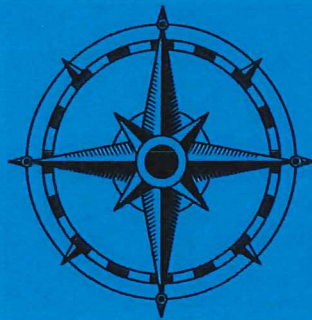


# **DISCOVER PORT LAVACA, TEXAS**



***ANNUAL BUDGET***

***2016 - 2017***



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Port Lavaca  
Texas**

For the Fiscal Year Beginning

**October 1, 2015**

A handwritten signature in black ink, reading "Jeffrey R. Egan", is positioned above the title "Executive Director".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Port Lavaca, Texas for its annual budget for the fiscal year beginning October 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

## **How to use this Book**

We understand how difficult it can be to find what you're looking for in such a complex document. We've made every effort to provide an easy way to navigate through this document to areas of interest.

The City of Port Lavaca's Annual Budget is divided into the following eleven (11) sections:

### **Budget Message**

This section contains the City Manager's Budget Transmittal Letter and a summary narrative of the budget plan.

### **City Profile**

This section provides our organizational chart, the City's history and information about our City today.

### **Budget Summaries**

This section depicts the "big picture" of city wide revenue and expenditures, reflects the changes in fund balance or working capital for each budgeted fund and provides comparison to prior year.

### **Revenue Assumptions and Trends**

This section provides revenue descriptions, trends and assumptions for major revenue line items. Detailed revenue information can be found within each respective fund.

### **General Fund**

The General Fund is the general operating fund of the City. This section provides a three (3) year comparative summary and detailed information for revenue and expenditures. You will also find each operating department's mission, upcoming goals, budget history, performance measures and major additions related to the General Fund.

### **Enterprise Funds**

This section provides a three (3) year comparative summary and detailed information for revenue and expenditures. You will also find each department's mission, upcoming goals, budget history, performance measures and major additions related to the Public Utility, Beach and Port Commission Funds.

### **Special Revenue Funds**

This section includes special revenues such as the Hotel/Motel, Forfeiture, Building Security, Economic Development Fund, Redflex Traffic, Court Technology Fund and Juvenile Case Manager Fund. These funds are legally restricted for certain purposes.

### **Capital**

This section provides current year capital expenditures and projects for all major funds and the City's Five Year Capital Improvement Plan.

### **City Wide Debt**

This section provides summary and detailed information on all debt issued and each annual debt service obligation by fund.

### **Statistical Information**

This section provides statistical and historical information.

### **Appendix**

This section provides the City's budgetary and financial policies, personnel staffing and compensation plan, glossary of terms, acronyms and index.

Mayor and Council Members  
City of Port Lavaca

Dear Mayor and Council Members,

As the newest member of TEAM PORT LAVACA, I am privileged to present a balanced budget for FY 2016 – 2017. The following document reflects a General Fund in the amount of \$9.9 million with no increase in taxes and continued service deliveries that can only be described as EXCELLENT.

The City of Port Lavaca is on the leading edge of an economic development boom. The City is fortunate to have elected officials and a professional staff that recognize this tremendous potential for growth and has taken action to accommodate this movement towards a better and brighter future for Port Lavaca.

The FY 2016 – 2017 Budget addresses the means by which to facilitate a positive and structured growth that will benefit the citizens of Port Lavaca. Unequivocally, all city departments, including Administration, Economic Development, Public Works, Utilities, Parks, Finance, Building & Code Enforcement, Police, and Fire have been funded at levels that will accommodate maximum controlled growth for the City.

The recent adoption of both a long term Comprehensive Plan and a five year Capital Improvement Plan illustrates the willingness of the elected officials and City Staff to make a sincere commitment to grow the City and create an environment that will improve the quality of life exponentially for the citizens of Port Lavaca.

Please accept the FY 2016 – 2017 budget as an integral component of the city's movement towards a more vibrant and sustainable community. The horizon is extremely bright for the City of Port Lavaca. Let's join hands and continue to build on the successes and partnerships that make our community truly our "Paradise on the Bay."

"LET'S GROW OUR COMMUNITY TOGETHER"

Robert J. Bradshaw  
City Manager



### What is P.R.I.D.E?

The City's Strategic Plan reflects a theme of our leadership principles and expectations—better known as “**Port Lavaca PRIDE**”. The FY 2011-2012 Budget marked our first year using the theme “**Bringing Back the Pride**”. Since then, each year “**PRIDE**” has continued to be our foundation. At first, “pride” solely focused our budget around any initiative that improved the quality of life for our citizens, thereby bringing improvements back to the community that made residents proud. “Pride” *today* means displaying Passion, Responsibility, Integrity, Desire and Example in all city initiatives. This theme has become the focus of the senior staff and employees-- pride for the community and pride for the job.

**Passion:** we will have a passion for our community, our vision and our job

**Responsibility:** we will treat all citizens and our team in a responsible manner

**Integrity:** we will lead with integrity and follow with encouragement

**Desire:** we will share the desire to make things better

**Example:** we will set the right example for our employees and our team

These values support the city's customers-- its citizens. When taking an action, we will consider the following:

- How does this help Mr. or Ms. Citizen?
- How does this help their quality of life?
- How does this help their standard of living?

The strategic plan has continued to set the tone for the budget process that began in March. The City Manager and Key Leader Team reviewed Departmental Business Plans (objectives) from the previous year to determine if the goals/objectives set were attained. Through these discussions, a new set of objectives were placed in each department's business plan in an effort to meet Council's expectations also known as City Council Goal Statements.

These goal statements support the areas of Governance, Quality of Life, Infrastructure, Community and Business Development. More information on the Strategic Plan can be found in the **City Profile** section of this book.

***“To become truly great, one has to stand  
with the people, not above them.”***

***Charles de Montesquieu***



**CITY OF PORT LAVACA  
ELECTED OFFICIALS 2016-2017**

The City has a home-rule Council-Manager form of government. The elected body is made up of a Mayor, who is elected at large and six Council Members elected by district. The Mayor is elected for a two-year term while Council Members are all elected for staggered three-year terms. The City Manager is appointed by the City Council and is responsible for implementation of City Council policy and all day-to-day operations of the City.



Jack Whitlow  
*Mayor*

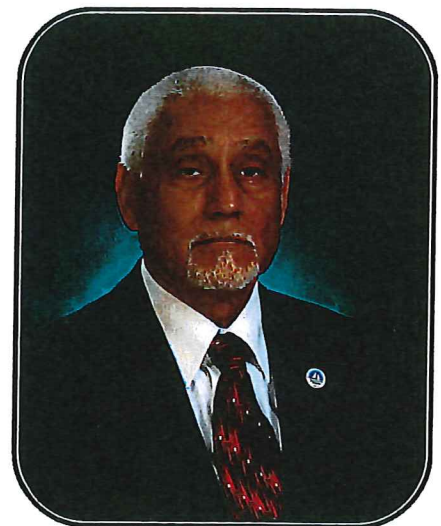
**PORT LAVACA**  
**CITY ELECTED OFFICIALS**  
**FY 2016-2017**



Jerry Smith  
*Councilmember, District 1*



Tim Dent  
*Councilmember, District 2*



Lee Rivera  
*Councilmember, District 3*

## Our Mission

*Our mission is to make Port Lavaca a desirable place to live through quality services, responsible use of public resources, and a progressive attitude toward community development. With enthusiasm, integrity and vision, we will maintain a safe environment and continually improve the quality of life for all citizens.*

## Our Vision

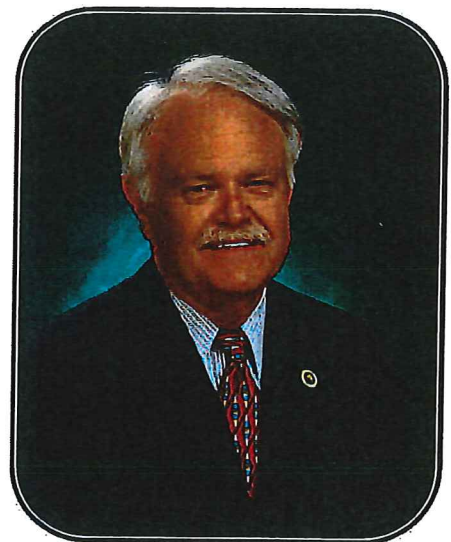
*The Mayor and the City Council envision a friendly town on Lavaca Bay where economic and recreational opportunities abound, providing for a wonderful quality of life for both citizens and tourists, rich in history and looking toward a vibrant future!*



Rosie Padron  
Councilmember, District 4



James Ward  
Councilmember, District 5

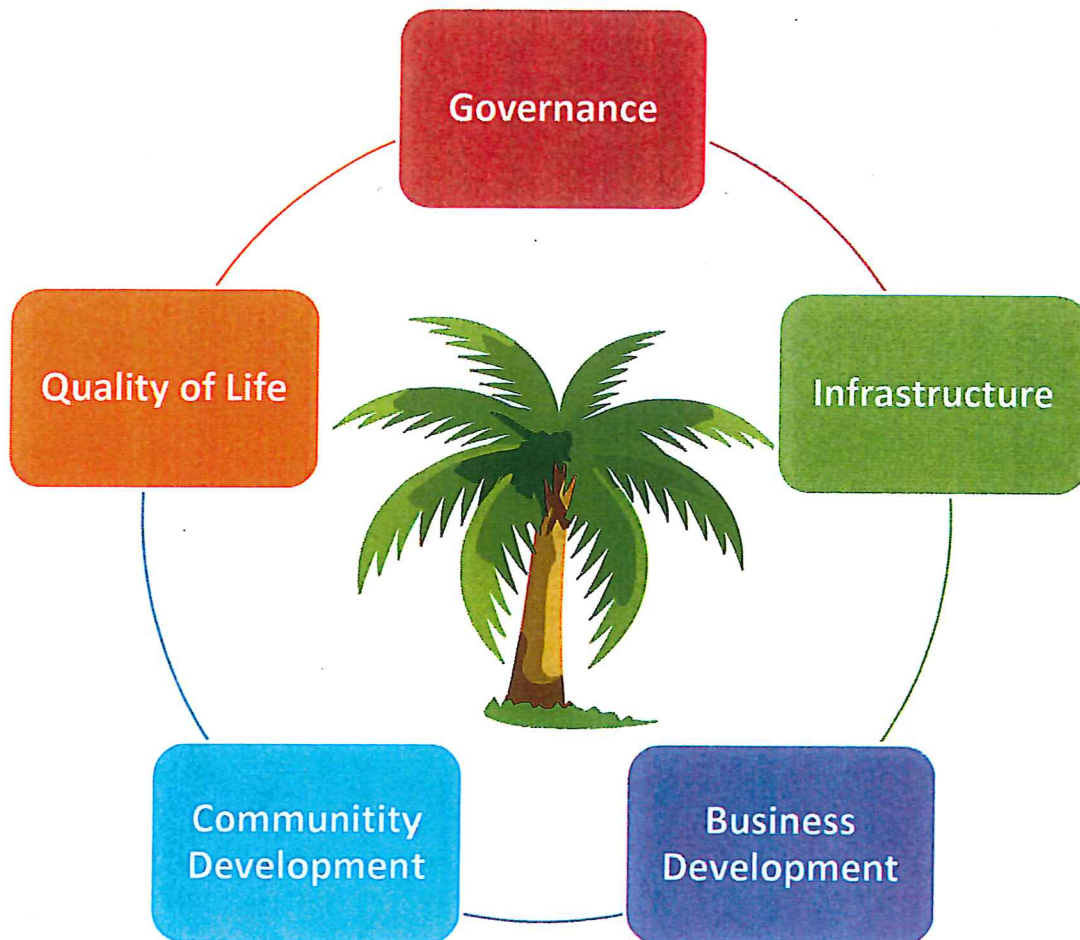


Ken Barr  
Councilmember, District 6  
Mayor Pro-Tem

## Strategic Plan and Goals

### Strategic Plan

Port Lavaca adopted a new Strategic Plan on May 14, 2012 consisting of five areas of emphasis (Governance, Infrastructure, Business Development, Community Development, & Quality of Life) shown in the graph below. This plan will enable the City to continue to grow and provide the citizens of Port Lavaca with exceptional service. The graph below depicts each dimension of the plan. The following page shows Council's corresponding strategic goal for this fiscal year.



## City Council Area of Emphasis with Associated Goal Statement

Fiscal Year 2016-2017

### **Governance**



Port Lavaca residents are well informed and involved with the affairs of local city government.

### **Infrastructure**



Port Lavaca residents enjoy new streets, sidewalks and other improvements year after year.

### **Business Development**



Port Lavaca is known for creating a business development program that is responsive to existing business needs.

### **Community Development**



Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

### **Quality of Life**



Port Lavaca residents enjoy a safe community with great amenities and affordable living.

## OUR CITY PROFILE

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### Linking Long-Term Goals to Departmental Objectives

For the 2016-2017 Budget, each department has outlined a description of services and aligned themselves with the Council's Goals and the City's Leadership Values better known as Port Lavaca P.R.I.D.E. This theme has become the model for senior staff and employees to meet management expectations.

**Passion:** we will have a passion for our community, our vision and our job

**Responsibility:** we will treat all citizens and our team in a responsible manner

**Integrity:** we will lead with integrity and follow with encouragement

**Desire:** we will share the desire to make things better

**Example:** we will set the right example for our employees and our team

In order to succeed in the fulfillment of these goals, department staff compiled their own operational goals and objectives for the coming year. When compared to prior year accomplishments, these goals and objectives help us mark our progress toward the achievement of the City Council's goals. The section below shows the linkage of our short-term departmental objectives to long-term council goals.

#### *Port Lavaca residents are well informed and involved with the affairs of local city government.*

##### *Fiscal Year 2016-2017 Departmental Business Plans (Objectives)*

###### **City Manager Department**

- Establish and reinforce regional partnerships that include Economic Development, law enforcement, firefighting, and public works

###### **City Secretary Department**

- Categorize all elections held for the city

###### **Human Resource Department**

- Continue to update the department's website page

###### **Municipal Court Department**

- Improve public's knowledge of the municipal courts' role in processing cases filed by the Port Lavaca Police, Code Enforcement and Animal Control departments

###### **Economic Development**

- Maintain an updated community profile to be available on website and hardcopy
- Hire retail recruiting firm to attract retail

###### **Finance Department**

- Continue to improve the budget document to create an easy, understandable format for our citizens

<ul style="list-style-type: none"><li>Assist City with procurement of a new telecommunication (phone) system</li></ul>
<b>City Hall</b>
<ul style="list-style-type: none"><li>Replace sign out front to provide a more professional appearance</li></ul>
<b>Public Safety Departments (Police, Fire, Animal Control &amp; Code Enforcement)</b>
<ul style="list-style-type: none"><li>Increase patrol activities to deter and prevent criminal activity within the City</li><li>Partner with Municipal Court in providing community service programs for juvenile and adult offenders</li><li>Organize community programs such as Civilian Patrol and Youth Explorers</li><li>Continue to respond quickly to extinguish fires so as to minimize the loss of life, damage to property and economic impact upon the community</li><li>Continue to provide professional animal control service to the citizens of Port Lavaca and Calhoun County</li></ul>
<b>Public Utility Departments (Utility Billing &amp; Utility Maintenance)</b>
<ul style="list-style-type: none"><li>Create a pamphlet to hand out to new customers</li><li>Revise customer service ordinance and make available online</li><li>Continue to enhance the web page for the department</li><li>Keep customer complaints below 1% of total customers per month</li></ul>
<i>Port Lavaca residents enjoy new streets, sidewalks, &amp; other improvements year after year.</i>
<i>Fiscal Year 2016-2017 Departmental Business Plans (Objectives)</i>
<b>City Manager Department</b>
<ul style="list-style-type: none"><li>Focus on infrastructure and beautification improvements at Bayfront Park</li><li>Establish and implement a “Keep Port Lavaca Beautiful” campaign</li></ul>
<b>Economic Development Department</b>
<ul style="list-style-type: none"><li>Implement a façade grant program</li><li>Establish a Historic Tax District recognized by National Register of Historic Places</li></ul>
<b>City Hall</b>
<ul style="list-style-type: none"><li>Stripe parking lot for handicap parking</li></ul>
<b>Street Department</b>
<ul style="list-style-type: none"><li>Reconstruct Commerce Street</li><li>Clean out several sections of ditches within the City</li><li>Develop a herbicide program for curbs and gutters</li><li>Sealcoat five (5) miles of street</li></ul>
<b>Parks Departments (Parks, Bauer Convention Center &amp; Lighthouse Beach)</b>
<ul style="list-style-type: none"><li>Replace park signs and old park equipment</li><li>Add parking at Wilson Sports Complex</li><li>Upgrade the audio equipment</li><li>Upgrade trailer space pads</li><li>Upgrade electrical on the fishing pier (Phase II)</li></ul>
<b>Public Utility Departments (Utility Maintenance &amp; Wastewater)</b>
<ul style="list-style-type: none"><li>Replace water line on Colorado Street between Austin Street and South</li><li>Replace and/or upgrade pumps in lift stations where needed</li></ul>

## OUR CITY PROFILE

### Port Commission Operations

- Develop a plan to dredge and maintain the depth of the entrance channel at the Nautical Landing Marina
- Improve bulk head at the harbors

*Port Lavaca is known for creating a business development program that is responsive to existing business needs.*

### Fiscal Year 2016-2017 Departmental Business Plans (Objectives)

#### City Manager

- Establish and implement a pro-active economic development strategy reflecting a "Business Friendly" attitude

#### Economic Development Department

- Create an initial Tax Increment Refinance Zone and Board of Directors
- Create and implement a Strategic Plan
- Establish 3<sup>rd</sup> party non-profit to administer funds for Economic Development Programs

#### Public Safety Departments (Code Enforcement)

- Revise ordinance chapter 42 to simplify and streamline the platting process
- Update municipal ordinance chapter 12 to update the International Code Council (ICC) building codes to the 2015 code cycle

### Port Commission Operations

- Continue marketing Harbor of Refuge for future tenants
- Support economic development and tourism of the City's waterfront properties

*Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.*

### Fiscal Year 2016-2017 Departmental Business Plans (Objectives)

#### City Manager Department

- Establish and implement a "Legislative Day" for 2017

#### Parks Department (Parks & Bauer Center)

- Beautify the City's parks and open spaces
- Create a more extensive marketing plan

#### Beach Operations

- Promote Lighthouse Beach as a birding destination

*Port Lavaca residents enjoy a safe community with great amenities and affordable living.*

### Fiscal Year 2016-2017 Departmental Business Plans (Objectives)

#### Public Safety Departments (Fire, Animal Control & Code Enforcement)

- Implement mobile data terminals in the emergency units
- Improve communication with addition of new portable radios
- Implement fire protection program for all youth
- Work closely with the Police Department and Inspection Department to ensure proper enforcement of animal control ordinances and state health regulations
- Promote citizen compliance with pet registration requirements
- Create standard operating procedures to deal with specific code enforcement infractions i.e. high grass, etc.

**City Officials**  
**FY 2016-2017**

**Appointed Offices**

Robert Bradshaw

City Manager

Reymundo Perez

Municipal Court Judge

**Division Directors**

Scotty Jones

Finance Director

Mandy Grant

City Secretary

Joe Reyes

Interim Fire Chief

Colin Rangnow

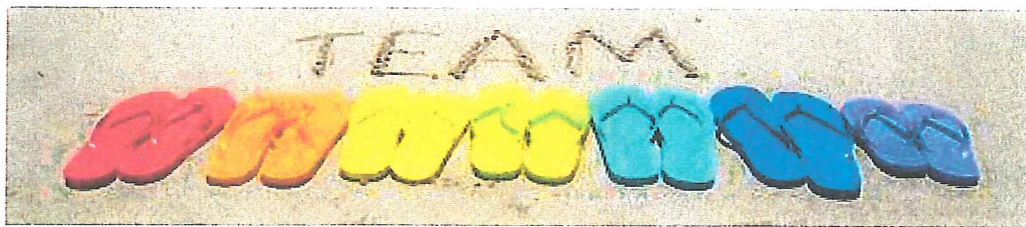
Interim Police Chief

Darren Gurley

Director of Public Works

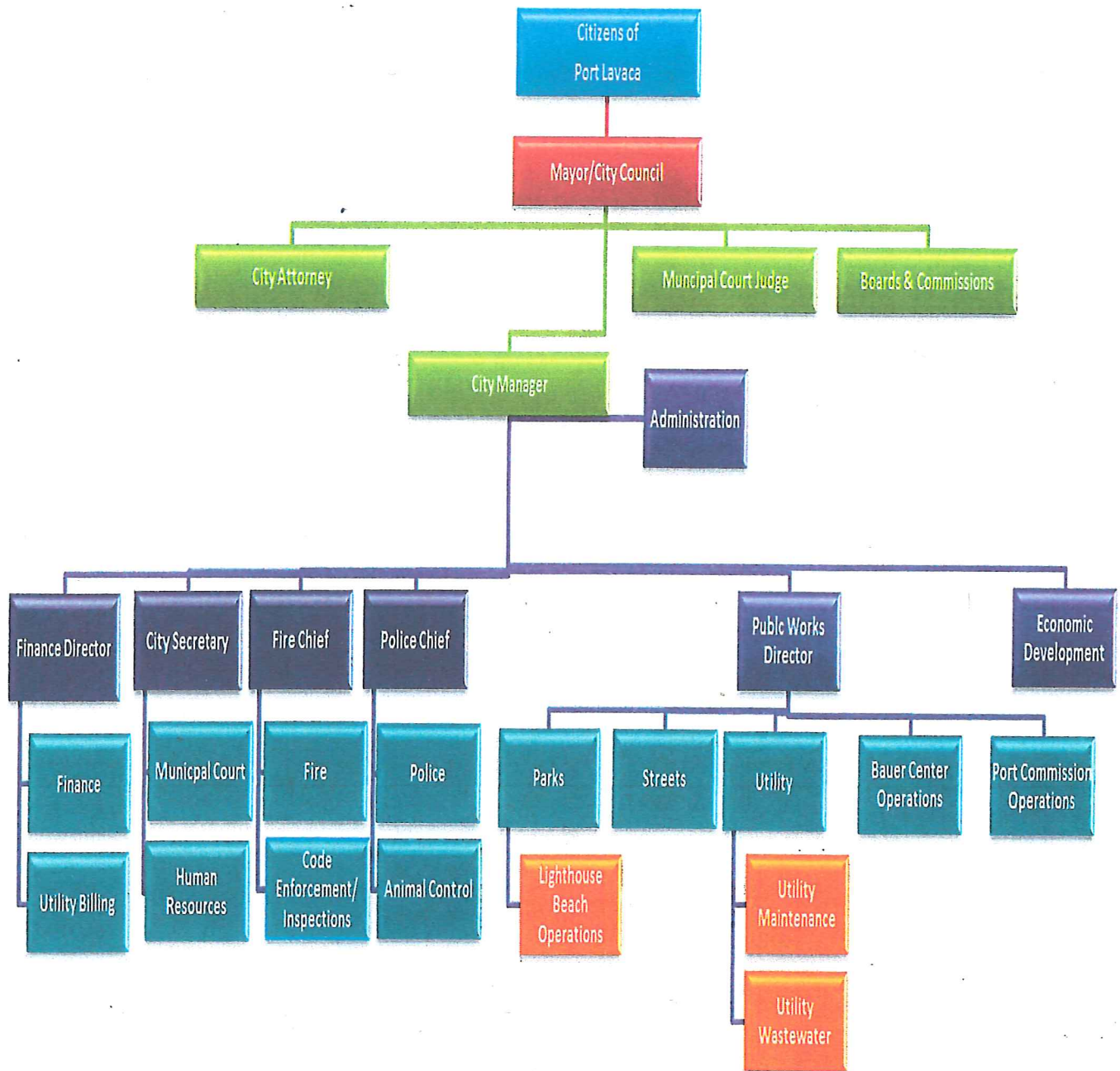
Chad Odom

Economic Development Director



*Together, Everyone, Achieves, More*

# Organizational Chart



## History of Port Lavaca, Texas

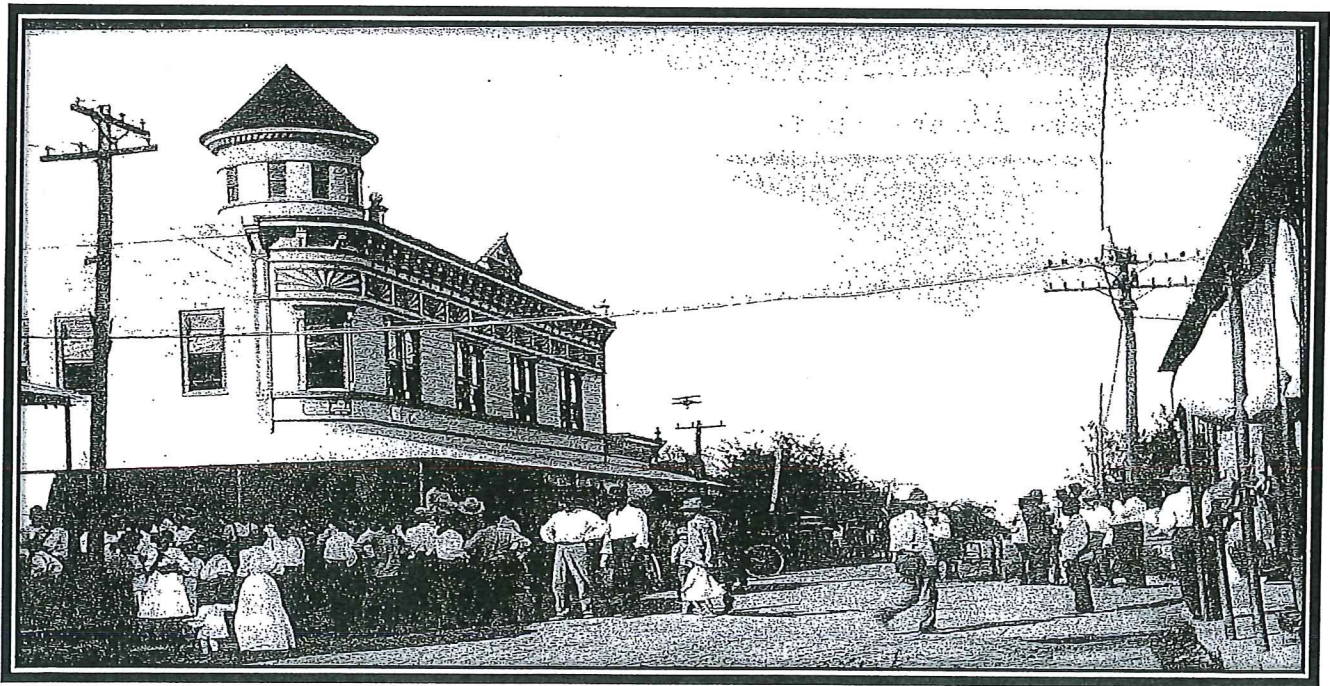
The City of Port Lavaca celebrated 175 years of rich history in 2015.

The area in and around Port Lavaca and adjacent to Lavaca Bay, formally known as San Bernardo Bay, was used by the Spanish as a port from which to expand their missions and military garrisons in the Spanish territory, now known as Texas, in the early 1500s and for some 250 years thereafter.

San Bernardo Bay was later renamed Lavaca Bay because of the abundance of buffalo found in the area, which were called cows, *la vaca* being the Spanish words for *the cow*.

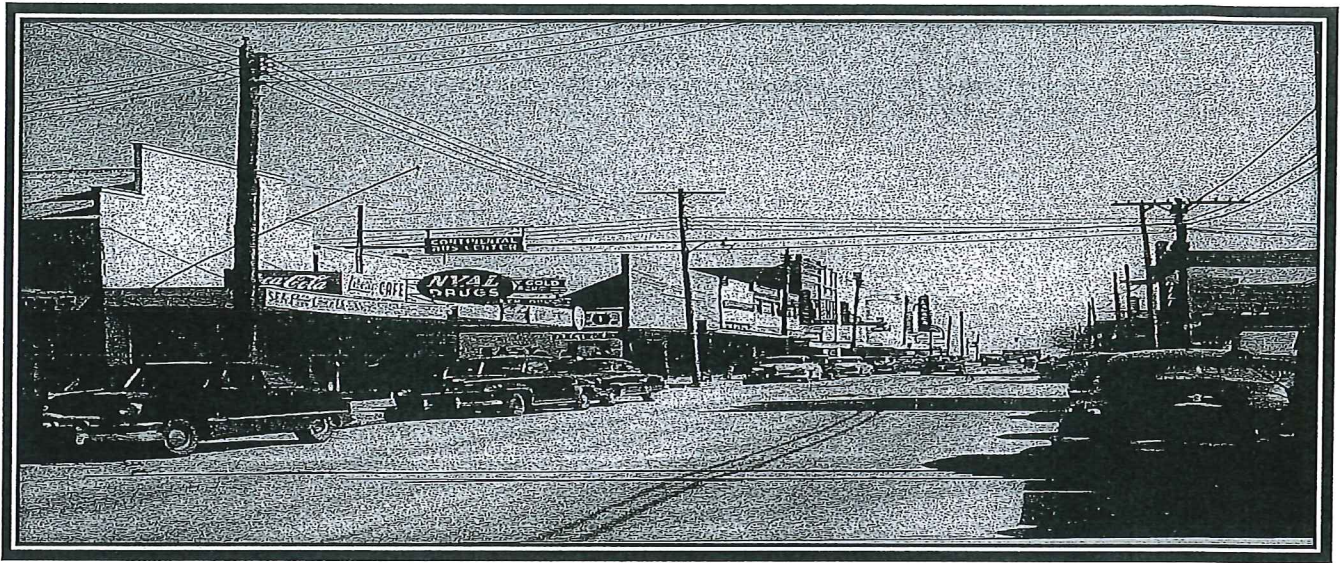
The year 1840 is generally accepted by all historians as the date the town of Lavaca officially began. The town was formally laid out and platted in 1842. "In 1846, Calhoun County was created and Lavaca was designated the county seat. The city of Lavaca was incorporated in 1848. Although incorporated as Lavaca, the town was also known as Port Lavaca because of its harbor facilities."

The Gulf Intracoastal Waterway was connected to Port Lavaca in 1913 and a seawall was completed in 1920. Port Lavaca was an active fishing port in the first half of the 20th Century. Shrimp and frozen seafood became major items for export. Natural gas and oil were discovered in 1934 and 1935.



## OUR CITY PROFILE

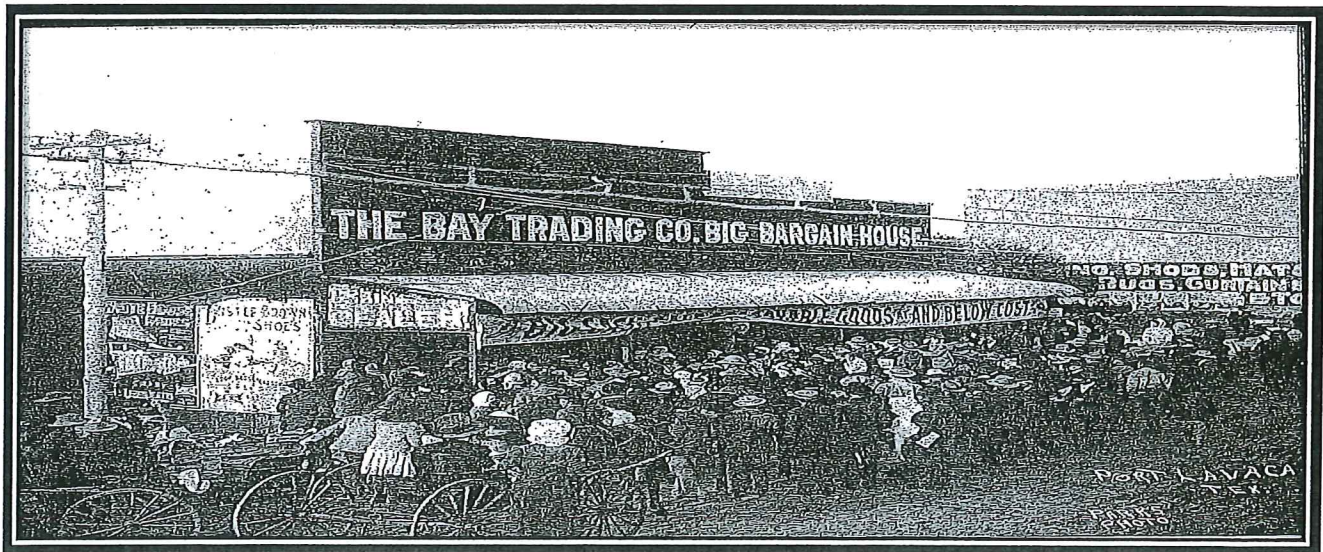
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From the late 1940s, major manufacturing began to contribute to Port Lavaca's growth. The Port Lavaca Causeway was opened in 1944.

Port Lavaca has from its origin been a center for the seafood industry and a prominent port. Port Lavaca returned to its origins in 1963 when the Matagorda channel was dredged to a depth of 36 feet from the Gulf to its present terminal near Port Lavaca. Deep water vessels were able to serve the area's major industries. Over 275 deep water vessels visited Port Lavaca in 1997. Port facilities on Lavaca Bay ranked as the fourth largest in the State of Texas.

*Our thanks to Calhoun County author and historian, Mr. George Fred Rhodes, for so graciously permitting us to quote from his article Brief History of the City of Port Lavaca, Texas, February 26, 1990, published in Port Lavaca, Texas, 150th Birthday Celebration 1840 – 1990.*



## Snapshot of Port Lavaca Today

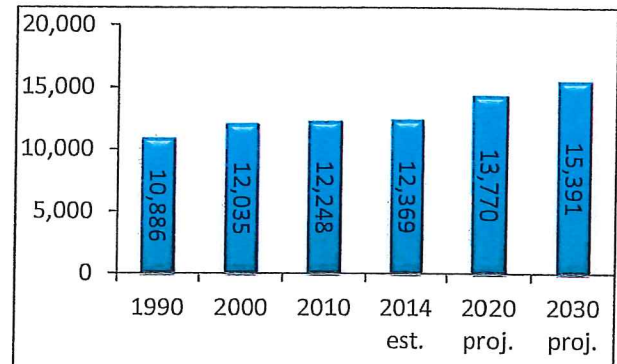
### Location

The City of Port Lavaca is the central hub between Houston, Corpus Christi and San Antonio and is the county seat of Calhoun County. Located in the center of the Texas Gulf Coast, the City is about 14 square miles, of which 3.8 miles is along the water.



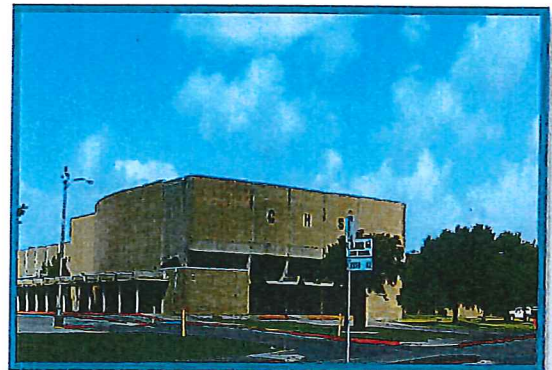
### Population

According to the 2010 census, Port Lavaca is currently home to about 12,248 residents. The graph to the right represents the City's population beginning in 1990 to the estimated 2014, based on the records of the U.S. Census Bureau. The City, according to the Texas Water Development Board is projected to reach 15,391 by 2030. The City has seen slow, but steady growth.



### Schools

Port Lavaca is served by the Calhoun County Independent School District. The City presently has two Pre-Kindergarten through Fifth grade elementary schools: H.J.M. Elementary and Jackson/Roosevelt Elementary; one Sixth through Eighth grade middle school: Travis Middle School; and two high schools. Calhoun High School serves the Ninth through Twelfth grades. Hope High School accommodates mainly students with special needs. The photo above is of Calhoun High School.



## OUR CITY PROFILE

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### Culture and Recreation

Port Lavaca is one of the most family-friendly cities you will ever visit! There is so much to do in this city by the bay. Residents and visitors of all ages may take part in the many diverse activities available. With many fishing tournaments throughout the year, the outdoorsman will find plenty to do. Whether it is fishing, boating or relaxing in the gentle breeze, **Port Lavaca has it all!**

Port Lavaca provides a variety of restaurants ranging from Mexican food to seafood. There is also an excellent golf course at the Hatch Bend Country Club. There are many vacant houses and lots on the bay for those who wish to make Port Lavaca their home.

Port Lavaca has many other amenities to offer including the following: beaches, shopping, movie theater, pool, convention center, a lighthouse and motels.



**DEMOGRAPHIC AND ECONOMIC STATISTICS**  
**(UNAUDITED)**  
*Last ten fiscal years*

<b>Fiscal Year</b>	<b>(1) Population</b>	<b>Personal Income</b>	<b>(2) Per Capita Personal Income (Calhoun County)</b>	<b>(3) School Enrollment</b>	<b>(4) Unemployment Rate</b>
2006	11,471	\$ 307,124,554	\$ 26,774	4,299	5.0%
2007	11,405	443,129,870	38,854	4,334	4.5%
2008	11,465	346,862,110	30,254	4,282	4.9%
2009	11,489	361,662,231	31,479	4,349	8.3%
2010	12,035	372,651,740	30,964	4,230	9.1%
2011	12,248	396,994,424	32,413	4,276	8.7%
2012	12,282	N/A	N/A	4,270	6.1%
2013	12,300	N/A	N/A	4,272	7.1%
2014	12,374	443,706,892	35,858	4,242	3.9%
2015	12,399	483,722,187	39,013	4,122	3.7%

NOTES: The unemployment rates are a twelve month average from October through September for City of Port Lavaca.

N/A denotes information not available

SOURCE: (1) Population based on U.S. Census Bureau

(2) Bureau of Economic Analysis

(3) Calhoun Independent School District

(4) Texas Workforce Commission

## OUR CITY PROFILE

**PRINCIPAL EMPLOYERS**  
**(UNAUDITED)**  
*Current Year and Two Years Ago*

2015		
Employer	Employees	Percentage of Total County Employment
Formosa Plastics	2,400	24.69%
Inteplast Group	2,300	23.66%
Calhoun County I.S.D.	595	6.12%
Alcoa	650	6.69%
Dow Chemical	575	5.92%
Orion Marine Group, Inc.	389	4.00%
Calhoun County	215	2.21%
Seadrift Coke	125	1.29%
Memorial Medical Center	275	2.83%
INEOS Nitriles Formerly BP	133	1.37%
	<u>7,657</u>	<u>78.78%</u>

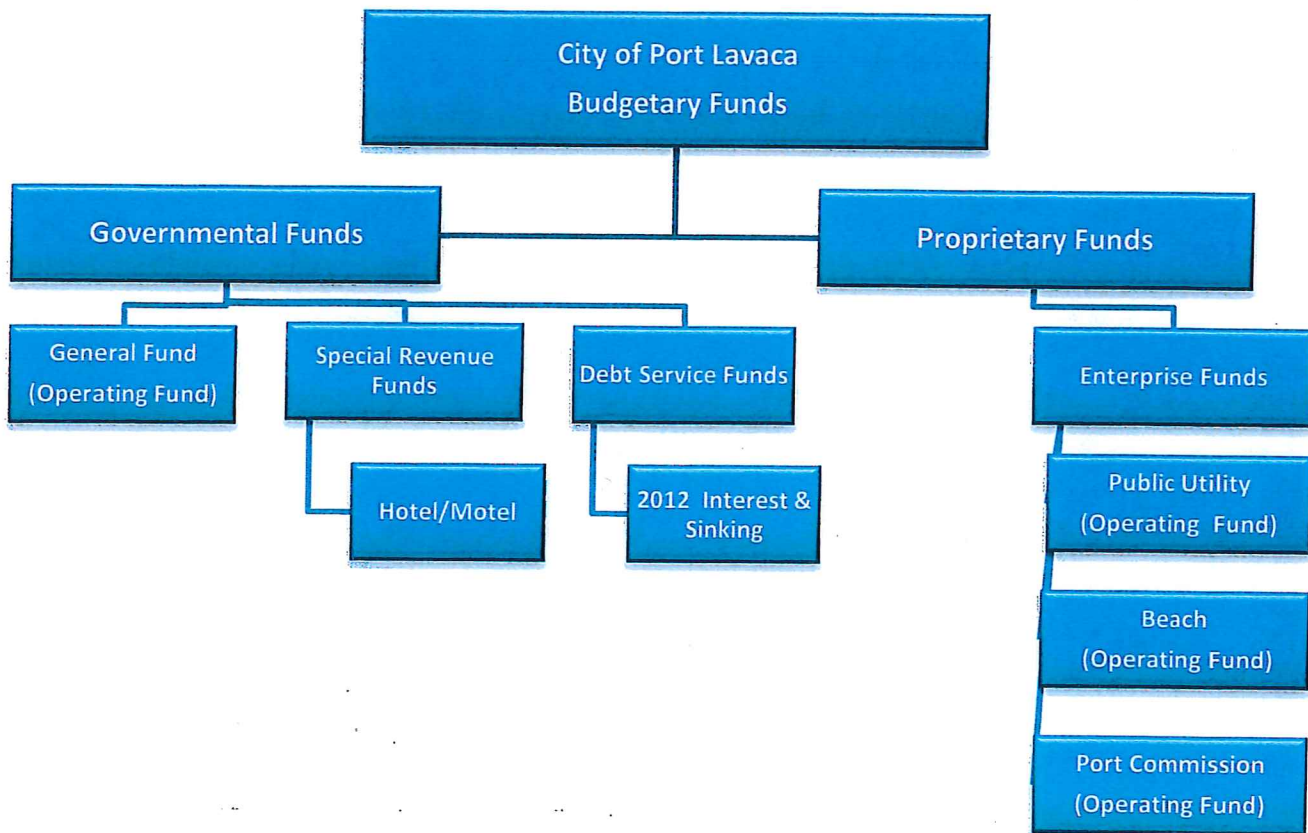
2013		
Employer	Employees	Percentage of Total County Employment
Formosa Plastics	2,400	23.10%
Inteplast Group	2,300	22.14%
Calhoun County I.S.D.	579	5.57%
Alcoa	650	6.26%
Dow Chemical	575	5.54%
Orion Marine Group, Inc.	424	4.08%
Calhoun County	209	2.01%
Memorial Medical Center	141	1.36%
Seadrift Coke	140	1.35%
HEB Grocery	135	1.30%
INEOS Nitriles Formerly BP	135	1.30%
	<u>7,688</u>	<u>74.01%</u>

NOTES: Information is for the City and Calhoun County.

