City of Aransas Pass

Proposed 2016-2017 Annual Budget

Public Copy

August 29, 2016

If adopted, this budget will raise $23,582 more in property taxes than last year. The budget is based on the effective tax rate of $0.688655, which the council adopted on August 15, 2016. –

Note: This document has been revised 8/29/2016. See Changes in General Fund Revenues, City Secretary, Fire Department, and Harbor Master

Budget Summary and Highlights

- **Tax rate kept steady for the third year in a row**
  - The Council and Manager committed to creating efficiencies and hold the tax rate steady to give our residents some relief of many years of fluctuating tax rates. The effective tax rate (the rate that will bring in the same amount of ad valorem tax revenue as the prior year) was adopted by the Council on August 15, 2016.

- **Charter Amendment approved by the voters in May 2015, creates a requirement for 3% of the General Fund to be set aside for emergency expenses**
  - It is an extremely urgent need to create a fund for emergency expenses without incurring additional debt. The staff petitioned the Charter Review Committee to recommend this change to the Charter. The Council agreed as did the voters. This budget is the first earmark of such funds.

- **Increased Healthcare costs**
  - Staff and the subsequent labor burden are the highest cost of doing business. For the third year in a row, the City has requested proposals for health insurance. Costs are expected to increase a minimum of 12%. In order to keep costs under control, employee dental and vision will no longer be offered by the City. The employee may be able to purchase on a voluntary basis.

Notice of Effective Tax Rate

2016 Property Tax Rates in City of Aransas Pass

This notice concerns the 2016 property tax rates for City of Aransas Pass. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per $100 of property value.

Last year's tax rate:

Last year's operating taxes	$1,826,634
Last year's debt taxes	$1,789,734
Last year's total taxes	$3,616,368
Last year's tax base	$531,542,109
Last year's total tax rate	$0.680354/$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	$3,611,649
÷ This year's adjusted tax base (after subtracting value of new property)	$524,449,489
=This year's effective tax rate	$0.688655/$100

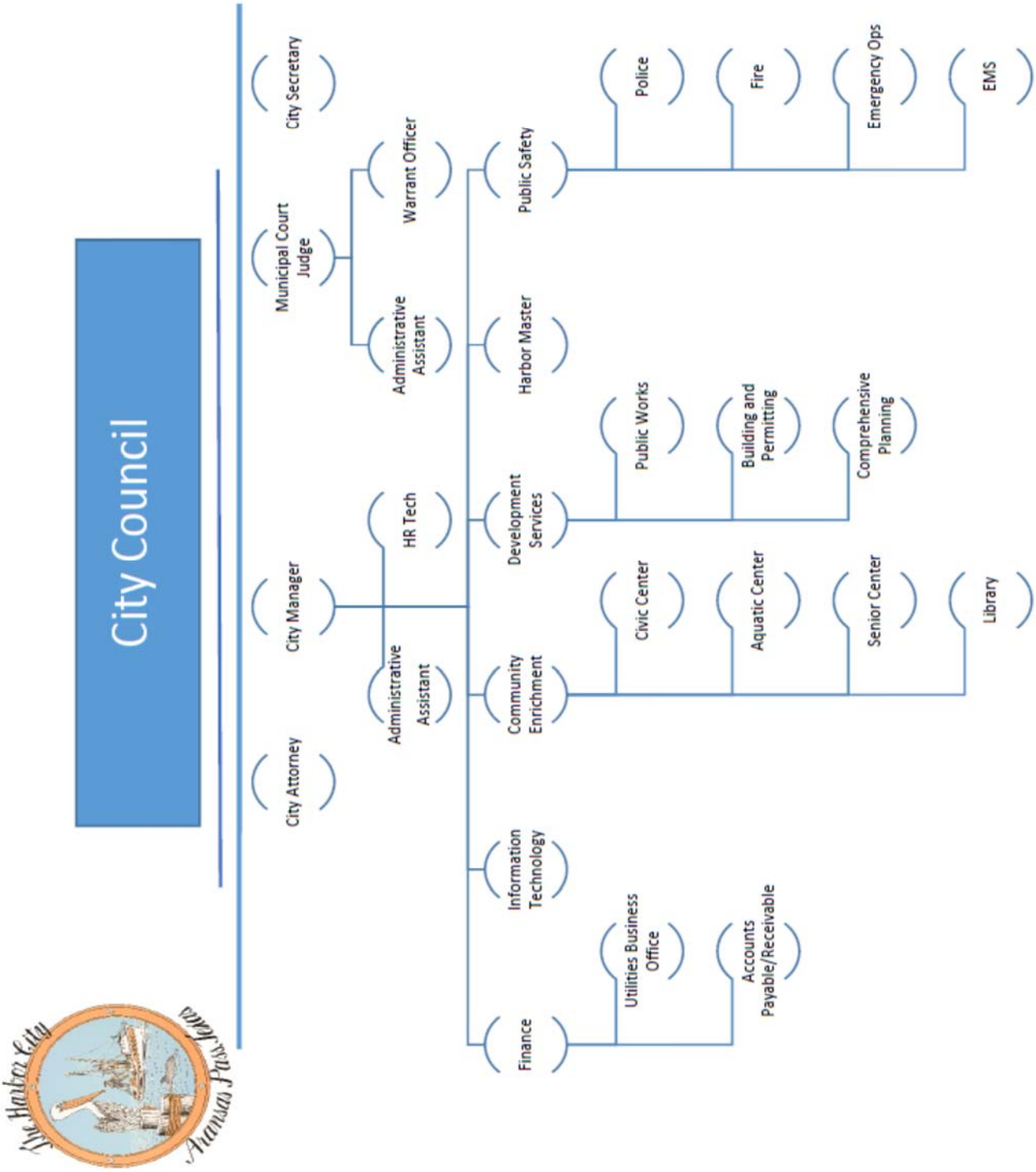
(Maximum rate unless unit publishes notices and holds hearings.)

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	$1,822,112
÷ This year's adjusted tax base	$524,449,489
=This year's effective operating rate	$0.347433/$100
x 1.08=this year's maximum operating rate	$0.375227/$100
+ This year's debt rate	$0.336537/$100
= This year's total rollback rate	$0.711764/$100

Statement of Increase/Decrease

If City of Aransas Pass adopts a 2016 tax rate equal to the effective tax rate of $0.688655 per $100 of value, taxes would increase compared to 2015 taxes by $23,582.


City Council
City Attorney
City Manager
Municipal Court Judge
City Secretary
Administrative Assistant
HR Tech
Administrative Assistant
Warrant Officer
Finance
Information Technology
Community Enrichment
Development Services
Harbor Master
Public Safety
Utilities Business Office
Accounts Payable/Receivable
Civic Center
Aquatic Center
Senior Center
Library
Public Works
Building and Permitting
Comprehensive Planning
Police
Fire
Emergency Ops
EMS

General Fund

Total Revenues: $9,850,921

Total Expenses: $9,835,966

Balance: $14,956

Total Full Time Equivalents (FTE): 85.5

Description	Proposed 2016-207
Reserve	$ 240,000
City Secretary	$ 191,615
City Manager	$ 250,201
Information Technology	$ 148,998
Finance	$ 233,539
Emergency Management	$ 128,164
Contractual Obligations	$ 61,158
Atty and Contractual Obligations	$ 573,098
Garbage Contract	$ 1,157,608
Building Maintenance	$ 108,141
Municipal Court	$ 144,743
Police Department	$ 3,081,265
Fire Department	$ 1,024,780
Library	$ 161,968
Senior Center	$ 50,460
Comprehensive Planning	$ 92,710
Building/Code Enforcement	$ 312,727
Streets & Drainage	$ 988,399
Public Health	$ 45,000
Parks	$ 388,792
Public Works Facilities	$ 101,000
Transfer to Aquatic Center	$ 351,599
	$ 9,835,966

General Fund Revenues

Description		Proposed 2016-2017
Income - Lease payments	$	(120,000)
Income - % of Sales	$	-
Income - Miscellaneous	$	(111,385)
Property Tax - Current / M&O	$	-
Property Tax - Delinquent / M&O	$	-
Property Tax - Prinicipal & Interest / M&O	$	-
Special Assessment - Principal	$	(5,473)
Special Assessment - Interest	$	(861)
Sales Tax	$	(1,940,000)
Fees - Development Agreements	$	(2,000)
Mixed Beverage Tax	$	(18,000)
Industrial District Tax	$	(240,000)
Franchise Tax - Cable TV	$	(99,163)
Franchise Tax - Electricity	$	(383,399)
Franchise Tax - Natural Gas	$	(16,710)
Franchise Tax - Taxicab	$	(491)
Franchise Tax - Telephone	$	-
Fee - EMS	$	(110,000)
Interest Income	$	(25,814)
Receipts - Oil & Gas Royalties	$	(26,618)
Miscellaneous Income - Restricted Use	$	(20,055)
PILT - Housing Authority	$	(8,294)
Transfer in from other funds	$	-
Transfer in from Harbor	$	(69,000)
Miscellaneous Income	$	(12,016)
General Fund Donation	$	-
Property Tax - Current / M&O	$	(1,986,954)
Property Tax - Delinquent / M&O	$	(48,095)
Property Tax - Misc. Income / M & O	$	-
Property Tax - Penalties & Interest / M & O	$	(34,949)
Property Tax - Refunds	$	-
MC - Fines Levied	$	(300,000)
MC - Judgment Nisi	$	-
MC - Time Payment / Court Efficiency	$	-
MC - Child Safety Seat	$	(5,681)
MC - Miscellaneous Income	$	(48)
PD - Miscellaneous Income	$	(8,986)
Income - Grant Crime Control	$	(760,000)
PD - DEA Overtime Reimbursement	$	(35,506)
Permits - Alarms	$	(18,967)
License - Animal	$	(500)
Animal - Adoption Fees	$	(800)
Animal - Impound Fees	$	(500)

