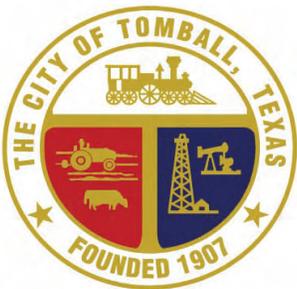
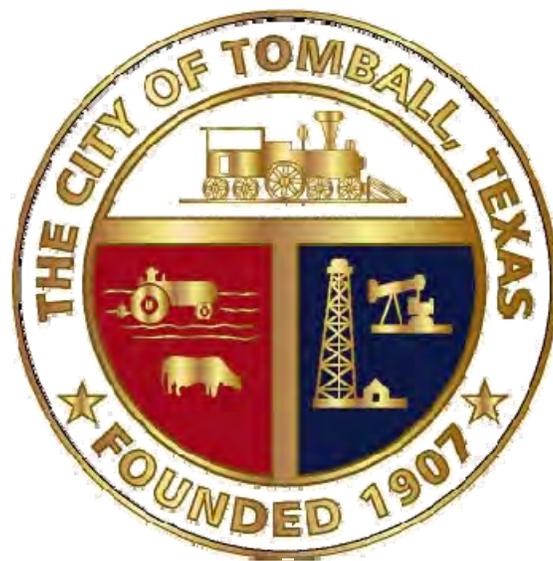


City of Tomball Texas



Annual Budget
October 1, 2011 to September 30, 2012



How to Read this Document

Welcome!

You are holding the published City of Tomball, Texas budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012. The document has been prepared to help you, the reader, learn of the issues affecting the Tomball community. Many people believe a city budget is only a financial plan. Although you can learn a great deal about the City's finances from these pages, the FY 2012 budget document has been designed to serve other functions as well. For example, it is a policy document that presents the major policies which guide how the city is managed. It is an operations guide which gives the public, elected officials, and City staff information pertaining to the production and performance of individual City operations. The document is also designed as a communications device in which information is conveyed verbally and graphically.

Budget Format

The document is divided into three major sections: Introduction, Financial and Operational, and Appendices. The introductory section contains the City Manager's letter which is addressed to the City Council and explains major policies and issues which affected the development of the fiscal year budget. This section also includes the City's organization and staffing charts and the summary of all financial statements.

The Financial/Operational section describes various aspects of the City's organization. This information is grouped first by fund and then by department. Like many local governments, the City uses the fund method of accounting. Simply stated, a fund is a unit of the City which tracks the application of various public resources. For example, the Enterprise Fund is established to account for the revenues and expenses of the City's water, sewer, and natural gas operations. Most people are particularly interested in the

General Fund which is comprised of most of the City's operations such as Police, Fire, Municipal Court, Streets, and Parks. Financial statements, including the adopted FY 2012 budget are presented for every fund. The statements show the fund's financial condition over a number of years. Similar to the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2010 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2011. The projected column reflects estimated amounts compared to the amounts included in the adopted budget for the current year. The projected ending balance of the current fiscal year then becomes the beginning balance for the projected FY 2012 budget year. Accompanying the statements are narratives and graphs which describe the major features of that particular fund. Within each fund there may be one or

more departments which further describe a component of the City's organization. Each department's presentation includes a mission statement, accomplishments for the previous fiscal year, and operational objectives for the upcoming year. Selected service levels for each department are presented graphically. The funding for each department, as well as the unit's staffing are summarized over a number of years.

Tomball Fast Facts as well as the Tomball Journal provide additional information as to the demographic composition of the community, its history, and economic outlook.

Finally, appendices are presented that more fully describe the budget process, the City's major revenue sources, the long-term financial plans for the General, Debt Service, and Enterprise Funds, and a capital project summary. Also included is a glossary of terms.

Tomball City Council



Gretchen Fagan
Mayor
Elected May 2007
Serving 2nd Term
gfagan@ci.tomball.tx.us



Mark Stoll
Mayor Pro-Tem Council 2
Elected June 2009
Serving 1st Term
mstoll@ci.tomball.tx.us



Rick Brown
Council 3
Elected May 2010
Serving 1st Term
rbrown@ci.tomball.tx.us



Preston L. Dodson
Council 5
Elected August 2010
Serving 2nd Term
pdodson@ci.tomball.tx.us



F.S. "Field" Hudgens
Council 1
Elected May 2011
Serving 1st Term
fhudgens@ci.tomball.tx.us



Derek Townsend, Sr.
Council 4
Elected May 2009
Serving 1st Term
dtownsend@ci.tomball.tx.us



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tomball
Texas**

For the Fiscal Year Beginning

October 1, 2010



President

Executive Director

**CITY OF TOMBALL
CITY MANAGER’S PROPOSED BUDGET
FISCAL YEAR 2011-2012**

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City of Tomball

*Gretchen Fagan
Mayor*

*George Shackelford
City Manager*

September 30, 2011

Honorable Mayor and
Members of City Council
City of Tomball, Texas

Dear Mayor and Council Members,

In accordance with the City's Charter provisions, it is my pleasure to present the City of Tomball's Fiscal Year 2011-2012 (FY2012) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on September 06, 2011. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	FY 2010-2011 (FY2011) <u>ADOPTED BUDGET</u>	FY 2011-2012 (FY2012) <u>ADOPTED BUDGET</u>
General Fund	\$ 18,249,279	\$ 18,820,670
Enterprise Fund	11,725,579	13,668,075
Internal Service Funds	2,146,677	2,018,042
Debt Service Fund	1,785,536	2,140,034
Special Revenue Funds	964,117	742,403
Capital Projects Fund	<u>0</u>	<u>4,375,860</u>
Total Authorized Operations	\$ 34,871,188	\$ 41,765,084

Excluding inter-fund transfers of \$6,385,968, the FY2012 budget represents an increase of \$507,928 or 1.46% increase when compared to last year's budget. This budget is built around the City Council's continued direction to "hold the line" on the City's spending.

This budget continues to provide a high level of service to the entire Tomball community and at the same time, keep ad valorem (property) taxes low. For FY2012, the Debt Service tax rate increased by \$0.09 cents per \$100 dollars of assessed value to fund the issuance of \$14,500,000 of Certificates of Obligation for infrastructure projects. This raised the total tax rate to \$34.1455 cents per \$100 of assessed value with the General Fund operational rate remaining the same as last year.

After this increase, the City of Tomball continues to have one of the lowest property tax rates in the region and certainly across the State of Texas.

SUMMARY OF RESOURCES

The primary financial resources for the City of Tomball are ad-valorem taxes, sales taxes, charges for services, and franchise fees. The underlying basis for estimation of resource collection is historical trend analysis combined with a conservative attitude.

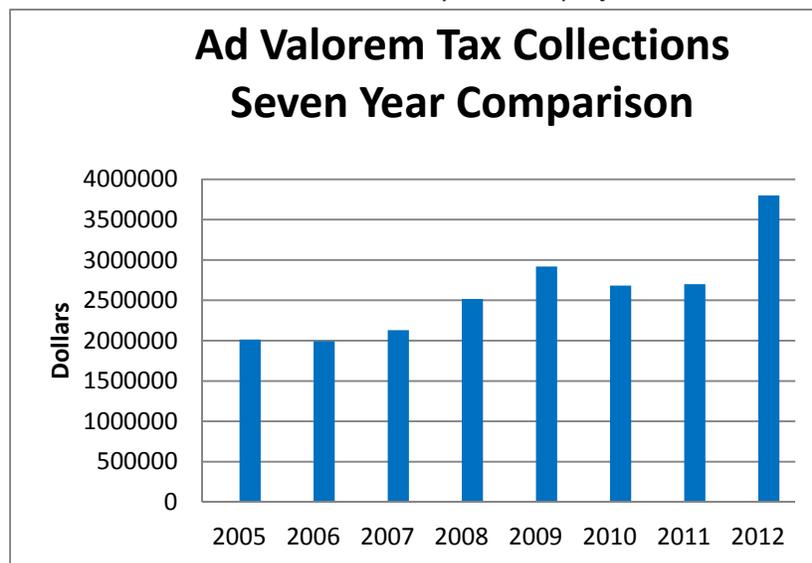
Resources Derived through Taxation

Ad Valorem property tax revenue makes-up only 9% of the City's overall resources This is primarily due to the very low tax rate. As previously mentioned, for FY2012, a \$0.09 cent increase to \$0.23 cents in the Debt Service tax rate was approved by the City Council.

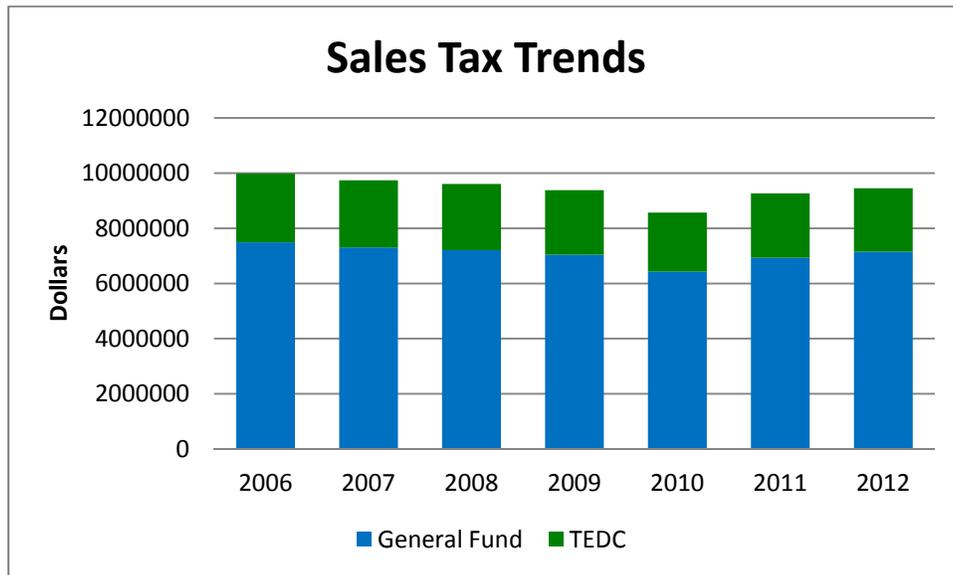
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property must be reviewed at least every three years; however, the City may, at its own expense, require annual reviews of appraised values.

As authorized by state law, the City Council has approved certain tax exemptions to its citizens. Those homeowners 65 years of age and older (or disabled) qualify for an exemption of the first \$90,000 of assessed value. Additional exemptions are also available for disabled veterans.

In FY2012, the City expects to collect \$3.8 million through the ad valorem tax process. The graph below portrays the actual collections for the last seven fiscal years and projected collections for FY2012.



Sales tax revenues are generated when goods are sold in the City. The State of Texas is the collecting agency for these taxes and remits the amount due to the City. The current sales tax rate in our jurisdiction is 8.25%, which is comprised of 6.25% for the State, 1% for the City, ½% for the Tomball Economic Development Corporation, and ½% for property tax reduction. The City estimates the amount it expects to receive from sales taxes based on historical trends. While Texas is faring better than the nation, the effects on the local economy appear to be improving at this time. During FY2011, the City experienced an increase of 5.62% in sales tax revenue over the previous year. Based upon this increase, but acknowledging the uncertain future of the economy, this budget estimates the collection of \$7.1 million for the City’s General Fund and \$2.3 million for the Tomball Economic Development Corporation.



Revenues Derived Through Charges for Services, Licenses & Permits, and Franchise Fees

The City provides many services to its Citizens. Some are required for the basic health and well-being of the individual (water, sewer, gas, and sanitation) while others improve the quality of life. The total projection for Charges for Services revenues in FY2012 is \$11.7 million. Listed below are major sources of revenues received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2012 Resources</u>
Water Production and Distribution	\$ 4,250,000
Wastewater Collection & Treatment	2,350,000
Gas Sales	3,675,000
Solid Waste Collection	1,775,000

The final, major resource is the levying of Franchise Fees to utilities operating in the City of Tomball. State Law governs the amount of the levy. Franchise Taxes are projected to remain relatively the same as last year. The City expects to receive \$1.15 million from this revenue source in FY2012.

Other Resources

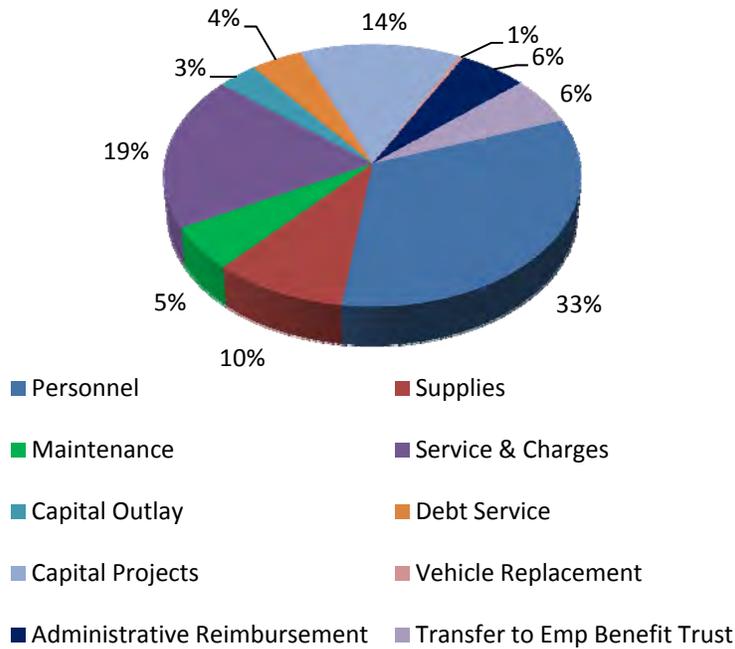
Two other critical resources for the City of Tomball is Licenses & Permits and Fines & Forfeits. Licenses and Permits are projected to be up from the FY2011 budget due to increased development within the City. Several new construction projects were completed during FY2011 and more are expected during FY2012. Fines and Forfeits are projected to remain in line with the FY2011 estimates.

A final, important resource is the earnings on investments. Investment earnings are expected to continue to decline in FY2012. As the interest rates have decreased, the City has had to replace maturing investments that had higher yields with lower yielding investments, thus seeing a major decline in investment Earnings. The City expects to earn an estimated, \$132,325 during FY2012. The projection of this resource is based on a cash flow analysis and a conservative interest earnings yield based on current economic conditions. The planned transfers to the new Capital Projects Fund will impact the interest earnings in both the General and Enterprise Funds.

SUMMARY OF EXPENDITURES

The expenditures of the City of Tomball are grouped into five broad categories: personnel and personnel related benefits, cost of capital outlay, costs needed to service and extinguish debt, supplies, all other costs (utilities, insurance, maintenance, etc.). The chart below depicts the expenditures for the City of Tomball excluding intergovernmental revenues.

All Funds Expense Distribution Fiscal Year 2011-2012



As with most entities, personnel related costs are the largest expense category. Salaries account for \$10.0 million of the total budget--coupled with the associated benefits (Social Security, Retirement, and Medical Insurance) this accounts for approximately 33% of the City's resources.

The Debt Service category is the total dollars expended to pay interest and principal on the existing debt, which represents 4% of the budget at \$2.1 million.

The Capital Outlay category includes major capital improvements projects totaling \$4.37 million. There is a listing of these projects included in the budget. Additionally, there is a separate Capital Projects Fund this year, which accounts for current and future capital projects. The proceeds from the \$14.5 million Certificates of Obligation will be recorded in this new fund.

The Supplies category of \$3.06 million includes office materials, chemicals, gas purchases, and other supplies.

The Services & Charges and Other categories include items such as utilities, training, education, and maintenance. These categories account for \$6.09 million

PERSONNEL

In an attempt to maintain a competitive salary and benefits for employees, a 3% percent salary adjustment is proposed in this fiscal year budget which total cost is an estimated \$299,000. Major medical health coverage contracts have been renewed for FY2012 with no increases in the rates.

Personnel Changes

In planning for staff levels for FY2012, three full-time equivalent positions were added.

These new positions are reflected on the "Staffing" page.

The Texas Municipal Retirement System reduced the City's required contribution rate resulting in a \$72,000 savings over FY2011.

Additional positions funded in this budget are the conversion of one part-time employee in Court to full-time status, two additional firefighters, one part-time employee in Human Resources, and two School Resource Officers to work in the Tomball ISD Intermediate schools and the new high school.

SUPPLEMENTAL ITEMS & CAPITAL IMPROVEMENTS

During the budget workshops, a variety of supplemental dollars were identified as priorities by the City Council and incorporated into the budget document. The Capital Projects Fund proposed budget for FY2012 includes cash funding of \$4,375,860 in capital improvement projects. As mentioned previously, the proceeds from the \$14.5 million Certificates of Obligation will be received in January 2012 for the construction of the M121W drainage channel and the extension of Medical Complex Drive from South Cherry Street west to SH249 Business. These funds will be accounted for in the new Capital Projects Fund.

BUDGET OVERVIEW

The ending fund balance in the General Fund for 2010-2011 is projected to be \$10,606,990. This is \$1,808,805 more than budgeted. Revenues for the current fiscal year (FY2011), budgeted at \$14,885,783 are expected to come in at approximately \$15,134,022 or 1.67% more than budget. This is primarily due to service fees and sales taxes coming in ahead of budget. Other revenue categories that came in slightly ahead of budget minimized the impact of other budgetary shortfalls. A very conservative estimate of revenues for FY2011 indicates \$14,859,605, which is 0.2% less than revenues budgeted for FY2012.

Operating expenditures for FY2011 are projected to come in approximately \$973,048 less than budget. This is primarily due to some position vacancies, the cost of fuel dropping below that used in preparing the budget, and departments consciously working to hold costs down in the current economic climate. There are a number of capital projects funded from cash reserves that are continuing in the upcoming fiscal year. These projects are accounted for in the Capital Projects Fund in FY2012.

Projected ending fund balance for FY2012 will be \$6,645,925, which is a 44% ratio to operating expenditures. This provides reserves in excess of the City's charter requirement of 25% of operating expenditures of approximately \$2,904,307 million. Proposed expenditures are \$14,966,472, which is \$477,272 more or 3.29% more than last year. Preliminary assessed values provided from the Harris County Tax Appraisal District (HCAD) have indicated that the City of Tomball assessed values for FY2011 have dropped 4.60%. The actual tax rate cannot be adopted until the city receives the calculated effective tax rate from HCAD; however, the total rate of \$.341455 per \$100 of assessed value is recommended for the proposed budget. The General Fund rate of \$.111455 will remain the same as last year while the Debt Fund rate will increase to \$.23. With the slight decrease of property values, property tax revenues will decrease in the General Fund, but will increase in the Debt Service Fund because of the rate increase.

ENTERPRISE FUND OVERVIEW

The FY2012 ending fund balance in the Enterprise Fund is projected to be \$12,118,760, which is 140.0% of total operating expenses.

Revenues for FY2012 are projected to be \$11,269,750. Operating expenses for FY2012, including debt and capital, are projected to be \$13,668,075.

The Enterprise Fund maintains a very strong ending fund balance which provides 189.4% coverage on total system supported debt. These numbers help the City maintain its strong bond rating of AA- from Standard & Poor's.

The water and sewer rate structures will remain the same for residential and commercial customers for FY2012. Gas rates are proposed to drop from \$12.75 per mcf to \$11.75 per mcf, a reduction of 8.33%

DEBT SERVICE FUND OVERVIEW

The ending fund balance in the Debt Service Fund is estimated to be \$755,676, which is more than budget because of the savings generated by the Series 2011 Refunding Bonds. The ending fund balance for FY 2012 is an estimated \$1,258,191 and represents a reserve level of 58% of proposed debt service expenditures. The City's policy for debt service reserves targets a reserve level of 25% of the next year's debt service requirement. Our high reserve levels give us some flexibility to issue debt to facilitate

projects proposed in the Capital Improvement Plan, allocate more property tax revenue to the General Fund, and minimize an increase in the overall tax rate.

Each fund has a different level of debt coverage. The debt coverage ratio required by the revenue bond covenants is 125%. It is a goal of the Enterprise Fund to provide this level of coverage, to demonstrate the strength of the system, and increase the City's bond rating on Enterprise debt. Standard & Poor's has recently reconfirmed the City's bond rating at AA-.

HOTEL OCCUPANCY TAX FUND OVERVIEW

With the addition of a new Marketing Director, we anticipate additional expenditures in the Hotel Tax Fund to implement new tourism programs. \$172,740 is budgeted for available grants from outside entities. With the proposed expenditures increased in the budget, a strong fund balance of \$194,665 is still being maintained.

TARGETED OPERATING BALANCES

The City strives to maintain reserve balances that comply with the City of Tomball Charter requirement that states:

"The total monies in all reserves (designated, undesignated, and debt) shall not exceed the budgeted City expenditures for the fiscal year. Likewise, the total monies included in all reserves shall not be less than one quarter of the budgeted City expenditures for a fiscal year."

The projected reserves at the end of the FY2012 budget year are well above this charter requirement.

REPORTING LEVELS

The following represents the reporting structure used in this document:

Fund
Department
Division
Line Item Detail

An organizational chart of the City is provided near the front of the budget document.

LONG RANGE STRATEGIC PLANS

The City has a formal Comprehensive Plan as well as a formal Strategic Plan. Both plans were adopted by the City Council and serve to help identify, prepare, and meet its needs in future years.

DEBT MANAGEMENT

The City services debt both in the General Fund and the Enterprise Fund. At this time, there is no authority for General Obligation Debt and all current outstanding amounts are from the issuance of Certificates of Obligation.

CASH MANAGEMENT

The City continually revises and improves its cash management practices. The Investment Officer is responsible for managing the City's cash position and for the prudent investing of the City's idle funds. Staff continuously performs analyses of operational cash flows. The City's philosophy is to match our investments with cash flows and rate yields. The City's Investment Policy is reviewed and approved by the City Council annually. The objectives of the Investment Policy are safety, liquidity, yield, and minimal risk of loss.

RISK MANAGEMENT

Property and Liability insurance premiums have remained stable over the past few years. The FY2012 premiums are projected to be in line with the previous year. In addition, no substantial change in Worker's Compensation premiums are anticipated.

AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City for its annual budget for the fiscal year ending September 30, 2011.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

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

ACKNOWLEDGEMENTS

The preparation of this budget could not have been accomplished without the efforts and dedication of the Finance Department staff. We would also like to express our appreciation to the Department Heads and other personnel from various departments who assisted in its preparation and especially members of the City Council in their in-depth review of the budget documents and participation in numerous budget workshops.

In conclusion, this budget represents the latest of several expenditure strategies reflecting sound, prudent, financial management policies and practices and the City Council is to be congratulated for providing strong fiscal leadership in the preparation and adoption of the budget.

Respectfully submitted,



George T. Shackelford
City Manager



Glenn Windsor, CPA
Finance Director

City of Tomball Strategic Plan 2010-2015

During fiscal year 2009-10, Council developed a strategic plan which presented their collective vision for the City of Tomball through 2015. Council's plans can be equated to building plans for a house. Accordingly, city staff is charged with building a budget around the foundation that Council provides. By working together, following the plans, and using our resources wisely, Tomball will become a beautiful edifice.

Clear Vision for Tomball

The City Council envisions major players coming together to create the future of Tomball which includes a sense of community and a home of which the citizens are proud. The city should offer a positive business environment and a home town feel through excellent education, healthcare, churches, public safety services, utilities, internet services, public facilities, pedestrian friendly areas and good mobility. In order to make that vision a reality, Council established the following targets...

- **Identity-Branding:** Become a destination city with many activities to draw people here
 - Festivals: Downtown movie night, arts, and music concerts
 - Communicate "brand" to citizens
- **Economic Development:** Become regional hub for retail, medical, financial, and high-tech businesses
- **Infrastructure:** Improve downtown parking and drainage
- **Council-Staff-Public Relations:** Improve customer service

Fiscal Year 2011-12 Goals

- Expand and Improve the City's quality infrastructure, facilities and public services to meet current and future needs.
- Improvement multimodal accessibility to the City and within Tomball
- Create a highly efficient, service-oriented culture within the City of Tomball
- Diversity and expand the City's revenue stream and increase efficiency of City operations to ensure financial sustainability.
- Implement economic development strategies to increase revenues to the City, diversify the tax base, create quality employment and housing opportunities, grow local businesses and maximize the community's economic assets.

City of Tomball Goal Matrix

The City's goals listed in the Strategic plan on the previous page are presented here in a matrix format. When the mission of a department corresponds with a City goal, it is highlighted in blue on the matrix.

	1) Infrastructure	2) Council-Staff-Public Relations	3) Identity - Branding	4) Economic Development	
					Mayor and Council
					City Manager's Office
					Permits and Inspections
					City Secretary
					Human Resources
					Finance
					Police
					Municipal Court
					Community Center
					Fire
					Public Works Administration
					Parks
					Streets
					Engineering and Planning
					Utilities
					Utility Billing

Comparative Tax Levies

For an average Tomball Single-Family Residence

	2011	2012
Harris County		
Market Value	\$ 154,526	\$ 152,950
Homestead Exemptions	20%	20%
Taxable Value	\$ 123,621	\$ 122,360
Tax Rate/ \$100	0.38805	0.39117
Tax Levy	\$ 479.71	\$ 478.64
Tomball ISD		
Market Value	\$ 154,526	\$ 152,950
Homestead Exemptions	(15,000)	(15,000)
Taxable Value	\$ 139,526	\$ 137,950
Tax Rate/ \$100	1.36	1.36
Tax Levy	\$ 1,897.55	\$ 1,876.12
City of Tomball		
Market Value	\$ 154,526	\$ 152,950
Homestead Exemptions	0	23120
Taxable Value	\$ 154,526	\$ 129,830
Tax Rate/ \$100	0.251455	0.341455
Tax Levy	\$ 388.56	\$ 443.31
TOTAL TAX LEVY	\$ 2765.83	\$ 2798.07

Levy does not include calculation of taxes for Harris County Flood Control District and other overlapping special taxing jurisdictions

PROPERTY TAX CALCULATION AND DISTRIBUTION

2011 Certified Tax Roll & Levy

Assessed Valuation (100%)	\$ 1,110,923,857
Rate Per \$100	\$ 0.341455
Total Tax Levy	\$ 3,793,305
Percent of Current Tax Collection	98%
Estimated Current Tax Collections	\$ 3,717,439

Summary of Tax Collections

Current Tax	\$ 3,717,439
Delinquent Tax	68,500
Penalty and Interest	37,000
Total 2010-2011 Tax Collections	<u>\$ 3,822,939</u>

Proposed Distribution:

	Tax Rate*	% of Total	Amount
General Fund:			
Current Tax			\$ 1,213,417
Delinquent Tax			30,000
Penalty and Interest			18,000
Total General Fund	<u>\$ 0.111455</u>	<u>32.64%</u>	<u>\$ 1,261,417</u>
Debt Service Fund:			
Current Tax			\$ 2,504,022
Delinquent Tax			38,500
Penalty and Interest			19,000
Total Debt Service Fund	<u>\$ 0.230000</u>	<u>67.36%</u>	<u>\$ 2,561,522</u>
TOTAL DISTRIBUTION	<u><u>\$ 0.341455</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 3,822,939</u></u>

* Tax rate is expressed as cents per \$100 of valuation.

MUNICIPAL TAX RATE COMPARISON

	FY 2011-12 Proposed Tax Rate*
Jersey Village	0.742500
Missouri City	0.528400
Spring Valley	0.539760
Rosenberg	0.506296
Magnolia	0.481400
Conroe	0.420000
Dickinson	0.408600
Huntsville	0.391500
Shenandoah	0.323700
Tomball	0.341455
Webster	0.285280
Humble	0.200000

* Tax rate is expressed as cents per \$100 of valuation.

Staffing

	2008	2009	2010	2011	2012	Difference* 2012-2011
General Fund						
City Hall Administration	10.00					-
City Manager's Office	-	3.50	3.00	3.00	3.00	-
City Secretary's Office	-	4.50	4.50	4.50	4.50	-
Human Resources	-	2.00	2.00	2.00	2.50	0.50
Finance	-	5.00	5.00	5.00	5.00	-
Information Systems	-	-	-			-
Legal	-	-	-			-
Non Departmental	-	-	-			-
Building Permits and Inspections	6.00	5.00	5.00	5.00	5.00	-
Police	55.00	55.00	55.00	57.00	59.00	2.00
Fire Department	14.00	12.00	12.00	14.00	16.00	2.00
Fire Marshal's Office	-	2.00	2.00	2.00	2.00	-
Emergency Management	-	-	-	-	-	-
Municipal Court	5.00	5.00	5.00	5.50	4.50	(1.00)
Public Works Administration	9.00	1.00	1.00	1.00	1.00	-
Engineering and Planning	-	7.00	7.00	7.00	7.00	-
Facilities Maintenance	-	1.00	1.00	1.00	1.00	-
Garage	1.00	1.00	1.00	2.00	2.00	-
Streets	7.20	8.20	8.20	8.20	8.20	-
Parks	5.20	5.20	5.20	5.20	5.20	-
Community Center	3.00	3.00	3.00	3.00	3.00	-
Total General Fund	115.40	120.40	119.90	125.40	128.90	3.50
Enterprise Fund						
Utilities Administration	12.00	3.00	3.00	3.00	3.00	-
Utility Billing	-	7.00	6.00	6.00	6.00	-
Water	8.20	6.20	7.20	7.20	7.20	-
Wastewater	10.20	10.20	10.20	10.20	10.20	-
Gas	7.20	6.20	6.20	6.20	6.20	-
Total Enterprise Fund	37.60	32.60	32.60	32.60	32.60	-
Special Revenue Funds	0.00	0.00	0.50	3.00	2.50	(0.50)
Total All Funds	153.00	153.00	153.00	161.00	164.00	3.00

*Major differences shown in 2009 are due to the fact that independent functions previously lumped into broader departments were broken out and separated into individual departments starting in FY2009.

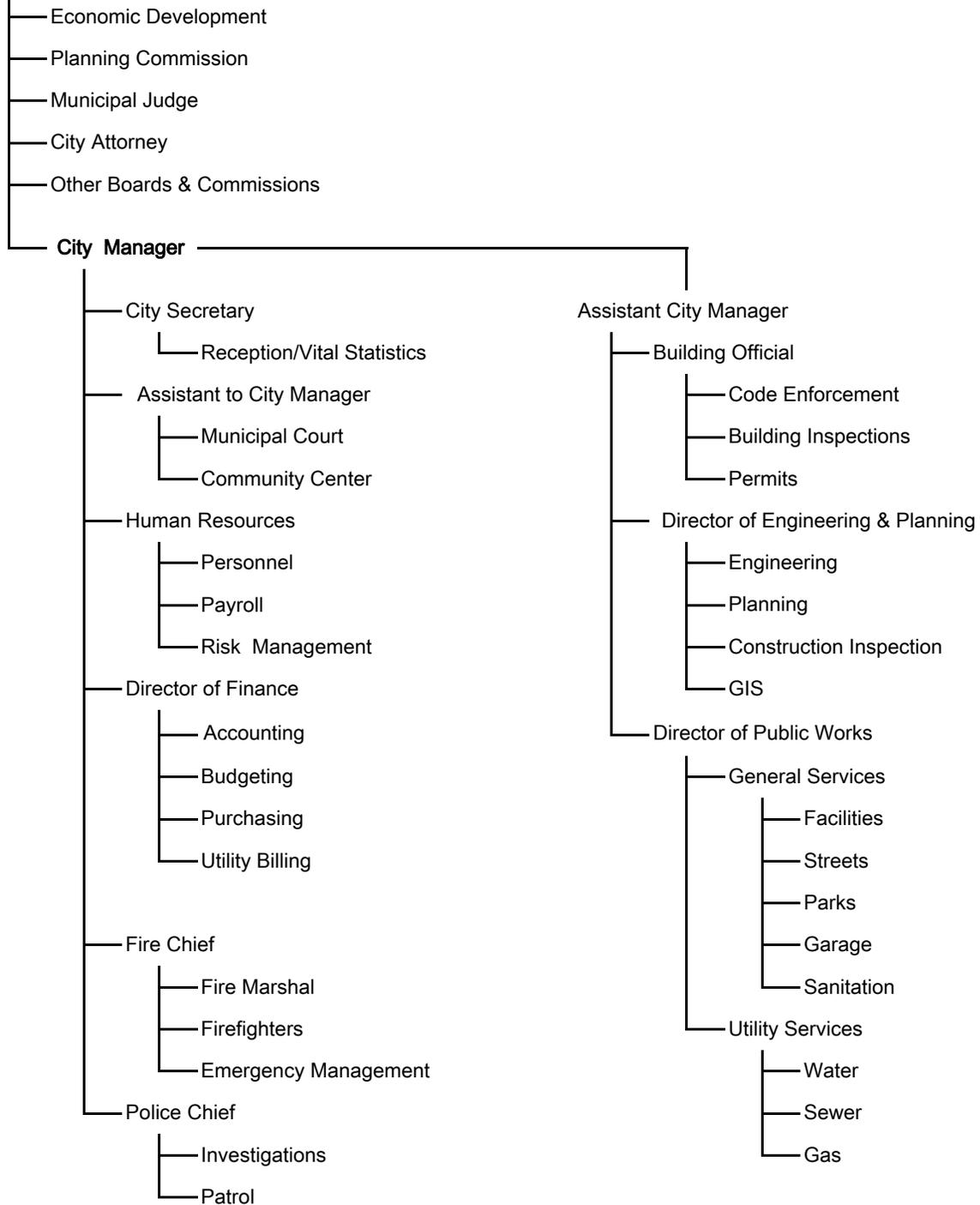
For the 2011-2012 Budget-

HR	Added part time Generalist	0.5
PD	Added Two Bailiff/Warrant Officers	2
Court	Moved Two Bailiff/Warrant Officers	-1.5
	Upgraded Part Time Clerk to Full Time	0.5
Fire	Added Two Full Time Fire Fighters	2
Municipal Security	Security Moved Bailiff/Warrant Officer	-0.5
		<u>3</u>

Staff Organizational Chart

Tomball Citizens

Mayor and City Council



Fund Summaries

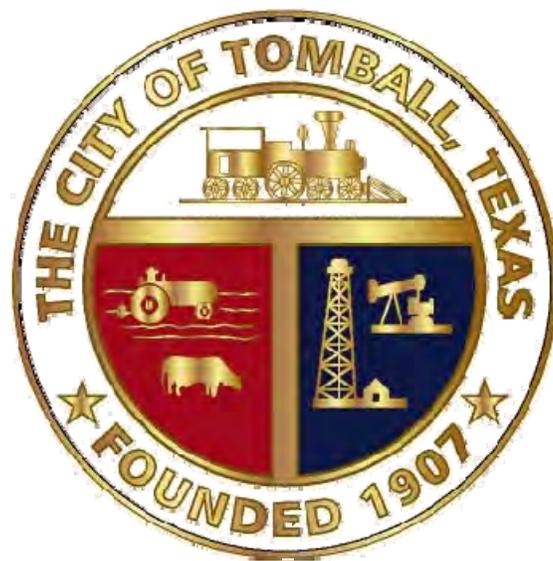
Consolidated Statement of Anticipated Receipts and Revenues and Expenditures
and Changes in Fund Balance- All Funds
City Manager 2011-2012 Adopted Budget

	Governmental			Proprietary	Internal Service			Consolidated
	General Fund	Special Revenue Funds	Debt Service	Enterprise Fund	Fleet Replacement Fund	Health Insurance Trust Fund	Capital Projects Fund	All Funds FY 2012 Adopted Budget
Revenues:								
Property taxes	\$ 1,217,889		\$ 2,640,050					3,857,939
Sales taxes	7,150,000	300,000						7,450,000
Franchise taxes	1,158,300							1,158,300
Permits and licenses	272,250							272,250
Fines and warrants	892,000	317,800						1,209,800
Service fees	1,775,000			10,369,500				12,144,500
Transfers In	1,860,931				133,000	1,885,042	4,375,860	8,254,833
Contributions/Grants	228,636	-						228,636
Other	229,600	7,000		850,250				1,086,850
Interest	75,000	2,650	2,500	50,000	2,000	175		132,325
Total Revenues	\$ 14,859,605	\$ 627,450	\$ 2,642,550	\$ 11,269,750	\$ 135,000	\$ 1,885,217	\$ 4,375,860	\$ 35,795,433
Expenditures:								
General Government	3,075,026	59,000	-			1,885,042		5,019,068
Public Safety	6,677,243	209,473	-	-	-	-		6,886,716
Public Works	3,882,054		-	-	-	-		3,882,054
Engineering and Planning	812,582		-	-	-	-		812,582
Parks and Recreation	519,567	7,050	-	-	-	-		526,617
Tourism & Arts	-	466,880	-	-	-	-		466,880
Utilities	-	-	-	6,780,290	-	-		6,780,290
Capital Projects/Outlay	150,000	-	-	947,480	133,000	-	4,375,860	5,606,340
Debt Service	-	-	2,140,034	1,397,604	-	-		3,537,638
Total Expenditures	\$ 15,116,472	\$ 742,403	\$ 2,140,034	\$ 9,125,374	\$ 133,000	\$ 1,885,042	\$ 4,375,860	\$ 33,518,185
Other Sources (Uses):								
Transfers	(3,704,198)	-	-	(4,542,700)	-	-		(8,246,898)
Debt Proceeds	-	-	-	-	-	-		-
Total Other Sources (Uses)	\$ (3,704,198)	\$ -	\$ -	\$ (4,542,700)	\$ -	\$ -	\$ -	\$ (8,246,898)
Revenues Over (Under)								
Expenditures	\$ (3,961,065)	\$ (114,953)	\$ 502,516	\$ (2,398,324)	\$ 2,000	\$ 175	\$ -	\$ (5,969,650)
Beginning Fund Balance	\$ 10,606,990	\$ 1,388,102	\$ 755,676	\$ 14,517,084	\$ 1,966,355	\$ 297,852	\$ -	\$ 29,532,059
Ending Fund Balance	\$ 6,645,925	\$ 1,273,149	\$ 1,258,191	\$ 12,118,760	\$ 1,968,355	\$ 298,027	\$ -	\$ 23,562,409
Proposed Reserve Level	44%	171%	59%	140%	0%	16%	0%	84%

Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures
and Changes in Fund Balance- All Funds
City Manager 2011-2012 Adopted Budget

Consolidated		
All Funds	All Funds	All Funds
FY 2010	FY 2011	FY 2011
Actuals	Budget	Projections
\$ 2,938,594	\$ 2,774,348	2,863,750
6,760,643	6,750,000	7,250,000
1,153,954	1,230,000	1,158,285
329,500	243,100	278,850
1,215,352	1,377,000	1,195,300
12,129,856	12,529,835	12,573,805
4,503,465	4,283,753	4,285,717
129,563	70,000	162,329
1,171,756	1,089,600	1,108,275
192,883	490,930	132,125
\$ 30,525,566	\$ 30,838,566	\$ 31,008,436
3,843,119	4,802,782	4,437,571
5,803,306	6,835,296	6,250,921
2,931,219	3,878,621	3,644,738
665,826	958,858	814,898
416,694	468,228	449,048
210,248	356,000	220,224
6,172,629	6,614,759	6,689,091
1,111,379	3,416,821	2,737,282
2,318,127	3,256,071	3,231,065
\$ 23,472,547	\$ 30,587,436	\$ 28,474,838
(4,503,466)	(4,283,753)	(4,283,753)
-	-	-
\$ (4,503,466)	\$ (4,283,753)	\$ (4,283,753)
\$ 2,549,553	\$ (4,032,623)	\$ (1,750,155)
\$ 28,732,482	\$ 31,282,038	\$ 31,282,038
\$ 31,282,035	\$ 27,249,415	\$ 29,531,883



General Fund

Fund Description

The General Fund accounts for resources traditionally associated with governments which are not required to be accounted for in another fund.

Fund Narrative

During the budget process, it is the General Fund that receives the most attention from City staff, the council, and the public. The attention is well deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits.

Concluding Fiscal Year Financial Performance

Ending Fund Balance in the General Fund for FY2011 is projected to be \$10,606,990. This is \$1,808,805 or 2% more than budgeted. Revenues for the current fiscal year, budgeted at \$14,885,783, are expected to come in approximately 2% or \$248,239 more than budget. This is primarily due to the increase in sales tax revenues. Revenues in the "Contributions" category are primarily those received as grants from state and federal agencies. Interest earnings are also projected to fall short of budget by \$275,000. No increase in investment earnings is expected for FY 2012. Funds were invested in higher yielding callable securities, but with the low rates, those securities were called and the funds then reinvested at lower rates. Offsetting the revenue shortfalls were favorable variances in sales taxes (approximately \$450,000), permits and licenses (\$35,750), and contributions (\$52,329). Service fees were over budget due to the impact of increases in rates (pass through of charges paid to solid waste provider) being greater than projected.