SOURCE: Texas Workforce Commission-Victoria Office

## Budgetary Fund Structure

The illustration below is intended to serve as a “big picture” overview for the City of Port Lavaca’s Fiscal Year 2016-2017 budgeted fund structure. The adopted budget presents four operating funds (General, Public Utility, Beach and Port), one special revenue fund (Hotel/Motel) and one debt service fund (2012 Interest & Sinking). Not all funds of the City are appropriated (i.e., budgeted). Capital projects and most of the City’s special revenue funds are recorded on a project length basis as opposed to annual appropriation. Each fund is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The budgeted funds of the City can be divided into two categories: governmental funds and proprietary funds. Governmental Funds are supported primarily with taxes while proprietary funds are supported by user charges. Operating funds provide for the day to day operations of the City. They account for all routine expenditures and capital outlay items. Debt service funds, also known as interest and sinking funds, are governmental type funds used for the accumulation of resources to pay off long-term debt. Special Revenue funds, such as the Hotel/Motel, are used to account for the proceeds of specific revenue that are legally restricted to expenditures for specified purposes. A more in-depth explanation of the budget is depicted with graphs, charts and a narrative of revenue and expenditures within the detail of each respective fund.



## BUDGET SUMMARIES

### Combined Budget Overview

The Fiscal Year 2016-2017 budget for all appropriated funds totals \$17,189,000 in revenues and expenditures, including transfers between funds. The goal of the budget process is to provide a balanced budget, in which expenditures do not exceed revenues.

*The table below shows an overview of FY 2016-2017 Budget by Funds as it compares to the prior year.*

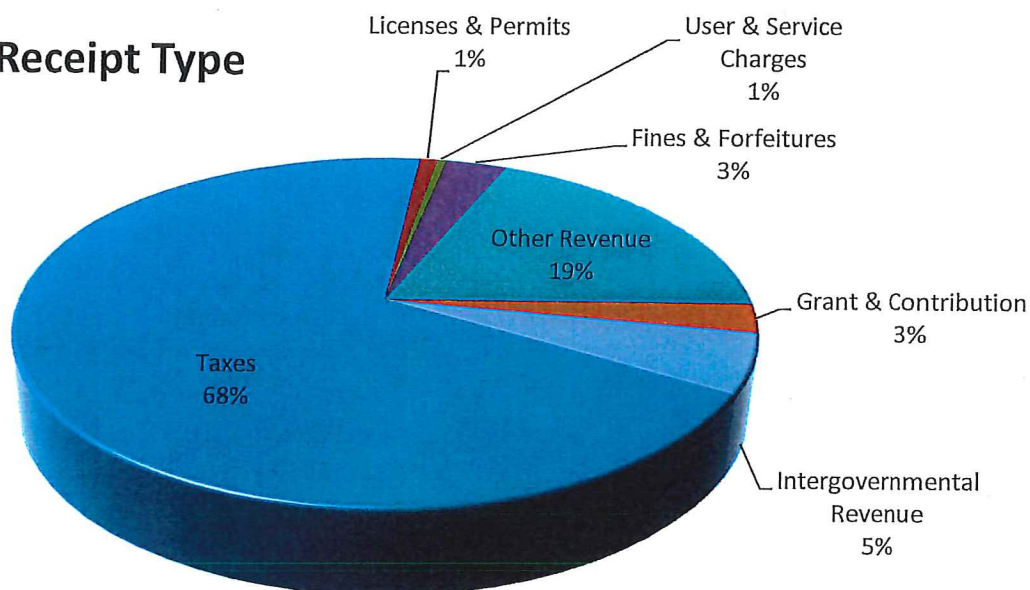
	Amended Budget FY 15-16	Adopted Budget FY 16-17	Variance	Variance By %
General Fund	7,820,000	9,915,000	2,095,000	27%
2012 Interest & Sinking Fund	327,300	327,000	-300	0%
Public Utility Fund	5,875,000	5,741,000	-134,000	-2%
Beach Fund	307,000	332,000	25,000	8%
Port Commission	2,980,000	474,000	-2,506,000	-84%
Hotel/Motel Fund	400,000	400,000	0	0%
<b>Total Budget</b>	<b>17,709,300</b>	<b>17,189,000</b>	<b>-520,300</b>	<b>-3%</b>



## General Fund Revenue

Receipt Type	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
Taxes	7,217,351	6,540,500	6,842,850	6,777,500	237,000
Licenses & Permits	105,244	83,200	115,265	86,000	2,800
User & Service Charges	89,451	47,000	88,450	52,000	5,000
Fines & Forfeitures	274,479	281,000	307,550	308,000	27,000
Other Revenue	115,619	30,000	79,000	1,886,000	1,856,000
Grant & Contributions	267,997	256,800	258,111	257,800	1,000
Intergovernmental Revenue	1,197,622	581,500	581,500	547,700	-33,800
<b>Total Revenue</b>	<b>9,267,763</b>	<b>7,820,000</b>	<b>8,272,726</b>	<b>9,915,000</b>	<b>2,095,000</b>

## Revenue by Receipt Type



Largest Revenue Sources	Amended Budget FY 2015-2016	% Of Total 15-16 General Fund Budget	Adopted Budget FY 2016-2017	% Of Total 16-17 General Fund Budget	Variance
Property Taxes	3,494,000	45%	3,594,000	36%	100,000
Sales Tax	2,450,000	31%	2,600,000	26%	150,000
Franchise Fees	596,500	8%	583,500	6%	-13,000
<b>Total</b>	<b>6,540,500</b>	<b>84%</b>	<b>6,777,500</b>	<b>68%</b>	<b>237,000</b>

Note: Excludes consideration of Intergovernmental Revenue or Transfers from Enterprise Funds for administrative fees

# GENERAL FUND

## General Fund Revenue Detail

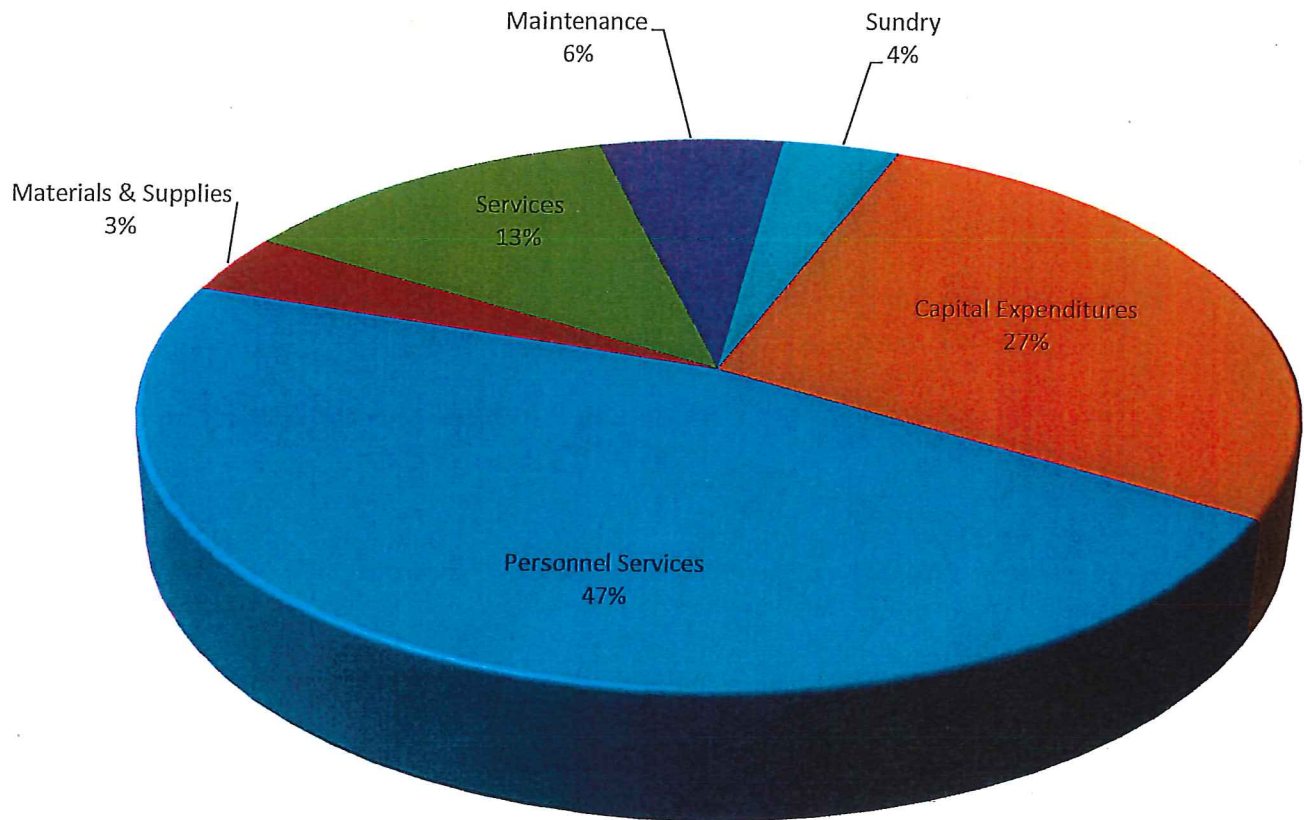
General Fund Revenues	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
<b>Taxes</b>				
Property Taxes Current	3,660,825	3,400,000	3,505,000	3,500,000
Property Taxes Delinquent	108,093	94,000	94,000	94,000
Sales Tax Revenue	2,809,977	2,450,000	2,650,000	2,600,000
Natural Gas Franchise Tax	48,126	40,000	40,000	40,000
Electrical Franchise Tax	352,058	338,000	345,000	340,000
Telephone Franchise Tax	37,120	33,000	33,000	33,000
Cable TV Franchise Tax	81,959	85,000	70,000	65,000
Waste Collection Franchise	95,563	85,000	90,000	90,000
Other Franchise Tax	974	500	800	500
Alcohol Beverage Tax	22,655	15,000	15,050	15,000
<b>Total Taxes</b>	<b>7,217,351</b>	<b>6,540,500</b>	<b>6,842,850</b>	<b>6,777,500</b>
<b>Licenses &amp; Permits</b>				
Electrical Licenses	2,890	2,000	3,750	2,500
Builder Licenses	6,541	5,000	4,700	5,000
Electrical Permits	8,857	6,000	9,650	7,000
Building Permits	34,689	30,000	21,850	30,000
Plumbing Permits	10,753	8,000	12,300	8,500
Mechanical Permits	7,015	3,500	11,200	3,500
Trailer Permits	960	200	800	0
Food Handler's Permits	2,530	2,500	2,820	2,500
Liens	860	0	70	0
Other Permits & Fees	15,715	18,000	33,100	18,000
Alcoholic Beverage Licenses	5,135	4,000	5,600	4,000
Animal Licenses & Fee	7,570	4,000	7,700	5,000
Alarm Fees	1,730	0	1,725	0
<b>Total Licenses &amp; Permits</b>	<b>105,244</b>	<b>83,200</b>	<b>115,265</b>	<b>86,000</b>
<b>User &amp; Service Charges</b>				
Bauer Center Rentals	78,324	45,000	80,000	50,000
Bayfront Rentals	8,760	0	6,500	0
Police Services	2,367	2,000	1,950	2,000
Fire Service Fees	0	0		0
<b>Total User &amp; Service Charges</b>	<b>89,451</b>	<b>47,000</b>	<b>88,450</b>	<b>52,000</b>

General Fund Revenues (Continued)	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
<b>Fines &amp; Forfeitures</b>				
Penalties & Interest	83,147	90,000	82,000	85,000
Tax Attorney Fees	37,101	33,000	34,000	35,000
Court Fines	122,254	120,000	155,000	150,000
Municipal Court- Collection Agency	12,676	17,000	14,800	17,000
Local Time Payment Fees	4,764	5,000	7,050	5,000
Arrest Fees	14,537	16,000	14,700	16,000
Cash Over- Municipal Court	0	0	0	0
<b>Total Fines &amp; Forfeitures</b>	<b>274,479</b>	<b>281,000</b>	<b>307,550</b>	<b>308,000</b>
<b>Other Revenue</b>				
Interest Income	24,683	10,000	29,700	15,000
Other Financing Sources	0	0	0	0
Photo Copies	1,300	0	1,200	0
Donations	8,880	0	250	0
Auction Proceeds	43,061	5,000	4,850	5,000
TML Reimbursements	9,838	4,000	12,000	5,000
Fire Training Reimbursement	0	0	0	0
Miscellaneous Income	21,857	5,000	25,000	5,000
Tower of Tex Usage Rights	6,000	6,000	6,000	6,000
Equity Balance Forward	0	0	0	1,850,000
<b>Total Other Revenue</b>	<b>115,619</b>	<b>30,000</b>	<b>79,000</b>	<b>1,886,000</b>
<b>Grants and Contributions</b>				
Operation Stone Garden	10,791	0	115	0
Contribution Leose - Police/Fire	1,858	1,800	1,830	1,800
Calhoun County- Fire	184,347	184,000	185,166	185,000
Calhoun County- Animal	65,000	65,000	65,000	65,000
Point Comfort- Animal	6,000	6,000	6,000	6,000
<b>Total Grant and Contributions</b>	<b>267,997</b>	<b>256,800</b>	<b>258,111</b>	<b>257,800</b>
<b>Intergovernmental Revenue</b>				
Transfer In- 504 Port Commission	366,500	16,500	16,500	14,500
Transfer In- 501 Utility Fund	490,000	245,000	245,000	245,000
Transfer In- 503 Beach Fund	8,000	8,000	8,000	8,000
Transfer In- 206 FARF Fund	75,706	92,000	92,000	99,200
Transfer In- 101 Hotel/Motel	200,000	220,000	220,000	181,000
Transfer In- Other	57,416	0	0	0
<b>Total Intergovernmental Revenue</b>	<b>1,197,622</b>	<b>581,500</b>	<b>581,500</b>	<b>547,700</b>
<b>Total General Fund Revenue</b>	<b>9,267,763</b>	<b>7,820,000</b>	<b>8,272,726</b>	<b>9,915,000</b>

## General Fund Expenditures by Function

Expenses by Function	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
Personnel Services	4,508,823	4,751,319	4,465,625	4,621,304	-130,015
Materials & Supplies	241,283	307,635	277,515	349,125	41,490
Services	1,063,011	1,158,590	1,015,390	1,241,964	83,374
Maintenance	548,207	709,074	648,787	596,800	-112,274
Sundry	975,533	551,382	513,000	380,607	-170,775
Capital Expenditures	926,946	342,000	434,000	2,725,200	2,383,200
<b>Total Expenditures</b>	<b>8,263,802</b>	<b>7,820,000</b>	<b>7,354,317</b>	<b>9,915,000</b>	<b>2,095,000</b>

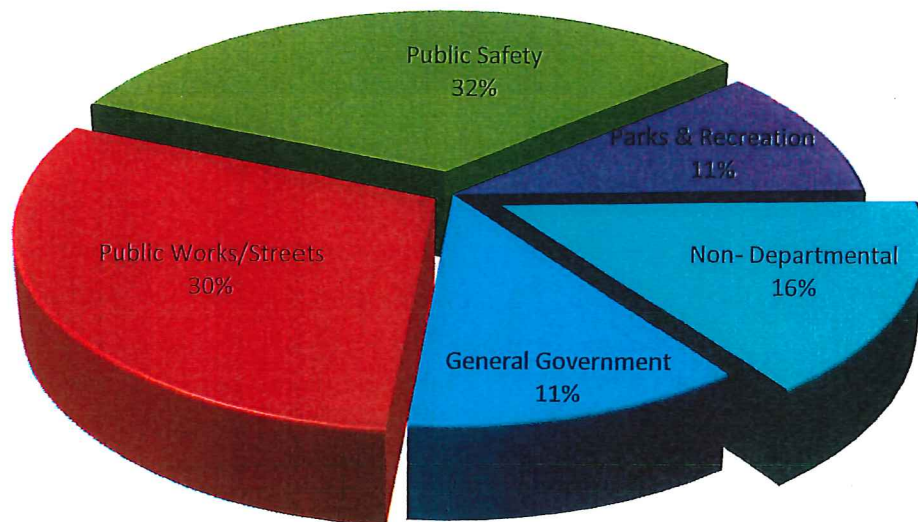
### Expenditures by Function



## General Fund Expenditures by Department

Department	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance	Variance by %
City Council	29,066	30,844	28,395	31,044	200	1%
City Manager	200,021	252,020	235,700	201,550	-50,470	-20%
City Secretary	94,489	94,640	115,460	139,050	44,410	47%
Human Resource	74,512	81,425	60,630	29,000	-52,425	-64%
Municipal Court	118,577	119,000	110,607	122,275	3,275	3%
Economic Development	90,511	164,890	117,000	196,035	31,145	19%
Finance	219,444	221,500	228,450	225,000	3,500	2%
City Hall	116,660	108,750	108,200	186,250	77,500	71%
Police	1,670,080	1,653,650	1,604,600	1,684,150	30,500	2%
Fire	1,162,787	1,217,538	1,156,000	1,240,638	23,100	2%
Animal Control	112,337	110,950	101,625	110,700	-250	0%
Code/Inspections	161,397	159,850	162,300	178,750	18,900	12%
Public Works/Streets	1,860,577	1,253,109	1,229,000	2,957,200	1,704,091	136%
Parks & Recreation	752,844	603,800	589,600	839,600	235,800	39%
Bauer Center	209,448	240,950	186,700	231,000	-9,950	-4%
Non-Departmental	1,391,052	1,507,084	1,320,050	1,542,758	35,674	2%
<b>Total Expenditures</b>	<b>8,263,802</b>	<b>7,820,000</b>	<b>7,354,317</b>	<b>9,915,000</b>	<b>2,095,000</b>	<b>27%</b>

## Expenditures by Department



### Departmental Summaries

#### CITY COUNCIL

##### Our Mission

The Port Lavaca City Council is committed to making Port Lavaca a desirable place to live through quality services, responsible use of public resources and a progressive attitude toward community development. With enthusiasm, integrity and vision, we will maintain a safe environment and continually improve the quality of life for all citizens.

##### Description of our Services

The City Council is the governing and lawmaking body of the City Government, and they shall have and exercise all powers granted by the City Charter, State Law and the State Constitution. The Council also provides legislative leadership in establishing ordinances, resolutions and policies.

##### Our Leadership Philosophy

*The City Council of Port Lavaca will lead...*

- By setting the example
- With integrity
- As a servant to the citizens
- By being a part of the community
- By knowing what the citizens want
- By relating to the citizens
- With vision
- With pride
- With unity
- By communicating
- By taking action without a private agenda
- With understanding and compassion
- By being responsive
- By taking responsibility

## Strategic Plan Area Dimensions

- Governance
- Infrastructure
- Quality of Life
- Community Development
- Business Development

## 2016-2017 Goal Statements

- Port Lavaca residents are well informed and involved with the affairs of local city government.
- Port Lavaca residents enjoy new streets, sidewalks and other improvements year after year.
- Port Lavaca is known for creating a business development program that is responsive to existing business needs.
- Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.
- Port Lavaca residents enjoy a safe community with great amenities and affordable living.

## Budget Summary

City Council	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	27,612	29,894	27,225	29,894
Materials & Supplies	429	0	0	0
Services	1,025	950	1,170	1,150
Maintenance	0	0	0	0
<b>Total City Council</b>	<b>29,066</b>	<b>30,844</b>	<b>28,395</b>	<b>31,044</b>

### CITY MANAGER

#### Our Mission

To provide planning, control, direction, support and coordination to the activities and functions of all City Departments based on City Council Policy, Charter, Codes and State Law.



#### Description of our Services

The City Manager exercises leadership in maintaining effective communication between the City Council, City employees and the citizens of Port Lavaca. As the City's Chief Executive Officer, the City Manager performs financial monitoring, presents the annual budget, prepares City Council agenda, provides citizen assistance and works on economic and community development opportunities. This office also handles customer service requests, prepares agendas and minutes to the Port Commission and provides general administrative assistance to other programs.



#### Strategic Focus

##### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

##### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks and other improvements year after year.

##### Business Development

Port Lavaca is known for creating a business development program that is responsive to existing business needs.

##### Community Development

Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

##### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Establish and implement a pro-active economic development strategy reflecting a "Business Friendly" attitude
- Establish and implement a "Legislative Day" for 2017
- Establish and implement a "Keep Port Lavaca Beautiful" campaign

- Establish and reinforce regional partnerships that include Economic Development, law enforcement, firefighting, and public works
- Focus on infrastructure and beautification improvements at Bayfront Park

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Completed the Guadalupe-Blanco River Authority Contract
- Spearheaded the creation of a new Comprehensive Master Plan
- Purchased property to be used for sidewalk connectivity

### Budget Summary

City Manager	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	193,624	245,670	228,100	191,850
Materials & Supplies	410	700	550	700
Services	5,987	5,650	7,050	9,000
Maintenance	0	0		0
Sundry	0	0		0
<b>Total City Manager</b>	<b>200,021</b>	<b>252,020</b>	<b>235,700</b>	<b>201,550</b>

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
City Manager	1	1	1
Administrative Assistant	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

***"Tell me and I forget, teach me and I may remember, involve me and I will learn."***

***Benjamin Franklin***

### CITY SECRETARY

#### Our Mission

To provide support, assistance and information to the City Council and City Manager so that they have the resources required to efficiently and effectively conduct the business of the City and its citizens; to preserve City documents so that the City Council, City employees and citizens of Port Lavaca may stay informed by having timely and convenient access to City records. This office also conducts and monitors City elections in strict compliance with all applicable laws, in the most efficient and effective manner possible; and keeps elected officials, staff and the general public well informed regarding elections and election procedures.

#### Description of our Services

The Office of the City Secretary is responsible for the preparation of agendas and minutes for all City Council meetings; ensuring compliance with the Public Information Act for Texas Open Meetings and Public Records request; maintains all official records of the City, including minutes, contracts, ordinances, resolutions and deeds; oversees processing of all open records requests; attests the signature of the Mayor and affixes the City seal on all official documents. This office also prepares and posts all required documentation for the administration of City elections.



#### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### 2016-2017 Business Plans (Objectives)

- All contracts with the city are to be imaged into Laser Fiche
- Establish database for resolutions
- Categorize all elections held for the city

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Upgraded map designating areas where alcohol can be sold and consumed on premises
- Streamlined information about the City's election process via the City's website
- Improved the website for City Secretary's department
- Imaging of city council minutes from 1909 to present has been completed

**Budget Summary**

City Secretary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	72,402	74,240	80,000	116,050
Materials & Supplies	1,171	1,400	1,310	2,000
Services	20,916	19,000	33,620	20,600
Maintenance	0	0	530	400
Capital Expenditures	0	0		0
<b>Total City Secretary</b>	<b>94,489</b>	<b>94,640</b>	<b>115,460</b>	<b>139,050</b>

**Budgeted Personnel**

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
City Secretary	1	1	1
Assistant City Secretary	0	1	1
<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>

**Performance Measures**

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Number of Agendas/Meetings/Mins.	28	30	30	30
Number of requests for Public Info.	29	38	40	40
Number of new Ordinances approved	12	12	11	10
Number of closed sessions	6	8	10	8
Number of public hearings	7	7	6	6
Number of Proclamations	15	12	10	10
Number of resolutions approved	23	21	20	20
Number of elections prepared for	1	1	1	1
<b><i>Measuring our Effectiveness</i></b>				
% of Agendas posted 72 hours prior to meeting	100%	100%	100%	100%
% of Minutes approved as written the first time	100%	100%	100%	100%

## HUMAN RESOURCE

### Our Mission

To provide information regarding policies, procedures, employment and employee benefits to the City staff and all employees; and to support the City's efforts to attract, develop and retain a diverse, well-qualified and productive workforce that is capable of providing quality services to the citizens of Port Lavaca.

### Description of our Services

The Human Resource Department provides services to City employees; processes all hiring and termination of employees; maintains personnel and medical files on all employees; processes workman compensation claims; unemployment claims; resolves retirement fund issues; and health/dental insurance coverage issues. This department works closely with department heads, payroll and the safety committee in all matters involving employees of the City.



### Strategic Focus

### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### 2016-2017 Business Plans (Objectives)

- Implement new hire fitness requirements
- Conduct salary survey (3<sup>rd</sup> party)
- Develop new employee orientation program
- Implement the "new" performance evaluation process tool
- Implement an employee training developmental model
- Continue to reduce the number of risk and work-related injuries (revamp new hire physical to match job)
- Continue to maintain a competitive salary for the City workforce
- Continue to improve the applicant recruiting effort
- Continue to scan in all personnel records for archiving (create process)
- Continue to maintain City required certifications in the Human Resource software
- Continue to update the department's website page

## 2015-2016 Accomplishments of Prior Year Business Plans

- Implemented Work Flex Program for the City
- Implemented Certification Pay
- Trained City Supervisors on Performance Evaluation and created new evaluation tool
- Maintained all required certification information in the HR software vs. just paper file
- Implemented new I-9 requirements
- Completed certification pay analysis and implemented into compensation plan

## Budget Summary

Human Resource	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	53,409	54,300	40,000	0
Materials & Supplies	1,726	1,700	630	1,500
Services	19,376	23,400	20,000	27,500
Maintenance	0	2,025	0	0
Capital Expenditures	0	0	0	0
<b>Total Human Resource</b>	<b>74,512</b>	<b>81,425</b>	<b>60,630</b>	<b>29,000</b>

## Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Finance/Human Resource Specialist	1	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>

## Performance Measures

	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
<i>Our Workload</i>				
Number of new employees processed	35	39	38	40
Number of employee terminations	36	38	32	30
Number of work related injuries	23	42	25	30
Number of performance evaluations	73	78	70	76
Number of applications received	266	207	242	230
<i>Measuring our Effectiveness</i>				
Average time to fill positions (days)	30	30	30	30

## MUNICIPAL COURT

### Our Mission

To serve the public in a fair, impartial, efficient and accountable manner for matters related to Class "C" offenses filed within the city limits of the City of Port Lavaca.

### Description of our Services

The Municipal Court provides administrative support for the City of Port Lavaca's municipal court proceedings. Municipal Court is responsible for the collection of fines and fees, court scheduling, issuing, tracking and clearing warrants, maintaining court records and reporting to state agencies.



### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Improve public's knowledge of the municipal courts' role in processing cases filed by the Port Lavaca Police, Code Enforcement and Animal Control Departments
- Continue efforts to reduce arrest warrant backlog by extending courtesy calls to defendants prior to processing Failure to Appear (F.T.A.) Warrants
- Work closely with newly established warrant officer in an effort to clear old outstanding warrants
- Achieve higher level of knowledge through certification programs

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Conducted a successful 2015 Warrant Round-Up
- Closed out Calhoun County Independent School District (CCISD) cases in compliance with H.B. 2398 to end the "criminalization" of truancy
- Researched all outstanding warrants in an effort to clear warrants from defendants that may be uncollectible due to death or imprisonment
- Established new methods of payments to assist defendants in meeting their obligation to court

**Budget Summary**

<b>Municipal Court</b>	<b>Actual FY 2014-2015</b>	<b>Amended Budget FY 2015-2016</b>	<b>Projected FY 2015-2016</b>	<b>Adopted Budget FY 2016-2017</b>
Personnel Services	80,162	83,475	80,000	86,575
Materials & Supplies	1,541	2,100	2,650	2,200
Services	23,471	19,925	14,000	20,000
Maintenance	3,385	3,500	3,957	3,500
Sundry	10,019	10,000	10,000	10,000
<b>Total Municipal Court</b>	<b>118,577</b>	<b>119,000</b>	<b>110,607</b>	<b>122,275</b>

**Budgeted Personnel**

<b>Position</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Actual</b>	<b>FY 16-17 Actual</b>
Municipal Court Judge - Exempt	1	1	1
Municipal Court Clerk	1	1	1
Municipal Court Assistant	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Performance Measures**

	<b>Actual FY 2013-2014</b>	<b>Actual FY 2014-2015</b>	<b>Estimated FY 2015-2016</b>	<b>Projected FY 2016-2017</b>
<b><i>Our Workload</i></b>				
Number of citations filed	985	877	1200	1400
Number of warrants issued	564	477	550	600
Number of juvenile citations filed	88	159	100	80
Number of property/evidence hearing cases	494	246	0	0
<b><i>Measuring our Effectiveness</i></b>				
# of case files created within 24 hours of citation receipt	100%	100%	100%	100%
# of warrants issued within 30 days of failure to appear	96%	96%	97%	97%

### ECONOMIC DEVELOPMENT

#### Our Mission

To promote, develop and enhance community and business development.

#### Description of our Services

The Economic Development Department will design, coordinate, manage and promote Economic Development initiatives. Primary focus will be on new business attraction, building relationships with existing industry, tourism development as well as waterfront and downtown development.



#### Strategic Focus

##### Business Development

Port Lavaca is known for creating a business development program that is responsive to existing business needs.

##### Community Development

Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

#### 2016-2017 Business Plans (Objectives)

- Hire retail recruiting firm to attract retail
- Create and implement a Strategic Plan
- Establish 3rd party non-profit to administer funds for Economic Development Programs
- Create an initial Tax Increment Refinance Zone and Board of Directors
- Establish a Historic Tax District recognized by National Register of Historic Places
- Implement a façade grant program
- Maintain an updated community profile to be available on website and hardcopy

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Created Economic Development website
- Updated the City's retail study
- Established Small Business Development Center office in Economic Development
- Responded to eight (8) Request For Information (RFI) from Governor's Office of Economic Development
- Hosted four (4) site visits for potential primary employers
- Surveyed local employees to assess market conditions for new housing developments
- Updated Abatement and Incentives Guidelines

### Budget Summary

Economic Development (ED)	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	70,320	117,890	85,000	71,535
Materials & Supplies	5,718	1,000	1,000	1,000
Services	10,844	45,000	30,000	117,000
Maintenance	3,629	1,000	1,000	6,500
<b>Total Economic Dev.</b>	<b>90,511</b>	<b>164,890</b>	<b>117,000</b>	<b>196,035</b>

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Economic Development Director	1	1	1
Community Dev/Tourism Director	1	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
# of Economic Development Inquires	N/A	12	23	30
# of Economic Development projects/initiatives	N/A	3	4	5
# of new business registrations (Port Lavaca/Calhoun County)	N/A	5	128	10
# of presentations made to business and civic groups	N/A	7	10	12
<b><i>Measuring our Effectiveness</i></b>				
% of business leads that choose to locate in Port Lavaca/Calhoun County	N/A	3	0	5

### FINANCE

#### Our Mission

To provide an efficient accounting system for City government while ensuring financial accountability to our citizens.

#### Description of our Services

The Finance Department is responsible for the administration and supervision of all financial affairs of the City, the timely recording of revenue and the disbursement of City funds in accordance with State Law, City policies and Generally Accepted Accounting Principles. The Finance Department assists in enforcing budgetary control and performs internal audit functions as needed.



#### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks and other improvements year after year.

#### 2016-2017 Business Plans (Objectives)

- Earn the new Transparency Stars: Traditional Finance Award from the State Comptroller
- Update the Purchasing Policy and Procedures Manual
- Assist City with lighting retrofit project procurement
- Assist City with procurement of a new telecommunication (phone) system
- Continue to expand the City's five year plan into a long-term financial plan
- Continue to develop internal control policies
- Continue to improve the budget document to create an easy, understandable format for our citizens
- Continue to increase the number of outstanding ratings on the City's budget document that is submitted to the Government Finance Officers Association for review
- Continue to provide for timely financial reporting to departments, managers and City Council
- Continue to reduce paper by digitally archiving additional finance documents
- Continue to reduce number of adjusting audit entries performed by auditors

## 2015-2016 Accomplishments of Prior Year Business Plans

- Received the Government Finance Officers Association (GFOA) Budget Award- 6<sup>th</sup> year
- Received the Comprehensive Annual Financial Report (CAFR) Award through Government Finance Officers Association (GFOA) -6<sup>th</sup> year
- Volunteered and managed all paperwork and funds for the annual Flip Flop Festival and Iguana Fest
- Managed all paperwork and funds for the Veteran's Memorial Project
- Revamped finance website to add more financial documents
- Cross trained finance staff in utility billing department and advanced financial reporting
- Assisted Police Department with various grant reporting
- Assisted in the development of the first "Five Year City Accomplishments" pamphlet to disburse to our citizens
- Managed HOME Program Grant that provided four (4) homeowners with new homes
- Coordinated efforts with company to weatherize over 50 households in Calhoun County

## Budget Summary

Finance	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	198,111	200,600	215,000	203,600
Materials & Supplies	8,691	7,700	6,500	8,000
Services	12,134	12,700	6,950	12,900
Maintenance	508	500	0	500
<b>Total Finance</b>	<b>219,444</b>	<b>221,500</b>	<b>228,450</b>	<b>225,000</b>

## Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Finance Director	1	1	1
Senior Accountant	1	1	1
Accounting Clerk	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

## GENERAL FUND

### Performance Measures

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Average number of invoices processed	4761	4790	4391	4647
Average number of vendor checks issued	2197	2249	2059	2168
Average number of payroll checks/ACH issued	2678	2736	2695	2716
Number of manual journal entries	2760	2797	2712	2755
<b><i>Measuring our Effectiveness</i></b>				
GFOA's Distinguished Budget Presentation Award received	1	1	1	1
GFOA's Excellence in Financial Reporting Award received	1	1	1	1
Texas Comptroller's Leadership Circle Award	1	1	N/A	N/A
Transparency Stars: Traditional Finance Award	N/A	N/A	1	1
Audit receives a clean opinion	Yes	Yes	Yes	Yes

## CITY HALL

## Description of our Services

The City Hall Department provides for the operation of the City Hall building including all utilities and building maintenance.

## 2016-2017 Business Plans (Objectives)

- Replace 2<sup>nd</sup> air conditioner unit
- Power wash outside of City Hall
- Replace sign out front to provide a more professional appearance
- Stripe parking lot for handicap parking

## 2015-2016 Accomplishments of Prior Year Business Plans

- Upgraded City Manager's office by removing all dirt in office and foyer and replacing with decorative rocks
- Repaired roof over Council Chambers

## Budget Summary

City Hall	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	0	0	0	0
Materials & Supplies	7,575	6,400	8,200	9,800
Services	81,609	81,350	80,000	80,450
Maintenance	27,477	21,000	20,000	51,000
Capital Expenditures	0	0	0	45,000
<b>Total City Hall</b>	<b>116,660</b>	<b>108,750</b>	<b>108,200</b>	<b>186,250</b>

2016- 2017 Major Additions: Phone system

## Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Janitor	0	0	0
Contracted Service Position	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

### POLICE

#### Our Mission

To protect and preserve the rights of the people and serve the citizens of Port Lavaca; to treat all people with fairness, respect and dignity through professionalism, open and honest communication, loyalty, integrity, courage and ethical behavior.

#### Description of our Services

The Port Lavaca Police Department is responsible for the protection of lives and property of the citizens of Port Lavaca; the preservation of public peace and the enforcement of all laws- City, State and Federal. Other areas of responsibility include, but are not limited to, traffic control, criminal, juvenile and narcotics crime investigations and vice control. Officers prepare and investigate reports of incidents, requiring constant contact with the public; make arrests, investigate motor vehicle accidents and perform other duties.



The communications sector is the first point of contact for telephone and walk-in requests for service; acting as a liaison with other law enforcement agencies, dispatching calls and relaying information as requested.



#### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Continue to update the Police Department's Policies and Procedures Manual
- Continue to maintain or increase the number of officers enrolled in higher education courses
- Increase patrol activities to deter and prevent criminal activity within the City
- Partner with Municipal Court in providing community service programs for juvenile and adult offenders
- Organize community programs such as Civilian Patrol and Youth Explorers

## 2015-2016 Accomplishments of Prior Year Business Plans

- Identified and educated emerging leaders in the Police Department
- Increased higher education among the police officers
- Updated the Policies and Procedures Manual
- Remodeled all offices inside the Police Department building

## Budget Summary

Police	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	1,354,478	1,345,000	1,300,000	1,342,000
Materials & Supplies	64,449	94,900	85,000	110,000
Services	77,771	90,950	75,600	85,950
Maintenance	125,670	72,800	95,000	86,200
Sundry	3,071	2,000	2,000	2,000
Capital Expenditures	44,641	48,000	47,000	58,000
<b>Total Police</b>	<b>1,670,080</b>	<b>1,653,650</b>	<b>1,604,600</b>	<b>1,684,150</b>

2016- 2017 Major Additions: Vehicle and Mobile Vision Software

## Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Police Chief – Exempt	1	1	1
Police Lieutenant – Exempt	1	1	2
Patrol Sergeants	2	2	2
Patrol Corporals	4	4	4
Patrol Officers	8	8	8
Senior Sergeant Detective	1	1	0
Police Detectives	3	3	3
Administrative Assistant / Lead	1	1	1
Dispatchers	4	4	4
Records Clerk/ Dispatcher	1	1	1
<b>Total</b>	<b>26</b>	<b>26</b>	<b>26</b>

## GENERAL FUND

### Performance Measures

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Number of community programs & events attended by department personnel	63	103	83	65
Number of training hours received by department personnel	1,711	2,596	5,192	3,500
Total number of calls for service	19,734	24,170	27,509	29,273
Number of officer initiated calls	8,797	7,844	10,809	11,546
Number of traffic citations	1,318	1,178	1,803	1,652
Number of warnings	594	1,176	5,734	6,200
Number of motor vehicle accidents worked by patrol	195	425	411	400
<i>Measuring our Effectiveness</i>				
Average response time to calls in minutes	2.27	6.06	4.16	4.04
Number of cases assigned to CID	822	719	707	730
Number of cases cleared by arrest	471	498	612	520

## FIRE

### Our Mission

Our mission at the Port Lavaca Fire Department is to prevent and protect the loss of life and property for the citizens, businesses and visitors of Port Lavaca and surrounding areas. This mission is accomplished with pride through training, pre-planning, public education and incident response.

### Description of our services

The Port Lavaca Fire Department is responsible for fire prevention through community education programs, pre-fire plans and the Fire Department's inspection program. Requests are answered promptly for the protection of life and property within the City limits and for the surrounding vicinity. Fire suppression, hazardous materials response, water rescue and vehicle accidents are some of the emergency services provided by the Fire Department for the well-being of our community and its guests. The Fire Department also serves as a point of coordination for emergency services during disaster and other emergency situations.



### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Implement mobile data terminals in the emergency units
- Improve communication with addition of new portable radios
- Eliminate future fire hazards and ensure access and firefighting capabilities through department's plans
- Reduce turnover rate while maintaining a high quality level of service
- Implement fire protection program for all youth
- Respond quickly to extinguish fires so as to minimize the loss of life, damage to property and economic impact upon the community
- Ensure fiscal responsibility while delivering the highest level of customer service as possible

## GENERAL FUND

### 2015-2016 Accomplishments of Prior Year Business Plans

- Continued participating with the Challenger League and other public relation events
- Completed hydrant maintenance program
- Continued to improve and expand the Fire Prevention Education Program
- Recruited volunteers for the Port Lavaca Volunteer Fire Department
- Upgraded radios to a digital channel

### Budget Summary

Fire	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	944,801	981,600	925,000	976,000
Materials & Supplies	77,765	93,035	95,000	97,475
Services	53,550	54,000	50,000	58,300
Maintenance	35,808	38,040	35,000	58,000
Sundry	50,863	50,863	51,000	50,863
Capital Expenditures	0	0	0	0
<b>Total Fire</b>	<b>1,162,787</b>	<b>1,217,538</b>	<b>1,156,000</b>	<b>1,240,638</b>

2016- 2017 Major Additions: Air packs

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Fire Chief – Exempt	1	1	1
Fire Captain	3	3	3
Fire Lieutenant	2	3	3
Firefighter / App. Operator	11	10	10
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>

## Performance Measures

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Number of fire safety classes	60	60	60	60
Number of participants in fire safety classes	2350	2350	2350	2350
Number of smoke detectors installed for residents	42	45	50	47
Number of Inspections per month	31	30	31	31
<b><i>Measuring our Effectiveness</i></b>				
Percentage of Port Lavaca and Calhoun County Schools receiving education classes	98%	99%	99%	100%
Number of joint training hours with outside agencies	310	315	315	315
Number of required/actual certifications maintained	50/92	50/96	50/96	50/96

## ANIMAL CONTROL

### Our Mission

The mission of the Port Lavaca Animal Control Department is to provide quality animal control services to the citizens of Port Lavaca and Calhoun County. It is the duty of the City to ensure that the Animal Control Department employees are trained to safely and professionally serve our community.

### Description of our Services

The Port Lavaca Animal Control Department provides for the apprehension of stray and nuisance animals, primarily dogs and cats, for the City of Port Lavaca and Calhoun County. The department enforces the Port Lavaca Animal Control Ordinance and State Health Department regulations concerning dogs and cats; houses stray and nuisance animals; investigates incidents involving dangerous and vicious animals; and in emergencies, apprehends domestic livestock and wild animals. The Animal Control Department activities are conducted to ensure the health, safety and welfare of the community.



### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Continue to provide professional animal control service to the citizens of Port Lavaca and Calhoun County
- Work closely with the Police and Inspection Departments to ensure proper enforcement of animal control ordinances and state health regulations
- Promote citizen compliance with pet registration requirements
- Repair animal shelter building

## 2015-2016 Accomplishments of Prior Year Business Plans

- Partnered with Walmart and Victoria County Animal Control for donated pet food and other services
- Hosted rabies drive in conjunction with Calhoun County Independent School District (CCISD) and Calhoun County Community

## Budget Summary

Animal Control	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	85,027	83,450	79,300	83,000
Materials & Supplies	8,111	12,300	6,325	12,300
Services	11,909	11,200	10,000	11,400
Maintenance	7,290	4,000	6,000	4,000
Sundry	0	0	0	0
Capital Expenditures	0	0	0	0
<b>Total Animal Control</b>	<b>112,337</b>	<b>110,950</b>	<b>101,625</b>	<b>110,700</b>

## Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Animal Control Officers	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

## Performance Measures

	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
<i>Our Workload</i>				
Community education programs	1	2	2	2
Number of animals picked up (City)	N/A	940	879	870
Number of animals picked up (County)	N/A	591	596	592
Number of dead animals picked up	245	198	280	240
<i>Measuring our Effectiveness</i>				
Average response time to pick up animals	45 minutes	45 minutes	45 minutes	45 minutes

## CODE ENFORCEMENT

### Our Mission

The mission of the City of Port Lavaca Code Enforcement Department is to protect and enhance the character and stability of the community through both long and short range planning activities including management and enforcement of assigned laws, codes and ordinances.

### Description of our Services

The Code Enforcement Department provides enforcement and inspection services required by the City's adopted building codes, land use, issuance of building permits, park, peddler, game room and garage sale permits.



### Strategic Focus

#### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Revise ordinance chapter 42 to simplify and streamline the platting process
- Design and implement process to aid in tracking of code enforcement violations and inspections
- Update municipal ordinance chapter 12 to update the International Code Council (ICC) building codes to the 2015 code cycle
- Create standard operating procedures to deal with specific code enforcement infractions i.e. high grass, junk vehicles, etc..

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Revised operating procedures and created standard operating procedures for residential rental occupancy inspections
- Contracted with 3<sup>rd</sup> party inspection company to ensure timely and continuous inspection services five (5) days a week
- Updated ordinance chapters 12 (new electrical code and plan review fees) and 20 (environment and health regarding junk vehicles and substandard building regulations)

### Budget Summary

Code Enforcement	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	121,314	132,000	145,000	149,100
Materials & Supplies	5,772	5,900	4,600	6,700
Services	9,996	18,150	10,000	19,150
Maintenance	2,351	3,800	2,700	3,800
Capital Expenditures	21,965	0	0	0
<b>Total Code Enforcement</b>	<b>161,397</b>	<b>159,850</b>	<b>162,300</b>	<b>178,750</b>

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Building Official	1	1	1
Permit Clerk	1	1	1
Code Enforcement Officer	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Performance Measures

	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
<i>Our Workload</i>				
Number of building permits issued	787	816	906	900
Number of garage sale permits issued	296	330	350	350
Number of building inspections completed	597	740	814	850
Number of code enforcement inspections	739	1690	1859	2028
<i>Measuring our Effectiveness</i>				
Percentage of building inspections completed within 2 business days	100%	100%	100%	100%
Response to code enforcement requests within 1 business day	100%	100%	100%	100%

## STREETS

### Our Mission

The mission of the City of Port Lavaca Streets Department is to provide service to the City of Port Lavaca by maintaining and improving the City's infrastructure (streets).

### Description of our Services

The Street Department provides street maintenance services and maintains major capital improvements to include street paving, grading, clearing drainage ways, seal coat maintenance, street sweeping and traffic control sign maintenance on 50 miles of street and 90 miles of curb and gutter.



### Strategic Focus

#### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks and other improvements year after year.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Reconstruct Commerce Street
- Reclaim 7,000 linear feet of streets within the City
- Clean out several sections of ditches within the City
- Develop a herbicide program for curbs and gutters
- Sealcoat five (5) miles of street

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Reclaimed approximately 4,000 linear feet of streets
- Sealcoated four (4) miles of street
- Installed drainage at Wilson Sports Complex
- Completed phase I of Veteran's Memorial at Bayfront Park (completed star)

**Budget Summary**

Streets	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	415,225	446,000	415,000	442,000
Materials & Supplies	33,974	47,800	36,450	50,000
Services	138,934	150,250	110,000	153,850
Maintenance	170,043	359,059	324,550	204,750
Sundry	677,077	250,000	250,000	0
Capital Expenditures	425,323	0	93,000	2,106,600
<b>Total Streets</b>	<b>1,860,577</b>	<b>1,253,109</b>	<b>1,229,000</b>	<b>2,957,200</b>

2016- 2017 Major Additions: Vehicle, mower, mowing deck, and street rehabilitation for Commerce, Ann and Bonorden

**Budgeted Personnel**

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Public Works Director*	½*	½*	½*
Administrative Assistant*	½*	½*	½*
Maintenance Superintendent	1	1	1
Heavy Equipment Operators	4	4	4
Maintenance Workers	4	4	4
Temporary Workers (Summer)	5	5	5
<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>

\*Position funded 1/2 Utility Maintenance

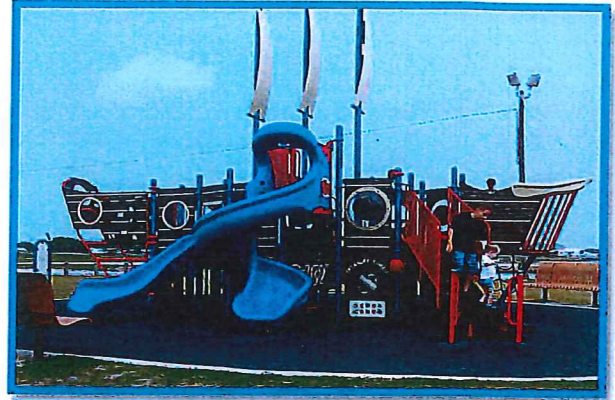
**Performance Measures**

	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
<i>Our Workload</i>				
Miles of curb swept by street sweeper	225	250	210	250
Tons of litter and debris removed	160	150	150	150
<i>Measuring our Effectiveness</i>				
% of emergency calls responded to within 4 hrs.	99%	99%	98%	99%

## PARKS

### Our Mission

The mission of the City of Port Lavaca Parks Department is to serve the City of Port Lavaca residents and visitors by providing the highest standard of parks and leisure services, available in a safe, efficient and professional manner.



### Description of our Services

The Parks Department provides operation and maintenance services to include mowing, landscaping, park maintenance, playground equipment inspections, custodial duties, maintenance of the swimming pool and construction of new projects.



### Strategic Focus

#### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks, and other improvements year after year.

#### Community Development

Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Beautify the City's parks and open spaces
- Replace park signs and old park equipment
- Add parking at Wilson Sports Complex

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Installed underground electrical at Bayfront Peninsula
- Painted restrooms at multiple parks
- Built softball and t-ball field at Wilson Sports Complex

**Budget Summary**

Parks & Recreation	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	156,676	174,700	164,000	172,000
Materials & Supplies	24,650	26,000	24,600	40,900
Services	58,166	47,100	47,000	49,100
Maintenance	78,336	62,000	60,000	62,000
Capital Expenditures	435,017	294,000	294,000	515,600
<b>Total Parks &amp; Recreation</b>	<b>752,844</b>	<b>603,800</b>	<b>589,600</b>	<b>839,600</b>

2016 - 2017 Major Additions: Trailer, mower and Bayfront Park

**Budgeted Personnel**

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Lead Parks Maintenance Worker	1	1	1
Maintenance Workers	4	4	4
Temporary Worker (Summer)	1	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

**Performance Measures**

	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
<i>Our Workload</i>				
Acres of park grounds maintained	170.4	170.4	170.4	170.4
Number of playground inspections performed	24	24	28	28
<i>Measuring our Effectiveness</i>				
% of park maintenance completed on time	98%	97%	96%	98%

## BAUER CENTER



### Our Mission

The mission of the Bauer Center is to provide the City of Port Lavaca a quality facility for seminars, reunions, dances and other events.

### Description of our Services

The Convention and Visitors Bureau provides management and operations for the facilities of the Bauer Community Center. Revenues are generated from facility rentals and rentals of the electronic advertising display sign. The maintenance costs are provided by the City of Port Lavaca.



### Strategic Focus

#### Business Development

Port Lavaca is known for creating a business development program that is responsive to existing business needs.

#### Community Development

Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

#### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

## 2016-2017 Business Plans (Objectives)

- Create a more extensive marketing plan
- Continue long range maintenance program for the facility
- Upgrade the audio equipment

## 2015-2016 Accomplishments of Prior Year Business Plans

- Weekend rentals fully booked for fiscal year 2015-2016
- Repaired parking lot

## Budget Summary

Bauer Center	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	60,665	64,000	57,000	64,200
Materials & Supplies	5,020	6,700	4,700	6,550
Services	113,203	98,900	95,000	114,100
Maintenance	30,561	71,350	30,000	46,150
<b>Total Bauer Center</b>	<b>209,448</b>	<b>240,950</b>	<b>186,700</b>	<b>231,000</b>

## Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Maintenance Workers	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>



## NON-DEPARTMENTAL

### Description of our Services

Expenditures considered to be of a non-departmental nature include: health insurance claims, safety plan, Texas Workforce Commission (TWC), audit fees, general liability insurance, Fixed Asset Replacement Fund (FARF) allocations and approved contingency allocations.

### Contingency

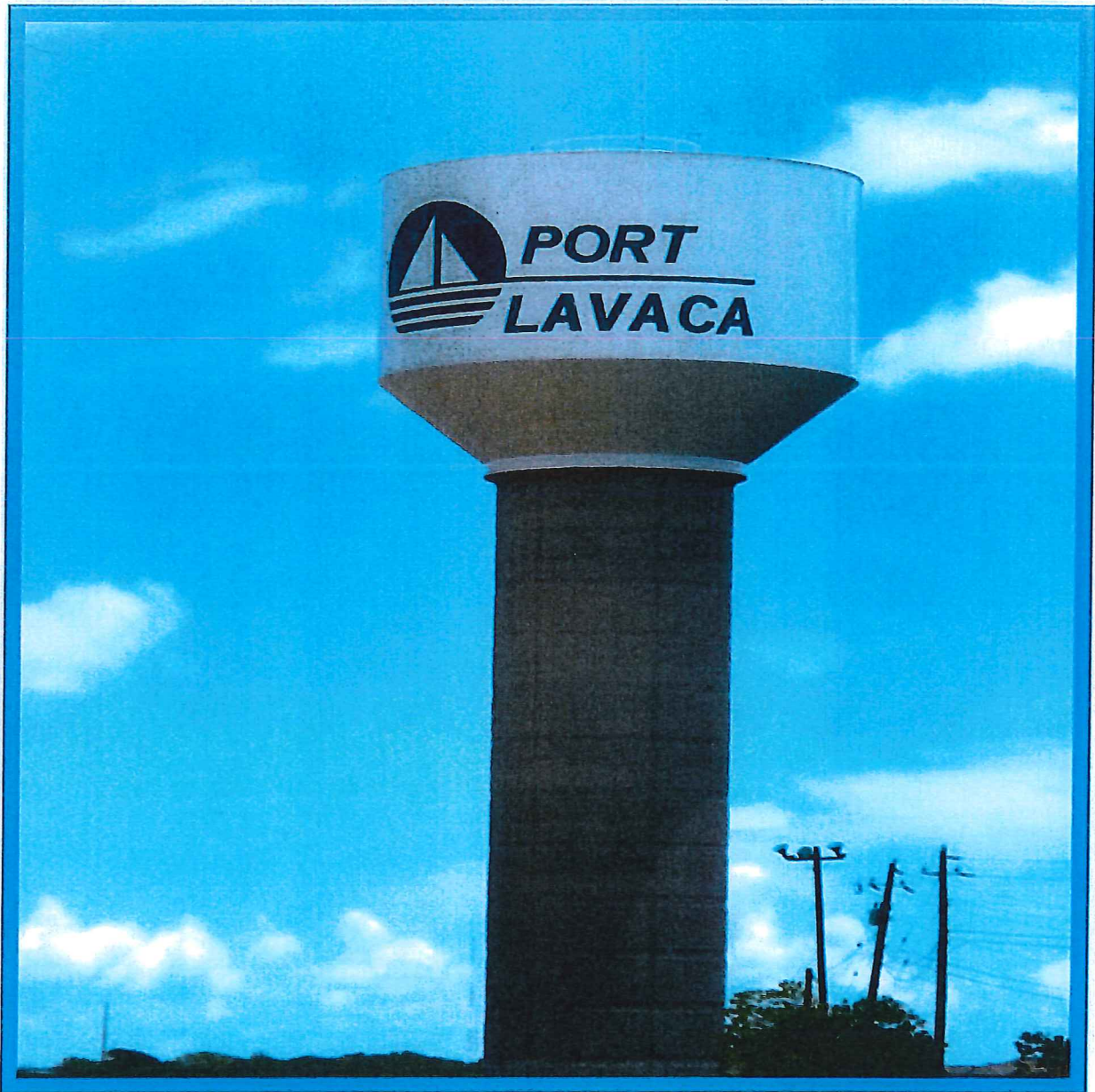
In accordance with section 7.11 of the City Charter, contingency appropriations are to be used in case of unforeseen items approved by the City Manager and City Council. Expenditure details shall be recorded and itemized for reconciliation. The proceeds of the contingent appropriation shall be disbursed only by transfer to other departmental appropriations; the spending of which shall be charged to the departments or activities for which the appropriations are made.

### Fixed Asset Replacement Fund (FARF) Allocations

FARF allocations are for the future purchase of governmental fund assets. A minimum threshold will be reviewed annually for appropriateness based on the depreciation schedule and age of the asset portfolio.

### Budget Summary

Non-Departmental	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	654,805	718,500	625,000	693,500
Services	434,965	480,065	425,000	461,514
Maintenance	66,780	70,000	70,050	70,000
Sundry	234,503	238,519	200,000	317,744
Capital Expenditures	0	0	0	0
<b>Total Non-Departmental</b>	<b>1,391,052</b>	<b>1,507,084</b>	<b>1,320,050</b>	<b>1,542,758</b>



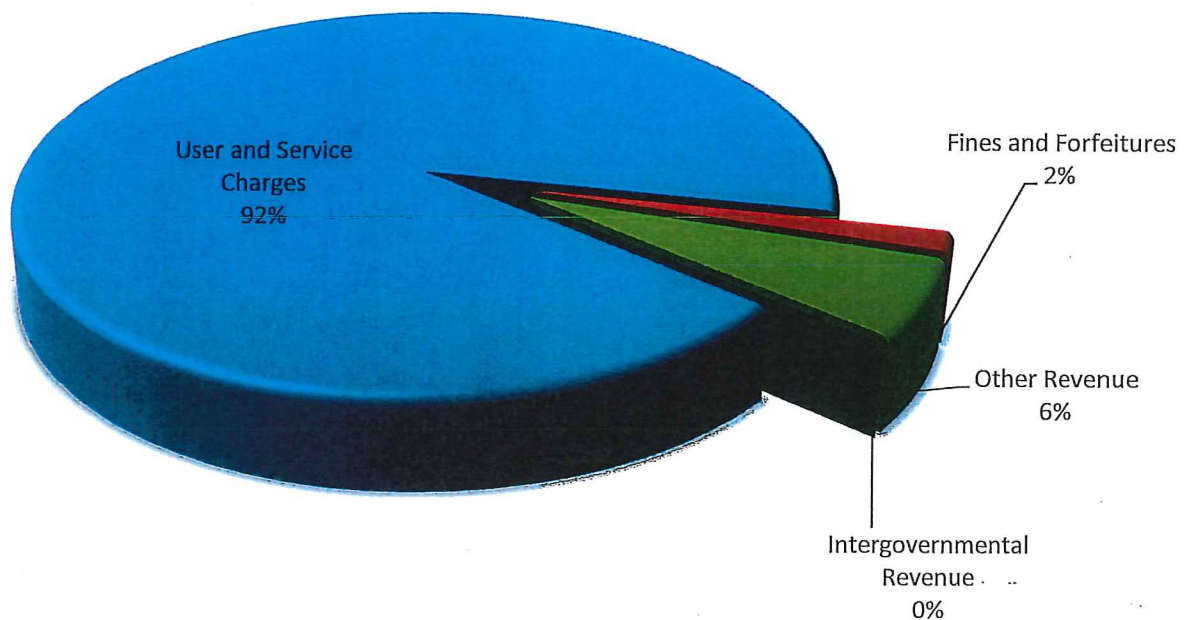
## **PUBLIC UTILITY FUND**

The Public Utility Fund accounts for the operations of the Public Utility Billing, Water Distribution, Sewer and Solid Waste Departments.

## Public Utility Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
User and Service Charges	5,625,396	5,114,000	5,395,450	5,288,000	174,000
Fines and Forfeitures	96,228	92,000	97,000	92,000	0
Other Revenue	116,715	669,000	88,585	361,000	-308,000
Grant and Contributions	0	0	0	0	0
Intergovernmental Revenue	0	0	0	0	0
<b>Total Revenues</b>	<b>5,838,339</b>	<b>5,875,000</b>	<b>5,581,035</b>	<b>5,741,000</b>	<b>-134,000</b>

## Public Utility Fund Revenue



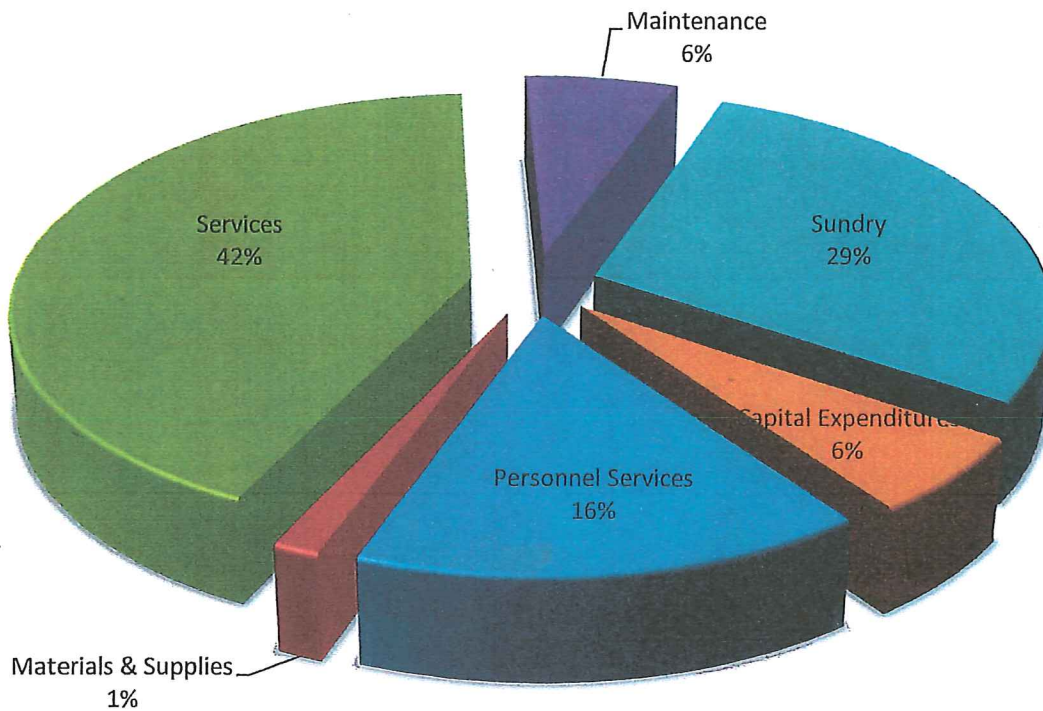
## Public Utility Revenue Detail

Public Utility Fund Revenue	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
<b>User &amp; Service Charges</b>				
Water- Metered	2,585,065	2,320,000	2,450,000	2,420,000
Water- Bulk	1,339	0	4,700	0
Water- Metered County	84,694	76,000	83,150	80,000
Sewer Residential	1,208,128	1,135,000	1,186,800	1,150,000
Sewer Commercial	857,751	730,000	778,000	775,000
Sewer County	36,529	33,000	38,800	35,000
Waste- Garbage Collection	706,682	685,000	700,000	698,000
Spring Cleanup	68,392	65,000	60,000	60,000
Water Taps	7,492	10,000	17,750	10,000
Sewer Taps	4,620	5,000	6,800	5,000
Service Call Fees	445	500	1,050	500
Service Transfer Fees	2,100	2,000	2,900	2,000
Service Reconnection Fees	47,120	40,000	51,100	40,000
Service Temporary Water	2,295	1,500	2,800	1,500
Sales Tax- Garbage	12,744	11,000	11,600	11,000
<b>Total User &amp; Service Charges</b>	<b>5,625,396</b>	<b>5,114,000</b>	<b>5,395,450</b>	<b>5,288,000</b>
<b>Fines &amp; Forfeitures</b>				
Late Payment Penalties	96,228	92,000	97,000	92,000
Cash Over- Utility Billing	0	0	0	0
<b>Total Fine &amp; Forfeitures</b>	<b>96,228</b>	<b>92,000</b>	<b>97,000</b>	<b>92,000</b>
<b>Other Revenue</b>				
Interest Income	9,430	5,000	28,000	9,500
Returned Check Fees	1,910	2,000	1,560	1,500
Bad Debt Account Collection	15,447	10,000	12,900	10,000
CCRWSS- GBRA Transmission	44,157	38,000	37,200	40,000
Auction Proceeds	1,500	0	7,400	0
TML Reimbursements	7,906	0		0
Miscellaneous	36,366	0	1,525	0
Equity Balance Forward	0	614,000	0	300,000
<b>Total Other Revenue</b>	<b>116,715</b>	<b>669,000</b>	<b>88,585</b>	<b>361,000</b>
<b>Grant &amp; Contributions</b>				
Capital Contributions	0	0	0	0
<b>Total Grant &amp; Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Intergovernmental Revenue</b>				
Xfer In-Fund 503	0	0	0	0
<b>Total Intergovernmental Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Public Utility Revenue</b>	<b>5,838,339</b>	<b>5,875,000</b>	<b>5,581,035</b>	<b>5,741,000</b>

## Public Utility Expenditures by Function

Expenditures by Function	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
Personnel Services	861,267	915,297	742,950	893,740	-21,557
Materials & Supplies	70,619	82,075	57,150	83,500	1,425
Services	2,620,172	2,405,321	2,149,500	2,424,957	19,636
Maintenance	273,103	327,600	247,000	356,000	28,400
Sundry	416,640	1,544,707	2,150,000	1,653,803	109,096
Capital Expenditures	0	600,000	600,000	329,000	-271,000
<b>Total Expenditures</b>	<b>4,241,801</b>	<b>5,875,000</b>	<b>5,946,600</b>	<b>5,741,000</b>	<b>-134,000</b>

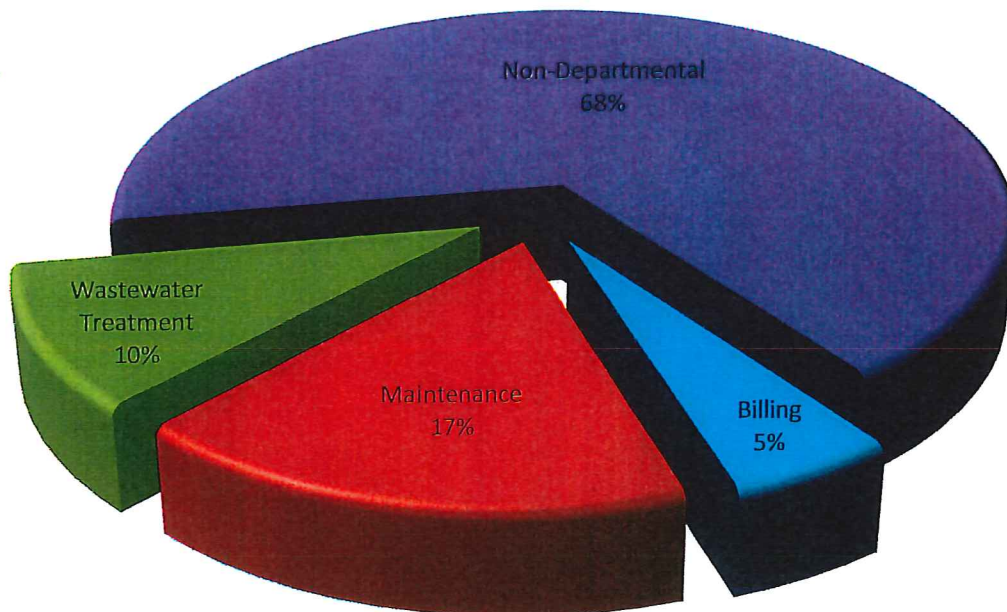
### Expenditure by Function



## Public Utility Expenditures by Department

Expenditures by Department	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
Billing	239,692	297,175	255,250	292,050	-5,125
Maintenance	-283,058	1,290,400	1,774,550	981,250	-309,150
Wastewater Treatment	616,827	593,250	467,850	597,650	4,400
Non-Departmental	3,668,339	3,694,175	3,448,950	3,870,050	175,875
<b>Total Expenses</b>	<b>4,241,801</b>	<b>5,875,000</b>	<b>5,946,600</b>	<b>5,741,000</b>	<b>-134,000</b>

## Expenditure by Department



### Departmental Summaries

#### UTILITY BILLING

##### Our Mission

To provide billing and revenue collection services to both City utility customers and other City departments in order to provide excellent service to our customers and accurately record and receipt revenues for the City of Port Lavaca.

##### Description of our Services

The Utility Billing Department falls under the direction of the Finance Director. Utility billing ensures that the utility customers are billed at the rates approved by City Council for water, sewer and garbage. This department is also the central point for most cash collections for other City departments. The Utility Billing Department serves the citizens in many other ways including customer service requests for disconnects, connects and transfers of service. The department assists in investigation and maintenance of the City's water system and works to resolve problems in a timely manner.



##### Strategic Focus

##### Governance

Port Lavaca residents are well informed and involved with the affairs of local city government.

##### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks and other improvements year after year.

#### 2016-2017 Business Plans (Objectives)

- Revise Customer Service Ordinance and make available online
- Train all staff on billing procedures
- Explore fewer billing cycles
- Create a pamphlet to hand out to new customers
- Continue to attend the "Texas Friendly Customer Service Program" training
- Continue to enhance the web page for the department
- Continue to join other cities to assist in the collection of delinquent utility bills
- Continue to reduce paper by digitally archiving application forms
- Continue to scan documents pertaining to utility billing

**2015-2016 Accomplishments of Prior Year Business Plans**

- Continued use of utility bills as an avenue to share city information
- Participated in the annual Flip Flop Festival and Iguana Fest
- Implemented a proactive meter change out program
- Expanded utilization of the Logic and Flex Net Software tools
- Implemented proactive leak detection procedures

**Budget Summary**

Utility Billing	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	175,627	189,900	171,250	188,600
Materials &Supplies	6,987	8,675	6,450	9,850
Services	37,929	39,000	30,450	41,000
Maintenance	19,604	59,600	47,100	52,600
Sundry	-454	0	0	0
Capital Expenditures	0	0	0	0
<b>Total Utility Billing</b>	<b>239,692</b>	<b>297,175</b>	<b>255,250</b>	<b>292,050</b>

**Budgeted Personnel**

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Customer Service Specialist	1	1	1
Utility Billing Specialist	0	1	1
Account Billing Clerk	2	1	1
Meter Reader	2	2	2
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>

## ENTERPRISE FUNDS

### Performance Measures

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Number of utility account bills generated	54,195	57,172	57,972	58,029
Number of utility payments received	43,368	42,288	42,710	43,137
Number of port commission bills generated	840	864	880	890
Number of port commission payments received	637	651	657	663
Number of bad debt write offs	128	265	259	254
Amount of bad debt recoveries	3,319.37	3,591.56	3,555.64	3,520.08
Meter reading service orders generated	4,475	4,921	4,975	5,029
<i>Measuring our Effectiveness</i>				
Percentage of monthly bills posted to customer accounts on time	100%	100%	100%	100%
Percentage of billing adjustments to correct meter reading and/or billing errors	Less than 1%	Less than 1%	Less than 1%	Less than 1%
Number of work orders outstanding after thirty (30) days	0	0	0	0

## MAINTENANCE

### Our Mission

The mission of the City of Port Lavaca Maintenance Department is to provide customers with an efficient maintenance process as it pertains to the City's water distribution and sewer collection system.

### Description of our Services

The Maintenance Department provides support to the utility system by ensuring work orders are processed in a timely manner. The department provides daily maintenance on the water and sewer system which includes: new water and sewer taps, water and sewer line repair, sewer main cleaning and customer service.



### Strategic Focus

### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks, and other improvements year after year.

### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

### 2016-2017 Business Plans (Objectives)

- Continue working on Inflow & Infiltration (I & I) improvements throughout the City
- Replace water line on Colorado Street between Austin Street and South
- Keep customer complaints below 1% of total customers per month

### 2015-2016 Accomplishments of Prior Year Business Plans

- Implemented a backflow prevention plan
- Replaced sewer line on Commerce Street
- Replaced sewer line in Bonorden Subdivision Phase II
- Replaced water line on Smith Road

## ENTERPRISE FUNDS

### Budget Summary

Maintenance	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	370,534	415,500	361,300	427,000
Materials & Supplies	33,894	41,900	29,100	40,950
Services	36,728	38,000	39,250	39,300
Maintenance	138,743	145,000	94,900	145,000
Sundry	-862,956	50,000	650,000	0
Capital Expenditures	0	600,000	600,000	329,000
<b>Total Maintenance</b>	<b>-283,058</b>	<b>1,290,400</b>	<b>1,774,550</b>	<b>981,250</b>

2016-2017 Major Additions: Vehicle and Colorado water line

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Public Works Director*	½*	½*	½*
Administrative Assistant*	½*	½*	½*
Utility Superintendent	1	1	1
Utility Operator	1	1	1
Heavy Equipment Operator	3	3	2
Utility Maintenance Workers	4	4	5
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

Position funded 1/2 by Streets

### Performance Measures

Our Workload	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Number of work orders completed	950	686	700	700
Number of quality samples taken	180	120	120	120
Number of water main leaks repaired	73	86	70	70
<b>Measuring our Effectiveness</b>				
Water service complaints as a % of total customer accounts	Less than 1 %	Less than 1 %	Less than 1 %	Less than 1 %
Sewer service complaints as a % of total customer accounts	Less than 1 %	Less than 1 %	Less than 1 %	Less than 1 %

## WASTEWATER

### Our Mission

The mission of the City of Port Lavaca Wastewater Department is to provide its customers with safe collection and transportation of wastewater while providing excellent customer service.

### Description of our Services

The Wastewater Department provides support to the utility system by operating the 2.6 MGD wastewater treatment plant and 20 lift stations. In addition, the department is responsible for sludge disposal, laboratory/process control, pretreatment program, monitoring through the City's lift stations and Supervisory Control and Data Acquisition System (SCADA) operations.



### Strategic Focus

### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks, and other improvements year after year.

#### 2016-2017 Business Plans (Objectives)

- Implement operation process and control procedures necessary for Lynn's Bayou to maintain Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA) permitted parameters
- Replace and/or upgrade pumps in lift stations where needed

#### 2015-2016 Accomplishments of Prior Year Business Plans

- Renewed WWTP permit for the next five (5) years
- Worked with Texas Commission on Environmental Quality (TCEQ) on the wastewater treatment plant effluent discharge to meet their allowable limits
- Replaced pumps at Shellfish lift stations

## ENTERPRISE FUNDS

### Budget Summary

Wastewater Treatment	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	136,425	148,000	118,750	144,300
Materials & Supplies	29,738	31,500	21,600	32,700
Services	340,166	295,150	228,500	266,650
Maintenance	110,498	118,600	99,000	154,000
Sundry	0	0	0	0
<b>Total Wastewater Treatment</b>	<b>616,827</b>	<b>593,250</b>	<b>467,850</b>	<b>597,650</b>

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Wastewater Operator	1	1	1
Utility Operator	2	2	2
Maintenance Worker	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2013-2014	Actual FY 2014-2015	Estimated FY 2015-2016	Projected FY 2016-2017
Total gallons of wastewater treated per year in millions	337.74	311.50	340.00	340.00
Number of sanitary sewer overflows	1	1	1	1
Tons of sludge per year	1237.69	1061.34	1240.00	1240.00
<i>Measuring our Effectiveness</i>				
Percentage of solids removed from wastewater treatment plant	98.25%	98.33%	98.25%	98.25%

## NON-DEPARTMENTAL

### Description of our Services

Expenditures considered to be of a non-departmental nature include: health insurance claims, safety plan, Texas Workforce Commission (TWC), audit fees, general liability insurance, contingency, etc.

### Contingency

In accordance with section 7.11 of the City Charter, contingency appropriations are to be used in case of unforeseen items of the City Manager and distributed by him, after approval by the City Council. Expenditure details shall be recorded and reported. The proceeds of the contingent appropriation shall be disbursed only by transfer to other departmental appropriations, the spending of which shall be charged to the departments or activities for which the appropriations are made.

### Budget Summary

Non-Departmental	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	178,681	161,897	91,650	133,840
Services	2,205,350	2,033,171	1,851,300	2,078,007
Maintenance	4,258	4,400	6,000	4,400
Sundry	1,280,050	1,494,707	1,500,000	1,653,803
<b>Total Non-Departmental</b>	<b>3,668,339</b>	<b>3,694,175</b>	<b>3,448,950</b>	<b>3,870,050</b>



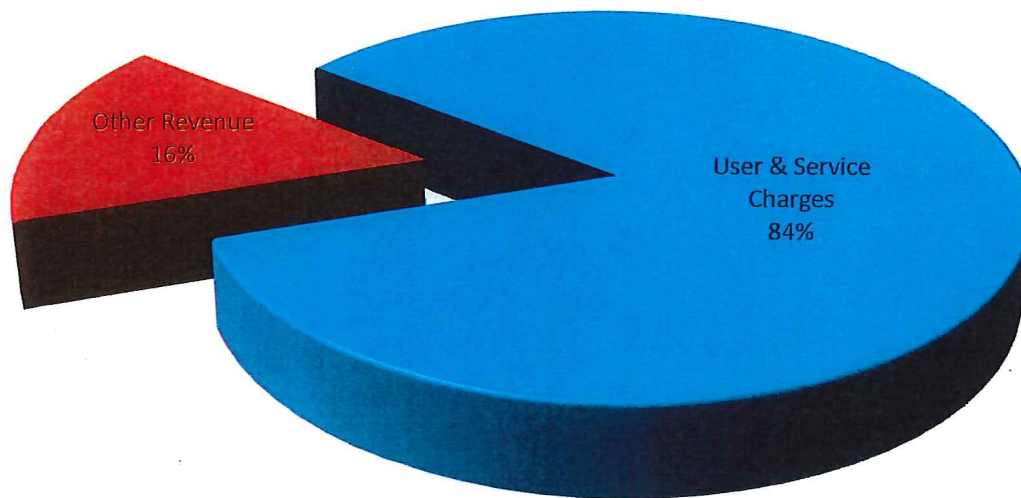
## BEACH FUND

The Beach Operating Fund is used to account for the operations of the Port Lavaca Beach and Pier.

## Beach Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
User & Service Charges	303,323	263,500	300,350	280,000	16,500
Other Revenue	40,573	43,500	6,050	52,000	8,500
Intergovernmental Revenue	0	0	0	0	0
<b>Total Beach Revenue</b>	<b>343,896</b>	<b>307,000</b>	<b>306,400</b>	<b>332,000</b>	<b>25,000</b>

## Revenue by Receipt Type



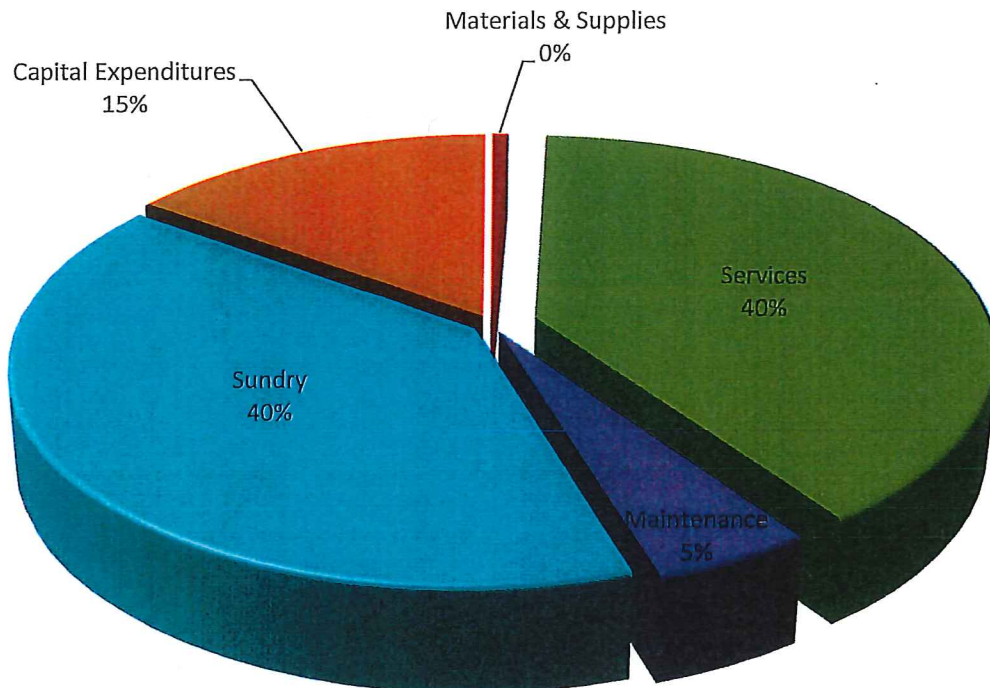
## Beach Fund Revenue Detail

Beach Operating Revenue	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
<b>User &amp; Service Charges</b>				
Beach Fees	55,073	45,000	59,000	51,000
R V Rentals	243,903	215,000	234,550	225,000
Pavilion Rentals	4,347	3,500	6,800	4,000
<b>Total User &amp; Service Charges</b>	<b>303,323</b>	<b>263,500</b>	<b>300,350</b>	<b>280,000</b>
<b>Other Revenue</b>				
Interest Income	1,096	1,000	1,500	1,000
Auction Proceeds	338	0	0	0
TML Reimbursement	0	0	0	0
Washer-Dryer Income	2,140	1,000	4,550	1,000
Equity Balance Forward	37,000	0	0	50,000
<b>Total Other Revenue</b>	<b>40,573</b>	<b>43,500</b>	<b>6,050</b>	<b>52,000</b>
<b>Intergovernmental Revenue</b>				
Transfer In- Fund 162	0	0	0	0
Transfer In- Fund 218	0	0	0	0
Transfer In- Fund 221	0	0	0	0
<b>Total Intergovernmental Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Beach Revenue</b>	<b>343,896</b>	<b>307,000</b>	<b>306,400</b>	<b>332,000</b>

## Beach Fund Expenditures

Beach Operation Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
Personnel Services	568	225	30	0	-225
Materials & Supplies	8,552	1,900	2,230	2,100	200
Services	144,813	127,600	128,000	131,950	4,350
Maintenance	21,125	65,275	66,000	15,950	-49,325
Sundry	157,612	112,000	118,000	132,000	20,000
Capital Expenditures	0	0	0	50,000	50,000
<b>Total Beach Expenditures</b>	<b>332,669</b>	<b>307,000</b>	<b>314,260</b>	<b>332,000</b>	<b>25,000</b>

## Expenditures by Function



## Departmental Summary

### BEACH OPERATIONS

#### Our Mission

The mission of the City of Port Lavaca Beach Department is to provide the public and tourists a beautiful retreat by the water where campers from all over return regularly for family reunions, recreational vehicle (RV) rallies, fishing tournaments and days at the beach.

