

FY2019-2020



ANNUAL BUDGET



ADOPTED
SEPTEMBER 2019

CITY OF FREEPORT
WWW.FREEPORT.TX.US

City of Freeport

Fiscal Year 2019-2020

Required Budget Cover Page

The following language is required by the State of Texas Budget Law, Section 102.005 of the Local Government Code:

“This budget will raise more revenue from property taxes than last year's budget by an amount of \$205,557, which is a 6.97 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 \$182,753.”

Record vote of each member of the governing body:

Mayor, Troy Brimage	<u>Absent</u>
Councilmember Ward A, Ken Green	<u>Yes</u>
Councilmember Ward B, Brooks Bass	<u>Yes</u>
Councilmember Ward C, Sandra Loeza	<u>Yes</u>
Councilmember Ward D, Roy Yates	<u>Yes</u>

Municipal Property Tax Rate Comparison

	FY2018-2019	FY2019-2020
Property Tax Rate:	\$0.628005/100	\$0.628005/100
Effective Tax Rate:	\$0.567209/100	\$0.618092/100
Effective Maintenance & Operations Tax Rate:	\$0.444876/100	\$0.495876/100
Rollback Tax Rate:	\$0.604617/100	\$0.645579/100
Debt Rate:	\$0.124151/100	\$0.110033/100

Total debt obligation secured by property taxes: \$565,232



PRINCIPAL OFFICIALS

Mayor

Troy Brimage

City Council

Ward A	Ken Green
Ward B	Brooks Bass (Mayor Pro Tem)
Ward C	Sandra Loeza
Ward D	Roy Yates

Management Team

City Manager, *Tim Kelty*

Assistant City Manager/Finance Director, *Stephanie Russell*

Building & Code Director, *Billy Shoemaker*

City Attorney, *Chris Duncan*

City Secretary, *Betty Wells*

Director of Economic Development, *Courtland Holman*

Fire Chief, *Chris Motley*

Golf Director, *Brian Dybala*

Museum Director, *LeAnn Strahan*

Parks Director, *Kim Townsend*

Police Chief, *Ray Garivey*

Streets Director, *David Hoelewyn*

City of Freeport

FY2019-2020 Adopted Budget

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September 3, 2019

Dear Mayor & Council:

In accordance with our City Charter and State law, the City of Freeport Proposed Budget for Fiscal Year 2019-2020 is hereby presented. This year’s budget maintains existing service levels, invests in city infrastructure, and implements City Council priorities.

Financial Summary

The Proposed Budget has been developed utilizing the existing tax rate of \$0.628005 which is below the estimated roll back rate which still maintains current service levels throughout all departments. At this time, the Proposed General Fund Budget has expected excess revenues over \$142,000 The total Budget (which includes all Funds) is approximately \$25.1 million.

Short Term Factors

There are several short-term factors that were taken into consideration during the development of this budget:

Street Maintenance & Rehabilitation

Street maintenance and rehabilitation continues to be an ongoing issue and priority for the City. To address this, the City has been investing money in its infrastructure each year. In FY2019-2020, over \$1.2 million will be put into street projects.

Housing

The existing housing stock within the city has a high proportion of homes over 30 years in age. The median home value is lower than comparison communities and many older homes are in need of repair or improvement. Safety concerns with some existing buildings require involvement of City code enforcement personnel.

Water & Wastewater

The City is plagued by a leaky sanitary sewer system. Whenever it rains infiltration and inflow (I&I) enters into the system overwhelm the collection system’s capacity in many areas all over the City. In 2014, the Texas Commission on Environmental Quality (TCEQ) and the city entered into a voluntary compliance agreement in which the city agreed to take steps to mitigate and



reduce I&I. Freese and Nichols has been asked to review that order along with any measures the city has taken in the last 5-years to comply.

The city also suffers from frequent water main breaks and leaks. Aging underground infrastructure is the cause, and the only solution is to replace the infrastructure with new lines and valves.

Finally, the city lacks up to date accessible mapping of all of our water and sewer infrastructure. All water and sewer infrastructure should be geo-located, and the data entered as a separate layer on a GIS system, for efficient use and maintenance.

The City recently increased water and wastewater rates to alleviate the burden of past cost increases which continue to rise every year, however; a utility rate study is underway to determine the true costs and appropriate rates to provide adequate funding for both ongoing operations and maintenance as well as capital investment in infrastructure.

Stormwater

The city for the last 5 years has been a MS4 (Multiple Separate Storm Sewer System) Community as mandated by TCEQ and the EPA. This added another unfunded layer of mandatory enforcement and mitigation responsibility on the city.

While the city's levy and pump system were well designed, there are still a few areas, like under the railroad trestle on 2nd street, that need additional evaluation and additional infrastructure. Also, the City needs to map and quantify all of its below ground and above ground drainage system and implement more systematic infrastructure maintenance.

Dedicated funding for all of these issues can be established through the development of a Stormwater utility. Like water and sewer, a stormwater utility assesses a monthly or annual stormwater fee that is permanently restricted to storm water maintenance and improvements.

Municipal Complex

It has been suggested that the city should consider the relocation of all City Hall, Police Park and Street department services to the O.A. Fleming Elementary School property. The property and building seem to be sufficiently sized to allow for the rehabilitation and relocation. A consolidated campus would allow for more efficient and cost-effective management, better accountability and easier accessibility by the public.

Before further consideration and acquisition of the property from the school district, it is recommended that a planning and feasibility study be completed on the project. BRW Architects is well known and recognized throughout the State for public improvement projects from city halls, fire and police stations and parks. They were requested to provide a proposal for conducting a full feasibility study and preliminary architectural design on the OA



Fleming building to consolidate all city functions to that property to greatest extent practicable. The cost of that proposal is \$54,500 - \$66,500.

Re-Codification of City Codes and Ordinances

Most ordinances adopted by City council are codified into the Freeport Municipal Code. The Freeport Municipal Code provides a single source for all laws and regulations specific to Freeport. It is maintained by American Legal Publishing both in hard copy and digitally with a link on our website for easy access by residents.

Once a year the city secretary submits all ordinances that have been adopted to American Legal Publishing, and they make changes to the code reflected by the ordinances. They send the city inserts in which pages from the code are removed and replaced with the new pages. It is recommended that every 10-15 years (depending upon how many ordinances have been adopted) the city's entire code book be reviewed and re-codified. It has been more than 20 years since the last overall re-codification of our code of Ordinances was completed.

As annual and/or semi-annual changes are made to the Code of Ordinances, there is opportunity for errors and inconsistencies to occur. A change made by a new ordinance may impact multiple areas of the Code book and sometime indirect references may be missed. Additionally, changes to state law often times can overrule local codes, making local regulations invalid or unenforceable. Finally, as technology and society changes, legal references may need to change to keep pace. The cost of a complete re-codification is approximately \$14,000.

Electronic Records

In today's day and age, cities are becoming ever more digitally oriented. In an era that demands more and more transparency, responsiveness to public information requests is very important. Freeport has tried to keep up, and many documents are scanned by various departments, however that digital data is not complete, not well-organized, nor searchable. The new Incode version also allows for a separate stand-alone document management component.

Implementation of Legislative Changes

The last legislative session has had an impact on local government. The effects of this past session will start going into effect this fall. Adjustments to operations and budgets will be adjusted over the upcoming year as the impact is realized.

Long Term Factors

There are several long-term factors that were taken into consideration during the development of this budget:



Annexation

The city of Freeport is limited geographically in its ability to support large new residential development tracks. While there are many scattered sites for residential development, and the number of new residential construction permits continues to increase rapidly, Freeport will struggle to add the “roof tops” it needs in order to significantly change the trajectory of retail development here. The solution lies in annexation.

Both the scope and legal ramifications of aggressively pursuing annexation needs planning. Annexation laws in recent years have become very complicated and cumbersome but it is still possible to do the annexation necessary to allow for future residential growth and retail growth. We will need to engage the planning and engineering services of Freese and Nichols, along with the annexation experts at Olson and Olson to make this happen. It is recommended that we pursue this as quickly as possible because there has been a continuing effort in Austin to curtail cities’ ability to grow through annexation.

Issuing a General Obligation and Utility Debt (Bonds)

Many of the infrastructure needs identified above and in these departmental plans: from water sewer and drainage to a major street and alley improvements, to a new city hall complex, and major park development cannot be seriously considered without issuing debt. Water and sewer debt can be issued on its own as a revenue bond without a bond election, so long as utility rates are structured sufficiently, and reserve requirements are met. Streets, parks, city hall complex, or drainage projects (without setting up a storm water utility) should only be considered with a general obligation bond, which requires a referendum voted on during an election.

Major Changes to General Fund Revenues

Overall the projected revenues for the FY 2019-2020 General Fund are over \$17 million – over \$666,000 more than last year.

Property Tax

- Property Tax valuations have increased by an average of 6.3% over the last five years. The property tax rate of \$0.628005 has been consistent since FY2016-2017. The average collection rate over the total levy is 101% (this includes prior year collections). However; for budgetary purposes, 94% collection rate is assumed for the current year.

Sales Tax

- The City has experienced a 5.2% annual increase in Sales Tax over the last 10 years, therefore; staff has included a conservative 4% increase over actuals for the upcoming year.



Industrial Development Agreements

- The City has three Industrial Development Agreements: Brazosport IDA (Interlocal with Lake Jackson and Clute), Freeport IDA, and Freeport LNG. Brazosport IDA and Freeport IDA, are calculated based on property values or CPI – whichever is greater. Freeport LNG Industrial District payments are made in accordance to a payment schedule outline in the agreement.

Other Taxes

- Other Taxes includes franchise fees and Mixed Beverage Tax. These taxes have been updated based on actuals year to-date.

Fines & Forfeits

- Court fines and forfeits are projected to increase due to the increase in citations and proactive collection of outstanding payments.

Charges for Service

- Interlocal and Intergovernmental income has been separated from Ambulance Revenue to accurately reflect revenue from calls for service.
- Golf Course Revenue has been updated to on prior and current actuals with the largest increase in Merchandise sales.
- Parks & Recreation Rentals have been lumped into Parks Rental due to lack of consistent tracking in prior years. Moving forward, each rental property will be individually tracked.
- Solid Waste income is anticipated to increase by 10% over actuals due to the recent rate increase.

Intergovernmental Income

- Under Intergovernmental Income, EMS anticipates continued reimbursement from the Texas Health and Human Services Commission proportionally to estimated ambulance service charges (\$150k).
- The City has interlocal agreements with the City of Oyster Creek and Commodore Cove to provide EMS services - these contributions are reflected under EMS Rev - Interlocal (\$233k).
- EMS will be seeking a grant for an AED program under Grant Revenue.
- A SECO Grant and grant from H-GAC for PD are anticipated and will be amended once awarded.

Investment Earnings

- The City has been earning significant interest on the \$5.5M received from Dow. As the City spends this money, interest earnings are anticipated to decrease accordingly.



Lease Income

- The City has several facilities that it currently leases anticipated to bring in over \$282,000 in FY2019-2020 Lease Income.

Licenses & Permits

- Revenue has been added under Permits-Misc. to account for anticipated Engineering Services needed for new plat and plan submittals. This revenue is offset by an expenditure under Building.

Major Changes to General Fund Expenditures

Overall, the General Fund is expected to have over \$188,000 in excess revenues. Additionally, there is excess fund balance that staff is proposing to use towards Capital Expenses of \$1.7 million.

Employee Compensation and Benefits

- The City provided a one-time lump sum payment in FY2017-2018 but did not include salary increases in FY 2018-2019. Therefore; in order for the City to remain competitive, a 3.5% increase has been included under Salaries as a placeholder.
- The City solicited proposals for Group Medical Insurance for the first time in many years. As a result, the City will experience an overall decrease in the cost of Group Insurance due to significantly lower medical insurance premiums. Part of these savings are proposed to be used for the addition of employee dental, vision, and 20% towards dependent medical insurance in FY2019-2020. These benefits will increase the competitiveness of the City's compensation package during future recruitment and ongoing retention.
- The City's contribution to the Texas Municipal Retirement System (TMRS) has been increased due to an increase in rates starting January 1, 2020.
- Unemployment Insurance was previously accounted for under Administration but is proposed to be allocated according to Department.

Utilities & Fuel

- Utilities have been adjusted based on prior year actuals and current year projections.
- Fuel has been updated based on actuals to-date and year end projections in conjunction with Consumer Price Index percentages.

Administration

- The Mayor and Council Department has been brought under Administration for simplicity - the majority of this change has increased Services and Sundry line items.



- Funding has been included under Services for a feasibility study for relocation of City Hall, Police, Park and Street Department services to the OA Fleming Elementary School Property.
- The part-time HR Assistant is proposed to be upgraded to full-time. This cost is offset by bringing payroll back in-house.
- No new capital expenditures are proposed for FY2019-2020.

Municipal Court

- In FY2018-2019 Court Security and Technology expenses were moved into their own funds.
- A Court Clerk position was added in FY2018-2019, this addition is offset by additional Court Revenue.

Police Department

- Under Service Contracts: a firewall update is proposed to maintain CJIS Requirements (\$35k), a maintenance warranty for Watch Guard Body Cameras has been added (\$6k), funding for LPR Camera Maintenance (\$10k), and copier service moved from Narcotics (\$7k).
- Narcotics have been moved to their own Special Revenue Funds
- Funding for Cellbrite Phone Detective Subscription has been added under Telephone (\$3k).
- Seven computers are past their end of life date and require replacement and four computers will require software updates before January 1, 2020 (the net impact after other deductions is \$1,000 under Office/Computer Supplies).
- One Undercover Unit & Two Patrol Units are proposed to be replaced (\$157k) and one Square3 Exchange Server for inhouse e-mails (\$24k) is proposed under Capital Outlay.

Fire/Emergency Management & EMS

- The addition of an Administrative Assistant is proposed along with a placeholder for salary adjustments for command staff.
- Certification pay has also been increased to address step up pay in the absence of shift supervisors.
- An AED Program (\$16k) has been added under EMS/Other Supplies, this has been offset by anticipated grant revenue.
- Collection Agency fees were previously reduced from Ambulance Revenue, these have been moved to an expense.
- EMS was brought into the General Fund in FY2018-2019.



Streets & Drainage

- The purchase of a new Concrete Mixer (\$36k) and funding for 2019-2020 Street Projects (\$1.23M) is proposed under Streets/Capital Outlay.
- Funding has been included under Capital Outlay to upgrade the City's Fuel System (\$25k) under Service Center/Capital Outlay.

Building & Code

- Funding for Engineering (\$30k) has been proposed under Building/Professional Services but is offset by Permit Revenue.
- Funding to Demo unsafe structures (\$50k) is proposed to remain funded.
- A new grant program for owner occupied housing rehabilitations (\$50k) and a Zoning Ordinance Overhaul (\$50k) is proposed under Code/Other Services.

Parks & Recreation

- Covers (\$15k) for the Exercise Equipment at Community House Park and Oscillating Fans (\$6k) for FMP Pavilion are proposed under Parks/Capital Outlay.
- Replacement of the Recreation Center Roof (\$45,000) is proposed under Recreation/Capital Outlay.
- Expenditures for the Sr. Citizen's Commission and Library have been reduced to prior year actuals and current year projections.

Golf Course

- Eliminated one full time clerk and replace with three part time employees to reduce costs and help with staffing - estimated annual savings of \$1,835.
- Increasing our chemical budget \$10,000. This has not been increased in 9 years
- Merchandise expenses have been increased to keep up with current demand and will be offset by revenue.
- Lease purchases are anticipated to be paid in FY2018-2019 and therefore have been removed from Cart Rental Fees and Debt Service in FY2019-2020.

Historical Museum

- Renovations to the Heritage House (\$30k) are proposed to address safety concerns under Capital Outlay.
- Funding for KidFest (\$20k) has been added under Special Events.

Transfers

- A one-time transfer (loan) is proposed for the Water & Sewer Fund (\$1.5M) to fund capital projects in addition to \$250k to cover the operating loss.



- A transfer to the Streets & Drainage Fund (\$300k) is proposed to address drainage and stormwater concerns.

Water & Wastewater Utility Fund

- Telephone was increased for SCADA communication.
- Resale Water was increased due to a rate increase by Brazosport Water Authority.
- Veolia Contract Operations was increased by 1.8% (CPI) per contract.
- A placeholder for Capital Projects (\$1.5M) has also been proposed.

Debt Service Fund

The City paid off its 2003 Certificate of Obligations in FY2018-2019 leaving the 2008 Certificate of Obligations as the only outstanding bond. While there are plans to issue new debt, this will not occur until FY2019-2020. Therefore; staff proposes upfronting part of the FY2020-2021 2008 Certificate of Obligation payment in FY 2019-2020. This will allow the City's Interest and Sinking Property Tax Rate as well as its overall Tax Rate to remain level.

Other Funds

- The Capital Projects Fund is an existing fund that has an outstanding balance of \$54,000. Expenditures have not been budgeted in prior years; therefore, staff recommends utilizing this funding for qualifying infrastructure projects in FY 2019-2020.
- The Streets & Drainage Fund is an existing fund has not been used in recent years. Therefore; staff proposes transferring funding from the General Fund to start allocating money for capital projects related to Streets & Drainage. While, this could be done under the General Fund, having a sperate fund allows the City to track and keep in savings in the fund for future infrastructure projects.
- The Hotel-Motel Tax Fund allocates the use of hotel occupancy tax (HOT Tax) revenue is specified by Chapter 351 of the Texas Tax Code. HOT tax revenue may only be used to promote tourism and the local convention and hotel industry. The Hotel/Motel Tax funds specific tourism initiatives. FY2020 expenditures are for regional tourism initiatives.
- The Court Security Fund was established in FY2018-2019 and is used to fund computer and software items related to Court activities.
- The Court Security Fund was established in FY2018-2019 and is used to fund security activities related to the court, including the Bailiff.
- The State and Federal Seized Funds are newly established Special Revenue Funds to appropriately track State and Federal Narcotics seizures that may only be used for Police activities. There are not any planned expenditures in FY2019-2020.



The City works very hard to find ways to live within our means. The City's revenue limitations and continuous fluctuations in the market, regulatory and legislative mandates require continual examination of the types and levels of service we can provide to our citizens. As a city government, we will meet the financial challenges and continue to strive for an elevated level of service to this community.

Respectfully,

Tim Kelty
City Manager



City of Freeport FY2019-2020 Adopted Budget

Community Information & History

The Community

Ideally situated on the central Gulf Coast, the City of Freeport, Texas, is approximately 60 miles south of Houston and 45 miles southwest of Galveston in Brazoria County. Freeport is home to 12,153 residents who enjoy beautiful beaches, outstanding offshore fishing, and a welcoming, small-town atmosphere, and is part of the Brazosport, Southern Brazoria County area.



Freeport is home to Port Freeport, one of the most accessible ports on the Gulf Coast. The Port first came into being more than 100 years ago when the first jetty system was built in Freeport. Since that time, it has become one of the fastest growing ports on the Gulf Coast and is a leading economic catalyst for the Texas Gulf Coast. The port currently ranks 26th among U.S. ports in international cargo tonnage handled. With a current channel of 45-foot depth and just three miles from open Gulf of Mexico waters, Port Freeport is achieving remarkable profits, enjoying growth at a phenomenal rate, and creating thousands of jobs in Brazoria County.

Freeport is a great place to live, work, and raise a family. Brazosport ISD, an award-winning school district, serves several communities including Freeport, and encompasses 200 square miles in Brazoria County. Brazosport College, conveniently located in nearby Lake Jackson, offers science and liberal arts associate degrees.



Freeport offers numerous family-oriented water and outdoor activities, including beach combing, water skiing, jet skiing, inshore fishing, offshore fishing, surf fishing, deep sea diving, and swimming. Freeport has 3.5 miles of beach along the Gulf of Mexico, and the City prides itself on providing a litter-free and clean beach for all families to enjoy. The City hosts several fishing tournaments each

year for children and adults. At Bryan Beach, you can enjoy a stroll along the beach looking for sea shells or, for the more adventurous, jet skiing or wind surfing is available.

The City's public beaches, municipal golf course, and park events attract thousands of tourists to Freeport each year. Truly an outstanding birding location, Freeport ranks as one of the top areas in the nation for a number of species. The Freeport Municipal Park is home to many family-oriented events each year, including the Texas Joy Ride Rod Run, a unique event in which hundreds of antique cars come from all over the United States to participate in the competition and enjoy a fun weekend in the park.

City of Freeport FY2019-2020 Adopted Budget

History

Freeport has a rich history. In 1528, Cabeza de Vaca landed in the area and named the river "Los Brazos de Dios." In 1822, Stephen F. Austin landed at the mouth of the Brazos River and founded Velasco. In the next 15 years, about 25,000 people entered the Republic of Texas through Velasco. In 1836 following the decisive battle of San Jacinto, Velasco was made the first capital of the Republic of Texas by interim President David G. Burnet.

In 1929, the river was diverted south of town, leaving the Old Brazos riverbed as a protected harbor leading to the Gulf of Mexico. Originally two towns, Velasco & Freeport, on opposites of the Old Brazos River, joined to become the City of Freeport in 1957. Freeport is a part of the Texas Independence Trail.

Demographics

The City has a median household income of \$42,520 and a median home value of \$112,000.

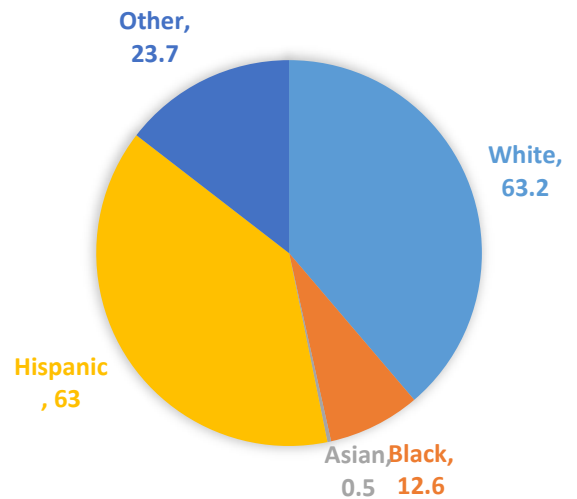
Population

2010	12,049
Current	13,011

Housing

Owner Occupied	41.3%
Renter Occupied	39.8%
Vacant	18.9%

RACE/ETHNICITY (%)



Top Taxpayers from 2018

1. American Rice
2. Wells Fargo Equipment Finance
3. CenterPoint Energy
4. Freeport LNG Development
5. Freeport Welding & Fab
6. Air Liquide Large Industries US
7. Kobelco Construction Machinery
8. ZT East Houston Property
9. Union Pacific Railroad Company
10. Wolverine Kings Road

Top Regional Employers from 2019

1. The Dow Chemical Company
2. Wood Group
3. Brazosport ISD
4. Olin Corporation
5. Flour
6. BASF Corporation
7. Jacobs
8. Brock Group
9. Excel
10. ICS

City of Freeport FY2019-2020 Adopted Budget

Organizational Chart



City of Freeport FY2019-2020 Adopted Budget

HOW TO USE THIS BUDGET DOCUMENT A READER'S GUIDE

The City of Freeport Budget Document provides comprehensive information about City policies, goals, objectives, financial structure, operations, and an organizational framework for the City. It provides the reader with estimates of revenue or resources available, and appropriations, or expenditures for the Fiscal Year 2019-2020.

This budget document includes mission statements, summaries, accomplishments, objectives, staffing levels and expenditures for each department.

BUDGET FORMAT

The document is divided into 11 sections: Introduction, Summaries, General Fund, Water & Sewer Fund, Debt Service Fund, Internal Service Funds, Special Revenue Funds, Capital Expenditures, Personnel Counts, Financial Policies, and the Appendices.

