous Permits	58,268	50,000	90,000	50,000
Total Permits		1,771,512	1,314,000	1,416,500	1,384,500
4400	Court Fines	481,215	525,000	475,000	450,000
4402	Court Fees	124,635	165,000	115,000	115,000
4404	Warrant Fees	45,255	90,000	45,000	45,000
4406	Court Deferral Fees	257,040	285,000	205,000	205,000
4408	Animal Registration Fees	4,843	7,000	5,000	5,000
4414	Alarm Fees and Fines	64,095	45,000	60,000	80,000
Total Municipal Court		977,083	1,117,000	905,000	900,000
4001	Interest Earnings	33,257	75,000	85,000	85,000
4007	Sale of Supplies	527	500	500	500
4010	Auction/Scrap Proceeds	95,195	40,000	30,000	40,000
4019	Miscellaneous	60,837	20,000	20,000	20,000
4450	Land Sales	5,000	-	15,000	-
4480	Tower Leases	20,605	51,000	51,000	51,000
4680	Developer Contributions	117,522	-	45,000	35,500
Total Miscellaneous		332,943	186,500	246,500	232,000
4500	Grant Proceeds	151,571	-	-	-
4510	School Patrol	402,510	405,000	405,000	603,750
4520	County Contracts	880	1,000	1,000	1,000
4530	City Contracts	416,409	491,600	491,600	466,150
Total Intergovernmental		971,370	897,600	897,600	1,070,900
Total Revenues		35,438,096	36,066,050	37,248,050	37,902,500

## SUMMARY OF OPERATING TRANSFERS

**Fund**

01 General

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
<b>Other Financing Sources</b>				
Operating Transfers In:				
From Court Fees	25,000	25,000	25,000	37,500
From Recycling Fund	20,432	-	-	-
From Seized Funds	208,500	-	-	-
From Siren Fund	24,950	-	-	-
<b>Total Other Financing Sources</b>	<b>278,882</b>	<b>25,000</b>	<b>25,000</b>	<b>37,500</b>
<b>Other Financing Uses</b>				
Operating Transfers Out:				
To Public Safety Fund	-	-	-	73,000
To Radio Fund	640,000	43,000	43,000	-
To Airport Fund	30,000	-	10,000	-
To Employee Benefit Fund (Ins.)	2,500,000	2,500,000	2,500,000	2,500,000
To Workers Compensation Fund	150,000	175,000	175,000	180,000
To Tech. Replacement Fund	175,000	185,000	185,000	185,000
To Vehicle Replacement Fund	100,000	250,000	250,000	250,000
<b>Total Other Financing Uses</b>	<b>3,595,000</b>	<b>3,153,000</b>	<b>3,163,000</b>	<b>3,188,000</b>
Less Capital Reserve	-	470,000	470,000	-
<b>Net Other Financing Sources (Uses)</b>	<b>(3,316,118)</b>	<b>(2,658,000)</b>	<b>(2,668,000)</b>	<b>(3,150,500)</b>

## SUMMARY OF EXPENDITURES

**Fund**

01 General

Dept.	Div.		Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
10	01	Mayor/Council	130,560	125,950	125,400	124,250
10	05	Administration	1,936,675	1,979,500	1,967,000	2,017,100
10	06	Administrative Services	513,013	560,300	563,200	587,600
10	09	Internal Operations	2,111,252	2,184,650	2,202,900	2,353,150
15	11	Finance	647,798	788,050	781,050	835,450
15	15	Municipal Court	439,986	463,200	444,000	450,100
20	25	Fire Operations	3,357,657	3,522,250	3,752,450	4,335,700
20	29	Fire Marshal	508,866	581,600	547,700	640,500
30	31	Police Administration	1,241,567	1,415,580	1,412,200	1,264,000
30	32	Communications	1,134,509	1,304,450	1,207,250	1,245,850
30	33	Patrol	5,893,184	5,753,500	5,670,900	5,945,950
30	34	CID	1,370,698	1,345,050	1,339,850	1,471,550
30	35	Community Services	943,962	985,850	1,060,600	1,445,850
30	36	Warrants	231,312	242,450	242,450	260,900
30	37	Records	480,518	494,650	548,200	470,150
40	41	Planning	718,448	781,300	757,400	1,110,200
40	42	Neighborhood Improv.	523,525	540,100	541,500	585,650
40	43	Building Inspections	731,634	730,350	731,850	808,100
45	45	Parks	2,573,465	2,569,750	2,632,400	2,744,100
45	46	Harbor O&M	482,581	542,100	542,450	524,100
45	47	Recreation	929,400	918,250	956,250	1,006,350
45	48	Animal Services	716,495	638,650	651,650	698,650
50	53	Engineering	1,107,034	1,115,050	1,088,650	1,166,700
50	59	Streets	3,757,926	3,360,950	3,360,200	4,424,900
			32,482,064	32,943,530	33,127,500	36,516,850
Less Capital Reserve			-	-	-	1,750,600
<b>Total Operating Expenditures</b>			<b>32,482,064</b>	<b>32,943,530</b>	<b>33,127,500</b>	<b>34,766,250</b>

## DIVISION SUMMARY

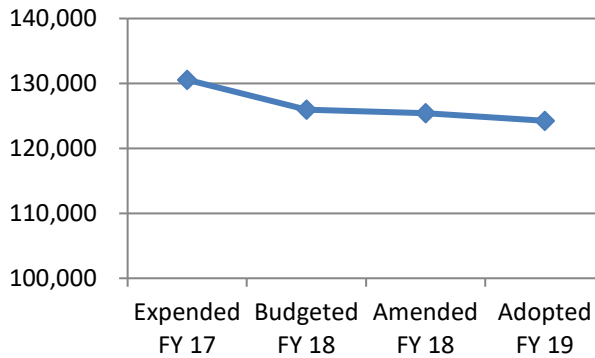
<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	10 General Government	01 Mayor/Council

### Expenditure Summary

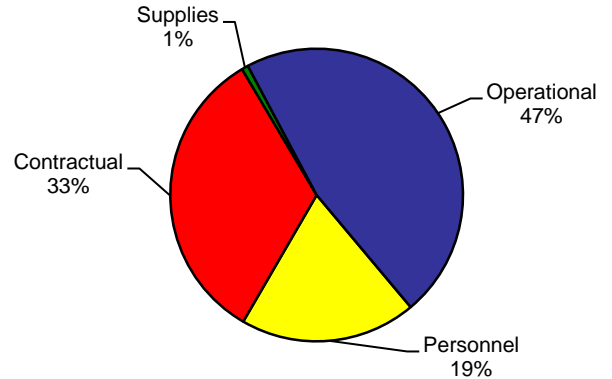
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	24,221	24,200	24,200	24,200
Contractual	47,203	45,350	41,150	41,150
Supplies	294	400	900	900
Operational	58,842	56,000	59,150	58,000
<b>Total</b>	<b>130,560</b>	<b>125,950</b>	<b>125,400</b>	<b>124,250</b>

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	01 Mayor/Council

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>PERSONNEL SERVICES</i>				
101 SALARIES & WAGES-SUPERVISOR	22,500	22,500	22,500	22,500
120 FICA & MEDICARE EXPENSE	1,721	1,700	1,700	1,700
<i>PERSONNEL SERVICES Totals</i>	<u>24,221</u>	<u>24,200</u>	<u>24,200</u>	<u>24,200</u>
<i>CONTRACTUAL</i>				
221 INSURANCE-PUBLIC OFFICIAL	44,022	42,000	37,800	37,800
231 SERVICE MAINTENANCE CONTRACTS	3,181	3,350	3,350	3,350
<i>CONTRACTUAL Totals</i>	<u>47,203</u>	<u>45,350</u>	<u>41,150</u>	<u>41,150</u>
<i>SUPPLIES</i>				
310 PRINTING & BINDING	277	300	300	300
347 GENERAL MAINT. SUPPLY	17	100	600	600
<i>SUPPLIES Totals</i>	<u>294</u>	<u>400</u>	<u>900</u>	<u>900</u>
<i>OPERATIONS</i>				
402 YOUTH ADVISORY COUNCIL	2,949	3,000	3,000	3,000
404 ELECTION EXPENSES	10,577	10,500	11,650	10,500
410 DUES & SUBSCRIPTIONS	8,582	12,500	14,500	14,500
420 AWARDS	7,812	10,000	10,000	10,000
428 MEETING EXPENSES	3,715	3,000	3,000	3,000
430 TUITION & TRAINING	6,155	3,000	3,000	3,000
436 TRAVEL	19,053	14,000	14,000	14,000
<i>OPERATIONS Totals</i>	<u>58,842</u>	<u>56,000</u>	<u>59,150</u>	<u>58,000</u>
<b>MAYOR/COUNCIL Totals</b>	<b>130,560</b>	<b>125,950</b>	<b>125,400</b>	<b>124,250</b>



## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	10 General Government	05 Administration

### Expenditure Summary

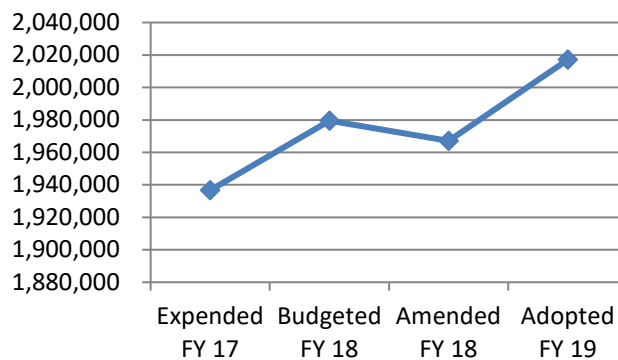
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	1,016,984	1,069,650	1,069,650	1,104,850
Contractual	828,432	811,500	788,700	813,900
Supplies	21,953	18,000	28,300	18,000
Operational	62,435	74,750	74,750	74,750
Utilities	6,870	5,600	5,600	5,600
<b>Total</b>	<b>1,936,675</b>	<b>1,979,500</b>	<b>1,967,000</b>	<b>2,017,100</b>

### Personnel Schedule

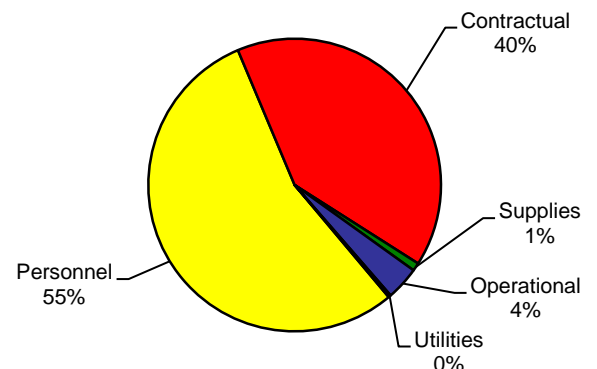
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
City Manager	-	1	1
Assistant City Manager	-	2	2
City Secretary / Assistant to the City Manager	28	1	1
Main Street / Community Relations Manager	22	1	1
Executive Secretary	18	1	1
Assistant to the City Secretary	15	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	05 Administration

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	543,452	558,450	558,450	582,000
104 SALARIES & WAGES-CLERICAL	269,483	288,050	288,050	303,700
109 SALARIES & WAGES-OVERTIME	-	300	300	300
113 EDUCATION/CERTIFICATE PAY	600	600	600	600
114 LONGEVITY PAY	5,825	6,250	6,250	6,800
120 FICA & MEDICARE EXPENSE	51,269	54,000	54,000	54,400
122 T.M.R.S. RETIREMENT EXPENSE	146,355	162,000	162,000	157,050

<i>PERSONNEL SERVICES Totals</i>	1,016,984	1,069,650	1,069,650	1,104,850
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*CONTRACTUAL*

207 APPRAISAL & COLLECTION	216,364	243,750	217,750	211,950
208 EMERGENCY SERVICES CORP	185,809	60,200	60,900	68,000

<b>Notes:</b>	Emergency Services Corporation
\$ 613 Administration 7,173 Gun Range Operations 60,177 Emergency Management (includes vehicle replacement)	
CITY MANAGER'S COMMENTS: Approved	

211 LEGAL	169,856	200,000	200,000	175,000
213 CONSULTING FEES	34,955	42,700	42,700	92,700

<b>Notes:</b>	Downtown Plan
\$50,000 The current Downtown Plan was adopted in 2004 shortly after the adoption of the Current Comprehensive Plan (Hometown 2000). Most of the recommendations of the Downtown Plan have been achieved. Downtown, as a result of substantial private investment and the City's significant contributions is currently a vibrant contributor to Rockwall. To develop strategies for its continued and enhanced vibrancy, an updated Downtown Plan is proposed.	
CITY MANAGER'S COMMENTS: Approved from General Fund Reserves. Downtown is a good example of public/private emphasis toward a common goal. I believe that success of private investment encouraged the City's voters to approve public investment in its own infrastructure which together makes downtown as success. To examine what may be necessary to protect the City's public investment and encourage continued success of existing and additional private investment, this study is recommended. The focus of the study is likely to be more centered on future land uses as it relates to encouragement of further private investment and the general economic factors than it may be on public infrastructure improvement projects – though these may be found to be somewhat related.	

231 SERVICE MAINTENANCE CONTRACTS	22,907	45,500	45,500	45,500
233 ADVERTISING	2,014	6,000	6,000	6,000

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	05 Administration

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
236 COMMUNITY SERVICES	140,400	140,850	140,850	137,750

<b>Notes:</b>	Community Programs
\$99,960 Star Transit (\$2,100 reduction) 35,000 Meals on Wheels (same as FY18) 500 Sheriff's Posse Insurance 3,000 Parades	

240 EQUIPMENT REPAIRS	-	500	500	500
242 EQUIPMENT RENTAL & LEASE	4,695	5,000	5,000	5,000
243 BUILDING LEASE	46,022	63,000	63,000	65,000
254 RECORDING FEES	5,410	4,000	6,500	6,500
<i>CONTRACTUAL Totals</i>	828,432	811,500	788,700	813,900

*SUPPLIES*

301 OFFICE SUPPLIES	1,857	3,000	3,000	3,000
310 PRINTING & BINDING	20,087	14,500	24,800	14,500
347 GENERAL MAINT. SUPPLY	9	500	500	500
<i>SUPPLIES Totals</i>	21,953	18,000	28,300	18,000

*OPERATIONS*

410 DUES & SUBSCRIPTIONS	12,568	20,000	20,000	20,000
422 EMPLOYEE ACTIVITIES	13,916	14,000	14,000	14,000
428 MEETING EXPENSES	13,156	10,500	10,500	10,500
430 TUITION & TRAINING	6,329	8,450	8,450	8,450
436 TRAVEL	16,466	21,800	21,800	21,800
<i>OPERATIONS Totals</i>	62,435	74,750	74,750	74,750

*UTILITIES*

507 CELLULAR TELEPHONE	6,870	5,600	5,600	5,600
<i>UTILITIES Totals</i>	6,870	5,600	5,600	5,600

<b>ADMINISTRATION Totals</b>	<b>1,936,675</b>	<b>1,979,500</b>	<b>1,967,000</b>	<b>2,017,100</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	10 General Government	06 Admin. Services

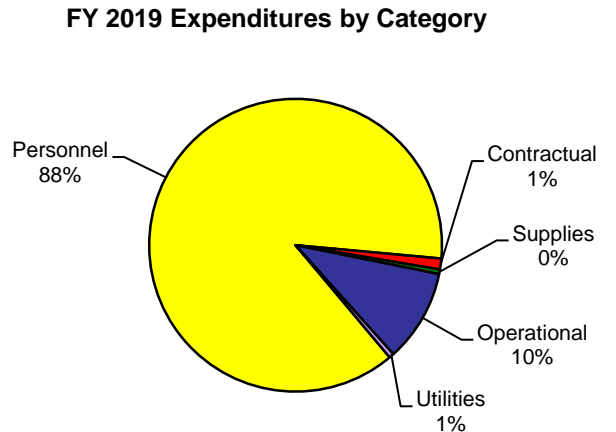
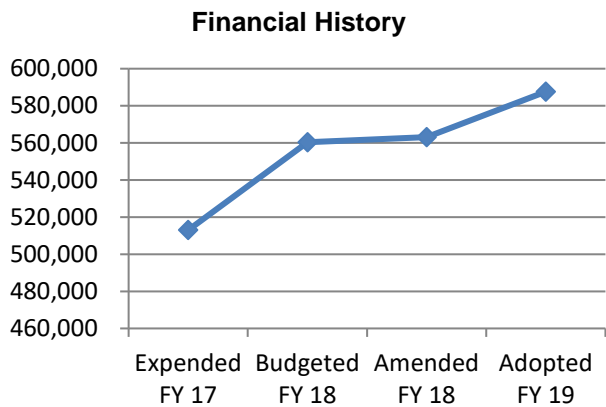
### Expenditure Summary

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	457,161	493,450	496,350	514,550
Contractual	11,652	7,050	7,050	7,050
Supplies	1,570	3,000	3,000	3,000
Operational	39,958	53,700	53,700	59,900
Utilities	2,671	3,100	3,100	3,100
<b>Total</b>	<b>513,013</b>	<b>560,300</b>	<b>563,200</b>	<b>587,600</b>

### Personnel Schedule

<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
Administrative Services Director	-	1	1
Organizational Development & Training Coordinator	22	1	1
HR Analyst	18	2	2
Administrative Secretary	11	1	1

### Activity Trends



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	06 Administrative Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101	SALARIES & WAGES-SUPERVISOR	146,279	146,300	146,300	156,500
104	SALARIES & WAGES-CLERICAL	205,682	236,900	236,900	241,400
109	SALARIES & WAGES-OVERTIME	15	-	-	-
112	INCENTIVE PAY	7,448	10,000	10,000	10,000
113	EDUCATION/CERTIFICATE PAY	1,500	1,500	1,500	1,800
114	LONGEVITY PAY	3,103	2,850	2,750	3,050
120	FICA & MEDICARE EXPENSE	25,336	28,200	28,200	28,700
122	T.M.R.S. RETIREMENT EXPENSE	58,529	62,700	62,700	65,100
128	UNEMPLOYMENT INSURANCE	9,269	5,000	8,000	8,000

<i>PERSONNEL SERVICES Totals</i>	<u>457,161</u>	<u>493,450</u>	<u>496,350</u>	<u>514,550</u>
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*CONTRACTUAL*

231	SERVICE MAINTENANCE CONTRACTS	11,652	7,050	7,050	7,050
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<i>CONTRACTUAL Totals</i>	<u>11,652</u>	<u>7,050</u>	<u>7,050</u>	<u>7,050</u>
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*SUPPLIES*

301	OFFICE SUPPLIES	983	1,000	1,000	1,000
310	PRINTING & BINDING	515	1,500	1,500	1,500
347	GENERAL MAINT. SUPPLY	72	500	500	500

<i>SUPPLIES Totals</i>	<u>1,570</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
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*OPERATIONS*

410	DUES & SUBSCRIPTIONS	2,197	2,600	2,600	2,600
415	RECRUITING EXPENSES	225	-	-	-
420	AWARDS	7,679	9,500	9,500	9,500
422	EMPLOYEE ACTIVITIES	1,005	1,000	1,000	1,000
430	TUITION & TRAINING	2,575	5,000	5,000	5,500
432	EDUCATION REIMBURSEMENT	7,547	11,400	11,400	17,100

**Notes:** Education Reimbursement-Tuition  
 There were 4 employees going through their undergrad program this year. One has received his bachelors degree. This program has gained momentum with the attention from the OD&T Admin and the development of IDPs. There have been 3 additional employees request to go through the program.

**CITY MANAGER'S COMMENTS:** Approved

435	EMPLOYEE DEVELOPMENT	10,961	14,200	14,200	14,200
436	TRAVEL	7,770	10,000	10,000	10,000

<i>OPERATIONS Totals</i>	<u>39,958</u>	<u>53,700</u>	<u>53,700</u>	<u>59,900</u>
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	06 Administrative Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*UTILITIES*

507 CELLULAR TELEPHONE	2,671	3,100	3,100	3,100
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<i>UTILITIES Totals</i>	2,671	3,100	3,100	3,100
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<b>ADMINISTRATIVE SERVICES Totals</b>	<b>513,013</b>	<b>560,300</b>	<b>563,200</b>	<b>587,600</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	10 General Government	09 Internal Operations

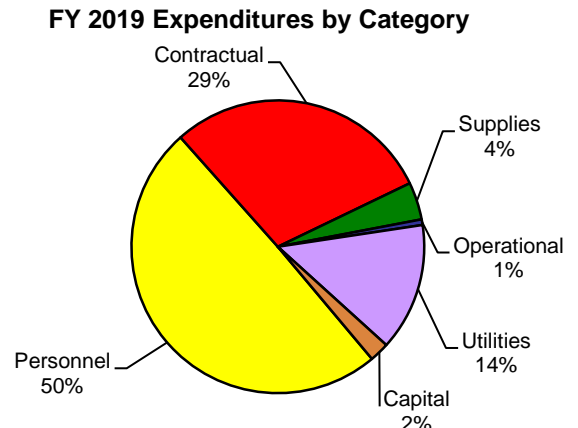
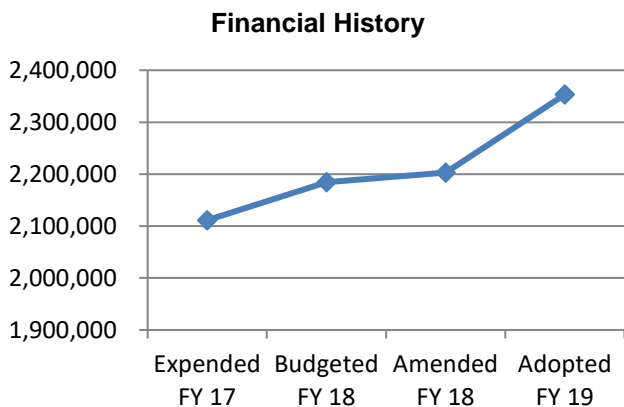
### Expenditure Summary

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	1,061,999	1,089,450	1,090,600	1,165,650
Contractual	544,341	553,500	568,100	692,700
Supplies	81,518	94,900	97,400	97,400
Operational	8,492	14,600	14,600	14,600
Utilities	389,953	362,800	362,800	331,800
Capital	24,950	69,400	69,400	51,000
<b>Total</b>	<b>2,111,252</b>	<b>2,184,650</b>	<b>2,202,900</b>	<b>2,353,150</b>

### Personnel Schedule

<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
Director of Internal Operations	-	1	1
Facilities Superintendent	25	1	1
Network Administrator	27	1	1
PIO/Marketing Manager	22	1	1
Network Technician	19	1	2
Internal Operations Coordinator	15	1	1
Building Maintenance Technician	11	3	3
Lead Custodian	10	2	2
Custodian	7	4	4

### Activity Trends



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	09 Internal Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	216,245	228,050	228,050	233,700
104 SALARIES & WAGES-CLERICAL	272,243	282,900	282,900	342,500

<b>Notes:</b>	<b>Radio/Network Technician</b>
<p>The City of Rockwall is now a user of the Rockwall County Interoperability Radio Network. The Facilities Superintendent acts as the sole support person on the radio system for the Cities of Rockwall, Heath, and Fate. Rockwall County has 257 radios with one employee dedicated to internal customer service. The three Cities supported by the Internal Operations employee has 482 radios, 6 fire station alert systems, 3 tower sites, and other radio related functions. Providing customer service to the Police and Fire Departments of these 3 cities has become a full-time job in itself.</p> <p>We currently have two IT staff members: a Network Administrator and Network Technician. Day-to-day help desk demands almost completely consume the Network Administrator's time. This has pushed more of the Network Administration duties into morning (before 8am), evening, and weekends. The additional staff member would help with helpdesk, desktop, and project support allowing the Network Administrator to manage and maintain the network infrastructure more effectively and consistently during normal business hours. This position would also help the department provide quicker internal customer service to other City employees. While most IT requests are resolved within 30 minutes or less, many can take hours to resolve. The department is responsible for 60 servers, 200 PC's/Laptops, 25 network switches, 16 wireless access points, multiple software applications, printers and other peripheral devices and is almost completely reactive due to the volume of daily work demanded of the current staff.</p> <p>The City's Radio / IT support staff has not increased in 14 years while many internal customers, equipment, and devices have been added over the last several years. This will provide an additional staff member to provide customer service to both civilians and sworn public safety personnel of Rockwall and for the Cities of Heath and Fate that we support through separate contracts. This individual will also be available for call back after hours for both radio equipment and IT network related problems. In order to provide the best customer service to both our internal and external customers, it is proposed to add a new team member.</p> <p>Proposed Grade: 19                  \$64,300 Salary and Benefits                  1,800 Computer                  1,000 Cell Phone                  200 Uniforms                  \$67,300 Total</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

107 SALARIES & WAGES-LABOR	353,376	355,100	355,100	350,700
109 SALARIES & WAGES-OVERTIME	4,351	4,000	5,000	4,000

<b>Notes:</b>	<b>Amend Budget</b>
Amendment to current FY OT budget due to covering of shifts of co-workers. \$2,000	

113 EDUCATION/CERTIFICATE PAY	600	600	600	600
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	09 Internal Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
114 LONGEVITY PAY	10,675	11,600	11,750	12,650
120 FICA & MEDICARE EXPENSE	63,667	65,500	65,500	69,900
122 T.M.R.S. RETIREMENT EXPENSE	140,841	141,700	141,700	151,600
<i>PERSONNEL SERVICES Totals</i>	1,061,999	1,089,450	1,090,600	1,165,650

CONTRACTUAL

213 CONSULTING FEES	-	-	-	11,000
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<b>Notes:</b>	<b>Trott Communication</b>
<p>Trott Communication – The City’s consultants are sometimes needed to advise on issues related to the radio system (\$5,000). Professional tower climbers are needed to inspect and assess any periodic damage, tighten equipment, and change light bulbs. \$2,000 x 3 towers for a total of (\$6,000). Request: \$11,000</p> <p>This expense was previously shown in the Radio fund</p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	09 Internal Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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217	IT SERVICE	187,553	284,650	284,650	330,750
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<b>Notes:</b>	<b>IT Service</b>
<p>Existing:</p> <ul style="list-style-type: none"> <li>\$ 1,350 Bomgar Remote Support Software</li> <li>42,250 Internet service for all locations</li> <li>6,175 I-Net Service to remote locations</li> <li>30,000 Datamax Network Consultant</li> <li>6,000 Bitdefender Antivirus Software</li> <li>45,300 Datto Siris BDR Cloud and Support</li> <li>7,860 Datto NAS Cloud and Support</li> <li>3,780 Adobe Creative Cloud</li> <li>1,475 AD Audit Plus Software</li> <li><u>30,000</u> Licensing - Audit and Renewals</li> <li>\$174,450 Total</li> </ul> <p>Proposed New Projects:</p> <p>MEMORY EXPANSION FOR 4 HYPER-V HOSTS</p> <p>\$25,410 - This request will expand memory from 256GB to 512GB on each Hyper-V host. The network is currently at 55% consumption with 35 servers currently in the cluster and 22 additional servers to migrate in the future from the old Hyper-V cluster built in 2012. Memory is consumed by both the Hosts and the VM's. This request would ensure that the network can effectively host all servers currently used by the City and future servers as needed. This will also allow for proper resource planning in a Hyper-V environment for optimization of failover, maintenance and performance. The Hyper-V environment hosts 95% of the City's technology resources. This will prevent future degradation of performance of network resources for the end-users.</p> <p>INCREASE STORAGE/PERFORMANCE IN COMPELLENT SAN</p> <p>\$30,332 - Scale storage and performance on Compellent SAN to accommodate present and future projects. This Storage Area Network device will host almost all servers and applications. Proper sizing and planning allows us to efficiently maintain and manage these resources.</p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	09 Internal Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<p><b>BARRACUDA WEB SECURITY DEVICE</b></p> <p>\$6,914 - This device will filter web traffic and provide an additional layer of security against malware and virus infiltration onto the City network. It also provides comprehensive reporting on web activity by user, device or other granular criteria. The City's current Watchguard web filter is built into the Firewall as an all-in-one solution. Reporting is very basic making it hard to extract granular information regarding web activity. In addition, Barracuda provides a more robust layer of security which is very important in today's security landscape. This will also allow the IT Department to secure laptops and mobile devices remotely. Currently these devices have unimpeded access to the internet when in the field.</p> <p><b>SOLAR WINDS PATCH MANAGEMENT SOFTWARE</b></p> <p>\$6,900 - This software automates patching and reporting on most servers and workstations. Patch installation typically has to be done manually outside of business hours. Currently this task is being done by the Network Administrator before 8am, evening hours, and weekends. This software would automate most of these tasks allowing Network Administrator to perform migratory and maintenance tasks in these hours. This software is considered a security enhancement as patches are most often addressing security vulnerabilities in Windows and 3rd party applications.</p> <p><b>APC SMART-UPS 20KVA</b></p> <p>\$26,000 - APC Smart - Uninterruptible Power Supply for Network Datacenter. This appliance would power the core technical infrastructure in the Datacenter located at the Police Department. The existing APC UPS device is out of warranty and has a battery module in a failed state. This module can no longer be purchased due to age of the device. Furthermore, the existing device is a 4kVA unit which is undersized for the equipment plugged into it through growth of the network over several years. The new device would provide one point of maintenance, management, and life cycle replacement. It would also provide intuitive interface for insight and alerting.</p> <p>\$61,000 - GETAC Backup Device - The Police Department recently deployed new GETAC body and in-car cameras approved by Council earlier this year. While videos are saved on the server for 90 days, and can be copied if needed for court cases, a backup copy is not being made. Recent ransomware virus attacks at other cities have exposed this as a problem as all Police videos were lost since they were not being backed up. This price includes the appliance and annually recurring cloud storage costs of \$43,200.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>				

Fund	Department	Division
01 General Fund	10 General Government	09 Internal Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
231 SERVICE MAINTENANCE CONTRACTS	148,189	154,600	154,600	225,850

<b>Notes:</b>	County Radio System Maintenance
<p>The City is now a customer of the Rockwall County Interoperability Radio Network. Rockwall County has entered into a multi-year system maintenance agreement with Harris Corporation. The City's costs are based on the number of radios it has on the system. There is a two-year warranty on system infrastructure and three year warranty on radio equipment and accessories. The City must pay its portion of preventative maintenance on 376 radios, 13 control stations, and fire alerting equipment for 4 stations.</p> <p>Total Service Maintenance Contract Request: \$71,234</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

237 UNIFORM SERVICE	4,229	5,500	5,500	5,500
240 EQUIPMENT REPAIRS	8,396	8,000	8,000	8,000
242 EQUIPMENT RENTAL & LEASE	2,165	500	500	600
244 BUILDING REPAIRS	176,180	83,250	95,850	94,000

<b>Notes:</b>	Police 1st Floor Remodel
<p>\$19,000 to cover the cost of a remodeling project at the police department. The project would include adding space to the Administrative Sergeant's office and adding an interior door between the Records and Evidence Collection area. The Administrative Sergeant oversees the department's hiring process and he is also the quarter master. The sergeant's office is 10ft X 9ft and does not allow him adequate space to hold interviews with new applicants or store needed equipment. There is a 9ft x 8ft records closet directly behind the office which we could remove the wall to increase his office space. The closet originally housed file cabinets for officer's personnel records but those records are now electronic records and the large filing cabinets are empty. We believe the space would be better utilized by increasing the size of the Administrative Sergeant's office.</p> <p>The second part of the remodel project would be to add an interior door between the Records Unit and the Evidence Processing Area. The evidence room has a separate ventilation and air conditioning systems to reduce odor and contamination. The evidence room is secure at all times but the evidence collection area which is on the same air and ventilation system is next to Records and there is no separation. Adding a door between the two rooms would help by creating two separate work spaces and also help with the controlling of the air temperature for both rooms.</p> <p><b>CITY MANAGER'S COMMENTS: Approved, from General Fund Reserves</b></p>	

246 VEHICLE REPAIRS	5,837	5,000	7,000	5,000
272 JANITORIAL SERVICES	11,792	12,000	12,000	12,000
<i>CONTRACTUAL Totals</i>	<u>544,341</u>	<u>553,500</u>	<u>568,100</u>	<u>692,700</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	10 General Government	09 Internal Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>SUPPLIES</i>				
301 OFFICE SUPPLIES	397	400	400	400
303 COMPUTER SUPPLIES	20,383	20,000	20,000	20,000
323 SMALL TOOLS	1,478	1,500	1,500	1,500
331 FUEL & LUBRICANTS	10,130	11,000	13,500	13,500
345 CLEANING SUPPLIES	20,384	22,000	22,000	22,000
347 GENERAL MAINTENANCE SUPPLIES	28,746	40,000	40,000	40,000
<i>SUPPLIES Totals</i>	<u>81,518</u>	<u>94,900</u>	<u>97,400</u>	<u>97,400</u>
<i>OPERATIONS</i>				
430 TUITION & TRAINING	1,500	7,600	7,600	7,600
436 TRAVEL	6,962	7,000	7,000	7,000
<i>OPERATIONS Totals</i>	<u>8,492</u>	<u>14,600</u>	<u>14,600</u>	<u>14,600</u>
<i>UTILITIES</i>				
501 ELECTRICITY	211,296	180,000	180,000	150,000
507 CELLULAR TELEPHONE	8,550	10,900	10,900	10,900
508 TELEPHONE SERVICE	101,466	94,400	94,400	94,400
510 NATURAL GAS SERVICE	11,331	17,500	17,500	16,500
513 WATER	57,310	60,000	60,000	60,000
<i>UTILITIES Totals</i>	<u>389,953</u>	<u>362,800</u>	<u>362,800</u>	<u>331,800</u>
<i>CAPITAL</i>				
603 BUILDINGS	-	-	-	51,000
621 FIELD MACHINERY & EQUIPMENT	24,950	21,400	21,400	-
623 VEHICLES	-	48,000	48,000	-
<i>CAPITAL Totals</i>	<u>24,950</u>	<u>69,400</u>	<u>69,400</u>	<u>51,000</u>
<b>INTERNAL OPERATIONS Totals</b>	<b>2,111,252</b>	<b>2,184,650</b>	<b>2,202,900</b>	<b>2,353,150</b>

## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	15 Finance	11 Fiscal Services

### Expenditure Summary

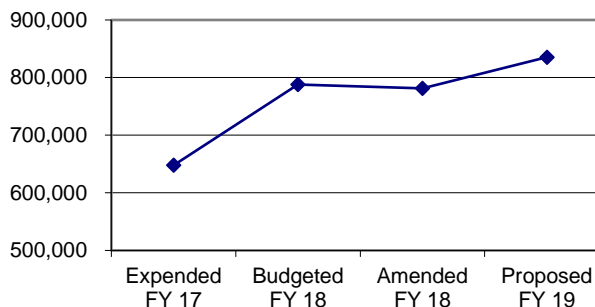
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	328,082	415,800	415,800	444,650
Contractual	257,999	299,750	292,750	315,800
Supplies	52,531	62,250	62,250	64,750
Operational	7,963	9,000	9,000	9,000
Utilities	1,222	1,250	1,250	1,250
<b>Total</b>	<b>647,798</b>	<b>788,050</b>	<b>781,050</b>	<b>835,450</b>

