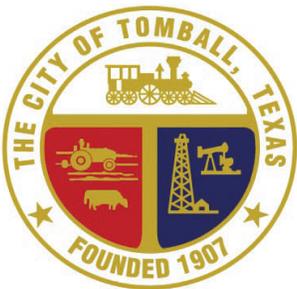


# City of Tomball Texas



**Annual Budget**  
**October 1, 2012 to September 30, 2013**



## How to Read this Document

### Welcome!

You are holding the published City of Tomball, Texas budget for the fiscal year beginning October 1, 2012 and ending September 30, 2013. 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 2013 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 2013 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 2011 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2012. 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 2013 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**  
**Council 2**

Elected June 2009  
Serving 2nd Term  
mstoll@ci.tomball.tx.us



**Rick Brown**  
**Mayor Pro-Tem Council 3**

Elected May 2010  
Serving 1st Term  
rbrown@ci.tomball.tx.us



**Preston L. Dodson**  
**Council 5**

Elected August 2010  
Serving 1st 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 2nd 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, 2011**

*Linda C. Danton* *Jeffrey R. Enos*

President

Executive Director

**CITY OF TOMBALL  
CITY MANAGER’S PROPOSED BUDGET  
FISCAL YEAR 2012-2013**

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# City of Tomball

Gretchen Fagan  
Mayor

George Shackelford  
City Manager

September 30, 2012

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 2012-2013 (FY2013) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on August 20, 2012. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	FY 2011-2012 (FY2012) <u>ADOPTED BUDGET</u>	FY 2012-2013 (FY2013) <u>ADOPTED BUDGET</u>
General Fund	\$ 18,820,670	\$ 17,424,325
Enterprise Fund	13,668,075	12,371,868
Internal Service Fund	2,018,042	2,310,511
Debt Service Fund	2,140,034	2,747,764
Special Revenue Funds	742,403	1,742,771
Capital Projects Fund	<u>4,375,860</u>	<u>1,173,860</u>
Total Authorized Operations	\$ 41,765,084	\$ 37,771,099

The FY2013 budget represents a decrease of \$6,559,622 or 15.71% decrease 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, while continuing to provide quality services.

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.

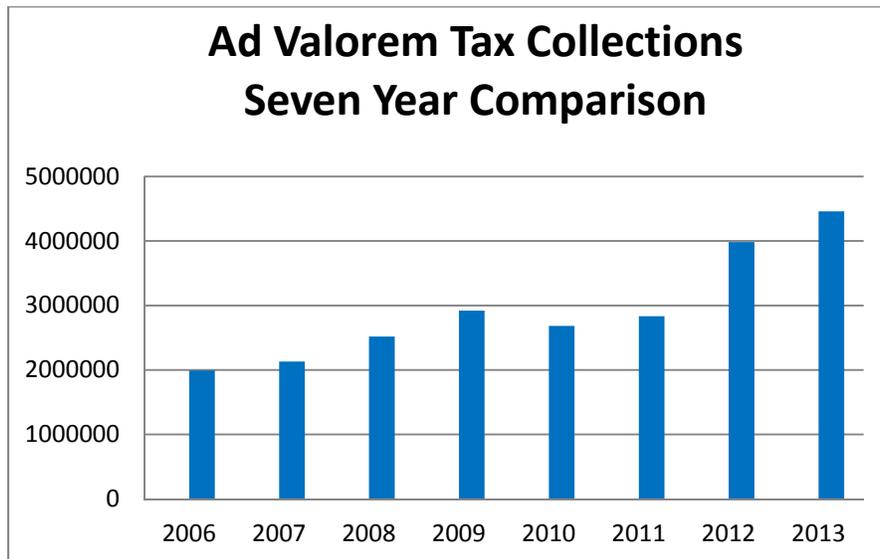
### Resources Derived through Taxation

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, City Council approved a \$0.09 cent increase to \$0.23 cents in the Debt Service tax rate.

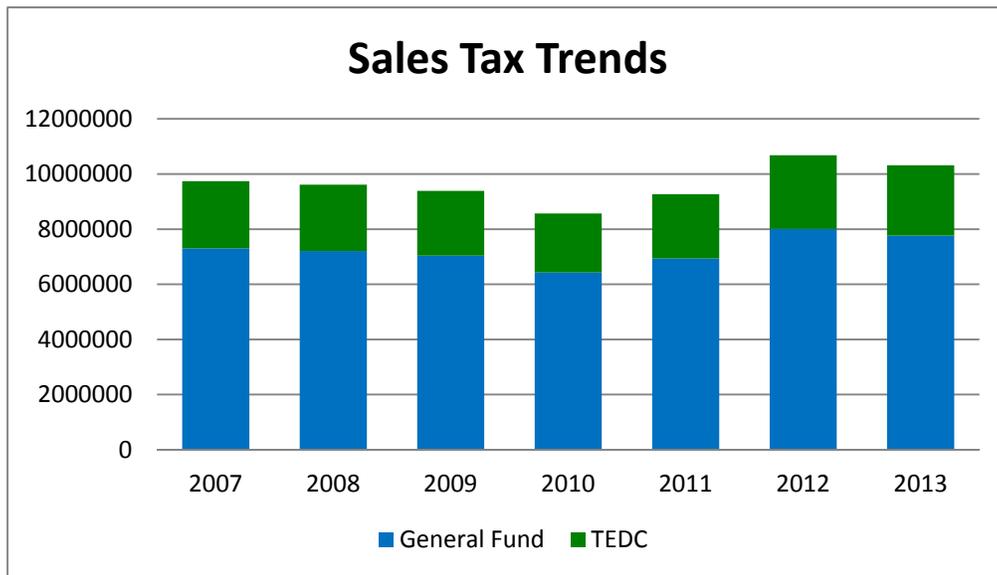
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property 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 FY2013, 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 FY2013.



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 FY2012, the City experienced an increase of 15.50% 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 \$7.7 million for the City’s General Fund and \$2.5 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 FY2013 is \$11.2 million. Listed below are major sources of revenues received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2013 Resources</u>
Water Production and Distribution	\$ 4,650,000
Wastewater Collection & Treatment	2,400,000
Gas Sales	3,200,000
Solid Waste Collection	2,000,000

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 Fees are projected to remain relatively the same as last year and the City expects to receive \$1.2 million from this revenue source in FY2013.

### **Other Resources**

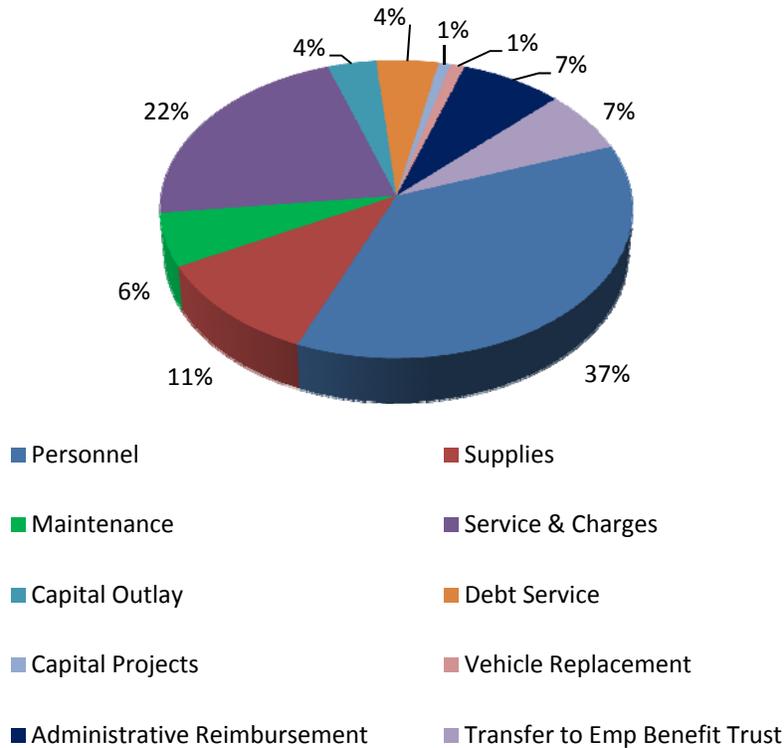
Two other critical resources for the City of Tomball are Licenses & Permits and Fines & Forfeits. Licenses and Permits are projected to be up from the FY2012 budget due to increased development within the City. Several new construction projects were completed during FY2012 and more are expected during FY2013. Fines and Forfeits are projected to remain in line with the FY2012 estimates.

A final, important resource is the earnings on investments. Investment earnings are expected to continue to decline in FY2013. 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 \$111,850 during FY2013. The projection of this resource is based on a cash flow analysis and a conservative interest earnings yield based on current economic conditions. Transfers to the Capital Projects Fund in 2012-2013 will not be large enough to impact investment revenues because of the low interest rates.

### **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 2012-2013



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 37% 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 \$1.3 million.

The Capital Outlay category includes major capital improvements projects totaling \$1.17 million. There are a detailed listing of these projects included in the budget. Additionally, there is a separate Capital Projects Fund, which accounts for current and future capital projects. The proceeds from the \$14.5 million Certificates of Obligation were recorded in this fund.

The Supplies category of \$3.2 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 \$6.4 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 \$400,000. Major medical health coverage contracts have been renewed for FY2013 with small increases in the major medical rates and decreases in premiums for dental, vision, and life insurance policies.

### **Personnel Changes**

In planning for staff levels for FY2013, two full-time equivalent positions were removed. These removed positions are reflected on the "Staffing" page.

Additional positions funded in this year's budget are the conversion of one part-time employee in Human Resources to full-time status and the conversion of one part-time employee in Community Events to full-time status.

## **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 FY2013 includes cash funding of \$1,173,860 in capital improvement projects. As mentioned previously, the proceeds from the \$14.5 million Certificates of Obligation 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 are accounted for in the new Capital Projects Fund.