The Introduction Section includes the budget message, which explains the major policies and issues along with the budget process and long range plans for the City. It also includes a reader's guide on how to use this document, community information, budget-fund structure and relationship, budget process and calendar.

The Summary Section contains various summaries of the budget. The City budget is organized into funds. Each fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities, and the changes therein are segregated and recorded.

The next three sections are the Fund Sections and are organized as follows: fund summary, statement of revenues, and expenditures by department. The Debt Service Fund section includes the fund summary and scheduled payments for outstanding debt. It is followed by Internal Service Funds (Building Maintenance and Vehicle Equipment Replacement Fund).

The Special Revenue Funds section consists of designated revenues. These revenues can only be used for specific purposes, some of which are mandated by state or federal regulations and/or laws.

The Capital Expenditures section includes the current projects and other capital expenditures.

The Financial Policies section includes long standing financial policies and practices enforced by the City relating to various financial aspects of City operations.

The Appendices section includes reference items such as a glossary of terms, Freeport Economic Development Corporation, along with the budget ordinance, and property tax rate ordinance.

If you need additional information you may contact Finance at 979-871-0107.

City of Freeport FY2019-2020 Adopted Budget

BUDGET PROCESS

Budgetary Basis of Accounting

Budgets for the General, Special Revenue and Debt Service funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). The budgetary basis of accounting is different than the basis of accounting for auditing purposes. The City does not budget for all component units that are accounted for in the Comprehensive Annual Financial Report (CAFR).

Strategic Plan

The City of Freeport's 2019 Strategic Plan provided a roadmap for identifying needs over the next five years. The goal of the Plan is to provide a framework through which to manage financial decisions in order to achieve the City's strategic goals and objectives. The Plan includes expenditure forecasts and assumptions. The Plan is used as a basis and guide for the development of the annual budget.

Budget Process

The budget process starts many months before the adoption of the annual budget. In the month of May or June each year, the departments submit their budgetary needs to the City Manager. On or before the first day of August each year, the City Manager is required to submit a budget to the City Council for the ensuing fiscal year with an accompanying message. The budget and all supporting schedules must be filed with the City Secretary when submitted to the City Council and open for public inspection.

The City Council must analyze the budget, making any additions or deletions that they feel appropriate and must, at least ten days prior to the beginning of the next fiscal year, adopt the budget. On final adoption by the City Council, the budget takes effect for the next fiscal year.

Adoption of the budget constitutes adoption of an ordinance appropriating the amounts specified as proposed expenditures and an ordinance levying the property tax as the amount of the tax to be assessed and collected for the corresponding tax year. A separate ordinance is adopted to set the tax rate. Estimated expenditures cannot exceed available resources. Unused appropriations may be transferred to any item required for the same general purpose, except when otherwise specified by the City's charter or state law.

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments must be by ordinance, and become an attachment to the original budget.

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Proposed FY2019-2020 Budget Calendar

Regularly
Meeting

Special Meeting

Publication

SUN	MON	TUE	WED	THU	FRI	SAT
<i>June</i>						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22 Strategic Planning Workshop
23	24	25	26	27	28	29
<i>July</i>						
30	1	2	3	4	5	6
<i>July</i>						
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 <i>Deadline for Certified Appraisal Roll (Tx Tax Code 26.01)</i>	26	27
<i>August</i>						
28	29 Proposed Budget Distributed to Council	30	31	1	2 <i>Deadline to submit Proposed Budget to Council (City Charter 9.02)</i>	3

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Proposed FY2019-2020 Budget Calendar

		Regularly Meeting			Special Meeting			Publication
SUN	MON	TUE	WED	THU	FRI	SAT		
August								
4	5 Present Proposed Budget	6	7	8	9	10		
11	12	13	14	15	16 Publish Notice of Budget Hearing <i>Must be 15 days Prior (City Charter 9.06)</i>	17		
18	19 Budget Workshop <i>(If Necessary)</i> Approve Certified Roll, Effective, Rollback, & Proposed Tax Rates	20	21	22	23 Publish Notice of Tax Rate & Property Tax Hearings <i>Must be at least 7 days before Hearing (Tx Tax Code 26.06)</i>	24		
25	26	27	28	29 <i>Deadline to File Proposed Budget with Municipal Clerk (TxLGC 102.005)</i>	30	31		

City of Freeport FY2019-2020 Adopted Budget

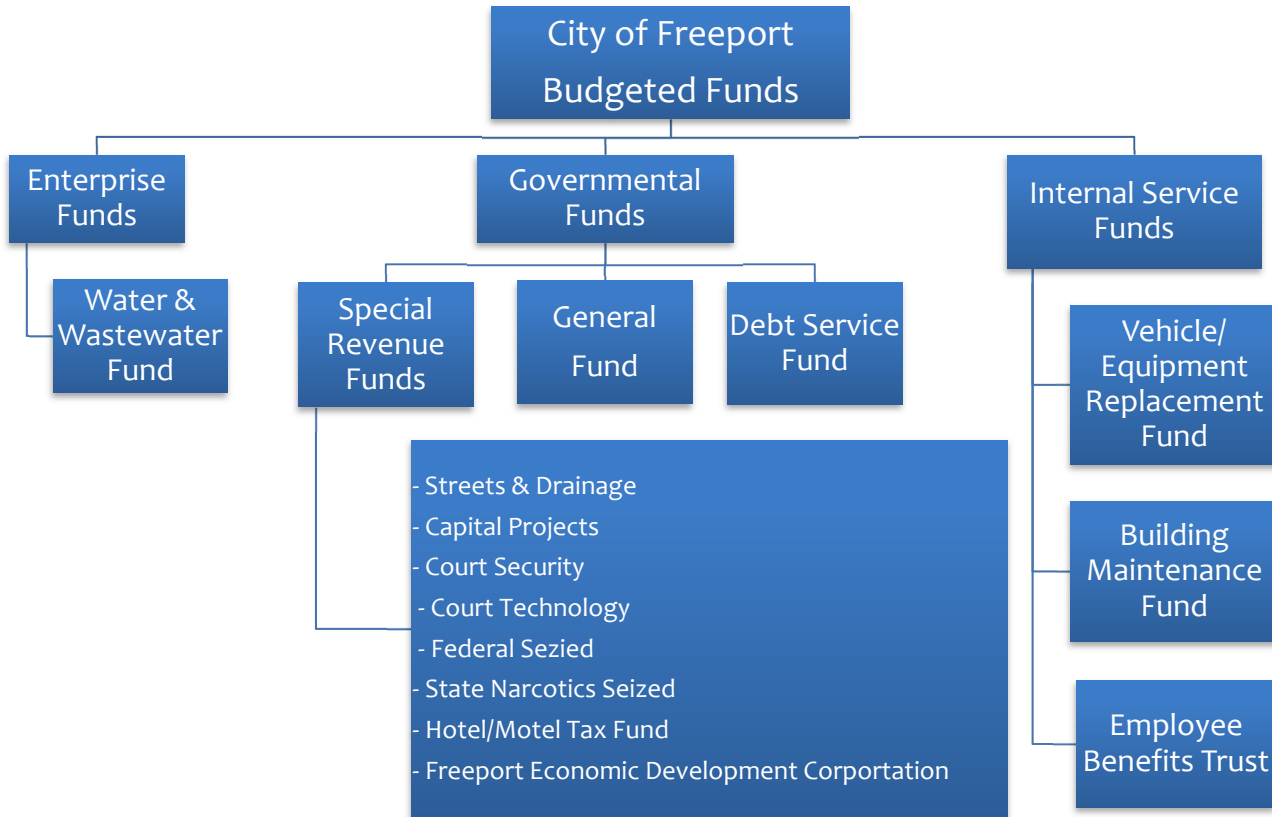


Proposed FY2019-2020 Budget Calendar

	Regularly Meeting	Special Meeting					Publication
SUN	MON	TUE	WED	THU	FRI	SAT	
September							
1 <i>Deadline to Publish Proposed Tax Rate (TxLGC 140.010)</i> <i>Deadline to Post Notice of Budget Hearing (City Charter 9.06)</i>	2 Budget Hearing, Adopt Budget, 1st Public Hearing on Tax Rate <i>Attendance is Crucial</i>	3	4	5	6	7	
8	9 2nd Public Hearing on Tax Rate <i>Must be at least 3 days before</i>	10	11	12	13	14	
15 <i>Deadline to Post Internet Notice of Tax Rate Public Hearings (Tx Tax Code 26.065)</i>	16 Adopt Tax Rate, Ratify Budget <i>Deadline to Adopt Budget (City Charter 9.10)</i>	17	18 <i>Deadline to Publish Budget Hearing Notice (TxLGC 102.0065)</i>	19	20	21	
21	22 <i>Deadline for 1st Tax Rate Hearing - if required (Tx Tax Code 26.06)</i>	23	24	25 <i>Deadline for 2nd Tax Rate Hearing - if required (Tx Tax Code 26.06)</i>	26	27 <i>Deadline for Budget Hearing Vote or Postpose Final Vote on Budget (TxLGC 102.006)</i>	
October							
28 <i>Deadline to Adopt Tax Rate (Tx Tax Code 26.05)</i> Ratify Budget (Tx LGC 102.009)	29	1 New Fiscal Year Starts	2	3	4	5	

City of Freeport FY2019-2020 Adopted Budget

Budgeted Fund Structure



FUND DESCRIPTIONS:

General Fund: Accounts for all financial resources of the general operations except for those required to be accounted for in another fund. The General Fund generates the majority of its revenues from taxes, charges for services and franchise fees.

Debt Service Fund: Used for the payment of principal and interest on debt issued by the City as well as other fees associated with the issuance of debt.

Enterprise Fund: Used to account for the provision of water and wastewater services. All activities necessary to provide such services are accounted for in this fund.

Special Revenue Fund: Used to account for proceeds of specific revenue sources or legally restricted funds.

Internal Service Fund: Used to account for operations that are financed by users of the fund.

City of Freeport FY2019-2020 Adopted Budget

Department/Fund Relationship

Department	General Fund	Utility Fund	Debt Service Fund	Special Revenue Funds	Internal Service Funds
Administration	X		X	X	
Building & Code	X				
Municipal Court	X			X	
Police	X			X	X
Fire/EMS	X				X
Streets	X		X		X
Parks & Recreation	X				X
Golf Course	X				X
Historical Museum	X				
Water & Wastewater		X	X		

City of Freeport FY2019-2020 Adopted Budget

City Wide Summary

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020
	Actual	Actual	Estimate	Current	Proposed
				Budget	Budget
Revenue					
Property Tax	2,548,123	2,651,355	3,266,325	3,283,774	3,165,832
Sales Tax	2,169,097	2,145,155	2,300,000	2,250,000	2,400,000
Industrial Districts	5,701,755	5,971,351	7,532,864	7,532,864	7,820,757
Intergovernmental	727,897	250,591	404,069	404,069	408,464
Lease Income	7,530	5,529,713	230,478	230,478	282,574
Miscellaneous Income	435,957	633,485	503,692	503,692	328,020
Franchise & Other Taxes	659,344	668,332	645,288	667,800	650,278
License and Permits	182,669	136,752	159,531	159,531	191,831
Fines & Forfeits	415,275	494,649	444,400	444,400	492,931
Charges for Service	2,097,920	2,249,913	2,287,753	2,294,229	2,144,490
Investment Earnings	64,248	180,968	203,991	153,500	154,900
Water & Sewer Services	4,973,461	4,853,442	5,215,000	5,215,000	5,290,000
Revenue Total	19,983,276	25,765,706	23,193,390	23,139,337	23,330,078
Expenditures					
Salaries	6,662,370	6,606,054	7,118,101	7,097,092	7,514,700
Benefits	2,441,339	2,718,071	2,963,532	2,963,532	3,077,800
Maintenance	1,180,217	737,495	761,408	722,421	715,084
Services	7,245,628	7,048,507	7,414,240	7,446,411	8,023,425
Sundry	598,263	531,430	577,050	574,772	492,825
Supplies	1,536,373	1,006,105	1,052,493	1,080,236	1,106,580
Depreciation Expense	327,438	453,751	-	-	-
Capital Outlay	1,580,851	1,646,879	4,483,119	4,193,119	3,604,767
Debt Service	662,357	677,986	2,167,207	909,930	565,232
Expenditures Total	22,234,836	21,426,278	26,537,150	24,987,513	25,100,413

City of Freeport FY2019-2020 Adopted Budget

City Wide Summary by Fund

	FY2016-2017 Actual	FY2017-2018 Actual	FY2018-2019 Estimate	FY2018-2019 Current Budget	FY2019-2020 Proposed Budget
Revenue					
General Fund	14,036,122	20,233,750	16,831,953	16,784,494	17,450,646
Water/Sewer	5,385,432	4,948,570	5,449,800	5,449,800	5,276,100
Beach Maintenance	-	-	8,500	8,500	8,500
Capital Debt Service	274,191	275,880	582,019	575,425	565,232
Capital Projects	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-
COO 2008 Debt Service Fun	277,883	296,147	295,518	295,518	-
Court Security	-	-	7,600	7,600	7,600
Court Technology	-	-	10,000	10,000	10,000
Federal Narcotics	-	-	-	-	-
Hotel/Motel	9,648	11,359	8,000	8,000	12,000
State Narcotics	-	-	-	-	-
Revenue Total	19,983,276	25,765,706	23,193,390	23,139,337	23,330,078
Expenditures					
General Fund	16,117,504	15,540,001	19,409,197	17,868,060	17,307,809
Water/Sewer	5,528,114	5,296,200	6,147,724	6,139,224	6,831,822
Beach Maintenance	-	-	6,500	6,500	6,500
Capital Debt Service	280,687	280,263	585,332	585,332	565,232
Capital Projects	-	-	-	-	300,000
Capital Projects Fund	-	-	-	-	54,000
COO 2008 Debt Service Fun	298,031	299,314	295,518	295,518	-
Court Security	-	-	8,318	8,318	13,400
Court Technology	-	-	11,311	11,311	11,400
Federal Narcotics	-	-	-	-	-
Hotel/Motel	10,500	10,500	11,250	11,250	10,250
State Narcotics	-	-	62,000	62,000	-
Expenditures Total	22,234,836	21,426,278	26,537,150	24,987,513	25,100,413

City of Freeport

FY2019-2020 Adopted Budget

Changes in Fund Balance

The City strives to maintain an undesignated General fund balance equal to 25% of budgeted expenditures for the General Operating Fund. In other operating funds, the City shall strive to maintain a positive unassigned fund balance (working capital) position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the city will seek to maintain a working capital (current assets minus current liabilities) balance equal to 33% budgeted expenditures for the Water and Sewer Utility Enterprise fund.

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020
	Actual	Actual	Estimate	Current Budget	Proposed Budget
General Fund					
Beginning Fund Balance	8,551,845	5,931,308	10,122,308	10,122,308	6,860,606
Revenue Less Expenditures	(2,081,382)	4,693,749	(2,577,243)	(1,083,566)	142,837
Transfers	(539,155)	(502,749)	(684,459)	(684,459)	(2,050,000)
Ending Fund Balance	\$ 5,931,308	\$ 10,122,308	\$ 6,860,606	\$ 8,354,283	\$ 4,953,443
Fund Balance as % of Exp.	36.8%	65.1%	35.3%	46.8%	28.6%
% Change in Fund Balance		70.7%	-32.2%	21.8%	-40.7%

In FY2017-2018 the City received a one-time payment from Dow for a subsurface lease in the amount of \$5.5M. Therefore, the City has made over \$2.7M in one-time capital investments in FY2018-2019. This includes paying off all lease purchase agreements (\$1.3M), HVAC improvements to City Hall and RiverPlace (\$645K), Demolition of Old City Hall and Community House (\$67K), and additional concrete street repairs (\$765k). A one-time transfer (loan) is proposed for the Water & Sewer Fund (\$1.5M), recurring transfer to Water & Sewer (\$250k), and the Streets & Drainage Fund (\$300k) in FY2019-2020.

Water & Sewer Fund					
Beginning Fund Balance	7,862,419	8,258,892	8,414,011	8,414,011	8,253,046
Revenue Less Expenditures	(142,682)	(347,630)	(697,924)	(689,424)	(1,555,722)
Transfers	539,155	502,749	536,959	536,959	1,750,000
Ending Fund Balance*	\$ 8,258,892	\$ 8,414,011	\$ 8,253,046	\$ 8,261,546	\$ 8,447,323
% Change in Fund Balance		1.9%	-1.9%	0.1%	2.2%
Working Capital (Cash)	\$ 149,161	\$ 209,367	\$ 48,402	\$ 56,902	\$ 242,679
Working Capital as % of Exp.	2.7%	4.0%	0.8%	0.9%	#REF!

*Includes Long Term Assets and Liabilities.

A loan of \$1.5M is proposed in FY2019-2020 to increase working capital. This is in addition a \$250k recurring transfer.

Debt Service Funds					
Beginning Fund Balance	28,807	22,311	17,928	17,928	8,021
Revenue Less Expenditures	(6,496)	(4,383)	(3,313)	(9,907)	-
Transfers	-	-	-	-	-
Ending Fund Balance	\$ 22,311	\$ 17,928	\$ 14,614	\$ 8,021	\$ 8,021
% Change in Fund Balance		-19.6%	-18.5%	-45.1%	0.0%

City of Freeport

FY2019-2020 Adopted Budget

General Fund Summary

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Property Tax	1,996,289	2,079,806	2,389,278	2,412,831	2,601,000	188,169
Sales Tax	2,169,097	2,145,155	2,300,000	2,250,000	2,400,000	150,000
Industrial Districts	5,701,755	5,971,351	7,532,864	7,532,864	7,820,757	287,893
Franchise & Other Taxes	649,696	656,973	637,288	659,800	638,278	(21,522)
Fines & Forfeits	415,275	494,649	426,800	426,800	475,331	48,531
Charges for Service	2,097,920	2,249,913	2,287,753	2,294,229	2,144,490	(149,739)
Intergovernmental	498,555	146,660	145,569	145,569	399,964	254,395
Investment Earnings	60,161	174,914	200,000	150,000	150,000	-
Lease Income	7,530	5,529,713	230,478	230,478	282,574	52,096
License and Permits	182,669	136,752	159,531	159,531	191,831	32,300
Miscellaneous Income	257,175	647,864	522,392	522,392	346,420	(175,972)
Revenue Total	14,036,122	20,233,750	16,831,953	16,784,494	17,450,646	666,152
Expenditures						
Salaries	6,576,502	6,525,793	7,016,944	7,004,435	7,416,600	412,165
Benefits	2,406,834	2,686,610	2,922,952	2,922,952	3,037,900	114,948
Maintenance	1,171,095	724,738	737,322	698,335	690,909	(7,426)
Services	2,340,953	2,353,014	2,488,104	2,520,275	2,851,129	330,854
Supplies	1,359,367	973,128	1,025,493	1,053,236	1,079,580	26,344
Sundry	598,263	531,430	502,231	499,953	480,924	(19,029)
Capital Outlay	1,580,851	1,646,879	3,429,794	3,139,794	1,750,767	(1,389,027)
Debt Service	83,639	98,409	1,286,357	29,080	-	(29,080)
Expenditures Total	16,117,504	15,540,001	19,409,197	17,868,060	17,307,809	(560,251)
Beginning Fund Balance	8,551,845	5,931,308	10,122,308	10,122,308	6,860,606	
Revenue Less Expenditures	(2,081,382)	4,693,749	(2,577,243)	(1,083,566)	142,837	
Transfers	(539,155)	(502,749)	(684,459)	(684,459)	(2,050,000)	
Ending Fund Balance	5,931,308	10,122,308	6,860,606	8,354,283	4,953,443	
25% Operating Reserve	4,029,376	3,885,000	4,852,299	4,467,015	4,326,952	
Available Fund Balance	1,901,932	6,237,308	2,008,307	3,887,268	626,490	

City of Freeport

FY2019-2020 Adopted Budget

General Fund Summary (by Department)

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Property Tax	1,996,289	2,079,806	2,389,278	2,412,831	2,601,000	188,169
Industrial Districts	5,701,755	5,971,351	7,532,864	7,532,864	7,820,757	287,893
Sales Tax	2,169,097	2,145,155	2,300,000	2,250,000	2,400,000	150,000
EMS	694,395	716,241	695,123	695,123	420,000	(275,123)
Golf Course	428,721	493,231	544,000	531,000	589,700	58,700
Historical Museum	-	38,661	16,500	16,500	20,000	3,500
Solid Waste	859,864	868,043	887,000	887,000	958,290	71,290
Parks & Recreation	114,940	133,737	145,130	164,606	156,500	(8,106)
Intergovernmental	498,555	146,660	145,569	145,569	399,964	254,395
Lease Income	7,530	5,529,713	230,478	230,478	282,574	52,096
Miscellaneous Income	166,381	528,770	425,420	425,420	265,420	(160,000)
Franchise & Other Taxes	649,696	656,973	637,288	659,800	638,278	(21,522)
License and Permits	182,669	136,752	159,531	159,531	191,831	32,300
Fines & Forfeits	415,275	494,649	426,800	426,800	475,331	48,531
Investment Earnings	60,161	174,914	200,000	150,000	150,000	-
Donations	90,794	119,094	96,972	96,972	81,000	(15,972)
Revenue Total	14,036,122	20,233,750	16,831,953	16,784,494	17,450,646	666,152
Expenditures						
Mayor & Council	75,755	27,624	52,733	52,733	-	(52,733)
Administration	1,778,460	1,855,057	2,003,553	2,061,143	1,972,901	(88,242)
Municipal Court	145,497	140,294	129,741	126,941	180,508	53,567
Police/Animal Control	4,729,427	4,525,459	4,547,859	4,545,115	4,636,779	91,664
Fire/Emergency Management	1,211,592	983,419	2,143,861	1,466,041	1,271,222	(194,819)
EMS	917,443	841,834	891,638	838,338	899,584	61,246
Streets/Drainage	1,795,824	1,989,050	3,474,475	3,339,997	2,678,070	(661,927)
Service Center	254,729	154,297	187,437	197,779	219,090	21,311
Garbage	975,899	962,293	977,209	945,000	992,453	47,453
Building	289,502	279,525	302,810	302,410	346,400	43,990
Code Enforcement	304,457	268,019	374,215	375,815	446,950	71,135
Library	27,010	25,588	27,648	41,862	28,300	(13,562)
Parks	2,049,477	1,753,655	2,047,576	1,655,301	1,646,659	(8,642)
Recreation	480,937	522,930	709,344	702,112	750,200	48,088
Sr. Citizen's Commission	10,538	13,464	8,214	18,485	10,100	(8,385)
Golf Course	923,622	988,167	1,324,011	994,059	998,300	4,241
Historical Museum	147,335	209,326	206,873	204,929	230,293	25,364
Expenditures Total	16,117,504	15,540,001	19,409,197	17,868,060	17,307,809	(560,251)
Beginning Fund Balance	8,551,845	5,931,308	10,122,308	10,122,308	6,860,606	
Revenue Less Expenditures	(2,081,382)	4,693,749	(2,577,243)	(1,083,566)	142,837	
Transfers	(539,155)	(502,749)	(684,459)	(684,459)	(2,050,000)	
Ending Fund Balance	5,931,308	10,122,308	6,860,606	8,354,283	4,953,443	
25% Operating Reserve	4,029,376	3,885,000	4,852,299	4,467,015	4,326,952	
Available Fund Balance	1,901,932	6,237,308	2,008,307	3,887,268	626,490	

City of Freeport FY2019-2020 Adopted Budget

Revenue Summary

General Fund

Property Tax 14.9%

Property Tax valuations have increased by an average of 6.3% over the last five years. The property tax rate of \$0.628005 has been consistent since FY2016-2017. The average collection rate over the total levy is 101% (this includes prior year collections).