Operating expenditures for FY2011 are projected to come in approximately \$973,048 less than budget. This is primarily due to various position vacancies throughout the year.

2011 / 2012 Budget

Revenues

Base budget revenues for FY 2012 are \$14,859,605. This amount is \$26,178 or 0.2% less than revenues budgeted for FY 2011. This decrease is primarily due to the nearly \$275,000 decrease in interest revenues. Franchise fee revenue is projected to be approximately \$72,000 less than what was budgeted for FY 2011 due to projected decreases in fees charged. Fines and warrant revenues are shown to increase by \$7,000 due to increase in court fines and service fees. These fees are budgeted to increase by \$25,000 compared to the FY 2011 budget. Contributions increased by \$158,636 compared to the FY 2011 budget.

Expenditures

The base budget for operating expenditures for FY 2012 is \$14,487,460 or 1% lower than the adopted budget for FY2011. Included in the budget are 3% salary adjustments based on performance evaluations. Changes were made in the health insurance plan to reduce the cost of coverage.

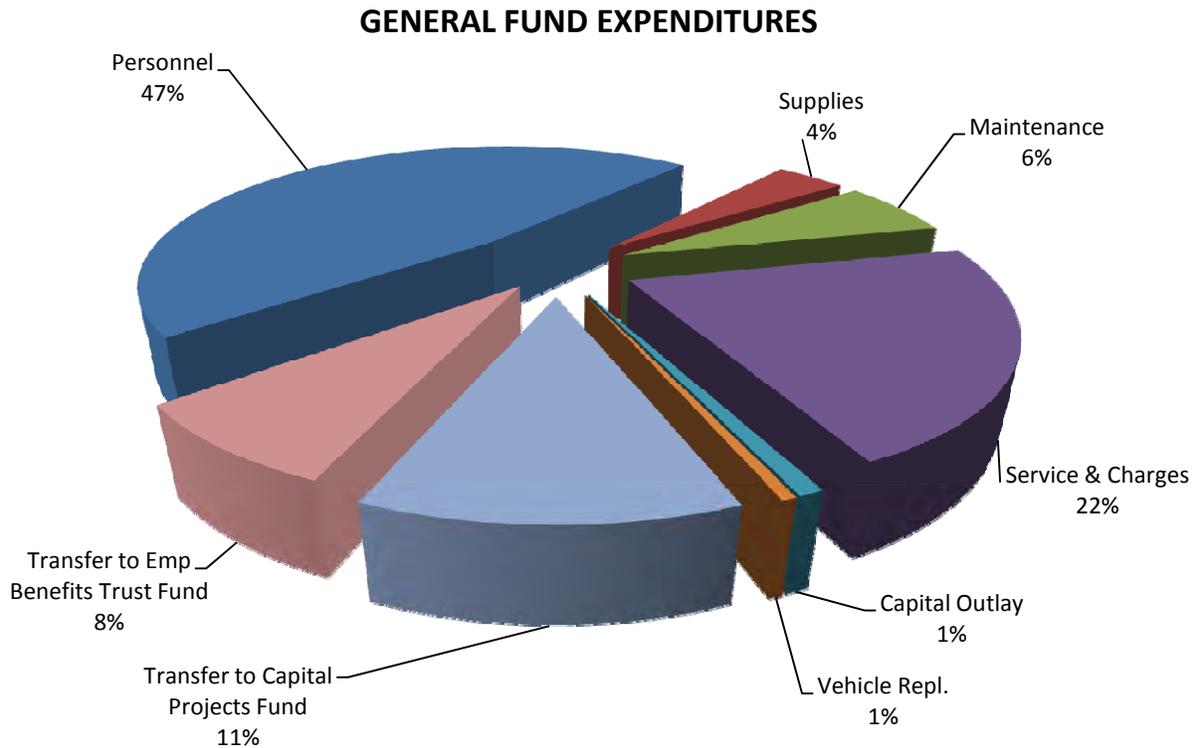
Total budgeted operating expenditures in the General Fund include an increase in non-recurring expenses of \$476,067 relating to approved Supplemental Programs. Staffing charts shown on each departmental budget page reflect the current positions budgeted. Proposed cash transfers to the Capital Projects Fund in the General Fund for FY 2012 total \$2,152,000.

A budgeted decrease in General Fund reserves of \$3,961,065 results in a budgeted ending fund balance for FY2012 of \$6,645,925. This represents 44% of operating expenditures. The City's target set forth by the Financial Policies adopted by City Council is 18%¹.

¹ See Appendix B for a complete set of Financial Management Policies.

GENERAL FUND EXPENDITURES

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projected	FY 2012 Adopted Budget
Personnel	\$ 7,471,947.53	\$ 8,503,862.76	\$ 7,825,956.00	\$ 8,774,517.00
Supplies	\$ 591,050.10	\$ 653,192.00	\$ 664,605.00	\$ 734,500.00
Maintenance	\$ 352,678.76	\$ 883,118.00	\$ 953,465.00	\$ 1,160,110.00
Service & Charges	\$ 3,339,109.24	\$ 4,192,645.00	\$ 3,802,261.00	\$ 4,014,980.00
Capital Outlay	\$ 821,358.88	\$ 1,913,612.00	\$ 1,326,093.90	\$ 150,000.00
Vehicle Repl.	\$ 489,033.43	\$ -	\$ -	\$ 89,000.00
Transfer to Capital Projects Fund	\$ -	\$ -	\$ -	\$ 2,152,000.00
Transfer to Emp Benefits Trust Fund	\$ 1,632,788.00	\$ 1,846,467.56	\$ 1,846,468.00	\$ 1,463,198.00
TOTAL	\$ 14,697,965.94	\$ 17,992,897.32	\$ 16,418,848.90	\$ 18,538,305.00





General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

2011-2012 Adopted Budget Worksheet

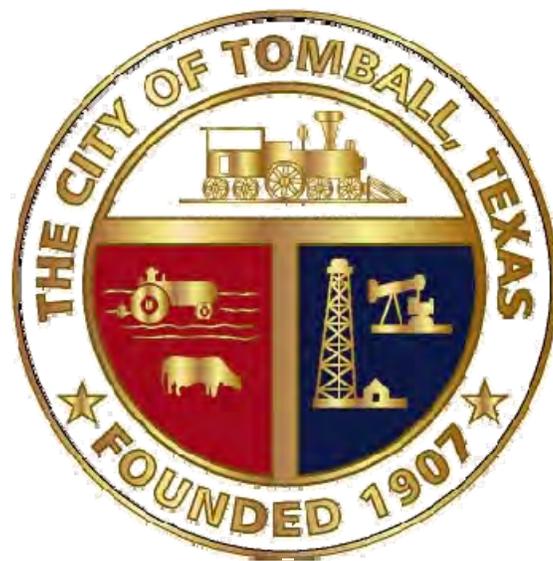
							FY2012
	FY2010	Current	FY2011	FY2012	Recurring	Non-Recur.	Total Adopted
	Actuals	Budget	Projections	Base Budget	Supplemental	Supplemental	Budget
Revenues:							
Property taxes	1,417,699	\$ 1,228,925	\$ 1,276,000	\$ 1,217,889	\$ -	\$ -	\$ 1,217,889
Sales taxes	6,606,468	6,500,000	6,950,000	7,150,000	-	-	7,150,000
Franchise taxes	1,153,954	1,230,000	1,158,285	1,158,300	-	-	1,158,300
Permits and licenses	329,500	243,100	278,850	272,250	-	-	272,250
Fines and warrants	872,559	885,000	877,000	892,000	-	-	892,000
Service fees	1,799,496	1,750,000	1,775,000	1,775,000	-	-	1,775,000
Transfers In	2,260,134	2,393,458	2,393,458	1,860,931	-	-	1,860,931
Contributions	59,549	70,000	122,329	228,636	-	-	228,636
Interest	95,219	350,000	75,000	75,000	-	-	75,000
Other	289,224	235,300	228,100	229,600	-	-	229,600
Total Revenues	14,883,803	\$ 14,885,783	\$ 15,134,022	\$ 14,859,605	\$ -	\$ -	\$ 14,859,605
Expenditures:							
City Manager's Office	453,680	\$ 411,055	\$ 394,264	\$ 408,433	\$ -	\$ -	\$ 408,433
Building Permits and Inspections	330,368	357,228	353,086	364,375	-	-	364,375
Mayor and Council	81,315	73,156	64,333	98,307	-	-	98,307
City Secretary	264,164	320,683	307,218	329,018	-	-	329,018
Human Resources	226,913	556,421	330,289	571,492	-	-	571,492
Finance	444,950	493,342	486,362	511,164	-	-	511,164
Information Systems	234,319	300,122	300,427	330,772	-	52,100	382,872
Legal	114,090	153,425	152,000	127,000	-	-	127,000
Non-Departmental	242,848	256,382	269,865	282,365	-	-	282,365
Police	4,164,398	4,430,565	4,213,971	4,771,298	-	-	4,771,298
Municipal Court	346,487	470,460	400,206	311,384	-	-	311,384
Community Center	115,904	140,089	127,116	142,101	-	-	142,101
Fire Marshal	166,209	177,350	178,635	179,495	-	-	179,495
Fire	909,513	1,176,284	1,147,786	1,323,634	2,945	73,967	1,400,546
Emergency Management	10,264	14,520	14,520	14,520	-	-	14,520
Public Works Administration	45,508	48,254	45,799	47,200	-	-	47,200
Garage	70,423	127,824	112,846	126,311	-	-	126,311
Parks	295,169	320,639	316,438	317,466	-	60,000	377,466
Streets	605,773	894,734	911,429	866,840	-	-	866,840
Sanitation	1,685,892	2,045,000	1,853,110	1,954,000	-	-	1,954,000
Engineering and Planning	665,826	958,858	814,898	812,582	-	-	812,582
Facilities Maintenance	523,623	762,809	721,554	597,703	-	290,000	887,703
Total Expenditures	11,997,634	\$ 14,489,200	\$ 13,516,152	\$ 14,487,460	\$ 2,945	\$ 476,067	\$ 14,966,472
Net Income from Operations	2,886,168	\$ 396,583	\$ 1,617,870	\$ 372,145	\$ (2,945)	\$ (476,067)	\$ (106,867)
Other Sources/(Uses):							
Vehicle Replacement	(489,033)	\$ -	\$ -	\$ (89,000)	\$ -	\$ -	\$ (89,000)
Capital Projects/Outlay	(821,359)	(1,913,612)	(1,326,094)	(75,000)	-	(75,000)	(150,000)
Transfer to Capital Projects Fund	-	-	-	(2,152,000)	-	-	(2,152,000)
Transfer to Emp. Benefits Trust Fund	(1,632,788)	(1,846,468)	(1,846,468)	(1,463,198)	-	-	(1,463,198)
Total Other Sources/(Uses)	(2,943,180)	\$ (3,760,080)	\$ (3,172,562)	\$ (3,779,198)	\$ -	\$ (75,000)	\$ (3,854,198)
Revenues Over/(Under) Expenditures	(57,012)	\$ (3,363,496)	\$ (1,554,691)	\$ (3,407,053)	\$ (2,945)	\$ (551,067)	\$ (3,961,065)
Beginning Fund Balance	12,218,693	\$ 12,161,681	\$ 12,161,681	\$ 10,606,990			\$ 10,606,990
Ending Fund Balance	12,161,681	\$ 8,798,185	\$ 10,606,990	\$ 7,199,937	\$ (2,945)	\$ (551,067)	\$ 6,645,925
25% of Operating Expenses - Target	101%	61%	78%	50%			44%

**CITY OF TOMBALL
GENERAL FUND
2011-2012 Adopted Budget Revenues**

ACCOUNT NAME	FY2012				
	FY2010 Actual	Current Budget	FY2011 Projections	FY2012 Base Budget	Total Adopted Budget
Current Taxes	1,367,448.98	\$ 1,188,924.96	\$ 1,228,000.00	\$ 1,169,889.00	\$ 1,169,889.00
Delinquent Taxes	31,574.02	23,000.00	30,000.00	30,000.00	30,000.00
Penalty, Interest, Attorney Fees	18,676.15	17,000.00	18,000.00	18,000.00	18,000.00
TOTAL PROPERTY TAXES	\$ 1,417,699.15	\$ 1,228,924.96	\$ 1,276,000.00	\$ 1,217,889.00	\$ 1,217,889.00
Sales Tax	\$ 6,606,468.18	\$ 6,500,000.00	\$ 6,950,000.00	\$ 7,150,000.00	\$ 7,150,000.00
TOTAL SALES TAXES	\$ 6,606,468.18	\$ 6,500,000.00	\$ 6,950,000.00	\$ 7,150,000.00	\$ 7,150,000.00
Electrical Franchise Tax	642,067.24	\$ 725,000.00	\$ 650,635.00	\$ 650,650.00	\$ 650,650.00
T.V. Cable Franchise Tax	112,849.37	115,000.00	112,650.00	112,650.00	112,650.00
Communications Franchise Tax	242,453.31	240,000.00	240,000.00	240,000.00	240,000.00
Sanitation Franchise Tax	156,584.23	150,000.00	155,000.00	155,000.00	155,000.00
TOTAL FRANCHISE TAXES	\$ 1,153,954.15	\$ 1,230,000.00	\$ 1,158,285.00	\$ 1,158,300.00	\$ 1,158,300.00
Building Permits	153,223.85	\$ 90,000.00	\$ 110,000.00	\$ 115,000.00	\$ 115,000.00
Construction Permits	50,472.70	55,000.00	65,000.00	50,000.00	50,000.00
Plumbing Permits	14,801.00	15,000.00	15,000.00	15,000.00	15,000.00
Mechanical Permits	25,565.00	10,000.00	18,000.00	20,000.00	20,000.00
Electrical Permits	23,681.50	17,000.00	21,500.00	22,000.00	22,000.00
Fire Permit Fees	27,622.75	25,000.00	27,000.00	27,000.00	27,000.00
Other Permits	3,760.00	4,000.00	3,000.00	3,500.00	3,500.00
Miscellaneous Permit Fees	655.00	750.00	750.00	750.00	750.00
Licenses Fees	849.00	-	-	-	-
Plat Fees	10,373.82	8,000.00	6,400.00	6,500.00	6,500.00
Rezoning Application Fee	3,014.72	5,000.00	1,500.00	2,000.00	2,000.00
Conditional Use Permit	950.00	1,000.00	1,200.00	1,000.00	1,000.00
Site Plan Review	10,590.20	7,500.00	6,500.00	6,500.00	6,500.00
Plan Review Fees-Other	850.00	1,350.00	2,000.00	2,000.00	2,000.00
Zoning Fees	3,090.00	3,500.00	1,000.00	1,000.00	1,000.00
TOTAL PERMITS AND LICENSES	\$ 329,499.54	\$ 243,100.00	\$ 278,850.00	\$ 272,250.00	\$ 272,250.00
Municipal Court Fines	480,235.75	\$ 475,000.00	\$ 480,000.00	\$ 480,000.00	\$ 480,000.00
Court Costs/Administrative Fees	282,885.28	300,000.00	300,000.00	300,000.00	300,000.00
Court Warrant Fees	98,328.94	100,000.00	85,000.00	100,000.00	100,000.00
Time Pymt.Fee-10% City Judicial	2,227.89	2,000.00	2,500.00	2,500.00	2,500.00
Time Pymt.Fee-40% For City	8,881.46	8,000.00	9,500.00	9,500.00	9,500.00
TOTAL FINES AND WARRANTS	\$ 872,559.32	\$ 885,000.00	\$ 877,000.00	\$ 892,000.00	\$ 892,000.00
Sanitation Fees	\$ 1,799,496.48	\$ 1,750,000.00	\$ 1,775,000.00	\$ 1,775,000.00	\$ 1,775,000.00
TOTAL SERVICE FEES	\$ 1,799,496.48	\$ 1,750,000.00	\$ 1,775,000.00	\$ 1,775,000.00	\$ 1,775,000.00
Transfer from Enterprise	\$ 2,260,134.00	\$ 2,393,458.00	\$ 2,393,458.00	\$ 1,860,930.58	\$ 1,860,930.58
TOTAL TRANSFERS	\$ 2,260,134.00	\$ 2,393,458.00	\$ 2,393,458.00	\$ 1,860,930.58	\$ 1,860,930.58
C.J.D. Grants	49,549.33	\$ 50,000.00	\$ 112,329.44	\$ 218,635.56	\$ 218,635.56
TEDC Contributions	10,000.00	20,000.00	10,000.00	10,000.00	10,000.00
TOTAL CONTRIBUTIONS	\$ 59,549.33	\$ 70,000.00	\$ 122,329.44	\$ 228,635.56	\$ 228,635.56

CITY OF TOMBALL
GENERAL FUND
2011-2012 Adopted Budget Revenues

ACCOUNT NAME	FY2012				
	FY2010 Actual	Current Budget	FY2011 Projections	FY2012 Base Budget	Total Adopted Budget
Alcoholic Beverage Tax	\$ 44,596.04	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
Mixed Beverage License Fee	9,982.50	11,000.00	9,000.00	10,000.00	10,000.00
Birth & Death Certificate Fees	54,046.82	65,000.00	35,000.00	35,000.00	35,000.00
Notary Fees	12.00	-	-	-	-
Emergency Service District Fees	56,250.00	45,000.00	45,000.00	45,000.00	45,000.00
Rent Revenues	5,850.00	10,000.00	7,800.00	7,800.00	7,800.00
Community Center Fees	13,790.00	7,500.00	15,000.00	15,000.00	15,000.00
Congregate Meals	2,310.67	2,000.00	2,500.00	2,500.00	2,500.00
Park Rental Fee	8,697.00	7,000.00	8,500.00	9,000.00	9,000.00
Miscellaneous Revenues	74,848.41	20,000.00	30,000.00	30,000.00	30,000.00
Returned Check Fines	280.00	300.00	300.00	300.00	300.00
Sanitation Penalty	18,524.87	12,500.00	20,000.00	20,000.00	20,000.00
Recycling Revenue	35.19	-	-	-	-
TOTAL OTHER REVENUES	\$ 289,223.50	\$ 235,300.00	\$ 228,100.00	\$ 229,600.00	\$ 229,600.00
Interest Income	\$ 87,257.56	\$ 350,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Unrealized Gain on Investments	7,961.32	-	-	-	0.00
TOTAL INTEREST REVENUE	\$ 95,218.88	\$ 350,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
Debt Proceeds	-	-	-	-	\$ -
TOTAL DEBT PROCEEDS	\$ -				
Transfer to Debt Service	-	-	-	-	\$ -
TOTAL TRANSFER REVENUES	\$ -				
TOTAL REVENUE	\$ 14,883,802.53	\$ 14,885,782.96	\$ 15,134,022.44	\$ 14,859,605.14	\$ 14,859,605.14



City Manager's Office

Department Mission

The City of Tomball has a Council/Manager form of government where the City Council sets policy and the City Manager is charged with carrying out the policies and programs approved by the City Council and providing administrative leadership. The City Manager is responsible for the City's daily operations, hiring department heads, supervising City personnel, directing and coordinating all municipal programs, enforcing all municipal laws and ordinances, and recommending an annual budget.

Program Narrative

FY 2011 Accomplishments

- Completed Livable Centers study for downtown Tomball
- Completed a Depot Plaza Park Plan as part of the Livable Centers study.
- Acquired property to expand the Depot Plaza Park area.

- Selected the consultant team and began the Comprehensive Plan process.
- Completed the city-wide visioning process as part of the Comprehensive Plan process.
- Obtained funding for the railroad overlay district from the Tomball Economic Development Corporation.

Objectives for FY 2012

- Develop City Council workshop outlining cost and tax impact of funding the 10 year Capital Improvements Project Master Plan.
- Create Citizens' Bond Committee structure and appointment process.
- Facilitate Citizens' Bond Committee meetings.
- Increase Tomball's participation in regional partnerships and planning.
- Create a neighborhood involvement program.
- Develop a citizens' outreach program.

Major Budget Items

- Quarterly Newsletters (\$10,740)

CITY OF TOMBALL
 111 - GENERAL - CITY MANAGER'S OFFICE
 2011-2012 ADOPTED BUDGET WORKSHEET

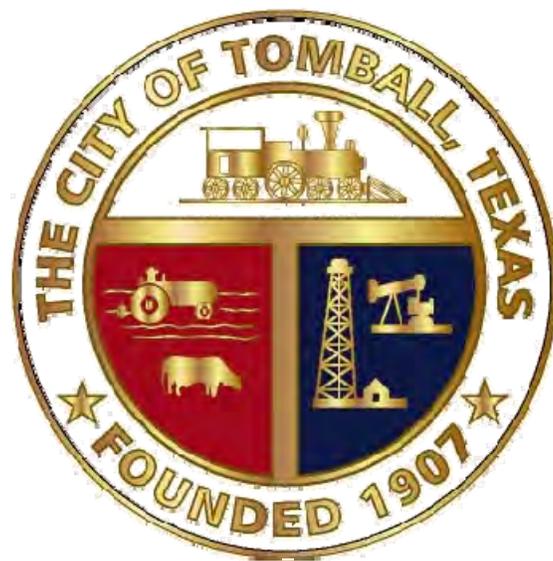
	FY2010	FY2011	FY2012			FY2012
	Actual	Budget	Base	Recurring	Non-Recur.	Adopted
						Budget
Personnel services	428,730	367,636	367,936	-	-	367,936
Supplies	2,873	5,400	2,900	-	-	2,900
Maintenance	-	-	-	-	-	-
Services and charges	22,076	38,019	37,597	-	-	37,597
Total Operating Expenditures	453,680	411,055	408,433	-	-	408,433
Capital Outlay	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Expenditures	453,680	411,055	408,433	-	-	408,433

Supplemental Programs	Page No.	Recurring	Non-Recur.
		\$0	

Staffing	FY 2009	FY 2010	FY 2011	FY 2012
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

CITY OF TOMBALL
 111 - GENERAL - CITY MANAGER'S OFFICE
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	FY2012		
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	Adopted Budget
6001	Salaries - Administrative	322,071	291,559	274,771	295,973	-	-	295,973
6009	Wages - Other	7,740	-	6,530	-	-	-	-
6011	Vacation Pay	17,907	1,512	5,507	1,165	-	-	1,165
6012	Sick Pay	4,093	759	1,772	1,553	-	-	1,553
6019	Miscellaneous Pay	575	340	340	230	-	-	230
6021	Social Security & Medicare Taxes	23,333	24,524	22,496	24,054	-	-	24,054
6022	TMRS Retirement - Employer	51,799	47,831	44,495	43,871	-	-	43,871
6024	Health Insurance	99	-	-	-	-	-	-
6025	Worker Compensation Insurance	333	301	259	280	-	-	280
6026	State Unemployment Taxes	780	810	216	810	-	-	810
TOTAL PERSONNEL SERVICES		428,730	367,636	356,386	367,936	-	-	367,936
6101	Office Supplies	693	500	500	300	-	-	300
6102	Educational Supplies	-	500	500	-	-	-	-
6105	Food Supplies	324	500	500	100	-	-	100
6109	Postage	1,933	3,900	2,000	2,500	-	-	2,500
6119	Other Supplies	(78)	-	-	-	-	-	-
TOTAL SUPPLIES		2,873	5,400	3,500	2,900	-	-	2,900
6312	Telephone Services	1,525	2,688	2,688	2,880	-	-	2,880
6316	Printing and Binding	7,980	10,715	8,055	10,740	-	-	10,740
6329	Other Services	1,433	-	-	-	-	-	-
6332	Travel and Meals	132	5,371	5,371	6,000	-	-	6,000
6333	Dues and Subscriptions	2,252	3,020	3,020	3,382	-	-	3,382
6334	Automobile Allowances	8,400	13,200	13,219	13,200	-	-	13,200
6335	Advertising Cost	-	1,000	-	-	-	-	-
6337	Training	355	2,025	2,025	1,395	-	-	1,395
TOTAL SERVICES AND CHARGES		22,076	38,019	34,378	37,597	-	-	37,597
111	Total Department Expenditures	453,680	411,055	394,264	408,433	-	-	408,433



Permits and Inspections

Department Mission

To administer the permits and enforce the City's building, plumbing, electrical, gas, and air conditioning codes to insure the construction and maintenance of safe residential and commercial structures.

Program Narrative

Accomplishments for FY 2011

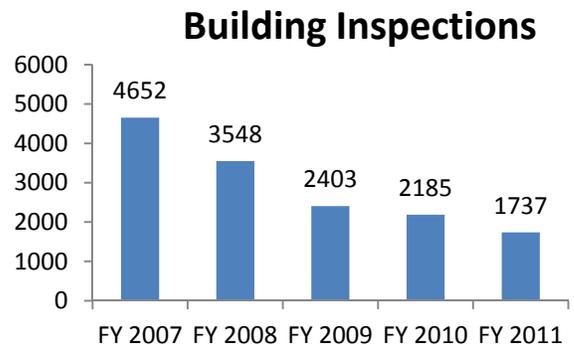
- Continued training for employees in several areas including ethics, diversity and customer service.
- Building official serves as the president of the local ICC Chapter
- New training on the 2009 IECC Energy Code.
- Inspectors attended monthly code meetings.
- Revised permit applications to be more user friendly.
- Completed permit inspections within one business day of request at least 90% of the time.
- Completed building department's plan reviews within 20 days from submittal at least 90% of the time.
- Responded to code complaints within 10 days of initial call at least 90% of the time.

Goals for FY 2012

- Upgrade to newer 2009 Building Codes.
- Continue training on the newer code updates.
- Provide a higher level of construction quality for the City.

Objectives for FY 2012

- Complete permit inspections within one business day of request 90% of the time.
- Complete Building Department's plan reviews within 20 days from submittal 90% of the time.
- Respond to Code Complaints within 10 days of initial call 90% of the time.



CITY OF TOMBALL
 112 - GENERAL FUND - PERMITS & INSPECTIONS
 2011-2012 ADOPTED BUDGET WORKSHEET

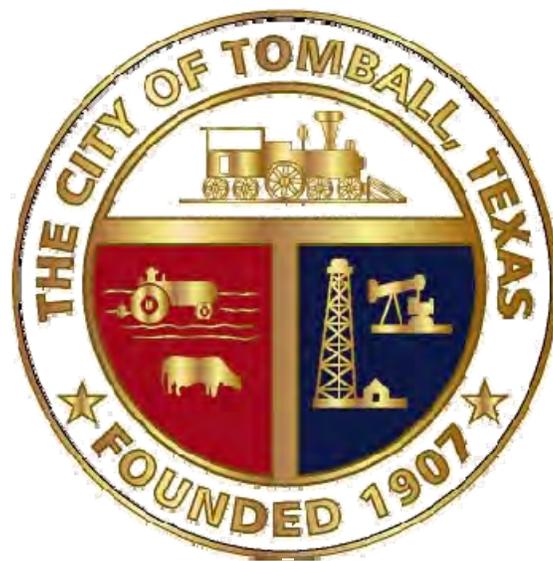
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	295,330	306,674	302,957	312,810	-	-	312,810
Supplies	7,159	8,342	8,269	8,700	-	-	8,700
Maintenance	605	1,000	800	1,000	-	-	1,000
Services and charges	27,274	41,212	41,060	41,865	-	-	41,865
Total Operating Expenditures	330,368	357,228	353,086	364,375	-	-	364,375
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	11,820	-	-	-	-	-	-
Total Expenditures	342,188	357,228	353,086	364,375	-	-	364,375

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012
Building Official	1.00	1.00	1.00	1.00
City Inspector	2.00	2.00	2.00	2.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00

CITY OF TOMBALL
 112 - GENERAL - PERMITS AND INSPECTIONS
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY 2010	FY 2011	FY2011	FY2012	Recurring	Non-	FY 2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	60,364	69,007	65,283	71,085	-	-	71,085
6003	Wages - Full Time	141,152	169,164	158,889	174,134	-	-	174,134
6005	Wages - Overtime	2,463	2,060	2,060	2,318	-	-	2,318
6009	Wages - Other	11,302	-	6,607	-	-	-	-
6011	Vacation Pay	15,867	1,829	6,057	1,915	-	-	1,915
6012	Sick Pay	3,600	3,185	3,805	2,612	-	-	2,612
6013	Emergency Pay	811	-	56	-	-	-	-
6019	Miscellaneous Pay	3,825	2,877	2,875	3,175	-	-	3,175
6021	Social Security & Medicare Taxes	17,520	18,988	18,468	19,533	-	-	19,533
6022	TMRS Retirement - Employer	35,833	37,033	37,513	35,626	-	-	35,626
6024	Health Insurance	380	-	-	-	-	-	-
6025	Worker Compensation Insurance	1,269	1,182	984	1,062	-	-	1,062
6026	State Unemployment Taxes	945	1,350	360	1,350	-	-	1,350
	TOTAL PERSONNEL SERVICES	295,330	306,674	302,957	312,810	-	-	312,810
6101	Office Supplies	1,267	1,270	1,270	1,300	-	-	1,300
6102	Educational Supplies	665	1,200	1,200	1,500	-	-	1,500
6103	Computer Supplies	198	-	-	-	-	-	-
6105	Food Supplies	-	200	199	200	-	-	200
6107	Clothing and Uniforms	847	1,000	700	700	-	-	700
6108	Fuel, Oil and Lubricants	3,508	3,872	4,500	4,500	-	-	4,500
6109	Postage	321	300	-	-	-	-	-
6119	Other Supplies	353	500	400	500	-	-	500
	TOTAL SUPPLIES	7,159	8,342	8,269	8,700	-	-	8,700
6205	Vehicle Maintenance	605	1,000	800	1,000	-	-	1,000
	TOTAL MAINTENANCE	605	1,000	800	1,000	-	-	1,000
6302	Professional Services-Engineering	17,410	-	-	-	-	-	-
6304	Professional Services-Other	-	30,000	30,000	28,000	-	-	28,000
6312	Telephone Services	2,885	1,452	3,000	3,000	-	-	3,000
6329	Other Services	193	250	380	250	-	-	250
6332	Travel and Meals	4,135	5,340	4,580	5,500	-	-	5,500
6333	Dues and Subscriptions	741	1,115	600	1,115	-	-	1,115
6337	Training	1,910	3,055	2,500	4,000	-	-	4,000
	TOTAL SERVICES AND CHARGES	27,274	41,212	41,060	41,865	-	-	41,865
6998	Transfer to Fleet Replacement	11,820	-	-	-	-	-	-
	TOTAL TRANSFERS	11,820	-	-	-	-	-	-
112	Total Department Expenditures	342,188	357,228	353,086	364,375	-	-	364,375



Mayor and Council

Department Mission

The mission of the Mayor and City Council of the City of Tomball is to establish the goals and objectives of the City that will provide the highest level of service to all customers, citizens, staff and visitors with professionalism and efficiency. Serving as a City Councilmember is one of the most demanding tasks a citizen can perform.

City government is the voice of the community and, as leaders of Tomball, the Mayor and City Council are responsible for policy-making decisions that have a substantial impact on the daily lives of Tomball citizens. As the governing body of Tomball, Council establishes the City's annual program of service by adopting the budget and exercises regulatory power by adopting rules, regulations, laws and formal policies. Council identifies the needs of the city and provides direction to the City Manager and staff to meet those needs while considering the available resources. The public is made aware of all current and past meetings and actions through continual updating of the department webpage.

**CITY OF TOMBALL
 113 - GENERAL - MAYOR & COUNCIL
 2011-2012 ADOPTED BUDGET WORKSHEET**

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	31,208	33,811	30,838	33,807	-	-	33,807
Supplies	5,996	7,620	7,420	7,750	-	-	7,750
Maintenance	-	-	-	-	-	-	-
Services and charges	44,111	31,725	26,075	56,750	-	-	56,750
Total Operating Expenditures	81,315	73,156	64,333	98,307	-	-	98,307
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	81,315	73,156	64,333	98,307	-	-	98,307

Staffing	Name	Elected	Term	Elected
Mayor	Gretchen Fagan	May 2007	Serving 2nd Term	May 2007
Councilman, Position 1	F.S. "Field" Hudgens	May 2011	Serving 1st Term	May 2011
Mayor Pro-Tem Councilman, Position 2	Mark Stoll	June 2009	Serving 1st Term	June 2009
Councilman, Position 3	Rick Brown	May 2010	Serving 1st Term	May 2010
Councilman, Position 4	Derek Townsend, Sr.	May 2009	Serving 1st Term	May 2009
Councilman, Position 5	Preston Dodson	August 2010	Serving 2nd Term	August 2010

CITY OF TOMBALL
 113 - GENERAL - MAYOR & COUNCIL
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY 2010	FY 2011	FY2011	FY2012	FY 2012		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6004	Wages - Part Time	28,490	30,600	28,360	30,600	-	-	30,600
6021	Social Security & Medicare Taxes	2,180	2,341	2,170	2,341	-	-	2,341
6025	Worker Compensation Insurance	62	60	52	56	-	-	56
6026	State Unemployment Taxes	476	810	256	810	-	-	810
	TOTAL PERSONNEL SERVICES	31,208	33,811	30,838	33,807	-	-	33,807
6101	Office Supplies	390	150	150	150	-	-	150
6105	Food Supplies	1,382	1,600	1,600	1,600	-	-	1,600
6109	Postage	479	200	-	-	-	-	-
6119	Other Supplies	3,745	5,670	5,670	6,000	-	-	6,000
	TOTAL SUPPLIES	5,996	7,620	7,420	7,750	-	-	7,750
6304	Professional Services-Other	29,579	12,000	6,400	37,000	-	-	37,000
6329	Other Services	95	-	-	-	-	-	-
6332	Travel and Meals	2,036	7,000	7,000	7,000	-	-	7,000
6333	Dues and Subscriptions	2,849	3,075	3,075	3,100	-	-	3,100
6335	Advertising Cost	4,038	-	-	-	-	-	-
6337	Training	875	2,650	2,600	2,650	-	-	2,650
6398	Banquets,Dedications & Receptions	4,639	7,000	7,000	7,000	-	-	7,000
	TOTAL SERVICES AND CHARGES	44,111	31,725	26,075	56,750	-	-	56,750
113	Total Department Expenditures	81,315	73,156	64,333	98,307	-	-	98,307



City Secretary's Office

Department Mission

To provide quality services and information to the citizens, the City Council, and the City Staff in a courteous and service-oriented manner, to enhance the public's participation in Tomball's government process by providing a welcoming environment to citizens and visitors, to maintain the official City records for historical preservation, and to serve everyone in an equitable and impartial manner. Responsibilities of this department include coordinating and scheduling City Council meetings, maintaining and preserving the permanent actions taken during City Council meetings, and coordinating Council's appointment process for City Boards, Commissions and Committees.

Program Narrative

Accomplishments for FY 2011

- Responded to 90% of requests for information within five business days.
- Council agendas were distributed at least three days in advance and minutes were prepared within five days of each council meeting.
- Birth certificates were issued within 20 minutes 95% of the time.
- Death certificates were issued within 24 hours 95% of the time.

Goals for FY 2012

- To provide information to City staff and others in a timely and efficient manner and in accordance with State law.
- To continue processing City records for electronic preservation and provide electronic search, access, and retrieval capabilities to department

- users. Current agendas, minutes, ordinances, resolutions, contracts, deeds, and other permanent records will be processed on a continuing basis; historical records will be processed as time and workloads permit.
- To expedite provision of information electronically to Mayor and Council, City staff, and citizens via the City's website, electronic transmissions, and NovusAgenda.
- To facilitate the delivery of documents following Council actions and state/federal law changes.

Objectives for FY 2012

- 90% of requests should be processed within five business days
- Deliver Council agendas at least three days in advance via NovusAgenda.
- Prepare Council minutes within five days of the meeting.
- Send notification of annexations to all of the appropriate agencies with 30 days.
- Notification of adopted ordinances sent to City's website, MuniCode, and newspapers within 5 days of passage.
- Contracts should be executed within 10 days of Council action.
- Issue Liquor/Wrecker/Taxi Permits within 48 hours of the request or Council action.
- Issue birth certificates within 20 minutes 95% of the time.
- Issue death certificates within 24 hours 95% of the time.

Major Budget Items

- Advertising Cost (\$15,100)
- Election Services (\$30,500)
- Recodification Services (\$16,000)

**CITY OF TOMBALL
 114 - GENERAL - CITY SECRETARY
 2011-2012 ADOPTED BUDGET WORKSHEET**

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	224,370	248,423	243,943	253,125	-	-	253,125
Supplies	11,276	7,335	8,700	8,150	-	-	8,150
Maintenance	150	400	600	400	-	-	400
Services and charges	28,368	64,525	53,975	67,343	-	-	67,343
Total Operating Expenditures	264,164	320,683	307,218	329,018	-	-	329,018
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	264,164	320,683	307,218	329,018	-	-	329,018

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY 2009	FY 2010	FY 2011	FY 2012
City Secretary	1.00	1.00	1.00	1.00
Assistant City Secretary	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00
VOE Student	0.50	0.50	0.50	0.50
Total	4.50	4.50	4.50	4.50

CITY OF TOMBALL
 114 - GENERAL - CITY SECRETARY
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	Non-		FY 2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6001	Salaries - Administrative	65,477	76,998	70,340	79,312	-	-	79,312
6003	Wages - Full Time	85,877	106,799	99,126	109,991	-	-	109,991
6005	Wages - Overtime	2,581	5,150	5,150	5,150	-	-	5,150
6009	Wages - Other	8,033	-	5,557	-	-	-	-
6011	Vacation Pay	9,997	1,409	4,742	1,616	-	-	1,616
6012	Sick Pay	4,287	2,343	4,523	1,698	-	-	1,698
6013	Emergency Pay	706	-	-	-	-	-	-
6019	Miscellaneous Pay	2,950	2,192	2,190	2,430	-	-	2,430
6021	Social Security & Medicare Taxes	12,957	14,914	14,335	15,379	-	-	15,379
6022	TMRS Retirement - Employer	27,057	29,087	29,304	28,050	-	-	28,050
6024	Health Insurance	183	-	-	-	-	-	-
6025	Worker Compensation Insurance	476	451	388	419	-	-	419
6026	State Unemployment Taxes	756	1,080	288	1,080	-	-	1,080
6030	Employee Tuition Reimbursement	3,032	8,000	8,000	8,000	-	-	8,000
TOTAL PERSONNEL SERVICES		224,370	248,423	243,943	253,125	-	-	253,125
6101	Office Supplies	8,406	5,685	6,900	6,000	-	-	6,000
6102	Educational Supplies	934	350	300	750	-	-	750
6105	Food Supplies	475	300	500	400	-	-	400
6109	Postage	1,435	900	900	900	-	-	900
6119	Other Supplies	26	100	100	100	-	-	100
TOTAL SUPPLIES		11,276	7,335	8,700	8,150	-	-	8,150
6201	Office Equipment Maintenance	150	400	600	400	-	-	400
TOTAL MAINTENANCE		150	400	600	400	-	-	400
6304	Professional Services-Other	-	16,000	13,000	16,000	-	-	16,000
6312	Communications Services	-	-	-	768	-	-	768
6316	Printing and Binding	57	75	75	75	-	-	75
6329	Other Services	1,132	900	700	600	-	-	600
6332	Travel and Meals	5,328	5,300	4,500	5,550	-	-	5,550
6333	Dues and Subscriptions	803	2,100	2,100	2,100	-	-	2,100
6335	Advertising Cost	4,029	15,100	13,000	15,100	-	-	15,100
6337	Training	1,205	2,250	2,000	2,650	-	-	2,650
6348	Property Acquisition Costs	1,003	1,000	600	1,000	-	-	1,000
6371	Election Services	14,810	21,800	18,000	23,500	-	-	23,500
TOTAL SERVICES AND CHARGES		28,368	64,525	53,975	67,343	-	-	67,343
114	Total Department Expenditures	264,164	320,683	307,218	329,018	-	-	329,018



Human Resources

Department Mission

To further enhance The City of Tomball's effectiveness and capability to provide excellent customer service (internal and external) by:

- Recruiting, Developing, and Retaining a knowledgeable citizen focused work force;
- Contributing to mission accomplishments through constructive performance and conduct employee, supervisory/ management training and development;
- Serving employees and other citizens' needs through Collaboration, Pro-Action, Partnership, and Innovation.