## **GENERAL FUND OVERVIEW**

The ending fund balance in the General Fund for 2011-2012 is projected to be \$9,117,289 which is \$1,281,746 more than was originally budgeted. Revenues for 2011-2012 are projected to come in at \$16,229,972 or 9.22% more than budget. This is primarily due to service fees and sales taxes coming in ahead of budget. Revenues for 2012-2013 are projected to be \$16,356,684, an increase of 10% more than revenues budgeted for 2011-2012.

Operating expenditures for 2011-2012 are projected to be \$433,386 less than budget. This is primarily due to some position vacancies, the cost of fuel dropping below what was originally projected, and departments continuing to closely monitor their budgets.

Projected ending fund balance for 2012-13 is \$8,049,648, which represents 52% of operating expenditures. Proposed expenditures are \$15,549,756, which is \$583,284 more or 3.89% 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 FY2013 have increased by 18.56%. This increase is the result of the Tomball Regional Hospital becoming taxable after its purchase along with other new commercial properties being added to the tax roll. Residential values remain relatively unchanged.

A total tax rate of \$ 0.341455 is proposed for 2012-2013 which consists of a rate of \$ 0.1455 for the General Fund and \$ 0.2300 for the Debt Service Fund. This is the same tax rate as last year.

## **ENTERPRISE FUND OVERVIEW**

The FY2013 ending fund balance in the Enterprise Fund is projected to be \$14,885,982, which is 161.1% of total operating expenses. This accumulation of working capital will be used to fund future infrastructure repairs, maintenance, and expansion.

Revenues for FY2013 are projected to be \$11,212,700. Operating expenses for FY2013, including debt and capital, are projected to be \$12,371,868.

The Enterprise Fund maintains a very strong ending fund balance which provides 145.3% of operating system debt. These numbers help the City maintain its strong bond rating of AA- from Standard & Poor's.

The water, sewer, gas, and waste disposal rate structures will remain the same for residential and commercial customers for FY2013.

## **DEBT SERVICE FUND OVERVIEW**

The ending fund balance in the Debt Service Fund for 2012 is estimated to be \$1,259,454, which is more than budget because of the savings generated by the Series 2011 Refunding Bonds. The ending fund balance for FY 2013 is an estimated \$1,539,090 and represents a reserve balance that is 56% higher than the debt service expenditures required for FY 2013. The City's policy for debt service reserves is 25% of the next year's debt service requirement. Our high reserve levels are required by Standard & Poor's and Moody's to maintain our credit rating.

The City services debt in both the Debt Service Fund and the Enterprise Fund. The Debt Service Fund accounts for Debt that will be repaid with tax dollars. The Enterprise Fund accounts for Debt that will be repaid with user fees or what is called Revenue Bonds. The only "coverage" requirement is that required by City policy, which is the 25%.

## **HOTEL OCCUPANCY TAX FUND OVERVIEW**

The new Marketing Director has done a tremendous job in creating signature events for Tomball. We believe that expenditures from the Hotel Motel Tax Fund are providing more impact for the tourism industry as well as the business community. Funding for many events are provided in the proposed budget as well \$30,000 available for grants from outside entities. With the proposed expenditures increased in the budget, a strong fund balance of \$268,375 is projected for the end of FY 2013.

## **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 FY2013 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 in both 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 FY2013 premiums are projected to be in line with the previous year. In addition, no substantial changes in worker's compensation, general liability, property, or auto premiums are expected.

## **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, 2012.

Additionally, the City of Tomball received the "Gold Transparency Award" from the Texas Comptroller's Office this year. This is a major accomplishment for both the Finance Department and the City.

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 for their in-depth review of the budget documents and participation in 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,

A handwritten signature in black ink, appearing to be 'G. Shackelford', enclosed within a circular scribble.

George T. Shackelford  
City Manager

A handwritten signature in blue ink, appearing to be 'Glenn Windsor', written in a cursive style.

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 2012-13 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

	2012	2013
<b>Harris County</b>		
Market Value	\$ 152,950	\$ 149,159
Homestead Exemptions	20%	20%
Taxable Value	\$ 122,360	\$ 119,327
Tax Rate/ \$100	0.39117	0.39401
Tax Levy	\$ 478.64	\$ 470.16
<b>Tomball ISD</b>		
Market Value	\$ 152,950	\$ 149,159
Homestead Exemptions	(15,000)	(15,000)
Taxable Value	\$ 137,950	\$ 134,159
Tax Rate/ \$100	1.36	1.36
Tax Levy	\$ 1,876.12	\$ 1,824.56
<b>City of Tomball</b>		
Market Value	\$ 152,950	\$ 149,159
Homestead Exemptions	23120	23968
Taxable Value	\$ 129,830	\$ 125,191
Tax Rate/ \$100	0.341455	0.341455
Tax Levy	\$ 443.31	\$ 427.47
<b>TOTAL TAX LEVY</b>	<b>\$ 2798.07</b>	<b>\$ 2722.19</b>

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

## PROPERTY TAX CALCULATION AND DISTRIBUTION

### 2012 Certified Tax Roll & Levy

Assessed Valuation (100%)	\$ 1,309,654,991
Rate Per \$100	\$ 0.341455
Total Tax Levy	\$ 4,471,882
Percent of Current Tax Collection	98%
Estimated Current Tax Collections	\$ 4,382,445

### Summary of Tax Collections

Current Tax	\$ 4,382,445
Delinquent Tax	60,000
Penalty and Interest	40,000
Total 2010-2011 Tax Collections	<u>\$ 4,482,445</u>

### Proposed Distribution:

	Tax Rate*	% of Total	Amount
<b>General Fund:</b>			
Current Tax			\$ 1,430,482
Delinquent Tax			25,000
Penalty and Interest			15,000
Total General Fund	<u>\$ 0.111455</u>	<u>32.64%</u>	<u>\$ 1,470,482</u>
<b>Debt Service Fund:</b>			
Current Tax			\$ 2,951,962
Delinquent Tax			35,000
Penalty and Interest			25,000
Total Debt Service Fund	<u>\$ 0.230000</u>	<u>67.36%</u>	<u>\$ 3,011,962</u>
<b>TOTAL DISTRIBUTION</b>	<u><u>\$ 0.341455</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 4,482,445</u></u>

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

## MUNICIPAL TAX RATE COMPARISON

	FY 2012-13 Proposed Tax Rate*
Jersey Village	0.742500
Missouri City	0.544800
Spring Valley	0.539760
Rosenberg	0.510000
Magnolia	0.481400
Conroe	0.420000
Dickinson	0.408600
Huntsville	0.420600
Shenandoah	0.323700
<b>Tomball</b>	<b>0.341455</b>
Webster	0.285280
Humble	0.200000

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

## Staffing

						Difference*
	2009	2010	2011	2012	2013	2013-2012
<b>General Fund</b>						
City Hall Administration						-
City Manager's Office	3.50	3.00	3.00	3.00	2.00	(1.00)
City Secretary's Office	4.50	4.50	4.50	4.50	4.50	-
Human Resources	2.00	2.00	2.00	2.50	3.00	0.50
Finance	5.00	5.00	5.00	5.00	5.00	-
Information Systems	-	-	-	1.00	3.00	2.00
Legal	-	-	-	-	-	-
Non Departmental	-	-	-	-	-	-
Building Permits and Inspections	5.00	5.00	5.00	5.00	5.00	-
Police	55.00	55.00	57.00	59.00	58.00	(1.00)
Fire Department	12.00	12.00	14.00	16.00	16.00	-
Fire Marshal's Office	2.00	2.00	2.00	2.00	2.00	-
Emergency Management	-	-	-	-	-	-
Municipal Court	5.00	5.00	5.50	4.50	4.50	-
Public Works Administration	1.00	1.00	1.00	1.00	1.00	-
Engineering and Planning	7.00	7.00	7.00	7.00	6.00	(1.00)
Facilities Maintenance	1.00	1.00	1.00	1.00	2.00	1.00
Garage	1.00	1.00	2.00	2.00	2.00	-
Streets	8.20	8.20	8.20	8.20	7.20	(1.00)
Parks	5.20	5.20	5.20	5.20	5.20	-
Community Center	3.00	3.00	3.00	3.00	3.00	-
<b>Total General Fund</b>	<b>120.40</b>	<b>119.90</b>	<b>125.40</b>	<b>129.90</b>	<b>129.40</b>	<b>(0.50)</b>
<b>Enterprise Fund</b>						
Utilities Administration	3.00	3.00	3.00	3.00	3.00	-
Utility Billing	7.00	6.00	6.00	6.00	5.00	(1.00)
Water	6.20	7.20	7.20	7.20	7.20	-
Wastewater	10.20	10.20	10.20	10.20	10.20	-
Gas	6.20	6.20	6.20	6.20	6.20	-
<b>Total Enterprise Fund</b>	<b>32.60</b>	<b>32.60</b>	<b>32.60</b>	<b>32.60</b>	<b>31.60</b>	<b>(1.00)</b>
<b>Special Revenue Funds</b>	<b>0.00</b>	<b>0.50</b>	<b>3.00</b>	<b>2.50</b>	<b>3.00</b>	<b>0.50</b>
<b>Total All Funds</b>	<b>153.00</b>	<b>153.00</b>	<b>161.00</b>	<b>165.00</b>	<b>164.00</b>	<b>(1.00)</b>

\*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.

