

# Adopted Budget

October 1, 2019 – September 30, 2020

This budget will raise more revenue from property taxes than last year’s budgeted by an amount of \$229,176, which is a 4.53% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$354,607.

## FY 2019-20 CITY COUNCIL RECORD VOTE

The members of the governing body voted on the adoption of the budget as follows:

**FOR:** Debra Davison, Mayor  
Larry Akery, Council Place 1  
Lorraine Hehn, Council Place 2  
Brian Wilmer, Council Place 3  
Dan Davis, Council Place 4  
Jerome Hudson, Council Place 6

**AGAINST:** None

**PRESENT AND NOT VOTING:** None

**ABSENT:** Jason Albert, Council Place 5

## Property Tax Rate Comparison

<b>Tax Year</b>	<b>2018</b>	<b>2019</b>
Fiscal Year	2019	2020
Property Tax Rate	.69000	.640000
Effective Tax Rate	.571628	.639053
Effective Maintenance and Operations Tax Rate	.432585	.400564
Rollback Tax Rate	.724715	.651657
Debt Tax Rate	.257524	.219048

The total amount of outstanding debt obligations: \$20,525,000

## **MISSION STATEMENT**

“The City of Manvel will continue to be a unique, vibrant growth-managed community that will meet the needs of its citizens through the efforts of local government and civic-minded individuals by promoting well-planned development, cost effective professional management, and competent and responsive municipal services.”

# City of Manvel, Texas



Front Row (from left): **Brian Wilmer** Council Place 3; **Debra Davison**, Mayor; **Lorraine Hehn**, Council Place 2.

Second Row (from left): **Larry Akery**, Council Place 1; **Jason Albert**, Council Place 5; **Dan Davis**, Council Place 4; **Jerome Hudson**, Council Place 6.



# City of Manvel, Texas



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manvel**

**Texas**

For the Fiscal Year Beginning

**October 1, 2018**

*Christopher P. Morrill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Manvel, Texas for its annual budget for the fiscal year beginning October 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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# City of Manvel, Texas

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# City of Manvel, Texas

## Section 1 – Introduction

### **READER'S GUIDE**

In order to present the City Council and public with a clear picture of services and their costs, this year's budget includes actual revenues and expenditures from the 2017-18 fiscal year, the FY 2018-19 original budget, the FY 2018-19 revised budget, the FY 2018-19 year-end estimates, and the FY 2019-20 adopted budget.

### **BUDGET FORMAT**

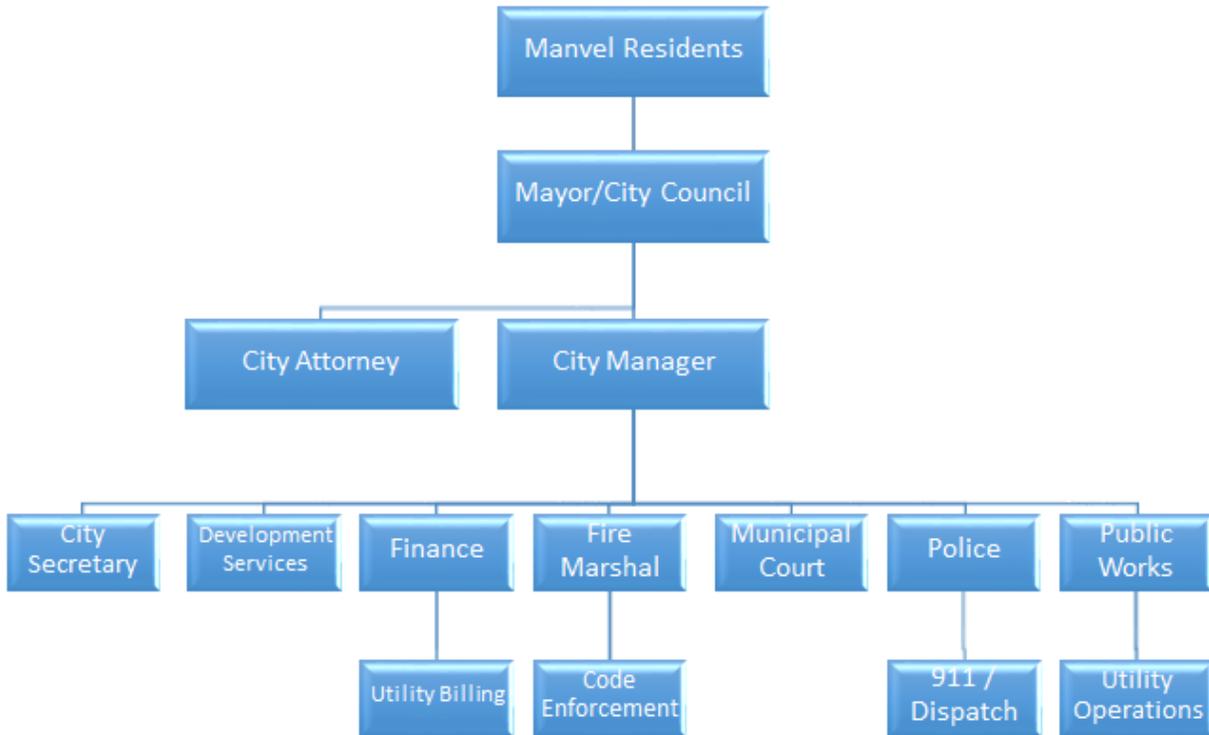
This document is divided into four major sections: Introduction, Financial, Operational, and Supplement Information. The introductory section contains the City Manager's letter addressed to the Mayor and City Council which explains major policies and issues that affected the development of the fiscal year budget. This section also includes the City's organizational and staffing charts as well as a summary of all financial statements.

The Financial and Operational sections describe various aspects of the City's organization. This information is grouped by fund and then by department. Like many local governments, the City of Manvel uses the fund method of accounting. Simply stated, a fund is a unit of the City which tracks the application of various public resources. For example, the Utility Fund is established to account for the revenues and expenditures of the City's water and wastewater operations. Most people are particularly interested in the General Fund that encompasses important public services of the City's operations including Police, Municipal Court and Public Works. Financial information, including the adopted FY 2019-20 budget, is presented for every fund. The financial condition of each fund is presented over three years. Similar to a checking account statement received from the bank, each fund shows beginning balances, revenues, expenditures, and ending balances. Each fund shows the actual audited amount from the previous fiscal year, which is fiscal year 2017-18 in this document. The ending balance of the actual audited amount then becomes the beginning balance of the projected current fiscal year, FY 2018-19. The Estimated FY 2018-19 column illustrates projected amounts that can be compared to the amounts included in the original and revised budget columns for the current year. The ending balance of the estimated current fiscal year totals then becomes the beginning balance for the FY 2019-20 budget year. Included with the financials for each fund are narratives and tables that describe the major features of the particular fund. Each department's budget presentation includes a mission statement, accomplishments from the previous fiscal year, and operational goals for the upcoming year. Staffing levels for each department are included and summarized over a number of years, similar to the funding information.

The Capital Improvement Program Summary is the bridge from Financial/Operational to Supplemental as it provides a more detailed narrative to some of the City's long-range projects. Some may classify these project details as Other Supplemental Information, so it provides a nice segue into the final section of the budget. The adopted budget ordinance and a glossary of terms that may be used within this document are also included in the Supplemental Information section.

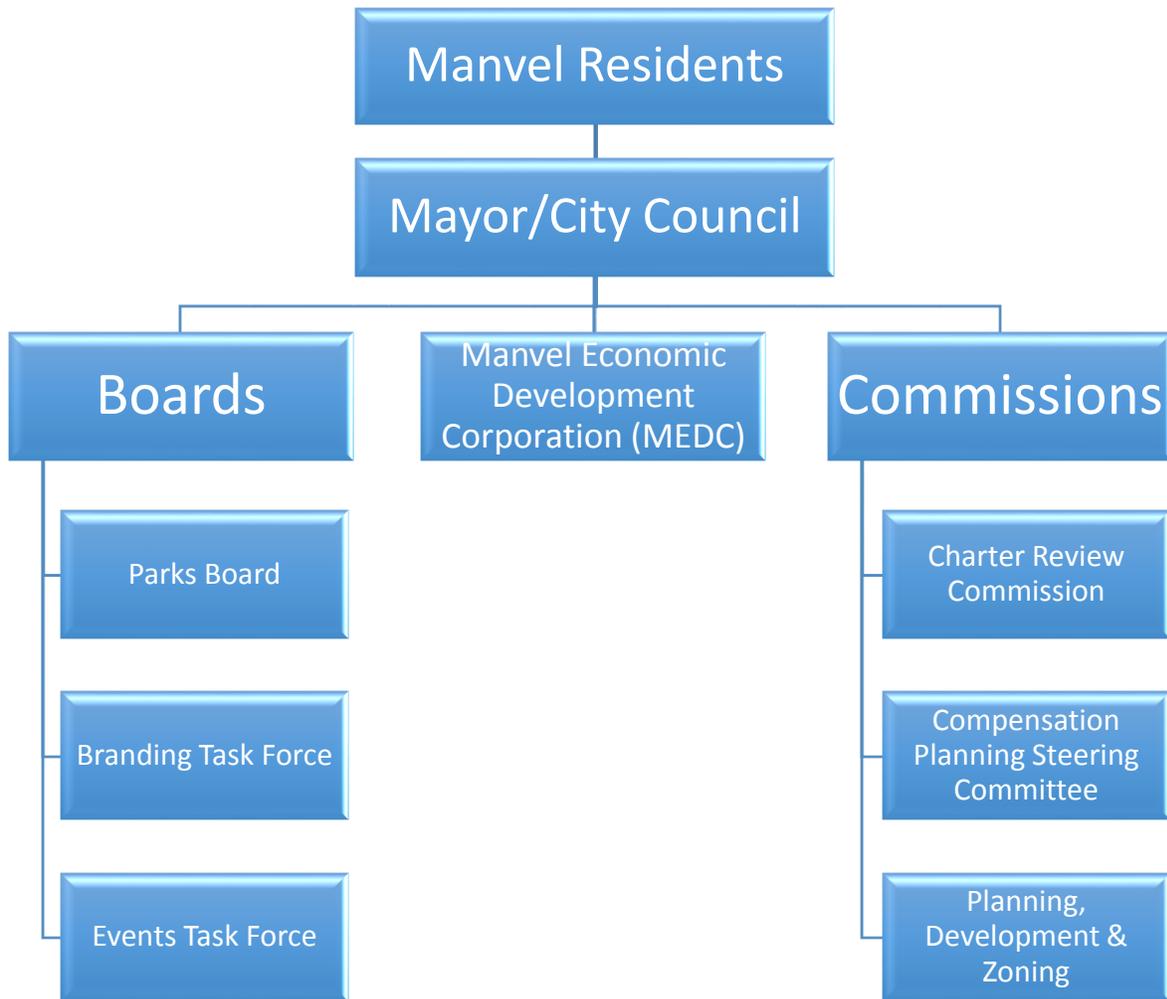
# City of Manvel, Texas

## Organizational Chart



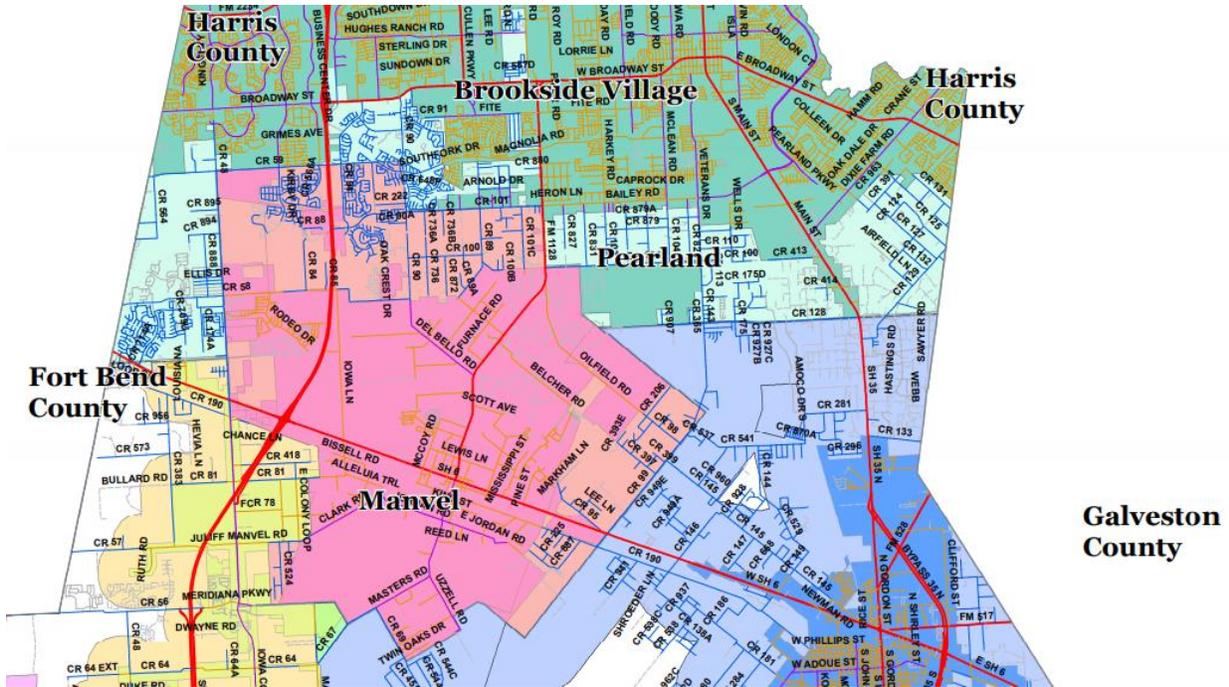
# City of Manvel, Texas

## Boards and Commissions Chart



# City of Manvel, Texas

## Map of the City



# City of Manvel, Texas

## Location and City Profile

The City of Manvel was originally called Pomona in the early 1800's. When it was discovered that a city in West Texas was also named Pomona, the name was changed to Manvel. The town was named for Allen Manvel (1837-1893) who was the 11th president of the Atchison, Topeka and Santa Fe Railway. Original settlers made Chocolate Bayou their home, and the original town site itself in 1890 was at the railroad crossing of the Gulf, Colorado and Santa Fe Railways. Just after the Civil War and the War of 1860, a few families began to settle in the area. In 1931, the Texas Oil Company struck oil on property in Manvel, and it became a rich oil-producing community. In 1936, local rice production began and today the City maintains its still-mostly rural roots.

The City of Manvel is located approximately 20 miles south of downtown Houston, and 30 miles northwest of Galveston and the Gulf of Mexico. The City has a variety of transportation corridors as it is located in northern Brazoria County at the intersections of State Highway 288 (South Freeway) and State Highway 6. Highway 6 also serves as an "outer loop" partially encircling the City of Houston. Beltway 8, an 83-mile freeway providing a second freeway loop around Houston, is within minutes of the City of Manvel and connects with U.S. Highway 90A, U.S. Highway 59, and Interstate 10.

Without careful thought given to how growth will occur, the City could shift from a rural community to a stereotypical suburban city. It is one of the largest cities in land size in the Houston area with more than 40 square miles of available land inside the city limits and extraterritorial jurisdiction (ETJ). As some family lands are sold due to less involvement in agricultural uses, subdivisions are being planned among the horse and cattle ranches of the City. The citizens desire to maintain a semi-rural appeal, reconciling the location's access to the amenities of a major metropolitan area with being far enough away to offer a relaxed, family and community-oriented lifestyle.

Houston's population growth is currently top-20 in the country based on percentage, and much higher based on sheer volume. It is anticipated that much of Houston's growth will spill over into the neighboring cities and counties; Brazoria County can expect a population growth of 21% over the next several years (2025), and 78% by 2035. Manvel is experiencing unprecedented residential development rates that puts the City's actual growth rate above those previously projected. With the rapid pace of growth occurring in the Houston area, Manvel is becoming a desirable location to consider given its convenient access to the Medical Center, Hobby Airport, and downtown Houston. Like many of the other municipalities in Brazoria County, much of the City's development is linked to that of the entire region.

The City of Manvel was incorporated March 12, 1956, and adopted the "Home Rule Charter" on November 23, 1974, pursuant to the laws of the State of Texas. The City operates under a Council-Manager form of government and provides services authorized by its charter. Presently these services include: police and fire protection, drainage, building/code inspection, planning, zoning, engineering, street repair and maintenance, park maintenance, recreational activities for citizens, and general administrative services. The City is an independent political subdivision of the State of Texas, governed by an elected seven-member council, and it is considered a primary government. As the City is considered a primary government for financial reporting purposes, its activities are not considered part of any other government or other type of reporting entity.

Consideration regarding the potential for inclusion of other entities, organizations, or functions in the City's reporting entity is based on criteria prescribed by generally accepted accounting principles. These same criteria are evaluated in considering whether the City is a part of any other governmental or reporting entity. The overriding elements associated with prescribed criteria considered in determining the City's financial reporting entity status as that of a primary government are that it has a separately elected governing body, it is legally separate, and it is fiscally independent of other state and local governments. Additional prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable, and considerations pertaining to other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

# City of Manvel, Texas

## FY 2019-20 Budget Calendar

<b>Date</b>	<b>Description</b>
February 4, 2019	Council Workshop – Goals, direction, general planning
March 4, 2019	Council Workshop – Review
April 8, 2019	Distribute budget instructions and forms to staff
May 13, 2019	2019 preliminary values received from Appraisal District
May 20, 2019	Meeting with City Council for preliminary budget discussions
May 23, 2019	Finance department completes preliminary revenue estimates
May 23, 2019	Budget requests and narratives due to Finance department
May 28, 2019	Finance department begins compiling departmental requests and narratives
June 10-14, 2019	City Manager holds meetings with department heads to discuss requests and narratives
June 27, 2019	Finance department submits draft of FY 2019-20 budget
July 15, 2019	City Manager completes review of proposed FY 2019-20 budget
July 23, 2019	2019 certified values received from Appraisal District
July 31, 2019	City Manager delivers proposed FY 2019-20 budget to City Secretary to file and distribute to City Council per City Charter
August 5, 2019	Regular City Council Meeting – Presentation of FY 2019-20 proposed budget
August 6, 2019	Manvel submits newspaper advertisement to Brazoria County
August 13, 2019	1 <sup>st</sup> notice of public hearing
August 19, 2019	Regular City Council Meeting – Discussion of FY 2019-20 budget
August 23, 2019	72-hour notice for public meeting
August 26, 2019	Special City Council Meeting – Discussion of FY 2019-20 budget, 1 <sup>st</sup> public hearing on tax rate and public hearing on budget
August 30, 2019	2 <sup>nd</sup> 72-hour notice for public meeting
September 3, 2019	Regular City Council Meeting – Discussion of FY 2019-20 budget, 2 <sup>nd</sup> public hearing on tax rate
September 16, 2019	Regular City Council Meeting – Adoption of FY 2019-20 budget and adoption of Tax Rate

# City of Manvel, Texas

## City Manager Message

To: Honorable Mayor Debra Davison and City Council

From: Kyle Jung, City Manager

Date: October 1, 2019

Re: Adopted FY 2019-20 Budget

In accordance with the City's Charter provisions, it is my pleasure to present the City of Manvel's Fiscal Year FY 2019-20 Operating Budget and Capital Improvement Program Budget. This document was adopted by the City Council at its regularly scheduled meeting on September 16, 2019. At that time, Council authorized appropriations for the City's various activities in the following amounts:

<b>Fund Name</b>	<b>FY19 Estimate</b>	<b>FY20 Adopted Budget</b>
General Fund	7,376,667	8,735,956
Vehicle Replacement Fund	223,650	266,500
Debt Service Fund	1,816,299	1,809,339
Utility Operating Fund	1,232,958	1,301,500
Impact Fee Fund	400,000	405,000
Capital Projects Fund	15,999,487	1,965,000
Capital Projects Bond Fund	-	10,712,308
Parks Fund	48,450	67,200
Hotel Tax Fund	4,021	10,000
Court Security Fund	1,156	4,290
Court Technology Fund	-	25,000
Peg Fee Fund	-	50,000
Law Enforcement Fund	-	-
SMDA Fund	360	3,000
TIRZ#3 Fund	92,321	66,025
MEDC Fund	-	956,964
<b>Total Expenditures</b>	<b><u>27,195,369</u></b>	<b><u>26,378,082</u></b>

The FY 2019-20 budget process did provide some unique challenges, primarily resulting in balancing another year of tremendous growth of added property values with current and future operational demands. We are in the early stages of major capital improvements from a City Hall building addition to the city's first Town Center/Municipal complex.

The FY 2019-20 budget development is a result of forward planning not only this fiscal year, but also the next several years beyond. The City of Manvel is on the brink of tremendous growth so forward looking plans are an absolute necessity.

Departmental input included aligning needs with Council's overall strategies. Any legitimate budget process will involve a prioritization of need weighed against the availability of resources and funding. The sacrifices that departments make for the benefit of the City to meet those strategies makes Manvel even more unique.

The Fiscal Year 2019-20 budget provides for a broad range of needs as a result of the upcoming growth:

- \$4.6 million for the funding phase of the new Municipal Complex/Town Center
- Added one-time costs to the FY 2019-20 budget to fund various items such as:
  - Financial software upgrades or replacement
  - Office supplies and hardware for new employees
  - Increase social media presence via technology purchases/upgrades
  - Water line loop for west side of town
- Nine (9) new full-time positions, three of which will be full year positions. The other six will be staffed half-year when the new City Hall building is completed
- Increased funding for Development Services to address growth and switch from contract inspections to staffed positions
- \$300,000 for surface water rights acquisition
- \$300,000 for master plans which may include water, wastewater and drainage

Below are budgetary highlights explaining certain factors in the change between the FY2018 original budget and the FY2018 final budget.

### **Revenues**

Overall, total City revenues (excluding transfers) for all funds for FY 2019-20 are \$13.4 million, or \$600,000 more than the FY 2018-19 original budget. The majority of this increase was due to property tax increase. While the overall tax percentage decreased, the growth and increase in home values still provided more revenue than the previous year. The other items include the following:

- \$350,000 increase in other tax revenues which is mostly an increase in sales tax revenue
- \$400,000 increase in investment earnings which will regress as capital improvement projects are initiated and/or completed
- \$500,000 decrease in other revenues as those revenue sources are categorized elsewhere permanently or are non-recurring

### **Expenditures**

Original expenditures for FY 2018-19 for all funds was \$17.6 million. The final FY 2018-19 budget estimate was \$12.8 million. The proposed FY 2019-20 expenditures total \$23.9 million. This sharp increase is due to capital projects which are scheduled to be initiated in the coming fiscal year. This correlates to the increase in investment earnings as the funds that are earmarked for these projects is earning interest. Further detailed breakdowns and analysis are listed in the attached budget document.

The City of Manvel is a great community experiencing new opportunities and challenges every year. The extreme amount of growth that is causing a major boom in our community is greatly welcome, yet being able to balance the needs of the residents and city workers is always a key element to consider during our planning foresight. The dedication and commitment of the residents, businesses, City Council, the School District and City staff make Manvel stand apart from others. We look forward to the future challenges and are focused on creating new ways to make the development the most it can be.

Respectfully Submitted,



Kyle Jung,  
City Manager

# City of Manvel, Texas

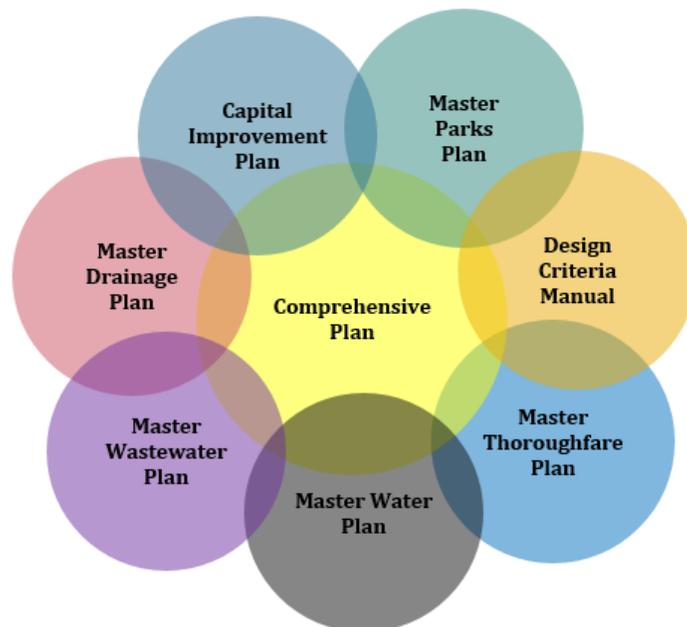
## Section 2 – Master Plans

### Master Plans

The City of Manvel utilizes a number of development and capital improvement plans to develop strategies for successful growth. As the City continues to grow, so will the demands on the structure of the government and its capacity to serve its citizens in an efficient way. The City will continue to review, most often as a part of the budgetary process, its planning needs, staffing levels, and infrastructure needs.

The following plans have been adopted by the City Council and are guides for residents, businesses, and developers when working with the City:

- Manvel 2015 Comprehensive Plan
- Master Thoroughfare Plan
- Master Drainage Plan
- Master Water Plan
- Master Wastewater Plan
- Master Parks Plan
- Capital Improvements Plan
- Design Criteria Manual



Details for each of these plans are located on the City's Website: [www.cityofmanvel.com](http://www.cityofmanvel.com). The following pages include brief extracts of each plan.

## Manvel 2015 Comprehensive Plan

In 2009, the City of Manvel updated its comprehensive plan (originally adopted in 2007) to address mounting concerns with growth and development within the city. The plan provided strategies, short term actions and long-term actions to implement the City's 20-year vision. The plan included a future land use analysis with guidelines for development intensity, transportation, utilities, drainage, governance, economic development, community image, public facilities and open space.



The 2007/2009 Comprehensive Plan was anticipated to have minor revisions and updates in 2013, but with higher than expected growth in the Houston region, and particularly in Brazoria County, expansion issues became of importance. The 2007/2009 Plan also did not anticipate new mapping. In 2014, the City Council appointed a Steering Committee consisting of all members of the City's Planning Development and Zoning Commission (PD&Z) along with additional members of the community. The Mayor, City Council members, Directors of the Manvel Economic Development Council (MEDC), representatives from the Houston Galveston Area Council (HGAC), city staff and consultants attended various meetings and provided input. The Steering Committee was deeply engaged in the process and had detailed discussions over a one year period.

At the end of their discussions the Steering Committee established goals and objectives for each chapter of the 2014 Comprehensive Plan, and held two town-hall style meetings for input from the public. City Council also undertook a thorough review of the document and goals, linking these draft goals with their own City Council Goal Setting Workshop Objectives from meetings though Fall of 2014.

In early 2015, after further City Council, PD&Z, Steering Committee meetings and public hearings, the final Comprehensive Plan was established. It was designed to be a fluid document to guide the City's decisions over the next ten years.

### **Vision Statement**

The vision statement approved in the 2007/2009 Comprehensive Plan public participation process was re-confirmed by the 2013 Steering Committee, and ultimately retained in the 2015 Comprehensive Plan:

Manvel, according to its motto, is "A CITY ON THE RISE" located at the strategic crossroads of Brazoria County. Manvel seeks to maintain its rural character and small town values while managing its growth by:

- Benefiting from our strategic location by encouraging well-planned quality retail, commercial and residential development that reflects and enhances our small town quality of life;
- Preserving our rural characteristics by providing open space for recreation and protecting our natural environment;
- Promoting a strong and diverse economic base that supports efficient high-quality public infrastructure, municipal services, education, and collaborative governance;
- Offering a variety of housing choices that reinforce our small town values;
- Preserving and protecting links to our past; and
- Establishing our reputation as the "home" of country living in Brazoria County.

The primary objectives of the Comprehensive Plan include ensuring efficient delivery of public services, coordinating public and private investment, minimizing conflict between land uses, managing growth in an efficient manner, increasing the cost-effectiveness of public investments, and providing a rational and reasonable basis for making decisions about the community.

As part of the Comprehensive Plan, the following goals related to a Capital Improvement Program (CIP) were identified:

1. Develop a Capital Improvement Program
2. Develop a Comprehensive Public Utilities Plan (IN PROGRESS)
3. Develop a Water and Sewer System for Old Manvel (IN PROGRESS)
4. Expand Water and Sewer System (IN PROGRESS)
5. Develop a Master Drainage Plan
6. Develop Drainage Design Criteria and Standards
7. Develop a Facilities Construction Plan (TO BE COMPLETED)
8. Develop a Public Facilities and Open Space Master Plan (TO BE COMPLETED)

The City's Comprehensive Plan was updated in 2015, narrowing the focus on Land Use, Economic Development, Utilities, and Drainage. The CIP component was (and still is) a major priority identified in the Comprehensive Plan and all of the City's planning documents.

The nine sections of the 2015 Comprehensive Plan include the following:

#### **Government and Administration**

Form of Government - After reaching a population of over 5,000 in the 2010 census, the City became eligible under Texas law to change from a general law city to a home-rule city. The City's first charter was adopted by the Charter Commission on February 1, 2011, and passed by the voters at an election held on May 14, 2011. Since that date, Manvel has been a home-rule City with a council-manager form of government.

The adoption of the Home Rule Charter and the Council-Manager form of government occurred concurrently with regional demands and rapid growth, which has assisted in dealing with the increased administrative demands.

As a home rule city, Manvel now has broader authority to annex territory located in its extra-territorial jurisdiction (ETJ) into the city limits. State law defines ETJ as the area outside the existing city limits, over which cities have limited regulatory authority, but which may be annexed into the city under certain circumstances. For rapidly developing cities, annexing property can have substantial long-term benefits. Annexation may protect land uses in the city from adjoining inconsistent land uses and development patterns.

#### **Land Use**

The history of Manvel has created a rural character populated by residents who treasure their small town values. Residents recognize the impending growth and development that will happen in their City in the near future. The Vision Statement reflects that the citizens of Manvel want to preserve rural characteristics as the City continues to grow and develop, but recognizes that new development will come.

There are a mixture of plans for commercial development which include different scales of development and separate business districts. One such is the State Highway 6/FM 1128 intersection as a downtown area with mixed-use smaller-scale urban development. Larger box store retail are encouraged to develop



closer to and along State Highway 6/Highway 288. The creation of a walkable mixed-use community that provides multimodal transportation options, improves environmental quality and promotes economic development is also under consideration.

Flooding and the 100-year floodplain remain important considerations in deciding which areas should remain undeveloped. Most citizens consider flooding an issue of concern in Manvel. While the City of Manvel is addressing regional storm water detention facilities (see the Drainage section), drainage is likely to remain a major issue that will need

to be addressed on a continuing basis.

Past and/or current planning efforts in a city are essential to any thoroughfare planning process. They provide a snapshot of the steps a city took to reach its current position and a guidebook of strategies that may or may not have had success in the past. A number of planning efforts have been made to improve transportation conditions in the city of Manvel, including, but not limited to, the 2007 Comprehensive Plan (updated in 2009 and 2015), the SH 288 Corridor Study, and various other regional planning documents.

### **Economic Development**

While residential development partially stems from the growth pressures of the Houston region, the City is encouraging economic development to sustain a viable and healthy quality of life. A balance of residential and commercial is not only essential to creating a lively and vibrant community, but also creates a balance between the two tax incomes for the City coffers. As part of the implementation process, issuing annual reports and creating an Economic Development Policy are essential. Communication between the Manvel Economic Development Corporation (MEDC) and other branches of government is also needed to align the goals and priorities for the City. Additionally, the City wants to stand out as a desired location for businesses by capitalizing on the City's unique rural characteristics. For instance, the City plans to develop and promote horse, bike and walk trails to help balance between the rapid development in and around the City, while also attracting new tourists and businesses to the City.



The second opportunity for the City is development of a walkable downtown and (local) business center. "Smart Growth Strategies" have an economic advantage as compact development creates higher revenue per acre of land, lowers infrastructure and service delivery, creates redevelopment and reuse opportunities and spurs economic productivity and job creation. Further, the increased walkability and improving diversity of choices in a central location also improve the economic returns of compact, walkable and mixed-use development.

## Utilities

The 2015 Comprehensive Plan acknowledges the importance of providing quality utility services as a basis for growth and development in the City of Manvel: “In order for the City to attract quality residential development and resultant quality commercial development, it is essential that the City’s public utility infrastructure be well planned, designed, and constructed properly.” As the population continues to rise, the City will require more services.

The City’s focus on utilities has expanded service to commercial and residential properties over recent years. The City acknowledges the need to expand City services in order to bring in the type of businesses that residents want, such as grocery stores that require a substantial amount of utility services in order to be a viable business.



Concerning residential developments, the establishment of Municipal Utility Districts (MUDs) continues to be a solution in the absence of City provided utilities. A Municipal Utility District (MUD) is a political subdivision of the State of Texas authorized by the Texas Commission of Environmental Quality (TCEQ) to provide water, sewage, drainage and other services. The City desires to regionalize the utility systems by having MUDs build the systems and turn them over to the City to manage. This will allow future growth to develop without the need to incur the higher costs of utility expansion. However, while MUDs can be a useful short-term development tool, long-term annexation concerns must be factored. Ensuring interlinking between MUDs and City services is factored in the decision making process

## Drainage

During the 2015 Comprehensive Plan development process, drainage was a key component. Concerns that were addressed include the impact on the current drainage systems by new developments, and the importance of requiring drainage mitigation efforts in those new developments.



The extent to which Manvel will be impacted by the impending changes in the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) and the National Flood Insurance Program (NFIP) are being monitored. Revisions to government policy has shifted the responsibility to owners of homes in flood prone areas. As many of the proposed developments have land within the 100-year flood plain zone, map changes will have a significant impact on new and existing residents.

REGIONAL PERSPECTIVE: Drainage is a regional issue that requires coordination with other governmental entities. Continued collaboration with the three Drainage Districts or Conservation Districts whose jurisdictions include Manvel is essential for successful construction and management of local drainage.

## Transportation

Manvel commuters rely heavily on State Highway 6 and State Highway 288 as major highway transportation corridors. FM 1128 has also experienced increases in use as a connecting corridor to neighboring cities to the north. Manvel commuters have an average commute of 32 minutes to Houston and Galveston. Anticipated changes include roadway improvements, land use policy strategies, incremental transit improvements, bicycle & pedestrian improvements, increased long-range transportation coordination among sub-regional partners, and strategic status updates of certain transportation improvements.



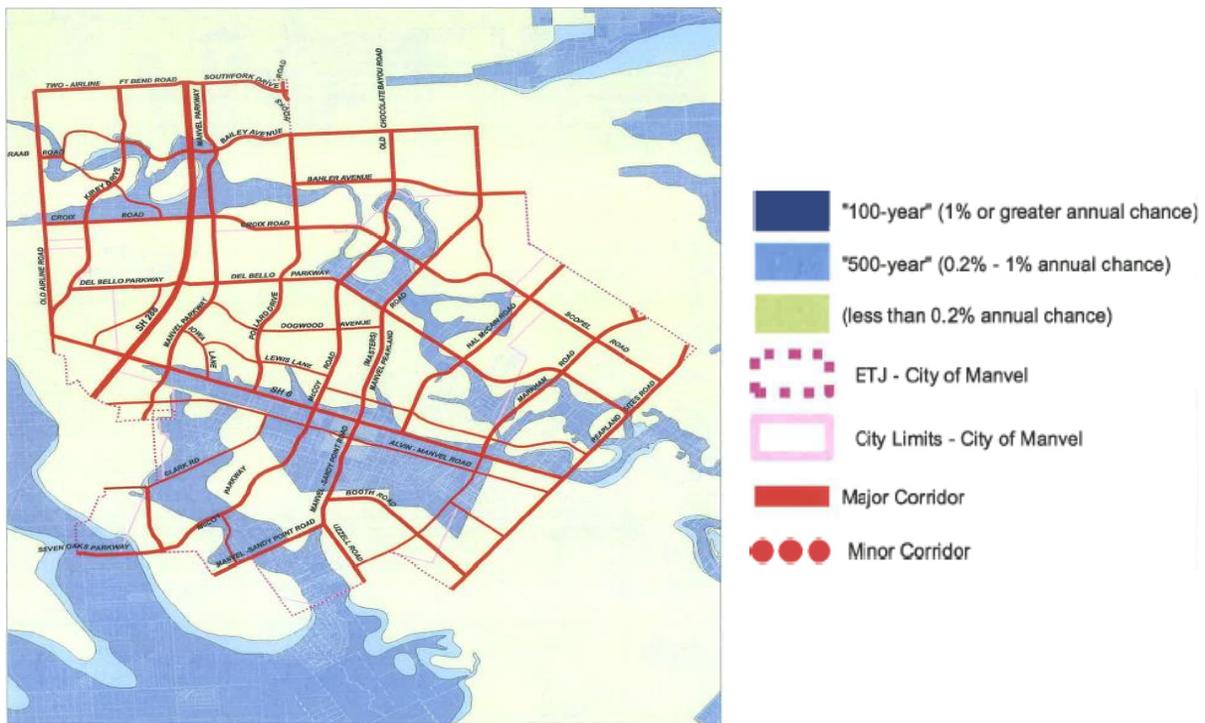
However, the intensity of managing development needs while still maintaining the City's aspired "rural character" can be a challenge.

Further, construction of two toll lanes along State Highway 288 between the Texas Medical Center and Brazoria County is in progress which will increase traffic to the Houston area. The City continues to explore alternative options for the movement of traffic as the population and development rise.

A Thoroughfare Plan has been developed which will outline the transportation needs. Comprehensive Plan Goals for Transportation include:

- Educate City Council, Planning, Development and Zoning (PD&Z) and Manvel Economic Development Corporation (MEDC) on the Transportation Corridor Plan and how it should be used.
- Develop a set of context sensitive right-of-way design standards
- Utilize new development proposals to build a transportation corridor system in conjunction with other infrastructure and transportation models.

## Transportation Corridor Plan



### **Environment, Conservation and Sustainability**

An important element to maintaining Manvel’s rural character is the conservation and maintenance of parks and open space, as well as the encouragement and promotion of green and sustainable development practices. This will require the City to take active steps in the conservation of open space, revise building requirements and codes, and work closely with developers during the design process of new subdivisions and commercial complexes.



Other considerations for sustainability for the City is water/rainwater collection and recycling. Lastly, limiting impermeable surfaces was of particular interest to the Committee. Low-impact development (LID) is a sustainable storm water practice that the U.S. Environmental

Protection Agency (EPA) promotes among communities in order to mitigate the impacts of development on drainage issues. The results of this approach essentially conserve the open space and natural elements of a site, both of which are important goals to the Steering Committee and are part of this Comprehensive Plan.

### **Open Space, Parks and Trails**

Encouraging more open space and added uses for parks and trails would not only preserve the semi-rural character of the City, but would also be a unique opportunity to foster recreational tourism. The Master Parks Plan explores various ways to identify trail maintenance groups and work with developers or homeowners associations (HOAs) in the management of open space. Helping to preserve the remaining open space and agricultural tradition, community gardens, pedestrian and bike trails, horse trails, community sponsored agriculture (CSA), and farmers’ markets are being planned.

The City’s Master Parks Plan has been incorporated to feed into the Master Drainage Plan and Major Thoroughfare plans to capitalize on the use of right-of-way easements along roads (ROWs). This will help in the identification and indexing of the existing right-of-ways in the City’s bike pathways, and familiarize those with programmed stops and destinations to promote tourism in the City.

### **Community Image**

The City has taken additional steps to promote, communicate and increase engagement with the community on the City’s projects and vision. These goals and actions have been incorporated mainly into other sections of this Plan, specifically the Economic Development section.

## **Master Thoroughfare Plan**

The thoroughfare system forms one of the most visible and permanent elements of the community. It establishes the framework for community growth and development and, along with the Future Land Use Plan (Comprehensive Plan), forms a long-range statement of public policy. As the alignment and right-of-way of major transportation facilities are established and adjacent property developed, it is difficult to facilitate system changes without incurring significant financial implications.