Year	Assessed Valuation	Percent Change in Values	Total Tax Rate	Percent Change in Rate	Levy	Tax Collection	Collection Rate*
2018-2019*	468,371,037	9.5%	0.628005	0.0%	2,941,394	2,933,902	99.7%
2017-2018	427,819,975	5.1%	0.628005	0.0%	2,686,731	2,651,355	98.7%
2016-2017	407,085,943	5.1%	0.628005	-2.7%	2,556,520	2,548,122	99.7%
2015-2016	387,220,739	11.9%	0.645642	-4.4%	2,500,060	2,716,205	108.6%
2014-2015	346,156,326	-0.1%	0.675586	0.0%	2,338,584	2,338,671	100.0%

*Includes all years as of June 30, 2019. Current year collection rate is 96.56%

Sales Tax 13.8%

The City has experienced a 5.2% annual increase in Sales Tax over the last 10 years, therefore; staff has included a conservative 4% increase over actuals for the upcoming year.

Industrial Districts 44.8%

The City has three Industrial Development Agreements: Brazosport IDA (Interlocal with Lake Jackson and Clute), Freeport IDA, and Freeport LNG. Brazosport IDA and Freeport IDA, are calculated based on property values or CPI – whichever is greater. Freeport LNG Industrial District payments are made in accordance to a payment schedule outline in the agreement.

Agreement	Expiration Year	Payment Frequency	Payment Amount	Annual Amount
Brazosport IDA	2026	Bi-Annual	2,243,488	4,486,977
Freeport IDA	2026	Bi-Annual	779,390	1,558,780
Freeport LNG	2029	Annually	1,775,000	1,775,000
Subtotal Industrial Development Agreements			7,820,757	

Franchise & Other Taxes 3.7%

Other Taxes includes franchise fees and Mixed Beverage Tax. These taxes have been updated based on actuals year to-date.

Fines & Forfeits 12.3%

Court fines and forfeits are projected to increase due to the increase in citations and proactive collection of outstanding payments.

Charges for Service 2.7%

- Interlocal and Intergovernmental income has been separated from Ambulance Revenue to accurately reflect revenue from calls for service.
- Golf Course Revenue has been updated to on prior and current actuals with the largest increase in Merchandise sales.
- Parks & Recreation Rentals have been lumped into Parks Rental due to lack of consistent tracking in prior years. Moving forward, each rental property will be individually tracked.
- Solid Waste income is anticipated to increase by 10% over actuals due to the recent rate increase.

City of Freeport FY2019-2020 Adopted Budget

Revenue Summary

General Fund

Intergovernmental 2.3%

- EMS anticipates continued reimbursement from the Texas Health and Human Services Commission proportionally to estimated ambulance service charges (\$150k).
- The City has interlocal agreements with the City of Oyster Creek and Commodore Cove to provide EMS services - these contributions are reflected under EMS Rev - Interlocal (\$233k).
- EMS will be seeking a grant for an AED program under Grant Revenue.
- A SECO Grant and grant from H-GAC for PD are anticipated and will be amended once awarded.

Investment Earnings 0.9%

The City has been earning significant interest on the \$5.5M received from Dow. As the City spends this money, interest earnings are anticipated to decrease accordingly.

Lease Income 1.6%

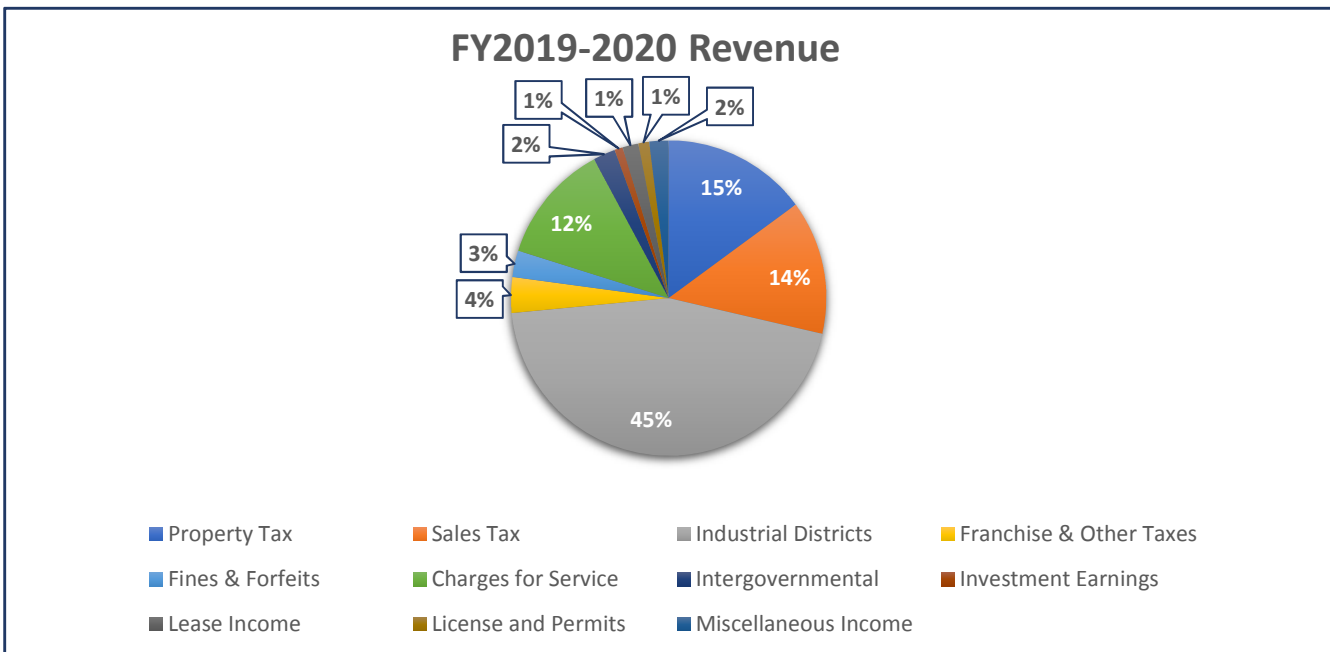
Lessee	Location	Expires	Payment Frequency	Payment Amount	Annual Amount
Amistad	City Hall		Monthly	750	9,000
Brazosport College	Museum		Annually	27,000	27,000
Dow Golf Course	Golf Course	2036	Annually	100,000	100,000
Gulf LNG	City Hall		Monthly	841	10,096
Lucy Goose	Nat Hickey Bldg.		Monthly	1,250	15,000
Olin	City Hall	2023	Monthly	9,764	117,172
Platinum Marketing	City Hall		Monthly	359	4,306
Subtotal Lease Income					282,574

Licenses & Permits 1.1%

Revenue has been added under Permits-Misc. to account for anticipated Engineering Services needed for new plat and plan submittals. This revenue is offset by an expenditure under Building.

Miscellaneous Income 2.0%

Miscellaneous Income has been reduced based on actual anticipated income.



City of Freeport FY2019-2020 Adopted Budget

Revenue

General Fund

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Property Tax						
Property Tax						
110 Tax - Pr - Current Year	1,931,579	1,906,722	2,278,583	2,251,831	2,487,000	235,169
110 Tax - Pr - P & I Current Year	23,292	16,534	21,531	18,000	20,000	2,000
120 Tax - Pr - P & I Prior Years	17,131	26,097	13,564	23,000	18,000	(5,000)
120 Tax - Pr - Prior Years	24,287	130,453	75,601	120,000	76,000	(44,000)
Property Tax Total	1,996,289	2,079,806	2,389,278	2,412,831	2,601,000	188,169
Property Tax Total	1,996,289	2,079,806	2,389,278	2,412,831	2,601,000	188,169
Sales Tax						
Sales Tax						
300 Tax - Sales Tax	2,169,097	2,145,155	2,300,000	2,250,000	2,400,000	150,000
Sales Tax Total	2,169,097	2,145,155	2,300,000	2,250,000	2,400,000	150,000
Sales Tax Total	2,169,097	2,145,155	2,300,000	2,250,000	2,400,000	150,000
Industrial Districts						
Industrial Districts						
10 Tax - Brazosport Indust Dist	3,751,194	3,842,354	4,273,311	4,273,311	4,486,977	213,666
20 Tax - Freeport Indust Dist	1,100,561	1,278,997	1,484,553	1,484,553	1,558,781	74,228
21 Tax-Freeport Lng Industrial Di	850,000	850,000	1,775,000	1,775,000	1,775,000	-
Industrial Districts Total	5,701,755	5,971,351	7,532,864	7,532,864	7,820,757	287,893
Industrial Districts Total	5,701,755	5,971,351	7,532,864	7,532,864	7,820,757	287,893
Franchise & Other Taxes						
Franchise & Other Taxes						
410 Tax - Franchise - Utilities	499,801	500,559	480,888	502,000	481,000	(21,000)
430 Tax - Franchise - Telecom	99,839	105,742	110,000	115,000	110,000	(5,000)
450 Tax - Franchise - Garbage	5,243	4,690	4,600	4,800	5,060	260
600 Tax - Bingo	2,192	1,915	-	-	-	-
700 Tax - Mixed Beverage	42,621	44,067	41,800	38,000	42,218	4,218
Franchise & Other Taxes Total	649,696	656,973	637,288	659,800	638,278	(21,522)
Franchise & Other Taxes Total	649,696	656,973	637,288	659,800	638,278	(21,522)
Fines & Forfeits						
Fines & Forfeits						
100 Municipal Court Revenue	390,063	473,531	425,000	425,000	473,531	48,531
101 Municipal Court Revenue-Dot	6,509	1,863	600	600	600	-
102 Court Collection Fees	-	-	-	-	-	-
200 Mun Crt Tech Fund Revenue	9,859	10,146	-	-	-	-
201 Mun Crt Sec Fund Revenue	7,394	7,609	-	-	-	-
305 Adm Fees - Defensive Driving	1,450	1,500	1,200	1,200	1,200	-
Fines & Forfeits Total	415,275	494,649	426,800	426,800	475,331	48,531
Fines & Forfeits Total	415,275	494,649	426,800	426,800	475,331	48,531

City of Freeport

FY2019-2020 Adopted Budget

Revenue

General Fund

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	
	Actual	Actual	Estimate	Current Budget	Proposed Budget	Increase/ (Decrease)
Charges for Service						
EMS						
100 Ambulance Revenue	694,395	716,241	695,123	695,123	420,000	(275,123)
EMS Total	694,395	716,241	695,123	695,123	420,000	(275,123)
Golf Course						
200 Golf Rev - Cart Rental	69,003	66,189	70,000	92,000	77,000	(15,000)
401 Golf Rev - Merchandise	76,616	107,521	145,000	90,000	150,800	60,800
402 Golf Rev - Prepared Foods	6,653	9,681	9,000	11,000	9,900	(1,100)
403 Golf Rev - Beer Sales	46,751	62,825	58,000	58,000	63,800	5,800
404 Golf Rev - Soft Drinks&Chips	22,938	27,933	32,000	30,000	35,200	5,200
450 Golf Rev - Memberships	59,538	62,772	80,000	75,000	88,000	13,000
101 Golf Rev - Receipts	147,222	156,310	150,000	175,000	165,000	(10,000)
Golf Course Total	428,721	493,231	544,000	531,000	589,700	58,700
Historical Museum						
107 Museum Membership Dues	-	-	-	-	-	-
110 Museum Revenues-Building Rent	-	34,775	15,000	15,000	15,000	-
800 Museum Fundraiser Revenue	-	125	-	-	-	-
803 Museum Father-Daughter Dance	-	-	-	-	2,000	2,000
812 Museum Gift Shop Revenue	-	3,761	1,500	1,500	3,000	1,500
813 Museum - Promotions	-	-	-	-	-	-
Historical Museum Total	-	38,661	16,500	16,500	20,000	3,500
Parks & Recreation						
100 Merchandise	9,275	4,790	12,000	12,000	4,000	(8,000)
200 Pool Receipts	1,810	5,805	7,500	7,500	7,500	-
300 Recreation Center Fees	23,025	35,203	33,000	33,000	33,000	-
350 Program Fees	16,537	15,547	19,000	19,000	19,000	-
351 Flapjack 5K Revenue	365	-	-	-	-	-
400 Pool Concessions	324	-	1,000	1,000	1,000	-
500 Community House Rental	13,532	9,702	-	30,106	-	(30,106)
501 Riverplace Rental Revenue	-	5,839	50,000	-	-	-
502 Velasco Community House	-	4,193	15,000	-	-	-
503 Fmp Rental Revenue	-	350	2,000	-	-	-
504 Fmpg Rental Revenue	-	82	250	-	-	-
505 Fchp Rental Revenue	-	305	2,000	-	-	-
506 Riverside Gazebo Rental	-	82	80	-	-	-
508 Arrington Park Rental	-	140	-	-	-	-
509 Seniors Rental Revenue	-	490	1,000	-	-	-
510 Veterans Memorial Rental	-	500	-	-	-	-
511 Promotions Revenue	-	1	300	-	-	-
550 Park Rental	46,774	49,331	-	60,000	90,000	30,000
579 Senior Citizens Payments	3,048	1,377	2,000	2,000	2,000	-
601 Trolley Rental	250	-	-	-	-	-
Parks & Recreation Total	114,940	133,737	145,130	164,606	156,500	(8,106)
Solid Waste						
300 Garbage - Revenue	868,107	871,173	895,000	895,000	958,290	63,290
301 Garbage Overage	1,120	4,644	-	-	-	-
700 Garbage - Bad Debt Write-Off	(9,363)	(7,774)	(8,000)	(8,000)	-	8,000
Solid Waste Total	859,864	868,043	887,000	887,000	958,290	71,290
Charges for Service Total	2,097,920	2,249,913	2,287,753	2,294,229	2,144,490	(149,739)
Intergovernmental						

City of Freeport FY2019-2020 Adopted Budget

Revenue

General Fund

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	
	Actual	Actual	Estimate	Current Budget	Proposed Budget	Increase/ (Decrease)
Intergovernmental						
101 Ems Rev - Interlocal	-	-	-	-	233,180	233,180
400 Grant Revenue	452,626	9,989	73,000	73,000	16,784	(56,216)
430 Grant Revenue-Police Departmen	-	108,346	42,569	42,569	-	(42,569)
450 Intergovernmental Revenues	26,902	38	-	-	150,000	150,000
525 Police - Seizures	19,027	24,148	30,000	30,000	-	(30,000)
906 Grant Funds-Texas Comptroller	-	4,139	-	-	-	-
Intergovernmental Total	498,555	146,660	145,569	145,569	399,964	254,395
Intergovernmental Total	498,555	146,660	145,569	145,569	399,964	254,395
Investment Earnings						
Investment Earnings						
100 Interest Income	60,161	174,914	200,000	150,000	150,000	-
Investment Earnings Total	60,161	174,914	200,000	150,000	150,000	-
Investment Earnings Total	60,161	174,914	200,000	150,000	150,000	-
Lease Income						
Lease Income						
600 Lease Income	7,530	5,529,713	230,478	230,478	282,574	52,096
Lease Income Total	7,530	5,529,713	230,478	230,478	282,574	52,096
Lease Income Total	7,530	5,529,713	230,478	230,478	282,574	52,096
License and Permits						
License and Permits						
100 Permit - Alcoholic Beverage	6,018	6,645	11,000	11,000	11,000	-
100 Permit - Mechanical	4,690	10,578	9,500	9,500	9,500	-
105 Permit - Gas Test	175	150	200	200	200	-
110 Permit - Building	137,673	84,996	109,000	109,000	109,000	-
120 Permit - Electrical	10,761	10,322	9,800	9,800	9,800	-
125 Permit - Safety	543	170	200	200	200	-
130 Permit - Plumbing	4,153	4,192	3,800	3,800	4,000	200
135 Rights-Of-Ways/Easements	5,178	3,150	5,500	5,500	5,500	-
200 Permit - Health	2,780	2,575	2,900	2,900	3,000	100
700 Permit - Amusement	1,551	4,646	300	300	300	-
800 Permit - Chauffers-Towing	-	500	200	200	200	-
801 Permit - Taxi Cabs	-	1,215	1,215	1,215	1,215	-
802 Permit - Peddlers	-	-	-	-	-	-
803 Permit - Solicitors	-	-	-	-	-	-
804 Permit - Dance Hall	100	-	-	-	-	-
805 Permit- Plat Filing Fees	-	189	66	66	66	-
806 Permit - Trailer Parks	50	250	300	300	300	-
807 Permit - Misc.	8,307	7,174	5,000	5,000	37,000	32,000
808 Permit - Coin Op Machine	690	-	550	550	550	-
License and Permits Total	182,669	136,752	159,531	159,531	191,831	32,300
License and Permits Total	182,669	136,752	159,531	159,531	191,831	32,300
Miscellaneous Income						

City of Freeport

FY2019-2020 Adopted Budget

Revenue

General Fund

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Miscellaneous Income						
100 Insurance Recovery	32,403	14,598	20,000	20,000	20,000	-
101 Misc Income	37,131	240,649	240,000	240,000	80,000	(160,000)
103 Revenue-Utility Reimbursements	29,378	20,459	23,000	23,000	23,000	-
105 Marine Operations Revenue-Lng	22,260	7,420	7,420	7,420	7,420	-
136 Release Of Liens	-	-	-	-	-	-
200 Sale Of Property	7,136	230,228	110,000	110,000	110,000	-
300 Tax Abatement Fee	-	-	-	-	-	-
525 Police - Sale Of Equip	10,674	5,698	10,000	10,000	10,000	-
700 Mowing/Demolition Liens	27,399	9,718	15,000	15,000	15,000	-
Miscellaneous Income Total	166,381	528,770	425,420	425,420	265,420	(160,000)
Donations						
100 Ems Water Bill Donations	90,497	91,891	70,000	70,000	70,000	-
111 Splashpad Donations	-	15,745	1,500	1,500	1,500	-
603 Kids Fest Donations	1,700	5,650	1,500	1,500	1,500	-
811 Museum Donation-Misc. Exhibits	-	1,000	10,500	10,500	5,000	(5,500)
910 Donations - Historical Museum	-	1,033	12,397	12,397	1,000	(11,397)
915 Donations - Park/Recreation	(1,803)	75	75	75	-	(75)
920 Donations - Miscellaneous	250	2,500	1,000	1,000	1,000	-
921 Donations-Kids Fest	-	1,000	-	-	1,000	1,000
925 Donations - Veteran'S Memorial	150	200	-	-	-	-
Donations Total	90,794	119,094	96,972	96,972	81,000	(15,972)
Miscellaneous Income Total	257,175	647,864	522,392	522,392	346,420	(175,972)
Grand Total	14,036,122	20,233,750	16,831,953	16,784,494	17,450,646	666,152

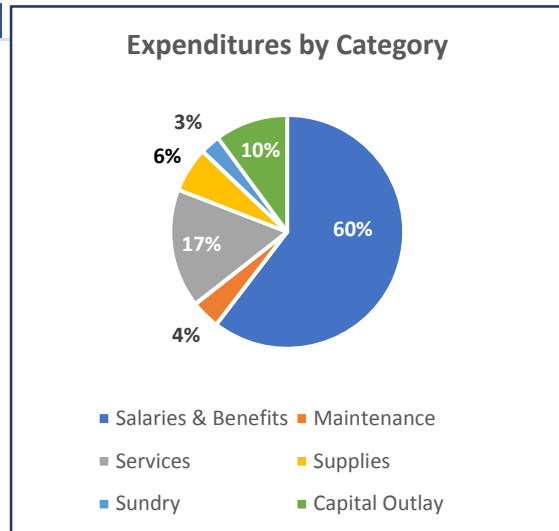
City of Freeport FY2019-2020 Adopted Budget

Expenditure Summary

General Fund

Salaries & Benefits

- A 3.5% increase has been included under Salaries as a placeholder.
- The City will experience an overall decrease in Group Insurance due to the significant lower medical insurance premiums. Part of these savings are proposed to be used for the addition of employee dental, vision, and 20% towards dependent medical insurance in FY2019-2020.
- The City's contribution to the Texas Municipal Retirement System (TMRS) has been increased due to an increase in rates starting January 1, 2020.
- Unemployment Insurance was previously accounted for under Administration but is proposed to be allocated according to Department.



Administration

11.4%

- The Mayor and Council Department has been brought under Administration for simplicity - the majority of this change has increased Services and Sundry line items.
- Funding has been included under Services for a feasibility study for relocation of City Hall, Police, Park and Street Department services to the OA Fleming Elementary School Property.
- The part-time HR Assistant has been upgraded to full-time which will be offset by bringing payroll in-house.
- No new capital expenditures are proposed for FY2019-2020.

Municipal Court

1.0%

- In FY2018-2019 Court Security and Technology expenses were moved into their own funds.
- A Court Clerk position was added in FY2018-2019, this addition is offset by additional Court Revenue.

Police/Animal Control

26.8%

- Under Service Contracts: a firewall update is proposed to maintain CJIS Requirements (\$35k), a maintenance warranty for Watch Guard Body Cameras has been added (\$6k), funding for LPR Camera Maintenance (\$10k), and copier service moved from Narcotics (\$7k).
- Narcotics have been moved to their own Special Revenue Funds
- Funding for Cellbrite Phone Detective Subscription has been added under Telephone (\$3k).
- Seven computers are past their end of life date and require replacement and four computers will require software updates before January 1, 2020 (the net impact after other deductions is \$1,000 under Office/Computer Supplies).
- One Undercover Unit & Two Patrol Units are proposed to be replaced (\$157k) and one Square3 Exchange Server for inhouse e-mails (\$24k) is proposed under Capital Outlay.

Fire/EMS

12.5%

- Administrative Assistant position and placeholder for command staff salary adjustments have been added.
- Certification pay has also been increased to address step up pay in the absence of shift supervisors.
- AED Program (\$16k) has been added under EMS/Other Supplies, it will be offset by anticipated grant revenue.
- Collection Agency fees have been removed from Ambulance Revenue.
- EMS was brought into the General Fund in FY2018-2019.

City of Freeport FY2019-2020 Adopted Budget

Expenditure Summary

General Fund

Streets & Drainage 16.7%

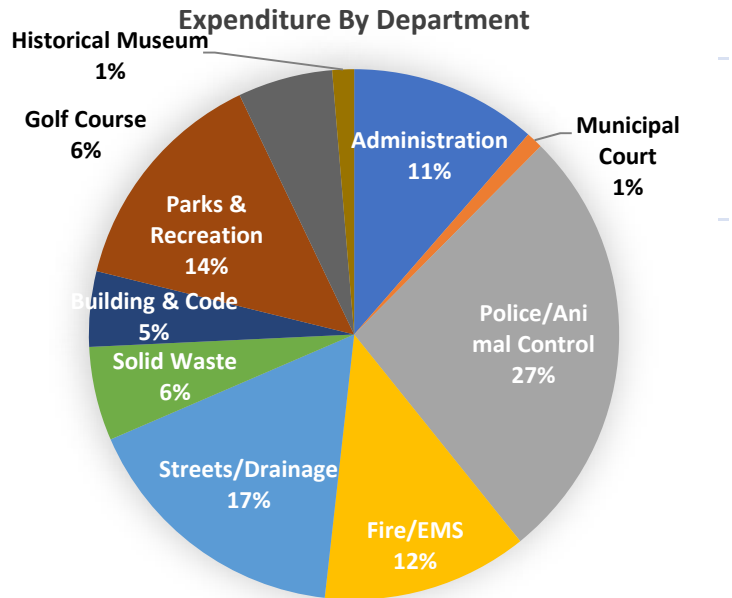
- The purchase of a new Concrete Mixer (\$36k) and funding for 2019-2020 Street Projects (\$1.23M) is proposed under Streets/Capital Outlay.
- Funding has been included under Capital Outlay to upgrade the City's Fuel System (\$25k) under Service Center/Capital Outlay.

