



Budget for Fiscal Year

2019-2020



Annual Budget

Fiscal Year 2019-2020

This budget will raise less revenue from property taxes than last year's budget by an amount of \$134,570, which is a 6 percent decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$98,868.

Tax Rate	FY 18-19	FY 19-20
Property Tax Rate	0.6697	0.5869
Effective Tax Rate	0.6697	0.5869
Effective M&O Tax Rate	0.6389	0.5622
*Rollback Tax Rate	0.7172	0.6293
Debt Tax Rate	0.0308	0.0247

2019-2020 BUDGET
REVENUES

DESCRIPTION	2017-2018	2018-2019	2018-2019	2018-2019	2019-2020
	Actual	Budget	8-month	Proj Year-End	Request
Current Taxes	\$ 1,568,970.74	\$ 1,850,000.00	\$ 1,833,847.90	\$ 1,869,800.00	\$ 1,895,000.00
Delinquent Taxes	\$ 24,631.52	\$ 20,000.00	\$ 27,737.29	\$ 30,100.00	\$ 20,000.00
Penalty/Interest Taxes	\$ 18,962.91	\$ 20,000.00	\$ 23,066.99	\$ 22,300.00	\$ 20,000.00
Excess VIT Funds Taxes	\$ 19,844.72	\$ -	\$ 5,243.42	\$ 5,243.42	\$ 5,000.00
1% Sales Tax Rebate	\$ 1,499,635.07	\$ 1,395,800.00	\$ 1,004,615.54	\$ 1,506,923.31	\$ 2,305,000.00
Franchise Tax	\$ 336,203.05	\$ 300,000.00	\$ 164,644.86	\$ 345,000.00	\$ 320,000.00
Court-Time Payments	\$ 2,623.69	\$ 3,000.00	\$ 1,232.74	\$ 1,849.11	\$ 2,000.00
Corporation Court	\$ 86,503.82	\$ 85,400.00	\$ 48,915.26	\$ 55,800.00	\$ 70,000.00
Court Cost Retainage	\$ 4,167.83	\$ 3,200.00	\$ 3,040.35	\$ 4,560.53	\$ 3,200.00
Warrant Fee	\$ 11,954.60	\$ 19,600.00	\$ 6,624.07	\$ 9,936.11	\$ 10,000.00
City Court Cost	\$ 6,872.45	\$ 7,900.00	\$ 3,478.45	\$ 5,217.68	\$ 6,000.00
Deferred Adjudication	\$ 16,596.50	\$ 17,500.00	\$ 7,192.50	\$ 10,788.75	\$ 12,000.00
License and Fees-ABC	\$ 15,062.15	\$ 12,580.00	\$ 10,890.80	\$ 12,500.00	\$ 12,580.00
Building Permits	\$ 146,055.26	\$ 65,800.00	\$ 31,997.32	\$ 47,995.98	\$ 52,000.00
Electrical Permits	\$ 9,020.00	\$ 8,000.00	\$ 10,053.00	\$ 12,500.00	\$ 12,000.00
Mechanical Permits	\$ 5,745.00	\$ 3,500.00	\$ 6,590.00	\$ 7,800.00	\$ 9,000.00
Plumbing Permits	\$ 10,098.00	\$ 5,000.00	\$ 15,370.00	\$ 18,800.00	\$ 15,000.00
Gas Permits	\$ 75.00	\$ 100.00	\$ -	\$ -	\$ 100.00
Code Enforcement	\$ 1,613.00	\$ 8,000.00	\$ 645.00	\$ 967.50	\$ 1,000.00
Garbage	\$ 306,060.07	\$ 290,000.00	\$ 212,690.51	\$ 319,035.77	\$ 312,000.00
Garbage Sales Tax Retainage	\$ 120.03	\$ 100.00	\$ 83.89	\$ 125.84	\$ 100.00
Interest Income	\$ 4,425.13	\$ 600.00	\$ 12,663.71	\$ 18,995.57	\$ 5,000.00
Miscellaneous Income	\$ 1,989.47	\$ 10,500.00	\$ 14,559.57	\$ 21,839.36	\$ 10,500.00
Lease Agreement	\$ 4,500.00		\$ 3,000.00	\$ 4,500.00	\$ -
WEDC/WCDC	\$ 41,271.45	\$ 42,500.00	\$ 5,510.54	\$ 8,265.81	\$ 25,839.00
Grants-Police Dept.	\$ -	\$ -	\$ -	\$ -	\$ -
Omni	\$ 261.06	\$ 1,000.00	\$ 99.03	\$ 148.55	\$ 600.00
GENERAL FUND TOTALS	\$ 4,143,262.52	\$ 4,170,080.00	\$ 3,453,792.74	\$ 4,340,993.25	\$ 5,123,919.00
Contingency/Reserves Balance					

2019-2020 BUDGET					
RESTRICTED REVENUE					
DESCRIPTION	2017-2018	2018-2019	2018-2019	2018-2019	2019-2020
	Actual	Budget	8-month	Proj Year-End	Request
DEBT SERVICE					
Current Tax	\$ 85,689.69	\$ 80,000.00	\$ 88,405.61	\$ 90,700.00	\$ 80,000.00
Delinquent Tax	\$ 1,453.32	\$ 1,500.00	\$ 1,568.83	\$ 1,600.00	\$ 1,500.00
Penalty/Interest Tax	\$ 1,093.41	\$ 1,500.00	\$ 1,427.44	\$ 1,500.00	\$ 1,500.00
Interest Income	\$ 69.17	\$ 100.00	\$ 46.43	\$ 60.00	\$ 100.00
DEBT SERVICE TOTAL	\$ 88,305.59	\$ 83,100.00	\$ 91,448.31	\$ 93,860.00	\$ 83,100.00
Federal Forfeitures	\$ 1,619.13	\$ -	\$ 9,073.88		\$ -
Franchise-PEG Fees	\$ 3,772.38	\$ -	\$ 3,939.07	\$ 4,500.00	\$ 4,000.00
Hotel/Motel Tax	\$ 28,047.66	\$ 30,000.00	\$ 12,274.07	\$ 18,411.11	\$ 25,500.00
Street Sales Tax	\$ 336,936.22	\$ 345,000.00	\$ 243,312.13	\$ 364,968.00	\$ -
Municipal Court Technology	\$ 1,840.41	\$ 1,100.00	\$ 1,923.01	\$ 2,300.00	\$ 1,100.00
Municipal Court Security	\$ (637.10)	\$ 1,100.00	\$ 9.20	\$ 2,150.00	\$ 1,100.00
Chapter 18	\$ 0.36	\$ -	\$ 1.72	\$ 0.84	
Chapter 59	\$ 2,830.36	\$ -	\$ 175.89	\$ 200.00	
TIRZ	\$ 30,485.81	\$ -	\$ 40,644.85	\$ 60,000.00	\$ 60,520.00

2019-2020 BUDGET					
RESTRICTED REVENUE					
	2017-2018	2018-2019	2018-2019	2018-2019	2019-2020
	Actual	Budget	8-month	Proj Year-End	Request
WCDC					
Sales Tax	\$506,493.16	\$500,000.00	\$242,594.00	\$575,000.00	\$515,000.00
Interest Income	\$5,777.27	\$5,500.00	\$10,977.00	\$25,000.00	\$10,000.00
Miscellaneous Income			\$0.00		
WCDC TOTAL	\$512,270.43	\$505,500.00	\$253,571.00	\$600,000.00	\$525,000.00
WEDC					
Sales Tax	\$548,342.81	\$480,000.00	\$364,968.22	\$540,452.00	\$0.00
Recycling Center	\$0.00	\$-		\$0.00	0
Interest Income	\$7,779.17	\$6,000.00	\$10,296.49	\$15,400.00	\$0.00
WEDC TOTAL	\$556,121.98	\$486,000.00	\$375,264.71	\$555,852.00	\$0.00

2019-2020 Decision Packages

City of Willis
Decision Packages
October 1, 2019-September 30, 2020 Budget

			Balance	\$	318,465.00
Administration					
All	3% Increase		\$ 78,924.56	\$	239,540.44
City Hall	1 Server System		\$ 15,000.00	\$	224,540.44
All	Documentation inventory, shredding, and scanning		\$ 5,638.00	\$	218,902.44
City Hall	Water heater for downstairs		\$ 1,500.00	\$	217,402.44
POLICE					
				\$	217,402.44
				\$	217,402.44
				\$	217,402.44
				\$	217,402.44
Street					
Street	Overlay S. Wood St.		\$ 40,000.00	\$	177,402.44
Street	Overlay Aspin Way and Maple Ridge Drive		\$ 35,000.00	\$	142,402.44
Street	Chip seal Felder Street		\$ 10,000.00	\$	132,402.44
Street	Overlay Cargill Street		\$ 30,000.00	\$	102,402.44
All				\$	102,402.44
WATER					
			Balance	\$	93,280.00
Public Works	CDBG Grant Match 2019		\$ 52,500.00	\$	40,780.00
Public Works	One ten-inch meter vaults		\$ 36,700.00	\$	4,080.00
				\$	4,080.00
				\$	4,080.00
				\$	4,080.00
WASTEWATER					
			\$ -	\$	4,080.00
				\$	4,080.00
Public Works				\$	4,080.00
Red Light Camera					
Balance				\$	115,000.00
	2 - 2020 Tahoe & Equipment		\$ 109,000.00	\$	6,000.00
Hotel Tax Funds					
Balance				\$	285,827.76
City	Website		\$ 10,000.00		275,827.76

Decision Package

Department	Division	Priority Rank		
All				
Item Requested:				
raises				
Justification: (use back of page if necessary)				
Cost of Living Adjustment is a 2.8% this year, this package shows the cost for 2%, 3%, increases				
<p>Cost-of-Living Adjustment (COLA) Information for 2019 Monthly Social Security and Supplemental Security Income (SSI) benefits for more than 67 million Americans will increase 2.8 percent in 2019. The 2.8 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 62 million Social Security beneficiaries in January 2019. Increased payments to more than 8 million SSI beneficiaries will begin on December 29, 2018.</p> <p>U.S. Bureau of Labor Statistics – Consumer Price Index <i>Consumer prices up 2.0 percent over year ended April 2019</i> MAY 16, 2019 Over the 12 months from April 2018 to April 2019, the Consumer Price Index for All Urban Consumers (CPI-U) increased 2.0 percent, not seasonally adjusted.</p>				
			2%	3%
Estimated Cost:	Total	2,130,390	42,607.80	63,911.70
Less Trade In:				
Net Cost to City:				
Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)				
Cost	Health Insurance			
Cost	Retirement	215,809	4,316.17	6,474.26
Cost	FICA	162,975	3,259.50	4,889.25
Cost	Workers Comp	121,645	2,432.91	3,649.36
Total support items:		500,429	10,008.57	15,012.86
Total cost wage increase:		2,630,819	52,616.37	78,924.56



The Economics Daily

Consumer Price Index increased 2.0 percent for year ending April 2019

MAY 16, 2019

From April 2018 to April 2019, the **Consumer Price Index for All Urban Consumers (CPI-U) rose 2.0 percent**, the largest over-year increase since the 12 months ending November 2018.

CHART IMAGE

CHART DATA

12-month percent change in the Consumer Price Index for All Urban Consumers, selected indexes, April 2009–April 2019

Month	All items	All items less food and energy	Energy	Food
Apr 2009	-0.7%	1.9%	-25.2%	3.3%
May 2009	-1.3	1.8	-27.3	2.7
Jun 2009	-1.4	1.7	-25.5	2.1
Jul 2009	-2.1	1.5	-28.1	0.9
Aug 2009	-1.5	1.4	-23.0	0.4
Sep 2009	-1.3	1.5	-21.6	-0.2
Oct 2009	-0.2	1.7	-14.0	-0.6
Nov 2009	1.8	1.7	7.4	-0.7
Dec 2009	2.7	1.8	18.2	-0.5
Jan 2010	2.6	1.6	19.1	-0.4
Feb 2010	2.1	1.3	14.4	-0.2
Mar 2010	2.3	1.1	18.3	0.2
Apr 2010	2.2	0.9	18.5	0.5
May 2010	2.0	0.9	14.7	0.7
Jun 2010	1.1	0.9	3.0	0.7
Jul 2010	1.2	0.9	5.2	0.9
Aug 2010	1.1	0.9	3.8	1.0
Sep 2010	1.1	0.8	3.8	1.4
Oct 2010	1.2	0.6	5.9	1.4
Nov 2010	1.1	0.8	3.9	1.5
Dec 2010	1.5	0.8	7.7	1.5
Jan 2011	1.6	1.0	7.3	1.8
Feb 2011	2.1	1.1	11.0	2.3
Mar 2011	2.7	1.2	15.5	2.9
Apr 2011	3.2	1.3	19.0	3.2
May 2011	3.6	1.5	21.5	3.5
Jun 2011	3.6	1.6	20.1	3.7
Jul 2011	3.6	1.8	19.0	4.2
Aug 2011	3.8	2.0	18.4	4.6
Sep 2011	3.9	2.0	19.3	4.7
Oct 2011	3.5	2.1	14.2	4.7
Nov 2011	3.4	2.2	12.4	4.6
Dec 2011	3.0	2.2	6.6	4.7
Jan 2012	2.9	2.3	6.1	4.4
Feb 2012	2.9	2.2	7.0	3.9
Mar 2012	2.7	2.3	4.6	3.3

Month	All items	All items less food and energy	Energy	Food
Apr 2012	2.3	2.3	0.9	3.1
May 2012	1.7	2.3	-3.9	2.8
Jun 2012	1.7	2.2	-3.9	2.7
Jul 2012	1.4	2.1	-5.0	2.3
Aug 2012	1.7	1.9	-0.6	2.0
Sep 2012	2.0	2.0	2.3	1.6
Oct 2012	2.2	2.0	4.0	1.7
Nov 2012	1.8	1.9	0.3	1.8
Dec 2012	1.7	1.9	0.5	1.8
Jan 2013	1.6	1.9	-1.0	1.6
Feb 2013	2.0	2.0	2.3	1.6
Mar 2013	1.5	1.9	-1.6	1.5
Apr 2013	1.1	1.7	-4.3	1.5
May 2013	1.4	1.7	-1.0	1.4
Jun 2013	1.8	1.6	3.2	1.4
Jul 2013	2.0	1.7	4.7	1.4
Aug 2013	1.5	1.8	-0.1	1.4
Sep 2013	1.2	1.7	-3.1	1.4
Oct 2013	1.0	1.7	-4.8	1.3
Nov 2013	1.2	1.7	-2.4	1.2
Dec 2013	1.5	1.7	0.5	1.1
Jan 2014	1.6	1.6	2.1	1.1
Feb 2014	1.1	1.6	-2.5	1.4
Mar 2014	1.5	1.7	0.4	1.7
Apr 2014	2.0	1.8	3.3	1.9
May 2014	2.1	2.0	3.3	2.5
Jun 2014	2.1	1.9	3.2	2.3
Jul 2014	2.0	1.9	2.6	2.5
Aug 2014	1.7	1.7	0.4	2.7
Sep 2014	1.7	1.7	-0.6	3.0
Oct 2014	1.7	1.8	-1.6	3.1
Nov 2014	1.3	1.7	-4.8	3.2
Dec 2014	0.8	1.6	-10.6	3.4
Jan 2015	-0.1	1.6	-19.6	3.2
Feb 2015	0.0	1.7	-18.8	3.0
Mar 2015	-0.1	1.8	-18.3	2.3
Apr 2015	-0.2	1.8	-19.4	2.0
May 2015	0.0	1.7	-16.3	1.6
Jun 2015	0.1	1.8	-15.0	1.8
Jul 2015	0.2	1.8	-14.8	1.6
Aug 2015	0.2	1.8	-15.0	1.6
Sep 2015	0.0	1.9	-18.4	1.6
Oct 2015	0.2	1.9	-17.1	1.6
Nov 2015	0.5	2.0	-14.7	1.3
Dec 2015	0.7	2.1	-12.6	0.8
Jan 2016	1.4	2.2	-6.5	0.8
Feb 2016	1.0	2.3	-12.5	0.9
Mar 2016	0.9	2.2	-12.6	0.8
Apr 2016	1.1	2.1	-8.9	0.9
May 2016	1.0	2.2	-10.1	0.7
Jun 2016	1.0	2.2	-9.4	0.3
Jul 2016	0.8	2.2	-10.9	0.2
Aug 2016	1.1	2.3	-9.2	0.0

Month	All items	All items less food and energy	Energy	Food
Sep 2016	1.5	2.2	-2.9	-0.3
Oct 2016	1.6	2.1	0.1	-0.4
Nov 2016	1.7	2.1	1.1	-0.4
Dec 2016	2.1	2.2	5.4	-0.2
Jan 2017	2.5	2.3	10.8	-0.2
Feb 2017	2.7	2.2	15.2	0.0
Mar 2017	2.4	2.0	10.9	0.5
Apr 2017	2.2	1.9	9.3	0.5
May 2017	1.9	1.7	5.4	0.9
Jun 2017	1.6	1.7	2.3	0.9
Jul 2017	1.7	1.7	3.4	1.1
Aug 2017	1.9	1.7	6.4	1.1
Sep 2017	2.2	1.7	10.1	1.2
Oct 2017	2.0	1.8	6.4	1.3
Nov 2017	2.2	1.7	9.4	1.4
Dec 2017	2.1	1.8	6.9	1.6
Jan 2018	2.1	1.8	5.5	1.7
Feb 2018	2.2	1.8	7.7	1.4
Mar 2018	2.4	2.1	7.0	1.3
Apr 2018	2.5	2.1	7.9	1.4
May 2018	2.8	2.2	11.7	1.2
Jun 2018	2.9	2.3	12.0	1.4
Jul 2018	2.9	2.4	12.1	1.4
Aug 2018	2.7	2.2	10.2	1.4
Sep 2018	2.3	2.2	4.8	1.4
Oct 2018	2.5	2.1	8.9	1.2
Nov 2018	2.2	2.2	3.1	1.4
Dec 2018	1.9	2.2	-0.3	1.6
Jan 2019	1.6	2.2	-4.8	1.6
Feb 2019	1.5	2.1	-5.0	2.0
Mar 2019	1.9	2.0	-0.4	2.1
Apr 2019	2.0	2.1	1.7	1.8

The index for all items less food and energy rose 2.1 percent from April 2018 to April 2019, while the food index rose 1.8 percent. Energy prices increased 1.7 percent over the year ending April 2019, following 12-month declines the previous 4 months. The components of the energy index, however, were mixed. Gasoline prices increased 3.1 percent over the year, and electricity prices increased 0.6 percent. Natural gas prices declined 1.9 percent, and prices for fuel oil fell 0.9 percent.

These data are from the BLS [Consumer Price Index program](#) and are not seasonally adjusted. To learn more, see ["Consumer Price Index — April 2019."](#) We also have [more charts on consumer prices](#).

RELATED SUBJECTS

Prices

SUGGESTED CITATION

Bureau of Labor Statistics, U.S. Department of Labor, *The Economics Daily*, Consumer Price Index increased 2.0 percent for year ending April 2019 on the Internet at <https://www.bls.gov/opub/ted/2019/cpi->

[increased-2-point-0-percent-for-year-ending-april-2019.htm](#) (visited *June 17, 2019*).

OF INTEREST

Recent editions
of *Spotlight on
Statistics*

Spotlight on Statistics

- [25 years of Worker Injury, Illness, and Fatality Case Data](#)
Examines detailed historical data on work-related injuries, illnesses, and fatal injuries.
- [Occupational employment projections through the perspective of education and training](#)
Examines employment, projected employment growth, and wages for occupations with different education and training requirements.
- [Workers in Alternative Employment Arrangements](#)
A look at independent contractors, on-call workers, temporary help agency workers, and workers provided by contract firms.
- [Labor force characteristics of people with a disability](#)
Examines the labor force characteristics of people with a disability and compares them with the characteristics of people with no disability.

U.S. Bureau of Labor Statistics | Division of Information and Marketing Services, PSB Suite 2850, 2 Massachusetts Avenue,
NE Washington, DC 20212-0001

www.bls.gov/OPUB | Telephone: 1-202-691-5200 | Federal Relay Service: 1-800-877-8340 | [Contact Us](#)

2019 SOCIAL SECURITY CHANGES

Cost-of-Living Adjustment (COLA):

Based on the increase in the Consumer Price Index (CPI-W) from the third quarter of 2017 through the third quarter of 2018, Social Security and Supplemental Security Income (SSI) beneficiaries will receive a 2.8 percent COLA for 2019. Other important 2019 Social Security information is as follows:

Tax Rate	2018	2019
Employee	7.65%	7.65%
Self-Employed	15.30%	15.30%

NOTE: The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount (see below). The Medicare portion (HI) is 1.45% on all earnings. Also, as of January 2013, individuals with earned income of more than \$200,000 (\$250,000 for married couples filing jointly) pay an additional 0.9 percent in Medicare taxes. The tax rates shown above do not include the 0.9 percent.

	2018	2019
Maximum Taxable Earnings		
Social Security (OASDI only)	\$128,400	\$132,900
Medicare (HI only)	No Limit	
Quarter of Coverage		
	\$1,320	\$1,360
Retirement Earnings Test Exempt Amounts		
Under full retirement age	\$17,040/yr. (\$1,420/mo.)	\$17,640/yr. (\$1,470/mo.)
NOTE: One dollar in benefits will be withheld for every \$2 in earnings above the limit.		
The year an individual reaches full retirement age	\$45,360/yr. (\$3,780/mo.)	\$46,920/yr. (\$3,910/mo.)
NOTE: Applies only to earnings for months prior to attaining full retirement		

age. One dollar in benefits will be withheld for every \$3 in earnings above the limit.	
Beginning the month an individual attains full retirement age.	None

	2018	2019
Social Security Disability Thresholds		
Substantial Gainful Activity (SGA)		
Non-Blind	\$1,180/mo.	\$1,220/mo.
Blind	\$1,970/mo.	\$2,040/mo.
Trial Work Period (TWP)	\$ 850/mo.	\$ 880/mo.
Maximum Social Security Benefit: Worker Retiring at Full Retirement Age		
	\$2,788/mo.	\$2,861/mo.
SSI Federal Payment Standard		
Individual	\$ 750/mo.	\$ 771/mo.
Couple	\$1,125/mo.	\$1,157/mo.
SSI Resource Limits		
Individual	\$2,000	\$2,000
Couple	\$3,000	\$3,000
SSI Student Exclusion		
Monthly limit	\$1,820	\$1,870
Annual limit	\$7,350	\$7,550
Estimated Average Monthly Social Security Benefits Payable in January 2019		
	Before 2.8% COLA	After 2.8% COLA
All Retired Workers	\$1,422	\$1,461
Aged Couple, Both Receiving Benefits	\$2,381	\$2,448
Widowed Mother and Two Children	\$2,797	\$2,876
Aged Widow(er) Alone	\$1,348	\$1,386
Disabled Worker, Spouse and One or More Children	\$2,072	\$2,130
All Disabled Workers	\$1,200	\$1,234

Decision Package

Department	Division	Priority Rank
Administration		1

New/Replacement

Item Requested: Replace main server and desktop computer

Justification: (use back of page if necessary)	
<p>The city's server is approximately 8 years old and has very limited storage left and the hardware is old. The new server will ensure that processor speed, and memory, storage capacity, and peripheral equipment are compatible with any software requirements for new programs or updates to current programs. In addition we need to replace one computer for the City Secretary with a higher processor, memory, storage capacity. The current computer lags on functionality when working with several operating systems.</p>	

Estimated Cost:	1 Server system 1 computer	12,500.00
Less Trade In:		\$
Net Cost to City:		\$12,500

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
	Cost	\$

Total support items:		\$
----------------------	--	----

Total Cost for items plus support:		\$12,500
------------------------------------	--	----------

Budget Decision Package

Department	Division	Priority Rank
All		1

New

Item Requested: Inventory, shredding, and digital/imaging scanning

Justification: (use back of page if necessary)

Currently the City retains hard copies of certain documents which, under law, must be retained before they can be discarded. The City also retains other that must be retained permanently, and it is also responsible for retaining newer documents which need to be inventoried. The City currently has a total of 59 boxes of documents that are now eligible to be discarded, 5 boxes of permanent documents to be scanned, and 40 boxes to have inventoried.

