

Sherry Garrison, Council Position 1
Thane Harrison, Council Position 2
Tommy Ginn, Council Position 3

James Stokes, City Manager
Gary Jackson, Assistant City Manager



Jerry Mouton Jr., Mayor

Bill Patterson, Council Position 4
Ron Martin, Council Position 5
Rae A. Sinor, Council Position 6

Shannon Bennett, TRMC, City Secretary
Jim Fox, City Attorney

Ordinance #3922

Resolution #2017-16

CALL TO ORDER

The 1695th meeting of the Deer Park City Council.

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS

1. Recognition of Deer Park Spikes Baseball Team.

[PRE 17-030](#)

Recommended Action: Applause

2. Presentation of an award recognizing Dr. Donald Metz for his years of service to the Deer Park Community as Medical Director.

[PRE 17-027](#)

Recommended Action: Applause

Attachments: [Appreciation Award - Don Metz](#)

3. Presentation of DPVFD's check to the Muscular Dystrophy Association from the annual "Fill the Boot" campaign.

[PRE 17-028](#)

Recommended Action: Express appreciation to the DPVFD for the efforts in their annual "Fill the Boot" campaign for MDA.

CONSENT CALENDAR

4. Approval of minutes of regular meeting of September 5, 2017.

[MIN 17-128](#)

Recommended Action: Approval

Attachments: [CC_MR_090517](#)

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

5. Approval of tax refund to Partnership Underwood LP in the amount of \$4,241.22 due to a value decrease granted by Harris County Appraisal District. [TAXR 17-047](#)

Recommended Action: Approve the tax refund to Partnership Underwood LP.

Department: Finance

6. Approval of tax refund to Partnership Underwood LP in the amount of \$2,563.38 due to a value decrease granted by Harris County Appraisal District. [TAXR 17-048](#)

Recommended Action: Approve the tax refund to Partnership Underwood LP.

Department: Finance

7. Approval of tax refund to Eldridge Land LLC & ETAL in the amount of \$884.07 due to value decrease granted by Harris County Appraisal District. [TAXR 17-049](#)

Recommended Action: Approve the tax refund to Eldridge Land LLC & ETAL.

Department: Finance

8. Approval of tax refund to Clay Real Estate Holdings #3 LP in the amount of \$963.91 due to a value decrease granted by Harris County Appraisal District. [TAXR 17-050](#)

Recommended Action: Approve the tax refund to Clay Real Estate Holdings #3 LP.

Department: Finance

9. Approval of tax refund to Wells Fargo Home Mortgage in the amount of \$592.49 due to a homestead exemption and an over-65 exemption granted by Harris County Appraisal District. [TAXR 17-051](#)

Recommended Action: Approve the tax refund to Wells Fargo Home Mortgage.

Department: Finance

10. Approval of tax refund to Northeast R. E. Management LLC in the amount of \$797.20 due to a value decrease granted by Harris County Appraisal District. [TAXR 17-052](#)

Recommended Action: Approve the tax refund to Northeast R. E. Management LLC.

Department: Finance

11. Authorization to seek a proposal from RPS Engineers to conduct an evaluation of the historic bridge at The Battleground Golf Course. [AGR 17-039](#)

Recommended Action: Approval is recommended.

Department: City Manager's Office

Attachments: [Proposal for Historic Bridge](#)

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12. Acceptance of purchase of Playground Equipment and Pavilion for new area on Glenview Street. [ACT 17-040](#)

Recommended Action: Approve the purchase of Playground Equipment and Pavilion for new area on Glenview Street.

13. Authorization to purchase services for the repair of SWTP Transfer Pump #6. [PUR 17-019](#)

Recommended Action: Staff recommends authorization to purchase the services of Northstar Industries.

Department: Public Works

Attachments: [Recommendations from Northstar Industries](#)

14. Authorization to seek bids to obtain lease-purchasing financing for a new Pierce Velocity Ascendant 107' Ladder Truck for the FCPEMSD. [BID 17-044](#)

Recommended Action: Authorize the City to seek bids to obtain lease-purchase financing for a new Pierce Velocity Ascendant 107' Ladder Truck for the FCPEMSD.

Department: Finance

15. Authorization to purchase five museum display cabinets, as recommended by the Deer Park Historical Committee. [PUR 17-018](#)

Recommended Action: Authorize the purchase of five museum display cabinets at a total cost not-to-exceed \$15,000.

Department: City Manager's Office

COMMENTS FROM AUDIENCE

The Mayor shall call upon those who have registered to address Council in the order registered. There is a five minute time limit . A registration form is available in the Council Chambers and citizens must register by 7:25 p.m.

NEW BUSINESS

16. Consideration of and action on a contract between the City of Deer Park and PGAL for architectural services for the pre-design, programming and planning phases of the Deer Park EMS Annex. [CON 17013](#)

Recommended Action: Staff recommends approval of the contract.

Department: City Manager's Office

Attachments: [EMS Annex - PGAL Agreement 091217](#)

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17. Consideration of and action on ratification of a Public Assistance Grant Application through FEMA. [AUT 17-099](#)

Recommended Action: Staff requests that Council ratify this grant application and support the continued efforts in seeking federal reimbursement for these emergency expenditures.

Attachments: [Request for Public Assistance - Deer Park](#)
[Designation of Applicant Agent - Deer Park](#)
[DISASTER storm Harvey proc IMAGE 08-23-17](#)
[Cost Share Adjustment Fact Sheet FEMA 4332 DR TX 09032017 FINAL](#)

18. Consideration of and action on the approval of a contract between the City of Deer Park and the University of Texas Health Science Center at Houston for medical director services. [CON 17012](#)

Recommended Action: Approve contract

Department: City Manager's Office

Attachments: [Medical Director Contract - Partially Executed - 2017](#)

19. Consideration of and action on a resolution by the City Council of the City of Deer Park, Texas, authorizing the publication of Notice of Intention to Issue Certificates of Obligation; and approving other matters incidental thereto. [RES 17-290](#)

Recommended Action: Approve the resolution authorizing the publication of Notice of Intention to Issue Certificates of Obligation and approving other matters incidental thereto.

Department: City Manager's Office

Attachments: [2017A - NOI Resolution 09.19.17](#)

20. Consideration of and action on a resolution to restrict a portion of the unrestricted net assets in the Series 2002 - Texas Water Development Board Fund. [RES 17-305](#)

Recommended Action: Consider and approve the resolution to restrict a portion of the unrestricted net assets in the Series 2002 - TWDB Fund in the amount of \$146,541.64 at September 30, 2017.

Department: Finance

Attachments: [TWDB I&S Fund Balance 2017](#)
[Resolution - TWDB I&S Fund Balance 2017](#)

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

21. Consideration of and action on a resolution to transfer \$5,356,980 from the FY 2016-2017 unassigned fund balance of the General Fund to the Capital Improvements Fund. [RES 17-306](#)

Recommended Action: Approve the resolution to transfer \$5,356,980 of FY 2016-2017 unassigned fund balance of the General Fund to the Capital Improvements Fund.

Department: Finance

Attachments: [Resolution - Transfer to CIP 09.19.17](#)

22. Consideration of and action on amending the Financial Management Policy. [POL 17-001](#)

Recommended Action: Approve the Financial Management Policy dated September 19, 2017.

Department: Finance

Attachments: [Financial Management Policy 09.19.17](#)

23. Consideration of and action on an ordinance amending the Fiscal Year 2016-2017 Water & Sewer Fund Budget for emergency repairs to a turbine pump at the Water Treatment Plant. [ORD 17-060](#)

Recommended Action: Approve the ordinance amending the Fiscal Year 2016-2017 Water & Sewer Fund Budget.

Department: Public Works

Attachments: [Ord - Amend Budget FY17 WTP Pump](#)

24. Consideration of and action on the annual review and an ordinance adopting the City's Investment Policy. [ORD 17-061](#)

Recommended Action: Review and adopt the Investment Policy.

Department: Finance

Attachments: [Investment Policy Review 09.19.17](#)

[Investment Policy - 2017](#)

25. Consideration of and action on an ordinance adopting the FY 2017-2018 Budget. [ORD 17-062](#)

Recommended Action: Take a record vote to approve the ordinance adopting the FY 2017-2018 Budget. (Note: the vote to adopt the budget must be a record vote pursuant to Local Government Code, Chapter 102, Section 102.007).

Department: City Manager's Office

Attachments: [Ord - Adopt Budget FY18](#)

[Explanation of Changes - Final 17-18 Budget](#)

[Budget FY 2017-2018](#)

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26. Consideration of and action on an ordinance adopting FY 2017-2018 Salary and Classification Scales.

[ORD 17-063](#)

Recommended Action: Recommend for approval.

Department: Human Resources

Attachments: [Pay Range Chart Effective October 1, 2017-2017_18 Classification Scales_rev Sept 2017](#)
[2017_18 Salary Scales_rev sept 2017](#)

27. Consideration of and action on an ordinance appointing associate judges.

[ORD 17-065](#)

Recommended Action: Appointment of the Associate Judges for two years

Department: Mouton Jr.

Attachments: [Appoint Associate Judges-2017](#)

28. Consideration of and action on a referral from the Planning and Zoning Commission and an ordinance calling a Joint Public Hearing on the request from the City of Deer Park on the proposed amendments to Ordinance No. 3886, to allow the use of external shipping containers under certain conditions in the General Commercial Zoning District.

[ORD 17-066](#)

Recommended Action: Council to call a Joint Public Hearing for October 17, 2017 at 7:30 p.m.

Department: City Secretary's Office

Attachments: [Recommendation Letter - shipping containers](#)
[Joint Public Hearing-Shipping Containers to Storage-09-2017](#)

29. Consideration of and action on an ordinance adopting the Standards of Care for the All Star Activity Program for 2017-18 DPISD school year.

[ORD 17-064](#)

Recommended Action: Approve ordinance adopting Standards of Care for the All Star Activity Program for 2017-18 DPISD school year.

Attachments: [City of Deer Park - Standards of After School Care-8-2017](#)
[Standards of Care](#)

30. Awarding bid for the Sidewalk Improvements Project - Pasadena Blvd., 13th St., and Spencer Hwy.

[BID 17-045](#)

Recommended Action: Staff recommends council approval

Department: Public Works

Attachments: [Sidewalk Project award letter](#)

ADJOURN

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
September 15, 2017

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281.478.7248 for further information.

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.



Legislation Details (With Text)

File #: PRE 17-030 **Version:** 1 **Name:**
Type: Presentation **Status:** Agenda Ready
File created: 9/14/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Recognition of Deer Park Spikes Baseball Team.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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9/19/2017	1	City Council		
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Recognition of Deer Park Spikes Baseball Team.

Recognize the Deer Park Spikes Baseball Team and their accomplishments.

None

Applause



Legislation Details (With Text)

File #: PRE 17-027 **Version:** 1 **Name:**
Type: Presentation **Status:** Agenda Ready
File created: 8/16/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Presentation of an award recognizing Dr. Donald Metz for his years of service to the Deer Park Community as Medical Director.

Sponsors:

Indexes:

Code sections:

Attachments: [Appreciation Award - Don Metz](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Presentation of an award recognizing Dr. Donald Metz for his years of service to the Deer Park Community as Medical Director.

Summary:

Dr. Metz has served as medical director for over 20 years. He will remain connected with the City's Board of Health, but has chosen to step down as medical director to focus more on his family practice. Dr. Metz assisted in the selection of the new medical director.

Fiscal/Budgetary Impact:

No budget impact

Applause



City of Deer Park Appreciation Award

Presented to:

Dr. Donald R. Metz, MD

For your many years of dedication to the Deer Park community
by serving as Medical Director.

Given this 19th day of September, 2017.

Jerry Mouton

Mayor

James Stokes

City Manager



Legislation Details (With Text)

File #: PRE 17-028 **Version:** 1 **Name:**
Type: Presentation **Status:** Agenda Ready
File created: 9/6/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Presentation of DPVFD's check to the Muscular Dystrophy Association from the annual "Fill the Boot" campaign.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Presentation of DPVFD's check to the Muscular Dystrophy Association from the annual "Fill the Boot" campaign.

Summary:

The Deer Park Volunteer Fire Department will present a check for over \$6,500 to the Muscular Dystrophy Association during the September 19 City Council meeting, following a very successful "Fill the Boot" campaign in August.

The meeting will begin at 7:30 PM in the City Hall Council Chambers, and the public is encouraged to attend.

"On behalf of the entire Deer Park Volunteer Fire Department, we would like to thank the citizens of Deer Park for their incredible generosity during the 'Fill the Boot' campaign," said Justin Crow, DPVFD Deputy Chief, Station 2. "Altogether, we were able to raise \$6,572.34, which will go to the Muscular Dystrophy Association to aid in their fight against neuromuscular diseases. Thank you, Deer Park!"

In addition to being a valued fundraising effort, DPVFD Assistant Chief Phillip Arroyo said "Fill the Boot" provides a unique opportunity for one-on-one interaction with residents.

"We are very grateful to our community members for participating in 'Fill the Boot' and for taking time during the event to talk with our department members," he said. "We value the chance to get to know our residents, answer any questions they may have and show them we're here to serve the community."

For more information on the Deer Park Volunteer Fire Department, visit www.dpvfd.org <<http://www.dpvfd.org>>.

Fiscal/Budgetary Impact:

n/a

Express appreciation to the DPVFD for the efforts in their annual "Fill the Boot" campaign for MDA.



City of Deer Park

710 E SAN AUGUSTINE
DEER PARK, TX 77536

Legislation Details (With Text)

File #: MIN 17-128 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 9/14/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Approval of minutes of regular meeting of September 5, 2017.
Sponsors:
Indexes:
Code sections:
Attachments: [CC_MR_090517](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Approval of minutes of regular meeting of September 5, 2017.

Summary:

Fiscal/Budgetary Impact:

None

Approval

CITY OF DEER PARK
710 EAST SAN AUGUSTINE STREET
DEER PARK, TEXAS 77536

Minutes of

THE 1694th REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS HELD IN CITY HALL, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS ON SEPTEMBER 5, 2017, AT 7:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

JERRY MOUTON
SHERRY GARRISON
THANE HARRISON
TOMMY GINN
BILL PATTERSON
RAE A. SINOR

MAYOR
COUNCILWOMAN
COUNCILMAN
COUNCILMAN
COUNCILMAN
COUNCILWOMAN

OTHER CITY OFFICIALS PRESENT:

GARY JACKSON
SHANNON BENNETT
JIM FOX

ASSISTANT CITY MANAGER
CITY SECRETARY
CITY ATTORNEY

1. MEETING CALLED TO ORDER – Mayor Mouton called the meeting to order at 7:30 p.m.
2. INVOCATION – The invocation was given by Councilman Patterson.
3. PLEDGE OF ALLEGIANCE – Councilman Sinor led the Pledge of Allegiance to the United States Flag and the Texas Flag.
4. PUBLIC HEARING ON THE CITY ADOPTING STANDARDS OF CARE FOR THE ALL STAR ACTIVITY PROGRAM - The public hearing was opened by the City Secretary reading the Notice of Public Hearing. (Exhibit A)

Mayor Mouton called for those desiring to speak in favor of the Standards of Care for the All Star Activity Program. No one spoke.

Mayor Mouton called for those desiring to speak against the All Star Activity Program. No one spoke.

Mayor Mouton closed the hearing.

5. AWARDING BID FOR THE CONSTRUCTION OF THE MAXWELL ADULT CENTER EXPANSION – Motion was made by Councilwoman Garrison and seconded by Councilman Patterson to award the bid to Frost Construction Company in the amount of \$1,551,000 and add an alternative No. 1 bid of \$11,0000 for the construction of the Maxwell Center Expansion.

Motion carried 6 to 0.

6. CONSENT CALENDAR - Motion was made by Councilman Harrison and seconded by Councilman Ginn to approve the consent calendar as follows:
- a. Approval of minutes of Joint meeting with Council and Crime Control Prevention District on August 15, 2017.
 - b. Approval of minutes of workshop meeting on August 15, 2017.
 - c. Approval of minutes of regular meeting on August 15, 2017.
 - d. Authorization to advertise and receive bids for South Plant Lift Station Discharge Header Replacement Project.

Motion carried 6 to 0.

7. CONSIDERATION OF AND ACTION ON APPLYING FOR AND ACCEPTING A GRANT THROUGH THE OFFICE OF THE GOVERNOR CRIMINAL JUSTICE DIVISION TO PURCHASE RIFLE-RESISTANT BODY ARMOR – Motion was made by Councilwoman Sinor and seconded by Councilman Patterson to apply and accept a grant through the Office of the Governor Criminal Justice Division to purchase rifle-resistant body armor. Motion carried 5 to 0.
8. CONSIDERATION OF AND ACTION ON A SUBMITTAL OF THE 2017 TAX ROLL AND THE CALCULATION OF THE EFFECTIVE TAX RATE AND THE ROLLBACK TAX RATE – Motion was made by Councilman Harrison and seconded by Councilman Patterson on a submittal of the 2017 tax roll and the calculation of the effective tax rate and the rollback tax rate. Motion carried 5 to 0.
9. CONSIDERATION OF AND ACTION ON TO INCREASE TOTAL TAX REVENUES FROM PROPERTIES ON THE TAX ROLL BY PROPOSING TO ADOPT A TAX RATE OF \$0.720000 PER \$100 VALUATION AT A FUTURE MEETING– Motion was made by Councilman Harrison and seconded by Councilman Patterson to adopt the tax rate of \$0.72 per \$100 of valuation. Motion carried 6 to 0 with a roll call vote:

Councilwoman Garrison "Aye"
Councilman Harrison "Aye"
Councilman Ginn "Aye"
Councilman Patterson "Aye"
Councilwoman Sinor "Aye"
Mayor Mouton "Aye"

10. CONSIDERATION OF AND ACTION ON AN ORDINANCE CALLING TWO PUBLIC HEARINGS ON THE PROPOSED 2017 TAX RATE – After a proposed ordinance was read by caption, motion was made by Councilman Harrison and seconded by Councilman Ginn to adopt on first and final reading Ordinance No. 3920, captioned as follows:

AN ORDINANCE OF THE CITY OF DEER PARK SETTING DATES AND TIMES FOR PUBLIC HEARINGS OF THE PROPOSED PROPERTY TAX INCREASE FOR THE YEAR BEGINNING JANUARY 1, 2018; AND DECLARING AN EMERGENCY.

Motion carried 6 to 0.

11. CONSIDERATION OF AND ACTION ON AN ORDINANCE ADOPTING THE STANDARDS OF CARE FOR THE ALL STAR ACTIVITY PROGRAM FOR 2017-18 DEER PARK INDEPENDENT SCHOOL DISTRICT YEAR - Motion was made by Councilwoman Garrison and seconded by Councilman Patterson to table this item. Motion carried 6 to 0.

12. CONSIDERATION OF AND ACTION ON AN ORDINANCE RATIFYING THE MAYOR'S EMERGENCY DISASTER DECLARATION OF AUGUST 5, 2017 AND EXTENDING THE DISASTER FOR COMMUNITY RECOVERY – After a proposed ordinance was read by caption, motion was made by Councilman Tommy Ginn and seconded by Councilwoman Garrison to adopt on first and final reading of Ordinance No. 3921, captioned as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS RATIFYING THE DECLARATION OF DISASTER DATED AUGUST 25, 2017 FOR HURRICANE HARVEY AND EXTENDING THE DISASTER PERIOD THROUGH SEPTEMBER 2, 2017 EMERGENCY DEBRIS REMOVAL AND DECLARING AN EMERGENCY.

Motion carried 6 to 0.

13. COUNCIL COMMENTS –

Councilwoman Garrison commented, "I just want to thank the City, particularly our First Responders, Public Works and Sanitation for what they have done. There has been some very good feedback. The operation of the shelter that we had for a few days was a very good thing for all of us. To see people that have lost everything, it has been an up and down week for all of us."

Councilman Harrison commented, "It has been an up and down week for each one of us. We all had our own things that were going on. We also had to be involved in what we were doing in setting up the shelter, greeting the people, setting up the cots and feeding the people. That was quite an experience. Helping people pull carpet out of their houses, helping churches pull carpet out and mine was one of them. We had to gut the whole downstairs. It's just incredible the amount of the help that is coming from all over the country, just not here locally. People are coming down and giving away supplies. No matter what color anybody is, what religion they are, makes no difference. Everyone is banding together to help and that is what is so good about this, that's why we have the good Lord."

Councilman Ginn commented, "We have never seen anything like it before and I hope to not ever see it again. I want to thank all the City employees and all of the volunteers. We were overwhelmed with volunteers and supplies, everybody pitched in and I think it is awesome. We also had help from all over and now we are going out helping others. We are so blessed as a City to come out of this storm the way we did. Even the people I spoke to that got water in their homes, were grateful it was not worse than what it was. Some people got two inches to two feet, even those people were grateful of what the City has done. I am very grateful to all of the City employees and the volunteers. Thank you all."

Councilman Patterson commented, "I am just humbled and blessed to live in this community. I am appreciative to our City staff and all of the administration and also previous City Managers of this City that have stayed for the task of just helping us make our city what it is today. My heart goes out to all those still flooded and enduring all this pain. We face another storm coming on the shores of the United States and you realize just how helpless you are. There is no amount of money or intelligence that is going to turn that storm. I just pray that we all stay close to God and stay healthy and safe. I think our City is really blessed and I am so blessed to live here. Thank you."

Councilwoman Sinor, "Just to reiterate thanks to the Mayor's leadership and being the conduit that he and Jay played with all the details as well as Robert Hemminger and Chief Grigg were always there. I always felt at peace just seeing you guys working it all together. I just felt like you were on top of everything and knew what was going on. You were up late nights and early mornings out checking the roads while some of us were in our beds and I appreciate you guys staying the course. It was Wednesday night, when we took some of the people from the shelter and both pastors came together and talked, stood up and prayed over them and I thought that was so moving to witness. They talked about how we have been so divided as a nation and all that is going on in our county. I think Christians have prayed for a revival for a long time and maybe this is our revival, people coming together to help. What is scary is everybody working hard and there is so much to do. Those people are going to get tired and they are going to need a break and other people are going to have to step up to give them a break. This is going to take so long to help people through this. We can't quit pushing or quit working and can't quit lending our hand for the people that need our help. I have just been in awe watching at all the different churches. I said at dinner, can you imagine having to wait for the government to come and feed the people, they would have already starved to death by now. Communities, volunteers and churches have taken up the charge and the lead. I have watched our church, Central Church and San Jacinto Church here, First Baptist of Pasadena, First Baptist of Deer Park and Church of Christ have all come on board and it is going to take that.

People are going to have to go to work and start taking the business up of the church and other people are going to have to stand up. I just hope we are all a part of that. Again, I have watched pastors in churches reach out to other communities. We were off unloading trucks from North Carolina at our church yesterday, just amazing. God provides. He is mighty and powerful and He is wonderful. I don't always understand how He works but I am so glad He does."

Mayor Mouton commented, "I appreciate the Council. I think tremendous leadership was provided by each of you. Everywhere I turned, one of you was typically there, not scared to get your hands dirty. In the evening we were shutting down the shelter and the few people that were left were being transported to NRG, there was one gentlemen that was there and started telling me how impressed he was with Deer Park. Something he said that stuck out to me was how impressed he was to know that each of the Councilmembers were there working just as hard as anybody. It was a challenging week. It was difficult to ask for resources from the County and State knowing that they had their hands full. I spent quite a bit of time on the phone in the last ten days talking to our neighboring Mayors. I appreciate Councilman Terry Sain, from Baytown for being here. I know Baytown has had their hands full. Proud to say, we have been sending resources and teams from some of our churches to help. We had employees working to help our City while some of their own homes flooded. We are blessed. I have spent a lot of quality time with members of our EOC and with Mr. Stokes, I was so impressed. Every Department was doing their job to perfection, working to make sure our City was taken care of. I am in awe and I am proud of all of you and our City Staff. I am proud of this community to see the goodwill coming forth with neighbors helping neighbors. The day we opened the shelter, Channel 13 showed up right after the decision was made and aired it. Several people that know me said I looked like an angry Mayor so I had to reminisce. One of the first questions he asked me was why were we doing this? It did strike me odd. Why would he ask that question? I said this is Texas, we help our neighbors when they are in need! Not one person from Deer Park will be in this shelter, but we opened it up to aid our neighboring cities. When the people showed up, they had not been fed. The call was put out for supplies and resources and in a short amount of time, the community churches showed up with food. We had to start telling the community to quit bringing food, there was too much. By the time the County and the State asked us what we needed, I was able to say we are taking care of it ourselves. I was able to tell them to redirect the resources to Baytown that had five churches that had shelters with excess of six to seven hundred people. I am just humbled and blessed and honored to work with each one of you. It's an honor to see Staff perform their jobs flawlessly. Nonetheless, I am very proud and thank you to all to what you have done these last few days. I think the time for leadership is going to be over the next few months. We are all going to have to step to the plate. I know all of you will. Let's move forward."

14. ADJOURN – Mayor Mouton adjourned the meeting at 7:50 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
City Secretary

Jerry Mouton
Mayor



Legislation Details (With Text)

File #: TAXR 17-047 **Version:** 1 **Name:**
Type: Tax Refund **Status:** Agenda Ready
File created: 9/6/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Approval of tax refund to Partnership Underwood LP in the amount of \$4,241.22 due to a value decrease granted by Harris County Appraisal District.
Sponsors: Finance
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Approval of tax refund to Partnership Underwood LP in the amount of \$4,241.22 due to a value decrease granted by Harris County Appraisal District.

Summary:

Section 31.11 of the Texas Property Tax Code requires that all refunds exceeding \$500 be approved by the governing body prior to the issuance of a check to the payee. The following refund is pending:

Partnership Underwood LP in the total amount of \$4,241.22 due to a value decrease granted by Harris County Appraisal District on the 2016 Correction Roll #11 (Account #023-145-000-0636).

Fiscal/Budgetary Impact:

None.

Approve the tax refund to Partnership Underwood LP.



Legislation Details (With Text)

File #: TAXR 17-048 **Version:** 1 **Name:**
Type: Tax Refund **Status:** Agenda Ready
File created: 9/6/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Approval of tax refund to Partnership Underwood LP in the amount of \$2,563.38 due to a value decrease granted by Harris County Appraisal District.
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Summary:

Section 31.11 of the Texas Property Tax Code requires that all refunds exceeding \$500 be approved by the governing body prior to the issuance of a check to the payee. The following refund is pending:

Partnership Underwood LP in the total amount of \$2,563.38 due to a value decrease granted by Harris County Appraisal District on the 2016 Correction Roll #11 (Account #023-145-000-0646).

Fiscal/Budgetary Impact:

None.

Approve the tax refund to Partnership Underwood LP.



Legislation Details (With Text)

File #: TAXR 17-049 **Version:** 1 **Name:**
Type: Tax Refund **Status:** Agenda Ready
File created: 9/6/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Approval of tax refund to Eldridge Land LLC & ETAL in the amount of \$884.07 due to value decrease granted by Harris County Appraisal District.
Sponsors: Finance
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Approval of tax refund to Eldridge Land LLC & ETAL in the amount of \$884.07 due to value decrease granted by Harris County Appraisal District.

Summary:

Section 31.11 of the Texas Property Tax Code requires that all refunds exceeding \$500 be approved by the governing body prior to the issuance of a check to the payee. The following refund is pending:

Eldridge Land LLC & ETAL in the total amount of \$884.07 due to a value decrease granted by Harris County Appraisal District on the 2016 Correction Roll #11 (Account #043-148-000-0257).

Fiscal/Budgetary Impact:

None.

Approve the tax refund to Eldridge Land LLC & ETAL.



Legislation Details (With Text)

File #: TAXR 17-050 **Version:** 1 **Name:**
Type: Tax Refund **Status:** Agenda Ready
File created: 9/6/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Approval of tax refund to Clay Real Estate Holdings #3 LP in the amount of \$963.91 due to a value decrease granted by Harris County Appraisal District.
Sponsors: Finance
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Approval of tax refund to Clay Real Estate Holdings #3 LP in the amount of \$963.91 due to a value decrease granted by Harris County Appraisal District.

Summary:

Section 31.11 of the Texas Property Tax Code requires that all refunds exceeding \$500 be approved by the governing body prior to the issuance of a check to the payee. The following refund is pending:

Clay Real Estate Holdings #3 LP in the total amount of \$963.61 due to a value decrease granted by Harris County Appraisal District on the 2016 Correction Roll #11 (Account #136-695-001-0004).

Fiscal/Budgetary Impact:

None.

Approve the tax refund to Clay Real Estate Holdings #3 LP.



Legislation Details (With Text)

File #: TAXR 17-051 **Version:** 1 **Name:**
Type: Tax Refund **Status:** Agenda Ready
File created: 9/6/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Approval of tax refund to Wells Fargo Home Mortgage in the amount of \$592.49 due to a homestead exemption and an over-65 exemption granted by Harris County Appraisal District.
Sponsors: Finance
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Approval of tax refund to Wells Fargo Home Mortgage in the amount of \$592.49 due to a homestead exemption and an over-65 exemption granted by Harris County Appraisal District.

Section 31.11 of the Texas Property Tax Code requires that all refunds exceeding \$500 be approved by the governing body prior to the issuance of a check to the payee. The following refund is pending:

Wells Fargo Home Mortgage in the total amount of \$592.49 due to a homestead exemption and an over-65 exemption granted by Harris County Appraisal District on the 2016 Correction Roll #11 (Acct. #114-574-007-0029).

Fiscal/Budgetary Impact:

None.

Approve the tax refund to Wells Fargo Home Mortgage.



Legislation Details (With Text)

File #: TAXR 17-052 **Version:** 1 **Name:**

Type: Tax Refund **Status:** Agenda Ready

File created: 9/6/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Approval of tax refund to Northeast R. E. Management LLC in the amount of \$797.20 due to a value decrease granted by Harris County Appraisal District.

Sponsors: Finance

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Approval of tax refund to Northeast R. E. Management LLC in the amount of \$797.20 due to a value decrease granted by Harris County Appraisal District.

Summary:

Section 31.11 of the Texas Property Tax Code requires that all refunds exceeding \$500 be approved by the governing body prior to the issuance of a check to the payee. The following refund is pending:

Northeast R. E. Management LLC in the total amount of \$797.20 due to a value decrease granted by Harris County Appraisal District on the 2015 Correction Roll #22 (Account #043-148-000-0257).

Fiscal/Budgetary Impact:

None.

Approve the tax refund to Northeast R. E. Management LLC.



Legislation Details (With Text)

File #: AGR 17-039 **Version:** 2 **Name:**
Type: Agreement **Status:** Agenda Ready
File created: 9/14/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Authorization to seek a proposal from RPS Engineers to conduct an evaluation of the historic bridge at The Battleground Golf Course.
Sponsors: City Manager's Office
Indexes:
Code sections:
Attachments: [Proposal for Historic Bridge](#)

Date	Ver.	Action By	Action	Result
9/19/2017	2	City Council		

Authorization to seek a proposal from RPS Engineers to conduct an evaluation of the historic bridge at The Battleground Golf Course.

Summary:

While the historic bridge at The Battleground Golf Course, located between the #18 green and the #1 tee boxes, is structurally sound due to its rehabilitation in 2012, its superstructure (the top section) is in very poor shape. That portion of the bridge was built over a century ago. Its aesthetical value remains, but the ironwork is full of rust and decay. The Golf Course Committee recently heard a presentation from RPS Engineers (formerly Klotz Associates) related to the bridge. RPS officials recommended conducting a study of the bridge to evaluate its options. These could include repairing the existing superstructure; removing and rebuilding the superstructure; or removing and not replacing the superstructure. They propose analyzing these options from an engineering perspective, as well as conducting historic research on the bridge to ensure it is properly preserved. The fee for these services is \$10,590.00, and may be funded through Hotel Occupancy Tax proceeds. The Golf Course Committee has recommended Council approve this action. Mr. Jonathan Griffin with RPS will be in attendance at the Council Workshop on Tuesday night to address any questions you may have regarding this matter.

Fiscal/Budgetary Impact:

\$10,590

Approval is recommended.



Formerly Klotz Associates

1160 Dairy Ashford, Suite 500, Houston, Texas 77079
T 281 589 7257 W rpsgroup.com/usa

August 22, 2017

James J. Stokes
City Manager
City of Deer Park
710 E. San Augustine
Deer Park, Texas 77536

Re: Proposal for Historic Bridge Evaluation on Battleground Golf Course in Deer Park

Dear Mr. Stokes,

RPS is pleased to present this proposal to provide a field condition assessment and historic research for the Historic Bridge on Battleground Golf Course in Deer Park. The purpose of this work is to assess the condition of the components that make up the pratt truss and give the historic bridge its unique features, obtain information and documents relating to the historic nature of the bridge, prepare a letter report, and present the information to the City. The City will then determine to either repair or replace the pratt truss based on information and documents obtained from historic due diligence, and our recommendations.

Our understandings of the City of Deer Park's goals are listed below:

1. Determine the status of the bridge through site visits and field measurements.
2. Perform historic research and obtain documents regarding the preservation and maintenance of the bridge.
3. Prepare and submit a letter report to the City.
4. Present our findings to the City and provide recommendations to repair or replace the pratt truss based on our historic research.

BASIC SERVICES

We propose to provide the following Basic Services with the understanding the City will make a decision to either repair or replace the pratt truss at the conclusion of these services. The engineering services lump sum fee to perform historic research and obtain documents regarding the preservation and maintenance of the bridge is \$10,590.00 and can be completed within thirty (30) days after notice to proceed.

Project Coordination & Management

RPS will meet with the City of Deer Park to initiate the project and obtain clarification of the fine points of the analysis. A second meeting will be scheduled at the conclusion of the project to present historic findings.



The Project Manager will be the primary point of contact for the project and will manage the scope, schedule, budget, and progress reporting and invoicing throughout.

Research & Data Collection

RPS will perform historic research on the bridge including obtaining information from TxDOT regarding the initial relocation of the bridge to Deer Park. We will also coordinate with the City to obtain bridge documentation including any agreements made regarding the preservation and maintenance of the bridge. We will compile all the information gathered into a letter report, and based on that information provide a recommendation regarding repair/replacement alternatives.

The information gained during this phase will be a valuable resource to determine a course of action for rehabilitating the historic bridge. At the conclusion of this phase we propose that a meeting take place at the City's discretion to decide the next course of action.

Quality Control & Quality Assurance

As part of our quality control procedures, we will review reports and estimates for clarity and completeness and ensure that appropriate quality control procedures were followed. We have the benefit of being able to provide oversight and review as mentioned above by experienced engineers.

Direct Expenses

The fee for Basic Services includes all expenses incurred during the performance of the above scope and includes travel expenses, reproduction of the report for review and final submittals, and rental or purchase of OSHA required inspection safety equipment.

ADDITIONAL SERVICES

Additional services, if needed, will be considered outside of the scope of the estimated fee. RPS will perform additional services based on payroll costs of salaries and wages times a factor for general overhead and profit of 2.5. Reimbursable expenses will be charged at Engineer's cost plus 15%. Additional Services may include additional inspection, study, or analysis not included in Basic Services scope.

Thank you for the opportunity to assist you on this interesting project. Should you have any questions, please feel free to contact me at 281.589.7257.

Sincerely,

A handwritten signature in blue ink that reads "M. Qumruzzaman".

Mohammed Qumruzzaman, PE
Department Manager

MQ:kn



Legislation Details (With Text)

File #: ACT 17-040 **Version:** 1 **Name:**

Type: Acceptance **Status:** Agenda Ready

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Acceptance of purchase of Playground Equipment and Pavilion for new area on Glenview Street.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Acceptance of purchase of Playground Equipment and Pavilion for new area on Glenview Street.

Playground and shade structure, pavilion and site amenities for park located west of Spencerview on Glenview Street.

\$75,000 budgeted in 10-410-4903

Approve the purchase of Playground Equipment and Pavilion for new area on Glenview Street.



Legislation Details (With Text)

File #: PUR 17-019 **Version:** 1 **Name:**
Type: Purchase **Status:** Agenda Ready
File created: 9/14/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Authorization to purchase services for the repair of SWTP Transfer Pump #6.
Sponsors: Public Works
Indexes:
Code sections:
Attachments: [Recommendations from Northstar Industries](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Authorization to purchase services for the repair of SWTP Transfer Pump #6.

Summary: Prior to Hurricane Harvey, Northstar Industries inspected the clear well transfer pumps to help identify recommendations for repair and general maintenance. The overall view of the six (6) pumps was that we had 4 that were in decent shape, one that was marginal, and one that was in poor condition. During Hurricane Harvey, the motor tripped and could not be reset. The electricians reported that it was grounded internally. Northstar industries was called to remove the pump and motor and to perform a full inspection with report of recommendations (please see the attachment labeled Recommendations from Northstar Industries).

The recommendation from Northstar Industries is to overhaul the pump and to repair or replace the motor. The cost for the pump overhaul is \$24,762.44. A pump replacement was estimated to be \$50,000-\$60,000. To repair the motor, the cost is an additional \$2,429.57, but a replacement motor can be purchased for \$3,752.19. Based on the age of the motor and the minimal price difference, replacing the motor is recommended versus making the repair. Finally, there is a charge for the installation and start-up of \$7,360.00. The grand total, including replacement of the motor, is \$35,874.63. This repair is projected to take three weeks from the time Northstar Industries receives authorization to proceed, which means the equipment will be returned after the start of the new fiscal year.

This purchase is critical for public health and safety. Currently, the plant flow is limited to 4.5 million gallons per day (MGD). The current temperatures and weather pattern have benefitted the water treatment plant by allowing the flow to be maintained between 4.0 and 4.5 MGD. As the weather is expected to get warmer again, the demand will grow. While the plant flow could be increased, the water will overflow the clear well as we do not have the pump capacity to consistently move the water to the distribution storage tanks.

Fiscal/Budgetary Impact:

The total cost of \$35,874.63 will be expensed in Fiscal Year 2017-2018 because the work will not be completed until after October 1, 2017. Funding will be provided by the Water & Sewer Contingency, currently in the budget for \$250,000 (note: the final budget for Fiscal Year 2017-2018 includes an additional \$50,000 for this contingency, for a total of \$300,000, to cover unanticipated costs related to Hurricane Harvey).

Staff recommends authorization to purchase the services of Northstar Industries.

INSPECTION REPORT

DATE: September 12, 2017

TO: Mr. Nicholas Cook, City of Deer Park

CC: Ms. Kathy, Kilsby, Northstar

FROM: Alex Rokhsaz

SUBJECT: Vertical Turbine Pump (1-Stage, RPM: 1800, S/N: 52481-1-1, 12 DKM, VOLTS: 230/460, MODEL: BF34)

We have disassembled and inspected the subject unit. The following is an outline summary of our findings and recommended scope of repairs (see attached photos):

DESCRIPTION	FINDINGS	RECOMMENDED SCOPE OF REPAIRS
SUCTION BOWL ASSEMBLY	<ul style="list-style-type: none"> The shaft bushing is worn. The case wear ring surface is worn and corroded. 	<ul style="list-style-type: none"> Fabricate new bronze bushing. Install the new bushing and machine to final sizes. Skim cut and true-up the wear ring surface. Setup and cleanup threaded sections.
SERIES BOWL ASSEMBLIES	<ul style="list-style-type: none"> The bowl fit is within acceptable tolerances. The shaft bushings are worn. 	<ul style="list-style-type: none"> Face and true-up the landing face. Fabricate new bronze bushings. Install the new bushings and machine to final size. Cleanup all threaded connections.
IMPELLER	<ul style="list-style-type: none"> The impeller wear ring is worn and out of tolerance. 	<ul style="list-style-type: none"> Machine and true-up the impeller with its respective bore. Fabricate and machine a new bronze wear ring. Install wear ring and machine to size. Dynamically balance the impeller and shaft assembly.
PUMP & LINE SHAFTS (4)	<ul style="list-style-type: none"> The pump and intermediate shafts are worn and out of tolerance. 	<ul style="list-style-type: none"> Fabricate (4) new 1-3/16" shaft sections using 416, PSQ stainless steel (UPGRADE).
LINE SHAFT COUPLINGS	<ul style="list-style-type: none"> The couplings are in poor condition. 	<ul style="list-style-type: none"> Fabricate (3) new threaded couplings as per samples using 410 stainless steel.

Rotating Equipment Service Center

NORTHSTAR INDUSTRIES

- PUMP SALES & SERVICE
- ELECTRIC MOTOR SALES & SERVICE
- GENERATOR SALES & SERVICE
- GEARBOX SALES & SERVICE
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COLUMNS (3)	<ul style="list-style-type: none"> • All column sections show significant sign of corrosion. • One column has major corrosion and has to be replaced. • The other two units are in marginal condition. 	<ul style="list-style-type: none"> • Fabricate (3) new pipe columns, using sch. 80 pipe (UPGRADE). • Setup and machine new pipe columns.
DISCHARGE HEAD & MOTOR MOUNT	<ul style="list-style-type: none"> • Check the register fits. • Check for parallelism of both units. 	<ul style="list-style-type: none"> • Setup the unit and check parallelism between the motor mount, seal box register fits. • Skim cut the pump column fit. • Skim cut the seal box seat.
SEAL BOX	<ul style="list-style-type: none"> • Check register fit and landing face. 	<ul style="list-style-type: none"> • Setup and cleanup the stuffing box faces and seal register fit. • Manufacture and install a new throttle bushing. • Supply and install a new mechanical seal.
ROTATING ASSEMBLY		<ul style="list-style-type: none"> • Assemble the impeller on to the pump shaft. • Dynamically balance the rotating assembly.
ELECTRIC MOTOR	<ul style="list-style-type: none"> • Found the stator to be shorted to be damaged. • Found the OCE housing to be out of tolerance. 	<ul style="list-style-type: none"> • Burn-out and remove the damaged windings • Sandblast, clean and test the stator core. • Insulate and line the stator slots. • Manufacture new sets of windings per sample. • Install and internally connect the windings. • Dip and bake the stator in Class "H" Insulation. • Electrically test the windings recording surge, Hi-pot, resistance and Meg-Ohm data. • Fabricate a new bushing. • Setup and machine the OCE housing. • Install a new OCE bushing and machine to size. • Dynamically balance the rotor. • Supply and install new bearings and seals. • Supply and install new hardware. • Reassemble and test run the unit.

1714 Broadway • Houston, Texas 77012
 Phone (713) 923-6688 • Fax (713) 923-5634 • e-mail info@northstarind.net

Rotating Equipment Service Center **NORTHSTAR INDUSTRIES**

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COMPLETE PUMP ASSEMBLY		<ul style="list-style-type: none">• Sand-blast the unit.• Apply two coats of marine grade surface coating to the unit (Color: Blue).• Assemble the unit using 304 stainless steel bolts and 316 stainless steel nuts.
------------------------	--	---

The price to carry-out the above-mentioned scope of repair is as follows:

- Pump overhaul: \$24,762.44
- Electric motor repair: \$2,429.57 (New Motor Replacement: \$3,752.19)
- Transportation, crane, installation and startup: \$7,360

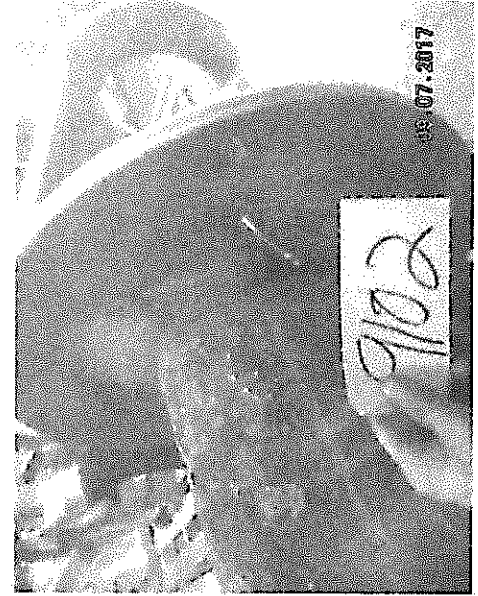
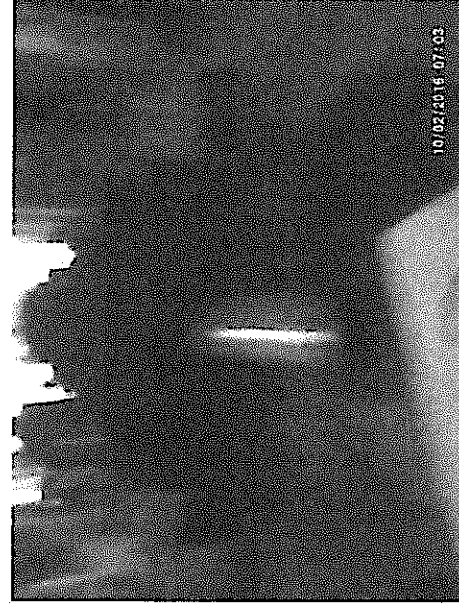
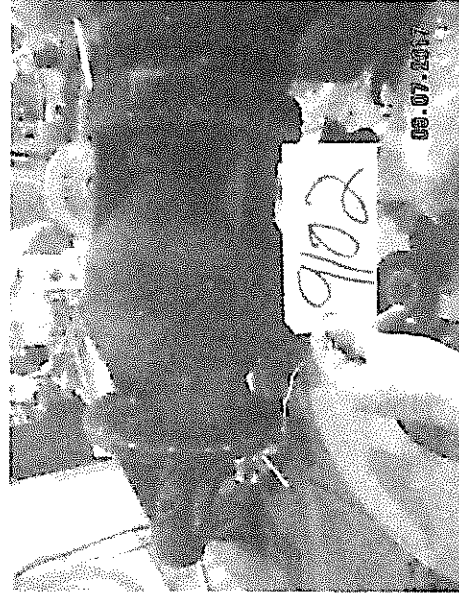
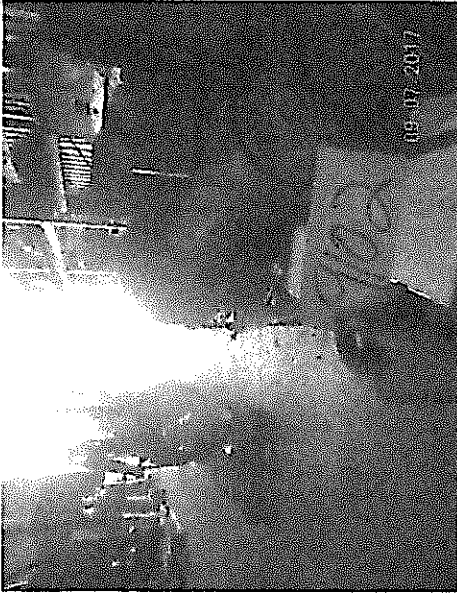
Total: \$34,552.01

The Estimated Delivery of 3-weeks, ARO. We look forward to your instructions. Meanwhile, if you have any questions, please advise. Thank you.

NORTHSTAR INDUSTRIES

CITY OF DEER PARK: VERTICAL TURBINE PUMP

NSI: 9102 & 9104



09/13/2017

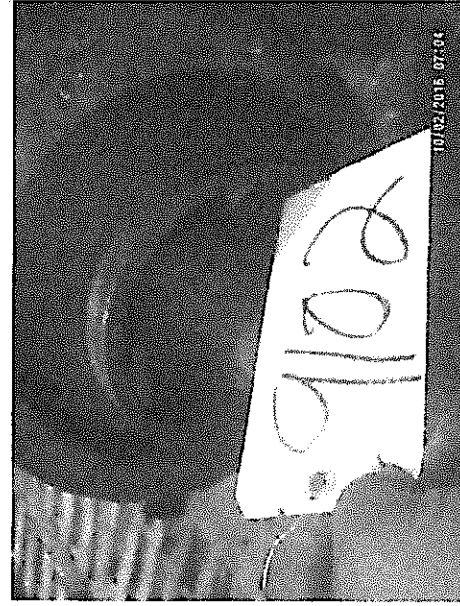
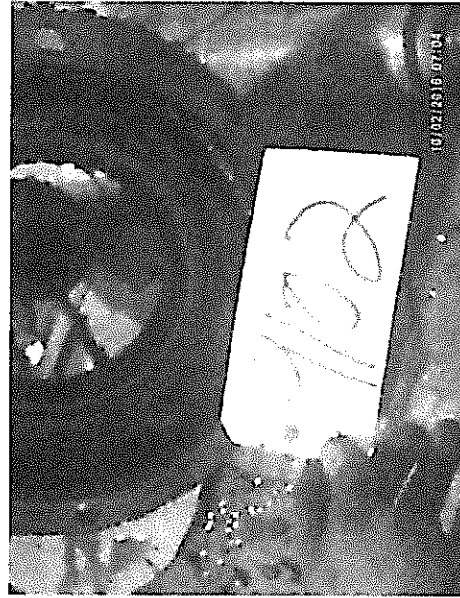
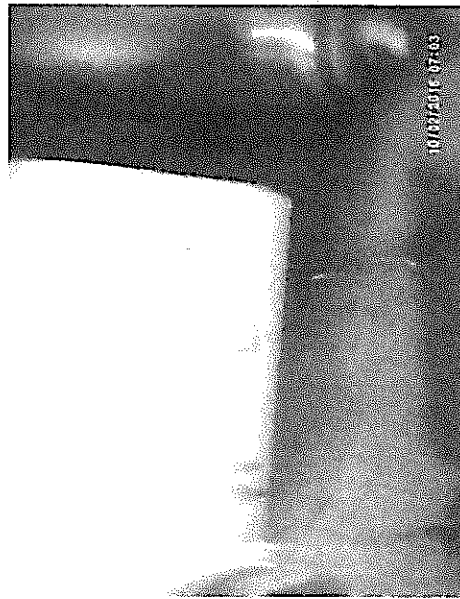
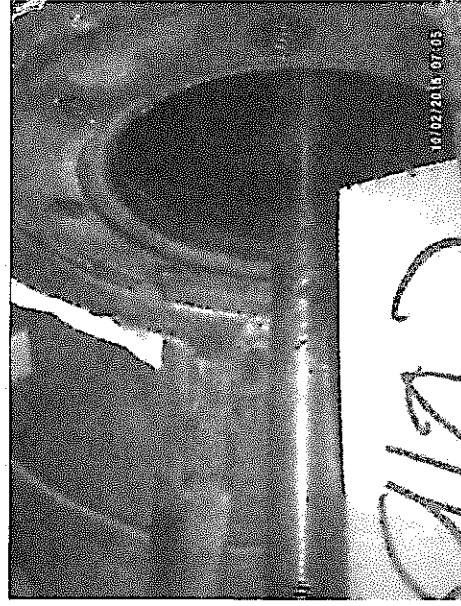
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NORTHSTAR INDUSTRIES

CITY OF DEER PARK: VERTICAL TURBINE PUMP

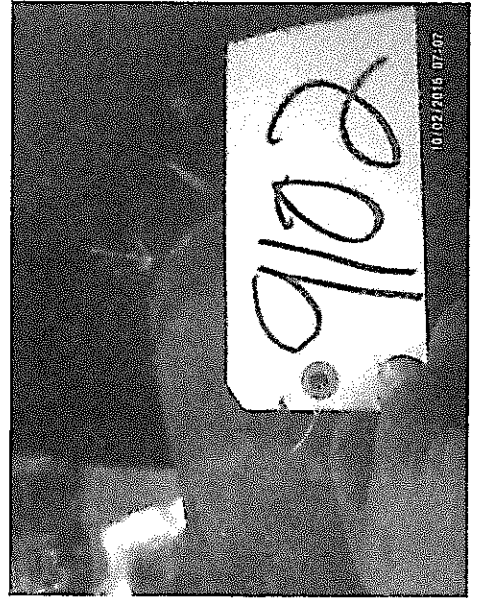
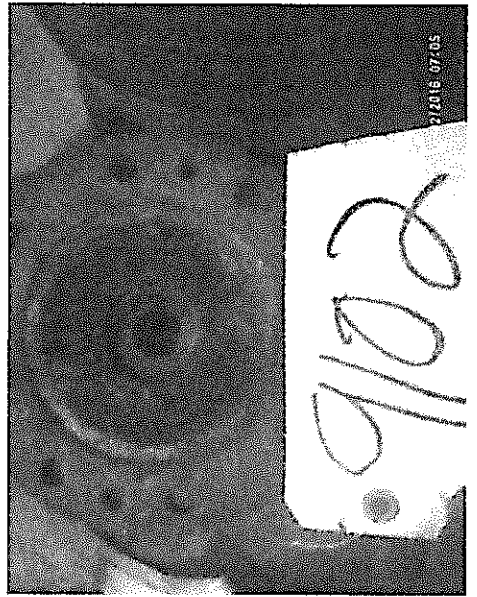
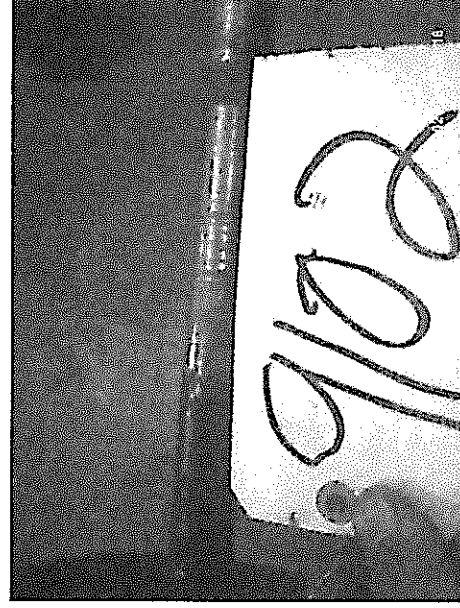
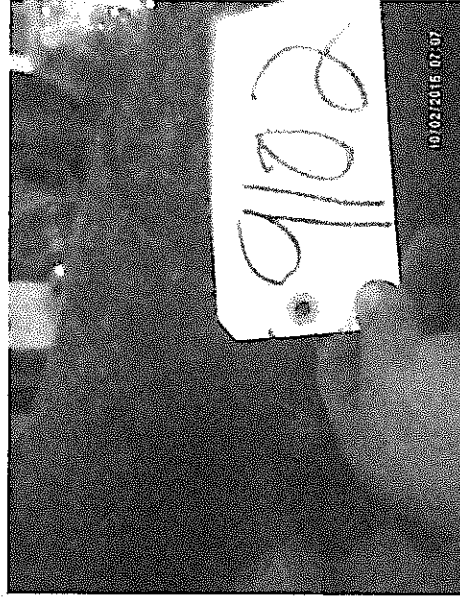
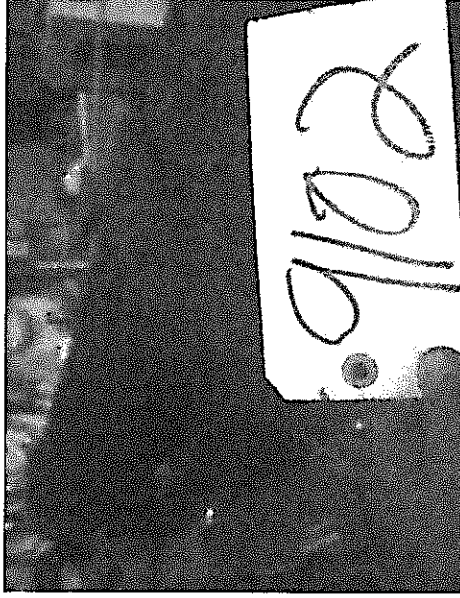
NSI: 9102 & 9104



09/13/2017

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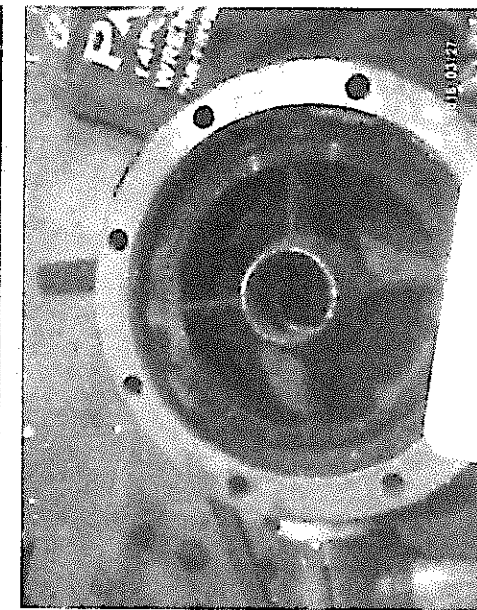
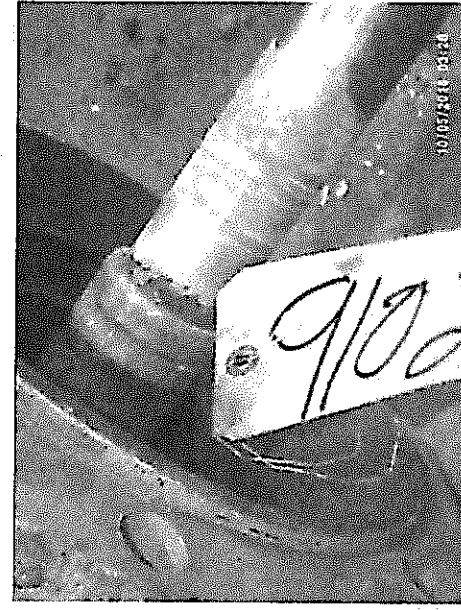
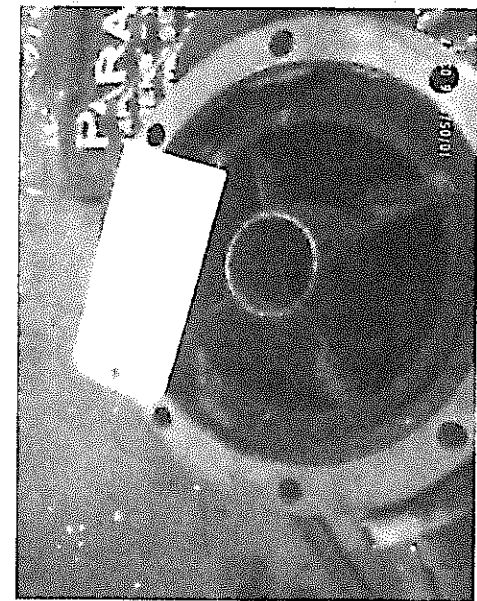
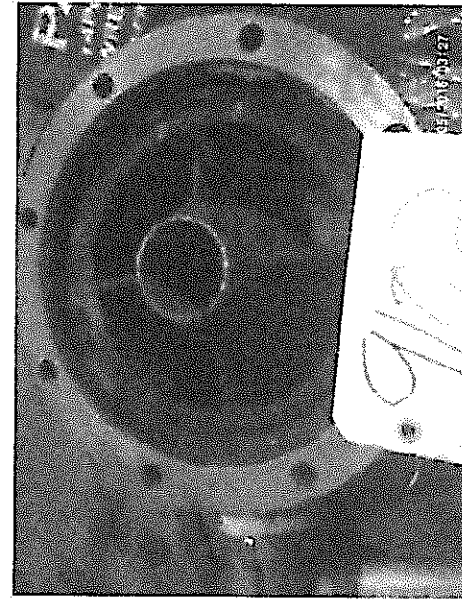
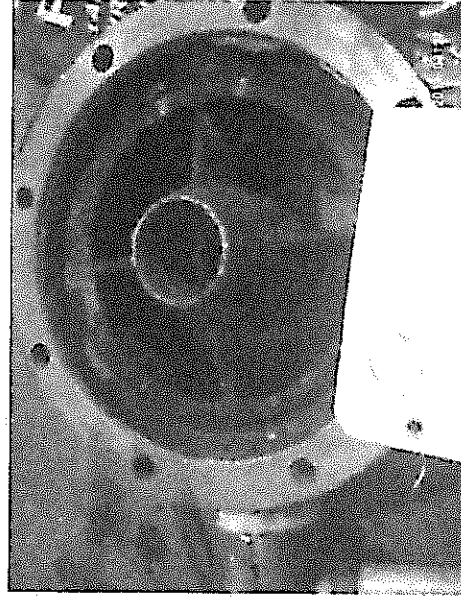
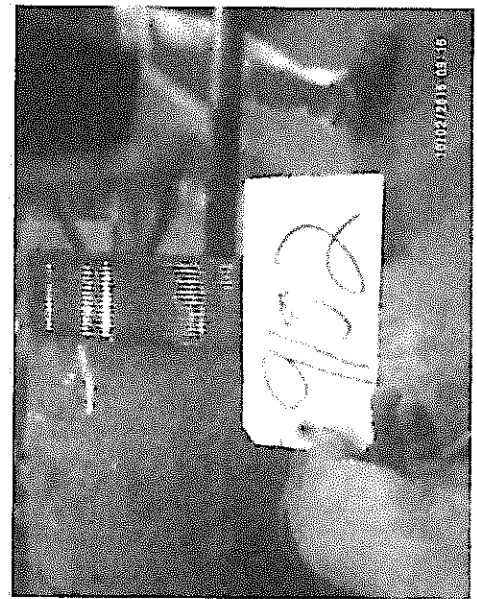
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NORTHSTAR INDUSTRIES

CITY OF DEER PARK: VERTICAL TURBINE PUMP

NSI: 9102 & 9104



09/13/2017

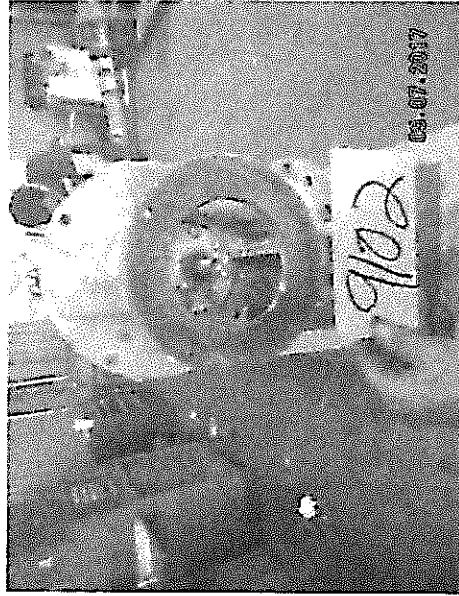
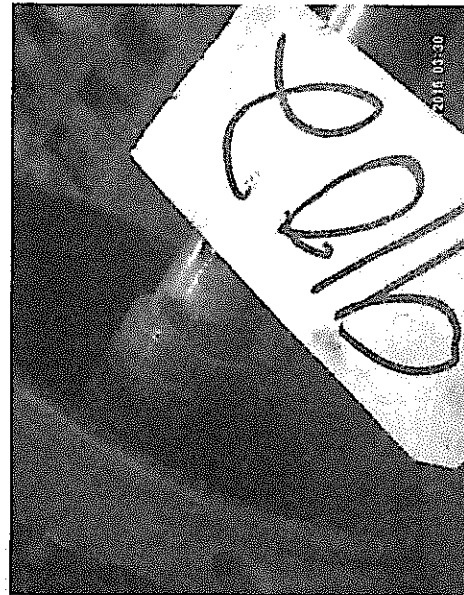
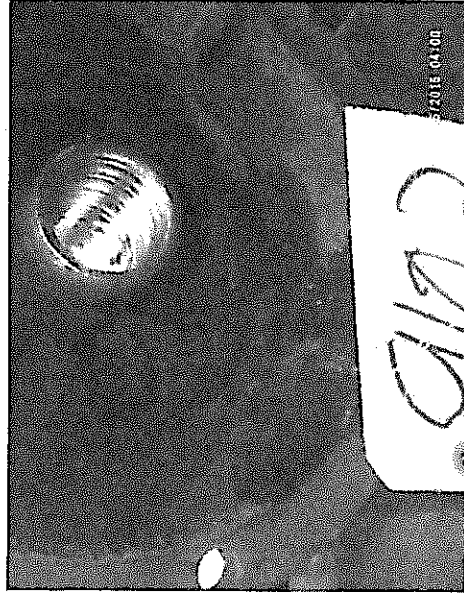
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NORTHSTAR INDUSTRIES

CITY OF DEER PARK: VERTICAL TURBINE PUMP

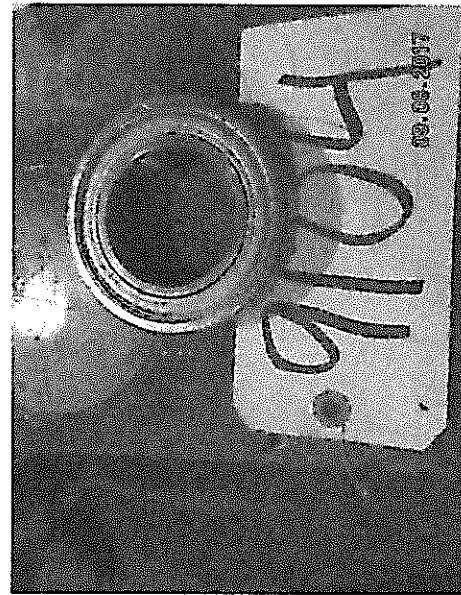
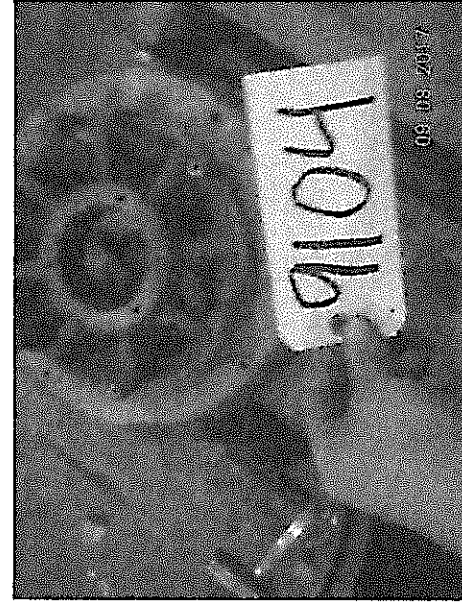
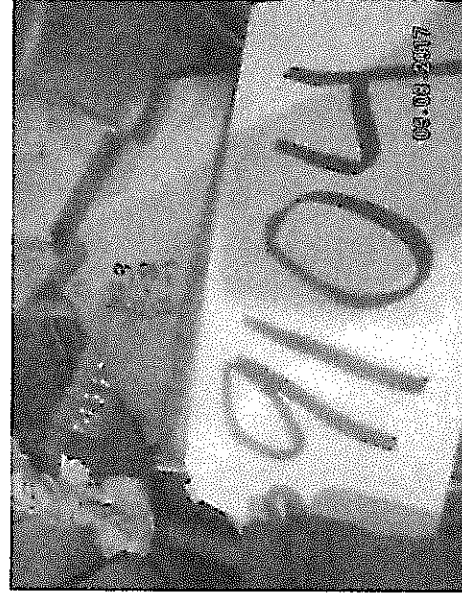
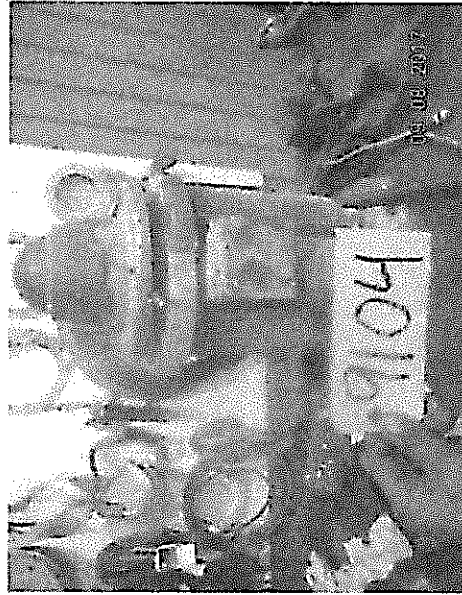
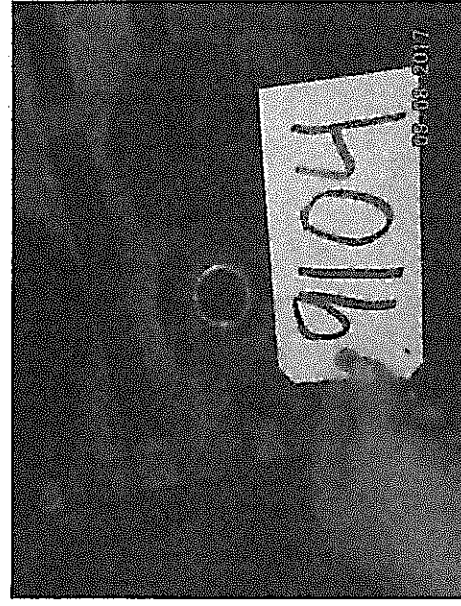
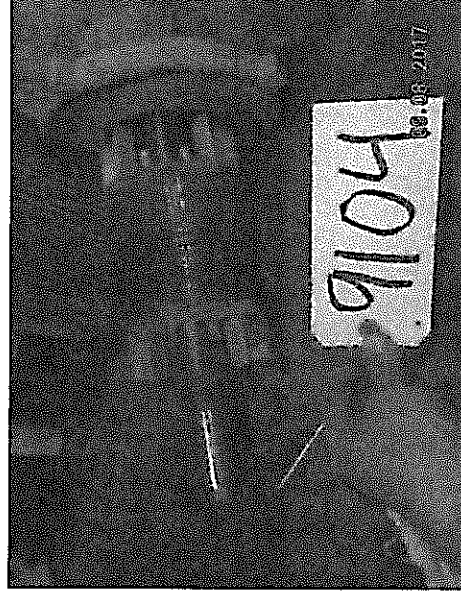
NSI: 9102 & 9104



09/13/2017

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Legislation Details (With Text)

File #: BID 17-044 **Version:** 1 **Name:**

Type: Bids **Status:** Agenda Ready

File created: 9/7/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Authorization to seek bids to obtain lease-purchasing financing for a new Pierce Velocity Ascendant 107' Ladder Truck for the FCPEMSD.

