Annual Budget

Fiscal Year
October, 2008—September, 2009

City of Alvin, Texas

Annual Budget

Fiscal Year
October 1, 2008 thru September 30, 2009

as adopted by the City Council

on September 11, 2008

Gary Appelt, Mayor

Kerry Collins-Leggett, Councilmember District A

Kathleen Holton, Councilmember District B

Jim Landriault, Councilmember District C

Roger Stuksa, Councilmember District D

Greg Bullard, Councilmember District E

Charles Batty III, Councilmember At Large 1

Eddie Murray, Councilmember At Large 2

The following notice is required by Texas House Bill 3195:

This year's budget will raise more total property taxes than last year's budget by $202,853 or 2.86%, and of that amount, $304,151 is tax revenue to be raised from new property added to the tax roll this year.

Mission Statement

"Promote our economy and our quality of life while providing reliable city services in a fiscally responsible manner. This is our business."

City Hall is located at 216 West Sealy, Alvin, Texas 77511

Date of Incorporation

July 25, 1893

Adopted Home Rule Charter

February 23, 1963

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Alvin

Texas

For the Fiscal Year Beginning

October 1, 2007

President Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Alvin, Texas for its annual budget for the fiscal year beginning October 1, 2007. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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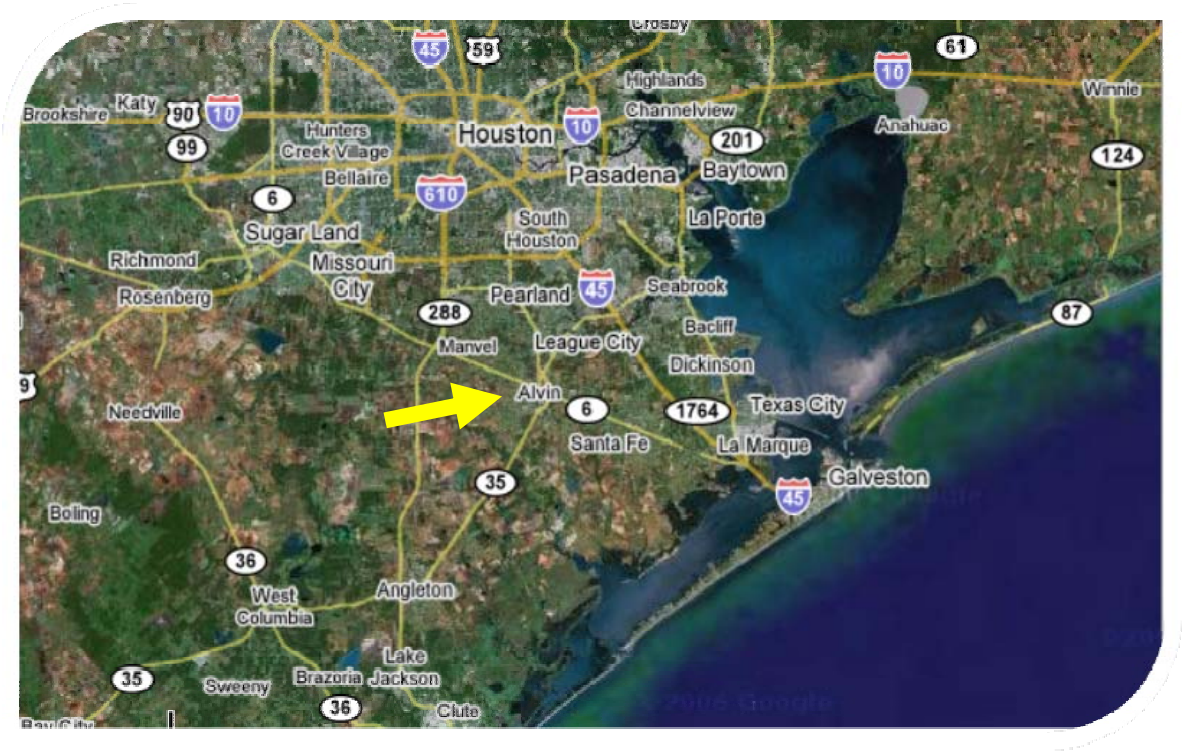
City of Alvin, Texas

Population 21,413
Land Area 36.3 square miles
Brazoria County Population 241,707



Alvin is located in northern Brazoria County, in the heart of the Texas Gulf Coast Region. Alvin is within easy commuting distance from Houston, NASA's Johnson Space Center, the Gulf Coast petrochemical industries and the Galveston beaches. Major highways serving the community are State Highway 35, State Highway 6, State Highway 288 and FM 528 to Interstate 45.

Distance from Alvin:

Houston …….27 miles	San Antonio….242 miles
Clear Lake….15 miles	Dallas……...292 miles
Galveston…..30 miles	Texarkana……319 miles
Austin ……...213 miles	Brownsville….357 miles

History of Alvin, Texas

In 1845 Elisha and Missouri Thomas were the first documented family to arrive in the area brought by the cattle industry. They settled near Mustang Slough south of the present day Hillcrest Village Subdivision. The Santa Fe Railroad was expanding westward from Galveston. It needed loading plans and a supply of fresh water at a location along the proposed tracks.

Alvin Morgan

In 1872 the railroad hired Alvin Morgan to find a location for the stocks pens and water storage tank. He moved to the area and constructed a house in 1879. As the area developed and more settlers moved in to the area he opened a general store and saloon. He then later moved a box car from the railroad and converted it into a post office. When the population reached 49 the residents proclaimed the area a town and named it Morgan after the original resident. Upon learning of another Morgan, Texas, the residents renamed it Alvin. Alvin was officially incorporated in 1893, making it the oldest incorporated settlement in Brazoria County.

Alongside the cattle industry, agriculture began to develop in the early 1900's. Strawberries, oranges, pears and figs were grown in Alvin, as well as Cape Jasmine flowers. Hard freezes put an end to the citrus cultivation. Rice became a major agriculture commodity in the early 1930's and added to Alvin's economic growth. Oil was also discovered around that time in Brazoria County and continues to play a big part in the economy of the area.

Alvin Depot

The City of Alvin today continues to grow and develop each year. The city now has a population over 21,000 and growing. Located in northern Brazoria County Texas, Alvin has much to offer residents and visitors alike.

Alvin Independent School District

The Alvin Independent School district is a Texas Education Agency Recognized district for academic achievement. The district is an accredited 5-A school district, that covers an area of 250 square miles in Northern Brazoria County. Communities serviced by AISD are Alvin, Manvel, Iowa Colony, Liverpool, Amsterdam, sections of Rosharon, Arcola, and Pearland. The district employs a full-time police department to ensure a safe learning environment for students and staff.

Elementary Schools	*13*	*Academic Alternative School Site (ASSETS)*	*1*
Middle/Junior High Schools	*5*	*Discipline Alternative Center (ADAPT)*	*1*
High Schools	*2*	*Off-Campus Site (REACH)*	*1*

2008-2009 Projected Fall Enrollment: 16,000

Interesting facts…

- Savannah Lakes Elementary (PK-5) opened fall of 2008, becoming the 13th elementary school in the district.
- Fairview Jr. High (6-8) and Nolan Ryan Jr. High (6-8) opened fall of 2008, for a total of 5 Middle/Junior High Schools.
- The pupil/teacher ration average is 18:1
- Alvin ISD has 2,000 staff members who work hard to provide the best learning experience for every student.
- Students whose homes are two miles or more away from the school in their attendance area are eligible for free bus transportation to and from school.
- High school, junior high school and elementary age students participate in University Interscholastic League (UIL) academic and fine arts contests every year.
- Alvin ISD's tax rate: $1.3282 per $100 of assessed value.
- In addition to regular education, the district's curriculum includes programs in Special Education, Gifted and Talented education, Career and Technology education.
- Athletes excel in a wide range of sports including football, volleyball, basketball, baseball, softball, soccer, gymnastics, golf, track and field, swimming and diving, water polo and tennis.
- High school seniors are admitted into some of the best colleges and universities in the nation including Duke University, Texas A&M University, the University of Texas, Notre Dame, Purdue, MIT and others.

<u>*District Information*</u>

301 E. House Street

Alvin, Texas 77511

Phone: (281) 388-1130 or visit their website at www.alvinisd.net

Community Highlights

Community Highlights

Alvin Community College

Alvin Community College (ACC) is a public community college, located in Northern Brazoria County. The college's main campus is located at 3110 Mustang Rd., and can be accessed from SH 35 bypass, near the Nolan Ryan Center. ACC Pearland is located in the heart of historic downtown Pearland, at 2319 North Garland Blvd., just off FM 518. Starting in the fall of 2008 ACC will be expanding westward, offering night classes in Manvel at Manvel High School, and in Shadow Creek Ranch at Nolan Ryan Jr. High School. ACC is primarily a 2 year institution, but through teaming with the University of Houston, ACC is offering senior level courses at local campuses.

2008 Fall Enrollment: 4,500

Interesting facts…

- ACC's Child Development Lab School offers professional child care for the children of students and employees. This enables them to provide on hands experience for Early Childhood Development students.
- The Dual Credit Program offers high school juniors and seniors the opportunity to enroll in college level courses and receive high school and/or college credit.
- For those seeking a career move, ACC offers courses such as CPR (Basic Life Support), Basic EMT, Food Service Management, Pharmacy Technology, Realtor and Bank Teller training, plus a host of other courses.
- The Education 2 Go program offers a variety of online computer courses.
- The Continuing Education Department offers Independent School District (ISD) Substitute Teachers and Paraprofessional Training sessions.
- ACC offers a Marine Robotics Technology Program. This program is a combination of electronics and robotics applied to the ocean environment. Graduates can acquire work as Remote Operated Vehicle (ROV) pilots and ROV technicians earnings very competitive salaries in the Oil and Gas Industry.
- ACC offers many cultural events. The ACC Theatre puts on more than 5 productions a year and two Children's Theatre productions that take place during the summer. The ACC Art Gallery is open year round and houses works created by ACC students and other organizations and schools
- Living within the ACC District or service area, one can enjoy the benefits of paying in-district fees. Out-of-District school fees are also very attractive compared to a 4-year university.

For additional information…

Call (281) 756-3500 or visit their website at www.alvincollege.edu

Community Highlights

Community Highlights

Population Demographics

	2000 Census
Alvin City Limits	21,413
Estimated Current	24,013
Brazoria County	241,767
Estimated Current	286,337

The following information based on a 5-mile radius from downtown Alvin, Texas

	1990 Census	2000 Census
Population by Gender		
Male	16,640	20,569
Female	16,790	20,736
Population by Race/Ethnicity		
White	28,973	34,191
Black	608	777
American Indian or Alaska Native	147	215
Asian or Pacific Islander	186	370
Some Other Race	3,516	4,650
Two or More Races		1,103
Hispanic Ethnicity	6,476	10,766
Not Hispanic or Latino	26,954	30,539
Population By Age		
0-4	2,833	3,372
5-14	5,751	7,025
15-19	2,703	3,420
20-24	2,464	2,764
25-34	5,851	5,714
35-44	5,055	6,813
45-54	3,736	5,418
55-64	2,528	3,412
65-74	1,434	2,072
75-84	854	1,000
85+	221	296
Median Age	30.2	32
Households by Income		
$0 - $15,000	2,252	1,885
$15,000 - $24,999	1,989	1,661
$25,000 - $34,999	1,853	1,788
$35,000 - $49,999	2,298	2,222
$50,000 - $74,999	2,084	3,288
$75,000 - $99,999	704	1,813
$100,000 +	318	1,561
Housing Units		
Total Housing Units	12,886	15,199
Owner Occupied	7,526	9,946
Renter Occupied	3,977	4,273
Vacant	1,385	981
Marital Status		
Age 15+ Population	24,845	30,909
Married, Spouse Present	15,540	18,243
Educational Attainment		
Age 25+ Population	19,678	24,725
Graduate	5,746	6,987
Some College- No Degree	4,738	6,668
Associates Degree	1,373	1,734
Bachelor's Degree	2,209	2,805
Graduate Degree	868	1,176

**Information from the The Greater Houston Partnership.Org*

Area Demographics

Area Demographics

Major Employers

Alvin Independent School District	2,000
EchoStar/Dish Network	550
WalMart	514
Alvin Community College	500
Solutia, Inc.	465
INEOS Olefins & Polymers	429
Ron Carter	310

College/University in Alvin

Alvin Community College located at 3110 Mustang Road, Alvin

Other Colleges/Universities with over 2,000 students near Alvin

San Jacinto College- South Campus (14 miles)
San Jacinto College- Central Campus (20 miles)
University of Houston- Clear Lake (18 miles)
University of Houston- Downtown (24 miles)
Texas Southern University (24 miles)
Rice University (25 miles)
University of St. Thomas (26 miles)

Airports certified for carrier operation nearest to Alvin

William P. Hobby (17 miles)
Ellington Field (17 miles)
Brazoria County (24 miles)

Other public-use airports nearest to Alvin

Alvin Airpark (1 mile)
Wolfe Airpark (6 miles)
Pearland Regional (9 miles)

Hospitals/Medical Centers near Alvin

Alvin Urgent Care- 400 Medic Lane
Clear Lake Regional Medical Ctr (12.3 miles)
Memorial Hermann Southwest (13.5 miles)

Amtrak Station

Located at 902 Washington Ave, Houston, Tx (18 miles)

Banks

First National Bank of Alvin
First State Bank
Guaranty Bank
Hometown Bank of Alvin
Moody National Bank
Regions Bank
Texas Advantage Bank
Wells Fargo Bank
Wood Forest National Bank

Savings & Loans Association

Chocolate Bayou Community FCU
Associated Credit Union of Texas

Hotel Accommodations

Americas Best Value Inn & Suites
Best Western Alvin Inn
Comfort Inn
Days Inn
Rodeway Inn & Suites

Communications

Newspapers-
- The Alvin-Sun Advertiser
- The Facts
- Houston Chronicle

Area Demographics

Area Demographics

Nolan Ryan Exhibit Center

Located inside the Nolan Ryan Center, the exhibit is a showcase of legend's career from Little League Baseball to the Majors, including interactive exhibits. The center also features a gift shop. The exhibit center is located off South Bypass 35 in Alvin, adjacent to Alvin Community College.

Alvin Antique Center & Marketplace

Located on South Highway Bypass 35, the center is a 55,000 square foot facility, with approximately 150 dealers. The antique mall sells American and European furniture, art, pottery, primitives, clocks, radios, coins, jewelry, arcade and pinball machines, along with many other hard to find and interesting items.

Froberg Farms

Visitors are offered an opportunity to tour the facility and pick their own homegrown fruits and vegetables. A visit to the fall/winter store also offers a wide variety of fruits and vegetables, including dried beans, homemade fruit, nut and fried pies, canned jellies, preserves and relishes. They are located off Highway 6 on County Road 190.

Alvin Historical Museum

The Alvin Historical Museum is located at 300 West Sealy Street. Visitors can tour the museum exhibits every Thursday and Friday from 11:00AM to 3:00PM. Visitors can also enjoy the gift shop which offers items such as calendars, ornaments and 1915 directories.

Area Attractions

Area Attractions

January
AISD Mustang Bayou Turbo Turtle Race

February
Alvin Evening Lions Club Pancake Supper
Annual Chamber Banquet

March
Soroptimist Int'l of Alvin-"Men Who Cook"
Alvin Noon Lions Club Annual Auction & Fish Fry
Alvin Ducks Unlimited Annual Banquet & Auction

April
Kiwanis Club Annual Crawfest and Shrimp Boil
Alvin Parks & Recreation Easter Eggstravaganza
Alvin Garden Club Annual Garden Tour
St. John's Annual Spring Festival
Alvin Library League Annual Used Book Sale
Alvin Garden Club Annual Flower Show & Plant Sale

May
Cinco De Mayo Celebration
Alvin Rotary Club Annual Frontier Day Festival
Alvin-Manvel COC Annual Golf Tournament
Shimek's Gardens Annual Opening

June
Annual Tour de Braz Bike Ride
Alvin–Manvel Relay for Life (American Cancer Society)

July
Alvin 4th of July Celebration

August
Alvin Police Dept. National Night Out
Alvin Youth Soccer Tournament
Kidfest

September
Alvin's All American Festival
Blue Santa Motorcycle Ride
Alvin Community College Septemberfest

October
Alvin Express Baseball Tournament
Brazoria County Fair & Rodeo
Alvin EMS Annual Haunted House
Paws & Claws Rolling Thunder Rally
ACC Fall Festival & Carnival
Alvin Parks & Recreation Trick or Treat Trail
Hallelujah Night at Victory Camp
Fall Festival at Heights Baptist Church
Alvin Senior Center Celebrity Murder Mystery Dinner Theatre
Alvin Lutheran Church– Oktoberfest
Grace Episcopal Church– Annual Pumpkin Patch

November
Alvin Rotary Club Novemberfest
Alvin Museum Society Evening With the Stars
ACC Annual Veteran's Day Ceremony
ACC Festival of Lights

December
Walk-A-Christmas Mile
ACC Foundation Annual Christmas Gala
Alvin-Manvel Area COC Christmas Celebration
Holiday in the Park
Victory Camp "Christmas Train"
Alvin Senior Center Annual Breakfast with Santa
ACC Holiday Theatre Production
Alvin Volunteer Fire Department Annual Christmas Open House
Holiday Classic Basketball Tournament

Community Events

Community Events

Ruben Adame Park

City Parks for your enjoyment

Site	Location	Acres	Restrooms	Covered Pavilions	Baseball Fields	Softball Fields	Football Fields	Soccer Fields	Volleyball Courts	Basketball Courts	Tennis Courts	Playcomplex	Walking/Jogging Trail	Bike Trail	Swimming Pool	Parking	Handicap Parking	Bleachers	Electricity	Picnic Tables	Swings	Slides	Drinking Fountains
Bob Briscoe Park	3201 S. Hwy 35	42	Under Construction																				
Bob S. Owen Pool	919 Bayou Dr.	1	X	X									X	X	X	X	X	X	X	X		X	X
Citizen Park	Gordon/Willis St.															X	X						
Depot	121 E. Willis St.	1	X									X	X	X		X	X						
Hugh Adams Park	3502 Mustang	1		X								X	X	X		X				X	X	X	X
Lions Park	1060 College Dr.	7.5	X		X								X	X		X		X	X				X
Marina Park	Hwy 6/Bowling Alley	2.7																		X			
Morgan Park	1500 W. South St	10	X		X	X			X			X				X	X	X	X	X	X	X	X
National Oak Park	118 S. Magnolia	10		X									X	X		X		X	X	X	X		X
Newman Park	1200 Newman St.	2.5		X	X	X		X		X		X	X			X	X	X		X	X	X	X
Pearson Park	2200 W. Park Dr.	24	X	X		X	X	X		X	X	X	X	X		X	X	X	X	X	X	X	X
Prairie Dog Park	575 E. Hathaway	1.1		X								X	X	X		X	X			X	X		X
Ruben Adame	801 Shaw St.	1.7		X	X	X		X		X		X	X	X		X			X		X	X	X
Sealy Park	206 S. Durant	1.7								X		X				X				X	X	X	X
Talmadge Park	Talmadge/Sixth	1.7			X	X		X				X				X				X		X	
Tom Blakeney Jr. Trail	Nat'l Oak Park to Pool	.75 mi from Nat'l Oak Park to Pool											X	X		X	X						

Area Parks

Area Parks

MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Paul A. Horn, City Manager

DATE: July 31, 2008

SUBJECT: Proposed Fiscal Year 2008-2009 Annual Budget

In accordance with our City Charter, we are pleased to submit the proposed City of Alvin Annual Budget for the fiscal year beginning October 1, 2008. This budget represents our best estimate of expected City revenues, the allocation of operating funds necessary to provide services to our citizens, a true representation of debt obligation by the City, and recommended capital projects needed to maintain the growth of the City. The Annual Budget, once approved by Council, will become the Staff's guideline for management of funds and the tool for Council's financial control.

SUMMARY

This year the City will be able to balance its General Fund while providing Alvin's first ever general homestead property tax exemption. The City's sales tax revenue has slowed due to the economy; however we still forecast an increase of approximately 3%. The City is also experiencing a significant increase in fuel prices and electricity rates which have impacted the current budget and will continue into 2008/09. In response to such inflation, we have initiated a number of control measures and policies to minimize the overall impact on future budgets. With the addition of a significant number of new residential homes built this past year, the City will see a growth in property tax revenue in FY 2008-2009.

The City has completed its new Fire Station #3, which along with extending water mains over the past several years, has allowed the City to seek a Public Protection Classification rating of 3 up from its current Classification of 5. This new rating will reduce insurance rates for all Alvin residents and businesses.

In 2006-2007 and 2007-2008 the City borrowed $6,005,150 in Certificate of Obligation Bonds to fund a much needed elevated water storage tank and a major upgrade to our Waste Water Treatment Plant. These are major capital improvements to the City's utility system. The City is completing the storage tank in 2008 and will complete the upgrade on the treatment plant in 2009. Council has appropriated funds for our ongoing replacement of aging iron water lines and sewer collection lines. These projects will also be completed in 2009. Based on recommendations of our financial advisors the City has made adjustments in its water, sewer, and sanitation rates annually since 2005 to account for actual inflation. This policy has improved our credit rating and allowed the City to make the infrastructure improvements necessary to keep up with our growth.

Other considerations included in this proposed budget are:

- Funds have been provided for a 2% cost of living increase. We also shifted all pay grades by 2% to maintain a correct salary structure. Police officers are exempted and their increase is covered by contract.
- Three new employee positions are proposed – an Assistant Fire Marshal, a Building Inspector I, and a Drainage Supervisor.
- IESI will pay the City $1,000 per month for recycled materials rather than pay Keep Alvin Beautiful for the actual sales. The City proposes to increase its contribution to Keep Alvin Beautiful from $12,000 to $15,000.
- Beginning in FY 2008/09 the City will charge all street related expenditures directly from the Sales Tax Fund rather than through the General Fund, with a monthly reimbursement. This will require additional administrative controls, but will be easier and more straightforward to explain.

ECONOMIC GROWTH

Alvin has executed a Developer's Agreement with Aperion for a 3,537 acre mixed use development on the west side of town. The development is located on SH 288 and FM 1462 and will include commercial, retail and residential components. The residential will become home for approximately 25,000 people. The commercial and retail areas will be annexed into the City and the residential area will be developed in a new ETJ Municipal Utility District established to fund the massive required utility infrastructure. Likewise, the City is negotiating a Developer's Agreement with Tri-Star for a 1500 acre tract and with Apex for a 300 acre tract just south of the Aperion site. These will be mixed use developments similar to the Aperion project. Alvin expects work to begin on these projects in about 18 months with a total build-out by 2025.

Alvin is seeing some of the same residential growth slow-down that other communities have seen. In FY 2005-2006 the City permitted 201 new homes. In FY 2006-2007 the City permitted 111 new homes. In FY 2007-2008 the City expects to permit 70 homes.

The status of new platted subdivisions is shown below:

NEW SUBDIVISION STATUS

Subdivision	Lots	% Lots Built	% Homes Built
Forest Heights	307	100%	44%
Hamilton Square	120	100%	93%
Callaway Crossing	17	100%	41%
Royal Estates	19	100%	42%
North Pointe Trails	210	100%	30%
Midtown Park	264	32%	13%
Mustang Crossing	480	30%	14%
Kendall Lakes	1867	17%	.4%
Hunter's Cove	41	100%	07%

The City is anticipating approximately 75 new homes to be built in FY 2008-2009.

Alvin's economy is strong. In addition to the residential growth, the City is seeing commercial growth. In 2007 calendar year, 25 new commercial occupancy permits were granted and $7 MM permitted. The 2000 census shows the City's population at 21,000 and in 2008 we are at 25,000 with 47,000 in population within a 5-mile radius of downtown. Current new projects are:

- Goe Harley Davidson Dealership – 20 jobs and $7 MM investment
- Crown Dental – 12 jobs and $750,000 investment
- BeAed Manufacturing – 50 jobs and $1.5 MM investment
- IESI South Texas Regional Headquarters – 5 jobs and $3 MM investment
- Shintech Manufacturing to build an $800 MM plant with 120-150 jobs just to the southeast of the city
- Roadway Inn & Suites on SH 6, close to completion
- Holiday Inn & Suites on SH 35 Bypass, under construction
- La Quinta Inn permitted with construction scheduled for fall 2008

The intersection of Highway 6 and 35 Bypass is developing quickly. An Office Depot is almost completed next to Home Depot including two new retail pad sites. Across the Bypass in a new retail complex, Alvin Crossing, a new Walgreen's and Burger King are the first of several stores to be developed. Across Highway 6 in a new retail complex Palais Royal and a Hibbett Sports are scheduled to be completed next year.

To address the need of our senior citizens with moderate to low income, there are three new facilities being built. Laurel Court, a 125 bed assisted care facility is under construction. Two senior apartment complexes are to begin construction later this year. Melbourne is 130 units and Wood Forest is 250 units.

Alvin Community College just completed a $20,000,000 Science/Health Science building to expand its quality nursing program. Alvin High School has completed a multi-phase program to replace all of its existing buildings with new buildings. The campus is now second to none in the area. A new Junior High has also been built and will be ready to open this September.

Alvin is also working with the Port of Freeport to establish a second Free Trade Zone in our City. These, along with our excellent highway and railroad infrastructure, will position Alvin to become a sought after light industrial and distribution center.

QUALITY OF LIFE

The City is focusing its attention on Quality of Life. The City has funded and supported new parks, existing park improvements, recreational and senior citizen programs, a Library, and a Museum over the past years and continues to do so.

This past year the City has updated its ordinances to insure our housing meets the minimum health and safety standards deserved by all citizens. We also funded and purchased new Code Enforcement computer hardware and software. This year we have provided funding for an additional Building Inspector to implement and enforce the new RV Park and Manufactured Home ordinances enacted by Council. The City's annual licensing fees for RV and Manufactured Home Parks will cover the added cost for regular inspection. There will be no net impact to the City's financial picture.

The City is actively making capital improvements in our new Bob Briscoe Park. Council has appropriated $967,000 for these improvements. We will be building four new lighted soccer/football fields with a concession complex. We will also install a playground and a concrete hike and bike trail. With the assistance of the C&R District, we are improving the wet detention lake in the Park to increase its depth and shape the banks.

Last year the City organized the first All American Festival over the Labor Day weekend. It was a great success with over 5000 attendees. Many civic groups and businesses came together to make it truly a community affair. Work is underway to make the second All American Festival even better than the first.

2007 – 2008 Accomplishments

Improve Economic Development for the Community

- Updated the City's Manufactured Home and RV Park ordinances.
- Launched new Economic Section for City Website
- Executed Developers Agreement for a 4000 acre Master Planned Community on SH 288 at CR 60.

Improve Services for the Community

- Establish Homestead Exemption for 2008
- Completed construction of new Fire Station on the west side of the City.
- Updated Inter-local agreement with C&R #3
- Upgraded GIS System to a more public friendly configuration
- Purchased and installed new Code Enforcement software
- Evaluated and implemented digital records filing and retention system in Clerk's Office
- Updated City Personnel Manual
- Improved Communication to Public

Improve the Image and Recreation Opportunities to the Community

- Improved Code Enforcement procedures
- Began work on Phase II of the Bob Briscoe Park
- Finished and opened the Depot

Improve City Utility Services and Advance Mobility Projects for the Community

- Appropriated funds for major upgrades to the City's 30 year old Waste Water Treatment Plant
- Continued the City's program to replace deteriorating iron water lines in a planned and systematic manner.
- Continued the City's program to install new sewer lines or liners to reduce infiltration/inflow during rain.
- Installed a new elevated water tower on the north side of the City.
- Completed improvements necessary to upgrade City Fire rating

2008 – 2009 Goals

Improve Economic Development for the Community

- Execute Developer's Agreement for additional Master Planned Developments on SH 288.
- Continue Economic Development Strategy and Plan for the City.
- Update the City's Subdivision Ordinance.
- Update Comprehensive Plan
- Publish and Distribute City Annual Report
- Develop a Conference Center via a Joint Venture
- Consider increase in the Homestead Exemption

Improve Services for the Community

- Offer Citizens a Charter Review Update
- Revise and Streamline the City's Ethic Ordinance
- Develop Council Operating Procedures.
- Explore and address Humane Shelter Facilities on Hwy 6
- Implement new Code Enforcement software
- Upgrade audio and video systems in the Chamber to improve presentation.
- Update Apartment Ordinance to include minimum safety requirements (City of Houston model)
- Investigate Long-Term Plans for City Cemetery
- Purchase new Pumper Truck
- Install OSSI Emergency Dispatch System
- Install new Emergency Generator at APD
- Move APD Emergency Generator to City Hall
- Consider ordinance to Limit Commercial False Alarms
- Digitize and Index City files
- Establish Railroad "Quiet Zones" at Tovrea, Gordon, and Second St.
- Beautify Downtown Corner at Gordon and Willis

Improve the Image and Recreation Opportunities to the Community

- Finish the Bob Briscoe Park
- Complete Phase 2 of the Hike and Bike Trail – from the City pool to South Street

- Make improvements to the Hike and Bike Trail in National Oak Park
- Beautify Downtown corner at Willis and Gordon
- Install directional signs for Parks at highways
- Consider Building a Dog Park
- Consider Night Recreational Program

Improve City Utility Services and Advance Mobility Projects for the Community

- Make major upgrades to the City's 30 year old Waste Water Treatment Plant
- Continue the City's program to replace deteriorating iron water lines in a planned and systematic manner.
- Continue the City's program to install new sewer lines or liners to reduce infiltration/inflow during rain.
- Develop and implement plan to reduce flooding around High School.
- Update City Thoroughfare Plan
- Implement FEMA Community Rating Service Program
- Continue efforts to Extend FM 528 and advance Grand Parkway and Hwy 35 Toll-roads

TIRZ #2

TIRZ #2 was formed in 2003 for the development of the Kendall Lakes subdivision. Construction on the first four subdivision Sections began in February 2006 with construction of homes beginning in early 2008 Approximately seventy percent of the property tax derived from the incremental improvements will be used by the developer for the construction of public infrastructure. Thirty percent will be directed to the City for Administrative, Police, and Emergency Services. The City will also receive construction Impact Fees and residential water and sewer service fees. This development has reserved about 30% of its area for commercial development.

GRAND PARKWAY AND ALVIN TOLL-WAY

TXDOT has selected the proposed routing for the Grand Parkway. The route will connect SH 288 at CR 60 to SH 35 near Liverpool, follow 35 north around Alvin to just past FM 517, and then connect eastward to I-45 at CR 646. The detail highway schematics and environmental impact are now being done. The Brazoria County Toll-Road Authority has entered into an agreement with the Harris County Toll-Road Authority to let Harris County take the lead in working with TXDOT to do this project.

TXDOT has completed its analysis of the SH 35 Corridor. It is recommending a toll-way beginning a Spur 5 near the University of Houston following Mykawa Road down to Alvin where the existing 35 will be improved from Alvin to Angleton. This toll way project is supported by the Cities of Alvin, Pearland, League City, and Brookside, by the County and by the Chocolate Bayou Chemical Companies. Due to a lack of general funding for new highways, this project schedule has slipped. Carter-Burgess Engineering is doing the environmental studies, but TXDOT has taken over the detail schematics to do in-house. The next public meetings are scheduled for late 2008.

Both of these new roads will have a major impact on Alvin mobility and will allow reasonable commuting times between Alvin and Houston, Clear Lake, and Sugarland. This will result in Alvin becoming a residential alternative for a greater number of people.

PROJECTED REVENUES

The proposed budget is based on the following estimated revenues:

General Fund

The Brazoria County Central Appraisal District has provided the City of Alvin a certified roll. The final net taxable value is $909,102,653. The tax levy is $7,305,549. The city has a collection history of 96.5% of the total levy, so therefore only 96.5% of the tax levy is budgeted.

Sales Tax Fund

The sales tax revenue for FY 2007-2008 was budgeted at $3,574,986. Sales tax has continued slower, but upward trend for much of the 2007-2008 fiscal year. Also, with the opening of new retail businesses in Alvin, the Sales Tax was budgeted for FY 2008-2009 at $3,810,460.

Utility Fund

Water and sewer revenue for FY 2007-2008 is projected to be $5,511,257. Due to Consumer Price Index increases, the revenues for FY 2008-2009 have been increased by 2.5% to $5,732,382.

Sanitation Fund

The City solicited competitive proposals for sanitation services in 2005. The contract provides for an annual CIP adjustment and a cost of fuel adjustment. The contractor, IESI, has formally submitted its proposed 2.5% adjustment to the City. The fuel adjustment calculation represents an increase of 5.0%. While not approved at this time, the proposed budget includes funds of this amount. Prior to final approval of this budget, Council will consider approval of the annual adjustment and new customer rates.

FRANCHISE REPORT

Comcast Cable

Comcast is the current cable operator in Alvin. In 1999, the fiber optic rebuild of the cable system was completed. Time Warner (now Comcast) informed the City that it would not be collecting franchise fees on cable modem services based on an FCC declaratory ruling. That ruling is currently on appeal. In January, 2007 Comcast and Time Warner announced that they had completed the distribution of assets of their Texas and Kansas City Cable Partnership. Comcast received the pool of assets consisting of the partnership's Houston cable system (the "Houston Pool"), which serves approximately

790,000 basic cable providers. Annual revenues to be received from Comcast in fiscal year 2007-2008 are approximately $160,946.

Texas-New Mexico Power Company
The City Council approved a ten-year franchise agreement with Texas New Mexico Power Company ("TNMP") in December, 2003 to operate an electric utility system in the City. On July 26, 2004 the City of Alvin was notified that TNP and First Choice had agreed to an acquisition of the companies by PSC, a major investor-owned utility in New Mexico. The projected annual revenues to be received in fiscal year 2007-2008 from TNMP are approximately $823,391.

Reliant Energy- Houston Lighting and Power Company
Reliant Energy-Centerpoint Energy serves a small portion of the City of Alvin and operates its electric utility system pursuant to Chapter 20 of the Code of Ordinances, City of Alvin, Texas. The projected annual revenues to be received from Centerpoint in fiscal year 2007-2008 are approximately $16,209.

Centerpoint Energy- Entex
By Ordinance No. 68-C the City Council granted a franchise to Houston Natural Gas Corporation (now "Reliant Energy- Entex") to operate a natural gas pipeline system within the City to provide natural gas service to the Community. The projected annual revenues to be received in fiscal year 2007-2008 from Entex are approximately $59,726.

AT&T
As a result of HB 1777 (codified as Chapter 283 of the Local Government Code) which became effective on September 1, 1999 the City has no franchise agreement with AT&T or other certified telecommunications providers. The PUC has established the access line rates under the statue for such providers. The projected annual revenues to be received in fiscal year 2007-2008 from the certified telecommunications providers are $149,094.

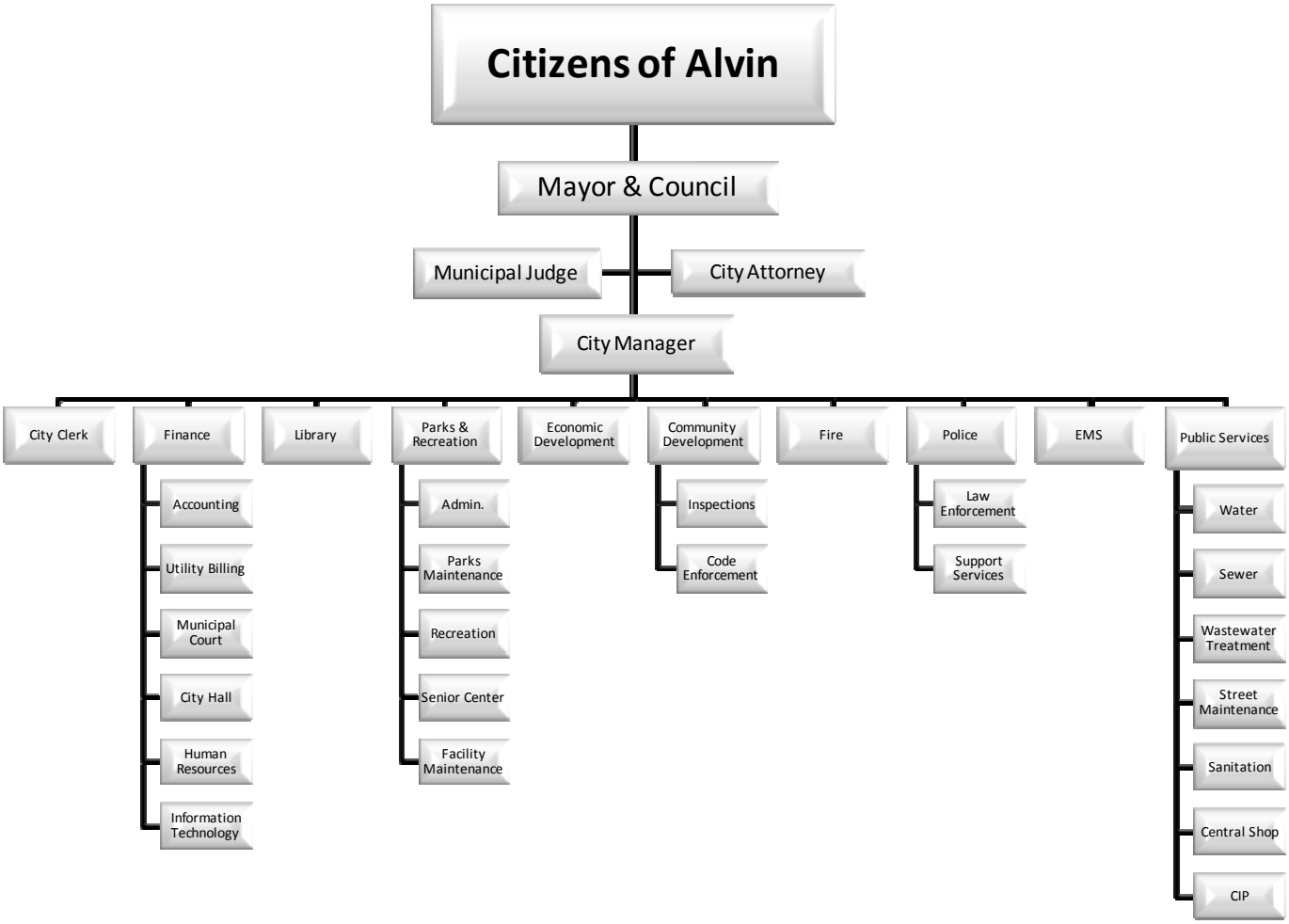
DONATION POLICY

The Donation policy will ensure that the City has an updated list of appropriate items and services that could be donated to the City. The policy provides opportunity to the Parks Board, Planning Commission and others to input to the list. The list would be reviewed and approved by Council each year.

REAL PROPERTY INVENTORY

A copy of the Real Property Inventory update is provided for Council review, and will be made available in the Council conference room.

City of Alvin
Organizational Chart



CITY OF
ALVIN, TEXAS

OFFICIALS & CONSULTANTS

Officials:

Paul Horn	City Manager
Bobbi Kacz	City Attorney
Tommy Peebles	City Clerk
Suzy Kou	Director of Finance
Mike Merkel	Chief of Police
Rex Klesel	Fire Chief
Larry Buehler	Director of Economic Development
Ron Schmitz	Director of EMS
Michelle Holley-Lira	Director of Community Development
David Kocurek	Director of Public Services
Ed Hersh	Director of Parks & Recreation
Danna Kay Wilson	City Librarian

Consultants:

Donna Starkey	Municipal Court Judge
Bill Pannell	Alternate Municipal Court Judge
Abel R. Longoria	Medical Director
Null-Lairson, PC	Auditor
Coastal Securities	Financial Advisor
Vinson & Elkins, L.L.P.	Bond Counsel

ORDINANCE NO. 08-GG

AN ORDINANCE OF THE CITY OF ALVIN, TEXAS ADOPTING THE BUDGET FOR THE CITY OF ALVIN, TEXAS FOR FISCAL YEAR 2008-09; DIRECTING THE CITY CLERK TO POST A COPY OF THE BUDGET ON THE CITY OF ALVIN WEBSITE; AND SETTING FORTH OTHER PROVISIONS RELATED THERETO.

WHEREAS, state law and the City's Home Rule charter require that the City enact an annual budget: and

WHEREAS, the city desires to comply with sound budgetary principles and protect the citizens of the City by maintaining a fund balance adequate to cover the needs of the City during fiscal year 2008-09; and

WHEREAS, the budget for fiscal year 2008-09 reflects Council's best efforts at providing a balanced budget and maintaining the necessary fund balance to meet the City's needs; **NOW, THEREFORE,**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS;

Section 1. That the City Council hereby adopts the recitals and findings set forth in the preamble hereof.

Section 2. That the City Council hereby adopts the City of Alvin Annual Budget for fiscal year 2008-09, a copy of which is attached hereto and incorporated herein by reference. Such budget is adopted by the favorable vote of a majority of the members of the City Council of the City of Alvin in a Council meeting duly assembled in accordance with Article VII of the Home-Rule Charter of the City of Alvin, Texas.

Section 3. That the City Council files the budget with the municipal clerk and directs the City Clerk to post a copy of the budget on the City of Alvin website.

Section 4. **Open Meetings Act.** It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

PASSED AND APPROVED on first reading on the 4 day of September, 2008.

PASSED AND APPROVED on second reading on the 11 day of September, 2008.

ATTEST:

By: Thomas W. Peebles
Thomas W. Peebles, City Clerk

CITY OF ALVIN:

By: Gary Appelt
Gary Appelt, Mayor

ORDINANCE NO. 08-HH

AN ORDINANCE OF THE CITY OF ALVIN, TEXAS LEVYING TAXES FOR THE YEAR 2008.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALVIN, TEXAS:

That there be and is hereby levied for the year 2008 on all real and personal property within the City limits of the City of Alvin, Texas, except so much thereof as may be exempt by the Constitution and laws of the State of Texas and of the United States the following:

Section 1. An ad valorem tax of and at the rate of $0.6544 on the One Hundred Dollars valuation of the real and personal property and mineral royalties owned within the City limits of Alvin on the first day of January 2008 to provide for the current expenses of the City of Alvin, Texas (General Fund).

Section 2. An ad valorem tax of and at the rate of $0.0133 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the General Obligation Refunding Bonds, Series 1998.

Section 3. An ad valorem tax of and at the rate of $0.0104 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the Certificates of Obligation, Series 2000.

Section 4. An ad valorem tax of and at the rate of $0.0238 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the General Obligation Bonds, Series 2002.

Section 5. An ad valorem tax of and at the rate of $0.0442 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the General Obligation Refunding Bonds, Series 2002A.

Section 6. An ad valorem tax of and at the rate of $0.0064 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the General Obligation Refunding Bonds, Series 2003.

Section 7. An ad valorem tax of and at the rate of $0.0046 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the Tax Anticipation Notes, Series 2005.

Section 8. An ad valorem tax of and at the rate of $0.0149 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the Certificate of Obligations, Series 2006A.

Section 9. An ad valorem tax of and at the rate of $0.0130 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the Certificate of Obligation, Series 2006C.

Section 10. An ad valorem tax of and at the rate of $0.0157 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the Tax Anticipation Notes, Series 2007.

Section 11. An ad valorem tax of and at the rate of $0.0029 on the One Hundred Dollars valuation of the real and personal property situated and owned within the City limits of Alvin on the first day of January 2008 to pay current interest and to provide a Sinking Fund on the Certificate of Obligation, Series 2008A.

Section 12. Taxes are to be calculated on the basis of one hundred percent (100%) of assessed value for the 2008 tax year.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A TAXABLE VALUE OF A $100,000 HOME BY APPROXIMATELY $10.40.

A total tax rate of all property was set at $0.8036 per One Hundred Dollars valuation, and such total tax rate was adopted by the favorable vote of a majority of the members of the City Council of the City of Alvin, Texas in a Council meeting duly assembled in accordance with the Home-Rule Charter of the City of Alvin, Texas and such action is hereby ratified, confirmed and affirmed.

Section 13. **Open Meetings Act.** It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't Code*.

PASSED AND APPROVED on first reading on the 4 day of September, 2008.

PASSED AND APPROVED on second and final reading on the 11 day of September, 2008.

ATTEST: CITY OF ALVIN, TEXAS

By: Thomas W. Peebles
Thomas W. Peebles, City Clerk

By: Gary Appelt
Gary Appelt, Mayor

BUDGET PROCESS

General Budget Requirements

Budget Process

The budget process is an instrumental key to the development of the City of Alvin's strategic plan. This allows the departments an opportunity to reassess goals and objectives and determine a means for accomplishing them. Budget preparation begins eight months prior to the Council adoption of the final budget in September.

- The City Manager, between 60 to 90 days prior to the start of each fiscal year, shall submit to the Council a proposed budget. It should provide a complete financial plan for the fiscal year and shall be prepared in accordance with generally accepted accounting standards and guidelines established by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

- The budget and all supporting schedules shall be filed with the City Clerk, submitted to the council and shall be a public record. The City Manager shall provide copies for distribution to all interested parties.

- The Council shall fix the time and place of a public hearing on the budget and shall cause to be published in the official newspaper of the city, a notice of hearing setting forth the time and place thereof at least five days before the date of such hearing. All interested parties shall be given an opportunity to be heard for or against any item or the amount of any item contained.

- Prior to October 1, the budget shall be enacted by a favorable majority of the members of the council.

- Upon adoption, the budget shall be in effect for the fiscal year. A copy of the budget as finally adopted shall be filed with the City Clerk and the City of Alvin Library. The final budget shall be reproduced and electronic versions and/or printed copies shall be made available for the use of all offices, departments and agencies and for the use of all interested persons and organizations.

- From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the object classes therein named. Budget adjustments within a department are approved by the City Manager. All supplemental appropriations for a department should be approved by the City Council.

Budget Phases

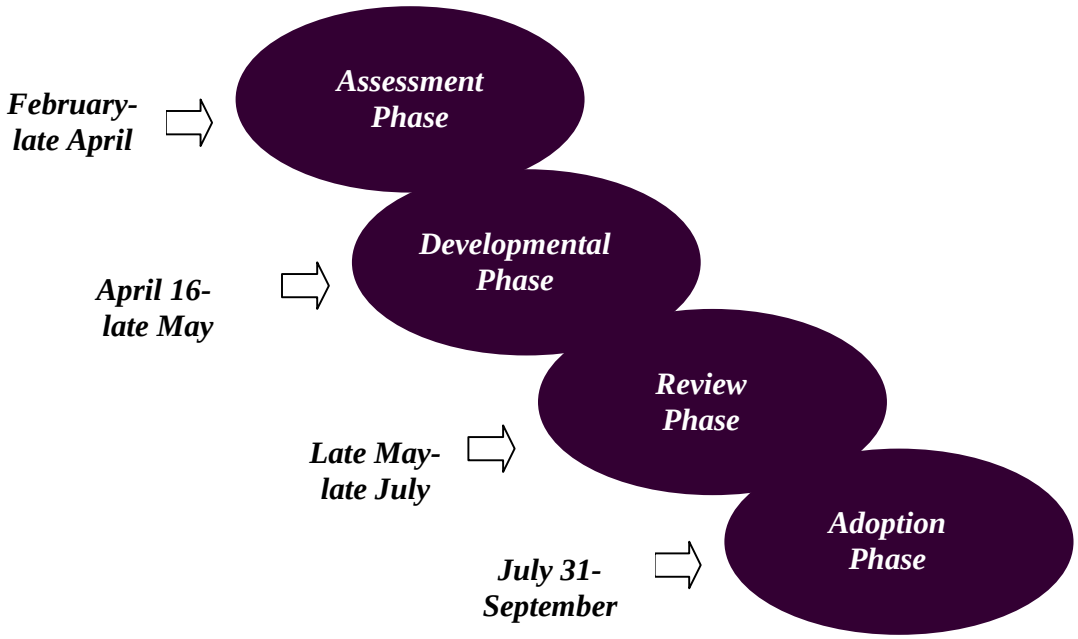
- Assessment Phase- This phase consists of assessing our current financial conditions and determining the existing needs within the City, evaluating short and long range economic and financial forecasts. Community feedback is extremely important in helping to establish priorities and determines a means of accomplishing those objectives for the coming budget year(s). Recommendations from the Parks Board, Planning Commission and City Departments are also reviewed.
  Time Frame: February through late April

BUDGET PROCESS

- Developmental Phase- The development phase begins with distribution of budget instructions to all departments. Departments begin the process of developing program budgets addressing program objectives, setting goals and prioritizing needs for each program. Short term and long term operating needs and capital outlay requests are determined during this phase.
  Time Frame: Late April through late May

- Review Phase- This phase begins with the submission of budgets by each department. The City Manager begins reviewing departmental budgets and objectives to ensure that City needs and Council priorities are being met while maintaining the fiscal integrity of the City. The City Manager meets with each department head to review their budget with the end result being the creation of a balanced budget the City Manager will submit to Council for adoption.
  Time Frame: Late May through late July

- Adoption Phase- A proposed budget is presented to City Council by the City Manager. Work sessions are held by Council to review the proposed budget. A special City Council meeting is held for Council to vote to exceed 3% above the effective tax rate along with public hearings on the proposed budget and property tax rate. The adoption phase concludes with the first and second reading of the Budget and Tax Rate Ordinances in September. The new fiscal year begins October 1st.
  Time Frame: Late July through September



BUDGET PROCESS

Property Tax

- The council shall have the power under the provisions of the state law to levy assess and collect an annual tax upon real and personal property within the city to the maximum provided by the constitution and laws of the State of Texas. The city council shall also have the power to levy other taxes consistent with the laws of the State of Texas.

- All real and personal property within the city not expressly exempted by law shall be subject to annual taxation.

- The amount in the final adopted budget shall be the determination of the amount of the levy for the purposes of the city in the corresponding tax year; provided, however, that in no event shall such levy exceed the legal limit provided by the constitution and laws of the State of Texas.

Fiscal 2008-09 Annual Operating and Capital Plan
Calendar of Events for Budget Preparation and Adoption

April 16,	Kick off meeting for budget 2008-09
May 12,	Preliminary values for 2008 available from Appraisal District
May 23,	Departments' Budget Requests submitted
May 29,	Review Council goals 2007-08, discuss Council goals 2008-09
May 24 - July 9	Budget review by the Manager and department heads.
July 10,	Council Budget Workshop
July 23,	Certified Values for 2008 received from Appraisal District
July 31,	City Manager Proposes Budget (Special Council Meeting) and sets date and time for public hearing on the budget
August 7,	Include with City council meeting *(Council to vote to exceed 3% above the effective tax rate).* Set dates and time for two public hearings on tax rates on August 19 and 26th
August 14 & 19	Council work session(s) on proposed budget
August 19,	Public hearings on proposed budget and property tax.
August 26,	Council work session on proposed budget (if necessary) Second Public Hearing on Tax Rate
September 4,	Budget and tax rate ordinance adopted on first reading.
September 11,	Budget and tax rate ordinance adopted on second reading.
October 1,	Fiscal Year Begins

ACCOUNTING SYSTEM
Description of Funds and Fund Types

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent the means by which spending activities are controlled. The City uses six fund types and two account groups.

GOVERNMENTAL FUNDS- Governmental type activities are accounted by four fund types, which are the General Fund, Special Revenue Fund, Capital Projects Fund and Debt Service Fund.

- **General Fund -** The General Fund is used to account for all financial transactions which are not accounted for in another fund. The principal source of revenues of the General Fund is property taxes, sales taxes, franchises, and fines and forfeits. Expenditures are for general government, finance, public safety, public works, culture parks maintenance and recreation, community development and other community services.

- **Special Revenue Funds -** The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, or major capital projects) that are legally restricted to expenditures for special purposes. Special revenue funds include State of Texas and Federal grants as well as Hotel/Motel tax revenues. The City has the following special revenue funds:

  Hike & Bike Trail System Fund- *This fund accounts for a grant for the Hike & Bike Trail System in the City.*

  Hotel/Motel Tax Fund- *Revenues are from a room occupancy tax with expenditures for the promotion of tourism and the convention and hotel industry.*

  Municipal Library Building Fund- *To account for interest earned from investments of customer deposits in the Enterprise Fund and interest earned on fund investments. Funds are expended for the benefit of the City of Alvin Library.*

  Special Investigation Fund- *This fund receives a share of money and property seized during drug related arrests. The funds are used by the police department for investigations involving drugs.*

ACCOUNTING SYSTEM
Description of Funds and Fund Types

Municipal Court Building Security Fund- *This fund is set up to account for monies collected and used from Municipal Court fees required by state law for Municipal court building security purposes.*

Municipal Court Technology Fund- *This fund is set up to account for monies collected and used from Municipal Court fees as required by state law for Municipal technology purposes.*

Donations- *To account for donations received by the City. Funds are expended as specified by the donation.*

- **Capital Projects Fund -** The Capital Projects Fund is used to account for the proceeds from the sale of general obligation bonds and expenditure of these proceeds for the acquisition or construction of fixed assets as designated in each bond issue or as authorized by Council. Sources of revenues are primarily proceeds of general obligation debt and transfers from other funds.

- **Debt Service Fund -** The Debt Service is used to account for the payment of interest and principal on all general obligation debts of the City. The primary source of revenue for debt service is property taxes.

- **Sales Tax-Street Improvements Fund -** The Sales Tax Street Improvement Fund is used to account for a portion of the Sales taxes received that Council has designated to be used for street projects, to support the streets and provide engineering and maintenance support of street. The primary source of revenue is sales taxes received by the City.