Sanitation 5.7%

- Solid Waste costs will increase proportionally to the Consumer Price Index (CPI) per the contract.

Building & Code 4.6%

- Funding for Engineering (\$30k) has been proposed under Building/Professional Services but is offset by Permit Revenue.
- Funding to Demo unsafe structures (\$50k) is proposed to remain funded.
- A new grant program for owner occupied housing rehabilitations (\$50k) and a Zoning Ordinance Overhaul (\$50k) is proposed under Code/Other Services.



Parks & Recreation 14.1%

- Covers (\$15k) for the Exercise Equipment at Community House Park and Oscillating Fans (\$6k) for FMP Pavilion are proposed under Parks/Capital Outlay.
- Replacement of the Recreation Center Roof (\$45,000) is proposed under Recreation/Capital Outlay.
- Expenditures for the Sr. Citizen's Commission and Library have been reduced to prior year actuals and current year projections.

Golf Course 5.8%

- Eliminated one full time clerk and replace with three part time employees to reduce costs and help with staffing - estimated annual savings of \$1,835.
- Increasing our chemical budget \$10,000. This has not been increased in 9 years
- Merchandise expenses have been increased to keep up with current demand and will be offset by revenue.
- Lease purchases are anticipated to be paid in FY2018-2019 and therefore have been removed from Cart

Historical Museum 1.3%

- Renovations to the Heritage House (\$30k) are proposed to address safety concerns under Capital Outlay.
- Funding for KidFest (\$20k) has been added under Special Events.

City of Freeport FY2019-2020 Adopted Budget

Administration

General Fund

Leading by example, the Administration of the City of Freeport is focused on building and maintaining a strong management team, resolute regarding ethical and cost-effective municipal service, that meets the needs of the public, our employees and our elected officials. City Administration is responsible for the oversight of all City Departments.

FY2018-2019 Achievements

Solicited proposals for Group Medical Insurance resulting in significantly lower medical insurance premiums.

Updated City's Employee Handbook, Investment Policy, Purchasing Policy, and Financial Management Policies.

Brought on an Engineering firm to kickoff new infrastructure projects.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

The Mayor and Council Department has been brought under Administration for simplicity - the majority of this change has increased Services and Sundry line items.

Funding has been included under Services for a development of a Stormwater Utility (60k), Recodification of Ordinances (14k), and a feasibility study for relocation of City Hall, Police, Park and Street Department services to the OA Fleming Elementary School Property (66.5k). Additionally, \$47,000 has been moved from Professional to Other Services.

The part-time HR Assistant is proposed to be upgraded to full-time. This cost is offset by bringing payroll back in-house.

Funding has been included under Marketing for the Billfish Classic Sponsorship (12.5k) and a new plotter and computers Citywide (35.9k)

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	629,177	674,815	540,670	608,593	671,200	62,607
Benefits	184,676	214,194	210,708	210,708	227,000	16,292
Supplies	64,657	65,670	29,205	38,845	39,500	655
Services	438,891	533,908	525,367	543,893	678,200	134,307
Maintenance	218,725	120,180	161,899	115,426	108,000	(7,426)
Sundry	206,752	180,839	190,704	188,678	213,101	24,423
Debt Service	-	3,058	-	-	-	-
Capital Outlay	35,582	62,393	345,000	355,000	35,900	(319,100)
Grand Total	1,778,460	1,855,057	2,003,553	2,061,143	1,972,901	(88,242)

Employee Count

Position	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Proposed
Administration			
City Manager	1	1	1
Asst. City Manager	0	0	1
City Secretary	1	1	1
Finance Director	1	1	0
HR Director	1	1	1
Accounting Specialist	1	1	1
Administrative Asst.	0	0	1
HR Assistant	0	0	1
HR Assistant (PT)	1	1	0
Receptionist	1	1	0
Special Projects Coord.	1	1	1
Administration Total	8	8	8

City of Freeport

FY2019-2020 Adopted Budget

Administration

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	605,924	659,754	515,418	589,441	649,100	59,659
165 Educational Pay	3,540	2,640	2,100	2,100	6,300	4,200
175 Longevity	9,095	6,825	6,552	6,552	2,100	(4,452)
180 Auto Allowance	8,700	1,171	9,000	9,000	7,800	(1,200)
181 Cell Phone Allowance			1,800	-	1,800	1,800
190 Overtime	1,918	4,425	5,800	1,500	4,100	2,600
Salaries Total	629,177	674,815	540,670	608,593	671,200	62,607
Benefits						
201 F I C A & Medicare	43,239	49,947	46,557	46,557	51,400	4,843
210 Group Insurance	54,612	65,950	69,454	69,454	76,800	7,346
230 T M R S	86,825	94,565	84,388	84,388	96,000	11,612
240 Workmen'S Comp	-	58	1,809	1,809	1,900	91
291 Unemployment Insurance	-	3,674	8,500	8,500	900	(7,600)
Benefits Total	184,676	214,194	210,708	210,708	227,000	16,292
Supplies						
310 Office/Computer Supplies	26,981	22,310	16,449	23,250	24,850	1,600
399 Other Supplies	27,441	6,114	2,182	3,000	3,000	-
311 Postage/Shipping	2,029	4,916	4,917	6,000	5,000	(1,000)
312 Books/Publ/Subscriptions	858	418	991	1,650	1,650	-
320 Other Electronics	-	28,190	-	500	500	-
335 Clothing	1,443	941	-	1,000	1,000	-
352 Furniture & Fixtures	3,546	858	1,868	2,000	2,000	-
385 Small Tools & Equipment	-	117	-	-	-	-
390 Fuel-Mileage Reimb.	1,547	478	-	-	-	-
392 Janitorial Supplies	812	1,328	2,798	1,445	1,500	55
Supplies Total	64,657	65,670	29,205	38,845	39,500	655
Services						
400 City Council Stipends	-	-	-	-	10,700	10,700
415 Telephone	24,056	12,429	20,333	19,800	20,000	200
430 Advertising	14,510	10,467	7,447	16,000	10,000	(6,000)
413 Professional Services	249,124	384,793	364,475	382,510	449,200	66,690
414 Bank Charges	3,172	3,162	3,500	4,500	4,500	-
426 Physicals/Screening	551	195	450	1,525	600	(925)
428 Summertime Blues Expenses	250	-	-	-	-	-
434 Marketing	26,910	12,804	23,522	10,890	24,000	13,110
438 Thanksgiving Super Feast	5,000	8,273	8,928	10,000	10,000	-
440 Electricity	60,837	53,764	43,804	49,000	48,200	(800)
441 Water	-	-	-	-	-	-
442 Gas-Entex	11,342	11,549	11,100	15,000	12,300	(2,700)
470 Equipment Rental	6,717	1,594	1,144	1,968	2,000	32
479 Appraisal District	17,751	17,791	18,533	18,000	18,000	-
482 Service Contracts	14,041	14,623	19,933	12,500	19,500	7,000
484 Tax Collections	2,130	2,098	2,200	2,200	2,200	-
499 Other Services	2,500	366	-	-	47,000	47,000
Services Total	438,891	533,908	525,367	543,893	678,200	134,307
Maintenance						

City of Freeport FY2019-2020 Adopted Budget

Administration

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
545 Bldg/Bldg Equip Maint.	116,941	56,983	73,071	49,990	50,000	10
543 Electronics/Comp Maint	101,784	63,197	88,827	65,436	58,000	(7,436)
Maintenance Total	218,725	120,180	161,899	115,426	108,000	(7,426)
Sundry						
602 Seminars/Dues/Travel	30,826	17,411	27,463	21,437	33,500	12,063
604 Public Office Liability	10,780	11,000	11,000	11,000	27,301	16,301
690 Elections	-	-	-	-	8,000	8,000
699 Other - Sundry	21,955	39,749	13,000	13,000	23,000	10,000
610 Employee Relations	12,423	7,347	14,500	14,500	14,500	-
628 Property/Gen Liab Insurance	83,181	90,332	89,741	88,741	94,300	5,559
678 Braztec 380 Agreement	17,752	-	-	-	-	-
679 R.B. Construction 380 Agreem	10,000	-	-	-	-	-
680 380 Agreements	15,000	15,000	35,000	35,000	-	(35,000)
695 College Reimbursement	4,835	-	-	5,000	12,500	7,500
Sundry Total	206,752	180,839	190,704	188,678	213,101	24,423
Debt Service						
775 Lease Interest	-	394	-	-	-	-
776 Lease Principal	-	2,664	-	-	-	-
Debt Service Total	-	3,058	-	-	-	-
Capital Outlay						
880 Land Acquisition	15,582	-	-	10,000	-	(10,000)
899 Capital Outlay	20,000	62,393	345,000	345,000	35,900	(309,100)
Capital Outlay Total	35,582	62,393	345,000	355,000	35,900	(319,100)
Grand Total	1,778,460	1,855,057	2,003,553	2,061,143	1,972,901	(88,242)

City of Freeport

FY2019-2020 Adopted Budget

Municipal Court

General Fund

The mission of the Municipal Court is to provide efficient, effective, and impartial services in the promotion of justice through the facilitating the timely disposition of cases with prompt and courteous service. The Municipal Court is composed of the Court Supervisor, one Court Clerks, Municipal Court Judge, and Prosecutor. The department is responsible for the timely, impartial, and accurate processing of warrants and violations filed with the Court as well as collecting assessed fines and fees and setting the dockets of cases for adjudication.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

In FY2018-2019 Court Security and Technology expenses were moved into their own funds.

A Court Clerk position was added in FY2018-2019, this addition is offset by additional Court Revenue.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	44,717	44,051	48,096	45,296	81,600	36,304
Benefits	17,294	20,263	20,037	20,037	37,300	17,263
Supplies	4,993	4,136	5,800	5,800	5,800	-
Services	59,647	52,505	54,733	54,733	54,733	-
Maintenance	7,253	7,711	-	-	-	-
Sundry	11,593	11,628	1,075	1,075	1,075	-
Grand Total	145,497	140,294	129,741	126,941	180,508	53,567

Employee Count

Position	FY2017-2018 Actual	FY2018-2019 Budget	FY2019-2020 Proposed
Court			
Court Clerk	0	0	1
Court Supervisor	1	1	1
Court Total	1	1	2

City of Freeport FY2019-2020 Adopted Budget

Municipal Court

General Fund

Category	FY2016-2017 Actual	FY2017-2018 Actual	FY2018-2019 Estimate	FY2018-2019 Current Budget	FY2019-2020 Proposed Budget	Increase/ (Decrease)
Salaries						
100 Salaries/Wages	42,964	41,453	43,329	43,329	79,100	35,771
175 Longevity	887	716	967	967	900	(67)
190 Overtime	866	1,882	3,800	1,000	1,600	600
Salaries Total	44,717	44,051	48,096	45,296	81,600	36,304
Benefits						
201 F I C A & Medicare	3,440	3,329	3,465	3,465	6,300	2,835
210 Group Insurance	7,493	10,628	9,922	9,922	18,900	8,978
230 T M R S	6,361	6,306	6,518	6,518	11,700	5,182
240 Workmen'S Comp	-	-	132	132	300	168
291 Unemployment Insurance	-	-	-	-	100	100
Benefits Total	17,294	20,263	20,037	20,037	37,300	17,263
Supplies						
310 Office/Computer Supplies	2,689	2,536	2,850	2,850	2,850	-
399 Other Supplies	-	-	300	300	300	-
311 Postage/Shipping	2,150	1,500	2,300	2,300	2,300	-
312 Books/Publ/Subscriptions	-	-	350	350	350	-
335 Clothing	154	100	-	-	-	-
390 Fuel	-	-	-	-	-	-
Supplies Total	4,993	4,136	5,800	5,800	5,800	-
Services						
415 Telephone	802	(345)	933	933	933	-
414 Bank Charges	11,909	11,321	8,800	8,800	8,800	-
426 Physicals/Screening	39	94	-	-	-	-
499 Other Services	1,056	630	750	750	750	-
413 City Judge	43,500	41,300	42,000	42,000	42,000	-
407 Collection Agency	2,341	(495)	2,250	2,250	2,250	-
Services Total	59,647	52,505	54,733	54,733	54,733	-
Maintenance						
543 Electronics/Comp Maint	7,253	7,711	-	-	-	-
Maintenance Total	7,253	7,711	-	-	-	-
Sundry						
602 Seminars/Dues/Travel	403	521	700	700	700	-
699 Other - Sundry	83	-	300	300	300	-
601 Faithful Performance Bond	-	-	75	75	75	-
684 Technology Fund Expense	2,800	2,800	-	-	-	-
685 Security Fund Expense	8,307	8,307	-	-	-	-
Sundry Total	11,593	11,628	1,075	1,075	1,075	-
Grand Total	145,497	140,294	129,741	126,941	180,508	53,567

City of Freeport

FY2019-2020 Adopted Budget

Police/Animal Control Department

General Fund

The Mission of the Police Department is to protect, serve, model integrity, and demonstrate professionalism all while enhancing the quality of life for the residents by providing police services through shared responsibility with the public.

FY2018-2019 Achievements

- Lowered the overall operational budget to better fit Police Department needs.
- Made internal repairs to police department server to fix city wide cameras.
- Replaced DVD Burner Hard Drive to maintain normal operations without replacing entire machine.

Major Changes In FY2019-2020

- A 3.5% increase has been included under Salaries as a placeholder.
- Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.
- Under Service Contracts: a firewall update is proposed to maintain CJIS Requirements (\$35k), a maintenance warranty for Watch Guard Body Cameras has been added (\$6k), funding for LPR Camera Maintenance (\$10k), and copier service moved from Narcotics (\$7k).
- Narcotics have been moved to their own Special Revenue Funds.
- Funding for Cellbrite Phone Detective Subscription has been added under Telephone (\$3k).
- Seven computers are past their end of life date and require replacement and four computers will require software updates before January 1, 2020 (the net impact after other deductions is \$1,000 under Office/Computer Supplies).
- One Undercover Unit & Two Patrol Units are proposed to be replaced (\$157k) and one Square3 Exchange Server for inhouse e-mails (\$24k) is proposed under Capital Outlay.

Category				FY2018-2019	FY2019-2020	Increase/ (Decrease)
	FY2016-2017	FY2017-2018	FY2018-2019	Current	Proposed	
	Actual	Actual	Estimate	Budget	Budget	
Salaries	2,521,648	2,554,136	2,579,975	2,567,375	2,679,200	111,825
Benefits	900,674	1,052,051	1,110,194	1,110,194	1,093,600	(16,594)
Supplies	219,408	165,628	167,950	154,750	171,550	16,800
Services	287,969	268,371	293,544	316,600	357,222	40,622
Maintenance	135,482	92,292	88,650	88,650	88,950	300
Sundry	92,099	120,863	69,600	69,600	65,000	(4,600)
Capital Outlay	572,147	272,118	237,946	237,946	181,257	(56,689)
Grand Total	4,729,427	4,525,459	4,547,859	4,545,115	4,636,779	91,664

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Police			
Chief	1	1	1
Captain	1	1	1
Lieutenant	1	1	1
Sergeant	5	5	5
Detective	4	4	4
Patrol Officer	20	20	20
Administrative Assistant	0	0	1
Administrative Secretary	1	1	0
Animal Control Officer	2	2	2
Dispatcher	7	7	7
Jailer	2	2	2
Records Clerk	2	2	2
Dispatch Supervisor	1	1	1
Crossing Guard (PT)	4	4	4
Detective (PT)	1	1	1
Police Total	52	52	52

City of Freeport

FY2019-2020 Adopted Budget

Police/Animal Control Department

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	2,374,456	2,437,086	2,406,337	2,406,337	2,528,600	122,263
165 Educational Pay	8,055	4,535	42,100	42,100	35,300	(6,800)
175 Longevity	22,557	23,323	25,438	25,438	19,400	(6,038)
185 Uniform Allowance	4,501	969	5,000	5,000	4,300	(700)
190 Overtime	112,079	88,223	101,100	88,500	91,600	3,100
Salaries Total	2,521,648	2,554,136	2,579,975	2,567,375	2,679,200	111,825
Benefits						
201 F I C A & Medicare	190,151	193,177	196,404	196,404	202,600	6,196
210 Group Insurance	356,459	455,458	471,927	471,927	446,600	(25,327)
230 T M R S	291,634	362,393	368,726	368,726	378,800	10,074
240 Workmen'S Comp	57,434	41,023	68,137	68,137	62,400	(5,737)
291 Unemployment Insurance	4,996	-	5,000	5,000	3,200	(1,800)
Benefits Total	900,674	1,052,051	1,110,194	1,110,194	1,093,600	(16,594)
Supplies						
310 Office/Computer Supplies	19,500	15,577	15,900	15,900	16,900	1,000
399 Other Supplies	73,519	17,821	9,900	9,900	9,900	-
311 Postage/Shipping	431	331	750	750	750	-
320 Other Electronics	7,211	8,177	10,700	10,700	10,700	-
335 Clothing	24,063	22,597	18,500	18,500	18,500	-
352 Furniture & Fixtures	1,111	1,099	1,500	1,500	2,500	1,000
385 Small Tools & Equipment	2,561	-	3,500	3,500	3,500	-
392 Janitorial Supplies	4,940	3,962	4,500	4,500	4,500	-
390 Fuel	69,425	78,805	78,200	65,000	79,800	14,800
389 Chemicals	617	775	1,000	1,000	1,000	-
391 Prisoner Meals	6,285	6,051	6,000	6,000	6,000	-
394 Investigative Supplies	4,609	5,218	8,500	8,500	8,500	-
395 Ammunition/Gun Supplies	5,136	5,215	9,000	9,000	9,000	-
Supplies Total	219,408	165,628	167,950	154,750	171,550	16,800
Services						
415 Telephone	66,648	53,274	49,100	49,100	52,382	3,282
430 Advertising	652	865	1,800	1,800	1,800	-
413 Professional Services	21,173	23,254	22,500	22,500	22,500	-
426 Physicals/Screening	3,373	2,414	3,500	3,500	3,500	-
440 Electricity	25,056	24,942	19,244	39,000	21,200	(17,800)
441 Water	-	-	-	-	-	-
442 Gas-Entex	527	1,517	700	4,000	800	(3,200)
482 Service Contracts	55,216	48,887	69,900	69,900	128,240	58,340
499 Other Services	1,643	1,099	1,500	1,500	1,500	-
425 Contract Labor	-	169	300	300	300	-
431 Animal Facility	113,681	111,950	125,000	125,000	125,000	-
Services Total	287,969	268,371	293,544	316,600	357,222	40,622
Maintenance						
524 Vehicle Maintenance	82,431	51,628	37,700	37,700	35,700	(2,000)
545 Bldg/Bldg Equip Maint.	22,433	22,384	20,500	20,500	21,000	500
543 Electronics/Comp Maint	30,618	18,280	30,450	30,450	32,250	1,800
Maintenance Total	135,482	92,292	88,650	88,650	88,950	300

**City of Freeport
FY2019-2020 Adopted Budget**

Police/Animal Control Department

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Sundry						
602 Seminars/Dues/Travel	25,164	26,585	26,700	26,700	26,700	-
699 Other - Sundry	5,945	2,368	4,500	4,500	4,500	-
629 Vehicle Insurance	10,639	1,226	6,900	6,900	7,200	300
687 Damage Claims	68	-	-	-	-	-
604 Liability/Property Insurance	22,375	57,474	21,000	21,000	22,100	1,100
619 Federal Narcotics Expense	3,254	13,440	-	-	-	-
620 Local Narcotics	18,570	7,941	6,000	6,000	-	(6,000)
621 K-9 Expense	4,409	2,381	4,500	4,500	4,500	-
625 Marine Operations	1,675	9,448	-	-	-	-
Sundry Total	92,099	120,863	69,600	69,600	65,000	(4,600)
Capital Outlay						
899 Capital Outlay	572,147	272,118	195,377	195,377	181,257	(14,120)
898 Equipment Llebg Grant			42,569	42,569	-	(42,569)
Capital Outlay Total	572,147	272,118	237,946	237,946	181,257	(56,689)
Grand Total	4,729,427	4,525,459	4,547,859	4,545,115	4,636,779	91,664

City of Freeport

FY2019-2020 Adopted Budget

Fire & EMS Department

General Fund

The Fire & EMS Department consist of eighteen full time professional individuals that maintain the highest standard possible in serving the community. We provide fire and medical response to approximately 2500 calls on an annual basis in multiple types of hazards environments. We strive to maintain the positive relationship that we share with our community and enjoy being involved with on a daily basis.

FY2018-2019 Achievements

- Taken delivery of a 2019 Spartan Fire Apparatus.
- Updated bunker gear to meet current NFPA and TCFP standards.
- Initiated local rescue training with local industrial partners.
- Installed a state of the art hydraulic patient cot into one of our ambulances.
- Revised protocols in order to provide the most up to date pre-hospital care available.
- Sent employees to school to obtain Advanced Life Support certifications.