Miscellaneous Income - Restricted Use	$	-
Income - Grant Crime Control	$	-
Fee - Fire Safety	$	(74,000)
Fee - Fire Inspection	$	(6,500)
Mutual Aid - Fire Protection	$	(10,000)
Fire - Miscellaneous Income	$	(1,000)
Library - Fines	$	(1,075)
Library - Book Sales	$	(375)
Library - Copies / Printing	$	-
Library - Miscellaneous Income	$	(1,800)
Library - Donations	$	(10,000)
Income - Facility Rental	$	-
Income - Brush Site / Citizen's Collection	$	(25,000)
Income - Garbage	$	(1,800,000)
Beverage License	$	(3,000)
Income - Grant Crime Control	$	-
Permit - Building	$	(88,000)
Permit - Electric	$	(15,000)
Permit - Plumbing	$	(16,000)
Permit - Foundation	$	(800)
Permit - Misc	$	(60,331)
License - Golf Cart	$	(500)
Reinspection Fee	$	-
Boards of Commission	$	-
Lot Mowing / Brush Lien	$	(14,459)
Lot Mowing / Brush Lien	$	-
Fee - Drainage	$	(106,874)
Income - Park Rental	$	(3,649)
Income - San Patricio Drainage District	$	(88,000)
Bond Proceeds		(1,100,000)
MC - Fines Levied	$	(8,228)
MC - Miscellaneous Income	$	-
Interest Income	$	(17)
MC - Fines Levied	$	(6,049)
MC - Miscellaneous Income	$	-
Total General Fund Revenue	$	(9,850,921)

The General Fund provide the basic services that residents expect of a municipality and includes departments such as: fire, police, library, streets, comprehensive planning, etc.

Changes in the General Fund include:

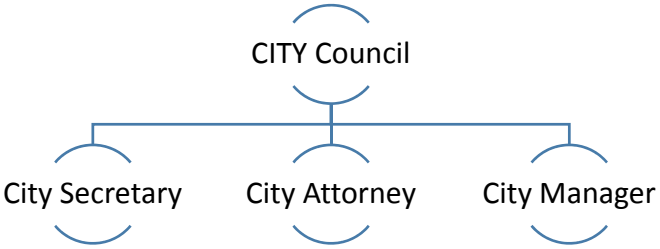
- Elimination of outside engineering consulting
  - Hiring a staff member who can provide engineering support and require minimal assistance from outside firms will eliminate more than $500,000 of expense.
- Creation of a Building Maintenance supervisor
  - Hiring a staff member whose sole duty is that of maintenance of not only buildings but also equipment serves to ensure our investments are well cared for and will serve the residents as expected.
- The addition of one (1) fire inspector
  - Hiring a staff member who can not only assist with fire inspections improving the overall City insurance rating, but one who can focus on training and help us to become a premier department in our area.
- Re-creation of Parks Department
  - Eliminating the outside contracts for mowing services will allow the City to re-focus on efforts on overall town beautification and a welcoming appearance.

- Elimination in the Transfer from the Water & Sewer Fund to the General Fund

BUDGETS BY DIVISION

Administration

The Administration division consists of City Council, City Secretary, and the City Manager's office. The overall policy, planning, and ministerial actions that must be accomplished to ensure a healthy city are accomplished in this division.



Highlights:

- The City Secretary budget contain a Discretionary Reserve used by the Council to fund special requests by the community or to pay for items like the 4th of July and the Thanksgiving Feast.

CITY SECRETARY

Mission Statement:

Promote open and responsive government through proper recording and preservation of the City's legislative history and official documents; provide quality customer service to internal and external customers; and conduct fair and impartial City elections.

2016-2017 Goals:

- Implement an indexing system of the City's legislative items to allow for quick and easy research,
- Continue with organizing and creating filing systems of the city records, such as open records, deeds, contracts, plans/studies, boards/commissions, budgets, lawsuits, etc.,
- To develop a plan for preserving vital records in the event of a natural disaster.

Number of Personnel: 1 **Total Personnel Costs: $65,000**

Proposed 2016-2017 Budget

City Secretary - Salaries - Regular	$	65,000.00
Salaries - Overtime	$	-
Insurance - Health / Life / Dental	$	-
Insurance - Worker's Compensation	$	-
Insurance - Unemployment	$	-
Contribution - Social Security	$	-
Contribution - Retirement	$	-
Allowance - Vehicle / Mileage	$	-
Equipment Rental	$	-
Utilities - Telephone	$	1,309.09
Postage & Freight	$	305.77
Fees - Legal Notices	$	10,000.00
Fees - Training	$	2,500.00
Fees - Subscriptions, dues, notary	$	10,000.00
Fees - Economic Development	$	-
Prof. Serv. - Elections	$	15,000.00
Prof. Serv. - Ordinance Codification	$	5,000.00
Supplies - Office	$	2,500.00
Capital Outlay	$	-
Discretionary Reserve	$	50,000.00
Community Special Events	$	30,000.00
Bond Expense	$	-
Total City Secretary	$	191,614.86

CITY MANAGER

Mission Statement:

Promote a climate of responsible civic duty, Give More than You Take mentality; encourage civic engagement through open and transparent government.

2016-2017 Goals:

- Complete Comprehensive Land Use and Future Land Use Plan
- Complete Capital Improvement Plan
- Harbor Development
- Infrastructure Repair Program

Number of Personnel: 2 (1 Contractual) **Total Personnel Costs: $200,521**

Proposed 2016-2017 Budget

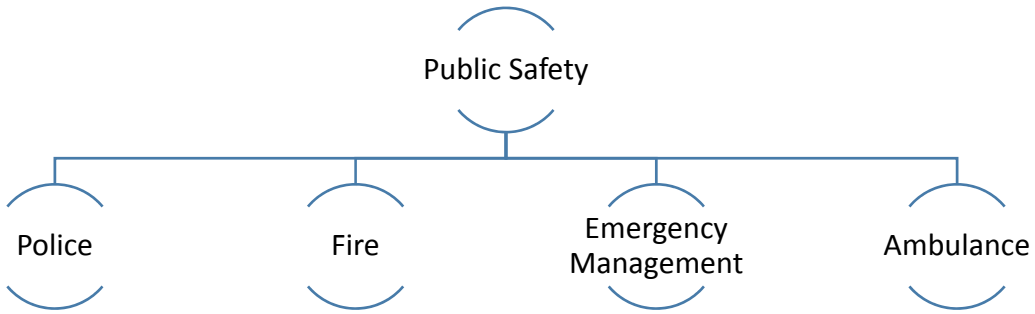
5001	Salaries - Regular	$158,021.00
5002	Salaries -Contractual	$42,500.00
5003	Insurance	$5,400.00
5004	Worker's Compensation	$1,000.00
5005	Insurance - Unemployment	$556.34
5006	Contribution - Social Security	$2,160.80
5007	Contribution - Retirement	$18,962.52
5008	Allowance - Vehicle / Mileage	$7,200.00
5020	Utilities - Telephone	$1,500.00
5025	Postage & Freight	$500.00
5027	Training	$8,000.00
5028	Subscriptions, dues, notary	$1,500.00
5059	Supplies - Books	$750.00
5067	Supplies - Office	$150.00
5094	Capital Outlay	$1,000.00
5099	Discretionary Reserve	$1,000.00
5860	Allocation Account	$0.00
	Total City Manager	$250,201.00

PUBLIC SAFETY

The Public Safety Division incorporates those items necessary to keep orderly and safe environments for our residents. The Public Safety division consists of Police, Fire, Emergency Management, and Ambulance Services. It is led by Police Chief Eric Blanchard.

Highlights in this division include:

- More streamlined Emergency Management Plan
- Better coordination with the School District
- Increased diversity in the Police Force
- Continued community involvement