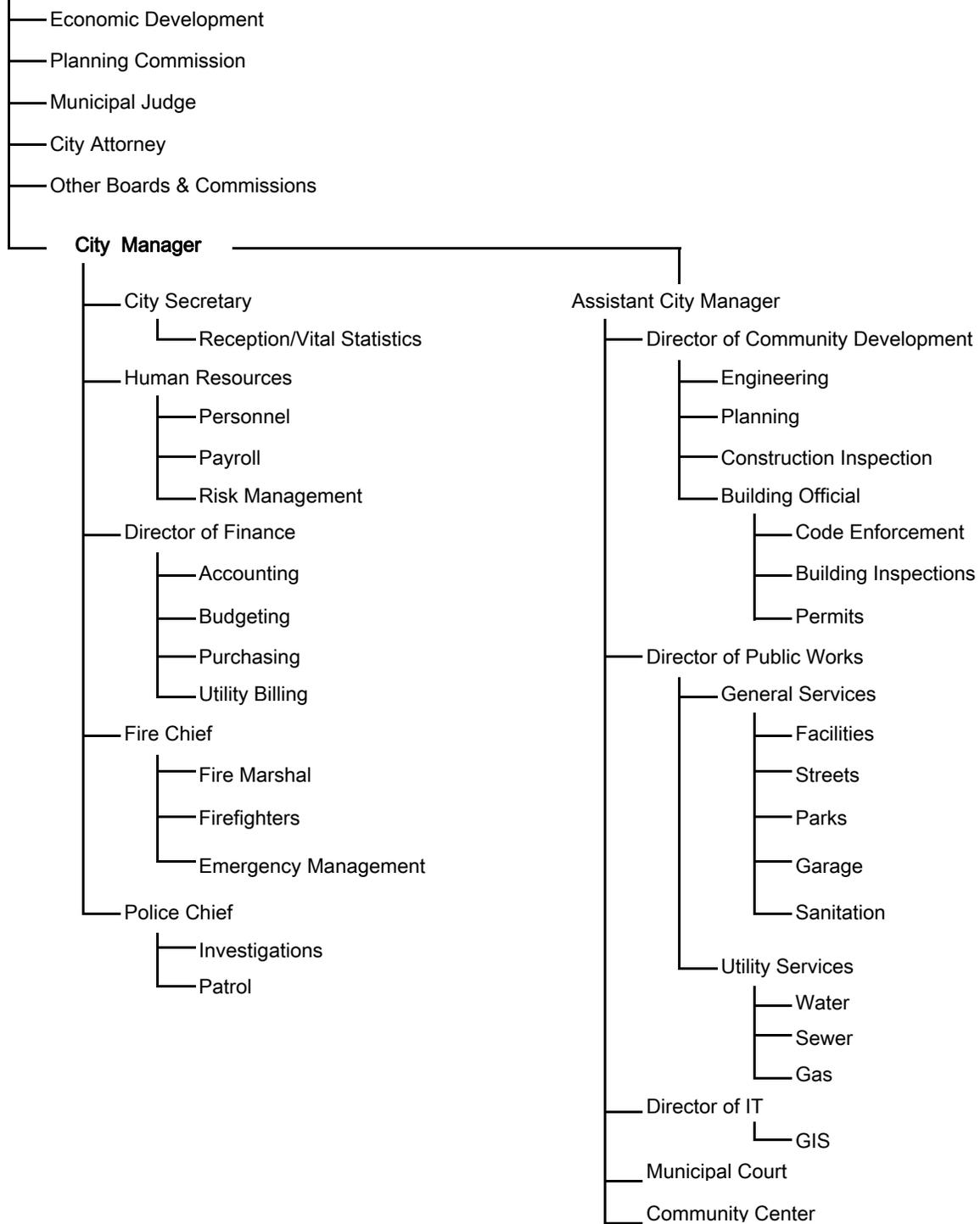
### For the 2012-2013 Budget

CMO	Removed Asst to CM	-1
HR	Upgrade PT HR generalist to FT	0.5
IS	Added GIS and IT Specialist	2
Police	Moved Information Tech to Information Systems	-1
Streets	Moved Serviceperson to Facilities	-1
Facilities	Moved Serviceperson from Streets	1
Eng & Planning	Moved GIS to Information Systems	-1
Utility Billing	Removed Customer Service Specialist	-1
Special Rev Funds	Upgraded PT Community Events to FT	0.5
		<u>-1</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 2012-2013 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 2013 Adopted Budget
<b>Revenues:</b>								
Property taxes	\$ 1,475,000		\$ 3,024,900					4,499,900
Sales taxes	7,765,000	350,000						8,115,000
Franchise taxes	1,200,950							1,200,950
Permits and licenses	300,800							300,800
Fines and warrants	832,000	343,000						1,175,000
Service fees	2,000,000			10,350,000				12,350,000
Transfers In	2,246,221				316,700	1,993,811	664,309	5,221,041
Contributions/Grants	233,883	613,000						846,883
Other	257,830	21,050		814,700				1,093,580
Interest	45,000	2,150	2,500	48,000	2,000	200	12,000	111,850
<b>Total Revenues</b>	<b>\$ 16,356,684</b>	<b>\$ 1,329,200</b>	<b>\$ 3,027,400</b>	<b>\$ 11,212,700</b>	<b>\$ 318,700</b>	<b>\$ 1,994,011</b>	<b>\$ 676,309</b>	<b>\$ 34,915,004</b>
<b>Expenditures:</b>								
General Government	3,414,368	35,000	-			1,993,811		5,443,179
Public Safety	7,177,276	1,291,502	-	-		-		8,468,778
Public Works	3,809,490		-	-		-		3,809,490
Engineering and Planning	634,992		-	-		-		634,992
Parks and Recreation	513,630	5,350	-	-		-		518,980
Tourism & Arts	-	410,919	-	-		-		410,919
Utilities	-	-	-	6,995,037		-		6,995,037
Capital Projects/Outlay	104,360	-	-	968,234	316,700	-	1,173,860	2,563,154
Debt Service	-	-	2,747,764	1,366,948		-		4,114,712
<b>Total Expenditures</b>	<b>\$ 15,654,116</b>	<b>\$ 1,742,771</b>	<b>\$ 2,747,764</b>	<b>\$ 9,330,219</b>	<b>\$ 316,700</b>	<b>\$ 1,993,811</b>	<b>\$ 1,173,860</b>	<b>\$ 32,959,241</b>
<b>Other Sources (Uses):</b>								
Transfers	(1,770,209)	-	-	(3,041,649)		-		(4,811,858)
Debt Proceeds	-	-	-	-		-		-
<b>Total Other Sources (Uses)</b>	<b>\$ (1,770,209)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,041,649)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,811,858)</b>
<b>Revenues Over (Under)</b>								
<b>Expenditures</b>	<b>\$ (1,067,641)</b>	<b>\$ (413,571)</b>	<b>\$ 279,636</b>	<b>\$ (1,159,168)</b>	<b>\$ 2,000</b>	<b>\$ 200</b>	<b>\$ (497,551)</b>	<b>\$ (2,856,095)</b>
<b>Beginning Fund Balance</b>	<b>\$ 9,117,289</b>	<b>\$ 1,340,574</b>	<b>\$ 1,259,454</b>	<b>\$ 16,045,149</b>	<b>\$ 1,953,676</b>	<b>\$ 556,247</b>	<b>\$ 15,372,571</b>	<b>\$ 45,644,960</b>
<b>Ending Fund Balance</b>	<b>\$ 8,049,648</b>	<b>\$ 927,003</b>	<b>\$ 1,539,090</b>	<b>\$ 14,885,981</b>	<b>\$ 1,955,676</b>	<b>\$ 556,447</b>	<b>\$ 14,875,020</b>	<b>\$ 42,788,865</b>
Proposed Reserve Level	52%	53%	56%	161%	0%	28%	0%	141%

# Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures  
and Changes in Fund Balance- All Funds  
City Manager 2012-2013 Adopted Budget

Consolidated		
All Funds FY 2011 Actuals	All Funds FY 2012 Budget	All Funds FY 2012 Projections
7,524,800	15,049,600	27,074,300
8,465,000	16,580,000	33,160,000
1,200,950	2,401,900	4,803,800
300,800	601,600	1,203,200
1,518,000	2,693,000	5,386,000
22,700,000	45,400,000	90,800,000
8,195,861	16,391,722	32,783,444
1,459,883	2,306,766	4,613,532
1,929,330	3,837,610	7,675,220
178,700	355,250	708,000
<b>\$ 53,473,324</b>	<b>\$ 105,617,448</b>	<b>\$ 208,207,496</b>
7,471,990	14,908,980	29,817,960
9,760,280	18,229,058	36,458,116
3,809,490	7,618,980	15,237,960
634,992	1,269,984	2,539,968
524,330	1,043,310	2,086,620
821,838	1,232,757	2,465,514
13,990,074	27,980,148	55,960,296
5,021,948	10,043,896	20,087,792
8,229,424	16,458,848	30,169,932
<b>\$ 50,264,366</b>	<b>\$ 98,785,961</b>	<b>\$ 194,824,158</b>
(3,041,649)	(7,853,507)	(10,895,156)
-	-	-
<b>\$ (3,041,649)</b>	<b>\$ (7,853,507)</b>	<b>\$ (10,895,156)</b>
<b>\$ 167,309</b>	<b>\$ (1,022,020)</b>	<b>\$ 2,488,182</b>
<b>\$ 82,172,631</b>	<b>\$ 163,004,688</b>	<b>\$ 324,749,922</b>
<b>\$ 82,339,940</b>	<b>\$ 161,982,668</b>	<b>\$ 327,238,104</b>
182%	183%	187%



# 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 FY2012 is projected to be \$9,117,289. This is \$1,281,746 or 16% more than budgeted. Revenues for the current fiscal year, budgeted at \$14,859,605, are expected to come in approximately 9% or \$1,370,367 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 \$25,000. No increase in investment earnings is expected for FY 2013. Funds were invested in higher yielding callable securities, but with declining market rates, when those securities were called, the proceeds would then be reinvested at lower rates. Offsetting the revenue shortfalls were favorable variances in sales taxes (approximately \$1,040,000), permits and licenses (\$25,650), and contributions (\$27,985). 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 FY2012 are projected to come in approximately \$433,386 less than budget. This is primarily due to several job positions being open for various times during the year.

## 2012 / 2013 Budget

### Revenues

Base budget revenues for FY 2013 are \$16,356,684. This amount is \$1,497,079 or 10% more than revenues budgeted for FY 2012. This increase is primarily due to the \$615,000 increase in projected sales taxes. Franchise fee revenue is projected to be \$45,890 more than what was budgeted for FY 2012 due to projected increases in fees charged. Fines and warrant revenues are projected to be \$73,000 less than budgeted. Interest revenues are expected to be \$ 25,000 less than budgeted due to market declines. Contributions will be higher than budgeted due to an increase in the School Resource Officer program.