The changing social and economic climate dictate the need for an integrated network of transportation systems to support and



sustain viable long-term growth. In addition to vehicular mobility, many communities, including Manvel, have expanded transportation planning to include a broader range of considerations for transit, bike and pedestrian initiatives. When coupled with land use considerations, viable walkable places with value capture can be achieved. The City has begun making strides towards this growth model through the development of a bike and pedestrian network and a more walkable and context sensitive land use policy in the 2015 Comprehensive plan.

The Thoroughfare Plan will provide individual, yet integrated modal strategies for vehicular, pedestrian and bicycle transportation. Capital projects planning will serve as a blueprint for future investment related decisions into the transportation system. Several key principles of the Plan include:

- Convenient internal circulation between neighborhoods, core community assets, and special areas.
- Through traffic minimized to specific facilities designed to accommodate non-local and regional traffic. Transportation facilities should define rather than split residential areas in order to preserve neighborhood integrity.
- The Plan is one element of a coordinated transportation system to address long-term multi-modal transportation needs of the City. Strategic growth planning aimed at promoting transportation choices considered.
- A safe pedestrian/bikeway system providing connectivity between neighborhoods, community facilities and retail areas.
- Monitor regional growth implications in order to proactively address mobility and accessibility issues to and from Manvel.

## Master Wastewater Plan

The purpose of this Master Wastewater Plan is to provide the City of Manvel with a planning tool that will serve as a guide for short-term and long-term (20-year) improvements to the wastewater system collection and treatment infrastructure. The goals of the Master Wastewater Plan were to develop wastewater flow projections for existing and future developments, conduct wastewater system analyses, and identify and develop wastewater system improvement recommendations for collection and treatment projects.

The City currently provides wastewater service to over 600 equivalent single family connections (ESFCs). Over the next twenty years, the wastewater ESFCs served by the City are anticipated to increase to approximately 28,000 connections. This is equivalent to 8.8 million gallons per day (MGD) of required average day wastewater treatment capacity. As growth occurs within Manvel, the City is interested in regionalizing wastewater infrastructure and reducing the number of wastewater treatment plants serving individual developments within the City limits and the Extraterritorial Jurisdiction (ETJ).

The City of Manvel owns and operates a wastewater collection system consisting of six lift stations and associated force mains, a network of manholes and gravity mains, and one wastewater treatment plant (Corporate Drive WWTP). The City is currently constructing an expansion to increase the total average annual daily flow (AADF) treatment capacity at this plant to 0.5 MGD, and to increase the peak 2-hour flow capacity to 1,389 GPM (2.0 MGD). This expansion is permitted under the City's current Texas Pollutant Discharge Elimination System (TPDES). In addition to the City's Corporate Drive wastewater treatment plant, there are four existing Municipal Utility District (MUD) WWTPs within the City Limits and ETJ that serve the Southfork, Sedona Lakes, Pomona, and Rodeo Palms developments.

Wastewater system improvements were developed to accommodate the projected flows from residential and commercial growth. Hydraulic analyses were conducted to develop these improvements into a phased capital improvements plan to convey and treat the projected wastewater flows over the 20-year period through 2037. In order to serve the projected 20-year growth and regionalize wastewater treatment facilities, the City of Manvel plans on the following:

- Construct a new East Service Area wastewater treatment plant and a new West Service Area wastewater treatment plant
- Construct diversion infrastructure to pump wastewater flows from the Central Service Area to the East Service Area
- Construct consolidation infrastructure in the West Service Area
- Extend wastewater service via gravity lines, lift stations, and force mains to areas of growth where little or no infrastructure currently exists

Recommended capacities were developed for the two regional wastewater treatment plants based on the 20-year projected average day wastewater flows at a cost over \$77 million by 2022, \$13 million by 2027, and \$118 million by 2037, with anticipated funding primarily from the various MUDs in the City's ETJ.

The following map illustrates the regional wastewater service areas identified in the Master Wastewater Plan:



## Master Water Plan

The purpose of the Master Water Plan is to evaluate the existing water distribution system, identify future water demands to be met by the system, identify recommended improvements, and serve as a guiding document for future capital projects and developer-driven initiatives.

Since its inception, the City of Manvel has been characterized as a rural community. Large acre homesteads and many other area water users typically have relied upon individual water wells. However, the City owns and operates a small water plant on School Road that is being expanded. This water plant provides water and fire protection to residents and businesses in the “Old Manvel” area near State Highway 6 and FM 1128.

Continued growth in the greater Houston metropolitan area has resulted in a number of residential subdivisions and commercial developments in and around the City of Manvel. The majority of these developments are served by small individual water plants and package wastewater facilities via Municipal Utility Districts (MUDs). As the population in the vicinity of the City continues to expand, the Utilities Department will be tasked with meeting increasing demands for public drinking water and fire protection.

### Existing System Demands

The existing demands are based on the City’s available water billing information from January 2015 to November 2016. Currently, the City provides service to the Lakeland subdivision in addition to the City limit customers.

### Water Demand Projections for Buildout

The water demands for buildout were projected based on provided information by developers, land use projections or provided information by the City. HDR contacted the engineers for the existing and planned developments for updated projections on ESFC for each community.

The summary of the ESFC projections is provided below.

#### Water Buildout Connections and Demand (50 year)

Developer	Connections
City (Excluding ETJ)	539
City (Future)	30,288
Lakeland	818
Del Bello Lakes	800
Blue Water Lakes	508
Sowell Properties	2,000
Presidio	2,146
Meridiana (MUD 56)	3,451
Southfork (MUD 25)	1,340
Newport	200
Rodeo Palms (MUD 29)	2,156
Sedona Lakes (MUD 1)	1,385
Pomona (MUD 39)	2,892
<b>Total</b>	<b>48,279</b>

### **Water Supply-Demand for Buildout**

Based on the projected 48,279 ESFC at buildout, the estimated average daily supply/demand required is 17.4 million gallons per day (MGD) or 19,470 acre-ft per year. The City will continue to evaluate the following additional water supply opportunities:

- City of Pearland (treated or raw water)
- Gulf Coast Water Authority
- Sand Pit Harvesting
- Wastewater Reuse

### **Water Demands at Buildout**

The water demands for buildout were projected based on information provided by City staff, developers and land use projections provided by the City, and based on data provided by engineers for the existing and planned developments for each community. Land use data were used for the areas outside of the known/planned developments per the City's GIS. As per the 2007 Comprehensive Plan, the areas are divided into different Intensity of Development Zones. Water demands for each zone were developed by estimating future ESFC for buildout conditions within each zone.

Water demands for these future areas were projected using the TCEQ's recommended water demand of 360 gallons per day per ESFC, which is considered a blended demand for a representative mix of residential and non-residential connections. Based on the projected 48,279 ESFC at buildout, the estimated average daily demand will be 17.4 million gallons per day (MGD) or 19,500 acre-ft per year.

The City's system and those of the existing developments are supplied by groundwater. Upcoming developments such as MUD 42 (Town Center) and Meridiana will also be supplied by groundwater. The Brazoria County Groundwater Conservation District does not require current permittees to develop a groundwater reduction plan to mitigate expected future land subsidence. However, based on the requirements of the adjacent Harris-Galveston and Fort Bend County Subsidence Districts and current ground subsidence trends in the area, it is anticipated that groundwater reduction program requirements similar to those of the Harris-Galveston Subsidence District may be adopted by the Brazoria County Groundwater Conservation District. These would require that no more than 20 percent (30 percent in the Fort Bend County District) of a City's water demand be met from groundwater sources. If Manvel is required to implement a groundwater reduction program in the future, alternative supplies will need to be developed to replace or offset future groundwater production. Based on expected buildout water demands, Manvel will need to develop 14 MGD (80% of 17.4 MGD) of alternative supplies. Note that the City of Pearland is currently using a 70/30 ratio of surface water to groundwater.

Regardless of the level of conversion to surface water, all groundwater wells should be kept operational to provide supply during times of emergency or operational shutdowns of the surface water sources.

### **Long Term Water Supply Opportunities**

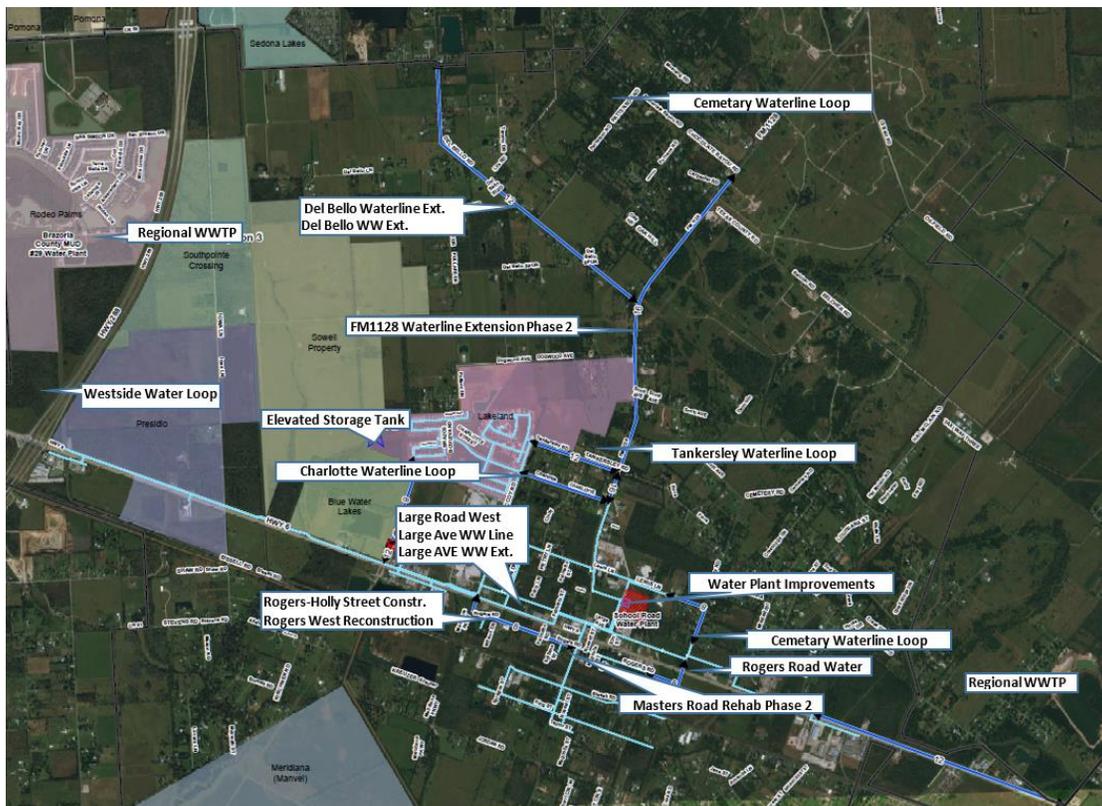
The surface water plant is anticipated to be located near the purchased sand pit location off Croix Road. This location provides not only access to the sand pit but it is also near the other supply opportunities (GWCA American Canal and Lateral 10 and the Pearland 30" Transmission Main).

### **Neighboring Cities**

The City of Manvel is anticipating in obtaining treated or raw water supplies from neighboring cities. Coordination and negotiations are ongoing regarding the need and interests.

Discussions are ongoing regarding the availability of surface water supply from the Brazos River Authority (BRA) delivered through the GCWA system. All surface water in Texas is owned by the state. The water can be obtained by: 1) being a landowner with property adjacent to a waterway (for limited riparian uses), 2) obtaining water rights from the state, or 3) purchasing water supply from a person or organization (such as GCWA) that currently holds water rights. Currently, BRA has only interruptible supply available for long term contracts. BRA interruptible contracts are issued for terms up to five years. The amount of interruptible water available for contracting is site specific and varies annually. The BRA Board has authorized the sale of 90,588 acre-feet of interruptible water for calendar year 2017. The rate for interruptible water is the BRA System Rate, which is \$72.00 per acre-foot in fiscal year 2017. BRA is currently conducting a study to determine if the agency might be able to make additional interruptible water available for sale. The City of Manvel has requested capacity from GCWA as well as to BRA.

### Master Water Plan 5-Year Projects (with related wastewater and street projects)



## Capital Improvements Plan

Pursuant to Section 8.03 of the City of Manvel's Home Rule Charter, adopted on May 14, 2011, the City Manager is required to submit a five-year Capital Improvements Program (CIP) to City Council. This CIP is to be updated annually, and shall provide the following items:

- (a) A summary of proposed programs;*
- (b) A list of all capital facilities and property improvements that are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;*
- (c) Cost estimates, method of financing and recommended time schedules for each such improvement with the estimated effect on the tax levy and;*
- (d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired over the five-year period.*

A minimum of \$25,000 was established as the threshold for capital projects. The goal of the CIP is to help maintain the same high quality of life for all citizens of Manvel, through the timely anticipation of the City's needs and the planning of improvement projects - and their funding sources - as the community grows. In June 2012, the City of Manvel's first CIP was adopted with a total of 22 short-range (5 years or less) projects, 9 long-range (greater than 5 years) projects, and numerous noncapital projects.

Per the City Charter, the CIP will continue to be reviewed and updated on an annual basis. The expected Annual Updates will consist of both new projects *and* updates to existing projects. Updates may include revised scope, cost, or scheduling, as appropriate.

## Design Criteria Manual

Graphic requirements exist for all construction drawings including City of Manvel (public) projects, non-City of Manvel (private) projects, and all utility projects without a current Franchise Agreement. These include various design requirements such as CADD drawings, cover sheets, specific mapping requirements, signatures, benchmark elevations, natural ground profiles, and other identifiers.

Specific sections for Wastewater, Water, Paving, Drainage, and Site Development criteria are included prescribing various requirements from easements to FEMA rate maps. Site development plans are included describing how all site developments within the City of Manvel and its ETJ shall be approved as these affect public water, wastewater, storm drainage, and paving facilities. The last section is a modification form allowing for an appeal process.

## Drainage Plan

The Comprehensive Plan included a drainage portion that investigated general drainage problems and discussed the need for a Master Drainage Plan. Consultants utilized this plan to identify issues of concern, key drainage areas, and model a pattern for the intensity of future development within the City. Periodically, Manvel experiences flooding from stream overflows, ponding, and shallow sheet flow caused by high intensity rainfall. Torrential rainfall often associated with hurricanes, tropical disturbances, and localized thunderstorms have been experienced in the area, primarily from storms passing though

southeast Texas in the vicinity of Manvel and Brazoria County. These storm events have produced floods as well as some structural flooding damage in the area. A 100-year storm in the area generally results from an estimated 13.50 inches of storm-water runoff in a 24-hour period [Rainfall Frequency Atlas of the United States. 1961].

Some areas throughout the ETJ of Manvel were discovered to be more prone to flooding than others. It was the general consensus that areas north of Highway 6 were more likely to flood than areas south of Highway 6. Previous flooding has been experienced along ditch the upper portions of Chocolate Bayou, along tributaries of Chocolate Bayou, and from Mustang Bayou. Mustang Bayou appeared to have many homes built too close to the main stem. During larger rainfall events, Mustang Bayou will, on occasion, rise to a flood level which impacted property in northern areas of Manvel. Other flooding problems are primarily associated with high water over roadways at stream crossings or restrictions at culverts, bridges, or elevated water canals.

The City of Manvel developed this Master Drainage Plan using a hydrologic and hydraulic analysis. Recommendations were provided primarily in the form of sub-regional detention pond volumes with acquisition acreage, right-of-way acquisition widths for channel improvements, channel improvement geometry, and future conveyance necessary for problematic siphons/culverts.

Updated hydrologic and hydraulic flood models were developed for the primary watercourses in the City to determine the flood reduction impacts of potential flood control projects, including conveyance improvements by widening and/or deepening a channel, construction of detention ponds to temporarily store flood waters, hydraulic channelization in some areas, improvement of the conveyance capacity of hydraulic structures; and selected combinations of these different types of projects. Comparison of flooding depths with and without a proposed flood control project for different flood frequencies statistically summed across all structures subject to flooding was used to determine the expected reduction of flood damages achieved by a proposed scenario.

## Master Parks Plan

As Manvel builds-out, and it inevitably will, care should be taken to preserve and enhance the community's strongest assets – the natural resources that provide 'room to breathe' and opportunities to be in nature. It is with this spirit that the City embarked on a park master planning process in order to identify a vision for Manvel's future parks system and a path to reach it. This planning effort aims to evaluate existing parks and recreation facilities to determine opportunities for improvements and additions, as well as identify new park and facility opportunities to support the recreation needs of residents as Manvel continues to grow and develop.



The following approaches were implemented in the development of the master plan:

- Standards-Based Approach - utilizing traditional park standards and evaluation of current trends.
- Demand-Based Approach - utilizing input from staff, Council, working groups, sports leagues, and the residents to identify current and future needs and desires.
- Resource-Based Approach - leverage of available land, natural features, rights-of-way, and city facilities to enhance park and recreation opportunities.

The following studies were undertaken in the development of the master plan:

- Inventory of existing parks and facilities.
- Evaluation of available growth and demographic data, trends and projections.
- Stakeholder involvement including ongoing staff and Parks and Recreation Board guidance, a public meeting, an online survey, social media, and City Council input.

The resulting plan outlines the findings and recommendations for existing parks and facilities and provides concepts for new facilities where opportunities have been found that align with the demand and input provided by residents and other stakeholders. Each proposed improvement and addition is accompanied by statements of probable costs and annual operation cost estimates for use in City budgeting.

### **Existing Parks and Facilities**

Manvel currently maintains and operates two City parks for sports, passive recreation, picnics, and other activities. Recently dedicated and acquired lands for park space include the former Almost Heaven RV Resort and the adjacent sand quarry property.

### **Priority Projects**

The following Priority Projects have been identified in this plan:

- Develop city-wide trail system
- Concept for a City Center with municipal buildings, recreation center and large gathering spaces.
- Renovations to Croix Memorial Park
- Renovation and Expansion of the Police Station Park
- Further development of Almost Heaven Park and the sand quarry.

In addition to Priority Projects, additional consideration was made for future community and neighborhood parks and guidelines to consider for development of shoot sports facilities. Prototypical layouts of neighborhood and community parks, with common amenities and probable costs, were developed for use in future budget development.

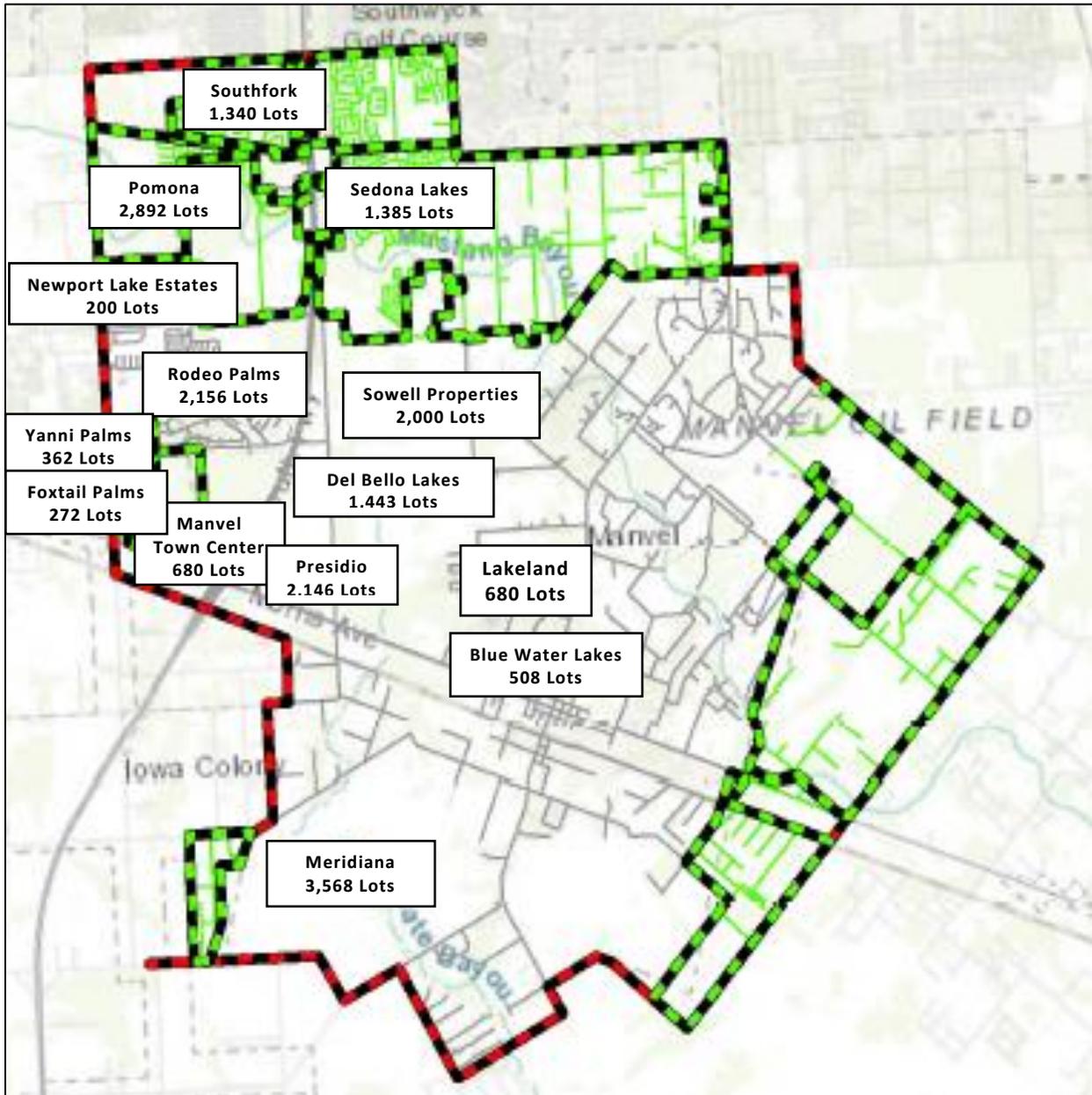
The Master Parks Plan includes the following sections: analysis, assessment, walkability, programs and events, natural resources, priority projects, and implementation.

# City of Manvel, Texas

## Section 3 – Planned Development Projects and MUD's

### Planned Development Projects

The City of Manvel has several planned development subdivisions planned over the next 20 years with an estimated total population of over 30,000. The Manvel Town Center is also expected to bring in new commercial development along Highway 288 and State Highway 6.



**Sedona Lakes** - Sedona Lakes, opened in 2013, is along County Road 101 less than a mile east of Highway 288. It is a 535-acre planned development community with an expected 1,385 homes and 2,700 residents. Residents enjoy community lakes, a resort-style pool, and an outdoor pavilion with fireplace, playgrounds and walking trails. Included is a walking path and a 1.5-mile trail meander. In addition, 63 commercial acres are planned with 50% of the commercial acres developed by FY 2022 and total commercial buildout by FY 2027.

**Rodeo Palms** – Rodeo Palms is a new 66.4 acre community located along State Highway 288. With planned completion by FY 2027, it has over 10 lakes and many outdoor amenities. Total lots are estimated at 2,156 and a population near 7,500. An estimated 50% of the projected commercial lots is planned to be developed by FY 2022 and the remaining developed by FY 2027.

**Lakeland** – Lakeland buildout projection has an anticipated total population of 2,046 by FY 2022 and 18 commercial acres developed by FY 2027.

**Southfork** – Southfork buildout projection is approximately 4,000 residents with another 300 residents by FY 2022.

**Manvel Town Center** - The Manvel Town Center has a total buildout projection of nearly 6,900 residents by 2037 living in a master-planned multi-housing community of 2,298 lots. By FY 2022, 25% of the total lots are estimated to be built, then 50% by FY 2027 and the remaining 50% are planned to be added by 2037.

**Pomona** - As a tribute to the City of Manvel and its history, the name Pomona was chosen for this new master-planned community. It is a 300 acre 2,892 lot master-planned community with many outdoor amenities. Pomona's buildout is projected at a total of 3,000 residents by 2022, and 8,700 residents by 2027.

**Meridiana** - Meridiana is a new 3,000 acre community offering 3,451 lots in Manvel located near Highway 288 and Texas 6. The estimated population of 5,200, or 50%, is estimated by FY 2027 and the other 50% or 5,200 is estimated by FY 2037, totaling 10,400 residents. It currently has an on-site elementary school with hands-on learning labs and several other educational opportunities. Meridiana's community amenities include a fishing pier, amphitheater, fitness center, multiple pools, interactive playgrounds, nature trails for hiking and biking as well as a launch for kayaks, rafts and paddleboards.

**Bluewater Lakes** - Bluewater Lakes is one of the newest communities expected to buildout to 508 lots along Highway 6 on the City's southern edge. It will have community pool and walking trails. Buildout projection is at 1,320 by FY 2027. By FY 2022, 50% of the projected commercial buildout will be developed by FY2022 and the remaining developed by FY 2027.

**Del Bello Lakes** - An estimated population of 1,200 is anticipated by FY 2022 with a total of 2,400 residents expected by FY 2027. Total buildout is currently projected at 800 lots.

**Presidio** - Total population is estimated at 7,140 with 25% by FY 2022 and 50% added by FY 2027, and the remaining added by 2037.

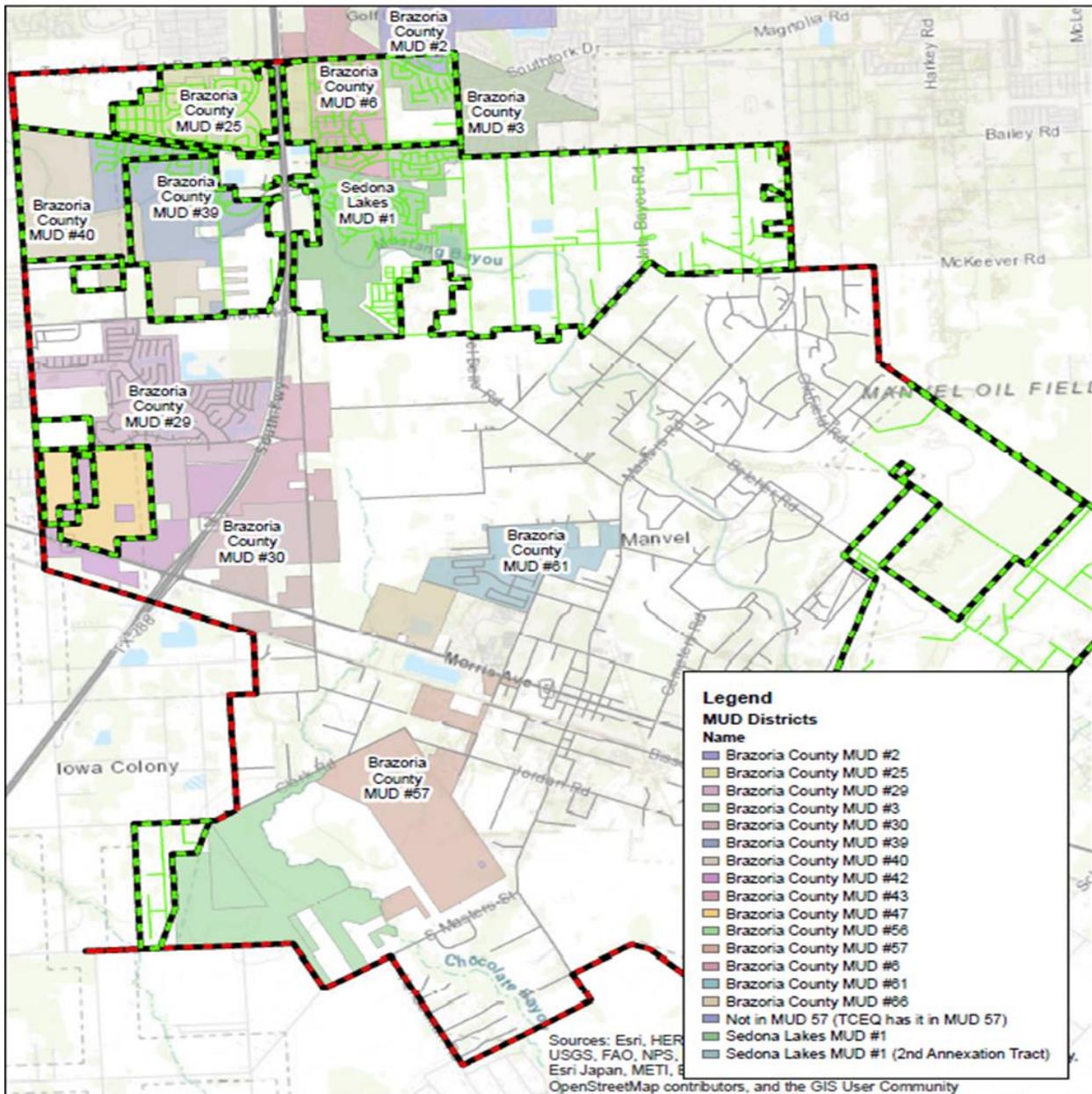
**Sowell** - An estimate of 6,000 residents is anticipated by FY 2037 with 50% added in FY 2027 and the other 50% by FY2037.

**Yanni Palms** - Located between the western side of the Rodeo Palms subdivision and County Road 48, just south of Rodeo Palms Jr. High School. Yanni Palms is a subdivision proposed by a California developer. Plans call for the neighborhood, which could have up to as many as 400 homes.

**Foxtail Palms** - Located south of Rodeo Palms Parkway. Plans are to have a total buildout of 272 lots.

**City Limits** - A total of 750 residents combined for the East, West and Central service areas are expected to exist by FY 2037. These areas are outside of the planned development communities.

### Municipal Utility Districts (MUD's)



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# City of Manvel, Texas

## Section 4 – Executive Summary

### Executive Summary

This document has been prepared to help you, the reader, learn of the issues affecting the Manvel community. Many people believe a City budget is only a financial plan. Although you can learn a great deal about the City's finances from these pages, the FY 2019-20 budget document has been designed to serve other functions as well. For example, it is a policy document that presents the major policies which guide how the City is managed. It is an operations guide which gives the public, elected officials, and City staff information pertaining to the production and performance of individual City operations. The document is also designed as a communications device in which information is conveyed verbally and graphically.

### Budget Format

The document is divided into four major sections: Introduction, Financial, Operational, and Supplemental Information. The introductory section contains the City Manager's letter which is addressed to the City Council and explains major policies and issues which affected the development of the fiscal year budget. This section also includes the City's organizational staffing charts and the summary of all financial statements.

The Financial and Operational sections describe various aspects of the City's organization. This information is grouped first by fund and then by department. Like many local governments, the City uses the fund method of accounting. In other words, a fund is a unit of the City which tracks the application of various public resources. For example, the Utilities Fund is established to account for the revenues and expenses of the City's water and wastewater operations. Most people are particularly interested in the General Fund which includes most of the City's operations such as Police, Municipal Court, and Public Works. Financial statements, including the adopted FY 2019-20 budget, are presented for every fund. The statements show the fund's financial condition over several years. Similar to the checking account statement you receive from your bank, the financial statements show beginning balances, revenues, expenditures, and ending balances. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2017-18. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2018-19. The projected column reflects estimated amounts compared to the amounts included in the adopted budget for the current year. The projected ending balance of the current fiscal year then becomes the beginning balance for the projected FY 2019-20 budget year. Accompanying the statements are narratives and graphs which describe the major features of that fund. Within each fund, departments have included their accomplishments for the previous year, a description of the department and its activities, and operational goals for the upcoming year. The funding for each department, as well as the unit's staffing are also summarized over several years.

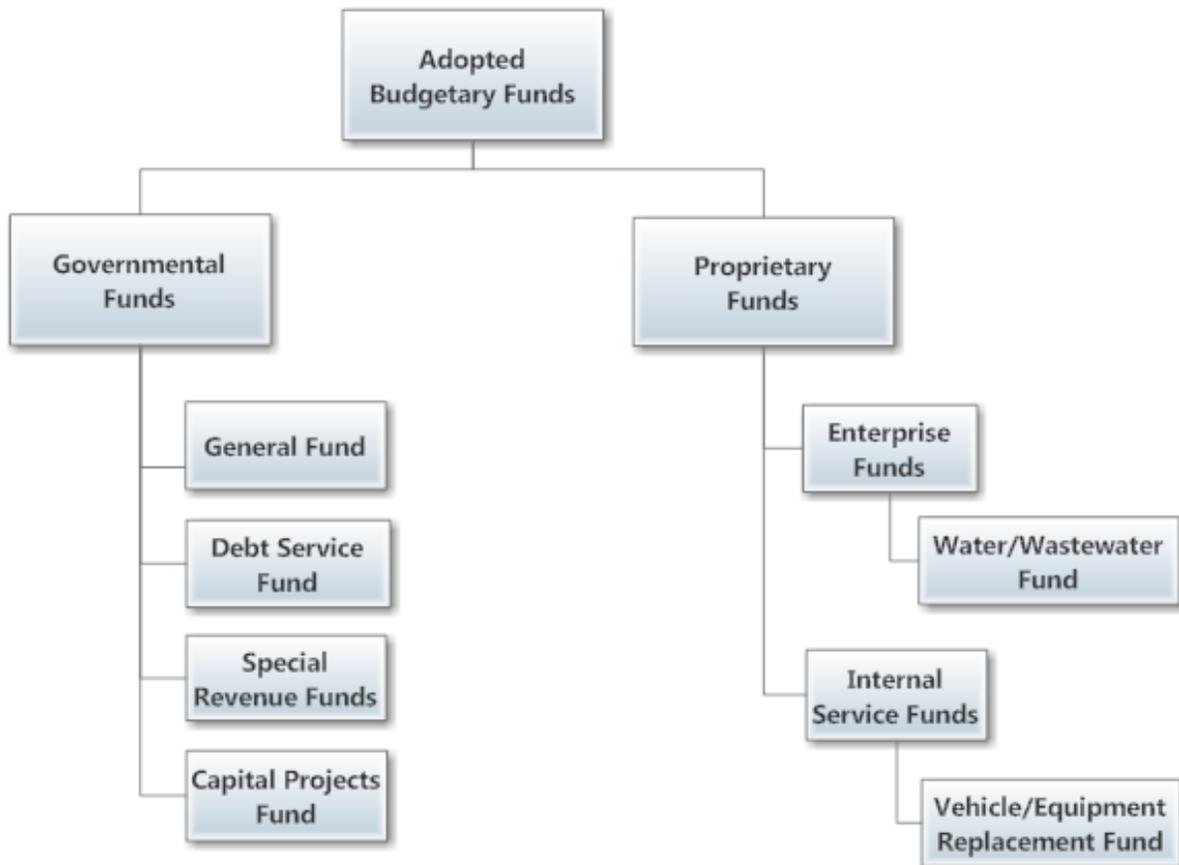
## Funds

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

**Special Revenue Funds** provide a separate accounting for the various Special Revenue Funds that include: Community Impact Fee Fund, Hotel Occupancy Tax Fund, Court Security Fund, Court Technology Fund, Law Enforcement Fund, South Manvel Development Authority (SMDA) and the Manvel Economic Development Corporation (MEDC).

**Capital Projects Fund** provides separate accounting for the Capital Improvement Program projects that are detailed in the program and funded either by the issuing of debt or annual budget allocations.

**Enterprise Fund (Utility Fund)** provides accounting for the City's water & wastewater operations which are financed and operated like a private business enterprise. Also, included are Internal Service Funds which provide a separate accounting for the Vehicle & Equipment Replacement Program.



## Basis of Accounting and Budgeting

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

- The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project Funds.
- Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, and franchise tax revenues recorded in the General fund and ad valorem revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when they are received in cash because they are generally not measurable until they are actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.
- The City utilities encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- The City's Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- The City's annual budgets are prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Budgets can be amended at the department level of control by the city council.
- The issuance of Statement 34 by the Governmental Accounting Standards Board has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems; one for government-wide (i.e. the government as a single entity) reporting and another

for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting process as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing funds of government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types. Also, the City will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

# City of Manvel, Texas

## Section 5 – Financial Management Policies

### Introduction

The City of Manvel has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan for adequate funding of services desired by the public. The main objective of the Financial Management Policy is to enable the City to achieve a long-term stable and positive financial condition. The key words of the City's financial management policy include integrity, prudent stewardship, planning, accountability, and full disclosure.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Revenues

1. *Balance and Diversification in revenue sources:* The City shall strive to maintain a balance diversified revenue system to protect the City from fluctuation in any one source.
2. *User Fees:* For services that benefit specific users, when possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs whereas not to prohibit economic development. City staff shall review user fees on a regular basis to calculate their full costs recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

3. *Property Tax Revenues/Tax Rates:* The City shall endeavor to balance its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees, and economic development. The city shall also strive to minimize tax rate increases.
4. *Water/Wastewater Enterprise Utility Funds User Fees:* Utility rates and Enterprise Funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital.
5. *Revenue Estimates for Budgeting:* in order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include the analysis and probability of economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and mid-year service reductions.

## Expenditures

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

## Capital Expenditures and Improvements

1. *Capital Improvements Planning Program*: The City shall annually review the Capital Improvement Plan (“CIP”), the current status of the City’s infrastructure, replacement and renovation needs, and potential new projects and update the plan as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs resource availability. For every project, all operation, maintenance and replacement costs shall be fully estimated and disclosed. The CIP shall also present the City’s long-term borrowing plan, debt payment schedules, and other debt outstanding or planned including general obligation bonds, revenue bonds, certificates of obligation, and lease/purchase agreements when appropriate.
2. *Capital Assets*: A capital asset will be defined as equipment that exceeds \$5,000 and has a useful life that exceeds 3 years.
3. *Replacement of Vehicle/Equipment Capital Assets on a Regular Schedule*: The City shall annually prepare a schedule for the replacement of its vehicle/equipment capital assets associated with General Fund and Water/Wastewater Utility Fund operations through the Vehicle/Equipment Replacement Fund. Capital assets included in this fund will be authorized by charges to the departments using the assets. The amortization charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The amortization charges application of those funds for replacement purposes will be accounted for in the Vehicle/Equipment Replacement Fund.

## Fund Balance

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

## Debt Management

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

2. *Amortizations of Debt:* Amortization of debt shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.
3. *Affordability Targets:* The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare general accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update to the Capital Improvement Plan. The decision on whether or not to assume new debt shall be based on these costs and benefits.
4. *Bidding Parameters:* The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market condition and other prevailing factors. Parameters to be examined include:
  - Limits between lowest and highest coupons
  - Coupon requirements relative to the yield curve
  - Method of underwriter compensation, discount or premium coupons
  - Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
  - Use of bond insurance
  - Deep discount bonds
  - Variable rate bonds
  - Call provisions
5. *Bond Issuance Advisory Fees and Costs:* The city will be actively involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City will carefully itemize and scrutinize all costs associated with the issuances of the bonds.
6. *Sale Process:* The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.
7. *Rating Agencies Presentation:* Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.
8. *Continuing Disclosure:* The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.
9. *Debt Refunding:* The Finance Director and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. A proposed refunding of debt should provide value benefit as a percent of refunded principal of at least 3.5%.

## Investments

The city cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance

with the City's Investment Policy. Interest earned from investment shall be provided. Cash forecasting models and procedures will be employed to maximize the amount of investment funds.

## **Grants**

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

## **Allowance Write-Off Policy**

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

Exceptions:

- a. Legal notification that account balances have been discharged through bankruptcy or legal notification of death of the debtor:
- b. Forgery/Police Cases: Cases of forgery, involving the Police, may be submitted for write-off prior to the 18-month stipulation only if accompanied by Police reports and full documentation of the case. It must also be determined whether there is any possibility of recovery.
- c. Active Account: If an account has recorded payment activity within four (4) months prior to 18 months, the account should not be considered for write-off.

## **Delinquency Policy (Utility Billing)**

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

In addition, the notice shall:

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

## **Accounting, Auditing, and Financial Reporting**

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

## **Internal Controls**

The Director of Finance is responsible for the development of citywide written guidelines on purchasing, cash handling, internal controls, and other financial matters. The Director of Finance will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements.