### Personnel Schedule

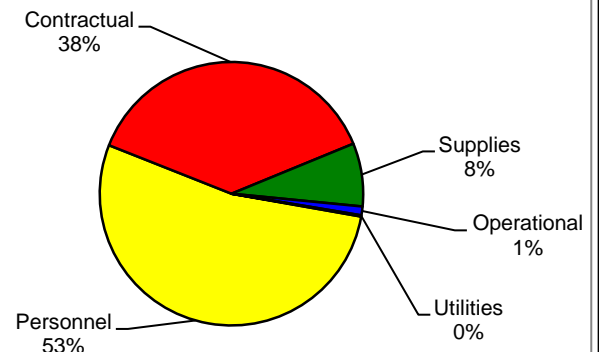
<u>Position</u>	<u>Classification</u>	FY 18 <u>Approved</u>	FY 19 <u>Proposed</u>
Senior Accountant	24	1	1
Purchasing Agent	24	1	1
Finance Clerk - Payroll	18	1	1
Inventory Clerk	14	1	1
Finance Clerk - A/P	13	1.5	1.5

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	15 Finance	11 Fiscal Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

104 SALARIES & WAGES-CLERICAL	263,952	347,500	347,500	354,350
109 SALARIES & WAGES-OVERTIME	265	300	300	300
113 EDUCATION/CERTIFICATE PAY	300	300	300	300
114 LONGEVITY PAY	4,053	4,350	4,350	4,650
120 FICA & MEDICARE EXPENSE	19,661	20,200	20,200	27,100
122 T.M.R.S. RETIREMENT EXPENSE	39,850	43,150	43,150	57,950
<i>PERSONNEL SERVICES Totals</i>	<u>328,082</u>	<u>415,800</u>	<u>415,800</u>	<u>444,650</u>

*CONTRACTUAL*

210 AUDITING	20,000	31,000	31,000	31,000
223 INSURANCE-SURETY BONDS	504	500	500	500
225 INSURANCE-AUTOMOBILES	46,727	54,050	54,050	59,500
227 INSURANCE-REAL PROPERTY	42,360	50,000	50,000	56,000
228 INSURANCE-CLAIMS & DEDUCTIBLES	30,541	35,000	35,000	35,000
229 INSURANCE-LIABILITY	46,304	48,000	41,000	42,000
231 SERVICE MAINTENANCE CONTRACTS	64,451	72,000	72,000	82,600

<b>Notes:</b>	<b>Current Contracts</b>
Tyler Tech \$70,400	
Air card \$500	
Copiers \$11,700	
<b>CITY MANAGER'S COMMENTS: APPROVED</b>	

233 ADVERTISING	910	1,000	1,000	1,000
235 BANK CHARGES	4,292	5,000	5,000	5,000
240 EQUIPMENT REPAIRS	-	500	500	500
242 EQUIPMENT RENTAL & LEASE	1,912	2,700	2,700	2,700
<i>CONTRACTUAL Totals</i>	<u>257,999</u>	<u>299,750</u>	<u>292,750</u>	<u>315,800</u>

*SUPPLIES*

301 OFFICE SUPPLIES	1,902	2,000	2,000	2,000
305 COPY MACHINE SUPPLIES	25,731	28,000	28,000	28,000
307 POSTAGE	23,184	29,500	29,500	32,000
310 PRINTING & BINDING	1,322	2,000	2,000	2,000
347 GENERAL MAINTENANCE SUPPLIES	392	750	750	750
<i>SUPPLIES Totals</i>	<u>52,531</u>	<u>62,250</u>	<u>62,250</u>	<u>64,750</u>

*OPERATIONS*

410 DUES & SUBSCRIPTIONS	1,207	2,500	2,500	2,500
430 TUITION & TRAINING	2,263	2,500	2,500	2,500
436 TRAVEL	4,494	4,000	4,000	4,000

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	15 Finance	11 Fiscal Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>OPERATIONS Totals</i>	7,963	9,000	9,000	9,000
<i>UTILITIES</i>				
507 CELLULAR TELEPHONE	1,222	1,250	1,250	1,250
<i>UTILITIES Totals</i>	1,222	1,250	1,250	1,250
<b>FINANCE Totals</b>	<b>647,798</b>	<b>788,050</b>	<b>781,050</b>	<b>835,450</b>



## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	15 Finance	15 Municipal Court

### Expenditure Summary

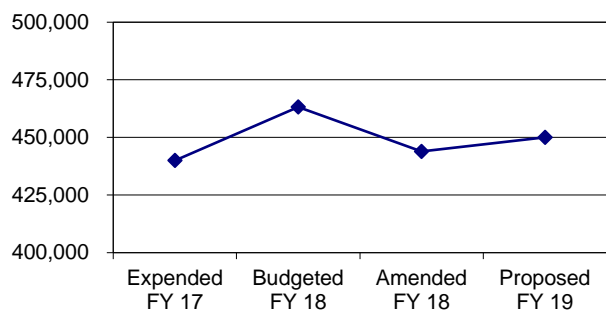
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	347,082	356,550	337,350	343,450
Contractual	84,097	93,900	93,900	93,900
Supplies	5,727	7,250	7,250	7,250
Operational	3,081	5,500	5,500	5,500
<b>Total</b>	<b>439,986</b>	<b>463,200</b>	<b>444,000</b>	<b>450,100</b>

### Personnel Schedule

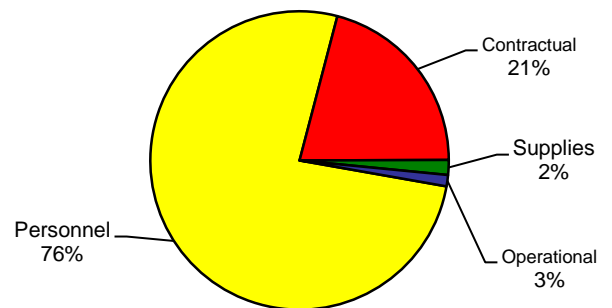
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Municipal Court Clerk Supervisor	23	1	1
Deputy Municipal Court Clerk II	14	3	3
Court Customer Service Rep	12	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	15 Finance	15 Municipal Court

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	79,822	79,850	79,850	79,850
104 SALARIES & WAGES-CLERICAL	195,832	201,000	184,000	191,850
109 SALARIES & WAGES-OVERTIME	-	1,500	1,500	1,500
113 EDUCATION/CERTIFICATE PAY	600	600	600	600
114 LONGEVITY PAY	5,050	5,400	6,200	4,400
120 FICA & MEDICARE EXPENSE	20,562	21,700	20,700	20,800
122 T.M.R.S. RETIREMENT EXPENSE	45,216	46,500	44,500	44,450

<i>PERSONNEL SERVICES Totals</i>	347,082	356,550	337,350	343,450
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*CONTRACTUAL*

211 LEGAL	79,397	88,000	88,000	88,000
240 EQUIPMENT REPAIRS	95	500	500	500
242 EQUIPMENT RENTAL & LEASE	4,605	5,400	5,400	5,400

<i>CONTRACTUAL Totals</i>	84,097	93,900	93,900	93,900
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*SUPPLIES*

301 OFFICE SUPPLIES	1,457	1,500	1,500	1,500
310 PRINTING & BINDING	4,270	5,000	5,000	5,000
347 GENERAL MAINTENANCE SUPPLIES	-	750	750	750

<i>SUPPLIES Totals</i>	5,727	7,250	7,250	7,250
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*OPERATIONS*

407 JURY EXPENSE	660	1,500	1,500	1,500
410 DUES & SUBSCRIPTIONS	336	500	500	500
415 RECRUITING EXPENSES	73	-	-	-
430 TUITION & TRAINING	700	1,000	1,000	1,000
436 TRAVEL	1,313	2,500	2,500	2,500

<i>OPERATIONS Totals</i>	3,081	5,500	5,500	5,500
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<b>MUNICIPAL COURT Totals</b>	<b>439,986</b>	<b>463,200</b>	<b>444,000</b>	<b>450,100</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	20 Fire	25 Fire Operations

### Expenditure Summary

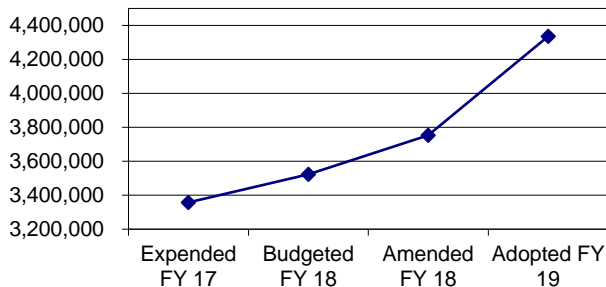
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	3,058,269	3,156,150	3,405,450	3,826,800
Contractual	189,022	211,800	208,800	249,700
Supplies	79,325	99,400	103,400	121,800
Operational	28,845	32,000	32,000	63,700
Utilities	2,197	2,800	2,800	2,800
Capital	-	20,100	-	70,900
<b>Total</b>	<b>3,357,657</b>	<b>3,522,250</b>	<b>3,752,450</b>	<b>4,335,700</b>

### Personnel Schedule

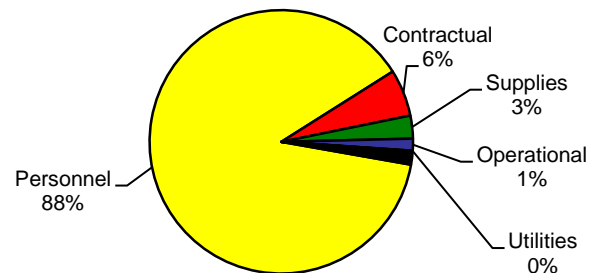
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Fire Chief	-	1	1
Assistant Fire Chief	33	1	1
Batallion Chief	F9	-	1
Captain	F8	3	3
Lieutenant	F7	-	3
Driver	F6	18	15
Firefighter	F5	-	6
Administrative Assistant	15	1	1
Volunteer Firefighters/PT Drivers	-	49	49

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	25 Fire Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	173,911	271,850	271,850	283,800
104 SALARIES & WAGES-CLERICAL	58,693	45,200	45,200	46,200
107 SALARIES & WAGES-LABOR	1,878,729	1,891,700	1,862,200	2,304,500

<b>Notes:</b>	<b>New Positions</b>
<p>In keeping with our strategic goal of providing sufficient on-duty staffing to respond to a structure fire in a single family home and a second incident simultaneously we are requesting funding for 6 new Firefighter positions.</p> <p>In addition, we would like to create three new Lieutenant positions which would come from the current Driver Engineers who are promoted to Lieutenant, they will not be new bodies.</p> <p>Additionally, in keeping with one of our specific strategic initiatives we are requesting a new Battalion Chief position to perform in the role of a Training/Safety Officer. It is also anticipated that this individual will play a significant role in assisting the organization move toward attaining a Best Practices Recognition by the Texas Fire Chiefs Association.</p> <p>\$66,300 Salary and Benefits          1,650 Uniform cleaning  <u>15,000</u> Bunker Gear, etc          \$79,950 Total for each firefighter</p> <p>\$110,200 Battalion Chief Salary and Benefits</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	25 Fire Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
109 SALARIES & WAGES-OVERTIME	204,816	207,000	369,000	253,000

<b>Notes:</b>	Amended Overtime
<p>We've had 1632 hours of injury leave (workers comp) and 696 hours of Family Medical Leave which resulted in shifts having to be filled by others on an overtime basis. This resulted in over \$90,800 in unanticipated overtime expense. In past years we have averaged less than 350 hours for these types of leave.</p> <p>In addition, as of January 1, 2018 we had 15 part-time drivers. In 2015, 2016, and 2017 we had 16, 18, and 18 part-time drivers respectively. We've increased the full-time staffing (increasing the number of shifts that need to be backfilled when members are on leave) while the number of part-time drivers has slightly decreased. This is one of those numbers that's a bit difficult to quantify as this number fluctuates based on members being added to and leaving the department. It is also difficult to evaluate as it doesn't necessarily capture the members' standing in the department, i.e. if their required participation level falls below minimum standards they are not eligible to earn compensation as a driver. Over the years some of the full-time staff has been hired from the volunteer ranks where they performed as a part-time driver.</p> <p>The amount paid to the part-time staff has been consistent during the time period analyzed – approximately \$230k each year. However, if the pay to the part-time members remains constant the percentage of shifts they're covering is likely decreasing because of the increased staffing of full-time members.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<b>Notes:</b>	Overtime
<p>Overtime will be needed for 11 holidays to cover holiday premium pay, call-in of full-time members for emergency incidents, FLSA overtime, members to attend training, backfill for members taking vacation days/holidays, and other special events. Part time members will cover some number of these hours; however, the specific number of hours is unknown.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

113	EDUCATION/CERTIFICATE PAY	44,208	45,000	45,000	55,050
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<b>Notes:</b>	Certification Pay
<p>During FY'18 a total of 29 certifications have either increased, e.g. moved from Basic Firefighter to Intermediate Firefighter, or been added as new certifications. It is also anticipated that additional certifications or more advanced certifications will be added during FY'19.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

114	LONGEVITY PAY	38,532	40,200	38,000	42,250
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	25 Fire Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
115 VOLUNTEER-INCENTIVE PAY	86,000	99,500	99,500	92,500

<b>Notes:</b>	Volunteer Incentive Pay
<p>Proposing a reduction of the budget for this account by \$7000. Recommend reallocating \$5000 to Training (account 430) as members are now required to obtain a Basic Firefighter and EMT certification if they are not currently certified. Also recommend a reduction of \$2000 for the incentive program for the recruitment of volunteers.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

120 FICA & MEDICARE EXPENSE	183,168	164,300	194,300	224,900
122 T.M.R.S. RETIREMENT EXPENSE	337,562	304,900	393,900	452,300
126 VOLUNTEER PENSION	52,650	86,500	86,500	72,300
<i>PERSONNEL SERVICES Totals</i>	<u>3,058,269</u>	<u>3,156,150</u>	<u>3,405,450</u>	<u>3,826,800</u>

*CONTRACTUAL*

222 DISABILITY INSURANCE	46,202	50,000	47,000	50,000
231 SERVICE MAINTENANCE CONTRACTS	46,409	37,000	37,000	76,250

<b>Notes:</b>	Advanced PPE Inspections and Huguley Assessments
<p>While we are eliminating some of the funding needs in this account there is a net increase in the request due to increases in vendor charges as well as the addition of 2 new programs. Vendor price increases are associated with the gas detector maintenance program as well as the respiratory protection program (maintenance for SCBA fill stations).</p>	
<p>We are requesting an additional \$2,250 to perform advanced inspections on PPE in keeping with our health and safety strategic initiative concerning cleaning and inspections of PPE.</p>	
<p>The additional programs include recruit/promotional testing and wellness/fitness assessments. In keeping with the strategic plan of the organization and adding additional staffing (full-time and/or part-time) we need the ability to test new recruits and current members seeking promotion to Lieutenant. Also, in keeping with one of our specific strategic initiatives as part of the overall strategic plan we are requesting funding for the Huguley Wellness/Fitness Assessment. The assessment will include: physical examination by the contracted physician, a graded exercise treadmill test with consistent monitoring of a 12-lead electrocardiogram to screen for heart disease using the standard Bruce treadmill protocol, Blood Analysis to include Chemistry &amp; Complete Blood Count (CBC), Urinalysis, pulmonary function testing to evaluate for lung disease, audiometric screening, vision screening, fitness testing including body fat percentage, flexibility, and muscular endurance (push-ups and abdominal crunches), Hepatitis B Titer test, immunizations (Hepatitis B and Tetanus as needed), and a lateral chest X-Ray.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

237 UNIFORM SERVICE	1,261	3,000	3,000	4,150
238 TRAINING REIMBURSEMENT	3,347	5,000	5,000	2,500
240 EQUIPMENT REPAIRS	8,351	16,500	16,500	16,500
242 EQUIPMENT RENTAL & LEASE	4,488	5,300	5,300	5,300
246 VEHICLE REPAIRS	78,965	95,000	95,000	95,000
<i>CONTRACTUAL Totals</i>	<u>189,022</u>	<u>211,800</u>	<u>208,800</u>	<u>249,700</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	25 Fire Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*SUPPLIES*

301	OFFICE SUPPLIES	1,045	1,500	1,500	1,500
310	PRINTING & BINDING	68	500	500	500
321	UNIFORMS	10,352	15,500	15,500	31,900

<b>Notes:</b>	Uniforms
<p>This is to accommodate complete uniforms for 12 new part-time Firefighters and 3 new full-time Firefighters. This will also fund winter coats for the part-time Driver Engineers like those worn by the full-time staff. This is something they have not ever been provided. There has been a wide variety of uniforms worn by both full-time and part-time staff for a variety of reasons. In order to achieve consistency and a new look for the organization we changed uniforms in FY'18. This will provide long sleeve shirts for the full-time and part-time staff that could not be funded in FY'18.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

323	SMALL TOOLS	141	3,000	3,000	3,000
331	FUEL & LUBRICANTS	21,000	24,000	28,000	30,000
347	GENERAL MAINTENANCE SUPPLIES	5,777	9,900	9,900	9,900
378	FIRE PREVENTION SUPPLIES	250	1,000	1,000	1,000
379	FIRE FIGHTING SUPPLIES	40,692	44,000	44,000	44,000

<i>SUPPLIES Totals</i>	79,325	99,400	103,400	121,800
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*OPERATIONS*

410	DUES & SUBSCRIPTIONS	3,910	9,000	9,000	7,950
415	RECRUITING EXPENSES	8,343	4,000	4,000	4,000

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	25 Fire Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
430 TUITION & TRAINING	12,380	9,000	9,000	41,750

<b>Notes:</b>	Tuition & Training
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Our members are asked to perform in the role of an incident commander and yet we have provided little, if any, formalized incident command system training. After evaluating the benefit of certifying members in Blue Card ICS (a specific strategic initiative of the department) a significant need for this training has been identified. This funding will certify all full-time and those part-time members who may perform in the role of an incident commander or unit leader in Blue Card ICS, a blended course experience that incorporates 50 hours of online instruction with three days of classroom simulation training. The Blue Card Command Certification Program is a training and certification solution that teaches Incident Commanders and other officers how to standardize local incident operations across their organization. Standardization is particularly important to our organization because of the number of different professional organizations that are represented on our department. The cost will be \$5,000 for "train the trainer" and an additional \$400 per participant who receives the training.

We are also requesting \$9,000 to fund the Public Safety Leadership Academy. The academy will be made up of representatives from the police department and the fire department. It is a six month program designed to enhance leadership skills by providing important tools, training and resources to assist in the development of future leaders in both departments. The cost of the total program is \$18,0000 which is being shared between the two departments.

The department has required that all volunteers get their basic firefighter and EMT certifications which is paid from this line item as well.

Finally, we are requesting a reallocation of \$15,000 (\$5000 reallocated from account 115 and \$10,000 from account 107).

**CITY MANAGER'S COMMENTS:** Public Safety Leadership program is Disapproved, remaining requests are Approved.

436 TRAVEL	4,212	10,000	10,000	10,000
<i>OPERATIONS Totals</i>	<u>28,845</u>	<u>32,000</u>	<u>32,000</u>	<u>63,700</u>



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	25 Fire Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*UTILITIES*

507 CELLULAR TELEPHONE	2,197	2,800	2,800	2,800
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<i>UTILITIES Totals</i>	2,197	2,800	2,800	2,800
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*CAPITAL*

610 FURNITURE & FIXTURES	-	20,100	-	-
623 VEHICLES	-	-	-	70,900

**Notes:** Truck for Training/Safety Officer  
 \$70,880 is being requested to purchase a replacement pickup to be used by the Training/Safety Officer for daily operations. This pickup can also be used by the Fire Marshal's Division to pull the "smoke house" and fulfill other needs that require a pickup. The truck is a one ton, 4WD, quad cab with bed enclosure to include the necessary safety and emergency lights and equipment.

**CITY MANAGER'S COMMENTS:** Approved from General Fund Reserves

<i>CAPITAL Totals</i>	-	20,100	-	70,900
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<b>FIRE OPERATIONS Totals</b>	<b>3,357,657</b>	<b>3,522,250</b>	<b>3,752,450</b>	<b>4,335,700</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	20 Fire	29 Fire Marshal

### Expenditure Summary

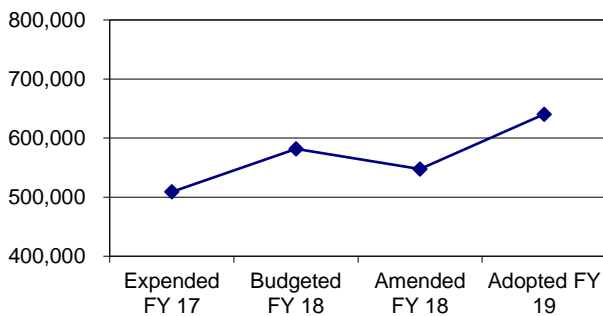
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	430,481	466,900	433,000	507,200
Contractual	12,004	16,500	16,500	16,500
Supplies	36,543	70,200	70,200	75,300
Operational	17,349	23,000	23,000	23,000
Utilities	4,888	5,000	5,000	5,000
Capital	7,602	-	-	13,500
<b>Total</b>	<b>508,866</b>	<b>581,600</b>	<b>547,700</b>	<b>640,500</b>

### Personnel Schedule

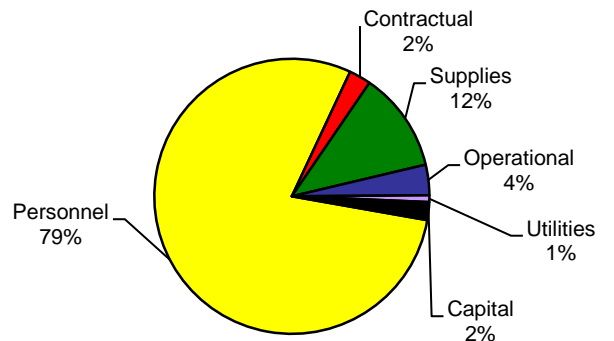
<u>Position</u>	<u>Classification</u>	FY 18 <u>Approved</u>	FY 19 <u>Proposed</u>
Fire Marshal	33	1	1
Senior Fire Inspector-Captain	FM8	1	1
Fire Inspector/Investigator/Educator	FM7	2	2
Fire Marshal's Office Coordinator	12	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	29 Fire Marshal

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	112,335	123,850	123,850	129,800
104 SALARIES & WAGES-CLERICAL	36,816	38,300	38,300	39,850
107 SALARIES & WAGES-LABOR	190,716	206,100	176,100	231,000
109 SALARIES & WAGES-OVERTIME	3,346	5,000	5,000	5,000
113 EDUCATION/CERTIFICATE PAY	3,277	3,600	3,600	3,600
114 LONGEVITY PAY	1,305	1,600	1,700	1,950
120 FICA & MEDICARE EXPENSE	25,787	28,200	28,200	30,500
122 T.M.R.S. RETIREMENT EXPENSE	56,899	60,250	56,250	65,500

<i>PERSONNEL SERVICES Totals</i>	430,481	466,900	433,000	507,200
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*CONTRACTUAL*

231 SERVICE MAINTENANCE CONTRACTS	3,181	3,500	3,500	3,500
237 UNIFORM SERVICE	2,008	3,500	3,500	3,500
240 EQUIPMENT REPAIRS	-	500	500	500
242 EQUIPMENT RENTAL & LEASE	3,001	3,500	3,500	3,500
246 VEHICLE REPAIRS	3,814	5,000	5,000	5,000
261 CRIME SCENE SERVICES	-	500	500	500

<i>CONTRACTUAL Totals</i>	12,004	16,500	16,500	16,500
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*SUPPLIES*

301 OFFICE SUPPLIES	1,551	1,500	1,500	1,500
310 PRINTING & BINDING	1,771	2,000	2,000	2,000
321 UNIFORMS	3,968	5,500	5,500	5,500
331 FUEL & LUBRICANTS	8,252	9,000	9,000	10,000
347 GENERAL MAINTENANCE SUPPLIES	139	500	500	500
373 INVESTIGATION SUPPLIES	1,556	3,000	3,000	3,000
376 CANINE EXPENSE	-	-	-	3,000

<b>Notes:</b>	Fire/Arson Canine Expense
Provide food, supplies, and veterinary care, to include an annual physical and heartworm check, etc. , for the canine.	
CITY MANAGER'S COMMENTS: Approved	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	29 Fire Marshal

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
378 FIRE PREVENTION SUPPLIES	15,194	20,500	20,500	36,500

<b>Notes:</b>	Fire Extinguisher Training Unit
<p>We are requesting \$16,000 to purchase a virtual fire extinguisher training unit. We currently utilize a live fire training unit that is propane fueled and used real fire extinguishers. Currently, the customer has to pay for the fuel used and to have the fire extinguishers serviced. The unit can only be operated outdoors and requires extensive cleanup. The proposed new virtual system will allow us to conduct the classes indoors and at no cost to the customer. The proposed system will also allow us to take this valuable life safety training into the classrooms, which is no an option for us today.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved from General Fund Reserves</p>	

379 FIRE FIGHTING SUPPLIES	4,111	28,200	28,200	13,300
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<b>Notes:</b>	CFA Replacement Gear
<p>Including \$8,900 for the continued gear replacement project for the Citizen's Fire Academy. This funding will allow us to purchase 6 sets of complete firefighting gear, taking our total to 11 updated complete sets of gear for use by this program and by the Fire Explorers program, if needed.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<i>SUPPLIES Totals</i>		36,543	70,200	70,200	75,300
<i>OPERATIONS</i>					
410 DUES & SUBSCRIPTIONS		2,493	3,000	3,000	3,000
430 TUITION & TRAINING		5,386	7,000	7,000	7,000
436 TRAVEL		9,470	13,000	13,000	13,000
<i>OPERATIONS Totals</i>		17,349	23,000	23,000	23,000
<i>UTILITIES</i>					
507 CELLULAR TELEPHONE		4,888	5,000	5,000	5,000
<i>UTILITIES Totals</i>		4,888	5,000	5,000	5,000

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	20 Fire	29 Fire Marshal

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*CAPITAL*

612 COMPUTER EQUIPMENT	7,602	-	-	13,500
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<b>Notes:</b>	<b>Fire Inspection Software</b>
<p>We are requesting to purchase life-safety inspection software called MobileEyes to allow us to conduct paperless fire inspections. The first year expenses are \$13,500. This amount includes the training for the user and the administrators and the data migration into the program. Recurring annual costs will be \$8,700, which includes all licensing fees for the software and codes, all related upgrades, data center infrastructure, and help desk support.</p> <p>This software has integration capabilities into our existing records management software and provides us the capabilities and functionalities that we need to complete the transition to a more efficient and effective paperless inspection program. MobileEyes comes with our existing occupancy or facility records pre-loaded. The software will run on our current mobile devices so no new hardware is needed. The software will provide the ability to quickly and easily review the inspection history of a given facility or location without having to spend a lot of time digging through paper files or making phone calls. MobileEyes allows us to access and review our inspection history records anytime, anywhere with the ability to pull up prior reports and attachments so that we have the full story before beginning a new inspection.</p> <p>Performing a complete and accurate inspection often requires code research and verification. MobileEyes provides onboard code delivery that provides our specific codes, standards, and local amendments within the MobileEyes Inspection application—fast and simple. They have entered into license agreements that allow them to provide us their intellectual property as part of the MobileEyes solution.</p> <p>Most importantly, we can use Standard NFPA, ICC, custom, or hybrid inspection checklists with MobileEyes Inspector software, which is how we currently operate. With MobileEyes, we can incorporate custom inspection checklists and forms to fit our process. We can print or email reports from the field which will dramatically improve our processes. MobileEyes has a complete set of management reports that make it fast and easy to generate monthly, quarterly, and annual reports.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

<i>CAPITAL Totals</i>	7,602	-	-	13,500
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<b>FIRE MARSHAL Totals</b>	<b>508,866</b>	<b>581,600</b>	<b>547,700</b>	<b>640,500</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	31 Administration

### Expenditure Summary

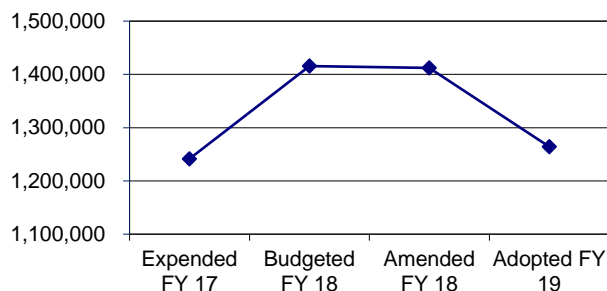
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	1,010,907	1,094,200	1,094,600	1,111,650
Contractual	54,213	63,000	52,000	59,000
Supplies	19,887	12,600	19,800	17,600
Operational	40,333	32,150	32,150	32,150
Utilities	7,874	8,600	8,600	8,600
Capital	108,353	205,030	205,050	35,000
<b>Total</b>	<b>1,241,567</b>	<b>1,415,580</b>	<b>1,412,200</b>	<b>1,264,000</b>

### Personnel Schedule

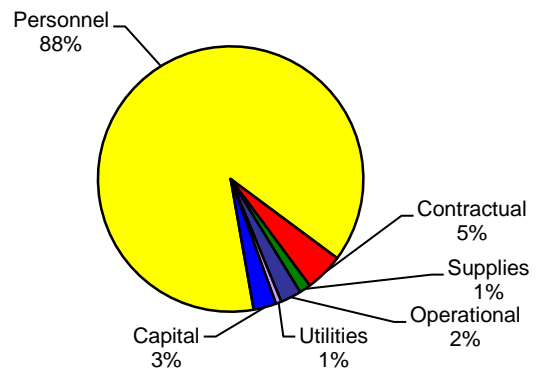
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Police Chief	-	1	1
Assistant Police Chief	34	1	1
Captain	P9	1	1
Lieutenant	P8	4	4
Executive Secretary	15	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	31 Administration

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	152,485	154,500	154,500	294,900
104 SALARIES & WAGES-CLERICAL	54,037	54,000	54,000	54,000
107 SALARIES & WAGES-LABOR	584,456	652,100	652,100	524,850
109 SALARIES & WAGES-OVERTIME	11,059	12,000	12,000	12,000
113 EDUCATION/CERTIFICATE PAY	7,499	7,200	7,200	8,100
114 LONGEVITY PAY	8,160	9,450	9,850	10,350
120 FICA & MEDICARE EXPENSE	58,295	64,150	64,150	64,500
122 T.M.R.S. RETIREMENT EXPENSE	134,915	140,800	140,800	142,950

<i>PERSONNEL SERVICES Totals</i>	1,010,907	1,094,200	1,094,600	1,111,650
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*CONTRACTUAL*

226 INSURANCE-LAW ENFORCEMENT	37,689	39,000	35,000	35,000
237 UNIFORM SERVICE	1,500	2,000	2,000	2,000
240 EQUIPMENT REPAIRS	-	500	500	500
246 VEHICLE REPAIRS	3,202	3,000	5,000	3,000
263 COUNTY JAIL CONTRACT	11,822	18,000	9,000	18,000
265 MEDICAL SERVICE-PRISONER	-	500	500	500

<i>CONTRACTUAL Totals</i>	54,213	63,000	52,000	59,000
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*SUPPLIES*

301 OFFICE SUPPLIES	964	1,000	1,000	1,000
310 PRINTING & BINDING	1,192	1,500	1,500	1,500
321 UNIFORMS	10,865	1,600	3,800	1,600
331 FUEL & LUBRICANTS	6,517	7,000	12,000	12,000
347 GENERAL MAINTENANCE SUPPLIES	350	1,500	1,500	1,500

<i>SUPPLIES Totals</i>	19,887	12,600	19,800	17,600
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*OPERATIONS*

410 DUES & SUBSCRIPTIONS	4,730	4,400	4,400	4,400
420 AWARDS	5,652	5,000	5,000	5,000
430 TUITION & TRAINING	15,840	11,000	11,000	11,000
436 TRAVEL	14,111	11,750	11,750	11,750

<i>OPERATIONS Totals</i>	40,333	32,150	32,150	32,150
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*UTILITIES*

507 CELLULAR TELEPHONE	7,874	8,600	8,600	8,600
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Fund	Department	Division
01 General Fund	30 Police	31 Administration

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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<i>UTILITIES Totals</i>	7,874	8,600	8,600	8,600
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*CAPITAL*

603 BUILDINGS	72,969	177,030	177,050	-
610 FURNITURE & FIXTURES	5,719	-	-	-
623 VEHICLES	29,665	28,000	28,000	35,000

<b>Notes:</b>	New Admin Vehicle
Replace an existing administrative vehicle. The Tahoe has over 105,000 miles, and we are requesting to replace with a Tahoe, since this vehicle is set up for our SWAT Commander equipment.	
CITY MANAGER'S COMMENTS: Approved, from General Fund Reserves	

<i>CAPITAL Totals</i>	108,353	205,030	205,050	35,000
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<b>POLICE ADMINISTRATION Totals</b>	<b>1,241,567</b>	<b>1,415,580</b>	<b>1,412,200</b>	<b>1,264,000</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	32 Communications

### Expenditure Summary

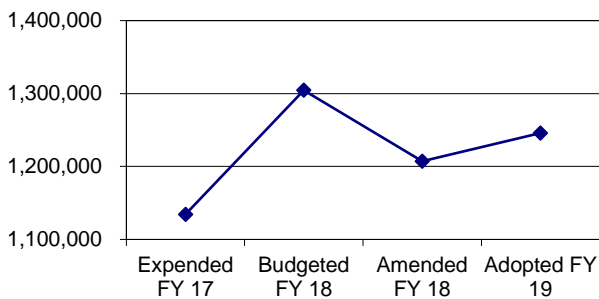
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	969,290	1,013,750	916,550	959,650
Contractual	157,465	269,500	269,500	265,000
Supplies	888	5,950	5,950	5,950
Operational	3,811	11,550	11,550	11,550
Utilities	3,055	3,700	3,700	3,700
<b>Total</b>	<b>1,134,509</b>	<b>1,304,450</b>	<b>1,207,250</b>	<b>1,245,850</b>

### Personnel Schedule

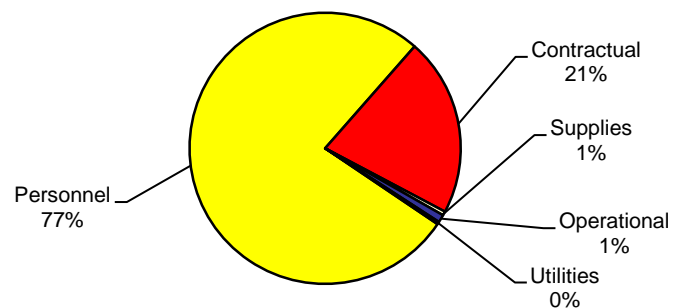
<u>Position</u>	Classification	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Communications Supervisor	18	3	3
Communications Specialist	15	12	12