These documents range from payrolls, court cases, and commercial building permits. We are proposing to have 40 boxes inventoried. We have 59 boxes that need to be purged, and 5 boxes with permanent documents that need to be converted to digital/imaging format. Converting permanent documents to a digital/imaging format will be the most effective way to decrease physical storage space and cost, reducing the risk of lost documents and controlling access. It will also expedite the search for a particular document and will reduce the amount of time the staff will take to find the needed document(s).

Estimated Cost:	Imaging Process \$0.16 per image (e 15,800 images)	\$2528.00
Records Handling & Retrieval	Pickup and Transport of boxes (flat fee)	\$ 1,025.00
Post-Project Records Disposition	Secure Document Destruction \$3.75 per box	\$ 225.00
Inventory	Rec. Retention (40 boxes) \$30.00 per box	\$ 1320.00
Destruction	Shredding (59 boxes) \$9.00 per box	\$ 540.00
Net Cost to City:		\$5638

Option 1: Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Database ¹	Cost	
Annual Support	Cost	
Installation and Training	Cost	
Total Support Items:		

Contingency cost \$

Total Cost for items plus support Cost: \$5638

¹ One Time Fee

2019-2020 City Hall Decision Packet

Department	Division(s)	Priority Rank 1-5
CITY HALL	CITY HALL	2

Item: City Hall Downstairs water heater
Quantity: 1
Justification: (use back of page if necessary)

The downstairs water heater is to the age of possible failure and needs to be replaced so that the bottom does not fall out and City Hall flood. This water heater is in the men's restroom.

Estimated Cost:		
Less Trade In:		
Net Cost to City:		

Total support items:		

Total cost for item plus support:		\$1,500
-----------------------------------	--	---------

2019-2020 Decision Packet

Department	Division(s)	Priority Rank 1-5
Public Works: Possible Funding CDBG 794316730	WATER PRODUCTION	1

Item: Matching for CDBG Grant
Quantity: 1
Justification: (use back of the page if necessary)

CDBG Grant match for elevated storage tank repair and paint at water plant 3 (Pin Oaks)

Estimated Cost:		\$52,500
Less Trade In:		
Net Cost to City:		

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Cost Engineering		
Total support items:		

Total cost for item plus support:		\$52,500
-----------------------------------	--	----------

2019-2020 Decision Packet

Department	Division(s)	Priority Rank 1-5
Public Works/Development	WATER DISTRIBUTION	1

Item: The City Promised 2 ten inch meter vaults to the developer of the Moran Ranch
Quantity: 1
Justification: (use back of the page if necessary)

Recently, a developer looking at developing the Moran Ranch gave the City easement paperwork that required the City to provide 1 ten inch meters and meters vaults. The actual meter vaults and meters may not be needed in the development but the City can tie value to the developer improvements and offset the developer's improvements by that amount. Reference Easement Documents CFN 2007138354 recorded Dec 2007 and CFN 2007138354 recorded Dec 2007.

10" fire turbine water meter in the vault		\$36,700
	Total Meters	\$36700

Install fee		
Total support items:		

Total cost for item plus support:		\$36,700
-----------------------------------	--	----------



7015 Fairbanks N. Houston
Houston, Texas 77040
(713) 937-7602

WWW.PARKUSA.com

Quotation

Quote No 19-14582-U2-127534
Job No 19-14582

Division Water Distribution

Date 5/14/2019

Bid Date 4/29/2019

Terms Net 30

Delivery Method Our Truck
FOB Jobsite

Sales Rep Christina Ruiz

Direct (713) 937-7602

Mobile (281) 414-1805

E-Mail cruiz@park-usa.com

Created by: Christina Ruiz

To City Of Willis
Attn Pat Riley
Email priley@ci.willis.tx.us
Tel (936) 856-4611
Fax (936) 890-1246
Mobile
Project Moran Ranch
Willis TX

Line	Qty	Description	Unit Price	Ext Price
1	1.00	 <p>FIRE TURBINE WATER METER ASSEMBLY (CITY OF WILLIS SPECS)</p> <p>MODEL FMT-10 - 10" FIRE TURBINE WATER METER ASSEMBLY, INCLUDES TURBINE WATER METER & UL/FM STRAINER, R900i REGISTER READ ON 6" BYPASS, COMPLETELY ASSEMBLED w/ ALL REQUIRED PIPE, VALVES & FITTINGS, PRECAST CONCRETE VAULT w/ CONCRETE LID, STUBBED-OUT w/ DUCTILE IRON PIPE & RETAINER RODS FOR EASY HOOK-UP, ASSEMBLY IS HYDROSTATICALLY TESTED BEFORE SHIPMENT</p> <p>***QUOTE IS FOR BUDGET PRICING ONLY***</p>	\$36,700.00	\$36,700.00
2	1.00	 <p>FIRE & DOMESTIC COMBINATION WATER METER ASSEMBLY</p> <p>MODEL FMCAL-10 - 10" FIRE & DOMESTIC COMBINATION WATER METER ASSEMBLY INCLUDES COMBINATION WATER METER & STRAINER, R900i REGISTER READ ON 6" BYPASS, COMPLETELY ASSEMBLED w/ ALL REQUIRED PIPE, VALVES & FITTINGS, PRECAST CONCRETE VAULT w/ CONCRETE LID & CAST-IN, SPRING-ASSISTED ALUMINUM HATCHWAY (300 PSF), STUBBED-OUT w/ DUCTILE IRON PIPE & RETAINER RODS FOR EASY HOOK-UP, ASSEMBLY IS HYDROSTATICALLY TESTED BEFORE SHIPMENT</p>	\$37,100.00	\$36,729.00

ESTIMATED LEAD TIME FOR PRODUCTION BEGINS ONCE AN APPROVED SUBMITTAL OR DRAWING IS RECEIVED BACK FROM CUSTOMER.

THIS QUOTATION IS SUBJECT TO CERTAIN TERMS & IS VALID FOR 30 DAYS.
QUOTE BASED ON CUSTOMER PROVIDED INFORMATION AND SUBJECT TO ENGINEER/OWNER APPROVAL.
THIS EQUIPMENT IS CUSTOM FABRICATED. CUSTOMER IS RESPONSIBLE FOR CHARGES INCURRED IF ORDER IS CANCELED OR RETURNED.
PLEASE ADD APPLICABLE SALES TAX OR PROVIDE TAX EXEMPTION FORM. FUEL SURCHARGE TO BE CALCULATED AND ADDED AT TIME OF DELIVERY.

2019-2020 Decision Packet

Department	Division(s)	Priority Rank 1-5
Public Works	STREET	1

Item: overlay Cargill
Quantity:
Justification: (use back of the page if necessary)

Cargill Repair
 1,466 SY
 Remove & replace asphalt
 Repair base where needed
 Overlay with new 3" asphalt

Estimated Cost:		\$30,000
Less Trade In:		
Net Cost to City:		

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Engineering for Grant		
Cost		
Total support items:		

Total cost for item plus support:		\$30,000
-----------------------------------	--	----------



2019-2020 Decision Packet

Department	Division(s)	Priority Rank 1-5
Public Works	STREET	1

Item: overlay S. Wood St.
Quantity:
Justification: (use back of the page if necessary)

Wood Street from Marlin to Mink
 2131 ft x 18 ft wide = 38,358 sq ft = Wood Street from Marlin to Mink
 4,262 SY
 Repair base where needed
 Overlay with new 3" asphalt

Estimated Cost:		\$40,000
Less Trade In:		
Net Cost to City:		

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Engineering for Grant		
Cost		
Total support items:		

Total cost for item plus support:		\$40,000
-----------------------------------	--	----------



2019-2020 Decision Packet

Department	Division(s)	Priority Rank 1-5
Public Works	STREET	1

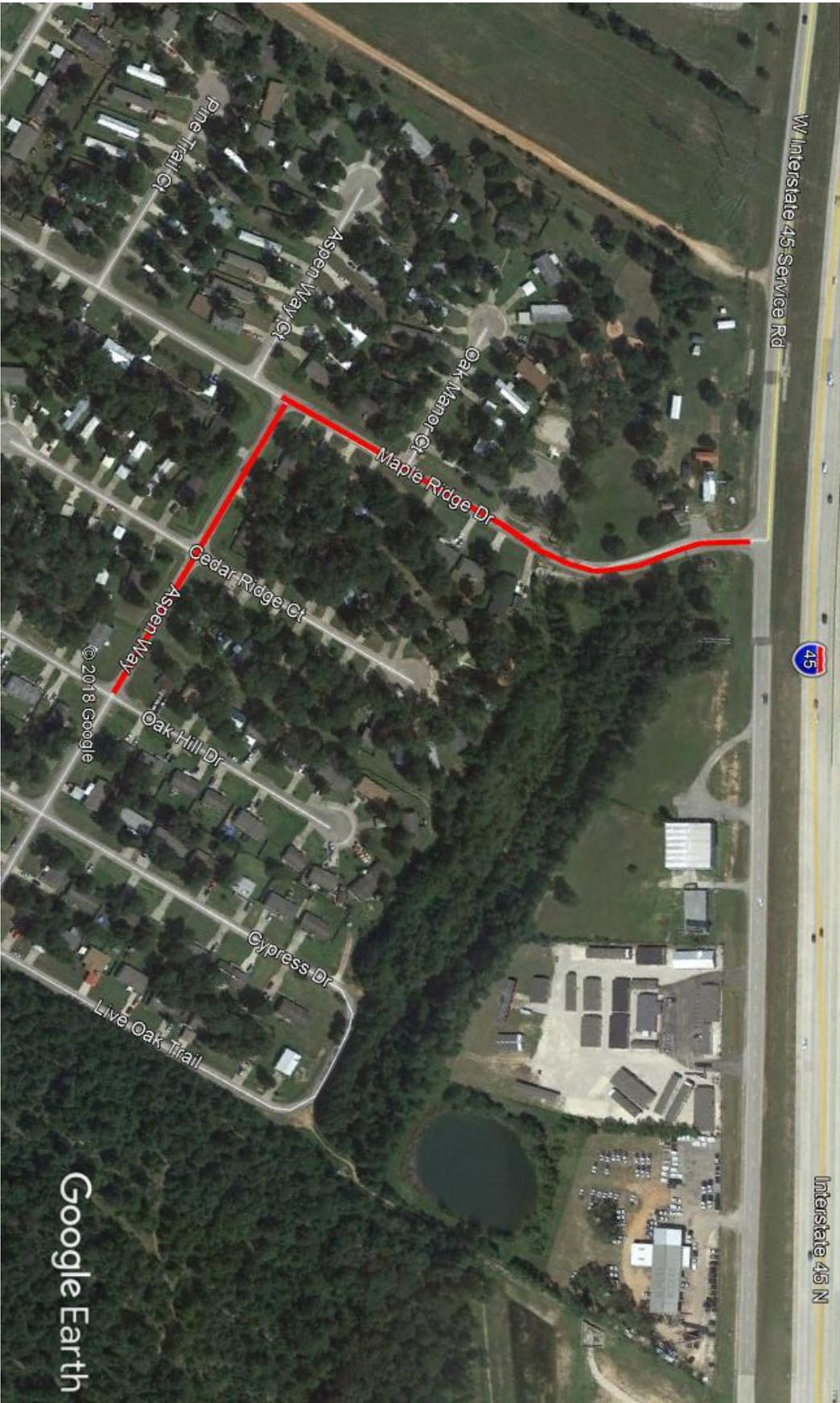
Item: overlay section of Aspen Way & Maple Ridge Drive.
Quantity:
Justification: (use back of the page if necessary)

<p>Aspen Way 2131 ft x 18 ft wide = 38,358 sq ft = 1,214 SY Remove & replace asphalt Repair base where needed Overlay with new 3" asphalt</p> <p>Maple Ridge Dr from I45 to Aspen Way 938 ft x 18 ft = 16,884 sqft = 1871 SY Remove & replace asphalt Repair base where needed Overlay with new 3" asphalt</p>

Estimated Cost:		\$35,000
Less Trade In:		
Net Cost to City:		

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Engineering for Grant		
Cost		
Total support items:		

Total cost for item plus support:		\$35,000
-----------------------------------	--	----------



2019-2020 Decision Packet

Department	Division(s)	Priority Rank 1-5
Public Works	STREET	1

Item: Chip Seal Felder Street
Quantity:
Justification: (use back of the page if necessary)

<p>566 ft x 18 ft = 10,188 sqft = 1,132 SY \$10,000</p>

Estimated Cost:		\$10,000
Less Trade In:		
Net Cost to City:		

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Total support items:		

Total cost for item plus support:		\$10,000
-----------------------------------	--	----------



Decision Package

Department	Division	Priority Rank
Police	Patrol	3

Replacement

Item Requested: 2 New Police Patrol Vehicles with Equipment

Justification: (use back of page if necessary)

The department's fleet of vehicles includes 11 Tahoes and 1 Crown Vic. The department is seeking to replace 2 old patrol vehicles with 2 new patrol vehicles. The vehicles to be replaced are Units 100, a 2012 Tahoe with 72,509 miles, and Unit 103, a 2013 Tahoe with 75,598 miles (mileage current as of 05-07-2019). From the report we received from Conroe Fleet Maintenance, these two units are the most expensive units in the fleet to operate due to their history of repairs, with the exception of Unit 102, a 2012 Tahoe that received a new engine under warranty. The replaced vehicles will be stripped and decommissioned as required by law, and then they and the old equipment will be sold at auction. Unit 117, a Ford Crown Vic and the current shop car, will remain in that capacity.

If this package is approved, the rest of the fleet will be as follows: 2 – 2012 Tahoes, 1 – 2013 Tahoe, 1 – 2014 Tahoe, 2 – 2015 Tahoes, 1 – 2016 Tahoe, 1 – 2017 Tahoe, and 1 – 2018 Tahoe.

Estimated Cost:	2 - 2020 Tahoe PPVs @ appx. \$36,000 each	\$ 72,000
Less Trade In:	2 – old vehicles at appx. \$1,500 each	\$ (3,000)
Net Cost to City:		\$ 69,000

Supporting Cost: (supplies, insurance, uniforms, equipment, etc.)		
Light bar, siren, speaker, partitions, graphics, radar, digital video recorder, flashlight, window barriers, control switches, up-fit fees, etc.	Cost: for equipping and upfitting 2 new vehicles at appx. \$18,000 each	\$ 36,000
Decommissioning of old police vehicles	\$2,000 per vehicle x 2 vehicles	\$ 4,000

Total support items:	One-time, upfront cost	\$ 40,000
----------------------	------------------------	-----------

Total Cost for items plus support:		\$ 109,000
------------------------------------	--	------------

City of Willis B₁ - FY 2019-2020

General Fund Summary

Category		Fund Balance
Balance Forward (projected)		\$47,938
Revenue General Fund	\$5,123,919	
Revenue Debt Service	\$78,235	\$5,250,092
Debt Service Requirement	\$78,235	\$5,171,857
 Departmental Request		
	Expenses	
Administration	\$1,291,065	
Community Development	\$384,350	
Solid Waste	\$305,000	
Police	\$2,025,737	
Street, Parks, Drainage	\$591,698	
Court	\$115,681	
Total Departmental Expenses	\$4,713,531	\$458,326
 Contingency		
Transfer from Photographic Enforcement Administration & Tahoe	\$ 149,640	
Transfer to Utility Fund: EDC & Street Debt	607,966.00	
	Balance	\$0
Transfer from Cash Reserve	Balance	\$0

City of - FY 2019-2020

Utility Fund Summary

Category		Fund Balance
Balance Forward (projected)		\$120,000
Revenue all sources	\$3,153,800	\$3,273,800
Departmental Request		
	Expenses	
Water Production	\$540,823	
Water Distribution	\$420,608	
Wastewater Collection	\$415,279	
Wastewater Treatment	\$580,532	
Utility Billing	\$141,027	
Total Departmental Expenses	\$2,098,269	\$1,175,531
		\$1,175,531
Debt Service Requirements	\$1,773,995	-\$598,464
Transfer from Capitalized Interest Account		
Transfer from General Fund- EDC & Street debt	\$607,966	
Unallocated Reserve		\$9,502

**City of Willis Budget FY 2019-2020
Hotel Tax Fund**

Category			Fund Balance
Balance Forward-(projected)			\$285,828
Revenue	\$30,000		
	Total	\$315,828	
Expenditures			
Website Yearly Maintenance	\$5,800		
Website Hosting	\$2,400		
Brochure Distribution	\$1,800		
	Total	\$10,000	
Balance			\$305,828

**City of Willis Budget FY 2019 - 2020
Red Light Camera**

Category		Fund Balance
Balance Forward		\$145,500
Revenue	\$0	
	Total	\$145,500
Expense		
2 2020 Tahoe & Equipment	\$109,000	\$36,500
Admin Transferred	\$30,500	\$6,000
Expenses		
Balance		\$6,000

CITY OF WILLIS BUDGET FY 2019-2020

Debt Service

No.	Category	Budget 2017-2018	Budget 2018-2019	Budget 2019-2020	Reference
590006800	Debt Service - Tax				
590006811	Bond Principal	\$25,500.00	\$63,750.00	\$66,750.00	EXHIBIT: K
590006812	Bond Interest	\$16,275.00	\$14,490.00	\$11,235.00	
590006813	Paying Agent	\$250.00	\$250.00	\$250.00	
	Total Debt Service Tax	\$42,025.00	\$78,490.00	\$78,235.00	
234806800	Debt Service - Street Tax				
234806811	Bond Principal	\$176,000.00	\$186,000.00	\$197,400.00	EXHIBIT: J, K, M
234806812	Bond Interest	\$160,029.50	\$156,546.50	\$147,596.00	
234806813	Paying Agent	\$750.00	\$750.00	\$750.00	
	Total Debt Serv Street Tax	\$336,779.50	\$343,296.50	\$345,746.00	
794306800	Debt Service Water				
794306811	Bond Principal	\$479,794.70	\$406,631.00	\$463,725.00	EXHIBIT:H, I, J, K, N
794306812	Bond Interest	\$244,812.56	\$373,589.49	\$349,834.36	
794306813	Paying Agent	\$4,250.00	\$4,250.00	\$4,250.00	
	Total Debt Service Water	\$728,857.26	\$784,470.49	\$817,809.36	
794406800	Debt Service Sewer				
794406811	Bond Principal	\$100,000.00	\$87,631.00	\$120,125.00	EXHIBIT: F, J, N
794406812	Bond Interest	\$87,507.00	\$233,170.99	\$225,594.36	
794406813	Paying Agent	\$2,500.00	\$2,500.00	\$2,500.00	
	Total Debt ServiceSewer	\$190,007.00	\$323,301.99	\$348,219.36	
200006800	Debt Service - EDC				
200006811	Bond Principal	\$110,100.00	\$148,419.00	\$159,725.00	EXHIBIT: D, G, K, L, N
200006812	Bond Interest	\$77,725.46	\$91,360.28	\$100,245.37	
200006813	Paying Agent	\$2,250.00	\$2,250.00	\$2,250.00	
	Total Debt Service Tax	\$190,075.46	\$242,029.28	\$262,220.37	
210006800	Debt Service - CDC				
210006811	Bond Principal	\$52,000.00	\$68,369.00	\$67,475.00	EXHIBIT: L, N
210006812	Bond Interest	\$26,521.20	\$46,161.66	\$36,177.37	
210006813	Paying Agent	\$2,250.00	\$2,250.00	\$1,500.00	
	Total Debt Service Tax	\$80,771.20	\$116,780.66	\$105,152.37	
120006800	Debt Service - TIRZ				
120006811	Bond Principal	\$36,400.00	\$39,200.00	\$44,800.00	EXHIBIT: L
120006812	Bond Interest	\$18,564.84	\$16,502.08	\$13,116.04	
120006813	Paying Agent	\$250.00	\$250.00	\$250.00	
	Total Debt Service Tax	\$55,214.84	\$55,952.08	\$58,166.04	

CITY OF WILLIS, TEXAS

2018-2019 BUDGET

\$600,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2005

Dated: August 26, 2005

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	5.125	6,150.00	6,150.00	35,000.00	47,300.00
2021	5.125	5,253.12	5,253.12	35,000.00	45,506.24
2022	5.125	4,356.25	4,356.25	40,000.00	48,712.50
2023	5.125	3,331.25	3,331.25	40,000.00	46,662.50
2024	5.125	2,306.25	2,306.25	45,000.00	49,612.50
2025	5.125	1,153.12	1,153.12	45,000.00	47,306.24
Remaining Balance		22,549.99	22,549.99	240,000.00	285,099.98

PAYING AGENT: Wells Fargo

EXHIBIT "D"

WATER AND SEWER HIGHWAY 75 SOUTH-WILLIS EDC PROJECT

CITY OF WILLIS, TEXAS
2018-2019 BUDGET

\$1,355,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2010
Dated: June 2, 2010

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	1	6,575.00	6,575.00	5,000.00	18,150.00
2021	1	6,550.00	6,550.00	5,000.00	18,100.00
2022	1	6,525.00	6,525.00	5,000.00	18,050.00
2023	1	6,500.00	6,500.00	5,000.00	18,000.00
2024	1	6,475.00	6,475.00	100,000.00	112,950.00
2025	1	5,975.00	5,975.00	105,000.00	116,950.00
2026	1	5,450.00	5,450.00	155,000.00	165,900.00
2027	1	4,675.00	4,675.00	185,000.00	194,350.00
2028	1	3,750.00	3,750.00	185,000.00	192,500.00
2029	1	2,825.00	2,825.00	185,000.00	190,650.00
2030	1	1,900.00	1,900.00	190,000.00	193,800.00
2031	1	950.00	950.00	190,000.00	191,900.00
Remaining Balance		58,150.00	58,150.00	1,315,000.00	1,431,300.00