#### Description of our Services

The Beach Operating Fund is a proprietary fund. It provides operations, maintenance and security services for those that use the Port Lavaca Lighthouse Beach and its facilities. Revenues are generated through user fees by those who enjoy the beach facilities. The Beach revenues are generated by the following activities:

- Rental of RV spaces
- Gate fees to Lighthouse Beach
- Pavilion rentals



#### Strategic Focus

##### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks, and other improvements year after year.

##### Business Development

Port Lavaca is known for creating a business development program that is responsive to existing business needs.

##### Community Development

Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

##### Quality of Life

Port Lavaca residents enjoy a safe community with great amenities and affordable living.

#### 2016-2017 Business Plans (Objectives)

- Promote Lighthouse Beach as a birding destination
- Upgrade trailer space pads
- Upgrade electrical on the fishing pier Phase II

## ENTERPRISE FUNDS

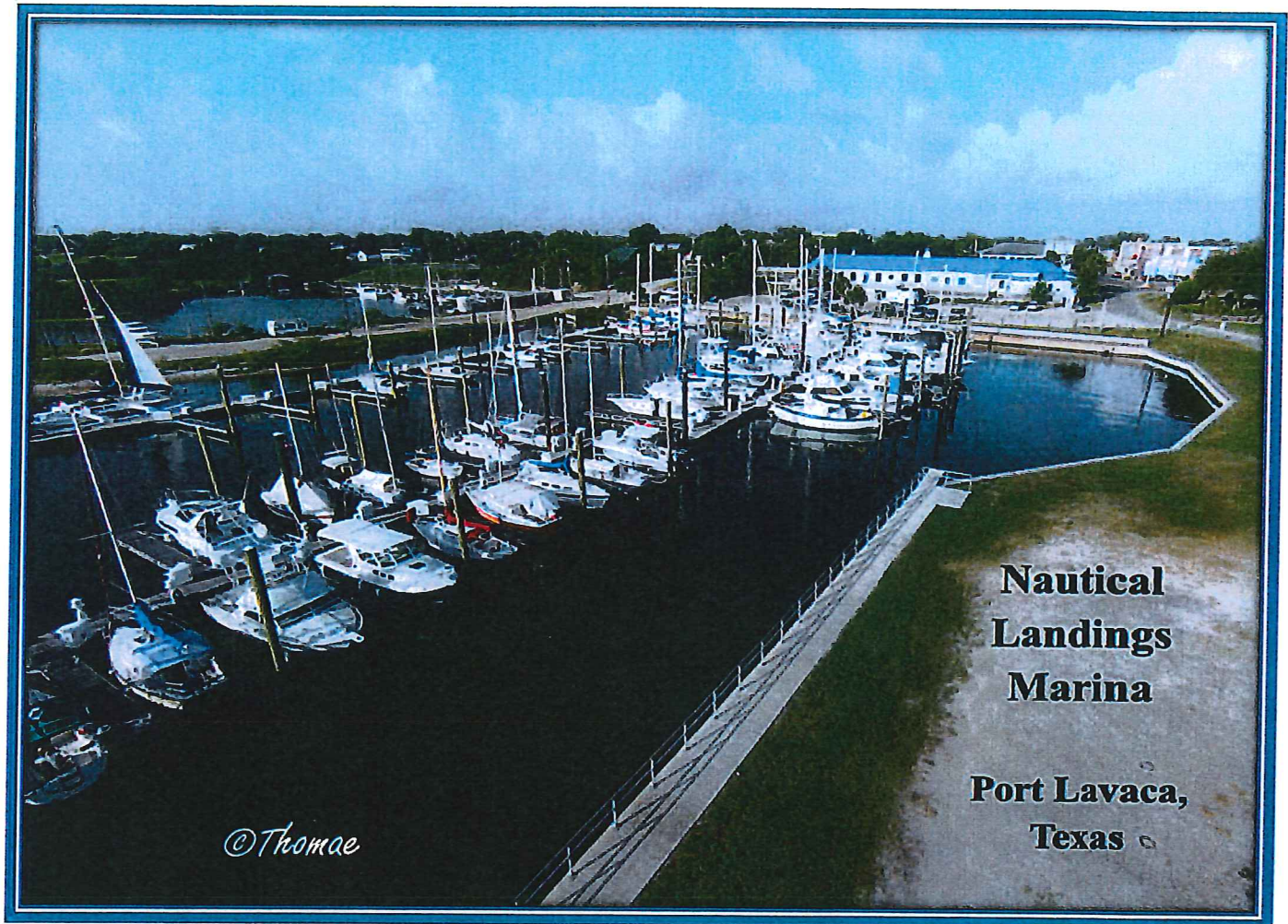
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### 2015-2016 Accomplishments of Prior Year Business Plans

- Installed handicap walkway for beach access
- Upgraded trailer space pads
- Upgraded electrical on fishing pier Phase I
- Upgraded Wi-Fi access

*2016-2017 Major Additions: Upgrade trailer spaces*





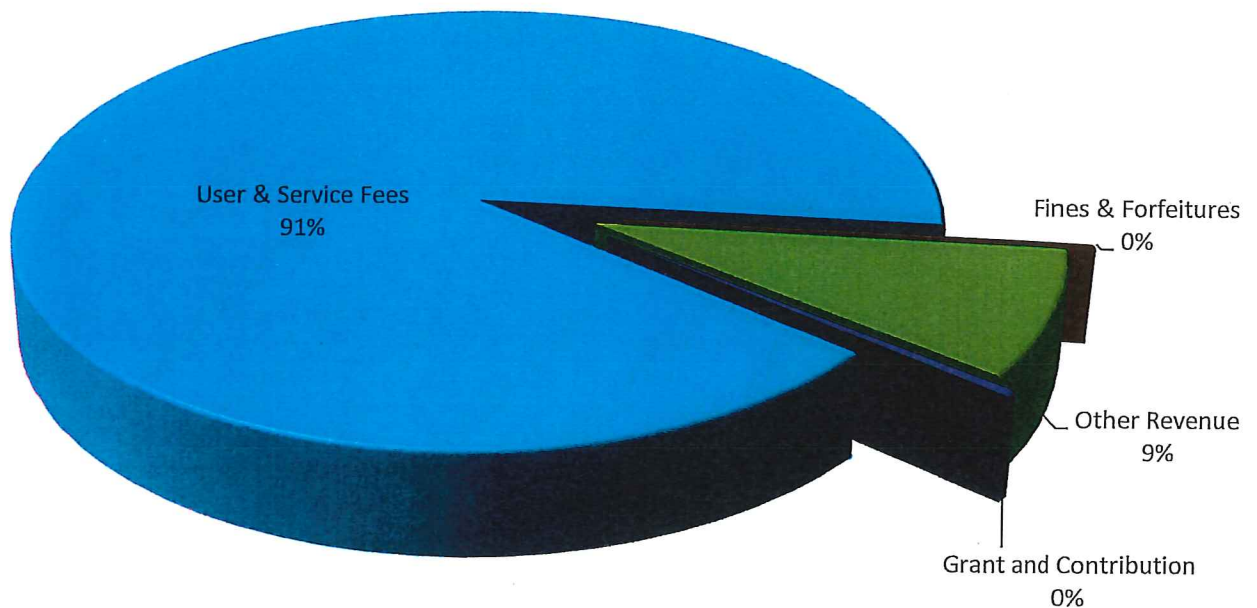
## PORT REVENUE FUND

The Port Revenue Fund is used to account for the operations of the Port Commission and to account for the rent generated from its harbors and docks.

## Port Commission Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
User & Service Fees	423,140	433,500	432,080	429,000	-4,500
Fines & Forfeitures	624	200	0	0	-200
Other Revenue	2,320	2,544,300	3,325	43,000	-2,501,300
Grant & Contributions	0	2,000	2,000	2,000	0
<b>Total Revenue</b>	<b>426,084</b>	<b>2,980,000</b>	<b>437,405</b>	<b>474,000</b>	<b>-2,506,000</b>

### Revenue by Receipt Type



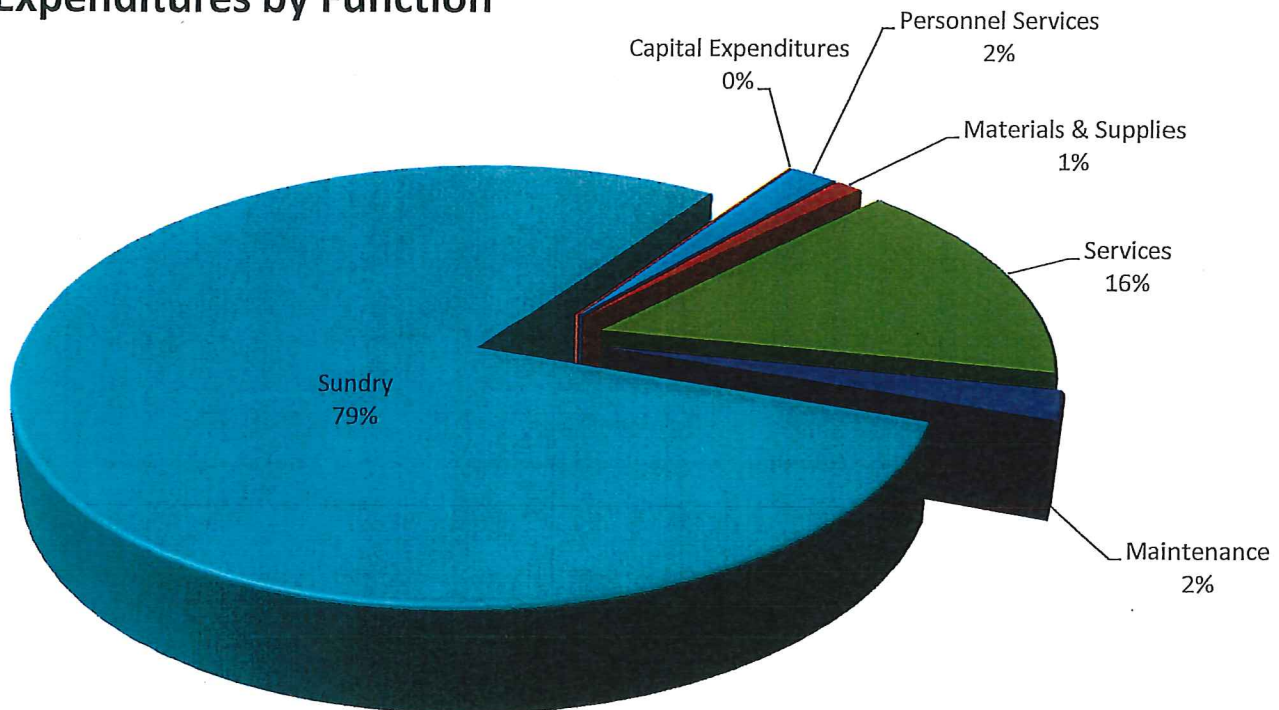
## Port Commission Fund Revenue Detail

Port Operational Revenue	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
<b>User &amp; Service Charges</b>				
City Harbor- Dock Leases	89,852	87,000	89,850	87,000
Harbor of Refuge- Dock Leases	138,641	135,000	138,000	135,000
Harbor of Refuge- Tariffs	53,517	63,500	55,750	60,000
Nautical Landing- Dock Leases	95,687	105,000	102,430	103,000
Nautical Landing- Building Leases	45,443	43,000	46,050	44,000
<b>Total User &amp; Service Charges</b>	<b>423,140</b>	<b>433,500</b>	<b>432,080</b>	<b>429,000</b>
<b>Fines &amp; Forfeitures</b>				
Late Payment Penalties	624	200	0	0
<b>Total Fines &amp; Forfeitures</b>	<b>624</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>Other Revenue</b>				
Interest Income	2,151	1,000	2,950	1,000
Other Financing Sources	0	2,500,000	0	0
Washer-Dryer Income	251	300	375	300
Miscellaneous	-82	0	0	0
Equity Balance Forward	0	43,000	0	41,700
<b>Total Other Revenue</b>	<b>2,320</b>	<b>2,544,300</b>	<b>3,325</b>	<b>43,000</b>
<b>Grant And Contribution</b>				
General Land Office Reimbursement	0	2,000	2,000	2,000
Capital Contributions	0	0	0	0
<b>Total Grant And Contribution</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Intergovernmental Revenue</b>				
Transfer in- Fund 165	0	0	0	0
<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Port Revenue</b>	<b>426,084</b>	<b>2,980,000</b>	<b>437,405</b>	<b>474,000</b>

## Port Commission Revenue Fund Expenditures

Port Operation Expenditures	Actual FY 2014-2015	Final Amended FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017	Variance
Personnel Services	57,732	21,000	14,750	9,200	-11,800
Materials & Supplies	2,683	6,400	1,700	5,100	-1,300
Services	76,635	66,400	58,000	73,900	7,500
Maintenance	23,217	2,506,700	41,620	10,300	-2,496,400
Sundry	653,653	379,500	379,500	375,500	-4,000
Capital Expenditures	0	0	0	0	0
<b>Total Expense</b>	<b>813,920</b>	<b>2,980,000</b>	<b>495,570</b>	<b>474,000</b>	<b>-2,506,000</b>

### Expenditures by Function



## Departmental Summary

### PORT COMMISSION OPERATIONS

#### Our Mission

The mission of the Port Commission is to provide the public adequate boating facilities and continue to enhance the economic development of the Harbors.

#### Description of our Services

The Port Operating Fund is a proprietary fund. It provides operations and maintenance for the ports and harbors. Revenues are generated through rentals of the harbor and dock facilities. The Port Fund encompasses the following activities:

- Rental of dock and harbor facilities
- Maintenance of dock, harbor facilities and channels
- Alternative funding options to upgrade the facilities
- 



#### Strategic Focus

##### Infrastructure

Port Lavaca residents enjoy new streets, sidewalks, and other improvements year after year.

##### Business Development

Port Lavaca is known for creating a business development program that is responsive to existing business needs.

##### Community Development

Port Lavaca is a culturally diverse community actively promoting tourism and encouraging economic development opportunities.

#### 2016-2017 Business Plans (Objectives)

- Develop a plan to dredge and maintain the depth of the entrance channel at the Nautical Landings Marina
- Improve bulk head at the harbors
- Continue marketing Harbor of Refuge for future tenants
- Support economic development and tourism of the City's waterfront properties

## ENTERPRISE FUNDS

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### 2015-2016 Accomplishments of Prior Year Business Plans

- Weatherproofed the deck at Nautical Landings Marina
- Worked with Calhoun Port Authority to dredge Harbor of Refuge Channel
- Rebuilt Pinta & Montier streets at Harbor of Refuge

### Budgeted Personnel

Position	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual
Harbor Master	1	0	0
Temp. Maintenance Worker	½	1	1
<b>Total</b>	<b>1 ½</b>	<b>0</b>	<b>1</b>



## HOTEL/MOTEL FUND

The City adopted a local hotel occupancy tax within the City limits. The City uses these funds to directly enhance and promote tourism and the convention and hotel industry or other expenses approved by State Law.

## SPECIAL REVENUE FUNDS

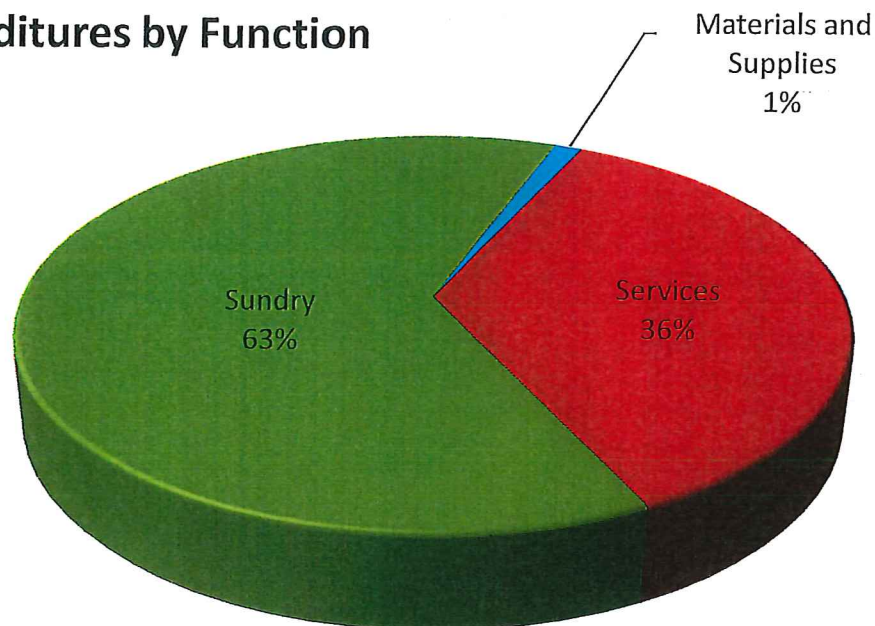
### Hotel / Motel Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Taxes	515,635	400,000	222,400	400,000
Other Revenue	78,788	0	35,350	0
<b>Total Revenue</b>	<b>594,423</b>	<b>400,000</b>	<b>257,750</b>	<b>400,000</b>

### Hotel / Motel Expenditures

Hotel Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Materials & Supplies	0	5,000	1,140	5,000
Services	164,204	124,000	142,750	144,000
Sundry	200,000	271,000	226,700	251,000
<b>Total Expense</b>	<b>364,204</b>	<b>400,000</b>	<b>370,590</b>	<b>400,000</b>

### Expenditures by Function





# FORFEITURE FUND

This fund accounts for the forfeiture of contraband gained from the commission of criminal activity. Proceeds from this fund are used for specific expenses for law enforcement needs.

## SPECIAL REVENUE FUNDS

### Forfeiture Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Fines & Forfeitures	10,046	0	4,650	0
Other Revenue	238	0	235	0
Intergovernmental	0	0	0	0
<b>Total Revenue</b>	<b>10,284</b>	<b>0</b>	<b>4,885</b>	<b>0</b>

### Forfeiture Fund Expenditures

Forfeitures Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Materials & Supplies	4,668	0	3,160	0
Services	285	0	0	0
Maintenance	60	0	50	0
Sundry	206	0	1,950	0
Capital Expenditures	0	0	0	0
<b>Total Expense</b>	<b>5,218</b>	<b>0</b>	<b>5,160</b>	<b>0</b>



## BUILDING SECURITY FUND

This fund accounts for fees collected on conviction of certain Municipal Court offenses and are intended to create a security plan for the courtroom.

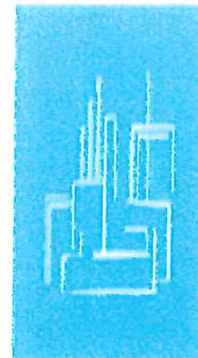
## SPECIAL REVENUE FUNDS

### Building Security Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Fines & Forfeitures	2,697	0	3,850	0
Other Revenue	57	0	65	0
<b>Total Revenue</b>	<b>2,755</b>	<b>0</b>	<b>3,915</b>	<b>0</b>

### Building Security Expenditures

Building Security Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	0	0	1,775	0
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>1,775</b>	<b>0</b>



## ECONOMIC DEVELOPMENT FUND

This fund accounts for public and private donations. Proceeds from this fund will be used to guide, promote and support business and community development.

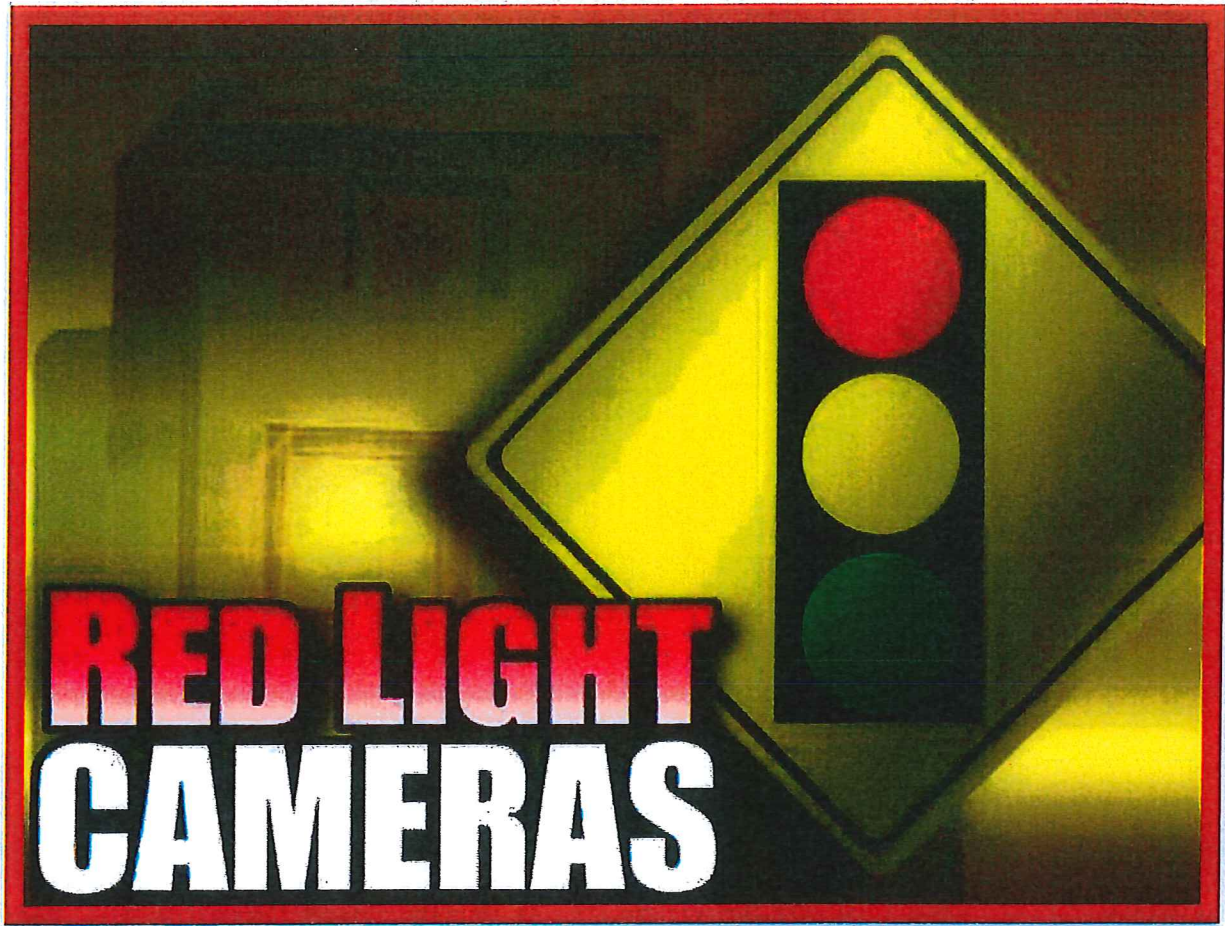
## SPECIAL REVENUE FUNDS

### Economic Development Fund Revenues

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Other Revenue	32	0	25	0
Intergovernmental	0	0	0	0
<b>Total Revenue</b>	<b>32</b>	<b>0</b>	<b>25</b>	<b>0</b>

### Economic Development Fund Expenditures

Economic Dev. Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Materials & Supplies	0	0	0	0
Maintenance	0	0	0	0
Sundry	0	0	0	0
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## REDFLEX TRAFFIC FUND

The Redflex Traffic Fund accounts for fees collected by the City's red light cameras. This money is shared with the State's trauma account and the City can only use this money to enhance pedestrian safety.

## SPECIAL REVENUE FUNDS

### Redflex Traffic Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Other Revenue	233	0	200	0
Intergovernmental	222,553	0	0	0
<b>Total Revenue</b>	<b>222,786</b>	<b>0</b>	<b>200</b>	<b>0</b>

### Redflex Traffic Expenditures

Redflex Traffic Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Materials & Supplies	226,553	0	240	0
<b>Total Expense</b>	<b>226,553</b>	<b>0</b>	<b>240</b>	<b>0</b>



## COURT TECHNOLOGY FUND

This fund accounts for fees collected on conviction of certain Municipal Court offenses and are intended to provide technology to process court cases.

## SPECIAL REVENUE FUNDS

### Court Technology Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Fines & Forfeitures	3,662	5,000	5,200	5,000
Other Revenue	21	0	100	0
Intergovernmental	0	0	0	0
<b>Total Revenue</b>	<b>3,682</b>	<b>5,000</b>	<b>5,300</b>	<b>5,000</b>

### Court Technology Expenditures

Court Technology Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Maintenance	3,682	5,000	6,000	5,000
<b>Total Expense</b>	<b>3,682</b>	<b>5,000</b>	<b>6,000</b>	<b>5,000</b>



## JUVENILE CASE MANAGER FUND

The Juvenile Case Manager Fund was created in FY 2010 – 2011 to fund the salary and benefits of one full-time Juvenile Case Manager as part of the Calhoun County area's criminal justice systems.

## SPECIAL REVENUE FUNDS

### Juvenile Case Manager Fund Revenue

Revenue Summary	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Other Revenue	193	0	0	0
Grant and Contribution	4,926	5,000	5,000	5,000
Intergovernmental Rev	10,019	10,000	10,000	10,000
<b>Total Revenue</b>	<b>15,138</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

### Juvenile Case Manager Fund Expenditures

Juvenile Case Manager Expenditures	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted Budget FY 2016-2017
Personnel Services	15,138	15,000	14,500	15,000
Materials & Supplies	0	0	0	0
<b>Total Expense</b>	<b>15,138</b>	<b>15,000</b>	<b>14,500</b>	<b>15,000</b>

*Operating capital outlay*  
*Fiscal Year 2016-2017*

**GOVERNMENTAL FUNDS**  
**GENERAL FUND**

**Vehicles and Equipment**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
0090	City Hall	Phone System	1	45,000
0110	Police	Vehicle (patrol unit)	1	49,000*
0110	Police	Mobile Vision Software	1	9,000
0120	Fire	Air Packs	5	25,000
0410	Street	Truck	1	29,000*
0410	Street	Mower	1	10,600*
0410	Street	Mowing Deck	1	17,000
0501	Parks	Trailer	1	5,000
0501	Parks	Mower	1	10,600*
				<b>200,200</b>

*\*Funded by FARF \$99,200*

*(Supported by Current Revenues \$101,000)*

**Capital Projects**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
0410	Streets	Commerce Street	1	850,000
0410	Streets	Ann Street	1	400,000
0410	Streets	Bonorden	1	1,300,000
0501	Parks	Bay Front Park	1	500,000
<b>Total General Fund Projects</b>				<b>3,050,000</b>

*(Supported by current revenues \$ 700,000 and \*reserves \$ 2,350,000)*

*\*General Fund Reserves- \$1,850,000; Street Reserves- \$500,000*

## ENTERPRISE FUNDS

### UTILITY FUND

#### Vehicles and Equipment

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
5134	Utility Maintenance	Truck	1	29,000
Total Utility Equipment				29,000

*(Supported by Current Revenues \$ 29,000)*

#### Capital Projects

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
5133	Utility Maintenance	Water Line- Colorado	1	300,000
Total Utility Projects				300,000

*(Supported by current revenues \$ 0 and reserves \$ 300,000)*

### BEACH FUND

#### Capital Projects

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
1000	Beach	Upgrade Trailer Spaces	1	50,000
Total Beach Projects				50,000

*(Supported by current revenues \$ 0 and reserves \$ 50,000)*

### PORT COMMISSION FUND

#### Capital Projects

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
1000	Port Commission	N/A	1	N/A
Total Port Projects				0



# **City of Port Lavaca Five Year Capital Improvement Program**

**2016-17 to 2020-21**

# Five Year Capital Plan Summary

CITY WIDE

	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
GENERAL FUND					
STREETS	\$ 2,550,000	\$ 650,000	\$ 150,000	\$ 1,300,000	\$ 150,000
PARKS	\$ 500,000	\$ 250,000	\$ 250,000	\$	\$ 250,000
Total General Fund	\$ 3,050,000	\$ 900,000	\$ 400,000	\$ 1,300,000	\$ 400,000
UTILITY FUND					
WATER	\$ 300,000	\$ 300,000	\$ 365,000	\$ 465,000	\$ 300,000
WASTEWATER	\$	\$ 350,000	\$ 200,000	\$ 600,000	\$ 300,000
Totals Utility	\$ 300,000	\$ 650,000	\$ 565,000	\$ 1,065,000	\$ 600,000
LIGHTHOUSE BEACH	\$ 50,000	\$ 300,000	\$ 50,000	\$ 50,000	\$ 50,000
PORT COMMISSION				\$ 2,250,000	
Totals:	\$ 3,400,000	\$ 1,850,000	\$ 1,015,000	\$ 4,665,000	\$ 1,050,000

Five-Year Total \$ 11,980,000.00

# General Fund

## Streets & Right of Ways

### Project

### Description

FY 2016-2017 Budget FY 2017-2018 Budget FY 2018-2019 Budget FY 2019-2020 Budget FY 2020-2021 Budget

Seal Coat Program	\$	150,000	\$	150,000	\$	150,000
Commerce/ Ann & Benavides	\$	1,250,000	\$	-		
Downtown Sidewalks (TXCF)	\$	500,000				
Bonorden	\$	1,300,000				
Jackson Street from Seadrift to 3rd					\$	800,000
George street from Half League to Arthur					\$	500,000
Streets & Right of Way Subtotals	\$	2,550,000	\$	650,000	\$	150,000
					\$	150,000

## Parks

### Project

### Description

FY 2016-2017 Budget FY 2017-2018 Budget FY 2018-2019 Budget FY 2019-2020 Budget FY 2020-2021 Budget

Bay Front Park Improvements	\$	500,000				
Wilson Park Improvements	\$	-	\$	250,000	\$	250,000
Parks Subtotals	\$	500,000	\$	250,000	\$	250,000

General Fund CIP Fund Totals	\$	3,050,000	\$	900,000	\$	400,000	\$	1,300,000	\$	400,000
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# General Fund- Funding Sources

FY 2016-2017      FY 2017-2018      FY 2018-2019      FY 2019-2020      FY 2020-2021

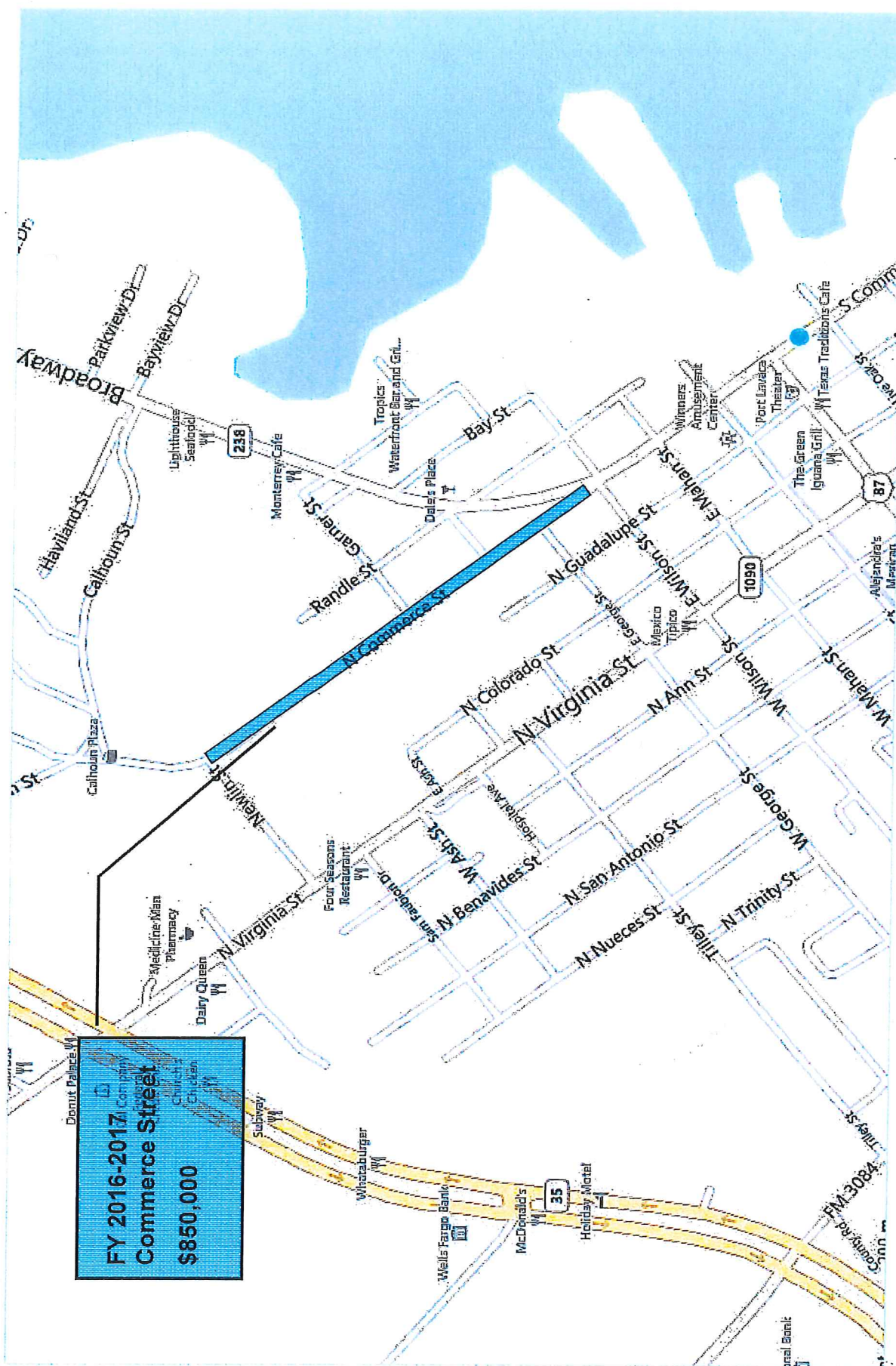
Budget      Budget      Budget      Budget      Budget

<b>General Fund CIP Fund Totals</b>		<b>\$</b>	<b>3,050,000</b>	<b>\$</b>	<b>900,000</b>	<b>\$</b>	<b>400,000</b>	<b>\$</b>	<b>1,300,000</b>	<b>\$</b>	<b>400,000</b>
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<i>Funding Source:</i>											
Operating Budget	\$	700,000	\$	650,000	\$	650,000	\$	700,000	\$	650,000	
Grant			\$	200,000	\$	-	\$	-	\$	-	
Transfer In- Port Commission	\$	-	\$	-	\$	-	\$	-	\$	-	
Transfer In- Utility Fund	\$	-	\$	-	\$	-	\$	-	\$	-	
Transfer In- Hotel/Motel	\$	-	\$	-	\$	-	\$	-	\$	-	
Operational Savings (Reserve)	\$	1,850,000	\$	300,000					\$	100,000	
Street Reserve- Fund 220	\$	500,000			\$	-	\$	500,000			
<b>Total Resources Planned</b>	<b>\$</b>	<b>3,050,000</b>	<b>\$</b>	<b>1,150,000</b>	<b>\$</b>	<b>650,000</b>	<b>\$</b>	<b>1,300,000</b>	<b>\$</b>	<b>650,000</b>	

Building Reserve (Current Year) Xfer to Street	\$	-	\$	250,000	\$	250,000	\$	-	\$	250,000	
Accumulated Street Reserve			\$	250,000	\$	500,000	\$	-	\$	250,000	

# STREET PROJECTS



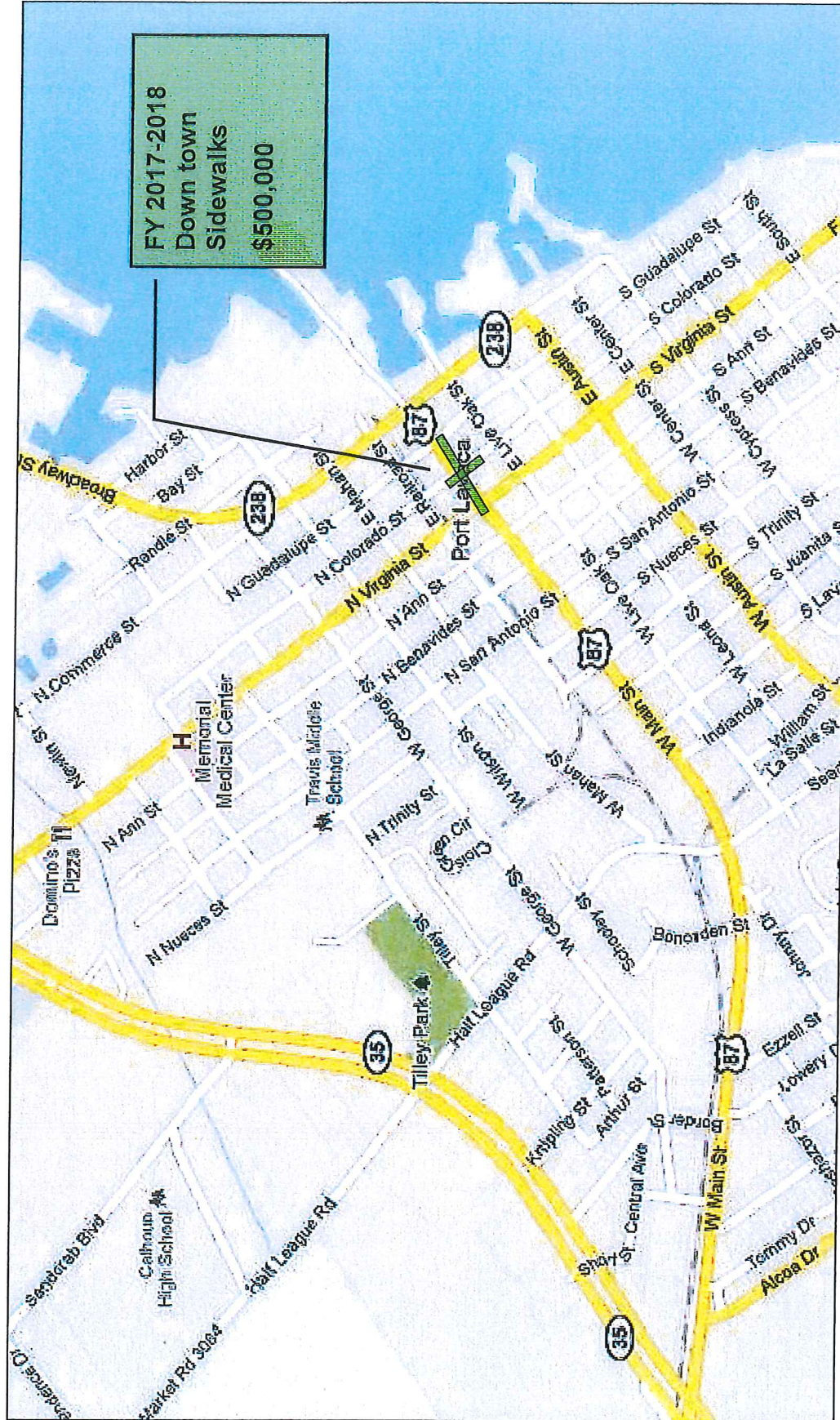
**FY 2016-2017  
Ann &  
Benavides  
Street  
\$400,000**

**FY 2016-2017  
Ann &  
Benavides  
Street  
\$400,000**

# STREET PROJECTS



# STREET PROJECTS



FY 2019-2020  
Jackson Street  
\$800,000

FY 2019-2020

**Jackson Street**

**\$800,000**

The map displays a network of streets and highways. A purple rectangular box highlights a section of George Street, with a callout box indicating 'FY 2019-2020 George Street \$500,000'. The map includes various street names such as W Main St, W Austin St, Alcoa Dr, and others. Highway markers for 87, 238, and 35 are visible. The map also shows a river and several other streets like Ezzell St, Lowery Dr, and Bauer Dr.