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	32 Communications

<b>G/L Account</b>	<b>2017 Amount</b>	<b>2018 Budget</b>	<b>2018 Budget</b>	<b>2019 City Approved</b>
<i>PERSONNEL SERVICES</i>				
101 SALARIES & WAGES-SUPERVISOR	174,022	201,150	173,650	178,200
104 SALARIES & WAGES-CLERICAL	478,599	554,750	478,750	539,300
109 SALARIES & WAGES-OVERTIME	130,673	60,000	78,500	60,000
113 EDUCATION/CERTIFICATE PAY	796	5,000	5,000	5,100
114 LONGEVITY PAY	5,255	6,050	3,850	4,750
120 FICA & MEDICARE EXPENSE	55,950	60,800	55,800	54,900
122 T.M.R.S. RETIREMENT EXPENSE	123,995	126,000	121,000	64,500
<i>PERSONNEL SERVICES Totals</i>	<u>969,290</u>	<u>1,013,750</u>	<u>916,550</u>	<u>959,650</u>
<i>CONTRACTUAL</i>				
231 SERVICE MAINTENANCE CONTRACTS	157,465	269,500	269,500	265,000
<i>CONTRACTUAL Totals</i>	<u>157,465</u>	<u>269,500</u>	<u>269,500</u>	<u>265,000</u>
<i>SUPPLIES</i>				
301 OFFICE SUPPLIES	262	900	900	900
310 PRINTING & BINDING	-	100	100	100
321 UNIFORMS	-	3,250	3,250	3,250
347 GENERAL MAINTENANCE SUPPLIES	626	1,700	1,700	1,700
<i>SUPPLIES Totals</i>	<u>888</u>	<u>5,950</u>	<u>5,950</u>	<u>5,950</u>
<i>OPERATIONS</i>				
410 DUES & SUBSCRIPTIONS	810	2,000	2,000	2,000
415 RECRUITING EXPENSES	1,015	3,300	3,300	3,300
430 TUITION & TRAINING	919	4,250	4,250	4,250
436 TRAVEL	1,066	2,000	2,000	2,000
<i>OPERATIONS Totals</i>	<u>3,811</u>	<u>11,550</u>	<u>11,550</u>	<u>11,550</u>
<i>UTILITIES</i>				
507 CELLULAR TELEPHONE	3,055	3,700	3,700	3,700
<i>UTILITIES Totals</i>	<u>3,055</u>	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>
<b>COMMUNICATIONS Totals</b>	<b>1,134,509</b>	<b>1,304,450</b>	<b>1,207,250</b>	<b>1,245,850</b>

## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	33 Patrol

### Expenditure Summary

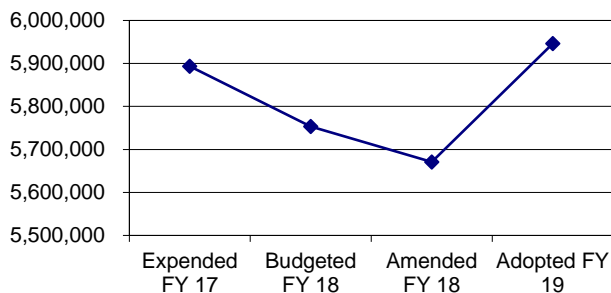
	Actual 16-17	Budgeted 17-18	Amended 17-18	Proposed 18-19
Personnel	4,752,428	5,094,000	4,948,000	5,211,750
Contractual	109,589	77,800	117,800	77,800
Supplies	243,139	293,400	308,400	316,600
Operational	48,228	36,800	36,800	36,800
Utilities	7,390	9,000	9,000	10,000
Capital	732,410	242,500	250,900	293,000
<b>Total</b>	5,893,184	5,753,500	5,670,900	5,945,950

### Personnel Schedule

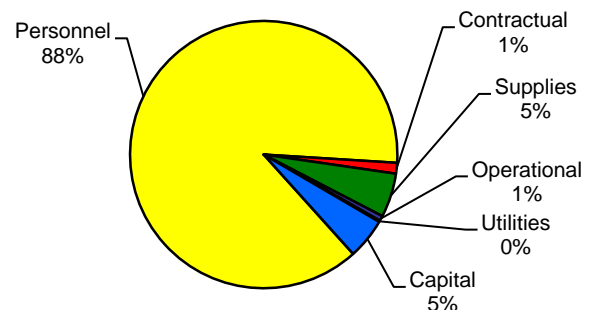
<u>Position</u>	Classification	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Patrol Sergeant	P7	7	7
Traffic Sergeant	P7	1	1
Patrol Officer	P5	43	44

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	33 Patrol

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	710,349	731,650	731,650	732,750
107 SALARIES & WAGES-LABOR	2,738,885	3,048,600	2,773,100	3,113,450
108 OVERTIME-STEP	59,164	80,000	80,000	80,000
109 SALARIES & WAGES-OVERTIME	266,815	260,000	357,500	275,000
113 EDUCATION/CERTIFICATE PAY	39,414	39,000	39,000	39,000
114 LONGEVITY PAY	23,868	27,050	25,050	28,100
120 FICA & MEDICARE EXPENSE	282,351	289,200	301,200	304,200
122 T.M.R.S. RETIREMENT EXPENSE	631,582	618,500	640,500	639,250

<i>PERSONNEL SERVICES Totals</i>	4,752,428	5,094,000	4,948,000	5,211,750
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*CONTRACTUAL*

240 EQUIPMENT REPAIRS	5,558	6,000	6,000	6,000
242 EQUIPMENT RENTAL & LEASE	4,630	6,800	6,800	6,800
246 VEHICLE REPAIRS	99,400	65,000	105,000	65,000

<i>CONTRACTUAL Totals</i>	109,589	77,800	117,800	77,800
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*SUPPLIES*

301 OFFICE SUPPLIES	381	1,000	1,000	1,000
310 PRINTING & BINDING	2,114	3,900	3,900	3,900
315 TRAINING SUPPLIES	28,591	55,000	55,000	55,000
321 UNIFORMS	62,922	79,100	79,100	79,100
331 FUEL & LUBRICANTS	120,612	125,000	140,000	145,000
347 GENERAL MAINTENANCE SUPPLIES	13,271	13,400	13,400	13,400
374 POLICE EXPLORER PROGRAM	9,822	10,000	10,000	10,000
376 POLICE CANINE EXPENSE	5,426	6,000	6,000	9,200

**Notes:** K-9 Kennel  
 Requesting \$3200 be added to the K-9 budget to purchase and build a kennel for the K-9 we purchased last year.  
  
 CITY MANAGER'S COMMENTS: Approved

<i>SUPPLIES Totals</i>	243,139	293,400	308,400	316,600
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	33 Patrol

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*OPERATIONS*

410 DUES & SUBSCRIPTIONS	80	400	400	400
415 RECRUITING EXPENSES	23,865	10,400	10,400	10,400
430 TUITION & TRAINING	20,950	20,000	20,000	20,000

<b>Notes:</b>	Public Safety Leadership Academy
<p>Requesting \$9,000 to fund the Public Safety Leadership Academy. The academy will be made up of representatives from the Police department and the Fire department. It is a six month program designed to enhance leadership skills by providing important tools, training and resources to assist in the development of future leaders in both departments. The cost of the total program is \$18,000 which is being shared between the two departments.</p>	
<p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

436 TRAVEL	3,333	6,000	6,000	6,000
<i>OPERATIONS Totals</i>	<u>48,228</u>	<u>36,800</u>	<u>36,800</u>	<u>36,800</u>

*UTILITIES*

507 CELLULAR TELEPHONE	7,390	9,000	9,000	10,000
<i>UTILITIES Totals</i>	<u>7,390</u>	<u>9,000</u>	<u>9,000</u>	<u>10,000</u>

*CAPITAL*

623 VEHICLES	365,333	227,500	235,900	260,600
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<b>Notes:</b>	Patrol Vehicles
<p>We request to replace 4 patrol vehicles from the current fleet. These all have high mileage and continued mechanical issues. The cost to replace the four (4) existing patrol vehicles will be \$127,000 plus \$54,600 for the necessary equipment to outfit the four (4) patrol vehicle. These funds will pay for the equipment, striping package and all installation costs.</p>	
<p>In addition, we are requesting the funds to replace one (1) patrol motorcycle, which is five (5) years old, has 46,000 mile and has exceeded it special use vehicle mechanical and safe life expectancy. We request \$38,200 to pay for the motorcycle, equipment, striping package and all installation costs. The projected cost of all vehicles includes the required Buy Board Fees and a 3% projected cost increase as allowed by the Buy Board Contract.</p>	
<p>We are requesting a replacement ¾ ton truck which is utilized in the patrol division to transport the SkyWatch, traffic reconstruction and crime scene equipment and investigatory supplies to process crime scenes and traffic related offenses (Fatalities, Intoxication Manslaughter, Intoxication Assault, etc.). The existing 2006 Police truck currently has over 115,500 miles. The cost to replace the existing truck will be \$32,500. We are also requesting \$8,300 to pay for all the necessary equipment, striping and installation costs. The projected cost of the truck includes the required Buy Board Fee and a 3% projected cost increase as allowed by the Buy Board Contract.</p>	
<p><b>CITY MANAGER'S COMMENTS: Approved from General Fund Reserves</b></p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	33 Patrol

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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624 POLICE EQUIPMENT - - - 17,400

<b>Notes:</b>	X2 Tasers for officers
<p>Request \$17,387 in this year's budget - we will request an additional \$24,825 years 2-5 of this replacement program in order to purchase 75 Taser X2 less lethal weapons, 75 holsters and 150 cartridges. The Taser X2 is an electroshock weapon sold by Axon. The "Less Lethal" weapon fires (2) two small dart-like electrodes, which stay connected to the main unit by conductors, to deliver electric current to disrupt voluntary control of muscles, temporarily causing "neuromuscular incapacitation". We currently issue officers the Taser X26 model which has not been manufactured since 2014. The weapons are out of warranty and the Axon Corporation will no longer service them. The batteries and cartridges which are required to operate the Tasers have become difficult to find and/or purchase. Axon offers a discount program that allows department's to spread the cost of new devices over a five year period. The package also includes a \$7,500 price discount and three data port download kits which are used to download critical data for court purposes when the Taser is deployed.</p> <p><b>CITY MANAGER'S COMMENTS: Approved from General Fund Reserves</b></p>	

624 SWAT EQUIPMENT 367,077 15,000 15,000 15,000

*CAPITAL Totals* 732,410 242,500 250,900 293,000

<b>PATROL Totals</b>	<b>5,893,184</b>	<b>5,753,500</b>	<b>5,670,900</b>	<b>5,945,950</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	34 CID

### Expenditure Summary

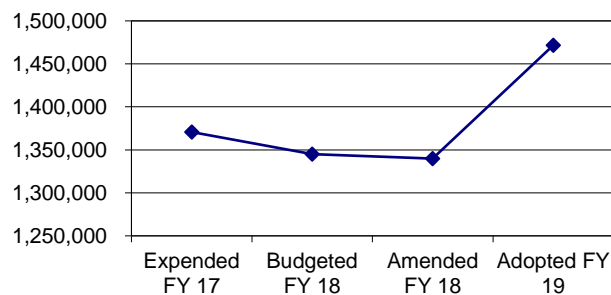
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	1,279,101	1,245,700	1,237,200	1,268,250
Contractual	28,114	25,300	25,300	36,700
Supplies	36,125	45,300	48,300	53,350
Operational	12,211	13,700	14,000	13,700
Utilities	15,148	15,050	15,050	15,050
Capital	-	-	-	84,500
<b>Total</b>	<b>1,370,698</b>	<b>1,345,050</b>	<b>1,339,850</b>	<b>1,471,550</b>

### Personnel Schedule

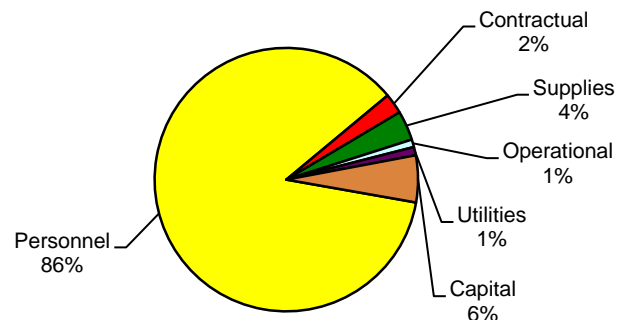
<u>Position</u>	Classification	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Sergeant	P7	2	2
Investigator	P5	6	6
Investigator - Narcotics	P5	2	2
Public Safety Officer/Crime Scene Tech.	14	1	1
Property and Evidence Technician	13	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



Fund	Department	Division
01 General Fund	30 Police	34 Criminal Investigation

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	178,564	184,000	184,000	184,300
104 SALARIES & WAGES-CLERICAL	46,385	48,050	48,050	49,500
107 SALARIES & WAGES-LABOR	709,015	724,000	689,000	739,150
109 SALARIES & WAGES-OVERTIME	78,690	40,000	71,500	40,000
113 EDUCATION/CERTIFICATE PAY	9,598	8,400	8,400	9,600
114 LONGEVITY PAY	10,660	11,700	11,700	12,200
120 FICA & MEDICARE EXPENSE	75,874	73,150	72,150	74,400
122 T.M.R.S. RETIREMENT EXPENSE	170,315	156,400	152,400	159,100

*PERSONNEL SERVICES Totals*      1,279,101      1,245,700      1,237,200      1,268,250

*CONTRACTUAL*

231 SERVICE MAINTENANCE CONTRACTS	1,320	3,600	3,600	15,000
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Notes:	Increase Service Contracts
Request an \$11,400 increase in the CID Service Maintenance Contracts. These annual forensic subscriptions are invaluable investigative tools used for tracking property, suspect vehicles, and gathering intelligence information about potential suspect(s) of a crime. These service agreements have been paid out of seized funds over the past several years.	
Callyo-\$1500	
Covert Trac-\$2,400	
Leads Online-\$792	
Transunion-\$1,320	
ZETX-\$2,000	
Cellbrite-\$3,400	
<b>CITY MANAGER'S COMMENTS: Approved</b>	

237 UNIFORM SERVICE	4,200	4,200	4,200	4,200
240 EQUIPMENT REPAIRS	-	500	500	500
246 VEHICLE REPAIRS	11,886	11,000	11,000	11,000
261 CRIME SCENE SERVICES	10,708	6,000	6,000	6,000

*CONTRACTUAL Totals*      28,114      25,300      25,300      36,700

*SUPPLIES*

301 OFFICE SUPPLIES	1,971	2,000	2,000	2,000
310 PRINTING & BINDING	98	500	500	500
321 UNIFORMS	1,467	7,300	7,300	7,300
331 FUEL & LUBRICANTS	24,103	25,000	28,000	28,000
347 GENERAL MAINTENANCE SUPPLIES	184	500	500	500



Fund	Department	Division
01 General Fund	30 Police	34 Criminal Investigation

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
373 INVESTIGATION SUPPLIES	8,302	10,000	10,000	15,050

Notes:	Investigation Equipment
Request \$2050 for the purchase of a DSLR camera, telescopic lens, and memory card for the department's narcotics unit. This item will be used during criminal investigations to take photographs from a long distance for surveillance purposes. This camera will help ensure successful prosecution of drug trafficking cases.	
Request \$2,995 to replace our Cellbrite device because the company is unable to support this model of technology after June 2017. The new Cellbrite Touch, will allow investigators to continue to secure forensically sound access in real-time to retrieve cell phone texts, call logs, and emails, while ensuring the chain of custody is preserved.	
CITY MANAGER'S COMMENTS: Approved	

	<i>SUPPLIES Totals</i>	36,125	45,300	48,300	53,350
<i>OPERATIONS</i>					
410	DUES & SUBSCRIPTIONS	210	200	350	200
415	RECRUITING EXPENSES	-	-	150	-
430	TUITION & TRAINING	5,730	5,000	5,000	5,000
436	TRAVEL	6,271	8,000	8,000	8,000
447	DRUG TESTING	-	500	500	500
	<i>OPERATIONS Totals</i>	12,211	13,700	14,000	13,700
<i>UTILITIES</i>					
507	CELLULAR TELEPHONE	15,148	15,050	15,050	15,050
	<i>UTILITIES Totals</i>	15,148	15,050	15,050	15,050
<i>CAPITAL</i>					
623	VEHICLES	-	-	-	84,500

Notes:	CID Vehicles
Three of the existing CID vehicles have reached the end of their life expectancy and are no longer sound vehicles. The three vehicles, 2006, 2007 and 2008 models with mileage, which will reach 100,000 by the end of the fiscal year, are beginning to result in higher additional maintenance costs. We requests funds in the amount of \$84,500 to replace these three vehicles. This cost includes the Buy Board Fee and cost to install radio equipment in each vehicle.	
CITY MANAGER'S COMMENTS: Approved from General Fund Reserves	

	<i>CAPITAL Totals</i>	-	-	-	84,500
<b>CRIMINAL INVESTIGATIONS Totals</b>					
		<b>1,370,698</b>	<b>1,345,050</b>	<b>1,339,850</b>	<b>1,471,550</b>

## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	35 Community Services

### Expenditure Summary

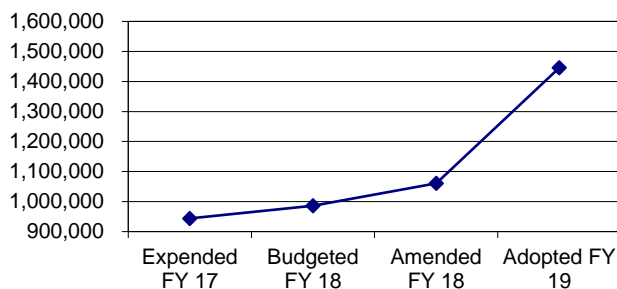
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	869,181	882,650	952,400	1,318,350
Contractual	27,111	29,650	29,650	33,150
Supplies	36,450	59,950	64,950	79,550
Operational	7,555	9,900	9,900	9,900
Utilities	3,666	3,700	3,700	4,900
<b>Total</b>	<b>943,962</b>	<b>985,850</b>	<b>1,060,600</b>	<b>1,445,850</b>

### Personnel Schedule

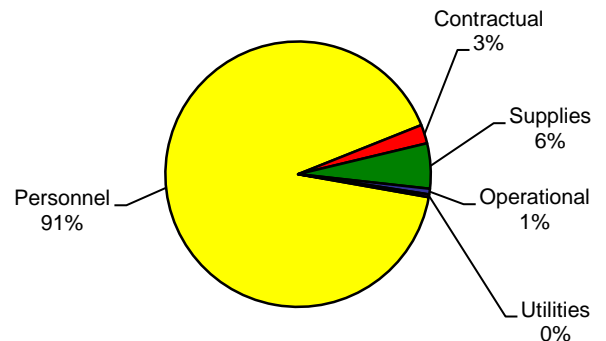
<u>Position</u>	Classification	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Sergeant - Juvenile/Crime Prevention	P7	1	2
School Resource Officer	P5	9	9
Crime Prevention Officer	P5	2	2

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



Fund	Department	Division
01 General Fund	30 Police	35 Community Services

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	88,791	92,000	92,000	184,300
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<b>Notes:</b>	Community Services Sergeant
<p>Having added 3 School Resource Officers in the amended budget ( to be in place for the new school year), we request an additional Community Services Sergeant position to assist with managing the growth and expectations placed on the unit over the years. We currently have 11 officers assigned to the unit, nine SROs and two crime prevention officers. An additional sergeant will allow us to assign one of the sergeants six SROs and the other three SROs and the two crime prevention officers. The new position will provided an additional level of supervision and experience in the field to handle critical incidents in our community as they arise.</p> <p>\$114,250 Salary and Benefits                  3,300 Uniforms                  1,200 Cell Phone</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

107 SALARIES & WAGES-LABOR	562,815	596,150	626,150	844,100
109 SALARIES & WAGES-OVERTIME	34,049	15,000	45,000	23,000

<b>Notes:</b>	Overtime Increase
<p>With the three additional officers and sergeant added to the Community Services Unit, we request an \$8,000 increase to fund any necessary overtime.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

113 EDUCATION/CERTIFICATE PAY	8,018	6,600	9,600	9,600
114 LONGEVITY PAY	7,490	7,650	7,400	7,900
120 FICA & MEDICARE EXPENSE	51,811	52,650	54,650	79,700
122 T.M.R.S. RETIREMENT EXPENSE	116,207	112,600	117,600	169,750

<i>PERSONNEL SERVICES Totals</i>	<u>869,181</u>	<u>882,650</u>	<u>952,400</u>	<u>1,318,350</u>
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*CONTRACTUAL*

240 EQUIPMENT REPAIRS	-	500	500	500
242 EQUIPMENT RENTAL & LEASE	1,274	1,650	1,650	1,650
243 BUILDING LEASE	20,253	22,500	22,500	26,000

<b>Notes:</b>	Facility rental
<p>\$3,500 for the Ranch Trail training house to cover cost of 12 month lease and mowing.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

246 VEHICLE REPAIRS	5,583	5,000	5,000	5,000
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<i>CONTRACTUAL Totals</i>	<u>27,111</u>	<u>29,650</u>	<u>29,650</u>	<u>33,150</u>
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	35 Community Services

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*SUPPLIES*

301 OFFICE SUPPLIES	520	1,000	1,000	1,000
310 PRINTING & BINDING	68	600	600	600
321 UNIFORMS	2,050	13,050	13,050	26,450

<b>Notes:</b>	Uniform Increase
With three additional SROs positions approved, we request an increase of \$9,900. If the sergeant position is approved, we will need an additional \$3,300 for a total of \$13,400 increase to this budget line.	
CITY MANAGER'S COMMENTS: Approved	

331 FUEL & LUBRICANTS	10,066	9,800	14,800	16,000
347 GENERAL MAINTENANCE SUPPLIES	721	2,800	2,800	2,800
370 COP PROGRAM SUPPLIES	7,580	7,500	7,500	7,500
371 CRIME PREVENTION SUPPLIES	14,095	22,700	22,700	22,700
372 CPA PROGRAM SUPPLIES	1,349	2,500	2,500	2,500

<i>SUPPLIES Totals</i>	36,450	59,950	64,950	79,550
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*OPERATIONS*

410 DUES & SUBSCRIPTIONS	470	900	900	900
430 TUITION & TRAINING	3,489	4,000	4,000	4,000
436 TRAVEL	3,596	5,000	5,000	5,000

<i>OPERATIONS Totals</i>	7,555	9,900	9,900	9,900
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*UTILITIES*

507 CELLULAR TELEPHONE	3,666	3,700	3,700	4,900
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<i>UTILITIES Totals</i>	3,666	3,700	3,700	4,900
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<b>COMMUNITY SERVICES Totals</b>	<b>943,962</b>	<b>985,850</b>	<b>1,060,600</b>	<b>1,445,850</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	36 Warrants

### Expenditure Summary

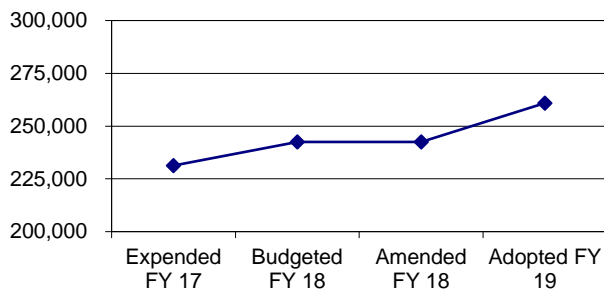
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	227,335	236,250	236,250	254,700
Contractual	1,595	2,600	2,600	2,600
Supplies	1,479	2,700	2,700	2,700
Utilities	902	900	900	900
<b>Total</b>	<b>231,312</b>	<b>242,450</b>	<b>242,450</b>	<b>260,900</b>

### Personnel Schedule

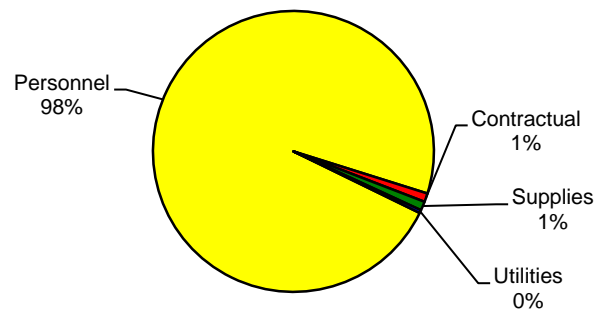
<u>Position</u>	Classification	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Warrant Officer	P5	1	1
Warrant Clerk	12	1	1
Bailiff	P5	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	36 Warrants

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

104 SALARIES & WAGES-CLERICAL	46,748	46,400	46,400	46,700
107 SALARIES & WAGES-LABOR	141,745	149,050	149,050	153,500
109 SALARIES & WAGES-OVERTIME	268	1,500	1,500	1,500
113 EDUCATION/CERTIFICATE PAY	1,200	1,200	1,200	1,500
114 LONGEVITY PAY	3,078	3,300	3,300	3,450
120 FICA & MEDICARE EXPENSE	14,131	14,950	14,950	15,300
122 T.M.R.S. RETIREMENT EXP.	20,165	19,850	19,850	32,750

<i>PERSONNEL SERVICES Totals</i>	227,335	236,250	236,250	254,700
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*CONTRACTUAL*

231 SERVICE-MAINTENANCE CONTRACTS	900	900	900	900
240 EQUIPMENT REPAIRS	-	200	200	200
246 VEHICLE REPAIRS	695	1,500	1,500	1,500

<i>CONTRACTUAL Totals</i>	1,595	2,600	2,600	2,600
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*SUPPLIES*

301 OFFICE SUPPLIES	-	150	150	150
310 PRINTING & BINDING	-	300	300	300
321 UNIFORMS	446	1,000	1,000	1,000
331 FUEL & LUBRICANTS	1,033	1,250	1,250	1,250

<i>SUPPLIES Totals</i>	1,479	2,700	2,700	2,700
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*UTILITIES*

507 CELLULAR TELEPHONE	902	900	900	900
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<i>UTILITIES Totals</i>	902	900	900	900
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<b>WARRANTS Totals</b>	<b>231,312</b>	<b>242,450</b>	<b>242,450</b>	<b>260,900</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	30 Police	37 Records

### Expenditure Summary

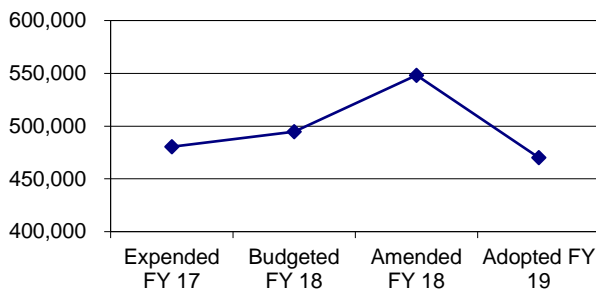
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	463,347	474,850	528,400	450,350
Contractual	6,521	7,350	7,350	7,350
Supplies	1,276	1,450	1,450	1,450
Operational	5,710	7,600	7,600	7,600
Utilities	3,666	3,400	3,400	3,400
<b>Total</b>	480,518	494,650	548,200	470,150

### Personnel Schedule

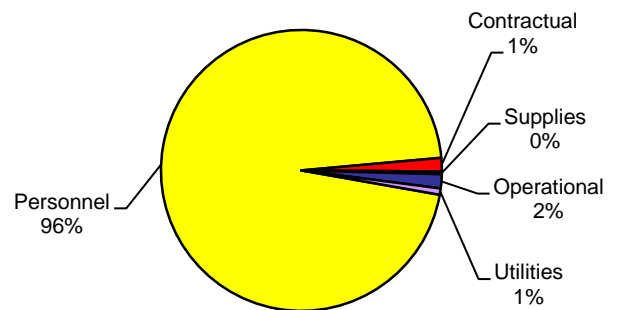
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Personnel Sergeant	-	1	1
Public Safety Computer Manager	27	1	1
Network Technician	19	1	1
Records Clerk	11	3	3

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	30 Police	37 Police Records

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>PERSONNEL SERVICES</i>				
101 SALARIES & WAGES-SUPERVISOR	177,303	184,250	224,250	179,850
104 SALARIES & WAGES-CLERICAL	184,242	188,500	179,700	173,150
109 SALARIES & WAGES-OVERTIME	5,549	5,500	16,000	5,500
113 EDUCATION/CERTIFICATE PAY	3,000	2,400	2,400	2,400
114 LONGEVITY PAY	4,385	4,750	6,000	4,600
120 FICA & MEDICARE EXPENSE	27,038	28,500	31,100	27,050
122 T.M.R.S. RETIREMENT EXPENSE	61,830	60,950	68,950	57,800
<i>PERSONNEL SERVICES Totals</i>	<u>463,347</u>	<u>474,850</u>	<u>528,400</u>	<u>450,350</u>
<i>CONTRACTUAL</i>				
231 SERVICE MAINTENANCE CONTRACTS	1,980	2,400	2,400	2,400
240 EQUIPMENT REPAIRS	255	500	500	500
242 EQUIPMENT RENTAL & LEASE	4,286	4,200	4,200	4,200
246 VEHICLE REPAIRS	-	250	250	250
<i>CONTRACTUAL Totals</i>	<u>6,521</u>	<u>7,350</u>	<u>7,350</u>	<u>7,350</u>
<i>SUPPLIES</i>				
301 OFFICE SUPPLIES	827	750	750	750
310 PRINTING & BINDING	198	200	200	200
331 FUEL & LUBRICANTS	251	500	500	500
<i>SUPPLIES Totals</i>	<u>1,276</u>	<u>1,450</u>	<u>1,450</u>	<u>1,450</u>
<i>OPERATIONS</i>				
410 DUES & SUBSCRIPTIONS	30	100	100	100
430 TUITION & TRAINING	3,207	4,000	4,000	4,000
436 TRAVEL	2,473	3,500	3,500	3,500
<i>OPERATIONS Totals</i>	<u>5,710</u>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>
<i>UTILITIES</i>				
507 CELLULAR TELEPHONE	3,666	3,400	3,400	3,400
<i>UTILITIES Totals</i>	<u>3,666</u>	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>
<b>POLICE RECORDS Totals</b>	<b>480,518</b>	<b>494,650</b>	<b>548,200</b>	<b>470,150</b>



## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	40 Community Development	41 Planning

### Expenditure Summary

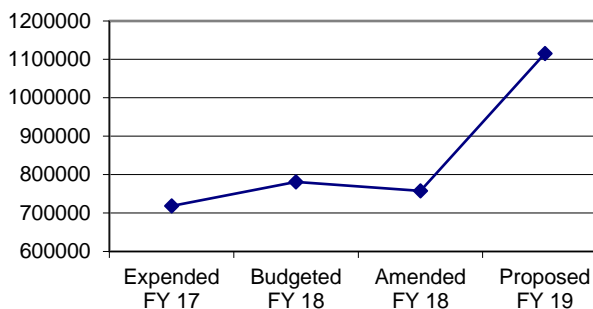
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	644,466	693,050	669,150	756,800
Contractual	54,968	60,600	60,600	121,600
Supplies	1,715	2,750	2,750	4,400
Operational	16,077	23,550	23,550	23,550
Utilities	1,222	1,350	1,350	1,350
Capital	-	-	-	202,500
<b>Total</b>	<b>718,448</b>	<b>781,300</b>	<b>757,400</b>	<b>1,110,200</b>

### Personnel Schedule

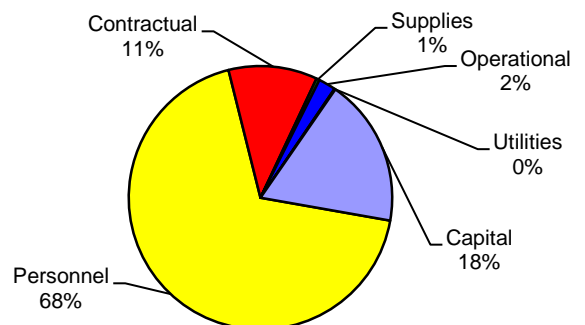
Position	Classification	FY 18 Approved	FY 19 Adopted
Planning and Zoning Director	-	1	1
Planning and Zoning Manager	25	-	1
GIS Supervisor	24	1	1
Senior Planner	24	1	1
Planner	20	1	1
GIS Analyst	19	1	1
GIS Technician	15	1	1
Planning Coordinator	15	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	41 Planning & Zoning

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	130,008	140,000	140,000	145,600
104 SALARIES & WAGES-CLERICAL	384,306	410,850	380,850	456,400

<b>Notes:</b>	<b>New Planner</b>
<p>The Director is requesting to add an additional Planner position. The position would require at a minimum two (2) years' experience and a bachelor's degree in urban planning or a related field. The primary reasons for this request is the increased caseload and the focus on long-range/comprehensive planning. Since 2011, the Planning Department has seen a steady increase in the number of development cases submitted, and anticipates this trend to continue through 2019. In addition, the Planning and Zoning Department has undertaken several long-range planning responsibilities (i.e. the Comprehensive Plan, IH-30 Corridor Study, and a revised Master Plan of the Historic District) and various text amendments, which have required the attention of the Director. This leaves two (2) case managers responsible for all development cases (i.e. platting, site plan, miscellaneous, specific use permit, and zoning cases), historic cases (i.e. Certificates of Appropriateness, Building Permit Fee Waivers, and Small Matching Grants), building permit plan review, Certificates of Occupancy (CO), and site visits. It is anticipated that the new position will be responsible for all the aforementioned items, as well as, assisting the Director with all long-range planning objectives.</p> <p>\$67,430 Salary and Benefits                  2,500 Computer                  500 Desk                  70,340 Total</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<b>Notes:</b>	<b>Planning Manager</b>
<p>The Director is requesting the ability to promote David Gonzales from Senior Planner to Planning Manager. This would put Mr. Gonzales into a limited supervisory role over the Planner and Planning and Zoning Coordinator, freeing up the Director to focus on the Departments recent long-range initiatives (i.e. Comprehensive Plan Implementation, IH-30 Corridor Plan, Downtown Plan, etc.). In addition, over the last three (3) years, Mr. Gonzales has demonstrated a willingness to take on a larger role in the Department, and -- it is the Director's opinion that -- Mr. Gonzales would benefit from the added responsibility. Based on this assessment the Director is recommending to elevate Mr. Gonzales to a Grade 25/Step 15 \$4,200 increase.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	41 Planning & Zoning

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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<b>Notes:</b>	<b>Senior Planner Position</b>
<p>The Director is requesting to promote Korey Brooks from Planner to Senior Planner. When Mr. Brooks originally applied to work for the City of Rockwall, the Director had advertised for a Senior Planner position. At that time, Mr. Brooks had not received his certification with the American Institute of Certified Planners (AICP), did not have a Master degree, and had less than three (3) years of work experience in the Planning field. Ultimately, the Director was unable to identify a viable candidate for the Senior Planner position and reduced the positions' role to Planner. Mr. Brooks again applied and was hired by the Director for this position in February 2016. Since his hire date, Mr. Brooks has demonstrated a high aptitude for municipal planning and has contributed to the Department's success during a period of rapid growth. In May of 2018, Mr. Brooks received certification to the American Institute of Certified Planners (AICP) and now has the requisite amount of work experience to meet the requirements of the Senior Planner position. In addition, Mr. Brooks recently received his Masters degree in City &amp; Regional Planning. Based on these advances, the Director is of the opinion that Mr. Brooks is ready for the challenges that are offered by this promotion and is recommending to elevate him to a Grade 24/Step 1 \$6,400 increase.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