Program Narrative

Accomplishments for FY 2011

- Initiated and completed a salary survey of surrounding cities to determine the competitiveness of our salary structure.
- Set up a benefits committee composed of employees from every department to determine the best way to handle rising medical insurance costs.
- Planned, coordinated and hosted the first ever City of Tomball Youth Opportunities Fair that allowed prospective employers to meet with the youth (ages 15-19) of our town to find employees and volunteers for their businesses.
- Hosted financial seminars for all employees.

- Planned, promoted, and hosted our annual "Employee Appreciation Week" to honor all the hard work by the City of Tomball employees.
- Planned, coordinated and began hosting monthly training sessions on customer service as well as monthly sessions on supervisor specific topics.
- Implemented a computer based online training program for mandatory training of all employees.
- Coordinated computer software training with Lone Star College.
- Continued to voluntarily utilize E-verify to check social security numbers for all new hires.
- Participated in Tomball ISD's job fair for special needs students.
- Coordinated and hosted the annual Holiday Appreciation Lunch.
- Hosted various employee appreciation events (ice cream socials, sno-cones, lunches, breakfasts, etc.) throughout the year.
- Assisted departments in recruiting efforts.

Goals for FY 2012

- Plan, coordinate and host a wellness fair utilizing doctors, dentists and other health care providers in the community to provide an opportunity for our employees to visit with healthcare professionals to address their needs.

- Set up health screenings for all employees to test glucose and cholesterol numbers as well as provide information on overall health.
- Provide flu and tetanus shots for all employees to ensure good health.
- Continue hosting employee events to show our appreciation for their efforts.
- Continue monthly training sessions for supervisors and customer service.
- Host a financials seminar for employees to include TMRS, ICMA and Social Security.
- Ensure payroll accuracy by cutting accurate payroll checks 99% of the time.
- Complete performance evaluations on time 95% of the time.
- List job postings on the same day they become available at least 95% of the time to ensure a timely recruitment process.

Objectives for FY 2012

- To ensure the employees have the skills, knowledge, and abilities to perform their job efficiently, effectively and ethically for the

city's citizens. This includes training, development, and education to promote individual success and increase overall value to The City of Tomball.

- Retention of valuable employees.
- Expand our efforts to ensure recruitment of the most qualified individuals.
- To create a performance appraisal atmosphere where supervisors and employees work together to set goals for future performance and employee career plans.
- Coordinate wellness testing and flu shots.
- Complete the modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Provide and promote a safe and healthful working environment.

CITY OF TOMBALL
 115 - GENERAL - HUMAN RESOURCES
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	Recurring	Non-	FY2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	84,406	93,816	86,768	96,644	-	-	96,644
6003	Wages - Full Time	41,744	47,240	45,064	48,675	-	-	48,675
6004	Wages - Part Time		-		25,290	-	-	25,290
6005	Wages - Overtime	1,520	2,060	2,060	2,575	-	-	2,575
6009	Wages - Other	6,606	-	4,135	-	-	-	-
6011	Vacation Pay	5,193	1,628	6,578	1,677	-	-	1,677
6012	Sick Pay	2,661	2,170	2,171	2,236	-	-	2,236
6014	Retirement Payouts	0	261,453	71,239	186,555	-	-	186,555
6019	Miscellaneous Pay	1,285	905	905	38,502	-	-	38,502
6021	Social Security & Medicare Taxes	10,203	11,310	11,002	13,764	-	-	13,764
6022	TMRS Retirement - Employer	20,996	22,059	22,295	25,103	-	-	25,103
6024	Health Insurance	164	-	-	-	-	-	-
6025	Worker Compensation Insurance	212	200	173	279	-	-	279
6026	State Unemployment Taxes	378	540	144	810	-	-	810
	TOTAL PERSONNEL SERVICES	175,365	443,381	252,534	442,110	-	-	442,110
6101	Office Supplies	3,806	5,000	5,000	6,000	-	-	6,000
6102	Educational Supplies	0	500	500	1,500	-	-	1,500
6105	Food Supplies	1,689	2,500	2,500	2,500	-	-	2,500
6109	Postage	209	75	75	500	-	-	500
6119	Other Supplies	7,117	6,700	6,700	7,000	-	-	7,000
	TOTAL SUPPLIES	12,821	14,775	14,775	17,500	-	-	17,500
6304	Professional Services-Other	60	-	-	-	-	-	-
6312	Communications Services	-	-	-	768	-	-	768
6329	Other Services	22,567	33,700	33,700	37,575	-	-	37,575
6332	Travel and Meals	1,103	5,800	3,000	6,300	-	-	6,300
6333	Dues and Subscriptions	1,159	815	960	1,289	-	-	1,289
6335	Advertising Cost	250	2,500	2,500	2,500	-	-	2,500
6337	Training	6,550	47,450	14,820	54,950	-	-	54,950
6398	Banquets, Dedications & Receptions	7,037	8,000	8,000	8,500	-	-	8,500
	TOTAL SERVICES AND CHARGES	38,726	98,265	62,980	111,882	-	-	111,882
115	Total Department Expenditures	226,913	556,421	330,289	571,492	-	-	571,492

Finance

Department Mission

To maintain the financial records of the City in a manner that, at all times, presents fairly its financial condition; to safeguard City assets, and to provide a high level of service to our customers both internal and external.

Program Narrative

FY 2011 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the first time.
- Although we did not meet our goal of \$355,000, the average monthly procurement card usage increased by 14.74% over last fiscal year.
- Monthly financials were delivered to staff by the 10th working day of the following month 12 months out of the fiscal year which equals 83% of the time.
- Accounts Payable checks were sent out each Thursday 100% of the time.

Goals for FY 2012

- Provide other departments with accurate and timely reports.

- Cut and send vendor checks out routinely each week.
- Minimize account coding errors on invoices through education and guidance.
- Complete a series of internal audits on areas with a potential risk of lost revenues.

Objectives for FY 2012

- Deliver an approved Purchase Order to the vendor within 2 days of receiving a completed requisition 90% of the time.
- Provide monthly financial statements and capital project reports to departments by the 10th working day following month end 90% of the time.
- Mail accounts payable checks out each Thursday 100% of the time.
- Setup and perform internal audit process for procurement cards.
- Provide a couple of training sessions on various subjects in order to educate users on proper purchasing techniques.

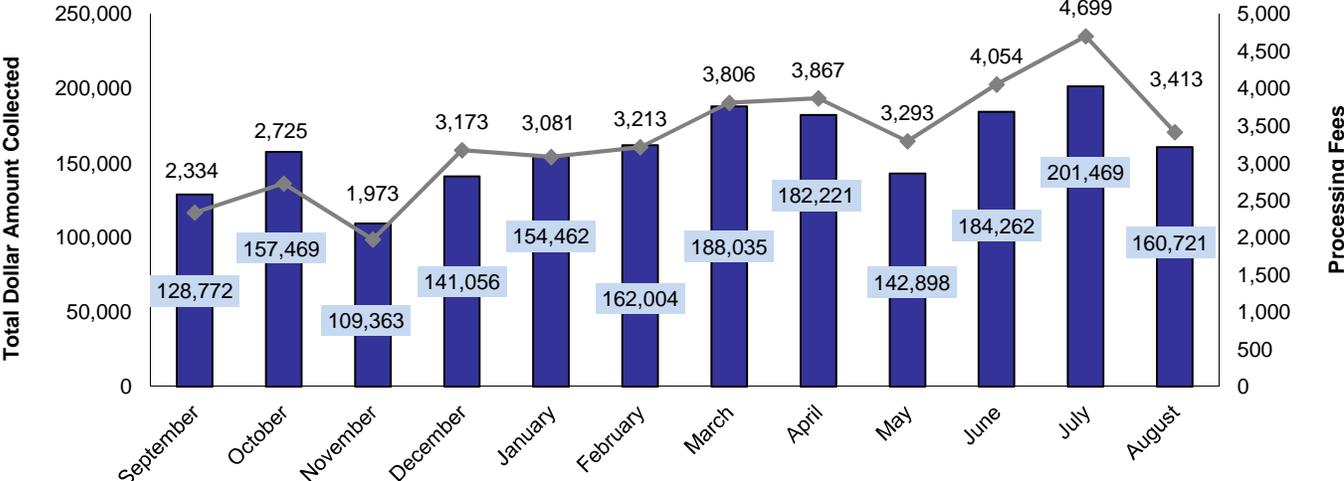
Major Budget Items:

- Annual Audit Costs (\$62,000)
- Appraisal Services (\$24,000)
- Credit Card Processing Fees (\$30,000)
- Harris County Tax Collection Service (\$8,700)

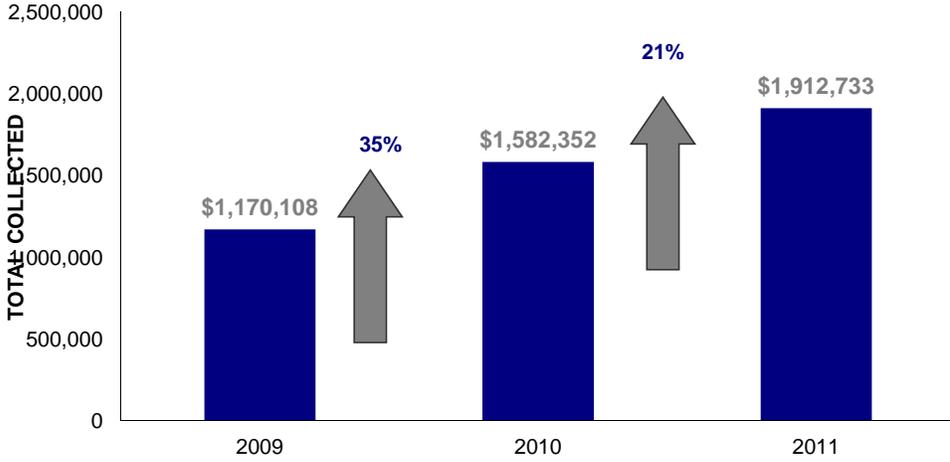
CITY OF TOMBALL
 116 - GENERAL - FINANCE
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	Recurring	Non-	FY 2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	112,546	148,276	179,975	194,958	-	-	194,958
6003	Wages - Full Time	97,699	129,358	81,395	89,659	-	-	89,659
6005	Wages - Overtime	2,142	2,060	2,060	1,545	-	-	1,545
6009	Wages - Other	9,527	-	5,962	-	-	-	-
6011	Vacation Pay	11,111	276	4,367	2,762	-	-	2,762
6012	Sick Pay	3,683	2,115	4,399	799	-	-	799
6013	Emergency Pay	1,481	-	-	-	-	-	-
6019	Miscellaneous Pay	3,259	2,021	2,020	2,395	-	-	2,395
6021	Social Security & Medicare Taxes	17,873	21,739	21,386	22,411	-	-	22,411
6022	TMRS Retirement - Employer	36,368	42,398	42,671	40,875	-	-	40,875
6024	Health Insurance	300	-	-	-	-	-	-
6025	Worker Compensation Insurance	529	501	432	466	-	-	466
6026	State Unemployment Taxes	945	1,350	549	1,350	-	-	1,350
	TOTAL PERSONNEL SERVICES	297,463	350,093	345,216	357,220	-	-	357,220
6101	Office Supplies	2,376	1,750	3,375	2,500	-	-	2,500
6102	Educational Supplies	-	-	81	-	-	-	-
6105	Food Supplies	233	100	100	175	-	-	175
6108	Fuel, Oil and Lubricants	60	-	-	-	-	-	-
6109	Postage	189	50	200	275	-	-	275
6119	Other Supplies	44	-	-	-	-	-	-
	TOTAL SUPPLIES	2,903	1,900	3,756	2,950	-	-	2,950
6204	Other Equipment Maintenance	310	350	310	350	-	-	350
	TOTAL MAINTENANCE	310	350	310	350	-	-	350
6301	Professional Services-Audit & Acct.	65,245	62,000	52,950	62,000	-	-	62,000
6304	Professional Services-Other	8,636	8,500	8,700	8,700	-	-	8,700
6312	Communications Services	544	769	768	769	-	-	769
6316	Printing and Binding	-	55	3,000	3,500	-	-	3,500
6317	Appraisal Services - Harris County	23,845	24,000	24,000	24,000	-	-	24,000
6329	Other Services	2,951	1,500	1,812	2,000	-	-	2,000
6332	Travel and Meals	2,733	4,500	3,500	5,000	-	-	5,000
6333	Dues and Subscriptions	1,180	1,500	1,350	1,500	-	-	1,500
6335	Advertising Cost	462	925	1,000	925	-	-	925
6337	Training	1,075	2,750	2,500	2,750	-	-	2,750
6397	Credit Card Processing Fee	28,444	25,000	25,000	30,000	-	-	30,000
6399	Services Charges	9,160	9,500	12,500	9,500	-	-	9,500
	TOTAL SERVICES AND CHARGES	144,274	140,999	137,080	150,644	-	-	150,644
116	Total Department Expenditures	444,950	493,342	486,362	511,164	-	-	511,164

TOTAL DOLLAR AMOUNT OF CREDIT CARD COLLECTIONS AND THE ASSOCIATED PROCESSING FEES PAID FROM SEPTEMBER 2010 THROUGH AUGUST 2011



TOTAL CREDIT CARD VOLUME PER FISCAL YEAR



Information Systems

Department Mission

To oversee and coordinate new and existing technology resources that will ensure reliability, availability, serviceability, and security in a timely manner to allow the other city departments to effectively accomplish their missions in accordance with the City's missions and goals and within our allotted budget.

Program Narrative

Accomplishments for FY 2011

- Completed construction of the data center to provide additional space and fortify the environment with sufficient cooling and power protection.
- Completed the installation of environmental monitor devices for the data centers. These devices provide history and alerts for temperature, humidity, and air flow within our server rooms.
- Ten new computers were used to perform a technology refresh replacing older outdated computers.
- Completed installation of new server and network monitoring system. This system provides email alerts for the Tomball servers and network equipment on outages and activities that meet defined thresholds.
- Completed installation of new network switches. This replaces aging equipment and provides redundant connections between data centers.

- Completed implementation of automated helpdesk system. This allows users to send an email to automatically initiate an IT service which also provides tracking and history.
- Completed implementation of Windows Deployment Services. This allows us to capture the image of a workstation and deploy it to a new workstation substantially lowering the amount of time required for software and workstation setup.
- Completed cleanup of server racks by scheduling a maintenance day which allowed us to bring the server environment down to organize cabling and power connections.

Goals for FY 2012

- To better utilize our existing helpdesk system which will allow trends to be identified and better scheduling of time and priorities.
- Proactively assist departments with IT related budget planning.

Objectives for FY 2012

- Installation of new Microsoft Forefront Antivirus software for servers and workstations.
- Upgrade the Fire Departments Visionair Records Management System (RMS) server to new hardware and updated software.
- Installation of Office 2007 for users.
- Upgrade Incode to Version 8.0.
- Consolidate servers from old hardware to our new virtual server environment.
- Move the Exchange email server from its old hardware to a virtual server to increase the disk capacity.

CITY OF TOMBALL
 117 - GENERAL - INFORMATION SYSTEMS
 2011-2012 ADOPTED BUDGET WORKSHEET

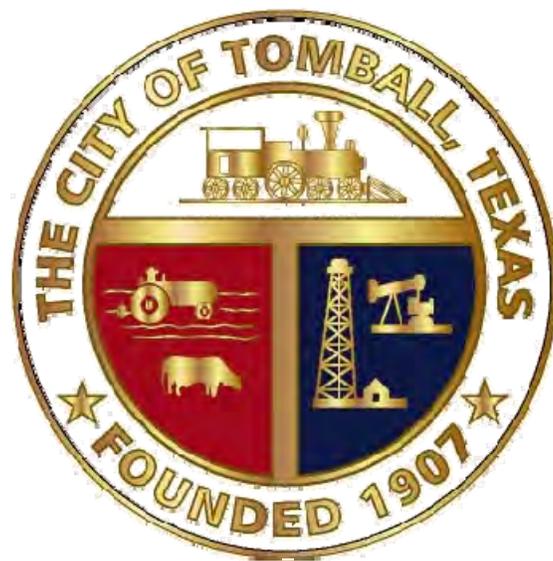
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	15,325	27,000	27,305	27,000	-	31,100	58,100
Maintenance	5,225	7,500	7,500	7,500	-	21,000	28,500
Services and charges	213,768	265,622	265,622	296,272	-	-	296,272
Total Operating Expenditures	234,319	300,122	300,427	330,772	-	52,100	382,872
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	234,319	300,122	300,427	330,772	-	52,100	382,872

Supplemental Programs	Page No.	Recurring	Non-Recur.
Domain Controller Replacement			\$ 16,000
GIS Server Replacement			\$ 12,000
Microsoft Office 2010 Upgrade			\$ 21,000
KVM Server Console System			\$ 3,100

No staff has been assigned to this department as all services are contracted to a third party.

CITY OF TOMBALL
 117 - GENERAL - INFORMATION SYSTEMS
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	Recurring	Non-	FY 2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6101	Office Supplies	5,228	27,000	27,000	27,000	-	-	27,000
6103	Computer Equipment <\$20,000	10,067	-	305	-	-	31,100	31,100
6109	Postage	30	-	-	-	-	-	-
	TOTAL SUPPLIES	15,325	27,000	27,305	27,000	-	31,100	58,100
6201	Office Equipment Maintenance	5,225	7,500	7,500	7,500	-	21,000	28,500
	TOTAL MAINTENANCE	5,225	7,500	7,500	7,500	-	21,000	28,500
6304	Professional Services-Other	114,008	125,005	125,005	151,255	-	-	151,255
6312	Communication Services	23,553	50,280	50,280	50,280	-	-	50,280
6320	Computer Software Service	76,208	90,337	90,337	94,737	-	-	94,737
	TOTAL SERVICES AND CHARGES	213,768	265,622	265,622	296,272	-	-	296,272
117	Total Department Expenditures	234,319	300,122	300,427	330,772	-	52,100	382,872



Legal Department

Department Mission

The legal department provides counsel and advice to the Mayor, City Council and all departments of the City of Tomball. The City Attorney represents the City in litigation, and is responsible for drafting and preparing contracts, resolutions, and ordinances.

Program Narrative

Objectives for FY 2012

- To provide the Mayor, City Council and the City of Tomball with accurate legal advice on matters of concern.
- To draft and prepare legal documents as the need arises.

Major Budget Items

- Olson and Olson, City's Attorney (\$120,000)

CITY OF TOMBALL
 118 - GENERAL - LEGAL
 2011-2012 ADOPTED BUDGET WORKSHEET

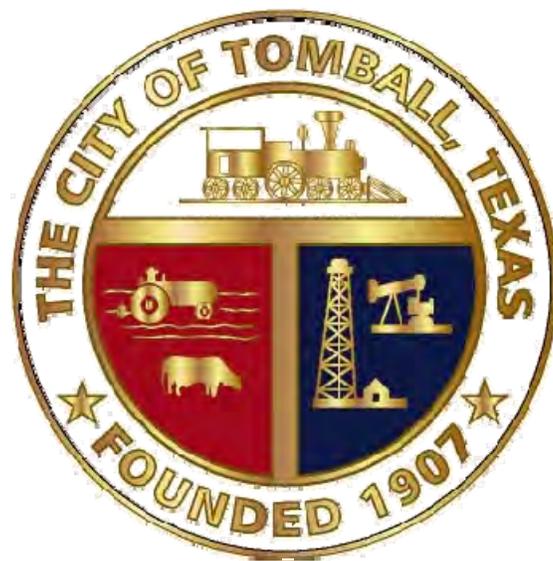
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	1,292	3,425	2,000	2,000	-	-	2,000
Maintenance	-	-	-	-	-	-	-
Services and charges	112,798	150,000	150,000	125,000	-	-	125,000
Total Operating Expenditures	114,090	153,425	152,000	127,000	-	-	127,000
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	114,090	153,425	152,000	127,000	-	-	127,000

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

No staff has been assigned to this department as all services are contracted to a third party.

CITY OF TOMBALL
 118 - GENERAL - LEGAL
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	FY 2012		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6102	Educational Supplies	1,283	3,400	2,000	2,000	-	-	2,000
6109	Postage	9	25	-	-	-	-	-
	TOTAL SUPPLIES	1,292	3,425	2,000	2,000	-	-	2,000
6303	Professional Services-Legal	112,798	150,000	150,000	125,000	-	-	125,000
	TOTAL SERVICES AND CHARGES	112,798	150,000	150,000	125,000	-	-	125,000
118	Total Department Expenditures	114,090	153,425	152,000	127,000	-	-	127,000



**CITY OF TOMBALL
119 - GENERAL - NONDEPARTMENTAL
2011-2012 ADOPTED BUDGET WORKSHEET**

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	3,564	14,290	14,500	15,500	-	-	15,500
Maintenance	4,219	330	525	525	-	-	525
Services and charges	235,065	241,762	254,840	266,340	-	-	266,340
Total Operating Expenditures	242,848	256,382	269,865	282,365	-	-	282,365
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	1,632,788	1,846,468	1,846,468	1,463,198	-	-	1,463,198
Total Expenditures	1,875,636	2,102,850	2,116,333	1,745,563	-	-	1,745,563

This department consists of expenses incurred by multiple departments including copy charges and insurance.

CITY OF TOMBALL
 119 - GENERAL - NONDEPARTMENTAL
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY 2011	FY2012	Non-		FY2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6101	Office Supplies	1,071	5,180	6,500	6,500	-	-	6,500
6106	Materials and Parts	2,493	-	-	-	-	-	-
6109	Postage	-	9,110	8,000	9,000	-	-	9,000
	TOTAL SUPPLIES	3,564	14,290	14,500	15,500	-	-	15,500
6201	Office Equipment Maintenance	330	330	525	525	-	-	525
6206	Building Maintenance	3,889	-	-	-	-	-	-
	TOTAL MAINTENANCE	4,219	330	525	525	-	-	525
6329	Other Services	20,070	21,150	24,600	24,600	-	-	24,600
6330	Property and Liability Insurance	183,112	189,000	200,000	210,000	-	-	210,000
6336	Equipment Rentals	31,644	31,372	30,000	31,500	-	-	31,500
6399	Services Charges	240	240	240	240	-	-	240
	TOTAL SERVICES AND CHARGES	235,065	241,762	254,840	266,340	-	-	266,340
6692	Transfer to Emp. Benefits Trust Fund	1,632,788	1,846,468	1,846,468	1,463,198	-	-	1,463,198
	TOTAL TRANSFERS	1,632,788	1,846,468	1,846,468	1,463,198	-	-	1,463,198
119	Total Department Expenditures	1,875,636	2,102,850	2,116,333	1,745,563	-	-	1,745,563

Police Department

Department Mission

The mission of the Tomball Police Department (TPD) is to protect and serve the citizens of Tomball. As members of the TPD, we dedicate ourselves to provide fair, impartial and ethical police service to all members of the community, with the highest degree of integrity, professionalism and respect.

Program Narrative

Accomplishments for FY 2011

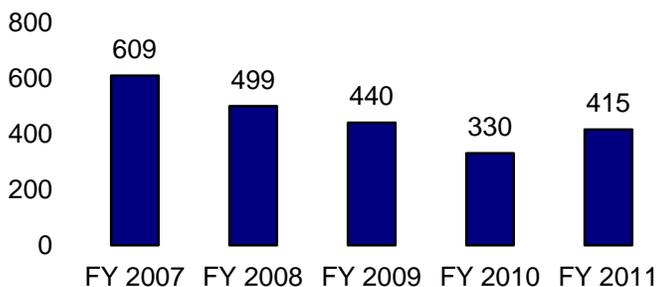
- Automated vehicle locator systems installed in all patrol vehicles. This has enhanced daily operational effectiveness, as well as overall situational awareness during unusual occurrences by allowing incident commanders to quickly identify the locations of patrol resources.
- Overall Uniform Crime Report clearance rate is 36 percent. This is more than two times higher than the national average.
- Sick time usage has remained level in comparison to 2010; however, this represents a steady three-year decrease of 15 percent.
- Response time averaged 4:47 for all calls for service. This represents a reduction of .66 seconds, as compared to last year.
- Specialized training has been offered in a variety of areas including:
 - Quarterly firearms/tactics training
 - Leadership training for supervisors
 - Department-wide customer service training
 - Advanced Accident Investigation training
 - Crime Scene Investigation training
 - Monthly training for Strategic Response Team members (tactical and crisis negotiators).
 - Student Resource Officer training
 - Intoxylizer training
- Minimum staffing levels have been maintained throughout the year in both patrol and communications.
- Warrant officer unit was established near the end of the fiscal year, but the impact has already been significant. In only three months, the unit has enjoyed a near 50 percent increase in warrant recoveries, as compared to last year.
- Bank managers group was established. This group has created a communications conduit between local financial institutions and TPD criminal investigators.
- State-of-the-art force options simulator equipment was acquired and is being utilized for entry-level, as well as in-service training.
- Two significant community safety issues were addressed through the enactment of new city ordinances (texting while driving and Salvia/K-2).
- Automated license plate readers have been installed in three patrol vehicles and are being used daily as a means of identifying stolen/wanted vehicles, and persons.
- Public safety radio system (police, fire, EMS, and public works) was upgraded to a completely digital system. The City of Tomball was the first municipality in Harris County to upgrade to this cutting edge technology.
- First annual Department inspection was held as a means of showcasing the proud professionals of the TPD to members of the public, as well as local dignitaries. This was a major endeavor made possible thanks the positive relationships maintained with our surrounding area public safety partners who managed patrol and dispatch operations during the inspection.
- Safety flashers were installed in area school zones as part of our traffic safety engineering efforts utilizing Photo Red Light revenues.

- Air Support Unit was established through a partnership with the US Department of Justice and the Harris County Sheriff's Office. The TPD is the first law enforcement agency in the country to utilize a gyroplane in airborne law enforcement operations. There were 150 hours of mission flights which significantly enhanced officer and community safety; provided assistance to incident commanders during major unusual occurrences; and added in our national security efforts by flying numerous critical infrastructure missions over the Houston Ship Channel.

Objectives for FY 2012

- Reduce crime through the effective deployment of resources, and the implementation of crime prevention initiatives, while ensuring that crime is not being under reported.
- Reduce the number of traffic collisions by utilizing a holistic approach that focuses on education, enforcement, and engineering.
- Implement cooperative investigative strategies to increase UCR clearance rate.
- Increase employee morale through dynamic, thoughtful, and servant-based leadership that results in a decrease in employee use of sick time, and an increase in overall productivity.

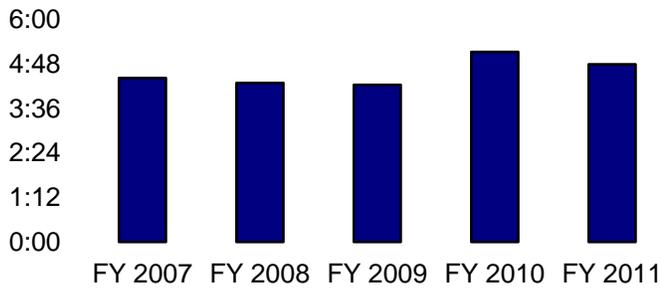
Motor Vehicle Crashes



Goals for FY 2012

- Reduce violent crime by 5% and property crime by 10% through the effective deployment of resources, and the implementation of crime prevention initiatives, while ensuring that crime is not being under reported.
- Reduce the number of traffic collisions by 5% utilizing a holistic approach that focuses on education, enforcement, and engineering.
- Implement cooperative investigative strategies to increase UCR clearance rate by 5%.
- Complete CAD upgrade project (Priority Dispatch), which will enhance functionality and efficiency between TPD, TFD, and NWEMS.
- Enhance traffic safety (vehicular and pedestrian) through the completion of a traffic safety plan that is funded with Automated Photo Enforcement funds.
- Increase membership in Explorer Post as a means of enhancing leadership outreach to the youth of our community.
- Establish a single purpose strategy committee to complete the Texas Police Chief's Association recognition program.
- Reduce average response time to four minutes or less to all calls for service.
- Increase specialized enforcement efforts in the areas such as vice and narcotics, through the utilization of target specific undercover/ sting operations.
- Maximize the use of the SharePoint collaboration software to enhance communications and maximize efficiency Department-wide.
- Provide air support coverage of 400 flight hours as a means of enhancing officer and community safety.
- Enhance the current reserve officer program through recruitment, training, and operational/deployment efforts.

Average Response Time



Major Budget Items

- Fuel (\$110,000)
- Travel and Training (\$55,000)

CITY OF TOMBALL
 121 - GENERAL - POLICE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

							FY 2012	
ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	286,424	401,229	358,030	417,040	-	-	417,040
6003	Wages - Full Time	1,944,182	2,399,788	2,102,808	2,631,938	-	-	2,631,938
6004	Wages - Part Time	62,058	79,397	114,867	79,933	-	-	79,933
6005	Wages - Overtime	283,089	239,979	239,979	263,194	-	-	263,194
6009	Wages - Other	117,767	-	65,071	-	-	-	-
6011	Vacation Pay	143,807	18,677	62,881	21,112	-	-	21,112
6012	Sick Pay	104,416	23,508	38,670	26,177	-	-	26,177
6013	Emergency Pay	1,837	-	1,841	-	-	-	-
6019	Miscellaneous Pay	35,955	24,622	24,765	27,165	-	-	27,165
6021	Social Security & Medicare Taxes	219,919	243,877	227,149	266,277	-	-	266,277
6022	TMRS Retirement - Employer	432,619	463,794	439,339	474,498	-	-	474,498
6024	Health Insurance	2,009	-	-	-	-	-	-
6025	Worker Compensation Insurance	57,519	53,304	43,070	55,184	-	-	55,184
6026	State Unemployment Taxes	10,614	15,390	5,001	17,280	-	-	17,280
6030	Employee Tuition Reimbursement	8,000	16,000	16,000	12,000	-	-	12,000
TOTAL PERSONNEL SERVICES		3,710,213	3,979,565	3,739,471	4,291,798	-	-	4,291,798
6101	Office Supplies	17,606	17,000	20,000	20,000	-	-	20,000
6102	Educational Supplies	1,449	2,000	2,000	2,000	-	-	2,000
6104	Janitorial & Cleaning Supplies	290	500	500	500	-	-	500
6105	Food Supplies	4,292	7,000	5,000	5,000	-	-	5,000
6106	Materials and Parts	50,270	45,000	45,000	45,000	-	-	45,000
6107	Clothing and Uniforms	35,116	30,000	30,000	36,000	-	-	36,000
6108	Fuel, Oil and Lubricants	95,120	85,000	102,000	110,000	-	-	110,000
6109	Postage	1,272	1,000	1,000	1,000	-	-	1,000
6119	Other Supplies	5,904	2,500	4,000	3,000	-	-	3,000
TOTAL SUPPLIES		211,317	190,000	209,500	222,500	-	-	222,500
6201	Office Equipment Maintenance	1,152	2,500	1,500	1,500	-	-	1,500
6203	Radio Equipment Maintenance	14,071	15,000	15,000	15,000	-	-	15,000
6204	Other Equipment Maintenance	14,972	33,000	45,000	25,000	-	-	25,000
6205	Vehicle Maintenance	39,015	26,000	32,000	32,000	-	-	32,000
TOTAL MAINTENANCE		69,210	76,500	93,500	73,500	-	-	73,500
6303	Professional Services-Legal	-	-	-	-	-	-	-
6304	Professional Services-Other	12,316	10,000	10,000	10,000	-	-	10,000
6309	Tomball Police After Schl.Spcl.Pgrm.	131	-	-	-	-	-	-
6312	Telephone Services	31,333	28,000	24,000	24,000	-	-	24,000
6316	Printing and Binding	4,401	4,000	4,000	4,000	-	-	4,000
6318	Harris County Animal Control Serv.	24,000	24,000	24,000	24,000	-	-	24,000
6320	Computer Software Service	40,935	40,000	40,000	45,000	-	-	45,000
6324	Jail Service Expenditures	9,369	7,000	5,500	7,000	-	-	7,000
6325	Buy Money	151	4,000	4,000	4,000	-	-	4,000
6328	Bike Patrol Expenditures	245	1,500	1,000	1,000	-	-	1,000
6329	Other Services	1,613	2,000	2,000	2,000	-	-	2,000
6332	Travel and Meals	16,565	20,000	19,000	20,000	-	-	20,000
6333	Dues and Subscriptions	6,657	6,000	5,500	5,500	-	-	5,500
6335	Advertising Cost	66	2,000	1,000	1,000	-	-	1,000
6336	Equipment Rentals	596	1,000	1,000	1,000	-	-	1,000

CITY OF TOMBALL
 121 - GENERAL - POLICE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non- Recurring	FY 2012 Adopted Budget
6337	Training	25,280	35,000	30,000	35,000	-	-	35,000
6398	Banquets,Dedications & Receptions	-	-	500	-	-	-	-
	TOTAL SERVICES AND CHARGES	173,658	184,500	171,500	183,500	-	-	183,500
6405	Vehicle Equipment	60	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	60	-	-	-	-	-	-
6998	Transfer to Fleet Replacement	202,203	-	-	75,000	-	-	75,000
	TOTAL TRANSFERS	202,203	-	-	75,000	-	-	75,000
121	Total Department Expenditures	4,366,661	4,430,565	4,213,971	4,846,298	-	-	4,846,298

Municipal Court

Department Mission

To provide fair, impartial, and timely adjudication of misdemeanor offenses committed and filed in the City of Tomball.

Program Narrative

Accomplishments for FY 2011

- 50% of Jury trials on standby resolved.
- Backlog of warrants waiting to be issued has been completed. Warrants are now up to date.
- Completion of Court Clerk Level II certification by Senior Court Clerk.
- Processed over 5,000 warrants and 11,000 tickets.

Goals for FY 2012

- Improve warrant collections.
- Improve efficiency with customer relations.

Objectives for FY 2012

- Complete Court Operations Manual.
- Create a warrant postcard mail out.
- Reduce warrant prep time by 10%.

CITY OF TOMBALL
 122 - GENERAL FUND - MUNICIPAL COURT
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	258,656	388,832	321,895	229,009	-	-	229,009
Supplies	16,999	14,105	12,241	11,500	-	-	11,500
Maintenance	567	203	-	-	-	-	-
Services and charges	70,265	67,320	66,070	70,875	-	-	70,875
Total Operating Expenditures	346,487	470,460	400,206	311,384	-	-	311,384
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	346,487	470,460	400,206	311,384	-	-	311,384

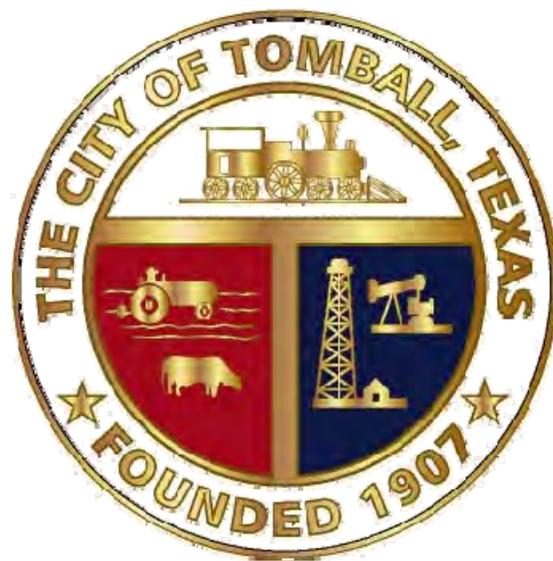
Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012
Senior Court Clerk	1.00	1.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	1.00	1.00
Assistant Court Clerk	1.00	1.00	1.00	2.00
Police Bailiff/Warrant Officer	1.00	1.00	1.00	0.00
Municipal Judge	1.00	1.00	1.00	0.50
Total	5.00	5.00	5.00	4.50

* This reflects end result of a staffing change that occurred mid-year.

CITY OF TOMBALL
 122 - GENERAL - MUNICIPAL COURT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Recurring	Non-	FY2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	40,834	46,233	43,519	53,796	-	-	53,796
6002	Salaries - Other	24,604	38,542	-	-	-	-	-
6003	Wages - Full Time	102,188	165,029	129,047	98,036	-	-	98,036
6004	Wages - Part Time	3,988	53,748	44,318	31,418	-	-	31,418
6005	Wages - Overtime	10,849	7,725	7,725	4,120	-	-	4,120
6006	Wages - Call Duty	173	-	-	-	-	-	-
6009	Wages - Other	8,945	-	4,430	-	-	-	-
6011	Vacation Pay	10,425	1,924	11,525	1,076	-	-	1,076
6012	Sick Pay	3,339	2,099	15,969	828	-	-	828
6013	Emergency Pay	674	2,491	-	-	-	-	-
6019	Miscellaneous Pay	4,150	3,487	5,525	1,195	-	-	1,195
6021	Social Security & Medicare Taxes	15,592	21,447	19,920	14,574	-	-	14,574
6022	TMRS Retirement - Employer	30,736	41,828	37,243	22,197	-	-	22,197
6024	Health Insurance	138	-	-	-	-	-	-
6025	Worker Compensation Insurance	1,121	2,388	1,989	419	-	-	419
6026	State Unemployment Taxes	900	1,890	685	1,350	-	-	1,350
	TOTAL PERSONNEL SERVICES	258,656	388,832	321,895	229,009	-	-	229,009
6101	Office Supplies	11,930	12,000	11,000	11,000	-	-	11,000
6102	Educational Supplies	105	780	500	500	-	-	500
6103	Computer Supplies	242	-	-	-	-	-	-
6105	Food Supplies	55	75	75	-	-	-	-
6107	Clothing and Uniforms	215	250	600	-	-	-	-
6108	Fuel, Oil and Lubricants	384	1,000	66	-	-	-	-
6109	Postage	3,495	-	-	-	-	-	-
6119	Other Supplies	49	-	-	-	-	-	-
6130	Furniture <\$20,000	524	-	-	-	-	-	-
	TOTAL SUPPLIES	16,999	14,105	12,241	11,500	-	-	11,500
6205	Vehicle Maintenance	567	203	-	-	-	-	-
	TOTAL MAINTENANCE	567	203	-	-	-	-	-
6303	Professional Services-Legal	64,887	56,000	56,000	60,500	-	-	60,500
6304	Professional Services-Other	300	-	-	-	-	-	-
6312	Communication Services	557	565	565	-	-	-	-
6316	Printing and Binding	541	2,250	2,250	1,500	-	-	1,500
6329	Other Services	1,289	3,000	1,500	2,500	-	-	2,500
6332	Travel and Meals	646	3,220	3,220	3,250	-	-	3,250
6333	Dues and Subscriptions	941	1,035	1,035	1,375	-	-	1,375
6337	Training	1,004	1,250	1,500	1,750	-	-	1,750
6398	Banquets, Dedications & Receptions	100	-	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	70,265	67,320	66,070	70,875	-	-	70,875
122	Total Department Expenditures	346,487	470,460	400,206	311,384	-	-	311,384



Community Center

Department Mission

To serve everyone in a fair and equitable manner, so that in serving, the Center will enhance the quality of life for each individual, group, or organization being served.

To provide a staff, both paid and volunteer, who, through their individual and corporate efforts, give positive leadership to the development and administration of programs and activities, which will attract to the Center participants of all age groups.

