

# **CITY OF LA PORTE, TEXAS**

## **OPERATING BUDGET**

**OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016**







This budget is estimated to raise more total property taxes than last year's budget by \$1,209,600.00, or 7.08% and of that amount \$167,041.27 is tax revenue to be raised from new property added to the tax roll this year.

Property Tax Comparison:

	<u>FY2015</u>	<u>FY2016</u>
Adopted Tax Rate	\$0.710/\$100	\$0.710/\$100
Effective Tax Rate	\$0.710/\$100	\$0.717/\$100
Effective Operating Rate	\$0.635/\$100	\$0.605/\$100
Maximum Operating Rate	\$0.685/\$100	\$0.653/\$100
Debt Tax Rate	\$0.105/\$100	\$0.105/\$100
Rollback Tax Rate	\$0.790/\$100	\$0.758/\$100

Fiscal Year 2016 City debt obligations secured by property taxes is \$38,160,000.

Record Votes:

	<u>BUDGET</u>	<u>TAX RATE</u>
Louis R. Rigby, Mayor	Aye	Aye
John Zemanek, Councilmember – At Large A	Aye	Aye
Dottie Kaminski, Councilmember – At Large B	Aye	Aye
Danny Earp, Councilmember – District 1	Aye	Aye
Chuck Engelken, Councilmember – District 2	Aye	Aye
Daryl Leonard, Councilmember – District 3	Aye	Aye
Kristin Martin, Councilmember – District 4	Aye	Aye
Jay Martin, Mayor Pro-Tem, Councilmember – District 5	Aye	Aye
Mike Clausen, Councilmember – District 6	Nay	Aye



# MAYOR AND CITY COUNCIL



**Louis Rigby**  
*Mayor*



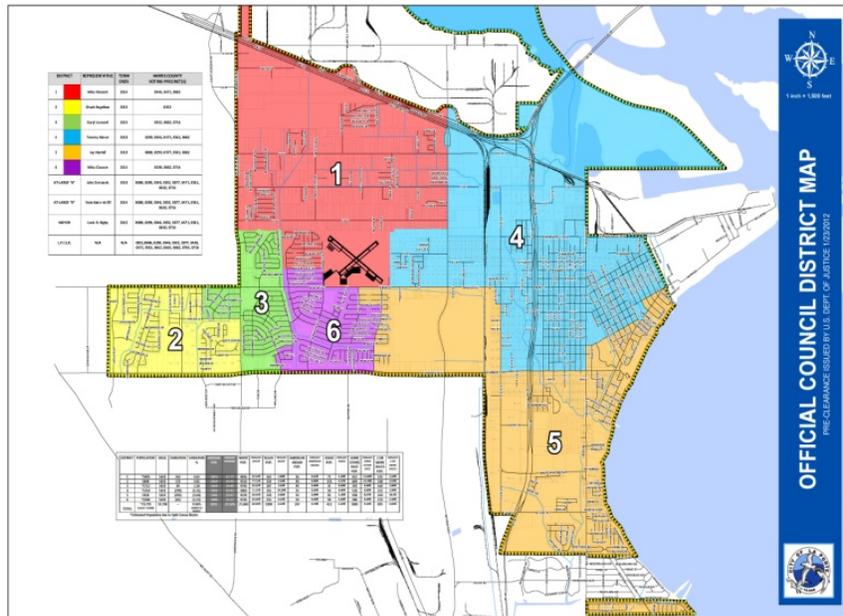
**Danny Earp**  
*Councilmember  
District 1*



**Chuck Engelken**  
*Councilmember  
District 2*



**Daryl Leonard**  
*Councilmember  
District 3*



**John P. Zemanek**  
*Councilmember  
At Large A*



**Dottie Kaminski**  
*Councilmember  
At Large B*



**Kristin Martin**  
*Councilmember  
District 4*



**Jay Martin**  
*Mayor Pro-Tem  
District 5*



**Mike Clausen**  
*Councilmember  
District 6*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of La Porte  
Texas**

For the Fiscal Year Beginning

**October 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of La Porte for its annual budget for the fiscal year beginning October 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

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

## TABLE OF CONTENTS

### RECOGNITION

Elected Officials.....	5
Distinguished Budget Presentation Award .....	6

<b>TABLE OF CONTENTS</b> .....	7
--------------------------------	---

<b>HOW TO USE THIS DOCUMENT</b> .....	10
---------------------------------------	----

<b>ORGANIZATION CHART</b> .....	12
---------------------------------	----

<b>LA PORTE, TEXAS MAP</b> .....	13
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### INTRODUCTION

City Manager’s Message.....	15
General Budget Information, Plan and Process .....	29
Organization of Funds.....	34
Description of City and Economic Background .....	37
Long Range Goals / Strategic Plan .....	39

### BUDGET INFORMATION AND SUMMARIES

Consolidated Summary of All Funds.....	47
Explanation of Changes in Fund Balances .....	48
Budget Ordinance .....	49
Property Valuation Resolution.....	50
Property Tax Ordinance.....	51
Water and Sewer Rates .....	53
Analysis of Property Valuations, Tax Levies and Collections .....	56
Analysis of Tax Rate.....	57
Consolidated Statement of Revenues and Expenditures.....	58
Revenue Projection Rationale.....	60
Appropriation by Fund.....	65
Appropriation by Department.....	66
General Fund - 5 Year Forecast .....	68
Summary Statement of Revenues and Expenditures .....	71
Personnel Summary of All Funds .....	74
Schedule of Capital Outlay .....	76

### GENERAL FUND

Summary .....	79
Statement of Revenues.....	82
Emergency Services Department .....	85
Police Department.....	93
Golf Course.....	107
Administration Department.....	113
Finance Department .....	135
Public Works Department.....	145
Parks Department.....	155
Planning Department .....	165

## TABLE OF CONTENTS, Continued

### UTILITY FUND

Summary .....	174
Statement of Revenues .....	175
Utility Fund Revenue Allocation .....	176
Utility Fund Expense Allocation .....	176
Summary for Utility Fund .....	178
Water Production .....	179
Water Distribution .....	181
Wastewater Collection .....	183
Wastewater Treatment .....	185
Utility Billing .....	187
Non-Departmental .....	189

### OTHER ENTERPRISE FUNDS

Summary .....	191
Airport .....	193
La Porte Area Water Authority .....	199

### INTERNAL SERVICE FUNDS

Summary .....	205
Motor Pool .....	207
Insurance Fund .....	215
Technology Fund .....	223

### SPECIAL REVENUE FUNDS

Grant Fund .....	229
Street Maintenance Sales Tax Fund .....	231
La Porte Emergency Services District .....	233
Hotel/Motel Occupancy Tax Fund .....	237
La Porte Development Corporation .....	241
Tax Increment Reinvestment Zone .....	245

### CAPITAL IMPROVEMENT FUNDS

General CIP .....	247
Utility CIP .....	250
Sewer Rehabilitation Fund .....	253
Drainage Improvement Fund .....	255
Street Maintenance Sales Tax Fund .....	258
2010 Certificates of Obligation Bond Fund (050) .....	261
2015 Certificates of Obligation Bond Fund (051) .....	262
Future Capital Improvement Projects and Funding Sources .....	265

**TABLE OF CONTENTS, Continued**

**DEBT SERVICE FUNDS**  
General Debt Service Fund ..... 267  
Utility Debt Service Fund ..... 268  
La Porte Area Water Authority Debt Service Fund ..... 269  
Long Range Debt Service Plan ..... 271

**MISCELLANEOUS**  
Statistical Section ..... 303

**FINANCIAL POLICIES**  
Financial Management Policies ..... 321  
Investment Policy ..... 335

**GLOSSARY**  
Glossary of Terms ..... 345  
Chart of Revenue Accounts ..... 357  
Chart of Expenditure Accounts ..... 359

## **HOW TO USE THIS BUDGET DOCUMENT**

### **A READERS GUIDE**

The City of La Porte Budget Document provides comprehensive information about City policies, goals, objectives, financial structure, operations, and an organizational framework that shows how City services are maintained and improved for fiscal year 2015-2016.

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

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

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

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

#### **BUDGET FORMAT**

The document is divided into twelve major sections: Introduction, Budget Information and Summaries, General Fund, Utility Fund, Enterprise Funds, Internal Service Funds, Capital Improvement Funds, Debt Service Funds, Special Revenue Funds, Miscellaneous and Statistical Information, Financial Management Policies, and Glossary of Terms.

The **Introduction** Section includes the City Manager's Message, which is addressed to the Mayor and City Council and explains the major policies, trends and issues that affected the development of the 2013-2014 budget. This section also contains information on the Budgetary Plan and Process, an explanation of our Fund Organization, a description of the City and its economic background, and a copy of the City's Long Range Goals.

The **Budget Information and Summaries** Section includes an overall summary of the Budget, information on taxes, and summaries of both revenues and expenditures that might interest the lay reader. The ordinances adopting the Budget and levying taxes and the resolution adopting the 2015 Appraisal Roll is presented in this section. Additionally, the Personnel Summary, which recaps staffing levels by division for a three-year period is included in this section.

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

The **Capital Improvements Funds** section includes a Description of Projects that would be of interest to the lay reader.

The **Debt Service Funds** Section consists of the City's Long Range Service Plan for Debt Service and is designed to stand alone as a separate document.

The **Special Revenue Funds** Section summarizes the Special Revenue Funds, which include the Hotel/Motel Occupancy Tax Fund, the Grant Fund, Street Maintenance Sales Tax Fund, La Porte Emergency Services District Fund, La Porte Development Corporation (Section 4B Sales Tax) Fund and the Tax Increment Reinvestment Zone One (TIRZ) Fund.

The **Miscellaneous** Section includes the schedule of Operating Capital Outlay and statistical data which presents multi-year data for expenditures, revenues, property tax levies and collections, property tax rates and valuations for overlapping governments, ratios of bonded debt, legal debt margin, overlapping debt, ratio of debt service to general expenditures, revenue bond coverage, property value/construction, principal taxpayers and miscellaneous statistics.

The **Financial Management Policies** reflect long-standing principles and practices that have enabled the City to maintain its financial stability. These policies provide a basic framework for the overall fiscal management of the City, and represent a foundation to address changing circumstances and conditions.

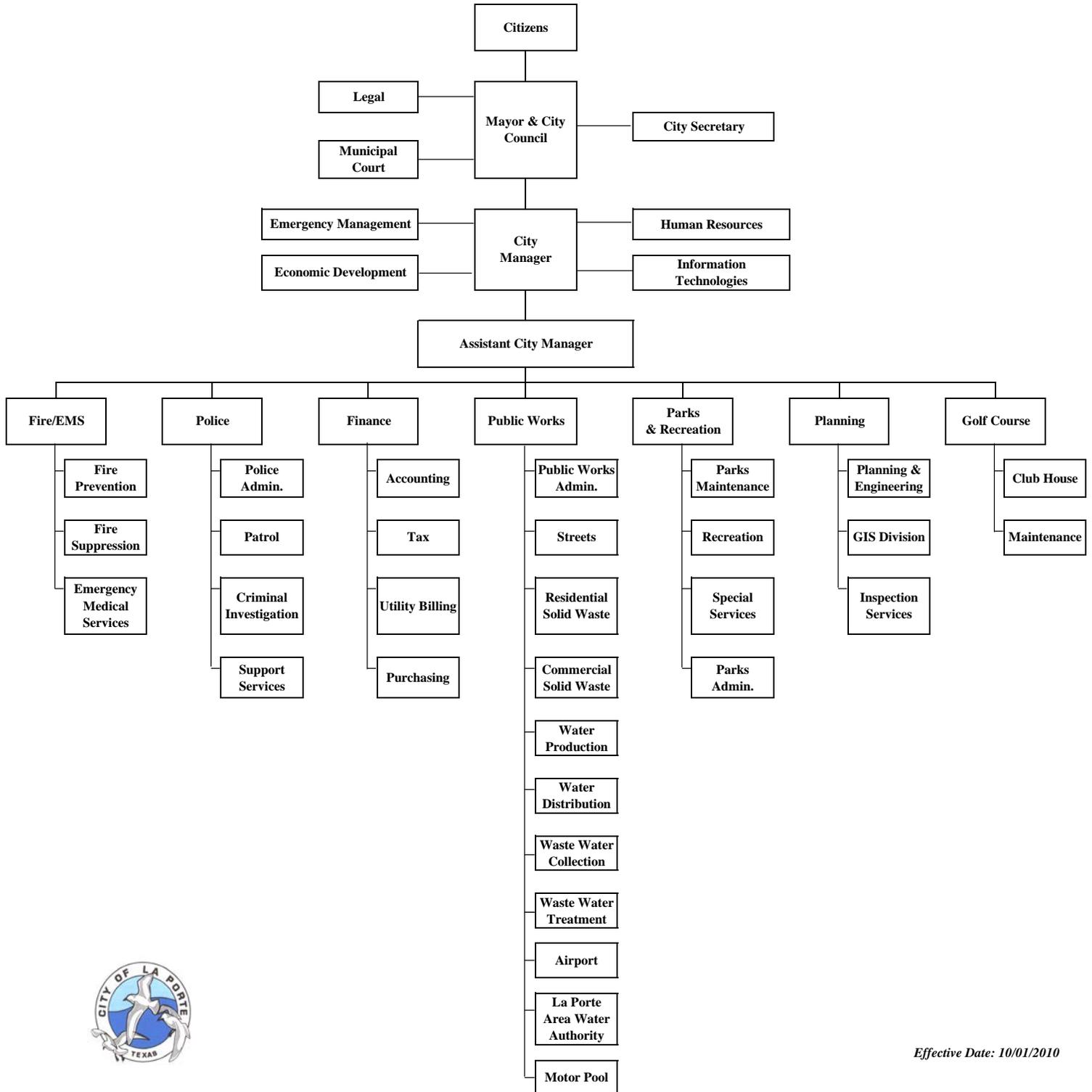
The **Glossary of Terms** is also included and is especially helpful to the lay reader. This section includes the Chart of Revenue Accounts, Chart of Operating Expense Accounts and Glossary of Terms.

The City Manager's Message, which is found in the introduction, provides an in-depth overview of the budget. For maximum benefit, you are encouraged to read this section and review the summary and statistical sections of the budget.

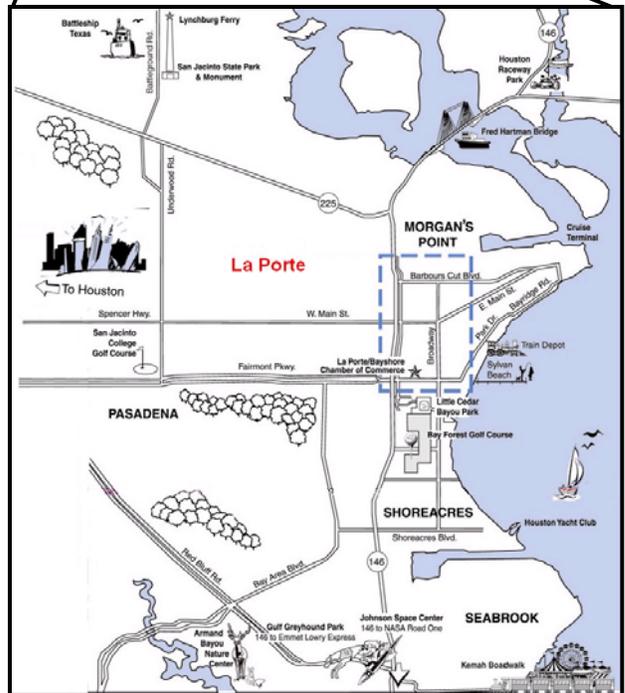
Staff diligently strives to improve the Budget Document each year and participates in the GFOA Distinguished Budget Presentation Award Program. To be eligible for the award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial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

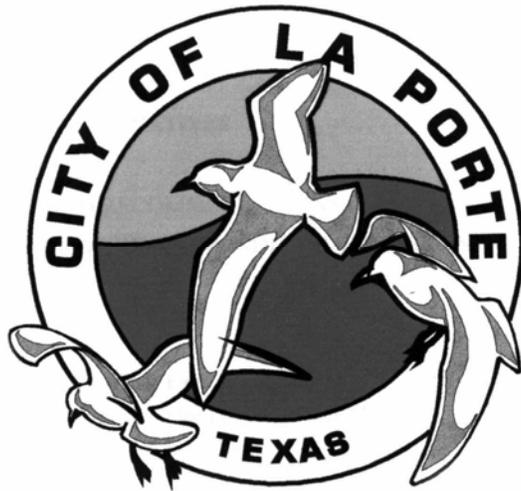
Should you have any questions or comments regarding the information presented in this document, please feel free to contact the Director of Finance or the Treasurer at 281-471-5020.

# CITY OF LA PORTE ORGANIZATIONAL CHART



Effective Date: 10/01/2010







September 30, 2015

Honorable Mayor and  
Members of City Council  
City of La Porte, Texas

Dear Mayor and Members of City Council:

In accordance with the City's Charter provisions, it is my pleasure to present the City of La Porte's Fiscal Year 2015-16 Operating Budget and Capital Improvement Program. This document, as delineated on the pages that follow, was formally adopted by Council at a regularly scheduled meeting on September 14, 2015. The budget is the document the City uses in its mission to provide services and to improve the quality of life of its citizens. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	<u>FY 2014-15</u> <u>ADOPTED BUDGET</u>	<u>FY 2015-16</u> <u>ADOPTED BUDGET</u>
General Fund	\$ 42,524,058	\$ 43,193,303
Utility Fund	8,056,291	7,439,169
Enterprise Funds	1,176,977	1,213,532
Internal Service Funds	9,597,748	10,419,160
Capital Improvement Funds	3,660,000	7,487,669
Debt Service Funds	5,327,787	5,150,752
Grant Fund	502,678	929,342
Street Maintenance Sales Tax Fund	795,000	1,895,000
Emergency Services District	1,322,638	1,372,053
Hotel/Motel Fund	826,039	773,071
La Porte Development Corporation	1,418,611	1,147,143
Tax Increment Reinvestment	<u>2,807,737</u>	<u>2,514,956</u>
Total Authorized Operations	\$78,015,564	\$83,535,150

The priorities of La Porte's city government are many, and this year's budget is based around the following themes: (1) no increase in the property tax rate, (2) no utility fund rate increase, (3) merit increases for employees, (4) capital projects, (5) customer service, (6) economic development, (7) stabilize revenue streams necessary to protect City assets, (8) continue providing the best services at the lowest cost. This budget continues to provide a high level of service to the entire La Porte community, and at the same time, it is designed to keep ad valorem taxes at the same rate as in prior years.

The fiscal year 2016 budget represents an increase of \$5,519,586, or 7%, when compared to last year's budget. The majority of that increase is related to capital improvements, which increased by \$3.2 million from the prior year. \$4.5 million worth of infrastructure improvement projects will be funded with a new debt issuance. \$484,979 has been included in the budget for merit and civil service salary increases. This budget is built around

discussions that took place during the City Council's spring budget retreat. While capital improvements continue to be a focus in the budget; Council also focused on the employees. Health care is projected to increase by approximately 12% due to rising claims costs. Despite the projected increase, City contributions, as well as employee's contributions remain at FY2015 levels due to a reserve that was set up in the General Fund a few years ago to offset potential increases. The health fund is continuing to be evaluated for savings opportunities, and possible revenue options to manage the ever increasing cost of providing healthcare.

A healthy General Fund balance has enabled the City to utilize excess fund balance to cash flow many capital projects. Notable projects included in FY2016 are three sidewalk projects/design, drainage improvements, street improvements, and various utility improvement projects. More details regarding capital improvements can be found on page 247. The budget also includes vehicle/equipment replacements of \$1.7 million.

Conservative revenue estimates and cost containment have contributed to the City's strong financial position. Additionally, the City benefits from its location within the Houston area, and its proximity to the Port of Houston, which ranks second among all U.S. ports in terms of tonnage. The economy of the Houston area continues to outpace many other large U.S. cities due to a well diversified energy sector. As a result, revenues for the City have remained stable overall. A more in-depth discussion of the revenues can be found on page 21.

The 2015-16 City Budget is designed to improve municipal services. Throughout the budget there are planned programs and projects that enhance the work environment and the community. Furthermore, our plan will continue to promote the expansion of recreation amenities for the general population. Staff has aligned our resources to meet the goals and objectives of City Council. Our staff excels in our public programs because City Council has provided employees with the resources needed to deliver exceptional services to our citizens.

## **INTRODUCTION**

### **WHAT IS A BUDGET?**

A budget is a document that sets forth the financial plan the City will follow in providing services to its citizens. It contains guidelines for normal operations as well as capital improvements to benefit the future. The budget is also an instrument whereby basic policies of the City can be presented along with their impact on services and operations. The budget is used by City Administration to monitor its operations and to assist its mid managers in performing their directives. Finally, the budget is the device that communicates to its readers the direction the City will follow in the future. Further information on the Budget Plan and Process can be found on page 29.

## **SUMMARY OF RESOURCES**

The primary resources for the City of La Porte are taxation and charges for services. The underlying basis for estimation of resource collection is historical trend analysis combined with a conservative attitude.

### **RESOURCES DERIVED THROUGH TAXATION**

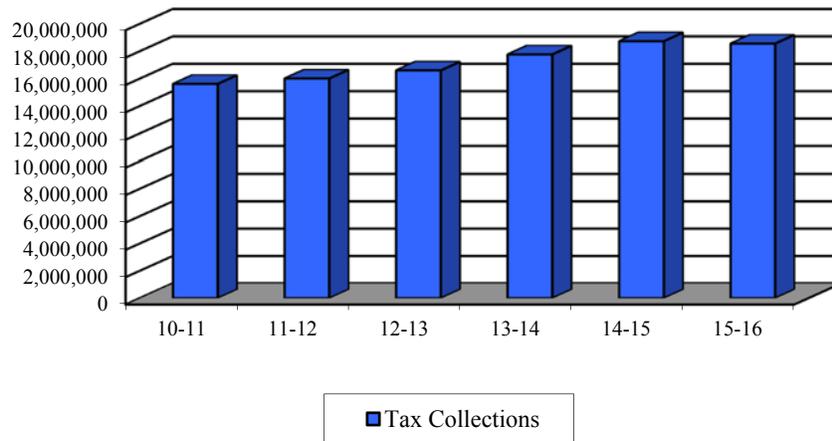
The resources derived from the taxation of property located in the City are the largest resource of the City. The process the City uses is known as Ad Valorem Taxation, which means according to value. Fiscal year 2015-16 will mark the twenty-seventh year the City has maintained its tax rate at 71 cents per \$100 taxable valuation. The appraisal of property within the City is the responsibility of the Harris County Appraisal District (Appraisal District). The Appraisal District is required under the Texas Property Tax Code to appraise all property within the county on the basis of 100% of its market value. The value of real property within the Appraisal District must be reviewed every three years. Under current legislation, the City Council continues to set tax rates on property. However, if the proposed tax rate, excluding tax rates for repayment of general obligation bonds and other contractual obligations and tax rates adjusted for new improvements, exceed the rollback tax rate, qualified voters of the City may petition for a rollback election to determine whether to limit the tax rate to no more than the

rollback tax rate.

As authorized by state law, the City Council has approved certain exemptions to its citizens. Residential homeowners qualify for a homestead exemption that is equal to 20% of their appraised value. Citizens who are over 65 years of age qualify for an additional exemption, which exempts the first \$60,000 of assessed value. Additional exemptions are available for the disabled and veterans.

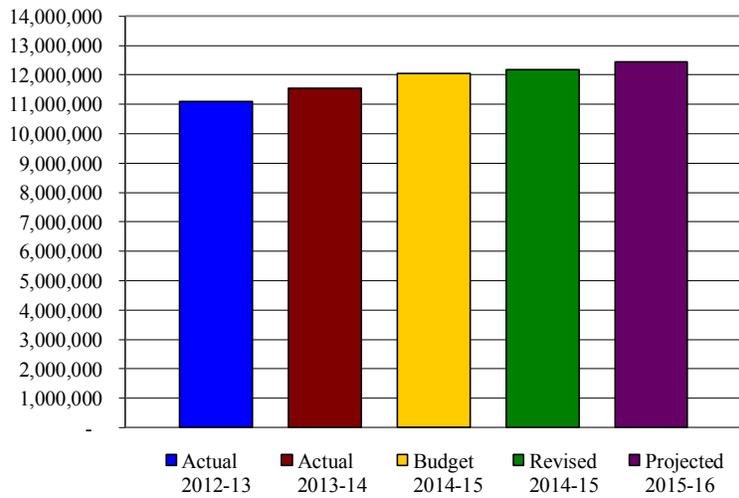
For fiscal year 2015-16, the City expects to collect \$18.6 million through the ad valorem tax process. The graph below portrays the actual collections for the last four fiscal years, estimated collections for fiscal year 2014-15 and projected collections for 2015-16.

*Ad Valorem Tax Collections  
Six Year Comparison*



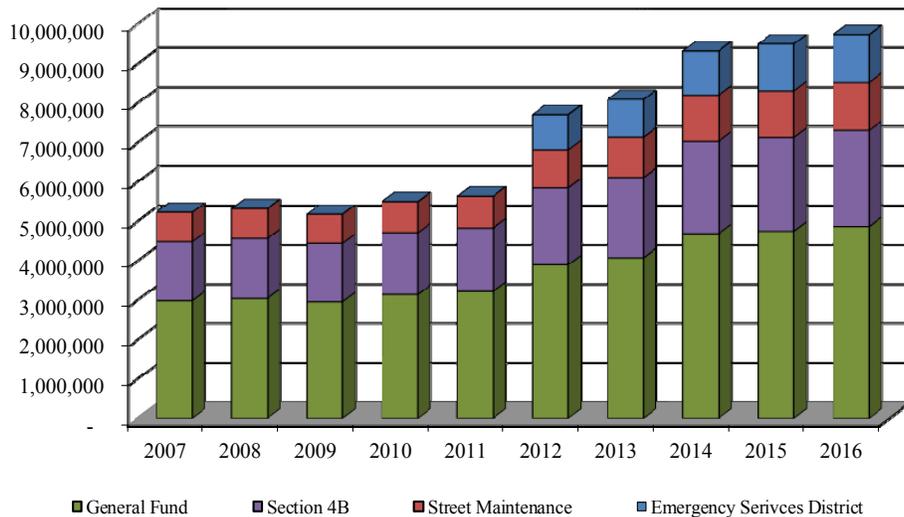
Another major revenue source is the collection of “In Lieu of Tax” payments from companies located in the City's two industrial zones. A description of the in lieu of tax agreements can be found in the "Description of City and Economic Background" section beginning on page 37. The City expects to collect \$12.4 million from this revenue source. The graph on the following page shows that collections increased have remained steady over the last three years. On January 1, 2008, the City entered into new industrial contracts, which extend to December 31, 2019. Industries make payments in lieu of taxes at a percentage of what the City's taxes would be if 100% of the industry was in the City. During the initial 6 years of the contracts the rate was 62%. In fiscal year 2015, the percentage increased to 63%.

### In-Lieu of Tax Collections



Sales Taxes are generated when goods and services are sold in the City. The State of Texas is the collecting agency for these taxes and submits to the City the portion the City is due. The current sales tax rate in our jurisdiction is 8.25%, which is comprised of 6.25% for the State, 1% for the City, ½% for the La Porte Development Corporation, ¼% for the Street Maintenance Sales Tax, and ¼% for the Emergency Services District. The City estimates the amount it expects to receive from sales taxes based on historical and current economic trends. Due to additional growth in retail and an upward trend in sales tax receipts, this revenue source has increased significantly over the last few years. The City expects to collect \$4.8 million for the General Fund and \$2.4 million for Section 4B Economic Development from this revenue source. It is estimated that the Street Maintenance Sales Tax and Emergency Services Sales Tax will generate approximately \$1.2 million each.

### Sales Tax Trends



The final major revenue source is the levying of Franchise Fees to Utilities operating in the City of La Porte. State Law governs the amount of the levy. The City expects to receive \$2.2 million from this revenue source in fiscal year 2015-16.

**RESOURCES DERIVED THROUGH CHARGES FOR SERVICES**

The City provides many services to its Citizens. Some are required for the basic health and well being of the individual while others improve the quality of life. The total projection for Charges for Services revenues in Fiscal year 2015-16 is \$18.4 million. Listed below are major sources of revenues received from services rendered.

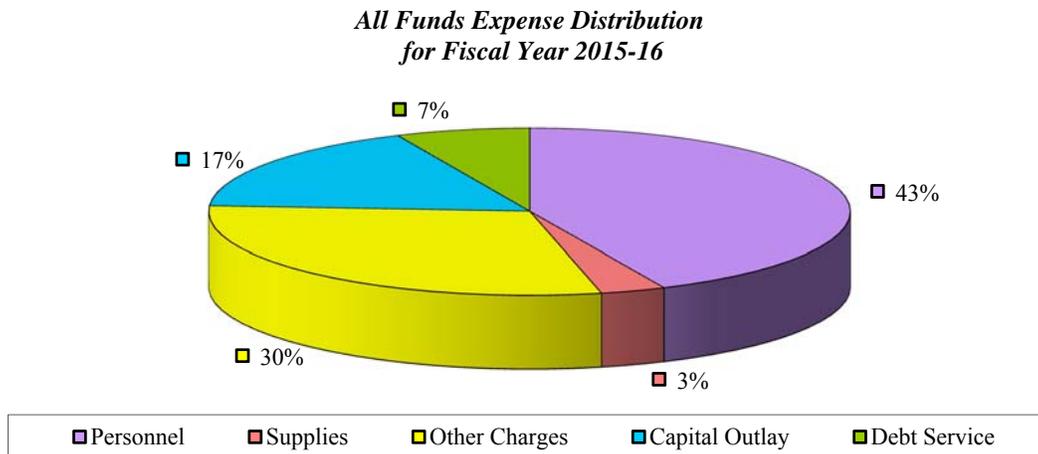
Service Rendered	Projected 2015-16 Resources
Water Production & Distribution	\$ 5,645,421
Wastewater Collection & Treatment	3,244,900
Residential Solid Waste Collection	2,215,000
Golf Course Fees	1,002,585
Motor Pool Lease & Maintenance Fees	3,073,289

**Other Resources**

A critical resource for the City of La Porte in the past has been the earning of interest on investments. The City expects to earn \$115,050 on its idle funds during fiscal year 2015-16. The projection of this resource is based on a cash flow analysis and a conservative interest earnings yield based on current economic conditions. The current economic conditions regarding interest earnings are expected to last for several more years based on economic forecasts.

**SUMMARY OF EXPENDITURES**

The expenditures of the City of La Porte can be grouped into five broad categories. The first being cost for personnel and personnel related benefits, another being the cost of capital outlay, a third being the cost needed to service and extinguish debt, the fourth being the cost of supplies, and the fifth being all other costs (utilities, insurance, maintenance, etc.). After removing all intergovernmental revenues and expenses, the chart shown below depicts the expenditure categories of the City of La Porte.



As with most Governmental Entities, the cost of providing manpower is the largest expense incurred. Regular salaries and overtime account for \$22 million of the budget. This amount, when coupled with associated benefits (Social Security, Retirement, and Medical Insurance) account for approximately 43% of the City's expense distribution. Regular salaries, overtime, and benefits account for 65% of the budget in the General Fund. The Debt Service category is the total dollars expended to pay interest and principal on existing debt, which represents \$5.2 million, or 7% of the City's total budget.

The Capital Outlay category includes procurement of vehicles totaling \$1,629,350, Capital Improvement Projects totaling \$9.4 million, and various capital items, which are listed on page 76, from departmental budgets. Capital improvement continues to be a focus of City Council.

The Supplies category includes office supplies, fuel, chemicals and other supplies. The supplies category accounts for \$2.5 million of the budget.

The Other category includes items such as utilities, training and education, and maintenance. This category totals \$22.5 million and represents 30% of the total budget. One of the largest expenditures in this category is for health insurance claims and administration costs and property insurance, which are both located in the Insurance Fund. These two expenditures total approximately \$6.2 million annually. The expenditure for utilities, which includes electricity, water and gas, amounts to \$4.3 million annually.

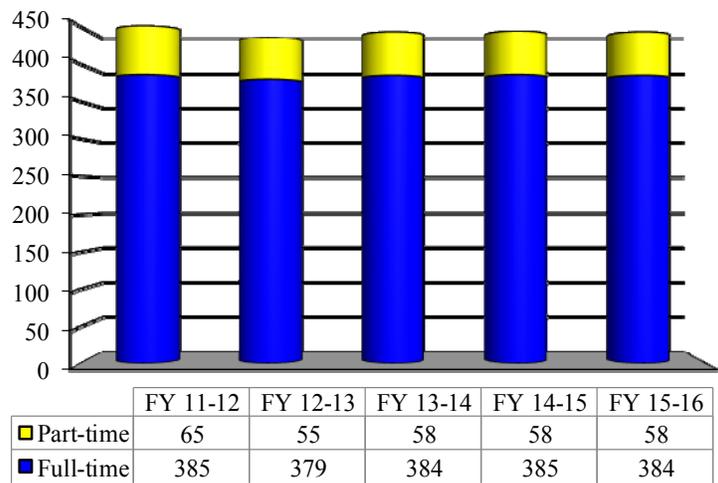
An in-depth discussion of resources and expenses for selected funds is found later in this letter.

### PERSONNEL CHANGES

Staffing levels for fiscal year 2015-16 decreased by one position. This position is in the Streets Division of the Public Works Department and has been vacant for a while. Service levels will not be affected by the reduction.

All other divisions maintained the same personnel levels as fiscal year 2015.

Below is a chart of the personnel changes in the City from FY 2012 through FY 2016.



## FUND SUMMARIES

Listed below are individual fund summaries, or groups of funds summaries, for the City. Due to the large number of accounts and divisions in the larger funds, only highlights of major items will be discussed.

### General Fund Revenues

The general fund revenues for fiscal year 2014-15 are currently estimated at \$43,135,197 which is \$2,077,722 or 5.1% greater than our original budget projection, which is primarily due to increased property tax and in-lieu of tax collections. The revenues, by revenue category, for the current fiscal year are shown below:

Category	Original Projection 2014-15	Current Estimate 2014-15	Variance	Percent
General Property Taxes	\$ 14,728,500	\$ 15,873,500	\$ 1,145,000	7.77%
Franchise Fees	2,158,666	2,175,408	16,742	0.78%
Sales Taxes	4,417,259	4,750,000	332,741	7.53%
Industrial Payments	12,054,598	12,192,816	138,218	1.15%
Other Taxes	60,000	90,000	30,000	50.00%
Licenses & Permits	388,050	657,005	268,955	69.31%
Fines & Forfeits	1,461,800	1,606,823	145,023	9.92%
Charges for Services	4,090,650	4,130,213	39,563	0.97%
Parks & Recreation	230,000	215,000	(15,000)	-6.52%
Recreation & Fitness Center	200,900	186,500	(14,400)	-7.17%
Golf Course	1,031,545	940,425	(91,120)	-8.83%
Miscellaneous	40,000	113,000	73,000	182.50%
Operating Transfers	124,507	124,507	0	0.00%
Interest	<u>71,000</u>	<u>80,000</u>	<u>9,000</u>	12.68%
Total	\$41,057,475	\$ 43,135,197	\$ 2,077,722	5.06%

**Property Tax** collections came in higher than originally projected due to increased valuations. The projections were prepared using preliminary estimates from the Harris County Appraisal District.

**Sales Taxes** are increased by \$332,741 or 7.53% due to increased economic activity within the City. Several strip centers are being developed as well as other facilities that will generate more sales taxes for La Porte.

**Industrial Payment** collections are higher than original projections due to an increase in inventory levels. Fiscal year 2015 was the first year at the 63% value for the industrial contracts, which were previously 62% of valuation.

**Fines and Forfeits** are up due to fine activity. Weight violations are up due to a continued focus to ensure safety on the roadways.

**Parks and Recreation/Fitness Center** revenues are projected to be lower than originally projected due to decreased activity at the wave pool and swimming pools. Additionally, fees at the fitness center are expected to be down due to an incident at the Recreation and Fitness Center that caused the facility to close for a few months for repairs.

The revenues for the new fiscal year are projected at \$43,334,397, which is \$2,276,922, or 5.55%, higher than they were compared to the 2014-15 original projection. The revenues for the new fiscal year are shown below:

Category	Original Projection 2014-15	Projection 2015-16	Variance	Percent
General Property Taxes	\$ 14,728,500	\$ 15,828,500	\$1,100,000	7.47%
Franchise Taxes	2,158,666	2,195,624	36,958	1.71%
Sales Taxes	4,417,259	4,868,750	451,491	10.22%
Industrial Payments	12,054,598	12,436,672	382,074	3.17%
Other Taxes	60,000	90,000	30,000	50.00%
Licenses & Permits	388,050	446,525	58,475	15.07%
Fines & Forfeits	1,461,800	1,603,823	142,023	9.72%
Charges for Services	4,090,650	4,184,144	93,494	2.29%
Parks & Recreation	230,000	215,000	(15,000)	-6.52%
Recreation & Fitness Center	200,900	220,400	19,500	9.71%
Golf Course	1,031,545	1,002,585	(28,960)	-2.81%
Miscellaneous	40,000	38,000	(2,000)	-5.00%
Operating Transfers	124,507	124,374	(133)	-0.11%
Interest	<u>71,000</u>	<u>80,000</u>	<u>9,000</u>	12.68%
Total	\$41,057,475	\$ 43,334,397	\$ 2,276,922	5.55%

**Property taxes** are projected to increase by 7.5% from the original 2015 projection. Although the 2016 budget shows an increase of 7.5% from 2015, projections are estimated to decrease slightly when compared to the revised estimates. The Preliminary Certified Estimates provided by HCAD projected values to grow slightly; however, the certified roll came in lower than projected. The decrease from the preliminary certified estimate is expected to be recovered with the first supplemental roll.

**Sales Taxes** are projected to increase by \$451,491 from the current year budget due to conservative projections for 2015 growth. Increased economic activity within the City is expected to continue; therefore, it is anticipated that in the next few years, the City will see additional growth in sales tax revenues.

**Industrial Payments** are expected to increase from the fiscal year 2015 budget by 3.2%. The 2016 revenues are projected to increase due to growth and expansion in the industrial district.

**Licenses and Permits** are projected to increase from the current year budget by 15.1%, or approximately \$58,000. Based on information gathered by the planning department, building permit activity is anticipated to increase in response to continued economic activity and a voter approved \$250 million construction school bond.

**Fines and Forfeits** are projected to increase by 9.7% from the current year budget. The increase is based on the current year activity and a continued focus on weight violations. The City of La Porte sees a lot of eighteen wheeler traffic due to the Port and surrounding industries. Council wants to keep our roadways safe from overweight heavy load traffic.

**Parks and Recreation/Fitness Center** fees are projected to increase due to continued efforts to add more classes and expand recreation programs.

## General Fund Expenditures

The General Fund expenditures for fiscal year 2014-15 are currently estimated at \$43,512,510, which is \$900,190 or 2.11%, greater than the fiscal year 2014-15 budget.

The expenditures, by department, for the current fiscal year are shown below:

Department	Budget 2014-15	Current Estimate 2014-15	Variance	Percent
Emergency Services	\$ 4,739,215	\$ 4,688,846	(50,369)	-1.06%
Police	12,023,194	11,874,120	(149,074)	-1.24%
Golf Course	1,533,669	1,498,009	(35,660)	-2.33%
Administration	5,332,370	5,291,188	(41,182)	-0.77%
Finance	1,570,760	1,542,350	(28,410)	-1.81%
Non-Departmental	5,788,577	7,059,916	1,271,339	21.96%
Public Works	5,549,182	5,427,101	(122,081)	-2.20%
Parks & Recreation	3,995,734	4,212,319	216,585	5.42%
Planning & Engineering	<u>2,079,619</u>	<u>1,918,661</u>	<u>(160,958)</u>	-7.74%
Total	\$ 42,612,320	\$ 43,512,510	\$ 900,190	2.11%

The General Fund expenditures for the 2016 fiscal year are budgeted at \$43,193,303, which is \$541,426, or 1.3%, greater than the 2014-15 budget. The expenditures, by department, for the new fiscal year are shown below:

Department	Budget 2014-15	Budget 2015-16	Variance	Percent
Emergency Services	\$ 4,739,215	\$ 4,802,454	63,239	1.33%
Police	12,023,194	12,590,256	567,062	4.72%
Golf Course	1,533,669	1,578,825	45,156	2.94%
Administration	5,332,370	5,099,269	(233,101)	-4.37%
Finance	1,570,760	1,575,716	4,956	0.32%
Non-departmental	5,788,577	5,661,212	(127,365)	-2.20%
Public Works	5,549,182	5,574,889	25,707	0.46%
Parks & Recreation	3,995,734	4,285,549	289,815	7.25%
Planning & Engineering	<u>2,079,619</u>	<u>2,025,133</u>	<u>(94,043)</u>	-4.59%
Total	\$ 42,612,320	\$ 43,193,303	\$ 541,426	1.27%

Of the thirty-three different General Fund divisions comprising these Departments, thirteen (13) budgeted at amounts equal to or less than their 2014-15 budget level and fourteen (14) have budgets less than 5% greater than the previous year. Most of the divisions have had modest increases in personnel costs and technology lease fees. The following divisions have budgets that are greater than a 5% increase over the prior year.

**Police Department (Support Services)** – The Support Services budget increased by 7.74% over the 2015 budget. This is due to increased personnel costs associated with overtime/minimum staffing requirements, an increase in specialized supplies and equipment costs, increased training funds for professional development, and an approximate \$20,000 increase in costs associated with the operation of the new animal shelter.

**Administration Department (Legal)** – An increase in consulting fees for a special case is driving costs for FY2016.

**Public Works Department (Commercial Solidwaste)** – The City saw an increase in the fees paid to a third party to collect containerized trash from townhomes and multi-family complexes within the City.

**Parks Department (Parks Maintenance Division)** – The FY2016 budget includes increases in cleaning and chemical supplies and electrical costs for the new splash parks. Janitorial fees have also increased for fiscal year 2016. Additionally, this budget includes just over \$86,000 for building and land improvements at the Little Cedar Bayou Fields and Wave Pool, Seabreeze Park and the Charles Walker event center. \$38,000 has also been added for additional Christmas lighting and signs.

**Parks Department (Recreation Division)** – The primary increase in the Recreation Division is associated with a 53% increase in the lifeguard contract for the City’s various pools and Wave Pool. Additionally, \$25,000 has been included for the construction of a marquee and the Jennie Riley Center.

**Parks Department (Parks Administration)** – In addition to the standard increases in personnel costs and technology lease fees, this division includes an increase in janitorial costs.

**General Fund Overall Fund Condition**

The projected 2016 end-of-year balance for the General Fund is \$23,558,163, which is approximately 55%, or 199 days of budgeted expenditures, which is above the targeted reserve of 90 to 120 days as outlined in the City's Financial Management Policies as adopted by City Council. The City is using the fund balance to cash flow many capital projects.

**Utility Fund Revenues**

The Utility Fund revenues for fiscal year 2014-15 are currently estimated at \$7,538,361, which is \$540,639 or 6.7%, lower than our original budget projection. The revenues, by revenue category, for the current fiscal year are shown below:

Category	Original Projection 2014-15	Current Estimate 2014-15	Variance	Percent
Other	\$ 6,500	\$ 6,500	\$ 0	0.00%
Water	4,566,600	4,351,300	(215,300)	-4.71%
Sewer	3,504,400	3,109,900	(394,500)	-11.26%
Operating Transfers	0	69,161	69,161	
Interest	<u>1,500</u>	<u>1,500</u>	<u>0</u>	0.00%
Total	\$ 8,079,000	\$ 7,538,361	(\$ 540,639)	-6.69%

Water and sewer revenues are dependent on seasonal factors such as rainfall. Rainfall varies between “dry” years (about 40 inches of rain) and “wet” years (in excess of 70 inches of rain). Fiscal year 2014-15 has been a relatively wet year for the area in comparison to the previous two years; therefore, water revenues are expected to be lower as a result. The revenues, by revenue category, for the new fiscal year are shown below:

Category	Original Projection 2014-15	Projection 2015-16	Variance	Percent
Other	\$ 6,500	\$ 6,500	\$ 0	0.00%
Water	4,566,600	4,371,300	(195,300)	-4.28%
Sewer	3,504,400	3,194,900	(309,500)	-8.83%
Operating Transfers	0	1,000,000	1,000,000	
Interest	<u>1,500</u>	<u>1,500</u>	<u>0</u>	0.00%
Total	\$ 8,079,000	\$ 8,574,200	\$ 495,200	6.13%

The revenues for the new fiscal year are projected at \$8,574,200, which is \$495,200, or 6.13%, higher than they were in the current year. The increase is mostly attributed to a transfer from the General Fund. Water revenues

for FY2015 were down from the prior two years. The projections focus on average consumption over a ten year period. Sewer sales are approximately 85% of water sales; therefore, waste water sales will be down as well.

**Utility Fund Expenses**

The Utility Fund expenses for fiscal year 2014-15 are currently estimated at \$7,923,425, which is \$140,649, or 1.74% less than the Fiscal Year 2014-15 budget. The expenses, by division, for the current fiscal year are shown below:

Department	Budget 2014-15	Current Estimate 2014-15	Variance	Percent
Water Production	\$ 611,979	\$ 597,116	(\$ 14,863)	-2.43%
Water Distribution	970,703	963,034	(7,669)	-0.79%
Wastewater Collection	1,041,315	1,038,252	(3,063)	-0.29%
Wastewater Treatment	1,294,346	1,242,391	(51,955)	-4.01%
Utility Billing	790,180	809,182	19,002	2.40%
Non-departmental	<u>3,355,551</u>	<u>3,273,450</u>	<u>(82,101)</u>	-2.45%
Total	\$ 8,064,074	\$ 7,923,425	(\$140,649)	-1.74%

The first four of the six divisions listed above are accounted for under the Public Works Department with the remaining two falling under the Finance Department.

The expenses for the new year are budgeted at \$7,439,169, which is \$624,905, or 7.75% lower than the current fiscal year. The expenses, by department, for the upcoming fiscal year are shown below:

Department	Budget 2014-15	Budget 2015-16	Variance	Percent
Water Production	\$ 611,979	\$ 623,040	\$ 11,061	1.81%
Water Distribution	970,703	994,069	23,366	2.41%
Wastewater Collection	1,041,315	1,066,348	25,033	2.40%
Wastewater Treatment	1,294,346	1,325,177	30,831	2.38%
Utility Billing	790,180	826,992	36,812	4.66%
Non-departmental	<u>3,355,551</u>	<u>2,603,543</u>	<u>(752,008)</u>	-22.41%
Total	\$ 8,064,074	\$ 7,439,169	(\$624,905)	-7.75%

The decrease is attributed to a decrease in the debt payment for the La Porte Area Water Authority debt.

**Utility Fund Overall Fund Condition**

The projected 2016 end-of-year working capital balance for the Utility Fund is \$1,717,446, which is approximately 23%, or 84 days of budgeted expenses. This is below the targeted balance of 90 to 120 days of working capital as called for in the City's Financial Management Policies as adopted by City Council. The City is taking steps to bring this fund back into compliance. Debt payments have decreased with the final payment of debt related to the Automated Meter Reading project occurring in 2016. Additionally, the La Porte Area Water Authority has agreed to cover the final debt payment rather than billing the City. The reduction in debt payments and funding from the General Fund will aid in the re-establishment of the necessary fund balance.

## **Other Enterprise Funds**

The Enterprise Funds are used to account for the acquisition, operation and maintenance of governmental facilities and services, which are entirely or predominantly self-supported by user charges. The operations of these funds are accounted for in such a manner as to show a profit or loss similar to comparable private enterprises. The City has two remaining Enterprise Funds, which are the Airport Fund and the La Porte Area Water Authority.

The Airport Fund, which accounts for all operations at the City of La Porte Municipal Airport, is expected to have a working capital balance of \$354,444, which leaves the fund fiscally stable at 9/30/15.

The La Porte Area Water Authority is expected to have a working capital balance of \$3,041,023, which leaves the fund with an estimated 965 days of working capital at 9/30/15. The fund includes slight increases in costs for equipment and repairs; otherwise, the budget remains relatively unchanged from the 2015 fiscal year.

## **Internal Service Funds**

All of the internal service funds reflect operations, which include funding for future large capital outlays and health services and therefore are not required to be measured by days of working capital. All funds include sufficient amounts to adequately replace equipment, as it becomes necessary.

The Motor Pool Fund will expend \$1,629,350 in replacing existing vehicles that have reached the end of their useful life. Also included in the Motor Pool Fund are the maintenance expenses of the City's fleet. The equipment services portion of the budget has been relatively stable.

The Technology Fund is building its fund balance for future technology replacements, such as the SAN server, networks, telephone systems and other major equipment. In the upcoming year, \$622,000 will be expended from this fund for larger replacement items and upgrade projects such as a refresh of software/hardware for the virtual server environment, and replacement of switches and routers that are at the end of their useful life. Additionally, a telephone upgrade has been planned for FY2016.

The Insurance Fund includes \$170,000 for estimated worker's compensation claims, \$375,656 for property insurance and \$5.4 million for estimated health insurance claims. \$409,176 is also included in the health fund for stop loss coverage. As mentioned previously, the City has seen some stabilization of health care claims associated with plan changes and education efforts. One of the changes that has been implemented for fiscal year 2016 is the establishment of a premium increase for smokers.

## **Special Revenue Funds**

The City has several Special Revenue Funds, which are used to account for specific revenues that are legally restricted to expenditure for specified purposes. These funds include the La Porte Development Fund, Street Maintenance Fund and Fire Control District, all of which are funded through sales taxes. The City also has a Hotel/Motel Fund which receives revenues from the 7% Hotel/Motel tax. All special revenue funds meet or exceed targeted reserves outlined in the financial plan.

## **Capital Outlay Funds**

As has been mentioned throughout this letter, the fiscal year 2015-16 budget maintains a focus on capital improvements that will continue to enhance the community and are geared towards achieving the goals outlined in the Long Range Strategic Plan. The Capital Improvement Funds contain numerous projects that will expand or upgrade the City's infrastructure and facilities, as well as improve the quality of life for La Porte's citizens. The 2015-16 budget includes over \$9.3 million of capital improvement projects. All of these projects are vital to the City's continued operation in a manner that is acceptable to our citizens.

The planned capital improvements scheduled for the 2016 fiscal year include drainage, streets/sidewalks and various water and sewer projects. The projects are directly related to the strategic plan for the City. A summary of the strategic plan, which focuses on areas such as the parks improvements and drainage goals, can be found beginning on page 39. The projects identified for the fiscal year 2015-16 are described in more detail in the Capital Improvement Funds section beginning on page 247.

### **TARGETED OPERATING BALANCES**

The City strives to maintain a minimum reserve balance of 90 to 120 days of operating expenditures in the General Fund and Utility Fund, and 60 to 90 days of operating expenses in all other Operating Funds.

### **REPORTING LEVELS**

The following represents the reporting structure used in this document.

Fund  
Department  
Division  
Line Item Detail

Departments cross fund lines, for example, the Utility Fund divisions are under the management of the Directors of Public Works and Finance. A description of the Organization of Funds for the City can be found on page 34.

### **LONG RANGE STRATEGIC PLANS**

The City has a Long Range Strategic Plan covering a period of ten years for its General Fund, Utility operation and the Debt Service Funds. These plans have helped the City identify, and prepare to meet, its needs in future years.

### **DEBT MANAGEMENT**

The City has a Debt Management Plan that covers all of its debt service accounts. The plan outlines the extinguishment of current debt as well as future debt issues. The plan places emphasis on the next ten years. The plan is reproduced in its entirety in the Debt Service Section of this budget document beginning on page 271. Highlights of the three funds are:

- During FY2016, the General Debt Service Fund is designed around a tax rate of 10.5 cents per \$100 dollar assessed valuation. This rate allows for the servicing of existing debt and the issuance of new debt. This rate of 10.5 cents is equal to 14.8% of the total property tax rate.
- The Utility Debt Service Fund is designed to receive revenues to cover debt as a transfer from the Utility Fund. The final debt payment of the Automated Meter Reading project occurs in FY2016 and has been prefunded in 2015.
- The La Porte Area Water Authority is designed to provide for an even revenue stream. This fund needs approximately \$700,000 each year to service its debt.

All three debt service funds use fund balance in a manner to allow for level annual revenue requirements.

### **CASH MANAGEMENT**

The City continually revises and improves its cash management practices. The Treasurer is responsible for monitoring the City's cash position and for the prudent investing of the City's idle funds. Staff continuously

performs analyses of operational cash flows. The City's philosophy is to match our investments with cash flows and rate yields. The City's Investment Policy is reviewed and approved by the City Council annually, and is recognized and certified by the Government Treasurers' Organization of Texas. The objectives of the Investment Policy are safety, liquidity, yield and risk of loss. The City uses the 6-month treasury as a benchmark to measure the City's performance. The Council's Fiscal Affairs Committee reviews the portfolio quarterly.

### **RISK MANAGEMENT**

Liability insurance premiums have remained stable over the past few years. The premiums for 2016 are projected to slightly increase from the previous year due to changes in deductibles. Worker's compensation premiums have begun to increase slightly from 2015 levels. The City, in cooperation with the Texas Municipal League Risk Pool, has implemented a strategic plan to manage Workers' Compensation issues.

### **LONG RANGE GOALS**

After months of planning and discussion, the City Council approved a city-wide Strategic Plan on April 8, 2013. The Plan provides a guideline for achieving the City's goals over the next five years (2013-2017). The plan encompasses the goals and core values identified by Council and management. The core values have been identified as: health and public safety, integrity and accountability, superior customer service and quality in everything that the City employees do. A more detailed outline of the plan is included on page 39.

### **FINANCIAL MANAGEMENT POLICIES**

The City Council of the City of La Porte has adopted Financial Management Policies. The City uses these policies as guidelines when making financial decisions. A copy of the policy is found beginning on page 321.

### **AWARDS**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City for its annual budget for the fiscal year beginning October 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

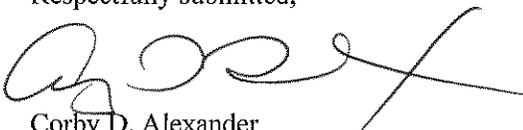
The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

### **ACKNOWLEDGMENT**

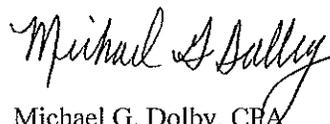
The preparation of the budget on a timely basis could not have been accomplished without the efforts and dedication of the staff of the Department of Finance. We would like to express our appreciation to our staff and other personnel from various departments who assisted in its preparation.

In conclusion, this budget represents the latest of several expenditure strategies reflecting sound, prudent, financial management policies and practices. Council is to be congratulated for providing strong fiscal leadership.

Respectfully submitted,



Corby D. Alexander  
City Manager



Michael G. Dolby, CRA  
Director of Finance

# GENERAL BUDGET INFORMATION, PLAN AND PROCESS

## INTRODUCTION

The city budget is a planning document for the use of financial resources during the fiscal year. The City of La Porte is a complex organization providing a wide range of services to its residents, customers and visitors. City resources annually exceed \$55 million. As with any large organization that provides a mixture of services, planning and management of financial resources are vital to the City. With increasing financial requirements of the School District, State and Federal governments on our citizens, it becomes even more important for the City to adequately plan and manage the use of its financial resources.

## FUND ACCOUNTING

In accordance with Generally Accepted Accounting Principles (GAAP), the accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity.

Government resources are allocated to and accounted for in individual funds based on the purpose for which they are to be spent and the means by which spending activities are controlled.

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. It divides our reporting responsibility into several functional types as well as classifications. A brief explanation will facilitate your usage of this document. The minimum number of funds is maintained consistent with legal and managerial requirements.

Governmental fund types are used to account for the city's general government activities and include the General, Debt Service and Capital Project Funds. Proprietary type funds are used to account for operations that provide services to other City departments or that are operated in a manner similar to private business and include both Enterprise and-Internal Service Funds. Additional information on Fund types is available in the Organization of Funds section on page 34.

## BASIS OF ACCOUNTING

The basis of accounting is the method by which revenues and expenditures or expenses are recognized. The accounting treatment applied to a fund is determined by its measurement focus. All governmental type funds are accounted for using a current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become susceptible to accrual (i.e. both measurable and available). Expenditures are recorded when the related fund liability is incurred, if measurable, except for unmatured interest on general long-term debt which is recognized when due, and compensated absences which are recognized when the obligations are payable from currently available financial resources.

All proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when they are incurred.

## **BASIS OF BUDGETING**

Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) with the exception of Capital Projects Funds, which adopt project length budgets. Governmental type fund budgets are prepared on modified accrual basis. Governmental revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred. All proprietary fund types are budgeted using a flow of economic resources measurement focus and use the accrual basis of accounting. Revenues are budgeted when they are earned and measurable and expenses are budgeted in the period in which the liability was incurred. The City departs from GAAP in the treatment of depreciation and encumbrances. Depreciation of fixed assets is not recognized in proprietary fund budgets. All annual appropriations lapse at fiscal year end. Under the City's budgetary process, outstanding encumbrances at year end are reported as reservations of fund balances since they do not constitute expenditures and liabilities, and the commitments will be re-appropriated and honored the subsequent fiscal year.

## **ACCOUNTING CODE STRUCTURE**

Our Accounting Code Structure is designed to function with a 14-digit code, which is further divided into 5 sections. A *Fund* is a specific purpose classification, with a self-balancing set of accounts. A *Department* is an organizational or functional unit and *may cross* fund lines. Divisions are sub-units of a department. *Activity* denotes a distinguishable service performed by an organizational component. The *Object* is the final detail identification within the Account Number. Departments and divisions are not specified on the Revenue side; revenues are grouped by type instead of Activity and object is the final detail identification.

FUND

Department/Division	FUND										
	General	Utility	Airport	La Porte Area Water Authority	Motor Pool	Insurance	Technology	Street Maintenance	Emergency Services Distrit	Hotel/Motel	Economic Development
<b>Fire</b>											
Prevention	X							X			
Suppression	X							X			
Emergency Medical Services	X							X			
<b>Police</b>											
Administration	X										
Patrol	X										
Criminal Investigation	X										
Support Services	X										
<b>Administration</b>											
Administration/City Manager	X										
Community Investment	X										
Hotel/Motel									X		
Economic Development											X
Human Resources	X										
Liability/Risk Division						X					
Employee Health Services						X					
Municipal Court	X										
Information Technologies	X						X				
City Secretary	X										
Legal	X										
City Council	X										
<b>Finance</b>											
Accounting	X										
Purchasing	X										
Tax	X										
Non-Departmental	X	X									
Utility Billing		X									
<b>Public Works</b>											
Administration	X										
Streets	X						X				
Residential Solid Waste	X										
Commercial Solid Waste	X										
Water Production		X									
Water Distribution		X									
Waste Water Collection		X									
Waste Water Treatment		X									
Airport			X								
La Porte Area Water Authority				X							
Motor Pool (Equipment Services)					X						
<b>Parks &amp; Recreation</b>											
Parks Maintenance	X										
Recreation	X										
Special Services	X										
Administration	X										
<b>Planning</b>											
Planning & Engineering	X										
Geographic Information Systems	X										
Inspections	X										

## **THE BUDGET PROCESS**

The budget process starts in the spring with City Administration providing Departmental Directors with information relating to the new fiscal year and any perceived changes in the economic outlook of the City. With this information in mind, the Directors proceed to prepare budgets in various stages, identifying the impact of any changes in the service they provide. Also in the spring, after discussion with Departmental Directors, the Finance Department prepares preliminary revenue estimates for the new fiscal year.

In early summer, all budget requests are submitted to the Finance Department where they are reviewed by budget personnel and assembled in accordance with the City's accounting structure. After compilation of the budgets, the Finance Director reviews the requests with the City Manager. The City Manager, Assistant City Manager and Director of Finance review each budget with the appropriate Departmental Personnel. This process provides an opportunity for City staff to assure policy changes affecting various operational lines are correctly incorporated.

After several reviews of the requests of the various Departments, and updating of the Revenue Forecast, the City Manager assembles a comprehensive document that is presented to City Council as the proposed budget for the new fiscal year. City Council and City Management conduct a series of public workshops to discuss and modify the budget as presented by the City Manager. This provides a second opportunity for review that policy changes and service levels are appropriate. Copies of the presented budget are made available to the general public prior to the public workshops so the public can have a complete understanding of the budget and can provide educated input. The budget preparation process culminates in late summer with the adoption of the budget for the new fiscal year. The budget calendar for the year is found on page 33.

Prior to September 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing on the following October 1. The operating budget includes proposed expenditures and the means of financing them. A public hearing is conducted to obtain taxpayer comments. Prior to September 30, the budget is legally enacted through passage of an ordinance. Additional information on these procedures is available on page 405.

## **LEGAL LEVEL OF BUDGET CONTROL**

The legal level for expenditure (expense) budget control is the Fund level. Each Department Director is responsible for the budget in their respective departments. The Directors are given latitude to transfer budget funds within their departments, with the exception of the personal services category. Transfers affecting the personal services category or outside of the department require the approval of the City Manager. Additions to the budget that are not countered by a reduction elsewhere require amendment of the budget by City Council. Article IV of the City's Charter governs the preparation and submission of the budget and the Schedules and Attachments in this budget meet or exceed its requirements.

Formal budgetary integration is employed as a management control device during the year for the General Fund and Enterprise Funds. Formal budgetary integration is not employed for the Debt Service and Capital Projects Funds because effective budgetary control is alternatively achieved through bond indenture provisions and legally binding construction contracts, respectively.

## **AMENDMENT OF APPROVED BUDGET**

The amendment of a Departmental budget, which affects the total budget, requires approval by City Council. The City budgets a contingency amount in our operating funds. These contingency amounts are available to be used by the City Manager for any emergency, unforeseen expense or opportunity that might arise. In past years, the contingency has been used to purchase property and for hurricane preparedness.

