

Phyllis M. Smith Herbst, C.P.A.

To the Honorable Mayor and
City Council Members of
City of Manvel
20025 Hwy 6
Manvel, Texas 77578

I have compiled the accompanying Statement of Revenues and Expenditures - General Fund Budget - Modified Accrual Basis for City of Manvel for the year ending September 30, 2015, in accordance with attestation standards established by the American Institute of Certified Public Accountants. This budget is presented on the modified accrual basis of accounting used by the City to budget revenues and expenditures, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

A compilation is limited to presenting in the form of financial statements budget information that is the representation of the City's management and does not include evaluation of the support for the assumptions underlying the budget. I have not examined the budget information and the attached summary of significant budget assumptions and, accordingly, do not express an opinion or any other form of assurance on the budget or the summary of significant budget assumptions. Furthermore, there will usually be differences between the budgeted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material. I have no responsibility to update this report for events and circumstances occurring after the date of this report.

Management has elected to omit the summary of significant accounting policies required by the guidelines for presentation of a budget established by the American Institute of Certified Public Accountants. If the omitted policies were included in the budget, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows for the budget period. Accordingly, this budget is not designed for those who are not informed about such matters.

I am not independent with respect to City of Manvel.

Phyllis M. Smith Herbst, CPA

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September 22, 2014



CITY OF MANVEL

Budget Cover Page
September 22, 2014

This budget will raise more revenue from property taxes than last year's budget by an amount of \$145,559, which is a 6.53 % increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$124,940.

The members of the governing body voted on the proposal to consider the budget as follows:

FOR:	Delores Martin Melody Hanson Adrian Gaspar Maureen DelBello Lew Shuffler John Cox Larry Akery	AGAINST: None
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PRESENT and not voting: None	ABSENT: None
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PROPERTY TAX RATE COMPARISON

	2014-2015	2013-2014
Property Tax Rate:	\$0.580000/100	\$0.587863/100
Effective Tax Rate:	\$0.570610/100	\$0.578358/100
Effective Maintenance & Operations Tax Rate:	\$0.506393/100	\$0.478552/100
Rollback Tax Rate:	\$0.585259/100	\$0.646991/100
Debt Rate:	\$0.073607/100	\$0.099806/100

Total debt obligation for CITY OF MANVEL secured by property taxes: \$4,560,000.

CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

		<u>Adopted 2015 Budget</u>
Revenues:		
Administrative:		
Property Taxes:		
100-04-4000	Current Ad Valorem Tax Rev	2,041,000
100-04-4010	Delinquent Ad Valorem Tax Rev	20,000
100-04-4011	P & I on Ad Valorem Taxes	16,000
100-04-4012	Personal Property Taxes	500
	Total Property Taxes	<u>2,077,500</u>
 Franchise & Sales Taxes:		
100-04-4030	Sales Tax Revenue	1,020,000
100-04-4035	Street Maintenance Sales Tax	250,000
100-04-4040	Franchise Tax Revenue	385,000
	Total Franchise & Sales Taxes	<u>1,655,000</u>
 Other Income:		
100-04-4900	Interest Income	4,500
100-04-4200	Ground Lease - ESD #3	100
100-04-4875	Other Income	1,000
100-04-4093	Lease - Annual Rental	1,500
100-04-4705	Donations for City Events	1,000
	Total Other Income	<u>8,100</u>
	Total Administrative Revenues	<u>3,740,600</u>
 Permits & Licenses:		
100-04-4076	Permits CC Convenience Fees	500
100-04-4078	Permits & Licenses	725,000
100-04-4100	Plat Fees	15,000
100-04-4105	Plan Reviews	175,000
	Total Permits & Licenses	<u>915,500</u>
 Municipal Court:		
100-04-4300	Court Fines	140,000
100-04-4319	OMNI/TLFTA Revenue	500
	Total Municipal Court	<u>140,500</u>
 Police Department:		
100-04-4405	Iowa Colony Dispatch	5,160

See summary of significant budget assumptions and accountant's compilation report.

CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

		<u>Adopted 2015 Budget</u>
100-04-4410	AISD Dispatch	8,000
100-04-4420	TCLEOS	1,200
	Total Police Department	<u>14,360</u>
 Planning, Development & Zoning:		
100-04-4220	Skynet - Lease Rental	8,400
100-04-4355	Pipeline Application	1,000
100-04-4365	Pipeline ROW Crossing Fees	20,000
	Total Planning, Development & Zoning:	<u>29,400</u>
	Total Revenues	<u>4,840,360</u>
 Expenditures:		
Administrative:		
100-30-6000	Administrative Salaries	307,000
100-30-6100	Payroll Tax Expense	25,000
100-30-6120	Health & Life Insurance	22,000
100-30-6140	TMRS Expense	14,700
100-30-6200	Mileage & Travel Expense	3,500
100-30-6275	Telephone Communications	2,175
100-30-6320	Elections Expense	3,300
100-30-6411	Public Notice Expense	3,500
100-30-6412	Goodwill	500
100-30-6420	Seminars & Training	2,000
100-35-6519	Council Expenses	1,000
100-35-6520	Mayor Expenses	500
100-35-6846	Storage Space Rental	4,800
100-35-7032	Codification	6,000
100-35-7034	Record Retention	1,200
100-35-7036	County Recording Fees	1,500
	Total Administrative	<u>398,675</u>
 Finance:		
100-35-7200	Finance Department Salaries	118,500
100-35-7205	Payroll Tax Expense	9,600
100-35-7210	Health & Life Insurance	14,500
100-35-7215	TMRS Expense	5,850
100-35-7225	Training	1,000
100-35-7230	Mileage/Travel Expenses	1,500

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CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

		<u>Adopted 2015 Budget</u>
	Total Finance	<u>150,950</u>
 Professional Fees:		
100-35-8005	Information Technology Support	25,000
100-35-8010	Website Administration	11,000
100-35-8015	IT Global Software/Computer Expenses	12,000
100-35-8030	Legal Fees	10,000
100-35-8035	Audit Fees	24,000
100-35-8040	Appraisal Fees	16,000
100-35-8045	Tax Assessor Fees	1,650
	Total Professional Fees	<u>99,650</u>
 Building & Equipment:		
100-35-7500	Electrical Services	2,500
100-35-7502	Gas Utilities	240
100-35-7505	Telephone Service	6,000
100-35-7510	Janitorial Cleaning & Supplies	5,500
100-35-7520	Building Repair & Maintenance	5,000
100-35-7525	Grounds Maintenance	3,000
100-35-7528	Generator Maintenance	1,000
100-30-9005	Furniture/Fixtures/Equipment	2,002
	Total Building & Equipment	<u>25,242</u>
 Insurance & Utilities:		
100-35-7600	Workers Compensation Expense	31,000
100-35-7605	General Liability & Bonds Insurance	24,000
100-35-7610	Street Lights	50,000
	Total Insurance & Utilities	<u>105,000</u>
 General:		
100-35-7700	CB Watershed/Drainage	2,525
100-35-7705	Copier Maintenance	2,400
100-35-7710	Office/Operating Expenses	7,500
100-35-7715	Other Expenses	1,000
100-35-7720	City Functions & Meetings	1,300
100-35-7722	Holiday Events	5,000
100-35-7725	Postage	1,000
100-35-7730	Memberships/Dues/Subscriptions	5,000
100-35-7735	Emergency Notification	4,376
100-35-7738	Emergency Management	1,500

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CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

		<u>Adopted 2015 Budget</u>
	Total General	<u>31,601</u>
Development Fees:		
100-40-0000	Inspections	246,960
100-40-0001	Permit Software	9,100
100-40-7039	Plat Fees	7,500
100-40-7040	Plan Reviews	87,500
100-40-7043	Credit Card Processing Fees	1,240
100-40-7050	Engineering/Consulting/Planning Fee	30,000
100-40-9000	Capital/GIS System	20,000
100-41-6000	Development Salaries	84,925
100-41-6005	Payroll Tax Expenses	7,025
100-41-6010	Health & Life Insurance	14,475
100-41-6015	TMRS Expenses	4,200
100-41-6020	Training	150
100-41-6025	Mileage/Travel Expenses	100
	Total Development Fees	<u>513,175</u>
	 Total Administrative Expenditures	 <u>1,324,293</u>
Public Works:		
100-60-6000	Public Works Salaries	294,000
100-60-6020	Contract Labor - Public Works	2,500
100-60-6022	Ditch Mowing	20,000
100-60-6100	Payroll Tax Expense	25,000
100-60-6120	Health & Life Insurance	50,700
100-60-6140	TMRS	14,000
100-60-6141	Job Recruiting	150
100-60-6210	Office Expense	1,000
100-60-6220	Janitorial/Other Exp	1,700
100-60-6230	R&M Expenses-Vehicles & Equipment	27,000
100-60-6240	Sanitary Equipment Rental	1,500
100-60-6250	Uniforms	6,000
100-60-6420	Seminars & Training	1,000
100-60-6422	Travel Expense	750
100-60-6510	Leased Property	850
100-60-6520	Rental Equipment	20,000
100-60-6525	Tires	4,000
100-60-6527	Cleanup/Trash Disposal	3,000
100-60-6540	Fuel	40,000
100-60-6605	Special Road Projects	275,000
100-60-6606	Street Maintenance - Sales Tax	250,000
100-60-6610	Road Materials	50,000

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For The Year Ending September 30, 2015