POLICE DEPARTMENT

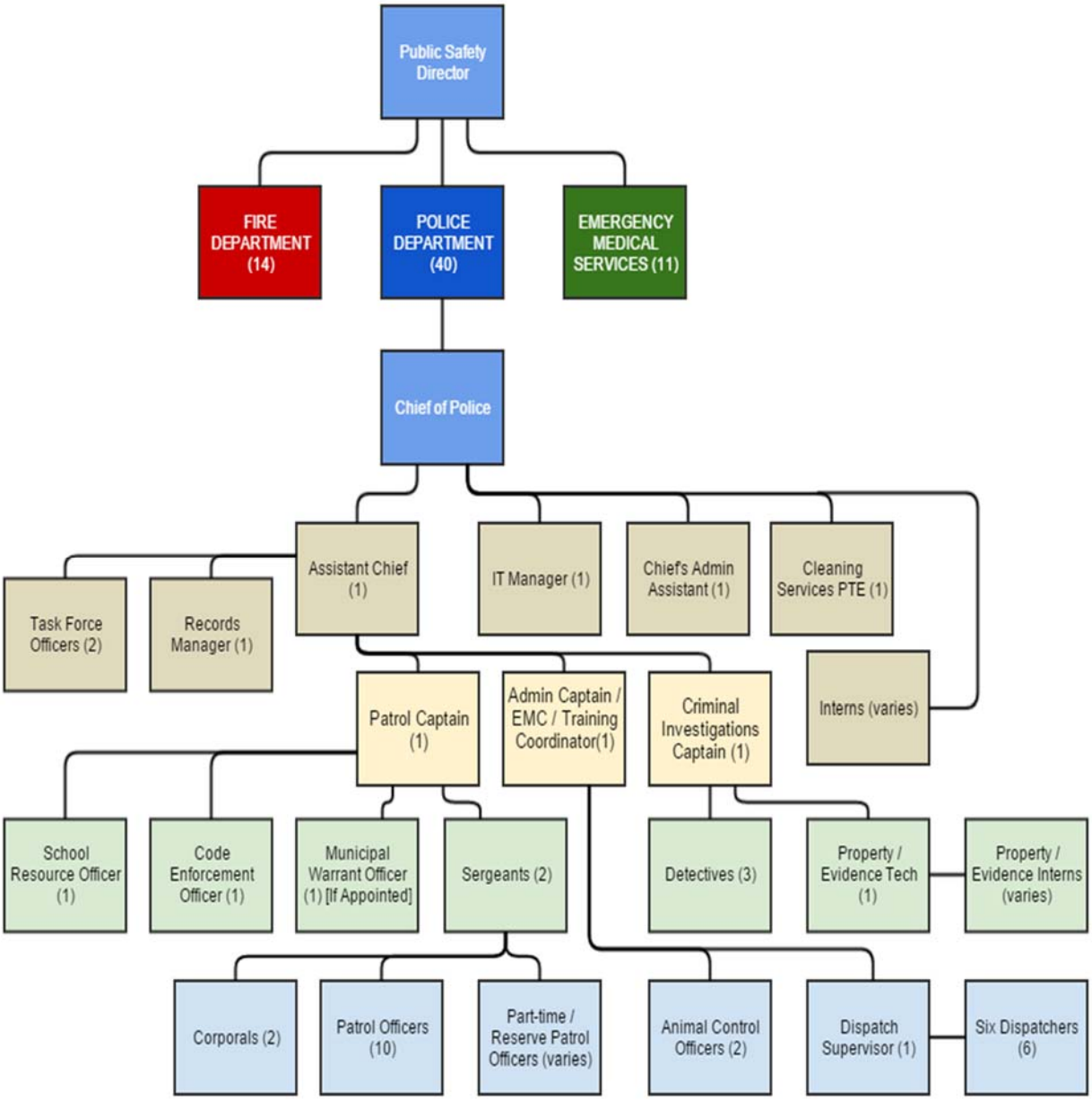
Mission Statement:

Elite, professional policing through protection, service, and education for those whom have empowered and entrusted us with their safety, preservation of property, life and liberty; respectfully delivered with compassion, commitment, and the utmost of integrity.

2016-2017 Goals:

- Sustain staffing;
- Continue goal of becoming paperless & improve workflow processes;
- Continue smart policing; Sustain and add training and education and promote the same (emphasis on communication and de-escalation);
- Improve emergency management and expand it (Implement changes revealed from last major event – already underway).

Number of Personnel: 38 **Total Personnel Cost**: $1,861,375


Public Safety Director
FIRE DEPARTMENT (14)
POLICE DEPARTMENT (40)
EMERGENCY MEDICAL SERVICES (11)
Chief of Police
Assistant Chief (1)
IT Manager (1)
Chief's Admin Assistant (1)
Cleaning Services PTE (1)
Task Force Officers (2)
Records Manager (1)
Interns (varies)
Patrol Captain (1)
Admin Captain / EMC / Training Coordinator(1)
Criminal Investigations Captain (1)
School Resource Officer (1)
Code Enforcement Officer (1)
Municipal Warrant Officer (1) [If Appointed]
Sergeants (2)
Detectives (3)
Property / Evidence Tech (1)
Property / Evidence Interns (varies)
Corporals (2)
Patrol Officers (10)
Part-time / Reserve Patrol Officers (varies)
Animal Control Officers (2)
Dispatch Supervisor (1)
Six Dispatchers (6)

PD Admin

Salaries - Regular	$304,512.00
Salaries - Overtime	$5,000.00
Insurance - Health / Life / Dental	$25,411.20
Insurance - Worker's Compensation	$2,820.72
Insurance - Unemployment	$5,986.75
Contribution - Social Security	$24,104.54
Contribution - Retirement	$34,723.14
Allowance - Vehicle / Mileage/Cell	$2,160.00
Allowance - Clothing	$26,000.00
Salaries - Longivity Pay	$1,420.00
PO Box	$50.00
Utlities - Telephone	$30,000.00
Postage & Freight	$2,500.00
Fees - Training	$45,000.00
Fees - Subscriptions, dues, notary	$1,000.00
Prof. Serv. - Physical Exams	$2,000.00
Prof. Serv. - Audit	$8,000.00
Maintenance - Communications	$0.00
Equipment Service / Maintenance	$0.00
Equipment Rental	$0.00
Maintenance - Vehicle	$40,000.00
Supplies - Fuel	$55,000.00
Supplies - Office	$28,000.00
Supplies - Prisoner	$2,800.00
Capital Outlay	$91,888.18
Discretionary Reserve	$5,000.00
Prof. Fees - Sexual Assault Medical Exam	$5,000.00
IT Software and Maintenance	$10,000.00
E-9-1-1	$101,599.66
Shrimporee Security	$30,000.00
Total PD Admin	$889,976.19

PD Investigations

Salaries - Regular	$328,202.80
Salaries - Overtime	$49,100.00
Insurance - Health / Life / Dental	$35,575.68
Insurance - Worker's Compensation	$5,945.22
Insurance - Unemployment	$7,304.14
Contribution - Social Security	$29,408.76
Contribution - Retirement	$42,363.99
Allowance - Cell	$4,320.00
Salaries - Longivity Pay	$2,805.00
Utlities - Telephone	$0.00
Total PD Investigations	$505,025.59

PD Patrol

Salaries - Regular		774,134.40
Salaries - Overtime		$76,500.00
Insurance - Health / Life / Dental		$91,480.32
Insurance - Worker's Compensation		$14,718.12
Insurance - Unemployment		$16,258.38
Contribution - Social Security		$65,461.39
Contribution - Retirement		$94,298.62
Allowance - Cell		$2,880.00
Salaries - Longivity Pay		$2,190.00
Utlities - Telephone		$0.00
Total Patrol	$	1,137,921.23

PD Dispatch

Salaries - Regular	$	247,728.00
Salaries - Overtime		$12,250.00
Insurance - Health / Life / Dental		$35,575.68
Insurance - Worker's Compensation		$963.31
Insurance - Unemployment		$4,968.84
Contribution - Social Security		$20,006.13
Contribution - Retirement		$28,819.28
Allowance - Cell		$720.00
Salaries - Longivity Pay		$820.00
Utlities - Telephone		$0.00
Total PD Dispatch	$	351,851.24

FIRE DEPARTMENT

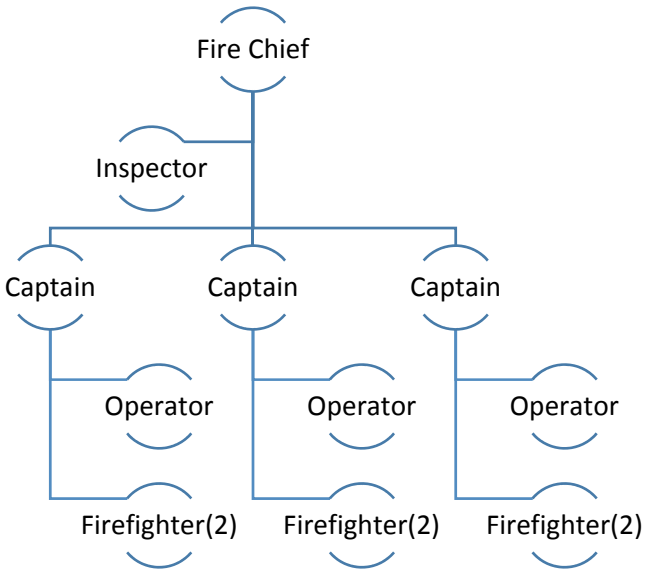
Mission Statement:

Our mission is to save lives and property, and to teach the children and citizens in our community about fire prevention and fire safety. Our guiding principle is that fire prevention in our daily lives will make a difference in our community.

2016-2017 Goals:

- Upgraded equipment & software to better perform risk analysis and meet NFPA 1701 professional standards;
- Improve/implement small equipment and maintenance program to extend life of mechanical equipment and tools;
- Initiate a pre-plan procedure for business occupancies;
- Re-structure Inspection Bureau, including full-time position responsible for Inspections;
- Strive to meet State & Federal compliance standards, which requires additional administrative staffing;
- Address needs for storage, building maintenance, and updating an aging fire station;
- Development of policies, procedures, and equipment to meet and/or exceed ISO parameters;
- Complete the construction of an additional wildland firefighting apparatus.

Number of Personnel: 14 **Total Personnel Cost**: $924,623.48



Proposed 2016-2017

Salaries - Regular	$	590,624.00
OT	$	65,772.00
Incentive Pay	$	23,000.00
Insurance - Health / Life / Dental	$	75,600.00
Insurance - Worker's Compensation	$	19,186.00
Insurance - Unemployment	$	11,285.00
Contribution - Social Security	$	45,440.00
Contribution - Retirement	$	89,101.48
Allowance - Clothing	$	14,000.00
Salaries - Longevity Pay	$	4,615.00
Utilities - Telephone	$	3,000.00
Postage & Freight	$	250.00
Fees - Training	$	15,000.00
Fees - Subscriptions, dues, notary	$	1,000.00
Prof. Serv. - Physical Exams	$	575.00
Prof. Serv. - Audit	$	1,800.00
Maintenance - Communications	$	1,500.00
Equipment Service / Maintenance	$	12,500.00
Maintenance - Vehicle	$	7,500.00
Supplies - Chemicals	$	1,800.00
Supplies - Fuel	$	8,000.00
Supplies - Minor Tools	$	3,500.00
Supplies - Office	$	1,500.00
Supplies - Prevention	$	10,000.00
Capital Outlay	$	15,000.00
Allocation for Volunteer Program	$	2,500.00
Insurance W/C - Volunteers	$	750.00
	$	1,024,798.48

EMERGENCY MANAGEMENT

Mission Statement:

Provide a comprehensive and integrated emergency management system that coordinates community resources in order to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact our City.