- **Permanent Fund -** The Permanent Fund is used to account for the handling and maintaining of the City's Cemetery.

PROPRIETARY FUND

- **Enterprise Funds**

The Enterprise Funds are proprietary funds used to account for operations that are financed and operated in a manner similar to private business enterprises- where the intent of the government's council is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user

ACCOUNTING SYSTEM
Description of Funds and Fund Types

charges; or where the government's council has decided that periodic determination of net income is appropriate for accountability purposes.

Water & Sewer- *To account for revenues and expenses for water and sewer services for the residents of the City.*

Sanitation- *To account for the revenues and expenses for solid waste collection, disposal services for the residents of the city and recycling education.*

Emergency Medical Services- *To account for revenues and expenses for emergency medical service for the residents of Alvin and the surrounding area.*

INTERNAL SERVICE FUND- Internal Service funds are used to account for operations services provided by one department to other departments in the City on a cost reimbursement basis.

- **Central Shop-** To account for revenues and expenses for central shop which handles the maintenance of vehicles and equipment for the different departments of the City.

- **Vehicle Replacement Fund-** To account for the accumulation of vehicle replacement cost and purchase of vehicles.

ACCOUNT GROUPS

- **General Fixed Assets Account Group** - This account is established to account for the fixed assets owned by the City exclusive of those relating to proprietary fund operations. Expenditure transactions to acquire general fixed assets occur in the General Fund, Special Revenue Funds and Capital Projects Fund.

- **General Long-Term Debt Account Group** - This account group is used to account for the City's long-term liabilities which include general obligation bonds, certificates of obligation, time warrants, and capital lease obligations due at varying dates through 2029.

ACCOUNTING SYSTEM
Description of Funds and Fund Types

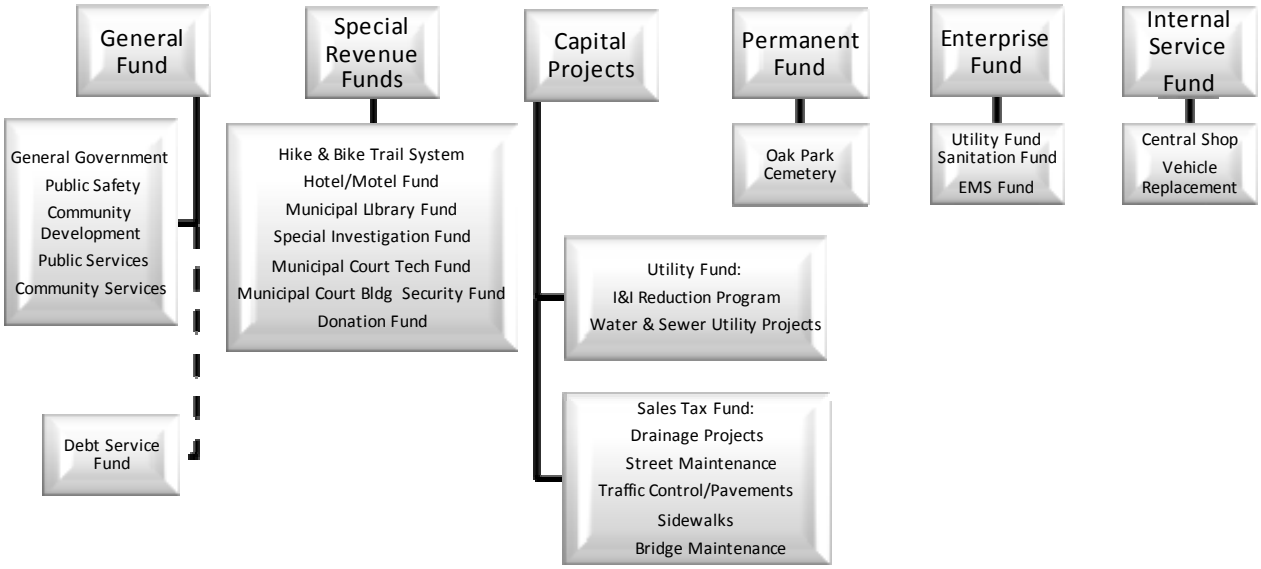
MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

- The City employs the modified accrual basis of accounting all funds except the Enterprise Fund. Under this basis of accounting, revenues are recognized when they become susceptible to accrual, i.e., both measurable and available to finance expenditures of the current period and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period. Such time thereafter should not exceed 60 days. Expenditures are recorded when a liability is incurred with the exception of debt service expenditures, which are recorded only when payment is due. The Enterprise Fund uses the accrual basis of accounting recognizing revenues when earned and expenses when incurred. Accounts receivable for services are recorded when billed. Unbilled amounts are not material and have not been accrued in the proprietary fund.

BASIS OF BUDGETING

- For budget purposes, all funds are budgeted according to the appropriate basis of fund accounting.

City of Alvin Fund Structure



FINANCIAL MANAGEMENT POLICIES

Reserve Policies

- Resolution 04-R-22, a resolution of the City Council of the City of Alvin, Texas establishes a fund balance minimum of twenty-five percent (25%) of annual operating costs for the General Fund and fifty percent (50%) of annual debt payments for the debt service fund. The City will maintain sufficient funds to operate the City for a period of ninety days. The minimum fund balance of the General Fund should not be less than $1,500,000 plus the balance of the compensated absences which shall include sick leave, vacation and compensatory time.

- In the Water and Sewer Enterprise Fund, the City will maintain an operating reserve of not less than four months of the current year's appropriation for operation and maintenance, which is defined as the total budget less debt service and capital project expenditures. In other enterprise operating funds, the City shall strive to maintain positive retained earnings positions to provide sufficient reserves for emergencies.

- Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases.

Financial Reporting Policies

- The City's accounting and financial reporting systems will be maintained in conformance with current accepted principles and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

- An independent public accounting firm will perform an annual audit.

Debt Service Policies

- Long-term debt will not be issued to finance current operations.

- The final maturity date for any long-term debt will not exceed the expected useful life of the capital improvement so financed.

- Long-term debt will not exceed the City's resources for repaying the debt.

- The city shall have the power to borrow money on its credit, and to issue general obligation bonds for public improvement or any other purpose not prohibited by the constitution and laws of the State of Texas, and to issue refunding bonds to refund outstanding bonds of the city previously issued. All such bonds shall be issued in conformity with the laws of the State of Texas.

FINANCIAL MANAGEMENT POLICIES

- The city shall have the power to borrow money for the purpose of constructing, purchasing, improving or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the constitution or laws of the State of Texas and to issue revenue bonds payable solely from the properties and/or income from those public utilities or recreational facilities.

- The City of Alvin has no debt limit. However, in the State of Texas, General Obligation Bonds must be approved in an election with the majority of the votes cast being in favor of the issuance of bonds.

Personnel Policy

- The City of Alvin's goal is to attract and retain qualified personnel in the City organization by offering a competitive salary and benefit package.

- All full-time and regular part-time positions are carefully evaluated in order to compete with the local job market. New positions are created based on actual needs by a particular department or departments to meet the service delivery needs of the community.

- The City periodically utilizes community service programs for parks and community clean up and beautification. Also, the City makes effective use of temporary agency employees.

Fixed Assets

- These assets will be reasonably safeguarded and properly accounted for, and prudently insured. A fixed asset of the City shall be defined as a purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land or buildings, with the cost or value of such acquisition being $5,000 or more with an expected useful life greater than one year.

ADMINISTRATIVE POLICY

➲ Budget Management and Adjustments

The object of this policy is to establish guidelines and procedures necessary to effectively administer and control the annual budget, a financial plan of operation for the City and the provision of services to the citizens.

- In accordance with the City of Alvin Charter (Article VII, Sec. 14), estimated expenditures shall not exceed estimated revenues. The total estimated expenditures of all fund types shall not exceed the total estimated resources of each fund (prospective income plus cash on hand).

- Responsibility is assigned to the City Manager who then delegates to each department head for maintaining expenditures within each object class account. Department heads are responsible for recommending transfers within the department. Approval from the City Manager is necessary to complete the process.

- All supplemental appropriations should be approved by the City Council.

This policy is necessary to enable a department to continue operations in times of emergency and change, yet still adhere to the budget requirements as outlined in the City Charter.

POLICY STATEMENTS
ON INTERFUND TRANSFERS

In fiscal year 2008/09, the Utility, EMS, Sanitation, and Cemetery funds will be charged the following percentages of franchise fee based on the 2008/09 budgeted operating revenues.

Utility Fund	6%
EMS	2%
Sanitation	6%
Cemetery	46%

The Utility, EMS, Sanitation, Cemetery and Sales Tax funds will also be assessed an administrative charge for IT, Human Resources, City Manager, Accounting and Legal services. These charges are based on percentages of total cost in the affected departments.

Utility	16.99%
Sales Tax	10.41%
EMS	1.10%
Sanitation	0.55%
Cemetery	0.27%

The proposed transfers to the General Fund for fiscal year 2008/09 are listed as follows:

	Franchise	Administrative	Total
Utility	121,264	194,803	316,067
EMS	21,647	12,568	34,215
Sanitation	128,587	6,284	134,870
Cemetery	22,310	3,142	25,452
Sales Tax	0	119,395	119,395

DONATION POLICY

I. Rationale

The City of Alvin desires to grow and prosper, whereby it offers its constituents the highest quality programs, services, facilities, and recreational offerings. There are many individuals, businesses, and entities that welcome the opportunity to be benefactors on behalf of the City. This policy is formulated to be amenable both to those unselfish patrons and sponsors who wish to give real and personal property and services of value to the City and to the recipient—the City, as well. Therefore, this policy is designed to promote the rendering of useful gifts to the City of Alvin with relative ease.

II. General

The City through the different departments will develop a list of acceptable items, with cost estimates with input from the Planning Commission, Parks Board, Senior Citizens Advisory Board, Alvin Volunteer Fire Department, Alvin Police Association and Alvin EMS Volunteer Association. This list will be approved by the City Council. The list may include some of the following examples: Parks playground equipment, Police equipment, Labor for specified projects/activities and other services.

The City of Alvin welcomes donations that appear on a list approved by City Council. Anyone wanting to donate services, real property, personal property, equipment, or money should contact the Finance Department to convey the nature of the gift and any stipulations regarding its use. The Finance Department will seek the City Manager's approval (his/her determination that the proposed donation appears on the pre-approved list, or if the proposed donation has not received approval, then the City Manager will evaluate the proposed donation to ensure that it adheres with this policy and present it for Council approval) prior to presenting the patron with a Donation Form. When the Donation Form is completed, the donated services, items, materials, and property will be accepted as City property. All documentation will reside in the Finance Department.

III. Exclusions

A) Donations of real and personal property, and services are welcome, as long as they are not considered to be "mission critical." Broadly defined, "mission critical" refers to items, services, and property that are essential to the daily operation of the City.

B) Donations will not be accepted from individuals or companies who have had a contractual relationship with the City within the last two years. Donations from franchises, however, will be accepted.

DONATION POLICY

IV. Procedure for Development of List of Desired Items

A) The City Manager will determine if the donation is acceptable based on a consultation with the appropriate department head before donations of real and personal property will be accepted from individuals or companies.

B) Solicitations for donations by employees must be pre-approved by the City Manager.

C) Because every City Department's needs and desires vary over time, this policy provides an avenue for the receipt of myriad acceptable items, materials, property, and services. The following list is a sampling of items and services that are needed by the City of Alvin: park playground equipment, outdoor seating, trees, shrubs, and flowers, park maintenance (adopt-a-park programs), real estate; travel and training, computer equipment, office furniture, office supplies, police, fire, and EMS equipment, food, decorations, and prizes for events, and labor for various projects and activities.

V. Procedure

1. The City of Alvin's Donation Policy will be publicized via the City website, bulletin boards, and civic groups.

2. The appropriate department must justify proposed donations.

3. Proposed donations will be communicated to the City Manager's office for approval.

4. Once approved, the patron will complete a Donation Form, which will serve as a legally binding document conveying the donation from the donor to the City of Alvin.

5. All documentation will reside in the Finance Department.

6. The City Manager will issue a quarterly report listing all donations to the City Council.

7. If a donated item necessitates future insurance and maintenance obligations, the following procedures must be followed:

DONATION POLICY

a. Obtain a complete description of the vehicle or equipment item, including make, model, year, serial number, vehicle identification number, and statement of condition.

b. Provide an estimate of current value and replacement value by using and referring to appropriate trade publications or other sources.

c. Establish and document the need for the item.

d. Estimate associated costs for ongoing maintenance and operations, and provide all documentation to the City Manager and Director of Finance.

2. Donations, which are valued at a sum of five thousand dollars ($5,000.00) or greater, will be recognized by a certificate of appreciation and/or a press release.

VI. Desired Donations

The City Manager's office will be responsible for gleaning input regarding a list of desired items, property, materials, or services from all departments, boards, commissions, associations, and City Council committees. This list will be compiled and updated periodically on the City's website.

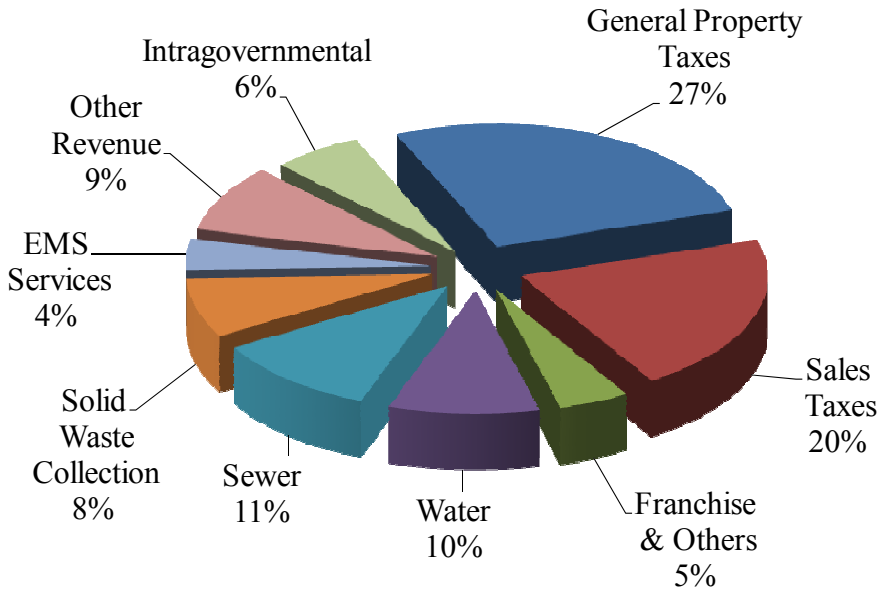
BUDGET SUMMARY
ALL FUNDS

FUND	REVENUES/RESOURCES	ACTUAL 2005/06	ACTUAL 2006/07	BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
111	General Fund	$13,576,083	$16,037,898	$16,037,415	$16,515,576	$16,713,980
113	Tom Blakeney Trail System Fund/PhaseII	92,109	96,967	97,467	100,200	100,700
121	Hotel/Motel Tax Fund	514,339	604,255	562,140	580,031	580,758
122	Municipal Library Building Fund	116,316	116,080	115,064	116,899	81,203
123	Special Investigation Fund	126,817	112,135	88,644	97,050	71,167
124	Municipal Court Building Security Fund	63,572	75,366	84,566	85,516	93,710
125	Municipal Court Technology Fund	17,765	25,647	35,378	35,529	46,429
127	Donation Fund	45,649	72,641	62,939	69,691	51,893
128	Juvenile Case Manager	0	0	0	6,225	16,225
131	Capital Improvement Fund	3,293,997	3,851,130	3,874,390	3,268,890	2,171,079
132	Sales Tax Fund	3,645,020	5,288,358	5,215,151	5,358,823	6,244,506
134	2006 CO Governmental	2,733,623	3,540,025	2,590,704	2,675,969	1,006,505
141	GO Bond Debt Fund	1,428,391	1,496,539	1,811,999	1,757,814	1,632,589
151	Cemetery Fund	466,128	491,363	496,464	489,915	501,648
160	Recycling Grant	18,316	21,093	0	0	0
211	Utility Fund	16,703,514	18,271,377	17,563,926	17,508,223	17,797,001
212	Sanitation Fund	3,873,951	4,235,846	4,315,973	4,233,365	4,470,138
213	EMS Fund	2,031,564	2,190,562	2,019,554	2,095,660	2,176,469
214	Impact Fees	233,823	528,993	526,343	688,819	788,819
221	Central Shop	619,247	607,210	661,020	661,999	658,736
222	Vehicle Replacement Fund	2,129,798	2,369,572	2,436,555	2,480,809	1,844,972
231	2005 WS Bonds Projects	1,844,226	1,070,650	969,756	1,089,775	795,879
232	2006 CO Bonds Projects	4,192,039	4,678,504	4,678,504	4,678,504	3,473,451
342	Senior Fund	23,341	30,522	18,373	22,465	18,915
	Total Revenues/Resources	**$57,789,628**	**$65,812,733**	**$64,262,325**	**$64,617,747**	**$61,336,772**
	EXPENDITURES/USES					
111	General Fund	10,289,571	11,892,028	11,955,995	11,382,105	11,580,207
113	Tom Blakeney Trial System Fund/PhaseII	0	0	0	0	0
121	Hotel/Motel Tax Fund	159,718	225,115	168,247	182,273	160,712
122	Municipal Library Building Fund	6,123	3,016	42,396	35,696	2,600
123	Special Investigation Fund	31,003	24,990	11,347	27,383	0
124	Municipal Court Building Security Fund	200	0	0	1,006	9,000
125	Municipal Court Technology Fund	4,500	269	0	100	10,983
127	Donation Fund	15,930	24,702	16,450	32,798	15,000
128	Juvenile Case Manager	0	0	0	0	0
131	Capital Improvement Fund	2,099,304	1,171,740	1,000,000	1,157,810	60,000
132	Sales Tax Fund	2,600,813	3,672,193	3,516,045	2,948,777	3,793,663
134	2006 CO Governmental	220,766	949,321	0	1,669,464	0
141	Debt Service Fund	1,102,731	1,164,648	1,434,369	1,524,253	1,384,125
151	Cemetery Fund	38,188	43,339	45,267	43,767	55,142
160	Recycling Grant	29,786	21,093	0	0	0
211	Utility Fund	5,196,631	6,977,726	6,284,998	5,837,175	6,065,571
212	Sanitation Fund	1,756,436	1,882,292	1,939,540	1,951,402	2,186,031
213	EMS Fund	1,004,612	1,181,378	1,038,118	1,055,561	1,136,960
214	Impact Fees	0	102,650	0	0	0
221	Central Shop	429,143	461,387	515,407	504,913	563,143
222	Vehicle Replacement Fund	282,279	287,617	993,500	1,012,162	242,000
231	2005 WS Bonds Projects	791,426	100,894	0	293,896	0
232	2006 CO Bonds Projects	122,549	0	0	1,205,053	0
233	2008B CO Bond Projects	0	0	0	1,955,150	0
342	Senior Fund	12,161	21,998	9,700	16,200	12,500
	Total Expenditures/Uses	**$ 26,193,870**	**$ 30,208,396**	**$ 28,971,379**	**$ 32,836,944**	**$ 27,277,637**

SUMMARY OF REVENUES BY SOURCE- *ALL MAJOR FUNDS*

Description	General Fund	Special Revenue Funds	Capital Projects	Sales Tax Fund	GO Bond Debt Fund	Permanent Fund	Utility Fund	Sanitation Fund	E.M.S. Fund	Internal Service Fund	Total
General Property Taxes	$ 5,989,820				$ 1,396,028						7,385,848
Sales Taxes	1,955,810			3,810,460							5,766,270
Franchise & Others	1,279,000										1,279,000
Water							2,721,123				2,721,123
Sewer							3,012,759				3,012,759
Impact Fees											0
Solid Waste Collection								2,140,925			2,140,925
EMS Services									1,133,370		1,133,370
Intragovernmental	629,999		50,000				62,771			874,628	1,617,398
Other Revenue:											
Hotel Occupany Tax		175,000									175,000
Fines & Forfeitures	416,000	27,900									443,900
Permits & Licenses	614,850										614,850
Grant Proceeds	15,000										15,000
Donations		15,000									15,000
Investment Earnings	245,000	12,300	10,000	24,000	3,000	13,000	260,800	47,000	7,000	3,347	625,447
Other Incomes	435,030					42,500	68,500	250	6,000		552,280
Total Revenues	$ 11,580,509	$ 230,200	$ 60,000	$ 3,834,460	$ 1,399,028	$ 55,500	$ 6,125,953	$ 2,188,175	$ 1,146,370	$ 877,975	$ 27,498,170

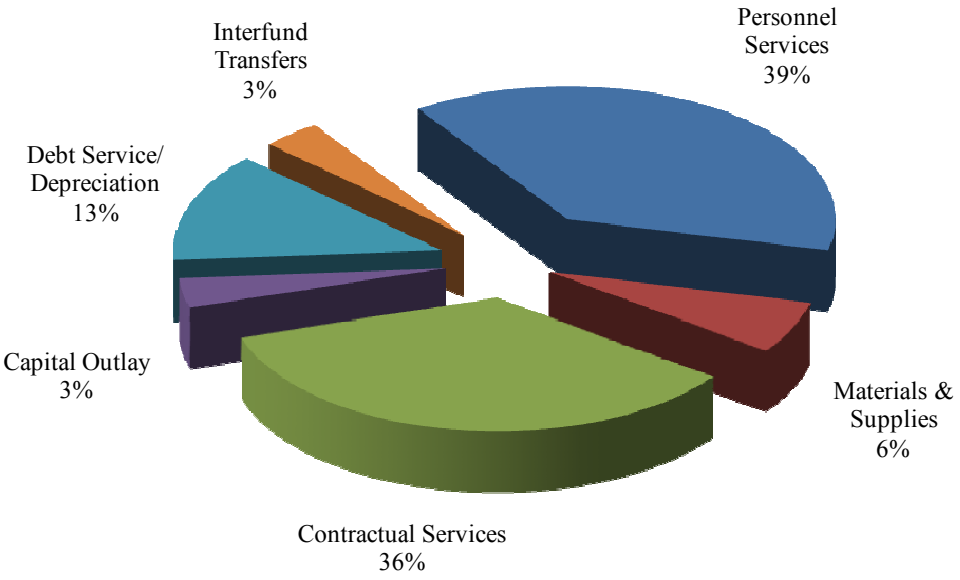
Revenues By Source- Operating Funds
FY 2008-2009



SUMMARY OF EXPENDITURES BY CLASSIFICATION- *ALL MAJOR FUNDS*

Classification	General Fund	Special Revenue Fund	Capital Projects Fund	Sales Tax Fund	GO Bond Debt Fund	Permanent Fund	Utility Fund	Sanitation Fund	EMS Fund	Internal Service Fund	Total
Personnel Services	$ 7,491,871	$ 6,500		$ 806,658			$ 1,275,407	$ 14,330	$ 687,851	$ 213,803	$ 10,496,420
Materials & Supplies	633,436	3,500		273,700			535,500	1,800	132,800	152,750	1,733,486
Contractual Services	3,605,139	145,471		1,755,553		24,500	1,719,084	1,943,426	282,094	196,590	9,671,857
Capital Outlay	74,750	9,000	60,000	558,500			29,750			242,000	974,000
Debt Service/Depreciation		33,824		111,102	1,384,125		2,088,719	28,834			3,646,604
Interfund Transfers				288,150		30,642	417,111	197,641	34,215		967,759
Reimbursements	(224,989)										(224,989)
Total Expenditures	$ 11,580,207	$ 198,295	$ 60,000	$ 3,793,663	$ 1,384,125	$ 55,142	$ 6,065,571	$ 2,186,031	$ 1,136,960	$ 805,143	$ 27,265,137

Expenditures By Classification *FY 2008-2009*



MAJOR REVENUES

General Property Tax Revenues

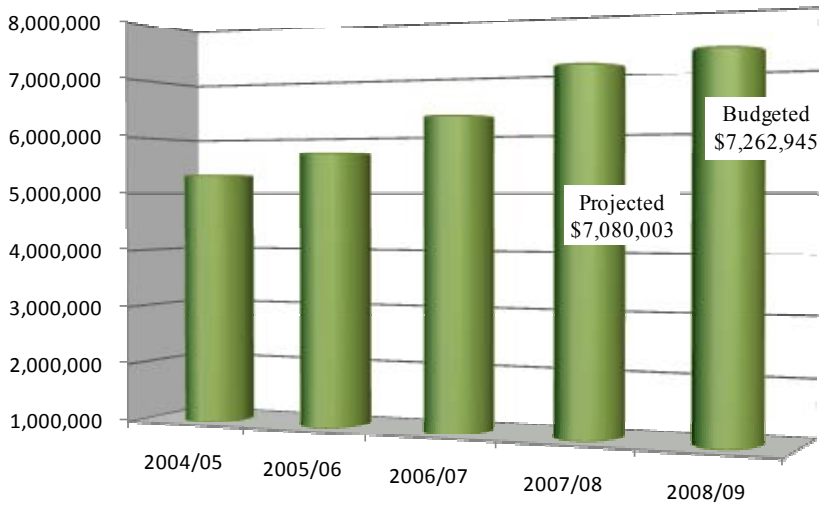
2008-09 Budget: $ 7,262,945 **2007-08 Budget:** $ 7,227,591

The Brazoria County Appraisal District (BCAD) assesses property and establishes the value of property for taxation purposes. Taxable values are set at 100% of the assessed market value after exemptions. The City's property values as certified by BCAD for 2008 are $909,102,653, an increase of $14,550,711 (1.6%) over FY 2007 net taxable value of $894,551,942. FY 2008/09 tax rate is set at .8036, of which .6544 is allocate for General Fund Maintenance and Operations and .1492 being allocated for Debt Service. The percentage of levy collected for FY 2006/07 was 97.2%.

The tax rate is compromised of two components: Debt (Interest and Sinking) to service debt obligations of the City, and Maintenance and Operations (M&O) to provide for operating and maintaining general government functions. The tax rate for 2008 compared to 2007 is as follows:

2008		2007	
$.6544	M & O	$.6440	M & O
.1492	I & S	.1596	I & S
$.8036	Total tax rate	$.8036	Total tax rate

The City sets the tax rate at .8036/$100 for 2008. Thus, City taxes on property valued at $120,000 would be $964.32 ($120,000 ÷ 100 x .8036 = $964.32).



MAJOR REVENUES

Sales Tax Revenue

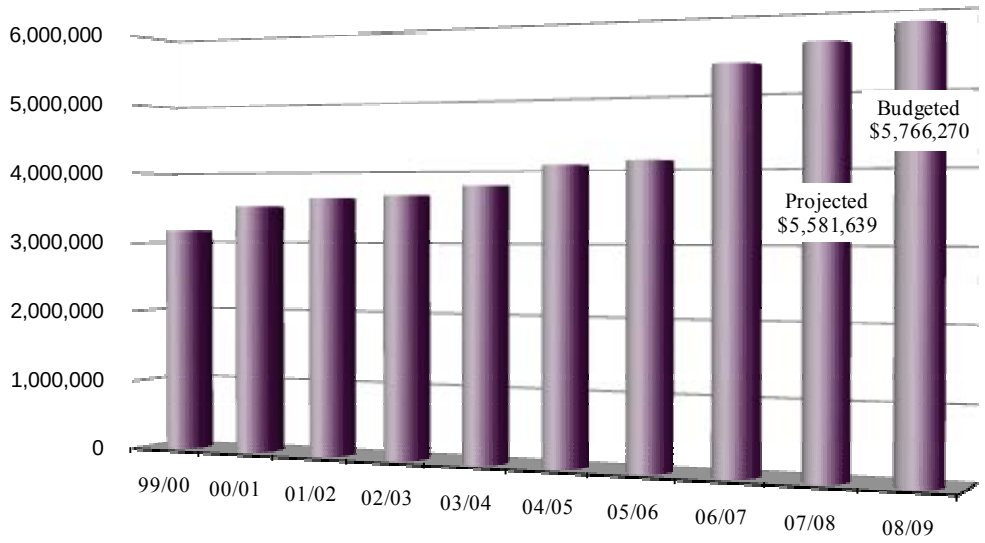
2007-08 Budget: $ 5,766,270 **2006-07 Budget:** $ 5,383,744

The State of Texas is one of a handful of states that do not have a state personal income tax. Therefore, to generate revenue at the local and state level Texas has a sales tax. The sales tax rate for the City of Alvin is 8.25%: 6.25% State tax, 0.5% Brazoria County tax, and 1.5% is the City's share. The City's total estimated revenue from its share of sales tax for FY 2008/09 is $5,766,270, of which $3,810,460 is allocated in the Sales Tax fund for street drainage and sidewalk improvements and $1,955,810 allocated in the General Fund to reduce property taxes.

The City has seen a steady increase in sales tax revenue over the past year as we begin to experience economic growth, in both the residential and commercial areas. In addition to residential growth, the City is experiencing commercial growth. Current projects include three new motels and a variety of retail stores such as Office Depot and Hibbett Sports.

History of Sales Tax

		% Increase/Decrease
2008-2009 Budgeted	5,766,270	3%
2007-2008 Projected	5,581,639	4%
2006-2007 Actual	5,347,220	23%
2005-2006	4,114,053	2%
2004-2005	4,065,372	7%
2003-2004	3,784,147	3%
2002-2003	3,684,901	1%
2001-2002	3,645,886	3%
2000-2001	3,531,531	10%
1999-2000	3,167,985	1%



MAJOR REVENUES

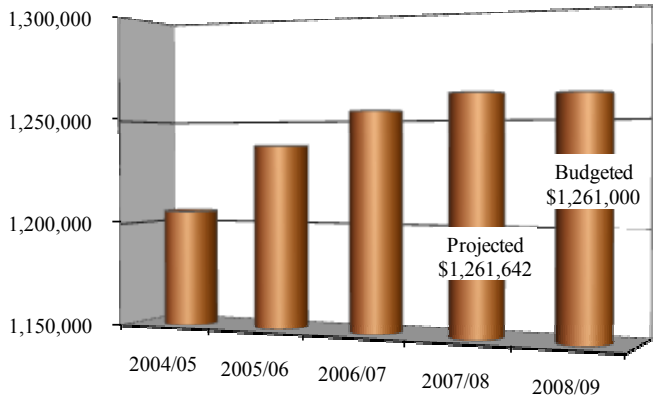
Franchise Tax Revenue

Franchise Tax Revenue

2008/09 Budget: $1,261,000 **2007/08 Budget:** $1,250,000

This revenue is generated through agreements with various utility providers operating within the City of Alvin. The utilities use the City's right of ways to provide their service, and the City is compensated for these usages through the franchise tax. The fees charged are generally based on a percentage of gross receipts generated within the City limits.

Budgeted Components:	Electricity:	$840,000
	Telephone:	150,000
	Cable TV:	159,000
	Gas:	60,000
	Telephone Line Right of Ways:	52,000

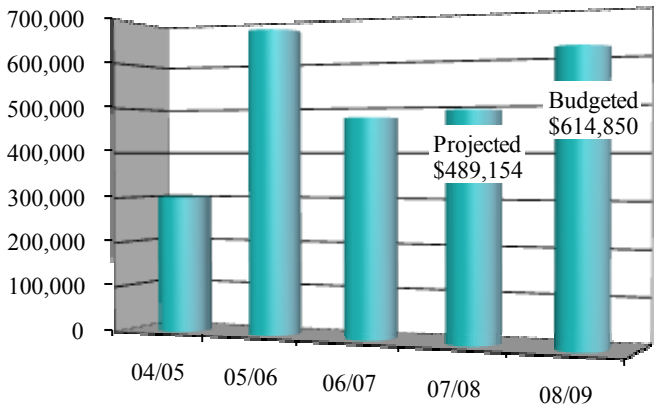


Permits & Licenses Revenue

Permits & Licenses:

2008/09 Budget: $ 614,850 **2007/08 Budget**: $ 676,850

The City assesses certain license and permit fees as a means of recovering the costs associated with regulating various activities. These revenues are generated from businesses, building and developing related permits and licenses, restaurants and other amusement establishments and merchant licenses. The City is anticipating approximately 75 new homes to be built in FY 2008/09.

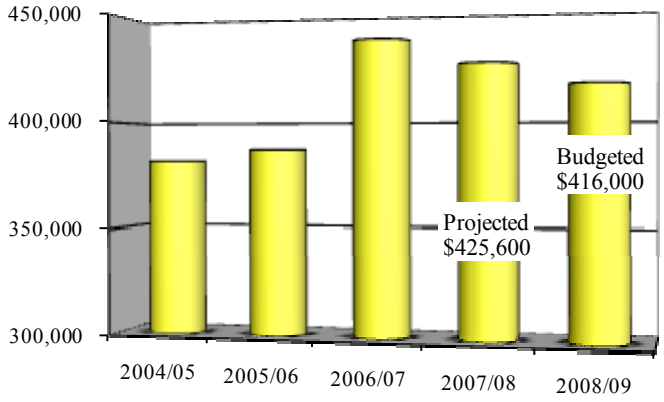


Fines & Forfeitures

Fines and Forfeitures:

2008/09 Budget: $416,000 **2007/08 Budget**: $394,000

The Finance Department/Municipal Court program is responsible for collecting revenues from fines and forfeitures. These fines are primarily derived from violations of local ordinances and traffic offenses. Collections vary from year to year due to some fines and forfeitures being settled by jail time or performing community service. Estimated collections for FY 2008/09 are $416,000.

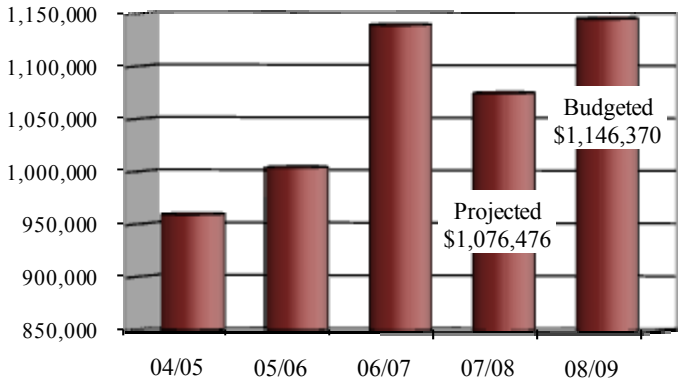


Emergency Medical Services

Emergency Medical Service:

2008/09 Budget: $1,146,370 **2007/08 Budget:** $1,010,370

With the creation of the County Emergency Service District is 2005, the City is now receiving financial support for EMS services rendered outside of the City. With the creation of this district, Hillcrest Village became obligated to provide emergency services to its citizens and elected to contract with the City of Alvin.



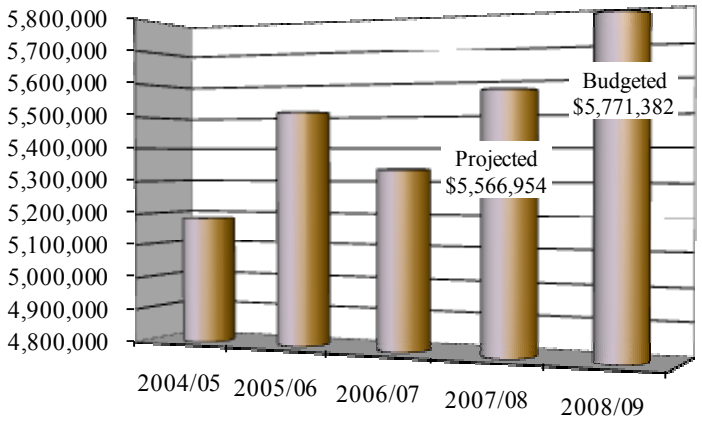
MAJOR REVENUES

Utility Fund– Water & Sewer Revenue

Utility Fund – Water & Sewer Revenues:

2008/09 Budget: $ 5,771,382 **2007/08 Budget:** $ 5,745,475

This fund accounts for the water and wastewater utilities for the City of Alvin. Revenues for this fund are derived primarily from user charges. The budget increase this year is primarily due to commercial and residential growth and an increase in water and sewer rates due to the CPI (Consumer Price Index).

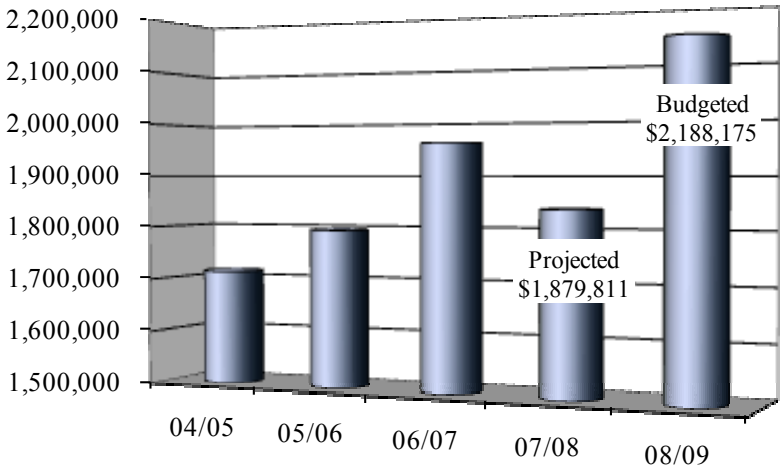


Sanitation Fund

Sanitation Fund:

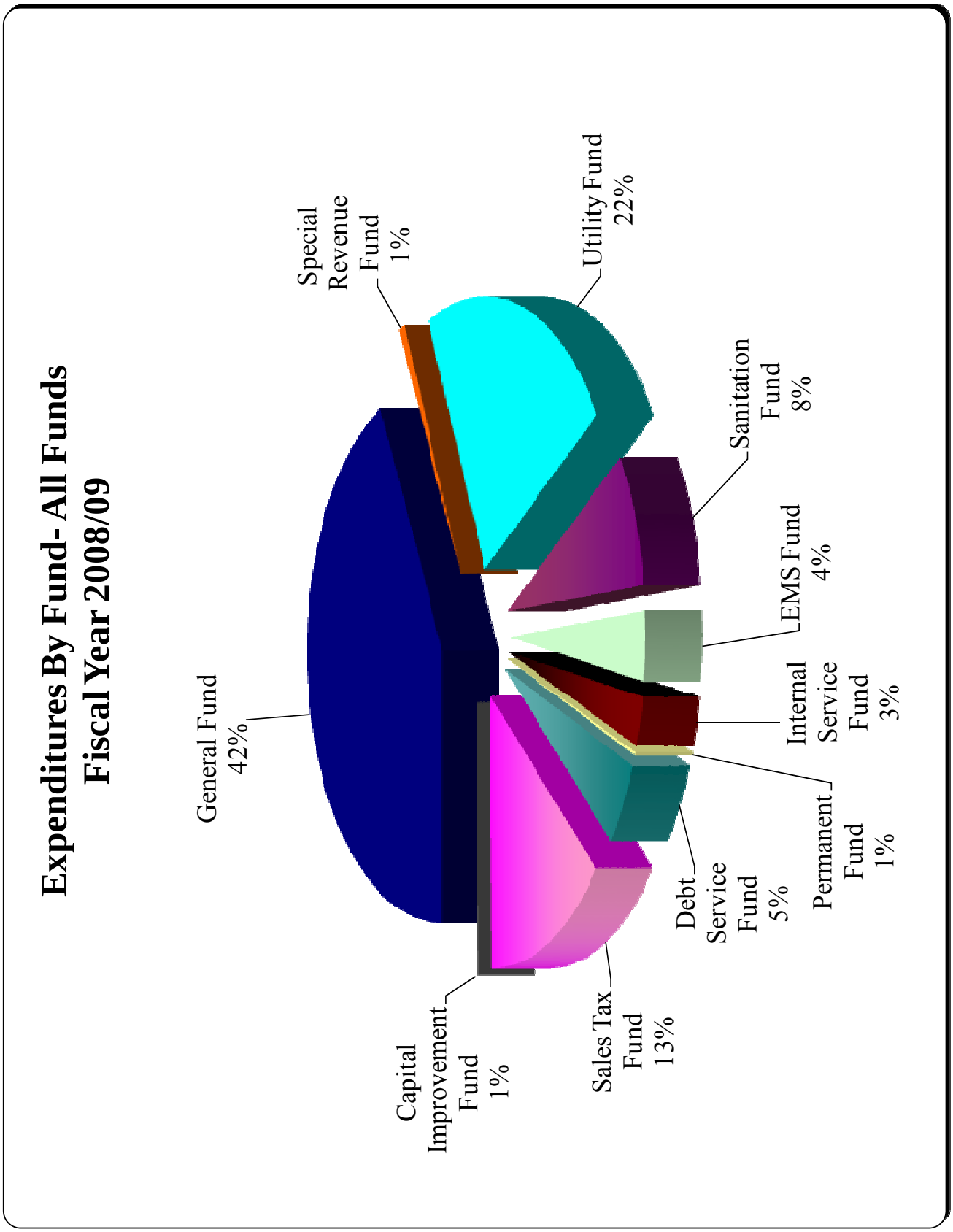
2008/09 Budget: $ 2,188,175 **2007/08 Budget:** $ 1,962,419

In 2005 the City solicited proposals for sanitation services. This action resulted in a 2.1% reduction in the cost of service, but the contract does provide for the company to adjust the contract annually for CIP (Consumer Price Index) and the cost of fuel. This FY revenues are projected to increase due to residential and commercial growth and a CPI (Consumer Price Index) increase.



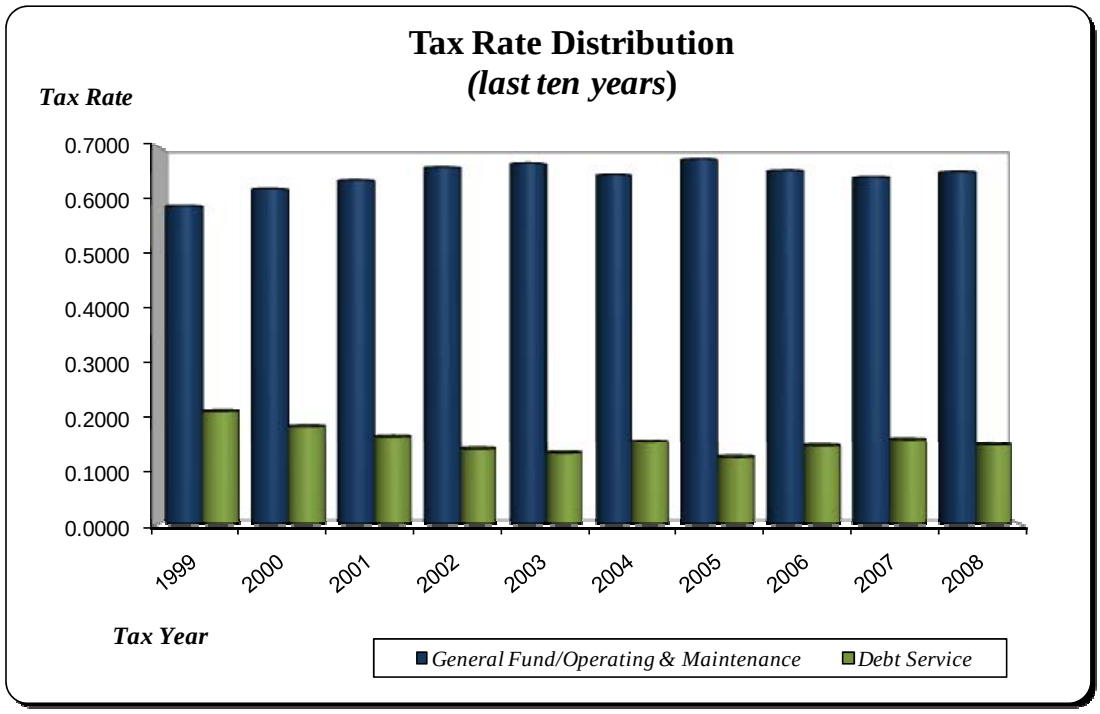
OPERATING BUDGET
BY FUND/DEPARTMENT BY CATEGORY
FY 2008/09

DESCRIPTION	PROJECTED 2007/08	BUDGET	PERSONNEL SERVICES	MATERIALS & SUPPLIES	CONTRACT SERVICES	CAPITAL OUTLAY	TRANSFERS	DEBT SERVICE/ DEPRECIATION	REIMB.
City Council	51,631	55,830	32,941	5,941	16,948				
City Manager	722,509	191,639	185,084	1,600	4,955				
City Clerk	224,964	224,529	178,647	1,415	44,467				
Finance	636,425	1,050,310	572,673	85,323	352,314	40,000			
City Attorney	345,220	332,306	230,256	10,750	91,300				
Police	5,084,344	5,305,376	4,353,896	214,721	726,759	10,000			
Fire	685,071	727,203	274,134	92,195	360,874				
Engineering	0	0							
Community Development	840,494	843,596	662,653	43,030	142,734	24,750			(29,571)
Public Services- Street	0	0							
Public Services- CIP	137,563	93,644	223,824	13,525	51,713				(195,418)
Library	106,670	130,114		6,010	124,104				
Parks & Recreation	1,125,245	1,162,634	579,140	151,626	431,868				
Economic Development	159,347	197,802	135,152	7,300	55,350				
Other Requirements	1,201,984	1,265,225	63,472		1,201,753				
Total General Fund	11,321,467	11,580,207	7,491,872	633,436	3,605,139	74,750			(224,989)
Special Investigation	27,383	0							
Court Building Security Fd	1,006	9,000				9,000			
Court Technology Fund	100	10,983		2,500	8,483				
Donation Fund	32,798	15,000		1,000	14,000				
Hotel/Motel Tax Fund	182,273	160,712	6,500		120,388			33,824	
Water	718,941	846,811	225,318	189,925	416,568	15,000			
Sewer	660,911	735,251	375,613	131,200	220,438	8,000			
Wastewater Treatment	996,923	1,124,888	375,567	185,675	563,646				
Billing/Collection	250,955	238,153	142,187	2,450	93,516				
Public Services- IT	0	52,047		10,000	42,047				
Public Works Admin.	167,026	170,082	144,152	9,250	16,680				
Public Services Facility	117,009	117,450		7,000	103,700	6,750			
Other Requirements	2,925,410	2,780,889	12,570		262,489		417,111	2,088,719	
Total Utility Fund	5,837,175	6,065,571	1,275,407	535,500	1,719,084	29,750	417,111	2,088,719	
Waste Collection	1,897,308	2,125,467			1,927,826		197,641		
Waste Disposal	35,431	43,834			15,000			28,834	
Sanitation- IT	0	1,500		1,500					
Recycling	18,663	15,230	14,330	300	600				
Total Sanitation	1,951,402	2,186,031	14,330	1,800	1,943,426		197,641	28,834	
E.M.S. Fund	1,055,561	1,136,960	687,851	132,800	282,094		34,215		
Municipal Library Bldg Fd	35,696	2,600			2,600				
Permanent Fund	43,767	55,142			24,500		30,642		
Internal Service Fund	1,517,075	805,143	213,803	152,750	196,590	242,000			
TOTALS	$ 22,005,703	$ 22,027,349	$ 9,689,763	$ 1,459,786	$ 7,916,304	$ 355,500	$ 679,609	$ 2,151,377	$ (224,989)

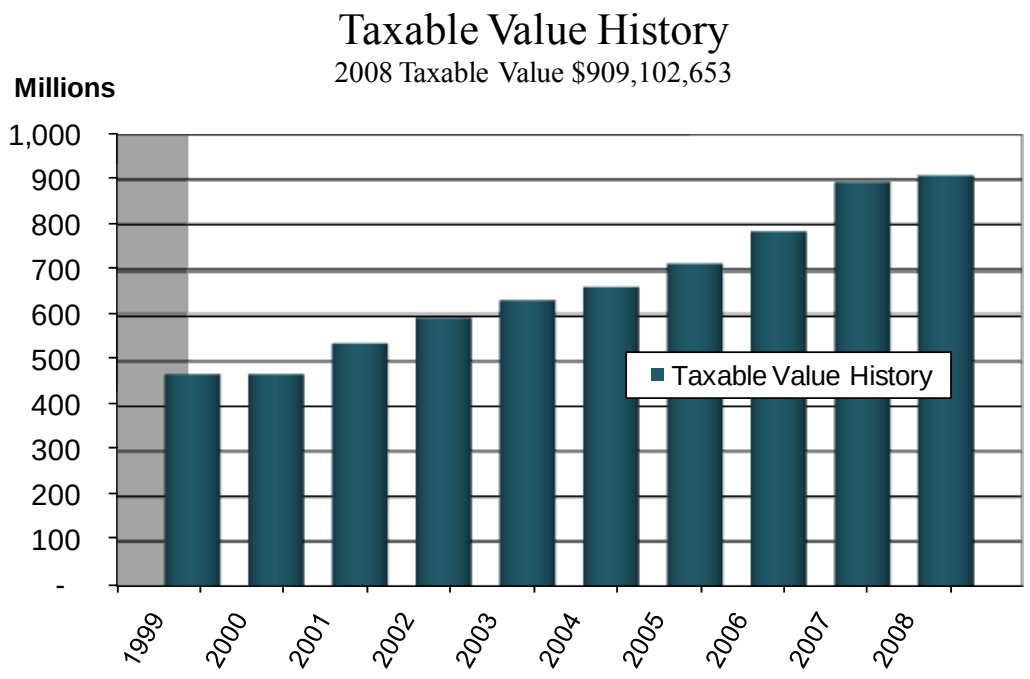

Expenditures By Fund- All Funds
Fiscal Year 2008/09
General Fund 42%
Special Revenue Fund 1%
Utility Fund 22%
Sanitation Fund 8%
EMS Fund 4%
Internal Service Fund 3%
Permanent Fund 1%
Debt Service Fund 5%
Sales Tax Fund 13%
Capital Improvement Fund 1%

TAX RATE DISTRIBUTION

The City is permitted, by Article XI, Section 5, of the State of Texas Constitution and City Charter to levy property taxes up to $2.50 per $100 of assessed valuation for general government services, within the $2.50 maximum levy there is no legal limit upon the amount of property taxes which can be levied for debt service. The property tax rate to finance general government service and debt service for the 2008/09 fiscal year is $ .6544 and $ .1492, respectively, per $100 of assessed valuation. The 2008 assessed value is $909,102,653.



YEAR	GENERAL FUND O & M	DEBT SERVICE	TOTAL TAX	TAXABLE VALUE
1999	0.5920	0.2116	0.8036	469,964,849
2000	0.6215	0.1821	0.8036	495,541,410
2001	0.6381	0.1655	0.8036	537,843,592
2002	0.6628	0.1408	0.8036	596,476,416
2003	0.6702	0.1334	0.8036	633,444,214
2004	0.6486	0.1550	0.8036	663,767,721
2005	0.6784	0.1252	0.8036	713,516,249
2006	0.6565	0.1471	0.8036	788,463,747
2007	0.6440	0.1596	0.8036	894,551,942
2008	**0.6544**	**0.1492**	**0.8036**	**$ 909,102,653**



City of Alvin Top 10 Taxpayers

2008-2009	**Type of Property**	**2008 Taxable Value**
Wal-Mart Stores & Wal-Mart Stores East, Inc.	Discount Store	$ 19,220,480
Home Depot & HD Development	Lumber & Hardware	12,041,120
Weatherford US, LP.	Petroleum	13,713,340
Alvin Autoland, Inc.	Auto Dealership	10,353,500
Ron Carter Chrysler	Auto Dealership	6,342,050
Texas-New Mexico Power Co	Electric Utility	7,590,860
Team Industrial Services, Inc.	Oil Field Services	7,409,392
Southwestern Bell Telephone Co.	Telephone Utility	6,036,570
Axens North America, Inc.	Industrial Warehousing	6,969,950
Highland Square, Ltd.	Shopping Center	5,803,700
Sub-total of Top Ten Taxpayers		95,480,962
All Others		813,621,691
Total Assessed Valuation		**$ 909,102,653**

The Brazoria County Appraisal District is responsible for establishing appraised values according to procedures established by the Texas Legislature. Property taxes each year are levied on October 1st and are due upon receipt. They become delinquent on February 1st of the following year. The City's property taxes are billed and collected by the County Tax Assessor-Collector. After certification of the taxable values by the Central Appraisal District, the County bills the City's tax levies (around October), with additional tax bills sent in December, February, April and July. In July, delinquent taxes are submitted to the County's delinquent tax attorneys for final collection or other disposition.