Sponsors: Finance

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Authorization to seek bids to obtain lease-purchasing financing for a new Pierce Velocity Ascendant 107' Ladder Truck for the FCPEMSD.

Summary:

The Fire Control Prevention and EMS District (FCPEMSD) is requesting the purchase of a new Pierce Velocity Ascendant 107' Ladder Truck as a replacement for Ladder Truck 22 which is 20 years old. This Ladder Truck will be purchased from Siddons-Martin Emergency Group through the Houston-Galveston Area Council Cooperative Purchasing Program at a cost of \$1,163,743. An amount of \$132,000 is included in the Fiscal Year 2017-2018 FCPEMSD budget for the first year of the lease payments. The City would like to request bids for various financing options to determine the best alternative to fund this purchase.

Fiscal/Budgetary Impact:

The Fiscal Year 2017-2018 FCPEMSD Budget includes an amount of \$132,000 in Account No. 83-304-4908, Lease Purchase for the first year of the lease payments.

Authorize the City to seek bids to obtain lease-purchase financing for a new Pierce Velocity Ascendant 107' Ladder Truck for the FCPEMSD.



Legislation Details (With Text)

File #: PUR 17-018 **Version:** 1 **Name:**

Type: Purchase **Status:** Agenda Ready

File created: 9/11/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Authorization to purchase five museum display cabinets, as recommended by the Deer Park Historical Committee.

Sponsors: City Manager's Office

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Authorization to purchase five museum display cabinets, as recommended by the Deer Park Historical Committee.

Summary:

The Historical Committee continues to locate artifacts and information about the City's history and preserve these items for a future museum. Historical items are being displayed in museum cases at the Court and Theater Building, Library and Community Center. Two of the old cabinets at the Court and Theater Building that were donated some years ago are difficult to open and the lights are no longer working. These cabinets and another one at the Theatre need to be replaced. Additionally, due to the number of items that need to be displayed, two additional cabinets be purchased for the Court and Theatre Building. The Rotary Club has offered to donate \$5,000 in addition to funds budgeted in City's Hotel Occupancy Fund for the purchase of display cabinets The Historical Committee recommends that a total of five display cabinets be purchase at a total cost not-to-exceed \$15,000.

Fiscal/Budgetary Impact:

Funds are available in the FY 2017-2018 Budget in Dept. 605 (Historical) in Fund 11 (Special Revenue Fund - Hotel Occupancy Tax) and \$5,000 will be donated by the Rotary Club for this purchase.

Authorize the purchase of five museum display cabinets at a total cost not-to-exceed \$15,000.



Legislation Details (With Text)

File #: CON 17013 **Version:** 1 **Name:**

Type: Contract **Status:** Agenda Ready

File created: 9/13/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on a contract between the City of Deer Park and PGAL for architectural services for the pre-design, programming and planning phases of the Deer Park EMS Annex.

Sponsors: City Manager's Office

Indexes:

Code sections:

Attachments: [EMS Annex - PGAL Agreement 091217](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on a contract between the City of Deer Park and PGAL for architectural services for the pre-design, programming and planning phases of the Deer Park EMS Annex.

Summary:

Request for Qualifications (RFQ) 17-001 solicited qualifications for architectural services. A committee consisting of the Assistant City Manager, Public Works Director, Emergency Services Director, Fire Chief, and two firefighters who sit on the FCPEMSD Board reviewed solicitation responses and scored them relative to their qualifications. The top 6 firms were interviewed and again scored, resulting in a final ranking. The City Manager's Office has negotiated the attached contract with PGAL, the top-ranking firm.

Attached is the proposed contract.

Fiscal/Budgetary Impact:

Funding will come from the Fire Control, Prevention and Emergency Medical Services District (FCPEMSD) budget.

Staff recommends approval of the contract.

AGREEMENT FOR ARCHITECTURAL SERVICES

Fire Station #3 EMS Annex Predesign, Programming and Planning Phase

This Agreement is made and entered into in Deer Park, Harris County, Texas on the 19th day of September, 2017; by and between

The City of Deer Park, a Municipal Corporation in the State of Texas

And

Pierce Goodwin Alexander & Linville, Inc. (PGAL, Inc.), ARCHITECT(s) duly licensed, and practicing under the laws of the State of Texas.

Said Agreement being executed by the City pursuant to the City Charter, Ordinances, and Resolutions of the City Council, and by the ARCHITECT for ARCHITECTURAL services hereinafter set forth in connection with the above-designated Project for the City of Deer Park.

DEER PARK retains Pierce Goodwin Alexander & Linville, Inc. (PGAL, LLC) to perform ARCHITECTURAL services related to the predesign, programming, and planning of the Fire Station #3 EMS Annex in return for consideration to be paid by DEER PARK under terms and conditions set forth below.

ARTICLE 1. SCOPE OF WORK

- 1.1 ARCHITECT will provide ARCHITECTURAL, design, consultation, project management, and other services as required to perform and complete the Scope of Work & Services specifically identified in Attachment A of this Agreement. The Services Scope of Work (the "Work") and the time schedules set forth in Attachment A are based on information provided by DEER PARK and ARCHITECT. The schedule of milestones and deliverables are essential terms of this Agreement.
- 1.2 If this information is incomplete or inaccurate, or if site conditions are encountered which materially vary from those indicated by DEER PARK, or if DEER PARK directs ARCHITECT to change the original Scope of Work shown in Attachment A, a written amendment equitably adjusting the costs, performance time and/or terms and conditions, shall be executed by DEER PARK and ARCHITECT.

PB

ARTICLE 2. COMPENSATION

- 2.1 ARCHITECT bills for its services on a not to exceed time and materials basis using the Schedule of Rates and Terms entitled Estimated Level of Effort ("Schedule of Rates") attached as Attachment B of this Agreement. As requested, ARCHITECT has provided a not to exceed fee for the Work amounting to \$26,810 and reimbursable expenses not to exceed \$3,000. ARCHITECT will not exceed that estimate without prior approval from DEER PARK. ARCHITECT will notify DEER PARK, for approval, of any proposed revisions to the Schedule of Rates and effective date thereof which shall not be less than thirty (30) days after such notice.
- 2.2 ARCHITECT will submit monthly invoices for Services rendered, and DEER PARK will make payment within thirty (30) days of receipt of ARCHITECT'S invoices. If DEER PARK objects to all or any portion of an invoice, it will notify ARCHITECT of the same within fifteen (15) days from the date of receipt of the invoice and will pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion of the invoice. Prices or rates quoted do not include state or local taxes.

ARTICLE 3. DEER PARK'S RESPONSIBILITIES

- 3.1 DEER PARK will designate in writing the person or persons with authority to act on DEER PARK's behalf on all matters concerning the work to be performed.
- 3.2 DEER PARK will furnish to ARCHITECT all existing studies, reports, data and other information available to DEER PARK necessary for performance of the Work, authorize ARCHITECT to obtain additional data as required, and furnish the services of others where necessary for the performance of the Work. ARCHITECT will be entitled to use and rely upon all such information and services.
- 3.3 Where necessary to performance of the Work, DEER PARK shall arrange for ARCHITECT to have access to any site or property.

ARTICLE 4. PERFORMANCE OF SERVICE

- 4.1 ARCHITECT's services will be performed within the schedule and time period set forth in Attachment A.
- 4.2 ARCHITECT shall perform the Work, and any additional services as may be required, for the development of the Project to completion.
- 4.3 If required, additional services will be performed and completed within the time period agreed to in writing by the parties at the time such services are authorized.

- 4.4 If any time period within or date by which any of ARCHITECT's services are to be performed is exceeded for reasons outside of ARCHITECT's reasonable control, all rates, measures and amounts of compensation and the time for completion of performance shall be subject to equitable adjustment.

ARTICLE 5. CONFIDENTIALITY

- 5.1 ARCHITECT will hold confidential all information obtained from DEER PARK, not previously known by ARCHITECT or in the public domain.

ARTICLE 6. STANDARD OF CARE & WARRANTY

- 6.1 Standard of Care. In performing services, ARCHITECT agrees to exercise professional judgment, made on the basis of the information available to ARCHITECT, and to perform its ARCHITECTURAL services with the professional skill and care of competent design professionals practicing in the same or similar locale and under the same or similar circumstances and professional license. ARCHITECT also agrees to perform its ARCHITECTURAL services as expeditiously as is prudent considering this standard of care. This standard of care shall be judged as of the time and place the services are rendered, and not according to later standards.
- 6.2 Warranty. If any failure to meet the foregoing standard of care Warranty appears during one year from the date of completion of the service and ARCHITECT is promptly notified thereof in writing, ARCHITECT will at its expense re-perform the nonconforming work.
- 6.3 The foregoing Warranty is the sole and express warranty obligation of ARCHITECT and is provided in lieu of all other warranties, whether written, oral, implied or statutory, including any warranty of merchantability. ARCHITECT does not warrant any products or services of others. ARCHITECT, however, expressly acknowledges that these warranty obligations do not eliminate the applicability of the standard of care to all of its work and that the OWNER may still retain remedies against ARCHITECT following the expiration of the warranty period in contract, tort, or otherwise as the law allows.

ARTICLE 7. INSURANCE

- 7.1 ARCHITECT will procure and maintain insurance as required by law. At a minimum, ARCHITECT will have the following coverage:
- (1) Workers compensation and occupational disease insurance in statutory amounts.
 - (2) Employer's liability insurance in the amount of \$1,000,000.
 - (3) Automobile liability in the amount of \$1,000,000.

- (4) Commercial General Liability insurance for bodily injury, death or loss of or damage to property of third persons in the amount of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.
- (5) Professional errors and omissions insurance in the amount of \$1,000,000.

7.2 ARCHITECT has provided a Statement of Insurance to DEER PARK demonstrating and reflecting that ARCHITECT has procured and maintains insurance coverage in accordance with the requirements stated above. That Statement of Insurance is Attachment C of this Agreement.

ARTICLE 8. INDEMNITY

8.1 TO THE FULLEST EXTENT PERMITTED BY LAW, ARCHITECT SHALL INDEMNIFY, AND HOLD HARMLESS THE CITY OF DEER PARK, ITS OFFICERS, OFFICIALS, AGENTS, DIRECTORS, AND EMPLOYEES, FROM AND AGAINST ALL CLAIMS, CAUSES OF ACTION, DAMAGES, LOSSES, LAWSUITS, JUDGMENTS, FINES, PENALTIES, OR LIABILITY OF ANY CHARACTER, TYPE OR DESCRIPTION INCLUDING WITHOUT LIMITATION, ALL EXPENSES OF LITIGATION, INCLUDING EXPERT OR CONSULTANT FEES, COURT COSTS, AND ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM BODILY INJURY OR DEATH OF ANY PERSON, OR PROPERTY DAMAGE, OR OTHER HARM TO THE EXTENT SUCH BODILY INJURY, PROPERTY DAMAGE, OR HARM ARISES OUT OF OR IS OCCASIONED BY THE NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY THE ARCHITECT OR THE ARCHITECT'S AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH THE INDEMNITOR EXERCISES CONTROL.

IF THE CITY DEFENDS AN ACTION, CLAIM, LAWSUIT OR OTHERWISE INCURS ATTORNEY'S FEES AS A RESULT OF AN INDEMNIFIED CLAIM AS STATED ABOVE, ARCHITECT AGREES TO REIMBURSE THE CITY IN PROPORTION TO THE ARCHITECT'S LIABILITY.

8.2 ARCHITECT agrees to and shall contractually require its consultants and subcontractors of any tier to assume the same indemnification obligations to Indemnities as stated herein.

ARTICLE 9. OWNERSHIP OF DOCUMENTS

9.1 As long as DEER PARK is current in the payment of all undisputed invoices, all work product prepared by the ARCHITECT pursuant to this Agreement, including, but not limited to, all Contract Documents, Plans and Specifications and any computer aided design, shall be the sole and exclusive property of DEER PARK, subject to the ARCHITECT's reserved rights.

- 9.2 ARCHITECT's technology, including without limitation customary techniques and details, skill, processes, knowledge, and computer software developed or acquired by ARCHITECT or its Consultants to prepare and manipulate the data which comprises the instruments of services shall all be and remain the property of the ARCHITECT.

ARTICLE 10. INDEPENDENT CONTRACTOR

- 10.1 The ARCHITECT is an independent contractor and shall not be regarded as an employee or agent of the DEER PARK.

ARTICLE 11. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

- 11.1 The ARCHITECT shall observe all applicable provisions of the federal, state and local laws and regulations, including those relating to equal opportunity employment.

ARTICLE 12. SAFETY

- 12.1 DEER PARK shall inform the ARCHITECT and its employees of any applicable site safety procedures and regulations known to DEER PARK as well as any special safety concerns or dangerous conditions at the site. The ARCHITECT and its employees will be obligated to adhere to such procedures and regulations once notice has been given.
- 12.2 ARCHITECT shall not have any responsibility for overall job safety at the site. If in ARCHITECT's opinion, its field personnel are unable to access required locations or perform required services in conformance with applicable safety standards, ARCHITECT may immediately suspend performance until such safety standards can be attained. If within a reasonable time site operations or conditions are not brought into compliance with such safety standards, ARCHITECT may in its discretion terminate its performance, in which event, DEER PARK shall pay for services and termination expenses as provided in Article 18.

ARTICLE 13. LITIGATION

- 13.1 At the request of DEER PARK, ARCHITECT agrees to provide testimony and other evidence in any litigation, hearings or proceedings to which DEER PARK is or becomes a party in connection with the work performed under this Agreement, unless DEER PARK and the ARCHITECT are adverse to one-another in any such litigation.

- 13.2 Any litigation arising out of this Agreement between DEER PARK and ARCHITECT shall be heard by the state district courts of Harris County.

ARTICLE 14. NOTICE

- 14.1 All notices to either party by the other shall be deemed to have been sufficiently given when made in writing and delivered in person, by electronic mail, facsimile, certified mail or courier to the address of the respective party or to such other address as such party may designate.

ARTICLE 15. TERMINATION

- 15.1 The performance of work may be terminated or suspended by DEER PARK, for any reason. Such suspension or termination shall be subject to notice of DEER PARK's election to either suspend or terminate the Agreement fifteen (15) days' prior to the effective suspension or termination date. The Notice shall specify the extent to which performance of work is suspended or terminated and the date upon which such action shall become effective. In the event work is terminated or suspended by DEER PARK prior to the completion of services contemplated hereunder, ARCHITECT shall be paid for (i) the services rendered to the date of termination or suspension and reasonable services provided to effectuate a professional and timely project termination or suspension.

ARTICLE 16. SEVERABILITY

- 16.1 If any term, covenant, condition or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of this Agreement shall remain in full force and effect, and shall in no way be affected, impaired or invalidated thereby.

ARTICLE 17. WAIVER

- 17.1 Any waiver by either party or any provision or condition of this Agreement shall not be construed or deemed to be a waiver of a subsequent breach of the same provision or condition, unless such waiver is so expressed in writing and signed by the party to be bound.

ARTICLE 18. GOVERNING LAW

- 18.1 This Agreement will be governed by and construed and interpreted in accordance with the laws of the State of Texas.

ARTICLE 19. CAPTIONS

- 19.1 The captions contained herein are intended solely for the convenience of reference and shall not define, limit or affect in any way the provisions, terms and conditions hereof or their interpretation.

ARTICLE 20. ENTIRE AGREEMENT

- 20.1 This Agreement, its articles, provision, terms, and attached Schedules represent the entire understanding and agreement between DEER PARK and ARCHITECT and supersede any and all prior agreements, whether written or oral, and may be amended or modified only by a written amendment signed by both parties.

This Agreement is effective on the last day signed.

**Pierce Goodwin Alexander & Linville, Inc.
(PGAL, LLC)**

Name PAUL D. BONNETTE

Title: PRINCIPAL

Signature: 

Date: 9/12/17

The City of Deer Park

Name: Jerry Mouton

Title: Mayor, City of Deer Park

Signature: _____

Date: _____

SCHEDULE A SCOPE OF WORK

The proposed project consists of providing predesign, programming and planning services for the Fire Station #3 EMS Annex. The scope of work anticipated includes the following:

KICK-OFF/VISIONING SESSION WITH STAKEHOLDERS

- Key team members will be introduced and individual roles and responsibilities outlined. It will be an orientation session to introduce the consultant team to the stakeholders that will be involved in this project and for your team to be introduced to us.
- Lines of communication will be established and contact information collected for a project directory of names and phone numbers to be distributed. This will assure open and effective communications.
- Deer Park staff and community will explain in more detail their overall goals and objectives for the project.
- The team establishes milestone dates for all review meetings and deliverables throughout the phase. This allows everyone to better prepare for each meeting and reduce conflicts.
- Budget and schedule goals from City will be established.

NEEDS ASSESSMENT AND DATA GATHERING

- Tour and collect data on existing facilities
- Interview staff and distribute questionnaires, to identify needs, goals, processes and priorities for each of the functional areas of the project
- Review current functional components, adjacency requirements, security needs, circulation, flow of operations, and individual area requirements
- Review growth, flexibility, and increased efficiency expectations.

ANALYZE DATA, SPACE STANDARDS AND PROGRAM

REQUIREMENTS

- Collect and analyze interview and questionnaire results
- Collect existing and/or establish new space standards
- Benchmark against other municipalities and City of Deer Park stations
- Separate people and staff areas from other areas (technology, maintenance, etc.) and define current and future space requirements
- Evaluate staff efficiencies
- Develop program requirements
- Develop room data sheets for each space in the program to define the use and equipment to be used in each space

EVALUATE POTENTIAL SITE

- Develop an understanding of the proposed site/review site surveys and compile existing physical statistics.
- Thoroughly evaluating the new site for vehicle and pedestrian access, storm water capacity, response time, traffic flow and impact, as well as secure and unsecured parking requirements to position the facility optimally on the site and offer the EMS Annex multiple options based on anticipated impact of the new facility.

DEVELOP BLOCKING SCENARIOS

- During this process, the PGAL team will develop concept bubble diagrams to study appropriate adjacencies and of the spaces.
- Department's locations will be studied and proposed in terms of public access, emergency access, security and internal hierarchies.
- Evaluate single-story verses multiple story solutions.
- Test program using space planning exercises with the users.

CONCEPT DESIGN

- Develop concept design options for the project including site plan, floor plans, building elevations, and renderings depicting the proposed concept.

DEVELOP PROJECT SCHEDULE AND BUDGETS

- Resources and funding sources will be reviewed and budget guidelines established.
- Project schedule requirements and limitations will be identified.
- Develop a comprehensive project budget for the entire project including the cost of each site plan and building configuration option to assist City Council in the decision-making process.

COUNCIL PRESENTATION

- Prepare and present final program document with project narrative overview explaining the project scope and goals.
- Include descriptions of department and functional spaces.
- An overall numerical summary of the project identifying all individual requirements at a department or staff position level.
- Adjacency diagrams with graphic depictions of the special relationships of all program elements.
- Concept design of the project including site plan, floor plans, elevations, and rendering.
- Project budget showing entire project cost.
- Schedule for the project.

Anticipated deliverables during this initial phase of work includes the following:

- Certified Survey of the approximately 9 acres of property to include the existing Fire Station No. 3 property, and adjacent city-owned property immediately to the north and west. The survey area will not include the water treatment plant property.
- Facility program for planned 5, 10 and 20-year planning horizons.

- Existing site and building analysis.
- Site planning of buildings, parking, outdoor areas and landscaping
- Facility planning of programmed department needs for emergency, administrative and residential functions.
- Master planning of remainder of project site for storm water detention and potential future buildings.
- Conceptual project budgets for building and site options.
- Schedule for final design and construction phases.
- Final report and/or workshop to be presented to City Council.

The scope of work within a 90-day time period. The schedule will commence upon execution of this contract.

SCHEDULE B

PGAL HOURLY RATE SCHEDULE

DISCIPLINE	RATE
DIRECTOR	\$275.00
PRINCIPAL	\$240.00
PROJECT MANAGER VI	\$230.00
PROJECT MANAGER V	\$225.00
PROJECT MANAGER IV	\$215.00
PROJECT MANAGER III	\$205.00
PROJECT MANAGER II	\$190.00
PROJECT MANAGER I	\$185.00
SENIOR ARCHITECT VI/ DESIGNER VI/ INTERIOR DESIGNER VI/ ENGINEER VI	\$230.00
SENIOR ARCHITECT V/ DESIGNER V/ INTERIOR DESIGNER V/ ENGINEER V	\$210.00
SENIOR ARCHITECT IV/ DESIGNER IV/ INTERIOR DESIGNER IV/ ENGINEER IV	\$195.00
SENIOR ARCHITECT III/ DESIGNER III/ INTERIOR DESIGNER III/ ENGINEER III	\$185.00
SENIOR ARCHITECT II/ DESIGNER II/ INTERIOR DESIGNER II/ ENGINEER II	\$175.00
SENIOR ARCHITECT I/ DESIGNER I/ INTERIOR DESIGNER I/ ENGINEER I	\$165.00
ARCHITECT IV/ DESIGNER IV/ INTERIOR DESIGNER IV/ ENGINEER IV	\$150.00
ARCHITECT III/ DESIGNER III/ INTERIOR DESIGNER III/ ENGINEER III	\$135.00
ARCHITECT II/ DESIGNER II/ INTERIOR DESIGNER II/ ENGINEER II	\$110.00
ARCHITECT I/ DESIGNER I/ INTERIOR DESIGNER I/ ENGINEER I	\$90.00
BIM MANAGER IV	\$155.00
BIM MANAGER III	\$150.00
BIM MANAGER II	\$130.00
BIM MANAGER I	\$110.00
ENGINEER IN TRAINING III	\$125.00
ENGINEER IN TRAINING II	\$115.00
ENGINEER IN TRAINING I	\$105.00
CONSTRUCTION ADMINISTRATOR IV	\$220.00
CONSTRUCTION ADMINISTRATOR III	\$215.00
CONSTRUCTION ADMINISTRATOR II	\$185.00
CONSTRUCTION ADMINISTRATOR I	\$170.00
CONSTRUCTION INSPECTOR	\$150.00
PROJECT ADMINISTRATOR IV	\$140.00
PROJECT ADMINISTRATOR III	\$130.00
PROJECT ADMINISTRATOR II	\$110.00
PROJECT ADMINISTRATOR I	\$90.00
ADMINISTRATOR III	\$80.00
ADMINISTRATOR II	\$70.00
ADMINISTRATOR I	\$60.00

RATES INCLUDE ALL MARKUPS FOR OVERHEAD/ BURDEN/ FEES/ ETC./ AND WILL REMAIN IN EFFECT UNTIL DECEMBER 2017.

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as [architects/landscape architects/registered interior designers] in Texas." Also required is the Board's mailing address and phone number, which are: 333 Guadalupe Street, Suite 2-350, Austin, Texas 78701 and 512-305-9000.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/09/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600	CONTACT NAME: Karen Wagner & Michelle Weweh PHONE (A/C, No, Ext): 713 490-4569 FAX (A/C, No): 713-490-4700 E-MAIL ADDRESS: katie.thompson@usi.com/michelle.weweh																					
INSURED Pierce Goodwin Alexander & Linville Inc PGAL, LLC 3131 Briarpark Drive, Suite 200 Houston, TX 77042	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> </thead> <tbody> <tr> <td>INSURER A :</td><td>Continental Casualty Company</td><td>20443</td></tr> <tr> <td>INSURER B :</td><td>Continental Insurance Company</td><td>35289</td></tr> <tr> <td>INSURER C :</td><td>American Casualty Company of Re</td><td>20427</td></tr> <tr> <td>INSURER D :</td><td>Berkley Insurance Company</td><td>32603</td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Continental Casualty Company	20443	INSURER B :	Continental Insurance Company	35289	INSURER C :	American Casualty Company of Re	20427	INSURER D :	Berkley Insurance Company	32603	INSURER E :			INSURER F :		
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6043241375	08/12/2017	08/12/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6043241330	08/12/2017	08/12/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000			6043241361	08/12/2017	08/12/2018	EACH OCCURRENCE \$14,000,000 AGGREGATE \$14,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	643241344	08/12/2017	08/12/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liability			AEC901626303	08/12/2017	08/12/2018	\$5,000,000 per claim \$5,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability and Automobile Liability policies include an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured. The General Liability, Automobile and Umbrella Liability policies contain a special endorsement with "Primary and Noncontributory" wording. (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Pierce Goodwin Alexander &
 Linville Inc
 3131 Briarpark Dr # 200
 Houston, TX 77042-0000

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DESCRIPTIONS (Continued from Page 1)

The General Liability, Automobile, Workers Compensation and Professional Liability policies provide a Blanket Waiver of Subrogation when required by written contract.

The Umbrella Liability policy follows form to the underlying General Liability, Automobile and Workers Compensation policies. The Umbrella Liability coverage limits are in addition to those provided by the General Liability, Automobile and Workers Compensation policies.

The General Liability, Automobile, Workers Compensation, Umbrella Liability and Professional Liability policies include an endorsement providing that 30 days notice of cancellation for reasons other than nonpayment of premium and 10 days notice of cancellation for nonpayment of premium will be given to the Certificate Holder by the Insurance Carrier.

This Evidence of Insurance is issued as a matter of information only and confers no rights upon the holder and does not amend, extend or alter the coverage afforded by policies designated on the Evidence.



Legislation Details (With Text)

File #: AUT 17-099 **Version:** 1 **Name:**
Type: Authorization **Status:** Agenda Ready
File created: 9/12/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consideration of and action on ratification of a Public Assistance Grant Application through FEMA.
Sponsors:
Indexes:
Code sections:
Attachments: [Request for Public Assistance - Deer Park](#)
[Designation of Applicant Agent - Deer Park](#)
[DISASTER storm Harvey proc IMAGE 08-23-17](#)
[Cost Share Adjustment Fact Sheet FEMA 4332 DR TX 09032017 FINAL](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on ratification of a Public Assistance Grant Application through FEMA.

Summary:

The President has declared a major disaster in Harris County, Texas for Hurricane Harvey, during which public funds were expended for Emergency Protective Measures and Emergency Debris Removal in and around Deer Park. Both of these categories are eligible for Public Assistance reimbursement through FEMA.

Fiscal/Budgetary Impact:

This grant will seek federal reimbursement for the eligible expenses incurred. The President has authorized reimbursement up to 100% of eligible expenses for Emergency Protective Measures and up to 90% of eligible expenses for Emergency Debris Removal.

Staff requests that Council ratify this grant application and support the continued efforts in seeking federal reimbursement for these emergency expenditures.

Embedded Adobe XML Form

The file <https://cityofdeerpark.legistar.com/View.ashx?M=F&ID=5422083&GUID=C214EB06-1D32-47B4-8ADD-15A8AB4C7BE1> is an Adobe XML Form document that has been embedded in this document. Double click the pushpin to view.



DESIGNATION OF APPLICANT'S AGENT - FEMA -TX**PUBLIC ASSISTANCE**

Texas Department of Public Safety - Division of Emergency Management

Organization Name (hereafter named Organization)

City of Deer Park, Texas

Primary Agent		Secondary Agent	
Agent's Name	Robert Hemminger	Agent's Name	Gary Jackson
Organization	City of Deer Park, Texas	Organization	City of Deer Park, Texas
Official Position	Emergency Services Director	Official Position	Assistant City Manager
Mailing Address	2211 East X Street	Mailing Address	P.O. Box 700
City ,State, Zip	Deer Park, TX 77536	City ,State, Zip	Deer Park, TX 77536
Work Phone	281-478-7298	Work Phone	281-478-7260
Fax Number	281-478-7289	Fax Number	281-478-7217
E-Mail Address	rhemminger@deerparktx.org	E-Mail Address	gjackson@deerparktx.org
Cellular Phone	832-250-4047	Cellular Phone	281-831-2210
Pager		Pager	

The above Primary and Secondary Agents are hereby authorized to execute and file Application for Public Assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. This agent is authorized to represent and act for the Organization in all dealings with the State of Texas for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.

Chief Financial Officer		Certifying Official	
Name	Donna Todd	Official's Name	Jerry L. Mouton, Jr.
Organization	City of Deer Park, Texas	Organization	City of Deer Park, Texas
Official Position	Finance Director	Official Position	Mayor
Mailing Address	P.O. Box 700	Mailing Address	P.O. Box 700
City ,State, Zip	Deer Park, TX 77536	City ,State, Zip	Deer Park, TX 77536
Work Phone	281-478-7225	Work Phone	281-478-7241
Fax Number	281-478-4029	Fax Number	281-478-7217
E-Mail Address	dtodd@deerparktx.org	E-Mail Address	TLS3510@sbcglobal.net
Cellular Phone	281-932-0149	Cellular Phone	832-573-6211
Pager		Pager	

Applicant's State Cognizant Agency for Single Audit purposes (If a Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start

Month: **October** Day: **01**

Applicant's Federal Employer's Identification Number

74-6000660

Applicant's State Payee Identification Number

174-6000660-8 _ _ _**Certifying Official's Signature / Date**

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 205, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

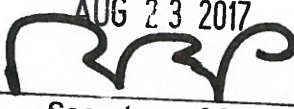


GOVERNOR GREG ABBOTT

August 23, 2017

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
4pm O'CLOCK

The Honorable Rolando B. Pablos
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

AUG 23 2017

Secretary of State

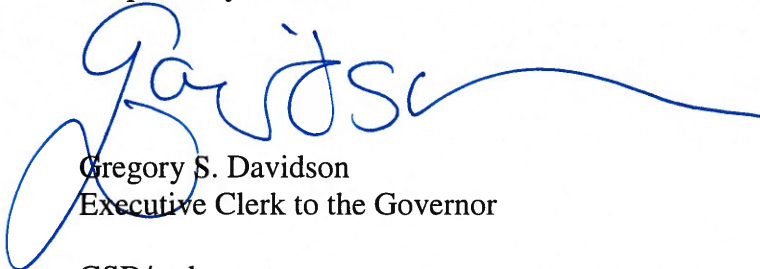
Dear Mr. Secretary:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation declaring a state of disaster in the counties of Aransas, Austin, Bee, Calhoun, Chambers, Colorado, Brazoria, DeWitt, Fayette, Fort Bend, Galveston, Goliad, Gonzales, Harris, Jackson, Jefferson, Jim Wells, Karnes, Kleberg, Lavaca, Liberty, Live Oak, Matagorda, Nueces, Refugio, San Patricio, Victoria, Waller, Wharton, and Wilson, beginning August 23, 2017, due to the threat of imminent disaster posed by Tropical Depression Harvey.

The original proclamation is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor

GSD/gsd

Attachment

PROCLAMATION

BY THE

Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

I, GREG ABBOTT, Governor of the State of Texas, do hereby certify that Tropical Depression Harvey poses a threat of imminent disaster, including severe flooding, storm surge and damaging winds, in the counties of Aransas, Austin, Bee, Calhoun, Chambers, Colorado, Brazoria, DeWitt, Fayette, Fort Bend, Galveston, Goliad, Gonzales, Harris, Jackson, Jefferson, Jim Wells, Karnes, Kleberg, Lavaca, Liberty, Live Oak, Matagorda, Nueces, Refugio, San Patricio, Victoria, Waller, Wharton, and Wilson, beginning August 23, 2017.

THEREFORE, in accordance with the authority vested in me by Section 418.014 of the Texas Government Code, I do hereby declare a state of disaster in the previously listed counties based on the existence of such threat.

Pursuant to Section 418.017 of the code, I authorize the use of all available resources of state government and of political subdivisions that are reasonably necessary to cope with this disaster.

Pursuant to Section 418.016 of the code, any regulatory statute prescribing the procedures for conduct of state business or any order or rule of a state agency that would in any way prevent, hinder or delay necessary action in coping with this disaster shall be suspended upon written approval of the Office of the Governor. However, to the extent that the enforcement of any state statute or administrative rule regarding contracting or procurement would impede any state agency's emergency response that is necessary to protect life or property threatened by this declared disaster, I hereby authorize the suspension of such statutes and rules for the duration of this declared disaster.

In accordance with the statutory requirements, copies of this proclamation shall be filed with the applicable authorities.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 23rd day of August, 2017.



GREG ABBOTT
Governor

ATTESTED BY:



ROLANDO B. PABLOS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
4pm O'CLOCK

AUG 23 2017



Cost Share Adjustment for Public Assistance – Hurricane Harvey in Texas

Due to the severity and magnitude of the damage resulting from Hurricane Harvey in certain areas of the State of Texas, the President authorized an adjustment to the cost share for Federal funds provided under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. (the “Stafford Act”).

Specifically, as part of the major disaster declaration of August 25, 2017 (FEMA-4332-DR-TX), the President authorized a 90 percent Federal cost share for debris removal, including direct Federal assistance. Additionally, the President authorized a 100 percent Federal cost share for emergency protective measures, including direct Federal assistance, for 30 days from the start of the incident period, and then a 90 percent Federal cost share thereafter.

This adjustment to State and local cost share applies to the FEMA Public Assistance Program and direct Federal assistance authorized under the Stafford Act. The Stafford Act specifically prohibits a similar adjustment for funds provided for Other Needs Assistance (Section 408), and the Hazard Mitigation Grant Program (Section 404). These funds will continue to be reimbursed at 75 percent of total eligible costs.

Debris removal activities include clearance, removal and disposal of vegetative debris, construction and demolition debris, sand, mud, silt and other debris resulting from the disaster. FEMA may provide funding for the cost of debris removal when it is necessary to eliminate immediate threats to lives, public health and safety; eliminate immediate threats of significant damage to improved property; or ensure economic recovery of the affected community. FEMA assistance for debris removal will be provided at a cost share of 90 percent Federal funding and 10 percent non-Federal funding for the duration of the disaster.

Emergency protective measures include flood fighting, emergency access, supplies and commodities, medical care and transportation, evacuation and sheltering, search and rescue, and other emergency actions. FEMA may provide funding for the cost of emergency protective measures when they are necessary to eliminate immediate threats to lives, public health and safety; or eliminate immediate threats of significant damage to improved property. FEMA assistance for emergency protective measures will be provided at a cost share of 100 percent Federal funding for emergency actions taken during the first 30 days of the disaster starting at the beginning of the incident period, and 90 percent Federal funding and 10 percent non-Federal funding for the remainder of the disaster.



Legislation Details (With Text)

File #: CON 17012 **Version:** 1 **Name:**

Type: Contract **Status:** Agenda Ready

File created: 8/23/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on the approval of a contract between the City of Deer Park and the University of Texas Health Science Center at Houston for medical director services.

Sponsors: City Manager's Office

Indexes:

Code sections:

Attachments: [Medical Director Contract - Partially Executed - 2017](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on the approval of a contract between the City of Deer Park and the University of Texas Health Science Center at Houston for medical director services.

Summary:

RFQ 17-003 resulted in four (4) highly qualified candidates for medical director. The review committee interviewed all four candidates and Dr. Richard Bradley, as part of the University of Texas Health Science Center, was the top ranking candidate. Negotiations with Dr. Bradley resulted in a mutually acceptable contract, which is on the Council Agenda for consideration.

Dr. Bradley is a professor of emergency medicine and currently serves as the Chief of Emergency Medical Services and Disaster Medicine at the UT Health Science Center medical school. He also currently serves as medical director for the City of Pearland in a similar agreement through UT.

Fiscal/Budgetary Impact:

Funding is included in the FY2017-18 proposed budget, and this contract begins on October 1, 2017.

Approve contract

CONTRACT BETWEEN
THE CITY OF DEER PARK AND
THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON

I. PARTIES

This Contract is entered into by and between the City of Deer Park, a municipality organized under the laws of the State of Texas, and The University of Texas Health Science Center at Houston, on behalf of its Department of Emergency Medicine (UTHealth), a state institution of higher education under laws of the State of Texas.

II. PURPOSE

This Contract is for the purpose of providing the services of Richard N. Bradley, M.D. (Dr. Bradley), a qualified physician licensed by the Texas Medical Board, to serve as EMS Medical Director of Deer Park's Emergency Medical Services (EMS) Program, and who will provide medical oversight to the EMS Program.

III. RESPONSIBILITIES OF THE PARTIES

UTHealth shall provide Dr. Bradley, as a qualified physician licensed by the Texas Medical Board and credentialed in accordance with the credentialing procedures approved by the City of Deer Park's management to serve as Medical Director for a minimum of twenty-four (24) hours per calendar-year quarter. Dr. Bradley will perform the required services in accordance with the Texas Administrative Code Chapter 197, "Emergency Medical Service," as set forth in Attachment 1: Scope of Services. In the event that Dr. Bradley is on leave greater than fourteen (14) consecutive days, UTHealth will appoint an interim EMS Medical Director to serve in his absence. Any appointed interim must be fully qualified as described in this paragraph and must be acceptable to the City of Deer Park. UTHealth may name a licensed physician to serve as Associate EMS Medical Director at no additional cost or responsibility of the City of Deer Park.

Throughout the term of this Contract, UTHealth shall provide professional liability and malpractice insurance in pursuant to The University of Texas System Medical Liability Benefit Plan authorized by Section 59.01 et seq., Texas Education Code. Minimum limits of this coverage shall be five hundred thousand dollars per occurrence and one million five hundred thousand dollars annual aggregate.

The City of Deer Park will provide funding in the amount of \$24,000 to satisfy its obligations under this Contract. Such funds will be paid in twelve (12) equal monthly installments of \$2,000. City of Deer Park shall pay UTHealth within thirty (30) days after receipt of UTHealth's monthly invoice.

City of Deer Park will provide the Medical Director with full access to its electronic records system for the review of patient care records and quality assurance/quality improvement (QA/QI).

IV. PERIOD OF AGREEMENT

This Contract shall commence October 1, 2017 and continue through September 30, 2020. After this period, this Contract may be renewed with the mutual, written agreement of both parties. Either party may terminate this Contract, with or without cause, by providing ninety (90) days written notice to the other party.

V. MISCELLANEOUS PROVISIONS

1. For the purposes of this Contract and all services to be provided hereunder, the parties shall be, and shall be deemed to be, independent contractors and not agents or employees of the other party. Neither party shall have authority to make any statement, representation, commitment, or take any action of any kind which shall be binding on the other party, except as may be expressly provided for herein or in writing or in accordance with 22 TAC § 197.3.
2. No amendment or modification of this Contract shall be valid unless in writing and signed by both parties.
3. Neither party shall voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under the terms of this Contract without the prior written consent of the other party. Any attempted assignment or transfer by either party of its rights or obligations without such consent shall be void.
4. All notices which are, or may be required to be given by a party to the other party in connection with this Contract, shall be in writing and shall be deemed to have been properly given if and when delivered personally or sent by certified mail, return receipt requested, addressed to the parties to be notified, or at such other place or places as a party may from time to time designate by written notice to the other party.

To City of Deer Park:

City of Deer Park
ATTN: Robert Hemminger
Emergency Services Director
2211 East X Street
P.O. Box 700
Deer Park, TX 77536

To UTHealth:

The University of Texas Health Science Center at Houston
Department of Emergency Medicine
ATTN: Janet Sherry
6431 Fannin St. Suite: JIL 446
Houston, TX 77030

5. This Contract shall be governed in all respects by the laws of the State of Texas. The invalidity or unenforceability of any terms or conditions hereof shall in no way affect the validity or enforceability of any other terms or condition of this contract.

6. This Contract represents the entire and only agreement between the parties relating to the subject matter contained herein and supersedes any and all discussions, negotiations, and representations of any kind and represents the entire understanding of the parties hereinabove mentioned.

VI. ACCEPTANCE AND APPROVAL SIGNATURES

This Contract is hereby acknowledged by the following authorized representative of UTHHealth and City of Deer Park:

City of Deer Park:

Signed: _____

Printed Name: _____

Title: _____

Date: _____

The University of Texas Health Science Center at Houston

Signed: T. Kevin Dillon

Printed Name: T. Kevin Dillon

Title: SEVP, COO/CFO

Date: 8/18/17

APPROVED AS TO LEGAL FORM
on behalf of UTHHealth
By dsf

ATTACHMENT 1

SCOPE OF SERVICES

1. Dr. Bradley will provide a portion of his professional time to this project to perform the duties outlined in 22 TAC § 197.3 "Off-Line Medical Director." Dr. Bradley will provide an approximate average of 2-3 hours per week for the purposes of fulfilling the obligations under this contract and scope of services. This time commitment will be calculated on a quarterly basis, with a minimum of 24 hours per calendar-year quarter.
2. The Medical Director will establish specific minimum criteria for training, experience and knowledge that each of the DPFDEMS personnel employed by and/or volunteering with DPFDE under the Medical Director's supervision, regardless of the level of state certification or licensure, is required to meet. Once the Director has determined that a person has met these minimums, he will issue a Memorandum of Approval to Render Care to each person with a copy to DPFDE.
3. The Medical Director will direct an effective system audit and quality assurance program.
 - a. Working with DPFDE administration, the Medical Director will establish a written protocol for an effective quality assurance program.
 - b. The protocol will establish criteria for compliance with field performance guidelines.
 - c. The protocol will provide specific procedures for monitoring criteria for compliance with field performance guidelines.
 - d. Working with DPFDE administration, he will determine standards and objectives for medically related aspects of operations of the fire department.
 - i. These will include mixed indicators of performance, such as compliance with section 5.3 of NFPA 1710, the NHTSA Emergency Medical Services Performance Measures, and specific evaluation of tracer conditions such that have high and potential for improved outcomes.
 - ii. The Medical Director will ensure that these outcome measures are regularly evaluated and reported to the City of Deer Park. The Medical Director will ensure that trends are evaluated and tracked and will implement corrective action as necessary to improve outcomes.
 - e. The protocol will include a comprehensive mechanism for management of patient care incidents, including patient complaints, allegations of substandard care, and deviations from established protocols and patient care standards. It will also establish specific types of incidents that would result in remedial or corrective measures for DPFDE personnel, in conjunction with local administration, which may include, but are not limited to, counseling, retraining, testing, probation, field preceptorship, and/or suspension from approval to render care for due cause pending review and evaluation.
4. The Medical Director will establish and monitor training guidelines that meet or exceed the minimum standards set forth in the Texas Department of State Health Services EMS certification regulations.

- a. He will assist in developing the monthly EMS drills (to be presented by EMS personnel), and will periodically (at least semi-annually) deliver training sessions, whether these are part of the monthly drill schedule or other continuing education (CE) needs
 - b. He will identify individual cases that should be reviewed with personnel
- 5. The Medical Director will develop, implement, and regularly revise and review EMS Protocols and Standing Delegation Orders governing prehospital care and medical aspects of patient triage, transfer, dispatch, extrication, rescue and radio-telephone-telemetry communication by DPF. Other components of these protocols shall:
 - a. Establish the circumstances under which a patient might not be transported;
 - b. Establish the circumstances under which a patient may be transported against his or her will in accordance with state law, including approval of appropriate procedures, forms, and a review process; and
 - c. Establish criteria for selection of a patient's destination.
- 6. The Medical Director will serve as the primary liaison between the DPF administration and the local medical community. In order to ascertain and be responsive to the needs of each, he will meet for this purpose at least semi-annually with medical directors from local emergency departments.



Legislation Details (With Text)

File #: RES 17-290 **Version:** 1 **Name:**

Type: Resolution **Status:** Agenda Ready

File created: 8/10/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on a resolution by the City Council of the City of Deer Park, Texas, authorizing the publication of Notice of Intention to Issue Certificates of Obligation; and approving other matters incidental thereto.

Sponsors: City Manager's Office

Indexes:

Code sections:

Attachments: [2017A - NOI Resolution 09.19.17](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on a resolution by the City Council of the City of Deer Park, Texas, authorizing the publication of Notice of Intention to Issue Certificates of Obligation; and approving other matters incidental thereto.

Summary: As proposed in the FY 2017-2018 budget, the City intends to issue certificates of obligation for the 7th year of the 10-year Water and Sewer Capital Improvements Plan. The maximum aggregate principal amount is not to exceed \$7,000,000. Proceeds from these certificates are planned for renovation projects on the City's water treatment plant, rehabilitation and construction projects on the sanitary sewer system, and work on the ground storage tank(s). The related professional services for these projects and the costs of issuance will also be funded from the proceeds of the certificates.

The City's Financial Advisor, John Robuck, from BOK Financial Services, Inc., and the City's Bond Counsel, Jonathan Frels, from Bracewell LLP, will be in attendance at the meeting to present a tentative schedule of events and to answer any questions related to this planned debt issuance.

Attached is a proposed resolution authorizing publication of the Notice of Intention to Issue Certificates of Obligation, and approving other matters incidental thereto.

Fiscal/Budgetary Impact: Payment of the debt service and issuance costs related to these certificates are "payable from ad valorem taxes and from a limited pledge of a subordinate lien on the net revenues of the City's waterworks and sanitary sewer system."

Approve the resolution authorizing the publication of Notice of Intention to Issue Certificates of

Obligation and approving other matters incidental thereto.

RESOLUTION NO. 2017-____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DEER PARK,
TEXAS, AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO
ISSUE CERTIFICATES OF OBLIGATION; AND APPROVING OTHER
MATTERS INCIDENTAL THERETO

THE STATE OF TEXAS §
COUNTY OF HARRIS §
CITY OF DEER PARK §

WHEREAS, the City Council of the City of Deer Park, Texas (the “City”) deems it advisable to issue certificates of obligation (the “Certificates”) of the City in accordance with the notice hereinafter set forth; and

WHEREAS, it is hereby found and determined that the meeting at which this resolution is considered is open to the public as required by law, and public notice of the time, place and purpose of said meeting was given as required by Chapter 551, Texas Government Code; NOW, THEREFORE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS:

Section 1. The findings, definitions and recitations set out in the preamble to this resolution are found to be true and correct and are hereby adopted by City Council and made a part hereof for all purposes.

Section 2. The City Secretary is hereby authorized and directed to cause to be published in the manner required by law and in substantially the form attached hereto as Exhibit A, a notice of the City’s intention to issue the Certificates (the “Notice”).

Section 3. The Notice shall be published once a week for two (2) consecutive weeks in a newspaper which is of general circulation in the City, the date of the first publication to be at least thirty-one (31) days before the date tentatively set in the Notice for the passage of the ordinance authorizing the issuance of the Certificates.

Section 4. The City hereby authorizes the preparation and distribution of a Preliminary Official Statement relating to the Certificates and authorizes the City Manager or Assistant City Manager to deem final such Preliminary Official Statement within the meaning and for the purposes of paragraph (b)(1) of Rule 15c2-12 under the Securities Exchange Act of 1934.

Section 5. The City’s financial advisor, BOK Financial Securities, Inc., and bond counsel, Bracewell LLP, are authorized and directed to proceed with the necessary arrangements for the sale of the Certificates.

Section 6. The City reasonably expects to reimburse itself for costs that have been or will be paid subsequent to the date that is 60 days prior to the date hereof and that are to be paid

in connection with the project listed in Exhibit A (the “Financed Project”) from proceeds of the Certificates.

Section 7. Mayor, City Manager, Assistant City Manager, Director of Finance, City Secretary, and other officers and agents of the City are hereby authorized and directed to do any and all things necessary or desirable to carry out the provisions of this resolution.

Section 8. This resolution shall take effect immediately upon its passage.

Section 9. The notice and agenda relating to this meeting and heretofore posted by the City Secretary, and the posting thereof, are hereby authorized, approved, and ratified.

[Remainder of Page Intentionally Left Blank]

PASSED AND APPROVED on this the 19th day of September, 2017.

City Secretary
City of Deer Park, Texas

Mayor
City of Deer Park, Texas

[SEAL]

EXHIBIT A

NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Deer Park, Texas (the “City”), will meet at City Hall, 710 East San Augustine Street, Deer Park, Texas, 77536 at 7:30 p.m. on the 7th of November, 2017, which is the time and place tentatively set for the passage of an ordinance and such other action as may be deemed necessary to authorize the issuance of the City’s certificates of obligation, in the maximum aggregate principal amount not to exceed \$7,000,000, payable from ad valorem taxes and from a limited pledge of a subordinate lien on the net revenues of the City’s waterworks and sanitary sewer system, bearing interest at any rate or rates not to exceed the maximum interest rate now or hereafter authorized by law, as shall be determined within the discretion of the City Council of the City at the time of issuance of the certificates of obligation, and maturing over a period not to exceed forty years from the date of issuance, for the purposes of evidencing the indebtedness of the City for all or any part of the costs associated with (i) the repair and renovation of, the construction of improvements to and the equipment of the City’s water and sewer system, and (ii) the cost of professional services incurred in connection therewith.

WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY, this 19th day of September, 2017.

Shannon Bennett
City Secretary
City of Deer Park, Texas

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
COUNTY OF HARRIS §

I, the undersigned officer of the City Council of the City of Deer Park, Texas, hereby certify as follows:

1. The City Council of the City of Deer Park, Texas, convened in a regular meeting on the 19th day of September, 2017, at the regular meeting place thereof, within said City, and the roll was called of the duly constituted officers and members of said City Council, to wit:

Jerry Mouton, Jr.	Mayor
Sherry Garrison	Council Member, Position 1
Thane Harrison	Council Member, Position 2
Tommy Ginn	Council Member, Position 3
Bill Patterson	Council Member, Position 4
Ron Martin	Council Member, Position 5
Rae A. Sinor	Council Member, Position 6

and all of said persons were present, except the following absentee(s): _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written

RESOLUTION NO. 2017-____

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF DEER PARK,
TEXAS, AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO
ISSUE CERTIFICATES OF OBLIGATION; AND APPROVING OTHER
MATTERS INCIDENTAL THERETO

was duly introduced for the consideration of said City Council and read in full. It was then duly moved and seconded that said resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of said resolution, prevailed and carried by the following vote:

AYES: _____ Members shown present voted "Aye."

NOES: _____ Members shown present voted "No."

2. A true, full and correct copy of the aforesaid resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that said resolution has been duly recorded in said City Council's minutes of said meeting; that the above and foregoing paragraph is a true, full and correct excerpt from said City Council's minutes of said meeting pertaining to the adoption of said resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of said City Council as indicated therein; that each of the officers and members of said City Council was duly

and sufficiently notified officially and personally, in advance, of the date, hour, place and purpose of the aforesaid meeting, and that said resolution would be introduced and considered for adoption at said meeting, and each of said officers and members consented, in advance, to the holding of said meeting for such purpose; that said meeting was open to the public as required by law; and that public notice of the date, hour, place and subject of said meeting was given as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED this 19th day of September, 2017.

City Secretary
City of Deer Park, Texas

[SEAL]



Legislation Details (With Text)

File #: RES 17-305 **Version:** 1 **Name:**
Type: Resolution **Status:** Agenda Ready
File created: 9/7/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consideration of and action on a resolution to restrict a portion of the unrestricted net assets in the Series 2002 - Texas Water Development Board Fund.
Sponsors: Finance
Indexes:
Code sections:
Attachments: [TWDB I&S Fund Balance 2017](#)
[Resolution - TWDB I&S Fund Balance 2017](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on a resolution to restrict a portion of the unrestricted net assets in the Series 2002 - Texas Water Development Board Fund.

Summary: The City has issued two private placement bonds to the Texas Water Development Board ("TWDB"): the \$6,675,000 Waterworks and Sewer System Revenue Bonds, Series 1993 and the \$5,000,000 Waterworks and Sewer System Revenue Bonds, Series 2002. The then outstanding Series 1993 bonds were later refunded by the \$3,835,000 Waterworks and Sewer System Revenue Refunding Bonds, Series 2003, with the final maturity in 2014. The Series 2002 bonds remain outstanding and require an "Interest and Sinking Fund." The City makes monthly transfers to accumulate the amount required for the next principal and interest payment. The TWDB requires the Interest and Sinking Fund on September 30 of each year to be restricted. Based on the calculations for this Interest and Sinking Fund, the following amount should be restricted on September 30, 2017:

Series 2002 Fund 46 - Series 2002 - TWDB	\$146,541.64
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Fiscal/Budgetary Impact:

Restricts \$146,541.64 of the unrestricted net assets in Fund 46 at September 30, 2017.

Consider and approve the resolution to restrict a portion of the unrestricted net assets in the Series 2002 - TWDB Fund in the amount of \$146,541.64 at September 30, 2017.

City of Deer Park
Interest & Sinking Fund Requirements
TWDB Associated Debt
September 30, 2017

<u>Issue</u>	<u>Size</u>	<u>Debt Service - Fiscal Year 2018</u>			
		<u>3/1/18</u> <u>Principal</u>	<u>3/1/18</u> <u>Interest</u>	<u>9/1/18</u> <u>Interest</u>	<u>Fiscal Year</u> <u>Total</u>
Series 2002, Revenue	\$ 5,000,000	\$ 250,000.00	\$ 4,250.00	\$ -	\$ 254,250.00

Monthly 1/12th Interest & Sinking Fund Transfer to Fund Next Debt Service Payment on March 1, 2018:

<u>Series 2002 (Fund 46)</u>				
	<u>Date</u>	<u>Principal</u>	<u>Interest</u>	
1	03/31/17	\$ 20,833.33	\$ 708.33	
2	04/30/17	20,833.33	708.33	
3	05/31/17	20,833.33	708.33	
4	06/30/17	20,833.33	708.33	
5	07/31/17	20,833.33	708.33	
6	08/31/17	20,833.33	708.35	
Debt Service Payment	09/01/17	-	(4,250.00)	
7	09/30/17	20,833.33	708.33	\$ 146,541.64
8	10/31/17	20,833.33	708.33	
9	11/30/17	20,833.33	708.33	
10	12/31/17	20,833.33	708.33	
11	01/31/18	20,833.33	708.33	
12	02/28/18	20,833.37	708.35	
Debt Service Payment	03/01/18	(250,000.00)	(4,250.00)	
Balance Following Next Payment	03/01/18	\$ -	\$ -	
I&S Fund Balance at 9/30/17				\$ 146,541.64

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS, RESTRICTING THE MONTHLY INTEREST AND SINKING FUND PAYMENTS ON AN ANNUAL BASIS FOR THE BONDS PAYABLE TO THE TEXAS WATER DEVELOPMENT BOARD.

WHEREAS, the City of Deer Park, Texas has issued two (2) private placement bonds to the Texas Water Development Board; and

WHEREAS, one (1) bond remains outstanding; and

WHEREAS, that bond requires monthly “Interest and Sinking Fund” payments; and

WHEREAS, the Texas Water Development Board requires that the City restrict the cumulative balance of the monthly “Interest and Sinking Fund” payments on an annual basis each year.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS:

The following amount is hereby restricted for the cumulative balance of the above referenced “Interest and Sinking Fund” payment at September 30, 2017:

Series 2002 Fund 46 – Series 2002 Texas Water Development Board = \$146,541.64

RESOLVED, that this Resolution shall take effect and be in full force and effect upon and after its passage.

PASSED AND APPROVED this ____ day of _____, 2017.

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney



Legislation Details (With Text)

File #:	RES 17-306	Version:	1	Name:	
Type:	Resolution	Status:		Agenda Ready	
File created:	9/7/2017	In control:		City Council	
On agenda:	9/19/2017	Final action:			
Title:	Consideration of and action on a resolution to transfer \$5,356,980 from the FY 2016-2017 unassigned fund balance of the General Fund to the Capital Improvements Fund.				
Sponsors:	Finance				
Indexes:					
Code sections:					
Attachments:	Resolution - Transfer to CIP 09.19.17				

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on a resolution to transfer \$5,356,980 from the FY 2016-2017 unassigned fund balance of the General Fund to the Capital Improvements Fund.

Summary: The Capital Improvements Fund is for the purpose of funding capital improvements on a cash or pay-as-you-go basis to reduce the use of long-term debt financing. The City believes it is prudent to set aside monies for future capital needs and recommends the transfer of \$5,356,980 of FY 2016-2017 unassigned fund balance of the General Fund to the Capital Improvements Fund, which is available for this purpose.

In accordance with the Financial Management Policy, the City shall maintain a General Fund unreserved fund balance equivalent to a minimum of 25% of normal recurring operating costs, based on the current year's budgeted operating expenditures. The current unreserved fund balance of the General Fund exceeds this 25% reserve requirement.

Fiscal/Budgetary Impact:

The FY 2016-2017 unassigned fund balance of the General Fund will be reduced by the \$5,356,980 amount of this transfer to the Capital Improvements Fund.

Approve the resolution to transfer \$5,356,980 of FY 2016-2017 unassigned fund balance of the General Fund to the Capital Improvements Fund.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEER PARK, TEXAS TRANSFERRING \$5,356,980.00 OF UNASSIGNED FUND BALANCE IN THE GENERAL FUND TO THE CAPITAL IMPROVEMENTS FUND FOR CURRENT AND FUTURE PROJECTS.

WHEREAS, the City Council of the City of Deer Park amended the Financial Management Policy on September 6, 2016; and

WHEREAS, the Financial Management Policy includes a Fund Balance/Working Capital policy to comply with Government Accounting Standards Board Statement No. 54 including the classification of fund balance; and

WHEREAS, the classification of fund balance includes unassigned fund balance, which is available for any purpose; and

WHEREAS, the City shall maintain a General Fund unreserved fund balance equivalent to a minimum of 25% of normal recurring operating costs, based on the current year's budgeted operating expenditures; and

WHEREAS, the current unreserved fund balance of the General Fund exceeds the 25% reserve requirement; and

WHEREAS, the unreserved fund balance of the General Fund in excess of the 25% reserve requirement is unassigned and available for any purpose; and

WHEREAS, the City desires to set aside funding of \$5,356,980.00 for current and future capital improvement projects;

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

The City Council of the City of Deer Park hereby transfers \$5,356,980.00 of unassigned fund balance in the General Fund to the Capital Improvements Fund for current and future projects.

DULY RESOLVED this 19th day of September, 2017.

Jerry Mouton, Mayor, City of Deer Park

ATTEST:

Shannon Bennett, City Secretary

Jim Fox, City Attorney



Legislation Details (With Text)

File #: POL 17-001 **Version:** 1 **Name:**
Type: Policy **Status:** Agenda Ready
File created: 8/10/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consideration of and action on amending the Financial Management Policy.
Sponsors: Finance
Indexes:
Code sections:
Attachments: [Financial Management Policy 09.19.17](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on amending the Financial Management Policy.

Summary: The City's Financial Management Policy was last reviewed and updated on September 6, 2016. The Financial Management Policy is reviewed annually and updated as necessary. No changes are recommended to the existing policy.

Fiscal/Budgetary Impact:

N/A.

Approve the Financial Management Policy dated September 19, 2017.



REVISED AND ADOPTED SEPTEMBER 19, 2017

**CITY OF DEER PARK
FINANCIAL MANAGEMENT POLICY**

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SUMMARY

The City of Deer Park (City) is responsible to safeguard and prudently manage public funds, which includes planning for and providing adequate funding and resources to deliver the needed and desired municipal services to the community. To establish and document a policy framework for effective fiscal decision-making, planning, and management, the City shall establish and maintain a comprehensive Financial Management Policy. This policy shall incorporate sound financial management practices and shall demonstrate compliance with the associated federal, state, and local statutes and other legal documents and mandates.

The Financial Management Policy shall be reviewed annually and updated or revised, as necessary. Updates and changes to the policies contained herein shall be presented to City Council for approval.

This Financial Management Policy shall apply to all funds maintained by the City, unless otherwise specified herein. The purpose of these policies is to ensure that financial resources are available to meet the present and future needs of the City and its citizens. Specifically the policy framework contained herein mandates the pursuit of the following fiscal objectives:

- I. ***Accounting, Auditing and Financial Reporting:*** The City shall implement and maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. The City shall present regular reports that analyze, evaluate and forecast the City's financial performance and economic condition. The City shall issue a Comprehensive Annual Financial Report no later than six months following the end of the fiscal year.
- II. ***Financial Consultants:*** The City shall employ the assistance of qualified financial advisors and consultants, as needed, to assist in the administration and management of the City's financial affairs, including audit services, debt administration, delinquent tax collections, and financial modeling.
- III. ***Budgeting and Long Range Financial Planning:*** The City shall establish budgeting guidelines and shall employ a prudent fiscal strategy to provide for the short-term and long-term needs of the City through strategic management and preservation of its financial resources.
- IV. ***Revenues:*** The City shall establish, manage, and maintain a revenue system to assure a reliable, equitable, and sufficient cash flow to support the desired level of City services and fund balance.
- V. ***Operating Expenditures:*** The City shall identify and prioritize services, determine appropriate service levels, and monitor the expenditure of available resources to ensure fiscal stability and the effective and efficient delivery of services.

- VI. *Fund Balance/Working Capital:*** The City shall maintain the fund balance and working capital (retained earnings) of all operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position during emergencies or economic fluctuations.
- VII. *Capital Expenditures and Improvements:*** The City shall annually review and monitor the state of the City's capital assets, setting priorities for the addition, replacement, and renovation of these assets based on needs, funding alternatives, and availability of resources.
- VIII. *Debt:*** The City shall establish guidelines for debt financing to provide needed land, long-term capital additions, and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.
- IX. *Cash Management and Investments:*** The City shall invest idle operating cash so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with state statute and the City's Investment Policy.
- X. *Grants:*** The City shall seek, apply for, and effectively administer federal, state, and local grants, which support the City's current and future priorities and policy objectives.
- XI. *Intergovernmental Relations:*** The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis, and support favorable legislation at the state and federal levels.
- XII. *Internal Controls:*** The City shall establish and maintain a system of internal controls designed to safeguard City assets, ensure the accuracy and reliability of accounting and financial records, promote operational efficiency, and adhere to prescribed policies in compliance with federal and state regulations and City ordinances and policies.

I.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City shall implement and maintain accounting practices that conform to generally accepted accounting principles and comply with prevailing federal, state, and local statutes and regulations. The City shall present regular reports that analyze, evaluate and forecast the City's financial performance and economic condition. The City shall issue a Comprehensive Annual Financial Report no later than six months following the end of the fiscal year.

A. *Accounting Practices and Principles*

The City shall implement and maintain accounting practices that conform to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for state and local governments. All City financial reports, including the comprehensive annual financial report, official statements, and continuing disclosure reports shall comply with these standards.

B. *Financial Reports and Fiscal Monitoring*

Monthly financial reports shall be prepared and distributed to the City Manager, Assistant City Manager, and department directors. Quarterly financial reports shall be presented to the City Council.

These financial reports shall be useful for analyzing, evaluating, and forecasting the City's financial performance and economic position. Additionally, the reports shall be used to evaluate key areas of performance and to develop any remedial actions necessary to maintain the City's financial position.