Program Narrative

Accomplishments for FY2011

- All employees completed CPR training.
- Increased revenue for senior meals by 20%
- Increased revenue for rental by 50%
- Increased the number of participants by 20%

Goals for FY 2012

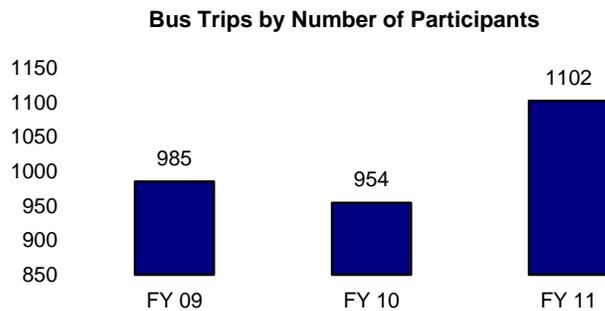
- To increase the availability of a variety of volunteers teaching activities for all ages
- To have as many activities that are cost effective in bringing in more participants of all ages
- To increase the awareness of what the center has to offer and to bring in more rentals
- To have more trips that appeal to all age groups
- Increase the involvement of out Senior Meal Program by 20%
- Continue to improve employee training

Objectives for FY 2012

- Increase the rental revenue by 50%
- Add Wi-Fi services

Major Budget Items

- None



CITY OF TOMBALL
 131 - GENERAL FUND - COMMUNITY CENTER
 2011-2012 ADOPTED BUDGET WORKSHEET

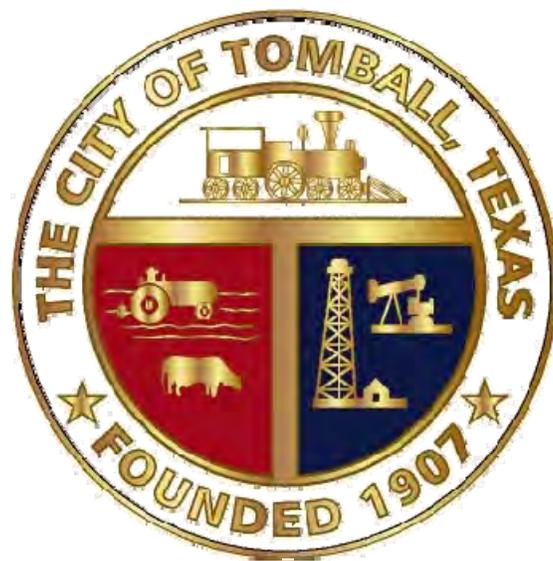
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	107,816	127,192	118,755	130,345	-	-	130,345
Supplies	6,314	10,053	6,950	9,047	-	-	9,047
Maintenance	612	1,004	500	1,509	-	-	1,509
Services and charges	1,162	1,840	911	1,200	-	-	1,200
Total Operating Expenditures	115,904	140,089	127,116	142,101	-	-	142,101
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	19,321	-	-	-	-	-	-
Total Expenditures	135,225	140,089	127,116	142,101	-	-	142,101

Supplemental Programs Page No. Recurring Non-Recur.
 None

Staffing	FY2009	FY2010	FY2011	FY2012
Manager	1.00	1.00	1.00	1.00
Assistant	1.00	1.00	1.00	1.00
Attendants-Part Time	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

CITY OF TOMBALL
 131 - GENERAL - COMMUNITY CENTER
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non- Recurring	FY2012 Adopted Budget
6001	Salaries - Administrative	39,846	49,254	44,794	50,732	-	-	50,732
6003	Wages - Full Time	26,673	31,108	29,391	32,050	-	-	32,050
6004	Wages - Part Time	6,319	21,852	15,325	22,195	-	-	22,195
6005	Wages - Overtime	914	1,030	1,030	1,030	-	-	1,030
6009	Wages - Other	3,693	-	2,182	-	-	-	-
6011	Vacation Pay	5,173	927	3,851	858	-	-	858
6012	Sick Pay	3,998	-	376	493	-	-	493
6019	Miscellaneous Pay	1,510	1,131	1,130	1,250	-	-	1,250
6021	Social Security & Medicare Taxes	6,339	8,058	7,351	8,311	-	-	8,311
6022	TMRS Retirement - Employer	12,385	12,456	12,719	12,062	-	-	12,062
6024	Health Insurance	164	-	-	-	-	-	-
6025	Worker Compensation Insurance	316	296	263	284	-	-	284
6026	State Unemployment Taxes	488	1,080	343	1,080	-	-	1,080
	TOTAL PERSONNEL SERVICES	107,816	127,192	118,755	130,345	-	-	130,345
6101	Office Supplies	1,556	878	600	860	-	-	860
6102	Educational Supplies	20	-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	97	190	100	150	-	-	150
6105	Food Supplies	2,611	4,570	3,600	4,324	-	-	4,324
6106	Materials and Parts	39	132	50	83	-	-	83
6108	Fuel, Oil and Lubricants	616	750	1,100	620	-	-	620
6109	Postage	33	25	-	-	-	-	-
6119	Other Supplies	1,016	2,194	1,500	1,831	-	-	1,831
6130	Furniture < \$20,000	326	1,314	-	1,179	-	-	1,179
	TOTAL SUPPLIES	6,314	10,053	6,950	9,047	-	-	9,047
6204	Other Equipment Maintenance	-	-	-	525	-	-	525
6205	Vehicle Maintenance	609	1,004	500	984	-	-	984
	TOTAL MAINTENANCE	612	1,004	500	1,509	-	-	1,509
6329	Other Services	71	50	-	-	-	-	-
6332	Travel and Meals	707	560	200	300	-	-	300
6335	Advertising Cost	-	200	150	190	-	-	190
6337	Training	-	-	-	149	-	-	149
6362	Permits and Licenses	-	-	61	86	-	-	86
6398	Banquets, Dedications & Receptions	385	1,030	500	475	-	-	475
	TOTAL SERVICES AND CHARGES	1,162	1,840	911	1,200	-	-	1,200
6998	Transfer to Fleet Replacement	19,321	-	-	-	-	-	-
	TOTAL TRANSFERS	19,321	-	-	-	-	-	-
131	Total Department Expenditures	135,225	140,089	127,116	142,101	-	-	142,101



Fire Marshal

Department Mission

Our mission is to ensure that the commercial buildings within the City Limits of Tomball are protected from fire or other hazards through a proactive fire inspection. We also perform a thorough plan review on new commercial buildings and their applicable fire suppression and detection systems. Other responsibilities of our office include origin and cause fire investigations, responding to complaints, environmental hazards, and assisting the fire department with public education programs. We pride ourselves in the work we do, making Tomball a safer place to live, work and play.

Program Narrative

Accomplishments for FY 2011

- Implemented a program for company fire inspections and compiled a list of 180 businesses to be inspected.

- Safety trailer has been at many large City functions during FY 2011.

Objectives for FY 2012

- Respond to Fire Code complaints within the same business day of request 90% of the time.
- Complete plan reviews (civil, building, sprinkler, alarm) within 10 days from submittal 90% of the time.
- Continue to improve specialized employee training pertaining to installation, design, testing and maintenance of suppression and detection systems.
- Upgrade to wireless software for field inspectors.
- Establish district boundaries to conduct fire code inspections more efficiently.
- Create a renewal program for Fire Prevention permits.

CITY OF TOMBALL
 141 - GENERAL FUND - FIRE MARSHAL
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	134,269	139,504	141,041	144,289	-	-	144,289
Supplies	18,423	20,638	20,324	18,203	-	-	18,203
Maintenance	1,240	2,190	1,850	2,360	-	-	2,360
Services and charges	12,278	15,018	15,420	14,643	-	-	14,643
Total Operating Expenditures	166,209	177,350	178,635	179,495	-	-	179,495
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	166,209	177,350	178,635	179,495	-	-	179,495

Supplemental Programs Page No. Recurring Non-Recur.
 None

Staffing	FY2009	FY2010	FY2011	FY2012
Fire Marshal/Inspector	1.00	1.00	1.00	1.00
Fire Inspector	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

CITY OF TOMBALL
 141 - GENERAL - FIRE MARSHAL
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Non-		FY2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted
6003	Wages - Full Time	90,507	104,249	99,694	107,270	-	-	107,270
6005	Wages - Overtime	5,902	6,180	8,180	8,240	-	-	8,240
6009	Wages - Other	4,323	-	2,680	-	-	-	-
6011	Vacation Pay	3,613	556	986	572	-	-	572
6012	Sick Pay	1,955	862	2,027	763	-	-	763
6013	Emergency Pay	1,168	-	-	-	-	-	-
6019	Miscellaneous Pay	740	360	360	480	-	-	480
6021	Social Security & Medicare Taxes	8,151	8,585	8,663	8,977	-	-	8,977
6022	TMRS Retirement - Employer	16,077	16,743	17,312	16,372	-	-	16,372
6025	Worker Compensation Insurance	1,455	1,428	995	1,075	-	-	1,075
6026	State Unemployment Taxes	378	540	144	540	-	-	540
TOTAL PERSONNEL SERVICES		134,269	139,504	141,041	144,289	-	-	144,289
6101	Office Supplies	2,128	1,933	1,900	2,073	-	-	2,073
6102	Educational Supplies	8,911	9,950	9,950	8,200	-	-	8,200
6105	Food Supplies	-	-	24	100	-	-	100
6107	Clothing and Uniforms	1,887	2,315	2,300	1,970	-	-	1,970
6108	Fuel, Oil and Lubricants	3,227	4,440	4,000	4,500	-	-	4,500
6109	Postage	429	150	300	150	-	-	150
6119	Other Supplies	1,840	1,850	1,850	1,210	-	-	1,210
TOTAL SUPPLIES		18,423	20,638	20,324	18,203	-	-	18,203
6201	Office Equipment Maintenance	42	-	-	-	-	-	-
6204	Other Equipment Maintenance	-	100	100	260	-	-	260
6205	Vehicle Maintenance	1,198	2,090	1,750	2,100	-	-	2,100
TOTAL MAINTENANCE		1,240	2,190	1,850	2,360	-	-	2,360
6304	Professional Services-Other	115	1,000	1,500	1,000	-	-	1,000
6312	Telephone Services	2,658	1,600	1,600	1,600	-	-	1,600
6320	Computer Software Service	2,170	-	2,000	-	-	-	-
6329	Other Services	-	-	120	-	-	-	-
6332	Travel and Meals	2,715	4,700	4,250	4,400	-	-	4,400
6333	Dues and Subscriptions	2,297	3,093	2,000	2,943	-	-	2,943
6337	Training	2,323	4,625	3,950	4,700	-	-	4,700
TOTAL SERVICES AND CHARGES		12,278	15,018	15,420	14,643	-	-	14,643
141	Total Department Expenditures	166,209	177,350	178,635	179,495	-	-	179,495



Fire Department

Department Mission

To protect lives and property of the residents of the City of Tomball, Texas through fire suppression, fire prevention, and education of the public using volunteers from our local community.

Program Narrative

Accomplishments for FY 2011

- Percentage of time that the first arriving first apparatus has arrived on the scene in five minutes or less remained at approximately 60% in FY 2011.
- Through incentives, the desired nighttime staffing level of four firefighters was achieved five out of seven nights per week.
- A site for the location of City Fire Station #3 has been identified.

Objectives for FY 2012

- Increase the percentage of time it takes for the first arriving fire apparatus to arrive on the scene within five minutes of being dispatched to an emergency from approximately 60% to 80%.
- Increase the percentage of time that Fire Station #2 is manned at night and on Sunday from less than 10% in 2011 to at least 50% in 2012.
- Acquire the site for the third City of Tomball Fire Department Fire Station.
- Develop a consortium of area departments to design, fund and construct a regional training field.
- Identify a site for a county (ESD) fire station

Major Budget Items:

- Replacement Turnout Gear (\$47,500)
- Fuel (\$45,000)
- Vehicle Maintenance (\$66,600)

**CITY OF TOMBALL
142 - GENERAL FUND - FIRE DEPARTMENT
2011-2012 ADOPTED BUDGET WORKSHEET**

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	593,657	797,523	763,654	931,600	-	-	931,600
Supplies	143,700	192,923	183,261	187,991	200	19,065	207,256
Maintenance	107,812	102,175	128,775	131,476	2,575	54,902	188,953
Services and charges	64,344	83,663	72,096	72,567	170	-	72,737
Total Operating Expenditures	909,513	1,176,284	1,147,786	1,323,634	2,945	73,967	1,400,546
Capital Outlay	-	425,612	381,814	75,000	-	75,000	150,000
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	51,879	-	-	-	-	-	-
Total Expenditures	961,392	1,601,896	1,529,600	1,398,634	2,945	148,967	1,550,546

Supplemental Programs	Page No.	Recurring	Non-Recur.
Two FT FireFigher Positions		\$ 170	\$ 6,000
Voice Amplifiers			\$ 14,000
Complete Station 1 Renovation			\$ 75,000
Multi Gas Detectors		\$ 200	\$ 4,800
Hise-Rise Kits			\$ 8,265
New Modems for MDTs			\$ 5,905
Firehouse Software		\$ 2,575	\$ 15,970
MDT Replacement			\$ 19,027

Staffing	FY2009	FY2010	FY2011	FY2012
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Fire Fighter	2.00	2.00	2.00	6.00
Part Time Fire Fighter	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	1.00	1.00	1.00
PAID STAFF	12.00	12.00	12.00	16.00
Community Volunteers	60.00	60.00	60.00	60.00
Total	72.00	72.00	72.00	76.00

CITY OF TOMBALL
 142 - GENERAL - FIRE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Non-		FY2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted
6001	Salaries - Administrative	113,018	154,488	145,175	160,579	-	-	160,579
6003	Wages - Full Time	89,423	242,704	161,359	253,773	-	-	253,773
6004	Wages - Part Time	215,280	209,605	253,297	274,073	-	-	274,073
6005	Wages - Overtime	16,545	23,352	40,000	51,904	-	-	51,904
6009	Wages - Other	9,760	-	5,067	-	-	-	-
6010	Fire Run Payments	16,963	27,000	27,000	27,000	-	-	27,000
6011	Vacation Pay	12,820	1,373	2,957	2,739	-	-	2,739
6012	Sick Pay	21,322	1,891	2,698	2,394	-	-	2,394
6013	Emergency Pay	1,027	-	-	-	-	-	-
6019	Miscellaneous Pay	4,505	925	785	1,355	-	-	1,355
6020	Volunteers' State Retirement	6,800	18,000	18,000	18,000	-	-	18,000
6021	Social Security & Medicare Taxes	37,556	48,529	47,324	57,223	-	-	57,223
6022	TMRS Retirement - Employer	38,767	51,752	53,114	62,983	-	-	62,983
6024	Health Insurance	183	-	-	-	-	-	-
6025	Worker Compensation Insurance	4,813	9,511	3,809	8,633	-	-	8,633
6026	State Unemployment Taxes	4,877	8,393	3,069	10,944	-	-	10,944
	TOTAL PERSONNEL SERVICES	593,657	797,523	763,654	931,600	-	-	931,600
6101	Office Supplies	3,812	3,759	3,908	4,235	-	-	4,235
6102	Educational Supplies	994	-	791	4,850	-	-	4,850
6104	Janitorial & Cleaning Supplies	3,371	4,122	3,107	4,148	-	-	4,148
6105	Food Supplies	13,612	22,576	19,961	8,846	-	-	8,846
6106	Materials and Parts	4,605	11,800	11,444	11,800	-	-	11,800
6107	Clothing and Uniforms	66,614	90,100	78,401	91,512	-	6,000	97,512
6108	Fuel, Oil and Lubricants	26,100	44,566	37,516	45,000	-	-	45,000
6109	Postage	415	300	129	150	-	-	150
6110	Chemical Supplies	1,990	-	5,113	14,300	-	-	14,300
6119	Other Supplies	22,187	15,700	12,891	3,150	200	13,065	16,415
6130	Furniture < \$20,000	-	-	10,000	-	-	-	-
	TOTAL SUPPLIES	143,700	192,923	183,261	187,991	200	19,065	207,256
6201	Office Equipment Maintenance	169	1,500	1,000	1,500	-	-	1,500
6203	Radio Equipment Maintenance	626	-	230	-	-	-	-
6204	Other Equipment Maintenance	17,686	36,025	39,023	61,376	2,575	54,902	118,853
6205	Vehicle Maintenance	89,331	62,650	88,410	66,600	-	-	66,600
6206	Building Maintenance	-	-	-	-	-	-	-
6219	Other Maintenance	-	2,000	112	2,000	-	-	2,000
	TOTAL MAINTENANCE	107,812	102,175	128,775	131,476	2,575	54,902	188,953
6303	Professional Services-Legal	-	-	-	-	-	-	-
6304	Professional Services-Other	8,971	2,050	6,550	2,050	-	-	2,050
6312	Telephone Services	11,340	12,800	9,222	20,000	-	-	20,000
6316	Printing and Binding	-	-	850	850	-	-	850
6320	Computer Software Service	16,979	25,539	18,817	10,742	-	-	10,742
6329	Other Services	5,634	3,129	3,148	1,820	-	-	1,820
6332	Travel and Training	4,765	11,020	10,393	11,240	-	-	11,240
6333	Dues and Subscriptions	3,097	5,335	5,396	6,635	170	-	6,805
6335	Advertising Cost	256	550	500	550	-	-	550
6336	Equipment Rentals	1,440	1,440	1,680	1,680	-	-	1,680

CITY OF TOMBALL
 142 - GENERAL - FIRE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Non-		FY2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6337	Training	11,863	21,800	15,540	17,000	-	-	17,000
	TOTAL SERVICES AND CHARGES	64,344	83,663	72,096	72,567	170	-	72,737
6403	Machinery and Equipment	-	15,612	16,208	-			-
6406	Land and Buildings	-	410,000	365,606	75,000	-	75,000	150,000
	TOTAL CAPITAL OUTLAY	-	425,612	381,814	75,000	-	75,000	150,000
6998	Transfers to Fleet Replacement	51,879	-	-	-	-	-	-
6999	Transfers to Capital Projects Fund	-	-	-	-	-	-	-
	TOTAL TRANSFERS	51,879	-	-	-	-	-	-
142	Total Department Expenditures	961,392	1,601,896	1,529,600	1,398,634	2,945	148,967	1,550,546

Emergency Management

Program Narrative

Accomplishments for FY 2011

- Members of the Tomball Area Chamber of Commerce, working through the Tomball Area LEPC and the Office of Emergency Management, have identified at least ten local businesses that are willing to provide access to equipment, supplies or other materials that could be needed in an emergency.
- Our volunteer for the Mass Care Annex of the City's Emergency operations Plan has identified three church facilities amenable to providing refuge areas of last resort from natural or man-made disasters. A Memorandum of Understanding has been developed and submitted for review to the churches.

Goals for FY 2012

- Develop and execute a Memorandum of Understanding with 10 local businesses that may provide equipment or supplies in the event of a catastrophic emergency incident in the Tomball area.
- Complete execution of the Memorandums of Understanding (MOU) with the three facilities to provide Refuge of Last Resort to members of the community or those evacuating from other areas but trapped on the roadway during the evacuation.
- Complete the Continuity of Operations Planning project by March 31, 2012.
- Complete the City's Emergency Operations Plan, including all appropriate annexes, by June 30, 2012
- Design and complete, in conjunction with other City of Tomball agencies and EMS, one multi-jurisdictional, multi-agency emergency incident tabletop or exercise

Major Budget Items

- Code Red Annual Contract (\$7,500)

CITY OF TOMBALL
 143 - GENERAL FUND - EMERGENCY MANAGEMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	713	1,350	1,200	1,350	-	-	1,350
Maintenance	-	-	-	-	-	-	-
Services and charges	9,551	13,170	13,320	13,170	-	-	13,170
Total Operating Expenditures	10,264	14,520	14,520	14,520	-	-	14,520
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	10,264	14,520	14,520	14,520	-	-	14,520

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

No staff has been assigned to this department.

CITY OF TOMBALL
 143 - GENERAL - EMERGENCY MANAGEMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	FY2012		Adopted Budget
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	
6101	Office Supplies	301	100	100	100	-	-	100
6102	Educational Supplies	-	1,000	1,000	1,000	-	-	1,000
6107	Clothing and Uniforms	-	250	100	250	-	-	250
6119	Other Supplies	412	-	-	-	-	-	-
	TOTAL SUPPLIES	713	1,350	1,200	1,350	-	-	1,350
6304	Professional Services-Other			150	-			-
6312	Communication Services	7,500	7,500	7,500	7,500	-	-	7,500
6320	Computer Software Service	-	2,000	2,000	2,000	-	-	2,000
6332	Travel and Meals	1,018	1,470	1,470	1,370	-	-	1,370
6333	Dues and Subscriptions	632	600	600	700	-	-	700
6337	Training	400	600	600	600	-	-	600
6350	Child Safety Education	-	1,000	1,000	1,000	-	-	1,000
	TOTAL SERVICES AND CHARGES	9,551	13,170	13,320	13,170	-	-	13,170
143	Total Department Expenditures	10,264	14,520	14,520	14,520	-	-	14,520



Public Works Administration

Department Mission

It is the mission of the Public Works Department to strive to continuously improve the maintenance and operations of the City's infrastructure; to provide reliable, quality, safe and efficient service to our customers.

Program Narrative

Accomplishments for FY 2011

- Consolidated infrastructure maintenance programs (water, sewer, gas, streets, signs, and drainage) to ensure that all areas of maintenance are coordinated, avoiding unnecessary project conflicts, minimizing public inconvenience, and maximizing the City's investments in public infrastructure.
- Hosted regional training classes conducted by the Texas Engineering Extension Service, including Work Zone Traffic Control, and Installation and Maintenance of Pavement Markings. Classes were attended by Tomball Public Works, and various local municipalities.
- Hosted general membership meeting for the Texas Chapter of the American Public Works Association.

Goals for FY 2012

- Identify and implement additional facility improvements that will improve overall energy efficiency for the City owned buildings and facilities.

Major Budget Items

None

CITY OF TOMBALL
 151 - GENERAL FUND - PUBLIC WORKS ADMINISTRATION
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	42,255	44,324	43,096	44,770	-	-	44,770
Supplies	1,733	1,655	1,580	1,580	-	-	1,580
Maintenance	-	-	-	-	-	-	-
Services and charges	1,520	2,275	1,123	850	-	-	850
Total Operating Expenditures	45,508	48,254	45,799	47,200	-	-	47,200
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	61,513	-	-	-	-	-	-
Total Expenditures	107,021	48,254	45,799	47,200	-	-	47,200

Supplemental Programs Page No. Recurring Non-Recur.
 None

Staffing	FY2009	FY2010	FY2011	FY2012
Administrative Assistant	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

* This reflects end result of a staffing change that occurred mid-year.

CITY OF TOMBALL
 151 - GENERAL - PUBLIC WORKS ADMINISTRATION
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	FY2012		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	-	-	-	-	-	-	-
6003	Wages - Full Time	27,282	33,571	30,627	34,578	-	-	34,578
6005	Wages - Overtime	40	1,030	530	1,030	-	-	1,030
6009	Wages - Other	1,745	-	1,026	-	-	-	-
6011	Vacation Pay	2,676	-	1,295	-	-	-	-
6012	Sick Pay	1,237	501	601	-	-	-	-
6013	Emergency Pay	196	-	-	-	-	-	-
6019	Miscellaneous Pay	1,035	845	845	905	-	-	905
6021	Social Security & Medicare Taxes	2,467	2,714	2,606	2,795	-	-	2,795
6022	TMRS Retirement - Employer	5,275	5,292	5,408	5,098	-	-	5,098
6024	Health Insurance	8	-	-	-	-	-	-
6025	Worker Compensation Insurance	106	100	86	94	-	-	94
6026	State Unemployment Taxes	189	270	72	270	-	-	270
	TOTAL PERSONNEL SERVICES	42,255	44,324	43,096	44,770	-	-	44,770
6101	Office Supplies	994	600	600	600	-	-	600
6105	Food Supplies	264	400	400	400	-	-	400
6106	Materials and Parts	13	100	100	100	-	-	100
6107	Clothing and Uniforms	173	180	180	180	-	-	180
6109	Postage	52	75	-	-	-	-	-
6119	Other Supplies	236	300	300	300	-	-	300
	TOTAL SUPPLIES	1,733	1,655	1,580	1,580	-	-	1,580
6312	Telephone Services	(157)	150	348	350	-	-	350
6320	Computer Software Service	-	-	275	-	-	-	-
6329	Other Services	60	150	150	150	-	-	150
6332	Travel and Meals	18	100	100	100	-	-	100
6337	Training	-	250	250	250	-	-	250
6362	Permits and Licenses	1,600	1,625	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	1,520	2,275	1,123	850	-	-	850
6998	Transfer to Fleet Replacement	61,513	-	-	-	-	-	-
	TOTAL TRANSFERS	61,513	-	-	-	-	-	-
151	Total Department Expenditures	107,021	48,254	45,799	47,200	-	-	47,200



Garage

Program Narrative

Accomplishments for FY 2011

- Completed several shop equipment upgrades which significantly improve safety and efficiency for the fleet operations.
- Created lead mechanic position and hired new general mechanic, which has improved overall productivity for the fleet operations.
- Purchased fleet management software program that will enable the fleet operations to manage and track repairs and PM's, which will improve overall fleet reliability, extend unit useful life, and improve City services for our customers.

Objectives for FY 2012

- Continue expanding fleet management capabilities to maximize in-house fleet service resources and minimize outsourcing of services.

CITY OF TOMBALL
 152 - GENERAL FUND - GARAGE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

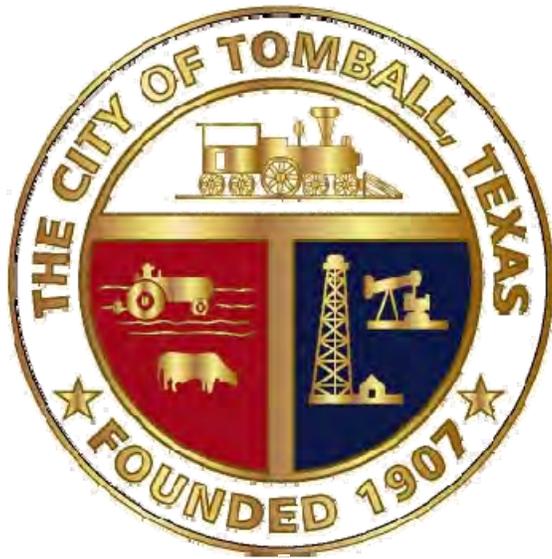
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	57,529	115,449	90,409	113,485	-	-	113,485
Supplies	7,538	7,700	6,876	7,950	-	-	7,950
Maintenance	2,319	1,950	12,836	1,950	-	-	1,950
Services and charges	3,037	2,725	2,725	2,926	-	-	2,926
Total Operating Expenditures	70,423	127,824	112,846	126,311	-	-	126,311
Capital Outlay	-	22,000	27,431	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	70,423	149,824	140,277	126,311	-	-	126,311

Supplemental Programs Page No. Recurring Non-Recur.

Staffing	FY2009	FY2010	FY2011	FY2012
City Mechanic	1.00	1.00	1.00	2.00
Total	1.00	1.00	1.00	2.00

CITY OF TOMBALL
 152 - GENERAL - GARAGE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Recurring	Non-	FY2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	37,774	90,045	67,755	89,274	-	-	89,274
6005	Wages - Overtime	1,006	2,060	2,060	2,060	-	-	2,060
6009	Wages - Other	2,266	-	1,328	-	-	-	-
6011	Vacation Pay	1,650	-	683	464	-	-	464
6012	Sick Pay	1,891	-	705	-	-	-	-
6013	Emergency Pay	1,128	-	-	-	-	-	-
6019	Miscellaneous Pay	365	175	175	365	-	-	365
6021	Social Security & Medicare Taxes	3,277	7,060	5,458	7,051	-	-	7,051
6022	TMRS Retirement - Employer	6,972	13,769	11,296	12,861	-	-	12,861
6024	Health Insurance	86	-	-	-	-	-	-
6025	Worker Compensation Insurance	926	1,800	805	870	-	-	870
6026	State Unemployment Taxes	189	540	144	540	-	-	540
	TOTAL PERSONNEL SERVICES	57,529	115,449	90,409	113,485	-	-	113,485
6101	Office Supplies	-	50	50	50	-	-	50
6106	Materials and Parts	4,429	5,000	4,246	5,000	-	-	5,000
6107	Clothing and Uniforms	469	550	530	800	-	-	800
6108	Fuel, Oil and Lubricants	368	450	400	450	-	-	450
6109	Postage	5	-	-	-	-	-	-
6119	Other Supplies	2,268	1,650	1,650	1,650	-	-	1,650
	TOTAL SUPPLIES	7,538	7,700	6,876	7,950	-	-	7,950
6202	Computer Equipment Maintenance	-	-	10,000	-	-	-	-
6204	Other Equipment Maintenance	154	-	-	-	-	-	-
6205	Vehicle Maintenance	238	100	100	100	-	-	100
6207	System Maintenance	1,927	1,850	2,736	1,850	-	-	1,850
	TOTAL MAINTENANCE	2,319	1,950	12,836	1,950	-	-	1,950
6312	Telephone Services	384	384	384	384	-	-	384
6329	Other Services	282	170	170	170	-	-	170
6333	Dues and Subscriptions	1,608	1,499	1,499	1,700	-	-	1,700
6336	Equipment Rentals	653	422	422	422	-	-	422
6337	Training	110	-	-	-	-	-	-
6362	Permits and Licenses	-	250	250	250	-	-	250
	TOTAL SERVICES AND CHARGES	3,037	2,725	2,725	2,926	-	-	2,926
6403	Machinery and Equipment		22,000	27,431	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	22,000	27,431	-	-	-	-
152	Total Department Expenditures	70,423	149,824	140,277	126,311	-	-	126,311



Parks Department

Program Narrative

Accomplishments for FY 2011

- Provided additional outdoor seating and usable space at Theis Attaway Nature Park.
- Completed several improvements for MLK Park.
- Completed repairs for timber playscape system at Matheson Park.
- Coordinated with multiple City departments and civic groups in support of several public recreational events.

Objectives for FY 2012

- Complete playscape replacement for Juergens Park.
- Complete improvements for playscape at Matheson Park.
- Develop long-term removal and replacement program for all City parks, in response to ongoing extreme drought conditions.

Major Budget Items

- None

**CITY OF TOMBALL
153 - GENERAL FUND - PARKS DEPARTMENT
2011-2012 ADOPTED BUDGET WORKSHEET**

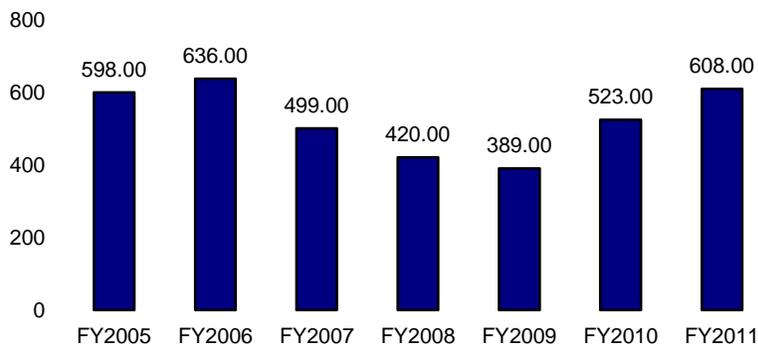
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	214,101	225,399	216,300	220,965	-	-	220,965
Supplies	31,598	36,546	37,222	37,206	-	-	37,206
Maintenance	24,102	27,219	31,534	27,500	-	60,000	87,500
Services and charges	25,368	31,475	31,382	31,795	-	-	31,795
Total Operating Expenditures	295,169	320,639	316,438	317,466	-	60,000	377,466
Capital Outlay	191,854	-	-	-	-	-	-
Transfers	16,455	-	-	-	-	-	-
Total Expenditures	503,479	320,639	316,438	317,466	-	60,000	377,466

Supplemental Programs	Page No.	Recurring	Non-Recur.
Surface Repairs and Sealant for Depot Plaza and Sidewalks			\$ 20,000
Replace Playground Equipment			\$ 40,000

Staffing	FY2009	FY2010	FY2011	FY2012
Park Foreman	1.00	1.00	1.00	1.00
Serviceman	4.00	4.00	4.00	4.00
Crew Worker**	0.20	0.20	0.20	0.20
Total	5.20	5.20	5.20	5.20

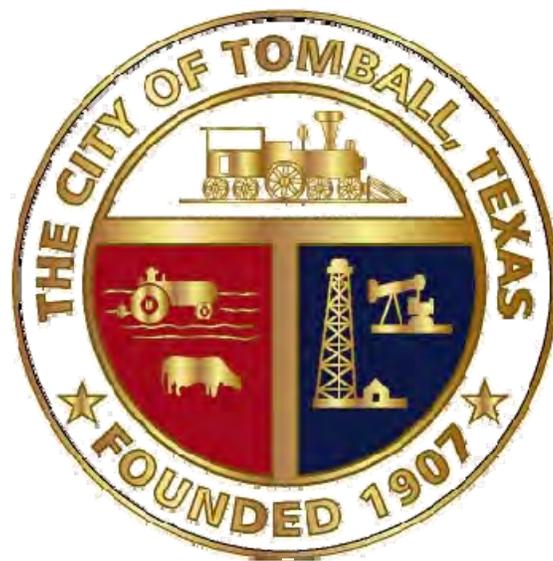
** Equivalent of 1 Full Time person using Part Time summer labor distributed equally to Streets, Parks, Water, Sewer, and Gas Departments.

Acreage Mowed



CITY OF TOMBALL
 153 - GENERAL - PARKS DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Recurring	Non-	FY2012
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	140,722	166,422	148,550	163,551	-	-	163,551
6004	Wages - Part Time	3,224	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	2,101	4,120	4,120	4,326	-	-	4,326
6009	Wages - Other	8,245	-	4,515	-	-	-	-
6011	Vacation Pay	8,118	1,233	6,780	1,313	-	-	1,313
6012	Sick Pay	4,385	947	1,979	1,681	-	-	1,681
6013	Emergency Pay	192	-	-	-	-	-	-
6019	Miscellaneous Pay	3,460	2,511	2,510	2,235	-	-	2,235
6021	Social Security & Medicare Taxes	12,461	13,766	13,000	13,602	-	-	13,602
6022	TMRS Retirement - Employer	25,822	26,156	26,125	24,162	-	-	24,162
6024	Health Insurance	144	-	-	-	-	-	-
6025	Worker Compensation Insurance	4,216	4,124	3,690	3,975	-	-	3,975
6026	State Unemployment Taxes	1,013	1,485	396	1,485	-	-	1,485
	TOTAL PERSONNEL SERVICES	214,101	225,399	216,300	220,965	-	-	220,965
6105	Food Supplies	-	-	16	-	-	-	-
6106	Materials and Parts	10,562	19,000	19,000	19,000	-	-	19,000
6107	Clothing and Uniforms	2,070	2,506	2,506	2,506	-	-	2,506
6108	Fuel, Oil and Lubricants	6,811	6,500	7,200	7,200	-	-	7,200
6109	Postage	56	40	-	-	-	-	-
6110	Chemical Supplies	2,553	2,500	2,500	2,500	-	-	2,500
6119	Other Supplies	9,547	6,000	6,000	6,000	-	-	6,000
	TOTAL SUPPLIES	31,598	36,546	37,222	37,206	-	-	37,206
6204	Other Equipment Maintenance	1,560	1,500	2,500	1,500	-	-	1,500
6205	Vehicle Maintenance	543	719	1,034	1,000	-	-	1,000
6207	System Maintenance	21,998	25,000	28,000	25,000	-	60,000	85,000
	TOTAL MAINTENANCE	24,102	27,219	31,534	27,500	-	60,000	87,500
6304	Professional Services-Other	679	1,500	1,500	1,500	-	-	1,500
6312	Telephone Services	747	700	1,100	1,100	-	-	1,100
6321	System Contract Service	21,976	26,795	26,795	26,795	-	-	26,795
6329	Other Services	62	-	-	-	-	-	-
6333	Dues and Subscriptions	395	600	400	600	-	-	600
6336	Equipment Rentals	567	500	857	500	-	-	500
6337	Training	862	1,300	650	1,300	-	-	1,300
6362	Permits and Licenses	80	80	80	-	-	-	-
	TOTAL SERVICES AND CHARGES	25,368	31,475	31,382	31,795	-	-	31,795
6409	System Expansion	191,854	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	191,854	-	-	-	-	-	-
6998	Transfer to Fleet Replacement	16,455	-	-	-	-	-	-
	TOTAL TRANSFERS	16,455	-	-	-	-	-	-
153	Total Department Expenditures	503,479	320,639	316,438	317,466	-	60,000	377,466



Streets Department

Program Narrative

Accomplishments for FY 2011

- Expanded Street Maintenance Program to include concrete street inventory.
- Completed base repairs and asphalt resurfacing for Lovett St.
- Complete repairs to failures on Baker Dr. caused by existing fault line, utilizing a pavement reclamation process.
- Completed joint sealing project for all concrete streets within Tomball Terrace Subdivision.

Objectives for FY 2012

- Complete repairs to spalded expansion joints for concrete streets within Tomball Hills Subdivision.
- Continue expansion of joint sealing project for concrete streets.
- Consider and utilize all available pavement resurfacing methods designed to maximize street maintenance funds, including micro-surfacing as an alternative to hot-mix overlays.

Major Budget Items

- Asphalt Street Maintenance (\$125,000)
- Concrete Street Maintenance (\$150,000)
- Drainage System Maintenance (\$50,000)
- Street Light Utility Service (\$130,000)

CITY OF TOMBALL
 154 - GENERAL - STREETS DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non- Recurring	FY2012 Adopted Budget
6001	Salaries - Administrative	52,561	62,601	57,573	58,316	-	-	58,316
6003	Wages - Full Time	154,170	185,939	167,534	186,817	-	-	186,817
6004	Wages - Part Time	3,350	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	3,851	4,635	4,635	4,635	-	-	4,635
6009	Wages - Other	12,004	-	7,190	-	-	-	-
6011	Vacation Pay	16,367	2,240	8,686	1,140	-	-	1,140
6012	Sick Pay	14,664	2,002	2,267	496	-	-	496
6019	Miscellaneous Pay	7,730	3,231	3,230	1,640	-	-	1,640
6021	Social Security & Medicare Taxes	19,990	20,302	19,442	19,716	-	-	19,716
6022	TMRS Retirement - Employer	39,891	38,903	38,571	34,497	-	-	34,497
6024	Health Insurance	34	-	-	-	-	-	-
6025	Worker Compensation Insurance	14,854	13,761	11,801	12,362	-	-	12,362
6026	State Unemployment Taxes	1,457	2,025	540	2,025	-	-	2,025
	TOTAL PERSONNEL SERVICES	340,922	340,273	326,104	326,279	-	-	326,279
6101	Office Supplies	22	-	-	-	-	-	-
6105	Food Supplies	188	-	-	-	-	-	-
6106	Materials and Parts	21,306	21,500	21,500	24,000	-	-	24,000
6107	Clothing and Uniforms	2,969	3,698	3,698	3,698	-	-	3,698
6108	Fuel, Oil and Lubricants	16,998	17,000	17,000	17,000	-	-	17,000
6109	Postage	57	25	-	-	-	-	-
6119	Other Supplies	4,778	2,000	2,000	5,200	-	-	5,200
	TOTAL SUPPLIES	46,318	44,223	44,198	49,898	-	-	49,898
6204	Other Equipment Maintenance	6,784	3,500	4,098	4,000	-	-	4,000
6205	Vehicle Maintenance	3,019	2,390	14,000	1,590	-	-	1,590
6206	Building Maintenance	-	-	-	-	-	-	-
6207	System Maintenance	61,883	386,398	386,398	336,398	-	-	336,398
	TOTAL MAINTENANCE	71,687	392,288	404,496	341,988	-	-	341,988
6304	Professional Services-Other	4,157	-	3,500	5,000	-	-	5,000
6312	Telephone Services	1,699	1,700	2,356	2,400	-	-	2,400
6319	Mosquito Control	10,374	7,200	7,200	7,200	-	-	7,200
6329	Other Services	3,830	2,500	2,500	2,500	-	-	2,500
6336	Equipment Rentals	61	1,000	500	1,000	-	-	1,000
6337	Training	220	550	250	250	-	-	250
6338	Street Light Service	125,421	105,000	120,000	130,000	-	-	130,000
6362	Permits and Licenses	1,084	-	325	325	-	-	325
	TOTAL SERVICES AND CHARGES	146,846	117,950	136,631	148,675	-	-	148,675
6409	System Expansion	629,445	1,466,000	916,849	-	-	-	-
	TOTAL CAPITAL OUTLAY	629,445	1,466,000	916,849	-	-	-	-
6998	Transfer to Fleet Replacement	125,842	-	-	14,000	-	-	14,000
6999	Transfer to Capital Project Funds	-	-	-	2,067,000	-	-	2,067,000
	TOTAL TRANSFERS	125,842	-	-	2,081,000	-	-	2,081,000
154	Total Department Expenditures	1,361,059	2,360,734	1,828,278	2,947,840	-	-	2,947,840



Sanitation Department

Program Narrative

Accomplishments for FY 2011

- City of Tomball Closed Landfill:
Completed upgrades to leachate removal system allowing for effective stripping of methane gas within existing waste disposal areas, which will reduce volatile organic compound levels and ultimately facilitate final closure of this facility with the State.

Objectives for FY 2012

- Complete groundwater monitoring system modifications and landfill as bar probe study.

Public works has authorized Raba-Kistner Consultants, Inc. to perform a bar probe study and complete the necessary modifications to the groundwater monitoring system that will provide accurate environmental data necessary to achieve final closure.