## BUDGET CALENDAR

A listing of key dates observed in the Fiscal Year 2015-16 Budget Process is as follows:

Saturday	April 18	Pre-Budget Workshop with Council Staff receives direction regarding Long-Range Plans and Capital Goals
Monday	April 20	Budget Kickoff – Initial Discussion and Packet Distribution Begin Departmental Input Estimates and Projections
Friday	May 15	Proposed Budgets to Finance Preliminary Revenue Estimates/Projections Completed
Friday	May 22	Budget Review Completed by Finance
Thursday	May 28	Proposed budgets to City Manager (Revenues & Expenditures)
Week	June 15-19	City Manager review with Departments
Thursday	June 25	Final Revenue Estimates Prepared
Monday	July 6	Budget review completed by City Manager
Monday	July 13	City Council to determine place and time of Public Hearing
Monday	July 27	City Manager sends City Council Proposed Budget
Week	Aug 10-14	City Manager Budget Workshops with Council
Thursday	Aug 27	Post Notice of Public Hearing and Notice of Property Tax Revenue Increase
Monday	Sep 14	City Council Adopts Budget/Public Hearing

## **ORGANIZATION OF FUNDS**

The City has the following Fund Types and Funds:

### **GOVERNMENTAL FUND TYPES**

*General Fund* - Used to account for generic activity that is not specifically accounted for elsewhere.

*Grant Fund* – Used to account for funds received from another government or organization to be used for a specified purpose, activity or facility.

*Street Maintenance Sales Tax Fund* – Used to account for funds received from the ¼ cent sales tax dedicated to the maintenance of streets.

*La Porte Emergency Services District Fund* – Used to account for funds received from the ¼ cent sales tax dedicated to the Emergency Services District for Fire Prevention, Suppression and Emergency Medical Services.

*Hotel/Motel Occupancy Tax Fund* - Used to account for the accumulation of resources from the Hotel/Motel Tax assessment levied by the City. These monies are to be spent to promote the development or progress of the City within the guidelines set forth on disposition of revenues collected under the authority of the Texas Hotel Occupancy Act (Article 1269; Vernon’s Civil Statutes).

*Section 4B 1/2 Cent Sales Tax Fund* - Used to account for funds received from the ½ cent sales tax dedicated to certain economic and infrastructure projects.

*Tax Increment and Reinvestment Zone Fund* - Used to account for the disposition of property taxes collected on specific parcels within the boundaries of the TIRZ for the exclusive benefit of the City’s capital improvement programs.

### **ENTERPRISE FUNDS**

*Utility Fund* - Used to account for activity surrounding the provision of water and wastewater service to the City residences.

*Airport Fund* - Used to account for the operation of the City's Airport.

*La Porte Area Water Authority* - Used to account for the production and distribution of treated surface water to the La Porte Bayshore area.

### **INTERNAL SERVICE FUNDS**

*Motor Pool Fund* - Used to account for the procurement and maintenance of the City's rolling fleet.

*Technology Fund* - Used to account for the replacement of the City's computer systems, as well as, telephones system and communications.

*Insurance Fund* - Used to account for the cost of providing health insurance to City employees and retirees. The fund also accounts for liability insurance and worker’s compensation.

## **CAPITAL IMPROVEMENT FUNDS**

*General Capital Improvement Fund* - Used to account for Capital Projects that are normally small in nature and effect the general operation of the City.

*Utility Capital Improvement Fund* - Used to account for Capital Projects that are normally small in nature and effect the utility operation of the City.

*Sewer Rehabilitation Fund* - Used to account for improvements to the City's sanitary sewer system.

*Drainage Improvement Fund* – Used to account for drainage maintenance throughout the City.

*2010 Certificates of Obligation Bonds* – Used to fund various drainage improvement projects within the City.

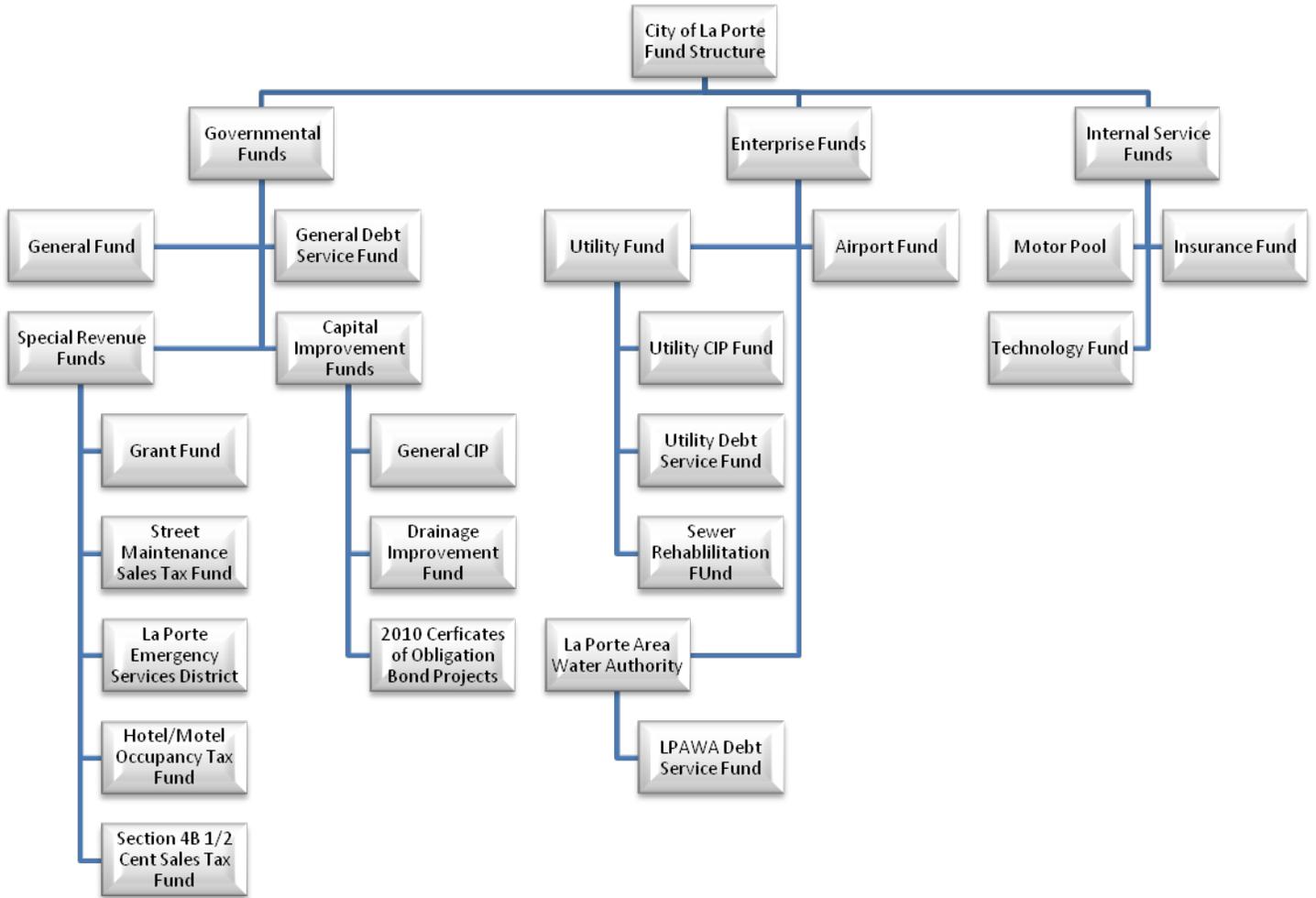
## **DEBT SERVICE FUNDS**

*General Debt Service Fund* - Used to pay interest and extinguish debt of the outstanding General Obligation Issues of the City.

*Utility Debt Service Fund* - Used to pay interest and extinguish debt of the outstanding Revenue Bond Issues of the City.

*La Porte Area Water Authority Debt Service Fund* - Used to pay interest and extinguish debt of the outstanding Revenue Bond Issues of the Authority.

## ORGANIZATION OF FUNDS



## **DESCRIPTION OF CITY AND ECONOMIC BACKGROUND**

### **LOCATION**

The City of La Porte is located in the southeast quadrant of Harris County, and covers an area of nineteen square miles. The City is bounded on the north by the Houston Ship Channel, on the east by Galveston Bay, and is flanked on its north and south sides by the nation's largest concentration of petrochemical plants. It is located approximately 25 miles from downtown Houston.

State Highway 225 provides access to the City on its north side and connects on the west with the Sam Houston Parkway and Interstate 610. State Highway 146, which extends into northeast Texas, allows access from the south through the City. In 1995 the State of Texas completed a 94 million dollar, eight lane suspension bridge that spans the Houston Ship Channel. It replaced the forty-two year old two-lane tunnel and provides better access to the La Porte Bayshore area.

### **LA PORTE BAYSHORE AREA PROFILE**

Located some 20 miles southeast of Houston on Galveston Bay in Harris County are the three communities that make up the La Porte Bayshore Area: La Porte, Morgan's Point and Shoreacres. The area has a combined population of approximately 40,000. Though much of the image of this area is industrial, the La Porte-Bayshore area is still characterized by an expanse of resort homes. Because of this, and the metropolitan advantages of Houston, La Porte is one of the few communities in the Gulf Coast area that offers this favorable combination. The city's economy is highly concentrated in the oil, gas, and petrochemical industries. The expansion of the Panama Canal that is underway is bringing along some large warehousing and distribution facilities.

### **HARRIS COUNTY**

This 1,778 square mile county is a leading oil, gas and petrochemical area. Harris County has numerous manufacturing plants; the nation's largest concentration of petrochemical plants, the second largest United States seaport in terms of total tonnage, and is a corporate management center. A significant part of the County's major employers, manufacturers, education and financial institutions are located in Houston, the County seat. The Texas Medical Center, located in Harris County, is the nation's largest, providing medical care and educational opportunities. The post-recession recovery of Houston's regional economy continues to outpace that of many other large U.S. cities, as a robust energy sector that is well diversified with both upstream and downstream production, being a leading contributor to a generally resilient economic environment.

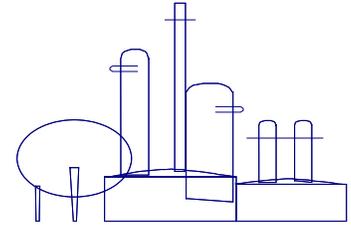
### **LOCAL ECONOMIC SUMMARY**

The City of La Porte is experiencing significant commercial and residential development. Over the past 18 months, multiple restaurants and retail establishments have opened in the City. A large, 30,000 square foot retail strip center opened and a new developer has begun another retail strip center development with an estimated value of \$7 million. Additionally, the housing market in the Houston area, which includes La Porte, has seen a 10% growth in the median price of homes. Residential development is underway at the City's golf course, and a Senior Housing Project with 180 units is expected. Sens Road is another area of proposed residential development.

The Panama Canal expansion is bringing about a significant growth in warehouse operations and hotels. The deepening and widening of the port is prompting expansion of the Barbours Cut Terminal, which is located in La Porte, and the Bayport Terminal, which is located 1 mile outside the City limits, to allow receiving from super container ships. We are also anticipating the opening of the Bayport Cruise Terminal, which is located only 1.5 miles from La Porte. The Princess cruises started in November, while Norwegian is scheduled to start in the spring. Due to the new "fracking" technology of oil and gas from shale deposits, we anticipate increased growth within our industry corridors as a result of exporting energy to overseas markets.

## THE INDUSTRIAL ZONES

In 1958, the City created an Industrial Zone adjacent to the City, which presently encompasses approximately 5,500 acres of land north of Highway 225 and bordering the Houston Ship Channel. The City annexed sufficient land to completely encircle this Industrial Zone, protecting it from annexation by any other municipality. The City entered into contracts with all of the Industries located in the Zone whereby the City annexed a portion of the total value of each industry with the remainder constituting the protected Industrial District. In addition to the Industrial Zone north of Highway 225, which is referred to as the "Battleground Industrial District," the City contains an Industrial Zone on its south side referred to as the "Bayport Industrial District." The Bayport District, created in 1970, covers 2,500 acres.



The City and the Industries, many of which have come to the Industrial Zones since the original contracts, are presently under contracts, which extend to December 31, 2019. Under the terms of the current contracts, the industries make payments to the City each year in lieu of taxes. These annual in lieu payments are in an amount which, when added to the full City taxes on the annexed portion, equal 63% of what the City's taxes on the industry would be if 100% of the industry was in the City. The contracts contain a new construction clause that allows new plant facilities to make in lieu payments on 25% of the value of new additions through 2013, after 2014, the percentage dropped to 20%. Currently, 140 companies participate in industrial district contracts. These contracts have served as a valuable economic tool for more than 50 years.

Under the City Charter and State Statutes, the City of La Porte has the authority, simply by ordinance of City Council, to annex additional areas. In the past, the City, in order to encourage industrial development in the area, has annexed a strip surrounding the industries identified herein and executed contracts with each separate industry as described above.

## POPULATION

The population in 2012 was an estimated 35,280 people living within the City of La Porte. The increase for the last decade was 4.4% or 1,491 people. The population is estimated each year based on building permits issued by the City's Inspection Division. The U.S. Census Bureau provided the year 2010 population estimate. The following table reflects the population for the past 10 years:

<u>Year</u>	<u>Population</u>	<u>Increase/(Decrease)</u>	<u>Percentage Increase/(Decrease)</u>
2012	35,280	1,142	3.3%
2011	34,138	338	1.0%
2010	33,800	(2,979)	(8.0%)
2009	36,779	1,261	3.6%
2008	35,518	156	0.4%
2007	35,362	537	1.5%
2006	34,825	287	0.8%
2005	34,538	826	2.5%
2004	33,712	(77)	(0.2%)
2003	33,789	879	2.7%

## SERVICES

The City of La Porte provides a full range of municipal services, including police, fire, emergency medical services, senior citizens center, public improvements, community development and planning, parks and recreation and general administrative services. In addition, water and sewer utility, garbage and trash collection, a municipal airport and golf course are provided.

Strategic Plan  
2013-2017



City of La Porte, Texas

Approved by the City Council on April 8, 2013

## **Overview**

On October 27, 2012, the Mayor, City Council, City Manager and key staff of the City of La Porte met together in a retreat planning session. The purpose of that meeting was to establish the Council's Strategic Plan for the next five years. A report was prepared outlining the City Council's Mission, Vision and Core Values, as well as six overall goals. Each goal had identified objectives and strategies, with time lines for beginning and completing the goals.

On March 9, 2013, the City Manager and his key staff met. Their purpose was two-fold. First, staff reviewed and discussed the Mission, Vision and Core Values developed by the City Council and created Leadership Statements for the staff to follow to ensure their work is consistent with the value of the City Council. Secondly, staff reviewed and clarified the goals, objectives and strategies identified by the City Council; if necessary identify additional goals consistent with the overall mission, vision and values; and establish the framework for an action plan. The result of their work is documented in this report.

The Strategic Plan will provide a blueprint for action over the next five years. When developing the annual budget, staff will be tasked with making sure that expenditures and programs further the goals and Core Values stated in this document. This provides clear direction to the staff as to what priorities are important to the Council and plans can be made accordingly to make sure that resources are allocated towards those ends. Additionally, this plan is an excellent communication tool that the Council and the staff can use when speaking with residents and businesses. Many times, ad hoc requests can derail longer-term plans. The Strategic Plan outlines a framework for receiving, prioritizing, and budgeting for resident requests.

All participants, staff and Council, agreed to commit to the success of this plan. A plan only becomes a useful and working document when all the participants (as a whole and as individuals) make a commitment to review it regularly, use it monthly, and modify it as needed. It is a tool that can and should be used regularly to track progress, make notes of variations between expectations and actuals, of timelines and expenses, to help accomplish each goal, and to hold one another accountable for updates and completion.

## **Mission Statement**

The Council reviewed and revised the Mission Statement & Vision Statement of the City and the results are as follows:

**The City of La Porte embraces our heritage, community values, and opportunities, while enhancing the quality of life for our citizens.**

## **Vision Statement**

**To provide improved infrastructure, to drive economic growth, and to enhance quality of life for our citizens.**

## **Core Values**

The City Council wanted to specify the core values under which the City and its staff function. Core values are the general guidelines that establish the foundation for how an organization will operate. Staff then discussed these value statements to define and gain an understanding of what those Core Value meant to staff from a leadership perspective. Staff first discussed what the elements of each Core Value represented, then prepared a Leadership Statement for each one.

The listed the following as the Core Values of the City of La Porte:

- **Health & Public Safety:** City employees will ensure the health and safety of our citizens by providing and maintaining superior public infrastructure and public safety services.
- **Integrity & Accountability:** City employees will be open, honest and transparent, and be accountable to the Council so that Council can be responsive to the citizens.
- **Superior Customer Service:** City employees will proactively provide superior customer service in a positive and timely manner.
- **Quality in everything we do:** City employees will strive for superiority in all services we provide.

## **Goal and Plan Development**

During the Council Retreat in October 2012, six goals were developed by the Council, with staff providing assistance to flesh out the objectives for each. In March 2013, the staff further added “meat to the bone” to outline more specifically the actions that would be necessary to achieve the stated goals. The development and implementation of the action plan will serve to provide Council a clear understanding of how and when each of their goals will be accomplished. The action plan proposes to do the following:

- Identify a team leader: Each Goal needs a champion who will lead the effort to accomplish the goal and be held accountable for the action plan that is developed. A team leader for each goal was assigned.
- Identify team members. Likewise each goal needs a larger team, consisting of fellow staff from across all departmental lines where appropriate, to assist in the implementation process.
- Identify partners. Each team should identify the partners, outside the city organization, who can provide expertise and resources to accomplish the goal.
- Define action steps. Each objective needs defined action steps showing Council how the goal will be accomplished. The action steps provide the basis for benchmarks.
- Prepare a timeline. Timelines were prepared for each of the objectives. Staff will be asked to review those timelines and recommend adjustments, once the action steps are better defined.

The Council-identified goals are:

- Improve Infrastructure
- Preserve Heritage – to preserve the structure and amenities that make La Porte unique
- Ensure that all departments and facilities are ready for any disaster
- To encourage economic development/retail development
- To provide Superior Customer Service
- To revitalize blight/146

In addition to the six Council-identified goals, it was agreed that key areas of city government were not included in the goals identified by Council. Staff was tasked with discussing other areas where they would establish goals and objectives and bring them to Council for consideration and approval to include in the Strategic Plan. Several new goals were identified and are proposed for Council consideration:

- To provide and maintain superior public safety
- Continue to improve the quality of life through recreational amenities
- Create a Neighborhood Preservation Program
- Provide diverse and timely communications that promote and influence a positive public perception of La Porte

One critical component to ensuring that the elements of the Strategic Plan are being implemented is to provide regular status reports to the City Council. Staff proposes quarterly written reports supplemented by oral reports or action items for implementation that may be necessary in-between written reports.

## 2012-2017 Strategic Plan

STRATEGIC PLAN GOALS AND OBJECTIVES		PARKS	POLICE	FIRE	EMERGENCY MGMT	EMS	COURT	ADMINISTRATION	FINANCE	PLANNING	CSO	PUBLIC WORKS	HR	ED/TOURISM
<b>COUNCIL GOAL NO. 1: IMPROVE INFRASTRUCTURE</b>														
1a	Street repair at 5.5 to 6 miles per year (staff recommends 30,000 feet per year)										X			
1b	Replace 3 miles of water main per year (staff recommends 15,000 linear feet per year)										X			
1c	Continue sanitary sewer I & I program										X			
1d	Complete \$300,000 in smaller, isolated drainage repairs per year								X		X			
<b>COUNCIL GOAL NO. 2: PRESERVE HERITAGE</b>														
2a	Promote historical structures to the public that reflect La Porte's history													X
2b	Optimize Main Street in a way that encourages small business development													X
<b>COUNCIL GOAL NO. 3: DISASTER PREPAREDNESS</b>														
3a	Ensure that emergency plans are up-to-date				X									
3b	Conduct city-wide drill simulating a specific emergency event or disaster on an annual basis				X									
<b>COUNCIL GOAL NO. 4: ENCOURAGE ECONOMIC/RETAIL DEVELOPMENT</b>														
4a	Increase retail business							X		X				X
4b	Incorporate the Airport as a revenue generating property							X			X			X
4c	Utilize Bay Frontage for possible economic development							X						X
<b>COUNCIL GOAL NO. 5: PROVIDE SUPERIOR CUSTOMER SERVICE</b>														
5a	Implement 100% employee customer service training by the end of 2013	X	X	X	X	X	X	X	X	X	X	X	X	X
5b	Conduct audit on 100% of processes of all City departments							X						
5c	Conduct quality professional development to ensure that all employees are properly trained							X				X		
<b>COUNCIL GOAL NO. 6: REVITALIZE SH 146 &amp; ELIMINATE BLIGHT</b>														
6a	Promote greenfield tract development along SH 146 by facilitating contact, providing information, and offering incentives to development types consistent with our industry/market													X
6b	Promote revitalization and development (where appropriate) along SH 146, Main Street, and Broadway by facilitating contact, providing information, and offering incentives to development types consistent with our industry/market													X

PARKS  
 POLICE  
 FIRE  
 EMERGENCY MGMT  
 EMS  
 COURT  
 ADMINISTRATION  
 FINANCE  
 PLANNING  
 CSO  
 PUBLIC WORKS  
 HR  
 ED/TOURISM

**STRATEGIC PLAN GOALS AND OBJECTIVES**

**STAFF GOAL NO. 7: PROVIDE SUPERIOR PUBLIC SAFETY**

7a	Enhance communications infrastructure and promote interoperability																			
	Ensure all radio systems meet current and future standards (when known)		X	X	X	X														
	Identify current deficiencies within all communications systems and work to correct them		X	X		X														
	Put a system in place to ensure proper system maintenance and replacement when needed		X	X		X		X	X											
7b	Maintain appropriate staffing level in all emergency services departments for both paid employees and volunteer members																			
	Identify national standards relating to recommended staffing level for each emergency service department		X	X		X														
	Work to attract and hire the most qualified candidates by developing a comprehensive recruitment program		X	X		X													X	
	Develop retention incentives		X	X		X													X	
	Create and maintain an employee development program for existing employees at all levels within the organization		X	X		X													X	
7c	Identify and capitalize on advanced technologies as force multipliers																			
	Develop a response safety program		X	X	X	X														
	Improve the community warning system					X														
	Develop crime prevention measures, such as cameras, air monitors, LPRs		X			X														
	Focus on trend/pattern analysis using incident geo-mapping in order to target resources		X																	
7d	Identify and employ best strategies, management practices, policies and procedures, and organizational systems that promote accountability, open communication, collective responsibility, visionary leadership, fiscal responsibility, and organizational effectiveness.																			
	Seek out and attain available state and national "best-practices" organizational certifications and accreditations.		X	X		X														
	Create appropriate inspection and auditing systems		X																	

**STAFF GOAL NO. 8: QUALITY OF LIFE THROUGH RECREATIONAL AMENITIES**

8a	Continue trail system implementation																			
	Obtain easements for equestrian/bicycle/pedestrian trail in Lomax	X																		
	Continue paving sections of various sections of infill trail	X										X								
8b	Maintain and improve sports field infrastructure																			
	Replacing lighting system at 9 soccer fields at Northwest Park	X																		

PARKS  
 POLICE  
 FIRE  
 EMERGENCY MGMT  
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**STRATEGIC PLAN GOALS AND OBJECTIVES**

**STAFF GOAL NO. 8: QUALITY OF LIFE THROUGH RECREATIONAL AMENITIES (cont'd)**

8c	Continue to offer modern and cost-effective aquatic facilities																		
	Evaluate options and cost-benefit analysis for potential locations of future spray parks and make recommendations for implementation at next Pre-Budget retreat	X																	
	Include recommended location(s) into the City's Capital Improvement Plan for upcoming FY 2014 budget	X																	
	Installation of spray park	X									X								

**STAFF GOAL NO. 9: NEIGHBORHOOD PRESERVATION**

9a	Create an environment of open communication and cooperation with existing neighborhood groups																		
	Create centralized database of neighborhood/HOA and leaders with contact information and update at least annually							X											
	Establish regular communications with neighborhood groups regarding important City matters and issues affecting neighborhoods, such as new code enforcement regulations							X		X									
	Actively seek neighborhood input and comments regarding issues impacting them							X		X									
	Create education/outreach program (Neighborhood University)							X		X									
9b	Improve City coordination to respond to neighborhood issues and concerns																		
	Create a cross departmental team, including engineering, inspecting, planning and police, to comprehensively address neighborhood issues		X	X				X		X			X						
9c	Continue investing in neighborhood improvement initiatives																		
	Create a neighborhood matching grant program for community improvements							X											

**STAFF GOAL NO. 10: COMMUNICATIONS THAT PROMOTE AND INFLUENCE A POSITIVE PUBLIC PERCEPTION OF LA PORTE**

10a	Identify scope and job description for Marketing/PR position																		
	Recruit and hire individual to fill communications, marketing, and public relations needs							X								X	X		
	Develop a communication strategy that ensures that information about the City is disseminated in a timely and professional manner and meets the needs of the various audiences within and outside of the City							X											
10b	Engage development partners to positively promote the city																		
	Create effective methods for utilizing development partners to help promote the City							X										X	



**City of La Porte**  
**Consolidated Summary of All Funds**

	Balance 09/30/15	FY 15-16 Revenues	FY 15-16 Expenses	Balance 09/30/16
<b>Governmental Fund Types:</b>				
General Fund	23,417,069	43,334,397	43,193,303	23,558,163
Grant Fund	1,969,769	644,443	929,342	1,684,870
Street Maintenance Sales Tax	868,873	1,219,188	1,895,000	193,061
Emergency Services District	591,800	1,217,988	1,372,053	437,735
Hotel/Motel Occupancy Tax	971,753	651,500	773,071	850,182
Economic Development Corporat	4,254,487	2,438,875	1,147,143	5,546,219
Tax Increment Reinvestment	544,506	2,499,331	2,514,956	528,881
<b>Total Governmental Types</b>	<b>32,618,257</b>	<b>52,005,722</b>	<b>51,824,868</b>	<b>32,799,111</b>
<b>Enterprise:</b>				
Utility	582,415	8,574,200	7,439,169	1,717,446
Airport	361,550	56,700	63,806	354,444
La Porte Area Water Authority	2,866,022	1,324,727	1,149,726	3,041,023
<b>Total Enterprise</b>	<b>3,809,987</b>	<b>9,955,627</b>	<b>8,652,701</b>	<b>5,112,913</b>
<b>Internal Service</b>				
Motor Pool	2,004,889	3,078,289	2,800,017	2,283,161
Insurance Fund	1,667,278	5,804,881	6,997,143	475,016
Technology Fund	1,309,488	520,240	622,000	1,207,728
<b>Total Internal Service</b>	<b>4,981,655</b>	<b>9,403,410</b>	<b>10,419,160</b>	<b>3,965,905</b>
<b>Capital Improvement:</b>				
General	(260,632)	1,612,669	1,067,669	284,368
Utility	1,448,698	101,000	1,080,000	469,698
Sewer Rehabilitation	289,196	300,500	350,000	239,696
Drainage Improvement Fund	265,276	271,000	470,000	66,276
2010 C/O Bond Fund	703,523	-	-	703,523
2015 C/O Bond Fund	8,000,000	-	4,520,000	3,480,000
<b>Total Capital Improvement</b>	<b>10,446,061</b>	<b>2,285,169</b>	<b>7,487,669</b>	<b>5,243,561</b>
<b>Debt Service:</b>				
General	2,874,001	3,920,455	4,190,493	2,603,963
Utility	288,713	250	267,409	21,554
La Porte Area Water Authority	-	-	692,850	(692,850)
<b>Total Debt Service</b>	<b>3,162,714</b>	<b>3,920,705</b>	<b>5,150,752</b>	<b>1,932,667</b>
<b>Total All Funds</b>	<b>55,018,674</b>	<b>77,570,633</b>	<b>83,535,150</b>	<b>49,054,157</b>

**Explanation of Changes in Fund Balance**  
*(Greater than 10%)*

**Grant Fund** – the 14% decrease is due to the utilization of reserve funding for the police department (seized funds) and municipal court (technology and security).

**Street Maintenance Sales Tax Fund** – the 78% decrease is due to street maintenance projects. The fund utilizes sales tax revenues passed for street maintenance and is not designed to build up fund balance reserve.

**Emergency Services District (Sales Tax)** – the 26% decrease is due to expenditures for the La Porte Fire Control, Prevention and EMS District. The fund utilizes sales tax revenues passed for the District and is not designed to build up fund balance reserve.

**Hotel/Motel Occupancy Tax Fund** – the 13% decrease can mainly be attributed to a \$250,000 installment for the City's 125<sup>th</sup> anniversary events. Additionally, a new community festival has been added.

**La Porte Development Section 4B Sales Tax Fund** – the 30% increase is due to the reduction of the debt service transfer for the 2016 fiscal year. The fund utilizes sales tax revenues passed for economic development and is not designed to build up fund balance reserve.

**Utility Fund** – the 195% increase in fund balance is the result from a \$1,000,000 transfer from the General Fund to aid in the stabilization of the Utility Fund.

**Motor Pool Fund** – the 14% increase in fund balance is due to fewer replacements scheduled for the 2016 fiscal year. The 2015 fiscal year included several large ticket replacements including a fire truck, dump truck and excavator. This fund is designed to build reserves for upcoming replacements.

**Insurance Fund** – the 72% decrease in the insurance fund is due to rising claims costs. The City has adopted plan changes and has been educating employees regarding the health plans in an effort to reduce claims expenditures.

**General CIP Fund** – 209% decrease due to planned capital improvement projects.

**Utility CIP Fund** – 68% decrease is due to planned capital improvement projects.

**Sewer Rehabilitation Fund** – 17% decrease due to annual sewer rehabilitation improvements. This fund is not designed to carry a significant fund balance as it receives annual funding from the Utility Fund.

**Drainage Improvement Fund** – 75% decrease due to annual drainage improvement projects. This fund is not designed to carry a significant fund balance as it receives annual funding from a designated drainage fee.

**2015 C/O Bond Fund** – 57% decrease due to the funding of utilities projects for which the debt was issued.

ORDINANCE NO. 2015-3602

AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF LA PORTE, TEXAS, FOR THE PERIOD OF OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; FINDING THAT ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTMENT OF SAID BUDGET; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

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

WHEREAS, the Budget for the fiscal year October 1, 2015, through September 30, 2016, has heretofore been presented to the City Council and due deliberation had thereon, was filed in the office of the City Secretary on July 29, 2015, and a public hearing scheduled for September 14, 2015 was duly advertised and held.

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

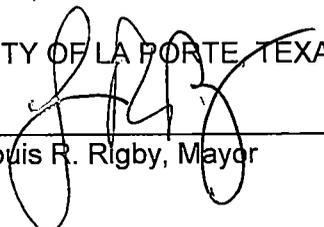
SECTION 1: That the Budget for the City of La Porte, Texas, now before the said City Council for consideration, a complete copy of which is on file with the City Secretary and incorporated hereto by reference, is hereby adopted as the Budget for the said City of La Porte, Texas, for the period of October 1, 2015, through September 30, 2016.

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

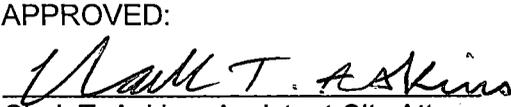
SECTION 3: The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this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

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

PASSED AND APPROVED this the 14<sup>th</sup> day of September, 2015.

CITY OF LA PORTE, TEXAS  
  
\_\_\_\_\_  
Louis R. Rigby, Mayor

ATTEST:  
  
\_\_\_\_\_  
Patrice Fogarty, City Secretary

APPROVED:  
  
\_\_\_\_\_  
Clark T. Askins, Assistant City Attorney

RESOLUTION NO. 2015-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PORTE, TEXAS, ADOPTING THE 2015 APPRAISAL ROLL OF THE HARRIS COUNTY APPRAISAL DISTRICT.

WHEREAS, the Harris County Appraisal District has submitted to the City Council of the City of La Porte, for approval, the 2015 tax appraisal roll; and

WHEREAS, the City Council is of the opinion that the 2015 appraisal roll with the amounts shown therein should be adopted;

WHEREAS, the Harris County Appraisal District has certified to the City Council that there was situated in the City of La Porte, as of January 1, 2015, property with a total appraised value of \$2,974,144,954.00 and a total taxable value of \$2,412,606,162.00.

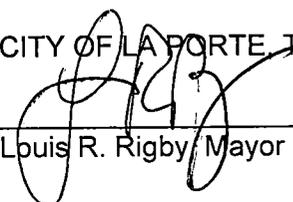
WHEREAS, new personal property added to the appraisal roll had a total taxable value of \$498,814.00 as of January 1, 2015;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA PORTE, THAT:

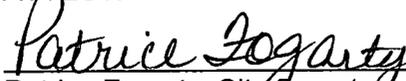
Section 1. the 2015 taxable roll in the amount of \$2,412,606,162.00, as submitted by the Harris County Appraisal District is hereby adopted;

Section 2. the City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the offices of City of La Porte for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

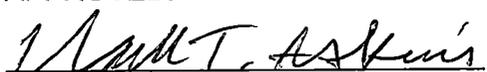
PASSED AND APPROVED this the 14<sup>th</sup> day of September, 2015.

CITY OF LA PORTE, TEXAS  
  
Louis R. Rigby, Mayor

ATTEST:

  
Patrice Fogarty, City Secretary

APPROVED:

  
Clark T. Askins, Assistant City Attorney

## ORDINANCE NO. 2015-3603

AN ORDINANCE LEVYING TAXES UPON TAXABLE PROPERTY LOCATED WITHIN AND SUBJECT TO TAXATION IN THE CITY OF LA PORTE, TEXAS; MAKING APPROPRIATIONS FOR SUPPORT, MAINTENANCE, AND IMPROVEMENT OF THE CITY GOVERNMENT OF SAID CITY OF LA PORTE; FINDING THAT ALL REQUIRED NOTICES HAVE BEEN PUBLISHED AND ALL REQUIRED HEARINGS HELD; CONTAINING A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA PORTE

Section 1. That there is hereby levied for the fiscal year beginning October 1, 2015, and ending September 30, 2016, on all real property situated and all personal property owned within the taxable limits of the said City of La Porte, on the first day of January, 2015, except so much as may be exempt under the constitution and laws of the United States, this State, and the City of La Porte, the following taxes:

- (1) An Ad Valorem Tax of and at the rate of sixty and five tenths cents (\$.605) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States for the current expenses for the support, maintenance, and improvement of the City Government of said City of La Porte; and
- (2) An Ad Valorem Tax of and at the rate of ten and five tenths cents (\$.105) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States, to pay current interest on and provide one year's sinking fund and to pay all of the Principal and Interest accruing on all outstanding general obligation bonds and certificates of obligation lawfully issued by the City of La Porte.

That this provides the sum of total Ad Valorem tax at the rate of seventy-one cents (\$.71) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States.

Section 2. All property upon which a rate of taxation is hereinabove levied shall be assessed on a ratio of one hundred percent (100%) of the estimated market value thereof.

Section 3. That the sums hereinafter accruing and collected from the hereinabove taxes so levied be and the same are hereby appropriated for the support, maintenance, and improvement of the City Government of the City of La Porte.

Section 4. The City Council officially finds, determines, recites and declares that all notices required by law have been published, and that a public hearing as required by law was duly called and held, and that all matters prerequisite to the establishment and levy of an ad valorem tax have been accomplished, all as required by the laws of the State of Texas, and the Home Rule Charter of the City of La Porte.

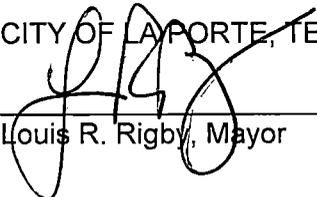
Section 5. If any section, sentence, phrase, clause, or any part of any section, sentence, phrase, or clause, of this Ordinance shall, for any reason, be held invalid, such invalidity shall not affect the remaining portions of this Ordinance, and it is hereby declared to be the intention of this City Council to have passed each section, sentence, phrase, or clause, or part thereof, irrespective of the fact that any other section, sentence, phrase, or clause, or part thereof, may be declared invalid.

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

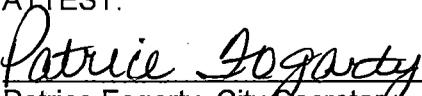
Section 7. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place, and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required.

Section 8. This Ordinance shall be in effect from and after its passage and approval.

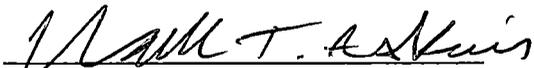
PASSED AND APPROVED this the 14<sup>th</sup> day of September, 2015.

CITY OF LAPORTE, TEXAS  
  
\_\_\_\_\_  
Louis R. Rigby, Mayor

ATTEST:

  
\_\_\_\_\_  
Patrice Fogarty, City Secretary

APPROVED:

  
\_\_\_\_\_  
Clark T. Askins, Assistant City Attorney

## WATER AND SEWER RATES

The following are excerpts from the City of La Porte's Code of Ordinances and relate to charges for water and sewer services.

### RATES FOR WATER SERVICE

The following rates shall be applicable for water purchased from the City of La Porte computed on a monthly basis:

A. Residential Use:

A minimum charge, per month, shall be \$7.95.

B. Apartment Units, Duplex Units, Individual Mobile Homes in Mobile Home Parks, with units not individually metered for water:

A minimum charge per month, shall be \$5.35 per living unit.

C. Commercial and Industrial Use:

A minimum charge per month shall be made in accordance with the size of the meter utilized to measure service to the customer in accordance with the following schedules:

3/4" meter, or smaller meter	\$ 9.35
1" meter:	\$ 12.85
1 1/2" meter:	\$ 22.75
2" meter:	\$ 36.65
3" meter:	\$ 76.35
4" meter:	\$131.85
6" meter:	\$290.60
8" meter, or larger:	\$512.80

D. Volume Charges;

(1) Each minimum bill of residential, commercial, and industrial shall include 2,000 gallons of water per month.

(2) Each minimum bill of Apartment Units, Duplex Units, Individual Mobile Homes in Mobile Home Parks, with units not individually metered for water, shall include 2,000 gallons of water per unit per month.

(3) Each additional 1,000 gallons used by a customer each month shall be charged in accordance with the following schedule:

For the next additional 8,000 gallons exceeding 2,000 gallons:

\$2.98 per 1,000 gallons.

For the next additional 15,000 gallons exceeding 10,000 gallons:

\$3.28 per 1,000 gallons.

Each additional 1,000 gallons consumed exceeding 25,000 gallons:

\$3.77 per 1,000 gallons.

- (4) The volume charge to commercial and industrial shall be in accordance with the schedule in (3).
- (5) The volume charge to Apartment Units, Duplex Units, Individual Mobile Home Units in Mobile Home Parks, with units not individually metered for water, shall be in accordance with the above schedule in (3) after the usage of the amount of water exceeds the number of units billed times 2,000 gallons each month.

#### RATES FOR SEWER SERVICES

The following rates shall be applicable for sewage treatment by the City of La Porte computed on a monthly basis;

A. Residential Use:

A minimum charge, per month, shall be \$9.75.

B. Apartment Units, Duplex Units, Individual Mobile Homes In Mobile Home Parks, with units not individually metered for water:

A minimum charge per month, shall be \$5.75 per living unit.

C. Commercial and Industrial Use:

A minimum charge per month shall be made in accordance with the size of the meter utilized to measure service to the customer in accordance with the following schedules:

3/4" meter, or smaller meter	\$ 16.95
1" meter:	\$ 25.95
1 1/2" meter:	\$ 50.95
2" meter:	\$ 85.95
3" meter:	\$186.95
4" meter, or larger:	\$326.95

D. Volume Charges:

- (1) Since sewer discharge is not metered, all volume charges shall be based on the total water volume charged to the customer.
- (2) Each minimum bill of residential, commercial, and industrial shall include 2,000 gallons of sewage discharge treated each month.
- (3) Each minimum bill of Apartment Units, Duplex Units, Individual Mobile Homes in Mobile Home Parks, with units not Individually metered for water, shall include 2,000 gallons of sewage discharge treated per unit each month per unit.
- (4) Each additional 1,000 gallons treated for a customer each month shall be charged in accordance with the following schedule:

Residential: \$3.00 per 1,000 gallons.

Commercial and Industrial: \$3.00 per 1,000 gallons.

Apartment Units, Duplex Units, Individual Mobile Homes in Mobile Home Parks, with units not individually metered for water: \$3.00 per 1,000 gallons.

- (5) Computation of Volume based on water purchased:

Residential:

The volume of sewage treated shall be based on 85% of the resident's water volume billed each month. However, the maximum residential charge will be limited to \$35.00 in any given month.

Commercial and Industrial:

The volume of sewage treated will be based upon 85% of the monthly water consumption.

Multi-Units:

The volume charge to Apartment Units, Duplex Units, Individual Mobile Homes in Mobile Home Parks, with units not individually metered for water, shall be based on 85% of the amount of water billed each month.

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

Fiscal Year	Total Assessment	Tax Rate	Assessed Levy	Total Current Taxes Collected	Percentage of Levy Collected
05-06	1,695,166,598	0.71	12,080,351	11,755,121	97.3%
06-07	1,792,232,683	0.71	12,703,850	12,418,873	97.8%
07-08	1,950,489,769	0.71	13,857,467	13,476,872	97.3%
08-09	2,204,920,061	0.71	15,654,937	15,377,149	98.2%
09-10	2,328,898,509	0.71	16,542,483	16,309,818	98.6%
10-11	2,213,606,718	0.71	15,871,498	15,599,930	98.3%
11-12	2,264,917,078	0.71	16,080,911	15,860,664	98.6%
12-13	2,341,036,448	0.71	16,621,361	16,518,207	99.4%
13-14	2,572,844,865	0.71	18,267,201	18,091,972	99.0%
14-15	2,748,507,384	0.71	19,514,402	19,304,486	98.9%

Assessment basis for all years is 100%

**CITY OF LA PORTE  
ANALYSIS OF TAX RATE  
FOR FISCAL YEAR 2015-2016**

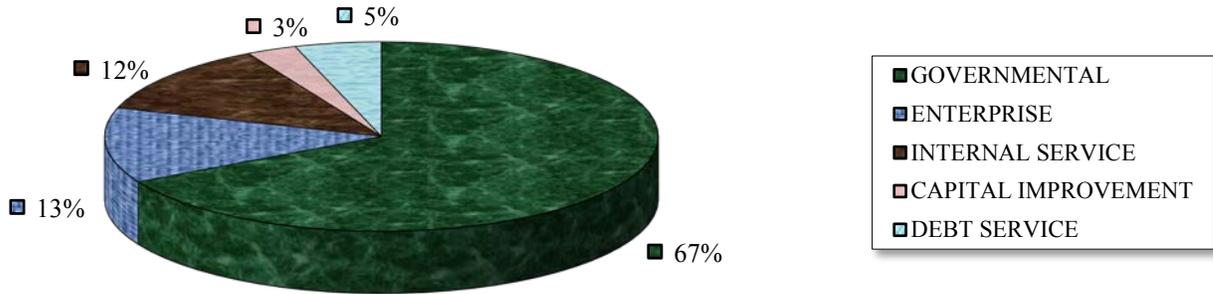
Appraised Valuation (100% Market)	2,974,144,954
Less Exemptions	561,538,792
Total Assessed (Taxable) Value	2,412,606,162
Tax Rate (Cents Per \$100 Valuation)	0.71
Total Levy	17,129,504
Estimated Collection Rate	98.0%
Estimated Tax Collections	16,786,915
Allocated to General Fund (Rate of .605)	14,304,342
Allocated to Debt Service (Rate of .105)	2,482,572

**City of La Porte**  
**Consolidated Statement**  
**Revenues and Expenditures by Category**  
**ALL FUNDS**

	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
<b>REVENUES</b>				
General Property Taxes	\$ 17,769,095	\$ 17,353,400	\$ 18,735,841	\$ 21,060,031
Franchise Taxes	2,252,404	2,158,666	2,175,408	2,195,624
Sales Taxes	9,317,772	8,834,519	9,500,000	9,737,501
Industrial Payments	11,554,949	12,054,598	12,192,816	12,436,672
Other Taxes	786,747	635,000	735,000	740,000
License & Permits	497,756	388,050	657,005	446,525
Fines & Forfeits	1,790,849	1,586,800	1,714,823	1,711,823
Charges for Services	8,900,627	8,598,431	9,185,471	9,114,758
Parks & Recreation	207,529	230,000	215,000	215,000
Recreation & Fitness	276,144	200,900	186,500	220,400
Employee Health Services	5,330,154	5,300,145	5,295,645	5,106,529
Water Revenue	5,342,433	5,800,512	5,501,728	5,645,421
Wastewater Revenue	3,422,627	3,554,400	3,159,900	3,244,900
Intergovernmental	1,572,360	279,437	279,437	531,593
Miscellaneous	392,204	40,850	113,850	38,850
Other Financing Sources	784,737	787,285	787,285	95,606
Operating Transfers - In	5,021,390	3,795,839	5,365,000	4,914,350
Interest Income	113,030	106,350	117,100	115,050
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL REVENUE ALL FUNDS</b>	<b>\$ 75,332,807</b>	<b>\$ 71,705,182</b>	<b>\$ 75,917,809</b>	<b>\$ 77,570,633</b>
	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
<b>EXPENDITURES</b>				
Personal Services	\$ 31,049,161	\$ 32,710,134	\$ 32,099,201	\$ 32,841,196
Supplies	2,911,752	2,825,917	2,504,215	2,485,236
Services and Charges	20,043,908	21,746,983	20,387,092	23,140,751
Capital Outlay	11,102,830	8,079,933	10,615,605	15,002,866
Debt Service	4,833,579	5,327,787	5,327,787	5,150,751
Operating Transfers - Out	5,021,390	3,795,839	5,365,000	4,914,350
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>\$ 74,962,620</b>	<b>\$ 74,486,593</b>	<b>\$ 76,298,900</b>	<b>\$ 83,535,150</b>

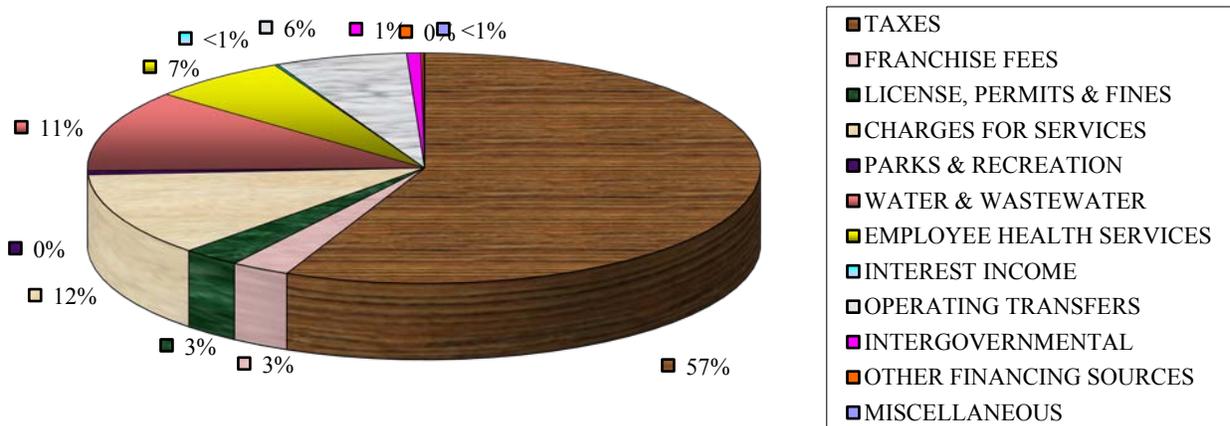
# CONSOLIDATED SUMMARY

## REVENUES BY FUND TYPE FISCAL YEAR 2015-16



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR ALL FUNDS, BY FUND TYPE, FOR FISCAL YEAR 2015-16

## ALL FUNDS BY REVENUE TYPE FISCAL YEAR 2015-16



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR ALL FUNDS, BY REVENUE TYPE, FOR FISCAL YEAR 2015-16

**City of La Porte  
Revenue Projection Rationale  
For Year 2015-16**

The City of La Porte records and tracks revenues in more than 100 individual line item accounts. As with most organizations, 10% of the revenue accounts will generate approximately 90% of the revenue. Because of the importance of the largest accounts, detailed explanations of their projections are discussed below. The remaining accounts (representing 10% of total revenues) are projected using available information. The primary projection method is to perform a trend analysis to determine growth patterns of the particular revenue categories to find an average rate of change. The results are then analyzed and adjusted for outside factors, such as economic conditions or a refocusing of programs that could impact the projections.

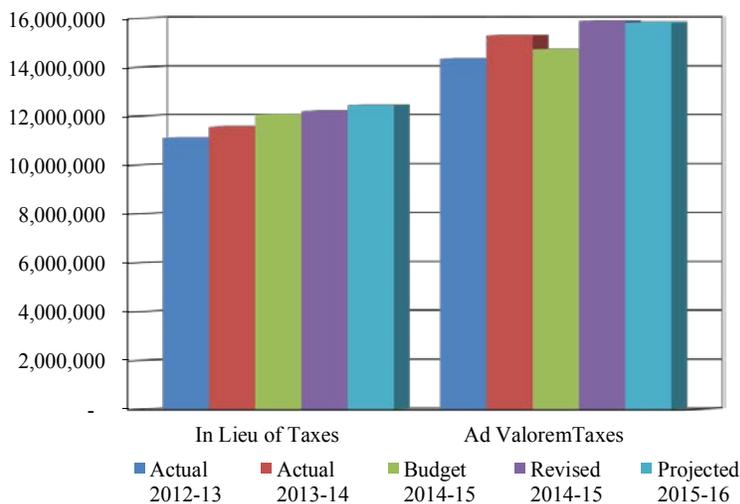
It is the City of La Porte's policy to remain conservative on all estimates made in regard to the collection of revenues. This philosophy prevents us from having to make major adjustments during the year because revenues were based on overly optimistic assumptions.

**General Fund**

A long range financial plan has been prepared for the general fund. The plan is an important tool to evaluate historical data and project revenues for future years. Historical data is maintained and year over year changes are calculated. A moving average is then calculated for forecasting purposes. As mentioned above, the projections are then adjusted based on potential impacts from outside factors such as economic conditions. The plan is reviewed updated multiple times throughout the year. The top six revenue accounts, representing 88% of total General Fund revenues, are presented below in order of the amount of revenue received.

**Ad Valorem Taxes** – Ad Valorem Taxes, or property taxes, represent 37% of total General Fund revenues. The major component that determines the projected revenue in this category is the proposed net taxable value of all real and personal property located within the City, which is received from the Harris County Appraisal District at the end of August. Projections are calculated using current values and preliminary estimates provided by the county.

**In Lieu of Taxes** - Another major revenue source that is derived through the taxation process is the collection of In Lieu of Taxes, which represent 29% of total general fund revenues. These payments are made by companies located in the City's two industrial zones. The City enters into a contract with each company. The In-Lieu taxable value is 63%. The FY2016 projection is showing an increase compared with the FY2015 estimate due to new construction within the IDA district.



**City of La Porte  
Revenue Projection Rationale, Continued  
For Year 2015-16**

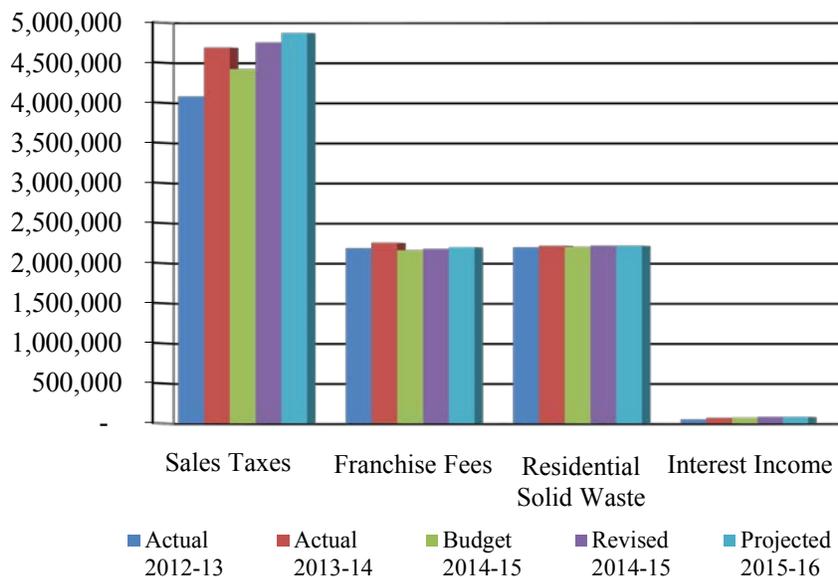
**Sales Tax** - The City’s General Fund receives a 1% tax on taxable (as defined by state statutes) retail sales occurring in the City. FY2016 projections are anticipated to increase by 2.5% over the 2015 estimate. Sales tax revenues have begun trending higher in recent years due to increased economic activity. The majority of the sales tax revenues generated are from manufacturing and service industries. (The Street Maintenance ¼ Cent Sales Tax and Section 4B ½ Cent Sales Tax, and Emergency Services District ¼ Cent Sales Tax projections have been calculated based on the same assumptions.)

**Franchise Fees** - The City receives franchise fees from utility companies as compensation for the use of right-of-ways. Revenues from natural gas, electric power, telephone and cable television are projected to remain relatively flat for the new fiscal year. The electrical franchise fees represent over 58% of total franchise fees. The fees received from Center Point Energy are a set monthly amount established annually through an agreement. Additionally, other fee categories were adjusted based on prior year’s actual collections and current year estimates.

**Residential Solid Waste** – This revenue is derived from services provided by the City for trash pick up in the City’s residential area. This revenue stream is relatively easy to project because of the constant population and constant rates. The current rate is \$18.00 a month. Additionally, weather and other outside factors do not affect this revenue source. This revenue stream is expected to remain flat in FY2016.

**Golf Course - Charges for Services** This includes green fees, cart rentals, tournament and membership fees, and all other related charges for use of the Bay Forest Golf Course. Golf Course revenues are projected to trend slightly higher based on cart fee rentals. Weather is a factor that can affect this revenue stream; therefore, a more conservative approach is utilized for projections.

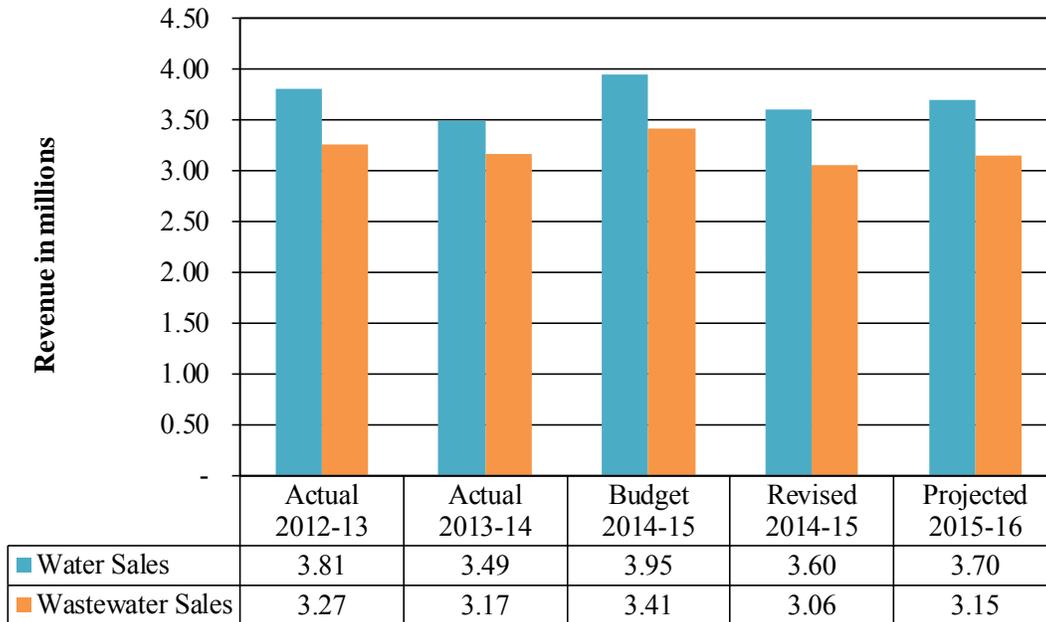
**Interest Income** - This revenue source is calculated based on estimated cash collections and disbursements. The estimated cash flow is then multiplied by the estimated interest rates expected in the new year. Our fiscal year 2015-16 income estimate is based on a rate of less than 1%.



**City of La Porte  
Revenue Projection Rationale, Continued  
For Year 2015-16**

**Proprietary Funds**

**Water and Sewer Revenue** - These two revenue accounts represent 90% of total **Utility Fund** revenues. Water Revenue represents proceeds from the sale of potable water to the City of La Porte’s residential and commercial customers. Sewer revenue represents proceeds from the receipt and treatment of sanitary sewage. Sewer is calculated at 85% of water consumption. Both of these revenue sources are dependent on seasonal factors such as rainfall. Fiscal year 2015 has been a relatively wet year, as depicted in the chart below.



**Rental of Space** accounts for 99% of **Airport Fund** revenue. This revenue stream is derived from the leasing of tie-downs at the airport and is recalculated annually for CPI adjustments.

**La Porte Area Water Authority Water Revenues** are based on the cost of water purchased from the City of Houston Southeast Water Plant. The costs are charged out to the City of La Porte, City of Shoreacres and the City of Morgan’s Point based on anticipated sales of potable water.

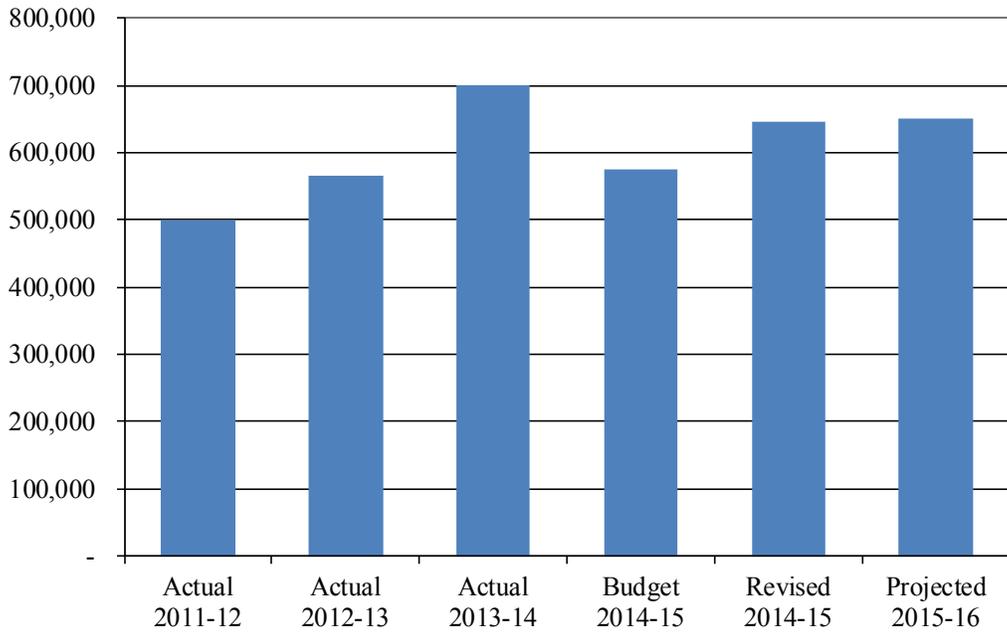
**Charges for Services** represent 99% of total **Motor Pool Fund** revenue. Lease and maintenance fees are based on anticipated costs of providing vehicles of all types to City Departments. Historical data is used to determine estimates of maintenance, fuel, lubrication and replacement for these vehicles. Motor Pool revenues are expected to increase by \$410,241, or 15% to increase funding for upcoming replacements.

**Charges to Departments** represent 79% of total **Insurance Fund** revenues this year. These charges are based on anticipated costs of providing health insurance to City employees and retirees. Although claims have stabilized due to plan design, the City continues to evaluate contribution levels to maintain the health of the fund. Rates were not adjusted for fiscal year 2016; however, adjustments to retiree accounts have resulted in a savings for the departments.

**Charges for Services** represent 99% of total **Technology Fund** revenue. Lease fees are based on future replacement costs for telephones, various networks and server systems.

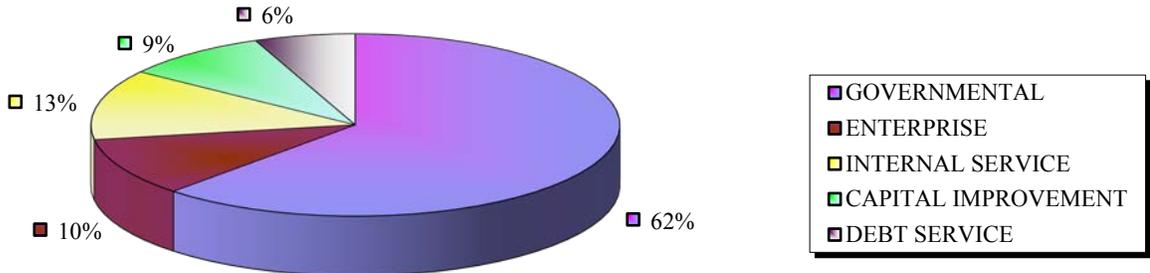
**City of La Porte  
Revenue Projection Rationale, Continued  
For Year 2015-16**

**Hotel/Motel Occupancy Tax Revenues** are collected on the rental of a room or space in a hotel \$2 or more each day. The City imposes a rate of 7%. This revenue stream is projected to be in line with current estimates; however, the City is monitoring the impact as cruise lines have dropped the Bayport Terminal from schedules. The City continues to focus on expanding existing and developing new venues to encourage tourism within the City.