C. *Annual Audit*

Pursuant to state statute and City ordinance, the City shall have its records and accounts audited annually and shall prepare an annual financial statement and report. The audit shall be performed by a certified public accounting (CPA) firm, licensed to practice in the State of Texas. The annual financial statement and report, including the auditor's opinion, shall be part of an official Comprehensive Annual Financial Report (CAFR), which shall be filed within 180 days after the last day of the City's fiscal year.

The audit firm shall provide a management letter to the City prior to the filing of the audit. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations.

D. *Annual Financial Disclosure*

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City, with the support of the financial advisor, shall annually provide certain financial information and operating data to information repositories. This disclosure requirement also applies to the filing of any periodic material event notices in compliance with Rule 15c2-12.

E. *Escheating Checks*

As required by State law, the City shall file the necessary reports on an annual basis to turn over to the State Comptroller any checks outstanding more than three years. This property is considered abandoned and shall be delivered to the State Comptroller on or before July 1 of each year.

F. *Finance Committee*

The City has established a Finance Committee consisting of mayoral appointments from City Council. The members shall be appointed/re-appointed to the committee annually. The City Manager, Assistant City Manager, and Director of Finance shall also serve on the committee. The committee shall meet quarterly for an update on the City's financial statements and investments. Further, the committee shall meet to review the results of the annual audit and at any other time it may be necessary to report on an internal audit or other external audit authorized by City Council.

II.

FINANCIAL CONSULTANTS

The City shall employ qualified financial advisors and consultants, as needed, to assist in the administration and management of the City's financial affairs including, but not limited to, audit services, debt administration, delinquent tax collections, and financial impact modeling. The principal factors in the selection of these advisors and consultants shall include technical expertise, experience, ability to perform the services, and references.

A. *Selection of Auditors*

The City Council shall select an independent firm of certified public accountants to perform an annual audit of the City's accounts and records and to render an opinion on the financial statements of the City. At least every five years, the City shall request proposals from qualified firms, to affirm the current audit firm or select a new firm. It is prudent that the current firm rotates the audit partner and lead auditor at least every two years.

Annually, the independent auditor will provide a letter of engagement to the City Council for the fiscal year to be audited.

B. *Arbitrage*

The City is responsible for the annual arbitrage rebate calculation on each bond issue. The City shall provide the necessary information and records to a qualified firm for completing these calculations and preparing the required report filings. The City shall make timely payments of any rebate amount owed to the federal government.

Requests for qualifications shall be solicited at least every five years from firms qualified to prepare arbitrage rebate calculations and reports.

C. *Delinquent Tax Collection Attorney*

Due to the specialized nature of these services, the City shall hire an experienced attorney to collect delinquent property taxes. These services shall also include the filing of bankruptcy claims, foreclosures on real property, and seizures of personal property. The attorney shall provide legal representation for the City in court cases and property sales.

D. *Bond Counsel*

Bond counsel to the City shall provide an objective legal opinion concerning the issuance of bonds and other debt instruments. Generally, bonds are not marketable without the opinion of bond counsel indicating the bonds are valid and binding obligations of the City and exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come from a history and knowledge of the City, the City maintains an ongoing relationship with the bond counsel for continuity. The engagement letter with bond counsel may be terminated at any time upon written notice by either party.

E. *Financial Advisory Services*

The City issues various types of securities to finance its capital improvement program and shall employ a financial advisor for these services. Debt issuance and restructuring requires a comprehensive list of services associated with municipal transactions including, but not limited to, analysis of market conditions, size and structure of the issue, method of sale, preparation of disclosure documents, evaluation of and advice on the pricing of securities, facilitation of rating agency relations, and calculation of debt service schedules. The financial advisor shall provide other financial advice and expertise, as needed.

Due to the complexity of the City's financial structure and the benefits that come from a history and knowledge of the City, the City maintains an ongoing relationship with the financial advisor for continuity. The City's agreement with the financial advisor is for a five-year term and automatically renews on the fifth anniversary for an additional five years. Either party may terminate the agreement at any time with thirty days written notice.

F. *Depository Bank*

Pursuant to state statute, the City may approve a depository services contract for a term up to five years. The City typically establishes the contract for depository services for an initial term of three years with the option to renew annually in each of the remaining two years. The City shall select a depository through a formal bid process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.

G. Investment Advisory Services

The City Council may from time to time employ qualified individuals or firms as an Investment Advisor to assist the investment officer(s) in carrying out the investment program and complying with the requirements of the City's Investment Policy and the Public Funds Investment Act.

H. *OPEB*

The City is required to comply with the requirements of GASB Statement No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, and GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, to measure and report the liabilities associated with other (than pension) postemployment benefits (OPEB). The City shall hire an experienced and qualified firm to provide actuarial and consulting services to the City to comply with these reporting requirements. These services shall include completion of the actuarial valuation and information to complete the notes to the financial statements and the required supplementary information included in the CAFR.

III.

BUDGETING AND LONG RANGE FINANCIAL PLANNING

The City shall establish budgeting guidelines and shall employ a prudent fiscal strategy to provide for the short-term and long-term needs of the City through strategic management and preservation of its financial resources.

A. *Balanced Budget*

Budgeting is an essential element of the financial planning, control, and evaluation process of the City. The operating budget represents the City's annual financial operating plan. It includes all operating departments of the City. Annually, the City Manager shall file an operating budget for the ensuing fiscal year in accordance with state and local statutes. This budget shall adhere to the City's fund balance policies.

The operating budget should be balanced with current revenues, exclusive of beginning balances, greater than or equal to current expenditures/expenses. Excess balances may be used for capital outlay or other non-recurring expenditures.

B. *Current Funding Basis*

The City shall budget and operate on a current funding basis with expenditures budgeted and controlled so as not to exceed projected current revenues. Recurring expenditures shall be funded exclusively with recurring revenues to facilitate operations on a current funding basis.

C. *Ad Valorem Tax Rate*

The City Manager shall recommend an ad valorem (property) tax rate to enable the City to operate efficiently and to fund the required annual debt service payments in the general fund.

D. *Revenue Estimating for Budgeting*

To protect the City from revenue shortfalls and to maintain a constant level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include an analysis of probable economic changes and the estimated impact on revenues in conjunction with a review of historical revenue collection rates and trends. This approach should reduce the likelihood of revenue shortfalls and should help to avoid decreased service levels during the year.

Sales tax is used to fund recurring operations, but sales tax revenue fluctuates with changes in economic conditions. To mitigate the overall effects of these revenue fluctuations, the City shall limit discretionary spending, exercise budget control, and generate conservative revenue forecasts.

The Utility Fund water and wastewater revenues shall be budgeted using an analysis of prior service levels, historical trends in water consumption and usage, and projected new service requirements.

E. *Budget Management*

The City Manager shall administer the budget after it is formally adopted by City Council. Department directors shall be responsible to manage spending so as not exceed the department's total budget allocation.

F. *Amended Budget*

Emergency situations, unforeseen circumstances, and revised cost estimates may require amending the original budget. Budget amendments shall be presented to City Council for approval, as needed.

G. *Operating Deficits*

The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue forecasts are such that an operating deficit is projected at year-end. Corrective actions may include any or all of the following:

- Deferral of capital purchases
- Expenditure reductions
- Hiring and/or salary freezes
- Reduction or elimination of wage increases
- Use of fund balance
- Increased service and usage fees
- Staff reductions

Short-term loans shall not be used to balance the budget.

With City Council approval, fund balance, as a one-time revenue source, may be used to cover an annual operating deficit.

H. *Finance Committee*

The City has established a Finance Committee consisting of mayoral appointments from City Council. The members shall be appointed/re-appointed to the committee annually. The City Manager, Assistant City Manager, and Director of Finance shall also serve on the committee. The committee shall meet quarterly for an update on the City's financial statements and investments. Further, the committee shall meet to review the results of the annual audit and at any other time it may be necessary to report on an internal audit or other external audit authorized by City Council.

IV.

REVENUES

The City shall establish, manage, and maintain a revenue system to assure a reliable, equitable, and sufficient cash flow to support the desired level of City services and fund balance.

A. *Balance and Diversification in Revenue Sources*

The City shall strive to maintain a stable and diversified revenue system to protect the City from fluctuations in any single revenue source due to changes in local economic conditions, for example, which may adversely impact the revenue source (e.g., sales tax revenue).

The City shall maintain balance in its revenue structure to ensure fairness and neutrality as it relates to cost of service and willingness and ability to pay.

B. *User Fees – General Fund*

For services that benefit specific users, the City shall establish and collect fees to recover the costs of these services. The City shall determine the appropriate level of cost recovery and establish a fee schedule accordingly. Each fee shall be set and classified by the City Council.

The City shall identify and evaluate direct and indirect costs to determine what is applicable in calculating cost of service. The following may also be considerations when setting user fees: current economic conditions, demand for services, impact on users, and competitive pricing in the private sector, if applicable. While the City shall seek to recover full direct and indirect costs, in some cases, the City may deem it appropriate to set user fees at a level that will result in partial or minimal cost recovery. The City shall review user fees on an annual basis to calculate the level of cost recovery and determine if adjustments are necessary or appropriate.

C. *User Fees – Enterprise Funds*

Utility rates and user fees shall be set at levels sufficient to fully cover direct and indirect operating costs, meet debt obligations and all legal restrictions of applicable bond covenants (e.g., debt service coverage), allow for planned pay-as-you-go funding for capital improvements, and provide an adequate level of working capital.

The City shall separately establish a drainage utility fee structure to comply with federal and state regulations to reduce storm water pollution and prevent flooding. Fees are assessed according to the potential impact a property could have on the public drainage system. These funds may only be used to cover costs related to the City's drainage system, which may include a reserve/contingency fund to cover unexpected regulatory costs.

Revenues collected for water and wastewater services and for the public drainage system shall remain in the respective enterprise funds. The City shall monitor monthly utility revenues to project any revenue surplus or shortfall for the year.

The City shall not use general funds to subsidize the enterprise fund.

D. *Sales Tax*

Voters in Deer Park may, by referendum, adopt special option sales taxes (e.g., special districts, street maintenance). These special tax revenues shall be allocated accordingly upon receipt.

The City shall monitor monthly sales tax revenues to project any revenue surplus or shortfall for the year.

E. *Revenue Collections*

The City shall enact collection policies that ensure revenues will materialize as budgeted/forecast. The City shall follow an aggressive, consistent, yet reasonable approach for revenue collection by pursuing delinquent and overdue accounts to the fullest extent allowed by law.

The City shall levy a charge against any person making a payment to the City by check, credit card, or any automated or electronic means when such payment is returned to the City and not paid. This charge shall apply to payments of any kind, including but not limited to, taxes, permits, fees, and utilities. The City shall establish this charge based on the associated direct and indirect costs incurred by the City to recover and process the monies owed to the City. The charge shall not exceed the maximum allowed by state law.

F. *Write-off of Uncollectible Receivables – Property Tax Accounts*

Annually, the City shall turn over any delinquent property tax accounts to the tax attorney in an effort to collect the past due amount(s). The City shall remove from the delinquent tax roll (write-off) delinquent property tax accounts in accordance with state law, which authorizes the release or extinguishment, in whole or in part, of the applicable indebtedness, liability, or obligation as follows: "If there is no pending litigation concerning the delinquent tax at the time of cancelation and removal, the collector for a taxing unit shall cancel and remove from the delinquent tax roll...a tax on real property that has been delinquent for more than 20 years [and] a tax on personal property that has been delinquent for more than 10 years." The Director of Finance shall review the write-off of delinquent property tax accounts.

G. *Write-off of Uncollectible Receivables – Industrial District*

The City receives annual "in-lieu-of-tax" payments from industries located within its extraterritorial jurisdiction ("industrial district"). Relative to the amounts owed, the City may elect to turn any delinquent account over to a collection agency for further attempts to collect the past due amount(s). The City shall write-off industrial district accounts where collection efforts have been exhausted or are no longer feasible or cost effective. Aged receivables shall be considered for write-off when mail has been returned and all attempts to acquire a valid forwarding address have failed or after accounts have been outstanding for four years or more and all attempts to collect the past due amount(s) have been exhausted.

The City shall consider any write-off of uncollected accounts as an accounting entry only and does not release the debtor from any debt owed to the City. If an account becomes collectible after having been written-off, the accounts receivable balance shall be reinstated and payments applied to that balance. The Director of Finance shall review the write-off of delinquent industrial district accounts.

H. *Write-off of Uncollectible Receivables – Utility & Other Accounts*

The City may elect to turn any delinquent account over to a collection agency for further attempts to collect the past due amount(s). The City shall write-off utility accounts where collection efforts have been exhausted or are no longer feasible or cost effective. Aged receivables shall be considered for write-off when mail has been returned and all attempts to acquire a valid forwarding address have failed or after accounts have been outstanding for four years or more and all attempts to collect the past due amount(s) have been exhausted.

The City shall consider any write-off of uncollected accounts as an accounting entry only and does not release the debtor from any debt owed to the City. If an account becomes collectible after having been written-off, the accounts receivable balance shall be reinstated and payments applied to that balance. The Director of Finance shall review the write-off of delinquent utility and other accounts.

I. *Write-off of Uncollectible Receivables – Ambulance Billing Accounts*

Aged receivables shall be considered for write-off of individual ambulance billing accounts that have been outstanding more than 12-months. If an account becomes collectible after having been written-off, the accounts receivable balance shall be reinstated and payments applied to that balance.

The 12-month threshold shall not apply in the following circumstances:

- The account has been discharged in bankruptcy court
- The City has been provided with a death certificate showing the debtor is deceased
- The debt cannot be sustained in court due to a refusal of judgment
- The amount owed represents the difference between the amount billed and the amount allowed by Medicare
- Further pursuit of collection is not cost effective

Individual account balances of \$20 or less shall be written-off. The Director of Emergency Services is authorized to approve the write-off of individual accounts up to \$500. The Director of Finance is authorized to approve the write-off of individual accounts up to \$1,000. The City Manager is authorized to approve the write-off of individual accounts up to \$2,000.

The City Attorney is authorized to settle or dismiss any individual account involving legal action when the balance does not exceed \$500. If an account involves legal action and the balance due is in excess of \$500, the City Attorney may submit a recommendation to the City Manager to settle or dismiss the balance if it is less than \$2,000.

The City Council shall approve the write-off or settlement of any individual account in excess of \$2,000.

J. *Write-off of Outstanding Warrants (Municipal Court)*

When a Defendant makes payment arrangements for the fine, costs and fee(s) associated with a traffic offense and fails to make a payment per the payment plan, the Municipal Court shall issue a "Capias Pro Fine Warrant" in the amount of the remaining balance on the payment plan as permitted by the State of Texas. A warrant fee shall be added to each offense in which the payment plan is still outstanding. Relative to the total amount owed, the City may elect to turn any delinquent warrants over to a collection agency for further attempts to collect the past due amount(s). The City shall write-off the total amount due, including capias pro fine warrants, where collection efforts have been exhausted or are no longer feasible or cost effective. All outstanding balances shall be considered for write-off after ten years.

The City shall consider any write-off of uncollected warrants as an accounting entry only and does not release the Defendant from any amount owed to the City. If the amount owed becomes collectible after having been written-off, the amount owed shall be reinstated and payments applied to that balance. The Director of Finance shall review the write-off of outstanding warrants.

K. *Non-Recurring Revenues*

One-time or non-recurring revenues shall not be used to finance current on-going operations. Non-recurring revenue sources, such as a one-time revenue remittance, may only be used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. Non-recurring revenues shall not be used to balance the budget.

V.

OPERATING EXPENDITURES

The City shall identify and prioritize services, determine appropriate service levels, and monitor the expenditure of available resources to ensure fiscal stability and the effective and efficient delivery of services.

A. *Current Funding Basis*

The City shall budget and operate on a current funding basis with expenditures budgeted and controlled so as not to exceed projected current revenues and/or planned use of fund balance accumulated through prior year savings. Recurring expenditures shall be funded exclusively with recurring revenues to facilitate operations on a current funding basis. Any use of fund balance for expenditures shall be in accordance with the City's fund balance policy incorporated in this Financial Management Policy.

B. *Maintenance of Capital Assets*

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

C. *Review of Programs and Services*

Annually, as part the budget process, a schedule of services and/or programs, including a calendar of events for each program, shall be established for the ensuing year. The City shall conduct periodic reviews of programs and services to evaluate demand, efficiency and effectiveness. Privatization and contracting with other governmental agencies or private entities may be considered as alternative approaches to service delivery.

D. *Purchasing*

The City shall conduct its purchasing and procurement activities efficiently and effectively and in compliance with all applicable state laws and City ordinances. The City shall strive to maximize discounts and capitalize on savings through the use of competitive bidding or, when competitive bidding is not required, shall seek to obtain the most favorable terms and pricing.

The City has implemented a procurement card program to provide an efficient and cost effective alternative to the traditional purchasing process for fuel, materials, supplies, and travel. With few exceptions, the limit on an individual procurement card does not exceed \$5,000. The City Manager must approve all requests for and limits on a City procurement card. Use of a procurement card does not replace or override the City's purchasing guidelines or state law. Misuse of a procurement card may be considered misappropriation of City funds and may result in revocation of the card with or without prior notice. The monthly statement of charges shall be reviewed and monitored by the Finance Department. Further, the Finance Department shall annually provide the list of cardholders and associated spending levels to the City Manager for review.

VI.

FUND BALANCE/WORKING CAPITAL

The City shall maintain the fund balance and working capital of its operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position during emergencies or economic fluctuations. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

The City's policy has been updated for GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

A. *Classifications*

Fund equity is generally the difference between a fund's assets and liabilities and is commonly referred to as "fund balance". In accordance with GASB Statement No. 54, fund balance shall be classified based on the following distinctions, which depict the relative strength of the spending constraints placed on the purposes for which the funds may be used. Committed, assigned, and unassigned fund balance shall be considered unrestricted fund balance.

- Nonspendable fund balance includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.
- Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees.
- Committed fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
- Assigned fund balance comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- Unassigned fund balance is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are available for any purpose.

B. *Restricted Fund Balance*

The City Council shall review all restricted fund balance line items and approve expenditures relating to these categories during the budgeting process. The City shall ensure all expenditures adhere to the requirements of the law and/or City ordinances that restrict these funds.

C. *Committed Fund Balance*

The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the City Council at a public meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to constraint may be determined in the subsequent period.

D. *Assigned Fund Balance*

The City Council may assign fund balance for a specific purpose in relation to this fund balance policy. The City Council may, by resolution, designate authority to the City Manager to assign fund balance to reflect the City's intended use of the funds.

E. *Unassigned Fund Balance*

The City has established a target level of unassigned fund balance to alleviate revenue shortfalls and/or unanticipated expenditures to ensure the orderly and continued provision of services. The City shall strive to maintain an unassigned fund balance in the general fund equal to at least 25% of normal recurring operating costs, based on the current year's budgeted operating expenditures.

If the unassigned fund balance exceeds this target amount, non-recurring expenditures in the following fiscal year may be funded through a drawdown of the balance. The City may elect to transfer any excess unassigned fund balance to the Capital Improvements Fund.

If the unassigned fund balance falls below the target amount, the City shall seek to reduce expenditures prior to increasing revenues in order to replenish the fund balance within a reasonable timeframe not to exceed three years.

F. *Order of Expenditure of Funds*

When multiple categories of fund balance are available for expenditure, the City shall start with the most restricted category of fund balance and spend those funds first before moving down to the next category with available funds.

G. *Working Capital of Enterprise Operating Funds*

In enterprise operating funds, the City shall maintain working capital sufficient to provide reserves for emergencies and revenue shortfalls, specifically in the Utility System. A cash operating reserve shall be established and maintained at a minimum of 25% of the current year's budget appropriation for operating expenses.

H. *Use of Fund Balance or Working Capital*

Fund balance or working capital shall be used only for emergencies, non-recurring expenditures/expenses, or major capital purchases that become necessary but cannot be accommodated through current year revenues. Should such use reduce balances below the established target levels, the City Manager shall provide restoration recommendations that accompany the decision and request to utilize said balances within the guidelines established in this policy.

I. *Governmental Fund Types*

- General Fund – The general fund is the City's primary operating fund and shall be used to account for and report all financial resources not accounted for and reported in another fund. The general fund shall be used to finance the basic operations of the City.
- Debt Service Fund – The debt service fund shall be used to account for and report the accumulation of resources that are restricted, committed, or assigned for payment of principal and interest on the City's general long-term debt.
- Special Revenue Fund – The City shall maintain special revenue funds to account for and report the proceeds of specific revenue sources that are restricted or committed for specified purposes other than debt service or capital projects.
- Capital Project Fund – The City shall maintain capital project funds to account for and report financial resources that are restricted, committed, or assigned for capital outlay (e.g., bond funds).

J. *Proprietary Fund Types*

- Water and Wastewater Fund – The City shall maintain a water and wastewater fund to account for and report the operations of the water and sewer service (utility) operations of the City, including the annual funding of enterprise fund debt service requirements.
- Storm Water Fund – The City shall maintain a storm water fund to account for and report the operations of the City's drainage system in compliance with federal and state regulations. The fund may include a reserve/contingency to cover unexpected regulatory costs.

K. *Fiduciary Fund Types*

- Senior Citizens Trust Fund – The City shall maintain a senior citizens trust fund to account for disbursements made from investment earnings from an initial \$100,000 corpus established as a trust fund to benefit citizens age 55 and older.
- Local Emergency Planning Committee (LEPC) Fund – The City shall maintain, in a custodial capacity, a local emergency planning committee fund to account for proceeds received for community awareness and emergency response programs.

VII.

CAPITAL EXPENDITURES AND IMPROVEMENTS

The City shall annually review and monitor the state of the City's capital assets, setting priorities for the addition, replacement and renovation of these assets based on needs, funding alternatives, and availability of resources. This review shall be done during the annual budget process.

A *Capitalization Threshold for Tangible Capital Assets*

- Tangible capital items should be capitalized only if they (1) have an estimated useful life of at least two years following the date of acquisition or significantly extend the useful life of the existing asset, (2) cannot be consumed, unduly altered, or materially reduced in value immediately by use, and (3) have a cost of not less than \$5,000 for any individual item.
- The capitalization threshold of \$5,000 will be applied to individual items rather than to a group of similar items. (e.g., desks, chairs, etc.).
- Computer software, regardless of cost, shall not be capitalized.

B. *Capital Improvement Plan*

As part of the annual budget process, the City shall prepare a capital improvement plan (CIP) based on the needs for capital improvements and equipment, including replacement and renovation and potential new projects. Annual capital spending needs shall be considered within the scope of the long-range capital improvement plan taking into consideration pay-as-you go, debt requirements, operating costs, etc.

Capital expenditures are generally defined as those to purchase and/or construct land, buildings, improvements other than buildings, and infrastructure, including roads, sidewalks, bridges, utility lines, etc., in order to provide services over a considerable period of time. Capital costs typically consist of preliminary and final engineering and design and construction, but may also include the acquisition of land or easements. For each project identified in the plan, a project scope and justification shall be provided for review and consideration and shall include cost estimates, funding sources, and projected annual operation and maintenance costs. Capital projects shall become part of the City's asset inventory.

The Capital Improvement Plan shall be reviewed along with the annual budget. Appropriations are for the life of the capital project. At fiscal year-end, projects shall be reviewed and if complete, shall be closed. Following completion of a project, any remaining funds shall be re-appropriated as part of the next year's capital budget. Funds remaining from bond proceeds may only be used in accordance with the legal use of those funds.

C. *Infrastructure Evaluation and Replacement/Rehabilitation*

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities, and other infrastructure are fundamental and essential for public health and safety, environmental protections, and the economic well-being of the City. The City's CIP shall be focused on ensuring that infrastructure is replaced as needed to protect the City's investment, to minimize future replacement and maintenance costs, to maintain existing levels of service, and to accommodate growth.

Infrastructure will be replaced, if feasible, at the end of its useable service life. If upgrades are warranted to meet current design standards, a cost/benefit analysis shall be done and presented to City Council for review and consideration.

D. *Capital Expenditure Financing*

The City utilizes several basic methods of financing its capital needs: pay-as-you-go from current revenues, fund balance/working capital, and debt. Capital projects shall not commence prior to the necessary funds being appropriated.

When cash funding is available, the City may elect to pay for all or part of its capital improvements from the appropriate fund rather than through the issuance of debt. The anticipated benefit of pay-as-you-go financing is a reduced or minimized impact on the property tax rate and utility rates. The use of pay-as-you-go financing may not reduce fund balance below target levels.

Debt financing may include general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, and other obligations permitted by state law. Capital improvement projects may not be debt-financed for periods longer than the projected useful life of the project or improvement.

E. *Monitoring*

In order to track the existence, condition, and retirement or disposal of capital assets, the Finance Department shall utilize various methods to monitor the City's capital assets. A capital asset listing shall be sent to each department head for review near the end of each fiscal year in order to determine if the asset is still in service, impaired or obsolete. The Finance Department shall perform a periodic review of capital assets to verify the asset is still functional and in use. At least every two years, the City shall complete a physical inventory of capital assets and a reconciliation to the capital asset listing. Capital asset records shall be retained by the Finance Department in accordance with the City's records retention schedule.

F. *Reporting*

A summary and status report on capital projects and expenditures shall be included in the quarterly financial report presented to City Council.

VIII.

DEBT

The City shall establish guidelines for debt financing to provide needed land, long-term capital additions, and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

A. *Use of Debt Financing*

Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, and other obligations permitted by state law, shall only be used to purchase capital assets that cannot be acquired from current revenues or fund balance/working capital. Debt financing may be used to fund infrastructure improvements and additions.

B. *Debt Financing*

The City shall not assume more tax-supported general purpose debt than it retires each year without conducting an objective analysis regarding the City's ability to assume and support additional debt service. This analysis shall include an examination of the costs and benefits of the proposed capital spending and the anticipated impact on the property tax rate. The decision to issue new debt shall be based on this analysis, a review of the current and projected conditions of the municipal bond market, and the City's ability to service the new debt.

General Obligation Bonds require voter approval and shall be issued to accomplish projects identified in the bond referendum. General Obligation Bonds shall be used to fund capital assets of the City and shall not be used to fund current operating expenditures.

Certificates of Obligation may be issued without voter approval to finance any public works project or capital improvement, as permitted by state law. The City may issue Certificates of Obligation in the event it is more economical than issuing Revenue Bonds.

Revenue Bonds are secured by the revenues of an enterprise fund and require adequate projected revenues to cover anticipated future payments over the life of the bonds. If the City determines it is feasible to issue Revenue Bonds, it may also be necessary to make adjustments to the City's utility rate structure to maintain required coverage. Coverage requirements, and the need for and level of reserve funds to provide additional security in support of the bonds, are subject to rating agency review and market standards.

C. *Debt Structure*

The term of any debt issuance may not exceed the useful life of the asset funded by the debt. Relative to the issuance of revenue bonds, the term of the debt shall also be consistent with the revenue-generating capacity of the asset. The maximum term of any debt issue shall not exceed 40 years.

The structure of any debt issuance shall be designed to achieve the best possible results for the City given current market conditions, etc. Consideration shall be given to the term, amortization schedule, interest rates, yield, pricing and call provisions.

To achieve a more favorable interest rate, the City shall strive to issue bonds in amounts such that the issue is bank qualified. However, if the City needs to issue debt that is non-bank qualified, the fact that the issue is so designated will not be a consideration if all other factors support the issuance.

D. *Debt Refunding*

The City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. The City may issue an advance refunding if the difference between when the new bonds are issued and the outstanding bonds being refunded are called or paid at maturity is greater than 90-days. If that difference is less than 90-days, the City may issue a current refunding. Pursuant to federal tax law, the City may advance refund bonds only once on a tax-exempt basis. There is no limit on the number of times the City may current refund bonds.

As a general rule, the net present value savings of an advance refunding should exceed three percent (3%) of the refunded maturities (including cost of issuance), unless, a debt restructuring is necessary.

E. *Bond Elections*

General obligation bond elections shall be determined and set by the City Council based upon recommendations of the City's financial advisers, bond counsel, and underwriters. An analysis showing the impact of the new debt on the City's tax rate and total debt capacity will be included with each proposal to issue new general obligation bonds.

F. *Method of Sale*

The City shall use a competitive bidding process for the sale of debt unless the nature of the issue warrants a negotiated sale. The City may utilize a negotiated sale when the debt issuance is, or contains, a refinancing that is dependent on market timing.

G. *Underwriting Syndicates*

As part of the debt issuance process, the City shall partner with qualified and experienced firms. The City shall be actively involved in the debt issuance process and shall work with the financial advisor, bond counsel, and underwriter(s) to develop and recommend the most appropriate debt financing to meet the City's needs. For any given bond issue, the City may elect to work with a single underwriter or with an underwriting syndicate, which includes several firms and a designated lead underwriter.

H. *Rating Agency Presentations*

Full disclosure of operations and open lines of communication shall be maintained with the rating agencies. The City shall work with the financial advisor to prepare the necessary materials and presentation to the rating agencies. Credit ratings will be sought from one or more of the nationally recognized municipal bond rating agencies, currently Moody's Investor Service, Standard & Poor's Ratings Services, and Fitch Ratings, based on the recommendation of the financial advisor.

I. *Bond Ratings*

The City shall prudently manage the general and enterprise funds in order to maintain or improve the City's bond rating.

J. *Lease/Purchase Agreements*

The City may consider lease/purchase agreements for short-term financing needs when it is the most cost-effective option.

K. *Interest Earnings on Debt Proceeds*

Interest earnings on debt proceeds in the general fund shall be transferred to the debt service fund. Interest earnings on water and wastewater debt proceeds shall remain in the enterprise fund.

L. *Continuing Financial Disclosure*

The City shall comply with all requirements for continuing financial disclosure prescribed by state and federal regulations and City bond ordinances. In order to meet these requirements, the City must annually provide certain updated financial information and operating data to the Municipal Securities Rulemaking Board.

In compliance with SEC Rule 15c2-12, the City is obligated to provide (1) certain updated financial information and operating data annually, and (2) timely notice of specified material events, to the Municipal Securities Rulemaking Board (MSRB) in an electronic format as prescribed by MSRB. This information is available free of charge via the Electronic Municipal Market Access (EMMA) system at www.emma.msrb.org.

The information to be provided includes quantitative financial information and operating data as well as audited financial statements. This financial disclosure must be filed by March 31 of each year.

A material event notice must be filed within ten business days of the occurrence of any of the following:

- Principal and interest payment delinquencies
- Non-payment related defaults associated with outstanding bonds, if material
- Unscheduled draws on debt service reserves reflecting financial difficulties
- Unscheduled draws on credit enhancements reflecting financial difficulties
- Substitution of credit or liquidity providers, or their failure to perform
- Adverse tax opinions affecting the tax-exempt status of the City's bonds
- Modifications to the rights of bondholders, if material
- Bond calls, if material, and tender offers
- Defeasances
- Release, substitution, or sale of property securing repayment of the City's bonds, if material
- Changes to the City's credit ratings
- Bankruptcy, insolvency, receivership or similar event of the City
- Merger, consolidation or acquisition involving the City, including the sale of all, or substantially all, City assets
- Appointment of a successor Paying Agent/Registrar or, if material, a change in the name of the Paying Agent/Registrar

M. *Post-Issuance Compliance*

The City has adopted a separate post-issuance compliance policy and procedures to address the requirements of the Tax Code relative to its debt issuances. These requirements include restrictions on the use of proceeds, arbitrage yield restrictions, and the arbitrage rebate requirement. In general, these requirements are applicable throughout the period the debt issuance remains outstanding.

IX.

CASH MANAGEMENT AND INVESTMENTS

The City shall invest idle operating cash in such a manner so as to ensure the absolute safety of principal, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with state statutes and the City's Investment Policy.

A. *Investment Management*

- All aspects of cash and investment management shall be designed to first ensure the safety of the City's financial assets.
- Cash and investment management activities shall be conducted in full compliance with prevailing state statutes and the City's Investment Policy.
- The City shall only do business with financial institutions and broker/dealers approved by City Council and who have executed a written certification of their review and understanding of the City's Investment Policy.
- The City shall design and establish policies relative to a variety of cash and investment management issues as set forth in the City's Investment Policy.
- Investments of City funds shall be made with the exercise of judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Safety of the investment principal and liquidity needs of the City must be taken into account before yield may become a consideration in the investment process. Speculative investments are prohibited.

B. *Investment Strategy*

The City shall implement an investment strategy to achieve safety of principal, to maintain adequate liquidity to meet operating requirements, and to achieve a reasonable yield commensurate with the preservation of principal and liquidity. The City shall seek to diversify the investment portfolio in terms of investment type and maturity.

C. *Interest Income*

The City consolidates funds for investment. Interest earned from investments shall be allocated to the funds from which the funds were provided.

D. *Arbitrage Investments and Reporting*

The investment of bond proceeds shall be made in accordance with the same priority order of safety, liquidity, and yield. Bond proceeds shall be invested in separate instruments or accounts and not commingled with other investment purchases. Arbitrage rebate calculations shall be done for each bond issue, as required, and funds shall be set aside for any positive arbitrage. Arbitrage shall be rebated to the federal government when due.

E. *Collateralization of Deposits*

Pledged collateral on the City's deposits shall be held at an independent third-party institution and evidenced by a written receipt. The type and amount of collateral shall comply with the City's Investment Policy. Currently, all deposits shall be collateralized at a minimum level of 102 percent of par value. Substitutions of collateral shall comply with the City's Investment Policy. Collateral shall not be released until the replacement collateral has been received into the City's account.

F. *Finance Committee*

The City has established a Finance Committee consisting of mayoral appointments from City Council. The members shall be appointed/re-appointed to the committee annually. The City Manager, Assistant City Manager, and Director of Finance shall also serve on the committee. The committee shall meet quarterly for an update on the City's financial statements and investments. Further, the committee shall meet to review the results of the annual audit and at any other time it may be necessary to report on an internal audit or other external audit authorized by City Council.

G. *Reporting*

A quarterly investment report shall be prepared and presented to City Council in accordance with state law and the City's Investment Policy.

X.

GRANTS

The City shall seek, apply for, and effectively administer federal, state, and local grants, which support the City's current and future priorities and policy objectives.

A. *Grant Guidelines*

The City shall seek and apply for all appropriate grants consistent with the objectives and priority needs identified by the City or City Council. The City shall recover indirect costs to the maximum amount permitted by the grant. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant. Grant funding may be considered to leverage City funds; however, inconsistent and/or fluctuating grants should not be relied upon to fund ongoing programs. The potential to incur ongoing costs shall be considered prior to applying for a grant.

B. *Grant Review & Approval*

All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the City's goals and policy objectives. If there is a cash match requirement, the source of funding for the matching funds shall be identified prior to submitting the grant application. All grant submittals shall also be reviewed for any “in-kind” grant match being considered in-lieu-of a cash match. Since an “in-kind” match requires the use of force account labor, the requesting department shall confirm this will not negatively impact existing service levels.

All grant submissions must include an explanation of the need for the grant, the terms of the grant, including reporting requirements, and an analysis of the ongoing maintenance and operations costs that will be incurred by the City upon acceptance of the grant. The department shall designate a Grant Administrator for each grant. The Grant Administrator shall coordinate all grant submissions with the Assistant City Manager prior to consideration by the City Manager. Once a grant is approved, the Grant Administrator shall establish and maintain a shared folder accessible by the Assistant City Manager and the Director of Finance. A new subfolder shall be added for each approved grant submission and shall include a copy of the grant application and all-grant related correspondence, documentation, and reports.

The City Manager shall approve all grant submissions. The City Council must approve all grant applications. If a department has a narrow window to pursue a grant opportunity less than \$25,000 (e.g., grant funds unexpectedly become available on a compressed timeline), the grant application may be ratified at the City Council meeting immediately following the submission of the grant application.

If the grant opportunity is identified during the budget process, it shall be included in the appropriate revenue and expenditure accounts. If the grant is accepted after completion of the budget process, the department applying for the grant funding shall work with the Finance Department to prepare the associated budget amendment.

C. *Grant Administration*

The Grant Administrator shall provide a copy of the approved grant submission (via email or hard copy) to the Assistant City Manager and the Director of Finance. Once a grant agreement is signed, the Grant Administrator shall provide a copy of the executed agreement to the City Secretary. The Grant Administrator shall then initiate a meeting with the Assistant City Manager, the Director of Finance, and any other department members participating in the grant funded program/expenditure. At that meeting, the roles and responsibilities related to the administration of and reporting for the grant shall be established and the appropriate fund and account number(s) shall be assigned.

D. *Grant Management*

The Grant Administrator shall be responsible for all operational aspects of grant management and shall maintain detailed records to ensure maximum reimbursement of grant funds and full compliance with the grant requirements and the Single Audit Act. The Grant Administrator shall notify the Assistant City Manager and the Director of Finance when any correspondence, documentation, or reports have been added to the shared folder for the specific grant.

The expenditure of grant funds shall follow all applicable City policies and procedures, including purchasing and bid policies. The Grant Administrator shall verify that any vendors selected for the grant funded program/expenditure are not debarred or excluded from providing goods and services under state or federal award programs. The list of vendors debarred from doing business with the State of Texas is available at the website of the Texas Comptroller of Public Accounts (Debarred Vendor List) at: http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/. The Grant Administrator shall utilize the Official U.S. Government System for Award Management (SAM) to verify that a potential vendor/contractor has not been excluded or debarred before contracting with that vendor on a federally funded grant. SAM contains an electronic roster of debarred companies excluded from Federal Procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. Instructions on how to access SAM may be found at: <http://www.dol.gov/ofccp/regs/compliance/preaward/debarlst.htm>.

E. *Grant Termination and/or Reduced Grant Funding*

In the event of reduced grant funding, City resources shall be substituted only after all program priorities and alternatives have been considered during the budget process, unless the City is obligated, through the terms of the grant, to maintain the program or associated positions.

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available and it is determined that the program no longer supports City goals and policy objectives or is no longer in the best interest of the City. The City shall complete any outstanding obligations following the termination of any grant funding.

F. *Reporting*

While individual departments are responsible for grant applications and program administration and reporting, it is necessary to prepare and maintain an annual report of expenditures related to all outstanding grants. To accommodate the annual audit requirements, the Finance Department shall prepare an annual report on the status of all outstanding grants. Prior to its finalization, a draft of the report shall be reviewed and discussed at a director's (staff) meeting. To accommodate this reporting requirement, the Finance Department shall reference the following:

- Copy of signed grant application/agreement;
- Copy of check vouchers and invoices for all expenditures funded by the grant;
- Copy of any program reports submitted to the granting authority;
- Copy of any correspondence related to the grant;
- Copy of any other pertinent information related to the grant.

The Finance Department prepares a quarterly financial report, which is available to any department required to furnish a periodic or interim financial report to the granting authority. Each individual department shall be responsible for program administration and related program reporting. Copies of all program reports shall be added to the shared folder for the specific grant. These reports shall be made available as documentation for the annual grant report provided to the auditors.

XI.

Intergovernmental Relations

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis, and support favorable legislation at the state and federal levels.

A. *Interlocal Cooperation in Delivery of Services*

In order to promote the efficient and effective delivery of services, the City shall actively seek to work with other local jurisdictions to share, on an equitable basis, the costs of services, to share facilities, and to develop joint programs to improve service to its citizens.

B. *Legislative Program*

The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services but does not provide the funding to implement them.

XII.

Internal Controls

The City shall establish and maintain a system of internal controls designed to safeguard City assets, ensure the accuracy and reliability of accounting and financial records, promote operational efficiency, and adhere to prescribed policies in compliance with federal and state regulations and City ordinances and policies.

A. *Segregation of Duties*

The City shall strive to maintain appropriate segregation of duties in the conduct of City business in order to reduce the opportunities for any person to perpetrate and conceal errors or irregularities in the normal course of assigned duties.

B. *Training*

The City shall ensure that all employees responsible for cash handling and/or financial transactions are familiar with and understand the applicable City policies and procedures associated with these responsibilities. Employees shall be properly trained and supervised in the exercise of these duties.

C. *Fiscal Authority*

The City shall implement appropriate levels of fiscal authority and shall design, implement, and maintain procedures to ensure financial transactions and activities are properly reviewed and authorized.

D. *Signature of Checks*

All City checks shall require up to three signatures. Three persons shall be authorized to sign checks: the Mayor, City Manager, and Director of Finance. The Mayor Pro-Tem and the Assistant City Manager are authorized to sign in place of the Mayor and City Manager, respectively. The Accounting Supervisor is authorized to sign in place of the Director of Finance. The signatures of the Mayor, City Manager and Director of Finance shall be affixed on all City checks up to \$1,000 via facsimile signature. Checks in the amount of \$1,000 and greater but less than \$5,000 shall include the facsimile signature of the City Manager and the Director of Finance and the manual signature of the Mayor. All checks in the amount of \$5,000 and over will be manually signed by all three authorized check signers.

E. *Electronic Payment Vouchers*

The City may have occasion to make vendor payments electronically. Three persons shall be authorized to sign electronic payment vouchers: the Mayor, City Manager, and Director of Finance. The Mayor Pro-Tem and the Assistant City Manager are authorized to sign in place of the Mayor and City Manager, respectively. The signatures of the City Manager and Director of Finance shall be affixed on all electronic payment vouchers up to \$1,000. The Mayor shall also sign all electronic payment vouchers over \$1,000 in accordance with the City Charter.

F. *Bank Reconciliations*

The Director of Finance shall receive and initial the monthly bank statements. The completed bank reconciliations shall be reviewed by the Accounting Supervisor. The Director of Finance shall then perform a final review using the on-line banking system to check for unusual activity and to ensure there were no modifications made to the banking activity.

To mitigate the City's exposure to the inherent risks of limited segregation of duties, the employee who completes the bank reconciliations shall not handle cash or post related cash or adjusting entries.

G. *Recordkeeping*

The City shall design, implement, and maintain procedures to ensure financial transactions and events are properly recorded such that all financial reports are current, accurate, and up-to-date. The Director of Finance shall review and approve (sign) all journal entries prepared by the Accounting Supervisor as well as any journal entries that include individual amounts over \$50,000, the activities of which have not been subject to prior review or approval.

H. *Safeguarding Assets and Financial Records*

The City shall design, implement, and maintain procedures to ensure appropriate and adequate safeguards exist over the access to and use of financial assets and records. These measures shall be designed to protect the City's assets from unauthorized access, fraud or theft.

I. *Internal Audits*

The City shall conduct internal audits to ensure compliance with established procedures and proper valuation of recorded amounts. During the year, the Finance Department shall conduct at least one surprise audit of each petty and working cash fund.

J. *Annual Review*

The City shall conduct an annual review of the system of internal controls and shall make any appropriate changes or modifications to improve the controls.



Legislation Details (With Text)

File #: ORD 17-060 **Version:** 1 **Name:**

Type: Ordinance **Status:** Agenda Ready

File created: 9/6/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on an ordinance amending the Fiscal Year 2016-2017 Water & Sewer Fund Budget for emergency repairs to a turbine pump at the Water Treatment Plant.

Sponsors: Public Works

Indexes:

Code sections:

Attachments: [Ord - Amend Budget FY17 WTP Pump](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on an ordinance amending the Fiscal Year 2016-2017 Water & Sewer Fund Budget for emergency repairs to a turbine pump at the Water Treatment Plant.

Summary:

One of the vertical turbine pumps at the Water Treatment Plant gave out during Hurricane Harvey and needs to be repaired or replaced. The plant supervisor had hoped to replace these pumps during the 2018-2019 fiscal year, but the hurricane accelerated that timeline. This budget amendment will cover the services needed to evaluate what work will be required to reinstate this particular pump following the hurricane, such work to include a crane to remove the pump, loading and transporting of the pump to the shop in order to be disassembled, cleaned, and inspected, and an inspection report with findings and a recommendation. Northstar Industries provided these emergency services for the amount of \$7,250.00.

An amendment in the amount of \$7,250.00 for the cost of the emergency services needed to inspect and evaluate the repair or replacement of this vertical turbine pump is proposed for the Fiscal Year 2016-2017 Budget.

Fiscal/Budgetary Impact:

Increase the Fiscal Year 2016-2017 Water & Sewer Fund Budget by \$7,250.00 to be funded by the prior year revenues of the Water & Sewer Fund, which are available for this purpose.

Approve the ordinance amending the Fiscal Year 2016-2017 Water & Sewer Fund Budget.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2016-2017 BUDGET FOR THE CITY OF DEER PARK, TEXAS, AND APPROPRIATING THE SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

I.

That the City of Deer Park's budget for the fiscal year ending September 30, 2017 was duly prepared and filed with the City Secretary, where it was available for inspection by any taxpayer.

II.

That during the recent Hurricane Harvey, one of the vertical turbine pumps at the Water Treatment Plant gave out and needs to be repaired or replaced.

III.

That the City desires to purchase the services of Northstar Industries, an approved vendor on the Texas Smart Buy Purchasing Cooperative, at a cost of \$7,250.00 to evaluate the damage to the pump in order to determine if the pump can be repaired or should be replaced.

IV.

That it is necessary to amend the budget for the fiscal year ending September 30, 2017 to include \$7,250.00 for the services required to evaluate the damage to the vertical turbine pump and to provide a recommendation for repair or replacement.

V.

That funding for the amendment to the expenditures of the adopted budget for the fiscal year ending September 30, 2017 will include the amount of \$7,250.00 from the prior year revenues of the Water & Sewer Fund, which are available for this purpose.

VI.

That the regular budget of the City of Deer Park, Texas, for the fiscal year ending September 30, 2017, be, and the same is hereby, in all respects finally approved and amended as so described above and shall be, and is hereby, filed with the City Secretary of said City.

VII.

That the amounts specified are for the purposes named in said budget, and they are hereby appropriated to and for such purposes.

VIII.

That the City Secretary file copies of this Ordinance and of such budget with all public officers as required by the laws of the State of Texas.

IX.

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public, and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

X.

The City Council finds that this Ordinance relates to the immediate preservation of the public peace, health, safety and welfare, and that approval of a 2016-2017 Budget amendment be adopted at the earliest possible moment to comply with the City Charter and Statutes of the State of Texas, and to provide protection for persons within the City, thereby creating an emergency, for which the Charter requirement providing for the reading of Ordinances on three (3) several days should be dispensed with, and this Ordinance be passed finally on its introduction, and accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this the ____ day of _____, 2017 **by a vote of** _____ **“Ayes” and** _____ **“Noes”**.

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney



Legislation Details (With Text)

File #: ORD 17-061 **Version:** 1 **Name:**
Type: Ordinance **Status:** Agenda Ready
File created: 9/7/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consideration of and action on the annual review and an ordinance adopting the City's Investment Policy.
Sponsors: Finance
Indexes:
Code sections:
Attachments: [Investment Policy Review 09.19.17](#)
[Investment Policy - 2017](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on the annual review and an ordinance adopting the City's Investment Policy.

Summary: In compliance with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the City has adopted an Investment Policy, which is Chapter 2, Administration, Article VII (Finance), Division 2 (Investment Policy), Section 2-274 Reporting, of the Code of Ordinances of the City of Deer Park. The Act also requires that the City Council, not less than annually, adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies. The written instrument must record any changes made to the policy or strategies.

The City's Investment Policy, which includes investment strategies, was last reviewed and updated on September 20, 2016. During the most recent legislative session, the Texas Legislature has made several changes to the Act. The City's Investment Advisor, Valley View Consulting, LLC, has reviewed the City's Investment Policy and has provided guidance for incorporating the pertinent changes to the City's Investment Policy. The attached "Investment Policy Review" provides a detailed description of these changes.

The Investment Policy includes the list of broker/dealers authorized to engage in investment transactions with the City. The current list includes the following: Coastal Securities, Inc., Duncan-Williams, Inc., Hilltop Securities, and Wells Fargo Securities, LLC. The Finance Committee met on September 5, 2017 to review the proposed changes to the policy and to specifically review the list of authorized broker/dealers. No changes to the list of authorized broker/dealers are recommended at this time; however, following a merger, Coastal Securities, Inc. is now FTN Financial and that name change is reflected in the new policy.

Fiscal/Budgetary Impact:

N/A.

Review and adopt the Investment Policy.

**City of Deer Park
Annual Investment Policy Review – 2017
Record of Changes**

To comply with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the “Act”), the governing body of an investing entity shall (1) review its investment policy and investment strategies not less than annually, and (2) adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

The investment policy for the City of Deer Park was last reviewed and updated in September 2016. The policy received re-certification from the Government Treasurer’s Organization of Texas (“GTOT”) in July 2015, and that certification was valid for two years to July 27, 2017. In June 2017, the City submitted the application for re-certification of the policy. The City has recently been notified that the policy has been re-certified and this re-certification will expire in two years on September 30, 2019.

The most recent legislative session ended the regular session in May 2017. State lawmakers adopted several changes to the Act, and these have been incorporated into the policy. These changes were discussed with the City’s Finance Committee at a meeting on September 5, 2017. At that meeting, the Committee also reviewed and discussed the list of authorized broker/dealers and did not make any changes to the current list.

Below is a summary of the major changes to the policy being presented for annual review on September 19, 2017:

2-272 Investment Training – This section includes a minor edit changing “the investment officer shall attend an investment training session...” to “an investment officer shall attend at least one investment training session...” in case the required training must be completed in multiple training sessions vs. one (which is acceptable).

2-273 Authorized Investments – This section includes a minor edits. To clarify recent questions involving Federal Home Loan Banks, the language in the Act was updated to specifically identify these banks and the policy language was updated to include these banks as follows: “(a) Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.”

To remove redundancy, the phrase “issued by a state or national bank that has its main office or branch office in the State of Texas and” was removed since this is already included in the reference to the Act. Subsection (e) now reads as follows: “(e) A certificate of deposit, or other form of deposit, that is placed and secured in accordance with Section 2256.010 of the Act.”

2-280 Qualified Financial Institutions and Broker/Dealers – This section includes minor edits. In accordance with changes to the Act, business organizations are specifically defined as investment pools and “discretionary investment management firms.” This reference is now included as follows: “Qualified financial institutions...and other business organizations (e.g., investment pools and discretionary investment management firms)”.

While the list of broker/dealers authorized to engage in investment transactions with the City did not change, one firm was part of a merger and has a name change, which will be referenced in this year’s policy. The current list of authorized broker/dealers is as follows:

FTN Financial (merged with Coastal Securities, Inc.)
Duncan-Williams, Inc.
Hilltop Securities
Wells Fargo Securities, LLC

2-282 Internal Controls – This section includes a minor edit to clarify that internal controls are part of the annual audit, removing the term “periodically” as it relates to the review. The new language is as follows: “These controls shall be reviewed by the City’s independent audit firm as part of the annual audit.”

2-284 Collateral – This section includes a minor edit to further explain the insurance amount provided by the Federal Deposit Insurance Corporation (“FDIC”) in relation to letters of credit. This section, as it relates to letters of credit, has been revised as follows: “The value of the letter of credit must be equal to or greater than 100 percent of the total amount of deposits plus any accrued interest, less the insurance amount provided by the FDIC.”

2-287 Certification Form – This section includes revisions related to the change for business organizations. With changes in the Act, a certification form is only required from business organizations (see changes to Section 2-280). The policy now reads that every “business organization” (vs. every “investment provider”) must execute a certificate in favor of the City. Subsection (b) includes additional language to reference agreements with business organizations with discretionary investment authority given that such organizations are now defined as a “business organization”. Note, the City does not give any investment management firm “discretionary” investment authority and must approve any investments prior to execution. The exception in subsection (b) now includes the following: “...or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.”

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE DEER PARK CODE OF ORDINANCES BY REPLACING CHAPTER 2 (ADMINISTRATION), ARTICLE VII (FINANCE), ALL OF DIVISION 2 (INVESTMENT POLICY).

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK: That Chapter 2, Article VII, Division 2 (Investment Policy) is to be amended to conform with all current State and Federal regulations by replacing all of Division 2 as follows:

2-266 POLICY

It is the policy of the CITY OF DEER PARK (the "City") to invest funds in a manner that will ensure the preservation of capital, meet the daily cash flow needs of the City, conform to all applicable state statutes and City ordinances governing the investment of public funds, and provide reasonable investment returns.

The Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act") prescribes that each city shall adopt rules to govern its investment practices and to define the authority of the investment officer(s). This policy addresses the methods, procedures, and practices established to ensure effective and judicious fiscal management of the City's funds worthy of the public trust.

2-267 SCOPE

This investment policy shall apply to all financial assets and funds under control of the City, other than those expressly excluded herein or by applicable law or valid agreement. The City commingles its funds into one pooled investment fund for efficiency and maximum investment opportunity, except for monies held in demand and time deposits as provided under Chapter 105 of the Local Government Code or as stipulated by applicable laws, bond covenants or contracts. These funds are accounted for in the City's Comprehensive Annual Financial Report ("CAFR") and include the following:

- General Funds
- Capital Project Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service Funds
- Special Revenue Funds
- Trust and Agency Funds

This policy shall also apply to any new funds created by the City unless specifically exempted by the City Council and this policy.

The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The investment officers and City staff shall recognize that the investment activities of the City are a matter of public record.

2-268 OBJECTIVES AND STRATEGY

The City strives to invest funds in a manner where the rate of return is secondary to safety and liquidity. To accomplish this, the City's principal investment objectives, in priority order, are as follows:

- (a) *Suitability.* Each investment must be in conformance with all Federal regulations, state statutes, and other legal requirements—including the City Charter, City ordinances, and this investment policy.
- (b) *Preservation and safety of principal.* Investments of the City shall be handled in a manner that seeks to ensure the preservation of capital and the protection of investment principal in the overall portfolio. All participants in the investment process shall act responsibly as custodians of the public trust.
- (c) *Liquidity.* The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by maintaining appropriate cash equivalent balances, matching investment maturities with forecasted cash flow requirements, and investing in securities with active secondary markets.
- (d) *Marketability.* The City's policy is to buy and hold investments until maturity; however, marketability is of great importance should the need arise to liquidate an investment before maturity.
- (e) *Diversification.* Investments shall be diversified, as appropriate, by type and maturity to eliminate the risk of loss resulting from the concentration of assets in a specific maturity, a specific issuer or a specific class of securities. While investments of the City shall be selected to provide for stability of income and reasonable liquidity, the investments shall be structured to meet the projected cash flow needs of the City first, and then to enhance interest income. Ideally, portfolio maturities shall be laddered in a way that stabilizes interest income from market volatility. The stated maturity of any investment in the City's portfolio shall not exceed five years and the weighted average maturity of the City's overall portfolio shall not exceed 365 days.
- (f) *Yield.* The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints and the cash flow characteristics of the portfolio. Given this strategy, the basis used to determine whether reasonable yields are being achieved shall be the rolling average yield of the three-month U.S. Treasury Bill or such other index that most closely matches the average maturity of the portfolio.

2-269 AUTHORIZATION

The authority of the City to manage the investment program is derived from the Act, specifically, Section 2256.005(f)-(h). Management responsibility for the investment program is hereby delegated to the Director of Finance of the City, including responsibility for all investment transactions and the related system of controls to regulate the activities of subordinate officials. The Director of Finance shall serve as the primary investment officer and shall invest City funds in legally authorized and adequately secured investments in accordance with this policy and the Act. The City Manager and Assistant City Manager shall also serve as investment officers of the City. The investment officers shall be bonded.

2-270 RESPONSIBILITY AND CONTROL

Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of capital and the income to be derived.

In determining whether investment decisions were made exercising prudence, consideration shall be given to the following: the investment of all funds, or funds under the City's control, taken as a whole, rather than the prudence of a single investment; and whether the investment decision is consistent with the written investment policy of the City at that time. Occasional measured losses are inevitable and must be considered within the context of the overall portfolio's return.

An investment officer acting as a "prudent person" exercising due diligence in accordance with written procedures and the investment policy shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse market effects.

The Director of Finance shall establish written procedures for the operations of the investment program consistent with this investment policy, bond resolutions, or other authorizing instruments securing the City's outstanding bonds or other instrument securing indebtedness of the City issued after the adoption of this policy. Procedures shall address safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, and monitoring of credit rating changes in investments. Further, procedures shall address explicit delegation of authority to persons responsible for investment-related duties. No person may engage in an investment-related duty except as provided under the terms of this policy or the procedures established by the Director of Finance.

2-271 ETHICS AND CONFLICTS OF INTEREST

In addition to any other requirements of law, the investment officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the City or who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement with the City Council and with the Texas Ethics Commission disclosing that relationship.

An investment officer has a personal business relationship with a business organization if the investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization, the investment officer receives funds from the business organization exceeding 10 percent of the investment officer's gross income for the previous year, or the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

2-272 INVESTMENT TRAINING

The City shall provide periodic training in investments for the investment officers through courses and seminars offered by independent professional organizations and associations approved by the City Council. The objective of this training is to ensure the quality and capability of the investment officer making investment decisions in compliance with the Act. An investment officer shall attend at least one training session relating to the investment officer's responsibilities under the Act within 12 months after taking office or assuming the duties of investment officer and accumulate not less

than 10 hours of instruction relating to investment responsibilities under the Act. Further, an investment officer shall attend at least one investment training session not less than once in a two-year period (beginning on the first day of the City's fiscal year and consisting of the two consecutive fiscal years after that date) and accumulate not less than 8 hours of instruction relating to investment responsibilities under the Act.

Designated training sponsored by any of the following organizations is approved:

- (a) Government Finance Officers Association of Texas
- (b) Government Treasurers' Organization of Texas
- (c) Texas Municipal League
- (d) The University of North Texas Center for Public Management

Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Act.

2-273 AUTHORIZED INVESTMENTS

In accordance with Federal and state laws, including Section 2256.005(b) of the Act, the following are authorized investments:

- (a) Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
- (b) Direct obligations of the State of Texas or its agencies and instrumentalities;
- (c) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC or by the explicit full faith and credit of the United States;
- (d) Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- (e) A certificate of deposit, or other form of deposit, that is placed and secured in accordance with Section 2256.010 of the Act;
- (f) An investment pool to the extent and manner provided by law if the City by rule, ordinance, order or resolution authorizes investment in the particular pool and if the investment pool conforms to the requirements of the Act. To maintain eligibility, an investment pool must conform to the requirements of the Act. Further, the investment pool must be continuously rated no lower than AAA or AAA-m or its equivalent by at least one nationally recognized rating service and must post on their website the specific disclosures required by the Act.

Currently, the following investment pools are approved: TexPool, TexSTAR, and Texas CLASS.

2-274 AUTHORIZED AND SUITABLE INVESTMENTS – BOND PROCEEDS

Bond proceeds may be invested in accordance with the provisions of the respective bond ordinance, resolution or Trust Agreement authorizing the issuance of the bonds, notes or other obligations. To the extent of any inconsistency between the provisions of this investment policy and the bond instrument, the more restrictive investment terms contained in the bond instrument shall control, provided however, that no such investment of bond proceeds shall be made in an investment that is prohibited by policy

2-275 PROHIBITED INVESTMENTS

The following are not authorized investments and are prohibited under this investment policy:

- (a) Obligations for which the payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (interest only bond);
- (b) Obligations for which the payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (principal only bond);
- (c) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years;
- (d) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index (inverse floaters);
- (e) A securities lending program of the nature permitted by Section 2256.0115 of the Act; and
- (f) Commercial paper, including pools which invest in commercial paper.

2-276 EXISTING INVESTMENTS AND MINIMUM RATING REQUIREMENTS

Investments held on the effective date of this investment policy that are no longer authorized investments under the Act and/or this investment policy do not need to be liquidated before the final stated maturity of the investment. An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The investment officers shall take all prudent measures that are consistent with this investment policy to liquidate any investment that becomes a prohibited investment (e.g., through a rating downgrade after the purchase of the investment). In the event that the credit rating of any investment is publicly placed under review by the credit rating agency maintaining the rating, the investment officer shall closely monitor the investment and take such action as he/she deems prudent to protect the value of the investment.

2-277 INVESTMENT ADVISORS

The City Council may from time to time employ qualified individuals or firms as an Investment Advisor to assist the investment officers in carrying out the investment program and complying with the requirements of this investment policy and the Act.

2-278 INVESTMENT LIMITS AND DIVERSIFICATION

The asset allocation in the portfolio should be flexible and responsive to the outlook for the economy and the securities markets. Risk management shall be addressed through portfolio diversification, as appropriate, by:

- (a) Limiting investments to avoid over concentration by credit risk and maturity;
- (b) Limiting investments in issuers that have higher credit risks;
- (c) Investing in varying maturities; and
- (d) Maintaining a minimum 10 percent (10%) of the total portfolio in cash equivalent instruments to meet ongoing obligations.

2-279 INVESTMENT MANAGEMENT

The investment officers shall exhibit prudence and discretion in the selection and management of investments in order that no individual or group of transactions undertaken shall jeopardize the total capital of the portfolio. The City will not allow speculation (e.g., anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The investment officers shall monitor financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

The investment officers are authorized to solicit quotes for investments orally, in writing, electronically, or in any combination of these methods. Each investment transaction – exclusive of cash equivalent transactions – must be based upon quotations received from multiple qualified financial institutions or authorized broker/dealers. Competing broker/dealers may not have access to the same securities in the secondary market. Therefore, competitive offerings may be evaluated for similar investments and/or a target maturity period rather than for a specific investment or maturity date.

While the City primarily utilizes a buy and hold strategy, active portfolio management may from time to time dictate the sale of securities to better position the overall portfolio. The City Manager or Assistant City Manager must approve the sale of any security prior to maturity or any sale of a security for less than the book value of the security.

2-280 QUALIFIED FINANCIAL INSTITUTIONS AND BROKER/DEALERS

Qualified financial institutions shall include financial institutions, broker/dealers, and other business organizations (e.g., investment pools and discretionary investment management firms) doing business in the State of Texas and licensed or otherwise registered and in good standing, as applicable, with the Texas Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority, Inc. ("FINRA"), or other applicable state or national regulatory organizations. If otherwise acceptable, the wholly owned subsidiary or affiliated companies of such regulated firms shall also be deemed qualified. Qualified financial institutions must have an office in Texas. Specifically, the City's depository bank, and any wholly owned subsidiary or affiliated company, is a qualified and authorized financial institution.

The investment officers shall maintain a list of security broker/dealers authorized by the investment policy. All broker/dealers shall maintain complete records of all transactions conducted on behalf of the City and shall make those records available for inspection at the City's request. At least annually, the investment officers shall review the list of broker/dealers authorized to engage in investment transactions with the City and shall make a recommendation as part of the City Council's

review of the investment policy. As part of this process, the investment officers shall review the quality of service of each broker/dealer. The investment officers may remove an authorized broker/dealer from the list if, in the opinion of the investment officers, the firm has not performed adequately or its financial condition has become unacceptable.

The following broker/dealers are authorized to engage in investment transactions with the City:

- (a) FTN Financial (formerly Coastal Securities, Inc.)
- (b) Duncan-Williams, Inc.
- (c) Hilltop Securities
- (d) Wells Fargo Securities, LLC.

Nothing in this section relieves the City of the responsibility for monitoring the investments made by the City to determine that they are in compliance with this investment policy.

2-281 REPORTING

The investment officers shall prepare and submit to each member of the City Council an investment report describing in detail the investment position of the City, signed by the investment officers, no less than on a quarterly basis. The report shall contain sufficient information to provide for a comprehensive review of investment activity, current investments and performance for the period, including any variations from the investment strategy of the City. The investment report shall include a description of the investment, the maturity date, the beginning and ending book and market values, the accrued interest, and the changes during the period as well as a summary by pooled fund group. The investment officers may use any generally accepted method to monitor the market price of investments, including, but not limited to, periodic reports from any of the approved broker/dealers or any nationally recognized market source that provides market valuations on individual securities. Additionally, the Director of Finance shall verify the credit ratings of investments and shall describe any changes in credit ratings as part of the report. Each report shall include a statement of compliance with the City's investment policy and the Act. The annual audit shall include a review of the quarterly reports and a compliance audit of management controls on investments and adherence to the City's established investment policy and procedures.

The report shall include the weighted average yield to maturity, which shall serve as the City's performance measurement standard.

2-282 INTERNAL CONTROLS

A system of internal controls shall be documented in writing and shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and management of the City. Controls deemed most important shall include: control of collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, independent safekeeping and custodial duties, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses, written confirmation of telephone transactions, and limiting the number of authorized investment officials. These controls shall be reviewed by the City's independent audit firm as part of the annual audit.

2-283 DEPOSITORIES

Consistent with the requirements of the Texas Public Funds Collateral Act, Government Code Ch. 2257 as amended ("Public Funds Collateral Act"), the City shall require all depository institution deposits to be federally insured or collateralized. Any financial institution serving the City as a depository institution will be required to sign a depository agreement ("Agreement"). The Agreement shall define the City's rights to collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and state regulations, including:

- (a) The Agreement must be in writing;
- (b) The Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- (c) The Agreement must be approved by the Board of Directors or Designated Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- (d) The Agreement must be part of the Depository's "official record" continuously since its execution.

2-284 COLLATERAL

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act. For pledged securities, the market value of the principal portion of collateral pledged for deposits must at all times be equal to or greater than 102 percent of the total amount of deposits plus any accrued interest, less the insurance amount provided by the Federal Deposit Insurance Corporation ("FDIC"). For certificates of deposit or other forms of deposit, the City may accept a letter of credit issued by a U.S. Agency or Instrumentality. The value of the letter of credit must be equal to or greater than 100 percent of the total amount of deposits plus any accrued interest, less the insurance amount provided by the FDIC.

Depository institutions with which the City maintains collateralized deposits shall require the custodian to provide a monthly report of the pledged securities. The investment officers shall monitor collateralization levels to verify market values and total collateral positions. If the value of the securities pledged falls below the required collateral level, the depository institution holding the deposit must pledge additional securities no later than the end of the next succeeding business day.

2-285 CUSTODY AND SAFEKEEPING

To protect against fraud, the deposits and investments of the City shall be secured in accordance with third-party custody and safekeeping procedures approved by the City.