2016-2017 Goals:

- Expand training and improve city response to emergency management related events;
- Bring in focused training, related to major crisis' and disasters;
- Establish the lacking interoperability and communications with surrounding emergency management communities and ancillary support services;
- Expand capabilities of the emergency management committee though table tops, training, and targeted exercises.

Number of Personnel: 1 **Total Personnel Cost**: $74,444

	Proposed 2016-2017
Emergency Management Salaries - Regular	$56,368.00
Salaries - Overtime	$0.00
Insurance - Health / Life / Dental	$5,082.24
Insurance - Worker's Compensation	$985.70
Insurance - Unemployment	$1,088.85
Contribution - Social Security	$4,384.06
Contribution - Retirement	$6,315.34
Allowance - Vehicle / Mileage/Cell	$720.00
Allowance - Clothing	$0.00
Salaries - Longevity Pay	$220.00
Utilities - Telephone	$0.00
Fees - Training	$2,000.00
Maintenance - Vehicle/Equipment	$20,000.00
Supplies - Fuel	$0.00
Supplies - Office	$0.00
Capital Outlay	$0.00
Emergency Supplies	$5,000.00
Contractual Obligations	$26,000.00
Total Emergency Management	$128,164.19

AMBULANCE SERVICES

(Contractual Obligation)

Mission Statement:

To provide a community based EMS System that exceeds the needs of the citizens while remaining responsive to the ever changing requirements within our service area.

2016-2017 Goals:

- Sustain staff.
- Enhance specialized training.
- Upgrade cardiac monitoring equipment.

Number of personnel: 11 Total Cost to Residents: 138,000

ANIMAL CONTROL

Mission Statement:

Our mission remains through our dedication to the prevention of zoonotic diseases through public education and enforcement of State and local laws, with the focus on responsible pet ownership.

2016-2017 Goals:

- Improve animal processing procedures (under way);
- Continue promoting adoptions and improve upon them through special event participation;
- Expand our community education and awareness program to help mitigate animal control enforcement;
- Develop an AC response system minimizing the need for overtime without sacrificing service to community.

Number of Personnel: 2 **Total Personnel Cost**: $58,448.00

Salaries - Regular	$58,448.00
Salaries - Overtime	$4,000.00
Insurance - Health / Life / Dental	$5,084.24
Insurance - Worker's Compensation	$1,074.11
Insurance - Unemployment	$1,186.51
Contribution - Social Security	$4,777.27
Contribution - Retirement	$6,881.77
Allowance - Clothing	$0.00
Salaries - Longivity Pay	$0.00
Utlities - Telephone	$0.00
Postage & Freight	$0.00
Fees - Training	$0.00
Equipment Service / Maintenance	$2,000.00
Maintenance - Vehicle	$1,500.00
Supplies - Animals	$8,000.00
Supplies - Chemicals	$3,000.00
Supplies - Fuel	$0.00
Supplies - Protective Clothing	$800.00
Supplies - Minor Tools	$750.00
Supplies - Office	$750.00
Capital Outlay	$0.00
Adoption Expense	$8,000.00
Animal Disposal	$0.00
Utilities - Electricity	$5,000.00
Maintenance - Building	$6,000.00
Total Animal Control	$117,251.90

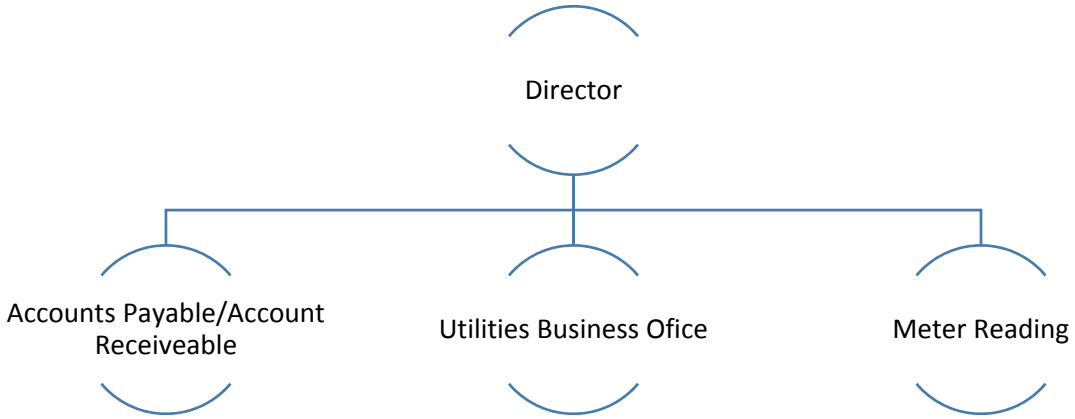
FINANCE AND ACCOUNTING

FINANCE AND ACCOUNTING

The Finance and Accounting division encompasses those items that take care of accounts payable and accounts receivable. Utility Billing is under the Finance Division. The Finance Division is led by Donna Cox.

Highlights in this division include:

- Conversion of new software
- Final conversion of automated meter readers
- Trial implementation of a new customer call center
- Goal of improved customer service with 100% call return rate within 24 hours.



FINANCE DEPARTMENT

Mission Statement:

The Staff of the Account Payable and Accounts Receivable sections of the Finance Department are committed to providing professional, courteous service to all customers, vendors and city staff. We seek to continue the progress we have made in account payable towards our goal of paying 100% of all invoice on time. The Accounts Receivable section will provide clear, timely invoices for all accounts receivable customers, while making conscientious efforts to collect any and all past due balances due to the city.

2016-2017 Goals:

- Provide invoices to customers 30 days before they are due.
- Get accounts receivable set up for payment by credit card online.
- Continue trend of increasing vendor enrollment in ACH payment system.
- Continue to simplify system for submitting invoice and receipts for payment / reimbursement.

Number of Personnel: 4 Total Personnel Cost: $208,189

Proposed 2016-2017 Budget

Finance Salaries - Regular	$	159,369.60
Salaries - Overtime	$	223.36
Insurance - Health / Life / Dental	$	21,600.00
Insurance - Worker's Compensation	$	1,240.05
Insurance - Unemployment	$	524.98
Contribution - Social Security	$	9,695.00
Contribution - Retirement	$	15,246.00
Allowance - Vehicle / Mileage	$	6,500.00
Salaries - Longevity Pay	$	290.00
Equipment Rental	$	-
Utilities - Telephone	$	2,200.00
Fees - Bank Card Charges	$	100.00
Postage & Freight	$	2,000.00
Fees - Training	$	6,000.00
Fees - Subscriptions, dues, notary	$	800.00
Equipment Service / Maintenance	$	500.00
Supplies - Books	$	750.00
Supplies - Office	$	4,000.00
Capital Outlay	$	2,500.00
Allocation Account	$	-
Total Finance	$	233,538.99

UTILITY BUSINESS OFFICE

Mission Statement:

The Utility billing office and meter reading staff strive to provide city utility customers with polite, professional, quick service to their utility account needs. In 2016-2017 we are committed to providing accurate utility bills to all customers so as to build customer confidence in our systems and services.

2016-2017 Goals:

- Reduce overtime and comp time, without sacrificing customer service.
- Complete meter reading within 10 calendar days each month.
- Send utility bills out no later than the 1st working day of the month.
- Complete conversion to radio meters for all residential customers.

Number of Personnel: 9 Total Personnel Cost: $205,984

Proposed 2016-2017

Salaries - Regular	$	150,384.00
Salaries - Overtime	$	7,500.00
Insurance - Health / Life / Dental	$	32,400.00
Insurance - Worker's Compensation	$	900.00
Insurance - Unemployment	$	500.00
Contribution - Social Security	$	6,000.00
Contribution - Retirement	$	7,800.00
Allowance - Clothing	$	1,500.00
Salaries - Longevity Pay	$	500.00
Postage & Freight	$	25,000.00
Fees - Training	$	1,500.00
Equipment Rental	$	5,500.00
Maintenance - Vehicle	$	1,000.00
Supplies - Fuel	$	300.00
Supplies - Office	$	2,500.00
Professional Fess - Other Billing	$	5,000.00
Total W&S Billing	$	248,284.00

Proposed 2016-2017

Salaries - Regular	$	75,691.20
Salaries - Overtime	$	10,000.00
Insurance - Health / Life / Dental	$	16,200.00
Insurance - Worker's Compensation	$	2,600.00
Insurance - Unemployment	$	300.00
Contribution - Social Security	$	7,800.00
Contribution - Retirement	$	11,000.00
Allowance - Clothing	$	750.00
Salaries - Longevity Pay	$	600.00
Utilities - Telephone	$	1,500.00
Fees - Training	$	1,000.00
Maintenance - Communications	$	100.00
Equipment Service / Maintenance	$	1,000.00
Maintenance - Vehicle	$	1,000.00
Supplies - Fuel	$	2,500.00
Supplies - Protective Clothing	$	250.00
Supplies - Minor Tools	$	1,500.00
Supplies - Office	$	300.00
Meter Parts / Installation Supplies	$	2,000.00
Total W&S Meter	$	136,091.20

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY DEPARTMENT

Mission Statement:

Provide a secure and reliable set of technology-based tools and resources to enable the employees of the city to accomplish their goals in serving the citizens of Aransas Pass.