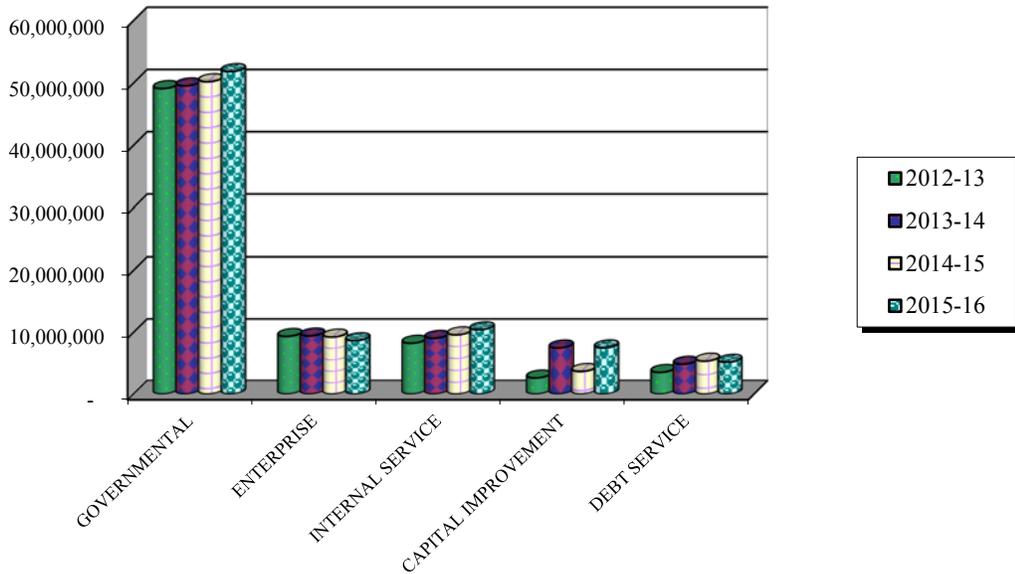
# APPROPRIATION BY FUND

## FISCAL YEAR 2015-2016



This graph illustrates appropriations for all funds, by fund type, for fiscal year 2015-16. As shown, the governmental funds, which include the General Fund make up 62% of total appropriations. The General Fund is 52% of the entire budget.

## FOUR YEAR COMPARISON



This graph illustrates a four year comparison of appropriations, for all funds, by fund type. The increase in the Governmental Funds category for FY2016 is largely due to a \$1.1 million budgeted increase in Street Maintenance Sales Tax Projects. The Internal Service Funds category is trending upward as a result of rising health care costs. The two spikes in the Capital Improvements category are a result of multiple public safety and utility projects in FY2014 and Utility projects associated with newly issued debt for FY2016.

**City Of La Porte  
Appropriation by Fund**

	<b>Adopted 2012-13</b>	<b>Adopted 2013-14</b>	<b>Adopted 2014-15</b>	<b>Adopted 2015-16</b>
<b>Governmental Fund Types</b>				
General	\$ 36,545,885	\$ 41,447,347	\$ 42,524,058	\$ 43,193,303
Grant Fund	6,552,810	929,986	502,678	929,342
Street Maintenance Sales Tax	1,200,000	1,422,000	795,000	1,895,000
La Porte Emergency Services Dist	802,785	950,920	1,322,638	1,372,053
Hotel/Motel	565,285	579,378	826,039	773,071
La Porte Development Corp	816,318	1,351,133	1,418,611	1,147,143
Tax Increment Reinvestment	2,613,579	2,850,080	2,807,737	2,514,956
<b>Total Governmental Types</b>	<b>49,096,662</b>	<b>49,530,844</b>	<b>50,196,761</b>	<b>51,824,868</b>
<b>Enterprise Funds</b>				
Utility	8,079,358	8,122,074	8,056,291	7,439,169
Airport	63,669	145,091	47,496	63,806
La Porte Area Water Authority	1,195,760	1,138,431	1,129,481	1,149,726
<b>Total Enterprise</b>	<b>9,338,787</b>	<b>9,405,596</b>	<b>9,233,268</b>	<b>8,652,701</b>
<b>Internal Service Funds</b>				
Motor Pool	2,523,298	3,153,328	3,130,099	2,800,017
Insurance Fund	5,709,684	5,648,364	6,247,649	6,997,143
Technology Fund	-	230,000	220,000	622,000
<b>Total Internal Service</b>	<b>8,232,982</b>	<b>9,031,692</b>	<b>9,597,748</b>	<b>10,419,160</b>
<b>Capital Improvement Funds</b>				
General CIP	673,500	3,568,000	1,615,000	1,067,669
Utility CIP	175,000	1,168,000	1,175,000	1,080,000
Sewer Rehabilitation CIP	350,000	570,000	350,000	350,000
Drainage Improvement Fund	250,000	453,000	240,000	470,000
Other Infrastructure	50,807	-	-	-
2007 CO Bond CIP	23,391	-	-	-
2010 CO Bond CIP	1,075,223	1,711,847	280,000	-
2015 CO Bond CIP	-	-	-	4,520,000
<b>Total Capital Improvement</b>	<b>2,597,921</b>	<b>7,470,847</b>	<b>3,660,000</b>	<b>7,487,669</b>
<b>Debt Service Funds</b>				
General Debt Service	2,508,337	3,859,125	4,358,723	4,190,493
Utility Debt Service	296,861	287,044	277,226	267,409
LPWA Debt Service	698,556	688,650	691,838	692,850
<b>Total Debt Service</b>	<b>3,503,754</b>	<b>4,834,819</b>	<b>5,327,787</b>	<b>5,150,752</b>
<b>Total Adopted Budget</b>	<b>\$ 72,770,106</b>	<b>\$ 80,273,798</b>	<b>\$ 78,015,564</b>	<b>\$ 83,535,150</b>

**City Of La Porte**  
**Appropriation by Department**  
**All Funds**

	<b>Adopted 2012-13</b>	<b>Adopted 2013-14</b>	<b>Adopted 2014-15</b>	<b>Adopted 2015-16</b>
<b>EMERGENCY SERVICES</b>				
Fire Prevention	\$ 300,916	\$ 299,205	\$ 320,271	\$ 340,507
Fire Suppression	1,669,628	1,684,102	1,720,595	1,758,180
Emergency Medical Services	2,611,775	2,580,498	2,585,361	2,703,767
<b>Total Emergency Services</b>	<u>4,582,319</u>	<u>4,563,805</u>	<u>4,626,227</u>	<u>4,802,454</u>
<b>POLICE</b>				
Police Administration	1,008,272	937,556	986,993	1,029,154
Police Patrol	5,649,078	6,049,067	6,091,145	6,395,268
Criminal Investigation	1,947,867	2,196,836	2,240,697	2,317,345
Support Services	2,357,661	2,542,643	2,602,649	2,848,489
<b>Total Police</b>	<u>10,962,878</u>	<u>11,726,102</u>	<u>11,921,484</u>	<u>12,590,256</u>
<b>ADMINISTRATION</b>				
Administration	485,472	514,843	525,615	478,288
Community Investment	172,500	152,150	150,850	153,650
Emergency Management	295,408	308,615	324,775	310,859
Human Resources	430,901	429,085	441,784	471,914
Liability Insurance Division	507,668	448,364	488,149	550,656
Employee Health Services	5,202,016	5,200,000	5,759,500	6,446,487
Municipal Court	786,432	778,591	821,372	841,157
IT Division	1,674,748	1,802,757	2,294,336	2,133,199
Technology Replacement	-	230,000	220,000	622,000
City Secretary	413,287	400,887	417,941	447,787
Legal	205,844	199,844	187,744	199,845
City Council	50,179	58,912	67,870	62,570
Golf Course Club House	531,620	538,417	559,019	594,797
Golf Course Maintenance	853,874	983,889	930,508	984,028
<b>Total Administration</b>	<u>11,609,949</u>	<u>12,046,354</u>	<u>13,189,463</u>	<u>14,297,237</u>
<b>FINANCE</b>				
Accounting	752,106	796,117	823,495	852,144
Purchasing	245,535	226,036	243,712	252,031
Tax	460,707	409,905	450,897	471,541
Non-Departmental - GF	2,595,463	6,341,971	6,422,172	5,661,212
Utility Billing	757,624	755,677	780,902	826,992
Non-Departmental - UF	3,508,648	3,499,246	3,392,686	2,603,543
<b>Total Finance</b>	<u>8,320,083</u>	<u>12,028,952</u>	<u>12,113,864</u>	<u>10,667,463</u>
<b>PLANNING &amp; ENGINEERING</b>				
Planning & Engineering	871,513	807,760	772,502	815,198
GIS Division	183,339	233,960	259,472	259,674
Inspection Services	941,302	937,052	923,154	950,261
<b>Total Planning &amp; Engineering</b>	<u>1,996,154</u>	<u>1,978,772</u>	<u>1,955,128</u>	<u>2,025,133</u>

**City Of La Porte**  
**Appropriation by Department**  
**All Funds**

	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Adopted 2015-16
<b>PARKS AND RECREATION</b>				
Parks Maintenance	2,146,134	2,210,644	2,241,906	2,411,789
Recreation	716,161	729,219	717,537	806,931
Special Services	447,599	459,807	444,448	467,660
Administration	535,020	562,305	537,017	599,169
<b>Total Parks and Recreation</b>	<u>3,844,914</u>	<u>3,961,975</u>	<u>3,940,908</u>	<u>4,285,549</u>
<b>PUBLIC WORKS</b>				
Public Works Administration	356,663	373,697	362,429	367,979
Streets	2,520,015	2,565,695	2,549,095	2,590,454
Residential Solidwaste	2,309,866	2,319,782	2,491,197	2,599,310
Commercial Solidwaste	19,000	15,500	15,500	17,146
Vehicle Maintenance	1,168,163	1,169,983	1,148,108	1,170,667
Vehicle Replacement	1,355,135	1,983,345	1,981,991	1,629,350
La Porte Area Water Authority	1,195,760	1,138,431	1,129,481	1,149,726
Airport	63,669	145,091	47,496	63,806
Water Production	597,728	596,846	607,013	623,040
Water Distribution	968,720	973,646	962,309	994,069
Wastewater Collection	994,770	1,004,626	1,024,910	1,066,348
Wastewater Treatment	1,251,868	1,292,033	1,288,471	1,325,177
<b>Total Public Works</b>	<u>12,801,357</u>	<u>13,578,675</u>	<u>13,608,000</u>	<u>13,597,072</u>
<b>MISCELLANEOUS</b>				
Grant Fund	6,552,810	929,986	502,678	929,342
Street Maintenance Sales Tax Fund	1,200,000	1,422,000	795,000	1,895,000
Emergency Services District	802,785	950,920	1,322,638	1,372,053
Hotel/Motel	565,285	579,378	826,039	773,071
La Porte Development Corporation	816,318	1,351,133	1,418,611	1,147,143
Tax Increment Reinvestment Zone	2,613,579	2,850,080	2,807,737	2,514,956
General CIP	673,500	3,568,000	1,615,000	1,067,669
Utility CIP	175,000	1,168,000	1,175,000	1,080,000
Sewer Rehabilitation CIP	350,000	570,000	350,000	350,000
Drainage Improvement Fund	250,000	453,000	240,000	470,000
2007 C/O Bond CIP	23,391	-	-	-
2010 C/O Bond CIP	1,075,223	1,711,847	280,000	-
2015 C/O Bond CIP	-	-	-	4,520,000
Other Infrastructure	50,807	-	-	-
General Debt Service	2,508,337	3,859,125	4,358,723	4,190,493
Utility Debt Service	296,861	287,044	277,226	267,409
LPWA Debt Service	698,556	688,650	691,838	692,850
<b>Total Miscellaneous Funds</b>	<u>18,652,452</u>	<u>20,389,163</u>	<u>16,660,490</u>	<u>21,269,986</u>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 72,770,106</b>	<b>\$ 80,273,798</b>	<b>\$ 78,015,564</b>	<b>\$ 83,535,150</b>

## **General Fund – Five Year Forecast**

The City began preparing long range forecasts for the General Fund in 2006 and during that time the forecast projected challenging future budget outcomes as the growth in expenditures was projected to outpace growth in revenues. The forecast allowed the Administration, Finance and other City Departments the opportunity to begin identifying and evaluating strategies for improving the financial outlook of the City. The City has been able to maintain solid financial reserves through conservative management and the resilient local and regional economy.

The following chart outlines the City's five-year forecast of general fund revenues and expenditures for FY 2016 through FY 2020. The projections are based upon a series of conservative assumptions and can fluctuate if economic conditions change. The model does not reflect actions the City will take due to budget shortfalls; therefore, the model is utilized merely as a planning tool.

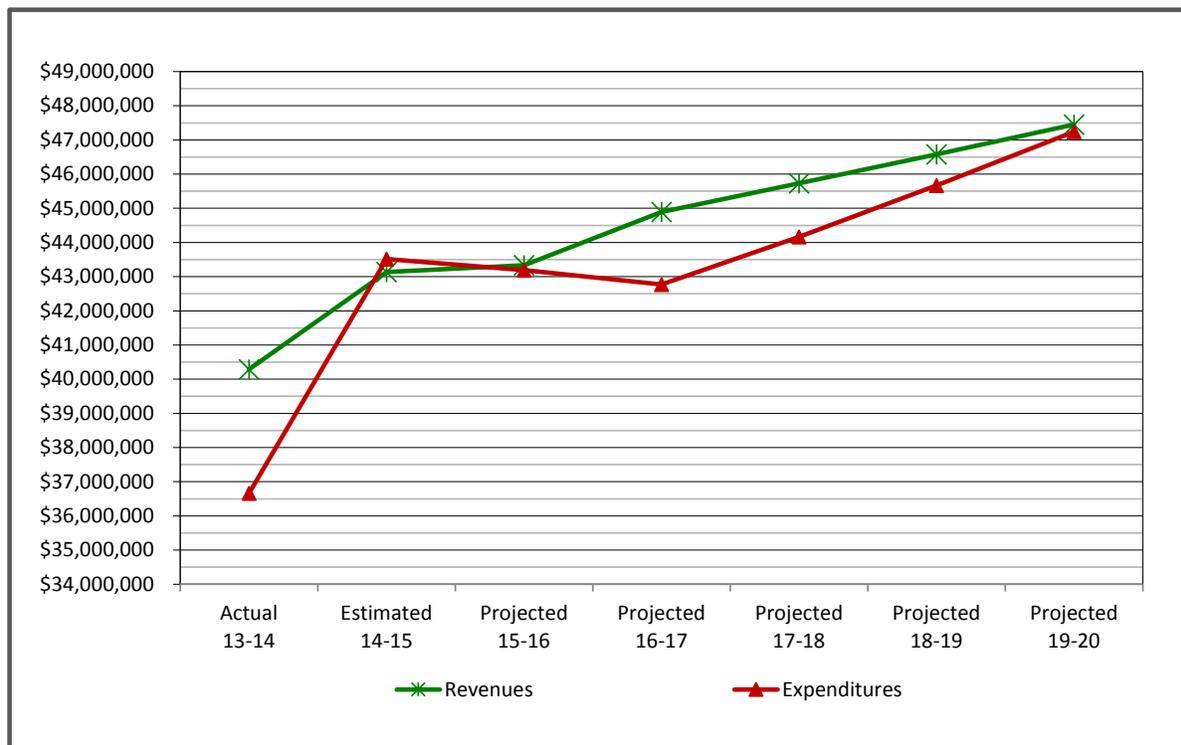
This forecast includes growth rate assumptions for revenue and expenditure growth rates based on the Consumer Price Index (CPI), historical trends, and anticipated growth in the tax base for the period FY 2016 through FY 2020. The City strives to maintain a balance between rising healthcare costs and the ever increasing cost of personnel services with cost containment and stringent financial controls. With the exception of the anticipated increases to the tax base due to new construction in the Industrial District, on average, revenues are projected to increase approximately 2-2.5% in each category; Expenditures are anticipated to grow 3% in supplies and services categories. However, healthcare and personnel services represent future challenges at 8% (for healthcare) and 4.5% average growth (for personnel services). The 2015 budget includes a planned drawdown of accumulated fund balance of \$2.5 million for capital projects and a one-time transfer to the Utility Fund.

**General Fund - Five Year Forecast (preliminary)  
FY 2016 - FY 2020**

	Actual 13-14	Estimated 14-15	Projected 15-16	Projected 16-17	Projected 17-18	Projected 18-19	Projected 19-20
General Property Taxes	\$14,630,070	\$15,873,500	\$15,828,500	\$16,335,463	\$16,750,949	\$17,169,723	\$17,598,966
Franchise Fees	2,184,020	2,175,408	2,195,624	2,225,930	2,256,707	2,287,961	2,319,702
Sales Tax	4,075,652	4,750,000	4,868,750	4,990,469	5,115,230	5,243,111	5,374,189
Industrial Payments	11,107,848	12,192,816	12,436,672	13,199,028	13,331,018	13,464,328	13,598,972
Other Taxes	59,115	90,000	90,000	90,000	90,000	90,000	90,000
License & Permits	368,128	657,005	446,525	455,456	464,565	473,856	483,333
Fines & Forfeits	1,665,758	1,606,823	1,603,823	1,619,861	1,636,060	1,652,420	1,668,945
Charges for Services	3,991,841	4,130,213	4,184,144	4,267,827	4,353,183	4,440,247	4,529,052
Parks & Recreation	246,005	215,000	215,000	219,300	223,686	228,160	232,723
Recreation & Fitness Center	207,325	186,500	220,400	220,400	220,400	220,400	220,400
Golf Course	990,669	940,425	1,002,585	1,022,637	1,043,089	1,063,951	1,085,230
Miscellaneous	604,631	113,000	38,000	38,000	38,000	38,000	38,000
Operating Transfers	107,600	124,507	124,374	124,374	122,378	123,931	125,517
Interest Income	49,204	80,000	80,000	81,600	83,232	84,897	86,595
<b>Total Revenues</b>	<b>40,287,868</b>	<b>43,135,197</b>	<b>43,334,397</b>	<b>44,890,344</b>	<b>45,728,498</b>	<b>46,580,985</b>	<b>47,451,623</b>
Personnel Services	25,759,109	27,600,148	28,411,986	30,410,016	31,458,155	32,604,574	33,810,130
Supplies	1,680,621	1,624,363	1,745,584	1,797,952	1,851,890	1,907,447	1,964,670
Services and Charges	7,204,298	9,111,006	9,437,865	9,738,501	10,022,406	10,314,828	10,616,023
Capital Outlay	86,461	331,857	464,286	100,000	100,000	100,000	100,000
Transfers	1,929,876	4,845,136	3,133,582	725,214	733,718	742,392	751,240
<b>Total Expenditures</b>	<b>36,660,365</b>	<b>43,512,510</b>	<b>43,193,303</b>	<b>42,771,682</b>	<b>44,166,169</b>	<b>45,669,241</b>	<b>47,242,063</b>
<b>Surplus/(Deficit)</b>	<b>\$ 3,627,503</b>	<b>\$ (377,313)</b>	<b>\$ 141,094</b>	<b>\$ 2,118,662</b>	<b>\$ 1,562,329</b>	<b>\$ 911,744</b>	<b>\$ 209,560</b>

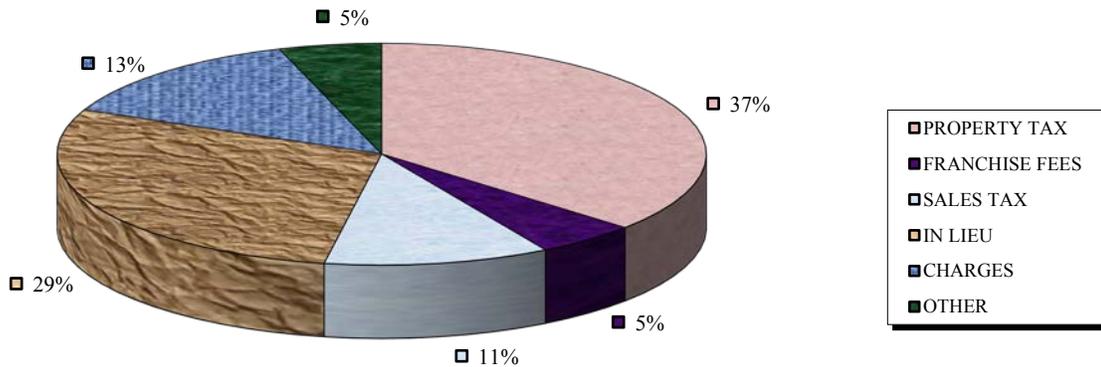
Surplus/(Deficit) as Percentage  
of Operating Budget

10%      -1%      0%      5%      4%      2%      0%



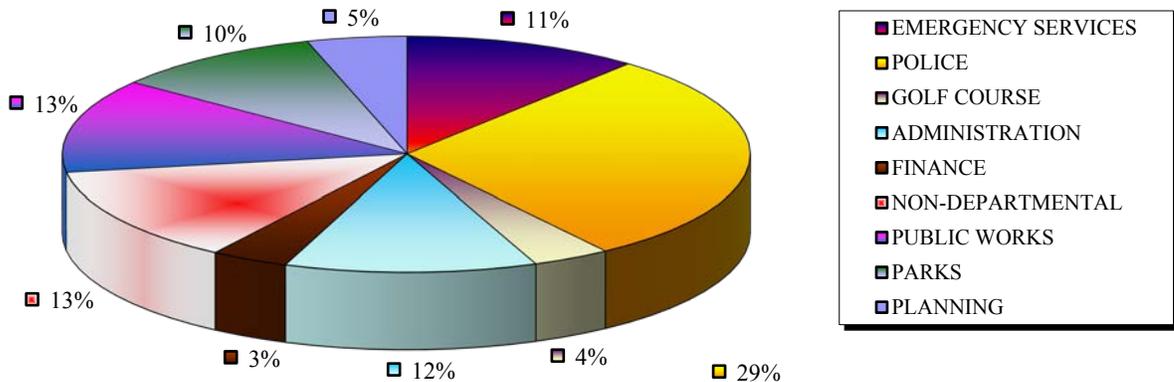
# GENERAL FUND

## GENERAL FUND SOURCES FISCAL YEAR 2015-16



THIS GRAPH ILLUSTRATES PROJECTED REVENUES FOR THE GENERAL FUND, BY SOURCE, FOR FISCAL YEAR 2015-16.

## GENERAL FUND USES FISCAL YEAR 2015-16



THIS GRAPH REPRESENTS EACH DEPARTMENTS SHARE OF THE GENERAL FUND BUDGET FOR FISCAL YEAR 2015-16.

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

**GENERAL FUND**

<b>Revenues:</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Projected</b>	<b>Percent</b>
	<b>2013-14</b>	<b>2014-15</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Change</b>
General Property Taxes	\$ 15,286,420	\$ 14,728,500	\$ 15,873,500	\$ 15,828,500	7.47%
Franchise Fees	2,252,404	2,158,666	2,175,408	2,195,624	1.71%
Sales Taxes	4,686,476	4,417,259	4,750,000	4,868,750	10.22%
Industrial Payments	11,554,949	12,054,598	12,192,816	12,436,672	3.17%
Other Taxes	87,074	60,000	90,000	90,000	50.00%
Licenses & Permits	497,756	388,050	657,005	446,525	15.07%
Fines Forfeits	1,594,391	1,461,800	1,606,823	1,603,823	9.72%
Charges for Services	4,110,143	4,090,650	4,130,213	4,184,144	2.29%
Parks & Recreation	207,529	230,000	215,000	215,000	-6.52%
Recreation & Fitness	276,144	200,900	186,500	220,400	9.71%
Golf Course	1,025,739	1,031,543	940,425	1,002,585	-2.81%
Miscellaneous	256,879	40,000	113,000	38,000	-5.00%
Operating Transfers	107,839	124,507	124,507	124,374	-0.11%
Interest	67,519	71,000	80,000	80,000	12.68%
	<hr/>	<hr/>	<hr/>	<hr/>	
<b>Total Revenues</b>	<b>\$ 42,011,262</b>	<b>\$ 41,057,473</b>	<b>\$ 43,135,197</b>	<b>\$ 43,334,397</b>	<b>5.55%</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Projected</b>	<b>Percent</b>
	<b>2013-14</b>	<b>2014-15</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Change</b>
Emergency Services	\$ 4,410,066	\$ 4,739,215	\$ 4,688,846	\$ 4,802,454	1.33%
Police	11,622,781	12,023,194	11,854,120	12,590,256	4.72%
Golf Course	1,454,187	1,533,669	1,498,009	1,578,825	2.94%
Administration	4,573,953	5,332,370	5,271,188	5,099,269	-4.37%
Finance	1,466,975	1,570,760	1,542,350	1,575,716	0.32%
Non-Departmental	5,369,214	5,788,577	7,059,916	5,661,212	-2.20%
Public Works	5,250,900	5,549,182	5,427,101	5,574,889	0.46%
Parks	3,927,422	3,995,734	4,212,319	4,285,549	7.25%
Planning	1,549,554	2,079,619	1,918,661	2,025,133	-2.62%
	<hr/>	<hr/>	<hr/>	<hr/>	
<b>Total Expenditures</b>	<b>\$ 39,625,052</b>	<b>\$ 42,612,320</b>	<b>\$ 43,472,510</b>	<b>\$ 43,193,303</b>	<b>1.36%</b>

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

**UTILITY FUND**

<b>Revenues:</b>	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>	<b>Percent Change</b>
Water Revenue	\$ 4,178,112	\$ 4,566,600	\$ 4,351,300	\$ 4,371,300	-4.28%
Sewer Revenue	3,277,025	3,504,400	3,109,900	3,194,900	-8.83%
Operating Transfers	47,501	-	69,161	1,000,000	-
Interest	1,107	1,500	1,500	1,500	0.00%
Other Revenue	7,350	6,500	6,500	6,500	0.00%
<b>Total Revenue</b>	<b>\$ 7,511,095</b>	<b>\$ 8,079,000</b>	<b>\$ 7,538,361</b>	<b>\$ 8,574,200</b>	<b>6.13%</b>
<b>Expenses:</b>					
Water Production	\$ 610,313	\$ 611,979	\$ 597,116	\$ 623,040	1.81%
Water Distribution	923,381	970,703	963,034	994,069	2.41%
Wastewater Collection	1,018,474	1,041,315	1,038,252	1,066,348	2.40%
Wastewater Treatment	1,334,461	1,294,346	1,242,391	1,325,177	2.38%
Utility Billing	801,036	790,180	809,182	826,992	4.66%
Non Departmental	3,339,734	3,355,551	3,273,450	2,603,543	-22.41%
<b>Total Expenses</b>	<b>\$ 8,027,399</b>	<b>\$ 8,064,074</b>	<b>\$ 7,923,425</b>	<b>\$ 7,439,169</b>	<b>-7.75%</b>

**INTERNAL SERVICE FUNDS**

<b>Revenues:</b>	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>	<b>Percent Change</b>
Charges for Services	2,863,258	3,139,736	3,139,736	3,591,529	14.39%
Employee Health Services	5,330,154	5,300,145	5,295,645	5,106,529	-3.65%
Operating Transfers	491,529	479,646	1,979,646	696,352	45.18%
Interest	9,616	8,000	9,600	9,000	12.50%
<b>Total Revenue</b>	<b>\$ 8,694,557</b>	<b>\$ 8,927,527</b>	<b>\$ 10,424,627</b>	<b>\$ 9,403,410</b>	<b>5.33%</b>
<b>Expenses:</b>					
Motor Pool Fund	\$ 3,683,040	\$ 3,130,099	\$ 3,073,795	\$ 2,800,017	-10.55%
Insurance Fund	6,603,395	6,247,649	6,372,869	6,997,143	12.00%
Technology Fund	186,640	269,600	268,935	622,000	130.71%
<b>Total Expenses</b>	<b>\$ 10,473,075</b>	<b>\$ 9,647,348</b>	<b>\$ 9,715,599</b>	<b>\$ 10,419,160</b>	<b>8.00%</b>

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

**ENTERPRISE FUNDS**

<b>Revenues:</b>	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>	<b>Percent Change</b>
Charges for Services	\$ 1,137,346	\$ 1,242,912	\$ 1,156,760	\$ 1,280,121	2.99%
Other Financing Sources	96,087	95,447	95,447	95,606	0.17%
Miscellaneous	114,697	-	-	-	0.00%
Interest	5,447	5,500	5,700	5,700	3.64%
<b>Total Revenue</b>	<b>\$ 1,353,577</b>	<b>\$ 1,343,859</b>	<b>\$ 1,257,907</b>	<b>\$ 1,381,427</b>	<b>2.80%</b>
<b>Expenses:</b>					
Airport Operating	62,388	63,496	62,280	63,806	0.49%
La Porte Area Water Authority	947,133	1,129,481	1,059,649	1,149,726	1.79%
<b>Total Expenses</b>	<b>\$ 1,009,521</b>	<b>\$ 1,192,977</b>	<b>\$ 1,121,929</b>	<b>\$ 1,213,532</b>	<b>1.72%</b>

**SPECIAL REVENUE FUNDS**

<b>Revenues:</b>	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Projected 2015-16</b>	<b>Percent Change</b>
Sales Tax	\$ 4,631,296	\$ 4,417,260	\$ 4,750,000	\$ 4,868,751	10.22%
Hotel/Motel Occupancy Taxes	699,673	575,000	645,000	650,000	13.04%
Fines & Forfeits	196,458	125,000	108,000	108,000	-13.60%
Charges for Services	242,997	4,000	4,000	4,000	0.00%
Grant Revenue	1,572,360	279,437	917,702	531,593	90.24%
Miscellaneous	4,825	850	850	850	0.00%
Operating Transfers	4,790	-	177,550	-	0.00%
Interest	9,286	7,900	9,400	8,800	11.39%
<b>Total Revenue</b>	<b>\$ 7,361,685</b>	<b>\$ 5,409,447</b>	<b>\$ 6,612,502</b>	<b>\$ 6,171,994</b>	<b>14.10%</b>
<b>Expenses:</b>					
Grant Fund	\$ 526,824	\$ 502,678	\$ 502,678	\$ 929,342	84.88%
Street Maintenance Sales Tax	343,543	795,000	2,106,606	1,895,000	138.36%
Emergency Services District	902,880	1,390,917	1,313,530	1,372,053	-1.36%
Hotel/Motel Occupancy Tax	638,754	826,039	754,005	773,071	-6.41%
Section 4B Sales Tax	1,803,380	1,518,611	1,513,403	1,147,143	-24.46%
<b>Total Expenses</b>	<b>\$ 4,215,381</b>	<b>\$ 5,033,245</b>	<b>\$ 6,190,222</b>	<b>\$ 6,116,609</b>	<b>21.52%</b>

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

	<b>Approved 2013-14</b>	<b>Approved 2014-15</b>	<b>Approved 2015-16</b>
<b>FULL-TIME POSITIONS</b>			
Fire Prevention	4.00	4.00	4.00
Fire Suppression	14.00	14.00	14.00
Emergency Medical Services	26.00	26.00	26.00
Police Administration	6.00	6.00	6.00
Police Patrol	49.00	49.00	49.00
Criminal Investigation	20.00	20.00	20.00
Support Services	31.00	31.00	31.00
Administration	3.00	2.75	2.70
Golf Course Club House	4.00	4.00	4.00
Golf Course Maintenance	10.00	10.00	10.00
Emergency Management	2.00	2.00	2.00
Human Resources	3.00	3.00	3.00
Municipal Court	9.00	9.00	9.00
Purchasing	3.00	3.00	3.00
IT/Computer Maintenance	6.00	7.00	7.00
City Secretary	4.00	4.00	4.00
Accounting	8.00	8.50	8.50
Tax Office	3.50	3.50	3.50
Public Works	4.00	4.00	4.00
Streets	26.50	26.50	25.50
Residential Solid Waste	22.50	22.50	22.50
Parks Maintenance	23.00	23.00	23.00
Recreation	8.00	8.00	8.00
Special Services	6.00	6.00	6.00
Parks Administration	7.00	7.00	7.00
Planning & Engineering	8.00	8.00	8.00
GIS Division	2.00	2.00	2.00
Inspections	11.00	11.00	11.00
Water Production	4.25	4.25	4.25
Water Distribution	11.75	11.75	11.75
Wastewater Collection	10.75	10.75	10.75
Wastewater Treatment	9.25	9.25	9.25
Utility Billing	9.00	9.00	9.00
Airport	0.50	0.50	0.50
Vehicle Maintenance	11.50	11.50	11.50
Emergency Services District	1.00	1.00	1.00
Hotel/Motel	1.25	1.25	1.30
Economic Development	0.75	1.00	1.00
	383.50	385.00	384.00
Totals	383.50	385.00	384.00

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

	<b>Approved 2013-14</b>	<b>Approved 2014-15</b>	<b>Approved 2015-16</b>
<b>PART-TIME POSITIONS</b>			
Fire Suppression	14.00	14.00	14.00
Emergency Medical Services	6.00	6.00	6.00
Patrol	1.00	1.00	1.00
Support Services	4.00	4.00	4.00
Municipal Court	1.00	1.00	1.00
Parks Maintenance	2.00	2.00	2.00
Recreation	18.00	18.00	18.00
Special Services	2.00	2.00	2.00
Parks Administration	2.00	2.00	2.00
Golf Course Club House	8.00	8.00	8.00
Golf Course Maintenance	-	-	-
	<hr/>	<hr/>	<hr/>
	58.00	58.00	58.00
 Recap:			
Full Time	383.50	385.00	384.00
Part Time	58.00	58.00	58.00
	<hr/>	<hr/>	<hr/>
Total	441.50	443.00	442.00

**CITY OF LA PORTE  
SCHEDULE OF CAPITAL OUTLAY  
FY 2015-16**

ACCOUNT	DESCRIPTION	AMOUNT
001-5252-521-8002	Roof Repair, Replace Screws & Resecure	\$ 11,000
001-5252-521-8021	Eventide Next Log 740 System	19,537
001-5252-521-8021	DVR Recorder & Camera System	13,000
001-5252-521-8023	Executime Advanced Scheduling (Police, Fire & EMS)	21,600
001-5253-521-8021	Body Camera	44,000
001-5253-521-8023	Total Station Accident Reconstruction	40,000
001-6048-551-8002	Golf Course Clubhouse Roof	21,000
001-6049-551-8021	Top Dressing Machine	16,000
001-6049-551-8021	Stump Grider	15,000
001-7071-531-8027	Rehabilitate Signals Broadway & G Street	25,000
001-8080-552-8002	Ceramic Tile for Charles Walker	10,000
001-8080-552-8002	Partitions for Wave Pool Restrooms	7,500
001-8080-552-8002	Replace Picnic Tables/Trash Cans at Seabreeze Park	16,060
001-8080-552-8021	Purchase Additional Christmas Decorations	37,373
001-8080-552-8032	Replace Fencing at LCB Softball/Wave Pool	48,000
001-8080-552-8032	Replace Sidewalks Leading to Wave Pool	39,187
001-8081-551-8021	Nevco Model MK-320M38 Led Electronic Marquee	25,154
002-7084-533-8021	Equipment Replacement	20,000
002-7086-532-8013	Sewer Taps	1,500
002-7087-532-8021	Equipment Replacemen	40,000
016-7075-533-8021	Completion of Communication Upgrad	20,000
023-9902-580-8023	Incode Server Hardware for ESXI Host	182,000
023-9903-580-8023	UPS & PDU Hardware for PD Datacenter	75,000
023-9904-580-8023	Router/Switch Upgrade	100,000
023-9904-580-8023	2 GIG Switches	20,000
023-9904-580-8023	Microsoft Windows OS Server Datacenter Edition License/Software	40,000
023-9904-580-8023	Microsoft Windows 2012 License CAL	12,000
023-9904-580-8023	UPS & PDU Hardware for PD Datacenter	75,000
023-9905-580-8023	Cisco Telephone System Upgrade	100,000
024-7074-534-8021	18000LB Four Post Lift	16,747
034-5051-522-8021	Eclipse TIC	35,000
034-5051-522-8021	Hydrant Adaptors	150,000

034-5051-522-8021	Tables for FTC	11,000
034-5051-522-8021	Command Vehicle	200,000
034-5059-522-8021	Stryker Stair Chair	3,500
034-5059-522-8021	Stryker Power COT/Stretcher	14,000
034-5059-522-8021	Stryker Power Load System	26,000
034-5059-522-8021	12 Lead/EKG Defibrillator Monitor	<u>39,000</u>
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,590,158</b>



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

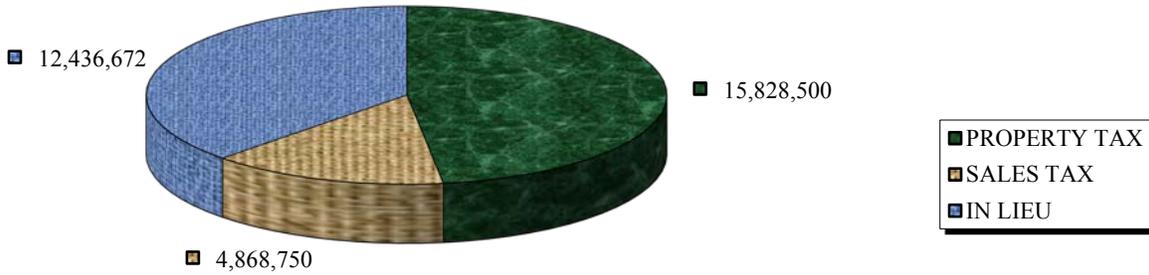
<b><i>Beginning Fund Balance 9/30/14</i></b>		\$ 29,794,382
Plus Estimated 14-15 Revenues		43,135,197
Less Estimated 14-15 Expenditures		43,512,510
Reserve for Health Insurance		2,000,000
Reserve for Utility System Improvements		4,000,000
		43,512,510
<b><i>Estimated Fund Balance 9/30/15</i></b>		<b>23,417,069</b>
<b>Plus 15-16 Revenues:</b>		
General Property Taxes	15,828,500	
Franchise Fees	2,195,624	
Sales Tax	4,868,750	
Industrial Payments	12,436,672	
Other Taxes	90,000	
License & Permits	446,525	
Fines & Forfeits	1,603,823	
Charges for Services	4,184,144	
Parks & Recreation	215,000	
Recreation & Fitness Center	220,400	
Golf Course	1,002,585	
Miscellaneous	38,000	
Operating Transfers	124,374	
Interest Income	80,000	
Total Revenues	43,334,397	
<b><i>Equals Total Resources</i></b>		<b>66,751,466</b>
<b>Less 15-16 Expenditures:</b>		
Emergency Services	4,802,454	
Police	12,590,256	
Golf Course	1,578,825	
Administration	5,099,269	
Finance	1,575,716	
Non-Departmental	5,661,212	
Public Works	5,574,889	
Parks	4,285,549	
Planning	2,025,133	
Total Expenditures	43,193,303	
<b><i>Ending Fund Balance 9/30/16</i></b>		<b>\$ 23,558,163</b>

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 43,135,197	\$ 43,334,397	
Expenditures	49,512,510	43,193,303	
Revenues over Expenditures	\$ (6,377,313)	\$ 141,094	

***Targeted Reserve- 120 days of expenditures***  
***Estimated days - 199 days***  
***Goal: \$14,200,538***  
***1 Day = \$118,338***

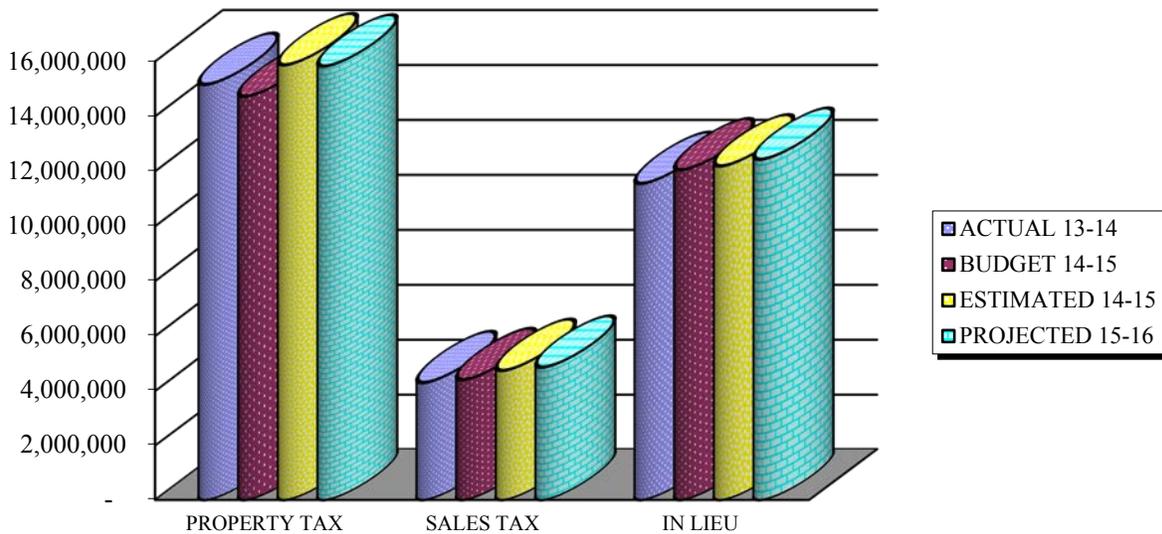
# TAX REVENUE

2015-2016 PROJECTED



THIS GRAPH ILLUSTRATES PROJECTED TAX REVENUES FOR THE GENERAL FUND.

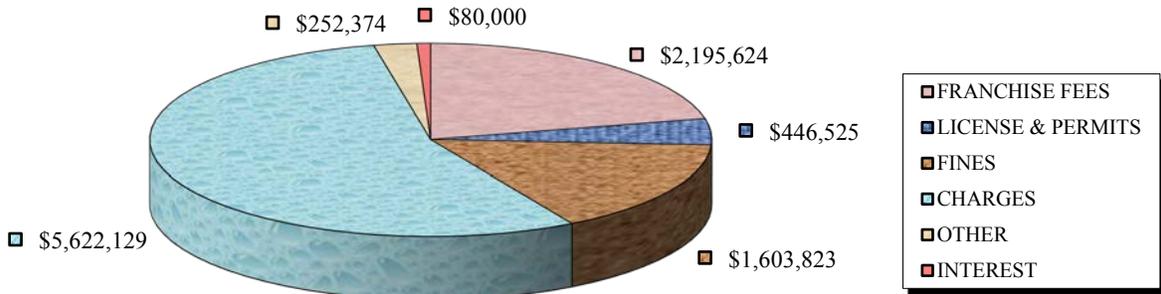
## FOUR YEAR COMPARISON



THIS GRAPH REPRESENTS FOUR YEARS OF REVENUE DERIVED THROUGH TAXATION.

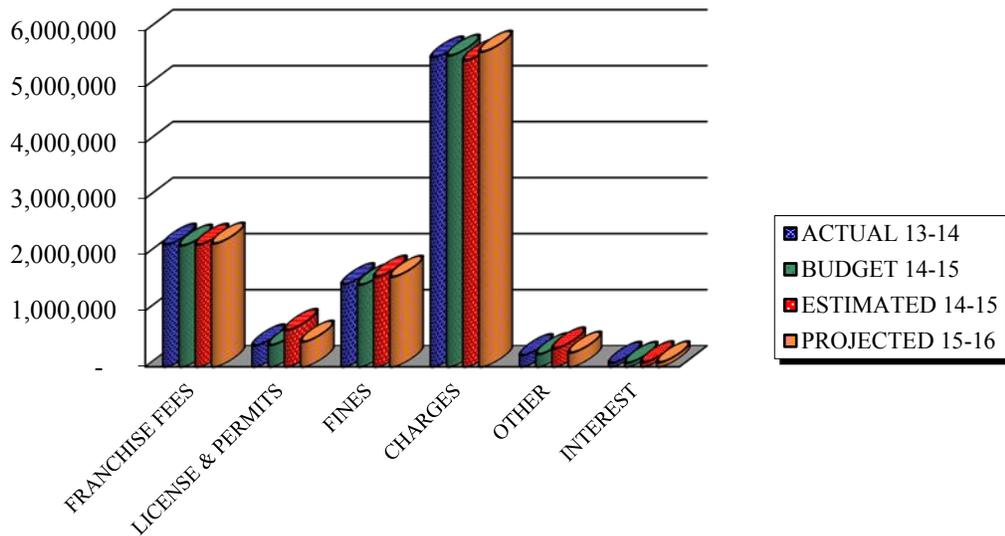
# NON-TAX REVENUE

2015-2016 PROJECTED



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

## FOUR YEAR COMPARISON



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

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
General Property Taxes:					
401.01-00	Current Property Taxes	\$ 14,990,218	\$ 14,500,000	\$ 15,645,000	\$ 15,600,000
401.02-00	Delinquent Taxes	120,787	68,000	68,000	68,000
401.03-00	Tax Penalty and Interest	88,087	75,000	75,000	75,000
401.05-00	Delinquent Tax Pen and Int	55,268	60,000	60,000	60,000
401.15-00	Rendition Penalty	32,060	25,500	25,500	25,500
	General Property Taxes Subtotal	<u>15,286,420</u>	<u>14,728,500</u>	<u>15,873,500</u>	<u>15,828,500</u>
Franchise Fees:					
402.01-00	Franchise/Electrical	1,257,497	1,243,666	1,250,408	1,270,624
402.02-00	Franchise/Gas	180,072	150,000	150,000	150,000
402.03-00	Franchise/Telephone	346,087	275,000	300,000	300,000
402.04-00	Franchise/Cable TV	382,611	400,000	385,000	385,000
402.05-00	Franchise/Commercial Solidwaste	86,137	90,000	90,000	90,000
	Franchise Fees Subtotal	<u>2,252,404</u>	<u>2,158,666</u>	<u>2,175,408</u>	<u>2,195,624</u>
Sales Taxes:					
403.01-00	Sales Tax	4,686,476	4,417,259	4,750,000	4,868,750
	Sales Taxes Subtotal	<u>4,686,476</u>	<u>4,417,259</u>	<u>4,750,000</u>	<u>4,868,750</u>
Industrial Payments:					
404.01-00	Industrial Payments	11,554,949	12,054,598	12,192,816	12,436,672
	Industrial Payments Subtotal	<u>11,554,949</u>	<u>12,054,598</u>	<u>12,192,816</u>	<u>12,436,672</u>
Other Taxes:					
405.01-00	Tax on Sale of Mixed Drinks	87,074	60,000	90,000	90,000
	Other Taxes Subtotal	<u>87,074</u>	<u>60,000</u>	<u>90,000</u>	<u>90,000</u>
Licenses & Permits:					
406.01-00	Beer, Wine, Liquor Licenses	5,635	8,500	7,850	7,850
406.02-00	Building Permits	236,560	180,000	350,000	230,000
406.03-00	Animal Licenses	1,050	1,050	1,050	1,050
406.05-00	Electrical Permits	29,053	13,000	16,000	16,000
406.06-00	Game Room Licenses	5,235	5,000	4,400	4,000
406.07-00	Plumbing Permits	21,919	16,000	19,000	16,000
406.08-00	Mobile Home Park Licenses	215	325	380	325
406.09-00	Wrecker Permits	2,038	1,700	1,725	1,725
406.10-00	Heating and A/C Permits	20,605	20,000	23,000	20,000
406.12-00	Misc Licenses, Permits & Fees	7,301	5,500	5,500	5,500
406.13-00	Demolishing Permits	1,200	1,400	1,800	1,900
406.14-00	Sign Permits	3,976	2,500	3,500	2,500
406.15-00	Pool Permits	6,178	5,000	3,400	3,000
406.17-00	Pipeline Application Permits	2,000	3,000	5,000	4,000
406.19-00	Alarm Permits	33,007	35,000	35,000	35,000
406.20-00	Fill Dirt Permits	5,527	1,500	4,000	3,075
406.21-00	Re-Inspection Fees	840	1,000	1,000	1,000
406.22-00	Plan Review Fees	104,468	80,000	160,000	80,000
406.23-00	Private Ambulance License	7,174	4,500	4,500	4,500
406.24-00	Driveway Tie-In Fees	2,100	2,000	3,000	2,000
406.25-00	Storm Water Permits	1,600	1,000	6,800	7,000
406.26-00	Group Care Facilities	75	75	100	100
	Licenses & Permits Subtotal	<u>497,756</u>	<u>388,050</u>	<u>657,005</u>	<u>446,525</u>

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
<b>Fines &amp; Forfeits:</b>					
407.01-00	Pound Fines	13,599	10,000	10,000	10,000
407.08-00	Municipal Court Fines	846,859	830,000	840,000	840,000
407.09-00	Warrant Fees	119,495	105,000	110,000	110,000
407.13-00	Administrative Fee	388,579	335,000	419,423	416,423
407.15-00	Arrest Fee	41,605	40,000	40,000	40,000
407.16-00	Police Accident Reports	1,877	2,000	2,000	2,000
407.19-00	TxDOT Program Fines	50,182	40,000	43,000	43,000
407.21-00	Consolidated Court Costs	38,852	15,000	15,000	15,000
407.24-00	Time Payment Fee	16,475	17,000	15,000	15,000
407.26-00	Seat Belt Fines	1,303	900	2,500	2,500
407.29-00	State Traffic Fee	10,203	4,000	4,000	4,000
407.31-00	Weight Violation Fines	51,784	55,000	90,000	90,000
407.32-00	DPS - Local	6,633	5,500	5,500	5,500
407.36-00	State Juror Fee	3,882	1,500	1,500	1,500
407.38-00	Indigent Defense Fund	1,935	800	800	800
407.39-00	Civil Justice Fee Court	70	100	100	100
407.41-00	Truancy Prev & Diversion	1,058	-	8,000	8,000
	Fines & Forfeits Subtotal	<u>1,594,391</u>	<u>1,461,800</u>	<u>1,606,823</u>	<u>1,603,823</u>
<b>Charges for Services:</b>					
408.01-01	Street & Alley Closing App Fee	4,500	7,500	9,000	9,000
408.01-03	Commercial Solid Waste	13,087	12,500	12,500	12,500
408.01-04	Residential Solid Waste	2,214,255	2,200,000	2,215,000	2,215,000
408.01-05	Use of City Equip, Mat, Lab	219	450	550	550
408.01-06	Rezoning Fees	2,250	2,000	1,800	1,800
408.01-07	Tax Certificates	845	600	600	600
408.01-09	Tax Billing Fees	161,127	268,671	268,671	268,671
408.01-11	Lease of Fire Training Facility	43,450	40,000	40,000	40,000
408.01-12	Contract Fire Protection	209,897	163,394	164,530	164,530
408.01-15	Document Reproduction	289	450	450	450
408.01-16	NSF Service Charges	100	300	300	300
408.01-17	Police Teletype/Dispatching	58,985	18,500	69,658	69,658
408.01-18	Pipeline Assessments	68,600	52,000	52,000	52,000
408.01-19	EMS Contract Revenue	239,337	265,000	248,000	248,000
408.01-20	EMS Patient Revenue	630,999	600,000	600,000	600,000
408.01-21	Recycling	26,393	20,000	20,000	20,000
408.01-22	Mowing & Demolition	32,434	50,000	80,000	85,000
408.01-23	Sale of Garbage Bags	11,458	9,000	9,000	9,000
408.01-36	Outstanding Tax Report	7,800	1,000	7,800	7,800
408.01-37	Police Services (LPISD)	361,074	358,935	328,504	358,935
408.01-40	Election Fees	22,752	20,000	1,500	20,000
408.01-42	Donation Park Beautification	292	350	350	350
	Charges for Services Subtotal	<u>4,110,143</u>	<u>4,090,650</u>	<u>4,130,213</u>	<u>4,184,144</u>
<b>Parks &amp; Recreation:</b>					
408.02-01	Swimming Pool Admissions	18,798	25,000	20,000	20,000
408.02-02	Wave Pool Concessions	1,808	5,000	2,000	2,000
408.02-03	Wave Pool Admissions	94,608	100,000	95,000	95,000
408.02-04	Aquatic Facility Rental	23,113	30,000	25,000	25,000
408.02-05	Aquatic Memberships	1,893	3,000	2,000	2,000
408.02-09	General Programs/Camps	480	1,700	1,000	1,000
408.02-10	Youth Sports	3,275	2,800	3,000	3,000
408.02-11	Triathlon	14,230	12,000	12,000	12,000
408.02-13	Recreation Center Rental	28,317	26,000	28,000	28,000
408.02-14	Athletic Complex	5,373	11,000	11,000	11,000
408.02-15	Rodeo Arena Rental	1,400	1,500	1,500	1,500
408.02-16	Sport Camps	1,058	2,000	2,000	2,000
408.02-19	Parks/Recreation Misc	2,064	1,500	1,500	1,500
408.02-22	Special Olympics (Sport)	11,112	8,500	11,000	11,000
	Parks & Recreation Subtotal	<u>207,529</u>	<u>230,000</u>	<u>215,000</u>	<u>215,000</u>

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

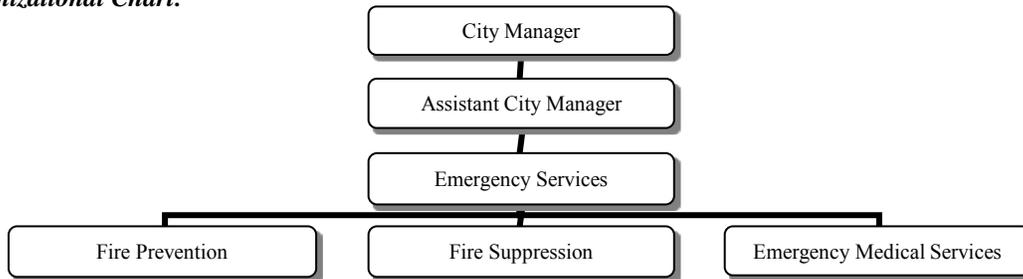
Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Recreation & Fitness Center:					
408.03-01	Recreation Center Memberships	225,528	185,000	166,000	200,000
408.03-02	Recreation Center Walk-ins	22,648	15,500	20,000	20,000
408.03-03	Recreation Center Class Fees	27,968	400	500	400
	Recreation & Fitness Subtotal	<u>276,144</u>	<u>200,900</u>	<u>186,500</u>	<u>220,400</u>
Golf Course:					
408.07-01	Green Fees	512,862	518,655	472,562	518,655
408.07-08	Cart Fees	356,657	378,890	327,813	350,730
408.07-12	Resident Membership	9,242	10,000	9,200	10,000
408.07-13	Non-Resident Membership	71,883	62,000	81,900	62,000
408.07-14	Senior Membership	11,540	13,000	13,300	13,000
408.07-16	Concession Commissions	48,000	32,000	31,200	31,200
408.07-17	Resident Family Membership	2,534	4,000	800	4,000
408.07-18	Non-Resident Family Membership	1,121	4,000	1,900	4,000
408.07-34	Sponsor Donations	10,500	8,000	-	8,000
408.07-36	Summer Memberships	1,400	1,000	1,750	1,000
	Golf Course	<u>1,025,739</u>	<u>1,031,545</u>	<u>940,425</u>	<u>1,002,585</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	253,897	35,000	110,000	35,000
410.07-00	Donations	2,982	5,000	3,000	3,000
	Miscellaneous Subtotal	<u>256,879</u>	<u>40,000</u>	<u>113,000</u>	<u>38,000</u>
Operating Transfers:					
480.01-16	Admin Trans from LPAWA Fund	65,339	67,007	67,007	66,874
480.01-26	Admin Trans from Hotel/Motel	42,500	57,500	57,500	57,500
	Operating Transfers Subtotal	<u>107,839</u>	<u>124,507</u>	<u>124,507</u>	<u>124,374</u>
Interest:					
483.01-00	Interest Income	67,519	71,000	80,000	80,000
	Interest Subtotal	<u>67,519</u>	<u>71,000</u>	<u>80,000</u>	<u>80,000</u>
Total General Fund Revenue		\$ 42,011,262	\$ 41,057,475	\$ 43,135,197	\$ 43,334,397

# Emergency Services Department

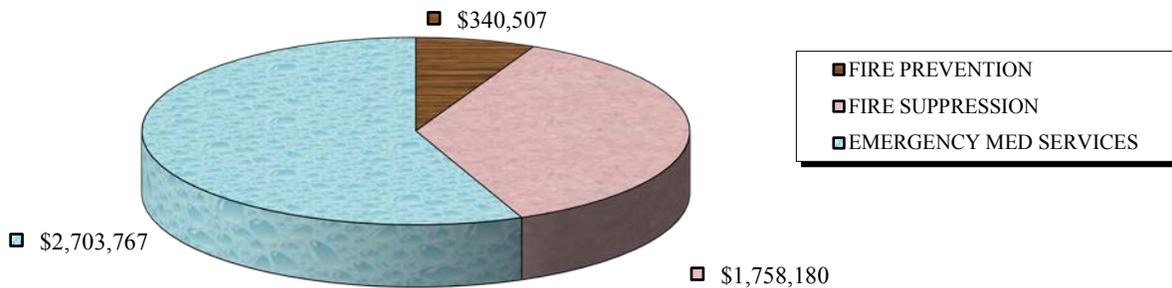
## FY 15-16

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

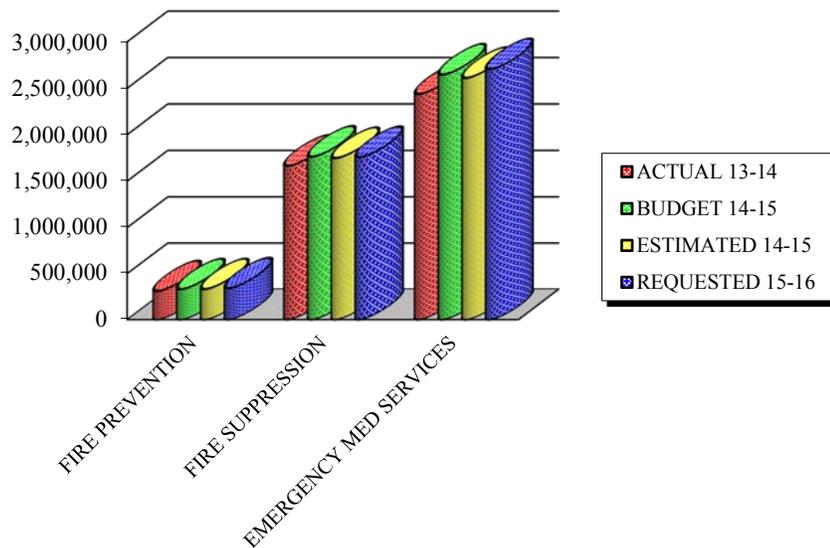
**Organizational Chart:**



**Share of General Fund Budget: 11%**



**Four Year Comparison by Division:**



## Emergency Services Department Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Fire Prevention	\$ 308,519	\$ 329,683	\$ 330,329	\$ 340,507	3.28%
Fire Suppression	1,664,877	1,762,674	1,747,685	1,758,180	-0.25%
Emergency Medical Services	2,437,270	2,646,858	2,610,832	2,703,767	2.15%
<b>Department Total</b>	<b>\$ 4,410,666</b>	<b>\$ 4,739,215</b>	<b>\$ 4,688,846</b>	<b>\$ 4,802,454</b>	<b>1.33%</b>

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Personal Services	\$ 3,848,514	\$ 4,116,739	\$ 4,086,731	\$ 4,203,495	2.11%
Supplies	202,597	204,785	190,756	192,011	-6.24%
Services & Charges	359,555	382,691	383,799	406,948	6.34%
Capital Outlay	-	35,000	27,560	-	0.00%
<b>Department Total</b>	<b>\$ 4,410,666</b>	<b>\$ 4,739,215</b>	<b>\$ 4,688,846</b>	<b>\$ 4,802,454</b>	<b>1.33%</b>

# Emergency Services Department

## FY 15-16

### Fire Prevention Division

#### Goals:

- Complete Business Inspections of 95% of occupied businesses in the City of La Porte
- Administer creative and innovative Fire Prevention Programs to school age children
- Increase awareness of the “Free Smoke Detector” program offered by the La Porte Fire Marshal’s Office for low-income and the elderly

#### Objectives:

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

	Actual	Estimated	Proposed
	2013-14	2014-15	2015-16
% Occupied Businesses Inspected			
Number of Smoke Detectors Distributed			
Turnover Rate (excluding retirements)			

**Emergency Services Department**  
**Fiscal Year 2015-16**

**Fire Prevention Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 289,882	\$ 310,192	\$ 309,790	\$ 317,399	2.32%
<i>Supplies</i>	9,438	12,076	12,893	8,118	-32.78%
<i>Services &amp; Charges</i>	9,199	7,415	7,646	14,990	102.16%
<b>Division Total</b>	<b>\$ 308,519</b>	<b>\$ 329,683</b>	<b>\$ 330,329</b>	<b>\$ 340,507</b>	<b>3.28%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Fire Marshal	1	1	1
Deputy Fire Marshal II	1	1	1
Deputy Fire Marshal I	1	1	1
Secretary I	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Emergency Services Department FY 15-16

### Fire Suppression Division

**Goal 1:** Maintain Current ISO 2 Rating

Program Objectives	Program Indicators
Maintain and purchase equipment to stay compliant with State and NFPA standards	<ul style="list-style-type: none"> <li>● Maintain 20 year replacement schedule on fire apparatus</li> <li>● Replace SCBA to meet 2013 standards</li> <li>● Schedule yearly testing of ladders, hose, and SCBA as required</li> </ul>
Maintain paid personnel and encourage certification upgrades (OBJ 5c)	<ul style="list-style-type: none"> <li>● Place all paid firefighters on a growth plan to achieve the highest level of certification that is possible</li> <li>● Make state application when firefighter reaches certification credentials</li> <li>Train firefighters to maintain and advance state certification</li> <li>● Certify paid staff as driver operators</li> </ul>
Maintain Volunteer Firefighter numbers	<ul style="list-style-type: none"> <li>● Continue volunteer retention program and look at retirement options for volunteers yearly</li> <li>● Establish recruit class enrollment standards</li> </ul>
Certify all volunteer firefighters as basic certified through SFFMA	<p>Upon completion of recruit class volunteer firefighters will be able to take state exam for Basic Certification through SFFA</p> <p>Set up training class to make all volunteers credentialed to take Basic Certification through SFFMA</p>

**Goal 2:** Provide exceptional Fire and Rescue response

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

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Turnover Rate (paid staff excluding retirements)			
In City/Contract area Response Time			
Out of City Response Time			

**Emergency Services Department  
Fiscal Year 2015-16**

**Fire Suppression Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$1,400,110	\$1,449,472	\$1,446,967	\$1,479,015	2.04%
<i>Supplies</i>	38,895	38,879	31,535	34,171	-12.11%
<i>Services &amp; Charges</i>	225,872	239,323	241,623	244,994	2.37%
<i>Capital Outlay</i>	-	35,000	27,560	-	-100.00%
<b>Division Total</b>	<u>\$1,664,877</u>	<u>\$1,762,674</u>	<u>\$1,747,685</u>	<u>\$1,758,180</u>	-0.25%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Assistant Fire Chief	1	1	1
Administrative Assistant	1	1	1
Fire Engineer	12	12	12
Field Maintenance Worker (P/T)	3	3	3
Volunteer Fire Engineer	11	11	11
<b>Total</b>	<u>28</u>	<u>28</u>	<u>28</u>

# Emergency Services Department

## FY 15-16

### Emergency Medical Services Division

**Goals:**

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

**Objectives:**

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

**Performance Indicators:**

	Actual	Estimated	Proposed
	2013-14	2014-15	2015-16
Total EMS Responses	3,629	3,800	3,900
Total Number of Child Immunizations Given	910	750	750
Total Number of CPR Students Trained	110	200	200
Average Response Time to Call (Minutes)	7.37	7.50	7.50
Average Turn-Around Time (Minutes)	83.48	84.00	84.00
Patient Billing Collection Rate (Percentage)	52%	52%	54%

**Emergency Services Department**  
**Fiscal Year 2015-16**

**Emergency Medical Services Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$2,158,522	\$2,357,075	\$2,329,974	\$2,407,081	2.12%
<i>Supplies</i>	154,264	153,830	146,328	149,722	-2.67%
<i>Services &amp; Charges</i>	124,484	135,953	134,530	146,964	8.10%
<b>Division Total</b>	<u>\$2,437,270</u>	<u>\$2,646,858</u>	<u>\$2,610,832</u>	<u>\$2,703,767</u>	2.15%

*Scope of Services Summary*

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

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
EMS Chief	1	1	1
Assistant EMS Chief	1	1	1
EMS Captain	2	2	2
Paramedic III	3	3	3
Paramedic II	9	9	9
Paramedic I	9	9	9
EMS Billing Specialist	1	1	1
Paramedic Intern	3	3	3
Relief Paramedic	3	3	3
<b>Total</b>	<u>32</u>	<u>32</u>	<u>32</u>

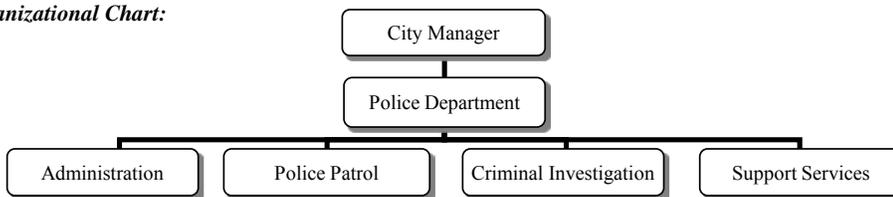
# Police Department

## FY 15-16

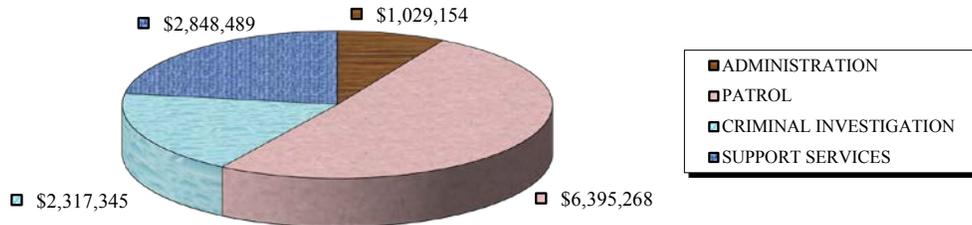
**Mission Statement:** The mission of the La Porte Police Department is to work in partnership with the community to prevent crime, assist those who are victims of crime, and improve the quality of life within the City of La Porte through the promotion of a strong sense of security. In fulfilling this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

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

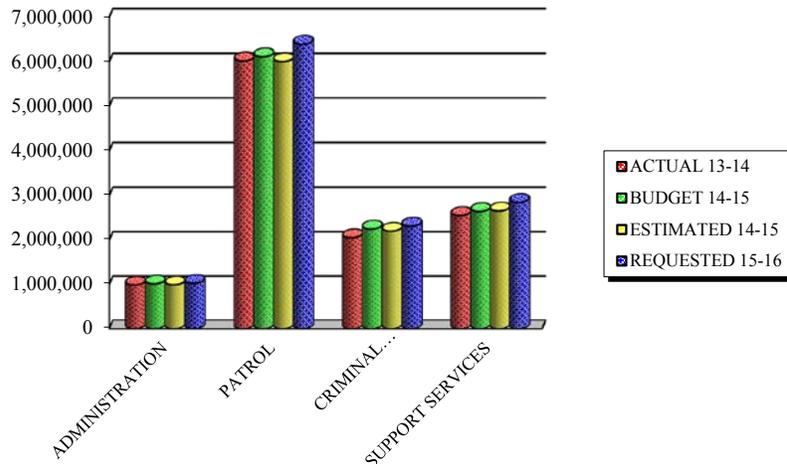
**Organizational Chart:**



**Share of General Fund Budget: 29%**



**Four Year Comparison by Division:**



## Police Department Fiscal Year 2015-16

**Summary:**

The functions of the Police Department, under the direction of the Chief, are to enforce Federal, State and Local Laws, as well as the ordinances of La Porte and provide the public with safety. The Police Officers will respond to an estimated 36,000 calls this year. The department has 107 personnel of which 75 are officers, 71 marked and unmarked police vehicles and various support equipment. The Police Department also provides dispatch

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Police Administration</b>	\$ 991,341	\$ 1,015,853	\$ 1,014,214	\$ 1,029,154	1.31%
<b>Police Patrol</b>	6,018,774	6,112,641	6,002,775	6,395,268	4.62%
<b>Criminal Investigation</b>	2,057,202	2,250,727	2,201,866	2,317,345	2.96%
<b>Support Services</b>	2,555,464	2,643,973	2,655,265	2,848,489	7.74%
<b>Department Total</b>	<b>\$ 11,622,781</b>	<b>\$ 12,023,194</b>	<b>\$ 11,874,120</b>	<b>\$ 12,590,256</b>	<b>4.72%</b>

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Personal Services</b>	\$ 9,722,603	\$ 10,125,155	\$ 10,026,781	\$ 10,436,769	3.08%
<b>Supplies</b>	459,564	420,461	361,921	400,524	-4.74%
<b>Services &amp; Charges</b>	1,305,352	1,462,593	1,452,418	1,548,951	5.90%
<b>Capital Outlay</b>	135,262	14,985	33,000	204,012	0.00%
<b>Department Total</b>	<b>\$ 11,622,781</b>	<b>\$ 12,023,194</b>	<b>\$ 11,874,120</b>	<b>\$ 12,590,256</b>	<b>4.72%</b>

## Police Department FY 15-16

### Police Administration Division

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

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

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

Program Objectives	Program Indicators
SP OBJ. 7d: Ensure public confidence in the Police by promoting accountability and conducting thorough and objective investigations of all allegations of employee misconduct.	Maintain an annual citizen complaint ratio of less than one formal complaint for every two commissioned officers employed.  Implement a comprehensive non-disciplinary employee performance early warning system.
SP OBJ. 7d: Maintain a strong and trusted reputation as a fair, effective, and efficient police agency among the citizens of La Porte.	Maintain a community satisfaction rating of 94% relating to overall Policies and Procedures annually.