Major Budget Items

- Annual Plastic Garbage Bags (\$34,000)
- Landfill Closure (\$120,000)
- Contract Garbage Services (\$1,800,000)

**CITY OF TOMBALL
 155 - GENERAL FUND - SANITATION DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET**

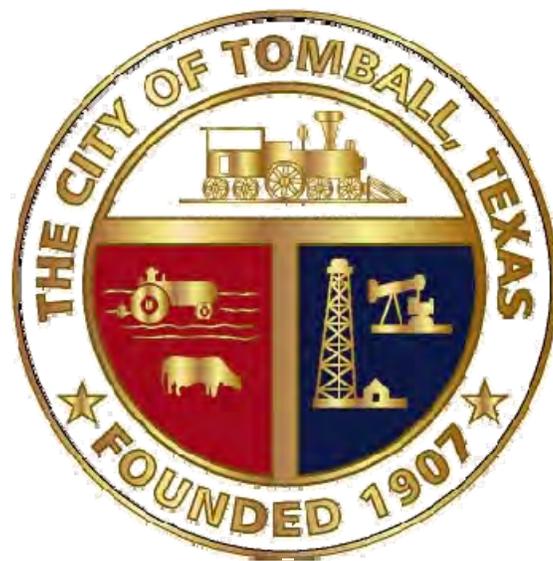
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	-	-	-	-	-	-	-
Supplies	22,400	25,000	32,137	34,000	-	-	34,000
Maintenance	-	-	-	-	-	-	-
Services and charges	1,663,493	2,020,000	1,820,973	1,920,000	-	-	1,920,000
Total Operating Expenditures	1,685,892	2,045,000	1,853,110	1,954,000	-	-	1,954,000
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	1,685,892	2,045,000	1,853,110	1,954,000	-	-	1,954,000

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

No staff has been assigned to this department as all services are contracted to a third party.

CITY OF TOMBALL
 155 - GENERAL - SANITATION DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Non-		FY2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted
6109	Postage	-	-	-	-	-	-	-
6119	Other Supplies	22,400	25,000	32,137	34,000	-	-	34,000
	TOTAL SUPPLIES	22,400	25,000	32,137	34,000	-	-	34,000
6304	Professional Services-Other	98,584	120,000	120,000	120,000	-	-	120,000
6327	Garbage Services	1,563,936	1,900,000	1,700,000	1,800,000	-	-	1,800,000
6362	Permits and Licenses	973	-	973	-	-	-	-
	TOTAL SERVICES AND CHARGES	1,663,493	2,020,000	1,820,973	1,920,000	-	-	1,920,000
155	Total Department Expenditures	1,685,892	2,045,000	1,853,110	1,954,000	-	-	1,954,000



Engineering and Planning

Department Mission

To plan, design, construct City of Tomball's public infrastructure in a coordinated, efficient and environmentally responsible manner-providing excellent customer service, superior drinking water, safe streets and mobility, effective drainage, and wastewater collection and treatment. To implement the City's land use policies by providing guidance to the public to manage growth and maintain a sustainable community.

Program Narrative

Accomplishments for FY 2011

- Executed professional services agreement for utility extension project along Brown Road, design of Medical Complex Segment 3, GIS Utilities, Downtown Parking Lots and Master Drainage Plan.
- Executed construction contract for Tomball Hills Lift Station Relocation.
- Completed construction of Water Wells # 5 & 6.
- Completed development of Minimum Standards for Stormwater Drainage System Design Manual.
- Processed plan reviews in an average time of 4.25 days through engineering and in an average 10.25 days through planning.
- Developed Downtown Specific Plan.

- Updated a CIP project summary report system and posted on the City's web site.
- A draft list of proposed changes to the zoning ordinance has been developed.
- Prepared rezoning, text amendment and planned development ordinances in conjunction with rezoning requests pertaining to land use and development.
- Updated Chapters 38, 60, and 70 of the City Code of Ordinances.
- Developed water model for City system.

Objectives for FY 2012

- Develop CIP design standards manual and post results to the web.
- Manage zoning ordinance rewrite project.
- Finalize the Downtown Specific Plan and Rezoning.
- Manage, and implement the Comprehensive Plan.
- Attend and contribute to the DRC process.
- Implement Livable Centers Project.
- Prepare a strategic list of capital projects based on the Livable Centers, 2920 Access Management Studies, Downtown Specific Plan, and Infrastructure Master Plan.

Goals for FY 2012

- Process plan reviews separately through Engineering and Planning within an average of fourteen business days and twenty-one days respectively.
- Process Zoning and Board of Adjustments cases by all required deadlines.
- Monitor and update website for up-to-date and relevant content.

**CITY OF TOMBALL
156 - GENERAL FUND - ENGINEERING AND PLANNING
2011-2012 ADOPTED BUDGET WORKSHEET**

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	514,295	547,908	486,923	526,718	-	-	526,718
Supplies	8,977	23,200	22,200	14,700	-	-	14,700
Maintenance	693	1,000	1,000	1,000	-	-	1,000
Services and charges	141,862	386,750	304,775	270,164	-	-	270,164
Total Operating Expenditures	665,826	958,858	814,898	812,582	-	-	812,582
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	85,000	-	-	85,000
Total Expenditures	665,826	958,858	814,898	897,582	-	-	897,582

Supplemental Programs	Page No.	Recurring	Non-Recur.
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Staffing	FY2009	FY2010	FY2011	FY2012
Director of Engineering & Planning	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00
Project Technician	1.00	1.00	1.00	1.00
Community Development Coordinator/ City Planner	1.00	1.00	1.00	1.00
Construction Manager	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Planner	1.00	1.00	1.00	1.00
Total	7.00	7.00	7.00	7.00

CITY OF TOMBALL
 156 - GENERAL - ENGINEERING AND PLANNING
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Non-		FY2012
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted
6001	Salaries - Administrative	272,776	311,034	279,792	343,127	-	-	343,127
6003	Wages - Full Time	87,444	117,811	69,784	77,426	-	-	77,426
6005	Wages - Overtime	2,518	5,150	5,150	3,090	-	-	3,090
6009	Wages - Other	18,626	-	10,833	-	-	-	-
6011	Vacation Pay	16,536	3,803	20,239	2,217	-	-	2,217
6012	Sick Pay	15,605	3,339	6,133	1,879	-	-	1,879
6019	Miscellaneous Pay	4,820	2,656	3,115	2,235	-	-	2,235
6021	Social Security & Medicare Taxes	30,554	33,956	29,692	32,898	-	-	32,898
6022	TMRS Retirement - Employer	61,313	66,226	59,753	60,002	-	-	60,002
6024	Health Insurance	372	-	-	-	-	-	-
6025	Worker Compensation Insurance	3,215	2,043	1,809	1,954	-	-	1,954
6026	State Unemployment Taxes	1,323	1,890	623	1,890	-	-	1,890
6030	Employee Tuition Reimbursement	(808)	-	-	-	-	-	-
	TOTAL PERSONNEL SERVICES	514,295	547,908	486,923	526,718	-	-	526,718
6101	Office Supplies	2,509	5,000	5,000	5,000	-	-	5,000
6102	Educational Supplies	1,455	2,000	2,000	2,000	-	-	2,000
6105	Food Supplies	73	2,000	1,000	2,000	-	-	2,000
6107	Clothing and Uniforms	-	200	200	200	-	-	200
6108	Fuel, Oil and Lubricants	1,245	1,500	1,500	1,500	-	-	1,500
6109	Postage	3,508	4,000	4,000	4,000	-	-	4,000
6119	Other Supplies	188	8,500	8,500	-	-	-	-
	TOTAL SUPPLIES	8,977	23,200	22,200	14,700	-	-	14,700
6205	Vehicle Maintenance	693	1,000	1,000	1,000	-	-	1,000
	TOTAL MAINTENANCE	693	1,000	1,000	1,000	-	-	1,000
6302	Professional Services-Engineering	19,054	25,500	25,500	40,614	-	-	40,614
6304	Professional Services-Other	110,174	323,000	250,000	195,000	-	-	195,000
6312	Telephone Services	-	-	725	4,000	-	-	4,000
6316	Printing and Binding	724	3,000	3,000	2,000	-	-	2,000
6323	Surveys, Plats and Blueprints	-	6,000	6,000	6,000	-	-	6,000
6332	Travel and Meals	3,322	10,000	6,000	6,000	-	-	6,000
6333	Dues and Subscriptions	2,800	2,000	2,000	4,000	-	-	4,000
6335	Advertising Cost	926	4,000	4,000	4,000	-	-	4,000
6337	Training	4,247	10,000	6,000	7,000	-	-	7,000
6362	Permits and Licenses	615	3,250	1,550	1,550	-	-	1,550
	TOTAL SERVICES AND CHARGES	141,862	386,750	304,775	270,164	-	-	270,164
6999	Transfer to Capital Projects Fund	-	-	-	85,000	-	-	85,000
	TOTAL TRANSFERS	-	-	-	85,000	-	-	85,000
156	Total Department Expenditures	665,826	958,858	814,898	897,582	-	-	897,582

Facilities Maintenance

Department Mission

This division's primary focus is to improve the level of maintenance of the facilities and infrastructure as assigned.

Program Narrative

Accomplishments for FY 2011

- Implemented preventative maintenance program for all facility H-VAC systems.
- Completed interior restoration for Depot train caboose.
- Completed awning repairs for Community Center.
- Completed City Hall roof replacement.

Goals for FY 2012

- Complete Police Station roof replacement.
- Complete remodel project for public works service center.
- Complete plaza and sidewalk surface repairs for depot plaza.

Major Budget Items

- Janitorial Services (\$53,000)
- Communication Services (\$102,392)
- Electric Payments (\$240,000)

CITY OF TOMBALL
 157 - GENERAL FUND - FACILITIES MAINTENANCE
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	45,768	47,876	46,434	48,251	-	-	48,251
Supplies	15,376	10,002	11,191	11,260	-	-	11,260
Maintenance	68,149	269,339	269,764	141,100	-	290,000	431,100
Services and charges	394,330	435,592	394,165	397,092	-	-	397,092
Total Operating Expenditures	523,623	762,809	721,554	597,703	-	290,000	887,703
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	523,623	762,809	721,554	597,703	-	290,000	887,703

Supplemental Programs	Page No.	Recurring	Non-Recur.
Roof Replacement for Police Station and Jail Facility			\$ 180,000
Public Works Service Center Remodel			\$ 50,000
Keyless Access			\$ 48,000
AC Control System			\$ 12,000

Staffing	FY2009	FY2010	FY2011	FY2012
Facilities Maintenance Specialist	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

CITY OF TOMBALL
 157 - GENERAL - FACILITIES MAINTENANCE
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	FY 2012		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6003	Wages - Full Time	28,899	35,135	31,861	36,185	-	-	36,185
6005	Wages - Overtime	341	1,030	1,030	1,030	-	-	1,030
6009	Wages - Other	1,948	-	997	-	-	-	-
6011	Vacation Pay	2,394	405	1,605	417	-	-	417
6012	Sick Pay	1,402	525	473	-	-	-	-
6019	Miscellaneous Pay	1,265	1,075	1,075	1,135	-	-	1,135
6021	Social Security & Medicare Taxes	2,794	2,882	2,831	2,968	-	-	2,968
6022	TMRS Retirement - Employer	5,591	5,622	5,720	5,414	-	-	5,414
6025	Worker Compensation Insurance	946	931	770	832	-	-	832
6026	State Unemployment Taxes	189	270	72	270	-	-	270
TOTAL PERSONNEL SERVICES		45,768	47,876	46,434	48,251	-	-	48,251
6104	Janitorial & Cleaning Supplies	6,079	5,000	6,642	6,650	-	-	6,650
6105	Food Supplies	3,205	2,600	2,600	2,600	-	-	2,600
6106	Materials and Parts	1,165	1,000	500	500	-	-	500
6107	Clothing and Uniforms	680	767	475	475	-	-	475
6108	Fuel, Oil and Lubricants	828	600	600	600	-	-	600
6109	Postage	66	35	-	35	-	-	35
6119	Other Supplies	3,354	-	374	400	-	-	400
TOTAL SUPPLIES		15,376	10,002	11,191	11,260	-	-	11,260
6201	Office Equipment Maintenance	1,345	3,500	4,144	4,200	-	-	4,200
6204	Other Equipment Maintenance	258	-	-	-	-	-	-
6205	Vehicle Maintenance	978	439	220	200	-	-	200
6206	Building Maintenance	65,568	265,400	265,400	136,700	-	290,000	426,700
TOTAL MAINTENANCE		68,149	269,339	269,764	141,100	-	290,000	431,100
6311	Janitorial Services	45,120	60,000	52,725	53,000	-	-	53,000
6312	Telephone Services	87,835	102,392	100,000	102,392	-	-	102,392
6313	Utilities - Electrical	259,173	270,750	240,000	240,000	-	-	240,000
6329	Other Services	260	-	-	-	-	-	-
6336	Equipment Rentals	1,943	2,450	1,440	1,700	-	-	1,700
TOTAL SERVICES AND CHARGES		394,330	435,592	394,165	397,092	-	-	397,092
157	Total Department Expenditures	523,623	762,809	721,554	597,703	-	290,000	887,703



Enterprise Fund

Fund Description

The City's water, wastewater and gas utilities are financed and operated in a manner similar to private business enterprises, where the cost of providing the services to the public are financed primarily through user charges.

Fund Narrative

Concluding Fiscal Year Financial Performance

Ending Fund Balance for Fiscal 2011 in the Enterprise Fund is projected to be \$14,517,084 which is \$20,165 less than budget. Revenues for the past fiscal year, budgeted at \$11,740,410 are expected to come in approximately .3% or \$40,005 less than budget. Tap revenues are projected to be more than budget. Due to low interest rates, investment earnings will fall short of budget.

Operating expenses for FY 2011 are projected to come in approximately \$74,332 more than budget. Payments to the Harris County Regional Water Authority were more than anticipated, due to increase pumpage at our wells. This was directly related to the drought.

Projected ending Fund Balance of \$14,517,084 represents 159.80% of operating expenses in the Enterprise Fund. The City's Financial Management Policy states that reserves should be between 15 and 20% with a target level of 18%. Funds budgeted for maintenance of the utility system is also anticipated to be less than budget. Projected net revenues will have provided debt coverage ratios of 179% for revenue bond debt.

2011/2012 Budget

Revenues

Budget revenues for FY 2012 are \$11,269,750. This amount is \$470,660 or 4% less than revenues budgeted for FY 2011. This decrease is primarily due to proposed rate decreases for natural gas due to the City's lower contract purchase price for FY 2012. There are also decreases in revenues budgeted from tap fees due to the lack of new development and a reduction in investment earnings due to the historically low earnings rates.

During FY 2008 a comprehensive utility rate study was completed. This type of study, conducted by an outside consulting firm, is used to evaluate the rates needed to keep the Enterprise Fund operations self-supporting similar to a private sector business while also generating sufficient revenues to provide required debt ratios on outstanding revenue debt to facilitate needed infrastructure projects. Another goal of the rate

study was to bring the rate structure into compliance with legislation adopted by the State of Texas in 2007 requiring utilities to adopt conservation rate structures. The conservation rate structure was implemented during FY 2009 and FY 2010. All utility rates will remain the same as those adopted for FY 2011.

The cost to the City for its natural gas supply is the delivered cost of the gas, not the raw rate. The rate charged to customers not only covers the cost of the natural gas itself but also pays for the daily operations of the natural gas system, system maintenance, capital projects, and a proportionate share of annual debt payments. As of September, 30, 2011 the new rate per Mcf had not yet been locked in for FY 2011-2012

Expenditures

The base budget for operating expenses for FY 2012 is \$8,641,221 which is \$366,996 or 4% less than the current budget for FY 2011. The proposed budget for the Enterprise Fund does include non-recurring supplemental programs totaling \$947,480.

Proposed cash funding of Capital Improvement Plan projects in the Enterprise Fund for FY 2012 totals just over \$2,223,860. Due to increased reserve balances in the Enterprise Fund, it is recommended to use cash to fund capital projects rather than issue revenue related debt.

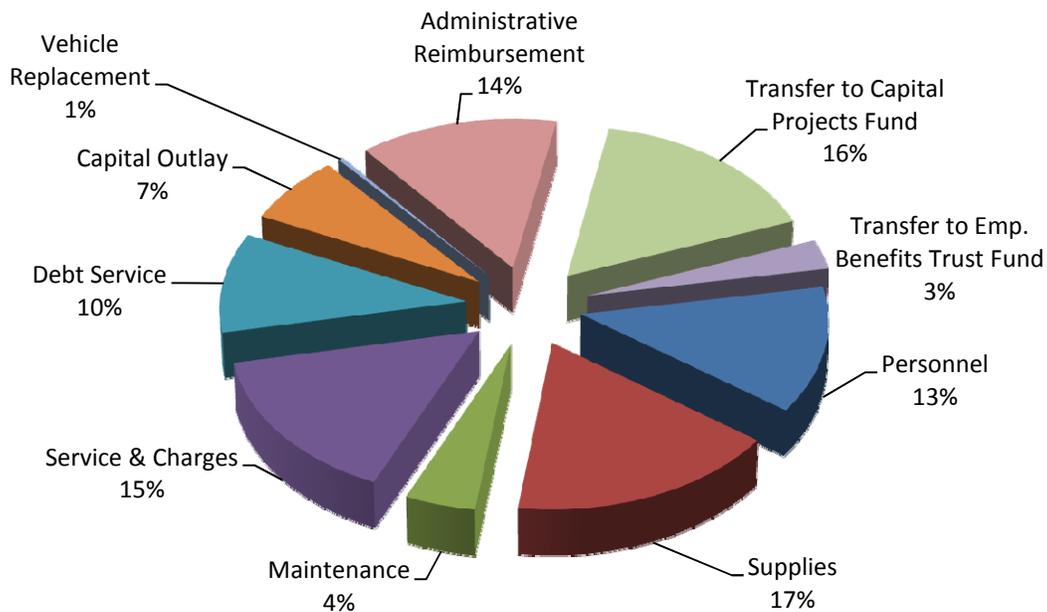
Budgeted ending Fund Balance for FY 2012 of \$12,118,760 provides fund balance reserves of 140.20% of operating expenses. Budgeted net system revenues available for debt service of 2.6 million provide a debt coverage ratio on revenue bond debt of 189.4%. The debt coverage required by the revenue bond covenants is 125%. Although the system is not required to provide a 125% coverage for total system supported debt, it is a goal of the Enterprise Fund to provide this level of coverage to demonstrate the strength of the system and to enhance the City's bond rating on Enterprise related debt. Earlier this year, the City received an increase in its revenue bond rating to an AA- and debt coverage ratios were a contributing factor in receiving the rating upgrade.

ENTERPRISE FUND EXPENDITURES

BY MAJOR COST CATEGORY	FY 2010 Actual	FY 2011 Budget	FY 2011 Projected	FY 2012 Budget
Personnel	\$ 1,647,677	\$ 1,718,155	\$ 1,688,451	\$ 1,762,971
Supplies	\$ 2,278,670	\$ 2,311,351	\$ 2,304,493	\$ 2,329,495
Maintenance	\$ 331,628	\$ 922,044	\$ 410,546	\$ 608,868
Service & Charges	\$ 1,914,654	\$ 1,663,209	\$ 2,285,601	\$ 2,078,956
Debt Service	\$ 512,853	\$ 1,470,535	\$ 1,470,535	\$ 1,397,604
Capital Outlay	\$ 778	\$ 1,203,000	\$ 1,108,828	\$ 947,480
Vehicle Replacement	\$ 121,510	\$ 43,827	\$ 43,827	\$ 44,000
Administrative Reimbursement	\$ 2,260,134	\$ 2,393,458	\$ 2,393,458	\$ 1,860,931
Transfer to Capital Projects Fund	\$ -	\$ -	\$ -	\$ 2,223,860
Transfer to Emp. Benefits Trust Fund	\$ -	\$ -	\$ -	\$ 413,910
TOTAL	\$ 9,067,904	\$ 11,725,579	\$ 11,705,739	\$ 13,668,074

Prior to the FY 2007-08 budget, capital projects and capital outlay (non construction related projects) were combined in the capital outlay expense category. Starting with FY 2007-08, these types of expenditures were separated.

Enterprise Fund Expenditures

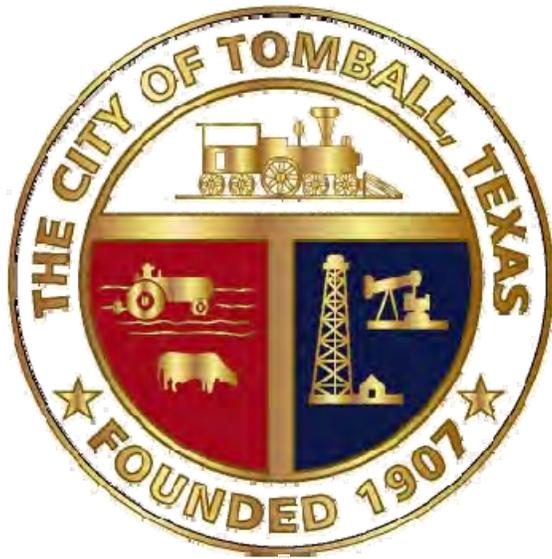


Enterprise Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
2011-2012 ADOPTED BUDGET WORKSHEETS

	FY2010	FY2011	FY2011	FY2012	Recurring	Non-Recur.	FY2012
	Actuals	Current Budget	FY2011 Projections	Adjusted Base Budget	Supplemental	Supplemental	Total Adopted Budget
Operating Revenues:							
Water sales	\$ 3,985,230	\$ 4,149,510	\$ 4,500,250	\$ 4,250,000	\$ -	\$ -	\$ 4,250,000
Sewer sales	2,233,364	2,354,360	2,315,000	2,350,000	-	-	2,350,000
Gas sales	4,011,635	4,183,295	3,885,000	3,675,000	-	-	3,675,000
Tap fees	73,309	59,505	78,555	74,500	-	-	74,500
Reconnect fees	26,821	33,165	20,000	20,000	-	-	20,000
Interest	89,263	115,275	50,000	50,000	-	-	50,000
Other*	850,936	845,300	851,600	850,250	-	-	850,250
Transfers	-	-	-	-	-	-	-
Total Operating Revenues	\$ 11,270,559	\$ 11,740,410	\$ 11,700,405	\$ 11,269,750	\$ -	\$ -	\$ 11,269,750
Expenses:							
Enterprise Administration	\$ 277,289	\$ 277,048	\$ 274,471	\$ 282,809	\$ -	\$ -	\$ 282,809
Utility Billing	278,345	286,308	277,934	286,519	-	-	286,519
Water	2,131,742	1,809,942	2,542,822	2,365,591	-	-	2,365,591
Wastewater	1,121,725	1,866,683	1,178,074	1,444,841	-	-	1,444,841
Gas	2,363,527	2,374,778	2,415,790	2,400,530	-	-	2,400,530
Administrative Transfer to General Fund	2,260,134	2,393,458	2,393,458	1,860,931	-	-	1,860,931
Total Operating Expenses	\$ 8,432,763	\$ 9,008,217	\$ 9,082,549	\$ 8,641,221	\$ -	\$ -	\$ 8,641,221
Net Revenue Available for Debt	\$ 2,837,795	\$ 2,732,193	\$ 2,617,856	\$ 2,628,529	\$ -	\$ -	\$ 2,628,529
Debt Service							
Revenue Bonds	\$ 161,402	\$ 537,966	\$ 537,966	\$ 538,832	\$ -	\$ -	\$ 538,832
Certificates of Obligation	349,297	922,569	922,569	848,772	-	-	848,772
Fiscal Fees	2,154	10,000	10,000	10,000	-	-	10,000
Total Debt Service	\$ 512,853	\$ 1,470,535	\$ 1,470,535	\$ 1,397,604	\$ -	\$ -	\$ 1,397,604
Non-Operating Revenues (expenses)							
Proceeds from debt	-	-	-	-	-	-	-
Vehicle replacement	(121,510)	(43,827)	(43,827)	(44,000)	-	-	(44,000)
Capital outlay	(778)	(1,203,000)	(1,108,828)	-	-	(947,480)	(947,480)
Short Term Financing	-	-	-	-	-	-	-
Transfer to Capital Project fund	-	-	-	(2,223,860)	-	-	(2,223,860)
Transfer to Emp. Benefits Trust Fund	-	-	-	(413,910)	-	-	(413,910)
Total Non-Operating Revenue	\$ (122,288)	\$ (1,246,827)	\$ (1,152,655)	\$ (2,681,770)	\$ -	\$ (947,480)	\$ (3,629,250)
Net Income (Excluding Depr.)	\$ 2,202,654	\$ 14,831	\$ (5,334)	\$ (1,450,844)	\$ -	\$ (947,480)	\$ (2,398,324)
Beginning Fund Balance	\$ 12,319,764	\$ 14,522,418	\$ 14,522,418	\$ 14,517,084			\$ 14,517,084
Ending Fund Balance	\$ 14,522,418	\$ 14,537,249	\$ 14,517,084	\$ 13,066,240	\$ -	\$ (947,480)	\$ 12,118,760
Fund Balance as % of Operating Costs		161.4%	159.8%	151.2%			140.2%
Debt Coverage on Total Debt			179.2%	189.4%			189.4%

**ENTERPRISE FUND
REVENUES
2011-2012 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2010	FY2011		FY2012		FY2012
		Actual	Current Budget	FY2011 Projections	FY2012 Base Budget	Total Adopted Budget	
5600	Water Sales	3,985,230	4,149,510	4,500,250	4,250,000	4,250,000	
	TOTAL WATER SALES	\$ 3,985,230	\$ 4,149,510	\$ 4,500,250	\$ 4,250,000	\$ 4,250,000	
5640	Sewer Sales	2,233,364	2,354,360	2,315,000	2,350,000	2,350,000	
	TOTAL SEWER SALES	\$ 2,233,364	\$ 2,354,360	\$ 2,315,000	\$ 2,350,000	\$ 2,350,000	
5670	Gas Sales	4,011,635	4,183,295	3,885,000	3,675,000	3,675,000	
	TOTAL GAS SALES	\$ 4,011,635	\$ 4,183,295	\$ 3,885,000	\$ 3,675,000	\$ 3,675,000	
5610	Water taps	34,555	19,265	34,555	34,000	34,000	
5650	Sewer taps	17,800	12,155	12,000	12,500	12,500	
5680	Gas taps	20,954	28,085	32,000	28,000	28,000	
	TOTAL TAP FEES	\$ 73,309	\$ 59,505	\$ 78,555	\$ 74,500	\$ 74,500	
5620	Reconnect fees	26,821	33,165	20,000	20,000	20,000	
	TOTAL RECONNECT FEES	\$ 26,821	\$ 33,165	\$ 20,000	\$ 20,000	\$ 20,000	
5800	Interest income	68,845	115,275	50,000	50,000	50,000	
5801	Unrealized Gain on Investments	20,418		-	-		
	TOTAL INTEREST INCOME	\$ 89,263	\$ 115,275	\$ 50,000	\$ 50,000	\$ 50,000	
5690	Penalties	87,861	87,350	88,000	88,000	88,000	
5695	Administrative charges	41,818	36,450	41,250	41,250	41,250	
5560	Returned checks	1,257	1,500	850	1,000	1,000	
5550	Miscellaneous	-	-	1,500	-	-	
5740	Sale of property	-	-	-	-	-	
5770	TEDC contributions	720,000	720,000	720,000	720,000	720,000	
5780	Other reimbursements	-	-	-	-	-	
	TOTAL OTHER REVENUES	\$ 850,936	\$ 845,300	\$ 851,600	\$ 850,250	\$ 850,250	
	Debt Proceeds	-	-	-	-	-	
	TOTAL DEBT PROCEEDS	-	-	-	-	-	
	Transfer from Rev Bond Sinking	-	-	-	-	-	
	TOTAL TRANSFER REVENUES	-	-	-	-	-	
	TOTAL ENTERPRISE REVENUE	\$ 11,270,559	\$ 11,740,410	\$ 11,700,405	\$ 11,269,750	\$ 11,269,750	



Utility Department (Administrative, Water, Sewer, and Gas)

Mission Statement

Strive to continuously improve the maintenance and operations of the City's infrastructure and provide reliable, quality, safe, and efficient service to the citizens of Tomball.

Program Narrative

Accomplishments for FY 2011

- Completed Headworks Replacement Project for SWWTP, which will significantly improve plant efficiency and reduce overall treatment cost.
- Completed rehabilitation for aeration system for the Baker St. water well, which will improve overall water quality for this production well.
- Continued Utility Infrastructure Replacement Program, which includes the replacement of 2,335' of 15' sewer main in the Hardin St right of way.

Objectives for FY 2012

- Complete water service line conversions to new water main lines for approximately 32 customers located in the downtown area.
- Complete replacement of the emergency generator for the Pine St. Water Plant.
- Complete approved maintenance projects for the sanitary sewer collections and treatment systems.
- Continue Utility Infrastructure Replacement Program, which is intended to replace aged and undersized utilities, provide adequate fire protection, restore line capacity, and maximize the efficiency of the City's public utility system.

Major Budget Items:

- None

CITY OF TOMBALL
 611 - ENTERPRISE - ADMINISTRATIVE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

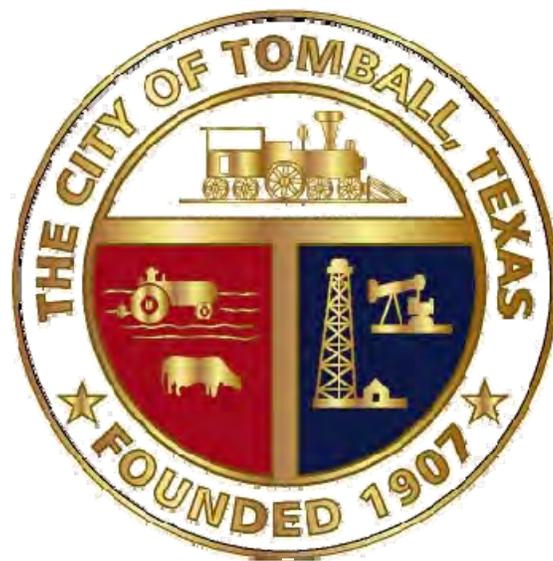
	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recur.	FY2012 Adopted Budget
Personnel services	248,866	254,342	252,604	260,908	-	-	260,908
Supplies	3,646	3,050	2,492	2,500	-	-	2,500
Maintenance	649	539	250	289	-	-	289
Services and charges	24,128	19,117	19,125	19,112	-	-	19,112
Total Operating	277,289	277,048	274,471	282,809	-	-	282,809
Capital Outlay	-	-	-	-	-	-	-
Transfers	2,291,492	2,393,458	2,393,458	2,274,841	-	-	2,274,841
Total Expenses	2,568,781	2,670,506	2,667,929	2,557,650	-	-	2,557,650

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012
Public Works Director of Operations	1.00	1.00	1.00	1.00
Utility Superintendent	1.00	1.00	1.00	1.00
Inventory Control	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

CITY OF TOMBALL
 611 - ENTERPRISE - ADMINISTRATIVE DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012			FY2012
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6001	Salaries - Administrative	120,408	148,533	141,816	152,925	-	-	152,925
6003	Wages - Full Time	43,480	49,489	45,995	50,968	-	-	50,968
6005	Wages - Overtime	622	515	515	773	-	-	773
6009	Wages - Other	9,774	-	5,417	-	-	-	-
6011	Vacation Pay	11,255	1,296	3,627	1,334	-	-	1,334
6012	Sick Pay	9,327	967	3,203	1,779	-	-	1,779
6013	Emergency Pay	1,280	-	18	-	-	-	-
6019	Miscellaneous Pay	2,430	1,861	1,860	2,040	-	-	2,040
6021	Social Security & Medicare Taxes	15,050	15,875	15,454	16,482	-	-	16,482
6022	TMRS Retirement - Employer	30,122	30,962	31,024	30,060	-	-	30,060
6024	Health Insurance	164	-	-	-	-	-	-
6025	Worker Compensation Insurance	4,389	4,034	3,459	3,737	-	-	3,737
6026	State Unemployment Taxes	567	810	216	810	-	-	810
	TOTAL PERSONNEL SERVICES	248,866	254,342	252,604	260,908	-	-	260,908
6101	Office Supplies	804	600	292	300	-	-	300
6105	Food Supplies	752	500	500	500	-	-	500
6106	Materials and Parts	7	-	-	-	-	-	-
6107	Clothing and Uniforms	390	475	475	475	-	-	475
6108	Fuel, Oil and Lubricants	830	775	775	775	-	-	775
6109	Postage	791	350	100	100	-	-	100
6119	Other Supplies	74	350	350	350	-	-	350
	TOTAL SUPPLIES	3,646	3,050	2,492	2,500	-	-	2,500
6205	Vehicle Maintenance	649	539	250	289	-	-	289
6206	Building Maintenance	-	-	-	-	-	-	-
	TOTAL MAINTENANCE	649	539	250	289	-	-	289
6304	Professional Services-Other	6,485	-	-	-	-	-	-
6312	Telephone Services	12,119	13,432	12,914	13,432	-	-	13,432
6329	Other Services	-	200	226	200	-	-	200
6332	Travel and Meals	81	-	500	-	-	-	-
6333	Dues and Subscriptions	594	580	580	580	-	-	580
6334	Automobile Allowance	4,800	4,800	4,800	4,800	-	-	4,800
6362	Permits and Licenses	50	105	105	100	-	-	100
	TOTAL SERVICES AND CHARGES	24,128	19,117	19,125	19,112	-	-	19,112
6691	Transfer to General Fund	2,260,134	2,393,458	2,393,458	1,860,931	-	-	1,860,931
6692	Transfer to Emp. Benefits Trust Fund	-	-	-	413,910	-	-	413,910
6998	Transfer to Fleet Replacement	31,358	-	-	-	-	-	-
	TOTAL TRANSFERS	2,291,492	2,393,458	2,393,458	2,274,841	-	-	2,274,841
611	Total Department Expenditures	2,568,781	2,670,506	2,667,929	2,557,650	-	-	2,557,650



Utility Billing Department

Department Mission

To actively maintain and present a friendly, professional and efficient customer service and billing department by being sensitive to customer needs and dedicated to their satisfaction. Also being committed to continuing education, attending seminars and having department interaction to provide responsive service to the customers.

Program Narrative

Accomplishments for FY 2011

- Bills were mailed by the 5th working day of the month 100% of the time.
- We accomplished the 24 hour turn around on the service orders 95% of the time.
- Continued upgrading the Badger Meter Reading system.

Goals for FY 2012

- Continue to increase training for department employees through Career Track courses, Skill Path courses and city training.
- Research the availability of statement billing
- Improve the department's image through training and education.
- Examine alternative debt collection agencies.

Objectives for FY 2012

- Strive to get bills out by the 4th working day of the month at least 95% of the time
- Develop a testing schedule on 10% of the large meters annually
- Strive to have a 24 hour turn around on service order completion 95% of the time

Major Budget Items

- Postage (\$15,000)

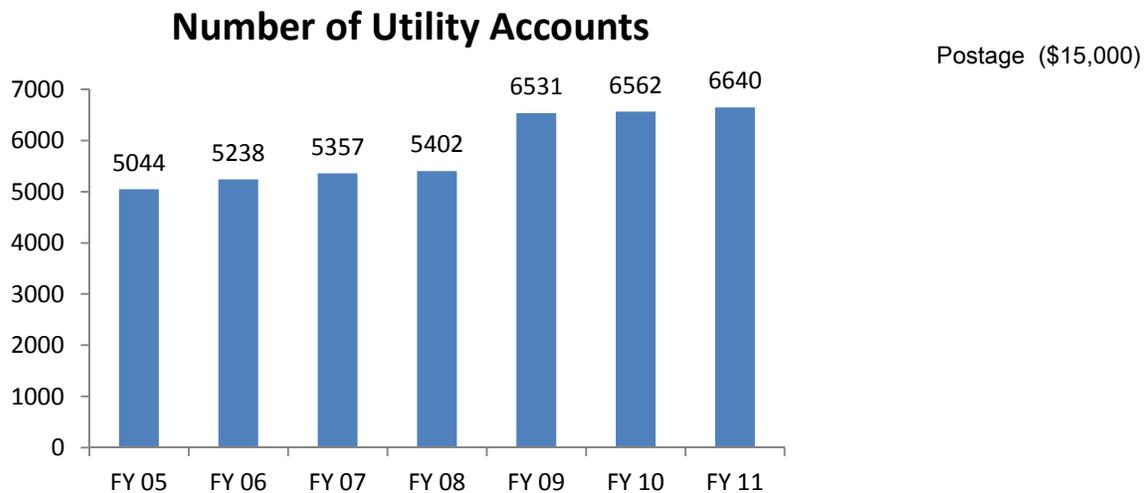
**CITY OF TOMBALL
612 - ENTERPRISE - UTILITY BILLING DEPARTMENT
2011-2012 ADOPTED BUDGET WORKSHEET**

	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recur.	FY2012 Adopted Budget
Personnel services	240,694	246,152	241,861	248,274	-	-	248,274
Supplies	34,787	33,274	30,900	29,885	-	-	29,885
Maintenance	689	1,690	1,731	1,800	-	-	1,800
Services and charges	2,175	5,192	3,442	6,560	-	-	6,560
Total Operating	278,345	286,308	277,934	286,519	-	-	286,519
Capital Outlay	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenses	278,345	286,308	277,934	286,519	-	-	286,519

Supplemental Programs	Page No.	Non-Recur.
None		

Staffing	FY2009	FY2010	FY2011	FY2012
Billing Supervisor	1.00	1.00	1.00	1.00
Office Clerks	3.00	3.00	3.00	3.00
Utilities Serviceperson	3.00	2.00	2.00	2.00
Total	7.00	6.00	6.00	6.00

* One of the utilities serviceperson positions will be moved to the Sewer Department beginning in fiscal year 2010.



CITY OF TOMBALL
612 - ENTERPRISE - UTILITY BILLING DEPARTMENT
2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012			FY2012
					Base	Recurring	Non-Recur.	Adopted Budget
6001	Salaries - Administrative	42,556	48,397	44,549	49,854	-	-	49,854
6003	Wages - Full Time	119,780	139,385	131,077	142,234	-	-	142,234
6005	Wages - Overtime	783	2,060	2,060	2,060	-	-	2,060
6009	Wages - Other	8,805	-	5,200	-	-	-	-
6011	Vacation Pay	11,273	2,046	4,921	1,435	-	-	1,435
6012	Sick Pay	5,338	2,291	3,478	1,831	-	-	1,831
6013	Emergency Pay	325	-	-	-	-	-	-
6019	Miscellaneous Pay	4,325	3,377	3,375	3,675	-	-	3,675
6021	Social Security & Medicare Taxes	14,079	15,121	14,660	15,392	-	-	15,392
6022	TMRS Retirement - Employer	29,301	29,490	29,987	28,073	-	-	28,073
6024	Health Insurance	320	-	-	-	-	-	-
6025	Worker Compensation Insurance	2,865	2,635	2,194	2,370	-	-	2,370
6026	State Unemployment Taxes	945	1,350	360	1,350	-	-	1,350
TOTAL PERSONNEL SERVICES		240,694	246,152	241,861	248,274	-	-	248,274
6101	Office Supplies	4,033	5,000	5,000	5,000	-	-	5,000
6106	Materials and Parts	-	200	400	200	-	-	200
6107	Clothing and Uniforms	1,378	1,274	1,000	1,300	-	-	1,300
6108	Fuel, Oil and Lubricants	2,700	3,300	2,500	3,300	-	-	3,300
6109	Postage	15,006	15,000	15,000	15,000	-	-	15,000
6119	Other Supplies	11,670	8,500	7,000	5,085	-	-	5,085
TOTAL SUPPLIES		34,787	33,274	30,900	29,885	-	-	29,885
6204	Other Equipment Maintenance	-	1,050	1,050	1,000	-	-	1,000
6205	Vehicle Maintenance	689	640	681	800	-	-	800
TOTAL MAINTENANCE		689	1,690	1,731	1,800	-	-	1,800
6312	Telephone Services	804	900	1,150	1,200	-	-	1,200
6329	Other Services	1,166	3,500	1,500	3,500	-	-	3,500
6332	Travel and Meals	24	300	300	1,050	-	-	1,050
6333	Dues and Subscriptions	70	70	70	70	-	-	70
6337	Training	-	200	200	500	-	-	500
6362	Permits and Licenses	111	222	222	240	-	-	240
TOTAL SERVICES AND CHARGES		2,175	5,192	3,442	6,560	-	-	6,560
6998	Transfer to Fleet Replacement	-	-	-	-	-	-	-
6999	Transfer to Capital Project Fund	-	-	-	-	-	-	-
TOTAL TRANSFERS		-	-	-	-	-	-	-
612	Total Department Expenditures	278,345	286,308	277,934	286,519	-	-	286,519



CITY OF TOMBALL
 613 - ENTERPRISE FUND - WATER DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	340,690	357,784	353,867	367,396	-	-	367,396
Supplies	137,888	163,880	154,208	170,880	-	-	170,880
Maintenance	187,003	154,292	154,581	163,027	-	-	163,027
Services and charges	1,466,161	1,133,986	1,880,166	1,664,288	-	-	1,664,288
Total Operating	2,131,742	1,809,942	2,542,822	2,365,591	-	-	2,365,591
Capital Outlay	-	369,390	535,153	-	-	450,000	450,000
Transfers	65,937	43,827	43,827	698,099	-	-	698,099
Total Expenses	2,197,679	2,223,159	3,121,802	3,063,690	-	450,000	3,513,690

Supplemental Programs	Page No.	Recurring	Non-Recur.
Replacement Emergency Generator for Pine Street Water Plant			\$ 450,000

Staffing	FY2009	FY2010	FY2011	FY2012
Foreman	1.00	1.00	1.00	1.00
Crew Chief	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Serviceman	2.00	2.00	2.00	3.00
Locator	1.00	1.00	1.00	1.00
Utilities Laborer*	0.20	0.20	0.20	0.20
Total	6.20	6.20	6.20	7.20

* Equivalent of 1 Full Time person using Part Time Summer labor distributed equally to Streets, Parks, Water, Sewer and Gas Departments.