2016-2017 Goals:

- Increase technology training opportunities for city staff
- Support the city goal to improve and, where possible, automate business workflow
- Improve long-term IT planning by creating a 5 year plan
- Improve disaster recovery by off-siting critical city data

Number of Personnel: 2 Total Personnel Cost: $118,998

Proposed 2016-2017 Budget

IT Salaries - Regular	$93,600.00
Salaries - Overtime	$103.00
Insurance l	$10,800.00
Worker's Compensation	$729.00
Unemployment	$457.00
Social Security	$6,364.00
Retirement	$6,698.40
Vehicle / Mileage	$4,000.00
Longevity Pay	$245.00
Utilities - Telephone	$7,000.00
Fees - Training	$1,500.00
Subscriptions	$500.00
Supplies - Office	$500.00
Website - Inhouse	$1,000.00
Software Licenses	$10,000.00
Capital Outlay	$5,000.00
Discretionary Reserve	$500.00
Total IT	$148,998

Community Enrichment

The Community Enrichment Division consists of those departments whose mission is to improve the lives of our residents and visitors through social service type programs including education, senior service, health and wellness through parks, and the Civic Center. It is comprised of Library, Parks and Recreation, Aquatic Center, Civic Center, and the Senior Center. This division is led by Sarah Lee.

Highlights to this Division include:

- Elimination of the Sr. Van Service. Liability is too great. The City is providing redundant service to the residents. Other providers in the area receive reimbursement from Medicare, Medicaid, and similar.
- Continuing partnership with Community Action agencies to continue to provide fellowship and a hot meal at the Sr. Center
- Improved access in the Library
- Expanded amenities in Community Park

Library

Mission Statement - Expanding Minds. Empowering People. Enriching Community; In striving for public service excellence, The Aransas Pass Public Library is a welcoming community center whose staff, resources, programs and services provide for the needs of our diverse community.

2016-2017 Goals:

- Make improvements to exterior of building.
- Continue goal of improving and promoting existing library programs.
- Continue goal of ongoing promotion of community involvement through social media of library sponsored special events;
- Improve library collections in all formats and for all age groups by staying abreast of current reading trends.

Number of Personnel: 3 Total Personnel Cost: $128,468

Proposed 2016-2017

Salaries - Regular	$98,990.00
Salaries - Overtime	$200.00
Insurance - Health / Life / Dental	$10,320.00
Insurance - Worker's Compensation	$593.25
Insurance - Unemployment	$471.43
Contribution - Social Security	$6,916.48
Contribution - Retirement	$10,277.01
Allowance - Vehicle / Mileage	$3,500.00
Salaries - Longevity Pay	$700.00
Utilities - Telephone	$4,500.00
Postage & Freight	$0.00
Fees - Subscriptions, dues, notary	$500.00
Prof. Serv. - Physical Exams	$0.00
Prof. Serv. - Audit	$750.00
Supplies - Books	$6,000.00
Supplies - Office	$1,300.00
Capital Outlay	$0.00
Discretionary Reserve	$1,200.00
Insurance - Property & Casualty	$750.00
Utilities - Water / Sewer / Garbage	$3,500.00
Utilities - Electricity	$5,000.00
Utilities - Natural Gas	$500.00
Maintenance - Building	$5,000.00
Maintenance - Building Equipment	$500.00
Supplies - Janitorial	$500.00
To be paid by third party (overbid)	$0.00
Total Library	$161,968.17

SENIOR CENTER

Mission Statement:

To provide a safe and well maintained facility for the Senior Citizens of Aransas Pass. Enriching the lives of our senior citizen residents, building a sense of pride in our community.

2016-2017 Goals:

- Building Maintenance.
- Dissolving the van service program.
- Providing educational resource programs
- Continue food service when needed
- Improve communication with City Hall and other outside agencies

Number of Personnel: 1 Total Personnel Cost: $22,963

Proposed 2016-2017

Salaries - Regular	$	22,963.00
Salaries - Overtime	$	-
Insurance - Health / Life / Dental	$	5,400.00
Insurance - Worker's Compensation	$	850.00
Insurance - Unemployment	$	112.00
Contribution - Social Security	$	750.00
Contribution - Retirement	$	2,985.19
Salaries - Longevity Pay	$	750.00
Utilities - Telephone	$	1,100.00
Prof. Serv. - Audit	$	1,000.00
Maintenance - Vehicle	$	-
Supplies - Fuel	$	-
Supplies - Office	$	2,500.00
Insurance - Property & Casualty	$	1,000.00
Utilities - Water / Sewer / Garbage	$	1,800.00
Utilities - Electricity	$	3,500.00
Utilities - Natural Gas	$	1,000.00
Maintenance - Building	$	2,500.00
Maintenance - Building Equipment	$	2,000.00
Supplies - Janitorial	$	250.00
Total Sr. Center	$	50,460.19

AQUATIC CENTER

Mission Statement:

To provide a multi-use facility for the residents of Aransas Pass and surrounding communities at a reasonable cost for all ages and abilities and a professional staff which maintains a safe and friendly atmosphere.

2016-2017 Goals:

- Complete building maintenance improvements
- Improve customer service
- Create new programs to reduce the deficit to the General Fund.
- The Aquatic Center operates at an annual deficit of approximately $351,600.

Number of Personnel: 2 Full Time, 22 Seasonal Total Personnel Costs: $306,800 *

	Budget	YTD Actual	Projected Actual
Total Aquatic Center Revenue	$ 275,310.00	$ (148,409.01)	$ (161,900.73)
Total Aquatic Center	$ 602,277.00	$ 479,948.61	$ 513,500.00
	$ (326,967.00)		$ 351,599.27

**(includes seasonal lifeguard positions)*

	Proposed 2016-2017	
Salaries - Regular	$	306,800.00
Salaries - Overtime	$	2,000.00
Insurance - Health / Life / Dental	$	16,200.00
Insurance - Worker's Compensation	$	2,500.00
Insurance - Unemployment	$	500.00
Contribution - Social Security	$	8,000.00
Contribution - Retirement	$	10,000.00
Allowance - Vehicle / Mileage	$	2,500.00
Allowance - Clothing	$	1,500.00
Utilities - Telephone	$	3,500.00
Postage & Freight	$	250.00
Fees - Training	$	3,500.00
Prof. Serv. - Physical Exams	$	6,000.00
Prof. Serv. - Audit	$	1,500.00
Equipment Service / Maintenance	$	8,000.00
Advertising	$	5,000.00
Supplies - Chemicals	$	30,000.00
Supplies - Office	$	1,500.00
Capital Outlay	$	10,000.00
Insurance - Property & Casualty	$	3,500.00
Utilities - Water / Sewer / Garbage	$	11,000.00
Utilities - Electricity	$	25,000.00
Utilities - Natural Gas	$	1,500.00
Maintenance - Building	$	15,000.00
Maintenance Pool Equipment	$	30,000.00
Supplies - Janitorial	$	5,000.00
Supplies - Swim Classes	$	250.00
Supplies - Event Expense	$	3,000.00
Total Aquatic Center	$	513,500.00

CIVIC CENTER

Mission Statement:

To provide a safe and well maintained facility for both the residents and non-residents of Aransas Pass to enrich the lives of our residents and help build a sense of pride in our community and serve to stimulate our local economy.

2016-2017 Goals:

- Building Maintenance by replacing carpet in building.
- Upgrading phone and internet
- System to organize office files
- Increase business and professional occupancy rentals during the off peak period
- The Civic Center also operates in a deficit of approximately $225,000 per year.
    - This deficit is funded by the Municipal Development District. (MDD)
    - As a special district created to utilize the ½ cent sales tax to build and operate the Civic Center and Aquatic Center. The MDD through a previous Interlocal Agreement with the City, only funds the deficit of the Aransas Pass Civic Center. The operational costs, including any deficits of the Aquatic Center are funded by the General Fund.

Number of Personnel: 4 Total Personnel Cost: $189,178.00

Total Civic Center Revenue	$ (140,000.00)	$ (140,293.00)	$ (140,000.00)
Municipal Development Transfer In	$ (250,000.00)	$ (250,000.00)	$ (250,000.00)
Total Civic Center Expense	374,290.00	370,927.00	370,900.00
General Fund Subsidy	$ -	$ -	$ -
Transfer to MDD	$ (15,710.00)	$ (19,366.00)	$ (19,100.00)
**Excess revenues beond $250K are transferred back to the MDD board*			

*

EXCESS REVENUE REQUIRING LESS THAN THE $250,000 CONTRIBUTION FROM THE MDD BUDGET WILL BE RETURNED TO THE MDD BUDGET.

Proposed 2016-2017

Salaries - Regular	$	136,427.20
Salaries - Overtime	$	3,000.00
Insurance - Health / Life / Dental	$	21,600.00
Insurance - Worker's Compensation	$	1,500.00
Insurance - Unemployment	$	650.00
Contribution - Social Security	$	10,500.00
Contribution - Retirement	$	15,000.00
Allowance - Vehicle / Mileage	$	6,000.00
Allowance - Clothing	$	250.00
Salaries - Longevity Pay	$	500.00
Utilities - Telephone	$	3,300.00
Utilities - Internet	$	3,000.00
Fees - Bank Card Charges	$	-
Fees - Training	$	500.00
Fees - Subscriptions, dues, notary	$	200.00
Prof. Serv. - Audit	$	1,000.00
Prof. Fees - Consulting	$	-
Advertising	$	3,500.00
Supplies - Office	$	2,500.00
Capital Outlay	$	-
Insurance - Property & Casualty	$	50,000.00
Utilities - Water / Sewer / Garbage	$	10,500.00
Utilities - Electricity	$	95,000.00
Utilities - Natural Gas	$	1,500.00
Maintenance - Building	$	4,500.00
Maintenance - Equipment & Prof. Contracts	$	20,000.00
Supplies - Janitorial	$	3,000.00
Total Civic Center Administration	$	393,927.20

Water & Sewer Fund

Water & Wastewater Fund

Total Revenues: $ 4,380,155

Total Expenses: $ 3,932,540 Capital Expense: $350,000

Balance: $108,776

Total Full Time Equivalents (FTE): 29

The Water and Sewer Fund receives its revenue from the resale of water and the cost of the treatment of sewage. As a resident, this is one of the most important functions of local government. The Water and Sewer Fund is classified as an Enterprise Fund meaning the fund is not only self-sustainable, but also serves to provide support to the General Fund in operations directly tied to the delivery of water and sewer services to our residents.