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

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

## Police Department FY 15-16

### Police Administration Division

OBJ.8.1a/SP OBJ 7b (1): Maintain appropriate staffing levels by hiring and retaining the most qualified people.	Appropriate staffing levels will be determined by those recommended by the U.S. Department of Justice, which are currently set at: <ul style="list-style-type: none"> <li>● 2.2 officers per 1,000 residents</li> <li>● 3.2 employees per 1,000 residents</li> </ul>
SP OBJ 7b: Ensure that compensation for police employees is competitive in order to enhance employee retention.	Conduct regular market analysis and work to regularly adjust employee salary and benefits in order to ensure that employee compensation levels remain within the market median for comparable communities.
OBJ.8.1b/ SP OBJ. 7b (4): Enhance the skill and knowledge of the Police Department by encouraging continuing education and maintaining a generous college tuition reimbursement program.	Increasing the number of Department employees obtaining a 4 year college degree by 5% each year.

### Performance Measures

	Actual 2013-14	Estimated 2014-15	% Change 2013-14/ 2014-15	Proposed 2015-16
Authorized number of police officer positions	75	75	0%	75
Number of police officers per 1,000 residents (Goal: 2.2).	2.14	2.14	0%	2.20
Authorized number of police employee positions	107	107	0%	107
Number of policy employees per 1,000 residents (Goal: 3.2)	3.1	3.1	0%	3.2
City of La Porte UCR Crime Rate	18.76	18.76	0%	18.76
Neighboring Cities Comparative Crime Rate (Goal: 10% below)	(35.63)/-47%	-47%		
Community satisfaction rating (Goal: 94% or better)	2.14	2.14	0%	2.2
Citizen complaints (Goal: 94% or better)	94%	94%	0%	94%
Citizen complaints (Goal: less than 1 complaint for every 2 officers)	21	21	0%	<21
Number of self-initiated actions by officers (Goal: increase by 5%)	22,991	21,500	-6.5%	22,575
Number of police employees with a 4 year degree (Goal: +5%)	16	17	6%	18
Operational Audits (Goal: 35 per year)	39	35	-10%	35

**Police Department  
Fiscal Year 2015-16**

**Police Administration Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 700,799	\$ 718,796	\$ 703,004	\$ 699,034	-2.75%
<i>Supplies</i>	22,343	23,568	20,505	18,292	-22.39%
<i>Services &amp; Charges</i>	268,199	273,489	270,705	246,691	-9.80%
<i>Capital Outlay</i>	-	-	20,000	65,137	
<b>Division Total</b>	<u>\$ 991,341</u>	<u>\$ 1,015,853</u>	<u>\$ 1,014,214</u>	<u>\$ 1,029,154</u>	1.31%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Police Chief	1	1	1
Assistant Police Chief	2	2	2
Internal Affairs Sergeant	1	1	1
Office Coordinator	1	1	1
Secretary	1	1	1
<b>Total</b>	<u>6</u>	<u>6</u>	<u>6</u>

## Police Department FY 15-16

### Police Patrol Division

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

Program Objectives	Program Indicators
Reduce crime and the fear of crime within the City of La Porte.	Maintain a community perception of safety rating of 94%.
OBJ.8.1d? SP OBJ. 7a: Provide and maintain adequate police protection for all citizens of La Porte and ensure an appropriate and prompt response to call police calls for service.	Maintain an average response time to police calls for service (from time Dispatched) of: <ul style="list-style-type: none"> <li>● 5 minutes for Priority 1 Calls for Service</li> <li>● 6 minutes for Non-Priority 2 Calls for Service</li> <li>● 8 minutes for Non-Priority 3 Calls for Service</li> </ul>
OBJ.8.1d: Provide for safe roadways within the City of La Porte through fair and equitable enforcement of traffic laws.	Maintain current level or reduce traffic collisions by targeting high collision areas.  Increase DOT enforcement levels by 5% relating to number of inspections completed and number of vehicles weighed.
Maximize the amount of proactive time available to patrol officers by decreasing for non-productive calls for service.	Maintain the City's current comprehensive false alarm reduction initiative in an effort to reduce false alarms by an additional 5%.

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

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

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

Program Objectives	Program Indicators
SP OBJ. 7c: Monitor security alarm compliance and control in order to reduce repeat responses to false alarms.	Through the strict enforcement of the City's Alarm Ordinance, maintain or reduce current level of alarm responses by 5%.

**Police Department  
FY 15-16**

**Police Patrol Division**

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	% Change 2013-14/ 2014-15	Proposed 2015-16
Authorized number of police officer positions assigned to Patrol	44	44	0%	44
Authorized number of civilian personnel positions assigned to Patrol	5	5	0%	5
Community perception of safety rating (Goal: 94% or better)	94%	94%	0%	94%
*Avg Priority 1 Call response time (from time dispatched) of 5 min.	3:26	3:26	0%	< 5 min
* Avg Non Priority 2 Call response time (from time dispatched) of 6 min.	4:59	4:59	0%	< 6 min
* Avg Non Priority 3 Call response time (from time dispatched) of 8 min.	4:59	4:59	0%	< 8 min
Number of traffic collisions (Goal: decreased by 5%)	562	545	-3%	518
Number of Level I inspections conducted (Goal: increased by 5%)	528	554	5%	582
Number of Level II inspections conducted (Goal: increased by 5%)	2,480	2,604	5%	2,734
Number of vehicles weighed (Goal: increased by 5%)	706	1059	50%	1112
Number of false alarm responses (Goal: reduced by 5%)	1026	975	-5%	925

\* Denotes calendar year

**Police Department  
Fiscal Year 2015-16**

**Police Patrol Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$4,801,837	\$4,984,925	\$4,922,238	\$5,103,664	2.38%
<i>Supplies</i>	288,913	238,062	197,155	222,019	-6.74%
<i>Services &amp; Charges</i>	792,762	874,669	870,382	930,710	6.41%
<i>Capital Outlay</i>	135,262	14,985	13,000	138,875	826.76%
<b>Division Total</b>	<u>\$6,018,774</u>	<u>\$6,112,641</u>	<u>\$6,002,775</u>	<u>\$6,395,268</u>	4.62%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Lieutenant	3	3	3
Sergeant	6	6	6
Officer	35	35	35
Jailers	5	5	5
Jailer-P/T	1	1	1
<b>Total</b>	<u>50</u>	<u>50</u>	<u>50</u>

## Police Department FY 15-16

### Criminal Investigation Division

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

Program Objectives	Program Indicators
Aggressively pursue all criminal cases, following each case through to its successful resolution or until all leads have been exhausted.	Maintain a clearance rate at or above National Average: <ul style="list-style-type: none"> <li>● 48% for crimes against persons (murder, rape, robbery, aggravated assault.)</li> <li>● 19% for crimes against property (larceny, burglary, and auto theft)</li> </ul>
SP OBJ. 7c (4): Continue to review weekly crime reports through detailed analysis, and address crime patterns.	Distribute bi-weekly bulletins of known criminal offenders and weekly crime bulletins to all staff.

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

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

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

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

#### Performance Indicators:

	Actual 2013-14	Estimated 2014-15	% Change 2013-14/ 2014-15	Proposed 2015-16
Authorized number of police officer positions assigned to CID	17	17	0%	17
Authorized number of civilian personnel positions assigned to CID	3	3	0%	3
*Avg clearance rate for crimes against persons (Goal: <47%)	65%	62%	-10%	<48%
*Avg clearance rate for crimes against property (Goal: <18%)	53%	50	-6%	<18%
Number of crime victims serve by Crime Victim Liaison	480	454	-5%	480

\* Denotes calendar year

**Police Department**  
**Fiscal Year 2015-16**

**Criminal Investigation Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$1,886,092	\$2,014,321	\$1,975,956	\$2,072,717	2.90%
<i>Supplies</i>	48,094	62,416	56,577	58,335	-6.54%
<i>Services &amp; Charges</i>	123,016	173,990	169,333	186,293	7.07%
<b>Division Total</b>	<b>\$2,057,202</b>	<b>\$2,250,727</b>	<b>\$2,201,866</b>	<b>\$2,317,345</b>	<b>2.96%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Lieutenant	1	1	1
Sergeant	2	2	2
Detective	13	13	13
Officer	1	1	1
Criminal Investigations Specialist	1	1	1
Property Custodian	1	1	1
Victims Assistance Liaison	1	1	1
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>

## Police Department FY 15-16

### Support Services Division

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

Program Objectives	Program Indicators
SP OBJ. 7a: Provide and maintain adequate police protection for all citizens of La Porte and ensure an appropriate and prompt response to call police call for service.	Maintain an average response time to police calls for assistance (from time call received to time dispatched) of: <ul style="list-style-type: none"> <li>● 1.5 minute for Priority 1 Call for Service</li> <li>● 3 minutes for Non-Priority 2 Call for Service</li> <li>● 4 minutes for Non-Priority 3 Call for Service</li> </ul>
Provide effective and reliable Animal Control Services.	Reduce the number of animals euthanized by 5%.  Increase the shelter adoption rate by 10%.

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

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

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

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

**Police Department  
FY 15-16**

**Support Services Division**

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	% Change 2013-14/ 2014-15	Proposed 2015-16
Authorized number of police office positions assigned to SSD	10	10	0%	10
Authorized number of civilian personnel positions assigned to SSD	21	21	0%	21
Avg Priority 1 Call response time (call receipt to dispatch) of 1.5 min.	1.42	1.45	2%	<1.5
Avg Non-Priority 2 Call response time (call receipt to dispatch ) of 3 min.	3.05	2.82	-8%	<3
Avg Non-Priority 3 Call response time (call receipt to dispatch ) of 4 min.	3.94	3.74	-5%	<4
Number of Animals Adopted from Shelter (Goal: increase by 5%)	238	250	5%	>262
Number of Animals Euthanized (Goal: Reduce by 5%)	614	583	-5%	<554
Number of Citizen Police Academies (Goal: 2 or more)	2	2	0%	2
Number of Advanced Citizen Police Academies (Goal 1 or more)	1	1	0%	1
Number of Youth Police Explorer Academies (Goal: 1 or more)	1	1	0%	1
Number of RAD Classes (Goal: 1 or more)	2	2	100%	>2
Number of Police Volunteer service hours (Goal: 2500 or more)	4,403	4,400	0%	>2500
Number of Total Department Training Hours	4,200	4,500	7%	>3000
Avg number of training hrs per officer (40 per officer)	56	60	7%	>40

**Police Department**  
**Fiscal Year 2015-16**

**Support Services Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$2,333,875	\$2,407,113	\$2,425,583	\$2,561,354	6.41%
<i>Supplies</i>	100,214	96,415	87,684	101,878	5.67%
<i>Services &amp; Charges</i>	121,375	140,445	141,998	185,257	31.91%
<b>Division Total</b>	<b>\$2,555,464</b>	<b>\$2,643,973</b>	<b>\$2,655,265</b>	<b>\$2,848,489</b>	<b>7.74%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Lieutenant	1	1	1
Support Services Sergeant	1	1	1
Support Services Supervisor	1	1	1
Crime Prevention Officer	2	2	2
School Resource Officers	5	5	5
Dare Officer	1	1	1
Animal Control Supervisor	1	1	1
Animal Control Officer	4	4	4
Building Maintenance Technician	1	1	1
Records Specialist	2	2	2
Telecommunicators	12	12	12
Telecommunicators (Relief)	4	4	4
<b>Total</b>	<b>35</b>	<b>35</b>	<b>35</b>

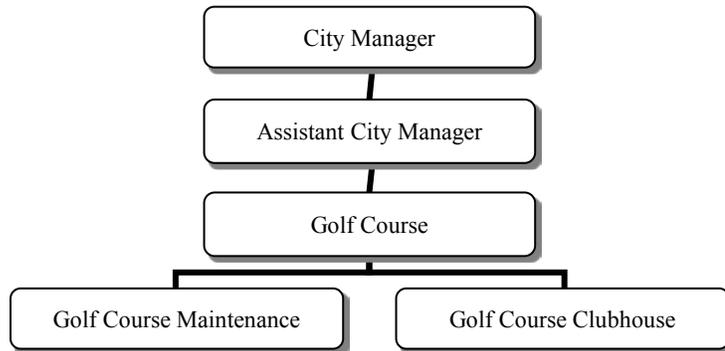


# Golf Course

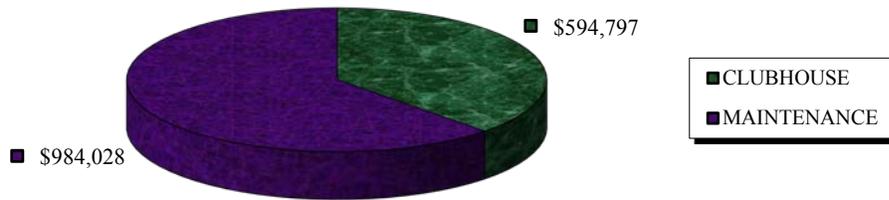
## FY 15-16

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

**Organizational Chart:**



**Share of General Fund Budget: 4%**



**Four Year Comparison by Division:**



## Golf Course Fiscal Year 2015-16

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

**Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Golf Course Club House</b>	\$ 528,002	\$ 579,279	\$ 552,915	\$ 594,797	2.68%
<b>Golf Course Maintenance</b>	926,185	954,390	945,094	984,028	3.11%
<b>Total</b>	\$ 1,454,187	\$ 1,533,669	\$ 1,498,009	\$ 1,578,825	2.94%

**Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Personal Services</b>	\$ 1,034,019	\$ 1,094,083	\$ 1,080,615	\$ 1,071,375	-2.08%
<b>Supplies</b>	200,901	206,310	205,674	214,440	3.94%
<b>Services &amp; Charges</b>	212,952	233,276	211,720	241,010	3.32%
<b>Capital Outlay</b>	6,315	-	-	52,000	0.00%
<b>Total</b>	\$ 1,454,187	\$ 1,533,669	\$ 1,498,009	\$ 1,578,825	2.94%

## **Golf Course FY 15-16**

### **Golf Course**

#### ***Goals:***

- Provide an affordable, first class golf facility for citizens of La Porte and surrounding communities
- Increase rounds of golf
- Provide excellent customer service
- Continue Capital Improve Projects

#### ***Objectives:***

- Ensure our pricing structure is in line with top competing facilities with similar amenities
- Use all sources of social media and market Bay Forest through golf course web site
- Train staff to be personable, friendly, and informative when dealing with customers
- Improve facility esthetics and course playability

#### ***Performance Indicators:***

- Use surveys to monitor competing facilities prices, memberships, tournament packages and other amenities
- Growth of data base and number of rounds and/or memberships
- Monitor and make any changes necessary to attract more tournaments and increase tournament rounds
- Implementation of fairway renovations and herbicide program

**Golf Course  
Fiscal Year 2015-16**

**Golf Course Club House Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 415,195	\$ 446,363	\$ 435,964	\$ 442,697	-0.82%
<i>Supplies</i>	54,298	59,340	58,931	63,390	6.83%
<i>Services &amp; Charges</i>	58,509	73,576	58,020	67,710	-7.97%
<i>Capital Outlay</i>	-	-	-	21,000	
<b>Division Total</b>	<u>\$ 528,002</u>	<u>\$ 579,279</u>	<u>\$ 552,915</u>	<u>\$ 594,797</u>	2.68%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Golf Course Manager-Pro	1	1	1
Head Professional Golf Pro	1	1	1
Assistant Golf Pro	1	1	1
Golf Coordinator	1	1	1
Clubhouse Cashier (P/T)	1	1	1
Cart Attendant (P/T)	3	3	3
Starter Marshall (P/T)	4	4	4
<b>Total</b>	<u>12</u>	<u>12</u>	<u>12</u>

**Golf Course  
Fiscal Year 2015-16**

**Golf Course Maintenance Division**

*Expenditure Summary*

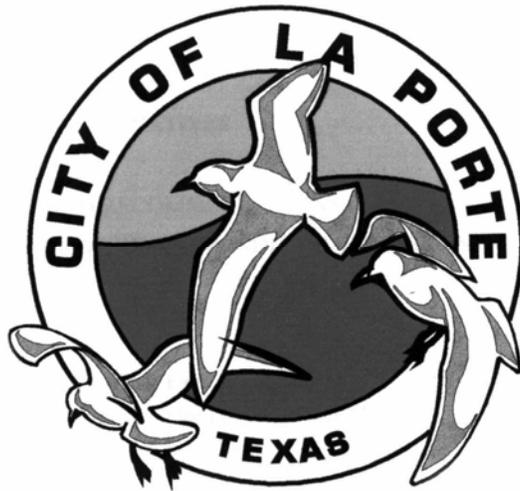
	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 618,824	\$ 647,720	\$ 644,651	\$ 628,678	-2.94%
<i>Supplies</i>	146,603	146,970	146,743	151,050	2.78%
<i>Services &amp; Charges</i>	154,443	159,700	153,700	173,300	8.52%
<i>Capital Outlay</i>	6,315	-	-	31,000	-
<b>Division Total</b>	<u>\$ 926,185</u>	<u>\$ 954,390</u>	<u>\$ 945,094</u>	<u>\$ 984,028</u>	3.11%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Golf Course Superintendent	1	1	1
Golf Course Mechanic	1	1	1
Asst. Golf Course Mechanic	1	1	1
Senior Golf Course Worker	1	1	1
Golf Course Worker	6	6	6
<b>Total</b>	<u>10</u>	<u>10</u>	<u>10</u>

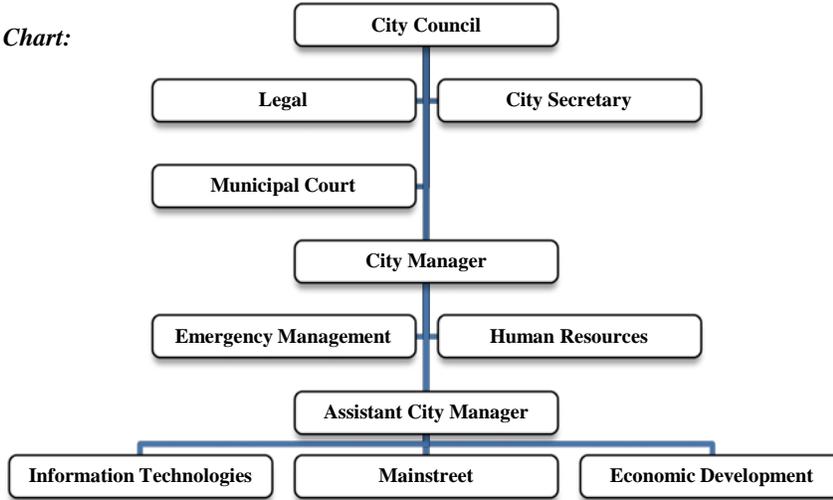


# Administration Department

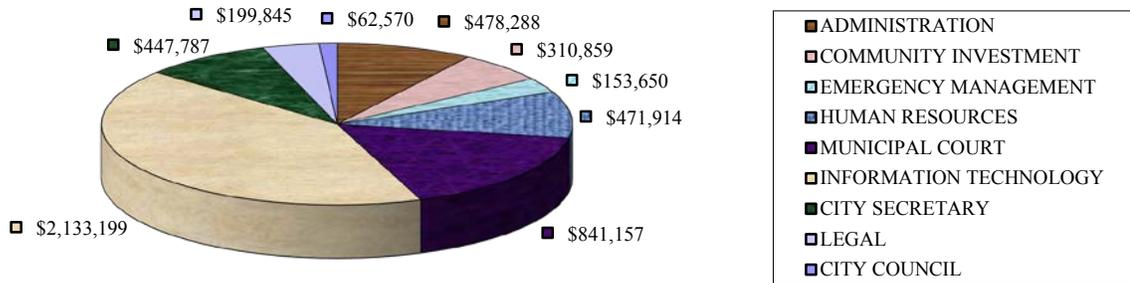
FY 15-16

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

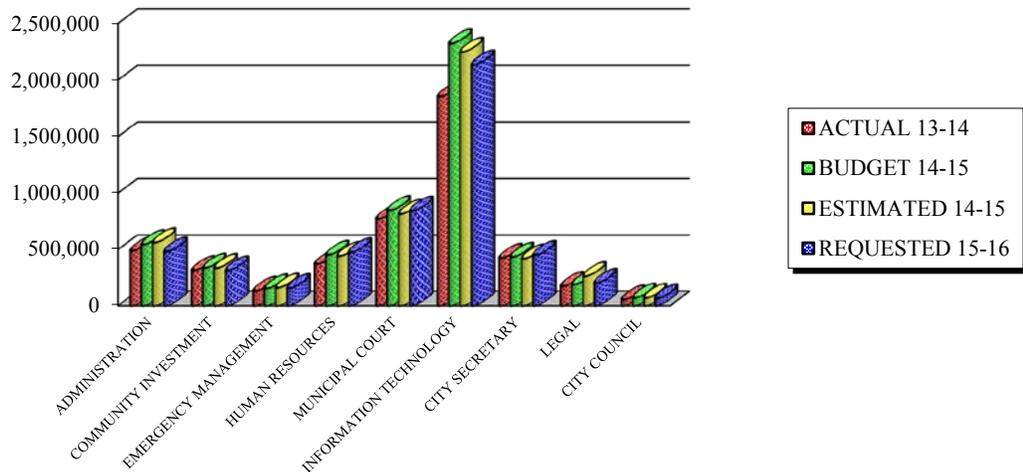
**Organizational Chart:**



**Share of General Fund Budget: 12%**



**Four Year Comparison by Division:**



## Administration Department Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Administration	\$ 488,119	\$ 543,481	\$ 560,172	\$ 478,288	-12.00%
Emergency Management	312,748	334,394	332,312	310,859	-7.04%
Community Investment	129,520	150,850	157,645	153,650	1.86%
Human Resources	369,900	449,735	438,939	471,914	4.93%
Municipal Court	772,068	846,046	814,048	841,157	-0.58%
Information Technologies	1,853,443	2,320,198	2,245,397	2,133,199	-8.06%
City Secretary	423,091	432,052	416,430	447,787	3.64%
Legal	172,537	187,744	259,845	199,845	6.45%
City Council	52,527	67,870	66,400	62,570	-7.81%
<b>Department Total</b>	<b>\$ 4,573,953</b>	<b>\$ 5,332,370</b>	<b>\$ 5,291,188</b>	<b>\$ 5,099,269</b>	<b>-4.37%</b>

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Personal Services	\$ 2,474,243	\$ 2,730,710	\$ 2,641,808	\$ 2,681,272	-1.81%
Supplies	219,369	208,110	204,963	236,080	13.44%
Services & Charges	1,880,341	2,393,550	2,444,417	2,181,917	-8.84%
<b>Department Total</b>	<b>\$ 4,573,953</b>	<b>\$ 5,332,370</b>	<b>\$ 5,291,188</b>	<b>\$ 5,099,269</b>	<b>-4.37%</b>

## Administration Department FY 15-16

### Administration Division

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

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

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

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

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

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

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

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

***Performance Indicators:***

	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Proposed 2015-16</b>
Percentage of inquiries/complaints received by the City Manager's Office responded to within one business day	79.8%	83.0%	90.0%
Increase total social media Facebook Likes and Twitter Followers by 10%	Unavailable	2643	2907
Percentage of employees receiving customer service training	N/A	42.1%	100%

**Administration Department**  
**Fiscal Year 2015-16**

**Administration Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 446,692	\$ 453,626	\$ 447,017	\$ 449,201	-0.98%
<i>Supplies</i>	5,156	3,100	3,100	3,100	0.00%
<i>Services &amp; Charges</i>	36,271	86,755	110,055	25,987	-70.05%
<b>Division Total</b>	<b>\$ 488,119</b>	<b>\$ 543,481</b>	<b>\$ 560,172</b>	<b>\$ 478,288</b>	<b>-12.00%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Marketing Specialist	0.50	0.25	0.20
Secretary IV	0.50	0.50	0.50
<b>Total</b>	<b>3.00</b>	<b>2.75</b>	<b>2.70</b>

# Emergency Services Department

## FY 15-16

### Emergency Management

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

#### Objectives

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

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

#### Objectives

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

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

#### Objectives

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

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

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

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

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

**Performance Indicators:**

	Actual 2012-13	Estimated 2013-14	Proposed 2014-15
Community Outreach Events/Presentations	20	23	25
CERT Members Trained	43	45	75
Publications Mailed to Citizens	4	5	5
Training/Drills/Exercises	17	23	25
% of Successful Communications Tests <i>(alert beacons, sirens, reverse drills w/ industry)</i>	N/A	N/A	100%
Level of Preparedness (State Assessment)	Advanced	Advanced	Advanced

**Administration Department**  
**Fiscal Year 2015-16**

**Emergency Management Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 219,328	\$ 231,550	\$ 217,871	\$ 212,793	-8.10%
<i>Supplies</i>	8,920	8,673	7,720	7,574	-12.67%
<i>Services &amp; Charges</i>	84,500	94,171	106,721	90,492	-3.91%
<b>Division Total</b>	<b>\$ 312,748</b>	<b>\$ 334,394</b>	<b>\$ 332,312</b>	<b>\$ 310,859</b>	<b>-7.04%</b>

*Scope of Services Summary*

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

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

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

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

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Emergency Management Coordinator	1	1	1
Asst. Emergency Management Coordinator	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Administration Department**  
**Fiscal Year 2015-16**

**Community Investment**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Supplies</i>	\$ 27,744	\$ 27,650	\$ 27,650	\$ 27,650	0.00%
<i>Services &amp; Charges</i>	101,776	123,200	129,995	126,000	2.27%
<b>Division Total</b>	<b>\$ 129,520</b>	<b>\$ 150,850</b>	<b>\$ 157,645</b>	<b>\$ 153,650</b>	<b>1.86%</b>

*Scope of Services Summary*

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

# Administration Department FY 15-16

## Human Resources Division

### Goals:

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

### Objectives:

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

### Performance Indicators:

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Total Turnover Rate (excluding retirements)			
Number of days to process new hires			

**Administration Department**  
**Fiscal Year 2015-16**

**Human Resources Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 219,504	\$ 268,110	\$ 266,232	\$ 271,878	1.41%
<i>Supplies</i>	3,811	2,850	2,350	3,200	12.28%
<i>Services &amp; Charges</i>	146,585	178,775	170,357	196,836	10.10%
<b>Division Total</b>	<b>\$ 369,900</b>	<b>\$ 449,735</b>	<b>\$ 438,939</b>	<b>\$ 471,914</b>	<b>4.93%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Human Resources Manager	1.00	1.00	1.00
Benefits Specialist	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**Administration Department  
FY 15-16**

**Municipal Court Division**

*Goals:*

- To be the most efficient, professional and impartial Municipal Court in Texas.

*Objectives:*

- To treat the citizens who appear in Municipal Court in a courteous and efficient manner; and, to assure them of a fair, impartial and timely disposition of their cases
- To improve the effectiveness of the Municipal Court and the Justice System by improving defendants' compliance in paying Court fines and satisfying Court orders
- To maintain the Court's progressive use of innovative technology to ensure excellent case flow management

*Performance Indicators:*

	<b>Actual 2013-14</b>	<b>Estimated 2014-15</b>	<b>Proposed 2015-16</b>
Total Cases filed	13,225		
Total dispositions	14,204		

**Administration Department**  
**Fiscal Year 2015-16**

**Municipal Court Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 655,100	\$ 694,945	\$ 674,708	\$ 691,019	-0.56%
<i>Supplies</i>	15,740	19,750	19,750	19,750	0.00%
<i>Services &amp; Charges</i>	101,228	131,351	119,590	130,388	-0.73%
<b>Division Total</b>	<b>\$ 772,068</b>	<b>\$ 846,046</b>	<b>\$ 814,048</b>	<b>\$ 841,157</b>	<b>-0.58%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Presiding Judge	1	1	1
Court Administrator	1	1	1
Senior Deputy Court Clerk	1	1	1
Deputy Court Clerk	6	6	6
Deputy Court Clerk (P/T)	1	1	1
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

## Technology Fund FY 15-16

### Information Technologies Division

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

#### Objectives

- Identify areas where technology and automation can streamline city business process (OBJ 7c)
- Seek and acquire new technology to monitor and maintain infrastructure
- Reduce resources required to manage network infrastructure
- Reduce energy consumption of technological equipment
- Review and implement existing and emerging disaster recovery technologies and equipment
- Enhance network activity

**Goal 2:** Increase performance and utilization of technology resources by all City staff. (OBJ 5c)

#### Objectives

- Avoid obsolescence and provide additional functionality by keeping application systems current with respect to version upgrades and application modules
- Deploy additional applications as necessary to provide added functionality in order to satisfy business needs
- Provide training for IT staff or existing hardware and software in order to more efficiently utilize IT resources
- Provide access to training resources for City staff to improve efficiency in use of technology and equipment in order to streamline the workflow process

**Goal 3:** Streamline IT processes, policies and procedures

#### Objectives

- Identify areas where structure and processes are inefficient
- Improve current documentation process for work orders
- Develop a system of policies and procedures for the department to adhere to
- Develop and implement a Service Level Agreement to establish the common understanding of services, priorities and responsibilities

#### Performance Indicators:

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Average Response time for Urgent priority work order (target 2 hours)	Unavailable		

**Administration Department**  
**Fiscal Year 2015-16**

**Information Technologies**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 535,070	\$ 671,012	\$ 631,725	\$ 644,587	-3.94%
<i>Supplies</i>	142,727	121,037	120,523	157,506	30.13%
<i>Services &amp; Charges</i>	<u>1,175,646</u>	<u>1,528,149</u>	<u>1,493,149</u>	<u>1,331,106</u>	-12.89%
<b>Division Total</b>	<u><u>\$ 1,853,443</u></u>	<u><u>\$ 2,320,198</u></u>	<u><u>\$ 2,245,397</u></u>	<u><u>\$ 2,133,199</u></u>	-8.06%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
IT Manager	-	1	1
Network Administrator	1	1	1
Sr. System Administrator	2	2	2
Computer Support Specialist III	2	2	2
Computer Support Specialist I	1	1	1
<b>Total</b>	<u>6</u>	<u>7</u>	<u>7</u>

**City Secretary Department**  
**FY 15-16**

**City Secretary Division**

**Goals:**

- Meeting minutes prepared within 5 working days following the meeting
- Actions of Council indexed within 5 working days of action
- Prepare Council meeting preliminary agendas by 8 working days prior to meeting
- Complete Council meeting packets 8 working days prior to meeting
- Process, index, and file records received within 10 working days from date of requests
- Respond to requests for records and /or information within 10 working days
- Issue alcohol licenses and solicitor permits within 3 working days
- Collect payments for all liquor license renewals within 30 days
- Respond to Council requests within 8 hours

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Agendas prepared	47	55	50
Record requests processed	243	300	300
% Alcohol licenses issued within 3 days	45	45	47
% Solicitor permits & registrations issued within 3 days	20	23	22
Pages imaged to Laserfische	8,991	8,000	8,500

**Administration Department**  
**Fiscal Year 2015-16**

**City Secretary Division**

**Expenditure Summary**

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
Personal Services	\$ 341,513	\$ 353,253	\$ 353,557	\$ 361,088	2.22%
Supplies	13,230	16,600	16,200	15,800	-4.82%
Services & Charges	68,348	62,199	46,673	70,899	13.99%
<b>Division Total</b>	<b>\$ 423,091</b>	<b>\$ 432,052</b>	<b>\$ 416,430</b>	<b>\$ 447,787</b>	<b>3.64%</b>

**Scope of Services Summary**

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

***Personnel Position Roster***

	Approved 2013-14	Approved 2014-15	Approved 2015-16
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Secretary IV	1	1	1
Records Specialist	1	1	1
<b>Total</b>	4	4	4

## **Administration Department FY 15-16**

### **Legal Division**

#### *Goals:*

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

**Administration Department**  
**Fiscal Year 2015-16**

**Legal Division**

*Expenditure Summary*

	<i>Actual</i> <i>2013-14</i>	<i>Budget</i> <i>2014-15</i>	<i>Estimated</i> <i>2014-15</i>	<i>Adopted</i> <i>2015-16</i>	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 20,844	\$ 20,844	\$ 13,245	\$ 13,245	-36.46%
<i>Services &amp; Charges</i>	151,693	166,900	246,600	186,600	11.80%
<b>Division Total</b>	<b>\$ 172,537</b>	<b>\$ 187,744</b>	<b>\$ 259,845</b>	<b>\$ 199,845</b>	<b>6.45%</b>

*Scope of Services Summary*

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

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

# **Administration Department**

## **FY 15-16**

### **City Council Division**

#### ***Goals:***

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

#### ***Objectives:***

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

**Administration Department**  
**Fiscal Year 2015-16**

**City Council Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 36,192	\$ 37,370	\$ 37,453	\$ 37,461	0.24%
<i>Supplies</i>	2,041	8,450	7,670	1,500	-82.25%
<i>Services &amp; Charges</i>	14,294	22,050	21,277	23,609	7.07%
<b>Division Total</b>	<b>\$ 52,527</b>	<b>\$ 67,870</b>	<b>\$ 66,400</b>	<b>\$ 62,570</b>	<b>-7.81%</b>

*Scope of Services Summary*

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

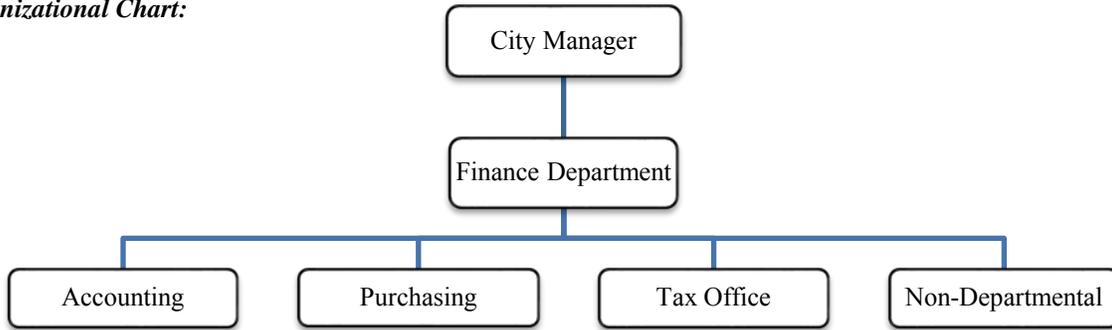
The responsibilities of the City Council include enacting ordinances, resolutions and orders necessary for the proper governing of the City's affairs; reviewing and adopting the annual budget; reviewing and acting upon recommendations of various committees and the City Manager; appointing the City Manager,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

# Finance Department

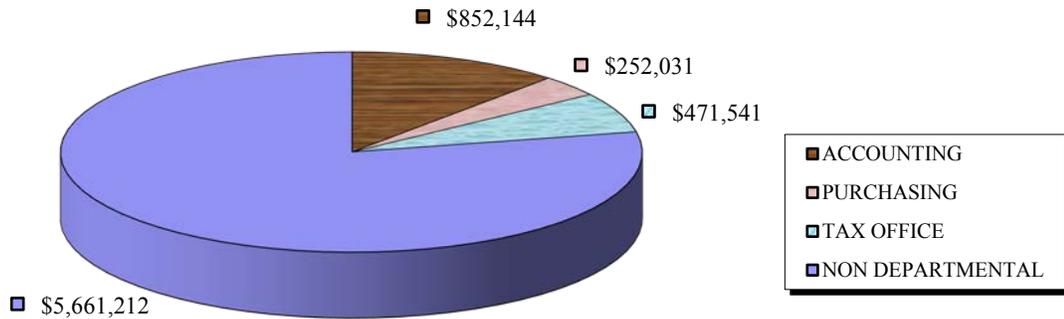
## FY 15-16

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

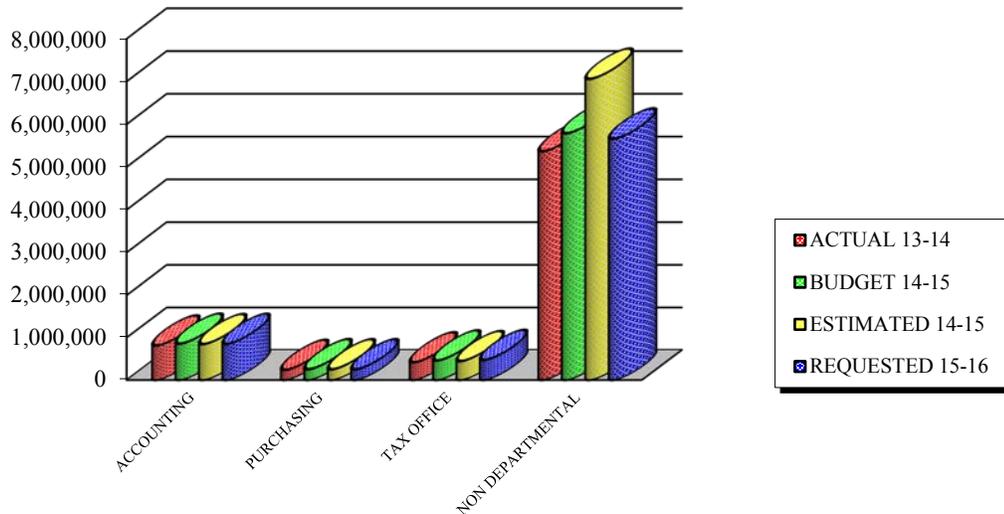
**Organizational Chart:**



**Share of General Fund Budget: 4% (Excluding Non-Departmental)**



**Four Year Comparison by Division:**



## Finance Department Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Accounting	\$ 812,887	\$ 855,827	\$ 846,385	\$ 852,144	-0.43%
Purchasing	237,425	254,034	251,342	252,031	-0.79%
Tax Office	416,663	460,899	444,623	471,541	2.31%
Non Departmental	5,369,214	5,788,577	7,059,916	5,661,212	-2.20%
<b>Department Total</b>	<b>\$ 6,836,189</b>	<b>\$ 7,359,337</b>	<b>\$ 8,602,266</b>	<b>\$ 7,236,928</b>	<b>-1.66%</b>

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Personal Services	\$ 2,208,910	\$ 2,163,593	\$ 2,143,839	\$ 2,003,333	-7.41%
Supplies	33,616	25,425	25,110	29,375	15.54%
Services & Charges	4,593,663	5,170,319	6,433,317	5,204,220	0.66%
<b>Department Total</b>	<b>\$ 6,836,189</b>	<b>\$ 7,359,337</b>	<b>\$ 8,602,266</b>	<b>\$ 7,236,928</b>	<b>-1.66%</b>

## Finance Department FY 15-16

### Accounting Division

**Goals:**

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

**Objectives:**

- Process paychecks within 3 days with zero errors
- To complete 9/30/15 Financial Report by January 2016 and secure the GFOA Award for Financial Reporting
- Print monthly reports by the tenth working day following the end of the month
- Enhance earnings on the investment of City funds through active portfolio management while maintaining safety and liquidity
- Obtain an average interest earnings rate on idle funds greater than 15 basis points over the short-term rate
- Complete all miscellaneous billings by the 15th working day of the month

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
% of Payroll Checks Processed with Zero Errors	99%	99%	100%
% of Monthly Reports Printed by the 10th Working Day	100%	100%	100%
Average Interest Rate Earned vs. Short Term Rate (%)	0.16	0.20	0.15
% of Accounts Billed by 5th	100%	100%	100%
Certificate of Achievement	Yes	Yes	Yes
Budget Award	Yes	Yes	Yes

**Finance Department**  
**Fiscal Year 2015-16**

**Accounting Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 718,718	\$ 750,786	\$ 740,177	\$ 743,017	-1.03%
<i>Supplies</i>	14,207	8,450	8,300	11,400	34.91%
<i>Services &amp; Charges</i>	79,962	96,591	97,908	97,727	1.18%
<b>Division Total</b>	<b>\$ 812,887</b>	<b>\$ 855,827</b>	<b>\$ 846,385</b>	<b>\$ 852,144</b>	<b>-0.43%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Finance	0.5	0.5	0.5
Controller	1.0	1.0	1.0
Treasurer	0.5	0.5	0.5
Accounting Coordinator	1.0	1.0	1.0
Accountant	1.0	1.5	1.5
Senior Financial Services Technician	1.0	1.0	1.0
Financial Services Technician	3.0	3.0	3.0
<b>Total</b>	<b>8.0</b>	<b>8.5</b>	<b>8.5</b>

## Finance Department FY 15-16

### Purchasing Division

**Goals:**

- Research cooperative purchasing contracts for potential savings and increase rebates
- Apply for the Achievement in Excellence in Procurement Award from the National Purchasing Institute
- Expand e-procurement program to include acceptance of formal bids, RFP's and quotes electronically via the internet.

**Objectives:**

- Expand Procurement Card Program to reduce overhead and maximize bank rebates
- Develop policy and procedure to aid in contract management.
- Continue to train departments on Purchasing practices to control cost and increase efficiencies

**Performance Indicators:**

	Actual 2012-13	Estimated 2013-14	Proposed 2014-15
Purchase Orders Issued	625	625	625
Request for Proposals	0	5	5
Sealed Bids	0	35	35
Formal Quotes	0	25	25
P Card Rebate	\$ 35,000	\$ 35,000	\$ 35,000

**Finance Department**  
**Fiscal Year 2015-16**

**Purchasing Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 229,904	\$ 241,276	\$ 241,795	\$ 239,130	-0.89%
<i>Supplies</i>	1,334	1,400	1,270	1,400	0.00%
<i>Services &amp; Charges</i>	6,187	11,358	8,277	11,501	1.26%
<b>Division Total</b>	<b>\$ 237,425</b>	<b>\$ 254,034</b>	<b>\$ 251,342</b>	<b>\$ 252,031</b>	<b>-0.79%</b>

*Scope of Services Summary*

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

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Purchasing Manager	1	1	1
Contract Administrator	-	-	1
Buyer	1	1	1
Purchasing Technician	1	1	-
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Finance Department FY 15-16

### Tax Division

**Goals:**

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

**Objectives:**

- To accurately and timely bill and collect tax account
- To reduce the value of delinquent taxes by 15%
- To maintain a collections rate 98.5% of taxable roll
- To reconcile and balance all escrow liability accounts to the general ledger and tax roll no less than quarterly
- To prepare tax reports by 3rd business day after the end of the month
- To increase the percentage of staff holding RTC certification to over 50% (OBJ 5c)

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Collection ratio	98.6%	98.9%	98.5%
Percent of reports completed on time	100%	100%	100%
Percent of reconciliations prepared quarterly or less	100%	100%	100%
Tax Accounts Billed	35,068	37,745	39,905
Supplemental Rolls Processed	61	124	124
Correction Rolls Processed	94	196	240
Name Change Rolls	96	96	96
Percent of online transactions	4%	4%	5%
Percent of staff with RTA/RTC certification	0.25%	0.25%	0.50%

**Finance Department**  
**Fiscal Year 2015-16**

**Tax Office Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 209,909	\$ 222,404	\$ 218,695	\$ 219,536	-1.29%
<i>Supplies</i>	12,206	10,275	10,810	11,275	9.73%
<i>Services &amp; Charges</i>	194,548	228,220	215,118	240,730	5.48%
<b>Division Total</b>	<b>\$ 416,663</b>	<b>\$ 460,899</b>	<b>\$ 444,623</b>	<b>\$ 471,541</b>	<b>2.31%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Revenue Collections Manager	0.5	0.5	0.5
Deputy Tax Collector	1.0	1.0	1.0
Tax Service Clerk	1.0	1.0	1.0
Receptionist	1.0	1.0	1.0
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

**Finance Department**  
**Fiscal Year 2015-16**

**Non Departmental Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 1,050,379	\$ 949,127	\$ 943,172	\$ 801,650	-15.54%
<i>Supplies</i>	5,869	5,300	4,730	5,300	0.00%
<i>Services &amp; Charges</i>	4,312,966	4,834,150	6,112,014	4,854,262	0.42%
<b>Division Total</b>	<u>\$ 5,369,214</u>	<u>\$ 5,788,577</u>	<u>\$ 7,059,916</u>	<u>\$ 5,661,212</u>	-2.20%

*Scope of Services Summary*

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



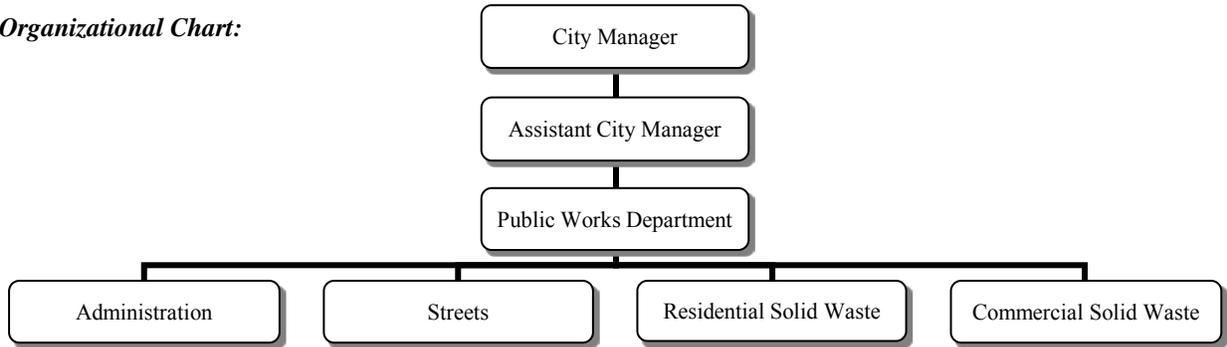
# Public Works Department

## FY 15-16

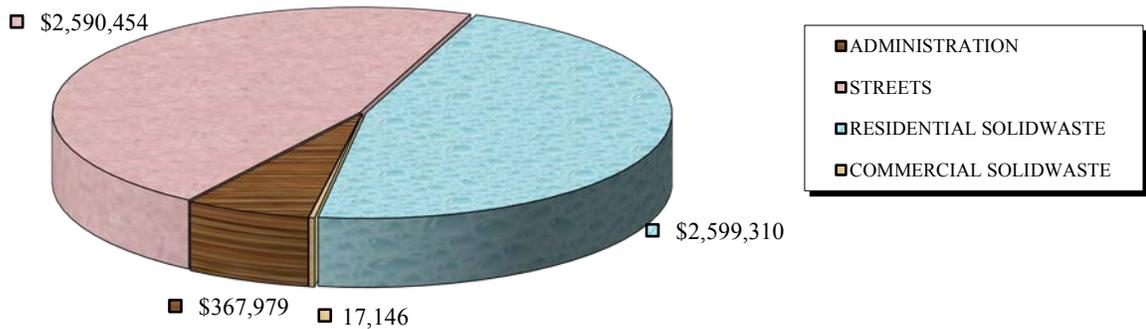
**Mission Statement:**

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

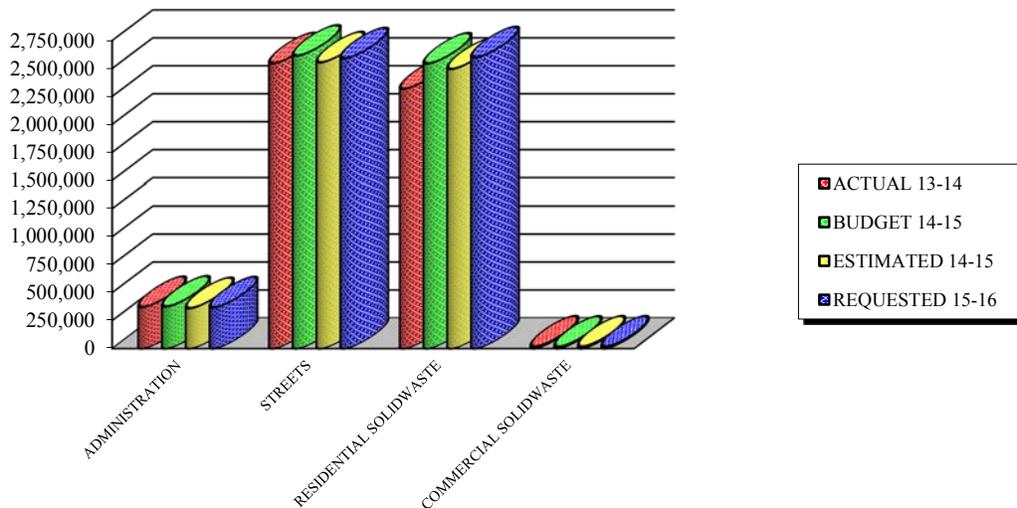
**Organizational Chart:**



**Share of General Fund Budget: 13%**



**Four Year Comparison by Division:**



## Public Works Department Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Administration	\$ 370,710	\$ 375,414	\$ 360,700	\$ 367,979	-1.98%
Streets	2,546,006	2,614,272	2,554,323	2,590,454	-0.91%
Residential Solidwaste	2,317,504	2,543,996	2,494,988	2,599,310	2.17%
Commercial Solidwaste	16,680	15,500	17,090	17,146	10.62%
<b>Department Total</b>	<b>\$ 5,250,900</b>	<b>\$ 5,549,182</b>	<b>\$ 5,427,101</b>	<b>\$ 5,574,889</b>	<b>0.46%</b>

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Personal Services	\$ 3,013,241	\$ 3,238,893	\$ 3,177,203	\$ 3,172,665	-2.04%
Supplies	457,197	451,709	413,367	436,973	-3.26%
Services & Charges	1,774,842	1,858,580	1,836,531	1,940,251	4.39%
Capital Outlay	5,620	-	-	25,000	
<b>Department Total</b>	<b>\$ 5,250,900</b>	<b>\$ 5,549,182</b>	<b>\$ 5,427,101</b>	<b>\$ 5,574,889</b>	<b>0.46%</b>

## Public Works Department FY 15-16

### Administration Division

**Goals:**

- Plan and prioritize future public infrastructure maintenance and expansion needs (OBJ 1)
- Manage assigned construction contracts
- Manage activities of the La Porte Area Water Authority
- Monitor activities of all Public Works Divisions

**Objectives:**

- Further development of the GIS system to include input of maintenance activities
- Completion of all assigned construction contracts within time allowed and budget constraints
- Assure the La Porte Area Water Authority provides adequate supplies of water to all customer entities at the most cost effective price possible

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
GIS: Identify Undocumented Water Line Materials (With Future Repairs - Lin. Ft.)		10000	10,000
GIS: Input FY Water/Sewer Maintenance Activities Desirable to Track for FY 14		100%	100%
Total CIP Budgeted (include generators (\$1,420,000), 3rd Street (\$670,000 of \$4,000,000), with approved CIP (\$3,495,500) = \$5,585,500		87%	
Two Projects Lagged: Water Well 1 and 2; Jefferson/Sylvan Roadway		\$731,000	

**Public Works Department**  
**Fiscal Year 2015-16**

**Public Works Administration Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 307,250	\$ 320,188	\$ 314,872	\$ 318,447	-0.54%
<i>Supplies</i>	4,801	4,790	3,728	8,934	86.51%
<i>Services &amp; Charges</i>	58,659	50,436	42,100	40,598	-19.51%
<b>Division Total</b>	<b>\$ 370,710</b>	<b>\$ 375,414</b>	<b>\$ 360,700</b>	<b>\$ 367,979</b>	<b>-1.98%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Public Works	0.5	0.5	0.5
Assistant Public Works Director	0.5	0.5	0.5
Office Coordinator	1.0	1.0	1.0
Secretary	2.0	2.0	2.0
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

## Public Works Department FY 15-16

### Streets Division

**Goals:**

- Maintain a pro-active and aggressive street maintenance program that includes resurfacing, reconstruction, crack sealing, and concrete raising programs (OBJ 1a)
- Inspect and perform drainage maintenance on open ditch areas (OBJ 1d)
- Ensure that City right-of-way is properly maintained and mowed
- Support other City departments with street related information, such as speed studies and other traffic count information

**Objectives:**

- Continue development of in-house concrete street repair program
- Chip approximately 4,000 linear feet of streets.
- Recycle approximately 4,000 linear feet of streets.
- Mow 125 acres of Rights-of Way monthly
- Mow 300 acres of Airport Property monthly

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Linear feet of streets Chip Sealed	6,380	3,200	4,000
Linear feet of streets Recycled	520	4,065	3,200
Linear feet of ditches cleaned	23,000	48,500	40,000
Linear feet of streets Crack Sealed	150,000	150,000	150,000
SY of concrete street pvmt removed/replaced by city crews	3,700	3,200	3,500
Inlets Repaired by city crews	6	10	20
Linear feet of curb repaired by city crews	450	500	1,000

**Public Works Department**  
**Fiscal Year 2015-16**

**Streets Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$1,596,836	\$1,676,987	\$1,661,444	\$1,605,845	-4.24%
<i>Supplies</i>	174,865	171,859	155,408	151,439	-11.88%
<i>Services &amp; Charges</i>	768,685	765,426	737,471	808,170	5.58%
<i>Capital Outlay</i>	5,620	-	-	25,000	-
<b>Division Total</b>	<u>\$2,546,006</u>	<u>\$2,614,272</u>	<u>\$2,554,323</u>	<u>\$2,590,454</u>	-0.91%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Street Maintenance Superintendent	1.0	1.0	1.0
Street Maintenance Supervisor	3.0	3.0	3.0
Senior Equipment Operator	6.0	6.0	6.0
Equipment Operator II	5.5	5.5	5.5
Equipment Operator I	10.0	10.0	9.0
Mosquito Control Technician	1.0	1.0	1.0
<b>Total</b>	<u>26.5</u>	<u>26.5</u>	<u>25.5</u>

## Public Works Department FY 15-16

### Residential Solidwaste Division

*Goals:*

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

*Objectives:*

- Efficient, cost effective collection of Solid Waste
- Expansion of the Recycling Program through public education and outreach

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Tons Garbage Collected	11,292	11,732	11,800
Cu. Yds. Trash Collected	28,050	32,092	32,000
Cost/residential account collected			
Tons of Recycling Collected	320	300	300
Cu. Yds. Of Brush Composted	28,100	32,620	32,000

**Public Works Department  
Fiscal Year 2015-16**

**Residential Solidwaste Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 1,109,155	\$ 1,241,718	\$ 1,200,887	\$ 1,248,373	0.54%
<i>Supplies</i>	277,531	275,060	254,231	276,600	0.56%
<i>Services &amp; Charges</i>	930,818	1,027,218	1,039,870	1,074,337	4.59%
<b>Division Total</b>	<b>\$ 2,317,504</b>	<b>\$ 2,543,996</b>	<b>\$ 2,494,988</b>	<b>\$ 2,599,310</b>	<b>2.17%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Equipment Services/Solidwaste Superinten	0.5	0.5	0.5
Solidwaste Supervisor	1.0	1.0	1.0
Senior Equipment Operator	3.0	3.0	3.0
Equipment Operator II	4.0	4.0	4.0
Equipment Operator I	6.0	6.0	6.0
Solidwaste Worker	8.0	8.0	8.0
<b>Total</b>	<b>22.5</b>	<b>22.5</b>	<b>22.5</b>

**Public Works Department**  
**Fiscal Year 2015-16**

**Commercial Solidwaste Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Services &amp; Charges</i>	\$ 16,680	\$ 15,500	\$ 17,090	\$ 17,146	10.62%
<b>Division Total</b>	<u>\$ 16,680</u>	<u>\$ 15,500</u>	<u>\$ 17,090</u>	<u>\$ 17,146</u>	10.62%