A written collateral or custodial agreement shall be approved by the City with each custodian bank, such custodian being a permitted institution under the Public Funds Collateral Act. Upon receipt of pledged collateral, the custodian shall promptly issue and deliver to the City a pledge receipt identifying and evidencing receipt of the collateral.

All security transactions shall be completed on a delivery versus payment ("DVP") basis with the City's safekeeping agent. Securities shall be held with the safekeeping agent until liquidation or maturity.

The investment officers shall maintain the original pledge and safekeeping receipts. The investment officers shall routinely monitor that all securities owned by or collateral pledged to the City are held in an account(s) in the City's name. These records shall also be subject to an annual compliance audit of management controls on investments and adherence to the City's established investment policy and procedures.

2-286 PROXY VOTING

The investment officer shall execute and deliver any proxies to be voted on behalf of the City based upon his or her judgment, as a prudent investor, as to the outcome of the voting that would be most beneficial to the City.

2-287 CERTIFICATION FORM

A written copy of the investment policy shall be provided to any person or business organization (local investment pool or discretionary investment management firm) offering to engage in investment activities with the City. Every business organization must execute a certificate in favor of the City in a form acceptable to the City and the business organization substantially to the effect that the business organization has:

- (a) Received and reviewed the City's investment policy; and
- (b) Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officers may not acquire or otherwise obtain any authorized investment from any business organization until a signed document meeting the above stated requirements (e.g., certification form) has been delivered to the City.

2-288 ANNUAL REVIEW

The City Council shall review the investment policy and investment strategies not less than annually. The City Council shall adopt a written instrument by ordinance or resolution stating that it has reviewed the investment policy and investment strategies and the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

The City Council finds that this Ordinance relates to the immediate preservation of the public peace, health, safety and welfare, in that it is necessary that the Investment Policy be amended so that the City's Investment Policy conform to current State and Federal regulations, take effect for the protection of persons and property, thereby creating an emergency, for which the Charter requirement providing for the reading of Ordinances on three (3) several days should be dispensed with, and this Ordinance be passed finally on its introduction; and, accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

PASSED, APPROVED AND ADOPTED on the first and final reading, this _____ day of _____, 2017, by a vote of _____ "ayes" and _____ "noes", this Ordinance having been read in full prior to such vote.

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney



Legislation Details (With Text)

File #: ORD 17-062 **Version:** 1 **Name:**
Type: Ordinance **Status:** Agenda Ready
File created: 9/7/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consideration of and action on an ordinance adopting the FY 2017-2018 Budget.
Sponsors: City Manager's Office
Indexes:
Code sections:
Attachments: [Ord - Adopt Budget FY18](#)
[Explanation of Changes - Final 17-18 Budget](#)
[Budget FY 2017-2018](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on an ordinance adopting the FY 2017-2018 Budget.

Summary: City staff began working on development of the FY 2017-2018 Budget during the early spring of 2017 when each department was asked to begin planning for the new fiscal year including consideration of cost cutting measures. A budget workshop was held on June 26, 2017 to assist in the preparation of the proposed budget. A public hearing on the proposed budget was held on August 15, 2017. It is now time for Council to consider action on the Final FY 2017-2018 Budget, which includes several changes from the Proposed FY 2017-2018 Budget presented to Council on July 31, 2017. These proposed changes, which total \$385,620, are itemized on the attached Explanation of Changes, and while a more detailed review of the changes will be presented in the Council workshop, a brief summary of the changes by fund is as follows:

General Fund: The total increase of \$46,470 - to be funded by prior year revenue - represents \$5,469 for additional personnel costs related to recent reclassifications, \$20,856 to cover TMRS for part-time staff expected to exceed the 1,000 hour threshold, and \$20,145 of capital outlay for budgeted projects that will not be completed in the current fiscal year.

Special Revenue Funds: The total increase of \$189,150 - to be funded by the prior year revenue of the Hotel/Motel Tax Fund - represents \$169,150 for budgeted wayfinding signs that will not be completed in the current fiscal year, \$5,000 for host fees for the Texas Non-Profit Theater Festival, and \$15,000 for consulting services related to the Golf Course Bridge.

Water & Sewer Fund: The total increase of \$50,000 - to be funded by fund reserves - represents an addition to the contingency in contemplation of possible effects from Hurricane Harvey that are unknown at this time.

Capital Improvements Fund: The total increase of \$100,000 - to be funded by fund reserves -

represents expenditures for budgeted sidewalks that will not be completed in the current fiscal year.

With these changes, the final proposed budgeted expenditure totals by fund are summarized below:

General Fund - \$42,503,051

Special Revenue Fund - \$1,975,718 (includes \$529,585 for grants)

Debt Service Fund - \$7,018,928

Water & Sewer Fund - \$10,958,161

Storm Water Utility Fund - \$337,500

Golf Course Lease Fund - \$176,000

Capital Improvements Fund - \$6,506,253

TOTAL ALL FUNDS - \$69,475,611

Note: The FY 2017-2018 budgets for the Crime Control and Prevention District ("CCPD"), the Fire Control, Prevention, and EMS District ("FCPEMSD"), and the Deer Park Community Development Corporation ("DPCDC") were adopted pursuant to applicable laws and are in addition to the amounts above. These budgets, which are included in the City's budget as "component units", reflect total expenditures as follows:

CCPD - \$1,442,096

FCPEMSD - \$3,810,343

DPCDC - \$2,700,900

Fiscal/Budgetary Impact:

N/A.

Take a record vote to approve the ordinance adopting the FY 2017-2018 Budget. **(Note: the vote to adopt the budget must be a record vote pursuant to Local Government Code, Chapter 102, Section 102.007).**

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE 2017-2018 BUDGET FOR THE CITY OF DEER PARK, TEXAS, AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

1. That the City of Deer Park's regular budget for the fiscal year ending September 30, 2018, which is attached hereto, was duly prepared and filed with the City Secretary, where it was available for inspection by any taxpayer.

2. That a Public Hearing was duly called and held on August 15, 2017, on said budget, prior to the time the City Council of the City of Deer Park levied taxes for such current fiscal year; public notice of such hearing having been first duly given, as required by law.

3. That all parties desiring to participate and be heard at said Public Hearing having been heard until no more testimony was offered, and such hearing having been concluded, and the City Council of the City of Deer Park having made such changes in such budget as in their judgment the law warrants and the best interest of taxpayers of the City of Deer Park, Texas demands.

4. That the regular budget of the City of Deer Park, Texas, hereto attached, for the fiscal year ending September 30, 2018, be, and the same is hereby, in all respects finally approved and adopted as so changed and shall be, and is hereby, filed with the City Secretary of said City.

5. That the several amounts specified for the several purposes named in said budget, and they are hereby appropriated to and for such purposes.

6. That the City Secretary file copies of this Ordinance and of such budget with all public officers as required by the laws of the State of Texas.

7. It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public, and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Government Code of the State of Texas.

8. The City Council finds that this Ordinance relates to the immediate preservation of the public peace, health, safety and welfare, in that the City's budget should be adopted at the earliest possible moment to comply with the City Charter and Statutes of the State of Texas, and to provide funds for uninterrupted police, fire and sanitary protection, and to continue the essential services of water supply, garbage, and sewage disposal, thereby creating an emergency, for which the Charter requirement providing for the reading of ordinances on three (3) several days should be dispensed with, and this Ordinance be passed finally on its introduction, and, accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this the ____ day of _____, 2017 **by a vote of** _____ **"Ayes" and** _____ **"Noes"**.

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney

CITY OF DEER PARK
RECOMMENDED CHANGES TO THE FISCAL YEAR 2017-2018 PROPOSED BUDGET
REVENUE

Fund 10 – General

10-000-3641 – Prior Year Revenue

Added \$46,470 to offset the increased expenditures in the General Fund (itemized below)

Fund 11 – Special Revenue: Hotel/Motel Taxes

11-000-3640 – Prior Year Revenue

Added \$189,150 to offset the increased expenditures in the Hotel Motel Tax Fund (itemized below)

Fund 40 – Water & Sewer

40-000-3641 – Fund Reserves

Added \$50,000 to offset the increased expenses in the Water & Sewer Fund (itemized below)

Fund 90 – Capital Improvements

90-000-3641 – Fund Reserves

Added \$100,000 to offset the increased expenditures in the Capital Improvements Fund (itemized below)

CITY OF DEER PARK
RECOMMENDED CHANGES TO THE FISCAL YEAR 2017-2018 PROPOSED BUDGET
EXPENDITURES

Fund 10 – General

10-411-4107 – TMRS (Recreation)

Added \$5,214 for TMRS, which will be required for part-time positions expected to work in excess of 1,000 hours during the fiscal year. In the Recreation division, (1) the Gameroom Program Leader has minimal supervisory obligations with the added duties of special events, assisting full-time staff with youth and adult programs, processing after hours registration payments, etc.; and (2) the Admin Aide is handling an increased volume of program registrations, facility rentals, phone calls and walk-in patrons.
Funding Source: Prior Year Revenue

10-415-4107 – TMRS (Senior Services)

Added \$2,607 for TMRS, which will be required for part-time positions expected to work in excess of 1,000 hours during the fiscal year. In the Senior Services division, the Senior Services Program Leader is working additional hours related to the popular senior trip program. Additionally, the Maxwell Center renovations will also require more part-time staffing to manage the controlled access area and the anticipated increase in hours of operations.
Funding Source: Prior Year Revenue

10-415-4902 – Buildings (Senior Services)

Added \$7,100 for the installation of the fire alarm system at the Maxwell Center, which was not completed in the current fiscal year due to delays in finalizing the renovation plans for the facility.
Funding Source: Prior Year Revenue

10-416-4107 – TMRS (ASAP)

Added \$13,035 for TMRS, which will be required for part-time positions expected to work in excess of 1,000 hours during the fiscal year. In the After School Activity Program division (ASAP), five Program Leaders are needed to work a flexible schedule and must attend extensive training, manage program records, attend staff meetings, and assist with game room operations and special events outside of their normal duties.
Funding Source: Prior Year Revenue

10-420-4101 – Salaries – Full Time (Library)

10-420-4106 – Social Security/Medicare (Library)

10-420-4107 – TMRS (Library)

Added \$5,469, which includes salaries and related benefits, to reflect the net change resulting from the recent reclassification of two positions at the Library.
Funding Source: Prior Year Revenue

10-420-4904 – Machinery & Equipment (Library)

Added \$13,045 for the self-check machine and E-commerce module, which will not be installed during the current fiscal year as the new model and updated software will not be released until late October.
Funding Source: Prior Year Revenue

CITY OF DEER PARK
RECOMMENDED CHANGES TO THE FISCAL YEAR 2017-2018 PROPOSED BUDGET
EXPENDITURES

Fund 11 – Special Revenue: Hotel/Motel Taxes

11-601-4252 – Dues and Fees (General)

Added \$5,000 for the host fees associated with the Texas Non-Profit Theater Festival.

Funding Source: Prior Year Revenue

11-601-4308 – Small Tools & Minor Equipment (General)

11-601-4903 – Improvements Other Than Buildings (General)

Added \$169,150 for Wayfinding Signs that will not be completed in the current fiscal year. The proposed budget included a total of \$210,000 for signs in 11-601-4308, however, because the cost of some of the signs exceeds \$5,000, those expenditures will be charged as capital outlay to 11-601-4903 and the total amount budgeted for Wayfinding Signs (\$379,150) is allocated between the operating and capital accounts.

Funding Source: Prior Year Revenue

11-605-4240 – Consultant Fee (Historical)

Added \$15,000 for the cost of an engineering evaluation of the Golf Course Bridge.

Funding Source: Prior Year Revenue

Fund 40 – Water & Sewer

40-500-4510 – Contingency (Public Works Administration)

Added \$50,000 to the contingency in contemplation of potential damages related to Hurricane Harvey that are unknown at this time.

Funding Source: Fund Reserves

Fund 90 – Capital Improvements

90-403-4407 – Sidewalks (Street Maintenance)

Added \$100,000 for sidewalk projects not started or completed in the current fiscal year as planned.

Funding Source: Fund Reserves

City of Deer Park

Annual Budget for the Fiscal Year

October 1, 2017 – September 30, 2018

Presented by:
James Stokes, City Manager

This budget will raise more revenue from property taxes than last year's budget by an amount of \$737,436, which is a 4.57 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$312,662.

City Council Record Vote

On September 19, 2017, the members of the governing body voted on the adoption of the budget as follows:

Jerry Mouton	Mayor
Sherry Garrison	Position 1
Thane Harrison	Position 2
Tommy Ginn	Position 3
Bill Patterson	Position 4
Ron Martin	Position 5
Rae Sinor	Position 6

Property Tax Rate Comparison (Per \$100 Valuation)

	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>
Adopted Tax Rate	\$0.720000	\$0.720000
Effective Tax Rate	\$0.683862	\$0.698346
Effective M&O Tax Rate	\$0.493662	\$0.504191
Rollback Tax Rate	\$0.733211	\$0.731012
Debt Tax Rate	\$0.200057	\$0.186486

Debt obligations secured by property taxes in fiscal year 2017-2018 are \$4,624,566.

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
GENERAL FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Tax Revenue</u>				
3101 Current Taxes	\$ 11,596,748	\$ 12,946,440	\$ 12,550,000	\$ 13,351,017
3102 Industrial District	13,058,596	11,528,238	11,277,000	11,321,524
3111 Delinquent Taxes	35,754	103,000	262,000	103,000
3115 Penalty & Interest	117,706	111,000	129,000	121,000
3118 Tax Certificates	170	200	300	200
3119 Attorney Fees	-	50,000	40,000	50,000
3120 Sales Tax Revenue	6,553,553	5,800,000	6,200,000	5,850,000
3121 Franchise Tax Revenue	2,129,053	2,050,000	1,955,000	1,950,000
Total Tax Revenue	33,491,580	32,588,878	32,413,300	32,746,741
<u>Service Fees</u>				
3202 Commercial Garbage Fees	958,343	950,000	980,000	991,000
3205 Garbage Sack Fees	18,700	18,000	17,000	18,000
3206 Commercial Garbage Contract Fee	114,721	114,000	117,600	117,600
3207 Commercial Garbage Processing Fee	76,481	76,000	78,400	78,400
3212 Late Charges	9,092	10,000	9,800	10,000
Total Service Fees	1,177,336	1,168,000	1,202,800	1,215,000
<u>Fines</u>				
3307 Uniform Traffic Act	25,411	27,000	21,144	21,000
3308 Arrest Fees	58,409	60,000	56,467	56,000
3309 Warrant Fees	171,417	197,000	169,443	169,000
3310 Court Fines & Fees	1,279,147	1,168,000	1,162,981	1,163,000
3311 Pound Fees	14,672	14,200	14,000	14,200
3312 Mowing Fees	34,940	39,000	36,000	39,000
3313 Library Fines	16,229	14,000	15,000	15,000
3314 Time-to-Pay (TTP) Fee	27,355	29,000	26,769	27,000
Total Fines	1,627,580	1,548,200	1,501,804	1,504,200
<u>Permits & Licenses</u>				
3408 Alarm Permits	61,650	50,000	58,000	58,000
3409 False Alarm Fees	14,775	10,000	14,000	14,000
3410 Building Permits	322,520	320,000	320,000	300,000
3411 Electrical Permits	61,587	40,000	70,000	60,000
3412 Mechanical Permits	43,151	35,000	35,000	35,000
3419 Liquor License	3,033	2,500	3,000	2,500
3420 Specific Use Permits	300	1,000	300	1,000
3421 Variance Permits	1,050	1,500	2,900	3,000
3440 Electrical Licenses	23,920	25,000	25,000	25,000
3441 Dog License Fees	1,710	3,000	1,800	2,000
3442 Wrecker License Fees	450	500	450	450
3443 Private Ambulance Permits	1,400	1,400	350	350
Total Permits & Licenses	535,546	489,900	530,800	501,300

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
GENERAL FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>User Fees</u>				
3504 Rezoning Request Fees	1,600	2,000	1,200	2,000
3505 Recreation Program Fees	108,770	100,000	90,000	90,000
3506 Dance Program Fees	117,557	110,000	110,000	110,000
3507 Theatre Program Fees	38,298	40,000	40,000	40,000
3509 Pool Concessions	19,251	15,000	15,000	15,000
3510 Instruction Class Fees	102,891	70,000	80,000	80,000
3511 Building Rental Fees	113,694	75,000	100,000	100,000
3512 Coin & Vending Mach. Fees	2,040	5,000	2,500	2,500
3513 Pool Admission Fees	56,328	50,000	55,000	55,000
3515 Plat Filing Fees	4,439	1,500	6,000	1,500
3516 Subdivision Street Light Fees	-	10,000	11,023	-
3517 Athletic Fees	115,173	100,000	70,000	80,000
3518 Maxwell Program Fees	126,887	80,000	100,000	110,000
3519 Garage Sale Fees	8,390	7,400	8,900	8,000
3520 Filing Fees	225	500	285	250
3522 Ambulance Fees	718,997	500,000	820,000	750,000
3523 Drill Field Fees	50,337	30,000	65,000	50,000
3524 Police Department Programs	5,998	3,000	6,000	5,000
3525 DPISD SRO Program	182,736	150,000	150,000	150,000
3526 STEP Program	48,093	45,000	50,000	50,000
3527 Fire Marshal Fees	27,633	20,000	30,000	30,000
3529 Aquatic Program Fees	27,265	5,000	20,000	25,000
3530 Pool Rental Fees	6,955	10,000	10,000	10,000
3531 Theatre Ticket Fees	119,800	130,000	130,000	130,000
Total User Fees	2,003,355	1,559,400	1,970,908	1,894,250

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
GENERAL FUND REVENUES & RESOURCES**

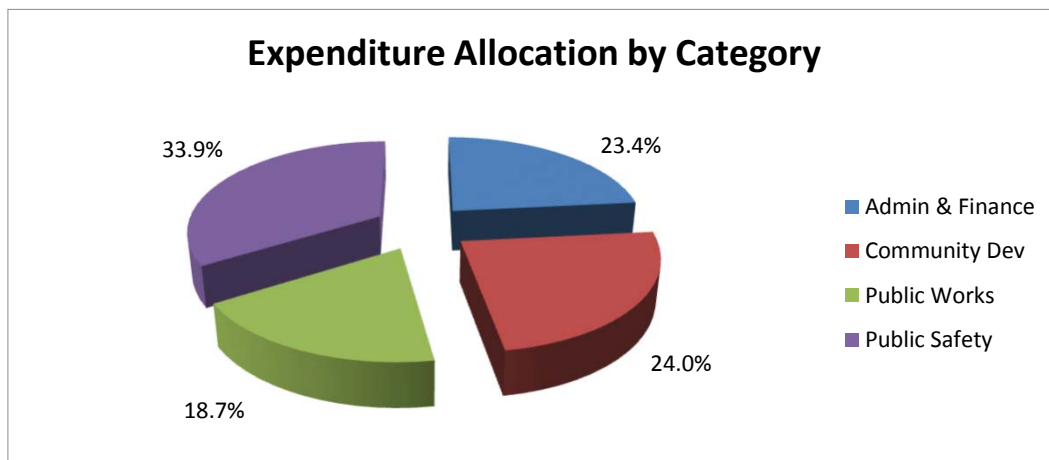
DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Other Revenue</u>				
3612 Meals for Seniors	25,522	25,000	20,000	10,000
3613 Afterschool Program	364,235	350,000	350,000	350,000
3614 Sale of Surplus Materials	102,690	10,000	50,000	10,000
3620 Investment Revenue	146,851	80,000	190,000	150,000
3626 Copy Fees	7,895	2,500	6,500	5,000
3627 Accident Reports	4,179	1,500	4,000	1,500
3630 Insurance Reimbursement	80,300	-	35,200	-
3631 Miscellaneous Revenue	31,833	2,500	36,000	2,500
3660 Cash Over/Short	22	-	600	-
3698 Proceeds from Capital Leases	178,500	-	-	-
3699 Intergovernmental Revenue	-	-	-	-
Total Other Revenue	942,026	471,500	692,300	529,000
<u>Special Revenue</u>				
3830 Texas Forest Service Grant	7,366	10,000	10,000	10,000
3837 SETRAC Grant	-	-	-	-
3840 Bulletproof Vest Grant	2,275	-	-	-
Total Special Revenue	9,641	10,000	10,000	10,000
Total Current Revenue	39,787,065	37,835,878	38,321,912	38,400,491
<u>Resources</u>				
3640 Transfer from Water/Sewer	94,480	98,200	98,200	97,626
3642 Transfer from Municipal Court Fund	96,646	158,169	158,169	162,174
3642 Transfer from Hotel/Motel Tax Fund	169,345	168,500	168,500	173,850
Total Resources	360,471	424,869	424,869	433,650
Total Current Revenue & Resources	40,147,536	38,260,747	38,746,781	38,834,141
Prior Year Revenue	-	263,325	3,122,440	3,668,910
Total Revenue & Resources	\$ 40,147,536	\$ 38,524,072	\$ 41,869,221	\$ 42,503,051

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>ADMINISTRATION & FINANCE</u>					
101	Mayor & Council	\$ 48,267	\$ 63,350	\$ 56,826	\$ 63,550
102	City Manager	839,309	910,202	848,231	951,810
103	Boards & Commissions	10,726	15,408	10,835	15,408
104	Municipal Court	389,164	419,506	405,303	444,901
105	General Government	5,639,034	4,560,207	3,875,542	4,348,410
106	Legal Services	91,931	152,000	152,000	152,000
107	Human Resources	342,888	343,225	322,833	382,418
200	Information Technology	1,325,496	1,483,441	1,574,761	1,605,167
201	Finance	615,418	663,161	643,179	687,220
202	City Secretary	416,930	453,700	366,502	402,643
314	Warehouse	80,030	76,355	74,803	77,954
Total Administration & Finance		9,799,191	9,140,555	8,330,814	9,131,481
<u>COMMUNITY DEVELOPMENT</u>					
401	Planning & Development	1,896,559	1,959,379	1,830,947	1,939,794
409	Beautification	26,480	25,000	25,000	45,000
410	Park Maintenance	2,192,927	3,259,668	3,131,446	2,545,414
411	Recreation	1,464,633	1,559,153	1,534,393	1,614,593
412	Athletics & Aquatics	858,394	874,318	869,785	875,642
415	Senior Services	549,552	562,589	554,660	564,077
416	After School Program	293,462	393,645	325,434	401,988
417	Drama	430,268	452,606	443,213	503,232
420	Library	997,413	1,122,332	1,034,797	1,141,242
Total Community Development		8,709,687	10,208,690	9,749,675	9,630,982
<u>PUBLIC WORKS</u>					
413	Building Maintenance	589,599	687,571	657,222	667,180
402	Sanitation	3,753,958	3,857,439	3,797,939	4,016,136
403	Street Maintenance	1,166,591	1,449,559	1,351,576	1,926,225
404	Fleet Maintenance	689,229	962,702	693,957	744,177
405	Humane Services	236,407	258,733	247,302	263,072
Total Public Works		6,435,784	7,216,004	6,747,996	7,616,790

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>PUBLIC SAFETY</u>					
300	Police Department	8,701,667	9,446,760	8,844,325	9,832,451
303	Emergency Management	448,038	446,259	457,071	460,660
304	Fire Department	656,212	687,712	666,432	659,608
305	Emergency Medical Services	965,172	1,176,424	1,121,341	1,340,986
307	Fire Marshal	162,730	151,668	144,587	157,653
Total Public Safety		10,933,818	11,908,823	11,233,756	12,451,358
TOTAL OPERATING BUDGET		35,878,480	38,474,072	36,062,241	38,830,611
<u>TRANSFERS OUT</u>					
Operating Transfer Out - CIP		-	-	5,356,980	3,566,440
Operating Transfer Out - Chapter 381		-	-	400,000	-
Operating Transfer Out - Golf Course Lease		-	50,000	50,000	106,000
TOTAL TRANSFERS OUT		-	50,000	5,806,980	3,672,440
TOTAL EXPENDITURES		\$ 35,878,480	\$ 38,524,072	\$ 41,869,221	\$ 42,503,051



**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

101 - MAYOR AND COUNCIL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 17,117	\$ 17,200	\$ 17,200	\$ 17,200
Services	29,419	40,150	36,746	40,350
Supplies	<u>1,731</u>	<u>6,000</u>	<u>2,880</u>	<u>6,000</u>
Total Expenditures	<u>\$ 48,267</u>	<u>\$ 63,350</u>	<u>\$ 56,826</u>	<u>\$ 63,550</u>

PERSONNEL SCHEDULE

Mayor	1	1	1	1
Council Members	6	6	6	6

PROGRAM DESCRIPTION

The Mayor and members of the City Council are elected by the citizens of Deer Park on an alternating basis and serve as the legislative body of the City of Deer Park. They are equal in power and authority and take an oath to faithfully execute the duties of the office to which they are elected. Their duties are the immediate preservation of the public peace, healthy, safety and welfare of the citizens of the City. They are charged with the responsibility of passing legislation in the best interest of the citizens of the City and meet the first and third Tuesday of each month.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

101 - MAYOR AND COUNCIL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4106 Social Security/Medicare	\$ 1,217	\$ 1,300	\$ 1,300	\$ 1,300
4116 Public Official Compensation	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>	<u>15,900</u>
Total Personnel & Related	<u>17,117</u>	<u>17,200</u>	<u>17,200</u>	<u>17,200</u>
<u>4200 SERVICES</u>				
4219 Mobile Technology	1,678	2,300	2,414	2,500
4250 Training & Travel	27,152	35,000	33,032	35,000
4251 Subscriptions	300	350	300	350
4255 Community/Employee Affairs	<u>289</u>	<u>2,500</u>	<u>1,000</u>	<u>2,500</u>
Total Services	<u>29,419</u>	<u>40,150</u>	<u>36,746</u>	<u>40,350</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	481	2,000	700	2,000
4303 Operational Supplies	845	1,600	1,245	1,600
4304 Data Processing Supplies	280	1,500	575	1,500
4307 Postage	126	600	300	600
4308 Small Tools & Minor Equipment	-	100	60	100
4348 Books	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>
Total Supplies	<u>1,731</u>	<u>6,000</u>	<u>2,880</u>	<u>6,000</u>
TOTAL EXPENDITURES	<u>\$ 48,267</u>	<u>\$ 63,350</u>	<u>\$ 56,826</u>	<u>\$ 63,550</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

102 - CITY MANAGER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 822,470	\$ 877,952	\$ 826,681	\$ 916,960
Services	12,727	18,700	14,150	19,750
Supplies	4,112	13,350	6,500	13,300
Repairs & Maintenance	-	200	900	1,800
Total Expenditures	\$ 839,309	\$ 910,202	\$ 848,231	\$ 951,810

PERSONNEL SCHEDULE

City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Economic Development Administrator	1	1	1	1
Executive Assistant	1	1	1	1
Special Projects Coordinator	1	1	1	1
Public Relations/Marketing Specialist	1	1	1	1
Receptionist - Part-Time	2	2	1	1
Digital Media Specialist - Part-Time	0	0	1	1

PROGRAM DESCRIPTION

The City Manager is responsible to the City Council for the proper administration of the affairs of the City's government.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

102 - CITY MANAGER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 598,999	\$ 611,021	\$ 595,843	\$ 639,257
4102 Salaries - Part Time	15,598	28,350	21,000	30,999
4104 Salaries - Overtime	4,709	5,000	6,500	7,000
4106 Social Security/Medicare	41,177	49,910	42,900	52,303
4107 TMRS	84,182	93,740	80,900	101,332
4108 Health & Life Insurance	62,623	73,860	64,450	70,188
4109 Workers Compensation	606	891	508	701
4111 Car Allowance	13,800	14,400	13,800	14,400
4114 Section 125 Admin Fee	133	135	135	135
4117 Health Savings Account	644	645	645	645
Total Personnel & Related	<u>822,470</u>	<u>877,952</u>	<u>826,681</u>	<u>916,960</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	629	1,100	800	1,100
4250 Training & Travel	7,885	12,000	8,900	12,000
4251 Subscriptions	1,641	600	1,650	1,650
4252 Dues & Fees	2,572	5,000	2,800	5,000
Total Services	<u>12,727</u>	<u>18,700</u>	<u>14,150</u>	<u>19,750</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	2,695	5,100	3,000	5,000
4304 Data Processing Supplies	164	600	300	600
4305 Printing	917	3,000	1,800	3,000
4307 Postage	28	750	100	700
4308 Small Tools & Minor Equipment	92	3,500	1,000	3,500
4311 Uniforms	217	150	250	250
4348 Books	-	250	50	250
Total Supplies	<u>4,112</u>	<u>13,350</u>	<u>6,500</u>	<u>13,300</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

102 - CITY MANAGER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	-	200	900	1,800
Total Repairs & Maintenance	-	200	900	1,800
TOTAL EXPENDITURES	<u>\$ 839,309</u>	<u>\$ 910,202</u>	<u>\$ 848,231</u>	<u>\$ 951,810</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

103 - BOARDS AND COMMISSIONS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 7,331	\$ 7,858	\$ 7,490	\$ 7,858
Services	3,079	6,600	2,985	6,600
Supplies	<u>316</u>	<u>950</u>	<u>360</u>	<u>950</u>
Total Expenditures	<u>\$ 10,726</u>	<u>\$ 15,408</u>	<u>\$ 10,835</u>	<u>\$ 15,408</u>

PROGRAM DESCRIPTION

Boards and Commissions are appointed by the City Council and provide recommendations on matters related to the Board of Adjustment, Library, Parks and Recreation, and Planning and Zoning.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

103 - BOARDS AND COMMISSIONS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4106 Social Security/Medicare	\$ 521	\$ 558	\$ 550	\$ 558
4116 Public Official Compensation	<u>6,810</u>	<u>7,300</u>	<u>6,940</u>	<u>7,300</u>
Total Personnel & Related	<u>7,331</u>	<u>7,858</u>	<u>7,490</u>	<u>7,858</u>
<u>4200 SERVICES</u>				
4250 Training & Travel	-	3,100	-	3,100
4252 Dues & Fees	560	1,200	685	1,200
4255 Community/Employee Affairs	<u>2,519</u>	<u>2,300</u>	<u>2,300</u>	<u>2,300</u>
Total Services	<u>3,079</u>	<u>6,600</u>	<u>2,985</u>	<u>6,600</u>
<u>4300 SUPPLIES</u>				
4305 Printing	-	200	-	200
4307 Postage	216	450	260	450
4348 Books	<u>99</u>	<u>300</u>	<u>100</u>	<u>300</u>
Total Supplies	<u>316</u>	<u>950</u>	<u>360</u>	<u>950</u>
 TOTAL EXPENDITURES	 <u>\$ 10,726</u>	 <u>\$ 15,408</u>	 <u>\$ 10,835</u>	 <u>\$ 15,408</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

104 - MUNICIPAL COURT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 340,691	\$ 371,656	\$ 372,680	\$ 397,051
Services	33,228	29,650	23,273	29,650
Supplies	9,304	13,200	8,300	13,200
Repairs & Maintenance	5,941	5,000	1,050	5,000
Total Expenditures	\$ 389,164	\$ 419,506	\$ 405,303	\$ 444,901

PERSONNEL SCHEDULE

Judge	1	1	1	1
Alternate Judge	3	3	3	3
Prosecutor	2	2	2	2
Court Administrator	1	1	1	1
Chief Deputy Court Clerk	1	1	1	1
Deputy Court Clerk	3	3	3	3
Part-time Clerk	1	0	0	0

PROGRAM DESCRIPTION

The Municipal Court is responsible for the judicial process of Class C misdemeanors originating from traffic citations, City ordinance violations, citizen complaints, and misdemeanor arrests. The Court must prepare dockets, schedule trials, process juries, record and collect fine payments, and issue warrants. Additionally, the Court compiles reports and provides these to the State and City offices. The Municipal Court Judge holds court as needed including morning and evening dockets and a separate docket to accommodate juvenile defendants.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

104 - MUNICIPAL COURT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 230,700	\$ 241,139	\$ 239,000	\$ 251,636
4102 Salaries - Part Time	-	7,953	7,953	7,953
4104 Salaries - Overtime	1,562	3,000	2,520	3,000
4106 Social Security/Medicare	19,928	19,024	21,250	19,799
4107 TMRS	32,790	34,641	34,005	36,597
4108 Health & Life Insurance	20,524	28,560	33,420	40,848
4109 Workers Compensation	251	343	197	267
4114 Section 125 Admin Fee	137	180	135	135
4116 Public Official Compensation	34,800	36,816	34,200	36,816
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>340,691</u>	<u>371,656</u>	<u>372,680</u>	<u>397,051</u>
<u>4200 SERVICES</u>				
4235 Insurance Fidelity	60	200	268	200
4250 Training & Travel	1,569	3,000	2,125	3,000
4251 Subscriptions	36	200	50	200
4252 Dues & Fees	200	250	80	250
4290 Contract Labor	<u>31,364</u>	<u>26,000</u>	<u>20,750</u>	<u>26,000</u>
Total Services	<u>33,228</u>	<u>29,650</u>	<u>23,273</u>	<u>29,650</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,163	2,325	2,150	2,325
4303 Operational Supplies	94	750	200	750
4304 Data Processing Supplies	1,349	2,000	-	2,000
4305 Printing	1,440	1,500	750	1,500
4307 Postage	4,117	3,875	3,900	3,875
4308 Small Tools & Minor Equipment	1,120	2,500	1,300	2,500
4348 Books	<u>20</u>	<u>250</u>	<u>-</u>	<u>250</u>
Total Supplies	<u>9,304</u>	<u>13,200</u>	<u>8,300</u>	<u>13,200</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

104 - MUNICIPAL COURT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	5,902	5,000	1,050	5,000
4404 Building	<u>39</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Repairs & Maintenance	<u>5,941</u>	<u>5,000</u>	<u>1,050</u>	<u>5,000</u>
TOTAL EXPENDITURES	<u>\$ 389,164</u>	<u>\$ 419,506</u>	<u>\$ 405,303</u>	<u>\$ 444,901</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

105 - GENERAL GOVERNMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 470,522	\$ 725,100	\$ 646,260	\$ 714,950
Services	2,087,460	2,592,668	2,354,349	2,528,021
Supplies	56,707	99,100	63,900	99,100
Repairs & Maintenance	133,034	280,701	214,000	280,200
Other Operating Expenditures	2,891,310	862,638	597,033	726,139
Capital Outlay	-	-	-	-
Total Expenditures	\$ 5,639,034	\$ 4,560,207	\$ 3,875,542	\$ 4,348,410

PROGRAM DESCRIPTION

The general government budget provides funds to operate, repair, and insure City facilities. Additionally this budget provides funding for miscellaneous general governmental expenditures and contingencies not directly associated with a specific department.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

105 - GENERAL GOVERNMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4106 Social Security/Medicare	\$ 512	\$ 30,000	\$ 5,000	\$ 7,500
4107 TMRS	4,042	60,000	10,000	15,000
4108 Health & Life Insurance	401,797	545,000	536,682	590,350
4109 Workers Compensation	22,824	40,000	45,856	50,000
4110 State Unemployment	41,347	45,000	43,622	47,000
4114 Section 125 Admin Fee	-	100	100	100
4117 Health Saving Account	-	5,000	5,000	5,000
Total Personnel & Related	<u>470,522</u>	<u>725,100</u>	<u>646,260</u>	<u>714,950</u>
<u>4200 SERVICES</u>				
4212 Utilities - Electric	552,405	775,000	627,645	650,000
4213 Utilities - Traffic	617,094	625,500	625,000	645,000
4214 Utilities - Gas	18,106	58,000	30,000	50,000
4215 Utilities - Telephone	152,041	235,768	190,000	210,000
4217 Telephone Alerting System	24,172	25,000	25,000	25,000
4218 Utilities - Cable	2,191	3,900	3,000	3,500
4219 Mobile Technology	34,011	15,000	35,000	35,000
4231 Equipment & Rental	-	1,500	500	1,500
4232 Building Rental	700	4,200	4,200	4,200
4233 Insurance - Liability	109,749	140,000	143,000	157,000
4234 Insurance - Casualty	117,688	145,000	131,000	144,000
4235 Insurance - Fidelity	8,391	8,800	9,800	10,780
4240 Consultant Fees	19,250	52,000	35,000	52,000
4250 Training & Travel	32,107	32,000	32,200	32,400
4251 Subscriptions	52	3,000	100	3,000
4252 Dues & Fees	152,612	180,000	191,492	210,641
4255 Community\Employee Affairs	40,511	40,000	40,500	41,000
4260 Tax Appraisal Services	164,454	175,000	174,534	180,000
4272 Medical Exams	31,605	50,000	45,378	50,000
4290 Contract Labor	10,320	23,000	11,000	23,000
Total Services	<u>2,087,460</u>	<u>2,592,668</u>	<u>2,354,349</u>	<u>2,528,021</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

105 - GENERAL GOVERNMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4300 SUPPLIES</u>				
4301 Office Supplies	298	600	400	600
4303 Operational Supplies	27,632	52,000	30,000	52,000
4305 Printing	22,958	29,000	25,000	29,000
4307 Postage	5,819	15,000	8,000	15,000
4308 Small Tools & Minor Equipment	-	2,500	500	2,500
Total Supplies	<u>56,707</u>	<u>99,100</u>	<u>63,900</u>	<u>99,100</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	614	9,200	1,500	9,200
4403 Computer Equipment	-	3,000	-	3,000
4404 Building	5,329	15,000	10,000	15,000
4405 Radio	125,147	245,501	200,000	245,000
4409 Air Conditioner	1,944	8,000	2,500	8,000
4412 Grounds	-	-	-	-
Total Repairs & Maintenance	<u>133,034</u>	<u>280,701</u>	<u>214,000</u>	<u>280,200</u>
<u>4500 OTHER OPERATING EXP.</u>				
4510 Contingency	73,936	141,490	140,000	500,000
4511 Salary Contingency	622	-	-	-
4530 Operating Transfers - CIP	<u>2,816,752</u>	<u>721,148</u>	<u>457,033</u>	<u>226,139</u>
Total Other Operating Exp.	<u>2,891,310</u>	<u>862,638</u>	<u>597,033</u>	<u>726,139</u>
<u>4900 CAPITAL OUTLAY</u>				
4901 Land and Land Rights	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 5,639,034</u>	<u>\$ 4,560,207</u>	<u>\$ 3,875,542</u>	<u>\$ 4,348,410</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

106 - LEGAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ 91,931	\$ 152,000	\$ 152,000	\$ 152,000
Total Expenditures	\$ 91,931	\$ 152,000	\$ 152,000	\$ 152,000

PERSONNEL SCHEDULE

City Attorney	1	1	1	1
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PROGRAM DESCRIPTION

Legal services include the costs for the City Attorney and other legal resources to procure legal services for the City Council and all departments of the City of Deer Park.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

106 - LEGAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4250 Training & Travel	\$ 1,346	\$ 5,000	\$ 5,000	\$ 5,000
4291 City Attorney - Retainer Fees	30,000	30,000	32,000	30,000
4292 City Attorney - Litigation	24,638	37,000	35,000	37,000
4293 City Attorney - Specialty Svc	7,130	60,000	50,000	50,000
4294 Other Attorney Fees	<u>28,818</u>	<u>20,000</u>	<u>30,000</u>	<u>30,000</u>
Total Services	<u>91,931</u>	<u>152,000</u>	<u>152,000</u>	<u>152,000</u>
 TOTAL EXPENDITURES	 <u>\$ 91,931</u>	 <u>\$ 152,000</u>	 <u>\$ 152,000</u>	 <u>\$ 152,000</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

107 - HUMAN RESOURCES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 313,163	\$ 317,275	\$ 300,383	\$ 337,968
Services	26,580	20,100	18,164	39,664
Supplies	3,145	5,850	4,286	4,786
Repairs & Maintenance	-	-	-	-
Total Expenditures	\$ 342,888	\$ 343,225	\$ 322,833	\$ 382,418

PERSONNEL SCHEDULE

Director of Human Resources	1	1	1	1
HR Generalist	1	1	1	1
HR Specialist	1	1	1	1
Temp - Intern	1	1	1	1

PROGRAM DESCRIPTION

The Human Resources (HR) Department is responsible for the operations of the City's personnel function. Primary responsibilities include hiring and maintaining an appropriate work force and maintenance of the associated information resources. HR also maintains position classification and compensation plans in compliance with all applicable State and Federal laws and regulations and is responsible for the design, implementation, and maintenance of the City's employee benefits plan. The department provides for the overall safety program and handles the risk management function, including workers' compensation and property and casualty insurance. The HR Department provides resources for applicants, employees, and retirees of the City.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

107 - HUMAN RESOURCES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 223,431	\$ 224,794	\$ 217,348	\$ 231,300
4102 Salaries - Part Time	-	-	648	-
4103 Salaries - Temporary	3,092	-	1,575	1,575
4104 Salaries - Overtime	-	600	600	600
4106 Social Security/Medicare	16,660	17,366	15,800	18,008
4107 TMRS	32,203	32,657	28,600	34,112
4108 Health & Life Insurance	32,818	36,612	29,600	45,444
4109 Workers Compensation	230	311	181	239
4111 Car Allowance	4,600	4,800	4,600	4,800
4114 Section 125 Admin Fee	130	135	41	45
4117 Health Savings Account	-	-	1,390	1,845
Total Personnel & Related	<u>313,163</u>	<u>317,275</u>	<u>300,383</u>	<u>337,968</u>
<u>4200 SERVICES</u>				
4201 Public Notices	295	700	500	500
4240 Consultant Fees	19,494	3,200	2,500	16,500
4250 Training & Travel	1,666	6,500	9,664	17,164
4252 Dues & Fees	976	700	700	700
4255 Community\Employee Affairs	194	2,500	800	800
4279 Software - Other	3,955	4,000	4,000	4,000
4290 Contract Labor	-	2,500	-	-
Total Services	<u>26,580</u>	<u>20,100</u>	<u>18,164</u>	<u>39,664</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,556	1,500	1,200	1,200
4303 Operational Supplies	1,042	1,200	1,736	236
4304 Data Processing Supplies	-	750	-	1,500
4305 Printing	-	600	400	400
4307 Postage	375	500	500	500
4308 Small Tools & Minor Equipment	-	1,000	300	300
4311 Uniforms	-	-	-	500
4348 Books	172	300	150	150
Total Supplies	<u>3,145</u>	<u>5,850</u>	<u>4,286</u>	<u>4,786</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	-	-	-	-
Total Repairs & Maintenance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 342,888</u>	<u>\$ 343,225</u>	<u>\$ 322,833</u>	<u>\$ 382,418</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

200 - INFORMATION TECHNOLOGY SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 728,861	\$ 750,076	\$ 727,211	\$ 810,853
Services	359,688	406,448	406,413	499,977
Supplies	24,010	22,567	22,400	19,725
Repairs & Maintenance	75,791	100,445	100,400	181,612
Capital Outlay	137,145	203,905	318,337	93,000
Total Expenditures	\$ 1,325,496	\$ 1,483,441	\$ 1,574,761	\$ 1,605,167

PERSONNEL SCHEDULE

Director of Information Technology	1	1	1	1
Supervisor - Projects & Applications	1	1	1	1
Supervisor - Technical Services	1	1	1	0
Operations Supervisor	0	0	0	1
Business Analyst I	2	2	2	2
Network Administrator	1	1	1	1
Systems Support Specialist	1	1	1	1
Network Specialist	1	1	1	1

PROGRAM DESCRIPTION

The Information Technology (IT) Services Department is responsible for managing and maintaining the City's computer and communication systems, which include over 100 software applications and more than 400 pieces of equipment installed throughout the City's technology network. This encompasses the City's network infrastructure; internet services and security; voice, cellular, data, and radio communications; and building security systems. IT is responsible for hardware and software acquisitions and software implementation, and ensures compliance with associated software licensing requirements. IT performs project management and system analysis and auditing, and also provides system training for end users as needed. IT services also include GIS operations, technical support for the City's website and municipal access channel as well as all hosted services.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

200 - INFORMATION TECHNOLOGY SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 531,646	\$ 541,831	\$ 533,901	\$ 584,269
4102 Salaries - Part Time	-	-	-	-
4104 Salaries - Overtime	6,608	6,000	7,900	12,500
4106 Social Security/Medicare	39,945	41,609	40,550	44,644
4107 TMRS	76,372	78,272	68,950	85,138
4108 Health & Life Insurance	67,936	77,964	72,325	80,328
4109 Workers Compensation	1,421	1,820	1,050	1,439
4111 Car Allowance	2,400	-	-	-
4114 Section 125 Admin Fee	44	90	45	45
4117 Health Savings Account	2,489	2,490	2,490	2,490
Total Personnel & Related	<u>728,861</u>	<u>750,076</u>	<u>727,211</u>	<u>810,853</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	3,864	4,500	4,500	4,500
4219 Mobile Technology	1,558	7,068	7,068	7,068
4250 Training & Travel	26,284	27,450	27,450	41,794
4251 Subscriptions	300	200	200	300
4252 Dues & Fees	569	425	425	425
4273 GIS Development	18,884	13,400	13,400	17,700
4275 DPTV Development	1,276	3,400	3,400	3,952
4276 Website Development	32,726	38,745	38,745	35,545
4277 Software - Incode	57,851	51,063	51,063	57,123
4278 Software - Microsoft	56,547	48,700	52,282	65,580
4279 Software - Other	89,726	99,880	99,880	109,607
4282 Software - Infrastructure	65,297	111,617	108,000	151,883
4290 Contract Labor	4,808	-	-	4,500
Total Services	<u>359,688</u>	<u>406,448</u>	<u>406,413</u>	<u>499,977</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	987	1,000	1,000	1,000
4303 Operational Supplies	1,093	1,000	1,000	2,000
4304 Data Processing Supplies	2,264	4,000	4,000	4,000
4305 Printing	-	150	800	150
4307 Postage	30	200	200	200
4308 Small Tools & Minor Equipment	17,297	13,817	13,000	9,475
4311 Uniforms	2,082	1,500	1,500	2,000
4328 Gasoline	257	700	700	700
4348 Books	-	200	200	200
Total Supplies	<u>24,010</u>	<u>22,567</u>	<u>22,400</u>	<u>19,725</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

200 - INFORMATION TECHNOLOGY SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	294	800	800	800
4402 Machinery & Equipment	-	12,645	12,600	76,409
4403 Computer Equipment	53,697	55,500	55,500	68,688
4404 Building	<u>21,800</u>	<u>31,500</u>	<u>31,500</u>	<u>35,715</u>
Total Repairs & Maintenance	<u>75,791</u>	<u>100,445</u>	<u>100,400</u>	<u>181,612</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	21,552	-	-	-
4904 Machinery & Equipment	45,673	203,905	318,337	50,000
4906 Automobiles & Light Trucks	-	-	-	43,000
4908 Lease Purchase	<u>69,920</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>137,145</u>	<u>203,905</u>	<u>318,337</u>	<u>93,000</u>
 TOTAL EXPENDITURES	 <u>\$ 1,325,496</u>	 <u>\$ 1,483,441</u>	 <u>\$ 1,574,761</u>	 <u>\$ 1,605,167</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

201 - FINANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 541,827	\$ 556,661	\$ 553,279	\$ 580,720
Services	60,841	91,400	77,200	91,400
Supplies	12,663	14,700	12,500	14,900
Repairs & Maintenance	87	400	200	200
Total Expenditures	\$ 615,418	\$ 663,161	\$ 643,179	\$ 687,220

PERSONNEL SCHEDULE

Director of Finance	1	1	1	1
Accounting Supervisor	1	1	1	1
Accountant	1	1	1	1
(Accounts Payable) Clerk	1	1	1	1
Payroll & Budgeting Supervisor	1	0	0	0
Purchasing & Budget Coordinator	0	1	1	1
Payroll Coordinator	1	0	0	0
Payroll & Accounting Specialist	0	1	1	1

PROGRAM DESCRIPTION

The Finance Department provides administrative support to the City and is responsible for the following functions: accounting, payroll, cash and investment management, financial analysis and reporting, debt administration, accounts payable, and purchasing.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

201 - FINANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 417,152	\$ 419,310	\$ 420,144	\$ 437,108
4104 Salaries - Overtime	52	1,000	1,000	1,000
4106 Social Security/Medicare	31,016	31,874	30,950	33,206
4107 TMRS	58,936	59,975	58,900	63,330
4108 Health & Life Insurance	34,068	43,752	41,820	45,504
4109 Workers Compensation	439	570	330	437
4114 Section 125 Admin Fee	163	180	135	135
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>541,827</u>	<u>556,661</u>	<u>553,279</u>	<u>580,720</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	648	900	700	900
4239 Audit Fees	26,808	35,000	27,000	35,000
4240 Consultant Fee	27,798	43,000	40,000	43,000
4250 Training & Travel	1,208	7,500	4,500	7,500
4251 Subscriptions	-	-	-	-
4252 Dues & Fees	4,379	5,000	5,000	5,000
4290 Contract Labor	-	-	-	-
Total Services	<u>60,841</u>	<u>91,400</u>	<u>77,200</u>	<u>91,400</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	2,522	2,600	2,600	2,700
4303 Operational Supplies	153	200	200	200
4304 Data Processing Supplies	-	200	200	200
4305 Printing	3,536	5,000	4,000	5,000
4307 Postage	4,129	4,000	4,000	4,100
4308 Small Tools & Minor Equipment	1,908	2,000	1,000	2,000
4311 Uniforms	415	600	500	600
4348 Books	-	100	-	100
Total Supplies	<u>12,663</u>	<u>14,700</u>	<u>12,500</u>	<u>14,900</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

201 - FINANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	-	-	-	-
4402 Machinery & Equipment	-	200	-	-
4403 Computer Equipment	<u>87</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total Repairs & Maintenance	<u>87</u>	<u>400</u>	<u>200</u>	<u>200</u>
 TOTAL EXPENDITURES	 <u><u>\$ 615,418</u></u>	 <u><u>\$ 663,161</u></u>	 <u><u>\$ 643,179</u></u>	 <u><u>\$ 687,220</u></u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

202 - CITY SECRETARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 365,431	\$ 366,105	\$ 316,058	\$ 329,798
Services	23,396	32,830	25,090	30,110
Supplies	16,897	42,700	16,854	31,800
Repairs & Maintenance	11,206	12,065	8,500	10,935
Total Expenditures	\$ 416,930	\$ 453,700	\$ 366,502	\$ 402,643

PERSONNEL SCHEDULE

City Secretary	1	1	1	1
Deputy City Secretary	1	1	1	1
Records Technician II	1	1	1	0
Records Technician	0	0	0	1
Clerk	1	1	1	1
Receptionist - Part-Time	2	2	2	2

PROGRAM DESCRIPTION

The City Secretary is responsible for the maintenance of official City documents and records in accordance with the City's records management program. Additionally, the City Secretary's office ensures compliance with the Open Meetings Act, Public Information Act, and Texas Election Code. Other duties include recording and maintaining the minutes of all public meetings and public hearings of the City Council and the Planning & Zoning Commission, conducting all City related elections, responding to public information requests, and maintaining the City's Code of Ordinances.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

202 - CITY SECRETARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 250,000	\$ 244,319	\$ 209,755	\$ 215,177
4102 Salaries - Part Time	23,287	25,600	22,200	25,600
4106 Social Security/Medicare	20,026	20,729	17,400	18,239
4107 TMRS	35,945	35,301	30,900	31,052
4108 Health & Life Insurance	30,289	33,648	32,100	38,148
4109 Workers Compensation	272	373	213	247
4111 Car Allowance	4,600	4,800	2,200	-
4114 Section 125 Admin Fee	78	90	45	90
4117 Health Savings Account	933	1,245	1,245	1,245
Total Personnel & Related	<u>365,431</u>	<u>366,105</u>	<u>316,058</u>	<u>329,798</u>
<u>4200 SERVICES</u>				
4201 Public Notices	7,597	10,800	9,376	9,000
4219 Mobile Technology	74	-	-	-
4231 Equipment Rental	1,451	1,700	1,664	1,700
4250 Training & Travel	6,114	12,490	6,555	12,000
4252 Dues & Fees	565	600	495	270
4279 Software - Other	4,140	4,140	4,140	4,140
4290 Contract Labor	3,455	3,100	2,860	3,000
Total Services	<u>23,396</u>	<u>32,830</u>	<u>25,090</u>	<u>30,110</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	173	1,000	940	1,000
4303 Operational Supplies	3,745	5,900	4,000	6,900
4304 Data Processing Supplies	518	1,000	600	-
4305 Printing	3,680	3,500	2,080	4,120
4307 Postage	364	10,300	4,490	500
4308 Small Tools & Minor Equipment	-	100	-	100
4311 Uniforms	153	300	269	300
4346 Election Supplies	7,067	16,400	3,100	15,320
4347 Election Judges & Clerks	805	3,800	1,000	3,160
4348 Books	392	400	375	400
Total Supplies	<u>16,897</u>	<u>42,700</u>	<u>16,854</u>	<u>31,800</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

202 - CITY SECRETARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	10,591	11,065	8,500	9,085
4403 Computer Equipment	<u>615</u>	<u>1,000</u>	<u>-</u>	<u>1,850</u>
Total Repairs & Maintenance	<u>11,206</u>	<u>12,065</u>	<u>8,500</u>	<u>10,935</u>
TOTAL EXPENDITURES	<u>\$ 416,930</u>	<u>\$ 453,700</u>	<u>\$ 366,502</u>	<u>\$ 402,643</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

300 - POLICE DEPARTMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 8,178,883	\$ 8,790,408	\$ 8,268,391	\$ 9,200,098
Services	156,766	233,902	190,285	227,161
Supplies	226,167	275,729	254,947	273,949
Repairs & Maintenance	112,814	146,721	130,702	131,243
Capital Outlay	27,037	-	-	-
Total Expenditures	\$ 8,701,667	\$ 9,446,760	\$ 8,844,325	\$ 9,832,451

PERSONNEL SCHEDULE

Police Chief	1	1	1	1
Assistant Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenants	4	4	4	4
Sergeants	8	8	8	8
Patrol Officers	30	30	30	30
Investigators	6	6	6	6
Traffic Officers	2	2	2	2
K-9 Officer	1	1	1	1
School Resource Officers	2	4	4	4
Identification Officer	1	1	1	1
Warrant Officer	1	1	1	1
Alarm Coordinator	1	0	0	0
Career Services Officer	1	1	1	1
Dispatcher Supervisor	1	1	1	1
Dispatcher	10	10	10	10
Community Liaison	1	1	1	1
Administrative Assistant	1	1	1	1
Finance Coordinator	1	1	1	0
Finance and Payroll Coordinator	0	0	0	1
Clerk	1	1	1	1
Criminal Intelligence Analyst	1	1	1	1
Records Supervisor	1	1	1	1
Records Technician	2	2	2	2
Property / Evidence Custodian - PSA	1	1	1	1
Public Safety Attendants	6	6	6	6
House Check - Temporary	1	1	1	1

PROGRAM DESCRIPTION

The Police Department is comprised of two units for budgetary purposes: the Administrative Bureau and the Neighborhood Services Bureau. The Administrative Bureau is responsible for administration, recruiting, training, communications, accreditation, records, and fiscal services. The Neighborhood Services Bureau is responsible for patrol, traffic, school crossing guards, investigations, accreditation, holding facility, fleet, crime analysis and community relations. Note: the 18 part-time crossing guards are paid out of a Special Revenue Fund (Fund 19) and the Crime Prevention Officer, Pro-Act Sergeant and three dispatchers are paid out of the Crime Control and Prevention District (CCPD).

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

300 - POLICE DEPARTMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 5,546,064	\$ 5,932,042	\$ 5,496,684	\$ 6,246,092
4103 Salaries - Temporary	665	1,000	665	1,000
4104 Salaries - Overtime	507,311	428,331	617,137	428,331
4106 Social Security/Medicare	439,824	481,869	450,800	488,380
4107 TMRS	850,810	904,852	786,250	931,018
4108 Health & Life Insurance	782,987	968,868	866,500	1,042,704
4109 Workers Compensation	45,731	67,926	38,885	50,588
4114 Section 125 Admin Fee	1,828	2,385	1,800	2,025
4117 Health Savings Account	3,663	3,135	9,670	9,960
Total Personnel & Related	<u>8,178,883</u>	<u>8,790,408</u>	<u>8,268,391</u>	<u>9,200,098</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	17,074	21,792	18,896	21,066
4219 Mobile Technology	-	15,960	14,355	15,000
4231 Equipment Rental	12,437	13,361	12,480	13,361
4235 Insurance - Fidelity	446	426	293	426
4244 Advertising	465	1,500	724	1,500
4250 Training & Travel	53,254	86,226	57,826	79,100
4252 Dues & Fees	8,576	12,473	12,427	13,576
4255 Community/Employee Awards	4,365	3,683	2,220	4,183
4272 Medical Exams	(2,276)	4,600	4,600	4,600
4279 Software - Other	19,377	20,486	19,843	20,954
4290 Contract Labor	43,049	53,395	46,621	53,395
Total Services	<u>156,766</u>	<u>233,902</u>	<u>190,285</u>	<u>227,161</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	5,995	9,000	7,017	9,000
4302 Cleaning Supplies	10	170	150	170
4303 Operational Supplies	58,348	53,383	52,748	67,309
4304 Data Processing Supplies	2,412	2,000	2,192	2,000
4305 Printing	2,132	4,002	2,961	4,002
4307 Postage	3,426	3,000	2,891	3,000
4308 Small Tools & Minor Equipment	14,677	23,002	21,961	8,996
4310 Uniform Rental	6,001	7,424	4,384	7,424
4311 Uniforms	32,844	39,655	37,226	39,655
4314 Protective Clothing	8,921	11,912	11,903	10,212
4328 Gasoline	90,652	120,000	109,971	120,000
4329 Diesel	474	1,200	600	1,200
4348 Books	275	981	943	981
Total Supplies	<u>226,167</u>	<u>275,729</u>	<u>254,947</u>	<u>273,949</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

300 - POLICE DEPARTMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	54,742	55,917	48,915	55,917
4402 Machinery & Equipment	34,910	30,780	23,232	35,331
4403 Computer Equipment	414	3,008	2,922	3,008
4404 Buildings	17,485	47,116	47,101	25,592
4405 Radios	3,765	1,900	1,090	3,395
4409 Air Conditioners	1,497	8,000	7,442	8,000
4440 Alarm System Maintenance	-	-	-	-
Total Repairs & Maintenance	<u>112,814</u>	<u>146,721</u>	<u>130,702</u>	<u>131,243</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other than Bldgs	-	-	-	-
4904 Machinery & Equipment	27,037	-	-	-
4915 Software	-	-	-	-
Total Capital Outlay	<u>27,037</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 8,701,667</u>	 <u>\$ 9,446,760</u>	 <u>\$ 8,844,325</u>	 <u>\$ 9,832,451</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

303 - EMERGENCY MANAGEMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 372,660	\$ 359,384	\$ 355,428	\$ 379,785
Services	12,812	24,485	20,635	25,050
Supplies	7,873	14,090	11,575	42,425
Repairs & Maintenance	1,955	13,300	6,999	8,400
Other Operating Expenditures	5,000	5,000	5,000	5,000
Capital Outlay	47,738	30,000	57,434	-
Total Expenditures	\$ 448,038	\$ 446,259	\$ 457,071	\$ 460,660

PERSONNEL SCHEDULE

Emergency Services Director	1	1	1	1
Station Attendant	2	2	2	2
Office Manager	0	1	1	1
Secretary	1	0	0	0

PROGRAM DESCRIPTION

The Emergency Management Department is responsible for protecting the lives and property of citizens in the event of a natural or man-made disaster. The department maintains and updates the City's Emergency Plan, which provides guidelines and resources for all contingencies to which the City may be subjected. This department is also responsible for ensuring that a coordinated and effective emergency response system is developed and maintained, including the EOC, equipment, and resources necessary to provide emergency services in the event of a disaster.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

303 - EMERGENCY MANAGEMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 270,503	\$ 249,966	\$ 256,617	\$ 269,770
4104 Overtime	934	-	70	-
4106 Social Security/Medicare	19,246	18,898	18,950	20,393
4107 TMRS	38,342	35,562	33,260	38,891
4108 Health & Life Insurance	40,072	51,288	43,030	46,908
4109 Workers Compensation	1,421	1,690	966	1,288
4114 Section 125 Admin Fee	52	90	45	45
4117 Health Savings Account	2,089	1,890	2,490	2,490
Total Personnel & Related	<u>372,660</u>	<u>359,384</u>	<u>355,428</u>	<u>379,785</u>
<u>4200 SERVICES</u>				
4201 Public Notices	-	-	-	-
4216 Mobile Telephones	2,061	2,500	2,725	2,800
4219 Mobile Technology	333	1,000	1,110	1,200
4231 Equipment Rental	3,746	4,935	4,800	5,500
4250 Training & Travel	3,390	10,350	9,700	10,350
4251 Subscriptions	1,500	5,000	2,000	4,500
4252 Dues & Fees	32	700	-	700
4276 Website Development	-	-	300	-
4279 Software - Other	1,750	-	-	-
Total Services	<u>12,812</u>	<u>24,485</u>	<u>20,635</u>	<u>25,050</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	5	-	-	-
4303 Operational Supplies	621	500	425	1,075
4307 Postage	13	90	10	50
4308 Small Tools & Minor Equipment	4,742	8,600	7,000	36,000
4311 Uniforms	785	1,500	1,450	2,500
4314 Protective Clothing	-	900	240	300
4328 Gasoline	1,707	2,500	2,450	2,500
Total Supplies	<u>7,873</u>	<u>14,090</u>	<u>11,575</u>	<u>42,425</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

303 - EMERGENCY MANAGEMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	1,535	2,500	2,500	2,500
4402 Machinery & Equipment	-	200	-	200
4404 Buildings	-	1,000	500	1,000
4405 Radios	-	600	-	600
4430 Furniture & Fixtures	420	4,000	3,999	4,100
4440 Alarm System	-	5,000	-	-
Total Repairs & Maintenance	<u>1,955</u>	<u>13,300</u>	<u>6,999</u>	<u>8,400</u>
<u>4500 OTHER OPERATING EXP.</u>				
4530 Operating Transfers - LEPC	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total Other Operating Expenditures	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	-	-	32,634	-
4906 Automobiles & Light Trucks	<u>47,738</u>	<u>30,000</u>	<u>24,800</u>	<u>-</u>
Total Capital Outlay	<u>47,738</u>	<u>30,000</u>	<u>57,434</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 448,038</u>	<u>\$ 446,259</u>	<u>\$ 457,071</u>	<u>\$ 460,660</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

304 - FIRE DEPARTMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 126,242	\$ 144,758	\$ 144,758	\$ 144,758
Services	150,014	174,350	172,800	185,350
Supplies	81,798	137,920	122,490	139,000
Repairs & Maintenance	53,628	97,500	94,200	97,500
Capital Outlay	<u>244,530</u>	<u>133,184</u>	<u>132,184</u>	<u>93,000</u>
Total Expenditures	<u>\$ 656,212</u>	<u>\$ 687,712</u>	<u>\$ 666,432</u>	<u>\$ 659,608</u>

PROGRAM DESCRIPTION

The Fire Department is staffed by volunteers and is responsible for the protection of life and property against fire and other disasters. The City currently has two fire stations. The department maintains equipment and ensures training of the volunteer force and provides fire suppression and emergency medical services.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

304 - FIRE DEPARTMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4112 City Contribution to VFD	\$ 14,300	\$ 15,600	\$ 15,600	\$ 15,600
4113 City Contribution to VFD Retire.	104,876	122,000	122,000	122,000
4115 Accident & Sickness Policy	7,066	7,158	7,158	7,158
Total Personnel & Related	<u>126,242</u>	<u>144,758</u>	<u>144,758</u>	<u>144,758</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	1,431	3,750	1,500	1,500
4239 Audit Fees	-	1,400	-	-
4250 Training & Travel	45,603	55,900	55,000	56,000
4251 Subscriptions	495	2,000	100	12,000
4252 Dues & Fees	4,132	5,100	4,800	5,100
4255 Community\Employee Affairs	21,837	27,000	27,500	30,150
4256 Santa Around Town	7,000	8,000	7,900	8,000
4290 Contract Labor	69,517	71,200	76,000	72,600
Total Services	<u>150,014</u>	<u>174,350</u>	<u>172,800</u>	<u>185,350</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	965	3,500	3,000	3,000
4303 Operational Supplies	12,363	9,000	8,900	10,250
4304 Data Processing Supplies	232	2,000	750	1,000
4305 Printing	175	500	590	1,000
4307 Postage	284	1,000	750	750
4308 Small Tools & Minor Equipment	13,662	27,420	25,000	32,500
4311 Uniforms	16,476	21,000	27,000	27,000
4314 Protective Clothing	5,446	18,500	18,000	18,500
4328 Gasoline	18,481	30,000	21,500	25,000
4329 Diesel	12,436	25,000	17,000	20,000
4348 Books	1,277	-	-	-
Total Supplies	<u>81,798</u>	<u>137,920</u>	<u>122,490</u>	<u>139,000</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

304 - FIRE DEPARTMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	33,251	34,000	35,000	34,000
4402 Machinery & Equipment	2,075	18,500	15,000	18,500
4404 Buildings	6,008	14,000	13,500	14,000
4405 Radios	8,917	17,000	17,000	17,000
4409 Air Conditioners	1,015	5,000	4,700	5,000
4413 Drill Field	<u>2,362</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Repairs & Maintenance	<u>53,628</u>	<u>97,500</u>	<u>94,200</u>	<u>97,500</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other than Bldgs	-	-	-	26,000
4904 Machinery & Equipment	131,346	20,000	19,000	-
4908 Lease Purchase	<u>113,184</u>	<u>113,184</u>	<u>113,184</u>	<u>67,000</u>
Total Capital Outlay	<u>244,530</u>	<u>133,184</u>	<u>132,184</u>	<u>93,000</u>
 TOTAL EXPENDITURES	 <u>\$ 656,212</u>	 <u>\$ 687,712</u>	 <u>\$ 666,432</u>	 <u>\$ 659,608</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 797,894	\$ 1,003,514	\$ 929,131	\$ 1,093,576
Services	88,392	88,395	105,760	144,600
Supplies	74,300	74,280	76,650	92,810
Repairs & Maintenance	<u>4,586</u>	<u>10,235</u>	<u>9,800</u>	<u>10,000</u>
Total Expenditures	<u>\$ 965,172</u>	<u>\$ 1,176,424</u>	<u>\$ 1,121,341</u>	<u>\$ 1,340,986</u>