## Expenditures

The base budget for operating expenditures for FY 2013 is \$14,841,119 or 1% less than the adopted budget for FY2012. Included in the budget are 3% salary adjustments based on performance evaluations. Changes were also made in the health insurance plan to reduce the cost of coverage.

Total budgeted operating expenditures in the General Fund include an increase to non-recurring expenditures of \$689,637 related to Supplemental Programs. Staffing charts are included on each departmental budget page to reflect the number of positions budgeted.

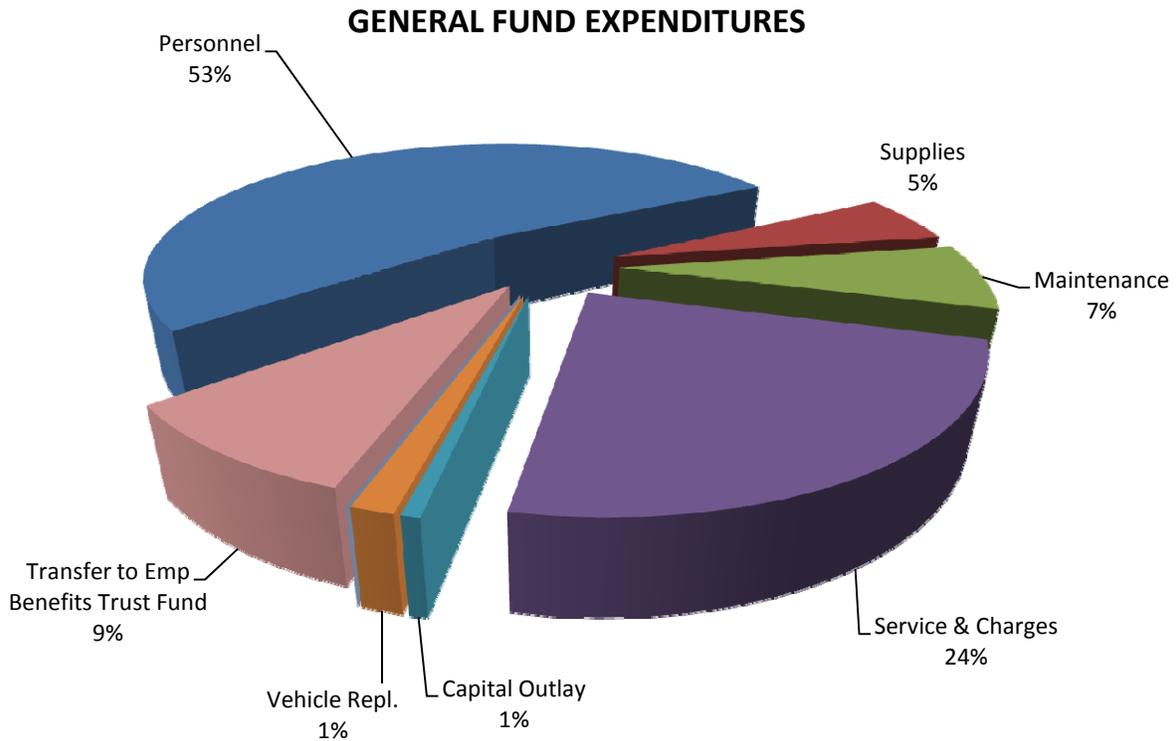
A budgeted decrease in General Fund reserves of \$1,067,641 results in a budgeted ending fund balance for FY2013 of \$8,049,648. This represents 52% of operating expenditures. The City's target set forth by the Financial Policies adopted by City Council is 18%<sup>1</sup>.

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<sup>1</sup> See Appendix B for a complete set of Financial Management Policies.

## GENERAL FUND EXPENDITURES

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Adopted Budget
Personnel	\$ 7,645,116.57	\$ 8,774,517.00	\$ 8,392,609.00	\$ 9,114,729.00
Supplies	\$ 626,716.65	\$ 734,500.00	\$ 709,352.00	\$ 916,743.00
Maintenance	\$ 703,714.52	\$ 1,160,110.00	\$ 1,263,227.00	\$ 1,202,441.00
Service & Charges	\$ 3,594,130.04	\$ 4,014,980.00	\$ 3,870,617.00	\$ 4,022,503.00
Capital Outlay	\$ 1,297,856.24	\$ 150,000.00	\$ 672,007.00	\$ 104,360.00
Vehicle Replacement	\$ -	\$ 89,000.00	\$ 89,000.00	\$ 234,500.00
Transfer to Capital Projects Fund	\$ -	\$ 2,152,000.00	\$ 2,152,000.00	\$ -
Transfer to Emp Benefits Trust Fund	\$ 1,846,468.00	\$ 1,463,198.00	\$ 1,463,198.00	\$ 1,535,709.00
<b>TOTAL</b>	<b>\$ 15,714,002.02</b>	<b>\$ 18,538,305.00</b>	<b>\$ 18,612,010.00</b>	<b>\$ 17,130,985.00</b>





**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**2012-2013 Adopted Budget Worksheet**

							FY2013
	FY 2011	Current	FY2012	FY2013	Recurring	Non-Recur.	Total Adopted
	Actuals	Budget	Projections	Base Budget	Supplemental	Supplemental	Budget
<b>Revenues:</b>							
Property taxes	1,274,350	\$ 1,217,889	\$ 1,290,000	\$ 1,475,000	\$ -	\$ -	\$ 1,475,000
Sales taxes	6,976,875	7,150,000	8,190,000	7,765,000	-	-	7,765,000
Franchise taxes	1,186,272	1,158,300	1,204,190	1,200,950	-	-	1,200,950
Permits and licenses	277,082	272,250	297,900	300,800	-	-	300,800
Fines and warrants	818,956	892,000	819,000	832,000	-	-	832,000
Service fees	1,942,691	1,775,000	2,000,000	2,000,000	-	-	2,000,000
Transfers In	2,393,458	1,860,931	1,860,931	2,246,221	-	-	2,246,221
Contributions	264,779	228,636	256,621	233,883	-	-	233,883
Interest	37,026	75,000	50,000	45,000	-	-	45,000
Other	445,320	229,600	261,330	257,830	-	-	257,830
<b>Total Revenues</b>	<b>15,616,809</b>	<b>\$ 14,859,605</b>	<b>\$ 16,229,972</b>	<b>\$ 16,356,684</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,356,684</b>
<b>Expenditures:</b>							
City Manager's Office	389,309	\$ 408,433	\$ 359,906	\$ 357,291	\$ -	\$ -	\$ 357,291
Building Permits and Inspections	358,155	364,375	353,982	368,468	-	-	368,468
Mayor and Council	52,542	98,307	92,909	129,901	-	6,500	136,401
City Secretary	296,306	329,018	294,857	335,699	6,500	-	342,199
Human Resources	259,423	571,492	466,510	569,346	-	-	569,346
Finance	514,672	511,164	528,133	529,850	-	-	529,850
Information Systems	252,481	382,872	362,112	596,973	-	93,500	690,473
Legal	141,754	127,000	127,000	127,000	-	-	127,000
Non-Departmental	266,953	282,365	297,281	293,340	-	-	293,340
Police	4,268,811	4,771,298	4,632,517	4,807,070	12,000	240,000	5,059,070
Municipal Court	377,702	311,384	298,303	319,142	-	-	319,142
Community Center	116,988	142,101	127,755	145,689	-	-	145,689
Fire Marshal	179,191	179,495	177,143	194,145	-	-	194,145
Fire	1,123,255	1,400,546	1,352,785	1,585,051	500	-	1,585,551
Emergency Management	12,154	14,520	13,444	19,368	-	-	19,368
Public Works Administration	44,653	47,200	46,333	48,320	-	-	48,320
Garage	98,728	126,311	138,609	130,422	-	-	130,422
Parks	301,442	377,466	392,837	327,941	-	40,000	367,941
Streets	736,176	866,840	876,463	782,592	-	637	783,229
Sanitation	1,787,733	1,954,000	1,957,440	1,960,300	-	-	1,960,300
Engineering and Planning	716,567	812,582	711,307	634,992	-	-	634,992
Facilities Maintenance	541,637	887,703	925,460	578,219	-	309,000	887,219
<b>Total Expenditures</b>	<b>12,836,631</b>	<b>\$ 14,966,472</b>	<b>\$ 14,533,086</b>	<b>\$ 14,841,119</b>	<b>\$ 19,000</b>	<b>\$ 689,637</b>	<b>\$ 15,549,756</b>
<b>Net Income from Operations</b>	<b>\$ 2,780,178</b>	<b>\$ (106,867)</b>	<b>\$ 1,696,886</b>	<b>\$ 1,515,565</b>	<b>\$ (19,000)</b>	<b>\$ (689,637)</b>	<b>\$ 806,928</b>
<b>Other Sources/(Uses):</b>							
Vehicle Replacement	-	\$ (89,000)	\$ (89,000)	\$ (234,500)	\$ -	\$ -	\$ (234,500)
Capital Projects/Outlay	(1,297,856)	(150,000)	(672,007)	(75,000)	-	(29,360)	(104,360)
Transfer to Capital Projects Fund	-	(2,152,000)	(2,152,000)	-	-	-	-
Transfer to Emp. Benefits Trust Fund	(1,846,468)	(1,463,198)	(1,463,198)	(1,535,709)	-	-	(1,535,709)
<b>Total Other Sources/(Uses)</b>	<b>(3,144,324)</b>	<b>\$ (3,854,198)</b>	<b>\$ (4,376,205)</b>	<b>\$ (1,845,209)</b>	<b>\$ -</b>	<b>\$ (29,360)</b>	<b>\$ (1,874,569)</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(364,146)</b>	<b>\$ (3,961,065)</b>	<b>\$ (2,679,319)</b>	<b>\$ (329,644)</b>	<b>\$ (19,000)</b>	<b>\$ (718,997)</b>	<b>\$ (1,067,641)</b>
<b>Beginning Fund Balance</b>	<b>12,160,755</b>	<b>\$ 11,796,608</b>	<b>\$ 11,796,608</b>	<b>\$ 9,117,289</b>			<b>\$ 9,117,289</b>
<b>Ending Fund Balance</b>	<b>11,796,608</b>	<b>\$ 7,835,543</b>	<b>\$ 9,117,289</b>	<b>\$ 8,787,645</b>	<b>\$ (19,000)</b>	<b>\$ (718,997)</b>	<b>\$ 8,049,648</b>
25% of Operating Expenses - Target	91.90%	52%	63%	59%			52%