Major Changes In FY2019-2020

- A 3.5% increase has been included under Salaries as a placeholder.
- Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.
- The addition of an Administrative Assistant is proposed with a placeholder for salary adjustments for command staff.
- Certification pay has also been increased to address step up pay in the absence of shift supervisors.
- An AED Program (\$16k) has been added under EMS/Other Supplies, this has been offset by anticipated grant revenue.
- Collection Agency fees were previously reduced from Ambulance Revenue, these have been moved to an expense.
- EMS was brought into the General Fund in FY2018-2019.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	1,109,161	1,050,847	1,208,685	1,148,385	1,279,500	131,115
Benefits	422,031	408,586	451,129	451,129	490,300	39,171
Supplies	143,402	137,762	169,966	173,466	176,350	2,884
Services	45,970	47,800	75,742	56,145	74,945	18,800
Maintenance	77,841	51,959	53,000	53,000	53,000	-
Sundry	144,425	82,393	103,544	103,544	96,711	(6,833)
Debt Service	-	-	654,722	-	-	-
Capital Outlay	186,205	45,906	318,710	318,710	-	(318,710)
Grand Total	2,129,035	1,825,253	3,035,499	2,304,379	2,170,806	(133,573)

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Fire/Emergency			
Fire Chief	1	1	1
EMS Coordinator	1	1	1
Fire Marshal	1	1	1
Lieutenant	3	3	3
Firefighter	3	3	3
Administrative Assistant	0	0	1
Fire/Emergency Total	9	9	10
EMS			
Firefighters	9	9	9
EMS Total	9	9	9
Grand Total	18	18	19

City of Freeport

FY2019-2020 Adopted Budget

Fire/Emergency Management

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	485,829	417,707	555,499	555,499	643,300	87,801
165 Educational Pay	25,701	20,444	31,600	31,600	27,700	(3,900)
175 Longevity	5,058	4,562	5,415	5,415	4,400	(1,015)
190 Overtime	76,876	62,624	72,000	40,000	72,500	32,500
Salaries Total	593,464	505,337	664,514	632,514	747,900	115,386
Benefits						
201 F I C A & Medicare	45,148	37,987	48,387	48,387	57,200	8,813
210 Group Insurance	71,885	77,584	83,894	83,894	95,700	11,806
230 T M R S	83,275	72,960	91,019	91,019	107,000	15,981
240 Workmen'S Comp	15,818	12,395	18,595	18,595	15,200	(3,395)
291 Unemployment Insurance	-	-	-	-	900	900
Benefits Total	216,126	200,926	241,895	241,895	276,000	34,105
Supplies						
310 Office/Computer Supplies	2,572	3,143	4,000	4,000	4,000	-
399 Other Supplies	9,025	1,024	1,000	1,000	1,000	-
312 Books/Publ/Subscriptions	1,117	4,079	3,646	3,646	3,746	100
320 Other Electronics	4,000	4,022	9,000	9,000	13,000	4,000
335 Clothing	12,712	15,678	31,670	31,670	16,670	(15,000)
352 Furniture & Fixtures	2,329	5,075	6,800	6,800	6,800	-
385 Small Tools & Equipment	3,797	15,266	15,100	15,100	15,100	-
392 Janitorial Supplies	2,053	3,858	4,000	4,000	4,000	-
390 Fuel	22,390	26,142	21,500	25,000	22,000	(3,000)
389 Chemicals	1,138	874	1,250	1,250	1,250	-
394 Fire Prevention	3,046	3,132	3,500	3,500	3,500	-
Supplies Total	64,179	82,293	101,466	104,966	91,066	(13,900)
Services						
415 Telephone	10,798	13,017	15,600	15,600	15,600	-
430 Advertising	207	-	500	500	500	-
426 Physicals/Screening	896	543	600	600	600	-
440 Electricity	12,043	13,265	9,697	14,000	10,700	(3,300)
441 Water	-	-	-	-	-	-
442 Gas-Entex	1,089	1,645	1,300	2,400	1,500	(900)
499 Other Services	-	250	-	-	-	-
482 S C B A	7,266	7,554	8,045	8,045	8,045	-
Services Total	32,299	36,274	35,742	41,145	36,945	(4,200)
Maintenance						
524 Vehicle Maintenance	61,038	29,927	30,000	30,000	30,000	-
545 Bldg/Bldg Equip Maint.	9,320	11,419	13,500	13,500	13,500	-
543 Elec/Computer Maint	4,857	3,016	5,000	5,000	5,000	-
560 Equipment Maintenance	2,626	7,597	4,500	4,500	4,500	-
Maintenance Total	77,841	51,959	53,000	53,000	53,000	-
Sundry						
602 Seminars/Dues/Travel	1,310	6,294	17,000	17,000	9,000	(8,000)
699 Other - Sundry	4,003	9,388	10,000	10,000	10,000	-
625 Emergency Management	18,112	20,966	25,811	25,811	25,811	-
629 Liability- Vehicle Insurance	14,314	20,128	15,000	15,000	15,500	500

**City of Freeport
FY2019-2020 Adopted Budget**

Fire/Emergency Management

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
692 Reserve Firemen Incentives	2,875	3,067	3,000	3,000	3,000	-
693 Reserve Firemen Pension	864	881	3,000	3,000	3,000	-
Sundry Total	41,478	60,724	73,811	73,811	66,311	(7,500)
Debt Service						
775 Lease Interest	-	-	25,182	-	-	-
776 Lease Principal	-	-	629,541	-	-	-
Debt Service Total	-	-	654,722	-	-	-
Capital Outlay						
899 Capital Outlay	186,205	45,906	318,710	318,710	-	(318,710)
Capital Outlay Total	186,205	45,906	318,710	318,710	-	(318,710)
Grand Total	1,211,592	983,419	2,143,861	1,466,041	1,271,222	(194,819)

**City of Freeport
FY2019-2020 Adopted Budget**

EMS

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	427,579	457,578	454,180	454,180	448,400	(5,780)
165 Educational Pay	11,089	11,828	12,000	12,000	6,100	(5,900)
175 Longevity	(99)	365	2,691	2,691	2,000	(691)
190 Overtime	77,128	75,739	75,300	47,000	75,100	28,100
Salaries Total	515,697	545,510	544,171	515,871	531,600	15,729
Benefits						
201 F I C A & Medicare	37,873	40,553	39,464	39,464	40,700	1,236
210 Group Insurance	48,939	75,623	89,294	89,294	85,500	(3,794)
230 T M R S	113,955	79,091	74,234	74,234	76,000	1,766
240 Workmen'S Comp	5,138	12,393	6,242	6,242	11,400	5,158
291 Unemployment Insuran	-	-	-	-	700	700
Benefits Total	205,905	207,660	209,234	209,234	214,300	5,066
Supplies						
399 Other Supplies	23,893	6,288	5,000	5,000	21,784	16,784
311 Postage/Shipping	62	39	500	500	500	-
335 Clothing	19,521	10,109	19,500	19,500	19,500	-
383 Ems Expendables	35,747	39,033	43,500	43,500	43,500	-
Supplies Total	79,223	55,469	68,500	68,500	85,284	16,784
Services						
413 Professional Services	13,500	11,250	14,000	14,000	12,000	(2,000)
414 Bank Charges	149	159	200	200	200	-
426 Physicals/Screening	22	117	800	800	800	-
407 Collection Agency	-	-	25,000	-	25,000	25,000
Services Total	13,671	11,526	40,000	15,000	38,000	23,000
Sundry						
602 Seminars/Dues/Travel	17,267	17,333	19,733	19,733	20,400	667
699 Other - Sundry	85,680	4,336	10,000	10,000	10,000	-
Sundry Total	102,947	21,669	29,733	29,733	30,400	667
Grand Total	917,443	841,834	891,638	838,338	899,584	61,246

City of Freeport FY2019-2020 Adopted Budget

Building & Code Department

General Fund

The primary mission of the Building Department is to provide quality service to the community that is knowledgeable, efficient, comprehensive and helpful to the public. The intention is to safeguard life, health, property and public welfare by regulating and controlling the construction, quality of materials, use of all buildings and structures within the City of Freeport. The department is responsible for the administration and enforcement of the codes and related Federal, State, and City adopted laws and ordinances.

The Code Enforcement Department will encourage a strong sense of pride and identity, dedicated to making today better than yesterday through the preservation, enhancement, restoration and promotion of the exceptional quality of life in the City of Freeport. The department will strive to provide excellent, professional, courteous customer service in a timely manner by fair and impartial administration and enforcement of the local and state codes. This is to be accomplished with the assistance of other City departments, public and private entities, as well as citizens of the City of Freeport.

FY2018-2019 Achievements

Revised Food Establishment Ordinance Chapter 111, which provided a pathway for mobile food vendors to operate legally in the City.

Successfully helped in providing a cleaner, safer, properties by a reduction of visual clutter (signs, debris, and trash) and the Demoed numerous unsafe structures within the City.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

Funding for Engineering (\$30k) has been proposed under Building/Professional Services but is offset by Permit Revenue.

Funding to Demo unsafe structures (\$50k) is proposed to remain funded.

A new grant program for owner occupied housing rehabilitations (\$50k) and a Zoning Ordinance Overhaul (\$50k) is proposed under Code/Other Services.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	326,802	314,197	364,893	366,793	376,800	10,007
Benefits	130,503	136,470	148,156	148,156	151,000	2,844
Supplies	24,846	19,179	30,350	29,650	33,850	4,200
Services	30,228	33,584	77,926	77,926	190,800	112,874
Maintenance	13,219	8,440	13,000	13,000	13,000	-
Sundry	17,737	10,227	27,700	27,700	27,900	200
Capital Outlay	50,624	25,447	15,000	15,000	-	(15,000)

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Building			
Building Official	1	1	1
Building Inspector	1	1	1
Municipal Clerk	1	1	1
Building Total	3	3	3
Code Enforcement			
Code Compliance Officer	4	3	3
Code Compliance Supervisor	0	1	1
Code Enforcement Total	4	4	4
Grand Total	7	7	7

City of Freeport

FY2019-2020 Adopted Budget

Building

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	166,637	164,243	187,431	187,431	194,000	6,569
165 Educational Pay	1,778	5,764	-	-	5,800	5,800
175 Longevity	2,271	3,004	3,409	3,409	2,000	(1,409)
190 Overtime	930	769	1,500	1,500	1,600	100
Salaries Total	171,616	173,780	192,340	192,340	203,400	11,060
Benefits						
201 F I C A & Medicare	13,104	13,249	14,714	14,714	15,600	886
210 Group Insurance	30,180	29,780	29,765	29,765	28,700	(1,065)
230 T M R S	24,367	25,011	27,678	27,678	29,100	1,422
240 Workmen'S Comp	1,446	978	513	513	1,200	687
291 Unemployment Insurance	-	-	-	-	300	300
Benefits Total	69,097	69,018	72,670	72,670	74,900	2,230
Supplies						
310 Office/Computer Supplies	4,182	3,628	4,500	4,500	4,500	-
399 Other Supplies	639	904	2,500	2,500	2,500	-
311 Postage/Shipping	35	-	-	-	-	-
312 Books/Publ/Subscriptions	125	318	1,000	1,000	1,000	-
320 Other Electronics	-	478	-	-	-	-
335 Clothing	483	742	2,500	2,500	2,500	-
352 Furniture & Fixtures	103	373	1,250	1,250	1,250	-
385 Small Tools & Equipment	243	1,574	500	500	500	-
390 Fuel	1,724	1,529	1,900	1,500	2,000	500
Supplies Total	7,534	9,546	14,150	13,750	14,250	500
Services						
415 Telephone	4,076	3,863	3,000	3,000	3,000	-
430 Advertising	24	490	500	500	500	-
413 Professional Services	398	-	-	-	30,000	30,000
426 Physicals/Screening	-	125	150	150	150	-
425 Contract Labor	25	19,410	1,000	1,000	1,000	-
Services Total	4,523	23,888	4,650	4,650	34,650	30,000
Maintenance						
524 Vehicle Maintenance	2,408	1,286	3,000	3,000	3,000	-
543 Electronics/Comp Maint	1,250	303	1,000	1,000	1,000	-
Maintenance Total	3,658	1,589	4,000	4,000	4,000	-
Sundry						
602 Seminars/Dues/Travel	6,310	862	10,000	10,000	10,000	-
629 Vehicle-Liability Insurance	764	842	5,000	5,000	5,200	200
Sundry Total	7,074	1,704	15,000	15,000	15,200	200
Capital Outlay						
899 Capital Outlay	26,000	-	-	-	-	-
Capital Outlay Total	26,000	-	-	-	-	-
Grand Total	289,502	279,525	302,810	302,410	346,400	43,990

City of Freeport

FY2019-2020 Adopted Budget

Code Enforcement

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	152,317	137,767	168,153	168,153	170,500	2,347
165 Educational Pay	-	-	-	-	-	-
175 Longevity	787	858	800	800	800	-
185 Uniform Allowance	-	-	3,000	3,000	-	(3,000)
190 Overtime	2,082	1,792	600	2,500	2,100	(400)
Salaries Total	155,186	140,417	172,553	174,453	173,400	(1,053)
Benefits						
201 F I C A & Medicare	11,625	10,160	13,116	13,116	13,300	184
210 Group Insurance	28,069	37,102	37,286	37,286	37,800	514
230 T M R S	21,712	20,190	24,672	24,672	23,700	(972)
240 Workmen'S Comp	-	-	412	412	1,100	688
291 Unemployment Insurance	-	-	-	-	200	200
Benefits Total	61,406	67,452	75,486	75,486	76,100	614
Supplies						
310 Office/Computer Supplies	4,767	3,544	3,400	3,400	8,200	4,800
399 Other Supplies	1,741	586	750	750	750	-
311 Postage/Shipping	2,902	-	2,000	2,000	1,000	(1,000)
312 Books/Publ/Subscriptions	946	240	1,000	1,000	1,000	-
320 Other Electronics	1,339	679	1,750	1,750	1,750	-
335 Clothing	1,290	213	2,000	2,000	2,000	-
352 Furniture & Fixtures	568	800	1,000	1,000	1,000	-
385 Small Tools & Equipment	322	615	1,500	1,500	1,000	(500)
390 Fuel	3,437	2,956	2,800	2,500	2,900	400
Supplies Total	17,312	9,633	16,200	15,900	19,600	3,700
Services						
415 Telephone	6,650	4,686	5,000	5,000	5,000	-
430 Advertising	1,065	646	1,000	1,000	1,000	-
426 Physicals/Screening	239	200	151	151	150	(1)
499 Other Services	-	-	-	-	100,000	100,000
411 Bldg Demolition/Mowing	17,751	4,164	67,125	67,125	50,000	(17,125)
Services Total	25,705	9,696	73,276	73,276	156,150	82,874
Maintenance						
524 Vehicle Maintenance	3,082	1,871	3,500	3,500	3,500	-
543 Electronics/Comp Maint	6,479	4,980	5,500	5,500	5,500	-
Maintenance Total	9,561	6,851	9,000	9,000	9,000	-
Sundry						
602 Seminars/Dues/Travel	8,086	5,704	10,000	10,000	10,000	-
629 Vehicle-Liability Insurance	2,577	2,819	2,700	2,700	2,700	-
Sundry Total	10,663	8,523	12,700	12,700	12,700	-
Capital Outlay						
899 Capital Outlay	24,624	25,447	15,000	15,000	-	(15,000)
Capital Outlay Total	24,624	25,447	15,000	15,000	-	(15,000)
Grand Total	304,457	268,019	374,215	375,815	446,950	71,135

City of Freeport

FY2019-2020 Adopted Budget

Streets & Drainage

General Fund

The Street Department's mission is to promote economic vitality of the City through the efficient operation, maintenance, design, and construction of safe, economical and effective public infrastructure including the public rights-of-way, drainage, and storm water drainage systems. The department is responsible for operating and maintaining the public infrastructure of the City, providing infrastructure improvements, and maintaining the City's street system and rights-of-way, street signage, and flood/drainage system. The Service Center is an internal service established for the maintenance of the city's fleet that is under the Streets & Drainage Director.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

The purchase of a new Concrete Mixer (\$36k), Gooseneck Trailer (\$11k) and funding for 2019-2020 Street Projects (\$1.23M) is proposed under Streets/Capital Outlay.

Funding has been included under Capital Outlay to upgrade the City's Fuel System (\$25k) under Service Center/Capital Outlay.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	591,320	560,677	738,833	749,301	773,400	24,099
Benefits	280,952	297,881	356,859	356,859	394,700	37,841
Supplies	212,030	74,416	72,010	94,410	72,610	(21,800)
Services	106,124	114,176	113,473	114,880	120,780	5,900
Maintenance	454,320	214,505	203,970	203,970	203,970	-
Sundry	21,212	22,839	23,470	23,218	24,090	872
Debt Service	82,091	82,091	158,159	-	-	-
Capital Outlay	302,504	776,762	1,995,138	1,995,138	1,307,610	(687,528)
Grand Total	2,050,553	2,143,347	3,661,912	3,537,776	2,897,160	(640,616)

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Streets/Drainage			
Field Crew	10	10	10
Supervisor	1	1	1
Technician	1	1	1
Equipment Operator	4	4	4
Street Director	1	1	1
Streets/Drainage Total	17	17	17
Service Center			
Mechanic	1	1	1
Admin. Secretary	1	1	1
Service Center Total	2	2	2
Grand Total	19	19	19

City of Freeport

FY2019-2020 Adopted Budget

Streets/Drainage

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	476,543	463,887	640,987	640,987	662,900	21,913
165 Educational Pay			-	-	-	-
175 Longevity	5,977	5,972	6,308	6,308	5,500	(808)
190 Overtime	24,453	10,055	4,100	10,000	10,800	800
Salaries Total	506,973	479,914	651,395	657,295	679,200	21,905
Benefits						
201 F I C A & Medicare	37,082	34,049	50,283	50,283	52,000	1,717
210 Group Insurance	112,454	131,089	136,680	136,680	160,100	23,420
230 T M R S	71,883	70,052	94,585	94,585	97,200	2,615
240 Workmen'S Comp	29,616	31,114	32,556	32,556	43,000	10,444
291 Unemployment Insurance			-	-	900	900
Benefits Total	251,035	266,304	314,104	314,104	353,200	39,096
Supplies						
310 Office/Computer Supplies	1,311	1,465	1,000	1,000	1,000	-
399 Other Supplies	91,942	2,112	2,300	2,300	2,300	-
320 Other Electronics	-	391	500	500	500	-
352 Furniture & Fixtures	994	836	1,000	1,000	1,000	-
385 Small Tools & Equipment	36,759	5,089	5,000	5,000	5,000	-
390 Fuel	24,330	51,600	24,000	44,000	24,500	(19,500)
389 Chemicals	6,965	6,267	9,050	9,050	9,050	-
Supplies Total	162,301	67,760	42,850	62,850	43,350	(19,500)
Services						
415 Telephone	4,087	5,080	3,350	3,350	3,350	-
430 Advertising	867	1,786	2,500	2,500	2,500	-
440 Electricity	47,851	74,446	63,967	62,000	70,400	8,400
470 Equipment Rental	14,358	465	500	500	500	-
499 Other Services	9,572	-	10,000	10,000	10,000	-
485 Laundry Services	11,339	7,506	8,500	8,500	8,500	-
426 Physicals	1,331	1,314	850	850	850	-
498 Waste Disposal	3,877	5,976	7,000	7,000	7,000	-
Services Total	93,282	96,573	96,667	94,700	103,100	8,400
Maintenance						
524 Vehicle Maintenance	46,470	42,430	41,220	41,220	41,220	-
530 Street/Draing/Sdwalk Maint	336,741	124,584	150,000	150,000	150,000	-
547 Signs Maintenance	5,598	38,025	6,000	6,000	6,000	-
548 Traffic Lights Maintenance	-	876	250	250	250	-
549 Street Lights Maintenance	22	586	500	500	500	-
Maintenance Total	388,831	206,501	197,970	197,970	197,970	-
Sundry						
602 Seminars/Dues/Travel	1,670	1,376	1,590	1,590	1,590	-
699 Other - Sundry	1,177	2,063	1,850	1,850	1,850	-
629 Vehicle Insurance	13,960	14,605	14,752	14,500	15,200	700
Sundry Total	16,807	18,044	18,192	17,940	18,640	700
Debt Service						
775 Lease Interest	9,046	6,663	6,375	-	-	-
776 Lease Principal	73,045	75,428	151,784	-	-	-

**City of Freeport
FY2019-2020 Adopted Budget**

Streets/Drainage

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Debt Service Total	82,091	82,091	158,159	-	-	-
Capital Outlay						
899 Capital Outlay	294,504	771,863	1,995,138	1,995,138	1,282,610	(712,528)
Capital Outlay Total	294,504	771,863	1,995,138	1,995,138	1,282,610	(712,528)
Grand Total	1,795,824	1,989,050	3,474,475	3,339,997	2,678,070	(661,927)

City of Freeport

FY2019-2020 Adopted Budget

Service Center

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	78,548	79,449	86,356	86,356	88,700	2,344
165 Educational Pay			582	582	-	(582)
175 Longevity			-	-	500	500
190 Overtime	5,799	1,314	500	5,068	5,000	(68)
Salaries Total	84,347	80,763	87,438	92,006	94,200	2,194
Benefits						
201 F I C A & Medicare	6,452	6,173	7,038	7,038	7,200	162
210 Group Insurance	15,297	18,084	19,843	19,843	19,000	(843)
230 T M R S	5,979	5,948	13,240	13,240	13,500	260
240 Workmen'S Comp	2,189	1,372	2,634	2,634	1,600	(1,034)
291 Unemployment Insurance			-	-	200	200
Benefits Total	29,917	31,577	42,755	42,755	41,500	(1,255)
Supplies						
310 Office/Computer Supplies	2,960	2,863	2,750	2,750	2,750	-
399 Other Supplies	4,000	1,769	1,660	1,660	1,660	-
311 Postage/Shipping	98	39	100	100	100	-
320 Other Electronics	11,095	1,907	4,500	4,500	4,500	-
335 Clothing	1,076	2,429	3,250	3,250	3,250	-
352 Furniture & Fixtures	479	782	1,000	1,000	1,000	-
385 Small Tools & Equipment	1,479	2,750	2,800	2,800	2,800	-
392 Janitorial Supplies	1,050	944	1,050	1,050	1,050	-
340 Gas And Diesel	13,596	(11,732)	-	-	-	-
343 Oil And Grease	6,248	663	6,450	6,450	6,450	-
344 Garage Parts	3,267	2,711	4,000	4,000	4,000	-
390 Fuel	4,381	1,531	1,600	4,000	1,700	(2,300)
Supplies Total	49,729	6,656	29,160	31,560	29,260	(2,300)
Services						
415 Telephone	769	2,875	3,650	3,650	3,650	-
413 Professional Services	172	3,697	3,200	3,200	3,200	-
426 Physicals/Screening	-	-	100	100	100	-
440 Electricity	9,124	8,941	7,226	10,500	8,000	(2,500)
441 Water	-	-	-	-	-	-
442 Gas-Entex	240	246	300	400	400	-
470 Equipment Rental	-	132	300	300	300	-
499 Other Services	1,354	611	1,080	1,080	1,080	-
485 Laundry Services	1,183	1,101	950	950	950	-
Services Total	12,842	17,603	16,806	20,180	17,680	(2,500)
Maintenance						
524 Vehicle Maintenance	1,158	1,082	1,340	1,340	1,340	-
545 Bldg/Bldg Equip Maint.	2,049	4,776	2,500	2,500	2,500	-
530 Building	59,922	-	-	-	-	-
546 Land/Grounds Maint	2,360	2,146	2,160	2,160	2,160	-
Maintenance Total	65,489	8,004	6,000	6,000	6,000	-
Sundry						
602 Seminars/Dues/Travel	409	126	450	450	450	-
699 Other - Sundry	1,131	1,286	1,800	1,800	1,800	-
629 Vehicle Insurance	2,865	3,383	3,028	3,028	3,200	172

City of Freeport FY2019-2020 Adopted Budget

Service Center

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Sundry Total	4,405	4,795	5,278	5,278	5,450	172
Capital Outlay						
899 Capital Outlay	8,000	4,899	-	-	25,000	25,000
Capital Outlay Total	8,000	4,899	-	-	25,000	25,000
Grand Total	254,729	154,297	187,437	197,779	219,090	21,311

City of Freeport

FY2019-2020 Adopted Budget

Parks & Recreation

General Fund

The mission of the Parks & Recreation Department is to improve the quality of life in the community by providing clean, safe and aesthetically pleasing parks and facilities for the enjoyment of the entire community. The Recreation Center provides a diverse menu of quality recreation programs that address citizen needs, encourage community health and wellness, and promote a lifelong recreational lifestyle. The Library is operated by the County, however; the City provides the facilities. The Senior Citizens Commission offers programs and activities for senior residents. The Parks & Recreation Department is also responsible for the maintenance of all City facilities and rentals.

FY2018-2019 Achievements

Completed the Splash Park, Exercise Equipment, solar lighting, and Beach Volleyball at Community House Park.

Landscaped medians on major thoroughfares.

Pool maintenance upgrades with sand filter and electronic monitoring.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

Covers (\$15k) for the Exercise Equipment at Community House Park, RiverPlace pier repairs (\$30k), and Oscillating Fans (\$6k) for FMP Pavilion are proposed under Parks/Capital Outlay.

Replacement of the Recreation Center Roof (\$45k) and Gym Floor (\$35k) is proposed under Recreation/Capital Outlay.