FY 2019-2020

George Street

**\$500,000**

# Parks Capital Plan

Project

FY 2016-2017      FY 2017-2018      FY 2018-2019      FY 2019-2020      FY 2020-2021

Description

Budget      Budget      Budget      Budget      Budget

Bay Front Park Improvements	\$ 500,000					
Wilson Park Improvements		\$ 250,000	\$ 250,000		\$ 250,000	
Subtotals:	\$ 500,000	\$ 250,000	\$ 250,000		\$ 250,000	

**THE NEW YORK PUBLIC LIBRARY  
ASTOR LENOX TILDEN FOUNDATION  
500 FIFTH AVENUE  
NEW YORK 17, N.Y.**

10/10' COVERED  
POTIC TUBES  
12' 100 PSI

# Wilson Field Master Plan

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL	UNIT	TOTAL
			QUANTITIES	COST	COST
	Parking Lots	SF	13866	\$45.00	\$623,970.00
	Lighting	EA	1	\$541,000.00	\$541,000.00
	Fence	LF	1696	\$25.00	\$42,400.00
	Sod	SY	24720	\$4.00	\$98,880.00
	Grade/topsoil/sod	SY	20000	\$5.50	\$110,000.00
	Sidewalk/ Trail	SY	3528	\$40.00	\$141,120.00
	Basketball slab	SY	522	\$30.00	\$15,660.00
	Skate Park slab	SY	600	\$30.00	\$18,000.00
	Playground	EA	1	\$90,000.00	\$90,000.00
	Pavilion/ restroom	EA	1	\$150,000.00	\$150,000.00
	Drainage	LS	1	\$30,000.00	\$30,000.00
	Cabanas	EA	5	\$1,000.00	\$5,000.00
	Swing set	EA	1	\$4,000.00	\$4,000.00
	Completed				
				SUBTOTAL	\$1,870,030.00
				Contingency (15%):	\$272,254.50
				GRAND TOTAL	\$2,142,284.50



DRAWN BY: S. W. S.	DATE: 03/4/11
JOB NO.: 1110019	SCALE: 1" = 60'
FLD. BK. NO.: NA	SHEET 1 OF 1

# BAYFRONT PENINSULA PARK

**CivilCorp**  
 ENGINEERS • SURVEYORS  
 1501 E. MOCKINGBIRD, SUITE 408, VICTORIA, TEXAS 77904  
 TEL: (361) 570-7500 FAX: (361) 570-7501

# Bayfront Peninsula Park Master Plan

[illegible]

# Utility Fund

## Water System

Project Description	FY 2016-2017 Budget	FY 2017-2018 Budget	FY 2018-2019 Budget	FY 2019-2020 Budget	FY 2020-2021 Budget
Colorado from Austin to South upgrade	\$ 300,000				
Brookhollow Drive Water Line	\$	300,000			
Jackson Street upgrade			\$ 165,000		
Indianola from Austin to Main/Leona			\$ 200,000		
Virginia form Austin to South				300,000	
Broadway Waterline				\$ 165,000	
Live Oak from Commerce to Virginia					\$ 300,000
Water System Subtotals	\$ 300,000	\$ 300,000	\$ 365,000	\$ 465,000	\$ 300,000

## Wastewater System

Project Description	FY 2016-2017 Budget	FY 2017-2018 Budget	FY 2018-2019 Budget	FY 2019-2020 Budget	FY 2020-2021 Budget
UV System WWTP		\$ 350,000			
George Street from Half League to Author/ Knippling			\$ 200,000		
Center Street Sewer Line Phase I				\$ 300,000	
De Shazor Sewer Line Phase I				\$ 300,000	
De Shazor Sewer Line Phase II					\$ 300,000
Wastewater Subtotals	\$ -	\$ 350,000	\$ 200,000	\$ 600,000	\$ 300,000
Utility System CIP Fund Totals	\$ 300,000	\$ 650,000	\$ 565,000	\$ 1,065,000	\$ 600,000

# Utility Fund- Funding Sources

FY 2016-2017      FY 2017-2018      FY 2018-2019      FY 2019-2020      FY 2020-2021

Budget

Budget

Budget

Budget

Budget

Utility System CIP Fund Totals	\$	300,000	\$	650,000	\$	565,000	\$	1,065,000	\$	600,000
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<i>Funding Source:</i>										
Operating Budget										
Grant								\$ 250,000		
Depreciation Reserves	\$	300,000	\$	650,000	\$	565,000	\$	815,000	\$	600,000

Total Resources Planned	\$	300,000	\$	650,000	\$	565,000	\$	1,065,000	\$	600,000
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# Water Capital Plan

## Water System

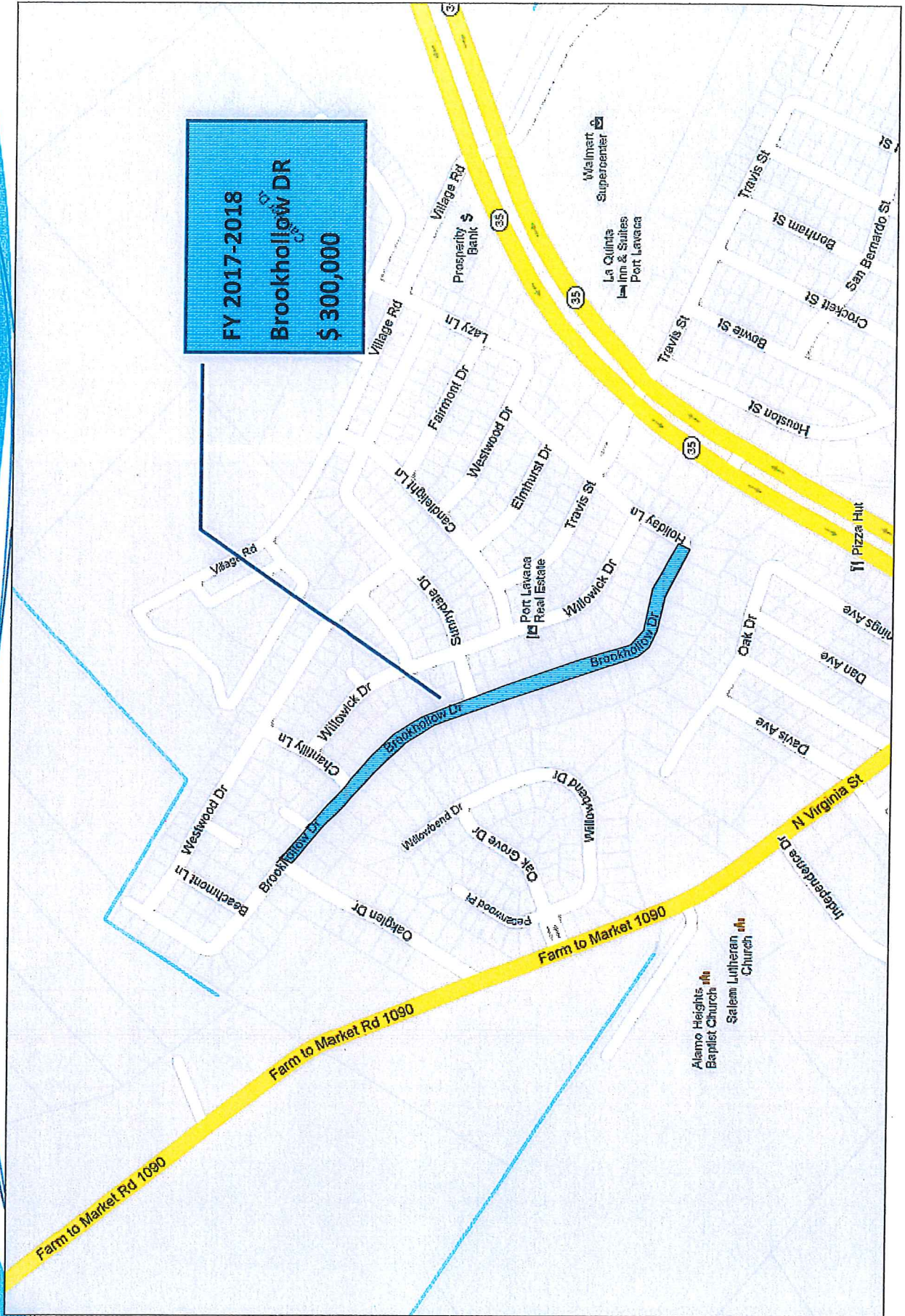
Project FY 2016-2017 FY 2017-2018 FY 2018-2019 FY 2019-2020 FY 2020-2021

Description Budget Budget Budget Budget Budget

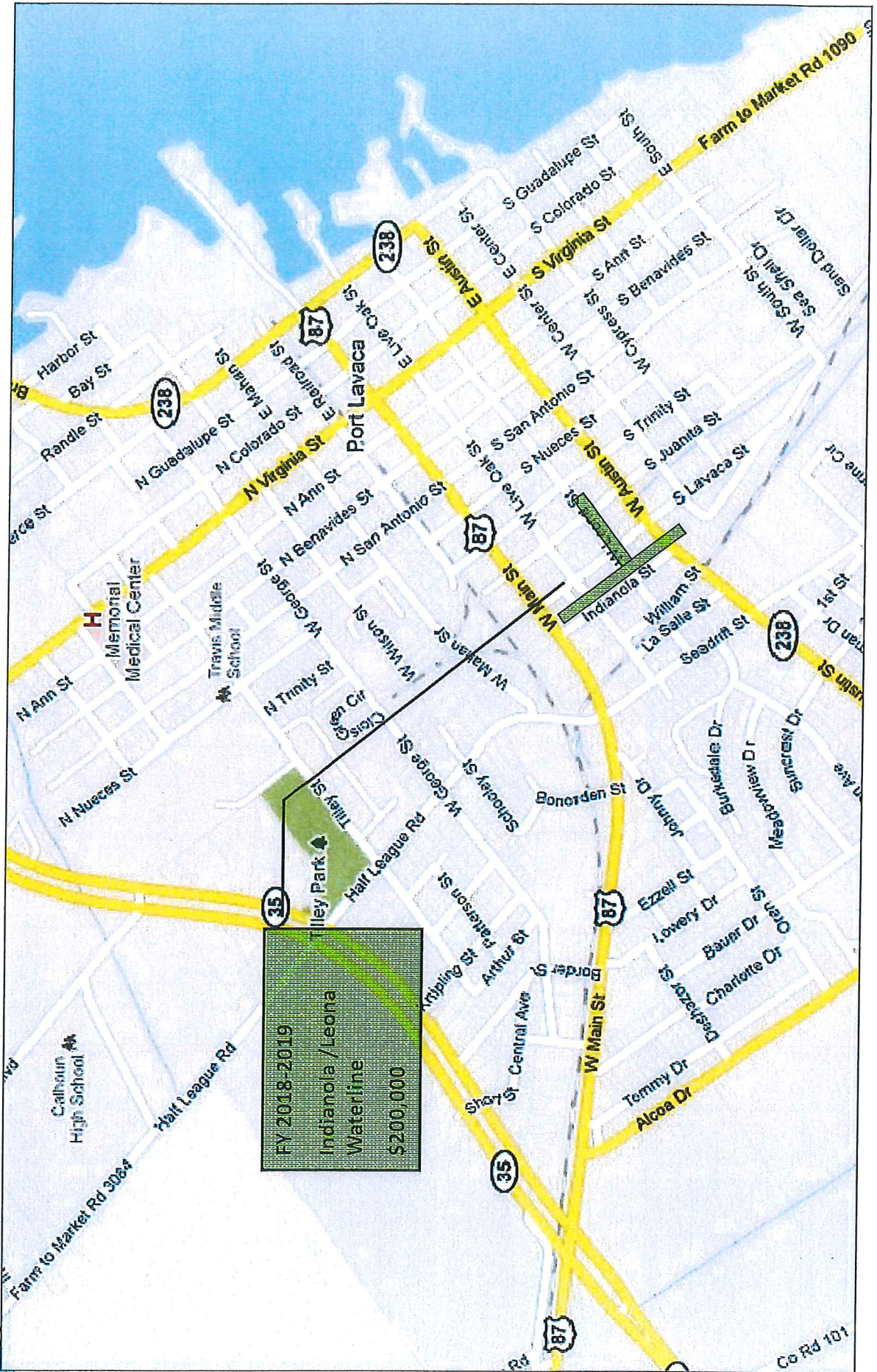
Colorado from Austin to South upgrade	\$ 300,000				
Brookhollow Drive Water Line	\$ 300,000				
Jackson Street upgrade		\$ 165,000			
Indianola from Austin to Main/Leona		\$ 200,000			
Virginia form Austin to South			\$ 300,000		
Broadway Waterline			\$ 165,000		
Live Oak from Commerce to Virginia				\$ 300,000	
Water System Subtotals	\$ 300,000	\$ 300,000	\$ 365,000	\$ 465,000	\$ 300,000

The map displays the Port Lavaca area with a grid of streets. A red rectangular area is highlighted in the center, labeled "FY 2016-2017 Colorado Street Waterline \$300,000". Major roads shown include Farm to Market Rd 1090, Farm to Market Rd 3084, and Highway 87. Other landmarks include the Memorial Medical Center and various schools like Travis Middle School and Calhoun High School. The map also shows the coastline and several smaller streets like N Guadalupe St, N Colorado St, and N Virginia St.

# WATER PROJECTS



# WATER PROJECTS



FY 2018-2019  
Jackson Street  
Waterline  
\$165,000

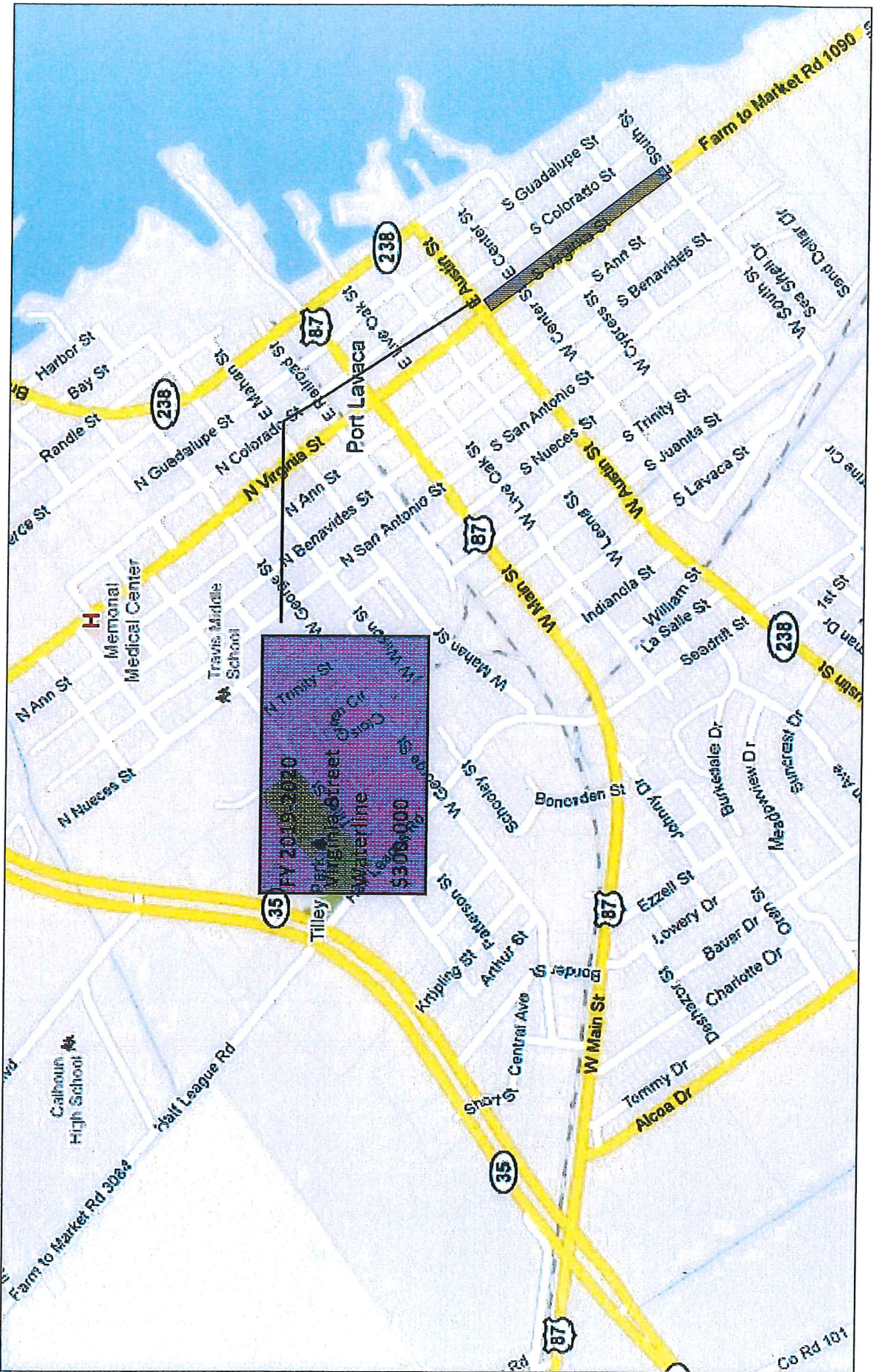
FY 2018-2019

# Jackson Street

## Waterline

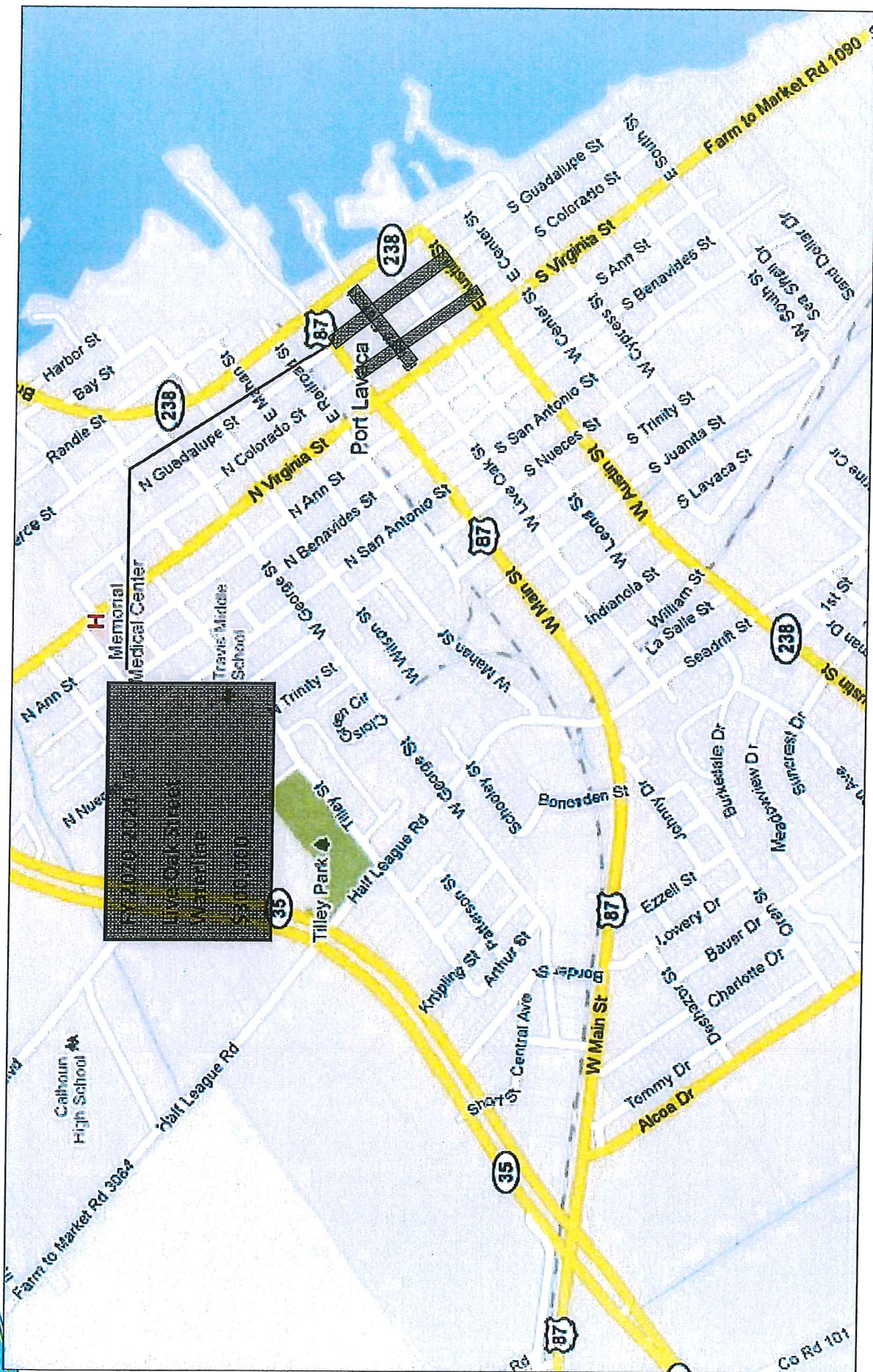
\$165,000

# WATER PROJECTS





# WATER PROJECTS



# Wastewater Capital Plan

Project FY 2016-2017 FY 2017-2018 FY 2018-2019 FY 2019-2020 FY 2020-2021

Description

Budget Budget Budget Budget Budget

UV System WWTP		\$ 350,000			
George Street from Half League to Author/ Knippling			\$ 200,000		
Center Street Sewer Line Phase I				\$ 300,000	
De Shazor Sewer Line Phase I				\$ 300,000	
De Shazor Sewer Line Phase II					\$ 300,000
Wastewater Subtotals	\$ -	\$ 350,000	\$ 200,000	\$ 600,000	\$ 300,000

## WASTEWATER PROJECTS



# WASTEWATER PROJECTS



**FY 2019-2020  
De Shazor Area  
Phase 1 Sewer  
\$300,000**

FY 2019-2020

## De Shazor Area

## Phase 1 Sewer

300,000

Map of the Center Street Phase I Sewer project area in Austin, Texas. The project area is highlighted in blue, running along Center Street from W Main St to W Austin St. A callout box indicates the project is scheduled for FY 2019-2020 with a cost of \$3,000,000. The map includes major roads like W Main St, W Austin St, and W 2nd St, as well as local streets like S San Antonio St, S Nueces St, and S Trinity St. The project area is bounded by W Main St to the west and W Austin St to the east.

# WASTEWATER PROJECTS



# Lighthouse Beach

Project

Description

FY 2016-2017

FY 2017-2018

FY 2018-2019

FY 2019-2020

FY 2020-2021

Budget

Budget

Budget

Budget

Budget

Upgrade Trailer Spaces	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000
Demolition of Abandoned Pier (Grant)			\$	250,000						
Subtotals:	\$	50,000	\$	300,000	\$	50,000	\$	50,000	\$	50,000

Light House Beach CIP Fund Totals

\$	50,000	\$	300,000	\$	50,000	\$	50,000	\$	50,000
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Funding Source:

Operating Budget

Grant

Operational Savings (Reserve)

Total Resources Planned

	\$	30,000	\$	35,000	\$	35,000	\$	35,000	\$	35,000
	\$	200,000								
	\$	50,000	\$	70,000	\$	15,000	\$	15,000	\$	15,000
	\$	50,000	\$	300,000	\$	50,000	\$	50,000	\$	50,000

# Port Commission

Project

Description      FY 2016-2017      FY 2017-2018      FY 2018-2019      FY 2019-2020      FY 2020-2021

Budget      Budget      Budget      Budget      Budget

Bulkhead-Harbor of Refuge				\$ 2,000,000	
Bulkhead-Bayfront Park				\$ 250,000	
Subtotals:				\$ 2,250,000	

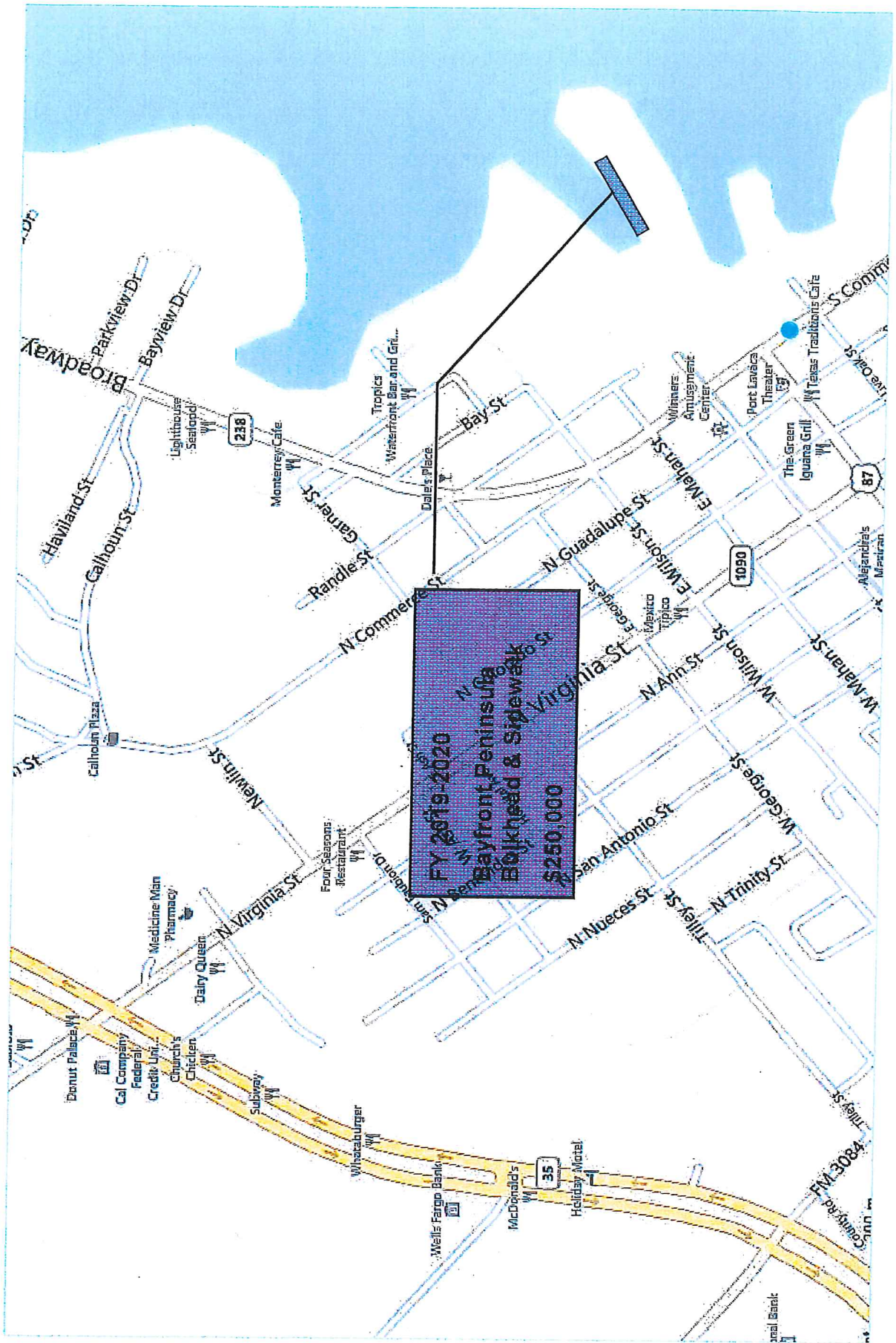
## Port Commission CIP Fund Totals:

\$ 2,250,000

## Funding Source:

Operating Budget					
Grant					
Other Funding Sources				\$ 2,000,000	
Operational Savings (Reserve)				\$ 250,000	
Total Resources Planned				\$ 2,250,000	

# PORT COMMISSION PROJECTS



**FY 2019-2020 Bulkhead - Harbor of Refuge Port Commission \$2,000,000**

FY 2019-2020	Bulkhead- Harbor of Refuge Port Commission	\$2,000,000
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## **Capital Improvement Plan**

**2021-2022 to 2025-2026**

### **General Fund**

Finish Jackson Street rebuild with new drainage (\$ 2,000,000)

Leon Street rebuild with new drainage (\$ 2,000,000)

Upgrade and Replace Park Equipment (\$1,000,000)

### **Utility Fund**

#### **Water**

1 million gallon ground storage tank (\$ 5,000,000)

Increase line going to Village water tower (\$1,000,000)

Replace Water line on Jackson Street (\$ 400,000)

Replace Water line on Leon Street (\$ 400,000)

Replace waterline Main Street (\$ 400,000)

Replace Waterline Virginia Street (\$ 400,000)

#### **Wastewater**

Center Street Phase II Sewer Line Replacement (grant) (\$ 300,000)

Rebuild Lynn Haven Lift station (\$500,000)

Upgrade Ann Street Lift Station (\$ 250,000)

Upgrade Brooks Lift Station (\$ 250,000)

Upgrade Bourdon Lift Station (\$ 250,000)

Total \$15,150,000

## Long Term Debt

General Obligation Bonds (G.O.'s) are used to finance a variety of public projects and require voter approval. Certificates of Obligations (C.O.'s) do not require voter approval and, though used largely for the same projects as General Obligation Bonds, are ordinarily sold to finance smaller, less expensive, projects which tend to have shorter pay-out periods on the debt. General Obligation Bonds, as well as Certificates of Obligation, are backed by the full faith and credit of the City and are paid from property tax receipts. Revenue Bonds are payable from specific sources of non-tax revenue and do not affect the property tax rate. Coverage Ratios of Revenue Bonds will always be in compliance with the minimum coverage ratio required by the revenue bond ordinances. It shall be the goal of the City to achieve a budgeted coverage ratio of 1.60.

The City's practice is to fund capital improvement projects on a "pay as you go" basis whenever possible. If a debt issue is required, then key factors such as an asset's life and future debt payments will be considered carefully. Issues will not extend longer than an asset's expected life. The City currently holds an AA- rating from Standard and Poor's Corporation for both General Obligation and Revenue Bonds. This underlying rating was strengthened recently from an A+.

There is no direct limit on debt in the City Charter. Statutes of the State of Texas do not provide any limitations on the dollar amount of debt cities can float; however, as a matter of policy, the Attorney General of Texas, will not approve the issuance of bonds where the total debt service of all tax supported debt requires a tax rate of more than \$1.50 per \$100 assessed valuation. The truth-in-taxation criterion specifies that debt (Interest & Sinking) requirements must be met first, and then the operations can be funded. The property tax rate to meet these needs cannot exceed \$2.50 per \$100 valuation.

Debt service requirements for the City of Port Lavaca are currently \$.0746 of the current property tax rate of \$.XXXX. Even though the City has six outstanding general obligation debt issues, the 2012 is the only issue paid by property taxes. Other issues are supported by the respective fund's revenues. Those particular issues have an operational impact equal to the annual debt service payment. **The City has no plans to issue debt within the next 12 months.** This debt will not be paid from property taxes, but supported by revenues generated by the Port Commission Fund.

Assessed value, 2016 tax roll	\$633,725,201	Actual amount of tax-secured debt service - Year ended September 30, 2017	\$1,265,898
Limit on amount designated for debt service per \$100 assessed valuation	x \$ 1.50		
<b>Legal Debt Service Limit</b>	<b>\$9,505,878</b>	<b>Legal Debt Margin</b>	<b>\$8,239,980</b>

The following tables list each debt issue separately with its clearly stated principal and interest payment due. Fiscal year end 2016-2017, outstanding general obligation bond and certificates of obligation bonds will be \$6,945,000 however only \$1,895,000 is currently supported by property taxes. The debt policy along with the history of tax rates can be found in the appendix section of this book.

## Property Tax Supported Debt

### 2012 General Obligation Refunding Bond

**\$2,945,000** - 2012 General Obligation Refunding Bond issued to take advantage of the low interest rate environment by refunding the callable portion of the Certificates of Obligation, Series 2003 and 2005 that were originally issued to fund various street projects. This resulted in a net present value savings to the City of \$229,457. The payments are secured by property taxes due in annual installments ranging from \$60,000 to \$331,000 through February 15, 2024; interest fixed at 2.03%.

Street Debt Service 2012	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
<b>Taxes</b>				
Property Taxes- Current	259,802	261,200	161,200	318,000
Property Taxes- Delinquent	8,209	11,000	10,000	9,000
<b>Total Taxes</b>	<b>268,012</b>	<b>272,200</b>	<b>171,200</b>	<b>327,000</b>
<b>Other Revenue</b>				
Interest Income	425	300	275	300
Bond Proceeds	0	0	0	0
<b>Total Other Revenue</b>	<b>425</b>	<b>300</b>	<b>275</b>	<b>300</b>
<b>Total Street Debt Service</b>	<b>268,437</b>	<b>272,500</b>	<b>171,475</b>	<b>327,300</b>
<b>Sundry</b>				
Debt Service Principal	0	0	0	0
Debt Service Interest	0	0	0	0
Debt Service Admin. Fee	300	300	300	300
Debt Service- Principal 2012	215,000	220,000	220,000	280,000
Debt Service- Interest 2012	56,586	52,200	52,200	47,000
Payment to Escrow	0	0	0	0
<b>Total Sundry</b>	<b>271,886</b>	<b>272,500</b>	<b>272,500</b>	<b>327,300</b>
<b>Total Street Debt Service</b>	<b>271,886</b>	<b>272,500</b>	<b>272,500</b>	<b>327,300</b>

FY 16/17 Requirements:		
<u>Principal</u>	<u>Interest</u>	<u>Total</u>
\$285,000	\$41,361	\$326,361

*Call Option: Make Whole Provision*

## Public Utility Fund Supported Debt

### 2007 General Obligation (GO) Refunding Bonds

**\$2,895,000** - 2007 Utility System General Obligation and Refunding Bonds were issued to cover water system improvements. The payments are supported by the City's Public Utility Fund and due in annual installments ranging from \$30,000 to \$555,000 through February 15, 2022; interest varying between 5.10% and 5.75%.

### 2007 Combination Tax and Revenue Certificate of Obligation (CO)

**\$925,000** - Series 2007 Combination Tax and Certificate of Obligation was issued to fund the City's pro rata share of debt related to the construction of a Clearwell owned by our water supplier, GBRA. The payment is supported by the Public Utility Fund due in annual installments ranging from \$20,000 to \$140,000 through February 15, 2022.

Water Debt Service 2007	Actual FY 2014-2015	Amended Budget FY 2014-2015	Projected FY 2015-2016	Adopted FY 2016-2017
<b>Other Revenue</b>				
Interest Income	54	0	0	0
Equity Balance Forward	0	1,375	1,375	1,037
<b>Total Other Revenue</b>	<b>54</b>	<b>1,375</b>	<b>1,375</b>	<b>1,037</b>
<b>Intergovernmental Revenue</b>				
Transfer In- Fund 501	194,563	196,625	196,625	198,463
<b>Total Intergovernmental</b>	<b>194,563</b>	<b>196,625</b>	<b>196,625</b>	<b>198,463</b>
<b>Total Water Debt Service</b>	<b>194,617</b>	<b>198,000</b>	<b>198,000</b>	<b>199,500</b>
<b>Sundry</b>				
Debt Service Principal	45,000	50,000	50,000	55,000
Debt Service Interest	96,707	95,000	95,000	92,500
Debt Service- Admin Fee	750	500	500	500
Miscellaneous	0	0	0	0
Debt Service- Principle Clearwell	20,000	20,000	20,000	20,000
Debt Service – Interest Clearwell	32,499	32,000	32,000	31,000
Debt Service- Administrative Fee	750	500	500	500
<b>Total Sundry</b>	<b>195,706</b>	<b>198,000</b>	<b>198,000</b>	<b>199,500</b>
<b>Total Water Debt Service</b>	<b>195,706</b>	<b>198,000</b>	<b>198,000</b>	<b>199,500</b>

FY 16/17 Requirements:		
<u>Principal</u>	<u>Interest</u>	<u>Total</u>
\$220,000	\$117,213	\$337,213*

(\*Direct Operational impact) Call Option: Term Bonds maturing on February 15, 2019 and thereafter are callable in whole or in part on any date beginning February 15, 2017 @ par.

## 2011 General Obligation Refunding Bonds

**\$2,265,000** - 2011 General Obligation Refunding Bonds were issued for wastewater related infrastructure improvements. The payments are supported by the Public Utility Fund and due in annual installments ranging from \$351,000 to \$359,500 through February 15, 2018; interest fixed at 2.83%.

Sewer Debt Service 2011	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
<b>Other Revenue</b>				
Interest Income	89	0	0	0
Equity Balance Forward	0	523	523	591
<b>Total Other Revenue</b>	<b>89</b>	<b>523</b>	<b>523</b>	<b>591</b>
<b>Intergovernmental Revenue</b>				
Transfer In- Fund 501	352,592	353,677	353,677	359,409
<b>Total Intergovernmental</b>	<b>352,592</b>	<b>353,677</b>	<b>353,677</b>	<b>359,409</b>
<b>Total Sewer Debt Service</b>	<b>352,681</b>	<b>354,200</b>	<b>354,200</b>	<b>360,000</b>
<b>Sundry</b>				
Debt Service Principal	310,000	320,000	320,000	335,000
Debt Service Interest	41,483	33,700	33,700	24,500
Debt Service - Admin. Fee	0	500	500	500
<b>Total Sundry</b>	<b>351,483</b>	<b>354,200</b>	<b>354,200</b>	<b>360,000</b>
<b>Total Sewer Debt Service</b>	<b>351,483</b>	<b>354,200</b>	<b>354,200</b>	<b>360,000</b>

FY 16/17 Requirements:		
<u>Principal</u>	<u>Interest</u>	<u>Total</u>
\$345,000	\$14,787	\$359,787*

\*Direct operational impact

*Call Option: Non-callable.*

## 2004 Certificates of Obligation

**\$1,535,000** - 2004 Certificates of Obligation from the Texas Water Development Board (TWDB) was issued for improvements to the City's water and sewer infrastructure. Annual installments range from \$97,000 to \$127,000 through February 15, 2024; interest varying between 1.45% and 3.55%.

Texas Water Development Board (TWDB) Debt Service 2004	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
<b>Other Revenue</b>				
Interest Income	99	612	612	0
Equity Balance Forward	0	0	0	0
<b>Total Other Revenue</b>	<b>99</b>	<b>612</b>	<b>612</b>	<b>0</b>
<b>Intergovernmental Revenue</b>				
Transfer In- Fund 501	108,801	111,688	111,688	114,335
<b>Total Intergovernmental</b>	<b>108,801</b>	<b>111,688</b>	<b>111,688</b>	<b>114,335</b>
<b>Total TWDB Debt Service</b>	<b>108,900</b>	<b>112,300</b>	<b>112,300</b>	<b>114,335</b>
<b>Sundry</b>				
Debt Service Principal	75,000	80,000	80,000	85,000
Debt Service Interest	33,550	32,000	32,000	29,035
Debt Service Admin Fee	300	300	300	300
<b>Total Sundry</b>	<b>108,850</b>	<b>112,300</b>	<b>112,300</b>	<b>114,335</b>
<b>Total TWDB Debt Service</b>	<b>108,850</b>	<b>112,300</b>	<b>112,300</b>	<b>114,335</b>

FY 16/17 Requirements:		
<u>Principal</u>	<u>Interest</u>	<u>Total</u>
\$90,000	\$26,752	\$116,752*

\*Direct operational impact

*Call Option: Bonds maturing on February 15, 2016 and thereafter are callable in whole or in part on any date beginning February 15, 2015 @ par.*

## Port Commission Supported Debt

### 2008 Combination Tax & Surplus Harbor System Revenue Certificates of Obligation

**\$1,700,000** - 2008 Combination Tax & Surplus Harbor System Revenue Certificates of Obligation were issued for a bulkhead improvement project. The payments are supported by Port Commission revenue and are due in annual installments ranging from \$20,000 to \$125,000; interest at 3.93%.