Changes in the Water & Sewer Fund include:

- Additional temporary and seasonal staff to handle customer overflow and improve the levels of customer service to the residents and end users
- Elimination of the General Fund subsidy for this year. Bond proceeds will pay for labor costs approved by Council for street, water, and sewer improvements.
- Allocation of $350,000 to Capital Expense

		Budget	YTD Actual	Projected Actual
Total W&S Revenue		$ 4,400,000.00	$ (4,015,142.33)	$ (4,391,315.76)
Total W&S Expense1		$ 750,000.00	$ 405,000.00	$ 794,000.00
Total W&S General Admin		$ 137,500.00	$ 212,629.91	$ 242,282.02
Total W&S Meter		$ 135,144.00	$ 137,571.46	$ 136,091.20
Total Water Production		$ 1,488,725.64	$ 1,404,027.50	$ 1,484,811.75
Total Water Distribution		$ 369,966.00	$ 260,248.52	$ 256,875.96
Total W&S Collection		$ 314,991.77	$ 409,261.45	$ 529,552.77
Total W&S Treatment		$ 459,287.97	$ 346,739.46	$ 488,926.13
		$ 3,655,615.38	$ 3,175,478.30	$ 3,932,539.82
Balance				$ (458,775.94)
Less Capital Expense				$ 350,000.00
				$ (108,775.94)

Water & Sewer Debt Service

Bond Principal Expense	$	794,000.00
Total W&S Expense1	$	794,000.00

Water & Sewer Administration

Salaries - Regular	$	159,993.60
Salaries - Overtime	$	-
Insurance - Health / Life / Dental	$	10,800.00
Insurance - Worker's Compensation	$	861.91
Insurance - Unemployment	$	903.02
Contribution - Social Security	$	10,271.88
Contribution - Retirement	$	20,799.17
Allowance - Vehicle / Mileage	$	-
Allowance - Clothing	$	171.85
Salaries - Longivity Pay	$	954.55
Utlities - Telephone	$	10,338.15
Fees - State License	$	-
Postage & Freight	$	8.89
Fees - Training	$	-
Fees - Subscriptions, dues, notary	$	133.09
Prof. Serv. - Physical Exams	$	567.27
Prof. Serv. - Audit	$	7,800.00
Prof. Fees - Consulting	$	-
Equipment Service / Maintenance	$	1,000.00
Maintenance - Vehicle	$	150.00
Supplies - Fuel	$	6,000.00
Supplies - Public Awareness	$	-
Supplies - Protective Clothing	$	-
Supplies - Minor Tools	$	-
Supplies - Office	$	150.00
Allocation Account	$	-
Insurance - Property & Casualty	$	10,000.00
Utilities - Water / Sewer / Garbage	$	-
Utilities - Electricity	$	-
Utilities - Natural Gas	$	-
Maintenance - Building	$	-
Maintenance - Building Equipment	$	-
Supplies - Janitorial	$	-
Professional Fees - Engineering	$	1,378.64
Rental - Pipe Crossing	$	-
Transfer to Other Fund	$	-
Total W&S General Admin	$	242,282.02

Water Production (Includes Purchase of Water from San Patricio Water District)

Salaries - Regular	$	-
Salaries - Overtime	$	-
Insurance - Health / Life / Dental	$	-
Insurance - Worker's Compensation	$	-
Insurance - Unemployment	$	-
Contribution - Social Security	$	-
Contribution - Retirement	$	-
Allowance - Vehicle / Mileage	$	-
Allowance - Clothing	$	-
Salaries - Longivity Pay	$	-
Utlities - Telephone	$	-
Fees - State License	$	-
Fees - Training	$	1,000.00
Maintenance - Communications	$	6,500.00
Equipment Service / Maintenance	$	18,000.00
Maintenance - Vehicle	$	-
Supplies - Asphalt & Caliche	$	-
Supplies - Chemicals	$	500.00
Supplies - Fuel	$	-
Supplies - Protective Clothing	$	-
Supplies - Minor Tools	$	-
Supplies - Water Purchase	$	1,458,811.75
Capital Outlay	$	-
Capital Expenditures	$	-
Total Water Production	$	1,484,811.75

Water Distribution (Includes transmission lines, etc)

Salaries - Regular	$	-
Salaries - Overtime	$	-
Insurance - Health / Life / Dental	$	-
Insurance - Worker's Compensation	$	-
Insurance - Unemployment	$	-
Contribution - Social Security	$	-
Contribution - Retirement	$	-
Allowance - Vehicle / Mileage	$	-
Allowance - Clothing	$	-
Salaries - Longivity Pay	$	-
Fees - Training	$	1,800.00
Prof. Fees - Testing & Analysis	$	5,000.00
Maintenance - Communications	$	-
Equipment Service / Maintenance	$	5,000.00
Maintenance - Vehicle	$	5,000.00
Maintenance - Line Repair	$	55,000.00
Supplies - Chemicals	$	25,000.00
Supplies - Fuel	$	2,000.00
Supplies - Protective Clothing	$	1,000.00
Supplies - Minor Tools	$	2,500.00
Supplies - Office	$	-
Capital Outlay	$	-
Meter Parts / Installation Supplies	$	-
Insurance - Property & Casualty	$	-
Utilities - Water / Sewer / Garbage	$	8,618.96
Utilities - Electricity	$	145,462.60
Maintenance - Building	$	494.40
Maintenance - Building Equipment	$	-
Supplies - Janitorial	$	-
Total Water Distribution	$	256,875.96

Water & Sewer Collection

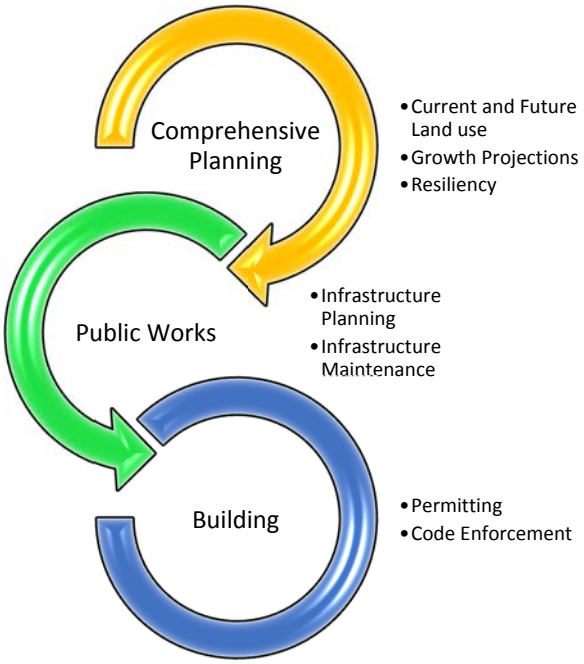
Salaries - Regular	$	211,993.60
Salaries - Overtime	$	2,500.00
Insurance - Health / Life / Dental	$	43,200.00
Insurance - Worker's Compensation	$	1,500.00
Insurance - Unemployment	$	3,200.00
Contribution - Social Security	$	10,500.00
Contribution - Retirement	$	27,559.17
Allowance - Vehicle / Mileage	$	-
Allowance - Clothing	$	1,500.00
Salaries - Longivity Pay	$	600.00
Utlities - Telephone	$	1,500.00
Fees - Training	$	3,000.00
Maintenance - Communications	$	2,000.00
Equipment Service / Maintenance	$	5,000.00
Maintenance - Vehicle	$	2,500.00
Maintenance - Line Repair	$	130,000.00
Supplies - Chemicals	$	30,000.00
Supplies - Fuel	$	1,000.00
Supplies - Protective Clothing	$	1,000.00
Supplies - Minor Tools	$	1,000.00
Supplies - Office	$	-
Capital Outlay	$	50,000.00
Total W&S Collection	$	529,552.77

Water & Sewer Treatment

Salaries - Regular	$	182,395.20
Salaries - Overtime	$	10,000.00
Insurance - Health / Life / Dental	$	43,200.00
Insurance - Worker's Compensation	$	4,500.00
Insurance - Unemployment	$	3,200.00
Contribution - Social Security	$	10,500.00
Contribution - Retirement	$	23,711.38
Allowance - Vehicle / Mileage	$	-
Allowance - Clothing	$	1,000.00
Salaries - Longivity Pay	$	3,360.00
Utlities - Telephone	$	3,357.03
Fees - State License	$	18,058.95
Fees - Training	$	1,515.27
Prof. Fees - Testing & Analysis	$	23,026.59
Sludge Removal	$	33,041.74
Maintenance - Communications	$	-
Equipment Service / Maintenance	$	28,458.72
Maintenance - Vehicle	$	1,032.87
Supplies - Chemicals	$	50,000.00
Supplies - Fuel	$	3,000.00
Supplies - Protective Clothing	$	1,000.00
Supplies - Minor Tools	$	2,000.00
Supplies - Office	$	1,500.00
Capital Outlay	$	10,000.00
Insurance - Property & Casualty	$	1,869.15
Utilities - Water / Sewer / Garbage	$	-
Utilities - Electricity	$	25,000.00
Utilities - Natural Gas	$	-
Maintenance - Building	$	1,500.00
Maintenance - Building Equipment	$	2,500.00
Supplies - Janitorial	$	199.23
Total W&S Treatment	$	488,926.13