CITY OF TOMBALL
 613 - ENTERPRISE - WATER DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Recurring	Non-Recur.	FY2012
		Actual	Budget	Projections	Base			Adopted
6003	Wages - Full Time	207,512	249,825	234,408	259,680	-	-	259,680
6004	Wages - Part Time	3,983	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	9,953	9,528	9,528	9,528	-	-	9,528
6006	Wages - Call Duty	11,526	15,450	15,450	15,450	-	-	15,450
6009	Wages - Other	12,168	-	6,211	-	-	-	-
6011	Vacation Pay	13,325	1,426	6,584	1,464	-	-	1,464
6012	Sick Pay	7,500	727	3,191	1,243	-	-	1,243
6013	Emergency Pay	430	-	-	-	-	-	-
6019	Miscellaneous Pay	3,710	2,646	2,645	3,065	-	-	3,065
6021	Social Security & Medicare Taxes	19,676	21,750	21,188	22,580	-	-	22,580
6022	TMRS Retirement - Employer	40,455	41,729	42,831	40,535	-	-	40,535
6024	Health Insurance	227	-	-	-	-	-	-
6025	Worker Compensation Insurance	8,789	8,043	6,656	7,191	-	-	7,191
6026	State Unemployment Taxes	1,436	2,025	540	2,025	-	-	2,025
TOTAL PERSONNEL SERVICES		340,690	357,784	353,867	367,396	-	-	367,396
6101	Office Supplies	-	-	30	-	-	-	-
6106	Materials and Parts	31,393	44,200	44,200	44,200	-	-	44,200
6107	Clothing and Uniforms	3,258	4,198	3,496	4,198	-	-	4,198
6108	Fuel, Oil and Lubricants	11,152	12,500	13,500	13,500	-	-	13,500
6109	Postage	915	-	-	-	-	-	-
6110	Chemical Supplies	76,796	95,000	85,000	95,000	-	-	95,000
6119	Other Supplies	14,374	7,982	7,982	13,982	-	-	13,982
TOTAL SUPPLIES		137,888	163,880	154,208	170,880	-	-	170,880
6204	Other Equipment Maintenance	2,909	2,827	2,827	2,827	-	-	2,827
6205	Vehicle Maintenance	3,777	1,465	1,754	1,800	-	-	1,800
6207	System Maintenance	180,317	150,000	150,000	158,400	-	-	158,400
TOTAL MAINTENANCE		187,003	154,292	154,581	163,027	-	-	163,027
6304	Professional Services-Other	10,531	10,089	10,089	10,089	-	-	10,089
6305	Harris Cty. Reg. Water Authority	1,208,013	851,194	1,600,000	1,300,000	-	-	1,300,000
6312	Telephone Services	1,758	1,708	2,662	2,662	-	-	2,662
6313	Utilities - Electrical	221,254	239,461	239,461	314,461	-	-	314,461
6316	Printing and Binding	775	1,000	1,000	1,000	-	-	1,000
6332	Travel and Meals	21	500	500	250	-	-	250
6333	Dues and Subscriptions	740	120	140	140	-	-	140
6335	Advertising Cost	364	386	386	386	-	-	386
6336	Equipment Rentals	72	-	72	-	-	-	-
6337	Training	4,274	5,927	2,964	3,500	-	-	3,500
6361	Studies and Analysis	7,388	3,601	8,392	8,600	-	-	8,600
6362	Permits and Licenses	10,973	20,000	14,500	23,200	-	-	23,200
TOTAL SERVICES AND CHARGES		1,466,161	1,133,986	1,880,166	1,664,288	-	-	1,664,288
6409	System Expansion	-	369,390	535,153	-	-	450,000	450,000
TOTAL CAPITAL OUTLAY		-	369,390	535,153	-	-	450,000	450,000
6998	Transfer to Fleet Replacement	65,937	43,827	43,827	-	-	-	-
6999	Transfer to Capital Project Fund	-	-	-	698,099	-	-	698,099
TOTAL TRANSFERS		65,937	43,827	43,827	698,099	-	-	698,099
613	Total Department Expenditures	2,197,679	2,223,159	3,121,802	3,063,690	-	450,000	3,513,690

**CITY OF TOMBALL
614 - ENTERPRISE FUND - WASTEWATER DEPARTMENT
2011-2012 ADOPTED BUDGET WORKSHEET**

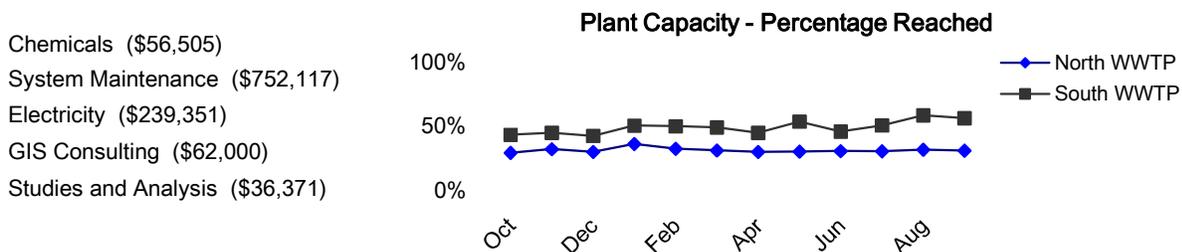
	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	515,912	541,529	533,678	546,328	-	-	546,328
Supplies	87,065	93,963	98,813	105,730	-	-	105,730
Maintenance	135,132	758,867	194,800	434,377	-	-	434,377
Services and charges	383,617	472,324	350,783	358,406	-	-	358,406
Total Operating	1,121,725	1,866,683	1,178,074	1,444,841	-	-	1,444,841
Capital Outlay	720	422,850	466,635	-	-	447,480	447,480
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	13,515	-	-	783,437	-	-	783,437
Total Expenses	1,135,961	2,289,533	1,644,709	2,228,278	-	447,480	2,675,758

Supplemental Programs	Page No.	Recurring	Non-Recur.
100kw Portable Generator for Tomball Hills Lift Station			\$ 75,000
Digester Aeration System Replacement North W.W.T.P			\$ 220,000
Fine Screen Washer, Compactor North W.W.T.P.			\$ 75,000
Digester Blower Replacement South W.W.T.P.			\$ 67,000
Vivax Sewer Camera			\$ 10,480

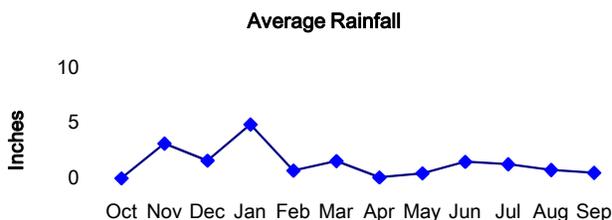
Staffing	FY2009	FY2010	FY2011	FY2012
Crew Chief	2.00	2.00	2.00	2.00
Plant Supervisor	1.00	1.00	1.00	1.00
Plant Operator	2.00	2.00	2.00	2.00
Technician	1.00	1.00	1.00	1.00
Serviceman	4.00	5.00	5.00	4.00
Part Time Laborer*	0.20	0.20	0.20	0.20
Total	10.20	11.20	11.20	10.20

* Equivalent of 1 Full Time person using Part Time Summer labor distributed equally to Streets, Parks, Water, Sewer and Gas Departments.

** One of the utilities serviceperson positions will be moved to the Sewer Department beginning in fiscal year 2010.



Chemicals (\$56,505)
System Maintenance (\$752,117)
Electricity (\$239,351)
GIS Consulting (\$62,000)
Studies and Analysis (\$36,371)



The percentage of permitted plant capacity reached can be seen to fluctuate with the average recorded rainfall each month. This reveals the issue of inflow and infiltration that the City is working to reduce.

Average rainfall was calculated using recorded rainfall at each of the WWTP plants.

CITY OF TOMBALL
 614 - ENTERPRISE - WASTEWATER DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012	Recurring	Non-Recur.	FY2012
		Actual	Budget	Projections	Base			Adopted
6003	Wages - Full Time	324,845	382,311	350,505	390,538	-	-	390,538
6004	Wages - Part Time	3,107	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	15,088	21,012	21,012	21,012	-	-	21,012
6006	Wages - Call Duty	9,962	15,450	15,450	15,450	-	-	15,450
6009	Wages - Other	17,744	-	11,422	-	-	-	-
6011	Vacation Pay	23,665	2,785	14,937	2,891	-	-	2,891
6012	Sick Pay	13,400	3,178	6,239	2,320	-	-	2,320
6013	Emergency Pay	831	-	54	4,765	-	-	4,765
6019	Miscellaneous Pay	6,120	4,678	4,675	-	-	-	-
6021	Social Security & Medicare Taxes	30,491	33,215	32,340	33,794	-	-	33,794
6022	TMRS Retirement - Employer	61,601	64,089	64,904	60,989	-	-	60,989
6024	Health Insurance	242	-	-	-	-	-	-
6025	Worker Compensation Insurance	7,016	7,610	6,821	7,369	-	-	7,369
6026	State Unemployment Taxes	1,800	2,565	684	2,565	-	-	2,565
	TOTAL PERSONNEL SERVICES	515,912	541,529	533,678	546,328	-	-	546,328
6106	Materials and Parts	5,482	9,800	9,800	9,800	-	-	9,800
6107	Clothing and Uniforms	4,585	5,730	4,608	5,030	-	-	5,030
6108	Fuel, Oil and Lubricants	16,784	15,028	21,000	20,000	-	-	20,000
6109	Postage	232	-	-	-	-	-	-
6110	Chemical Supplies	52,622	56,505	56,505	58,500	-	-	58,500
6119	Other Supplies	7,360	6,900	6,900	12,400	-	-	12,400
	TOTAL SUPPLIES	87,065	93,963	98,813	105,730	-	-	105,730
6204	Other Equipment Maintenance	4,434	4,750	22,000	4,750	-	-	4,750
6205	Vehicle Maintenance	1,184	2,000	2,800	4,400	-	-	4,400
6206	Building Maintenance	319	-	-	-	-	-	-
6207	System Maintenance	129,195	752,117	170,000	425,227	-	-	425,227
	TOTAL MAINTENANCE	135,132	758,867	194,800	434,377	-	-	434,377
6304	Professional Services-Other	19,553	103,000	3,039	-	-	-	-
6312	Telephone Services	2,003	2,000	2,754	2,800	-	-	2,800
6313	Utilities - Electrical	234,300	239,351	239,000	240,000	-	-	240,000
6329	Other Services	66,466	62,000	50,148	55,000	-	-	55,000
6333	Dues and Subscriptions	810	550	550	550	-	-	550
6336	Equipment Rentals	158	-	366	500	-	-	500
6337	Training	3,406	6,496	3,248	5,000	-	-	5,000
6361	Studies and Analysis	39,070	36,371	29,122	32,000	-	-	32,000
6362	Permits and Licenses	17,850	22,556	22,556	22,556	-	-	22,556
	TOTAL SERVICES AND CHARGES	383,617	472,324	350,783	358,406	-	-	358,406
6405	Vehicle Equipment	11	-	-	-	-	-	-
6409	System Expansion	709	422,850	466,635	-	-	447,480	447,480
	TOTAL CAPITAL OUTLAY	720	422,850	466,635	-	-	447,480	447,480
6998	Transfer to Fleet Replacement	13,515	-	-	22,000	-	-	22,000
6999	Transfer to Capital Project Fund	-	-	-	761,437	-	-	761,437
	TOTAL TRANSFERS	13,515	-	-	783,437	-	-	783,437
614	Total Department Expenditures	1,135,961	2,289,533	1,644,709	2,228,278	-	447,480	2,675,758

CITY OF TOMBALL
 615 - ENTERPRISE FUND - GAS DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	301,514	318,348	306,441	340,065	-	-	340,065
Supplies	2,015,285	2,017,184	2,018,080	2,020,500	-	-	2,020,500
Maintenance	8,156	6,656	59,184	9,375	-	-	9,375
Services and charges	38,572	32,590	32,085	30,590	-	-	30,590
Total Operating	2,363,527	2,374,778	2,415,790	2,400,530	-	-	2,400,530
Capital Outlay	58	410,760	107,040	-	-	50,000	50,000
Transfers	10,700	-	-	786,324	-	-	786,324
Total Expenses	2,374,285	2,785,538	2,522,830	3,186,854	-	50,000	3,236,854

Supplemental Programs	Page No.	Recurring	Non-Recur.
Gas Odorant Injection System for South Gate			\$ 50,000

Staffing	FY2009	FY2010	FY2011	FY2012
Foreman	1.00	1.00	1.00	1.00
Crew Chief	1.00	1.00	1.00	1.00
Technician	1.00	1.00	1.00	1.00
Serviceman	3.00	3.00	3.00	3.00
Part Time Laborer*	0.20	0.20	0.20	0.20
Total	6.20	6.20	6.20	6.20

* Equivalent of 1 Full Time person using Part Time Summer labor distributed equally to Streets, Parks, Water, Sewer and Gas Departments.

CITY OF TOMBALL
 615 - ENTERPRISE - GAS DEPARTMENT
 2011-2012 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2010	FY2011	FY2011	FY2012			FY2012
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	186,774	223,474	203,828	240,056			240,056
6004	Wages - Part Time	3,681	4,635	4,635	4,635			4,635
6005	Wages - Overtime	2,397	8,240	8,240	8,240			8,240
6006	Wages - Call Duty	17,788	15,450	15,450	15,450			15,450
6009	Wages - Other	10,665	-	6,746	-			-
6011	Vacation Pay	9,923	1,307	3,905	2,431			2,431
6012	Sick Pay	8,561	1,830	2,269	2,331			2,331
6013	Emergency Pay	110	-	565	-			-
6019	Miscellaneous Pay	3,260	1,931	2,135	3,490			3,490
6021	Social Security & Medicare Taxes	17,663	19,655	18,591	21,171			21,171
6022	TMRS Retirement - Employer	36,404	37,642	37,149	37,965			37,965
6024	Health Insurance	411	-	-	-			-
6025	Worker Compensation Insurance	2,630	2,431	2,351	2,541			2,541
6026	State Unemployment Taxes	1,246	1,755	577	1,755			1,755
	TOTAL PERSONNEL SERVICES	301,514	318,348	306,441	340,065	-	-	340,065
6101	Office Supplies	-	-	24	-			-
6106	Materials and Parts	37,293	38,695	42,688	43,000			43,000
6107	Clothing and Uniforms	3,245	3,989	2,692	3,000			3,000
6108	Fuel, Oil and Lubricants	11,268	12,500	10,650	12,500			12,500
6109	Postage	-	-	26	-			-
6110	Chemical Supplies	3,332	3,500	3,500	3,500			3,500
6119	Other Supplies	10,263	8,500	8,500	8,500			8,500
6129	Gas Purchases	1,949,885	1,950,000	1,950,000	1,950,000			1,950,000
	TOTAL SUPPLIES	2,015,285	2,017,184	2,018,080	2,020,500	-	-	2,020,500
6204	Other Equipment Maintenance	535	1,000	2,610	1,500			1,500
6205	Vehicle Maintenance	2,456	656	2,574	875			875
6207	System Maintenance	4,930	4,000	53,000	6,000	-	-	6,000
6219	Other Maintenance	235	1,000	1,000	1,000	-	-	1,000
	TOTAL MAINTENANCE	8,156	6,656	59,184	9,375	-	-	9,375
6303	Professional Services-Legal	-	-	1,762	-			-
6304	Professional Services-Other	8,798	2,000	5,000	2,000	-	-	2,000
6312	Telephone Services	1,981	2,000	2,756	2,800	-	-	2,800
6313	Utilities - Electrical	1,190	1,500	1,500	1,500	-	-	1,500
6322	Inspections Services	1,775	4,340	1,970	4,340	-	-	4,340
6329	Other Services	1,708	2,000	1,300	1,500	-	-	1,500
6332	Travel and Training	32	-	-	-	-	-	-
6333	Dues and Subscriptions	1,040	650	650	650	-	-	650
6335	Advertising Cost	333	225	222	225	-	-	225
6336	Equipment Rentals	-	250	1,600	250	-	-	250
6337	Training	21,490	19,300	15,000	17,000	-	-	17,000
6362	Permits and Licenses	225	325	325	325	-	-	325
	TOTAL SERVICES AND CHARGES	38,572	32,590	32,085	30,590	-	-	30,590
6405	Vehicle Equipment	58	-	-	-			-
6409	System Expansion	-	410,760	107,040	-	-	50,000	50,000
	TOTAL CAPITAL OUTLAY	58	410,760	107,040	-	-	50,000	50,000
6998	Transfer to Fleet Replacement	10,700	-	-	22,000	-	-	22,000
6999	Transfer to Capital Project Fund	-	-	-	764,324	-	-	764,324
	TOTAL TRANSFERS	10,700	-	-	786,324	-	-	786,324
615	Total Department Expenditures	2,374,285	2,785,538	2,522,830	3,186,854	-	50,000	3,236,854

CITY OF TOMBALL
616 - ENTERPRISE FUND - PRINCIPAL AND INTEREST
2011-2012 ADOPTED BUDGET WORKSHEET

	FY2010	FY2011	FY2011	FY2012			FY2012
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Revenue Bonds							
Principal	-	385,000	385,000	400,000	-	-	400,000
Interest	161,402	152,966	152,966	138,832	-	-	138,832
New Debt	-	-	-	-	-	-	-
Total Revenue Debt	161,402	537,966	537,966	538,832	-	-	538,832
Certificates							
Principal	-	599,500	599,500	618,750	-	-	618,750
Interest	349,297	323,069	323,069	230,022	-	-	230,022
New Debt	-	-	-	-	-	-	-
Total CO Debt	349,297	922,569	922,569	848,772	-	-	848,772
Fiscal fees	2,154	10,000	10,000	10,000	-	-	10,000
Total Expenses	512,853	1,470,535	1,470,535	1,397,604	-	-	1,397,604

City of Tomball
Enterprise Fund
Consolidated Debt Payment Schedule
2011-2012 Annual Budget

Fiscal Year	Principal	Interest	Total
2012	\$ 1,018,750	\$ 368,854	\$ 1,387,604
2013	1,047,500	309,448	1,356,948
2014	1,070,250	266,036	1,336,286
2015	1,082,000	228,783	1,310,783
2016	1,083,250	196,574	1,279,824
2017	1,086,750	162,127	1,248,877
2018	1,100,750	125,401	1,226,151
2019	1,109,750	86,468	1,196,218
2020	563,750	55,605	619,355
2021	558,250	33,165	591,415
2022	550,000	11,000	561,000
Total	\$ 10,271,000	\$ 1,843,461	\$ 12,114,461

City of Tomball
Water and Sewer System Revenue Bonds, Series 1999
Purpose- Southside Sewer Plant
Issue Date : February 15, 1999

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	400,000	3.650%	138,832	538,832
2013	415,000	3.750%	123,751	538,751
2014	435,000	3.800%	107,705	542,705
2015	455,000	3.900%	90,568	545,568
2016	470,000	4.000%	72,295	542,295
2017	490,000	4.050%	52,973	542,973
2018	515,000	4.100%	32,492	547,492
2019	535,000	4.100%	10,967	545,967
Total	\$ 3,715,000		\$ 629,583	\$ 4,344,583

City of Tomball

Combination Tax and Revenue Certificates of Obligation, Series 2002

Unfunded Portion of Original Issue

\$20,000,000 - Tax Supported 45%, Utility System 55%

Issue Date : June 1, 2002

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	599,500	4.250%	66,095	665,595
2013	599,500	4.400%	40,167	639,667
2014	599,500	4.500%	13,489	612,989
Total	<u>\$ 1,798,500</u>		<u>\$ 119,750</u>	<u>\$ 1,918,250</u>

City of Tomball

Series 2011 General Obligation Refunding Bonds- Enterprise Portion

\$8,650,000 - Tax Supported 45%, Utility System 55%

Issue Date : July 1, 2011

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	19,250	2.000%	163,927	183,177
2013	33,000	2.000%	145,530	178,530
2014	35,750	2.000%	144,843	180,593
2015	627,000	2.000%	138,215	765,215
2016	613,250	2.500%	124,279	737,529
2017	596,750	2.500%	109,154	705,904
2018	585,750	3.000%	92,909	678,659
2019	574,750	3.000%	75,501	650,251
2020	563,750	4.000%	55,605	619,355
2021	558,250	4.000%	33,165	591,415
2022	550,000	4.000%	11,000	561,000
Total	\$ 4,757,500		\$1,094,128	\$ 5,851,628



Debt Service Fund

Fund Description

The debt service fund, also known as the interest and sinking fund, is established by ordinance authorizing the issuance of bonds and providing for the payment of bond principal and interest as they come due. In the General Obligation Debt Service fund, an ad valorem (property) tax rate and tax levy is required to be computed and levied that will be sufficient to produce the money to satisfy annual debt service requirements. General Obligation related debt of the City of Tomball carries a “AA-” rating from Standard and Poor’s.

Fund Narrative

No additional debt was issued by the City of Tomball during FY 2011. The City paid \$1,195,500 toward principal on its outstanding tax supported debt as well \$557,030 in interest. Projected ending fund balance for FY 2011 of \$755,676 represents 35% of FY 2012 principal and interest payments on debt. Total debt service payments including fiscal changes for FY 2012 are budgeted at \$2,140,034. As discussed in the General Fund narrative, the City of Tomball will be drawing down reserves in that fund to cash fund capital projects or portions of capital projects. This will also enable the City to reduce the amount of debt issued in the future.

The City will sell \$14,500,000 in General Obligation Certificates of obligation to fund two projects, the extension of Medical Complex Drive to Cherry Street and the completion of the M121 Drainage channel. A \$0.09 cent increase to \$0.23 cents in the Debt Service tax rate was approved to service this debt.

Shown below is the City’s debt position as of the beginning of FY 2011.

Total outstanding general obligation debt	\$24,280,000
Less self-supporting debt from the Enterprise Fund	<u>10,271,000</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u><u>\$14,009,000</u></u>

The City’s legal capacity for additional debt is very large. Rules promulgated by the Office of the Attorney General of Texas stipulate that such Office will not approve tax bonds of any city unless the city can demonstrate its ability to pay debt service requirements on all outstanding tax debt, including the issue to be approved, from a levy of \$1.50 per \$100 of valuation, bond on 90% collection of the tax. The City does not have a debt limit outlined in its Charter.

Debt Service Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance 2011-2012 Adopted Budget Worksheet

	FY2010 Actual	FY2011 Current Budget	FY 2011 Projections	FY2012 Adopted Budget
Revenues:				
Current taxes	\$ 1,464,952	\$ 1,493,423	\$ 1,530,250	\$ 2,582,550
Delinquent taxes	35,358	33,000	38,500	38,500
Penalty and interest	20,585	19,000	19,000	19,000
Interest	2,604	15,000	2,500	2,500
Other	12,067	-	-	-
Total Revenues	<u>\$ 1,535,567</u>	<u>\$ 1,560,423</u>	<u>\$ 1,590,250</u>	<u>\$ 2,642,550</u>
Expenditures:				
Principal	\$ 1,087,060	\$ 1,165,500	\$ 1,195,500	\$ 1,131,250
Interest	659,983	612,036	557,030	911,065
Lease Payment- Fire Truck	-	-	-	88,719
	-	-	-	-
Fees	58,231	8,000	8,000	9,000
Total Expenditures	<u>\$ 1,805,274</u>	<u>\$ 1,785,536</u>	<u>\$ 1,760,530</u>	<u>\$ 2,140,034</u>
Other Sources/(Uses):				
Transfers	-	-	-	-
Total Other Sources/(Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues Over/(Under) Expenditures	\$ (269,707)	\$ (225,113)	\$ (170,280)	\$ 502,516
Beginning Fund Balance	\$ 1,195,663	\$ 925,956	\$ 925,956	\$ 755,676
Ending Fund Balance	<u>\$ 925,956</u>	<u>\$ 700,843</u>	<u>\$ 755,676</u>	<u>\$ 1,258,191</u>
Ending FB as % of Next Year's Debt Service Requirement	53%	33%	35%	59%

City of Tomball
Debt Service Fund
Consolidated Debt Payment Schedule
2011-2012 Annual Budget

Fiscal Year	Principal	Interest	Total
2012	\$ 1,614,307	\$ 940,813	\$ 2,555,120
2013	1,960,649	990,678	2,951,326
2014	1,985,330	918,532	2,903,862
2015	2,016,104	850,334	2,866,439
2016	2,027,476	785,110	2,812,586
2017	2,051,699	717,504	2,769,204
2018	2,075,527	646,836	2,722,363
2019	1,809,464	576,131	2,385,594
2020	1,833,513	504,782	2,338,295
2021	1,857,180	429,490	2,286,671
2022	1,795,000	352,809	2,147,809
2023	1,380,000	286,793	1,666,793
Total	\$ 22,406,250	\$ 7,999,812	\$ 30,406,062

City of Tomball

Combination Tax and Revenue Certificates of Obligation, Series 2003

Purpose- Buildings, Parks, Utility Improvements

\$8,500,000 - Tax Supported

Issue Date : October 15, 2003

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	375,000	3.500%	239,895	614,895
2013	395,000	3.600%	226,222	621,222
2014	415,000	3.700%	211,435	626,435
2015	440,000	3.750%	195,508	635,508
2016	460,000	3.875%	178,345	638,345
2017	485,000	3.900%	159,975	644,975
2018	510,000	4.125%	139,999	649,999
2019	535,000	4.200%	118,245	653,245
2020	565,000	4.300%	94,862	659,862
2021	590,000	4.400%	69,735	659,735
2022	620,000	4.400%	43,115	663,115
2023	655,000	4.500%	14,737	669,737
Total	\$ 6,045,000		\$1,692,073	\$ 7,737,073

City of Tomball

Combination Tax and Revenue Certificates of Obligation, Series 2010, Refunding Bonds

Purpose- Street Improvements

\$2,210,000 - Tax Supported

Issue Date: August 15, 2010

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	250,000	2.000%	32,970	282,970
2013	260,000	1.500%	28,520	288,520
2014	260,000	1.500%	24,620	284,620
2015	270,000	2.000%	19,970	289,970
2016	270,000	2.000%	14,570	284,570
2017	280,000	2.000%	9,070	289,070
2018	285,000	2.200%	3,135	288,135
Total	\$ 1,875,000		\$ 132,855	\$ 2,007,855

Debt refunded August 31, 2010

City of Tomball
Combination Tax and Revenue Certificates of Obligation, Series 2002
Unrefunded Portion of Original Issue
\$20,000,000 - Tax Supported 45%, Utility System 55%
Issue Date : June 1, 2002

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	490,500	4.250%	54,078	544,578
2013	490,500	4.400%	32,864	523,364
2014	490,500	4.500%	11,036	501,536
Total	\$ 1,471,500		\$ 97,977	\$ 1,569,477

City of Tomball
Series 2011 General Obligation Refunding Bonds
\$8,650,000 - Tax Supported 45%, Utility System 55%
Issue Date : July 1, 2011

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	15,750	2.000%	134,122	149,872
2013	27,000	2.000%	119,070	146,070
2014	29,250	2.000%	118,508	147,758
2015	513,000	2.000%	113,085	626,085
2016	501,750	2.500%	101,683	603,433
2017	488,250	2.500%	89,308	577,558
2018	479,250	3.000%	76,016	555,266
2019	470,250	3.000%	61,774	532,024
2020	461,250	4.000%	45,495	506,745
2021	456,750	4.000%	27,135	483,885
2022	450,000	4.000%	9,000	459,000
Total	\$ 3,892,500		\$ 895,196	\$ 4,787,696

City of Tomball
2011 Lease Purchase- Pierce Velocity Fire Truck
Issue Date : July 1, 2011

Fiscal Year	Principal	Interest	Total P & I
2012	60,807	27,912	88,719
2013	63,149	25,571	88,719
2014	65,580	23,140	88,719
2015	68,104	20,615	88,719
2016	70,726	17,993	88,719
2017	73,449	15,270	88,719
2018	76,277	12,442	88,719
2019	79,214	9,506	88,719
2020	82,263	6,456	88,719
2021	85,430	3,289	88,719
Total	\$ 725,000	\$ 162,193	\$ 887,193

All payments due April 20th of each year.

City of Tomball
Tax Certificates of Obligation, Series 2011
\$14,500,000 - Tax Supported 100%
Issue Date : October 15, 2011

Fiscal Year	Principal	Coupon	Interest	Total P & I
2012	422,250		451,836	874,086
2013	725,000	3.950%	558,431	1,283,431
2014	725,000	3.950%	529,794	1,254,794
2015	725,000	3.950%	501,156	1,226,156
2016	725,000	3.950%	472,519	1,197,519
2017	725,000	3.950%	443,881	1,168,881
2018	725,000	3.950%	415,244	1,140,244
2019	725,000	3.950%	386,606	1,111,606
2020	725,000	3.950%	357,969	1,082,969
2021	725,000	3.950%	329,331	1,054,331
2022	725,000	3.950%	300,694	1,025,694
2023	725,000	3.950%	272,056	997,056
2024	725,000	3.950%	243,419	968,419
2025	725,000	3.950%	214,781	939,781
2026	725,000	3.950%	186,144	911,144
2027	725,000	3.950%	157,506	882,506
2028	725,000	3.950%	128,869	853,869
2029	725,000	3.950%	100,231	825,231
2030	725,000	3.950%	71,594	796,594
2031	725,000	3.950%	42,956	767,956
2032	725,000	3.950%	14,319	739,319
Total	\$ 14,500,000		\$6,179,336	\$ 21,101,586



Special Revenue Funds

Statement of Revenues, Expenditures and Changes in Fund Balance 2011-2012 City Manager Adopted Budget

	FY 2010	FY 2011	FY 2011	FY 2012
	Actual	Budget	Projected	Adopted Budget
Revenues:				
Occupancy Tax	\$ 154,175	\$ 250,000	\$ 300,000	\$ 300,000
Statue Contributions	54,014	-	-	-
Skate Park Revenues	34,014	-	-	-
Fines and Warrants	342,793	492,000	318,300	317,800
Grants	16,000	-	40,000	-
Interest	2,842	3,780	2,650	2,650
Event Revenue	7,881	9,000	7,500	7,000
Transfers and Other	-	-	21,075	-
Total	\$ 611,718	\$ 754,780	\$ 689,525	\$ 627,450
Expenditures:				
General Special	\$ 14,269	\$ 34,500	\$ 32,000	\$ 59,000
Senior Housing	3,444	2,673	2,515	-
Court Building Security	42,067	57,000	41,202	1,000
Court Building Technology	1,500	1,500	1,717	23,288
Hotel Occupancy	210,248	356,000	220,224	466,880
Red Light Cameras	148,054	500,944	246,847	185,185
DA Grant	4,143	4,000	-	-
Dept of Justice Grant	7,227	-	3,522	-
Fun Runs	5,621	7,500	5,494	7,050
Total	\$ 436,572	\$ 964,117	\$ 553,521	\$ 742,403
Revenues Over (Under)				
Expenditures	\$ 175,146	\$ (209,337)	\$ 136,004	\$ (114,953)
Beginning Fund Balance	\$ 1,076,952	\$ 1,252,098	\$ 1,252,098	\$ 1,388,102
Ending Fund Balance	\$ 1,252,098	\$ 1,042,760	\$ 1,388,102	\$ 1,273,149



200 - General Special Revenue Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2011-2012 City Manager Adopted Budget

	FY 2010	FY 2011	FY 2011	FY 2012	FY 2012	FY 2012	FY 2012
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Abandoned Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Seized Funds	-	-	-	-	-	-	-
Child Safety	11,253	10,000	11,000	10,500	-	-	10,500
Interest	353	500	300	300	-	-	300
Other	-	-	-	-	-	-	-
Total	\$ 11,606	\$ 10,500	\$ 11,300	\$ 10,800	\$ -	\$ -	\$ 10,800
Expenditures:							
Supplies	\$ 10,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	\$ 20,000	\$ 34,000
Communication Services	-	10,000	10,000	10,000	-	-	10,000
Child Safety Education	4,269	10,500	8,000	15,000	-	-	15,000
Capital*	-	-	-	-	-	-	-
Total	\$ 14,269	\$ 34,500	\$ 32,000	\$ 39,000	\$ -	\$ 20,000	\$ 59,000
Revenues Over (Under)							
Expenditures	\$ (2,662)	\$ (24,000)	\$ (20,700)	\$ (28,200)	\$ -	\$ (20,000)	\$ (48,200)
Beginning Fund Balance	\$ 156,482	\$ 153,820	\$ 153,820	\$ 133,120			\$ 133,120
Ending Fund Balance	\$ 153,820	\$ 129,820	\$ 133,120	\$ 104,920			\$ 84,920

Fund Description

The General Special Revenue fund accounts for Police forfeiture funds and Child Safety fees. Forfeiture funds are awards of monies or property by the courts related to cases that involve the Tomball Police Department. According to Chapter 59, Article 6, Paragraph (d) of the Code of Criminal Procedure, "Proceeds awarded under this chapter to a law enforcement agency may be spent by the agency after a budget for the expenditures of the proceeds has been submitted to the governing body of the municipality." Child Safety Fees are received through the Harris County Tax Assessor/Collector. These fees represent a portion of each citation written by the Tomball Police Department. The State of Texas allocates a percentage of each court fee to the Child Safety Program and is remitted back to the municipality to be used for educational material for children, coloring books, pencils, goody bags, etc and are distributed at various community events each year.



220 - Municipal Court Building Security Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
2011-2012 City Manager Adopted Budget

	FY 2010	FY 2011	FY 2011	FY 2012
	Actual	Budget	Projected	Adopted Budget
Revenues:				
Fines and Warrants	\$ 25,228	\$ 25,000	\$ 25,000	\$ 25,000
Interest	439	500	350	350
Transfers In				
Total	\$ 25,666	\$ 25,500	\$ 25,350	\$ 25,350
Expenditures:				
Personnel	\$ 41,381	\$ 56,000	\$ 40,061	\$ -
Supplies	-	1,000	1,141	1,000
Maintenance	-	-	-	-
Services and Charges	-	-	-	-
Capital	686	-	-	-
Total	\$ 42,067	\$ 57,000	\$ 41,202	\$ 1,000
Revenues Over (Under)				
Expenditures	\$ (16,401)	\$ (31,500)	\$ (15,852)	\$ 24,350
Beginning Fund Balance	\$ 195,994	\$ 179,594	\$ 179,594	\$ 163,742
Ending Fund Balance	\$ 179,594	\$ 148,094	\$ 163,742	\$ 188,092

Fund Description

In prior years, the General Fund accounted for the City's court building security fees. In order to more accurately account for these funds, in FY 2006-07, the City created the Municipal Court Building Security Fee fund. These fees are generated from court fines. By law, these funds can only be spent on the City's municipal court.



230 - Municipal Court Technology Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2011-2012 City Manager Adopted Budget

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projected	FY 2012 Base Budget	FY 2012 Recurring Supplemental	FY 2012 Non Recur. Supplemental	FY 2012 Adopted Budget
Revenues:							
Fines and Warrants	\$ 33,645	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ 32,000
Interest	334	500	300	300	-	-	300
Transfers In	-	-	-	-	-	-	-
Total	\$ 33,979	\$ 32,500	\$ 32,300	\$ 32,300			\$ 32,300
Expenditures:							
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	-	-	-	-	-	-	-
Services and Charges	1,500	1,500	1,717	1,500	1,375	20,413	23,288
Capital	-	-	-	-	-	-	-
Total	\$ 1,500	\$ 1,500	\$ 1,717	\$ 1,500			\$ 23,288
Revenues Over (Under)							
Expenditures	\$ 32,479	\$ 31,000	\$ 30,583	\$ 30,800	\$ -	\$ -	\$ 9,012
Beginning Fund Balance	\$ 138,619	\$ 171,098	\$ 171,098	\$ 201,681			\$ 201,681
Ending Fund Balance	\$ 171,098	\$ 202,098	\$ 201,681	\$ 232,481			\$ 210,693

Fund Description

In prior years, the General Fund accounted for the City's court technology fees. In order to more accurately account for these funds, in FY 2006-07, the City created the Municipal Court Technology Fund. These fees are generated from court fines. By law, these funds can only be spent on the City's municipal court.



240 - Hotel Occupancy Tax Fund

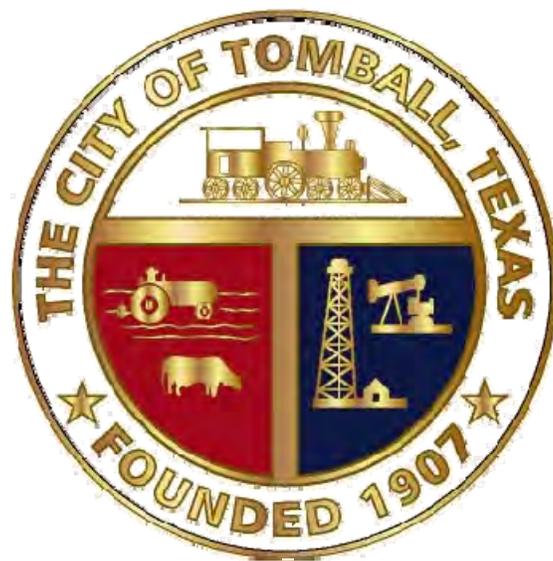
Statement of Revenues, Expenditures and Changes in Fund Balance 2011-2012 City Manager Adopted Budget

	FY 2010	FY 2011	FY 2011	FY 2012
	Actual	Budget	Projected	Adopted Budget
Revenues:				
Occupancy Tax	\$ 154,175	\$ 250,000	\$ 300,000	300,000
Statue Contributions	54,014		-	-
Skate Park Revenues	34,014		-	-
Miscellaneous Income	-	-	21,075	-
Event Revenue	300	1,000	1,000	1,000
Interest	558	1,000	500	500
Transfers In	-	-	-	-
Total	\$ 243,061	\$ 252,000	\$ 322,575	\$ 301,500
Expenditures:				
Personnel Services	19,679	8,000	34,263	87,996
Tourism	73,287	90,000	8,392	26,000
Greater Tomball Chamber	35,000	35,000	35,000	35,000
Spring Creek Historical			30,975	30,000
The Regional Arts Council	-	-	10,500	10,500
Tomball Sister City	15,000	20,000	30,000	35,000
Main Street Advertising			11,740	11,760
Second Saturday Events	21,661	30,000	27,390	19,950
Fireworks	-	23,000	30,000	30,000
Skating Rink	45,621	-	-	-
Grants	-	150,000	-	172,740
Transfer to Emp. Benefits Trust Fund	-	-	1,964	7,934
Total	\$ 210,248	\$ 356,000	\$ 220,224	\$ 466,880
Revenues Over (Under)				
Expenditures	\$ 32,813	\$ (104,000)	\$ 102,351	\$ (165,380)
Beginning Fund Balance	\$ 224,881	\$ 257,694	\$ 257,694	\$ 360,045
Ending Fund Balance	\$ 257,694	\$ 153,694	\$ 360,045	\$ 194,665

Staffing	FY2009	FY2010	FY2011	FY 2012
Community Event Coordinator	0.00	0.00	0.50	0.50
Marketing Director	0.00	0.00	0.00	1.00
Total	0.00	0.00	0.50	1.50

Fund Description

The Hotel Occupancy Tax Fund accounts for revenues received from hotel occupancy taxes. By state statute, cities with populations of less than 125,000 must spend at least 1% of hotel tax revenues on advertising, no more than 15% on the encouragement, promotion, improvement, and application of the arts and a maximum of 50% on historical preservation. Hotels submit quarterly to the City an occupancy tax based upon 7% of total room receipts. Compliance with the provisions of the state statutes is monitored by the City administration on a continuing basis.



