

**Office of the Mayor**  
**City of Weston Lakes**  
**Partial FY 2009 Budget Proposal**

To: The City Council of the City of Weston Lakes

As required under the provisions of Chapter 102 of the Texas Local Government Code, and as the designated Budget Officer under Section 102.001, the following City Council approved budget for the partial FY 2009 is made available to the public in advance of a public hearing on March 14, 2009 as required by section 102.006 and 102.0065 of the Texas Local Government Code. As a first year budget being submitted after the beginning of the designated fiscal year there are no outstanding city obligations that are not included in this budget submission. There is no cash on hand to account for in this initial. Public Comments are encouraged at the Public Hearing.

**Mayor's Vision**

Over the years the shared vision of the Weston Lakes community has not seen significant change. Weston Lakes' is currently a quiet residential community in the midst of rural Texas with mostly custom homes and amenities that fit both an active and leisurely life style for young and old alike. Our golf, tennis, and country club are centerpieces of the gated portion of the community. With the incorporation of Weston Lakes as a city and the addition of the acreage to the original gated community the vision has expanded to include the character and culture of the residents of Bowser Road. The agriculture, ranching and country living that the Bowser Road residents and property owners bring to our diverse and richly endowed character, contributes to our diversity and growth potential. The importance for cooperative efforts with the Property Owners Association and the Fort Bend County MUD 81 as well as the residents of the Bowser Road area is paramount to ensure the protection of the character and culture of the new City of Weston Lakes. It is envisioned that all will work with cooperation and enthusiasm to meet our common goals to protect property values, property and land use rights, and peaceful and safe surroundings.

**Proposed City Goals**

- Maintain Weston Lakes as a residential and country like environment for the healthful and cooperative development of all our residents.
- Establish our city on a sound financial footing with small, minimal, non intrusive government.
- Provide for the Public Safety, Public Health and Emergency Preparedness for the citizens of Weston Lakes as required under the laws of the State of Texas.
- Establish a first class transparent government responsive to the needs of the citizens.
- Operate the city with no ad velorum taxes, relying on franchise fees and alcohol mixed beverage taxes to finance the city government and any programs adopted or implemented.
- Establish the mechanisms to oversee the ETJ of the city of Weston Lakes in accordance with the vision of protecting the character and culture of the City of Weston Lakes and exercising the responsibility for the Public Health and Safety for development and activities in the City's ETJ.

- Operate the City Staff with minimal expenditures with reliance on volunteers to the extent that volunteers are available and needed.
- Act cooperatively within the organizations of the council of governments to support area goals of mobility and development.

#### **FY 2009 Objectives**

- Fully integrate the community of Weston Lakes into a City.
- Take all administrative action to establish the city processes related those functions required under Texas Statue to include, open meeting, open records, public and legal notices, election orders, financial management, public hearings, ETJ management and public safety and health.
- Hire required profession legal and engineering services.
- Define the city organization with and assign functional responsibilities.
- Establish and define the responsibilities of the Office of the City Marshal.
- Obtain office space for city administration.
- Hire a city secretary and prepare the administration office for the establishment of records control, and election management.
- Create the standard processes for the establishment of agendas, council meetings, workshops, and public hearings.
- Join with other cities and governments in Fort Bend County and the surrounding area to coordinate and support common goals of improvement in area mobility, roads, economic development and community events.
- Establish multiple means of communicating with the citizens of the City of Weston Lakes through the establishment of a city web site, periodic mailings to all of the residents, and Weston Lakes newsletter input. Make communication with the citizens a priority to encourage involvement and input.

#### **2009 Budget Overview**

**Revenues:** The proposed 2009 budget is based on an October 1 to a September 30 fiscal year, and is an absolute minimum budget. It is based upon anticipated revenues from Franchise fees and Alcoholic Mixed Beverage tax. Franchise fee payments, at this time, are both estimates, as indicated, based upon discussion with utility companies or confirmed commitments. Center Point electric fees are to be available in February, backdated to January and will be \$5,300.00 per month. Telephone Franchise fees are estimated to be \$1,000.00 per month with an anticipated start date of May although that date may be delayed. Center Point Gas fees are estimated to be \$1,500.00 per month with an anticipated start date in May. Alcoholic mixed beverage tax receipts from the State Comptroller's Office will begin in January in the amount of approximately \$950.00 backdated to our date of incorporation (May 20, 2008), and quarterly thereafter in the amount of approximately \$500.00. Amounts are dependent upon the volume of mixed beverage sales at the Weston Lakes Country Club.