*Scope of Services Summary*

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



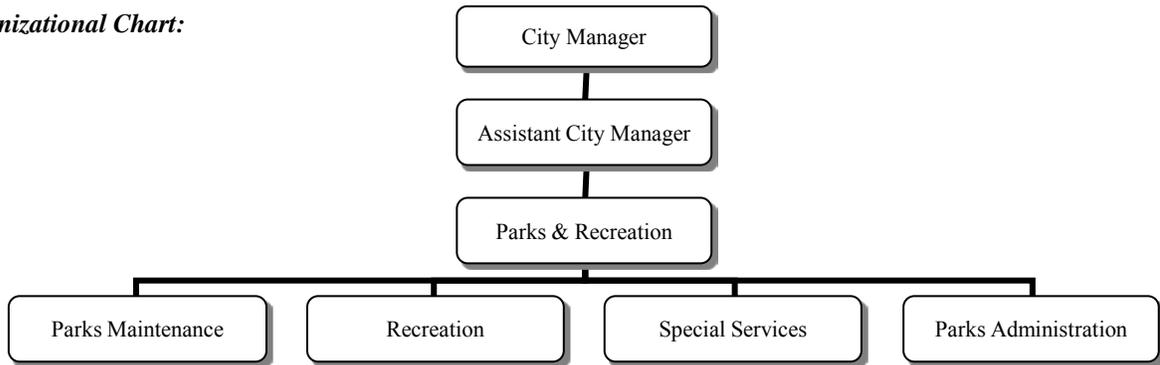
# Parks & Recreation Department

## FY 15-16

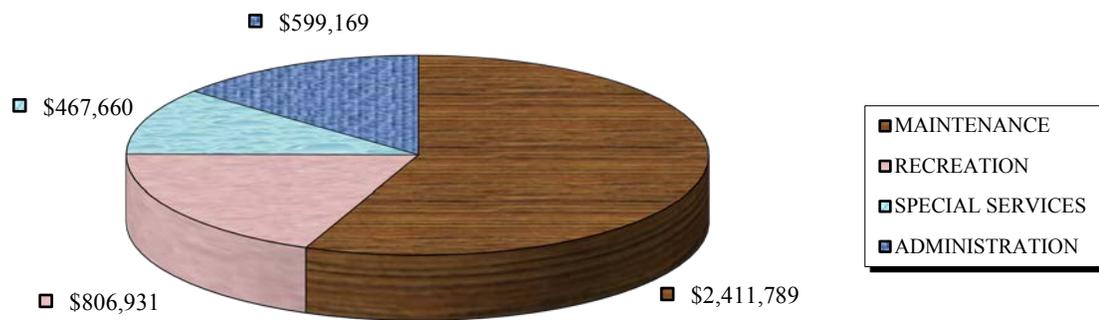
**Mission Statement:**

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

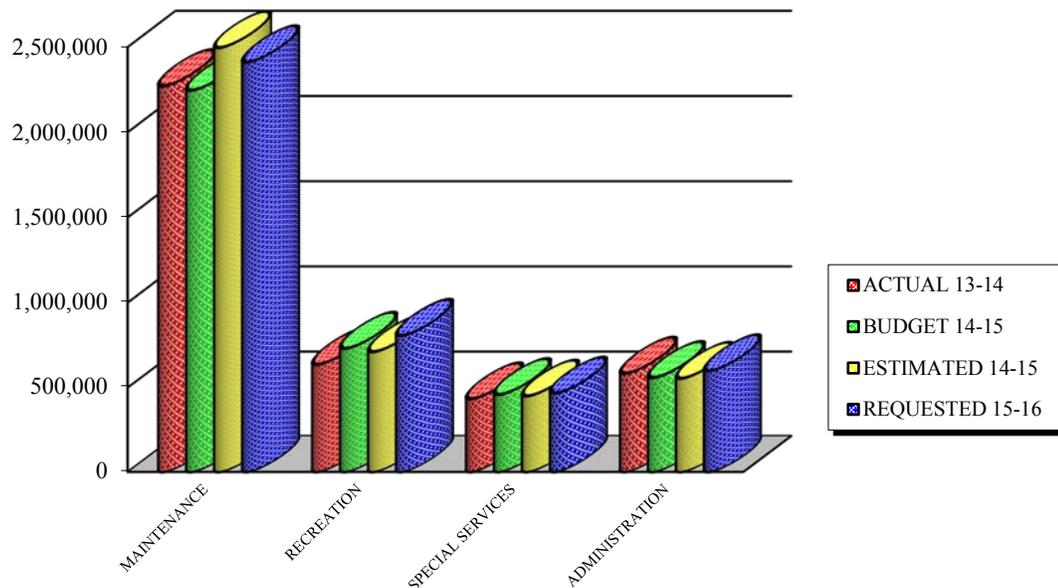
**Organizational Chart:**



**Share of General Fund Budget: 10%**



**Four Year Comparison by Division:**



## Parks and Recreation Department Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Parks Maintenance</b>	\$ 2,271,980	\$ 2,246,463	\$ 2,496,236	\$ 2,411,789	7.36%
<b>Recreation</b>	637,102	731,103	711,836	806,931	10.37%
<b>Special Services</b>	433,724	458,944	449,807	467,660	1.90%
<b>Parks Administration</b>	584,616	559,224	554,440	599,169	7.14%
<b>Department Total</b>	\$ 3,927,422	\$ 3,995,734	\$ 4,212,319	\$ 4,285,549	7.25%

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Personal Services</b>	\$ 2,658,692	\$ 2,715,569	\$ 2,839,584	\$ 2,728,605	0.48%
<b>Supplies</b>	208,193	191,364	189,697	197,995	3.47%
<b>Services &amp; Charges</b>	1,052,187	1,054,101	911,741	1,175,675	11.53%
<b>Capital Outlay</b>	8,350	34,700	271,297	183,274	0.00%
<b>Department Total</b>	\$ 3,927,422	\$ 3,995,734	\$ 4,212,319	\$ 4,285,549	7.25%

## Parks & Recreation Department FY 15-16

### Parks Maintenance Division

**Goals:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Avg. cost per acre maintained		\$276	\$260
Avg. cost per field maintained		\$85	\$82
Defect identified in grounds maintenance audit		4%	3%
Building inspections & work orders		1,729	1,925
Avg. cost per hour, support @ special events		\$76.67	\$74.00

**Parks & Recreation Department**  
**Fiscal Year 2015-16**

**Parks Maintenance Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 1,312,147	\$ 1,297,118	\$ 1,302,624	\$ 1,311,333	1.10%
<i>Supplies</i>	133,899	127,720	127,186	124,418	-2.59%
<i>Services &amp; Charges</i>	817,584	787,045	795,129	817,918	3.92%
<i>Capital Outlay</i>	8,350	34,580	271,297	158,120	357.26%
<b>Division Total</b>	<b>\$ 2,271,980</b>	<b>\$ 2,246,463</b>	<b>\$ 2,496,236</b>	<b>\$ 2,411,789</b>	<b>7.36%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Parks Maintenance Superintendent	1	1	1
Parks Maintenance Supervisor	2	2	2
Building Maintenance Supervisor	1	1	1
Building Maintenance Technician II	1	1	1
Building Maintenance Technician I	1	1	1
Pool Maintenance Technician	1	1	1
Senior Parks Maintenance Worker	2	2	2
Parks Maintenance Worker II	6	6	6
Parks Maintenance Worker I	7	7	7
Custodian	1	1	1
Parks Maintenance Worker I (PT)	2	2	2
<b>Total</b>	<b>25</b>	<b>25</b>	<b>25</b>

## Parks & Recreation Department FY 15-16

### Recreation Division

**Goals:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Avg. Cost per Person Served (Rec Centers)	\$15.68	\$15.75	\$15.75
Special Event Attendance (est.)	12,000	13,500	13,750
Recreation & Fitness Center Attendance	84,060	86,000	86,250
RFC Cost of Service Provision Per Visit	\$3.54	\$3.50	\$3.48
RFC Revenues Generated Per Visit	\$3.30	\$3.35	\$3.37
Expenditures per person at municipal pools	\$5.19	\$5.15	\$5.15
Revenues gen. per person at municipal pools	\$3.25	\$3.30	\$3.32
Recreation Centers Attendance			

**Parks & Recreation Department**  
**Fiscal Year 2015-16**

**Recreation Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 427,143	\$ 506,214	\$ 636,311	\$ 466,204	-7.90%
<i>Supplies</i>	41,493	34,138	34,689	45,115	32.15%
<i>Services &amp; Charges</i>	168,466	190,631	40,836	270,458	41.88%
<i>Capital Outlay</i>	-	120	-	25,154	20861.67%
<b>Division Total</b>	<u>\$ 637,102</u>	<u>\$ 731,103</u>	<u>\$ 711,836</u>	<u>\$ 806,931</u>	10.37%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Recreation Superintendent	1	1	1
Recreation Programs Coordinator	1	1	1
Recreation Center Specialist	3	3	3
Fitness Center Specialist (PT)	3	3	3
Recreation Assistants (Summer)	15	15	15
<b>Total</b>	<u>23</u>	<u>23</u>	<u>23</u>

# Parks & Recreation Department FY 15-16

## Special Services Division

*Goals:*

- Promote Senior Services & Special Programs Centers to increase participation
- Promote the usage level of the Home Bound Meals Program to reach maximum capacity of 40 meals a day
- Increase Special Services participant's awareness of CTY calls for program information and emergencies

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Number of service units provided to program participants		60,352	63,500
Number of daily homebound meals delivered		37	40
Number of CTY calls for special services		40	45

**Parks & Recreation Department**  
**Fiscal Year 2015-16**

**Special Services Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 363,728	\$ 386,171	\$ 377,830	\$ 386,333	0.04%
<i>Supplies</i>	23,745	22,406	20,126	20,462	-8.68%
<i>Services &amp; Charges</i>	46,251	50,367	51,851	60,865	20.84%
<b>Division Total</b>	<u>\$ 433,724</u>	<u>\$ 458,944</u>	<u>\$ 449,807</u>	<u>\$ 467,660</u>	1.90%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Special Services Superintendent	1	1	1
Sr. Services Coordinator	1	1	1
Recreation Therapist	1	1	1
Assistant Recreation Therapist	1	1	1
Therapeutic Recreation Specialist	1	1	1
Therapeutic Recreation Assistant	1	1	1
Sr. Services Assistant I (PT)	1	1	1
Therapeutic Rec Specialist (PT)	1	1	1
<b>Total</b>	<u>8</u>	<u>8</u>	<u>8</u>

## Parks & Recreation Department FY 15-16

### Parks Administration Division

*Goals:*

- Execute tracking programs for gathering pertinent information relative to department rental facility operations (includes attendance for centers, fields, & pool rentals)
- Continue to develop the City's plan for bicycle & pedestrian trails throughout the City (OBJ 8a)
- Expand joint venture projects with community organizations and churches
- Maximize use of existing and undeveloped park land and capitalize on the City's natural assets
- Maintain comments (complaints/compliments/suggestions/information) about the department facilities and programs (OBJ 5a)

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Total number of indoor/outdoor facility rentals	566	590	615
Joint venture projects & co-sponsored events	21	28	34
Percentage of positive-neutral citizen comments		90%	91%

**Parks & Recreation Department**  
**Fiscal Year 2015-16**

**Parks Administration Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 555,674	\$ 526,066	\$ 522,819	\$ 564,735	7.35%
<i>Supplies</i>	9,056	7,100	7,696	8,000	12.68%
<i>Services &amp; Charges</i>	19,886	26,058	23,925	26,434	1.44%
<b>Division Total</b>	<b>\$ 584,616</b>	<b>\$ 559,224</b>	<b>\$ 554,440</b>	<b>\$ 599,169</b>	<b>7.14%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Parks & Recreation	1	1	1
Operations Manager	1	1	1
Office Coordinator	1	1	1
Customer Service Assistant	3	3	3
Secretary	1	1	1
Groundskeeper (P/T)	1	1	1
Rec Center Rental Caretaker (P/T)	2	2	2
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

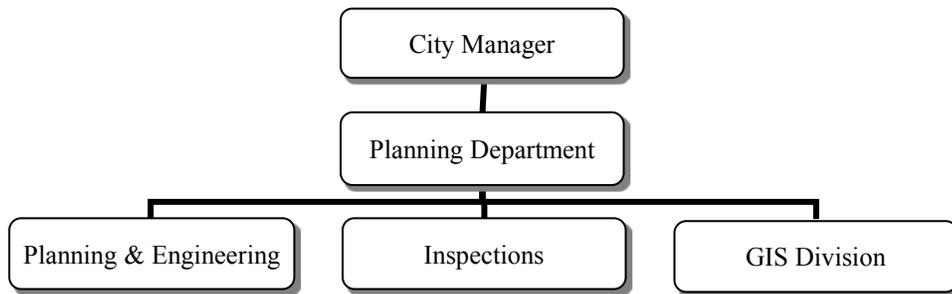
# Planning Department

## FY 15-16

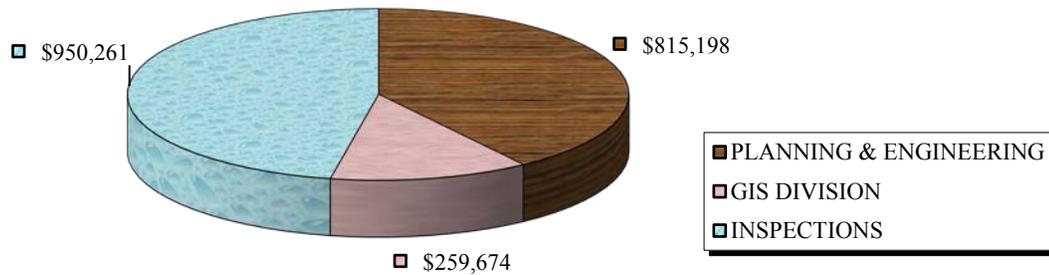
**Mission Statement:**

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

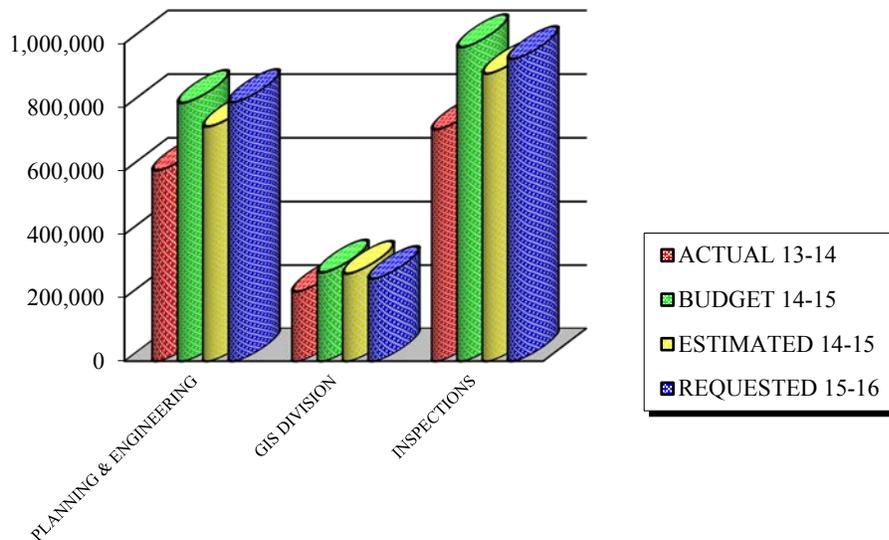
**Organizational Chart:**



**Share of General Fund Budget: 5%**



**Four Year Comparison by Division:**



## Planning & Development Department Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Planning &amp; Engineering</b>	\$ 600,653	\$ 812,614	\$ 738,413	\$ 815,198	0.32%
<b>GIS Division</b>	219,248	279,594	275,938	259,674	-7.12%
<b>Inspection Services</b>	729,653	987,411	904,310	950,261	-3.76%
<b>Department Total</b>	\$ 1,549,554	\$ 2,079,619	\$ 1,918,661	\$ 2,025,133	-2.62%

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Personal Services</b>	\$ 1,378,545	\$ 1,714,190	\$ 1,603,587	\$ 1,679,247	-2.04%
<b>Supplies</b>	32,133	36,803	32,875	38,186	3.76%
<b>Services &amp; Charges</b>	138,876	328,626	282,199	307,700	-6.37%
<b>Capital Outlay</b>	-	-	-	-	0.00%
<b>Department Total</b>	\$ 1,549,554	\$ 2,079,619	\$ 1,918,661	\$ 2,025,133	-2.62%

## Planning Department FY 15-16

### Planning & Engineering Division

**Goals:**

- Ensure that growth and development in La Porte are timely, orderly and of a quality expected by the citizens
- Ensure that all capital improvements made in La Porte are of a safe design that meet current engineering standards and are energy efficient
- Inform the public in regard to minimum design standards expected in the development of property
- Provide exemplary customer service to all citizens
- Promote, encourage and advocate Economic, Housing and Infrastructure Development
- Enforce the new floodplain delineations to ensure safe growth with proper drainage designs
- Improve the quality of neighborhoods and other areas in decline by attracting private investment activity

**Objectives:**

- Maintain and update the Development Ordinance
- Maintain and update the Zoning Ordinance
- Eliminate drainage problems that currently inhibit development
- Design, review, inspect and manage all capital improvements proposed by the City
- Review and inspect all capital improvement projects performed by developers
- Provide printed materials to developers, contractors, and the general public concerning the standards expected for development in La Porte
- Provide support and training for Commissions, Board, Committees and Staff
- Administer the HOME and CDBG grant programs
- Implement appropriate programs and objectives in accordance with the Comprehensive Plan and the Northside Neighborhood Plan

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Rezoning applications processed	3	4	3
Special conditional use permits processed	3	6	4
Plat applications processed	13	11	10
Fill dirt applications processed	22	26	20
Pipeline applications processed	1	3	3
Predevelopment/applicant consultations conducted	100	75	75
Site plans reviewed	26	45	40
Zoning Board of Adjustment cases processed	4	17	14
Industrial district utility service application processed	5	4	5
Street & alley closing applications processed	6	12	12
Storm water quality permits issued	22	40	50

**Planning & Developmental Department**  
**Fiscal Year 2015-16**

**Planning & Engineering Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 552,006	\$ 752,707	\$ 681,539	\$ 730,526	-2.95%
<i>Supplies</i>	10,023	10,782	9,316	13,887	28.80%
<i>Services &amp; Charges</i>	38,624	49,125	47,558	70,785	44.09%
<b>Division Total</b>	<b>\$ 600,653</b>	<b>\$ 812,614</b>	<b>\$ 738,413</b>	<b>\$ 815,198</b>	<b>0.32%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Planning	1	1	1
City Engineer	1	1	1
City Planner	1	1	1
Senior Project Engineer	1	1	1
Engineering Technician	1	1	1
Office Coordinator	1	1	1
Public Improvement Coordinator	1	1	1
Survey Party Chief	1	1	1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

## Planning Department FY 15-16

### GIS Division

**Goals:**

- Increase utilization of GIS tools to aid the daily operation of city staff
- Expand mapping of city infrastructure and economic development, and socio-economic data
- Implement new Planning/Engineering database software into GIS workflow
- Provide exemplary customer service to all citizens

**Objectives:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Staff members trained to utilize GIS desktop tools	6	3	3
GIS layers updated	5	13	15
Exhibits created	125	125	100

**Planning & Developmental Department  
Fiscal Year 2015-16**

**GIS Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 163,250	\$ 173,275	\$ 173,936	\$ 166,102	-4.14%
<i>Supplies</i>	1,317	1,890	1,793	2,510	32.80%
<i>Services &amp; Charges</i>	54,681	104,429	100,209	91,062	-12.80%
<b>Division Total</b>	<b>\$ 219,248</b>	<b>\$ 279,594</b>	<b>\$ 275,938</b>	<b>\$ 259,674</b>	<b>-7.12%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
GIS Manager	1	1	1
GIS Technician	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

## Planning Department FY 15-16

### Inspection Division

**Goals:**

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

**Objectives:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Construction Inspection Performed	2,260	4,500	4,650
Plan Reviews Performed	948	1,500	1,400
Code Enforcement Cases Processed*	1,051	1,700	1,750
Substandard Structures Demolished Annually (includes owner initiated)	19	30	30

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

**Planning & Developmental Department**  
**Fiscal Year 2015-16**

**Inspection Services Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 663,289	\$ 788,208	\$ 748,112	\$ 782,619	-0.71%
<i>Supplies</i>	20,793	24,131	21,766	21,789	-9.71%
<i>Services &amp; Charges</i>	45,571	175,072	134,432	145,853	-16.69%
<b>Division Total</b>	<b>\$ 729,653</b>	<b>\$ 987,411</b>	<b>\$ 904,310</b>	<b>\$ 950,261</b>	<b>-3.76%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Chief Building Official	1	1	1
Deputy Building Official	1	1	1
Chief Inspector	1	1	1
Inspector	2	2	2
Community Service Inspector	2	2	2
Community Services Technician	1	1	1
Inspection Services Coordinator	1	1	1
Inspection Services Technician	2	2	2
<b>Total</b>	<b>11</b>	<b>11</b>	<b>11</b>

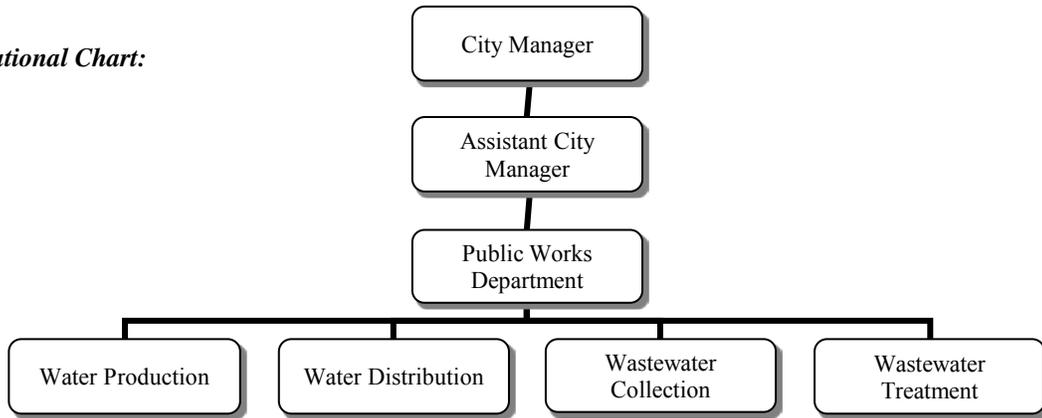
# Utility Fund

## FY 15-16

### Public Works Department

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

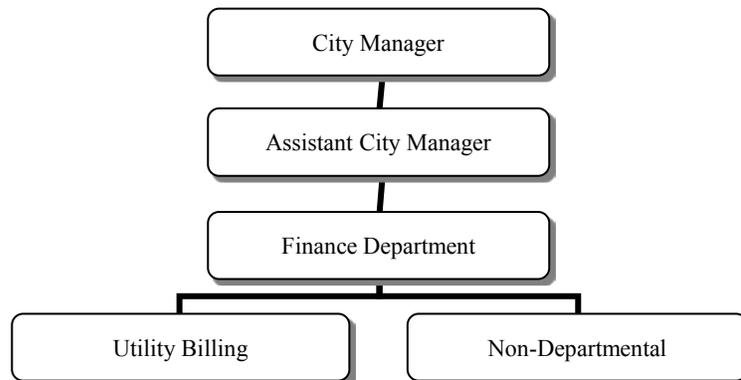
**Organizational Chart:**



### Finance Department

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

**Organizational Chart:**



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

<b>Working Capital 9/30/14</b>		\$ 967,479
Plus Estimated 14-15 Revenues		7,538,361
Less Estimated 14-15 Expenses		7,923,425
<b>Equals Estimated Working Capital 9/30/15</b>		582,415
<b>Plus 15-16 Revenues:</b>		
Charges for Services	727,700	
Water Revenue	3,700,000	
Sewer Revenue	3,145,000	
Operating Transfers	1,000,000	
Interest	1,500	
Total Revenues		8,574,200
<b>Equals Total Resources</b>		9,156,615
<b>Less 15-16 Expenses:</b>		
Water Production	623,040	
Water Distribution	994,069	
Wastewater Collection	1,066,348	
Wastewater Treatment	1,325,177	
Utility Billing	826,992	
Non Departmental	2,603,543	
Total Expenses		7,439,169
<b>Equals Estimated Working Capital 9/30/16</b>		\$ 1,717,446

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 7,538,361	\$ 8,574,200	
Expenses	7,923,425	7,439,169	
Revenues over Expenses	\$ (385,064)	\$ 1,135,031	

*Targeted working capital - 90 to 120 days*

*Estimated working capital - 84 days*

*Goal: \$1,834,316*

*1 Day = \$20,381*

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
408.01-16	Service Fees	\$ 7,350	\$ 6,500	\$ 6,500	\$ 6,500
	Charges for Services Subtotal	<u>7,350</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
Water Revenue:					
408.05-01	Penalties	246,282	265,000	245,000	245,000
408.05-02	Sales	3,489,942	3,950,300	3,600,000	3,700,000
408.05-03	Taps	60,484	45,000	70,000	50,000
408.05-04	Reconnect Fees	50,750	50,000	50,000	50,000
408.05-05	Meters	12,113	12,500	12,500	12,500
408.05-06	Temporary Connects	1,525	1,000	1,000	1,000
408.05-07	New Service/Transfer Fee	13,265	12,800	12,800	12,800
408.05-09	Sales Outside City	283,751	230,000	280,000	280,000
408.05-11	Sales Outside City Admin Fee	20,000	-	80,000	20,000
	Water Revenue Subtotal	<u>4,178,112</u>	<u>4,566,600</u>	<u>4,351,300</u>	<u>4,371,300</u>
Wastewater Revenue:					
408.06-01	Sales	3,167,471	3,409,900	3,060,000	3,145,000
408.06-02	Taps	5,445	5,000	5,400	5,400
408.06-03	Inspection Fees	450	500	500	500
408.06-04	Industrial Waste Surcharge	102,784	88,000	43,000	43,000
408.06-05	Industrial Waste Permit	875	1,000	1,000	1,000
	Wastewater Revenue Subtotal	<u>3,277,025</u>	<u>3,504,400</u>	<u>3,109,900</u>	<u>3,194,900</u>
Operating Transfers:					
480.01-01	Admin Trans from Fund 001	47,501	-	69,161	1,000,000
	Operating Transfers Subtotal	<u>47,501</u>	<u>-</u>	<u>69,161</u>	<u>1,000,000</u>
Interest:					
483.01-00	Interest Income	1,107	1,500	1,500	1,500
	Interest Subtotal	<u>1,107</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Utility Fund Revenue		\$ 7,511,095	\$ 8,079,000	\$ 7,538,361	\$ 8,574,200

**Utility Fund Revenue Allocation  
Fiscal Year 2015-16 Budget**

Revenue Type	Total	Allocated to	
		Water	Sewer
Charges for Services	\$ 6,500	\$ 3,250	\$ 3,250
Water Revenue	4,371,300	4,371,300	-
Wastewater Revenue	3,194,900	-	3,194,900
Operating Transfers	1,000,000	500,000	500,000
Interest	1,500	750	750
<b>Total</b>	<b>\$ 8,574,200</b>	<b>\$ 4,875,300</b>	<b>\$ 3,698,900</b>
<b>Percentage</b>	<b>100%</b>	<b>56.9%</b>	<b>43.1%</b>

**Utility Fund Expense Allocation  
Fiscal Year 2015-16 Budget**

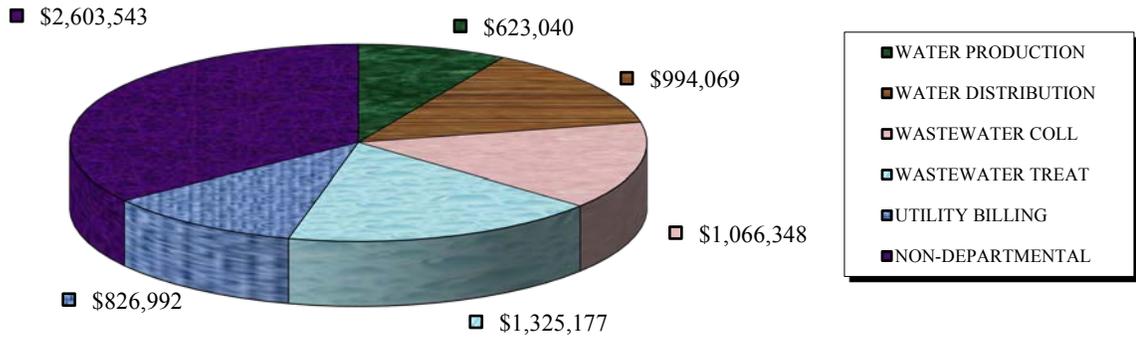
Expense Type	Total	Allocated to	
		Water	Sewer
Water Production	\$ 623,040	\$ 623,040	\$ -
Water Distribution	994,069	994,069	-
Wastewater Collection	1,066,348	-	1,066,348
Wastewater Treatment	1,325,177	-	1,325,177
Utility Billing*	826,992	413,496	413,496
Non Departmental**	2,603,543	1,596,889	1,006,653
<b>Total</b>	<b>\$ 7,439,169</b>	<b>\$ 3,627,494</b>	<b>\$ 3,811,674</b>
<b>Percentage</b>	<b>100%</b>	<b>48.76%</b>	<b>51.24%</b>

\*\*Non Departmental Broken Down as Follows:

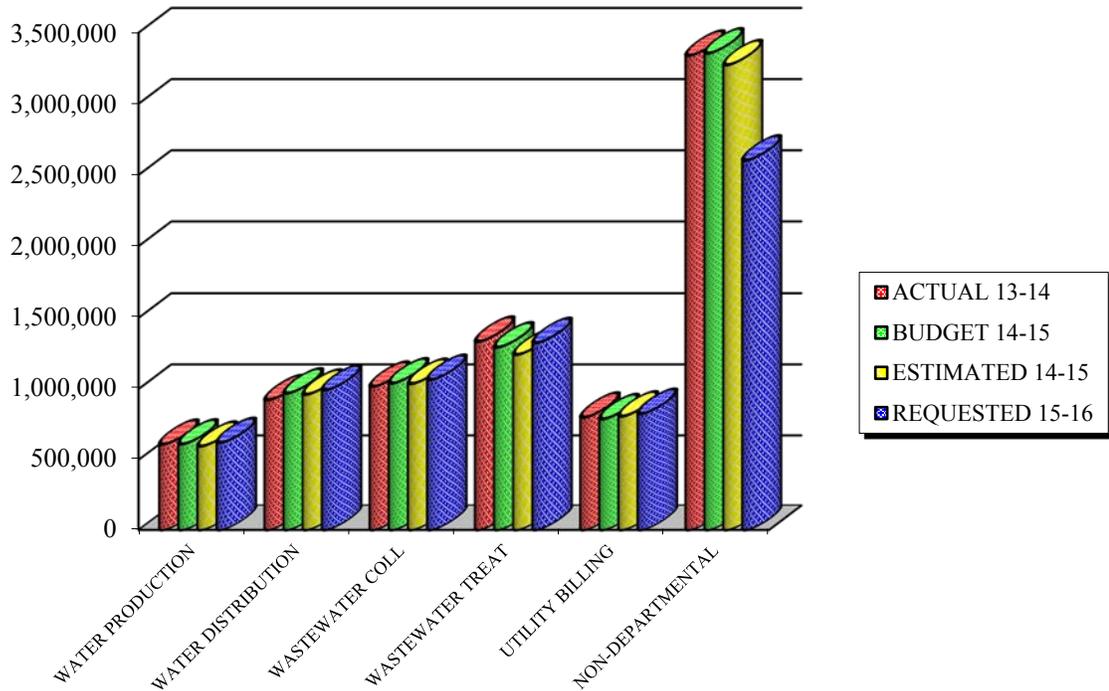
Personal Services, Bad Debt, Transfer to Utility Capital Improvement Fund, Fiscal Services, Miscellaneous and Contingency*	485,497	\$ 242,749	\$ 242,749
LPAWA Water (100% to water)	1,182,759	1,182,759	-
Historical Underutilization	-	-	-
Contract Sewer (100% to sewer)	20,000	-	20,000
Transfer to Fund 018 (100% to sewer)	300,000	-	300,000
Water Taps and Meters and Boxes	110,000	110,000	-
AMR (54.56% to Water, 45.44% to Sewer)	267,409	145,898	121,511
2005 Certificates of Obligation	55,745	27,873	27,873
2006 Certificates of Obligation	55,535	9,719	45,816
2007 Certificates of Obligation (all to sewer)	370,813	-	370,813
2012 General Obligation Refunding	67,071	33,536	33,536
2014 General Obligation Refunding	156,123	78,061	78,061
Debt Service Differential*	(467,409)	(233,705)	(233,705)
<b>Total</b>	<b>\$ 2,603,543</b>	<b>\$ 1,596,889</b>	<b>\$ 1,006,653</b>

# Utility Fund FY 15-16

*Share of Utility Fund Budget:*



*Four Year Comparison by Division:*



## Utility Fund Fiscal Year 2015-16

**Summary:**

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

**Department Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Water Production	\$ 610,313	\$ 611,979	\$ 597,116	\$ 623,040	1.81%
Water Distribution	923,381	970,703	963,034	994,069	2.41%
Wastewater Collection	1,018,474	1,041,315	1,038,252	1,066,348	2.40%
Wastewater Treatment	1,334,461	1,294,346	1,242,391	1,325,177	2.38%
Utility Billing	801,036	790,180	809,182	826,992	4.66%
Non-Departmental	3,339,734	3,355,551	3,273,450	2,603,543	-22.41%
<b>Department Total</b>	<b>\$ 8,027,399</b>	<b>\$ 8,064,074</b>	<b>\$ 7,923,425</b>	<b>\$ 7,439,169</b>	<b>-7.75%</b>

**Department Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Personal Services	\$ 3,299,698	\$ 3,267,389	\$ 3,269,984	\$ 3,325,403	1.78%
Supplies	280,122	284,457	259,511	265,785	-6.56%
Services & Charges	4,377,792	4,431,843	4,312,038	3,726,481	-15.92%
Capital Outlay	69,787	80,385	81,892	121,500	51.15%
<b>Department Total</b>	<b>\$ 8,027,399</b>	<b>\$ 8,064,074</b>	<b>\$ 7,923,425</b>	<b>\$ 7,439,169</b>	<b>-7.75%</b>

## Utility Fund FY 15-16

### Water Production Division

**Goals:**

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

**Objectives:**

- Continue improvements to Water Plant Facilities (OBJ 1b)
- Continue the Water Supply Protection Program
- Continue monitoring of water consumption to ensure compliance Harris-Galveston Coastal Subsidence District and LPAWA guideline and regulations
- Reduce water loss by 5%

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Gallons Ground Water Used	911.11	139.77	140.00
Gallons Surface Water Used	1,282.29	1,188.23	1,400.00
Total (amounts expressed in millions)	1,373.40	1,328.00	1,540.00

**Utility Fund**  
**Fiscal Year 2015-16**

**Water Production Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 350,053	\$ 332,873	\$ 331,200	\$ 336,848	1.19%
<i>Supplies</i>	21,825	20,760	16,420	17,199	-17.15%
<i>Services &amp; Charges</i>	238,435	254,346	245,496	248,993	-2.10%
<i>Capital Outlay</i>	-	4,000	4,000	20,000	400.00%
<b>Division Total</b>	<u>\$ 610,313</u>	<u>\$ 611,979</u>	<u>\$ 597,116</u>	<u>\$ 623,040</u>	1.81%

Scope of Services Summary

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

Personnel Position Roster

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Water Production Supervisor	1.000	1.000	1.000
Water Production Operator I	2.000	2.000	2.000
Utilities Groundskeeper	0.500	0.500	0.500
<b>Total</b>	<u>4.250</u>	<u>4.250</u>	<u>4.250</u>

## Utility Fund FY 15-16

### Water Distribution Division

*Goals:*

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

*Objectives:*

- Replace a total of 15,000 linear feet of water main per year, with at least 4,000 feet of water line utilizing "in-house" forces (OBJ 1b)
- Install new fire hydrants for expanded fire protection
- Install/replace 50 water line valves

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Number of leaks repaired	411	300	300
Linear feet of lines replaced	3,674	3,500	4,000
Total cost/linear ft water main replaced	-	-	-

**Utility Fund**  
**Fiscal Year 2015-16**

**Water Distribution Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 732,652	\$ 765,542	\$ 771,508	\$ 793,789	3.69%
<i>Supplies</i>	39,778	45,915	36,613	40,072	-12.73%
<i>Services &amp; Charges</i>	150,951	151,596	148,656	160,208	5.68%
<i>Capital Outlay</i>	-	7,650	6,257	-	-100.00%
<b>Division Total</b>	<u>\$ 923,381</u>	<u>\$ 970,703</u>	<u>\$ 963,034</u>	<u>\$ 994,069</u>	2.41%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Utility Supervisor	1.000	1.000	1.000
Sr. Utility Maintenance Operator	4.000	4.000	4.000
Utility Operator II	1.000	1.000	1.000
Utility Operator I	5.000	5.000	5.000
<b>Total</b>	<u>11.750</u>	<u>11.750</u>	<u>11.750</u>

## Utility Fund FY 15-16

### Wastewater Collection Division

**Goals:**

- Enhance employee safety
- Provide utility training for Wastewater Collection personnel
- Complete maintenance assignments with specified timeframes
- Continue sanitary sewer I & I program to reduce inflow/infiltration (OBJ 1c)

**Objectives:**

- Rehabilitate 4,000 feet of sanitary sewer (OBJ 1c)
- Perform 55 point repairs
- Rehabilitate 500 vertical feet of manholes

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Ft of line Smoke-Tested	80,820	100,000	100,000
Number of Manholes Repaired v ft	719	500	500
Ft of line televised	25,657	14,000	15,000
Number of point repairs made	71	50	50
Number of Reportable Overflows	13	10	-
Ft of sewer line rehabilitated	4,952	4,000	4,000

**Utility Fund**  
**Fiscal Year 2015-16**

**Wastewater Collection Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 728,456	\$ 733,845	\$ 738,496	\$ 749,246	2.10%
<i>Supplies</i>	40,346	41,339	39,457	38,088	-7.86%
<i>Services &amp; Charges</i>	244,052	255,896	251,664	277,514	8.45%
<i>Capital Outlay</i>	5,620	10,235	8,635	1,500	-85.34%
<b>Division Total</b>	<b>\$1,018,474</b>	<b>\$1,041,315</b>	<b>\$1,038,252</b>	<b>\$1,066,348</b>	<b>2.40%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Utility Supervisor	1.000	1.000	1.000
Sr. Utility Maintenance Operator	2.000	2.000	2.000
Sr. Lift Station Operator	1.000	1.000	1.000
Lift Station Operator	1.000	1.000	1.000
Utility Operator II	1.000	1.000	1.000
Utility Operator I	4.000	4.000	4.000
<b>Total</b>	<b>10.750</b>	<b>10.750</b>	<b>10.750</b>

## Utility Fund FY 15-16

### Wastewater Treatment Division

**Goals:**

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

**Objectives:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Gallons Treated	959.09	1,378.01	1,300.00
(Amounts expressed in millions)			

**Utility Fund**  
**Fiscal Year 2015-16**

**Wastewater Treatment Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 684,504	\$ 662,857	\$ 657,839	\$ 680,995	2.74%
<i>Supplies</i>	85,717	84,040	73,534	73,432	-12.62%
<i>Services &amp; Charges</i>	549,256	547,449	511,018	530,750	-3.05%
<i>Capital Outlay</i>	14,984	-	-	40,000	-
<b>Division Total</b>	<b>\$1,334,461</b>	<b>\$1,294,346</b>	<b>\$1,242,391</b>	<b>\$1,325,177</b>	<b>2.38%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Public Works	0.125	0.125	0.125
Assistant Director of Public Works	0.125	0.125	0.125
Utility Superintendent	0.250	0.250	0.250
Assistant Utility Superintendent	0.250	0.250	0.250
Treatment Plant Supervisor	1.000	1.000	1.000
Senior Treatment Plant Operator	1.000	1.000	1.000
Treatment Plant Operator	4.000	4.000	4.000
Industrial Waste Inspector	1.000	1.000	1.000
Treatment Plant Mechanic	1.000	1.000	1.000
Utility Groundskeeper	0.500	0.500	0.500
<b>Total</b>	<b>9.250</b>	<b>9.250</b>	<b>9.250</b>

## Utility Fund FY 15-16

### Utility Billing Division

**Goals:**

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

**Objectives:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Meters Read	146,928	147,379	147,500
Meters Rereads	435	308	315
Rereads as a percent of meters read	0.30%	0.21%	0.21%
Accounts Billed	125,650	126,000	126,000
% of utility payments processed and posted to customers account the same day of receipt	100%	100%	100%
Utility payments processed per employee	6,820	6,780	6,800
Manual Meter Reads			

**Utility Fund**  
**Fiscal Year 2015-16**

**Utility Billing Division**

*Expenditure Summary*

	<i>Actual 2013-14</i>	<i>Budget 2014-15</i>	<i>Estimated 2014-15</i>	<i>Adopted 2015-16</i>	<i>Percent Change</i>
<i>Personal Services</i>	\$ 629,170	\$ 614,700	\$ 624,562	\$ 640,881	4.26%
<i>Supplies</i>	92,456	92,403	93,487	96,994	4.97%
<i>Services &amp; Charges</i>	74,410	83,077	85,633	89,117	7.27%
<i>Capital Outlay</i>	5,000	-	5,500	-	-
<b>Division Total</b>	<b>\$ 801,036</b>	<b>\$ 790,180</b>	<b>\$ 809,182</b>	<b>\$ 826,992</b>	<b>4.66%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Director of Finance	0.5	0.5	0.5
Treasurer	0.5	0.5	0.5
Revenue Collections Manager	0.5	0.5	0.5
Accountant	0.5	0.5	0.5
Utility Billing Coordinator	-	-	1.0
Utility Billing Assistant	2.0	2.0	1.0
Customer Service Clerk	2.0	2.0	1.0
Meter Reader Supervisor	1.0	1.0	1.0
Meter Reader	2.0	2.0	3.0
<b>Total</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>

**Utility Fund**  
**Fiscal Year 2015-16**

**Non Departmental Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 174,863	\$ 157,572	\$ 146,379	\$ 123,644	-21.53%
<i>Services &amp; Charges</i>	3,120,688	3,139,479	3,069,571	2,419,899	-22.92%
<i>Capital Outlay</i>	44,183	58,500	57,500	60,000	2.56%
<b>Division Total</b>	<b>\$3,339,734</b>	<b>\$3,355,551</b>	<b>\$3,273,450</b>	<b>\$2,603,543</b>	<b>-22.41%</b>

*Scope of Services Summary*

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



## Enterprise Funds Fiscal Year 2015-16

**Summary:**

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

**Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Airport Operating	62,388	77,496	62,280	63,806	-17.67%
La Porte Area Water Authorit	947,133	1,129,481	1,059,649	1,149,726	1.79%
<b>Total</b>	<b>\$ 1,009,521</b>	<b>\$ 1,206,977</b>	<b>\$ 1,121,929</b>	<b>\$ 1,213,532</b>	<b>0.54%</b>

**Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
Personal Services	\$ 23,919	\$ 21,812	\$ 22,801	\$ 22,953	5.23%
Supplies	3,858	15,165	21,329	10,964	-27.70%
Services & Charges	981,744	1,134,000	1,055,799	1,169,615	3.14%
<b>Total</b>	<b>\$ 1,009,521</b>	<b>\$ 1,192,977</b>	<b>\$ 1,121,929</b>	<b>\$ 1,213,532</b>	<b>1.72%</b>



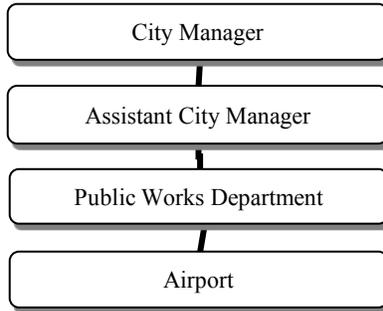
# Airport Fund

## FY 15-16

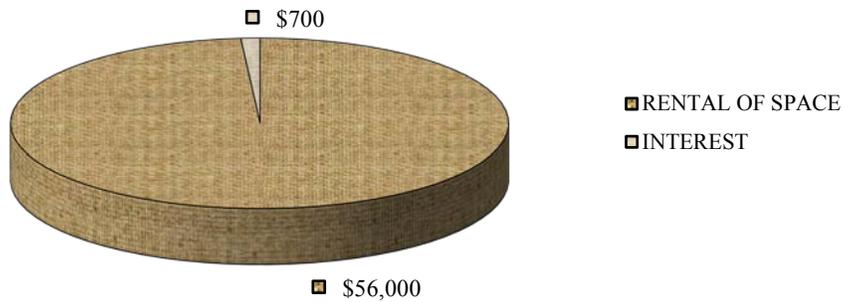
**Mission Statement:**

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

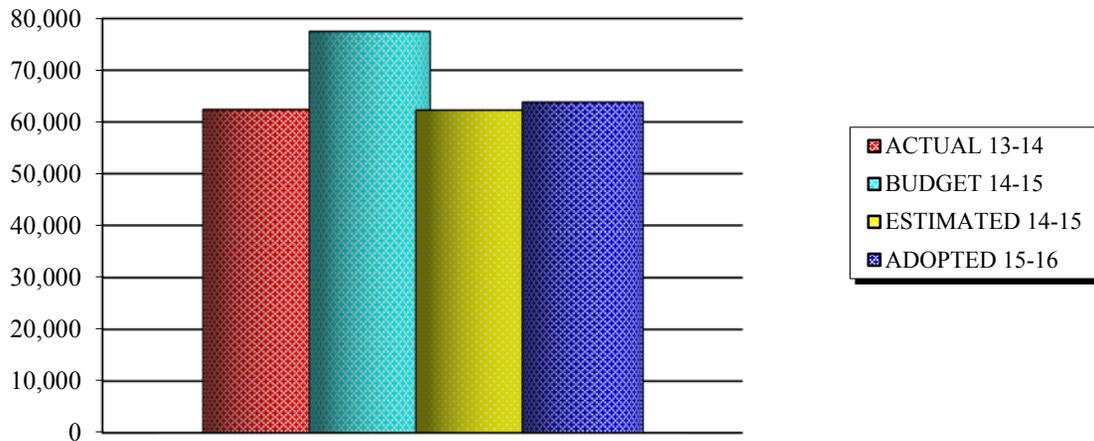
**Organizational Chart:**



**2015-16 Projected Revenues:**



**Four Year Comparison of Expenses:**



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

<b><i>Working Capital 9/30/14</i></b>	\$	366,212
Plus Estimated 14-15 Revenues		57,618
Less Estimated 14-15 Expenses		62,280
<b><i>Equals Estimated Working Capital 9/30/15</i></b>		<b>361,550</b>
<b>Plus 15-16 Revenues:</b>		
Charges for Services		56,000
Interest Income		700
		56,700
Total Revenues		56,700
<b><i>Equals Total Resources</i></b>		<b>418,250</b>
<b>Less 15-16 Expenses:</b>		
Airport Operations		63,806
		63,806
Total Expenses		63,806
<b><i>Equals Estimated Working Capital 9/30/16</i></b>	\$	<b>354,444</b>

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 57,618	\$ 56,700	
Expenses & Commitments	62,280	63,806	
Revenues over Expenses	\$ (4,662)	\$ (7,106)	

*Targeted working capital - 60 to 90 days*

*Estimated working capital - 2,028 days*

*Goal: \$15,733*

*1 Day = \$175*

**City of La Porte  
 Airport (010)  
 Statement of Revenues**

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
408.01-31	Rental of Space	\$ 56,157	\$ 59,000	\$ 56,332	\$ 56,000
Charges for Services Subtotal		<u>56,157</u>	<u>59,000</u>	<u>56,332</u>	<u>56,000</u>
Interest:					
483.01-00	Interest Income	593	500	700	700
Interest Subtotal		<u>593</u>	<u>500</u>	<u>700</u>	<u>700</u>
Total Airport Fund Revenue		\$ 56,750	\$ 59,500	\$ 57,032	\$ 56,700

## Airport Fund FY 15-16

### Airport Operating

*Goals:*

- Monitor airport operations to ensure compliance with Airport Master Plan
- Incorporate the Airport as a revenue generating property (OBJ 4b)

*Objectives:*

- Monitor compliance with FBO Standards as developed by Advisory Board
- Complete initial phase of airport study

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Increase revenue by 20%	-	-	

**Airport Fund**  
**Fiscal Year 2015-16**

**Airport Division**

*Expenditure Summary*

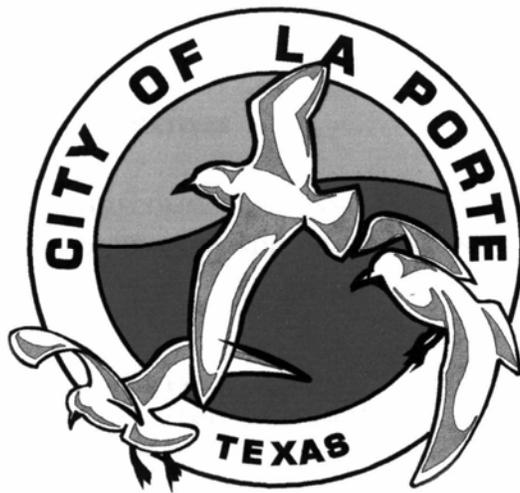
	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 23,919	\$ 21,812	\$ 22,801	\$ 22,953	5.23%
<i>Supplies</i>	2,844	6,765	13,608	3,264	-51.75%
<i>Services &amp; Charges</i>	35,625	34,919	25,871	37,589	7.65%
<i>Capital Outlay</i>	-	14,000	-	-	-100.00%
<b>Division Total</b>	<u>\$ 62,388</u>	<u>\$ 77,496</u>	<u>\$ 62,280</u>	<u>\$ 63,806</u>	-17.67%

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Equipment Operator II	0.50	0.50	0.50
<b>Total</b>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>

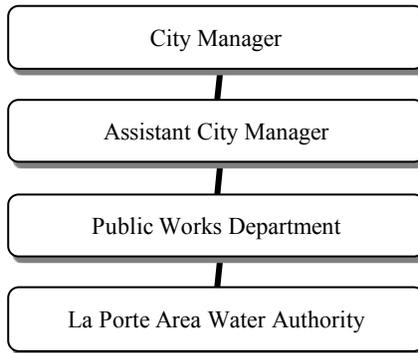


# La Porte Area Water Authority Fund

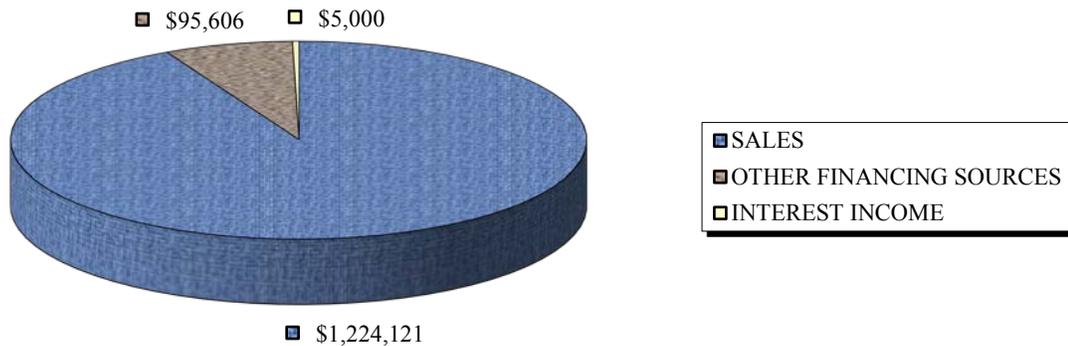
## FY 15-16

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

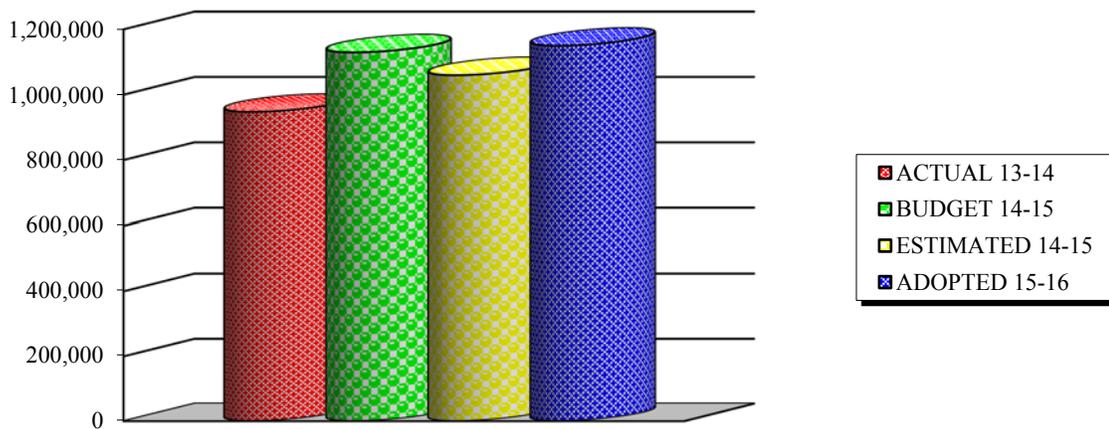
**Organizational Chart:**



**2015-16 Projected Revenues:**



**Four Year Comparison of Expenses:**



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

<b><i>Working Capital 9/30/14</i></b>		\$ 2,724,796
Plus Estimated 14-15 Revenues		1,200,875
Less Estimated 14-15 Expenses and Commitments		1,059,649
<b><i>Equals Estimated Working Capital 9/30/15</i></b>		<b>2,866,022</b>
<b>Plus 15-16 Revenues:</b>		
Water Revenue	1,224,121	
Billing for Capital Reserve	95,606	
Interest	5,000	
Total Revenues		1,324,727
<b><i>Equals Total Resources</i></b>		<b>4,190,749</b>
<b>Less 15-16 Expenses:</b>		
Operations	1,149,726	
Total Expenses		1,149,726
<b><i>Equals Estimated Working Capital 9/30/16</i></b>		<b>\$ 3,041,023</b>

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 1,200,875	\$ 1,324,727	
Expenses	1,059,649	1,149,726	
Revenues over Expenses	\$ 141,226	\$ 175,001	

***Targeted working capital - 60 to 90 days***

***Estimated working capital - 965 days***

***Goal: \$283,494***

***1 Day = \$3,150***

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Water Revenue:					
408.05-02	Sales	\$ 1,081,189	\$ 1,183,912	\$ 1,100,428	\$ 1,224,121
	Water Revenue Subtotal	<u>1,081,189</u>	<u>1,183,912</u>	<u>1,100,428</u>	<u>1,224,121</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	114,697	-	-	-
	Miscellaneous Subtotal	<u>114,697</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources					
482.02-00	Billing for Capital Reserve	96,087	95,447	95,447	95,606
	Other Financing Sources Subtotal	<u>96,087</u>	<u>95,447</u>	<u>95,447</u>	<u>95,606</u>
Interest:					
483.01-00	Interest Income - Operations	4,854	5,000	5,000	5,000
	Interest Subtotal	<u>4,854</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Water Authority		\$ 1,296,827	\$ 1,284,359	\$ 1,200,875	\$ 1,324,727

## La Porte Area Water Authority Fund FY 15-16

### La Porte Area Water Authority

**Goals:**

- Continue to Monitor operations of Southeast Water Purification Plant (SEWPP) to ensure efficient cost effective operations
- Continue to monitor use by customers entities to ensure adherence to contractual obligations

**Objectives:**

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

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
La Porte Usage	1,282.29	1,188.15	1,400.00
Morgan's Point Usage	65.91	64.25	75.00
Shoreacres Usage	63.19	53.60	75.00
Total (amounts expressed in millions)	1,411.39	1,306.00	1,550.00

**La Porte Area Water Authority Fund**  
**Fiscal Year 2015-16**

**La Porte Area Water Authority Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Supplies</i>	\$ 1,014	\$ 8,400	\$ 7,721	\$ 7,700	-8.33%
<i>Services &amp; Charges</i>	946,119	1,099,081	1,029,928	1,132,026	3.00%
<b>Division Total</b>	<b>\$ 947,133</b>	<b>\$ 1,129,481</b>	<b>\$ 1,059,649</b>	<b>\$ 1,149,726</b>	<b>1.79%</b>

*Scope of Services Summary*

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



## Internal Service Funds Fiscal Year 2015-16

**Summary:**

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

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

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

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

**Summary by Division:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Motor Pool</b>	\$ 1,097,391	\$ 1,148,108	\$ 1,111,357	\$ 1,170,667	1.96%
<b>Insurance</b>	6,603,395	6,247,649	6,372,869	6,997,143	12.00%
<b>Technology</b>	186,640	269,600	268,935	622,000	
<b>Total</b>	\$ 7,887,426	\$ 7,665,357	\$ 7,753,161	\$ 8,789,810	14.67%

**Summary by Expenditure Category:**

	Actual 2013-14	Budget 2014-15	Estimated 2014-15	Adopted 2015-16	Percent Change
<b>Personal Services</b>	\$ 818,468	\$ 863,344	\$ 861,738	\$ 902,825	4.57%
<b>Supplies</b>	295,970	277,837	274,529	274,723	-1.12%
<b>Services &amp; Charges</b>	6,672,653	6,340,027	6,440,894	6,973,515	9.99%
<b>Capital Outlay</b>	100,335	184,149	176,000	638,747	246.86%
<b>Total</b>	\$ 7,887,426	\$ 7,665,357	\$ 7,753,161	\$ 8,789,810	14.67%



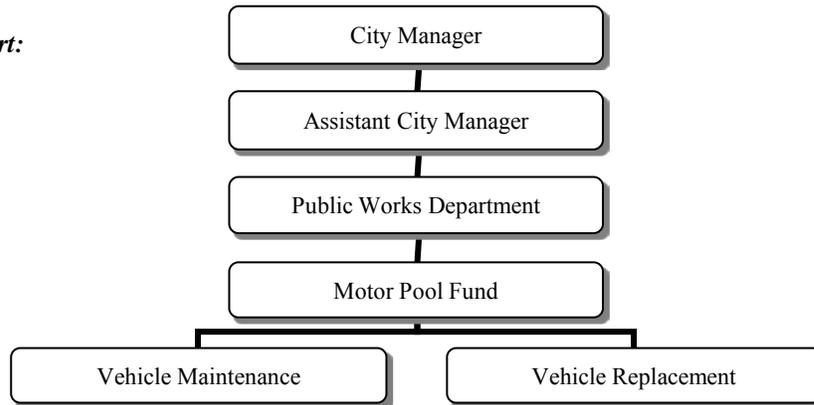
# Motor Pool Fund

## FY 15-16

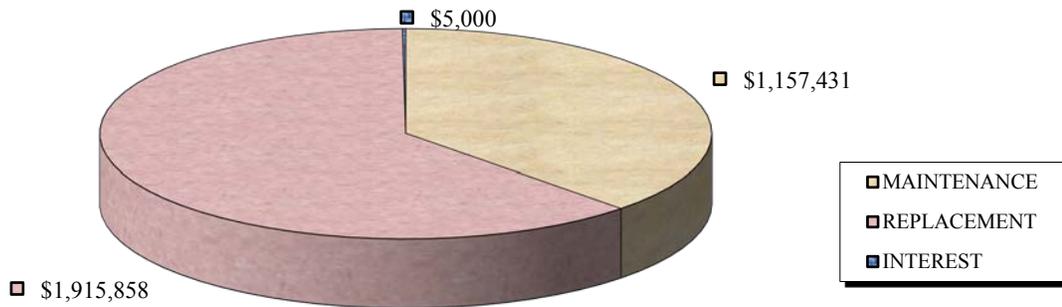
**Mission Statement:**

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

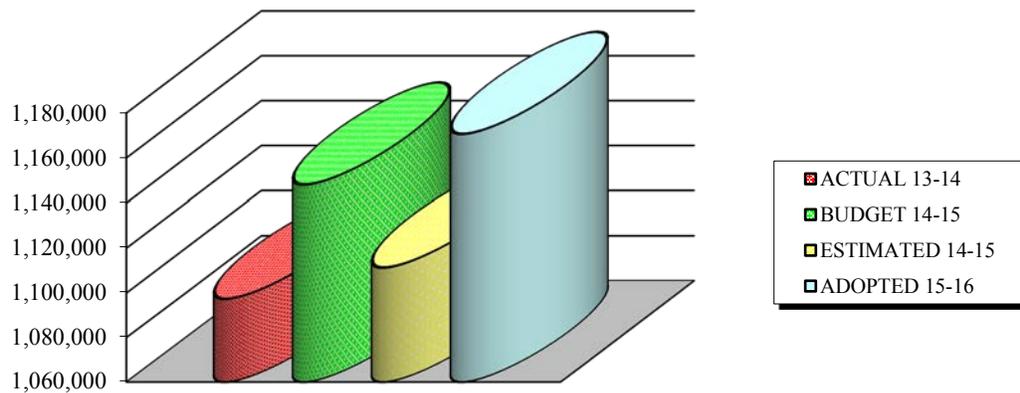
**Organizational Chart:**



**2015-16 Projected Revenues:**



**Four Year Comparison of Expenses:**



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

	Vehicle Replacement	Vehicle Maintenance	Fund Total
<b><i>Working Capital 9/30/14</i></b>	\$ 2,527,948	\$ (133,275)	\$ 2,394,673
Plus Estimated 14-15 Revenues	1,533,578	1,150,433	2,684,011
Less Estimated 14-15 Expenses	1,962,438	1,111,357	3,073,795
<b><i>Equals Estimated Working Capital 9/30/15</i></b>	2,099,088	(94,199)	2,004,889
<b>Plus 15-16 Revenues:</b>			
Charges for Services	1,915,858	1,157,431	3,073,289
Interest	5,000	-	5,000
Total Revenues	1,920,858	1,157,431	3,078,289
<b><i>Equals Total Resources</i></b>	4,019,946	1,063,232	5,083,178
<b>Less 15-16 Expenses:</b>			
Purchase of Vehicles	1,629,350	-	1,629,350
Maintenance of Vehicles	-	1,170,667	1,170,667
Total Expenses	1,629,350	1,170,667	2,800,017
<b><i>Equals Estimated Working Capital 9/30/16</i></b>	\$ 2,390,596	\$ (107,435)	\$ 2,283,161
	Estimated	Projected	
	2014-15	2015-16	
Revenues	\$ 2,684,011	\$ 3,078,289	
Expenses & Commitments	3,073,795	2,800,017	
Revenues over Expenses	\$ (389,784)	\$ 278,272	