Expenditures for the Sr. Citizen's Commission and Library have been reduced to prior year actuals and current year projections.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	900,879	845,343	1,019,889	1,007,289	1,030,000	22,711
Benefits	317,319	355,870	419,033	419,033	432,300	13,267
Supplies	450,874	227,303	311,562	318,865	312,170	(6,695)
Services	303,611	252,104	270,118	312,052	278,300	(33,752)
Maintenance	191,070	144,915	162,653	170,139	163,339	(6,800)
Sundry	23,791	25,849	42,382	42,382	43,150	768
Debt Service	-	-	119,145	-	-	-
Capital Outlay	380,418	464,253	448,000	148,000	176,000	28,000
Grand Total	2,567,962	2,315,637	2,792,782	2,417,760	2,435,259	17,499

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Parks			
Administrative Secretary	1	1	1
Field Crew	11	11	11
Maintenance Supervisor	1	1	1
Maintenance Technician	2	2	2
Parks Supervisor	1	1	1
Receptionist (PT)	1	1	1
Parks & Rec Director	1	1	1
Parks Total	18	18	18
Recreation			
Recreation Attendant	2	2	2
Recreation Attendant (PT)	3	3	3
Recreation Supervisor	1	1	1
Seasonal Employees	22	22	22
Special Program Coord.	1	1	1
Recreation Total	29	29	29
Grand Total	47	47	47

City of Freeport

FY2019-2020 Adopted Budget

Parks

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	646,352	567,683	669,442	669,442	680,500	11,058
165 Educational Pay	-	-	-	-	-	-
175 Longevity	2,105	2,977	2,415	2,415	4,100	1,685
190 Overtime	67,874	59,018	60,200	45,000	46,600	1,600
Salaries Total	716,331	629,678	732,057	716,857	731,200	14,343
Benefits						
201 F I C A & Medicare	54,188	47,426	54,840	54,840	56,000	1,160
210 Group Insurance	96,185	137,588	168,667	168,667	160,100	(8,567)
230 T M R S	99,891	90,702	103,156	103,156	104,600	1,444
240 Workmen'S Comp	19,021	15,326	21,990	21,990	14,100	(7,890)
291 Unemployment Insurance	-	-	-	-	900	900
Benefits Total	269,285	291,042	348,653	348,653	335,700	(12,953)
Supplies						
310 Office/Computer Supplies	5,364	4,112	5,995	5,995	5,995	-
399 Other Supplies	195,893	36,969	24,475	24,475	24,475	-
320 Other Electronics	6,837	23,789	17,550	17,550	17,550	-
335 Clothing	8,437	5,181	11,600	11,600	11,600	-
352 Furniture & Fixtures	875	241	1,150	1,150	1,150	-
385 Small Tools & Equipment	14,859	9,085	17,750	17,750	17,750	-
392 Janitorial Supplies	15,552	14,773	17,800	17,800	17,800	-
390 Fuel	28,794	27,531	23,600	29,000	24,100	(4,900)
389 Chemicals	4,736	3,065	11,500	11,500	11,500	-
331 Ag/Botanical	75,791	25,758	61,000	61,000	61,000	-
333 Visitors Promotions	5,193	2,875	5,750	5,750	5,750	-
Supplies Total	362,331	153,379	198,170	203,570	198,670	(4,900)
Services						
415 Telephone	23,433	20,253	10,600	10,600	10,600	-
430 Advertising	2,983	3,303	7,950	7,950	7,950	-
440 Electricity	57,659	47,770	23,230	60,000	25,600	(34,400)
441 Water	-	-	-	-	-	-
442 Gas-Entex	3,596	3,333	3,100	3,000	3,500	500
482 Service Contracts	1,262	1,923	3,000	3,000	3,000	-
499 Other Services	2,754	2,570	2,100	2,100	2,100	-
485 Laundry Services	99	-	-	-	-	-
425 Contract Labor	112,238	64,588	80,000	80,000	80,000	-
426 Physicals	1,225	699	1,400	1,400	1,400	-
Services Total	205,249	144,439	131,380	168,050	134,150	(33,900)
Maintenance						
524 Vehicle Maintenance	24,338	19,275	28,000	28,000	28,000	-
545 Bldg/Bldg Equip Maint.	52,643	35,448	45,939	45,939	45,939	-
546 Land/Grounds Maint	86,253	44,136	41,000	41,000	41,000	-
Maintenance Total	163,234	98,859	114,939	114,939	114,939	-
Sundry						
602 Seminars/Dues/Travel	2	292	4,000	4,000	4,000	-
699 Other - Sundry	6,195	1,114	15,000	15,000	15,000	-
628 Property/Gen Liab Insurance	1,000	20,789	-	-	-	-
629 Vehicle Insurance	12,733	-	13,732	13,732	14,500	768
652 Comm Service Ins.	2,219	2,116	2,500	2,500	2,500	-

City of Freeport FY2019-2020 Adopted Budget

Parks

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Sundry Total	22,149	24,311	35,232	35,232	36,000	768
Debt Service						
775 Lease Interest	-	-	4,748	-	-	-
776 Lease Principal	-	-	114,398	-	-	-
Debt Service Total	-	-	119,145	-	-	-
Capital Outlay						
899 Capital Outlay	310,898	411,916	363,000	63,000	96,000	33,000
801 Veteran'S Memorial Expenses	-	31	3,500	3,500	-	(3,500)
805 Outdoor Deck Riverplace	-	-	1,500	1,500	-	(1,500)
Capital Outlay Total	310,898	411,947	368,000	68,000	96,000	28,000
Grand Total	2,049,477	1,753,655	2,047,576	1,655,301	1,646,659	(8,642)

City of Freeport

FY2019-2020 Adopted Budget

Recreation

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	178,053	208,172	281,800	281,800	297,900	16,100
165 Educational Pay	-	-	-	-	-	-
175 Longevity	519	829	1,032	1,032	900	(132)
180 Auto Allowance	1,108	1,385	-	-	-	-
190 Overtime	4,868	5,279	5,000	7,600	-	(7,600)
Salaries Total	184,548	215,665	287,832	290,432	298,800	8,368
Benefits						
201 F I C A & Medicare	13,870	15,841	22,218	22,218	23,500	1,282
210 Group Insurance	16,207	30,745	29,766	29,766	37,700	7,934
230 T M R S	17,957	18,242	17,781	17,781	27,600	9,819
240 Workmen'S Comp	-	-	615	615	7,400	6,785
291 Unemployment Insurance	-	-	-	-	400	400
Benefits Total	48,034	64,828	70,380	70,380	96,600	26,220
Supplies						
310 Office/Computer Supplies	2,855	1,201	3,500	3,500	3,500	-
399 Other Supplies	9,855	3,212	7,800	7,800	7,800	-
311 Postage/Shipping	20	-	100	100	100	-
320 Other Electronics	5,299	6,922	13,200	13,200	13,200	-
335 Clothing	688	1,114	1,300	1,300	1,300	-
352 Furniture & Fixtures	2,086	-	5,300	5,300	5,300	-
385 Small Tools & Equipment	293	213	2,200	2,200	2,200	-
392 Janitorial Supplies	4,673	3,562	5,300	5,300	5,300	-
331 Agricultural/Botanical	2,134	398	2,700	2,700	2,700	-
333 Program	43,650	42,894	52,250	52,250	52,250	-
391 Resale Merchandise	6,546	4,679	8,900	8,900	8,900	-
Supplies Total	78,099	64,195	102,550	102,550	102,550	-
Services						
415 Telephone	6,084	6,381	7,700	7,700	7,700	-
430 Advertising	11,653	11,221	12,200	12,200	12,200	-
426 Physicals/Screening	845	3,160	700	700	700	-
440 Electricity	14,535	30,412	35,832	26,000	39,500	13,500
441 Water	-	-	-	-	-	-
499 Other Services	1,476	1,352	3,000	3,000	3,000	-
425 Contract Labor	42,843	30,354	58,100	58,100	58,100	-
414 Bank Charges/Ets Fees	1,388	1,376	2,000	2,000	2,000	-
Services Total	78,824	84,256	119,532	109,700	123,200	13,500
Maintenance						
545 Bldg/Bldg Equip Maint.	4,913	10,222	11,400	11,400	11,400	-
546 Land/Grounds Maint	5,116	77	3,500	3,500	3,500	-
553 Pool Maintenance	10,305	29,843	27,000	27,000	27,000	-
Maintenance Total	20,334	40,142	41,900	41,900	41,900	-
Sundry						
602 Seminars/Dues/Travel	1,578	1,538	4,650	4,650	4,650	-
699 Other - Sundry	-	-	2,500	2,500	2,500	-
628 Property/Gen Liab Insurance	-	-	-	-	-	-
Sundry Total	1,578	1,538	7,150	7,150	7,150	-

City of Freeport FY2019-2020 Adopted Budget

Recreation

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Capital Outlay						
899 Capital Outlay	69,520	52,306	80,000	80,000	80,000	-
Capital Outlay Total	69,520	52,306	80,000	80,000	80,000	-
Grand Total	480,937	522,930	709,344	702,112	750,200	48,088

**City of Freeport
FY2019-2020 Adopted Budget**

Library

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Supplies						
392 Janitorial Supplies	7,551	7,869	8,724	8,950	8,950	-
Supplies Total	7,551	7,869	8,724	8,950	8,950	-
Services						
415 Telephone	3,048	2,577	3,896	1,612	3,200	1,588
430 Advertising			-	250	250	-
440 Electricity			-	8,000	-	(8,000)
441 Water			-	-	-	-
442 Gas-Entex	330	622	700	900	800	(100)
490 Board Request	8,515	8,606	8,515	8,850	8,600	(250)
Services Total	11,893	11,805	13,111	19,612	12,850	(6,762)
Maintenance						
545 Bldg/Bldg Equip Maint.	7,502	5,914	5,814	13,300	6,500	(6,800)
Maintenance Total	7,502	5,914	5,814	13,300	6,500	(6,800)
Sundry						
699 Other - Sundry	64	-	-	-	-	-
Sundry Total	64	-	-	-	-	-
Grand Total	27,010	25,588	27,648	41,862	28,300	(13,562)

**City of Freeport
FY2019-2020 Adopted Budget**

Sr. Citizen's Commission

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Supplies						
310 Office/Computer Supplies	-	448	-	520	-	(520)
399 Other Supplies	2,893	1,412	2,118	2,950	2,000	(950)
311 Postage/Shipping			-	325	-	(325)
Supplies Total	2,893	1,860	2,118	3,795	2,000	(1,795)
Services						
430 Advertising	-	82	93	240	100	(140)
484 Sr Citizens Projects	7,645	11,522	6,002	14,450	8,000	(6,450)
Services Total	7,645	11,604	6,095	14,690	8,100	(6,590)
Grand Total	10,538	13,464	8,214	18,485	10,100	(8,385)

City of Freeport FY2019-2020 Adopted Budget

Golf Course

General Fund

Freeport Municipal Golf Course looks to provide our members and guests with a quality, affordable, and a friendly, family oriented facility to our community. We will provide our customers with great customer service and welcoming atmosphere. Our goal is to continue to increase our membership and focus on more youth and family events.

FY2018-2019 Achievements

Exceeded membership revenue goal as well as total members.

Increased our outside tournament play.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

Eliminated one full time clerk and replace with three part time employees to reduce costs and help with staffing - estimated annual savings of \$1,835.

Increasing our chemical budget \$10,000. This has not been increased in 9 years.

Merchandise expenses have been increased to keep up with current demand and will be offset by revenue.

Lease purchases are anticipated to be paid in FY2018-2019 and therefore have been removed from Cart Rental Fees and Debt Service in FY2019-2020.

A new putting green (\$20k) has been proposed under Capital Outlay.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	394,903	420,906	431,677	430,077	454,200	24,123
Benefits	140,971	183,666	176,952	176,952	186,400	9,448
Supplies	231,068	263,819	217,900	216,700	247,500	30,800
Services	43,128	45,493	37,151	35,250	37,750	2,500
Maintenance	57,902	58,885	44,600	44,600	51,100	6,500
Sundry	731	2,138	1,400	1,400	1,350	(50)
Debt Service	1,548	13,260	354,331	29,080	-	(29,080)
Capital Outlay	53,371	-	60,000	60,000	20,000	(40,000)
Grand Total	923,622	988,167	1,324,011	994,059	998,300	4,241

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Golf Course			
Golf Course Director	1	1	1
Mechanic	1	1	1
Crew leader	1	1	1
Clerk	2	2	1
Grounds Keepers	4	4	4
Proshop Attendant (PT)	4	4	5
Range Attendant (PT)	4	4	6
Golf Course Total	17	17	19

City of Freeport

FY2019-2020 Adopted Budget

Golf Course

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	390,172	416,488	425,580	425,580	443,500	17,920
175 Longevity	2,747	2,842	3,497	3,497	2,800	(697)
190 Overtime	1,984	1,576	2,600	1,000	7,900	6,900
Salaries Total	394,903	420,906	431,677	430,077	454,200	24,123
Benefits						
201 F I C A & Medicare	29,532	29,804	32,901	32,901	34,200	1,299
210 Group Insurance	63,569	94,335	89,294	89,294	75,400	(13,894)
230 T M R S	45,210	49,821	50,692	50,692	63,900	13,208
240 Workmen'S Comp	2,660	9,706	4,065	4,065	12,300	8,235
291 Unemployment Insurance	-	-	-	-	600	600
Benefits Total	140,971	183,666	176,952	176,952	186,400	9,448
Supplies						
310 Office/Computer Supplies	1,659	1,494	1,500	1,500	1,500	-
399 Other Supplies	3,192	2,380	1,500	1,500	1,500	-
335 Clothing	512	534	500	500	500	-
352 Furniture & Fixtures	1,181	1,200	3,200	3,200	5,400	2,200
385 Small Tools & Equipment	3,282	2,985	3,000	3,000	3,000	-
392 Janitorial Supplies	1,280	960	1,000	1,000	1,000	-
390 Fuel	12,261	14,670	17,200	16,000	17,600	1,600
389 Chemicals	34,549	49,959	30,000	30,000	40,000	10,000
400 Cart Rental Fee	45,000	44,486	45,000	45,000	-	(45,000)
401 Merchandise	71,564	84,224	55,000	55,000	115,000	60,000
402 Food	6,679	9,979	6,000	6,000	7,000	1,000
403 Beer	31,416	36,724	34,000	34,000	34,000	-
404 Soft Drinks&Chips	18,493	14,224	20,000	20,000	21,000	1,000
Supplies Total	231,068	263,819	217,900	216,700	247,500	30,800
Services						
415 Telephone	4,268	4,897	6,500	6,500	5,500	(1,000)
430 Advertising	2,726	3,060	3,000	3,000	3,000	-
414 Bank Charges	9,236	9,728	6,500	6,500	6,500	-
426 Physicals/Screening	1,320	941	750	750	750	-
440 Electricity	20,590	19,893	15,901	14,000	17,500	3,500
499 Other Services	4,988	6,974	4,500	4,500	4,500	-
Services Total	43,128	45,493	37,151	35,250	37,750	2,500
Maintenance						
524 Vehicle Maintenance	16,408	15,161	15,000	15,000	19,500	4,500
545 Bldg/Bldg Equip Maint.	16,000	12,189	2,500	2,500	2,500	-
546 Land/Grounds Maint	25,494	31,535	27,100	27,100	29,100	2,000
Maintenance Total	57,902	58,885	44,600	44,600	51,100	6,500
Sundry						
602 Seminars/Dues/Travel	731	2,138	600	600	450	(150)
629 Vehicle Insurance	-	-	800	800	900	100
Sundry Total	731	2,138	1,400	1,400	1,350	(50)
Debt Service						
775 Lease Interest	1,548	-	13,138	-	-	-
776 Lease Principal	-	13,260	341,193	29,080	-	(29,080)
Debt Service Total	1,548	13,260	354,331	29,080	-	(29,080)

City of Freeport FY2019-2020 Adopted Budget

Golf Course

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Capital Outlay						
899 Capital Outlay	53,371	-	60,000	60,000	20,000	(40,000)
Capital Outlay Total	53,371	-	60,000	60,000	20,000	(40,000)
Grand Total	923,622	988,167	1,324,011	994,059	998,300	4,241

City of Freeport

FY2019-2020 Adopted Budget

Historical Museum

General Fund

The Freeport Historical Museum staff and Board members are dedicated to enriching the quality of life for our community. Through historical artifacts, educational exhibits and entertaining events, we strive to promote the revitalization of Downtown Freeport and share the rich history of our city with all of our guests.

FY2018-2019 Achievements

The Museum Board and staff hosted the first Nutcracker Market in December, with over 30 vendors in attendance, live local entertainment, snow hill, carriage rides and a Movie in the Park.

Hosted a unique live historical exhibit of the facial reconstruction of a 3,500 year old skull found in Oyster Creek. We were able to share this exhibit county wide during a BCCA dinner.

Increased our Facebook followers by 35% and created an Instagram account for marketing special events and exhibits. We are able to target specific groups of interest in a much more cost effectively.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

Renovations to the Heritage House (\$30k) are proposed to address safety concerns under Capital Outlay.

Funding for KidFest (\$20k) has been added under Special Events.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries	57,895	60,821	84,226	81,326	70,700	(10,626)
Benefits	12,414	17,629	29,884	29,884	25,300	(4,584)
Supplies	674	13,800	20,150	20,150	20,250	100
Services	20,681	31,097	44,740	45,696	65,946	20,250
Maintenance	15,283	25,851	9,550	9,550	9,550	-
Sundry	40,388	60,128	8,323	8,323	8,547	224
Capital Outlay	-	-	10,000	10,000	30,000	20,000
Grand Total	147,335	209,326	206,873	204,929	230,293	25,364

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Museum			
Museum Attendant (PT)	2	2	2
Museum Manager	1	1	1
Museum Total	3	3	3

City of Freeport FY2019-2020 Adopted Budget

Historical Museum

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	52,455	59,132	80,436	80,436	70,300	(10,136)
165 Educational Pay	-	-	-	-	-	-
175 Longevity	-	-	390	390	400	10
190 Overtime	5,440	1,689	3,400	500	-	(500)
Salaries Total	57,895	60,821	84,226	81,326	70,700	(10,626)
Benefits						
201 F I C A & Medicare	4,352	4,610	6,221	6,221	5,400	(821)
210 Group Insurance	3,738	6,664	11,722	11,722	9,500	(2,222)
230 T M R S	4,324	6,355	11,703	11,703	10,100	(1,603)
240 Workmen'S Comp	-	-	238	238	200	(38)
291 Unemployment Insurance	-	-	-	-	100	100
Benefits Total	12,414	17,629	29,884	29,884	25,300	(4,584)
Supplies						
310 Office/Computer Supplies	76	3,417	5,300	5,300	5,300	-
399 Other Supplies	598	5,375	4,000	4,000	4,000	-
311 Postage/Shipping	-	194	250	250	250	-
335 Clothing	-	297	500	500	500	-
352 Furniture & Fixtures	-	2,535	8,800	8,800	8,800	-
385 Small Tools & Equipment	-	281	500	500	500	-
390 Fuel	-	342	500	500	600	100
389 Chemicals	-	1,359	300	300	300	-
Supplies Total	674	13,800	20,150	20,150	20,250	100
Services						
415 Telephone	5,843	5,957	5,000	5,000	5,000	-
430 Advertising	2,358	5,133	6,300	6,300	6,300	-
440 Electricity	12,091	12,721	10,994	12,000	12,100	100
441 Water	-	-	-	-	-	-
442 Gas-Entex	289	260	300	250	400	150
482 Service Contracts	-	198	1,200	1,200	1,200	-
426 Physicals	100	200	-	-	-	-
435 Special Events	-	-	-	-	20,000	20,000
483 Museum Fundraiser	-	-	4,446	4,446	4,446	-
484 Museum Children'S Exhibit	-	6,628	8,000	8,000	8,000	-
486 Museum Exhibits	-	-	8,500	8,500	8,500	-
Services Total	20,681	31,097	44,740	45,696	65,946	20,250
Maintenance						
545 Bldg/Bldg Equip Maint.	15,283	25,851	9,550	9,550	9,550	-
Maintenance Total	15,283	25,851	9,550	9,550	9,550	-
Sundry						
602 Seminars/Dues/Travel	108	881	1,150	1,150	1,150	-
628 Property/Gen Liab Insurance	-	790	2,776	2,776	3,000	224
610 Volunteer Relations	-	546	1,000	1,000	1,000	-
684 Historical Projects	30	26,482	-	-	-	-
699 Other Sundry	40,250	31,429	3,397	3,397	3,397	-
Sundry Total	40,388	60,128	8,323	8,323	8,547	224
Capital Outlay						
899 Capital Outlay	-	-	10,000	10,000	30,000	20,000

City of Freeport FY2019-2020 Adopted Budget

Historical Museum

General Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Capital Outlay Total	-	-	10,000	10,000	30,000	20,000
Grand Total	147,335	209,326	206,873	204,929	230,293	25,364

City of Freeport

FY2019-2020 Adopted Budget

Transfer To Other Funds

General Fund

Category	FY2018-2019			FY2019-2020		Increase/ (Decrease)
	FY2016-2017 Actual	FY2017-2018 Actual	FY2018-2019 Estimate	Current Budget	Proposed Budget	
Transfer						
015 Transfer To Golf Course	-	-	-	-	-	-
016 Transfer To Marina Operations			-	-	-	-
018 Transfer To Hotel-Motel Tax Fd			-	-	-	-
020 Transfer To Ambulance	-	-	-	-	-	-
030 Transfer To Edc			-	-	-	-
038 Transfer To Marina Const			-	-	-	-
046 Transfer To Llebg			-	-	-	-
056 Transfer To Water & Sewer	(539,155)	(502,749)	(536,959)	(536,959)	(250,000)	286,959
064 Transfer To Debt Svc			-	-	-	-
65 Transfer To Debt Serv Fnd 65			-	-	-	-
76 Transfer To Urban Renewal			-	-	-	-
021 Transfer To Employee Benefit Tru:	-	-	-	-	-	-
022 Transfer To Equipment Replaceme	-	-	-	-	-	-
023 Transfer To Bldg Maint	-	-	-	-	-	-
040 Transfer To Court Technology			(12,500)	(12,500)	-	12,500
041 Transfer To Court Security			(50,000)	(50,000)	-	50,000
042 Transfer To State Narcotics	-	-	(85,000)	(85,000)	-	85,000
014 Transfer To Street & Drg	-	-	-	-	(300,000)	(300,000)
Transfer Total	(539,155)	(502,749)	(684,459)	(684,459)	(550,000)	134,459
Grand Total	(539,155)	(502,749)	(684,459)	(684,459)	(550,000)	134,459

City of Freeport FY2019-2020 Adopted Budget

Water/Sewer Department

Water & Sewer Fund

The Water and Sewer Enterprise Fund is used to account for operations of the water and sewer division and the construction of related facilities. The fund is financed and operated in a manner similar to private business enterprises - where the intent of the City is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The acquisition, maintenance and improvement of the physical plant facilities required to provide these goods and services are financed from existing cash resources, the issuance of bonds (revenue or general obligation), impact fees and other City funds.

The City has one 2.25 MGD wastewater treatment plant, one 0.03 MGD water treatment plant, a collection system, 31 wastewater lift stations, three operational water wells, and a potable water distribution system which includes meters, pump stations and storage tanks. The City currently contracts out operations and maintenance to Veolia Water North America-Central, LLC. The annual fee increases proportionally to the Consumer Price Index for all Urban Consumers (US City Average).

The City receives its water through a water supply contract with the Brazosport Water Authority. The City agrees to take and pay for, whether taken or not, 2 million gallons of water per day. Additionally, the City shares the costs associated with the operation of a City of Oyster Creek sewer treatment plant. The percentage for sharing the operating expenses is determined based upon meter flow calibrations.

Major Changes In FY2019-2020

A 3.5% increase has been included under Salaries as a placeholder.