		<u>Adopted 2015 Budget</u>
100-60-6611	Street Signs	7,000
100-60-6800	Telephone/Fax/Internet	2,300
100-60-6810	Electrical Service	4,500
100-60-6845	Shop Supplies/Expense	2,200
100-60-6854	Equipment Insurance	1,200
100-60-6855	Auto Liability	6,300
100-60-6856	General Liability	1,100
100-60-6951	Leasehold Improvements	5,500
100-60-7025	Small Equipment	2,500
100-60-7030	Drainage	50,000
100-60-7031	Communications	3,200
100-60-7035	Sidewalk Repair	20,000
100-60-7040	Signage	10,000
	Total Road Department	<u>1,203,950</u>
 Municipal Court:		
100-70-6000	Court Salaries	72,000
100-70-6100	Payroll Tax Expense	6,030
100-70-6120	Health & Life Insurance	14,460
100-70-6140	TMRS	3,510
100-70-6200	Mileage Expense	200
100-70-6210	Office/Other Expense	2,200
100-70-6215	Computer Maintenance	500
100-70-6240	Postage	600
100-70-6410	Memberships, Dues & Subscriptions	100
100-70-6420	Training	1,200
100-70-6422	Travel Expenses	900
100-70-6840	Telephone Expense	300
100-70-6848	Computer Support	6,838
100-70-6849	Jury Cost	475
100-70-6851	Municipal Court Judge	13,000
100-70-6852	Prosecuting Attorney	12,000
100-70-6853	Court Interpreter	4,025
100-70-6854	Magistrating Expenses	2,500
100-70-6860	Credit Card Processing Fees	1,300
100-70-6861	Technology Fund - Air Cards for Court	900
100-70-6875	Warrant Fees	3,500
	Total Court	<u>143,038</u>
 Police Department:		
100-80-6000	Police Department Salaries	666,000
100-80-6005	Overtime Pay	18,000

See summary of significant budget assumptions and accountant's compilation report.

CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

		<u>Adopted 2015 Budget</u>
100-80-6010	Holiday Pay	18,000
100-80-6100	Payroll Tax Expense	58,200
100-80-6120	Health & Life Insurance	119,300
100-80-6140	TMRS	32,000
100-80-6145	Education Benefits	1,000
100-80-6210	Office Expense	8,000
100-80-6240	Postage	700
100-80-6250	Uniforms	5,000
100-80-6330	General Liability & Bonds Ins	1,200
100-80-6530	Auto Repairs/Maintenance	20,000
100-80-6540	Fuel	44,000
100-80-6699	Police Supplies	1,500
100-80-6700	Jail Operations	400
100-80-6701	Investigative/Evidence Expense	3,000
100-80-6702	Communications Expense	7,860
100-80-6703	Animal Control Expense	2,500
100-80-6704	Animal Control Contract	25,000
100-80-6705	Job Recruiting	1,000
100-80-6802	Radio Repairs	3,000
100-80-6803	Building Repairs	3,000
100-80-6805	Radio Usage	4,400
100-80-6806	Electrical Service	4,200
100-80-6807	Gas Utilities	350
100-80-6840	Telephone Expense	8,700
100-80-6846	Membership Dues & Subscriptions	750
100-80-6847	Computer Repairs & Maintenance	2,400
100-80-6848	Maintenance Agreements	22,100
100-80-6852	Law Enforcement Liability	5,800
100-80-6854	Auto Insurance	2,800
100-80-6859	Evidence Storage	5,640
100-80-6890	Training	8,600
100-80-6891	Mandatory Training	1,200
100-80-6892	Travel Expenses	1,500
100-80-6894	Supplies-Crime Prevention	2,000
100-80-6896	Grounds Maintenance	2,200
100-80-6897	Generator Maintenance	1,000
100-80-6898	Janitorial Supplies & Cleaning	3,500
100-80-7035	Safety & Water Testing	400
100-80-9005	Capital - Computers/Software	2,500
100-80-9030	Motorola Radio	15,000
100-80-9035	Video System Maintenance	3,000
100-80-9040	Police - Taser Equipment	3,500
100-80-9050	Computer - Software & Equipment	55,000
	Total Police Department	<u>1,195,200</u>

See summary of significant budget assumptions and accountant's compilation report.

CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

		Adopted 2015 Budget
Fire Marshal/Code Enforcement		
100-81-6000	Fire Marshal/Code Enforcement	88,000
100-81-6100	Payroll Taxes	7,200
100-81-6120	Health & Life Insurance	10,850
100-81-6140	TMRS	4,300
100-81-6145	Fire Marshal Services	1,000
100-81-6150	Code Enforcement/ Abatement	5,000
100-81-6155	Postage	200
100-81-6157	Telephone Expenses	2,400
100-81-6160	Uniforms	1,000
100-81-6162	Fuel	3,500
100-81-6164	R&M Vehicle/Equipment	1,500
100-81-6165	Insurance	400
100-81-6170	Investigative Expense	500
100-81-6172	Membership Dues & subscriptions	1,000
100-81-6174	Training	1,000
100-81-6176	Travel Expenses	2,000
100-81-6178	Office Supplies	500
100-81-6182	Computer Software	1,500
100-81-6184	Supplies & Equipment	1,500
	Total Other Public Safety	133,350
 Library:		
100-85-6233	Book Plan-Library	3,330
100-85-6240	Lease Expense-Library	32,738
100-85-6330	G/L Insurance Library	500
100-85-6530	Maintenance/Repairs - Library	500
100-85-6532	Janitorial Supplies & Cleaning	500
100-85-6810	Electrical Library	4,000
100-85-6840	Telephone Library	1,220
	Total Library	42,788
 Parks:		
100-95-6001	Repairs & Maintenance	1,500
100-95-6003	Grounds Maintenance - Croix Park	12,300
100-95-6006	Water Sample Inspection	300
100-95-6230	Cleaning & Supplies	1,200
100-95-6330	General Insurance - Croix Park	100
100-95-6810	Electrical Croix Park	400
	Total Parks	15,800

See summary of significant budget assumptions and accountant's compilation report.

CITY OF MANVEL - GENERAL FUND
Statement of Revenues and Expenditures
General Fund Budget - Modified Accrual Basis
For The Year Ending September 30, 2015

	Adopted 2015 Budget
Transfers, Capital Outlay & Other:	
100-99-9915 Transfer to Enterprise	93,500
100-99-9916 Rodeo Palms 380 Agreement	316,500
100-99-9919 Capital Improvement Projects (CIP)	115,000
100-99-9935 Vehicle/Equip Replacement PD	101,992
100-99-9940 Vehicle/Equip Replacement FM/CE	17,500
100-99-9945 Vehicle/Equip Replacement PW	137,449
	781,941
Total Transfers and Capital Outlay	781,941
Total Expenditures	4,840,360
Excess Revenues Over (Under)	
Expenditures before Use of Surplus Funds	0

Adopted: September 22, 2014

NOTE C – EXPENDITURES (Continued)

1. Administrative includes all the following departments:

Administrative -

- Administrative expenditures include the expenditures for the City Secretary, City Attorney, and City Manager including the recording and maintenance of City documents and election expenditures.

Finance -

- Financial expenditures include the day to day financial operations of the city including the City Bookkeeper and the City's Finance Director.

Professional Fees -

- This department covers information technology for the entire city facilities and employees, audit fees, and fees for tax professionals.

Building & Equipment -

- These expenditures cover the maintenance and operation of the City Hall building.

Insurance & Utilities -

- These expenditures include general insurance coverage for the city including general liability and workman's compensation. Utilities include the streetlight service for the Rodeo Palms subdivision.

General -

- These expenditures are general in nature and are budgeted based upon historical operating costs.

Development Fees -

- The City must pay for reviews and inspections of plats and plans for development and any other associated engineering fees. Sufficient revenues have been budgeted to cover the City's costs for these services.

2. Public Works -

- This department is responsible for maintaining City roads and facilities. This department has been budgeted based upon historical operating costs

3. Municipal Court -

- The municipal court has been budgeted based upon historical operating costs. This department's budget does not differ significantly from year to year.

4. Police Department –

- The police department has been budgeted based upon historical operating costs. This year includes a new contract with the City of Alvin to provide animal control services.
- The police salaries and related payroll expenditures have been budgeted based upon the following positions:

1. Chief & Officer Positions	4
2. Patrolmen	7
3. Patrolmen	1 beginning mid-year
4. Dispatch Supervisor	1
5. Dispatchers	5

5. Other Public Safety –

- Includes code enforcement and fire marshal services. Funds have been allocated to fund a fire marshal and an assistant fire marshal to begin mid-year.

6. Library –

- The City of Manvel assists in funding of the Manvel City Library. This budget is based upon historical operating costs and current obligations.

7. Parks –

- The budget for the City parks department is based upon historical operating costs.

8. Capital Outlay & Other –

- The general fund of the City of Manvel must help cover costs associated with the Enterprise Fund. A transfer to the Enterprise fund has been budgeted.
- The City of Manvel is currently entering into agreements with developers and municipal utility districts to assist in funding development activities necessary to bring growth to the City of Manvel. The City of Manvel has entered into 380 agreements in order to fund these expenditures. Currently the City of Manvel has a Rodeo Palms 380 agreement, a 380 Agreement with Manvel Town Center, LP; and one Tax Increment Reinvestment Zone.
- Capital Improvements Projects – The City currently has a five year Capital Improvements Program. Funds are available for the fiscal year 2015 defined projects.