Each department manager is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on purchase and internal controls are implemented, and that all independent auditor control recommendations are addressed.

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# City of Manvel, Texas

## Section 6 – Combined Fund Totals

### Revenues by Type – All Funds

Revenue sources for the City total \$13.4 million (excluding inter-fund transfers). The primary revenue categories include property taxes, other tax revenues, and licenses and permits. These comprise 78.9% of the total revenues. The remaining categories total \$2.8 million and include franchise fees, court fines and fees, investment earnings, utilities revenues and other revenues.

#### **Property Taxes/Assessments**

Revenues from ad valorem (or property) taxes represent \$5.47 million of total revenues excluding inter-fund transfers. Property tax revenues are based on a tax rate of \$0.64000 per \$100 of assessed valuation. Property tax collection is authorized by the State of Texas with a maximum of \$2.50 per \$100 of assessed valuation for maintenance and operations and debt service.

#### **Other Taxes**

Sales tax revenue is the major funding piece of the other taxes category. The sales tax rate in Manvel is 8.25% for goods or services sold or delivered within the boundaries of the City. The tax is collected by businesses that make the sale and is remitted to the State Comptroller of Public Accounts on a monthly, quarterly or annual basis. Of the 8.25% tax, the State retains 6.25%, Brazoria County receives 0.50% and distributes 1.50% to the City. Of the total 1.50% local share, 2/3 is retained by the City of Manvel and deposited to the General Fund and 1/3 is allocated to the Manvel Economic Development Corporation (MEDC).

#### **Franchise Fees**

Franchise fees are anticipated to total \$545,000. Franchise revenues are derived from nonexclusive franchise agreements the City has with utilities and the solid waste providers that use the City's right-of-way to conduct business. Besides defining the responsibilities of the utilities maintaining their assets, the agreements contain a franchise fee clause that requires the utilities and solid waste companies to compensate the City for use of right-of-way and streets. Generally, the fees are based on a percentage of gross receipts or a per-unit of usage charge (generated by customers located within the City's corporate limits) that range from 2% to 5%.

#### **Licenses and Permits**

Licenses and permits revenues are budgeted around \$2.2 million of total City revenues. The estimated revenues for FY 2018-19 have soared during budget preparations. The City expects high growth in new housing development to remain strong during FY 2019-20 and will likely result in above-budgeted revenues for this category again.

# City of Manvel, Texas

## Revenues by Type – All Funds (cont.)

### **Fines and Fees**

Fines and fees represent \$255,000 of total City revenues excluding inter-fund transfers. The actual amounts for the revenue source have decreased. While a decrease in revenue is never what the City would like to see, fewer fees and fines mean residents and visitors are staying within the rules and laws of the municipality.

### **Other Revenues**

Other revenues for FY 2019-20 total \$360,000 of total revenues. This is a decrease from FY 2018-19 and a significant decrease from FY 2017-18. The other revenue categories can vary as the category is a type of miscellaneous catch-all.

### **Utility Revenues**

Utility revenues primarily represent water and wastewater charges for services. The estimate for FY 2019-20 is \$1.2 million of total City revenues excluding transfers. The majority of this is customer utility charges in the Utility Fund, totaling \$723,000 (water billings are \$350,000 and wastewater billings are \$300,000). The total City utility revenue budget for FY 2019-20 also includes \$460,000 for water and wastewater impact fees which is deposited to the Impact Fee Fund.

### **Investment Income**

Investment earnings have been minimal over the years as a result of low rates of interest and the City using mostly checking accounts for daily operating needs. As funds become available to invest, earnings should increase. Some bonds were deposited in pool account for FY 2018-19, which increased the investment income and projections for FY 2019-20.

# City of Manvel, Texas

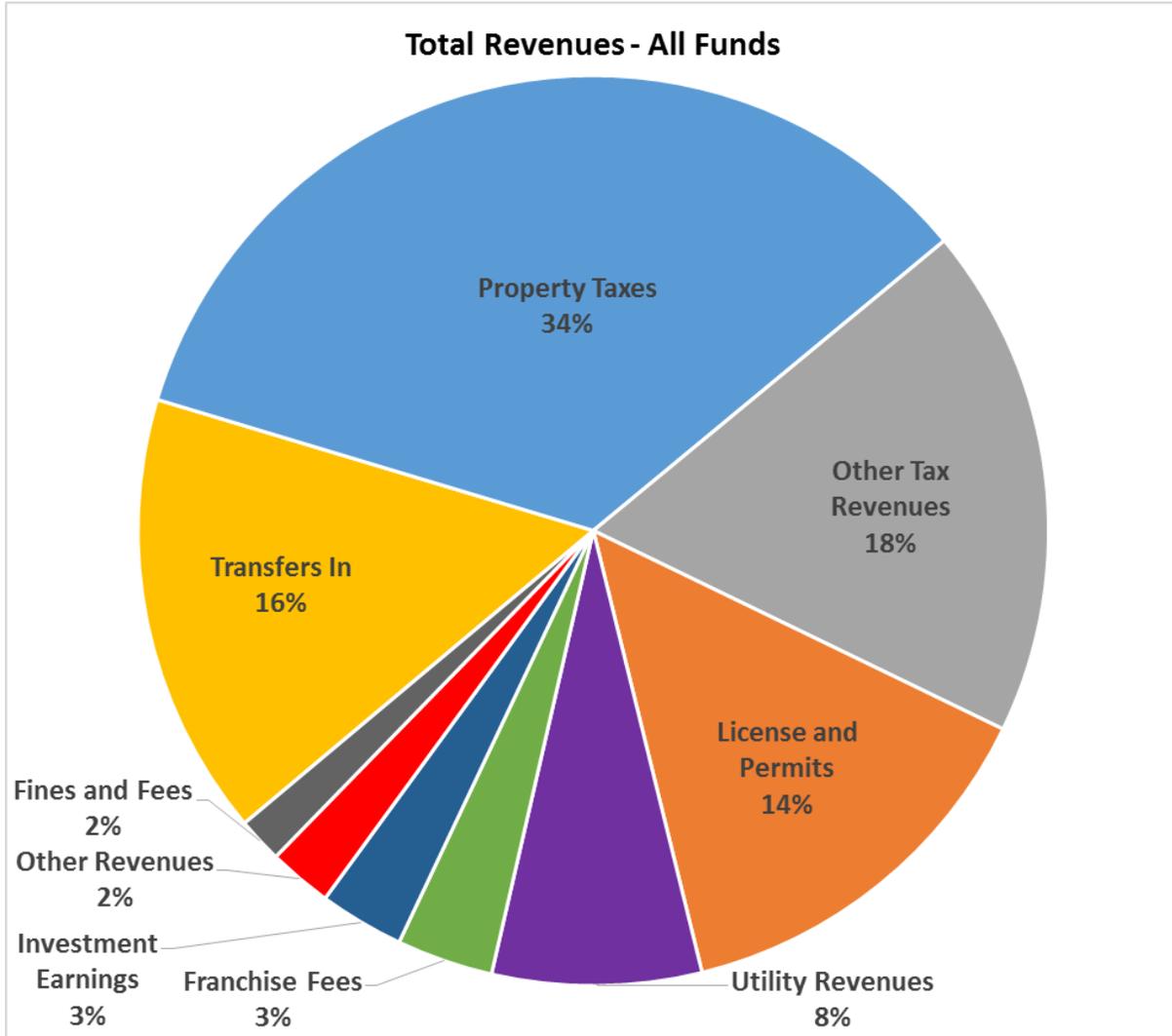
## Funding Sources (Revenues) - All Funds

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Revenues</b>					
Property Taxes	3,864,937	5,016,040	5,016,040	5,119,336	5,469,070
Other Tax Revenues	2,511,416	2,535,635	2,535,635	2,550,075	2,893,000
Franchise Fees	556,276	559,000	559,000	502,804	545,000
License and Permits	1,829,832	2,232,500	2,232,500	2,636,670	2,224,500
Fines and Fees	284,070	355,052	355,052	260,280	255,200
Investment Earnings	264,136	65,830	220,830	492,603	479,130
Other Revenues	15,554,648	859,451	606,451	705,692	359,600
Utility Revenues	956,997	1,199,000	1,199,000	1,196,427	1,183,000
Transfers In	3,096,808	1,549,996	14,626,673	14,402,410	2,508,364
<b>Total Revenues</b>	<b>\$28,919,120</b>	<b>\$14,372,504</b>	<b>\$27,351,181</b>	<b>27,866,297</b>	<b>15,916,864</b>

# City of Manvel, Texas

## Total Budgeted Revenues by Type – All Funds

FY 2019-20: \$15,916,864

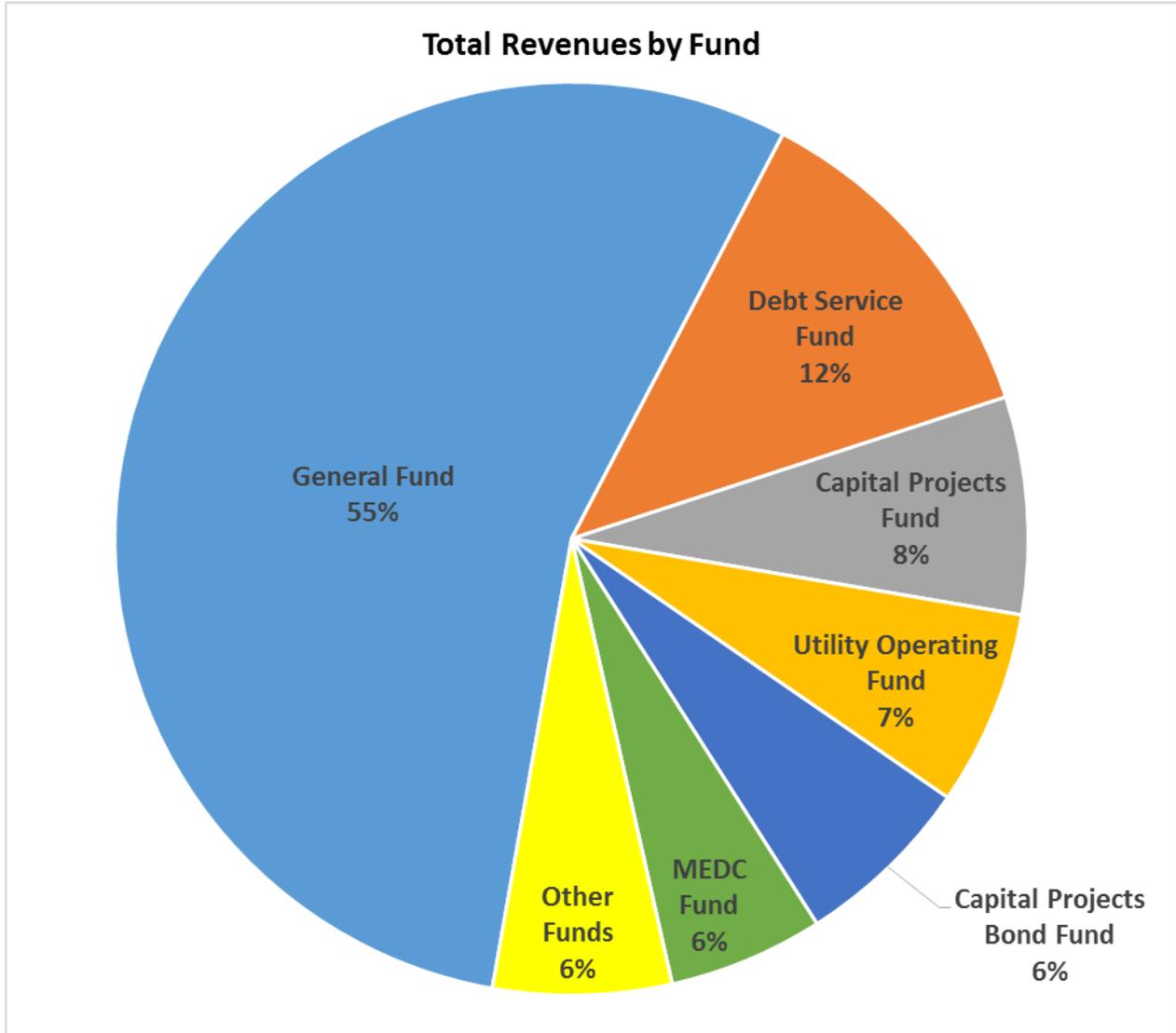


# City of Manvel, Texas

## Total Budgeted Revenues by Fund - All Funds

FY 2019-20: \$15,916,864

### Total Revenues by Fund



# City of Manvel, Texas

## Expenditures by Type – All Funds

Expenditures for the City are estimated to total \$23.87 million (excluding inter-fund transfers). The expenditure categories for the City consist of capital outlays (55%), personnel (23%), other services (13%), contractual services (7%), and commodities (2%). This \$23.87 million is \$6.28 million, or 36%, more than the FY 2018-19 budgeted amount. This increase is due to additional capital projects that were added.

### **Personnel Costs**

Personnel costs represent \$5.5 million of the overall expenditures. The FY 2018-19 budgeted amount for personnel costs was \$4.5 million, approximately \$1 million less. For FY 2019-20, the City predicts adding nine (9) new full-time positions, of which six (6) will be funded for half of the year.

### **Capital Outlays**

Capital outlays represent \$13 million of total City expenditures. Capital outlay expenditures are related to capital improvement projects within the City. Capital projects can be funded with bond proceeds, MEDC reimbursements, or City revenue. Project types may include City facilities, parks, water and wastewater. The City has two separate capital project funds which are differentiated by the types of revenues that are used to pay for the projects (bonds versus city revenues). These funds represent the lion's share of the capital outlays expenditures, but there are other costs which may include vehicle purchases or replacements, building repairs, or street and drainage improvements.

### **Commodities**

Commodities total \$500,000 of the overall expenditure total. This cost includes minor tools, fuel, office expenses, road materials, janitorial supplies and cleaning, postage, and other items. Even though commodities represent a small portion of expenditures, there was a 35% increase in the budgeted amount from FY 2018-19. This is due to the growth in population requiring more supplies for citizens as well as new employees.

### **Contractual Services**

Contractual services for FY 2019-20 are budgeted at \$1.72 million. This category contains services such as utility payments, legal and recording fees, and computer software/maintenance. This expenditure is a decrease of \$177,000 from the FY 2018-19 budgeted amount. This decrease will result from hiring full time staff to provide inspections instead of contracting those inspections with outside vendors.

### **Other Services**

Other services for FY 2019-20 represent \$3.12 million of total City expenditures. These other services can include travel/training for employees, dues/subscription fees, and expenses for using consultants. The budgeted amount decreased \$340,000 from FY 2018-19.

# City of Manvel, Texas

## Major Expenditures by Fund Group – All Funds

### General Fund

General Fund expenditures are budgeted at \$8.7 million, excluding transfers. The majority of the expenditures for the general fund are from the Police Department with \$2.6 million. The next largest department is the Public Works Department with \$1.7 million, followed by Administration with \$1.4 million.

### Special Revenue Funds

The FY 2019-20 budget for Special Revenue Fund expenditures represents \$1.6 million, including inter-fund transfers, of total City expenditures. Special Revenue Funds are used to account for specific revenues that are either legally restricted to expenditures for a particular purpose or need to be accounted for separately. City of Manvel Special Revenue Funds include the Community Impact Fee, Parks, Hotel Occupancy Tax, Court Security, Court Technology, Law Enforcement, PEG Fee, South Manvel Development Authority (SMDA), Tax Increment Reinvestment Zone #3 (TIRZ#3), and the Manvel Economic Development Corporation (MEDC).

### Proprietary Funds

The City maintains two types of proprietary fund, the Utility Fund and the Vehicle Replacement Fund. The Utility fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The Vehicle Replacement Fund is reported as a proprietary fund for budgetary purposes, but for annual financial statements reporting purposes this fund is eliminated.

The City also uses Vehicle Replacement Fund which is an internal service fund to account for vehicle and equipment replacement costs. The revenues derived for this fund come from the individual funds that have previously purchased vehicles and estimates, usually over a 3-5 year period are used to fund their future replacement. Replacement fee revenues charged to City departments for FY 2019-20 is \$266,000.

### Debt Service Fund

Budgeted revenues in the Debt Service Fund for FY 2019-20 total \$1.9 million including transfers, with property taxes of \$1.8 million making up the majority of the total revenues. Transfers in from the MEDC to fund a portion of the debt service represents \$89,000. Property tax revenues remained constant as no new debt was issued and the City continues to pay down the principal and interest from other issuances.

The expenditure budget in the Debt Service Fund totals \$1.8 million for FY 2019-20, which is similar to the total for FY 2018-19 expenditures. Expenditures include \$1.2 million in principal payments and \$589,000 in interest.

# City of Manvel, Texas

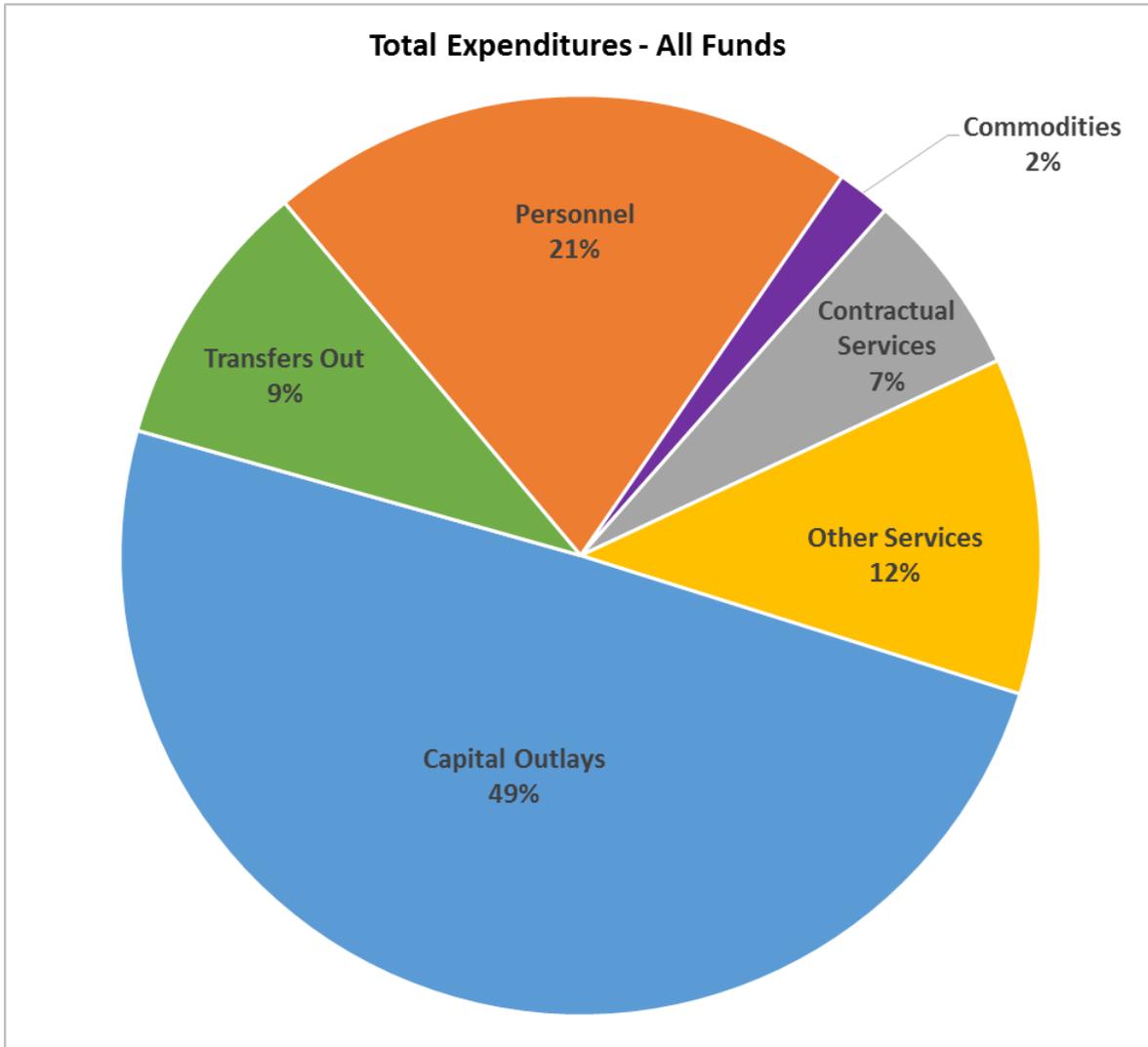
## Total Expenditures - All Funds

<b>Fund Name</b>	<b>FY18 Actual</b>	<b>FY19 Original Budget</b>	<b>FY19 Revised Budget</b>	<b>FY19 Estimate</b>	<b>FY20 Proposed Budget</b>
General Fund	8,376,803	7,992,785	8,387,475	7,376,667	8,735,956
Vehicle Replacement Fund	125,697	237,000	237,000	223,650	266,500
Debt Service Fund	1,148,228	1,817,483	1,817,483	1,816,299	1,809,339
Utility Operating Fund	939,096	1,240,701	1,321,725	1,232,958	1,301,500
Impact Fee Fund	433,200	410,000	410,000	400,000	405,000
Capital Projects Fund	6,204,803	6,272,660	16,730,878	15,999,487	1,965,000
Capital Projects Bond Fund	-	-	11,512,308	-	10,712,308
Parks Fund	93,122	132,200	55,147	48,450	67,200
Hotel Tax Fund	256	10,000	10,000	4,021	10,000
Court Security Fund	160	5,072	5,072	1,156	4,290
Court Technology Fund	-	25,000	25,000	-	25,000
Peg Fee Fund	-	50,000	50,000	-	50,000
Law Enforcement Fund	-	-	-	-	-
SMDA Fund	2,688	5,050	5,050	360	3,000
TIRZ#3 Fund	80,057	64,000	64,000	92,321	66,025
MEDC Fund	979,831	873,471	873,471	-	956,964
<b>Total Expenditures</b>	<b>18,383,939</b>	<b>19,135,421</b>	<b>41,504,608</b>	<b>27,195,369</b>	<b>26,378,082</b>

# City of Manvel, Texas

## Total Budgeted Expenditures by Type – All Funds

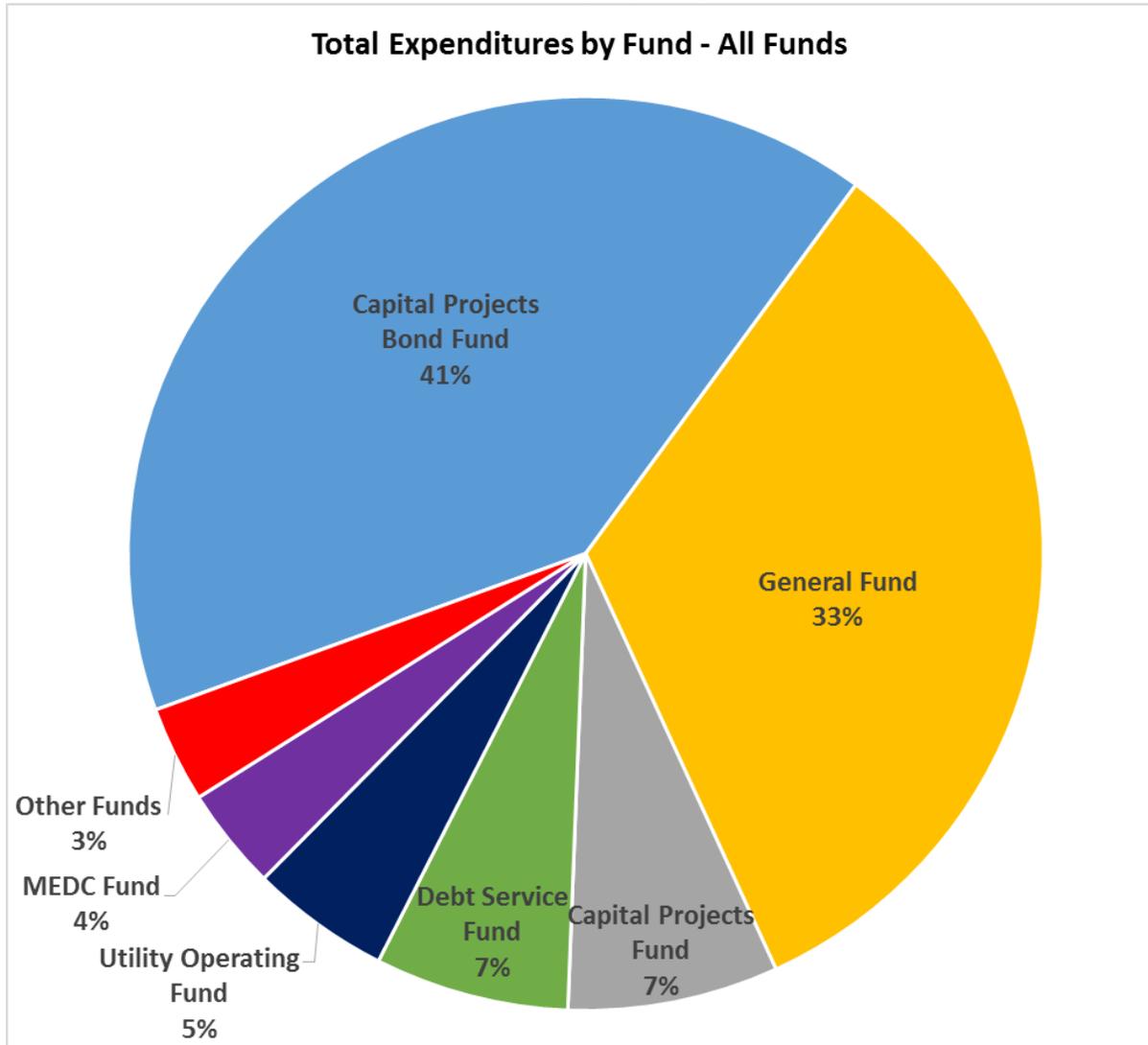
FY 2019-20: \$26,378,082



# City of Manvel, Texas

## Total Budgeted Expenditures by Fund – All Funds

FY 2019-20: \$26,378,082



# City of Manvel, Texas

## Combined Fund Summary - All Funds

	General Fund	Vehicle/ Equip Repl. Fund	Debt Service Fund	Utility Fund	Community Impact Fee Fund	Capital Projects Fund	Capital Projects Bond Fund	Parks Fund	Hotel Occupancy Tax Fund
Property Taxes/Assess.	3,562,356	-	1,840,714	-	-	-	-	-	-
Other Taxes	1,993,000	-	-	-	-	-	-	-	50,000
Franchise Fees	530,000	-	-	-	-	-	-	-	-
Licenses and Permits	2,224,500	-	-	-	-	-	-	-	-
Fines and Fees	244,000	-	-	-	-	-	-	-	-
Investment Income	95,000	700	30,000	500	8,500	60,000	250,000	50	5,000
Other Revenues	87,100	266,000	-	5,000	-	-	-	-	-
Utility Revenues	-	-	-	723,000	460,000	-	-	-	-
Transfers In	-	-	89,339	373,000	-	1,165,000	765,000	50,000	-
<b>Total Revenues &amp; Avail. Resources</b>	<b>8,735,956</b>	<b>266,700</b>	<b>1,960,053</b>	<b>1,101,500</b>	<b>468,500</b>	<b>1,225,000</b>	<b>1,015,000</b>	<b>50,050</b>	<b>55,000</b>
Personnel Costs	5,059,887	-	-	302,050	-	100,000	-	-	-
Commodities	371,673	-	-	100,100	-	-	-	1,200	-
Contractual Services	1,420,761	-	-	244,850	-	-	-	41,000	-
Other Services	950,635	3,500	1,809,339	328,500	5,000	-	-	-	10,000
Capital Outlay	510,000	263,000	-	326,000	-	1,100,000	10,712,308	25,000	-
Transfers Out	423,000	-	-	-	400,000	765,000	-	-	-
<b>Total Expenditures &amp; Transfers</b>	<b>8,735,956</b>	<b>266,500</b>	<b>1,809,339</b>	<b>1,301,500</b>	<b>405,000</b>	<b>1,965,000</b>	<b>10,712,308</b>	<b>67,200</b>	<b>10,000</b>
Beginning Fund Balance	4,721,733	788,258	336,850	200,000	660,024	807,717	13,352,924	140,857	630,436
<b>Ending Fund Balance</b>	<b>\$ 4,721,733</b>	<b>\$ 788,458</b>	<b>\$ 487,564</b>	<b>\$ 0</b>	<b>\$ 723,524</b>	<b>\$ 67,717</b>	<b>\$ 3,655,616</b>	<b>\$ 123,707</b>	<b>\$ 675,436</b>

# City of Manvel, Texas

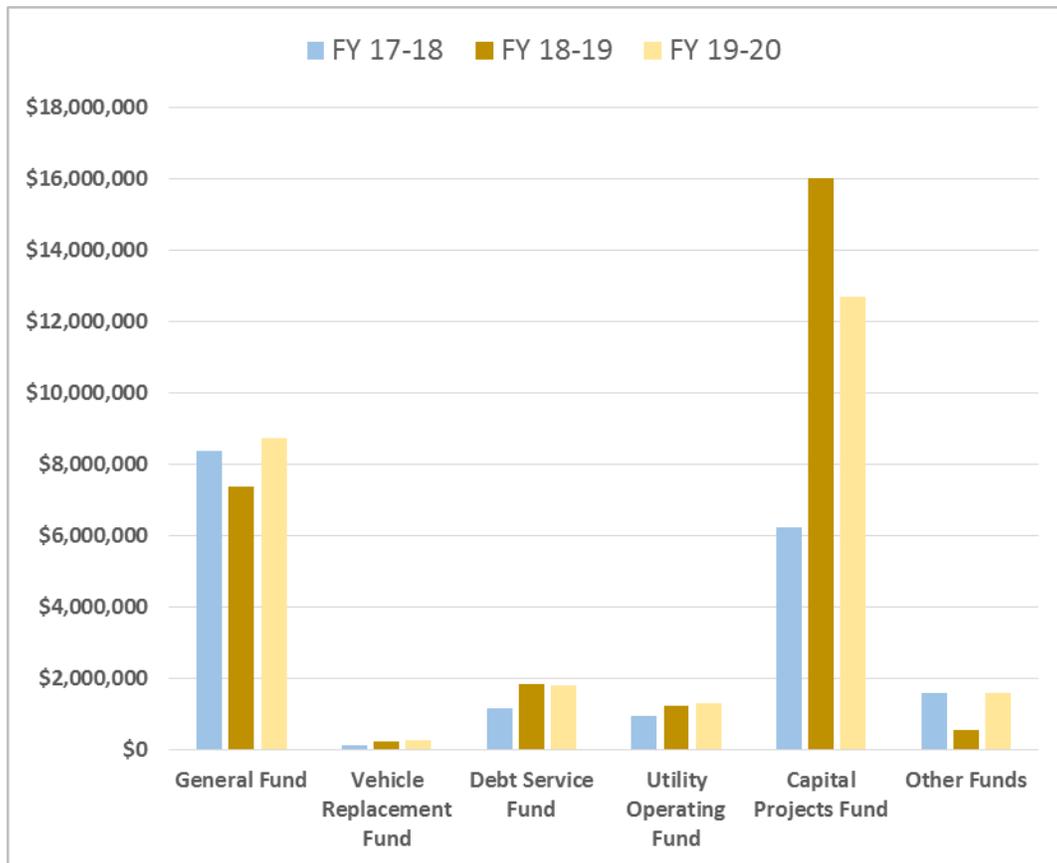
## Combined Fund Summary - All Funds (cont.)

	Court Security Fund	Court Technology Fund	Law Enforcement Fund	Peg Fee Fund	SMDA Fund	TIRZ#3 Fund	MEDC Fund	Total
Property Taxes/Assess.	-	-	-	-	-	66,000	-	5,469,070
Other Taxes	-	-	-	-	-	-	850,000	2,893,000
Franchise Fees	-	-	-	15,000	-	-	-	545,000
Licenses and Permits	-	-	-	-	-	-	-	2,224,500
Fines and Fees	5,200	6,000	-	-	-	-	-	255,200
Investment Income	300	25	-	30	5,000	25	24,000	479,130
Other Revenues	-	-	1,500	-	-	-	-	359,600
Utility Revenues	-	-	-	-	-	-	-	1,183,000
Transfers In	-	-	-	-	66,025	-	-	2,508,364
<b>Total Revenues &amp; Avail. Resources</b>	<b>5,500</b>	<b>6,025</b>	<b>1,500</b>	<b>15,030</b>	<b>71,025</b>	<b>66,025</b>	<b>874,000</b>	<b>15,916,864</b>
Personnel Costs	4,290	-	-	-	-	-	-	5,466,227
Commodities	-	25,000	-	-	-	-	500	498,473
Contractual Services	-	-	-	-	2,000	-	14,775	1,723,386
Other Services	-	-	-	-	1,000	-	12,350	3,120,324
Capital Outlay	-	-	-	50,000	-	-	75,000	13,061,308
Transfers Out	-	-	-	-	-	66,025	854,339	2,508,364
<b>Total Expenditures &amp; Transfers</b>	<b>4,290</b>	<b>25,000</b>	<b>-</b>	<b>50,000</b>	<b>3,000</b>	<b>66,025</b>	<b>956,964</b>	<b>26,378,082</b>
Beginning Fund Balance	14,994	30,212	4,021	118,485	298,842	0	2,692,077	24,797,429
<b>Ending Fund Balance</b>	<b>\$ 16,204</b>	<b>\$ 11,237</b>	<b>\$ 5,521</b>	<b>\$ 83,515</b>	<b>\$ 366,867</b>	<b>\$ 0</b>	<b>\$ 2,609,113</b>	<b>\$14,336,212</b>

# City of Manvel, Texas

## 3-Year Expenditure Comparison – All Funds

	FY 2017-18	FY 2018-19 Estimate	FY 2019-20 Proposed
General Fund	8,376,803	7,376,667	8,735,956
Vehicle Replacement Fund	125,697	223,650	266,500
Debt Service Fund	1,148,228	1,816,299	1,809,339
Utility Operating Fund	939,096	1,232,958	1,301,500
Capital Projects Fund	6,204,803	15,999,487	12,677,308
Other Funds	1,589,313	546,308	1,587,479
<b>Total</b>	<b>\$18,383,939</b>	<b>\$27,195,369</b>	<b>\$26,378,082</b>



# City of Manvel, Texas

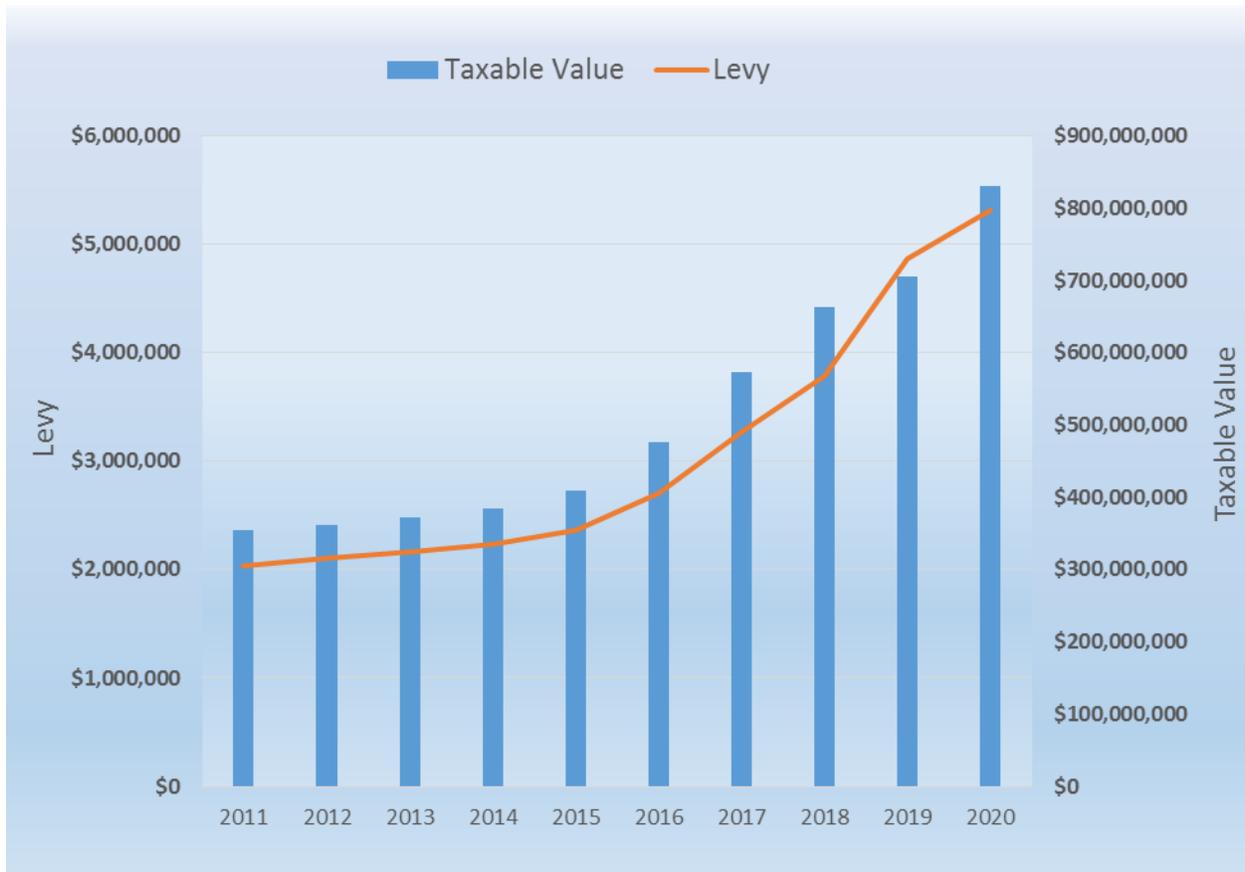
## Property Tax Assessments

	<u>FY 2017-18</u>	<u>FY 2018-19 Estimate</u>	<u>FY 2019-20 Adopted</u>
<b>Taxable Value</b>	\$ 663,663,571	\$ 714,922,892	\$ 830,737,358
Collection %	99.21%	98.95%	100%
<b>Levy</b>			
General Fund	\$ 2,862,799	\$ 3,091,870	\$ 3,497,006
Debt Service Fund	920,083	1,841,098	1,819,714
<b>Total</b>	<u><b>\$ 3,782,882</b></u>	<u><b>\$ 4,932,968</b></u>	<u><b>\$ 5,316,719</b></u>
<b>Tax Rates</b>			
General Fund	0.431363	0.432476	0.420952
Debt Service Fund	0.138637	0.257524	0.219048
<b>Total</b>	<b>0.570000</b>	<b>0.690000</b>	<b>0.640000</b>

# City of Manvel, Texas

## Property Tax Rates

### 10-Year Historical Comparison



# City of Manvel, Texas

## Property Tax Rates

### 10-Year Historical Comparison – Tax Rates



# City of Manvel, Texas

## Sales Taxes

Total City sales taxes collected, including the Manvel Economic Development Corporation (MEDC), over the past 10 years have increased by 156% from \$987,000 in FY2011 to an estimated \$2.5 million in FY 2019-20.