250 - Red Light Camera Program Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

2011-2012 City Manager Adopted Budget

	FY 2010	FY 2011	FY 2011	FY 2012
	Actual	Budget	Projected	Adopted Budget
Revenues:				
Fines and Warrants	\$ 272,667	\$ 425,000	\$ 250,300	\$ 250,300
Interest	1,121	1,200	1,200	1,200
Other Grants	-	-	40,000	-
Transfers In	-	-	-	-
Total	\$ 273,788	\$ 426,200	\$ 291,500	\$ 251,500
Expenditures:				
Personnel Costs	20,576	\$ 51,944	50,003	60,185
Supplies	69,224	38,500	101,510	40,000
Maintenance	-	55,500	-	-
Services and Charges	58,253	275,000	5,334	-
Capital	-	80,000	90,000	85,000
Total	\$ 148,054	\$ 500,944	\$ 246,847	\$ 185,185
Revenues Over (Under)				
Expenditures	\$ 125,733	\$ (74,744)	\$ 44,653	\$ 66,315
Beginning Fund Balance	\$ 337,805	\$ 463,538	\$ 463,538	\$ 508,191
Ending Fund Balance	\$ 463,538	\$ 388,793	\$ 508,191	\$ 574,506

Fund Description

Automated red light photo enforcement cameras were setup during FY2008. Four intersections were selected for this initiative with a goal of reducing the number of injury accidents caused by "red light running". By law, the use of the revenues is limited to traffic safety programs, including pedestrian safety programs, public safety programs, intersection improvements, and traffic enforcement.



290 - Tomball Fun Runs Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

2011-2012 City Manager Adopted Budget

	FY 2010	FY 2011	FY 2011	FY 2012
	Actual	Budget	Projected	Adopted Budget
Revenues:				
Event Revenue	\$ 7,581	\$ 8,000	\$ 6,500	\$ 6,000
Interest	-	-	-	-
Transfers In	-	-	-	-
Total	\$ 7,581	\$ 8,000	\$ 6,500	\$ 6,000
Expenditures:				
Supplies	\$ 2,093	\$ 7,500	\$ 1,500	\$ 2,550
Maintenance	-	-	-	-
Services and Charges	3,528	-	3,994	4,500
Capital	-	-	-	-
Total	\$ 5,621	\$ 7,500	\$ 5,494	\$ 7,050
Revenues Over (Under)				
Expenditures	\$ 1,960	\$ 500	\$ 1,006	\$ (1,050)
Beginning Fund Balance	\$ 518	\$ 2,477	\$ 2,477	\$ 3,483
Ending Fund Balance	\$ 2,477	\$ 2,977	\$ 3,483	\$ 2,433

Fund Description

In 2009, various Fun Runs were scheduled to encourage residents of all ages to get out in the community and get fit. Net proceeds of these events are to be used for future fun runs or for improvements to the Depot and Downtown Tomball area.



Fleet Replacement Fund
Fund Description

This fund was established to accumulate sufficient resources to replace existing vehicles and equipment (with values over \$5,000) which have reached or exceeded their useful lives. Resources are acquired through charges to operating departments in the General and Enterprise fund. The charges are calculated using a straight-line amortization of each piece of equipment based upon the item's expected useful life and estimated replacement cost. When a piece of equipment has reached the end of its useful life, the equipment is automatically scheduled for replacement in the appropriate budget year. If however, it is determined that the cost of continuing to maintain the equipment does not exceed its value at the time of replacement, a department may request that the equipment not be replaced until a later date and the equipment will be kept in service. Once the equipment is fully amortized however, the department will not continue to make payments to the fund. When the equipment is finally retired and replaced, payments for the amortization of the new equipment/vehicle will begin. Interest income earned by the fund and the sale of surplus equipment included in the replacement program will be used to offset the impact of inflation on the replacement cost of the equipment beyond that which had been projected.

The fund's financial summary is distinguished from those of the other funds in that it resembles the income statements of private corporations similar to the City's Enterprise Fund.

For the 2011-2012 budget year the following items are scheduled for replacement. All purchases will be reviewed on as needed basis.

CITY OF TOMBALL
 2011-2012 ANNUAL BUDGET
 FLEET REPLACEMENT FUND
 VEHICLES & EQUIPMENT SCHEDULED FOR REPLACEMENT

<u>DEPT.</u>	<u>UNIT NO.</u>	<u>DESCRIPTION</u>	<u>REPLACEMENT COST</u>
121-PD	PD 1907	2003 CHRY PT CRUISER	30,000
121-PD	SHOP 28	2009 TAHOE	45,000
154-STREETS	GE-22	2002 JD GATOR	<u>14,000</u>
			<u>\$ 89,000</u>
614-SEWER	U-20	2002 CHEV 2500PU	22,000
615-GAS	U-21	2002 CHEV 2500PU	<u>22,000</u>
			<u>\$ 44,000</u>

City of Tomball
Internal Service Funds - General Fund Fleet Replacement
2011-2012 City Manager Adopted Budget

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projections	FY 2012 Adopted
Revenues:				
Transfers	\$ 489,033	\$ -	\$ -	\$ 89,000
Other	(22,366)	-	-	-
Interest	2,771	6,000	1,600	1,790
Total	\$ 469,438	\$ 6,000	\$ 1,600	\$ 90,790
Expenditures:				
Capital Outlay	\$ 268,607	\$ 256,382	\$ 258,533	\$ 89,000
Total	\$ 268,607	\$ 256,382	\$ 258,533	\$ 89,000
Revenues Over (Under)				
Expenditures	\$ 200,831	\$ (250,382)	\$ (256,933)	\$ 1,790
Beginning Fund Balance	\$ 1,715,410	\$ 1,916,241	\$ 1,916,241	\$ 1,659,308
Ending Fund Balance	\$ 1,916,241	\$ 1,665,859	\$ 1,659,308	\$ 1,661,098

City of Tomball
Internal Service Funds - Enterprise Fund Fleet Replacement
2011-2012 City Manager Adopted Budget

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projections	FY 2012 Adopted
Revenues:				
Transfers	\$ 121,510	\$ 43,827	\$ 43,827	\$ 44,000
Interest	-	700	200	210
Total	\$ 121,510	\$ 44,527	\$ 44,027	\$ 44,210
Expenditures:				
Capital Outlay	\$ 20,635	\$ 43,827	\$ 43,827	\$ 44,000
Total	\$ 20,635	\$ 43,827	\$ 43,827	\$ 44,000
Revenues Over (Under)				
Expenditures	\$ 100,875	\$ 700	\$ 200	\$ 210
Beginning Fund Balance	\$ 205,972	\$ 306,847	\$ 306,847	\$ 307,047
Ending Fund Balance	\$ 306,847	\$ 307,547	\$ 307,047	\$ 307,257

City of Tomball
Employee Benefit Trust Fund
2011-2012 City Manager Adopted Budget

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projected	FY 2012 Base	FY 2012 Adopted
Revenues:					
Transfers	1,632,788	1,846,468	1,848,432	1,885,042	1,885,042
Interest	184	175	175	175	175
Total	1,632,972	1,846,643	1,848,607	1,885,217	1,885,217
Expenditures:					
Health Insurance Costs	1,436,203	1,846,468	1,747,727	1,885,042	1,885,042
Total	1,436,203	1,846,468	1,747,727	1,885,042	1,885,042
Revenues Over (Under)					
Expenditures	196,769	175	100,880	175	175
Beginning Fund Balance	28	196,797	196,797	297,677	297,852
Ending Fund Balance	196,797	196,972	297,677	297,852	298,027

Capital Projects Fund

Funding Description

The newly developed Comprehensive Plan in conjunction with the Zoning Ordinance provides a roadmap for future capital improvement planning. The City reviews the Capital Improvement Plan annually and makes updates as necessary. All ongoing and proposed projects are ranked by priority and then funded based on the available financial resources.

Impact on the Future Operations Budget

Most of the planned capital expenditures involve improvements on the City's storm drainage system. A small portion of the expenditures will result in a very minor increase to the City's network of streets, sidewalks, and utility lines. The overall impact to the future operating budget is not considered material.

City of Tomball
 Capital Projects Fund - General Fund Projects
 2011-2012 City Manager Adopted Budget

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projections	FY 2012 Adopted
Revenues:				
Transfers	\$ -	\$ -	\$ -	\$ 2,152,000
Interest	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 2,152,000
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ 2,152,000
Total	\$ -	\$ -	\$ -	\$ 2,152,000
Revenues Over (Under)				
Expenditures	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

City of Tomball
 Capital Projects Fund - Enterprise Fund Projects
 2011-2012 City Manager Proposed Budget

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projections	FY 2012 Adopted
Revenues:				
Transfers	\$ -	\$ -	\$ -	\$ 2,223,860
Interest	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 2,223,860
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ 2,223,860
Total	\$ -	\$ -	\$ -	\$ 2,223,860
Revenues Over (Under)				
Expenditures	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

Summary of Capital Projects

Project No.	Project Title	Project Description	Transfers from Operating Funds		Total FY 2011-2012 CIP Budget
			General Fund	Enterprise Fund	
071	M118-M121 On-Call Engineering Services	M118 drainage basin occupies the southeasterly area of Tomball, south of the M116 basin, east of the railroad tracks, west of Hufsmith-Kohrville, to Willow Creek. Project to provide relief drainage system and reduce or eliminate on-site detention.	12,000		12,000
175	Downtown Specific Plan	Create a new downtown land use zone and zoning sub-districts for significant areas of the downtown core.	73,000		73,000
177	Downtown Parking Lots	The plan recommends the creation of three surface parking lots within a six year timeframe to account for the future removal of the on-street parking on FM 2920	430,000		430,000
171	Brown Hufsmith Phase II	Plan includes street improvement from SH 249 to Baker. Phase II will provide the City's major east-west corridor on the north side of FM 2920	910,342	300,000	1,210,342
161	Rudolph Rd & Utilities Phase II	Project includes land acquisition and providing street and utility improvements to current standards as a collector street	59,489	141,754	201,243
142	24" Sanitary Sewer Along East Hufsmith	Provides sanitary sewer improvements along east Hufsmith from J-131 to Snook.		120,820	120,820
115	Hufsmith Water & Gas Line	Project includes 12" water line and 4" gas lines from Rudolph to Snook.		513,786	513,786
103	M124 - PER	The M124 basin occupies a major portion of the westerly area of Tomball, outfalling to Willow Creek. Project to mitigate channel and loss of existing floodplain storage. The project has been divided into M124 North, described as area north of FM 2920 to SH 249, and M124 South, described as area south of FM 2920	156,718		156,718
075	Agg Rd / Medical Complex Dr. Expansion	Segment 3 of the proposed Medical Complex Corridor commences at SH 249 Business and continues easterly to South Cherry St. Medical Complex Corridor is depicted on the COT's Major Thoroughfare Plan as a major east-west connector to FM 2920 (east & west of Tomball)	10,451	1,147,500	1,157,951

Summary of Capital Projects

Project No.	Project Title	Project Description	Transfers from Operating Funds		Total FY 2011-2012 CIP Budget
			General Fund	Enterprise Fund	
178	Master Drainage Plan	This plan will evaluate the city's existing storm drainage network, assess existing and proposed future drainage facility needs, and identify needed improvements based on projected future system demands.	100,000		100,000
079	Barbara Street Drainage	M125 channel improvements between Barbara Street and Willow Creek.	400,000		400,000
FY 2011-2012 Capital Project Totals			2,152,000	2,223,860	4,375,860

City of Tomball
 2011 - 2012 Proposed Supplemental Requests - Summary
 General Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Human Resources	HR Generalist	1			27,570	2,000	(27,570)	(2,000)
Total for Human Resources			-	-	27,570	2,000	(27,570)	(2,000)
Information Systems	Domain Controller Replacement	1				16,000	-	(16,000)
	GIS Server Replacement	2				12,000	-	(12,000)
	Microsoft Office 2010 Upgrade	3				21,000	-	(21,000)
	KVM Server Console System	4				3,100	-	(3,100)
Total for Information Systems			-	-	-	52,100	-	(52,100)
Municipal Court	Upgrade Part Time to Full Time Court Clerk	1	-	-	39,841	-	(39,841)	-
Total for Municipal Court			-	-	39,841	-	(39,841)	-

City of Tomball
 2011 - 2012 Proposed Supplemental Requests - Summary
 General Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Fire Department	Two FT Firefighter Positions	3	-	-	134,968	6,000	(134,968)	(6,000)
	Voice Amplifiers	4b	-	-	-	14,000	-	(14,000)
	Complete Station 1 Renovation	5	-	-	-	75,000	-	(75,000)
	Multi Gas Detectors	7	-	-	200	4,800	(200)	(4,800)
	Hise-Rise Kits	8	-	-	-	8,265	-	(8,265)
	New Modems for MDTs	4a	-	-	-	5,905	-	(5,905)
	Firehouse Software	5a	-	-	2,575	15,970	(2,575)	(15,970)
	MDT Replacement	4c	-	-	-	19,027	-	(19,027)
	Total for Fire Department		-	-	137,743	148,967	(137,743)	(148,967)
Parks	Surface Repairs and Sealant for Depot Plaza and Sidewalks	2	-	-	-	20,000	-	(20,000)
	Replace Playground Equipment	3	-	-	-	40,000	-	(40,000)
	Total for Parks Department		-	-	-	60,000	-	(60,000)

City of Tomball
 2011 - 2012 Proposed Supplemental Requests - Summary
 General Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Facilities Maintenance								
	Roof Replacement for Police Station and Jail Facility	1	-	-	-	180,000	-	(180,000)
	Public Works Service Center Remodel	2	-	-	-	50,000	-	(50,000)
	Keyless Access		-	-	-	48,000	-	(48,000)
	AC Control System		-	-	-	12,000	-	(12,000)
	Total for Facilities Maintenance Department		-	-	-	290,000	-	(290,000)
Total General Fund			-	-	205,154	553,067	(205,154)	(553,067)

City of Tomball
2010 - 2011 Supplemental Requests - Summary
Enterprise Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Water	Replacement Emergency Generator for Pine Street Water Plant	1	-	-	-	450,000	-	(450,000)
	Total for Water		-	-	-	450,000	-	(450,000)
Wastewater	100kw Portable Generator for Tomball Hills Lift Station	1	-	-	-	75,000	-	(75,000)
	Digester Aeration System Replacement North W.W.T.P	1	-	-	-	220,000	-	(220,000)
	Fine Screen Washer, Compactor North W.W.T.P	2	-	-	-	75,000	-	(75,000)
	Digester Blower Replacement South W.W.T.P.	3	-	-	-	67,000	-	(67,000)
	Vivax Sewer Camera	4	-	-	-	10,480	-	(10,480)
	Total for Wastewater		-	-	-	447,480	-	(447,480)

City of Tomball
 2010 - 2011 Supplemental Requests - Summary
 Enterprise Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Gas	Gas Odorant Injection System for South Gate	1	-	-	-	50,000	-	(50,000)
Total for Gas			-	-	-	50,000	-	(50,000)
Total Enterprise Fund			-	-	-	947,480	-	(947,480)

City of Tomball
 2010 - 2011 Supplemental Requests - Summary
 Special Revenue Funds

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Seizure Fund	Tactical Safety Equipment	1	-	-	-	20,000	-	(20,000)
Total Seizure Fund			-	-	-	20,000	-	(20,000)
Municipal Court Technology Fund	Tyler Technology/Incode Paperless Module	1			1,375	20,413	(1,375)	(20,413)
Municipal Court Technology Fund			-	-	1,375	20,413	(1,375)	(20,413)
Total Special Revenue Funds			-	-	1,375	40,413	(1,375)	(40,413)

City of Tomball
Analysis of Ad Valorem Tax Rates

FY	Debt Rate	M&O Rate	Total Tax Rate	% Change Total Rate	% Change Debt Rate	% Change M&O Rate
1994	\$ 0.244461	\$ 0.098059	\$ 0.342520			
1995	0.241520	0.101000	0.342520	0.00%	-1.20%	3.00%
1996	0.238490	0.104030	0.342520	0.00%	-1.25%	3.00%
1997	0.235370	0.107050	0.342420	-0.03%	-1.31%	2.90%
1998	0.232150	0.110370	0.342520	0.03%	-1.37%	3.10%
1999	0.228840	0.113800	0.342640	0.04%	-1.43%	3.11%
2000	0.219750	0.122470	0.342220	-0.12%	-3.97%	7.62%
2001	0.189240	0.117600	0.306840	-10.34%	-13.88%	-3.98%
2002	0.166000	0.114000	0.280000	-8.75%	-12.28%	-3.06%
2003	0.264590	0.015410	0.280000	0.00%	59.39%	-86.48%
2004	0.180000	0.100000	0.280000	0.00%	-31.97%	548.93%
2005	0.172000	0.108000	0.280000	0.00%	-4.44%	8.00%
2006	0.163360	0.116400	0.279760	-0.09%	-5.02%	7.78%
2007	0.144987	0.106468	0.251455	-10.12%	-11.25%	-8.53%
2008	0.150000	0.101455	0.251455	0.00%	3.46%	-4.71%
2009	0.120000	0.131455	0.251455	0.00%	-20.00%	29.57%
2010	0.130000	0.121455	0.251455	0.00%	8.33%	-7.61%
2011	0.140000	0.111455	0.251455	0.00%	7.69%	-8.23%
2012	0.230000	0.111455	0.341455	35.79%	64.29%	0.00%

Note- The 2012 rates are proposed.

- 2012 Levy is based upon HCAD estimate of values, actual values will not be received until late August

City of Tomball
 Analysis of Ad Valorem Tax Levies & Collections

FY	Levy	% Change	Tax Rate	% Change	Ad valorem Collections	% Collected
1994	\$ 889,008		\$ 0.34252			
1995	938,738	5.59%	0.342520	0.00%		
1996	1,010,284	7.62%	0.342520	0.00%		
1997	1,061,908	5.11%	0.342520	0.00%		
1998	1,005,000	-5.36%	0.342520	0.00%		
1999	1,159,700	15.39%	0.342520	0.00%	\$ 1,239,142	106.9%
2000	1,311,000	13.05%	0.342520	0.00%	1,397,287	106.6%
2001	1,330,000	1.45%	0.306840	-10.42%	1,403,452	105.5%
2002	1,549,800	16.53%	0.280000	-8.75%	1,535,711	99.1%
2003	1,600,000	3.24%	0.280000	0.00%	1,719,641	107.5%
2004	1,915,562	19.72%	0.280000	0.00%	1,892,241	98.8%
2005	2,013,497	5.11%	0.280000	0.00%	1,972,233	98.0%
2006	2,130,000	5.79%	0.280000	0.00%	2,153,938	101.1%
2007	2,466,005	15.77%	0.251455	-10.19%	2,175,069	88.2%
2008	2,518,681	2.14%	0.251455	0.00%	2,470,516	98.1%
2009	2,887,450	14.64%	0.251455	0.00%	2,833,017	98.1%
2010	2,907,568	0.70%	0.251455	0.00%	2,866,284	98.6%
2011	2,819,764	-3.02%	0.251455	0.00%	2,745,247	97.4%
2012	3,793,305	34.53%	0.341455	35.79%		

Note - 2011 Collections as of 6/30/2011

CITY OF TOMBALL, TEXAS
OPERATING INDICATORS BY FUNCTION/PROGRAM
 Last Nine Years (1)

Function/Program	Fiscal Year								
	2003	2004	2005	2006	2007	2008	2009	2010	2011
Police									
Arrests	2,034	1,804	1,766	1,611	1,812	1,840	1,625	2,049	2,012
Accident reports	704	650	563	523	609	499	440	330	334
Citations	5,518	8,153	13,194	12,473	7,602	12,445	10,820	14,694	12,798
Offense reports	2,319	2,959	2,130	2,321	2,174	2,398	2,050	1,705	1,915
Calls for service	9,323	8,553	8,804	8,861	8,558	8,299	7,688	7,348	6,774
Fire									
Emergency responses	N/A	647	623	860	1,028	1,241	1,056	1,341	1,364
Fire incidents	N/A	113	170	278	170	206	218	220	207
Average response time	N/A	6:19	6:17	6:07	5:40	5:34	4:38	5:15	5:54
Water									
New accounts	597	639	674	875	719	663	532	89	79
Source:									
Water	597	639	674	875	719	663	532	89	79
Sewer	597	639	674	875	719	663	532	89	79
Average daily consumption									
(millions of gallons)	1,798	1,798	1,851	2,002	1,897	1,980	2,166	1,941	2,525
Number of million gallons of surface water pumped	0	0	0	0	0	0	0	0	0
Number of million gallons of well water pumped	656,384	675,448	751,880	730,198	692,163	722,788	790,409	708,565	923,261
Total consumption (millions of gallons)	656,384	675,448	751,880	730,198	692,363	722,788	790,409	708,565	923,261
Peak daily consumption									
(millions of gallons)	3,492	3,492	3,322	3,395	3,241	4,425	3,791	3,480	4,392
Sewer									
Average daily sewage treatment									
(millions of gallons)	1.339	1.595	1.468	1.500	1.636	1.422	1.428	1.362	1.174
Total consumption (millions of gallons)	488.735	582.175	535.820	547.500	597.140	519.030	520.176	497.166	429.608
Peak daily consumption									
(millions of gallons)	3.30	4.50	4.30	4.50	5.10	5.90	5.10	3.72	2.18

Source: Various City departments

(1) The requirement for statistical data is ten years; only seven years are available at this time.

ORDINANCE NO. 2011-18

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2011-2012; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND PROVIDING OTHER DETAILS RELATING TO THE PASSAGE OF THIS ORDINANCE.

* * * * *

WHEREAS, the Budget of the City of Tomball for the Fiscal Year 2011-2012 was presented to the City Council of the City of Tomball on the 1st day of August 2011 and was filed with the City Secretary's Office at that time for the purpose of Public Display; and

WHEREAS, NOTICE OF PUBLIC HEARING for the Budget of the City of Tomball, Texas, for Fiscal Year 2011-2012 was published in the City's official newspaper advising citizens of the Public Hearing to be conducted on August 22, 2011, and also advising that said Budget was available for their inspection prior to the Public Hearing; and

WHEREAS, at said Public Hearing all citizens of the City had the right to be present and to be heard, and those who requested to be heard were heard, and it being the opinion of the Mayor and City Council that said Budget should be adopted; and

WHEREAS, said Budget shall be in effect for the ensuing Fiscal Year, October 1, 2011, through September 30, 2012;

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

Section 1.0 Adoption of Budget. That from October 1, 2011, through September 30, 2012, the appropriations, as stated in the Budget as proposed expenditures, shall be and are hereby appropriated to the several objects and purposes named and designated in the Budget.

Section 2.0 Public Record. The City Secretary is hereby directed to place in the Budget an endorsement which shall read as follows: **"The Original Budget of the City of Tomball, Texas for the Fiscal Year 2011-2012."** Such Budget as endorsed shall be kept on file in the office of the City Secretary as a Public Record and a copy of said Budget is attached to this ordinance and made a part of this ordinance for all purposes.

Section 3.0 Intra-Departmental Transfers. In accordance with the responsibility of the City Manager established by Section 7.01 C. (2) of the City Charter to administer the annual budget, the City Manager is authorized, as circumstances reasonably require, to approve intra-departmental

(within the same department only) transfers of budgeted funds. Further, the documentation for such transfers shall be maintained as a part of the City's financial records.

FIRST READING:

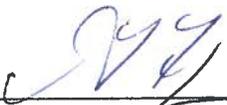
READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 22ND DAY OF AUGUST, 2011.

COUNCILMAN HUDGENS	<u>AYE</u>
COUNCILMAN STOLL	<u>NAY</u>
COUNCILMAN BROWN	<u>AYE</u>
COUNCILMAN TOWNSEND	<u>NAY</u>
COUNCILMAN DODSON	<u>AYE</u>

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 6TH DAY OF SEPTEMBER, 2011.

COUNCILMAN HUDGENS	<u>AYE</u>
COUNCILMAN STOLL	<u>NAY</u>
COUNCILMAN BROWN	<u>AYE</u>
COUNCILMAN TOWNSEND	<u>NAY</u>
COUNCILMAN DODSON	<u>AYE</u>

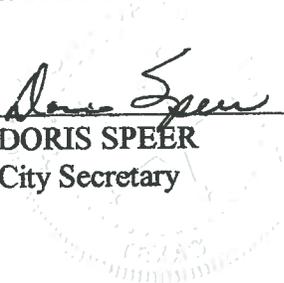


 GRETCHEN FAGAN
 Mayor

ATTEST:



 DORIS SPEER
 City Secretary



Tomball Fast Facts*

2011 Population: 11,531

2011 Assessed Value: \$1,110,923,857

Median Age: 36 years

Median Household Income: \$55,040

Average Household Income: \$68,697

Number of Households: 4,440

Employed Labor Force (Greater Tomball Area – within 30 minutes of Tomball): 96.1%

Square Miles: 11.711 square miles

Education Level (Population 25 years +): 22.9% with a Bachelor's Degree or higher

Major Employers in Tomball (non retail):

Tomball Regional Medical Center

Tomball ISD

Tomball College

Baker Hughes



*Source: Tomball Economic Development Corporation

Tomball Journal

City Description

The area that is now Tomball, Texas was settled in the early 1900's by European, primarily German, settlers. They were attracted by the many streams, rolling fields and pastures, as well as the numerous pine trees that dotted the landscape. It was perfect setting for farming and raising cattle. By 1906, the community had become known as Peck. However, on December 2, 1907, the City was officially renamed Tom Ball, later shortened to Tomball, in honor of Thomas Henry Ball, a four-term U.S. congressman and railroad attorney, who was responsible for routing the Houston-to-Dallas railway through the area.

In 1933, life in Tomball completely changed when oil was discovered by the Magnolia Oil Company. Shortly afterwards, hundreds of wells owned by many different oil and gas companies were located in or near Tomball. Workers relocated to be near the wells, and many oil companies provided housing.

Move forward 100 years and see what Tomball has become in 2007 as it celebrated its Centennial birthday. Tomball has become known as a quintessential American haven, "*A Hometown with a Heart.*" Despite rapid growth and monumental change in the area in the last decade, Tomball is still widely known for its spirit of community. Suburban pressures have fueled

subdivision development and steady population growth.

The City's light industrial base also continues to grow with the relocation of Eagle Gasket and Specialty Steel into the community. Retail development also continues to thrive with the relocation and expansion of Academy Sports and the opening of Petsmart and Office Depot. The City enjoys a varied manufacturing and technology base that adds to the relative stability of the unemployment rate. Major industries with headquarters or divisions located within the City's boundaries or in close proximity include the international headquarters for a large oil related corporation, a regional hospital with related health care facilities, and computer hardware and software manufacturers.

During fiscal year 2007-2008, Council developed a strategic plan which identifies their goals for the community through 2012. A citizen survey was also conducted that year. The City staff worked to develop a budget with these two items in mind. Growth and change will definitely continue to be underlying themes in the Tomball of the 21st Century. The City of Tomball and its citizens will continue to work hard to foster continued growth while maintaining the hometown atmosphere it is known for.



Appendix A The Budget Process

March 16 1 Budget Schedule Distributed to City Staff

April 18 2 Department Submit Year End Projections

May 2 3 Departments Submit Base Budgets and any Adjustments to Base

June 10 4 Preliminary appraisal rolls from Harris County Appraisal District are received

May 9 5 Departments Submit Supplemental Program Requests

May 16-20 6 Departmental Budget Meetings

June 1 7 Preliminary Budget Workshop

June 2-3 8 Meeting to Discuss Funding

June 13 9 2010-11 City Manager's Proposed Budget

- 1) The Finance Director presents the Budget Schedule and Manual during the Management Team Meeting.
- 2) Department Directors submit their year end projections on their current year budget. This information provides the starting point for planning for the new budget.
- 3) Department Directors submit their budget request for funding needed to continue operations as they currently exist and any funding adjustments needed due to either changes in price or operating procedures.
- 4) Preliminary appraisal rolls are received from the Harris County Appraisal District showing initial taxable values of \$1,105,166,876.
- 5) Department Director submit their budget requests for new positions and programs or significant expansions of existing programs.
- 6) A series of meetings are conducted by the City Manager and Finance Director with individual departments to discuss their budget requests.
- 7) Preliminary Budget Workshop with Council to update them on the status of the base budget and to receive direction on their priorities in funding supplementals, proposed CIP and discuss tax rate impact.
- 8) Meeting to discuss and make recommendations for funding of supplemental requests.
- 9) City Manager's proposed budget is filed with the City Secretary and is distributed to the City Council for review. It is also posted on the City's website and is available for public review.

July
5 18 & 26 10 Budget Workshops with City
Council

August
22 11 Public Hearings Held and
First Reading of the Ordinance
Adopting the Budget

September
6 12 Second Reading of Ordinance
Adopting the Budget

September
2 13 Certified Appraisals Rolls are
Received

September
25 14 Effective Tax Rate Published

September
20 and
October 4 15 Adoption of FY 2009-10 Tax
Rate

October
31 16 2009-2010 Budget Document
is Published

Quarterly 17 Budget is Amended

10) The Mayor and City Council meet with the City Manager and Administrative Staff to discuss various aspects of the proposed budget.

11) Following the required newspaper notices, public hearings are scheduled on the proposed budget. The first reading of the adoption ordinance is held August 2nd.

12) Second reading of the budget adoption ordinance is approved by City Council.

13) Certified appraisal rolls from the Harris County Appraisal District are received showing taxable values of \$1,008,153,110.

14) Upon receipt of certified appraisal rolls, the Harris County Tax Office performs the net effective tax rate calculation as required by State Law. The net effective rate is \$.258197 with a rollback rate of \$.539510.

16) The City Council meets to vote on the proposed tax rate of \$.341455. Two readings of the ordinance are required by City Charter. Public hearings were not held because the proposed rate did not exceed the the effective rate or the rollback rate.

17) Finance staff works to develop final budget document which is then printed and distributed to users.

18) Typically, the budget is reviewed on a quarterly basis and amendments are proposed to Council if needed. Budget amendments also require two readings.

Appendix B Financial Management Policies

Introduction

The City of Tomball has an important responsibility to its citizens to carefully account for public funds, to manage municipal finance wisely, and to plan for adequate funding of services desired by the public.

The overriding goal of the Financial Management Policy is to enable the City to achieve a long-term stable and positive financial condition. The watchwords of the City's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policy is to provide guidelines for planning and directing the City's day to day financial affairs and to assist staff in developing recommendations to the Tomball City Council. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

Revenues: Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

Expenditures: Identify priority services, establish and define appropriate service levels and

administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

Capital Expenditures and Improvements:

Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Staffing and Training:

Staffing levels shall be adequate for the fiscal departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the internal controls are jeopardized or personnel turnover rates are unacceptable.

The City shall support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff shall be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences and related educational efforts.

the local economy and tax base.

Fund Balance/ Working Capital/ Retained Earnings: Maintain the fund balance, working capital and retained earnings of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from the emergencies.

Debt Management: Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of the debt payments on current and future revenues.

Investments: Invest the City's operating cash to ensure its safety, provide necessary liquidity optimize yield.

Intergovernmental Relations: Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal level.

Grants: Aggressively investigate, pursue and effectively administer federal, state and foundation grants-in-aid which address the City's current priorities and policy objectives.

Economic Development: Initiate, encourage and participate in economic development efforts to create job opportunities, and strengthen

Fiscal Monitoring: Prepare and present reports for the current and multi-year periods that analyze, evaluate, and forecast the city's financial performance and economic condition.

Accounting, Auditing, and Financial Reporting: Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officer's Association (GFOA).

Internal Controls: Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

Risk Management: Prevent and/or reduce financial impact to the City due to claims and losses through prevention, through transfer of liability, and/or through a program of self-insuring of the liability.

Budget: Develop and maintain a balanced budget which presents a clear understanding of goals, service levels, and performance standards and which shall be to the extent possible "user friendly" for citizens.

Revenues

1. Balance and Diversification in Revenue Sources: The City shall strive to maintain a balanced diversified revenue system to protect the City from fluctuation in any one source due to changes in economic conditions which adversely impact that source.
2. User Fees: For services that benefit specific users, where possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs whereas not to prohibit economic development. City staff shall review user fees on a regular basis to calculate their full costs recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.
3. Property Tax Revenues/Tax Rate: The City shall endeavor to balance its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees, and economic development. The City shall also strive to minimize tax rate increases.
4. Utility/Enterprise Funds User Fees: Utility rates and enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements,

and provide adequate levels of working capital.

5. Administrative Service Charges: The City shall prepare a cost allocation plan annually to determine the administrative service charges due the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.
6. Revenue Estimates for Budgeting: In order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include the analysis and probability of economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and mid-year service reductions.

Expenditures

1. Current Funding Basis: The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year's savings.

2. Contracted Labor: The City will utilize contracted labor for the provision of City services whenever private contractors can perform the established level of service at less expense to the City, as determined by regular evaluation of city-provided services. The City will regularly evaluate its agreements with private contractors to ensure the established levels of service are performed at the least expense to the City.
3. Avoidance of Operating Deficits: The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit is projected at year-end.
4. Maintenance of Capital Assets: Through the Fleet Replacement Fund and within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue service levels.
5. Periodic Program Reviews: Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency or effectiveness shall be brought up to required standards or be subject to reduction or elimination.
6. Purchasing: The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the

vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process.

Capital Expenditures and Improvements

1. Capital Improvements Planning Program: The City shall annually review the Capital Improvement Plan ("CIP"), the current status of the City's infrastructure, replacement and renovation needs, and potential new projects and update the plan as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement costs shall be fully estimated and disclosed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules, and other debt outstanding or planned including general obligation bonds, revenue bonds, certificates of obligation, and lease/purchase agreements when appropriate.
2. Capital Assets: A capital asset will be defined as equipment that exceeds \$20,000 and has a useful life that exceeds 3 years.
3. Replacement of Fleet Capital Assets on a Regular Schedule: The City shall annually

prepare a schedule for the replacement of its fleet and fleet related capital assets associated with General Fund and Enterprise Fund operations through the Fleet Replacement Fund. Capital assets included in this fund will be authorized by charges to the departments using the assets. The amortization charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The amortization charges and application of those funds for replacement purposes will be accounted for in the Fleet Replacement Fund.

4. Capital Expenditure Financing: The City recognizes that there are several methods of financing capital requirements: budget the funds from current revenues; take the funds from fund balance/retained earnings as allowed by the Fund Balance/ Retained Earnings Policy; utilize funds from grants and foundation; or borrow money through debt. Debt financing includes general obligation bonds, revenue bonds, certificates of obligations, and lease/purchase agreements when appropriate.

Fund Balance

1. General Fund Undesignated Fund Balance: The City shall strive to maintain the General Fund undesignated fund balance at a target of 18% of current year budgeted operating expenditures with the minimum being 15% and the maximum balance being 20%.
2. Debt Service Fund Balance: The City shall strive to maintain the Debt Service Fund fund

balance at a target of 18% of the next year's total principle and interest requirements on bonded debt with the minimum being 15% and the maximum balance being 20%.

3. Utility Working Capital and Retained Earnings of Other Operating Funds: In other operating funds, the City shall strive to maintain a positive retained earnings position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the minimum working capital in the Water, Wastewater and Natural Gas funds shall be a target level of 18% of current year budgeted operating expenditures with the minimum being 15% and the maximum balance being 20%.
4. Use of Fund Balance/ Retained Earnings: Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases and capital projects that cannot be accommodated through current year savings. Should such use reduce the balance below the minimum level set as the objective for that fund, recommendations will be made on how to restore it.

Debt Management

1. Use of Debt Financing: Debt financing to include general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, and lease/purchase agreements, shall only be used to purchase capital assets.
2. Amortization of Debt: Amortization of debt

shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.

3. **Affordability Targets:** The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update to the Capital Improvement Plan. The decision on whether or not to assume new debt shall be based on these costs and benefits.
4. **Bidding Parameters:** The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market conditions and other prevailing factors. Parameters to be examined include:
 - Limits between lowest and highest coupons
 - Coupon requirements relative to the yield curve
 - Method of underwriter compensation, discount or premium coupons
 - Use of True Interest Costs (TIC)

vs. Net Interest Cost (NIC)

- Use of bond insurance
 - Deep discount bonds
 - Variable rate bonds
 - Call provisions
5. **Bond Issuance Advisory Fees and Costs:** The City will be actively involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants as well as the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuance of the bonds.
 6. **Sale Process:** The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.
 7. **Rating Agencies Presentation:** Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.
 8. **Continuing Disclosure:** The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.
 9. **Debt Refunding:** City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest

savings by refunding outstanding debt. A proposed refunding of debt should provide a present value benefit as a percent of refunded principal of at least 3.5%.

Investments

The City's cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with the City's Investment Policy. Interest earned from investment shall be provided. Cash forecasting models and procedures will be employed to maximize the amount of investment funds.

Intergovernmental Relations

1. Interlocal Cooperation in Delivery Service: In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities, and to develop joint programs to improve service to its citizens.
2. Legislative Program: The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional City programs or services and does not provide the funding from implementation.

Grants

1. Grant Guidelines: The City shall seek, apply

for, and obtain those grants that are consistent with priority needs and objectives identified by Council.

2. Indirect Costs: The City shall recover indirect costs to the maximum amount allowed by the funding source. The city may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.
3. Grant Review: The City shall review all grant submittals for their cash or in-kind match requirement, their potential impact on the operating budget, and the extent to which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application. An annual report on the status of grant programs and their effectiveness shall also be prepared.
4. Grant Program Termination: The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available unless alternate funding is identified.

Economic Development

1. Commitment to Expansion and Diversification: The City shall encourage and participate in economic development efforts to expand Tomball's economy and tax base, to increase local employment and to invest when there is defined specific long-term return. These efforts shall not only focus on new areas but on inner city areas, and other

established sections of Tomball where development can generate additional jobs and other economic benefits.

2. Tax Abatements: The City shall develop and maintain a tax abatement policy to encourage commercial and/or industrial growth and development throughout Tomball. The City shall balance the long-term benefits of tax abatements with the short-term loss of tax revenues by granting the abatement. Factors considered in evaluating proposed abatements for development include the location of the project, its size, the number of temporary and permanent jobs created, the costs and benefits for the City and its impact on Tomball's economy and other factors.
3. Coordinate Efforts with Other Jurisdictions: The City's economic development program shall encourage close cooperation with other local jurisdictions to promote economic well-being of this area.

Fiscal Monitoring

1. Financial Status Reports: Monthly reports shall be prepared and distributed to executive and managerial staff comparing expenditures and revenues to current budget, for the month and fiscal year-to-date. Quarterly financial reports of the City's major funds (General Fund, Debt Service Fund, and Enterprise Fund) shall be presented to City Council to highlight the City's financial performance to date as well as outline any remedial actions necessary to maintain the City's financial position in light of unfavorable

variances that are not anticipated to reserve by fiscal year end.

2. Five-Year Forecast of Revenues and Expenditures: A five-year forecast of revenues and expenditures that includes a discussion of major trends affecting the City's financial position shall be prepared. The forecast shall also examine critical issues facing the City, economic conditions, and the outlook for the upcoming budget year. The document shall provide insight into the City's financial position and serve as planning tool to alert the Council to potential problem areas requiring attention.
3. Performance Measurement and Benchmarking Reporting System: The City staff shall work to establish a performance measurement and benchmarking program to demonstrate its commitment to the achievement of Council established goals, fiscal accountability and quality delivery of services. Performance measures, goals and benchmarks will be presented to City Council during each budget process. Progress reports will be submitted to Council as part of the quarterly report.

Accounting, Auditing, and Financial Reporting

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified

Public Accountants (AICPA), and the Governmental Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The City will follow a five-year review and optional rotation of outside (independent) auditors. The audit firm must demonstrate that they have the breadth and depth of staff to handle they have the breadth and depth of staff to handle the City's audit in a timely manner. The audited financial statements should be prepared and presented to Council for approval within 120 days of the close of the fiscal year.

The City's audited annual financial report and the City's adopted budget will be posted on the City's website for access by the public. In addition, copies will be on file in the City Secretary's office.

Internal Controls

The Director of Finance is responsible for developing citywide written guidelines on purchasing, cash handling, internal controls and other financial matters. The Director of Finance will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements.