AUTHORIZED FULL-TIME PERSONNEL
SUMMARY BY DEPARTMENT/PROGRAM
FIVE YEAR COMPARISON

DEPARTMENT/PROGRAM	ACTUAL 2004-2005	ACTUAL 2005-2006	BUDGET 2006-2007	BUDGET 2007-2008	BUDGET 20008-2009	FUNDING SOURCE
GENERAL FUND						
City Manager	2	2	2	2	2	General
Information & Technology	3	3	5	4	0	
City Clerk	3	3	3	3	3	General
Finance						
Accounting/Finance	6	6	6	6	6	General
Human Resources	1	1	1	1	1	General
Municipal Court	2	2	2	2	2	General
Information & Technology	0	0	0	0	2	General
Legal	2	3	3	3	3	General
Police						
Law Enforcement	42	43	47	49	49	General
Support Services	25	25	25	25	25	General
Code Enforcement	4	4	4	4	0	General
Fire	2	4	4	4	5	General
Public Services						
Streets	16	16	17	19	0	
CIP	0	0	0	0	4	General
Engineering						
Engineering	9	9	9	9	0	General
Inspections	3	4	4	4	0	General
Community Development	0	0	0	0	4	General
Inspections	0	0	0	0	5	General
Code Enforcement	0	0	0	0	4	General
Parks & Recreation						
Administration	3	3	3	4	4	General
Parks Maintenance	3	3	4	4	4	General
Seniors Center	3	3	3	2	2	General
Facility Maintenance	1	1	1	1	1	General
Economic Development	0	2	2	2	2	General
TOTAL GENERAL FUND	**130**	**137**	**145**	**148**	**128**	
TOTAL SALES TAX FUND	**0**	**0**	**0**	**0**	**20**	Sales Tax
ENTERPRISE FUND						
Utility Fund						
Water	8	7.5	7.5	6.5	6.5	Utility
Sewer	9	8.5	8.5	9.5	9.5	Utility
Wastewater Treatment	7	8	8	8	8	Utility
Billing/Collection	3	3	3	3	4	Utility
Administration	3	4	4	4	4	Utility
TOTAL UTILITY FUND	30	31	31	31	32	
EMS FUND	2	2	2	2	2	EMS
TOTAL ENTERPRISE FUND	**32**	**33**	**33**	**33**	**34**	
INTERNAL SERVICE FUND/Central Shop	**5**	**4**	**4**	**4**	**4**	Central Shop
GRAND TOTAL- ALL POSITIONS	**167**	**174**	**182**	**185**	**186**	

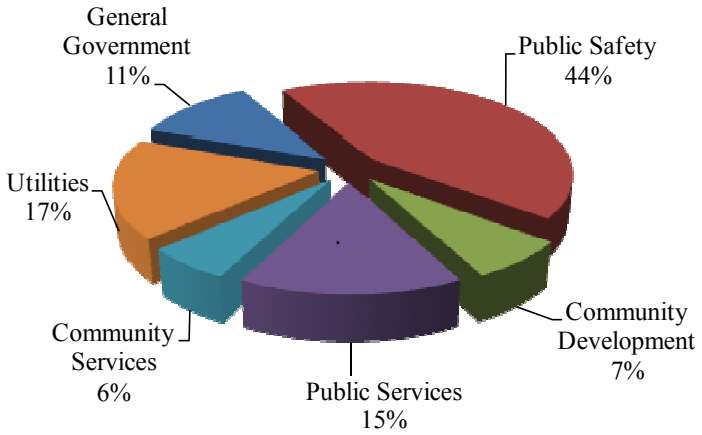
Not reflected above are:
1) Permenant part-time employees (employees required to work less than 40 hours per week on a regular basis)
2) Seasonal employees
3) Volunteers
4) Contractual employees

Personnel Services-Summary By Function

Personnel Services makes up 47.6% of the current City's Operating Budget. General Government consist of the City Council, City Manager, City Clerk, Finance, Legal and Economic Development Departments. Public Safety is made up of Fire, Emergency Medical Services and the Police Department. Community Development is comprised of the Community Development program, Inspection program and Code Enforcement program. Public Services is a combination of the Street program, CIP program and Central Shop program. Community Services is comprised of the Library and all Parks and Recreation programs. Utilities is made up of the Water program, Sewer program, Wastewater Treatment program, Utility Administration program and the Utility Billing program. In the following graph the percentage of staffing is categorized by function.

2008/2009 STAFFING BY FUNCTION

Percent of Total



STAFFING COMPARISON BY FUNCTION

Function	2005-2006 *BUDGET*	2006-2007 *BUDGET*	2007-2008 *BUDGET*	2008-2009 *BUDGET*
General Government	22	22	21	21
Public Safety	78	82	84	81
Community Development	0	0	0	13
Public Services	33	34	36	28
Community Services	10	13	13	11
Utilities	31	31	31	32
Total Authorized Personnel	174	182	185	186

The adopted budget for FY 2008/09 reflects a increase in personnel due to reclassifications and additional positions approved by City Council. Staffing changes included 1) one new Assistant Fire Marshal position 2) one new Inspector I position 3) one new CAD Technician position 4) one new Drainage Supervisor position 5) deletion of one Engineering Tech position and 6) two unfunded positions: CIP/Project Coordinator and CIP/ Cad Tech Aide. FY 2008/09 changes increased staffing by one additional position, for a grand total of 186 funded positions.

General Fund

The General Fund is the chief operating fund of the government. The principal source of revenues of the General Fund are property taxes, sales and use taxes, franchise fees, permit fees, and fines and forfeitures. The primary governmental functions occurring within this fund are general government operations such as City Administration and Finance, Community Development, Public Works, Community Services and Public Safety.

GENERAL FUND
BUDGET SUMMARY

Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Beginning Fund Balance	**$ 3,650,199**	**$ 4,145,870**	**$ 4,145,870**	**$ 5,133,471**
Revenues:				
General Property Taxes	5,157,659	5,769,887	5,674,019	5,893,820
Payment in Lieu of Taxes	47,986	30,000	0	0
Sales Taxes	1,782,764	1,808,758	1,860,916	1,955,810
State Mixed Drink Tax	16,455	14,000	18,218	18,000
Franchise Taxes	1,254,012	1,250,000	1,261,642	1,261,000
Penalty & Interest	91,448	85,000	97,600	96,000
License & Permits	474,027	676,850	489,154	614,850
Grants	15,000	15,000	11,751	15,000
Charges for Services	326,468	282,930	335,704	352,130
Fines & Forfeitures	437,086	394,000	425,600	416,000
Investment Earnings	313,567	239,907	216,440	245,000
Rental Income	50,726	46,300	39,500	48,000
Intragovernmental	298,000	986,095	986,095	629,999
Proceeds of Asset Sales	22,916	0	0	0
Bond Proceeds	231,652	262,468	917,467	0
Other Income	33,425	30,350	35,600	34,900
Total Revenues	**10,553,190**	**11,891,545**	**12,369,706**	**11,580,509**
Total Revenue & Resources	**14,203,389**	**16,037,416**	**16,515,576**	**16,713,980**
Expenditures:				
City Council	47,630	53,252	51,631	55,830
City Clerk	187,393	223,815	224,964	224,529
City Attorney	339,221	325,756	345,220	332,306
City Manager	629,096	762,479	722,509	191,639
Finance	621,263	725,656	697,064	1,050,310
Other Requirements	1,072,412	1,341,594	1,201,984	1,265,225
Police	4,555,993	5,303,177	5,084,344	5,305,376
Fire	624,535	710,702	685,071	727,203
Engineering	538,902	0	0	0
Community Development	0	789,293	840,494	843,596
Streets	235,268	262,468	0	0
CIP	0	0	137,563	93,644
Parks & Recreation	979,425	1,176,654	1,125,245	1,162,634
Library	91,869	117,821	106,670	130,114
Economic Development	134,516	163,330	159,347	197,802
Total Expenditures	**10,057,522**	**11,955,995**	**11,382,105**	**11,580,207**
Revenue Over/(Under) Expenditures	**495,671**	**(64,450)**	**987,601**	**302**
Ending Fund Balance	**$ 4,145,870**	**$ 4,081,420**	**$ 5,133,471**	**$ 5,133,773**

111 - GENERAL FUND
Revenue Detail

Account	Description	Actual 2006/07	Budget 2007/08	Forecast 2007/08	Budget 2008/09
General Property Taxes					
311-1000	Current Tax Collections	$ 5,019,950	$ 5,588,087	$ 5,532,206	$ 5,731,620
311-2000	Delinquent Taxes	134,954	180,000	138,313	160,000
311-3000	Occupation Taxes on Fees	2,755	1,800	3,500	2,200
	Total General Property Taxes	**5,157,659**	**5,769,887**	**5,674,019**	**5,893,820**
Payment in Lieu of Taxes					
312-1000	Payment in Lieu of Taxes	47,986	30,000	0	0
	Total Payment in Lieu of Taxes	**47,986**	**30,000**	**0**	**0**
Sales Tax					
313-1000	Sales Tax Revenue	1,782,764	1,808,758	1,860,916	1,955,810
	Total Sales Tax	**1,782,764**	**1,808,758**	**1,860,916**	**1,955,810**
State Mixed Drink Tax					
314-1000	State Mixed Drink Tax	16,455	14,000	18,218	18,000
	Total Mixed Drink Tax	**16,455**	**14,000**	**18,218**	**18,000**
Franchise Taxes					
316-1000	Gas	51,717	50,000	59,726	60,000
316-2000	Electric	837,249	833,000	839,600	840,000
316-3000	Telephone	151,990	156,000	149,094	150,000
316-3001	Telephone Lines Right-of-Way	54,760	52,000	52,276	52,000
316-4000	Cable TV	158,296	159,000	160,946	159,000
	Total Franchise Fees	**1,254,012**	**1,250,000**	**1,261,642**	**1,261,000**
Penalty & Interest					
319-1000	Penalty & Interest	86,988	83,000	90,500	90,000
319-4000	Renditon Penalty	4,460	2,000	7,100	6,000
	Total Penalty & Interest	**91,448**	**85,000**	**97,600**	**96,000**
License & Permits					
320-2100	Building Permits	126,910	228,000	126,500	190,000
320-2500	Special Permits	580	200	400	200
320-2600	Dog Permits	2,004	1,900	1,750	1,900
320-2700	Demolition	600	700	700	700
320-2800	Electrical Permits	68,286	90,000	55,344	75,000
320-2900	Plumbing Permits	40,729	56,000	35,700	50,000
320-3100	Moving Permits	200	200	100	200
320-3200	Taxi Permits	405	400	500	400
320-3300	Beer Permits	2,160	2,300	2,700	2,300
320-3400	Mechanical Permits	35,710	44,000	34,738	40,000
320-3500	Trailer Park Fees	0	38,000	41,500	38,000
320-3600	Trailer Transfer Fee	0	1,000	0	0
320-3601	Placement Permit Fee	300	700	1,700	700
320-3700	Restaurant Permits	24,150	23,000	26,500	24,000
320-3800	Pool Tables	600	600	700	600
320-3900	Wrecker Permits	1,200	1,500	1,500	1,500
320-4000	Bowling Permits	0	50	50	50
320-4200	Peddlers & Solicitors	0	100	100	100
320-4300	License Test	50	50	50	50
320-4400	Portable Sign Inspection Fees	0	100	0	0
320-4500	Portable Sign Permit Fees	0	0	0	0
320-4600	Re-Inspection Fees	13,650	11,000	10,150	11,000
320-4700	Water/Sewer Tap Inspection Fees	0	1,000	0	0
320-4800	Plan Checking Fee	85,543	100,000	73,372	90,000
320-5000	Animal Pound Fees	4,646	5,000	4,250	5,000
320-5100	Subdivision Plat Fees	6,116	12,000	13,800	12,000
320-5200	Plan Deposit Fee	3,376	3,000	2,500	3,000
320-5300	Engineering Fees- Surveying	11,798	15,000	11,600	15,000
320-5501	Amusement Store License	7,400	6,200	15,000	8,500
320-5502	Amusement Center License	5,400	5,400	4,200	5,400
320-5600	Fire Marshall Fees	24,351	20,000	23,500	30,000
320-5700	Development Recording Fees	206	450	250	250
320-5800	Engineering/Inspections Fees	7,657	9,000	0	9,000
	Total Licenses & Permits	**474,027**	**676,850**	**489,154**	**614,850**

111 - GENERAL FUND
Revenue Detail

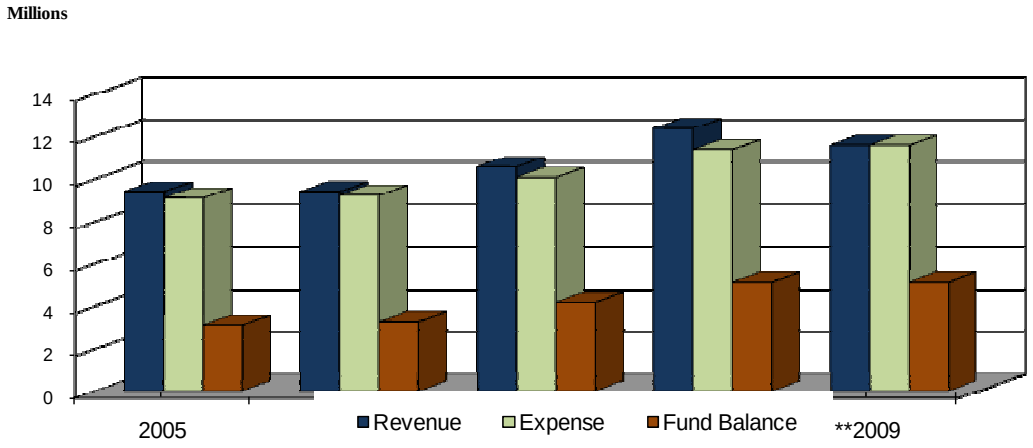
Account	Description	Actual 2006/07	Budget 2007/08	Forecast 2007/08	Budget 2008/09
Grants					
331-2004	Grant- Texas Forest Service	0	0	1,751	0
331-2005	Brazoria County	15,000	15,000	0	15,000
331-2006	Grant Proceeds-Venoco	0	0	10,000	0
	Total Grants	**15,000**	**15,000**	**11,751**	**15,000**
Charges for Services					
340-2200	Emergency Service District Fee	187,557	180,000	230,000	230,000
340-2201	Hillcrest Fire Service	18,630	18,630	18,630	18,630
340-2202	ESD For Fire Capital Use Only	24,500	0	0	20,000
340-7000	Parks & Recreation Program	30,912	23,800	26,512	25,000
340-7001	Senior Citizen Program Revenue	6,262	5,500	3,062	3,500
340-7200	Swimming Pool	28,716	29,000	26,000	29,000
340-7900	Sports Agreement Revenue	29,891	26,000	31,500	26,000
	Total Charges for Services	**326,468**	**282,930**	**335,704**	**352,130**
Fines & Forfeits					
351-1000	Fines & Forfeitures	431,519	387,000	420,000	410,000
351-3000	Child Safety Fines	1,857	3,000	2,100	2,000
351-4000	Traffic Control Fines	3,709	4,000	3,500	4,000
	Total Fines & Forfeitures	**437,086**	**394,000**	**425,600**	**416,000**
Investing Earnings					
361-1000	Interest Income	313,567	239,907	216,440	245,000
	Total Interest Income	**313,567**	**239,907**	**216,440**	**245,000**
Rental Income					
362-5000	Rental Income- City Property	31,471	26,300	17,500	28,000
362-5001	Rental- Senior Citizen's Center	19,255	20,000	22,000	20,000
	Total Rental Income	**50,726**	**46,300**	**39,500**	**48,000**
Intragovernmental					
391-1211	Utility Fund- Adm. Charge	146,650	299,742	299,742	316,067
391-1212	Sanitation Fund- Adm. Charge	103,089	109,220	109,220	134,870
391-1213	EMS- Adm Charge	27,553	28,366	28,366	34,215
391-1214	Administrative Costs- Cemetery	20,708	20,767	20,767	25,452
391-1222	Transfer In-Debt Service	0	528,000	528,000	0
391-1225	Sales Tax Adm. Charges	0	0	0	119,395
	Total Intragovernmental	**298,000**	**986,095**	**986,095**	**629,999**
Proceeds of Asset Sales					
392-1000	Sale of Assets	22,916	0	0	0
	Total Sale of Assets Income	**22,916**	**0**	**0**	**0**
Bond Proceeds					
393-1000	Bond Proceeds	0	0	655,000	0
393-1001	Captial Lease Proceeds	231,652	262,468	262,467	0
	Total Bond Proceeds	**231,652**	**262,468**	**917,467**	**0**
Other Income					
395-1000	Insurance Claim Recovery	1,252	0	1,175	0
395-4000	Sales of Maps	0	50	25	0
395-5001	Fees Copies/JP & Police	277	300	250	250
395-5002	Sales of Code Copies	455	400	700	700
395-6000	Miscellaneous Income	13,552	20,000	14,500	20,000
395-7000	Return Check Fee	50	100	150	100
395-8000	Inmate Phone Revenue	256	500	300	350
395-9000	Mowing Account	14,329	7,000	11,500	9,500
395-9100	Mowing Liens	3,254	2,000	7,000	4,000
	Total Other Income	**33,425**	**30,350**	**35,600**	**34,900**
	General Fund	**$ 10,553,190**	**$ 11,891,545**	**$ 12,369,706**	**$ 11,580,509**

General Fund & Debt Service
Net (expenditures) revenues by department
Fiscal Year 2008-2009

	Revenues	Expenditures	Differences
General Property Taxes	5,989,820	0	5,989,820
Sales Tax	1,955,810	0	1,955,810
Franchise Taxes	1,261,000	0	1,261,000
Other General Revenues	326,800	0	326,800
Franchise Fees-Enterprise Funds	121,264	0	121,264
Franchise Fee- EMS	21,647	0	21,647
Franchise Fee- Sanitation	128,587	0	128,587
Franchise Fee- Cemetery	22,310	0	22,310
Debt Service	1,399,028	1,384,125	14,903
Mayor and Council	0	55,830	(55,830)
City Clerk	0	248,434	(248,434)
City Attorney	97,416	356,211	(258,795)
City Manager	56,765	207,576	(150,811)
Information Technology	54,594	415,283	(360,689)
Accounting	104,288	401,559	(297,271)
Municipal Court	0	130,384	(130,384)
Personnel	23,128	86,864	(63,736)
City Hall	0	119,810	(119,810)
Police-Law Enforcement	416,000	4,403,970	(3,987,970)
Police-Support Services	8,200	1,491,071	(1,482,871)
Fire	298,630	767,045	(468,415)
Community Development	53,821	353,794	(299,973)
Inspections	459,050	371,881	87,169
Code Enforcement	92,450	251,082	(158,632)
CIP	210,418	320,936	(110,518)
Library	0	130,114	(130,114)
Parks Administration	0	283,398	(283,398)
Recreation	80,000	218,990	(138,990)
Parks Maintenance	0	453,742	(453,742)
Seniors Center	23,500	179,639	(156,139)
Hike and Bike	0	1,000	(1,000)
Museum	0	26,395	(26,395)
Depot	0	9,000	(9,000)
Facility Maintenance	0	78,123	(78,123)
EDC	0	213,739	(213,739)
Salary Contingency & Adjustments	0	63,472	(63,472)
Property Insurance	0	114,974	(114,974)
Dues and Memberships	0	6,000	(6,000)
Auditing/Consulting Services	0	50,500	(50,500)
Appraisal District Fees	0	50,280	(50,280)
Misc. Debt Expense	0	19,100	(19,100)
Reserved- Homestead Exemption	0	(75,000)	75,000
Total	**$ 13,204,526**	**$ 13,189,322**	**$ 15,204**

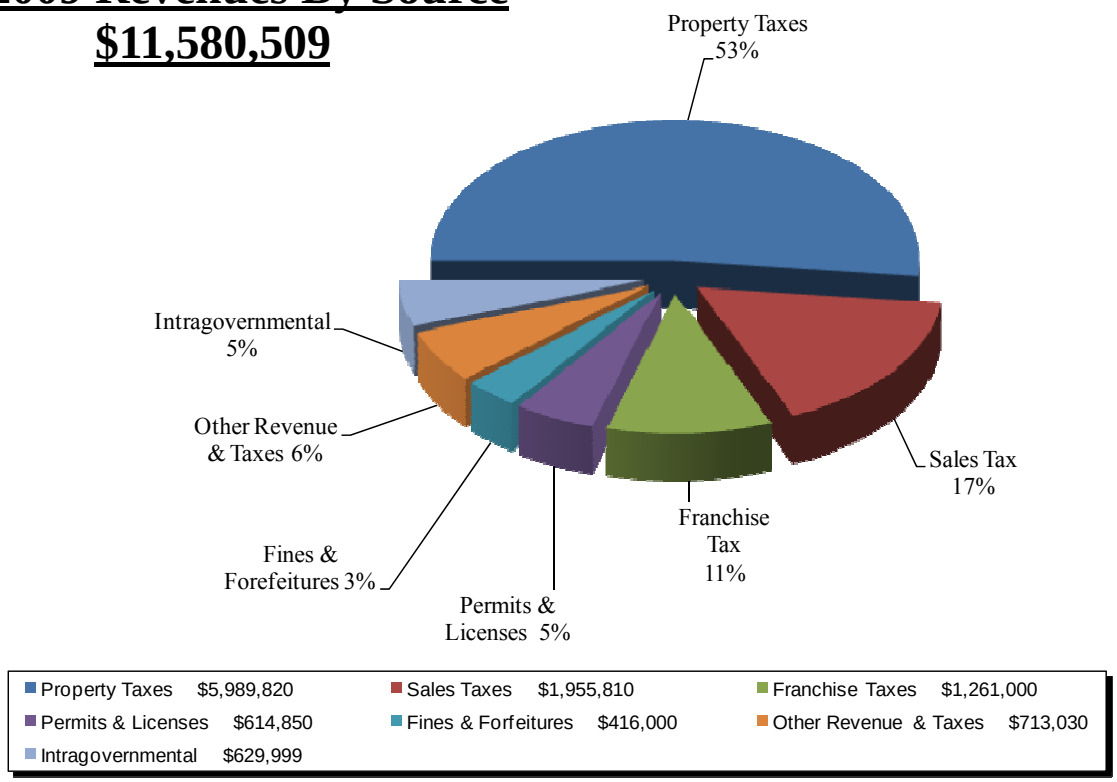
General Fund

5- YEAR REVENUE, EXPENSE AND FUND BALANCE

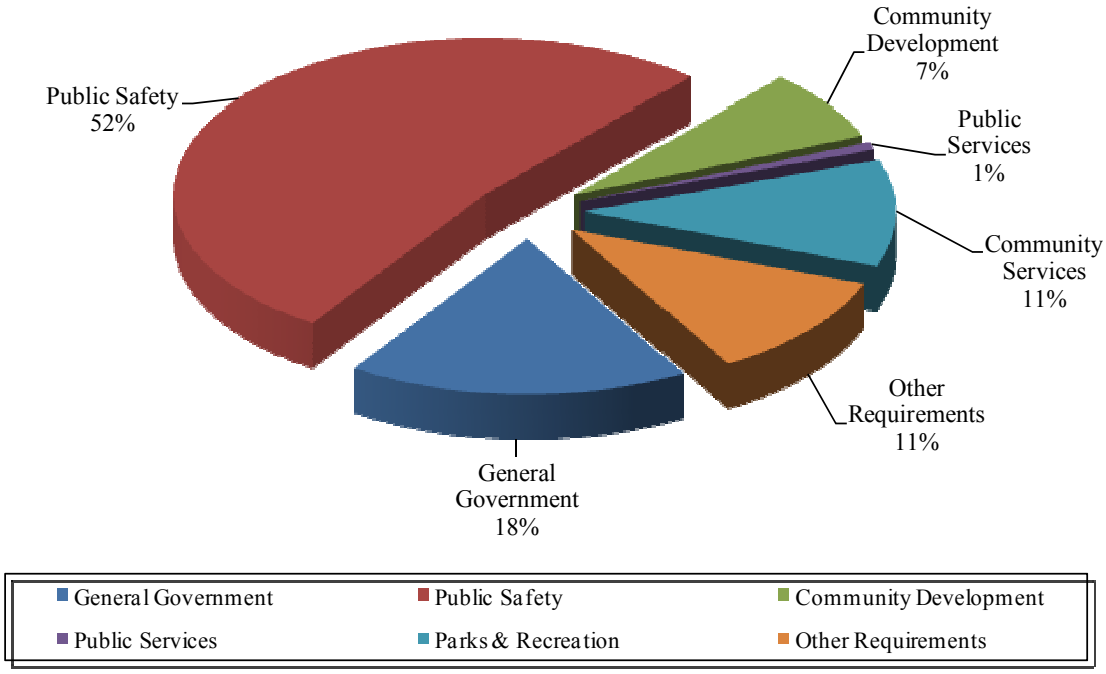


	2005	2006	2007	2008	2009
Revenue	9,395,000	9,399,000	10,553,000	12,370,000	11,581,000
Expense	9,096,000	9,234,000	10,058,000	11,382,000	11,580,000
Fund Balance	3,122,000	3,287,000	4,145,870	5,133,000	5,134,000
				** Projected*	*** Estimated*

FY 2009 Revenues By Source
$11,580,509



General Fund
FY 2009 Estimated Expenditures By Function
$11,580,207



- **General Government** expenditures total $2,052,415; Departments in this category are City Council, City Clerk, City Attorney, City Manager, Finance and Economic Development.
- **Public Safety** expenditures total $6,032,579; Departments in this category are Police and Fire.
- **Community Development** expenditures total $843,596; Programs in this category are Community Development , Inspections and Code Enforcement.
- **Public Services** expenditures total $93,644; The program in this category is CIP.
- **Community Services** expenditures total $1,292,748: This category includes the Parks & Recreation Department and the Library.
- **Other Requirements** expenditures total $1,265,225 and includes contractual services for auditing & accounting, insurance, workers' compensation, dues & memberships and contributions.

Alvin City Council

Fiscal Year 2008-2009

Gary Appelt, Mayor

Kerry Collins-Leggett, Councilmember District A

Kathleen Holton, Councilmember District B

Jim Landriault, Councilmember District C

Roger Stuksa, Councilmember District D

Greg Bullard, Councilmember District E

Charles Batty III, Councilmember At Large 1

Eddie Murray, Councilmember At Large 2

City Council

The City Council consists of a Mayor and seven Council members and is the elected governing body of the City of Alvin. The Mayor and two Council members are elected at large; other Council members are elected to serve one of five municipal voting districts. In all cases, election is by majority. The Mayor and Council members serve staggered three year terms and may serve no more than three (3) terms of office (inclusive of unexpired terms) nor shall the tenure of office exceed nine (9) years.

Goals for 2008/09

- Improve Economic Development for the Community
- Improve Services for the Community
- Improve the Image and Recreation Opportunities to the Community
- Improve City Utility Services and Advance Mobility Projects for the Community

City Council

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	29,063	32,941
2000	Materials and Supplies	5,241	5,941
3000	Contractual Services	18,948	16,948
4000	Capital Outlay	0	0
	Total	$ 53,252	$ 55,830

Schedule of Personnel	Number of Positions	Number of Positions
N/A		

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 47,630	$ 53,252	$ 51,631	$ 55,830
% of City's Operating Total	0.25%	0.25%	0.24%	0.25%
Full Time Staff	0	0	0	0

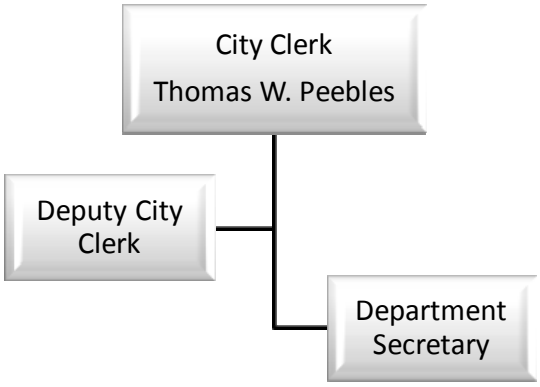
Financial Highlights

FY 2008/09 budget reflects a slight increase in personnel services.

111 - General Fund/City Council

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4110-1001-1010	Council/Mayor Stipends	25,400	26,400	26,400	30,000
4110-1001-1011	Social Security	1,989	2,063	2,063	2,341
4110-1001-1018	Auto Allowance	600	600	600	600
	Total Personnel	**27,989**	**29,063**	**29,063**	**32,941**
Supplies					
4110-1001-2101	General Office Supplies	1,495	2,031	2,000	2,731
4110-1001-2103	Office Copy Supplies	569	500	500	500
4110-1001-2299	Council Miscellaneous Expense	2,886	2,710	2,200	2,710
	Total Supplies	**4,951**	**5,241**	**4,700**	**5,941**
Contractual Services					
4110-1001-3115	Video Taping	8,720	9,920	9,920	9,920
4110-1001-3201	Telephone Expense	412	498	498	498
4110-1001-3202	Postage & Freight	172	530	250	530
4110-1001-3203	Training & Travel	5,386	8,000	7,200	6,000
4110-1001-3940	Council Contingency	0	0	0	0
	Total Services	**14,690**	**18,948**	**17,868**	**16,948**
	City Council	**$ 47,630**	**$ 53,252**	**$ 51,631**	**$ 55,830**

City Clerk Department Organizational Chart



City Clerk Department

The City Clerk's office is responsible for keeping minutes and for preserving books, files, records, documents and contracts and to issue required notices. Other areas of responsibility include the cemetery, whereas the chief goal is to provide timely and accurate information concerning the cemetery and to improve the appearance and the marketing of the cemetery. Another area of responsibility is Council support. The goals are to provide adequate opportunity for council's review of each agenda, to ensure adequate support materials for each agenda item, to properly maintain the proceedings of the council, to properly communicate with the Council, and to provide the necessary tasks related to the Boards and Commissions. Another area of responsibility is to be custodian of the records. The City Clerk also manages the city elections.

The City Clerk's office is located at 216 West Sealy, Alvin, Texas 77511 and can be contacted at (281) 388-4257.

2008/09 GOALS	Target Completion Date	Percent Complete
Cemetery Related		
Locking of Cemetery		
Council suggestions on need to lock and who should lock	November workshop	0%
Have locking policy (if requested) in place	12/15/2008	
Future of Cemetery		
Consider increase in sales price of lots	November workshop	0%
Council consideration of ordinance concerning sales price of lots	December Council meetings	0%
Any other plans of the Council	January workshop	0%
Other Goals		
Maintain Deadline in Election Process	Spring 2009	0%
Digitalize City Records		
Evaluate current process with City Manager and IT	Week of October 20	0%
Update templates	11/1/2008	0%
Continue to scan and process records	Continual process	0%
Hire temporary help to scan	Summer 2009	0%
Charter Review Update		
Provide staff support	Through January 2009	0%
Coordinate meeting of Charter Review Commission and Council	1/8/2009	0%
After Charter Review Report	1/8/2009	0%
Coordinate election of proposed amendments	Spring 2009	0%

City Clerk Department

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 173,622	$ 178,647
2000	Materials and Supplies	1,415	1,415
3000	Contractual Services	48,778	44,467
	Total	$ 223,815	$ 224,529

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
City Clerk	V	1	1
Deputy City Clerk	8	1	1
Department Secretary	6	1	1
Total		3	3

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 187,393	$ 223,815	$ 224,964	$ 224,529
% of City's Operating Total	0.97%	1.04%	1.05%	1.02%
Full Time Staff	3	3	3	3

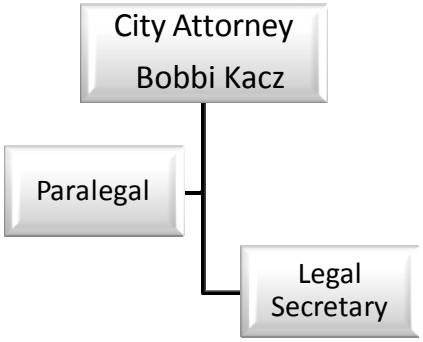
Financial Highlights

FY 2008/09 budget includes increases for cost-of-living adjustments and Contractual Services/Election Supplies, which has been offset with reductions in Consultant Services and Advertising & Public Notices.

111 - General Fund/City Clerk

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4110-1002-1001	Salaries	131,696	135,443	135,002	138,152
4110-1002-1005	Overtime	0	700	350	700
4110-1002-1006	Longevity	5,691	6,268	5,928	6,557
4110-1002-1009	TMRS	12,922	16,441	15,742	18,239
4110-1002-1011	Social Security	10,278	11,170	10,590	11,399
4110-1002-1018	Auto Allowance	3,600	3,600	3,600	3,600
	Total Personnel	**164,187**	**173,622**	**171,211**	**178,647**
Supplies					
4110-1002-2101	General Office Supplies	418	900	500	900
4110-1002-2102	Magazines, Maps & Books	57	175	175	175
4110-1002-2103	Office Copy Supplies	85	240	200	240
4110-1002-2401	Minor Tools & Equipment	36	100	100	100
	Total Supplies	**595**	**1,415**	**975**	**1,415**
Contractual Services					
4110-1002-3102	Consultant Services	4,406	19,600	19,600	15,000
4110-1002-3108	Recording Fees	347	500	500	500
4110-1002-3201	Telephone Expense	1,518	1,632	1,632	1,632
4110-1002-3202	Postage & Freight	103	300	200	300
4110-1002-3203	Training & Travel	2,511	1,655	1,655	1,700
4110-1002-3301	Advertising & Public Notices	8,667	14,806	14,806	10,675
4110-1002-3402	Surety, Fidelity Bonds	122	280	280	280
4110-1002-3603	Office Equipment Repairs	0	160	160	160
4110-1002-3901	Dues & Membership	415	445	445	445
4110-1002-3921	Election Supplies	4,521	9,400	13,500	13,775
	Total Services	**22,611**	**48,778**	**52,778**	**44,467**
	City Clerk	**$ 187,393**	**$ 223,815**	**$ 224,964**	**$ 224,529**

City Attorney Department Organizational Chart



City Attorney Department

The City Attorney is appointed by and responsible to the City Council. The City Attorney's mission is to provide efficient and competent legal services to the City Council, and to all departments within the City of Alvin as well as City Boards, Committees, Commissions and staff. The City Attorney's Office takes proactive steps to identify and remedy potential legal complications for the City of Alvin and defends and advocates the City's position with the singular goal of achieving that which is in the best interests of the City of Alvin.

The City Attorney is located at 216 West Sealy, Alvin, Texas 77511 and can be contacted at (281) 388-4227.

Continuing Objectives:

LAW:	research; draft and review all legal documents including ordinances, resolutions, contracts and other legal documents; advise City Council and staff concerning new or proposed legislation that may affect the City of Alvin; provide legal opinions; request AG opinions as needed; assist departments' compliance with legal requirements; provide training for council members; conduct BBOAA hearings.
LITIGATION:	provide legal representation or coordinate litigation with outside counsel in City's municipal court and other courts; maintain bankruptcy claims.
CLAIMS:	process all claims involving the City of Alvin to ensure accuracy and recovery of funds due to the City.
MISCELLANEOUS:	coordinate outside counsel for specialized services; negotiate agreements for the City of Alvin; create forms for various departments; serve as Ethics Compliance Officer.

Achievements for Fiscal Year 2007/08:

- Drafted revisions to the Manufactured Home Ordinance, Animal Ordinance, Subdivision Ordinance, Ethics Ordinance, Sign Ordinance for Kiosks, Personnel Policy, Cemetery Ordinance and Rules & Regulations, Oil & Gas Ordinance to include seismic testing and pipelines, Corridor Land Use Ordinance, created the Homestead Exemption Ordinance, and revised the budget to create the Community Development Department.
- Drafted or reviewed agreements for Alvin Historical Museum, Directional Signs, Hugh Adams Park, Bob Briscoe Park, TxDOT for Landscape Beautification at bridges, seismic testing, Tyler Technologies for online utility billing, OSSI and Phonoscope for improved emergency departments' communication, data access and reporting, Storm Water Quality Coalition/Management Program, Subdivision Regulations in ETJ, Disaster Recovery & Debris Management, BNSF for Depot Park/Downtown Historical District extension, Sanitary Sewer Rehab, Development Drainage, Aperion Development Agreement, Avex Development Agreement and facilitated agreements with various Municipal Utility Districts (MUD's).
- Coordinated litigation of lawsuits with outside counsel.
- Began Charter Review.
- Completed City Council training.
- Continued acquiring various property strips to extend Hike and Bike Trail (Phase 2).
- Efficiently carried out the prosecutorial duties of a growing Municipal Court with the assistance of contract prosecutors.
- Began annexation process of 3 large residential/commercial developments, along with other annexations.

Goals for Fiscal Year 2008/09: ***(Subject to direction from council & based on the adopted goals and objectives)***

- Complete annexations for commercial and residential properties.
- Continue update of entire Code of Ordinances with specific goals of updating the Subdivision Ordinance, Ethics Ordinance, Apartment Ordinance, Railroad Quiet Zone Ordinance, Ordinance to Limit Commercial False Alarms and Oil & Gas Ordinance.
- Complete Charter Review.
- Complete acquisition of property to extend Hike and Bike Trail (Phase 2).
- Continue City Council training concerning Open Meetings Act and conflicts of interest.
- Develop E-mail Retention Policy, draft Joint Venture Agreement for Conference Center, assist in developing Council Operating Procedures and research Humane Shelter facilities.
- Complete Agreements for Alvin Historical Museum, Bob Briscoe Park, BNSF for Depot Park/Downtown Historical District extension, and The Cardon Group Development/MUD.

City Attorney Department

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 223,706	$ 230,256
2000	Materials and Supplies	10,750	10,750
3000	Contractual Services	91,300	91,300
	Total	$325,756	$332,306

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
City Attorney	CA	1	1
Paralegal	III	1	1
Legal Secretary	9	1	1
Total		3	3

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 339,221	$ 325,756	$ 345,220	$ 332,306
% of City's Operating Total	1.75%	1.51%	1.60%	1.51%
Full Time Staff	3	3	3	3

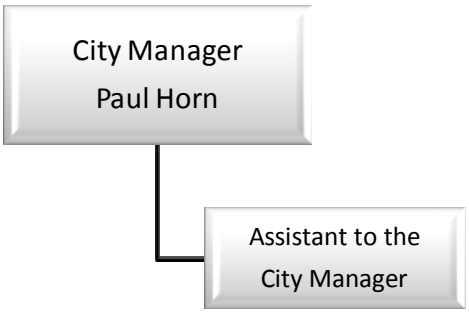
Financial Highlights

FY 2008/09 budget includes increases for cost-of-living adjustments.

111 - General Fund/City Attorney

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4120-2001-1001	Salaries	174,421	181,783	181,204	185,419
4120-2001-1005	Overtime	495	750	750	750
4120-2001-1006	Longevity	514	798	764	1,087
4120-2001-1009	TMRS	16,519	21,183	20,426	23,508
4120-2001-1011	Social Security	13,090	14,392	13,676	14,692
4120-2001-1018	Auto Allowance	4,800	4,800	4,800	4,800
	Total Personnel	**209,840**	**223,706**	**221,620**	**230,256**
Supplies					
4120-2001-2101	General Office Supplies	943	1,500	1,500	1,500
4120-2001-2102	Magazines, Maps, Books	2,797	3,500	3,200	3,500
4120-2001-2103	Office Copy Supplies	62	250	150	250
4120-2001-2106	Software Subscriptions	2,181	5,000	4,000	5,000
4120-2001-2401	Minor Tools & Equipment	252	500	350	500
	Total Supplies	**6,234**	**10,750**	**9,200**	**10,750**
Contractual Services					
4120-2001-3102	Consultant Services	0	0	0	0
4120-2001-3103	Legal Services	118,123	80,000	106,000	80,000
4120-2001-3201	Telephone Expense	2,156	3,500	2,600	3,500
4120-2001-3202	Postage & Freight	670	500	300	500
4120-2001-3203	Training & Travel	1,600	4,000	3,800	4,000
4120-2001-3603	Office Equipment Repairs	0	200	100	200
4120-2001-3801	Court Costs, Jury Fees	70	2,500	1,000	2,500
4120-2001-3901	Dues & Memberships	527	600	600	600
	Total Services	**123,146**	**91,300**	**114,400**	**91,300**
	City Attorney	**$ 339,221**	**$ 325,756**	**$ 345,220**	**$ 332,306**

City Manager Department Organizational Chart



City Manager Department

The City Manager is hired under contract by the Council to manage the City's day-to-day operations and implement it policies. The City Manager is responsible for developing and managing the City's budget, providing leadership and direction for City staff, meeting with citizens to aid or solve problems regarding City services, and providing a good public image for the Community.

The City Manager's office is located at 216 West Sealy, Alvin, Texas 77511 and can be contacted at (281) 388-4230.

Goals	Target Completion Date	Percent Complete
Revise & Streamline the City's Ethic Ordinance *		
● Prepare and schedule Council Review and Discussion	5/1/2009	90%
● Support Council review and approval	6/1/2009	0%
Develop Council Operating Procedures *		
● Prepare and schedule Council Review and Discussion	1/1/2009	50%
● Support Council review and approval	3/1/2009	0%
Upgrade Audio & Video Systems in Chamber		
● Compare Audio / Video systems best suited for project	10/1/2008	30%
● Purchase and install hardware	12/1/2008	0%
● Implement new systems at Council Meetings	2/1/2009	0%
Investigate Long-Term Plans for City Cemetery		
● Prepare and schedule Council Review and Discussion	11/1/2008	0%
● Support Council review and approval	1/1/2009	0%

*Continuation of 2008 Goal

City Manager Department

Programs	Amended Budget 2007/08	Budget 2008/09
City Manager	184,975	191,639
Information Technology	577,504	0
Totals	$ 762,479	$ 191,639

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 629,096	$ 762,479	$ 722,509	$ 191,639
% of City's Operating Total	3.25%	3.54%	3.36%	0.87%
Full Time Staff	5.5	6	6	2

Financial Highlights

FY 2008/09 budget includes an increase for cost-of-living adjustments. Budgeted expenditures for the department reflect a major decrease due to relocation of the Information Technology program budget. It is now budgeted in the General Fund, under the Finance Department.

City Manager Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 176,427	$ 185,084
2000	Materials and Supplies	1,600	1,600
3000	Contractual Services	6,948	4,955
	Total	$ 184,975	$ 191,639

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
City Manager	CA	1	1
Assistant to the City Manager	10	1	1
Total		2	2

111 - General Fund/City Manager

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4130-1501-1001	Salaries	136,880	140,820	140,837	143,636
4130-1501-1005	Overtime	71	200	200	3,200
4130-1501-1006	Longevity	2,361	2,550	2,519	2,743
4130-1501-1009	TMRS	13,208	16,707	16,156	18,896
4130-1501-1011	Social Security	10,911	11,350	10,862	11,810
4130-1501-1018	Auto Allowance	4,800	4,800	4,800	4,800
	Total Personel	**168,231**	**176,427**	**175,374**	**185,084**
Supplies					
4130-1501-2101	General Office Supplies	476	500	500	500
4130-1501-2102	Magazines, Maps, Books	379	500	500	500
4130-1501-2103	Office Copy Supplies	55	100	100	100
4130-1501-2401	Minor Tools & Equipment	61	500	500	500
	Total Supplies	**971**	**1,600**	**1,600**	**1,600**
Contractual Services					
4130-1501-3102	Consultant Services	1,404	2,000	2,000	0
4130-1501-3201	Telephone Expense	1,238	1,248	1,248	1,255
4130-1501-3202	Postage & Freight	31	150	150	150
4130-1501-3203	Training & Travel	1,178	3,000	2,500	3,000
4130-1501-3901	Dues & Memberships	430	550	550	550
	Total Services	**4,280**	**6,948**	**6,448**	**4,955**
	City Manager	**$ 173,482**	**$ 184,975**	**$ 183,422**	**$ 191,639**

Information Technology Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	149,944.00	0
2000	Materials and Supplies	85,400	0
3000	Contractual Services	245,775	0
4000	Capital Outlay	96,385	0
	Total	$ 577,504	$ -

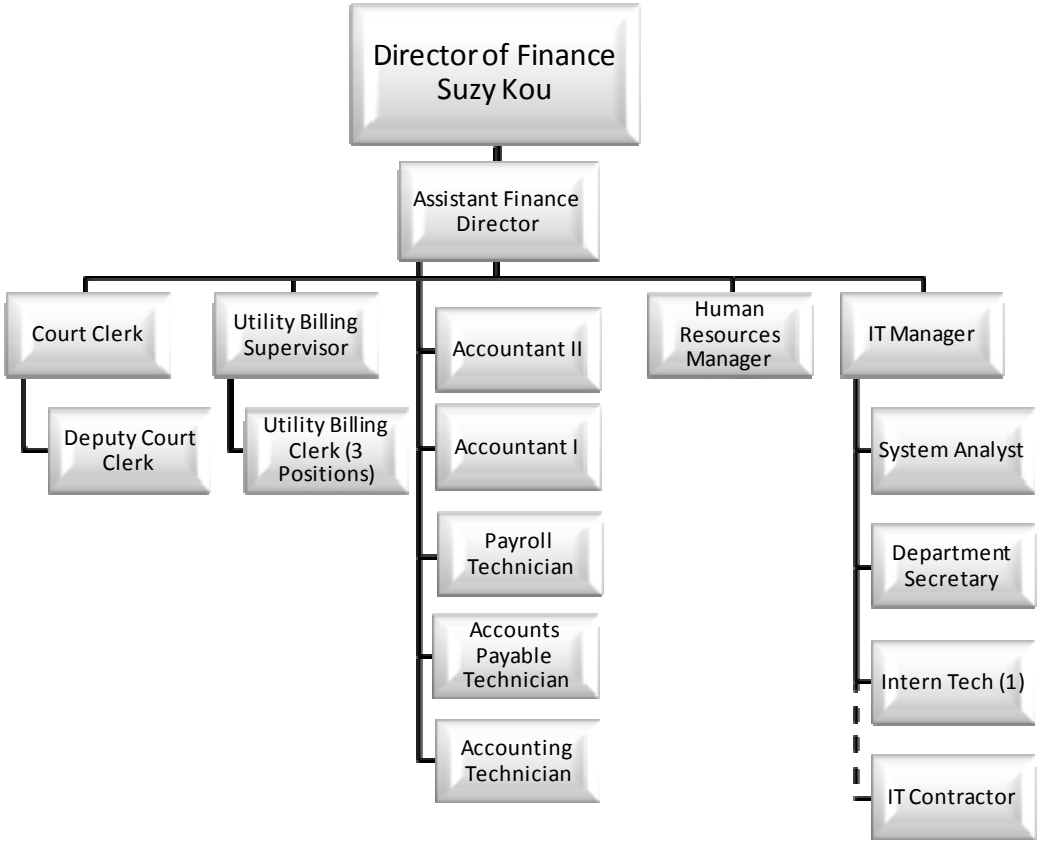
Schedule of Personnel	Pay Grade	Number of positions	Number of positions
IT Manager	IV	0	0
System Analyst	14	1	0
* GIS Technician	12	1	0
Department Secretary	6	1	0
* Interim Technician *(two part-time positions)*	11	1	0
Total		4	0

FY 2008/09 budget for the IT program is now located under the General Fund/Finance Department

111 - General Fund/Information Technology

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4130-1502-1001	Salaries	146,795	124,911	92,623	0
4130-1502-1005	Overtime	763	1,400	500	0
4130-1502-1006	Longevity	1,735	1,856	1,353	0
4130-1502-1009	TMRS	11,636	11,972	8,890	0
4130-1502-1011	Social Security	11,304	9,805	7,012	0
	Total Personnel	**172,233**	**149,944**	**110,377**	**0**
Supplies					
4130-1502-2101	General Office Supplies	530	650	550	0
4130-1502-2102	Magazines, Maps, Books	0	500	500	0
4130-1502-2103	Office Copy Supplies	29	50	50	0
4130-1502-2104	Data Processing Supplies	9,990	9,000	9,000	0
4130-1502-2209	Wearing Apparel	598	500	500	0
4130-1502-2401	Minor Tools & Equipment	2,979	1,000	1,000	0
4130-1502-2403	Computers & Printers	35,004	73,700	76,700	0
	Total Supplies	**49,129**	**85,400**	**88,300**	**0**
Contractual Services					
4130-1502-3102	Consultant Services	65,375	70,500	70,500	0
4130-1502-3120	Software Maintenance & Licenses	144,300	161,695	161,695	0
4130-1502-3201	Telephone Expense	5,533	5,430	5,430	0
4130-1502-3202	Postage & Freight	362	350	100	0
4130-1502-3203	Training & Travel	5,482	5,000	3,500	0
4130-1502-3602	Fixed Plant Equipment/ R & M	0	0	2,800	0
4130-1502-3603	Office Equipment Repairs	0	2,800	0	0
	Total Services	**221,051**	**245,775**	**244,025**	**0**
Capital Outlay					
4130-1502-4321	Software Applications	13,200	0	0	0
4130-1502-4322	Networking	0	96,385	96,385	0
	Total Capital Outlay	**13,200**	**96,385**	**96,385**	**0**
	Information Technology	**$ 455,614**	**$ 577,504**	**$ 539,087**	**$ -**

Finance Department Organizational Chart



Finance Department

To prudently manage financial resources through accurate information, timely financial reporting, and sound professional business planning and financial services in areas of budgeting, purchasing, accounting, treasury, debt management, risk management, payroll and information technology.

The Finance Department is located at 216 West Sealy, Alvin, Texas 77511 and can be contacted at (281) 388-4212.

Goals- Finance	Target Completion Date	Percent Complete
Amend City Personnel Policy	11/6/2008	0%
● Dept. Heads' and City Manager's and Legal's support on revision		
Improve City's Rating *		
● Establish City's Debt policy manual	4/30/2009	0%
● Establish City's Capital Improvement policy manual	4/30/2009	0%
● Update City's Budgeting policy manual	4/30/2009	0%
● Legal support		
Improve operation efficiency during disaster recovery *		
● Implement new financial software to allow remote operations	1/31/2009	0%
● Procedures manual from IT, Accounting, UB, Court, and HR	5/31/2009	0%
● Support from IT & software vendors		
Improve Reporting Capability to enhance management control and budgeting *		
● Implement new financial software	1/31/2009	0%
● Support from IT for setup and conversion		
Digitize Financial Information (Paperless) *		
● Implement new financial software	1/31/2009	0%
● Support from IT		
Records Retention		
● Implement new financial software	1/31/2009	0%
● Archive past financial records to allow more storage space	9/30/2009	0%
● Support from IT		
Implementing Paperless Trial Proceedings *		
● Purchase of View Only Monitor System	11/30/2008	0%
● Support from IT		
Update Court Procedures Manual	12/31/2008	0%
Improve online public communication		
● Customer access to utility information online	11/30/2008	50%
● Support from IT and Incode		
Improve collection ratio and writeoff collection		
● Joint effort with neighboring cities	3/31/2009	0%
● Purchase group software shared with neighboring cities	3/31/2009	0%
● Support from IT and Legal		

*Continuation of 2008 Goal

Finance Department

Goals- Information Technology Program	Target Completion Date	Percent Complete
Integrate Current Autocite to Animal Control, Code Enforcement, and Fire Marshal *	2/28/2008	0%
Improve the Citywide WAN Network Infrastructures * ● Replace City's T1 Lines with Fiber optics ● Coordinate with various vendors for competitive pricing	8/31/2009	0%
Disaster Recovery Program * ● Disaster Recovery Manual ● Coordinate with key departments and personnel for emergency needs ● Document all Citywide network configurations ● Establish remote access and offsite storage to ensure uninterrupted operations	2/28/2008	50%
Chamber Audio and Visual Equipment	11/1/2008	50%

*Continuation of 2008 Goal

Finance Department

Programs	Amended Budget 2007/08	Budget 2008/09
Accounting	$ 359,615	$ 353,748
Municipal Court	113,016	114,447
Human Resources	75,745	78,896
City Hall	177,280	119,810
Information Technology	0	383,409
Totals	$ 725,657	$ 1,050,310

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 621,263	$ 725,657	$ 697,064	$ 1,050,310
% of City's Operating Total	3.21%	3.37%	3.24%	4.77%
Full Time Staff	9	9	9	11

Financial Highlights

FY 2008/09 total budget reflects a major increase due to the Information Technology program (budgeted under the General Fund–City Manager Department last fiscal year) being budgeted under the General Fund– Finance program. Increases have been included for cost-of-living adjustments along with reductions in contractual services for City Hall and Accounting.

Accounting Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 307,192	$ 316,408
2000	Materials and Supplies	9,700	9,500
3000	Contractual Services	39,750	27,840
4000	Capital Outlay	2,973	0
	Total	$ 359,615	$ 353,748

	Schedule of Personnel	Pay Grade	Number of positions	Number of positions
	Director of Finance	V	1	1
*	Assistant Finance Director	IV	0	1
**	Accountant II	II	1	0
	Accountant I	12	1	1
	Accounts Payable Technician	8	1	1
	Payroll Technician	8	1	1
	Accounting Clerk	5	1	1
	Total		6	6

** This position has remained on the Exempt Pay Plan in previous years but was unfunded. It is being funded this fiscal year.*

*** This position will remain on the Exempt Pay Plan but will not be funded this fiscal year*

111 - General Fund/Accounting

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4150-2501-1001	Salaries	237,780	249,847	249,831	254,844
4150-2501-1005	Overtime	0	200	200	200
4150-2501-1006	Longevity	4,140	4,693	4,594	5,271
4150-2501-1009	TMRS	22,511	29,089	28,132	32,304
4150-2501-1011	Social Security	18,319	19,763	19,271	20,189
4150-2501-1018	Auto Allowance	3,600	3,600	3,600	3,600
	Total Personnel	**286,350**	**307,192**	**305,628**	**316,408**
Supplies					
4150-2501-2101	General Office Supplies	3,928	4,000	3,500	4,000
4150-2501-2102	Magazines, Maps, Books	1,413	2,000	1,800	2,000
4150-2501-2103	Office Copy Supplies	710	1,200	700	1,000
4150-2501-2401	Minor Tools & Equipment	949	2,500	1,200	2,500
	Total Supplies	**6,999**	**9,700**	**7,200**	**9,500**
Contractual Services					
4150-2501-3102	Consultant Services	1,721	15,000	15,000	0
4150-2501-3116	Contract Billing Service	0	0	0	2,000
4150-2501-3199	Contractual Extra Help	0	1,000	0	1,000
4150-2501-3201	Telephone Expense	3,119	3,100	3,100	4,640
4150-2501-3202	Postage & Freight	2,396	3,500	2,800	3,500
4150-2501-3203	Training & Travel	5,718	6,800	5,500	7,500
4150-2501-3302	Printing & Binding	4,192	8,100	6,200	6,500
4150-2501-3402	Surety, Fidelity Bonds	200	250	250	300
4150-2501-3603	Office Equipment Repairs	181	600	400	1,000
4150-2501-3702	Office Equipment Rental	0	200	0	200
4150-2501-3901	Dues & Memberships	675	1,200	1,200	1,200
	Total Services	**18,203**	**39,750**	**34,450**	**27,840**
Capital Outlay					
4150-2501-4390	Computer Equipment	0	2,973	2,994	0
	Total Capital Outlay	**18,202**	**42,723**	**37,444**	**27,840**
	Accounting	**$ 311,552**	**$ 359,615**	**$ 350,272**	**$ 353,748**

Municipal Court Program

The Mission of the Municipal Court is to accurately, expeditiously, and courteously perform the clerical and ministerial duties required in the due process adjudication of misdemeanor violations of the law and ordinances filed in the Municipal Court of the City of Alvin. The Municipal Court is responsible for processing and recording all traffic violations and other misdemeanor charges. The Court compiles statistical reports for the Texas Judicial Council and reports all moving traffic violations to the Texas Department of Public Safety.