PERSONNEL SCHEDULE

EMS Clerk	1	1	1	1
Paramedic	8	10	10	11
Paramedic - Part-Time	0	0	0	4

PROGRAM DESCRIPTION

The EMS Department is responsible for providing emergency medical treatment and ambulance transportation as needed. The four ambulances and two rescue vehicles are operated by the staff of paramedics along with members of the DPVFD. Note: one ambulance is staffed by two full-time paramedics 24/7.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 468,245	\$ 672,413	\$ 507,766	\$ 684,342
4102 Salaries - Part Time	-	-	23,900	20,000
4104 Salaries - Overtime	114,924	101,650	150,800	101,650
4106 Social Security/Medicare	42,803	44,785	51,740	54,764
4107 TMRS	82,368	83,859	84,100	101,470
4108 Health & Life Insurance	80,732	89,268	104,725	122,172
4109 Workers Compensation	6,542	8,914	5,107	8,308
4114 Section 125 Admin Fee	100	135	141	225
4117 Health Savings Account	2,181	2,490	852	645
Total Personnel & Related	<u>797,894</u>	<u>1,003,514</u>	<u>929,131</u>	<u>1,093,576</u>
<u>4200 SERVICES</u>				
4250 Training & Travel	24,174	25,585	25,000	30,000
4252 Dues & Fees	400	50	-	50
4253 Disposal Fee	3,186	4,000	3,200	3,000
4255 Community/Employee Affairs	249	560	560	950
4279 Software - Other	-	600	-	-
4290 Contract Labor	60,383	57,600	77,000	110,600
Total Services	<u>88,392</u>	<u>88,395</u>	<u>105,760</u>	<u>144,600</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	427	-	-	-
4303 Operational Supplies	64,930	66,930	69,000	70,200
4304 Data Processing Supplies	412	-	-	-
4305 Printing	404	500	250	250
4307 Postage	1,930	1,800	300	250
4308 Small Tools & Minor Equipment	3,310	2,550	2,200	8,110
4311 Uniforms	2,887	2,500	4,900	14,000
Total Supplies	<u>74,300</u>	<u>74,280</u>	<u>76,650</u>	<u>92,810</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	4,564	8,000	7,800	8,000
4402 Machinery & Equipment	22	2,035	2,000	2,000
4403 Computer Equipment	-	200	-	-
Total Repairs & Maintenance	<u>4,586</u>	<u>10,235</u>	<u>9,800</u>	<u>10,000</u>
 TOTAL EXPENDITURES	 <u>\$ 965,172</u>	 <u>\$ 1,176,424</u>	 <u>\$ 1,121,341</u>	 <u>\$ 1,340,986</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 102,332	\$ 117,728	\$ 113,360	\$ 123,713
Services	55,621	26,870	25,450	27,300
Supplies	4,173	6,670	5,597	6,440
Repairs & Maintenance	<u>604</u>	<u>400</u>	<u>180</u>	<u>200</u>
Total Expenditures	<u>\$ 162,730</u>	<u>\$ 151,668</u>	<u>\$ 144,587</u>	<u>\$ 157,653</u>

PERSONNEL SCHEDULE

Fire Marshal	1	1	1	1
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PROGRAM DESCRIPTION

The Fire Marshal's Office is responsible for proactive enforcement of the City's Fire Code as part of the efforts to protect against the loss of life and property. The Fire Marshal ensures that existing commercial buildings remain fire safe by educating the business owners and the community at-large in fire safety procedures and practices and by providing technical expertise to the City's building inspectors. The Fire Marshal conducts fire investigations and designs fire safety education programs.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 70,970	\$ 81,742	\$ 80,089	\$ 85,990
4106 Social Security/Medicare	4,844	6,189	5,800	6,508
4107 TMRS	10,017	11,645	10,300	12,412
4108 Health & Life Insurance	16,309	17,856	17,000	18,564
4109 Workers Compensation	146	251	148	194
4114 Section 125 Admin Fee	44	45	23	45
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>102,332</u>	<u>117,728</u>	<u>113,360</u>	<u>123,713</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	1,687	2,500	2,500	2,500
4219 Mobile Technology	1,047	-	-	-
4250 Training & Travel	15,140	13,570	14,000	13,600
4251 Subscriptions	156	-	-	-
4252 Dues & Fees	2,365	3,800	2,000	3,800
4255 Community/Employee Affairs	6,636	4,800	4,950	5,200
4279 Software - Other	590	2,200	2,000	2,200
4290 Contract Labor	28,000	-	-	-
Total Services	<u>55,621</u>	<u>26,870</u>	<u>25,450</u>	<u>27,300</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	34	-	-	-
4303 Operational Supplies	1,302	2,600	2,100	2,600
4305 Printing	243	250	240	250
4307 Postage	170	-	7	-
4308 Small Tools & Minor Equipment	1,135	-	-	-
4311 Uniforms	924	2,800	2,700	2,800
4314 Protective Clothing	-	270	-	200
4328 Gasoline	245	300	350	350
4348 Books	120	450	200	240
Total Supplies	<u>4,173</u>	<u>6,670</u>	<u>5,597</u>	<u>6,440</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	604	-	80	-
4402 Machinery & Equipment	-	200	100	200
4403 Computer Equipment	-	200	-	-
Total Repairs & Maintenance	<u>604</u>	<u>400</u>	<u>180</u>	<u>200</u>
 TOTAL EXPENDITURES	 <u>\$ 162,730</u>	 <u>\$ 151,668</u>	 <u>\$ 144,587</u>	 <u>\$ 157,653</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

314 - WAREHOUSE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 74,704	\$ 74,105	\$ 73,338	\$ 75,704
Services	14	250	15	250
Supplies	5,311	1,300	1,000	1,300
Repairs & Maintenance	-	700	450	700
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 80,030</u>	<u>\$ 76,355</u>	<u>\$ 74,803</u>	<u>\$ 77,954</u>

PERSONNEL SCHEDULE

Warehouse Attendant	1	1	1	1
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PROGRAM DESCRIPTION

The Warehouse Attendant is responsible for stocking and maintaining an inventory of the most frequently used items within the City and also stores and maintains surplus items sold at the annual City auction.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

314 - WAREHOUSE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 55,229	\$ 54,194	\$ 52,373	\$ 55,376
4106 Social Security/Medicare	4,094	4,104	6,022	4,189
4107 TMRS	7,801	7,722	7,578	7,989
4108 Health & Life Insurance	6,616	7,140	6,812	7,428
4109 Workers Compensation	920	900	508	677
4114 Section 125 Admin Fee	44	45	45	45
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>74,704</u>	<u>74,105</u>	<u>73,338</u>	<u>75,704</u>
<u>4200 SERVICES</u>				
4250 Training & Travel	-	25	-	25
4252 Dues & Fees	14	25	15	25
4279 Software - Other	-	200	-	200
Total Services	<u>14</u>	<u>250</u>	<u>15</u>	<u>250</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	241	200	-	200
4303 Operational Supplies	-	50	-	50
4304 Data Processing Supplies	85	100	100	100
4308 Small Tools & Minor Equipment	4,732	500	500	500
4311 Uniforms	180	250	250	250
4328 Gasoline	74	200	150	200
Total Supplies	<u>5,311</u>	<u>1,300</u>	<u>1,000</u>	<u>1,300</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	-	200	150	200
4402 Machinery & Equipment	-	100	100	100
4403 Computer Equipment	-	200	-	200
4404 Buildings	-	-	-	-
4409 Air Conditioners	-	200	200	200
Total Repairs & Maintenance	<u>-</u>	<u>700</u>	<u>450</u>	<u>700</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 80,030</u>	<u>\$ 76,355</u>	<u>\$ 74,803</u>	<u>\$ 77,954</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

401 - PLANNING AND DEVELOPMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 1,516,536	\$ 1,612,665	\$ 1,493,095	\$ 1,591,868
Services	227,661	132,004	145,754	223,102
Supplies	50,920	74,450	61,900	70,604
Repairs & Maintenance	49,620	49,260	42,010	38,220
Capital Outlay	51,822	91,000	88,188	16,000
Total Expenditures	\$ 1,896,559	\$ 1,959,379	\$ 1,830,947	\$ 1,939,794

PERSONNEL SCHEDULE

Director of Public Works	1	1	1	1
Engineering Coordinator	1	1	1	1
Electrical Supervisor	1	1	1	1
Chief Building Official	1	1	1	1
Engineering Inspector	2	2	2	2
Inspector III	1	1	1	1
Inspector II	1	1	1	1
Inspector I	1	0	0	0
Traffic Signal Supervisor	1	1	1	1
Maintenance Electrician (HVAC) II	1	1	1	1
Maintenance Electrician	1	1	1	1
PW Operations Coordinator	1	1	1	1
Surveyor/AutoCAD Operator	1	1	1	1
Maintenance Technician III	1	1	1	1
Code Enforcement Officer	2	1	1	1
Clerk	1	1	1	1
Summer Laborer - Temporary	2	2	2	1

PROGRAM DESCRIPTION

Planning and Development is responsible for coordinating and administering all regulations and policies that regulate development within the City of Deer Park. This includes building inspections, subdivision plat review, subdivision construction plans, etc. The department is also responsible for the electrical and A/C maintenance at City facilities.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

401 - PLANNING AND DEVELOPMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 1,099,537	\$ 1,147,209	\$ 1,064,410	\$ 1,132,349
4103 Salaries - Temporary	5,615	5,800	5,800	2,900
4104 Salaries - Overtime	9,934	13,000	19,530	13,100
4106 Social Security/Medicare	81,506	88,195	80,150	87,099
4107 TMRS	157,617	165,047	158,750	165,680
4108 Health & Life Insurance	154,006	184,548	156,290	181,512
4109 Workers Compensation	2,968	3,196	1,833	2,313
4111 Car Allowance	5,175	5,400	5,175	5,400
4114 Section 125 Admin Fee	178	270	222	270
4117 Health Savings Account	-	-	935	1,245
Total Personnel & Related	<u>1,516,536</u>	<u>1,612,665</u>	<u>1,493,095</u>	<u>1,591,868</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	2,868	2,950	2,900	2,950
4219 Mobile Technology	3,381	3,384	3,860	3,860
4231 Equipment Rental	5,585	4,130	6,500	8,130
4240 Consultant Fees	88,616	36,000	41,012	146,000
4243 Surveyor Fee	13,510	-	-	-
4250 Training & Travel	9,498	16,990	16,000	17,990
4252 Dues & Fees	11,263	4,000	5,300	4,000
4279 Software - Other	40,167	7,750	18,182	13,372
4280 Home Demolition/Lot Cleaning	13,500	16,000	15,000	16,000
4281 Tree Services	3,650	5,800	2,000	5,800
4290 Contract Labor	35,624	35,000	35,000	5,000
Total Services	<u>227,661</u>	<u>132,004</u>	<u>145,754</u>	<u>223,102</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	2,579	3,000	2,500	3,000
4303 Operational Supplies	21,943	30,000	30,000	30,000
4304 Data Processing Supplies	6,691	4,000	2,000	2,000
4308 Small Tools & Minor Equipment	6,277	16,000	14,000	16,630
4311 Uniforms	3,952	3,500	3,500	3,500
4314 Protective Clothing	124	-	-	-
4328 Gasoline	7,863	16,000	8,500	13,524
4329 Diesel	607	1,550	450	1,000
4348 Books	884	400	950	950
Total Supplies	<u>50,920</u>	<u>74,450</u>	<u>61,900</u>	<u>70,604</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

401 - PLANNING AND DEVELOPMENT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	7,534	8,000	8,000	8,000
4402 Machinery & Equipment	778	2,350	1,000	2,350
4403 Computer Equipment	1,738	13,510	13,510	2,470
4404 Buildings	202	200	-	200
4405 Radios	-	100	-	100
4406 Streets	3,408	11,000	7,000	11,000
4409 Air Conditioners	-	100	-	100
4435 Traffic Signals	<u>35,959</u>	<u>14,000</u>	<u>12,500</u>	<u>14,000</u>
Total Repairs & Maintenance	<u>49,620</u>	<u>49,260</u>	<u>42,010</u>	<u>38,220</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	12,130	-	-	16,000
4904 Machinery & Equipment	39,692	66,000	64,625	-
4906 Automobiles & Light Trucks	<u>-</u>	<u>25,000</u>	<u>23,563</u>	<u>-</u>
Total Capital Outlay	<u>51,822</u>	<u>91,000</u>	<u>88,188</u>	<u>16,000</u>
TOTAL EXPENDITURES	<u>\$ 1,896,559</u>	<u>\$ 1,959,379</u>	<u>\$ 1,830,947</u>	<u>\$ 1,939,794</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

402 - SANITATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 1,497,659	\$ 1,517,039	\$ 1,498,593	\$ 1,566,756
Services	1,601,232	1,565,320	1,578,399	1,595,900
Supplies	239,703	344,630	295,502	388,630
Repairs & Maintenance	150,029	192,950	186,700	192,950
Capital Outlay	265,336	237,500	238,745	271,900
Total Expenditures	\$ 3,753,958	\$ 3,857,439	\$ 3,797,939	\$ 4,016,136

PERSONNEL SCHEDULE

Sanitation Supervisor	1	1	1	1
Assistant Sanitation Supervisor	1	1	1	1
Equipment Operator III	3	3	3	3
Crew Leader	5	5	5	5
Equipment Operator II	1	1	1	1
Sanitation Laborer	11	11	11	11

PROGRAM DESCRIPTION

The Sanitation Department is responsible for the collection and disposal of all residential garbage and trash (commercial waste disposal is outsourced). This department also maintains the City's transfer station and two recycling centers.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

402 - SANITATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 1,023,255	\$ 1,026,117	\$ 1,027,222	\$ 1,061,003
4104 Salaries - Overtime	28,757	25,710	27,700	25,710
4106 Social Security/Medicare	76,816	79,410	78,310	82,025
4107 TMRS	148,569	149,320	148,710	156,423
4108 Health & Life Insurance	186,646	206,640	197,100	216,060
4109 Workers Compensation	32,250	28,462	16,301	21,665
4114 Section 125 Admin Fee	78	90	90	90
4117 Health Savings Account	1,289	1,290	3,160	3,780
Total Personnel & Related	<u>1,497,659</u>	<u>1,517,039</u>	<u>1,498,593</u>	<u>1,566,756</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	267	400	253	253
4219 Mobile Technology	-	420	420	420
4220 Commercial Garbage Collection	956,007	960,000	974,016	991,000
4250 Training & Travel	550	3,000	3,010	3,000
4252 Dues & Fees	236	1,500	700	1,227
4253 Disposal Fees	644,173	600,000	600,000	600,000
Total Services	<u>1,601,232</u>	<u>1,565,320</u>	<u>1,578,399</u>	<u>1,595,900</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	111	350	300	350
4302 Cleaning Supplies	8,077	15,000	12,000	15,000
4303 Operational Supplies	10,486	20,000	18,000	20,000
4305 Printing	321	600	300	600
4308 Small Tools & Minor Equipment	5,249	12,000	11,500	12,000
4309 Garbage Bags	157,784	150,000	143,302	194,000
4311 Uniforms	9,052	7,680	7,500	7,680
4328 Gasoline	1,924	4,000	2,600	4,000
4329 Diesel	46,699	135,000	100,000	135,000
Total Supplies	<u>239,703</u>	<u>344,630</u>	<u>295,502</u>	<u>388,630</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

402 - SANITATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	111,634	166,700	166,700	166,700
4402 Machinery & Equipment	13,576	15,000	10,000	15,000
4403 Computer Equipment	-	-	-	-
4404 Buildings	24,819	10,000	10,000	10,000
4405 Radios	-	500	-	500
4409 Air Conditioners	-	750	-	750
4425 Refuse Containers	-	-	-	-
Total Repairs & Maintenance	<u>150,029</u>	<u>192,950</u>	<u>186,700</u>	<u>192,950</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Building	-	-	-	-
4904 Machinery & Equipment	-	-	-	9,000
4906 Automobiles & Light Trucks	-	-	-	-
4907 Large Trucks/Heavy Rolling Stock	178,500	115,100	85,200	35,000
4908 Lease Purchase	<u>86,836</u>	<u>122,400</u>	<u>153,545</u>	<u>227,900</u>
Total Capital Outlay	<u>265,336</u>	<u>237,500</u>	<u>238,745</u>	<u>271,900</u>
TOTAL EXPENDITURES	<u>\$ 3,753,958</u>	<u>\$ 3,857,439</u>	<u>\$ 3,797,939</u>	<u>\$ 4,016,136</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

403 - STREET MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 798,120	\$ 846,758	\$ 808,382	\$ 902,649
Services	14,395	28,376	17,736	102,376
Supplies	107,519	115,875	111,170	113,005
Repairs & Maintenance	138,105	334,050	315,887	788,695
Capital Outlay	108,452	124,500	98,401	19,500
Total Expenditures	<u>\$ 1,166,591</u>	<u>\$ 1,449,559</u>	<u>\$ 1,351,576</u>	<u>\$ 1,926,225</u>

PERSONNEL SCHEDULE

Street Maintenance Supervisor	1	1	1	1
Assistant Street Supervisor	0	0	0	0
Crew Leader	1	1	1	1
Equipment Operator III	1	3	3	2
Equipment Operator II	3	1	1	3
Equipment Operator I	2	2	2	1
Laborer	5	5	5	5
Summer Laborer - Temporary	5	5	5	6

PROGRAM DESCRIPTION

The Street Maintenance Department is responsible for the repair and maintenance of all City streets and drainage structures. Field duties include patching concrete and asphalt streets, street sweeping, mowing the right-of-ways, cleaning ditches, culverts, catch basins and sewer manholes, and mosquito control.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

403 - STREET MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 549,521	\$ 563,840	\$ 537,627	\$ 592,192
4103 Salaries - Temporary	7,475	14,500	14,500	17,400
4104 Salaries - Overtime	21,125	15,000	15,000	15,000
4106 Social Security/Medicare	43,053	44,393	42,400	47,177
4107 TMRS	80,606	81,392	77,800	87,433
4108 Health & Life Insurance	79,838	107,568	108,800	127,416
4109 Workers Compensation	14,819	18,595	10,638	14,561
4114 Section 125 Admin Fee	126	180	167	180
4117 Health Savings Account	1,557	1,290	1,450	1,290
Total Personnel & Related	<u>798,120</u>	<u>846,758</u>	<u>808,382</u>	<u>902,649</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	441	450	480	480
4219 Mobile Technology	456	456	456	456
4231 Equipment Rental	5,636	9,820	-	9,820
4250 Training & Travel	77	3,550	3,000	2,520
4252 Dues & Fees	394	1,600	1,300	1,600
4253 Disposal Fees	7,391	12,500	12,500	12,500
4290 Contract Labor	-	-	-	75,000
Total Services	<u>14,395</u>	<u>28,376</u>	<u>17,736</u>	<u>102,376</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	124	300	250	300
4302 Cleaning Supplies	-	-	-	-
4303 Operational Supplies	30,773	24,000	24,000	24,000
4308 Small Tools & Minor Equipment	14,131	17,300	17,300	16,430
4311 Uniforms	4,352	4,120	4,120	4,120
4316 Chemicals	31,023	36,000	36,000	36,000
4328 Gasoline	7,439	12,000	7,500	10,000
4329 Diesel	19,677	22,155	22,000	22,155
Total Supplies	<u>107,519</u>	<u>115,875</u>	<u>111,170</u>	<u>113,005</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

403 - STREET MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	16,593	22,000	20,000	22,000
4402 Machinery & Equipment	19,171	20,000	20,000	20,000
4403 Computer Equipment	-	-	-	-
4404 Buildings	2,243	200	387	54,845
4405 Radios	-	200	-	200
4406 Streets	97,324	250,000	250,000	650,000
4407 Sidewalks	1,509	40,000	25,000	40,000
4408 Storm Sewer	1,265	1,500	500	1,500
4409 Air Conditioners	-	150	-	150
Total Repairs & Maintenance	<u>138,105</u>	<u>334,050</u>	<u>315,887</u>	<u>788,695</u>
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	51,744	59,500	34,396	19,500
4906 Automobiles & Light Trucks	56,709	65,000	64,005	-
4907 Large Trucks & Heavy Rolling Stock	-	-	-	-
Total Capital Outlay	<u>108,452</u>	<u>124,500</u>	<u>98,401</u>	<u>19,500</u>
TOTAL EXPENDITURES	<u>\$ 1,166,591</u>	<u>\$ 1,449,559</u>	<u>\$ 1,351,576</u>	<u>\$ 1,926,225</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

404 - FLEET MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 558,008	\$ 620,512	\$ 404,462	\$ 576,965
Services	35,149	43,275	41,235	38,754
Supplies	74,260	54,395	49,260	56,030
Repairs & Maintenance	21,811	13,500	11,000	15,728
Capital Outlay	-	231,020	188,000	56,700
Total Expenditures	\$ 689,229	\$ 962,702	\$ 693,957	\$ 744,177

PERSONNEL SCHEDULE

Shop Supervisor	1	1	1	1
Welder	1	1	1	1
Mechanic II	4	4	4	4
Mechanic I	1	1	1	1
Laborer	1	1	1	1

PROGRAM DESCRIPTION

The Fleet Maintenance Department is responsible for the repair and maintenance of all vehicles and equipment in the Public Works, Parks and Rec, Fire, Planning and Development, Humane, Utilities, and Administrative departments. This also includes maintaining an adequate fuel supply for these vehicles and equipment.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

404 - FLEET MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 391,868	\$ 428,652	\$ 289,361	\$ 382,848
4104 Salaries - Overtime	192	2,000	3,760	2,000
4106 Social Security/Medicare	28,486	32,595	21,950	29,204
4107 TMRS	55,402	61,327	41,275	55,696
4108 Health & Life Insurance	78,113	90,480	44,000	102,216
4109 Workers Compensation	3,929	5,413	3,094	3,576
4114 Section 125 Admin Fee	19	45	35	180
4117 Health Savings Account	-	-	987	1,245
Total Personnel & Related	<u>558,008</u>	<u>620,512</u>	<u>404,462</u>	<u>576,965</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	230	300	235	240
4250 Training & Travel	300	2,525	500	2,600
4252 Dues & Fees	596	11,758	7,500	7,545
4279 Software - Other	<u>34,023</u>	<u>28,692</u>	<u>33,000</u>	<u>28,369</u>
Total Services	<u>35,149</u>	<u>43,275</u>	<u>41,235</u>	<u>38,754</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	111	150	215	150
4302 Cleaning Supplies	500	-	-	-
4303 Operational Supplies	59,705	36,145	36,145	38,450
4304 Data Processing Supplies	-	2,250	500	2,250
4308 Small Tools & Minor Equipment	9,716	7,200	7,200	8,830
4311 Uniforms	2,401	2,200	2,200	2,200
4316 Chemicals	-	2,000	-	-
4328 Gasoline	1,068	2,300	1,500	2,000
4329 Diesel	759	2,000	1,500	2,000
4348 Books	<u>-</u>	<u>150</u>	<u>-</u>	<u>150</u>
Total Supplies	<u>74,260</u>	<u>54,395</u>	<u>49,260</u>	<u>56,030</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

404 - FLEET MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	9,043	5,500	7,000	8,973
4402 Machinery & Equipment	2,459	7,000	3,000	2,500
4403 Computer Equipment	-	-	-	2,255
4404 Buildings	10,310	1,000	1,000	2,000
4406 Street	-	-	-	-
Total Repairs & Maintenance	<u>21,811</u>	<u>13,500</u>	<u>11,000</u>	<u>15,728</u>
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	-	31,020	20,000	56,700
4909 Parking Lots	-	200,000	168,000	-
4915 Software	-	-	-	-
Total Capital Outlay	<u>-</u>	<u>231,020</u>	<u>188,000</u>	<u>56,700</u>
TOTAL EXPENDITURES	<u>\$ 689,229</u>	<u>\$ 962,702</u>	<u>\$ 693,957</u>	<u>\$ 744,177</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

405 - HUMANE SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 203,083	\$ 211,498	\$ 204,301	\$ 231,272
Services	2,557	6,085	7,326	4,590
Supplies	29,904	31,250	27,300	23,310
Repairs & Maintenance	<u>864</u>	<u>9,900</u>	<u>8,375</u>	<u>3,900</u>
Total Expenditures	<u>\$ 236,407</u>	<u>\$ 258,733</u>	<u>\$ 247,302</u>	<u>\$ 263,072</u>

PERSONNEL SCHEDULE

Animal Control Supervisor	1	1	1	1
Animal Control Officer	2	2	2	2
Animal Shelter Attendant - Part-Time	0	0	0	1

PROGRAM DESCRIPTION

The Humane Services Department is responsible for all phases of animal control in the City of Deer Park. This includes maintenance of the animal shelter and enforcement of associated ordinances.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

405 - HUMANE SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 126,263	\$ 127,902	\$ 125,246	\$ 133,824
4102 Salaries - Part Time	-	-	-	12,000
4104 Salaries - Overtime	18,283	20,000	19,800	20,000
4106 Social Security/Medicare	10,496	11,261	10,800	11,727
4107 TMRS	20,419	21,109	20,200	22,353
4108 Health & Life Insurance	26,072	28,872	26,400	28,728
4109 Workers Compensation	1,505	2,309	1,326	1,950
4114 Section 125 Admin Fee	44	45	45	45
4117 Health Savings Account	-	-	484	645
Total Personnel & Related	<u>203,083</u>	<u>211,498</u>	<u>204,301</u>	<u>231,272</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	214	285	225	225
4219 Mobile Technology	456	-	456	915
4250 Training & Travel	1,348	1,500	1,300	1,500
4252 Dues & Fees	540	300	300	300
4279 Software - Other	-	4,000	5,045	1,650
Total Services	<u>2,557</u>	<u>6,085</u>	<u>7,326</u>	<u>4,590</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,001	450	400	450
4302 Cleaning Supplies	1,120	2,400	-	-
4303 Operational Supplies	21,339	13,950	13,950	13,350
4304 Data Processing Supplies	-	350	350	350
4305 Printing	630	250	250	250
4308 Small Tools & Minor Equipment	2,710	8,850	8,850	4,910
4311 Uniforms	1,256	1,000	1,000	1,000
4314 Protective Clothing	-	-	-	-
4328 Gasoline	1,848	4,000	2,500	3,000
Total Supplies	<u>29,904</u>	<u>31,250</u>	<u>27,300</u>	<u>23,310</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

405 - HUMANE SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	354	1,450	1,000	1,450
4402 Machinery & Equipment	-	100	50	100
4403 Computer Equipment	-	6,000	2,500	-
4404 Buildings	509	2,000	4,825	2,000
4405 Radios	-	100	-	100
4409 Air Conditioners	-	250	-	250
Total Repairs & Maintenance	<u>864</u>	<u>9,900</u>	<u>8,375</u>	<u>3,900</u>
 TOTAL EXPENDITURES	 <u>\$ 236,407</u>	 <u>\$ 258,733</u>	 <u>\$ 247,302</u>	 <u>\$ 263,072</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

409 - BEAUTIFICATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ -	\$ -	\$ -	\$ 15,000
Supplies	7,346	10,000	10,000	10,000
Repairs & Maintenance	19,133	15,000	15,000	20,000
Capital Outlay	-	-	-	-
Total Expenditures	\$ 26,480	\$ 25,000	\$ 25,000	\$ 45,000

PROGRAM DESCRIPTION

The Beautification Department provides funding for projects recommended by the City's Beautification Committee and approved by the City Council. The committee establishes beautification guidelines and design standards to enhance the appearance of the City, and selects various locations, landmarks, or corridors within the City as potential project opportunities. The committee seeks funding from Federal, State and local resources to support these beautification efforts.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

409 - BEAUTIFICATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4290 Contract Labor	-	-	-	15,000
Total Services	-	-	-	15,000
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	7,346	10,000	10,000	10,000
Total Supplies	7,346	10,000	10,000	10,000
<u>4400 REPAIRS & MAINTENANCE</u>				
4412 Grounds	19,133	15,000	15,000	20,000
Total Repairs & Maintenance	19,133	15,000	15,000	20,000
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	-	-	-	-
4904 Machinery & Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
 TOTAL EXPENDITURES	 \$ 26,480	 \$ 25,000	 \$ 25,000	 \$ 45,000

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

410 - PARK MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 1,315,498	\$ 1,376,368	\$ 1,267,146	\$ 1,425,014
Services	117,628	102,000	108,625	130,750
Supplies	188,691	167,000	167,000	183,700
Repairs & Maintenance	198,055	273,200	266,575	248,950
Other Operating Expenditures	-	-	-	-
Capital Outlay	373,055	1,341,100	1,322,100	557,000
Total Expenditures	\$ 2,192,927	\$ 3,259,668	\$ 3,131,446	\$ 2,545,414

PERSONNEL SCHEDULE

Park Operations Supervisor	1	1	1	1
Assistant Park Operations Supervisor	0	0	0	1
Park Operations Coordinator	1	1	1	0
Crew Leader	5	5	5	5
Maintenance Technician I	1	1	1	0
Maintenance Technician II	0	0	0	1
Mechanic II	1	1	1	1
Arborist	1	1	1	1
Equipment Operator II	1	1	1	1
Equipment Operator I	8	8	8	8
P & R Laborer	12	12	12	12

PROGRAM DESCRIPTION

The Parks Maintenance Department is responsible for the maintenance of all City grounds, which includes over 180 acres of play lots, ball fields, lawns, esplanades, and right-of-ways.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

410 - PARK MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 879,282	\$ 889,802	\$ 820,832	\$ 902,903
4102 Salaries - Part Time	93,502	120,000	93,800	120,000
4103 Salaries - Temporary	-	-	-	-
4104 Salaries - Overtime	12,913	14,500	14,120	14,500
4106 Social Security/Medicare	73,444	77,588	69,480	78,285
4107 TMRS	126,028	128,664	117,130	131,790
4108 Health & Life Insurance	118,793	131,364	142,930	166,416
4109 Workers Compensation	10,074	12,980	7,431	9,650
4114 Section 125 Admin Fee	174	180	134	180
4117 Health Savings Account	1,289	1,290	1,289	1,290
Total Personnel & Related	<u>1,315,498</u>	<u>1,376,368</u>	<u>1,267,146</u>	<u>1,425,014</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	552	1,200	1,200	1,200
4219 Mobile Technology	912	-	875	1,000
4231 Equipment Rental	6,345	7,000	16,500	7,000
4250 Training & Travel	7,754	6,550	6,550	7,550
4252 Dues & Fees	2,299	1,250	1,500	3,000
4290 Contract Labor	99,765	86,000	82,000	111,000
Total Services	<u>117,628</u>	<u>102,000</u>	<u>108,625</u>	<u>130,750</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	447	500	500	500
4302 Cleaning Supplies	-	-	-	-
4303 Operational Supplies	82,923	90,000	90,000	120,000
4308 Small Tools & Minor Equipment	72,375	31,000	31,000	11,700
4311 Uniforms	7,139	5,500	7,500	13,500
4328 Gasoline	18,969	25,000	24,000	24,000
4329 Diesel	6,838	15,000	14,000	14,000
Total Supplies	<u>188,691</u>	<u>167,000</u>	<u>167,000</u>	<u>183,700</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

410 - PARK MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	21,976	20,000	20,000	20,000
4402 Machinery & Equipment	30,951	31,700	31,575	31,075
4404 Buildings	23,239	43,500	41,000	41,000
4407 Sidewalks	10,186	50,000	50,000	35,000
4410 Sanitary Sewer	-	-	-	-
4412 Grounds	<u>111,702</u>	<u>128,000</u>	<u>124,000</u>	<u>121,875</u>
Total Repairs & Maintenance	<u>198,055</u>	<u>273,200</u>	<u>266,575</u>	<u>248,950</u>
<u>4500 OTHER OPERATING EXP.</u>				
4510 Contingency	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Operating Exp.	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	-	142,122	-
4903 Improvements Other Than Bldgs.	192,648	1,087,100	944,978	452,000
4904 Machinery & Equipment	148,509	64,000	60,000	25,000
4906 Automobiles & Light Trucks	31,898	190,000	175,000	80,000
4911 Sidewalks	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>373,055</u>	<u>1,341,100</u>	<u>1,322,100</u>	<u>557,000</u>
TOTAL EXPENDITURES	<u>\$ 2,192,927</u>	<u>\$ 3,259,668</u>	<u>\$ 3,131,446</u>	<u>\$ 2,545,414</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

411 - RECREATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 972,685	\$ 1,025,203	\$ 1,000,443	\$ 1,054,343
Services	151,976	162,850	163,650	185,650
Supplies	231,728	289,945	289,145	296,445
Repairs & Maintenance	59,687	81,155	81,155	78,155
Capital Outlay	48,557	-	-	-
Total Expenditures	\$ 1,464,633	\$ 1,559,153	\$ 1,534,393	\$ 1,614,593

PERSONNEL SCHEDULE

Director of Parks and Recreation	1	1	1	1
Parks & Rec. - Assistant Director	1	1	1	1
Recreation Supervisor	1	1	1	1
Parks & Rec. Mktg/Technical Coordinator	1	1	1	1
Youth Programs Coordinator	1	1	1	1
Recreation Specialist	2	2	2	2
Secretary	1	1	1	1
PR Administrative Coordinator	0	1	1	1
Office Manager	1	0	0	0
Program Leader - Administration/Marketing	1	1	1	1
Program Aide - Part-Time	11	11	11	11
Program Leader - Part-Time	1	1	1	1
Administrative Aide - Part-Time	0	0	0	1

PROGRAM DESCRIPTION

The function of the Recreation Department is to offer the citizens of Deer Park a vehicle for leisure activities to include a variety of activities and programs for all ages, including instructional classes and special programs of a seasonal interest, picnics, drama productions, dog shows, etc. The Community Center has several game rooms to provide for active and passive recreational activities.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

411 - RECREATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 596,683	\$ 617,652	\$ 598,030	\$ 626,201
4102 Salaries - Part Time	87,161	108,000	96,700	118,200
4103 Salaries - Temporary	-	-	-	-
4104 Salaries - Overtime	29,332	23,000	41,900	23,000
4106 Social Security/Medicare	52,138	56,684	54,900	57,330
4107 TMRS	89,064	91,003	89,700	98,780
4108 Health & Life Insurance	106,638	114,312	111,345	123,540
4109 Workers Compensation	6,814	9,482	5,434	7,067
4111 Car Allowance	4,600	4,800	2,200	-
4114 Section 125 Admin Fee	255	270	234	225
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>972,685</u>	<u>1,025,203</u>	<u>1,000,443</u>	<u>1,054,343</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	417	2,500	2,500	2,500
4219 Mobile Technology	1,513	-	1,800	1,800
4231 Equipment Rental	4,004	16,000	16,000	16,000
4232 Building Rental	198	-	-	-
4242 Consulting Architect Fee	-	-	-	20,000
4244 Advertising	17,946	25,000	25,000	25,000
4250 Training & Travel	7,804	12,000	12,000	12,000
4251 Subscriptions	-	500	500	500
4252 Dues & Fees	3,035	3,500	3,500	3,500
4279 Software - Other	45,218	40,000	40,000	40,000
4290 Contract Labor	71,841	58,850	57,850	57,850
4295 Outside Services - Oth Govt Ag	-	4,500	4,500	6,500
Total Services	<u>151,976</u>	<u>162,850</u>	<u>163,650</u>	<u>185,650</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	5,299	8,000	8,000	8,000
4303 Operational Supplies	187,598	215,395	215,395	217,895
4304 Data Processing Supplies	-	500	500	500
4305 Printing	17,474	28,500	28,500	28,500
4307 Postage	2,466	12,500	12,500	12,500
4308 Small Tools & Minor Equipment	15,648	15,500	15,500	20,300
4311 Uniforms	1,233	4,550	4,550	4,550
4328 Gasoline	1,154	5,000	4,200	4,200
4329 Diesel	856	-	-	-
Total Supplies	<u>231,728</u>	<u>289,945</u>	<u>289,145</u>	<u>296,445</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

411 - RECREATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	4,178	3,500	3,500	3,500
4402 Machinery & Equipment	7,463	5,000	5,000	7,000
4403 Computer Equipment	-	400	400	400
4404 Buildings	44,126	57,505	57,505	52,505
4405 Radios	-	250	250	250
4409 Air Conditioners	<u>3,920</u>	<u>14,500</u>	<u>14,500</u>	<u>14,500</u>
Total Repairs & Maintenance	<u>59,687</u>	<u>81,155</u>	<u>81,155</u>	<u>78,155</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	-	-	-
4904 Machinery & Equipment	48,557	-	-	-
4906 Automobiles & Light Trucks	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>48,557</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 1,464,633</u>	 <u>\$ 1,559,153</u>	 <u>\$ 1,534,393</u>	 <u>\$ 1,614,593</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

412 - ATHLETICS & AQUATICS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 456,544	\$ 465,858	\$ 461,325	\$ 468,382
Services	122,547	145,660	145,000	153,000
Supplies	160,844	192,900	192,560	172,060
Repairs & Maintenance	39,514	41,000	42,000	44,000
Capital Outlay	78,944	28,900	28,900	38,200
Total Expenditures	\$ 858,394	\$ 874,318	\$ 869,785	\$ 875,642

PERSONNEL SCHEDULE

Athletics & Aquatics Supervisor	1	1	1	1
Athletics & Aquatics Coordinator	1	1	1	1
Recreation Specialist	1	1	1	1
Pool Manager - Temporary	5	4	5	5
Lifeguard - Temporary	30	30	28	28
Gym - Part-time	0	0	0	0
Program Aide - Part-Time	5	7	7	7
Program Leader - Part-Time	2	1	1	1
Swim Aide/Cashier - Temporary	6	6	6	6
Athletic Leader - Temporary	4	3	3	2
Athletic Leader - Part-Time	0	0	0	1
Scorekeeper - Temporary	8	8	8	0
Scorekeeper - Part-Time	0	0	0	8

PROGRAM DESCRIPTION

The Athletics & Aquatics Department offers a wide variety of athletic activities, including softball, basketball, volleyball, tennis, track and field, racquetball, and swimming. This department organizes, sponsors, and administers these activities. The City pool is located in Dow Park and is open from June through August of each year.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

412 - ATHLETICS & AQUATICS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 151,148	\$ 153,362	\$ 154,078	\$ 161,901
4102 Salaries - Part Time	62,839	67,500	73,265	128,500
4103 Salaries - Temporary	153,929	153,744	153,744	92,744
4104 Salaries - Overtime	18,834	12,000	11,745	12,000
4106 Social Security/Medicare	29,298	26,617	29,900	30,123
4107 TMRS	23,401	23,097	22,970	25,162
4108 Health & Life Insurance	13,738	24,996	12,540	13,548
4109 Workers Compensation	3,302	4,452	2,554	3,714
4114 Section 125 Admin Fee	56	90	45	45
4117 Health Savings Account	-	-	484	645
Total Personnel & Related	<u>456,544</u>	<u>465,858</u>	<u>461,325</u>	<u>468,382</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	459	700	500	500
4219 Mobile Technology	134	960	500	500
4231 Equipment & Other Rentals	309	-	600	600
4244 Advertising	2,194	2,500	2,500	1,500
4250 Training & Travel	12,424	11,000	8,000	16,000
4252 Dues & Fees	5,811	5,000	7,400	7,400
4290 Contract Labor	88,297	102,000	102,000	100,000
4295 Outside Services - Oth Govt Ag	<u>12,918</u>	<u>23,500</u>	<u>23,500</u>	<u>26,500</u>
Total Services	<u>122,547</u>	<u>145,660</u>	<u>145,000</u>	<u>153,000</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	4,407	4,500	4,500	4,500
4303 Operational Supplies	113,157	141,000	140,660	140,660
4308 Small Tools & Minor Equipment	26,179	30,900	30,900	10,400
4311 Uniforms	9,082	7,500	7,500	7,500
4314 Protective Clothing	7,669	8,500	8,500	8,500
4328 Gasoline	<u>350</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Supplies	<u>160,844</u>	<u>192,900</u>	<u>192,560</u>	<u>172,060</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

412 - ATHLETICS & AQUATICS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicle Repairs & Maintenance	-	500	500	500
4402 Machinery & Equipment	1,314	5,000	5,000	7,000
4404 Buildings	13,336	10,000	10,000	10,000
4409 Air Conditioners	674	3,000	4,000	4,000
4412 Grounds	13,328	-	-	-
4417 Swimming Pool	<u>10,862</u>	<u>22,500</u>	<u>22,500</u>	<u>22,500</u>
Total Repairs & Maintenance	<u>39,514</u>	<u>41,000</u>	<u>42,000</u>	<u>44,000</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	-	-	-
4903 Improvements Other Than Bldgs.	55,857	22,900	22,900	7,200
4904 Machinery & Equipment	23,087	6,000	6,000	-
4906 Automobiles & Light Trucks	<u>-</u>	<u>-</u>	<u>-</u>	<u>31,000</u>
Total Capital Outlay	<u>78,944</u>	<u>28,900</u>	<u>28,900</u>	<u>38,200</u>
 TOTAL EXPENDITURES	 <u>\$ 858,394</u>	 <u>\$ 874,318</u>	 <u>\$ 869,785</u>	 <u>\$ 875,642</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

413 - BUILDING MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 508,593	\$ 562,471	\$ 532,122	\$ 576,080
Services	1,344	6,000	6,000	4,500
Supplies	54,790	62,700	61,100	69,100
Repairs & Maintenance	2,246	16,400	18,000	7,500
Capital Outlay	22,627	40,000	40,000	10,000
Total Expenditures	\$ 589,599	\$ 687,571	\$ 657,222	\$ 667,180

PERSONNEL SCHEDULE

Building Maintenance Supervisor	1	1	1	1
Maintenance Worker	1	1	1	1
Custodian	6	6	6	6
P & R Laborer	3	3	3	3

PROGRAM DESCRIPTION

The Building Maintenance Department is responsible for the custodial care of City buildings, and ball field and parks facilities. This department also handles limited maintenance activities such as painting, glass repair, and minor carpentry.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

413 - BUILDING MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 328,333	\$ 343,101	\$ 337,308	\$ 356,735
4102 Salaries - Part Time	27,000	45,000	38,290	45,000
4104 Salaries - Overtime	14,520	15,000	10,900	15,000
4106 Social Security/Medicare	27,986	30,436	28,890	31,463
4107 TMRS	49,492	50,731	49,190	53,428
4108 Health & Life Insurance	55,431	70,056	62,290	67,944
4109 Workers Compensation	4,431	6,677	3,830	5,085
4114 Section 125 Admin Fee	111	180	134	135
4117 Health Savings Account	1,289	1,290	1,290	1,290
Total Personnel & Related	<u>508,593</u>	<u>562,471</u>	<u>532,122</u>	<u>576,080</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephones	409	1,000	500	-
4219 Mobile Technology	456	-	500	500
4250 Training and Travel	462	3,000	2,500	1,500
4252 Dues & Fees	17	-	500	500
4290 Contract Labor	-	2,000	2,000	2,000
Total Services	<u>1,344</u>	<u>6,000</u>	<u>6,000</u>	<u>4,500</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	294	550	550	1,050
4302 Cleaning Supplies	24	-	-	-
4303 Operational Supplies	44,629	48,950	48,950	48,950
4308 Small Tools & Minor Equipment	5,262	5,500	7,600	15,100
4311 Uniforms	2,229	2,500	1,500	1,500
4328 Gasoline	2,351	5,200	2,500	2,500
Total Supplies	<u>54,790</u>	<u>62,700</u>	<u>61,100</u>	<u>69,100</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

413 - BUILDING MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	1,404	2,000	2,000	2,000
4402 Machinery & Equipment	389	1,900	500	1,500
4404 Buildings	<u>453</u>	<u>12,500</u>	<u>15,500</u>	<u>4,000</u>
Total Repairs & Maintenance	<u>2,246</u>	<u>16,400</u>	<u>18,000</u>	<u>7,500</u>
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	-	-	-	10,000
4906 Automobiles & Light Trucks	<u>22,627</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>
Total Capital Outlay	<u>22,627</u>	<u>40,000</u>	<u>40,000</u>	<u>10,000</u>
 TOTAL EXPENDITURES	 <u>\$ 589,599</u>	 <u>\$ 687,571</u>	 <u>\$ 657,222</u>	 <u>\$ 667,180</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

415 - SENIOR SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 176,128	\$ 213,289	\$ 212,460	\$ 214,470
Services	15,211	20,200	20,900	19,000
Supplies	307,138	294,900	296,700	304,200
Repairs & Maintenance	13,352	19,200	16,700	16,700
Capital Outlay	37,722	15,000	15,000	-
Total Expenditures	\$ 549,552	\$ 562,589	\$ 561,760	\$ 554,370

PERSONNEL SCHEDULE

Senior Services Supervisor	1	1	1	1
Recreation Specialist	1	1	1	1
Program Aide - Part-Time	5	5	5	5
Program Leader - Part-Time	1	1	1	1

PROGRAM DESCRIPTION

The Senior Services Department operates the Maxwell Center providing a wide variety of services to the senior adults in Deer Park.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

415 - SENIOR SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 81,106	\$ 102,733	\$ 102,195	\$ 107,388
4102 Salaries - Part Time	61,600	53,000	60,430	58,000
4104 Salaries - Overtime	1,008	1,000	4,470	1,000
4106 Social Security/Medicare	10,759	11,943	12,500	12,666
4107 TMRS	11,581	14,838	14,805	15,693
4108 Health & Life Insurance	9,216	29,472	17,900	19,512
4109 Workers Compensation	836	213	115	166
4114 Section 125 Admin Fee	22	90	45	45
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>176,128</u>	<u>213,289</u>	<u>212,460</u>	<u>214,470</u>
<u>4200 SERVICES</u>				
4231 Equipment Rentals	1,994	4,800	4,800	4,800
4244 Advertising	1,052	1,500	1,500	1,500
4250 Training & Travel	3,916	5,000	5,000	2,000
4252 Dues & Fees	367	400	400	400
4290 Contract Labor	<u>7,883</u>	<u>8,500</u>	<u>9,200</u>	<u>10,300</u>
Total Services	<u>15,211</u>	<u>20,200</u>	<u>20,900</u>	<u>19,000</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,228	1,500	800	800
4303 Operational Supplies	291,404	286,500	289,130	296,630
4304 Data Processing Supplies	-	-	-	-
4307 Postage	-	400	-	-
4308 Small Tools & Minor Equipment	10,969	2,500	2,500	2,500
4311 Uniforms	1,126	1,000	1,770	1,770
4328 Gasoline	<u>2,412</u>	<u>3,000</u>	<u>2,500</u>	<u>2,500</u>
Total Supplies	<u>307,138</u>	<u>294,900</u>	<u>296,700</u>	<u>304,200</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

415 - SENIOR SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	2,593	3,000	3,000	3,000
4402 Machinery & Equipment	2,990	4,000	4,000	4,000
4404 Buildings	6,397	6,000	6,000	6,000
4409 Air Conditioners	1,370	3,700	3,700	3,700
4412 Grounds	<u>3</u>	<u>2,500</u>	<u>-</u>	<u>-</u>
Total Repairs & Maintenance	<u>13,352</u>	<u>19,200</u>	<u>16,700</u>	<u>16,700</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	15,000	15,000	-
4903 Improvements Other Than Bldgs.	-	-	-	-
4904 Machinery & Equipment	6,663	-	-	-
4906 Automobiles & Light Trucks	<u>31,059</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>37,722</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 549,552</u>	 <u>\$ 562,589</u>	 <u>\$ 561,760</u>	 <u>\$ 554,370</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

416 - AFTER SCHOOL ACTIVITY PROGRAM

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 231,093	\$ 266,745	\$ 225,334	\$ 266,053
Services	8,444	11,650	10,650	7,650
Supplies	52,292	78,250	80,250	80,250
Repair & Maintenance	1,633	5,000	4,000	4,000
Capital Outlay	-	32,000	5,200	31,000
Total Expenditures	<u>\$ 293,462</u>	<u>\$ 393,645</u>	<u>\$ 325,434</u>	<u>\$ 388,953</u>

PERSONNEL SCHEDULE

Afterschool Leader	0	0	0	0
Program Leader	5	5	5	5
Afterschool Aide	16	16	16	16

PROGRAM DESCRIPTION

The After School Activity Program (ASAP) operates during the school year only for the benefit of children who might otherwise be unsupervised during after school hours. The program offers leisure education designed to help the children develop a positive self image by learning teamwork, cooperation, improved study habits, and decision making skills.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

416 - AFTER SCHOOL ACTIVITY PROGRAM

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4102 Salaries - Part Time	\$ 208,137	\$ 240,000	\$ 202,840	\$ 240,000
4104 Salaries - Overtime	4,534	5,000	4,810	5,000
4106 Social Security/Medicare	16,269	18,628	15,900	18,743
4109 Workers Compensation	2,153	3,117	1,784	2,310
Total Personnel & Related	231,093	266,745	225,334	266,053
<u>4200 SERVICES</u>				
4216 Mobile Telephone	1,283	750	1,350	1,350
4219 Mobile Technology	2,735	1,400	2,500	2,500
4250 Training & Travel	2,409	6,200	3,000	3,000
4251 Subscriptions	-	300	300	300
4252 Dues & Fees	16	-	500	500
4279 Software - Other	2,000	3,000	3,000	-
Total Services	8,444	11,650	10,650	7,650
<u>4300 SUPPLIES</u>				
4301 Office Supplies	778	3,000	3,000	3,000
4303 Operational Supplies	46,478	65,000	66,000	66,000
4308 Small Tools & Minor Equipment	300	250	1,250	1,250
4311 Uniforms	3,581	7,000	7,000	7,000
4329 Diesel	1,155	3,000	3,000	3,000
Total Supplies	52,292	78,250	80,250	80,250
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	1,633	5,000	4,000	4,000
Total Repair & Maintenance	1,633	5,000	4,000	4,000
<u>4900 CAPITAL OUTLAY</u>				
4907 Large Trucks/Heavy Rolling Stock	-	32,000	-	-
4908 Lease Purchase	-	-	5,200	31,000
Total Capital Outlay	-	32,000	5,200	31,000
TOTAL EXPENDITURES	\$ 293,462	\$ 393,645	\$ 325,434	\$ 388,953

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

417 - DRAMA

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 305,099	\$ 312,006	\$ 302,613	\$ 323,232
Services	21,464	27,550	31,920	31,920
Supplies	92,233	82,350	76,480	76,480
Repairs & Maintenance	11,471	23,600	25,100	71,600
Capital Outlay	-	7,100	7,100	-
Total Expenditures	\$ 430,268	\$ 452,606	\$ 443,213	\$ 503,232

PERSONNEL SCHEDULE

Artistic/Managing Supervisor	1	1	1	1
Technical Production Coordinator	1	1	1	1
Theater/Drama Specialist II	0	1	1	1
Theater/Drama Specialist I	1	0	0	0
Program Aide - Part-Time	2	2	2	2
Program Leader - Part-Time	1	1	1	1

PROGRAM DESCRIPTION

The Art Park Players is the City's community theatre offering many shows each season and participating in many City events throughout the year. Art Park Players is the only dinner theatre in the Houston area offering several dinner shows each year and many special one-night-only productions. There is also a Junior Art Park Players theatre program, which helps students gain self-confidence as they develop their creativity through participation in classes and programs.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

417 - DRAMA

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 174,594	\$ 174,352	\$ 172,616	\$ 177,997
4102 Salaries - Part Time	50,760	58,672	48,630	58,672
4104 Salaries - Overtime	6,098	3,000	3,000	3,000
4106 Social Security/Medicare	17,120	16,378	16,725	18,108
4107 TMRS	25,469	24,531	25,850	25,974
4108 Health & Life Insurance	29,782	33,348	34,810	38,076
4109 Workers Compensation	1,275	1,725	982	1,405
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>305,099</u>	<u>312,006</u>	<u>302,613</u>	<u>323,232</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	512	600	720	720
4231 Equipment Rental	3,179	4,200	4,200	4,200
4232 Building Rental	1,818	-	4,000	4,000
4244 Advertising	2,910	2,500	2,500	2,500
4250 Training & Travel	968	2,200	2,200	2,200
4251 Subscriptions	234	50	300	300
4252 Dues & Fees	1,924	12,000	12,000	12,000
4290 Contract Labor	9,918	6,000	6,000	6,000
4295 Outside Services	-	-	-	-
Total Services	<u>21,464</u>	<u>27,550</u>	<u>31,920</u>	<u>31,920</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,014	2,000	1,500	1,500
4303 Operational Supplies	84,512	74,500	70,030	70,030
4304 Data Processing Supplies	134	500	-	-
4307 Postage	-	500	100	100
4308 Small Tools & Minor Equipment	4,858	3,850	3,850	3,850
4311 Uniforms	1,715	1,000	1,000	1,000
Total Supplies	<u>92,233</u>	<u>82,350</u>	<u>76,480</u>	<u>76,480</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

417 - DRAMA

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	353	500	500	500
4402 Machinery & Equipment	191	500	500	500
4403 Computer Equipment	-	100	100	100
4404 Buildings	9,187	20,500	20,500	64,000
4409 Air Conditioners	<u>1,740</u>	<u>2,000</u>	<u>3,500</u>	<u>6,500</u>
Total Repairs & Maintenance	<u>11,471</u>	<u>23,600</u>	<u>25,100</u>	<u>71,600</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	7,100	7,100	-
4904 Machinery & Equipment	-	-	-	-
4906 Automobiles & Light Trucks	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>-</u>	<u>7,100</u>	<u>7,100</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 430,268</u>	 <u>\$ 452,606</u>	 <u>\$ 443,213</u>	 <u>\$ 503,232</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

420 - LIBRARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 766,408	\$ 855,534	\$ 789,858	\$ 900,892
Services	50,264	57,759	56,130	60,957
Supplies	140,650	157,628	151,643	154,148
Repairs & Maintenance	13,521	12,200	11,000	12,200
Capital Outlay	26,570	39,211	26,166	13,045
Total Expenditures	\$ 997,413	\$ 1,122,332	\$ 1,034,797	\$ 1,141,242

PERSONNEL SCHEDULE

Library Director	1	1	1	1
Asst. Library Director - Adult Services	1	1	1	0
Asst. Library Director/Library Technical Services Supervisor	0	0	0	1
Librarian - Children's	1	1	1	1
Assistant Children's Librarian	1	1	1	1
Library Technical Services Supervisor	1	1	1	0
Head of Adult Services	0	0	0	1
Library Assistant	1	1	1	1
Administrative Assistant	1	1	1	1
Clerk	4	4	4	4
Library Page - Part-time	3	3	3	3
Part-time Library Clerk	1	1	1	1
Reference Librarian - Part-time	2	2	2	2

PROGRAM DESCRIPTION

In addition to the basic library services of circulating books, audio books, and DVDs, the Library provides computers and laptops for the public to access the Internet along with other electronic resources and Microsoft Office. Services such as reference, referral and interlibrary loan are also available. Special programs for children include the Summer Reading/Read to Me Program, story time for toddlers and preschoolers, family films, crafts and tours of the library. Programs for older children include pre-teen craft Teen Summer Reading Program, Thursday Movie Matinee, and Teen Tech. Adult programming includes computer classes, Tuesday crochet class, Adult Summer Reading Program, and Mystery Book Club.

Deer Park Public Library is accredited by the Texas State Library and Archives Commission.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

420 - LIBRARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 511,255	\$ 539,923	\$ 523,710	\$ 583,744
4102 Salaries - Part Time	55,814	78,670	60,000	78,670
4104 Salaries - Overtime	272	1,000	250	1,000
4106 Social Security/Medicare	41,978	46,435	43,200	50,308
4107 TMRS	72,234	77,053	73,525	84,425
4108 Health & Life Insurance	82,668	110,160	86,085	99,960
4109 Workers Compensation	648	868	491	760
4114 Section 125 Admin Fee	133	180	97	135
4117 Health Savings Account	1,406	1,245	2,500	1,890
Total Personnel & Related	<u>766,408</u>	<u>855,534</u>	<u>789,858</u>	<u>900,892</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	625	2,289	2,289	2,289
4219 Mobile Technology	722	-	-	-
4250 Training & Travel	2,110	6,000	5,000	6,000
4251 Subscriptions	37,362	38,600	38,000	39,800
4252 Dues & Fees	1,172	2,369	2,357	3,367
4255 Community/Employee Affairs	669	400	400	400
4279 Software - Other	3,438	3,601	3,601	3,601
4290 Contract Labor	4,167	4,500	4,483	5,500
Total Services	<u>50,264</u>	<u>57,759</u>	<u>56,130</u>	<u>60,957</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	2,570	3,000	3,000	3,000
4303 Operational Supplies	39,068	46,393	43,793	46,393
4304 Data Processing Supplies	17,272	18,175	17,100	19,035
4305 Printing	-	-	-	1,000
4306 Copy Charges	1,946	3,500	2,000	2,750
4307 Postage	1,226	2,000	1,850	2,250
4308 Small Tools & Minor Equipment	1,667	7,060	6,400	1,720
4311 Uniforms	-	-	-	500
4348 Books	76,902	77,500	77,500	77,500
Total Supplies	<u>140,650</u>	<u>157,628</u>	<u>151,643</u>	<u>154,148</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

420 - LIBRARY

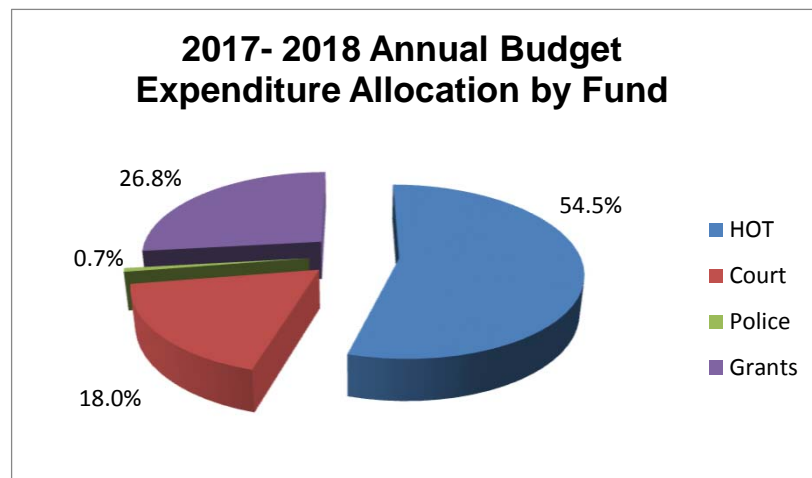
DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	355	-	-	-
4404 Buildings	5,385	8,200	7,000	8,200
4409 Air Conditioners	<u>7,781</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total Repairs & Maintenance	<u>13,521</u>	<u>12,200</u>	<u>11,000</u>	<u>12,200</u>
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	<u>26,570</u>	<u>39,211</u>	<u>26,166</u>	<u>13,045</u>
Total Capital Outlay	<u>26,570</u>	<u>39,211</u>	<u>26,166</u>	<u>13,045</u>
TOTAL EXPENDITURES	<u>\$ 997,413</u>	<u>\$ 1,122,332</u>	<u>\$ 1,034,797</u>	<u>\$ 1,141,242</u>

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
SPECIAL REVENUE FUNDS REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Tax Revenue</u>				
3123 Hotel/Motel Taxes	\$ 679,542	\$ 684,564	\$ 623,512	\$ 620,091
Total Tax Revenue	679,542	684,564	623,512	620,091
<u>Fines</u>				
3315 Court Security Fee	40,009	35,000	38,343	35,000
3316 Judicial Fee	7,983	7,200	7,659	7,200
3317 Child Safety Fee	54,459	45,000	42,000	40,000
3318 TTPJI Fee	6,839	6,300	6,692	6,300
3319 Court Technology Fee	53,340	48,000	51,124	49,000
3320 Juvenile Case Manager Fee	79,077	60,000	63,731	60,000
Total Fines	241,707	201,500	209,549	197,500
<u>User Fees</u>				
3521 School Crossing Guards	100,738	120,000	110,000	110,000
3525 DPISD Officer Program	162,613	-	-	-
Total User Fees	263,352	120,000	110,000	110,000
<u>Other Revenue</u>				
3620 Investments	55	-	-	-
Total Other Revenue	55	-	-	-
<u>Special Revenue</u>				
3812 Forfeitures	16,804	1,000	2,100	1,000
3631 Miscellaneous Revenue	-	-	-	-
3833 Economic Alliance - Gateway Project	-	-	-	-
3834 H-GAC - Gateway Project	25,000	-	-	-
3842 TPWD - Outdoor Grant	10,859	-	-	-
3843 TPWD - Wetlands	-	365,500	5,915	359,585
3844 TPWD - Hike & Bike Trails	-	170,000	-	170,000
Total Special Revenue	52,663	536,500	8,015	530,585
Total Current Revenue	1,237,318	1,542,564	951,076	1,458,176
<u>Prior Year Revenue</u>				
3640 Prior Year Revenue - Hotel/Motel	-	143,722	208,224	455,891
3640 Prior Year Revenue - Police	-	10,950	9,850	13,403
3640 Prior Year Revenue - Court	31,101	49,855	37,565	52,310
Total Prior Year Revenue	31,101	204,527	255,639	521,604
Total Revenue	\$ 1,268,419	\$ 1,747,091	\$ 1,206,715	\$ 1,979,780

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
SPECIAL REVENUE FUND EXPENDITURE SUMMARY**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROPOSED 17-18
General - Hotel Tax	\$ 186,093	\$ 292,000	\$ 204,000	\$ 527,650
City Promotion - Hotel Tax	202,023	258,382	252,332	279,032
Arts Program - Hotel Tax	129,812	168,680	168,680	161,000
Historical - Hotel Tax	21,115	99,500	109,000	98,300
Civic Center - Hotel Tax	20,269	9,724	9,724	10,000
Municipal Court Fund	515,410	362,858	339,033	355,748
Police Forfeiture	6,859	11,950	11,950	14,403
Grants	<u>14,500</u>	<u>535,500</u>	<u>5,915</u>	<u>529,585</u>
Total Expenditures	<u>\$ 1,096,081</u>	<u>\$ 1,738,594</u>	<u>\$ 1,100,634</u>	<u>\$ 1,975,718</u>



**City of Deer Park
Special Revenue Fund
Hotel / Motel**

HOTEL / MOTEL TAX

The City of Deer Park has adopted a hotel occupancy tax in accordance with the Texas Tax Code. The Tax Code provides that cities may elect to impose a rate not to exceed seven percent (7%) of the price paid for a room that costs \$2 or more each day that is ordinarily used for sleeping. The use of local hotel occupancy revenue is restricted to expenditures that enhance and promote tourism and the convention and hotel industry.

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
HOTEL / MOTEL TAX FUND**

HOTEL	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Tax Revenue</u>				
3123 Hotel/Motel Taxes	\$ 663,147	\$ 684,564	\$ 623,512	\$ 620,091
3631 Miscellaneous Revenue	<u>16,395</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Tax Revenue	<u>679,542</u>	<u>684,564</u>	<u>623,512</u>	<u>620,091</u>
3640 Prior Year Revenue - Hotel/Motel	<u>-</u>	<u>143,722</u>	<u>208,224</u>	<u>455,891</u>
Prior Year Revenue	<u>-</u>	<u>143,722</u>	<u>208,224</u>	<u>455,891</u>
Total Revenue	<u>\$ 679,542</u>	<u>\$ 828,286</u>	<u>\$ 831,736</u>	<u>\$ 1,075,982</u>

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
HOTEL/MOTEL TAX FUND EXPENDITURE SUMMARY

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
601	General - Hotel Tax	\$ 186,093	\$ 292,000	\$ 204,000	\$ 527,650
602	City Promotion - Hotel Tax	202,023	258,382	252,332	279,032
603	Arts Program - Hotel Tax	129,812	168,680	168,680	161,000
605	General - Historical	21,115	99,500	109,000	98,300
606	Civic Center	<u>20,269</u>	<u>9,724</u>	<u>9,724</u>	<u>10,000</u>
TOTAL EXPENDITURES		<u>\$ 559,313</u>	<u>\$ 828,286</u>	<u>\$ 743,736</u>	<u>\$ 1,075,982</u>

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

601 - EVENTS - HOTEL TAX

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ -	\$ -	\$ -	\$ 5,000
Supplies	158,104	280,000	131,050	206,700
Other Operating Expenditures	8,554	12,000	12,000	12,000
Capital Outlay	19,435	-	60,950	303,950
Total Expenditures	\$ 186,093	\$ 292,000	\$ 204,000	\$ 527,650

PROGRAM DESCRIPTION

This portion of hotel/motel tax is used for the general promotion of tourism within the City of Deer Park.

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

601 - EVENTS - HOTEL TAX

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4215 Utilities Telephone	\$ -	\$ -	\$ -	\$ -
4216 Mobile Telephone	-	-	-	-
4218 Utilities Cable	-	-	-	-
4232 Building Rental	-	-	-	-
4239 Audit Fee	-	-	-	-
4244 Advertising	-	-	-	-
4250 Training & Travel	-	-	-	-
4252 Dues & Fees	-	-	-	5,000
4279 Software - Other	-	-	-	-
4290 Contract Labor	-	-	-	-
Total Services	-	-	-	5,000
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	85,427	80,000	80,000	95,000
4308 Small Tools & Minor Equipment	72,677	200,000	51,050	111,700
Total Supplies	158,104	280,000	131,050	206,700
<u>4500 OTHER OPERATING EXP.</u>				
4530 Operating Transfers	8,554	12,000	12,000	12,000
Total Other Operating Expenditures	8,554	12,000	12,000	12,000
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	-	-	60,950	303,950
4904 Machinery & Equipment	19,435	-	-	-
Total Capital Outlay	19,435	-	60,950	303,950
TOTAL EXPENDITURES	\$ 186,093	\$ 292,000	\$ 204,000	\$ 527,650

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

602 - CITY PROMOTION - HOTEL TAX

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ 93,603	\$ 134,582	\$ 128,582	\$ 139,582
Supplies	9,629	4,300	4,250	14,600
Other Operating Expenses	<u>98,791</u>	<u>119,500</u>	<u>119,500</u>	<u>124,850</u>
Total Expenditures	<u>\$ 202,023</u>	<u>\$ 258,382</u>	<u>\$ 252,332</u>	<u>\$ 279,032</u>

PROGRAM DESCRIPTION

This portion of hotel/motel tax is used for advertising and marketing efforts to promote tourism and attract visitors to the City of Deer Park.