Each department manager is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on purchasing and internal controls are implemented, and that all independent auditor control recommendations are addressed.

Risk Management

The City will utilize a safety program, an employee health program, and a risk management program to prevent and/or reduce the financial impact to the City due claims and losses. Transfer of liability for claims through transfer to other entities through insurance and/or by contract will be utilized where appropriate. Prevention of claims through the safety program and the employee health program will be employed.

Operating Budget

The City shall establish an operating budget that shall link revenues and expenditures to goals, objectives, and service and performance standards. The operation budget shall also incorporate a minimum of five (5) years projections. It will be the City's goal to obtain the distinguished Budget Presentation Award from the Government Finance Officers Association each year.

Appendix C Basis of Accounting and Budgeting

The City's finances are accounted for in accordance with generally accepted accounting principles established by the Governmental Accounting Standards Board.

- The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project Funds.
- Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). "Measurable" means the amount of the transaction can be

determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, franchise and tax revenues recorded in the General fund and ad valorem revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when they are received in cash because they are generally not measurable until they are actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

- The City utilizes encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- The City's Proprietary fund types are

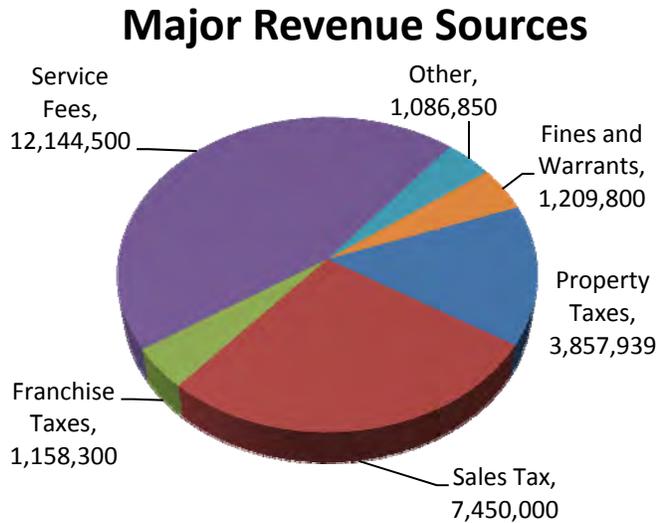
accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

- The City's annual budgets are prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Also, depreciation of fixed assets is not recognized in proprietary budgets. All annual appropriations lapse at fiscal year end. Under the City's budgetary process, outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be reappropriated and honored the subsequent fiscal year.
- The issuance of Statement 34 by the Governmental Accounting Standards Board has influenced the creation and reporting of individual funds. GASB 34

essentially mandates dual accounting systems; one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting process as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for the government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing fund to government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types. Also, the City will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

Appendix D Major Revenue Sources

The revenue sources described in this section account for \$26,907,389 or 75% of the City's total operating revenues (excluding interfund transfers and charges).



Property Taxes

Property (ad valorem) taxes attach as an enforceable lien on property as of each January 1st. The City's property tax is levied each October on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Harris County Appraisal District at 100% of the estimated market value and are certified by the Appraisal Review Board. The certified assessed taxable value as of January 1, 2011, upon which the fiscal 2012 levy is based, is \$1,008,153,110.

This represents the adjusted taxable property value for FY 2012 as of August 2011. This amount is net of \$299,024,613 in exemptions representing 30% of total appraised value. This certified taxable value does not include approximately \$102 million in value that is still under protest. With the City's charter requirement to adopt the budget at least 15 days prior to the beginning of the new fiscal year, the City will not be able to go through the process of calculating the effective and rollback tax rates and go through the process to adopt a tax rate prior to the budget being adopted. Although the City has seen new commercial growth, with stories of decreasing property values in the media, the City believes it is taking a conservative budget approach by basing the budget off existing or "flat" values rather than projecting any increase due to some growth.

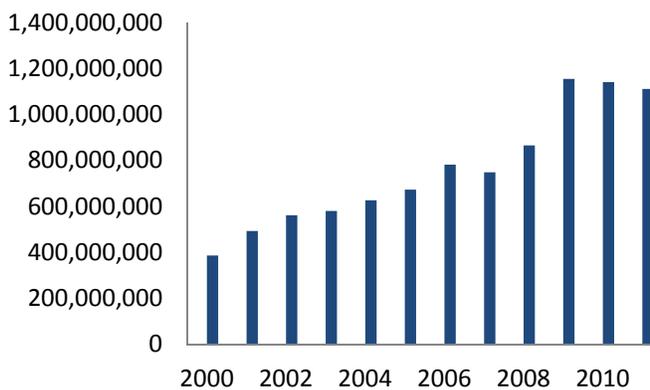
The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation long term debt. The tax rate for the year ending September 30, 2012 is, at this time, projected to be \$.341455 per \$100 of which \$.111455 is allocated for general government operation and maintenance and \$.230000 is allocated for retirement of general obligation long-term debt.

In Texas, county-wide central appraisal districts are required to assess all property within the appraisal district on the basis of 100% of its

appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every five years; however, the City may, at its own expense, require annual reviews of appraised values. The City may challenge appraised values established by the district through various appeals and, if necessary, legal action. Under this arrangement, the City continues to set tax rates on property. However, if the tax rate, excluding tax rates for retirement of bonds and other contractual obligations, adjusted for new improvements, exceeds the rate for the previous year by more than 8% above the tax rate of the previous year, qualified voters of the City may petition for an election to determine whether to limit the tax rate to no more than 8% above the tax rate of the previous year. The tax rate that equates to an 8% increase above the prior year rate is known as the rollback rate.

Taxes are due January 31st following the October levy and are considered delinquent after January 31st of each year.

Assessed Valuation of Taxable Property

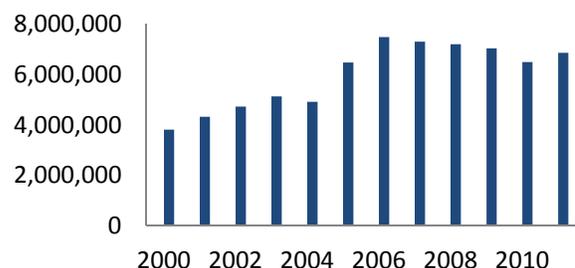


Sales Tax

The sales tax in Tomball is 8.25% of goods or services sold within the City’s boundaries. The tax is collected by businesses making the sale and is remitted to the State’s Comptroller of Public Accounts on a monthly basis, and in some cases, a quarterly basis. Of the 8.25% tax, the State retains 6.25% and distributes 2% to the City of Tomball. The state distributes tax proceeds to local entities within forty days following the period for which the tax is collected by the businesses.

For the year ending September 30, 2012, the City of Tomball expects to receive \$7,150,000 in sales and use tax revenue. This amount represents an increase of \$650,000 over fiscal 2011 budgeted collections. With additional retail establishments scheduled to open during FY 2012, it is anticipated that the amount budgeted for sales tax is conservative. However, with the state of the economy and the uncertainty as to when it may turn coupled with the reliance on sales tax in funding the City’s budget, a conservative rather than optimistic assumption was made in an attempt to avoid a possible mid-year adjustment due to revenue shortfalls.

Sales Tax Revenues



Utility Fees

The City of Tomball charges fees for the provision of water, sewer, and natural gas services to residents and businesses located within the City. The city utilizes a rate structure which is based upon charging minimum bills for customer classifications depending upon the demand each classification places upon the system. This structure allows the fund to equitably recover a greater portion of its fixed expenses through a relatively constant revenue stream.

Utility rates are established not only to recover the cost of daily operations but also to support the debt service associated with capital projects of previous years and future capital projects needed to maintain the City's water, sewer and natural gas systems. For example, a single-family customer using 10,000 gallons or less will pay a minimum bill of \$10.90 for water and will then pay a volume charge of \$2.85 for each 1,000 gallons used. A large commercial user (uses 51,000+ gallons/month) however will pay a base rate of \$51.99 and a volume charge of \$5.40 for each 1,000 gallons used. Sewer charges are dependent upon the volume of water consumed and are structured similar to the water rates except that residential customers have their sewer charge averaged based on a "Winter Rate" (November – February) and "Summer Rate" (March – October) schedule. Natural gas charges are the same for all customer classes and include a base rate of \$11.75 for the first 1,000 cubic feet (MCF) used and \$11.75 for each

1,000 cubic feet used after that. The combined monthly base water, sewer and gas bill for a single-family residence is \$52.46.

During FY 2008, the City had a utility rate study conducted. This was the first time the City had a study performed by an outside consultant. The study made several recommendations as to the structure of the rates and the amounts paid by the various user classifications. The rates adopted by the City Council for FY 2009 encompassed those recommendations. The only recommendation that was not implemented at that time was establishing a conservation rate structure for residential customers. That structure has been implemented for the FY 2010 budget. Residential customers were categorized into three user classes. Tier I customers are those who use less than 10,000 gallons per month. For these customers, there will be no increase in water rates for FY 2010. Tier II customers use 11,000 to 15,000 gallons each month. Both the base rate and volume rate for these customers will increase over the Tier I group by 15% and 25% respectively. Tier III customers are those using 16,000 or more gallons. Their base and volume rates will be 15% and 25% higher, respectively, than the rates charged to Tier II customers. There is no rate increase proposed for wastewater rates and Commercial rates will remain the same as those charged in FY 2009. The rate study did not address natural gas rates, however the model used to calculate gas rates for customers is similar to that used for the water and sewer rates and is updated each year during the budget

process as well. Due to the drop in the price for natural gas, gas rates for FY 2010 will be 18% lower than those charged during FY 2009. The reduction in natural gas revenues in the Enterprise Fund is due to this reduction in rates.

Solid Waste Fees

The City of Tomball also charges customers within its city limits for solid waste collection. Rates charged to customers are primarily a pass through of the cost paid to the City's contracted service provider as well as an amount to cover City overhead cost. Residential rates are projected to be \$14.74 per month which provides for two pick up days per week. This rate represents a 1% increase in the rate charged during FY 2011. The City will enter into a new contract with the current service provider in October. That contract has not been finalized. Therefore, the 1% increase projected my, in the end, be more or less. The rate paid by commercial customers depends on the type and size of container they request as well as the number of times per week the container is emptied. Total collection fees budgeted for solid waste is 22% lower than those budgeted for fiscal 2011.

Appendix E Long Term Financial Plans

The 2011-12 budget was developed in context of long-term financial plans. The plans anticipate funding needs and available revenues and forecast methods for matching future revenues and expenses. Plans have been developed for the City's major operating funds: General and Enterprise and for the City's Debt Service Fund and Capital Projects. Each plan presents the fund over eight fiscal years: two previous years, the City Council adopted budget for fiscal year 2012, and five projected years. There are several benefits to these plans. First, the plans give future Councils a valuable perspective when considering budgets within each plan's five year horizon. Second, the plans impart a measure of discipline on staff. The plans establish funding ceilings on recurring operating expenditures. Department heads present to the City Manager base budget adjustment requests. Operating budgets are increased when the City Manager approves these requests during the budget process and Council then approves the final budget for the fiscal year.

General Fund Long-Term Plan

The plan reflects the following assumptions based on historic trends and knowledge of economic conditions present when the budget was developed:

Revenues:

- Ad valorem tax rates are based on annual increases in taxable assessed

value of 5%. Assessed values were shown to be flat for the FY 2012 budget.

- Sales tax revenues increase by 1% per year until the economy starts to grow again.
- Franchise fee revenue increases by 3% per year.
- Until construction commences on the two new residential developments currently approved, building permit & license revenues are shown to increase by 1% per year.
- Court fines and warrant revenues increase by 2% per year.
- Sanitation fee revenue increases by 4.5% per year.
- TEDC contributions remain constant at \$10,000 per year.
- Birth and death certificate fees remain constant at \$70,000 and Emergency Service District Fees increase by 5% per year. All other Miscellaneous revenues increase annually by 2%.
- Interest revenues gradually decrease with decreasing fund balance and assumed decrease in interest rates.
- The Administrative reimbursement from the Enterprise Fund to the General Fund is calculated as 40% of General Fund operating expenditures for departments that provide support for Enterprise Fund operations.

Expenditures:

- Salaries (FT & PT) increase by 3% annually. Payroll deductions are calculated on increased pay.
- Health insurance increases by 13% per year.
- Property and liability insurance increases by 10% per year.
- Supplies category increases by 2% per year.
- Maintenance category increases by 2.5% per year.
- Services and charges category increases by 3% per year.
- No transfer from General Fund to Debt Service Fund.

Fund Balances:

- Budgeted ending General Fund fund balance is to be no less than 25% of operating expenditures

Debt Service Long-Term Plan

Revenues:

- Ad valorem tax rates are based on annual increases in taxable assessed value of 5%.
- No transfer from General Fund to Debt Service Fund.

Expenditures:

- The plan recognizes the debt service associated with the issuance of \$3 million in certificates of obligation in

2009 to fund multiple road and drainage projects.

- Bond issues are for a 20 year amortization period.

Fund Balances:

- Budgeted ending Debt Service Fund fund balance is to be no less than 25% of the following years expenditures for principal and interest on bonded debt.

Enterprise Fund Long-Term Plan

Revenues:

- Water, wastewater, and natural gas revenues are shown to increase due nominally to growth but primarily to varying percentages of rate increases depending on customer class in following recommendations made in the City's Utility Rate Study that was presented to council in May. Using the Rate Model the City received as a part of the study, rates will be reviewed each year and adjustments will be proposed that has each utility functioning self sufficiently and not being subsidized by any other utility area.
- For FY 2012, tap fees are budgeted at levels slightly below the projected revenue for FY 2011 which is more than budget. Until the new residential developments currently proposed begin construction, tap fee revenues

are forecasted to increase by 2% per year.

- Reconnect fees and various revenues referred to as “other revenues” increase by 2.5% per year.
- Tomball Economic Development Corporation (TEDC) contributions remain at \$720,000 per year for debt service on bonds issued to facilitate City infrastructure projects partnered in by TEDC.
- Interest revenues gradually decrease with decreasing fund balance and assumed continued low interest rates.

Expenditures:

- Salaries (FT & PT) increase by 3% annually. Payroll deductions are calculated on increased pay.
- Health insurance increases by 13% per year.
- Property and liability insurance increases by 10% per year.
- Supplies category increases by 2% per year; including purchases of natural gas.
- Maintenance category increases by 2.5% per year.
- Services and charges category increases by 3% per year.
- Starting with FY 2009, the Enterprise Fund began making an Administrative Reimbursement to the General Fund per Best Financial Practices. The reimbursement in future years is based on the Long Term forecast for the General Fund.

Fund Equity:

- Budgeted ending fund equity is to be no less than 25% of operating expenses.

Net Revenues:

- Net revenues generated are to provide coverage on revenue bonds of 125% of annual debt service per bond covenants. It is a goal to provide 125% coverage on all system supported debt whether revenue bonds or certificates of obligation.

Capital Project Long-Term Plan

Included in the Capital Projects section of the budget materials are charts that summarize the City’s capital improvement program over the five year planning horizon. The charts report the timing of the projects as well as source funding. To minimize the issuance of debt, the City will attempt to support capital projects with appropriations from operating revenues or excess fund balances (i.e. “pay-as-you-go”) whenever possible.

General Fund Long-Term Financial Plan Based on FY 2011-2012 Adopted Budget

							FY2012
	FY2010	Current	FY2011	FY2012	Recurring	Non-Recur.	Total Adopted
	Actuals	Budget	Projections	Base Budget	Supplemental	Supplemental	Budget
Revenues:							
Property taxes	1,417,699	\$ 1,228,925	\$ 1,276,000	\$ 1,217,889	\$ -	\$ -	\$ 1,217,889
Sales taxes	6,606,468	6,500,000	6,950,000	7,150,000	-	-	7,150,000
Franchise taxes	1,153,954	1,230,000	1,158,285	1,158,300	-	-	1,158,300
Permits and licenses	329,500	243,100	278,850	272,250	-	-	272,250
Fines and warrants	872,559	885,000	877,000	892,000	-	-	892,000
Service fees	1,799,496	1,750,000	1,775,000	1,775,000	-	-	1,775,000
Transfers In	2,260,134	2,393,458	2,393,458	1,860,931	-	-	1,860,931
Contributions	59,549	70,000	122,329	228,636	-	-	228,636
Interest	95,219	350,000	75,000	75,000	-	-	75,000
Other	289,224	235,300	228,100	229,600	-	-	229,600
Total Revenues	14,883,803	\$ 14,885,783	\$ 15,134,022	\$ 14,859,605	\$ -	\$ -	\$ 14,859,605
Expenditures:							
City Manager's Office	453,680	\$ 411,055	\$ 394,264	\$ 408,433	\$ -	\$ -	\$ 408,433
Building Permits and Inspections	330,368	357,228	353,086	364,375	-	-	364,375
Mayor and Council	81,315	73,156	64,333	98,307	-	-	98,307
City Secretary	264,164	320,683	307,218	329,018	-	-	329,018
Human Resources	226,913	556,421	330,289	571,492	-	-	571,492
Finance	444,950	493,342	486,362	511,164	-	-	511,164
Information Systems	234,319	300,122	300,427	330,772	-	52,100	382,872
Legal	114,090	153,425	152,000	127,000	-	-	127,000
Non-Departmental	242,848	256,382	269,865	282,365	-	-	282,365
Police	4,164,398	4,430,565	4,213,971	4,771,298	-	-	4,771,298
Municipal Court	346,487	470,460	400,206	311,384	-	-	311,384
Community Center	115,904	140,089	127,116	142,101	-	-	142,101
Fire Marshal	166,209	177,350	178,635	179,495	-	-	179,495
Fire	909,513	1,176,284	1,147,786	1,323,634	2,945	73,967	1,400,546
Emergency Management	10,264	14,520	14,520	14,520	-	-	14,520
Public Works Administration	45,508	48,254	45,799	47,200	-	-	47,200
Garage	70,423	127,824	112,846	126,311	-	-	126,311
Parks	295,169	320,639	316,438	317,466	-	60,000	377,466
Streets	605,773	894,734	911,429	866,840	-	-	866,840
Sanitation	1,685,892	2,045,000	1,853,110	1,954,000	-	-	1,954,000
Engineering and Planning	665,826	958,858	814,898	812,582	-	-	812,582
Facilities Maintenance	523,623	762,809	721,554	597,703	-	290,000	887,703
Total Expenditures	11,997,634	\$ 14,489,200	\$ 13,516,152	\$ 14,487,460	\$ 2,945	\$ 476,067	\$ 14,966,472
Net Income from Operations	2,886,168	\$ 396,583	\$ 1,617,870	\$ 372,145	\$ (2,945)	\$ (476,067)	\$ (106,867)
Other Sources/(Uses):							
Vehicle Replacement	(489,033)	\$ -	\$ -	\$ (89,000)	\$ -	\$ -	\$ (89,000)
Capital Projects/Outlay	(821,359)	(1,913,612)	(1,326,094)	(75,000)	-	(75,000)	(150,000)
Transfer to Capital Projects Fund	-	-	-	(2,152,000)	-	-	(2,152,000)
Transfer to Emp. Benefits Trust Fund	(1,632,788)	(1,846,468)	(1,846,468)	(1,463,198)	-	-	(1,463,198)
Total Other Sources/(Uses)	(2,943,180)	\$ (3,760,080)	\$ (3,172,562)	\$ (3,779,198)	\$ -	\$ (75,000)	\$ (3,854,198)
Revenues Over/(Under) Expenditures	(57,012)	\$ (3,363,496)	\$ (1,554,691)	\$ (3,407,053)	\$ (2,945)	\$ (551,067)	\$ (3,961,065)
Beginning Fund Balance	12,218,693	\$ 12,161,681	\$ 12,161,681	\$ 10,606,990			\$ 10,606,990
Ending Fund Balance	12,161,681	\$ 8,798,185	\$ 10,606,990	\$ 7,199,937	\$ (2,945)	\$ (551,067)	\$ 6,645,925
25% of Operating Expenses - Target	101%	61%	78%	50%			44%

General Fund Long-Term Financial Plan Based on FY 2011-2012 Adopted Budget

	FY2013	FY2014	FY2015	FY2016	FY2017
	Projection	Projection	Projection	Projection	Projection
Revenues:					
Property taxes	\$ 1,243,636.78	\$ 1,268,890.77	\$ 1,294,661.41	\$ 1,320,959.37	\$ 1,347,795.56
Sales taxes	7,221,500.00	7,293,715.00	7,366,652.15	7,440,318.67	7,514,721.86
Franchise taxes	1,193,049.00	1,228,840.47	1,265,705.68	1,303,676.85	1,342,787.16
Permits and licenses	262,347.50	264,970.98	267,620.68	270,296.89	272,999.86
Fines and warrants	909,840.00	928,036.80	946,597.54	965,529.49	984,840.08
Service fees	1,854,875.00	1,938,344.38	2,025,569.87	2,116,720.52	2,211,972.94
Transfers In	2,517,559.50	2,649,610.59	2,789,504.88	2,941,235.13	3,104,130.05
Contributions	191,920.00	141,320.00	107,660.00	57,000.00	57,000.00
Interest	400,000.00	400,000.00	350,000.00	225,000.00	200,000.00
Other	231,092.00	237,863.84	244,928.62	252,300.06	259,992.58
Total Revenues	\$ 16,025,819.78	\$ 16,351,592.83	\$ 16,658,900.83	\$ 16,893,036.98	\$ 17,296,240.09
Expenditures:					
City Manager's Office	\$ 419,682.85	\$ 435,458.35	\$ 451,856.15	\$ 468,900.89	\$ 486,618.19
Building Permits and Inspections	341,613.16	354,855.48	368,620.17	382,927.97	397,800.42
Mayor and Council	149,474.05	152,721.04	156,070.53	159,525.81	163,090.25
City Secretary	341,376.42	353,463.08	366,008.93	379,031.64	392,549.57
Human Resources	365,499.02	378,068.23	391,098.50	404,607.09	418,611.92
Finance	506,827.50	525,091.04	540,515.72	560,053.15	580,331.15
Information Systems	385,082.42	394,702.11	404,603.98	414,796.41	425,288.04
Legal	175,754.76	179,658.06	183,678.05	187,818.23	192,082.18
Non-Departmental	1,959,705.89	2,145,668.57	2,350,090.57	2,574,813.98	2,821,865.02
Police	4,477,551.73	4,652,914.24	4,835,291.26	5,024,963.36	5,222,222.35
Municipal Court	258,948.51	268,194.53	277,783.79	287,729.28	298,044.48
Community Center	145,987.27	151,824.52	157,973.09	164,465.69	171,341.37
Fire Marshal	219,744.84	226,636.13	233,790.21	241,217.28	248,927.96
Fire	1,352,881.04	1,399,362.67	1,447,553.56	1,497,518.59	1,549,325.17
Emergency Management	48,284.20	48,716.12	49,160.72	49,618.38	50,089.48
Public Works Administration	59,429.08	61,319.94	62,765.55	64,791.84	66,898.24
Garage	134,909.21	139,971.69	145,231.89	150,697.61	156,376.97
Parks	327,934.19	339,396.12	351,280.94	363,604.73	376,384.14
Streets	586,766.01	603,476.44	618,383.53	636,225.97	654,712.19
Sanitation	2,112,620.00	2,122,998.60	2,135,188.56	2,199,244.21	2,265,221.54
Engineering and Planning	850,429.17	880,903.07	912,506.07	945,280.68	979,271.08
Facilities Maintenance	604,115.22	622,145.81	640,716.09	659,842.52	679,542.08
Total Expenditures	\$ 15,824,616.52	\$ 16,437,545.82	\$ 17,080,167.86	\$ 17,817,675.34	\$ 18,596,593.79
Net Income from Operations	\$ 201,203.25	\$ (85,953.00)	\$ (421,267.04)	\$ (924,638.35)	\$ (1,300,353.70)
Other Sources/(Uses):					
Vehicle Replacement	\$ (488,730.00)	\$ (485,800.00)	\$ (474,371.00)	\$ (450,425.00)	\$ (436,570.00)
Capital Projects/Outlay	(806,400.00)	(350,000.00)		0.00	0.00
Transfer to Capital Projects Fund	0.00				
Transfer to Emp. Benefits Trust Fund	(1,609,517.80)				
Total Other Sources/(Uses)	\$ (2,904,647.80)	\$ (835,800.00)	\$ (474,371.00)	\$ (450,425.00)	\$ (436,570.00)
Revenues Over/(Under) Expenditures	\$ (2,703,444.55)	\$ (921,753.00)	\$ (895,638.04)	\$ (1,375,063.35)	\$ (1,736,923.70)
Beginning Fund Balance	\$ 6,645,924.80	\$ 3,942,480.25	\$ 3,020,727.26	\$ 2,125,089.22	\$ 750,025.87
Ending Fund Balance	\$ 3,942,480.25	\$ 3,020,727.26	\$ 2,125,089.22	\$ 750,025.87	\$ (986,897.84)
25% of Operating Expenses - Target	25%	18%	12%	4%	-5%

Enterprise Fund Long-Term Financial Plan Based on FY 2011-2012 Adopted Budget

	FY2010	FY2011	FY2011	FY2012	Recurring	Non-Recur.	FY2012
	Actuals	Current Budget	FY2011 Projections	Adjusted Base Budget	Supplemental	Supplemental	Total Adopted Budget
Operating Revenues:							
Water sales	\$ 3,985,230	\$ 4,149,510	\$ 4,500,250	\$ 4,250,000	\$ -	\$ -	\$ 4,250,000
Sewer sales	2,233,364	2,354,360	2,315,000	2,350,000	-	-	2,350,000
Gas sales	4,011,635	4,183,295	3,885,000	3,675,000	-	-	3,675,000
Tap fees	73,309	59,505	78,555	74,500	-	-	74,500
Reconnect fees	26,821	33,165	20,000	20,000	-	-	20,000
Interest	89,263	115,275	50,000	50,000	-	-	50,000
Other*	850,936	845,300	851,600	850,250	-	-	850,250
Transfers	-	-	-	-	-	-	-
Total Operating Revenues	\$ 11,270,559	\$ 11,740,410	\$ 11,700,405	\$ 11,269,750	\$ -	\$ -	\$ 11,269,750
Expenses:							
Enterprise Administration	\$ 277,289	\$ 277,048	\$ 274,471	\$ 282,809	\$ -	\$ -	\$ 282,809
Utility Billing	278,345	286,308	277,934	286,519	-	-	286,519
Water	2,131,742	1,809,942	2,542,822	2,365,591	-	-	2,365,591
Wastewater	1,121,725	1,866,683	1,178,074	1,444,841	-	-	1,444,841
Gas	2,363,527	2,374,778	2,415,790	2,400,530	-	-	2,400,530
Administrative Transfer to General Fund	2,260,134	2,393,458	2,393,458	1,860,931	-	-	1,860,931
Total Operating Expenses	\$ 8,432,763	\$ 9,008,217	\$ 9,082,549	\$ 8,641,221	\$ -	\$ -	\$ 8,641,221
Net Revenue Available for Debt	\$ 2,837,795	\$ 2,732,193	\$ 2,617,856	\$ 2,628,529	\$ -	\$ -	\$ 2,628,529
Debt Service							
Revenue Bonds	\$ 161,402	\$ 537,966	\$ 537,966	\$ 538,832	\$ -	\$ -	\$ 538,832
Certificates of Obligation	349,297	922,569	922,569	848,772	-	-	848,772
Fiscal Fees	2,154	10,000	10,000	10,000	-	-	10,000
Total Debt Service	\$ 512,853	\$ 1,470,535	\$ 1,470,535	\$ 1,397,604	\$ -	\$ -	\$ 1,397,604
Non-Operating Revenues (expenses)							
Proceeds from debt	-	-	-	-	-	-	-
Vehicle replacement	(121,510)	(43,827)	(43,827)	(44,000)	-	-	(44,000)
Capital outlay	(778)	(1,203,000)	(1,108,828)	-	-	(947,480)	(947,480)
Short Term Financing	-	-	-	-	-	-	-
Transfer to Capital Project fund	-	-	-	(2,223,860)	-	-	(2,223,860)
Transfer to Emp. Benefits Trust Fund	-	-	-	(413,910)	-	-	(413,910)
Total Non-Operating Revenue	\$ (122,288)	\$ (1,246,827)	\$ (1,152,655)	\$ (2,681,770)	\$ -	\$ (947,480)	\$ (3,629,250)
Net Income (Excluding Depr.)	\$ 2,202,654	\$ 14,831	\$ (5,334)	\$ (1,450,844)	\$ -	\$ (947,480)	\$ (2,398,324)
Beginning Fund Balance	\$ 12,319,764	\$ 14,522,418	\$ 14,522,418	\$ 14,517,084			\$ 14,517,084
Ending Fund Balance	\$ 14,522,418	\$ 14,537,249	\$ 14,517,084	\$ 13,066,240	\$ -	\$ (947,480)	\$ 12,118,760
Fund Balance as % of Operating Costs		161.4%	159.8%	151.2%			140.2%
Debt Coverage on Total Debt			179.2%	189.4%			189.4%

Enterprise Fund Long-Term Financial Plan Based on FY 2011-2012 Adopted Budget

	FY2013 Projection	FY2014 Projection	FY2015 Projection	FY2016 Projection	FY2017 Projection
Operating Revenues:					
Water sales	\$ 4,356,250	\$ 4,530,500	\$ 4,711,720	\$ 4,829,513	\$ 4,950,251
Sewer sales	2,408,750	2,505,100	2,605,304	2,670,437	2,737,198
Gas sales	3,766,875	3,917,550	4,074,252	4,176,108	4,280,511
Tap fees	78,225	82,136	86,243	137,000	137,000
Reconnect fees	20,500	21,013	21,538	22,076	22,628
Interest	300,000	100,000	50,000	50,000	50,000
Other*	853,506	856,844	860,265	863,772	867,366
Transfers					
Total Operating Revenues	\$ 11,784,106	\$ 12,013,143	\$ 12,409,322	\$ 12,748,906	\$ 13,044,953
Expenses:					
Enterprise Administration	\$ 306,155	\$ 315,645	\$ 325,465	\$ 335,625	\$ 346,138
Utility Billing	286,519	314,141	323,243	332,656	342,388
Water	2,377,082	2,442,827	2,510,573	2,580,383	2,652,319
Wastewater	1,376,825	1,407,810	1,439,796	1,472,815	1,506,901
Gas	2,522,356	2,637,691	2,758,574	2,885,276	3,018,081
Administrative Transfer to General Fund	2,311,462	2,443,014	2,583,028	2,735,349	2,899,489
Total Operating Expenses	\$ 9,180,399	\$ 9,561,128	\$ 9,940,680	\$ 10,342,104	\$ 10,765,316
Net Revenue Available for Debt	\$ 2,603,708	\$ 2,452,014	\$ 2,468,642	\$ 2,406,802	\$ 2,279,638
Debt Service					
Revenue Bonds	\$ 538,751	\$ 542,705	\$ 545,568	\$ 542,295	\$ 542,973
Certificates of Obligation	818,197	793,582	765,215	737,529	705,904
Fiscal Fees	10,000	10,000	10,000	10,000	10,000
Total Debt Service	\$ 1,366,948	\$ 1,346,287	\$ 1,320,783	\$ 1,289,824	\$ 1,258,877
Non-Operating Revenues (expenses)					
Proceeds from debt	-	-	-	-	-
Vehicle replacement	(119,080)	(119,080)	(119,080)	(115,257)	(103,839)
Capital outlay	(935,600)	(930,000)	(1,098,542)	-	-
Short Term Financing					
Transfer to Capital Project fund					
Transfer to Emp. Benefits Trust Fund					
Total Non-Operating Revenue	\$ (1,054,680)	\$ (1,049,080)	\$ (1,217,622)	\$ (115,257)	\$ (103,839)
Net Income (Excluding Depr.)	\$ 182,080	\$ 56,647	\$ (69,763)	\$ 1,001,721	\$ 916,922
Beginning Fund Balance	\$ 12,118,760	\$ 12,300,840	\$ 12,357,487	\$ 12,287,724	\$ 13,289,445
Ending Fund Balance	\$ 12,300,840	\$ 12,357,487	\$ 12,287,724	\$ 13,289,445	\$ 14,206,367
Fund Balance as % of Operating Costs	134.0%	129.2%	123.6%	128.5%	132.0%
Debt Coverage on Total Debt	191.9%	183.5%	188.3%	188.1%	182.5%

Debt Service Fund Long-Term Financial Plan Based on FY 2011-2012 Adopted Budget

	FY2010 Actual	FY2011 Current Budget	FY 2011 Projections	FY2012 Adopted Budget
Revenues:				
Current taxes	\$ 1,464,952	\$ 1,493,423	\$ 1,530,250	\$ 2,582,550
Delinquent taxes	35,358	33,000	38,500	38,500
Penalty and interest	20,585	19,000	19,000	19,000
Interest	2,604	15,000	2,500	2,500
Other	12,067	-	-	-
Total Revenues	\$ 1,535,567	\$ 1,560,423	\$ 1,590,250	\$ 2,642,550
Expenditures:				
Principal	\$ 1,087,060	\$ 1,165,500	\$ 1,195,500	\$ 1,131,250
Interest	659,983	612,036	557,030	911,065
Lease Payment- Fire Truck	-	-	-	88,719
	-	-	-	-
Fees	58,231	8,000	8,000	9,000
Total Expenditures	\$ 1,805,274	\$ 1,785,536	\$ 1,760,530	\$ 2,140,034
Other Sources/(Uses):				
Transfers	-	-	-	-
Total Other Sources/(Uses)	-	-	-	-
Revenues Over/(Under) Expenditures	\$ (269,707)	\$ (225,113)	\$ (170,280)	\$ 502,516
Beginning Fund Balance	\$ 1,195,663	\$ 925,956	\$ 925,956	\$ 755,676
Ending Fund Balance	\$ 925,956	\$ 700,843	\$ 755,676	\$ 1,258,191
Ending FB as % of Next Year's Debt Service Requirement	53%	33%	35%	59%

Debt Service Fund Long-Term Financial Plan Based on FY 2011-2012 Adopted Budget

FY 2013 Projected	FY 2014 Projected	FY 2015 Projected	FY 2016 Projected	FY 2017 Projected
\$ 2,634,201	\$ 2,686,885	\$ 2,740,623	\$ 2,795,435	\$ 2,851,344
33,000	33,000	33,000	33,000	33,000
19,000	19,000	19,000	19,000	19,000
15,000	15,000	15,000	15,000	15,000
\$ 2,701,201	\$ 2,753,885	\$ 2,807,623	\$ 2,862,435	\$ 2,918,344
\$ 1,897,500	\$ 1,919,750	\$ 1,948,000	\$ 1,956,750	\$ 1,978,250
965,107	895,393	829,719	767,117	702,234
88,719	88,719	88,719	88,719	88,719
8,000	8,000	8,000	8,000	8,000
\$ 2,959,326	\$ 2,911,862	\$ 2,874,438	\$ 2,820,586	\$ 2,777,203
\$ (258,125)	\$ (157,977)	\$ (66,816)	\$ 41,849	\$ 141,141
1,258,191	\$ 607,563	\$ 575,455	\$ 593,675	\$ 652,822
\$ 1,000,066	\$ 449,586	\$ 508,639	\$ 635,524	\$ 793,963
34%	15%	18%	23%	29%

Appendix F Glossary of Terms

A

Accounts Payables - A liability account reflecting amount of open accounts owing to private persons or organizations for goods and services received by a government (but not including amount due to other funds of the same government or to other governments).

Accounts Receivable - An asset account reflecting amounts owing to open accounts from private person or organizations for goods or services furnished by a government.

Accrual Accounting – Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

Ad Valorem – Latin for “value of”. Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

Amortization – Payment of principal plus interest over a fixed period of time.

Appropriation – A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

Arbitrage – The interest earnings derived from invested bond proceeds or debt service fund balances.

Assessed Valuation – A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assets – Resources owned by the City which have monetary value.

B

Balance Sheet – The basic financial statement, which discloses the assets, liability and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

Balanced Budget – Annual financial plan in which expenses do not exceed revenues.

Bond – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

Budget – A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

Budget Adjustment – A request submitted for additional funding in departmental budgets for new or existing programs or services.

C

Capital Outlays – Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$20,000.

Certificate of Obligations (CO's) – Similar to general obligation bonds except the certificates require no voter approval.

Contractual Services – The costs related to services performed for the City by individuals, business or utilities.

Cost – The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

Current Asset – Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and taxes receivables which will be collected within one year.

Current Liabilities – Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

D

Debt Service/ Lease – A cost category which typically reflects the repayment of short-term (less than 5 years) debt associated with the acquisition of capital equipment. Category also includes department contribution to the Capital Replacement Fund.

Delinquent Taxes – Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

Department – An organizational unit of the City which is responsible for overall management of a group of related major governmental functions, such as Public Works.

Depreciation – Change in the value of assets (equipment, buildings, etc. with a useful life greater than one year) due to use of the assets.

E

Effective Tax Rate – When compared to the same property, the tax rate which produces the same effect in terms of the total amount of taxes compared to the prior year.

Encumbrances – Commitments related to unperformed contracts for goods and services

used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

ETJ – An acronym meaning extra-territorial jurisdiction. This is an area outside of city limits that could be become an incorporated area of the city.

Exempt – Personnel not eligible to receive overtime pay and who expected to put in whatever hours are necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

Expanded Level of Service – A request of additional funding for a service or program that will increase operational efficiency or significantly increase the quality or scope of a service.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or

future use of net current assets, debt service, and capital outlays.

F

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which government determines its financial position and the results of its operations. The City of Tomball's fiscal year begins October 1st and ends the following September 30th. The term FY 2010 denotes the fiscal year beginning October 1st, 2009 and ending September 30th, 2010.

FTE – Acronym for full time equivalent, a measurement of staffing. One FTE is a 40 hours per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be ½ FTE.

Fixed Assets – Assets of a long term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

Franchise – A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Franchise Tax – A tax levied by the City on the utility companies, such as electricity, telephone, cable television, and natural gas.

Fund - A fiscal and accounting entity with a self-balanced set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance – The difference between governmental fund assets and liabilities also referred to as fund equity.

G

GASB – Acronym for Governmental Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

General Obligation Bonds – Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the City of Tomball pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

Governmental Funds – Those funds through which most governmental functions are typically financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds

(General, Special Revenue, Capital Projects, and Debt Service Funds).

L

Levy – The City Council has the authority to impose or collect taxes, special assessments, or service charges.

Liability – Debt or other legal obligations arising out of transactions in the past which must be liquidated renewed or refunded at some future date. This term does not include encumbrances.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

M

Maintenance – The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

Maintenance Project – A project that needs additional funding in order to maintain the upkeep of physical property.

Modified Accrual Accounting – Accounting system in which revenues are recognized and recorded in the accounts when they are measurable, available and collectible in the fiscal year.

N

Non-Exempt – Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

O

Operating Budget – The portion of the budget that pertains to daily operations which provides basic governmental services within a set period of time. The operating budget contains appropriations for such expenditures as personnel, commodities and contractual services.

Operating Expenditure – Expenditure on an existing item of property or equipment that is not a capital expenditure.

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

P

Proprietary Fund – Operation that operates like a private commercial operation, in which services

are financed through user charges and expenditures include the full cost of operations.

Property Tax – Ad Valorem taxes levied on both real and personal property, according to the assessed valuation and the tax rate.

Purchase Order (PO) – A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

R

Revenues – In governmental fund type net current assets for other than expenditures refunds and residual equity transfers.

Revenue Estimate – A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.

ROW – Acronym for right-of-way.

S

Source of Revenue – The classification of revenues according to their source or point of origin.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund – A fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Supplies – A cost category for minor items (individually priced at less than \$5,000) required by departments to conduct their operations.

T

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TCEQ – Acronym for Texas Commission on Environmental Quality, a state agency responsible for enforcing federal and state environmental laws.

TxDOT - An acronym for Texas Department of Transportation.

W

Working Capital – The amount of current assets which exceeds current liabilities.

Appendix G Acronyms

C

CAFR: Comprehensive Annual Financial Report

CIP: Capital Improvement Program

CO: Certificates of Obligation

E

ETJ: Extra-Territorial Jurisdiction.

F

FY: Fiscal Year

FTE: Full-time equivalent

G

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GFOA: Government Finance Officers Association of the United States and Canada

GIS: Geographical Information System

P

PO: Purchase Order

R

ROW: Right-of-way

S

SETH: Southeast Texas Housing Finance Corporation

T

TCEQ: Texas Commission on Environmental Quality

TMRS: Texas Municipal Retirement System

TxDOT: Texas Department of Transportation