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
408.01-29	Lease Fees	\$ 1,383,130	\$ 1,528,578	\$ 1,528,578	\$ 1,915,858
Charges for Services Subtotal		<u>1,383,130</u>	<u>1,528,578</u>	<u>1,528,578</u>	<u>1,915,858</u>
Interest:					
483.01-00	Interest Income	5,011	5,000	5,000	5,000
Interest Subtotal		<u>5,011</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Vehicle Replacement Revenues		\$ 1,388,141	\$ 1,533,578	\$ 1,533,578	\$ 1,920,858

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

Object	Description	Actual 2013-14	Projected 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
408.01-30	Maintenance Fees	\$ 1,159,013	\$ 1,134,470	\$ 1,134,470	\$ 1,157,431
Charges for Services Subtotal		<u>1,159,013</u>	<u>1,134,470</u>	<u>1,134,470</u>	<u>1,157,431</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	11,883	-	15,963	-
Administrative Transfers Subtotal		<u>11,883</u>	<u>-</u>	<u>15,963</u>	<u>-</u>
Total Vehicle Maintenance Revenues		\$ 1,170,896	\$ 1,134,470	\$ 1,150,433	\$ 1,157,431

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

<b>Division</b>	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Approved 2015-16</b>
Fire Prevention - ESD	\$ 3,852	\$ 5,271	\$ 5,271	\$ 9,876
Fire Suppression - ESD	280,045	299,283	299,283	396,428
Emergency Medical Services - ESD	104,220	95,241	95,241	147,430
Police Administration	13,800	18,664	18,664	10,728
Police Patrol	223,128	217,940	217,940	247,044
Criminal Investigation	13,500	26,141	26,141	46,961
Support Services	21,492	16,353	16,353	22,181
Golf Course Maintenance	100,080	97,358	97,358	109,653
Emergency Management	2,700	8,595	8,595	3,120
Information Technologies	5,000	6,183	6,183	8,616
Public Works Administration	2,784	1,357	1,357	2,100
Streets	257,184	260,008	260,008	312,795
Residential Solidwaste	153,792	226,528	226,528	282,827
Parks Maintenance	55,368	70,615	70,615	82,362
Recreation	2,808	2,694	2,694	4,373
Special Services	15,384	14,094	14,094	22,244
Planning & Engineering	2,208	3,797	3,797	5,920
Inspection	3,948	6,670	6,670	9,435
Water Production	7,356	8,802	8,802	7,346
Water Distribution	26,388	33,500	33,500	46,345
Wastewater Collection	51,288	54,604	54,604	66,813
Wastewater Treatment	8,652	19,672	19,672	24,346
Utility Billing	8,520	10,297	10,297	13,158
Airport	1,981	3,606	3,606	5,924
Vehicle Maintenance Fund	17,652	21,305	21,305	27,833
<b>TOTAL</b>	<b>\$ 1,383,130</b>	<b>\$ 1,528,578</b>	<b>\$ 1,528,578</b>	<b>\$ 1,915,858</b>

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

<b>Division</b>	<b>Actual 2013-13</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Approved 2015-16</b>
Fire Prevention	\$ 4,062	\$ 2,382	\$ 2,382	\$ 2,749
Fire Suppression	52,838	53,717	53,717	56,222
Emergency Medical Services	62,529	53,434	53,434	48,352
Police Administration	7,109	7,402	7,402	9,115
Police Patrol	106,662	113,305	113,305	126,883
Criminal Investigation	36,589	38,884	38,884	38,600
Support Services	13,289	14,947	14,947	16,233
Golf Course Maintenance	6,500	7,034	7,034	7,379
Emergency Management	4,323	3,602	3,602	3,414
Information Technologies	5,455	4,198	4,198	2,720
Public Works Administration	2,379	2,467	2,467	2,402
Streets	257,457	250,179	250,179	257,876
Residential Solidwaste	321,060	309,200	309,200	317,541
Parks Maintenance	84,929	81,483	81,483	79,487
Recreation	6,471	5,587	5,587	3,530
Special Services	21,443	21,328	21,328	20,660
Planning & Engineering	6,935	7,658	7,658	7,494
Inspection	6,593	8,253	8,253	8,160
Water Production	15,204	15,429	15,429	15,539
Water Distribution	58,438	51,392	51,392	47,831
Wastewater Collection	44,742	47,137	47,137	48,554
Wastewater Treatment	17,903	20,562	20,562	22,367
Utility Billing	11,548	10,040	10,040	10,764
Airport	4,555	4,850	4,850	3,559
<b>TOTAL</b>	<b>\$ 1,159,013</b>	<b>\$ 1,134,470</b>	<b>\$ 1,134,470</b>	<b>\$ 1,157,431</b>

**CITY OF LA PORTE  
SUMMARY OF VEHICLE REPLACEMENTS  
FISCAL YEAR 2015-16**

<b>Account Number</b>	<b>Amount</b>	<b>Unit</b>	<b>Description</b>
009-5051-522-8050	\$ 47,394	51-20	2003 Ford F-350 Crew 4X4
009-5059-522-8050	94,789	59-34	2011 Ford F450 Ambulance
009-5253-521-8050	20,545	53-05	1998 Radar Trailer
009-5253-521-8050	37,987	53-13	2010 Ford Police Interceptor
009-5253-521-8050	37,987	53-19	2010 Ford Police Interceptor
009-5253-521-8050	37,987	53-20	2010 Ford Police Interceptor
009-5253-521-8050	37,987	53-26	2010 Dodge Charger Interceptor
009-5253-521-8050	37,987	53-32	2008 Ford Police Interceptor
009-5253-521-8050	37,987	53-60	2007 Chevy Impala Interceptor
009-5253-521-8050	37,987	53-67	2008 Chevy Impala Interceptor
009-5253-521-8050	37,987	53-79	2011 Ford Police Interceptor
009-6049-551-8050	13,095	49-09	2010 Zero Turn Mower
009-6049-551-8050	26,243	49-10	2010 Tri-Plex Mower
009-6049-551-8050	30,124	49-30	2011 Greens Mower
009-6049-551-8050	23,532	49-33	2003 Ford F150 Pickup
009-7071-531-8050	50,733	71-09	2003 Underground Pipehunter
009-7071-531-8050	31,760	71-23	2003 John Deere 5420 Tractor
009-7071-531-8050	44,051	71-29	2004 Crafcro Crack Sealer
009-7071-531-8050	147,466	71-36	2001 New Holland Tractor
009-7071-531-8050	42,203	71-46	2004 Chevy 3500 Flatbed Truck
009-7071-531-8050	31,760	71-76	2005 John Deere Tractor
009-7072-532-8050	152,168	72-42	2006 GMC Topkick W/Picker
009-7072-532-8050	158,579	72-43	2006 Sterling LT9500 Rearloader
009-7072-532-8050	158,579	72-44	2006 Sterling LT9500 Rearloader
009-7074-532-8050	18,437	74-17	2005 Ford F150 Pickup
009-7074-532-8050	18,437	74-20	2004 Chevy 150 Pickup
009-7077-533-8050	36,816	77-55	2003 Ford New Holland
009-7077-533-8050	13,685	77-61	2007 Bushhog Mower
009-8080-552-8050	38,997	80-40	2002 John Deere Tractor
009-8081-552-8050	18,437	81-10	2004 Chevy 1500 Pickup
009-7084-533-8050	18,437	84-22	2003 Chevy 1500 Pickup
009-7085-533-8050	18,437	85-03	2004 Chevy 1500 Pickup
009-7085-533-8050	35,375	85-37	2005 Ford F350 W/Utility Body
009-7086-533-8050	<u>35,375</u>	86-37	2005 Ford F350 W/Utility Body
	<b>\$ 1,629,350</b>		

## Motor Pool Fund FY 15-16

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

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

### Vehicle Maintenance Division

**Goals:**

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

**Objectives:**

- Performing Life Cycle Cost Analyses of vehicles to ensure timely replacement of City's fleet
- Continue Preventive Maintenance Program on City's fleet
- Ensure City's fleet remains in compliance with the Clean Air Act

**Performance Indicators:**

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
Vehicles Repaired	1,699	1,617	1,550
Preventive Maintenance Performed	737	799	734
Specifications Prepared	13	20	20

**Motor Pool Fund**  
**Fiscal Year 2015-16**

**Vehicle Maintenance Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 678,533	\$ 708,231	\$ 706,626	\$ 732,825	3.47%
<i>Supplies</i>	295,970	277,837	274,529	274,723	-1.12%
<i>Services &amp; Charges</i>	122,888	162,040	130,202	146,372	-9.67%
<i>Capital Outlay</i>	-	-	-	16,747	-
<b>Division Total</b>	<b>\$1,097,391</b>	<b>\$1,148,108</b>	<b>\$1,111,357</b>	<b>\$1,170,667</b>	<b>1.96%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

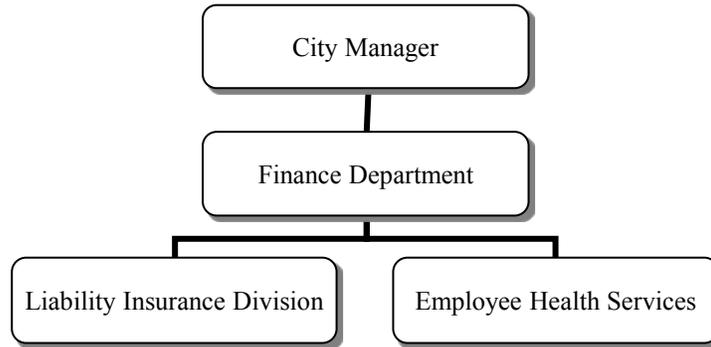
	Approved 2013-14	Approved 2014-15	Approved 2015-16
Equip. Services/Solid Waste Superintendent	0.5	0.5	0.5
Equip. Services Supervisor	1.0	1.0	1.0
Parts Manager	1.0	1.0	1.0
Senior Mechanic	4.0	4.0	4.0
Mechanic	2.0	2.0	2.0
Mechanic Assistant	2.0	2.0	2.0
Warehouse Specialist	1.0	1.0	1.0
<b>Total</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>

# Insurance Fund

## FY 15-16

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

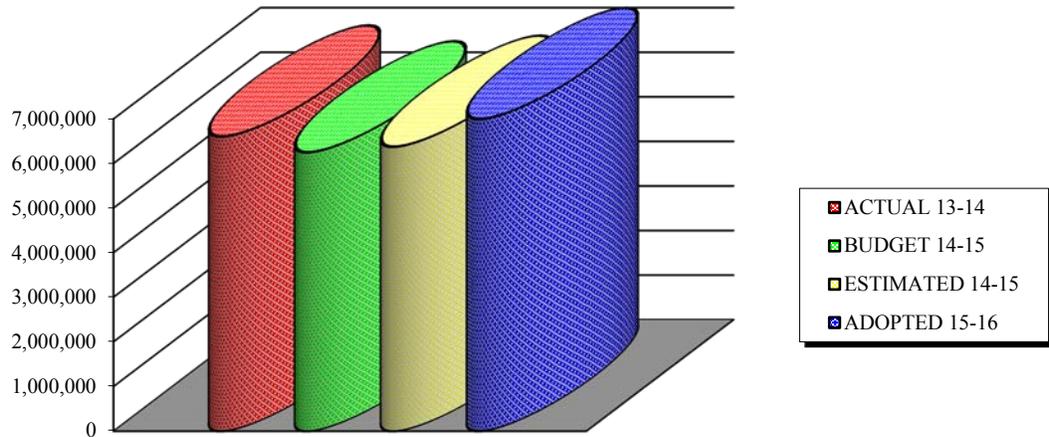
**Organizational Chart:**



**2015-16 Projected Revenues:**



**Four Year Comparison of Expenses:**



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

	Liability Insurance	Employee Health Services	Fund Total
<b>Working Capital 9/30/14</b>	\$ 291,754	\$ 470,602	\$ 762,356
Plus Estimated 14-15 Revenues	480,896	6,796,895	7,277,791
Less Estimated 14-15 Expenses	494,287	5,878,582	6,372,869
<b>Equals Estimated Working Capital 9/30/15</b>	278,363	1,388,915	1,667,278
<b>Plus 15-16 Revenues:</b>			
Charges to Departments	-	4,581,529	4,581,529
Employee Contributions	-	420,000	420,000
Retiree Contributions	-	105,000	105,000
Administrative Transfers	479,646	216,706	696,352
Interest	1,000	1,000	2,000
Total Revenues	480,646	5,324,235	5,804,881
<b>Equals Total Resources</b>	759,009	6,713,150	7,472,159
<b>Less 15-16 Expenses:</b>			
Employee Health Services	-	6,446,487	6,446,487
Liability Insurance Division	550,656	-	550,656
Total Expenses	550,656	6,446,487	6,997,143
<b>Equals Estimated Working Capital 9/30/16</b>	\$ 208,353	\$ 266,663	\$ 475,016

<b>Liability Insurance Division</b>	Estimated 2014-15	Projected 2015-16
Revenues	\$ 480,896	\$ 480,646
Expenses	494,287	550,656
Revenues over Expenses	\$ (13,391)	\$ (70,010)

<b>Employee Health Services Division</b>	Estimated 2014-15	Projected 2015-16
Revenues	\$ 6,796,895	\$ 5,324,235
Expenses	5,878,582	6,446,487
Revenues over Expenses	\$ 918,313	\$ (1,122,252)

**Liability Insurance Division**

Targeted working capital - 60 to 90 days  
 Estimated working capital - 138 days  
 Goal: \$135,778  
 1 Day = \$1,509

**Employee Health Services Division**

Targeted working capital - 60 to 90 days  
 Estimated working capital - 16 days  
 Goal: \$1,589,545  
 1 Day = \$17,662

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Employee Health Services					
408.04-01	Charges to Departments	\$ 4,752,435	\$ 4,762,145	\$ 4,762,145	\$ 4,581,529
408.04-02	Employee Contributions	455,459	434,000	423,000	420,000
408.04-03	Cobra Contributions	8,521	-	5,000	-
408.04-04	Retiree Contributions	113,739	104,000	105,500	105,000
	Employee Health Services Subtotal	<u>5,330,154</u>	<u>5,300,145</u>	<u>5,295,645</u>	<u>5,106,529</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	416,876	416,876	1,916,876	633,582
480.01-02	Transfer from Utility Fund	47,711	47,711	47,711	47,711
480.01-10	Transfer from Airport Fund	518	518	518	518
480.01-16	Transfer from LPAWA Fund	1,305	1,305	1,305	1,305
480.01-24	Transfer from Vehicle Maintenance Fund	13,236	13,236	13,236	13,236
	Administrative Transfers Subtotal	<u>479,646</u>	<u>479,646</u>	<u>1,979,646</u>	<u>696,352</u>
Interest:					
483.01-00	Interest Income	2,895	2,000	2,500	2,000
	Interest Subtotal	<u>2,895</u>	<u>2,000</u>	<u>2,500</u>	<u>2,000</u>
	Total Insurance Fund	\$ 5,812,695	\$ 5,781,791	\$ 7,277,791	\$ 5,804,881

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

	<b>Actual 2013-14</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Approved 2015-16</b>
Fire Prevention	\$ 41,688	\$ 41,688	\$ 41,688	\$ 41,688
Fire Suppression	145,908	145,908	145,908	145,908
Emergency Medical Services	270,972	270,972	270,972	270,972
Police Administration	62,532	62,532	62,532	62,532
Police Patrol	510,678	510,678	510,678	510,678
Criminal Investigation	208,440	208,440	208,440	208,440
Support Services	323,082	323,082	323,082	323,082
Golf Course Clubhouse	41,688	41,688	41,688	41,688
Golf Course Maintenance	104,220	104,220	104,220	104,220
Emergency Management	20,844	20,844	20,844	20,844
Administration	31,266	31,266	31,266	28,661
Human Resources	31,266	31,266	31,266	31,266
Municipal Court	94,510	93,798	93,798	93,798
Purchasing	31,266	31,266	31,266	31,266
Information Technologies Division	62,532	72,954	72,954	72,954
City Secretary	41,688	41,688	41,688	41,688
Legal	20,844	20,844	20,844	13,245
Accounting	88,587	88,587	88,587	88,587
Tax	36,477	36,477	36,477	36,477
General Fund Non-Departmental	635,742	635,742	635,742	491,990
Public Works Administration	41,688	41,688	41,688	41,688
Streets	281,394	281,394	281,394	270,972
Residential Solidwaste	234,495	234,495	234,495	234,495
Parks Maintenance	250,128	250,128	250,128	250,128
Recreation	72,242	72,242	72,242	72,242
Special Services	62,532	62,532	62,532	62,532
Parks Administration	62,532	62,532	62,532	62,532
Planning & Engineering	83,376	83,376	83,376	83,376
GIS Division	20,844	20,844	20,844	20,844
Inspections	114,642	114,642	114,642	114,642
Water Production	44,294	44,294	44,294	44,294
Water Distribution	122,459	122,459	122,459	122,459
Wastewater Collection	112,037	112,037	112,037	112,037
Wastewater Treatment	96,404	96,404	96,404	96,404
Utility Billing	83,376	83,376	83,376	93,798
Utility Fund Non-Departmental	114,642	114,642	114,642	85,376
Vehicle Maintenance	119,853	119,853	119,853	119,853
Emergency Services District	10,422	10,422	10,422	10,422
Hotel/Motel Fund	13,028	13,028	13,028	13,028
La Porte Development Corporation	7,817	7,817	7,817	10,423
<b>TOTAL</b>	<b>\$ 4,752,435</b>	<b>\$ 4,762,145</b>	<b>\$ 4,762,145</b>	<b>\$ 4,581,529</b>

**Administration Department  
FY 15-16**

**Liability Insurance Division**

*Goals:*

- Improve City employees safety performance

*Objectives:*

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

**Insurance Fund**  
**Fiscal Year 2015-16**

**Liability Insurance Division**

*Expenditure Summary*

	<i>Actual</i> <i>2013-14</i>	<i>Budget</i> <i>2014-15</i>	<i>Estimated</i> <i>2014-15</i>	<i>Adopted</i> <i>2015-16</i>	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 139,935	\$ 155,113	\$ 155,112	\$ 170,000	9.60%
Services & Charges	<u>312,657</u>	<u>333,036</u>	<u>339,175</u>	<u>380,656</u>	14.30%
<b>Division Total</b>	<u><u>\$ 452,592</u></u>	<u><u>\$ 488,149</u></u>	<u><u>\$ 494,287</u></u>	<u><u>\$ 550,656</u></u>	12.80%

*Scope of Services Summary*

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

**Administration Department  
FY 15-16**

**Employee Health Services**

*Goals:*

- Enhance employee benefits

*Objectives:*

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

*Performance Indicators:*

	Actual 2013-14	Estimated 2014-15	Proposed 2015-16
City-wide employee/retiree Health Insurance presentations		5	5
City-wide Diabetes Center of America presentations		1	1
City-wide Employee Assistance Program (EAP) presentations		1	1
City-wide Flexible Spending Account (FSA) presentations		5	5
Employee rates of participation		84%	85%
Employee benefits as a % of total salaries and wages		38.4%	41.2%

**Insurance Fund**  
**Fiscal Year 2015-16**

**Employee Health Services Division**

*Expenditure Summary*

	<i>Actual</i> <i>2013-14</i>	<i>Budget</i> <i>2014-15</i>	<i>Estimated</i> <i>2014-15</i>	<i>Adopted</i> <i>2015-16</i>	<i>Percent</i> <i>Change</i>
<i>Services &amp; Charges</i>	<u>6,150,803</u>	<u>5,759,500</u>	<u>5,878,582</u>	<u>6,446,487</u>	11.93%
<b>Division Total</b>	<u><u>\$ 6,150,803</u></u>	<u><u>\$ 5,759,500</u></u>	<u><u>\$ 5,878,582</u></u>	<u><u>\$ 6,446,487</u></u>	11.93%

*Scope of Services Summary*

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

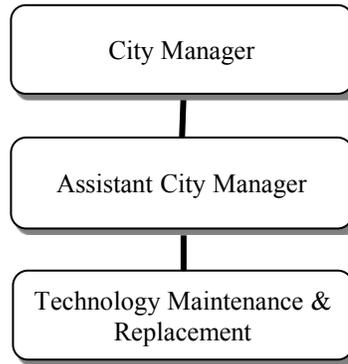
# Technology Fund

## FY 15-16

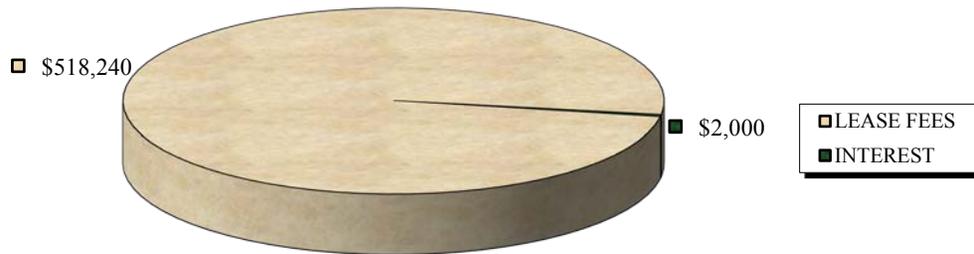
**Mission Statement:**

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

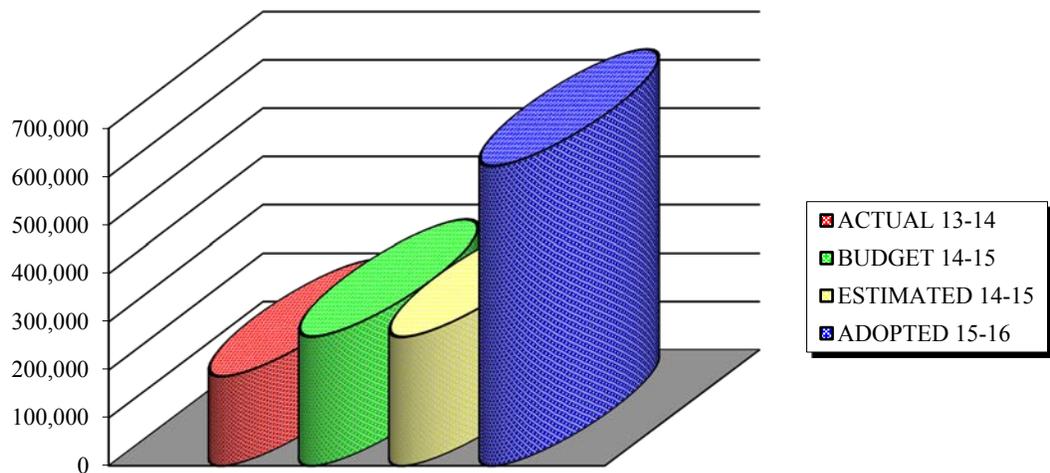
**Organizational Chart:**



**2015-16 Projected Revenues:**



**Four Year Comparison of Expenses:**



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

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<b>Working Capital 9/30/14</b>		\$ 1,099,635
Plus Estimated 14-15 Revenues		478,788
Less Estimated 14-15 Expenses		268,935
<b>Equals Estimated Working Capital 9/30/15</b>		1,309,488
<b>Plus 15-16 Revenues:</b>		
Lease Fees	518,240	
Interest	2,000	
Total Revenues		520,240
<b>Equals Total Resources</b>		1,829,728
<b>Less 14-15 Expenses:</b>		
Replacement of Hardware / Software	622,000	
Total Expenses		622,000
<b>Equals Estimated Working Capital 9/30/16</b>		\$ 1,207,728

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	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 478,788	\$ 520,240	
Expenses	268,935	622,000	
Revenues over Expenses	\$ 209,853	\$ (101,760)	

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
408.01-29	Lease Fees	\$ 321,115	\$ 476,688	\$ 476,688	\$ 518,240
Charges for Services Subtotal		<u>321,115</u>	<u>476,688</u>	<u>476,688</u>	<u>518,240</u>
Interest:					
483.01-00	Interest Income	1,710	1,000	2,100	2,000
Interest Subtotal		<u>1,710</u>	<u>1,000</u>	<u>2,100</u>	<u>2,000</u>
Total Computer Fund Revenues		\$ 322,825	\$ 477,688	\$ 478,788	\$ 520,240

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

	<b>Actual 2012-13</b>	<b>Budget 2014-15</b>	<b>Estimated 2014-15</b>	<b>Approved 2015-16</b>
Fire Prevention	\$ 1,915	\$ 2,323	\$ 2,323	\$ 2,916
Fire Suppression	8,992	11,306	11,306	13,122
Emergency Medical Services	7,768	10,701	10,701	13,122
Police Administration	7,182	14,856	14,856	14,972
Police Patrol	35,364	229,652	229,652	241,364
Criminal Investigation	8,534	43,280	43,280	44,775
Support Services	6,516	59,358	59,358	61,696
Administration	2,325	3,055	3,055	2,187
Golf Course Club House	1,239	1,756	1,756	3,645
Emergency Management	3,868	2,674	2,674	1,458
Human Resources	1,615	2,323	2,323	2,916
Municipal Court	5,681	8,907	8,907	11,664
Purchasing	1,726	2,378	2,378	2,916
Management Info Systems	24,152	15,745	15,745	15,745
City Secretary	6,026	2,378	2,378	2,916
City Council	2,938	4,883	4,883	6,561
Accounting	4,358	6,347	6,347	8,019
Tax	1,768	2,780	2,780	3,645
Public Works Administration	2,436	3,110	3,110	3,645
Streets	1,239	525	525	2,187
Residential Solidwaste	376	567	567	729
Parks Maintenance	1,128	1,701	1,701	2,187
Recreation	1,810	3,182	3,182	4,374
Special Services	2,770	3,275	3,275	3,645
Parks Administration	2,547	3,165	3,165	3,645
Planning & Engineering	3,982	5,780	5,780	7,290
GIS Division	1,016	1,646	1,646	2,187
Inspections	4,733	6,914	6,914	8,748
Water Distribution	1,016	1,646	1,646	2,187
Wastewater Collection	1,016	1,646	1,646	2,187
Wastewater Treatment	1,239	1,756	1,756	2,187
Utility Billing	8,265	10,599	10,599	10,655
La Porte Area Water Authority	1,058	2,048	2,048	2,916
Vehicle Maintenance	2,409	3,859	3,859	5,103
Hotel/Motel	376	567	567	729
<b>TOTAL</b>	<b>\$ 169,383</b>	<b>\$ 476,688</b>	<b>\$ 476,688</b>	<b>\$ 518,240</b>

**Technology Fund**  
**Fiscal Year 2015-16**

**Computer Replacement Division**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
Services & Charges	\$ 86,305	\$ 85,451	\$ 92,935	\$ -	-100.00%
<i>Capital Outlay</i>	<u>100,335</u>	<u>184,149</u>	<u>176,000</u>	<u>622,000</u>	237.77%
<b>Division Total</b>	<u><u>\$ 186,640</u></u>	<u><u>\$ 269,600</u></u>	<u><u>\$ 268,935</u></u>	<u><u>\$ 622,000</u></u>	130.71%

*Scope of Services Summary*

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



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

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$ 1,424,895
Plus Estimated 14-15 Revenues		409,287
Tree Fund Revenue		638,265
Less Estimated 14-15 Expenditures		502,678
<b><i>Estimated Fund Balance 9/30/15</i></b>		1,969,769
<b>Plus 15-16 Revenues:</b>		
Municipal Court Reserve Funds	63,000	
Child Safety Funds	45,000	
Public Safety Grants	480,008	
AAA Grant	51,585	
Donations	4,850	
	644,443	
Total Revenues		644,443
<b><i>Equals Total Resources</i></b>		2,614,212
<b>Less 15-16 Expenditures:</b>		
Confiscated Funds	45,776	
Municipal Court Reserve Funds	125,320	
Child Safety Funds	98,803	
STEP - Speed/Intersection Traffic Control Grant	49,088	
HGAC - DWI Enforcement	6,000	
Bulletproof Vest Partnership	7,130	
High Intensity Drug Traffic Area Grant	23,560	
Victim Coordinator Liaison Grant	42,000	
Texas Comptroller - Sexual Assault/Medical Exams	7,000	
NRA Foundation Grant (SWAT Equipment)	5,000	
Internet Crimes Against Children Grant	77,900	
Click it or Ticket	3,000	
OCDETF	6,000	
LEOSE	5,330	
Animal Control Funds	27,000	
Shell Pipeline Donation Funds	850	
JAG Grant	44,000	
UASI Grant	204,000	
Houston/Harris County Area Agency on Aging	51,585	
Treescaping	100,000	
	929,342	
Total Expenditures		929,342
<b><i>Ending Fund Balance 9/30/16</i></b>		\$ 1,684,870

	Estimated 2014-15	Projected 2015-16
Revenues over Expenditures		
Revenues	\$ 1,047,552	\$ 644,443
Expenditures	502,678	929,342
	\$ 544,874	\$ (284,899)

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Fines & Forfeits:					
407.23-00	Child Safety Fee	\$ 53,643	\$ 50,000	\$ 45,000	\$ 45,000
407.27-00	Security Fee	29,271	30,000	25,000	25,000
407.28-00	Technology Fee	39,012	40,000	30,000	30,000
407.33-00	Confiscated Funds - Federal	27,212	-	-	-
407.34-00	Confiscated Funds - State	38,518	-	-	-
407.37-00	Judicial Fund	8,802	5,000	8,000	8,000
	Fines & Forfeits Subtotal	<u>196,458</u>	<u>125,000</u>	<u>108,000</u>	<u>108,000</u>
Charges for Services:					
408.01-43	Park Development	176,144	-	638,265	-
408.01-44	Animal Control Donations	66,853	4,000	4,000	4,000
	Charges for Services Subtotal	<u>242,997</u>	<u>4,000</u>	<u>642,265</u>	<u>4,000</u>
Intergovernmental:					
409.01-00	Public Safety Grants	277,295	223,188	223,188	480,008
409.02-00	AAA Grant	58,323	56,249	56,249	51,585
409.03-00	Emergency Services Grants	5,132	-	-	-
409.04-00	Community Development Grants	973,491	-	-	-
409.09-00	Public Works Grants	258,119	-	-	-
	Intergovernmental Subtotal	<u>1,572,360</u>	<u>279,437</u>	<u>279,437</u>	<u>531,593</u>
Miscellaneous:					
410.01-07	Donations	-	850	850	850
	Miscellaneous Subtotal	<u>-</u>	<u>850</u>	<u>850</u>	<u>850</u>
Interest:					
483.01-00	Interest Income	1,472	-	-	-
	Interest Subtotal	<u>1,472</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Grant Fund	\$ 2,013,287	\$ 409,287	\$ 1,030,552	\$ 644,443

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

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$ 1,785,179
Plus Estimated 14-15 Revenues		1,190,300
Less Estimated 14-15 Expenditures		2,106,606
<b><i>Estimated Fund Balance 9/30/15</i></b>		868,873
<b>Plus 15-16 Revenues:</b>		
Sales Tax	1,217,188	
Interest Income	2,000	
Total Revenues		1,219,188
<b><i>Equals Total Resources</i></b>		2,088,061
<b>Less 15-16 Expenditures:</b>		
Street Maintenance Projects	1,895,000	
Total Expenditures		1,895,000
<b><i>Ending Fund Balance 9/30/16</i></b>		\$ 193,061

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 1,190,300	\$ 1,219,188	
Expenditures	2,106,606	1,895,000	
Revenues over Expenditures	\$ (916,306)	\$ (675,812)	

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
403.03-00	1/4 Cent Sales Tax	\$ 1,171,617	\$ 1,104,315	\$ 1,187,500	\$ 1,217,188
	Charges for Services Subtotal	<u>1,171,617</u>	<u>1,104,315</u>	<u>1,187,500</u>	<u>1,217,188</u>
Interest:					
483.01-00	Interest Income	1,758	1,400	2,800	2,000
	Interest Subtotal	<u>1,758</u>	<u>1,400</u>	<u>2,800</u>	<u>2,000</u>
Total Street Maintenance Sales Tax Fund Revenues		\$ 1,173,375	\$ 1,105,715	\$ 1,190,300	\$ 1,219,188

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

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$ 716,980
Plus Estimated 14-15 Revenues		1,188,350
Less Estimated 14-15 Expenditures		1,313,530
<b><i>Estimated Fund Balance 9/30/15</i></b>		591,800
<b>Plus 15-16 Revenues:</b>		
Sales Tax	1,217,188	
Interest Income	800	
Total Revenues		1,217,988
<b><i>Equals Total Resources</i></b>		1,809,788
<b>Less 15-16 Expenditures:</b>		
Fire Prevention	17,076	
Fire Suppression	1,071,517	
Emergency Medical Services	283,460	
Total Expenditures		1,372,053
<b><i>Ending Fund Balance 9/30/16</i></b>		\$ 437,735

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 1,188,350	\$ 1,217,988	
Expenditures	1,313,530	1,372,053	
Revenues over Expenditures	\$ (125,180)	\$ (154,065)	

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
403.04-00	1/4 Cent Sales Tax	\$ 1,116,445	\$ 1,104,315	\$ 1,187,500	\$ 1,217,188
	Charges for Services Subtotal	<u>1,116,445</u>	<u>1,104,315</u>	<u>1,187,500</u>	<u>1,217,188</u>
Administrative Transfers:					
480.01-38	Transfer from 4B Fund	1,598	-	-	-
	Administrative Transfers Subtotal	<u>1,598</u>	<u>-</u>	<u>-</u>	<u>-</u>
Interest:					
483.01-00	Interest Income	348	500	850	800
	Interest Subtotal	<u>348</u>	<u>500</u>	<u>850</u>	<u>800</u>
Total Street Maintenance Sales Tax Fund Revenues		\$ 1,118,391	\$ 1,104,815	\$ 1,188,350	\$ 1,217,988

**Emergency Services District Fund**  
**Fiscal Year 2015-16**

**Emergency Services District - 1/4 Cent Sales Tax**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 95,570	\$ 96,604	\$ 98,406	\$ 100,601	4.14%
<i>Supplies</i>	193,872	209,860	259,122	110,550	-47.32%
<i>Services &amp; Charges</i>	481,150	529,714	528,125	682,402	28.82%
<i>Capital Outlay</i>	132,288	554,739	427,877	478,500	-13.74%
<b>Division Total</b>	<u>\$ 902,880</u>	<u>\$ 1,390,917</u>	<u>\$ 1,313,530</u>	<u>\$ 1,372,053</u>	-1.36%

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Training Safety Officer	1.00	1.00	1.00
<b>Total</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>



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

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$	1,102,140
Plus Estimated 14-15 Revenues			649,250
Less Estimated 14-15 Operating Expenditures	754,005		
Reserve for Mainstreet	25,632		
Total Expenditures & Commitments			779,637
<b><i>Estimated Fund Balance 9/30/15</i></b>			971,753
<b>Plus 15-16 Revenues:</b>			
Occupancy Tax	650,000		
Interest Income	1,500		
Total Revenue			651,500
<b><i>Equals Total Resources</i></b>			1,623,253
<b>Less 15-16 Expenditures:</b>			
Hotel / Motel Operations	715,571		
Transfer to General CIP Fund	57,500		
Total Expenditures			773,071
<b><i>Ending Fund Balance 9/30/16</i></b>		\$	850,182

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 649,250	\$ 651,500	
Expenditures & Commitments	779,637	773,071	
Revenues over Expenditures	\$ (130,387)	\$ (121,571)	

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
405.03-00	Occupancy Taxes	\$ 699,673	\$ 575,000	\$ 645,000	\$ 650,000
	Charges for Services Subtotal	<u>699,673</u>	<u>575,000</u>	<u>645,000</u>	<u>650,000</u>
Miscellaneous:					
410.01-00	Miscellaneous Revenue	4,825	-	-	-
	Miscellaneous Subtotal	<u>4,825</u>	<u>-</u>	<u>-</u>	<u>-</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	1,981	-	2,550	-
	Administrative Transfers Subtotal	<u>1,981</u>	<u>-</u>	<u>2,550</u>	<u>-</u>
Interest:					
483.01-00	Interest Income	1,538	1,500	1,700	1,500
	Interest Subtotal	<u>1,538</u>	<u>1,500</u>	<u>1,700</u>	<u>1,500</u>
Total Hotel/Motel Tax Fund Revenues		\$ 708,017	\$ 576,500	\$ 649,250	\$ 651,500

**Hotel/Motel Fund**  
**Fiscal Year 2015-16**

**Hotel / Motel Operations**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 161,506	\$ 143,223	\$ 146,079	\$ 159,067	11.06%
<i>Supplies</i>	7,563	16,899	16,579	25,150	48.83%
<i>Services &amp; Charges</i>	469,685	665,917	591,347	588,854	-11.57%
<b>Division Total</b>	<b>\$ 638,754</b>	<b>\$ 826,039</b>	<b>\$ 754,005</b>	<b>\$ 773,071</b>	<b>-6.41%</b>

*Scope of Services Summary*

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Economic Development Coordinator	0.50	0.25	0.25
Marketing Specialist	0.50	0.75	0.80
Secretary IV	0.25	0.25	0.25
<b>Total</b>	<b>1.25</b>	<b>1.25</b>	<b>1.30</b>



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

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<b><i>Beginning Fund Balance 9/30/14</i></b>	\$	3,213,390
Plus Estimated 14-15 Revenues		2,554,500
Less 14-15 Expenditures and Commitments		
Debt Payments	1,083,817	
Economic Development Operations	429,586	
Total Expenditures	1,513,403	1,513,403
<b><i>Estimated Fund Balance 9/30/15</i></b>		4,254,487
<b>Plus 15-16 Revenues:</b>		
1/2 Cent Sales Tax	2,434,375	
Interest Income	4,500	
Total Revenues	2,438,875	2,438,875
<b><i>Equals Total Resources</i></b>		6,693,362
<b>Less 15-16 Expenditures:</b>		
Economic Development Operations	358,806	
Debt Service Transfer *	680,668	
Transfer to General CIP Fund	107,669	
Total Expenditures	1,147,143	1,147,143
<b><i>Ending Fund Balance 9/30/16</i></b>	\$	5,546,219

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	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 2,554,500	\$ 2,438,875	
Expenditures & Commitments	1,513,403	1,147,143	
Revenues over Expenditures	\$ 1,041,097	\$ 1,291,732	

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

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

Object	Description	Actual 2013-14	Budget 2014-15	Revised 2014-15	Projected 2015-16
Charges for Services:					
403.02-00	1/2 Cent Sales Tax	\$ 2,343,234	\$ 2,208,630	\$ 2,375,000	\$ 2,434,375
	Charges for Services Subtotal	<u>2,343,234</u>	<u>2,208,630</u>	<u>2,375,000</u>	<u>2,434,375</u>
Administrative Transfers:					
480.01-01	Transfer from General Fund	1,211	-	-	-
480.01-15	Transfer from Fund 015	-	-	175,000	-
	Administrative Transfers Subtotal	<u>1,211</u>	<u>-</u>	<u>175,000</u>	<u>-</u>
Interest:					
483.01-00	Interest Income	4,170	4,500	4,500	4,500
	Interest Subtotal	<u>4,170</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
Total La Porte Development Corp Fund Revenues		\$ 2,348,615	\$ 2,213,130	\$ 2,554,500	\$ 2,438,875

**Economic Development Corporation**  
**Fiscal Year 2015-16**

*Expenditure Summary*

	<i>Actual</i> 2013-14	<i>Budget</i> 2014-15	<i>Estimated</i> 2014-15	<i>Adopted</i> 2015-16	<i>Percent</i> <i>Change</i>
<i>Personal Services</i>	\$ 69,790	\$ 100,648	\$ 100,045	\$ 102,045	1.39%
<i>Supplies</i>	1,560	3,000	3,200	3,200	6.67%
<i>Services &amp; Charges</i>	<u>1,732,030</u>	<u>1,414,963</u>	<u>1,410,158</u>	<u>1,041,898</u>	-26.37%
<b>Division Total</b>	<u>\$1,803,380</u>	<u>\$1,518,611</u>	<u>\$1,513,403</u>	<u>\$1,147,143</u>	-24.46%

*Scope of Services Summary*

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

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

*Personnel Position Roster*

	Approved 2013-14	Approved 2014-15	Approved 2015-16
Economic Development Coordinator	0.50	0.75	0.75
Secretary IV	0.25	0.25	0.25
<b>Total</b>	<u>0.75</u>	<u>1.00</u>	<u>1.00</u>



**City of La Porte**  
**Tax Increment Reinvestment Zone One (039) Fund Summary**

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$ 537,612
Plus Estimated 14-15 Revenues		2,915,088
Less 14-15 Expenditures and Commitments		2,908,194
<b><i>Estimated Fund Balance 9/30/15</i></b>		544,506
<b>Plus 15-16 Revenues:</b>		
Property Tax Revenue	2,499,031	
Interest Earnings	300	
Total Revenues		2,499,331
<b><i>Equals Total Resources</i></b>		3,043,837
<b>Less 14-15 Expenditures and Commitments</b>		
Maintenance & Operations	46,600	
City Administration	83,102	
Educational Facilities	469,453	
TIRZ Developer Projects	1,915,801	
Total Expenditures		2,514,956
<b><i>Ending Fund Balance 9/30/16</i></b>		\$ 528,881

	Estimated 2014-15	Projected 2015-16
Revenues	\$ 2,915,088	\$ 2,499,331
Expenditures & Commitments	2,908,194	2,514,956
Revenues over Expenditures	\$ 6,894	\$ (15,625)

*\*In May 2007, funds were transferred to the La Porte Redevelopment Authority.*



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

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$ 2,961,849
Plus Estimated 14-15 Revenues		
Transfer from General Fund	840,000	
Transfer from Hotel/Motel Fund	175,000	
Interest Income	6,500	
Total Revenues		1,021,500
Less Estimated 14-15 Expenditures and Commitments		
Repayment of Main Street Decorative Lighting to Hotel/Motel	25,000	
Repayment of District 23rd Street Paving to EDC	175,000	
Project Costs	4,043,981	
Total Expenditures and Commitments		4,243,981
<b><i>Estimated Fund Balance 9/30/15</i></b>		(260,632)
<b>Plus 15-16 Revenues:</b>		
Transfer from General Fund	1,500,000	
Transfer from EDC Fund	107,669	
Interest Income	5,000	
Total Revenues		1,612,669
<b><i>Equals Total Resources</i></b>		1,352,037
<b>Less 15-16 Expenditures:</b>		
Project Costs	1,067,669	
Total Expenditures		1,067,669
<b><i>Ending Fund Balance 9/30/16</i></b>		\$ 284,368

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 1,021,500	\$ 1,612,669	
Expenditures & Commitments	4,243,981	1,067,669	
Revenues over Expenditures	\$ (3,222,481)	\$ 545,000	

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

## **Fiscal Year 2015-16 Proposed Capital Improvement Program**

### **Fund 015: General Fund CIP**

#### **Park Street Sidewalk**

\$357,000

This project includes installation of a sidewalk on Park Street that will stretch from Fairmont Parkway to Blackwell Avenue. [Please note that completion of this project is contingent upon approval by Harris County, as the proposed route is within county right-of-way.]

Future Operating Impact: Minimal impact to the budget.

#### **Sidewalk to Lomax Junior High**

\$420,000

This project includes installation of a sidewalk for Glen Meadows and Creekmont to Lomax Junior High. [Please note that completion of this project is contingent upon approval by Harris County and Harris County Flood Control, as the proposed route is within flood control and county right-of-way.]

Future Operating Impact: Minimal impact to the budget.

#### **Council Chamber Dais Renovation**

\$10,000

This project includes a renovation of the dais to lower the monitors to provide for more direct viewing to and from the dais. The project scope includes new monitors, electrical/technical wiring, and specialty carpentry work (cutting dais to allow for monitors to be dropped into custom-constructed boxes below the dais).

Future Operating Impact: None.

#### **Wharton Weems Entryway Monument**

\$75,000

This project includes the construction of the entryway monument for the Wharton Weems and SH 146 intersection. The City submitted this intersection to TXDOT for beautification in the previous budget year and the project was included in the TXDOT landscaping contract that is currently working its way through the TXDOT approval process. The TXDOT component of the beautification project includes removal of the existing concrete, installation of brick pavers, landscaping materials (plants and shrubs selected by the City), and irrigation. TXDOT will not fund the monument or the electrical work required for the project. While this budget represents the cost of the stone entryway monuments found throughout the City, the design for this monument has not yet been finalized.

Future Operating Impact: Monthly water and electrical costs associated with the operation of irrigation and lighting at the entryway.

**Park Replacement**

\$35,000

This project will fund the replacement of playground equipment at Pete Gilliam Park.

Future Operating Impact: None.

**Community Cooperation Program**

\$20,000

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

Future Operating Impact: Depending upon the nature of the improvement, there may be some increased costs associated with each project.

**Golf Cart Building Improvements**

\$43,000

This project will fund the replacement of the cart barn walls/roof and replacement of base plates/doors on both the cart barn and the maintenance barn buildings. The proposed components for replacement are approximately 25 years old.

Future Operating Impact: None.

**Enhancement Grants**

\$107,669

Grants and/or matching funds will be made available to Main Street business owners to enhance existing building design. Owners and tenants may be eligible for the reimbursement grant as incentive to partner with the City of La Porte to achieve a mutual goal of visually enhancing their business and the Main Street District.

Future Operating Impact: None.

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

<b><i>Beginning Fund Balance 9/30/14</i></b>	\$	1,220,300
Plus Estimated 14-15 Revenues		2,108,000
Less Estimated 14-15 Expenditures and Commitments		1,879,602
<b><i>Estimated Fund Balance 9/30/15</i></b>		1,448,698
<b>Plus 15-16 Revenues:</b>		
Water Front Foot Fees		50,000
Sewer Front Fees		50,000
Interest Income		1,000
Total Revenues		101,000
<b><i>Equals Total Resources</i></b>		1,549,698
<b>Less 15-16 Expenditures:</b>		
Project Costs		1,080,000
Contingency		-
Total Expenses		1,080,000
<b><i>Ending Fund Balance 9/30/16</i></b>	\$	469,698

	Estimated 2014-15	Projected 2015-16
Revenues	\$ 2,108,000	\$ 101,000
Expenditures & Commitments	1,879,602	1,080,000
Revenues over Expenditures	\$ 228,398	\$ (979,000)

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

## **Fund 003: Utility CIP Fund**

### **Construct W. D Street (S. 6<sup>th</sup> to S. 3<sup>rd</sup>) and S. 4<sup>th</sup> Street (W. B Street to W. D Street)** \$100,000

The existing concrete street is deteriorated with asphalt patches throughout. Additional deterioration is anticipated with the construction traffic from the 3<sup>rd</sup> Street project. The proposed improvements include removal and replacement of the existing concrete street with associated drainage improvements taking advantage of the new 3<sup>rd</sup> Street trunk sewer system. The total construction budget for the project is \$950,000, with funding spread among three different capital funds- Utility Fund (\$100,000), Drainage Fee (\$200,000), and Future Infrastructure Bond Fund (\$650,000). The funding represented here is the Utility Fund share only.

Future Operating Impact: Reduced operating cost in the short term. This improvement will remain with the City's inventory for regular maintenance in the long-term plan.

### **Pinebluff Subdivision Improvements** \$70,000

This project includes design services for street improvements to the Pinebluff Subdivision (Pinebluff and Bayshore Drive). These main streets and drainage would be improved to better serve the Pine Bluff neighborhood. The total project budget for design is \$200,000, which is shared between the Drainage Fund (\$50,000), the Utility CIP Fund (\$70,000), and the Street Maintenance Fund (\$80,000). Once the design is completed, staff will present the construction phase of the project in the FY 2017 budget for consideration.

Future Operating Impact: None.

### **Design and Replacement for Hillridge Booster Pump** \$100,000

This project will fund the proposed replacement of the Hillridge Booster Pumps and design a new building. The current pumps are original and are approximately 50 years old. The new equipment will add pumping capacity.

Future Operating Impact: None.

### **In House Water Line Replacement** \$45,000

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

Future Operating Impact: None.

### **Valve Replacement Program (in-house)** \$25,000

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

**Headworks Improvements at the WWTP**  
\$300,000

This project will fund the addition of a second screen to assist in removing materials from the Waste Water Treatment Plant. The plant currently has one screen now. The second screen will provide redundancy in screening, removal of additional grit (which improves the life of the system), and helps eliminate some of the manual cleaning of the bar screen to clear it of solid materials.

Future Operating Impact: Minimal, if at all.

**Lift Pump Replacement**  
\$60,000

This project will replace the 3<sup>rd</sup> of 4 pumps at the Waste Water Treatment Plant. Staff has budgeted to replace one pump each year until all for pumps have been replaced.

Future Operating Impact: Minimal, if at all.

**Lift Station Improvements**  
\$35,000

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

Future Operating Impact: Minimal, if at all

**Water Meter Replacement**  
\$180,000

This is the second year of the replacement program to fund replacement meters for the AMR wireless system. The AMR system is 8 years old and the meters are starting to wear, breaking down at a rate that existing inventory cannot keep pace. Each meter costs approximately \$500 and there are 11,400 meters in the system.

Future Operating Impact: Maintains revenue collection

**146 South Bound Access Water Main Extension Design & Construction**  
\$165,000

This project will fund closing two dead end water mains along the west side of SH 146 near Little Cedar Bayou and connect those two lines to create a looped system.

Future Operating Impact: Minimal, if at all

**City of La Porte  
Sewer Rehabilitation Fund (018) Summary**

<b><i>Beginning Fund Balance 9/30/14</i></b>	\$	338,397
Plus Estimated 14-15 Revenues		300,750
Less Estimated 14-15 Expenditures and Commitments		349,951
<b><i>Estimated Fund Balance 9/30/15</i></b>		289,196
<b>Plus 15-16 Revenues:</b>		
Transfer from Utility Fund		300,000
Interest Income		500
Total Revenues		300,500
<b><i>Equals Total Resources</i></b>		589,696
<b>Less 15-16 Expenditures:</b>		
Project Costs		350,000
Total Expenditures		350,000
<b><i>Ending Fund Balance 9/30/16</i></b>	\$	239,696

	Estimated 2014-15	Projected 2015-16
Revenues	\$ 300,750	\$ 300,500
Expenditures & Commitments	349,951	350,000
Revenues over Expenditures	\$ (49,201)	\$ (49,500)

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

## **Fund 018: Sanitary Sewer Rehabilitation Fund**

### **Sanitary Sewer Rehabilitation**

\$350,000

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

Future Operating Impact: None.

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

<b><i>Beginning Fund Balance 9/30/14</i></b>	\$	690,194
Plus Estimated 14-15 Revenues		271,200
Less Estimated 14-15 Expenditures and Commitments		696,118
<b><i>Estimated Fund Balance 9/30/15</i></b>		265,276
<b>Plus 15-16 Revenues:</b>		
Drainage Fees		270,000
Interest Income		1,000
Total Revenues		271,000
<b><i>Equals Total Resources</i></b>		536,276
<b>Less 15-16 Expenditures:</b>		
Drainage Improvements		470,000
Total Expenditures		470,000
<b><i>Ending Fund Balance 9/30/16</i></b>	\$	66,276

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 271,200	\$ 271,000	
Expenditures & Commitments	696,118	470,000	
Revenues over Expenditures	\$ (424,918)	\$ (199,000)	

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

## **Fund 019: Drainage Fund**

### **Construct W. D Street (S. 6<sup>th</sup> to S. 3<sup>rd</sup>) and S. 4<sup>th</sup> Street (W. B Street to W. D Street)**

\$200,000

The existing concrete street is deteriorated with asphalt patches throughout. Additional deterioration is anticipated with the construction traffic from the 3<sup>rd</sup> Street project. The proposed improvements include removal and replacement of the existing concrete street with associated drainage improvements taking advantage of the new 3<sup>rd</sup> Street trunk sewer system. The total construction budget for the project is \$950,000, with funding spread among three different capital funds- Utility Fund (\$100,000), Drainage Fee (\$200,000), and Future Infrastructure Bond Fund (\$650,000). The funding represented here is the Drainage Fund share only.

Future Operating Impact: Reduced operating cost in the short term. This improvement will remain with the City's inventory for regular maintenance in the long-term plan.

### **Coupland Drive Improvements**

\$100,000

This project funds the design for proposed improvements on Coupland Drive, as well as the acquisition of the required right-of-way for the project. The total project budget for design is \$200,000, which is shared between the Drainage Fund (\$100,000) and the Street Maintenance Fund (\$100,000). Once the design is completed, staff will present the construction phase of the project in the FY 2017 budget for consideration.

Future Operating Impact: None.

### **Pinebluff Subdivision Improvements**

\$50,000

This project includes design services for street improvements to the Pinebluff Subdivision (Pinebluff and Bayshore Drive). These main streets and drainage would be improved to better serve the Pine Bluff neighborhood. The total project budget for design is \$200,000, which is shared between the Drainage Fund (\$50,000), the Utility CIP Fund (\$70,000), and the Street Maintenance Fund (\$80,000). Once the design is completed, staff will present the construction phase of the project in the FY 2017 budget for consideration.

Future Operating Impact: None.

### **Construct Mission Estates Storm Sewer Rehabilitation**

\$50,000

This project will fund storm sewer rehabilitation in the Mission Estates. The project will address offset concrete pipe joints and surrounding soil migration into the storm sewer system.

Future Operating Impact: None.

### **Drainage Materials for In-House Work**

\$50,000

This project will fund materials for storm sewer and drainage improvements constructed by city crews.

Future Operating Impact: None.

**TV Inspection of Storm Sewer System**  
\$20,000

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

Future Operating Impact: None.

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

<b><i>Beginning Fund Balance 9/30/14</i></b>	\$	1,785,179
Plus Estimated 14-15 Revenues		1,190,300
Less Estimated 14-15 Expenditures		2,106,606
<b><i>Estimated Fund Balance 9/30/15</i></b>		868,873
<b>Plus 15-16 Revenues:</b>		
Sales Tax		1,217,188
Interest Income		2,000
Total Revenues		1,219,188
<b><i>Equals Total Resources</i></b>		2,088,061
<b>Less 15-16 Expenditures:</b>		
Street Maintenance Projects		1,895,000
Total Expenditures		1,895,000
<b><i>Ending Fund Balance 9/30/16</i></b>	\$	193,061

	Estimated 2014-15	Projected 2015-16
Revenues	\$ 1,190,300	\$ 1,219,188
Expenditures	2,106,606	1,895,000
Revenues over Expenditures	\$ (916,306)	\$ (675,812)

## **Fund 033: Street CIP Fund**

### **Handicap Ramp**

\$150,000

This project is to continue an initiative that began in FY 13 to install new handicap accessible ramps throughout the City where the existing sidewalk does not currently have a ramp at intersections with roadways.

Future Operating Impact: Minimal

### **Asphalt Street Surfacing**

\$1,000,000

Asphalt street resurfacing at the following locations:

- Kansas
- North 4<sup>th</sup> (Main to West B)
- West A
- West B
- North Utah
- North Brownell
- East K / Montana / East L
- Oregon
- Bay Colony (West of Sunrise)
- McCarty
- Browning
- North Lobit
- H Street (West of H)
- C Street (San Jacinto to S. Idaho)
- West Polk / South 18 / South 17 (West of South 16<sup>th</sup>)
- Others TBD budget permitting

Future Operating Impact: Minimal

### **Street Repair Materials (in-house)**

\$225,000

This project includes purchasing materials for city crews to complete small, in-house asphalt and concrete street projects throughout the City.

Future Operating Impact: None.

### **Concrete Repair (Small Sections)**

\$200,000

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

Future Operating Impact: None.

**Concrete Repair (Slab Jacking)**  
\$50,000

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

Future Operating Impact: None.

**Design Coupland Drive Improvements**  
\$100,000

This project funds the design for proposed improvements on Coupland Drive, as well as the acquisition of the required right-of-way for the project. The total project budget for design is \$200,000, which is shared between the Drainage Fund (\$100,000) and the Street Maintenance Fund (\$100,000). Once the design is completed, staff will present the construction phase of the project in the FY 2017 budget for consideration.

Future Operating Impact: None.

**Design Pinebluff Subdivision Improvements**  
\$80,000

This project includes design services for street improvements to the Pinebluff Subdivision (Pinebluff and Bayshore Drive). These main streets and drainage would be improved to better serve the Pine Bluff neighborhood. The total project budget for design is \$200,000, which is shared between the Drainage Fund (\$50,000), the Utility CIP Fund (\$70,000), and the Street Maintenance Fund (\$80,000). Once the design is completed, staff will present the construction phase of the project in the FY 2017 budget for consideration.

Future Operating Impact: None.

**Street Markings**  
\$80,000

This project funds installation of upgraded street markings on streets throughout the City. Thermoplastic markings are of high quality and excel through improved durability, excellent reflection properties at night and day and in wet conditions.

Future Operating Impact: None.

**Streets / Drainage Contingency**  
\$10,000

This line item has been placed in the budget to accommodate unforeseen costs associated with street and drainage projects and issues. The total contingency amount for \$5,350,000 in FY 2016 street and utility projects is \$95,000. The total budget is shared between the Drainage Fund (\$85,000) and the Street Maintenance Fund (10,000).

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

<b>Beginning Fund Balance 9/30/14</b>		\$	1,713,256
<b>Plus Estimated 14-15 Revenues</b>			
Interest Income	-		
Total Revenues	-		-
<b>Less 14-15 Expenditures and Commitments</b>			
Drainage Improvements	1,009,733		
Total Expenditures & Commitments	1,009,733		1,009,733
<b>Estimated Fund Balance 9/30/15</b>			703,523
<b>Plus 15-16 Revenues:</b>			
Interest Income	-		
	-		-
<b>Equals Total Resources</b>			703,523
<b>Less 14-15 Expenditures and Commitments</b>			
	-		
	-		
Total Expenditures			-
<b>Ending Fund Balance 9/30/16</b>		\$	703,523

	Estimated 2014-15	Projected 2015-16
Revenues	\$ -	\$ -
Expenditures & Commitments	1,009,733	-
Revenues over Expenditures	\$ (1,009,733)	\$ -

**2010 Certificates of Obligation Bonds issued for Drainage Improvements.**

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

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<b><i>Beginning Fund Balance 9/30/15</i></b>		\$ 8,000,000
<b>Plus 15-16 Revenues:</b>		
Bond Proceeds	-	
Total Revenues	-	-
<b>Less 15-16 Expenditures and Commitments</b>		
Fairmont Elevated Tank Interior Re-Coating	140,000	
Construct Catlett/Belfast/PineyBrook/Carlow Utility Improv	1,750,000	
Construct Scotchmoss Utility Improvements	1,100,000	
Lomax Lift Station Consolidation Design	195,000	
Fairmont Park Elevated Tank Painting	475,000	
Painting Elevated Water Tanks	210,000	
Construct W D. St and S. 4th	650,000	
Total Expenditures & Commitments	4,520,000	4,520,000
<b><i>Ending Fund Balance 9/30/16</i></b>		3,480,000

## **Fund 051: Infrastructure Bond Fund**

### **Construct Catlett/Belfast/Piney Brook/Carlow Street and Utility Improvements (Phase 2)** \$1,750,000

Phase 1 (design) was approved by City Council in FY 14. Phase 2 (construction) includes removal and reconstruction of the existing concrete pavement, drive aprons, associated drainage improvements, and sidewalk.

### **Fairmont Elevated Tank Interior Re-Coating** \$140,000

The engineer's evaluation completed in 2013 indicated that the interior coating of the Fairmont elevated tank is in need of replacement. This project includes engineering and construction to sandblast the interior, and apply an epoxy coating system. The interior coating of the tank was applied 19-years ago and is no longer protecting the entire tank interior.

### **Construct Scotchmoss (Phase 2)** \$1,100,000

Phase 1 (design) was approved by City Council in FY 14. Phase 2 (construction) includes removal and reconstruction of the existing concrete pavement, drive aprons and sidewalk (where sidewalk conditions warrant removal/replacement). Within the reconstruction area, the project will also include new water main and water services to replace the existing 40 – 50/year old asbestos concrete water main.

### **Lomax Lift Station Consolidation Design** \$195,000

This project will fund the design work required for the consolidation of the Lomax Lift Stations. The entire lift station system serving the Lomax area will be re-designed with consolidation of stations as one of the primary outcomes. The construction of the project is estimated to be approximately \$10-12 million and the City has applied for a Texas Water Development Board grant for the construction component of the project. The total design cost is \$960,000, with \$765,000 proposed to be funded via the TWDV grant.

### **Painting Elevated Water Tanks** \$685,000

This project will fund painting of the interior and exterior of the Fairmont elevated water tank (\$475,000) and the exterior of the 4th Street elevated tank (\$350,000). The engineer's evaluation completed in 2013 indicated that the interior coating of the Fairmont elevated tank is in need of replacement. This project includes engineering and construction to sandblast the interior, and apply an epoxy coating system. The interior coating of the tank was applied 19-years ago and is no longer protecting the entire tank interior. The total project cost to complete both projects is \$825,000. Cost savings from FY 2015 provided \$140,000 towards the overall project cost.

Future Operating Impact: None.

**Construct W. D Street (S. 6<sup>th</sup> to S. 3<sup>rd</sup>) and S. 4<sup>th</sup> Street (W. B Street to W. D Street)**  
\$650,000

The existing concrete street is deteriorated with asphalt patches throughout. Additional deterioration is anticipated with the construction traffic from the 3<sup>rd</sup> Street project. The proposed improvements include removal and replacement of the existing concrete street with associated drainage improvements taking advantage of the new 3<sup>rd</sup> Street trunk sewer system. The total construction budget for the project is \$950,000, with funding spread among three different capital funds- Utility Fund (\$100,000), Drainage Fee (\$200,000), and Future Infrastructure Bond Fund (\$650,000). The funding represented here is the Street Maintenance Fund share only.

Future Operating Impact: Reduced operating cost in the short term. This improvement will remain with the City's inventory for regular maintenance in the long-term plan.