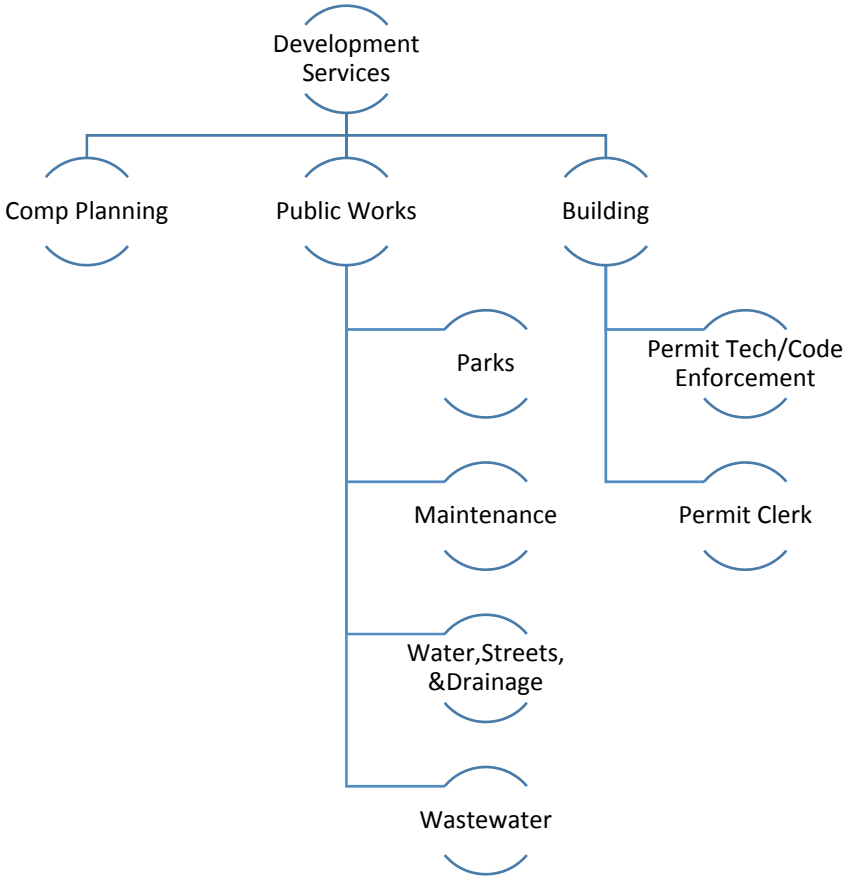
DEVELOPMENT SERVICES

The Development Services Division consists of those departments necessary to create a community. They include Comprehensive Planning, Infrastructure to meet those plans, and Building Permitting.



Highlights in this division include:

- Re-creation of a Parks and ROW mowing division
- Consolidation of Streets, Water and Drainage
- Addition of Building Maintenance staff for pump & lift stations, vehicles, and buildings


Development Services
Comp Planning
Public Works
Building
Parks
Permit Tech/Code Enforcement
Maintenance
Permit Clerk
Water,Streets, &Drainage
Wastewater

PUBLIC WORKS

Mission Statement:

The mission of the Aransas Pass Public Works Department is to effectively maintain and develop public infrastructure and facilities, and to provide services to the public to achieve common social, economic, and environmental desires.

2016-2017 Goals:

- Staff Development and Training.
- Rhodes & Beasley Water and Sewer Extension Design
- Paving Highland and Johnson Avenues
- City Infrastructure Improvements
- Storm Pump Station #1 Upgrades
- Replacement of Wastewater Treatment Plant Drying Beds

ROW Maintenance and Parks

Salaries - Regular	$	186,763.20
Salaries - Overtime	$	5,000.00
Insurance - Health / Life / Dental	$	32,400.00
Insurance - Worker's Compensation	$	4,500.00
Insurance - Unemployment	$	5,000.00
Contribution - Social Security	$	7,800.00
Contribution - Retirement	$	24,279.22
Allowance - Clothing	$	4,500.00
Salaries - Longivity Pay	$	5,000.00
Utlities - Telephone	$	2,500.00
Fees - Training	$	1,500.00
Prof. Serv. - Physical Exams	$	1,000.00
Equipment Service / Maintenance	$	22,000.00
Maintenance - Vehicle	$	-
Supplies - Chemicals	$	-
Supplies - Fuel	$	13,000.00
Supplies - Protective Clothing	$	1,800.00
Supplies - Minor Tools	$	3,000.00
Supplies - Office	$	500.00
Capital Outlay		
Utilities - Electricity	$	5,000.00
Maintenance - Building	$	2,500.00
Maintenance - Trees & Shrubs / Landscaping	$	45,000.00
Maintenance - Playing Fields	$	15,000.00
Supplies - Janitorial	$	750.00
Media - Movies	$	-
Total Parks	$	388,792.42

Mosquito Control

Salaries - Regular	$	8,000.00
Fees - Training	$	1,500.00
Supplies - Fuel	$	1,000.00
Supplies - Minor Tools	$	7,500.00
Mosquito Spraying	$	19,000.00
Lot & Brush Clean Up	$	8,000.00
Total Public Health	$	45,000.00

Facilities

Insurance - Property & Casualty	$	40,000.00
Utilities - Water / Sewer / Garbage	$	17,000.00
Utilities - Electricity	$	20,000.00
Maintenance - Building	$	20,000.00
Maintenance - Building Equipment	$	2,000.00
Supplies - Janitorial	$	2,000.00
Total Public Works Facilities	$	101,000.00

Streets and Drainage

Salaries - Regular	$	284,044.80
Salaries - Overtime	$	10,000.00
Insurance - Health / Life / Dental	$	54,000.00
Insurance - Worker's Compensation	$	13,000.00
Insurance - Unemployment	$	5,000.00
Contribution - Social Security	$	18,000.00
Contribution - Retirement	$	36,925.82
Allowance - Clothing	$	7,800.00
Salaries - Longivity Pay	$	6,000.00
Equipment Rental	$	15,000.00
Utlities - Telephone	$	13,000.00
Utilities - Internet	$	1,000.00
Utilities - Street Lighting	$	80,000.00
Postage & Freight	$	200.00
Fees - Training	$	12,000.00
Prof. Serv. - Physical Exams	$	1,500.00
Prof. Serv. - Audit	$	3,300.00
Maintenance - Brush Site	$	25,000.00
Maintenance - Drainage	$	30,000.00
Maintenance - Communications	$	7,500.00
Equipment Service / Maintenance	$	35,000.00
Maintenance - Vehicle	$	17,000.00
Supplies - Signs & Post	$	25,000.00
Supplies - Asphalt & Caliche	$	30,000.00
Supplies - Chemicals	$	3,500.00
Supplies - Fuel	$	35,000.00
Supplies - Protective Clothing	$	5,700.00
Supplies - Minor Tools	$	25,000.00
Supplies - Office	$	4,000.00
Fees - Trash Disposal	$	-
Capital Outlay	$	-
Discretionary Reserve	$	-
Insurance - Property & Casualty	$	11,928.16
Utilities - Water / Sewer / Garbage	$	-
Utilities - Electricity	$	92,000.00
Maintenance - Building	$	30,000.00
Maintenance - Building Equipment	$	10,000.00
Supplies - Janitorial	$	1,000.00
Contractual Obligations	$	15,000.00
Street Construction	$	25,000.00
Total Streets and Drainage	$	988,398.78

BUILDING

Mission Statement:

The Building Department's mission is to ensure commercial building and residential homes constructed, altered or maintained within the City of Aransas Pass's jurisdiction meet recognized standard for quality of life and building safety. In order to facilitate this responsibility we provide a full range of plan review and construction inspection services to support enforcement of the International Codes.

2016-2017 Goals:

- Provide staff training to provide redundancy in all procedural requirements.
- Promote consumer protection by preventing unlicensed construction activity.
- Maintain a customer friendly environment through excellent communication, high integrity and professionalism in the office and in the field.
- Develop educational program for licensed/certified staff by selecting relevant courses.
- Review all permit applications in a timely manner; improve permit experience for customers.
- Conduct timely field inspections.
- Continue to implement clear, concise written policies and procedures.
- Promote a "team", "can do", and "how can we help" attitude and atmosphere.
- Develop/implement on-line and electronic permit and plan review process.