Group Insurance includes the addition of dental, vision, and 20% towards dependent medical insurance.

Telephone was increased for SCADA communication.

Resale Water was increased due to a rate increase by Brazosport Water Authority.

Veolia Contract Operations was increased by 1.8% (CPI) per contract.

A placeholder for Capital Projects (\$1.5M) has also been proposed.

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	
	Actual	Actual	Estimate	Current Budget	Proposed Budget	Increase/ (Decrease)
Salaries	85,868	80,261	101,157	92,657	93,100	443
Benefits	34,505	31,461	40,580	40,580	39,900	(680)
Supplies	177,006	32,977	27,000	27,000	27,000	-
Services	4,894,175	4,684,993	4,915,886	4,915,886	5,162,046	246,160
Maintenance	9,122	12,757	9,075	9,075	9,075	-
Sundry			701	701	701	-
Capital Outlay			1,053,325	1,053,325	1,500,000	446,675
Depreciation Expense	327,438	453,751	-	-	-	-
Grand Total	5,528,114	5,296,200	6,147,724	6,139,224	6,831,822	692,598

Employee Count

Position	FY2017-2018	FY2018-2019	FY2019-2020
	Actual	Budget	Proposed
Water			
Billing Manager	1	1	1
Utility Clerk	1	1	1
Water Total	2	2	2

City of Freeport

FY2019-2020 Adopted Budget

Water & Sewer Utility Fund Summary

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Intergovernmental	229,342	103,931	250,000	250,000	-	(250,000)
Miscellaneous Income						
Miscellaneous Income	178,782	(14,379)	(18,700)	(18,700)	(18,400)	300
Miscellaneous Income Total	178,782	(14,379)	(18,700)	(18,700)	(18,400)	300
Investment Earnings						
Investment Earnings	3,847	5,576	3,500	3,500	4,500	1,000
Investment Earnings Total	3,847	5,576	3,500	3,500	4,500	1,000
Water						
Water & Sewer Services	3,161,873	2,928,161	3,265,000	3,265,000	3,310,000	45,000
Water Total	3,161,873	2,928,161	3,265,000	3,265,000	3,310,000	45,000
Sewer						
Water & Sewer Services	1,811,588	1,925,281	1,950,000	1,950,000	1,980,000	30,000
Sewer Total	1,811,588	1,925,281	1,950,000	1,950,000	1,980,000	30,000
Revenue Total	5,385,432	4,948,570	5,449,800	5,449,800	5,276,100	(173,700)
Expenditures						
Debt Service			-	-	-	-
Water/Sewer						
Salaries	85,868	80,261	101,157	92,657	93,100	443
Benefits	34,505	31,461	40,580	40,580	39,900	(680)
Capital Outlay			1,053,325	1,053,325	1,500,000	446,675
Maintenance	9,122	12,757	9,075	9,075	9,075	-
Services	4,894,175	4,684,993	4,915,886	4,915,886	5,162,046	246,160
Sundry			701	701	701	-
Supplies	177,006	32,977	27,000	27,000	27,000	-
Depreciation Expense	327,438	453,751	-	-	-	-
Water/Sewer Total	5,528,114	5,296,200	6,147,724	6,139,224	6,831,822	692,598
Expenditures Total	5,528,114	5,296,200	6,147,724	6,139,224	6,831,822	692,598
Beginning Fund Balance	7,862,419	8,258,892	8,414,011	8,414,011	8,253,046	
Revenue Less Expenditures	(142,682)	(347,630)	(697,924)	(689,424)	(1,555,722)	
Transfers	539,155	502,749	536,959	536,959	1,750,000	
Ending Fund Balance	8,258,892	8,414,011	8,253,046	8,261,546	8,447,323	
Non-Current Assets & Liabilities	8,109,731	8,204,644	8,204,644	8,204,644	8,204,644	
Working Capital	149,161	209,367	48,402	56,902	242,679	
33% Operating Reserve Req.	11,387	10,382	13,391	13,391	13,167	
Available Fund Balance	137,774	198,985	35,010	43,510	229,512	

City of Freeport FY2019-2020 Adopted Budget

Revenue

Water & Sewer Fund

Category	FY2016-2017 Actual	FY2017-2018 Actual	FY2018-2019 Estimate	FY2018-2019 Current Budget	FY2019-2020	
					Proposed Budget	Increase/ (Decrease)
Intergovernmental						
400 Community Dev Grant	229,342	103,931	250,000	250,000	-	(250,000)
Intergovernmental Total	229,342	103,931	250,000	250,000	-	(250,000)
Miscellaneous Income						
700 Bad Debt Write-Off	(42,237)	(16,300)	(20,000)	(20,000)	(20,000)	-
102 Misc Income Return Checks	2,100	1,150	1,300	1,300	1,600	300
101 Misc Income	218,764	765			-	-
005 Cash Over Or Short	140	6	-	-	-	-
701 Credit Adjustments	15					-
Miscellaneous Income Total	178,782	(14,379)	(18,700)	(18,700)	(18,400)	300
Investment Earnings						
100 Interest Income	3,847	5,576	3,500	3,500	4,500	1,000
Investment Earnings Total	3,847	5,576	3,500	3,500	4,500	1,000
Water & Sewer Services						
200 Water Revenue	3,008,751	2,799,736	3,150,000	3,150,000	3,190,000	40,000
300 Sewer Revenue	1,810,147	1,915,013	1,950,000	1,950,000	1,980,000	30,000
500 Sewer Surcharge	1,441	3,048	-	-	-	-
600 Water Tap Fee	25,700	38,073	35,000	35,000	35,000	-
900 Connect & Disconnect Fees	84,097	90,352	80,000	80,000	85,000	5,000
201 Water Revenue - Misc	43,325					-
301 Sewer Revenue - Misc		7,220				-
Water & Sewer Services Total	4,973,461	4,853,442	5,215,000	5,215,000	5,290,000	75,000
Grand Total	5,385,432	4,948,570	5,449,800	5,449,800	5,276,100	(173,700)

City of Freeport

FY2019-2020 Adopted Budget

Expenditures

Water & Sewer Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Salaries						
100 Salaries/Wages	83,606	76,159	90,717	90,717	87,100	(3,617)
175 Longevity	1,775	1,478	1,440	1,440	1,000	(440)
190 Overtime	487	2,624	9,000	500	5,000	4,500
Salaries Total	85,868	80,261	101,157	92,657	93,100	443
Benefits						
201 F I C A & Medicare	6,458	6,777	7,088	7,088	7,200	112
210 Group Insurance	13,708	19,775	19,844	19,844	18,900	(944)
230 T M R S	13,947	4,909	13,333	13,333	13,300	(33)
240 Workmen'S Comp	-	-	315	315	300	(15)
291 Unemployment Insurance	-	-	-	-	200	200
250 Opeb Expense	392	-	-	-	-	-
Benefits Total	34,505	31,461	40,580	40,580	39,900	(680)
Supplies						
310 Office/Computer Supplies	18,225	6,877	9,500	9,500	9,500	-
399 Other Supplies	134,881	-	-	-	-	-
311 Postage/Shipping	23,900	26,100	17,500	17,500	17,500	-
335 Clothing	-	-	-	-	-	-
385 Small Tools & Equipment	-	-	-	-	-	-
390 Fuel	-	-	-	-	-	-
Supplies Total	177,006	32,977	27,000	27,000	27,000	-
Services						
415 Telephone	1,603	4,170	1,868	1,868	12,120	10,252
430 Advertising	-	-	-	-	-	-
413 Professional Services	-	-	-	-	-	-
414 Bank Charges	11,828	11,518	9,261	9,261	9,261	-
426 Physicals/Screening	-	-	35	35	35	-
440 Electricity	-	-	-	-	-	-
406 Fees	53,971	10,900	33,000	33,000	33,000	-
483 Special Services	-	-	-	-	-	-
495 Oyster Creek Agreement	-	-	73,825	73,825	116,000	42,175
496 Bwa Water Resale	2,146,351	2,279,825	2,277,600	2,277,600	2,415,600	138,000
498 Veolia - Other	374,741	1,867	90,000	90,000	90,000	-
407 Collection Agency	2,824	611	1,000	1,000	1,000	-
499 Veolia - Contract Ops	2,302,857	2,376,102	2,429,297	2,429,297	2,485,030	55,733
Services Total	4,894,175	4,684,993	4,915,886	4,915,886	5,162,046	246,160
Maintenance						
543 Electronics/Comp Maint	9,122	12,757	9,075	9,075	9,075	-
Maintenance Total	9,122	12,757	9,075	9,075	9,075	-
Sundry						
602 Seminars/Dues/Travel	-	-	350	350	350	-
604 Public Office Liability	-	-	-	-	-	-
699 Other - Sundry	-	-	351	351	351	-
628 Insurance	-	-	-	-	-	-
Sundry Total	-	-	701	701	701	-

City of Freeport FY2019-2020 Adopted Budget

Expenditures

Water & Sewer Fund

Category	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Capital Outlay						
880 Land Acquisition			-	-	-	-
899 Capital Outlay			1,053,325	1,053,325	1,500,000	446,675
854 Tceq Compliance			-	-	-	-
874 Riverside Lift Station			-	-	-	-
876 Lift Station Pumps			-	-	-	-
Capital Outlay Total			1,053,325	1,053,325	1,500,000	446,675
Depreciation Expense						
995 Depreciation Expense	327,438	453,751	-	-	-	-
Depreciation Expense Total	327,438	453,751	-	-	-	-
Grand Total	5,528,114	5,296,200	6,147,724	6,139,224	6,831,822	692,598

City of Freeport

FY2019-2020 Adopted Budget

Debt Service Fund 64

The Debt Service Fund is the mechanism through which the City accumulates resources for the payment of interest and principal on its long-term debts.

The Debt Service Fund receives the majority of its revenues through current property tax assessments collected through the Interest and Sinking (I&S) tax rate. This portion of the tax rate is typically equal to the tax rate that, when applied to total assessed value, provides revenue equal to the debt service payment. The City has no legal debt limits.

Fund 64 and Fund 65 have been combined in FY2019-2020 for simplicity.

The City paid off its 2003 Certificate of Obligations in FY2018-2019 leaving the 2008 Certificate of Obligations as the only outstanding bond. While there are plans to issue new debt, this will not occur until FY2019-2020. Therefore; staff proposes upfront part of the FY2020-2021 2008 Certificate of Obligation payment in FY 2019-2020. This will allow the City's Interest and Sinking Property Tax Rate as well as its overall Tax Rate to remain level.

2008 Certificate of Obligation - \$3.35 Million

Payment Date	Payment Amount	Interest	Principal	Balance
4/1/2008	-	-	-	3,350,000
4/1/2009	291,965	126,965	165,000	3,185,000
4/1/2010	295,712	120,712	175,000	3,010,000
4/1/2011	299,079	114,079	185,000	2,825,000
4/1/2012	297,068	107,068	190,000	2,635,000
4/1/2013	299,867	99,867	200,000	2,435,000
4/1/2014	297,287	92,287	205,000	2,230,000
4/1/2015	299,517	84,517	215,000	2,015,000
4/1/2016	296,369	76,369	220,000	1,795,000
4/1/2017	298,031	68,031	230,000	1,565,000
4/1/2018	299,314	59,314	240,000	1,325,000
4/1/2019	295,218	50,218	245,000	1,080,000
4/1/2020	295,932	40,932	255,000	825,000
4/1/2021	296,268	31,268	265,000	560,000
4/1/2022	296,224	21,224	275,000	285,000
4/1/2023	295,802	10,802	285,000	-
TOTAL	4,453,648	1,103,648	3,350,000	

**City of Freeport
FY2019-2020 Adopted Budget**

Debt Service Fund 64

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Property Tax						
Property Tax	274,044	275,572	581,528	575,425	564,832	(10,593)
Property Tax Total	274,044	275,572	581,528	575,425	564,832	(10,593)
Investment Earnings						
Investment Earnings	147	308	491	-	400	400
Investment Earnings Total	147	308	491	-	400	400
Revenue Total	274,191	275,880	582,019	575,425	565,232	(10,193)
Expenditures						
Administration						
Services				-	-	-
Administration Total				-	-	-
Debt Service	280,687	280,263	585,332	585,332	565,232	(20,100)
Expenditures Total	280,687	280,263	585,332	585,332	565,232	(20,100)
Transfer	-	-	-	-	-	-
Beginning Fund Balance	28,807	22,311	17,928	17,928	8,021	
Revenue Less Expenditures	(6,496)	(4,383)	(3,313)	(9,907)	-	
Ending Fund Balance	22,311	17,928	14,614	8,021	8,021	

**City of Freeport
FY2019-2020 Adopted Budget**

Capital Projects Fund 63

The Capital Projects Fund is an existing fund that has an outstanding balance of \$54,000. Expenditures have not been budgeted in prior years; therefore, staff recommends utilizing this funding for qualifying infrastructure projects in FY 2019-2020.

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	
	Actual	Actual	Estimate	Current Budget	Proposed Budget	Increase/ (Decrease)
Revenue						
Investment Earnings	-	-	-	-	-	-
Revenue Total	-	-	-	-	-	-
Expenditures						
Street						
Capital Outlay	-	-	-	-	54,000	54,000
Street Total	-	-	-	-	54,000	54,000
Expenditures Total	-	-	-	-	54,000	54,000
Beginning Fund Balance	54,028	54,028	54,028	54,028	54,028	
Revenue Less Expenditures	-	-	-	-	(54,000)	
Ending Fund Balance	54,028	54,028	54,028	54,028	28	

City of Freeport FY2019-2020 Adopted Budget

Streets & Drainage Fund 14

The Streets & Drainage Fund is an existing fund has not been used in recent years. Therefore; staff proposes transferring funding from the General Fund to start allocating money for capital projects related to Streets & Drainage. While, this could be done under the General Fund, having a sperate fund allows the City to track and keep in savings in the fund for future infrastructure projects.

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue	-	-	-	-	-	-
Expenditures						
Streets/Drainage			-	-	300,000	300,000
Expenditures Total			-	-	300,000	300,000
Transfer						
Transfer To Other Funds			-	-	-	-
Transfer From Other Funds	-	-	-	-	300,000	300,000
Transfer Total	-	-	-	-	300,000	300,000
Beginning Fund Balance	-	-	-	-	-	-
Revenue Less Expenditures	-	-	-	-	(300,000)	
Transfers	-	-	-	-	300,000	
Ending Fund Balance	-	-	-	-	-	

**City of Freeport
FY2019-2020 Adopted Budget**

Beach Maintenance Fund 17

The City receives funding from the General Land Office to maintain Bryan Beach.

	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Beach Maintenance						
Intergovernmental	-	-	8,500	8,500	8,500	-
Beach Maintenance Total	-	-	8,500	8,500	8,500	-
Revenue Total	-	-	8,500	8,500	8,500	-
Expenditures						
Beach Maintenance						
Salaries			-	-	-	-
Benefits			-	-	-	-
Maintenance			6,500	6,500	6,500	-
Sundry			-	-	-	-
Beach Maintenance Total			6,500	6,500	6,500	-
Expenditures Total			6,500	6,500	6,500	-
Beginning Fund Balance	-	-	-	-	-	
Revenue Less Expenditures	-	-	2,000	2,000	2,000	
Transfers	-	-	-	-	-	
Ending Fund Balance	-	-	2,000	2,000	2,000	

City of Freeport FY2019-2020 Adopted Budget

Hotel-Motel Tax Fund

Use of hotel occupancy tax (HOT Tax) revenue is specified by Chapter 351 of the Texas Tax Code. HOT tax revenue may only be used to promote tourism and the local convention and hotel industry. The Hotel/Motel Tax funds specific tourism initiatives. FY2020 expenditures are for regional tourism initiatives.

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Franchise & Other Taxes						
Franchise & Other Taxes	9,648	11,359	8,000	8,000	12,000	4,000
Franchise & Other Taxes Total	9,648	11,359	8,000	8,000	12,000	4,000
Investment Earnings	-	-	-	-	-	-
Revenue Total	9,648	11,359	8,000	8,000	12,000	4,000
Expenditures						
Hotel/Motel						
Services	10,500	10,500	10,250	10,250	10,250	-
Sundry			1,000	1,000	-	(1,000)
Hotel/Motel Total	10,500	10,500	11,250	11,250	10,250	(1,000)
Expenditures Total	10,500	10,500	11,250	11,250	10,250	(1,000)
Transfer			-	-	-	-
Beginning Fund Balance	16,915	16,063	16,922	16,922	13,672	
Revenue Less Expenditures	(852)	859	(3,250)	(3,250)	1,750	
Ending Fund Balance	16,063	16,922	13,672	13,672	15,422	

City of Freeport

FY2019-2020 Adopted Budget

Court Technology Fund 40

The Court Technology Fund is used to account for revenues and expenditures associated with legislatively restricted fees collected by the Municipal Court.

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Fines & Forfeits						
Fines & Forfeits	-	-	10,000	10,000	10,000	-
Fines & Forfeits Total	-	-	10,000	10,000	10,000	-
Investment Earnings	-	-	-	-	-	-
Revenue Total	-	-	10,000	10,000	10,000	-
Expenditures						
Municipal Court						
Maintenance	-	-	8,511	8,511	8,600	89
Sundry	-	-	2,800	2,800	2,800	-
Municipal Court Total	-	-	11,311	11,311	11,400	89
Expenditures Total	-	-	11,311	11,311	11,400	89
Transfer						
Transfer From Other Funds	-	-	12,500	12,500	-	(12,500)
Transfer Total	-	-	12,500	12,500	-	(12,500)
Beginning Fund Balance	-	-	-	-	11,189	
Revenue Less Expenditures	-	-	11,189	11,189	(1,400)	
Ending Fund Balance	-	-	11,189	11,189	9,789	

City of Freeport

FY2019-2020 Adopted Budget

Court Security Fund 41

The Court Security Fund is used to account for revenues and expenditures associated with legislatively restricted fees collected by the Municipal Court. Included in the fund are the costs associated with the Court Bailiff.

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue						
Fines & Forfeits						
Fines & Forfeits	-	-	7,600	7,600	7,600	-
Fines & Forfeits Total	-	-	7,600	7,600	7,600	-
Revenue Total	-	-	7,600	7,600	7,600	-
Expenditures						
Municipal Court						
Salaries			-	-	5,000	5,000
Sundry	-	-	8,318	8,318	8,400	82
Municipal Court Total	-	-	8,318	8,318	13,400	5,082
Expenditures Total	-	-	8,318	8,318	13,400	5,082
Transfer						
Transfer From Other Funds	-	-	50,000	50,000	-	(50,000)
Transfer Total	-	-	50,000	50,000	-	(50,000)
Beginning Fund Balance	-	-	-	-	49,282	
Revenue Less Expenditures	-	-	49,282	49,282	(5,800)	
Ending Fund Balance	-	-	49,282	49,282	43,482	

City of Freeport

FY2019-2020 Adopted Budget

State Narcotics Fund 43

Chapter 59 Asset Seizures account is regulated by state law and may be used for various expenses related to police activities. The Police Department administers the funds of these programs. This fund includes awarded State Seized Funds and State Narcotics Funds pending award.

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue	-	-	-	-	-	-
Expenditures						
Police/Animal Control	-	-	62,000	62,000	-	(62,000)
Expenditures Total	-	-	62,000	62,000	-	(62,000)
Transfer						
Transfer From Other Funds	-	-	85,000	85,000	-	(85,000)
Transfer Total	-	-	85,000	85,000	-	(85,000)
Beginning Fund Balance	-	-	-	-	23,000	
Revenue Less Expenditures	-	-	23,000	23,000	-	
Ending Fund Balance	-	-	23,000	23,000	23,000	

City of Freeport FY2019-2020 Adopted Budget

Federal Narcotics Fund 44

Federal Seizures are regulated by the Department of Justice Asset Forfeiture Program and may be used for various one-time expenses related to investigation. The Police Department administers the funds of these programs.

General Fund Summary	FY2016-2017	FY2017-2018	FY2018-2019	FY2018-2019	FY2019-2020	Increase/ (Decrease)
	Actual	Actual	Estimate	Current Budget	Proposed Budget	
Revenue	-	-	-	-	-	-
Expenditures				-	-	-
Transfer	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Revenue Less Expenditures	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-

City of Freeport FY2019-2020 Adopted Budget

Employee Count

Fund/Department/Title	FY2016-2017 Actual	FY2018-2019 Budget	FY2019-2020 Proposed Budget
10			
Administration			
Administration			
Accounting Specialist	1	1	1
City Manager	1	1	1
City Secretary	1	1	1
Finance Director	1	1	0
HR Assistant	0	0	1
HR Assistant (PT)	1	1	0
Receptionist	1	1	0
Asst. City Manager	0	0	1
HR Director	1	1	1
Administrative Asst.	0	0	1
Special Projects Coord.	1	1	1
Administration Total	8	8	8
Administration Total	8	8	8
Building & Code			
Building			
Building Inspector	1	1	1
Building Official	1	1	1
Municipal Clerk	1	1	1
Building Total	3	3	3
Code Enforcement			
Code Compliance Officer	4	3	3
Code Compliance Supervisor	0	1	1
Code Enforcement Total	4	4	4
Building & Code Total	7	7	7
Fire/EMS			
EMS			
Firefighters	9	9	9
EMS Total	9	9	9
Fire/Emergency			
Administrative Assistant	0	0	1
EMS Coordinator	1	1	1
Fire Chief	1	1	1
Fire Marshal	1	1	1
Firefighter	3	3	3
Lieutenant	3	3	3
Fire/Emergency Total	9	9	10
Fire/EMS Total	18	18	19

**City of Freeport
FY2019-2020 Adopted Budget**

Employee Count

Fund/Department/Title	FY2016-2017 Actual	FY2018-2019 Budget	FY2019-2020 Proposed Budget
Golf Course			
Golf Course			
Crew leader	1	1	1
Golf Course Director	1	1	1
Mechanic	1	1	1
Clerk	2	2	1
Grounds Keepers	4	4	4
Proshop Attendant (PT)	4	4	5
Range Attendant (PT)	4	4	6
Golf Course Total	17	17	19
Golf Course Total	17	17	19
Historical Museum			
Museum			
Museum Attendant (PT)	2	2	2
Museum Manager	1	1	1
Museum Total	3	3	3
Historical Museum Total	3	3	3
Municipal Court			
Court			
Court Clerk	0	0	1
Court Supervisor	1	1	1
Court Total	1	1	2
Municipal Court Total	1	1	2
Parks & Recreation			
Parks			
Administrative Secretary	1	1	1
Field Crew	11	11	11
Maintenance Supervisor	1	1	1
Maintenance Technician	2	2	2
Parks Supervisor	1	1	1
Receptionist (PT)	1	1	1
Parks & Rec Director	1	1	1
Parks Total	18	18	18
Recreation			
Recreation Attendant	2	2	2
Recreation Attendant (PT)	3	3	3
Recreation Supervisor	1	1	1
Seasonal Employees	22	22	22
Special Program Coord.	1	1	1
Recreation Total	29	29	29
Parks & Recreation Total	47	47	47

City of Freeport FY2019-2020 Adopted Budget

Employee Count

Fund/Department/Title	FY2016-2017 Actual	FY2018-2019 Budget	FY2019-2020 Proposed Budget
Police/Animal Control			
Police			
Administrative Assistant	0	0	1
Administrative Secretary	1	1	0
Animal Control Officer	2	2	2
Captain	1	1	1
Chief	1	1	1
Crossing Guard (PT)	4	4	4
Detective	4	4	4
Dispatch Supervisor	1	1	1
Dispatcher	7	7	7
Jailer	2	2	2
Lieutenant	1	1	1
Patrol Officer	20	20	20
Records Clerk	2	2	2
Sergeant	5	5	5
Detective (PT)	1	1	1
Police Total	52	52	52
Police/Animal Control Total	52	52	52
Streets & Drainage			
Service Center			
Mechanic	1	1	1
Admin. Secretary	1	1	1
Service Center Total	2	2	2
Streets/Drainage			
Equipment Operator	4	4	4
Field Crew	10	10	10
Street Director	1	1	1
Supervisor	1	1	1
Technician	1	1	1
Streets/Drainage Total	17	17	17
Streets & Drainage Total	19	19	19
10 Total	172	172	176
56			
Water & Sewer			
Water			
Billing Manager	1	1	1
Utility Clerk	1	1	1
Water Total	2	2	2
Water & Sewer Total	2	2	2
56 Total	2	2	2
Grand Total	174	174	178

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Summary of Capital Expenditures FY2019-2020

Department/Request	Amount
Golf Course	
New Practice putting green	20,000
Vehicle Maintenance budget increase	4,500
Golf Course Total	24,500
Museum	
Heritage House Renovations	30,000
Museum Total	30,000
Parks	
Community Park Covers for Exercise Equipment (2)	15,000
Recreation Center Roof	45,000
Recreation Center Gym Floors	35,000
FMP Pavillion Roof	45,000
FMP Pavillion Oscillating Fans	6,000
Parks Total	146,000
Police	
Equipment for New Vehicles	29,173
Exchange Server	24,187
Vehicles	127,897
Police Total	181,257
Service Center	
Fuel System Update	25,000
Service Center Total	25,000
Streets	
Streets Projects	1,235,700
Concrete Mixer	35,910
Gooseneck Trailer	11,000
Streets Total	1,282,610
Grand Total	1,689,367

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**City of Freeport
Financial Management Policies**

The City of Freeport considers its goals, objectives and financial policy statements to be important integral parts of the budgetary process. The purpose of these policies is to safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

Objectives:

- A. To guide City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing.

Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

I. Revenues

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

II. Expenditures

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

III. Fund Balance/Working Capital/ Net Assets

Maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from emergencies.

IV. Capital Expenditures and Improvements

Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

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- V. Debt**

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

Invest the City's operating cash to ensure its safety, provide for necessary liquidity and optimize yield.
- VII. Intergovernmental Relations**

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

Aggressively investigate, pursue and effectively administer federal, state and foundation grants-in-aid, which address the City's current priorities and policy objectives.
- IX. Economic Development**

Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.
- X. Fiscal Monitoring**

Prepare and present reports for the current and multi-year periods that analyze, evaluate and forecast the City's financial performance and economic condition.
- XI. Accounting, Auditing and Financial Reporting**

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

Develop and maintain a balance budget that presents a clear understanding of the goals of the City Council.

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I. REVENUES

The City shall use the following guidelines to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions that adversely impact that source.

B. User Fees

For services that benefit specific users, where possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. City staff shall review user fees on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure and to recommend adjustments where necessary to facilitate City Council's policy decision regarding the level of support to be provided.

C. Property Tax Revenues/Tax Rate

The City shall strive to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees and economic development. The City shall also strive to minimize tax rate increases.

D. Enterprise Funds User Fees

Enterprise funds user fees shall be set at levels enough to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements and provide adequate levels of working capital and debt coverage. The City shall seek to eliminate all forms of subsidization to enterprise funds from the General Fund and seek to reduce general fund support to enterprise funds.

E. Administrative Services Charges

The City shall prepare a cost allocation plan annually to determine the administrative services charges due to the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

F. Revenue Estimates for Budgeting

To maintain a stable level of service, the City shall use a conservative, objective and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues.

G. Revenue Collection and Administration

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible to facilitate payment. In addition, since revenue should exceed the cost of producing it, the City shall strive to control administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City.

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II. EXPENDITURES

The City shall use the following guidelines to identify necessary services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

A. Current Funding Basis

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year savings.

B. Avoidance of Operating Deficits

The City shall take timely corrective action if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end.

C. 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 continue service levels.

D. Purchasing

The City shall make every effort to maximize any discounts offered by creditors/vendors individually or through aggregated cooperative purchasing with other governmental entities. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law as well as the Purchasing Policies adopted by the City Council concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall seek to obtain the most favorable terms and pricing possible. Every effort will be made to include women and minority-owned by business enterprises in the bidding process.

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III. FUND BALANCE / WORKING CAPITAL / NET ASSETS

Fund balance measures the net financial resources available to finance expenditures of future periods. The City Council recognizes that good fiscal management comprises the foundational support of the entire City. The City shall use the following guidelines to maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from emergencies. In the context of financial reporting, the term fund balance is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP) which separates fund balances into five categories:

A. Categories

Nonspendable Fund Balance is the portion of fund balance that is inherently nonspendable such as assets that will never convert to cash, assets that will not convert to cash soon enough to affect the current period, and resources that must be maintained intact pursuant to legal or contractual requirements.

Restricted Fund Balance is the portion of fund balance that reflects resources that are subject to externally enforceable legal restrictions.

Committed Fund Balance is the portion of fund balance that represents resources whose use is constrained by limitations that the City Council has imposed upon itself and that remain binding unless removed by the same action with which the limitations were imposed.

Assigned Fund Balance is the portion of fund balance that reflects the City Council's intended use of resources.

Unassigned Fund Balance is the portion of fund balance that is not categorized into one of the other categories of fund balance.

The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *Unrestricted Fund Balance*.

B. General Policy

Fund Balance should be used only for non-recurring expenditures, major capital purchases, or emergencies that cannot be accommodated through current year savings.

C. Fund Balance Classification

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first and then unrestricted fund balance. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

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D. Committed Fund Balance

Fund Balance of the City must be committed for a specific source by formal action of the City Council. Amendments or modifications to the committed fund balance must also be approved by formal action of the City Council. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be either by resolution or majority vote.

E. General Fund Unassigned Fund Balance

The City shall strive to maintain an undesignated General fund balance equal to 25% of budgeted expenditures for the General Operating Fund. Maintaining the General Fund Unassigned Fund Balance at this level provides sufficient working capital and a margin of safety to address local emergencies without borrowing. If the General Fund Unassigned Fund Balance drops below 25%, it shall be recovered at a rate of 1% minimally each year. At the end of the current fiscal year, the City anticipates a positive budget variance in the General Fund. After determining the desired fund balance in the General fund, the remainder of the positive budget balance will be transferred to other funds and/or projects as directed by the City Council. The General Fund Unassigned Fund Balance shall be appropriated by the City Council either by resolution or majority vote.

F. Other Operating Funds Unassigned Fund Balance; Enterprise Working Capital

In other operating funds, the City shall strive to maintain a positive unassigned fund balance (working capital) position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the city will seek to maintain a working capital (current assets minus current liabilities) balance equal to 33% budgeted expenditures for the Water and Sewer Utility Enterprise fund.

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IV. CAPITAL IMPROVEMENTS

A. Capital Expenditures and Improvements

The City shall annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

B. Capital Improvements Program

The City shall annually review the Capital Improvements Program (CIP), potential new projects and the current status of the City's infrastructure, replacement and renovation needs, updating the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement expenditures shall be fully at cost. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt outstanding or planned, including general obligation bonds, revenue bonds, Certificates of obligation, lease/purchase agreements and certificates of participation.

C. Replacement of Capital Assets on a Regular Schedule

The Vehicle/Equipment Replacement Fund is the primary source of funds for all of the City's vehicle and equipment purchases, both replacements and additions. The City shall annually prepare a schedule for the replacement of its non-infrastructure capital assets. Within the resources available each fiscal year, the City shall replace these assets according to this schedule. The City desires to fund all vehicle and equipment purchases through donations, auction proceeds, grant proceeds, and budget transfer from General fund.

D. Capital Expenditure Financing

The City recognizes that there are several methods of financing capital requirements: (1) budget the funds from current revenues; (2) take the funds from fund balance/retained earnings as allowed by the Fund Balance Policy; (3) utilize funds from grants and foundations; or (4) borrow money through debt. Debt financing includes general obligation bonds, revenue bonds, Certificates of obligation, lease/purchase agreements and certificates of participation. The City Council will determine the appropriate use of financing for capital expenditures on an as-needed basis and during the budget development process each year.

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V. DEBT

When the use of debt financing is determined by the City Council to be appropriate, the City shall use the following guidelines for debt financing which will provide needed capital equipment 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, certificates of participation and lease/purchase agreements, shall only be used to purchase capital assets. Debt payments should be structured to provide that any capital assets that are funded by the debt have a longer life than the debt associated with those assets.

B. Amortization of Debt

The City shall structure new debt issue payment schedules to utilize the City's declining debt payment schedules to keep tax increases for debt to a minimum. Capital projects that, by their character or size, are outside the normal core service projects will require careful evaluation of financial feasibility.

C. Affordability Targets

The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update of the Capital Improvements Program. The decision on whether or not to assume new debt shall be based on these costs and benefits and on the City's ability to "afford" new debt as determined by the aforementioned standards. The City shall use cities with similar bond ratings for debt ratio benchmarks.

D. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.

E. Rating Agencies Presentations

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

F. Continuing Disclosure

The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.

G. Debt Refunding

City staff and the City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt.

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VI. INVESTMENTS

As adopted by the City Council, it is the policy of the City of Freeport that the administration and investment of funds be handled as its highest public trust. The City's available cash shall be invested according to the City's Investment Policy that is adopted by the City Council on an annual basis in accordance with the requirements of Chapter 2256 of the Texas Government Code. The primary objectives, in priority order, of the City's investment activities shall be preservation and safety of principal, liquidity and yield. The earnings from investment will be used in a manner that best serves the public trust and interest of the City of Freeport.

The investment policy applies to all financial assets of the City of Freeport. These funds are accounted for in the City's comprehensive annual financial report and include the General, Special Revenue, Debt Service, Capital Projects, and Proprietary Funds. All cash of the various funds (excluding bond funds) are combined into the pooled cash fund for efficiency and maximum investment opportunity. Interest revenue derived from the pooled cash fund is allocated to the participating funds (annually) based on the relative cash balance of each fund. Bond funds are invested in separate investment pool accounts. Maintaining these funds in separate accounts simplifies the calculation necessary for the reporting of arbitrage earnings. All funds in the pooled cash fund are to be administered in accordance with this policy.

VII. 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 appropriate favorable legislation at the state and federal levels.

A. Interlocal Cooperation in Delivering Services

In order to promote the effective and efficient delivery of services, the City shall 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 erodes municipal authority, attempts to remove local control over city issues, services or programs, or mandates additional City programs or services and does not provide the funding for implementation.

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VIII. GRANTS

The City shall seek, apply for, obtain and effectively administer federal, state and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

A. Grant Guidelines

The City shall seek, apply for and obtain those grants that are consistent with priority needs and objectives identified by Council.

B. Direct and Indirect Costs

The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce direct and indirect costs if doing so will significantly increase the effectiveness of the grant.

C. Grant Review

The City shall review all grant submittals for their cash or in-kind match requirements, their potential impact on the operating budget and the extent to which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application. An annual report on the status of grant programs shall also be prepared.

D. Grant Program Termination

The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available unless alternate funding is identified.

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IX. ECONOMIC DEVELOPMENT

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

A. Commitment to Expansion and Diversification

The City shall encourage and participate in economic development efforts to expand Freeport's economy and tax base, to increase local employment and to invest when there is a defined specific long-term return. These efforts shall focus not only on new areas but also on established sections of Freeport where redevelopment can generate additional jobs and other economic benefits.

B. Tax Abatements

The City shall follow the Guidelines for Tax Abatement adopted by the City Council to encourage commercial and/or industrial growth and development throughout Freeport. The City shall balance the long-term benefits of tax abatements with the short-term loss of tax revenues prior to the granting of the abatement. Factors considered in evaluating proposed abatements for development include the location of the project, its size, the number of temporary and permanent jobs created, the costs and benefits for the City and the impact on Freeport's economy and other factors specified in the City's Guidelines for Tax Abatement as well as applicable state laws.

C. Increase Non-Residential Share of Tax Base

The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential property owners.

D. Coordinate Efforts with Other Jurisdictions

The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well being of the area.

E. Use of Other Incentives

The City shall use enterprise zones as allowed by law and shall seek new sources to encourage business expansion. The City shall also coordinate with state and federal agencies on offering any incentive programs they may provide for potential economic expansion.

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X. FISCAL MONITORING

Reports shall be prepared and presented on a regular basis to analyze, evaluate and forecast the City's financial performance and economic condition for the current year and for multi-years.

A. Financial Status and Performance Reports

Quarterly reports shall be prepared comparing expenditures and revenues to current budget for fiscal year-to-date, and to prior year actual fiscal year-to-date. Balance sheets and budget highlight notes are also provided. Timely information including comparisons of expenditures to budgeted amounts shall be provided to all department heads and directors on a monthly basis.

B. Five-Year Forecast of Revenues and Expenditures

A five-year forecast of revenues and expenditures, including a discussion of major trends affecting the City's financial position, shall be prepared. The forecast shall examine critical issues facing the City, economic conditions and the outlook for the upcoming budget year.

XI. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City shall comply with prevailing local, state and federal regulations. The City will 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 units of local government, the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The City may participate in the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program.

XIII. OPERATING BUDGET

The City shall establish an operating budget that links revenues and expenditures to the goals of the City Council. The City shall strive to participate in the Government Finance Officers Association's Distinguished Budget Presentation Award program.



Appendix

City of Freeport FY2019-2020 Adopted Budget

GLOSSARY OF TERMS

A

ACCOUNTS PAYABLE: A liability account reflecting amounts on open accounts owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

ACCOUNTS RECEIVABLE: An asset account reflecting amounts owing to open accounts from private persons or organizations for goods and services provided by a government.

ACCRUAL ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

AD VALOREM: Latin for “value of”. Refers to the property assessed and tax levied against real (land and buildings) and personal (equipment and furniture) property.

APPROPRIATION: A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligations for designated purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

AUDIT: An examination of an organization’s financial statements and the utilization of resources.

B

BALANCE SHEET: The basic financial statement which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with GAAP.

BALANCED BUDGET: A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

BASIS OF ACCOUNTING: The modified accrual basis of accounting is followed by Governmental funds, Expendable Trust funds and Agency funds. Under the modified accrual basis of accounting revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources. Substantially all revenues are considered to be susceptible to accrual.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used for guidance. Intergovernmental revenues are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

The City’s Proprietary fund types are accounted for using the accrual basis of accounting, under which revenues are recorded when earned and expenses are recorded when liabilities are incurred.

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified date.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

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GLOSSARY OF TERMS (Cont.)

C

CDBG: Community Development Block Grant – An entitlement grant program authorized by the federal government. The entitlement program is based upon a formula, which includes the City’s population.

CAPITAL EXPENDITURES: Expenditures which result in the acquisition of or addition to fixed assets which are individually priced more than \$5,000.00.

CAPITAL IMPROVEMENT PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount and the method of financing.

CASH BASIS: the method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CERTIFICATES OF OBLIGATION (CO’S): Debt instruments secured by the ad valorem taxing power of a city. They do not require voter authorization and usually are issued to obtain short term financing.

CONTINGENCY: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CREDIT RATING: The credit worthiness of a government unit as determined by an independent ratings agency.

CURRENT ASSETS: Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and tax receivables which will be collected within one year.

CURRENT LIABILITIES: Debt or other legal obligation arising out of transactions in the past that must be liquidated, renewed, or refunded within one year.

D

DEBT: An obligation resulting from borrowing of money or from the purchase of goods or services.

DEBT LIMIT: The maximum amount of gross or net debt legally permitted.

DEBT SERVICE: A cost category which typically reflects the repayment of short-term (less than 5 years) debt associated with the acquisition of capital equipment.

DELINQUENT TAXES: Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

DEPRECIATION: (1) Expiration in the service life of a capital asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

E

ENCUMBRANCES: Commitments related to unperformed contracts for goods or services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND: A fund established to finance and account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

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GLOSSARY OF TERMS (Cont.)

EXPENDITURES: Decrease in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

F

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. Freeport's fiscal year begins each October 1st and ends the following September 30th. The term FY 2017 connotes the fiscal year beginning October 1, 2016 and ending September 30, 2017.

FIXED ASSETS: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE: A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FULL TIME EQUIVALENT (FTE): A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full time employees. Full time employees work 2080 hours annually. A part-time employee working 1040 hours annually represents a .5 FTE.

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

FUND BALANCE: The difference between governmental fund assets and liabilities also referred to as fund equity.

G

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

GASB – GOVERNMENTAL ACCOUNTING STANDARDS BOARD: The board is a private, nonprofit organization consisting of seven board members and a full-time staff. Like the Financial Accounting Standards Board (FASB) that sets accounting standards for private companies, GASB is funded by the Financial Accounting Foundation, a nonprofit entity that exercises general oversight over the financial reporting of public entities.

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

GENERAL OBLIGATION BONDS (GO's): Bonds for the payment of which the full faith and credit of the issuing government are pledged. In issuing its general obligation bonds, the City of Freeport pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 25 years.

GFOA: Government Finance Officers Association. A professional association of state/provincial and local finance officers in the United States and Canada that has served the public finance profession since 1906.

GOAL: A statement that describes the purpose toward which an endeavor is directed.

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GLOSSARY OF TERMS (Cont.)

GOVERNMENTAL FUNDS: Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).

GRANT: A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function.

I **INTEREST INCOME:** Revenue associated with the city's cash management activities of investing fund balances.

I **INTERFUND TRANSFERS:** Budgeted amounts transferred from one governmental accounting fund to another for work or services provided. As they represent a "double counting" of expenditures, these amounts are deducted from the total operating budget to calculate the "net" budget.

INTERGOVERNMENTAL REVENUE: Contributions received from the State and Federal Government in the form of grants and shared revenues.

INTERNAL SERVICE FUND: Internal Service Funds are used to account for the financing of goods or services provided by one department of the city to other departments on a cost reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include assets used in city operations.

LEVY: To impose taxes, special assessments or service charges for the support of city services.

L **LIABILITY:** Debt or other legal obligations, arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. Note: the term does not include encumbrances.

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

M **MATURITIES:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

M **MAINTENANCE:** The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

MODIFIED ACCRUAL: The method of accounting under which revenues are recognized when they are both measurable and available to finance expenditures of the current period. Expenditures are recognized when the liability is incurred.

N **NON-RECURRING:** In reference to a supplemental program, that portion of costs or revenues that will only be incurred in the first year of implementation of the program. -O- **ORDINANCE:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

O **OPERATING BUDGET:** The plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

City of Freeport FY2019-2020 Adopted Budget

GLOSSARY OF TERMS (Cont.)

ORDINANCES: A formal legislative enactment by the governing board of a municipality. It is not in conflict with any higher form of law, such as state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

P

PERFORMANCE MEASURE: A performance measure is a quantifiable¹ expression of the amount, cost, or result³ of activities² that indicate how much, how well, and at what level, products or services are provided to customers during a given time period.

PERSONNEL SERVICE: The costs associated with compensating employees for their labor.

PRINCIPAL OF BONDS: The face value of the bonds.

PROPRIETARY FUND: A fund established to account for a government's continuing business-type organizations and activities. All assets, liabilities, equities, revenues, expenses and transfers pertaining to these business organizations and activities are accounted for through proprietary funds. Both Enterprise and Internal service funds are classified as proprietary funds.

PROPERTY TAXES: Taxes are levied on both real and personal property according to the property's valuation and tax rate.

PURCHASE ORDER: A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

R

RECURRING: In reference to a supplemental program, that portion of revenues or costs that will occur each year the program is funded.

REVENUES: Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers.

REVENUE BONDS: Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

S

SERVICES AND CHARGES: That grouping of accounts on the general ledger that include such expenditures as professional and contracted services from organizations outside the City, printing and binding costs, utilities, training, etc.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE FUND: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

T

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

TAX BASE: The total property valuations on which each taxing agency levies its tax rate.

TAX LEVY: The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

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

TAX ROLL: The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority.

City of Freeport FY2019-2020 Adopted Budget

GLOSSARY OF TERMS (Cont.)

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

TMRS: Texas Municipal Retirement System

TXDOT: Texas Department of Transportation

U

USER FEES: Charges for specific governmental services. These fees cover the cost of providing that service to the user (i.e. building permits). The key to effective utilization of user fees is being able to identify specific beneficiaries of services and then determine the full cost of the service they are consuming.

W

WORKLOAD MEASURE: Transactional measure to demonstrate workloads, capacity, and resource utilization. This type of reporting may include the number of transactions performed, hours expended, requests for assistance, number of people trained, etc.

WORKING CAPITAL: The amount by which total current assets exceed total current liabilities.

Y

YIELD: The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

City of Freeport
FY2019-2020 Adopted Budget
City of Freeport Pay Scale Matrix

Department/Position	Minimum	Maximum
Administration		
Accounting Specialist	45,650	63,910
Assistant City Manager	112,000	156,800
City Manager	160,000	224,000
City Secretary	54,101	75,741
Finance Director	89,638	125,493
GIS Tech/Special Projects Coordinator	58,933	82,507
HR Specialist	36,412	50,977
Human Resources Director	63,823	89,352
Receptionist	30,285	42,399
Building		
Building Inspector	42,594	59,631
Building Official/Director	74,342	104,079
Code Enforcement		
Code Officer	38,853	54,394
Code Officer Supervisor	46,853	65,594
Economic Development		
Director of Economic Development	85,050	119,070
Fire		
Fire Lieutenant	55,356	83,034
Fire Captain	63,844	95,767
Fire Chief	101,271	151,907
Fire Deputy Chief - EMS Director	66,235	99,353
Fire Deputy Chief - Fire Marshal	66,235	99,353
Firefighter	46,145	69,217
Golf Course		
Golf Course Director	65,074	91,103
Mechanic	37,877	53,028
Range Attendant P/T	9,322	13,050
Groundkeeper/Range Attendant	30,285	42,399
Historical Museum		
Museum Supervisor	41,600	58,240
Municipal Court		
Court Clerk	31,366	43,913
Court Supervisor	39,679	55,550
Parks		
Parks Director	81,199	113,679
Parks Supervisor	49,375	69,125
Technician	33,012	46,217

City of Freeport
FY2019-2020 Adopted Budget
City of Freeport Pay Scale Matrix

Department/Position	Minimum	Maximum
Police		
Animal Control Officer	30,285	45,427
Dispatcher	33,761	50,641
Jailer	32,142	48,213
Police Captain	72,600	108,900
Police Chief	101,271	151,907
Police Corporal	51,209	76,813
Police Lieutenant	63,844	95,767
Police Officer	46,145	69,217
Police Sergeant	55,356	83,034
Records/CID Clerk	36,464	54,697
TCO Supervisor-Dispatch	40,741	61,111
Recreation		
Rec Attendant P/T	9,322	13,050
Rec Program Coordinator	33,415	46,781
Recreation Center Supervisor	48,358	67,701
Service Center		
Mechanic	45,665	63,930
Streets		
Equipment Operator/Technician	36,400	50,960
Mechanic Helper	29,120	40,768
Streets Director	64,573	90,402
Streets Supervisor	49,375	69,125
Water		
Utility Clerk	31,366	43,913
Water Bill Manager	38,189	53,464
Multiple Departments		
Administrative Assistant	40,000	56,000
Administrative Secretary	35,315	52,972
Clerk/ Rec Att	30,285	42,399
Crew Leader	36,639	51,295
Field Crew	30,285	42,399
Lead Supervisor	61,785	86,498
Secretary	30,285	42,399