# City of Manvel, Texas

## Employee Position Schedule

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
<b>General Fund</b>					
<b>Administration</b>					
City Manager	1	1	1	1	1
City Secretary	1	1	1	1	1
City Attorney	1	1	1	1	1
Assistant City Manager					1
Assistant City Secretary					1
IT Network Administrator			1	1	
	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>5</u>
<b>Information Technology</b>					
IT/Network Manager					1
Systems Administrator					1
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
<b>Finance</b>					
Finance Director	1	1	1	1	1
Accountant			1	1	1
Accounting Technician	1	1	1	1	1
PT Intern	0.5	0.5	0.5	0.5	0.5
	<u>2.5</u>	<u>2.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
<b>Municipal Court</b>					
Municipal Court Administrator	1	1	1	1	1
Municipal Court Clerk	1	1	2	2	2
	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>Development Services</b>					
Development Services Director			1	1	1
Capital Project Manager				1	1
Permits Manager	1	1	1	1	1
Permits Coordinator	1	1	1	1	1
Building Official					1
Inspector					3
	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>8</u>
<b>Fire Marshal</b>					
Fire Marshal	1	1	1	1	1
Deputy Fire Marshal			1	1	1
Code Enforcement Officer	1	1	1	1	1
	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>	<u>3</u>

# City of Manvel, Texas

## Employee Position Schedule (cont.)

	FY15	FY16	FY17	FY18	FY19
<b>Public Works</b>					
Public Works Director	1	1	1	1	1
Street Superintendent	1	1	1	1	1
Heavy Equipment Operator	1	1	1	3	3
Maintenance Worker II		1	2	2	2
Maintenance Worker I	4	4	3	3	4
Administrative Asst.					
PT Worker	0.5				
PT Seasonal Worker	0.5				
	<b>8</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>11</b>
<b>Police</b>					
Police Chief	1	1	1	1	1
Captain				1	1
Sergeant	4	4	5	5	5
Detective	1	2	1	1	1
Patrol Officer	8	10	12	14	14
Administrative Asst.				1	1
911 Supervisor	1	1	1	1	1
911 Emergency Service Disp.	5.5	5	5	4	4
	<b>20.5</b>	<b>23</b>	<b>25</b>	<b>28</b>	<b>28</b>
<b>Total General Fund</b>	<b>40</b>	<b>42.5</b>	<b>49.5</b>	<b>55.5</b>	<b>63.5</b>
<b>Utility Fund</b>					
Utility Supervisor	1	1	1	1	1
Plant Operator	1	1	1	1	1
Utility Laborer			1	1	2
Administrative Asst.					
<b>Total Utility Fund</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Total</b>	<b>42</b>	<b>44.5</b>	<b>52.5</b>	<b>58.5</b>	<b>67.5</b>

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# City of Manvel, Texas

## Section 7 - General Fund



The General Fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund. During the budget process, it is the General Fund that receives the most attention from City staff, Council, and the public. The attention is well deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits.

The ending fund balance in the General Fund for FY 2019-20 is projected to be \$4.7 million. Revenues and Expenditures for the adopted FY 2019-20 budget are \$8,735,956. Revenues are approximately \$750,000 more than FY 2018-19 budgeted value. Even with a projected decrease in property tax rates due to higher property values, there will be an estimated addition of \$400,000 to property tax revenue. The other major revenue source for the 2019-20 budget will be sales taxes.

Expenditures for operations in the FY 2019-20 budget are also \$8,735,956 which is an increase from last year's budgeted estimate. As the City continues to grow, the expenditures will grow as well. Personnel will be needed to continue public works service and change the procedure for permitting and planning to an internal process. The City's Information Technology Department is growing as well. Descriptions, goals and personnel staffing are included in each departmental section.

# City of Manvel, Texas

## Funding Sources (Revenues) – General Fund

### Key Revenue Assumptions and Trends

#### Property Taxes

Property taxes (ad valorem taxes) attach as an enforceable lien on property as of January 1 each year. The City's property tax is levied in September, following notification of the certified values to the City and Council approval by resolution. Taxes are due and payable upon adoption of the tax rate by City Council. The 2019 appraised tax roll values are expected to increase, much like the prior year.

#### Sales and Other Taxes

The sales and use tax in Manvel is 8.25 percent on goods or services. Sales and use is defined as taxes collected by businesses within the City for use by businesses or residences within the City. The tax is remitted to the State Comptroller of Public Accounts who retains 6.25 percent and distributes 1.5 percent to the City. One-third of this amount is awarded to the Manvel Economic Development Corporation for various projects and administrative costs. For the fiscal year ending September 30, 2020, the City General Fund expects to receive \$2 million in sales taxes.

#### Franchise Fees

The City maintains franchise agreements with utility companies for the use of the City's right-of-way. These agreements generally require the utility company to compensate the City based on a percentage of gross receipts. The fees paid to the City have remained steady and expected revenues from these fees should top \$500,000 again.

#### License and Permit Fees

License and permit fees include fees charged for general construction permits and licenses. Various fees are charged for City inspections of electrical, plumbing, mechanical installations, health permits, housing code inspections, and various other permit activities. As residential building activity increases within the City, this increases revenue from the various fees. Fees were projected to maintain, but a large increase in developments during the summer months in the City means these projections will probably be exceeded.

#### Fines and Forfeitures

Fines and forfeitures are revenues received by the City for Manvel Class C misdemeanors and City ordinance violations. Revenues from fines are estimated to be \$244,000. However, these numbers are not easily predicted as they are based on human behavior and whether fines are assessed.

# City of Manvel, Texas

## Funding Sources (Revenues) – General Fund

### Key Revenue Assumptions and Trends (cont.)

#### **Investment Earnings**

The City earns interest on its pooled investment accounts. The estimated amount in FY 2018-19 was a very conservatively \$50,000. For FY 2019-20, the projected revenues will be \$95,000.

#### **Other Revenues**

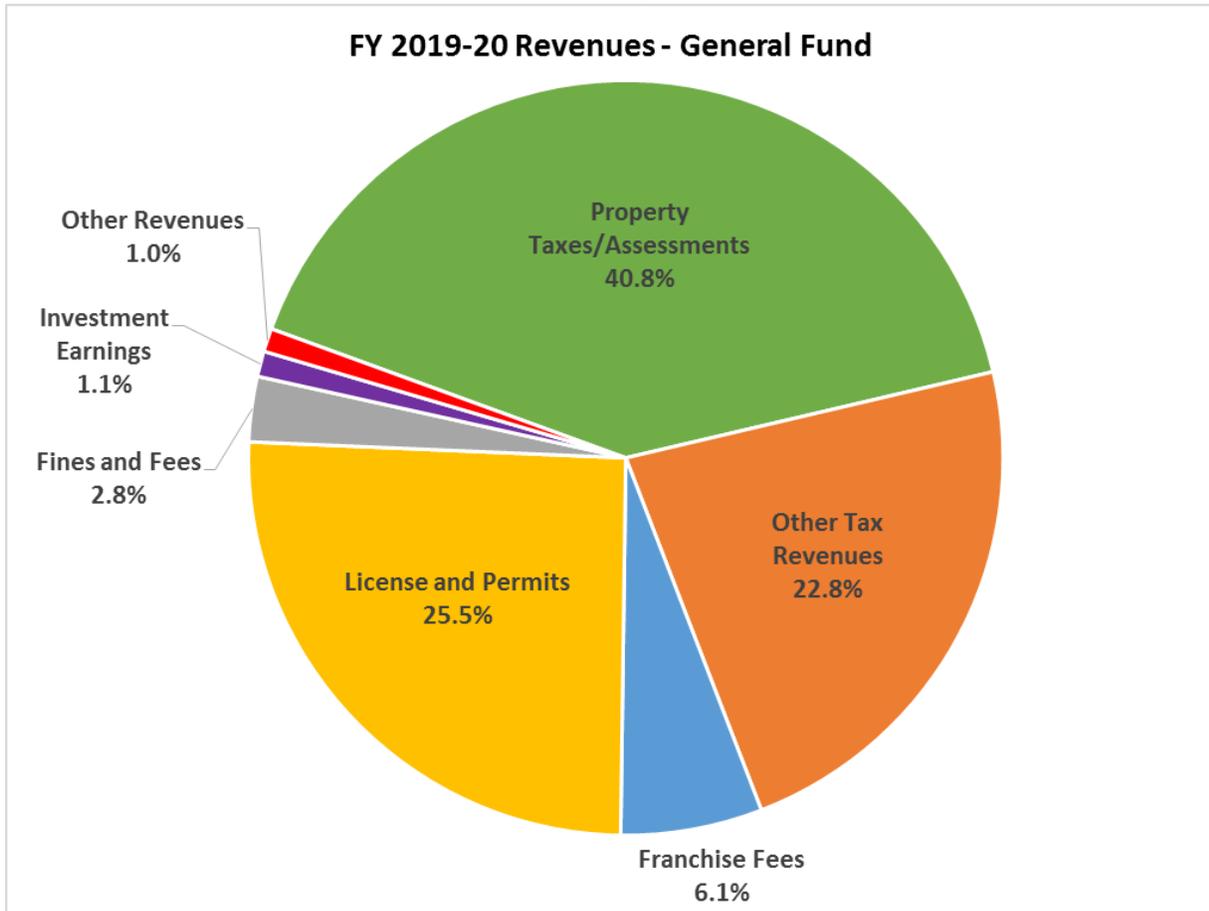
Other sources of revenues represent approximately \$87,100. These items consist mostly of MEDC reimbursements, Alvin ISD Dispatch reimbursements, and a lease retainer agreement. These amounts may fluctuate greatly because they are based on income that may not be recurring or one-time collections that cannot properly be anticipated.

# City of Manvel, Texas

## Funding Sources (Revenues) – General Fund

### Revenues by Type

FY 2019-20: \$8,735,956



# City of Manvel, Texas

## Funding Uses (Expenditures) – General Fund

### Key Departmental Expenditure Assumptions and Trends

#### **Administration**

Administration includes the activities of the City Council, City Manager, City Secretary, and City Attorney. The City Manager provides the direction, leadership, and coordination of all departments. Functions include the management of City development plans, property acquisition, annexation, council agendas, responding to public information requests, and overall City management. Total expenditures for FY 2019-20 are \$1.4 million.

#### **Library**

The City of Manvel provides assistance to the Manvel branch of the Brazoria County Library System with rental space costs, utilities, and a shared book program. This library provides services to both juveniles and adults. Total expenditures for FY 2019-20 are \$84,800.

#### **Finance**

The Finance Department has general responsibility for the financial administration of the City which includes the recording and documenting all financial transactions, idle fund investment, debt management, budget preparation, risk management, tax collection, centralized cash receipts, accounts receivable, CIP and contract management, grant management, payroll, purchasing goods and services for the City, and payment of all invoices. Total expenditures for FY 2019-20 are \$498,000.

#### **Court**

The Manvel Municipal Court handles Class-C fine only criminal misdemeanor and City Ordinance violations. The Manvel Municipal Court has a Presiding Judge, Alternate Judge, Court Administrator and Deputy Court Clerks. Total budgeted expenditures for FY 2019-20 are \$302,000.

#### **Development Services**

The Development Department provides plan review and inspection services for permits submitted by homeowners, businesses, contractors, and others functions necessary for the orderly development and growth of the City. Total budgeted expenditures for FY 2019-20 are \$1.05 million.

#### **Information Technology**

The Information Technology Department handles hardware and software computer issues for City Hall and other locations. Network security, phone issues, and general communications also fall under the department scope. This department was split from Administration and the expenditures for FY 2019-20 are \$307,000.

# City of Manvel, Texas

## Funding Uses (Expenditures) – General Fund

### Key Departmental Expenditure Assumptions and Trends (cont.)

#### **Public Works**

The Department of Public Works is responsible for repairs and maintenance of the City's water system, sewer system, tree maintenance, streets, storm drains, parks, buildings and related facilities. It also provides oversight of City fleet and equipment, CIP management, HVAC, electric, and other general maintenance of City facilities. Total budgeted expenditures for FY 2019-20 are \$1.67 million.

#### **Fire Marshal/Code Enforcement**

The Fire Marshal Department is responsible for conducting plan reviews of commercial buildings, performing inspections of new and existing structures within the city and ETJ, and responding to and investigating fire incidents to determine the origin and cause. Other services include inspecting new and existing occupancies, responding to complaints of property violations, and assisting with police activities as back up on emergency and/or non-emergency calls. Total budgeted expenditures for FY 2019-20 are \$357,000.

#### **Emergency Management**

The Emergency Management Department performs the functions of planning, preparation, recovery and reduction of the impact from any type of disaster that could affect the City. The City Manager serves as the Emergency Management Director with the Fire Marshal as the Assistant Emergency Management Director. Total budgeted expenditures for FY 2019-20 are \$98,000.

#### **Police**

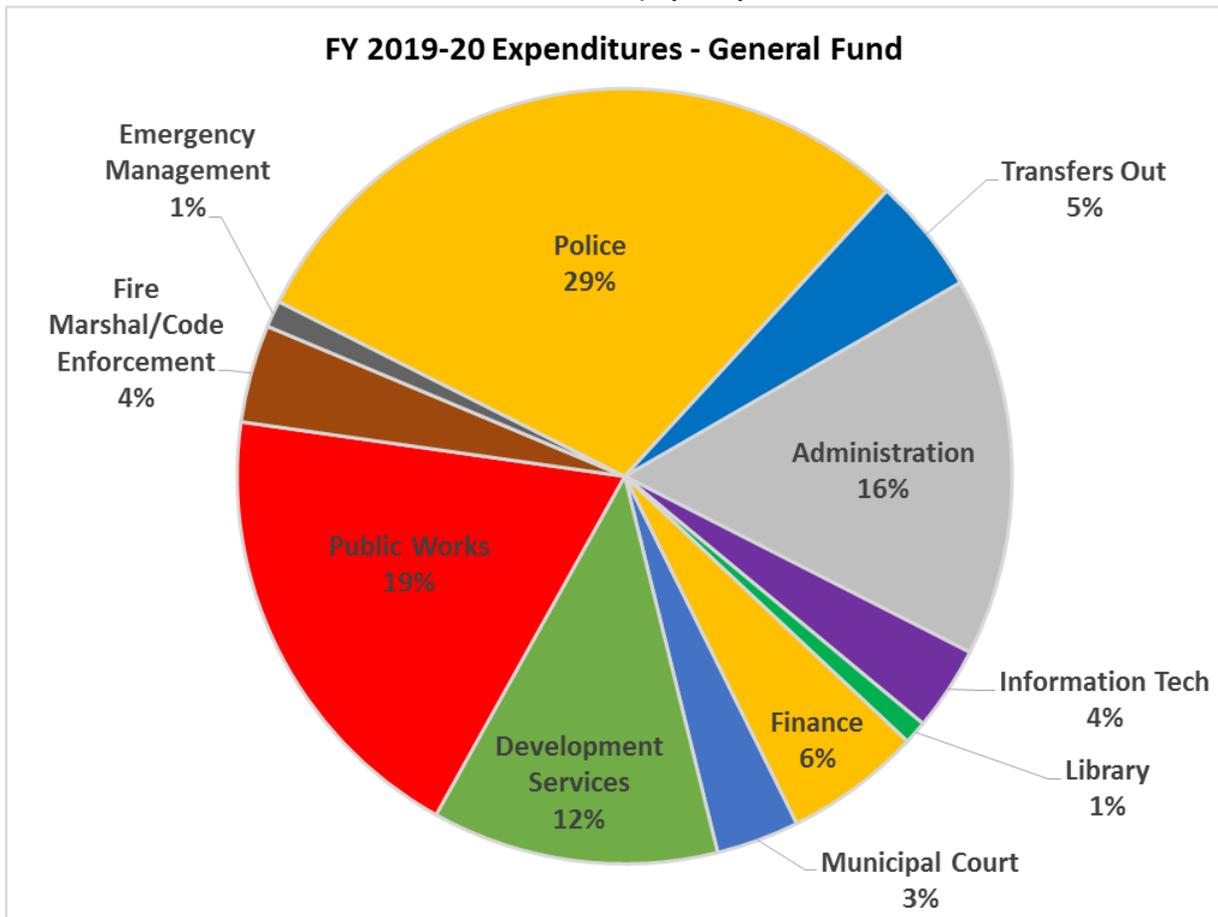
The Police Department is responsible for maintaining the safety of the citizens of the City of Manvel as well as the persons who travel to and visit our City. Total budgeted expenditures for FY 2019-20 are \$2.6 million. Included in the overall police budget increase are the related costs such as equipment, minor tools, fuel, and replacement vehicles.

# City of Manvel, Texas

## Funding Uses (Expenditures) - General Fund

### Expenditures by Department

FY 2019-20: \$8,735,956

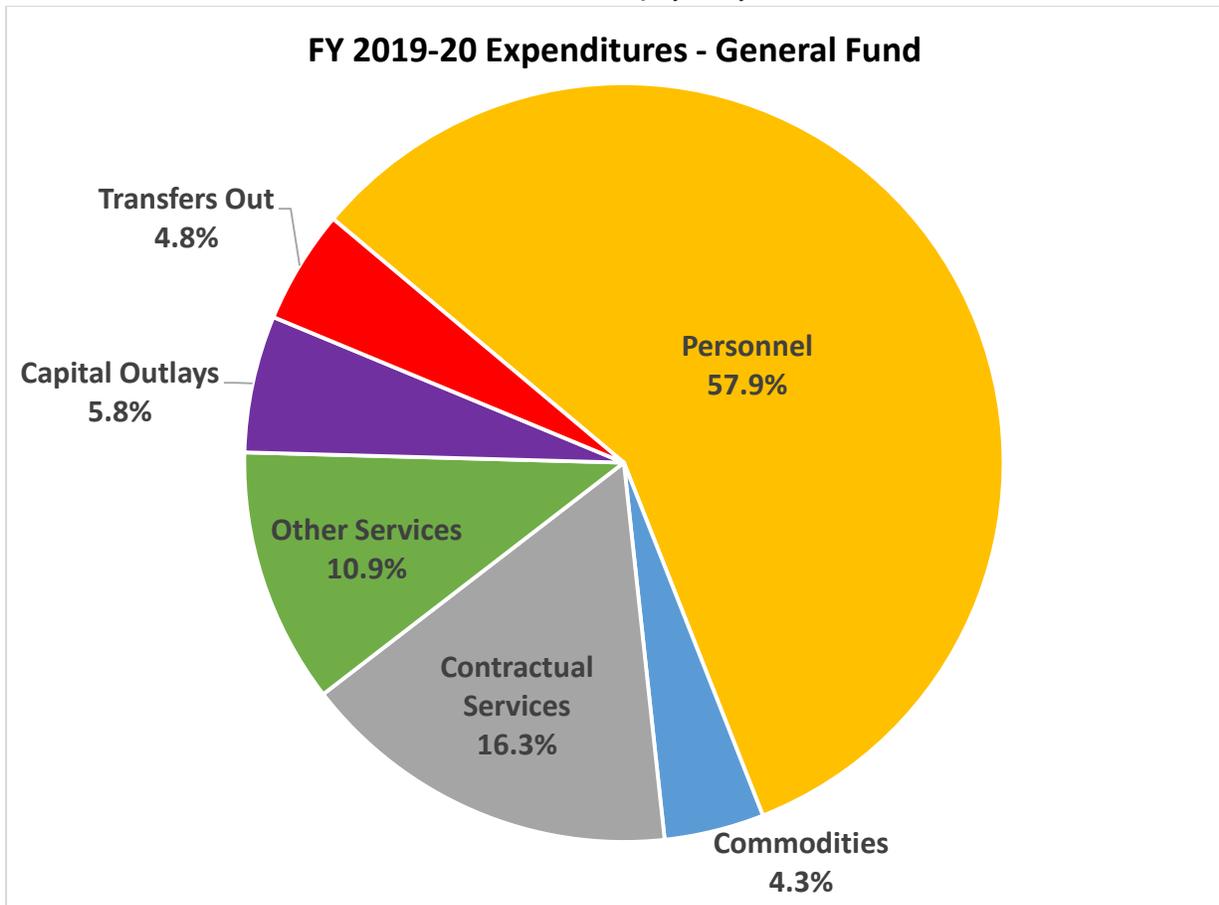


# City of Manvel, Texas

## Funding Uses (Expenditures) - General Fund

### Expenditures by Type

FY 2019-20: \$8,735,956



**GENERAL FUND**

**Funding Sources and Uses - General Fund**

	<b>FY18 Actual</b>	<b>FY19 Original Budget</b>	<b>FY19 Revised Budget</b>	<b>FY19 Estimate</b>	<b>FY20 Proposed Budget</b>
<b>General Fund Revenues</b>					
Property Taxes/Assessments	2,873,695	3,122,507	3,122,507	3,166,226	3,562,356
Other Tax Revenues	1,616,716	1,625,635	1,625,635	1,651,427	1,993,000
Franchise Fees	541,830	541,000	541,000	487,487	530,000
License and Permits	1,829,832	2,232,500	2,232,500	2,636,670	2,224,500
Fines and Fees	270,701	344,000	344,000	249,867	244,000
Investment Earnings	83,685	50,000	50,000	98,347	95,000
Other Revenues	170,522	72,600	119,600	303,359	87,100
Transfers In	-	-	-	-	-
<b>Total General Fund Revenues</b>	<b>7,386,981</b>	<b>7,988,242</b>	<b>8,035,242</b>	<b>8,593,382</b>	<b>8,735,956</b>
<b>General Fund Expenditures</b>					
Administration	1,476,691	1,551,293	1,617,949	1,050,046	1,383,584
Information Tech	-	-	-	-	306,727
Library	67,047	84,133	85,633	90,011	84,800
Finance	341,906	391,176	401,477	323,808	497,719
Municipal Court	243,929	299,960	310,047	267,001	302,060
Development Services	825,216	1,168,967	1,253,502	1,163,528	1,044,077
Public Works	1,036,476	1,395,033	1,595,533	1,188,229	1,673,109
Parks	-	-	-	-	-
Fire Marshal/Code Enforce.	299,899	315,876	319,960	295,481	356,508
Emergency Mngt.	86,148	62,839	62,839	13,383	97,600
Police	2,174,490	2,473,507	2,490,535	2,240,182	2,566,772
Transfers Out	1,825,000	250,000	250,000	745,000	423,000
<b>Total General Fund Expenditures</b>	<b>8,376,803</b>	<b>7,992,785</b>	<b>8,387,475</b>	<b>7,376,667</b>	<b>8,735,956</b>
<b>Net Revenues Over Expenditures</b>	<b>(989,822)</b>	<b>(4,542)</b>	<b>(352,232)</b>	<b>1,216,715</b>	<b>0</b>
Beginning Fund Balance	4,494,840	3,505,018	3,505,018	3,505,018	4,721,733
<b>Ending Fund Balance</b>	<b>3,505,018</b>	<b>3,500,476</b>	<b>3,152,786</b>	<b>4,721,733</b>	<b>4,721,733</b>
Fund Balance Reserve	42%	44%	38%	64%	54%
# of days coverage	153	160	137	234	197

## General Fund Revenue - Details

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>General Fund Revenues</b>					
<b>Property Taxes/Assessments</b>					
10.01.4000 Current Ad Valorem Taxes	2,779,029	3,052,207	3,052,207	3,077,502	3,497,006
10.01.4005 Personal Property Taxes	425	300	300	773	350
10.01.4010 Delinquent Ad Valorem Taxes	73,594	50,000	50,000	67,350	50,000
10.01.4011 P&I on Ad Valorem Taxes	20,647	20,000	20,000	20,600	15,000
<b>Total Property Taxes/Assessments</b>	<b>2,873,695</b>	<b>3,122,507</b>	<b>3,122,507</b>	<b>3,166,226</b>	<b>3,562,356</b>
<b>Other Tax Revenues</b>					
10.02.4030 Sales Tax Revenues	1,622,765	1,632,635	1,632,635	1,658,427	2,000,000
10.02.4031 Sales Tax Rebate	(6,049)	(7,000)	(7,000)	(7,000)	(7,000)
10.02.4038 Mixed Beverage Sales Tax	-	-	-	-	-
<b>Total Other Tax Revenues</b>	<b>1,616,716</b>	<b>1,625,635</b>	<b>1,625,635</b>	<b>1,651,427</b>	<b>1,993,000</b>
<b>Franchise Fees</b>					
10.03.4100 Franchise Fees	10,145	-	-	-	-
10.03.4101 Gas Franchise Fees	14,818	18,000	18,000	20,971	20,000
10.03.4102 Electric Franchise Fees	276,023	275,000	275,000	211,644	265,000
10.03.4103 Cable Franchise Fees	19,695	23,000	23,000	28,343	20,000
10.03.4104 Telephone Franchise Fees	103,538	120,000	120,000	101,167	115,000
10.03.4105 Solid Waste Franchise Fees	117,611	105,000	105,000	125,361	110,000
10.03.4110 Peg Fees	-	-	-	-	-
<b>Total Franchise Fees</b>	<b>541,830</b>	<b>541,000</b>	<b>541,000</b>	<b>487,487</b>	<b>530,000</b>
<b>License and Permits</b>					
10.04.4200 Permits CC Convenience Fees	6,623	7,500	7,500	12,926	14,000
10.04.4201 Seismic Permit	1,000	-	-	-	-
10.04.4203 Permits & Licenses	1,332,638	1,500,000	1,500,000	1,978,603	1,550,000
10.04.4204 Licenses & Permits PD	3,157	3,000	3,000	3,281	3,000
10.04.4205 Rezoning Application fees	25,600	22,000	22,000	26,945	25,000
10.04.4206 Abandonment Fees	16,700	-	-	2,727	2,500
10.04.4207 Plat Fees	79,244	150,000	150,000	89,166	80,000
10.04.4208 Plan Reviews	346,838	550,000	550,000	523,020	550,000
10.04.4209 Planned Unit Dev. Fees	18,032	-	-	-	-
<b>Total License &amp; Permits</b>	<b>1,829,832</b>	<b>2,232,500</b>	<b>2,232,500</b>	<b>2,636,670</b>	<b>2,224,500</b>

## General Fund Revenue - Details

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Fines and Fees</b>					
10.05.4400 Court Fines	266,111	340,000	340,000	245,812	240,000
10.05.4401 Rev Court Fines	4,590	4,000	4,000	4,055	4,000
<b>Total Fines and Fees</b>	<b>270,701</b>	<b>344,000</b>	<b>344,000</b>	<b>249,867</b>	<b>244,000</b>
<b>Investment Earnings</b>					
10.06.4600 Interest Income	83,685	50,000	50,000	98,347	95,000
<b>Total Investment Earnings</b>	<b>83,685</b>	<b>50,000</b>	<b>50,000</b>	<b>98,347</b>	<b>95,000</b>
<b>Other Revenues</b>					
10.07.4701 Skynet - Lease Rental	7,700	8,400	8,400	9,100	8,400
10.07.4704 Grant Revenues	60,984	40,000	40,000	-	-
10.07.4721 Pipeline Application	1,000	1,200	1,200	500	-
10.07.4723 Pipeline ROW Crossing Fees	47,000	-	47,000	38,500	47,000
10.07.4800 Insurance & Other Reimb.	8,927	-	-	-	-
10.07.4802 AISD Dispatch	8,000	8,000	8,000	8,000	8,000
10.07.4803 TCLEOS	1,785	2,000	2,000	1,710	1,700
10.07.4804 Sale/Disposal of Assets	13,200	-	-	189,550	-
10.07.4808 Donations for City Events	450	-	-	250	-
10.07.4809 Donations for Easter Event	240	-	-	-	-
10.07.4811 Other Income	10,236	1,000	1,000	42,749	10,000
10.07.4840 MEDC Contributions	11,000	12,000	12,000	13,000	12,000
10.09.4960 MEDC Reimbursements	-	-	-	-	-
<b>Total Other Revenues</b>	<b>170,522</b>	<b>72,600</b>	<b>119,600</b>	<b>303,359</b>	<b>87,100</b>
<b>Transfers In</b>					
10.09.4960 Transfers In - MEDC	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Fund Revenues</b>	<b>7,386,981</b>	<b>7,988,242</b>	<b>8,035,242</b>	<b>8,593,382</b>	<b>8,735,956</b>

## General Fund Expenditures – Department Totals

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>General Fund Expenditures</b>					
<b>Administration</b>					
Personnel	519,551	595,032	642,032	657,582	796,684
Commodities	12,513	15,000	15,000	9,479	17,500
Contractual Services	154,869	247,261	251,417	138,158	215,400
Other Services	755,747	694,000	696,410	222,263	354,000
Capital Outlays	34,011	-	13,089	22,564	-
Transfers Out					
<b>Total Administration</b>	<b><u>1,476,691</u></b>	<b><u>1,551,293</u></b>	<b><u>1,617,949</u></b>	<b><u>1,050,046</u></b>	<b><u>1,383,584</u></b>
<b>Information Technology</b>					
Personnel	-	-	-	-	189,727
Commodities	-	-	-	-	9,000
Contractual Services	-	-	-	-	83,500
Other Services	-	-	-	-	24,500
Capital Outlays					
Transfers Out					
<b>Total Information Technology</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>306,727</u></b>
<b>Library</b>					
Personnel					
Commodities	2,917	6,190	6,190	6,284	7,000
Contractual Services	60,937	74,750	76,250	80,533	74,500
Other Services	3,193	3,193	3,193	3,193	3,300
Capital Outlays	-	-	-	-	-
Transfers Out					
<b>Total Library</b>	<b><u>67,047</u></b>	<b><u>84,133</u></b>	<b><u>85,633</u></b>	<b><u>90,011</u></b>	<b><u>84,800</u></b>
<b>Finance</b>					
Personnel	257,367	292,998	292,998	245,935	312,719
Commodities	6,847	4,635	6,560	1,957	7,500
Contractual Services	72,128	85,743	91,700	71,826	168,000
Other Services	5,564	7,800	10,218	4,089	9,500
Capital Outlays					
Transfers Out					
<b>Total Finance</b>	<b><u>341,906</u></b>	<b><u>391,176</u></b>	<b><u>401,477</u></b>	<b><u>323,808</u></b>	<b><u>497,719</u></b>
<b>Municipal Court</b>					
Personnel	155,308	193,511	193,511	197,669	222,927
Commodities	6,991	13,100	16,550	3,382	5,200
Contractual Services	76,711	85,104	91,741	60,887	65,758
Other Services	4,919	8,245	8,245	5,063	8,175
Capital Outlays					
Transfers Out					
<b>Total Municipal Court</b>	<b><u>243,929</u></b>	<b><u>299,960</u></b>	<b><u>310,047</u></b>	<b><u>267,001</u></b>	<b><u>302,060</u></b>

## General Fund Expenditures – Department Totals

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Development Services</b>					
Personnel	122,038	247,967	247,967	221,189	416,439
Commodities	9,695	11,000	11,000	8,396	31,000
Contractual Services	645,197	852,000	906,483	862,174	398,638
Other Services	48,286	58,000	88,052	71,768	78,000
Capital Outlays	-	-	-	-	120,000
Transfers Out					
<b>Total Development Services</b>	<b>825,216</b>	<b>1,168,967</b>	<b>1,253,502</b>	<b>1,163,528</b>	<b>1,044,077</b>
<b>Public Works</b>					
Personnel	466,696	579,536	579,536	549,865	663,529
Commodities	98,938	100,500	113,320	108,515	133,000
Contractual Services	117,524	137,563	153,406	118,340	239,250
Other Services	326,118	227,434	369,575	355,390	287,330
Capital Outlay	27,200	350,000	379,696	56,119	350,000
Transfers Out					
<b>Total Public Works</b>	<b>1,036,476</b>	<b>1,395,033</b>	<b>1,595,533</b>	<b>1,188,229</b>	<b>1,673,109</b>
<b>Fire Marshal/Code Enforcement</b>					
Personnel	160,638	241,270	241,270	231,321	264,090
Commodities	57,620	16,800	17,265	11,842	24,473
Contractual Services	14,119	21,067	24,686	20,715	30,215
Other Services	32,654	36,739	36,739	31,603	37,730
Capital Outlay	34,868	-	-	-	-
Transfers Out					
<b>Total Fire Marshal/Code Enforcement</b>	<b>299,899</b>	<b>315,876</b>	<b>319,960</b>	<b>295,481</b>	<b>356,508</b>
<b>Emergency Management</b>					
Personnel					
Commodities	4,195	40,069	40,069	790	30,000
Contractual Services					
Other Services	73,504	22,770	22,770	12,593	27,600
Capital Outlay	8,450	-	-	-	40,000
Transfers Out					
<b>Total Emergency Management</b>	<b>86,148</b>	<b>62,839</b>	<b>62,839</b>	<b>13,383</b>	<b>97,600</b>
<b>Police</b>					
Personnel	1,712,724	2,003,345	1,972,181	1,699,334	2,193,772
Commodities	128,863	87,605	114,769	123,138	107,000
Contractual Services	125,308	141,950	141,814	166,559	145,500
Other Services	163,081	193,207	193,207	181,578	120,500
Capital Outlay	44,514	47,400	68,564	69,573	-
Transfers Out					
<b>Total Police</b>	<b>2,174,490</b>	<b>2,473,507</b>	<b>2,490,535</b>	<b>2,240,182</b>	<b>2,566,772</b>
<b>Transfers Out</b>					
Transfers Out	1,825,000	250,000	250,000	745,000	423,000
<b>Total Transfers Out</b>	<b>1,825,000</b>	<b>250,000</b>	<b>250,000</b>	<b>745,000</b>	<b>423,000</b>
<b>Total General Fund Expenditures</b>	<b>8,376,803</b>	<b>7,992,785</b>	<b>8,387,475</b>	<b>7,376,667</b>	<b>8,735,956</b>

**ADMINISTRATION**

<b>DEPARTMENTAL VISION STATEMENT</b>
To effectively administer and manage City operations, policies, program agendas, citizen inquiries and laws in an efficient and responsible manner.

<b>FUNCTIONS</b>
• City Administration
• Mayor/City Council
• City Secretary
• Legal

Administration includes the activities of the City Manager, City Secretary, and City Attorney. The City Manager is the Chief Administrative Officer of the City and is appointed by the City Council. Under the guidelines of the City Charter, Code of Ordinances, and State Law, the City Manager administers City ordinances and the policies of the City Council. The office provides the direction, leadership, and coordination of all departments.

City Manager

- Provides guidance to Council and staff to achieve the City’s mission and goals.
- Continues to coordinate and assist developers in complying with City ordinances to achieve the best community possible.
- Coordinates daily operations and long-range development of the City.

City Attorney

- Provide timely and accurate legal advice to City Council and staff.
- Continue to process open records requests in a timely and efficient manner.

City Secretary

- Provide timely, efficient responses to open records requests working in conjunction with the City Attorney.
- Continue to maintain a relationship with Council by:
  - Supporting Council policy and actions toward the public and staff.
  - Remaining impartial toward the Council treating all members alike.
  - Providing sufficient information to the Council to make Board and Commission appointments in an effective manner.
  - Seeking assistance from the City Manager on prioritizing projects or in the event there is confusion regarding assignments.
  - Providing turn-key assistance to citizens with complaints, questions, and concerns while remaining aware of how responses will affect others including employees and elected officials.

===== FY2019-20 ANNUAL BUDGET =====

DEPARTMENT: ADMINISTRATION

FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
City Manager	1	1	1	1
City Secretary	1	1	1	1
City Attorney	1	1	1	1
IT Network Administrator	1	1	1	
Assistant City Manager				1
Assistant City Secretary				1
<b>Total Full Time Employees</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Began construction on the City Hall building expansion.
Sponsored family-friendly events in city buildings and parks.
Maintained AA+ bond rating and healthy fund balance.
Acquired surface water rights.
Respond to and process open records requests.

FY 2019-20 DEPARTMENTAL GOALS
Expand the City's commercial and residential growth.
Upgrade social media presence which may include hardware/software purchases and additional media platforms.
Implement a new council agenda management software.
Manage the legal process for the City's future development needs.
Begin development of City Complex.
Complete construction of the City Hall building expansion.
Revisit master plans for water, wastewater and drainage.

## Administration

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Administration Expenditures</b>					
<b>Personnel</b>					
10.10.5000 Salaries	387,390	433,222	480,222	504,956	517,109
10.10.5001 Other Compensation	(740)	-	-	-	51,000
10.10.5006 Longevity	1,200	1,380	1,380	1,380	1,600
10.10.5010 Fica Expense	27,397	34,276	34,276	33,596	53,400
10.10.5012 TWC Unemployment Ins.	-	648	648	648	890
10.10.5030 Health Insurance	45,352	52,756	52,756	45,319	68,400
10.10.5031 Vision Insurance	635	713	713	649	925
10.10.5032 Life & LTD Insurance	1,077	1,280	1,280	1,136	1,450
10.10.5033 Dental Insurance	2,024	2,553	2,553	2,270	3,025
10.10.5034 Retirement	47,819	51,026	51,026	52,277	81,000
10.10.5035 Cell Phone Allowance	323	1,200	1,200	2,100	3,900
10.10.5036 Auto Allowance	2,952	12,250	12,250	10,417	9,400
10.10.5038 Flex Admin	128	178	178	189	235
10.10.5039 Flex Card - Health Ins	1,317	1,600	1,600	1,601	1,850
10.10.5040 Workers Compensation	2,678	1,950	1,950	1,046	2,500
<b>Total Personnel</b>	<b>519,551</b>	<b>595,032</b>	<b>642,032</b>	<b>657,582</b>	<b>796,684</b>
<b>Commodities</b>					
10.10.5220 Janitorial Supplies & Cleaning	3,977	4,000	4,000	3,799	4,000
10.10.5222 Postage	2,221	3,500	3,500	1,533	3,500
10.10.5230 Office Expense	6,314	7,000	7,000	3,774	9,000
10.10.5240 Minor Tools & Equipment	-	500	500	373	1,000
<b>Total Commodities</b>	<b>12,513</b>	<b>15,000</b>	<b>15,000</b>	<b>9,479</b>	<b>17,500</b>
<b>Contractual Services</b>					
10.10.5320 Bank/Convenience Charges	264	500	500	-	100
10.10.5340 Copier Lease/Maintenance	1,728	5,000	5,000	1,283	8,000
10.10.5362 Records Retention	2,244	1,100	3,100	2,554	2,000
10.10.5380 Building Repair & Maintenance	8,347	35,000	35,000	4,873	50,000
10.10.5400 Legal Fees	8,900	20,000	20,986	12,420	15,000
10.10.5418 Employment Testing	1,092	750	750	851	800
10.10.5420 Electricity	2,366	5,000	5,000	2,340	10,000
10.10.5422 Electricity - Street Lights	50,489	53,000	53,000	52,536	55,000
10.10.5430 Gas Utilities	262	500	500	258	3,000
10.10.5432 Rental Equipment	2,532	2,500	2,500	2,688	2,500
10.10.5438 County Recording Fees	261	1,500	1,500	1,181	1,500
10.10.5440 Computer Maintenance/Support	33,601	43,700	43,700	12,288	20,000
10.10.5441 Computer Software	11,020	45,000	45,000	13,771	20,000
10.10.5442 Website Administration	-	4,235	4,235	4,085	5,000
10.10.5445 Telephone	23,642	25,000	25,000	22,170	18,000
10.10.5458 Maintenance Agreements	224	-	-	-	-
10.10.5474 Emergency Management	2,838	-	1,170	-	-
10.10.5476 Codification	3,585	3,000	3,000	3,383	3,000
10.10.5550 Radio Usage	1,476	1,476	1,476	1,476	1,500
<b>Total Contractual Services</b>	<b>154,869</b>	<b>247,261</b>	<b>251,417</b>	<b>138,158</b>	<b>215,400</b>

## Administration (cont.)

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Other Services</b>					
10.10.5620 Council Expenses	5,119	8,000	8,700	12,676	20,000
10.10.5622 Dues & Subscriptions	6,782	7,000	7,000	8,406	7,000
10.10.5625 Publications	-	-	-	868	-
10.10.5630 Insurance and Bonds	118,024	120,000	120,000	141,747	157,000
10.10.5632 City Functions & Meetings	4,758	5,000	5,000	5,187	-
10.10.5633 Public Notice Expense	7,976	7,000	8,000	3,339	8,000
10.10.5645 Training & Travel	6,034	11,000	11,000	11,484	11,000
10.10.5650 Mileage	588	1,000	1,000	955	1,000
10.10.5676 Elections Expense	-	5,000	4,783	145	5,000
10.10.5678 Holiday Events	11,462	25,000	25,000	12,910	15,000
10.10.5748 Emergency Notification (move to FM)	4,376	-	-	-	-
10.10.5800 Professional Services	28,081	30,000	30,928	24,545	130,000
10.10.8420 Rodeo Palms 380 Agreement	562,548	475,000	475,000	-	-
<b>Total Other Services</b>	<b>755,747</b>	<b>694,000</b>	<b>696,410</b>	<b>222,263</b>	<b>354,000</b>
<b>Capital Outlays</b>					
10.10.6020 Capital Lease - Equipment	-	-	13,089	22,564	-
10.10.6301 Capital Lease - Prin	32,824	-	-	-	-
10.10.6302 Capital Lease - Interest	1,186	-	-	-	-
<b>Total Capital Outlays</b>	<b>34,011</b>	<b>-</b>	<b>13,089</b>	<b>22,564</b>	<b>-</b>
<b>Total Administration Expenditures</b>	<b>1,476,691</b>	<b>1,551,293</b>	<b>1,617,949</b>	<b>1,050,046</b>	<b>1,383,584</b>

**LIBRARY**

<b>DEPARTMENTAL VISION STATEMENT</b>
To make readily available to the community educational materials and services that will promote excellence in informational, recreational, and instructive pursuits. Seek to encourage activities and ideas that will stimulate, enrich and expand interests of patrons of all ages.