PAYING AGENT: Wells Fargo Bank, N.A., Austin, Texas

EXHIBIT "F"

**SEWER BYPASS TO CONROE, REROUTE FORCE MAIN, EXTEND WASTEWATER LINE,
NEW LIFT STATION, AND REHAB OF LIFT STATION**

CITY OF WILLIS, TEXAS

2018-2019 BUDGET

\$800,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2012

Dated: March 1, 2012

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	4.5	13,023.00	13,023.00	35,000.00	61,046.00
2021	4.5	12,235.50	12,235.50	40,000.00	64,471.00
2022	4.5	11,335.50	11,335.50	40,000.00	62,671.00
2023	4.5	10,435.50	10,435.50	45,000.00	65,871.00
2024	4.5	9,423.00	9,423.00	45,000.00	63,846.00
2025	4.5	8,410.50	8,410.50	50,000.00	66,821.00
2026	4.5	7,285.50	7,285.50	50,000.00	64,571.00
2027	4.5	6,160.50	6,160.50	50,000.00	62,321.00
2028	4.5	5,035.50	5,035.50	55,000.00	65,071.00
2029	4.5	3,798.00	3,798.00	55,000.00	62,596.00
2030	4.5	2,560.50	2,560.50	60,000.00	65,121.00
2031	4.5	1,210.50	1,210.50	55,000.00	57,421.00
Remaining Balance		90,913.50	90,913.50	580,000.00	761,827.00

PAYING AGENT: Woodforest National Bank

EXHIBIT "G"

SEWER HIGHWAY 75 N TO CALHOUN ST AND LOVE'S PROJECT-WILLIS EDC PROJECT

CITY OF WILLIS, TEXAS
2018-2019 BUDGET

Dated: May 1, 2012

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	1.93	42,100.25	42,100.25	75,000.00	159,200.50
2021	2.18	41,376.50	41,376.50	80,000.00	162,753.00
2022	2.35	40,504.50	40,504.50	80,000.00	161,009.00
2023	2.51	39,564.50	39,564.50	85,000.00	164,129.00
2024	2.64	38,497.75	38,497.75	85,000.00	161,995.50
2025	2.74	37,375.75	37,375.75	90,000.00	164,751.50
2026	2.82	36,142.75	36,142.75	95,000.00	167,285.50
2027	2.87	34,803.25	34,803.25	95,000.00	164,606.50
2028	2.92	33,440.00	33,440.00	100,000.00	166,880.00
2029	2.98	31,980.00	31,980.00	105,000.00	168,960.00
2030	3.01	30,415.50	30,415.50	105,000.00	165,831.00
2031	3.06	28,835.25	28,835.25	110,000.00	167,670.50
2032	3.11	27,152.25	27,152.25	115,000.00	169,304.50
2033	3.17	25,364.00	25,364.00	115,000.00	165,728.00
2034	3.24	23,541.25	23,541.25	120,000.00	167,082.50
2035	3.29	21,597.25	21,597.25	125,000.00	168,194.50
2036	3.33	19,541.00	19,541.00	130,000.00	169,082.00
2037	3.37	17,376.50	17,376.50	135,000.00	169,753.00
2038	3.38	15,101.75	15,101.75	140,000.00	170,203.50
2039	3.39	12,735.75	12,735.75	140,000.00	165,471.50
2040	3.39	10,362.75	10,362.75	145,000.00	165,725.50
2041	3.4	7,905.00	7,905.00	150,000.00	165,810.00
2042	3.4	5,355.00	5,355.00	155,000.00	165,710.00
2043	3.4	2,720.00	2,720.00	160,000.00	165,440.00
Remaining Balance		623,788.50	623,788.50	2,735,000.00	3,982,577.00

PAYING AGENT: BOKF, NA dba Bank of Texas

EXHIBIT "H"

CATAHOULA WELL PROJECT

CITY OF WILLIS, TEXAS

2018-2019 BUDGET

\$800,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2012-A

Dated: March 1, 2012

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	3.5	9,100.00	8,137.50	55,000.00	72,237.50
2021	3.5	8,137.50	7,175.00	60,000.00	75,312.50
2022	3.5	7,175.00	6,125.00	60,000.00	73,300.00
2023	3.5	6,125.00	5,075.00	60,000.00	71,200.00
2024	3.5	5,075.00	4,025.00	65,000.00	74,100.00
2025	3.5	4,025.00	2,887.50	65,000.00	71,912.50
2026	3.5	2,887.50	1,750.00	70,000.00	74,637.50
2027	3.5	1,750.00	525.00	75,000.00	77,275.00
Remaining Balance		44,275.00	35,700.00	510,000.00	589,975.00

PAYING AGENT: Woodforest National Bank

EXHIBIT "I"

TWO CATAHOULA WELLS

CITY OF WILLIS, TEXAS
2018-2019 BUDGET

\$5,800,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2013
 Dated: July 16, 2013

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	5	121,100.00	121,100.00	0.00	242,200.00
2021	5	121,100.00	121,100.00	0.00	242,200.00
2022	5	121,100.00	121,100.00	0.00	242,200.00
2023	5	121,100.00	121,100.00	0.00	242,200.00
2024	5	121,100.00	121,100.00	0.00	242,200.00
2025	5	121,100.00	121,100.00	0.00	242,200.00
2026	5	121,100.00	121,100.00	0.00	242,200.00
2027	5	121,100.00	121,100.00	180,000.00	422,200.00
2028	5	116,600.00	116,600.00	265,000.00	498,200.00
2029	5	109,975.00	109,975.00	280,000.00	499,950.00
2030	5	102,975.00	102,975.00	285,000.00	490,950.00
2031	5	95,850.00	95,850.00	300,000.00	491,700.00
2032	3.75	88,350.00	88,350.00	570,000.00	746,700.00
2033	3.75	77,662.50	77,662.50	590,000.00	745,325.00
2034	4	66,600.00	66,600.00	615,000.00	748,200.00
2035	4	54,300.00	54,300.00	640,000.00	748,600.00
2036	4	41,500.00	41,500.00	665,000.00	748,000.00
2037	4	28,200.00	28,200.00	690,000.00	746,400.00
2038	4	14,400.00	14,400.00	720,000.00	748,800.00
Remaining Balance		1,765,212.50	1,765,212.50	5,800,000.00	9,330,425.00

PAYING AGENT: BOKF, NA dba Bank of Texas

EXHIBIT "J"

**RELOCATION WATER AND SEWER LINES BETWEEN HIGHWAY 75 AND INTERSTATE 45 ON
 FM 1097 WEST AND STREET IMPROVEMENTS-Paddock, S. Campbell, MLK, and Rogers**

2016						
water/sewer	57%	43/44	69,027.00	69,027.00	-	138,054.00
street	43%	23	52,073.00	52,073.00	-	104,146.00

City of Willis, Texas
 2018-2019 BUDGET
 \$3,920,000 City of Willis General Obligation Refunding Bonds, Series 2013-A
 Dated: January 6, 2014

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	3 \$	37,450.00 \$	37,450.00 \$	445,000.00 \$	519,900.00 \$
2021	3 \$	30,775.00 \$	30,775.00 \$	465,000.00 \$	526,550.00 \$
2022	4 \$	23,800.00 \$	23,800.00 \$	480,000.00 \$	527,600.00 \$
2023	4 \$	14,200.00 \$	14,200.00 \$	405,000.00 \$	433,400.00 \$
2024	4 \$	6,100.00 \$	6,100.00 \$	100,000.00 \$	112,200.00 \$
2025	4 \$	4,100.00 \$	4,100.00 \$	100,000.00 \$	108,200.00 \$
2026	4 \$	2,100.00 \$	2,100.00 \$	105,000.00 \$	109,200.00 \$
Remaining Balance		\$ 118,525.00	\$ 118,525.00	\$ 2,100,000.00	\$ 2,337,050.00

PAYING AGENT: BOKF, NA dba Bank of Texas
 Exhibit "K"

			2/1/2014	8/1/2014	8/1/2014	
2001	0.150	59 \$	5,617.50 \$	5,617.50 \$	66,750.00 \$	77,985.00 \$
2003	0.480	43 \$	17,976.00 \$	17,976.00 \$	213,600.00 \$	249,552.00 \$
2006	0.320	23 \$	11,984.00 \$	11,984.00 \$	142,400.00 \$	166,368.00 \$
2007	0.050	20 \$	1,872.50 \$	1,872.50 \$	22,250.00 \$	<u>25,995.00 \$</u>
		\$	37,450.00 \$	37,450.00 \$	445,000.00 \$	519,900.00 \$

- 2001 INTERCONNECT WITH CONROE FOR WATER AND SEWER, REHABILITATION OF WASTEWATER TREATMENT PLANT
- 2003 WATER WELL, ELEVATED STORAGE TANK, VARIOUS WATER LINES REHABILITATION OF AN ELEVATED STORAGE TANK, AND REPLACE WATER LINE
- 2006 CAMPBELL STREET PROJECT--STREET SALES TAX
- 2007 WATER AND SEWER HIGHWAY 75 NORTH-WILLIS EDC PROJECT

City of Willis, Texas
 2018-2019 BUDGET
 \$2,500,000 Certificates of Obligation, Series 2014
 Dated: May 20, 2014

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	2.78	\$ 25,506.50	\$ 25,506.50	\$ 150,000.00	\$ 201,013.00
2021	2.78	\$ 23,421.50	\$ 23,421.50	\$ 160,000.00	\$ 206,843.00
2022	2.78	\$ 21,197.50	\$ 21,197.50	\$ 165,000.00	\$ 207,395.00
2023	2.78	\$ 18,904.00	\$ 18,904.00	\$ 170,000.00	\$ 207,808.00
2024	2.78	\$ 16,541.00	\$ 16,541.00	\$ 180,000.00	\$ 213,082.00
2025	2.78	\$ 14,039.00	\$ 14,039.00	\$ 185,000.00	\$ 213,078.00
2026	2.78	\$ 11,467.50	\$ 11,467.50	\$ 195,000.00	\$ 217,935.00
2027	2.78	\$ 8,757.00	\$ 8,757.00	\$ 200,000.00	\$ 217,514.00
2028	2.78	\$ 5,977.00	\$ 5,977.00	\$ 210,000.00	\$ 221,954.00
2029	2.78	\$ 3,058.00	\$ 3,058.00	\$ 220,000.00	\$ 226,116.00
Remaining Balance		\$ 148,869.00	\$ 148,869.00	\$ 1,835,000.00	\$ 2,132,738.00

Paying Agent: TIB
 Exhibit "L"

Fund	2/1/2014	8/1/2014	8/1/2014
Previous CDC 0.08 7943/794	\$ 1,873.72	\$ 1,873.72	\$ 12,800.00
0.32 21	\$ 7,494.88	\$ 7,494.88	\$ 51,200.00
0.32 20	\$ 7,494.88	\$ 7,494.88	\$ 51,200.00
0.28 12	\$ 6,558.02	\$ 6,558.02	\$ 44,800.00
	\$ 23,421.50	\$ 23,421.50	\$ 160,000.00
			\$ 206,843.00

1.1M WESTSIDE CONNECTOR
 1.2M WATER & SEWER FM 1097 EAST
 200K PARK ON ROGERS ROAD

City of Willis, Texas
 2018-2019 BUDGET
 \$1,165,000 Tax and Revenue Certificates of Obligation, Series 2016
 Dated: May 1, 2016

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	1.91	\$ 9,741.00	\$ 9,741.00	\$ 55,000.00	\$ 74,482.00
2021	1.91	\$ 9,215.75	\$ 9,215.75	\$ 55,000.00	\$ 73,431.50
2022	1.91	\$ 8,690.50	\$ 8,690.50	\$ 60,000.00	\$ 77,381.00
2023	1.91	\$ 8,117.50	\$ 8,117.50	\$ 135,000.00	\$ 151,235.00
2024	1.91	\$ 6,828.25	\$ 6,828.25	\$ 230,000.00	\$ 243,656.50
2025	1.91	\$ 4,631.75	\$ 4,631.75	\$ 240,000.00	\$ 249,263.50
2026	1.91	\$ 2,339.75	\$ 2,339.75	\$ 245,000.00	\$ 249,679.50
Remaining Balance		\$ 49,564.50	\$ 49,564.50	\$ 1,020,000.00	\$ 1,119,129.00

Paying Agent: BB&T
 Exhibit "M"

Young Street and Calhoun Stree improvements

CITY OF WILLIS, TEXAS
2018-2019 BUDGET

\$9,500,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2017
Dated: April, 2017

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2020	5	162,731.25	162,731.25	250,000.00	575,462.50
2021	5	156,481.25	156,481.25	255,000.00	567,962.50
2022	5	150,106.25	150,106.25	265,000.00	565,212.50
2023	2	143,481.25	143,481.25	270,000.00	556,962.50
2024	2	140,781.25	140,781.25	280,000.00	561,562.50
2025	2.25	137,981.25	137,981.25	290,000.00	565,962.50
2026	2.5	134,718.75	134,718.75	300,000.00	569,437.50
2027	2.5	130,968.75	130,968.75	315,000.00	576,937.50
2028	3	127,031.25	127,031.25	330,000.00	584,062.50
2029	3	122,081.25	122,081.25	340,000.00	584,162.50
2030	3	116,981.25	116,981.25	355,000.00	588,962.50
2031	4	111,656.25	111,656.25	370,000.00	593,312.50
2032	4	106,106.25	106,106.25	390,000.00	602,212.50
2033	4	98,306.25	98,306.25	405,000.00	601,612.50
2034	4	90,206.25	90,206.25	425,000.00	605,412.50
2035	4	81,706.25	81,706.25	445,000.00	608,412.50
2036	4	72,806.25	72,806.25	465,000.00	610,612.50
2037	4	63,506.25	63,506.25	490,000.00	617,012.50
2038	4	53,706.25	53,706.25	515,000.00	622,412.50
2039	3.75	43,406.25	43,406.25	540,000.00	626,812.50
2040	3.75	33,281.25	33,281.25	565,000.00	631,562.50
2041	3.75	22,687.50	22,687.50	590,000.00	635,375.00
2042	3.75	11,625.00	11,625.00	620,000.00	643,250.00
Remaining Balance		2,312,343.75	2,312,343.75	9,070,000.00	13,694,687.50

PAYING AGENT:

EXHIBIT "N"

REHABILITATION OF SEWER PLANT AND SEWER IMPROVEMEN

2017						
water/sewer	87%	43/44	141,543.64	141,543.64	217,450.00	500,537.28
water/sewer	7%	20	10,593.80	10,593.80	16,275.00	37,462.61
water/sewer	7%	21	10,593.80	10,593.80	16,275.00	37,462.61

City of Willis FY 2019-2020 Budget Summary

	Original	Option A	Option B
	Budget	Budget 2% & CDB match	Budget 3% & CDB Match
Administration	\$ 1,287,175	\$1,289,768	\$ 1,291,065
Com. Development	\$ 379,585	\$ 382,762	\$ 384,350
Solid Waste	\$ 305,000	\$ 305,000	\$ 305,000
Police Department	\$ 1,990,593	\$2,014,022	\$ 2,025,737
Utility Billing	\$ 138,708	\$ 140,254	\$ 141,027
Court	\$ 113,998	\$ 115,120	\$ 115,681
Public Works	\$ 2,532,038	\$2,543,305	\$ 2,548,939
Health Insurance			
Debt	1166029	1166029	1166029
Total	\$ 7,913,126	\$7,956,260	\$ 7,977,828
Difference		\$ 43,134	\$ 64,702

CITY OF WILLIS BUDGET FY 2019-20
Operation and Maintenance
Administration-Mayor, City Council, City Manager, City Secretary

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
19401						
6100	Personnel	\$ 324,107	\$ 426,412	\$ 217,690	\$ 326,535	\$ 333,642
6200	Supplies	\$ 18,881	\$ 21,800	\$ 9,855	\$ 14,782	\$ 22,200
6300	Maintenance	\$ 67,230	\$ 65,000	\$ 38,935	\$ 58,320	\$ 80,300
6400	Miscellaneous/Sundry	\$ 78,589	\$ 90,845	\$ 77,049	\$ 102,192	\$ 147,285
6500	Contract Services	\$ 465,519	\$ 467,000	\$ 369,207	\$ 465,104	\$ 674,500
6600	Utilities	\$ 10,149	\$ 12,500	\$ 5,166	\$ 7,749	\$ 12,500
6700	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 20,638
	TOTAL ADMINISTRATION	\$ 964,475	\$ 1,083,557	\$ 717,901	\$ 974,683	\$ 1,291,065

CITY OF WILLIS BUDGET FY 2019-20
Operation and Maintenance
Administration-Mayor, City Council, City Manager, City Secretary

No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. Exp 2018-19	Projected 2018-19	Request 2019-2020
19401						
6100	Personnel					
6111	Salary/Wages	227,580	293,901	148,480	222,720.32	233,591
6112	FICA	17,618	23,976	11,795	17,692.88	18,578
6113	Health Insurance	27,197	44,803	22,342	33,513.17	36,767
6114	TMRS	25,251	31,748	16,897	25,344.81	23,411
6115	Unemployment	486	720	27	40.50	540
6116	Worker's Comp	692	1,004	890	1,334.87	691
6117	Incentive/Longevity	1,284	1,460	1,428	2,142.00	864
6119	Education	13,200	18,000	8,631	12,946.35	8,400
6120	Auto Allowances	10,800	10,800	7,200	10,800.00	10,800
	Total Personnel	\$ 324,107	\$ 426,412	\$ 217,690	\$ 326,535	\$ 333,642
6200	Supplies					
6211	Office	15,852	18,500	8,161	12,241.76	18,500
6212	Computer				-	
6213	Medical				-	
6214	Chemical				-	
6215	Postage	1,644	2,500	1,136	1,704.47	2,800
6216	Signs				-	
6217	Fuel				-	
6218	Chemical				-	
6230	Other - See Justification page	1,386	800	557	836.06	900
	Total Supplies	\$ 18,881	\$ 21,800	\$ 9,855	\$ 14,782	\$ 22,200

CITY OF WILLIS BUDGET FY 2019-20
Operation and Maintenance
Administration-Mayor, City Council, City Manager, City Secretary

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6300	Maintenance					
6311	Vehicles					
6312	Pumps/Motors					
6313	Buildings/Structures	18,252	26,000	12,434	18,650.87	26,000
6314	Streets/Sidewalks					
6315	Drainage Ditches					
6316	Utility Lines					
6317	Equipment	150		165	165	
6318	Office Equipment	40,552	33,500	23,372	35,058.18	48,500
6319	Radios/Cell Phones	8,277	5,500	2,964	4,445.81	5,800
6320	Signs					
6321	Parks					
6330	Other - See Justification page					
	Total Maintenance	\$ 67,230	\$ 65,000	\$ 38,935	\$ 58,320	\$ 80,300
6400	Miscellaneous/Sundry					
6411	Association Dues	5,968	9,595	4,591	5,800.00	10,300
6412	Meetings/Conferences	32,490	36,000	16,910	33,500.00	40,000
6413	Insurance	5,839	6,000	9,411	9,411.00	14,000
6414	Elections	15,389	22,000	16,412	16,412.00	12,000
6415	Uniforms	290	-		-	
6416	Rentals	-		-	-	-
6417	Legal Notices	5,891	5,250	4,713	7,069.37	6,600
6418	Charter Commission	-		-	-	
6430	Other - See Justification page	12,722	12,000	25,011	30,000.00	64,385
	Total Miscellaneous/Sund	\$ 78,589	\$ 90,845	\$ 77,049	\$ 102,192	\$ 147,285

CITY OF WILLIS BUDGET FY 2019-20
Operation and Maintenance
Administration-Mayor, City Council, City Manager, City Secretary

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6500	Contract Services					
6511	Legal	53,823	36,000	21,477	32,215.02	40,000
6512	Engineering	5,218	16,000	3,034	4,550.63	18,000
6513	Consultants	1,200	1,200	800	1,200.00	1,200
6515	Auditing	27,304	28,000	27,725	27,725.00	29,500
6516	Interlocal Government	16,306	15,800	9,609	14,413.43	15,800
6520	SHTC Reimbursement	361,338	370,000	306,562	385,000.00	570,000
6530	Other - See Justification page	331				
	Total Contract Services	\$ 465,519	\$ 467,000	\$ 369,207	\$ 465,104	\$ 674,500
6600	Utilities					
6611	Electric	7,818	9,500	3,578	5,366.36	9,500
6612	Telephone	2,331	3,000	1,588	2,382.74	3,000
6530	Other - See Justification page					
	Total Utilities	\$ 10,149	\$ 12,500	\$ 5,166	\$ 7,749	\$ 12,500

CITY OF WILLIS BUDGET FY 2019-20
Operation and Maintenance
Administration-Mayor, City Council, City Manager, City Secretary

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6700	Capital Outlay					
6711	Real Estate					
6712	Vehicles					
6713	Equipment	-	-			
6714	Building/Structures		-	-	-	-
6715	Office Equipment		-	-		15,000
6716	Street Signs					
6717	Traffic Signals					
6730	Other - See Justification page		-	-	-	5,638
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 20,638
	TOTAL ADMINISTRATION	\$ 964,475	\$1,083,557	\$ 717,901	\$ 974,683	\$1,291,065

CITY OF WILLIS BUDGET FY 2019-20

Justification

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
PERSONNEL			
194016111	Salary/Wages	222,720	233,591
194016112	FICA	17,693	18,578
194016113	Health Insurance	33,513	36,767
194016114	TMRS	25,345	23,411
194016115	Unemployment	41	540
194016116	Worker's Comp	1,335	691
194016117	Incentive/Longevity	2,142	864
194016119	Education	12,946	8,400
194016120	Auto Allowance	10,800	10,800

Justification: Salaries for employees and 1/2 salary of new City manager.