Port Debt Service	Actual FY 2014-2015	Amended Budget FY 2015-2016	Projected FY 2015-2016	Adopted FY 2016-2017
<b>Other Revenue</b>				
Interest Income	265	0	0	0
Equity Balance Forward	0	0	0	0
<b>Total Other Revenue</b>	<b>265</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Intergovernmental Revenue</b>				
Transfer In- Fund 504	125,000	127,000	127,000	124,000
<b>Total Intergovernmental</b>	<b>125,000</b>	<b>127,000</b>	<b>127,000</b>	<b>124,000</b>
<b>Total Port Debt Service</b>	<b>125,265</b>	<b>127,000</b>	<b>127,000</b>	<b>124,000</b>
<b>Sundry</b>				
Debt Service Principal	70,000	75,000	75,000	75,000
Debt Service Interest	54,280	51,500	51,500	48,500
Debt Service Amortization	0	0	0	0
Paying Agent	0	500	500	500
<b>Total Sundry</b>	<b>124,280</b>	<b>127,000</b>	<b>127,000</b>	<b>124,000</b>
<b>Total Port Debt Service</b>	<b>124,280</b>	<b>127,000</b>	<b>127,000</b>	<b>124,000</b>

FY 16/17 Requirements:		
Principal	Interest	Total
\$80,000	\$45,784	\$125,784*

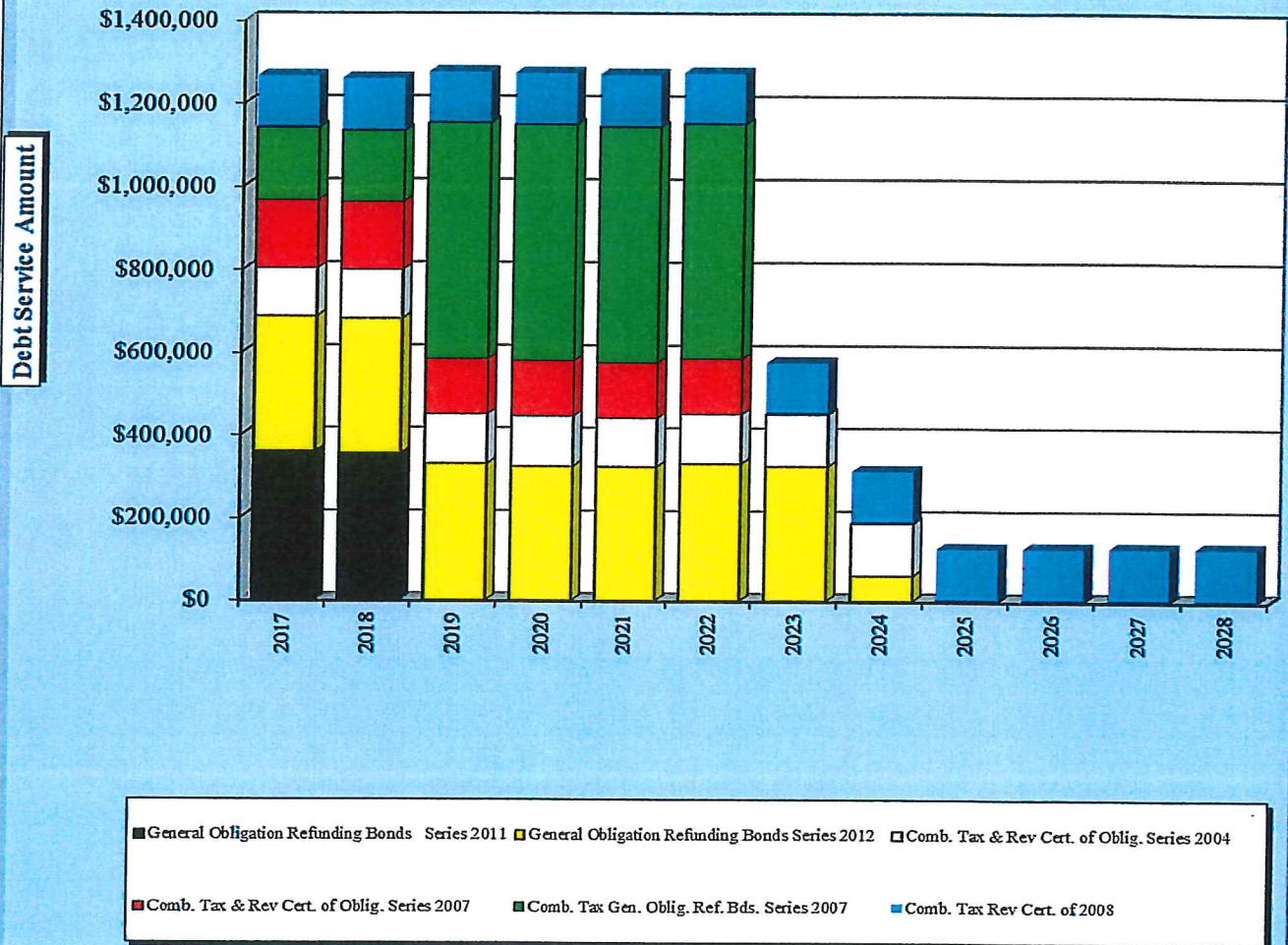
\*Direct operational impact

*Call Option: Term Bonds maturing on February 15, 2028 are callable in whole or in part on any date @ par plus a Prepayment Fee as specified in the indenture.*

### Outstanding Debt Issue by Series

Supporting Fund	Public Utility Fund	Public Utility Fund	Public Utility Fund	Public Utility Fund	Public Utility Fund	General Fund	
	Comb. Tax & Rev Cert. of Oblig. Series 2004	Comb. Tax & Rev Cert. of Oblig. Series 2007	Gen. Oblig. Ref. Bds. Series 2007	Comb. Tax & Surp. Harb. Sys. Rev. Cert. of Oblig. Series 2008	Utility Revenue Bond Series 2011	Cert. Of Obligation Series 2012	Total
Fiscal Year End							
2017	116,753	162,900	174,313	125,785	359,787	326,361	\$1,265,899
2018	118,930	162,400	170,700	127,542	354,953	325,525	\$1,260,050
2019	120,883	132,300	569,100	124,202		329,537	\$1,276,022
2020	122,601	132,600	568,900	125,763		323,447	\$1,273,311
2021	119,136	132,700	567,900	127,128		322,306	\$1,269,170
2022	120,508	132,600	566,100	123,394		330,962	\$1,273,564
2023	126,538	-	-	124,563		324,466	\$575,567
2024	127,219	-	-	125,534		60,609	\$313,362
2025	-	-	-	126,310		-	\$126,310
2026	-	-	-	126,888		-	\$126,888
2027	-	-	-	127,271		-	\$127,271
2028	-	-	-	127,456		-	\$127,456
Total	\$972,568	\$855,500	\$2,617,013	\$1,511,836	\$714,740	\$2,343,213	\$9,014,867

**City of Port Lavaca**  
*Outstanding General Obligation and Utility System Debt  
 Service by Series*



## STATISTICAL INFORMATION

### NET POSITION BY COMPONENT (1)

Last ten fiscal years

	Fiscal Year			
	2006	2007	2008	2009
Governmental activities				
Net investment in capital assets	\$ 12,509,383	\$ 13,105,824	\$ 13,815,306	\$ 15,787,249
Restricted	199,381	221,392	848,885	876,554
Unrestricted	5,022,591	6,556,521	7,374,943	6,394,379
Total governmental activities net position	<u>\$ 17,731,355</u>	<u>\$ 19,883,737</u>	<u>\$ 22,039,134</u>	<u>\$ 23,058,182</u>
Business-type activities				
Net investment in capital assets	\$ 10,460,620	\$ 11,569,600	\$ 11,052,199	\$ 11,334,652
Restricted	13,887	129,592	12,681	233,544
Unrestricted	4,353,647	4,022,664	4,953,062	5,642,701
Total business-type activities net position	<u>\$ 14,828,154</u>	<u>\$ 15,721,856</u>	<u>\$ 16,017,942</u>	<u>\$ 17,210,897</u>
Primary government				
Net investment in capital assets	\$ 22,970,003	\$ 24,675,424	\$ 24,867,505	\$ 27,121,901
Restricted	213,268	350,984	861,566	1,110,098
Unrestricted	9,376,238	10,579,185	12,328,005	12,037,080
Total primary government activities net position	<u>\$ 32,559,509</u>	<u>\$ 35,605,593</u>	<u>\$ 38,057,076</u>	<u>\$ 40,269,079</u>

(1) Accrual basis of accounting

NOTE: The City implemented GASB Statement No. 68 "Accounting and Financial Reporting for Pensions" in fiscal year 2015. The amounts for all prior fiscal years have not been restated for the effects of this standard.

# STATISTICAL INFORMATION

## NET POSITION BY COMPONENT (1) CONTINUED

Fiscal Year					
2010	2011	2012	2013	2014	2015
\$ 18,383,147	\$ 18,380,797	\$ 19,174,209	\$ 21,750,587	\$ 19,170,337	\$ 20,724,855
784,798	1,049,987	1,027,384	1,463,189	1,175,154	1,330,800
4,732,493	5,231,769	5,544,238	3,452,739	7,942,352	8,118,735
<u>\$ 23,900,438</u>	<u>\$ 24,662,553</u>	<u>\$ 25,745,831</u>	<u>\$ 26,666,515</u>	<u>\$ 28,287,843</u>	<u>\$ 30,174,390</u>
\$ 11,536,833	\$ 13,321,583	\$ 13,756,393	\$ 14,059,066	\$ 16,550,105	\$ 17,592,876
51,469	-	-	-	-	-
6,841,071	6,892,206	7,449,406	7,772,021	6,402,372	5,622,584
<u>\$ 18,429,373</u>	<u>\$ 20,213,789</u>	<u>\$ 21,205,799</u>	<u>\$ 21,831,087</u>	<u>\$ 22,952,477</u>	<u>\$ 23,215,460</u>
\$ 29,919,980	\$ 31,702,380	\$ 32,930,602	\$ 35,809,653	\$ 35,720,442	\$ 38,317,731
836,267	1,049,987	1,027,384	1,463,189	1,175,154	1,330,800
11,573,564	12,123,975	12,993,644	11,224,760	14,344,724	13,741,319
<u>\$ 42,329,811</u>	<u>\$ 44,876,342</u>	<u>\$ 46,951,630</u>	<u>\$ 48,497,602</u>	<u>\$ 51,240,320</u>	<u>\$ 53,389,850</u>

## STATISTICAL INFORMATION

### CHANGES IN NET POSITION (1)

Last ten fiscal years

	Fiscal Year			
	2006	2007	2008	2009
<b>Governmental activities</b>				
Program expenses				
General government	\$ 1,265,792	\$ 1,300,514	\$ 1,499,965	\$ 1,847,859
Public safety	2,254,482	2,204,124	2,490,358	2,598,507
Public works	1,469,315	1,352,679	1,974,638	1,615,002
Parks and recreation	526,995	522,218	167,594	547,013
Interest on long-term debt	195,885	180,891	-	154,696
Total expenses	<u>5,712,469</u>	<u>5,560,426</u>	<u>6,132,555</u>	<u>6,763,077</u>
Program revenues				
Charges for services	679,279	703,077	412,420	484,632
Operating grants and contributions	100,558	3,903	269,784	378,324
Capital grants and contributions	517,067	335,671	407,223	51,589
Total program revenues	<u>1,296,904</u>	<u>1,042,651</u>	<u>1,089,427</u>	<u>914,545</u>
Total governmental activities net program expense	(4,415,565)	(4,517,775)	(5,043,128)	(5,848,532)
General revenues and other changes in net position				
Taxes				
Property taxes	2,530,094	2,887,459	2,894,987	3,214,039
Sales taxes	1,823,450	2,328,103	2,439,957	2,170,959
Franchise taxes	598,795	597,082	623,987	613,509
Other taxes	173,856	197,276	277,757	235,571
Unrestricted investment earnings	266,681	325,364	258,739	123,127
Miscellaneous	41,739	43,049	338,701	235,375
Transfers	140,472	252,449	364,397	275,000
Special item - litigation settlement	-	-	-	-
Total general revenues and other changes in net position	<u>5,575,087</u>	<u>6,630,782</u>	<u>7,198,525</u>	<u>6,867,580</u>
Total governmental activities change in net position	<u>\$ 1,159,522</u>	<u>\$ 2,113,007</u>	<u>\$ 2,155,397</u>	<u>\$ 1,019,048</u>

# STATISTICAL INFORMATION

## CHANGES IN NET POSITION (1) CONTINUED

Fiscal Year					
2010	2011	2012	2013	2014	2015
\$ 1,886,794	\$ 1,952,643	\$ 2,150,599	\$ 2,140,960	\$ 2,632,811	\$ 2,405,720
3,191,293	3,112,422	3,088,940	3,199,920	3,232,531	3,292,483
1,406,502	1,539,354	1,629,726	1,629,165	1,379,978	1,374,483
686,747	701,325	637,689	689,022	629,640	685,084
147,266	140,373	132,374	113,201	67,300	60,841
<u>7,318,602</u>	<u>7,446,117</u>	<u>7,639,328</u>	<u>7,772,268</u>	<u>7,942,260</u>	<u>7,818,611</u>
804,307	612,209	586,394	711,117	613,177	603,814
322,510	293,947	322,478	252,056	687,201	364,996
125,279	35,500	259,835	-	142,843	32,894
<u>1,252,096</u>	<u>941,656</u>	<u>1,168,707</u>	<u>963,173</u>	<u>1,443,221</u>	<u>1,001,704</u>
(6,066,506)	(6,504,461)	(6,470,621)	(6,809,095)	(6,499,039)	(6,816,907)
3,414,317	3,513,386	3,754,272	3,808,571	3,971,992	4,071,091
2,295,492	2,313,247	2,364,076	2,445,393	2,500,013	2,809,977
620,247	586,575	593,255	587,534	615,184	615,800
271,287	339,366	345,381	389,564	576,001	538,290
54,319	38,045	29,877	12,995	14,445	29,459
277,928	246,642	232,217	302,881	191,564	245,554
182,943	229,315	234,821	224,000	251,168	864,500
(185,000)	-	-	-	-	-
<u>6,931,533</u>	<u>7,266,576</u>	<u>7,553,899</u>	<u>7,770,938</u>	<u>8,120,367</u>	<u>9,174,671</u>
<u>\$ 865,027</u>	<u>\$ 762,115</u>	<u>\$ 1,083,278</u>	<u>\$ 961,843</u>	<u>\$ 1,621,328</u>	<u>\$ 2,357,764</u>

(continued)

## STATISTICAL INFORMATION

### CHANGES IN NET POSITION (1) CONTINUED Last ten fiscal years

	Fiscal Year			
	2006	2007	2008	2009
<b>Business-type activities</b>				
Expenses				
Public utilities	\$ 3,344,382	\$ 3,835,279	\$ 3,913,016	\$ 4,288,109
Port commission	310,482	345,062	328,525	379,371
Beach operations	171,037	129,800	150,828	162,064
Total expenses	<u>3,825,901</u>	<u>4,310,141</u>	<u>4,392,369</u>	<u>4,829,544</u>
Program revenues				
Charges for services	4,948,781	5,088,403	5,612,806	5,966,101
Operating grants and contributions	16,887	3,000	2,000	2,000
Capital grants and contributions	227,284	178,859	153,218	236,338
Total program revenues	<u>5,192,952</u>	<u>5,270,262</u>	<u>5,768,024</u>	<u>6,204,439</u>
Total business-type activities net program expense	1,367,051	960,121	1,375,655	1,374,895
General revenues and other changes in net position				
Unrestricted investment earnings	166,310	234,879	176,704	75,060
Miscellaneous	7,475	-	-	18,000
Special item - GBRA clearwell	-	-	(891,876)	-
Transfers	(140,472)	(252,449)	(364,397)	(275,000)
Total general revenues and other changes in net position	<u>33,313</u>	<u>(17,570)</u>	<u>(1,079,569)</u>	<u>(181,940)</u>
Total business-type activities change in net position	<u>\$ 1,400,364</u>	<u>\$ 942,551</u>	<u>\$ 296,086</u>	<u>\$ 1,192,955</u>
Total primary government change in net position	<u>\$ 2,559,886</u>	<u>\$ 3,055,558</u>	<u>\$ 2,451,483</u>	<u>\$ 2,212,003</u>

(1) Accrual basis of accounting

NOTE: The City implemented GASB Statement No. 68 "Accounting and Financial Reporting for Pensions" in fiscal year 2015. The amounts for all prior fiscal years have not been restated for the effects of this standard.

# STATISTICAL INFORMATION

## CHANGES IN NET POSITION (1) CONTINUED

Fiscal Year					
2010	2011	2012	2013	2014	2015
\$ 4,283,432	\$ 4,123,809	\$ 4,244,884	\$ 4,360,184	\$ 4,252,370	\$ 4,614,845
395,332	382,570	444,081	464,556	456,212	447,151
218,240	309,838	225,381	253,315	261,309	344,669
<u>4,897,004</u>	<u>4,816,217</u>	<u>4,914,346</u>	<u>5,078,055</u>	<u>4,969,891</u>	<u>5,406,665</u>
5,893,741	6,303,875	5,913,131	6,163,237	6,081,076	6,558,643
2,000	175,303	22,340	2,000	-	-
374,396	330,595	117,620	49,217	248,350	37,000
<u>6,270,137</u>	<u>6,809,773</u>	<u>6,053,091</u>	<u>6,214,454</u>	<u>6,329,426</u>	<u>6,595,643</u>
1,373,133	1,993,556	1,138,745	1,136,399	1,359,535	1,188,978
28,286	20,175	20,024	17,507	13,023	13,563
-	-	68,062	-	-	-
-	-	-	-	-	-
<u>(182,943)</u>	<u>(229,315)</u>	<u>(234,821)</u>	<u>(224,000)</u>	<u>(251,168)</u>	<u>(864,500)</u>
<u>(154,657)</u>	<u>(209,140)</u>	<u>(146,735)</u>	<u>(206,493)</u>	<u>(238,145)</u>	<u>(850,937)</u>
\$ <u>1,218,476</u>	\$ <u>1,784,416</u>	\$ <u>992,010</u>	\$ <u>929,906</u>	\$ <u>1,121,390</u>	\$ <u>338,041</u>
\$ <u>2,083,503</u>	\$ <u>2,546,531</u>	\$ <u>2,075,288</u>	\$ <u>1,891,749</u>	\$ <u>2,742,718</u>	\$ <u>2,695,805</u>

(concluded)

# STATISTICAL INFORMATION

## FUND BALANCES, GOVERNMENTAL FUNDS (1)

Last ten fiscal years

	Fiscal Year			
	2006	2007	2008	2009
General Fund				
Nonspendable				
Prepaid items	\$ -	\$ -	\$ -	\$ -
Committed				
Operating reserves	-	-	-	-
Health insurance claims	-	-	-	-
Capital asset replacement	-	-	-	-
Unassigned	-	-	-	-
Reserved				
Prepaid items	25,800	28,755	25,929	37,078
Unreserved, designated				
Operating reserves	2,529,900	2,762,226	2,908,981	3,107,978
Health insurance claims	500,000	500,000	500,000	500,000
Street improvements	300,000	149,500	-	-
Capital asset replacement	250,000	250,000	340,946	250,000
Unreserved, undesignated	574,072	1,576,413	2,543,671	2,534,443
<b>Total general fund</b>	<b>\$ 4,179,772</b>	<b>\$ 5,266,894</b>	<b>\$ 6,319,527</b>	<b>\$ 6,429,499</b>
All Other Governmental Funds				
Restricted				
Retirement of long-term debt	-	-	-	-
Various capital projects	-	-	-	-
Tourism and conventions	-	-	-	-
Economic development	-	-	-	-
Public safety	-	-	-	-
Municipal court	-	-	-	-
Bayfront park pier	-	-	-	-
Committed				
Various capital projects	-	-	-	-
Unreserved, undesignated reported in				
Special revenue funds	379,336	767,415	711,057	707,885
Debt service fund	118,931	148,960	159,271	159,657
Capital project funds	664,705	13,811	574,045	(505,092)
<b>Total all other governmental funds</b>	<b>\$ 1,162,972</b>	<b>\$ 930,186</b>	<b>\$ 1,444,373</b>	<b>\$ 362,450</b>

(1) Modified accrual basis of accounting

NOTE: The City implemented GASB Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions" in fiscal year 2011.

# STATISTICAL INFORMATION

## FUND BALANCES, GOVERNMENTAL FUNDS (1) CONTINUED

Last ten fiscal years

Fiscal Year					
2010	2011	2012	2013	2014	2015
\$ -	\$ 52,478	\$ 49,954	\$ 64,938	\$ 51,193	\$ 47,218
-	2,306,152	2,408,598	2,286,604	2,236,320	2,468,798
-	504,848	676,542	728,602	929,210	924,846
-	382,265	273,122	282,298	275,245	285,876
-	1,539,331	1,728,695	2,536,205	3,183,423	4,076,496
50,017	-	-	-	-	-
2,063,977	-	-	-	-	-
500,000	-	-	-	-	-
-	-	-	-	-	-
250,000	-	-	-	-	-
1,750,753	-	-	-	-	-
<u>\$ 4,614,747</u>	<u>\$ 4,785,074</u>	<u>\$ 5,136,911</u>	<u>\$ 5,898,647</u>	<u>\$ 6,675,391</u>	<u>\$ 7,803,234</u>
-	177,224	183,391	207,178	201,457	142,508
-	114,799	133,106	508,824	-	-
-	551,491	497,372	517,606	774,183	1,004,401
-	-	10,001	10,024	10,057	10,088
-	112,456	114,723	125,936	88,429	89,916
-	20,247	18,328	17,857	20,627	23,382
-	55,943	56,004	56,063	56,087	56,126
-	-	-	-	1,008,386	478,412
704,036	-	-	-	-	-
161,177	-	-	-	-	-
(281,044)	-	-	-	-	-
<u>\$ 584,169</u>	<u>\$ 1,032,160</u>	<u>\$ 1,012,925</u>	<u>\$ 1,443,488</u>	<u>\$ 2,159,226</u>	<u>\$ 1,804,833</u>

# STATISTICAL INFORMATION

## CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS (1)

Last ten fiscal years

	Fiscal Year			
	2006	2007	2008	2009
<b>Revenues</b>				
Taxes	\$ 5,158,276	\$ 5,927,214	\$ 6,298,996	\$ 6,198,734
Licenses and permits	118,146	94,271	98,076	96,535
Fines and forfeitures	369,567	409,948	402,550	501,345
Charges for services	13,206	5,120	11,080	5,332
Intergovernmental	209,081	514,747	262,384	429,913
Grants and contributions	55,424	-	-	-
Investment	266,681	325,364	258,739	123,127
Rental	43,360	47,582	36,535	37,390
Miscellaneous	24,640	43,049	267,720	96,453
<b>Total revenues</b>	<b>6,258,381</b>	<b>7,367,295</b>	<b>7,636,080</b>	<b>7,488,829</b>
<b>Expenditures</b>				
Current				
General government	1,273,434	1,310,596	1,588,358	1,846,671
Public safety	2,315,618	2,389,811	2,565,946	2,742,639
Public works	226,067	200,936	1,301,846	1,422,306
Streets and highways	1,323,173	924,048	-	-
Parks and recreation	506,380	408,748	447,281	440,345
Capital outlay	724,162	1,142,459	454,855	1,947,494
Debt service				
Principal retirement	216,538	568,939	180,000	195,000
Interest and fiscal charges	203,243	174,400	161,865	155,465
Issuance costs	-	-	-	-
<b>Total expenditures</b>	<b>6,788,615</b>	<b>7,119,937</b>	<b>6,700,151</b>	<b>8,749,920</b>
Excess (deficiency) of revenues over expendit	(530,234)	247,358	935,929	(1,261,091)
<b>Other financing sources (uses)</b>				
Transfers in	693,606	662,379	1,053,450	1,019,558
Transfers out	(553,134)	(409,930)	(689,053)	(744,558)
Debt issued	515,055	295,392	257,054	-
Payment to escrow	-	-	-	-
Sale of capital assets	17,099	19,762	9,439	14,141
<b>Total other financing sources (uses)</b>	<b>672,626</b>	<b>567,603</b>	<b>630,890</b>	<b>289,141</b>
<b>Change in fund balances</b>	<b>\$ 142,392</b>	<b>\$ 814,961</b>	<b>\$ 1,566,819</b>	<b>\$ (971,950)</b>
Debt service as a percentage of noncapital expenditures	<u>7.81%</u>	<u>13.47%</u>	<u>5.76%</u>	<u>5.49%</u>

(1) Modified accrual basis of accounting

# STATISTICAL INFORMATION

## CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS (1) CONTINUED Last ten fiscal years

Fiscal Year					
2010	2011	2012	2013	2014	2015
\$ 6,609,092	\$ 6,747,620	\$ 7,097,425	\$ 7,290,483	\$ 7,653,598	\$ 8,059,337
97,740	108,266	109,347	158,721	131,291	105,245
769,529	687,791	566,325	626,677	512,461	518,363
5,956	7,525	5,170	6,820	2,901	3,667
447,789	329,447	322,478	252,056	830,044	372,153
-	-	-	-	-	-
54,319	38,045	29,877	12,995	14,445	29,459
22,737	30,780	46,432	67,615	76,290	87,084
135,191	91,311	84,151	181,263	143,274	157,627
<u>8,142,353</u>	<u>8,040,785</u>	<u>8,261,205</u>	<u>8,596,630</u>	<u>9,364,304</u>	<u>9,332,935</u>
1,859,894	2,136,142	2,132,974	2,096,778	2,604,645	2,374,117
3,213,266	3,330,945	3,221,180	3,089,627	3,336,053	3,198,927
1,016,111	1,220,156	1,176,781	1,174,528	983,253	1,344,897
-	-	-	-	-	-
579,783	670,771	504,457	932,950	469,422	1,004,617
2,922,769	235,268	787,921	16,000	412,833	1,215,917
200,000	205,000	215,000	270,000	265,000	275,000
148,599	141,658	134,067	53,061	60,386	53,571
-	-	-	67,106	-	-
<u>9,940,422</u>	<u>7,939,940</u>	<u>8,172,380</u>	<u>7,700,050</u>	<u>8,131,592</u>	<u>9,467,046</u>
(1,798,069)	100,845	88,825	896,580	1,232,712	(134,111)
3,271,834	924,047	613,632	825,428	1,228,814	1,813,565
(3,071,834)	(696,612)	(378,811)	(601,428)	(969,044)	(949,065)
-	284,776	-	2,945,000	-	-
-	-	-	(2,877,894)	-	-
5,036	5,262	8,956	4,613	-	43,061
<u>205,036</u>	<u>517,473</u>	<u>243,777</u>	<u>295,719</u>	<u>259,770</u>	<u>907,561</u>
\$ (1,593,033)	\$ 618,318	\$ 332,602	\$ 1,192,299	\$ 1,492,482	\$ 773,450
<u>5.10%</u>	<u>4.86%</u>	<u>4.84%</u>	<u>4.51%</u>	<u>4.44%</u>	<u>4.52%</u>

## STATISTICAL INFORMATION

### ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

*Last ten fiscal years*

Fiscal Year	Tax Roll	Real Property		Personal Property	Less: Tax Exempt Real Property	Total Taxable Assessed Value Before Freeze
		Residential Property	Non-Residential Property			
2006	2005	\$ 189,046,615	\$ 127,185,229	\$ 77,502,348	\$ 39,920,977	\$ 353,813,215
2007	2006	194,093,974	138,630,022	86,459,061	40,041,353	379,141,704
2008	2007	206,232,783	141,359,770	83,588,536	41,119,764	390,061,325
2009	2008	231,441,796	154,694,954	95,630,537	51,553,761	430,213,526
2010	2009	263,328,770	163,153,617	98,027,813	62,279,300	462,230,900
2011	2010	266,000,516	182,017,744	97,590,700	58,619,346	486,989,614
2012	2011	258,864,339	211,167,691	121,729,513	75,510,553	516,250,990
2013	2012	261,801,587	224,611,352	109,068,664	89,763,499	505,718,104
2014	2013	262,539,992	238,108,943	104,598,314	90,882,927	514,364,322
2015	2014	266,971,427	245,595,854	111,134,071	96,145,972	527,555,380

(1) Includes tax-exempt property

NOTES: Property in the City is reassessed annually. The City assesses property at 100% of actual taxable value for all types of real and personal property. Tax rates are per \$100 of assessed value.

SOURCE: Calhoun County Appraisal District

## STATISTICAL INFORMATION

### ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

*Last ten fiscal years*

<u>Total Freeze Taxable</u>	<u>Freeze Adjusted Taxable</u>	<u>Total Direct Tax Rate</u>	<u>Estimated Tax Value Before Freeze Ceiling</u>	<u>Freeze Ceiling</u>	<u>Estimated Tax Value Including Freeze Ceiling</u>	<u>Assessed Value (1) as a Percentage of Actual Value</u>
\$ -	\$ 353,813,215	\$ 0.7500	\$ 2,653,599	\$ -	\$ 2,653,599	100.00%
-	379,141,704	0.7500	2,843,563	-	2,843,563	100.00%
-	390,061,325	0.7500	2,925,460	-	2,925,460	100.00%
(57,591,363)	372,622,163	0.7500	2,794,666	399,258	3,193,924	100.00%
(63,229,126)	399,001,774	0.7500	2,992,513	403,976	3,396,489	100.00%
(68,945,245)	418,044,369	0.7500	3,135,333	423,648	3,558,981	100.00%
(69,858,766)	446,392,224	0.7450	3,325,622	431,261	3,756,883	100.00%
(71,958,318)	433,759,786	0.7568	3,282,694	446,159	3,728,853	100.00%
(71,687,194)	442,677,128	0.7900	3,950,383	453,234	4,403,617	100.00%
(73,217,883)	454,337,497	0.7900	4,061,002	471,736	4,532,738	100.00%

## STATISTICAL INFORMATION

**DIRECT AND OVERLAPPING PROPERTY TAX RATES**  
**PER \$100 OF ASSESSED VALUE**  
*Last ten fiscal years*

Fiscal Year	Tax Roll	City Direct Rates			Overlapping Rates				
		Debt Service	General Fund	Total	School District	Calhoun County	Port Authority	Groundwater Conservation District	Total
2006	2005	\$0.0864	\$0.6360	\$0.7200	\$1.4176	\$0.5210	\$0.0043	N/A	\$1.9429
2007	2006	0.0938	0.6562	0.7500	1.2969	0.4900	0.0041	N/A	1.7910
2008	2007	0.0878	0.6622	0.7500	1.0968	0.4900	0.0039	N/A	1.5907
2009	2008	0.0821	0.6679	0.7500	1.1100	0.4900	0.0039	N/A	1.6039
2010	2009	0.0770	0.6730	0.7500	1.1201	0.4900	0.0039	N/A	1.6140
2011	2010	0.0770	0.6730	0.7500	1.1331	0.4900	0.0039	N/A	1.6270
2012	2011	0.0697	0.6753	0.7450	1.1262	0.4900	0.0036	N/A	1.6198
2013	2012	0.0846	0.6722	0.7568	1.1201	0.4900	0.0032	N/A	1.6133
2014	2013	0.0791	0.7109	0.7900	1.1151	0.4900	0.0031	N/A	1.6082
2015	2014	0.0805	0.7095	0.7900	1.2769	0.4900	0.0030	\$ 0.0100	1.7799

SOURCE: Calhoun County Appraisal District

# STATISTICAL INFORMATION

**PRINCIPAL PROPERTY TAXPAYERS  
(UNAUDITED)  
Current Year and Nine Years Ago**

2015		
Taxpayer	Taxable Assessed Valuation	Percentage of Total City Taxable Assessed Valuation
Rexco Inc	\$ 12,491,560	2.75%
Orion Marine Construction Inc	12,110,108	2.67%
Wal-Mart Real Estate Business Trust	7,763,040	1.71%
AEP Texas Central Company	6,705,141	1.48%
Port Lavaca Dodge	6,507,390	1.43%
Momentum Rental & Sales , Inc.	6,432,420	1.42%
Helena Chemicals	6,043,710	1.33%
Wal-Mart Stores Texas, LP	5,749,830	1.27%
BKCK LTD	5,837,560	1.28%
Butt H E Grocery Company	5,473,290	1.20%
	<u>\$ 75,114,049</u>	<u>16.54%</u>

2006		
Taxpayer	Taxable Assessed Valuation	Percentage of Total City Taxable Assessed Valuation
T W Laquay Dredging, Inc.	\$ 11,115,800	3.14%
Wal-Mart Real Estate Business Trust	7,912,639	2.24%
Wal-Mart Stores Texas LP	7,663,034	2.17%
Rexco Inc	7,576,080	2.14%
Rental Service Corporation #759	5,629,089	1.59%
Butt H E Grocery Company	5,618,566	1.59%
AEP Texas Central Company	4,833,540	1.37%
Helena Chemicals	3,977,803	1.12%
Verizon Southwest	3,725,030	1.05%
First National Bank	2,871,101	0.81%
	<u>\$ 60,922,682</u>	<u>17.22%</u>

SOURCE: Calhoun County Appraisal District

## STATISTICAL INFORMATION

### PROPERTY TAX LEVIES AND COLLECTIONS Last ten fiscal years

Fiscal Year	Tax Year	Taxes Levied for the Fiscal Year		Total Adjusted Levy	Collections within the Fiscal Year of the Levy	
		(Original Levy)	Adjustments		Amount	Percentage of Levy
2006	2005	\$ 2,562,701	\$ (6,135)	\$ 2,556,566	\$ 2,443,880	95.59%
2007	2006	2,857,433	(11,114)	2,846,319	2,701,038	94.90%
2008	2007	2,940,204	(6,367)	2,933,837	2,771,551	94.47%
2009	2008	3,209,230	(10,808)	3,198,422	3,014,618	94.25%
2010	2009	3,451,515	(50,973)	3,400,542	3,242,033	95.34%
2011	2010	3,578,859	(15,589)	3,563,270	3,437,198	96.46%
2012	2011	3,760,572	(6,606)	3,753,966	3,644,449	97.08%
2013	2012	3,791,754	11,025	3,802,779	3,708,111	97.51%
2014	2013	3,956,897	(1,217)	3,955,680	3,836,828	97.00%
2015	2014	4,071,887	299	4,072,186	3,975,129	97.62%

SOURCE: Calhoun County Appraisal District

**PROPERTY TAX LEVIES AND COLLECTIONS CONTINUED**  
*Last ten fiscal years*

Collections in Subsequent Years	Total Collections to Date	
	Amount	Percentage of Levy
\$ 105,421	\$ 2,549,301	99.72%
137,415	2,838,453	99.72%
152,030	2,923,581	99.65%
172,961	3,187,579	99.66%
144,549	3,386,582	99.59%
112,527	3,549,725	99.62%
93,168	3,737,617	99.56%
67,364	3,775,475	97.51%
70,277	3,907,105	97.00%
-	3,975,129	97.62%

## STATISTICAL INFORMATION

### WATER PRODUCED AND CONSUMED AND WASTEWATER TREATED Last ten fiscal years

Fiscal Year	Gallons of GBRA Water Purchased	Gallons of Metered Consumption	Gallons of Unmetered Consumption	Gallons of Water Unaccounted	Average Percent Unaccounted	Gallons of Wastewater Treated
2006	470,830,000	399,093,000	N/A	71,737,000	15%	417,390,000
2007	430,287,000	370,762,000	N/A	59,525,000	14%	498,810,000
2008	489,864,000	405,585,000	N/A	84,279,000	17%	382,770,000
2009	496,619,000	455,031,000	N/A	41,588,000	8%	368,120,000
2010	459,847,000	377,310,000	10,304	82,526,696	18%	435,540,000
2011	559,150,000	462,107,000	11,188	97,031,812	17%	368,780,000
2012	489,614,000	414,492,000	19,130	75,102,870	15%	403,940,000
2013	459,908,000	390,984,000	18,243	68,905,757	15%	345,530,000
2014	467,309,000	374,281,000	14,077	93,013,923	20%	305,012,000
2015	564,410,500	435,402,000	29,458	128,979,042	23%	337,739,000

NOTES: The City purchases water from the Guadalupe-Blanco River Authority.

Water and Sewer Usage Rates shown are for 5,000 gallons usage.

N/A denotes information not available.

Unmetered consumption is an estimation (Water Main Breaks, Fire Drills, Line flushing, etc.)

SOURCE: City of Port Lavaca Utility Department

## STATISTICAL INFORMATION

### **WATER PRODUCED AND CONSUMED AND WASTEWATER TREATED CONTINUED** *Last ten fiscal years*

Total Direct Rate			
Water		Sewer	
Base Rate	Usage Rate	Base Rate	Usage Rate
\$ 13.96	\$ 13.35	\$ 11.75	\$ 13.17
13.96	13.95	12.25	14.67
15.00	14.25	14.00	14.70
15.00	14.25	14.00	14.70
15.00	14.25	14.00	14.70
15.00	14.25	14.00	14.70
15.00	14.25	14.00	14.70
15.00	14.25	14.00	14.70
16.00	14.25	15.00	15.54
16.00	14.25	15.00	15.54

# STATISTICAL INFORMATION

## WATER AND SEWER RATES

Last ten fiscal years

	Fiscal Year							
	2006	2007	2008		2009		2010	
			Res.	Comm.	Res.	Comm.	Res.	Comm.
Water Rates								
Base Rate (includes 2,000 gallons)								
Base Rate by Meter Size								
3/4" to 5/8"	\$ 13.96	\$13.96	\$15.00	\$ 17.50	\$15.00	\$ 17.50	\$ 15.00	\$ 17.50
1"	15.34	15.34	15.00	17.50	15.00	17.50	15.00	17.50
1 1/2"	18.25	18.25	15.00	17.50	15.00	17.50	15.00	17.50
2"	21.16	21.16	15.00	35.00	15.00	35.00	15.00	35.00
3"	27.08	27.08	15.00	35.00	15.00	35.00	15.00	35.00
4"	32.78	32.78	15.00	35.00	15.00	35.00	15.00	35.00
6"	45.66	45.66	15.00	35.00	15.00	35.00	15.00	35.00
Per 1,000 gallons over base charge	4.45	4.65	4.75	4.95	4.75	4.95	4.75	4.95
Conservation Rate Tiers for water								
Per 1,000 gallons 2,001 - 5,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Per 1,000 gallons 5,001 - 25,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Per 1,000 gallons Over 25,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sewer Rates								
Base Rate (includes 2,000 gallons)	11.75	12.25	14.00	15.75	14.00	15.75	14.00	15.75
Per 1,000 gallons over base charge	4.39	4.89	4.90	4.95	4.90	4.95	4.90	4.95

NOTES: Increases in water and sewer rates are approved by the City Council.

Sewer consumption rates for residential customers are based on the average of the last three-month period of December, January, and February that preceded the billing date.

Customers outside City limits are charged a rate of 1.5 times the inside City limit rates.

The City changed the rate classification "Res." - Residential  
"Comm." - Commercial

The City changed to a tiered conservation rate in 2013.

SOURCE: City of Port Lavaca Utility Department

# STATISTICAL INFORMATION

## WATER AND SEWER RATES CONTINUED

Last ten fiscal years

Fiscal Year									
2011		2012		2013		2014		2015	
Res.	Comm.	Res.	Comm.	Res.	Comm.	Res.	Comm.	Res.	Comm.
\$ 15.00	\$ 17.50	\$ 15.00	\$ 17.50	\$ 15.00	\$ 17.50	16.00	18.50	16.00	18.50
15.00	17.50	15.00	17.50	15.00	17.50	16.00	18.50	16.00	18.50
15.00	17.50	15.00	17.50	15.00	17.50	16.00	18.50	16.00	18.50
15.00	35.00	15.00	35.00	15.00	35.00	16.00	36.00	16.00	36.00
15.00	35.00	15.00	35.00	15.00	35.00	16.00	36.00	16.00	36.00
15.00	35.00	15.00	35.00	15.00	35.00	16.00	36.00	16.00	36.00
15.00	35.00	15.00	35.00	15.00	35.00	16.00	36.00	16.00	36.00
4.75	4.95	4.75	4.95	4.75	4.95	4.75	4.95	4.75	4.95
N/A	N/A	N/A	N/A	N/A	N/A	4.75	4.95	4.75	4.95
N/A	N/A	N/A	N/A	N/A	N/A	5.03	5.03	5.03	5.03
N/A	N/A	N/A	N/A	N/A	N/A	5.71	5.71	5.71	5.71
14.00	15.75	14.00	15.75	14.00	15.75	15.00	16.75	15.00	16.75
4.90	4.95	4.90	4.95	4.90	4.95	5.18	5.18	5.18	5.18

## STATISTICAL INFORMATION

**TEN LARGEST WATER CUSTOMERS  
(UNAUDITED)**  
*Current Year and Nine Years Ago*

2015			
Customer	Type of Business	12-Month Water Consumption (In Thousands)	Percent of Total Billed
City of Port Lavaca	City Government	18,186	4.18%
Calhoun County I.S.D.	School District	13,093	3.01%
Hillman Shrimp & Oyster	Fishing Industry	11,729	2.69%
VIVA Properties	Apartment Complex	8,228	1.89%
Regency Nursing & Rehab Cntr	Senior Citizen Home	5,801	1.33%
Memorial Medical	Hospital	5,508	1.27%
Bordeaux Apartments	Apartment Complex	4,607	1.06%
Calhoun County	Government	4,167	0.96%
Splash & Dash	Commercial/Car Wash	3,700	0.85%
Villa on Independence	Apartment Complex	3,384	0.78%
2006			
Customer	Type of Business	12-Month Water Consumption (In Thousands)	Percent of Total Billed
Memorial Medical	Hospital	10,994	2.75%
Orion Marine	Industrial/ Commercial	10,190	2.55%
City of Port Lavaca	Government	9,850	2.47%
Hillman Shrimp & Oyster	Industrial/Commercial	9,011	2.26%
Regency Nursing & Rehab	Senior Citizen Home	6,125	1.53%
HEB	Grocery Store	5,812	1.46%
Sea Breeze Apartments	Apartment Complex	3,544	0.89%
Days Inn	Hotel/Motel	3,404	0.85%
Calhoun County	Government	2,989	0.75%
Helena Chemical	Industrial/ Commercial	2,258	0.57%

SOURCE: City of Port Lavaca Utility Billing Department



# STATISTICAL INFORMATION

## RATIOS OF OUTSTANDING DEBT BY TYPE Last ten fiscal years

Fiscal Year	Governmental Activities				Business-type Activities			
	Certificates of Obligation	General Obligation Bonds	Note Agreement	Capital Leases	Certificates of Obligation	Revenue Bonds	Less: Issuance Discount	Capital Leases
2006	\$ 4,250,000	\$ -	\$ 400,286	\$ 129,380	\$ 80,000	\$ 5,980,000	\$ -	\$ 49,238
2007	4,090,000	-	114,027	302,097	440,000	5,725,000	-	21,219
2008	3,910,000	-	-	423,954	4,035,000	5,595,000	(32,532)	288,374
2009	3,715,000	-	-	332,486	3,940,000	5,315,000	(31,983)	237,874
2010	3,515,000	-	-	261,340	3,800,000	5,025,000	(31,434)	193,957
2011	3,310,000	-	-	471,758	3,655,000	4,760,000	(30,839)	148,282
2012	3,095,000	-	-	248,917	3,500,000	4,425,000	(30,290)	100,780
2013	105,000	2,895,000	-	211,559	3,340,000	4,080,000	(29,696)	51,378
2014	55,000	2,680,000	-	172,640	3,175,000	3,725,000	(29,101)	-
2015	-	2,460,000	-	132,094	3,000,000	3,355,000	(28,460)	-

NOTE: Details regarding the City's outstanding debt can be found in the notes to financial statements.