2007- 2008 BUDGET YEAR GOALS & ACHIEVEMENTS

	Status
Court Procedures Manual Update the Court Procedure Manual for Court Clerks and Judicial Staff for new legislation.	**COMPLETED**
Purchase 5 Auto Cite Series X3M Purchased through Court and Police Funds without effecting the General Fund.	**COMPLETED**
Records Management (Phase III – part 2) Completion of Scanning Closed Court Record Retention History (2004-2005)	**December 2007 (extended)**
Integrated Current Auto Cite with Animal Control, Code Enforcement, Fire Marshal All City Dept. that file charges in the Municipal Court are being processed electronically.	**COMPLETED**
Warrant Roundup Participation in the Great Texas Warrant Roundup (second year).	**COMPLETED**
Records Management (Phase IV- Final Phase) Computer system for Judges to share. Implement Paperless Judgments with batch program through Laser fiche	**July 2008**
Centralizing the Court Office/Storage Areas Court occupies three separate work office/storage areas. By expanding work office and combine all storage and work office into one area will allow for a more manageable and workable office area.	**September 2008**
Trial Proceedings a) Purchase of View Only Monitor System for Paperless Trial Proceedings b) Implementation of Paperless Trial Proceedings	**November 2008**
Staff Growth - Looking Towards the Future Future Projections of Growth for the City of Alvin would Result in the Court Experiencing an increase in case flow and management. With growth, the need of additional Court staff is inevitable.	**October 2008**

2008- 2009 BUDGET YEAR GOALS

Goals	Projected Completion Date
Court Procedures Manual Update the Court Procedure Manual for Court Clerks and Judicial Staff to comply with new upgrades.	**December 2008**
Staff Growth – Hire New Full Time Deputy Court Clerk/Juvenile Case Manager Have partial funding through JCM Fund. Pending Budget approval by Council for other portion.	**January 2009**
Warrant Roundup Participation in the Great Texas Warrant Roundup (third year).	**March 2009**
Expand the Court Office Court is in need of expanding work office space. This will allow room for employees to have a manageable and workable office area.	**June 2009**

PERFORMANCE INDICATORS

	Pending	Completed
OCA Reporting	**5**	**7**
2007-2008 Year Goals	**5**	**4**
Required Annual Training	**1**	**3**

Municipal Court Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 97,302	$ 98,733
2000	Materials and Supplies	2,650	2,650
3000	Contractual Services	13,064	13,064
	Total	$ 113,016	$ 114,447

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Municipal Court Clerk	9	1	1
Deputy Court Clerk	5	1	1
Total		2	2

111 - General Fund/Municipal Court

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4150-2502-1001	Salaries	53,404	59,825	56,349	60,944
4150-2502-1005	Overtime	1,350	1,300	1,300	500
4150-2502-1006	Longevity	1,166	1,324	1,250	1,536
4150-2502-1009	TMRS	5,072	6,806	6,433	7,709
4150-2502-1011	Social Security	5,787	6,431	5,702	6,468
4150-2502-1019	Municipal Judge Retainer	21,036	21,616	21,576	21,576
	Total Personnel	**87,814**	**97,302**	**92,611**	**98,733**
Supplies					
4150-2502-2101	General Office Supplies	1,785	1,800	1,800	1,800
4150-2502-2102	Magazines, Maps, Books	36	100	100	100
4150-2502-2103	Office Copy Supplies	49	100	50	100
4150-2502-2401	Minor Tools & Equipment	572	650	600	650
	Total Supplies	**2,442**	**2,650**	**2,550**	**2,650**
Contractual Services					
4150-2502-3102	Consultant Services	990	1,000	1,000	1,000
4150-2502-3201	Telephone Expense	1,592	1,836	1,836	1,836
4150-2502-3202	Postage & Freight	3,203	3,800	3,500	3,800
4150-2502-3203	Training & Travel	2,721	3,200	3,200	3,200
4150-2502-3302	Printing & Binding	486	370	370	370
4150-2502-3402	Surety, Fidelity Bonds	96	100	100	100
4150-2502-3603	Office Equipment Repairs	0	200	378	200
4150-2502-3801	Court Costs, Jury Fees	722	1,500	800	1,500
4150-2502-3901	Dues & Memberships	973	1,058	1,058	1,058
	Total Services	**10,782**	**13,064**	**12,242**	**13,064**
	Municipal Court	**$ 101,039**	**$ 113,016**	**$ 107,403**	**$ 114,447**

Human Resources Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 53,253	$ 54,849
2000	Materials and Supplies	1,699	2,199
3000	Contractual Services	20,793	21,848
	Total	$ 75,745	$ 78,896

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Human Resources Manager	II	1	1
Total		1	1

111 - General Fund/Human Resources

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4150-2503-1001	Salaries	42,203	43,469	43,472	44,338
4150-2503-1006	Longevity	1,154	1,315	1,251	1,412
4150-2503-1009	TMRS	3,974	5,043	4,871	5,599
4150-2503-1011	Social Security	3,230	3,426	3,413	3,500
	Total Personnel	**50,561**	**53,253**	**53,007**	**54,849**
Supplies					
4150-2503-2101	General Office Supplies	223	500	500	1,000
4150-2503-2102	Magazines, Maps, Books	385	749	749	749
4150-2503-2103	Office Copy Supplies	105	150	150	150
4150-2503-2401	Minor Tools & Equipment	0	300	300	300
	Total Supplies	**712**	**1,699**	**1,699**	**2,199**
Contractual Services					
4150-2503-3102	Consultant Services	11,821	12,090	12,090	13,000
4150-2503-3104	Med Services/Pre-Employment	3,930	4,000	4,000	4,500
4150-2503-3201	Telephone Expense	407	498	498	0
4150-2503-3202	Postage & Freight	134	250	125	498
4150-2503-3203	Training & Travel	1,071	2,000	2,000	250
4150-2503-3301	Advertising & Public Notices	844	1,355	500	2,000
4150-2503-3302	Printing & Binding	0	100	100	1,000
4150-2503-3601	Building/Structure Improvement	0	0	0	100
4150-2503-3901	Dues & Memberships	365	500	400	500
	Total Services	**18,572**	**20,793**	**19,713**	**21,848**
	Human Resources	**$ 69,846**	**$ 75,745**	**$ 74,419**	**$ 78,896**

City Hall Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
2000	Materials and Supplies	10,980	11,700
3000	Contractual Services	166,300	108,110
	Total	$ 177,280	$ 119,810

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

111 - General Fund/City Hall

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4150-2504-2206	Employee Programs	2,602	4,000	4,000	4,000
4150-2504-2222	Foods	990	1,200	1,200	1,500
4150-2504-2301	Supplies-Buildings & Grounds	1,060	3,780	3,500	3,500
4150-2504-2307	Electrical Parts & Supplies	267	1,000	500	1,200
4150-2504-2401	Minor Tools & Equipment	666	1,000	800	1,500
	Total Supplies	**5,587**	**10,980**	**10,000**	**11,700**
Contractual Services					
4150-2504-3108	Recording Fees	2,930	6,000	6,000	6,000
4150-2504-3201	Telephone Expense	11,087	12,000	11,565	12,000
4150-2504-3202	Postage & Freight	172	400	150	400
4150-2504-3302	Printing & Binding	142	0	0	0
4150-2504-3501	Electricity	25,111	44,000	38,655	44,000
4150-2504-3502	Gas	1,913	3,200	3,000	3,600
4150-2504-3503	Water	1,507	2,500	1,900	2,500
4150-2504-3601	Building/Structure Improvements	66,701	68,000	68,000	10,000
4150-2504-3603	Office Equipment Repairs	0	500	0	0
4150-2504-3702	Rental of Office Equipment	11,856	18,000	14,000	16,000
4150-2504-3903	Extertminations/Disinfectants	300	300	300	500
4150-2504-3904	Janitorial Services	11,520	11,400	11,400	13,110
	Total Services	**133,239**	**166,300**	**154,970**	**108,110**
	City Hall	**$ 138,826**	**$ 177,280**	**$ 164,970**	**$ 119,810**

Information Technology Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	0	102,683.00
2000	Materials and Supplies	0	59,274
3000	Contractual Services	0	181,452
4000	Capital Outlay	0	40,000
	Total	$ -	$ 383,409

	Schedule of Personnel	Pay Grade	Number of positions	Number of positions
*	IT Manager	IV	0	0
	System Analyst	14	0	1
**	GIS Technician	12	0	0
	Department Secretary	6	0	1
***	Interim Technician *(part-time)*	11	0	0.5
	Total		0	2.5

** This position will remain on the Exempt Pay Plan but is not funded this fiscal year*
*** The GIS Technician is budgeted under the General Fund-Community Development Program*
*** Interim Technician- One part-time position was not budgeted this fiscal year*

Prior year information can be found in the General Fund-City Manager Department.

111 - General Fund/Information Technology

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4130-1502-1001	Salaries	0	0	0	85,000
4130-1502-1005	Overtime	0	0	0	1,400
4130-1502-1006	Longevity	0	0	0	1,477
4130-1502-1009	TMRS	0	0	0	8,083
4130-1502-1011	Social Security	0	0	0	6,723
	Total Personnel	**0**	**0**	**0**	**102,683**
Supplies					
4130-1502-2101	General Office Supplies	0	0	0	700
4130-1502-2102	Magazines, Maps, Books	0	0	0	500
4130-1502-2103	Office Copy Supplies	0	0	0	50
4130-1502-2104	Data Processing Supplies	0	0	0	9,000
4130-1502-2209	Wearing Apparel	0	0	0	0
4130-1502-2401	Minor Tools & Equipment	0	0	0	1,500
4130-1502-2403	Computers & Printers	0	0	0	47,524
	Total Supplies	**0**	**0**	**0**	**59,274**
Contractual Services					
4130-1502-3102	Consultant Services	0	0	0	70,500
4130-1502-3120	Software Maintenance & Licenses	0	0	0	97,902
4130-1502-3201	Telephone Expense	0	0	0	5,200
4130-1502-3202	Postage & Freight	0	0	0	50
4130-1502-3203	Training & Travel	0	0	0	5,000
4130-1502-3602	Fixed Plant Equipment/ R & M	0	0	0	2,800
4130-1502-3603	Office Equipment Repairs	0	0	0	0
	Total Services	**0**	**0**	**0**	**181,452**
Capital Outlay					
4130-1502-4321	Software Applications	0	0	0	40,000
4130-1502-4322	Networking	0	0	0	0
	Total Capital Outlay	**0**	**0**	**0**	**40,000**
	Information Technology	**$ -**	**$ -**	**$ -**	**$ 383,409**

General Fund– Other Requirements

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	0	63,472
3000	Contractual Services	1,341,594	1,201,753
	Total	$1,341,594	$1,265,225

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 1,072,412	$ 1,341,594	$ 1,201,984	$ 1,265,225
% of City's Operating Total	5.54%	6.23%	5.59%	5.74%
Full Time Staffing Equivalent	0	0	0	0

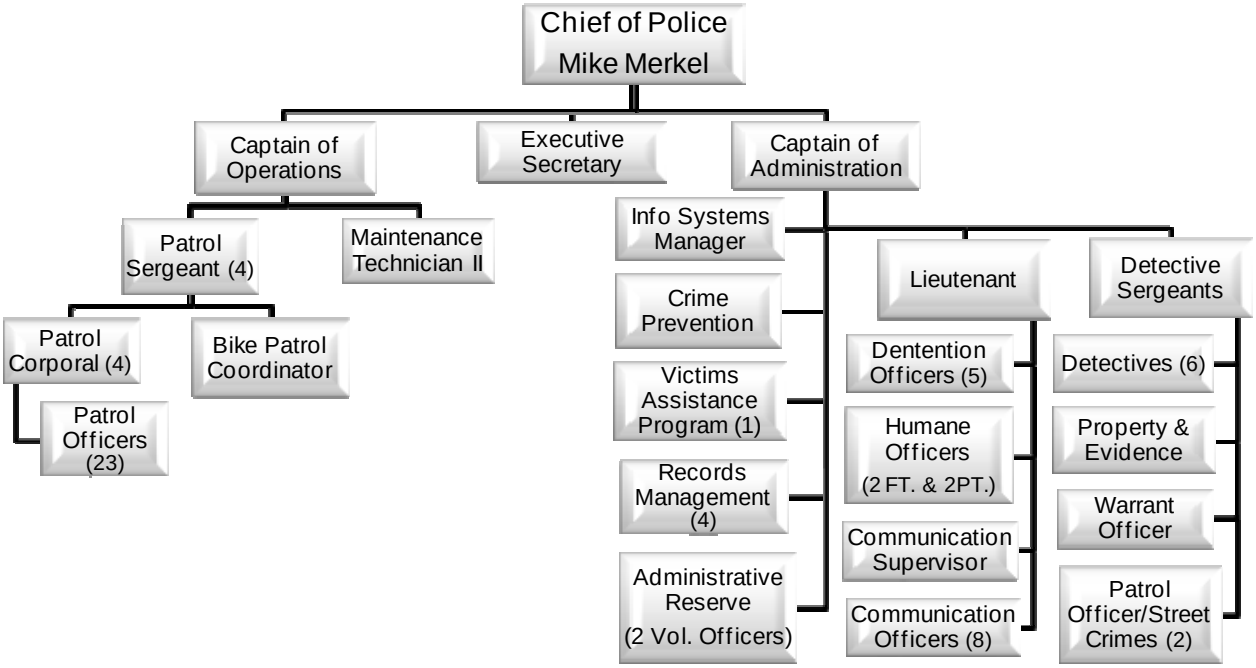
Financial Highlights

FY 2008/09 includes salary contingency adjustments for General Fund and reflects a $75,000 Homestead Exemption reserve in the Council Contingency-H/S Exemption account.

111 - General Fund/Other Requirements

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4190-3001-1041	Salary Contingency-General	0	0	0	63,472
	Total Personnel	**0**	**0**	**0**	**63,472**
Contractual Services					
4190-3001-3101	Auditing & Accounting	42,215	28,800	41,062	47,500
4190-3001-3102	Consultant Services	0	0	0	3,000
4190-3001-3401	Insurance-General	71,602	108,357	104,496	114,974
4190-3001-3405	Workers' Compensation	84,738	127,202	129,511	132,923
4190-3001-3406	Group Insurance	802,565	851,840	839,600	889,976
4190-3001-3407	Unemployment Insurance	23,598	20,000	13,000	13,000
4190-3001-3408	Settlement Payments	701	0	0	0
4190-3001-3901	Dues & Memberships	4,613	9,000	9,000	6,000
4190-3001-3912	Appraisal District Fees	42,381	36,395	50,315	50,280
4190-3001-3940	Council Contingency-Reserve for H/S	0	75,000	0	(75,000)
4190-3001-3955	Miscellaneous Debt Expenses	0	85,000	15,000	19,100
	Total Services	**1,072,412**	**1,341,594**	**1,201,984**	**1,201,753**
Interfund Transfers					
4190-3001-6222	Transfer to Fund 222	0	0	0	0
	Total Interfund Transfer	**0**	**0**	**0**	**0**
	Other Requirements	**1,072,412**	**1,341,594**	**1,201,984**	**1,265,225**

Police Department Organizational Chart



Police Department

The Alvin Police Department exists to enforce all local, state and federal statutes, as well as those adopted by its own governing council. The Department shall act to minimize preventable crimes and make every effort to identify and introduce criminal offenders to the appropriate criminal justice system.

The Department shall also strive to facilitate safe and efficient movement of people and vehicular traffic throughout the city. As an agency, the Department shall recognize the significance of employee safety/well-being, job satisfaction and high morale by providing a positive, professional work environment.

Throughout all of its endeavors, the Alvin Police shall remain committed to treating all persons with compassion, dignity and respect, regardless of the circumstance, while maintaining a mutual trust and understanding between the citizenry and their police.

The Police Department is located at 1500 S. Gordon Street, Alvin, Texas 77511 and can be contacted at (281) 388-4370.

Goals	Target Completion Date	Percent Complete
Explore & Address Humane Shelter Facilities on Hwy 6 *		
● Evaluate Alternatives	4/1/2009	0%
● Contract with Expert to make Recommendations	8/1/2009	0%
● Adopt new Animal Control Ordinance	1/1/2009	75%
Install OSSI/Sungard Police/Fire/EMS Software		
Complete Fiber Optic Link with League City	5/1/2009	0%
Final Install and Training of Affetcted Personnel	6/1/2009	0%
Final transition to "Live" Computer-Aided Dispatch status	7/1/2009	0%
Install new Emergency 500kw Generator at Police Department		
● Complete Electrical Engineering study and recommendations	1/1/2009	0%
● Configure wiring and componentry to accomomdate installation	3/1/2009	0%
● Fully test and integrate new generator into service at APD	4/1/2009	0%
Increase Presence & Visibility of Police and Volunteers in Complaint-Prone Areas with Increased Enforcement Efforts	10/1/2009	0%
● Implement CARE Program - Citizen Assisted Radar Enforcement	1/1/2009	0%
Continue "Zero-Tolerance" Policy on Youth/Street Gang Activity and Utilize Citizens Patrol Unit in this Effort	10/1/2009	0%
Additional Training & Education for the Emergency Management Coordinator and the Assistant Coordinator	10/1/2009	0%
Explore and address specific strategies to reduce False Alarm calls to Commercial/Business Establishments in Alvin	10/1/2009	0%
CAD Software for Wireless / Live Communication with Police Vehicles' Lap Top Computers		
● Funding available in February 2008	2/1/2008	0%

*Continuation of 2008 Goal

Police Department

Programs	Amended Budget 2007/08	Budget 2008/09
Law Enforcement	$ 4,048,990	$ 4,013,516
Support Services	1,254,187	1,291,860
Code Enforcement	0	0
Totals	**$ 5,303,178**	**$ 5,305,376**

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 4,555,993	$ 5,303,178	$ 5,084,344	$ 5,305,376
% of City's Operating Total	19.97%	18.88%	17.87%	18.95%
Full Time Staff	76	78	78	74

Financial Highlights

FY 2007/08 reflects a significant increase mainly due to a budget amendment which funded capital outlay for the Police Department. Also, during FY 2007/08 the Code Enforcement program was moved to the General Fund– Community Development Department. FY 2008/09 budget reflects an increase for cost-of-living adjustments in the Support Services program and increases in supplies & contractual services. The Law Enforcement program includes increases in personnel services per the Collective Bargaining agreement between the Police Department and the City of Alvin.

Law Enforcement Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 3,244,145	$ 3,480,179
2000	Materials and Supplies	141,889	138,421
3000	Contractual Services	363,240	394,916
4000	Capital Outlay	299,715	0
	Total	$ 4,048,990	$ 4,013,516

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Police Chief	V	1	1
Police Captain	*	2	2
Police Lieutenant	*	1	1
Police Sergeant	*	5	5
ID Officer	*	1	1
Corporal	*	4	4
Detectives	*	6	6
Patrol Officer	*	26	26
Crime Prevention Officer	*	1	1
Warrant Officer	*	1	1
Information System Manager	*	1	1
Total		49	49

** Pay plan is based on Collective Bargaining Agreement*

111 - General Fund/Law Enforcement

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4201-3501-1001	Salaries	2,200,475	2,450,705	2,361,410	2,618,989
4201-3501-1005	Overtime	153,255	114,000	114,000	117,420
4201-3501-1006	Longevity	41,678	42,650	42,394	46,801
4201-3501-1009	TMRS	228,570	306,819	290,614	355,304
4201-3501-1011	Social Security	183,664	208,452	197,307	222,065
4201-3501-1014	Clothing Allowance	7,250	9,000	9,000	9,000
4201-3501-1016	Certification & Education Pay	31,499	36,080	32,000	35,000
4201-3501-1017	Equipment Allowance	54,100	76,440	76,440	75,600
	Total Personel	**2,900,490**	**3,244,145**	**3,123,165**	**3,480,179**
Supplies					
4201-3501-2101	General Office Supplies	6,099	6,041	5,600	6,000
4201-3501-2102	Magazines, Maps, Books	67	500	500	500
4201-3501-2204	Motor Vehicle Fuel	77,970	75,000	79,900	91,960
4201-3501-2208	Photographic Supplies	1,480	1,500	500	1,500
4201-3501-2209	Wearing Apparel	9,865	15,535	15,535	11,261
4201-3501-2221	Ammunition	4,891	13,323	8,000	10,000
4201-3501-2312	Motor Vehicle Supplies	1,834	3,548	3,138	1,000
4201-3501-2319	Bicycle Patrol Supplies	1,141	2,000	1,800	2,000
4201-3501-2401	Minor Tools & Equipment	5,762	9,243	9,243	4,200
4201-3501-2441	Safety Equipment	16,504	15,200	14,000	10,000
	Total Supplies	**125,612**	**141,889**	**138,216**	**138,421**
Contractual Services					
4201-3501-3102	Consultant Services	2,755	3,000	3,000	3,000
4201-3501-3201	Telephone Expense	42,164	59,512	65,000	47,089
4201-3501-3203	Training & Travel	19,039	23,020	23,020	23,020
4201-3501-3206	Training & Travel-Emerg Mgmt	0	7,000	6,000	7,000
4201-3501-3302	Printing & Binding	688	4,970	4,970	3,000
4201-3501-3401	Insurance-General	17,504	24,692	24,917	24,692
4201-3501-3604	Motor Vehicle Repairs	5,523	4,855	3,265	3,000
4201-3501-3608	Radio & Radar Equipment	22,825	24,220	24,800	23,950
4201-3501-3613	Public Safety Equipment/ R & M	1,566	3,500	3,500	3,500
4201-3501-3704	Rental Machine & Equipment	4,896	3,500	4,200	3,500
4201-3501-3901	Dues & Memberships	5,264	3,025	3,025	3,025
4201-3501-3905	Special Investigations	2,097	5,000	3,000	7,000
4201-3501-3906	Wrecker Fees	540	500	250	500
4201-3501-3949	Police Program	4,088	9,000	4,000	14,000
4201-3501-3970	Vehicle Maintenance Fees	75,600	88,200	88,200	83,037
4201-3501-3980	Vehicle Replacement Accruals	81,090	92,246	92,246	138,603
4201-3501-3999	Child Protective Program	0	7,000	7,000	7,000
	Total Services	**285,637**	**363,240**	**360,393**	**394,916**
Capital Outlay					
4201-3501-4398	Miscellaneous Police Equipment	0	299,715	304,715	0
	Total Capital Outlay	**0**	**299,715**	**304,715**	**0**
	Law Enforcement	**3,311,739**	**4,048,990**	**3,926,489**	**4,013,516**

Support Services Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 880,525	$ 873,717
2000	Materials and Supplies	64,074	76,300
3000	Contractual Services	309,588	331,843
4000	Capital Outlay	0	10,000
	Total	$ 1,254,187	$ 1,291,860

	Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
	Executive Secretary	9	1	1
	Crime Victim Liason	8	1	1
*	Victim Liason Assistant	4	1	0
	Communications Supervisor	10	1	1
	Humane Officer	7	2	2
**	Communications Officer	7	8	0
	Communication Officer	8	0	8
**	Detention Officer	7	5	0
	Detention Officers	8	0	5
*	Police Records Clerk	5	3	0
*	Records Technicians	7	0	4
***	Building Maintenance Tech II	8	1	0
***	Building Maintenance Tech II	9	0	1
	Humane Officer (P/T) *		2	2
	Total		25	25

**Victim Liason Assistant and Police Records Clerk positions were reclassified as Records Technicians NE PG7*

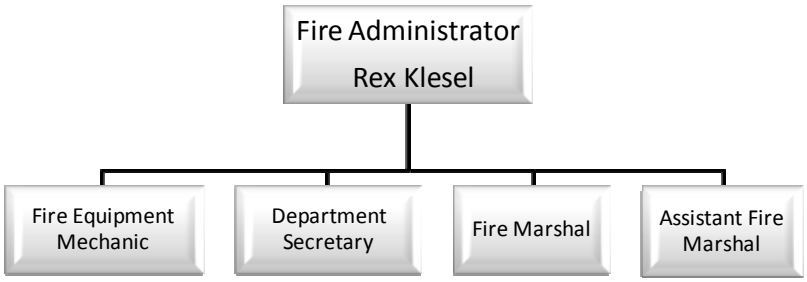
*** Detention Officer and Communication Officer positions have been reclassified from NE PG7 to NE PG8*

****The Building Maintenance Tech II position has been reclassified from NEPG8 to NEPG9*

111 - General Fund/Support Services

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4201-3502-1001	Salaries	612,992	678,722	595,759	670,890
4201-3502-1005	Overtime	29,886	35,000	35,000	35,000
4201-3502-1006	Longevity	9,805	11,869	10,623	11,731
4201-3502-1007	Extra Help	25,565	0	0	0
4201-3502-1009	TMRS	64,159	85,482	72,315	89,201
4201-3502-1011	Social Security	52,106	58,308	48,263	55,751
4201-3502-1014	Clothing Allowance	0	200	0	200
4201-3502-1017	Equipment Allowance	9,384	10,944	8,346	10,944
	Total Personnel	**803,897**	**880,525**	**770,306**	**873,717**
Supplies					
4201-3502-2101	General Office Supplies	0	1,000	500	1,000
4201-3502-2102	Magazines, Maps, Books	499	500	519	500
4201-3502-2104	Data Processing Supplies	27,991	14,000	14,000	14,000
4201-3502-2202	Institutional Supplies	2,288	3,782	3,782	3,500
4201-3502-2203	Medical Supplies	354	500	250	500
4201-3502-2204	Motor Vehicle Fuel	11,992	12,000	15,614	14,820
4201-3502-2205	Janitorial Supplies	5,317	4,500	4,500	4,000
4201-3502-2208	Photographic Supplies	1,599	1,500	800	1,500
4201-3502-2209	Wearing Apparel	3,528	6,500	6,500	6,500
4201-3502-2222	Foods	4,954	6,500	5,200	6,500
4201-3502-2305	Lab Supplies & Chemicals	941	1,000	1,200	1,000
4201-3502-2307	Electrical Parts & Supplies	1,136	2,800	2,200	2,800
4201-3502-2309	Paint, Lumber, Hardware	903	3,500	3,000	3,500
4201-3502-2401	Minor Tools & Equipment	5,202	5,992	5,000	7,000
4201-3502-2403	Computer & Printers	978	0	0	0
4201-3502-2490	Software Appl/Licenses	0	0	0	9,180
	Total Supplies	**67,682**	**64,074**	**63,065**	**76,300**
Contractual Services					
4201-3502-3102	Consultant Services	0	4,000	4,000	19,000
4201-3502-3106	Data Processing	33,573	3,430	3,430	37,588
4201-3502-3201	Telephone Expense	0	5,825	0	19,554
4201-3502-3202	Postage & Freight	1,985	2,071	2,200	1,600
4201-3502-3203	Training & Travel	7,463	8,200	8,200	9,000
4201-3502-3302	Printing & Binding	267	700	950	1,200
4201-3502-3402	Surety, Fidelity Bonds	781	500	500	500
4201-3502-3501	Electricity	101,405	95,000	121,000	135,000
4201-3502-3503	Water	2,580	4,000	3,500	3,500
4201-3502-3601	Building/Structure Improvements	10,935	65,000	70,000	15,000
4201-3502-3602	Fixed Plant Equipment/R&M	19,452	26,683	23,000	19,875
4201-3502-3603	Office Equipment Repairs	227	300	500	300
4201-3502-3608	Radio & Radar Equipment	0	810	810	810
4201-3502-3612	Fire Fighting Equipment	684	2,300	2,300	2,300
4201-3502-3704	Rental Machine & Equipment	8,638	8,000	7,500	8,000
4201-3502-3901	Dues & Memberships	0	400	400	400
4201-3502-3916	Animal Pound	27,456	34,175	28,000	28,000
4201-3502-3970	Vehicle Maintenance Fees	22,050	22,050	22,050	16,471
4201-3502-3980	Vehicle Replacement Accruals	16,298	26,144	26,144	13,745
	Total Services	**253,794**	**309,588**	**324,484**	**331,843**
Captial Outlay					
4201-3502-4201	Building, Fixtures, Ground	0	0	0	10,000
	Total Captial Outlay	**253,794**	**309,588**	**324,484**	**341,843**
	Support Services	**1,125,373**	**1,254,187**	**1,157,855**	**1,291,860**

Fire Department Organizational Chart



Fire Department

The function of the Fire Department, originally formed in 1893, is to protect life, property and to respond to other emergencies that might arise in the community through public education, management, and incident response while also participating in most local service projects. This department is made up of one full time administrator and three support staff, a department secretary, a fire equipment mechanic, a fire marshal and 70 volunteer (being partially city and partially county residents). The Fire Department protects 100 square miles throughout the Alvin area including portions of Brazoria County. Financial support is provided by the City of Alvin, Brazoria County and through private donations. The Fire Department strives to meet the needs of our community with the dedication and skill of our people.

The Fire Department is located at 302 West House Street, Alvin, Texas 77511 and can be contacted at (281) 331-7688.

Accomplishments for FY2007-2008

- Completed construction on Station #3 at FM 1462 & Rowan Burton
- Purchased Two Replacement Pumpers
- Submitted Grant to FEMA for 2007-2008
- Purchased and Installed Standby Generator for Station #2
- Added 5 Additional Firefighters to Department making a total of 70 Volunteer Fire Fighters

Goals for FY2008 – 2009

- Hire Full Time Assistant Fire Marshal
- Increase Fire Fighter Pension contribution

Objective for FY2008 - 2009

- Write job description, recruit person for Assistant Fire Marshal position
- Increase Fire Fighters Pension contribution by $10

Major Budget Items FY2008- 2009

- Full Time Assistant Fire Marshal
- Increase Fire Fighter Pension

Fire Department

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 228,527	$ 274,134
2000	Materials and Supplies	89,441	92,195
3000	Contractual Services	367,734	360,874
4000	Capital Outlay	25,000	0
	Total	$710,702	$727,203

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Fire Department Administrator	V	1	1
Fire Equipment Mechanic	8	1	1
Fire Marshal	12	1	1
* Assistant Fire Marshal	9	0	1
Department Secretary	6	1	1
Total		4	5

**Assistant Fire Marshal is a newly created position*

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 624,535	$ 710,702	$ 685,071	$ 727,203
% of City's Operating Total	3.23%	3.30%	3.18%	3.30%
Full Time Staff	4	4	4	5

Financial Highlights

FY 2008/09 budget reflects an increase for cost-of-living adjustments and the creation of a full-time Assistant Fire Marshal position.

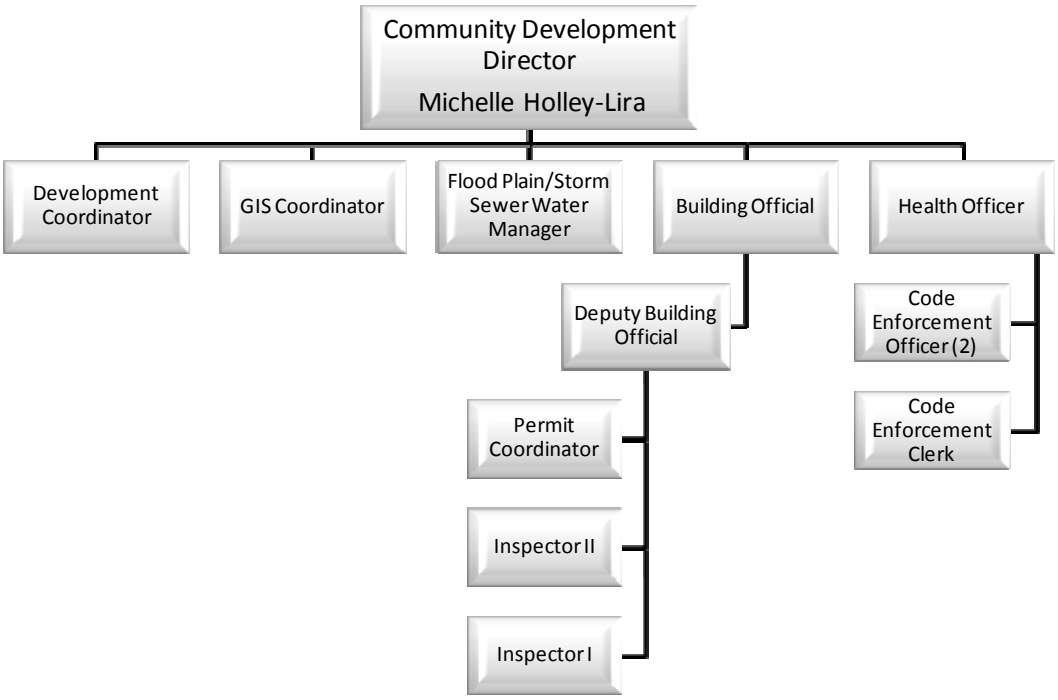
111 - General Fund/Fire Department

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4202-4001-1001	Salaries	173,032	180,284	182,019	215,053
4202-4001-1005	Overtime	4,361	5,000	5,000	5,000
4202-4001-1006	Longevity	4,200	5,058	4,484	5,444
4202-4001-1009	TMRS	16,748	21,212	21,693	27,855
4202-4001-1011	Social Security	13,454	14,733	14,301	17,501
4202-4001-1017	Equipment Allowance	1,040	1,040	1,040	2,080
4202-4001-1020	Fire Vol. Stipend	1,200	1,200	1,200	1,200
	Total Personnel	**214,035**	**228,527**	**229,737**	**274,134**
Supplies					
4202-4001-2101	General Office Supplies	1,553	2,250	2,000	2,250
4202-4001-2102	Magazines, Maps, Books	1,052	1,500	1,000	1,500
4202-4001-2103	Office Copy Supplies	503	750	600	750
4202-4001-2201	Oil & Grease	535	700	1,000	700
4202-4001-2203	Medical Supplies	487	600	628	600
4202-4001-2204	Motor Vehicle Fuel	16,152	17,000	17,338	20,900
4202-4001-2205	Janitorial Supplies	1,350	1,400	1,400	1,400
4202-4001-2206	Recreational Supplies	1,971	3,200	2,500	3,200
4202-4001-2208	Photographic Supplies	69	492	400	492
4202-4001-2209	Wearing Apparel	25,960	32,677	31,000	32,000
4202-4001-2240	Fire Prevention Program	8,449	9,000	9,000	9,000
4202-4001-2301	Supplies-Building & Grounds	442	700	600	700
4202-4001-2307	Electrical Parts & Supplies	250	300	309	300
4202-4001-2309	Paint, Lumber, Hardware	1,589	1,500	1,200	1,500
4202-4001-2312	Motor Vehicle Supplies	2,751	4,602	4,000	4,133
4202-4001-2315	Fire Fighting Equipment	7,333	8,630	8,000	8,630
4202-4001-2401	Minor Tools & Equipment	3,671	4,140	4,000	4,140
	Total Supplies	**74,118**	**89,441**	**84,975**	**92,195**
Contractual Services					
4202-4001-3102	Consultant Services	14,500	10,300	10,300	0
4202-4001-3103	Legal Services	179	200	179	200
4202-4001-3104	Medical Services -Pre Emp.	2,791	4,000	1,500	4,000
4202-4001-3199	Miscellaneous Extra Help	6,816	15,000	15,000	7,000
4202-4001-3201	Telephone Expense	11,702	8,332	10,137	16,230
4202-4001-3202	Postage & Freight	234	1,150	300	1,150
4202-4001-3203	Training & Travel	29,215	34,922	34,000	34,922
4202-4001-3302	Printing & Binding	582	600	400	600
4202-4001-3403	Insurance - Motor Equipment	13,566	17,048	17,100	17,048
4202-4001-3404	Insurance - Accident	5,067	5,300	5,300	5,300
4202-4001-3501	Electricity	15,803	30,600	25,000	30,000
4202-4001-3502	Gas	1,160	2,000	2,000	2,200
4202-4001-3503	Water	1,059	2,800	2,800	2,440
4202-4001-3601	Building/Structure Improvements	8,764	9,000	9,000	9,000
4202-4001-3602	Fixed Plant Equipment/ R&M	3,953	5,805	6,700	4,846
4202-4001-3603	Office Equipment Repairs	736	1,745	2,500	1,800
4202-4001-3604	Motor Vehicle Repairs	12,792	20,000	20,000	20,000
4202-4001-3608	Radio & Radar Equipment	11,036	11,820	10,000	11,820
4202-4001-3612	Fire Fighting Equipment	16,992	15,730	15,000	15,730
4202-4001-3702	Rental of Office Equipment	982	2,485	2,000	1,800
4202-4001-3704	Rental Machine & Equipment	445	450	100	450
4202-4001-3710	Other Rental	1,504	3,200	2,000	3,200
4202-4001-3901	Dues & Memberships	2,615	3,000	3,000	3,000
4202-4001-3902	Laundry & Cleaning	(31)	400	400	400
4202-4001-3903	Exterminations/Disinfectants	935	1,770	1,770	1,770
4202-4001-3904	Janitorial Services	2,154	3,000	3,000	3,000
4202-4001-3906	Wrecker Fees	285	575	150	575
4202-4001-3914	Pension Contribution	86,315	98,820	90,000	104,400

111 - General Fund/Fire Department

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
4202-4001-3970	Vehicle Maintenance Fees	25,200	28,350	28,350	28,633
4202-4001-3980	Vehicle Replacement Accruals	25,324	29,332	29,332	29,360
	Total Services	**302,675**	**367,734**	**347,318**	**360,874**
Capital Outlay					
4202-4001-4302	Plant Equipment	0	25,000	23,041	0
4202-4001-4307	Radio & Radar Equipment	28,825	0	0	0
4202-4001-4399	Miscellaneous Equipment	4,881	0	0	0
	Total	**33,706**	**25,000**	**23,041**	**0**
	Fire Department	**$ 624,535**	**$ 710,702**	**$ 685,071**	**$ 727,203**

Community Development Department Organizational Chart



Community Development Department

The Community Development Department administers the Planning/Development, Inspections/Permitting, and Code Enforcement Programs and together we will continue to meet with the community for suggestions on new innovative ideas to further enhance the city financially and visually, thereby, creating a beautiful and prosperous community as a whole.

The Primary goal for the Community Development Department is to provide the highest level of service to our citizens while insuring their health, safety and general welfare in such a manner so as to create for them the highest standard of living that is possible in our community.

The Community Development Department is located at 1100 West Highway 6, Alvin, Texas and can be contacted at (281) 388-4210.

FY 2008/2009 Goals:

- Update the Impact Fee Improvement Plan and evaluate the current Impact Fee Schedule.
- Update the Apartment Ordinance to include a section for Senior (55+) Apartment Projects.
- Update the City's Comprehensive Plan by holding another Townhall Meeting to gain citizen input.
- Use the new code software to set up a Citizen Action Center on the City's Website so citizens can report code enforcement issues online with updates on the status of their complaint emailed directly to them.
- Implement a system to archive approved building plans electronically.
- Revise the Corridor Overlay Ordinance to make it easier to understand and implement.
- Consult with an engineering firm to design the railroad "Quiet Zones" at the crossings at Tovrea Road, Second Street, Gordon Street, and Avenue E ½.
- Continue with the Manufactured Home Park inspection program to ensure compliance with the 1-year standards as outlined in Ordinance 07-ZZ.
- Update the Townhouse Ordinance that was written in 1974.

Community Development Department

Programs	Amended Budget 2007/08	Budget 2008/09
Inspections	$ 293,360	$ 332,039
Code Enforcement	220,896	219,208
Community Development	275,037	292,349
Totals	**$ 789,293**	**$ 843,596**

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ -	$ 789,293	$ 840,494	$ 843,596
% of City's Operating Total	0.00%	3.67%	3.91%	3.83%
Full Time Staff	0	12	12	13

Financial Highlights

During FY 2007/08 the Engineering Department was re-organized. Council approved the creation of the Community Development Department and a CIP program (which falls under the GF-Public Service program). Under the direction of the Community Development Director are the following programs; Inspections, Code Enforcement and Community Development. FY 2008/09 budget includes an increase for cost -of-living adjustments and personnel changes within the Inspections program.

Inspections Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 220,225	$ 258,268
2000	Materials and Supplies	16,250	17,810
3000	Contractual Services	56,885	55,961
	Total	$ 293,360	$ 332,039

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
* Building Official	II	1	0
* Building Official	III	0	1
* Deputy Building Official	I	0	1
* Inspector	11	2	0
* Inspector II	11	0	1
** Inspector I	7	0	1
Permit Coordinator	7	1	1
Total		4	5

** Reclassifications as follows:*
Reclassify Building Official from E PGII to E PGIII
Reclassify one Inspector position to Deputy Building Official (NE PG11 to E PGI)
Re-title one Inspector position to Inspector II (remains in NE PG11)

*** Inspector I is a newly created position*

111 - General Fund/Inspections Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4240-5002-1001	Salaries	169,180	174,177	174,179	204,009
4240-5002-1005	Overtime	1,305	5,000	4,000	5,000
4240-5002-1006	Longevity	5,643	6,026	5,964	6,412
4240-5002-1009	TMRS	16,211	20,854	20,334	26,367
4240-5002-1011	Social Security	13,327	14,168	13,763	16,480
	Total Personnel	**205,666**	**220,225**	**218,241**	**258,268**
Supplies					
4240-5002-2101	General Office Supplies	1,101	2,000	1,500	2,000
4240-5002-2102	Magazines, Maps, Books	473	3,000	0	3,150
4240-5002-2103	Office Copy Supplies	463	600	150	600
4240-5002-2104	Data Processing Supplies	359	500	7,407	500
4240-5002-2204	Motor Vehicle Fuel	5,620	6,000	6,250	7,410
4240-5002-2208	Photographic Supplies	0	100	0	100
4240-5002-2209	Wearing Apparel	253	400	350	400
4240-5002-2230	Field Supplies	50	150	100	150
4240-5002-2401	Minor Tools & Equipment	1,785	3,500	3,000	3,500
	Total Supplies	**10,104**	**16,250**	**18,757**	**17,810**
Contractual Services					
4240-5002-3102	Consultant Services	9,090	15,000	12,000	15,000
4240-5002-3201	Telephone Expense	5,013	5,442	5,200	6,080
4240-5002-3202	Postage & Freight	226	500	350	500
4240-5002-3203	Training & Travel	611	5,000	3,500	5,500
4240-5002-3302	Printing & Binding	188	1,000	500	1,000
4240-5002-3303	Photographs/Blue Prints	8	100	50	100
4240-5002-3603	Office Equipment Repairs	0	300	150	300
4240-5002-3901	Dues & Memberships	476	700	700	700
4240-5002-3907	Demolition of Building	5,878	15,000	15,000	15,000
4240-5002-3970	Vehicle Maintenance Fees	9,450	9,450	9,450	8,590
4240-5002-3980	Vehicle Replacement Accruals	3,782	4,393	4,393	3,191
	Total Services	**34,721**	**56,885**	**51,293**	**55,961**
Capital Outlay					
4240-5002-4303	Motor Vehicles	13,648	0	0	0
	Total Capital Outlay	**13,648**	**0**	**0**	**0**
	Inspections	**$ 264,139**	**$ 293,360**	**$ 288,291**	**$ 332,039**

Code Enforcement Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 151,530	$ 158,732
2000	Materials and Supplies	8,701	11,220
3000	Contractual Services	60,665	35,256
4000	Capital Outlay	0	14,000
	Total	$ 220,896	$ 219,208

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Health Officer	11	1	1
Code Enforcement Officer	8	2	2
Code Enforcement Clerk	5	1	1
Total		4	4

111 - General Fund/Code Enforcement

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4240-5003-1001	Salaries	74,162	121,610	119,799	125,685
4240-5003-1005	Overtime	0	2,400	1,000	3,000
4240-5003-1006	Longevity	747	1,166	1,180	1,552
4240-5003-1009	TMRS	6,982	14,406	13,630	16,206
4240-5003-1011	Social Security	5,659	9,788	9,355	10,129
4240-5003-1017	Equipment Allowance	780	2,160	2,160	2,160
	Total Personnel	**88,330**	**151,530**	**147,125**	**158,732**
Supplies					
4240-5003-2101	General Office Supplies	1,004	500	1,800	1,000
4240-5003-2102	Magazines, Maps, Books	0	580	250	500
4240-5003-2103	Office Copy Supplies	60	916	700	500
4240-5003-2104	Data Processing Supplies	613	0	0	1,500
4240-5003-2204	Motor Vehicle Fuel	2,032	2,805	2,500	3,420
4240-5003-2208	Photographic Supplies	287	500	250	500
4240-5003-2209	Wearing Apparel	416	2,500	1,500	2,500
4240-5003-2230	Field Supplies	0	300	150	300
4240-5003-2401	Minor Tools & Equipment	865	600	300	1,000
	Total Supplies	**5,277**	**8,701**	**7,450**	**11,220**
Contractual Services					
4240-5003-3102	Consultant Services	0	1,000	1,000	1,000
4240-5003-3199	Contractual Extra Help	0	38,000	38,000	0
4240-5003-3201	Telephone Expense	1,735	1,595	2,850	5,478
4240-5003-3202	Postage & Freight	5,201	4,000	4,200	4,000
4240-5003-3203	Training & Travel	3,464	3,000	2,500	3,000
4240-5003-3302	Printing & Binding	0	500	500	500
4240-5003-3303	Photographs/Blue Prints	0	135	70	135
4240-5003-3603	Office Equipment Repairs	0	165	165	165
4240-5003-3608	Radio & Radar Equipment	0	270	270	270
4240-5003-3922	Mowing	14,873	12,000	12,000	12,000
4240-5003-3970	Vehicle Maintenance Fees	0	0	0	6,300
4240-5003-3980	Vehicle Replacement Accrual	0	0	0	2,408
	Total Services	**25,274**	**60,665**	**61,555**	**35,256**
Captial Outlay					
4240-5003-4303	Motor Vehicles	0	0	0	14,000
	Total Outlay	**0**	**0**	**0**	**14,000**
	Code Enforcement	**$ 118,881**	**$ 220,896**	**$ 216,130**	**$ 219,208**

Community Development Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 208,313	$ 245,653
2000	Materials and Supplies	16,630	14,000
3000	Contractual Services	100,094	51,517
4000	Capital Outlay	0	10,750
8000	Reimbursements	(50,000)	(29,571)
	Total	$ 275,037	$ 292,349

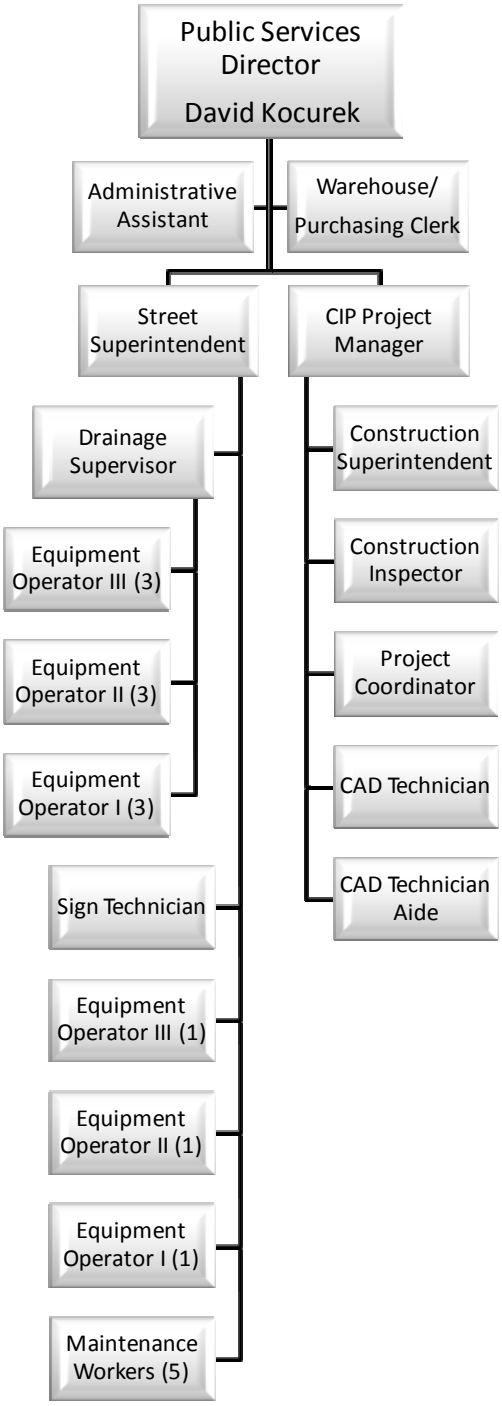
Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Community Development Director	V	0	1
Development Coordinator	9	0	1
Flood Plain/Storm Water Manager	11	0	1
GIS Coordinator	12	0	1
Total		0	4

This program was newly created due to a re-organization of the Engineering Department in FY 2007/08

111 - General Fund/Community Development

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4240-5004-1001	Salaries	0	167,805	197,464	193,132
4240-5004-1005	Overtime	0	600	600	3,000
4240-5004-1006	Longevity	0	3,602	4,153	4,646
4240-5004-1009	TMRS	0	19,163	22,708	25,080
4240-5004-1011	Social Security	0	13,113	15,197	15,675
4240-5004-1017	Equipment Allowance	0	430	430	520
4240-5004-1018	Auto Allowance	0	3,600	3,600	3,600
	Total Personnel	**0**	**208,313**	**244,152**	**245,653**
Supplies					
4240-5004-2101	General Office Supplies	0	11,500	11,500	7,500
4240-5004-2102	Magazines, Maps, Books	0	200	200	200
4240-5004-2103	Office Copy Supplies	0	500	350	500
4240-5004-2107	Drafting Supplies	0	1,000	500	1,000
4240-5004-2203	Medical Supplies	0	60	60	60
4240-5004-2204	Motor Vehicle Fuel	0	1,000	850	1,140
4240-5004-2208	Photographic Supplies	0	200	100	200
4240-5004-2209	Wearing Apparel	0	0	0	200
4240-5004-2222	Foods	0	0	0	800
4240-5004-2230	Field Supplies	0	400	200	400
4240-5004-2401	Minor Tools & Equipment	0	1,770	1,000	2,000
	Total Supplies	**0**	**16,630**	**14,760**	**14,000**
Contractual Services					
4240-5004-3102	Consultant Services	0	50,000	50,000	10,000
4240-5004-3106	Software Maint & Support	0	0	0	14,500
4240-5004-3120	Software Maint & License	0	32,612	32,612	3,500
4240-5004-3201	Telephone Expense	0	3,240	5,200	5,754
4240-5004-3202	Postage & Freight	0	600	350	600
4240-5004-3203	Training & Travel	0	2,500	2,500	2,800
4240-5004-3302	Printing & Binding	0	200	200	200
4240-5004-3702	Rental of Office Equipment	0	4,400	4,400	5,500
4240-5004-3901	Dues & Memberships	0	750	750	850
4240-5004-3970	Vehicle Maintenance Fees	0	3,150	3,150	2,863
4240-5004-3980	Vehicle Replacement Accruals	0	2,642	2,642	4,950
	Total Services	**0**	**100,094**	**101,804**	**51,517**
Capital Outlay					
4240-5004-4201	Bldg, Fixtures & Grounds	0	0	0	6,750
4240-5004-4305	Special Equipment	0	0	0	4,000
	Total Services	**0**	**0**	**0**	**10,750**
Reimbursements					
4240-5004-8211	Reimbursment From S-Tax	0	(50,000)	(15,073)	(18,087)
4240-5004-8215	Reimb from Cemetery Fund	0	0	(3,807)	(4,568)
4240-5004-8216	Reimb from Utility Fund	0	0	(5,763)	(6,916)
	Total Capital Outlay	**0**	**(50,000)**	**(24,643)**	**(29,571)**
	Community Development	**$ -**	**$ 275,037**	**$ 336,073**	**$ 292,349**

Public Service– Street/CIP Programs



Public Service– CIP Program

The CIP Division provides engineering planning, in-house engineering design of small projects, and construction administration of both Alvin capital projects and subdivision infrastructure construction projects. Projects worked on include construction of new sanitary sewers, potable water lines, storm sewers, sidewalks, sewage lift stations, elevated water storage towers, and paving projects. The department maintains a construction schedule that monitors construction progress and project finances for all capital projects awarded by the competitive bid process.