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

602 - CITY PROMOTION - HOTEL TAX

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4216 Mobile Telephone	\$ 805	\$ 850	\$ 850	\$ 850
4219 Mobile Technology	3,357	7,032	7,032	7,032
4232 Building Rental	7,200	7,200	7,200	7,200
4239 Audit Fee	4,622	6,000		
4244 Advertising	64,041	75,000	75,000	85,000
4250 Training & Travel	3,059	5,500	5,500	6,000
4252 Dues & Fees	10,455	11,000	11,000	11,500
4279 Software - Other	64	-		
4290 Contract Labor	-	22,000	22,000	22,000
Total Services	<u>93,603</u>	<u>134,582</u>	<u>128,582</u>	<u>139,582</u>
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	268	100	200	300
4305 Printing	6,457	200	250	10,300
4307 Postage	1,140	3,500	3,500	3,500
4308 Small Tools & Minor Equipment	1,763	500	300	500
Total Supplies	<u>9,629</u>	<u>4,300</u>	<u>4,250</u>	<u>14,600</u>
<u>4500 OTHER OPERATING EXP.</u>				
4530 Operating Transfers	98,791	119,500	119,500	124,850
Total Other Operating Expenditures	<u>98,791</u>	<u>119,500</u>	<u>119,500</u>	<u>124,850</u>
TOTAL EXPENDITURES	<u>\$ 202,023</u>	<u>\$ 258,382</u>	<u>\$ 252,332</u>	<u>\$ 279,032</u>

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

603 - ARTS PROGRAM - HOTEL TAX

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Supplies	\$ -	\$ -	\$ -	\$ -
Supplies	76,578	131,680	131,680	85,000
Repairs & Maintenance	-	-	-	-
Other Operating Expenditures	37,000	37,000	37,000	37,000
Capital Outlay	16,234	-	-	39,000
Total Expenditures	\$ 129,812	\$ 168,680	\$ 168,680	\$ 161,000

PROGRAM DESCRIPTION

This portion of hotel/motel tax is used for the promotion of the arts within the City of Deer Park.

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

603 - ARTS PROGRAM - HOTEL TAX

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4290 Contract Labor	\$ -	\$ -	\$ -	\$ -
Total Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	60,000	70,000	70,000	70,000
4308 Small Tools & Minor Equipment	<u>16,578</u>	<u>61,680</u>	<u>61,680</u>	<u>15,000</u>
Total Supplies	<u>76,578</u>	<u>131,680</u>	<u>131,680</u>	<u>85,000</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4404 Buildings	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Repairs & Maintenance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4500 OTHER OPERATING EXP.</u>				
4530 Operating Transfers	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
Total Other Operating Expenditures	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	16,234	-	-	
4904 Machinery & Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>39,000</u>
Total Capital Outlay	<u>16,234</u>	<u>-</u>	<u>-</u>	<u>39,000</u>
TOTAL EXPENDITURES	<u>\$ 129,812</u>	<u>\$ 168,680</u>	<u>\$ 168,680</u>	<u>\$ 161,000</u>

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

605 - GENERAL - HISTORICAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ 11,670	\$ 5,000	\$ 20,000	\$ 21,800
Supplies	1,005	84,500	79,000	60,500
Repairs & Maintenance	2,100	10,000	10,000	16,000
Capital Outlay	6,340	-	-	-
Total Expenditures	\$ 21,115	\$ 99,500	\$ 109,000	\$ 98,300

PROGRAM DESCRIPTION

This portion of hotel/motel tax is used for projects recommended by the Historical and Tourism Committee.
The City Council approves all projects.

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

605 - GENERAL - HISTORICAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4240 Consultant Fee	\$ -	\$ -	\$ -	\$ 15,000
4244 Advertising	4,372	-	-	-
4250 Training & Travel	-	-	-	-
4290 Contract Labor	<u>7,298</u>	<u>5,000</u>	<u>20,000</u>	<u>6,800</u>
Total Services	<u>11,670</u>	<u>5,000</u>	<u>20,000</u>	<u>21,800</u>
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	505	76,500	71,000	47,500
4305 Printing	500	-	-	-
4308 Small Tools & Minor Equipment	<u>-</u>	<u>8,000</u>	<u>8,000</u>	<u>13,000</u>
Total Supplies	<u>1,005</u>	<u>84,500</u>	<u>79,000</u>	<u>60,500</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4404 Buildings	-	5,000	2,000	8,000
4412 Grounds	<u>2,100</u>	<u>5,000</u>	<u>8,000</u>	<u>8,000</u>
Total Repairs & Maintenance	<u>2,100</u>	<u>10,000</u>	<u>10,000</u>	<u>16,000</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	<u>6,340</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>6,340</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 21,115</u>	<u>\$ 99,500</u>	<u>\$ 109,000</u>	<u>\$ 98,300</u>

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

606 - CIVIC CENTER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Supplies	\$ -	\$ -	\$ -	\$ 10,000
Supplies	4,840	-	-	-
Repair & Maintenance	-	9,724	9,724	-
Capital Outlay	15,429	-	-	-
Total Expenditures	\$ 20,269	\$ 9,724	\$ 9,724	\$ 10,000

PROGRAM DESCRIPTION

This portion of hotel/motel tax is used to fund the establishment, improvement, and maintenance of a civic center and/or visitor information center within the City of Deer Park.

**CITY OF DEER PARK
HOTEL/MOTEL TAX FUND
2017-2018 ANNUAL BUDGET**

606 - CIVIC CENTER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4240 Consultant Fees	\$ -	\$ -	\$ -	\$ 10,000
Total Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
<u>4300 SUPPLIES</u>				
4308 Small Tools & Minor Equipment	\$ 4,840	\$ -	\$ -	\$ -
Total Supplies	<u>4,840</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4404 Buildings	-	9,724	9,724	-
Total Repairs & Maintenance	<u>-</u>	<u>9,724</u>	<u>9,724</u>	<u>-</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	-	-	-
4903 Improvements Other Than Bldgs.	-	-	-	-
4904 Machinery & Equipment	15,429	-	-	-
4914 Storm Drainage	-	-	-	-
4941 Consulting Engineer Fee	-	-	-	-
4942 Consulting Architect Fee	-	-	-	-
Total Capital Outlay	<u>15,429</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u><u>\$ 20,269</u></u>	 <u><u>\$ 9,724</u></u>	 <u><u>\$ 9,724</u></u>	 <u><u>\$ 10,000</u></u>

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
MUNICIPAL COURT FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Fines</u>				
3315 Court Security Fee	\$ 40,009	\$ 35,000	\$ 38,343	\$ 35,000
3316 Judicial Fee	7,983	7,200	7,659	7,200
3317 Child Safety Fee	54,459	45,000	42,000	40,000
3318 TTPJI Fee	6,839	6,300	6,692	6,300
3319 Court Technology Fee	53,340	48,000	51,124	49,000
3320 Juvenile Case Manager Fee	79,077	60,000	63,731	60,000
Total Fines	241,707	201,500	209,549	197,500
<u>User Fees</u>				
3521 School Crossing Guards	100,738	120,000	110,000	110,000
3525 DPISD Officer Program	162,613	-	-	-
Total User Fees	263,352	120,000	110,000	110,000
Total Current Revenue	505,058	321,500	319,549	307,500
<u>Prior Year Revenue</u>				
3640 Court Security Fee	-	10,671	5,897	10,422
3640 Judicial Fee	-	1,200	738	1,200
3640 Child Safety Fee	21,941	-	-	-
3640 TTPJI Fee	276	-	-	1,200
3640 Court Technology Fee	8,884	13,834	10,511	14,135
3640 Juvenile Case Manager Fee	-	24,150	20,419	25,353
Total Prior Year Revenue	31,101	49,855	37,565	52,310
Total Revenue	\$ 536,159	\$ 371,355	\$ 357,114	\$ 359,810

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
MUNICIPAL COURT FUND EXPENDITURE SUMMARY**

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
104	Security Fee	\$ 27,668	\$ 45,119	\$ 44,879	\$ 45,422
	Judical Fee	7,751	8,400	8,400	8,400
	Child Safety Fee	339,751	157,105	142,396	145,938
	Court Technology	62,224	61,834	54,558	63,135
	Juvenile Case Manager Fee	70,900	84,150	84,150	85,353
	TTPJI Fee	<u>7,115</u>	<u>6,250</u>	<u>4,650</u>	<u>7,500</u>
TOTAL EXPENDITURES		<u>\$ 515,410</u>	<u>\$ 362,858</u>	<u>\$ 339,033</u>	<u>\$ 355,748</u>

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

SECURITY FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	656	1,100	860	1,110
Supplies	1,266	-	-	-
Other Operating Expenditures	25,746	44,019	44,019	44,312
Total Expenditures	\$ 27,668	\$ 45,119	\$ 44,879	\$ 45,422

PROGRAM DESCRIPTION

Art.102.017 COURT COSTS; COURTHOUSE SECURITY FUND; MUNICIPAL COURT BUILDING SECURITY FUND; JUSTICE COURT BUILDING SECURITY FUND.

(d) Except as provided by Subsection (d-1), the clerks of the respective courts shall collect the costs and pay them to the county or municipal treasurer, as appropriate, or to any other official who discharges the duties commonly delegated to the county or municipal treasurer, as appropriate, for deposit in a fund to be known as the courthouse security fund or a fund to be known as the municipal court building security fund, as appropriate. A fund designated by this subsection may be used only to finance security personnel for a district, county, justice or municipal court, as appropriate, or to finance items when used for the purpose of providing security services for buildings housing a district, county, justice, or municipal court, as appropriate, including:

- (1) the purchase or repair of X-ray machines and conveying systems;
- (2) handheld metal detectors;
- (3) walkthrough metal detectors;
- (4) identification cards and systems;
- (5) electronic locking and surveillance equipment;
- (6) bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services;
- (7) signage;
- (8) confiscated weapon inventory and tracking systems;
- (9) locks, chains, alarms, or similar security devices;
- (10) the purchase or repair of bullet-proof glass; and
- (11) continuing education on security issues for court personnel and security personnel.

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

SECURITY FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4250 Training & Travel	\$ -	\$ 500	\$ 250	\$ 500
4252 Dues & Fees	656	600	610	610
Total Services	656	1,100	860	1,110
<u>4300 SUPPLIES</u>				
4308 Small Tools & Minor Equipment	1,266	-	-	-
Total Supplies	1,266	-	-	-
<u>4500 OTHER OPERATING EXP.</u>				
4530 Operating Transfers	25,746	44,019	44,019	44,312
Total Other Operating Expenditures	25,746	44,019	44,019	44,312
 TOTAL EXPENDITURES	 \$ 27,668	 \$ 45,119	 \$ 44,879	 \$ 45,422

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

JUDICIAL FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 7,751	\$ 8,400	\$ 8,400	\$ 8,400
Total Expenditures	\$ 7,751	\$ 8,400	\$ 8,400	\$ 8,400

PROGRAM DESCRIPTION

Sec. 133.105. FEE FOR SUPPORT OF COURT-RELATED PURPOSES.

(b) The treasurer shall deposit 60 cents of each fee collected under this section in the general fund of the municipality or county to promote the efficient operation of the municipal or county courts and the investigation, prosecution, and enforcement of offenses that are within the jurisdiction of the courts.

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

JUDICIAL FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4106 Social/Security Medicare	\$ 551	\$ 600	\$ 600	\$ 600
4116 Public Official Compensation	<u>7,200</u>	<u>7,800</u>	<u>7,800</u>	<u>7,800</u>
Total Personnel & Related	<u>7,751</u>	<u>8,400</u>	<u>8,400</u>	<u>8,400</u>
 TOTAL EXPENDITURES	 <u><u>\$ 7,751</u></u>	 <u><u>\$ 8,400</u></u>	 <u><u>\$ 8,400</u></u>	 <u><u>\$ 8,400</u></u>

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

CHILD SAFETY FEES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 339,535	\$ 130,605	\$ 119,296	\$ 119,438
Services	216	-	-	-
Supplies	-	6,500	3,100	6,500
Repair & Maintenance	-	-	-	-
Other Operating Expenditures	-	20,000	20,000	20,000
Total Expenditures	\$ 339,751	\$ 157,105	\$ 142,396	\$ 145,938

PERSONNEL SCHEDULE

School Resource Officer	2	0	0	0
School Crossing Guards - Part Time	19	19	19	19

PROGRAM DESCRIPTION

Art. 102.014. COURT COSTS FOR CHILD SAFETY FUND IN MUNICIPALITIES.

(g) In a municipality with a population less than 850,000 according to the most recent federal decennial census, the money collected under this article in a municipal court case must be used for a school crossing guard program if the municipality operates one. If the municipality does not operate a school crossing guard program or if the money received from court costs from municipal court cases exceeds the amount necessary to fund the school crossing guard program, the municipality may either deposit the additional money in an interest-bearing account or expend it for programs designed to enhance child safety, health, or nutrition, including child abuse prevention and intervention and drug and alcohol abuse prevention.

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

CHILD SAFETY FEES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full - Time	\$ 155,356	\$ -	\$ -	\$ -
4102 Salaries - Part - Time	104,607	119,000	109,155	110,000
4104 Salaries - Overtime	1,235	-	-	-
4106 Social Security/Medicare	21,380	9,105	9,290	8,415
4107 TMRS	26,304	-	-	-
4108 Health & Life Insurance	28,100	-	-	-
4109 Workers Compensation	2,508	1,500	851	1,023
4110 State Unemployment	-	1,000	-	-
4114 Section 125 Admin Fee	44	-	-	-
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>339,535</u>	<u>130,605</u>	<u>119,296</u>	<u>119,438</u>
<u>4200 SERVICES</u>				
4250 Training & Travel	<u>216</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Services	<u>216</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	-	100	100	100
4308 Small Tools & Minor Equipment	-	4,000	2,000	4,000
4311 Uniforms	<u>-</u>	<u>2,400</u>	<u>1,000</u>	<u>2,400</u>
Total Supplies	<u>-</u>	<u>6,500</u>	<u>3,100</u>	<u>6,500</u>
<u>4400 REPAIR & MAINTENANCE</u>				
4405 Radio	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Repair & Maintenance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4500 OTHER OPERATING EXPENDITURES</u>				
4530 Operating Transfers - GF	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total Repair & Maintenance	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
TOTAL EXPENDITURES	<u>\$ 339,751</u>	<u>\$ 157,105</u>	<u>\$ 142,396</u>	<u>\$ 145,938</u>

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

TTPJI FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ -	\$ -	\$ -	\$ -
Supplies	2,054	6,250	4,650	7,500
Repair & Maintenance	5,062	-	-	-
Total Expenditures	\$ 7,115	\$ 6,250	\$ 4,650	\$ 7,500

PROGRAM DESCRIPTION

Sec. 133.103. TIME PAYMENT FEE

(c) Except as provided by Subsection (c-1), the treasurer shall deposit 10 percent of the fees collected under this section in the general fund of the county or municipality for the purpose of improving the efficiency of the administration of justice in the county or municipality. The county or municipality shall prioritize the needs of the judicial officer who collected the fees when making expenditures under this subsection and use the money deposited to provide for those needs.

(d) The treasurer shall deposit the remainder of the fees collected under this section in the general revenue account of the county or municipality.

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

TTPJI FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4250 Training & Travel	\$ -	\$ -	\$ -	\$ -
Total Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	717	2,000	900	2,000
4304 Data Processing Supplies	306	3,000	2,500	4,000
4308 Small Tools & Minor Equipment	-	-	-	-
4311 Uniforms	<u>1,031</u>	<u>1,250</u>	<u>1,250</u>	<u>1,500</u>
Total Supplies	<u>2,054</u>	<u>6,250</u>	<u>4,650</u>	<u>7,500</u>
<u>4400 REPAIR & MAINTENANCE</u>				
4404 Building	<u>5,062</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Repair & Maintenance	<u>5,062</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 7,115</u>	 <u>\$ 6,250</u>	 <u>\$ 4,650</u>	 <u>\$ 7,500</u>

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

COURT TECHNOLOGY FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ 48,006	\$ 44,234	\$ 38,998	\$ 45,626
Supplies	6,994	2,600	1,000	-
Repair & Maintenance	912	5,000	4,560	5,000
Other Operating Expenditures	-	10,000	10,000	12,509
Capital Outlay	6,313	-	-	-
Total Expenditures	\$ 62,224	\$ 61,834	\$ 54,558	\$ 63,135

PROGRAM DESCRIPTION

Art. 102.0172. COURT COSTS; MUNICIPAL COURT TECHNOLOGY FUND.

(d) A fund designated by this article may be used only to finance the purchase of or to maintain technological enhancements for a municipal court or municipal court of record, including:

- (1) computer systems;
- (2) computer networks;
- (3) computer hardware;
- (4) computer software;
- (5) imaging systems;
- (6) electronic kiosks;
- (7) electronic ticket writers; and
- (8) docket management systems.

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

COURT TECHNOLOGY FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4231 Equipment & Other Rentals	\$ 1,862	\$ 4,500	\$ 2,898	\$ 3,000
4250 Training & Travel	5,385	5,000	5,000	7,500
4252 Dues & Fees	62	-	-	-
4277 Software - Incode	40,697	34,534	31,000	34,926
4290 Contract Labor	-	200	100	200
Total Services	<u>48,006</u>	<u>44,234</u>	<u>38,998</u>	<u>45,626</u>
<u>4300 SUPPLIES</u>				
4308 Small Tools & Minor Equipment	6,994	2,600	1,000	-
Total Supplies	<u>6,994</u>	<u>2,600</u>	<u>1,000</u>	<u>-</u>
<u>4400 REPAIR & MAINTENANCE</u>				
4402 Machinery & Equipment	912	5,000	4,560	5,000
Total Repair & Maintenance	<u>912</u>	<u>5,000</u>	<u>4,560</u>	<u>5,000</u>
<u>4500 OTHER OPERATING EXPENDITURES</u>				
4530 Operating Transfers - GF	-	10,000	10,000	12,509
Total Other Operating Expenditures	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>12,509</u>
<u>4900 Capital Outlay</u>				
4903 Improvements Other than Buildings	6,313	-	-	-
Total Repair & Maintenance	<u>6,313</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 62,224</u>	<u>\$ 61,834</u>	<u>\$ 54,558</u>	<u>\$ 63,135</u>

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

JUVENILE CASE MANAGER FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Other Operating Expenditures	\$ 70,900	\$ 84,150	\$ 84,150	\$ 85,353
Total Expenditures	\$ 70,900	\$ 84,150	\$ 84,150	\$ 85,353

PROGRAM DESCRIPTION

Art. 102.0174. COURT COSTS; JUVENILE CASE MANAGER FUND

(a) In this article, "fund" means a juvenile case manager fund.

(b) The governing body of a municipality by ordinance may create a juvenile case manager fund and may require a defendant convicted of a fine-only misdemeanor offense in a municipal court to pay a juvenile case manager fee not to exceed \$5 as a cost of court.

(f) The clerks of the respective courts shall collect the costs and pay them to the county or municipal treasurer, as applicable, or to any other official who discharges the duties commonly delegated to the county or municipal treasurer for deposit in the fund.

(g) A fund created under this section may be used only to finance the salary and benefits of a juvenile case manager employed under Article 45.056.

**CITY OF DEER PARK
MUNICIPAL COURT FUND
2017-2018 ANNUAL BUDGET**

JUVENILE CASE MANAGER FEE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4500 OTHER OPERATING EXPENDITURES</u>				
4530 Operating Transfers - GF	<u>\$ 70,900</u>	<u>\$ 84,150</u>	<u>\$ 84,150</u>	<u>\$ 85,353</u>
Total Repair & Maintenance	<u>70,900</u>	<u>84,150</u>	<u>84,150</u>	<u>85,353</u>
 TOTAL EXPENDITURES	 <u><u>\$ 70,900</u></u>	 <u><u>\$ 84,150</u></u>	 <u><u>\$ 84,150</u></u>	 <u><u>\$ 85,353</u></u>

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
POLICE FORFEITURE FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Other Revenue</u>				
3620 Investment Revenue	\$ 55	\$ -	\$ -	\$ -
Total Other Revenue	55	-	-	-
<u>Special Revenue</u>				
3812 Forfeiture	16,804	1,000	2,100	1,000
Total Special Revenue	16,804	1,000	2,100	1,000
Total Current Revenue	16,859	1,000	2,100	1,000
Prior Year Revenue	-	10,950	9,850	13,403
Total Revenue	\$ 16,859	\$ 11,950	\$ 11,950	\$ 14,403

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
POLICE FORFEITURE FUND EXPENDITURE SUMMARY**

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
300	Police	\$ 6,859	\$ 11,950	\$ 11,950	\$ 14,403
TOTAL EXPENDITURES		<u>\$ 6,859</u>	<u>\$ 11,950</u>	<u>\$ 11,950</u>	<u>\$ 14,403</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
POLICE FORFEITURE FUND**

EXPENDITURE SUMMARY

300 - POLICE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ 6,859	\$ 11,950	\$ 11,950	\$ 14,403
Supplies	-	-	-	-
Total Expenditures	\$ 6,859	\$ 11,950	\$ 11,950	\$ 14,403

PROGRAM DESCRIPTION

The acquisition and disposition of forfeited property is provided for in Art. 59 of the Texas Code of Criminal Procedure. Contraband subject to seizure and subsequent forfeiture includes property of any nature including real, personal, tangible, or intangible that is used in the commission of offense as described in Art.59.01. Following a judicial process, seized property can be forfeited and deposited in a fund in the municipality for use by the police department. The police department is required to submit a budget to the City Council listing and defining the categories of expenditures. The funding must be used, by statute, solely for the law enforcement supplies, and any other items used by officers in direct law enforcement duties. The police department is required within 30 days of the end of the fiscal year to complete and forward to the Attorney General a Chapter 59 Asset Forfeiture Audit Reporting Form that describes the beginning balance at the start of the fiscal year, all funds received during the fiscal year, all pending seizures at the time of the report, interest earned on the funds, and expenditures made.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
POLICE FORFEITURE FUND**

300 - POLICE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4250 Training & Travel	\$ 6,859	\$ 11,950	\$ 11,950	\$ 14,403
Total Services	<u>6,859</u>	<u>11,950</u>	<u>11,950</u>	<u>14,403</u>
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	-	-	-	-
4308 Small Tools & Minor Equipment	-	-	-	-
Total Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 6,859</u>	<u>\$ 11,950</u>	<u>\$ 11,950</u>	<u>\$ 14,403</u>

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
GRANTS FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Special Revenue</u>				
3631 Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
3833 Economic Alliance - Gateway Project	-	-	-	-
3834 H-GAC - Gateway Project	25,000	-	-	-
3842 TPWD - Outdoor Grant	10,859	-	-	-
3843 TPWD - Wetlands	-	365,500	5,915	359,585
3844 TPWD - Hike & Bike Trails	-	170,000	-	170,000
Total Special Revenue	<u>35,859</u>	<u>535,500</u>	<u>5,915</u>	<u>529,585</u>
 Total Revenue	 <u>\$ 35,859</u>	 <u>\$ 535,500</u>	 <u>\$ 5,915</u>	 <u>\$ 529,585</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
GRANTS FUND EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Gateway Project	\$ 3,641	\$ -	\$ -	\$ -
TPWD - Outdoor Grant	10,859	-	-	-
TPWD - Wetlands	-	365,500	5,915	359,585
TPWD - Hike & Bike Trails	<u>-</u>	<u>170,000</u>	<u>-</u>	<u>170,000</u>
TOTAL EXPENDITURES	<u>\$ 14,500</u>	<u>\$ 535,500</u>	<u>\$ 5,915</u>	<u>\$ 529,585</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
GRANTS FUND**

EXPENDITURE SUMMARY

TOTAL GRANT FUND

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Capital Outlay	\$ 14,500	\$ 535,500	\$ 5,915	\$ 529,585
Total Expenditures	\$ 14,500	\$ 535,500	\$ 5,915	\$ 529,585

PROGRAM DESCRIPTION

Grant Funding may be available in the form of direct grant funding, matching grants, donations, etc. This budget includes expenditures of grant monies from the Texas Parks and Wildlife Department for development of the wetlands in the City and for hike and bike trails. The City will also contribute matching funds to these projects.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
GRANTS FUND**

TOTAL GRANT FUND

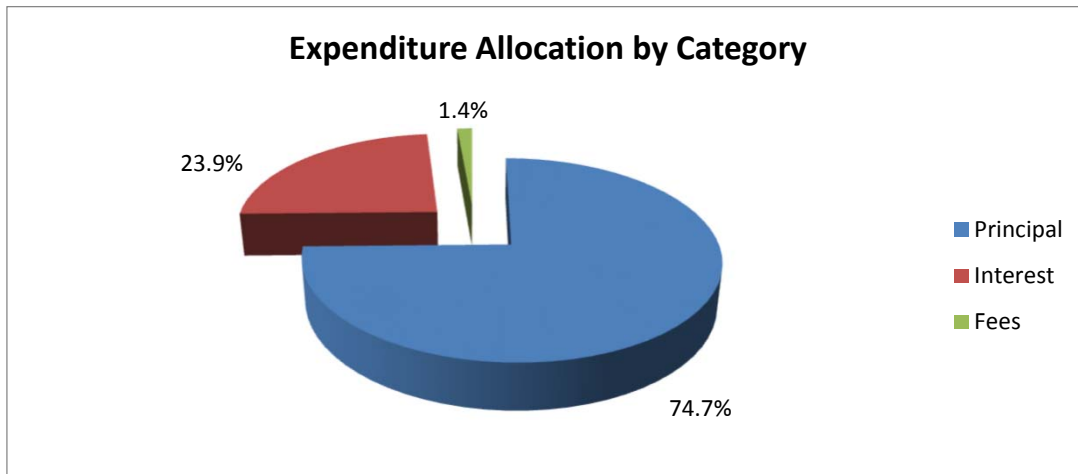
DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4900 CAPITAL OUTLAY</u>				
<i><u>Gateway Project</u></i>				
4903 Improvements Other Than Bldgs.	\$ 3,641	\$ -	\$ -	\$ -
<i><u>TPWD - Outdoor Grant</u></i>				
4303 Operational Supplies	10,859	-	-	-
<i><u>TPWD - Wetlands</u></i>				
4903 Improvements Other Than Bldgs.	-	357,500	-	357,500
4942 Consulting Architect Fee	-	8,000	5,915	2,085
<i><u>TPWD - Hike & Bike Trails</u></i>				
4903 Improvements Other Than Bldgs.	-	170,000	-	170,000
4942 Consulting Architect Fee	-	-	-	-
Total Capital Outlay	<u>14,500</u>	<u>535,500</u>	<u>5,915</u>	<u>529,585</u>
 TOTAL EXPENDITURES	 <u>\$ 14,500</u>	 <u>\$ 535,500</u>	 <u>\$ 5,915</u>	 <u>\$ 529,585</u>

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
DEBT SERVICE FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Tax Revenue</u>				
3101 Current Taxes	\$ 4,467,741	\$ 4,370,733	\$ 4,825,000	\$ 4,498,566
3111 Delinquent Taxes	<u>15,395</u>	<u>41,000</u>	<u>101,000</u>	<u>41,000</u>
Total Tax Revenue	<u>4,483,136</u>	<u>4,411,733</u>	<u>4,926,000</u>	<u>4,539,566</u>
<u>Other Revenue</u>				
3620 Investment Revenue	5,402	5,500	10,000	10,000
3622 Interest from Other Funds	44,275	30,000	80,000	75,000
3640 Transfer from Other Funds - DPCDC	87,231	2,217,196	2,184,110	2,394,362
3696 Proceeds from Premium on Bond Issuance	540,737	-	-	-
3697 Proceeds from Refunding Bonds	<u>6,260,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Revenue	<u>6,937,645</u>	<u>2,252,696</u>	<u>2,274,110</u>	<u>2,479,362</u>
Total Current Revenue	11,420,781	6,664,429	7,200,110	7,018,928
Prior Year Revenue	<u>-</u>	<u>24,785</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>\$ 11,420,781</u>	<u>\$ 6,689,214</u>	<u>\$ 7,200,110</u>	<u>\$ 7,018,928</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
DEBT SERVICE FUND EXPENDITURE SUMMARY**

DESCRIPTION		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
4524	Payments to Escrow Agent	\$ 6,710,040	\$ -	\$ -	\$ -
4525	Paying Agent Fees	139,595	100,000	10,000	100,000
4527	Principal Payments	3,069,325	5,210,040	5,206,315	5,240,425
4528	Interest Payments	<u>1,117,143</u>	<u>1,379,174</u>	<u>1,081,210</u>	<u>1,678,503</u>
TOTAL EXPENDITURES		<u>\$ 11,036,103</u>	<u>\$ 6,689,214</u>	<u>\$ 6,297,525</u>	<u>\$ 7,018,928</u>



**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
APPLICATION OF DEBT SERVICE PAYMENTS**

ISSUANCE	PURPOSE	P & I Payments
Series 2007, GO Dated 12/01/07	Parks - 26%; Library - 23%; Drainage - 20%; Streets - 20%; City Hall - 11%	\$ 326,080
Series 2007, CO Dated 12/01/07	Drainage - 87%; Municipal Court (Parking) - 13%	107,231
Series 2010, GO Refunding Dated 05/01/10	General Fund = Public Safety - 23%; Parks - 4%; Streets - 2%; Maxwell Center - 2%; Public Buildings - 2%; and City Hall - 1% (Note: Water/Sewer Fund - 25.61%)	462,473
Series 2010, CO Dated 05/01/10	Drainage - 100%	659,975
Series 2011, GO Refunding Dated 12/01/11	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	140,375
Series 2011, CO Dated 12/01/11	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	103,065
Series 2012, GO Refunding Dated 11/01/12	Public Buildings - 32%; Public Safety - 18%; Parks - 13%; Street Rehab - 12%; Drainage - 8%; City Hall - 7%; Streets - 6%; Golf Course - 4%	674,650
Series 2012, CO Dated 11/01/12	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	105,381
Series 2013, CO Dated 11/01/13	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	143,620
Series 2014, GO Dated 11/01/14	Parks - 100%	71,025
Series 2014, GO Refunding Dated 11/01/14	Public Buildings - 32%; Public Safety - 18%; Parks - 13%; Street Rehab - 12%; Drainage - 8%; City Hall - 7%; Streets - 6%; Golf Course - 4% (Note: Water/Sewer Fund - 61.7%)	22,003
Series 2014, CO Dated 11/01/14	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	179,080
Series 2015, CO Dated 09/01/15	Streets - 80%; Humane - 20%;	846,450
Series 2015-A, CO Dated 12/01/15	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	169,050
Series 2016, CO Dated 02/16/16	Parks - 100% (Deer Park Community Development Corporation)	1,883,986
Series 2016, Ltd Tax Refunding Dated 04/01/16	Parks - 20%; Library - 18%; Drainage - 38%; Streets - 16%; City Hall - 8%	207,525
Series 2016-A, CO Dated 11/01/16	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	154,630
Series 2017, CO Dated 02/14/17	Parks - 100% (Deer Park Community Development Corporation)	110,463
Proposed Series 2017-A, CO Dated 11/01/17	Water/Sewer System - 100% (Note: Water/Sewer Fund - 60%)	151,953
Proposed Series 2018, CO Dated 02/01/18	Parks - 100% (Deer Park Community Development Corporation)	399,913
		<u>\$ 6,918,928</u>

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
FUTURE DEBT SERVICE REQUIREMENTS - GENERAL FUND DEBT

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	\$ 5,240,425.00	\$ 1,678,502.92	\$ 6,918,927.92
2019	5,413,430.00	1,610,208.20	7,023,638.20
2020	5,580,711.00	1,445,069.59	7,025,780.59
2021	5,709,126.00	1,273,117.64	6,982,243.64
2022	5,828,090.00	1,100,172.30	6,928,262.30
2023	6,004,090.00	920,090.10	6,924,180.10
2024	4,397,250.00	770,705.00	5,167,955.00
2025	3,900,000.00	658,582.00	4,558,582.00
2026	3,160,000.00	562,013.50	3,722,013.50
2027	2,499,000.00	470,103.00	2,969,103.00
2028	1,605,000.00	388,505.00	1,993,505.00
2029	1,670,000.00	322,065.00	1,992,065.00
2030	1,745,000.00	251,946.50	1,996,946.50
2031	1,246,000.00	193,261.50	1,439,261.50
2032	1,293,000.00	146,415.00	1,439,415.00
2033	1,091,000.00	102,377.50	1,193,377.50
2034	856,000.00	66,370.00	922,370.00
2035	638,000.00	38,570.00	676,570.00
2036	432,000.00	18,690.00	450,690.00
2037	<u>234,000.00</u>	<u>5,265.00</u>	<u>239,265.00</u>
TOTAL	<u>\$ 58,542,122.00</u>	<u>\$ 12,022,029.75</u>	<u>\$ 70,564,151.75</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION BONDS, SERIES 2007
\$7,465,000 dated December 1, 2007
Interest Rates: 3.80% - 5.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.800%	\$ 320,000.00	\$ 6,080.00	\$ -	\$ 326,080.00
TOTAL		<u>\$ 320,000.00</u>	<u>\$ 6,080.00</u>	<u>\$ -</u>	<u>\$ 326,080.00</u>

* Previously, \$5,040,000 of bonds due in 2019 - 2027 were refunded by the Series 2016, Limited Tax Refunding Bonds and were called on March 15, 2017.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2007
\$2,300,000 dated December 1, 2007
Interest Rates: 4.25% - 6.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	4.250%	\$ 105,000.00	\$ 2,231.25	\$ -	\$ 107,231.25
TOTAL		<u>\$ 105,000.00</u>	<u>\$ 2,231.25</u>	<u>\$ -</u>	<u>\$ 107,231.25</u>

* Previously, \$1,440,000 of bonds due in 2020 - 2027 were refunded by the Series 2016, Limited Tax Refunding Bonds and were called on March 15, 2017.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2010
\$6,295,000 dated May 1, 2010
Interest Rates: 2.00% - 4.50%**

DUE IN FISCAL YEAR	INTEREST RATE	DUE MAR. 15		DUE SEP. 15	ANNUAL TOTAL
		PRINCIPAL	INTEREST	INTEREST	
2018	4.500%	\$ 405,425.00	\$ 33,084.95	\$ 23,962.88	\$ 462,472.83
2019	4.500%	405,425.00	23,962.88	14,840.80	444,228.68
2020	4.500%	401,706.00	14,840.80	5,802.42	422,349.22
2021	4.000%	290,121.00	5,802.42	-	295,923.42
TOTAL		<u>\$ 1,502,677.00</u>	<u>\$ 77,691.05</u>	<u>\$ 44,606.10</u>	<u>\$ 1,624,974.15</u>

* The 74.39% Debt Service Fund portion and the 25.61% Water and Sewer Fund portion of the refunding bonds are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2010
\$7,805,000 dated May 1, 2010
Interest Rates: 2.00% - 5.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	4.500%	\$ 400,000.00	\$ 134,487.50	\$ 125,487.50	\$ 659,975.00
2019	4.500%	415,000.00	125,487.50	116,150.00	656,637.50
2020	4.500%	430,000.00	116,150.00	106,475.00	652,625.00
2021	4.000%	445,000.00	106,475.00	97,575.00	649,050.00
2022	4.000%	455,000.00	97,575.00	88,475.00	641,050.00
2023	4.000%	465,000.00	88,475.00	79,175.00	632,650.00
2024	4.000%	475,000.00	79,175.00	69,675.00	623,850.00
2025	4.000%	490,000.00	69,675.00	59,875.00	619,550.00
2026	4.000%	500,000.00	59,875.00	49,875.00	609,750.00
2027	5.000%	445,000.00	49,875.00	38,750.00	533,625.00
2028	5.000%	490,000.00	38,750.00	26,500.00	555,250.00
2029	5.000%	515,000.00	26,500.00	13,625.00	555,125.00
2030	5.000%	545,000.00	13,625.00	-	558,625.00
TOTAL		<u>\$ 6,070,000.00</u>	<u>\$ 1,006,125.00</u>	<u>\$ 871,637.50</u>	<u>\$ 7,947,762.50</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2011
\$3,490,000 dated December 1, 2011
Interest Rates: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.500%	\$ 122,000.00	\$ 9,950.00	\$ 8,425.00	\$ 140,375.00
2019	2.500%	122,000.00	8,425.00	6,900.00	137,325.00
2020	3.000%	120,000.00	6,900.00	5,100.00	132,000.00
2021	3.000%	116,000.00	5,100.00	3,360.00	124,460.00
2022	3.000%	114,000.00	3,360.00	1,650.00	119,010.00
2023	3.000%	<u>110,000.00</u>	<u>1,650.00</u>	<u>-</u>	<u>111,650.00</u>
TOTAL		<u>\$ 704,000.00</u>	<u>\$ 35,385.00</u>	<u>\$ 25,435.00</u>	<u>\$ 764,820.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2011
\$3,390,000 dated December 1, 2011
Interest Rates: 2.00% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>		<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>		
2018	2.500%	\$ 62,000.00	\$ 20,920.00	\$ 20,145.00	\$	103,065.00
2019	2.500%	62,000.00	20,145.00	19,370.00		101,515.00
2020	3.000%	64,000.00	19,370.00	18,410.00		101,780.00
2021	3.000%	68,000.00	18,410.00	17,390.00		103,800.00
2022	3.000%	68,000.00	17,390.00	16,370.00		101,760.00
2023	3.000%	70,000.00	16,370.00	15,320.00		101,690.00
2024	4.000%	74,000.00	15,320.00	13,840.00		103,160.00
2025	4.000%	76,000.00	13,840.00	12,320.00		102,160.00
2026	4.000%	78,000.00	12,320.00	10,760.00		101,080.00
2027	4.000%	84,000.00	10,760.00	9,080.00		103,840.00
2028	4.000%	84,000.00	9,080.00	7,400.00		100,480.00
2029	4.000%	88,000.00	7,400.00	5,640.00		101,040.00
2030	4.000%	90,000.00	5,640.00	3,840.00		99,480.00
2031	4.000%	94,000.00	3,840.00	1,960.00		99,800.00
2032	4.000%	98,000.00	1,960.00	-		99,960.00
TOTAL		<u>\$ 1,160,000.00</u>	<u>\$ 192,765.00</u>	<u>\$ 171,845.00</u>	<u>\$</u>	<u>1,524,610.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012
\$4,510,000 dated November 1, 2012
Interest Rates: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.000%	\$ 590,000.00	\$ 45,275.00	\$ 39,375.00	\$ 674,650.00
2019	2.000%	610,000.00	39,375.00	33,275.00	682,650.00
2020	2.000%	630,000.00	33,275.00	26,975.00	690,250.00
2021	2.000%	650,000.00	26,975.00	20,475.00	697,450.00
2022	3.000%	670,000.00	20,475.00	10,425.00	700,900.00
2023	3.000%	<u>695,000.00</u>	<u>10,425.00</u>	<u>-</u>	<u>705,425.00</u>
TOTAL		<u>\$ 3,845,000.00</u>	<u>\$ 175,800.00</u>	<u>\$ 130,525.00</u>	<u>\$ 4,151,325.00</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2012
\$4,725,000 dated November 1, 2012
Interest Rates: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.000%	\$ 60,000.00	\$ 22,990.50	\$ 22,390.50	\$ 105,381.00
2019	2.000%	68,000.00	22,390.50	21,710.50	112,101.00
2020	2.000%	78,000.00	21,710.50	20,930.50	120,641.00
2021	3.000%	112,000.00	20,930.50	19,250.50	152,181.00
2022	3.000%	100,000.00	19,250.50	17,750.50	137,001.00
2023	3.000%	112,000.00	17,750.50	16,070.50	145,821.00
2024	3.000%	128,000.00	16,070.50	14,150.50	158,221.00
2025	2.000%	130,000.00	14,150.50	12,850.50	157,001.00
2026	2.100%	134,000.00	12,850.50	11,443.50	158,294.00
2027	2.200%	136,000.00	11,443.50	9,947.50	157,391.00
2028	2.250%	138,000.00	9,947.50	8,395.00	156,342.50
2029	3.000%	142,000.00	8,395.00	6,265.00	156,660.00
2030	3.000%	146,000.00	6,265.00	4,075.00	156,340.00
2031	2.500%	146,000.00	4,075.00	2,250.00	152,325.00
2032	3.000%	150,000.00	2,250.00	-	152,250.00
TOTAL		<u>\$ 1,780,000.00</u>	<u>\$ 210,470.50</u>	<u>\$ 187,480.00</u>	<u>\$ 2,177,950.50</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2013
\$6,925,000 dated November 1, 2013
Interest Rates: 2.00% - 3.35%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.500%	\$ 56,000.00	\$ 44,160.00	\$ 43,460.00	\$ 143,620.00
2019	3.000%	60,000.00	43,460.00	42,560.00	146,020.00
2020	3.000%	64,000.00	42,560.00	41,600.00	148,160.00
2021	3.000%	98,000.00	41,600.00	40,130.00	179,730.00
2022	3.000%	128,000.00	40,130.00	38,210.00	206,340.00
2023	3.000%	132,000.00	38,210.00	36,230.00	206,440.00
2024	3.250%	168,000.00	36,230.00	33,500.00	237,730.00
2025	3.350%	178,000.00	33,500.00	30,518.50	242,018.50
2026	3.350%	188,000.00	30,518.50	27,369.50	245,888.00
2027	3.350%	194,000.00	27,369.50	24,120.00	245,489.50
2028	3.350%	210,000.00	24,120.00	20,602.50	254,722.50
2029	3.350%	220,000.00	20,602.50	16,917.50	257,520.00
2030	3.350%	232,000.00	16,917.50	13,031.50	261,949.00
2031	3.350%	248,000.00	13,031.50	8,877.50	269,909.00
2032	3.350%	260,000.00	8,877.50	4,522.50	273,400.00
2033	3.350%	270,000.00	4,522.50	-	274,522.50
TOTAL		<u>\$ 2,706,000.00</u>	<u>\$ 465,809.50</u>	<u>\$ 421,649.50</u>	<u>\$ 3,593,459.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION BONDS, SERIES 2014
\$1,005,000 dated November 1, 2014
Interest Rates: 2.00% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.000%	\$ 40,000.00	\$ 15,812.50	\$ 15,212.50	\$ 71,025.00
2019	3.000%	40,000.00	15,212.50	14,612.50	69,825.00
2020	3.000%	40,000.00	14,612.50	14,012.50	68,625.00
2021	3.000%	45,000.00	14,012.50	13,337.50	72,350.00
2022	3.000%	45,000.00	13,337.50	12,662.50	71,000.00
2023	3.000%	45,000.00	12,662.50	11,987.50	69,650.00
2024	3.000%	45,000.00	11,987.50	11,312.50	68,300.00
2025	3.500%	50,000.00	11,312.50	10,437.50	71,750.00
2026	3.500%	50,000.00	10,437.50	9,562.50	70,000.00
2027	3.500%	55,000.00	9,562.50	8,600.00	73,162.50
2028	4.000%	55,000.00	8,600.00	7,500.00	71,100.00
2029	4.000%	55,000.00	7,500.00	6,400.00	68,900.00
2030	4.000%	60,000.00	6,400.00	5,200.00	71,600.00
2031	4.000%	60,000.00	5,200.00	4,000.00	69,200.00
2032	4.000%	65,000.00	4,000.00	2,700.00	71,700.00
2033	4.000%	65,000.00	2,700.00	1,400.00	69,100.00
2034	4.000%	70,000.00	1,400.00	-	71,400.00
TOTAL		<u>\$ 885,000.00</u>	<u>\$ 164,750.00</u>	<u>\$ 148,937.50</u>	<u>\$ 1,198,687.50</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014
\$1,915,000* dated November 1, 2014
Interest Rates: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.000%	\$ -	\$ 11,001.67	\$ 11,001.67	\$ 22,003.34
2019	3.000%	90,005.00	11,001.67	9,651.60	110,658.27
2020	3.000%	90,005.00	9,651.60	8,301.52	107,958.12
2021	3.000%	90,005.00	8,301.52	6,951.45	105,257.97
2022	3.000%	88,090.00	6,951.45	5,630.10	100,671.55
2023	3.000%	88,090.00	5,630.10	4,308.75	98,028.85
2024	3.000%	<u>287,250.00</u>	<u>4,308.75</u>	<u>-</u>	<u>291,558.75</u>
TOTAL		<u>\$ 733,445.00</u>	<u>\$ 56,846.76</u>	<u>\$ 45,845.09</u>	<u>\$ 836,136.85</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2014
\$6,275,000 dated November 1, 2014
Interest Rates: 2.00% - 4.00%**

DUE IN FISCAL YEAR	INTEREST RATE	DUE MAR. 15		DUE SEP. 15	ANNUAL TOTAL
		PRINCIPAL	INTEREST	INTEREST	
2018	3.000%	\$ 94,000.00	\$ 43,245.00	\$ 41,835.00	\$ 179,080.00
2019	3.000%	96,000.00	41,835.00	40,395.00	178,230.00
2020	3.000%	100,000.00	40,395.00	38,895.00	179,290.00
2021	3.000%	104,000.00	38,895.00	37,335.00	180,230.00
2022	3.000%	134,000.00	37,335.00	35,325.00	206,660.00
2023	3.000%	138,000.00	35,325.00	33,255.00	206,580.00
2024	3.000%	124,000.00	33,255.00	31,395.00	188,650.00
2025	3.500%	128,000.00	31,395.00	29,155.00	188,550.00
2026	3.500%	134,000.00	29,155.00	26,810.00	189,965.00
2027	3.500%	140,000.00	26,810.00	24,360.00	191,170.00
2028	4.000%	172,000.00	24,360.00	20,920.00	217,280.00
2029	4.000%	178,000.00	20,920.00	17,360.00	216,280.00
2030	4.000%	184,000.00	17,360.00	13,680.00	215,040.00
2031	4.000%	160,000.00	13,680.00	10,480.00	184,160.00
2032	4.000%	168,000.00	10,480.00	7,120.00	185,600.00
2033	4.000%	174,000.00	7,120.00	3,640.00	184,760.00
2034	4.000%	182,000.00	3,640.00	-	185,640.00
TOTAL		<u>\$ 2,410,000.00</u>	<u>\$ 455,205.00</u>	<u>\$ 411,960.00</u>	<u>\$ 3,277,165.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2015
\$7,310,000 dated September 1, 2015
Interest Rate: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.000%	\$ 680,000.00	\$ 86,625.00	\$ 79,825.00	\$ 846,450.00
2019	2.000%	690,000.00	79,825.00	72,925.00	842,750.00
2020	4.000%	710,000.00	72,925.00	58,725.00	841,650.00
2021	3.000%	735,000.00	58,725.00	47,700.00	841,425.00
2022	3.000%	760,000.00	47,700.00	36,300.00	844,000.00
2023	3.000%	785,000.00	36,300.00	24,525.00	845,825.00
2024	3.000%	805,000.00	24,525.00	12,450.00	841,975.00
2025	3.000%	830,000.00	12,450.00	-	842,450.00
TOTAL		<u>\$ 5,995,000.00</u>	<u>\$ 419,075.00</u>	<u>\$ 332,450.00</u>	<u>\$ 6,746,525.00</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2015-A
\$7,110,000 dated December 1, 2015
Interest Rate: 2.00% - 3.50%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.000%	\$ 88,000.00	\$ 40,965.00	\$ 40,085.00	\$ 169,050.00
2019	2.000%	98,000.00	40,085.00	39,105.00	177,190.00
2020	3.000%	100,000.00	39,105.00	37,605.00	176,710.00
2021	3.000%	104,000.00	37,605.00	36,045.00	177,650.00
2022	3.000%	82,000.00	36,045.00	34,815.00	152,860.00
2023	2.000%	86,000.00	34,815.00	33,955.00	154,770.00
2024	2.000%	174,000.00	33,955.00	32,215.00	240,170.00
2025	3.000%	176,000.00	32,215.00	29,575.00	237,790.00
2026	3.000%	176,000.00	29,575.00	26,935.00	232,510.00
2027	3.000%	178,000.00	26,935.00	24,265.00	229,200.00
2028	3.000%	152,000.00	24,265.00	21,985.00	198,250.00
2029	3.000%	154,000.00	21,985.00	19,675.00	195,660.00
2030	3.250%	158,000.00	19,675.00	17,107.50	194,782.50
2031	3.250%	190,000.00	17,107.50	14,020.00	221,127.50
2032	3.375%	192,000.00	14,020.00	10,780.00	216,800.00
2033	3.500%	194,000.00	10,780.00	7,385.00	212,165.00
2034	3.500%	204,000.00	7,385.00	3,815.00	215,200.00
2035	3.500%	218,000.00	3,815.00	-	221,815.00
TOTAL		<u>\$ 2,724,000.00</u>	<u>\$ 470,332.50</u>	<u>\$ 429,367.50</u>	<u>\$ 3,623,700.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2016
\$9,450,000 dated February 16, 2016
Interest Rate: 1.59%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	1.590%	\$ 1,780,000.00	\$ 59,068.50	\$ 44,917.50	\$ 1,883,986.00
2019	1.590%	665,000.00	44,917.50	39,630.75	749,548.25
2020	1.590%	680,000.00	39,630.75	34,224.75	753,855.50
2021	1.590%	690,000.00	34,224.75	28,739.25	752,964.00
2022	1.590%	700,000.00	28,739.25	23,174.25	751,913.50
2023	1.590%	710,000.00	23,174.25	17,529.75	750,704.00
2024	1.590%	725,000.00	17,529.75	11,766.00	754,295.75
2025	1.590%	735,000.00	11,766.00	5,922.75	752,688.75
2026	1.590%	745,000.00	5,922.75	-	750,922.75
TOTAL		<u>\$ 7,430,000.00</u>	<u>\$ 264,973.50</u>	<u>\$ 205,905.00</u>	<u>\$ 7,900,878.50</u>

This debt, the first of three issuances approved for the Deer Park Community Development Corporation, was issued through a private placement following a competitive bidding process.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2016-A
\$6,885,000 dated November 1, 2016
Interest Rates: 2.00% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>		<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>		
2018	2.000%	\$ 70,000.00	\$ 42,665.00	\$ 41,965.00	\$	154,630.00
2019	2.000%	72,000.00	41,965.00	41,245.00		155,210.00
2020	2.000%	74,000.00	41,245.00	40,505.00		155,750.00
2021	2.000%	76,000.00	40,505.00	39,745.00		156,250.00
2022	2.000%	78,000.00	39,745.00	38,965.00		156,710.00
2023	2.000%	78,000.00	38,965.00	38,185.00		155,150.00
2024	3.000%	136,000.00	38,185.00	36,145.00		210,330.00
2025	3.000%	142,000.00	36,145.00	34,015.00		212,160.00
2026	2.500%	146,000.00	34,015.00	32,190.00		212,205.00
2027	4.000%	150,000.00	32,190.00	29,190.00		211,380.00
2028	4.000%	156,000.00	29,190.00	26,070.00		211,260.00
2029	4.000%	162,000.00	26,070.00	22,830.00		210,900.00
2030	4.000%	170,000.00	22,830.00	19,430.00		212,260.00
2031	4.000%	176,000.00	19,430.00	15,910.00		211,340.00
2032	4.000%	182,000.00	15,910.00	12,270.00		210,180.00
2033	3.000%	200,000.00	12,270.00	9,270.00		221,540.00
2034	3.000%	204,000.00	9,270.00	6,210.00		219,480.00
2035	3.000%	206,000.00	6,210.00	3,120.00		215,330.00
2036	3.000%	208,000.00	3,120.00	-		211,120.00
TOTAL		<u>\$ 2,686,000.00</u>	<u>\$ 529,925.00</u>	<u>\$ 487,260.00</u>	<u>\$</u>	<u>3,703,185.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**LIMITED TAX REFUNDING BONDS, SERIES 2016
\$6,260,000 dated April 1, 2016
Interest Rate: 2.25% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	4.000%	\$ -	\$ 103,762.50	\$ 103,762.50	\$ 207,525.00
2019	4.000%	445,000.00	103,762.50	94,862.50	643,625.00
2020	4.000%	480,000.00	94,862.50	85,262.50	660,125.00
2021	4.000%	520,000.00	85,262.50	74,862.50	680,125.00
2022	4.000%	680,000.00	74,862.50	61,262.50	816,125.00
2023	4.000%	710,000.00	61,262.50	47,062.50	818,325.00
2024	2.250%	730,000.00	47,062.50	38,850.00	815,912.50
2025	2.250%	845,000.00	38,850.00	29,343.75	913,193.75
2026	2.250%	875,000.00	29,343.75	19,500.00	923,843.75
2027	4.000%	975,000.00	19,500.00	-	994,500.00
TOTAL		<u>\$ 6,260,000.00</u>	<u>\$ 658,531.25</u>	<u>\$ 554,768.75</u>	<u>\$ 7,473,300.00</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2017
\$2,700,000 dated February 14, 2017
Interest Rate: 1.89%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	1.890%	\$ 60,000.00	\$ 25,515.00	\$ 24,948.00	\$ 110,463.00
2019	1.890%	420,000.00	24,948.00	20,979.00	465,927.00
2020	1.890%	425,000.00	20,979.00	16,962.75	462,941.75
2021	1.890%	435,000.00	16,962.75	12,852.00	464,814.75
2022	1.890%	445,000.00	12,852.00	8,646.75	466,498.75
2023	1.890%	455,000.00	8,646.75	4,347.00	467,993.75
2024	1.890%	<u>460,000.00</u>	<u>4,347.00</u>	<u>-</u>	<u>464,347.00</u>
TOTAL		<u>\$ 2,700,000.00</u>	<u>\$ 114,250.50</u>	<u>\$ 88,735.50</u>	<u>\$ 2,902,986.00</u>

This debt, the second of three issuances approved for the Deer Park Community Development Corporation, was issued through a private placement following a competitive bidding process.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**PROPOSED CERTIFICATES OF OBLIGATION, SERIES 2017-A
\$6,690,000 dated November 1, 2017
Interest Rate: 4.50%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>		<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>		
2018	4.500%	\$ 48,000.00	\$ 44,823.00	\$ 59,130.00	\$	151,953.00
2019	4.500%	50,000.00	59,130.00	58,005.00		167,135.00
2020	4.500%	54,000.00	58,005.00	56,790.00		168,795.00
2021	4.500%	56,000.00	56,790.00	55,530.00		168,320.00
2022	4.500%	66,000.00	55,530.00	54,045.00		175,575.00
2023	4.500%	70,000.00	54,045.00	52,470.00		176,515.00
2024	4.500%	66,000.00	52,470.00	50,985.00		169,455.00
2025	4.500%	120,000.00	50,985.00	48,285.00		219,270.00
2026	4.500%	134,000.00	48,285.00	45,270.00		227,555.00
2027	4.500%	142,000.00	45,270.00	42,075.00		229,345.00
2028	4.500%	148,000.00	42,075.00	38,745.00		228,820.00
2029	4.500%	156,000.00	38,745.00	35,235.00		229,980.00
2030	4.500%	160,000.00	35,235.00	31,635.00		226,870.00
2031	4.500%	172,000.00	31,635.00	27,765.00		231,400.00
2032	4.500%	178,000.00	27,765.00	23,760.00		229,525.00
2033	4.500%	188,000.00	23,760.00	19,530.00		231,290.00
2034	4.500%	196,000.00	19,530.00	15,120.00		230,650.00
2035	4.500%	214,000.00	15,120.00	10,305.00		239,425.00
2036	4.500%	224,000.00	10,305.00	5,265.00		239,570.00
2037	4.500%	<u>234,000.00</u>	<u>5,265.00</u>	<u>-</u>		<u>239,265.00</u>
TOTAL		<u>\$ 2,676,000.00</u>	<u>\$ 774,768.00</u>	<u>\$ 729,945.00</u>	<u>\$</u>	<u>4,180,713.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**PROPOSED CERTIFICATES OF OBLIGATION, SERIES 2018
\$5,850,000 dated February 1, 2018
Interest Rate: 3.50%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.500%	\$ 260,000.00	\$ 42,087.50	\$ 97,825.00	\$ 399,912.50
2019	3.500%	1,005,000.00	97,825.00	80,237.50	1,183,062.50
2020	3.500%	1,040,000.00	80,237.50	62,037.50	1,182,275.00
2021	3.500%	1,075,000.00	62,037.50	43,225.00	1,180,262.50
2022	3.500%	1,215,000.00	43,225.00	21,962.50	1,280,187.50
2023	3.500%	<u>1,255,000.00</u>	<u>21,962.50</u>	<u>-</u>	<u>1,276,962.50</u>
TOTAL		<u>\$ 5,850,000.00</u>	<u>\$ 347,375.00</u>	<u>\$ 305,287.50</u>	<u>\$ 6,502,662.50</u>

This debt represents the last of three issuances approved for the Deer Park Community Development Corporation, and is being issued to fund Parks & Recreation projects. This issuance will be handled through a private placement following a competitive bidding process.