<b>FUNCTIONS</b>
<ul style="list-style-type: none"> <li>• Administration</li> </ul>

The Manvel library is part of the Brazoria County Library System. The City of Manvel provides assistance with rental space, utilities, and a shared book program designed to supplement the materials provided by the library system to ensure the best access to high-demand resources for the patrons of the Manvel branch. The major programs that occur at the branch are weekly story times, songs and crafts for preschoolers.

===== FY2019-20 ANNUAL BUDGET =====

DEPARTMENT: LIBRARY

FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
No City Employees				

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Increased STEM programming for juveniles.
Completed building upgrades and expansion.

FY 2019-20 DEPARTMENTAL GOALS
Increase number of adult programs.
Phase out non-circulating books from shelves.
Increase attendance for juvenile and teen programs.
Increase in-house use of I-Pads.
Furniture upgrades.

===== FY2019-20 ANNUAL BUDGET =====

## Library

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Library Expenditures</b>					
<b>Commodities</b>					
10.15.5220 Janitorial Supplies & Cleaning	2,917	3,000	3,000	3,096	3,500
10.15.5243 Small Furniture & Fixtures	-	3,190	3,190	3,188	3,500
<b>Total Commodities</b>	<b>2,917</b>	<b>6,190</b>	<b>6,190</b>	<b>6,284</b>	<b>7,000</b>
<b>Contractual Services</b>					
10.15.5380 Building Repair & Maintenance	10,394	500	2,000	2,095	2,500
10.15.5420 Electricity	3,176	7,000	7,000	5,565	5,000
10.15.5445 Telephone	1,167	1,250	1,250	872	1,000
10.15.5459 Lease Expense - Library	46,200	66,000	66,000	72,000	66,000
<b>Total Contractual Services</b>	<b>60,937</b>	<b>74,750</b>	<b>76,250</b>	<b>80,533</b>	<b>74,500</b>
<b>Other Services</b>					
10.15.5670 Book Plan - Library	3,193	3,193	3,193	3,193	3,300
<b>Total Other Services</b>	<b>3,193</b>	<b>3,193</b>	<b>3,193</b>	<b>3,193</b>	<b>3,300</b>
<b>Capital Outlay</b>					
10.15.6040 Capital Outlay - Furniture	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Library Expenditures</b>	<b>67,047</b>	<b>84,133</b>	<b>85,633</b>	<b>90,011</b>	<b>84,800</b>

**FINANCE**

<b>DEPARTMENTAL VISION STATEMENT</b>
To provide excellent financial reporting and budgeting services, safeguard city assets and deliver excellent customer service.

<b>FUNCTIONS</b>
• Administration
• Accounting & Budget
• Purchasing
• Utility Billing

The Finance Department has general responsibility for the financial administration of the City. The department is responsible for budget preparation/coordination, recording/documenting all financial transactions, idle fund investments, debt management, risk management, tax collection, centralized cash receipts, accounts receivable, capital improvement projects, contract management, grant management, payroll, purchasing goods/services for the City, and payment of all invoices.

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

===== FY2019-20 ANNUAL BUDGET =====

DEPARTMENT: FINANCE

FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
Finance Director	1	1	1	1
Accounting Technician	1	1	1	1
Accountant	1	1	1	1
<b>Total Full Time Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Intern		1	1	1

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Completed the FY 2017-18 audit within required timeframe.
Received the GFOA Distinguished Budget Reporting Award.
Enhanced the City's budget book format.
Implemented a new time & attendance system.
Increased electronic funds transfers and purchasing card payments reducing the number of paper checks issued.
Continued accounts payable invoice scanning process to electronically attach invoices to records.
Completed quarterly investment reports.
Created a CIP reporting system to track all revenues and expenditures by project.

FY 2019-20 DEPARTMENTAL GOALS
Submit annual budget for GFOA Distinguished Budget Reporting Award.
Submit monthly budgetary and financial reports for departmental and council review.
Complete the FY 2018-19 Annual Financial Report (AFR) by January 31 to meet all reporting and disclosure requirements.
Increase the amount of electronic payments to vendors (EFT and purchasing cards)
Enhance utility billing system to establish automatic payment processes, increase usage of online services, and educate customers of web-based functionalities
Enhance the CIP and project management systems identifying long-term budget needs tracking all project revenues by funding source and expenditures by task and function.
Update/enhance Purchasing Policy to improve efficiencies in processes

===== FY2019-20 ANNUAL BUDGET =====

## Finance

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Finance Expenditures</b>					
<b>Personnel</b>					
10.20.5000 Salaries	183,425	207,403	207,403	177,378	220,000
10.20.5002 Overtime	479	1,000	1,000	197	500
10.20.5006 Longevity	660	780	780	780	780
10.20.5007 Part Time Wages	6,390	10,000	10,000	3,813	13,260
10.20.5010 Fica Expense	13,724	16,768	16,768	13,010	18,400
10.20.5012 TWC Unemployment Ins.	-	487	487	-	500
10.20.5030 Health Insurance	24,679	27,756	27,756	25,743	29,000
10.20.5031 Vision Insurance	306	356	356	301	330
10.20.5032 Life & LTD Insurance	823	930	930	712	1,000
10.20.5033 Dental Insurance	1,280	1,491	1,491	1,280	1,514
10.20.5034 Retirement	23,419	23,716	23,716	21,151	25,000
10.20.5035 Cell Phone Allowance	138	-	-	-	-
10.20.5038 Flex Admin	96	133	133	124	135
10.20.5039 Flex Card - Health Ins	867	1,200	1,200	1,031	1,200
10.20.5040 Workers Compensation	1,081	978	978	413	1,100
<b>Total Personnel</b>	<b>257,367</b>	<b>292,998</b>	<b>292,998</b>	<b>245,935</b>	<b>312,719</b>
<b>Commodities</b>					
10.20.5230 Office Expense	3,940	1,635	3,450	1,622	4,000
10.20.5240 Minor Tools & Equipment	2,907	3,000	3,110	336	3,500
<b>Total Commodities</b>	<b>6,847</b>	<b>4,635</b>	<b>6,560</b>	<b>1,957</b>	<b>7,500</b>
<b>Contractual Services</b>					
10.20.5440 Computer Maintenance/Support	-	21,974	21,974	10,695	95,000
10.20.5441 Computer Software	8,410	7,900	12,700	14,752	-
10.20.5450 Tax Assessor Fees	1,764	1,800	1,800	2,701	4,000
10.20.5475 Accounting Fee Expense	3,500	3,500	3,500	305	4,000
10.20.5477 Audit & Professional Fees	32,920	25,300	26,457	17,869	30,000
10.20.5479 Appraisal Fees	25,534	25,269	25,269	25,503	35,000
<b>Total Contractual Services</b>	<b>72,128</b>	<b>85,743</b>	<b>91,700</b>	<b>71,826</b>	<b>168,000</b>
<b>Other Services</b>					
10.20.5615 Bank/Credit Card Processing Fees	15	-	-	15	100
10.20.5622 Dues & Subscriptions	-	1,315	1,600	1,741	1,000
10.20.5645 Training & Travel	5,365	6,185	8,318	2,138	8,000
10.20.5650 Mileage	184	300	300	195	400
<b>Total Other Services</b>	<b>5,564</b>	<b>7,800</b>	<b>10,218</b>	<b>4,089</b>	<b>9,500</b>
<b>Total Finance Expenditures</b>	<b>341,906</b>	<b>391,176</b>	<b>401,477</b>	<b>323,808</b>	<b>497,719</b>

**INFORMATION TECHNOLOGY**

<b>DEPARTMENTAL VISION STATEMENT</b>
To maintain computer hardware, software, network capabilities and peripherals to support all City buildings and equipment so employees may provide uninterrupted service to the citizens of Manvel.

<b>FUNCTIONS</b>
• Computer Hardware
• Software/Programs
• Network Security
• Phones and Peripherals

The Information Technology Department is responsible for the hardware and software functionality on all computers for the City. Network security/functionality and data safety are also duties of the IT Department. This includes servers and desktop/laptop models down to the timeclock units used for clocking in and out at other City buildings.

Computers and technology is ever-changing and evolving, so the IT Department is also involved with upgrades to hardware and software to stay current with data safety and program use. This ranges from upgrading applications and hardware on individual computers to changing software platforms for entire departments.

===== FY2019-20 ANNUAL BUDGET =====

DEPARTMENT: INFORMATION TECHNOLOGY FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
IT/Network Manager			1	1
Systems Administrator				1
<b>Total Full Time Employees</b>			<b>1</b>	<b>2</b>

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Department separated from Administration.
Server upgrade for departments to replace old and outdated units.
Upgrade of computer units running on software which will soon be obsolete.
Upgrade Police Department computers and platform.

FY 2019-20 DEPARTMENTAL GOALS
Add employee to keep up with demand of growing City and number of employees.
Begin computer replacement program.
Assist Police Department with transfer to new record-keeping platform.
Continue upgrading servers and old/outdated equipment.
Improve network security and data safety with software/hardware upgrades.

## Information Technology

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Information Tech Expenditures</b>					
<b>Personnel</b>					
10.25.5000 Salaries	-	-	-	-	139,460
10.25.5001 Other Compensation	-	-	-	-	-
10.25.5006 Longevity	-	-	-	-	60
10.25.5010 Fica Expense	-	-	-	-	10,949
10.25.5012 TWC Unemployment Ins.	-	-	-	-	324
10.25.5030 Health Insurance	-	-	-	-	18,770
10.25.5031 Vision Insurance	-	-	-	-	220
10.25.5032 Life & LTD Insurance	-	-	-	-	569
10.25.5033 Dental Insurance	-	-	-	-	1,009
10.25.5034 Retirement	-	-	-	-	15,353
10.25.5035 Cell Phone Allowance	-	-	-	-	1,800
10.25.5036 Auto Allowance	-	-	-	-	-
10.25.5038 Flex Admin	-	-	-	-	89
10.25.5039 Flex Card - Health Ins	-	-	-	-	800
10.25.5040 Workers Compensation	-	-	-	-	324
<b>Total Personnel</b>	-	-	-	-	<b>189,727</b>
<b>Commodities</b>					
10.25.5230 Office Expense	-	-	-	-	5,000
10.25.5240 Minor Tools & Equipment	-	-	-	-	4,000
<b>Total Commodities</b>	-	-	-	-	<b>9,000</b>
<b>Contractual Services</b>					
10.25.5440 Computer Maintenance/Support	-	-	-	-	44,000
10.25.5441 Computer Software	-	-	-	-	18,500
Computer Replacement	-	-	-	-	15,000
10.25.5442 Website Administration	-	-	-	-	5,000
10 25 5446 Uniforms	-	-	-	-	1,000
<b>Total Contractual Services</b>	-	-	-	-	<b>83,500</b>
<b>Other Services</b>					
10.25.5622 Dues & Subscriptions	-	-	-	-	17,500
10.25.5645 Training & Travel	-	-	-	-	5,000
10.25.5650 Mileage	-	-	-	-	2,000
<b>Total Other Services</b>	-	-	-	-	<b>24,500</b>
<b>Total Information Tech Expenditures</b>	-	-	-	-	<b>306,727</b>

**MUNICIPAL COURT**

<b>DEPARTMENTAL VISION STATEMENT</b>
To provide excellence in service, preserve and manage court records, and provide access to legal documents filed in our office.

<b>FUNCTIONS</b>
• Citations
• Court Dockets
• Warrants
• Collections

The Manvel Municipal Court handles Class-C fine only criminal misdemeanor and City Ordinance violations. The Manvel Municipal Court has a Presiding Judge, Alternate Judge, Court Administrator and Deputy Court Clerks.

The Court Administrator supervises the clerical staff of the Municipal Court. All court staff works closely with other city departments, i.e. Police Department, Legal, Code Enforcement, Fire Marshal, and Finance to ensure the vision of the municipal court is carried out effectively, efficiently and impartially.

The functions or duties of the Court Clerks include: processing citations, accepting and preparing complaints, scheduling cases, preparing dockets, notifying defendants of hearings, maintaining all court records (including complaints, citations, warrants, pleadings and judgments), preparing state reports and preparing affidavits and appeals. The Court Clerks record and properly disburse funds for fines collected. The Clerks maintain the collection agency program and the failure to appear reporting program under a contract with DPS, the City and Omni Base. The Clerks also prepare jury summons, prepare subpoenas and manage other associated duties of trial preparation.

The Municipal Court Judges preside over all arraignment hearings, sign arrest and capias pro fine warrants, preside over trials (both jury and non-jury), set bonds, and perform magistrate functions for prisoners and juveniles.

===== FY2019-20 ANNUAL BUDGET =====  
 DEPARTMENT: MUNICIPAL COURT FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
Court Administrator	1	1	1	1
Deputy Clerk	1	2	2	2
<b>Total Full Time Employees</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
Presiding Judge	1	1	1	1
Alternate Judge	1	1	1	1

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Provided continued education to Judges and court staff.
Participated in 2019 Great Texas Warrant Round-Up Program.
Maintained 100% count of court interpreter service.
Met all filing and reporting requirements on timely basis.
Updated departmental procedures.
Enhanced cash handling procedures.
Purged (administratively closed) warrants which met one of the following criteria: collection efforts are exhausted and/or no longer cost effective or were greater than 10 years old.

FY 2019-20 DEPARTMENTAL GOALS
Develop positive perception in educating the public through: (1) the Citizens Police Academy; (2) providing information on educational materials; (3) provide information on the city's website; (4) participate in the 2019 Great Texas Warrant Roundup.
Maintain and improve written polices for each functional area as well as meet requirements for monthly and quarterly reports.
Provide timely and effective reporting such as filing with the State Comptroller, OCA, and DPS as well as monthly and quarterly managerial reports and court management reports. Also, continue purging aged warrants.
Administer timely and accurate public safety data into court reporting system.
Continue purging aged warrants.
Develop staff cross training, continuing education, feedback and staff engagement.
Maintain comprehensive evening court interpretation services.
Develop paperless court department.
Maintain and improve written polices for each functional area as well as meet requirements for monthly and quarterly reports.

## Municipal Court

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Court Expenditures</b>					
<b>Personnel</b>					
10.30.5000 Salaries	106,043	132,419	132,419	140,496	159,000
10.30.5002 Overtime	253	2,000	2,000	260	2,000
10.30.5006 Longevity	840	960	960	960	900
10.30.5010 Fica Expense	7,806	10,357	10,357	10,425	13,000
10.30.5012 TWC Unemployment Ins.	-	486	486	-	486
10.30.5030 Health Insurance	23,227	27,756	27,756	27,017	28,155
10.30.5031 Vision Insurance	288	356	356	317	329
10.30.5032 Life & LTD Insurance	522	614	614	566	600
10.30.5033 Dental Insurance	1,204	1,491	1,491	1,452	1,514
10.30.5034 Retirement	13,483	15,143	15,143	14,792	14,960
10.30.5038 Flex Card - Admin	89	133	133	141	133
10.30.5039 Flex Card - Health Ins	900	1,200	1,200	923	1,200
10.30.5040 Workers Compensation	652	596	596	320	650
<b>Total Personnel</b>	<b>155,308</b>	<b>193,511</b>	<b>193,511</b>	<b>197,669</b>	<b>222,927</b>
<b>Commodities</b>					
10.30.5222 Postage	787	700	700	836	700
10.30.5230 Office Expense	4,270	3,000	3,000	2,546	3,500
10.30.5240 Minor Tools & Equipment	1,934	9,400	12,850	-	1,000
<b>Total Commodities</b>	<b>6,991</b>	<b>13,100</b>	<b>16,550</b>	<b>3,382</b>	<b>5,200</b>
<b>Contractual Services</b>					
10.30.5405 Jail Housing	270	500	1,774	491	500
10.30.5410 Magistrating Expenses	4,500	5,000	6,375	457	3,000
10.30.5440 Computer Maintenance/Support	7,677	10,327	10,327	7,273	13,278
10.30.5441 Computer Software	-	3,877	8,077	-	-
10.30.5445 Telephone	1,233	1,000	1,000	1,110	880
10.30.5448 Court Interpreter	4,200	6,400	6,400	6,055	6,400
10.30.5451 Prosecuting Attorney	14,925	16,000	18,050	19,964	20,700
10.30.5485 Municipal Court Judge	19,706	19,000	20,188	5,659	-
10.30.5580 Warrant Fees	24,200	23,000	19,550	19,879	21,000
<b>Total Contractual Services</b>	<b>76,711</b>	<b>85,104</b>	<b>91,741</b>	<b>60,887</b>	<b>65,758</b>
<b>Other Services</b>					
10.30.5615 Credit Card Processing Fees	2,963	4,000	4,000	2,708	4,000
10.30.5622 Dues & Subscriptions	40	250	250	333	250
10.30.5634 Jury cost	821	1,520	1,520	677	1,450
10.30.5645 Training & Travel	1,025	2,100	2,100	1,333	2,100
10.30.5650 Mileage	69	375	375	12	375
<b>Total Other Services</b>	<b>4,919</b>	<b>8,245</b>	<b>8,245</b>	<b>5,063</b>	<b>8,175</b>
<b>Total Court Expenditures</b>	<b>243,929</b>	<b>299,960</b>	<b>310,047</b>	<b>267,001</b>	<b>302,060</b>

**DEVELOPMENT SERVICES**

<b>DEPARTMENTAL VISION STATEMENT</b>
To encourage high quality, sustainable and equitable growth and development of Manvel by facilitating more options for abundant housing, thriving neighborhoods, exceptional design in architecture and public spaces, preservation of historic resources, innovative regulatory practices, safe and durable buildings, attentive customer service, and resident involvement.

<b>FUNCTIONS</b>
• Development
• Engineering
• Permits
• Inspections

The Development Services Department provides plan review and inspection services for permits submitted by homeowners, businesses and contractors. We are responsible for performing all functions necessary for the orderly growth of the City. The department guides the development of the City through effective measures of planning, design review, construction plan approval, and housing assistance. Development Services works closely with the neighborhood planning units, community organizations, and developers in an attempt to provide the policy guidance and assistance to support the growth of our community.

===== **FY2019-20 ANNUAL BUDGET** =====  
**DEPARTMENT: DEVELOPMENT SERVICES** **FUND: GENERAL FUND**

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
Development Director	1	1	1	1
Permits Coordinator	2	2	2	2
Building Official				1
Inspector				3
<b>Total Full Time Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>7</b>

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Review of plot plans to assure manholes, water valves and meters were not located in driveways and sidewalks.
Provided in-depth reviews of all plans and plats submitted in a timely manner, submitting comments back to the developers, builders or engineers.
Update of subdivision and sign ordinances.
Assisted developers, builders and new retail establishments in becoming part of Manvel’s growth and development process.
Assisted in updating the city’s Code of Ordinances and Design Criteria Manual.
Provided training and guidance to assist the public on Code of Ordinances and Design Criteria Manual which resulted in a better quality of submittals and understanding of codes.

FY 2019-20 DEPARTMENTAL GOALS
Coordinate with other governmental agencies such as Brazoria County, TXDOT, GCWA, Drainage Districts, Developers, builders to ensure the City of Manvel adheres to all regulations and guidelines.
Submit monthly reports to the City Manager to be included in the Council packets.
Provide new home permit monthly reports to the US Census Bureau by the fourth day of the month.
Maintain knowledge of our Code of Ordinances and Adopted Plans
Implementing a paperless system in an effort to increase efficiency in transparency.
Provide assistance to the public with Design Standards.

## Development Services

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Dev Services Expenditures</b>					
<b>Personnel</b>					
10.40.5000 Salaries	86,322	179,650	179,650	163,345	301,000
10.40.5002 Overtime	151	-	-	1,815	3,240
10.40.5006 Longevity	900	900	900	900	1,080
10.40.5010 Taxes, Social Security	5,636	13,812	13,812	11,742	23,222
10.40.5012 TWC	-	486	486	-	1,134
10.40.5030 Health Insurance	15,243	27,756	27,756	18,841	46,925
10.40.5031 Vision Insurance	189	356	356	220	549
10.40.5032 Life & LTD Insurance	363	831	831	738	1,247
10.40.5033 Dental Insurance	790	1,491	1,491	1,013	2,710
10.40.5034 Retirement	11,116	20,544	20,544	20,968	31,910
10.40.5035 Cell Phone Allowance	-	-	-	-	-
10.40.5038 Flex Admin	78	133	133	139	222
10.40.5039 Flex Card - Health Ins	700	1,200	1,200	1,154	1,890
10.40.5040 Workers Compensation	550	808	808	315	1,310
<b>Total Personnel</b>	<b>122,038</b>	<b>247,967</b>	<b>247,967</b>	<b>221,189</b>	<b>416,439</b>
<b>Commodities</b>					
10.40.5230 Office Expense	846	5,000	5,000	3,701	15,000
10.40.5240 Minor Tools & Equipment	8,849	6,000	6,000	4,695	16,000
<b>Total Commodities</b>	<b>9,695</b>	<b>11,000</b>	<b>11,000</b>	<b>8,396</b>	<b>31,000</b>
<b>Contractual Services</b>					
10.40.5360 Plat Fees	39,338	75,000	75,000	43,526	17,585
10.40.5412 Plan Reviews	173,040	275,000	290,787	250,432	108,880
10.40.5439 Inspections	422,819	491,000	529,697	557,111	211,173
10.40.5440 Computer Maint/Support	10,000	11,000	11,000	11,105	61,000
<b>Total Contractual Services</b>	<b>645,197</b>	<b>852,000</b>	<b>906,483</b>	<b>862,174</b>	<b>398,638</b>
<b>Other Services</b>					
10.40.5615 Credit Card Processing Fees	7,905	8,000	8,000	12,560	10,000
10.40.5645 Training & Travel	-	5,000	5,000	3,556	8,000
10.40.5700 Vehicle/Equip Replacement Fees	-	-	-	-	15,000
10.40.5800 Professional Services	40,381	45,000	75,052	55,652	45,000
<b>Total Other Services</b>	<b>48,286</b>	<b>58,000</b>	<b>88,052</b>	<b>71,768</b>	<b>78,000</b>
<b>Capital Outlay</b>					
10.40.6030 Captial Outlay - Vehicle	-	-	-	-	120,000
<b>Total Captial Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,000</b>
<b>Total Dev Services Expenditures</b>	<b>825,216</b>	<b>1,168,967</b>	<b>1,253,502</b>	<b>1,163,528</b>	<b>1,044,077</b>

**PUBLIC WORKS**

<b>DEPARTMENTAL VISION STATEMENT</b>
To provide public infrastructure and municipal services that protect and enrich the daily lives of those who live, work, and visit the City of Manvel.

<b>FUNCTIONS</b>
• Streets and Sign Maintenance
• Parks
• Drainage
• Facility Maintenance
• Fleet Maintenance

The Department of Public Works is responsible for repairs and maintenance of the City’s streets, roadway construction, right-of-ways, storm drains, parks, trees, buildings and related facilities.

===== FY2019-20 ANNUAL BUDGET =====  
 DEPARTMENT: PUBLIC WORKS FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
Public Works Director	1	1	1	1
Street Superintendent	1	1	1	1
Heavy Equipment Operator	3	3	3	3
Maintenance Worker I	4	5	4	5
Administrative Assistant		.5		
<b>Total Full Time Employees</b>	<b>9</b>	<b>10.5</b>	<b>9</b>	<b>10</b>

FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS
Increased the utilization of the City's work-order management system (myGov) allowing for improved processes and better management of in-process and completed tasks.
Increased safety standards and reducing the number of employee accidents and injuries.
Obtained additional training to increase safety and productivity.
Maintained positive working relationship with neighboring municipal and state agencies.

FY 2019-20 DEPARTMENTAL GOALS
Maintain City buildings, facilities and equipment ensuring high levels of conditions and services.
Meet safety standards for all personnel, equipment, facilities, parks, streets, infrastructure and fleet.
Maintain a good working relationship with other agencies such as TXDOT, Brazoria County, Alvin ISD School District, and other cities.
Obtain added training such as Operating, Trench Safety, Confined Space, Welding Course, Fleet and Traffic Safety.
Implement fuel maintenance system to manage fuels and lube inventory.
Ensure adequate staffing levels and schedules.
Ensure all city property and equipment are safe from extreme weather conditions and vandalism.
Continue use of MyGov work order software to improve job order efficiency.

===== FY2019-20 ANNUAL BUDGET =====

## Public Works

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Public Works Expenditures</b>					
<b>Personnel</b>					
10.50.5000 Salaries	308,317	382,209	382,209	358,767	428,334
10.50.5002 Overtime	2,367	1,200	1,200	3,652	2,100
10.50.5003 Holiday Pay	4,440	-	-	-	-
10.50.5006 Longevity	2,040	3,000	3,000	3,000	3,540
10.50.5007 Part Time Wages	-	-	-	10,338	-
10.50.5010 Fica Expense	22,928	29,075	29,075	26,705	35,000
10.50.5012 TWC Unemployment Ins	-	1,296	1,296	-	1,465
10.50.5030 Health Insurance	58,793	74,016	74,016	74,334	85,400
10.50.5031 Vision Insurance	729	950	950	879	1,010
10.50.5032 Life & LTD	1,226	1,780	1,780	1,655	1,750
10.50.5033 Dental Insurance	3,049	3,975	3,975	3,996	4,750
10.50.5034 Retirement	39,597	42,985	42,985	43,247	49,505
10.50.5035 Cell Phone Allowance	485	1,800	1,800	1,800	1,800
10.50.5038 Flex Admin	233	355	355	339	405
10.50.5039 Flex Card - Health Ins	2,067	3,200	3,200	2,833	3,370
10.50.5040 Workers Compensation	20,426	39,428	39,428	18,321	45,100
10.50.5099 Salary Reserve	-	(5,733)	(5,733)	-	-
<b>Total Personnel</b>	<b>466,696</b>	<b>579,536</b>	<b>579,536</b>	<b>549,865</b>	<b>663,529</b>
<b>Commodities</b>					
10.50.5212 Safety Equipment/Supplies	1,914	3,000	3,000	2,103	5,000
10.50.5220 Janitorial Supplies & Cleaning	496	1,500	1,500	732	1,500
10.50.5225 Fuel	38,571	30,000	30,000	39,916	36,000
10.50.5230 Office Expense	3,730	1,000	1,000	721	2,500
10.50.5235 Street Signs	8,780	11,000	11,000	12,940	13,000
10.50.5240 Minor Tools & Equipment	7,235	9,000	9,000	11,047	10,000
10.50.5250 Road Materials	38,212	45,000	56,412	39,650	65,000
10.50.5252 Road Repair - Pipeline	-	-	1,408	1,408	-
<b>Total Commodities</b>	<b>98,938</b>	<b>100,500</b>	<b>113,320</b>	<b>108,515</b>	<b>133,000</b>

## Public Works (cont.)

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Contractual Services</b>					
10.50.5375 Bridge Repairs	-	3,000	2,000	184	2,000
10.50.5376 Sidewalk Repairs	20,563	25,000	25,000	881	20,000
10.50.5421 Electrical Service	3,015	3,600	3,600	3,506	3,600
10.50.5432 Rental Equipment	16,860	20,000	20,000	41,038	30,000
10.50.5436 Communications Expense	938	1,200	1,200	1,083	1,200
10.50.5437 Striping	-	12,000	28,843	190	25,000
10.50.5445 Telephone	85	-	-	-	-
10.50.5446 Uniforms	7,310	7,000	7,000	9,506	10,000
10.50.5455 Leased Property	935	935	935	935	950
10.50.5456 Ditch Mowing	56,601	25,000	25,000	25,838	60,000
10.50.5457 Clean up/Trash Disposal	-	5,000	5,000	1,389	8,000
10.50.5480 Contract Labor - Public Works	-	-	-	-	15,000
10.50.5550 Radio Usage	4,428	4,828	4,828	4,828	5,500
10.50.5570 Drainage	6,787	30,000	30,000	28,961	58,000
<b>Total Contractual Services</b>	<b>117,524</b>	<b>137,563</b>	<b>153,406</b>	<b>118,340</b>	<b>239,250</b>
<b>Other Services</b>					
10.50.5618 Job Recruiting	110	-	-	-	330
10.50.5635 Building Repair/Maintenance	13,780	15,000	16,000	17,809	25,000
10.50.5638 Vehicle Repairs/Maintenance	42,052	45,000	45,087	36,578	63,000
10.50.5640 Street Repairs	171,194	50,000	191,053	188,304	100,000
10.50.5645 Training & Travel	1,362	5,000	5,000	266	8,000
10.50.5700 Vehicle/Equip Replacement Fees	97,621	112,434	112,434	112,434	91,000
<b>Total Other Services</b>	<b>326,118</b>	<b>227,434</b>	<b>369,575</b>	<b>355,390</b>	<b>287,330</b>
<b>Capital Outlay</b>					
10.50.6020 Capital Outlay - Equipment	9,773	-	29,696	29,696	-
10.50.6030 Capital Outlay - Vehicle	-	-	-	-	-
10.50.6035 Capital Outlay - Street Reconstruction	-	350,000	350,000	26,423	350,000
10.50.6070 Capital Outlay - Improvements	17,427	-	-	-	-
<b>Total Capital Outlay</b>	<b>27,200</b>	<b>350,000</b>	<b>379,696</b>	<b>56,119</b>	<b>350,000</b>
<b>Total Public Works Expenditures</b>	<b>1,036,476</b>	<b>1,395,033</b>	<b>1,595,533</b>	<b>1,188,229</b>	<b>1,673,109</b>

**FIRE MARSHAL/CODE ENFORCEMENT**

<b>DEPARTMENTAL VISION STATEMENT</b>
To make the City of Manvel a safe place to live, work, and visit, by protecting individuals, preserving property, promoting a clean community and maintaining an exceptional quality of life.

<b>FUNCTIONS</b>
• Fire Marshal
• Code Enforcement
• Fire Training/Public Education

The Fire Marshal Department is responsible for conducting plan reviews of commercial buildings and performing inspections of new and existing structures within the city and ETJ to ensure they meet current Fire Codes and City ordinances. The Fire Marshal Department responds to fire incidents to determine the origin and cause, investigate activities leading up to the fire, interview witnesses and makes arrests as needed. The Fire Marshal Department also inspects new and existing occupancies to maintain code requirements in buildings and properties to protect individuals from fire and life safety hazards. The Fire Marshal Department also responds to complaints of property violations such as tall grass/weeds and trash/debris on properties and assists the owners to bring the properties cleaned up to Code.

===== FY2019-20 ANNUAL BUDGET =====  
**DEPARTMENT: FIRE MARSHAL/CODE ENFORCEMENT** **FUND: GENERAL FUND**

<b>PERSONNEL SCHEDULE</b>	<b>FY17-18 Actual</b>	<b>FY18-19 Budget</b>	<b>FY18-19 Estimate</b>	<b>FY19-20 Budget</b>
Fire Marshal	1	1	1	1
Deputy Fire Marshal	1	1	1	1
Code Enforcement Officer	1	1	1	1
<b>Total Full Time Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS</b>
Continued use of MyGov Software program for code enforcement and fire code inspections.
Made over 200 contacts with residents on fire safety for outdoor burning permits, residential fire safety tips, code enforcement needs and overall city code ordinance requirements.
Educated the public about fire and life safety issues through the inspection process, community outreach and fire prevention classes.
Completing the updating of fire Inspection and Code Enforcement forms to include documenting in MyGov.
Responded to over 200 city code complaints resulting in a 99% voluntary compliance rate within 30 days.
Abated a substandard structure resulting in enhancing the neighborhood's appearance.
Conducted inspections of commercial buildings to reduce the risk of loss of life and other unsafe hazards.
Inspection of foster home properties per City Ordinances and state law.
Received approximately 250 hours of continuing education in peace officer, arson, fire inspection, and code enforcement training.

<b>FY 2019-20 DEPARTMENTAL GOALS</b>
Conduct inspections of 85% - 95% of all commercial buildings to reduce the risk of loss of life or other unsafe hazards.
Perform new and follow-up inspections of rental properties, foster home properties, and outdoor building permits in the city limits as per the City Ordinance.
Expand community outreach to educate developers, builders, and residents on Fire Code and City Ordinance requirements, conduct fire prevention classes for the community, and schedule HOA meetings to educate citizens on fire safety and emergency awareness.
Develop additional fire prevention classes for the community, and schedule HOA meetings to educate citizens on fire safety and emergency awareness.
Continue customer service focus by gaining compliance through education, website enhancement, community involvement on code abatement laws and purposes.
Continue staff development and education of code enforcement regulations.
Continue the usage of MyGov software for code enforcement, fire code, and permit tracking needs.
Maintain an emergency management system assisting residents on emergency preparedness, preparation, planning, safety, and communication in the event of an emergency situation.

## Fire Marshal/Code Enforcement

		FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Fire Marshal/Code Enforcement Expenditures</b>						
<b>Personnel</b>						
10.70.5000	Salaries	112,677	167,698	167,698	160,761	185,000
10.70.5002	Overtime	116	-	-	1,025	2,000
10.70.5006	Longevity	660	840	840	840	1,020
10.70.5010	Taxes, Social Security	8,472	12,893	12,893	12,234	14,384
10.70.5012	TWC	-	486	486	-	486
10.70.5030	Health Insurance	18,872	27,756	27,756	27,373	28,155
10.70.5031	Vision Insurance	234	356	356	320	330
10.70.5032	Life & LTD	534	768	768	726	725
10.70.5033	Dental Insurance	979	1,491	1,491	1,471	1,600
10.70.5034	Retirement	14,414	19,176	19,176	19,506	21,000
10.70.5035	Cell Phone Allowance	-	-	-	392	-
10.70.5038	Flex Admin	80	133	133	142	140
10.70.5039	Flex Card - Health Ins	884	1,200	1,200	1,185	1,150
10.70.5040	Workers Compensation	2,717	5,673	5,673	5,345	8,100
10.70.5099	Salary Reserve	-	2,800	2,800	-	-
<b>Total Personnel</b>		<b>160,638</b>	<b>241,270</b>	<b>241,270</b>	<b>231,321</b>	<b>264,090</b>
<b>Commodities</b>						
10.70.5217	Public Education & Materials	1,322	2,000	2,000	2,000	2,000
10.70.5222	Postage	185	300	300	70	300
10.70.5225	Fuel	2,599	2,500	2,500	3,253	4,500
10.70.5230	Office Expense	334	2,000	2,000	2,057	2,000
10.70.5240	Minor Tools & Equipment	53,179	10,000	10,465	4,461	15,673
<b>Total Commodities</b>		<b>57,620</b>	<b>16,800</b>	<b>17,265</b>	<b>11,842</b>	<b>24,473</b>
<b>Contractual Services</b>						
10.70.5432	Rental Equipment	3,313	3,313	3,313	3,313	5,915
10.70.5440	Computer Maint/Support	4,800	4,800	4,800	4,964	4,800
10.70.5441	Computer Software	460	650	650	491	1,000
10.70.5445	Telephone	2,348	2,500	2,500	3,759	3,000
10.70.5446	Uniforms	630	1,852	5,471	4,180	2,500
10.70.5452	Code Enforcement/Abatement	-	5,000	5,000	1,057	10,000
10.70.5550	Radio Usage	2,568	2,952	2,952	2,952	3,000
<b>Total Contractual Services</b>		<b>14,119</b>	<b>21,067</b>	<b>24,686</b>	<b>20,715</b>	<b>30,215</b>
<b>Other Services</b>						
10.70.5622	Dues & Subscriptions	1,157	750	750	438	5,230
10.70.5638	Vehicle Repairs/Maintenance	1,729	4,000	4,000	1,425	6,000
10.70.5645	Training & Travel	1,280	3,000	3,000	2,751	6,500
10.70.5660	Investigative Expense	(214)	2,000	2,000	-	2,000
10.70.5700	Vehicle/Equip Replacement Fees	28,701	26,989	26,989	26,989	18,000
<b>Total Other Services</b>		<b>32,654</b>	<b>36,739</b>	<b>36,739</b>	<b>31,603</b>	<b>37,730</b>
<b>Capital Outlay</b>						
10.70.6030	Capital Outlay - Vehicles	34,868	-	-	-	-
<b>Total Capital Outlay</b>		<b>34,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Fire Marshal/Code Enforcement Expenditures</b>		<b>299,899</b>	<b>315,876</b>	<b>319,960</b>	<b>295,481</b>	<b>356,508</b>

**EMERGENCY MANAGEMENT**

<b>DEPARTMENTAL VISION STATEMENT</b>
To provide timely and effective emergency management services to the citizens, visitors and City staff.

<b>FUNCTIONS</b>
<ul style="list-style-type: none"><li>• Emergency Management</li></ul>

During FY2017, the City Manager was appointed as the Emergency Management Director and the Fire Marshal was appointed as the Assistant Emergency Management Coordinator. This department performs the functions of planning, preparation, recovery and reduction of the impact of any type of disaster that could affect the City.

City departments also assist with particular responsibilities through an Emergency Operations Plan and would act accordingly to the plan if the City experienced any disaster. The City receives various levels of training and periodically performs different types of emergency response exercises in order to meet the state and federal guidelines and measure the preparedness level of all departments.

===== FY2019-20 ANNUAL BUDGET =====  
**DEPARTMENT: EMERGENCY MANAGEMENT** **FUND: GENERAL FUND**

<b>PERSONNEL SCHEDULE</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Budget</b>	<b>FY 18-19 Estimate</b>	<b>FY 19-20 Budget</b>
Emergency Management Director (Mayor)	1	1	1	1
Emergency Management Coordinator (City Manager)	1	1	1	1
Asst. Emergency Management Coordinator (Fire Marshal)	1	1	1	1
<b>Total Officers</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS</b>
Continued updates the emergency management system for the city.
City Staff completed the FEMA T600 Disaster Finance Class series.
Started the setup of the City's Command Trailer.
Attended emergency management classes and training.
Set-up weather station at City Hall.