CITY OF TOMBALL

GENERAL FUND

2012-2013 Adopted Budget Revenues

FY2013

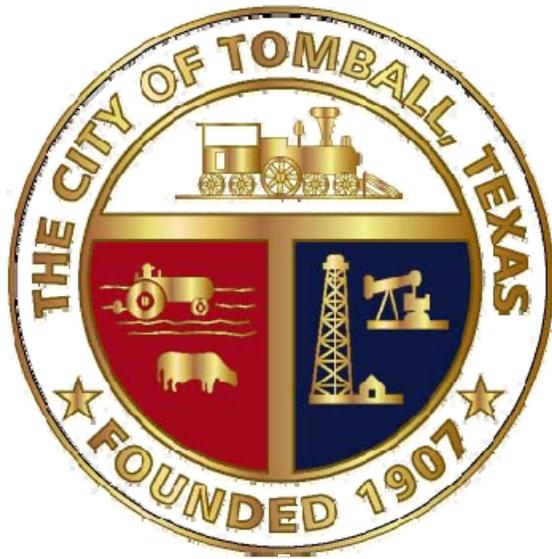
ACCT	ACCOUNT NAME	FY 2011 Actual	Current Budget	FY2012 Projections	FY2013 Base Budget	Total Adopted Budget
5110	Current Taxes	1,222,055.03	\$ 1,169,889.00	\$ 1,250,000.00	\$ 1,435,000.00	\$ 1,435,000.00
5120	Delinquent Taxes	37,690.34	30,000.00	25,000.00	25,000.00	25,000.00
5130	Penalty, Interest, Attorney Fees	14,604.66	18,000.00	15,000.00	15,000.00	15,000.00
TOTAL PROPERTY TAXES		\$ 1,274,350.03	\$ 1,217,889.00	\$ 1,290,000.00	\$ 1,475,000.00	\$ 1,475,000.00
5140	Sales Tax	\$ 6,976,875.14	\$ 7,150,000.00	\$ 8,190,000.00	\$ 7,765,000.00	\$ 7,765,000.00
TOTAL SALES TAXES		\$ 6,976,875.14	\$ 7,150,000.00	\$ 8,190,000.00	\$ 7,765,000.00	\$ 7,765,000.00
5150	Electrical Franchise Tax	654,937.61	\$ 650,650.00	\$ 668,480.00	\$ 682,300.00	\$ 682,300.00
5160	T.V. Cable Franchise Tax	112,687.31	112,650.00	108,000.00	103,650.00	103,650.00
5170	Communications Franchise Tax	249,444.98	240,000.00	260,000.00	250,000.00	250,000.00
5175	Sanitation Franchise Tax	169,201.78	155,000.00	167,710.00	165,000.00	165,000.00
TOTAL FRANCHISE TAXES		\$ 1,186,271.68	\$ 1,158,300.00	\$ 1,204,190.00	\$ 1,200,950.00	\$ 1,200,950.00
5200	Building Permits	120,321.50	\$ 115,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
5210	Construction Permits	47,397.81	50,000.00	50,000.00	50,000.00	50,000.00
5215	Plumbing Permits	15,096.00	15,000.00	15,000.00	15,000.00	15,000.00
5220	Mechanical Permits	17,083.00	20,000.00	20,000.00	22,000.00	22,000.00
5230	Electrical Permits	18,052.25	22,000.00	22,000.00	25,000.00	25,000.00
5235	Fire Permit Fees	25,664.00	27,000.00	27,000.00	27,000.00	27,000.00
5240	Other Permits	3,765.50	3,500.00	4,000.00	4,000.00	4,000.00
5245	Miscellaneous Permit Fees	225.00	750.00	5,000.00	2,500.00	2,500.00
5255	License Fees	2,367.54	-	1,000.00	1,000.00	1,000.00
5440	Plat Fees	8,724.12	6,500.00	9,000.00	9,000.00	9,000.00
5441	Rezoning Application Fee	3,356.70	2,000.00	4,000.00	3,500.00	3,500.00
5442	Conditional Use Permit	2,400.00	1,000.00	2,400.00	2,800.00	2,800.00
5444	Site Plan Review	9,258.76	6,500.00	10,000.00	10,000.00	10,000.00
5445	Plan Review Fees-Other	2,595.00	2,000.00	1,500.00	2,000.00	2,000.00
5446	Zoning Fees	775.00	1,000.00	2,000.00	2,000.00	2,000.00
TOTAL PERMITS AND LICENSES		\$ 277,082.18	\$ 272,250.00	\$ 297,900.00	\$ 300,800.00	\$ 300,800.00
5300	Municipal Court Fines	437,167.37	\$ 480,000.00	\$ 425,000.00	\$ 425,000.00	\$ 425,000.00
5310	Court Costs/Administrative Fees	280,211.46	300,000.00	281,000.00	280,000.00	280,000.00
5320	Court Warrant Fees	89,858.09	100,000.00	101,000.00	115,000.00	115,000.00
5340	Time Pymt.Fee-10% City Judicial	2,351.74	2,500.00	2,500.00	2,500.00	2,500.00
5341	Time Pymt.Fee-40% For City	9,366.99	9,500.00	9,500.00	9,500.00	9,500.00
TOTAL FINES AND WARRANTS		\$ 818,955.65	\$ 892,000.00	\$ 819,000.00	\$ 832,000.00	\$ 832,000.00
5430	Sanitation Fees	\$ 1,942,690.75	\$ 1,775,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
TOTAL SERVICE FEES		\$ 1,942,690.75	\$ 1,775,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
5961	Transfer from Enterprise	\$ 2,393,458.00	\$ 1,860,930.58	\$ 1,860,930.58	\$ 2,246,220.69	\$ 2,246,220.69
TOTAL TRANSFERS		\$ 2,393,458.00	\$ 1,860,930.58	\$ 1,860,930.58	\$ 2,246,220.69	\$ 2,246,220.69
5730	School Resource Officers (SRO)	76,617.96	\$ 218,635.56	\$ 246,621.00	\$ 223,883.00	\$ 223,883.00
5740	Other Grants	88,267.82	-	-	-	-
5770	TEDC Contributions	99,893.13	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL CONTRIBUTIONS		\$ 264,778.91	\$ 228,635.56	\$ 256,621.00	\$ 233,883.00	\$ 233,883.00

CITY OF TOMBALL

GENERAL FUND

2012-2013 Adopted Budget Revenues

							FY2013
ACCT	ACCOUNT NAME	FY 2011 Actual	Current Budget	FY2012 Projections	FY2013 Base Budget	Total Adopted Budget	
5190	Bingo Tax	16.19	\$ -	\$ -	-	\$ -	
5141	Alcoholic Beverage Tax	\$ 46,518.39	\$ 55,000.00	\$ 45,000.00	\$ 55,000.00	\$ 55,000.00	
5250	Mixed Beverage License Fee	10,340.00	10,000.00	10,000.00	10,000.00	10,000.00	
5450	Birth & Death Certificate Fees	36,572.35	35,000.00	33,000.00	35,000.00	35,000.00	
5451	Notary Fees	32.00	-	30.00	30.00	30.00	
5460	Alarm System Fees	650.00	-	6,500.00	7,000.00	7,000.00	
5461	False Alarm Service Fee	-	-	9,000.00	10,000.00	10,000.00	
5470	Emergency Service District Fees	33,750.00	45,000.00	52,500.00	60,000.00	60,000.00	
5505	Rent Revenues	8,450.00	7,800.00	8,000.00	8,000.00	8,000.00	
5510	Community Center Fees	12,730.00	15,000.00	6,000.00	6,000.00	6,000.00	
5515	Congregate Meals	2,436.00	2,500.00	2,500.00	2,500.00	2,500.00	
5520	Park Rental Fee	10,484.00	9,000.00	8,500.00	9,000.00	9,000.00	
5550	Miscellaneous Revenues	261,164.38	30,000.00	55,000.00	30,000.00	30,000.00	
5560	Returned Check Fines	210.00	300.00	300.00	300.00	300.00	
5690	Sanitation Penalty	21,967.16	20,000.00	25,000.00	25,000.00	25,000.00	
5365	Recycling Revenue	-	-	-	-	-	
<b>TOTAL OTHER REVENUES</b>		<b>\$ 445,320.47</b>	<b>\$ 229,600.00</b>	<b>\$ 261,330.00</b>	<b>\$ 257,830.00</b>	<b>\$ 257,830.00</b>	
5800	Interest Income	\$ 47,239.60	\$ 75,000.00	\$ 50,000.00	\$ 45,000.00	\$ 45,000.00	
5801	Unrealized Gain on Investments	(10,213.60)	-	-	-	-	
<b>TOTAL INTEREST REVENUE</b>		<b>\$ 37,026.00</b>	<b>\$ 75,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	
<b>TOTAL REVENUE</b>		<b>\$ 15,616,808.81</b>	<b>\$ 14,859,605.14</b>	<b>\$ 16,229,971.58</b>	<b>\$ 16,356,683.69</b>	<b>\$ 16,356,683.69</b>	



## 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 2012 Accomplishments

- Maintained balance budget and continued quality service delivery.

- Assisted in development of 249 Partnership to support the completion of the SH249 extension project.
- Obtained land for expansion of community amenities and parking in the downtown area.

#### Objectives for FY 2013

- Increase Tomball's participation in regional partnerships and planning.
- Facilitate review of City's Charter Requirements
- Coordinate City's Strategic Plan update.
- Develop Proposed Budget that supports the City's Strategic Plan.