The CIP Division through an engineering review process ensures that subdivision plats and construction plans are in conformance with Alvin's applicable ordinances and approved construction details and standards.

The CIP division is located at 1100 West Highway 6, Alvin, Texas 77511 and can be contacted at (281) 388-4325.

Accomplishments for FY 2007-2008

2008 Pavement Marking (September 2008)

2008 Sidewalk (October 2008)

2008 Asphalt Street Resurfacing (September 2008)

Bob Briscoe Park Soccer Field Lighting

Bob Briscoe Park Soccer Field Irrigation

Northside Elevated Storage Tank

Blum Street Waterline

Inspection of Mustang Crossing Section IV – Utilities

Inspection of Alvin Crossing Subdivision

Depot Improvements – Clock Tower (Design and bid)

Southbend Drainage (Cemetery)

Fairview Jr. High Utility Project

Right of Way Permitting

Fire Station #3

Public Service– Street/CIP Programs

Programs	Amended Budget 2007/08	Budget 2008/09
Street	$ 262,468	$ 0
CIP	0	93,644
Totals	$ 262,468	$ 93,644

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 235,268	$ 262,468	$ 137,563	$ 93,644
% of City's Operating Total	1.22%	1.22%	0.64%	0.43%
Full Time Staff	17	19	19	4

Financial Highlights

During FY 2007/08 the Engineering Department was re-organized. Council approved the creation of a new Community Development Department and a new CIP Program. The CIP program falls under the direction of the Public Services Director. In FY 2008/09 the Street program was moved from the General Fund to the Sales Tax Fund.

Public Service– Street Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 750,448	$ -
2000	Materials and Supplies	209,000	0
3000	Contractual Services	619,643	0
4000	Capital Outlay	228,271	0
6000	Interfund Transfers	171,653	0
8000	Reimbursements	(1,716,547)	0
	Total	$ 262,468	$ -

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Street Superintendent	II	1	0
Equipment Operator III	9	4	0
Equipment Operator II	8	4	0
Equipment Operator I	6	3	0
Sign & Traffic Signal Technician	6	1	0
Maintenance Worker	3	6	0
Total		19	0

FY 2008/09- The Street program is budgeted under the Capital Projects-Sales Tax Improvement Fund

111 - General Fund/Public Service - Street

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4301-5501-1001	Salaries	501,245	605,158	556,356	0
4301-5501-1005	Overtime	14,460	17,000	18,500	0
4301-5501-1006	Longevity	7,465	8,949	7,803	0
4301-5501-1007	Extra Help	152	0	0	0
4301-5501-1009	TMRS	48,069	71,062	64,612	0
4301-5501-1011	Social Security	39,559	48,279	43,108	0
	Total Personnel	**610,950**	**750,448**	**690,380**	**0**
Supplies					
4301-5501-2204	Motor Vehicle Fuel	47,865	42,000	53,500	0
4301-5501-2208	Photographic Supplies	92	200	50	0
4301-5501-2209	Wearing Apparel	738	1,000	850	0
4301-5501-2232	Signs & Markers	15,455	20,000	20,000	0
4301-5501-2301	Supplies-Buildings & Grounds	3,450	1,000	1,200	0
4301-5501-2302	Street & Bridge Supplies	88,512	125,000	115,000	0
4301-5501-2307	Electrical Parts & Supplies	200	1,000	1,000	0
4301-5501-2308	Welding Supplies	157	500	250	0
4301-5501-2309	Paint, Lumber, Hardware	576	1,000	1,000	0
4301-5501-2310	Chemicals & Insecticides	1,476	2,500	2,500	0
4301-5501-2314	Signal Systems	212	800	400	0
4301-5501-2401	Minor Tools & Equipment	3,197	5,000	5,000	0
4301-5501-2403	Computer Hardware	1,051	0	0	0
4301-5501-2441	Safety Equipment	1,439	4,000	4,000	0
4301-5501-2500	Specialized Equipment	4,936	5,000	5,174	0
	Total Supplies	**169,356**	**209,000**	**209,924**	**0**
Contractual Services					
4301-5501-3102	Consultant Services	300,000	(64,732)	0	0
4301-5501-3199	Contractural Extra Help	0	3,000	3,000	0
4301-5501-3201	Telephone Expense	9,917	9,000	9,000	0
4301-5501-3203	Training & Travel	1,936	2,000	2,000	0
4301-5501-3303	Photographs/Blueprints	0	200	100	0
4301-5501-3401	General Insurance	26,158	29,074	27,831	0
4301-5501-3405	Worker's Comp Insurance	27,450	38,629	41,000	0
4301-5501-3406	Group Insurance	94,899	95,623	110,020	0
4301-5501-3501	Electricity	206,865	220,000	201,806	0
4301-5501-3601	Building/Structure Improvement	6,691	0	0	0
4301-5501-3602	Fixed Plant Equip/R & M	14,066	2,000	2,000	0
4301-5501-3605	Traffic Lights	250	3,000	1,500	0
4301-5501-3608	Radio & Radar Equipment	1,695	3,450	3,000	0
4301-5501-3615	Small Engine/ R & M	1,395	1,500	1,300	0
4301-5501-3704	Rental Machine & Equipment	0	5,000	4,000	0
4301-5501-3708	Uniform Rental	4,520	6,500	6,500	0
4301-5501-3901	Dues & Memberships	117	500	500	0
4301-5501-3904	Janitorial Services	6,360	7,000	7,000	0
4301-5501-3923	Grounds Maintenance Contract	6,304	7,000	7,000	0
4301-5501-3924	Street Sweeping Expenses	0	40,000	3,500	0
4301-5501-3970	Vehicle Maintenance Fees	124,000	137,700	137,700	0
4301-5501-3980	Vehicle Replacement Accruals	73,241	73,199	73,199	0
	Total Services	**905,864**	**619,643**	**641,956**	**0**
Capital Outlay					
4301-5501-4201	Building Fixtures	0	21,105	21,105	0
4301-5501-4303	Motor Vehicle	10,889	0	0	0
4301-5501-4304	Mobile Equipment	372,718	203,271	262,467	0
4301-5501-4321	Software Applications	0	3,895	3,895	0
	Total Capital Outlay	**383,607**	**228,271**	**287,467**	**0**
Debt Service/Depreciation					
4301-5501-5006	Lease-Principal Gradal	0	102,663	102,663	0
4301-5501-5007	Lease-Interest on Gradal	0	9,793	9,793	0
4301-5501-5008	Principal Lease-Vac Truck	0	52,663	52,663	0
4301-5501-5009	Interest Lease-Vac Truck	0	6,534	6,534	0
	Total Debt Serv/Depreciation	**0**	**171,653**	**171,653**	**0**
Less Reimbursements					
4301-5501-8207	Sales Tax Fund	(1,834,509)	(1,716,547)	(2,001,380)	0
	Total Less Reimbursements	**(1,834,509)**	**(1,716,547)**	**(2,001,380)**	**0**
	Total Public Services - Street	**$ 235,268**	**$ 262,468**	$ 0	$ 0

Public Service– CIP Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 275,711	$ 223,824
2000	Materials and Supplies	10,500	13,525
3000	Contractual Services	45,090	51,713
4000	Capital Outlay	15,000	0
8000	Reimbursements	(346,301)	(195,418)
	Total	$ -	$ 93,644

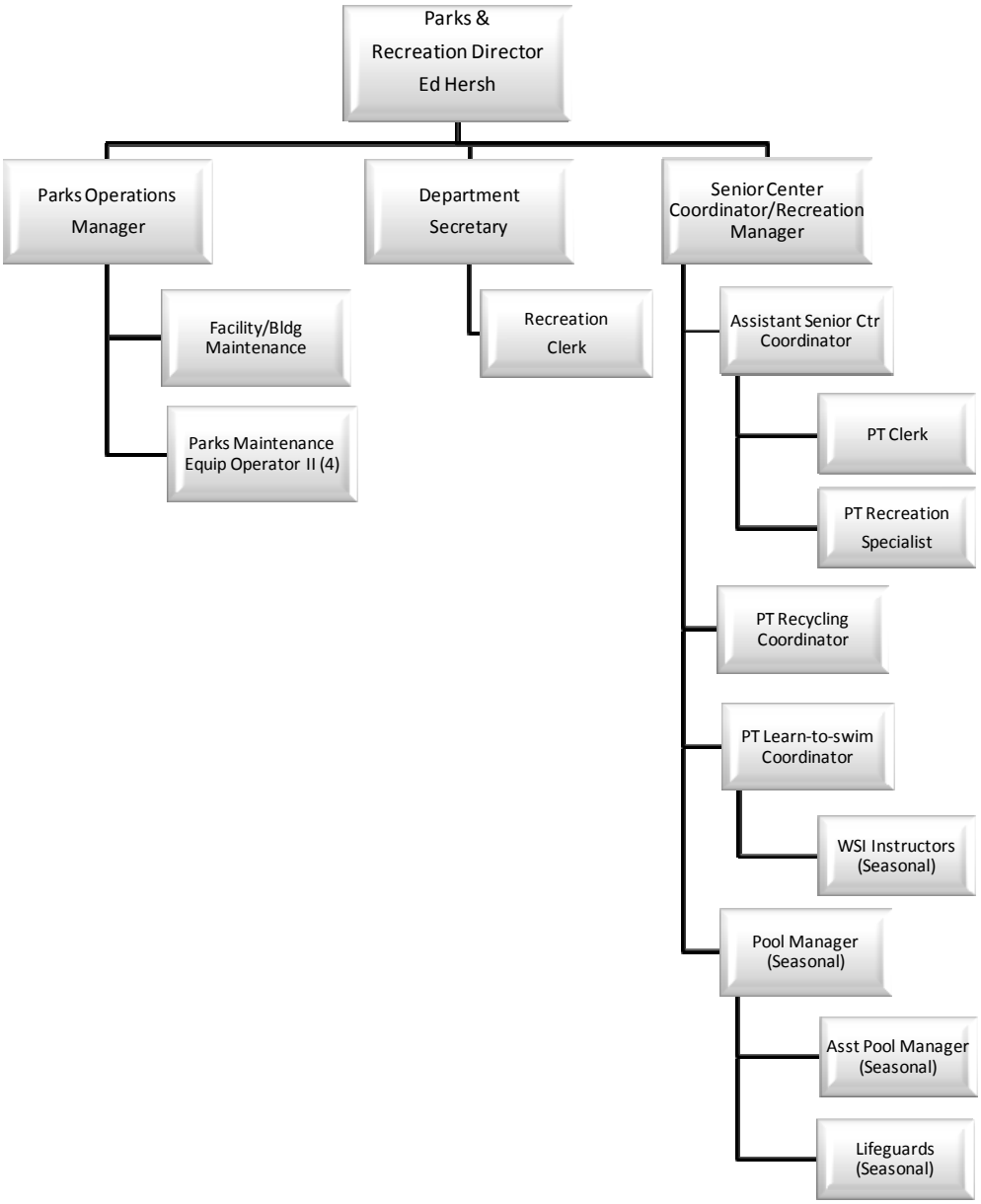
	Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
	Project Manager	II	1	1
*	Department Secretary	6	1	0
*	Project Coordinator	7	0	0
	Construction Superintendent	14	1	1
	Construction Inspector	12	1	1
**	Engineering Technician	10	1	0
***	CAD Technician	9	0	1
***	CAD Technician Aide	7	0	0
	Total		5	4

This department was newly created during a re-organization of the Engineering Department in FY 2007/08
** Reclassify Department Secretary to Project Coodinator (position unfunded)*
*** Engineering Technician position has been deleted*
****CAD Technician and CAD Technician Aide positions are newly created. The CAD Technician Aide postion in NE PG7 is unfunded.*

111 - General Fund/CIP

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4301-5502-1001	Salaries	-	220,112	209,088	176,644
4301-5502-1005	Overtime	0	7,000	6,500	7,000
4301-5502-1006	Longevity	0	5,867	5,049	3,048
4301-5502-1009	TMRS	0	25,445	23,269	22,850
4301-5502-1011	Social Security	0	17,287	15,505	14,282
	Total Personnel	**0**	**275,711**	**259,411**	**223,824**
Supplies					
4301-5502-2101	General Office Supplies	0	2,000	1,800	1,500
4301-5502-2103	Office Copy Supplies	0	0	0	500
4301-5502-2204	Motor Vehicle Fuel	0	7,000	5,364	6,175
4301-5502-2209	Wearing Apparel	0	0	0	350
4301-5502-2401	Minor Tools & Equipment	0	1,500	1,500	5,000
	Total Supplies	**0**	**10,500**	**8,664**	**13,525**
Contractual Services					
4301-5502-3102	Consultant Services	0	15,500	15,500	17,815
4301-5502-3120	Software Maintenance & License	0	5,000	5,000	5,000
4301-5502-3201	Telephone Expense	0	4,860	4,685	3,900
4301-5502-3202	Postage & Freight	0	600	450	500
4301-5502-3203	Training & Travel	0	1,500	1,500	3,000
4301-5502-3303	Photographs/Blue Prints	0	300	150	200
4301-5502-3702	Rental of Office Equipment	0	0	0	3,600
4301-5502-3901	Dues & Memberships	0	750	500	500
4301-5502-3970	Vehicle Maintenance Fees	0	12,600	12,600	11,453
4301-5502-3980	Vehicle Replacement Accruals	0	3,980	3,980	5,745
	Total Services	**0**	**45,090**	**44,365**	**51,713**
Capital Outlay					
4301-5502-4303	Motor Vehicles	0	15,000	15,147	0
	Total Capital Outlay	**0**	**15,000**	**15,147**	**0**
Reimbursements					
4301-5502-8211	Reimbursement from Sales Tax	0	(346,301)	(152,733)	(150,668)
4301-5502-8215	Reimb from Cemetery Fund	0	0	(518)	(622)
4301-5502-8216	Reimb from Utility Fund	0	0	(36,773)	(44,128)
	Total Reimbursements	**0**	**(346,301)**	**(190,024)**	**(195,418)**
	Engineering	**$ -**	**$ -**	**$ 137,563**	**$ 93,644**

Parks & Recreation Department Organizational Chart



Parks & Recreation Department

Programs	Amended Budget 2007/08	Budget 2008/09
Administration	$ 252,839	$ 251,524
Recreation	207,090	218,990
Parks Maintenance	448,919	421,868
Seniors Center	159,311	163,702
Hike & Bike	1,000	1,000
Museum	24,500	26,395
Facility Maintenance	76,495	70,155
Depot	6,500	9,000
Totals	$ 1,176,654	$ 1,162,634

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/00
Expenditures	$ 979,448	$ 1,176,654	$ 1,125,245	$ 1,162,634
% of City's Operating Total	5.06%	5.47%	5.23%	5.28%
Full Time Staff	10	11	11	11

Financial Highlights

FY 2008/09 budget reflects an increase for cost-of-living adjustments. The Parks Maintenance budget reflects a decrease due to no capital outlay requests being included in the current budget for this program.

Parks Administration Program

The mission of the Alvin Parks Administration Department is to provide quality parks and leisure opportunities to all Alvin citizens with a vision to meet the needs of the future citizens.

The Parks Administrative program is located at 800 Dyche Lane, Alvin, Texas 77511 and can be contacted at (281) 388-4299.

OBJECTIVES

- To provide cooperative, administrative and physical assistance to other City Departments when needed.
- To respond to requests made by the public in a timely manner.
- To work with and provide support to local civic and athletic groups ensuring program availability, and also act as the "point of contact" for numerous varied activities, festivals and parades. Some of the special community annual events are Crawfest, Frontier Day, Cinco de Mayo and Blue Santa.
- To provide support to the Parks Board, Senior Citizens Board and Museum Board.
- To provide available work area and appropriate activities for community service workers.
- To promote and/or provide volunteer projects for today's youth, such as scouts, AISD students or organized civic groups.

PERMORMANCE INDICATORS

	Budgeted 2007-2008	**Projected 2007-2008**	**Budgeted 2008-2009**
Community Service Hours	15,000	15,000	15,250
Special Community Events	6	6	6
Number of Grants Received	2	2	1
Number of Awards Received	1	0	1

Parks Administration Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 203,949	$ 194,598
2000	Materials and Supplies	2,170	2,620
3000	Contractual Services	46,720	54,306
	Total	$ 252,839	$ 251,524

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Director of Parks & Recreation	V	1	1
Parks Operations Manager	I	1	1
Department Secretary	6	1	1
Recreation Clerk	5	1	1
Total		4	4

111 - General Fund/Parks Administration

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4501-7501-1001	Salaries	130,393	165,541	153,991	158,096
4501-7501-1006	Longevity	2,227	2,374	2,368	618
4501-7501-1009	TMRS	12,041	19,313	18,011	19,867
4501-7501-1011	Social Security	9,802	13,121	12,237	12,417
4501-7501-1018	Auto Allowance	3,600	3,600	3,600	3,600
	Total Personnel	**158,062**	**203,949**	**190,207**	**194,598**
Supplies					
4501-7501-2101	General Office Supplies	701	1,000	1,000	1,000
4501-7501-2102	Magazines, Maps & Books	443	120	120	120
4501-7501-2103	Office Copy Supplies	541	600	600	1,000
4501-7501-2205	Janitorial Supplies	224	300	250	300
4501-7501-2208	Photographic Supplies	41	50	50	50
4501-7501-2222	Foods	64	100	100	150
	Total Supplies	**2,013**	**2,170**	**2,120**	**2,620**
Contractual Services					
4501-7501-3102	Consultant Services	0	4,000	4,000	2,000
4501-7501-3201	Telephone Expense	9,259	8,500	8,345	10,280
4501-7501-3202	Postage & Freight	212	550	550	620
4501-7501-3203	Training & Travel	2,647	4,000	4,000	6,300
4501-7501-3301	Advertising & Public Notices	2,647	1,482	1,482	3,109
4501-7501-3302	Printing & Binding	5,270	7,131	7,131	7,325
4501-7501-3501	Electricity	6,161	5,300	7,400	8,600
4501-7501-3503	Water	474	600	600	600
4501-7501-3603	Office Equipment Repairs	70	800	400	800
4501-7501-3702	Rental Office Equipment	2,806	9,817	9,817	9,570
4501-7501-3704	Rental of Machinery & Equipment	750	0	0	0
4501-7501-3901	Dues & Memberships	1,416	1,540	1,650	1,689
4501-7501-3904	Janitorial Services	0	3,000	3,011	3,413
	Total Services	**31,712**	**46,720**	**48,386**	**54,306**
	Park Administration	**$ 191,787**	**$ 252,839**	**$ 240,713**	**$ 251,524**

Parks Recreation Program

The Recreation program provides support and activities for all age groups including civic and athletic groups, offering summer activities and special events year-round.

The Parks Recreation program is located at 800 Dyche Lane, Alvin, Texas 77511 and can be contacted at (281) 388-4299.

OBJECTIVES

- Provide the public with quality recreational and picnic facilities in the Alvin community.
- Provide the atmosphere of cooperation between providers of recreational activities throughout the community.
- Provide diverse year-round and summer programming for all members of the community.
- Provide efficient and equitable allocation of resources.
- Provide a high level of summer program instruction by hiring qualified personnel.
- Provide quality annual special events for the Alvin area citizens. Current annual events include Fish Fest, Trick or Treat Trail, Daddy Daughter Dance, Mother Daughter Tea, Santa Claus Mailbox, Easter Eggstravaganza, July 4th Fireworks, Christmas Lighting Ceremony, Father Son Campout, Splashmania, and Labor Day Concert/Fireworks/BBQ Cook-Off.

PERFORMANCE INDICATORS

	Budgeted 2007-2008	**Projected 2007-2008**	**Budgeted 2008-2009**
Number of Special Events	12	12	13
Softball Fields in Use	8	8	8
Baseball Field in Use	9	9	9
Number of Year-Round Aquatic Programs	3	2	2
Number of Learn-to-Swim Classes	62	62	62

Parks Recreation Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 74,279	$ 74,279
2000	Materials and Supplies	17,049	15,949
3000	Contractual Services	115,762	128,762
	Total	$ 207,090	$ 218,990

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions

* Seasonal Employees

111 - General Fund/Parks Recreation

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4501-7502-1007	Extra Help	39,771	69,000	55,166	69,000
4501-7502-1011	Social Security	3,043	5,279	3,443	5,279
	Total Personnel	**42,814**	**74,279**	**58,609**	**74,279**
Supplies					
4501-7502-2203	Medical Supplies	11	150	150	350
4501-7502-2208	Photographic Supplies	307	121	121	250
4501-7502-2222	Foods	30	100	100	100
4501-7502-2239	Recreation Program Supplies	9,460	15,277	15,277	14,249
4501-7502-2401	Minor Tools & Equipment	567	900	850	500
4501-7502-2441	Safety Equipment	159	500	500	500
	Total Supplies	**10,535**	**17,049**	**16,998**	**15,949**
Contractual Services					
4501-7502-3199	Contractual Extra Help	11,201	8,762	8,762	8,762
4501-7502-3501	Electricity	100,340	92,000	98,917	107,000
4501-7502-3503	Water	7,925	10,000	8,500	10,000
4501-7502-3701	Rental of Buildings & Land	2,600	5,000	3,200	3,000
	Total Services	**122,067**	**115,762**	**119,379**	**128,762**
	Recreation Program	**$ 175,415**	**$ 207,090**	**$ 194,986**	**$ 218,990**

Parks Maintenance Program

The Parks Maintenance Program is committed to providing attractive City parks and athletic fields for use of the Alvin community through routine maintenance.

The Parks Maintenance program is located at 800 Dyche Lane, Alvin, Texas 77511 and can be contacted at (281) 388-4299.

OBJECTIVES

- To provide regular mowing/trimming and maintenance of city owned parks and athletic fields so as to improve the appearance thereof.
- To provide quality contractual maintenance for 29 city owned property locations.
- To provide management/supervision and available work locations for community service workers.
- To provide in-house fertilization, insecticide and herbicide treatments to city grounds as needed to maintain a crisp and attractive appearance.

PERFORMANCE INDICATORS

	Budgeted 2007-2008	**Projected 2007-2008**	**Budgeted 2008-2009**
Playground Equipment Installed	2	0	1
New Pavilion	0	0	0
Trees Planted at National Oak Park	2	10	10
Trees Planted at Briscoe Park	0	0	10
Athletic Field Remote Systems	1	0	1
Installed Flagpoles	1	0	1
Installed Hike and Bike Trail Signs	3	0	0
Number of National Oak buildings re-roofed	1	0	1
Replaced Parking lot at Adame	0	0	0
Walking Trail at Newman Constructed	0	0	0
Flowers Planted	12,000	12,000	12,000
Shrubs Planted	0	0	0
Number of times Parks' Crews Mowed	28	28	32
Contracted Maintenance Cycle	30	30	30

Parks Maintenance Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 173,477	$ 158,352
2000	Materials and Supplies	88,009	98,572
3000	Contractual Services	162,533	164,944
4000	Capital Outlay	24,900	0
	Total	$ 448,919	$ 421,868

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Equipment Operator II	8	4	4
Total		4	4

111 - General Fund/Parks Maintenance

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4501-7503-1001	Salaries	116,246	120,927	109,309	113,117
4501-7503-1005	Overtime	24,686	22,000	20,173	18,000
4501-7503-1006	Longevity	2,568	2,963	492	300
4501-7503-1009	TMRS	12,753	16,427	14,841	16,575
4501-7503-1011	Social Security	10,933	11,161	10,083	10,360
	Total Personnel	**167,187**	**173,477**	**154,898**	**158,352**
Supplies					
4501-7503-2203	Medical Supplies	3	100	100	100
4501-7503-2204	Motor Vehicle Fuel	17,181	13,500	14,560	16,150
4501-7503-2207	Botanical & Agricultural	10,764	11,000	7,500	15,220
4501-7503-2209	Wearing Apparel	602	500	503	675
4501-7503-2222	Foods	33	200	200	200
4501-7503-2232	Signs & Markers	0	300	150	300
4501-7503-2301	Supplies -Building & Grounds	7,976	10,000	10,000	10,000
4501-7503-2304	Insecticides & Herbicides	3,328	8,745	8,745	17,107
4501-7503-2307	Electrical Parts & Supplies	3,029	4,000	4,200	6,000
4501-7503-2309	Paint, Lumber, Hardware	5,440	6,616	6,616	6,500
4501-7503-2310	Chemicals	6,937	11,344	7,000	4,500
4501-7503-2401	Minor Tools & Equipment	24,057	21,009	21,125	21,000
4501-7503-2441	Safety Equipment	763	695	695	820
	Total Supplies	**80,115**	**88,009**	**81,394**	**98,572**
Contractual Services					
4501-7503-3601	Building/Structure Improvements	6,248	18,656	17,000	21,500
4501-7503-3615	Small Engine/ R & M	1,511	1,500	1,000	1,500
4501-7503-3704	Rental of Machinery & Equipment	0	750	750	750
4501-7503-3708	Uniform Rental	1,762	1,799	1,799	1,918
4501-7503-3903	Exterminations/Disinfectants	310	1,200	800	1,200
4501-7503-3922	Mowing Expense	0	800	800	800
4501-7503-3923	Grounds Maintenance Contract	51,369	62,200	62,200	61,081
4501-7503-3970	Vehicle Maintenance Fees	53,750	61,200	61,200	59,040
4501-7503-3980	Vehicle Replacement Accruals	16,399	14,428	14,428	17,155
	Total Services	**131,349**	**162,533**	**159,977**	**164,944**
Capital Outlay					
4501-7503-4304	Mobile Equipment	0	24,900	24,900	0
	Total Capital Outlay	**0**	**24,900**	**24,900**	**0**
	Parks Maintenance	**$ 378,651**	**$ 448,919**	**$ 421,169**	**$ 421,868**

Parks Senior Center Program

The mission of the Alvin Senior Center is to provide a public facility where senior citizens in the Alvin area can meet for social, recreational, educational, and fitness opportunities. In addition the Center is available for other community related activities and programs during designated hours that do not conflict with the scheduled senior citizen use.

The Senior Citizen Center is located at 309 West Sealy, Alvin, Texas 77511 and can be contacted at (281) 388-4298

OBJECTIVES

- Provide city programming of recreational, educational and fitness opportunities for Alvin area senior citizens.
- Provide joint and cooperative City/Community programming for Alvin Area seniors and the general public.
- Provide scheduling that utilizes the Senior Center at optimum efficiency for year round senior programming, community programming, and private programming to generate revenue.

PERFORMANCE INDICATORS

	Budgeted 2007-2008	**Projected 2007-2008**	**Budgeted 2008-2009**
Number of Programs	50	50	50
Number of Building Rentals	160	160	160
Number of Day Trips	55	55	55
Number of Lunch Bunch Trips	12	12	12
Number of Country Western Dances	8	8	8
Number of Special Events	20	20	18
Number of Local Organizations	17	17	15
Number of Community Rentals	40	40	40
Number of Overnight Trips	4	2	2

Parks Senior Center Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 100,481	$ 103,436
2000	Materials and Supplies	18,905	18,155
3000	Contractual Services	39,925	42,111
	Total	$ 159,311	$ 163,702

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Senior Center Coordinator/Recreation Manager	I	1	1
Assistant Senior Citizen Center Coordinator	7	1	1
* Part-time Clerk		1	0.5
Part-time Recreation Specialist		0.5	0.5
Total		3.5	3

** One part-time clerk position was not funded this fiscal year*

111 - General Fund/Parks Senior Center

	OBJECT CLASS TITLE	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4501-7504-1001	Salaries	64,330	66,071	68,782	70,721
4501-7504-1005	Overtime	0	1,000	1052	1,000
4501-7504-1006	Longevity	192	386	370	579
4501-7504-1007	Extra Help	17,128	18,595	15,000	15,943
4501-7504-1009	TMRS	5,691	7,596	7,351	8,442
4501-7504-1011	Social Security	6,235	6,833	6,084	6,751
	Total Personnel	**93,577**	**100,481**	**98,638**	**103,436**
Supplies					
4501-7504-2101	General Office Supplies	572	600	800	800
4501-7504-2103	Office Copy Supplies	472	500	637	500
4501-7504-2104	Data Processing Supplies	0	400	200	400
4501-7504-2203	Medical Supplies	4	150	75	150
4501-7504-2205	Janitorial Supplies	472	1,000	650	500
4501-7504-2206	Recreational Supplies	2,882	2,955	2,500	2,955
4501-7504-2207	Botanical & Agricultural	95	200	200	200
4501-7504-2208	Photographic Supplies	223	200	200	200
4501-7504-2222	Foods	1,121	1,200	1,417	1,500
4501-7504-2239	Recreation Program Supplies	4,939	5,000	5,000	5,000
4501-7504-2301	Supplies-Building & Grounds	9,303	5,750	5,750	5,000
4501-7504-2307	Electrical Parts & Supplies	229	500	600	500
4501-7504-2401	Minor Tools & Equipment	386	350	350	350
4501-7504-2441	Safety Equipment	52	100	100	100
	Total Supplies	**20,751**	**18,905**	**18,479**	**18,155**
Contractual Services					
4501-7504-3201	Telephone Expense	1,278	1,176	1,433	1,740
4501-7504-3202	Postage & Freight	734	600	700	500
4501-7504-3203	Training & Travel	1,520	2,000	2,000	1,400
4501-7504-3301	Advertising & Public Notices	0	100	0	100
4501-7504-3302	Printing & Binding	274	550	550	200
4501-7504-3501	Electricity	15,983	18,000	17,330	21,000
4501-7504-3502	Gas	340	600	450	600
4501-7504-3503	Water	1,270	1,600	1,760	1,800
4501-7504-3601	Building/Structure Improvements	4,800	4,250	2,000	2,331
4501-7504-3603	Office Equipment Repairs	0	100	0	100
4501-7504-3702	Rental Office Equipment	2,316	3,249	3,520	3,249
4501-7504-3901	Dues & Memberships	203	200	300	200
4501-7504-3903	Exterminations/Disinfectants	200	600	400	600
4501-7504-3904	Janitorial Services	6,900	6,900	6,900	8,290
	Total Services	**35,820**	**39,925**	**37,343**	**42,111**
	Senior Center	**$ 150,147**	**$ 159,311**	**$ 154,460**	**$ 163,702**

Hike & Bike Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
2000	Materials and Supplies	1,000	1,000
	Total	$ 1,000	$ 1,000

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

111 - General Fund/Hike & Bike

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4501-7505-2301	Supplies-Building & Grounds	1,068	1,000	1,000	1,000
	Total Supplies	**1,068**	**1,000**	**1,000**	**1,000**
	Hike & Bike Program	**$ 1,068**	**$ 1,000**	**$ 1,000**	**$ 1,000**

Museum Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
2000	Materials & Supplies	$ 3,000	$ 1,500
3000	Contractual Supplies	21,500	24,895
	Total	$ 24,500	$ 26,395

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

111 - General Fund/Museum

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4501-7506-2301	Supplies- Building & Grounds	397	500	500	500
4501-7506-2307	Electrical Parts & Supplies	0	2,500	2,576	1,000
	Total Supplies	**397**	**3,000**	**3,076**	**1,500**
Contractual Services					
4501-7506-3501	Electricity	13,149	14,000	15,000	17,500
4501-7506-3503	Water	329	600	600	600
4501-7506-3601	Building/Structure Improvements	1,259	3,100	2,500	2,500
4501-7506-3903	Exterminator/Disinfectant	0	500	350	500
4501-7506-3904	Janitorial Services	0	3,300	3,300	3,795
	Total Services	**14,737**	**21,500**	**21,750**	**24,895**
	Museum Program	**$ 15,134**	**$ 24,500**	**$ 24,826**	**$ 26,395**

Facility Maintenance Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	47,035	48,475
2000	Materials and Supplies	13,450	13,830
3000	Contractual Services	6,010	7,850
	Capital Outlay	10,000	0
	Total	$ 76,495	$ 70,155

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Building Maintenance Tech II	8	1	0
* Building Maintenance Tech II	9	0	1
Total		1	1

** The Building Maintenance Tech position has been reclassified from NE PG8 to NE PG9*

111 - General Fund/Facility Maintenance

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4501-7507-1001	Salaries	39,100	39,035	40,124	39,816
4501-7507-1005	Overtime	2,826	0	2,800	0
4501-7507-1006	Longevity	426	520	520	617
4501-7507-1009	TMRS	3,864	4,454	4,872	4,949
4501-7507-1011	Social Security	3,212	3,026	3,324	3,093
	Total Personnel	**49,428**	**47,035**	**51,641**	**48,475**
Supplies					
4501-7507-2101	General Office Supplies	100	100	100	100
4501-7507-2103	Office Copy Supplies	82	100	100	100
4501-7507-2205	Janitorial Supplies	258	200	300	200
4501-7507-2232	Signs & Markers	0	200	100	200
4501-7507-2301	Supplies -Buildings & Grounds	3,439	3,900	3,500	4,020
4501-7507-2307	Electrical Parts & Supplies	2,199	2,200	2,000	2,270
4501-7507-2309	Paint, Lumber, Hardware	3,790	4,200	3,000	4,325
4501-7507-2401	Minor Tools & Equipment	2,083	2,200	2,000	2,265
4501-7507-2441	Safety Equipment	207	350	350	350
	Total Supplies	**12,158**	**13,450**	**11,450**	**13,830**
Contractual Services					
4501-7507-3201	Telephone Expense	0	660	800	0
4501-7507-3203	Training & Travel	471	500	500	500
4501-7507-3601	Building/Structure Improvements	1,183	3,000	2,200	5,000
4501-7507-3708	Uniform Rental	367	350	350	350
4501-7507-3903	Exterminations/Disinfectants	680	1,500	950	2,000
	Total Services	**2,701**	**6,010**	**4,800**	**7,850**
Capital Outlay					
4501-7507-4201	Building, Fixtures & Grounds	0	10,000	10,000	0
	Total Capital Outlay	**0**	**10,000**	**10,000**	**0**
	Facility Maintenance	**$ 64,287**	**$ 76,495**	**$ 77,891**	**$ 70,155**

Depot Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
3000	Contractual Services	6,500	9,000
	Total	$ 6,500	$ 9,000

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

111 - General Fund/Depot

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Contractual Services					
4501-7508-3501	Electricity	0	2,000	6,200	5,500
4501-7508-3503	Water	2,459	3,500	3,500	3,000
4501-7508-3601	Building/Structure Improvements	500	500	250	500
4501-7508-3903	Exterminations/Disinfectants	0	500	250	0
	Total Services	**2,959**	**6,500**	**10,200**	**9,000**
	Depot Progran	**$ 2,959**	**$ 6,500**	**$ 10,200**	**$ 9,000**

Library

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
2000	Materials and Supplies	$ 5,980	$ 6,010
3000	Contractual Services	111,841	124,104
	Total	$ 117,821	$ 130,114

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 91,869	$ 117,821	$ 106,670	$ 130,114
% of City's Operating Total	0.47%	0.55%	0.50%	0.59%
Full Time Staff	0	0	0	0

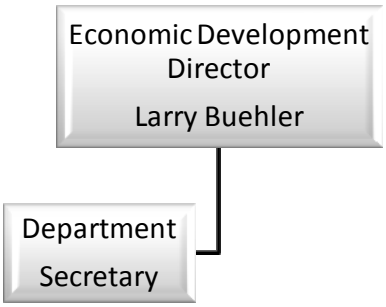
Financial Highlights

FY 2008/09 includes funding of the Special McNaughton Book Collection and increases in various contractual accounts for the library.

111 - General Fund/Library

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4550-8501-2101	General Office Supplies	0	130	100	130
4550-8501-2205	Janitorial Supplies	0	75	75	80
4550-8501-2307	Electrical Parts & Supplies	2,054	4,200	3,000	4,500
4550-8501-2401	Minor Tools & Equipment	254	1,575	1,400	1,300
	Total Supplies	**2,308**	**5,980**	**4,575**	**6,010**
Contractual Services					
4550-8501-3201	Telephone Expense	2,076	2,550	2,500	2,550
4550-8501-3401	Insurance - General	16,477	21,341	21,341	25,967
4550-8501-3501	Electricity	34,861	37,200	33,000	38,000
4550-8501-3502	Gas	685	1,200	750	1,400
4550-8501-3503	Water	1,580	1,675	1,675	1,675
4550-8501-3602	Fixed Plant Equipment/ R & M	7,039	15,000	11,000	18,462
4550-8501-3603	Office Equipment Repairs	0	100	50	100
4550-8501-3702	Rental Office Equipment	1,779	1,575	1,579	1,600
4550-8501-3904	Janitorial Services	12,780	15,000	14,000	17,450
4550-8501-3951	Special Book Collection	12,285	16,200	16,200	16,900
	Total Services	**89,561**	**111,841**	**102,095**	**124,104**
	Library	**$ 91,869**	**$ 117,821**	**$ 106,670**	**$ 130,114**

Economic Development Organizational Chart



Economic Development Department

Vision: To have Alvin looked upon as the community that provides necessary resources and assistance to business, industry, and our people to enhance our great quality of life.

Mission: Develop strategies in the following three key economic development areas for the City of Alvin:

- **Business Retention**
  - Continue Alvin's B.E.S.T. business retention program with a quarterly visit report.
  - Launch a Retail Trade Study to assist existing business with opportunities to capture new markets.
  - Launch first phase of Community Branding program that will address tourism to bring more dollars into the local economy.

- **Business Attraction**
  - Prepare Alvin's first Annual Report to be used as a marketing tool.
  - Create database of Site Consulting companies with contacts and send marketing package out.
  - Participation in Texas One program through the Office of Governor Economic Development and Tourism and Opportunity Houston to travel with groups to meet with Site Consultants/Company CEO's
  - Schedule meetings with the regional brokers and developers to go to their offices and present the city and show opportunities for them to invest in Alvin.

- **Preparation of Product (Infrastructure, Incentives, Policies, Etc.)**
  - Begin the update of the City's Comprehensive Plan
  - Continue with Directional Signage program to now determine what public entities will be on the kiosks such as parks, library, college, etc.
  - Work with Community Development Department to secure the FM 528 Extension project into the HGAC Transportation Implementation Plan (TIP).

The Alvin Economic Development Department is located at 216 West Sealy, Alvin, Texas 77511 and can be contacted at (281) 388-4244.

Economic Development

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ 128,148	$ 135,152
2000	Materials & Supplies	7,300	7,300
3000	Contractual Services	27,882	55,350
	Total	$ 163,330	$ 197,802

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Director of Economic Development	V	1	1
Department Secretary	6	1	1
Total		2	2

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 134,516	$ 163,330	$ 159,347	$ 197,802
% of City's Operating Total	0.69%	0.76%	0.74%	0.90%
Full Time Staffing Equivalent	2	2	2	2

Financial Highlights

FY 2008/09 includes an increase for cost-of-living adjustments, consultant services and dues & membership fees.

111 - General Fund/Economic Development

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4680-9801-1001	Salaries	92,187	104,206	104,016	107,756
4680-9801-1006	Longevity	56	181	152	373
4680-9801-1009	TMRS	8,513	11,900	11,820	13,798
4680-9801-1011	Social Security	7,467	8,261	8,078	8,625
4680-9801-1018	Auto Allowance	3,600	3,600	3,600	4,600
	Total Personnel	**111,822**	**128,148**	**127,665**	**135,152**
Supplies					
4680-9801-2101	General Office Supplies	733	5,000	3,500	5,000
4680-9801-2102	Magazines, Maps, Books	182	600	600	600
4680-9801-2103	Office Copy Supplies	153	200	200	200
4680-9801-2104	Minor Tools & Equipment	3,487	1,500	750	1,500
	Total Supplies	**4,554**	**7,300**	**5,050**	**7,300**
Contractual Services					
4680-9801-3102	Consultant Services	0	3,000	3,000	23,000
4680-9801-3105	Promotional/ Marketing	1,840	3,000	3,000	3,000
4680-9801-3201	Telephone Expense	2,716	2,532	2,532	3,000
4680-9801-3202	Postage & Freight	128	650	400	650
4680-9801-3203	Training & Travel	10,367	13,700	13,700	13,700
4680-9801-3901	Dues & Memberships	3,090	5,000	4,000	12,000
	Total Services	**18,141**	**27,882**	**26,632**	**55,350**
	Economic Development	**$ 134,516**	**$ 163,330**	**$ 159,347**	**$ 197,802**

Special Revenue Funds

The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessment, or major capital projects) that are legally restricted to expenditures for special purposes. Special revenue funds include State of Texas and Federal grants as well as Hotel/Motel tax revenues. The City has the following special revenue funds:

Hike & Bike Trail System Fund- *This fund accounts for a grant for the Hike & Bike Trail System in the City.*

Hotel/Motel Tax Fund- *Revenues are from a room occupancy tax with expenditures for the promotion of tourism and the convention and hotel industry.*

Municipal Library Building Fund- *To account for interest earned from investments of customer deposits in the Enterprise Fund and interest earned on fund investments. Funds are expended for the benefit of the City of Alvin Library.*

Special Investigation Fund- *This fund receives a share of money and property seized during drug related arrests. The funds are used by the police department for investigations involved drugs.*

Municipal Court Building Security Fund- *This fund is set up to account for monies collected and used from Municipal Court fees required by state law for Municipal court building security purposes.*

Municipal Court Technology Fund- *This fund is set up to account for monies collected and used from Municipal Court fees as required by state law for Municipal technology purposes.*

Donation Fund*– To account for funds contributed for designated purposes or events.*

113- SPECIAL REVENUE FUND
TOM BLAKENEY, JR MUSTANG BAYOU
TRAIL SYSTEM FUND, PHASE II
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	FUTURE PROJECTION 2008/09
Beginning Balance	$ 92,109	$ 96,967	$ 96,967	$ 100,200
Revenue Sources:				
Investment Earnings	4,858	500	3,233	500
Total Revenues	4,858	500	3,233	500
Total Revenues & Resources	96,967	97,467	100,200	100,700
Capital Outlay				
Hike & Bike Trail Project	0	0	0	0
Total Expenditures	0	0	0	0
Excess (Deficiency) of total revenue and resources over expenditures	3,788	500	4,291	500
Ending Balance	$ 96,967	$ 97,467	$ 100,200	$ 100,700

121- SPECIAL REVENUE FUND
HOTEL/MOTEL TAX FUND
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 388,591	$ 379,140	$ 379,140	$ 397,759
Revenue Sources				
Hotel/Motel Tax Receipts	192,977	175,000	190,580	175,000
Interest	16,875	8,000	10,311	8,000
Other Incomes	5,812	0	0	0
Total Revenue	215,664	183,000	200,891	183,000
Total Revenues & Resources	604,255	562,140	580,031	580,759
Expenditures				
Police Overtime- Special Events	9,358	6,000	3,500	6,500
Contractual Services	73,624	76,978	79,378	87,888
Approved Funded Events	34,489	50,000	75,000	32,500
Capital Outlay	72,681	838	(10,036)	0
Estimated Debt Service	34,963	34,431	34,431	33,824
Total Expenditures	225,115	168,247	182,273	160,712
Excess (Deficiency) of revenue over expenditures	(9,451)	14,753	18,618	22,288
Ending Balance	$ 379,140	$ 393,893	$ 397,759	$ 420,047

122- SPECIAL REVENUE FUND
MUNICIPAL LIBRARY BUILDING FUND
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 110,193	$ 113,064	$ 113,064	$ 81,203
Revenue Sources				
Investment Earnings	5,627	2,000	3,585	0
Rental Income	260	0	250	0
Total Revenue	5,887	2,000	3,835	0
Total Revenues & Resources	116,080	115,064	116,899	81,203
Expenditures				
Materials & Supplies	0	0	0	0
Contractual Services	3,016	22,196	22,196	2,600
Capital Outlay	0	20,200	13,500	0
Total Expenditures	3,016	42,396	35,696	2,600
Excess (Deficiency) of total revenue and other resources over expenditures	2,871	(40,396)	(31,861)	(2,600)
Ending Balance	$ 113,064	$ 72,668	$ 81,203	$ 78,603

123- SPECIAL REVENUE FUND
SPECIAL INVESTIGATIONS
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 95,814	$ 87,144	$ 87,144	$ 69,667
Revenue Sources				
Grants	8,574	0	3,836	0
Fines & Forfeitures	2,370	500	2,605	500
Investment Earnings	5,377	1,000	3,465	1,000
Proceeds of Asset Sales	0	0	0	0
Total Revenue	16,321	1,500	9,906	1,500
Total Revenues & Resources	112,135	88,644	97,050	71,167
Expenditures				
Materials & Supplies	17,137	11,347	20,865	0
Contractual Services	6,628	0	6,518	0
Capital Outlay	0	0	0	0
Interfund Transfer	1,226	0	0	0
Total Expenditures	24,990	11,347	27,383	0
Excess (Deficiency) of total revenue and resources over expenditures	(8,671)	(9,847)	(17,477)	1,500
Ending Balance	$ 87,144	$ 77,297	$ 69,667	$ 71,167

124- SPECIAL REVENUE FUND
MUNICIPAL COURT BUILDING SECURITY FUND
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 63,372	$ 75,366	$ 75,366	$ 84,510
Revenue Sources				
Building Security Fees	8,736	7,200	8,000	7,200
Interest	3,258	2,000	2,150	2,000
Total Revenue	11,994	9,200	10,150	9,200
Total Revenues & Resources	75,366	84,566	85,516	93,710
Expenditures				
Materials & Supplies	0	0	1,006	0
Contractual Services	0	0	0	0
Capital Outlay	0	0	0	9,000
Total Expenditures	0	0	1,006	9,000
Excess (Deficiency) of total revenue and resources over expenditures	11,994	9,200	9,144	200
Ending Balance	$ 75,366	$ 84,566	$ 84,510	$ 84,710

125- SPECIAL INVESTIGATION FUND
MUNICIPAL COURT TECHNOLOGY FUND
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 13,265	$ 25,378	$ 25,378	$ 35,429
Revenue Sources				
Court Technology Fees	11,647	9,500	9,645	10,200
Interest	735	500	506	800
Total Revenue	12,382	10,000	10,151	11,000
Total Revenues & Resources	25,647	35,378	35,529	46,429
Expenditures				
Materials & Supplies	269	0	100	2,500
Contractual Services	0	0	0	8,483
Capital Outlay	0	0	0	0
Total Expenditures	269	0	100	10,983
Excess (Deficiency) of total revenue and resources over expenditures	12,113	10,000	10,051	17
Ending Balance	$ 25,378	$ 35,378	$ 35,429	$ 35,446

127 - SPECIAL REVENUE FUND
DONATION FUND
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 29,719	$ 47,940	$ 47,940	$ 36,894
Revenue Sources				
Investment Earnings	1,522	0	970	0
Other Income	41,400	15,000	20,782	15,000
Total Revenue	42,922	15,000	21,752	15,000
Total Revenues & Resources	72,641	62,940	69,692	51,894
Expenditures				
Materials & Supplies	1,961	2,450	6,798	1,000
Contractual Services	22,740	14,000	16,000	14,000
Capital Outlay	0	0	10,000	0
Total Expenditures	24,701	16,450	32,798	15,000
Excess (Deficiency) of total revenue and resources over expenditures	18,221	(1,450)	(11,046)	0
Ending Balance	$ 47,940	$ 46,490	$ 36,894	$ 36,894

Capital Projects Fund

*The **Capital Projects Fund** is used to account for the proceeds from the sale of general obligation bonds and expenditure of these proceeds for the acquisition or construction of fixed assets as designated in each bond issue or as authorized by Council. The primary sources of revenues are proceeds of general obligation debt and transfers from other funds.*

*The **Sales Tax– Street Improvement Fund** is used to account for a portion of the sales taxes received that Council has designated to be used for street projects, to support the streets and provide engineering and maintenance support of streets. The primary sources of revenues are sales taxes received by the City. All expenses from the Sales Tax Fund must be in compliance with the following policy, set and approved by Council 8/21/2008 by Resolution #08-R27;*

- *All equipment and materials used to construct and maintain our streets and drainage shall be charged to the Sales Tax Fund. This includes all signs, signals, culverts, vegetation, chemicals and other elements used within the City street and drainage right of way.*
- *All employee, consultant and contractor cost incurred to construct and maintain City streets and drainage shall be charged to the Sales Tax Fund.*
- *Employee, equipment and material cost not used totally for street and drainage improvements shall be shared on a prorate basis to the Sales Tax Fund using actual hours or usage in a reasonable manner.*
- *Facilities, storage, and office costs, and improvements thereto, used by Street and Drainage personnel shall be charged to the Sales Tax Fund. For common usage the costs shall be prorated or shared in a reasonable manner.*
- *The City administrative costs to manage and support the Street and Drainage operation shall be charged to the Sales Tax Fund. These administrative costs are based on a prorate share using employee count. Administration shall include City Management, Legal, Finance, IT and Personnel Department costs.*

131- CAPITAL IMPROVEMENT FUND
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 1,194,692	$ 2,679,390	$ 2,679,390	$ 2,111,079
Revenue Sources:				
Transfers From:				
Utility Fund	1,104,366	190,000	190,000	50,000
Sales Tax Fund	1,507,643	1,000,000	368,000	0
Interest Income	44,429	5,000	31,500	10,000
Total Revenue	2,656,438	1,195,000	589,500	60,000
Total Revenues & Resources	3,851,130	3,874,390	3,268,890	2,171,079
Uses:				
City Hall	0	0	0	10,000
Streets	1,019,923	1,000,000	368,000	0
Water & Wastewater	151,819	0	786,911	50,000
Parks & Recreation	0	0	2,900	0
Total Expenditures	1,171,740	1,000,000	1,157,810	60,000
Revenue Over/(Under) Expenditures	1,484,698	195,000	(568,311)	0
Ending Balance	$ 2,679,390	$ 2,874,390	$ 2,111,079	$ 2,111,079

City of Alvin
FY 2008-2009 Capital Budget Project Listing

		Funding Source
City Hall		
Council Chamber Upgrades	10,000	
Utility Fund		
Wastewater Treatment Plant Upgrade	1,500,000	*2008 CO*
SCADA System	160,000	*2008 CO*
GIS for Utility Records	7,000	*Utility Fund*
Small Diameter Line Replacement	175,000	*2008 CO*
West Side Interceptor	50,000	*Utility Fund*
Misc. Sewer Line Replacements- Pipe Bursting	100,000	*2008 CO*
Total Utility Fund Projects	$1,992,000	
Sales Tax Fund		
Stadium Drainage Project	305,000	*Sales Tax Fund*
Bridge Maintenance & Replacement Program (City's matching 10%)	100,000	*Sales Tax Fund*
GIS Mapping	12,000	*Sales Tax Fund*
Downtown Sidewalk Project	50,000	*Sales Tax Fund*
Safe Walk to School Sidewalks	50,000	*Sales Tax Fund*
Total Sales Tax Fund Projects	$ 517,000	
TOTAL CAPITAL BUDGET	$2,519,000	

UTILITY FUND

CITY OF ALVIN
CIP PROJECT REPORT

Wastewater Treatment Plant Upgrade

Project No.: 815 & 215

Project Description:

Phase I includes installation of fine bubble diffusers in one train, and installation of one Turblex and on Multistage oentrifugal new blowers under pre-engineered canopy, new masonry control room for blowers, hydraulic improvements to one aeration train, and installation of new grit removal system in the existing structure capable of treating the entire design flow.

Design Schedule:

Electrical design is complete.

Construction Schedule:

The project is scheduled to bid in September 2008.

Current Status:

Bid Date – September 2008.

Budget: Design and Construction Cost $2,758,000.00

Funding Source: 2006 Certificate of Obligations, Series B
2003 Refinance Bonds
2008 Certificate of Obligations

UTILITY FUND

CITY OF ALVIN
CIP PROJECT REPORT

SCADA System

Project No.: 808

Account Number: 131-4325-6001-4700

Location:

The SCADA system will be installed at all city water well sites.

Project Description:

The design and construction of a Supervisory Control and Data Acquisition System (SCADA) which will monitor all water well sites.

Design Schedule:

Spring 2009

Construction Schedule:

Summer 2009

Budget: Construction $160,000.00

Funding Source: 2008 Certificates of Obligations

UTILITY FUND

CITY OF ALVIN
CIP PROJECT REPORT

Small Diameter Water Line Replacement

Project No.: 560

Location: Various locations throughout the City.

Project Description:

This project involves the installation of new water lines and fire hydrants. Existing water lines will be abandoned in place or removed involving line sizes with diameters of 6 inches or less. Existing service connections will be reinstalled.

Budget: Construction $175,000

Funding Source: 2008 Certificate of Obligations

UTILITY FUND

CITY OF ALVIN
CIP PROJECT REPORT

West Side Interceptor

Project No.: 221

Location: N/A

Project Description:

This project will pay for a sanitary sewer study which will look at providing an additional sewer main to the treatment plant.

Design Schedule:

N/A

Construction Schedule:

N/A

Budget: Construction $50,000.00

Funding Source: Utility Fund

UTILITY FUND

CITY OF ALVIN
CIP PROJECT REPORT

Misc. Sewer Line Replacement

Project No.: 819

Account Number: 131-4325-6002-4700

Location:

The project is for the replacement of sewer lines that become necessary due to emergency or other circumstances that evolve during the fiscal year.

Project Description:

Replacement of misc. sewer lines located throughout the City.

Design Schedule:

N/A

Construction Schedule:

This project is under construction. Funds are being used for in-house sanitary sewer repairs.

Budget: Construction $100,000

Funding Source: 2008 Certificate of Obligations

SALES TAX FUND

CITY OF ALVIN
CIP PROJECT REPORT

Stadium Drive Drainage Project

Project No.: 142

Location:

The project will be located south of Alvin High School.