**RATIOS OF OUTSTANDING DEBT BY TYPE CONTINUED**  
*Last ten fiscal years*

<u>Total Primary Government</u>	<u>Percentage of Personal Income</u>	<u>Per Capita</u>
\$ 10,888,904	3.5%	\$ 949.25
10,692,343	2.4%	937.51
14,219,796	4.1%	1,240.28
13,508,377	3.7%	1,175.77
12,763,863	3.4%	1,060.56
12,314,201	3.1%	1,005.41
11,339,407	N/A	923.25
10,653,241	N/A	866.12
9,778,539	2.2%	790.25
8,918,634	1.8%	719.30

## STATISTICAL INFORMATION

### RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING

*Last ten fiscal years*

Fiscal Year	General Bonded Debt Outstanding			Debt Service Monies Available (1)	Debt Payable from Enterprise Funds
	Certificates of Obligation	General Obligation Bonds	Total		
2006	\$ 4,330,000	\$ -	\$ 4,330,000	\$ 118,931	\$ 80,000
2007	4,530,000	-	4,530,000	148,960	440,000
2008	7,945,000	-	7,945,000	159,271	4,035,000
2009	6,655,000	-	6,655,000	159,657	3,940,000
2010	7,315,000	-	7,315,000	161,177	3,800,000
2011	6,965,000	-	6,965,000	177,224	3,655,000
2012	6,595,000	-	6,595,000	183,391	3,500,000
2013	3,445,000	2,895,000	6,340,000	226,879	3,340,000
2014	3,230,000	2,680,000	5,910,000	225,771	3,175,000
2015	3,000,000	2,460,000	5,460,000	146,887	3,000,000

NOTES: Details regarding the City's outstanding debt can be found in the notes to financial statements.

N/A denotes information not available.

(1) This is the amount restricted for debt service principal payments.

**RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING CONTINUED**  
*Last ten fiscal years*

<u>Net Bonded Debt</u>	<u>Percentage of Actual Taxable Value of Property</u>	<u>Per Capita</u>
\$ 4,131,069	1.17%	\$ 360.13
3,941,040	1.04%	345.55
3,750,729	0.96%	327.15
2,555,343	0.59%	222.42
3,353,823	0.73%	278.67
3,132,776	0.64%	255.78
2,911,609	0.56%	237.06
2,773,121	0.55%	225.46
2,509,229	0.49%	202.78
2,313,113	0.44%	186.56

## STATISTICAL INFORMATION

### **DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT (UNAUDITED)**

September 30, 2015

	<u>Gross Debt Outstanding</u>		<u>Percentage</u>	<u>Amount</u>
	<u>Date</u>	<u>Amount</u>	<u>Applicable</u>	<u>Applicable</u>
			<u>to City</u>	<u>to City</u>
Direct Debt:				
City of Port Lavaca	09/30/2015	\$ 2,592,094	100.00%	\$ 2,592,094
Overlapping Debt:				
Calhoun County	09/30/2015	8,125,000	14.66%	1,190,896
Calhoun Independent School District	09/30/2015	70,125,000	14.12%	9,900,703
Calhoun Port Authority	09/30/2015	32,400,000	22.74%	7,367,677
Total Overlapping Debt		110,650,000		18,459,277
<b>Total</b>		<b>\$ 113,242,094</b>		<b>\$ 21,051,371</b>

NOTES: 1 There is no legal debt limit for the City. Texas municipalities are not bound by any direct constitutional or statutory maximums as to the amount of obligation bonds which may be issued; however, all local bonds must be submitted to and approved by the State Attorney General. It is the established practice of the Attorney General not to approve a prospective bond issue if it will result in a tax levy for general bonded debt of over \$1.00 for cities under 5,000 population, or \$1.50 for cities over 5,000 population.

2 The percentage of overlapping debt applicable is estimated using taxable property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable value that is within the City's boundaries and dividing it by each government's total taxable value.

SOURCE: Calhoun County Appraisal District  
Calhoun County  
Calhoun Port Authority  
Calhoun County ISD

## STATISTICAL INFORMATION

### **PLEDGED-REVENUE COVERAGE**

*Last ten fiscal years*

<u>Fiscal Year</u>	<u>Gross Revenue</u>	<u>Direct Operating Expenses</u>	<u>Net Available Revenue</u>	<u>Average Debt Service Requirements</u>	<u>Times Debt Coverage</u>
2006	\$ 4,529,981	\$ 2,819,506	\$ 1,710,475	\$ 541,496	3.16
2007	4,674,553	3,134,268	1,540,285	541,619	2.84
2008	5,127,853	3,186,879	1,940,974	861,629	2.25
2009	5,331,869	3,478,632	1,853,237	869,487	2.13
2010	5,194,828	3,470,112	1,724,716	867,219	1.99
2011	5,604,515	3,368,233	2,236,282	877,114	2.55
2012	5,312,772	3,458,504	1,854,268	953,379	1.94
2013	5,391,718	3,600,338	1,791,380	998,063	1.79
2014	5,296,396	3,519,390	1,777,006	1,049,797	1.69
2015	5,838,937	3,874,837	1,964,100	1,122,295	1.75

NOTE: "Gross Revenue" as used herein refers to all operating revenues and all interest income of the Public Utility Fund. "Direct Operating Expenses" is defined as all operating expenses of the Public Utility Fund (which does not include capital outlay or interest expense) less depreciation.

# STATISTICAL INFORMATION

## OPERATING INDICATORS BY FUNCTION/PROGRAM

Last ten fiscal years

Function/Program	Fiscal Year			
	2006	2007	2008	2009
General government				
Building permits issued	283	491	202	564
Building inspections conducted	499	456	436	564
Public safety				
Police				
Physical arrests	N/A	N/A	398	409
Traffic violations	N/A	N/A	431	450
Fire				
Fire calls	222	200	230	192
Public works				
Streets (miles)	49.3	50.1	50.1	50.1
Culture and recreation				
Parks and recreation				
Bauer Center rentals	73	65	88	71
Lighthouse beach park				
Pavillion	43	54	38	25
Water and wastewater				
Water				
Water customers	4,492	4,456	4,548	4,514
Water taps	8	10	13	19
Average daily consumption	1.29 mgd	1.18 mgd	1.34 mgd	1.38 mgd
Peak daily consumption	1.57 mgd	1.40 mgd	1.61 mgc	1.66 mgd
Wastewater				
Sewer customers	4,190	4,173	4,253	4,217
Sewer taps	7	8	7	2
Average daily sewage treatment	1.14 mgd	1.37 mgd	1.05 mgd	1.01 mgd

NOTE: N/A denotes information not available.

SOURCE: Various City departments

# STATISTICAL INFORMATION

## OPERATING INDICATORS BY FUNCTION/PROGRAM CONTINUED

Last ten fiscal years

Fiscal Year					
2010	2011	2012	2013	2014	2015
548	801	784	357	266	195
732	822	1,187	627	689	411
336	807	796	1,129	1,503	1,749
422	1,642	836	1,525	839	843
175	568	650	685	591	632
50.1	50.1	50.1	50.1	50.1	50.2
65	63	59	47	212	218
42	39	47	36	43	41
4,552	4,544	4,556	4,606	4,416	4,624
11	11	15	21	10	10
1.27 mgd	1.53 mgd	1.272 mgd	1.07 mgd	1.33 mgd	1.13 mgd
1.49 mgd	5.65 mgd	2.10 mgd	2.74 mgd	2.44 mgd	2.83 mgd
4,267	4,258	4,276	4,317	4,332	4,337
7	9	7	12	7	7
1.19 mgd	1.01 mgd	1.11 mgd	1.08 mgd	0.98 mgd	1.12 mgd

## STATISTICAL INFORMATION

### *CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM* *Last ten fiscal years*

Function/Program	Fiscal Year			
	2006	2007	2008	2009
Public safety				
Police				
Stations	1	1	1	1
Patrol units	7	7	7	7
Fire stations	2	2	2	2
Highways and streets				
Streets (miles)	49.3	50.1	50.1	50.1
Streetlights	680	686	686	684
Culture and recreation				
Acreage	150	150	150	150
Parks	7	7	7	7
Baseball/softball diamonds	2	2	2	2
Community centers	1	1	1	1
Swimming pools	1	1	1	1
Water and wastewater				
Water				
Water mains (miles)	68.5	68.5	68.5	69
Fire hydrants	250	250	250	259
Storage capacity	1	1	1 MG	1 MG
Wastewater				
Sanitary sewers (miles)	56	58	58	58
Treatment capacity	2.5	2.5	2.5	2.5

SOURCE: Various City departments

# STATISTICAL INFORMATION

## CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM CONTINUED

Last ten fiscal years

Fiscal Year					
2010	2011	2012	2013	2014	2015
1	1	1	1	1	1
7	6	7	7	7	7
2	2	2	2	2	2
50.1	50.1	50.1	50.1	50.1	50.2
686	686	686	678	678	685
150	150	150	150	150	150
7	7	7	7	7	7
2	2	2	2	2	4
1	1	1	1	1	1
1	1	1	1	1	1
69	69	69	70	70.2	70.3
259	259	259	262	268	273
1 MG	1 MG	1 MG	1 MG	1 MG	1 MG
58	58	58	58	58.2	58.3
2.5	2.5	2.5	2.5	2.5	2.5

## Budgetary Process and Guidelines

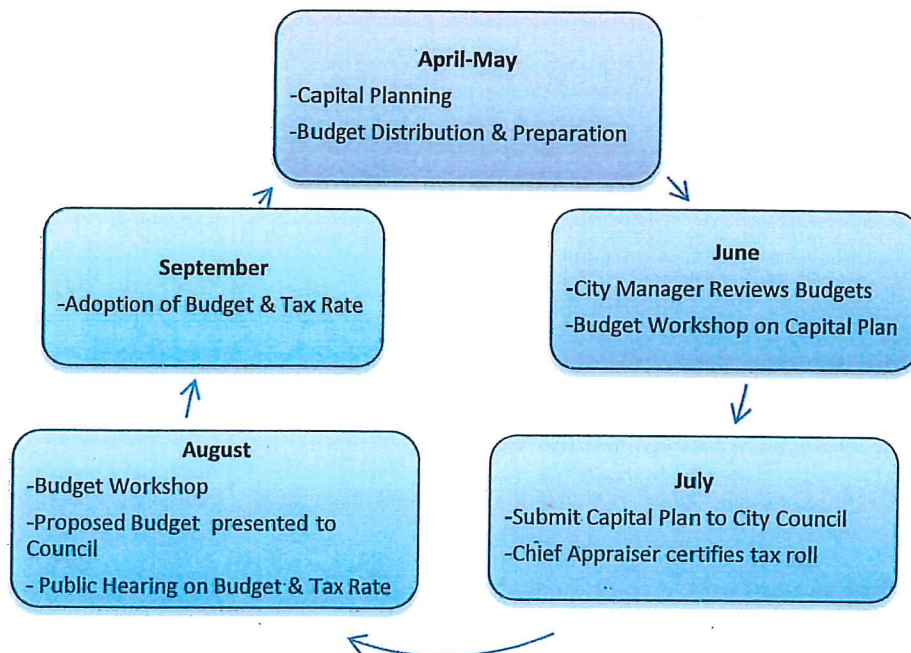
The purpose of this segment is to explain the budgetary policies and process of the City of Port Lavaca. This narrative describes the legal requirements, budgeting standards and basic rationale of the budget process.

### Purpose of the Budget

The purpose of the annual operating budget of the City of Port Lavaca is to:

- Act as a financial plan which describes the activities that will be undertaken during the current fiscal year.
- Define the resources available for the completion of those activities.
- Determine the level of taxation necessary to generate required revenue resources.
- Act as an operations guide by providing levels of expenditures allowed for the accomplishment of departmental and program objectives.
- Provide the public with information about the activities and objectives of the various city departments and programs and the financial condition of the City.

### Budget Calendar Cycle



### **Summary Description of the Budget Process**

As previously stated, the City Charter, under Article 7.01 provides, "the fiscal year of the City of Port Lavaca shall begin on the first day of October of each calendar year and shall end on the last day of September of each following calendar year. Such fiscal year shall also constitute the budgeted and accounting year."

The Charter requires that the City Manager provide a complete financial plan for the fiscal year. The plan must contain, among other things, a budget message explanatory of the budget and any significant changes, an analysis of property valuation and tax rate, and detail concerning fund revenues and expenditures.

Upon receipt of the proposed budget, the Council orders a public hearing on the budget. By State law (Section 102.003 of the Local Government Code), the Council is required to hold a public hearing on the budget not less than fifteen (15) days after the budget is filed. By Charter, at least seven (7) days prior to the date of the budget hearing, a public notice of such hearing must be published. The Charter requires that the Council adopt a budget prior to the beginning of the fiscal year. Normally, the Council sets the tax rate for the coming fiscal year during the same meeting in which they adopt the budget ordinance.

The City Manager and Finance Director prepare estimates of revenues and cash balances for the coming budget year. Departments are asked to submit budget requests to the City Manager during May or early June. In June and July, the City Manager and Director of Finance meet with departments to discuss their budget requests and develop line item funding proposals for each department and fund. Then the City Manager submits his proposed budget to the City Council. The Council will then examine the Budget and have one or more hearings and/or work sessions on the budget. The Council normally votes on the budget ordinance in the first or second week of September.

After the budget is adopted by the Council, copies are available for public inspection in the City Finance Department and at the office of the City Secretary.

On the effective date of the budget, October first (1<sup>st</sup>), the amounts adopted by the City Council for each line item become appropriated. That is to say, an authorization is made by the City Council which permits the City to incur obligations and make expenditures of resources based on an amount of money adopted by Council.

## APPENDIX

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### **Legal Requirements**

#### **A. City Charter.**

The budgetary process of the City of Port Lavaca shall comply with the provisions of Article VII of the City Charter relating to the preparation and execution of the City budget.

#### **B. State Law.**

The budgeting process of the City of Port Lavaca shall comply with the Texas Uniform Budget Law (articles 689a-13, 14, 15, and 16) and Section 102.003 of the local government code.

#### **C. Federal Law.**

The budgetary procedures of the City of Port Lavaca shall comply with the requirements of Federal Law as they apply to such programs and grants administered by the City.

### **Budgeting Standards**

The budgeting process of the City of Port Lavaca generally conforms to the Governmental Accounting Standards Board (GASB): Principles of Budgeting, Budgetary Control, and Budgetary Reporting as published in the Governmental Accounting, Auditing and Financial Reporting (GAAFR). In addition, the budget document is believed to generally satisfy the evaluation criteria of the budget awards program of the Governmental Finance Officers Association.

### **Budget Policies as set forth in the City Charter**

#### **Fiscal Year**

The fiscal year of the City of Port Lavaca shall begin on the first day of October of each calendar year and shall end on the last day of September of each next following calendar year. Such fiscal year shall also constitute the budget and accounting year.

#### **Preparation, Submission and Content of Budget**

The City Manager shall submit to the Council a proposed budget, of which the budget shall provide a complete financial plan for the fiscal year, and shall contain the following:

1. A budget message, explanatory of the budget, in which the message shall contain an outline of the financial policies of the City for the Fiscal year, shall set forth the fiscal year, shall set forth the reasons for salient changes from the previous fiscal year in expenditure and items and shall explain any major changes in financial policy.

2. A consolidated statement of receipts and expenditures for all funds.
3. An analysis of property valuations.
4. An analysis of tax rate.
5. Tax levies and tax collections by years for at least five years.
6. General fund resources in detail.
7. Summary of proposed expenditures by fund, department and activity.
8. A revenue and expense statement for all types of bonds.
9. A description of all bond issues outstanding showing rate of interest, date of issue, maturity date, amount authorized, amount issued and amount outstanding.
10. A schedule of requirements for the principal and interest on each issue of bonds.
11. A special funds section.
12. The appropriation ordinance.
13. The tax levying ordinance.
14. The capital improvement program for the budget year and proposed method of financing.
15. A capital improvement plan covering the succeeding five years and proposed method of financing.
16. A summary of the condition of machinery, equipment and buildings.

#### **Anticipated Revenues and Proposed Expenditures Compared With Other Years**

The City Manager, in preparation of the budget, shall show in parallel columns, opposite the various properly classified items of revenues and expenditures, the actual amount of such items for the last completed fiscal year, the estimated amount for the current fiscal year, and the proposed amount for the ensuing fiscal year.

#### **Estimated Expenditures Shall Not Exceed Estimated Resources**

The total established expenditures of the general fund and debt service shall not exceed the total resources of each fund. The classification of revenue and expenditure accounts shall conform as nearly as local conditions will permit to the uniform classification as promulgated by the National Committee on Municipal Accounting, or some other nationally accepted classification.

## APPENDIX

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### **Surplus and Encumbrances**

Anticipated revenues shall include the surplus arising from unencumbered appropriation balances at the beginning of the budget year and from receipts of revenues in excess of the estimates in the budget. Encumbrances of appropriation at the end of the fiscal year shall be detailed and shall include only those evidenced by signed purchase orders or contracts.

### **Budgetary Basis**

Basis of accounting refers to the point in time at which revenues and expenditures are recognized in the accounts and reported in the financial statements. The budget of each City fund, with the subsequently noted exceptions, is prepared consistently with the basis of accounting used for that fund.

### **Budget Amendments**

The City Charter, under Article 8.03 (Transfer of Appropriations) provides, "With the approval of the City Council, the City Manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. At the request of the City Manager, and within the last three months of the fiscal year, the Council may by resolution transfer any unencumbered appropriation balance or portion thereof from an office, department or agency to another".

### **Lapse of Appropriations**

All appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered.

Appropriations for the Department of Recreation and Parks as required by Article 6.01, Section D, shall be considered as lawfully encumbered and not lapse, but shall be set aside and shall accumulate from year to year until finally expended by the Department of Recreation and Parks for its lawful purposes.

### **Basic Budgetary Units**

The budget of the City of Port Lavaca is both an annual operating budget and a capital budget. The operating budget contains current operations and services, current maintenance, debt service and is funded by funds currently available. Current expenses for capital outlay are included as expenditures.

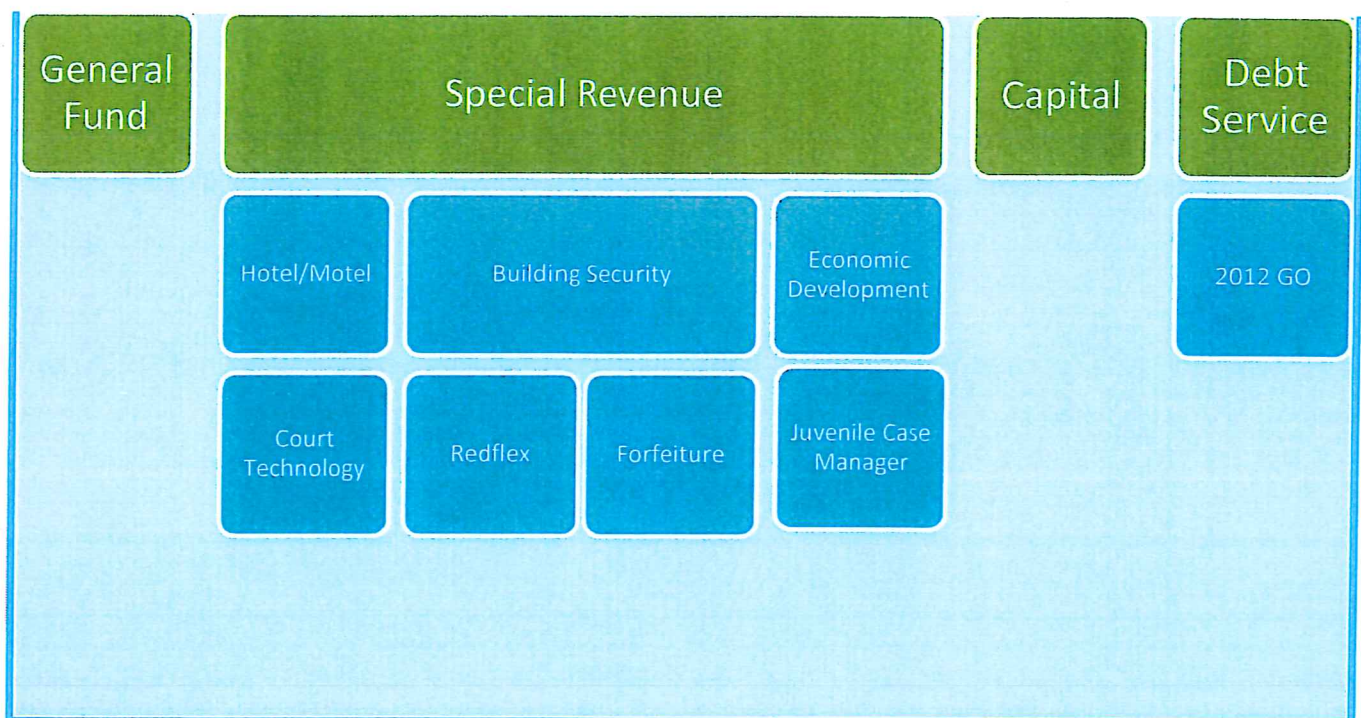
The organizational arrangement of the budget document is based upon the format reflecting the funds of the City, the departments associated with each fund, followed by revenue and expenditure categories.

## Fund Structure

### Governmental Funds

Governmental Funds are used to account for all or most of the City's general activities. The **modified accrual basis of accounting** is used for governmental funds (general, special revenue, debt service and capital projects), expendable trust funds and agency funds. Revenues are recognized in the accounting period in which they become measurable and reliable as net current assets; that is, collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred.

### Governmental Fund Structure – Modified Basis

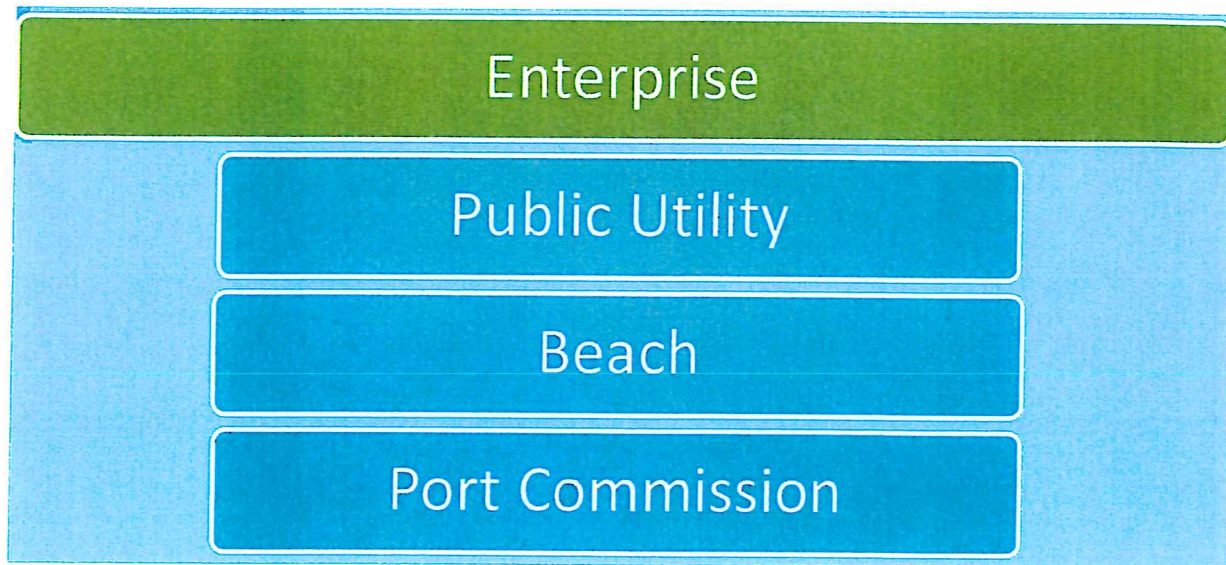


\*Although the City has a number of funds shown above, only the General Fund, Hotel/Motel and Debt Service Fund(s) are appropriated. All City funds are audited annually.

## Proprietary Funds

Proprietary funds are used to account for the operations and maintenance of City facilities and services. The ***accrual basis of accounting*** is used for proprietary funds (enterprise funds and internal service funds). Revenues are recognized in the accounting period in which they are earned and expenses recognized in the period in which they are incurred. The City budgets to cover depreciation expense. Capital leases, capital outlay and debt principal payments are budgeted as expenditures and then reclassified at year-end.

### Proprietary Fund Structure – Accrual Basis



\*All funds above are appropriated and audited annually.

## **Budget Ordinance**

ORDINANCE #S-1-16

AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR THE CITY OF PORT LAVACA, TEXAS AND ADOPTING THE BUDGET DOCUMENT FOR THE FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; REPEALING ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council has approved a budget for the City of Port Lavaca, Texas, for the fiscal year October 1, 2016 through September 30, 2017, and accordingly held a public hearing for same, at which time all interested citizens were given an opportunity to be heard for or against any item or amount of any item contained in said budget; and

WHEREAS, all approved adjustments, if any, have been made in said budget and said public hearing has been officially closed:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

SECTION 1. That the annual budget for the City of Port Lavaca, Texas for the fiscal year October 1, 2016 through September 30, 2017 is hereby approved and the budget document is hereby in all things adopted and made a part of this ordinance as if set forth in full herein and is hereby declared to be the financial plan for the City of Port Lavaca, Texas for the fiscal year 2016/2017.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

SECTION 3. This ordinance shall become effective on the date of its passage by the City Council of the City of Port Lavaca, Texas.

FIRST READING this 29th day of August, 2016

SECOND AND FINAL READING this 12<sup>th</sup> day of September, 2016

APPROVED AND ADOPTED this 12<sup>th</sup> day of September, 2016.

## APPENDIX

### Tax Rate Ordinance

ORDINANCE #S-2-16

AN ORDINANCE FIXING THE TAX RATE AND TAX LEVY FOR THE CITY OF PORT LAVACA, TEXAS, FOR THE YEAR 2016, UPON ALL TAXABLE PROPERTY IN SAID CITY OF PORT LAVACA, TEXAS SUBJECT TO TAXATION BY SAID CITY ON THE FIRST DAY OF JANUARY, 2016 IN CONFORMITY WITH THE CHARTER PROVISIONS AND ORDINANCES OF SAID CITY OF PORT LAVACA; APPROPRIATING THE FUNDS DERIVED FROM SAID TAX LEVY TO VARIOUS FUNDS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

SECTION 1. That there shall be and there is hereby levied and assessed for the year 2016 upon all property of every description subject to taxation by the City of Port Lavaca, Texas on the 1st day of January, 2016, the following tax rate, to-wit:

An Ad Valorem Tax at the rate of \$0.XXXX on the \$100.00 assessed value, based on 100% assessment thereof estimated in lawful currency of the United States of America, for the purpose of paying the general expenses of the City government and for payment of principal and interest on outstanding bonds and certificates of obligation for the fiscal year ending September 30, 2017.

SECTION 2. All taxes collected pursuant to this ordinance shall be deposited in the funds known as the General Fund and the Tax Supported Debt Service Fund, and said monies shall be appropriated and distributed as follows:

	Rate	Percentage
<b>GENERAL FUND</b>	<b>\$ .XXXX</b>	XX.XX %
<b>TAX SUPPORTED DEBT SERVICE FUND:</b>		
2012 General Obligation Refunding	<u>\$ .0746</u>	<u>X.XX %</u>
<b>Total Tax Rate</b>	<b>\$ .XXXX</b>	100.00 %

SECTION 3. The duly authorized official responsible for the assessment and collection of taxes for the City of Port Lavaca is hereby directed to assess, extend and enter upon the tax rolls of the City of Port Lavaca, Texas, for the current taxable year the amount and rates herein levied, and to keep a correct account of same, and when so collected, to deposit same in the depository of the City of Port Lavaca to be distributed in accordance with this ordinance.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

SECTION 5. This ordinance shall become effective on the date of its passage by the City Council of the City of Port Lavaca, Texas.

FIRST READING this 29th day of August, 2016

SECOND AND FINAL READING this 12<sup>th</sup> day of September, 2016

APPROVED AND ADOPTED this 12<sup>th</sup> day of September, 2016



**Resolution of the City of Port Lavaca, Texas**  
**No. R-091216-1**

**Budgetary & Financial Management Policies**

The goal of formally adopting financial management and budgetary policies is to provide sound guidelines in planning the City's financial future. The adoption and adherence to these policies will help ensure long-term financial stability and a healthy financial position for the City of Port Lavaca.

**General Budgetary Policies**

**Budget Preparation**

The City Budget shall be prepared in accordance with all applicable Charter requirements and State laws. The goal each year shall be to present the Proposed Budget to Council no later than six weeks prior to the end of the fiscal year and for the final approval of the Budget to be ready for Council action no later than two weeks before the end of the fiscal year. The Budget shall be comprehensive in nature and address all major funds of the City.

**Government Finance Officer Association Distinguished Budget Program**

The goal this year and each year following will be for the City's Budget to conform to the requirements of the Distinguished Budget Program of the G.F.O.A. and be submitted thereto for peer review.

**Balanced Budget**

It shall be a requirement each year for the budget of each fund to be balanced. This means that total resources available, including prior year ending resources plus projected revenues, shall be equal to or greater than the projected expenditures for the coming year. In a case where a deficit fund balance does occur, the goal shall be to limit deficits to only those amounts representing one-time capital expenditures and/or to adjust revenues and/or expenses so that the deficit is eliminated in no more than two budget years.

### **Public Hearings, Availability of Budget to Public**

Upon completion of the City Manager's Proposed Budget to Council, the City holds public hearings in August. A copy of the Proposed Budget is made available in the City Secretary's Office or on the City's website. These hearings provide the Citizens of Port Lavaca a chance to ask questions as well as an opportunity for Council to hear any recommendations before final approval of the budget.

### **Cost Center Accounting and Budgeting**

It shall be the policy of the City to allocate cost, and budget accordingly, to the various funds to the extent practical. This includes such items as utility costs, fuel costs, vehicle lease charges, overhead manpower and insurance fees.

### **Bond Ratings**

It shall be the City's long-term goal to improve its bond ratings for general obligation bonds and revenue bonds. The City's policy shall be to manage its budget and financial affairs in such a way so as to promote enhancement of its bond ratings. This financial management includes the following:

- *Develop and maintain a multi- year operating budget*
- *Develop and maintain a multi-year capital improvements plan*
- *Implement financial procedures to quickly identify financial problems & limit budget shortfalls*
- *Review projected revenue methodologies annually*
- *Review method of determining appropriate cash reserve levels annually*

### **Administrative Overhead Fee to Enterprise Funds**

It shall be the budgetary policy of each enterprise fund to pay to the General Fund an amount as set by the Budget each year. This charge shall be set as a percent of fund revenues and shall be construed as a payment for general administrative overhead, including management, accounting, legal, and personnel services. From an accounting perspective, such fee shall be treated as a fund operating transfer.

### **Budget Projections for Revenues and Expenditures**

Most individual budget projections are a collaborative effort between the Division Heads, the Director of Finance, and the City Manager. The Director of Finance will note the methodology for estimating each major revenue or expense item budgeted; taking into consideration the insight of the respective Division Head. Revenue and expense estimates are always to be conservative so as to reduce any potential for budget shortfalls.

### **Maintenance of Plant and Equipment**

The operating budget will provide for the adequate maintenance and replacement of the capital plant, building, infrastructure, and equipment. Deferral of such costs on a long-term continued basis will not be an acceptable policy to use in balancing the budget.

### Financial Management Policies

#### Fund Balance Policy

##### Purpose

The purpose of this policy is to establish a key element of the financial stability of the City of Port Lavaca by setting guidelines for fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. Unassigned fund balance is an important measure of economic stability and it is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the operating fund with the capacity to:

1. Provide sufficient cash flow for daily financial needs,
2. Secure and maintain investment grade bond ratings,
3. Offset significant economic downturns or revenue shortfalls, and
4. Provide funds for unforeseen expenditures related to emergencies.

##### Definitions

*Fund Equity* – A fund's equity is generally the difference between its assets and its liabilities.

*Fund Balance* – The fund equity of a governmental fund for which an accounting distinction is made between the portions that are spendable and nonspendable.

***Fund Balance reporting in governmental funds:*** Fund balance will be reported in governmental funds under the following categories using the *definitions* provided by GASB Statement No. 54:

- 1) **Nonspendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e. inventory, long-term loans, or prepays) or because they must remain in-tact such as the principal of an endowment.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors or by laws or regulations of other governments (i.e. externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include impact fees and bond proceeds.

- 3) **Committed fund balance** – includes the portion of net resources upon which the Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a *formal action* of the council. Commitments may be changed or lifted only by the Council taking the same *formal action* that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.
- 4) **Assigned fund balance** – includes the portion of net resources for which an *intended* use has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund.

*Authority to Assign* - The City Council delegates the responsibility to assign funds not to exceed \$25,000 to the City Manager or their designee to be used for specific purposes. City Council shall have the authority to assign any amount of funds to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. The assignments may occur subsequent to fiscal year-end.

- 5) **Unassigned fund balance** – includes the amounts in the general fund in excess of what can properly be classified in one of the other four categories of fund balance. It is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

#### ***Minimum Unassigned Fund Balance***

*General Fund* - Being a City on the Gulf Coast, it shall be the goal of the City to maintain a fund balance in the General Fund equal to 180 days of the operating expenditures and a policy to maintain an **unassigned** fund balance of no less than 120 days of operating expenditures as to provide operating liquidity and contingency funding for non-specific unscheduled expenditures such as natural disasters or major unexpected expenditures. In the event that the unassigned fund balance is calculated to be less than the policy stipulates, the City shall plan to adjust budget resources in subsequent fiscal years to restore the balance.

*Hotel/Motel Tax Fund* – Since the City's Convention Center (Bauer Center) qualifies for use of Hotel/Tax, it shall be the goal of the City to maintain a fund balance in the Hotel/Motel Fund to support the annual cost for improvements and maintenance of the Bauer Center. The proper level of this unassigned fund balance will be based on the most recent three year average cost of maintenance and operations of the Bauer Center or \$250,000 whichever is greater.

## APPENDIX

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### ***Committed Fund Balances***

- *Fixed or Capital Asset Replacement*- The City Council commits an additional portion of the General Fund Reserve for fixed asset replacement related to machinery and equipment. On an annual basis, the City strives to commit dollars equal to one year's depreciation expense of machinery and equipment for assets on record as of the previous fiscal year end. The balance at year end in this account will be the committed fund balance.
- *Health Reserve*- The City Council commits an additional portion of the General Fund Reserve to provide contingency funding for employee health care expenses not covered by the catastrophic stop loss policy held by the City. The proper level of this commitment will be based on the most recent three year history (average) plus 15%.

### ***Replenishment of Minimum Fund Balance Reserves***

If unassigned fund balance unintentionally falls below 120 days or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City Manager shall prepare and submit a plan to restore the minimum required level as soon as economic conditions allow. The plan shall detail the steps necessary for the replenishment of fund balance as well as an estimated timeline for achieving such.

These steps may include, but are not limited to, identifying new, nonrecurring or alternative sources of revenue; increasing existing revenues, charges and/or fees; use of year end surpluses; and/or enacting cost saving measures such as holding capital purchases, reducing departmental operating budgets, freezing vacant positions and/or reducing the workforce. The replenishment of fund balance to the minimum level shall be accomplished within a three-year period. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the City of Port Lavaca, then the Council shall establish an extended time line for attaining the minimum balance.

### ***Order of Expenditure of Funds***

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Council and unassigned fund balance), the Council will first spend the most restricted funds before moving down to the next most restrictive category with available funds.

### ***Appropriation of Unassigned Fund Balance***

Appropriation from the minimum unassigned fund balance shall require the approval of the City Council and shall be utilized only for one-time expenditures, such as capital purchases and not for ongoing operating expenditures unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

The Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

### ***Monitoring and Reporting***

The Director of Finance shall be responsible for monitoring and reporting the City's reserve balances. The City Manager is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time to time throughout the fiscal year as needs may arise. Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.

### **Revenue Management Policy**

The City strives for the following optimum characteristics in its revenue system:

- ***Simplicity and Certainty.*** The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue is collected according to budgets and plans.
- ***Equity.*** The City shall make every effort to maintain equity in its revenue system structure. The City shall minimize all forms of subsidization between entities, funds, services, utilities and customers.
- ***Realistic and Conservative Estimates.*** Revenues are to be estimated realistically. Revenues of volatile nature shall be budgeted conservatively.
- ***Centralized Reporting.*** Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
- ***Review of Fees and Charges.*** The City shall review all fees and charges annually in order to match fees and charges with the cost of providing that service.
- ***Aggressive Collection Policy.*** The City shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e. turned off) for non-payment in accordance with established policies and ordinances. The Calhoun County Appraisal District is responsible for delinquent tax collection, through the central collection agency, and shall be encouraged to collect delinquent property taxes using an established tax suit policy and sale of real and personal property to satisfy non-payment of property taxes. A warrant officer in the Police Department will aggressively pursue outstanding warrants and the Court will use a collection agency to pursue delinquent fines.

## APPENDIX

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### **Use of Fund Balance and Non-Recurring Revenues**

The City will use non-recurring revenues and excess fund balance for capital expenditures or for non-recurring expenditures. These non-recurring revenues will not be used to fund recurring type maintenance and operating costs.

### **Property Tax Revenue**

All real and business personal property located within the City shall be valued at 100% of the fair market value based on the appraisal supplied by the Calhoun County Appraisal District. Reappraisal and reassessment is as provided by the Appraisal District. A ninety-six percent (96%) collection rate shall serve each year as a goal for tax collections and the budgeted revenue projection shall be based on the average collection rate calculated by the Calhoun County Appraisal District. Property tax rates shall be maintained at a rate adequate to fund an acceptable service level. Based upon taxable values, rates will be adjusted to fund this service level. Collection services shall be contracted out with a central collection agency, currently the Calhoun County Appraisal District.

### **Interest Income**

Interest earned from investment of available monies, whether pooled or not, shall be distributed to the funds in accordance with the equity balance of the fund from which monies were invested.

### **User Based Fees and Service Charges**

For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset wholly or partially by a fee where possible. There shall be an annual review of fees and charges to ensure that the fees provide adequate coverage of costs of services.

### **Water and Wastewater Rates and other fees for Services**

Water, wastewater and garbage fees shall be set to generate revenues required to cover operating expenditures, including depreciation, meet the legal requirements of applicable bond covenants and provide for an adequate level of working capital. It is the policy of the City that the Water and Wastewater Fund, and other enterprise funds, not be subsidized by property tax revenue.

### **Intergovernmental Revenues/Grants/Special Revenues**

Grant revenues and other special revenues shall be spent for the purpose(s) intended. The City shall review grant match requirements and include in the budget all grant revenues and expenditures.

### **Collection of Charges**

The City will follow a policy of collecting, on a timely basis, all fees, charges, taxes and other revenues properly due to the City. The City will follow an aggressive policy of collecting all delinquencies due to the City.

**Revenue Monitoring**

Revenues actually received are to be regularly compared to budgeted revenues (at least monthly) with a formal report to City Council at least quarterly. If revenue estimates are down, the City Manager shall recommend to Council a corrective action to minimize the impact on the budget at the next available Council Meeting.

**Expenditure Control Policy****Appropriations**

The responsibility for budgetary control lies with the Department Head. Department Heads may not approve expenditures that exceed monies available at the departmental budget level excluding personnel and capital expenditures. Capital expenditures are approved by the City Council on a per project basis normally during the annual budget process. Personnel allocations may not be changed without the approval of City Manager.

**Amendments to the Budget**

In accordance with the City Charter, under Article 8.03 (Transfer of Appropriations) provides, with approval of the City Council, the City Manager may transfer any unencumbered appropriated balance within any office, department or agency at any time. At the request of the City Manager, and within the last three months of the fiscal year, the Council may by resolution transfer any unencumbered appropriation balance or portion thereof from an office, department or agency, to another.

**Central Control**

Unspent funds in salary and capital allocation object codes may not be spent for any purpose other than their specifically intended purpose without prior authorization of City Manager.

**City's Manager Authority to Amend the Budget**

The City Manager is authorized to transfer budgeted amounts within and among departments; however any revisions that alter the total expenditures/expenses must be approved by the City Council.

**Purchasing**

All purchases shall be made in accordance with the Purchasing Policies approved by the City Council.