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
SUPPLIES			
194016211	Office	12,242	18,500

Justification: copy and computer paper, pens, pencils, staples, tape, note pads, storage boxes, folders, labels, calculator paper, printer fax typewriter ribbon, ink, cartridges, indexes, binders, envelopes, stationary

194016215	Postage	1,704	2,800
-----------	---------	-------	-------

Justification: postage, meter rental, parcel services

194016230	Other	836	900
-----------	-------	-----	-----

Justification: coffee, water

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
MAINTENANCE			
194016313	Buildings/Structures	18,651	26,000
Justification:	cleaning supplies, janitor, mats, a/c, lights, floors		
194016318	Office Equipment	35,058	48,500
Justification:	maintenance of computers, fax machine, copier, printers, phones, ordinance code update, update of records/inventory.		
194016319	Radios/Cell Phones	4,446	5,800
Justification:	city administrator/mayor cell phones		

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
MISCELLANEOUS			
194016411	association dues	5,800	10,300
Justification:	Houston-Galveston Area Council-200, Texas Municipal Clerks-85, Texas Municipal League-1395, Sam's Club-85, Texas Department Licensing and Regulations-55, Texas Municipal Human Resources Assoc-300, Natl League of Cities-50, International Code Council-100, NABM-200, Greater Conroe/Lake Conroe Area Chamber-150, NABCC-120, TML-240, Texas City Management Assoc-250, Affinity Web Page-250, Social Security-35, Willis Lions Club-350, WNB-3,000, African American Mayor Asso.500, Rotary Club-1,000, The Courier 150, MCEM-600, Harco-200, TMLsurveyNavigator-350, TX COOP		
194016412	meetings/conferences	33,500	40,000
Justification:	Mayor/Council, City Manager, Finance Director & City Secretary, training sessions and workshops plus expenses, and mayor/council meetings		
194016413	insurance	9,411	14,000
Justification:	city hall building, city general liability and deductions		
194016414	elections	16,412	12,000
Justification:	Positions Mayor, 1, 2, 3, 4, 5 maintenance fund and charter amendments		
194016417	legal notices	7,069	6,600
Justification:	legal notices (i.e. tax rate, public hearings, ordinance caption)		

194016430	other	30,000	64,385
-----------	-------	--------	--------

Justification: appreciation gift cards for council and employees, flowers,
luncheons, City manager relocation, and professional services.

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
	CONTRACT SERVICES		
194016511	legal	32,215	40,000
Justification:	legal fees		
194016512	engineering	4,551	18,000
Justification:			
194016513	consultants	800	1,200
Justification:	grant consultant and planning consultants		
194016515	auditing	27,725	29,500
Justification:	audit		
194016516	interlocal government	14,413	15,800
Justification:	MCAD and Tax Collections		
194016520	SHTC Reimbursement	385,000	570,000

Justification:

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
	UTILITIES		
194016511	electric	5,366	9,500
194016512	telephone	2,383	3,000
Justification	electric and phone-City Hall		
	CAPITAL OUTLAY		
194016715	Server system Upgrade	- -	15,000
194016730	Inventory of Docs Shredding and scanning	-	5,638

City of Willis Budget FY 2019-20
Community Development Accounts Summary

No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. Exp 2018-19	Projected 2018-19	Request 2019-20
194116100	Personnel	\$206,309	\$222,183	\$ 113,297	\$172,306	\$206,980
194116200	Supplies	9,500	8,300	4,129	8,647	9,750
194116300	Maintenance	12,300	12,300	9,426	16,245	14,500
194116500	Miscellaneous/Sundry	7,720	7,470	2,932	10,234	12,420
194116500	Contract Services	50,304	50,500	14,403	125,977	139,500
194116600	Utilities	1,200	1,200	680	1,316	1,200
194116700	Capital Outlay	0	0	21,209	0	0
	TOTAL COMMUNITY DEV	\$ 287,333	\$ 287,333	\$ 166,076	\$ 334,725	\$ 384,350

**City of Willis Budget FY 2019-2020
Community Development Accounts Detailed**

No.	Category	Actual	Budgeted	8 Mo. Exp	Projected	Request
19411		2017-18	2018-19	2018-19	2018-19	2019-20
6100	Personnel					
61111	Salary/Wages	145,441	131,557	73,756	118,388	137,693
6112	FICA	11,242	10,798	5,761	8,641	11,000
6113	Health Insurance	22,377	33,313	16,467	24,701	33,167
6114	TMRS	15,795	13,327	8,076	12,114	13,274
6115	Unemployment	786	810	288	432	810
6116	Worker's Comp	2,333	2,477	2,196	274	2,252
6117	Incentive/Longevity	380	112	108	162	184
6118	Overtime	819	2,500	493	740	2,500
6119	Education Incentive	7,200	9,600	4,569	6,854	6,100
	Total Personnel	\$201,166	\$204,494	\$111,714	\$172,306	\$206,980
19411	Supplies					
6211	Office	1,390	1500	1,552	2,327.82	1,750
6212	Computer				-	
6213	Medical				-	
6215	Postage	328	2500	1,520	2,280	2,500
6216	Signs				-	
6217	Fuel	3,595	3500	1,765	2,647	3,500
6218	Tools	-	300	265	397.47	500
6221	Animal Control	52	1500	663	995	1,500
6230	Other	-	0		-	-
	Total Supplies	\$ 4,919	9300	\$ 5,764	\$ 8,647	\$ 9,750

City of Willis Budget FY 2019-2020
Community Development Accounts Detailed

No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. Exp 2018-19	Projected 2018-19	Request 2019-20
19411	Maintenance					
6311	Vehicles	7,669	2300	1,012	1,517.79	3,500
6312	Pumps/Motors				-	
6313	Buildings/Structures	-	0	-	-	-
6314	Streets/Sidewalks				-	
6315	Drainage Ditches				-	
6316	Utility Lines				-	
6317	Equipment				-	
6318	Office Equipment	4,649	8500	8,809	13,214	9,500
6319	Radios/Cell Phones	1,355	1500	1,009	1,513	1,500
6320	Signs				-	
6321	Parks				-	
6330	Other				-	
	Total Maintenance	\$ 13,515	\$ 12,300	\$ 10,830	\$ 16,245	\$ 14,500
19411	Miscellaneous/Sundry					
6411	Association Dues	1,412	750	1,342	1,680	1,500
6412	Meetings/Conferences	1,286	2500	2,848	4,272	5,000
6413	Insurance	1,561	2000	2,220	2,220	2,800
6414	Elections				-	
6415	Uniforms	769	700	1,442	1,800	1,200
6415	Rentals					
6417	Legal Notices	-	1500	-	-	1,500
6420	Cleaning Allowance	-	420	175	263	420
6430	Other	-	0	-	-	-
	Total Miscellaneous/Sundry	\$ 6,022	\$ 7,870	\$ 8,028	\$ 10,234	\$ 12,420
19411	Contract Services					
6511	Legal	1,250	0	1,330	1,995	1,500
6512	Engineering	48,170	25000	6,571	9,856	30,000
6513	Consultants				-	
6514	Solid Waste	-	0		-	-
6515	Auditing				-	
6516	Interlocal Government	11,498	100000	75,141	100,000	100,000
6517	Plan Review / Inspection Svcs.	-	5000	9,417	14,126	5,000
6519	Demolition / Clean-Up	552	3000	-	-	3,000
6530	Other	-	0		-	-
	Total Contract Services	\$ 42,182	\$ 133,000	92,459	\$ 125,977	\$ 139,500
19411	Utilities					
6611	Electric					
6612	Telephone	1,208.00	1200	877	1,315.76	1200
6630	Other	-	0			-
	Total Utilities	\$ 1,238	\$ 1,200	\$ 877	\$ 1,316	\$ 1,200

**City of Willis Budget FY 2019-2020
Community Development Accounts Detailed**

No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. Exp 2018-19	Projected 2018-19	Request 2019-20
19411	Capital Outlay					
6711	Real Estate					
6712	Vehicles	-	\$ -			-
6713	Equipment					
6714	Building/Structures					
6715	Office Equipment	-	\$ -			-
6716	Street Signs					
6717	Traffic Signals					
6730	Other					
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL COMMUNITY DEV	\$269,042	\$368,164	\$229,672	\$334,725	\$384,350

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
PERSONNEL			
194116111	Salary/Wages	\$118,388	\$137,693
194116112	FICA	\$8,641	\$11,000
194116113	Health Insurance	\$24,701	\$33,167
194116114	TMRS	\$12,114	\$13,274
194116115	Unemployment	\$432	\$810
194116116	Worker's Comp	\$274	\$2,252
194116117	Incentive/Longevity	\$162	\$184
194116118	Overtime	\$740	\$2,750
194116119	Education Incentive	\$6,854	\$6,100
Justification:	Salary	\$222,183	\$207,230

No Changes from previous year

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
SUPPLIES			
194116211	Office	2,328	1,750
Justification:	Storage Boxes, Indexes, Plan Files, Paper - Printer, Copy, Code / Animal Enforcement Forms, Ink		

Slight increase - Based on anticipated expenditures.

194116215	Postage	2,280	2,500
Justification:	Violation Notifications/Certified Fees		

Based on actual usage. According to City Ordinance and State Laws, notifications have to be sent to each property owner, occupant and lien holder for violations on a property located within the city limits. The same requirements apply to junk vehicle notifications. Most properties and vehicles have multiple individuals to notify. Notifications are sent certified with return receipt and regular mail to all assumed violators.

194116217	Fuel	2,647	4,500
Justification:	Inspections, Code Observations, Animal Control, Usage		

Based on actual usage and Increased inspections.

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
SUPPLIES CONTINUED:			
194116218	Tools/Supplies	397	500

Justification:

slight increase - Building Department Tools, Animal Control Supplies, Traps, catch poles, gloves; Cat & Dog food for traps, chemical restraint and associated equipment

194116221	Animal Control	995	1,500
-----------	----------------	-----	-------

Justification: Animal control tranquilizer medicine, dog food, and other ACO supplies.

No Change - based on predicted actual usage.

MAINTENANCE:

194116311	Vehicles	1,518	3,500
-----------	----------	-------	-------

Justification: Increase - Maintenance based on actual expences Oil Changes, Freon, Battery, Tires, Brakes, Misc Up-keep. Provided no major repairs or

194116318	Office Equipment	13,214	9,500
-----------	------------------	--------	-------

Justification: Maintenance for all office equipment, software, and program support.

Slight increase - This figure includes building department software and GIS yearly recurring support contract.

194116319	Radios/Cell Phone	1,513	1,500
-----------	-------------------	-------	-------

Justification: Cell phone usage fees based on actual usage

MISCELLANEOUS/SUNDRY

194116411	Association Dues	1,680	1,500
-----------	------------------	-------	-------

Justification: BOAT, CEAT, ICC, TDSHS, TEHA, TACA, APHCC
 Building Official Association of Texas; Code Enforcement Association of Texas; International Code Council; Texas State Dept. of Health Services; Texas Environmental Health Association; Texas Animal Control Association; Association of Plumbing, Heating, and Cooling Contractors; License renewals.

**MISCELLANEOUS/SUN
DRY CONTINUED**

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194116412	Meetings/Conferences	4,272	5,000

Building Official Conference; Building Inspection related certifications; Associated Continuing Education as outlined by certification requirements. *Additional certifications required*

194116413	Insurance	2,220	2,800
-----------	-----------	-------	-------

Justification: Auto Insurance

Based on actual expected cost for two vehicles as required by State law.

194116415	Uniforms	1,800	1,200
-----------	----------	-------	-------

Justification: City Related Apparel (Code Enforcement/Inspections/ACO)

slight increase based on actual expenditures.

194116420	Cleaning Allowance	263	420
-----------	--------------------	-----	-----

Justification: Cleaning of uniforms

No change based on actual expenditures.

194116417	Legal Notices	0	1,500
-----------	---------------	---	-------

Justification: Substandard Notices, Condemnation Notices, Demo Bids

Based on actual expenditures. According to State Law public notices for substandard buildings, commission meetings and commission findings have to be advertised in a local circulation in order to maintain compliance.



CONTRACT SERVICES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194116512	Engineering	9,856	30,000
Justification:	Slight increase - City Engineer site reviews, map preparation, Projected increase based on proposed new development. A percentage of these costs are recovered through permit fees.		
194116516	Interlocal Government	100,000	100,000
Justification:	Animal shelter expenses; Animal control activities. Projected decrease based on actual expenses		
194116517	Plan Review / Insp Services	14,126	5,000
Justification:	Increase due to new residential growth and expected use of plan review and inspection services.		
194116519	Demolition / Clean-Up	0	3,000
Justification:	Slight decrease. Requested amount will cover the cost of substandard structure removals, and mitigation of ordinance violations. Cost incurred in this category will be returned via liens, owner reimbursement and/or property sale.		

UTILITIES

194116612	Telephone	1,316	1,200
Justification:	No change, based on actual expenditures.		

CITY OF WILLIS BUDGET FY 2019-20
Operation and Maintenance
Police Department Summary Page

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6100	Personnel	\$ 1,282,838	\$ 1,515,541	\$ 955,090	\$ 1,440,789	\$ 1,575,661
6200	Supplies	\$ 64,667	\$ 104,968	\$ 40,027	\$ 68,864	\$ 105,818
6300	Maintenance	\$ 91,176	\$ 108,759	\$ 69,470	\$ 108,855	\$ 105,584
6400	Misc. & Sundry	\$ 115,583	\$ 98,409	\$ 79,347	\$ 95,772	\$ 106,663
6500	Contract Services	\$ 5,119	\$ 6,380	\$ 4,769	\$ 7,087	\$ 8,011
6600	Utilities	\$ 13,312	\$ 15,000	\$ 8,589	\$ 12,440	\$ 15,000
6700	Capital Outlay	\$ 188,027	\$ -	\$ 870	\$ 870	\$ 109,000
	TOTAL POLICE	\$ 1,760,721	\$ 1,849,057	\$ 1,158,162	\$ 1,734,677	\$ 2,025,737

CITY OF WILLIS BUDGET FY 2019-20
Police Department
Support

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
19401						
6100	Personnel					
6111	Salary/Wages	147,327	147,330	99,625	151,750	155,311
6112	FICA	11,908	12,085	7,734	12,085	12,996
6113	Health Insurance	26,570	31,502	14,940	22,410	31,367
6114	TMRS	16,754	16,002	10,883	16,324	16,377
6115	Unemployment	490	405	57	405	540
6116	Worker's Comp	2,648	3,104	2,751	2,751	3,075
6117	Longevity	1,276	1,420	1,420	1,420	1,376
6119	Overtime					
6119	Education	4,800	4,800	3,139	4,800	4,800
6120	Auto Allowances	8,400	8,400	5,600	8,400	8,400
	Total Personnel	\$ 220,172	\$ 225,048	\$ 146,149	\$ 220,345	\$ 234,243
6200	Supplies					
6211	Office	7,150	7,500	7,142	8,500	8,500
6212	Computer	-	1,300	412	1,000	1,300
6213	Medical	-				
6214	Chemical	-				
6215	Postage	2,307	3,500	1,581	2,400	3,500
6216	Signs					
6217	Fuel					
6220	Firearms & Ammunition	4,764	10,225	50	8,000	10,225
6230	Other - See Justification page	739	1,948	183	683	1,948
	Total Supplies	\$ 14,959	\$ 24,473	\$ 9,368	\$ 20,583	\$ 25,473

CITY OF WILLIS BUDGET FY 2019-20

Police Department

Support

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6300	Maintenance					
6311	Vehicles					
6312	Pumps/Motors					
6313	Buildings/Structures	20,040	17,604	9,498	15,247	18,774
6314	Streets/Sidewalks					
6315	Drainage Ditches					
6316	Utility Lines					
6317	Equipment	1,328	3,086	1,200	3,086	3,086
6318	Office Equipment	18,913	32,387	25,183	37,000	28,042
6319	Radios/Cell Phones		1,497	85	497	1,497
6320	Signs					
6321	Parks					
6330	Other - See Justification page					
	Total Maintenance	\$ 40,281	\$ 54,574	\$ 35,966	\$ 55,830	\$ 51,399
6400	Miscellaneous/Sundry					
6411	Association Dues	1,942	1,577	1,453	1,577	1,617
6412	Meetings/Conferences	1,152	3,000	4,472	4,500	5,000
6413	Insurance	22,846	23,989	28,755	28,755	30,193
6414	Elections	-	-			
6415	Uniforms	1,777	750	1,651	1,651	750
6416	Rentals	-				
6420	Cleaning Allowance	1,260	1,260	525	1,260	1,260
6421	K9 Program	123				
6422	Crime Prevention	206	5,000	572	572	5,000
6423	Security/Emergency Mgmt	9,087	9,924	6,879	9,000	9,924
6430	Other - See Justification	4,172	2,311	563	1,000	2,311
	Total Miscellaneous/Sundry	\$ 42,566	\$ 47,811	\$ 44,870	\$ 48,315	\$ 56,055

CITY OF WILLIS BUDGET FY 2019-20

Police Department

Support

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6500	Contract Services					
6511	Legal	50	50			
6512	Engineering	330	-			
6513	Consultants		-			
6515	Auditing		-			
6516	Interlocal Government	4,739	5,970	4,609	6,727	7,651
6518	Architect					
6530	Other - See Justification page					
	Total Contract Services	\$ 5,119	\$ 6,020	\$ 4,609	\$ 6,727	\$ 7,651
6600	Utilities					
6611	Electric	5,866	7,000	2,917	5,000	7,000
6612	Telephone	7,446	8,000	5,672	7,440	8,000
6530	Other - See Justification page					
	Total Utilities	\$ 13,312	\$ 15,000	\$ 8,589	\$ 12,440	\$ 15,000
6700	Capital Outlay					
6711	Real Estate					
6712	Vehicles					
6713	Equipment	112,037	-			
6714	Building/Structures		-	-	-	-
6715	Office Equipment		-	130	130	-
6716	Street Signs					
6717	Traffic Signals					
6730	Other - See Justification page		-	-	-	
	Total Capital Outlay	\$ 112,037	\$ -	\$ 130	\$ 130	\$ -
	TOTAL POLICE SUPPORT	\$ 448,445	\$ 372,926	\$ 249,681	\$ 364,370	\$ 389,821

CITY OF WILLIS BUDGET FY 2019-20
Police Department Justification
Support

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
PERSONNEL			
194516111	Salary/Wages	151,750	155,311
194516112	FICA	12,085	12,996
194516113	Health Insurance	22,410	31,367
194516114	TMRS	16,324	16,377
194516115	Unemployment	405	540
194516116	Worker's Comp	2,751	3,075
194516117	Incentive/Longevity	1,420	1,376
194516119	Education	4,800	4,800
194516120	Auto Allowance	8,400	8,400

Justification: Salary & Wages for 1 Chief, 1 Secretary, & 1 Clerk

Supplies

194516211	Office	8,500	8,500
Justification:	Computer paper, copy paper, printing, books, videotapes, batteries, pens, pencils, map pins, maps, toner cartridges, etc. Increase requested to cover costs for battery backups for computers, higher costs for color printer toner cartridges, more printing due to employee turnover, written testing for applicants, thermal labels for bar coding on		
194516212	Computer	1,000	1,300
Justification:	CDs, DVDs, floppy disks, cables, etc. Increase due to DVDs needed to archive digital mobile data.		
194516214	Chemical	0	0
Justification:	Pepper Spray. This amount was moved to Patrol budget.		
194516215	Postage	2,400	3,500
Justification:	Postage and delivery charges for Police Department.		
194516217	Fuel	-	-
Justification:			
194516220	Firearms & Ammunition	8,000	10,225
Justification:	50 rounds of duty pistol and duty rifle ammunition per officer for qualification = approximately \$1,351. 300 rounds of pistol and 200 rounds of rifle ammunition per officer for practice/training = approximately \$8,904.		
194516230	Other	683	1,948
Justification:	Targets, miscellaneous supplies, and range fees of \$15.00 per officer per day.		

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Maintenance 194516313	Buildings/Structures	15,247	18,774
Justification:	Cintas Services at \$3,600 per year; cleaning services at \$6,000 per year; repairs of building \$2,956; HVAC contract \$200 per year; fire extinguisher service \$518; Pest control services at \$300 per year. Data-Link property room alarm at \$300/year. Strip and wax at \$2,000 each x 2 = \$4,000; Buff at \$450 each x 2 = \$900. Net increase of \$1,130.		
194516317	Equipment	3,086	3,086
Justification:	For generator maintenance agreement for two generators (acquired second from military surplus program Spring 2015). Generac at \$586 + load test at \$500; military generator at \$1,395 + load test at \$605.		
194516318	Office Equipment	37,000	28,042
Justification:	Copier maintenance agreement is \$1,490/yr; IT support services @\$320/Month =\$3840; computer repairs or replacements estimated at \$3,000; support for ticket writers \$1,136; support for the mobile digital backend, body cameras, and digital mobile units \$\$4,699. Interact read-only \$1,460; Sonic Wall maintenance \$293, IACP Net access fee \$525/yr., hosted Exchange \$870/yr.; \$5,729 for maintenance for Evidence and Crash modules; Repairs not covered under warranty or maintenance agreement \$5,000. Decrease of \$10,074 due to stable billing of IT support, changing RMS from Interact to Spillman, and		
194516319	Radios/Cell Phones	497	1,497
Justification	\$1,000 for repair of base, handheld, and vehicle-mounted radios; 1 air card at \$41.36/month x 12 months = \$497.		
194516330	Other	0	0
Justification			

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
194516411	Miscellaneous/Sundry association dues	1,577	1,617
Justification:	Texas Police Association \$35/yr.; Lions Club \$720/yr.; Texas Police Chief's Association. \$254/yr.; National Association of Chiefs of Police \$70/yr.; Association of Public Safety Communication Officials \$92/yr. International Association of Chiefs of Police up \$40 to \$190/yr. Leadership Command College Association \$20/yr; Leadership Montgomery County Alumni Association \$30/yr; National Association of Town Watch \$35/yr.; East Central Texas Police Chiefs Association \$51; newspaper subscription \$120.		
194016412	meetings/conferences	4,500	5,000
Justification:	Training, meetings, and conferences for Chief, Secretary and Clerk, including hosting 2 meeting per year of the Montgomery County Law Enforcement Executives.		
194516413	insurance	28,755	30,193
Justification:	Various insurance coverages (vehicle, building, notary bonds, etc.) for the police department. Increase in insurance rates. New detective decision package approved by council - insurance due to vehicle.		
194516415	Uniforms	1,651	750
Justification:	Uniforms for 1 Chief, 1 Secretary, and 1 Clerk		
194516420	Cleaning Allowance	1,260	1,260
Justification:	Cleaning allowance for 1 Chief, 1 Secretary and 1 Clerk		
194516421	K9 Program	-	-
Justification:			
194516422	Crime Prevention	572	5,000
Justification:			
194516423	Security/Emergency Mg.	9,000	9,924
Justification	CodeRed \$4650/yr, genreator fuel \$1,580, EOC Server \$3,626 (283.45/month x 12 months = \$3,401 for Internet connection, plus \$293/year maintenance for Sonic Wall firewall device).		
194516430	Other	1,000	2,311
Justification	Water (\$80/month x 12 months) = \$960; Employee drug testing = \$500; other = \$851		

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Contract Services			
194516513	Consultant	0	0
Justification:			
194516516	Interlocal Government	6,727	7,651
Justification:	TCLEDDS at \$400; Montgomery County Interagency Connectivity \$90/yr./air card x 14 air cards = \$1,260; Montgomery County Radio System fees for 34 radios x \$90/yr. = \$3,060. UPN token security device annual maintenance fee of \$132.12 x 20 devices = \$2,642; VPN Maintenance fee for 17 devices = \$149/yr.; Mobile computer antivirus maintenance for		
194516530	Other	0	0
Justification:			
		0	0
	UTILITIES		
194516611	electric	5,000	7,000
Justification:	Electricity for police department		
194516612	telephone	7,440	8,000
Justification:	Telephone service and internet provider for police department. Verizon is \$65/mo (\$780/yr) for analog line. Phone and ISP through Suddenlink is approximately \$551 month (\$6,612/yr).		
	CAPITAL OUTLAY		
194516713	Equipment	-	-
Justification:			
194516714	Building/Structures	-	-
Justification:			
194516715	Office Equipment	130	-
Justification:			