<b>FY 2019-20 DEPARTMENTAL GOALS</b>
Continue updating the City's emergency management plan.
Attend the Texas Emergency Management Conference.
Attend emergency management classes.
Have two Emergency Management drills
Develop and maintain an emergency management system assisting residence on emergency preparedness, preparation, planning, safety, and communication in the event of an emergency situation.
Develop and enhance a fire prevention, training/emergency management, and health and safety programs as result of increasing population and commercial growth

## Emergency Management

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Emerg Mgmt Expenditures</b>					
<b>Commodities</b>					
10.71.5240 Minor Tools & Equipment	4,195	40,069	40,069	790	30,000
<b>Total Commodities</b>	<b>4,195</b>	<b>40,069</b>	<b>40,069</b>	<b>790</b>	<b>30,000</b>
<b>Other Services</b>					
10.71.5645 Training & Travel	1,334	5,000	5,000	1,332	8,600
10.71.5700 Vehicle/Equip Replacement Fees	-	6,487	6,487	6,487	9,000
10.71.5748 Emergency Notifications	-	5,000	5,000	4,774	5,000
10.71.5800 Professional Services	-	5,000	5,000	-	5,000
10.71.7602 EOC FICA Expense	(52)	-	-	-	-
10.71.7605 Hurricane Harvey - Other Costs	72,222	1,283	1,283	-	-
<b>Total Other Services</b>	<b>73,504</b>	<b>22,770</b>	<b>22,770</b>	<b>12,593</b>	<b>27,600</b>
<b>Capital Outlay</b>					
10.71.6030 Capital Outlay - Vehicles	8,450	-	-	-	40,000
<b>Total Capital Outlay</b>	<b>8,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
<b>Total Emerg Mgmt Expenditures</b>	<b>86,148</b>	<b>62,839</b>	<b>62,839</b>	<b>13,383</b>	<b>97,600</b>

**POLICE**

<b>DEPARTMENTAL VISION STATEMENT</b>
The members of the Manvel Police Department are committed to excellence in law enforcement and are dedicated to the people, traditions and diversity of our City.

<b>FUNCTIONS</b>
• Administration
• Criminal Investigations
• Patrol
• Communications
• Support Staff

The Police Department is responsible for maintaining the safety of the citizens of the City of Manvel as well as the persons who travel to and visit our city. This is accomplished by vigilant patrol and rapid response to calls for service. The officers of the Police Department are responsible for enforcing federal, state and local laws. The members of the Police Department take pride in the standard that they set with the relationship between the community and their Police Department.

The Police Department is commanded by the Chief of Police who oversees the overall activities of the department and different divisions. The Chief of Police writes and sets policy for the department, researches and compiles reports for criminal statistics, manages the department’s budget and purchasing, approves leave and training requests, assists on calls for service, enforces traffic and criminal law and any other duty that would maintain the efficiency of the department.

The Criminal Investigations Division (CID) consists of a Detective Sergeant and an Investigator. The Criminal Investigations division is responsible for investigating reported criminal activity, obtaining arrest warrants and evidence management. The CID responds to major criminal offenses, processes crime scenes and collects evidence for investigation and prosecution. They also process evidence for fingerprints or identifiers (such as DNA) that could help identify a suspect in a case.

The Patrol Division is made up of Patrol Sergeants and Patrol Officers. The officers of the department are responsible for patrolling the city and enforcing federal, state and municipal laws. Officers enforce traffic law, investigate accidents, respond to calls for service (such as animal complaints and business and residential alarms), conduct vacation watches and close patrols. Officers write reports and investigate criminal activity which includes processing scenes for evidence, collecting evidence, submitting reports for investigation and prosecution, obtaining warrants for arrest and making arrests of individuals identified as suspects in criminal cases.

The department’s Communications Division answers the incoming administrative phone calls, 911 emergency calls and dispatch calls for the Manvel Police Department, Manvel Fire Department, and even the Alvin Independent School District Police on weekends and holidays.

===== **FY2019-20 ANNUAL BUDGET** =====

The Communications Supervisor oversees the department's communications personnel. Our Communications Supervisor also doubles as the Records Clerk. The Records Clerk compiles data for monthly and quarterly reports as well as data for the Uniform Crime Report (UCR) to be submitted monthly. The Records Clerk reviews reports and prepares the reports and supporting documents to be submitted for prosecution. The Records Clerk monitors the records management system as well as the Computer Aided Dispatch (CAD) data entry to ensure correctness, monitors the training of the communications personnel and department personnel who have access to the Texas Law Enforcement Telecommunications System TLETS, and receives and compiles public information records requests.

===== FY2019-20 ANNUAL BUDGET =====

DEPARTMENT: POLICE

FUND: GENERAL FUND

PERSONNEL SCHEDULE	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Estimate	FY 19-20 Budget
Chief of Police	1	1	1	1
Captain	0	1	1	1
Administrative Assistant	0	1	1	1
Detective Sergeant	1	1	1	1
Detective	1	1	1	1
Patrol Sergeant	4	4	4	4
Patrol Officers	12	14	14	14
Communications	5	4	4	4
Records/Communications Supervisor	1	1	1	1
<b>Total Full Time Employees</b>	<b>25</b>	<b>28</b>	<b>28</b>	<b>28</b>

FY 2018-2019 DEPARTMENTAL ACCOMPLISHMENTS
Increased staffing by adding two patrol officers, administrative captain, and reclassifying a position to administrative assistant.
Held two "Prescription Drug Take Back" initiatives with DEA and Bay Area Council for Drugs and Alcohol. During the year the department hosts these events and has become a major drop off point.
Attended National Night Out Event in various subdivisions in the city. Officers attend these events hosted by HOA and neighborhood block parties. These events have become a way for officers to meet and interact with the community.
Continued vigilant patrols in residential areas as well as new construction sites.
Increased public awareness through technology use and increased staff continuing education by attending relevant schools.
Successfully completed TCIC/NCIC and TLETS audits which are conducted every three years.

FY 2019-20 DEPARTMENTAL GOALS
Improve case clearance and increase city wide patrol.
Enhance departmental activities to address current and future development and to protect and serve our citizens and those people visiting our community.
Work towards the department becoming a "Recognized Police Department" through the Texas Police Chiefs Association best practices initiative.
Continue our Citizens Police Academy
Maintain security of records and building as required by CJIS.
Partner with the City of Pearland Police Department for records management and CAD systems.
Continue the positive relationship that has been established with other agencies.

===== FY2019-20 ANNUAL BUDGET =====

## Police

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Police Expenditures</b>					
<b>Personnel</b>					
10.90.5000 Salaries	1,224,518	1,463,044	1,431,880	1,186,235	1,520,157
10.90.5001 Additional Compensation	58	-	-	-	-
10.90.5002 Overtime	16,330	25,000	25,000	17,541	25,000
10.90.5006 Longevity	3,660	4,920	4,920	4,920	4,320
10.90.5008 Bailiff	704	-	-	-	-
10.90.5010 Fica Expense	89,298	101,437	101,437	88,591	118,604
10.90.5012 TWC Unemployment Ins	-	4,050	4,050	-	4,536
10.90.5030 Health Insurance	217,389	231,300	231,300	210,331	262,779
10.90.5031 Vision Insurance	2,696	2,970	2,970	2,461	3,075
10.90.5032 Life & LTD	5,226	5,845	5,845	4,761	4,100
10.90.5033 Dental Insurance	11,160	12,421	12,421	11,307	14,126
10.90.5034 Retirement	112,372	146,538	146,538	142,934	167,592
10.90.5035 Cell Phone Allowance	-	-	-	421	900
10.90.5038 Flex Admin	717	1,110	1,110	895	1,243
10.90.5039 Flex Card - Health Ins	8,752	10,002	10,002	7,418	10,340
10.90.5040 Workers Compensation	19,843	47,735	47,735	21,520	57,000
10.90.5099 Salary Reserve	-	(53,026)	(53,026)	-	-
<b>Total Personnel</b>	<b>1,712,724</b>	<b>2,003,345</b>	<b>1,972,181</b>	<b>1,699,334</b>	<b>2,193,772</b>
<b>Commodities</b>					
10.90.5210 Supplies	2,061	2,500	2,500	2,632	3,000
10.90.5211 Supplies - Crime Prevention	(324)	2,000	2,000	769	2,000
10.90.5220 Janitorial Supplies & Cleaning	1,174	1,500	1,500	1,279	1,500
10.90.5222 Postage	613	1,500	1,500	609	1,500
10.90.5225 Fuel	48,254	40,000	40,000	42,561	40,000
10.90.5230 Office Expense	4,092	4,000	4,000	4,530	4,000
10.90.5240 Minor Tools & Equipment	72,993	36,105	63,269	70,758	55,000
<b>Total Commodities</b>	<b>128,863</b>	<b>87,605</b>	<b>114,769</b>	<b>123,138</b>	<b>107,000</b>

===== FY2019-20 ANNUAL BUDGET =====

**Police (cont.)**

	<b>FY18 Actual</b>	<b>FY19 Original Budget</b>	<b>FY19 Revised Budget</b>	<b>FY19 Estimate</b>	<b>FY20 Proposed Budget</b>
<b>Contractual Services</b>					
10.90.5364 Records & Evidence Storage	3,846	4,000	4,642	4,552	4,000
10.90.5370 Radio Repairs	615	1,000	1,000	370	1,000
10.90.5380 Building Repair & Maintenance	5,086	15,000	11,000	12,925	15,000
10.90.5420 Electricity	4,793	4,000	4,000	5,049	5,000
10.90.5430 Gas Utilities	278	250	250	255	250
10.90.5436 Communications Expense	7,485	8,700	8,700	7,813	8,700
10.90.5440 Computer Maintenance/Support	900	1,200	1,200	14,828	2,500
10.90.5445 Telephone	19,599	19,900	19,900	20,249	19,900
10.90.5446 Uniforms	8,374	9,900	13,122	15,268	9,900
10.90.5458 Maintenance Agreements	56,588	60,000	60,000	67,674	60,000
10.90.5473 Animal Control Expense	33	500	500	75	500
10.90.5550 Radio Usage	17,712	17,500	17,500	17,500	18,750
<b>Total Contractual Services</b>	<b>125,308</b>	<b>141,950</b>	<b>141,814</b>	<b>166,559</b>	<b>145,500</b>
<b>Other Services</b>					
10.90.5618 Job Recruiting	690	700	700	698	700
10.90.5622 Dues & Subscriptions	451	600	600	553	600
10.90.5638 Vehicle Repairs/Maintenance	29,062	25,000	25,000	19,392	25,000
10.90.5645 Training & Travel	7,795	15,500	15,500	12,786	15,000
10.90.5646 Training - Mandatory	1,537	1,800	1,800	1,744	1,800
10.90.5659 Firearms/Taser	6,261	8,500	8,500	7,076	8,500
10.90.5660 Investigative Expense	1,310	2,000	2,000	222	3,000
10.90.5675 Education Reimbursement	-	500	500	500	500
10.90.5685 Jail Operations	-	400	400	400	400
10.90.5700 Vehicle/Equip Replacement Fees	115,975	138,207	138,207	138,207	65,000
<b>Total Other Services</b>	<b>163,081</b>	<b>193,207</b>	<b>193,207</b>	<b>181,578</b>	<b>120,500</b>
<b>Capital Outlay</b>					
10.90.6030 Capital Outlay - Vehicle	44,514	37,400	54,564	54,564	-
10.90.6080 Capital Outlay - Building	-	10,000	14,000	15,009	-
<b>Total Capital Outlay</b>	<b>44,514</b>	<b>47,400</b>	<b>68,564</b>	<b>69,573</b>	<b>-</b>
<b>Total Police Expenditures</b>	<b>2,174,490</b>	<b>2,473,507</b>	<b>2,490,535</b>	<b>2,240,182</b>	<b>2,566,772</b>

## Transfers Out

		FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Transfers Out</b>						
10.10.8582	Transfer To - Capital Projects Fund	1,725,000	200,000	200,000	695,000	-
10.10.8540	Transfer To - Utility Fund	-	-	-	-	373,000
10.10.8540	Transfer To - Court Security Fund	-	-	-	-	-
10.10.8592	Transfer To - Parks Fund	100,000	50,000	50,000	50,000	50,000
<b>Total Transfers Out</b>		<b>1,825,000</b>	<b>250,000</b>	<b>250,000</b>	<b>745,000</b>	<b>423,000</b>

# City of Manvel, Texas

## Section 8 - Special Revenue Funds



### Community Impact Fee Fund

The Community Impact Fee Fund provides for the accounting of fees collected for the expansion of the water & wastewater system. These fees are calculated and reviewed according to state provisions.

### Parks Fund

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

### Hotel Occupancy Tax Fund

The Hotel Occupancy Tax Fund provides for the accounting of taxes collected from the hotels within the city. The collected money has to be spent on goods and services to promote tourism and the convention and hotel industry as per state law.

### Court Security Fund

The Court Security Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase security for the Court.

### Court Technology Fund

The Court Technology Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase technology for the Court.

### Law Enforcement Fund

The Law Enforcement Fund provides for the accounting of money and/or property seized through various operations of the police department in accordance with state statute.

### Public, Educational, and Government (PEG) Fee Fund

The PEG Fee Fund provides for the accounting of fees collected by cable companies doing business in the City of Manvel in accordance with state statute. The funds are provided to purchase improvements for PEG Access programming and these funds must be used only for the production of PEG Access programming, according to state law.

### South Manvel Development Authority (SMDA) Fund

The SMDA Fund provides for the accounting of funds for development in the southern areas of Manvel. This fund partners with the TIRZ #3 Fund and acts to use funds generated from property taxes to reinvest in development of the area.

### Tax Increment Reinvestment Zone #3 (TIRZ #3) Fund

The TIRZ #3 Fund is for the accounting of funds collected in the defined zone of property in the southern area of Manvel.

### Manvel Economic Development Corp (MEDC) Fund

This is the Fund that accounts for the Manvel Economic Development Corporation. The revenues are derived by ½ cent sales tax designated for economic development.

===== FY2019-20 ANNUAL BUDGET =====

**COMMUNITY IMPACT FEE FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Impact Fee Revenues</b>					
<b>Investment Earnings</b>					
45.06.4600 Interest Income	7,975	2,000	2,000	267	8,500
<b>Total Investment Earnings</b>	<b>7,975</b>	<b>2,000</b>	<b>2,000</b>	<b>267</b>	<b>8,500</b>
<b>Utility Revenues</b>					
45.08.4334 Impact Fees - Water	299,741	350,000	350,000	442,395	370,000
45.08.4336 Impact Fees - Wastewater	68,987	90,000	90,000	103,688	90,000
<b>Total Utility Revenues</b>	<b>368,728</b>	<b>440,000</b>	<b>440,000</b>	<b>546,083</b>	<b>460,000</b>
<b>Transfers In</b>					
45.00.1240 Due From Utility Fund	-	-	-	-	-
<b>Total Transfers In</b>	-	-	-	-	-
<b>Total Impact Fee Revenues</b>	<b>376,704</b>	<b>442,000</b>	<b>442,000</b>	<b>546,350</b>	<b>468,500</b>
<b>Impact Fee Expenditures</b>					
<b>Contractual Services</b>					
45.10.5506 Refunds to Developers	123,200	-	-	-	-
<b>Total Contractual Services</b>	<b>123,200</b>	-	-	-	-
<b>Other Services</b>					
45.10.5800 Professional Services	-	10,000	10,000	-	5,000
<b>Total Other Services</b>	-	<b>10,000</b>	<b>10,000</b>	-	<b>5,000</b>
<b>Transfers Out</b>					
45.10.8582 Transfer to Capital Project Fund	310,000	400,000	400,000	400,000	400,000
<b>Total Transfers Out</b>	<b>310,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Total Impact Fee Expenditures</b>	<b>433,200</b>	<b>410,000</b>	<b>410,000</b>	<b>400,000</b>	<b>405,000</b>
<b>Net Revenues over (Expenditures)</b>	<b>(56,496)</b>	<b>32,000</b>	<b>32,000</b>	<b>146,350</b>	<b>63,500</b>
Fund Balance - Beginning	570,171	513,675	513,675	513,675	660,024
<b>Fund Balance - Ending</b>	<b>513,675</b>	<b>545,675</b>	<b>545,675</b>	<b>660,024</b>	<b>723,524</b>

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**PARKS FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Parks Revenues</b>					
<b>Investment Earnings</b>					
55.06.4600 Interest Income	1,375	750	750	54	50
<b>Total Investment Earnings</b>	<b>1,375</b>	<b>750</b>	<b>750</b>	<b>54</b>	<b>50</b>
<b>Other Revenues</b>					
55.07.4811 Other Income	-	-	-	31,000	-
<b>Total Other Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,000</b>	<b>-</b>
<b>Transfers In</b>					
55.07.4954 Transfer In - Capital Projects Fund	100,000	-	-	-	-
55.07.4950 Transfer In - General Fund	-	50,000	50,000	50,000	50,000
<b>Total Transfers In</b>	<b>100,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Parks Revenues</b>	<b>101,375</b>	<b>50,750</b>	<b>50,750</b>	<b>81,054</b>	<b>50,050</b>
<b>Parks Expenditures</b>					
<b>Commodities</b>					
55.55.5220 Janitorial Supplies & Cleaning	1,126	1,200	1,200	281	1,200
<b>Total Commodities</b>	<b>1,126</b>	<b>1,200</b>	<b>1,200</b>	<b>281</b>	<b>1,200</b>
<b>Contractual Services</b>					
55.55.5377 Beautification Projects	-	5,000	5,000	3,496	15,000
55.55.5380 Building Repair & Maintenance	200	5,000	5,000	1,963	5,000
55.55.5420 Electricity	405	1,000	1,000	(606)	1,000
55.55.5453 Grounds Maintenance	15,290	20,000	20,000	18,284	20,000
<b>Total Contractual Services</b>	<b>15,895</b>	<b>31,000</b>	<b>31,000</b>	<b>23,136</b>	<b>41,000</b>
<b>Capital Outlays</b>					
55.55.6070 Capital Outlay - Improvements	76,101	100,000	22,947	25,033	25,000
<b>Total Capital Outlays</b>	<b>76,101</b>	<b>100,000</b>	<b>22,947</b>	<b>25,033</b>	<b>25,000</b>
<b>Total Parks Expenditures</b>	<b>93,122</b>	<b>132,200</b>	<b>55,147</b>	<b>48,450</b>	<b>67,200</b>
<b>Net Revenues over (Expenditures)</b>	<b>8,253</b>	<b>(81,450)</b>	<b>(4,397)</b>	<b>32,604</b>	<b>(17,150)</b>
Fund Balance - Beginning	100,000	108,253	108,253	108,253	140,857
<b>Fund Balance - Ending</b>	<b>108,253</b>	<b>26,803</b>	<b>103,856</b>	<b>140,857</b>	<b>123,707</b>

**HOTEL OCCUPANCY TAX FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Hotel Revenues</b>					
<b>Other Tax Revenues</b>					
60.02.4901 Hotel Taxes	77,269	75,000	75,000	62,435	50,000
<b>Total Other Tax Revenues</b>	<b>77,269</b>	<b>75,000</b>	<b>75,000</b>	<b>62,435</b>	<b>50,000</b>
<b>Investment Earnings</b>					
60.06.4600 Interest Income	5,169	200	200	9,118	5,000
<b>Total Investment Earnings</b>	<b>5,169</b>	<b>200</b>	<b>200</b>	<b>9,118</b>	<b>5,000</b>
<b>Other Revenues</b>					
60.07.4811 Other Income	(163)	-	-	-	-
<b>Total Other Revenues</b>	<b>(163)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Hotel Revenues</b>	<b>82,275</b>	<b>75,200</b>	<b>75,200</b>	<b>71,553</b>	<b>55,000</b>
<b>Hotel Expenditures</b>					
<b>Other Services</b>					
60.10.5725 Advertising & Promotions	256	10,000	10,000	4,021	10,000
<b>Total Other Services</b>	<b>256</b>	<b>10,000</b>	<b>10,000</b>	<b>4,021</b>	<b>10,000</b>
<b>Total Hotel Expenditures</b>	<b>256</b>	<b>10,000</b>	<b>10,000</b>	<b>4,021</b>	<b>10,000</b>
<b>Net Revenues over (Expenditures)</b>	<b>82,019</b>	<b>65,200</b>	<b>65,200</b>	<b>67,532</b>	<b>45,000</b>
Fund Balance - Beginning	480,885	562,904	562,904	562,904	630,436
<b>Fund Balance - Ending</b>	<b>562,904</b>	<b>628,104</b>	<b>628,104</b>	<b>630,436</b>	<b>675,436</b>

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**COURT SECURITY FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Court Security Revenues</b>					
<b>Fines and Fees</b>					
62.05.4400 Court Fines	5,741	5,052	5,052	4,464	5,200
<b>Total Fines and Fees</b>	<b>5,741</b>	<b>5,052</b>	<b>5,052</b>	<b>4,464</b>	<b>5,200</b>
<b>Investment Earnings</b>					
62.06.4600 Interest Income	112	20	20	229	300
<b>Total Investment Earnings</b>	<b>112</b>	<b>20</b>	<b>20</b>	<b>229</b>	<b>300</b>
<b>Transfers In</b>					
62.06.4950 Transfer In - General Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Court Security Revenues</b>	<b>5,853</b>	<b>5,072</b>	<b>5,072</b>	<b>4,693</b>	<b>5,500</b>
<b>Court Security Expenditures</b>					
<b>Personnel</b>					
62.10.5000 Salaries	133	4,056	4,056	962	3,200
62.10.5004 Taxes, Social Security	-	310	310	74	240
62.10.5005 Retirement	-	450	450	120	350
62.10.5010 Taxes, Social Security	10	-	-	-	150
62.10.5034 Retirement	17	-	-	-	350
62.10.5012 TWC	-	183	183	-	-
62.10.5040 Worker's Compensation	-	73	73	-	-
<b>Total Personnel</b>	<b>160</b>	<b>5,072</b>	<b>5,072</b>	<b>1,156</b>	<b>4,290</b>
<b>Total Court Security Expenditures</b>	<b>160</b>	<b>5,072</b>	<b>5,072</b>	<b>1,156</b>	<b>4,290</b>
<b>Net Revenues over (Expenditures)</b>	<b>5,693</b>	<b>0</b>	<b>0</b>	<b>3,537</b>	<b>1,210</b>
Fund Balance - Beginning	5,763	11,456	11,456	11,456	14,994
<b>Fund Balance - Ending</b>	<b>11,456</b>	<b>11,457</b>	<b>11,457</b>	<b>14,994</b>	<b>16,204</b>

**COURT TECHNOLOGY FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Court Technology Revenues</b>					
<b>Fines and Fees</b>					
64.05.4400 Court Fines	7,628	6,000	6,000	5,948	6,000
<b>Total Fines and Fees</b>	<b>7,628</b>	<b>6,000</b>	<b>6,000</b>	<b>5,948</b>	<b>6,000</b>
<b>Investment Earnings</b>					
64.06.4600 Interest Income	226	15	15	9	25
<b>Total Investment Earnings</b>	<b>226</b>	<b>15</b>	<b>15</b>	<b>9</b>	<b>25</b>
<b>Total Court Technology Revenues</b>	<b>7,854</b>	<b>6,015</b>	<b>6,015</b>	<b>5,957</b>	<b>6,025</b>
<b>Court Technology Expenditures</b>					
<b>Commodities</b>					
64.10.5240 Minor Tools & Equipment	-	25,000	25,000	-	25,000
<b>Total Commodities</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
<b>Total Court Technology Expenditures</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
<b>Net Revenues over (Expenditures)</b>	<b>7,854</b>	<b>(18,985)</b>	<b>(18,985)</b>	<b>5,957</b>	<b>(18,975)</b>
Fund Balance - Beginning	16,401	24,255	24,255	24,255	30,212
<b>Fund Balance - Ending</b>	<b>24,255</b>	<b>5,270</b>	<b>5,270</b>	<b>30,212</b>	<b>11,237</b>

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**LAW ENFORCEMENT FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Law Enforcement Revenues</b>					
<b>Investment Earnings</b>					
65.06.4600 Interest Income	9	-	-	0	-
<b>Total Investment Earnings</b>	<u>9</u>	<u>-</u>	<u>-</u>	<u>0</u>	<u>-</u>
<b>Other Revenues</b>					
65.06.4811 Other Income	1,504	-	-	-	-
65.06.4505 Seizure Funds	-	-	-	1,663	1,500
<b>Total Other Revenues</b>	<u>1,504</u>	<u>-</u>	<u>-</u>	<u>1,663</u>	<u>1,500</u>
<b>Total Law Enforcement Revenues</b>	<u>1,513</u>	<u>-</u>	<u>-</u>	<u>1,664</u>	<u>1,500</u>
Fund Balance - Beginning	844	2,357	2,357	2,357	4,021
<b>Fund Balance - Ending</b>	<u>2,357</u>	<u>2,357</u>	<u>2,357</u>	<u>4,021</u>	<u>5,521</u>

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**PEG FEE FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>PEG Fee Revenues</b>					
<b>Franchise Fees</b>					
67.03.4110 PEG Fees	14,446	18,000	18,000	15,317	15,000
<b>Total Franchise Fees</b>	<b>14,446</b>	<b>18,000</b>	<b>18,000</b>	<b>15,317</b>	<b>15,000</b>
<b>Investment Earnings</b>					
67.06.4600 Interest Income	991	25	25	39	30
<b>Total Investment Earnings</b>	<b>991</b>	<b>25</b>	<b>25</b>	<b>39</b>	<b>30</b>
<b>Other Revenues</b>					
67.07-4811 Other Income	-	-	-	1,185	-
<b>Total Other Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,185</b>	<b>-</b>
<b>Total PEG Fee Revenues</b>	<b>15,437</b>	<b>18,025</b>	<b>18,025</b>	<b>16,542</b>	<b>15,030</b>
<b>PEG Fee Expenditures</b>					
<b>Capital Outlay</b>					
67.10.6020 Capital Outlay - Equipment	-	50,000	50,000	-	50,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>Total PEG Fee Expenditures</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>Net Revenues over (Expenditures)</b>	<b>15,437</b>	<b>(31,975)</b>	<b>(31,975)</b>	<b>16,542</b>	<b>(34,970)</b>
Fund Balance - Beginning	86,507	101,944	101,944	101,944	118,485
<b>Fund Balance - Ending</b>	<b>101,944</b>	<b>69,969</b>	<b>69,969</b>	<b>118,485</b>	<b>83,515</b>

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**SMDA FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>SMDA Revenues</b>					
<b>Property Taxes/Assessments</b>					
80.01.4000 Current Ad Valorem Tax Rev.	-	-	-	-	-
<b>Total Property Taxes/Assessments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment Earnings</b>					
80.06.4600 Interest Income	2,083	20	20	4,620	5,000
<b>Total Investment Earnings</b>	<b>2,083</b>	<b>20</b>	<b>20</b>	<b>4,620</b>	<b>5,000</b>
<b>Transfers In</b>					
80.09.4961 Transfers In - TIRZ #3	80,057	64,000	64,000	92,321	66,025
<b>Total Transfers In</b>	<b>80,057</b>	<b>64,000</b>	<b>64,000</b>	<b>92,321</b>	<b>66,025</b>
<b>Total SMDA Revenues</b>	<b>82,140</b>	<b>64,020</b>	<b>64,020</b>	<b>96,941</b>	<b>71,025</b>
<b>SMDA Expenditures</b>					
<b>Commodities</b>					
80.10.5230 Office Expense	-	-	-	-	-
80.10.5232 Miscellaneous	-	-	-	-	-
<b>Total Commodities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Contractual Services</b>					
80.10.5461 Planning & Development	2,688	5,000	5,000	360	2,000
<b>Total Contractual Services</b>	<b>2,688</b>	<b>5,000</b>	<b>5,000</b>	<b>360</b>	<b>2,000</b>
<b>Other Services</b>					
80.10.5701 Legal Fees	-	50	50	-	1,000
<b>Total Other Services</b>	<b>-</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>1,000</b>
<b>Total SMDA Expenditures</b>	<b>2,688</b>	<b>5,050</b>	<b>5,050</b>	<b>360</b>	<b>3,000</b>
<b>Net Revenues over (Expenditures)</b>	<b>79,452</b>	<b>58,970</b>	<b>58,970</b>	<b>96,581</b>	<b>68,025</b>
Fund Balance - Beginning	122,809	202,261	202,261	202,261	298,842
<b>Fund Balance - Ending</b>	<b>202,261</b>	<b>261,231</b>	<b>261,231</b>	<b>298,842</b>	<b>366,867</b>

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**TIRZ #3 FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>TIRZ #3 Revenues</b>					
<b>Property Taxes/Assessments</b>					
81.01.4000 Current Ad Valorem Taxes	55,971	42,000	42,000	61,563	61,000
81.01.4010 Delinquent Ad Valorem Taxes	-	-	-	5,282	5,000
81.01.4020 Brazoria County - Ad Valorem Taxes	17,997	15,000	15,000	18,413	-
<b>Total Property Taxes/Assessments</b>	<b>73,968</b>	<b>57,000</b>	<b>57,000</b>	<b>85,258</b>	<b>66,000</b>
<b>Other Tax Revenues</b>					
81.02.4030 Sales Tax Revenues	6,049	7,000	7,000	7,000	-
<b>Total Other Tax Revenues</b>	<b>6,049</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>Investment Earnings</b>					
81.06.4600 Interest Income	40	100	100	63	25
<b>Total Investment Earnings</b>	<b>40</b>	<b>100</b>	<b>100</b>	<b>63</b>	<b>25</b>
<b>Total TIRZ #3 Revenues</b>	<b>80,057</b>	<b>64,100</b>	<b>64,100</b>	<b>92,321</b>	<b>66,025</b>
<b>TIRZ #3 Expenditures</b>					
<b>Commodities</b>					
81.10.5230 Office Expense	-	-	-	-	-
<b>Total Commodities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers Out</b>					
81.95.8587 Transfer Out - SMDA Fund	80,057	64,000	64,000	92,321	66,025
<b>Total Transfers Out</b>	<b>80,057</b>	<b>64,000</b>	<b>64,000</b>	<b>92,321</b>	<b>66,025</b>
<b>Total TIRZ #3 Expenditures</b>	<b>80,057</b>	<b>64,000</b>	<b>64,000</b>	<b>92,321</b>	<b>66,025</b>
<b>Net Revenues over (Expenditures)</b>	<b>-</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>-</b>
Fund Balance - Beginning	-	-	-	-	0
<b>Fund Balance - Ending</b>	<b>-</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>

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**MEDC FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>MEDC Revenues</b>					
<b>Other Tax Revenues</b>					
90.02.4030 Sales Tax Revenue	811,382	828,000	828,000	829,213	850,000
<b>Total Other Tax Revenues</b>	<b>811,382</b>	<b>828,000</b>	<b>828,000</b>	<b>829,213</b>	<b>850,000</b>
<b>Investment Earnings</b>					
90.06.4600 Interest Income	18,011	5,000	5,000	-	24,000
<b>Total Investment Earnings</b>	<b>18,011</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>24,000</b>
<b>Total MEDC Revenues</b>	<b>829,393</b>	<b>833,000</b>	<b>833,000</b>	<b>829,213</b>	<b>874,000</b>
<b>MEDC Expenditures</b>					
<b>Commodities</b>					
90.10.5230 Office Expense	-	500	500	-	500
<b>Total Commodities</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>Contractual Services</b>					
90.10.5305 Service Agreements	23,227	12,000	12,000	-	12,000
90.10.5477 Audit and Professional Fees	2,625	2,625	2,625	-	2,775
<b>Total Contractual Services</b>	<b>25,852</b>	<b>14,625</b>	<b>14,625</b>	<b>-</b>	<b>14,775</b>
<b>Other Services</b>					
90.10.5600 Marketing and Website	-	-	-	-	-
90.10.5622 Dues and Memberships	6,548	6,600	6,600	-	6,600
90.10.5625 Publications	232	1,500	1,500	-	1,500
90.10.5630 Insurance and Bonds	-	250	250	-	250
90.10.5644 Orientation and Training	-	2,000	2,000	-	2,000
90.10.5647 Conference and Meetings	1,325	2,000	2,000	-	2,000
90.10.5701 Legal Fees	-	-	-	-	-
90.10.5800 Eng/Consulting/Planning Fees	-	10,000	10,000	-	-
<b>Total Other Services</b>	<b>8,105</b>	<b>22,350</b>	<b>22,350</b>	<b>-</b>	<b>12,350</b>

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**MEDC FUND (cont.)**

	<b>FY18 Actual</b>	<b>FY19 Original Budget</b>	<b>FY19 Revised Budget</b>	<b>FY19 Estimate</b>	<b>FY20 Proposed Budget</b>
<b>Capital Outlays</b>					
90.10.6050 Capital Outlay	-	-	-	-	-
90.10.7600 Contingency/Projects	64,123	-	-	-	75,000
<b>Total Capital Outlays</b>	<b>64,123</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
<b>Transfers Out</b>					
90.10.8590 Transfer to Debt Service Fund	92,654	90,996	90,996	-	89,339
90.10.8590 Transfer to Debt Service Fund	-	-	-	-	-
90.10.8591 Transfer to General Fund Fund	789,097	-	-	-	-
90.10.8592 Transfer to Capital Proj Fund	-	745,000	745,000	-	765,000
<b>Total Transfers Out</b>	<b>881,751</b>	<b>835,996</b>	<b>835,996</b>	<b>-</b>	<b>854,339</b>
<b>Total MEDC Expenditures</b>	<b>979,831</b>	<b>873,471</b>	<b>873,471</b>	<b>-</b>	<b>956,964</b>
<b>Net Revenues over (Expenditures)</b>	<b>(150,437)</b>	<b>(40,471)</b>	<b>(40,471)</b>	<b>829,213</b>	<b>(82,964)</b>
Fund Balance - Beginning	2,013,301	1,862,864	1,862,864	1,862,864	2,692,077
<b>Fund Balance - Ending</b>	<b>1,862,864</b>	<b>1,822,392</b>	<b>1,822,392</b>	<b>2,692,077</b>	<b>2,609,113</b>

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# City of Manvel, Texas

## Section 9 - Proprietary Funds



### Vehicle/Equipment Replacement Fund

The Vehicle/Equipment Replacement Fund provides for the accounting of funds allocated from the various departments for the usage/replacement of vehicles and particular equipment. These funds are budgeted within the associated departments and transferred into this replacement fund. The amounts for City vehicles/equipment are scheduled over their useful life and updated for price changes over time. As units are scheduled for replacement, they are purchased and the cycle continues. Any new units that are first approved in a department's Capital Outlay line item will be added to this schedule in the year after purchase.



### Utility Fund

The Utility Fund will operate as an enterprise fund, meaning it will be funded through water, sewer and reuse service revenues and utility capacity fees. Until more customers are added, it will need a transfer from the General Fund to balance. With three water treatment plants and a wastewater treatment facility, the Utility Department provides service to the residents and businesses in Manvel. The Utility Department is responsible for providing high quality, safe drinking water and environmentally responsible wastewater service to the community.

===== FY2019-20 ANNUAL BUDGET =====

**VEHICLE/EQUIPMENT REPLACEMENT FUND**

	<b>FY18 Actual</b>	<b>FY19 Original Budget</b>	<b>FY19 Revised Budget</b>	<b>FY19 Estimate</b>	<b>FY20 Proposed Budget</b>
<b>Vehicle Replacement Revenues</b>					
<b>Investment Earnings</b>					
12.06.4600 Interest Income	2,517	700	700	1,350	700
<b>Total Investment Earnings</b>	<b>2,517</b>	<b>700</b>	<b>700</b>	<b>1,350</b>	<b>700</b>
<b>Other Revenue</b>					
12.07.4740 Vehicle/Equip. Replacement Fees	272,401	381,851	381,851	358,223	265,000
12.07.4800 Insurance & Other Reimbursements	1,876	-	-	-	-
12.07.4815 Gain on Sale of Asset Disposal	856	-	-	-	1,000
<b>Total Other Revenue</b>	<b>275,133</b>	<b>381,851</b>	<b>381,851</b>	<b>358,223</b>	<b>266,000</b>
<b>Transfers In</b>					
12.09.4950 Transfers in - General Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Vehicle Replacement Revenues</b>	<b>277,650</b>	<b>382,551</b>	<b>382,551</b>	<b>359,573</b>	<b>266,700</b>
<b>Vehicle Replacement Expenditures</b>					
<b>Contractual Services</b>					
12.10.5460 Lease Payment	-	-	-	-	-
<b>Total Contractual Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Services</b>					
12.10.5630 Insurance and Bonds	-	2,500	2,500	-	2,500
12.10.5655 Other Expenses	3,802	1,000	1,000	-	1,000
<b>Total Other Services</b>	<b>3,802</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>	<b>3,500</b>
<b>Capital Outlays</b>					
12.91.6030 Capital Outlay - Vehicle	-	123,500	123,500	113,650	163,000
12.91.8410 Depreciation Expense	121,895	110,000	110,000	110,000	100,000
<b>Total Capital Outlays</b>	<b>121,895</b>	<b>233,500</b>	<b>233,500</b>	<b>223,650</b>	<b>263,000</b>
<b>Total Vehicle Replacement Expenditures</b>	<b>125,697</b>	<b>237,000</b>	<b>237,000</b>	<b>223,650</b>	<b>266,500</b>
<b>Net Revenues over (Expenditures)</b>	<b>151,953</b>	<b>145,551</b>	<b>145,551</b>	<b>135,923</b>	<b>200</b>
Fund Balance - Beginning	500,382	652,335	652,335	652,335	788,258
<b>Ending Fund Balance</b>	<b>652,335</b>	<b>797,886</b>	<b>797,886</b>	<b>788,258</b>	<b>788,458</b>

**UTILITY FUND**

**Funding Sources and Uses – Utility Fund**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Water/Wastewater Revenues</b>					
Investment Earnings	1,464	1,000	-	353	500
Other Revenues	1,326,296	5,000	5,000	10,261	5,000
Utility Revenues	588,268	759,000	759,000	650,344	723,000
Transfers In	-	-	-	-	373,000
<b>Total Water/Wastewater Revenues</b>	<b>1,916,028</b>	<b>765,000</b>	<b>764,000</b>	<b>660,959</b>	<b>1,101,500</b>
<b>Water/Wastewater Expenditures</b>					
Administration	274,339	352,486	352,486	335,075	401,100
Water	565,076	630,815	634,364	532,509	487,400
Wastewater	99,681	257,400	334,875	365,374	413,000
<b>Total Water/Wastewater Expenditures</b>	<b>939,096</b>	<b>1,240,701</b>	<b>1,321,725</b>	<b>1,232,958</b>	<b>1,301,500</b>
<b>Revenues over Expenditures</b>	<b>976,932</b>	<b>(475,701)</b>	<b>(557,725)</b>	<b>(571,999)</b>	<b>(200,000)</b>
Add back depreciation expense	253,138	200,000	200,000	200,000	200,000
<b>Net Revenues over Expenditures</b>	<b>1,230,070</b>	<b>(275,701)</b>	<b>(357,725)</b>	<b>(371,999)</b>	<b>0</b>

## Utility Fund Revenue – Details

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Water/Wastewater Revenues</b>					
<b>Investment Earnings</b>					
40.06.4600 Interest Income	1,464	1,000	-	353	500
<b>Total Investment Earnings</b>	<b>1,464</b>	<b>1,000</b>	<b>-</b>	<b>353</b>	<b>500</b>
<b>Other Revenues</b>					
40.07.4800 Insurance & Other Reimbursements	76,789	-	-	4,640	-
40.07.4811 Other Income	2,833	5,000	5,000	5,621	5,000
40.08.4971 Contributed Capital	1,246,675	-	-	-	-
<b>Total Other Revenues</b>	<b>1,326,296</b>	<b>5,000</b>	<b>5,000</b>	<b>10,261</b>	<b>5,000</b>
<b>Utility Revenues</b>					
40.08.4301 Water Revenue	268,366	300,000	300,000	320,079	350,000
40.08.4302 Wastewater Revenue	245,042	275,000	275,000	270,363	300,000
40.08.4310 Meter Fee - Water	-	2,000	2,000	-	-
40.08.4311 Water Meters	46,396	135,000	135,000	35,290	50,000
40.08.4320 Set-Up Fee	5,940	7,000	7,000	6,600	7,000
40.08.4321 Tap Connection Fees	13,700	10,000	10,000	600	1,000
40.08.4390 Late Penalty Fees	8,824	30,000	30,000	17,412	15,000
<b>Total Utility Revenues</b>	<b>588,268</b>	<b>759,000</b>	<b>759,000</b>	<b>650,344</b>	<b>723,000</b>
<b>Transfers In</b>					
40.08.4950 Transfer in - General Fund	-	-	-	-	373,000
40.08.4952 Transfer in - Debt Service Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>373,000</b>
<b>Total Water/Wastewater Revenues</b>	<b>1,916,028</b>	<b>765,000</b>	<b>764,000</b>	<b>660,959</b>	<b>1,101,500</b>

## Utility Fund Expenditures – Department Totals

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Utilities Expenditures</b>					
<b>Administration</b>					
Personnel	222,180	244,969	244,969	234,146	302,050
Commodities	2,480	10,600	10,600	14,243	11,100
Contractual Services	5,904	10,776	10,776	11,053	10,450
Other Services	43,775	86,141	86,141	75,633	77,500
Capital Outlays					
Transfers Out					
<b>Total Administration</b>	<b>274,339</b>	<b>352,486</b>	<b>352,486</b>	<b>335,075</b>	<b>401,100</b>
<b>Water</b>					
Personnel					
Commodities	11,382	16,500	16,500	20,186	31,000
Contractual Services	125,448	157,900	157,900	150,770	134,400
Other Services	175,108	256,415	259,964	161,553	122,000
Capital Outlays	253,138	200,000	200,000	200,000	200,000
Transfers Out					
<b>Total Water</b>	<b>565,076</b>	<b>630,815</b>	<b>634,364</b>	<b>532,509</b>	<b>487,400</b>
<b>Wastewater</b>					
Personnel					
Commodities	11,828	21,000	29,000	12,541	58,000
Contractual Services	64,941	35,400	28,275	113,966	100,000
Other Services	22,912	6,000	6,000	133,602	129,000
Capital Outlays	-	195,000	271,600	105,265	126,000
Transfers Out					
<b>Total Wastewater</b>	<b>99,681</b>	<b>257,400</b>	<b>334,875</b>	<b>365,374</b>	<b>413,000</b>
<b>Total Utilities Expenditures</b>	<b>939,096</b>	<b>1,240,701</b>	<b>1,321,725</b>	<b>1,232,958</b>	<b>1,301,500</b>

**ADMINISTRATION**

<b>DEPARTMENTAL VISION STATEMENT</b>
To make the City of Manvel a safe place to live, work, and visit by protecting individuals, preserving property, promoting a clean community and maintaining an exceptional quality of life.