CITY OF TOMBALL  
 111 - GENERAL - CITY MANAGER'S OFFICE  
 2012-2013 ADOPTED BUDGET WORKSHEET

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	355,469	367,936	335,910	323,613	-	-	323,613
Supplies	2,466	2,900	783	500	-	-	500
Maintenance	-	-	-	-	-	-	-
Services and charges	31,373	37,597	23,213	33,178	-	-	33,178
<b>Total Operating Expenditures</b>	<b>389,309</b>	<b>408,433</b>	<b>359,906</b>	<b>357,291</b>	<b>-</b>	<b>-</b>	<b>357,291</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>389,309</b>	<b>408,433</b>	<b>359,906</b>	<b>357,291</b>	<b>-</b>	<b>-</b>	<b>357,291</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	0.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>

CITY OF TOMBALL  
 111 - GENERAL - CITY MANAGER'S OFFICE  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY 2012	FY2013	FY2013		
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	Adopted Budget
6001	Salaries - Administrative	257,426	295,973	257,548	256,959	-	-	256,959
6009	Wages - Other	13,402	-	5,545	-	-	-	-
6011	Vacation Pay	12,324	1,165	10,753	2,965	-	-	2,965
6012	Sick Pay	3,522	1,553	777	3,953	-	-	3,953
6019	Miscellaneous Pay	635	230	230	350	-	-	350
6021	Social Security & Medicare Taxes	22,233	24,054	19,836	21,400	-	-	21,400
6022	TMRS Retirement - Employer	45,452	43,871	40,234	37,290	-	-	37,290
6025	Worker Compensation Insurance	259	280	204	156	-	-	156
6026	State Unemployment Taxes	216	810	783	540	-	-	540
	<b>TOTAL PERSONNEL SERVICES</b>	<b>355,469</b>	<b>367,936</b>	<b>335,910</b>	<b>323,613</b>	<b>-</b>	<b>-</b>	<b>323,613</b>
6101	Office Supplies	356	300	300	300	-	-	300
6105	Food Supplies	325	100	100	100	-	-	100
6109	Postage	1,486	2,500	383	100	-	-	100
6130	Furniture	300	-	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	<b>2,466</b>	<b>2,900</b>	<b>783</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>500</b>
6312	Communication Services	2,572	2,880	1,536	1,536	-	-	1,536
6316	Printing and Binding	7,980	10,740	200	100	-	-	100
6332	Travel and Meals	4,833	6,000	3,500	11,600	-	-	11,600
6333	Dues and Subscriptions	1,942	3,382	3,382	3,492	-	-	3,492
6334	Automobile Allowances	13,181	13,200	13,200	13,200	-	-	13,200
6337	Training	865	1,395	1,395	3,250	-	-	3,250
	<b>TOTAL SERVICES AND CHARGES</b>	<b>31,373</b>	<b>37,597</b>	<b>23,213</b>	<b>33,178</b>	<b>-</b>	<b>-</b>	<b>33,178</b>
								-
<b>111</b>	<b>Total Department Expenditures</b>	<b>389,309</b>	<b>408,433</b>	<b>359,906</b>	<b>357,291</b>	<b>-</b>	<b>-</b>	<b>357,291</b>



# 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 2012

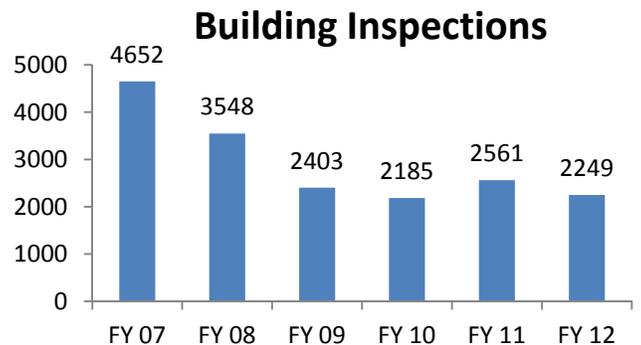
- Continued training for employees in several areas including ethics, diversity and customer service.
- Building official serves as the president of the local ICC Chapter
- New training on the 2009 IECC Building Codes.
- Inspectors attended monthly code meetings.
- Completed permit inspections within 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 2013

- 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 2013

- 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  
 2012-2013 ADOPTED BUDGET WORKSHEET

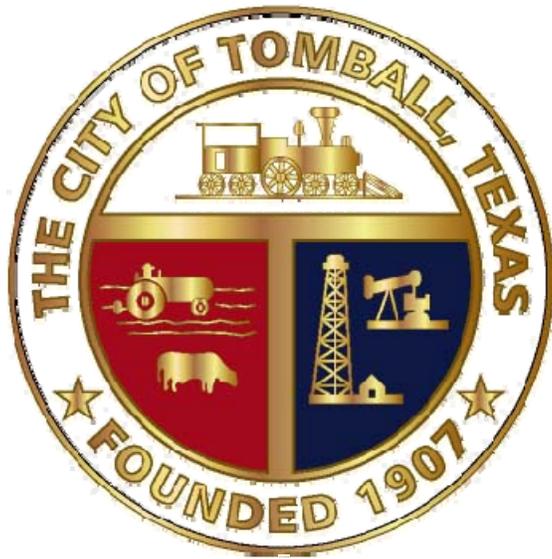
	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	305,679	312,810	308,251	319,283	-	-	319,283
Supplies	7,980	8,700	7,685	7,085	-	-	7,085
Maintenance	264	1,000	1,016	1,450	-	-	1,450
Services and charges	44,231	41,865	37,030	40,650	-	-	40,650
<b>Total Operating Expenditures</b>	<b>358,155</b>	<b>364,375</b>	<b>353,982</b>	<b>368,468</b>	<b>-</b>	<b>-</b>	<b>368,468</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>358,155</b>	<b>364,375</b>	<b>353,982</b>	<b>368,468</b>	<b>-</b>	<b>-</b>	<b>368,468</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Building Official	1.00	1.00	1.00	1.00	1.00
City Inspector	2.00	2.00	2.00	2.00	2.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

CITY OF TOMBALL  
 112 - GENERAL - PERMITS AND INSPECTIONS  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY 2011 Actual	FY 2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non- Recurring	FY2013
								Adopted Budget
6001	Salaries - Administrative	60,867	71,085	67,175	73,206	-	-	73,206
6003	Wages - Full Time	143,890	174,134	160,282	179,255	-	-	179,255
6005	Wages - Overtime	4,026	2,318	2,318	2,318	-	-	2,318
6009	Wages - Other	11,806	-	6,626	-	-	-	-
6011	Vacation Pay	16,398	1,915	7,211	1,138	-	-	1,138
6012	Sick Pay	8,242	2,612	5,514	2,628	-	-	2,628
6013	Emergency Pay	76	-	20	-	-	-	-
6019	Miscellaneous Pay	2,875	3,175	3,175	3,475	-	-	3,475
6021	Social Security & Medicare Taxes	18,252	19,533	18,914	20,053	-	-	20,053
6022	TMRS Retirement - Employer	37,905	35,626	35,110	34,941	-	-	34,941
6025	Worker Compensation Insurance	983	1,062	601	919	-	-	919
6026	State Unemployment Taxes	360	1,350	1,305	1,350	-	-	1,350
	<b>TOTAL PERSONNEL SERVICES</b>	<b>305,679</b>	<b>312,810</b>	<b>308,251</b>	<b>319,283</b>	<b>-</b>	<b>-</b>	<b>319,283</b>
6101	Office Supplies	1,178	1,300	1,200	1,500	-	-	1,500
6102	Educational Supplies	879	1,500	1,305	1,300	-	-	1,300
6103	Computer Supplies	-	-	-	-	-	-	-
6105	Food Supplies	228	200	-	-	-	-	-
6107	Clothing and Uniforms	639	700	680	700	-	-	700
6108	Fuel, Oil and Lubricants	4,595	4,500	4,000	3,085	-	-	3,085
6109	Postage	-	-	-	-	-	-	-
6119	Other Supplies	461	500	500	500	-	-	500
	<b>TOTAL SUPPLIES</b>	<b>7,980</b>	<b>8,700</b>	<b>7,685</b>	<b>7,085</b>	<b>-</b>	<b>-</b>	<b>7,085</b>
6205	Vehicle Maintenance	264	1,000	1,016	1,450	-	-	1,450
	<b>TOTAL MAINTENANCE</b>	<b>264</b>	<b>1,000</b>	<b>1,016</b>	<b>1,450</b>	<b>-</b>	<b>-</b>	<b>1,450</b>
6302	Professional Services-Engineering	33,845	-	-	-	-	-	-
6304	Professional Services-Other	-	28,000	24,000	26,000	-	-	26,000
6312	Communication Services	2,282	3,000	3,000	3,000	-	-	3,000
6329	Other Services	380	250	250	250	-	-	250
6332	Travel and Meals	4,712	5,500	4,500	5,500	-	-	5,500
6333	Dues and Subscriptions	712	1,115	1,115	1,400	-	-	1,400
6337	Training	2,030	4,000	4,000	4,500	-	-	4,500
6362	Permits and Licenses	270	-	165	-	-	-	-
	<b>TOTAL SERVICES AND CHARGES</b>	<b>44,231</b>	<b>41,865</b>	<b>37,030</b>	<b>40,650</b>	<b>-</b>	<b>-</b>	<b>40,650</b>
6998	Transfer to Fleet Replacement	-	-	-	-	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>112</b>	<b>Total Department Expenditures</b>	<b>358,155</b>	<b>364,375</b>	<b>353,982</b>	<b>368,468</b>	<b>-</b>	<b>-</b>	<b>368,468</b>



## 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 its citizens 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  
 2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	30,510	33,807	29,609	33,801	-	-	33,801
Supplies	7,846	7,750	7,575	8,950	-	6,500	15,450
Maintenance	-	-	-	-	-	-	-
Services and charges	14,185	56,750	55,725	87,150	-	-	87,150
<b>Total Operating Expenditures</b>	<b>52,542</b>	<b>98,307</b>	<b>92,909</b>	<b>129,901</b>	<b>-</b>	<b>6,500</b>	<b>136,401</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>52,542</b>	<b>98,307</b>	<b>92,909</b>	<b>129,901</b>	<b>-</b>	<b>6,500</b>	<b>136,401</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
ELECTroVOT - Electronic Vote Display System			\$6,500