Project Description:

This project includes a drainage study, design and construction for drainage improvements south of Alvin High School.

Design Schedule:

Spring 2009

Construction Schedule:

Fall 2009

Budget: Study/Design/Construction $305,000

Funding Source: Sales Tax Fund

SALES TAX FUND

CITY OF ALVIN
CIP PROJECT REPORT

Bridge Maintenance & Replacement Program

Project No.: 102

Location:

The City and TDOT are in the process of replacing a number of bridges within our corporate limits located at the following sites; East Adoue St. @ Mustang Bayou, Clifford St. @ Drainage ditch, CR 149 @ Mustang Bayou, CR 172 @ Drainage ditch, Old Galveston Rd. @ Mustang Bayou and South St. @ Mustang Bayou. The realignment of Johnson St. and Hwy 35 is a separate agreement with TXDOT.

Project Description:

The City has identified certain bridges within its corporate limits that are experiencing structural failure and load capacity problems. The City has initiated an agreement with TXDOT to design and construct the various bridges requiring replacement. This project requires a City Match of 10% in reference to the TXDOT agreement for the six bridges. TXDOT has agreed to accept the City's replacement of Ryan St. and CR 435 bridges to account for the City's 10% match for the six bridge agreement. The proposed Johnson St./ Hwy 35 realignment will eliminate the need to replace the Johnson St. bridge.

Design Schedule:

November 2007 – March 2009 (6 bridge agreement)

The Johnson St. realignment proposal has been submitted to TXDOT.

Construction Schedule: The City must complete the Ryan Dr. and C.R. 435 bridge replacement once TXDOT starts construction of the 6 bridges.

CURRENT STATUS:

The City has submitted request for TXDOT funding on all bridges and has received approval. The (six) bridge design is in the preliminary stages with TXDOT.

Budget:

Six bridge agreement: TXDOT cost of bridge replacement.

City Match funding (10%) $100,000

Funding Source: Sales Tax Fund

SALES TAX FUND

CITY OF ALVIN
CIP PROJECT REPORT

GIS Mapping Project

Project No.: 139

Location:

The project covers various areas within the city involving GPS locations of water, sewer, streets and addresses.

Project Description:

This project involves maintenance and transfer of GPS information concerning street addresses, water and sewer structures, parks, signs and misc. landmarks. Developers are required to furnish the city with electronic data for new subdivisions in order to update our GIS maps.

Design Schedule:

October 2008 – September 2009

Construction Schedule:

N/A

Current Status:

Project is an on-going process established to keep city maps current with new development. Part of the funds will be spent for current aerial photographs.

Budget:

Design $12,000

Funding Source: Sales Tax Fund

SALES TAX FUND

CITY OF ALVIN
CIP PROJECT REPORT

Downtown Sidewalk Project

Project No.: 125

Location:

Old downtown area

Project Description:

This project is an on going endeavor to provide adequate pedestrian access throughout the City of Alvin. Sidewalks will be installed in compliance with state ADA requirements and will match the existing decorative sidewalks in the area.

Design

Spring 2009

Construction Schedule:

Summer 2009

Current Status:

N/A

Budget: In-House Design/Construction $50,000

Funding Source: Sales Tax Fund

SALES TAX FUND

CITY OF ALVIN
CIP PROJECT REPORT

2009 Sidewalk Project

Project No.: 129

Account Number: 131-4301-5501-4700

Location:

The project covers various areas within the city.

Project Description:

This project is an on going endeavor to provide adequate pedestrian access throughout the City of Alvin. Sidewalks will be installed in compliance with state ADA requirements.

Design

Spring 2009

Construction Schedule:

Summer 2009

Current Status:

N/A

Budget: In-House Design/Construction $50,000

Funding Source: Sales Tax Fund

132- SALES TAX STREET IMPROVEMENTS
BUDGET SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Fund Balance	$ 1,680,011	$ 1,616,166	$ 1,616,166	$ 2,410,048
Revenues				
Sales Tax Receipts	3,564,464	3,574,986	3,720,723	3,810,460
Interest Income	43,883	24,000	21,935	24,000
Total Revenues	3,608,347	3,598,986	3,742,658	3,834,460
Total Rev. and Resources	5,288,358	5,215,152	5,358,824	6,244,508
Expenditures				
IT	0	0	0	6,512
Streets	0	403,197	403,197	3,499,001
Maintenance & Repair	330,040	0	0	0
Interfund Transfers				
Transfer to General Fund- Sales Tax	1,834,509	2,112,848	2,177,580	288,150
Transfer to Capital Improvement Fund	1,507,643	1,000,000	368,000	0
Total Expenditures	3,672,192	3,516,045	2,948,777	3,793,663
Revenue Over/(Under) Expenditures	(63,845)	82,941	793,882	40,797
Ending Fund Balance	$ 1,616,166	$ 1,699,107	$ 2,410,048	$ 2,450,845

Sales Tax– Street Improvements

Programs	Amended Budget 2007/08	Budget 2008/09
IT	$ -	$ 6,512
Street	0	3,787,151
Totals	$ -	$ 3,793,663

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 3,672,193	$ 3,516,045	$ 2,948,777	$ 3,793,663
% of City's Operating Total	18.97%	16.34%	13.70%	17.22%
Full Time Staff	0	0	0	20

Financial Highlights

Prior year information can be obtained in the General Fund/Public Services section. In FY 2008/09 the Street program was relocated from the General Fund to the Sales Tax Fund, along with the creation of an IT program. This year's budget reflects increases for cost-of-living adjustments and asphalt, street and drainage maintenance services.

Sales Tax Fund– IT Program

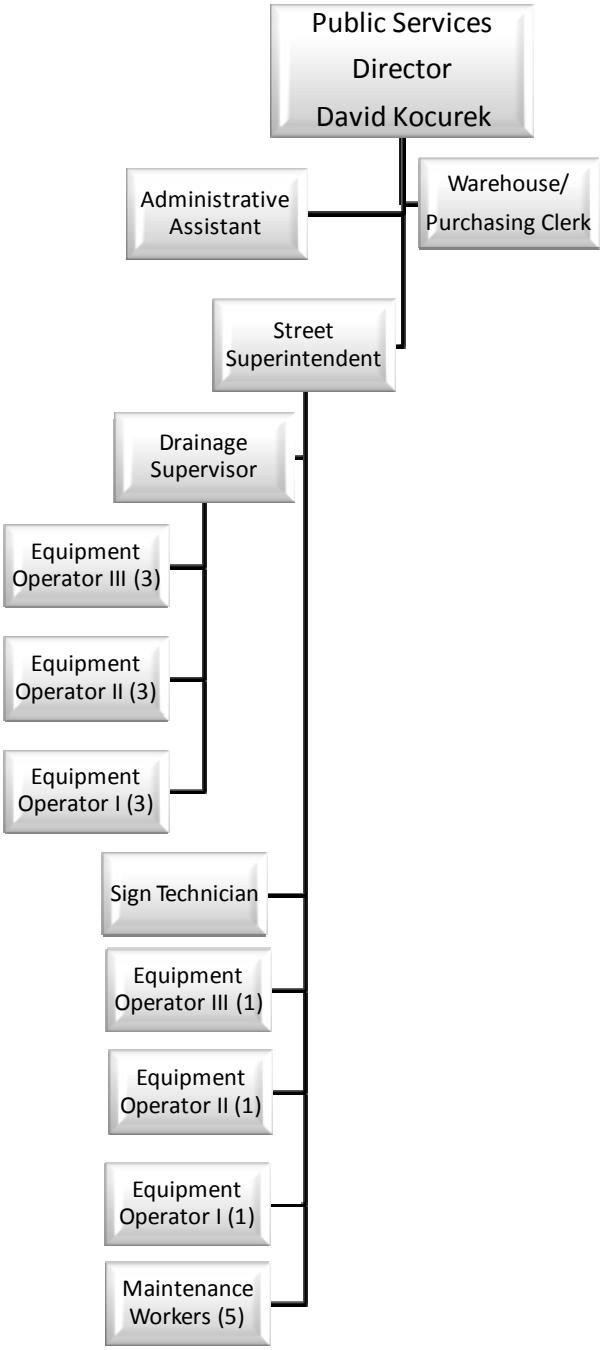
	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
2000	Materials and Supplies	0	3,000
3000	Contractual Services	0	3,512
	Total	$ -	$ 6,512

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

132 - Sales Tax Fund/IT Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4301-1502-2403	Computers & Printers	0	0	0	3,000
	Total Supplies	**0**	**0**	**0**	**3,000**
Contractual Services					
4301-1502-3120	Software Maintenance & Licenses	0	0	0	3,512
	Total Services	**0**	**0**	**0**	**3,512**
	Total Public Services - Street	**$ -**	**$ -**	**$ -**	**$ 6,512**

Sales Tax– Street Program Organizational Chart



Sales Tax-Street Program

The department's mission is to provide safe roads for traveling, adequate drainage to prevent homes from flooding, and mowing R.O.W.'s and other traffic related services for the residents, businesses, and visitors of Alvin. The department staff is responsible for improving and maintaining more than 170 miles of streets along with storm sewers and open ditches, 4,000 traffic signs and informational signs including eight traffic signals, school zone flashers, maintaining pavement markings, and other special projects.

Accomplishments for FY 2007-08

- Performed 4 miles of drainage improvements on open-ditches throughout the City.
- Crack sealed 5 miles of asphalt and concrete streets.
- Contracted and administered the Concrete Repair Program targeted for small repairs on driveways, sidewalks, curbs, and streets.
- Implemented a monthly ROW mowing schedule.
- Purchased street sweeper and utilized in-house labor to sweep streets on a monthly schedule.
- Installed or replaced traffic regulatory and informational signs within 1 day from date of reporting.
- Performed maintenance and repair of all school zone flashers and software program from the school district.
- Performed maintenance of street Right-Of-Way litter pickup utilizeing community service labor to pickup trash on a weekly schedule.

Objectives for FY 2008-09

- Repair reported potholes within 24 hours.
- Complete the development of the GBA work order system to track maintenance and repair costs of tasks and projects to prepare monthly performance reports.
- Complete 4.5 miles of drainage improvements on open ditches throughout the city.
- Replace pavement at utility cuts within one week of completion of the repair.
- Enter daily work orders within 5 days of job completion.
- Crack seal 5.5 miles of cracks in concrete and asphalt streets.
- Continue the maintenance of street Right-Of-Way litter pickup utilizing community service labor to pickup trash on a weekly schedule.

Sales Tax- Street Program

- Continue the Concrete Repair Program.
- Continue monthly ROW mowing schedule.
- Continue street sign, signal maintenance and replacement program.

PERFORMANCE INDICATORS	**2007-08 Target**	**2007-08 Accomplished**	**2008-09 Target**
Repair potholes within 48 hours	200	250	300
Clean storm sewer	4,000 feet	5,000 feet	5,600 feet
Perform drainage improvements	3.5 miles	4 miles	4.5 miles
Remove debris on streets through Monthly street sweeping program	600 cu. yds.	700 cu. yds.	900 cu. yds.
Reduction of drainage complaints from prior year	100	90	70
Performed maintenance of street Right-Of-Way litter pickup on a weekly schedule.	500	400	300 bags

Sales Tax Fund– Street Program

	CATEGORY	AMENDED BUDGET 2007/08	BUDGET 2008/09
1000	Personnel Services	$ -	$ 806,658
2000	Materials and Supplies	0	270,700
3000	Contractual Services	0	1,752,041
4000	Capital Outlay	0	558,500
5000	Debt Service/Depreciation	0	111,102
6000	Interfund Transfers	0	288,150
8000	Reimbursements	0	0
	Total	$ -	$ 3,787,151

	Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
	Street Superintendent	II	0	1
*	Drainage Supervisor	10	0	1
	Equipment Operator III	9	0	4
	Equipment Operator II	8	0	4
**	Equipment Operator I	6	0	0
**	Equipment Operator I	6	0	4
	Sign & Traffic Signal Technician	6	0	1
**	Maintenance Worker	3	0	0
**	Maintenance Worker	3	0	5
	Total		0	20

** The Drainage Supervisor is a newly created position*
*** During fiscal year 2007/08 one maintenance worker position was eliminated and one Equipment Operator I position was created.*

Refer to the General Fund/Public Services section for prior year information on the Street Program

132 - Sales Tax Fund - Street Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4301-5501-1001	Salaries	0	0	0	638,617
4301-5501-1005	Overtime	0	0	0	17,000
4301-5501-1006	Longevity	0	0	0	9,663
4301-5501-1007	Extra Help	0	0	0	0
4301-5501-1009	TMRS	0	0	0	81,430
4301-5501-1011	Social Security	0	0	0	50,895
4301-5501-1041	Salary Contingency	0	0	0	9,053
	Total Personnel	**0**	**0**	**0**	**806,658**
Supplies					
4301-5501-2204	Motor Vehicle Fuel	0	0	0	75,000
4301-5501-2208	Photographic Supplies	0	0	0	200
4301-5501-2209	Wearing Apparel	0	0	0	1,000
4301-5501-2232	Signs & Markers	0	0	0	20,000
4301-5501-2301	Supplies-Buildings & Grounds	0	0	0	2,000
4301-5501-2302	Street & Bridge Supplies	0	0	0	135,000
4301-5501-2307	Electrical Parts & Supplies	0	0	0	1,500
4301-5501-2308	Welding Supplies	0	0	0	500
4301-5501-2309	Paint, Lumber, Hardware	0	0	0	15,000
4301-5501-2310	Chemicals & Insecticides	0	0	0	2,500
4301-5501-2314	Signal Systems	0	0	0	1,000
4301-5501-2401	Minor Tools & Equipment	0	0	0	7,500
4301-5501-2403	Computer Hardware	0	0	0	0
4301-5501-2441	Safety Equipment	0	0	0	4,000
4301-5501-2500	Specialized Equipment	0	0	0	5,500
	Total Supplies	**0**	**0**	**0**	**270,700**
Contractual Services					
4301-5501-3102	Consultant Services	0	0	0	10,000
4301-5501-3199	Contractural Extra Help	0	0	0	0
4301-5501-3201	Telephone Expense	0	0	0	9,500
4301-5501-3203	Training & Travel	0	0	0	2,500
4301-5501-3303	Photographs/Blueprints	0	0	0	200
4301-5501-3401	General Insurance	0	0	0	29,674
4301-5501-3405	Worker's Comp Insurance	0	0	0	42,121
4301-5501-3406	Group Insurance	0	0	0	124,146
4301-5501-3501	Electricity	0	0	0	242,000
4301-5501-3601	Building/Structure Improvement	55,727	0	0	75,000
4301-5501-3602	Fixed Plant Equip/R & M	0	0	0	2,000
4301-5501-3605	Traffic Lights	0	0	0	23,000
4301-5501-3608	Radio & Radar Equipment	0	0	0	4,000
4301-5501-3615	Small Engine/ R & M	0	0	0	1,500
4301-5501-3620	Misc. Drainage	39,268	50,000	50,000	67,000
4301-5501-3625	Asphalt Street Maintenance	38,385	60,000	60,000	425,000
4301-5501-3630	Traffic Control/Pavement	21,132	33,197	33,197	50,000
4301-5501-3635	Concrete Paving/Sidewalks	149,356	190,000	190,000	225,000
4301-5501-3640	GIS Maintenance	26,172	20,000	20,000	22,000
4301-5501-3704	Rental Machine & Equipment	0	0	0	5,000
4301-5501-3708	Uniform Rental	0	0	0	7,000
4301-5501-3901	Dues & Memberships	0	0	0	500
4301-5501-3904	Janitorial Services	0	0	0	8,000
4301-5501-3923	Grounds Maintenance Contract	0	0	0	8,000
4301-5501-3924	Right of Way Maintenance	0	40,000	40,000	60,000
4301-5501-3970	Vehicle Maintenance Fees	0	0	0	141,066
4301-5501-3980	Vehicle Replacement Accruals	0	0	0	52,835
4301-5501-3995	Engineering Consultant Services	0	0	0	115,000
	Total Services	**330,040**	**393,197**	**393,197**	**1,752,042**
Capital Outlay					
4301-5501-4201	Building Fixtures	0	10,000	0	13,500
4301-5501-4303	Motor Vehicle	0	0	0	0
4301-5501-4304	Mobile Equipment	0	0	0	40,000

132 - Sales Tax Fund - Street Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
4301-5501-4700	Special Drainage Project	0	0	10,000	0
4301-5501-4702	Bridge Replacement Project	0	0	0	100,000
4301-5501-4725	Downtown Sidewalk Project	0	0	0	50,000
4301-5501-4729	Sidewalk Project	0	0	0	50,000
4301-5501-4742	Staduim Drainage Project	0	0	0	305,000
	Total Capital Outlay	**0**	**10,000**	**10,000**	**558,500**
Debt Service/Depreciation					
4301-5501-5006	Lease-Principal Gradal	0	0	0	42,289
4301-5501-5007	Lease-Interest on Gradal	0	0	0	9,616
4301-5501-5008	Principal Lease-Vac Truck	0	0	0	48,664
4301-5501-5009	Interest Lease-Vac Truck	0	0	0	10,532
	Total Debt Serv/Depreciation	**0**	**0**	**0**	**111,101**
Interfund Transfers					
4301-5501-6111	Transfer to GF- Sales Tax	1,834,509	2,112,848	2,177,580	288,150
4301-5501-6131	Transfer To CIP	1,507,643	1,000,000	368,000	0
	Total Less Reimbursements	**3,342,152**	**3,112,848**	**2,545,580**	**288,150**
	Total Public Services - Street	**$ 3,672,193**	**$ 3,516,045**	**$ 2,948,777**	**$ 3,787,151**

134- 2006 CO GOVERNMENTAL
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$2,565,420	2,590,704	2,590,704	1,006,505
Revenue Sources:				
Interest Income	139,604	0	85,265	0
Bond Proceeds	835,000	0	0	0
Total Revenue	974,604	0	85,265	0
Total Revenues & Resources	3,540,024	2,590,704	2,675,969	1,006,505
Uses:				
Other Requirements- General Fund	32,918	0	0	0
Fire	825,549	0	1,340,691	0
Recreation	25,976	0	0	0
Parks Maintenance	53,376	0	313,615	0
Depot	11,502	0	15,158	0
Total Expenditures	949,321	0	1,669,464	0
Revenue Over/(Under) Expenditures	25,283	0	(1,584,199)	0
Ending Balance	2,590,704	2,590,704	1,006,505	1,006,505

231- 2005 WS BONDS PROJECTS
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	1,070,650	969,756	969,756	795,879
Revenue Sources:				
EPA Grant Proceeds	0	0	120,019	0
Total Revenue	0	0	120,019	0
Total Revenues & Resources	1,070,650	969,756	1,089,775	795,879
Uses:				
Other Requirements	100,894	0	0	0
Water	0	0	275,000	0
Sewer	0	0	18,896	0
Total Expenditures	100,894	0	293,896	0
Revenue Over/(Under) Expenditures	(100,894)	0	(173,877)	0
Ending Balance	969,756	$ 969,756	$ 795,879	795,879

232- 2006 CO BOND PROJECTS
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	4,069,490	4,678,504	4,678,504	3,473,451
Revenue Sources:				
Contribution of Assets	21,364	0	0	0
Intragovernmental	587,650	0	0	0
Total Revenue	609,014	0	0	0
Total Revenues & Resources	4,678,504	4,678,504	4,678,504	3,473,451
Uses:				
Water	0	0	1,185,305	0
Sewer	0	0	19,748	0
Total Expenditures	0	0	1,205,053	0
Revenue Over/(Under) Expenditures	609,014	0	(1,205,053)	0
Ending Balance	4,678,504	4,678,504	3,473,451	3,473,451

233- 2008B CO BOND PROJECTS
FUND BALANCE SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	0	0	0	1,935,000
Revenue Sources:				
Bond Proceeds	0	0	1,935,000	0
Total Revenue	0	0	1,935,000	0
Total Revenues & Resources	0	0	1,935,000	1,935,000
Uses:				
Water	0	0	0	0
Sewer	0	0	0	0
Wastewater Treatment	0	0	0	0
Total Expenditures	0	0	0	0
Revenue Over/(Under) Expenditures	0	0	1,935,000	0
Ending Balance	0	0	1,935,000	1,935,000

Debt Service Fund

The Debt Service Fund is used to account for the payment of interest and principal on all general obligation debts of the City. The primary source of revenue for debt service is property taxes.

Debt Service Policies

- ⇒ *Long-term debt will not be issued to finance current operations.*
- ⇒ *The final maturity date for any long-term debt will not exceed the expected useful life of the capital improvement so financed.*
- ⇒ *Long-term debt will not exceed the City's resources for repaying the debt.*
- ⇒ *The City shall have the power to borrow money on its credit, and to issue general obligation bonds for public improvement or any other purpose not prohibited by the constitution and laws of the State of Texas, and to issue refunding bonds to refund outstanding bonds of the City previously issued. All such bonds shall be issued in conformity with the laws of the State of Texas.*

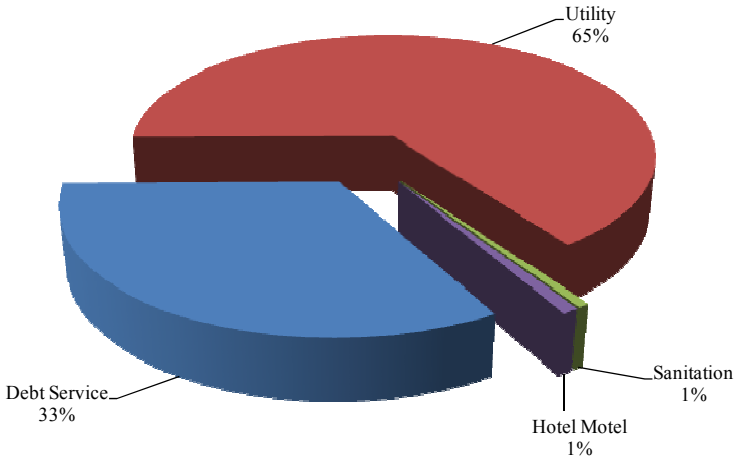
141- DEBT SERVICE FUND
BUDGET SUMMARY

DESCRIPTION	Actual 2006-07	Estimated 2007-08	Budget 2008-09
Beginning Fund Balance	$ 310,568	$ 331,892	$ 233,561
REVENUE			
Current Property Taxes	1,121,761	1,371,789	1,339,125
Delinquent Property Taxes	27,223	26,902	30,000
Penalty & Interest	19,835	26,136	26,903
Interest Income	17,152	1,095	3,000
Total Revenue	1,185,971	1,425,922	1,399,028
Total Revenues & Resources	1,496,539	1,757,814	1,632,589
EXPENDITURES			
Principal	723,253	1,073,767	920,557
Interest	382,207	410,049	457,478
Agent Fees	7,133	5,800	6,090
Other Debt Issuance Cost	835	750	0
Capital Lease Payments	51,220	33,887	0
Total Expenditures	1,164,647	1,524,253	1,384,125
Revenue Over/(Under) Expenditures	21,324	(98,331)	14,903
Ending Fund Balance	**$ 331,892**	**$ 233,561**	**$ 248,464**

Debt Graphs

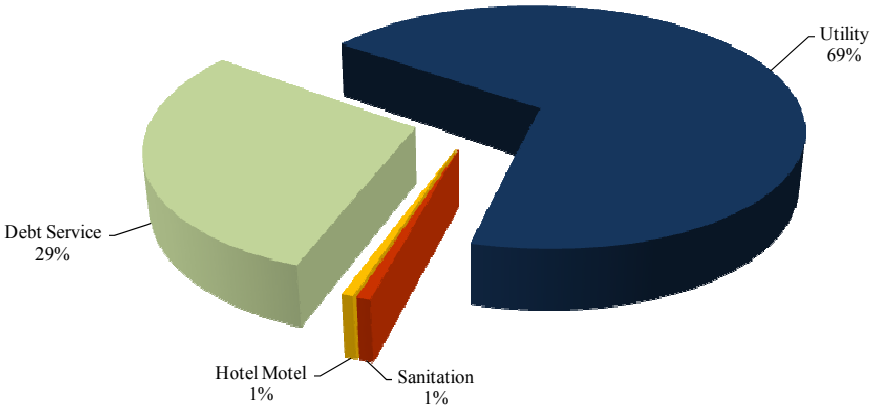
All Debt Payments 2008-09

Debt Service	1,301,971
Utility	2,567,447
Sanitation	23,753
Hotel Motel	33,824
	$ 3,926,995



All Debt Outstanding as of 9/30/09

Debt Service	8,911,413
Utility	20,930,772
Sanitation	217,312
Hotel Motel	185,504
	$ 30,245,001



G. O. LONG-TERM DEBT REQUIREMENT

DEBT ISSUED	BALANCE OUTSTANDING 09/30/08	PRINCIPAL	INTEREST	TOTAL REQUIRED
G. O. Refunding Bonds, Series 1998	190,976	110,205	5,984	116,189
Gen. Obligation, Series 2002	2,895,000	75,000	132,670	207,670
Certificates of Obligation, Series 2000	255,000	80,000	10,883	90,883
G.O Refunding Bonds, Series 2002A	990,319	359,722	26,001	385,723
G.O Refunding Bonds, Series 2003	1,307,475	10,530	45,872	56,402
Tax Notes 2005	148,200	35,100	4,702	39,802
Certificates of Obligation, Series 2006A	1,400,000	75,000	54,755	129,755
Certificates of Obligation, Series 2006C	1,240,000	65,000	48,525	113,525
Tax Notes 2007	730,000	110,000	26,933	136,933
Certificates of Obligation, Series 2008A	675,000	-	25,091	25,091
TOTAL	**$ 9,831,970**	**$ 920,557**	**$ 381,416**	**$ 1,301,973**

SCHEDULE OF LONG-TERM INDEBTEDNESS

DESCRIPTION	DATE OF ISSUANCE	MATURITY DATE	INTEREST RATE	ORIGINAL ISSUE	AMOUNT OUTSTANDING
G.O. Refunding Bonds *Series 1998*	10-01-98	10-10-12	3.75,3,95,4.05,4.1, 4.15,4.2,4.25,4.3, 4.35,4.4,4.5	3,865,000	1,395,000
Certificate of Obligation *Series 2000*	10-1-00	10-01-10	4.7,4.75,4.85,5.0,4.95, 5.05,5.10	725,000	255,000
Revenue Bonds *Series 2000*	11-01-00	11-01-23	4.5,4.6,4.7,4.8,4.9,5, 5.1,5.375,5.5	3,700,000	290,000
Revenue Bonds *Series 2001*	10-01-01	10-01-24	1.8,2.1,2.3,2.55,2.8, 2.95,3.05,3.1,3.25,3.4, 3.5,3.65,3.75,3.85,4.1, 4.15,4.2	6,650,000	6,560,000
General Obligation Bonds *Series 2002*	03-01-02	12-01-21	6.1,5,4.1,4.3,4.4,4.5, 4.6, 4.7,4.75,4.8	3,150,000	2,895,000
G.O.Refunding Bonds *Series 2002A*	12-01-02	12-01-13	3.0,3.125,3.3,3.6,3.8,4	6,425,000	2,285,000
Refunding Bonds *Series 2002B*	12-01-02	12-01-13	4	720,000	135,000
G.O.Refunding Bonds *Series 2003*	12-01-03	12-01-15	2.0,2.25,2.5,2.9,3.15,3.25, 3.4,3.55,3.65,3.75	3,845,000	3,725,000
Cert. of Obligation *Series 2003*	11-01-03	12-01-14	1.05,1.45,1.8,2.1,2.35,2.75, 3,3.35,3.5,3.65,3.75	1,170,000	780,000
Tax Anticipation Notes *Series 2005*	09-01-05	03-01-2012	3.0, 3.125, 3.250, 3.4, 3.5, 3.625, 3.750	610,000	190,000
Tax Anticipation Notes *Series 2007*	03/01/07	12-01-2013	3.99	835,000	730,000
Revenue Refunding Bond *Series 2005*	05/01/06	11-01-27	4.0,4.1,4.15,4.2,4.25,4.3	4,965,000	4,185,000
Cert. of Obligation *Series 2006 A*	09-19-06	12-1-21	4.0,4.1	1,475,000	1,400,000
Cert. of Obligation *Series 2006 B*	09-19-06	12-1-21	4.0,4.1	4,185,000	4,185,000
Cert. of Obligation *Series 2006 C*	09-19-06	12-1-2021	4.0,4.1	1,305,000	1,240,000
Cert. of Obligation *Series 2008 A*	06-17-08	12-1-23	3.89	675,000	675,000
Cert. of Obligation *Series 2008 B*	06-17-08	12-1-28	4.0	1,990,000	1,990,000
Total				**$46,290,000**	**$32,915,000**

GENERAL OBLIGATION BONDS
PAYABLE FROM ADVALOREM TAXES
SCHEDULE OF MATURITIES
BY FISCAL YEAR

FISCAL YEAR	2005 TAX ANTICIPATION NOTES		2007 TAX ANTICIPATION NOTES		GENERAL OBLIGATION REFUNDING BONDS SERIES 1998		GENERAL OBLIGATION BONDS SERIES 2002		CERTIFICATE OF OBLIGATION SERIES 2000		GENERAL OBLIGATION REFUNDING BONDS SERIES 2002		GENERAL OBLIGATION REFUNDING BONDS SERIES 2003		CERTIFICATE OF OBLIGATION SERIES 2006 A		CERTIFICATE OF OBLIGATION SERIES 2006 C		CERTIFICATE OF OBLIGATION SERIES 2008 A		TOTAL REQUIREMENTS		TOTAL ANNUAL REQ'MENTS
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	
2008-09	35,100	4,702	110,000	26,933	110,205	5,984	75,000	132,670	80,000	10,883	359,722	26,001	10,530	45,872	80,000	51,655	70,000	45,825	0	25,091	930,557	375,616	1,306,172
2009-10	35,100	3,491	114,000	22,464	18,482	3,185	120,000	126,722	85,000	6,736	283,877	16,170	12,285	45,562	80,000	48,455	75,000	42,925	35,000	25,577	858,744	341,287	1,200,030
2010-11	39,000	2,169	119,000	17,815	19,851	2,346	125,000	119,937	90,000	2,295	279,543	7,122	12,285	45,191	85,000	45,155	75,000	39,925	35,000	24,215	879,679	306,171	1,185,849
2011-12	39,000	732	124,000	12,968	20,535	1,448	125,000	114,250			36,839	1,846	221,130	41,404	90,000	41,655	80,000	36,825	35,000	22,854	771,504	273,981	1,045,485
2012-13			129,000	7,920	21,904	493	150,000	108,613			15,169	895	235,170	33,813	90,000	38,055	80,000	33,625	40,000	21,395	761,243	244,809	1,006,052
2013-14			134,000	2,673			150,000	102,313			15,169	303	268,515	25,049	95,000	34,355	85,000	30,325	40,000	19,839	787,684	214,857	1,002,541
2014-15							250,000	93,588					250,965	15,702	100,000	30,455	90,000	26,825	40,000	18,283	730,965	184,853	915,818
2015-16							550,000	75,713					296,595	5,561	105,000	26,355	95,000	23,125	40,000	16,727	1,086,595	147,481	1,234,076
2016-17							200,000	58,838							110,000	22,055	95,000	19,325	45,000	15,074	450,000	115,292	565,292
2017-18							200,000	49,738							115,000	17,555	100,000	15,425	45,000	13,323	460,000	96,041	556,041
2018-19							225,000	39,850							120,000	12,855	105,000	11,325	50,000	11,476	500,000	75,506	575,506
2019-20							225,000	29,219							125,000	7,893	110,000	6,970	50,000	9,531	510,000	53,613	563,613
2020-21							250,000	17,938							130,000	2,665	115,000	2,358	50,000	7,586	545,000	30,547	575,547
2021-22							250,000	6,000											55,000	5,543	305,000	11,543	316,543
2022-23																			55,000	3,404	55,000	3,404	58,404
2023-24																			60,000	1,167	60,000	1,167	61,167
Total	**$ 148,200**	**$ 11,094**	**$ 730,000**	**$ 90,773**	**$ 190,976**	**$ 13,456**	**$ 2,895,000**	**$ 1,075,389**	**$ 255,000**	**$ 19,914**	**$ 990,319**	**$ 52,337**	**$1,307,475**	**$ 258,154**	**$1,325,000**	**$ 379,163**	**$1,175,000**	**$ 334,803**	**$ 675,000**	**$ 241,083**	**$ 9,691,970**	**$ 2,476,166**	**$ 12,168,136**

Permanent Fund

The Permanent Fund is used to account for the handling and maintaining of the City's Cemetery.

151- PERMANENT FUND
OAK PARK CEMETERY
FUND BALANCE SUMMARY

DESCRIPTION	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Beginning Balance:	$ 427,940	$ 447,964	$ 447,964	$ 446,148
Revenue				
Sale of Cemetery Lots	39,000	40,000	25,500	40,000
Staking/Flagging Fee	1,656	2,500	2,000	2,500
Interest Income	22,767	6,000	14,451	13,000
Total Revenue	63,423	48,500	41,951	55,500
Total Revenues & Resources	491,363	496,464	489,915	501,648
Expenditures				
Operating Expenses	22,691	24,500	23,000	24,500
Transfer to General Fund	20,708	20,767	20,767	30,642
Total Expenditures	43,399	45,267	43,767	55,142
Excess (Deficiency) of total revenue and resources over expenditures	20,024	3,233	(1,816)	358
Ending Balance	$ 447,964	$ 451,197	$ 446,148	$ 446,506

OAK PARK CEMETERY FUND
STATEMENT OF CASH FLOW

	Actual 2006-07	Estimated 2007-08	Estimated 2008/09
Cash and Investments - Beginning of Year	$ 427,940	$ 447,963	$ 447,040
Cash Receipts			
Collection Fees	40,656	28,054	42,500
Other revenues	22,766	14,654	13,000
Total Cash Receipts	63,422	42,708	55,500
Total Cash Available	491,362	490,671	502,540
Cash disbursements			
Expenditures excluding depreciation	22,691	18,448	24,500
Transfer to General Fund	20,708	25,183	30,642
Total Cash Disbursements	43,399	43,631	55,142
Estimated Cash - End of Year	$ 447,963	$ 447,040	$ 447,398

Enterprise Funds

The Enterprise Funds are proprietary funds used to account for operations that are financed and operated in a manner similar to private business enterprises– where the intent of the government's council is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the government's council has decided that periodic determination of net income is appropriate for accountability purposes.

The ***Utility Fund*** *is used to account for operations of the public utilities (water and sewer) services of the City.*

The ***Sanitation Fund*** *is used to account for operations of the solid waste collection and disposal services for residents of the City.*

The ***Emergency Medical Services Fund*** *is used to account for operations of the emergency medical services for residents of Alvin and the surrounding area.*

UTILITY FUND
BUDGET SUMMARY

Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Beginning Balance	**$ 11,540,438**	**$ 11,293,651**	**$ 11,293,651**	**$ 11,671,049**
REVENUES				
Water	2,586,364	2,776,709	2,632,296	2,720,123
Tapping Fee- Water	1,100	1,000	1,000	1,000
Fire Hydrant Rentals	1,070	1,500	1,500	1,500
Sale of Water Meters	10,028	6,000	23,500	8,000
BCGCD Passthrough Fees	27,696	28,000	28,947	28,000
Sewer	2,710,662	2,931,766	2,878,961	3,012,259
Tapping Fee- Sewer	928	500	750	500
Investment Earnings	516,550	393,800	338,622	260,800
Transfer from Sanitation	100,000	100,000	100,000	62,771
Other Incomes	75,900	31,000	208,996	31,000
Total Revenues	**6,030,299**	**6,270,275**	**6,214,572**	**6,125,953**
Total Revenue and Resources	**17,570,737**	**17,563,926**	**17,508,223**	**17,797,002**
EXPENDITURES				
Information Technology	0	0	0	52,047
Water	759,687	782,021	718,941	846,811
Sewer	629,970	689,169	660,911	735,251
Wastewater Treatment Plant	1,108,108	1,113,335	996,923	1,124,888
Administration	156,991	167,519	167,026	170,082
Billing & Collection	191,255	254,974	250,955	238,153
Public Services Facility	75,254	108,652	117,009	117,450
Other Requirements	3,355,822	3,169,328	2,925,410	2,780,889
Total Expenditures	**6,277,087**	**6,284,998**	**5,837,175**	**6,065,571**
Revenue Over/(Under) Expenditures	**(246,789)**	**(14,723)**	**377,397**	**60,382**
Ending Balance	**$ 11,293,651**	**$ 11,278,928**	**$ 11,671,049**	**$ 11,731,431**

211 - UTILITY FUND
REVENUE DETAIL

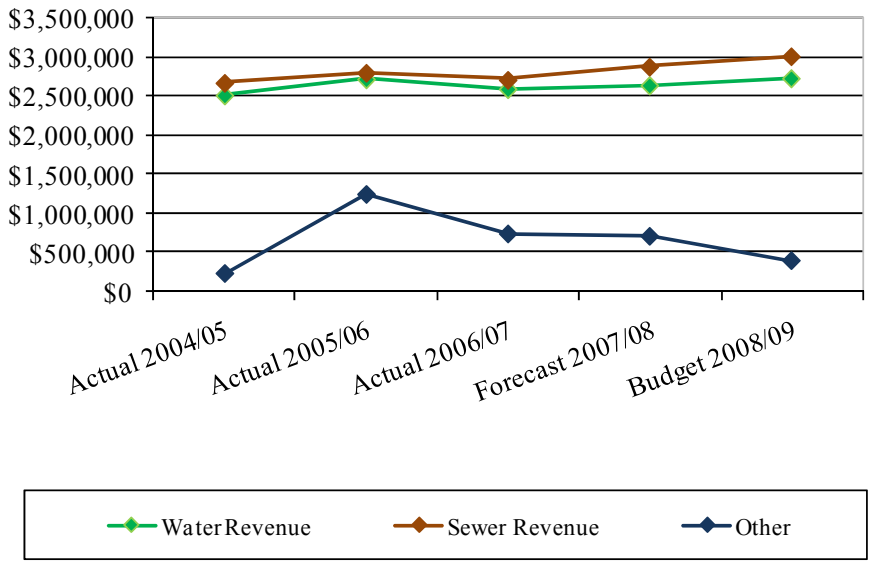
Account	Description	Actual 2006/07	Budget 2007/08	Forecast 2007/08	Budget 2008/09
Charges for Service					
340-1000	Water Revenue	2,586,364	2,776,709	2,632,296	2,720,123
340-1001	Tapping Fee- Water	1,100	1,000	1,000	1,000
340-1004	Fire Hydrant Rental	1,070	1,500	1,500	1,500
340-1005	Sales of Water Meters	10,028	6,000	23,500	8,000
340-1006	BCGCD Passthrough Fees	27,696	28,000	28,947	28,000
340-2000	Sewer Revenue	2,710,662	2,931,766	2,878,961	3,012,259
340-2001	Tapping Fee- Sewer	928	500	750	500
	Total Charges for Service	**5,337,848**	**5,745,475**	**5,566,954**	**5,771,382**
Investment Earnings					
361-1000	Interest Income	303,195	265,000	75,987	100,000
361-1001	Penalty - Water	53,860	40,000	51,500	40,000
361-1002	Penalty - Sewer	59,133	50,000	54,000	50,000
361-6100	Interest Earned- Fund 231	11,552	20,000	21,031	20,000
361-6200	Interest Earned- Fund 232	87,554	18,000	132,304	50,000
361-7000	Interest Earned- TWDB Bonds	1,256	800	3,800	800
	Total Investment Earnings	**516,550**	**393,800**	**338,622**	**260,800**
Intragovernmental					
391-1100	Contribution of Capital Assets	35,178	0	0	0
391-1212	Transfer from Sanitation Fund	100,000	100,000	100,000	62,771
	Total Intragovernmental	**135,178**	**100,000**	**100,000**	**62,771**
Proceeds of Asset Sales					
392-1000	Sale of Assets	95	0	0	0
	Total Proceeds from Asset Sales	**95**	**0**	**0**	**0**
Other Incomes					
395-1000	Insurance Proceeds	0	0	157,196	0
395-6000	Miscellaneous Income	5,688	5,000	5,500	5,000
395-6003	Old/New Unapplied	92	0	0	0
395-6004	Reconnect Fee	27,581	18,000	25,000	18,000
395-6005	Cleaning Fee	2,756	4,000	3,800	4,000
395-6008	Sludge Disposal	0	0	13,500	0
395-7000	Return Check Fee	4,510	4,000	4,000	4,000
	Total Other Collections	**40,627**	**31,000**	**208,996**	**31,000**
	Total Revenues	**$6,030,299**	**$6,270,275**	**$6,214,572**	**$6,125,953**

UTILITY FUND
ESTIMATED CASH FLOW

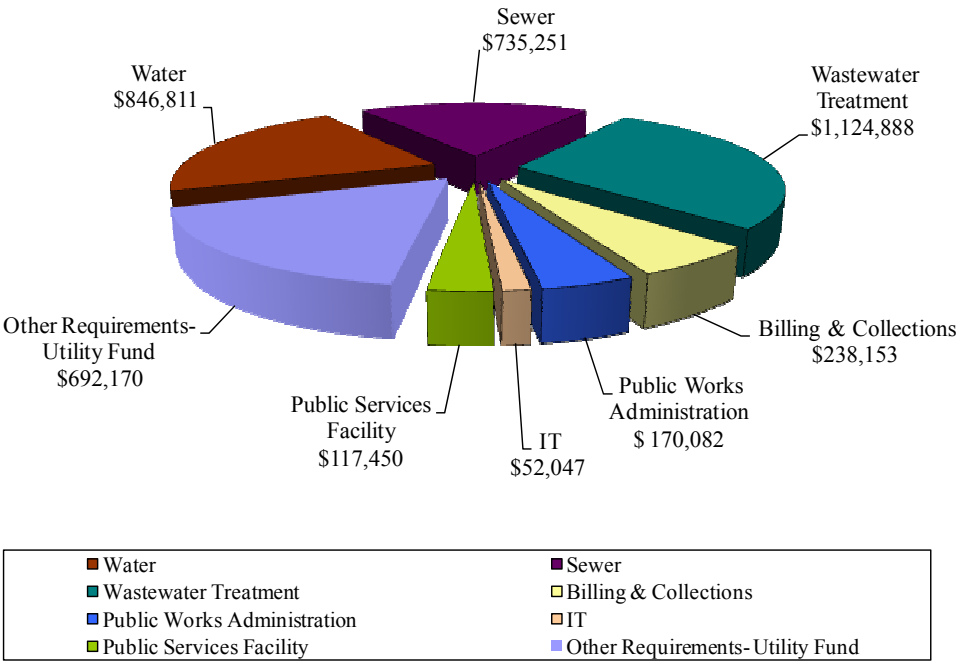
	ACTUAL 2006-07	ESTIMATED 2007-08	ESTIMATED 2008-09
Receipts			
Water and Sewer	$ 5,864,095	$ 6,084,619	$ 5,771,382
Other revenues	689,496	577,482	291,800
Transfer In	100,001	100,000	62,771
Total receipts	6,653,592	6,762,101	6,125,953
Disbursements			
Expenditures excluding depreciation	(3,024,234)	(3,180,570)	(3,559,741)
Transfer Out	(1,616,549)	(339,794)	(367,111)
Capital Improvements-Water/Sewer	(522,884)	0	(50,000)
Total disbursements	(5,163,667)	(3,520,364)	(3,976,852)
Net Operating Income	1,489,925	3,241,737	2,149,101
Debt Payments	(2,299,989)	(2,382,963)	(2,580,572)
Net Operating Income less debt payments	(810,064)	858,774	(431,471)
Back out unspent portion of TWDB drawdown			0
Cash and Investments-beginning of year	**468,651**	**(341,413)**	**517,361**
Cash and Investments-end of year	**$ (341,413)**	**$ 517,361**	**$ 85,890**
IMPACT FEES			
Cash and Investments-beginning of year	**$ 233,823**	**$ 426,343**	**$ 728,198**
Impact Fees Revenue	295,170	301,855	100,000
Impact Fees Transfer Out	(102,650)	0	
Cast and Investments-end of year	**$ 426,343**	**$ 728,198**	**$ 828,198**
TWDB Cash-beginning of year	**1,544,800**	**716,690**	**722,764**
Capital Improvements-TWDB financed	(829,366)	0	0
Unspent portion of TWDB drawdown			
Interest	1,256	6,074	1,000
TWDB Cash-end of year	**$ 716,690**	**$ 722,764**	**$ 723,764**

UTILITY FUND REVENUE TRENDS

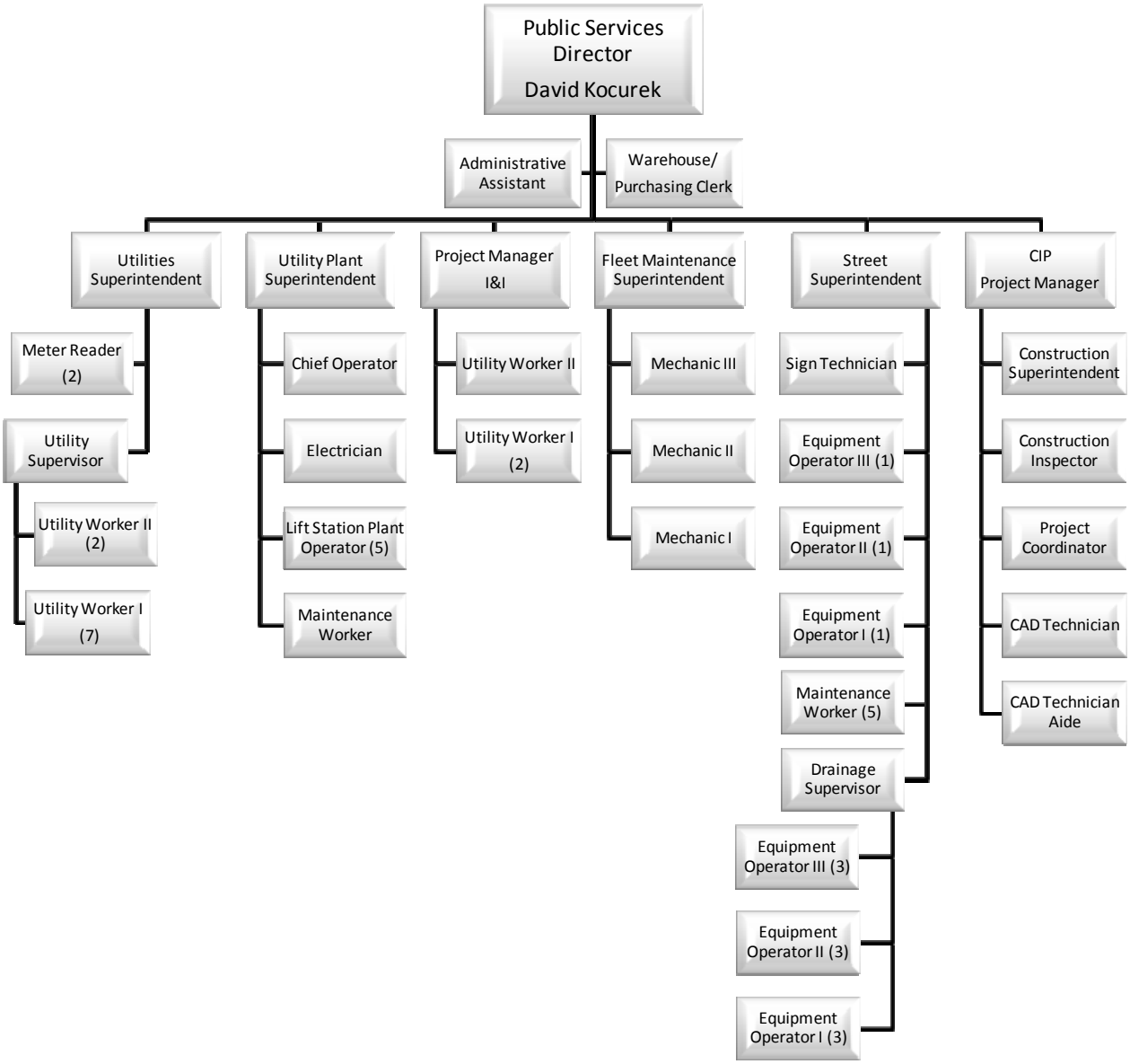
Revenue	Actual 2004/05	Actual 2005/06	Actual 2006/07	Forecast 2007/08	Budget 2008/09
Water Revenue	2,508,298	2,709,184	2,586,364	2,632,296	2,720,123
Sewer Revenue	2,672,525	2,801,306	2,710,662	2,878,961	3,012,259
Other	229,002	1,236,551	733,273	703,315	393,571
	5,409,825	6,747,041	6,030,299	6,214,572	6,125,953



FY 2008 Estimated Expenditures By Function $3,976,852



Public Services Department Organizational Chart



Public Services Department

The department's mission is to provide potable and palatable water, wastewater services, and prompt, courteous service for the residents, businesses, and visitors of Alvin. The department staff is responsible for improving and maintaining more than 135 miles of water distribution mains and sewer collection lines, 890 fire hydrants, 40 lift stations, 7 water treatment facilities, a wastewater treatment plant, and performing other line extension and miscellaneous projects.

Accomplishments for FY 2007-08

Cleaned and televised 15,000 feet of sewer collection lines.

Completed replacement of Lift Station 11.

Began construction of North Side Elevated Water Tower.

Repaired three Return Activated Sludge Pumps and replaced the belt press polymer feed system at the WWTP.

Cleaned five Groundwater Storage Tanks and two Elevated Storage Tanks.

Completed electrical evaluation of wastewater plant control consoles and installed new lightning mitigation equipment at Wastewater Plant.

Completed wastewater treatment plant 5-year permit renewal application.

Replaced 5,000 linear feet of sewer main by pipe-bursting with Utility crews and 7,100 linear feet replaced by contractor with TWDB funds.

5 employees received or upgraded TCEQ certification.

Responded to 144 sewer blockages and 114 water quality complaints.

Objectives for FY 2008-09

Clean and Televise 20,000 feet (5-10%) of sewer main.

Continue eliminating Inflow & Infiltration of water into the sewer system (I&I) with a target of no overflows at manholes during a two-year event.

Begin construction of Wastewater Treatment Plant Optimization (Phase I).

Complete new Trucked Waste Disposal Ordinance for WWTP.

Public Services Department

Continue inspecting and performing maintenance and repairs to lift stations to meet design specifications.

Replace two Return Activated Sludge Pump VFD's at WWTP.

Switch Well# 3, 4 and 8 to Chlorine gas to help eliminate water odor, taste and stains.

Replace 5,000 lf of sewer main by pipe bursting with City utility crews.

Replace valves at well 6 (8 valves that located by dist pumps).

Install 30 access chambers or manholes at intersecting sewer lines.

Initiate fire hydrant maintenance and testing program.

Extend water and sewer lines to College Park.

Reduce reported sewer blockages from 25 calls per month to 10 calls by televising the line location and repairing defects.

PERFORMANCE INDICATORS	**2007-08 Target**	**2007-08 Accomplished**	**2008-09 Target**
Reduction of water taste, odor, color, complaints	175	125	100
Reduction of sewer blockage complaints	300	150	100
Televised and clean sewer lines	20,000 feet	10,000 feet	20,000 feet
Replace sewer lines by pipe bursting	5,000 feet	5,000 feet	5,000 feet
Number of TCEQ Utility Licenses	25	30	25

Public Services Department

Category	Amended Budget 2007/08	Budget 2008/09
IT	0	52,047
Water	782,021	846,811
Sewer	689,169	735,251
Wastewater Treatment Plant	1,113,335	1,124,888
Administration	167,519	170,082
Public Services Facility	108,652	117,450
Other Requirements	3,169,328	2,780,889
Total	$ 6,030,024	$ 5,827,418

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Foreast 2007/08	Budget 2008/09
Expenditures	$ 6,786,471	$ 6,030,024	$ 5,586,220	$ 5,827,418
% of City's Operating Total	24.27%	42.77%	34.68%	24.46%
Full Time Staffing Equivalent	28	28	28	28

Financial Highlights

FY 2008/09 budget reflects increases for cost-of-living adjustments and increases in materials & supplies and contractual services. Also, an IT program has been created to account for all expenditures related to computers, printers, software maintenance & license fees.