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
STORM WATER FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Service Fees</u>				
3212 Late Charges	\$ 7,364	\$ 10,000	\$ 7,400	\$ 7,500
3230 Residential Storm Water Fee	155,796	198,000	169,500	187,000
3231 Commercial Storm Water Fee	114,458	143,000	126,100	143,000
3321 Storm Water Violations	633	-	-	-
Total Service Fees	<u>278,251</u>	<u>351,000</u>	<u>303,000</u>	<u>337,500</u>
Total Current Revenue	278,251	351,000	303,000	337,500
Prior Year Revenue	<u>81,239</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>\$ 359,490</u>	<u>\$ 351,000</u>	<u>\$ 303,000</u>	<u>\$ 337,500</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
STORM WATER FUND EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Storm Water	<u>\$ 359,490</u>	<u>\$ 351,000</u>	<u>\$ 276,429</u>	<u>\$ 337,500</u>
TOTAL EXPENDITURES	<u>\$ 359,490</u>	<u>\$ 351,000</u>	<u>\$ 276,429</u>	<u>\$ 337,500</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
STORM WATER**

EXPENDITURE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 94,663	\$ 95,236	\$ 93,399	\$ 100,763
Services	5,533	11,275	1,025	11,425
Supplies	3,622	11,401	1,000	5,551
Repairs & Maintenance	4,098	20,700	250	26,400
Other Operating Expenditures	-	31,188	-	20,061
Capital Outlay	251,574	181,200	180,755	173,300
Total Expenditures	\$ 359,490	\$ 351,000	\$ 276,429	\$ 337,500

PERSONNEL SCHEDULE

Stormwater/Water Resource Specialist	1	1	1	0
Assistant City Engineer	1	0	0	1
Summer Help - Temporary	1	0	0	0

PROGRAM DESCRIPTION

The Storm Water Department is responsible for the City's compliance with the federal mandate known as the National Pollutant Discharge Elimination System (NPDES). The NPDES mandate requires cities to implement programs and practices to control polluted storm water run-off through a permitting program. The City is required to develop a storm water management program to address a minimum of six control measures. The program can be developed and implemented in phases over a five-year period.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
STORM WATER**

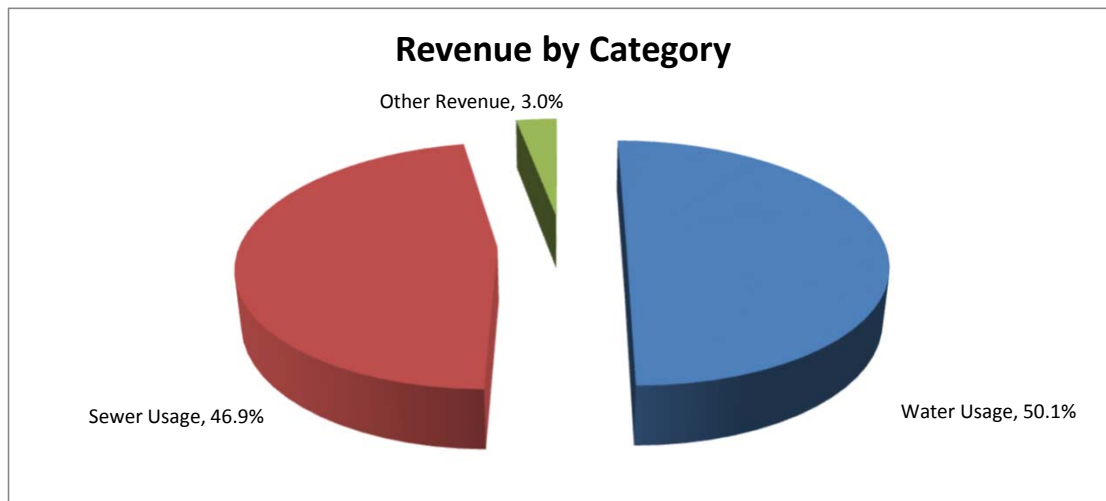
DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 72,732	\$ 71,992	\$ 71,107	\$ 76,438
4103 Salaries - Temporary	-	-	-	-
4104 Salaries - Overtime	147	572	572	572
4106 Social Security/Medicare	5,419	5,524	5,430	5,817
4107 TMRS	10,095	10,392	9,950	11,094
4108 Health & Life Insurance	5,562	6,012	5,645	6,120
4109 Workers Compensation	63	99	50	77
4110 State Unemployment	-	-	-	-
4114 Section 125 Admin Fee	-	-	-	-
4117 Health Savings Account	644	645	645	645
Total Personnel & Related	<u>94,663</u>	<u>95,236</u>	<u>93,399</u>	<u>100,763</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	624	625	625	625
4231 Equipment Rental	-	-	-	-
4240 Consultant Fees	29	5,000	-	5,000
4244 Advertising	-	350	-	100
4250 Training & Travel	3,169	3,000	-	3,000
4252 Dues & Fees	1,411	900	100	2,100
4254 Inspections & Permits	300	400	300	400
4279 Software - Other	-	1,000	-	200
Total Services	<u>5,533</u>	<u>11,275</u>	<u>1,025</u>	<u>11,425</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	-	200	-	100
4303 Operational Supplies	2,654	7,000	1,000	3,000
4304 Data Processing Supplies	-	500	-	150
4305 Printing	-	100	-	100
4308 Small Tools & Minor Equipment	-	2,000	-	1,000
4311 Uniforms	255	350	-	350
4314 Protective Clothing	-	151	-	151
4328 Gasoline	195	600	-	400
4348 Books	518	500	-	300
Total Supplies	<u>3,622</u>	<u>11,401</u>	<u>1,000</u>	<u>5,551</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
STORM WATER**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	1,713	500	250	500
4403 Computer Equipment	-	200	-	200
4408 Storm Sewer	<u>2,385</u>	<u>20,000</u>	<u>-</u>	<u>25,700</u>
Total Repairs & Maintenance	<u>4,098</u>	<u>20,700</u>	<u>250</u>	<u>26,400</u>
<u>4500 OTHER OPERATING EXP.</u>				
4510 Contingency	<u>-</u>	<u>31,188</u>	<u>-</u>	<u>20,061</u>
Total Other Operating Exp.	<u>-</u>	<u>31,188</u>	<u>-</u>	<u>20,061</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other than Buildings	93,701	-	-	-
4904 Machinery & Equipment	-	-	-	-
4907 Trucks & Heavy Rolling Stock	-	-	-	-
4908 Lease Purchase	157,874	181,200	180,755	173,300
4914 Storm Drainage	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Operating Exp.	<u>251,574</u>	<u>181,200</u>	<u>180,755</u>	<u>173,300</u>
TOTAL EXPENDITURES	<u>\$ 359,490</u>	<u>\$ 351,000</u>	<u>\$ 276,429</u>	<u>\$ 337,500</u>

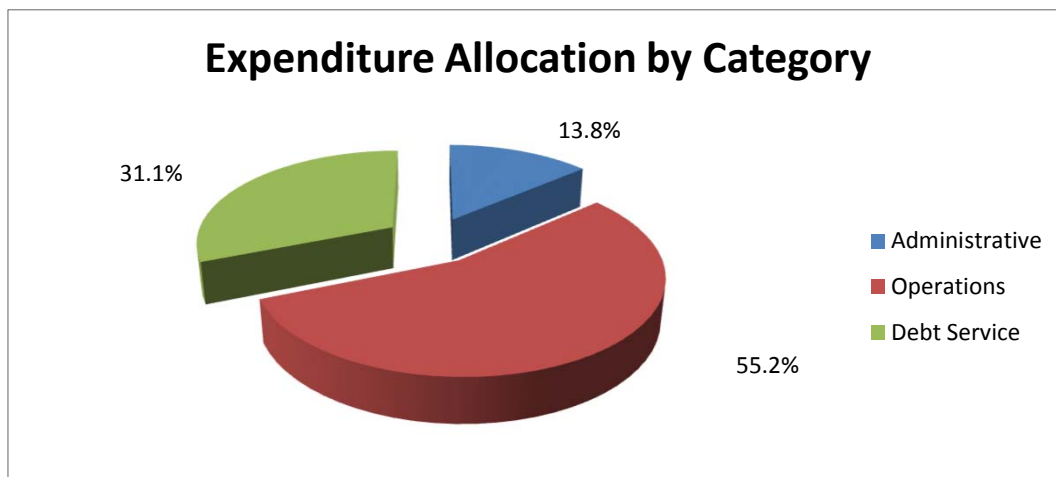
**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
WATER & SEWER FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Service Fees</u>				
3210 Water Usage	\$ 5,193,039	\$ 5,409,000	\$ 5,487,442	\$ 5,489,585
3211 Sewer Usage	4,828,456	5,105,000	5,138,899	5,136,576
3212 Late Charges	182,014	171,000	204,000	178,000
3221 Reconnect Fees	17,290	16,500	21,000	17,000
Total Service Fees	10,220,799	10,701,500	10,851,341	10,821,161
<u>Permits & Licenses</u>				
3415 Tapping Permits	17,005	15,000	12,000	15,000
3417 Plumbing Permits	60,170	70,000	50,000	60,000
Total Permits & Licenses	77,175	85,000	62,000	75,000
<u>Other Revenue</u>				
3620 Investment Revenue	5,318	1,000	10,000	10,000
3631 Miscellaneous Revenue	2,640	2,000	2,200	2,000
3648 Capital Contribution	-	-	-	-
3660 Cash Over/Short	4	-	-	-
Total Other Revenue	7,962	3,000	12,200	12,000
Total Current Revenue	10,305,936	10,789,500	10,925,541	10,908,161
Prior Year Revenue	-	1,399,799	338,258	50,000
Total Revenue	\$ 10,305,936	\$ 12,189,299	\$ 11,263,799	\$ 10,958,161



**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
WATER/SEWER FUND EXPENDITURE SUMMARY**

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>ADMINISTRATIVE</u>					
500	Public Works Administration	\$ 283,586	\$ 596,683	\$ 578,567	\$ 714,365
503	Central Collections	617,189	646,535	639,533	678,876
550	Employee Benefits & Other	145,386	188,510	165,655	189,851
Total Administrative		<u>1,046,161</u>	<u>1,431,728</u>	<u>1,383,755</u>	<u>1,583,092</u>
<u>OPERATIONS</u>					
501	Water & Sewer Maintenance	1,662,462	1,878,756	1,814,774	1,663,158
504	Meter Readers	295,276	357,832	344,118	327,426
505	Waste Water Treatment Plant	1,197,889	1,537,182	1,206,885	1,433,972
506	Water Treatment Plant	2,714,020	4,123,464	3,743,211	3,774,371
Total Operations		<u>5,869,647</u>	<u>7,897,234</u>	<u>7,108,988</u>	<u>7,198,927</u>
<u>DEBT SERVICE</u>					
900	Fiscal Charges	5,049	12,000	5,350	6,500
900	Principal Payments	1,370,675	1,564,960	1,569,960	1,289,575
900	Interest Payments	1,035,408	1,283,377	1,195,746	880,067
Total Debt Service		<u>2,411,132</u>	<u>2,860,337</u>	<u>2,771,056</u>	<u>2,176,142</u>
TOTAL EXPENDITURES		<u>\$ 9,326,940</u>	<u>\$ 12,189,299</u>	<u>\$ 11,263,799</u>	<u>\$ 10,958,161</u>



**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

500 - PUBLIC WORKS ADMINISTRATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 182,337	\$ 213,693	\$ 206,532	\$ 239,775
Services	88,143	115,600	106,190	157,950
Supplies	11,850	16,690	15,425	16,290
Repairs & Maintenance	520	700	420	350
Other Operating Expenditures	736	250,000	250,000	300,000
Total Expenditures	\$ 283,586	\$ 596,683	\$ 578,567	\$ 714,365

PERSONNEL SCHEDULE

Asst. Director of Public Works	1	1	1	1
Engineering Aide I	1	1	1	1
Clerk	1	1	1	1

PROGRAM DESCRIPTION

Public Works Administration is responsible for the overall administration and supervision of all functions performed by the various divisions within the Public Works Department. Administrative responsibilities include radio dispatch, telephone requests, timekeeping, purchasing, reporting and analysis, filing, and all other managerial duties related to the ongoing operation of Public Works.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

500 - PUBLIC WORKS ADMINISTRATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 139,185	\$ 160,217	\$ 152,500	\$ 165,792
4104 Salaries - Overtime	-	-	-	-
4106 Social Security/Medicare	10,343	12,215	11,455	12,626
4107 TMRS	19,613	22,987	21,280	24,082
4108 Health & Life Insurance	11,721	16,704	19,710	35,736
4109 Workers Compensation	230	325	181	249
4114 Section 125 Admin Fee	-	-	-	45
4117 Health Savings Account	1,244	1,245	1,406	1,245
Total Personnel & Related	<u>182,337</u>	<u>213,693</u>	<u>206,532</u>	<u>239,775</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	970	960	990	990
4233 Insurance - Liability	33,073	35,000	37,713	38,000
4234 Insurance - Casualty	39,229	40,000	43,427	43,600
4239 Audit Fees	13,157	17,000	17,000	17,000
4240 Consultant Fees	-	20,000	5,000	55,000
4250 Training & Travel	789	1,565	1,500	2,285
4252 Dues & Fees	60	75	60	75
4255 Community/Employee Affairs	864	1,000	500	1,000
4279 Software - Other	-	-	-	-
Total Services	<u>88,143</u>	<u>115,600</u>	<u>106,190</u>	<u>157,950</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,787	3,250	2,800	3,000
4303 Operational Supplies	534	1,000	1,000	1,000
4304 Data Processing Supplies	1,263	1,765	1,700	1,765
4305 Printing	1,397	2,000	2,000	2,000
4307 Postage	2,129	2,000	1,500	2,000
4308 Small Tools & Minor Equipment	-	2,200	2,200	2,200
4311 Uniforms	4,477	3,725	3,725	3,725
4328 Gasoline	190	400	200	250
4348 Books	72	350	300	350
Total Supplies	<u>11,850</u>	<u>16,690</u>	<u>15,425</u>	<u>16,290</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

500 - PUBLIC WORKS ADMINISTRATION

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	193	400	250	250
4403 Computer Equipment	-	-	-	-
4404 Buildings	<u>327</u>	<u>300</u>	<u>170</u>	<u>100</u>
Total Repairs & Maintenance	<u>520</u>	<u>700</u>	<u>420</u>	<u>350</u>
<u>4500 OTHER OPERATING EXP.</u>				
4510 Contingency	-	250,000	250,000	300,000
4511 Salary Contingency	<u>736</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Operating Expenditures	<u>736</u>	<u>250,000</u>	<u>250,000</u>	<u>300,000</u>
 TOTAL EXPENDITURES	 <u>\$ 283,586</u>	 <u>\$ 596,683</u>	 <u>\$ 578,567</u>	 <u>\$ 714,365</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

501 - WATER & SEWER MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 881,379	\$ 881,403	\$ 840,373	\$ 899,311
Services	153,808	180,660	170,651	165,160
Supplies	111,921	122,710	118,710	110,340
Repairs & Maintenance	128,782	470,873	466,000	212,373
Capital Outlay	386,573	223,110	219,040	275,974
Total Expenditures	\$ 1,662,462	\$ 1,878,756	\$ 1,814,774	\$ 1,663,158

PERSONNEL SCHEDULE

Utility Supervisor	1	1	1	1
Maintenance Tech III	1	1	1	1
Maintenance Tech II	0	0	0	1
Maintenance Tech I	2	2	2	1
Crew Leader	1	1	1	1
Equipment Operator III	1	1	1	1
Equipment Operator II	1	1	1	1
Equipment Operator I	2	2	2	2
Laborer	3	3	3	3
Summer Laborer	2	2	2	2

PROGRAM DESCRIPTION

The Water & Sewer Maintenance division is responsible for maintenance of the potable water distribution system, which includes water taps, setting meters, line installation, fire hydrant maintenance, emergency repairs, and general upkeep of the ground water wells and associated equipment. This also includes the maintenance of the City's sanitary sewer collection system, which includes sewer taps and connections, point repairs, cleaning lines and manholes, and maintenance of the lift stations. The maintenance crews respond to citizen calls, as needed.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

501 - WATER & SEWER MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 579,629	\$ 563,272	\$ 552,199	\$ 581,570
4103 Salaries - Temporary	4,696	5,850	5,850	5,850
4104 Salaries - Overtime	46,709	46,400	38,100	46,400
4106 Social Security/Medicare	44,692	46,442	44,400	47,738
4107 TMRS	85,721	86,358	83,300	90,160
4108 Health & Life Insurance	112,033	122,388	109,140	117,660
4109 Workers Compensation	7,211	10,003	5,728	7,953
4114 Section 125 Admin Fee	44	45	78	90
4117 Health Savings Account	644	645	1,578	1,890
Total Personnel & Related	881,379	881,403	840,373	899,311
<u>4200 SERVICES</u>				
4212 Utilities - Electric	148,203	155,000	148,500	155,000
4214 Utilities - Gas	256	400	350	400
4215 Utilities - Telephone	401	400	405	400
4216 Mobile Telephone	499	500	490	500
4219 Mobile Technology	456	460	456	460
4231 Equipment Rental	-	500	-	500
4240 Consultant Fee	-	-	-	-
4241 Consulting Engineer Fee	-	15,500	15,500	-
4250 Training & Travel	3,596	5,000	4,500	5,000
4252 Dues & Fees	398	900	450	900
4254 Inspections & Permits	-	-	-	-
4290 Contract Labor	-	2,000	-	2,000
Total Services	153,808	180,660	170,651	165,160
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,331	500	500	500
4302 Cleaning Supplies	-	-	-	-
4303 Operational Supplies	21,465	15,845	15,845	15,845
4308 Small Tools & Minor Equipment	18,764	26,290	36,290	13,920
4311 Uniforms	4,067	3,575	3,575	3,575
4314 Protective Clothing	-	-	-	-
4316 Chemicals	-	-	-	-
4328 Gasoline	16,598	25,000	12,000	25,000
4329 Diesel	5,300	11,500	10,500	11,500
4344 Water Meters & Boxes	44,396	40,000	40,000	40,000
Total Supplies	111,921	122,710	118,710	110,340

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

501 - WATER & SEWER MAINTENANCE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	13,328	14,750	13,000	14,750
4402 Machinery & Equipment	12,106	18,298	18,000	18,298
4404 Buildings	286	-	-	-
4405 Radios	-	250	-	250
4410 Sanitary Sewer	76,616	403,500	400,000	145,000
4415 Water Mains & Hydrants	26,446	34,075	35,000	34,075
4416 Water Wells	-	-	-	-
Total Repairs & Maintenance	<u>128,782</u>	<u>470,873</u>	<u>466,000</u>	<u>212,373</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	107,995	-	27,000	144,974
4904 Machinery & Equipment	6,281	179,110	149,000	86,000
4906 Automobiles & Light Trucks	42,062	44,000	43,040	45,000
4907 Large Trucks/Heavy Rolling Stock	-	-	-	-
4908 Lease Purchase	17,563	-	-	-
4913 Sanitary Sewer	203,115	-	-	-
4941 Consulting Engineer Fee	9,556	-	-	-
Total Capital Outlay	<u>386,573</u>	<u>223,110</u>	<u>219,040</u>	<u>275,974</u>
TOTAL EXPENDITURES	<u>\$ 1,662,462</u>	<u>\$ 1,878,756</u>	<u>\$ 1,814,774</u>	<u>\$ 1,663,158</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

503 - CENTRAL COLLECTIONS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 330,462	\$ 328,726	\$ 324,173	\$ 342,667
Services	197,433	210,759	215,010	226,759
Supplies	86,936	99,550	92,550	101,950
Repairs & Maintenance	2,358	7,500	7,800	7,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 617,189	\$ 646,535	\$ 639,533	\$ 678,876

PERSONNEL SCHEDULE

Utility Billing/Tax Assessor Collector	1	1	1	1
Deputy Tax Collector	1	1	1	1
Secretary	1	1	1	1
(Utility) Clerk	1	2	2	2

PROGRAM DESCRIPTION

Central Collections is responsible for the billing and collection of revenues for ad valorem (property) taxes and utility billing including water, sewer, and commercial garbage services. The department also receives payment for other services including fees for building permits, plumbing and electrical permits, and other miscellaneous payments.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

503 - CENTRAL COLLECTIONS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 237,140	\$ 226,627	\$ 226,522	\$ 236,121
4104 Salaries - Overtime	308	2,500	1,800	2,500
4106 Social Security/Medicare	16,474	17,363	16,825	18,096
4107 TMRS	32,046	32,663	31,845	34,513
4108 Health & Life Insurance	44,130	49,128	46,900	51,108
4109 Workers Compensation	230	310	181	239
4114 Section 125 Admin Fee	133	135	100	90
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>330,462</u>	<u>328,726</u>	<u>324,173</u>	<u>342,667</u>
<u>4200 SERVICES</u>				
4201 Public Notices	-	400	-	400
4215 Utilities - Telephone	9,656	10,000	9,600	10,000
4216 Mobile Telephone	569	900	600	900
4231 Equipment Rentals	-	1,200	-	1,200
4250 Training & Travel	4,430	11,700	9,000	11,700
4251 Subscriptions	1,301	1,400	1,400	1,400
4252 Dues & Fees	80,866	79,000	96,000	95,000
4261 Software - Tax Services	14,520	17,400	16,000	17,400
4277 Software - Incode	65,829	72,359	70,000	72,359
4279 Software - Other	298	400	300	400
4290 Contract Labor	19,964	16,000	12,110	16,000
Total Services	<u>197,433</u>	<u>210,759</u>	<u>215,010</u>	<u>226,759</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,616	3,500	3,000	3,500
4304 Data Processing Supplies	3,300	2,500	2,500	2,500
4305 Printing	7,993	11,000	10,000	11,000
4307 Postage	71,512	79,000	74,000	79,000
4308 Small Tools & Minor Equipment	2,097	3,500	3,000	5,900
4348 Books	419	50	50	50
Total Supplies	<u>86,936</u>	<u>99,550</u>	<u>92,550</u>	<u>101,950</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

503 - CENTRAL COLLECTIONS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	1,302	4,500	6,800	4,500
4403 Computer Equipment	<u>1,056</u>	<u>3,000</u>	<u>1,000</u>	<u>3,000</u>
Total Repairs & Maintenance	<u>2,358</u>	<u>7,500</u>	<u>7,800</u>	<u>7,500</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 617,189</u>	 <u>\$ 646,535</u>	 <u>\$ 639,533</u>	 <u>\$ 678,876</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

504 - METER READERS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 272,433	\$ 290,050	\$ 282,704	\$ 297,200
Services	8,240	8,360	5,500	8,360
Supplies	8,940	23,416	22,100	12,666
Repairs & Maintenance	5,662	9,200	9,200	9,200
Capital Outlay	-	26,806	24,614	-
Total Expenditures	\$ 295,276	\$ 357,832	\$ 344,118	\$ 327,426

PERSONNEL SCHEDULE

Crew Leader	1	1	1	1
Meter Readers	4	4	4	4

PROGRAM DESCRIPTION

The Meter Readers are responsible for reading water meters and connecting or disconnecting water service for utility customers. The department also handles meter repairs and replacements.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

504 - METER READERS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 194,915	\$ 201,440	\$ 192,104	\$ 203,651
4103 Salaries - Temporary	432	-	-	-
4104 Salaries - Overtime	813	2,000	2,200	2,000
4106 Social Security/Medicare	14,344	15,428	14,305	15,591
4107 TMRS	27,742	29,022	27,050	29,734
4108 Health & Life Insurance	31,189	38,148	43,700	41,736
4109 Workers Compensation	2,320	3,322	1,900	2,598
4114 Section 125 Admin Fee	33	45	45	45
4117 Health Savings Account	644	645	1,400	1,845
Total Personnel & Related	<u>272,433</u>	<u>290,050</u>	<u>282,704</u>	<u>297,200</u>
<u>4200 SERVICES</u>				
4216 Mobile Telephone	1,472	2,220	1,500	2,220
4279 Software - Other	-	220	-	220
4290 Contract Labor	6,768	5,920	4,000	5,920
Total Services	<u>8,240</u>	<u>8,360</u>	<u>5,500</u>	<u>8,360</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	-	50	-	50
4302 Cleaning Supplies	-	50	-	50
4303 Operational Supplies	1,194	1,200	1,500	1,200
4308 Small Tools & Minor Equipment	447	11,690	11,500	940
4311 Uniforms	1,087	1,200	1,100	1,200
4314 Protective Clothing	-	226	-	226
4328 Gasoline	6,212	8,000	8,000	8,000
4344 Water Meters & Boxes	-	1,000	-	1,000
Total Supplies	<u>8,940</u>	<u>23,416</u>	<u>22,100</u>	<u>12,666</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

504 - METER READERS

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	2,056	5,000	5,000	5,000
4403 Computer Equipment	<u>3,606</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
Total Repairs & Maintenance	<u>5,662</u>	<u>9,200</u>	<u>9,200</u>	<u>9,200</u>
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	-	-	-	-
4906 Automobiles & Light Trucks	<u>-</u>	<u>26,806</u>	<u>24,614</u>	<u>-</u>
Total Capital Outlay	<u>-</u>	<u>26,806</u>	<u>24,614</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 295,276</u>	 <u>\$ 357,832</u>	 <u>\$ 344,118</u>	 <u>\$ 327,426</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

505 - WASTE WATER TREATMENT PLANT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 580,770	\$ 559,787	\$ 553,625	\$ 573,891
Services	450,791	726,000	528,575	718,000
Supplies	48,422	57,500	56,850	55,930
Repairs & Maintenance	103,146	69,385	67,835	78,151
Capital Outlay	14,760	124,510	-	8,000
Total Expenditures	\$ 1,197,889	\$ 1,537,182	\$ 1,206,885	\$ 1,433,972

PERSONNEL SCHEDULE

Sewer Plant Supervisor	1	1	1	1
Lab Technician	1	1	1	1
Crew Leader	1	1	1	1
Sewer Plant Operator "C"	1	1	1	1
Maintenance Technician III	1	1	1	1
Laborer	1	1	1	1
Summer Laborer - Temporary	2	2	2	2

PROGRAM DESCRIPTION

The Waste Water Treatment Plant operation provides for the treatment of all waste water according to the rules and regulations of the U.S. Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ). These operations include maintenance of the plant and operation of the plant laboratory.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

505 - WASTE WATER TREATMENT PLANT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 361,625	\$ 344,304	\$ 345,435	\$ 353,356
4103 Salaries - Temporary	2,525	5,850	5,850	5,850
4104 Salaries - Overtime	63,708	53,500	52,200	53,500
4106 Social Security/Medicare	30,230	30,363	29,900	31,048
4107 TMRS	58,148	56,072	56,600	58,328
4108 Health & Life Insurance	60,603	64,668	60,900	68,436
4109 Workers Compensation	3,219	4,295	2,455	3,238
4114 Section 125 Admin Fee	67	90	123	135
4117 Health Savings Account	644	645	162	-
Total Personnel & Related	<u>580,770</u>	<u>559,787</u>	<u>553,625</u>	<u>573,891</u>
<u>4200 SERVICES</u>				
4212 Utilities - Electric	318,427	575,000	375,000	575,000
4214 Utilities - Gas	433	800	700	800
4216 Mobile Telephone	-	-	-	-
4231 Equipment Rental	712	1,000	-	1,000
4240 Consultant Fee	-	16,000	16,000	-
4250 Training & Travel	911	3,000	2,500	3,000
4252 Dues & Fees	492	1,000	980	1,000
4253 Disposal Fees	56,198	50,000	50,000	50,400
4254 Inspections & Permits	35,687	36,000	37,395	38,000
4271 Water Analysis	37,930	43,200	46,000	43,200
4290 Contract Labor	-	-	-	5,600
Total Services	<u>450,791</u>	<u>726,000</u>	<u>528,575</u>	<u>718,000</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	346	600	600	600
4302 Cleaning Supplies	-	-	-	-
4303 Operational Supplies	10,465	10,400	10,400	10,400
4304 Data Processing Supplies	102	300	300	500
4308 Small Tools & Minor Equipment	7,456	8,200	15,800	9,830
4311 Uniforms	1,623	1,800	1,800	1,800
4314 Protective Clothing	-	-	-	-
4316 Chemicals	24,658	25,000	24,500	25,000
4328 Gasoline	409	1,200	450	800
4329 Diesel	3,364	10,000	3,000	7,000
Total Supplies	<u>48,422</u>	<u>57,500</u>	<u>56,850</u>	<u>55,930</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

505 - WASTE WATER TREATMENT PLANT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	3,686	4,500	2,500	4,500
4402 Machinery & Equipment	4,509	4,885	5,000	4,885
4404 Buildings	5,780	5,000	5,335	200
4418 Mechanical Equipment	<u>89,171</u>	<u>55,000</u>	<u>55,000</u>	<u>68,566</u>
Total Repairs & Maintenance	<u>103,146</u>	<u>69,385</u>	<u>67,835</u>	<u>78,151</u>
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements other than Bldgs	-	9,510	-	-
4904 Machinery & Equipment	<u>14,760</u>	<u>115,000</u>	<u>-</u>	<u>8,000</u>
Total Capital Outlay	<u>14,760</u>	<u>124,510</u>	<u>-</u>	<u>8,000</u>
 TOTAL EXPENDITURES	 <u>\$ 1,197,889</u>	 <u>\$ 1,537,182</u>	 <u>\$ 1,206,885</u>	 <u>\$ 1,433,972</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

506 - WATER TREATMENT PLANT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 780,789	\$ 827,726	\$ 642,275	\$ 829,156
Services	212,062	320,950	231,385	400,590
Supplies	1,378,538	1,532,180	1,425,090	1,572,090
Repairs & Maintenance	180,159	643,608	645,461	126,035
Capital Outlay	162,472	799,000	799,000	846,500
Total Expenditures	\$ 2,714,020	\$ 4,123,464	\$ 3,743,211	\$ 3,774,371

PERSONNEL SCHEDULE

Water Plant Supervisor	1	1	1	1
Lab Technician	1	1	1	1
Water Plant Operator "B"	2	2	2	2
Water Plant Operator "C"	4	4	4	4
Water Plant Operator "C"/Maint. Tech I	0	0	0	1
Maintenance Technician I	2	2	2	1
Summer Laborer	0	1	1	1

PROGRAM DESCRIPTION

The Water Treatment Plant operation provides for the purification and total processing of all raw water received at the plant. Raw water is processed using various chemicals and the purified water is then pumped into the distribution system. Water quality is controlled by the in-house laboratory to ensure compliance with all State and Federal guidelines. Existing water wells and storage tanks are operated and controlled from the plant through computerized telemetry to retrieve, monitor and analyze data.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

506 - WATER TREATMENT PLANT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 535,064	\$ 544,567	\$ 482,809	\$ 541,100
4103 Salaries - Temporary	-	2,900	2,900	2,900
4104 Salaries - Overtime	38,550	42,000	31,775	42,000
4106 Social Security/Medicare	41,122	43,721	38,525	44,219
4107 TMRS	78,828	81,723	72,625	83,886
4108 Health & Life Insurance	80,600	103,308	8,100	107,460
4109 Workers Compensation	6,563	9,417	5,385	7,366
4114 Section 125 Admin Fee	63	90	156	225
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>780,789</u>	<u>827,726</u>	<u>642,275</u>	<u>829,156</u>
<u>4200 SERVICES</u>				
4212 Utilities - Electric	157,843	257,000	160,000	257,000
4216 Mobile Telephones	1,514	1,600	1,625	1,840
4219 Mobile Technology	-	-	-	1,000
4240 Consultant Fees	4,200	8,950	12,432	8,950
4241 Consulting Engineer Fees	-	-	-	75,000
4250 Training & Travel	2,797	3,500	3,500	3,500
4252 Dues & Fees	31,223	33,000	33,680	33,000
4254 Inspection Fees	-	-	-	4,800
4271 Water Analysis	3,052	16,900	12,000	14,000
4290 Contract Labor	11,432	-	8,148	1,500
Total Services	<u>212,062</u>	<u>320,950</u>	<u>231,385</u>	<u>400,590</u>
<u>4300 SUPPLIES</u>				
4301 Office Supplies	1,188	1,000	1,000	1,000
4303 Operational Supplies	17,180	15,000	15,000	15,000
4304 Data Processing Supplies	-	-	-	1,000
4305 Printing	158	200	150	200
4307 Postage	101	500	880	500
4308 Small Tools & Minor Equipment	16,392	21,630	27,860	60,540
4311 Uniforms	2,503	2,800	2,500	2,800
4314 Protective Clothing	-	-	-	-
4316 Chemicals	363,894	420,000	400,000	420,000
4328 Gasoline	1,418	2,350	1,700	2,350
4329 Diesel	1,046	3,500	1,000	3,500
4348 Books	-	200	-	200
4350 Raw Water	974,656	1,065,000	975,000	1,065,000
Total Supplies	<u>1,378,538</u>	<u>1,532,180</u>	<u>1,425,090</u>	<u>1,572,090</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

506 - WATER TREATMENT PLANT

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	680	1,000	350	1,000
4402 Machinery & Equipment	10,325	10,000	10,000	16,550
4403 Computer Equipment	-	-	-	5,585
4404 Building	-	22,608	23,111	10,000
4411 Sludge Removal from Lagoon	101,060	520,000	520,000	-
4415 Water Mains & Fire Hydrants	-	-	-	-
4416 Water Wells	10,697	20,000	22,000	22,900
4418 Mechanical Equipment	<u>57,397</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
Total Repairs & Maintenance	<u>180,159</u>	<u>643,608</u>	<u>645,461</u>	<u>126,035</u>
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	-	27,000	-
4903 Improvements other than Bldgs	92,038	121,000	184,500	30,000
4904 Machinery & Equipment	58,210	678,000	587,500	790,500
4906 Automobiles & Light Trucks	-	-	-	26,000
4941 Consulting Engineer Fee	<u>12,224</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>162,472</u>	<u>799,000</u>	<u>799,000</u>	<u>846,500</u>
 TOTAL EXPENDITURES	 <u>\$ 2,714,020</u>	 <u>\$ 4,123,464</u>	 <u>\$ 3,743,211</u>	 <u>\$ 3,774,371</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

550/750 - EMPLOYEE BENEFITS & OTHER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 50,849	\$ 90,280	\$ 67,320	\$ 90,280
Services	57	30	135	150
Other Operating Expenditures	94,480	98,200	98,200	99,421
Total Expenditures	\$ 145,386	\$ 188,510	\$ 165,655	\$ 189,851

PROGRAM DESCRIPTION

Employee Benefits is set up as a control center for personnel costs including the City's portion of FICA, TMRS, hospitalization insurance, workers' compensation insurance, and state unemployment insurance. Employee benefits are now budgeted on a department level with only the associated City portion included here starting in fiscal year 2013-2014.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

550/750 - EMPLOYEE BENEFITS & OTHER

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4106 Social Security/Medicare	\$ -	\$ 1,500	\$ -	\$ 1,500
4107 TMRS	-	5,000	-	5,000
4108 Health & Life Insurance	33,794	55,000	53,000	55,000
4109 Workers Compensation	17,055	25,000	14,320	25,000
4110 State Unemployment	-	1,000	-	1,000
4114 Section 125 Admin Fee	-	280	-	280
4117 Health Savings Account	-	2,500	-	2,500
Total Personnel & Related	<u>50,849</u>	<u>90,280</u>	<u>67,320</u>	<u>90,280</u>
<u>4200 SERVICES</u>				
4252 Dues & Fees	<u>57</u>	<u>30</u>	<u>135</u>	<u>150</u>
Total Services	<u>57</u>	<u>30</u>	<u>135</u>	<u>150</u>
<u>4500 OTHER OPERATING EXP.</u>				
4530 Operating Transfers	<u>94,480</u>	<u>98,200</u>	<u>98,200</u>	<u>99,421</u>
Total Other Operating Expenditures	<u>94,480</u>	<u>98,200</u>	<u>98,200</u>	<u>99,421</u>
 TOTAL EXPENDITURES	 <u>\$ 145,386</u>	 <u>\$ 188,510</u>	 <u>\$ 165,655</u>	 <u>\$ 189,851</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET**

900 - WATER/SEWER DEBT SERVICE

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4500 OTHER OPERATING EXP.</u>				
<u>4525 Fiscal Charges</u>				
Paying Agent Fees	\$ 5,049	\$ 12,000	\$ 5,350	\$ 6,500
Total Fiscal Charges	<u>5,049</u>	<u>12,000</u>	<u>5,350</u>	<u>6,500</u>
 <u>4531 Principal Payments</u>				
2002 Rev Bonds \$5,000,000 (TWDB)	250,000	250,000	250,000	250,000
2010 GO Ref Bonds \$6,295,000 (% Alloc)	280,675	274,960	274,960	139,575
2011 GO Ref Bonds \$3,490,000	320,000	310,000	310,000	183,000
2014 GO Ref Bonds \$1,955,000 (% Alloc)	-	-	-	-
2011 CO \$3,390,000	100,000	100,000	100,000	93,000
2012 CO \$4,725,000	120,000	155,000	155,000	90,000
2013 CO \$6,925,000	50,000	55,000	55,000	84,000
2014 CO \$6,275,000	100,000	105,000	105,000	141,000
2015-A CO \$7,110,000	150,000	150,000	150,000	132,000
2016-A CO \$6,885,000	-	165,000	170,000	105,000
2017-A CO \$6,690,000 - <i>Proposed</i>	-	-	-	72,000
Total Principal Payments	<u>1,370,675</u>	<u>1,564,960</u>	<u>1,569,960</u>	<u>1,289,575</u>
 <u>4531 Interest Payments</u>				
2002 Rev Bonds \$5,000,000 (TWDB)	20,031	12,625	12,625	4,250
2010 GO Ref Bonds \$6,295,000 (% Alloc)	87,369	40,439	40,439	19,640
2011 GO Ref Bonds \$3,490,000	59,150	52,850	52,850	27,562
2014 GO Ref Bonds \$1,955,000 (% Alloc)	35,464	35,447	35,447	35,447
2011 CO \$3,390,000	107,600	105,600	105,600	61,597
2012 CO \$4,725,000	119,252	116,503	116,503	68,071
2013 CO \$6,925,000	222,400	221,350	221,350	131,430
2014 CO \$6,275,000	219,325	217,275	217,275	127,620
2015-A CO \$7,110,000	164,817	206,325	206,325	121,575
2016-A CO \$6,885,000	-	274,963	187,332	126,945
2017-A CO \$6,690,000 - <i>Proposed</i>	-	-	-	155,930
Total Interest Payments	<u>1,035,408</u>	<u>1,283,377</u>	<u>1,195,746</u>	<u>880,067</u>
 TOTAL EXPENDITURES	<u>\$ 2,411,132</u>	<u>\$ 2,860,337</u>	<u>\$ 2,771,056</u>	<u>\$ 2,176,142</u>

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
FUTURE DEBT SERVICE REQUIREMENTS - WATER/SEWER DEBT

<u>FISCAL YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2018	\$ 1,289,575.00	\$ 880,067.33	\$ 2,169,642.33
2019	1,226,570.00	866,719.55	2,093,289.55
2020	1,264,289.00	829,717.66	2,094,006.66
2021	1,345,874.00	789,501.11	2,135,375.11
2022	1,296,910.00	749,142.45	2,046,052.45
2023	1,335,910.00	709,935.15	2,045,845.15
2024	1,767,750.00	663,515.25	2,431,265.25
2025	1,425,000.00	613,424.25	2,038,424.25
2026	1,485,000.00	566,245.50	2,051,245.50
2027	1,536,000.00	515,723.25	2,051,723.25
2028	1,590,000.00	460,732.50	2,050,732.50
2029	1,650,000.00	402,060.00	2,052,060.00
2030	1,710,000.00	340,082.25	2,050,082.25
2031	1,779,000.00	276,092.25	2,055,092.25
2032	1,842,000.00	209,572.50	2,051,572.50
2033	1,539,000.00	147,416.25	1,686,416.25
2034	1,179,000.00	97,455.00	1,276,455.00
2035	957,000.00	57,855.00	1,014,855.00
2036	648,000.00	28,035.00	676,035.00
2037	<u>351,000.00</u>	<u>7,897.50</u>	<u>358,897.50</u>
TOTAL	<u>\$ 27,217,878.00</u>	<u>\$ 9,211,189.75</u>	<u>\$ 36,429,067.75</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**WATERWORKS AND SEWER SYSTEM REVENUE BONDS, SERIES 2002
\$5,000,000 dated September 1, 2002
Interest Rates: 0.70% - 3.80%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 1</u>		<u>DUE SEP. 1</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.400%	\$ 250,000.00	\$ 4,250.00	\$ -	\$ 254,250.00
TOTAL		<u>\$ 250,000.00</u>	<u>\$ 4,250.00</u>	<u>\$ -</u>	<u>\$ 254,250.00</u>

* Previously, \$1,250,000 of bonds due in 2019 - 2023 were defeased by the Series 2014, GO and Refunding Bonds and were called on November 24, 2014.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2010
\$6,295,000 dated May 1, 2010
Interest Rates: 2.00% - 4.50%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	4.500%	\$ 139,575.00	\$ 11,390.05	\$ 8,249.62	\$ 159,214.67
2019	4.500%	139,575.00	8,249.62	5,109.20	152,933.82
2020	4.500%	138,294.00	5,109.20	1,997.58	145,400.78
2021	4.000%	99,879.00	1,997.58	-	101,876.58
TOTAL		<u>\$ 517,323.00</u>	<u>\$ 26,746.45</u>	<u>\$ 15,356.40</u>	<u>\$ 559,425.85</u>

* The 74.39% Debt Service Fund portion and the 25.61% Water and Sewer Fund portion of the refunding bonds are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2011
\$3,490,000 dated December 1, 2011
Interest Rates: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.500%	\$ 183,000.00	\$ 14,925.00	\$ 12,637.50	\$ 210,562.50
2019	2.500%	183,000.00	12,637.50	10,350.00	205,987.50
2020	3.000%	180,000.00	10,350.00	7,650.00	198,000.00
2021	3.000%	174,000.00	7,650.00	5,040.00	186,690.00
2022	3.000%	171,000.00	5,040.00	2,475.00	178,515.00
2023	3.000%	<u>165,000.00</u>	<u>2,475.00</u>	<u>-</u>	<u>167,475.00</u>
TOTAL		<u>\$ 1,056,000.00</u>	<u>\$ 53,077.50</u>	<u>\$ 38,152.50</u>	<u>\$ 1,147,230.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2011
\$3,390,000 dated December 1, 2011
Interest Rates: 2.00% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.500%	\$ 93,000.00	\$ 31,380.00	\$ 30,217.50	\$ 154,597.50
2019	2.500%	93,000.00	30,217.50	29,055.00	152,272.50
2020	3.000%	96,000.00	29,055.00	27,615.00	152,670.00
2021	3.000%	102,000.00	27,615.00	26,085.00	155,700.00
2022	3.000%	102,000.00	26,085.00	24,555.00	152,640.00
2023	3.000%	105,000.00	24,555.00	22,980.00	152,535.00
2024	4.000%	111,000.00	22,980.00	20,760.00	154,740.00
2025	4.000%	114,000.00	20,760.00	18,480.00	153,240.00
2026	4.000%	117,000.00	18,480.00	16,140.00	151,620.00
2027	4.000%	126,000.00	16,140.00	13,620.00	155,760.00
2028	4.000%	126,000.00	13,620.00	11,100.00	150,720.00
2029	4.000%	132,000.00	11,100.00	8,460.00	151,560.00
2030	4.000%	135,000.00	8,460.00	5,760.00	149,220.00
2031	4.000%	141,000.00	5,760.00	2,940.00	149,700.00
2032	4.000%	147,000.00	2,940.00	-	149,940.00
TOTAL		<u>\$ 1,740,000.00</u>	<u>\$ 289,147.50</u>	<u>\$ 257,767.50</u>	<u>\$ 2,286,915.00</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2012
\$4,725,000 dated November 1, 2012
Interest Rates: 2.00% - 3.00%**

DUE IN FISCAL YEAR	INTEREST RATE	DUE MAR. 15		DUE SEP. 15	ANNUAL TOTAL
		PRINCIPAL	INTEREST	INTEREST	
2018	2.000%	\$ 90,000.00	\$ 34,485.75	\$ 33,585.75	\$ 158,071.50
2019	2.000%	102,000.00	33,585.75	32,565.75	168,151.50
2020	2.000%	117,000.00	32,565.75	31,395.75	180,961.50
2021	3.000%	168,000.00	31,395.75	28,875.75	228,271.50
2022	3.000%	150,000.00	28,875.75	26,625.75	205,501.50
2023	3.000%	168,000.00	26,625.75	24,105.75	218,731.50
2024	3.000%	192,000.00	24,105.75	21,225.75	237,331.50
2025	2.000%	195,000.00	21,225.75	19,275.75	235,501.50
2026	2.100%	201,000.00	19,275.75	17,165.25	237,441.00
2027	2.200%	204,000.00	17,165.25	14,921.25	236,086.50
2028	2.250%	207,000.00	14,921.25	12,592.50	234,513.75
2029	3.000%	213,000.00	12,592.50	9,397.50	234,990.00
2030	3.000%	219,000.00	9,397.50	6,112.50	234,510.00
2031	2.500%	219,000.00	6,112.50	3,375.00	228,487.50
2032	3.000%	225,000.00	3,375.00	-	228,375.00
TOTAL		<u>\$ 2,670,000.00</u>	<u>\$ 315,705.75</u>	<u>\$ 281,220.00</u>	<u>\$ 3,266,925.75</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2013
\$6,925,000 dated November 1, 2013
Interest Rates: 2.00% - 3.35%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.500%	\$ 84,000.00	\$ 66,240.00	\$ 65,190.00	\$ 215,430.00
2019	3.000%	90,000.00	65,190.00	63,840.00	219,030.00
2020	3.000%	96,000.00	63,840.00	62,400.00	222,240.00
2021	3.000%	147,000.00	62,400.00	60,195.00	269,595.00
2022	3.000%	192,000.00	60,195.00	57,315.00	309,510.00
2023	3.000%	198,000.00	57,315.00	54,345.00	309,660.00
2024	3.250%	252,000.00	54,345.00	50,250.00	356,595.00
2025	3.350%	267,000.00	50,250.00	45,777.75	363,027.75
2026	3.350%	282,000.00	45,777.75	41,054.25	368,832.00
2027	3.350%	291,000.00	41,054.25	36,180.00	368,234.25
2028	3.350%	315,000.00	36,180.00	30,903.75	382,083.75
2029	3.350%	330,000.00	30,903.75	25,376.25	386,280.00
2030	3.350%	348,000.00	25,376.25	19,547.25	392,923.50
2031	3.350%	372,000.00	19,547.25	13,316.25	404,863.50
2032	3.350%	390,000.00	13,316.25	6,783.75	410,100.00
2033	3.350%	405,000.00	6,783.75	-	411,783.75
TOTAL		<u>\$ 4,059,000.00</u>	<u>\$ 698,714.25</u>	<u>\$ 632,474.25</u>	<u>\$ 5,390,188.50</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2014
\$6,275,000 dated November 1, 2014
Interest Rates: 2.00% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.000%	\$ 141,000.00	\$ 64,867.50	\$ 62,752.50	\$ 268,620.00
2019	3.000%	144,000.00	62,752.50	60,592.50	267,345.00
2020	3.000%	150,000.00	60,592.50	58,342.50	268,935.00
2021	3.000%	156,000.00	58,342.50	56,002.50	270,345.00
2022	3.000%	201,000.00	56,002.50	52,987.50	309,990.00
2023	3.000%	207,000.00	52,987.50	49,882.50	309,870.00
2024	3.000%	186,000.00	49,882.50	47,092.50	282,975.00
2025	3.500%	192,000.00	47,092.50	43,732.50	282,825.00
2026	3.500%	201,000.00	43,732.50	40,215.00	284,947.50
2027	3.500%	210,000.00	40,215.00	36,540.00	286,755.00
2028	4.000%	258,000.00	36,540.00	31,380.00	325,920.00
2029	4.000%	267,000.00	31,380.00	26,040.00	324,420.00
2030	4.000%	276,000.00	26,040.00	20,520.00	322,560.00
2031	4.000%	240,000.00	20,520.00	15,720.00	276,240.00
2032	4.000%	252,000.00	15,720.00	10,680.00	278,400.00
2033	4.000%	261,000.00	10,680.00	5,460.00	277,140.00
2034	4.000%	273,000.00	5,460.00	-	278,460.00
TOTAL		<u>\$ 3,615,000.00</u>	<u>\$ 682,807.50</u>	<u>\$ 617,940.00</u>	<u>\$ 4,915,747.50</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014
\$1,915,000* dated November 1, 2014
Interest Rates: 2.00% - 3.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.000%	\$ -	\$ 17,723.33	\$ 17,723.33	\$ 35,446.66
2019	3.000%	144,995.00	17,723.33	15,548.40	178,266.73
2020	3.000%	144,995.00	15,548.40	13,373.48	173,916.88
2021	3.000%	144,995.00	13,373.48	11,198.55	169,567.03
2022	3.000%	141,910.00	11,198.55	9,069.90	162,178.45
2023	3.000%	141,910.00	9,069.90	6,941.25	157,921.15
2024	3.000%	<u>462,750.00</u>	<u>6,941.25</u>	<u>-</u>	<u>469,691.25</u>
TOTAL		<u>\$ 1,181,555.00</u>	<u>\$ 91,578.24</u>	<u>\$ 73,854.91</u>	<u>\$ 1,346,988.15</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2015-A
\$7,110,000 dated December 1, 2015
Interest Rate: 2.00% - 3.50%**

DUE IN FISCAL YEAR	INTEREST RATE	DUE MAR. 15		DUE SEP. 15		ANNUAL TOTAL
		PRINCIPAL	INTEREST	INTEREST		
2018	2.000%	\$ 132,000.00	\$ 61,447.50	\$ 60,127.50	\$	253,575.00
2019	2.000%	147,000.00	60,127.50	58,657.50		265,785.00
2020	3.000%	150,000.00	58,657.50	56,407.50		265,065.00
2021	3.000%	156,000.00	56,407.50	54,067.50		266,475.00
2022	3.000%	123,000.00	54,067.50	52,222.50		229,290.00
2023	2.000%	129,000.00	52,222.50	50,932.50		232,155.00
2024	2.000%	261,000.00	50,932.50	48,322.50		360,255.00
2025	3.000%	264,000.00	48,322.50	44,362.50		356,685.00
2026	3.000%	264,000.00	44,362.50	40,402.50		348,765.00
2027	3.000%	267,000.00	40,402.50	36,397.50		343,800.00
2028	3.000%	228,000.00	36,397.50	32,977.50		297,375.00
2029	3.000%	231,000.00	32,977.50	29,512.50		293,490.00
2030	3.250%	237,000.00	29,512.50	25,661.25		292,173.75
2031	3.250%	285,000.00	25,661.25	21,030.00		331,691.25
2032	3.375%	288,000.00	21,030.00	16,170.00		325,200.00
2033	3.500%	291,000.00	16,170.00	11,077.50		318,247.50
2034	3.500%	306,000.00	11,077.50	5,722.50		322,800.00
2035	3.500%	327,000.00	5,722.50	-		332,722.50
TOTAL		\$ 4,086,000.00	\$ 705,498.75	\$ 644,051.25	\$	5,435,550.00

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**CERTIFICATES OF OBLIGATION, SERIES 2016-A
\$6,885,000 dated November 1, 2016
Interest Rates: 2.00% - 4.00%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	2.000%	\$ 105,000.00	\$ 63,997.50	\$ 62,947.50	\$ 231,945.00
2019	2.000%	108,000.00	62,947.50	61,867.50	232,815.00
2020	2.000%	111,000.00	61,867.50	60,757.50	233,625.00
2021	2.000%	114,000.00	60,757.50	59,617.50	234,375.00
2022	2.000%	117,000.00	59,617.50	58,447.50	235,065.00
2023	2.000%	117,000.00	58,447.50	57,277.50	232,725.00
2024	3.000%	204,000.00	57,277.50	54,217.50	315,495.00
2025	3.000%	213,000.00	54,217.50	51,022.50	318,240.00
2026	2.500%	219,000.00	51,022.50	48,285.00	318,307.50
2027	4.000%	225,000.00	48,285.00	43,785.00	317,070.00
2028	4.000%	234,000.00	43,785.00	39,105.00	316,890.00
2029	4.000%	243,000.00	39,105.00	34,245.00	316,350.00
2030	4.000%	255,000.00	34,245.00	29,145.00	318,390.00
2031	4.000%	264,000.00	29,145.00	23,865.00	317,010.00
2032	4.000%	273,000.00	23,865.00	18,405.00	315,270.00
2033	3.000%	300,000.00	18,405.00	13,905.00	332,310.00
2034	3.000%	306,000.00	13,905.00	9,315.00	329,220.00
2035	3.000%	309,000.00	9,315.00	4,680.00	322,995.00
2036	3.000%	312,000.00	4,680.00	-	316,680.00
TOTAL		<u>\$ 4,029,000.00</u>	<u>\$ 794,887.50</u>	<u>\$ 730,890.00</u>	<u>\$ 5,554,777.50</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

**PROPOSED CERTIFICATES OF OBLIGATION, SERIES 2017-A
\$6,690,000 dated November 1, 2017
Interest Rate: 4.50%**

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>		<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>		
2018	4.500%	\$ 72,000.00	\$ 67,234.50	\$ 88,695.00	\$	227,929.50
2019	4.500%	75,000.00	88,695.00	87,007.50		250,702.50
2020	4.500%	81,000.00	87,007.50	85,185.00		253,192.50
2021	4.500%	84,000.00	85,185.00	83,295.00		252,480.00
2022	4.500%	99,000.00	83,295.00	81,067.50		263,362.50
2023	4.500%	105,000.00	81,067.50	78,705.00		264,772.50
2024	4.500%	99,000.00	78,705.00	76,477.50		254,182.50
2025	4.500%	180,000.00	76,477.50	72,427.50		328,905.00
2026	4.500%	201,000.00	72,427.50	67,905.00		341,332.50
2027	4.500%	213,000.00	67,905.00	63,112.50		344,017.50
2028	4.500%	222,000.00	63,112.50	58,117.50		343,230.00
2029	4.500%	234,000.00	58,117.50	52,852.50		344,970.00
2030	4.500%	240,000.00	52,852.50	47,452.50		340,305.00
2031	4.500%	258,000.00	47,452.50	41,647.50		347,100.00
2032	4.500%	267,000.00	41,647.50	35,640.00		344,287.50
2033	4.500%	282,000.00	35,640.00	29,295.00		346,935.00
2034	4.500%	294,000.00	29,295.00	22,680.00		345,975.00
2035	4.500%	321,000.00	22,680.00	15,457.50		359,137.50
2036	4.500%	336,000.00	15,457.50	7,897.50		359,355.00
2037	4.500%	<u>351,000.00</u>	<u>7,897.50</u>	<u>-</u>		<u>358,897.50</u>
TOTAL		<u>\$ 4,014,000.00</u>	<u>\$ 1,162,152.00</u>	<u>\$ 1,094,917.50</u>	<u>\$</u>	<u>6,271,069.50</u>

* The 40.00% Debt Service Fund portion and the 60.00% Water and Sewer Fund portion of the obligations are reflected in the respective Funds.

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
CAPITAL IMPROVEMENT FUND REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Other Revenue</u>				
3620 Investment Revenue	\$ 395	\$ -	\$ 700	\$ -
3640 Transfer from General Fund	2,130,000	721,148	5,336,835	3,566,440
3698 Proceeds from Capital Leases	-	-	-	-
Total Other Revenue	<u>2,130,395</u>	<u>721,148</u>	<u>5,337,535</u>	<u>3,566,440</u>
<u>Special Revenue</u>				
3837 Library Donations	-	-	-	-
Total Special Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Current Revenue	2,130,395	721,148	5,337,535	3,566,440
<u>Prior Year Revenue</u>				
Prior Year Reserves	-	2,477,000	-	2,939,813
Prior Year Revenue	<u>-</u>	<u>2,477,000</u>	<u>-</u>	<u>2,939,813</u>
Total Revenue	<u>\$ 2,130,395</u>	<u>\$ 3,198,148</u>	<u>\$ 5,337,535</u>	<u>\$ 6,506,253</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
CAPITAL IMPROVEMENTS FUND EXPENDITURE SUMMARY BY DEPARTMENT**

DEPARTMENT		ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROPOSED 17-18
105	General Government	\$ 283,575	\$ -	\$ 3,143,440	\$ 3,622,440
200	Information Technology	-	-	-	-
300	Police	-	-	-	-
304	Fire Department	-	-	-	157,000
401	Planning & Development	84,755	165,000	200,500	-
402	Sanitation	-	-	-	-
403	Street Maintenance	280,524	2,718,148	885,711	1,933,813
406	Storm Water	-	215,000	184,721	-
410	Park Maintenance	-	-	-	200,000
411	Recreation	-	-	-	56,000
412	Athletics & Aquatics	-	-	-	125,000
413	Building Maintenance	-	-	-	200,000
417	Drama	-	-	-	56,000
420	Library	-	-	-	56,000
	Contingency	-	100,000	64,500	100,000
TOTAL EXPENDITURES		\$ 648,854	\$ 3,198,148	\$ 4,478,872	\$ 6,506,253

**CITY OF DEER PARK
CAPITAL IMPROVEMENTS FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

CAPITAL IMPROVEMENTS FUND

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROPOSED 17-18
Supplies	\$ -	\$ -	\$ -	\$ -
Repairs & Maintenance	-	2,718,148	885,711	1,933,813
Other Operating Expenditures	-	100,000	64,500	100,000
Capital Outlay	648,854	380,000	3,528,661	4,472,440
Total Expenditures	\$ 648,854	\$ 3,198,148	\$ 4,478,872	\$ 6,506,253

PROGRAM DESCRIPTION

The Capital Improvements Fund is established to provide designated funding for capital improvements on a cash or pay-as-you-go basis. This fund may be used as an alternative to long-term debt financing for selected capital improvements. Projects included in this fund are capital expenses of at least \$25,000.

**CITY OF DEER PARK
CAPITAL IMPROVEMENTS FUND
2017-2018 ANNUAL BUDGET**

CAPITAL IMPROVEMENTS FUND

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROPOSED 17-18
<u>4300 SUPPLIES</u>				
4308 Small Tools & Minor Equipment	\$ -	\$ -	\$ -	\$ -
Total Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4404 Building	-	-	-	-
4406 Streets	-	2,218,148	847,611	1,633,813
4407 Sidewalks	-	500,000	38,100	300,000
Total Repairs & Maintenance	<u>-</u>	<u>2,718,148</u>	<u>885,711</u>	<u>1,933,813</u>
<u>4500 OTHER OPERATING EXP.</u>				
4510 Contingency	-	100,000	64,500	100,000
Total Other Operating Expenditures	<u>-</u>	<u>100,000</u>	<u>64,500</u>	<u>100,000</u>
<u>4900 CAPITAL OUTLAY</u>				
4901 Land & Land Rights	-	-	-	-
4902 Buildings	283,575	-	3,122,440	3,479,440
4903 Improvements other than Bldgs.	-	-	-	493,000
4904 Machinery & Equipment	-	-	21,000	-
4905 Furniture & Fixtures	-	-	-	500,000
4906 Automobiles & Light Trucks	-	-	-	-
4907 Large Trucks/Heavy Rolling Stock	-	-	-	-
4908 Lease Purchase	-	-	-	-
4909 Parking Lots	-	-	-	-
4910 Streets	21,293	-	-	-
4911 Sidewalks	257,443	-	-	-
4914 Storm Drainage	84,755	380,000	385,221	-
4941 Consultin Engineer Fee	1,788	-	-	-
4942 Consulting Fee - Architect	-	-	-	-
Total Capital Outlay	<u>648,854</u>	<u>380,000</u>	<u>3,528,661</u>	<u>4,472,440</u>
TOTAL EXPENDITURES	<u>\$ 648,854</u>	<u>\$ 3,198,148</u>	<u>\$ 4,478,872</u>	<u>\$ 6,506,253</u>

**CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
GOLF COURSE LEASE REVENUES & RESOURCES**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>User Fees</u>				
3566 Liquor Sales	\$ -	\$ -	\$ -	\$ -
3567 Wine Sales	-	-	-	-
3568 Beer Sales	-	-	-	-
Total User Fees	-	-	-	-
<u>Other Revenue</u>				
3614 Sale of Surplus Material	9,292	-	-	-
3640 Transfer from Other Funds	172,000	50,000	50,000	106,000
3641 Prior Year Revenue	-	-	-	-
Total Other Revenue	181,292	50,000	50,000	106,000
<u>Restricted Revenue</u>				
3716 Golf Course Rent Payment	40,000	-	-	-
3717 Golf Course Percentage Rent Payment	-	-	-	-
3718 Golf Course Equipment Reimbursement	63,681	70,000	70,000	70,000
Total Restricted Revenue	103,681	70,000	70,000	70,000
Total Current Revenue	284,973	120,000	120,000	176,000
Prior Year Revenue	-	-	-	-
Total Revenue	\$ 284,973	\$ 120,000	\$ 120,000	\$ 176,000

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
GOLF COURSE LEASE FUND EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Golf Course Lease	\$ 386,318	\$ 120,000	\$ 120,000	\$ 176,000
TOTAL EXPENDITURES	\$ 386,318	\$ 120,000	\$ 120,000	\$ 176,000

**CITY OF DEER PARK
GOLF COURSE LEASE FUND
2017-2018 ANNUAL BUDGET**

EXPENDITURE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ -	\$ -	\$ -	\$ -
Services	62,268	70,000	70,000	70,000
Supplies	5,064	-	-	-
Repairs & Maintenance	132,303	50,000	50,000	50,000
Other Operating Expenditures	-	-	-	-
Capital Outlay	186,683	-	-	56,000
Total Expenditures	\$ 386,318	\$ 120,000	\$ 120,000	\$ 176,000

PROGRAM DESCRIPTION

This department is responsible for maintaining the Battleground at Deer Park Golf Course through a lease agreement. Responsibilities include the 18-hole golf course, 3-hole teaching facility, driving range, clubhouse, and grounds around the clubhouse.

**CITY OF DEER PARK
GOLF COURSE LEASE FUND
2017-2018 ANNUAL BUDGET**

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ -	\$ -	\$ -	\$ -
4104 Salaries - Overtime	-	-	-	-
4106 Social Security/Medicare	-	-	-	-
4107 TMRS	-	-	-	-
4108 Health & Life Insurance	-	-	-	-
Total Personnel & Related	-	-	-	-
<u>4200 SERVICES</u>				
4212 Utilities - Electric	-	-	-	-
4214 Utilities - Gas	-	-	-	-
4218 Utilities - Cable	-	-	-	-
4231 Equipment Rental	62,268	70,000	70,000	70,000
4250 Training & Travel	-	-	-	-
Total Services	62,268	70,000	70,000	70,000
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	-	-	-	-
4308 Small Tools & Minor Equipment	5,064	-	-	-
4345 Alcoholic Beverages	-	-	-	-
Total Supplies	5,064	-	-	-
<u>4400 REPAIRS & MAINTENANCE</u>				
4404 Buildings	6,828	30,000	30,000	30,000
4409 Air Conditioners	-	10,000	10,000	10,000
4412 Grounds	125,475	10,000	10,000	10,000
Total Repairs & Maintenance	132,303	50,000	50,000	50,000
<u>4500 OTHER OPERATING EXP.</u>				
4545 Mixed Beverage Tax	-	-	-	-
4599 Misc. Operating Expenditures	-	-	-	-
Total Other Operating Expenditures	-	-	-	-
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	172,000	-	-	-
4903 Improvements Other Than Bldgs.	-	-	-	56,000
4904 Machinery & Equipment	14,683	-	-	-
Total Capital Outlay	186,683	-	-	56,000
TOTAL EXPENDITURES	\$ 386,318	\$ 120,000	\$ 120,000	\$ 176,000

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT**

The purpose of the Deer Park Crime Control Prevention District ("CCPD") is to enhance the capability of law enforcement and to further crime prevention programs in the City. Authority for the CCPD is provided by Texas Local Government Code, Chapter 363, known as the Crime Control and Prevention District Act. On May 11, 2011, voters in the City of Deer Park approved the CCPD for a period of five years and the related fund was established by a dedicated one-fourth of one percent sales and use tax that became effective on October 1, 2011. On May 7, 2016, voters authorized continuation of the CCPD for a period of 10 years, which includes continuation of the dedicated one-fourth of one percent sales and use tax.

The CCPD is governed by a seven member board appointed by the City Council.

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2017-2018 ANNUAL BUDGET

REVENUE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
Tax Revenue	\$ 1,688,740	\$ 1,320,000	\$ 1,489,000	\$ 1,366,800
Other Revenue	2,133	-	1,500	-
Prior Year Revenue	-	-	1,658,279	75,296
Total Revenue	\$ 1,690,873	\$ 1,320,000	\$ 3,148,779	\$ 1,442,096

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2017-2018 ANNUAL BUDGET

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>3100 TAX REVENUE</u>				
3120 Sales Tax Revenue	\$ 1,688,740	\$ 1,320,000	\$ 1,489,000	\$ 1,366,800
Total Tax Revenue	<u>1,688,740</u>	<u>1,320,000</u>	<u>1,489,000</u>	<u>1,366,800</u>
<u>3600 OTHER REVENUE</u>				
3620 Investment Revenue	2,133	-	1,500	-
3630 Insurance Reimbursement	-	-	-	-
Total Other Revenue	<u>2,133</u>	<u>-</u>	<u>1,500</u>	<u>-</u>
Prior Year Revenue	<u>-</u>	<u>-</u>	<u>1,658,279</u>	<u>75,296</u>
 TOTAL REVENUE	 <u>\$ 1,690,873</u>	 <u>\$ 1,320,000</u>	 <u>\$ 3,148,779</u>	 <u>\$ 1,442,096</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
CRIME CONTROL AND PREVENTION DISTRICT EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Total Police Services	<u>\$ 1,304,927</u>	<u>\$ 1,320,000</u>	<u>\$ 3,091,482</u>	<u>\$ 1,442,096</u>
TOTAL EXPENDITURES	<u>\$ 1,304,927</u>	<u>\$ 1,320,000</u>	<u>\$ 3,091,482</u>	<u>\$ 1,442,096</u>

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2017-2018 ANNUAL BUDGET

EXPENDITURE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 246,926	\$ 445,902	\$ 345,819	\$ 693,739
Services	72,914	93,460	85,151	105,294
Supplies	139,087	121,420	112,100	180,826
Repairs & Maintenance	-	-	-	-
Other Operating Expenditures	-	-	-	15,000
Capital Outlay	846,000	400,156	2,548,412	447,237
Transition Fund	-	259,062	-	-
Total Expenditures	\$ 1,304,927	\$ 1,320,000	\$ 3,091,482	\$ 1,442,096

PERSONNEL SCHEDULE

Crime Prevention Officer	1	1	1	1
Sergeant - Investigations	1	1	1	1
Pro-Act Investigators	0	0	0	2
Dispatcher	3	3	3	3

PROGRAM DESCRIPTION

The purpose of this special revenue district is to enhance the capability of law enforcement and to further crime prevention programs in Deer Park.

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2017-2018 ANNUAL BUDGET

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 166,343	\$ 290,532	\$ 216,028	\$ 458,861
4104 Salaries - Overtime	15,027	13,840	14,100	20,000
4106 Social Security/Medicare	13,255	23,154	17,100	36,304
4107 TMRS	25,616	43,511	29,750	69,224
4108 Health & Life Insurance	25,579	72,324	67,425	105,852
4109 Workers Compensation	1,066	2,361	1,360	3,273
4114 Section 125 Admin Fee	41	180	56	225
4117 Health Savings Account	-	-	-	-
Total Personnel & Related	<u>246,926</u>	<u>445,902</u>	<u>345,819</u>	<u>693,739</u>
<u>4200 SERVICES</u>				
4231 Equipment Rental	6,020	21,600	7,200	21,600
4239 Audit Fee	2,000	2,000	2,000	2,000
4250 Training & Travel	3,527	828	828	1,410
4252 Dues & Fees	267	1,436	367	718
4279 Software - Other	61,099	65,626	72,786	79,566
4290 Contract Labor	-	1,970	1,970	-
Total Services	<u>72,914</u>	<u>93,460</u>	<u>85,151</u>	<u>105,294</u>
<u>4300 SUPPLIES</u>				
4304 Data Processing Supplies	-	699	629	-
4305 Printing	2,630	-	-	-
4307 Postage	1,866	185	30	327
4308 Small Tools & Minor Equipment	133,564	120,536	111,441	152,128
4311 Uniforms	1,026	-	-	-
4314 Protective Clothing	-	-	-	28,371
Total Supplies	<u>139,087</u>	<u>121,420</u>	<u>112,100</u>	<u>180,826</u>
<u>4400 REPAIRS & MAINTENANCE</u>				
4402 Machinery & Equipment	-	-	-	-
Total Repairs & Maintenance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>4500 OTHER OPERATING EXP.</u>				
4511 Salary Incentive Contingency	-	-	-	15,000
Total Other Operating Exp.	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,000</u>

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2017-2018 ANNUAL BUDGET

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	380,431	-	2,212,259	65,000
4904 Machinery & Equipment	123,907	194,360	141,957	108,503
4906 Automobiles & Light Trucks	263,208	205,796	185,787	273,734
4908 Lease Purchase	49,972	-	-	-
4941 Consulting Engineer Fee	28,482	-	8,409	-
Total Capital Outlay	<u>846,000</u>	<u>400,156</u>	<u>2,548,412</u>	<u>447,237</u>
TOTAL OPERATING BUDGET	1,304,927	1,060,938	3,091,482	1,442,096
Transition Fund	<u>-</u>	<u>259,062</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 1,304,927</u>	<u>\$ 1,320,000</u>	<u>\$ 3,091,482</u>	<u>\$ 1,442,096</u>

CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES
DISTRICT

The purpose of the Deer Park Fire Control, Prevention, and Emergency Medical Services District ("FCPEMSD") is to enhance fire control and prevention and emergency medical services programs in the City. Authority for the FCPEMSD is provided by Texas Local Government Code, Chapter 344, known as the Fire Control, Prevention, and Emergency Medical Services District Act. On May 11, 2011, voters in the City of Deer Park approved the FCPEMSD for a period of five years and the related fund was established by a dedicated one-fourth of one percent sales and use tax that became effective on October 1, 2011. On May 7, 2016, voters authorized continuation of the FCPEMSD for a period of 10 years, which includes continuation of the dedicated one-fourth of one percent sales and use tax.

The FCPEMSD is governed by a seven member board appointed by the City Council.

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

REVENUE SUMMARY

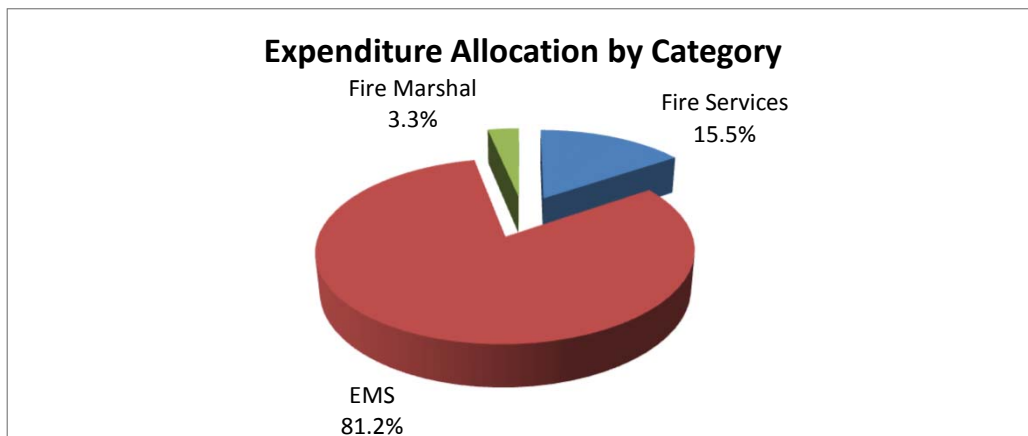
	ACTUAL	BUDGET	ESTIMATED	PROJECTED
	15-16	16-17	16-17	17-18
Tax Revenue	\$ 1,674,270	\$ 1,320,000	\$ 1,494,000	\$ 1,366,800
Other Revenue	1,122	-	1,250	-
Prior Year Revenue	<u>-</u>	<u>316,312</u>	<u>-</u>	<u>2,443,543</u>
Total Revenue	<u>\$ 1,675,391</u>	<u>\$ 1,636,312</u>	<u>\$ 1,495,250</u>	<u>\$ 3,810,343</u>

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

	ACTUAL	BUDGET	ESTIMATED	PROJECTED
	15-16	16-17	16-17	17-18
<u>3100 TAX REVENUE</u>				
3120 Sales Tax Revenue	\$ 1,674,270	\$ 1,320,000	\$ 1,494,000	\$ 1,366,800
Total Tax Revenue	<u>1,674,270</u>	<u>1,320,000</u>	<u>1,494,000</u>	<u>1,366,800</u>
<u>3600 OTHER REVENUE</u>				
3620 Investment Revenue	<u>1,122</u>	<u>-</u>	<u>1,250</u>	<u>-</u>
Total Other Revenue	<u>1,122</u>	<u>-</u>	<u>1,250</u>	<u>-</u>
Prior Year Revenue	<u>-</u>	<u>316,312</u>	<u>-</u>	<u>2,443,543</u>
TOTAL REVENUE	<u>\$ 1,675,391</u>	<u>\$ 1,636,312</u>	<u>\$ 1,495,250</u>	<u>\$ 3,810,343</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
FIRE CONTROL, PREVENTION AND EMS DISTRICT EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>FIRE SERVICES</u>				
Personnel & Related	\$ -	\$ -	\$ -	\$ -
Services	96,105	106,000	102,650	110,500
Supplies	35,672	113,100	113,025	206,100
Repairs & Maintenance	42,669	94,000	127,200	84,000
Other Operating Expenditures	-	-	-	-
Capital Outlay	55,698	256,000	71,000	187,000
Total Fire Services	230,144	569,100	413,875	587,600
<u>EMERGENCY MEDICAL SERVICES</u>				
Personnel & Related	357,332	565,740	532,335	668,676
Services	67,895	84,330	75,000	83,500
Supplies	16,906	63,066	60,000	49,630
Repairs & Maintenance	13,897	45,500	43,000	45,500
Capital Outlay	25,656	168,000	172,050	2,250,000
Total Emergency Medical Services	481,686	926,636	882,385	3,097,306
<u>FIRE MARSHAL</u>				
Personnel & Related	75,778	84,276	76,052	88,137
Services	23,295	36,300	31,400	31,500
Supplies	764	2,000	1,450	1,300
Repairs & Maintenance	800	7,000	4,500	4,500
Capital Outlay	273,375	11,000	11,000	-
Total Fire Marshal	374,012	140,576	124,402	125,437
TOTAL EXPENDITURES	\$ 1,085,842	\$ 1,636,312	\$ 1,420,661	\$ 3,810,343



CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

EXPENDITURE SUMMARY

304 - FIRE SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ -	\$ -	\$ -	\$ -
Services	96,105	106,000	102,650	110,500
Supplies	35,672	113,100	113,025	206,100
Repairs & Maintenance	42,669	94,000	127,200	84,000
Other Operating Expenditures	-	-	-	-
Capital Outlay	<u>55,698</u>	<u>256,000</u>	<u>71,000</u>	<u>187,000</u>
Total Expenditures	<u>\$ 230,144</u>	<u>\$ 569,100</u>	<u>\$ 413,875</u>	<u>\$ 587,600</u>

PROGRAM DESCRIPTION

Fire Services include fire suppression and EMS services for the protection of life and property against fire and other disasters. The City currently has three fire stations.