CITY OF WILLIS BUDGET FY 2019-20

Police Department

Criminal Investigation

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
19452						
6100	Personnel					
6111	Salary/Wages	72,845	149,361	98,652	153,842	158,455
6112	FICA	5,935	12,615	8,004	12,614	12,979
6113	Health Insurance	21,407	32,702	20,037	32,702	26,567
6114	TMRS	8,281	16,705	10,916	16,704	16,355
6115	Unemployment	361	405	27	405	540
6116	Worker's Comp	4,603	5,377	7,878	7,878	4,911
6117	Longevity	1,316	1,460	1,460	1,460	1,600
6119	Education	5,954	9,600	6,138	10,000	9,600
6120	Auto Allowances		-			-
	Total Personnel	\$ 120,702	\$ 228,225	\$ 153,112	\$ 235,605	\$ 231,006
6200	Supplies					
6211	Office					
6212	Computer					
6213	Medical					
6214	Chemical	39	645	828	828	645
6215	Postage	41				
6216	Signs					
6217	Fuel	5,549	9,936	3,454	5,181	9,936
6220	Narcotics Fund	6,590	7,000	3,200	7,000	7,000
6224	Investigative Purposes	4,295	5,164	329	1,000	5,164
	Total Supplies	\$ 16,513	\$ 22,745	\$ 7,811	\$ 14,009	\$ 22,745

CITY OF WILLIS BUDGET FY 2019-20

Police Department

Criminal Investigation

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6300	Maintenance					
6311	Vehicles					
6312	Pumps/Motors					
6313	Buildings/Structures					
6314	Streets/Sidewalks					
6315	Drainage Ditches					
6316	Utility Lines					
6317	Equipment	-		-	-	
6318	Office Equipment			-	-	
6319	Radios/Cell Phones	3,188	5,350	2,253	5,350	5,350
6320	Signs					
6321	Parks					
6330	Other					
	Total Maintenance	\$ 3,188	\$ 5,350	\$ 2,253	\$ 5,350	\$ 5,350
6400	Miscellaneous/Sundry					
6411	Association Dues	150	105	115	115	115
6412	Meetings/Conferences	4,256	3,500	3,224	3,500	3,500
6413	Insurance		-			
6414	Elections		-			
6415	Uniforms	3,219	1,000	636	800	1,000
6416	Vehicle Rentals	26,000	24,300	14,592	21,888	24,300
6420	Cleaning Allowance	595	1,260	630	1,260	1,260
6430	Other - See Justification	400				
	Total Miscellaneous/Sundry	\$ 34,620	\$ 30,165	\$ 19,197	\$ 27,563	\$ 30,175

CITY OF WILLIS BUDGET FY 2019-20

Police Department

Criminal Investigation

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6500	Contract Services					
6511	Legal					
6512	Engineering		-			
6513	Consultants		-			
6515	Auditing		-			
6516	Interlocal Government					
6518	Architect					
6530	Other		360	160	360	360
	Total Contract Services	\$ -	\$ 360	\$ 160	\$ 360	\$ 360
6600	Utilities					
6611	Electric					
6612	Telephone					
6530	Other					
	Total Utilities	\$ -	\$ -	\$ -	\$ -	\$ -

6700	Capital Outlay					
6711	Real Estate					
6712	Vehicles					
6713	Equipment	4,401	-	101	101	
6714	Building/Structures		-	-	-	-
6715	Office Equipment		-	-		-
6716	Street Signs					
6717	Traffic Signals					
6730	Other		-	-	-	
	Total Capital Outlay	\$ 4,401	\$ -	\$ 101	\$ 101	\$ -
	TOTAL POLICE CRIMINAL	\$ 179,424	\$ 286,845	\$ 182,634	\$ 282,988	\$ 289,636

**CITY OF WILLIS BUDGET FY 2019-20
Police Department Justification**

Criminal Investigations

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
PERSONNEL			
194526111	Salary/Wages	153,842	158,455
194526112	FICA	12,614	12,979
194526113	Health Insurance	32,702	26,567
194526114	TMRS	16,704	16,355
194526115	Unemployment	405	540
194526116	Worker's Comp	7,878	4,911
194526117	Incentive/Longevity	1,460	1,600
194526119	Education	10,000	9,600
194526120	Auto Allowance	0	0

Justification:

Supplies

194526211	Office	0	0
-----------	---------------	---	---

Justification:

194526212	Computer	0	0
-----------	-----------------	---	---

Justification:

194526214	Chemical	828	645
-----------	-----------------	-----	-----

Justification:

194526215	Postage	-	-
-----------	----------------	---	---

Justification:

194526217	Fuel	5,181	9,936
-----------	-------------	-------	-------

Justification:

194526220	Narcotics Fund	7,000	7,000
-----------	-----------------------	-------	-------

Justification:

194526224	Investigative Purposes	1,000	5,164
-----------	-------------------------------	-------	-------

Justification:

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Maintenance 194526311	Vehicles	0	0
Justification:	Maintenance no longer needed due to approval of rental vehicles.		
194526317	Equipment	0	0
Justification:			
194526318	Office Equipment	-	-
Justification:			
194526319	Radios/Cell Phones	5,350	5,350
Justification	3 cell phones for \$43.18 ea./month x 12 months = \$1,555; 3 air cards for CID computers @ \$41.36 ea. x 12 months = \$1,489; photo texting function for 3 cell phones at \$5.00 per month x 12 months = \$180; \$686 for radio repair; \$1,440 for 3 iPhone data plans.		
194526330	Other	0	0
Justification			

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Miscellaneous/Sundry			
194526411	association dues	115	115
Justification:	Texas Police Association dues for 2 Detectives and 1 Narcotics Investigator.		
194526412	meetings/conferences	3,500	3,500
Justification:	Training courses, meetings, and conferences for 2 Detectives and 1 Narcotics Investigator.		
194526415	Uniforms	800	1,000
Justification:	Uniforms and other clothing items for 2 Detectives and 1 Narcotics Investigator.		
194526416	Vehicle Rentals	21,888	24,300
Justification:	Rental vehicles for 2 Detectives and 1 Narcotics Investigator - 3 at \$675/month x 12/months.		
194526420	Cleaning Allowance	1,260	1,260
Justification:	Reimbursement for cleaning of uniforms for 2 Detectives and 1 Narcotics Investigator.		
194526421	K9 Program		
Justification:			
194526424	Investigative Purposes		
Justification:			
194526423	Security/Emergency Mg.		
Justification			
194526430	Other	0	0
Justification			

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Contract Services			
194526513	Consultant	0	0
Justification:			
194526516	Interlocal Government	0	0
Justification:			
194526530	Other	360	360
Justification:	\$360 budgeted for EZ Tag fees to avoid fines during surveillance that requires traveling on toll roads.		
	UTILITIES		
194526611	electric	0	0
Justification:	Electricity for police department		
194526612	telephone	0	0
Justification:			
	CAPITAL OUTLAY		
194526712	Vehicles	-	-
Justification:			
194526713	Equipment	101	-
Justification:			
194526715	Office Equipment	-	-
Justification:			

CITY OF WILLIS BUDGET FY 2019-20
Police Department

Patrol

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
19453						
6100	Personnel					
6111	Salary/Wages	663,014	700,870	434,800	664,950	742,033
6112	FICA	51,635	57,284	33,320	49,980	61,047
6113	Health Insurance	96,394	153,886	96,087	144,130	148,380
6114	TMRS	72,404	75,855	46,996	70,494	76,927
6115	Unemployment	2,339	1,890	663	1,890	2,967
6116	Worker's Comp	20,066	24,418	21,643	21,643	23,098
6117	Longevity	3,476	2,916	2,952	2,952	3,612
6118	Overtime	6,468	22,349	2,476	6,000	22,349
6119	Education	26,169	22,800	16,892	22,800	30,000
6120	Auto Allowances		-			-
	Total Personnel	\$ 941,964	\$1,062,268	\$ 655,829	\$ 984,839	\$1,110,412
6200	Supplies					
6211	Office	306				
6212	Computer					
6213	Medical					
6214	Chemical		150			
6215	Postage					
6216	Signs					
6217	Fuel	32,889	57,600	22,848	34,272	57,600
6220	Narcotics Fund		-			
6224	Investigative Purposes		-			
	Total Supplies	\$ 33,194	\$ 57,750	\$ 22,848	\$ 34,272	\$ 57,600

CITY OF WILLIS BUDGET FY 2019-20
Police Department
Patrol

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6300	Maintenance					
6311	Vehicles	35,187	\$ 34,060	21,949	32,923	\$ 34,060
6312	Pumps/Motors					
6313	Buildings/Structures					
6314	Streets/Sidewalks					
6315	Drainage Ditches					
6316	Utility Lines					
6317	Equipment	-		-	-	
6318	Office Equipment	213		317	317	
6319	Radios/Cell Phones	12,307	14,775	8,985	14,435	14,775
6320	Signs					
6321	Parks					
6330	Other - See Justification					
	Total Maintenance	\$ 47,707	\$ 48,835	\$ 31,251	\$ 47,675	\$ 48,835
6400	Miscellaneous/Sundry					
6411	Association Dues	530	490	450	490	490
6412	Meetings/Conferences	5,535	6,563	8,629	8,629	6,563
6413	Insurance	2,000	-			
6414	Elections		-			
6415	Uniforms	24,837	7,500	3,471	5,000	7,500
6416	Vehicle Rentals		-			
6420	Cleaning Allowance	5,495	5,880	2,730	5,775	5,880
6421	K9 Program	-				
6422	Crime Prevention					
6423	Security/Emergency Mgmt					
6430	Other - See Justification					
	Total Miscellaneous/Sund	\$ 38,397	\$ 20,433	\$ 15,280	\$ 19,894	\$ 20,433

CITY OF WILLIS BUDGET FY 2019-20

Police Department

Patrol

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-19	Request 2019-2020
6500	Contract Services					
6511	Legal					
6512	Engineering		-			
6513	Consultants		-			
6515	Auditing		-			
6516	Interlocal Government					
6518	Architect					
6530	Other		-			
	Total Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -
6600	Utilities					
6611	Electric					
6612	Telephone					
6530	Other					
	Total Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
6700	Capital Outlay					
6711	Real Estate					
6712	Vehicles	18,214				109,000
6713	Equipment	53,375	-			
6714	Building/Structures		-	-	-	-
6715	Office Equipment		-	639	639	-
6716	Street Signs					
6717	Traffic Signals					
6730	Other		-	-	-	
	Total Capital Outlay	\$ 71,590	\$ -	\$ 639	\$ 639	\$ 109,000
	TOTAL POLICE PATROL	\$ 1,132,852	\$ 1,189,286	\$ 725,847	\$ 1,087,319	\$ 1,346,280

**CITY OF WILLIS BUDGET FY 2019-20
Police Department Justification**

Patrol

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
	PERSONNEL		
194536111	Salary/Wages	664,950	742,033
194536112	FICA	49,980	61,047
194536113	Health Insurance	144,130	148,380
194536114	TMRS	70,494	76,927
194536115	Unemployment	1,890	2,967
194536116	Worker's Comp	21,643	23,098
194536117	Incentive/Longevity	2,952	3,612
194536118	Overtime	6,000	22,349
194536119	Education	22,800	30,000
194536120	Auto Allowance	0	0

Justification:

Salaries and wages for 1 Lieutenant, 2 Sergeants, and 11 Officers. Increase due to full annual salary of new officer position that became effective 07-01-2018. Self funding of the STEP-Wave program at \$12,199 deleted due to funding of STEP grant; \$10,150 to pay overtime for services at special events throughout the year, such as Juneteenth, Independence Day, Homecoming Parade, food distributions, and Christmas Parade and Festival so officers are paid instead of having to take time off from regular duties to use up earned compensatory time at rate of 1.5 hours earned for each hour worked at an

Supplies

194536211	Office	0	0
-----------	---------------	---	---

Justification:

194536212	Computer	0	0
-----------	-----------------	---	---

Justification:

194536214	Chemical	0	0
-----------	-----------------	---	---

Justification:

194536215	Postage	-	-
-----------	----------------	---	---

Justiciation:

194536217	Fuel	34,272	57,600
-----------	-------------	--------	--------

Justification:

Fuel for 11 police cars with approximate usage of 1,200 gallons per month x 12 months = 14,400 gallons per year x \$4/gallon throughout the year.

194536219	Narcotics Fund	-	-
-----------	-----------------------	---	---

Justification:

194536224	Investigative Purposes	0	0
-----------	-------------------------------	---	---

Justification:

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Maintenance 194536311	Vehicles	32,923	34,060
Justification:	Maintenance of 12 police vehicles: 1 - 2009 Crown Victoria Patrol Car, 3 - 2012 Chevy Tahoes , 2 - 2013 Chevy Tahoes, 1 - 2014 Chevy Tahoes, 2 - 2015 Chevy Tahoes, 1 - 2016 Chevy Tahoe, 1 - 2017 Tahoe, and 1 - 2018 Chevy Tahoe. The Crown Vic is used as a shuttle car for when other vehicles must be left at the shop in Conroe. Service work on the cars and the various pieces of equipment is performed by professionals instead of a talented officer or two due to complexity of equipment, and lack of time by officers.		
194536317	Equipment	0	0
Justification:			
194536318	Office Equipment	317	-
Justification:			
194536319	Radios/Cell Phones	14,435	14,775
Justification	Cell phones for 3 supervisors and 11 Officers x \$43.18/month x 12 months = \$7,255; photo texting function for 3 cell phones for supervisors at \$5.00 per month x 12 months = \$180.00. 11 air cards x \$41.36 each x 12 months = \$5,460. \$960/yr for 2 iPhones data plans. \$920 for radio repairs. Change due to new officer position that became effective 07-01-2018.		
194536330	Other	0	0
Justification			

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Miscellaneous/Sundry			
194536411	association dues	490	490
Justification:	Texas Police Association dues for 1 Lieutenant, 2 Sergeants, and 11 Officers. Change due to new officer position that became effective 07-01-2018.		
194536412	meetings/conferences	8,629	6,563
Justification:	Training courses, meetings and conferences for 1 Lieutenant, 2 Sergeants, and 11 Officers.		
194536415	Uniforms	5,000	7,500
Justification:	Uniforms, coats, ties, raincoats, etc. for 1 Lieutenant, 2 Sergeants, and 11 Officers.		
194536416	Vehicle Rentals	0	0
Justification:			
194536420	Cleaning Allowance	5,775	5,880
Justification:	Reimbursement for cleaning of uniforms for 1 Lieutenant, 2 Sergeants & 11 Officers. Increase due to new officer position that became effective 07-01-2018.		
194536421	K9 Program	-	-
Justification:			
194536422	Crime Prevention	-	-
Justification:			
194536423	Security/Emergency Mg.	0	0
Justification			
194536430	Other	0	0
Justification			

Acct. No.	Account Name	Projected FY 18-19	Request FY 19-20
Contract Services			
194536513	Consultant	0	0
Justification:			
194536516	Interlocal Government	0	0
Justification:			
194536530	Other	0	0
Justification:			
UTILITIES			
194536611	electric	0	0
Justification:			
194536612	telephone	0	0
Justification:			
CAPITAL OUTLAY			
194536712	Vehicles	-	109,000
Justification:	Two new police patrol vehicles with equipment. The vehicles to be replaced are 2012 Tahoe with 72,509 and 2013 Tahoe with 75,598. These vehicles are the most expensive units due to their history of repairs.		
194536714	Building/Structures	-	-
Justification:			
194536715	Office Equipment	639	-
Justification:			

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance
Court

No.	Category	Actual	Budgeted	8 Mo Exp.	Projected	Request
19491		2017-2018	2018-19	2018-19	2018-19	2019-2020
6100	Personnel	\$68,203.68	\$ 70,918.75	\$ 47,140.18	\$ 70,710.27	\$ 73,425.31
6200	Supplies	\$3,365.47	\$9,700.00	\$ 2,957.06	\$ 4,435.59	\$7,700.00
6300	Maintenance	\$6,591.77	\$ 6,414.00	\$ 2,986.63	\$ 6,414.00	\$ 6,200.00
6400	Miscellaneous/Sundry	\$2,029.75	\$ 4,886.00	\$ 325.97	\$ 4,886.00	\$ 4,886.00
6500	Contract Services	\$21,570.00	\$ 21,470.00	\$ 13,830.00	\$ 21,470.00	\$ 21,470.00
6600	Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6700	Capital Outlay	\$0.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
	TOTAL COURT	\$101,760.67	\$115,388.75	\$67,239.84	\$109,915.86	\$ 115,681.31

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance
Court

No.	Category	Actual 2017-2018	Budgeted 2018-19	8 Mo Exp. 2018-19	Projected 2018-19	Request 2019-2020
19491	Personnel					
6111	Salary/Wages	\$ 45,539.26	\$ 46,450.17	\$ 30,371.18	\$ 45,557	\$ 49,279
6112	FICA	\$ 3,491.99	\$ 3,828.84	\$ 2,292.24	\$ 3,438	\$ 3,819
6113	Health Insurance	\$ 9,945.78	\$ 10,855.68	\$ 7,807.51	\$ 11,711	\$ 10,856
6114	TMRS	\$ 4,945.61	\$ 5,160.17	\$ 3,416.39	\$ 5,125	\$ 4,813
6115	Unemployment	\$ 9.00	\$ 270.00	\$ 162.00	\$ 243	\$ 270
6116	Worker's Comp	\$ 128.08	\$ 165.89	\$ 149.04	\$ 224	\$ 145
6117	Incentive/Longevity	\$ 544.00	\$ 588.00	\$ 588.00	\$ 882	\$ 644
6119	Education Incentive	\$ 3,599.96	\$ 3,600.00	\$ 2,353.82	\$ 3,531	\$ 3,600
	Total Personnel	\$ 68,203.68	\$ 70,918.75	\$ 47,140.18	\$ 70,710	\$ 73,425
	Supplies					
6211	Office	\$ 1,200.44	\$ 1,700.00	\$ 1,104.99	\$ 1,657	\$ 1,700
6212	Computer				\$ -	
6213	Medical				\$ -	
6214	Chemical				\$ -	
6215	Postage	\$ 2,165.03	\$ 8,000.00	\$ 1,852.07	\$ 2,778	\$ 6,000
6216	Signs				\$ -	
6217	Fuel				\$ -	
6230	Other				\$ -	
	Total Supplies	\$ 3,365.47	\$ 9,700.00	\$ 2,957.06	\$ 4,435.6	\$ 7,700
6300	Maintenance					
6311	Vehicles					
6312	Pumps/Motors					
6313	Buildings/Structures					
6314	Streets/Sidewalks					
6315	Drainage Ditches					
6316	Utility Lines					
6317	Equipment					
6318	Office Equipment	\$ 6,591.77	\$ 6,200.00	\$ 2,876.63	\$ 6,200.00	\$ 6,200.00
6319	Radios/Cell Phones					
6320	Signs					
6321	Parks					
6330	Other		\$ 214.00	\$ 110.00	\$ 214.00	
	Total Maintenance	\$ 6,591.77	\$ 6,414.00	\$ 2,986.63	\$ 6,414.00	\$ 6,200.00

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance
Court

No.	Category	Actual 2017-2018	Budgeted 2018-19	8 Mo Exp. 2018-19	Projected 2018-19	Request 2019-2020
6400	Miscellaneous/Sundry					
6411	Association Dues	\$ 115.00	\$ 600.00	\$ 40.00	\$ 600.00	\$ 600.00
6412	Meetings/Conferences	\$ 1,524.75	\$ 3,626.00	\$ 285.97	\$ 3,626.00	\$ 3,626.00
6413	Insurance					
6414	Elections					
6415	Uniforms					
6416	Rentals					
6417	Legal Notices					
6430	Payment of Jurors	\$ 390.00	\$ 660.00	\$ -	\$ 660.00	\$ 660.00
	Total Miscellaneous/Sundry	\$ 2,029.75	\$ 4,886.00	\$ 325.97	\$ 4,886.00	\$ 4,886.00
6500	Contract Services					
6511	Legal	\$ 21,570.00	\$ 21,470.00	\$ 13,830.00	\$ 21,470.00	\$ 21,470.00
6512	Engineering					
6513	Consultants					
6514	Solid Waste					
6515	Auditing					
6516	Interlocal Government					
6530	Other					
	Total Contract Services	\$ 21,570.00	\$ 21,470.00	\$ 13,830.00	\$ 21,470.00	\$ 21,470.00
6600	Utilities					
6611	Electric					
6612	Telephone					
6630	Other					
	Total Utilities					\$ -

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance
Court

No.	Category	Actual 2017-2018	Budgeted 2018-19	8 Mo Exp. 2018-19	Projected 2018-19	Request 2019-2020
6700	Capital Outlay					
6711	Real Estate					
6712	Vehicles					
6713	Equipment					
6714	Building/Structures					
6715	Office Equipment	\$ -	\$ 2,000.00		\$ 2,000.00	\$ 2,000.00
6716	Street Signs					
6717	Traffic Signals					
6730	Other					
	Total Capital Outlay	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
	TOTAL COURT	\$ 101,760.67	\$ 115,388.75	\$ 67,239.84	\$ 109,915.86	\$ 115,681.31

CITY OF WILLIS BUDGET FY 2019-2020
Justification

Court

Acct. No.	Account Name	Projected 2018-19	Request 2019-2020
PERSONNEL			
194916111	Salary/Wages	\$ 45,557	\$ 49,279
194916112	FICA	\$ 3,438	\$ 3,819
194916113	Health Insurance	\$ 11,711	\$ 10,856
194916114	TMRS	\$ 5,125	\$ 4,813
194916115	Unemployment	\$ 243	\$ 270
194916116	Worker's Comp	\$ 224	\$ 145
194916117	Incentive/Longevity	\$ 882	\$ 644
194916119	Education Incentive	\$ 3,531	\$ 3,600

Justification:

Acct. No.	Account Name	Projected 2018-19	Request 2019-2020
SUPPLIES			
194916211	Office	\$ 1,657.49	\$ 1,700.00

Justification:

194916215	Postage	\$ 2,778.11	\$ 6,000.00
-----------	---------	-------------	-------------

Justification: postage increase due to SB 1913, cost of supplies and

Acct. No.	Account Name	Projected 2018-19	Request 2019-2020
MAINTENANCE			
194916318	Office Equipment	\$ 6,200.00	\$ 6,200.00

Justification: annual license fee for court software, ticketwriter maintenance & website, and Cymetrix Technologies

Acct. No.	Account Name	Projected 2018-19	Request 2019-2020
-----------	--------------	----------------------	----------------------