Information Technology Program

	Category	Amended Budget 2007/08	Budget 2008/09
2000	Materials and Supplies	0	10,000
3000	Contractual Services	0	42,047
4000	Capital Outlay	0	0
	Total	0	$ 52,047

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

**This is a new program created in FY 2008/09*

211 - Utility Fund/Information Technology

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
4190-1502-2403	Computers & Printers	0	0	0	10,000
	Total Supplies	**0**	**0**	**0**	**10,000**
Contractual Services					
4190-1502-3120	Software Maintenance & Licenses	0	0	0	42,047
	Total Services	**0**	**0**	**0**	**42,047**
	Water	**0**	**0**	**0**	**$ 52,047**

Water Program

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 222,199	$ 225,318
2000	Materials and Supplies	182,425	189,925
3000	Contractual Services	367,397	416,568
4000	Capital Outlay	10,000	15,000
	Total	$ 782,021	$ 846,811

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
* Utility Supervisor	10	0.5	0.5
Utility Worker II	8	1	1
Utility Worker I	6	3	3
** Meter Reader	4	2	0
** Meter Reader	5	0	2
Total		6.5	6.5

** The Utility Supervisor position is budgeted as follows; 1/2 to Public Services Department/Water program and 1/2 to Public Services Department/Sewer program*

*** The Meter Reader position has been reclassified from NE PG4 to NE PG5*

211 - Utility Fund/Water

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4325-6001-1001	Salaries	167,600	163,972	141,067	165,013
4325-6001-1005	Overtime	16,453	20,000	13,500	20,000
4325-6001-1006	Longevity	807	1,438	886	1,468
4325-6001-1009	TMRS	15,754	21,039	17,016	23,003
4325-6001-1011	Social Security	17,900	14,294	11,768	14,378
4325-6001-1016	Certification & Education	552	1,456	650	1,456
	Total Personnel	**219,065**	**222,199**	**184,887**	**225,318**
Supplies					
4325-6001-2201	Oil & Grease	3	1,200	100	1,200
4325-6001-2204	Motor Vehicle Fuel	14,056	13,125	14,000	16,625
4325-6001-2208	Photographic Supplies	0	100	26	100
4325-6001-2209	Wearing Apparel	403	500	500	500
4325-6001-2301	Supplies-Building & Grounds	584	500	500	500
4325-6001-2303	Water/Sewer Main Repair Supp.	40,848	55,000	42,000	55,000
4325-6001-2307	Electrical Parts & Supplies	2,461	4,000	4,000	5,000
4325-6001-2309	Paint, Lumber, Hardware	2,008	2,000	2,000	3,000
4325-6001-2310	Chemicals & Insecticide	49,863	50,000	40,000	50,000
4325-6001-2311	Water Meter Parts	2,279	3,000	2,500	5,000
4325-6001-2313	Water Machinery & Equipment	0	4,000	3,000	4,000
4325-6001-2318	Water Meters	24,613	40,000	32,000	40,000
4325-6001-2401	Minor Tools & Equipment	9,205	6,000	6,000	6,000
4325-6001-2441	Safety Equipment	2,179	3,000	2,500	3,000
	Total Supplies	**148,502**	**182,425**	**149,126**	**189,925**
Contractual Services					
4325-6001-3102	Consultant Services	4,600	4,000	3,800	30,000
4325-6001-3113	Health Inspection Fees	5,057	5,000	5,000	5,000
4325-6001-3114	Laboratory Testing	6,642	10,000	8,500	10,000
4325-6001-3201	Telephone Expense	1,759	1,000	1,650	2,000
4325-6001-3203	Training & Travel	1,290	2,000	1,500	2,000
4325-6001-3501	Electricity	214,399	198,000	214,500	225,000
4325-6001-3601	Building/Structure Improvements	0	1,000	500	1,000
4325-6001-3602	Fixed Plant Equip/R & M	35,221	22,450	22,450	25,000
4325-6001-3607	Well Equipment	11,080	14,970	14,970	12,000
4325-6001-3608	Radio & Radar Equipment	1,149	3,000	2,200	3,000
4325-6001-3609	Meters	0	1,000	1,000	1,000
4325-6001-3704	Rental Machinery & Equipment	0	1,500	1,500	1,500
4325-6001-3708	Uniform Rental	2,729	4,500	4,000	4,500
4325-6001-3901	Dues & Memberships	224	800	500	800
4325-6001-3922	Mowing Expenses	9,270	10,600	10,600	10,600
4325-6001-3950	BCGCD Water Fees	25,428	28,000	22,000	28,000
4325-6001-3970	Vehicle Maintenance Fees	42,250	46,050	46,050	42,950
4325-6001-3980	Vehicle Replacement Accrual	31,021	13,527	13,527	12,218
	Total Services	**392,119**	**367,397**	**374,247**	**416,568**
Capital Outlay					
4325-6001-4305	Special Equipment	0	0	681	0
4325-6001-4305	Special Equipment	0	10,000	10,000	15,000
	Total Capital Outlay	**0**	**10,000**	**10,681**	**15,000**
	Water	**$ 759,687**	**$ 782,021**	**$ 718,941**	**$ 846,811**

Sewer Program

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 368,786	$ 375,613
2000	Materials and Supplies	92,500	131,200
3000	Contractual Services	219,883	220,438
4000	Capital Outlay	8,000	8,000
	Total	$ 689,169	$ 735,251

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Project Manager (I&I)	II	1	1
* Utility Supervisor	10	0.5	0.5
Utility Worker II	8	2	2
Utility Worker I	6	6	6
Total		9.5	9.5

** The Utility Supervisor position is budgeted as follows; 1/2 to Public Services Department/Water program and 1/2 to Public Services Department/Sewer program*

211 - Utility Fund/Sewer

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4325-6002-1001	Salaries	255,831	280,098	252,864	283,113
4325-6002-1005	Overtime	16,729	25,000	25,000	25,000
4325-6002-1006	Longevity	2,657	2,648	2,307	2,793
4325-6002-1009	TMRS	24,232	34,922	35,544	38,347
4325-6002-1011	Social Security	24,730	23,726	24,416	23,968
4325-6002-1016	Certification & Education	1,636	2,392	1,636	2,392
	Total Personnel	**325,815**	**368,786**	**341,767**	**375,613**
Supplies					
4325-6002-2204	Motor Vehicle Fuel	17,347	18,000	17,200	17,100
4325-6002-2209	Wearing Apparel	640	600	550	600
4325-6002-2301	Supplies-Building & Grounds	1,864	3,500	3,500	3,500
4325-6002-2302	Street & Bridge Supplies	0	0	43	0
4325-6002-2303	Water/Sewer Main Repair Supp.	37,964	37,000	35,000	50,000
4325-6002-2307	Electrical Parts & Supplies	6,886	8,400	8,400	8,000
4325-6002-2308	Welding Supplies	237	500	500	500
4325-6002-2309	Paint, Lumber, Hardware	1,899	1,500	1,607	1,500
4325-6002-2310	Chemicals & Insecticides	4,670	6,000	6,000	6,000
4325-6002-2313	Sewer Machinery & Equipment	4,553	5,000	8,209	32,000
4325-6002-2401	Minor Tools & Equipment	6,841	8,000	9,500	8,000
4325-6002-2403	Computers & Printers	956	0	0	0
4325-6002-2441	Safety Equipment	4,270	4,000	3,000	4,000
	Total Supplies	**88,126**	**92,500**	**93,509**	**131,200**
Contractual Services					
4325-6002-3201	Telephone Expense	7,135	5,466	5,392	5,466
4325-6002-3203	Training & Travel	2,125	2,400	2,000	2,400
4325-6002-3501	Electricity	79,393	75,000	89,913	82,000
4325-6002-3602	Fixed Plant Equipment/R & M	54,277	35,000	35,000	25,000
4325-6002-3608	Radio & Radar Equipment	913	1,300	1,300	1,300
4325-6002-3704	Rental Machine & Equipment	0	15,000	0	15,000
4325-6002-3708	Uniform Rental	1,873	3,800	2,500	4,500
4325-6002-3901	Dues & Memberships	229	800	500	800
4325-6002-3922	Mowing Expenses	9,270	11,300	11,300	14,375
4325-6002-3970	Vehicle Maintenance Fees	45,650	56,400	56,400	55,222
4325-6002-3980	Vehicle Replacement Accruals	15,165	13,417	13,417	14,375
	Total Services	**216,029**	**219,883**	**217,722**	**220,438**
Capital Outlay					
4325-6002-4305	Special Equipment	0	8000	7,913	8,000
	Total Capital Outlay	**0**	**8,000**	**7,913**	**8,000**
	Sewer	**$ 629,970**	**$ 689,169**	**$ 660,911**	**$ 735,251**

Wastewater Treatment Program

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 368,060	$ 375,567
2000	Materials and Supplies	179,300	185,675
3000	Contractual Services	528,974	563,646
4000	Capital Outlay	37,000	0
	Total	$ 1,113,335	$ 1,124,888

	Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
*	Chief Wastewater Treatment Plant Operator	III	1	0
*	Utility Plant Superintendent	III	0	1
**	Assistant Chief Wastewater Treatment Plant Operator	9	1	0
**	Chief Operator	9	0	1
	Lift Station Water Plant Operator	8	4	4
	Electrician	12	1	1
***	Maintenance Worker	3	1	0
***	Maintenance Worker	4	0	1
	Total		8	8

**Re-titled Chief Wastewater Treatment Plant Operator to Utility Plant Superintendent (remains in E PGIII)*
*** Re-titled Assistant Chief WWTP Operator to Chief Operator (remains in NE PG9)*
**** Maintenance Worker position was reclassified from NE PG3 to NE PG4*

211 - Utility Fund/Waste Water Treatment Plant

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4325-6003-1001	Salaries	231,746	286,620	232,890	289,172
4325-6003-1005	Overtime	10,120	15,000	21,000	15,000
4325-6003-1006	Longevity	3,844	4,165	3,674	5,343
4325-6003-1009	TMRS	21,547	34,853	28,447	38,343
4325-6003-1011	Social Security	22,735	23,678	19,631	23,965
4325-6003-1016	Certifiation & Education	3,456	3,744	3,456	3,744
	Total Personnel	**293,448**	**368,060**	**309,098**	**375,567**
Supplies					
4325-6003-2201	Oil & Grease	870	500	627	1,000
4325-6003-2203	Medical Supplies	0	400	150	400
4325-6003-2204	Motor Vehicle Fuel	9,687	10,500	10,500	14,725
4325-6003-2205	Janitorial Supplies	797	700	500	700
4325-6003-2209	Wearing Apparel	402	650	650	750
4325-6003-2301	Supplies-Building & Grounds	2,222	1,800	1,800	1,800
4325-6003-2303	Water/Sewer Main Repair Supp.	180	300	300	300
4325-6003-2305	Lab Supplies & Chemicals	2,174	3,500	2,800	3,500
4325-6003-2307	Electrical Parts & Supplies	9,258	6,000	4,500	6,000
4325-6003-2309	Paint, Lumber, Hardware	672	1,000	1,000	1,500
4325-6003-2310	Chemicals & Insecticide	81,523	120,000	85,000	120,000
4325-6003-2313	Water Machinery & Equipment	35,366	29,100	29,100	27,000
4325-6003-2401	Minor Tools & Equipment	3,225	3,500	3,500	6,000
4325-6003-2403	Computers & Printers	1,400	0	0	0
4325-6003-2441	Safety Equipment	618	1,350	1,200	2,000
	Total Supplies	**148,396**	**179,300**	**141,627**	**185,675**
Contractural Services					
4325-6003-3102	Consultant Services	1,400	0	0	0
4325-6003-3113	Regulatory Inspection Fee	24,165	25,340	25,340	25,000
4325-6003-3114	Laboratory Testing	16,040	18,000	13,500	20,000
4325-6003-3201	Telephone Expense	3,642	3,500	3,571	3,500
4325-6003-3203	Training & Travel	2,209	2,000	1,200	3,000
4325-6003-3501	Electricity	345,577	325,000	315,954	350,000
4325-6003-3503	Water	2,331	800	800	800
4325-6003-3504	Sludge Disposal	59,062	79,166	79,166	80,000
4325-6003-3601	Building/Structure Improvements	2,084	3,000	2,000	7,500
4325-6003-3602	Fixed Plant Equipment/R & M	171,753	30,000	30,000	37,000
4325-6003-3608	Radio & Radar Equipment	617	1,000	1,000	1,000
4325-6003-3609	Meters	0	1,000	500	1,000
4325-6003-3704	Rental Machine & Equipment	1,018	4,500	1,500	2,000
4325-6003-3708	Uniform Rental	2,899	4,000	3,000	4,000
4325-6003-3901	Dues & Memberships	1,077	600	600	1,000
4325-6003-3922	Mowing Expenses	3,502	4,000	4,000	4,000
4325-6003-3970	Vehicle Maintenance Fees	21,700	19,350	19,350	16,226
4325-6003-3980	Vehicle Replacement Accruals	7,189	7,718	7,718	7,620
	Total Services	**666,265**	**528,974**	**509,199**	**563,646**
Capital Outlay					
4325-6003-4302	Plant Equipment	0	37,000	37,000	0
	Total Capital Outlay	**0**	**37,000**	**37,000**	**0**
	Waste Water Treatment Plant	**$ 1,108,108**	**$ 1,113,335**	**$ 996,923**	**$ 1,124,888**

Administrative Program

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 146,489	$ 144,152
2000	Materials and Supplies	7,550	9,250
3000	Contractual Services	13,480	16,680
	Total	$ 167,519	$ 170,082

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Director of Public Works	V	1	1
Public Utilities Superintendent	III	1	1
Purchasing/Warehouse Coordinator	8	1	1
Administrative Assistant	8	1	1
TOTAL		4	4

211 - Utility Fund/Administration

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4325-6004-1001	Salaries	116,810	120,891	123,053	117,805
4325-6004-1005	Overtime	46	500	500	500
4325-6004-1006	Longevity	453	678	660	787
4325-6004-1009	TMRS	9,767	13,873	13,881	14,717
4325-6004-1011	Social Security	12,754	9,403	9,285	9,199
4325-6004-1016	Certification & Education	959	1,144	1,040	1,144
	Total Personnel	**140,789**	**146,489**	**148,419**	**144,152**
Supplies					
4325-6004-2101	General Office Supplies	3,276	3,050	3,200	4,000
4325-6004-2102	Magazines, Maps, Books	162	250	250	250
4325-6004-2103	Office Copy Supplies	0	400	200	400
4325-6004-2104	Data Processing Supplies	1,260	1,500	1,500	1,500
4325-6004-2203	Medical Supplies	159	400	350	400
		0	550	0	1,500
4325-6004-2401	Minor Tools & Equipment	452	1,400	1,400	1,200
	Total Supplies	**5,310**	**7,550**	**6,900**	**9,250**
Contractual Services					
4325-6004-3201	Telephone Expense	3,430	2,280	3,451	5,480
4325-6004-3202	Postage & Freight	578	1,200	1,000	1,200
4325-6004-3203	Training & Travel	3,731	5,000	2,500	5,000
4325-6004-3301	Advertising/Public Notices	301	1,000	1,000	1,000
4325-6004-3302	Printing & Binding	1,717	2,000	2,000	2,000
4325-6004-3603	Office Equipment Repairs	0	500	250	500
4325-6004-3608	Radio & Radar Equipment	692	1,000	1,000	1,000
4325-6004-3901	Dues & Memberships	443	500	506	500
	Total Services	**10,892**	**13,480**	**11,707**	**16,680**
	Administration	**$ 156,991**	**$ 167,519**	**$ 167,026**	**$ 170,082**

Public Services– Facility Program

	Category	Amended Budget 2007/08	Budget 2008/09
2000	Materials and Supplies	$ 6,500	$ 7,000
3000	Contractual Services	102,152	103,700
4000	Capital Outlay	0	6,750
	Total	$ 108,652	$ 117,450

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

211 - Utility Fund/Public Service Facility

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4325-6006-2222	Foods	2,192	2,500	2,500	2,500
4325-6006-2301	Supplies- Buillding & Grounds	1,359	1,000	1,027	1,500
4325-6006-2307	Electrical Parts & Supplies	939	1,500	1,600	1,500
4325-6006-2309	Paint, Lumber, & Hardware	614	1,500	1,000	1,500
	Total Supplies	**5,104**	**6,500**	**6,127**	**7,000**
Contractual Services					
4325-6006-3106	Data Processing	640	1,000	500	1,000
4325-6006-3401	Insurance - General	4,451	24,452	32,332	26,000
4325-6006-3501	Electricity	51,196	63,000	60,000	63,000
4325-6006-3503	Water	1,853	2,500	2,500	2,500
4325-6006-3601	Building/Structure Improvements	7,075	7,000	11,500	7,000
4325-6006-3702	Rental Office Equipment	2,839	2,000	2,000	2,000
4325-6006-3708	Uniform Rental	1,576	1,700	1,550	1,700
4325-6006-3903	Exterminations	520	500	500	500
	Total Services	70,150	102,152	110,882	103,700
Capital Outlay					
4325-6006-4201	Building, Fixture & Grounds	0	0	0	6,750
	Total Capital Outlay	**0**	**0**	**0**	**6,750**
	Public Service Facility	**$ 75,254**	**$ 108,652**	**$ 117,009**	**$ 117,450**

Utility Fund– Other Requirements

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	0	12,570
3000	Contractual Services	251,943	262,489
5000	Debt Service	2,427,643	2,088,719
6000	Interfund Transfers	489,742	417,111
	Total	$ 3,169,328	$ 2,780,889

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

211 - Utility Fund/Other Requirements

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4190-3002-1041	Salary Contingency	19,240	0	0	12,570
	Total Personnel	**19,240**	**0**	**0**	**12,570**
Contractual Services					
4190-3002-3101	Auditing & Accounting	0	19,200	20,950	23,040
4190-3002-3405	Worker's Compensation Insurance	19,825	27,898	29,020	30,325
4190-3002-3406	Health Insurance	176,759	204,845	189,080	209,125
	Total Services	**196,584**	**251,943**	**239,050**	**262,489**
Debt Service					
4190-3002-5001	Principal	0	1,556,533	1,429,846	0
4190-3002-5002	Interest	934,995	845,723	923,170	861,202
4190-3002-5003	Agent Fees	12,392	12,500	12,282	13,125
4190-3002-5005	Amortization of Def Loss	41,138	0	0	0
4190-3002-5006	Capital Lease Payments	0	12,887	19,330	0
4190-3002-5007	Interest Expense - Cap. Lease	1,418	0	0	0
4190-3002-5500	Depreciation	1,156,563	0	0	1,214,392
	Total Debt Service	**2,146,507**	**2,427,643**	**2,384,628**	**2,088,719**
Interfund Transfer					
4190-3002-6010	Transfer to General Fund	146,650	299,742	299,742	367,111
4190-3002-6030	Transfer to CIP Fund	1,104,366	190,000	0	50,000
4190-3002-6232	Transfer to Fund 232	385,000	0	0	0
	Total Interfund Transfer	**1,636,016**	**489,742**	**299,742**	**417,111**
Capital Outlay					
4190-3002-4901	Issuance Costs	58,114	0	1,990	0
	Total Capital Outlay	**58,114**	**0**	**1,990**	**0**
	Other Requirements	**$ 4,056,461**	**$ 3,169,328**	**$ 2,925,410**	**$ 2,780,889**

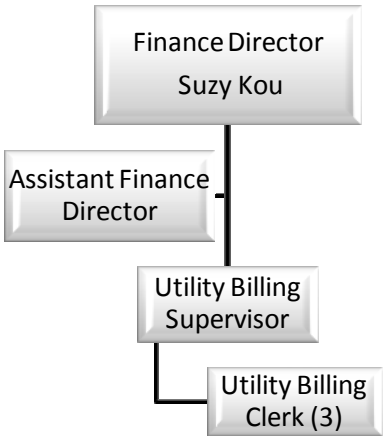
G. O. LONG-TERM DEBT REQUIREMENT
PAYABLE FROM WATER/SEWER REVENUE
Fiscal Year 2008-09

DEBT ISSUED	BALANCE OUTSTANDING 9/30/2008	2008-09 PRINCIPAL	2008-09 INTEREST	2008-09 TOTAL REQUIRED
1998 G.O. Refunding Bonds	1,204,025	694,796	37,727	732,523
2000 Revenue Bonds	290,000	140,000	10,340	150,340
2001 Revenue Bonds	6,560,000	180,000	230,938	410,938
2002A Refunding Bonds	1,255,151	455,919	32,955	488,874
2002B Refunding Bonds	135,000	135,000	2,700	137,700
2003 Refunding Bonds	2,223,825	17,910	78,022	95,932
2003 Certificates of Obligation	567,216	72,720	17,446	90,166
2005 Tax Anticipation Notes	41,800	9,900	1,326	11,226
2005 Refunding Bonds	4,185,000		205,538	205,538
2006 Certificate of Obligation Series B	4,185,000		168,150	168,150
2008 Certificate of Obligation Series B	1,990,000		76,062	76,062
TOTAL	$22,637,017	$1,706,245	$861,204	$2,567,449

GENERAL OBLIGATION BONDS
PAYABLE FROM W/S REVENUE
SCHEDULE OF MATURITIES
BY FISCAL YEAR

FISCAL	TAX ANTICIPATION NOTES SERIES 2005		G. O BONDS REFUNDING SERIES 1998		REVENUE BONDS SERIES 2000		REVENUE BONDS SERIES 2001		G. O . BONDS REFUNDING SERIES 2002A		REFUNDING BONDS SERIES 2002B		CERTIFICATES OF OBLIGATION-SERIES 2003		G. O . BONDS REFUNDING SERIES 2003		REFUNDING BONDS SERIES 2005		CERTIFICATE OF OBLIGATIONS-SERIES 2006B		CERTIFICATE OF OBLIGATIONS-SERIES 2008B		TOTAL REQUIREMENTS		TOTAL ANNUAL
YEAR	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	REQ'MENTS
2008-09	9,900	1,326	694,796	37,727	140,000	10,340	180,000	230,938	455,919	32,955	135,000	2,700	72,720	17,446	17,910	78,022		205,538		168,150		76,062	1,706,245	861,204	2,567,449
2009-10	9,900	985	116,519	20,081	150,000	3,525	600,000	219,568	359,792	20,494			76,356	15,541	20,895	77,495		205,538	230,000	163,550	65,000	78,300	1,628,462	805,077	2,433,539
2010-11	11,000	612	125,150	14,794			600,000	201,568	354,299	9,026			76,356	13,346	20,895	76,863		205,538	235,000	154,250	70,000	75,600	1,492,700	751,597	2,244,296
2011-12	11,000	206	129,465	9,127			600,000	183,118	46,691	2,340			79,992	10,861	376,110	70,422	20,000	205,138	245,000	144,650	70,000	72,800	1,578,258	698,662	2,276,920
2012-13			138,096	3,107			525,000	165,286	19,226	1,134			83,628	8,057	399,990	57,511	20,000	204,338	255,000	134,650	75,000	69,900	1,515,940	643,983	2,159,923
2013-14							525,000	147,830	19,226	385			87,264	5,001	456,705	42,604	25,000	203,438	265,000	124,250	80,000	66,800	1,458,195	590,308	2,048,503
2014-15							450,000	131,030					90,900	1,701	426,855	26,708	25,000	202,438	280,000	113,350	80,000	63,600	1,352,755	538,827	1,891,582
2015-16							250,000	118,593							504,465	9,459	225,000	197,438	290,000	101,950	85,000	60,300	1,354,465	487,740	1,842,205
2016-17							315,000	108,124									175,000	189,438	300,000	90,150	90,000	56,800	880,000	444,512	1,324,512
2017-18							325,000	95,962									185,000	182,238	315,000	77,850	90,000	53,200	915,000	409,250	1,324,250
2018-19							340,000	82,989									190,000	174,738	325,000	65,050	95,000	49,500	950,000	372,277	1,322,277
2019-20							345,000	69,375									205,000	166,838	340,000	51,750	100,000	45,600	990,000	333,563	1,323,563
2030-21							360,000	55,095									215,000	158,438	355,000	37,850	105,000	41,500	1,035,000	292,883	1,327,883
2021-22							370,000	40,038									230,000	149,538	365,000	23,268	110,000	37,200	1,075,000	250,044	1,325,044
2022-23							380,000	24,475									255,000	139,838	385,000	7,893	110,000	32,800	1,130,000	205,006	1,335,006
2023-24							395,000	8,295									265,000	129,305			115,000	28,300	775,000	165,900	940,900
2024-25																	685,000	109,659			120,000	23,600	805,000	133,259	938,259
2025-26																	715,000	80,430			125,000	18,700	840,000	99,130	939,130
2026-27																	750,000	49,478			130,000	13,600	880,000	63,078	943,078
2027-28																	780,000	16,770			135,000	8,300	915,000	25,070	940,070
2028-29																					140,000	2,800	140,000	2,800	142,800
TOTAL	**$ 41,800**	**$ 3,129**	**$ 1,204,025**	**$ 84,836**	**$ 290,000**	**$ 13,865**	**$ 6,560,000**	**$ 1,882,284**	**$ 1,255,153**	**$ 66,334**	**$ 135,000**	**$ 2,700**	**$ 567,216**	**$ 71,953**	**$ 2,223,825**	**$ 439,084**	**$ 4,965,000**	**$ 3,176,112**	**$ 4,185,000**	**$ 1,458,611**	**$ 1,990,000**	**$ 975,262**	**$ 23,417,019**	**$ 8,174,170**	**$ 31,591,189**

Finance Department– Utility Billing Program Organizational Chart



Finance Department– Utility Billing Program

The Utility Billing and Collections Program is a division of the Finance Department. This program maintains the accounts for water, sewer, garbage, penalties, and emergency medical service utility bill donations. The office provides needed customer service to the citizens of Alvin. This program processes monthly accounts for water and sewer services provided throughout the City of Alvin. This division is also responsible for billing and collection of the sanitation service provide by a contracted service. This division is also responsible for establishing new accounts, receiving deposits, receiving and processing of bank draft applications and drafts, collection of insufficient fund checks, penalty processing, and collection of overdue accounts. Records management is essential to documenting and maintaining the accuracy of customer accounts. Financial reporting assists with audits and surveys. The reports includes but are not limited to, the processing of end of month reports detailing the financial activities of the program, delinquent accounts, sewer averaging, meter reading audits, and garbage reconciliation reports.

Program Narrative

Accomplishment for FY2007-2008

- Laserfiche document management
- Credit card update
- Online payment processing update (Incode)
- Upgrade clerk from part-time 20 hours to 30 hours

Goals and Objectives for FY2008-2009

- Place 100 additional radio read units to complete subdivision
- Upgrade clerk from part-time 30 hour to full-time position
- Increase number of utility accounts due to new construction
- Utilize laserfiche record maintenance for record storage
- Maintain collection ratio/further pursue write off collections
- timely billing of accounts

Finance Department– Utility Billing Program

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 131,340	$ 142,187
2000	Materials and Supplies	7,630	2,450
3000	Contractual Services	81,005	93,516
4000	Capital Outlay	35,000	0
	Total	$ 254,974	$ 238,153

	Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
*	Utility Billing Supervisor	9	1	0
*	Utility Billing Supervisor	I	0	1
**	Billing Clerk	5	2	3
	Total		3	4

** The Utility Billing Supervisor position has been reclassified to Exempt PG I*
***An additional full-time billing clerk position has been added to this year's budget*

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 191,255	$ 254,974	$ 250,955	$ 238,153
% of City's Operating Total	0.99%	1.18%	1.17%	1.08%
Full Time Staffing Equivalent	3.5	3.5	3.5	4

Financial Highlights

FY 2008/09 budget reflects increases for cost-of-living adjustments. No capital outlay is included in the current budget.

211 - Utility Fund/Utility Billing

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4325-6005-1001	Salaries	100,912	107,155	107,569	115,041
4325-6005-1005	Overtime	16	500	500	500
4325-6005-1006	Longevity	2,472	2,798	2,745	3,057
4325-6005-1009	TMRS	7,663	12,437	12,198	14,516
4325-6005-1011	Social Security	11,791	8,450	8,176	9,073
	Total Personnel	**122,853**	**131,340**	**131,188**	**142,187**
Supplies					
4325-6005-2101	General Office Supplies	1,498	1,500	1,500	1,500
4325-6005-2103	Office Copy Supplies	1	100	20	100
4325-6005-2401	Minor Tools & Equipment	842	850	850	850
4325-6005-2403	Computer Hardware	786	5,180	5,180	0
	Total Supplies	**3,127**	**7,630**	**7,550**	**2,450**
Contracutual Services					
4325-6005-3116	Contract Billing Services	60,206	70,846	69,000	71,000
		0	0	0	14,000
4325-6005-3201	Telephone Expense	1,731	1,836	1,836	1,836
4325-6005-3202	Postage & Freight	1,044	1,543	900	1,500
4325-6005-3203	Training & Travel	1,254	2,750	1,800	2,750
4325-6005-3302	Printing & Binding	720	1,000	1,000	1,000
4325-6005-3601	Building/Structure Improvements	0	2,050	2,050	450
4325-6005-3603	Office Equipment Repairs	0	350	0	350
4325-6005-3608	Radio & Radar Equipment	90	400	400	400
4325-6005-3901	Dues & Memberships	230	230	230	230
	Total Services	**65,275**	**81,005**	**77,216**	**93,516**
Capital Outlay					
4325-6005-4305	Special Equipment	0	35,000	35,000	0
	Total Capital Outlay	**0**	**35,000**	**35,000**	**0**
	Utility Billing	**$ 191,255**	**$ 254,975**	**$ 250,955**	**$ 238,153**

SANITATION FUND
BUDGET SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 2,225,343	$ 2,353,554	$ 2,353,554	$ 2,281,964
REVENUES				
Commercial Garbage Fees	$ 1,253,433	$ 1,213,981	$ 1,115,706	$ 1,277,275
Residential Garbage Fees	706,330	740,189	716,551	851,650
Heavy Trash Pickup	1,226	0	5,610	0
Recycle Fees	0	0	0	12,000
Interest Income	49,283	8,000	41,774	47,000
Other Incomes	232	250	171	250
Total Revenues	**2,010,503**	**1,962,420**	**1,879,812**	**2,188,175**
Total Revenue & Resources	**4,235,846**	**4,315,974**	**4,233,366**	**4,470,139**
EXPENDITURES				
Waste Collection	1,792,450	1,885,296	1,897,308	2,125,467
Waste Disposal	89,842	35,431	35,431	43,834
IT	0	0	0	1,500
Recycling	0	18,813	18,663	15,230
Total Expenditures	**1,882,292**	**1,939,540**	**1,951,402**	**2,186,031**
Revenue Over/Under Expenditures	128,211	22,880	(71,590)	2,144
Ending Balance	**$ 2,353,554**	**$ 2,376,434**	**$ 2,281,964**	**$ 2,284,108**

SANITATION FUND
ESTIMATED CASH FLOW

	ACTUAL 2006-07	ESTIMATED 2007-08	ESTIMATED 2008-09
Cash and Investments - Beginning of Year	$ 440,952	$ 396,270	$ 491,145
Cash Receipts			
Collection Fees	1,928,446	2,018,399	2,140,925
Other revenues	15,120	47,505	47,250
Total Cash Receipts	1,943,566	2,065,904	2,188,174
Total Cash Available	2,384,518	2,462,174	2,679,319
Cash disbursements			
Expenditures excluding depreciation	1,761,817	1,751,666	1,959,556
Debt Service	23,342	10,143	28,834
Transfer to General Fund	203,089	109,220	134,870
Transfer to Utility Fund	0	100,000	62,771
Total Cash Disbursements	1,988,248	1,971,029	2,186,031
Estimated Cash - End of Year	$ 396,270	$ 491,145	$ 493,288

Sanitation Fund

Category	Amended Budget 2007/08	Budget 2008/09
Collection Program	$ 1,885,296	$ 2,125,467
Disposal Program	35,431	43,834
IT	0	1,500
Recycling	18,813	15,230
Total	$ 1,939,540	$ 2,186,031

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 1,882,292	$ 1,939,540	$ 1,951,402	$ 2,186,031
% of City's Operating Total	9.72%	9.01%	9.07%	9.92%
Full Time Staffing Equivalent	0	0	0	0

Financial Highlights

FY 2008/09 budget includes an increase in contractual collection services due to a CPI (Consumer Price Index) and fuel adjustment factor increase. Also, an IT program was established to cover the cost of computers, printers, software maintenance and license fees.

Collection Program

	Category	Amended Budget 2007/08	Budget 2008/09
3000	Contractual Services	$ 1,676,076	$ 1,927,826
6000	Interfund Transfer	$ 209,220	$ 197,641
	Total	$ 1,885,296	$ 2,125,467

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

212 - Sanitation Fund/Collection

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Contractual Services					
4323-6501-3201	Telephone Expense	204	204	204	204
4323-6501-3920	Contractual Collection Service	1,585,048	1,665,872	1,684,384	1,917,622
4323-6501-3960	Contract Disposal Fee	4,109	10,000	3,500	10,000
	Total Services	**$ 1,589,361**	**$ 1,676,076**	**$ 1,688,088**	**$ 1,927,826**
Interfund Transfer					
4323-6501-6010	Transfer to General Fund	103,089	109,220	109,220	134,870
4323-6501-6211	Transfer to Utility Fund	100,000	100,000	100,000	62,771
	Total Interfund Transfer	**203,089**	**209,220**	**209,220**	**197,641**
	Collection	**1,792,450**	**1,885,296**	**1,897,308**	**2,125,467**

Disposal Program

	Category	Amended Budget 2007/08	Budget 2008/09
3000	Contractual Services	12,000	15,000
5000	Debt Service/Depreciation	23,431	28,834
	Total	$ 35,431	$ 43,834

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

212 - Sanitation Fund/Disposal

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Contractural Service					
4324-7001-3617	Beautification	12,000	12,000	12,000	15,000
	Total Service	**12,000**	**12,000**	**12,000**	**15,000**
Capital Outlay					
4324-7001-4901	Issuance Cost	582	0	0	0
	Total Capital Outlay	**582**	**0**	**0**	**0**
Debt Service/Depreciation					
4324-7001-5001	Principal	0	15,141	15,141	0
4324-7001-5002	Interest	8,068	8,290	8,290	7,834
4324-7001-5005	Amortization of Loss Premium	1,271	0	0	0
4324-7001-5501	Depreciation	67,921	0	0	21,000
	Total Debt Service/Depreciation	**77,260**	**23,431**	**23,431**	**28,834**
	Disposal	**$ 89,842**	**$ 35,431**	**$ 35,431**	**$ 43,834**

IT Program

	Category	Amended Budget 2007/08	Budget 2008/09
2000	Materials & Supplies	0	1,500
	Total	$0	$ 1,500

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

212 - Sanitation Fund/IT

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Materials					
4501-1502-2403	Computers & Printers	0	0	0	$ 1,500
	Total Materials	**0**	**0**	**0**	**$ 1,500**
	IT	**0**	**0**	**0**	**1,500**

Recycling Program

The Recycling Division promotes care for the environment and landfill diversion by encouraging curbside recycling, educating the public and coordinating recycling events.

OBJECTIVES

- To encourage public and provide public with recycling updates and the latest recycling tips
- To distribute recycling bins to City of Alvin residents
- To encourage citizens, businesses and organizations to recycle paper, plastics, metal, aluminum, and cardboard materials so they will not take up land fill space

PERFORMANCE INDICATORS

	Budgeted 2007-2008	**Projected 2007-2008**	**Budgeted 2008-2009**
Number of K-3rd Graders Taught	4,500	4,500	5,000
Number of 4th-6th Graders Taught	3,092	3092	4,000
Number of School Recycling Competitions	2	2	0
Number of Articles Written	24	24	24
Number of Door Hanger Dispersed	220	220	300
Number of Phone Calls Answered	624-780	624-780	800
Number of Community Events	10	10	10
Number of Neighborhood Signs Installed	10	10	4
Number of Bins Dispersed	336	336	100
Number of Households Recycling	1100	1000	1200
Number of E-waste Recycling Events	1	1	1
Number of Bins Purchased for City Buildings	9	9	0
Power Point Presentations for Community Organizations	14	14	16

Recycling Program

	Category	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	17,913	14,330
2000	Materials & Supplies	300	300
3000	Contractual Services	600	600
	Total	$18,813	$ 15,230

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
PT Recycling Educator		0	0.50

212 - Sanitation Fund/Recycling

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4501-7509-1001	Salaries	0	16,640	16,640	13,312
4501-7509-1011	FICA	0	1,273	1,273	1,018
	Total Personnel	**0**	**17,913**	**17,913**	**$ 14,330**
Materials					
4501-7509-2239	Recycling Supplies	0	300	300	$ 300
	Total Materials	**0**	**300**	**300**	**$ 300**
Contractual Services					
4501-7509-3301	Advertising & Public Notices	0	600	450	$ 600
	Total Services	**0**	**600**	**450**	**$ 600**
	Recycling	**0**	**18,813**	**18,663**	**15,230**

EMERGENCY MEDICAL SERVICES
BUDGET SUMMARY

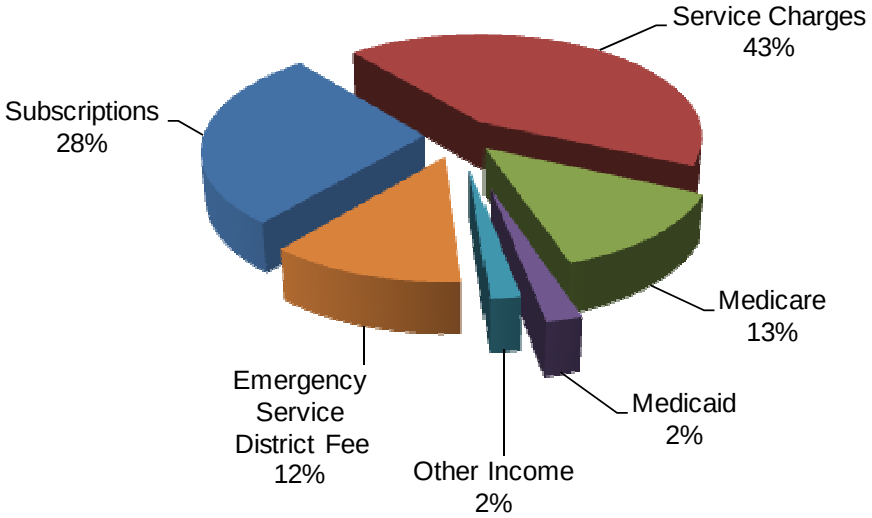
DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED 2007/08	BUDGET 2008/09
Beginning Balance	$ 1,050,912	$ 1,009,184	$ 1,009,184	$ 1,030,099
GRANTS				
Grant Proceeds	0	0	10,000	0
Total Grants	0	0	10,000	0
REVENUES				
Emergency Service District Fee	108,626	100,000	150,000	140,000
Hillcrest EMS Service	8,370	8,370	8,370	8,370
Subscription Fees	260,254	256,000	256,000	320,000
Service Charges	507,211	440,000	490,000	490,000
Medicare	217,277	165,000	127,000	150,000
Medicaid	24,366	28,000	20,000	25,000
Interest Income	12,415	7,000	8,065	7,000
Other Income	1,133	6,000	7,041	6,000
Total Revenues	1,139,652	1,010,370	1,076,476	1,146,370
Total Revenues & Resources	2,190,564	2,019,554	2,095,660	2,176,469
EXPENDITURES				
Personnel Services	650,863	586,458	603,164	687,851
Materials & Supplies	104,305	113,360	106,955	132,800
Contractual Services	275,311	282,841	290,098	282,094
Capital Outlay	0	26,138	26,138	0
Debt Service/Depreciation	123,346	955	840	0
Interfund Transfers	27,553	28,366	28,366	34,215
Total Expenditures	1,181,378	1,038,118	1,055,561	1,136,960
Revenue Over/Under Expenditures	(41,726)	(27,748)	20,915	9,410
Ending Balance	$ 1,009,184	$ 981,436	$ 1,030,099	$ 1,039,509

EMS FUND
ESTIMATED CASH FLOW

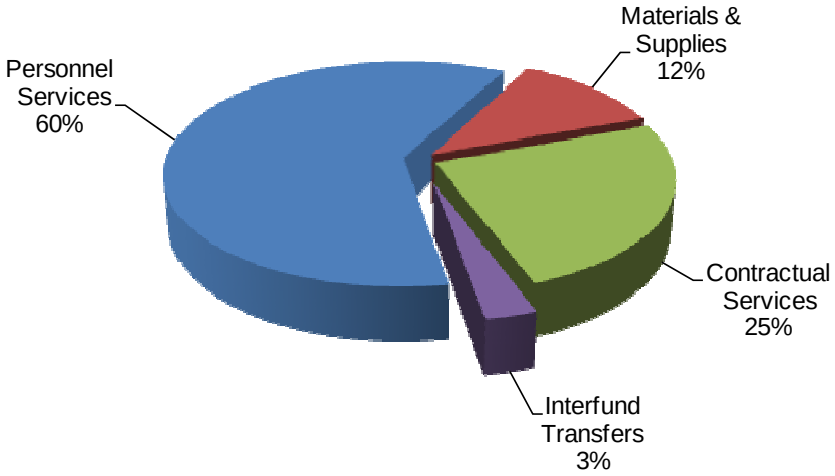
	ACTUAL 2006-07	ESTIMATED 2007-08	ESTIMATED 2008-09
Operating Revenues			
EMS revenues	$ 1,135,043	$ 1,083,419	$ 1,146,370
Gross Revenues	1,135,043	1,083,419	1,146,370
Operating Expenses			
Expenditures excluding depreciation	(1,020,804)	(1,062,447)	(1,099,817)
Net Revenues	**114,239**	**20,972**	**46,553**
Debt Payments			
Principal and Interest	(1,551)	(840)	0
Capital Expenditures			
Capital Outlay	0	0	0
Capital Improvements	0	0	0
Transfers			
General Fund	(120,743)	(58,366)	(34,215)
Net Income (Loss)	**(8,055)**	**(38,234)**	**12,338**
Cash and Investments-beginning of year	**197,741**	**189,686**	**151,452**
Cash and Investments-end of year	**$ 189,686**	**$ 151,452**	**$ 163,789**

Emergency Medical Services Department

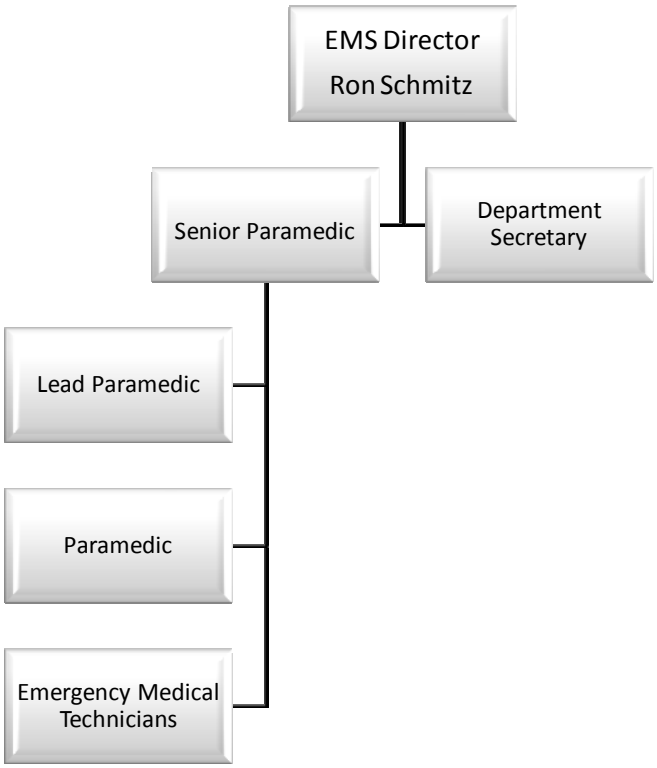
FY 2009 Revenues by Source
$1,146,370



FY 2009 Expenditures By Function
$1,136,960



Emergency Medical Services Department Organizational Chart



Emergency Medical Services Department

The members of the Alvin EMS are unified in service for the relief of suffering and the support of our fellow man in their time of need. As members of Alvin EMS we commit our knowledge, skills and abilities to provide emergency medical care for the greater Alvin area that exceed the needs and the expectations of those who require our assistance. Alvin EMS provide basic and advanced pre-hospital care and transport for the greater Alvin area. We currently operate two primary ambulances and two reserve units with 35 employees. Alvin EMS also provides public education and special event coverage. It is the desire of Alvin EMS to provide high quality, cost-effective medical care.

The EMS Department is located at 709 East House Street, Alvin, Texas 77511 and can be contacted at (281) 388-4363.

Goals	Target Completion Date	Percent Complete
Work with the Regional Advisory Council to establish an Alternate Care Site plan.	May 31, 2009	0%
Review and Update Medical Protocols	Sept. 1, 2009	0%
Review Call Volume & Staffing Requirements for Recommendations in 2010	April 31, 2009	0%
Review EMS Ordinance*	April 31, 2008	75%

*Continuation of 2008 Goal

Emergency Medical Services Department

Programs	Amended Budget 2007/08	Budget 2008/09
Information Technology	$ 0	$ 2,928
Emergency Medical Service	1,038,118	1,134,032
Total	$ 1,038,118	$ 1,136,960

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 1,181,378	$ 1,038,118	$ 1,055,561	$ 1,136,960
% of City's Operating Total	6.10%	4.82%	4.90%	5.16%
Full Time Staffing Equivalent	2	2	2	2

Financial Highlights

FY 2008/09 budget includes cost-of-living adjustments and salary adjustments for extra help personnel, An IT program was established to cover the cost of computers, printers, software maintenance and license fees.

EMS– IT Program

	CATEGORY	Amended Budget 2007/08	Budget 2008/09
3000	Contractual Services	$ 0	2,928
	Total	$ 0	$ 2,928

213 - EMS Fund/IT Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Contractual Services					
4203-1502-3120	Software Maintenance & Licenses	0	0	0	$ 2,928
	Total Contractual	0	0	0	**2,928**
	IT	$ -	$ -	$ -	**$ 2,928**

EMS Program

	CATEGORY	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 586,458	$ 687,851
2000	Materials and Supplies	113,360	132,800
3000	Contractual Services	282,841	279,166
4000	Capital Outlay	26,138	0
5000	Debt Service/Depreciation	955	0
6000	Interfund Transfers	28,366	34,215
	Total	$ 1,038,118	$ 1,134,032

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
EMS Director	V	1	1
* EMS Clerk	5	1	0
* Department Secretary	6	0	1
Total		**2**	**2**

** The EMS Clerk position has been reclassified as a Department Secretary NE PG6*

213 - EMS Fund/EMS Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4203-4501-1001	Salaries	$ 137,132	$ 150,195	$ 133,890	$ 154,520
4203-4501-1005	Overtime	61,564	29,000	57,000	35,000
4203-4501-1006	Longevity	2,379	2,703	2,574	2,839
4203-4501-1007	Extra Help	351,305	310,000	305,000	380,080
4203-4501-1009	TMRS	48,420	55,534	60,871	70,225
4203-4501-1011	Social Security	41,962	37,730	42,533	43,891
4203-4501-1017	Equipment Allowance	726	1,296	1,296	1,296
4203-4501-1044	YE Compensated Absences	7,376	0	0	0
	Total Personnel	**650,863**	**586,458**	**603,164**	**687,851**
Supplies					
4203-4501-2101	General Office Supplies	1,899	1,700	1,700	2,000
4203-4501-2102	Magazines, Maps, Books	187	300	300	300
4203-4501-2103	Office Copy Supplies	18	300	100	500
4203-4501-2202	Household Supplies	0	500	250	500
4203-4501-2203	Medical Supplies	48,937	53,410	44,620	55,000
4203-4501-2204	Motor Vehicle Fuel	36,762	30,000	38,310	49,400
4203-4501-2205	Janitorial Supplies	137	500	250	500
4203-4501-2208	Photographic Supplies	0	50	0	0
4203-4501-2209	Wearing Apparel	5,142	11,500	8,000	8,000
4203-4501-2222	Foods	1,178	1,000	750	1,000
4203-4501-2240	Fire/Injury Prevention Program	3,263	4,000	4,000	4,000
4203-4501-2301	Supplies- Building & Grounds	2,635	2,000	3,000	2,500
4203-4501-2307	Electrical Parts & Supplies	61	100	75	100
4203-4501-2309	Paint, Lumber, Hardware	0	250	100	250
4203-4501-2312	Motor Vehicle Supplies	143	500	250	500
4203-4501-2401	Minor Tools & Equipment	1,402	3,000	1,500	3,000
4203-4501-2403	Computers & Printers	2,040	3,250	3,250	4,250
4203-4501-2441	Safety Equipment	499	1,000	500	1,000
	Total Supplies	**104,305**	**113,360**	**106,955**	**132,800**
Contractual Services					
4203-4501-3102	Consultant Services	0	500	250	500
4203-4501-3104	Medical Services/Pre-Employment	12,000	6,000	6,000	6,000
4203-4501-3116	Contract Billing Services	100,851	80,000	97,610	85,000
4203-4501-3201	Telephone & Telegraph	6,079	8,200	4,857	7,960
4203-4501-3202	Postage & Freight	25	100	50	50
4203-4501-3203	Training & Travel	5,148	8,000	5,000	7,000
4203-4501-3301	Advertising & Public Notices	436	100	50	50
4203-4501-3302	Printing & Binding	0	100	50	0
4203-4501-3401	Insurance - General	4,067	6,857	6,857	7,577
4203-4501-3405	Worker's Compensation	12,200	17,171	18,000	17,258
4203-4501-3406	Group Insurance	22,455	25,827	23,027	24,409
4203-4501-3501	Electricity	7,059	6,800	6,800	8,000
4203-4501-3502	Gas	940	2,000	1,500	2,000
4203-4501-3503	Water	952	1,000	1,000	1,200
4203-4501-3601	Building/Structure Improvements	2,873	2,500	2,532	2,000
4203-4501-3602	Fixed Plant Equipment	1,795	8,171	8,000	7,000
4203-4501-3603	Office Equipment Repairs	0	4,500	4,500	4,000
4203-4501-3604	Motor Vehicle Repairs	300	500	300	500
4203-4501-3608	Radio & Radar Equipment	2,558	3,500	3,500	3,500
4203-4501-3702	Rental Office Equipment	0	250	100	250
4203-4501-3903	Exterminations/Disinfectants	267	500	250	500
4203-4501-3904	Janitorial Services	325	800	400	800
4203-4501-3923	Grounds Maintenance Contract	1,792	2,010	2,010	2,010
4203-4501-3970	Vehicle Maintenance Fees	27,200	28,200	28,200	26,452
4203-4501-3980	Vehicle Replacement Accruals	65,990	69,255	69,255	65,150
	Total Services	**275,311**	**282,841**	**290,098**	**279,166**
Capital Outlay					
4203-4501-4201	Building, Fixtures & Grounds	0	2,919	2,919	0
4203-4501-4305	Special Equipment	0	13,668	13,668	0
4203-4501-4307	Radio & Radar Equipment	0	9,551	9,551	0
	Total Capital Outlay	**0**	**26,138**	**26,138**	**0**

213 - EMS Fund/EMS Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Debt Service/Depreciation					
4203-4501-5006	Lease Purchase HVAC	0	955	840	0
4203-4501-5007	Interest Expense-Capital Lease	104	0	0	0
4203-4501-5501	Depreciation Expense	30,901	0	0	0
4203-4501-5900	Bad Debt Expense	92,341	0	0	0
	Total Debt Service/Depreciation	**123,346**	**955**	**840**	**0**
Interfund Transfer					
4203-4501-6111	Transfer to General Fund	27,553	28,366	28,366	34,215
	Total Interfund Transfer	**27,553**	**28,366**	**28,366**	**34,215**
	EMS	**$ 1,181,378**	**$ 1,038,118**	**$ 1,055,561**	**$ 1,134,032**

Internal Service Fund

Internal Service Funds are used to account for operations services provided by one department to other departments in the City on a cost reimbursement basis.

*The **Central Shop Fund** is used to account for revenues and expenses for central shop which handles the maintenance of vehicles and equipment for the different departments of the City.*

*The **Vehicle Replacement Fund** is used to account for the accumulation of vehicle replacement cost and purchase of vehicles.*

INTERNAL SERVICE FUND
CENTRAL SHOP
BUDGET SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 141,428	$ 145,820	$ 145,820	$ 157,086
Revenues				
Investment Earnings	6,067	2,500	3,369	3,347
Intragovernmental	459,450	512,700	512,700	498,303
Other Income	261	0	110	0
Total Revenues	465,778	515,200	516,179	501,650
Total Revenues & Resources	607,206	661,020	661,999	658,736
EXPENDITURES				
Personnel Services	193,298	196,687	193,584	213,803
Materials & Supplies	123,918	124,696	118,057	154,310
Contractual Services	142,972	168,524	167,772	195,030
Capital Outlay	0	25,500	25,500	0
Depreciation	1,199	0	0	0
Total Expenditures	461,387	515,407	504,913	563,143
Total Operating Expenditures	461,387	515,407	504,913	563,143
Revenue Over/(Under) Expenditures	4,391	(207)	11,266	(61,493)
Ending Balance	$ 145,820	$ 145,613	$ 157,086	$ 95,593

INTERNAL SERVICE FUND
CENTRAL SHOP
ESTIMATED CASH FLOW

	ESTIMATED 2007-08	ESTIMATED 2008-09
Cash and Investments -Beginning of Year	$ 99,921	$ 106,776
Cash Receipts:		
Total Estimated revenues	512,700	501,650
Other Revenues	252	0
Total Cash Receipts	512,952	501,650
Total Cash Available	612,873	608,426
Cash Disbursements		
Expenditures excluding depreciation	506,097	563,143
Capital Outlay	0	
Total Cash Disbursements	506,097	563,143
Estimated Cash- End of Year	$ 106,776	$ 45,283

Central Shop Fund

PROGRAMS	Amended Budget 2007/08	Budget 2008/09
It Program	0	3,560
Central Shop Program	515,407	559,583
Total	**$ 515,407**	**$ 563,143**

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 461,387	$ 515,407	$ 504,913	$ 563,143
% of City's Operating Total	2.38%	2.39%	2.35%	2.56%
Full Time Staffing Equivalent	4	4	4	4

Financial Highlights

FY 2008/09 budget includes increases for cost-of-living adjustments, fuel and motor vehicle supplies and contractual repairs related to Fixed Plant Equipment. Also, an IT program has been created to account for computer related expenses.