Number of Personnel: 3 Total Personnel Cost: $276,227

Salaries - Regular	$	207,188.80
Salaries - Overtime	$	1,500.00
Insurance - Health / Life / Dental	$	21,600.00
Insurance - Worker's Compensation	$	1,000.00
Insurance - Unemployment	$	1,800.00
Contribution - Social Security	$	16,203.36
Contribution - Retirement	$	26,934.54
Allowance - Vehicle / Mileage	$	12,000.00
Allowance - Clothing	$	1,500.00
Salaries - Longivity Pay	$	-
Utlities - Telephone	$	3,000.00
Utilities - Internet	$	-
Postage & Freight	$	700.00
Fees - Legal Notices	$	1,500.00
Fees - Training	$	3,000.00
Fees - Subscriptions, dues, notary	$	1,500.00
Prof. Serv. - Physical Exams	$	250.00
Prof. Serv. - Audit	$	100.00
Equipment Service / Maintenance	$	5,000.00
Maintenance - Vehicle	$	1,800.00
Supplies - Books	$	1,000.00
Advertising	$	250.00
Supplies - Fuel	$	1,800.00
Supplies - Protective Clothing	$	500.00
Supplies - Minor Tools	$	500.00
Supplies - Office	$	1,000.00
Fees - Trash Disposal	$	-
Capital Outlay	$	-
Insurance - Property & Casualty	$	1,100.00
Contractual Obligations	$	-
Total Building/Code Enforcement	$	312,726.70

COMPREHENSIVE PLANNING

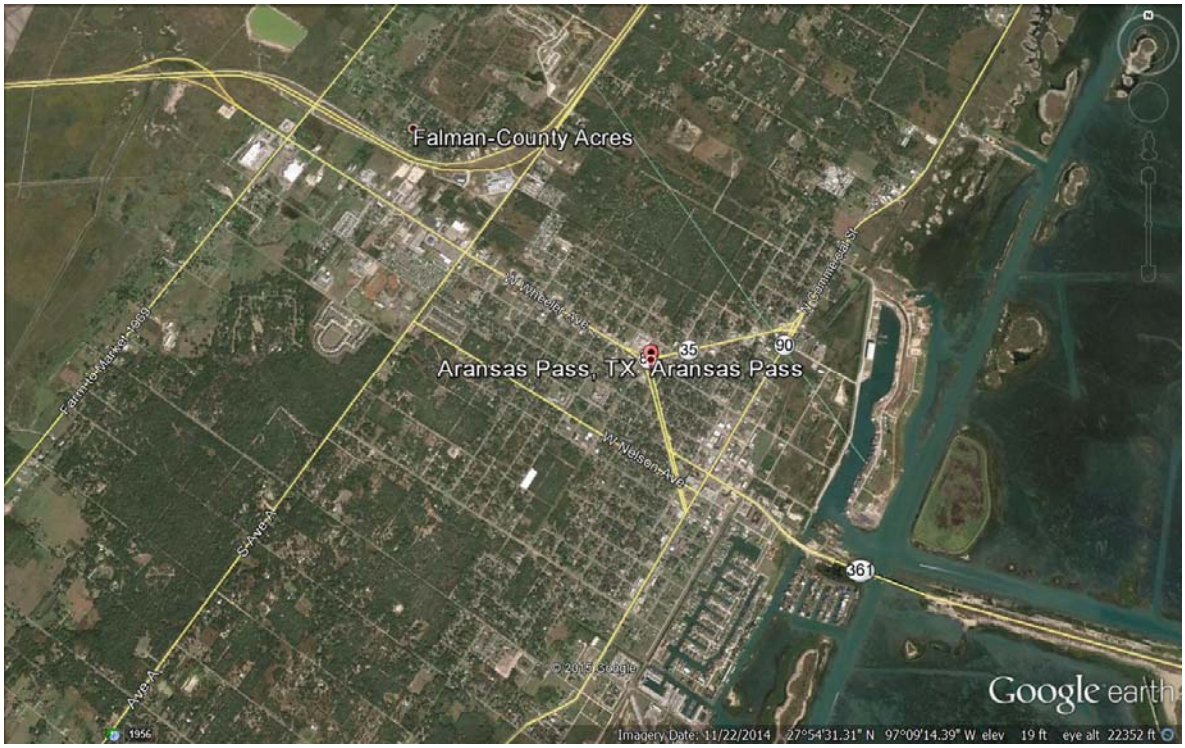
Mission Statement:

To support the advancement of Aransas Pass with consistent development standards and orderly development that not only improve the beautification of the city but are consistent with protecting the health, safety and welfare.

2016-2017 Goals:

- Establish a Community Rating System.
- Develop a Comprehensive Master Plan.
- Develop and Adopt a Floodplain Management Plan
- Establish and maintain a process for pre-development in Aransas Pass
- Process and evaluate proposed change of zoning and subdivision
- Review construction plans for compliance with current parking and landscaping regulations

Total Personnel: 2(1 Contract, San Patricio EDC) Total Personnel Cost: $92,710.00



HARBOR FUND

Harbor Fund

The Harbor Fund is comprised of lease and rentals in Conn Brown Harbor. The majority of the expense in the Harbor Fund is to handle residual environmental projects that were remaining from the past shrimping and other heavy industry that called Conn Brown home in the past decades.

HARBOR MASTER

Mission Statement:

The mission of the Harbor Department is to: Provide citizens with a safe and secure park facility for recreational fishing and related activities, manage all lease activity to provide efficient use of resources, and assist all efforts to secure future economic development which maximizes benefits to citizens.

2016-2017 Goals:

- Complete necessary repairs to the fishing pier at Harbor Point Park
- Continue lighting replacement, painting, and repairs to sinks, water fountains, and fish cleaning stations.
- Correct lease boundaries and leases, negotiate new leases as necessary
- Complete seagrass mitigation project to satisfy USACE requirements
- Participate in planning future improvements such as street repaving and new shelters, piers, slips, etc. as funding becomes available
- Seek development opportunities

Number of Personnel: 1 Total Personnel Cost: $66,581

Harbor Fund

Salaries - Regular	$	57,700.00
Salaries - Overtime	$	-
Insurance - Health / Life / Dental	$	-
Insurance - Worker's Compensation	$	250.00
Insurance - Unemployment	$	730.00
Contribution - Social Security	$	400.00
Contribution - Retirement	$	7,501.00
Allowance - Vehicle / Mileage	$	-
Allowance - Clothing	$	250.00
Salaries - Longivity Pay	$	-
Utlities - Telephone	$	720.00
Postage & Freight	$	-
Fees - Legal Notices	$	150.00
Fees - Training	$	500.00
Prof. Serv. - Audit	$	1,000.00
Prof. Fees - Consulting	$	2,500.00
Equipment Service / Maintenance	$	5,000.00
Maintenance - Vehicle	$	4,200.00
Supplies - Fuel	$	2,500.00
Supplies - Office	$	250.00
Capital Outlay	$	10,000.00
Insurance - Property & Casualty	$	1,000.00
Utilities - Water / Sewer / Garbage	$	3,500.00
Utilities - Electricity	$	7,000.00
Utilities - Natural Gas	$	-
Maintenance - Building	$	2,500.00
Maintenance - Building Equipment	$	-
Supplies - Janitorial	$	1,000.00
Professional Fees - Engineering	$	5,000.00
Development Abatements / Incentives	$	-
PILT General Fund	$	69,000.00
Environmental Projects	$	15,000.00
Bond Expense	$	-
Total Harbor	$	197,651.00

HOTEL & MOTEL FUND (HOT)

Hotel & Motel Fund

Total Revenues: $ 259,369

Total Expenses: $ 225,168.37

Balance: $ 34,201*

The Hotel Motel Fund is funded by receipts of visitors who utilize our local hotels. The hotels and motels are required to submit reports and the tax to the state who then distributes to the City. A new hotel expected to be online will represent a new income stream to this fund that has historically been relatively flat with no new hotels or motels in the past several years. Those revenues will be fully realized beginning in the 2017-2018 fiscal year.

Hotel / Motel Tax	$	(259,238.12)
Interest Income	$	(130.99)
Total HOT Revenue	$	(259,369.11)

Advertising	$	6,597.82
Community Special Events	$	43,570.55
Prof. Serv. - Other	$	175,000.00
Total HOT Expense	$	225,168.37

**Does not include recent requests that have not been presented to City Council.*

Municipal Development District

Last year's budget is presented for info. The current budget has not been adopted by the City Council. This budget funds the Civic Center deficit each year.

		Budget	YTD	Proposed Budget
Sales Tax		$ 825,000.00	$ (713,378.31)	$ (825,000.00)
Interest Income		$ 2,400.00	$ (3,623.58)	$ (3,953.00)
Total MDD Sales Tax		$ 827,400.00	$ (717,001.89)	$ (828,953.00)
Prof. Serv. - Audit		$ 3,000.00	$ 3,000.00	$ 3,272.73
Insurance		$ -	$ -	$ -
Maintenance - Building		$ 80,000.00	$ -	$ -
Professional Fees - Attorney / L		$ 500.00	$ -	$ -
Personnel Expense		$ 900.00	$ -	$ -
Bond Principal Expense		$ 350,000.00	$ 350,000.00	$ 381,818.18
Bond Interest Expense		$ 208,938.63	$ 210,243.72	$ 229,356.79
Civic Center Deficit		$ 252,000.00	$ -	$ 225,000.00
Total MDD Expense		$ 895,338.63	$ 563,243.72	$ 839,447.70
				$ 10,494.70

Crime Control and Prevention District

Last year's budget is presented for info. The current budget has not been adopted by the City Council. This budget funds about ¼ of the Police Department programs each year.

		Budget	YTD	Proposed Budget
Sales Tax		$792,000.00	($748,143.17)	($792,000.00)
Income - Miscellaneous		$0.00	$0.00	$0.00
Interest Income		$2,500.00	($3,809.89)	($4,156.24)
Revenue		$794,500.00	($751,953.06)	($796,156.24)
Prof. Serv. - Audit		$3,000.00	$3,000.00	$3,272.73
Professional Fees - Attorney		$1,000.00	$0.00	$0.00
Banking Services		$100.00	$0.00	$0.00
Grant - Patrol Funding		$225,000.00	$187,500.00	$204,545.45
Grant - SRO		$95,000.00	$79,166.60	$86,363.56
Grant - General		$390,000.00	$250,000.00	$272,727.27
Grant - Code Enforcement /		$25,000.00	$6,852.58	$7,475.54
Grant - Patrol Vehicles		$0.00	$0.00	$0.00
Grant - Equipment		$5,000.00	$5,000.00	$5,454.55
Grant - E911 Upgrade		$37,537.20	$31,266.00	$34,108.36
Grant - Public Awareness		$5,000.00	$0.00	$0.00
Insurance - Other		$500.00	$140.00	$152.73
Personnel Expense		$2,000.00	$0.00	$0.00
Expense		$789,137.20	$562,925.18	$614,100.19
				($182,056.05)

Capital Improvement Plan

To be presented on August 29, 2016