MISCELLANEOUS/SUNDRY

194916411 Association Dues \$ 600.00 \$ 600.00

Justification: Texas Municipal Courts Association / Texas Court Clerks Association, Surety Bond for Judge/Clerk & Random Drug Testing Fees

194916412 Meetings/Conferences \$ 3,626.00 \$ 3,626.00

Justification:

194916430 Other \$ 660.00 \$ 660.00

Justification: payment to jurors

Acct. No.	Account Name	Projected 2018-19	Request 2019-2020
	CONTRACT SERVICES		
194916511	Legal Services	\$ 21,470.00	\$ 21,470.00

Justification: Contract services of Municipal Judge and Prosecutor

Acct. No.	Account Name	Projected 2018-19	Request 2019-2020
	CAPITAL OUTLAY		
194916715	office equipment		\$ 2,000.00
194916713	equipment		

Justification:

194916730 other \$ - \$ -

Justification:

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance
Utility Billing

No.	Category	Actual 2017-18	Approved 2018-2019	8 mo 2018-19	Projected 2018-19	Request 2019-2020
794216100	Personnel	\$ 66,375	\$ 99,965	\$ 61,646	\$ 92,083	\$ 97,027
794216200	Supplies	\$ 680	\$ 1,250	\$ -	\$ 1,100	\$ 1,250
719421630	Maintenance	\$ 1,290	\$ 1,250	\$ 2	\$ 1,250	\$ 1,250
794216400	Miscellaneous/Sundry	\$ 1,626	\$ -	\$ -	\$ -	\$ -
794216500	Contract Services	\$ 39,781	\$ 36,300	\$ 25,456	\$ 38,276	\$ 41,500
794216600	Utilities	\$ -		\$ -	\$ -	
794216700	Capital Outlay	\$ -		\$ -		
	TOTAL ADMINISTRATION	\$ 109,751	\$ 138,765	\$ 87,104	\$ 132,709	\$ 141,027

CITY OF WILLIS BUDGET FY 2019-2020

Operation and Maintenance

Utility Billing

No.	Category	Actual 2017-18	Approved 2018-2019	8 mo 2018-19	Projected 2018-19	Request 2019-2020
794216100	Personnel					
794216111	Salary/Wages	48,425	65,879	41,720	62,579	67,700
794216112	FICA	3,585	5,084	2,999	4,498	5,228
794216113	Health Insurance	7,719	20,602	11,239	16,858	15,711
794216114	TMRS	5,089	6,733	4,353	6,530	6,588
794216115	Unemployment	248	270	163	245	360
794216116	Worker's Comp	192	213	189	189	194
794216117	Longevity	516	584	584	584	644
794216119	Education Incentive	0	0	0	-	0
794216120	Auto Allowance	600	600	400	600	600
	Total Personnel	\$ 66,375	\$ 99,965	\$ 61,646	\$ 92,083	\$ 97,027
794216200	Supplies					
794216211	Office	680	1,000	-	850	1,000
794216212	Computer					
794216213	Medical					
794216214	Chemical					
794216215	Postage	-	250	-	250	250
794216216	Signs					
794216217	Fuel					
794216230	Other					
	Total Supplies	\$ 680	\$ 1,250	\$ -	\$ 1,100	\$ 1,250

CITY OF WILLIS BUDGET FY 2019-2020

Operation and Maintenance

Utility Billing

No.	Category	Actual 2017-18	Approved 2018-2019	8 mo 2018-19	Projected 2018-19	Request 2019-2020
794216300	Maintenance					
794216311	Vehicles					
794216312	Pumps/Motors					
794216313	Buildings/Structures					
794216314	Streets/Sidewalks					
794216315	Drainage Ditches					
794216316	Utility Lines					
794216317	Equipment					
794216318	Office Equipment	1,290	1,250	2	1,250	1,250
794216319	Radios/Cell Phones	-		-		-
794216320	Signs					
794216321	Parks					
794216330	Other					
	Total Maintenance	\$ 1,290	\$ 1,250	\$ 2	\$ 1,250	\$ 1,250
794216400	Miscellaneous/Sundry					
794216411	Association Dues					
794216412	Meetings/Conferences					
794216413	Insurance					
794216414	Elections					
794216415	Uniforms					
794216416	Rentals					

CITY OF WILLIS BUDGET FY 2019-2020

Operation and Maintenance

Utility Billing

No.	Category	Actual 2017-18	Approved 2018-2019	8 mo 2018-19	Projected 2018-19	Request 2019-2020
794216417	Legal Notices		-			
794216430	Other	1,626	-			
	Total Misc./Sundry	\$ 1,626	\$ -	\$ -	\$ -	\$ -
794216500	Contract Services					
794216511	Legal	\$ 128	300	105	250	300
794216512	Engineering					
794216513	Consultants					
794216514	Solid Waste					
794216515	Auditing					
794216516	Interlocal Government					
794216523	Utility billing	31,976	36,000	25,351	38,026.14	41,200
194216530	Other	7676.5				
	Total Contract Services	\$ 39,781	\$ 36,300	\$ 25,456	\$ 38,276	\$ 41,500
794216600	Utilities					
794216611	Electric					
794216612	Telephone					
794216630	Other					
	Total Utilities	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF WILLIS BUDGET FY 2019-2020

Operation and Maintenance

Utility Billing

No.	Category	Actual 2017-18	Approved 2018-2019	8 mo 2018-19	Projected 2018-19	Request 2019-2020
794216700	Capital Outlay					
794216711	Real Estate					
794216712	Vehicles					
794216713	Equipment					
794216714	Building/Structures					
794216715	Office Equipment				-	-
794216716	Street Signs					
794216717	Traffic Signals					
794216730	Other					
	Total Capital Outlay					
	TOTAL UTILITY BILLING	\$ 109,751	\$ 138,765	\$ 87,104	\$ 132,709	\$ 141,027

City of Willis - Budget FY 2019-2020

Accounts Justification Utility Billing

Acct. No.	Account Name	Budget FY 18-19	Request FY 19-20
PERSONNEL			
794216111	Salary/Wages	65,879	67,700
794216112	FICA	5,084	5,228
794216113	Health Insurance	20,602	15,711
794216114	TMRS	6,733	6,588
794216115	Unemployment	270	360
794216116	Worker's Comp	213	194
794216117	Incentive/Longevity	584	644
794216119	Education Incentive	0	-
794216120	Auto Allowance	600	600

Justification: Lisa Toliver and

Acct. No.	Account Name	Budget FY 18-19	Request FY 19-20
SUPPLIES			
794216211	Office	1,000	1,000

Justification: storage boxes, indexes, ribbons-typewriter printer cash drawer, paper-printer copy

Acct. No.	Account Name	Budget FY 18-19	Request FY 19-20
SUPPLIES			
794216215	Postage	250	250

Justification: postage

Acct. No.	Account Name	Budget FY 18-19	Request FY 19-20
MAINTENANCE			
794216318	Office Equipment	1,250	1,250

Justification: computers, receipt printers, etc

Acct. No.	Account Name	Budget FY 18-19	Request FY 19-20
CONTRACT SERVICES			
794216517	utility billing	33,000	41,200

Justification: billing and mailing of utility bills; monthly online access for payments and viewing of account

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance Water Division-Water Production

No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794316100	Personnel					
794316111	Salary/Wages	52,800	84,741	34,677	55,606	84,932
794316112	FICA	4,125	6,717	2,642	4,500	6,731
794316113	Health Insurance	11,231	18,541	8,433	17,515	22,711
794316114	TMRS	6,000	8,894	3,909	7,000	8,487
794316115	Unemployment	318	235	74	235	313
794316116	Worker's Comp	2,869	3,569	3,082	3,500	3,175
794316117	Incentive/Longevity	928	1,039	440	1,060	357
794316118	OverTime	2,939	2,815	1,876	3,045	2,793
794316119	Education Incentive	1,851	3,057	1,356	3,000	3,051
794316120	Vehicle Allowance	0	0	0	0	0
	Total Personnel	83,061	129,608	56,490	95,461	132,549
794316200	Supplies					
794316211	Office	650	1,200	317	800	1,200
794316212	Computer	0	540	70	550	540
794316213	Medical	0	100	0	0	100
794316214	Chemical	34,226	50,000	29,571	47,000	50,000
794316215	Postage	0	200	0	0	200
794316216	Signs	0	100	0	0	100
794316217	Fuel	3,335	5,600	3,124	5,000	5,600
794316230	Other	0	0	0	0	0
	Total Supplies	38,211	57,740	33,082	53,350	57,740
	Category	Actual 2017-18	Approved 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794316300	Maintenance					
794316311	Vehicles	7,198	5,000	1,987	5,000	5,000
794316312	Pumps/Motors	4,766	30,000	17,560	47,560	30,000
794316313	Buildings/Structures	139	11,000	1,352	5,000	11,000
794316314	Streets/Sidewalks	0	100	0	0	100
794316315	Drainage Ditches	0	100	0	0	100
794316316	Utility Lines	810	4,000	81	2,000	4,000
794316317	Equipment	14,666	20,000	6,065	19,000	24,000
794316318	Operations/Office Equipment	2,412	5,000	1,589	2,000	5,000
794316319	Radios/Cell Phones	1,258	2,000	968	1,500	2,000
794316320	Signs	18	100	0	18	100
794316321	Parks	0	0	0	0	0
794316322	Water Samples	29	4,500	80	1,500	4,500
794316323	Sludge Removal	0	0	0	0	0
794316330	Other	0	0	0	0	0
	Total Maintenance	31,296	81,800	29,681	83,578	85,800

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance Water Division-Water Production

794316400	Miscellaneous/Sundry					
794316411	Association Dues	682	1,000	630	820	1,000
794316412	Meetings/Conferences	171	1,750	213	843	1,750
794316413	Insurance	9,056	9,500	11,260	11,500	9,500
794316414	Elections	0	0	0	0	0
794316415	Uniforms	712	1,420	1,300	1,950	2,560
794316416	Rentals	3,231	7,500	2,872	8,500	7,500
794316417	Legal Notices	0	0	0	0	0
794316430	Other	0	0	0	0	0
	Total Miscellaneous/Sundry	13,852	21,170	16,274	23,613	22,310
	Category	Actual 2017-18	Approved 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794316500	Contract Services					
794316511	Legal	0	0	0	0	0
794316512	Engineering	1,401	25,000	2,779	13,579	25,000
794316513	Consultants	0	0	0	0	0
794316514	Solid Waste	0	0	0	0	0
794316515	Auditing	0	0	0	0	0
794316516	Interlocal Government	26,208	46,424	23,475	40,000	46,424
794316530	Other (CDBG Match)	0	52,500	52,500	52,500	0
	Total Contract Services	27,609	123,924	78,754	106,079	71,424
794316600	Utilities					
794316611	Electric	41,869	115,000	56,131	90,000	115,000
794316612	Telephone	2,172	3,500	2,548	3,822	3,500
794316630	Other	0	0	0	0	0
	Total Utilities	44,041	118,500	58,678	93,822	118,500
794316700	Capital Outlay					
794316711	Real Estate	0	0	0	0	0
794316712	Vehicles	0	0	0	0	0
794316713	Equipment	0	0	0	0	0
794316714	Building/Structures	0	0	0	0	0
794316715	Office Equipment	0	0	0	0	0
794316716	Street Signs	0	0	0	0	0
794316717	Traffic Signals	0	0	0	0	0
794316730	Other CBDG grant match	0	52,500	0	0	52,500
	Total Capital Outlay	0	52,500	0	0	52,500
	TOTAL WATER PRODUCTION	238,070	585,242	272,959	455,903	540,823

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance Water Division-Water Production

Summary Page Category	Department Water				
	Division: Production				
	Actual	Approved	8 Mo.	Projected	Request
	2017-18	2018-19	2018-19	2018-19	2019-20
794316100 Total Personnel	83,061	129,608	56,490	95,461	132,549
794316200 Total Supplies	38,211	57,740	33,082	53,350	57,740
794316300 Total Maintenance	31,296	81,800	29,681	83,578	85,800
794316400 Total Miscellaneous/Sundry	13,852	21,170	16,274	23,613	22,310
794316500 Total Contract Services	27,609	123,924	78,754	106,079	71,424
794316600 Total Utilities	44,041	118,500	58,678	93,822	118,500
Total Operations and Maint.	238,070	532,742	272,959	455,903	488,323
794316700 Total Capital Outlay	0	52,500	0	0	52,500
TOTAL WATER PRODUCTION	238,070	585,242	272,959	455,903	540,823

FY '19-'20 Water Production Accounts Justification

Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
794316111	Salary/Wages	55,606	84,932
794316112	FICA	4,500	6,731
794316113	Health Insurance	17,515	22,711
794316114	TMRS	7,000	8,487
794316115	Unemployment	235	313
794316116	Worker's Comp	3,500	3,175
794316117	Incentive/Longevity	1,060	357
794316118	Overtime	3,045	2,793
794316119	Education Incentive	3,000	3,051
794316120	Vehicle Allowance	0	-
	Total	95,461	132,549

Justification: Salary and benefits for 14 employees, increases in Health Insurance, unemployment, and updates to reflect actual expenditures. Overtime increase to cover special events.

SUPPLIES

Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
794316211	Office	800	1,200
794316212	Computer	550	540
794316213	Medical	0	100
794316214	Chemical	47,000	50,000
794316215	Postage	0	200
794316216	Signs	0	100
794316217	Fuel	5,000	5,600

Justification: Paper, writing utensils, files, peripherals, printer ink, water, ice, coffee, cups, etc.

Justification: Pay for Logmein, software to view SCADA remotely, new computer replacement. Costs for maintaining office and SCADA computers, printer ink, paper, peripherals, etc.

Justification: Maintain first aid kits

Justification: Gas & Liquid Chlorine and Phosphate for disinfection and pipe corrosion control, split between prod. & dist. Projected increase due to liquid chemical conversion to Water plant 1 & 3 and using more chlorine for

Justification: Mailing of letters and reports to TCEQ, TWDB, LSGCD, SJRA, and lab to citizens fo lead & copper

Justification: TCEQ and OSHA required signage for water production sites, proposed new signs at water plants. Propose to change sings and place new logo on signs.

Justification: Fuel for vehicles, emergency power generators, and equipment. 1,400 gallons at an average cost of \$4.00 per gallon. Increased to reflect actual usage and the rise and volatile fluctuations in fuel prices.

FY '19-'20 Water Production Accounts Justification

MAINTENANCE

	Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
	7943106311	Vehicles	5,000	5,000
Justification:	Maintenance for the Public Works Department fleet.			
	7943106312	Pumps/Motors	47,560	30,000
Justification:	For repair of pumps and motors dealing with wells, possible new pumps, items that are not scheduled. yearly testing of water wells			
	7943106313	Buildings/structures	5,000	11,000
Justification:	17/18 Proposed increase to clean inside of both GSR at water plant 1 & 2. Clean inside ESR at water plant 2 & 3 on a yearly basis. This will help with water quality and allow staff to monitor the inside of the tanks. TCEQ Maintenance on PW Warehouse and water plant structures. Costs shared with Distribution division.			
	7943106314	Streets/Sidewalks	0	100
Justification:	Sidewalk/concrete slab repair costs within water production sites			
	7943106315	Drainage Ditches	0	100
Justification:	Drainage ditch repair costs within or effected by water production sites			
	7943106316	Utility Lines	2,000	4,000
Justification:	Utility line maintenance, repairs, additions, and improvements within water production sites. Reduced to reflect actual usage.			
	7943106317	Equipment	19,000	24,000
Justification:	17/18 Proposed increase to cover Generator maintenance contract for all stand alone generators. chlorination equipment. Increased by \$4,000 for electrical maintenance, for an electrician to inspect each panel on a yearly basis to prevent catastrophic failure and maintain electrical integrity.			
	7943106318	Operations/Office Equipment	2,000	5,000
Justification:	Chlorination equipment and master meter maintenance, calibration, yearly certifications for meters and repairs.			
	7943106319	Radios/Cell Phones	1,500	2,000
Justification:	Monthly costs for 11 cell phones and maintenance costs for 18 radios. Montgomery County charges \$7.50/radio/month.			
	7943106320	Signs	18	100
Justification:	Maintenance on TCEQ required signs for water production sites. Cost shared with Distribution Division.			
	7943106322	Water Samples	1,500	4,500
Justification:	Monthly bac t and yearly samples required by TCEQ			

FY '19-'20 Water Production Accounts Justification

MISCELLANEOUS

	Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
	7943106411	Association dues	820	1,000
Justification:	AWWA, TMUA, LMC, Kiwanis, TWUA Green Forest, and TPWA association memberships.			
	7943106412	Meetings/conferences	843	1,750
Justification:	Training and expense-continuing education for operator certification and certification renewal.			
	7943106413	Insurance	11,500	9,500
Justification:	Warehouse, wells, and water production equipment.			
	7943106415	Uniforms	1,950	2,560
Justification:	Uniform rental and service plus safety boots for 8 employees. This cost is split between all Water & Wastewater divisions.			
	7943106416	Rentals	8,500	7,500
Justification:	Pumps and equipment, monthly lease to purchase of Back Hoe			

CONTRACT SERVICES

	Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
	7943106512	Engineering	13,579	25,000
Justification:	Line extensions			
	7943106516	Interlocal government	40,000	46,424
Justification:	TCEQ Annual Fee (split with Water Distribution); Lone Star Ground Water Conservation District (LSGCD) historic use and permit fees; LSGCD charges Tier Two Chemical Reporting Fee. BSI backflow program, SJRA Qrt Installment			

UTILITIES

	Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
	7943106611	Electric	90,000	115,000
Justification:	Electricity required to operate 4 existing water wells, 2 new water wells, 6 existing booster pumps, and related equipment, cooling towers.			
	7943106612	Telephone	3,822	3,500
Justification:	Mobile and land line telephone services are split between all five public works divisions.			

CAPITAL OUTLAY

	Acct. No.	Account Name	Projected 2018-19	Request FY 19-20
	7943106730	Other, City match for CBDG grant	0	\$52,500

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance Water Division-Water Distribution

Acct. No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794326100	Personnel					
794326111	Salary/Wages	79,386	121,479	73,413	110,120	122,224
794326112	FICA	6,174	9,538	5,833	8,500	9,595
794326113	Health Insurance	18,972	30,492	19,759	26,700	34,587
794326114	TMRS	8,989	12,630	8,395	11,240	12,091
794326115	Unemployment	318	386	76	320	515
794326116	Worker's Comp	4,280	5,069	4,280	6,420	4,526
794326117	Incentive/Longevity	1,269	1,492	1,130	1,695	769
794326118	OverTime	4,915	6,567	5,915	8,283	6,516
794326119	Education Incentive	2,079	3,204	1,865	2,797	3,198
794326120	Vehicle Allowance	0	0	0	0	0
	Total Personnel	126,381	190,857	120,667	176,075	194,021
794326200	Supplies					
794326211	Office	133	1,000	209	500	1,000
794326212	Computer	0	540	70	526	540
794326213	Medical	0	100	0	0	100
794326214	Chemical	3,270	15,000	0	0	15,000
794326215	Postage	0	200	0	200	200
794326216	Signs	0	100	0	0	100
794326217	Fuel	4,722	8,800	4,456	6,700	8,800
794326230	Other	0	0	0	0	0
	Total Supplies	8,125	25,740	4,734	7,926	25,740
Acct. No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794326300	Maintenance					
794326311	Vehicles	4424	6,000	4,096	8,395	6,000
794326312	Pumps/Motors	0	0	0	0	0
794326313	Buildings/Structures	113	1,000	685	985	1,000
794326314	Streets/Sidewalks	0	100	0	0	100
794326315	Drainage Ditches	0	100	0	0	100
794326316	Utility Lines	45833	70,800	113,739	136,632	70,800
794326317	Equipment	3832	19,150	2,491	8,000	19,150
794326318	Operations/Office Equipment	2146	7,000	3,223	5,000	7,000
794326319	Radios/Cell Phones	922	2,000	968	1,200	2,000
794326320	Signs	0	100	0	0	100
794326321	Parks	0	0	0	0	0
794326322	Water Samples	1444	5,400	1,220	3,500	4,500
794326323	Sludge Removal	0	0	0	0	0
794326330	Other	0	0	0	0	0
	Total Maintenance	58,714	111,650	126,422	163,712	110,750
794326400	Miscellaneous/Sundry					
794326411	Association Dues	341	1,200	326	1,000	1,200
794326412	Meetings/Conferences	171	1,800	336	1,405	1,800
794326413	Insurance	3019	3,000	3,706	4,000	3,000
794326414	Elections	0	0	0	0	0
794326415	Uniforms	1258	2,820	1,498	2,800	3,420
794326416	Rentals	3895	7,500	3,394	6,500	7,500
794326417	Legal Notices	0	0	0	0	0
794326430	Other	0	0	0	0	0
	Total Miscellaneous/Sundry	8,684	16,320	9,260	15,705	16,920

CITY OF WILLIS BUDGET FY 2019-2020
Operation and Maintenance Water Division-Water Distribution

Acct. No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794326500	Contract Services					
794326511	Legal	0	0	0	0	0
794326512	Engineering	9,318	15,000	3,946	9,500	15,000
794326513	Consultants	0	495	0	0	495
794326514	Solid Waste	0	0	0	0	0
794326515	Auditing	0	0	0	0	0
794326516	Interlocal Government	6,263	16,434	6,091	15,000	16,434
794326521	AMR	0	0	0	0	0
794326530	Other	0	3,898	0	0	3,898
	Total Contract Services	15,581	35,827	10,038	24,500	35,827
794326600	Utilities					
794326611	Electric	0	0	0	0	0
794326612	Telephone	585	650	860	865	650
794326630	Other	0	0	0	0	0
	Total Utilities	585	650	860	865	650
794326700	Capital Outlay					
794326711	Real Estate	0	0	0	0	0
794326712	Vehicles	0	0	0	0	0
794326713	Equipment	0	0	0	0	36,700
794326714	Building/Structures	0	0	0	0	0
794326715	Office Equipment	0	0	0	0	0
794326716	Street Signs	0	0	0	0	0
794326717	Traffic Signals	0	0	0	0	0
794326730	Other	0	0	0	0	0
	Total Capital Outlay	0	0	0	0	36,700
	TOTAL WATER DISTRIBUTION	218,071	381,044	271,981	388,783	420,608

CITY OF WILLIS BUDGET FY 2019-2020
 Operation and Maintenance Water Division-Water Distribution

Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794326100 Total Personnel	126,381	190,857	120,667	176,075	194,021
794326200 Total Supplies	8,125	25,740	4,734	7,926	25,740
794326300 Total Maintenance	58,714	111,650	126,422	163,712	110,750
794326400 Total Miscellaneous/Sundry	8,684	16,320	9,260	15,705	16,920
794326500 Total Contract Services	15,581	35,827	10,038	24,500	35,827
794326600 Total Utilities	585	650	860	865	650
Total Operations and Maint.	218,071	381,044	271,981	388,783	383,908
794326700 Total Capital Outlay	0	0	0	0	36,700
TOTAL WATER DISTRIBUTION	218,071	381,044	271,981	388,783	420,608

FY '19 - '20 Water Distribution Accounts Justification

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794326111	Salary/Wages	121,479	122,224
794326112	FICA	9,538	9,595
794326113	Health Insurance	30,492	34,587
794326114	TMRS	12,630	12,091
794326115	Unemployment	386	515
794326116	Worker's Comp	5,069	4,526
794326117	Incentive/Longevity	1,492	769
794326118	Overtime	6,567	6,516
794326119	Education Incentive	3,204	3,198
794326120	Vehicle Allowance	0	0
	Total	190,857	194,021

Justification: Salary and benefits for 14 employees, increases in Health Insurance, unemployment, and updates to reflect actual expenditures. Overtime increase to cover special events

SUPPLIES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794326211	Office	1,000	1,000
	Justification: Paper, writing utensils, files, printer ink, water, ice, coffee, cups, etc.		
794326212	Computer	540	540
	Justification: Proposed to raise this to pay for Logmein, software to view SCADA remotely, new computer replacement Costs for maintaining office and SCADA computers, printer ink, paper, etc.		
7943206213	Medical	100	100
	Justification: Expenses for maintaining first aid kits. This cost is split among all five public works divisions.		
794326214	Chemical	15,000	15,000
	Justification: Chlorine for disinfecting water distribution mains and phosphate for pipe corrosion control. Increased to cover addition of phosphate for pipe corrosion control and reduce red water.		
794326215	Postage	200	200
	Justification: Mailing of letters and reports to TCEQ, TWDB, LSGCD, SJRA, and citizens.		
794326216	Signs	100	100
	Justification: TCEQ and OSHA required signage, proposed new signs at water plants		
794326217	Fuel	8,800	8,800
	Justification: Fuel for vehicles and equipment. 2,200 gallons at average cost of \$4.00/gallon.		
794326230	Other	0	0

Justification:

FY '19 - '20 Water Distribution Accounts Justification

MAINTENANCE

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
7943206311	Vehicles	8,395	6,000

Justification: Maintenance for the Public Works Department fleet.