IT Program

	CATEGORY	Amended Budget 2007/08	Budget 2008/09
2000	Materials and Supplies	0	2,000
3000	Contractual Services	0	1,560
	Total	$ -	**$ 3,560**

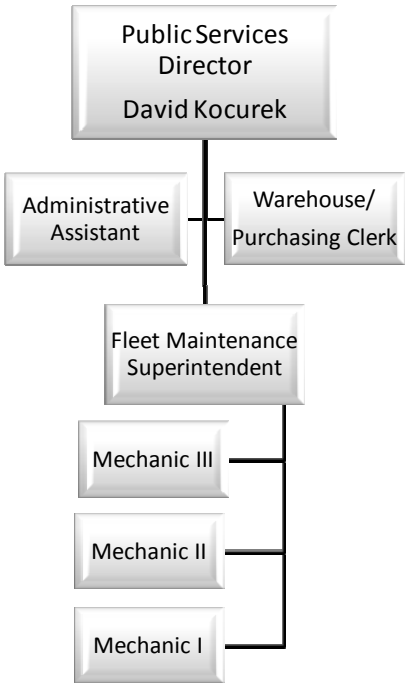
Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

221 - Internal Service Fund/IT Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Supplies					
4190-1502-2403	Computers & Printiers	0	0	0	2,000
	Total Supplies	**0**	**0**	**0**	**2,000**
Contractual Services					
4190-1502-3120	Software Maint. & Licenses	0	0	0	1,560
	Total Services	**0**	**0**	**0**	**1,560**
	IT	**$ -**	**$ -**	**$ -**	**$ 3,560**

Central Shop Program

Organizational Chart



Central Shop Program

The department's mission is the purchasing of new vehicles and equipment. Providing maintenance of the fleet and equipment for the various City of Alvin Departments. The department staff is responsible for maintaining and repairing more than 193 city owned vehicles, medium to heavy trucks and other equipment. Supplying fuel, oil, and all maintenance parts and products. Liquidation of no longer used vehicles, trucks, heavy equipment, small equipment, and other assets are managed by the central shop superintendent, via on-line auction. Maintain inventory and physical year-end audit.

Accomplishments for FY 2007 - 2008

1) Replace vehicle lift in Bay #2. Removed old in-ground vehicle lift and concreted in the pit.
2) Replace 2 air compressors
3) Update vehicle replacement costs for the vehicle replacement program
4) Update vehicle maintenance costs for vehicles and equipment
5) Continue utilizing the online auction for disposing of unused items, vehicles and equipment.
6) Continue the implementation of the GBA program for inventory of parts, fuels, and supplies for the central shop. Provide an additional work station computer for mechanics. Train mechanics to enter completed work orders into the GBA work order system. Strive to enter daily work orders within 5 days of job completion.
7) Continue to reduce contractual repair expenditures, through continued education and training classes for mechanics.
8) Repair emergency vehicles in 2 days or less. Perform preventative maintenance within 8 hours or less.
9) Perform preventative maintenance on vehicles and equipment within 5 days of scheduled maintenance.
10) Provide funding for continuing education training courses for all department staff.
11) Implemented certification pay for Central Shop employees
12) Implemented the construction of new TCEQ/EPA required containment units for used oil and coolant.
13) Implemented the construction as per TCEQ/EPA of above grade storage pad for used oil and fuel filter barrels and fluid absorbent barrel.
14) Implemented the construction of a new approach pad for the vehicle and equipment wash rack at public works
15) Implemented and completed the recertification of the City of Alvin, underground fuel storage tanks and fuel system to be inspected and recertified as per TECQ/EPA regulations.
16) Replaced the overhead door for Bay # 1
17) Install new exhaust system for public works facility backup generator

Objectives for FY 2008 – 2009

1) Replace the overhead door for BAY # 2
2) Replace vehicle lift in Bay # 1
3) Replace Vehicle A/C recovery-recycle unit
4) Purchase vehicle EVAP detection and diagnostic unit
5) Update and manage vehicle replacement program
6) Update maintenance costs for all vehicles, trucks and equipment
7) Continue to maintain the reduction in contractual repairs, through continued education for all mechanics
8) Continue to provide funding for continuing education classes for all central shop employees
9) Repair emergency vehicles in 2 days or less

Central Shop Program

10) Perform preventative maintenance on emergency vehicles in 8 hours or less
11) Perform preventative maintenance on all vehicles, trucks, and equipment within 5 days of scheduled maintenance.
12) Continue the implementation of the GBA program for tracking of parts, oils, fuel, and supplies for the central shop
13) Continue to have mechanics enter work orders into the GBA system within 5 days of the completion of the task.
14) Provide funding and access to EPA vehicle refrigeration certification and licensing.
15) Continue to utilize the on-line auction program for the disposal of on longer used vehicles, trucks and equipment.
16) Implement and follow up for new fuel and lubricant contract with JAM
17) Certification of another mechanic as a State of Texas motor vehicle inspector.
18) Request new mechanic position for central shop.

PERFORMANCE INDICATORS	**2007-08 Target**	**2007-08 Accomplished**	**2008-09 Target**
Reduction of contractual motor vehicle repairs	$32,500	$30,000	$33,000
Repair emergency vehicles in within two days	90%	94%	94%
Perform preventative maintenance on all vehicles	85%	90%	90%
Number of certification hours	24 hours	40 hours	60 hours

Central Shop Program

	CATEGORY	Amended Budget 2007/08	Budget 2008/09
1000	Personnel Services	$ 196,687	$ 213,803
2000	Materials and Supplies	124,696	150,750
3000	Contractual Services	168,524	195,030
4000	Capital Outlay	25,500	0
	Total	**$ 515,407**	**$ 559,583**

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
Fleet Maintenance Superintendent	II	1	1
Mechanic III	9	1	1
Mechanic II	8	1	1
* Mechanic I	6	1	0
* Mechanic I	7	0	1
Total		**4**	**4**

** Mechanic I position has been reclassified from Non-Exempt Pay Grade 6 to Non-Exempt Pay Grade 7*

221 - Internal Service Fund/Central Shop

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Personnel					
4190-3003-1001	Salaries	150,422	153,084	153,082	164,668
4190-3003-1005	Overtime	3,906	3,000	2,800	3,000
4190-3003-1006	Longevity	1,862	2,232	2,235	2,836
4190-3003-1009	TMRS	13,516	18,625	18,041	21,737
4190-3003-1011	Social Security	12,838	12,654	11,927	13,586
4190-3003-1016	Certification	776	3,840	2,500	3,840
4190-3003-1017	Equipment Allowance	2,656	3,252	3,000	3,252
4190-3003-1044	YE Compensated Absences	7,322	0	0	884
	Total Personnel	**193,298**	**196,687**	**193,585**	**213,803**
Supplies					
4190-3003-2101	General Office Supplies	126	200	200	200
4190-3003-2103	Office Copy Supplies	0	100	100	100
4190-3003-2104	Data Processing Supplies	231	500	500	1,000
4190-3003-2201	Oil & Grease	0	0	0	9,000
4190-3003-2204	Motor Vehicle Fuel	4,787	4,500	7,997	7,600
4190-3003-2205	Janitorial Supplies	190	300	300	500
4190-3003-2209	Wearing Apparel	0	0	0	200
4190-3003-2301	Supplies- Building & Grounds	1,321	1,000	1,000	1,500
4190-3003-2307	Electrical Parts & Supplies	170	500	500	500
4190-3003-2308	Welding Supplies	1,184	1,889	800	1,600
4190-3003-2309	Paint, Lumber, & Hardware	664	1,000	600	1,500
4190-3003-2310	Chemicals & Insecticides	0	100	100	100
4190-3003-2312	Motor Vehicle Supplies	77,983	75,207	71,260	80,000
4190-3003-2316	Fuel System Supplies	721	2,000	1,800	3,000
4190-3003-2317	Car Wash Supplies	1,143	2,300	2,800	3,000
4190-3003-2320	Heavy Equipment Supplies	29,033	30,000	25,000	33,000
4190-3003-2401	Minor Tools & Equipment	5,035	4,300	4,300	5,950
4190-3003-2403	Computers & Printers	940	0	0	1,000
4190-3003-2441	Safety Equipment	390	800	800	1,000
	Total Supplies	**123,918**	**124,696**	**118,056**	**150,750**
Contractual Services					
4190-3003-3113	Regulatory Inspection Fees	58	490	650	500
4190-3003-3201	Telephone Expense	2,108	2,064	2,131	2,064
4190-3003-3202	Postage & Freight	41	100	50	100
4190-3003-3203	Training & Travel	2,951	2,380	1,200	2,500
4190-3003-3403	Insurance- Motor Equipment	31,391	40,015	40,015	40,015
4190-3003-3405	Worker's Compensation	4,575	6,718	6,718	5,836
4190-3003-3406	Insurance - Group Health	28,184	32,418	33,769	35,795
4190-3003-3503	Water	1,210	800	800	800
4190-3003-3601	Building/Structure Improvements	0	7,700	7,700	6,000
4190-3003-3602	Fixed Plant Equipment/R&M	1,505	5,000	5,000	19,050
4190-3003-3604	Motor Vehicle Repairs	28,213	32,500	32,500	33,000
4190-3003-3606	Heavy Equipment/R & M	34,090	27,000	27,000	33,000
4190-3003-3608	Radio & Radar Equipment	837	1,000	1,000	1,200
4190-3003-3615	Small Engine Repairs	428	700	550	700
4190-3003-3708	Uniform Rental	2,223	3,000	2,500	3,000
4190-3003-3901	Dues & Membership	117	120	120	300
4190-3003-3906	Wrecker Fees	775	1,200	1,000	1,200
4190-3003-3947	Hazardous Waste Removal	338	1,000	750	1,000
4190-3003-3980	Vehicle Replacement Accruals	3,929	4,319	4,319	8,970
	Total Services	**142,972**	**168,524**	**167,772**	**195,030**
Capital Outlay					
4190-3003-4302	Plant Equipment	0	25,500	25,500	0
	Total Capital Outlay	**0**	**25,500**	**25,500**	**0**
Debt Service/Depreciation					
4190-3003-5500	Depreciation	1,199	0	0	0
	Total Debt Service/Depreciation	**1,199**	**0**	**0**	**0**
	Central Shop	**$ 461,387**	**$ 515,407**	**$ 504,913**	**$ 559,583**

INTERNAL SERVICE FUND
VEHICLE REPLACEMENT FUND
BUDGET SUMMARY

DESCRIPTION	ACTUAL 2006/07	AMENDED BUDGET 2007/08	PROJECTED YEAR END 2007/08	BUDGET 2008/09
Beginning Balance	$ 1,927,526	$ 2,081,955	$ 2,081,955	$ 1,468,647
Revenues				
Intragovernmental	343,842	354,600	354,600	376,325
Other Incomes	98,205	0	44,254	0
Total Revenues	442,047	354,600	398,854	376,325
Total Revenues & Resources	2,369,573	2,436,555	2,480,809	1,844,972
EXPENDITURES				
Materials & Supplies	2,903	0	0	0
Capital Outlay	0	465,500	484,162	242,000
Interfund Transfers	0	528,000	528,000	0
Debt Serv/Depreciation	284,714	0	0	0
Total Expenditures	287,617	993,500	1,012,162	242,000
Revenue Over/(Under) Expenditures	154,430	(638,900)	(613,308)	134,325
Ending Balance	$ 2,081,955	$ 1,443,055	$ 1,468,647	$ 1,602,972

INTERNAL SERVICE FUND
VEHICLE REPLACEMENT
ESTIMATED CASH FLOW

	ESTIMATED 2007-08	ESTIMATED 2008-09
Cash and Investments -Beginning of Year	$ 1,177,494	$ 1,082,178
Cash Receipts:		
Total Estimated revenues	384,600	376,325
Other Income	48,084	
Total Cash Receipts	432,684	376,325
Total Cash Available	1,610,178	1,458,503
Cash Disbursements		
Capital Vehicle Replacement Program	0	242,000
Interfund loan to General Fund for capital purchases	528,000	0
Total Cash Disbursements	528,000	242,000
Estimated Cash- End of Year	$ 1,082,178	$ 1,216,503

Vehicle Replacement Fund

PROGRAMS	Amended Budget 2007/08	Budget 2008/09
Other Requirements	528,000	0
Vehicle Replacment	465,500	242,000
Total	**$ 993,500**	**$ 242,000**

Departmental Budget Trends	Actual 2006/07	Amended 2007/08	Forecast 2007/08	Budget 2008/09
Expenditures	$ 287,617	$ 993,500	$ 1,012,162	$ 242,000
% of City's Operating Total	1.49%	4.62%	4.70%	1.10%
Full Time Staffing Equivalent	0	0	0	0

Financial Highlights

A significant increase is noted in the FY 2007/08 amended budget due to an interfund loan of $528,000 approved by Council. The proceeds from the loan were placed into the General Fund and will be repaid to the Vehicle Replacement Fund over a five year period with interest.

Other Requirements Program

	Category	Amended Budget 2007/08	Budget 2008/09
6000	Interfund Transfer	528,000	0
	Total	**$ 528,000**	**$ -**

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

222 - Vehicle Replacement Fund/Other Requirements

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Interfund Transfer					
4190-3001-6111	Interfund Transfer	0	528,000	528,000	0
	Total Transfers	0	528,000	528,000	0
	Vehicle Replacement	**$ -**	**$ 528,000**	**$ 528,000**	**$ -**

Vehicle Replacement Program

	Category	Amended Budget 2007/08	Budget 2008/09
4000	Capital Outlay	465,500	242,000
	Total	**$ 465,500**	**$ 242,000**

Schedule of Personnel	Pay Grade	Number of Positions	Number of Positions
N/A			

222 - Vehicle Replacement Fund/Vehicle Replacement Program

Account	Description	Actual 2006/07	Amended Budget 2007/08	Forecast 2007/08	Budget 2008/09
Materials & Supplies					
4190-3003-2401	Minor Tools & Equipment	2,903	0	0	0
	Total Supplies	2,903	0	0	0
Capital Outlay					
4190-3003-4303	Motor Vehicles	0	465,500	484,162	242,000
	Total Capital Outlay	**0**	**465,500**	**484,162**	**242,000**
Debt Service/Depreciation					
4190-3003-5500	Depreciation	284,714	0	0	0
4190-3003-5600	Loss on Asset/Trade-In	0	0	0	0
	Total Debt Service/Depreciation	**284,714**	**0**	**0**	**0**
	Vehicle Replacement	**$ 287,617**	**$ 465,500**	**$ 484,162**	**$ 242,000**

Capital Outlay By Fund/Department
Fiscal Year 2008/09

Dept./Account	Account Name	Description	Amount
General Fund			
Information Technology			
111-4130-1502-4321	Software Applications	Financial Software	40,000
		Total Information Technology	40,000
Support Services			
111-4201-3502-4201	Building, Fixtures & Grounds	Animal Shelter Construction	10,000
		Total Support Services	10,000
Code Enforcement			
111-4240-5003-4303	Motor Vehicles	Ford Ranger Pickup	14,000
		Total Code Enforcement	14,000
Community Development			
111-4240-5004-4201	Buildings, Fixtures & Grounds	Fire Alarm System PSF (25%)	6,750
111-4240-5004-4305	Special Equipment	Plotting Machine	4,000
		Total Community Development	10,750
		Total General Fund	**$ 74,750**
Municipal Court-Building Security Fund			
124-4150-2502-4201	Buildings, Fixtures & Grounds	Upgrading Council Chamber-Security features	4,500
124-4150-2502-4301	Furniture, Fixtures & Office	Upgrading Council Chamber-Security features	4,500
		Total Building Security Fund	**$ 9,000**
Sales Tax Fund			
Street Program			
132-4301-5501-4201	Buildings, Fixtures & Grounds	Fire Alarm System PSF (50%)	13,500
132-4301-5501-4304	Mobile Equipment	Slope Mower Boom	40,000
		Total Sales Tax Fund	**$ 53,500**
Utility Fund			
Water Program			
211-4325-6001-4305	Special Equipment	Autoread Water Meters	15,000
		Total Water	15,000
Sewer Program			
211-4325-6002-4305	Special Equipment	Tractor Crawler	8,000
		Total Sewer	8,000
Public Services Facility			
211-4325-6006-4201	Buildings, Fixtures & Grounds	Fire Alarm System PSF (25%)	6,750
		Total Public Services Facility	6,750
		Total Utility Fund	**$ 29,750**
Vehicle Replacement Fund			
222-4190-3003-4303	Motor Vehicles	Two Crown Victorias w/cameras/Law Enforcement ($32,800/each)	65,600
		One Crown Victoria/Law Enforcement	27,800
		One Expedition/Fire Department	27,400
		One F350 4x4 Truck/Fire Department	35,000
		Two Explorers/ Police & Comm. Development ($19,900/each)	39,800
		Two Ranger Pickups/Utilities ($11,000/each)	22,000
		One Explorer/Law Enforcement	24,000
		Buy Board Fees	400
		Total Vehicle Replacement Fund	**$ 242,000**
		Grand Total- All Funds	**$ 409,000**

FY 2008/09 PAY PLAN - NON-EXEMPT

Effective October 1, 2008

GRADE	ANNUAL SALARY RANGE Minimum	Mid-Point	Maximum	FLSA STATUS	POSITION TITLE
1	17,374	21,282	25,104	N	
2	18,622	22,812	26,909	N	PT/Seasonal
3	19,975	24,469	28,863	N	PT Emergency Medical Technician
4	21,425	26,246	30,959	N	Maintenance Worker
5	22,982	28,152	33,208	N	Accounting Clerk
				N	Billing Clerk
				N	Deputy Court Clerk
				N	Code Enforcement Clerk
				N	Recreation Clerk
				N	Meter Reader
6	24,564	30,090	35,494	N	Department Secretary
				N	Equipment Operator I
				N	P/T Paramedic
				N	Sign & Traffic Signal Technician
				N	Utility Worker I
7	26,348	32,276	38,072	N	Building Maintenance Tech. I
				N	Humane Officer
				N	P/T Lead Paramedic
				N	Permit Coordinator
				N	Assistant Senior Center Coordinator
				N	Records Technician
				N	Inspector I
				N	Project Coordinator
				N	CAD Technician Aide
				N	Mechanic I
8	28,060	34,374	40,547	N	Payroll Technician
				N	Accounts Payable Technician
				N	Administrative Assistant
				N	Code Enforcement Officer
				N	Crime Victim Liaison
				N	Deputy City Clerk
				N	PT Senior Paramedic
				N	Equipment Operator II
				N	Fire Equipment Mechanic
				N	Lift Station/Water Plant Operator
				N	Mechanic II
				N	Purchasing/Warehouse Coordinator
				N	Utility Worker II
				N	Detention Officer
				N	Communication Officer
9	30,025	36,780	43,386	N	Chief Operator
				N	Development Coordinator

FY 2008/09 PAY PLAN - NON-EXEMPT

Effective October 1, 2008

GRADE	ANNUAL SALARY RANGE Minimum	Mid-Point	Maximum	FLSA STATUS	POSITION TITLE
				N	Equipment Operator III
				N	Mechanic III
				N	Municipal Court Clerk
				N	Legal Secretary
				N	Executive Secretary
				N	Building Maintenance Tech II
				N	Assistant Fire Marshal
				N	CAD Technician
10	32,126	39,355	46,422	N	Communication Supervisor
				N	Utility Supervisor
				N	Assistant to the City Manager
				N	Drainage Supervisor
11	34,375	42,110	49,672	N	Flood Plain & Storm Water Mgr.
				N	Health Officer
				N	Inspector II
12	36,781	45,057	53,149	N	Construction Inspector
				N	Fire Marshal
				N	GIS Coordinator
				N	Accountant I
				N	Electrician
14	39,356	48,211	56,870	N	Construction Superintendent
				N	System Analyst

**Council approved 2% Pay Scale Shift*

FY 2008/09 PAY PLAN - EXEMPT

Effective October 1, 2008

GRADE	ANNUAL SALARY RANGE Minimum	Mid-Point	Maximum	FLSA STATUS	POSITION TITLE
I	38,302	46,920	55,538	E	Senior Center Coordinator/Recreation Manager
				E	Parks Operations Manager
				E	Deputy Building Official
				E	Utility Billing Supervisor
II	41,800	51,204	60,608	E	Accountant II
				E	Fleet Maintenance Superintendent
				E	Human Resources Manager
				E	Project Manager
				E	Street Superintendent
III	46,128	56,508	66,888	E	Assistant City Engineer
				E	Utilities Superintendent
				E	Paralegal
				E	Building Official
				E	Utility Plant Superintendent
IV	53,291	65,280	77,270	E	Assistant Finance Director
				E	IT Manager
V	63,282	77,520	91,758	E	City Clerk
				E	City Engineer
				E	EMS Director
				E	Director of Finance
				E	Director of Public Services
				E	Director of Parks & Recreation
				E	Fire Department Administrator
				E	Police Chief
				E	Director of Economic Development
				E	Community Development Director

** Council approved 2% Pay Scale Shift*

ASSESSED & ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

FISCAL YEAR	REAL PROPERTY ASSESSED VALUE	PERSONAL PROPERTY ASSESSED VALUE	TOTAL ASSESSED VALUE	RATIO OF ASSESSED TO EST. VALUE	TAX RATES PER $100 OF ASSESSED VALUE O & M	DEBT SERVICE	TOTAL
89-90	339,056,988	70,155,510	409,212,498	100	0.6400	0.1650	0.8050
90-91	323,965,700	74,993,650	398,959,350	100	0.6400	0.1650	0.8050
91-92	320,910,390	78,888,110	399,798,500	100	0.6780	0.1650	0.8430
92-93	305,210,120	86,201,540	391,411,660	100	0.7081	0.1349	0.8430
93-94	312,827,240	96,697,830	409,525,070	100	0.5581	0.1758	0.7339
94-95	287,726,345	96,846,562	384,572,907	100	0.5683	0.2353	0.8036
95-96	299,157,000	101,644,949	400,801,949	100	0.5876	0.2160	0.8036
96-97	308,296,578	99,527,425	407,824,003	100	0.5439	0.2597	0.8036
97-98	315,383,286	109,552,895	424,936,181	100	0.5622	0.2414	0.8036
98-99	328,207,914	119,125,711	447,333,625	100	0.5797	0.2239	0.8036
99-00	340,244,053	129,720,796	469,964,849	100	0.5920	0.2116	0.8036
00-01	368,620,562	126,920,848	495,541,410	100	0.6215	0.1821	0.8036
01-02	397,078,791	140,764,801	537,843,592	100	0.6381	0.1655	0.8036
02-03	436,791,883	159,684,533	596,476,416	100	0.6628	0.1408	0.8036
03-04	479,067,834	154,376,380	633,444,214	100	0.6702	0.1334	0.8036
04-05	519,617,507	144,150,214	663,767,721	100	0.6486	0.155	0.8036
05-06	572,309,828	141,206,421	713,516,249	100	0.6784	0.1252	0.8036
06-07	638,037,492	150,426,255	788,463,747	100	0.6565	0.1471	0.8036
07-08	732,548,275	162,003,667	894,551,942	100	0.6440	0.1596	0.8036
08-09	744,712,546	164,390,107	909,102,653	100	0.6544	0.1492	0.8036

PROPERTY TAX LEVIES AND COLLECTION

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Levy Collected	Delinquent Tax Collecions	Total Tax Collections	Percent of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes	Percent of Delinquent Taxes to Tax Levy
88-89	3,319,196	3,138,283	94.55	170,897	3,309,180	99.70	711,469	21.43
89-90	3,294,160	3,104,118	94.23	133,831	3,237,949	98.29	651,947	19.79
90-91	3,214,637	3,078,318	95.76	121,703	3,200,022	99.55	645,306	20.07
91-92	3,364,515	3,213,000	95.50	120,000	3,333,000	99.06	696,808	20.71
92-93	3,308,947	3,171,003	95.83	103,752	3,274,755	98.97	718,150	21.70
93-94	3,003,574	2,868,397	95.50	106,175	2,974,572	99.03	697,765	23.23
94-95	3,074,801	2,966,877	96.49	135,926	3,102,803	100.91	651,221	21.18
95-96	3,222,865	3,102,106	96.25	108,203	3,210,309	99.61	659,819	20.47
96-97	3,262,703	3,148,508	96.50	102,000	3,250,508	99.63	638,898	19.58
97-98	3,404,115	3,289,449	96.63	119,227	3,408,676	100.13	611,111	17.95
98-99	3,546,464	3,436,314	96.89	136,000	3,572,314	100.73	627,573	17.70
99-00	3,769,353	3,592,174	95.30	159,253	3,751,427	99.52	605,659	16.07
00-01	3,949,462	3,731,324	94.48	115,560	3,846,884	97.40	648,054	16.41
01-02	4,292,163	4,098,860	95.50	128,882	4,227,741	98.50	592,359	13.80
02-03	4,755,445	4,594,434	96.60	151,854	4,746,288	99.80	516,054	10.85
03-04	5,081,382	4,896,746	96.40	162,549	5,059,296	99.60	506,254	10.00
04-05	5,267,342	5,104,625	96.91	177,270	5,281,895	1.00	470,422	8.93
05-06	5,684,983	5,519,795	97.09	157,488	5,677,283	99.86	469,135	8.20
06-07	6,291,790	6,117,953	97.24	159,222	6,277,175	99.76	469,630	7.46
07-08	7,064,411	6,907,075	97.77	149,237	7,056,312	99.80	438,312	6.20

CITY OF ALVIN
OBJECT CLASSES

PERSONNEL SERVICES

1001	SALARIES	Regular full-time and part-time employees.
1005	OVERTIME	Payment for time worked in excess of 40 hours per week.
1006	LONGEVITY	Benefit based on the number of years of service.
1007	EXTRA HELP	Temporary part-time positions.
1008	GROUP INSURANCE	Insurance benefit paid by the City.
1009	TMRS	City's contribution to the employee's pension plan.
1010	COUNCIL/MAYOR STIPENDS	Monthly allowance for Council Members/Mayor
1011	SOCIAL SECURITY	City's contribution to FICA.
1014	CLOTHING ALLOWANCE	Annual clothing allowance for plain clothes Police Officers.
1016	CERTIFICATION & EDUCATION PAY	Monthly stipend to compensate officers possessing an intermediate, advanced or masters certificate or associate, bachelor or masters degree and employees possessing specialized certifications within their field.
1017	EQUIPMENT ALLOWANCE	Pre-determined amount reimbursed to the employee for the use of personal equipment.
1018	AUTO ALLOWANCE	Monthly allowance for travel in personal vehicle on City related business.
1019	MUNICIPAL JUDGE RETAINER	Monthly retainer payable to the Municipal Court Judge
1020	FIRE VOLUNTEER STIPEND	Monthly stipend for Assistant Fire Chief.
1041	SALARY CONTINGENCY	Account used to budget salary adjustments

MATERIALS & SUPPLIES

2101	GENERAL OFFICE SUPPLIES	Expense of supplies necessary to the performance of office activities (Ex. pens, staples) .
2102	MAGAZINES, MAPS, BOOKS	Account used for subscriptions to professional organizations and for the purchase of magazines, books, etc. related to departmental operations.
2103	OFFICE COPY SUPPLIES	Account used to charge departments for copy usage.
2104	DATA PROCESSING SUPPLIES	Account used to purchase computer supplies.
2106	SOFTWARE SUBSCRIPTIONS	Account used for periodic software updates.
2107	DRAFTING SUPPLIES	Account used to purchase drafting supplies.

CITY OF ALVIN
OBJECT CLASSES

2201	OIL & GREASE	Cost for the purchase of oil & grease supplies used in the operation and maintenance of equipment.
2202	INSTITUTIONAL SUPPLIES	Cost of linen supplies, etc.
2203	MEDICAL SUPPLIES	Account used for the purchase of medical supplies.
2204	MOTOR VEHICLE FUEL	Account used for the purchase of fuel.
2205	JANITORIAL SUPPLIES	Account used to purchase cleaning supplies.
2206	RECREATIONAL SUPPLIES	Account used for employee's Christmas party, summer picnic and other related activities.
2207	BOTANICAL AND AGRICULTURAL	Account used to purchase plants and other landscaping materials.
2208	PHOTOGRAPHIC SUPPLIES	Account used to purchase film and related photographic supplies.
2209	WEARING APPAREL	Cost of wearing apparel and related items such as slickers, boots, hard hats, etc.
2221	AMMUNITION	Cost of ammunition used by law enforcement officers.
2222	FOODS	Account used to purchase coffee supplies, food, etc.
2230	ENGINEERING FIELD SUPPLIES	Cost of stakes, survey markings, and other supplies as needed for field use.
2232	SIGNS AND MARKERS	Cost of materials for stop signs, directional signs, markers, barricades, etc.
2239	RECREATIONAL PROGRAM SUPPLIES	Cost associated with the purchase of miscellaneous recreational supplies.
2240	FIRE PREVENTION PROGRAM	Cost associated with the purchase of safety information materials.
2252	COUNTRY DANCE SUPPLIES	Cost associated with the Senior Center country dance program.
2253	MEMORIAL SUPPLIES	Cost associated with the Senior Center memorial program.
2254	SENIOR ACTIVITIES SUPPLIES	Cost associated with the Senior Center senior activities.
2299	COUNCIL MISCELLANEOUS EXPENSE	Account used for general expense of the City Council.
2301	SUPPLIES-BUILDINGS AND GROUNDS	Expenses incurred in the maintenance of buildings and grounds.
2302	STREET AND BRIDGE SUPPLIES	Purchase of supplies related to street & bridge maintenance.
2303	WATER & SEWER MAIN REPAIR SUPPLIES	Purchase of parts for repairs and maintenance on water and sewer mains and service lines.
2304	INSECTICIDES AND HERBICIDES	Cost of insecticides and herbicides.

CITY OF ALVIN
OBJECT CLASSES

2305	LAB SUPPLIES AND CHEMICALS	Cost associated with the purchase of supplies for analytical lab testing.
2307	ELECTRICAL PARTS AND SUPPLIES	Cost of supplies related to the repair of electrical components, relays, fuses, etc.
2308	WELDING SUPPLIES	Cost associated with the purchase of welding materials for use in performing welding services.
2309	PAINT, LUMBER, HARDWARE	Cost of paint, brushes, thinner, varnish, lumber, nails, bolts, nuts, screws and other related items.
2310	CHEMICALS AND INSECTICIDES	Cost of supplies such as chlorine, polymer and insecticides.
2311	WATER METER PARTS	Cost associated with the purchase of parts to repair existing water meters.
2312	MOTOR VEHICLE SUPPLIES	Cost on minor maintenance and repairs of motor vehicles including the cost of tires, batteries, etc.
2313	WATER/SEWER MACHINERY EQUIPMENT	Cost associated with the purchase of spare and replacement parts to maintain utility related equipment such as well pumps and motors.
2314	SIGNAL SYSTEMS	Cost associated with the repair and maintenance of traffic signals.
2315	FIRE FIGHTING EQUIPMENT	Expenses incurred in the maintenance and repairs of fire fighting equipment such as hoses, nozzles and pumps.
2316	FUEL SYSTEM SUPPLIES	Account used to purchase supplies related to the fuel system.
2317	CAR WASH SUPPLIES	Account used to purchase supplies for the car wash.
2318	WATER METERS	Account used to purchase water meters.
2319	BIKE PATROL SUPPLIES	Account used to purchase bike patrol supplies.
2320	HEAVY EQUIPMENT SUPPLIES	Account used to purchase supplies for heavy equipment.
2401	MINOR TOOLS AND EQUIPMENT	Cost of articles of small tools, small equipment, etc.
2403	COMPUTER HARDWARE	Account used to purchase computers and printers.
2441	SAFETY EQUIPMENT	Cost associated with the purchase of safety equipment such as respirators, etc.
2490	SOFTWARE APPLICATION/LICENSES	Cost associated with the purchase of software application and licenses.
2500	SPECIALIZED EQUIPMENT	Cost associated with the purchase of equipment such as trailers, pressure washers, etc.

CONTRACTUAL SERVICES

3101	AUDITING AND ACCOUNTING	Cost of professional services rendered to the City for year-end auditing and special projects.

CITY OF ALVIN
OBJECT CLASSES

3102	CONSULTANT SERVICES	Cost of outside professional services rendered to the City for special projects.
3103	LEGAL SERVICES	Cost of outside professional services rendered to the City for legal advice.
3104	MEDICAL SERVICES/PRE-EMPLOYMENT	Account used for expenses of medical exams prior to employment.
3105	ECONOMIC DEVELOPMENT	Account used for payments to Economic Development Corporation.
3106	DATA PROCESSING	Account used for cost of in-house use of computer system.
3108	RECORDING FEES	Cost associated with filing liens, plats, etc.
3110	INSPECTION FEES	Cost of professional services rendered to the City for inspection of construction projects.
3111	PLANNING SERVICES	Cost associated with update of planning documents.
3113	HEALTH INSPECTION FEES	Cost of inspection fee for the regulation of the City's public water supply.
3114	LABORATORY TESTING	Cost associated with contractual laboratory analysis performed as required.
3115	VIDEO TAPING	Cost of video taping of city council meetings.
3116	CONTRACT BILLING SERVICE	Cost of billing service for EMS and Utility Billing.
3120	SOFTWARE MAINTENANCE AND LICENSE	Account used for software & maintenance licensing.
3199	CONTRACTUAL EXTRA HELP	Account used for contract employees.
3201	TELEPHONE EXPENSES	Expenses incurred for monthly phone service including charges for long distance service, cell phones, etc.
3202	POSTAGE & FREIGHT	Cost associated with mailing and shipping items.
3203	TRAINING AND TRAVEL	Cost associated with schooling, training programs and reimbursement of expenses incurred while away from the City on business.
3206	TRAINING/TRAVEL-EMERGENCY MGMT	Cost associated with training programs and reimbursement of expenses incurred related to Emergency MGMT.
3301	ADVERTISING AND PUBLIC NOTICES	Cost associated with the advertisement and publishing of legal notices.
3302	PRINTING AND BINDING	Expenses incurred for printing services.
3303	PHOTOGRAPHS/BLUE PRINTS	Expenses incurred for blue prints and developing.
3401	INSURANCE- GENERAL	Cost of general liability, commercial auto, law enforcement insurance, etc.

CITY OF ALVIN
OBJECT CLASSES

3402	SURETY, FIDELITY BONDS	Cost of bonding City officials and employees.
3403	INSURANCE-MOTOR EQUIPMENT	Cost of bodily injury or property damage insurance on City owned or operated vehicles.
3404	INSURANCE-ACCIDENT	Cost of insurance to cover accidents in City vehicles.
3405	WORKERS' COMPENSATION	Cost of worker's compensation insurance.
3406	HEALTH INSURANCE	Cost of group health insurance.
3407	UNEMPLOYMENT INSURANCE	Cost of unemployment insurance.
3501	ELECTRICITY	Cost of monthly electrical service.
3502	GAS	Cost of monthly gas service.
3503	WATER	Cost of monthly water service.
3504	SLUDGE DISPOSAL	Cost associated with the disposal of sludge.
3601	BUILDING/STRUCTURE IMPROVEMENTS	Cost associated with contractual repairs and maintenance to buildings.
3602	FIXED PLANT EQUIPMENT/R&M	Cost associated with the contractual repairs and maintenance of stationary equipment such as pumps, compressors, etc.
3603	OFFICE EQUIPMENT REPAIRS	Cost associated with the contractual repairs and maintenance of office machines and equipment.
3604	MOTOR VEHICLE REPAIRS	Cost associated with contractual repairs and maintenance of motor vehicles.
3605	TRAFFIC LIGHTS	Cost associated with the contractual repairs and maintenance of city owned traffic lights and signals.
3606	HEAVY EQUIPMENT/R&M	Cost associated with the contractual repair and maintenance of heavy equipment such as bulldozers & graders.
3607	WELL EQUIPMENT	Cost associated with the contractual repair and maintenance of wells and towers.
3608	RADIO AND RADAR EQUIPMENT	Cost associated with contractual repair and maintenance of radio and radar equipment.
3609	METERS	Cost associated with the repair, maintenance and testing of large water meters.
3611	SEWER LINES	Cost associated with the cleaning and televising of sewer mains on a contractual basis.
3612	FIRE FIGHTING EQUIPMENT	Cost associated with contractual repairs to fire fighting equipment.
3613	PUBLIC SAFETY EQUIPMENT/R&M	Cost associated with the maintenance and repair of safety equipment.
3614	STREET STRIPING	Expenses incurred with having City streets striped by outside contractors.

CITY OF ALVIN
OBJECT CLASSES

3615	SMALL ENGINE/R&M	Cost associated with small engine repairs performed on a contractual basis.
3617	BEAUTIFICATION	Cost associated with beautification.
3620	MISCELLANEOUS DRAINAGE	Cost associated with contractual repairs and maintenance to city ditches and storm sewers and for special drainage projects.
3625	ASPHALT STREET MAINTENANCE	Cost associated with contractual repairs and maintenance to city streets.
3630	TRAFFIC CONTROL/PAVEMENT MARK	Cost associated with contractual repairs and maintenance to pavement markings and signs.
3635	CONCRETE PAVING, SIDEWALKS & STORM INLET MAINTENANCE	Cost associated with contractual repairs and maintenance to concrete streets, paving and storm inlets.
3640	GIS MAINTENANCE	Cost associated with projects, contractual services and maintenance to the city's GIS system.
3701	RENTAL OF BUILDINGS AND LAND	Rental of land and building space.
3702	RENTAL OF OFFICE EQUIPMENT	Cost associated with the rental of office equipment.
3704	RENTAL MACHINERY AND EQUIPMENT	Cost associated with the rental of machinery & equipment.
3708	UNIFORM RENTAL	Cost associated with providing uniforms to City employees.
3710	OTHER RENTAL	Cost associated with other miscellaneous rentals.
3801	COURT COST, JURY FEES	Expenses incurred during court sessions such as juror fees, court costs, etc.
3802	JUDGEMENTS AND DAMAGES	Expenses incurred from lawsuits.
3901	DUES AND MEMBERSHIPS	Cost associated with annual dues, yearly memberships, etc.
3902	LAUNDRY AND CLEANING	Cost associated with the cleaning of uniforms, etc.
3903	EXTERMINATIONS/DISINFECTANTS	Cost associated with monthly pest control services, etc.
3904	JANITORIAL SERVICES	Cost associated with cleaning services for City buildings.
3905	SPECIAL INVESTIGATIONS	Cost associated with special investigation projects.
3906	WRECKER FEES	Cost associated with towing City vehicles.
3907	DEMOLITION OF BUILDING	Expenses incurred with demolishing City buildings.
3908	DPS/SPECIAL INVESTIGATION	Cost of special investigation projects associated with DPS.
3909	EMS SPECIAL DONATION EQUIPMENT	Account used to account for restricted EMS donations.
3910	ADMINISTRATIVE COSTS	Account used for reimbursements of interdepartmental services.
3911	COST REIMBURSEMENT	Account used to pro-rate cost among the user departments.

CITY OF ALVIN
OBJECT CLASSES

3912	APPRAISAL DISTRICT FEES	Quarterly payments for the city's portion of funding to the Brazoria County Appraisal District.
3913	PAYMENT TO CHAMBER	Quarterly payments made to the Chamber of Commerce.
3914	PENSION CONTRIBUTION	Contributions to firefighters pension fund.
3915	SANITATION SALES TAX	Remittance of sales tax to the State Comptroller.
3916	ANIMAL POUND	Cost associated with the animal shelter.
3917	RECREATIONAL PROGRAMS	Cost associated with recreational programs.
3920	CONTRACTUAL COLLECTION SERVICES	Cost of collection services provided on a contractual basis.
3921	ELECTION SUPPLIES	Cost associated with the purchase of election supplies.
3922	MOWING EXPENSES	Cost associated with mowing unattended properties.
3923	GROUNDS MAINTENANCE CONTRACT	Cost associated with grounds keeping.
3924	STREET SWEEPING EXPENSE	Cost associated with sweeping streets.
3930	FIREWORKS	Cost associated with the purchase of fireworks.
3940	COUNCIL CONTINGENCY	Account used for general contingencies.
3947	HAZARDOUS WASTE DISPOSAL	Expenses incurred to contract a licensed hazardous waste hauler to remove hazardous waste materials.
3949	POLICE PROGRAM	Cost associated with miscellaneous police programs.
3950	BCGCD WATER FEES	Brazoria County Groundwater Conservation Commission's assessment fees levied against pumped water from wells over four inches in diameter.
3951	SPECIAL BOOK COLLECTION	Cost associated with lease of McNaughton books.
3955	MISCELLANEOUS DEBT EXPENSE	Cost associated with miscellaneous debt.
3960	CONTRACT DISPOSAL FEE	Cost associated with disposal of solid waste materials by City forces working in the field.
3970	VEHICLE MAINTENANCE FEES	Account used for allocation of vehicle maintenance fees charged by Central Shop.
3980	VEHICLE REPLACEMENT ACCRUALS	Account used for allocation of vehicle replacement accruals charged by the Vehicle Replacement Fund.
3999	CHILD PROTECTIVE PROGRAM	Cost associated with child protective prorgam related to the police department.

CAPITAL OUTLAY

4101	LAND IMPROVEMENTS	Account used for expenditures incurred in the acquisition of land, easements and right-of-ways.

CITY OF ALVIN
OBJECT CLASSES

4201	BUILDINGS, FIXTURES AND GROUNDS	Account used for expenditures incurred in the acquisition, construction or improvements of buildings and grounds.
4203	BRIDGE IMPROVEMENTS	Account used for expenditures incurred on construction and improvements of bridges.
4204	RIGHT OF WAY	Account used for expenditures related to right of way acquisitions.
4205	STREET IMPROVEMENTS	Account used for expenditures incurred on construction and improvements of streets, roadways and highways.
4206	STORM SEWERS	Account used for expenditures incurred on storm sewers.
4207	SPECIAL DRAINAGE PROJECT	Account used for expenditures incurred on special drainage projects.
4209	SIDEWALKS	Account used for construction of sidewalks.
4301	FURNITURE, FIXTURES & OFFICE EQUIP.	Account used for the purchase of items such as desks.
4302	PLANT EQUIPMENT	Account used for cost of acquiring pumps, compressors, heating/cooling equipment, etc.
4303	MOTOR VEHICLES	Account used for the purchase of trucks, cars, etc.
4304	MOBILE EQUIPMENT	Account used for the purchase of bulldozers, forklifts, graders, scrapers, generators, air compressors, etc.
4305	SPECIAL EQUIPMENT	Account used for cost of equipment such as jackhammers, power saws, steam cleaners, etc.
4307	RADIO AND RADAR EQUIPMENT	Account used for cost of radio and radar equipment and installation on City owned vehicles.
4308	RECREATION EQUIPMENT	Account used for the purchase of recreation equipment.
4309	FIRE HYDRANTS	Account used for purchase and installation of fire hydrants.
4321	SOFTWARE APPLICATIONS	Account used for computer software applications.
4322	NETWORKING	Account used for networking related expenses.
4331	COMPUTER SOFTWARE	Account used to purchase computer software.
4390	COMPUTERS	Account used for the purchase and installation of computers.
4398	MISCELLANEOUS POLICE EQUIPMENT	Account used for the purchase of tactical vests, shields, etc.
4399	MISCELLANEOUS EQUIPMENT	Account used for the purchase of fire hoses, levels, rods, cameras, power mowers, etc.
4401	WATER TANK REHABILITATION	Account used for the acquisition or installation of water transmission and distribution lines.
4402	SEWER COLLECTION LINES	Account used for acquisition or installation of sewer transmission and distribution lines.

CITY OF ALVIN
OBJECT CLASSES

4403	WATER METERS AND BOXES	Account used for the cost of water meters and boxes.
4405	WATER WELLS	Account used for the acquisition, construction or drilling of water wells.
4407	SEWER LIFT STATIONS	Account used for cost and construction of sewer lift stations and equipment.
4409	WATER TAPS	Account used for installation of water taps to property owners for water usage.
4410	SEWER TAPS	Account used for installation of sewer taps to property owners for sewage usage.
4412	MONITORING SYSTEM	Account used for purchase of monitoring system.
4419	CASING COSTS	Account used for casing costs.
4601	PARK CONSTRUCTION/IMPROVEMENTS	Account used for cost of construction and/or improvements of City parks.
4602	CEMETERY IMPROVEMENTS	Account used for the cost of improvements to the cemetery.
4700	CIP STREET PROJECTS	Account used for expenditures related to Capital Improvement Projects.
4800	CAPITAL OUTLAY/MAJOR PROJECTS	Accounts used for expenditures related to Capital Outlay Bond Projects.
4901	INSURRANCE COSTS	Account used for insurance payments.

DEBT SERVICE

5001	PRINCIPAL	Account used for principal payments on bonds.
5002	INTEREST	Account used for interest payments on bonds.
5003	AGENT'S FEES	Account used for processing debt service payments.
5004	BOND ISSUANCE COST	Account used for bond issuance payments.
5006	CAPITAL LEASE PAYMENTS	Account used for capital lease payments.
5007	INTEREST EXPENSE-CAP LEASE	Account use to pay interest expense on capital leases.
5008	CAPITAL LEASE PAYMENTS	Account used for capital lease payments for vactor truck.
5009	INTEREST EXPENSE-CAP LEASE	Account use to pay interest expense on vactor truck.

DEPRECIATION

5500	DEPRECIATION	Account used to record depreciation expense.

INTERFUND TRANSFERS

6000	TRANSFER TO OTHER FUNDS	Accounts used to record tranfers to other funds.

REIMBURSEMENTS

8000	REIMBURSEMENTS	Accounts used to record reimbursements from other funds.

GLOSSARY OF TERMS

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

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

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

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

ASSETS
Property owned by the city government which has monetary value.

AUDIT
A systematic examination of all governmental resources concluded in a written report and prepared by a certified public accountant. It is intended to test whether financial statements fairly present financial position and results of operations.

BALANCED BUDGET
The status of the General Fund budget whereby expected revenues exceed anticipated expenditures, without the designated use of prior years' surplus.

BOND
A written promise, generally under seal, to pay a specified amount of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically. *NOTE: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.*

BONDED DEBT
That portion of indebtedness represented by outstanding bonds.

BOND ISSUED
Bonds sold.

BRAZORIA COUNTY APPRAISAL DISTRICT
Entity that is responsible for the appraisal of all property within the district.

BUDGET (Operating)
A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.

BUDGET CALENDAR
The schedule of key dates which the City Council follows in the preparation and adoption of the budget.

BUDGET MESSAGE
A general discussion of the proposed budget, as presented in writing by the budget-making authority, to the legislative body.

GLOSSARY OF TERMS

BUDGET ORDINANCE
The official enactment by the City council establishing the legal authority for officials to obligate and expend resources.

CAPITAL ASSETS
Assets of significant value and having a useful life of several years. Also called fixed assets.

CAPITAL PROJECTS FUNDS
Established to account for all resources, bond proceeds and construction grants, which are used for the acquisition of capital facilities.

CAPITAL BUDGET
A plan of proposed capital outlays and the means of financing them. Usually enacted as part of the complete annual budget.

CAPITAL IMPROVEMENTS
Projects which are long term assets such as roads, buildings, and landfills.

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.

CAPITAL OUTLAYS
Expenditures which result in the acquisition of or addition to fixed assets.

CHART OF ACCOUNTS
The classification system used by a city to organize the accounting for various funds.

DEBT SERVICE
Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

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

DEBT SERVICE FUND REQUIREMENTS
The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full, on schedule.

DEFICIT
The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION
(1) Expiration in the service life of fixed assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

DISBURSEMENTS
The expenditure of monies from an account.

GLOSSARY OF TERMS

ENCUMBRANCES
Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

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 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. Examples of enterprise funds are those of water, sewer, and sanitation services.

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

EXPENSES
Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period.

FISCAL PERIOD
Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books.

FISCAL YEAR
A twelve-month period of time to which the annual budget applies and at the end of which a city determines its financial position and results of operations.

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

FIXED CHARGES
Expenses, the amount of which is more or less fixed. Examples are interest, insurance, and contributions as to pension funds.

FULL FAITH AND CREDIT
A pledge of the General Taxing power of a government to repay debt obligations (typically used in reference to bonds).

FUNCTION
A group of related activities aimed at accomplishing a major service or regulatory program for which the city is responsible. For example, public safety is a function.

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

FUND BALANCE
The excess of the assets of a fund over its liabilities, reserves and carryover.

GLOSSARY OF TERMS

FUND BALANCE- UNRESERVED
The excess of the assets of a governmental fund over its liabilities and reserved fund balance accounts.

FUND BALANCE- UNRESERVED, DESIGNATED
The segregation of a portion of fund balance to indicate tentative plans for future financial resource use, such as general contingencies or equipment replacement. These designations reflect tentative managerial plans or intent and should be clearly distinguished from reserves.

FUND BALANCE- UNRESERVED, UNDESIGNATED
The portion of fund balance representing expendable available financial resources.

GAAP
Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

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

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

GOVERNMENTAL FUND TYPES
Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except those accounted for in the proprietary funds and fiduciary funds. Expendable assets are assigned to the particular fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, used and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types; general, special revenue, debt service and capital projects.

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

HOMESTEAD EXEMPTION
Designed to protect the value of the homes of residents from property taxes, creditors, and circumstances arising from the death of the homeowner spouse.

IMPACT FEES
Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

INCOME
This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of and enterprise's activities. The excess of the total revenues over the total expenses of the utility for a particular accounting period is called "net income."

GLOSSARY OF TERMS

INDIRECT COST
A cost necessary for the functioning of the organization as a whole, but cannot be directly assigned to one service.

INFRASTRUCTURE
The physical assets of a government (e.g., streets, water, sewer, public building and parks).

INTERFUND TRANSFERS
The movement of monies between funds of the same governmental entity.

INTERGOVERNMENTAL REVENUE
Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

INTERNAL CONTROL
A plan of organization for purchasing, accounting and other financial activities which, among other things, provides that: the duties of employees are subdivided so that no single employee handles a financial action from beginning to end; proper authorizations from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and, records and procedures are arranged appropriately to facilitate effective control.

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

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 fixed assets used in city operations.

LEVY
To impose taxes for the support of government activities.

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

MATERIALS AND SUPPLIES
Expendable materials and operating supplies necessary to conduct departmental operations.

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

NET BUDGET
The legally adopted budget less all interfund transfers and interdepartmental charges.

NON-OPERATING INCOME
Income of governmental enterprises of a business character which is not derived from the operation of such enterprises. An example is interest on investments or on bank deposits.

OBLIGATIONS
Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

GLOSSARY OF TERMS

OPERATING BUDGET
The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

OPERATING EXPENSES
As used in the accounts of governmental enterprises of a business character, the term means such costs as are necessary to the maintenance of the enterprise, the rendering of services for which operated, the sale of merchandise, the production and disposition of commodities produced, and the collection of the revenues.

PERSONNEL SERVICES
Expenditures for salaries, wages and fringe benefits of a government's employees.

PRIOR-YEAR ENCUMBRANCES
Obligations from previous fiscal years in the form of purchase orders, contracts of salary commitments that are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

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

PUBLIC PROTECTION CLASSIFIATION
Up-to-date information about a community's fire-protection services.

PURCHASE ORDER
A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated price. Outstanding purchase orders are called encumbrances.

REAL PROPERTY INVENTORY
A document issued with the inventory of all real property held by the City of Alvin.

REAPPROPRIATION
Appropriations, which are not expended at the end of a fiscal year, that are an encumbrance of the County or for a specific purpose are funded for in the subsequent fiscal year.

RESERVE
An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and spending.

RESERVE FOR CONTINGENCIES
A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

RESOLUTION
A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS
An ownership account reflecting the accumulated earnings of an Enterprise Fund.

REVENUE
The yield of taxes and other sources of income that the city collects and receives into the treasury for public use. For those revenues which are recorded on the accrual basis, this term additions to assets which: (a) do not increase any liability;(b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities

GLOSSARY OF TERMS

SOURCE OF REVENUE
Revenues are classified according to their source or point of origin.

SPECIAL REVENUE
A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes. An example is the Revenue Sharing Fund typically maintained by cities.

SUPPLEMENTAL APPROPRIATION
An additional appropriation made by the governing body after the budget year or biennium has started.

SURPLUS
Assets with no future benefits or values to the organization.

TAX LEVY
The resultant product when the tax rate per one thousand dollars is multiplied by the taxable value.

TAXES
Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

TRANSFERS
All interfund transactions except loans or advances, quasi-external transactions and reimbursements.

TRUST AND AGENCY
A fund used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (1) Expendable Trust Funds, (2) Nonexpendable Trust Funds, (3) Pension Trust Funds, and (4) Agency Funds.

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.

UNRESERVED FUND BALANCE
The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USER CHARGES
The payment of a fee for direct receipt of a public service by the party who benefits from the service.

GLOSSARY OF TERMS

ACRONYMS

BCAD	Brazoria County Appraisal District
C&R	Conservation and Reclamation
CAFR	Certified Annual Financial Report
CIP	Capital Improvement Project
EMS	Emergency Medical Services
ETJ	Extra Territorial Jurisdiction
FCC	Federal Communications Commission
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GFOA	Governmental Finance Officers Association
GIS	Geographic Information Systems
HB	House Bill
HVAC	Heating, Ventilation and Air Conditioning
I & I	Inflow and Infiltration
OSSI	Operations Support and Service Inc.
PUC	Public Utility Commission
ROW	Right of Way
SH	South Highway
TIRZ	Tax Increment Reinvestment Zone
TNMP	Texas New Mexico Power
TWDB	Texas Water Development Board
TXDOT	Texas Department of Transportation