**Future Capital Improvement Projects and Funding Sources**  
*Fiscal Year 2017 - 2020*

<b>Funding Sources</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>Total</b>
Street Maintenance Sales Taxes	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
Drainage Fee	250,000	250,000	250,000	250,000	1,000,000
General Fund Transfer	2,000,000	2,000,000			4,000,000
Grant		550,000	550,000		1,100,000
2015 Bond Issue (\$8.0 million)*	2,100,000	1,800,000			3,900,000
2016 Bond Issue (\$4.4 million)		300,000	4,100,000		4,400,000
2018 Bond Issue (\$6.2 million)				6,180,000	6,180,000
Texas Water Development Loan	11,000,000				11,000,000
Total Funding	<u>16,350,000</u>	<u>5,900,000</u>	<u>5,900,000</u>	<u>7,430,000</u>	<u>35,580,000</u>
<b>Projects</b>					
Street	2,365,000	2,965,000	2,605,000	3,100,000	11,035,000
Utility	2,000,000	2,000,000	2,000,000	2,000,000	8,000,000
Utility Improvements - Lomax Area	11,000,000				
CDBG Grant	-	550,000	550,000		
Drainage	985,000	385,000	745,000	250,000	2,365,000
Total Project Costs	<u>16,350,000</u>	<u>5,900,000</u>	<u>5,900,000</u>	<u>5,350,000</u>	<u>33,500,000</u>
Available Funding for Future Projects	-	-	-	2,080,000	2,080,000

\*The total bond issue was for \$8 million. FY2015 projects totaled \$4.1 million, leaving a balance of \$3.9 million for future projects.

Note: Chart does not include annual projects.



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

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$	2,768,922
Plus Estimated 14-15 Revenues			4,463,801
Less Estimated 14-15 Expenditures			4,358,722
<b><i>Estimated Fund Balance 9/30/15</i></b>			2,874,001
<b>Plus 15-16 Revenues:</b>			
General Property Taxes - Current	2,700,000		
General Property Taxes - Delinquent	32,500		
Transfer from Utility Fund	505,287		
Transfer from Section 4B	680,668		
Interest Income	2,000		
Total Revenues			3,920,455
<b><i>Equals Total Resources</i></b>			6,794,456
<b>Less 15-16 Expenditures:</b>			
2002 General Obligation Bonds	275,805		
2005 General Obligation Bonds	404,338		
2005 Certificates of Obligation	95,569		
2006 General Obligation Bonds	72,365		
2006 Certificates of Obligation	322,875		
2007 Certificates of Obligation	488,233		
2010 General Obligation Refunding Bonds	537,163		
2010 Certificates of Obligation	549,619		
2012 GO Refunding Bonds	341,340		
2014 GO Refunding Bonds	534,850		
2015 Certificates of Obligation	568,336		
Total Expenditures			4,190,493
<b><i>Ending Fund Balance 9/30/16</i></b>		\$	2,603,963

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 4,463,801	\$ 3,920,455	
Expenditures	4,358,722	4,190,493	
Revenues over Expenditures	\$ 105,079	\$ (270,038)	

**City of La Porte**  
**Utility Debt Service Fund (007) Summary**

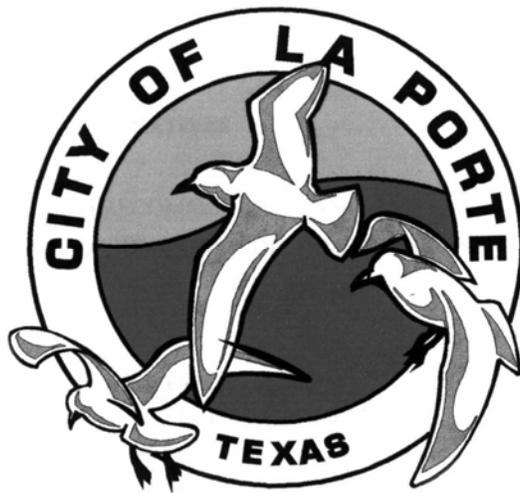
<b><i>Beginning Fund Balance 9/30/14</i></b>	\$	288,213
Plus Estimated 14-15 Revenues		277,726
Less Estimated 14-15 Expenditures		<u>277,226</u>
<b><i>Estimated Fund Balance 9/30/15</i></b>		288,713
<b>Plus 15-16 Revenues:</b>		
Interest Income		<u>250</u>
Total Revenues		<u>250</u>
<b><i>Equals Total Resources</i></b>		288,963
<b>Less 15-16 Expenditures:</b>		
2006 Private Placement Bonds		<u>267,409</u>
Total Expenditures		<u>267,409</u>
<b><i>Ending Fund Balance 9/30/16</i></b>	\$	21,554

	Estimated 2014-15	Projected 2015-16
Revenues	\$ 277,726	\$ 250
Expenditures	<u>277,226</u>	<u>267,409</u>
Revenues over Expenditures	\$ 500	\$ (267,159)

**City of La Porte**  
**La Porte Area Water Authority Debt Service Fund (017) Summary**

<b><i>Beginning Fund Balance 9/30/14</i></b>		\$	-
Plus Estimated 14-15 Revenues			691,838
Less Estimated 14-15 Expenditures			691,838
<b><i>Estimated Fund Balance 9/30/15</i></b>			-
<b>Plus 15-16 Revenues:</b>			
Billings to Cities		-	
Total Revenues			-
<b><i>Equals Total Resources</i></b>			-
<b>Less 15-16 Expenditures:</b>			
2010 Refunding Bonds		692,850	
Total Expenditures			692,850
<b><i>Ending Fund Balance 9/30/16</i></b>		\$	(692,850)

	Estimated 2014-15	Projected 2015-16	
Revenues	\$ 691,838	\$ -	
Expenditures	691,838	692,850	
Utilization of LPAWA Fund Balance	-	692,850	
Revenues over Expenditures	\$ -	\$ -	



**Long Range Service Plan**  
**For the**  
**General Debt Service Fund**  
**Utility Debt Service Fund**  
**and the**  
**La Porte Area Water Authority Debt Service Fund**

**Prepared July 17, 2015**

City of La Porte, Texas

*Corby Alexander*  
*City Manager*

*Michael Dolby*  
*Director of Finance*



Table of Contents

**General Debt Service Fund**

Long Range Forecast  
2002 General Obligation Bonds  
2005 Certificates of Obligation Bonds  
2005 General Obligation Bonds  
2006 Certificates of Obligation Bonds  
2006 General Obligation Bonds  
2007 Certificates of Obligation Bonds  
2010 General Obligation Refunding Bonds  
2010 Certificates of Obligation Bonds  
2012 General Obligation Refunding Bonds  
2014 General Obligation Refunding Bonds  
2015 Certificates of Obligation Bonds

**Utility Debt Service Fund**

Long Range Forecast  
2006 PPF Contractual Obligations

**La Porte Area Water Authority**

Long Range Forecast  
2010 Contract Revenue Refunding Bonds

**Note to the Reader**

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

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

**Utility Debt Service Fund** - used to account for debts, primarily Revenue Bonds that are backed by the revenues of the City of La Porte Water/ Wastewater operation.

**La Porte Area Water Authority Debt Service Fund** - used to account for debts issued by the La Porte Area Water Authority in its mission to provide surface water to the City. The City is responsible for approximately 85.6% of the debt and it is funded from the Utility Fund.

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

Year	<u>General</u>	<u>Utility</u>	<u>Authority</u>	<u>Total</u>
2015-16	3,622,156	267,409	692,850	4,582,415
2016-17	3,424,625	-	326,400	3,751,025
2017-18	3,421,574	-	-	3,421,574
2018-19	3,595,983	-	-	3,595,983
2019-20	3,515,652	-	-	3,515,652
2020-21	3,250,602	-	-	3,250,602
2021-22	3,244,289	-	-	3,244,289
2022-23	3,231,096	-	-	3,231,096

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

Year	<u>General</u>	<u>Utility</u>	<u>Authority</u>	<u>Total</u>
2015-16	3,622,156	267,409	692,850	4,582,415
2016-17	3,424,625	-	326,400	3,751,025
2017-18	3,421,574	-	-	3,421,574
2018-19	3,595,983	-	-	3,595,983
2019-20	3,515,652	-	-	3,515,652
2020-21	3,250,602	-	-	3,250,602
2021-22	3,244,289	-	-	3,244,289
2022-23	3,231,096	-	-	3,231,096

## **General Debt Service Fund**

## GENERAL DEBT SERVICE FUND

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

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

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

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

The assumptions included in the projection are:

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

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

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

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

### Computation of Legal Debt Margin

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

Total assessed value		2,774,879,023
Times debt limit factor (\$2.50 per \$100)		<u>.025</u>
Equals debt limit		69,371,976
Less amount applicable to debt limit	21,220,000	
Plus funds accumulated for servicing of debt	<u>2,874,001</u>	
Equals remaining legal debt margin		45,277,975

This means the City could issue up to \$45,277,975 in debt and remain in compliance with State established Debt limits.

### General Obligation Debt Per Capita

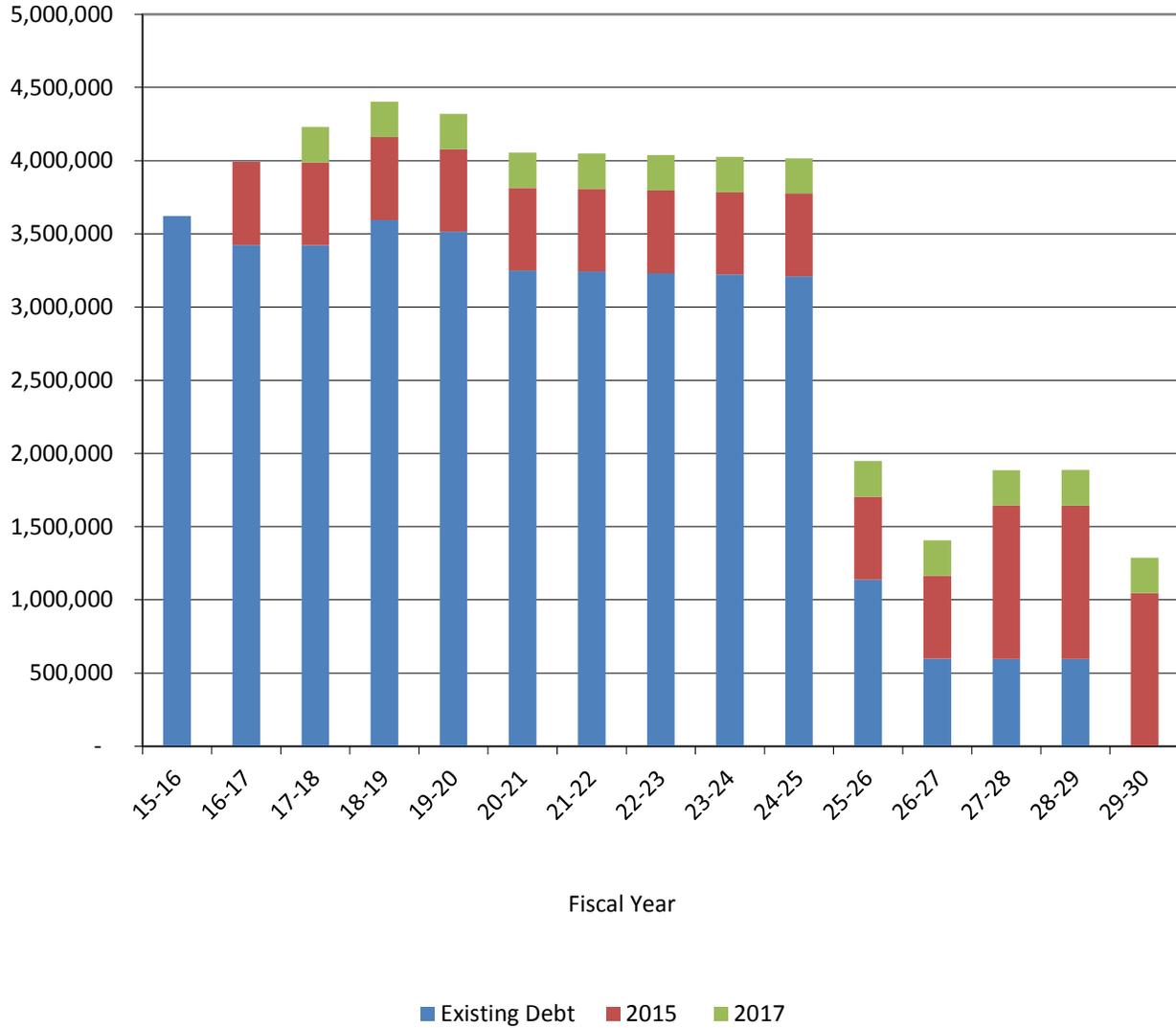
General Obligation debt per capita is calculated by dividing the amount of bonds outstanding by the population. A ten year history is shown below:

Year Ending September 30	G O Debt Outstanding	Population	Debt Per Capita
2006	17,740,000	34,538	513.64
2007	16,930,000	34,825	486.15
2008	16,065,000	35,362	454.30
2009	15,190,000	35,518	427.67
2010	15,715,000	36,779	427.28
2011	14,720,000	33,800	435.50
2012	18,670,000	34,138	546.90
2013	17,550,000	35,280	497.45
2014	23,110,000	34,553	668.83
2015	21,220,000	34,813	609.54

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

	Estimated 2014-15	Projected 2015-16	Projected 2016-17	Projected 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23
Beginning Working Capital	\$ 2,768,922	\$ 2,874,001	\$ 2,603,963	\$ 2,830,976	\$ 3,476,759	\$ 4,007,299	\$ 4,660,969	\$ 5,317,557	\$ 6,034,901
<b>Plus Revenues:</b>									
Property Taxes - Current	2,829,841	2,700,000	2,754,000	2,809,080	2,865,262	2,922,567	2,981,018	3,040,638	3,101,451
Property Taxes - Delinquent	32,500	32,500	32,500	32,500	32,500	32,500	32,500	32,500	32,500
Transfer from Utility Fund	515,643	505,287	731,895	763,040	751,724	765,804	676,318	669,329	658,787
Transfer from Section 4B	1,083,817	680,668	698,519	1,026,610	1,037,783	1,009,243	777,891	783,173	789,676
Interest Income	2,000	2,000	2,050	2,101	2,154	2,208	2,263	2,319	2,377
<b>Total Revenues</b>	<b>4,463,801</b>	<b>3,920,455</b>	<b>4,218,964</b>	<b>4,633,332</b>	<b>4,689,423</b>	<b>4,732,322</b>	<b>4,469,990</b>	<b>4,527,959</b>	<b>4,584,792</b>
<b>Less Outstanding Issues:</b>									
2002 GO Bonds	287,280	275,805	-	-	-	-	-	-	-
2004 CO Bonds	330,850	-	-	-	-	-	-	-	-
2005 GO Bonds	404,703	404,338	408,250	-	-	-	-	-	-
2005 CO Bonds	94,040	95,569	91,856	-	-	-	-	-	-
2006 GO Bonds	70,490	72,365	74,305	71,435	-	-	-	-	-
2006 CO Bonds	327,250	322,875	322,875	-	-	-	-	-	-
2007 CO Bonds	491,633	488,233	489,333	489,833	112,433	112,433	112,433	112,433	112,433
2010 GO Refunding Bonds	560,813	537,163	518,138	498,113	476,531	331,500	-	-	-
2010 CO Bonds	545,494	549,619	548,369	549,769	548,669	546,969	549,569	547,331	545,088
2012 GO Refunding Bonds	342,220	341,340	340,100	714,700	987,650	978,875	1,542,300	1,531,350	1,529,350
2014 GO Refunding Bonds	903,950	534,850	631,400	1,097,725	1,470,700	1,545,875	1,046,300	1,053,175	1,044,225
2015 CO Bonds	-	568,336	567,325	565,975	562,900	563,000	562,800	566,325	563,550
<b>Total Outstanding Issues</b>	<b>4,358,722</b>	<b>4,190,493</b>	<b>3,991,950</b>	<b>3,987,549</b>	<b>4,158,883</b>	<b>4,078,652</b>	<b>3,813,402</b>	<b>3,810,614</b>	<b>3,794,646</b>
<b>Total Outstanding</b>	<b>\$ 4,358,722</b>	<b>\$ 4,190,493</b>	<b>\$ 3,991,950</b>	<b>\$ 3,987,549</b>	<b>\$ 4,158,883</b>	<b>\$ 4,078,652</b>	<b>\$ 3,813,402</b>	<b>\$ 3,810,614</b>	<b>\$ 3,794,646</b>
<b>Ending Working Capital</b>	<b>\$ 2,874,001</b>	<b>\$ 2,603,963</b>	<b>\$ 2,830,976</b>	<b>\$ 3,476,759</b>	<b>\$ 4,007,299</b>	<b>\$ 4,660,969</b>	<b>\$ 5,317,557</b>	<b>\$ 6,034,901</b>	<b>\$ 6,825,048</b>
<b>Estimated Tax Rate</b>	<b>\$ 0.105</b>								
<b>Days of Working Capital</b>	<b>241</b>	<b>227</b>	<b>259</b>	<b>318</b>	<b>352</b>	<b>417</b>	<b>509</b>	<b>578</b>	<b>656</b>

## General Debt Service - Annual Payments



\*The City is proposing to issue \$8.75 million in Certificates of Obligation prior to the end of the 2015 fiscal year. \$3.25 million is projected to be issued in 2017. Additionally, the City is evaluating the possibility of refunding some of the existing debt issues.

**City of La Porte**  
**Bond Maturity Schedule**  
**General Obligation Bonds, Series 2002**  
**Dated 7/15/02 - 4.00% to 5.00% Varied Interest**

Fiscal Year	Principal March 15	Interest Rate	Interest Total	Total Debt Requirements
2016	<u>270,000.00</u>	4.30	<u>5,805.00</u>	<u>275,805.00</u>
Total	270,000.00		5,805.00	275,805.00

Issued for:

Wastewater Treatment Plant Improvements	3,500,000
Fire Station No.2 Relocation and Renovations	<u>1,900,000</u>
Total	5,400,000

Call option: Bonds maturing on March 15, 2016 and thereafter are callable in whole or in part on any date beginning March 15, 2015 @ par.

**City of La Porte  
Bond Maturity Schedule  
Certificate of Obligation Bonds, Series 2005**

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	90,000.00	4.13	5,569.00	95,569.00
2017	<u>90,000.00</u>	4.13	<u>1,856.00</u>	<u>91,856.00</u>
Total	180,000.00		7,425.00	187,425.00

Issued for:

Fire Truck	750,000
Bayshore Water / Sewer Replacement	350,000
Various Other Water / Sewer Capital Projects	<u>700,000</u>
Total	1,800,000

Call option: Certificates maturing on March 15, 2016 and thereafter are callable in whole or in part on any date beginning March 15, 2015 @ par.

**City of La Porte  
Bond Maturity Schedule  
General Obligation Bonds, Series 2005**

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	380,000.00	4.13	24,338.00	404,338.00
2017	<u>400,000.00</u>	4.13	<u>8,250.00</u>	<u>408,250.00</u>
Total	780,000.00		32,588.00	812,588.00

Issued for:

Police Facility	<u>7,675,000</u>
Total	7,675,000

Call option: Bonds maturing on March 15, 2016 and thereafter are callable in whole or in part on any date beginning March 15, 2015 @ par.

**City of La Porte  
Bond Maturity Schedule  
General Obligation Bonds, Series 2006**

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	65,000.00	5.000	7,365.00	72,365.00
2017	70,000.00	4.100	4,305.00	74,305.00
2018	<u>70,000.00</u>	4.100	<u>1,435.00</u>	<u>71,435.00</u>
Total	205,000.00		13,105.00	218,105.00
Issued for:				
	Park Improvements		<u>1,200,000</u>	
	Total		1,200,000	

Call option: Bonds maturing on March 15, 2017 and thereafter are callable in whole or in part on any date beginning March 15, 2016 @ par.

**City of La Porte  
Bond Maturity Schedule  
Certificate of Obligation Bonds, Series 2006**

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	300,000.00	4.75	22,875.00	322,875.00
2017	<u>315,000.00</u>	5.00	<u>7,875.00</u>	<u>322,875.00</u>
Total	615,000.00		30,750.00	645,750.00

Issued for:

Police Facility	2,800,000
Sports Complex	2,000,000
TIRZ	650,000
Various Water & Sewer Projects	<u>350,000</u>
Total	5,800,000

Call option: Certificates maturing on March 15, 2017 and thereafter are callable in whole or in part on any date beginning March 15, 2016 @ par.

**City of La Porte**  
**Bond Maturity Schedule**  
**Certificate of Obligation Bonds, Series 2007**

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	340,000.00	4.000	148,232.00	488,232.00
2017	355,000.00	4.000	134,332.00	489,332.00
2018	370,000.00	4.000	119,832.00	489,832.00
2019	-	4.000	112,432.00	112,432.00
2020	-	4.250	112,432.00	112,432.00
2021	-	4.250	112,432.00	112,432.00
2022	-	4.250	112,432.00	112,432.00
2023	-	4.250	112,432.00	112,432.00
2024	-	4.250	112,432.00	112,432.00
2025	495,000.00	4.125	102,223.00	597,223.00
2026	515,000.00	4.125	81,392.00	596,392.00
2027	540,000.00	4.200	59,430.00	599,430.00
2028	560,000.00	4.200	36,330.00	596,330.00
2029	585,000.00	4.200	12,285.00	597,285.00
<b>Total</b>	<b>3,760,000.00</b>		<b>1,368,648.00</b>	<b>5,128,648.00</b>

Issued for:

Waste Water Treatment Plant	6,000,000
Ball Fields (Joint Venture with Pasadena)	1,600,000
Golf Course Cart Path Repair	300,000
<b>Total</b>	<b>7,900,000</b>

Call option: Certificates maturing on March 15, 2017 and thereafter are callable in whole or in part on any date beginning March 15, 2016 @ par.

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

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	470,000.00	3.000	67,162.50	537,162.50
2017	465,000.00	3.000	53,137.50	518,137.50
2018	460,000.00	3.500	38,112.50	498,112.50
2019	455,000.00	3.750	21,531.25	476,531.25
2020	<u>325,000.00</u>	4.000	<u>6,500.00</u>	<u>331,500.00</u>
<b>Total</b>	<b>2,175,000.00</b>		<b>186,443.75</b>	<b>2,361,443.75</b>

Used to refund a portion of the following issues:

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

Call option: Non-callable.
----------------------------

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

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	370,000.00	3.000	179,618.76	549,618.76
2017	380,000.00	3.000	168,368.76	548,368.76
2018	395,000.00	4.000	154,768.76	549,768.76
2019	410,000.00	4.000	138,668.76	548,668.76
2020	425,000.00	4.000	121,968.76	546,968.76
2021	445,000.00	4.000	104,568.76	549,568.76
2022	460,000.00	3.625	87,331.26	547,331.26
2023	475,000.00	3.750	70,087.51	545,087.51
2024	495,000.00	3.875	51,590.63	546,590.63
2025	515,000.00	4.000	31,700.00	546,700.00
2026	<u>535,000.00</u>	4.000	<u>10,700.00</u>	<u>545,700.00</u>
Total	4,905,000.00		1,119,371.96	6,024,371.96

Issued for drainage improvements.

Call option: Certificates maturing on March 15, 2021 and thereafter are callable in whole or in part on any date beginning March 15, 2020 @ par.

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

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	80,000.00	1.100	261,340.00	341,340.00
2017	80,000.00	2.000	260,100.00	340,100.00
2018	460,000.00	2.000	254,700.00	714,700.00
2019	745,000.00	2.000	242,650.00	987,650.00
2020	755,000.00	3.000	223,875.00	978,875.00
2021	1,350,000.00	3.000	192,300.00	1,542,300.00
2022	1,380,000.00	3.000	151,350.00	1,531,350.00
2023	1,420,000.00	3.000	109,350.00	1,529,350.00
2024	1,450,000.00	3.000	66,300.00	1,516,300.00
2025	1,485,000.00	3.000	22,275.00	1,507,275.00
<b>Total</b>	<b>9,205,000.00</b>		<b>1,784,240.00</b>	<b>10,989,240.00</b>

Used to refund a portion of the following issues:

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

Call option: Bonds maturing on March 15, 2023 and thereafter are callable in whole or in part on any date beginning March 15, 2022 @ par.

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

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	275,000.00	1.100	259,850.00	534,850.00
2017	380,000.00	2.000	251,400.00	631,400.00
2018	865,000.00	2.000	232,725.00	1,097,725.00
2019	1,270,000.00	2.000	200,700.00	1,470,700.00
2020	1,385,000.00	3.000	160,875.00	1,545,875.00
2021	920,000.00	3.000	126,300.00	1,046,300.00
2022	955,000.00	3.000	98,175.00	1,053,175.00
2023	975,000.00	3.000	69,225.00	1,044,225.00
2024	1,010,000.00	3.000	36,925.00	1,046,925.00
2025	550,000.00	3.000	9,625.00	559,625.00
<b>Total</b>	<b>8,585,000.00</b>		<b>1,445,800.00</b>	<b>10,030,800.00</b>

Used to refund a portion of the following issues:

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

<p>Call Option: Bonds maturing on March 15, 2024 and thereafter are callable in whole or in part on any date beginning March 15, 2023 @ par.</p>
--

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

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	335,000.00	2.000	233,335.76	568,335.76
2017	315,000.00	2.000	252,325.00	567,325.00
2018	320,000.00	2.000	245,975.00	565,975.00
2019	325,000.00	3.000	237,900.00	562,900.00
2020	335,000.00	3.000	228,000.00	563,000.00
2021	345,000.00	3.000	217,800.00	562,800.00
2022	360,000.00	3.500	206,325.00	566,325.00
2023	370,000.00	3.500	193,550.00	563,550.00
2024	385,000.00	3.500	180,337.50	565,337.50
2025	400,000.00	3.500	166,600.00	566,600.00
2026	415,000.00	4.000	151,300.00	566,300.00
2027	925,000.00	4.000	124,500.00	1,049,500.00
2028	960,000.00	4.000	86,800.00	1,046,800.00
2029	1,000,000.00	4.000	47,600.00	1,047,600.00
2030	690,000.00	4.000	13,800.00	703,800.00
<b>Total</b>	<b>7,480,000.00</b>		<b>2,586,148.26</b>	<b>10,066,148.26</b>

Issued for utility improvements.

Call Option: Bonds maturing on March 15, 2026 and thereafter are callable in whole or in part on any date beginning March 15, 2025 @ par.

## **Utility Debt Service Fund**

## **UTILITY DEBT SERVICE FUND**

This fund accounts for Revenue Bond Debt and is funded from Utility Fund Revenues.

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

The objective is to provide a funding plan to service debt, which will minimize the impact of debt service requirements over the next eight years.

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

Our policy is for a Debt Service Fund to maintain a Working Capital Balance of 60 days of debt requirements. This cushion is desired in the event an unforeseen problem arises in the collection of revenues. In addition to this Working Capital cushion, there also exists in the Utility Fund a Reserve Amount, as required by the Bond Resolutions that could be used to service debt.

The assumptions included in the projection are:

1. Interest will be earned at an average rate of less than 1%,
2. All future bond issues for Utility Fund improvements will be General Obligation Issues.

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

	Estimated 2014-15	Projected 2015-16	Projected 2016-17
Beginning Working Capital	\$ 288,213	\$ 288,713	\$ 21,554
Plus Revenues:			
Transfer from Utility Fund	277,226	-	-
Interest Income	500	250	-
Total Revenues	277,726	250	-
Less Outstanding Issues:			
2006 PPF Bonds	277,226	267,409	-
Total Outstanding Issues	277,226	267,409	-
Ending Working Capital	\$ 288,713	\$ 21,554	\$ 21,554
Days of Working Capital	380	29	

**City of La Porte  
Bond Maturity Schedule  
Private Placement General Obligation Bonds, Series 2006**

Fiscal Year	Principal	Interest Rate	Interest Total	Total Debt Requirements
2016	<u>262,500.00</u>	3.74	<u>4,908.75</u>	<u>267,408.75</u>
Total	262,500.00		4,908.75	267,408.75

Issued for:

Automated Meter Reading Project	<u>2,625,000</u>
Total	2,625,000

Call option: Obligations maturing on January 25, 2013 and thereafter are callable in whole or in part on any date @ par.

**La Porte Area Water Authority Debt Service Fund**

### **La Porte Area Water Authority Debt Service Fund**

The La Porte Area Water Authority is a separate entity from the City of La Porte that was created by the State of Texas to provide surface water to the Cities of La Porte, Shoreacres and Morgan's Point. The City of La Porte exercises direct control over the Authority, uses 90% of the Authority's resources and accordingly, the Authority is considered a component unit of the City of La Porte.

The following pages outline a financial plan for the servicing and retirement of debt that was incurred to provide surface water.

The plan calls for revenues from the three Cities to remain level at approximately \$700,000 per year.

**City of La Porte, Texas**  
**Long Range Plan for the La Porte Area Water Authority Debt Service Fund**

	Estimated 2014-15	Projected 2015-16	Projected 2016-17
Revenues:			
Billings to Cities	\$ 691,838	\$ -	\$ -
	<hr/>		
Total Revenues	691,838	-	-
Expenses:			
2010 Refunding Bonds	691,838	692,850	326,400
	<hr/>		
Total Expenses	691,838	692,850	326,400
Balance	\$ -	\$ (692,850)	\$ (326,400)
Drawdown of LPAWA Fund Balance		\$ 692,850	\$ 326,400

**La Porte Area Water Authority  
Bond Maturity Schedule  
Contract Revenue Refunding Bonds, Series 2010  
Dated 5/13/2010 - 2.25% to 4.00% Varied Interest**

Fiscal Year	Principal March 15	Interest Rate	Interest Total	Total Debt Requirements
2016	670,000.00	3.00	22,850.00	692,850.00
2017	<u>320,000.00</u>	4.00	<u>6,400.00</u>	<u>326,400.00</u>
Total	990,000.00		29,250.00	1,019,250.00

These bonds were used to refund the 1999 Refunding Bonds for the Authority.

The 1999 bonds were used to refund the 1988 Series I and 1998 Series II bonds for the Authority.

The Series I bonds were issued for purchase of an interest in the Southeast Water Purification Plant.

The Series II bonds were issued for Construction of Water Transmission Lines.

Call option: Non-callable.
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**City of La Porte**  
**La Porte Area Water Authority**  
**Bond Maturity Schedule**  
**Contract Revenue Refunding Bonds, Series 2010**  
**Dated 5/13/2010 - 2.25% to 4.00% Varied Interest**

**Amount Applicable to La Porte**

Fiscal Year	Principal March 15	Interest Rate	Interest Total	Total Debt Requirements
2016	573,922.00	3.00	19,573.31	593,495.31
2017	<u>274,112.00</u>	4.00	<u>5,482.24</u>	<u>279,594.24</u>
Total	848,034.00		25,055.55	873,089.55

**La Porte Area Water Authority  
 Bond Maturity Schedule  
 Contract Revenue Refunding Bonds, Series 2010  
 Dated 5/13/2010 - 2.25% to 4.00% Varied Interest**

**Amount Applicable to Morgan's Point**

Fiscal Year	Principal March 15	Interest Rate	Interest Total	Total Debt Requirements
2016	53,466.00	3.00	1,823.43	55,289.43
2017	<u>25,536.00</u>	4.00	<u>510.72</u>	<u>26,046.72</u>
Total	79,002.00		2,334.15	81,336.15

**La Porte Area Water Authority**  
**Bond Maturity Schedule**  
**Contract Revenue Refunding Bonds, Series 2010**  
**Dated 5/13/2010 - 2.25% to 4.00% Varied Interest**

**Amount Applicable to Shoreacres**

Fiscal Year	Principal March 15	Interest Rate	Interest Total	Total Debt Requirements
2016	42,612.00	3.00	1,453.26	44,065.26
2017	<u>20,352.00</u>	4.00	<u>407.04</u>	<u>20,759.04</u>
Total	62,964.00		1,860.30	64,824.30



# STATISTICAL SECTION

The Statistical Section presents multi-year data for property tax levies and collections, property tax rates and valuations for overlapping governments, ratios of bonded debt, legal debt margin, overlapping debt, ratio of debt service to general expenditures, revenue bond coverage, property value/construction, principal taxpayers and other miscellaneous statistics. This information is extracted from the City's Comprehensive Annual Financial Report.

**CITY OF LA PORTE, TEXAS****ASSESSED VALUE AND ACTUAL VALUE OF TAXABLE PROPERTY***Last Ten Fiscal Years**(unaudited)*

<b>Fiscal Year</b>	<b>Tax Year</b>	<b>Real Property</b>	<b>Personal Property</b>	<b>Less Tax Exempt Real Property</b>	<b>Less Other Exemptions and Abatements</b>	<b>Total Taxable Assessed Value</b>
2005	2004	\$ 1,601,433,200	\$ 311,721,280	\$ -	278,265,540	\$ 1,634,888,940
2006	2005	1,777,351,563	325,549,640	-	407,734,605	1,695,166,598
2007	2006	1,861,821,075	350,191,031	-	419,779,423	1,792,232,683
2008	2007	2,007,113,146	372,331,715	-	428,955,092	1,950,489,769
2009	2008	2,237,095,319	469,916,389	-	502,091,647	2,204,920,061
2010	2009	2,261,046,846	582,963,159	-	515,111,496	2,328,898,509
2011	2010	2,055,914,368	672,621,147	-	514,928,797	2,213,606,718
2012	2011	2,079,843,021	720,515,678	-	535,441,621	2,264,917,078
2013	2012	2,080,199,179	797,558,553	-	536,721,284	2,341,036,448
2014	2013	2,176,582,621	986,494,475	-	590,232,231	2,572,844,865

Source: Harris County Certified Tax Rolls and Corrections.

<b>Total Direct Tax Rate</b>	<b>Estimated Actual Taxable Value</b>	<b>Assessed Value as a Percent of Actual Taxable Value</b>
\$ 0.710000	\$ 1,634,888,940	100%
0.710000	1,695,166,598	100%
0.710000	1,792,232,683	100%
0.710000	1,950,489,769	100%
0.710000	2,204,920,061	100%
0.710000	2,328,898,509	100%
0.710000	2,213,606,718	100%
0.710000	2,264,917,078	100%
0.710000	2,341,036,448	100%
0.710000	2,572,844,865	100%

**CITY OF LA PORTE, TEXAS**

**PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS**

*Last Ten Fiscal Years*

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
City of La Porte by fund:					
General	\$ 0.61100	\$0.61100	\$0.61200	\$0.61900	\$0.61900
Debt service	<u>0.09900</u>	<u>0.09900</u>	<u>0.09800</u>	<u>0.09100</u>	<u>0.09100</u>
<b>Total Direct Rates</b>	<u>0.71000</u>	<u>0.71000</u>	<u>0.71000</u>	<u>0.71000</u>	<u>0.71000</u>
Harris County Flood Control District	0.03322	0.03241	0.03106	0.03086	0.02922
Harris County	0.39986	0.40239	0.39239	0.38923	0.39224
Port of Houston Authority	0.01474	0.01302	0.01437	0.01773	0.01636
Harris County Board of Education	0.00629	0.00629	0.00585	0.00584	0.00605
Hospital District	0.19020	0.19216	0.19216	0.19216	0.19216
La Porte I.S.D.	1.73400	1.73400	1.30500	1.32500	1.32500
San Jacinto Jr. College District	<u>0.14537</u>	<u>0.14537</u>	<u>0.14537</u>	<u>0.16341</u>	<u>0.17080</u>
<b>Total Direct and Overlapping Rates</b>	<u>\$ 3.23368</u>	<u>\$3.23564</u>	<u>\$2.79620</u>	<u>\$2.83423</u>	<u>\$2.84183</u>

Tax rates per \$100 of assessed valuation

Source: Harris County Appraisal District

<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
\$0.61900	\$0.60500	\$0.60500	\$ 0.64000	\$ 0.61400
<u>0.09100</u>	<u>0.10500</u>	<u>0.10500</u>	<u>0.07000</u>	<u>0.09600</u>
<u>0.71000</u>	<u>0.71000</u>	<u>0.71000</u>	<u>0.71000</u>	<u>0.71000</u>
0.02923	0.02809	0.02809	0.02827	0.02736
0.38805	0.39117	0.40021	0.41455	0.41731
0.02054	0.01856	0.01952	0.01716	0.01531
0.00658	0.00658	0.00662	0.00636	0.00600
0.19216	0.19216	0.18216	0.17000	0.17000
1.32500	1.35500	1.33000	1.33000	1.33000
<u>0.17628</u>	<u>0.18560</u>	<u>0.18560</u>	<u>0.18560</u>	<u>0.18560</u>
<u>\$2.84784</u>	<u>\$2.88716</u>	<u>\$2.86220</u>	<u>\$ 2.86194</u>	<u>\$ 2.86158</u>

**CITY OF LA PORTE, TEXAS**  
**PRINCIPAL PROPERTY TAXPAYERS**  
*Current Year and 10 Years Ago*

<b>Property Tax Payer</b>	<b>2014</b>			<b>Property Tax Payer</b>	<b>2005</b>		
	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>% of Taxable Assessed Value</b>		<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>% of Taxable Assessed Value</b>
Nov Wilson LP	\$ 74,053,442	1	2.88%	Oxy Vinyls LP	\$ 49,186,150	1	3.01%
Conoco Phillips Co.	52,030,495	2	2.02%	Conoco Phillips, Inc.	48,612,640	2	2.97%
Equistar Chemicals LP	50,527,188	3	1.96%	Equistar Chemicals LP	45,125,300	3	2.76%
Granite Underwood Dist. Ctr LP	47,208,417	4	1.83%	BP Solvay	38,054,910	4	2.33%
Oxy Vinyls LP	40,697,859	5	1.58%	Centerpoint Energy	23,824,970	5	1.46%
Ineos USA LLC	37,999,780	6	1.48%	PPG Industries	23,585,660	6	1.45%
Underwood Distibution Ctr. LP	36,700,000	7	1.43%	Attofina Petrochemicals	22,293,400	7	1.36%
The Dow Chemical Company	28,089,314	8	1.09%	Dow Chemicals	20,710,190	8	1.28%
Port Crossing Land LP	26,996,451	9	1.05%	DuPont Dow Elastomers	17,664,140	9	1.08%
Dow Chemical	26,288,138	10	1.02%	Calpine Corporation	13,445,270	10	0.82%
Subtotal	420,591,084		16.35%		302,502,630		18.50%
Other Taxpayers	2,152,253,781		83.65%		1,332,386,310		81.50%
Total	\$ 2,572,844,865		100.00%		\$ 1,634,888,940		100.00%

Source: City of La Porte Tax Assessor-Collector's records.

**CITY OF LA PORTE, TEXAS**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
*Last Ten Fiscal Years*

Fiscal Year Ended Sept 30,	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2005	\$ 11,669,473	\$11,334,572	97.1%	\$ 279,643	\$ 11,614,215	99.5%
2006	12,080,351	11,755,121	97.3%	278,102	12,033,223	99.6%
2007	12,703,850	12,418,873	97.8%	247,655	12,666,528	99.7%
2008	13,857,467	13,476,872	97.3%	355,344	13,832,216	99.8%
2009	15,654,937	15,377,149	98.2%	235,260	15,612,409	99.7%
2010	16,542,483	16,309,818	98.6%	150,949	16,460,767	99.5%
2011	15,871,498	15,599,930	98.3%	220,779	15,820,709	99.7%
2012	16,080,911	15,860,664	98.6%	176,608	16,037,272	99.7%
2013	16,621,361	16,518,207	99.4%	97,385	16,615,592	100.0%
2014	18,267,201	18,090,456	99.0%	-	18,090,456	99.0%

**CITY OF LA PORTE, TEXAS**  
**RATIOS OF OUTSTANDING DEBT BY TYPE**  
*Last Ten Fiscal Years*  
*(dollars in thousands, except per capita)*

Fiscal Year	Governmental Activities			Business-Type Activities		
	General Obligation Bonds	Certificates of Obligation Bonds	Limited Tax Bonds	Revenue Bonds	General Obligation Bonds	Other * Obligations
2005	\$ 11,925	\$ 11,050	\$ 5,400	\$ 500	\$ 145	\$ 6,500
2006	12,610	16,405	5,130	375	-	8,680
2007	12,070	24,055	4,860	250	-	7,958
2008	11,475	23,265	4,590	125	-	7,210
2009	10,870	22,445	4,320	-	-	6,443
2010	11,665	26,350	4,050	-	-	5,660
2011	10,940	25,605	3,780	-	-	4,813
2012	17,050	20,150	1,620	-	-	3,945
2013	16,875	18,905	1,350	-	-	3,117
2014	23,726	10,845	540	-	-	2,208

**Note:** Details regarding the city's outstanding debt can be found in the notes to the financial statements.  
See Demographic and Economic Statistics for personal income and population data.

\* - Includes premium on bonds

<b>Total Primary Government</b>	<b>Percentage of Personal Income</b>	<b>Per Capita</b>
\$ 35,520	N/A	\$ 1,028
43,200	N/A	1,240
49,193	N/A	1,413
46,665	N/A	1,320
44,078	N/A	1,241
47,725	N/A	1,298
45,138	N/A	1,322
42,765	N/A	1,212
40,248	N/A	1,165
37,319	N/A	1,072

**CITY OF LA PORTE, TEXAS**

**RATIO OF GENERAL BONDED DEBT TO TAXABLE VALUE,**

**GENERAL BONDED DEBT PER CAPITA,**

**AND TAXABLE VALUE OF ALL PROPERTY**

*Last Ten Fiscal Years*

*(dollars in thousands, except per capita)*

<b>Fiscal Year</b>	<b>Tax Year</b>	<b>General Obligation Bonds</b>	<b>Certificates of Obligation</b>	<b>Less Debt Service Funds</b>	<b>Net Bonded Debt</b>	<b>Ratio of Net Bonded Debt to Assessed Value</b>	<b>Percentage of Personal Income <sup>(2)</sup></b>	<b>Per Capita <sup>(2)</sup></b>
2005	2004	\$ 28,375	\$ 11,050	1,584	\$ 37,841	2.3%	N/A	\$ 345
2006	2005	17,740	16,405	1,705	32,440	1.9%	N/A	772
2007	2006	16,930	24,055	1,814	39,171	2.2%	N/A	928
2008	2007	16,065	23,265	1,926	37,404	1.9%	N/A	1,105
2009	2008	15,190	22,445	2,000	35,635	1.6%	N/A	1,051
2010	2009	15,715	26,350	2,151	39,914	1.7%	N/A	965
2011	2010	14,720	25,605	3,118	37,207	1.7%	N/A	1,152
2012	2011	18,670	20,150	3,113	35,707	1.6%	N/A	1,090
2013	2012	18,225	18,905	2,490	34,640	1.5%	N/A	1,165
2014	2013	24,266	10,845	2,769	32,342	1.3%	N/A	1,072

**Note:** Details regarding the city's outstanding debt can be found in the notes to the financial statements.

(2) Population data can be found in demographic and economic statistics table.

**CITY OF LA PORTE, TEXAS**  
**DEMOGRAPHIC AND ECONOMIC STATISTICS**  
*Last Ten Fiscal Years*

<b>Fiscal Year Ended Sept. 30,</b>	<b>Population (<sup>1</sup>)</b>	<b>Personal Income<sup>(2)</sup></b>	<b>Per Capita Personal Income<sup>(2)</sup></b>	<b>Median Age<sup>(3)</sup></b>	<b>School Enrollment<sup>(4)</sup></b>	<b>Unemployment Rate<sup>(5)</sup></b>
2005	34,538	N/A	N/A	N/A	7,808	5.3%
2006	34,825	N/A	N/A	N/A	7,786	4.7%
2007	35,362	N/A	N/A	N/A	7,889	4.4%
2008	35,518	N/A	N/A	N/A	7,940	5.2%
2009	36,779	N/A	N/A	N/A	7,830	9.4%
2010	33,800	N/A	N/A	33	7,781	8.2%
2011	34,138	N/A	N/A	33	7,732	9.0%
2012	35,280	N/A	N/A	33	7,739	6.3%
2013	34,553	N/A	N/A	33	7,729	6.3%
2014	34,813	N/A	N/A	33	7,634	5.0%

Data sources:

- (1) Estimated population provided by city staff
- (2) Personal income and per capita personal income is currently unavailable
- (3) Median age data prior to 2010 is not available, median age provided by 2010 Census
- (4) School enrollment provided by La Porte Independent School District
- (5) Unemployment rates provided from the Bureau of Labor Statistics

**CITY OF LA PORTE, TEXAS**

**PRINCIPAL EMPLOYERS**

*Current Year and Eight Years Ago*

2014			2006		
<b>Employer</b>	<b>Employees</b>	<b>Percentage of Total City Employment</b>	<b>Employer</b>	<b>Employees</b>	<b>Percentage of Total City Employment</b>
La Porte Independent School District	1,049	5.46%	La Porte ISD	1,000	5.29%
City of La Porte	381	1.98%	E.I. DuPont De Nemours & Co.	580	3.07%
Mistras Group Inc	500	2.60%	City of La Porte	368	1.95%
International Plant Svcs LLC	376	1.96%	Fumanite Worldwide	334	1.77%
Sulzer Turbo Svcs Houston Inc	330	1.72%	A & L Industrial Services Inc	300	1.59%
A&L Industrial Services Inc	300	1.56%	CCC Group, Inc	300	1.59%
CCC Group Inc	300	1.56%	Aker Kvaerner Industrial Constructors, Inc	250	1.32%
Evergreen Envmtl Svcs LLC	275	1.43%	James H. Jackson Industries Inc	250	1.32%
Pfeiffer Holdings LLC	271	1.41%	Occidental Chemical Corp.	175	0.92%
Contech Control Services Inc	250	1.30%	Intercontinental Terminal Co.	160	0.85%
<b>Total</b>	<b>4,032</b>	<b>20.98%</b>	<b>Total</b>	<b>3,717</b>	<b>19.67%</b>

Source: Centerpoint Energy

Note: This list includes companies within the City limits of La Porte and within the industrial districts.

Note: Employment data prior to 2006 was not available

**CITY OF LA PORTE, TEXAS**  
**FULL-TIME EMPLOYEES BY FUNCTION/PROGRAM**  
*Last Nine Fiscal Years*

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
General Government	76	80	79	78	79	90	90	88	88
Public Safety:	138	147	142	143	144	144	151	152	154
Public Works	32	32	32	32	32	32	32	30	30
Health and Sanitation	21	21	22	22	22	24	24	23	23
Culture and recreation	45	44	45	45	46	46	46	42	42
Water services	27	25	25	25	25	25	25	25	24
Sewer Services	20	20	20	20	20	20	20	20	20
Golf Course	13	12	12	12	12	-	-	-	-
Sylvan Beach									
Convention Center	3	4	4	4	-	-	-	-	-
<b>Total</b>	<u>375</u>	<u>385</u>	<u>381</u>	<u>381</u>	<u>380</u>	<u>381</u>	<u>388</u>	<u>380</u>	<u>381</u>

Note: Data not available for fiscal years prior to 2005.

**CITY OF LA PORTE, TEXAS**  
**OPERATING INDICATORS BY FUNCTION / PROGRAM**  
*Last Ten Fiscal Years*

Function / Program	Fiscal Year				
	2005	2006	2007	2008	2009
<b>Police</b>					
Physical arrests	2,330	2,465	2,489	2,642	2,737
Tickets processed	6,877	8,212	9,652	15,352	16,098
<b>Fire</b>					
Number of calls answered	1,747	2,028	1,603	1,799	1,409
Inspections	500	N/A	600	320	600
<b>Highways and streets</b>					
Street resurfacing (linear feet)	22,975	27,835	22,100	19,887	23,559
Potholes repaired	531	321	1,260	996	1,012
<b>Sanitation</b>					
Cu. Yds. Garbage collected	30,022	30,795	29,279	29,282	29,894
Cu. Yds Trash collected	49,140	49,140	52,250	48,136	78,900
<b>Culture and recreation</b>					
Fitness center admissions	81,868	70,558	62,828	62,245	53,401
<b>Water</b>					
Number of water meters	11,391	11,592	11,743	11,913	11,968
Average daily consumption (millions of gallons)	4.1	3.9	3.8	4.0	4.0
Water main breaks	437	483	467	455	498
<b>Wastewater</b>					
Average daily sewage treatment (thousands of gallons)	3.5	2.8	3.9	3.2	2.8
<b>Golf Course</b>					
Number of Paid Rounds Played	34,961	32,731	32,433	35,839	36,009

Source: Various City departments

Notes: N/A - Data not available

<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
2,538	2,354	2,311	2,205	2,032
16,603	14,619	13,221	13,861	14,151
1,559	1,483	1,195	1,219	1,262
690	725	812	950	1,020
38,365	60,472	69,580	13,520	11,183
1,236	465	1,173	271	165
29,642	27,961	42,589	30,625	54,812
48,368	45,778	54,641	32,137	40,701
78,118	64,989	64,279	64,587	90,765
12,015	12,061	12,129	12,234	12,321
3.9	4.6	4.3	4.0	3.8
417	666	311	379	411
3.7	2.8	3.3	2.7	2.6
31,271	34,848	34,038	32,257	32,741

**CITY OF LA PORTE, TEXAS**  
**CAPITAL ASSET STATISTICS BY FUNCTION / PROGRAM**  
*Last Ten Fiscal Years*

<b>Function / Program</b>	<b>Fiscal Year</b>				
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Public Safety</b>					
Police Station	1	1	1	1	1
Police Officers	72	73	74	74	74
Reserve Officers	5	5	6	2	1
Fire Stations	4	4	4	4	4
<b>Sanitation</b>					
Collection trucks	14	14	14	14	14
<b>Highways and streets</b>					
Streets (miles)	211	217	211	295	126
Streetlights	2,192	1,803	1,804	2,400	2,387
Traffic signals	3	3	3	3	7
<b>Culture and recreation</b>					
Parks acreage	337	339	347	347	356
Parks	21	21	22	22	21
Swimming pools	6	6	6	6	6
Recreation Centers	1	1	1	1	1
Senior Center	1	1	1	1	1
<b>Water and Sewer</b>					
Water mains (miles)	165	168	176	178	180
Fire hydrants	1,800	1,800	1,076	1,161	1,168
Sanitary Sewers (miles)	187	187	189	189	191
Storm sewers (miles)	89	92	92	92	92

Source: City Departments

<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
1	1	1	1	1
75	75	74	74	74
2	2	2	6	2
4	4	4	4	4
14	14	12	12	12
126	126	125	297	297
2,387	2,415	2,415	2,415	2,415
5	5	6	6	6
356	356	188	188	188
21	21	22	22	22
5	5	5	5	5
4	4	3	3	2
1	1	1	1	1
180	181	182	183	184
1,179	1,186	1,199	1,226	1,256
191	192	192	192	192
95	97	60	112	112



**City of La Porte, Texas**

***FINANCIAL MANAGEMENT POLICIES***



## Table of Contents

1. Operating Budget Policies
  - Balanced budget
  - Cost Recovery
  - Borrowing for operating expenditures (expenses)
  - Performance evaluation
  - Budgetary controls
  - Basis of Budgeting
  - Self-supporting enterprises
  - Service planning
  - Contingencies
  - GFOA Distinguished Budget Presentation Award
2. Revenue Policies
  - Revenue structure
  - One-time Revenues
  - Revenue collection
  - Sources of services financing
  - Tax base capacity
  - User fees
    - Cost of service
    - Policy and market considerations
    - Bi-annual review
    - Non-resident charges
    - Water and sewer rates
    - Internal service fees
    - Donated revenues
  - Administrative transfers
3. Fund Balance/Reserve Policies
  - General Fund
  - Other operating funds
  - Debt service fund
4. Debt Policies
  - General obligation bonds or certificates of obligations
  - Revenue supported bonds
  - Debt management
  - Bond term
  - Debt limits
  - Structure
  - Refundings
5. Capital Budget Policies
  - Capital improvement program
  - Operated budget impacts
  - Repair and replacement
  - Financing
6. Accounting Policies
  - Accounting standards
  - Internal control
  - Annual audit
  - External reporting
  - GFOA Certificate of Achievement Award
7. Investment Policies

The City of La Porte Financial Management Policies provides a basic framework for the overall fiscal management of the City. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision making process. The financial policies represent guidelines for evaluating both current activities and proposals for future programs.

The Financial Management Policies reflect long-standing principles and practices, which have enabled the City to maintain its financial stability. It is intended that the policies be reviewed annually so that the guidelines represent a realistic, current framework for public policy decisions. Policy statements are included for the following areas:

- Operating Budget Policies
- Revenue Policies
- Fund Balance / Reserve Policies
- Debt Policies
- Capital Budget Policies
- Accounting Policies
- Investment Policies

In addition to the policies listed above, the City has or is implementing the following Recommended Practices established by the Government Finance Officers Association.

# FINANCIAL MANAGEMENT POLICIES

## 1. OPERATING BUDGET POLICIES

The objectives of the operating budget policies are to maintain adequate service levels at reasonable costs by following sound financial management practices.

### **Balanced budget**

The city shall annually adopt a balanced budget where revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designate reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or “one-time only” General Fund expenditures.

### **Cost Recovery**

Government Budgets are under constant pressure to stay within limits. This forces local government to seek ways to lower costs associated with delivering services. The City of La Porte is very proactive in its drive to identify methods for reducing and/or recovering costs. The City staff performs internal reviews of operations to define those services or products in which an element of cost recovery can be implemented, and at what level: full cost recovery, partial cost recovery or no cost recovery. The City has defined four major elements of cost recovery, which include reducing costs, increasing returns, researching alternative service providers and seeking alternative funding sources.

When evaluating a reduction in costs, the City will consider downsizing (staff reduction), operating efficiencies, outsourcing and in-kind services as possible alternatives.

When implementing cost recovery by way of increasing returns, the City will focus on user fees, fee increases, increasing markets, new products and advertising.

Alternative service providers include, but are not limited to, privatization, nonprofit spin-offs and volunteers.

Alternative funding sources include foundations, grants, dedicated taxes (hotel/motel tax), corporate underwriting and sponsorships

Annually, as part of the budget/planning process, each department will report their achievements in the area of cost recovery to management and to the City Council.

### **Borrowing for operating expenditures (expenses)**

The City shall not use debt or bond financing to fund current operating expenditures (expenses).

### **Performance evaluation**

Performance measurement and productivity indicators shall be integrated into the annual budgeting process. All departments shall be reviewed annually by the City Manager for such performance criteria as program initiatives, compliance with policy direction, program effectiveness and cost efficiency.

### **Budgetary controls**

The City shall maintain a budgetary control system to ensure adherence to the adopted budget and associated appropriations. Regular reports shall be provided comparing actual revenues and expenditures (expenses) to budgeted amounts.

The legal level for expenditure (expense) budget control is the Fund level. Each Department Director is responsible for the budget in their respective departments. The Directors are given latitude to transfer budget funds within their departments, with the exception of the personal services category. Transfers affecting the personal services category or outside of the department require the approval of the City Manager. Additions to the budget that are not countered by a reduction elsewhere require amendment of the budget by City Council. Article IV of the City's Charter governs the preparation and submission of the budget and the Schedules and Attachments in this budget meet or exceed its requirements.

The amendment of a Departmental budget, which affects the total budget, requires approval by City Council. The City budgets a contingency amount in our operating funds. These contingency amounts are available to be used by the City Manager for any emergency, unforeseen expense or opportunity that might arise. In past years, the contingency has been used to purchase property and for hurricane preparedness.

### **Basis of Budgeting**

Annual budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) with the exception of Capital Projects Funds, which adopt project length budgets. Governmental type fund budgets are prepared on modified accrual basis. Governmental revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred. All proprietary fund types are budgeted using a flow of economic resources measurement focus and use the accrual basis of accounting. Revenues are budgeted when they are earned and measurable and expenses are budgeted in the period in which the liability was incurred. The City departs from GAAP in the treatment of depreciation and encumbrances. Depreciation of fixed assets is not recognized in proprietary fund budgets. All annual appropriations lapse at fiscal year end. Under the City's budgetary process, outstanding encumbrances at year end are reported as reservations of fund balances since they do not constitute expenditures and liabilities, since the commitments will be re-appropriated and honored the subsequent fiscal year.

### **Self-supporting enterprises**

All enterprise activities of the City shall be self-supporting to the greatest extent possible. These activities include, but are not limited to, Water and Sewer Utility Service, Sylvan Beach Pavilion, Airport, La Porte Area Water Authority, and the Golf Course.

### **Service planning**

All departments shall share in the responsibility of meeting policy goals and ensuring long-term financial viability. Future service plans and program initiatives shall be developed reflecting policy directives, projected resources and future service requirements.

### **Contingencies**

The City shall budget a contingency in each of its operating and capital improvement funds. The contingency amount shall be used at the discretion of the City Manager for items that were unexpected or unforeseen during the formal budget process. Funding shall be targeted at one (1) percent of the City's operating expenditures.

The City will have in place a budget contingency plan that addresses financial conditions which could result in a net shortfall of resources as compared to requirements. The plan will identify various phases to address the severity of possible budget shortfalls and outline the actions to be taken in such a situation.

### **GFOA Distinguished Budget Presentation Award**

The City shall annually submit necessary documentation to obtain the Distinguished Budget Presentation Award as awarded by the Governmental Finance Officers Association of the United States and Canada.

## **2. REVENUE POLICIES**

The objective of the revenue policies is to ensure that funding for public programs is derived from a fair, equitable and adequate resource base, while minimizing tax differential burdens.

### **Revenue structure**

In the City of La Porte's fiscal system, the monitoring and control of revenues is a primary concern. The City shall attempt to maintain a diversified and stable revenue system to shelter programs from short-term fluctuations in any single revenue source. Potential revenue sources will be evaluated and, if feasible, initiated. To accomplish this, revenues are monitored on a continuous basis to insure that receipts from each revenue source are at maximum levels. An understanding of the economic and legal factors which directly and indirectly affect the level of revenue collections is an important part of the City's revenue policy.

### **One-time revenues**

One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream services. One-time / non-recurring revenues include sale of assets, settlements from lawsuits, etc. Acceptable uses include paying down debt, building up reserve levels, and special projects that reduce long-term operating costs.

### **Revenue collection**

The City shall follow an aggressive, but humane, policy of collecting revenues. The City will, after having considered all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help insure a balanced budget.

Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to insure that revenue collections reflect the cost of providing associated City services.

### **Sources of services financing**

Services which have a city-wide benefit shall be financed with revenue sources, which are generated from a broad base, such as property and other taxes. Services where the customer determines the use shall be financed with user fees, charges and assessments directly related to the level of service provided.

### **Tax base capacity**

The objective of the City is to ensure that local general tax resources are not increased faster than the tax base capacity of the community. The City will attempt to maintain a stable tax base. The local taxing effort of other cities as well as the demand and need for local public services will be major considerations in determining tax rate.

## User fees

The City shall maximize the utilization of user charges in lieu of general revenue sources for services that can be individually identified and where costs are directly related to the level of service.

***Cost of service*** - The City shall establish user charges and fees at a level which reflects the costs of providing the service, to the extent legally allowable. Operating, direct, indirect and capital costs shall be considered in the charges. Full cost charges shall be imposed unless it is determined that policy and market factors require lower fees.

***Policy and market considerations*** - The City shall also consider policy objectives and market rates and charges levied by other public and private organizations for similar services when fees and charges are established.

***Annual review*** - The City Manager shall direct an annual review of fees and charges for services and will make appropriate modifications to ensure that charges grow at a rate which keeps pace with the cost of efficiently providing the service and to assure that one group of users are not subsidized by the general populace.

***Non-resident charges*** - Where practical, user fees and other appropriate charges shall be levied for activities or facilities in which non-residents participate in order to relieve the burden on City residents. Non-resident fees shall be structured at market levels so that resident users are subsidized to the greatest extent possible.

***Water and sewer rates*** - User charge fees for water and sewer shall be sufficient to finance all operating, capital and debt service costs for these utilities. Rates will be set such that these enterprise funds are never in a cash deficit position during the year. Additionally, where feasible, rates will be established where each portion of the service will cover the cost of the service provided.

***Internal service fees*** - When interdepartmental charges are used to finance internal enterprise functions, charges shall reflect full costs, including all indirect expenses.

***Donated revenues*** - All private money donated or contributed to the City for operations, maintenance, purchase of equipment, supplies, land or capital facilities shall be subject to current budget policies. The donated or contributed funds shall be deposited as miscellaneous revenues into the appropriate fund and the expenditure (expense) shall be budgeted (through a formal budget amendment, if required).

***Percentage of Cost Recovery*** - The extent to which the total cost of service should be recovered through fees depends upon the following factors:

The nature of the facilities, infrastructure or services. In the case of fees for facilities, infrastructure and proprietary services, total cost recovery may be warranted. In the case of governmental services, it may be appropriate for a substantial portion of the cost of such services to be borne by the City's taxpayers, rather than the individual users of such services. Proprietary services are those which are provided for the benefit and enjoyment of the residents of the City, such as parks and recreation services. Governmental services are those which are provided by the City for the public good such as regulating land use, maintaining streets, and providing police and fire protection.

## Administrative Transfers

The City shall recover from selected enterprise operations an administrative fee. The fee shall be considered a payment for certain administrative functions (oversight management, accounting, human

resource assistance, etc) and for payments in-lieu of taxes (i.e. if the operation was operated by someone other than the City, the City would receive property tax revenues).

**General & Administrative Transfers** – A transfer to cover the direct and indirect costs associated with administrative support. For the Utility Fund, the transfer is allocated at a rate of up to 5 percent of total expenses when appropriations allow.

**Flat Fee Transfers** - Transfers from the Utility and La Porte Area Water Authority Funds to the General Fund will be determined by City management during the budget process and shall not exceed an overhead allocation where administrative fees are distributed to all City divisions based on their share of non-capital expenditures (expenses) as compared to all City non-capital expenditures (expenses).

### 3. **FUND BALANCE / RESERVE POLICIES**

The objectives of the fund balance reserve policies is not to hold resources solely as a source of interest revenue, but rather to provide adequate resources for cash flow and contingency purposes, while maintaining reasonable tax rates and charges for services. In addition, the City's proximity to the Gulf Coast provides the very real possibility of a damaging tropical storm or hurricane.

#### **General Fund**

Fund balance measures the net financial resources available to finance expenditures of future periods. The City of La Porte's Unassigned General Fund Balance will be maintained to provide the City with sufficient working capital and a margin of safety to address local emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the City Council.

Fund Balance of the City may be committed for a specific source by formal action of the City Council. Amendments or modification to the committed fund balance must also be approved by formal action of the City Council. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be by resolution or majority vote.

The City Council delegates authority to assign fund balance for a specific purpose following approval by the Fiscal Affairs Committee to the City Manager of the City of La Porte.