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

304 - FIRE SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ -	\$ -	\$ -	\$ -
4102 Salaries - Part Time	-	-	-	-
4104 Salaries - Overtime	-	-	-	-
4106 Social Security/Medicare	-	-	-	-
4107 TMRS	-	-	-	-
4108 Health & Life Insurance	-	-	-	-
4109 Workers Compensation	-	-	-	-
Total Personnel & Related	-	-	-	-
<u>4200 SERVICES</u>				
4219 Mobile Technology	-	6,000	5,500	6,000
4239 Audit Fees	2,000	2,000	2,000	2,000
4252 Dues & Fees	36	1,000	250	250
4254 Inspections & Permits	15,030	13,000	13,900	21,250
4255 Community & Employee Awards	79	-	-	-
4256 Santa Around Town	-	-	-	-
4279 Software - Other	-	-	-	-
4290 Contract Labor	78,960	84,000	81,000	81,000
Total Services	96,105	106,000	102,650	110,500
<u>4300 SUPPLIES</u>				
4301 Office Supplies	-	2,000	-	500
4303 Operational Supplies	14,127	13,000	13,000	13,000
4307 Postage	1,850	100	25	100
4308 Small Tools & Minor Equipment	5,649	25,000	21,000	120,500
4314 Protective Clothing	11,489	70,000	79,000	70,000
4346 Election Supplies	2,557	-	-	-
4348 Books	-	3,000	-	2,000
Total Supplies	35,672	113,100	113,025	206,100

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

304 - FIRE SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	1,473	23,000	20,000	23,000
4402 Machinery & Equipment	7,806	16,000	13,000	16,000
4404 Buildings	19,881	18,000	20,500	8,000
4405 Radios	618	10,000	10,000	10,000
4413 Drill Field	8,925	20,000	57,000	20,000
4430 Furniture & Fixtures	3,966	7,000	6,700	7,000
Total Repairs & Maintenance	42,669	94,000	127,200	84,000
<u>4500 OTHER OPERATING EXP.</u>				
4510 Contingency	-	-	-	-
4511 Salary Contingency	-	-	-	-
Total Other Operating Expenditures	-	-	-	-
<u>4900 CAPITAL OUTLAY</u>				
4903 Improvements Other Than Bldgs.	-	156,000	-	-
4904 Machinery & Equipment	55,698	5,000	71,000	55,000
4906 Automobiles & Light Trucks	-	-	-	-
4907 Large Trucks/Heavy Rolling Stock	-	95,000	-	-
4908 Lease Purchase	-	-	-	132,000
4941 Consulting Engineer Fee	-	-	-	-
Total Capital Outlay	55,698	256,000	71,000	187,000
TOTAL EXPENDITURES	\$ 230,144	\$ 569,100	\$ 413,875	\$ 587,600

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

EXPENDITURE SUMMARY

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 357,332	\$ 565,740	\$ 532,335	\$ 668,676
Services	67,895	84,330	75,000	83,500
Supplies	16,906	63,066	60,000	49,630
Repairs & Maintenance	13,897	45,500	43,000	45,500
Capital Outlay	25,656	168,000	172,050	2,250,000
Total Expenditures	\$ 481,686	\$ 926,636	\$ 882,385	\$ 3,097,306

PERSONNEL SCHEDULE

EMS Captain	0	2	2	2
Paramedic Supervisor	2	0	0	0
Paramedics	2	4	4	5
Part-Time Paramedics	0	0	0	2

PROGRAM DESCRIPTION

Emergency Medical Services include emergency medical treatment and ambulance transportation as needed.

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 205,448	\$ 317,801	\$ 294,038	\$ 388,345
4102 Salaries - Part Time	-	-	11,230	12,000
4104 Salaries - Overtime	63,492	80,000	88,603	80,000
4106 Social Security/Medicare	19,930	30,323	35,100	36,604
4107 TMRS	37,983	56,735	48,650	68,013
4108 Health & Life Insurance	27,119	72,732	49,500	76,308
4109 Workers Compensation	2,027	6,724	3,846	5,981
4114 Section 125 Admin Fee	44	135	78	135
4117 Health Savings Account	1,289	1,290	1,290	1,290
Total Personnel & Related	357,332	565,740	532,335	668,676
<u>4200 SERVICES</u>				
4219 Mobile Technology	483	4,000	4,000	4,000
4252 Dues & Fees	400	4,130	4,000	4,000
4255 Community & Employee Awards	-	5,000	5,000	5,000
4279 Software - Other	16,823	17,700	17,000	17,000
4290 Contract Labor	50,189	53,500	45,000	53,500
Total Services	67,895	84,330	75,000	83,500
<u>4300 SUPPLIES</u>				
4301 Office Supplies	-	-	-	-
4303 Operational Supplies	3,342	26,600	26,000	26,500
4308 Small Tools & Minor Equipment	13,564	34,966	34,000	22,230
4348 Books	-	1,500	-	900
Total Supplies	16,906	63,066	60,000	49,630
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	6,508	16,000	15,000	16,000
4402 Machinery & Equipment	7,389	29,500	28,000	29,500
Total Repairs & Maintenance	13,897	45,500	43,000	45,500

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

305 - EMERGENCY MEDICAL SERVICES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4900 CAPITAL OUTLAY</u>				
4902 Buildings	-	-	-	2,000,000
4904 Machinery & Equipment	25,656	-	-	-
4906 Automobiles & Light Trucks	-	-	30,000	-
4907 Large Trucks/Heavy Rolling Stock	-	168,000	142,050	-
4941 Consulting Engineer Fee	-	-	-	250,000
Total Capital Outlay	<u>25,656</u>	<u>168,000</u>	<u>172,050</u>	<u>2,250,000</u>
 TOTAL EXPENDITURES	 <u>\$ 481,686</u>	 <u>\$ 926,636</u>	 <u>\$ 882,385</u>	 <u>\$ 3,097,306</u>

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

EXPENDITURE SUMMARY

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Personnel & Related	\$ 75,778	\$ 84,276	\$ 76,052	\$ 88,137
Services	23,295	36,300	31,400	31,500
Supplies	764	2,000	1,450	1,300
Repairs & Maintenance	800	7,000	4,500	4,500
Capital Outlay	273,375	11,000	11,000	-
Total Expenditures	\$ 374,012	\$ 140,576	\$ 124,402	\$ 125,437

PERSONNEL SCHEDULE

Fire Marshal Inspector	1	1	1	1
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PROGRAM DESCRIPTION

The Fire Marshal's office is responsible for inspections and enforcement of the City's Fire Code as well as fire investigations. The Fire Marshal also designs and presents fire safety education programs in the community.

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4100 PERSONNEL & RELATED</u>				
4101 Salaries - Full Time	\$ 56,156	\$ 56,843	\$ 56,807	\$ 59,974
4104 Salaries - Overtime	608	6,000	650	6,000
4106 Social Security/Medicare	4,303	4,779	4,400	5,011
4107 TMRS	8,019	8,968	7,400	9,553
4108 Health & Life Insurance	5,337	6,012	5,560	6,120
4109 Workers Compensation	711	1,029	590	834
4114 Section 125 Admin Fee	-	-	-	-
4117 Health Savings Account	644	645	645	645
Total Personnel & Related	75,778	84,276	76,052	88,137
<u>4200 SERVICES</u>				
4219 Mobile Technology	-	2,000	2,000	2,000
4255 Community/Employee Affairs	5,000	3,500	3,500	3,500
4279 Software - Other	3,945	13,000	10,000	10,000
4290 Contract Labor	14,350	17,800	15,900	16,000
Total Services	23,295	36,300	31,400	31,500
<u>4300 SUPPLIES</u>				
4303 Operational Supplies	-	500	250	300
4308 Small Tools & Minor Equipment	764	1,500	1,200	1,000
Total Supplies	764	2,000	1,450	1,300
<u>4400 REPAIRS & MAINTENANCE</u>				
4401 Vehicles	-	4,000	2,500	2,500
4402 Machinery & Equipment	-	3,000	2,000	2,000
4404 Building	800	-	-	-
Total Repairs & Maintenance	800	7,000	4,500	4,500

CITY OF DEER PARK
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)
2017-2018 ANNUAL BUDGET

307 - FIRE MARSHAL

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4900 CAPITAL OUTLAY</u>				
4904 Machinery & Equipment	-	11,000	11,000	-
4906 Automobiles & Light Trucks	-	-	-	-
4907 Truck & Heavy Rolling Stock	<u>273,375</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>273,375</u>	<u>11,000</u>	<u>11,000</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 374,012</u>	<u>\$ 140,576</u>	<u>\$ 124,402</u>	<u>\$ 125,437</u>

DEER PARK COMMUNITY DEVELOPMENT CORPORATION

The Deer Park Community Development Corporation ("DPCDC" or "Corporation") is a fund established by a dedicated one-half of one percent sales and use tax approved by the voters in May 2015 for economic development purposes. The authority for the DPCDC is provided by Texas Local Government Code, Chapter 505, Type B Corporations. The Corporation is governed by a seven member board appointed by the City Council. The DPCDC was formed for the purpose of financing the following public park purposes and events as authorized by Chapter 505 and the Election: (a) replacement of restroom facilities in Dow Park with a new pavilion structure that includes a stage, restrooms, and a concession stand; (b) renovation and expansion of the Community Center and Gym to include an indoor pool; (c) expansion of the existing Maxwell Center and parking lot; (d) renovation of baseball fields including but not limited to the Spencerview sports complex (Durant Fields); (e) renovation of the girls softball facilities at the Youth Sports Complex; (f) development of soccer fields; and (g) the development of hike and bike trails.

The dedicated one-half of one percent sales and use tax became effective on October 1, 2015 and the first sales tax receipts for the Corporation were received in December 2015.

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)

REVENUE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
Tax Revenue	\$ 3,271,782	\$ 2,400,000	\$ 3,200,000	\$ 2,700,000
Other Revenue	513	3,600	1,000	900
Prior Year Revenue	-	892,996	480,436	-
Total Revenue	\$ 3,272,295	\$ 3,296,596	\$ 3,681,436	\$ 2,700,900

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>3100 TAX REVENUE</u>				
3120 Sales Tax Revenue	\$ 3,271,782	\$ 2,400,000	\$ 3,200,000	\$ 2,700,000
Total Tax Revenue	<u>3,271,782</u>	<u>2,400,000</u>	<u>3,200,000</u>	<u>2,700,000</u>
<u>3600 OTHER REVENUE</u>				
3620 Investment Revenue	513	3,600	1,000	900
Total Other Revenue	<u>513</u>	<u>3,600</u>	<u>1,000</u>	<u>900</u>
Prior Year Revenue	<u>-</u>	<u>892,996</u>	<u>480,436</u>	<u>-</u>
TOTAL REVENUE	<u>\$ 3,272,295</u>	<u>\$ 3,296,596</u>	<u>\$ 3,681,436</u>	<u>\$ 2,700,900</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)
EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Total DPCDC Services	\$ 229,606	\$ 3,296,596	\$ 3,681,436	\$ 2,700,900
TOTAL EXPENDITURES	\$ 229,606	\$ 3,296,596	\$ 3,681,436	\$ 2,700,900

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)

EXPENDITURE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Services	\$ -	\$ 4,400	\$ 3,600	\$ 4,400
Supplies	11	1,500	25	1,500
Other Operating Expenditures	<u>229,595</u>	<u>3,290,696</u>	<u>3,677,811</u>	<u>2,695,000</u>
Total Expenditures	<u>\$ 229,606</u>	<u>\$ 3,296,596</u>	<u>\$ 3,681,436</u>	<u>\$ 2,700,900</u>

PROGRAM DESCRIPTION

Chapter 505 of the Texas Local Government Code authorizes the use of Type B economic development sales tax for public park purposes and events through a development corporation appointed by City Council. The DPCDC is a Type B Corporation, and in accordance with state law, the City has adopted a 0.50% sales tax to fund the projects approved by the voters on May 9, 2015.

CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4200 SERVICES</u>				
4201 Public Notices	\$ -	\$ 1,900	\$ 1,600	\$ 1,900
4239 Audit Fee	-	2,000	2,000	2,000
4250 Training & Travel	-	500	-	500
4252 Dues & Fees	-	-	-	-
Total Services	-	4,400	3,600	4,400
<u>4300 SUPPLIES</u>				
4301 Office Supplies	-	100	-	100
4305 Printing	-	1,300	-	1,300
4307 Postage	11	100	25	100
Total Supplies	11	1,500	25	1,500
<u>4500 OTHER OPERATING EXP.</u>				
4525 Other Bond Related Fees	80,095	23,500	55,970	118,000
4530 Operating Transfers	87,231	3,267,196	2,184,110	2,394,362
4591 Pay-As-You-Go	62,269	-	1,437,731	182,638
Total Operating Transfers	229,595	3,290,696	3,677,811	2,695,000
TOTAL EXPENDITURES	\$ 229,606	\$ 3,296,596	\$ 3,681,436	\$ 2,700,900

DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS

CERTIFICATES OF OBLIGATION, SERIES 2016
(Issued by the City of Deer Park)
\$9,450,000 dated February 16, 2016
Interest Rate: 1.59%

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	4.250%	\$ 1,780,000.00	\$ 59,068.50	\$ 44,917.50	\$ 1,883,986.00
2019	4.250%	665,000.00	44,917.50	39,630.75	749,548.25
2020	4.250%	680,000.00	39,630.75	34,224.75	753,855.50
2021	4.250%	690,000.00	34,224.75	28,739.25	752,964.00
2022	4.250%	700,000.00	28,739.25	23,174.25	751,913.50
2023	4.250%	710,000.00	23,174.25	17,529.75	750,704.00
2024	4.250%	725,000.00	17,529.75	11,766.00	754,295.75
2025	4.250%	735,000.00	11,766.00	5,922.75	752,688.75
2026	4.250%	<u>745,000.00</u>	<u>5,922.75</u>	<u>-</u>	<u>750,922.75</u>
TOTAL		<u>\$ 7,430,000.00</u>	<u>\$ 264,973.50</u>	<u>\$ 205,905.00</u>	<u>\$ 7,900,878.50</u>

DEER PARK COMMUNITY DEVELOPMENT CORPORATION (DPCDC)
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS

CERTIFICATES OF OBLIGATION, SERIES 2017
(Issued by the City of Deer Park)
\$2,700,000 dated February 14, 2017
Interest Rate: 1.89%

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	1.890%	\$ 60,000.00	\$ 25,515.00	\$ 24,948.00	\$ 110,463.00
2019	1.890%	420,000.00	24,948.00	20,979.00	465,927.00
2020	1.890%	425,000.00	20,979.00	16,962.75	462,941.75
2021	1.890%	435,000.00	16,962.75	12,852.00	464,814.75
2022	1.890%	445,000.00	12,852.00	8,646.75	466,498.75
2023	1.890%	455,000.00	8,646.75	4,347.00	467,993.75
2024	1.890%	<u>460,000.00</u>	<u>4,347.00</u>	<u>-</u>	<u>464,347.00</u>
TOTAL		<u>\$ 2,700,000.00</u>	<u>\$ 114,250.50</u>	<u>\$ 88,735.50</u>	<u>\$ 2,902,986.00</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
ANNUAL DEBT SERVICE PAYMENTS**

PROPOSED CERTIFICATES OF OBLIGATION, SERIES 2018

(To be issued by the City of Deer Park)

\$5,850,000 dated February 13, 2018

Interest Rate: 3.50%

<u>DUE IN FISCAL YEAR</u>	<u>INTEREST RATE</u>	<u>DUE MAR. 15</u>		<u>DUE SEP. 15</u>	<u>ANNUAL TOTAL</u>
		<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>INTEREST</u>	
2018	3.500%	\$ 260,000.00	\$ 42,088.00	\$ 97,825.00	\$ 399,913.00
2019	3.500%	1,005,000.00	97,825.00	80,237.50	1,183,062.50
2020	3.500%	1,040,000.00	80,237.50	62,037.50	1,182,275.00
2021	3.500%	1,075,000.00	62,037.50	43,225.00	1,180,262.50
2022	3.500%	1,215,000.00	43,225.00	21,962.50	1,280,187.50
2023	3.500%	<u>1,255,000.00</u>	<u>21,962.50</u>	<u>-</u>	<u>1,276,962.50</u>
TOTAL		<u>\$ 5,850,000.00</u>	<u>\$ 347,375.50</u>	<u>\$ 305,287.50</u>	<u>\$ 6,502,663.00</u>

This debt represents the final portion of the second of two issuances approved for the Deer Park Community Development Corporation, and is being issued to fund renovations and expansion of the Community Center and Gym. This issuance will be handled via private placement following a competitive bidding process.

CITY OF DEER PARK
2017 - 2018 ANNUAL BUDGET
CHAPTER 380 (TAX ABATEMENT) FUND REVENUES & RESOURCES

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	PROJECTED 17-18
<u>Other Revenue</u>				
3620 Investment Revenue	\$ -	\$ -	\$ -	\$ -
3640 Transfer from General Fund	-	-	400,000	-
Total Other Revenue	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>-</u>
Total Current Revenue	-	-	400,000	-
Prior Year Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,000</u>
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>

**CITY OF DEER PARK
2017-2018 ANNUAL BUDGET
CHAPTER 380 (TAX ABATEMENT) FUND EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Chapter 380 (Tax Abatement) Fund	\$ -	\$ -	\$ -	\$ 400,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 400,000

CITY OF DEER PARK
CHAPTER 380 (TAX ABATEMENT) FUND
2017-2018 ANNUAL BUDGET

EXPENDITURE SUMMARY

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
Other Operating Expenditures	\$ -	\$ -	\$ -	\$ 400,000
Total Expenditures	\$ -	\$ -	\$ -	\$ 400,000

PROGRAM DESCRIPTION

In accordance with Article III, Chapter 52-a of the Texas Constitution and Chapter 380 of the Texas Local Government Code, the City has the authority to establish a program to make grants of public funds for the purposes of promoting local economic development and stimulating business and commercial activity and job creation within the City. The Chapter 380 (Tax Abatement) Fund reflects transfers under any Chapter 380 Economic Development Program Agreement. Under such an agreement, the City shall use available revenues derived from increases in sales and ad valorem (property) taxes generated from the development project(s) to provide a 380 grant through performance reimbursements to the developer(s).

CITY OF DEER PARK
CHAPTER 380 (TAX ABATEMENT) FUND
2017-2018 ANNUAL BUDGET

DESCRIPTION	ACTUAL 15-16	BUDGET 16-17	ESTIMATED 16-17	ADOPTED 17-18
<u>4500 OTHER OPERATING EXP.</u>				
4599 Misc. Operating Expenditures	\$ -	\$ -	\$ -	\$ 400,000
Total Other Operating Expenditures	-	-	-	400,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 400,000



Legislation Details (With Text)

File #: ORD 17-063 **Version:** 1 **Name:**

Type: Ordinance **Status:** Agenda Ready

File created: 9/7/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on an ordinance adopting FY 2017-2018 Salary and Classification Scales.

Sponsors: Human Resources

Indexes:

Code sections:

Attachments: [Pay Range Chart Effective October 1, 2017-2017_18 Classification Scales_rev Sept 2017](#)
[2017_18 Salary Scales_rev sept 2017](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on an ordinance adopting FY 2017-2018 Salary and Classification Scales.

Summary:

New Salary and Classification scales are issued to cover the new fiscal year and become the basis for compensation structures during the fiscal year.

Fiscal/Budgetary Impact:

N/A.

Recommend for approval.

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR A RECLASSIFICATION SCALE AND PAY RANGE CHART FOR EMPLOYEES OF THE CITY OF DEER PARK; PROVIDING A PAY RANGE CHART FOR UNCLASSIFIED SERVICE EMPLOYEES; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

I.

The City Council of the City of Deer Park hereby sets the pay of the employees of the City of Deer Park, Texas, in accordance with and within the pay range classification and scales as set out in Exhibits "A" and "B" which are made a part of this Ordinance for all purposes.

II.

This Ordinance shall be effective October 1, 2017.

III.

All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed insofar as the same are in conflict with the provisions thereof.

IV.

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

V.

The City Council finds that this Ordinance relates to the immediate preservation of the public peace, health, safety and welfare, in that it is necessary for the protection of the citizens of this City and the property located therein, that provisions be made for the payment of the City employees listed herein at the rates listed so that they be retained in service to protect the citizens and their property, thereby creating an emergency, for which the Charter requirement providing for the reading of ordinances on

three (3) several days should be dispensed with, and this Ordinance be passed finally on its introduction; and, accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this the ____ day of _____, 2017 **by a vote of** _____ **“Ayes” and** _____ **“Noes”.**

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney

City of Deer Park
Classification Scale
October 1, 2017 - September 30, 2018

FULL-TIME POSITIONS (Classified Staff)

A11	A12	A13		
	Custodian Laborer Clerk Youth Artistic Specialist	Animal Control Officer Equipment Operator I Maintenance Worker Meter Reader Sanitation Laborer Secretary Deputy Court Clerk Station Attendant Records Technician		
B21	B22	B23	B23-F/P	B24
EMS Clerk Deputy Tax Collector Maintenance Technician I Payroll Coordinator Warehouse Attendant	Administrative Asst. Engineering Aide I Executive Secretary Equipment Operator II Industrial Waste Inspector Public Safety Attendant Lab Technician Mechanic I Community Liaison Crime Analyst Dispatcher Theatre/Drama Specialist I Plant Oper. "C" (Wtr/Swr) Welder	Arborist Records Mgmt. Coordinator HR Specialist Code Enforcement Officer Lab Analyst Mechanic II Maintenance Tech II Horticulturalist Recreation Specialist Plant Operator "B" (Wtr/Swr) Theatre/Drama Specialist II Technical Prod. Coordinator	Career Services Officer Investigator Patrol Officer School Resource Officer City Marshal Paramedic Fire Inspector/Investigator	Asst. Children's Librarian Equipment Operator III Inspector I & II Crew Leader Plant Operator "A" (Wtr/Swr) Library Assistant Chief Deputy Court Clerk Maintenance Technician III HR Generalist Systems Support Specialist Network Specialist
B21-F				
EMT Intermediate				
	B22-P			
	Police Cadet			
B25	B31	B32	C41	C41-PF
Inspector III Accountant Maintenance Electrician Engineering Inspector Executive Assistant Assistant Street Supervisor Crim. Intelligence Analyst	Animal Control Supervisor Finance Coordinator Office Manager	Asst. Sanitation Supervisor	Artistic Managing Supervisor Athletics/Aquatics Coord. Special Projects Coord. Deputy City Secretary Surveyor/AutoCad Designer Traffic Signal Supervisor P&R Mktg/Technical Coord P&R Admin. Coordinator GIS Coordinator Librarian (Children's) Library Adult Svcs. Supv. Dispatcher Supervisor Records Supervisor PW Operations Coordinator Senior Services Supervisor Building Maintenance Supv. Youth Programs Coordinator Purch. & Budget Coordinator	EMS Captain Police Sergeant
C42	C43	C44	C45	C51
Athletics/Aquatics Supv. Business Analyst I Electrical Supervisor Recreation Supervisor Shop Supervisor Sanitation Supervisor Sewer Plant Supervisor Street Maint. Supervisor Utility Supervisor Water Treatment Supervisor Asst. Park Operations Supv.	Utility Billing/Tax Coll/Assessor Business Analyst II Network Administrator Court Administrator PR/Mktg. Specialist Asst. Library Dir/Tech Svcs Supv	Chief Building Official Engineering Coordinator Supv - Projects & Applications	Economic Dev. Administrator Asst. City Engineer	Accounting Supervisor Park Operations Supervisor

**CITY OF DEER PARK
FULL-TIME PAY SCALE (Classified Staff)**

October 1, 2017 - September 30, 2018

		Probation	A	B	C	D	E	F	G	H	I	J	K	L	M
Grade	Grade #	Range Min													Range Max
A11	1	12.99	13.34	13.70	14.06	14.43	14.81	15.21	15.62	16.02	16.44	16.88	17.33	17.79	18.26
Annual/26 = biweekly		1,039.20	1,067.20	1,096.00	1,124.80	1,154.40	1,184.80	1,216.80	1,249.60	1,281.60	1,315.20	1,350.40	1,386.40	1,423.20	1,460.80
Annual/12 = monthly		2,251.60	2,312.27	2,374.67	2,437.07	2,501.20	2,567.07	2,636.40	2,707.47	2,776.80	2,849.60	2,925.87	3,003.87	3,083.60	3,165.07
Hourly * 2080 = annual		27,019.20	27,747.20	28,496.00	29,244.80	30,014.40	30,804.80	31,636.80	32,489.60	33,321.60	34,195.20	35,110.40	36,046.40	37,003.20	37,980.80
A12	2	14.30	14.68	15.07	15.46	15.87	16.30	16.73	17.17	17.63	18.09	18.57	19.06	19.56	20.08
		1,144.00	1,174.40	1,205.60	1,236.80	1,269.60	1,304.00	1,338.40	1,373.60	1,410.40	1,447.20	1,485.60	1,524.80	1,564.80	1,606.40
		2,478.67	2,544.53	2,612.13	2,679.73	2,750.80	2,825.33	2,899.87	2,976.13	3,055.87	3,135.60	3,218.80	3,303.73	3,390.40	3,480.53
		29,744.00	30,534.40	31,345.60	32,156.80	33,009.60	33,904.00	34,798.40	35,713.60	36,670.40	37,627.20	38,625.60	39,644.80	40,684.80	41,766.40
A13	3	15.60	16.01	16.43	16.87	17.31	17.77	18.25	18.73	19.23	19.74	20.26	20.80	21.35	21.91
		1,248.00	1,280.80	1,314.40	1,349.60	1,384.80	1,421.60	1,460.00	1,498.40	1,538.40	1,579.20	1,620.80	1,664.00	1,708.00	1,752.80
		2,704.00	2,775.07	2,847.87	2,924.13	3,000.40	3,080.13	3,163.33	3,246.53	3,333.20	3,421.60	3,511.73	3,605.33	3,700.67	3,797.73
		32,448.00	33,300.80	34,174.40	35,089.60	36,004.80	36,961.60	37,960.00	38,958.40	39,998.40	41,059.20	42,140.80	43,264.00	44,408.00	45,572.80
B21	4	16.64	17.07	17.53	17.99	18.47	18.96	19.47	19.98	20.51	21.05	21.61	22.19	22.77	23.38
		1,331.20	1,365.60	1,402.40	1,439.20	1,477.60	1,516.80	1,557.60	1,598.40	1,640.80	1,684.00	1,728.80	1,775.20	1,821.60	1,870.40
		2,884.27	2,958.80	3,038.53	3,118.27	3,201.47	3,286.40	3,374.80	3,463.20	3,555.07	3,648.67	3,745.73	3,846.27	3,946.80	4,052.53
		34,611.20	35,505.60	36,462.40	37,419.20	38,417.60	39,436.80	40,497.60	41,558.40	42,660.80	43,784.00	44,948.80	46,155.20	47,361.60	48,630.40
B22	5	17.42	17.88	18.35	18.84	19.34	19.85	20.38	20.92	21.47	22.04	22.62	23.23	23.84	24.47
		1,393.60	1,430.40	1,468.00	1,507.20	1,547.20	1,588.00	1,630.40	1,673.60	1,717.60	1,763.20	1,809.60	1,858.40	1,907.20	1,957.60
		3,019.47	3,099.20	3,180.67	3,265.60	3,352.27	3,440.67	3,532.53	3,626.13	3,721.47	3,820.27	3,920.80	4,026.53	4,132.27	4,241.47
		36,233.60	37,190.40	38,168.00	39,187.20	40,227.20	41,288.00	42,390.40	43,513.60	44,657.60	45,843.20	47,049.60	48,318.40	49,587.20	50,897.60
EVENING SHIFT	5E	18.17	18.63	19.10	19.59	20.09	20.60	21.13	21.67	22.22	22.79	23.37	23.98	24.59	25.22
		1,453.60	1,490.40	1,528.00	1,567.20	1,607.20	1,648.00	1,690.40	1,733.60	1,777.60	1,823.20	1,869.60	1,918.40	1,967.20	2,017.60
		3,149.47	3,229.20	3,310.67	3,395.60	3,482.27	3,570.67	3,662.53	3,756.13	3,851.47	3,950.27	4,050.80	4,156.53	4,262.27	4,371.47
		37,793.60	38,750.40	39,728.00	40,747.20	41,787.20	42,848.00	43,950.40	45,073.60	46,217.60	47,403.20	48,609.60	49,878.40	51,147.20	52,457.60
NIGHT SHIFT	5N	18.42	18.88	19.35	19.84	20.34	20.85	21.38	21.92	22.47	23.04	23.62	24.23	24.84	25.47
		1,473.60	1,510.40	1,548.00	1,587.20	1,627.20	1,668.00	1,710.40	1,753.60	1,797.60	1,843.20	1,889.60	1,938.40	1,987.20	2,037.60
		3,192.80	3,272.53	3,354.00	3,438.93	3,525.60	3,614.00	3,705.87	3,799.47	3,894.80	3,993.60	4,094.13	4,199.87	4,305.60	4,414.80
		38,313.60	39,270.40	40,248.00	41,267.20	42,307.20	43,368.00	44,470.40	45,593.60	46,737.60	47,923.20	49,129.60	50,398.40	51,667.20	52,977.60
B23/B21-F	6	18.29	18.78	19.27	19.78	20.31	20.85	21.39	21.96	22.54	23.14	23.76	24.39	25.03	25.69
		1,463.20	1,502.40	1,541.60	1,582.40	1,624.80	1,668.00	1,711.20	1,756.80	1,803.20	1,851.20	1,900.80	1,951.20	2,002.40	2,055.20
		3,170.27	3,255.20	3,340.13	3,428.53	3,520.40	3,614.00	3,707.60	3,806.40	3,906.93	4,010.93	4,118.40	4,227.60	4,338.53	4,452.93
		38,043.20	39,062.40	40,081.60	41,142.40	42,244.80	43,368.00	44,491.20	45,676.80	46,883.20	48,131.20	49,420.80	50,731.20	52,062.40	53,435.20
EVENING SHIFT	6E	19.04	19.53	20.02	20.53	21.06	21.60	22.14	22.71	23.29	23.89	24.51	25.14	25.78	26.44
		1,523.20	1,562.40	1,601.60	1,642.40	1,684.80	1,728.00	1,771.20	1,816.80	1,863.20	1,911.20	1,960.80	2,011.20	2,062.40	2,115.20
		3,300.27	3,385.20	3,470.13	3,558.53	3,650.40	3,744.00	3,837.60	3,936.40	4,036.93	4,140.93	4,248.40	4,357.60	4,468.53	4,582.93
		39,603.20	40,622.40	41,641.60	42,702.40	43,804.80	44,928.00	46,051.20	47,236.80	48,443.20	49,691.20	50,980.80	52,291.20	53,622.40	54,995.20
NIGHT SHIFT	6N	19.29	19.78	20.27	20.78	21.31	21.85	22.39	22.96	23.54	24.14	24.76	25.39	26.03	26.69
		1,543.20	1,582.40	1,621.60	1,662.40	1,704.80	1,748.00	1,791.20	1,836.80	1,883.20	1,931.20	1,980.80	2,031.20	2,082.40	2,135.20
		3,343.60	3,428.53	3,513.47	3,601.87	3,693.73	3,787.33	3,880.93	3,979.73	4,080.27	4,184.27	4,291.73	4,400.93	4,511.87	4,626.27
		40,123.20	41,142.40	42,161.60	43,222.40	44,324.80	45,448.00	46,571.20	47,756.80	48,963.20	50,211.20	51,500.80	52,811.20	54,142.40	55,515.20
B24/B31	7	20.11	20.64	21.21	21.76	22.34	22.93	23.53	24.15	24.80	25.46	26.13	26.83	27.54	28.26
		1,608.80	1,651.20	1,696.80	1,740.80	1,787.20	1,834.40	1,882.40	1,932.00	1,984.00	2,036.80	2,090.40	2,146.40	2,203.20	2,260.80
		3,485.73	3,577.60	3,676.40	3,771.73	3,872.27	3,974.53	4,078.53	4,186.00	4,298.67	4,413.07	4,529.20	4,650.53	4,773.60	4,898.40
		41,828.80	42,931.20	44,116.80	45,260.80	46,467.20	47,694.40	48,942.40	50,232.00	51,584.00	52,956.80	54,350.40	55,806.40	57,283.20	58,780.80
B25/B22-FP/B32	8	21.52	22.09	22.68	23.28	23.90	24.53	25.18	25.85	26.54	27.23	27.96	28.70	29.46	30.24
		1,721.60	1,767.20	1,814.40	1,862.40	1,912.00	1,962.40	2,014.40	2,068.00	2,123.20	2,178.40	2,236.80	2,296.00	2,356.80	2,419.20
		3,730.13	3,828.93	3,931.20	4,035.20	4,142.67	4,251.87	4,364.53	4,480.67	4,600.27	4,719.87	4,846.40	4,974.67	5,106.40	5,241.60
		44,761.60	45,947.20	47,174.40	48,422.40	49,712.00	51,022.40	52,374.40	53,768.00	55,203.20	56,638.40	58,156.80	59,696.00	61,276.80	62,899.20
C41/B23-FP	9	23.46	24.21	24.99	25.79	26.61	27.46	28.35	29.25	30.18	31.15	32.15	33.18	34.24	35.33
		1,876.80	1,936.80	1,999.20	2,063.20	2,128.80	2,196.80	2,268.00	2,340.00	2,414.40	2,492.00	2,572.00	2,654.40	2,739.20	2,826.40
		4,066.40	4,196.40	4,331.60	4,470.27	4,612.40	4,759.73	4,914.00	5,070.00	5,231.20	5,399.33	5,572.67	5,751.20	5,934.93	6,123.87
		48,796.80	50,356.80	51,979.20	53,643.20	55,348.80	57,116.80	58,968.00	60,840.00	62,774.40	64,792.00	66,872.00	69,014.40	71,219.20	73,486.40
EVENING SHIFT	9E	24.21	24.96	25.74	26.54	27.36	28.21	29.10	30.00	30.93	31.90	32.90	33.93	34.99	36.08
		1,936.80	1,996.80	2,059.20	2,123.20	2,188.80	2,256.80	2,328.00	2,400.00	2,474.40	2,552.00	2,632.00	2,714.40	2,799.20	2,886.40
		4,196.40	4,326.40	4,461.60	4,600.27	4,742.40	4,889.73	5,044.00	5,200.00	5,361.20	5,529.33	5,702.67	5,881.20	6,064.93	6,253.87
		50,356.80	51,916.80	53,539.20	55,203.20	56,908.80	58,676.80	60,528.00	62,400.00	64,334.40	66,352.00	68,432.00	70,574.40	72,779.20	75,046.40
NIGHT SHIFT	9N	24.46	25.21	25.99	26.79	27.61	28.46	29.35	30.25	31.18	32.15	33.15	34.18	35.24	36.33
		1,956.80	2,016.80	2,079.20	2,143.20	2,208.80	2,276.80	2,348.00	2,420.00	2,494.40	2,572.00	2,652.00	2,734.40	2,819.20	2,906.40
		4,239.73	4,369.73	4,504.93	4,643.60	4,785.73	4,933.07	5,087.33	5,243.33	5,404.53	5,572.67	5,746.00	5,924.53	6,108.27	6,297.20
		50,876.80	52,436.80	54,059.20	55,723.20	57,428.80	59,196.80	61,048.00	62,920.00	64,854.40	66,872.00	68,952.00	71,094.40	73,299.20	75,566.40
C42	10	24.63	25.43	26.23	27.07	27.95	28.84	29.75	30.71	31.70	32.71	33.75	34.83	35.96	37.10
		1,970.40	2,034.40	2,098.40	2,165.60	2,236.00	2,307.20	2,380.00	2,456.80	2,536.00	2,616.80	2,700.00	2,786.40	2,876.80	2,968.00
		4,269.20	4,407.87	4,546.53	4,692.13	4,844.67	4,998.93	5,156.67	5,320.73	5,494.67	5,669.73	5,850.00	6,037.20	6,233.07	6,430.67
		51,230.40	52,894.40	54,558.40	56,305.60	58,136.00	59,987.20	61,880.00	63,876.80	65,936.00	68,036.80	70,200.00	72,448.40		

October 1, 2017 - September 30, 2017

F10		Min		Max
	25	\$64.50		\$103.20
		\$5,160.00		\$8,256.00
		\$11,180.00		\$17,888.00
		\$134,160.00		\$214,656.00

CITY OF DEER PARK

GRANDFATHERED STAFF PAY SCALE (Classified Staff)

October 1, 2017 - September 30, 2018

FORMULA:

Annual Pay divided by 26 = Biweekly Pay
 Annual Pay divided by 12 = Monthly Pay
 Hourly Rate X 2080 = Annual Pay

RANGE	PROBATION	A	B	C	D	E	F	G	H	I	J	K	L	M
10	17.18	17.61	18.04	18.48	18.93	19.39	19.90	20.41	20.92	21.44	21.98	22.52	23.08	23.65
	1,374.40	1,408.80	1,443.20	1,478.40	1,514.40	1,551.20	1,592.00	1,632.80	1,673.60	1,715.20	1,758.40	1,801.60	1,846.40	1,892.00
	2,977.87	3,052.40	3,126.93	3,203.20	3,281.20	3,360.93	3,449.33	3,537.73	3,626.13	3,716.27	3,809.87	3,903.47	4,000.53	4,099.33
	35,734.40	36,628.80	37,523.20	38,438.40	39,374.40	40,331.20	41,392.00	42,452.80	43,513.60	44,595.20	45,718.40	46,841.60	48,006.40	49,192.00
12	18.93	19.39	19.90	20.41	20.92	21.44	21.98	22.52	23.08	23.65	24.24	24.84	25.46	26.08
	1,514.40	1,551.20	1,592.00	1,632.80	1,673.60	1,715.20	1,758.40	1,801.60	1,846.40	1,892.00	1,939.20	1,987.20	2,036.80	2,086.40
	3,281.20	3,360.93	3,449.33	3,537.73	3,626.13	3,716.27	3,809.87	3,903.47	4,000.53	4,099.33	4,201.60	4,305.60	4,413.07	4,520.53
	39,374.40	40,331.20	41,392.00	42,452.80	43,513.60	44,595.20	45,718.40	46,841.60	48,006.40	49,192.00	50,419.20	51,667.20	52,956.80	54,246.40
12A	19.68	20.14	20.65	21.16	21.67	22.19	22.73	23.27	23.83	24.40	24.99	25.59	26.21	26.83
	1,574.40	1,611.20	1,652.00	1,692.80	1,733.60	1,775.20	1,818.40	1,861.60	1,906.40	1,952.00	1,999.20	2,047.20	2,096.80	2,146.40
	3,411.20	3,490.93	3,579.33	3,667.73	3,756.13	3,846.27	3,939.87	4,033.47	4,130.53	4,229.33	4,331.60	4,435.60	4,543.07	4,650.53
	40,934.40	41,891.20	42,952.00	44,012.80	45,073.60	46,155.20	47,278.40	48,401.60	49,566.40	50,752.00	51,979.20	53,227.20	54,516.80	55,806.40
12B	19.93	20.39	20.90	21.41	21.92	22.44	22.98	23.52	24.08	24.65	25.24	25.84	26.46	27.08
	1,594.40	1,631.20	1,672.00	1,712.80	1,753.60	1,795.20	1,838.40	1,881.60	1,926.40	1,972.00	2,019.20	2,067.20	2,116.80	2,166.40
	3,454.53	3,534.27	3,622.67	3,711.07	3,799.47	3,889.60	3,983.20	4,076.80	4,173.87	4,272.67	4,374.93	4,478.93	4,586.40	4,693.87
	41,454.40	42,411.20	43,472.00	44,532.80	45,593.60	46,675.20	47,798.40	48,921.60	50,086.40	51,272.00	52,499.20	53,747.20	55,036.80	56,326.40
13	19.90	20.41	20.92	21.44	21.98	22.52	23.08	23.65	24.24	24.84	25.46	26.08	26.73	27.40
	1,592.00	1,632.80	1,673.60	1,715.20	1,758.40	1,801.60	1,846.40	1,892.00	1,939.20	1,987.20	2,036.80	2,086.40	2,138.40	2,192.00
	3,449.33	3,537.73	3,626.13	3,716.27	3,809.87	3,903.47	4,000.53	4,099.33	4,201.60	4,305.60	4,413.07	4,520.53	4,633.20	4,749.33
	41,392.00	42,452.80	43,513.60	44,595.20	45,718.40	46,841.60	48,006.40	49,192.00	50,419.20	51,667.20	52,956.80	54,246.40	55,598.40	56,992.00
16	23.08	23.65	24.24	24.84	25.46	26.08	26.73	27.40	28.08	28.77	29.49	30.22	30.97	31.74
	1,846.40	1,892.00	1,939.20	1,987.20	2,036.80	2,086.40	2,138.40	2,192.00	2,246.40	2,301.60	2,359.20	2,417.60	2,477.60	2,539.20
	4,000.53	4,099.33	4,201.60	4,305.60	4,413.07	4,520.53	4,633.20	4,749.33	4,867.20	4,986.80	5,111.60	5,238.13	5,368.13	5,501.60
	48,006.40	49,192.00	50,419.20	51,667.20	52,956.80	54,246.40	55,598.40	56,992.00	58,406.40	59,841.60	61,339.20	62,857.60	64,417.60	66,019.20
21	29.49	30.22	30.97	31.74	32.53	33.33	34.17	35.02	35.88	36.78	37.70	38.63	39.59	40.58
	2,359.20	2,417.60	2,477.60	2,539.20	2,602.40	2,666.40	2,733.60	2,801.60	2,870.40	2,942.40	3,016.00	3,090.40	3,167.20	3,246.40
	5,111.60	5,238.13	5,368.13	5,501.60	5,638.53	5,777.20	5,922.80	6,070.13	6,219.20	6,375.20	6,534.67	6,695.87	6,862.27	7,033.87
	61,339.20	62,857.60	64,417.60	66,019.20	67,662.40	69,326.40	71,073.60	72,841.60	74,630.40	76,502.40	78,416.00	80,350.40	82,347.20	84,406.40

City of Deer Park
Part Time Pay Scale (Non-classified staff)
October 1, 2017 - September 30, 2018

(Increment step to be given depending on merit score on annual basis)

RANGE	A	B	C	D	E	F	G	H
1	7.25	7.40	7.55	7.70	7.85	8.00	8.15	8.30
2	7.40	7.55	7.70	7.85	8.00	8.15	8.30	8.45
3	7.55	7.70	7.85	8.00	8.15	8.30	8.45	8.60
4	7.70	7.85	8.00	8.15	8.30	8.45	8.60	8.75
5	8.00	8.25	8.50	8.75	9.00	9.25	9.50	9.75
6	8.50	8.75	9.00	9.25	9.50	9.75	10.00	10.25
7	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50
8	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00
9	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50
10	18.00	18.50	19.00	19.50	20.00	20.50	21.00	21.50
11	22.00	22.50	23.00	23.50	24.00	24.50	25.00	25.50

** Crossing Guard Rate = 13.50

Temporary Scale (Non-classified staff)
October 1, 2017 - September 30, 2018

(Increment step to be given based on successful re-employment annually)

Range	A	B	C	D	E	F	G	H
1	**7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25
	** (No Step Increases Applicable)							
2	7.25	7.40	7.55	7.70	7.70	7.70	7.70	7.70
3	7.40	7.55	7.70	7.85	8.00	8.15	8.15	8.15
4	7.55	7.70	7.85	8.00	8.25	8.75	8.75	8.75
5	7.70	7.85	8.00	8.25	8.75	9.25	9.25	9.25
6	7.85	8.00	8.25	8.75	9.25	9.75	9.75	9.75
7	9.00	9.50	10.00	10.50	11.00	11.50	11.50	11.50
8	11.00	11.50	12.00	12.50	13.00	13.50	13.50	13.50



Legislation Details (With Text)

File #: ORD 17-065 **Version:** 1 **Name:**
Type: Ordinance **Status:** Agenda Ready
File created: 9/14/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consideration of and action on an ordinance appointing associate judges.
Sponsors: Jerry Mouton Jr.
Indexes:
Code sections:
Attachments: [Appoint Associate Judges-2017](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on an ordinance appointing associate judges.

Summary:

Associate Judges John Morgan and Cari Brownlee current term of office expires October 5, 2017. David Froneberger is the new appointed associate judge replacing Mary Callier. With this action, Council is appointing John Morgan, Cari Brownlee and David Froneberger to a new two-year term.

Fiscal/Budgetary Impact:

N/A

Appointment of the Associate Judges for two years

ORDINANCE NO. _____

AN ORDINANCE APPOINTING ASSOCIATE JUDGES OF THE CITY OF DEER PARK; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

I.

That **JOHN MORGAN, CARI BROWNEE** and **DAVID FRONEBERGER** are hereby appointed by the Mayor and approved by the City Council as Associate Judges in the Municipal Court of the City of Deer Park, for a term of two (2) years from date hereof.

II.

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

III.

The City Council finds that this Ordinance relates to the immediate preservation of the public peace, safety and welfare, in that it is necessary that Judges be provided as soon as possible for all sessions of the Municipal Court of the City of Deer Park so that the laws of the State of Texas and ordinances of said City may be enforced without delay, thereby creating an emergency, for which the Charter requirement providing for the reading of Ordinances on three several days should be dispensed with, and this Ordinance should be passed finally on its introduction; and, accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this the ____ day of _____, 2017 **by a vote of** _____ **“Ayes” and** _____ **“Noes”.**

MAYOR

ATTEST:

City Secretary

APPROVED:

City Attorney



Legislation Details (With Text)

File #: ORD 17-066 **Version:** 1 **Name:**

Type: Ordinance **Status:** Agenda Ready

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on a referral from the Planning and Zoning Commission and an ordinance calling a Joint Public Hearing on the request from the City of Deer Park on the proposed amendments to Ordinance No. 3886, to allow the use of external shipping containers under certain conditions in the General Commercial Zoning District.

Sponsors: City Secretary's Office

Indexes:

Code sections:

Attachments: [Recommendation Letter - shipping containers](#)
[Joint Public Hearing-Shipping Containers to Storage-09-2017](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on a referral from the Planning and Zoning Commission and an ordinance calling a Joint Public Hearing on the request from the City of Deer Park on the proposed amendments to Ordinance No. 3886, to allow the use of external shipping containers under certain conditions in the General Commercial Zoning District.

Summary:

The Planning and Zoning Commission conducted a public hearing on September 11, 2017 to hear testimony for and against the City of Deer Park's request to amend the zoning ordinance. Based upon testimony, the recommendation of the Planning and Zoning Commission is the request be approved.

Fiscal/Budgetary Impact:

None

Council to call a Joint Public Hearing for October 17, 2017 at 7:30 p.m.



Danielle Wendeburg, Chairman
Douglas Cox, Commissioner
Don Tippit, Commissioner
Ray Balusek, Commissioner
Stan Garrett, Commissioner

710 E. San Augustine • P. O. Box 700 • Deer Park, Texas 77536 • (281) 479-2394

September 12, 2017

Honorable Mayor and City Council
City of Deer Park
P. O. Box 700
Deer Park, Texas 77536

Honorable Mayor and Council:

On September 11, 2017, the Planning and Zoning Commission met for a preliminary public hearing to consider the request from the City of Deer Park on the proposed amendments to Ordinance No. 3886, to allow the use of external shipping containers under certain conditions in the General Commercial Zoning District.

As a result of the hearing, the Planning and Zoning Commission would like to recommend the request be granted.

Respectfully submitted,

Danielle Wendeburg
Chairman
Planning and Zoning Commission

ORDINANCE NO. _____

AN ORDINANCE CALLING A JOINT PUBLIC HEARING ON OCTOBER 17, 2017 BY THE CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION OF THE CITY OF DEER PARK, TEXAS, ON A PROPOSED AMENDMENT TO ORDINANCE NO. 819, THE ZONING ORDINANCE, AMENDING APPENDIX A-ZONING, SECTION 7 – COMMERCIAL DISTRICTS, BY ADDING A NEW SECTION 7.02.4.4, SPECIAL USE PERMIT TO GENERAL COMMERCIAL DISTRICT PROVIDING FOR STANDARDS WHEN AN APPLICATION MAY BE MADE FOR THE USE OF SHIPPING CONTAINERS AS STORAGE; AMENDING SECTION 10.03, ZONING MATRIX BY ADDING “S” TO GENERAL COMMERCIAL FOR “OUTDOOR STORAGE AND DISPLAY”; AND PROVIDING FOR OTHER MATTERS RELATED TO THE SUBJECT; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK:

1. Pursuant to the provisions of Section 211.007 of The Local Government code of the State of Texas, the City Council of the City of Deer Park, Texas, has called, and does hereby call, a Joint Public Hearing to be held with the Planning and Zoning Commission of said City on October 17, 2017 at 7:30 p.m. o'clock p.m. in the City Council Chamber at the City Hall of said City at 710 E. San Augustine Street in said City, at which time and place they will hear all persons desiring to be heard on or in connection with any matter or question involving amending Appendix A-Zoning, Section 7 – Commercial Districts, by adding a new Section 7.02.4.4, Special Use Permit to General Commercial District providing for standards when an application may be made for the use of shipping containers as storage; amending Section 10.03, Zoning Matrix by adding “S” to General Commercial for “outdoor storage and display”; and providing for other matters related to the subject. It having been recommended by the City Planning and Zoning Commission of said City, in a Preliminary Report heretofore filed with the City Council, which is available for inspection by all interested persons, that such amendment be adopted and that said Appendix A-Zoning, Section 7 – Commercial Districts be amended by adding a new Section 7.02.4.4, Special Use Permit to General Commercial District providing for standards when an application may be made for the use of shipping containers as storage; amending Section 10.03, Zoning Matrix by adding “S” to General Commercial for “outdoor storage and display”; and providing for other matters related to the subject.

2. That notice of said Joint Public Hearing be given in accordance with law.

3. It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public, and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

4. The City Council finds that this Ordinance relates to the immediate preservation of the public peace, safety and welfare, in that it is necessary that such hearing be held at the earliest possible date, so that the values of property can be preserved, adequate health protection for the City to be insured, as well as protection from fire, and prevention of overcrowding and congestion, and for adequate light and air, will be insured, all of which creates an emergency, for which the Charter requirement providing for the reading of Ordinances on three (3) several days should be dispensed with, and this Ordinance be passed finally on its introduction; and, accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this the ____ day of _____, 2017 **by a vote of** _____ **“Ayes” and** _____ **“Noes”.**

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney



Legislation Details (With Text)

File #: ORD 17-064 **Version:** 1 **Name:**

Type: Ordinance **Status:** Agenda Ready

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Consideration of and action on an ordinance adopting the Standards of Care for the All Star Activity Program for 2017-18 DPISD school year.

Sponsors:

Indexes:

Code sections:

Attachments: [City of Deer Park - Standards of After School Care-8-2017](#)
[Standards of Care](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Consideration of and action on an ordinance adopting the Standards of Care for the All Star Activity Program for 2017-18 DPISD school year.

The standards of care is integrated into the Deer Park Parks and Recreation Department All Star Activity Program guidelines. The governing body of the municipality, our City Council, must approve through a formal action annually the standards of care. This meets the Texas Department of Family and Protective Services Child Care Minimum Standards.

None

Approve ordinance adopting Standards of Care for the All Star Activity Program for 2017-18 DPISD school year.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DEER PARK ADOPTING STANDARDS OF CARE FOR THE CITY'S AFTER SCHOOL PROGRAM; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Deer Park has a long history of providing youth programs that contribute to the overall well being of Deer Park youth and families; and

WHEREAS, a hearing before the City Council was set for 7:30 p.m. on the 5th day of September, 2017, such date being at least seven (7) days after publication of the notice of such public hearing;

WHEREAS, the intent of the City is to adopt Standards of Care for its After School Program that fulfill the requirements of Section 42.041 of the Texas Human Resources Code;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DEER PARK;

Section 1. The Standards of Care for the City of Deer Park's After School Program as set out on Exhibit "A", which are incorporated herein by reference for all intents and purposes, **ARE HEREBY ADOPTED BY THE CITY OF DEER PARK:**

Section 2. It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public, and that public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Government Code of the State of Texas.

Section 3. The City Council finds that this Ordinance relates to the immediate preservation of the public peace, health, safety and welfare in that the Standards of Care for an After School Program be adopted at the earliest possible moment to comply with State Law, and to provide protection for persons within the City, thereby creating an emergency, for which the

Charter requirement providing for the reading of ordinances on three (3) several days should be dispensed with, and this Ordinance be passed finally on its introduction; and accordingly, such requirement is dispensed with, and this Ordinance shall take effect upon its passage and approval by the Mayor.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Deer Park, Texas, **passed, approved and adopted** on this _____ day of _____, 2017, **by a vote of** _____ **“Ayes” and** _____ **“Noes”**.

MAYOR, City of Deer Park, Texas

ATTEST:

City Secretary

APPROVED:

City Attorney

DEER PARK AFTER SCHOOL PROGRAM

STANDARDS OF CARE

The following Standards of Care have been adopted by the City Council of the City of Deer Park, Texas to comply with Senate Bill 212 as approved by the Texas Legislature during the 74 legislative session. The Standards of Care are intended to be minimum standards by which the City of Deer Park Parks and Recreation Department will operate the City's After School Program. The program operated by the City are recreation in nature and are not day care programs.

General Administration

1. Organization

- A. The governing body of the City of Deer Park After School Program is the Deer Park City Council.
- B. Implementation of the After School Program Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Each After School Program site will have available for public and staff review a current copy of the Standards of Care.
- D. Parents of participants will be provided a current copy of the Standards of Care during the registration process.
- E. Criminal background checks will be conducted on prospective After School Program employees. If results of that criminal check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment.
 - (1) a felony or a misdemeanor classified as an offense against a person or family;
 - (2) a felony or misdemeanor classified as public indecency;
 - (3) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance.
 - (4) any offense involving moral turpitude;
 - (5) any offense that would potentially put the City of Deer Park at risk.

2. Inspections/Monitoring/Enforcement

- A. A monthly inspection report will be initiated by the Coordinator of the Program to confirm the Standards of Care are being adhered to.
 - (1) Inspection reports will be sent to the Director for review and kept on record for at least two years.
 - (2) The Director will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. The Recreation Supervisor will make visual inspections of the Program based on the following schedule.
 - (1) Each After School Program site will be inspected bimonthly.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Coordinator. The Coordinator will be responsible to take the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Coordinator. Serious complaints regarding enforcement of the Standards of Care will be addressed by the Director and the complaint and the resolution will be noted.

3. Enrollment

- A. Before a child can be enrolled, the parents must sign registration forms that contain the child's:
 - (1) name, address, home telephone number;
 - (2) name and address of parents and telephone during program hours;
 - (3) the names and telephone numbers of people to whom the child can be released;
 - (4) a statement of the child's special problems or needs;
 - (5) emergency medical authorization;
 - (6) proof of residency when appropriate; and
 - (7) a liability waiver.

4. Suspected Abuse

Program employees will report suspected child abuse in accordance with the Texas Family Code. *In a case where a city employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Recreation Supervisor. The Supervisor will immediately notify the Police Department and any other agency as may be appropriate.*

Staffing - Responsibilities and Training

5. After School Program Coordinator Qualifications

- A. Coordinators will be full-time, professional employees of the Deer Park Parks and Recreation Department and will be required to have all Program Leader qualifications as outlined in Section of this document.
- B. Coordinators must be at least 21 years old.
- C. Coordinators must have at least an Associate's degree from an accredited college or university. Acceptable degrees include:
 - (1) Recreation Administration or General Recreation
 - (2) Physical Education
 - (3) Any other comparable degree plan that would lend itself to working in a public recreation environment.
- D. Coordinators must have two years experience planning and implementing recreation activities.
- E. Coordinators must be able to pass a background investigation including testing for illegal substances.
- F. Coordinators must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross Standards.
- G. Coordinators must be able to furnish proof of a clear tuberculosis test within 12 months prior to their employment date.

6. Coordinator's Responsibilities

- A. Coordinators are responsible to administer the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible to recommend for hire, supervise, and evaluate Leaders.
- C. Coordinators are responsible to plan, implement, and evaluate programs.

7. After School Program Leader Qualifications

- A. Leaders will be part-time or temporary employees of the Parks and Recreation Department.

- B. Staff working with children must be age 16 or older; however, each site will have at least one employee 18 years old or older present at all times.
 - C. Leaders should be able to consistently exhibit competency, good judgement, and self-control when working with children.
 - D. Staff must relate to children with courtesy, respect, tolerance, and patience.
 - E. Leaders must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.
 - F. Each Leader applicant must be able to furnish proof of a clear tuberculosis test within the 12 months prior to their employment date.
 - G. Leader must pass a background investigation including testing for illegal substances.
8. **Leader Responsibilities**
- A. Leaders will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
 - B. Leaders will be responsible to know and follow all City, Departmental, and Program standards, policies, and procedures that apply to the Deer Park After School Program.
 - C. Leaders must ensure that participants are released only to a parent or an adult designated by the parent. All Program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Leader.
9. **Training / Orientation**
- A. The Department is responsible to provide training and orientation to Program employees in working with children and for specific job responsibilities. Coordinators will provide each Leader with a Program manual specific to each Youth Program.
 - B. Leaders must be familiar with the Standards of Care for After School Program operation as adopted by the City Council.

- C. Program employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures; provision of recreation activities; safety issues; child psychology; and organization.
- F. Program employees will be required to sign an acknowledgment that they received the required training.

Operations

10. Staff-Participant Ratio

- A. In the Deer Park After School Program, the standard ratio of participants to Leaders is 20 to 1. In the event a Leader is unable to report to the Program site, a replacement will be assigned.
- B. Each participant should have a Program employee who is responsible for him or her and who is aware of details of the participant's habits, interests, and any special problems as identified by the participant's parent during the registration process.

11. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interest of Program participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the group if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign participant discipline reports to indicate they have been advised about a specific problem or incidents.
- E. A sufficient number and / or severe nature of discipline reports as detailed in the Program manual may result in a participant being suspended from the Program.
- F. In instances where there is a danger to participants or staff, offending participants will be removed from the Program as soon as possible.

12. Programming

- A. Program employees will attempt to provide activities for each group according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and well-being. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
- B. Program employees will attempt to provide indoor and outdoor time periods to include:
 - (1) alternating active and passive activities.
 - (2) opportunity for individual and group activities, and
 - (3) outdoor time each day weather permits.
- C. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
 - (1) During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees must have a written list of the participants in the group and must check the roll frequently.
 - (3) Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

13. Communication

- A. Each Program site will have a telephone to allow the site to be contacted by Recreation Center personnel, for use in contacting the Recreation Center or making emergency calls.
- B. The Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site.
 - (1) Deer Park ambulance or emergency medical services.
 - (2) Deer Park Police Department.
 - (3) Deer Park Fire Department.
 - (4) The Deer Park Community Center.

- (5) Numbers at which parents may be reached.
- (6) The telephone number for the site itself.
- (7) All necessary Departmental Supervisor's telephone and pager numbers.

14. Transportation

- A. Before a participant may be transported to and from City sponsored activities, a transportation form, completed by a parent of the participant, must be filed with the Coordinator.
- B. First aid supplies and a first aide emergency care guide will be available in all Program vehicles that transport children.
- C. All Program vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and which must be accessible to the adult occupants.

Facility Standards

15. Safety

- A. Program employees will inspect After School Program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A daily inspection report will be completed by the Program staff and kept on file by the Program Coordinator.
- B. Buildings, grounds, and equipment on the Program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- C. Program equipment and supplies must be safe for the participant's use.
- D. Program employees must have first aid supplies available at each site, during transportation, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- F. Program porches and platforms more than 30 inches above the ground must be equipped with railings participants can reach.
- G. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- H. Program employees must have first aide supplies readily available to staff in a

designated location. Program employees must have an immediately accessible guide to first aid and emergency care.

16. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees first priority is to evacuate the participants to a designated safe area.
- B. The program site will have an annual fire inspection by the local Fire Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance.
- C. Each Program site must have at least one fire extinguisher approved by the Fire Marshall readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Program Coordinator, and a monthly report will be forwarded to the Coordinator's supervisor who will keep the report on file for a minimum of two years. All After School Program staff members will be trained in the proper use of fire extinguisher.
- D. Fire drills will be initiated at Program sites based on the following schedule.
 - (1) After School Program: A fire drill once every three months (Program employees will confer with school staff to ensure that City and school procedures do not conflict.)

17. Health

- A. Illness or Injury
 - (1) A participant who is considered to be a health or safety concern to other participants or staff will not be admitted to the Program.
 - (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
 - (3) Program employees will follow plans to provide emergency care for injured participants or for participants with symptoms of an acute illness as specified in the Program manual.
 - (4) Program employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.
- B. Program employees will administer medication only if:
 - (1) Parent(s) must complete and sign a medication form that provides

authorization for staff to dispense medication with details as to times and dosages. The form will include a hold harmless clause to protect the City.

- (2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program staff members will administer the medication only as stated on the label. Program staff will not administered medication after the expiration date.
- (3) Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. The Program staff will administer it only according to label direction.
- (4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of the Program employees. No injections will be administered by the Program employees.
- (5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

C. Toilet Facilities

- (1) The Program site will have inside toilets located and equipped so children can use them independently and program staff can supervise as needed.
- (2) There must be one flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children, but must not exceed 50% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- (1) The Program facilities must have adequate light, ventilation, and heat.
- (2) The Program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (3) Program employees must see that garbage is removed from the buildings daily.



Legislation Details (With Text)

File #: BID 17-045 **Version:** 1 **Name:**

Type: Bids **Status:** Agenda Ready

File created: 9/15/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Awarding bid for the Sidewalk Improvements Project - Pasadena Blvd., 13th St., and Spencer Hwy.

Sponsors: Public Works

Indexes:

Code sections:

Attachments: [Sidewalk Project award letter](#)

Date	Ver.	Action By	Action	Result
9/19/2017	1	City Council		

Awarding bid for the Sidewalk Improvements Project - Pasadena Blvd., 13th St., and Spencer Hwy.

Summary:

We received eight bids at the bid opening for the Sidewalk Improvements Project. This project involves constructing new concrete sidewalks on Pasadena Blvd., 13th St., and Spencer. The low bid was from GMJ Paving Company LLC for \$288,233.75.

Fiscal/Budgetary Impact:

This project will be funded using CIP funds

Staff recommends council approval

September 14, 2017



Mr. Bill Pedersen
Public Works Director
City of Deer Park
710 E. San Augustine
Deer Park, Texas 77536

Attention: Honorable Mayor and Council Members

Re: Recommendation to Award
Sidewalk Improvements for City of Deer Park
East Pasadena Boulevard, East Thirteenth and Spencer Highway
City of Deer Park, Harris County, Texas

Dear Mr. Pedersen:

J.A. Costanza & Associates Engineering, Inc. (JAC) and the City of Deer Park (the City) opened bids for the referenced project on Thursday, August 24th, 2017, at 2:00 p.m., at the office of the City Chambers located in the City of Deer Park City Hall, 710 E. San Augustine Deer Park, Texas 77536.

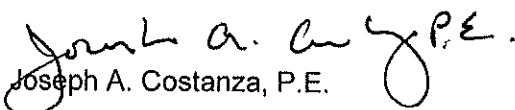
Eight (8) bids were received, opened, and read aloud, with the apparent low bidder being GMJ Paving Company, LLC with a total Base Bid of \$288,233.75. The closes other two bidders were, T Construction, LLC base bid \$309,167.00 and RAC Industries, LLC base bid \$440,311.10. Form 1295 and Bid Bond were included with each bidder's package.

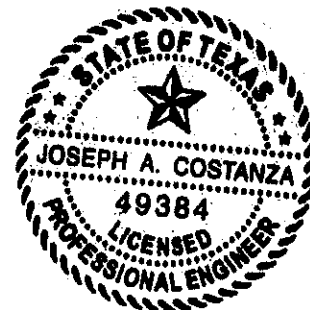
GMJ Paving Company, LLC is located in Stafford, Texas and was incorporated in July, 1977. The company president is Guadalupe Munoz, Jr. The firm provided a list of current and past projects for the City of Houston and Texas Department of Transportation stating no failed work or defaulted contracts. The references supplied verified that the GMJ Paving fulfilled all required aspects of contracts in past projects.

Based on the low bid and similar projects completed, we hereby recommend the project be awarded to GMJ Paving Co. LLC in the amount of \$288,233.75.

Sincerely,

J.A. COSTANZA & ASSOCIATES ENGINEERING, INC.


Joseph A. Costanza, P.E.



Attachment: references and job experience