109	SALARIES & WAGES-OVERTIME	1,032	5,000	5,000	5,000
113	EDUCATION/CERTIFICATE PAY	1,604	1,800	1,800	1,800
114	LONGEVITY PAY	3,485	3,900	4,000	4,500
120	FICA & MEDICARE EXPENSE	38,814	41,400	43,400	45,000
122	T.M.R.S. RETIREMENT EXPENSE	85,217	90,100	94,100	98,500
	<i>PERSONNEL SERVICES Totals</i>	644,466	693,050	669,150	756,800

CONTRACTUAL

213	CONSULTING FEES	18,817	13,000	13,000	72,300
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<b>Notes:</b>	<b>Update of Roadway Impact Fees</b>
<p>Section 395.052(a) of the Texas Local Government Code requires that a municipality that imposes an impact fee must update the land use assumptions and capital improvements plan at least every five (5) years. The City last updated the Roadway Impact Fees in 2013 for \$30,000. Staff is requesting \$40,000 in funding to initiate an update of the City's Roadway Impact Fees in accordance with the updated Land Use Assumptions and Section 395.052(a) of the TLGC.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	41 Planning & Zoning

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
231 SERVICE MAINTENANCE CONTRACTS	32,431	40,600	40,600	42,300

<b>Notes:</b>	Service Maintenance Contracts
\$35,000 ESRI ArcGIS Enterprise for Small Government 900 Air Card 1,250 New Edge ID Tool Renewal (Required for Asset Management) 675 CommunityViz Annual Maintenance 240 Sketchup Pro Annual Maintenance 1,600 Copier/Plotter 2,600 Adobe Cloud Maintenance  CITY MANAGER'S COMMENTS: Approved	

233 ADVERTISING	3,721	7,000	7,000	7,000
<i>CONTRACTUAL Totals</i>		<u>54,968</u>	<u>60,600</u>	<u>60,600</u>
				<u>121,600</u>

SUPPLIES

301 OFFICE SUPPLIES	1,026	1,550	1,550	1,600
310 PRINTING & BINDING	265	700	700	800
347 GENERAL MAINTENANCE SUPPLIES	425	500	500	2,000

<b>Notes:</b>	General Maintenance
\$1,000 Zoning Magnets for Zoning Signs 500 Chair and Desk for Planner Position 500 Standard General Maintenance  CITY MANAGER'S COMMENTS: Approved	

<i>SUPPLIES Totals</i>		<u>1,715</u>	<u>2,750</u>	<u>2,750</u>	<u>4,400</u>
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OPERATIONS

410 DUES & SUBSCRIPTIONS	1,480	3,050	3,050	3,050
428 MEETING EXPENSES	1,431	3,000	3,000	3,000
430 TUITION & TRAINING	8,675	9,000	9,000	9,000
436 TRAVEL	<u>4,490</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>

<i>OPERATIONS Totals</i>		<u>16,077</u>	<u>23,550</u>	<u>23,550</u>	<u>23,550</u>
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UTILITIES

507 CELLULAR TELEPHONE	<u>1,222</u>	<u>1,350</u>	<u>1,350</u>	<u>1,350</u>
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<i>UTILITIES Totals</i>		<u>1,222</u>	<u>1,350</u>	<u>1,350</u>	<u>1,350</u>
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Fund	Department	Division
01 General Fund	40 Development Services	41 Planning & Zoning

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
<i>CAPITAL</i>				
612 COMPUTER EQUIPMENT	-	-	-	202,500

<b>Notes:</b>	<b>Development Services Software</b>
<p>The City’s Development Services Departments have utilized TRAKiT since ~2003 and -- with the exception of a DotNet upgrade in 2009 and miscellaneous upgrades to various modules -- the core software has remained relatively unchanged (the software is 15-years old). Currently, TRAKiT is used by the Planning, Engineering, Building, GIS, Parks and Neighborhood Improvement Service Departments to record all development cases, engineering projects, code enforcement cases, and issue Certificate of Occupancies (CO’s) and building permits. In recent years, staff has experienced issues with the program that have ranged from small issues (e.g. reports no longer generating, fields needing to be re-entered multiple times) to larger problems relating to record loss and the inability to use the GIS mapping software that the City purchased in 2016. Perhaps the greatest issue with the software is the inability to update the parcel fields and ownership information that is required to tie cases to a particular parcel -- the last report generated concerning this issue showed that 23,000+ cases are not linked to parcel or ownership information. Staff has contacted customer service on multiple occasions for assistance with these issues, but has been unable to receive any support. It should be noted that the City does pay an annual support contract of \$26,994 through the Building Inspections Department’s budget. The problems have been exacerbated by the fact that the company has been bought and sold multiple times (i.e. CRW [TRAKiT] was acquired by SunGard in June 2015, SunGard was acquired by FIS in August 2015, FIS sold SunGard [and by proxy TRAKiT] to Vista Equity in December of 2016, and finally Vista Equity rebranded to Superior in August 2017), and that the people who originally designed and installed the software are no longer with the company.</p> <p>In light of these issues, the Development Services Departments met with the IT Department to discuss potential solutions; however, no viable solutions were identified. Based on this the Development Services Departments are requesting to discontinue TRAKiT in favor of purchasing new Permitting, Licensing and Land (PLL) software. The anticipated expenses associated with this request are follows:</p> <p>\$ 45,000 PLL Software                  21,520 Contingency (to be used for additional training if not needed for installation)  <u>133,840</u> New Edge Implementation, Training and Data Migration                  \$200,000 Total</p> <p>The IT Department has verified that no new hardware costs would be associated with this request, and that the City’s current systems (upgraded to support the recently installed CityWorks Asset Management Software) would be able to host the information. Staff should note that TRAKiT does offer an upgrade to TRAKiT 9 for \$90,000; however, due to the lack of customer service and reports from other area City’s that have recently purchased TRAKiT 9 (e.g. Plano) all staff involved does not feel this would be in the best interest of the City. Regardless of the action taken with this budget item, the City should look to address the issues with TRAKiT moving forward. This system holds all our permitting, licensing and land information back to 2002.</p> <p><b>CITY MANAGER’S COMMENTS:</b> Approved from General Fund Reserves</p>	

*CAPITAL Totals* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 202,500

<b>PLANNING Totals</b>	<b>718,448</b>	<b>781,300</b>	<b>757,400</b>	<b>1,110,200</b>
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## DIVISION SUMMARY

Fund	Department	Division
01 General	40 Community Development	42 Neighborhood Improv.

### Expenditure Summary

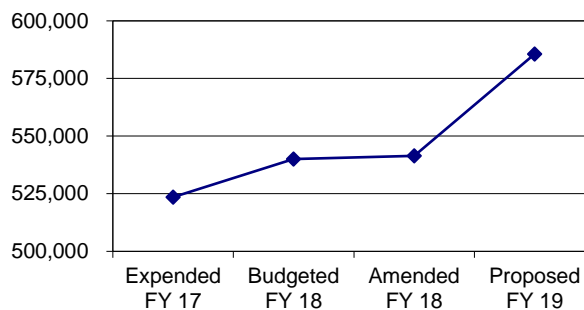
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	345,188	352,200	345,200	342,800
Contractual	134,359	155,750	162,150	159,750
Supplies	13,675	19,550	21,550	20,050
Operational	6,019	9,650	9,650	9,650
Utilities	3,016	2,950	2,950	2,950
Capital	21,268	-	-	50,450
<b>Total</b>	<b>523,525</b>	<b>540,100</b>	<b>541,500</b>	<b>585,650</b>

### Personnel Schedule

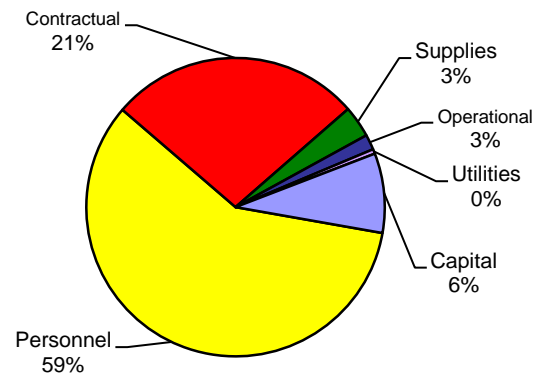
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Neighborhood Improv. Serv. Supv.	21	1	1
Neighborhood Improv. Serv. Rep.	16	3	3
Neighborhood Improv. Serv. Coord.	12	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	42 Neighborhood Impr. Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	61,140	63,050	63,050	65,600
104 SALARIES & WAGES-CLERICAL	50,151	51,950	44,950	39,450
107 SALARIES & WAGES-LABOR	163,796	165,900	165,900	168,050
109 SALARIES & WAGES-OVERTIME	1,180	1,000	1,000	1,000
113 EDUCATION/CERTIFICATE PAY	600	600	600	600
114 LONGEVITY PAY	1,980	2,250	2,250	2,600
120 FICA & MEDICARE EXPENSE	20,674	21,500	21,500	20,900
122 T.M.R.S. RETIREMENT EXPENSE	45,668	45,950	45,950	44,600

*PERSONNEL SERVICES Totals*      345,188      352,200      345,200      342,800

*CONTRACTUAL*

213 CONSULTING FEES	432	3,000	3,000	3,000
231 SERVICE MAINTENANCE CONTRACTS	2,279	2,900	2,900	2,900
240 EQUIPMENT REPAIRS	180	250	250	250
242 EQUIPMENT RENTAL & LEASE	3,032	3,600	3,600	3,600
246 VEHICLE REPAIRS	7,897	5,000	5,000	5,000
255 CODE ENFORCEMENT CONTRACT	37,814	32,000	32,000	32,000
256 HEALTH INSPECTION SERVICE	76,300	89,000	89,000	93,000

**Notes:**      Increased workload  
 The increase is due to the addition of 11 new food service establishments, 2 public pools/spas, 2 new Child Care Facilities and their associated routine, follow up and complaint inspections. In addition, our special event permits and those associated Health Inspection work has increased roughly 30% over the last year.  
**CITY MANAGER'S COMMENTS:** Approved

257 DEMOLITION SERVICES	6,424	20,000	26,400	20,000
<i>CONTRACTUAL Totals</i>	134,359	155,750	162,150	159,750

*SUPPLIES*

301 OFFICE SUPPLIES	1,591	2,550	2,550	2,550
310 PRINTING & BINDING	2,188	3,500	3,500	2,000
321 UNIFORMS	781	1,750	1,750	1,750
323 SMALL TOOLS	443	750	750	750
325 SAFETY SUPPLIES	5	1,500	1,500	1,500
331 FUEL & LUBRICANTS	8,643	9,000	11,000	11,000
347 GENERAL MAINTENANCE SUPPLIES	23	500	500	500

*SUPPLIES Totals*      13,675      19,550      21,550      20,050

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	42 Neighborhood Impr. Services

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
<i>OPERATIONS</i>				
410 DUES & SUBSCRIPTIONS	3,891	3,250	3,250	3,250
415 RECRUITING EXPENSES	75	-	-	-
430 TUITION & TRAINING	785	3,200	3,200	3,200
436 TRAVEL	<u>1,268</u>	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
<i>OPERATIONS Totals</i>	6,019	9,650	9,650	9,650
<i>UTILITIES</i>				
507 CELLULAR TELEPHONE	<u>3,016</u>	<u>2,950</u>	<u>2,950</u>	<u>2,950</u>
<i>UTILITIES Totals</i>	3,016	2,950	2,950	2,950
<i>CAPITAL</i>				
623 VEHICLES	21,268	-	-	50,450

<b>Notes:</b>	New vehicles
Request to purchase a new ½ ton pickup to replace a 2005 ½ ton pickup with 125,000 miles. The vehicle has been utilized daily for over 12 years and is pretty worn.	
\$23,500 Vehicle 1,500 Safety lights <u>210</u> Decals \$25,210 Total cost	
Request to purchase a new ½ ton pickup to replace a 2011 police patrol unit with 102,000 miles. The existing unit was used in PD for approximately 5 years and was being cycled out of PD to be placed in the City’s auction when NIS needed to acquire it. The car has been driven hard and is pretty rough around the edges. In addition, one of the primary motivations to replace this particular unit is because we currently have our Neighborhood Improvement Services Supervisor driving throughout the City in a police vehicle, which I believe does not accurately represent the N.I.S. Department. I understand that PD has released a 2011 Crown Vic which could be utilized if funding for this new vehicle is not available.	
\$23,500 Vehicle 1,500 Safety lights <u>210</u> Decals \$25,210 Total cost	
CITY MANAGER'S COMMENTS: Approved from General Fund Reserves	

<i>CAPITAL Totals</i>	<u>21,268</u>	<u>-</u>	<u>-</u>	<u>50,450</u>
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<b>NIS Totals</b>	<b>523,525</b>	<b>540,100</b>	<b>541,500</b>	<b>585,650</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	40 Community Development	43 Inspections

### Expenditure Summary

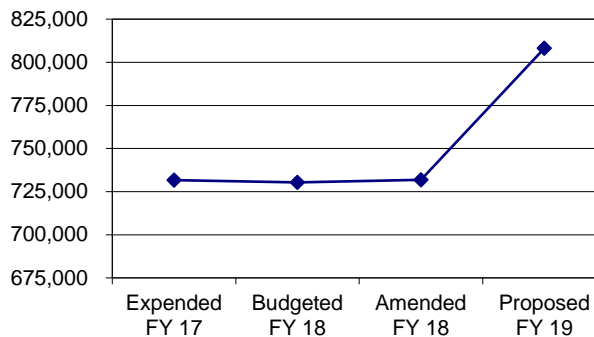
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	636,738	650,550	634,750	651,800
Contractual	51,676	54,600	68,600	74,900
Supplies	10,055	11,350	13,850	13,600
Operational	6,016	9,750	10,050	9,750
Utilities	4,186	4,100	4,600	4,600
Capital	22,962	-	-	53,450
<b>Total</b>	<b>731,634</b>	<b>730,350</b>	<b>731,850</b>	<b>808,100</b>

### Personnel Schedule

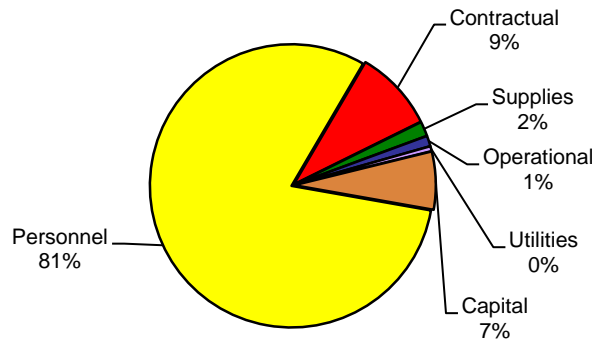
Position	Classification	FY 18 Approved	FY 19 Proposed
Building Official	33	1	1
Building Inspections Supervisor	21	1	1
Plans Examiner	19	1	1
Building Inspector	17	3	3
Permit Technician	12	2	2

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	43 Building Inspection

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101	SALARIES & WAGES-SUPERVISOR	203,313	188,950	197,750	202,500
104	SALARIES & WAGES-CLERICAL	95,666	86,500	86,500	88,150
107	SALARIES & WAGES-LABOR	206,846	241,950	219,950	227,950
109	SALARIES & WAGES-OVERTIME	14	1,000	1,000	1,000
113	EDUCATION/CERTIFICATE PAY	1,800	3,000	3,000	2,400
114	LONGEVITY PAY	6,106	4,900	5,300	5,400
120	FICA & MEDICARE EXPENSE	38,572	39,600	38,600	39,600
122	T.M.R.S. RETIREMENT EXPENSE	84,422	84,650	82,650	84,800

*PERSONNEL SERVICES Totals*      636,738      650,550      634,750      651,800

*CONTRACTUAL*

213	CONSULTING FEES	3,539	-	14,000	20,000
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<b>Notes:</b>	Plan review services funding
<p>BI utilized a third party to perform plan review services on the Harbor Urban Center Condominiums and the new Reinhardt Elementary School. I'm requesting to budget some funds for future use of third party plan review service providers.</p>	
<p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

231	SERVICE MAINTENANCE CONTRACTS	37,380	46,400	46,400	46,400
240	EQUIPMENT REPAIRS	-	500	500	500
242	EQUIPMENT RENTAL & LEASE	2,695	2,700	2,700	3,000
246	VEHICLE REPAIRS	8,062	5,000	5,000	5,000

*CONTRACTUAL Totals*      51,676      54,600      68,600      74,900

*SUPPLIES*

301	OFFICE SUPPLIES	1,264	1,250	1,250	1,250
310	PRINTING & BINDING	337	1,250	1,250	1,000
321	UNIFORMS	900	1,250	1,250	1,250
323	SMALL TOOLS	877	1,000	1,000	1,000
331	FUEL & LUBRICANTS	6,445	6,100	8,600	8,600
347	GENERAL MAINTENANCE SUPPLIES	232	500	500	500

*SUPPLIES Totals*      10,055      11,350      13,850      13,600

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	40 Development Services	43 Building Inspection

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>OPERATIONS</i>				
410 DUES & SUBSCRIPTIONS	1,675	2,500	2,500	2,500
415 RECRUITING EXPENSES	53	-	300	-
430 TUITION & TRAINING	2,235	4,000	4,000	4,000
436 TRAVEL	2,054	3,250	3,250	3,250
<i>OPERATIONS Totals</i>	<u>6,016</u>	<u>9,750</u>	<u>10,050</u>	<u>9,750</u>
<i>UTILITIES</i>				
507 CELLULAR TELEPHONE	4,186	4,100	4,600	4,600
<i>UTILITIES Totals</i>	<u>4,186</u>	<u>4,100</u>	<u>4,600</u>	<u>4,600</u>
<i>CAPITAL</i>				
623 VEHICLES	22,962	-	-	53,450

<b>Notes:</b>	<a href="#">New 1/2 ton pickup</a>
<p>Request to purchase a new 1/2 ton pickup to replace a 2006 unit with 83,200 miles.                  The existing unit has various issues including an oil leak (timing cover/gasket and oil pan gasket) which will cost \$630.                  Due to the fact that our employee has to add a quart of oil to the vehicle every 3 weeks, our Mechanic suspects the engine may be burning oil as well.</p> <p>\$23,500 Vehicle                  1,500 Safety lights                  1,500 Bed cover                  210 Decals                  \$26,710 Total cost</p> <p>Request to purchase a new 1/2 ton pickup to replace a 2005 unit with 58,000 miles.                  The existing unit has various issues including an electrical short that we have not been able to fix. The short causes the A/C to work sporadically and the instrument panel to go dark.</p> <p>\$23,500 Vehicle                  1,500 Safety lights                  1,500 Bed cover                  210 Decals                  \$26,710 Total cost</p> <p><b>CITY MANAGER'S COMMENTS:</b> <a href="#">Approved from General Fund Reserves</a></p>	

*CAPITAL Totals*      22,962      -      -      53,450

<b>BUILDING INSPECTIONS Totals</b>	<b>731,634</b>	<b>730,350</b>	<b>731,850</b>	<b>808,100</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	45 Parks & Recreation	45 Parks

### Expenditure Summary

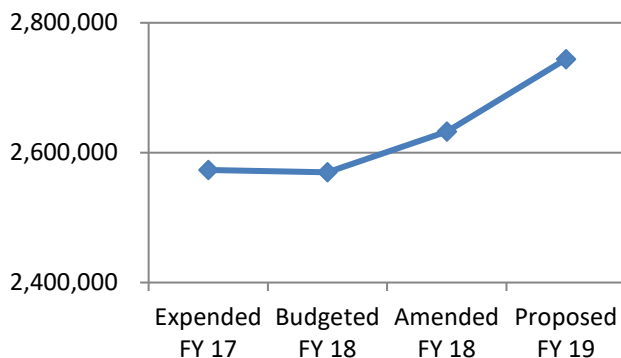
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	974,277	1,019,150	1,017,550	1,070,550
Contractual	601,210	655,500	665,500	669,000
Supplies	497,236	375,200	418,200	438,750
Operational	11,327	11,500	11,750	15,750
Utilities	331,848	328,400	328,400	330,900
Capital	157,567	180,000	191,000	219,150
<b>Total</b>	<b>2,573,465</b>	<b>2,569,750</b>	<b>2,632,400</b>	<b>2,744,100</b>

### Personnel Schedule

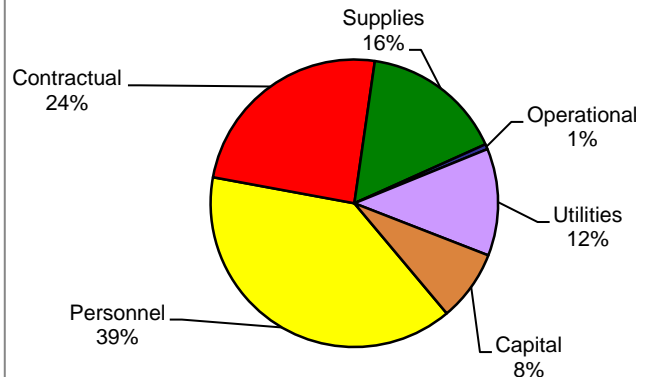
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Parks Superintendent	25	1	1
Field Supervisor	21	1	1
Crew Leader	16	2	3
Irrigation/Pesticide Technician	13	1	1
Equipment Operator	13	4	3
Maintenance Worker II	9	10	10
Maintenance Worker (PT/Temporary)	-	6	6

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



Fund	Department	Division
01 General Fund	45 Parks & Recreation	45 Parks

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	67,495	70,950	75,950	84,600
107 SALARIES & WAGES-LABOR	695,615	733,750	719,750	754,650

<b>Notes:</b>	<u>Contracts/Projects Supervisor</u>
<p>Request is to add a grade 17 Contracts and Project Supervisor. The Parks department has approximately \$550,000 in maintenance contracts for maintaining two parks, all City facilities, ROW's, medians and aquatic vegetation management.</p> <p>This person would oversee the scheduling, inspections, and payment duties for all contract functions. This position would also perform monthly safety inspections on 20 playgrounds, and security lighting in all park facilities. This position would greatly improve the quality and consistency of contracted services as well as the safety of park facilities.</p> <p>\$57,250 Salary and Benefits                  1,650 Laptop                  Phone                  Radio</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

<b>Notes:</b>	<u>Parks Department Reorganization</u>
<p>This request is to reorganize the parks department to effectively meet changing work load demands and improve efficiency, There are two immediate needs that this request addresses.</p> <p>Promote one grade 13 Parks worker to a grade 15 Crew Leader. The primary landscape maintenance crew of 8 employees performs weekly mowing and landscape maintenance for over 460 total park acres that includes 130 acres of irrigated turf, 82,000 square feet of playground surfacing and 12,000 square feet of landscape beds. This crew has one crew leader and is broken up into two groups. One has four workers assigned to the northern parks and trails, the other is assigned three workers to the southern properties.</p> <p>One Crew Leader splits his time supervising and assisting both crews. We are requesting to add a second Crew Leader role, creating two crews of four each with a Crew Leader.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

Fund	Department	Division
01 General Fund	45 Parks & Recreation	45 Parks

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
109 SALARIES & WAGES-OVERTIME	19,579	16,000	25,000	25,000

<b>Notes:</b>	<b>Overtime Increase</b>
<p>\$9,000 - This year's overtime budget was impacted significantly by the flood response to LRE. In addition to the flood event itself, it impacted ballfield preparations for leagues and tournaments along with general park clean up and repair.</p> <p>With the inability to predict how weather events and other factors will impact our need to respond, and along with the increasing number and size of our programs and events, the need to increase overtime is important to our service level.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

113 EDUCATION/CERTIFICATE PAY	300	1,800	1,800	1,800
114 LONGEVITY PAY	7,004	7,800	6,200	7,400
120 FICA & MEDICARE EXPENSE	59,156	61,600	61,600	64,200
122 T.M.R.S. RETIREMENT EXPENSE	125,127	127,250	127,250	132,900
<i>PERSONNEL SERVICES Totals</i>	<u>974,277</u>	<u>1,019,150</u>	<u>1,017,550</u>	<u>1,070,550</u>

*CONTRACTUAL*

213 SERVICE MAINTENANCE CONTRACTS	-	-	-	1,000
237 UNIFORM SERVICE	11,781	15,200	15,200	15,200
240 EQUIPMENT REPAIRS	25,841	19,500	19,500	19,500
242 EQUIPMENT RENTAL & LEASE	5,810	11,800	11,800	11,800
244 BUILDING REPAIRS	23,033	27,700	27,700	27,700
246 VEHICLE REPAIRS	10,298	10,500	20,500	10,500

<b>Notes:</b>	<b>Vehicle Repairs</b>
<p>This year's overage in vehicle repairs was due to replacement of unsafe tires prior to the winter on several vehicles as well as a major transmission repair on Parks Superintendent's Tahoe.</p>	

247 GROUNDS MAINTENANCE	513,143	559,300	559,300	571,800
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<b>Notes:</b>	<b>Backflow Preventers</b>
<p>\$12,500 - This request is for the cost of an outside contractor to provide inspection and repair services to over 100 backflow prevention devices. This task is necessary to continue to be in compliance with state requirements.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

270 WASTE DISPOSAL SERVICE	11,304	11,500	11,500	11,500
<i>CONTRACTUAL Totals</i>	<u>601,210</u>	<u>655,500</u>	<u>665,500</u>	<u>669,000</u>

Fund	Department	Division
01 General Fund	45 Parks & Recreation	45 Parks

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*SUPPLIES*

301	OFFICE SUPPLIES	173	150	150	200
310	PRINTING & BINDING	171	200	200	200
323	SMALL TOOLS	20,877	20,500	20,500	20,500
325	SAFETY SUPPLIES	7,916	8,000	8,000	8,000
331	FUEL & LUBRICANTS	27,881	27,000	32,000	32,000
333	CHEMICAL	31,512	31,500	31,500	70,000

<b>Notes:</b>	Turf Management Program
<p>\$38,500 - This request is to establish a consistent and professional turf management program that meets the adopted standards for all 175 acres of City facilities, irrigated medians, and parks. This line item is used for mosquito vector control program, pesticides for trees, shrubs and turf, as well pre-emergent and post-emergent herbicides.</p> <p>The primary herbicide for persistent grassy weeds like Dallis grass and KR Bluestem has been removed from the market. The replacement chemical has a more significant cost but has proven to be effective.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

341	CONSTRUCTION & REPAIR SUP	120,072	78,500	78,500	78,500
347	GENERAL MAINT. SUPPLY	100,106	104,050	104,050	104,050
349	AGRICULTURAL SUPPLIES	157,936	75,000	113,000	95,000

<b>Notes:</b>	Tree and Shrub Replacement
<p>\$25,000 - This request is to transfer tree mitigation funds into the Agriculture Supply account to address any tree and shrub replacement or City initiated planting projects.</p> <p>\$70,000 - The remaining base budget is allocated annually for the following items: spring/summer and fall/winter annual program; tulip bulb program; mulch, soils and aggregates as needed; and fertilizer program to meet adopted standards for 175 acres of City facilities, irrigated parks, and medians.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

350	IRRIGATION SYSTEM SUPPLIES	30,592	30,300	30,300	30,300
<i>SUPPLIES Totals</i>		<u>497,236</u>	<u>375,200</u>	<u>418,200</u>	<u>438,750</u>

*OPERATIONS*

415	RECRUITING EXPENSES	1,167	500	750	500
430	TUITION & TRAINING	4,262	3,500	3,500	7,750

Fund	Department	Division
01 General Fund	45 Parks & Recreation	45 Parks

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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<b>Notes:</b>	Certifications and Training
<p>\$4,250 - Dues, training, and certification exams associated with required training for crew leaders, Harbor technician, irrigator technician, operations supervisor and park superintendent positions.</p> <p>Current superintendent maintains the following certifications not held by previous personnel in that position: Certified Arborist, Master Certified Turf Manager, Licensed Irrigator, certified applicator with Texas Department of Agriculture.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

436 TRAVEL	1,036	2,500	2,500	2,500
480 VOLUNTEER PROGRAM	4,861	5,000	5,000	5,000
<i>OPERATIONS Totals</i>	11,327	11,500	11,750	15,750

*UTILITIES*

507 CELLULAR TELEPHONE	2,491	3,400	3,400	5,900
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<b>Notes:</b>	Communication plan
<p>\$2,500 - Two additional phone reimbursement plans.</p> <p>Among the crew leaders and supervisors, all but one have cell phone reimbursement plans for work related phones. The irrigation technician also needs a phone plan in order to operate a smart phone to control many of our remote irrigation controllers as well access to email for work orders and customer response.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

513 WATER	329,357	325,000	325,000	325,000
<i>UTILITIES Totals</i>	331,848	328,400	328,400	330,900

*CAPITAL*

612 COMPUTER EQUIPMENT	-	-	-	1,650
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<b>Notes:</b>	Computers for Supervisors
<p>\$1,625 - Laptop for Field Operations Supervisor. This position currently uses a terminal server computer in the Service Center breakroom to answer emails, prepare spreadsheets, track inspections and contract workers. The position requires the use of a computer, but the Parks office area does not have connectivity. A laptop would allow both office and field use to perform their job.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	



Fund	Department	Division
01 General Fund	45 Parks & Recreation	45 Parks

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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<b>Notes:</b>	Downtown Music/PA
<p>\$35,000 Wifi based system to play continuous music and to have available for emergency PA announcements during special events. Includes music subscription service with licensing.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Disapproved</p>	

621	FIELD MACHINERY & EQUIPMENT	61,043	103,000	114,000	89,000
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<b>Notes:</b>	City Hall Christmas Tree
<p>\$8,975 - This request is to replace the Christmas Tree used at City Hall that is over 30 years old with an 16' tall and 10' wide LED lighted tree with lighted star top. Also requested is lighted garland for the three antique light poles added to the downtown area along SH 205.</p>	
<p>\$10,000 - to replace the current incandescent Christmas lights around the City Hall roofline with permanent LED lights. This will reduce the need to rent a sky track lift each year which causes damage to turf and concrete around the building. Lighting system can change colors remotely from a smart phone.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

<b>Notes:</b>	Equipment
<p>\$57,500 - Replace a 2007 Toro batwing self propelled mower unit with a combination of a Kubota tractor and a Trimaxx pull behind PTO driven unit. The Toro unit is 11 years old and has had significant repairs and has overheating issues.</p>	
<p>The replacement requested provides the following benefits: the tractor used to pull it will have usefulness year round for off-season projects; cutting unit has no electrical or fuel systems to fail and breakdown thus reducing downtime; provides a faster and superior cut to current units; and costs less than the Toro replacement value.</p>	
<p>\$12,500 - Turf renovator is a PTO driven machine pulled behind a small tractor that has multiple uses that improve the safety and quality of infield surfaces, leveling ballfield lips, leveling uneven turf areas, relieving soil compaction and soil preparation for seeding.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved from General Fund Reserves</p>	

Fund	Department	Division
01 General Fund	45 Parks & Recreation	45 Parks

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
623 VEHICLES	13,863	-	-	79,000

Notes:	Vehicle Replacements
<p>\$48,000 - Replace unit #169 with a four door 1 ton pickup with utility bed and goose neck trailer adapter. Unit 169 is a 2008 four door with 81,000 miles on it. It is used by one of the landscape maintenance crews and tows a large mower, a smaller mower and all the daily equipment needs.</p> <p>\$31,000 - Replace unit #173 with a two door 3/4 ton pickup with standard bed. Unit 173 is a 2005 with 103,000 miles. It is used seven days a week for daily bathroom cleaning and litter/debris removal.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved from General Fund Reserves</p>	

633 INFRASTRUCTURE IMPROVEMENTS	82,661	77,000	77,000	49,500
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Notes:	Drainage Channel Repair
<p>\$125,000 - Repair and stabilize drainage channel behind Harry Myers Community Center. Channel erosion has increased and is impacting stability of sanitary sewer line that crosses the creek.</p> <p>\$43,000 - Repair cracked wing walls of archway drainage channel that has cracked.</p> <p>\$44,000 - Remove old concrete low water crossing that is crumbling. Once removed the channel erosion will be repaired and stabilized.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Disapproved</p>	

Notes:	Lighting Updates
<p>\$43,000 - to replace 7 light poles at the SH 66 boat ramp with LED fixtures and poles that match the downtown fixtures.</p> <p>\$6,500 - replace outdated light pole at Myers Park near the west pavilion. The proposed pole will match downtown. A new LED fixture will cover a larger area and provide safer coverage near the restroom and pavilion.</p> <p><b>CITY MANAGER'S COMMENTS:</b> Approved from General Fund Reserves</p>	

*CAPITAL Totals*      157,567      180,000      191,000      219,150

<b>PARKS Totals</b>	<b>2,573,465</b>	<b>2,569,750</b>	<b>2,632,400</b>	<b>2,744,100</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	45 Parks & Recreation	46 Harbor O&M

### Expenditure Summary

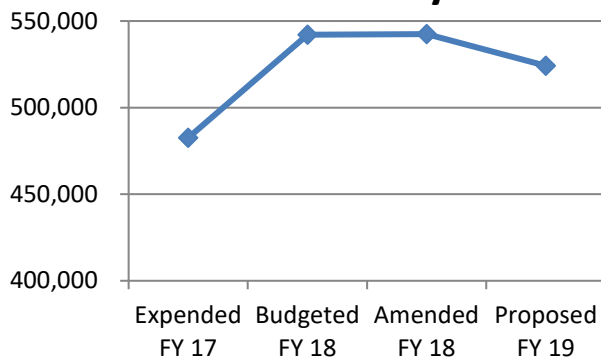
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	117,131	117,300	117,300	122,550
Contractual	127,043	168,800	168,800	169,300
Supplies	58,738	70,000	70,000	78,000
Operational	2,848	4,300	4,650	4,550
Utilities	148,903	165,700	165,700	149,700
Capital	27,917	16,000	16,000	-
<b>Total</b>	<b>482,581</b>	<b>542,100</b>	<b>542,450</b>	<b>524,100</b>

### Personnel Schedule

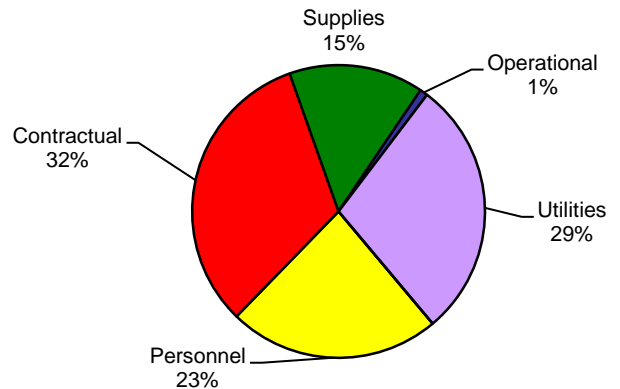
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Harbor Technician	16	1	1
Maintenance Worker II	9	1	1