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

The City Council recognizes that good fiscal management comprises the foundational support of the entire City. To make that support as effective as possible, the City Council intends to maintain a minimum fund balance of 25% of the City's general fund annual operating expenditures. If a fund balance drops below 25%, it shall be recovered at a rate of 1% minimally, each year. This policy should be revisited each year for review.

Staff develops a General Fund rate model, which is a rolling ten-year average multi-year financing plan that is used to forecast year – end balances. By compiling all projected resources, General Fund disbursements, general capital needs and operating transfers, staff develops a rate model. If the rate model indicates an impending deficit, contingency plans are developed to relieve those deficits such that current levels of excellent customer service may be delivered without interruption to La Porte citizens.

### **Utility Fund**

The City shall strive to maintain a targeted reserve of 90 to 120 days of operating capital in the Utility Fund.

### **Other Operating Funds**

The City shall strive to maintain a targeted reserve of 60 to 90 days of operating capital in all other operating funds.

### **Debt Service Funds**

The Debt Service Fund will strive to maintain a reserve balance of 60 days of service requirements. Any excesses over this amount will be used over a sufficient length of time as to provide a minimum impact on the City's Interest and Sinking portion of the tax rate.

### **Rate Stabilization Reserves**

The City will maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls. This will be accomplished through the establishment of rate stabilization reserves, which will be targeted at a level of 90 days of operating expenditures. If a reserve exceeds the target, the excess is designated as either a rate stabilization reserve or transferred to the capital projects fund, to be reallocated as deemed necessary during the budget process. In the event of weather-induced excesses, the funds may be used for either necessary capital projects (to reduce incurring debt for capital improvements) or placed in the rate stabilization fund to mitigate weather-induced shortfalls. Reserve and rate stabilization balances are analyzed annually to identify funding progress. Where reserves or rate stabilization balances exceed projections, the excess is analyzed to determine if it needs to be reallocated or funding plans are developed within the 10 year rate model for reserve or rate stabilization balances that do not meet projections.

## **4. DEBT POLICIES**

The objectives of the debt management policies is to maintain the City's ability to incur present and future debt at minimal interest rates in amounts needed for infrastructure and economic development of the City without endangering the City's ability to finance essential City services. Debt financing may include, but is not limited to, general obligation bonds, revenue bonds and certificates of obligation. The underlying asset that is being financed should have a longer useful life than the maturity schedule of the debt issued for the financing of the asset. Since issuing debt costs more to the entity than purchasing assets outright, the use of financing will be carefully evaluated to ensure that benefits, tangible and/or intangible derived from financing exceed the related financing costs.

### **General obligation bonds or certificates of obligations**

The City shall utilize tax supported general obligation bonds or certificates of obligations to finance only those capital improvements and long term assets which have been determined to be essential to the maintenance or development of the City.

### **Revenue supported bonds**

The City shall utilize, where feasible, revenue supported or backed bonds to finance public improvements for its enterprise operations.

### **Debt management**

The City shall strive to maintain a balanced relationship between debt service requirements and current operating costs, encourage growth of the tax base, actively seek alternative funding sources, minimize interest costs and maximize investment rate of returns.

### **Bond term**

The City shall issue bonds with terms no longer than the economic useful life of the project. For revenue supported bonds, principal repayments and associated interest costs shall not exceed projected revenue streams.

### **Debt Limits**

The City evaluates new debt issuance as it relates to the current debt level. The amount of debt retired each year is compared to the amount of debt to be issued any given year and an analysis performed to determine the community's ability to assume and support additional debt service payments. When appropriate the issuance of self-supporting revenue bonds and self-supporting general obligation bonds are also considered.

An objective, analytical approach is used to make the determination of whether debt is issued. The process compares generally accepted standards of affordability to the current values for the City. Those standards may include measures such as: debt per capita, debt as a percent of assessed value, debt service payments as a percent of current revenues and/or current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The City strives to achieve the standards at levels below the median industry measures for cities of comparable size.

### **Structure**

Bonds are generally issued with an average life of 20 years or less for general obligation bonds or 20 years for revenue bonds. Typically interest is paid in the first fiscal year after a bond sale and principal is paid no later than the second fiscal year after the debt is issued.

A competitive bidding process is used in offering debt unless the issue warrants a negotiated bid. City staff is committed to providing full and continuous disclosure to rating agencies. Credit ratings are sought from the top three rating agencies as recommended by the Director of Finance. City Staff uses a variety of resources to prepare information that may be useful to rating agencies during a bond rating. The Comprehensive Annual Financial Report (CAFR) contains an annual update of required continuing disclosure under Securities and Exchange Commission Rule 15c2-12 concerning primary and secondary market disclosure. The CAFR and material events are reported to the Municipal Securities Rule Making Board annually via the Electronic Municipal Market Access system.

### **Refundings**

City staff and the city's financial advisor, monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding should exceed 5% of the refunded maturities.

## **5. CAPITAL BUDGET POLICIES**

The objective of the capital budget policies is to ensure that the City maintains its public infrastructure in the most efficient manner.

### **Capital improvement program**

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment to minimize future replacement and maintenance costs, and to maintain service levels. As part of the annual budget process, the City shall prepare and adopt a five-year Capital Improvement Program, which shall detail each capital project, the estimated cost, and funding source. When considering new projects, related costs such as operations and maintenance costs are evaluated along with capital expenditures to assess affordability prior to proposal of the projects. An adopted priority system shall be used to rank recommended projects.

Capital Project summaries include the projects and funds necessary over the next five years as part of overall long-term capital planning. Major sources of funding for capital projects are Contributions from operating funds, debt issuance, Federal and State Grants, and surpluses in fund balances/retained earnings. Project costs are capitalized and added to the City's Fixed Assets. If a project does not meet the criteria for capitalization, the costs will be treated as operating expenses and expensed as incurred.

### **Operating budget impacts**

Operating expenditures (expenses) shall be programmed to include the cost of implementing the Capital Improvement Program and shall reflect estimates of all associated personal expenditures (expenses) and operating costs attributable to the capital outlays.

### **Repair and replacement**

The City shall maintain its physical assets at a level adequate to protect the City's capital investments and minimize future maintenance and replacement costs. The capital budget shall provide for the adequate maintenance, repair and orderly replacement of the capital plant and equipment from current revenues where possible.

### **Financing**

There are three basic methods of financing capital requirements:

- Funds may be budgeted from current revenues
- Purchases may be financed through surplus unreserved/undesignated fund balance/retained earnings balances, subject to policy
- Debt may be issued in accordance with policy (Items financed with debt must have useful lives that are less than the maturity of the debt.)

## **6. ACCOUNTING POLICIES**

The objectives of the accounting policies is to ensure that all financial transactions of the City are carried out in accordance to the dictates of the City Charter, State Statutes, and the principles of sound financial management.

### **Accounting standards**

The City shall establish and maintain accounting systems according to the generally accepted accounting principles and standards (GAAP) of the Governmental Finance Officers Associations (GFOA) and the Governmental Accounting Standards Board (GASB). The central system shall be used for financial transactions of all City departments.

### **Internal Control**

The City is responsible for establishing and maintaining an internal control structure designed to provide reasonable, but not absolute, assurance that the assets of the City are protected from loss, theft, or misuse.

The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

### **Annual audit**

An annual audit shall be performed by an independent accounting firm which will issue an official opinion on the annual financial statements with a management letter detailing areas that could be improved. The auditors must be a CPA firm that has the breadth and depth of staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditors report on the City's financial statements must be completed in sufficient time such that the Comprehensive Annual Financial Report (CAFR) may be presented to the City Council at the second Council meeting in March following the fiscal year end.

### **External Financial Reporting**

The Accounting Department prepares and publishes a comprehensive annual financial report (CAFR). The CAFR is the official annual report for the City and contains appropriate statements, schedules and other information for the major operations of the City and its component units. Also included is an official audit opinion, transmittal letter from management, management discussion and analysis, and information that provides continuing disclosure as required by SEC Rule 15c2-12. The CAFR is prepared in accordance with generally accepted accounting principals. The CAFR is published and presented to the City Council on the second City Council meeting in March following the fiscal year end. The CAFR is distributed to appropriate federal/state agencies, and other users, including but not limited to, students, other cities, bondholders, city staff, financial institutions, required information depositories, and others.

The Single Audit report is prepared and presented to grantors no later than nine months following the fiscal year end. The Single Audit report lists the status and current operations of all federal/state and local funding awarded and received.

The Accounting Department distributes monthly reports that include schedules/statements that present interim results of operations and an executive summary.

The Accounting Department prepares such other reports as are sufficient for management to plan, monitor, and control the City's financial affairs. If delays will occur, the Director of Finance will notify City Management and City Council of the delay and the underlying reasons.

### **GFOA Certificate of Achievement Award**

The City shall annually submit necessary documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting as awarded by the Governmental Finance Officers Association of the United States and Canada.

## 7. **INVESTMENT POLICIES**

The objectives of the investment policies is to ensure that all revenues received by the City are promptly recorded and deposited in designated depositories, and if not immediately required for payments of obligations, are placed in authorized investments earning interest income for the City according to the adopted Investment Policy.

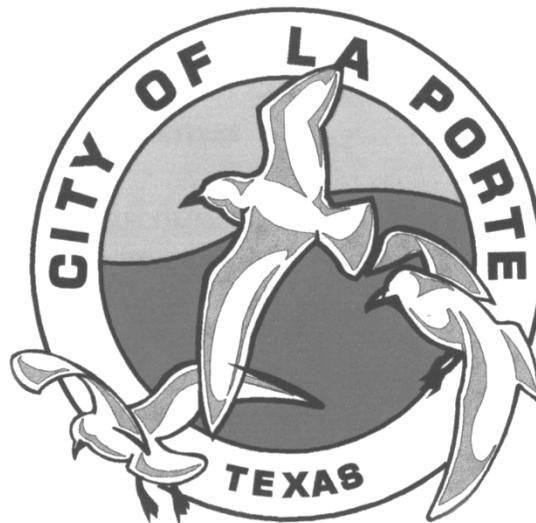
The City's formal Investment Policy, as adopted by Ordinance 1802 on January 13, 1992, governs the City's investments.



# City of La Porte, Texas Investment Policy

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Adopted by the City Council  
Of the City of La Porte  
On January 13, 1992, by  
Ordinance No. 1802



Amended:

*November 1995*  
*August 1997*  
*November 2000*  
*February 2003*  
*February 2005*  
*October 2005*  
*July 2009*  
*May 2011*  
*October 2013*  
*October 2014*

**City of La Porte, Texas**

*Michael G. Dolby, CPA*  
*Director of Finance*

*Shelley Wolny*  
*Treasurer*

I. **POLICY**

It is the policy of the City of La Porte, Texas (the "City") to administer and invest its funds in a manner which will preserve the principal and maintain the liquidity through limitations and diversification while meeting the daily cash flow requirements of the City. The City will invest all available funds in conformance with legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

The purpose of this investment policy is to comply with all statutes governing the investment of the City's funds, including the Public Funds Investment Act, Chapter 2256 of the Texas Government Code (the " Act"), which requires the City to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

II. **SCOPE**

The City will strive to earn a return on funds invested at the highest investment return possible after taking in consideration the primary goals of preservation of principal and liquidity of funds invested, consistent with the policy objectives described below. This investment policy applies to the investment activities of the government of the City of La Porte, Texas.

FUNDS INCLUDED The City's funds, which are pooled together and constitute the investment portfolio, include all financial assets of all funds managed by the City, including but not limited to receipts of tax revenues, charges for services, bond proceeds, interest incomes, loans and funds received by the City where the City performs a custodial function. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds
- Internal Service Funds

Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. **OBJECTIVES**

SAFETY The primary objective of the City's investment activity is the preservation of capital and the protection of investment principal in the overall portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value. The City will strive to minimize credit risk by limiting investments to the safest types of investments, prequalifying the financial institutions and broker/dealers with which the City conducts business, and diversify the investment portfolio so that potential losses on individual issuers will be minimized. To minimize interest rate risk, the City will ladder the portfolio and match investments with future cash requirements and invest operating funds in shorter, more liquid securities and investments.

LIQUIDITY The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same day liquidity.

PUBLIC TRUST All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment Officials shall avoid any transaction that might impair public confidence in the City's ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

YIELD (Optimization of Interest Earnings) The City's cash management portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment principles.

INVESTMENT STRATEGY The City maintains a commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. The maximum dollar weighted average maturity of 2 years or less will be calculated using the stated final maturity date of each security.

#### IV. **RESPONSIBILITY AND CONTROL**

Oversight Responsibility for the investment activity of the City of La Porte shall rest with the Fiscal Affairs Committee and the City Manager. They will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy at least annually.

DELEGATION Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program, consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

SUBORDINATES All persons involved in investment activities will be referred to as "Investment Officers." No person shall engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of Subordinate Investment Officers. All investment officers, including the Director of Finance, will demonstrate competence in the execution of the city's investments. All Investment Officers will insure compliance with the investment program with ongoing training and evaluation by management.

PRUDENCE Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment Officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

INDEMNIFICATION The Director of Finance and the Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

ETHICS DISCLOSURE AND CONFLICTS OF INTEREST Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Employees and Investment Officers shall disclose to the City Manager any material interests in financial institutions that conduct business with the City of La Porte, and shall further disclose any personal financial or investment positions that could be related to the performance of the City's investment portfolio. Employees and Investment Officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of La Porte.

An Investment Officer of the City of La Porte who has a personal business relationship with an organization seeking to sell an investment to the City of La Porte shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City of La Porte shall file a statement disclosing that relationship. A statement required under subsection 2256.005(i) of the Act must be filed with the Texas Ethics Commission and the governing body of the City of La Porte.

TRAINING Investment Officers shall attend 10 hours of investment training within 12 months after taking office or assuming duties, and 10 hours every succeeding two years that begins on the first day of the fiscal year, which is October 1<sup>st</sup>, and consists of the two consecutive fiscal years after that date. The investments training shall be provided from an independent source approved by the Fiscal Affairs Committee to insure the quality and capability of investment management in compliance with the Act. For the purposes of this policy, an "independent source" is defined as a professional organization, an institute of higher learning or any other sponsor other than a Business Organization with whom the City may engage in investment transactions. Training shall be in accordance with the Act and shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with statutes governing the investment of public funds.

## V. **REPORTING**

Investment reports shall be prepared quarterly and be signed and submitted by the Investment Officers, in a timely manner. These reports will be submitted to the City Manager and City Council. This report shall describe in detail the investment position of the City, disclose the market value and book value of each fund group as well as each separate investment, and state the maturity date of each security and accrued interest for the reporting period. The report shall

include all information as required by Section 2256.023 of the Act. It must also express compliance of the portfolio to the investment strategy contained in the City's Investment Policy and the Act.

MONITORING The market price of each investment shall be obtained monthly from a source such as the Wall Street Journal newspaper, the City's custodial bank, a reputable brokerage firm or security pricing service and reported on the investment reports. Investments with minimum rating requirements will be monitored for rate changes and liquidation of such investments will be determined at such time.

Monitoring credit ratings – The Investment Officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, and liquidate the investment within one week.

Monitoring FDIC Status for Mergers and Acquisitions – The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer or Advisor shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

## VI. INVESTMENTS

ACTIVE PORTFOLIO MANAGEMENT The City intends to pursue active versus passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade.

AUTHORIZED INVESTMENTS The following are authorized investments for the City and all are authorized and further defined by the Act. Only those investments listed in this section are authorized.

- A. Obligations, including letters of credit, of the United States or its agencies and instrumentalities; direct obligations of this state or its agencies and instrumentalities; other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent. (Section 2256.009 (a) of the Act)

The following are not authorized investments under Section 2256.009 (b) of the Act:

- obligations whose payment represents the coupon payment on the outstanding principal balance of the underlying mortgage-backed security collateral and pays not principal (Interest only bonded);
- obligations whose payment represents the principal stream of cash from the underlying mortgage-backed security collateral and pays no interest (Principal only bonds);

- collateralized mortgage obligations that have a final stated maturity date of greater than 10 years; and
  - collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
- B. Fully collateralized certificates of deposit issued by a depository institution or an approved broker that has its main office or branch office in Texas, selected from a list adopted by the City, and guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; secured by obligations authorized by this subchapter, or secured in any other manner and amount provided by law for deposits of the City. (Section 2256.010 of the Act)
- C. FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on [www.fdic.gov](http://www.fdic.gov) to assure that the bank is FDIC insured.
- D. AAA-rated, or an equivalent rating, no-load money market mutual funds registered with and regulated by the Securities and Exchange Commission; having a dollar-weighted average stated maturity of 90 days or fewer; and includes in its investment objectives the maintenance of a stable net asset value of \$1 for each share. (Section 2256.014 of the Act) The Fund must provide the City with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. Section 80a-1 et seq.);

The City is not authorized by Section 2256.014 (c) of the Act to:

- invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves in other funds held for debt service, in mutual funds described in the Act (Section 2256.014);
  - invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in the Act (Section 2256.014); or
  - invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in the Act (Section 2256.014) in an amount that exceeds 10 percent of the total assets of the mutual fund.
- E. AAA-rated, or an equivalent rating by at least one nationally recognized rating service, constant dollar, investment pools as authorized by the City Council and as further defined by the Act, which invests in eligible securities as authorized by Section 2256.016 of the Act.

EXISTING INVESTMENTS The Investment Officer is not required to liquidate investments that were authorized investments at the time of purchase. Any investments currently held that do not meet the guidelines of this policy shall be reviewed to determine the ability to liquidate. An investment that requires a minimum rating under this subchapter does not qualify as an authorized investment during the period the investment does not have the minimum rating. An entity shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. If the investment cannot be liquidated because of material adverse change in the value since the time of purchase, and holding the investment to maturity does not negatively affect disbursements or cash flow, a recommendation of holding said investment to maturity is acceptable.

MAXIMUM MATURITIES The maximum stated maturity, from the date of purchase, for any individual investment may not exceed 5 years and the maximum dollar-weighted average maturity for the pooled fund group (investment portfolio) may not exceed 2 years.

DIVERSIFICATION It is the policy of the City to diversify its investment portfolios. Assets held in the pooled investment portfolio shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, specific issuer or specific class of securities. Diversification strategies shall be determined and revised periodically by the Fiscal Affairs Committee.

FINANCIAL INSTRUMENTS Maximum allowable percentages of the total portfolio for investments are stated as follows:

	Investment Type	Maximum Limit
1.	Investment Pools	100%
2.	Money Market Accounts	10%
3.	Certificates of Deposit	60%
4.	U.S. Government Securities	80%
5.	U.S. Agency Securities	80%

## VII. **SELECTION OF FINANCIAL INSTITUTIONS AND BROKER DEALERS**

SELECTION OF FINANCIAL INSTITUTIONS Depositories shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP) issued every five (5) years. In selecting depositories, the services available, service costs, and credit worthiness of institutions shall be considered, and the Director of Finance shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history. The depository contract will provide for collateral if balance exceeds FDIC Insurance amounts.

The City shall select financial institutions from which the City may purchase certificates of deposit in accordance with the Act and this policy and will have a written depository agreement with the selected institution, which was approved by resolution of the Bank's Board if collateral is required. The Investment Officer shall monitor the fiscal condition of financial institutions where certificates of deposit are held.

AUTHORIZED FINANCIAL BROKER/DEALERS AND INSTITUTIONS The Investment Officer shall maintain a list of broker/dealers and financial institutions authorized to provide investment services. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must submit: audited financial statements, proof of National Association of Security Dealers certification, and proof of state registration.

Before engaging in investment transactions with a financial institutions or broker/dealers, the Investment Officer shall have received, from a Qualified Representative of said firm, a signed Certification Form. (Exhibit B) This form shall attest that the individual responsible for the City's account with that firm has (1) received and reviewed the investment policy of the City; and (2) acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this

authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards. Investment Officers of the City may not acquire or otherwise obtain any authorized investment described in the investment policy from a person who has not delivered a signed Certification Form. The Fiscal Affairs Committee shall at least annually review, revise, and adopt a list of qualified broker/dealers and other financial institutions that are authorized to engage in investment transactions with the City. (Exhibit A)

COMPETITIVE BIDDING All investment transactions must be competitively transacted and executed with broker/dealers or financial institutions that have been authorized by the City. The City will obtain at least three competitive offers. Exception: New issues will not be required to be competitively transacted as all broker/dealers would show the same price and yield.

## VIII. **COLLATERAL**

COLLATERALIZATION OF PUBLIC DEPOSITS Collateralization requirements are governed by the Texas Government Code Chapter 2257 (Public Funds Collateral Act). All bank deposits, certificates of deposit, and repurchase agreements shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the required minimum collateral level will be a market value equal to no less than 102% of the deposits. Collateral levels should be monitored and maintained by the financial institution. Repurchase agreements shall be documented by specific agreement noting the collateral pledged in each agreement and should be monitored daily. Collateral shall be reviewed monthly to assure the market value of the securities pledged equals or exceeds the related bank balances.

Collateral shall always be held in the City's name by an independent third party with whom the City of La Porte has a current custodial agreement. Evidence of the pledged collateral shall be maintained by a written agreement. A safekeeping receipt must be supplied to the City of La Porte for any transaction involving sales/purchases/maturities of securities and/or underlying collateral, which the City of La Porte will retain. The right of collateral substitution is granted provided the substitution has prior approval of the City and is followed by the delivery of an original safekeeping receipt to the City, and replacement collateral is received prior to the release of original collateral.

COLLATERAL DEFINED The City shall accept only the following securities as collateral:

- A. FDIC insurance coverage;
- B. United States Treasuries and Agencies;
- C. Obligations, including letters of credit, of the United States or its agencies and instrumentalities.
- D. Other securities as approved by the Fiscal Affairs Committee.

SUBJECT TO AUDIT All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

## IX. **SAFEKEEPING AND CUSTODY**

SAFEKEEPING AGREEMENT All securities owned by the City shall be held in the City's designated third party safekeeping. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, description, maturity, cusip number yield and/or coupon, market value and other pertinent information. Each safekeeping receipt

shall clearly indicate that the instrument is held for the City of La Porte. All safekeeping arrangements shall be documented by the Investment Officer.

DELIVERY VERSUS PAYMENT All investment transactions shall be executed on a delivery versus payment basis. That is, funds shall not be wired or paid until verification has been made that the collateral was received by the Trustee. The collateral shall be held in the name of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

#### X. **MANAGEMENT AND INTERNAL CONTROLS**

The Director of Finance shall establish a system of internal controls, which shall be reviewed by an independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees or Investment Officers of the City.

Controls and managerial emphasis deemed most important that shall be employed where practical are:

- A. Control of collusion
- B. Separation of duties
- C. Separation of transaction authority from accounting and record keeping
- D. Custodian safekeeping receipts records management
- E. Avoidance of physical delivery securities
- F. Clear delegation of authority to subordinate staff members
- G. Documentation on investment bidding events
- H. Written confirmation of transactions for investments and wire transfers
- I. Reconciliation and comparisons of security receipts with the investment subsidiary records
- J. Compliance with investment policies
- K. Accurate and timely reports
- L. Validation of investment maturity decisions with supporting cash flow data
- M. Adequate training and development of Investment Officers
- O. Review of financial condition of all brokers, dealers and financial institutions
- P. Staying informed about market conditions, changes, and trends that require adjustments in investment strategies
- Q. Monitor credit ratings
- R. Monitor FDIC status for mergers and acquisitions for brokered CD's

COMPLIANCE AUDIT The City shall perform, in conjunction with its annual financial audit, a compliance audit of management controls on investments and adherence to the entity's established investment policies. The audit shall include a formal review of the quarterly investment reports by an independent auditor and the results reported to the governing body by the independent auditor. Also, the governing body shall review its investment policy and investment strategy not less than annually and adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and strategy, and recorded any changes made to them.



## GLOSSARY OF TERMS

**AFIS** – An acronym meaning Automated Fingerprint Identification System.

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

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

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

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

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

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

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

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

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

**BOND ISSUE** - Bonds sold.

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

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

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

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

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

**CAFR** – An acronym meaning Comprehensive Annual Financial Report.

**CDBG** – An acronym meaning Community Development Block Grant.

**CPR** – An acronym meaning Cardiopulmonary Resuscitation.

## GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EMS** – An acronym meaning Emergency Medical Services.

## GLOSSARY OF TERMS

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

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

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

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

**FEMA** – An acronym for the Federal Emergency Management Agency.

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

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

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

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

**GAAP** – An acronym for Generally Accepted Accounting Principles. GAAP provides uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

**GASB** – An acronym for the Government Accounting Standards Board.

**GFOA** – An acronym for the Government Finance Officers Association.

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

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

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

## GLOSSARY OF TERMS

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

**HIDTA** – An acronym for High Intensity Drug Traffic Area grant.

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

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

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

**LEPC** – An acronym meaning Local Emergency Planning Committee.

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

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

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

**NFPA** – An acronym for National Fire Protection Agency.

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

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

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

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

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

**PFIA** – An acronym meaning Public Funds Investment Act.

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

## GLOSSARY OF TERMS

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

**PRINCIPAL OF BONDS** - The face value of the bonds.

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

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

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

**RFP** – An acronym meaning Request for Proposal.

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

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

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

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

**SFFMA** – An acronym for State Firefighters & Fire Marshals Association.

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

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

**STEP** – An acronym for Speed/Traffic Enforcement Program.

**TEEX** – An acronym meaning Texas Engineering Extension Service.

**TIRZ** – An acronym meaning Tax Increment and Reinvestment Zone.

**TxDOT** – An acronym meaning Texas Department of Transportation.

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

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

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

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

**UASI** – An acronym meaning Urban Area Homeland Security.

**WORKING CAPITAL** - The amount by which total current assets exceed total current liabilities.



## CHART OF REVENUE ACCOUNTS

**AAA GRANT** - Proceeds from the Area Agency on Aging (AAA) grant which is used to provide meals to senior citizens.

**ADMINISTRATIVE DISMISSAL FEE** - Proceeds from a state imposed charge to individuals who violate certain municipal ordinances or state laws.

**ADULT SPORT LEAGUES** - Proceeds from the operation of adult softball, volleyball and similar sport leagues.

**ALARM PERMITS** - Proceeds from citizens for a permit that allows them to have a security alarm at the residence or business.

**ANIMAL LICENSES** - Proceeds from citizens for the obtainment of dog or cat licenses.

**AQUATIC FACILITY** – Proceeds from the lease of the City’s swimming pools and wave pool.

**AQUATIC MEMBERSHIPS** - Proceeds from seasonal memberships to the City's swimming pools.

**ATHLETIC COMPLEX** - Proceeds from the rental of various athletic facilities by individuals.

**BEER, WINE, LIQUOR LICENSES** - Proceeds from the license process for establishments selling alcoholic beverages within the City limits.

**BILLING FOR DEBT SERVICE** - Proceeds from members of the La Porte Area Water Authority for the servicing of debt incurred by the Authority on the members’ behalf.

**BINGO TAXES** - Proceeds from the assessment of taxes on bingo operations held within the City limits.

**BIRTH AND DEATH RECORDS** - Proceeds from the production of certified birth and death records.

**BUILDING PERMITS** - Proceeds from individuals for a permit which allows them to construct a structure.

**CART RENTAL - 18 HOLE** - Proceeds from a use fee for golfers utilizing an electric golf car during eighteen holes of play.

**CART RENTAL - 9 HOLE** - Proceeds from a use fee for golfers utilizing an electric golf car during nine holes of play.

**CATERER/CONCESSION COMMISSIONS** - Proceeds received (percentage of gross sales) from caterers providing services to lessors of the Sylvan Beach Pavilion.

**CHARGES TO DEPARTMENTS** - Proceeds from a charge to various City Departments to cover the cost of providing health care coverage for City employees.

**CITIZEN EDUCATION TRAINING** - Proceeds from a user fee charged by the City for training classes conducted by the Municipal Court Division.

**COBRA CONTRIBUTIONS** - Proceeds from individuals who elect to receive health insurance under the Comprehensive Omnibus Benefits Reconciliation Act.

**COMMERCIAL SOLIDWASTE** - Proceeds from a user fee for the provision of solidwaste pickup and disposal for commercial customers located in the City limits.

**COMPREHENSIVE REHABILITATION FUND** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

## CHART OF REVENUE ACCOUNTS

**CONCESSION COMMISSIONS** - Proceeds received (percentage of gross sales) from concessionaires providing services to lessors of the Sylvan Beach Pavilion, players at the Golf Course and patrons of the City's park facilities.

**CONTRACT FIRE PROTECTION** - Proceeds from a contract with industries located outside the City limits for assistance in fire suppression.

**CONTRIBUTIONS TO VICTIMS OF CRIME** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

**CRIMINAL JUSTICE PLANNING FUND** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

**CURRENT PROPERTY TAXES** - Proceeds from the assessment of ad valorem taxes on taxable property located in the City Limits of the City. These proceeds are used for operations and maintenance in the General Fund and to service debt in the Debt Service Fund.

**DELINQUENT TAXES** - Proceeds from property taxes assessed in prior years but were not collected until the current year.

**DEMOLISHING PERMITS** - Proceeds from individuals desiring a permit to demolish a structure.

**DOCUMENT REPRODUCTION** - Proceeds from individuals who have requested certain information that had to be reproduced by City Employees.

**ELECTRICAL PERMITS** - Proceeds from individuals who are having electrical installations or modifications performed within the City limits.

**ELECTRICIANS LICENSES** - Proceeds from the licensing process of individuals desiring to perform electrical work within the City limits.

**EMPLOYEE CONTRIBUTIONS** - Contributions made by City employees who desire to have their eligible dependents covered by the City's health plan.

**EMS CONTRACT REVENUE** - Proceeds from a contract with industries located outside the City limits for assistance in Emergency Medical Services.

**EMS PATIENT REVENUE** - Proceeds from a user fee for services rendered by the City's Emergency Medical Services operation.

**FRANCHISE FEES/CABLE TV (TCI)** - Proceeds from a franchise fee on cable television companies operating within the City limits.

**FRANCHISE FEES/ELECTRICAL (HL&P)** - Proceeds from a franchise fee on electric service within the City limits.

**FRANCHISE FEES/GAS (ENTEX)** - Proceeds from a franchise fee on gas service within the City limits.

**FRANCHISE FEES/TELEPHONE (BELL)** - Proceeds from a franchise fee on telephone service within the City limits.

**FRONT FOOT FEES** - Proceeds from citizens desiring to connect to either the City's water or sewer system.

**GENERAL PROGRAMS/CAMPS** - Proceeds from individuals who participate in general programs or camps sponsored by the City's Parks and Recreation Department.

## CHART OF REVENUE ACCOUNTS

**GOLF PASS** – Proceeds from the sale of passes to Bay Forest Golf Course.

**GRANT REIMBURSEMENTS** - Proceeds from reimbursements from federal agencies as their portion of preapproved projects.

**HEATING AND AIR CONDITIONING PERMITS** - Proceeds from individuals who are having heating and or air conditioning installations or modifications performed within the City limits.

**HOTEL/MOTEL OCCUPANCY TAX** – Proceeds from the collection of taxes imposed on a person who pays for a room, used for sleeping, in a hotel costing \$2 or more each day. The City currently charges a tax of 7%.

**INDUSTRIAL PAYMENTS** - Proceeds from the levying of a payment in lieu of taxes on industry located in the City's Industrial District. Formal contracts are entered into with each industry that outlines the prescribed payment amount and the responsibilities of each party.

**INDUSTRIAL WASTE PERMIT** - Proceeds from commercial businesses from the sale of a permit that allows them to discharge industrial wastewater into the City's wastewater system.

**INDUSTRIAL WASTE SURCHARGE** - Proceeds from an additional charge by sewer customers who fails to meet the City's limits for the composition of their discharge.

**INTEREST INCOME** - Proceeds received on the investment of idle City funds.

**JOINT VENTURE CONTRIBUTIONS** - Contributions from various organizations who wish to participate, by providing matching funds, in selected capital improvements.

**LAW ENFORCEMENT OFFICERS EDUCATION FUND** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

**LEASE OF CITY PROPERTY** - Proceeds from the leasing of City facilities not covered elsewhere in the revenue structure.

**LEASE OF FIRE TRAINING FACILITY** - Proceeds from the leasing of the City's Fire Training Facility.

**MANAGER CART** – Proceeds from a use fee for golfers utilizing an electric golf cart while acting as managers.

**MISCELLANEOUS LICENSES, PERMITS & FEES** - Proceeds from individuals for licenses, permits or fees that do not have separate revenue accounts.

**MISCELLANEOUS REVENUE** - Proceeds for miscellaneous items that are not accounted for in other revenue accounts.

**MISDEMEANOR COURT COSTS** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

**MOBILE HOME PARK LICENSES** - Proceeds from the licensing process of mobile home parks.

**MOTOR POOL LEASE FEES** - Proceeds from assessments charged to City Divisions by the Motor Pool Fund, an Internal Service Fund, which is collected and used to procure replacement vehicles.

**MOWING & DEMOLITION** - Proceeds from property owners who have had their property mowed by the City because of the property owner's failure to comply with City ordinances regarding high weeds.

## CHART OF REVENUE ACCOUNTS

**MUNICIPAL COURT JUDGES TRAINING TAX** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

**MUNICIPAL COURT FINES** - Proceeds from a state imposed charge to individuals who violate certain municipal ordinances or state laws.

**NON-RESIDENT MEMBERSHIPS** - Annual golf memberships for persons who are not citizens of the City of La Porte. The membership fee allows unlimited play.

**NON-RESIDENT SENIORS** - Golf user fee (green fee) charged to persons who are not residents of La Porte and are over the age of 65.

**NON-RESIDENT WEEKDAY** - Golf user fee (green fee) charged to persons who are not residents of La Porte to play golf on weekdays.

**NON-RESIDENT WEEKEND** - Golf user fee (green fee) charged to persons who are not residents of La Porte to play golf on weekends.

**OPERATORS & CHAUFFEURS LICENSE** - Proceeds from a state mandated pass through fee that is charged with court fines and then remitted to the State.

**PARKS/RECREATION MISCELLANEOUS** - Proceeds from miscellaneous activities coordinated by the Parks and Recreation Department that are not accounted for in other revenue accounts.

**PENALTIES** - Proceeds from the assessment of late charges for water, sewer and garbage customers who are late in paying their bills.

**PIPELINE APPLICATION PERMITS** - Proceeds from application permits for installation of pipelines in one of the City's pipeline corridors.

**PIPELINE ASSESSMENTS** - Proceeds from an annual assessment fee for companies that have pipelines in one of the City's pipeline corridors.

**PLUMBING PERMITS** - Proceeds from individuals who are having plumbing installations or modifications performed within the City limits.

**POLICE ACCIDENT REPORTS** - Proceeds from a fee charged to individuals for copies of police accident reports.

**POLICE PUBLIC TRAINING CLASSES** - Proceeds from the training of the public for various public safety classes.

**POLICE TELETYPE/DISPATCHING** - Proceeds from a fee charged to other cities for the provision of dispatching of their force by our Police Department.

**POOL PERMITS** - Proceeds from individuals who are having swimming pool installations or modifications performed within the City limits.

**POUND FINES** - Proceeds from individuals who have had their dog or cat impounded by the City for violation of City ordinances.

**PUBLIC SAFETY GRANTS** - Proceeds from grants that relate to Public Safety (Police Department activity).

**RECREATION CENTER CLASS FEES** - Proceeds from user fees charged by the Parks and Recreation Department for aerobic classes at the City's Recreation and Fitness center.

## CHART OF REVENUE ACCOUNTS

**RECREATION CENTER MEMBERSHIPS** - Proceeds from membership fees for access to the City's Recreation and Fitness Center.

**RECREATION CENTER PRO SHOP** - Proceeds from the sale of items at the City's Recreation and Fitness Center.

**RECREATION CENTER RENTAL** - Proceeds from the rental of one of the City's minor recreation facilities.

**RECREATION CENTER WALK-INS** - Proceeds from daily user fees by individuals who are not members.

**RECYCLING** - Proceeds from the sale of materials collected by the City at its recycling center.

**RENTAL OF FACILITY** - Proceeds from the lease of the Sylvan Beach Pavilion.

**RENTAL OF SPACE** - Proceeds from the lease of land at the City's Municipal Airport.

**RESIDENT MEMBERSHIPS** - Annual golf memberships for persons who are citizens of the City of La Porte. The membership fee allows unlimited play.

**RESIDENT SENIOR MEMBERSHIP** - Annual golf memberships for persons who are citizens of the City of La Porte and are over the age of 60. The membership fee allows unlimited play.

**RESIDENT SENIORS** - Golf user fee (green fee) charged to persons who are residents of La Porte and are over the age of 60.

**RESIDENT WEEKDAY** - Golf user fee (green fee) charged to persons who are residents of La Porte to play golf on weekdays.

**RESIDENT WEEKEND** - Golf user fee (green fee) charged to persons who are residents of La Porte to play golf on weekends.

**RESIDENTIAL SOLIDWASTE** - Proceeds from customers for the pickup of residential solidwaste.

**RETIREE CONTRIBUTIONS** - Proceeds from city retirees who elect to receive health insurance for the spouses.

**REZONING FEES** - Proceeds from an application fee from individuals desiring to rezone certain areas within the City limits.

**RODEO CENTER RENTAL** - Proceeds from users of the City's Rodeo Arena.

**SALE OF EQUIPMENT** - Proceeds from the sale of surplus or obsolete items at the annual City auction.

**SALE OF GARBAGE BAGS** - Proceeds from the sale of garbage bags to the City's residential solidwaste customers.

**SALE OF MAPS** - Proceeds from the sale of City maps.

**SALE OF MATERIALS** - Proceeds from the sale of materials.

**SALE OF SEWER** - Proceeds from the receipt and treatment of sanitary sewage in the City's Utility Fund.

**SALE OF WATER** - Proceeds from the sale of potable water in the City's Utility Fund.

## CHART OF REVENUE ACCOUNTS

**SALES TAX** - Proceeds from the one percent local option sales tax on taxable goods sold or consumed in the City of La Porte. This tax is collected by the State of Texas on behalf of the City and is forwarded to the City each month.

**SERVICE FEES** - Proceeds from an assessment to individuals or companies who have submitted to the City a check that has been rejected by their bank.

**SEWER TAPS** - Proceeds from a user fee charged utility customers who desire to be connected to our sewer system at a location that did not previously have service.

**SIGN PERMITS--** Proceeds from individuals desiring a permit to erect a sign.

**SPECIAL OLYMPICS** - Proceeds from a fee charged to those that participate in various events involving the City's Special Population Organized Recreational Therapy program.

**STREET & ALLEY CLOSING APPLICATION FEE** - Proceeds from an application fee from individuals desiring to close a street or alley and convert it to private use.

**SUPERVISORY FEES** - Proceeds from a state mandated fee that is assessed with certain municipal court fines.

**SWIM LESSONS** - Proceeds from individuals who take swim lessons offered by the City's Parks and Recreation Department.

**SWIMMING POOL ADMISSIONS** - Proceeds from a user fee for admission to one of the City's four pools.

**TAX BILLING FEES** - Proceeds from a user fee charged entities for which the City bills and collects their ad valorem taxes.

**TAX ON SALE OF MIXED DRINKS** - Proceeds from a sales tax on the sale of alcoholic beverages.

**TAX PENALTY AND INTEREST** - Proceeds collected, in accordance with state law, from late taxpayers for penalty and interest on current year amounts outstanding.

**TEMPORARY CONNECTS** - Proceeds from a user fee for temporary connections to the City's water and sewer system.

**TOURNAMENT FEES** - Proceeds from tournaments held at the City's Municipal Golf Course.

**TRANSFER FROM GENERAL FUND** - Transfer of funds from the City's General Fund.

**TRANSFER FROM GOLF COURSE FUND** - A transfer from the Golf Course Fund to the Debt Service Fund. This amount represents a cost contribution to offset General Obligation Bonds sold to finance construction of the Bay Forest Golf Course.

**TRANSFER FROM HOTEL/MOTEL FUND** - Transfer of funds from the City's Hotel/Motel Fund.

**TRANSFER FROM LPWA FUND** - A transfer from the La Porte Area Water Authority Fund to the General Fund. This amount represents cost recovery for services rendered the fund by other City operations.

**TRANSFER FROM UTILITY FUND** - A transfer from the Utility Fund to the General Fund. This amount represents cost recovery for services rendered the fund by other City operations as well as a payment in lieu of ad valorem taxes.

**TWILIGHT GREEN FEES** - Proceeds from golfers utilizing the City's golf course under the twilight fee option.

## CHART OF REVENUE ACCOUNTS

**USE OF EQUIPMENT, MATERIAL & LABOR** - Proceeds from a fee charged when individuals benefit from the use of City owned equipment, materials or labor.

**WARRANT FEES** - Proceeds from fees that may be imposed for the issuance and service of arrest warrants issued out of municipal court.

**WATER METERS** - Proceeds from the installation of water meters.

**WATER RECONNECT FEES** - Proceeds from a charge to utility customers to have their water reconnected after service has been temporarily disconnected for non-payment of services rendered.

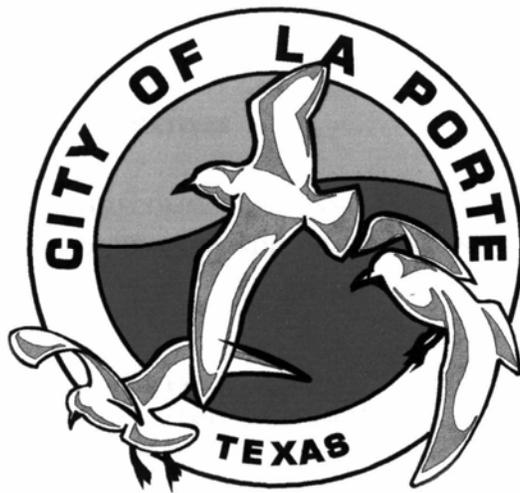
**WATER TAPS** - Proceeds from a user fee charged to utility customers who desire to be connected to our water system at a location that did not previously have service.

**WAVE POOL ADMISSIONS** - Proceeds from the sale of tickets to the public for the use of the wave pool.

**WAVE POOL RENTAL** - Proceeds from the rental of the City's Wave Pool.

**WRECKER PERMITS** - Proceeds from individuals desiring a permit to operate a wrecker service in the City.

**YOUTH SPORTS** - Proceeds from participants in the youth sports program offered by the Parks and Recreation Department.



## CHART OF OPERATING EXPENSE (EXPENDITURE) ACCOUNTS

- 1010 **REGULAR EARNINGS** - Compensation to employees for work performed up to 40 hours per week. Also includes pay for vacation, sick and other paid time off.
- 1011 **SEASONAL EARNINGS** – Account used exclusively by the Recreation Division to capture the costs associated with summer time employees.
- 1012 **SICK BUY BACK** – Account is used for the City’s sick buy back program. An annual payment of 48 hours of sick time, provided they have that amount accrued, is paid to full-time employees who have 10 years or more of service to the City. The program is an effort to reduce the sick time liability on the City’s books.
- 1013 **AUTOMATIC OVERTIME** – Account used exclusively by the Emergency Medical Services Division to capture the costs associated with FSLA scheduled overtime for the paramedics.
- 1015 **RELIEF** - Account used exclusively by the Emergency Medical Services Division to capture the costs associated with relief personnel.
- 1020 **OVERTIME** - Compensation to employees for work performed in excess of 40 hours per week.
- 1025 **OCU OVERTIME** - Overtime incurred by the Organized Crime Unit. These costs are reimbursable by grant revenue and are kept separate for reporting purposes.
- 1030 **CERTIFICATION** - Compensation to selected employees for obtaining advanced training and qualifications.
- 1035 **LONGEVITY** - Compensation to employees with more than one year of service. The amount is four dollars per month for each year of service after the first year.
- 1040 **CLOTHING ALLOWANCE** - Clothing cost for employee uniforms.
- 1041 **TOOL ALLOWANCE** - Compensation to employees for costs associated with purchase of specialized tools.
- 1042 **CAR ALLOWANCE** - Compensation to employees who utilize their personal vehicle in conducting City business.
- 1043 **MOTORCYCLE ALLOWANCE** - Compensation to employees who utilize their personal motorcycle in conducting City business.
- 1044 **CLEANING ALLOWANCE** - Compensation to employees to offset cleaning cost for employee uniforms.
- 1055 **TERMINATION PAY (SICK/VAC)** - Cost incurred to pay terminated employees their accrued sick and vacation liability.
- 1060 **FICA** - City's contribution to social security.
- 1065 **RETIREMENT** - City's contribution to the Texas Municipal Retirement System.
- 1066 **VOLUNTEER FIREMEN RETIREMENT** - City's retirement contribution for volunteer fire fighters.
- 1070 **WORKERS COMPENSATION** - Workman's compensation coverage for employees.
- 1075 **UNEMPLOYMENT COMPENSATION** - Unemployment cost associated with terminated employees.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 1080 **INSURANCE - MEDICAL** - Cost to provide employee, retiree and dependents health coverage.
- 1081 **INSURANCE - LIFE** - Cost of providing life insurance for employees.
- 1090 **OTHER BENEFITS** - Cost incurred to provide other benefits such as physical examinations for employees.
- 1099 **ATTRITION** – Salary savings from turnover throughout the fiscal year.
- 2001 **OFFICE SUPPLIES** – Expendable materials used in routine office operations. Included in this account are: calculator tape, folders, purchasing requisition and receiving report books, pens, calendars and copy paper.
- 2002 **POSTAGE** - Cost of postage incurred to send outgoing mail for city divisions.
- 2003 **PROTECTIVE CLOTHING-** Cost of clothing materials used by various divisions in performance of duties. Included in this account are gloves, safety vests and glasses, goggles, rainwear and the purchase of uniforms and jackets.
- 2004 **GAS AND OIL** - Fuel and lubricants used by city vehicles.
- 2005 **MINOR TOOLS** - Hand tools that do not meet the requirements for fixed assets. Included in this account are items such as hammers, screwdrivers and shovels.
- 2006 **CLEANING** - Expendable materials used in routine cleaning operations. Included in this account are glass and abrasive cleaners, detergents, disinfectants, paper towels, mops and brooms.
- 2007 **CHEMICAL** - Chlorine and other chemicals used by various city divisions.
- 2008 **EDUCATIONAL** - Cost of educational materials. Included in this account are manuals and books for departmental training and handouts used to inform the public. Does not include equipment or routine office supplies used in training classes.
- 2009 **MEDICAL** - Cost of miscellaneous medical supplies, excluding materials used by the Emergency Medical Services Division that is accounted in account 2055.
- 2010 **TRAFFIC** - Materials used in the control of traffic flow and safety. Included in this account are safety cones, barricades and sign materials.
- 2014 **FREIGHT** - Cost associated with the delivery of items to the City.
- 2015 **OTHER SUPPLIES** - General supplies used by the various divisions in performing their functions. Included in this account are water coolers, floor mats, batteries, light bulbs, flashlights, spray paint, and duct tape .
- 2016 **JAIL OPERATIONS** - Cost incurred for supplies related to the operation of the jail.
- 2017 **SPECIALIZED SUPPLIES** - Cost incurred for special supplies used in certain operations. Examples include SWAT and DARE supplies.
- 2018 **COMPUTER SUPPLIES** - Cost incurred for the operation of microcomputers in the various divisions. Included in this account are computer paper and ribbons.
- 2019 **TRAINING FIELD SUPPLIES** - Cost incurred for the operation of the Fire Training Facility.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 2030 **SMALL PARTS** - Cost incurred in the purchase of expendable small parts. Used exclusively by the Vehicle Maintenance Division.
- 2031 **ATHLETIC SUPPLIES** - Cost incurred for supplies and other small items used in the performance of the athletic program.
- 2032 **AQUATIC SUPPLIES** - Cost incurred for supplies and other small items used in the performance of the Aquatic program.
- 2036 **SPECIAL OLYMPICS (SPORT)** - Cost incurred for supplies and other miscellaneous items used in the performance of the SPORT program.
- 2040 **VEHICLE MAINTENANCE** - Automotive parts used by the Vehicle Maintenance Division in the repair of vehicles.
- 2050 **SAFETY** - Miscellaneous items used in the promotion of safety.
- 2055 **EMS DRUGS AND SUPPLIES** - Medical and related supplies used by the Emergency Medical Services Division in providing emergency medical care.
- 2056 **MEDICAL OXYGEN** - Oxygen supplies used by EMS in providing emergency medical care.
- 2075 **TOURISM DEVELOPMENT** – Used for the Hotel/Motel Fund and the Economic Development Fund to account for costs incurred for the marketing and promotion of tourism and development within the City of La Porte.
- 2076 **CITY MAPS** – Used for the Hotel/Motel Fund to account for costs associated with the publication of City maps.
- 2077 **FIREWORKS** – Used for the Hotel/Motel Fund to account for costs related to the annual 4<sup>th</sup> of July Fireworks display and celebration.
- 2078 **CONFIDENTIAL FUNDS** – Used by the Police Department for investigational purposes, such as the purchase of information, services or evidence. Strict guidelines for use of these funds are adhered to.
- 2090 **MACHINERY/TOOLS/EQUIPMENT** - Non-capital expenditures for machinery, tools and equipment not meeting the \$5,000 minimum expenditure requirement. Included in this account are calculators and cameras.
- 2091 **OFFICE FURNITURE** - Non-capital expenditures for office furniture that do not meet the \$5,000 minimum expenditure requirement. Items included in this account are chairs, desks and file cabinets.
- 2093 **COMPUTER EQUIPMENT** – Non-capital expenditures for computer equipment not meeting the \$5,000 minimum expenditure requirement. Included in this account are personal computers, printers, copiers and fax machines.
- 3001 **MEMBERSHIPS AND SUBSCRIPTIONS** - Memberships to professional organizations and subscriptions to professional publications.
- 3020 **TRAINING/SEMINARS** - Cost incurred in keeping personnel current with professional methods and includes business transportation, lodging, and meals for city personnel while attending seminars.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 3021 **SPECIAL COMMISIONS** – Travel and training related expenses for citizen or volunteer committees.
- 3022 **EMPLOYEE TRAINING** – Cost incurred for training provided by Human Resources to all employees.
- 3023 **COMPLIANCE TRAINING** – Cost incurred for training mandated by state or federal law and provided by Human Resources to all employees.
  
- 4001 **OFFICE EQUIPMENT** - Rental and maintenance cost incurred for office equipment, excluding supplies required for their operation that are accounted for in account 2015. Included in this account are maintenance agreements for printers, copiers and fax machines.
  
- 4002 **MACHINERY/TOOLS/EQUIPMENT**- Rental and maintenance cost incurred for miscellaneous machinery and equipment, excluding supplies required for their operation that are accounted for in account 2015. Included in this account is the recharging of fire extinguishers.
  
- 4003 **RADIOS AND BASE STATIONS** - Cost incurred for rental, maintenance and repair of radios and base stations, excluding supplies required for their operation that are accounted for in account 2015.
  
- 4005 **METERS** - Cost incurred for maintenance and repair of water meters.
  
- 4006 **HEATING AND A/C EQUIPMENT** - Cost incurred for maintenance and repair of heating and air conditioning equipment. Repair costs exceeding \$5,000.00 should be capitalized and charged to account 8002.
  
- 4007 **FIRE HYDRANTS** - Cost incurred for maintenance and repair of fire hydrants.
  
- 4008 **PUMPS/MOTORS** - Cost incurred for maintenance and repair of pumps and motors. Repair costs exceeding \$5,000.00 should be capitalized and charged to account 8021.
  
- 4010 **RECREATION/EDUCATION EQUIPMENT** - Cost incurred for maintenance and repair of recreational and educational equipment.
  
- 4011 **BUILDING MAINTENANCE** - Cost incurred for maintenance and repair of buildings. Included in this account are replacement of existing carpet, paint, electrical repairs and roof repairs. Does not include light bulbs and batteries, they are charged to account 2015. Repairs exceeding \$5,000.00 should be capitalized and charged to account 8002.
  
- 4012 **WATER LINE MAINTENANCE** - Cost incurred for maintenance and repair of water lines.
  
- 4013 **SEWER LINE MAINTENANCE** - Cost incurred for maintenance and repair of sewer lines.
  
- 4015 **PAVING** - Cost incurred for maintenance and repair of streets, curbs, gutters and other paved surfaces.
  
- 4017 **SEWER PLANT LIFT STATIONS** - Cost incurred for maintenance and repair of sewer plant and related lift stations.
  
- 4018 **PARK GROUNDS** - Cost incurred for maintenance and repair of park grounds.
  
- 4019 **RENTAL OF EQUIPMENT** - Cost incurred for rental and maintenance of equipment not specifically identified above. Included in this account is the rental of pagers.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 4020 **MOTOR POOL LEASE FEES** - Lease fees paid by the various divisions for usage of equipment from the city's motor pool.
- 4021 **VEHICLE MAINTENANCE: OUTSIDE CONTRACTS** - Cost incurred for outside body repair on city vehicles.
- 4022 **RENT: BUILDING/LAND** - Cost incurred for rental of buildings and/or land.
- 4030 **VEHICLE MAINTENANCE: FLEET MAINTENANCE** - Cost incurred by the various divisions by the vehicle maintenance fund for the upkeep of their vehicles.
- 4031 **OTHER VEHICLE MAINTENANCE** - Cost incurred by divisions that elect to perform selective vehicle maintenance.
- 4050 **COMPUTER HARDWARE** - Maintenance cost for the City's computer hardware.
- 4055 **COMPUTER SOFTWARE** - Maintenance cost for the City's computer software. Also includes cost for computer software and updates not meeting the criteria for a fixed asset.
- 4060 **COMPUTER LEASE FEES** - Lease fees paid by the various divisions for the use and replacement of computer equipment.
- 4065 **COMPUTER MAINTENANCE FEES** - Cost incurred by the various divisions by the technology fund for the upkeep of computer equipment and phones.
- 4070 **EMERGENCY MANAGEMENT** - Cost incurred for the operation of emergency management.
- 4080 **BUILDING SECURITY** – Costs incurred by Municipal Court for building security.
- 4081 **TECHNOLOGY** – Costs incurred for technological enhancements for the Municipal Court.
- 5001 **AUDIT** - Cost incurred for professional services related to accounting.
- 5002 **ENGINEERING** - Cost incurred for professional services related to engineering.
- 5003 **LEGAL**-Cost incurred for professional services related to legal services. Includes City Attorney and court costs.
- 5004 **CONSULTING** - Cost incurred for professional services related to consulting.
- 5005 **PERSONNEL SERVICES** - Cost incurred for professional services related to personnel services.
- 5006 **FISCAL SERVICES** - Cost incurred for professional services related to fiscal services.
- 5007 **OTHER PROFESSIONAL SERVICES** - Cost incurred for professional services not specifically identified elsewhere.
- 5008 **MEDICAL SERVICES** - Cost incurred for pre-employment physicals and drug tests.
- 5009 **JUDICIAL SERVICES** - Cost incurred for Judicial Services in the Municipal Court operation.
- 5010 **CITY PROSECUTOR** - Cost incurred for providing prosecution for violators of city ordinances.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 5011 **CLAIMS ADMINISTRATION** - Cost incurred to have a third party administer the City's medical insurance plan.
- 5012 **PROPERTY RESALE SERVICES** – Payment of property taxes to entities for property acquired by the City for the City’s use.
- 5013 **PROPERTY APPRAISAL** – Cost incurred by City to have value of property determined by a third party.
- 5014 **ECONOMIC DEVELOPMENT** – Cost incurred for professional services used in conjunction with economic development.
- 5017 **ANNUAL RETREAT COSTS** – Costs incurred for the annual City Council retreat.
- 6001 **UNIFORM/TOWEL CLEANING** - Cost incurred for rental and cleaning of uniforms for selected city employees and cleaning of towels.
- 6002 **PRINTING AND REPRODUCTION** - Cost charged to the various city divisions for printing of forms and photocopy charges.
- 6003 **LEGAL NOTICES** - Cost incurred in the publication of legal notices and other information as required by state law.
- 6004 **ELECTIONS** - Cost related to city elections.
- 6005 **ADVERTISING** - Cost incurred in the advertising of information required by the various city divisions.
- 6006 **MISCELLANEOUS** - Cost incurred for miscellaneous items, including wrecker service and Special Olympics.
- 6007 **INSURANCE - LIABILITY** - Cost incurred to provide various types of liability insurance.
- 6008 **JURY FEES/COURT COSTS** - Cost incurred to provide jury trials.
- 6009 **LANDFILL CHARGES** - Cost incurred to dispose of solid waste at the landfill.
- 6010 **JANITORIAL SERVICES** - Cost incurred to provide for the cleaning of various city facilities by outside contractors.
- 6011 **CLAIMS PAID** - Cost of medical claims paid on behalf of employees and dependents.
- 6012 **RE-INSURANCE** - Cost of an umbrella insurance police for employee and dependent medical insurance.
- 6013 **TCEQ REQUIREMENTS** - Cost incurred in meeting the various requirements of the Texas Commission on Environmental Quality.
- 6014 **LIBRARY COSTS** – Costs associated with the City of La Porte Public Library.
- 6015 **COMMUNITY FESTIVALS** – Costs incurred for various Community Festivals within the City of La Porte.
- 6016 **CHAMBER OF COMMERCE** – Cost incurred to remit a portion of Hotel Occupancy Taxes to the Chamber of Commerce per a written agreement between the City and the Chamber.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 6017 **EDUCATIONAL FACILITIES** – Used in the Tax Increment and Reinvestment Fund to account for a portion of property taxes collected for the La Porte ISD.
- 6020 **EXPIRED INVENTORY** - Cost incurred in disposing of obsolete or damaged inventory.
- 6021 **DANGEROUS BUILDINGS** – Costs associated with the demolition of dangerous buildings.
- 6022 **CITIZEN CLAIMS** – Cost incurred in the payment of monies directly to providers/claimants by the City in lieu of insurance.
- 6041 **SPECIAL EVENTS** - Cost incurred in the operation of special events.
- 6070 **APPRECIATION PROGRAM** - Cost incurred related to the City's employee appreciation program.
- 6071 **SERVICE AWARDS** - Cost incurred for the purchase of service awards for long tenured employees.
- 6072 **SAFETY RECOGNITION PROGRAM** - Cost incurred for the purchase of items related to the safety program.
- 6091 **BAD DEBT EXPENSE** - Cost incurred related to the disposal of uncollectible account receivable accounts.
- 7001 **ELECTRICAL** - Cost for electrical power service provided to city facilities.
- 7002 **NATURAL GAS** - Cost for natural gas service provided to city facilities.
- 7003 **TELEPHONE** - Cost associated with providing basic telephone and cellular phone service, rental agreements and long distance service to city divisions.
- 7004 **WATER** - Cost for water consumption provided to city facilities.
- 7005 **MISCELLANEOUS UTILITIES** - Cost for miscellaneous utilities not listed above.
- 7006 **CONTRACT SEWER** - Cost for having a portion of the City's sewage treated at a remote location.
- 7007 **HISTORICAL UNDERUTILIZATION** – Used to account for a historical underutilization of water when compared to amounts budgeted.
- 8001 **BUILDING ACQUISITIONS** - Cost to purchase buildings.
- 8002 **BUILDING IMPROVEMENTS** - Cost associated with additions and improvements to existing buildings. Costs recorded in this account are considered capital expenditures and have a minimum threshold of \$5,000.00 per project. Improvement projects less than \$5,000.00 are recorded in account 4011.
- 8011 **OFFICE EQUIPMENT** - Cost to purchase office equipment exceeding \$5,000.
- 8012 **WATER TAPS** - Cost associated with the installation of water taps.
- 8013 **SEWER TAPS** - Cost associated with the installation of sewer taps.
- 8014 **WATER LINE REPLACEMENT** - Cost incurred to replace existing water lines.
- 8015 **SEWER LINE REPLACEMENT** - Cost incurred to replace existing sewer lines.

## CHART OF OPERATING EXPENSE ACCOUNTS (CONTINUED)

- 8021 **MACHINES, TOOLS & EQUIPMENT** - Cost associated with the acquisition of various machines, tools and equipment exceeding \$5,000.
- 8023 **COMPUTER EQUIPMENT** - Cost for new computer equipment exceeding \$5,000.
- 8026 **METERS AND BOXES** - Cost associated with purchase of water meters and water meter boxes.
- 8027 **TRAFFIC CONTROL DEVICES** - Cost associated with the control of traffic, including the building and maintenance of traffic humps and other similar projects.
- 8028 **FIRE HYDRANTS** - Cost for purchase of fire hydrants.
- 8029 **PAVING** - Cost associated with the building of streets, curbs gutters and paving of other similar projects including sidewalks.
- 8031 **LAND ACQUISITIONS** - Cost to purchase land.
- 8032 **LAND IMPROVEMENTS** - Cost associated with land improvements. This account includes the planting of trees and installation of fencing.
- 8050 **MOTOR VEHICLES** - Cost to acquire motor vehicles.
- 8060 **RECREATION EQUIPMENT** - Cost to acquire recreational equipment.
- 9001-  
9041 **TRANSFERS TO OTHER FUNDS** - Administrative transfers to other Funds.
- 9037 **TRANSFER FOR DEBT SERVICE** - A transfer from the Utility Fund to the Utility Debt Service Fund to pay for Revenue Bonds and the General Debt Service Fund to pay for Water/Wastewater and Tax Bonds assumed in previous annexations.
- 9038 **DEBT SERVICE - SERIES I** - A transfer for debt service requirements of the La Porte Area Water Authorities Series I debt.
- 9039 **DEBT SERVICE - SERIES II** - A transfer for debt service requirements of the La Porte Area Water Authorities Series II debt.
- 9050 **CONTINGENCY** - Used by administration to record costs incurred that are infrequent and were unforeseen at budget preparation time.
- 9051 **EMERGENCY RESPONSE** – To record costs incurred due to a disaster of some sort, such as hurricane.
- 9072 **OPERATORS AGREEMENT** – To account for payments, agreed upon by the City of La Porte and the La Porte Area Water Authority, for the operation, maintenance, repair and management of the LPAWA property.
- 9080 **BILLING FOR CAPITAL RESERVE** - A billing to the three member cities of the La Porte Area Water Authority that is set aside as a reserve for future capital expansion.
- 9997 **SPECIAL PROGRAMS** - A Finance tool used as a space holder for new programs until the money is rolled into appropriate account.