**Expenditures:** Expenditures have been limited to those necessary to properly establish the city administration tailored to the unique requirements of the City of Weston Lakes and the laws of the State of Texas. To protect the city, insurance has been purchased from the Texas Municipal League Inter

Governmental Risk Pool, and an Attorney has been retained to represent the City to ensure actions taken by the City are reviewed by legal counsel. Attorney fees are anticipated to be above average for a city the size of Weston Lakes; however, since the City is in a start up mode, legal counsel will be relied on more often than an already established city. Audit fees are listed in the budget but carried as no expense as an audit will not be required in the first year of operation. It is included as it will be an annual expense in the future. Election costs will cover the cost of an annual election of municipal officers and is an estimate based upon average city costs for the conduct of such elections. Expenses are included for the hiring of a city secretary, a requirement of the Texas Local Code and many other statues that assign statutory responsibilities for city elections, records management, official certifications, and other administrative matters to the municipal clerk or city secretary. Expenses are included for a city engineer another statutory requirement of the Texas Local Code. The engineer will be appointed as a consultant providing professional services to the City on an as needed basis. Administrative costs associated with an office start up are identified to include office leasing, telephone, office supplies, capital investment in computer office equipment, community mailings, website establishment, legal notices, postage, and post office box. Start up costs for the Marshal's office is included as well as fees for membership in the Houston Galveston Area Council. TML membership has been obtained and there is no charge for the first year. The budget projection for 2010 includes the annual membership costs for the Texas Municipal League.

**Budget Summary:** With total anticipated revenues equaling \$62,200.00 and expenditures totaling \$29,287.00 there is a budget balance of \$32,913.00 which will be placed in Certificate of Deposit or Money Market funds with the City's bank of record for future budget requirements. Actual expenditures will be approved by the City Council as specific costs are identified.

**FY 2009 Budget Partial FY:**

**Revenue:**

Alcohol Beverage Fees.....	\$2,000.00
Telecommunications Franchise Fees.....	5,000.00
Center Point Franchise Fees (Gas).....	7,500.00 (est)
<u>Center Point Franchise Fees (Elec).....</u>	<u>47,700.00</u>

Income Total .....\$62,200.00

**Expenditures:**

Audit Fees.....	\$ 00.00
Engineer .....	1,000.00
Election Costs .....	2,000.00

Legal Fees .....	12,000.00
Legal Notices.....	300.00
Membership Fees (H-GAC).....	200.00
Membership fees (GFBEDC) .....	0.00
Memership Fees TML .....	0.00
Mailings to Residents (Letters/Postcards).....	200.00
Office Supplies (General) .....	800.00
Performance Bonds (Secretary/Treasurer).....	100.00
PO Box.....	62.00
Establish Marshal's Office .....	1,200.00
Postage (For City Residents Mailout and general mailings.....	500.00
FBC/Tax Assessor Fees* .....	0.00
TML Risk Pool/Insurance .....	1,700.00
Web Site/IT support/ISP .....	1,000.00
Telecommunications .....	500.00
Training, Seminars, Travel.....	2,000.00
Payroll Tax Expenses .....	225.00
Payroll (Secretary) .....	3,000.00
Facilities (City Offices Lease/Rental) .....	3,500.00
Utilities (City Offices) .....	00.00
Office Equipment, Computer .....	2,500.00
Software, Printer/copier/fax/ Scanner, adding machine, files,	
<u>Total estimated expenditures .....</u>	<u>\$ 29,287.00</u>
Balance .....	\$ 32,913.00

The official Budget is consistent with the goals and objectives stated above and will move the city toward fulfilling the vision of establishing a firm legal base for the new city, maintaining the character and culture of our newly established diverse city, establishing multiple means of communication with the citizens of the City to achieve transparency in government and citizen participation in the governing process.

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Mary Rose Zdunkewicz

Mayor

City of Weston Lakes