**Prompt Payment**

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt, in accordance with the provisions of state law. Proper procedures shall be established that enables the City to take advantage of all purchase discounts, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.

## APPENDIX

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### **Long-Term Debt Policy**

#### **Revenue Bond Sinking Account**

It shall be the policy of the City to always be in strict compliance with the requirements of the ordinance that created the Revenue Bond Sinking Account. Monthly payments are to be made to this account each year in accordance with the bond ordinance. The balance in the account must be adequate to cover semi-annual payments as they become due.

#### **General Obligation Bond Debt Service Account**

It shall be the policy of the City to always be in strict compliance with the requirements of the ordinance that created the General Obligation Bond Interest and Sinking Fund Account. Taxes, as applicable shall be distributed to this account monthly as received. Utility Revenues transferred to the Interest and Sinking Fund Account shall occur, as needed prior to the semi-annual payment dates. The balance in the account must be adequate to cover semi-annual payments as they become due.

#### **Capital Improvement Plan**

The City will develop a multi-year plan to present to Council each year for approval. The City will provide a list of proposed capital improvements, funding recommendations and prospective timing of projects. CIP projects shall be for infrastructure over \$100,000 and facilities over \$50,000. Any maintenance and operational cost shall be disclosed that could impact future operating budgets.

#### **Debt Policy Guidelines**

- The City will limit long-term debt to only those capital projects that cannot be financed from current revenues.
- The City will not use long-term debt to finance recurring maintenance and operating costs.
- The City will not issue long-term debt for a period longer than the estimated useful life of the capital project.
- Decisions will be made based on long term goals rather than a short-term fix.
- Debt Service Funds will be managed and invested according to all federal, state and local laws
- Coverage Ratios of Revenue Bonds will always be in compliance with the minimum coverage ratio required by the revenue bond ordinances. It shall be the goal of the City to achieve a budgeted coverage ratio of 1.60.

## Other Fund Use Information

### Governmental Funds

Most government functions are financed through governmental funds. The acquisition, use and balances of the City's expendable resources and related current liabilities are accounted for through governmental funds. Long-term liabilities and fixed assets are not accounted for through governmental funds.

### Proprietary Funds

These funds listed below are used to account for the ongoing activities of the City that are similar to those found in the private sector. These funds are financed through user charges to recover costs of services provided. Proprietary funds use accrual accounting, which means revenues are recognized when they are earned by the City and expenses are recognized when they are incurred. Enterprise funds are considered proprietary funds and are used to account for operations for the City's Public Utility Fund, Light House Beach and Port Commission.

**Working Capital Position-** the goal shall be to maintain a working capital position equal to 120 days of the operating budget and a policy to maintain a working capital position no less than 90 days of the operating budget. In addition, the City budgets to cover depreciation expense, therefore the City shall designate a portion of the reserve for fixed asset replacement equal to one year's depreciation of all assets.

### Public Utility Fund

It shall be the general policy of the City to commit a portion of the reserve to fixed asset replacement as it budgets for revenue to cover depreciation.

The City shall establish a project fund that will be funded by unanticipated revenues or revenue surpluses. This fund shall be used to fund unanticipated projects or to retire debt early.

### Beach and Port Commission Operating Fund

It will be the general policy of the City that the fees collected will be spent on maintenance of the facilities grounds and other structures. The general fund tax dollars will not be used for this purpose.



## **Investment Policy Summary**

### **I. POLICY STATEMENT**

It is the policy of the City that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

### **II. SCOPE**

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into one pooled investment fund for investment purposes to provide efficiency and maximum investment opportunity. These funds are defined in the City's Comprehensive Annual Financial Report (CAFR).

Any new funds created by the City shall be included unless specifically exempted by the City Council and this policy.

### **III. OBJECTIVES**

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield.



## Capital Asset Policy

### Purpose and Objectives

The purpose of the Capital Asset Policy is to establish guidelines to ensure that accurate records of assets owned, purchased, replaced, sold and/or traded-in are maintained. The objectives are:

- To manage and maintain the capital asset portfolio of the City which includes land, buildings, building improvements, machinery, furniture, equipment, vehicles, works of art and historical treasures, infrastructure, and construction in progress.
- To determine the appropriate depreciation method to use in accordance with Generally Accepted Accounting Principles (GAAP).
- To provide the City with accurate record keeping for inventory and financial reporting purposes.

### Responsibility and Authority

The Director of Finance shall be responsible for ensuring the principles and policies set in the Capitalization Policies and Guidelines are consistently applied and carried out in the conformity with Generally Accepted Accounting Principles (GAAP) for Governments. As such the Director of Finance shall assure that this policy is carried out in conformity with the financial policies, goals and strategies set forth by the City Manager, the Mayor, and the City Council.

### Overview

Costs to obtain tangible assets with lives with greater than one year are called capital expenditures, and such expenditures are commonly said to be capitalized. Expenditures treated as expense of the current period are called operating expenses. There are several factors involved in determining whether expenditure is to be classified as a capital expenditure or as an operating expense. Following is a synopsis of guidelines used to determine whether or not an item is to be capitalized.

### Criteria for Capitalization

For the purpose of this policy, a "capital asset" must be capitalized if they meet the following criteria:

- The expected useful life is longer than one year.
- The asset has at least a unit cost of \$5,000.00 or more.
- Expenditures that materially add to the value or prolong the life of existing equipment will be considered capital assets and will be appropriately capitalized.

## APPENDIX

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- The item belongs to one of the general classes of assets as defined by general accounting terms.
- Land (all land capitalized regardless of cost)
- Buildings and Building Improvements
- Equipment
- Improvements other than Buildings
- Infrastructure assets

Infrastructure assets are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems.

A capitalization threshold is the cost established by the Director of Finance that must be met or exceeded if an asset is to be recorded and depreciated as a capital asset. The capitalization threshold is based on the cost of a single asset. Assets that do not meet the capitalization threshold will be recorded as expenditures or expenses. **For the purposes of property control (insurance, security, etc.), the Director of Finance and/or department heads may develop and maintain the appropriate record keeping system(s) to account for assets which do not meet the capitalization threshold.** Some circumstances, assets with a unit cost less than \$5,000 may be capitalized if they are part of a large project or renovation or if the improvement added to the value or prolonged the life of the asset. This determination will be made by the Finance and Accounting Department at the time of the initial request for purchase of the asset.

### Useful Lives and Thresholds of Capital Assets

Class	Asset	Capitalization Life (Yrs.)	Threshold (\$)
Land	Land and Site Improvements	Inexhaustible	Any Value
Buildings	Buildings	50	50,000
Buildings	Building Improvements	10-50	10,000
Equipment	Accounting Systems	5-10	5,000
Equipment	Construction Machinery	10	5,000
Equipment	Misc. Equipment	5-10	5,000
Equipment	Fire Fighter Apparatus	10	5,000

Equipment	Computer Hardware and Software	5	5,000
Improvements	Fences, Trails, etc.	20	20,000
Improvements	Docks	10	20,000
Improvements	Dredging	10	50,000
Improvements	Parks and Playgrounds	20	50,000
Improvements	Swimming Pools	20	50,000
Infrastructure	Bridges & Tunnels	50	100,000
Infrastructure	Curbs & Sidewalks	50	50,000
Infrastructure	Drainage	50	100,000
Infrastructure	Parking Lots	25	20,000
Infrastructure	Lift Stations	15	20,000
Infrastructure	Sewer	50	100,000
Infrastructure	Streets (Primary)	50	100,000
Infrastructure	Streets (Secondary)	40	100,000
Infrastructure	Traffic Signals and Signs	25	50,000

#### Accounting for Capital Assets

City owned land, buildings, and infrastructure will be segregated from furniture and equipment in separate accounts. The City will follow the new GASB 34 guidelines as it maintains Capital Asset Records of the City. Proper insurance coverage must be maintained by the City for all premises, furniture, and equipment. Coverage amounts will be reviewed yearly by a designated officer of the City and presented to the City Council for approval.

It is the responsibility of the Finance and Accounting Department to record the costs of capitalized assets acquired and to maintain accurate inventory and depreciation records. Capital assets that meet the minimum capitalization threshold will be recorded at historical cost and depreciated on a straight-line method for financial statement purposes. Entries to record depreciation on new purchases will be calculated and posted at fiscal year-end. Donated capital assets will be recorded at their estimated fair value at the time of acquisition, including any ancillary charges. Property will be recorded at historical cost unless there has been a permanent loss of value that should be reflected in the capital asset accounts. The value will usually include costs related to acquisition including freight, delivery, training, and installation.

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### **Construction in Progress (CIP)**

Should time required to complete a project extend past the close of any accounting period, it will be placed in (CIP) and not capitalized until project is complete.

### **Capital Leases**

All policies and procedures mentioned above also apply to capitalized leases. All lease purchases and/or agreements must be in compliance with all applicable laws and regulations. Any operating leases which will not be capitalized will be approved by the Mayor. All copies of lease agreements should be maintained by the City Secretary and Director of Finance. Capital leases will be recorded on the books and will be accounted for in accordance with Generally Accepted Accounting Principles as it applies to municipalities.

### **Fixed Asset Components**

An **addition** is a new and separate asset or an extension of an existing asset. All assets will be added according to the thresholds established at the time of acquisition. **Improvements** are added based on the thresholds established as long as it seems reasonable that the improvement adds value to the existing asset. Infrastructure improvements will be added after consultation from our City Engineer to obtain the value that was added taking into consideration of any disposals that may have occurred during the construction.



**Resolution of the City of Port Lavaca, Texas  
No. R-071116-1**

**A RESOLUTION ADOPTING A FIVE YEAR CAPITAL IMPROVEMENT  
PROGRAM (CIP) IN COMPLIANCE WITH THE CITY CHARTER**

**WHEREAS** the City Charter requires the City Manager to submit a plan for capital improvement covering the succeeding five years and proposed method of financing to the City Council prior to the beginning of each budget year; and,

**WHEREAS** the City Manager submitted a Five Year Capital Program to the City Council on July 2, 2016 in compliance with the City Charter and,

**WHEREAS** the City Council has reviewed the Five Year Capital Program, found it to be in compliance with all City Charter and believes its approval by resolution is in the best interest of Port Lavaca residents.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
PORT LAVACA, TEXAS:**

**THAT** the Five Year Capital Program (October 1, 2016 – September 30, 2021), a copy of which is attached hereto and incorporated in the Fiscal Year Budget 2016-2017, is hereby adopted in compliance with the City of Port Lavaca Home Rule Charter.

**PASSED and APPROVED this 11<sup>th</sup> day of July 2016.**

## APPENDIX

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### **Compensation and Staffing Plan (Needs to be updated)**

The current compensation system and policy went into effect October 1, 2005 after adoption by the City Council. The policy includes schedules that need to be updated by the Council annually to keep the policy current. This document will describe the changes that are being recommended.

#### **Goals**

- Provide a competitive benefit package
- Evaluate staffing levels to meet service needs
- Assist in staff developmental training
- Set guidelines for performance evaluations

#### **2016-2017 Business Plans (Objectives)**

- Implement an employee training model focused in leadership development
- Revamp the new hire fitness requirements
- Begin a standard employee recognition program

#### **2015-2016 Accomplishments of Prior Year Business Plans**

- Implemented Work Flex Program for the City
- Implemented Certification Pay
- Trained City Supervisors on Performance Evaluation and created new evaluation tool
- Maintained all required certification information in the HR software vs. just paper file
- Implemented new I-9 requirements
- Completed certification pay analysis and implemented into compensation

### **Maximum Merit Increase (City Council Annual Approval)**

City Council approved a budgeted merit increase of 2.5% this year. The actual amount of the individual merit increase will be based on how each employee scores on a performance evaluation on the latter of anniversary date or promotion.

### **Pay Grades and Salary Guidelines FY 2016-2017 (City Manager Approval)**

This schedule established the minimum, midpoint and maximum for each job class. Each job class is assigned a salary range based on a compensation study. Every two (2) years the Human Resource staff surveys cities in close proximity to make sure the City is maintaining a competitive salary and adjusts salary ranges if necessary. Every fourth (4<sup>th</sup>) year the City contracts with a third party to review and recommend changes to the City's job descriptions and salaries. There is no expectation or guarantee that an employee will be at a certain point in the range after a certain number of years. The only guarantees are that (1) each person will make at least the minimum for his/her assigned pay range and (2) that each person will not be paid a higher salary than the maximum for that range.

The starting salary for a new hire will be at least the minimum of the pay range for the job. Department

Heads have the authority to increase the starting pay up to 5% above the minimum if the applicant exceeds the minimum qualifications for the job. If the Department Head would like to request an amount above the 5%, this request must be submitted in writing to Human Resources stipulating reasons for the request. The request will be forwarded to the City Manager with a recommendation from Human Resources. This request must be made prior to the job offer.

### Approved Positions for FY 2016-2017 (City Council Annual Approval)

The City Council approves the number of part-time and full-time positions annually. The purpose of this schedule is to designate how many positions are authorized. The information about each department is included in the Staffing Levels Table. **There were no staffing level changes.**

#### Approved by Council for 2016-2017 Budget:

- Amount of Merit Increase Allocated- \$94,500 (2.5%)
- **Number of Positions (94)**

Occupational Department	No. Of Positions FY 2014-2015	No. Of Positions FY 2015-2016	No. Of Positions FY 2016-2017
City Manager	2	2	2
City Secretary	1	1	2
Human Resources	1	1	0
Municipal Court	2	2	2
Economic Development	2	2	1
Finance	3	3	3
Police	26	26	26
Fire	17	17	17
Animal Control	2	2	2
Code Enforcement	3	3	3
Streets	10	10	10
Parks & Recreation	5	5	5
Bauer Center	2	2	2
Utility Billing	5	5	5
Utility Maintenance	10	10	10
Waste Water (WWTP)	4	4	4
Port Commission	0	0	0
<b>Total Positions</b>	<b>95</b>	<b>95</b>	<b>94</b>
Appointed-Judge	1	1	1
Seasonal Temps	7	7	7

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### Long-Term Financial Planning (Needs to be updated)

#### OVERVIEW

The City must take into consideration many different facets when trying to plan for the future. The City's first step was with the adoption of a Strategic Plan in 2006. Next, the City implemented a Five Year Capital Plan. This was an effort to look at the "big ticket" items and determine what funding sources would be needed for all the planned projects for the next five years. Revenue assumptions were then developed. The City's Strategic Plan was again updated in 2012 along with the Council's associated goal statements. These statements have provided staff with a future picture of desired outcomes that the staff can continually aim towards. This enabled departmental business plans to be linked to the "big picture." **In 2016, the City adopted the City's Comprehensive Master Plan. Through this plan the City will be able to validate all its short term plans against the City's vision.**

The City maintains a strong reserve (savings) to be prepared for economic downturns and for natural disasters. The City has refinanced many bond issues to take advantage of opportunities in the market place. This strategy has resulted in some significant savings that will help during any future economic downturns. The City has been able to maintain service levels, provide employee salary increases and continue with large capital projects without dipping below our policy reserve requirements. The City has been in a slow growth pattern for many years which positions the City to carefully plan for the future. The City is now ready to "braid" all this information into one Comprehensive Plan—Vision Port Lavaca! This 2016-2017 budget provides for solid action plans that were recommended in Year 1 and Year 2.

#### COMPONENTS OF LONG TERM PLANNING

##### Vision, Mission and Strategic Plan

Information on the City's Strategic Plan can be found in the "City Profile" section of this document.

##### Demographic and Economic Profile

###### Population

Port Lavaca has experienced relatively slow growth over the last decade, with less than 800 people moving into the community. This may begin to change with the increase in petrochemical refining capacity and the resulting growth in traffic through area highways, ports and the Gulf IntraCoastal Waterway.

Table 1 Population Growth

	2000	2010	2016 (estimate)
Port Lavaca	12,003	12,248	12,776
Calhoun County	20,647	21,381	21,609

Source: US Census, ESRI Business Analyst

Developing population projections can be a challenge because so many external factors influence what may happen. As mentioned, growth in the new refining needs may lead to increased growth in Port Lavaca due to new jobs and additional traffic through the Port. It will be critical to monitor population changes to ensure the City is able to manage growth with adequate infrastructure and services. As the table below indicates, different sources have very different expectations for growth. The Texas Water Development Board tends to have higher projections than other sources, so it is likely that Port Lavaca will not experience as rapid of growth as indicated.

Port Lavaca's population has more or less grown in line with the population of Calhoun County as a whole, so it is likely that the City can continue to see slow, but steady growth as Calhoun County continues to grow.

Table 2 Population Projection

	2016 (estimate)	2020 Texas State Data Center	2020 Texas Water Development Board	2030 Texas State Data Center	2030 Texas Water Development Board
Port Lavaca	12,389	NA	13,770	NA	15,391
Calhoun County	22,132	22,648	24,037	23,795	26,866

Source: Texas Water Development Board [www.twdb.state.tx.gov](http://www.twdb.state.tx.gov) and Texas State Data Center [www.osd.texas.gov](http://www.osd.texas.gov)

### Ethnicity

Port Lavaca has a significantly higher Hispanic population than the rest of Texas (57% vs 38%). The Hispanic population is expected to continue growing rapidly, so it can be expected that Port Lavaca will see the Hispanic population continue to increase over time. In Census data, Hispanic is considered an Ethnicity, not a race. This means the numbers below will not add up to 100% as individuals can identify as White and Hispanic, etc.

Table 3 2012 Race and Ethnicity

	Count	Percent
White Alone	9,512	76.9%
Black Alone	511	4.1%
American Indian	75	0.6%
Asian	635	5.1%
Pacific Islander	6	0.0%
Other	1,350	10.9%
2 or more Races	280	2.3%
Hispanic (any race)	7,037	56.9%

Source: US Census [www.census.gov](http://www.census.gov), ESRI Business Analyst

### Age

Port Lavaca is fortunate to have nearly half of its population of prime employment age, and a fairly young median age. This indicates that there are likely many available employees for any future employment opportunities. The challenge will be to match potential jobs with education and training for the workforce. Given the slow expected growth, an aging population can be expected, with the need for increased services for that population.

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Table 4 Age

	Count	Percent
0 – 4	960	7.8%
5 – 9	944	7.6%
10 – 14	953	7.7%
15 – 19	988	8.0%
20 – 24	793	6.4%
25 – 34	1,525	12.3%
35 – 44	1,503	12.2%
44 – 54	1,658	13.4%
55 – 64	1,343	10.9%
65 – 74	928	7.5%
75 – 84	598	4.8%
85+	174	1.4%
Median Age	35.1	

Source: ESRI Business Analyst

### Income and Employment

Port Lavaca lags the State in median income (\$42,712 vs. \$47,622). While Calhoun County has a significant percentage of employees in manufacturing jobs (see Table 6) these may be lower skilled jobs with a lower wage. In addition, within the City of Port Lavaca, there is a preponderance of retail and service jobs, which tend to have a lower salary. Data for actual employment numbers in each sector is only available at the County level from the Bureau of Labor Statistics. One surprising indicator is that the BLS indicates only 8,600 jobs in the County. This means that many residents have to leave the County to find employment. This creates an opportunity for economic development as many of these workers may choose to take a job closer to home if it were available. This becomes a resource when recruiting prospective businesses.

Table 5 Income by Household

	Count	Percent
< \$15,000	1,000	23.5%
\$15,000 - \$24,999	459	10.8%
\$25,000 - \$34,999	488	11.5%
\$35,000 - \$49,999	498	11.7%
\$50,000 - \$74,999	780	18.3%
\$75,000 - \$99,999	402	9.5%
\$100,000 - \$149,999	403	9.5%
\$150,000 - \$199,000	190	4.5%
\$200,000+	33	0.8%
Median Household Income	\$39,415	

Source: ESRI Business Analyst

Table 6 Employment by Sector for Calhoun County

	Count	Percent
Total, All Industries	8,605	100%
Natural Resources & Mining	168	1.95%
Construction	1,790	20.8%
Manufacturing	3,225	37.48%

Trade, Transportation and Utilities	1,051	12.21%
Information	41	0.48%
Financial Activities	288	3.35%
Professional and Business Services	771	8.96%
Education and Health Services	410	4.76%
Leisure and Hospitality	701	8.15%
Other Services	160	1.86%
Unclassified	2	0.02%

Source: Bureau of Labor Statistics [www.bls.gov](http://www.bls.gov)

Table 7 has employment information for Port Lavaca, including number of businesses and employees by NAICS code. NAICS code is the standard identifier for business type. It shows that the City has a very high percentage of workers in service and retail jobs.

Table 7 Employment by NAICS code for Port Lavaca

	Businesses	Employees	Employee %
Total, All Industries	588	4,123	100%
Ag, Forestry, Fishing	10	14	0.3%
Mining	3	9	0.2%
Utilities	1	4	0.1%
Construction	33	580	14.1%
Manufacturing	15	304	7.4%
Wholesale Trade	18	102	2.5%
Retail Trade	91	670	16.3%
Transportation & Warehousing	15	106	2.6%
Information	7	39	0.9%
Finance & Insurance	23	135	3.3%
Real Estate	25	74	1.8%
Professional Services	46	145	3.5%
Administrative and Waste Services	92	180	4.4%
Education	12	449	10.9%
Arts, Entertainment, & Recreation	9	27	0.7%
Accommodation & Food Services	46	162	3.9%
Other Services	79	244	5.9%
Public Administration	23	574	13.9%

Source: Bureau of Labor Statistics [www.bls.gov](http://www.bls.gov)

Calhoun County is fortunate to have a diversity of major employers, providing a range of job opportunities with various skill sets and workforce needs. The largest employers within the County include:

- Formosa Plastics
- Inteplast Group

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- Calhoun County ISD
- Alcoa
- Dow Chemical
- Orion Marine Group
- Calhoun County
- Memorial Medical Center
- Seadrift Coke
- INEOS Nitriles
- HEB Grocery

### Housing

Housing has been a huge challenge, especially with slow growth. Developers are often hesitant to invest due to a limited demand, leaving potential residents with limited options for housing. This can be a disadvantage when attempting to recruit new businesses, as employers may be unwilling to relocate if they are concerned employees will be unable to secure appropriate housing.

Table 8 2010 Housing Occupancy

	Count	Percent
<b>Total</b>	4,860	100%
<b>Occupied</b>	4,224	86.9%
Owner	2,609	53.7%
Renter	1,615	33.2%
<b>Vacant</b>	636	13.1%

Source: 2010 US Census

Port Lavaca has a significantly higher percentage of for rent homes than is typical in most communities. This may indicate a transient community, which can create a challenge in getting citizen engagement and participation in the community. It is also an indication of a weak housing market, as residents are unable to sell their homes, so they rent them instead. As indicated in Table 9, there are a significant number of unoccupied homes that are not for sale, rent or for seasonal use. This can create yet another challenge if these homes are not maintained. They can become not just a public health and safety issue, but also negatively impact values on surrounding properties. The City will have to develop a strategy to address this challenge.

Table 9 2010 Vacancy Status

	Count	Percent
<b>Total</b>	636	100%
<b>For Rent</b>	283	44.5%
For Rent – Not Occupied	3	0.5%
For Sale Only	56	8.8%
Sold – Not Occupied	10	1.6%
Seasonal Use	42	6.6%
Migrant Workers	8.	1.3%

<b>Other Vacant</b>	<b>234</b>	<b>36.8%</b>
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Source: 2010 US Census

The median home price in Port Lavaca is \$98,372, which puts a median priced home barely in reach for a family making the median income. This is another factor in the high percentage of renters in the community. Residents are unable to save enough money for a down payment and would struggle to pay the mortgage, taxes, and upkeep on a home.

**Table10** 2012 Housing Values for Owner Occupied Units

	<b>Count</b>	<b>Percent</b>
<b>Total</b>	<b>2,704</b>	<b>100%</b>
<b>&lt;\$50,000</b>	<b>312</b>	<b>11.5%</b>
<b>\$50,000 - \$99,999</b>	<b>1,075</b>	<b>39.8%</b>
<b>\$100,000 - \$149,999</b>	<b>659</b>	<b>24.4%</b>
<b>\$150,000 - \$199,999</b>	<b>351</b>	<b>13.0%</b>
<b>\$200,000 - \$249,999</b>	<b>168</b>	<b>6.2%</b>
<b>\$250,000 - \$299,999</b>	<b>79</b>	<b>2.9%</b>
<b>\$300,000 - \$399,999</b>	<b>42</b>	<b>1.6%</b>
<b>\$400,000 - \$499,999</b>	<b>16</b>	<b>0.6%</b>
<b>\$500,000 - \$749,999</b>	<b>2</b>	<b>0.1%</b>
<b>&gt; \$750,000</b>	<b>0</b>	<b>0</b>
<b>Median Value</b>	<b>\$98,372</b>	

Source: ESRI Business Analyst

### Education

Lack of education is a challenge for Port Lavaca. Less than 20% of the population has a college degree, which can be a limiting factor in attracting new business.

**Table 11** Educational Attainment 25 years+

	<b>Count</b>
<b>Total Pop 25+</b>	<b>7,287</b>
<b>Less than 9<sup>th</sup> grade</b>	<b>841</b>
<b>Some HS, no diploma</b>	<b>1,048</b>
<b>HS Degree</b>	<b>2,288</b>
<b>Some College</b>	<b>1,700</b>
<b>Associates Degree</b>	<b>341</b>
<b>Bachelors Degree</b>	<b>776</b>
<b>Graduate degree</b>	<b>293</b>

Source: US Census American Community Survey

Calhoun County Independent School District's (CCISD) campuses are located in the beautiful, coastal communities of Port Lavaca, Seadrift and Port O'Connor. CCISD's assets include award-winning

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academics, meaningful extracurricular activities, outstanding teachers and staff, committed parents and students, supportive community, dedicated volunteers and strategic partnerships.

In the most recent school year, all CCISD campuses “met standard,” which is the highest accountability rating available from the Texas Educational Agency. Additionally, TEA recognized multiple CCISD campuses with distinction designations and Port O’Connor Elementary was named a High Performing and High Progress School. The Calhoun High School UIL academic team has won the district competition nine out of the last ten years. From academics, to athletics, to fine arts, CCISD teams and individuals are typically successful in advancing past the district level of competition. Currently, enrollment at CCISD is 4,149.

The Texas Comptroller has recognized CCISD (at the Platinum level) for financial integrity and transparency. In 2013, Calhoun County voters approved a \$65 million bond to update many areas within CCISD, including safety and security enhancements, facility renovations, technology and transportation. Additionally, the bond supports the construction of a new middle school facility.

CCISD has a strong and growing Career and Technical Education program whose goal is to provide challenging academic standards and relevant technical knowledge and skills reflective of the community's workforce needs. CCISD partners with Victoria College to allow students to earn both high school and college credit for workforce classes. While in high school students also have the opportunity to earn various industry-recognized certificates including NCCER Core, Welding and Millwright, as well as Microsoft Office Specialist and the National Restaurant Association's ServSafe. CCISD is actively working to add classes and certifications in the healthcare industry and Instrumentation & Electrical Technicians.

CCISD also partners with Victoria College to offer college credit courses for students via dual-enrollment, accreditation and credit by exam. Victoria College’s main campus is 30 miles away in Victoria and offers a full range of higher education opportunities.

Victoria College offers continuing education courses in Port Lavaca that provide a wide range of vocational and technical training. This includes welding, pipefitting, millwright and electrical training. There is also a program that provides training for Medical Assisting, Nurse Aide and Phlebotomy.

In the most recent school year, Calhoun County ISD was rated Recognized, which is the second highest rating by the Texas Education Agency. This is strength for the community, as many potential residents will make their residency decision based on the school rankings. Enrollment for 2011 was 4,229. A strong school system can be the foundation for future economic growth as a quality workforce is developed over time.

Victoria College has a campus in Port Lavaca that provides a wide range of vocational and technical training. This includes welding, pipefitting and electrical training. There is also a program for medical training that will provide training for Medical Assisting, Nurse Aide, and Phlebotomy. The ISD also partners with Victoria College to offer college credit courses for students. The main campus is 30 miles away in Victoria and offers a full range of higher education opportunities.

## Taxes

The majority of funding for local governments comes from property taxes and sales tax. Property taxes are collected by a number of entities, with the City, County and School District being the primary drivers. In addition, there are a number of special districts that collect taxes in all or part of the County. These districts provide specific services and collect taxes to be used within that district's boundaries on approved projects. Table 12 provides an overview of the taxing districts and the basic rate. Specific information on exemptions, etc. can be found at the County Appraisal website.

**Table 12** Property Tax Rates and Entities 2016

	<b>Rate / \$100</b>
<b>Calhoun County</b>	0.4900
<b>City of Seadrift</b>	0.5000
<b>City of Point Comfort</b>	0.9156
<b>Port Lavaca</b>	0.7900
<b>Calhoun County ISD</b>	1.2936
<b>Calhoun Port Authority</b>	0.0025
<b>WCID #1</b>	0.0565
<b>LaSalle WCID #1A</b>	0.5700
<b>Drainage District #6</b>	0.0320
<b>Drainage District #8</b>	0.2964
<b>Drainage District #10</b>	0.1957
<b>Drainage District #11</b>	0.1719
<b>Port O'Connor Improvement District</b>	0.3700
<b>Port O'Connor MUD Defined Area #1</b>	0.6300
<b>Groundwater Conservation District</b>	0.0100

Source: Calhoun County CAD

The Sales Tax in Port Lavaca is the State maximum of 8.25 percent. Of this, 6.25 percent goes to the State of Texas, while the remaining is divided between the City and County. Calhoun County collects 0.5 cent, leaving 1.5 cents for the City. The City has seen steady growth in sales receipts since the economic downturn in 2008 and receipts have finally regained the level they were in 2008. These figures are shown by calendar year, rather than fiscal year, so they may be different than City records.

**Table 13** Gross Retail Sales

	<b>Gross Sales</b>	<b>Amount Subject to Sales Tax</b>	<b>Local Tax Collections</b>	<b>Outlets</b>
<b>2008</b>	\$317,343,030	\$122,226,521	\$2,463,616	457
<b>2009</b>	\$276,253,883	\$107,500,475	\$2,138,861	457
<b>2010</b>	\$303,916,649	\$113,337,193	\$2,295,270	483
<b>2011</b>	\$305,859,653	\$116,507,162	\$2,338,272	511
<b>2012</b>	\$314,659,048	\$124,221,415	\$2,361,925	500
<b>2013</b>	\$329,823,471	\$131,090,887	\$2,437,272	479
<b>2014</b>	\$347,147,269	\$140,095,491	\$2,490,136	467

Source: Texas Comptroller Office

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In 2015, the City hired The Retail Coach to update a detailed Marketing Profile of the community. This report has extensive details on the existing retail environment in Port Lavaca. Rather than recreating the wheel in this report, it is recommended the City review this report for details on the retail marketplace.

### Hotel and Motel Taxes

Hotels, motels and bed and breakfast establishments are levied a Hotel / Motel tax. This tax is intended to be used on projects that will put 'heads in beds', which means projects need to promote tourism in the community. This can include marketing, festivals and events, and similar projects. In 2014-2015, the City had 11 hotel properties and collected \$515,635 in hotel sales tax. This is **decrease** from the receipts from the same time frame in 2013-2014 which was \$557,841. However, this was attributed to collection of back taxes in 2013. Comparing hotel receipts from prior years indicates that Port Lavaca is seeing solid economic growth. It will be important to focus on diversifying the economy and adding higher wages and primary employment to supplement the growth in the retail and service economy.

### **Conclusion**

Port Lavaca is a community with the opportunity to create its own future. It has a prime location to grow existing refining operations while having the land and workforce development capabilities to attract new plants. The availability of deep water ports along with Port Lavaca's proximity to the Intracoastal waterway is resulting in barge and freight traffic to the Gulf. It has a strong quality of life with many recreational and cultural amenities. It has seen continued economic growth with increased sales and hotel tax receipts over time. The challenge we face for Port Lavaca is to develop a strong, well trained workforce that can serve as the basis for economic growth. Rather than being a bedroom community for Victoria, Port Lavaca is focusing its attention on supporting existing businesses and building a strong workforce to attract new primary employers to serve the community.

## Glossary of Terms

**Accrual Basis** – The basis of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

**Ad Valorem Taxes** – Commonly referred to as property taxes. Charges levied on all property, real personal, mixed tangible, intangible, annexations, additions and improvements to property located within the taxing unit's jurisdiction. These levies are based on the property's assessed value and the tax rate.

**Appropriation** – An authorization made by the legislative body to make expenditures and incur obligations for the City.

**Assessed Value** – A value that is established on real estate or other property as a basis for levying property taxes.

**Asset** – Resources owned or held which have monetary value that can be used to cover or be applied to cover liabilities.

**Audit** – A comprehensive review of an organizations financial accounts and records and the utilization of resources. An annual audit is conducted by a certified public accountant who concludes the audit with a Comprehensive Annual Financial Report also referred to as a CAFR.

**Balanced Budget** – Annual financial plan in which expenses do not exceed revenues and carry-over fund balance.

**Basis of Accounting** – The method of accounting used to recognize revenues, expenses, expenditures and transfers, and the related assets and liabilities.

**Bond** – A written promise to pay a specified sum of money (principal) at a specified date or dates in the future (maturity date), and carrying interest at a specified rate, usually paid periodically. The most common types of bonds are general obligation and revenue bonds. Bonds are frequently used for construction of large capital projects such as buildings, streets, and water and sewer improvements.

**Budget** – A financial plan for a specified period of time of projected resources and proposed expenditures.

**Budget Calendar** – A schedule of key dates that the City follows in the preparation and adoption of the City's budget.

**Budget Year** – From October 1<sup>st</sup> through September 30<sup>th</sup>, is the same as the fiscal year.

**CAFR** – Comprehensive Annual Financial Report.

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**Capital Outlay** – Expenditures that result in the acquisition of or addition to fixed assets.

**Capital Program** – A five year plan that outlines the capital projects and includes information regarding funding, project description and scheduling.

**Cash Basis** – A basis of accounting under which transactions are recorded when cash is received or disbursed.

**Certificate of Obligation (CO's)** – Legal debt instruments used to finance capital improvement projects. CO's are backed by the credit of the government entity and are fully payable from a property tax levy. CO's differ from general obligation debt in that they are approved by the City Council and are not voter approved.

**Contingency** – An appropriation reserve set aside for emergencies or unforeseen expenditures not budgeted.

**Current Taxes** – Taxes that are levied and due within the current year.

**Debt Service Fund** – A fund established to account for payment of principal and interest on outstanding bonds when due.

**Delinquent Taxes** – Property taxes that remain unpaid on and after the due date. Delinquent taxes also incur penalties and interest at specified rates set by law.

**Department** – A functional group aimed at accomplishing a major service or program using related activities.

**Depreciation** – The allocation of the cost of a fixed asset over the estimated service life of that asset.

**Division** - A division is a separately budgeted segment of the department.

**Effectiveness** – A program performance indicator that measures the quality of the program outputs.

**Effective Tax Rate** – The rate that produced the same effect in terms of the total amount of taxes last year using the assessed valuation in the current year.

**Encumbrance** – Appropriated funds committed to purchase a good or service that has not been performed or executed. After the receipt or performance of goods or service the commitment becomes an account payable.

**Enterprise Fund** – A fund that operates like a business with the intent that the costs of providing the services will be recovered through user chargers such as water and sewer charges.

**Expenditure** – This term refers to total funds paid or to be paid for an asset or goods or services regardless whether the expense has been paid or unpaid.

**Expense** – Charges incurred, whether paid or unpaid, for operation, maintenance, interest or other charges within the current period.

**Fiscal Year** – The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Port Lavaca has specified the fiscal year as beginning October 1 and ending September 30.

**Fixed Assets** – Assets of a long-term character which are intended to be held or used, such as buildings, machinery, furniture, equipment and land.

**Full-Time** – The 40 hours per week that constitutes a regular full-time position.

**Fund** – Separate accounting entities with their own resources, budgets and accounts for recording all financing transactions for specific activities or government functions.

**Fund Balance** – The difference between fund assets and fund liabilities, excess being a surplus and a shortfall being a deficit.

**GAAP** – General Accepted Accounting Principles.

**GBRA** – Guadalupe Blanco River Authority.

**General Fund** – The fund used to account for all financial resources and activities except for those required to be in another fund.

**General Obligation Bonds** – Voter approved bonds that finance a variety of public projects such as streets, buildings, and capital improvements. The Debt Service Fund is usually used to service and pay the debt issued. These bonds are backed by the full faith and credit of the City.

**Goals** – Generalized statements of where an organization desires to be at some future time with regard to certain operating elements. (e.g. financial conditions, service levels provided, etc.)

**Grants** – Contributions or gifts of cash or other assets from another government or entity to be used for a specific purpose, activity or facility.

**Interfund Transfers** – Amounts transferred from one fund to another.

**Infrastructure** – Substructure or underlying foundation of the City. (e.g. streets, utility lines, water and wastewater treatment facilities, etc.)

**Legal Debt Margin** – Actual amount of tax-secured debt service at the end of the fiscal year.

## APPENDIX

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**Legal Debt Service Limit** – The assessed value of the tax roll multiplied by the limit on amount designated for debt service per \$100 assessed valuation

**Modified Accrual Basis** – This method of accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received the exception being principal and interest on long-term debt which are generally recognized when due.

**Operating Budget** – A plan of current year financing activities including expenditures and the proposed means of funding them.

**Ordinance** – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

**Policy** – A plan, course of action, or guiding principle, designed to set parameters for decisions and actions.

**Property Tax** – Taxes that are levied on both real and personal property according to the property's assessed valuation and tax rate.

**Reserve** – An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is therefore, not available for general appropriation.

**Retained Earnings** – An equity account reflecting the accumulated earnings of a proprietary, or enterprise fund, or internal service fund.

**Revenue** – Funds received as income. It includes such items as tax payments, fees from specific services, fines, interest income, franchise fees, etc.

**Revenue Bonds** – Bonds for which principal and interest are paid from an Enterprise or Proprietary Fund.

**Sales Tax** – A general "sales tax" is levied on all persons and businesses selling merchandise within the City limits on retail items.

**SCADA** – Supervisory and Control Data Acquisition.

**Special Revenue Funds** – Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. (e.g. Hotel/Motel)

**Strategic Plan** – A collectively supported vision of the City’s future including observations regarding the potential effects of various operating decisions.

**Tax Base** – Certified by the Tax Appraisal District the total taxable value of all real and personal property within the City as of January 1st of each year.

**Tax Levy** – The product of the tax rate per one hundred dollars multiplied by the tax base.

**Tax Rate** – The amount of tax levied against each \$100 of taxable value.

**Tax Roll** – The official list showing the amount of taxes levied against each taxpayer or property.

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed by the government for the common benefit of the public it serves.

**Unencumbered Balance** – The amount of an appropriation that is neither expended nor encumbered. It is the amount of money still available for future purchases.

**Working Capital** – The excess of current assets over current liabilities.

## Acronyms

**A/P** – Accounts Payable

**CAFR** – Comprehensive Annual Financial Report (Audit)

**CDBG** – Community Development Block Grant

**CCAD** – Calhoun County Appraisal District

**CCRWSS** – Calhoun County Rural Water Supply System

**CIP** – Capital Improvement Plan

**C.O.** – Certificates of Obligation

**COG** – Council of Governments

**CY** – Cubic Yard

**ED** – Economic Development

**EPA** – Environmental Protection Agency

**ETJ** – Extra Territorial Jurisdiction

**FARF** – Fixed Asset Replacement Fund

**FASB** – Financial Accounting Standards Board

**FEMA** – Federal Emergency Management Administration

## APPENDIX

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**FICA** – Federal Insurance Contribution Act  
**FTE** – Full-Time Equivalent  
**FY** – Fiscal Year  
**GAAFR** – Governmental Accounting, Auditing and Financial Reporting  
**GAAP** – Generally Accepted Accounting Principals  
**GASB** – Governmental Accounting Standards Board  
**GBRA** – Guadalupe-Blanco River Authority  
**GF** – General Fund  
**GFOA** – Government Finance Officers Association  
**GIS** – Geographical Information Systems  
**G.O.** – General Obligation  
**GPD** – Gallons per Day  
**HOT** – Hotel Occupancy Tax  
**HR** – Human Resources  
**I & S** – Interest and Sinking  
**IT** – Information Technology  
**LF** – Linear Foot  
**MGD** – Millions of Gallons per Day  
**PD** – Police Department  
**RFP** – Request for Proposal  
**RFQ** – Request for Qualifications  
**ROW** – Right of Way  
**RV** – Recreational Vehicle  
**SCADA** – System Control and Data Acquisition  
**TCEQ** – Texas Commission on Environmental Quality  
**TML** – Texas Municipal League  
**TMRS** – Texas Municipal Retirement System  
**TWC** – Texas Workforce Commission  
**TWDB** – Texas Water Development Board  
**TXDOT** – Texas Department of Transportation  
**WET** – Whole Effluent Toxicity

**WWTP** – Wastewater Treatment Plant

**YMCA** – Young Men's Christian Association

**Y.O.U.** – Youth Orientation and Understanding