<b>Utility Functions</b>
• Administration
• Water Treatment
• Water Distribution
• Wastewater Treatment
• Wastewater Distribution
• Utility Construction

The Utility Department is responsible for providing outstanding water and wastewater services to the community while complying with Federal and State superior regulatory requirements. This includes administrative oversight in operations, development maintenance, engineering services, GIS data base management, data analysis, innovative solutions and exceptional services to all of our customers. In addition, services include project management, plan reviews, contract administration, and investigating infrastructural and technical issues.

===== FY2019-20 ANNUAL BUDGET =====

DEPARTMENT: ADMINISTRATION

FUND: UTILITY FUND

<b>PERSONNEL SCHEDULE</b>	<b>FY 17-18 Actual</b>	<b>FY 18-19 Budget</b>	<b>FY 18-19 Estimate</b>	<b>FY 19-20 Budget</b>
Utility Supervisor	1	1	1	1
Plant Operator	1	1	1	1
Utility Operator	1	1	1	2
<b>Total Full Time Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>

<b>FY 2018-19 DEPARTMENTAL ACCOMPLISHMENTS</b>
Added 10,000 additional feet of water lines and 11,000 additional feet for sanitary sewer lines in Lakeland section 5 and City improvement projects.
Additional 25 fire hydrants added to Lakeland and 10 fire hydrants for capital improvement projects.
Implemented GIS technology allowing the city to obtain data metrics for water and wastewater lines and other city infrastructure.
Met 100% of all water and wastewater Federal and State compliant requirements, such as DLQOR, CCR and County production report.
Completed over 100 plan reviews resulting in more commercial and residential customers.
Relocated force main at wastewater treatment plant.

<b>FY 2019-20 DEPARTMENTAL GOALS</b>
Providing current and future customers with safe, efficient and cost-effective services while protecting the environment from pollution.
Strive for recognition by TCEQ as a superior water system design.
Improve operations by adding various systems, such as a SCADA system or a loop line circulating system.
Improve operating standards on older lift stations and enhance newer lift stations operating capabilities.
Meet Federal and State guide lines for water and wastewater compliance.
Enhance preventive maintenance by installing auto dialers at all lift stations to provide instant alerts to potential water/wastewater issues.

===== FY2019-20 ANNUAL BUDGET =====

## Administration

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Administration Expenditures</b>					
<b>Personnel</b>					
40.10.5000 Salaries	142,989	159,572	159,572	150,396	198,624
40.10.5002 Overtime	11,340	6,000	6,000	10,877	8,000
40.10.5006 Longevity	720	840	840	840	1,020
40.01.5007 Part Time Wages	-	-	-	158	-
40.10.5010 Fica Expense	10,996	12,177	12,177	10,735	15,835
40.10.5012 TWC Unemployment Ins.	-	486	486	-	648
40.10.5030 Health Insurance	30,485	27,756	27,756	28,084	37,540
40.10.5031 Vision Insurance	351	356	356	333	460
40.10.5032 Life & LTD Insurance	655	677	677	681	830
40.10.5033 Dental Insurance	1,468	1,491	1,491	1,509	2,055
40.10.5034 Retirement	19,509	17,420	17,420	19,466	17,000
40.10.5035 Cell Phone Allowance	173	900	900	969	1,800
40.10.5038 Flex Admin	92	133	133	144	137
40.10.5039 Flex Card - Health Ins	1,167	1,200	1,200	1,216	1,200
40.10.5040 Workers Compensation	11,196	15,961	15,961	8,739	16,900
40.10.5041 Pension Expense	(8,962)	-	-	-	-
<b>Total Personnel</b>	<b>222,180</b>	<b>244,969</b>	<b>244,969</b>	<b>234,146</b>	<b>302,050</b>
<b>Commodities</b>					
40.10.5222 Postage	1,813	1,600	1,600	1,709	600
40.10.5230 Office Expense	667	-	-	-	500
40.10.5240 Minor Tools	-	9,000	9,000	12,534	10,000
<b>Total Commodities</b>	<b>2,480</b>	<b>10,600</b>	<b>10,600</b>	<b>14,243</b>	<b>11,100</b>
<b>Contractual Services</b>					
40.10.5202 Mowing & Weed Control	355	2,000	2,000	1,957	2,000
40.10.5300 Equipment Rental	3,983	6,000	6,000	7,344	6,000
40.10.5445 Telephone	-	1,300	1,300	276	-
40.10.5446 Uniforms	90	-	-	-	450
40.10.5550 Radio Usage	1,476	1,476	1,476	1,476	2,000
<b>Total Contractual Services</b>	<b>5,904</b>	<b>10,776</b>	<b>10,776</b>	<b>11,053</b>	<b>10,450</b>
<b>Other Services</b>					
40.10.5615 Credit Card Processing Fees	8,958	9,000	9,000	10,303	10,000
40.10.5645 Training & Travel	307	4,500	4,500	2,689	4,500
40.10.5655 Other Expenses	7,772	-	-	-	-
40.10.5700 Vehicle/Equip Repl.Fees	24,149	62,641	62,641	62,641	58,000
40.10.5800 Eng/Consulting/Planning Fees	2,590	10,000	10,000	-	5,000
<b>Total Other Services</b>	<b>43,775</b>	<b>86,141</b>	<b>86,141</b>	<b>75,633</b>	<b>77,500</b>
<b>Total Administration Expenditures</b>	<b>274,339</b>	<b>352,486</b>	<b>352,486</b>	<b>335,075</b>	<b>401,100</b>

===== FY2019-20 ANNUAL BUDGET =====

## Water

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Water Expenditures</b>					
<b>Commodities</b>					
40.54.5204 Chemicals	9,204	12,000	12,000	17,546	20,000
40.54.5225 Fuel	61	2,000	2,000	460	2,000
40.54.5240 Minor Tools & Equipment	2,116	2,500	2,500	2,180	9,000
<b>Total Commodities</b>	<b>11,382</b>	<b>16,500</b>	<b>16,500</b>	<b>20,186</b>	<b>31,000</b>
<b>Contractual Services</b>					
40.54.5310 Meter Replacement Program	44,567	87,000	87,000	99,683	87,000
40.54.5312 Other Reimbursements	600	-	-	-	-
40.54.5325 Utility Billing Charges	249	-	-	-	-
40.54.5420 Electricity	55,629	55,200	55,200	31,858	25,000
40.54.5440 Computer Maintenance/Support	4,484	2,400	2,400	5,143	3,500
40.54.5441 Computer Software	824	-	-	-	-
40.54.5445 Telephone	1,351	1,300	1,300	1,182	1,300
40.54.5446 Uniforms	-	-	-	1,111	600
40.54.5498 Tap Connection Expense	-	-	-	1,650	-
40.54.5499 Laboratory Expenses	17,744	12,000	12,000	10,143	17,000
<b>Total Contractual Services</b>	<b>125,448</b>	<b>157,900</b>	<b>157,900</b>	<b>150,770</b>	<b>134,400</b>
<b>Other Services</b>					
40.54.5636 Equipment Repairs/Maintenance	156,203	237,500	240,909	137,032	100,000
40.54.5638 Vehicle Repairs/Maintenance	4,671	-	140	3,824	5,000
40.54.5645 Training & Travel	2,394	750	750	213	1,000
40.54.5700 Vehicle/Equip Replacement Fees	5,955	11,465	11,465	11,654	9,000
40.54.5729 Permits & Assessments	3,717	4,000	4,000	4,044	5,000
40.54.5742 Subsistence Fees	2,167	2,700	2,700	4,786	2,000
<b>Total Other Services</b>	<b>175,108</b>	<b>256,415</b>	<b>259,964</b>	<b>161,553</b>	<b>122,000</b>
<b>Capital Outlay</b>					
40.54.6020 Capital Outlay - Equipment	-	-	-	-	-
40.54.8410 Depreciation Expense	253,138	200,000	200,000	200,000	200,000
<b>Total Capital Outlay</b>	<b>253,138</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Total Water Expenditures</b>	<b>565,076</b>	<b>630,815</b>	<b>634,364</b>	<b>532,509</b>	<b>487,400</b>

## Wastewater

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Wastewater Expenditures</b>					
<b>Commodities</b>					
40.56.5204 Chemicals	7,187	8,000	8,000	7,041	30,000
40.56.5225 Fuel	3,744	8,000	8,000	42	8,000
40.56.5240 Minor Tools	896	5,000	13,000	5,458	20,000
<b>Total Commodities</b>	<b>11,828</b>	<b>21,000</b>	<b>29,000</b>	<b>12,541</b>	<b>58,000</b>
<b>Contractual Services</b>					
40.56.5419 Sludge Hauling	33,238	25,000	25,000	44,246	35,000
40.56.5420 Electricity	2,859	-	-	37,655	23,000
40.56.5432 Rental Equipment	10,075	-	875	18,845	20,000
40.56.5445 Telephone	229	2,400	2,400	587	1,000
40.56.5446 Uniforms	-	-	-	872	-
40.56.5480 Contract Services	18,000	8,000	-	-	1,000
40.56.5499 Laboratory Expenses	540	-	-	11,760	20,000
<b>Total Contractual Services</b>	<b>64,941</b>	<b>35,400</b>	<b>28,275</b>	<b>113,966</b>	<b>100,000</b>
<b>Other Services</b>					
40.56.5312 Other Reimbursements	2,662	-	-	-	-
40.56.5630 Insurance & Bonds	16,045	-	-	-	-
40.56.5636 Equipment Repairs/Maint.	2,559	-	-	130,019	125,000
40.56.5645 Training & Travel	1,646	6,000	6,000	3,583	4,000
<b>Total Other Services</b>	<b>22,912</b>	<b>6,000</b>	<b>6,000</b>	<b>133,602</b>	<b>129,000</b>
<b>Capital Outlay</b>					
40.56.6020 Capital Outlay - Equipment	-	195,000	271,600	105,265	126,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>195,000</b>	<b>271,600</b>	<b>105,265</b>	<b>126,000</b>
<b>Total Wastewater Expenditures</b>	<b>99,681</b>	<b>257,400</b>	<b>334,875</b>	<b>365,374</b>	<b>413,000</b>

# **City of Manvel, Texas**

## **Section 10 - Debt Service Fund**

The Debt Service Fund is used to account for the payment of principal and interest on general obligation bonds, certificates of obligations, tax notes and lease agreements. The schedule of bond indebtedness indicates the date of issuance, effective interest amounts, and outstanding debt at the beginning of the year. The summary of total bond indebtedness shows the total principal and interest requirements to maturity.

The current tax levy is based on the appraised values provided by the Brazoria County Appraisal District (BCAD). The budget as adopted includes the certified values from the BCAD. Delinquent tax collections, penalties, and interest are based on trend analysis.

As a Home Rule Charter city, the City of Manvel is not limited by law in the amount of debt it may issue. Under Article XI, Section 5 of the State of Texas Constitution and the City Charter, the maximum tax rate for all purposes is \$2.50 per \$100 of assessed valuation.

===== FY2019-20 ANNUAL BUDGET =====

**DEBT SERVICE FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Debt Service Revenues</b>					
<b>Property Taxes/Assessments</b>					
30.01.4000 Current Ad Valorem Tax Rev.	893,094	1,817,483	1,817,483	1,832,543	1,819,714
30.01.4005 Personal Property Taxes	-	50	50	-	-
30.01.4010 Delinquent Ad Valorem Tax Revenue	18,283	14,000	14,000	24,806	15,000
30.01.4011 P&I on Ad Valorem Taxes	5,898	5,000	5,000	10,503	6,000
<b>Total Property Taxes/Assessments</b>	<b>917,274</b>	<b>1,836,533</b>	<b>1,836,533</b>	<b>1,867,852</b>	<b>1,840,714</b>
<b>Investment Earnings</b>					
30.06.4600 Interest Income	5,006	3,500	3,500	39,563	30,000
<b>Total Investment Earnings</b>	<b>5,006</b>	<b>3,500</b>	<b>3,500</b>	<b>39,563</b>	<b>30,000</b>
<b>Other Revenues</b>					
30.07.4811 Other Income	400	-	-	-	-
<b>Total Other Revenues</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In</b>					
30.09.4960 Transfer In - MEDC Fund	92,654	90,996	90,996	88,413	89,339
<b>Total Transfers In</b>	<b>92,654</b>	<b>90,996</b>	<b>90,996</b>	<b>88,413</b>	<b>89,339</b>
<b>Total Debt Service Revenues</b>	<b>1,015,334</b>	<b>1,931,029</b>	<b>1,931,029</b>	<b>1,995,828</b>	<b>1,960,053</b>
<b>Debt Service Expenditures</b>					
<b>Other Services</b>					
30.91.7001 Bond Principal	700,000	1,140,000	1,140,000	1,145,000	1,215,000
30.91.7100 Interest Expense	284,705	671,733	671,733	669,149	589,339
30.91.7102 Fiscal Agent Fees	1,770	5,750	5,750	2,150	5,000
30.91.7105 Bond Issuance Costs	-	-	-	-	-
<b>Total Other Services</b>	<b>986,475</b>	<b>1,817,483</b>	<b>1,817,483</b>	<b>1,816,299</b>	<b>1,809,339</b>
<b>Transfers Out</b>					
30.10.8650 Transfer to Capital Projects Fund	138,053	-	-	-	-
30.10.8540 Transfer to Utility Fund	23,700	-	-	-	-
<b>Total Transfers Out</b>	<b>161,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Debt Service Expenditures</b>	<b>1,148,228</b>	<b>1,817,483</b>	<b>1,817,483</b>	<b>1,816,299</b>	<b>1,809,339</b>
<b>Net Revenues over (Expenditures)</b>	<b>(132,893)</b>	<b>113,546</b>	<b>113,546</b>	<b>179,529</b>	<b>150,714</b>
Beginning Fund Balance	290,214	157,321	157,321	157,321	336,850
<b>Ending Fund Balance</b>	<b>157,321</b>	<b>270,867</b>	<b>270,867</b>	<b>336,850</b>	<b>487,564</b>

## Debt Service Fund

### Long-Term Debt Balances by Year (Using Current Debt Service Schedules)

	2013 Certificate of Obligation	2014 Tax Notes	2015 GO Refunding	2016 Certificate of Obligation	2017 Certificate of Obligation	2018 Certificate of Obligation	TOTAL DEBT
<b>9/30/2019</b>	1,610,000	475,000	1,610,000	3,915,000	3,360,000	9,555,000	<b>20,525,000</b>
<b>9/30/2020</b>	1,510,000	320,000	1,390,000	3,680,000	3,235,000	9,175,000	<b>19,310,000</b>
<b>9/30/2021</b>	1,410,000	160,000	1,170,000	3,450,000	3,105,000	8,785,000	<b>18,080,000</b>
<b>9/30/2022</b>	1,305,000	0	945,000	3,220,000	2,965,000	8,385,000	<b>16,820,000</b>
<b>9/30/2023</b>	1,200,000	0	715,000	2,990,000	2,820,000	7,970,000	<b>15,695,000</b>
<b>9/30/2024</b>	1,090,000	0	480,000	2,760,000	2,670,000	7,545,000	<b>14,545,000</b>
<b>9/30/2025</b>	980,000	0	240,000	2,530,000	2,515,000	7,105,000	<b>13,370,000</b>
<b>9/30/2026</b>	870,000	0	0	2,300,000	2,355,000	6,655,000	<b>12,180,000</b>
<b>9/30/2027</b>	755,000	0	0	2,070,000	2,190,000	6,190,000	<b>11,205,000</b>
<b>9/30/2028</b>	635,000	0	0	1,840,000	2,020,000	5,710,000	<b>10,205,000</b>
<b>9/30/2029</b>	515,000	0	0	1,610,000	1,845,000	5,215,000	<b>9,185,000</b>
<b>9/30/2030</b>	390,000	0	0	1,380,000	1,665,000	4,705,000	<b>8,140,000</b>
<b>9/30/2031</b>	265,000	0	0	1,150,000	1,480,000	4,180,000	<b>7,075,000</b>
<b>9/30/2032</b>	135,000	0	0	920,000	1,285,000	3,640,000	<b>5,980,000</b>
<b>9/30/2033</b>	0	0	0	690,000	1,085,000	3,080,000	<b>4,855,000</b>
<b>9/30/2034</b>	0	0	0	460,000	880,000	2,505,000	<b>3,845,000</b>
<b>9/30/2035</b>	0	0	0	230,000	670,000	1,910,000	<b>2,810,000</b>
<b>9/30/2036</b>	0	0	0	0	455,000	1,295,000	<b>1,750,000</b>
<b>9/30/2037</b>	0	0	0	0	230,000	660,000	<b>890,000</b>
<b>9/30/2038</b>	0	0	0	0	0	0	<b>0</b>

## Debt Service Fund

### Long-Term Principal and Interest Payments by Year

	2013 CO		2014 Tax Note		2015 GO		2016 GO	
	Prin	Int	Prin	Int	Prin	Int	Prin	Int
FY20	100,000	36,275	155,000	7,751	220,000	32,200	235,000	113,925
FY21	100,000	34,700	160,000	4,680	220,000	27,800	230,000	106,950
FY22	105,000	32,930	160,000	1,560	225,000	23,400	230,000	100,050
FY23	105,000	30,988			230,000	18,900	230,000	93,150
FY24	110,000	28,835			235,000	14,200	230,000	86,250
FY25	110,000	26,525			240,000	9,600	230,000	79,350
FY26	110,000	24,105			240,000	4,800	230,000	72,450
FY27	115,000	21,518					230,000	65,550
FY28	120,000	18,755					230,000	58,650
FY29	120,000	15,875					230,000	51,750
FY30	125,000	12,748					230,000	44,850
FY31	125,000	9,373					230,000	37,950
FY32	130,000	5,800					230,000	31,050
FY33	135,000	1,958					230,000	24,150
FY34							230,000	17,250
FY35							230,000	10,350
FY36							230,000	3,450
FY37								
FY38								
	\$1,610,000	\$300,383	\$475,000	\$13,991	\$1,610,000	\$130,900	\$3,915,000	\$997,125

## Debt Service Fund

### Long-Term Principal and Interest Payments by Year (cont.)

	2017 CO		2018 CO		TOTAL	
	Prin	Int	Prin	Int	Prin	Int
FY20	125,000	107,319	380,000	291,869	1,215,000	589,339
FY21	130,000	102,219	390,000	280,319	1,230,000	556,668
FY22	140,000	96,819	400,000	268,469	1,260,000	523,228
FY23	145,000	91,119	415,000	256,244	1,125,000	490,400
FY24	150,000	85,219	425,000	243,644	1,150,000	458,148
FY25	155,000	79,119	440,000	230,669	1,175,000	425,263
FY26	160,000	73,619	450,000	217,319	1,190,000	392,293
FY27	165,000	68,744	465,000	203,594	975,000	359,405
FY28	170,000	63,719	480,000	189,419	1,000,000	330,543
FY29	175,000	58,544	495,000	174,794	1,020,000	300,963
FY30	180,000	53,219	510,000	159,719	1,045,000	270,535
FY31	185,000	47,744	525,000	144,194	1,065,000	239,260
FY32	195,000	42,044	540,000	128,219	1,095,000	207,112
FY33	200,000	36,119	560,000	111,369	1,125,000	173,595
FY34	205,000	30,044	575,000	93,634	1,010,000	140,928
FY35	210,000	23,819	595,000	74,981	1,035,000	109,150
FY36	215,000	17,444	615,000	55,319	1,060,000	76,213
FY37	225,000	10,703	635,000	34,213	860,000	44,916
FY38	230,000	3,594	660,000	11,550	890,000	15,144
	\$3,360,000	\$1,091,166	\$9,555,000	\$3,169,534	\$20,525,000	\$5,703,099

## Debt Service Fund

### Certificates of Obligation - Series 2013

	PRINCIPAL	INTEREST	TOTAL
2/15/2020	100,000.00	18,512.50	118,512.50
8/15/2020		17,762.50	17,762.50
2/15/2021	100,000.00	17,762.50	117,762.50
8/15/2021		16,937.50	16,937.50
2/15/2022	105,000.00	16,937.50	121,937.50
8/15/2022		15,992.50	15,992.50
2/15/2023	105,000.00	15,992.50	120,992.50
8/15/2023		14,995.00	14,995.00
2/15/2024	110,000.00	14,995.00	124,995.00
8/15/2024		13,840.00	13,840.00
2/15/2025	110,000.00	13,840.00	123,840.00
8/15/2025		12,685.00	12,685.00
2/15/2026	110,000.00	12,685.00	122,685.00
8/15/2026		11,420.00	11,420.00
2/15/2027	115,000.00	11,420.00	126,420.00
8/15/2027		10,097.50	10,097.50
2/15/2028	120,000.00	10,097.50	130,097.50
8/15/2028		8,657.50	8,657.50
2/15/2029	120,000.00	8,657.50	128,657.50
8/15/2029		7,217.50	7,217.50
2/15/2030	125,000.00	7,217.50	132,217.50
8/15/2030		5,530.00	5,530.00
2/15/2031	125,000.00	5,530.00	130,530.00
8/15/2031		3,842.50	3,842.50
2/15/2032	130,000.00	3,842.50	133,842.50
8/15/2032		1,957.50	1,957.50
2/15/2033	135,000.00	1,957.50	136,957.50
	<b>\$1,610,000.00</b>	<b>\$300,382.50</b>	<b>\$1,910,382.50</b>

## Debt Service Fund

### Tax Notes - Series 2014

	PRINCIPAL	INTEREST	TOTAL
12/1/2019	155,000.00	4,631.25	159,631.25
6/1/2020		3,120.00	3,120.00
12/1/2020	160,000.00	3,120.00	163,120.00
6/1/2021		1,560.00	1,560.00
12/1/2021	160,000.00	1,560.00	161,560.00
	<b>\$475,000.00</b>	<b>\$13,991.25</b>	<b>\$488,991.25</b>

### GO Refunding Bonds - Series 2015

	PRINCIPAL	INTEREST	TOTAL
2/15/2020		16,100.00	16,100.00
8/15/2020	220,000.00	16,100.00	236,100.00
2/15/2021		13,900.00	13,900.00
8/15/2021	220,000.00	13,900.00	233,900.00
2/15/2022		11,700.00	11,700.00
8/15/2022	225,000.00	11,700.00	236,700.00
2/15/2023		9,450.00	9,450.00
8/15/2023	230,000.00	9,450.00	239,450.00
2/15/2024		7,100.00	7,100.00
8/15/2024	235,000.00	7,100.00	242,100.00
2/15/2025		4,800.00	4,800.00
8/15/2025	240,000.00	4,800.00	244,800.00
2/15/2026		2,400.00	2,400.00
8/15/2026	240,000.00	2,400.00	242,400.00
	<b>\$1,610,000.00</b>	<b>\$130,900.00</b>	<b>\$1,740,900.00</b>

## Debt Service Fund

### Certificates of Obligation - Series 2016

	PRINCIPAL	INTEREST	TOTAL
2/15/2020	235,000.00	58,725.00	293,725.00
8/15/2020		55,200.00	55,200.00
2/15/2021	230,000.00	55,200.00	285,200.00
8/15/2021		51,750.00	51,750.00
2/15/2022	230,000.00	51,750.00	281,750.00
8/15/2022		48,300.00	48,300.00
2/15/2023	230,000.00	48,300.00	278,300.00
8/15/2023		44,850.00	44,850.00
2/15/2024	230,000.00	44,850.00	274,850.00
8/15/2024		41,400.00	41,400.00
2/15/2025	230,000.00	41,400.00	271,400.00
8/15/2025		37,950.00	37,950.00
2/15/2026	230,000.00	37,950.00	267,950.00
8/15/2026		34,500.00	34,500.00
2/15/2027	230,000.00	34,500.00	264,500.00
8/15/2027		31,050.00	31,050.00
2/15/2028	230,000.00	31,050.00	261,050.00
8/15/2028		27,600.00	27,600.00
2/15/2029	230,000.00	27,600.00	257,600.00
8/15/2029		24,150.00	24,150.00
2/15/2030	230,000.00	24,150.00	254,150.00
8/15/2030		20,700.00	20,700.00
2/15/2031	230,000.00	20,700.00	250,700.00
8/15/2031		17,250.00	17,250.00
2/15/2032	230,000.00	17,250.00	247,250.00
8/15/2032		13,800.00	13,800.00
2/15/2033	230,000.00	13,800.00	243,800.00
8/15/2033		10,350.00	10,350.00
2/15/2034	230,000.00	10,350.00	240,350.00
8/15/2034		6,900.00	6,900.00
2/15/2035	230,000.00	6,900.00	236,900.00
8/15/2035		3,450.00	3,450.00
2/15/2036	230,000.00	3,450.00	233,450.00
	<b>\$3,915,000.00</b>	<b>\$997,125.00</b>	<b>\$4,912,125.00</b>

## Debt Service Fund

### Certificates of Obligation - Series 2017

	PRINCIPAL	INTEREST	TOTAL
2/15/2020	125,000.00	54,909.38	179,909.38
8/15/2020		52,409.38	52,409.38
2/15/2021	130,000.00	52,409.38	182,409.38
8/15/2021		49,809.38	49,809.38
2/15/2022	140,000.00	49,809.38	189,809.38
8/15/2022		47,009.38	47,009.38
2/15/2023	145,000.00	47,009.38	192,009.38
8/15/2023		44,109.38	44,109.38
2/15/2024	150,000.00	44,109.38	194,109.38
8/15/2024		41,109.38	41,109.38
2/15/2025	155,000.00	41,109.38	196,109.38
8/15/2025		38,009.38	38,009.38
2/15/2026	160,000.00	38,009.38	198,009.38
8/15/2026		35,609.38	35,609.38
2/15/2027	165,000.00	35,609.38	200,609.38
8/15/2027		33,134.38	33,134.38
2/15/2028	170,000.00	33,134.38	203,134.38
8/15/2028		30,584.38	30,584.38
2/15/2029	175,000.00	30,584.38	205,584.38
8/15/2029		27,959.38	27,959.38
2/15/2030	180,000.00	27,959.38	207,959.38
8/15/2030		25,259.38	25,259.38
2/15/2031	185,000.00	25,259.38	210,259.38
8/15/2031		22,484.38	22,484.38
2/15/2032	195,000.00	22,484.38	217,484.38
8/15/2032		19,559.38	19,559.38
2/15/2033	200,000.00	19,559.38	219,559.38
8/15/2033		16,559.38	16,559.38
2/15/2034	205,000.00	16,559.38	221,559.38
8/15/2034		13,484.38	13,484.38
2/15/2035	210,000.00	13,484.38	223,484.38
8/15/2035		10,334.38	10,334.38
2/15/2036	215,000.00	10,334.38	225,334.38
8/15/2036		7,109.38	7,109.38
2/15/2037	225,000.00	7,109.38	232,109.38
8/15/2037		3,593.75	3,593.75
2/15/2038	230,000.00	3,593.75	233,593.75
	<b>\$3,360,000.00</b>	<b>\$1,091,165.80</b>	<b>\$4,451,165.80</b>

## Debt Service Fund

### Certificates of Obligation - Series 2018

	PRINCIPAL	INTEREST	TOTAL
2/15/2020	380,000.00	148,784.38	528,784.38
8/15/2020		143,084.38	143,084.38
2/15/2021	390,000.00	143,084.38	533,084.38
8/15/2021		137,234.38	137,234.38
2/15/2022	400,000.00	137,234.38	537,234.38
8/15/2022		131,234.38	131,234.38
2/15/2023	415,000.00	131,234.38	546,234.38
8/15/2023		125,009.38	125,009.38
2/15/2024	425,000.00	125,009.38	550,009.38
8/15/2024		118,634.38	118,634.38
2/15/2025	440,000.00	118,634.38	558,634.38
8/15/2025		112,034.38	112,034.38
2/15/2026	450,000.00	112,034.38	562,034.38
8/15/2026		105,284.38	105,284.38
2/15/2027	465,000.00	105,284.38	570,284.38
8/15/2027		98,309.38	98,309.38
2/15/2028	480,000.00	98,309.38	578,309.38
8/15/2028		91,109.38	91,109.38
2/15/2029	495,000.00	91,109.38	586,109.38
8/15/2029		83,684.38	83,684.38
2/15/2030	510,000.00	83,684.38	593,684.38
8/15/2030		76,034.38	76,034.38
2/15/2031	525,000.00	76,034.38	601,034.38
8/15/2031		68,159.38	68,159.38
2/15/2032	540,000.00	68,159.38	608,159.38
8/15/2032		60,059.30	60,059.30
2/15/2033	560,000.00	60,059.30	620,059.30
8/15/2033		51,309.38	51,309.38
2/15/2034	575,000.00	51,309.38	626,309.38
8/15/2034		42,325.00	42,325.00
2/15/2035	595,000.00	42,325.00	637,325.00
8/15/2035		32,656.25	32,656.25
2/15/2036	615,000.00	32,656.25	647,656.25
8/15/2036		22,662.50	22,662.50
2/15/2037	635,000.00	22,662.50	657,662.50
8/15/2037		11,550.00	11,550.00
2/15/2038	660,000.00	11,550.00	671,550.00
	<b>\$9,555,000.00</b>	<b>\$3,169,534.36</b>	<b>\$12,724,534.36</b>

# City of Manvel, Texas

## Section 11 - Capital Project Funds



The Capital Projects Fund provides for the accounting of projects over \$25,000 that are expected to take longer than the annual budget appropriates and has a useful life of more than 5 years. The Capital Project Fund accounts for the revenues and expenditures on an annual basis, while the overall Capital Improvement Plan (CIP) accounts for each project's total revenues and expenditures over several years.

The Capital Projects Bond Fund provides for the accounting of projects over \$25,000 that are expected to take longer than the annual budget appropriates and has a useful life of more than 5 years. These projects have the added stipulation that all or some of the moneys used are generated from bond issuances.

**CAPITAL PROJECTS FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Capital Projects Revenues</b>					
<b>Investment Earnings</b>					
50.06.4600 Interest Income	135,473	2,500	2,500	62,344	60,000
<b>Total Investment Earnings</b>	<b>135,473</b>	<b>2,500</b>	<b>2,500</b>	<b>62,344</b>	<b>60,000</b>
<b>Other Revenues</b>					
50.07.4704 Grant Revenues	140,087	-	-	-	-
50.07.4811 Other Income	50,000	100,000	100,000	-	-
50.07.4830 Bond Proceeds	13,360,000	-	-	-	-
50.07.4831 Bond Premium	230,869	300,000	-	-	-
<b>Total Other Revenues</b>	<b>13,780,956</b>	<b>400,000</b>	<b>100,000</b>	-	-
<b>Transfers In</b>					
50.07.4950 Transfer In - General Fund	1,725,000	200,000	200,000	695,000	-
50.07.4952 Transfer In - Debt Service Fund	-	-	-	-	-
50.07.4960 Transfer In - MEDC Fund	789,097	745,000	745,000	-	765,000
50.07.4963 Transfer In - Impact Fee Fund	310,000	400,000	400,000	400,000	400,000
<b>Total Transfers In</b>	<b>2,824,097</b>	<b>1,345,000</b>	<b>1,345,000</b>	<b>1,095,000</b>	<b>1,165,000</b>
<b>Total Capital Projects Revenues</b>	<b>16,740,526</b>	<b>1,747,500</b>	<b>1,447,500</b>	<b>1,157,344</b>	<b>1,225,000</b>
<b>Capital Projects Expenditures</b>					
<b>Personnel</b>					
50.91.5000 Salaries	-	100,000	100,000	-	100,000
<b>Total Personnel</b>	-	<b>100,000</b>	<b>100,000</b>	-	<b>100,000</b>

===== FY2019-20 ANNUAL BUDGET =====

**CAPITAL PROJECTS FUND (cont.)**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Capital Outlays</b>					
50.91.7105 Bond Issuance Costs	282,229	-	-	-	-
50.91.7401 Parks Master Plan	-	-	-	-	-
50.91.7402 Regional Water Plan	-	-	-	-	150,000
50.91.7403 Regional Wastewater Plan	-	-	-	-	150,000
50.91.7404 City Hall Front Parking Lot	-	-	-	-	-
50.91.7405 Monument Sign	-	-	-	-	-
50.91.7406 Staffing Growth & Human Resource Pla	-	-	-	-	-
50.91.7407 Long Term Strategic Technology Plan	-	-	-	-	-
50.91.7408 City Hall Bldg Expansion	3,212	200,000	1,921,788	1,921,788	-
50.91.7409 Rogers-Holley Street Construction	23,325	-	21,675	1,622	-
50.91.7410 Technology Equipment	314	-	-	-	-
50.91.7502 Water Plant Improvements	182,726	-	-	-	-
50.91.7503 Rogers Road - Water and Sewer	-	-	-	-	-
50.91.7504 Large Ave WW Line	807,898	-	-	-	-
50.91.7505 Hwy 6 Waterline Ext. to Eastern City lin	-	-	-	-	-
50.91.7506 Elevated Storage Tank	-	-	-	-	-
50.91.7507 Surface Water Rights acquisition	-	-	-	-	-
50.91.7508 Regional Wastewater Treatment Plants	-	-	-	-	-
50.91.7509 Street Maintenance Plan	-	-	25,000	-	-
50.91.7510 Tankersley Waterline Loop	30,338	-	321,438	305,800	-
50.91.7511 Municipal Complex	4,696,262	4,000,000	-	-	-
50.91.7512 Rogers Road West Waterline Loop	169,707	-	-	-	-
50.91.7513 Little Rascals Econ Dev Project	-	-	149,300	149,300	-
50.91.7514 Mustang Bayou Surface Water Rights	-	-	20,000	-	-
50.91.7515 West Waterline Loop	-	-	-	-	-
50.91.7516 East WWTP	-	-	-	-	-
50.91.7515 Waterplant Improvements - Phase 3	-	-	200,000	-	-
50.91.7517 West WWTP	-	1,572,660	-	-	-
50.91.7518 Cemetary Waterline Loop	-	400,000	400,000	49,300	-
50.91.7523 Purchases of Land	-	-	495,000	495,000	-
50.91.7523 Westside Waterline Loop Phase 1	-	-	-	-	800,000
50.91.7559 Other Projects	8,791	-	-	-	-
<b>Total Capital Outlays</b>	<b>6,204,803</b>	<b>6,172,660</b>	<b>3,554,201</b>	<b>2,922,810</b>	<b>1,100,000</b>
<b>Transfers Out</b>					
50.95.8592 Transfer Out - Parks Fund	-	-	-	-	-
50.95.8651 Transfer Out - Cap Proj Bond Fund	-	-	13,076,677	13,076,677	765,000
<b>Total Transfers Out</b>	<b>-</b>	<b>-</b>	<b>13,076,677</b>	<b>13,076,677</b>	<b>765,000</b>
<b>Total Capital Projects Expenditures</b>	<b>6,204,803</b>	<b>6,272,660</b>	<b>16,730,878</b>	<b>15,999,487</b>	<b>1,965,000</b>
<b>Net Revenues over (Expenditures)</b>	<b>10,535,724</b>	<b>(4,525,160)</b>	<b>(15,283,378)</b>	<b>(14,842,143)</b>	<b>(740,000)</b>
Fund Balance - Beginning	5,114,137	15,649,861	15,649,861	15,649,861	807,717
<b>Fund Balance - Ending</b>	<b>15,649,861</b>	<b>11,124,701</b>	<b>366,483</b>	<b>807,717</b>	<b>67,717</b>

===== FY2019-20 ANNUAL BUDGET =====

**CAPITAL PROJECTS BOND FUND**

	FY18 Actual	FY19 Original Budget	FY19 Revised Budget	FY19 Estimate	FY20 Proposed Budget
<b>Capital Projects Bond Revenues</b>					
<b>Investment Earnings</b>					
51.06.4600 Interest Income	-	-	156,000	276,247	250,000
<b>Total Investment Earnings</b>	-	-	<b>156,000</b>	<b>276,247</b>	<b>250,000</b>
<b>Other Revenues</b>					
50.07.4811 Other Income	-	-	-	-	-
50.07.4830 Bond Proceeds	-	-	-	-	-
50.07.4831 Bond Premium	-	-	-	-	-
<b>Total Other Revenues</b>	-	-	-	-	-
<b>Transfers In</b>					
51.51.4954 Transfer In - Cap Proj Fund	-	-	13,076,677	13,076,677	765,000
<b>Total Transfers In</b>	-	-	<b>13,076,677</b>	<b>13,076,677</b>	<b>765,000</b>
<b>Total Capital Projects Bond Revenues</b>	-	-	<b>13,232,677</b>	<b>13,352,924</b>	<b>1,015,000</b>
<b>Capital Projects Bond Expenditures</b>					
<b>Capital Outlays</b>					
51.51.7506 Elevated Storage Tank	-	-	2,200,000	-	2,200,000
51.51.7507 Surface Water Rights acquisition	-	-	1,100,000	-	300,000
51.51.7511 Municipal Complex	-	-	4,608,527	-	4,608,527
51.51.7519 East WWTP	-	-	1,531,121	-	1,531,121
51.51.7520 West WWTP	-	-	1,572,660	-	1,572,660
51.51.7521 West Water Loop	-	-	-	-	-
51.51.7522 Almost Heaven	-	-	500,000	-	500,000
<b>Total Capital Outlays</b>	-	-	<b>11,512,308</b>	-	<b>10,712,308</b>
<b>Total Capital Projects Bond Expenditures</b>	-	-	<b>11,512,308</b>	-	<b>10,712,308</b>
<b>Net Revenues over (Expenditures)</b>	-	-	<b>1,720,369</b>	<b>13,352,924</b>	<b>(9,697,308)</b>
Fund Balance - Beginning	-	-	-	-	13,352,924
<b>Fund Balance - Ending</b>	-	-	<b>1,720,369</b>	<b>13,352,924</b>	<b>3,655,616</b>

# City of Manvel, Texas

## Section 12 - Capital Improvements Program (CIP)



The City of Manvel Capital Improvements Program (CIP) is a process by which the City develops a multi-year plan for major capital expenditures that matches available resources and satisfies the City tax rate stabilization objective. The threshold for capital projects was established as projects that exceed \$25,000.