7943206313	Buildings/Structures	985	1,000
------------	----------------------	-----	-------

Justification: Warehouse maintenance. Costs shared with Production division. Increased to cover actual costs.

7943206314	Streets/Sidewalks	0	100
------------	-------------------	---	-----

Justification: Street and sidewalk repair costs associated with distribution system expansion and repair.

7943206315	Drainage Ditches	0	100
------------	------------------	---	-----

Justification: Drainage ditch repair costs associated with distribution system expansion and repairs

7943206316	Utility Lines	136,632	70,800
------------	---------------	---------	--------

Justification: Water mains, meters, valves, hydrants, service, and repairs; tank and booster pump maintenance. Increased to cover actual expenditures, new meters for growth, and water line looping projects.

7943206317	Equipment	8,000	19,150
------------	-----------	-------	--------

Justification: Generator maintenance contract for all stand alone generators as well as equipment to perform the job

0

7943206318	Operations/Office Equipment	5,000	7,000
------------	-----------------------------	-------	-------

Justification: Meter testing, testing equipment and repairs, system operations equipment, and office equipment.

7943206319	Radios/Cell Phones	1,200	2,000
------------	--------------------	-------	-------

Justification: Monthly costs for 11 cell phones and maintenance costs for 17 radios. Montgomery County charges \$7.50/radio/month.

7943206320	Signs	0	100
------------	-------	---	-----

Justification: Maintenance on TCEQ required signs for water production sites. Cost shared with Production Division.

7943206321	Parks	0	0
------------	-------	---	---

Justification: CDC to cover maintenance expenses

7943206322	Water Samples	3,500	4,500
------------	---------------	-------	-------

Justification: 8 monthly TCEQ required routine bacteriological samples per month, distribution samples for main extensions and repairs as needed plus all distribution system samples collected by the TCEQ. Also, there are sampling fees associated with new lines, repairs, and extensions.

Justification:

MISCELLANEOUS

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
-----------	--------------	----------------------	--------------------

FY '19 - '20 Water Distribution Accounts Justification

7943106411	Association dues	1,000	1,200
------------	------------------	-------	-------

Justification: AWWA, TMUA, LMC, Kiwanis, TWUA Green Forest, and TPWA association memberships.

7943106412	Meetings/conferences	1,405	1,800
------------	----------------------	-------	-------

Justification: Training and expense-continuing education and development for operator certification and renewal.

7943206413	Insurance	4,000	3,000
------------	-----------	-------	-------

Justification: Warehouse, distribution infrastructure, and wells. Increased to reflect actual expenditures.

7943106415	Uniforms	2,800	3,420
------------	----------	-------	-------

Justification: Uniform rental and service plus safety boots for 11 employees. This cost is split between all five public works divisions. Decrease reflects actual and anticipated expenditures.

7943206416	Rentals	6,500	7,500
------------	---------	-------	-------

Justification: Equipment as needed for distribution line repairs and installation, including Council approved monthly lease to purchase of Back Hoe, Municipal Swap Program through Bobcat of Houston for the Bobcat Mini Excavator

CONTRACT SERVICES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
-----------	--------------	----------------------	--------------------

7943206512	Engineering	9,500	15,000
------------	-------------	-------	--------

Justification: Engineering for line extensions and necessary system improvements to the existing distribution system.

7943206513	Consultants	0	495
------------	-------------	---	-----

Justification: General consultation and emergencies.

7943206516	Interlocal Government	15,000	16,434
------------	-----------------------	--------	--------

Justification: Increased due to railroad lease increase TCEQ Annual Fee and required consumer confidence reporting water customer. Tier Two confidence preparation fees; Consumer reports are required by the TCEQ to be delivered each year to each Chemical Reporting fee, Utility Location Service fees, and Railroad Lease. BSI backflow

UTILITIES

Acct. No.	Account Name	Budget FY 16-17	Proposed FY 17-18
-----------	--------------	--------------------	----------------------

FY '19 - '20 Water Distribution Accounts Justification

7943206611	Electric	0	0
------------	----------	---	---

Justification: Electricity required to operate booster pumps. Cost shared with water production division.

7943206612	Telephone	650	650
------------	-----------	-----	-----

Justification: Land Line phone service split between all PW divisions.

CAPITAL OUTLAY

Acct. No.	Account Name	Budget 2018-19	Proposed 2019-20
794326713	Equipment	0	\$36,700

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Waste Water Division-Wastewater Collection

Acct. No.	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794416100	Personnel					
794416111	Salary/Wages	61,065	89,749	59,376	85,000	90,088
794416112	FICA	4,664	7,052	4,628	6,238	7,078
794416113	Health Insurance	14,989	22,665	14,278	15,000	25,649
794416114	TMRS	6,898	9,338	6,752	6,900	8,919
794416115	Unemployment	318	261	70	320	347
794416116	Worker's Comp	3,285	3,748	3,124	3,300	3,339
794416117	Incentive/Longevity	1,036	1,207	1,099	1,648	698
794416118	OverTime	3,581	6,400	4,181	5,962	6,400
794416119	Education Incentive	1,576	2,436	1,545	1,600	2,430
794416120	Vehicle Allowance	0	0	0	0	0
	Total Personnel	97,412	142,856	95,052	125,968	144,949
794416200	Supplies					
794416211	Office	379	650	945	1,038	650
794416212	Computer	0	540	70	526	540
794416213	Medical	0	100	0	0	100
794416214	Chemical	0	1,500	0	0	1,500
794416215	Postage	0	800	0	200	800
794416216	Signs	0	100	0	0	100
794416217	Fuel	4,375	8,000	4,123	6,000	8,000
794416230	Other	0	0	0	0	0
	Total Supplies	4,754	11,690	5,138	7,764	11,690
Acct. No.	Category	Actual 2017-18	Approved 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794416300	Maintenance					
794416311	Vehicles	11,361	7,000	5,297	8,634	7,000
794416312	Pumps/Motors	12,555	45,000	38,718	53,000	45,000
794416313	Buildings/Structures	1,548	1,000	529	471	1,000
794416314	Streets/Sidewalks	0	0	0	0	0
794416315	Drainage Ditches	0	0	0	0	0
794416316	Utility Lines	21,945	45,000	19,708	38,000	45,000
794416317	Equipment	11,206	16,250	6,781	16,000	20,250
794416318	Operations/Office Equipment	3,127	6,000	2,478	5,000	4,000
794416319	Radios/Cell Phones	1,074	2,000	968	1,200	2,000
794416320	Signs	0	100	0	0	100
794416321	Parks	0	0	0	0	0
794416322	Water Samples	0	0	0	0	0
794416323	Sludge Removal	2,425	8,000	0	3,000	8,000
794416330	Other	0	0	0	0	0
	Total Maintenance	65,241	130,350	74,478	125,305	132,350
794416400	Miscellaneous/Sundry					
794416411	Association Dues	360	1,200	463	500	1,200
794416412	Meetings/Conferences	177	1,800	205	1,200	1,800
794416413	Insurance	6,795	7,000	8,297	9,000	7,000
794416414	Elections	0	0	0	0	0
794416415	Uniforms	957	2,620	1,486	2,500	3,220
794416416	Rentals	7,538	6,000	14,264	15,000	6,000
794416417	Legal Notices	0	0	0	0	0
794416430	Other	0	0	0	0	0
	Total Miscellaneous/Sundry	15,827	18,620	24,714	28,200	19,220

CITY OF WILLIS BUDGET FY 2019 - 2020
 Operation and Maintenance
 Waste Water Division-Wastewater Collection

Acct. No.	Category	Actual 2017-18	Approved 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794416500	Contract Services					
794416511	Legal	0	0	0	0	0
794416512	Engineering	7,849	25,000	8,159	15,293	25,000
794416513	Consultants	0	0	0	0	0
794416514	Solid Waste	0	0	0	0	0
794416515	Auditing	0	0	0	0	0
794416516	Interlocal Government	4,470	7,770	3,084	7,500	7,770
794416530	Other	0	3,300	0		3,300
	Total Contract Services	12,319	36,070	11,243	22,793	36,070
794416600	Utilities					
794416611	Electric	41,689	63,000	16,111	55,000	63,000
794416612	Telephone	5,157	8,000	4,780	7,000	8,000
794416630	Other	0	0	0	0	0
	Total Utilities	46,846	71,000	20,891	62,000	71,000
794416700	Capital Outlay					
794416711	Real Estate	0	0	0	0	0
794416712	Vehicles	0	0	0	0	0
794416713	Equipment	4,050	0	0	0	
794416714	Building/Structures	0	0	0	0	0
794416715	Office Equipment	0	0	0	0	0
794416716	Street Signs	0	0	0	0	0
794416717	Traffic Signals	0	0	0	0	0
794416730	Other	0	0	0	0	0
	Total Capital Outlay	4,050	0	0	0	0
	Total Wastewater Collection	246,449	410,586	231,516	372,030	415,279

CITY OF WILLIS BUDGET FY 2019 - 2020
 Operation and Maintenance
 Waste Water Division-Wastewater Collection

No.	Category	Actual	Approved	8 Mo.	Projected	Request
		2017-18	2018-19	2018-19	2018-19	2019-20
794416100	Total Personnel	97,412	142,856	95,052	125,968	144,949
794416200	Total Supplies	4,754	11,690	5,138	7,764	11,690
794416300	Total Maintenance	65,241	130,350	74,478	125,305	132,350
794416400	Total Miscellaneous/Sundry	15,827	18,620	24,714	28,200	19,220
794416500	Total Contract Services	12,319	36,070	11,243	22,793	36,070
794416600	Total Utilities	46,846	71,000	20,891	62,000	71,000
	Total Operations and Maint.	242,399	410,586	231,516	372,030	415,279
794416700	Total Capital Outlay	4,050	0	0	0	0
	Total Wastewater Collection	246,449	410,586	231,516	372,030	415,279

FY '19 - '20 Wastewater Collection Accounts Justification

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794416111	Salary/Wages	85,000	90,088
794416112	FICA	6,238	7,078
794416113	Health Insurance	15,000	25,649
794416114	TMRS	6,900	8,919
794416115	Unemployment	320	347
794416116	Worker's Comp	3,300	3,339
794416117	Incentive/Longevity	1,648	698
794416118	Overtime	5,962	6,400
794416119	Education Incentive	1,600	2,430
794416120	Vehicle Allowance	0	0
	Total	125,968	144,949

Justification: Salary and benefits for 14 employees. increases in Health Insurance, unemployment, and updates to reflect actual expenditures. Overtime increase to cover special events.

SUPPLIES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794416211	Office	1,038	650
	Justification: Paper, writing utensils, files, printer ink, water, ice, coffee, cups, etc. Increased to reflect actual expenditures during the previous fiscal year.		
794416212	Computer	526	540
	Justification: Costs for maintaining office and SCADA computers, printer ink, paper, etc., new computer replacement Proposed increase to cover Logmein, SCADA access remotely		
794416213	Medical	0	100
	Justification: Expenses for maintaining first aid kits. This cost is split among all five public works divisions.		
794416214	Chemical	0	1,500
	Justification: Granular HTH chlorine for sanitizing around sanitary sewer overflows, root stop, etc. Increased to reflect actual expenditures during the previous fiscal year.		
794416215	Postage	200	800
	Justification: Mailing of letters and reports to TCEQ and citizens.		
794416216	Signs	0	100
	Justification: TCEQ and OSHA required signage		
794416217	Fuel	6,000	8,000

Justification: Fuel for vehicles, emergency power generators and equipment. 2000 gallons at an average cost of \$4.00/gallon.

FY '19 - '20 Wastewater Collection Accounts Justification

MAINTENANCE

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794416311	Vehicles	8,634	7,000
Justification: Maintenance for the Public Works Department fleet.			
794416312	Pumps/Motors	53,000	45,000
Justification: Maintenance and/or replacement as necessary of 19 lift station pumps and motors.			
794416313	Buildings/Structures	471	1,000
Justification: 16 lift station housings, fences and warehouse maintenance which is shared between all five divisions.			
794416314	Streets/Sidewalks	0	0
Justification: Street and sidewalk repair costs associated with collection system expansion and repair.			
794416315	Drainage Ditches	0	0
Justification: Drainage ditch repair costs associated with collection system expansion and repair.			
794416316	Utility lines	38,000	45,000
Justification: Sanitary sewer line maintenance, repairs, improvements, and extensions. Manhole maintenance, replacement, and repairs, taps, bores, etc. Increased due to age of system.			
794416317	Equipment	16,000	20,250
Justification: Generator maintenance contract for all stand alone generators Maintenance on: one 1989 John Deere 310C backhoe, one 2008 Volvo backhoe BL60, one 1990 L2350 Kubota tractor, one Kubota riding lawn mower, one 1999 John Deere 5410 tractor, one Cub Cadet riding lawn mower and various small gas powered tools such as chain saws, air compressor, push mowers, weed eaters, etc. Increased by \$9,000 to purchase a boring machine that will bore 4" to 10"; increased by \$4,000 for electrical maintenance, for an electrician to inspect each panel on a yearly basis to prevent catastrophic failure and maintain electrical integrity.			
794416318	Operations/Office Equipment	5,000	4,000
Justification: Maintenance and repair of SCADA telemetry for remote wet well level and pump monitoring and controls per SSO plan. Maintenance/replacement of safety equipment and lift station facility equipment, and maintenance required for new SCADA equipment installed at existing and new lift stations.			
794416319	Radios/Cell Phones	1,200	2,000
Justification: Monthly costs for 11 cell phones and maintenance costs for 17 radios. Montgomery County \$7.50/radio/month.			
794416320	Signs	0	100
Justification: Maintenance on TCEQ and OSHA required signs. Cost shared with Wastewater Treatment Division.			
794416323	Sludge Removal	3,000	8,000
Justification: Proposed increase due to the need to clean lift station more.			

FY '19 - '20 Wastewater Collection Accounts Justification

MISCELLANEOUS

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
7944106411	Association dues	500	1,200
Justification: AWWA, TMUA, LMC, Kiwanis, TWUA Green Forest, and TPWA association memberships.			
7944106412	Meetings/Conferences	1,200	1,800
Justification: Training and expense-continuing education and development for operator certification and renewal.			
7944106413	Insurance	9,000	7,000
Justification: 17 lift stations. Increased to reflect actual expenditures during previous fiscal year.			
7944106415	Uniforms	2,500	3,220
Justification: Uniform rental and service plus safety boots for 11 employees. This cost is split between all five public works divisions.			
7944106416	Rentals	15,000	6,000
Justification: Equipment as needed for distribution line repairs and installation, including Council approved monthly lease to purchase of Back Hoe, Municipal Swap Program through Bobcat of Houston for the Bobcat Mini Excavator			

CONTRACT SERVICES

Acct. No.	Account Name	Budget 2018-19	Proposed 2019-20
7944106512	Engineering	15,293	25,000
Justification: Collection system improvements, general consultation, and emergencies. Increased to cover additional expenses associated with line extensions and overall system growth to keep pace with annexations.			
7944106516	Interlocal Government	7,500	7,770
Justification: 17/18 Proposed increase due to railroad lease increase. Tier Two Reporting Fees, Utility Location Service fees.			

UTILITIES

Acct. No.	Account Name	Budget 2018-19	Proposed 2019-20
7944106611	Electric	55,000	63,000
Justification: 17/18 Operation of 18 lift stations. Proposed increase due to added lift stations			
7944106612	Telephone	7,000	8,000
Justification: Maintenance and addition of phone lines to lift stations per SSO plan, reallocation of funds for cellular phones and radios. Land line phone service is split between all five public works divisions.			

CAPITAL OUTLAY

Acct. No.	Account Name	Budget 2018-19	Proposed 2019-20
-----------	--------------	-------------------	---------------------

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Wastewater Division-Wastewater Treatment

	Category	Actual	Budgeted	8 Mo.	Projected	Request
		2017-18	2018-19	2018-19	2018-19	2019-20
794426100	Personnel					
794426111	Salary/Wages	47,081	97,133	63,259	85,000	99,798
794426112	FICA	3,627	7,903	4,988	7,900	8,107
794426113	Health Insurance	12,971	26,515	19,401	25,000	26,743
794426114	TMRS	5,467	10,466	7,285	10,000	10,216
794426115	Unemployment	318	323	74	320	430
794426116	Worker's Comp	2,657	4,200	3,653	4,500	3,824
794426117	Incentive/Longevity	196	459	337	500	402
794426118	OverTime	2,091	2,734	3,944	5,200	2,713
794426119	Education Incentive	3,930	6,180	3,930	5,500	6,174
794426120	Vehicle Allowance	0	0	0	0	0
	Total Personnel	78,338	155,913	106,870	143,920	158,408
794426200	Supplies					
794426211	Office	158	1,200	616	1,000	1,200
794426212	Computer	0	540	70	526	540
794426213	Medical	0	100	0	0	100
794426214	Chemical	11,459	19,000	9,759	18,575	19,000
794426215	Postage	0	100	0	0	100
794426216	Signs	0	100	0	0	100
794426217	Fuel	5,337	10,400	5,737	9,500	10,400
794426230	Other	0	0	0	0	0
	Total Supplies	16,954	31,440	16,182	29,601	31,440
	Category	Actual	Approved	8 Mo.	Projected	Request
		2017-18	2018-19	2018-19	2018-19	2019-20
794426300	Maintenance					
794426311	Vehicles	6,361	7,000	1,829	3,400	7,000
794426312	Pumps/Motors	4,496	20,000	2,128	17,000	20,000
794426313	Buildings/Structures	297	1,500	421	1,000	1,500
794426314	Streets/Sidewalks	0	0	0	0	0
794426315	Drainage Ditches	0	0	0	0	0
794426316	Utility Lines	28	1,000	50	300	1,000
794426317	Equipment	13,226	25,000	11,655	25,000	29,000
794426318	Operations/Office Equipment	4,227	25,000	6,219	15,000	25,000
794426319	Radios/Cell Phones	1,075	1,800	968	1,700	1,900
794426320	Signs	0	100	0	0	100
794426321	Parks	0	100	0	0	100
794426322	Samples	8,426	11,000	7,695	12,000	11,000
794426323	Sludge Removal	16,879	25,000	22,282	30,000	25,000
794426330	Other	0	0	0	0	0
	Total Maintenance	55,015	117,500	53,247	105,400	121,600
794426400	Miscellaneous/Sundry					
794426411	Association Dues	297	1,200	379	1,000	1,200
794426412	Meetings/Conferences	171	1,500	448	1,000	1,500
794426413	Insurance	5,334	5,300	6,282	7,000	5,300
794426414	Elections	0	0	0	0	0
794426415	Uniforms	627	1,920	1,356	2,034	2,520
794426416	Rentals	4,377	6,000	2,872	5,000	6,000
794426417	Legal Notices	0	0	0	0	0
794426430	Other	0	0	0	0	0
	Total Miscellaneous/Sundry	10,806	15,920	11,336	16,034	16,520

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Wastewater Division-Wastewater Treatment

	Category	Actual 2017-18	Approved 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
794426500	Contract Services					
794426511	Legal	0	0	0	0	0
794426512	Engineering	1,208	15,000	0	15,000	15,000
794426513	Consultants	0	0	0	0	0
794426514	Solid Waste	0	0	0	0	0
794426515	Auditing	0	1,800	0	0	1,800
794426516	Interlocal Government	102,315	151,364	75,093	120,000	151,364
794426530	Other	0	3,800	0	0	3,800
	Total Contract Services	103,523	171,964	75,093	135,000	171,964
794426600	Utilities					
794426611	Electric	41,437	75,000	32,003	55,000	75,000
794426612	Telephone	3,303	5,600	3,642	5,500	5,600
794426630	Other	0	0	0	0	0
	Total Utilities	44,740	80,600	35,645	60,500	80,600
794426700	Capital Outlay					
794426711	Real Estate	0	0	0	0	0
794426712	Vehicles	0	0	0	0	0
794426713	Equipment	0	0	0	0	0
794426714	Building/Structures	0	0	0	0	0
794426715	Office Equipment	0	0	0	0	0
794426716	Street Signs	0	0	0	0	0
794426717	Traffic Signals	0	0	0	0	0
794426730	Other	0	0	0	0	0
	Total Capital Outlay	0	0	0	0	0
	Total Wastewater Treatment	309,377	573,337	298,374	490,455	580,532

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Wastewater Division-Wastewater Treatment

Summary Page Department: Wastewater
Division: Treatment

No.	Category	Actual	Approved	8 Mo.	Projected	Request
		2017-18	2018-19	2018-19	2018-19	2019-20
794426100	Total Personnel	78,338	155,913	106,870	143,920	158,408
794426200	Total Supplies	16,954	31,440	16,182	29,601	31,440
794426300	Total Maintenance	55,015	117,500	53,247	105,400	121,600
794426817	Total Miscellaneous/Sundry	10,806	15,920	11,336	16,034	16,520
794426500	Total Contract Services	103,523	171,964	75,093	135,000	171,964
794426600	Total Utilities	44,740	80,600	35,645	60,500	80,600
	Total Operations and Maint.	309,377	573,337	298,374	490,455	580,532
794426917	Total Capital Outlay	0	0	0	0	0
	Total Wastewater Treatment	309,377	573,337	298,374	490,455	580,532

FY '19 - '20 Wastewater Treatment Accounts Justification

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794426111	Salary/Wages	85,000	99,798
794426112	FICA	7,900	8,107
794426113	Health Insurance	25,000	26,743
794426114	TMRS	10,000	10,216
794426115	Unemployment	320	430
794426116	Worker's Comp	4,500	3,824
794426117	Incentive/Longevity	500	402
794426118	Overtime	5,200	2,713
794426119	Education Incentive	5,500	6,174
794426120	Vehicle Allowance	0	0
	Total	143,920	158,408

Justification: Salary and benefits for 14 employees. The changes reflect increases in Health Insurance, unemployment, and updates to reflect actual expenditures. Overtime increase to cover special events.