### Activity Trends

**Financial History**



**FY 19 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	45 Parks & Recreation	46 Harbor

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

107	SALARIES & WAGES-LABOR	89,298	90,500	90,500	94,650
109	SALARIES & WAGES-OVERTIME	4,504	4,000	4,000	4,000
114	LONGEVITY PAY	900	1,050	1,050	1,150
120	FICA & MEDICARE EXPENSE	6,830	6,900	6,900	7,250
122	T.M.R.S. RETIREMENT EXPENSE	15,600	14,850	14,850	15,500

<i>PERSONNEL SERVICES Totals</i>	<u>117,131</u>	<u>117,300</u>	<u>117,300</u>	<u>122,550</u>
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*CONTRACTUAL*

237	UNIFORM SERVICE	822	2,800	2,800	2,800
240	EQUIPMENT REPAIRS	7,322	7,500	7,500	7,500
242	EQUIPMENT RENTAL & LEASE	3,879	6,000	6,000	6,000
244	BUILDING REPAIRS	24,739	50,000	50,000	31,500

<b>Notes:</b>	<b>LED Light Conversion</b>
<p>\$16,500 - Request is to convert existing lighting at The Harbor from metal halide and halogen to an all LED type lamp and ballast. This project will address safety and trip hazards as a result of frequent light outages as well as reduce the number of outages experienced.</p> <p>\$15,000 - This is the base budget from previous year for building/structure repairs.</p> <p>Total request is for \$31,500</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

245	POOL REPAIR & MAINTENANCE	16,972	25,000	25,000	43,000
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<b>Notes:</b>	<b>Pump Repair</b>
<p>\$18,000 - Estimated cost to repair 30 HP pump that is submerged in the lake and feeds the recirculating waterfall feature. Cost covers two days of crane rental, divers, pump technician and parts.</p> <p>\$25,000 - Base budget for unforeseeable repairs.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

246	VEHICLE REPAIRS	2,775	1,500	1,500	2,500
247	GROUNDS MAINTENANCE	70,533	76,000	76,000	76,000

<i>CONTRACTUAL Totals</i>	<u>127,043</u>	<u>168,800</u>	<u>168,800</u>	<u>169,300</u>
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Fund	Department	Division
01 General Fund	45 Parks & Recreation	46 Harbor

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*SUPPLIES*

323	SMALL TOOLS	2,220	2,000	2,000	2,000
325	SAFETY SUPPLIES	140	500	500	500
331	FUEL & LUBRICANTS	3,776	4,000	4,000	4,500
333	CHEMICAL	15,662	20,000	20,000	20,000
347	GENERAL MAINT. SUPPLES	6,258	7,000	7,000	7,000
349	AGRICULTURAL SUPPLIES	1,313	7,500	7,500	15,000

<b>Notes:</b>	Ongoing Plant Replacement
\$7,500 - Increase to provide funds to replace trees and shrubs as needed. Request to come from Tree Mitigation account.	
CITY MANAGER'S COMMENTS: Approved	

350	IRRIGATION SYSTEM SUPPLIES	610	1,000	1,000	1,000
390	SWIMMING POOL SUPPLIES	28,760	28,000	28,000	28,000
<i>SUPPLIES Totals</i>		<u>58,738</u>	<u>70,000</u>	<u>70,000</u>	<u>78,000</u>

*OPERATIONS*

410	DUES & SUBSCRIPTIONS	75	100	100	-
430	TUITION & TRAINING	-	500	500	500
436	TRAVEL	203	200	550	550
489	HARBOR RENTAL SUPPLIES	2,571	3,500	3,500	3,500
<i>OPERATIONS Totals</i>		<u>2,848</u>	<u>4,300</u>	<u>4,650</u>	<u>4,550</u>

*UTILITIES*

501	ELECTRICITY	82,127	92,000	72,000	72,000
507	CELLULAR TELEPHONE	1,159	2,700	2,700	2,700
513	WATER	65,617	71,000	91,000	75,000
<i>UTILITIES Totals</i>		<u>148,903</u>	<u>165,700</u>	<u>165,700</u>	<u>149,700</u>

*CAPITAL*

621	FIELD MACHINERY & EQUIPMENT	-	16,000	16,000	-
623	VEHICLES	27,917	-	-	-
<i>CAPITAL Totals</i>		<u>27,917</u>	<u>16,000</u>	<u>16,000</u>	<u>-</u>

<b>HARBOR O &amp; M Total</b>	<b>482,581</b>	<b>542,100</b>	<b>542,450</b>	<b>524,100</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	45 Parks & Recreation	47 Recreation

### Expenditure Summary

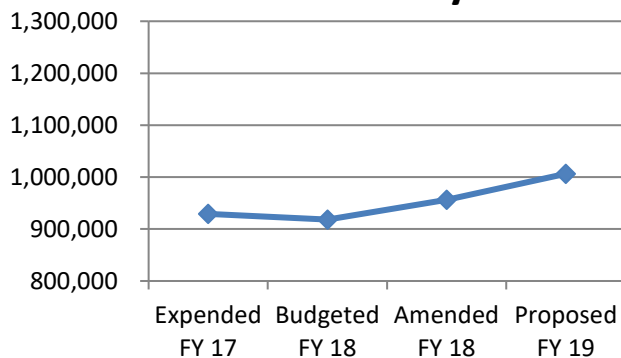
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	669,973	659,750	683,750	715,050
Contractual	51,891	38,550	38,550	41,550
Supplies	56,577	57,550	57,550	61,650
Operational	67,965	76,700	76,700	76,700
Utilities	82,995	63,700	77,700	77,700
Capital	-	22,000	22,000	33,700
<b>Total</b>	<b>929,400</b>	<b>918,250</b>	<b>956,250</b>	<b>1,006,350</b>

### Personnel Schedule

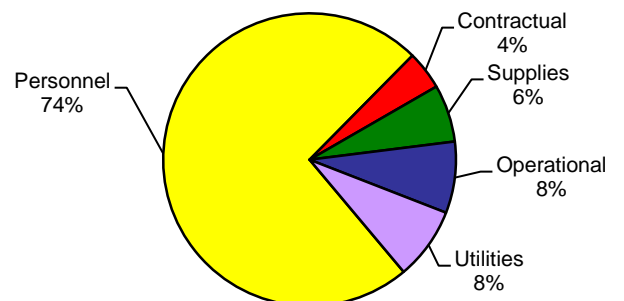
Position	Classification	FY 18 Approved	FY 19 Proposed
Parks & Recreation Director		1	1
Recreation Superintendent	25	1	1
Athletics & Aquatics Supervisor	20	1	1
Recreation Coordinator	17	1	1
Administrative Secretary	12	1	1
Recreation Assistant	9	1	1
Temporary Part - Time (Seasonal)	N/A		

### Activity Trends

#### Financial History



#### FY 19 Expenditures by Category



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	45 Parks & Recreation	47 Recreation

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	248,619	267,600	267,600	275,800
104 SALARIES & WAGES-CLERICAL	127,960	131,350	131,350	134,750
107 SALARIES & WAGES-LABOR	183,110	149,750	171,750	189,000

<b>Notes:</b>	<b>Part-time Staff</b>
<p>\$25,500 - Request is to increase the base budget for part time staff due to the increasing number and size of programs, and events. The Recreation Division operates over 20 ongoing music, youth and family programs and events. Also included in this budget is operation of The Center front desk for nights and weekend hours of service; athletic league and tournament field steward staff and three months of aquatic operations staff.</p> <p>\$6,000 - This request is for additional hours associated with an Outdoor Recreation Program Intern. Staff proposes to offer ongoing summer programs to teach youth and families outdoor skills and local ecology. Program will complement the Go Outside and Play initiative, the WILD trailer and Pettinger Preserve land.</p> <p>\$7,500 - This request is for lifeguard incentive pay to remain committed to working until end of August pool season which corresponds to the end of the advertised aquatic offerings - swim lessons, public swim, and rentals. Staff retention has been an ongoing challenge for the last several years.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

109 SALARIES & WAGES-OVERTIME	2,547	2,600	2,600	2,600
113 EDUCATION/CERTIFICATE PAY	600	600	600	600
114 LONGEVITY PAY	1,735	2,100	2,100	2,550
120 FICA & MEDICARE EXPENSE	42,924	40,500	42,500	41,950
122 T.M.R.S. RETIREMENT EXPENSE	62,478	65,250	65,250	67,800

*PERSONNEL SERVICES Totals*      669,973      659,750      683,750      715,050

*CONTRACTUAL*

213 CONSULTING FEES	-	3,000	3,000	3,000
231 SERVICE MAINTENANCE CONTRACTS	1,378	7,250	7,250	7,250
239 RECREATION CONTRACTS	5,822	6,000	6,000	6,000
242 EQUIPMENT RENTAL & LEASE	11,137	9,300	9,300	12,300

<b>Notes:</b>	<b>Storage Unit for Supplies</b>
<p>\$3,000 - This request is for annual storage unit rental to store program and event supplies. The current storage options are completely full including closets at The Center. This would free up program space and reduce unsafe clutter at The Center.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	45 Parks & Recreation	47 Recreation

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
245 POOL REPAIR & MAINTENANCE	29,786	7,000	7,000	7,000
246 VEHICLE REPAIRS	3,767	6,000	6,000	6,000
<i>CONTRACTUAL Totals</i>	51,891	38,550	38,550	41,550

*SUPPLIES*

301 OFFICE SUPPLIES	1,815	2,000	2,000	2,000
307 POSTAGE	88	2,000	2,000	2,000
310 PRINTING & BINDING	12,270	16,500	16,500	16,500
321 UNIFORMS	1,050	2,100	2,100	6,200

<b>Notes:</b>	<b>Uniform Account</b>
<p>\$4,100 - This request reflects the uniform needs of five full time staff, 50 part time staff, aquatics staff and the associated City logo embroidery as required by the IRS regulations.</p>	
<p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

331 FUEL & LUBRICANTS	1,728	2,000	2,000	2,000
333 CHEMICAL	12,070	10,000	10,000	10,000
347 GENERAL MAINTENANCE SUPPLIES	3,160	6,450	6,450	6,450
390 SWIMMING POOL SUPPLIES	12,775	4,000	4,000	4,000
391 RECREATION PROGRAM SUPPLIES	11,622	12,500	12,500	12,500
<i>SUPPLIES Totals</i>	56,577	57,550	57,550	61,650

*OPERATIONS*

406 SPECIAL EVENTS	49,330	57,750	57,750	57,750
410 DUES & SUBSCRIPTIONS	2,015	2,500	2,500	2,500
415 RECRUITING EXPENSES	3,604	2,000	2,000	2,000
428 MEETING EXPENSES	813	1,000	1,000	1,000
430 TUITION & TRAINING	5,833	6,300	6,300	6,300
436 TRAVEL	6,369	7,150	7,150	7,150
<i>OPERATIONS Totals</i>	67,965	76,700	76,700	76,700

*UTILITIES*

501 ELECTRICITY	78,514	60,000	73,000	73,000
507 CELLULAR TELEPHONE	4,482	3,700	4,700	4,700
<i>UTILITIES Totals</i>	82,995	63,700	77,700	77,700



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	45 Parks & Recreation	47 Recreation

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*CAPITAL*

610 FURNITURE & FIXTURES	-	22,000	22,000	-
623 VEHICLES	-	-	-	33,700

<b>Notes:</b>	<a href="#">New Recreation Truck</a>
<p>\$33,700 - This request is for an additional truck 1/2 ton heavy duty quad cab with Tommy Lift Gate that would be utilized by Recreation Division staff to load, transport and unload program and event supplies.</p> <p>This truck will also tow the dual axle 16' box supply trailer. Typical items hauled are: bounce house, inflatable archway, sound system, tents, games, tools, etc.</p> <p>This truck would eliminate the need to use the 10 passenger van to haul gear and supplies which damages the interior. Since many of the supplies are heavy, the Tommy Lift Gate will make it safer for staff to load and unload gear.</p> <p><b>CITY MANAGER'S COMMENTS:</b> <a href="#">Approved from General Fund Reserves</a></p>	

<i>CAPITAL Totals</i>	-	22,000	22,000	33,700
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<b>RECREATION Total</b>	<b>929,400</b>	<b>918,250</b>	<b>956,250</b>	<b>1,006,350</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	45 Parks & Recreation	48 Animal Services

### Expenditure Summary

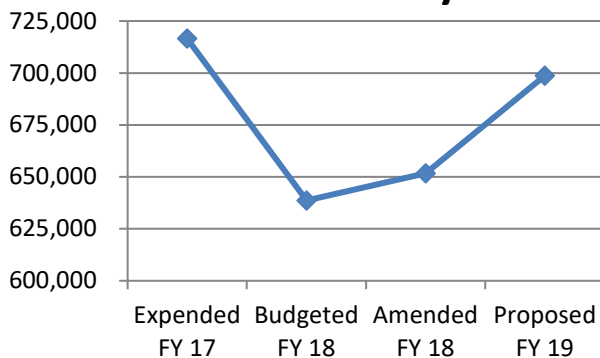
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	195,860	190,900	202,900	195,050
Contractual	431,049	425,500	425,500	425,500
Supplies	8,213	15,900	16,900	14,400
Operational	665	2,550	2,550	3,750
Utilities	3,376	3,800	3,800	3,800
Capital	77,332	-	-	56,150
<b>Total</b>	<b>716,495</b>	<b>638,650</b>	<b>651,650</b>	<b>698,650</b>

### Personnel Schedule

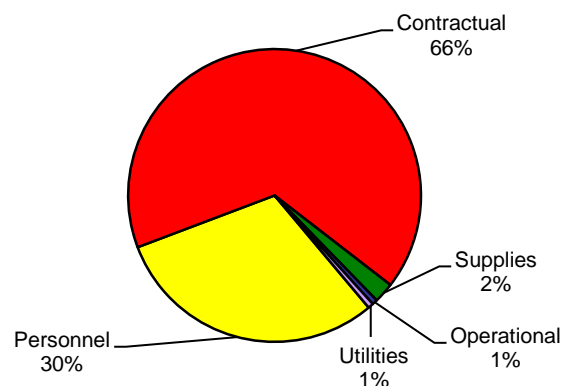
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Proposed</u>
Animal Services Crewleader	16	1	1
Animal Services Officer	12	2	2

### Activity Trends

**Financial History**



**FY 19 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	45 Parks & Recreation	48 Animal Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

107 SALARIES & WAGES-LABOR	148,497	146,500	157,300	150,000
109 SALARIES & WAGES-OVERTIME	6,451	5,000	5,000	5,000
114 LONGEVITY PAY	3,640	3,900	3,900	4,050
120 FICA & MEDICARE EXPENSE	11,163	11,300	12,300	11,450
122 T.M.R.S. RETIREMENT EXPENSE	26,109	24,200	24,400	24,550
<i>PERSONNEL SERVICES Totals</i>	195,860	190,900	202,900	195,050

*CONTRACTUAL*

213 CONSULTING FEES	410,472	410,500	410,500	410,500
231 SERVICE MAINTENANCE CONTRACTS	14,813	7,500	7,500	7,500
237 UNIFORM SERVICE	2,425	3,000	3,000	3,000
240 EQUIPMENT REPAIRS	-	750	750	750
246 VEHICLE REPAIRS	3,251	3,500	3,500	3,500
270 WASTE DISPOSAL SERVICE	89	250	250	250
<i>CONTRACTUAL Totals</i>	431,049	425,500	425,500	425,500

*SUPPLIES*

301 OFFICE SUPPLIES	310	500	500	500
310 PRINTING & BINDING	941	2,000	2,000	2,000
321 UNIFORMS	-	3,000	3,000	3,000
325 SAFETY SUPPLIES	463	750	750	750
331 FUEL & LUBRICANTS	4,759	4,650	5,650	5,650
347 GENERAL MAINTENANCE SUPPLIES	1,740	5,000	5,000	2,500
<i>SUPPLIES Totals</i>	8,213	15,900	16,900	14,400

*OPERATIONS*

410 DUES & SUBSCRIPTIONS	206	-	-	-
430 TUITION & TRAINING	459	1,500	1,500	2,250

<b>Notes:</b>	Animal Services Training / Travel
Additional funds requested for director to attend annual animal control conference.	
CITY MANAGER'S COMMENTS: Approved	

436 TRAVEL	-	1,050	1,050	1,500
<i>OPERATIONS Totals</i>	665	2,550	2,550	3,750

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	45 Parks & Recreation	48 Animal Services

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*UTILITIES*

507 CELLULAR TELEPHONE	3,376	3,800	3,800	3,800
<i>UTILITIES Totals</i>	<u>3,376</u>	<u>3,800</u>	<u>3,800</u>	<u>3,800</u>

*CAPITAL*

612 COMPUTER EQUIPMENT	2,894	-	-	-
621 FIELD MACHINERY & EQUIPMENT	20,490	-	-	-
623 VEHICLES	53,948	-	-	56,150

<b>Notes:</b>	<a href="#">Animal Control Van Replacement</a>
Request to replace 2006 Ford Van Animal Control vehicle with 125,000 miles. Mechanical condition is fair, appearance is poor. Replacement vehicle proposed is a new Ford Van with interior conversion for cages, work lights, safety lights and logos.	
<b>CITY MANAGER'S COMMENTS:</b> <a href="#">Approved from General Fund Reserves</a>	

<i>CAPITAL Totals</i>	<u>77,332</u>	<u>-</u>	<u>-</u>	<u>56,150</u>
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<b>ANIMAL SERVICES Total</b>	<b>716,495</b>	<b>638,650</b>	<b>651,650</b>	<b>698,650</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	50 Public Works	53 Engineering

### Expenditure Summary

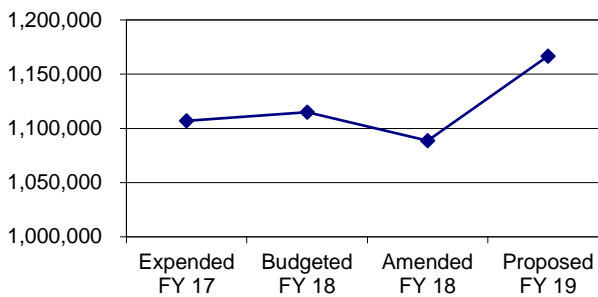
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	860,780	835,900	809,400	827,900
Contractual	172,711	214,450	214,450	285,200
Supplies	17,542	23,450	23,450	19,850
Operational	20,644	23,700	23,800	23,700
Utilities	9,212	10,050	10,050	10,050
Capital	26,146	7,500	7,500	-
<b>Total</b>	<b>1,107,034</b>	<b>1,115,050</b>	<b>1,088,650</b>	<b>1,166,700</b>

### Personnel Schedule

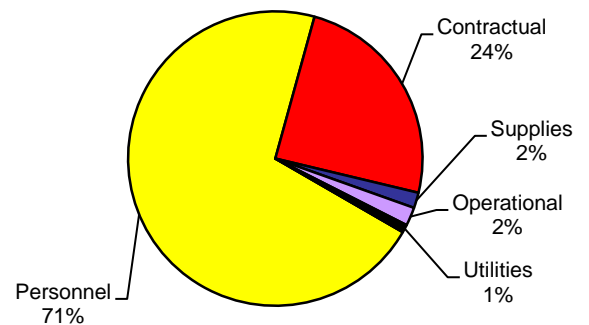
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
Public Works Director/City Engineer	-	1	1
Civil Engineer	28	2	2
Senior Construction Inspector	21	1	1
Construction Inspector	17	4	4
Customer Service Coordinator	12	1	1

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	53 Engineering

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	165,978	139,000	139,000	145,600
104 SALARIES & WAGES-CLERICAL	231,637	231,400	220,400	223,050
107 SALARIES & WAGES-LABOR	278,849	288,350	279,350	285,500
109 SALARIES & WAGES-OVERTIME	11,975	12,000	12,000	12,000
113 EDUCATION/CERTIFICATE PAY	900	900	900	900
114 LONGEVITY PAY	6,546	6,750	4,250	4,800
120 FICA & MEDICARE EXPENSE	50,984	49,750	48,750	49,000
122 T.M.R.S. RETIREMENT EXPENSE	113,912	107,750	104,750	107,050
<i>PERSONNEL SERVICES Totals</i>	860,780	835,900	809,400	827,900

*CONTRACTUAL*

213 CONSULTING FEES	147,436	178,000	178,000	247,000
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<b>Notes:</b>	Consulting Fees
<p>The increase in the consulting fee budget item is due to the five year impact fee study along with the master water and sewer update which will need to be completed in 2019. Birkhoff, Hendricks, and Carter has given us an estimate of \$132,000 to update the studies. Some of these studies should be completed in 2017-2018 budget year and the remainder (\$76,000) in 2018-2019 budget year. Additional drainage money to assist the Parks Department with drainage concerns in Myers Park.</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved from General Fund Reserves</p>	

231 SERVICE MAINTENANCE CONTRACTS	8,197	12,000	12,000	17,000
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<b>Notes:</b>	Service Maintenance Contracts
<p>2019 GIS aerals are being requested to update the GIS maps for the City - \$5,000</p>	
<p><b>CITY MANAGER'S COMMENTS:</b> Approved</p>	

240 EQUIPMENT REPAIRS	29	600	600	600
242 EQUIPMENT RENTAL & LEASE	2,842	3,500	3,500	3,500
246 VEHICLE REPAIRS	4,456	6,500	6,500	6,500
276 STORMWATER PROGRAM COSTS	9,751	13,850	13,850	10,600
<i>CONTRACTUAL Totals</i>	172,711	214,450	214,450	285,200

*SUPPLIES*

301 OFFICE SUPPLIES	1,722	1,800	1,800	1,800
310 PRINTING & BINDING	830	1,500	1,500	1,500

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	53 Engineering

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
321 UNIFORMS	998	1,050	1,050	1,050
323 SMALL TOOLS	1,326	1,500	1,500	1,500
325 SAFETY SUPPLIES	133	500	500	500
331 FUEL & LUBRICANTS	8,916	10,000	10,000	10,000
341 CONSTRUCTION & REPAIR SUPPLIES	3,500	6,600	6,600	3,000
347 GENERAL MAINTENANCE SUPPLIES	116	500	500	500
<i>SUPPLIES Totals</i>	<u>17,542</u>	<u>23,450</u>	<u>23,450</u>	<u>19,850</u>
<i>OPERATIONS</i>				
410 DUES & SUBSCRIPTIONS	10,315	8,000	8,000	8,000
415 RECRUITING EXPENSES	327	-	100	-
430 TUITION & TRAINING	2,440	7,000	7,000	7,000
436 TRAVEL	7,562	8,700	8,700	8,700
<i>OPERATIONS Totals</i>	<u>20,644</u>	<u>23,700</u>	<u>23,800</u>	<u>23,700</u>
<i>UTILITIES</i>				
507 CELLULAR TELEPHONE	9,212	10,050	10,050	10,050
<i>UTILITIES Totals</i>	<u>9,212</u>	<u>10,050</u>	<u>10,050</u>	<u>10,050</u>
<i>CAPITAL</i>				
612 COMPUTER EQUIPMENT	-	7,500	7,500	-
623 VEHICLES	26,146	-	-	-
<i>CAPITAL Totals</i>	<u>26,146</u>	<u>7,500</u>	<u>7,500</u>	<u>-</u>
<b>ENGINEERING Totals</b>	<b>1,107,034</b>	<b>1,115,050</b>	<b>1,088,650</b>	<b>1,166,700</b>

## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General	50 Public Works	59 Streets

### Expenditure Summary

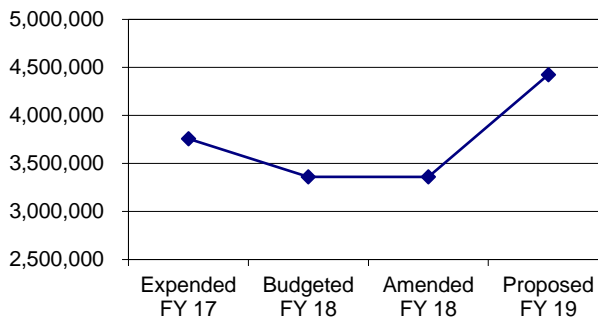
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	718,009	742,900	742,150	771,600
Contractual	163,644	227,050	227,050	270,750
Supplies	2,075,730	1,638,350	1,638,350	2,760,550
Operational	7,559	11,300	11,300	11,500
Utilities	498,820	522,700	522,700	522,700
Capital	294,163	218,650	218,650	87,800
<b>Total</b>	<b>3,757,926</b>	<b>3,360,950</b>	<b>3,360,200</b>	<b>4,424,900</b>

### Personnel Schedule

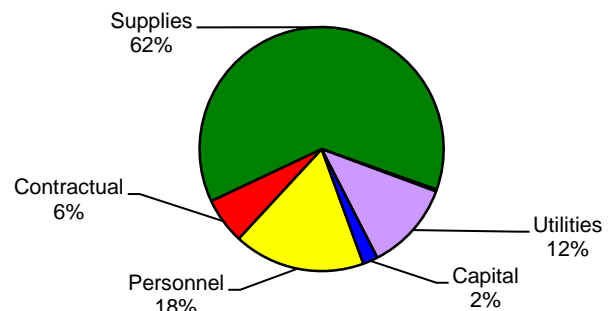
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
Superintendent	25	1	1
Field Supervisor	21	1	2
Crew Leader	16	2	1
Equipment Operator	13	3	3
Sign Technician	11	2	2
Maintenance Worker II	9	3	3

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**





<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	59 Streets

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	88,021	87,850	87,850	88,050
107 SALARIES & WAGES-LABOR	468,008	491,100	480,100	511,700

<b>Notes:</b>	<b>Stormwater Operations</b>
<p>The position would provide stormwater system inspections and coordinate the maintenance activities for our stormwater system operations. The City of Rockwall is permitted as a small Municipal Separate Storm Sewer System (MS4) and operates under TPDES General Permit No. TXR040278. The addition of this position allows us to implement a storm water system inspection and maintenance plan. Develop programs which follow the established Best Management Practices for Pollution Prevention and Good Housekeeping for our Municipal Operations. The position would oversee and coordinate the proposed Closed Circuit Television Inspections – (CCTV) and the proposed Storm Sewer Cleaning and Repair Program which would be performed by outside contract services.</p> <p>The position would also provide quality control inspections and oversight for the various outside contractors working for the division. The position's duties would consist of coordinating with contractors, franchise utility companies, inspecting all projects, checking elevations/grades, measure completed work, review/calculate pay estimates, interpret contract documents, inspect work zone traffic control, provide construction notices, verify compliance with plans/specifications etc. The streets division utilizes a variety of outside service contractors in its day to day operations. These contractors perform work on such items as asphalt and concrete pavement repairs, sidewalk repairs, pavement lift/stabilization, crack sealing, micro-surfacing, slurry seals, pavement marking, right of way maintenance, debris removal, storm sewer cleaning/repair, grading, street sweeping etc. It is necessary for our division to have the ability to perform visual inspections of our stormwater inlets, pipes and outfall structures as well as providing quality control inspections and oversight for our outside service contractors.</p> <p>\$55,024 Salary and Benefits</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

<b>Notes:</b>	<b>Technical Field Supervisor</b>
<p>Upgrade the Signs crewleader to the Technical Supervisor position is needed to administer the division's traffic operations systems to include: SCADA system, traffic signals, school zone beacons, pedestrian crosswalk RFBs, pavement markings, and the maintenance of our streets and regulatory signage network. Additional position duties consist of generating and distributing speed data reports, traffic counts, project management, contract management, and other administrative duties necessary to meet the needs of our current traffic operation responsibilities, along with supervising the daily activity of our sign technicians.</p> <p>This position requires extensive computer/technical skills and systems knowledge. This position is comparable to the existing "Tech Supervisor" position currently in the wastewater division of the public works department. Understand and translate technical data. Must be familiar with technical equipment such as modems, programmers, LED technology, solar powered equipment, wiring schematics, Bluetooth capable equipment, cloud capable programs, web based programs, data collection programs, and asset management software. The position is responsible for assisting with the overall operational costs, procurements, and special programs. Must be able to provide accurate cost analysis, administer contracts, manage inventory, and coordinate purchases.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	59 Streets

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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109	SALARIES & WAGES-OVERTIME	15,276	15,200	25,200	17,200
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<b>Notes:</b>	<b>OVERTIME</b>
Request 20% increase in the general overtime fund from \$10,000 to \$12,000 to cover the cost of increased after hour demands.	
\$5,200 Duty Man/On Call.	
CITY MANAGER'S COMMENTS: Approved	

113	EDUCATION/CERTIFICATE PAY	1,500	2,400	2,400	2,400
114	LONGEVITY PAY	6,560	7,300	7,550	8,250
120	FICA & MEDICARE EXPENSE	43,163	44,300	44,300	45,900
122	T.M.R.S. RETIREMENT EXPENSE	95,481	94,750	94,750	98,100

<i>PERSONNEL SERVICES Totals</i>	718,009	742,900	742,150	771,600
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CONTRACTUAL

213	CONSULTING FEES	-	5,000	5,000	5,000
231	SERVICE MAINTENANCE CONTRACTS	5,145	42,300	42,300	86,000

<b>Notes:</b>	<b>Service Contracts</b>
\$6,240 Verizon Lite Air card Connections for laptops.	
5,700 SCADA System Technical Support	
3,720 SCADA System – Cell Charges for 31 Modems.	
4,000 SCADA System Maintenance miscellaneous supplies and parts for the maintenance and repair of the school light SCADA System.	
4,500 Cloud Access Network “Subscription Fee” for Pole Mounted Radar Signs. Web Director, Cloud Data Collection and Analysis Report Software.	
180 WANCO Mobile Message Signs cell modems	
15,000 The Cityworks maintenance contract for Public Works is \$45,000. This amount is to be budget shared in a 3-way split by the Water, Wastewater and Streets Divisions.	
\$25,000-for Right-of-Way Maintenance - (Tree Trimming). These funds will be used for the maintenance of city right-of-ways. The maintenance will consist of the trimming of low and/or over-hanging tree limbs and shrubs including miscellaneous vegetation (excluding grass) encroaching the roadways.	
CITY MANAGER'S COMMENTS: Approved	

Fund	Department	Division
01 General Fund	50 Public Works	59 Streets

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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Notes:	Stormwater Programs
<p>\$153,500 - Annual Storm Sewer Camera Inspection Program. Closed Circuit Television Inspections – (CCTV) to determine the condition of storm sewer lines. The interior of the pipes are inspected using (CCTV). The camera unit is navigated between the inlet structures and manholes. Analysis of what is viewed in the pipeline is conducted in real time by the camera truck operator. The inspection is also recorded, saved and entered into the Division's GIS system for maintenance purposes: This process can identify sections of pipe that may require cleaning, lining, repair, replacement, etc.</p> <p>To get a baseline of cost for the first year of the inspection program, we considered a 5-year system inspection and cleaning plan. Based on pricing from Acme Utility Inspection Services, Inc. with the average cost of television inspection at \$1.00 per LF. The City wide storm sewer network consists of approximately 766,044 linear feet of storm sewer pipe. 766,044 LF x (\$1.00) divided by 5 yrs. = \$153,208 per year for video inspection not including cleaning.</p> <p>\$70,000 - Annual Storm Sewer Cleaning and Repair Program. The ACME Utility rate for Vector Truck Cleaning is \$185.00 per hr. for 4-hr minimum. While we do not yet know the internal condition of the storm sewer system to be inspected related to cleaning and repair cost, we can assume that there will be a need to budget a significant amount of funding to allow for the cleaning and repair of the issues identified with the camera inspections. At \$185.00 per hr. the daily cleaning rate for the Vector Truck would be \$1,480. Using a baseline cost of \$1,500 per day, the per week cost (\$1,500x5 = \$7,500). We are budgeting for 30 full days (6-weeks) of pipe cleaning at \$1,500 per day/\$7,500 per week at a projected cleaning cost of \$45,000. It will also be necessary to budget funds for any miscellaneous system repairs that may be discovered during the camera inspection process. This total includes \$30,000 for miscellaneous storm sewer system repairs.</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

237	UNIFORM SERVICE	6,697	9,550	9,550	9,550
240	EQUIPMENT REPAIRS	22,520	42,000	42,000	42,000
242	EQUIPMENT RENTAL & LEASE	2,465	5,000	5,000	5,000
246	VEHICLE REPAIRS	24,892	25,000	25,000	25,000
270	WASTE DISPOSAL SERVICE	101,925	98,000	98,000	98,000
271	LANDFILL MAINTENANCE	-	200	200	200
	<i>CONTRACTUAL Totals</i>	<u>163,644</u>	<u>227,050</u>	<u>227,050</u>	<u>270,750</u>

*SUPPLIES*

301	OFFICE SUPPLIES	200	500	500	500
310	PRINTING & BINDING	136	500	500	500
323	SMALL TOOLS	10,971	11,100	11,100	11,100
325	SAFETY SUPPLIES	4,032	6,000	6,000	6,000
331	FUEL & LUBRICANTS	29,685	30,000	30,000	30,000
333	CHEMICAL	15,499	15,500	15,500	15,500

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	59 Streets

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
341 CONSTRUCTION & REPAIR SUPPLIES	1,480,589	1,400,000	1,400,000	2,524,950

<b>Notes:</b>	ADA Transition Plan
<p>\$244,000 - Year 1 of 5 Year ADA Transition Plan Americans with Disabilities Act (ADA) Transition Plan. The Plan is to be used to bring related deficiencies within the Rights-of-Way into compliance with the (ADA). Staff has identified approximately 500 applicable locations where barrier free ramps are listed as fair, poor, or non-existent. We are requesting funds to begin year (1) of a five-year plan to bring the identified locations into compliance with (ADA) Standards</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

<b>Notes:</b>	Construction Supplies
<p>\$525,000 - Asphalt Street Repair/ Reclamation/ Mill &amp; Overlay / Maintenance Overlay</p> <p>\$150,000 - Miscellaneous Asphalt Pavement Repairs - To cover miscellaneous asphalt street sectional repairs at various locations as determined.</p> <p>\$40,000 - Preservative Surface Treatments - Budget funds to be used for preservative surface treatments such as Slurry Seals, Micro surfacing and Reclamite Rejuvenators.</p> <p>\$100,000 - Pavement Preservation Crack Seal Program – The funds will be used to crack seal asphalt streets, concrete streets and alleys.</p> <p>\$48,000 - Springer Road/Mims Road – Dust Control Program - The funds will be used to place RD Prime (Dust Control) over the unpaved driving sections of Mims Road and Springer Road. These funds will cover the cost to treat the unpaved road surface 3-times each per year primarily in the Spring, Summer and Fall.</p> <p>\$400,000 - Concrete Repairs - Miscellaneous streets. This account will cover concrete pavement segmental repairs.</p> <p>\$100,000 - Miscellaneous Sidewalk Repairs - Miscellaneous sidewalk repairs and trip hazards at various locations.</p> <p>\$100,000 - Pavement Lift and Stabilization The pavement lifting process uses polyurethane foam injections to re-level concrete slabs in street and alley pavements sections that have become uneven. The foam injections are also used to eliminate ponding and to reestablish drainage flow. This funding will also address miscellaneous locations as needed.</p> <p>\$25,000 - Miscellaneous Sidewalk Repair (Mud-Jacking) - Lifting and leveling uneven sidewalks.</p> <p>\$50,000 - Pavement Marking - Maintain and upgrade pavement markings on various roadways throughout town. The pavement markings consist of traffic lane striping, raised buttons, directional arrows, turn lanes, stop blocks etc.</p> <p>\$180,000 - Construction Materials and Supplies - Staff Operations - These supplies/materials include, hot mix asphalt, cold mix asphalt, asphalt tac, concrete, rock, flexbase, gravel and other miscellaneous material used for in-house construction and maintenance activities.</p> <p>\$300,000 Concrete alley repairs specifically utilizing Republic Waste ROW fees to begin a program to rehabilitate failing alley segments.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