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

CITY OF TOMBALL  
 113 - GENERAL - MAYOR & COUNCIL  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY 2011	FY 2012	FY2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6004	Wages - Part Time	28,060	30,600	26,900	30,600	-	-	30,600
6021	Social Security & Medicare Taxes	2,147	2,341	2,058	2,341	-	-	2,341
6025	Worker Compensation Insurance	52	56	44	50	-	-	50
6026	State Unemployment Taxes	252	810	607	810	-	-	810
	<b>TOTAL PERSONNEL SERVICES</b>	<b>30,510</b>	<b>33,807</b>	<b>29,609</b>	<b>33,801</b>	<b>-</b>	<b>-</b>	<b>33,801</b>
6101	Office Supplies	158	150	150	150	-	-	150
6103	Computer Equipment <\$20,000	-	-	-	-	-	6,500	6,500
6105	Food Supplies	1,949	1,600	1,600	1,600	-	-	1,600
6119	Other Supplies	5,740	6,000	5,825	7,200	-	-	7,200
	<b>TOTAL SUPPLIES</b>	<b>7,846</b>	<b>7,750</b>	<b>7,575</b>	<b>8,950</b>	<b>-</b>	<b>6,500</b>	<b>15,450</b>
6304	Professional Services-Other	1,800	37,000	37,000	62,000	-	-	62,000
6316	Printing and Binding	50	-	100	-	-	-	-
6329	Other Services	-	-	-	-	-	-	-
6332	Travel and Meals	2,448	7,000	6,350	11,000	-	-	11,000
6333	Dues and Subscriptions	2,833	3,100	3,325	4,500	-	-	4,500
6337	Training	1,030	2,650	2,575	2,650	-	-	2,650
6398	Banquets, Dedications & Receptions	6,025	7,000	6,375	7,000	-	-	7,000
	<b>TOTAL SERVICES AND CHARGES</b>	<b>14,185</b>	<b>56,750</b>	<b>55,725</b>	<b>87,150</b>	<b>-</b>	<b>-</b>	<b>87,150</b>
<b>113</b>	<b>Total Department Expenditures</b>	<b>52,542</b>	<b>98,307</b>	<b>92,909</b>	<b>129,901</b>	<b>-</b>	<b>6,500</b>	<b>136,401</b>



# 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 2012

- 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 2013

- 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 2013

- 92% 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 96% of the time.
- Issue death certificates within 24 hours 96% of the time.

### Major Budget Items

- Advertising Cost (\$15,000)
- Election Services (\$32,200)
- Recodification Services (\$16,000)

**CITY OF TOMBALL  
114 - GENERAL - CITY SECRETARY  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	234,886	253,125	239,524	245,876	-	-	245,876
Supplies	8,474	8,150	9,845	10,150	-	-	10,150
Maintenance	505	400	150	400	-	-	400
Services and charges	52,440	67,343	45,338	79,273	6,500	-	85,773
<b>Total Operating Expenditures</b>	<b>296,306</b>	<b>329,018</b>	<b>294,857</b>	<b>335,699</b>	<b>6,500</b>	<b>-</b>	<b>342,199</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>296,306</b>	<b>329,018</b>	<b>294,857</b>	<b>335,699</b>	<b>6,500</b>	<b>-</b>	<b>342,199</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Email Archive and Filter		\$6,500	

Staffing	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
City Secretary	1.00	1.00	1.00	1.00	1.00
Assistant City Secretary	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00	1.00
VOE Student	0.50	0.50	0.50	0.50	0.50
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

CITY OF TOMBALL  
 114 - GENERAL - CITY SECRETARY  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY 2012	FY2013	Non-		FY2013
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted
6001	Salaries - Administrative	66,196	79,312	72,253	81,690	-	-	81,690
6003	Wages - Full Time	90,511	109,991	95,471	107,163	-	-	107,163
6004	Wages - Part Time	0	-	60	-	-	-	-
6005	Wages - Overtime	3,797	5,150	5,150	3,605	-	-	3,605
6009	Wages - Other	8,616	-	4,858	-	-	-	-
6011	Vacation Pay	9,700	1,616	5,334	1,681	-	-	1,681
6012	Sick Pay	6,043	1,698	4,166	1,993	-	-	1,993
6013	Emergency Pay	364	-	43	-	-	-	-
6019	Miscellaneous Pay	2,190	2,430	2,215	2,470	-	-	2,470
6021	Social Security & Medicare Taxes	13,609	15,379	14,120	15,258	-	-	15,258
6022	TMRS Retirement - Employer	28,692	28,050	26,466	26,586	-	-	26,586
6025	Worker Compensation Insurance	388	419	305	350	-	-	350
6026	State Unemployment Taxes	288	1,080	1,083	1,080	-	-	1,080
6030	Employee Tuition Reimbursment	4,493	8,000	8,000	4,000	-	-	4,000
	<b>TOTAL PERSONNEL SERVICES</b>	<b>234,886</b>	<b>253,125</b>	<b>239,524</b>	<b>245,876</b>	<b>-</b>	<b>-</b>	<b>245,876</b>
6101	Office Supplies	7,682	6,000	7,295	7,500	-	-	7,500
6102	Educational Supplies	68	750	700	650	-	-	650
6103	Computer Equipment <\$20,000		-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	15	-	50	100	-	-	100
6105	Food Supplies	285	400	600	600	-	-	600
6109	Postage	285	900	750	800	-	-	800
6119	Other Supplies	140	100	450	500	-	-	500
	<b>TOTAL SUPPLIES</b>	<b>8,474</b>	<b>8,150</b>	<b>9,845</b>	<b>10,150</b>	<b>-</b>	<b>-</b>	<b>10,150</b>
6201	Office Equipment Maintenance	505	400	150	400			400
	<b>TOTAL MAINTENANCE</b>	<b>505</b>	<b>400</b>	<b>150</b>	<b>400</b>	<b>-</b>	<b>-</b>	<b>400</b>
6304	Professional Services-Other	13,381	16,000	2,000	16,000	-	-	16,000
6312	Communications Services	-	768	768	768	-	-	768
6316	Printing and Binding	-	75	75	75	-	-	75
6320	Computer Software Service	0	-	-	-	6,500	-	6,500
6329	Other Services	511	600	795	600	-	-	600
6332	Travel and Meals	3,858	5,550	5,275	5,500	-	-	5,500
6333	Dues and Subscriptions	979	2,100	1,985	2,330	-	-	2,330
6335	Advertising Cost	10,303	15,100	12,385	15,000	-	-	15,000
6337	Training	1,430	2,650	2,375	2,800	-	-	2,800
6348	Property Acquisition Costs	179	1,000	945	4,000	-	-	4,000
6371	Election Services	21,800	23,500	18,735	32,200	-	-	32,200
	<b>TOTAL SERVICES AND CHARGES</b>	<b>52,440</b>	<b>67,343</b>	<b>45,338</b>	<b>79,273</b>	<b>6,500</b>	<b>-</b>	<b>85,773</b>
<b>114</b>	<b>Total Department Expenditures</b>	<b>296,306</b>	<b>329,018</b>	<b>294,857</b>	<b>335,699</b>	<b>6,500</b>	<b>-</b>	<b>342,199</b>



# 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 2012

- Planned, coordinated and hosted 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.

- Planned, coordinated and hosted the 2<sup>nd</sup> annual City of Tomball Youth Opportunities Fair that allowed prospective employers to meet with the youth (ages 15-21) 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 continued hosting monthly training sessions on customer service as well as monthly sessions on supervisor specific topics.
- Continued 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.
- 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 2013**

- Coordinate comprehensive medical screenings for all employees to ensure overall health.
- Provide flu shots for all employees to ensure good health.
- Continue hosting employee events to show our appreciation for their efforts.
- Host a financials seminar for employees to include TMRS, ICMA and Social Security.
- 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 2013**

- 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 DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	179,967	442,110	340,428	467,289	-	-	467,289
Supplies	14,636	17,500	17,500	17,800	-	-	17,800
Maintenance	-	-	-	-	-	-	-
Services and charges	64,820	111,882	108,582	84,257	-	-	84,257
<b>Total Operating Expenditures</b>	<b>259,423</b>	<b>571,492</b>	<b>466,510</b>	<b>569,346</b>	<b>-</b>	<b>-</b>	<b>569,346</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>259,423</b>	<b>571,492</b>	<b>466,510</b>	<b>569,346</b>	<b>-</b>	<b>-</b>	<b>569,346</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Upgrade PT HR Generalist to FT		\$37,282	

Staffing	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
HR Director	1.00	1.00	1.00	1.00	1.00
HR Generalist	1.00	1.00	1.00	1.50	2.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.50</b>	<b>3.00</b>