SUPPLIES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794426211	Office	1,000	1,200
Justification: Paper, writing utensils, files, printer ink, water, ice, coffee, cups, etc. Increased to reflect actual expenditures.			
794426212	Computer	526	540
Justification: Proposed increase to cover Logmein software, SCADA remote access, PC software, printer, paper, ink, PC, etc. new computer replacement			
794426213	Medical	0	100
Justification: Expenses for maintaining first aid kits.			
794426214	Chemical	18,575	19,000
Justification: 17/18 Chlorine gas for disinfection, granular HTH for foam control and SSO disinfection, Polymer for belt filter press operations, etc. Proposed increase due to more processes and more flow anticipated			
794426215	Postage	0	100
Justification: Mailing of letters and reports to TCEQ, City of Conroe, and R & M Energy, etc.			
794426216	Signs	0	100
Justification: TCEQ and OSHA required signage for Wastewater Treatment Plant			
794426217	Fuel	9,500	10,400
Justification: Fuel for vehicles, emergency power generator and equipment. 2,635 gallons at average cost of \$4/gal.			

FY '19 - '20 Wastewater Treatment Accounts Justification

MAINTENANCE

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794426311	Vehicles	3,400	7,000
Justification: Maintenance for the Public Works Department fleet.			
794426312	Pumps/Motors	17,000	20,000
Justification: Maintenance and repairs for a combined total of 30 pumps and motors at the wastewater treatment plant. Increased to reflect actual field and conditions and expenditures during the previous fiscal year.			
794426313	Buildings/Structures	1,000	1,500
Justification: WWTP facility maintenance and railroad lease. Increased to cover actual expenditures in previous year.			
794426314	Streets/Sidewalks	0	0
Justification: Wastewater treatment plant entry road repairs, internal plant sidewalk repairs/extensions.			
794426316	Utility Lines	300	1,000
Justification: Plant line maintenance, repairs, and improvements. Plant manhole and vault maintenance.			
794426317	Equipment	25,000	29,000
Justification: Generator maintenance contract for all stand alone generators; one 2008 Volvo BL60 backhoe, one 1990 L2350 one 2008 Volvo BL60 backhoe, one 1990 L2350 Kubota tractor, one Kubota riding lawn mower, one 1999 John Deere 5410 tractor, one Cub Cadet riding lawn mower, and various small gas powered tools such as chain saws, air compressor, push mowers, weed eaters, etc.; Cost shared between all PW divisions. Increased to reflect actual field and conditions and expenditures during the previous fiscal year. Increased by \$4,000 for electrical maintenance, for an electrician to inspect each panel on a yearly basis to prevent catastrophic failure and maintain electrical integrity			
794426318	Operations/Office Equipment	15,000	25,000
Justification: Maintenance, repairs, and improvements on chlorination equipment, clarifiers, belt press, influent screen, digester, thickener, and oxidation ditch; Consumables to maintain daily operations, i.e. laboratory supplies, gloves, etc. and lab equipment.			
794426319	Radios/Cell Phones	1,700	1,900
Justification: Monthly costs for 11 cell phones and maintenance costs for 17 radios. Montgomery County charges \$7.50/radio/month. Decreased to reflect actual expenditures from previous year.			
794426320	Signs	0	100
Justification: Maintenance on TCEQ and OSHA required signs. Cost shared with Wastewater Collection Division.			
794426322	Samples	12,000	11,000
Justification: 17/18 Weekly composite effluent samples required by the TCEQ and TPDES discharge permit. Periodic operational samples. Increased to cover cost of new TCEQ discharge permit sampling requirements. Requested increase due to more lab test required and cost of lab increased			
794426323	Sludge Removal	30,000	25,000
Justification: Sludge removal and disposal from wastewater treatment plant tanks, vaults, and boxes.			

FY '19 - '20 Wastewater Treatment Accounts Justification

MISCELLANEOUS

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794426411	Association Dues	1,000	1,200
Justification: AWWA, TMUA, LMC, Kiwanis, TWUA Green Forest, and TPWA association memberships.			
794426412	Meetings/Conferences	1,000	1,500
Justification: Training and expense-continuing education and development for operator certification and renewal. Increased to cover anticipated expenditures associated with additional training.			
794426413	Insurance	7,000	5,300
Justification: Wastewater Treatment Plant and all associated equipment and facilities. Increased to reflect expenditures during previous fiscal year.			
794426415	Uniforms	2,034	2,520
Justification: Uniform rental and service plus safety boots for 11 employees. This cost is split between all five public works divisions. Decreased to reflect actual expenditures during previous fiscal year.			
794426416	Rentals	5,000	6,000
Justification: Equipment as needed for system repairs, monthly lease to purchase of Back Hoe, Municipal swap lease through bobcat			

CONTRACT SERVICES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
794426512	Engineering	15,000	15,000
Justification: Wastewater treatment plant emergencies, improvements, and general consultation.			
794426516	Interlocal Government	120,000	151,364
Justification: 17/18 City of Conroe reserve capacity, sewer use fees, and TCEQ permit fees; Reserve capacity fee for 200,000 gallons of wastewater per day . The sewer use fee is based upon the CPI The sewer use fee is estimated to be \$111,738 The remainder includes TCEQ permit fees \$4,700, Tier Two Chemical Reporting Fees \$50, the Railroad Lease \$3,560, and a small amount for error in the sewer use estimate. money to buy property on 1097. pay back emergency fund at 3% for five years\$3,234.36 per department			

UTILITIES

Acct. No.	Account Name	Budget 2018-19	Approved 2019-20
784426611	Electric	55,000	75,000
Justification: Wastewater treatment plant equipment operations. Reflect actual expenditures in previous fiscal year.			
794426612	Telephone	5,500	5,600
Justification: Land line telephone service split between all five public works divisions. Increased to reflect actual expenditures in previous fiscal year.			

CAPITAL OUTLAY

Acct. No.	Account Name	Budget 2018-19	Approved 2019-20
-----------	--------------	-------------------	---------------------

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Streets, Drainage, Parks, and Right of Way

	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
194816100	Personnel					
194816111	Salary/Wages	116,111	183,897	111,632	196,323	189,334
194816112	FICA	8,991	14,238	8,626	15,224	14,610
194816113	Health Insurance	23,977	41,798	33,275	47,631	41,689
194816114	TMRS	12,511	18,854	12,008	20,518	18,411
194816115	Unemployment	845	686	42	800	914
194816116	Worker's Comp	13,854	13,967	12,158	15,270	12,722
194816117	Incentive/Longevity	1,094	851	835	1,000	1,078
194816118	OverTime	3,205	8,544	3,764	5,446	8,453
194816119	Education Incentive	1,572	2,223	1,556	2,500	1,647
194816120	Vehicle Allowance	0	0	0	0	0
	Total Personnel	182,160	285,058	183,896	304,712	288,858
194816200	Supplies					
194816211	Office	975	1,200	613	1,000	1,200
194816212	Computer	0	540	70	526	540
194816213	Medical	0	100	0	0	100
194816214	Chemical	1,925	5,000	1,892	3,000	5,000
194816215	Postage	0	100	0	0	100
194816216	Signs	4,717	6,000	1,936	6,000	6,000
194816217	Fuel	2,542	5,300	2,943	3,700	5,300
194816218	Paving Materials	14,734	17,000	21,704	25,000	17,000
194816230	Other	0	0	0	0	0
	Total Supplies	24,893	35,240	29,158	39,226	35,240
	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
194816300	Maintenance					
194816311	Vehicles	14,552	22,000	12,278	22,778	10,000
194816312	Pumps/Motors	0	0	0	0	0
194816313	Buildings/Structures	113	1,500	600	900	1,500
194816314	Streets/Sidewalks	550	1,500	0	500	1,500
194816315	Drainage Ditches	38	1,500	312	900	1,500
194816316	Utility Lines	0	0	0	0	0
194816317	Equipment	4,205	11,000	11,354	13,000	11,000
194816318	Operations/Office Equipment	2,656	2,000	1,985	2,977	2,000
194816319	Radios/Cell Phones	1,074	2,000	978	1,467	2,000
194816320	Signs	53	9,000	848	2,000	9,000
194816321	Parks	3,761	8,500	4,405	8,500	8,500
194816322	Water Samples	0	0	0	0	0
194816323	Sludge Removal	0	0	0	0	0
194816330	Other	0	0	0	0	0
	Total Maintenance	27,002	59,000	32,761	53,022	47,000
194816400	Miscellaneous/Sundry					
194816411	Association Dues	1,196	1,400	481	850	1,400
194816412	Meetings/Conferences	302	600	364	600	600
194816413	Insurance	3,675	3,700	5,028	6,000	3,700
194816414	Elections	0	0	0	0	0
194816415	Uniforms	1,132	2,620	3,067	4,600	2,800
194816416	Rentals	3,231	6,000	2,872	5,500	6,000
194816417	Legal Notices	0	0	0	0	0
194816430	Other	529	0	0	0	0
	Total Miscellaneous/Sundry	10,065	14,320	11,812	17,550	14,500

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Streets, Drainage, Parks, and Right of Way

	Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
194816500	Contract Services					
194816511	Legal	0	0	0	0	0
194816512	Engineering	12,056	19,000	11,414	18,500	19,000
194816513	Consultants	0	0	0	0	0
194816514	Solid Waste	0	0	0	0	0
194816515	Auditing	0	0	0	0	0
194816516	Interlocal Government	2,480	12,800	2,884	5,500	12,800
194816530	Other	0	3,300	0	0	3,300
	Total Contract Services	14,536	35,100	14,297	24,000	35,100
194816600	Utilities					
194816611	Electric	43,496	70,000	30,280	48,000	55,000
194816612	Telephone	571	1,000	876	1,314	1,000
194816630	Other	0	0	0	0	0
	Total Utilities	44,067	71,000	31,157	49,314	56,000
194816700	Capital Outlay					
194816711	Real Estate	0	0	0	0	0
194816712	Vehicles	0	0	0	0	0
194816713	Equipment	6,236	0	0	0	0
194816714	Building/Structures	0	0	0	0	0
194816715	Office Equipment	0	0	0	0	0
194816716	Street Signs	0	0	0	0	0
194816717	Traffic Signals	0	0	0	0	0
194816730	Other	0	0	0	0	115,000
	Total Capital Outlay	6,236	0	0	0	115,000
	TOTAL	308,958	499,718	303,081	487,824	591,698

CITY OF WILLIS BUDGET FY 2019 - 2020
Operation and Maintenance
Streets, Drainage, Parks, and Right of Way

Summary Page

Department: Right-of-Way Parks and Drainage
Division:

Category	Actual 2017-18	Budgeted 2018-19	8 Mo. 2018-19	Projected 2018-19	Request 2019-20
194816100 Total Personnel	182,160	285,058	183,896	304,712	288,858
194816200 Total Supplies	24,893	35,240	29,158	39,226	35,240
194816300 Total Maintenance	27,002	59,000	32,761	53,022	47,000
194816400 Total Miscellaneous/Sundry	10,065	14,320	11,812	17,550	14,500
194816500 Total Contract Services	14,536	35,100	14,297	24,000	35,100
194816600 Total Utilities	44,067	71,000	31,157	49,314	56,000
Total Operations and Maint.	302,723	499,718	303,081	487,824	476,698
194816700 Total Capital Outlay	6,236	0	0	0	115,000
TOTAL R.O.W. PARKS & DRAINAGE	308,958	499,718	303,081	487,824	591,698

FY '19-'20 Streets, Drainage, Parks, ROW Accounts Justification

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194816111	Salary/Wages	196,323	189,334
194816112	FICA	15,224	14,610
194816113	Health Insurance	47,631	41,689
194816114	TMRS	20,518	18,411
194816115	Unemployment	800	914
194816116	Worker's Comp	15,270	12,722
194816117	Incentive/Longevity	1,000	1,078
194816118	Overtime	5,446	8,453
194816119	Education Incentive	2,500	1,647
194816120	Vehicle Allowance	0	0
	Total	304,712	288,858

Justification: Salary and benefits for 14 employees. The changes reflect increases in Health Insurance, unemployment, and updates to reflect actual expenditures

SUPPLIES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194816211	Office	1,000	1,200
	Justification: Paper, writing utensils, files, printer ink, water, ice, coffee, cups, etc.		
194816212	Computer	526	540
	Justification: Hardware, Software, peripherals, paper, ink, etc. new computer replacement		
194816213	Medical	0	100
	Justification: Expenses for maintaining first aid kits. This cost is split among all five public works divisions.		
194816214	Chemical	3,000	5,000
	Justification: Mosquito spraying; weed killer; lime; etc.		
194816215	Postage	0	100
	Justification: Mailing of correspondence to engineers, consultants, contractors, and citizens.		
194816216	Signs	6,000	6,000
	Justification: Hardware, posts, and other supplies for street signs.		
194816217	Fuel	3,700	5,300
	Justification: Fuel for vehicles and equipment; 1,334 gallons at an average cost of \$4.00 per gallon.		
194816218	Paving Materials	25,000	17,000

Justification: Maintenance on the streets Hot mix asphalt, cold patch asphalt, crushed concrete and limestone, iron ore, and cement stabilized sand. Patching roads, shoulders, and driveway repairs.

FY '19-'20 Streets, Drainage, Parks, ROW Accounts Justification

MAINTENANCE

Acct. No.	Account Name	Projected 2018-19	Request 2019-20	
194816311	Vehicles	22,778	10,000	
Justification: Includes payment for PW 19 and repair of aging PW vehicles;				
194816313	Buildings/Structures	900	1,500	
Justification: Public Works warehouse, equipment storage, and parking facilities. Increased to reflect previous year's actual expenditures and cover anticipated maintenance costs.				
194816314	Streets/Sidewalks	500	1,500	
Justification: Streets and sidewalk maintenance, repair, and improvements; tree service fees to remove large trees from right-of-way, etc.				
194816315	Drainage Ditches	900	1,500	
Justification: Drainage ditch maintenance, repair, improvement, installation, and extension.				
194816316	Utility Lines	0	0	
Justification: Utility line maintenance, relocation, and repairs associated with streets projects.				
194816317	Equipment	13,000	11,000	
Justification: Maintenance on emergency power generators, JCB Back hoe, one 2008 Volvo BL60 backhoe, one 1990 L2350 Kubota tractor, one Kubota riding lawn mower, one 1999 John Deere 5410 tractor, one Cub Cadet riding lawn mower, and various small gas powered to 0 chain saws, air compressor, push mowers, weed eaters, etc.; Cost shared between all PW divisions.				
194816318	Operations/Office Equipment	2,977	2,000	
Justification: Maintenance, repair, and replacement of safety equipment, barricades, etc. Increased to reflect actual expenditures during previous year and to cover anticipated costs.				
194816319	Radios/Cell Phones	1,467	2,000	
Justification: Monthly costs for 11 cell phones and maintenance costs for 17 radios. Montgomery County charges \$7.50/radio/month. Increased to reflect actual expenditures from previous year.				
194816320	Signs	2,000	9,000	0
Justification: Maintenance, repairs, and replacement of stop signs and street signs, city limits signs, parks signs, etc				
194816321	Parks	8,500	8,500	
Justification: Maintenance of Crawfords Corner, Lindley Park, Martin Luther King Park, and Pine Circle Park.				

MISCELLANEOUS

FY '19-'20 Streets, Drainage, Parks, ROW Accounts Justification

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194816411	Association Dues	850	1,400
Justification: AWWA, TMUA, LMC, Kiwanis, TWUA Green Forest, and TPWA association memberships. Proposed increase for Street Super membership to American Public Works Association			
194816412	Meetings/Conferences	600	600
Justification: Training and expense for development of employees in knowledge of streets maintenance and repair.			
194816413	Insurance	6,000	3,700
Justification: Streets, signs, etc. Increased to reflect actual expenditures during previous fiscal year.			
194816415	Uniforms	4,600	2,800
Justification: Uniform rental and service plus safety boots for 11 employees. This cost is split between all five public works divisions.			
194816416	Rentals	5,500	6,000
Justification: Equipment as needed for street repairs and installation, monthly lease to purchase of Back Hoe Swap Program through Bobcat of Houston for the Bobcat Skid Steer Excavator			

CONTRACT SERVICES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194816512	Engineering	18,500	19,000
Justification: General consultation for streets and drainage, engineering for streets improvements and additions.			
194816513	Consultants	0	0
Justification: Reallocated funds to Engineering line item.			
194816516	Interlocal Government	5,500	12,800
Justification: TCEQ required MS4 Permit/Program & Stormwater Plan, Dig Tess (TX 811) Fees and Railroad Lease. Increased because of new EPA/TCEQ requirements to participate in MS4 Permit Stormwater Program			

UTILITIES

Acct. No.	Account Name	Projected 2018-19	Request 2019-20
194816611	Electric	48,000	55,000
Justification: Electric street lights, school zone lights, and parks lighting. to reflect actual expenditures from previous fiscal year as well as to cover fuel surcharges for electric service.			
194816612	Telephone	1,314	1,000
Justification: Land line telephone service cost is split between all five public works divisions.			

CAPITAL OUTLAY

Acct. No.	Account Name	Budget 2018-19	Proposed 2019-20
194816712	Vehicles	0	0
Justification: 1948106730			
1948106730	Other	0	115,000
Street repairs on S. Wood St., Aspin Way and Maple Ridge Drive, Flder Street, and Cargill Stree.			

**City of Willis Budget FY 2019-2020
Public Works/Utility Department
Operation and Maintenance
Summary**

	18-19 FY Approved Amount	19-20 FY Budget Proposal	\$ Difference	% Change	Capital 17-18	Capital 19-20
Water Production	532,742	540,823	8,081	1.52%	52,500	52,500
Water Distribution	381,044	420,608	39,564	10.38%	0	36,700
WW Collection	410,586	415,279	4,693	1.14%	0	-
WW Treatment	573,337	580,532	7,195	1.25%	0	-
Streets/ROW/Drainage/Parks	499,718	591,698	91,980	18.41%	0	115,000
Water & Sewer Debt Service	1,153,304	1,773,995	620,691	53.82%		
		2,548,939			52,500	204,200

*** Budget Proposal amounts reflect staff time allocation updates and funds allocation corrections based on actual field conditions, the previous fiscal year's expenditures, and additional anticipated O & M costs such those associated with regulatory compliance and unfunded mandates from EPA/TCEQ.**

CITY OF WILLIS BUDGET FY 2019-2020
General Fund
Solid Waste

No.	Category	Actual 2017-18	Budgeted 2018-19	8 mo 2018-19	Projected 2018-2019	Approved 2019-20
194616100	Personnel					
194616200	Supplies					
194616300	Maintenance					
194616400	Miscellaneous/Sundry					
194616500	Contract Services	280,079	289,000	171,114	289,000	305,000
19416600	Utilities					
194616700	Capital Outlay					
	TOTAL ADMINISTRATION	\$ 280,079	\$ 289,000	\$ 171,114	\$ 289,000	\$ 305,000

CITY OF WILLIS BUDGET FY 2019-2020

General Fund

Solid Waste

No.	Category	Actual	Approved	8 mo	Projected	Approved
		2017-18	2018-19	2018-19	2018-2019	2019-20
194616100	Personnel					
194616111	Salary/Wages					
194616112	FICA					
194616113	Health Insurance					
194616114	TMRS					
194616115	Unemployment					
194616116	Worker's Comp					
194616117	Incentive/Longevity					
	Total Personnel					
194616200	Supplies					
194616211	Office					
194616212	Computer					
194616213	Medical					
194616214	Chemical					
194616215	Postage					
194616216	Signs					
194616217	Fuel					
194616230	Other					
	Total Supplies					

CITY OF WILLIS BUDGET FY 2019-2020

General Fund

Solid Waste

No.	Category	Actual	Approved	8 mo	Projected	Approved
		2017-18	2018-19	2018-19	2018-2019	2019-20
194616300	Maintenance					
194616311	Vehicles					
194616312	Pumps/Motors					
194616313	Buildings/Structures					
194616314	Streets/Sidewalks					
194616315	Drainage Ditches					
194616316	Utility Lines					
194616317	Equipment					
194616318	Office Equipment					
194616319	Radios/Cell Phones					
194616320	Signs					
194616321	Parks					
194616330	Other					
	Total Maintenance					
194616400	Miscellaneous/Sundry					
194616411	Associaion Dues					
194616412	Meetings/Conferences					
194616413	Insurance					
194616414	Elections					
194616415	Uniforms					
194616416	Rentals					

CITY OF WILLIS BUDGET FY 2019-2020

General Fund

Solid Waste

No.	Category	Actual 2017-18	Approved 2018-19	8 mo 2018-19	Projected 2018-2019	Approved 2019-20
194616417	Legal Notices					
194616430	Other					
	Total Miscellaneous/Sundry					
194616500	Contract Services					
194616511	Legal					
194616512	Engineering					
194616513	Consultants					
194616514	Solid Waste	280,079	289,000	171,114	289,000	305,000
194616515	Auditing					
194616516	Interlocal Government					
194616530	Other					
	Total Contract Services	\$ 280,079	\$ 289,000	\$ 171,114	\$ 289,000	\$ 305,000
194616600	Utilities					
194616611	Electric					
194616612	Telephone					
194616630	Other					
	Total Utilities					

CITY OF WILLIS BUDGET FY 2019-2020

General Fund

Solid Waste

No.	Category	Actual	Approved	8 mo	Projected	Approved
		2017-18	2018-19	2018-19	2018-2019	2019-20
194616700	Capital Outlay					
194616711	Real Estate					
194616712	Vehicles					
194616713	Equipment					
194616714	Building/Structures					
194616715	Office Equipment					
194616716	Street Signs					
194616717	Traffic Signals					
194616730	Other					
	Total Capital Outlay					
	TOTAL SOLID WASTE COLL	\$ 280,079	\$ 289,000	\$ 171,114	\$ 289,000	\$ 305,000