Fund	Department	Division
01 General Fund	50 Public Works	59 Streets

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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Notes:	Facility Parking Lot Rehab
<p>\$92,200 The City purchased and constructed the south parking lot at the Police Department several years ago. This request is to resurface and stripe the parking lot on Washington Street where both employee and police vehicles are parked.</p> <p>\$39,750 - Repave Community Center Drive - west entrance to Myers Park leading to the pool and community center.</p> <p>\$375,000 - Service Center Pavement Repairs - funds for the replacement of the failed asphalt pavement at the Service Center. Phase (A) will consist of removing the existing asphalt pavement located directly behind the entry gates of the service yard back to the front of building D. the asphalt pavement will be replace with 8" reinforced concrete pavement.</p> <p><b>CITY MANAGER'S COMMENTS: Approved from General Fund Reserves</b></p>	

347	GENERAL MAINT. SUPPLIES	8,676	7,500	7,500	10,000
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Notes:	General Maintenance Supplies
<p>\$10,000 - Request the adjustment of this account up from \$7,500 to \$10,000. This account is used to purchase general miscellaneous items that do not necessarily fall into any other budgeted categories. Purchased out of this account are: Trash bags, screws, nuts, bolts, small batteries, buckets, brushes, hand cleaners, towels, tape, extension cords etc.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	59 Streets

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
384 DRAINAGE SYSTEM REPAIR SUPPLIES	19,955	20,000	20,000	20,000
392 SIGNS AND SIGNALS	505,988	142,250	142,250	137,000

<b>Notes:</b>	Signs and Signals
<p>\$12,000 - Rapid Flashing Pedestrian Crossing System New RISD School Building (College and Career Academy)                  The RRFB (Rectangular Rapid Flashing Beacon) is a rectangular shaped, high intensity signal head, which flashes in a wig-wag, rapid flickering pattern. The alternating signals provide direct, ultra-bright concentration as well as wide-angle intensity. The beacons are pedestrian activated by push button. We are requesting to place RRFB,s at the proposed school zone crossing for John King Blvd at Trailview Drive. John King Blvd is a multi-lane divided major collector. Funds for this request are available from the fines generated by a fee added to traffic tickets in school zones.</p> <p>\$25,000 Crosswalk flashing-beacons at either end of Shores Park.</p> <p>\$60,000-Street and Regulatory Signs/Signals-This budget amount is used for the day to day maintenance and repair of our streets and regulatory sign network. Funding from this account covers the maintenance, repair and replacement costs of our school zone beacon network (31-flashing beacons) along with our flashing pedestrian crosswalk systems. Materials purchased out of this budget include, the replacement of random street and regulatory signage, sign blanks, sign poles (conventional and decorative), mounting brackets, street sign mounting crosses etc. This account a covers the cost of miscellaneous special signage projects for other city departments/divisions. and the periodic purchase of overhead signage at traffic signal locations. This budget is also used to for the bulk purchase of pre-fabricated signs with outsourced production including fixtures, mounts and poles.</p> <p>\$40,000 Contract Services - Sign Fabrication Strategic Sign Replacement Program                  High Intensity Prismatic sheeting on .080 aluminum street signs have an average durability lifespan of 10 years. By working off a grid system, the signs will systematically be replaced with new signs allowing the older signs to be rotated out of the inventory.</p> <p><b>CITY MANAGER'S COMMENTS: Approved, Crosswalks will be from General Fund Reserves</b></p>	

393 STREET LIGHTING SUPPLIES	-	5,000	5,000	5,000
<i>SUPPLIES Totals</i>	<u>2,075,730</u>	<u>1,638,350</u>	<u>1,638,350</u>	<u>2,760,550</u>
<b>OPERATIONS</b>				
410 DUES & SUBSCRIPTIONS	869	700	700	900
415 RECRUITING EXPENSES	117	-	-	-
430 TUITION & TRAINING	3,480	5,600	5,600	5,600
436 TRAVEL	3,093	5,000	5,000	5,000
<i>OPERATIONS Totals</i>	<u>7,559</u>	<u>11,300</u>	<u>11,300</u>	<u>11,500</u>
<b>UTILITIES</b>				
504 STREET LIGHTING	493,802	515,750	515,750	515,750
507 CELLULAR TELEPHONE	5,019	6,950	6,950	6,950
<i>UTILITIES Totals</i>	<u>498,820</u>	<u>522,700</u>	<u>522,700</u>	<u>522,700</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>
01 General Fund	50 Public Works	59 Streets

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>CAPITAL</i>				
610 FURNITURE & FIXTURES	-	-	-	7,800

<b>Notes:</b>	<b>Furniture and Fixtures</b>
<p>\$7,800 - Supervisor/Crew Leader Work Stations                  The streets division - supervisors/crew leaders need to be equipped with office furniture and workstations. The current office furniture consist of one old desk and two makeshift fold up tables that are used for desks. We are requesting the instillation of pre-fabricated work stations, so that these employees are equipped with standard workstations containing filing cabinets and desk drawers with an open and functional working surface.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

612 COMPUTER EQUIPMENT	-	2,800	2,800	-
621 FIELD MACHINERY & EQUIPMENT	89,551	99,600	99,600	34,000

<b>Notes:</b>	<b>Field Machinery &amp; Equipment</b>
<p>\$7,000 - 20 ft. Emergency Response/Special Event Trailer - The proposed trailer will be used to house and transport the Kubota utility vehicle along with traffic cones and other traffic control devices. This unit will be used by the Streets division when setting up large scale work zone traffic control where a substantial amount of traffic cones and advanced warning signs are required to be placed over a large area or extended distance. This trailer will also serve as a self-contained emergency traffic control unit when larger scale emergency traffic control is necessary.</p> <p>\$27,000 - Heavy Equipment Transport Trailer The proposed heavy duty trailer would be used to transport the John Deere rubber tire loader. Prior to the purchase of 12-14 yd. Kenworth dump truck, we lacked the capability to tow equipment of this size and weight (33,000 lbs.) This “tag along” trailer provides a 50,000 lb. load capacity and will facilitate the transport of the rubber tire loader. The rubber tire loader now has to be driven open road to each jobsite, often in traffic, using a shadow vehicle to follow it.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

623 VEHICLES	204,612	116,250	116,250	46,000
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<b>Notes:</b>	<b>Additions to Fleet</b>
<p>New Additions to Fleet – Vehicles for Proposed Employees</p> <p>\$30,000 - 2018/2019 Extended Cab equipped with headache rack, computer stand, tool box, safety lights for proposed Technical Supervisor – Signs and Signals/Traffic Operations. This vehicle will be used by the new position if approved.</p> <p>\$30,000 - 2018/2019 Extended Cab equipped with headache rack, computer stand, tool box, safety lights for proposed Stormwater Operations Coordinator/Contract Services Inspector This vehicle will be used by the new position if approved.</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

Fund	Department	Division
01 General Fund	50 Public Works	59 Streets

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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Notes:	Replacement Vehicles
\$105,000-Replace 2002 Ford F-650 Dump Truck(Unit ST-158-02)-Proposed Replacement unit: 2018-2019 6-8 yard dump body w/6 yard sand spreader.	
This truck has had several costly mechanical issues within the last four years that included two broken drive lines along with the clutch and pressure plate assembly. The PTO is not working properly, electrical issues etc.	
\$180,000-Replace 2006 Ford F-650 Brush Truck (Unit ST-144-06). Proposed Replacement Unit: 2018/2019 Ford F-750 Chassis with 16-18 foot open top tilt bed with side panels and rear swinging doors equipped with brush grapple.	
The existing truck has had mechanical issues that include electrical issues a/c issues. The vehicle is often out of service due to electrical issues.	
\$57,500 - Replace - 2009 Ford F-250 Ex Cab with Utility Bed – (Unit ST-150- 09) - Proposed Replacement Unit – 2018/2019 Ford F-450 Extended Cab Service Truck with 3000 lb remote control RKI crane needed for sign pole operations	
This truck has had mechanical issues within the last 1-2 years, fuel injectors, tune up, breaks, a/c unit etc. This unit also has high mileage.	
\$46,000 - Replace 2008 Ford F-450 Crew Cab Utility Bed – (Unit ST-142- 08) - Proposed Replacement Unit – 2018/2019 Ford F-450 Extended Cab Service Truck.	
This truck has had mechanical issues within the last 3-4 years, fuel injectors, turbo charger, tune up, breaks, a/c unit etc. This unit also has high mileage.	
CITY MANAGER'S COMMENTS: Replacement of the F250 is Approved from General Fund Reserves, remaining requests are Disapproved.	

*CAPITAL Totals*      294,163      218,650      218,650      87,800

<b>STREETS Totals</b>	<b>3,757,926</b>	<b>3,360,950</b>	<b>3,360,200</b>	<b>4,424,900</b>
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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley, City Manager  
**FROM:** Mary Smith, Assistant City Manager  
**DATE:** July 31, 2018  
**SUBJECT:** Ad Valorem Taxes

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The certified assessed value is \$5,693,209,277 and includes senior values of \$548,693,772 and new improvements of \$198,269,729. The certified value reflects an increase of 8.69% over the prior year of which 3.79% is from new values.

A tax rate of 40.21 cents per hundred dollars of assessed value was used to prepare the 2018-19 Proposed Annual Budget.

The City's debt service rate is calculated to be 17.92 cents and the proposed operations rate would be 22.29 cents for a proposed combined rate of 40.21 cents per hundred dollars of assessed value. A penny on the tax rate generates \$514,989. Our Effective Tax Rate is 40.2197 cents and the Rollback Rate is 43.8897 cents.

*Effective Rate* – is the rate needed to collect the same tax dollars as FY18.

*Rollback Tax Rate* – is the rate that would generate 8% more maintenance and operations tax dollars than in the prior year plus the next year's debt service dollars.

When compiling the budget, this tax rate information is used to calculate the tax revenue for the General and Debt Service Funds. Due to fluctuations in how promptly taxes are paid, adopted financial policies prescribe a 98% collection factor to determine the level of revenues to budget. This factor is reflected in the General and Debt Service Funds Current Property Taxes.

## **Debt Issuance**

As presented, the proposed budget anticipates issuance of \$16.5 million in new voter-approved debt during the fiscal year. These are construction dollars approved in the 2012 bond election road projects and initial engineering costs for 2018 bond projects. We may also elect to restructure some outstanding debt for interest savings but that will be market driven and determined later in the calendar year.

## **Public Hearings and Rate Adoption**

The Truth in Taxation procedures require two public hearings if the tax rate increases revenue by an amount over the amount calculated as the Effective rate. The proposed tax rate of 40.21 cents does not require tax rate public hearings.

The City Charter requires a public hearing on the proposed budget, which can be conducted at the September 4<sup>th</sup> Council meeting and has been advertised as such. Adoption of the tax rate and budget will be included on the September 17<sup>th</sup> Council agenda.

## SUMMARY OF OPERATIONS

**Fund**

04 Debt Service

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	10,852,630	9,216,300	9,769,300	10,367,200
Total Expenditures	9,225,217	11,223,500	11,223,500	10,290,950
Excess Revenues Over (Under) Expenditures	1,627,413	(2,007,200)	(1,454,200)	76,250
Net Other Financing Sources (Uses)	-	-	-	-
Net Gain (Loss)	1,627,413	(2,007,200)	(1,454,200)	76,250
Fund Balance - Beginning	2,201,436	3,312,355	3,828,849	2,374,649
Fund Balance - Ending	3,828,849	1,305,155	2,374,649	2,450,899

<b>SUMMARY OF REVENUES</b>
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<b>Fund</b>
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04 Debt Service
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Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4001	Interest Earnings	46,234	12,000	33,000	33,000
4100	Current Taxes	9,831,781	8,734,300	8,786,300	9,864,200
4105	Delinquent Taxes	93,468	70,000	85,000	70,000
4110	Penalty & Interest	57,894	50,000	50,000	50,000
4460	Building Lease	10,000	-	-	-
4674	Roadway Impact Fees	813,253	350,000	815,000	350,000
<b>Total Revenues</b>		<b>10,852,630</b>	<b>9,216,300</b>	<b>9,769,300</b>	<b>10,367,200</b>

## SUMMARY OF EXPENDITURES

**Fund**

04 Debt Service

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Debt Service	9,580,639	11,223,500	11,223,500	10,290,950
<b>Total Expenditures</b>	<b>9,225,217</b>	<b>11,223,500</b>	<b>11,223,500</b>	<b>10,290,950</b>

## LONG TERM DEBT

<b>Fund</b>	<b>Department</b>	<b>Division</b>
04 Debt Service	90 Finance	11 Long Term Debt

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
750	Admin. Fees	14,000	20,000	20,000	20,000
752	Bonds - Principal	5,105,000	5,850,500	5,850,500	6,275,500
754	Bonds - Interest	3,240,404	3,368,100	3,368,100	3,346,650
768	Certificates - Principal	680,000	1,820,000	1,820,000	500,000
770	Certificates - Interest	185,813	164,900	164,900	148,800
<b>Total Debt Service</b>		<b>9,225,217</b>	<b>11,223,500</b>	<b>11,223,500</b>	<b>10,290,950</b>



City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley, City Manager  
**FROM:** Mary Smith, Assistant City Manager  
**DATE:** July 31, 2018  
**SUBJECT:** Harbor Debt Analysis

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The Appraisal District has reported the certified assessed values in the Harbor TIF Zone. Valuations totaled \$100,062,005, resulting in a captured value of \$88,732,580. This is a valuation increase of 6.02%. Taxes on the captured value are revenues to the Zone.

The City has committed 100% of taxes on the captured value to the TIF. City property taxes to the Zone should total \$370,200.

Sales taxes have been estimated for fiscal year 2019 at \$298,000. 100% of the City's sales tax generated in the TIF is revenue to the zone.

## SUMMARY OF OPERATIONS

**Fund**

05 Harbor Debt Service

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	1,376,713	702,250	702,250	717,250
Total Expenditures	697,327	705,100	705,100	1,086,550
Excess Revenues Over (Under) Expenditures	679,386	(2,850)	(2,850)	(369,300)
Net Other Financing Sources (Uses)	-	-	-	-
Net Gain (Loss)	679,386	(2,850)	(2,850)	(369,300)
Fund Balance - Beginning	(86,775)	766,398	592,610	589,760
Fund Balance - Ending	592,610	763,548	589,760	220,460



## SUMMARY OF REVENUES

**Fund**

05 Harbor Debt Service

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4100	Current Taxes	355,924	365,850	365,850	370,200
4105	Delinquent Taxes	1,739	-	-	-
4150	Sales Taxes	297,938	281,500	281,500	298,000
4155	Beverage Sales Taxes	48,426	33,000	33,000	33,000
4680	Developers Contribution	672,686	21,900	21,900	16,050
<b>Total Revenues</b>		<b>1,376,713</b>	<b>702,250</b>	<b>702,250</b>	<b>717,250</b>

## SUMMARY OF EXPENDITURES

**Fund**

05 Harbor Debt Service

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Debt Service	950,973	705,100	705,100	1,086,550
<b>Total Expenditures</b>	<b>697,327</b>	<b>705,100</b>	<b>705,100</b>	<b>1,086,550</b>

## LONG TERM DEBT

**Fund**

05 Harbor Debt Service

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
768	Certificates - Principal	255,000	270,000	270,000	860,000
770	Certificates - Interest	442,327	435,100	435,100	226,550
<b>Total Debt Service</b>		<b>697,327</b>	<b>705,100</b>	<b>705,100</b>	<b>1,086,550</b>



City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley, City Manager  
**FROM:** Mary Smith, Assistant City Manager  
**DATE:** July 30, 2018  
**SUBJECT:** Water / Wastewater Rates

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North Texas Municipal Water District is still finalizing the increase for treated water for 2019. Initial projections supplied by the District show the increase to be about 10% from the current 2.78 to 3.06 per thousand gallons of treated water. A recent email from the District indicated they were working on some changes which might result in a slight decrease from that rate. We do not have an idea when the actual rate will be released. The District has previously established a long-range rate model and it was incorporated into the City's most recent rate study which is being finished now.

The charges for Wastewater treatment by the District is increasing from the original 2018 budget by more than 63% due to projects which are being done at the Mesquite Regional Plant and the City's increased flow into that plant.

The City has two primary criteria when setting rates. The City's policy is to maintain a 60-day working capital (reserves) balance. Historically we have set rates and budgets based on periods of normal weather and consumption, not the extremes that can occur. Unfortunately, the weather and consumption patterns have been anything but normal for the past several years and while consumption was low for many years we have rebounded this year and have set a new minimum with the District under their minimum take or pay contract. We will know our new minimum later next week but expect it to be at least 15% more than the current minimum set back in 2011.

The City raised rates effective January 1, 2017 and held off raising rates in 2018, opting instead to undertake an outside rate study in order to have estimates for the next several years. The consultant is finishing his work now and will make a presentation to staff on Monday August 6<sup>th</sup> so we will have that information for Council at the worksession. The proposed budget assumes a 10% rate increase as a placeholder at this time.

### Wholesale Customers

Our wholesale customer rates are determined in a separate study that was completed in 2014 and which is being updated at this time as well. These rates are designed to completely cover our cost of providing wholesale water. Blackland and RCH Water Supply Corporations will be subject to a rate increase based on study findings. The wholesale contracts with Blackland and RCH were extended at the end of 2014 and both expire at the end of 2019 unless renewed. The City of Heath's contract with Rockwall provides for rate increases as NTMWD adjusts the District's rate to member cities and includes a minimum take provision which was implemented in FY2017. Heath will likely come within just a few million gallons of setting a new minimum.

## SUMMARY OF OPERATIONS

**Fund**

02 Water &amp; Sewer

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Revenues	24,626,265	24,482,100	27,060,600	29,538,000
Operating Expenses	17,912,544	19,050,950	19,733,250	23,503,550
<b>Operating Income (Loss)</b>	<b>6,713,721</b>	<b>5,431,150</b>	<b>7,327,350</b>	<b>6,034,450</b>
Non-Operating Revenues	1,943,940	1,093,200	1,618,200	1,465,000
Non-Operating Expenses	4,225,334	3,765,200	3,765,200	5,119,850
<b>Non-Operating Income (Loss)</b>	<b>(2,281,394)</b>	<b>(2,672,000)</b>	<b>(2,147,000)</b>	<b>(3,654,850)</b>
<b>Net Income (Loss) Before Transfers</b>	<b>4,432,329</b>	<b>2,759,150</b>	<b>5,180,350</b>	<b>2,379,600</b>
Net Transfers In (Out)	(986,650)	(1,015,050)	(1,015,050)	(1,023,100)
<b>Net Income (Loss)</b>	<b>3,445,679</b>	<b>1,744,100</b>	<b>4,165,300</b>	<b>1,356,500</b>
Working Capital - Beginning	2,059,881	950,336	5,505,560	9,670,860
<b>Working Capital - Ending</b>	<b>5,505,560</b>	<b>2,694,436</b>	<b>9,670,860</b>	<b>11,027,360</b>

## SUMMARY OF REVENUES

**Fund**

02 Water &amp; Sewer

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Available Operating Revenues:					
4601	Retail Water Sales	13,443,511	13,333,850	14,901,350	16,390,000
4603	Sewer Charges	7,092,057	7,308,400	7,708,400	8,400,000
4605	Pretreatment Charges	41,349	18,000	44,000	53,000
4609	HHW Fees	114,451	100,000	121,000	125,000
4610	Penalties	288,948	220,000	330,000	250,000
4611	Portable Meter Sales	117,559	20,000	97,000	100,000
Total Utility Sales		21,097,876	21,000,250	23,201,750	25,318,000
4622	RCH Water Sales	1,202,372	1,032,350	1,182,350	1,300,000
4632	Blackland Water Sales	714,542	701,450	821,450	903,000
4640	Mclendon Chisholm Sewer	22,327	7,000	14,000	15,000
4650	City of Heath Water Sales	1,388,659	1,564,050	1,664,050	1,830,000
Total Contract Sales		3,327,899	3,304,850	3,681,850	4,048,000
4660	Water Taps	149,892	120,000	120,000	120,000
4662	Sewer Taps	29,898	35,000	35,000	30,000
4665	Meter Rental Fees	20,700	22,000	22,000	22,000
Total Other Receipts		200,490	177,000	177,000	172,000
<b>Total Operating Revenues</b>		<b>24,626,265</b>	<b>24,482,100</b>	<b>27,060,600</b>	<b>29,538,000</b>
Available Non-Operating Revenues					
4001	Interest Earnings	100,444	50,000	85,000	85,000
4010	Auction/Scrap Proceeds	44,582	5,000	5,000	15,000
4019	Miscellaneous	6,278	15,000	15,000	15,000
4450	Land Sales	265,455	-	-	-
4480	Tower Leases	236,847	188,200	238,200	200,000
4670	Water Impact Fees	982,499	625,000	825,000	700,000
4672	Sewer Impact Fees	307,835	210,000	450,000	450,000
Total Non-Operating Revenue		1,943,940	1,093,200	1,618,200	1,465,000
<b>Total Available Revenues</b>		<b>26,570,205</b>	<b>25,575,300</b>	<b>28,678,800</b>	<b>31,003,000</b>

## SUMMARY OF OPERATING TRANSFERS

**Fund**

02 Water & Sewer

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Transfers In				
From Bond Funds	-	-	-	-
Operating Transfers Out				
To General Fund	-	-	-	-
To Insurance Fund	900,000	900,000	900,000	900,000
To Worker's Comp Fund	50,000	55,000	55,000	55,000
To Vehicle Replacement Fund	25,000	50,000	50,000	50,000
To Tech Replacement Fund	11,650	10,050	10,050	18,100
<b>Total Transfers Out</b>	<b>986,650</b>	<b>1,015,050</b>	<b>1,015,050</b>	<b>1,023,100</b>
<b>Net Operating Transfers</b>				
<b>In (Out)</b>	<b>(986,650)</b>	<b>(1,015,050)</b>	<b>(1,015,050)</b>	<b>(1,023,100)</b>



## SUMMARY OF EXPENSES

**Fund**

02 Water & Sewer

Department	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Expenses				
Departmental Expenses:				
61 Utility Billing	1,140,107	1,155,700	1,175,450	1,212,050
63 Water Operations	10,570,006	11,492,800	11,421,600	13,589,200
67 Sewer Operations	6,202,431	6,402,450	7,136,200	8,702,300
Total Dept. Expenses	17,912,544	19,050,950	19,733,250	23,503,550
Non Operating Expenses				
62 Long Term Debt	4,225,334	3,765,200	3,765,200	5,119,850
Total Non-Operating Expenses	4,225,334	3,765,200	3,765,200	5,119,850
Total Expenses	22,137,878	22,816,150	23,498,450	28,623,400

## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water & Sewer	60 Utility Services	62 Long Term Debt

### Expenditure Summary

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Debt Service	4,225,334	3,765,200	3,765,200	5,119,850
<b>Total</b>	<b>4,225,334</b>	<b>3,765,200</b>	<b>3,765,200</b>	<b>5,119,850</b>

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water & Sewer	60 Utility Services	62 Debt Service

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<b>70 Debt Service</b>				
0750 BOND ADMINISTRATION FEES	2,181	10,000	10,000	10,000
0752 BOND - PRINCIPAL	2,490,000	1,761,000	1,761,000	3,211,000
0754 BOND - INTEREST	1,192,085	1,424,200	1,424,200	1,332,000
0772 NTMWD - PRINCIPAL	331,191	346,650	346,650	373,350
0774 NTMWD - INTEREST	209,877	223,350	223,350	193,500
<b>Debt Service TOTAL . . . . .:</b>	<b>4,225,334</b>	<b>3,765,200</b>	<b>3,765,200</b>	<b>5,119,850</b>

## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water & Sewer	60 Utility Services	61 Utility Billing

### Expenditure Summary

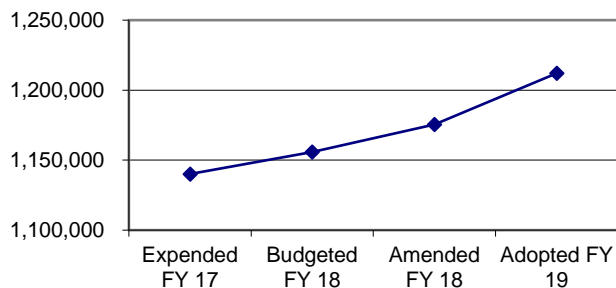
	<u>Actual</u> 16-17	<u>Budgeted</u> 17-18	<u>Amended</u> 17-18	<u>Adopted</u> 18-19
Personnel	433,723	439,350	439,100	473,750
Contractual	406,666	491,250	491,250	493,200
Supplies	88,605	90,800	90,800	90,800
Operational	211,113	134,300	154,300	154,300
<b>Total</b>	<b>1,140,107</b>	<b>1,155,700</b>	<b>1,175,450</b>	<b>1,212,050</b>

### Personnel Schedule

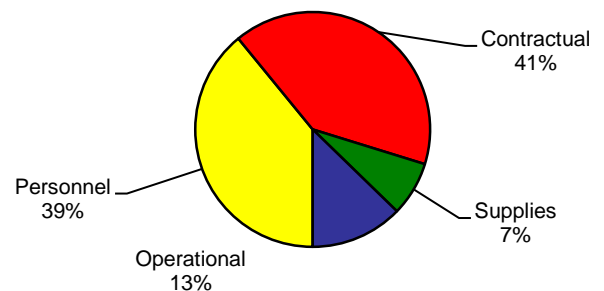
<u>Position</u>	<u>Classification</u>	<u>FY 18</u> <u>Approved</u>	<u>FY 19</u> <u>Adopted</u>
Utility Billing Supervisor	22	1	1
Crewleader	16	1	1
Customer Service Representative	12	3	3
Meter Technician	11	3	3

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	61 Utility Billing

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	77,485	75,850	75,850	75,850
104 SALARIES & WAGES-CLERICAL	105,134	107,250	107,250	120,200
107 SALARIES & WAGES-LABOR	162,856	166,350	166,350	180,950
109 SALARIES & WAGES-OVERTIME	405	500	500	500
113 EDUCATION/CERTIFICATE PAY	1,200	1,200	1,200	1,200
114 LONGEVITY PAY	3,690	4,250	4,000	4,450
120 FICA & MEDICARE EXPENSE	26,008	26,750	26,750	28,900
122 T.M.R.S. RETIREMENT EXPENSE	56,944	57,200	57,200	61,700
<i>PERSONNEL SERVICES Totals</i>	433,723	439,350	439,100	473,750

*CONTRACTUAL*

210 AUDITING	13,000	20,000	20,000	20,000
217 IT SERVICE	28,693	36,000	36,000	28,750
223 INSURANCE-SURETY BONDS	200	200	200	200
225 INSURANCE-AUTOMOBILES	20,026	27,500	27,500	30,250
227 INSURANCE-REAL PROPERTY	33,994	39,400	39,400	45,000
228 INSURANCE-CLAIMS & DEDUCTIBLES	14,313	25,000	25,000	25,000
229 INSURANCE-LIABILITY	30,629	31,000	31,000	28,000
231 SERVICE MAINTENANCE CONTRACTS	260,896	297,050	297,050	305,000

<b>Notes:</b>	<b>Current Contracts</b>
\$ 49,600 Tyler Billing Software 6,500 Master Meter Handhelds 1,500 Neopost Postage Machine 115,000 Dataprose Billing Printing Service 125,000 Credit Card Processing Fees 5,000 Check Scanner 2,400 Itron (LRE) Meter Reading Device  CITY MANAGER'S COMMENTS: Approved	

235 BANK CHARGES	-	5,000	5,000	5,000
240 EQUIPMENT REPAIRS	-	1,000	1,000	1,000
242 EQUIPMENT RENTAL & LEASE	4,915	9,100	9,100	5,000
<i>CONTRACTUAL Totals</i>	406,666	491,250	491,250	493,200

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	61 Utility Billing

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*SUPPLIES*

301 OFFICE SUPPLIES	1,446	1,800	1,800	1,800
307 POSTAGE	78,926	80,000	80,000	80,000
310 PRINTING & BINDING	7,280	8,000	8,000	8,000
347 GENERAL MAINTENANCE SUPPLIES	952	1,000	1,000	1,000
<i>SUPPLIES Totals</i>	88,605	90,800	90,800	90,800

*OPERATIONS*

410 DUES & SUBSCRIPTIONS	61	300	300	300
415 RECRUITING EXPENSES	43	-	-	-
430 TUITION & TRAINING	1,927	2,000	2,000	2,000
436 TRAVEL	1,960	2,000	2,000	2,000
450 BAD DEBT EXPENSE	123,293	30,000	30,000	30,000
490 HOUSEHOLD HAZARDOUS WASTE	83,829	100,000	120,000	120,000
<i>OPERATIONS Totals</i>	211,113	134,300	154,300	154,300

<b>BILLING SERVICES Totals</b>	<b>1,140,107</b>	<b>1,155,700</b>	<b>1,175,450</b>	<b>1,212,050</b>
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## DIVISION SUMMARY

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water & Sewer	60 Utility Services	63 Water Operations

### Expenditure Summary

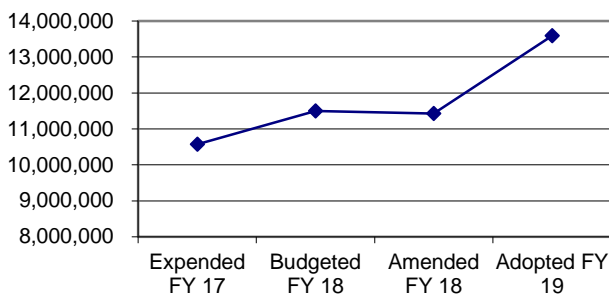
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	949,335	957,550	887,850	967,900
Contractual	8,595,690	9,692,600	9,700,600	11,837,650
Supplies	368,347	457,200	457,200	457,200
Operational	18,623	15,900	16,400	15,900
Utilities	340,890	290,550	280,550	280,550
Capital	297,122	79,000	79,000	30,000
<b>Total</b>	<b>10,570,006</b>	<b>11,492,800</b>	<b>11,421,600</b>	<b>13,589,200</b>

### Personnel Schedule

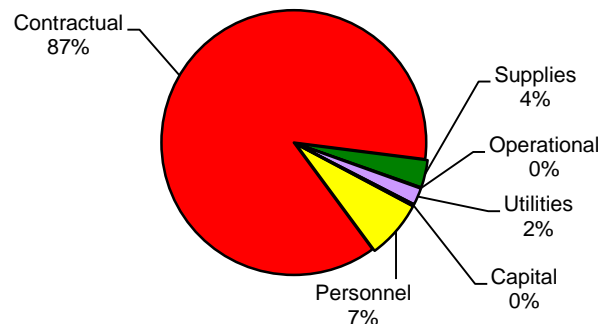
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
Water/Wastewater Manager	28	1	1
Water - Field Supervisor	22	1	1
Senior Production Technician	15	1	1
Public Works Coordinator	14	1	1
Crew Leader	16	2	2
Water Quality Technician	12	2	2
Equipment Operator	13	1	1
Production Technician I	11	2	2
Fire Hydrant Technician	10	2	2
Maintenance Worker II	9	4	4

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	63 Water Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERV	177,798	175,750	175,750	177,950
104 SALARIES & WAGES-CLERICAL	54,019	51,450	51,450	51,450
107 SALARIES & WAGES-LABOR	444,646	487,450	417,450	480,600
109 SALARIES & WAGES-OVERTIME	80,773	60,000	60,000	60,000
113 EDUCATION/CERTIFICATE PAY	3,000	3,600	3,600	3,600
114 LONGEVITY PAY	6,280	7,150	7,450	8,300
120 FICA & MEDICARE EXPENSE	57,298	54,850	54,850	60,550
122 T.M.R.S. RETIREMENT EXP.	125,520	117,300	117,300	125,450
<i>PERSONNEL SERVICES Totals</i>	949,335	957,550	887,850	967,900

*CONTRACTUAL*

211 LEGAL	44,622	50,000	58,000	50,000
213 CONSULTING FEES	3,230	20,000	20,000	20,000
231 SERVICE-MAINT. CONTRACTS	60,605	53,200	53,200	68,450

<b>Notes:</b>	<b>New Software and Services</b>
Cityworks maintenance and support renewal for work order system shared by the Wastewater and Streets Divisions of Public Works. (Split with Wastewater and Streets) \$45,000 divided by 3 = \$15,000.	
<b>CITY MANAGER'S COMMENTS: Approved</b>	

237 UNIFORM SERVICE	8,183	15,400	15,400	15,000
240 EQUIPMENT REPAIRS	12,845	13,000	13,000	13,000
242 EQUIPMENT RENTAL & LEASE	8,226	16,000	16,000	10,000
244 BUILDING REPAIRS	1,864	15,000	15,000	15,000

<b>Notes:</b>	<b>Addition of Structures</b>
3,500 sf. cover to protect pipe, fitting, and equipment \$35,900 416 sf. structure to hoist and store additional sand spreaders \$13,300 4,500 sf. cover for heavy equipment \$48,530	
<b>CITY MANAGER'S COMMENTS: Disapproved</b>	

246 VEHICLE REPAIRS	32,265	28,000	28,000	28,000
270 WASTE DISPOSAL SERVICE	6,841	10,000	10,000	10,000
280 STATE PERMITS	38,962	49,500	49,500	49,500
281 METER REPAIR & REPLACEMENT	3,420	12,000	12,000	12,000
287 WATER PURCHASES	8,282,578	9,259,850	9,259,850	11,204,700



<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	63 Water Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
288 WATERLINE REPAIR & REPLAC	16,325	70,000	70,000	195,000

<b>Notes:</b>	Design, Repair and Replacement
Misc. = \$70,000 Services for design of water line replacement projects = \$125,000	
CITY MANAGER'S COMMENTS: Approved	

289 RESERVOIR MAINT. & REPAIR	75,723	80,650	80,650	147,000
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<b>Notes:</b>	Dismantle Boydston Water Tower
With the completion of the North Country Water Tower, the Boydston Water Tower was taken out of service. Boydston Water Tower is unsightly and needs painting. The estimated cost to sandblast and repaint the tower is \$600,000 to \$700,000. Dismantling the water tower is more cost effective with an estimate of \$200,000 for the demolition of the structure and makes sense since it is unusable in our system as it is now configured.	
Mounted on the tower are several communication antennas owned by cellular providers who pay rental fees to City. These antennas will move to the adjacent communication tower. A consultant evaluated the communications tower and determined it could hold the extra weight with a view upgrades estimated to cost of \$41,200.	
Dismantle Boydston water tower \$200,000 Upgrades to communication tower \$41,200	
CITY MANAGER'S COMMENTS: Disapproved	

