



**Office of the Mayor
City of Weston Lakes
FY 2012 Budget**

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, I am submitting the following budget for FY 2012. This budget will be made public at the time of submission to the City Council and be available for public review by contacting the City Secretary. It will also be posted to the City Web Site. A Workshop is scheduled for August 20, 2011 for the City Council to consider the budget. A Public Budget Hearing will be scheduled for September 17th, 2011 for public comment with appropriate public notifications as required by section 102.006 and 102.0065 of the Texas Local Government Code.

Mayor's Vision

Over the last three years we have been able to operate a functioning city office at a minimum cost. My vision has been to effect little or no change in the environment of Weston Lakes, and retain the cooperation with our partners in governing, the POA and Fort Bend County MUD 81. We have established a routine means of communicating to our residents through our Meetings, outreach to the news media, the establishment of our Website, the Weston Lakes newsletter, and open meeting to address the concerns of our residents. All these efforts will continue. The City will continue to fulfill its legal responsibility in the areas of Public Safety and Public Health as required under the Laws of the State of Texas. With the establishment of a volunteer Emergency Management Committee, the Office of the Marshal, and coordination with the County, the City is a full partner with our servicing agencies for Public Safety in the areas of Law Enforcement, Fire and Emergency Medical Services.

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.
- Continue to operate the city with no ad valorem taxes, relying on franchise fees and alcohol mixed beverage taxes to finance the city government and any programs adopted or implemented.

- Continue to 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.

2012 Budget Overview

Revenues: The proposed 2012 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 fees are received either monthly or quarterly. The City receives \$6,408.55 per month from Center Point Electric. Telephone Franchise fees are estimated to be \$15,000.00 per year paid quarterly. Alcoholic mixed beverage tax receipts from the State Comptroller's Office paid quarterly based upon alcohol sales at the County Club and approximates \$375.00 per quarter. Center Point Gas franchise fees are paid quarterly and based upon gas usage and therefore fluctuate through the year. The annual anticipated Center Point gas revenue is projected to be an estimated \$35,000.

Expenditures: Expenditures have been limited to those necessary to properly finance the administration of the City and fulfill its responsibilities to the residents in the areas of public safety and health. 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. Election costs will cover the cost of an annual election of municipal officers and is an estimate based upon costs for the conduct of such elections with the assumption that the City will be able to share expenses with the County if another election is conducted at the same time. Employee expenses are included for the city secretary, who has significant responsibilities for city elections, records management, official certifications, and other administrative matters that accrue to the city secretary. Expenses are included for our city engineer consultant. Flood Plain permit fees will now include a service charge and a fee to be transferred to the city engineer to cover his costs and expenses in administrating the Flood Plain permit process. Administrative costs associated with the operation of our City office are identified to include office leasing, telephone, office supplies, capital investment in computer office equipment, community mailings, website management, legal notices, postage, and post office box rental. Expenses for the Marshal's office are included as well as costs for the equipping of the City's Emergency Operations Center and continuing emergency management training and operations. Expenses for a State required audit are also included. Membership fees for participation in the Houston- Galveston Area Council, the Fort Bend Economic Development Council and the Texas Municipal League are included. Travel and training costs are also included in the budget.

Budget Summary: With total anticipated revenues equaling \$131,100.00 and expenditures totaling \$76,360.00 there is a budget reserve of \$54,740.00 which will be placed in the City's bank of record for future budget requirements. Actual expenditures will be approved by the City Council as specific costs are identified.

Revenue:

2011 Reserve Carryover.....	\$197,420.00 (est)
Alcohol Beverage Fees.....	1,500.00
Telecommunications Franchise Fees.....	15,000.00
Center Point Electric Franchise Fees.....	78,000.00
Center Point Gas Franchise Fees.....	35,000.00
Flood Plain Permit Fees	1,600.00
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Revenue Total	\$ 131,000.00

Expenditures:

Audit Fees	6,000.00
Engineer	5,000.00
Flood Plain Permit Fees	1,600.00
Election Costs	4,500.00
Legal Fees	15,000.00
Legal Notices.....	200.00
Membership Fees (H-GAC).....	200.00
Membership Fees TML	700.00
Membership Fees (Greater FB Econ. Dev Concil)	1,000.00
Mailings to Residents (Letters/Postcards).....	300.00
Office Supplies (General)	1,000.00
Performance Bonds (Secretary/Marshal)	100.00
PO Box.....	60.00
Marshal's Office	500.00

Postage	500.00
TML Risk Pool/Insurance	1,800.00
Web Site/IT support/ISP	700.00
Telecommunications	1,000.00
Secretary Training.....	2,500.00
Payroll Tax Expenses	1,400.00
Payroll (Secretary)	10,000.00
Facilities (City Offices Lease/Rental)	6,500.00
Training, Travel and Seminars.....	5,000.00
Office Equipment, Computer	500.00
Office Furnishings	300.00
Representation & Celebrations	2,000.00
Emergency preparedness Supplies and equipment	16,300.00
Expenditure Total	\$ 76,360.00

Mary Rose Zdunkewicz
Mayor
City of Weston Lakes