The current CIP is used as a planning tool and provides for construction or acquired assets over a five (5) year period. Projects are analyzed and funded based on funding needs and projections. On some occasions, other sources of funding are made to allow the total project to occur.

Some planned projects in the future involve the purchase of services and land and may not require future maintenance. Those facility projects that are planned will require additional utility and maintenance and often are not material.

Per City Charter, the CIP will continue to be reviewed and updated on an annual basis. The update will consist of both new projects and added updates to existing projects. Updates may include revised scope, cost, or scheduling, as appropriate. The City's FY2016-2020 identified 30 Projects which have been slightly modified as a result of added needs or retooled programs.

## Capital Improvements Program

### Project List by Type

#### Planning Projects

Master Water Plan	Street Maintenance Plan
Master Wastewater Plan	Master Drainage Plan

#### Water Projects

Cemetery Waterline Loop	West Side Water Loop
Charlotte Waterline Loop	FM 1128 Waterline Extension Phase 2
Elevated Storage Tank	Del Bello Waterline Extension

#### Surface Water Projects

Surface Water Rights Acquisition

#### Facilities Projects

Town Center/Municipal Complex	City Hall Building Expansion
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#### Street Projects

Large Road West	Masters Road Rehab Phase 2
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#### Wastewater Projects

Regional WWTPs	Del Bello Wastewater Extension
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#### Parks Projects

Police Station Park Renovation	Sand Pit Park Improvements
Croix Memorial Park Renovation	Neighborhood Park Prototype (1.2-2 acres)
Multi-Purpose Trail System	Neighborhood Park Prototype (4-6 acres)
Almost Heaven Park Improvements	

## Capital Improvements Program



### REGIONAL WATER PLAN

<b>Project Name:</b>	<b>Regional Water Plan</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	The purpose of the master water plan is to evaluate the existing water distribution system, identify future water demands to be met by the system, identify recommended improvements, and serve as a guiding document for future capital projects and developer-driven initiatives.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
				\$100,000			\$100,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding		\$100,000					\$100,000
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services		\$100,000					\$100,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction							\$0
Equipment							\$0
Other							\$0
<b>Project Total</b>	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance							\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Improvements Program



### REGIONAL WASTEWATER PLAN

<b>Project Name:</b>	<b>Regional Wastewater Plan</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	The goals of the master wastewater plan are to develop wastewater flow projections for existing and future developments, conduct wastewater system analyses, and identify and develop wastewater system improvement recommendations for collection and treatment projects.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
					\$100,000		\$100,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding		\$66,000					\$66,000
Utility Funding		\$24,000					\$24,000
Impact Fees		\$10,000					\$10,000
Other							\$0
<b>Funding Total</b>	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services		\$90,000					\$90,000
Studies/Analysis		\$10,000					\$10,000
Land/ROW							\$0
Construction							\$0
Equipment							\$0
Other							\$0
<b>Project Total</b>	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance							\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Improvements Program



### STREET MAINTENANCE PLAN

<b>Project Name:</b>	<b>Street Maintenance Plan</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	The purpose of this Street Maintenance Plan would be to develop a comprehensive inventory of all streets maintained by the City in order to determine the approximate maintenance schedule for each segment. This inventory would include traffic counts, thickness of base material, presence of lime, recurrence of potholes, number of repairs, drainage issues, and ride							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
			\$25,000				\$25,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding		\$25,000					\$25,000
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services		\$25,000					\$25,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction							\$0
Equipment							\$0
Other							\$0
<b>Project Total</b>	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance							\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Improvements Program



**CEMETARY WATERLINE LOOP**

<b>Project Name:</b>	<b>Cemetery Waterline Loop</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	The Cemetery Waterline Loop connects the existing 12-inch water line on Cemetery to the existing 8-inch water line on Lewis Ln. As such, this project consists of appx. 2,500 linear feet of 8-inch water line. This will provide an additional waterline loop to the City's mains in this area greatly improving water quality, water pressure, water flow, and fire protection.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
				\$400,000			\$400,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding							\$0
Utility Funding							\$0
Impact Fees	\$50,000	\$350,000					\$400,000
Other							\$0
<b>Funding Total</b>	<b>\$50,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services	\$22,000	\$0					\$22,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction	\$28,000	\$316,250					\$344,250
Equipment							\$0
Other		\$33,750					\$33,750
<b>Project Total</b>	<b>\$50,000</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance			\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$4,000</b>

## Capital Improvements Program



### CHARLOTTE WATERLINE LOOP

<b>Project Name:</b>	<b>Charlotte Waterline Loop</b>						<b>Status:</b>	Future
<b>Project Description:</b>	Using MEDC assistance in 2011, the City extended a water line on FM 1128 to Charlotte. In 2015, Lakeland Subdivision extended a water line down McCoy to Charlotte. The Charlotte Waterline Loop Project would connect those two lines with appx. 2,500 linear feet of 8-inch water line.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
				\$210,000			\$210,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding							\$0
Utility Funding							\$0
Impact Fees			\$210,000				\$210,000
Other							\$0
<b>Funding Total</b>	\$0	\$0	\$210,000	\$0	\$0	\$0	\$210,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services			\$25,000				\$25,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction			\$153,000				\$153,000
Equipment							\$0
Other			\$32,000				\$32,000
<b>Project Total</b>	\$0	\$0	\$210,000	\$0	\$0	\$0	\$210,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance			\$500	\$1,000	\$1,000	\$1,000	\$3,500
<b>Total</b>	\$0	\$0	\$500	\$1,000	\$1,000	\$1,000	\$3,500

## Capital Improvements Program



**ELEVATED STORAGE TANK**

<b>Project Name:</b>	<b>Elevated Storage Tank</b>						<b>Status:</b>	Future
<b>Project Description:</b>	TCEQ regulations require elevated storage capacity of 100 gallons per connection for systems with more than 2,500 connections. Currently, the City serves approximately 800 connections. With the anticipated growth in Manvel, the trigger of 2,500 could be reached soon.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
				\$2,200,000			\$2,200,000	

<b>Funding Source</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
General Obligation Bond							\$0
Certificate of Obligation		\$2,200,000					\$2,200,000
City Funding							\$0
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$2,200,000	\$0	\$0	\$0	\$0	\$2,200,000

<b>Spending Phases</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
Professional Services		\$150,000					\$150,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction		\$900,000	\$900,000				\$1,800,000
Equipment							\$0
Other			\$250,000				\$250,000
<b>Project Total</b>	\$0	\$1,050,000	\$1,150,000	\$0	\$0	\$0	\$2,200,000

<b>Associated Operating Costs</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
Personnel			\$2,500	\$2,625	\$2,756	\$2,894	\$10,775
Operation & Maintenance			\$1,000	\$1,100	\$1,210	\$1,331	\$4,641
<b>Total</b>	\$0	\$0	\$3,500	\$3,725	\$3,966	\$4,225	\$15,416

## Capital Improvements Program



**WEST SIDE WATER LOOP**

<b>Project Name:</b>	<b>West Side Waterline Loop</b>						<b>Status:</b>	Future
<b>Project Description:</b>	The West Side Water Loop project installs a new 12-inch water line which will extend the line from the existing 12-inch water line on SH 6 to Water Plant #2 (which is in the design phase) and from Water Plant #2 to the MUD 29 Water Plant.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
				\$1,606,551			\$1,606,551	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding							\$0
Utility Funding							\$0
Impact Fees		\$800,000	\$806,551				\$1,606,551
Other							\$0
<b>Funding Total</b>	\$0	\$800,000	\$806,551	\$0	\$0	\$0	\$1,606,551

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services		\$240,983					\$240,983
Studies/Analysis							\$0
Land/ROW							\$0
Construction		\$559,017	\$806,551				\$1,365,568
Equipment							\$0
Other							\$0
<b>Project Total</b>	\$0	\$800,000	\$806,551	\$0	\$0	\$0	\$1,606,551

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance				\$14,000	\$14,000	\$14,000	\$42,000
<b>Total</b>	\$0	\$0	\$0	\$14,000	\$14,000	\$14,000	\$42,000

## Capital Improvements Program



**FM 1128 WATER LINE EXTENSION PHASE 2**

<b>Project Name:</b>	<b>FM 1128 Water Line Extension Phase 2</b>					<b>Status:</b>	Future
<b>Project Description:</b>	This project consists of approximately 9,000 linear feet of 12-inch water lines along FM 1128 from Tankersley to Chocolate Bayou. This project will provide a significant extension to the northern reaches of FM 1128 providing drinking water and fire protection while possibly improving economic development.						
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>
				\$950,000			\$950,000

<b>Funding Source</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
General Obligation Bond							\$0
Certificate of Obligation				\$950,000			\$950,000
City Funding							\$0
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$0	\$0	\$950,000	\$0	\$0	\$950,000

<b>Spending Phases</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
Professional Services				\$100,000			\$100,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction				\$700,000			\$700,000
Equipment							\$0
Other				\$150,000			\$150,000
<b>Project Total</b>	\$0	\$0	\$0	\$950,000	\$0	\$0	\$950,000

<b>Associated Operating Costs</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
Personnel							\$0
Operation & Maintenance				\$500	\$1,000	\$1,000	\$2,500
<b>Total</b>	\$0	\$0	\$0	\$500	\$1,000	\$1,000	\$2,500

## Capital Improvements Program



***DEL BELLO WATERLINE EXTENSION***

<b>Project Name:</b>	<b>Del Bello Water Line Extension</b>					<b>Status:</b>	Future
<b>Project Description:</b>	This project will connect the City's future Surface Water Plant on Croix Rd to the 12-inch water line on FM 1128. This project consists of approximately 12,000 linear feet of 12-inch water line. Several other projects need to be completed prior to this project. However, this will provide an interconnect between the City's northern and central areas once completed.						
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>
				\$1,300,000			\$1,300,000

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation						\$1,300,000	\$1,300,000
City Funding							\$0
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$0	\$0	\$0	\$0	\$1,300,000	\$1,300,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services						\$150,000	\$150,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction						\$950,000	\$950,000
Equipment							\$0
Other						\$200,000	\$200,000
<b>Project Total</b>	\$0	\$0	\$0	\$0	\$0	\$1,300,000	\$1,300,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance						\$1,000	\$1,000
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000

## Capital Improvements Program



### SURFACE WATER RIGHTS ACQUISITION

<b>Project Name:</b>	<b>Surface Water Rights Acquisition</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	As water demands increase in Manvel, the need to diversify supply sources will also increase. Currently, all the City's drinking water and fire protection come from ground water. In addition to land owner wells, there are also 5 small plants across the City that have a total capacity of about 3 MGD.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
						\$1,500,000	\$1,500,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation		\$300,000	\$300,000	\$300,000			\$900,000
City Funding							\$0
Utility Funding							\$0
Impact Fees					\$300,000	\$300,000	\$600,000
Other							\$0
<b>Funding Total</b>	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services							\$0
Studies/Analysis							\$0
Land/ROW							\$0
Construction							\$0
Equipment							\$0
Other		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
<b>Project Total</b>	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance							\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Improvements Program



### CITY CENTER/MUNICIPAL COMPLEX

<b>Project Name:</b>	<b>City Center/Municipal Complex</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	The City Center reaffirms a commitment to providing a lifestyle rich with small-town charm and sense of community by offering a place for residents, friends and neighbors to come together for special events and for day-to-day interaction. This complex will include a new City Hall, Police Station, Library, Municipal Court, and a sports complex.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
	\$16,000,000						\$16,000,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation	\$4,696,262	\$4,608,527	\$4,000,000	\$2,695,211			\$16,000,000
City Funding							\$0
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	<b>\$4,696,262</b>	<b>\$4,608,527</b>	<b>\$4,000,000</b>	<b>\$2,695,211</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000,000</b>

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services							\$0
Studies/Analysis							\$0
Land/ROW	\$4,696,262						\$4,696,262
Construction		\$4,608,527	\$4,000,000	\$2,695,211			\$11,303,738
Equipment							\$0
Other							\$0
<b>Project Total</b>	<b>\$4,696,262</b>	<b>\$4,608,527</b>	<b>\$4,000,000</b>	<b>\$2,695,211</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,000,000</b>

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance			\$25,000	\$35,000	\$35,000	\$35,000	\$130,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$130,000</b>

## Capital Improvements Program



**CITY HALL BUILDING EXPANSION**

<b>Project Name:</b>	<b>City Hall Building Expansion</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	The existing City Hall facility is under-sized for the current and projected future staff requirements. This expansion would relocate the Administrative offices as well as create much-needed conference rooms and a new chamber for City Council and other meetings.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
	\$1,921,788						\$1,921,788	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding	\$450,000	\$1,471,788					\$1,921,788
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$450,000	\$1,471,788	\$0	\$0	\$0	\$0	\$1,921,788

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services	\$100,000						\$100,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction	\$350,000	\$1,471,788					\$1,821,788
Equipment							\$0
Other							\$0
<b>Project Total</b>	\$450,000	\$1,471,788	\$0	\$0	\$0	\$0	\$1,921,788

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance		\$17,500	\$19,250	\$21,175	\$23,293	\$25,622	\$106,840
<b>Total</b>	\$0	\$17,500	\$19,250	\$21,175	\$23,293	\$25,622	\$106,840

## Capital Improvements Program



**LARGE ROAD WEST**

<b>Project Name:</b>	<b>Large Road West</b>						<b>Status:</b>	Future
<b>Project Description:</b>	This project consists of constructing a new asphalt roadway with open ditch drainage along Large Road from Palmetto to McCoy. It is anticipated that this connection will improve mobility for emergency vehicles, school traffic, and also allow for a back-up road to SH 6.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
			\$235,000				\$235,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding				\$235,000			\$235,000
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$0	\$0	\$235,000	\$0	\$0	\$235,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services				\$30,000			\$30,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction				\$170,000			\$170,000
Equipment							\$0
Other				\$35,000			\$35,000
<b>Project Total</b>	\$0	\$0	\$0	\$235,000	\$0	\$0	\$235,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance				\$500	\$500	\$1,000	\$2,000
<b>Total</b>	\$0	\$0	\$0	\$500	\$500	\$1,000	\$2,000

## Capital Improvements Program



**MASTERS ROAD REHAB PHASE 2**

<b>Project Name:</b>	<b>Masters Road Rehab Phase 2</b>						<b>Status:</b>	Future
<b>Project Description:</b>	Masters Road south of SH 6 is maintained by the City and was overlaid in 2015. This phase 2 project consists of reclaiming the asphalt roadway from SH 6 to Jordan. There are considerable obstacles under the pavement and the overall width of the road needs to be widened to allow for a safety shoulder.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
			\$570,000				\$570,000	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation							\$0
City Funding			\$570,000				\$570,000
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$0	\$570,000	\$0	\$0	\$0	\$570,000

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services			\$60,000				\$60,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction			\$410,000				\$410,000
Equipment							\$0
Other			\$100,000				\$100,000
<b>Project Total</b>	\$0	\$0	\$570,000	\$0	\$0	\$0	\$570,000

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel							\$0
Operation & Maintenance			\$500	\$1,000	\$1,000	\$1,000	\$3,500
<b>Total</b>	\$0	\$0	\$500	\$1,000	\$1,000	\$1,000	\$3,500

## Capital Improvements Program



### REGIONAL WASTEWATER TREATMENT PLANTS

<b>Project Name:</b>	<b>Regional Wastewater Treatment Plants</b>						<b>Status:</b>	In Progress
<b>Project Description:</b>	Construct a new East Service Area and West Service Area WWTP. Construction is needed to divert infrastructure to pump wastewater from the Central to East Service Area. West Service Area will need consolidation to infrastructure. Extension of wastewater service via gravity lines, lift stations and force mains will be pushed to areas of growth.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
					\$77,503,200		\$77,503,200	

Funding Source	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
General Obligation Bond							\$0
Certificate of Obligation		\$3,103,781	\$6,000,000	\$396,219			\$9,500,000
City Funding							\$0
Utility Funding							\$0
Impact Fees							\$0
Other				\$23,600,000	\$33,900,000	\$10,503,200	\$68,003,200
<b>Funding Total</b>	\$0	\$3,103,781	\$6,000,000	\$23,996,219	\$33,900,000	\$10,503,200	\$77,503,200

Spending Phases	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Professional Services		\$2,768,750	\$3,031,850	\$2,347,800			\$8,148,400
Studies/Analysis							\$0
Land/ROW		\$731,250	\$1,950,000				\$2,681,250
Construction			\$25,293,150	\$32,077,200	\$7,363,200	\$1,940,000	\$66,673,550
Equipment							\$0
Other							\$0
<b>Project Total</b>	\$0	\$3,500,000	\$30,275,000	\$34,425,000	\$7,363,200	\$1,940,000	\$77,503,200

Associated Operating Costs	Prior	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Future	Total
Personnel			\$22,500	\$22,500	\$121,000	\$299,000	\$465,000
Operation & Maintenance			\$162,500	\$162,500	\$450,000	\$807,500	\$1,582,500
<b>Total</b>	\$0	\$0	\$185,000	\$185,000	\$571,000	\$1,106,500	\$2,047,500

## Capital Improvements Program



**DEL BELLO WASTEWATER EXTENSION**

<b>Project Name:</b>	<b>Del Bello Wastewater Extension</b>						<b>Status:</b>	Future
<b>Project Description:</b>	In order to provide wastewater and promote economic development along Del Bello, this project identifies a new sanitary sewer from FM 1128 to Croix Rd. Due to the overall length of the project, a lift station will likely be required and is included in this estimate.							
<b>Project Type:</b>	<b>General</b>	<b>Parks</b>	<b>Streets</b>	<b>Water</b>	<b>Waste</b>	<b>Surface</b>	<b>Total</b>	
					\$2,600,000		\$2,600,000	

<b>Funding Source</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
General Obligation Bond							\$0
Certificate of Obligation				\$2,600,000			\$2,600,000
City Funding							\$0
Utility Funding							\$0
Impact Fees							\$0
Other							\$0
<b>Funding Total</b>	\$0	\$0	\$0	\$2,600,000	\$0	\$0	\$2,600,000

<b>Spending Phases</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
Professional Services				\$285,000			\$285,000
Studies/Analysis							\$0
Land/ROW							\$0
Construction				\$1,895,000			\$1,895,000
Equipment							\$0
Other				\$420,000			\$420,000
<b>Project Total</b>	\$0	\$0	\$0	\$2,600,000	\$0	\$0	\$2,600,000

<b>Associated Operating Costs</b>	<b>Prior</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Future</b>	<b>Total</b>
Personnel							\$0
Operation & Maintenance				\$20,000	\$20,000	\$20,000	\$60,000
<b>Total</b>	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$60,000

## Capital Improvements Program



### CROIX MEMORIAL PARK RENOVATION

<b>Project Name:</b>	<b>Croix Memorial Park Renovation</b>	<b>Status:</b>	<b>Future</b>
<b>Project Desc:</b>	Croix park is the largest of the two parks in the system offering beautiful shade trees with picnic areas and a gazebo. The community has indicated that Croix Park should remain focused on community wide services, providing features that aren't available within subdivisions. Needed improvements are replacing restrooms, adding walking paths and a dog park, building a larger covered pavilion and landscape improvements.		

Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 1,780,000					\$ 1,780,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.						1,780,000	1,780,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,780,000	\$ 1,780,000

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction						1,780,000	1,780,000
Other							-
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,780,000	\$ 1,780,000

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Personnel							-
Oper & Maint						14,900	14,900
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,900	\$ 14,900

## Capital Improvements Program



**POLICE STATION PARK RENOVATION**

<b>Project Name:</b>	<b>Police Station Park Renovation</b>	<b>Status:</b>	<b>Future</b>
<b>Project Desc:</b>	The park at the police station on Masters Road is a small neighborhood park with a playground and open space. The park provides a safe place to play or enjoy some passive use of the open lawn. Specimen-quality Live Oak trees provide exquisite shade near the playground and park entrance. Improvements include a new group picnic pavilion, decomposed granite trails, new playground, dog park, landscape improvements, new and added parking lots, and improved access to drinking fountains and restrooms.		

Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 4,360,000					\$ 4,360,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.						4,360,000	4,360,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,360,000	\$ 4,360,000

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction						4,360,000	4,360,000
Other							-
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,360,000	\$ 4,360,000

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23	Total
Personnel							-
Oper & Maint						19,000	19,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ 19,000

## Capital Improvements Program



### **MULTI-PURPOSE TRAIL SYSTEM**

<b>Project Name:</b>	<b>Multi-Purpose Trail System</b>	<b>Status:</b>	<b>Future</b>
<b>Project Desc:</b>	Trails and bikeways are a key component of a parks and recreation system in addition to facilitating non-motorized means of transportation. Trails and bikeways are abundant throughout Houston and many surrounding communities. Manvel has a great opportunity to capture space for trails prior to becoming a “built out” community. Currently, there is no city-wide system of pedestrian facilities that exists. The online Parks and Recreation Survey indicated that 56.6% of respondents considered off-street trails and bike paths to be a priority.		

Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 21,720,000					\$ 21,720,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.						21,720,000	21,720,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,720,000	\$ 21,720,000

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction						21,720,000	21,720,000
Other							-
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,720,000	\$ 21,720,000

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23	Total
Personnel							-
Oper & Maint						10,000	10,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000

## Capital Improvements Program



### **ALMOST HEAVEN PARK IMPROVEMENTS**

<b>Project Name:</b>	<b>Almost Heaven Park Improvements</b>	<b>Status:</b>	<b>In process</b>
<b>Project Desc:</b>	The former site of the Almost Heaven RV Resort has been conveyed as park property to the City of Manvel. This addition to the park system offers amenities to provide for recreation for residents. The property has a large, beautiful lake adjacent to the newly acquired sand quarry park. Improvements include the addition of a parking lot, decomposed granite trails, landscape improvements, and utility and seating additions.		

Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 500,000					\$ 500,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.	500,000						500,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>				

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction		500,000					500,000
Other							-
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23	Total
Personnel							-
Oper & Maint		6,500	13,000	13,000	13,000	13,000	58,500
<b>Total</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 58,500</b>

## Capital Improvements Program



### SAND PIT PARK IMPROVEMENTS

<b>Project Name:</b>	<b>Sand Pit Park Improvements</b>	<b>Status:</b>	<b>Future</b>
<b>Project Desc:</b>	The Sand Quarry Park is adjacent property on the south side of Mustang Bayou that also has been acquired by the City. The property is the site of a former sand quarry and is in the process of being converted from its former use and is being filled with rainwater and natural spring water. The site will consist of a large lake, restroom,s group picnic pavilion, parking lot. decomposed granite trails, playgrounds, sand volleyball, ladscape improvements, utilities and seating additions.		

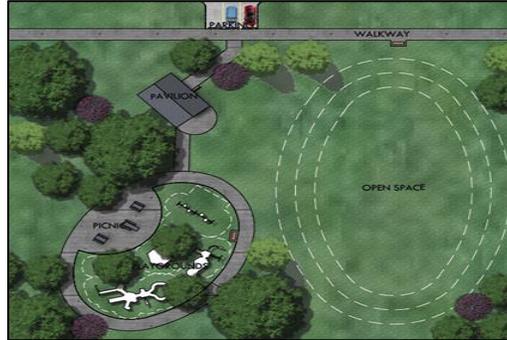
Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 1,650,000					\$ 1,650,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.						1,650,000	1,650,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000	\$ 1,650,000

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction						1,650,000	1,650,000
Other							-
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000	\$ 1,650,000

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Personnel							-
Oper & Maint						13,000	13,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000

## Capital Improvements Program



**NEIGHBORHOOD PARK PROTOTYPE (1.5 TO 2 ACRES)**

<b>Project Name:</b>	<b>Neighborhood Park Prototype (1.5 to 2 acres)</b>	<b>Status:</b>	<b>Future</b>
<b>Project Desc:</b>	This park will emphasize activities towards young children, play equipment and open space. Minor passive areas are provided for adult use and may include seating areas and picnic and shade structures/gazebos. The landscape character will consist of large, free-play, open turf areas modulated by canopy trees for shade around play equipment. Typically, an architectural element (gazebo) is the focal point. Other amenities include park benches, picnic settings, bike racks, pathways and parking.		

Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 550,000					\$ 550,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.						550,000	550,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	<b>\$ -</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>				

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction						550,000	550,000
Other							-
<b>Project Total</b>	<b>\$ -</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>				

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Personnel							-
Oper & Maint						7,000	7,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>				

## City of Manvel Capital Improvements Program



**NEIGHBORHOOD PARK PROTOTYPE (4 TO 6 ACRES)**

<b>Project Name:</b>	<b>Neighborhood Park Prototype (4 to 6 acres)</b>	<b>Status:</b>	<b>Future</b>
<b>Project Desc:</b>	This park's development has a special emphasis on play equipment for older children, including large openings in the landscape to provide opportunities for organized sporting activities. Several areas for court sports (tennis, basketball) and open spaces for soccer/football. Areas for passive recreation, passive picnic, and barbecue areas will be shaded by canopy trees.		

Type	General Gov't	Parks	Streets	Water	Wastewater	Surface Water	Total
		\$ 1,820,000					\$ 1,820,000

Funding Source	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
G.O. Bonds							-
Cert. of Oblig.						1,820,000	1,820,000
MEDC							-
City Funding							-
Impact Fees							-
Other							-
<b>Funding Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,820,000	\$ 1,820,000

Spending Phases	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23 >	Total
Prof. Services							-
Studies/Analysis							-
Land/ROW							-
Construction						1,820,000	1,820,000
Other							-
<b>Project Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,820,000	\$ 1,820,000

Associated Operating Costs	Prior Yr(s)	FY19	FY20	FY21	FY22	FY23	Total
Personnel							-
Oper & Maint						7,000	7,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000

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# City of Manvel, Texas

## Section 13 – Supplemental Information



## General Community Information



## Glossary of Terms



## City Ordinances



## General Community Information

<b>Government</b>	Date of Incorporation Form of Government	March 12, 1956 Council - Manager																																	
<b>Demographics</b>	Population	2018 – 8,256 (est) 2010 - 5,179																																	
<b>Schools</b>	Elementary Middle Schools High Schools	City - 2 ETJ - 2 City - 2 City - 1																																	
<b>Economics</b>	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Major Employers</u></th> <th style="text-align: left;"><u>Nature of Property</u></th> <th style="text-align: left;"><u>Taxable A.V.</u></th> </tr> </thead> <tbody> <tr> <td>E-Z Line Pipe Support Co. Inc.</td> <td>Manufacturing</td> <td>\$9,846,750</td> </tr> <tr> <td>Seaway Crude Pipeline LP</td> <td>Pipeline</td> <td>\$9,128,480</td> </tr> <tr> <td>E-Z Line Properties</td> <td>Real Estate</td> <td>\$8,054,690</td> </tr> <tr> <td>Enterprise Crude Pipeline LP</td> <td>Pipeline</td> <td>\$6,350,800</td> </tr> <tr> <td>Cube HHF Limited Partnership</td> <td>Warehouse</td> <td>\$5,835,040</td> </tr> <tr> <td>Centerpoint Energy Inc.</td> <td>Utility</td> <td>\$5,606,960</td> </tr> <tr> <td>Denbury Onshore LLC</td> <td>Mineral</td> <td>\$5,486,868</td> </tr> <tr> <td>American Residential Leasing Co LLC</td> <td>Real Estate Leasing</td> <td>\$3,993,290</td> </tr> <tr> <td>Probuild Company LLC</td> <td>Construction</td> <td>\$3,951,550</td> </tr> <tr> <td>GR-M1 LTD</td> <td>Commercial</td> <td>\$3,871,050</td> </tr> </tbody> </table>	<u>Major Employers</u>	<u>Nature of Property</u>	<u>Taxable A.V.</u>	E-Z Line Pipe Support Co. Inc.	Manufacturing	\$9,846,750	Seaway Crude Pipeline LP	Pipeline	\$9,128,480	E-Z Line Properties	Real Estate	\$8,054,690	Enterprise Crude Pipeline LP	Pipeline	\$6,350,800	Cube HHF Limited Partnership	Warehouse	\$5,835,040	Centerpoint Energy Inc.	Utility	\$5,606,960	Denbury Onshore LLC	Mineral	\$5,486,868	American Residential Leasing Co LLC	Real Estate Leasing	\$3,993,290	Probuild Company LLC	Construction	\$3,951,550	GR-M1 LTD	Commercial	\$3,871,050	
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<b>Tax Structure</b>	City (Ad Valorem Tax Rate (per \$100 of Appraised Value)) Brazoria County Alvin ISD School	0.690000 0.440234 1.450000																																	
<b>Bond Rating</b>		AA+																																	
<b>Services</b>	Number of police stations Sworn Officers	1 22																																	
<b>Parks</b>	Number of Developed Parks Number of Undeveloped Parks Park Acreage	2 1 33.5																																	
<b>Health Facilities</b>	General Area Special Purpose Health Care Centers	2 6																																	
<b>Other</b>	County of Government Areas of City Area of ETJ (Extra Territorial Jurisdiction) Median Household Income Education (% high school graduate or greater) Median Housing Value	Commissioners Court 23 sq. miles 17 sq. miles \$90,195 92% \$181,400																																	

## Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

===== **FY2019-20 ANNUAL BUDGET** =====

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

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

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

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

**BONDS ISSUED.** Bonds sold by the City.

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

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

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

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

**CERTIFICATIONS OF OBLIGATION.** Legal debt instruments which finance a variety of projects such as major equipment purchases, improvements and infrastructure construction. These certificates are backed by the full faith and credit of the issuing government and are financed through property tax and/or utility revenues, generally for a shorter term than bonds. C.O.'s are authorized by the City Council.

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

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

**COMMITTED FUND BALANCE.** Amounts constrained to specific purposes by a government itself. These amounts are committed by Council action (ordinance or resolution) and cannot be used for any other

===== **FY2019-20 ANNUAL BUDGET** =====

purpose unless the government removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed to previously commit these funds.

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

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

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

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

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

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

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

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

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

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

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

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

===== **FY2019-20 ANNUAL BUDGET** =====

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

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

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

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

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

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

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

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

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

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

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

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

===== **FY2019-20 ANNUAL BUDGET** =====

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

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

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

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

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

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

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

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

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

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

**ORDINANCE.** A formal legislative enactment by the governing body of municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statues or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charge, universally require ordinances.

===== **FY2019-20 ANNUAL BUDGET** =====

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

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

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

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

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

**SURPLUS.** Exceeding what is needed or used.

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

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

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

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

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

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

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

===== **FY2019-20 ANNUAL BUDGET** =====

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

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



## **City Ordinances**

**ORDINANCE NO. 2019-O-28**

**AN ORDINANCE APPROVING AND ADOPTING THE CITY OF MANVEL, TEXAS, OPERATING, CAPITAL IMPROVEMENT PROGRAM, AND MEDC BUDGET FOR THE FISCAL YEAR 2020; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA-BUDGET TRANSFERS; APPROVING ALL PROGRAMS AND EXPENDITURES CONTAINED THEREIN; AUTHORIZING THE CITY MANAGER TO MAKE ANY BUDGETED EXPENDITURE WITHOUT FURTHER ACTION BY THE CITY COUNCIL; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

\* \* \* \* \*

**WHEREAS**, on the 1st, day of August, 2019 the Budget Officer filed with the City Secretary a proposed budget of the City of Manvel for the fiscal year 2019-2020, the same being from October 1, 2019 through September 30, 2020; and

**WHEREAS**, within the time and in the manner required by law, including section 8.02 of The City Charter, the city manager presented to the City Council a proposed operating and capital improvement program budget of revenues and expenditures of the City of Manvel for the Fiscal year October 1<sup>st</sup>, 2019, through September 30<sup>th</sup>, 2020; and

**WHEREAS**, pursuant to a motion of the City Council and after notice required by law, a public hearing on such general budget was held at the Council Chamber, Manvel City Hall, 20025 Hwy 6, Manvel, Texas 77578, on the 3rd, day of September, 2019 and the 9th day of September, 2019 at which hearings all citizens and taxpayers of the City had the right to be present and to be heard and those who requested to be heard were heard; and

**WHEREAS**, the City Council has considered the proposed operating, capital improvements program, and Manvel Economic Development Corporation (MEDC) budget and has made such changes therein as in its judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and

**WHEREAS**, the City Council approves all programs and expenditures contained in the budget and authorizes the City Manager to make any budgeted expenditure without further action by the City Council;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:**

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

**Section 2.** The City Council hereby approves and adopts the operating, capital improvements program, and Manvel Economic Development Corporation (MEDC) budget described in the preamble of this Ordinance, a copy of which is attached hereto and made a part of this Ordinance for all purposes and a copy of which is on file with the City Secretary. Such budget shall be kept on file in the office of the City Secretary as a public record. The City Secretary is directed to file a true copy of the approved budget in the office of the County Clerk of Brazoria County and on the city's website, as required by law. The council may amend the budget for any municipal purpose or as otherwise permitted by law.

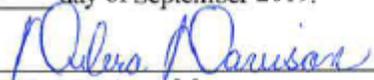
**Section 3.** In support of said budget and by virtue of the adoption thereof, including any and all changes adopted thereto, the several amounts specified for the various purposes named in said budget are hereby appropriated to and for such purposes. As required by the City Charter, no funds of the city shall be expended nor shall any obligation for the expenditure of money be incurred unless there is an appropriation therefore in the budget as duly adopted and unless the city manager or his/her designee first certifies that there is a sufficient unencumbered balance in such budget line item, and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. However, the charter prohibition is not to be construed to prevent the making or authorize the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is authorized by law and approved by council.

**Section 4.** The City Council takes cognizance of the fact that in order to facilitate operations of the City and its various departments and activities and to make adjustments occasioned by events transpiring during the year, some transfers may be necessary to and from some accounts contained within the budget as originally adopted. Accordingly, at any time during

the fiscal year the City Manager may transfer part or all of any unencumbered appropriation balance for operations only (excluding capital projects, capital equipment and Manvel Economic Development Corporation) among programs within a department, division, or office. Upon written request by the City Manager, the council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another, (excluding funds in The Manvel Economic Development Corporation budget, without prior action by The Manvel Economic Development Corporation). The City Manager shall, within thirty (30) days of the transfer, make written reports of all transfers to the city council or as directed by order of the city council. Upon approval thereof by the City Council, an amendment sheet reflecting such transfer or transfers shall be attached to the budget as specifically adopted, whereupon the City Council shall treat such funds as if they had been thus budgeted in the first instance.

**Section 5.** The City Council approves all programs and expenditures contained in the budget and authorizes the City Manager to make any budgeted expenditure without further action by the City Council. All competitive bidding laws and other city purchasing policy provisions still apply.

PASSED, APPROVED, AND ADOPTED this 16 day of September 2019.

  
Debra Davison, Mayor

ATTEST:

  
Tammy Bell, City Secretary

  
Bobby Gervais, City Attorney



ORDINANCE NO. 2019-O-29

**THIS YEAR'S TAX LEVY TO FUND MAINTENANCE AND OPERATIONS EXPENDITURES EXCEEDS LAST YEAR'S MAINTENANCE AND OPERATIONS TAX LEVY.**

**AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES FOR THE CITY OF MANVEL, TEXAS, FOR THE YEAR 2019, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID; AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.**

\* \* \* \* \*

**WHEREAS**, Section 26.05 of the Texas Property Tax Code provides that before the latter of September 30th or the 60<sup>th</sup> day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

**WHEREAS**, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures of the City for the next year), each of which two components must be approved; and

**WHEREAS**, the proposed tax rate for the current tax year of the City of Manvel, Texas, consists of two such components, a tax rate of \$0.219048 on each one-hundred-dollar (\$100) valuation of said property for debt service and a tax rate of \$0.420952 on each one-hundred-dollar (\$100) valuation of said property to fund maintenance and operation expenditures; and

**WHEREAS**, by motion heretofore adopted by the City Council of the City of Manvel, Texas, at a meeting of said City Council held on this 16, day of September 2019, said City Council has approved the tax rate heretofore specified for each of said component; and

**WHEREAS**, having thus approved the tax rate for each of such components, it is necessary and appropriate for the City Council to now formally pass, approve, and adopt a 2019 tax rate ordinance for the City of Manvel, Texas; and

**WHEREAS**, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of said tax rate ordinance have been timely and properly given and held; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:**

**Section 1.** The facts and matters set forth in the preamble of this Ordinance are hereby

found to be true and correct, and are hereby adopted, ratified, and confirmed.

**Section 2.** All property subject to ad valorem taxation by the City of Manvel, Texas, shall be equally and uniformly assessed for such purposes at One Hundred Percent (100%) of the fair market value of such property.

**Section 3.** There is hereby levied for general purposes and use by the City of Manvel, Texas, for the year 2019, and for each year thereafter until otherwise provided, an ad valorem tax at the rate of **\$0.640000** (**64.0** Cents) on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Manvel, Texas. The proceeds from such tax shall be applied to the payment of the general and current expenses of the government of the City. All such taxes shall be assessed and collected in current money of the United States of America.

**Section 4.** Of the total tax levied in Section 3 hereof **\$0.420952** (**42.0952** Cents) on each One Hundred Dollars (\$100) of assessed valuation is levied to fund maintenance and operation expenditures of the City for the fiscal year 2020.

**THIS YEAR'S TAX LEVY TO FUND MAINTENANCE AND OPERATIONS EXPENDITURES EXCEEDS LAST YEAR'S MAINTENANCE AND OPERATIONS TAX LEVY.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY .23 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-11.53**

**Section 5.** For the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Manvel, Texas, and the various installments of principal due on such bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City as such installments shall respectively mature, and for the purpose of paying interest and making provisions for the sinking fund on such other bond issues, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness as may be authorized, there is hereby levied for the year 2019 and for each year thereafter until otherwise provided, to be assessed and collected upon all property described in Section 3 of this Ordinance, an annual ad valorem tax for debt service at the rate of **\$0.219048** (**21.9048** Cents) on each One Hundred Dollars (\$100) of assessed valuation.

**Section 6.** All ad valorem taxes levied hereby, in the total amount of **\$0.640000** (**64.0** Cents) on each One Hundred Dollars (\$100) of assessed valuation, as reflected herein, shall be due and payable on or before January 31, 2020. All ad valorem taxes due the City of Manvel, Texas, and

not paid on or before January 31<sup>st</sup> following the year for which they were levied shall bear penalty and interest as prescribed in the Property Tax Code of the State of Texas.

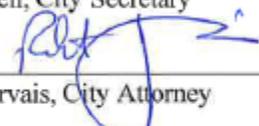
**Section 7.** All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED at a meeting of the Manvel City Council on this 16, day of September 2019, with an effective date being the 17, day of September 2019.

  
\_\_\_\_\_  
Debra Davison, Mayor

ATTEST:

  
\_\_\_\_\_  
Tammy Bell, City Secretary

  
\_\_\_\_\_  
Bobby Gervais, City Attorney

Mayor Davison made the motion that the property tax be increased by the adoption of a tax rate of \$.640000 (64 cents), which is effectively a .15% percent increase in the tax rate. The tax rate consists of \$0.420952 for maintenance and operations, and \$0.219048 for debt service as reflected in Ordinance 2019-O-29, to adopt the Municipal Tax Rate for Tax Year 2019. B. Wilmer seconded the motion.

Roll Call Vote	For	Against
Mayor Davison	✓	—
Council Member Akery	✓	—
Council Member Hehn	✓	—
Council Member Wilmer	✓	—
Council Member Davis	✓	—
Council Member Albert	Absent	—
Council Member Hudson	✓	—