<b>Notes:</b>	Maintenance and Upgrades
\$51,000 Rebuild water pumps 11,800 Tank inspection and Cleanings, 13,350 Replace motor starters / VFD's for pumps 5,550 Flow meter replacement on #4 pump at East Side 14,850 Heath Street Pump station pump control valve rebuild 11,960 East Side Pump station control valves rebuild 9,030 East Side 700 PLC upgrade and rewiring 7,820 Heath Street PLC upgrade and rewiring 4,500 Southside Tower Chlorine Analyzer 3,996 Springer Tower – replace security lights in parking lot 13,000 Miscellaneous repairs (Unexpected repairs to motors, pumps or electrical components)	
CITY MANAGER'S COMMENTS: Approved	

CONTRACTUAL Totals	<u>8,595,690</u>	<u>9,692,600</u>	<u>9,700,600</u>	<u>11,837,650</u>
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	63 Water Operations

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*SUPPLIES*

301 OFFICE SUPPLIES	1,344	2,550	2,550	2,550
310 PRINTING & BINDING	391	2,000	2,000	2,000
323 SMALL TOOLS	34,650	34,850	34,850	34,850
325 SAFETY SUPPLIES	3,931	8,000	8,000	8,000
331 FUEL & LUBRICANTS	43,349	42,300	42,300	42,300
333 CHEMICAL	6,656	13,500	13,500	13,500
335 PROPANE	10,565	15,000	15,000	15,000
341 CONSTRUCTION & REPAIR SUP	49,124	70,000	70,000	70,000
347 GENERAL MAINT. SUPPLY	11,984	18,000	18,000	18,000
380 FIRE HYDRANT MAINT SUPPLY	8,836	11,000	11,000	11,000
381 WATER PIPE FITTINGS	49,505	50,000	50,000	50,000
382 METER SUPPLIES	148,013	190,000	190,000	190,000
<i>SUPPLIES Totals</i>	<u>368,347</u>	<u>457,200</u>	<u>457,200</u>	<u>457,200</u>

*OPERATIONS*

410 DUES & SUBSCRIPTIONS	2,480	2,400	2,400	2,400
415 RECRUITING EXPENSES	666	-	500	-
430 TUITION & TRAINING	12,518	8,500	8,500	8,500
436 TRAVEL	2,959	5,000	5,000	5,000
<i>OPERATIONS Totals</i>	<u>18,623</u>	<u>15,900</u>	<u>16,400</u>	<u>15,900</u>

*UTILITIES*

501 ELECTRICITY	331,795	280,000	270,000	270,000
507 CELLULAR TELEPHONE	4,690	6,050	6,050	6,050
508 TELEPHONE SERVICE	4,405	4,500	4,500	4,500
<i>UTILITIES Totals</i>	<u>340,890</u>	<u>290,550</u>	<u>280,550</u>	<u>280,550</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	63 Water Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*CAPITAL*

621 FIELD MACHINERY & EQUIPMENT	66,083	26,000	26,000	-
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<b>Notes:</b>	<b>New Equipment</b>
Grand LX - Valve Maintenance Trailer	
<p>When valves are not accessible or operable, crews have to close more valves to isolate a line to make a repair which requires more time for the crews to isolate lines. Some of the impacts of not having a good valve exercise program are more customers without service, the buildup of tuberculation, and the potential for increased property damage.</p> <p>This machine is needed to ensure valves are operable and accessible. With the combination valve and hydro-excavation machine, the Water Division of Public Works would start a valve exercise program. Having such a program would allow the division to identify problem valves, collect information on the valves (including GPS) and locate missing valves.</p> <p>The Grand LX VMT combines all the necessary features required for valve exercising maintenance with a small hydro-excavation unit to clean valve stacks and a valve turning machine. \$75,000</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

623 VEHICLES	231,039	53,000	53,000	30,000
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<b>Notes:</b>	<b>1/2 Ton Truck</b>
<p>Replace unit 114 with a 1/2 ton extended cab truck. This unit was an older vehicle acquired from another department. Unit 114 is a 2004 Ford Ranger with 99,861 miles uses oil, and the AC does not work correctly.</p> <p>Total replacement cost with emergency lights, headache rack, and toolboxes \$30,000</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

<i>CAPITAL Totals</i>	297,122	79,000	79,000	30,000
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<b>WATER OPERATIONS Totals</b>	<b>10,570,006</b>	<b>11,492,800</b>	<b>11,421,600</b>	<b>13,589,200</b>
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## SEWER OPERATIONS

<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water & Sewer	60 Utility Services	67 Sewer Operations

### Expenditure Summary

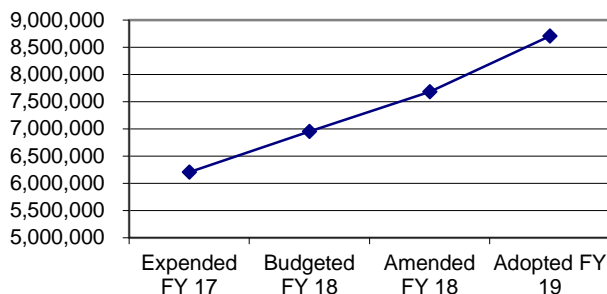
	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Personnel	822,572	884,200	807,200	1,016,650
Contractual	4,328,168	5,167,850	6,002,250	7,100,500
Supplies	182,996	197,950	202,950	218,000
Operational	10,572	14,450	15,800	14,650
Utilities	101,259	136,400	106,400	106,400
Capital	756,864	548,450	548,450	246,100
<b>Total</b>	<b>6,202,431</b>	<b>6,949,300</b>	<b>7,683,050</b>	<b>8,702,300</b>

### Personnel Schedule

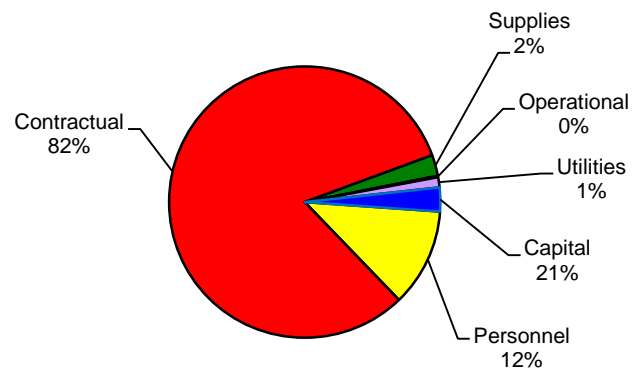
<u>Position</u>	<u>Classification</u>	<u>FY 18 Approved</u>	<u>FY 19 Adopted</u>
Wastewater - Field Supervisor	22	1	1
Production Technician - Field Superviso	22	1	1
Crew Leader	16	2	2
FOG Agent	15	1	1
Production Technician II	14	1	2
Equipment Operator	13	2	2
Production Technician I	11	1	1
Infiltration Technician	10	1	1
Maintenance Worker II	9	4	5

### Activity Trends

**Financial History**



**FY 2019 Expenditures by Category**



<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	67 Sewer Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*PERSONNEL SERVICES*

101 SALARIES & WAGES-SUPERVISOR	149,285	147,350	163,350	140,950
107 SALARIES & WAGES-LABOR	426,271	507,550	403,550	613,500

<b>Notes:</b>	Maintenance Worker
The Wastewater Division is requesting the addition of a Maintenance Worker. The new Maintenance Worker is needed to allow for two individuals to operate the current jet truck and assist with service calls.	
\$37,100 Salary	
2,000 Radio	
\$39,100 Total	
CITY MANAGER'S COMMENTS: Approved	

<b>Notes:</b>	Production Technician
The Production Division is requesting the addition of a pump technician. This individual would focus on scheduled preventative and predictive maintenance of the 76 wastewater pumps and 15 water pumps.	
\$52,383 Salary and Benefits	
2,000 Radio	
CITY MANAGER'S COMMENTS: Approved	

109 SALARIES & WAGES-OVERTIME	82,106	60,000	81,000	70,000
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<b>Notes:</b>	Overtime Increase
Over the past four years, Wastewater has exceeded the overtime budgeted. The trend over the four-year period indicates an increase from \$60,000 to \$70,000.	
CITY MANAGER'S COMMENTS: Approved	

113 EDUCATION/CERTIFICATE PAY	1,500	3,600	3,600	3,600
114 LONGEVITY PAY	6,825	7,700	6,700	7,500
120 FICA & MEDICARE EXPENSE	47,596	50,350	47,350	57,700
122 T.M.R.S. RETIREMENT EXPENSE	108,989	107,650	101,650	123,400

<i>PERSONNEL SERVICES Totals</i>	822,572	884,200	807,200	1,016,650
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*CONTRACTUAL*

213 CONSULTING FEES	42,974	50,000	50,000	50,000
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	67 Sewer Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
231 SERVICE-MAINT. CONTRACTS	104,447	177,200	177,200	210,550

<b>Notes:</b>	<b>Mowing Contract for Easements</b>
<p>A sewer employee currently maintains the easements associated with the aerial crossings and sewer force mains. The tractor he uses needs replaced and his time would be better spent on sewer line maintenance tasks.</p> <p>In addition, the utility easements behind the homes in LRE is not well maintained and accessing the water and sewer lines in the easements is very difficult.</p> <p>We propose to contract for both of these services - the estimate cost for the aerial crossings is \$27,000 annually and the LRE easements is \$10,000. This will not allow for mowing on a regular cycle during the growing season but should provide clean-up about 5 times during the season.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

237 UNIFORM SERVICE	5,988	14,700	14,700	14,700
240 EQUIPMENT REPAIRS	15,827	16,000	30,000	20,000

<b>Notes:</b>	<b>Equipment Repair Increase</b>
<p>Over the past four years, wastewater has exceeded the equipment repair budgeted. The trend over the four-year period indicates an increase from \$16,000 to \$19,000.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

242 EQUIPMENT RENTAL & LEASE	13,778	10,000	10,000	10,000
246 VEHICLE REPAIRS	29,858	21,600	28,000	25,000

<b>Notes:</b>	<b>Vehicle Repair Increase</b>
<p>Over the past four years, wastewater has exceeded the vehicle repair budgeted. The trend over the four-year period indicates an increase from \$21,600 to \$25,000.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

279 INDUSTRIAL PRE-TREATMENT	40,868	53,750	57,750	60,300
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	67 Sewer Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
282 LIFT STATION MAINTENANCE	183,621	128,550	128,550	201,250

<b>Notes:</b>	<b>Lift Station Upgrades</b>
<p>Add pressure transducers to existing lift stations for level control. This addition will give a daily estimate of the discharge flow. We propose four stations each year until completed. \$20,000.</p> <p>Upgrade existing lift station fencing. Currently, 7 lift stations fencing do not meet TCEQ requirements. We propose to upgrade three stations per year until all stations meet compliance standards.</p> <p>Community Building Lift Station \$17,200.                  Kroger Lift Station \$26,800                  Justin Lift Station \$17,200</p> <p>Re - Line Lift Station Wet Wells                  FM 3097 #1 Lift Station \$43,550                  Fontana Ranch Lift Station \$11,480                  Preserve Lift Station \$15,000</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

284 SEWER LINE REPAIR REPLACEMENT	54,888	184,650	184,650	326,250
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<b>Notes:</b>	<b>Improvements and maintenance</b>
<p>Dukes Chemical Root Control \$15,500                  Wastewater infrastructure improvements \$125,000                  Miscellaneous \$50,000</p> <p>\$135,738 Evaluation of 119,423 LF of sewer pipe to include:</p> <ul style="list-style-type: none"> <li>• Inspect 362 manhole inspections</li> <li>• Smoke testing</li> <li>• Dye flooding</li> <li>• Evaluate data collected from City's cleaning and CCTV crews</li> <li>• Analysis of any defects</li> <li>• Mapping</li> <li>• Cost estimates for repair or rehab</li> <li>• Final report</li> </ul> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

285 SQUABBLE TREATMENT PLANT	307,639	461,850	431,850	520,350
286 BUFFALO CREEK TREATMENT PLANT	1,233,800	1,691,700	1,391,700	1,805,800
292 REGIONAL WASTEWATER SYSTEM	2,294,480	2,357,850	3,497,850	3,856,300

<i>CONTRACTUAL Totals</i>	4,328,168	5,167,850	6,002,250	7,100,500
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<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	67 Sewer Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*SUPPLIES*

301 OFFICE SUPPLIES	636	1,500	1,500	1,500
323 SMALL TOOLS	13,713	15,300	15,300	30,350

<b>Notes:</b>	<b>New Items</b>
\$ 5,000 Add pressure washer to Crane Truck	
10,060 Tractor Camera Wheels set of 6" and 8"	
CITY MANAGER'S COMMENTS: Approved	

325 SAFETY SUPPLIES	4,818	11,400	11,400	11,400
331 FUEL & LUBRICANTS	30,015	34,000	39,000	39,000
333 CHEMICAL	2,140	7,900	7,900	7,900
341 CONSTRUCTION & REPAIR SUPPLIES	112,376	89,000	89,000	89,000
347 GENERAL MAINTENANCE SUPPLIES	12,264	16,250	16,250	16,250
385 LIFT STATION SUPPLIES	7,033	22,600	22,600	22,600

<i>SUPPLIES Totals</i>	182,996	197,950	202,950	218,000
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*OPERATIONS*

410 DUES & SUBSCRIPTIONS	1,801	2,150	2,150	2,150
415 RECRUITING EXPENSES	53	-	1,350	200
430 TUITION & TRAINING	8,045	8,500	8,500	8,500
436 TRAVEL	673	3,800	3,800	3,800

<i>OPERATIONS Totals</i>	10,572	14,450	15,800	14,650
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*UTILITIES*

501 ELECTRICITY	97,098	130,000	100,000	100,000
507 CELLULAR TELEPHONE	4,161	6,400	6,400	6,400

<i>UTILITIES Totals</i>	101,259	136,400	106,400	106,400
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*CAPITAL*

612 COMPUTER EQUIPMENT	-	1,600	1,600	1,600
617 RADIO EQUIPMENT	-	-	-	4,000



<b>Fund</b>	<b>Department</b>	<b>Division</b>
02 Water Sewer	60 Utility Services	67 Sewer Operations

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
621 FIELD MACHINERY & EQUIPMENT	677,436	391,200	391,200	240,500

<b>Notes:</b>	Heavy Equipment
<p>Cat Model 305 E Compact Excavator and Trailer The compact excavator will replace a 2003 backhoe with 4,212 hours. The Water Division added a compact excavator to its fleet that allowed for excavation in locations that are too tight or muddy for a regular backhoe. It has proven to be a very versatile piece of equipment.</p> <p>Cat Model 305 E Compact Excavator and Trailers Model 12TST \$ 85,250.00</p> <p>JOHN DEERE 5075E Utility Tractor The tractor will replace a 1981 Ford 3610 tractor that is in poor condition. Wastewater Division will use the tractor to mow easements to gain easy access to aerial crossings and sewer mains in remote locations. \$31,500.</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

<b>Notes:</b>	New Generators
<p>On Site Generators Lift Stations - Amity, Castle Ridge, and Chevy House Currently, the City has 42 lift stations, with only 21 having fixed generators for standby power. The City's current standards require all new lift station to have standby power in case electrical power is lost. To protect the health and safety of the residents and lessen the chances of having an adverse impact on personal property and the environment we are requesting to add three generators this year.</p> <p>Amity Lift Station \$73,000 Castle Ridge Lift Station \$89,000 Chevy House Lift Station \$78,500</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

623 VEHICLES	79,428	155,650	155,650	-
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<b>Notes:</b>	Vacuum Truck
<p>Vacuum Truck V 390/1000 L H A -P Currently, the Wastewater Division is using a 2002 jet truck for service calls when unstopping sewer lines. The jet truck is not equipped with a vac unit to remove debris that has broken loose from inside the sewer lines. The crew has to use a catch baskets or a 2001 vacuum trailer to remove the debris from the system. When the vac trailer is used, it requires another truck and crew members to operate.</p> <p>If this new piece of equipment is approved, the Wastewater Division will decommission the 16-year-old jet truck and 17-year-old vac trailer. These two pieces of equipment are prone to breaking down in a critical situation which requires the cleaning and camera crew to halt their operations and assist with the current combination vac and jet unit purchased in 2015 - 2016 budget year.</p> <p>Vacuum Truck V 390/1000 = \$384,500.</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

*CAPITAL Totals*      756,864      548,450      548,450      246,100

<b>SEWER OPERATIONS Totals</b>	<b>6,202,431</b>	<b>6,949,300</b>	<b>7,683,050</b>	<b>8,702,300</b>
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## SUMMARY OF OPERATIONS

**Fund**

10 Cemetery

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	4,450	3,000	8,500	8,500
Total Expenditures	7,110	10,000	10,000	10,000
Excess Revenues Over (Under) Expenditures	(2,660)	(7,000)	(1,500)	(1,500)
Fund Balance - Beginning	71,511	101,549	68,851	67,351
Fund Balance - Ending	68,851	94,549	67,351	65,851

## SUMMARY OF REVENUES

**Fund**

10 Cemetery

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4720	Cemetery Receipts	3,600	2,000	7,000	7,000
4722	Registration & Permit Fees	850	1,000	1,500	1,500
<b>Total Revenues</b>		<b>4,450</b>	<b>3,000</b>	<b>8,500</b>	<b>8,500</b>

## SUMMARY OF EXPENDITURES

**Fund**

10 Cemetery

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	7,110	10,000	10,000	10,000
Capital	-	-	-	-
<b>Total</b>	<b>7,110</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

<b>Fund</b>
10 Cemetery

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>CONTRACTUAL</i>				
247 GROUNDS MAINTENANCE	7,110	10,000	10,000	10,000
<i>CONTRACTUAL Totals</i>	7,110	10,000	10,000	10,000
<i>CAPITAL</i>				
633 INFRASTRUCTURE	-	-	-	-
<i>CAPITAL Totals</i>	-	-	-	-
<b>CEMETERY FUND Totals</b>	<b>7,110</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

## SUMMARY OF OPERATIONS

**Fund**

11 Public Safety Funds

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	114,606	98,400	92,900	90,300
Total Expenditures	95,954	83,600	94,350	158,750
Excess Revenues Over (Under) Expenditures	18,652	14,800	(1,450)	(68,450)
Net Other Financing Sources (Uses)	(25,000)	(25,000)	(25,000)	35,500
Net Gain (Loss)	(6,348)	(10,200)	(26,450)	(32,950)
Fund Balance - Beginning	161,607	165,959	155,259	128,809
Fund Balance - Ending	155,259	155,759	128,809	95,859

## SUMMARY OF REVENUES

**Fund**

11 Public Safety Funds

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4001	Interest Earnings	-	50	50	50
4054	Donations - Police Activities	7,721	1,000	4,000	1,000
4070	Donations - Silent Partners	8,840	1,000	1,500	1,000
4415	Court Security Fee	21,766	24,000	19,000	19,000
4420	Technology Fee	29,068	32,000	26,000	26,000
4425	Child Safety Fines	14,875	10,000	12,000	12,000
4520	Gun Range M&O	32,336	30,350	30,350	31,250
<b>Total Revenues</b>		<b>114,606</b>	<b>98,400</b>	<b>92,900</b>	<b>90,300</b>

## SUMMARY OF OPERATING TRANSFERS

**Fund**

11 Public Safety Funds

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Other Financing Sources				
Reserves Transfer In				
From General Fund	-	-	-	73,000
<b>Total Other Financing Sources</b>	-	-	-	<b>73,000</b>
Operating Transfers Out				
To General Fund	25,000	25,000	25,000	37,500
<b>Total Other Financing Uses</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>37,500</b>
<b>Net Other Financing Sources (Uses)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>35,500</b>



## SUMMARY OF EXPENDITURES

**Fund**

11 Public Safety Funds

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	76,856	80,100	86,100	82,250
Operational	19,098	3,500	8,250	3,500
Capital Outlay	-	-	-	73,000
<b>Total Expenditures</b>	<b>95,954</b>	<b>83,600</b>	<b>94,350</b>	<b>158,750</b>

<b>Fund</b> 11 Public Safety
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G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*CONTRACTUAL*

231	SERVICE-MAINT. CONTRACTS	51,238	45,000	51,000	51,000
208	ES CORP - GUN RANGE OPERATING	25,618	35,100	35,100	31,250

<i>CONTRACTUAL Totals</i>	76,856	80,100	86,100	82,250
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*OPERATIONS*

406	SPECIAL EVENTS	8,111	1,000	1,000	1,000
430	TUITION & TRAINING	1,539	1,000	1,000	1,000
464	CERT EXPENSES	1,304	500	2,150	500
466	SILENT PARTNERS PROGRAM	3,644	1,000	4,100	1,000
467	CANINE EXPENSES	4,500	-	-	-

<i>OPERATIONS Totals</i>	19,098	3,500	8,250	3,500
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*CAPITAL*

624	POLICE EQUIPMENT	-	-	-	73,000
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<b>Notes:</b>	<b>Brazos Ticket Writers</b>
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Requesting \$73,000 to purchase 24 new Brazos ticket writers and 24 printers. The police department currently has 18 ticket writers that have been in service since 2014. The current ticket writers have visibility problems because of dimming screens, worn-out keyboards that stick, and other issues. The operating system in the old ticket writers was a window based system that has been updated to a new Android system that is designed to operate faster and be more customizable for the department's needs. The new system will also be able to utilize our employee-based Wi-Fi connection to upload crash and ticket data to servers. This eliminates officers having to come to the station and physically dock the unit on its cradle to upload the information and complete a CR-3 Crash report. Instead, they only need to be in range of the city's Employee Wi-Fi and upload the data in the field. This will give them the capability of filling out a crash report in the car, instead of having to come to the station.

CITY MANAGER'S COMMENTS: Approved, General Fund Reserves will be transferred in to cover this expense and then repaid over several years from the Court technology fees added to traffic tickets.

<i>CAPITAL Totals</i>	-	-	-	73,000
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<b>PUBLIC SAFETY FUNDS Totals</b>	<b>95,955</b>	<b>83,600</b>	<b>94,350</b>	<b>158,750</b>
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## SUMMARY OF OPERATIONS

**Fund**

12 Recreational Development

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	1,633,904	984,750	1,442,750	1,044,500
Total Expenditures	1,378,091	1,013,450	1,019,450	1,086,500
Excess Revenues Over (Under) Expenditures	255,813	(28,700)	423,300	(42,000)
Net Other Financing Sources (Uses)	-	-	-	-
Net Gain (Loss)	255,813	(28,700)	423,300	(42,000)
Fund Balance - Beginning	(175,580)	75,575	80,234	503,534
Fund Balance - Ending	80,234	46,875	503,534	461,534

## SUMMARY OF REVENUES

**Fund**

12 Recreational Development

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4050	Donations	51,603	50,000	51,000	51,000
4250	Recreation Program Fees	203,730	150,000	200,000	200,000
4252	RBSL Revenues	225,187	215,500	253,500	253,500
4256	Rib Rub Revenues	-	-	15,000	15,000
4500	Grant Proceeds	505,480	393,250	687,250	-
4680	Developer Contributions	405,906	-	-	289,000
4700	Takeline Concessions	210,897	150,000	210,000	210,000
4750	Land Lease Revenues	31,100	26,000	26,000	26,000
<b>Total Revenues</b>		<b>1,633,904</b>	<b>984,750</b>	<b>1,442,750</b>	<b>1,044,500</b>

<b>SUMMARY OF EXPENDITURES</b>				
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<b>Fund</b>				
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12 Recreational Development				
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	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	294,386	302,600	302,600	353,500
Supplies	24,400	32,000	32,000	26,000
Operations	60,219	50,000	50,000	50,000
Capital Outlay	999,086	628,850	634,850	657,000
<b>Total Expenditures</b>	<b>1,378,091</b>	<b>1,013,450</b>	<b>1,019,450</b>	<b>1,086,500</b>

<b>Fund</b>
12 Recreation Development

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*CONTRACTUAL*

213 CONSULTING FEES	28,178	13,000	13,000	72,500
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<b>Notes:</b>	Feasibility Study
\$70,000 - This request is for the athletic facility feasibility study.	
CITY MANAGER'S COMMENTS: Funds are included within the budgeted appropriation to perform the study pending determination by the Council whether to pursue the study at this time. Previous discussions with Council indicated this would be determined with the budget process.	

<b>Notes:</b>	Parkland appraisal
\$2,500 - The annual appraisal for the per-acre value of parkland in accordance with the Mandatory Parkland Dedication Ordinance.	

233 ADVERTISING	20,576	30,000	30,000	30,000
235 BANK CHARGES	15,167	20,000	20,000	20,000
239 RECREATION CONTRACT	122,674	80,000	80,000	80,000
245 POOL REPAIR & MAINTENANCE	-	29,000	29,000	-
260 ATHLETIC PROGRAMS	107,791	130,600	130,600	151,000

<b>Notes:</b>	Tournament Umpire Costs
Increase in costs is associated with the increased number of tournaments offered and teams participating. Tournament revenue also increased which covers the cost of awards and umpires.	
CITY MANAGER'S COMMENTS: Approved	

<b>Notes:</b>	Award Costs
Increase in costs is associated with the increased number of tournaments offered and teams participating. Tournament revenue also increased which covers the cost of awards and umpires.	
CITY MANAGER'S COMMENTS: Approved	

<i>CONTRACTUAL Totals</i>	294,386	302,600	302,600	353,500
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*SUPPLIES*

360 ATHLETIC PROGRAM SUPPLIES	19,325	20,000	20,000	20,000
391 RECREATION PROGRAM SUPPLIES	5,074	12,000	12,000	6,000

<i>SUPPLIES Totals</i>	24,400	32,000	32,000	26,000
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*OPERATIONS*

406 SPECIAL EVENTS	50,056	40,000	40,000	40,000
406 RIB RUB EXPENSES	10,163	10,000	10,000	10,000

<b>Fund</b> 12 Recreation Development
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G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved										
<i>OPERATIONS Totals</i>	60,219	50,000	50,000	50,000										
<i>CAPITAL</i>														
610 FURNITURE & FIXTURES	-	29,500	35,500	-										
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Notes:</b></td> <td>Amended - Sound System Overage</td> </tr> <tr> <td colspan="2">Account overage is due to the final cost of the sound system project at The Center did not originally include the projector in the estimate and was provided by a separate company.</td> </tr> </table>					<b>Notes:</b>	Amended - Sound System Overage	Account overage is due to the final cost of the sound system project at The Center did not originally include the projector in the estimate and was provided by a separate company.							
<b>Notes:</b>	Amended - Sound System Overage													
Account overage is due to the final cost of the sound system project at The Center did not originally include the projector in the estimate and was provided by a separate company.														
633 INFRASTRUCTURE IMPROVEMENT	905,150	-	-	484,000										
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Notes:</b></td> <td>Harbor Neighborhood Park</td> </tr> <tr> <td colspan="2">\$484,000 - This request is for phase 1 development of the proposed Harbor Beach Park to serve the residents of park district 17. Current escrow balance from developer fees is \$104,000 with another \$380,000 to be expected in the near future. Initial cost estimates provided by MHS Planning and Design for the park are approximately \$815,000 in 2017 dollars.</td> </tr> <tr> <td colspan="2" style="color: green;"><b>CITY MANAGER'S COMMENTS:</b> Approved</td> </tr> </table>					<b>Notes:</b>	Harbor Neighborhood Park	\$484,000 - This request is for phase 1 development of the proposed Harbor Beach Park to serve the residents of park district 17. Current escrow balance from developer fees is \$104,000 with another \$380,000 to be expected in the near future. Initial cost estimates provided by MHS Planning and Design for the park are approximately \$815,000 in 2017 dollars.		<b>CITY MANAGER'S COMMENTS:</b> Approved					
<b>Notes:</b>	Harbor Neighborhood Park													
\$484,000 - This request is for phase 1 development of the proposed Harbor Beach Park to serve the residents of park district 17. Current escrow balance from developer fees is \$104,000 with another \$380,000 to be expected in the near future. Initial cost estimates provided by MHS Planning and Design for the park are approximately \$815,000 in 2017 dollars.														
<b>CITY MANAGER'S COMMENTS:</b> Approved														
643 PLAYGROUND EQUIPMENT	80,471	75,000	75,000	173,000										
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Notes:</b></td> <td>Myers Park Pickle Ball Court</td> </tr> <tr> <td colspan="2">\$125,000 - This request is to repurpose the old concrete slab in Myers Park adjacent to the pool into three side-by-side pickle ball courts with shade structure, nets, perimeter fence, benches, and drinking fountain with cooling misters.</td> </tr> <tr> <td colspan="2">Funds are available in the park district 21 escrow account which are fees paid by developers in accordance with the Mandatory Parkland Dedication Ordinance.</td> </tr> <tr> <td colspan="2" style="color: green;"><b>CITY MANAGER'S COMMENTS:</b> Approved</td> </tr> </table>					<b>Notes:</b>	Myers Park Pickle Ball Court	\$125,000 - This request is to repurpose the old concrete slab in Myers Park adjacent to the pool into three side-by-side pickle ball courts with shade structure, nets, perimeter fence, benches, and drinking fountain with cooling misters.		Funds are available in the park district 21 escrow account which are fees paid by developers in accordance with the Mandatory Parkland Dedication Ordinance.		<b>CITY MANAGER'S COMMENTS:</b> Approved			
<b>Notes:</b>	Myers Park Pickle Ball Court													
\$125,000 - This request is to repurpose the old concrete slab in Myers Park adjacent to the pool into three side-by-side pickle ball courts with shade structure, nets, perimeter fence, benches, and drinking fountain with cooling misters.														
Funds are available in the park district 21 escrow account which are fees paid by developers in accordance with the Mandatory Parkland Dedication Ordinance.														
<b>CITY MANAGER'S COMMENTS:</b> Approved														
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Notes:</b></td> <td>Northshore Neighborhood Park</td> </tr> <tr> <td colspan="2">\$52,000 - This request is for improvements to Northshore neighborhood park with the following amenities: improve function and appearance of drainage channels, expand irrigation system, and turf area.</td> </tr> <tr> <td colspan="2">Storm water flowing into the park has caused significant erosion and may impact adjacent homes. Once the school demolition is complete, there is an opportunity to expand and improve the open play area that was previously occupied by a portable classroom.</td> </tr> <tr> <td colspan="2">Funding source identified is a transfer from pro-rata equipment fees in park district #4 escrow account.</td> </tr> <tr> <td colspan="2" style="color: green;"><b>CITY MANAGER'S COMMENTS:</b> Approved</td> </tr> </table>					<b>Notes:</b>	Northshore Neighborhood Park	\$52,000 - This request is for improvements to Northshore neighborhood park with the following amenities: improve function and appearance of drainage channels, expand irrigation system, and turf area.		Storm water flowing into the park has caused significant erosion and may impact adjacent homes. Once the school demolition is complete, there is an opportunity to expand and improve the open play area that was previously occupied by a portable classroom.		Funding source identified is a transfer from pro-rata equipment fees in park district #4 escrow account.		<b>CITY MANAGER'S COMMENTS:</b> Approved	
<b>Notes:</b>	Northshore Neighborhood Park													
\$52,000 - This request is for improvements to Northshore neighborhood park with the following amenities: improve function and appearance of drainage channels, expand irrigation system, and turf area.														
Storm water flowing into the park has caused significant erosion and may impact adjacent homes. Once the school demolition is complete, there is an opportunity to expand and improve the open play area that was previously occupied by a portable classroom.														
Funding source identified is a transfer from pro-rata equipment fees in park district #4 escrow account.														
<b>CITY MANAGER'S COMMENTS:</b> Approved														
669 BOAT RAMP IMPROVEMENTS	13,466	524,350	524,350	-										
<i>CAPITAL Totals</i>	999,086	628,850	634,850	657,000										

<b>Fund</b>
12 Recreation Development

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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<b>RECREATION Totals</b>	<b>1,378,091</b>	<b>1,013,450</b>	<b>1,019,450</b>	<b>1,086,500</b>
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<b>SUMMARY OF OPERATIONS</b>
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<b>Fund</b>
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13 Radio System
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	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	40,959	19,200	33,050	-
Total Expenditures	557,708	199,150	266,450	-
Excess Revenues Over (Under) Expenditures	(516,749)	(179,950)	(233,400)	-
Net Other Financing Sources (Uses)	640,000	43,000	95,500	-
Net Gain (Loss)	123,251	(136,950)	(137,900)	-
Fund Balance - Beginning	14,817	7,088	138,068	168
Fund Balance - Ending	138,068	(129,862)	168	168

## SUMMARY OF REVENUES

**Fund**

13 Radio System

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4530	City Contracts	40,959	19,200	33,050	-
<b>Total Revenues</b>		<b>40,959</b>	<b>19,200</b>	<b>33,050</b>	<b>-</b>

## SUMMARY OF OPERATING TRANSFERS

**Fund**

13 Radio System

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Other Financing Sources				
Operating Transfers In				
From General Fund	640,000	43,000	95,500	-
*Expended in General Fund	75,200	75,200	75,200	-
Operating Transfers Out				
*Expended in General Fund	75,200	75,200	75,200	-
Net Other Financing Sources (Uses)	640,000	43,000	95,500	-

\* Employee salary is paid in the General Fund, however expense is needed in full in this fund to determine City of Heath match

## SUMMARY OF EXPENDITURES

**Fund**

13 Radio System

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	172,122	44,400	111,700	-
Supplies	4,803	44,700	44,700	-
Operational	10,802	10,050	10,050	-
Capital	369,981	100,000	100,000	-
<b>Total Expenditures</b>	<b>557,708</b>	<b>199,150</b>	<b>266,450</b>	<b>-</b>

<b>Fund</b>
13 Radio System

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>CONTRACTUAL</i>				
213 CONSULTING FEES	13,961	11,000	1,000	-
231 SERVICE-MAINT. CONTRACTS	158,161	33,400	111,700	-
<i>CONTRACTUAL Totals</i>	172,122	44,400	112,700	-
<i>SUPPLIES</i>				
347 GENERAL MAINT. SUPPLY	4,803	44,700	44,700	-
<i>SUPPLIES Totals</i>	4,803	44,700	44,700	-
<i>OPERATIONS</i>				
430 TUITION & TRAINING	-	5,300	5,300	-
436 TRAVEL	10,802	4,750	4,750	-
<i>OPERATIONS Totals</i>	10,802	10,050	10,050	-
<i>CAPITAL</i>				
612 COMPUTER EQUIPMENT	4,945	-	-	-
617 RADIO EQUIPMENT	365,037	100,000	100,000	-
<i>CAPITAL Totals</i>	369,981	100,000	100,000	-
<b>RADIO SYSTEM FUND Totals</b>	<b>557,709</b>	<b>199,150</b>	<b>267,450</b>	<b>-</b>

## SUMMARY OF OPERATIONS

**Fund**

14 Street Improvements

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	173,389	-	5,300	-
Total Expenditures	150,552	23,150	23,900	73,500
Excess Revenues Over (Under) Expenditures	22,837	(23,150)	(18,600)	(73,500)
Net Other Financing Sources (Uses)		-	-	-
Net Gain (Loss)	22,837	(23,150)	(18,600)	(73,500)
Fund Balance - Beginning	276,201	281,399	299,038	280,438
Fund Balance - Ending	299,038	258,249	280,438	206,938

## SUMMARY OF REVENUES

**Fund**

14 Street Improvements

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4001	Interest Earnings	-	-	-	-
4800	Assessments	8,010	-	-	-
4810	Assessments - Bourn St.	-	-	-	-
4812	Assessments-Emma Jane/Davy	-	-	-	-
4814	Assessments - Horizon Rd.	-	-	-	-
4816	Pro-Rata - RH Pkwy.	-	-	-	-
4818	Pro-Rata - Road Projects	165,379	-	5,300	-
<b>Total Revenues</b>		<b>173,389</b>	<b>-</b>	<b>5,300</b>	<b>-</b>

## SUMMARY OF EXPENDITURES

**Fund**

14 Street Improvements

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	-	-	-	-
Capital Outlay	150,552	23,150	23,900	73,500
<b>Total Expenditures</b>	150,552	23,150	23,900	73,500



<b>Fund</b> 14 Street Improvement
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G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*CAPITAL*

633	INRASTRUCTURE IMPROVEMENTS	-	-	-	73,500
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<b>Notes:</b>	<u>Street/Traffic Lighting Upgrades</u>
<p>\$48,500 - to replace 8 light poles on the Lakeshore bridge at SH 66 (Stone Bridge) with LED fixtures and poles that match the downtown fixtures.</p> <p>\$25,000 - Traffic Signal Upgrade - TX Services recommends that we upgrade the signal system at Ralph Hall Parkway and Mims Road by replacing the outdated equipment at this intersection with a new radar system which consist of the latest technology.</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

635	STREET CONSTRUCTION	19,459	23,150	23,900	-
645	SH205 BYPASS IMPROVEMENTS	74,940	-	-	-

<i>CAPITAL Totals</i>		<u>94,399</u>	<u>23,150</u>	<u>23,900</u>	<u>73,500</u>
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*OPERATING TRANSFERS*

845	TRANSFERS OUT - JOHN KING BLVD	56,155	-	-	-
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<i>OPERATING TRANSFERS Totals</i>		<u>56,155</u>	<u>-</u>	<u>-</u>	<u>-</u>
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<b>STREET IMPROVEMENT FUND Totals</b>	<b>150,554</b>	<b>23,150</b>	<b>23,900</b>	<b>73,500</b>
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## SUMMARY OF OPERATIONS

**Fund**

16 Fire Equipment Fund

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	64,941	58,250	58,250	58,250
Total Expenditures	79,255	156,850	106,850	137,400
Excess Revenues Over (Under) Expenditures	(14,314)	(98,600)	(48,600)	(79,150)
Net Other Financing Sources (Uses)	-	-	-	-
Net Gain (Loss)	(14,314)	(98,600)	(48,600)	(79,150)
Fund Balance - Beginning	216,595	226,904	202,281	153,681
Fund Balance - Ending	202,281	128,304	153,681	74,531

## SUMMARY OF REVENUES

**Fund**

16 Fire Equipment Fund

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4001	Interest Earnings	6,691	-	-	-
4535	County Fire Calls	58,250	58,250	58,250	58,250
<b>Total Revenues</b>		<b>64,941</b>	<b>58,250</b>	<b>58,250</b>	<b>58,250</b>

## SUMMARY OF EXPENDITURES

**Fund**

16 Fire Equipment Fund

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	-	-	-	5,000
Supplies	9,588	11,000	11,000	11,000
Capital Outlay	69,667	145,850	95,850	121,400
<b>Total Expenditures</b>	<b>79,255</b>	<b>156,850</b>	<b>106,850</b>	<b>137,400</b>

<b>Fund</b> 16 Fire Equipment
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G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*CONTRACTUAL*

213	CONSULTING FEES	-	-	-	5,000
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<b>Notes:</b>	<a href="#">Consulting Fees</a>
Evaluate the possibility of remodeling Fire Station 1 to accommodate additional staffing. Additional bedrooms, restrooms, and expansions to the kitchen will be needed with additional staffing.	
CITY MANAGER'S COMMENTS: Approved	

<i>CONTRACTUAL Totals</i>	-	-	-	5,000
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*SUPPLIES*

377	VOLUNTEER SERVICES	9,588	11,000	11,000	11,000
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<i>SUPPLIES Totals</i>	9,588	11,000	11,000	11,000
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*CAPITAL*

617	RADIO EQUIPMENT	11,276	54,950	24,950	27,500
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<b>Notes:</b>	<a href="#">Radio Equipment</a>
\$27,000 Purchase additional portable radios to account for additional staffing and reserve radios.	
CITY MANAGER'S COMMENTS: Approved	

621	FIELD MACHINERY & EQUIPME	34,160	90,900	60,900	93,900
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<b>Notes:</b>	<a href="#">Field Machinery &amp; Equipment</a>
\$50,000 - New signal light preemption equipment being added at the intersections of S. Goliad and Damascus, John King and 552, John King and 1141.	
\$43,900 - Replacement Personal Protection/Equipment and uniform for 10 current members and new PPE for 5 new members.	
CITY MANAGER'S COMMENTS: Approved	

<b>Fund</b> 16 Fire Equipment
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G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
623 VEHICLES	24,231	-	10,000	-

<b>Notes:</b>	<b>Amended Budget</b>
The final invoice for the approved repairs to the 1959 fire engine were paid in FY18 to Texas Fire Museum.	

<b>Notes:</b>	<b>New Engine</b>
<p>\$720,000 - We recently purchased a new engine to replace a 2007 Engine that was in front-line status. We have a second 2007 engine that is in need of replacement. The second 2007 model engine will be approximately 13 years old when the replacement apparatus arrives. We can receive the same pricing as the engine that was purchased in FY'18 if ordered prior to November 1; otherwise, there will be a 7% cost increase. We will be able to reuse some of the loose equipment on the existing engine; however, there will need to be loose equipment purchased as well.</p> <p style="color: green;">CITY MANAGER'S COMMENTS: Approved, financed with Certificates of Obligation</p>	

<i>CAPITAL Totals</i>	69,667	145,850	95,850	121,400
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<b>FIRE EQUIPMENT FUND Totals</b>	<b>79,255</b>	<b>156,850</b>	<b>106,850</b>	<b>137,400</b>
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## SUMMARY OF OPERATIONS

**Fund**

17 Airport Special Revenue

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	36,560	53,000	54,000	85,300
Total Expenditures	127,268	49,000	54,150	105,500
Excess Revenues Over (Under) Expenditures	(90,708)	4,000	(150)	(20,200)
Net Other Financing Sources (Uses)	30,000	-	10,000	-
Net Gain (Loss)	(60,708)	4,000	9,850	(20,200)
Fund Balance - Beginning	77,917	49,762	17,209	27,059
Fund Balance - Ending	17,209	53,762	27,059	6,859

## SUMMARY OF REVENUES

**Fund**

17 Airport Special Revenue

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4500	Grant Proceeds	6,533	17,000	17,000	45,300
4680	Developer Contributions	-	-	-	3,000
4750	Land Lease	23,955	30,000	30,000	30,000
4752	F.B.O. Lease	6,072	6,000	7,000	7,000
<b>Total Revenues</b>		<b>36,560</b>	<b>53,000</b>	<b>54,000</b>	<b>85,300</b>



## SUMMARY OF OPERATING TRANSFERS

**Fund**

17 Airport Special Revenue

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Other Financing Sources				
Operating Transfers In				
From General Fund	30,000	-	10,000	-
<b>Total Other Financing Sources</b>	30,000	-	10,000	-
Net Other Financing Sources (Uses)	30,000	-	10,000	-

## SUMMARY OF EXPENDITURES

**Fund**

17 Airport Special Revenue

	Actual 16-17	Budgeted 17-18	Amended 17-18
Contractual	38,228	10,250	16,750
Supplies	1,776	2,750	1,650
Operational	85,876	33,750	33,750
Utilities	1,388	2,250	2,000
<b>Total Expenditures</b>	<b>127,268</b>	<b>49,000</b>	<b>54,150</b>

Annual Budget

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Adopted 18-19
12,150
750
90,600
2,000
105,500

<b>Fund</b>
17 Aviation

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
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*CONTRACTUAL*

213 CONSULTING FEES	25,150	-	-	-
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<b>Notes:</b>	Professional Services for Land
<p>The Airport Development Plan shows the need for additional land adjacent to the airport for future expansion and airport improvements. There is approximately 19 acres on the each side of the airport that has been for sale for many years. The budget request is for professional services related to preparation to purchase the land. There is \$600,000 authorized in 2009 for purchase of the land. TXDOT Aviation has indicated they would act as the City's agent for land acquisition at such time as the City is ready to proceed. It is proposed the City use TXDOT's procedure for land acquisition in order to be eligible for a 90% reimbursement at such time the airport expands or the funds used for land acquisition can act as local grant matching for future airport CIP projects.</p> <p>\$ 8,500 Appraisal / Surveying Services          3,000 Environmental Due Diligence Audit          15,000 Legal          17,000 Closing costs          \$43,500 Total:</p> <p><b>CITY MANAGER'S COMMENTS: Disapproved</b></p>	

227 INSURANCE-REAL PROPERTY	1,521	1,200	1,200	1,000
229 INSURANCE-LIABILITY	-	1,500	1,500	1,000
240 EQUIPMENT REPAIRS	801	2,100	5,100	2,100
242 EQUIPMENT RENTAL & LEASE	-	250	250	250
244 BUILDING REPAIRS	6,994	2,500	2,500	2,500
246 VEHICLE REPAIRS	3,762	2,400	5,900	5,000

<b>Notes:</b>	Amend Budget
<p>Amendment to line item for costs associated with two aging fuel trucks. Amount: \$4,000</p> <p>Increase budget for aging vehicles to \$5,000</p> <p><b>CITY MANAGER'S COMMENTS: Approved</b></p>	

280 STATE PERMITS	-	300	300	300
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<i>CONTRACTUAL Totals</i>	<u>38,228</u>	<u>10,250</u>	<u>16,750</u>	<u>12,150</u>
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*SUPPLIES*

331 FUEL & LUBRICANTS	1,776	2,000	-	-
339 FUEL TANK REPAIRS	-	250	250	250
341 CONSTRUCTION & REPAIR SUPPLIES	-	500	1,400	500

<b>Fund</b> 17 Aviation
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<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
<i>SUPPLIES Totals</i>	1,776	2,750	1,650	750

<b>Fund</b>
17 Aviation

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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OPERATIONS

409 GRANT MATCHING	85,876	33,750	33,750	90,600
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<b>Notes:</b>	<u>Grant Matching</u>
<p>Routine Airport Maintenance Program - 50/50 match</p> <p>\$780 - AWOS - Automated Weather Observation System. As an AWOS owner, the City is obligated to operate and maintain the system according to FAA AC No. 150/5220-16D. The City will contract directly with DBT Transportation Services to provide maintenance on the AWOS at the airport. Currently each airport contracts individually for the NADIN interface service connection that links the AWOS weather data with FAA Flight Services and the National Weather Service. The NADIN connection is also used for remote daily monitoring of the AWOS system to perform maintenance functions. Both items are reimbursable at 50% under the Routine Airport Maintenance Program. AviMet Data Link / National Airspace Data Interchange Network (NADIN) – this is the data link from the AWOS at the Rockwall Municipal Airport to the National Weather Service</p> <p>\$5,966 - AWOS Maintenance Agreement – 4 quarterly inspections required.</p> <p>\$40,200 - Hangar Surface Improvements There are several hangars that are not able to be rented due to poor parking surface and poor drainage. It is proposed that funds be allocated to rebuild 5 hangar pads at \$8,040 per space.</p> <p>\$6,000 - Landscaping – natural landscape barriers to eliminate the possibility of aircraft and vehicle incursions. Placement of a landscape barrier along the entry road from the terminal parking lot down the length of the entry road will serve as a natural safety barrier between the entry road and Hangar 1. Tenants and frequent visitors drive on the taxiway south of the terminal onto the grass and onto the entry road when leaving, or enter the airport from the entry road through the grass and onto the taxiways. It will also add to the beautification of the airport. Irrigation, plant materials, and edging</p>	

<b>Fund</b>
17 Aviation

<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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\$15,000 - Security motion sensor camera system with recording capabilities. The FBO / Airport Manager has had reports from tenants of missing fuel from aircraft tanks and a complaint of an aircraft part being stolen another tenant's airplane. The airport is open from 8 am to Dusk, Monday-Sunday and also has a combination code for pilots to enter the terminal after hours. The Ralph M Hall / Rockwall Municipal Airport doesn't currently have video security surveillance either in the terminal or in the vehicle or aircraft parking areas.

\$22,635 - Hangar Door - There is a box hangar at the southern end of Hangar 3 that currently uses a cable pulley system and winch to open the door. The door outrigger support poles that are antiquated, unsafe and not user-friendly. For many years, this hangar was used as a maintenance shop, but has transitioned back to a hangar for 2 aircraft with an estimated combined value of \$260,000. The tenants and FBO staff opens and closes the door with some apprehension to the cable snapping, cutting through someone or something, or the weight of the door coming down on persons or property. It is recommended the City purchase a new hydraulic door system for this facility.

\$90,581 Total RAMP Grant Matching Request

**CITY MANAGER'S COMMENTS: Approved**

<i>SUPPLIES Totals</i>	85,876	33,750	33,750	90,600
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<b>Fund</b> 17 Aviation
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<b>G/L Account</b>	<b>2017 Actual Amount</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 City Manager Approved</b>
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*UTILITIES*

501 ELECTRICITY

1,388

2,250

2,000

2,000

*UTILITIES Totals*

1,388

2,250

2,000

2,000

<b>AVIATION FUND Totals</b>	<b>127,269</b>	<b>49,000</b>	<b>54,150</b>	<b>105,500</b>
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<b>SUMMARY OF OPERATIONS</b>				
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<b>Fund</b>				
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18 Recycling				
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	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	-	-	-	-
Total Expenditures	3,840	-	3,850	5,000
Excess Revenues Over (Under) Expenditures	(3,840)	-	(3,850)	(5,000)
Net Other Financing Sources (Uses)	(20,432)	-	-	-
Net Gain (Loss)	(24,272)	-	(3,850)	(5,000)
Fund Balance - Beginning	134,978	130,579	110,706	106,856
Fund Balance - Ending	110,706	130,579	106,856	101,856

### SUMMARY OF REVENUES

**Fund**  
18 Recycling

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4780	Recycling Revenue	-	-	-	-
Total Revenues		-	-	-	-

## SUMMARY OF OPERATING TRANSFERS

**Fund**

18 Recycling

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Other Financing Uses				
Operating Transfers Out To General Fund	20,432	-	-	-
Total Other Financing Sources	(20,432)	-	-	-
Net Other Financing Sources (Uses)	(20,432)	-	-	-

## SUMMARY OF EXPENDITURES

**Fund**  
18 Recycling

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operational	3,840	-	3,850	5,000
<b>Total Expenditures</b>	<b>3,840</b>	<b>-</b>	<b>3,850</b>	<b>5,000</b>

## SUMMARY OF OPERATIONS

**Fund**

24 Downtown Fund

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	12,500	10,000	10,000	10,000
Total Expenditures	9,136	8,500	11,000	12,500
Excess Revenues Over (Under) Expenditures	3,364	1,500	(1,000)	(2,500)
Net Gain (Loss)	3,364	1,500	(1,000)	(2,500)
Fund Balance - Beginning	7,132	56,121	10,496	9,496
Fund Balance - Ending	10,496	57,621	9,496	6,996

**SUMMARY OF REVENUES**

**Fund**

24 Downtown Fund

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4050	Donations	10,000	10,000	10,000	10,000
4500	Grant Proceeds	2,500	-	-	-
<b>Total Revenues</b>		<b>12,500</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

<b>SUMMARY OF EXPENDITURES</b>				
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<b>Fund</b>				
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24 Downtown Fund				
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	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	3,136	5,000	5,000	5,000
Supplies	-	1,000	1,000	2,500
Operational	6,000	2,500	5,000	5,000
<b>Total Expenditures</b>	<b>9,136</b>	<b>8,500</b>	<b>11,000</b>	<b>12,500</b>

<b>Fund</b> 24 Downtown Improvement
--

G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved						
<i>CONTRACTUAL</i>										
293 GRANT PROGRAM	3,136	5,000	5,000	5,000						
<i>CONTRACTUAL Totals</i>	3,136	5,000	5,000	5,000						
<i>SUPPLIES</i>										
347 GENERAL MAINT. SUPPLY	-	1,000	1,000	2,500						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 2px;"><b>Notes:</b></td> <td style="padding: 2px;">Dumpster Maintenance</td> </tr> <tr> <td colspan="2" style="padding: 2px;">\$2,500 Materials to repair and replace as needed to keep the enclosures looking good.</td> </tr> <tr> <td colspan="2" style="padding: 2px; color: green;">CITY MANAGER'S COMMENTS: Approved</td> </tr> </table>					<b>Notes:</b>	Dumpster Maintenance	\$2,500 Materials to repair and replace as needed to keep the enclosures looking good.		CITY MANAGER'S COMMENTS: Approved	
<b>Notes:</b>	Dumpster Maintenance									
\$2,500 Materials to repair and replace as needed to keep the enclosures looking good.										
CITY MANAGER'S COMMENTS: Approved										
<i>SUPPLIES Totals</i>	-	1,000	1,000	2,500						
<i>OPERATIONS</i>										
406 SPECIAL EVENTS	-	-	-	2,500						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 2px;"><b>Notes:</b></td> <td style="padding: 2px;">Special Event Support</td> </tr> <tr> <td colspan="2" style="padding: 2px;">\$2,500 - Funds to support downtown events as needed</td> </tr> <tr> <td colspan="2" style="padding: 2px; color: green;">CITY MANAGER'S COMMENTS: Approved</td> </tr> </table>					<b>Notes:</b>	Special Event Support	\$2,500 - Funds to support downtown events as needed		CITY MANAGER'S COMMENTS: Approved	
<b>Notes:</b>	Special Event Support									
\$2,500 - Funds to support downtown events as needed										
CITY MANAGER'S COMMENTS: Approved										
469 PROMOTION EXPENSE	6,000	2,500	5,000	2,500						
<i>OPERATIONS Totals</i>	6,000	2,500	5,000	5,000						
<b>DOWNTOWN IMPROVEMENT Totals</b>										
	9,136	8,500	11,000	12,500						



## SUMMARY OF OPERATIONS

**Fund**

26 Narcotics - Seizure Awards

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	117,865	-	10,000	-
Total Expenditures	90,020	83,000	92,200	72,000
Excess Revenues Over (Under) Expenditures	27,845	(83,000)	(82,200)	(72,000)
Net Other Financing Sources (Uses)	(208,500)	-	-	-
Net Gain (Loss)	(180,655)	(83,000)	(82,200)	(72,000)
Fund Balance - Beginning	445,667	181,117	265,012	182,812
Fund Balance - Ending	265,012	98,117	182,812	110,812

## SUMMARY OF REVENUES

**Fund**

26 Narcotics - Seizure Awards

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
4010	Auction/Scrap Proceeds	8,287	-	-	-
4550	Seizure Revenue	109,578	-	10,000	-
Total Revenues		117,865	-	10,000	-

## SUMMARY OF EXPENDITURES

**Fund**

26 Narcotics - Seizure Awards

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Contractual	9,048	25,000	28,200	25,000
Supplies	1,150	-	-	-
Operational	17,000	20,000	20,000	20,000
Capital	62,823	38,000	44,000	27,000
<b>Total Expenditures</b>	<b>90,020</b>	<b>83,000</b>	<b>92,200</b>	<b>72,000</b>

## SUMMARY OF OPERATING TRANSFERS

**Fund**

26 Narcotics - Seizure Awards

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Other Financing Sources				
Operating Transfers Out				
To General Fund	208,500	-	-	-
Total Other Financing Sources	208,500	-	-	-
Net Other Financing Sources (Uses)	208,500	-	-	-

<b>Fund</b> 26 Seized Funds
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G/L Account	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 City Manager Approved
<i>CONTRACTUAL</i>				
218 COURT COSTS FOR SEIZED FUNDS	-	-	3,200	-
231 SERVICE-MAINT. CONTRACTS	2,906	25,000	25,000	25,000
246 VEHICLE REPAIRS	6,142	-	-	-
<i>CONTRACTUAL Totals</i>	9,048	25,000	28,200	25,000
<i>SUPPLIES</i>				
321 UNIFORMS	1,150	-	-	-
<i>SUPPLIES Totals</i>	1,150	-	-	-
<i>OPERATIONS</i>				
451 CONFIDENTIAL FUNDS	17,000	20,000	20,000	20,000
<i>OPERATIONS Totals</i>	17,000	20,000	20,000	20,000
<i>CAPITAL</i>				
612 COMPUTER EQUIPMENT	4,555	-	-	-
623 VEHICLES	47,594	25,000	27,000	27,000
624 POLICE EQUIPMENT	10,674	13,000	17,000	-
<i>CAPITAL Totals</i>	62,823	38,000	44,000	27,000
<b>SEIZED FUNDS - NARCOTICS Totals</b>	<b>90,020</b>	<b>83,000</b>	<b>92,200</b>	<b>72,000</b>

<b>Notes:</b>	<b>New COP Vehicle</b>
Purchase a Dodge Charger for our Citizens on Patrol. We implemented a four year replacement program that allowed us to replace one aging vehicle a year utilizing our seized funds account to accomplish this goal. This will be the last year of the replacement program.	
Dodge Charger \$27,000	
CITY MANAGER'S COMMENTS: Approved	



City of Rockwall

**CITY OF ROCKWALL, TEXAS  
MEMORANDUM**

**TO: Rick Crowley, City Manager**  
**FROM: Cheryl Dunlop  
Director, Administrative Services**  
**DATE: August 7, 2018**  
**SUBJECT: City's Health & Welfare Programs**

**General Overview**

The City of Rockwall has partnered with **Holmes Murphy** since January 2012 for broker and consultant services to ensure the City stays informed on local healthcare trends, vendor alternatives, expected cost projections, Healthcare Reform and other legal and legislative topics that impact the City's health plan. In January of 2017, the City changed third-party administrators for administration of the health plan from Group & Pension Administrators, Inc. (GPA) to **Cigna**. The RFP analysis showed that the City would experience greater network access and discounts, a more favorable prescription contract and decreased administration costs if it moved to Cigna, thereby lowering future healthcare expenses. The below 2017 results indicate that the City has benefited from this change in administrators for 2017.

**Health Care Cost Summary**

As the chart below indicates, the City has experienced a continued rise in healthcare claims and costs since the 2014 plan year, but claims have costs have decreased for now since the move to Cigna. Based on paid claims through May 2018, it is projected that the 2018 claim expense will be very similar to the 2017 expense.

**History of Claims Cost:**

<b>Cal Year</b>	<b>Claims Cost</b>	<b>Annual Cost PEPY</b>	<b># of EEs @ YR End</b>
2012	\$2,402,215	\$9,053	245
2013	\$1,901,422	\$7,989	238
2014	\$2,425,875	\$10,279	236
2015	\$2,914,258	\$12,143	240
2016	\$2,889,527	\$12,040	240
2017	\$2,143,055	\$8,607	249

**Prescription Benefits Plan**

The chart below shows that the City of Rockwall's prescription claims increased significantly in 2016. However, based on paid claims data for 2017, costs have decreased due to improved discounts, rebates, and administrative fees. While the results are promising, the City will need to continue to review both plan and formulary changes to drive improved decision-making by employees to choose lowest cost drugs where available.

PLAN YEAR	RX EXPENSE PAID	% INCREASE/DECREASE
2012	\$491,122	26.0%
2013	\$513,652	4.6%
2014	\$624,073	21.5%
2015	\$594,363	-5%
2016	\$741,688	24.8%
2017	\$662,776	-10.6%

Note: Claims cost does not include Admin Fees.

### Administrative Fees

The City also pays administrative fees to Cigna to administer the Medical, RX, and Dental benefits. For 2018, the estimated fees annually are:

- *Cigna Administrative fees* - \$453,000

### Healthcare Reform

The City also pays additional fees from the *Affordable Care Act*.

For 2017, the fees included:

- *Patient Centered Outcomes Research Institute (PCORI) Fee* - \$1,470

For 2018, the projected fees are as follows:

- *Patient Centered Outcomes Research Institute (PCORI) Fee* - \$1,410 (*estimated*)

There may be other factors of healthcare reform that may impact the City going forward such as the **Cadillac Tax (2022)**, if actually implemented.

### Pre-65 Retiree Insurance

In May of this year, the Pre-65 Retiree Health Insurance benefits were offered to eligible employees. Since that time, only two employees have retired and elected coverage through TMLIEBP. TMLIEBP will announce the new rates in September. However, we don't expect a significant increase since we have very low participation in the group plan.

## SUMMARY OF OPERATIONS

**Fund**

31 Employee Benefits

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Total Revenues	1,125,559	898,000	1,010,500	1,003,000
Total Expenditures	4,566,420	4,124,000	3,862,050	4,200,250
Operating Income (Loss)	(3,440,862)	(3,226,000)	(2,851,550)	(3,197,250)
Non-Operating Revenues	12,599	6,000	21,000	25,000
Non-Operating Income (Loss)	12,599	6,000	21,000	25,000
Net Income (Loss) Before Transfers	(3,428,263)	(3,220,000)	(2,830,550)	(3,172,250)
Net Transfers In (Out)	3,150,000	3,400,000	3,150,000	3,400,000
Net Income (Loss)	(278,263)	180,000	319,450	227,750
Retained Earnings - Beginning	900,009	582,953	621,746	941,196
Retained Earnings - Ending	621,746	762,953	941,196	1,168,946



## SUMMARY OF REVENUES

**Fund**

31 Employee Benefits

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Revenues					
4019	Miscellaneous	28,000	28,000	28,000	28,000
4840	Retiree Premiums	-	-	7,500	25,000
4850	Employee Contributions	874,394	850,000	911,000	930,000
4860	Stop Loss Reimbursements	223,165	20,000	64,000	20,000
<b>Total Operating Revenues</b>		<b>1,125,559</b>	<b>898,000</b>	<b>1,010,500</b>	<b>1,003,000</b>
Non-Operating Revenues					
4001	Interest Earnings	12,599	6,000	21,000	25,000
<b>Total Non-Operating Revenues</b>		<b>12,599</b>	<b>6,000</b>	<b>21,000</b>	<b>25,000</b>
<b>Total Revenues</b>		<b>1,138,157</b>	<b>904,000</b>	<b>1,031,500</b>	<b>1,028,000</b>

## SUMMARY OF OPERATING TRANSFERS

**Fund**

31 Employee Benefits

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Transfers In				
From General Fund	2,500,000	2,500,000	2,500,000	2,500,000
From Water & Sewer Fund	900,000	900,000	900,000	900,000
<b>Total Operating Transfers In</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>3,400,000</b>
Operating Transfers Out				
To Workers Compensation Fund	250,000	-	250,000	-
<b>Total Operating Transfers Out</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>-</b>
<b>Net Operating Transfers In (Out)</b>	<b>3,150,000</b>	<b>3,400,000</b>	<b>3,150,000</b>	<b>3,400,000</b>

## SUMMARY OF EXPENSES

**Fund**

31 Employee Benefits

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Expenses				
Operations	4,566,420	4,124,000	3,862,050	4,200,250
<b>Total Expenditures</b>	<b>4,566,420</b>	<b>4,124,000</b>	<b>3,862,050</b>	<b>4,200,250</b>

<b>Fund</b>
31 Employee Benefits

<b>ACCOUNT</b>	<b>2017 Actual Expense</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 Manager Approved</b>
<b>40 Operational</b>				
422 EMPLOYEE ACTIVITIES	3,265	5,000	5,000	5,000
440 ADMINISTRATION FEES	204,637	250,000	205,000	205,000
441 REINSURANCE PREMIUMS	342,873	345,000	380,000	399,000
442 PAID HEALTH CLAIMS	3,889,496	3,500,000	3,200,000	3,500,000
443 LIFE INSURANCE PREMIUMS	126,150	24,000	26,000	26,000
448 RETIREE INSURANCE PREMIUMS	-	-	46,050	65,250
<b>Operational TOTAL . . . . .:</b>	<b>4,566,420</b>	<b>4,124,000</b>	<b>3,862,050</b>	<b>4,200,250</b>
<b>Employee Benefits TOTAL . . . . .:</b>	<b>4,566,420</b>	<b>4,124,000</b>	<b>3,862,050</b>	<b>4,200,250</b>



## MEMORANDUM

**TO:** Rick Crowley, City Manager

**FROM:** Cheryl Dunlop  
Director, Administrative Services

**CC:** Mary Smith, Asst. City Manager

**DATE:** August 7, 2018

**SUBJECT:** Employee Safety Program

In 1990, the City issued Certificates of Obligation for \$2,000,000 to fund a self-insured workers' compensation program. The bond issue was paid off in August 2000. Claims processing is managed by the Texas Municipal League with the City paying deductible expenses up to \$200,000 per occurrence, with an aggregate exposure of \$600,000.

The City's self-funded Risk Management Program includes many components that have worked well together over the past several years to ensure and promote a safe work environment for all our employees. These include: *job placement assessments, drug/alcohol testing, job evaluation & site assessments, specific job safety training, incident investigation and reporting, workplace inspections, risk assessments and analysis* conducted by TMLIRP.

The HR staff reviews the claims data to identify potential trends in the following areas: *types of injuries, injuries occurring within certain job classifications, injuries resulting from types of equipment or specific job tasks, severity of claims, number of "days lost", and costs.* In addition, employees are encouraged to report *incidents without injuries* in order to assist in tracking and identifying potential safety hazards that can be corrected pro-actively.

Although the *reportable incidents* have decreased slightly, the *number of days away from work* and the *days on restricted or light duty* have increased. The *medical claims cost* to-date is lower than last year and significantly lower than FY '15-'16. However, there was one claim pending from FY '15-'16 incurring costs through to June 2018. This claim has been challenged and appealed to the highest level with a favorable result to the City. TMLIRP has prepared a detailed audit and is negotiating the recovery from the State.

This year's data fully supports the recommendation to fund the safety incentive to employees.

### Workers' Compensation Claims Activity by Fiscal Year

Fiscal Year	Total # of EE Receiving A Pay Check	Reportable Incidents	Non Reportable Incidents	Total Days Away From Work	Cost of Total Days Away From Work	Total Days Restricted Duty (Light/Modified)	Medical Claims Cost	Expenses Paid by TML	Property Damage	TOTAL	Recovered Amount	Total Loss for Rockwall
15/16	300	20	33	292	\$78,639	337	\$251,376	\$28,771	\$20,467	\$496,105	\$20,691	\$468,391
16/17	302	28	34	29	\$ 9,675	216	\$ 49,051	\$ 3,112	\$ 0	\$ 66,572	\$ 4,772	\$ 58,425
17/18	302	23	54	87	\$18,582	290	\$ 40,600	\$ 3,384	\$ 0	\$ 73,578	\$16,434	\$ 57,144

The City has achieved great results over the majority of the past 25 years in managing claim costs, though some of these years have presented challenges. With each year's claims and administration, the fund balance has been declining. We had a difficult year in FY '15-'16, primarily due to the one claim mentioned above. Even with the very good year this fiscal year, we are maintaining a fund balance inadequate to address unpredictable expenses. We will need to increase the General Fund and Water/Sewer transfers over the next several years in order to build a reserve again.

## SUMMARY OF OPERATIONS

**Fund**

32 Worker's Compensation

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Revenues	-	-	-	-
Operating Expenses	227,496	272,000	276,000	278,500
<b>Operating Income (Loss)</b>	<b>(227,496)</b>	<b>(272,000)</b>	<b>(276,000)</b>	<b>(278,500)</b>
Non-Operating Revenues	1,131	1,000	1,000	1,000
Non-Operating Expenses	-	-	-	-
<b>Non-Operating Income (Loss)</b>	<b>1,131</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Net Income (Loss) Before Transfers</b>	<b>(226,365)</b>	<b>(271,000)</b>	<b>(275,000)</b>	<b>(277,500)</b>
Net Transfers In (Out)	450,000	230,000	480,000	235,000
<b>Net Income (Loss)</b>	<b>223,635</b>	<b>(41,000)</b>	<b>205,000</b>	<b>(42,500)</b>
Retained Earnings - Beginning	(80,748)	392,946	142,887	347,887
<b>Retained Earnings - Ending</b>	<b>142,887</b>	<b>351,946</b>	<b>347,887</b>	<b>305,387</b>

## SUMMARY OF REVENUES

**Fund**

32 Worker's Compensation

Account	Description	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Non-Operating Revenues					
4001	Interest Earnings	631	500	500	500
4019	Miscellaneous	500	500	500	500
<b>Total Non-Operating Revenues</b>		<b>1,131</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Revenues</b>		<b>1,131</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>



## SUMMARY OF OPERATING TRANSFERS

**Fund**

32 Worker's Compensation

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operating Transfers In				
From General Fund	150,000	175,000	175,000	180,000
From Water & Sewer Fund	50,000	55,000	55,000	55,000
From Employee Benefits Fund	250,000	-	250,000	-
<b>Net Operating Transfers In (Out)</b>	<b>450,000</b>	<b>230,000</b>	<b>480,000</b>	<b>235,000</b>

## SUMMARY OF EXPENSES

**Fund**

32 Worker's Compensati

	Actual 16-17	Budgeted 17-18	Amended 17-18	Adopted 18-19
Operational	227,496	272,000	276,000	278,500
<b>Total Operating Expenses</b>	<b>227,496</b>	<b>272,000</b>	<b>276,000</b>	<b>278,500</b>
<b>Total Expenditures</b>	<b>227,496</b>	<b>272,000</b>	<b>276,000</b>	<b>278,500</b>

<b>Fund</b>
32 Worker's Compensation

<b>ACCOUNT</b>	<b>2017 Actual Expense</b>	<b>2018 Adopted Budget</b>	<b>2018 Amended Budget</b>	<b>2019 Manager Approved</b>
<b>40 Operational</b>				
431 SAFETY TRAINING	1,179	1,000	1,000	1,000
440 ADMINISTRATION FEES	46,933	66,000	70,000	72,500
444 PAID LOSSES	174,312	125,000	125,000	125,000
446 SAFETY INCENTIVES	-	75,000	75,000	75,000
447 DRUG TESTING	5,072	5,000	5,000	5,000
<b>Operational TOTAL . . . . .:</b>	<b>227,496</b>	<b>272,000</b>	<b>276,000</b>	<b>278,500</b>
<b>Worker's Compensation TOTAL . . . . .:</b>	<b>227,496</b>	<b>272,000</b>	<b>276,000</b>	<b>278,500</b>