CITY OF TOMBALL  
 115 - GENERAL - HUMAN RESOURCES  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY 2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	84,826	96,644	90,377	99,536	-	-	99,536
6003	Wages - Full Time	41,900	48,675	46,697	96,836	-	-	96,836
6004	Wages - Part Time	200	25,290	25,966	-	-	-	-
6005	Wages - Overtime	868	2,575	2,161	5,150	-	-	5,150
6009	Wages - Other	7,010	-	3,609	-	-	-	-
6011	Vacation Pay	8,844	1,677	6,043	1,727	-	-	1,727
6012	Sick Pay	2,364	2,236	2,294	2,303	-	-	2,303
6013	Emergency Pay	0	-	70	-	-	-	-
6014	Retirement Payouts	0	186,555	126,561	166,014	-	-	166,014
6019	Miscellaneous Pay	905	38,502	1,025	51,145	-	-	51,145
6021	Social Security & Medicare Taxes	10,575	13,764	13,352	15,874	-	-	15,874
6022	TMRS Retirement - Employer	22,160	25,103	21,278	27,660	-	-	27,660
6025	Worker Compensation Insurance	172	279	170	234	-	-	234
6026	State Unemployment Taxes	144	810	825	810	-	-	810
<b>TOTAL PERSONNEL SERVICES</b>		<b>179,967</b>	<b>442,110</b>	<b>340,428</b>	<b>467,289</b>	<b>-</b>	<b>-</b>	<b>467,289</b>
6101	Office Supplies	5,078	6,000	6,000	6,000	-	-	6,000
6102	Educational Supplies	203	1,500	1,500	1,500	-	-	1,500
6105	Food Supplies	2,734	2,500	2,500	2,500	-	-	2,500
6107	Clothing and Uniforms	-	-	-	300	-	-	300
6109	Postage	53	500	500	500	-	-	500
6119	Other Supplies	6,568	7,000	7,000	7,000	-	-	7,000
<b>TOTAL SUPPLIES</b>		<b>14,636</b>	<b>17,500</b>	<b>17,500</b>	<b>17,800</b>	<b>-</b>	<b>-</b>	<b>17,800</b>
6304	Professional Services-Other	31,851	-	-	-	-	-	-
6312	Communications Services	-	768	768	768	-	-	768
6329	Other Services	0	37,575	37,575	40,000	-	-	40,000
6332	Travel and Meals	1,007	6,300	3,000	5,800	-	-	5,800
6333	Dues and Subscriptions	1,179	1,289	1,289	1,714	-	-	1,714
6335	Advertising Cost	2,476	2,500	2,500	3,000	-	-	3,000
6337	Training	19,960	54,950	54,950	23,975	-	-	23,975
6398	Banquets,Dedications & Receptions	8,346	8,500	8,500	9,000	-	-	9,000
<b>TOTAL SERVICES AND CHARGES</b>		<b>64,820</b>	<b>111,882</b>	<b>108,582</b>	<b>84,257</b>	<b>-</b>	<b>-</b>	<b>84,257</b>
<b>115</b>	<b>Total Department Expenditures</b>	<b>259,423</b>	<b>571,492</b>	<b>466,510</b>	<b>569,346</b>	<b>-</b>	<b>-</b>	<b>569,346</b>

# 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 2012 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the fourth time.
- Received the Certificate of Achievement for excellence in Financial Reporting
- Received the Transparency Award from the Texas Comptroller.
- The average monthly procurement card usage increased by 8% 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.
- Accounts Payable checks were sent out each Thursday 100% of the time.

### Goals for FY 2013

- 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 2013

- 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, issue compliance reports to City Manager.
- Provide a couple of training sessions on various subjects in order to educate users on proper purchasing techniques.

### Major Budget Items:

- Annual Audit Costs (\$52,000)
- Appraisal Services (\$31,887)
- Credit Card Processing Fees (\$42,000)
- Harris County Tax Collection Service (\$8,650)

**CITY OF TOMBALL  
116 - GENERAL - FINANCE DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	344,628	357,220	350,378	357,254	-	-	357,254
Supplies	3,972	2,950	3,850	4,550	-	-	4,550
Maintenance	310	350	340	350	-	-	350
Services and charges	165,762	150,644	173,565	167,696	-	-	167,696
<b>Total Operating Expenditures</b>	<b>514,672</b>	<b>511,164</b>	<b>528,133</b>	<b>529,850</b>	<b>-</b>	<b>-</b>	<b>529,850</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>514,672</b>	<b>511,164</b>	<b>528,133</b>	<b>529,850</b>	<b>-</b>	<b>-</b>	<b>529,850</b>

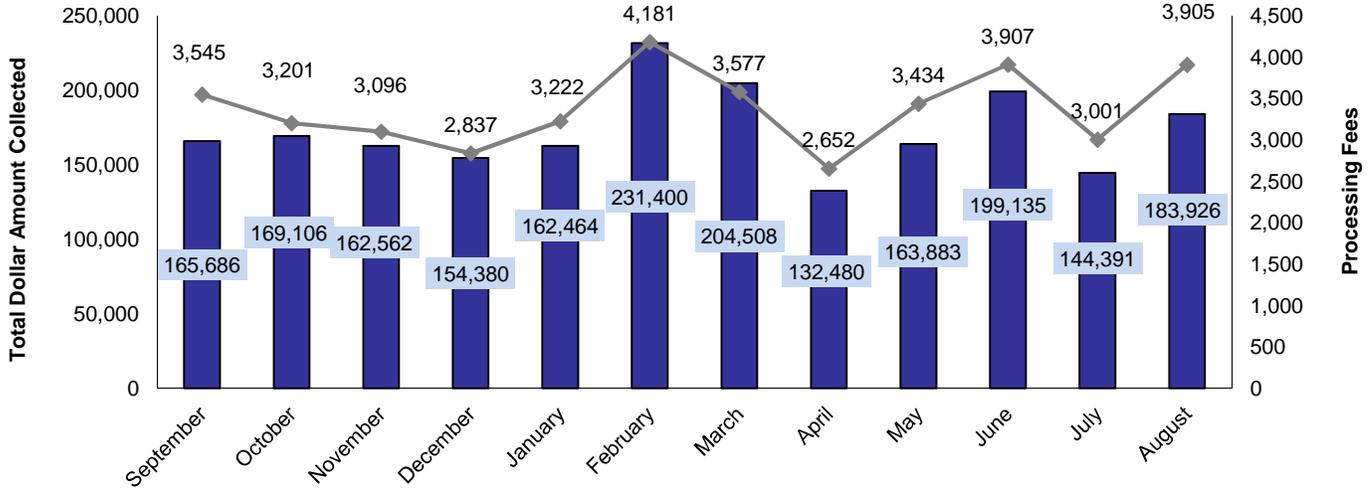
Supplemental Programs Page No. Recurring Non-Recur.  
None

Staffing	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Finance Director	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00	1.00
Accounts Payable Clerk	1.00	1.00	1.00	1.00	1.00
Accountant/Budget Analyst	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

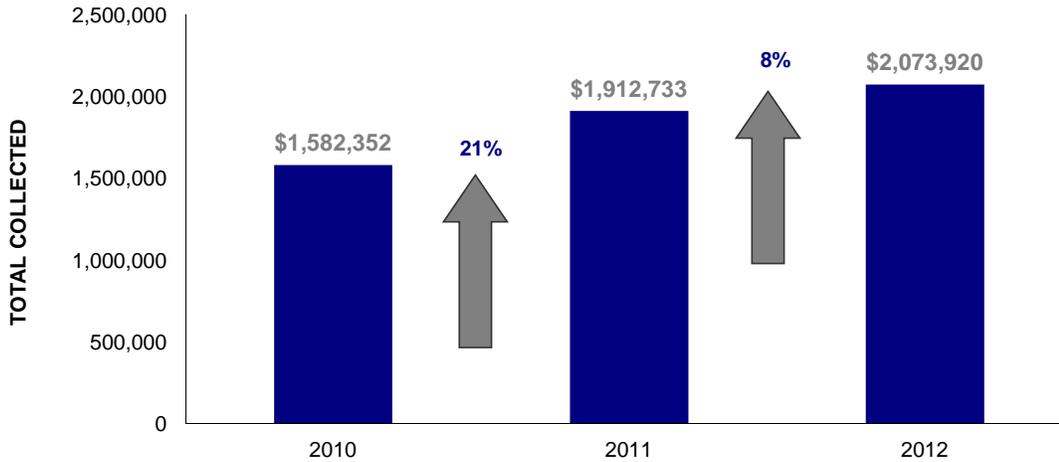
CITY OF TOMBALL  
 116 - GENERAL - FINANCE  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY 2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	170,465	194,958	184,511	200,786	-	-	200,786
6003	Wages - Full Time	73,344	89,659	67,222	82,611	-	-	82,611
6005	Wages - Overtime	1,494	1,545	1,545	1,545	-	-	1,545
6009	Wages - Other	12,620	-	7,460	-	-	-	-
6011	Vacation Pay	10,525	2,762	9,025	2,774	-	-	2,774
6012	Sick Pay	8,506	799	14,415	521	-	-	521
6013	Emergency Pay	662	-	60	-	-	-	-
6019	Miscellaneous Pay	2,020	2,395	2,390	2,175	-	-	2,175
6021	Social Security & Medicare Taxes	21,320	22,411	21,943	22,280	-	-	22,280
6022	TMRS Retirement - Employer	42,693	40,875	40,163	38,823	-	-	38,823
6025	Worker Compensation Insurance	431	466	339	389	-	-	389
6026	State Unemployment Taxes	549	1,350	1,305	1,350	-	-	1,350
6030	Employee Tuition Reimbursement	-	-	-	4,000	-	-	4,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>344,628</b>	<b>357,220</b>	<b>350,378</b>	<b>357,254</b>	<b>-</b>	<b>-</b>	<b>357,254</b>
6101	Office Supplies	3,450	2,500	3,500	3,500	-	-	3,500
6102	Educational Supplies	81	-	-	750	-	-	750
6105	Food Supplies	132	175	150	150	-	-	150
6109	Postage	289	275	150	150	-	-	150
6119	Other Supplies	20	-	50	-	-	-	-
<b>TOTAL SUPPLIES</b>		<b>3,972</b>	<b>2,950</b>	<b>3,850</b>	<b>4,550</b>	<b>-</b>	<b>-</b>	<b>4,550</b>
6204	Other Equipment Maintenance	310	350	340	350	-	-	350
<b>TOTAL MAINTENANCE</b>		<b>310</b>	<b>350</b>	<b>340</b>	<b>350</b>	<b>-</b>	<b>-</b>	<b>350</b>
6301	Professional Services-Audit & Acct.	67,273	62,000	60,000	52,000	-	-	52,000
6304	Professional Services-Other	8,208	8,700	8,650	8,650	-	-	8,650
6312	Communications Services	768	769	769	769	-	-	769
6316	Printing and Binding	2,975	3,500	2,975	2,975	-	-	2,975
6317	Appraisal Services - Harris County	17,830	24,000	31,887	31,887	-	-	31,887
6329	Other Services	1,812	2,000	2,009	1,990	-	-	1,990
6332	Travel and Meals	3,963	5,000	3,500	3,000	-	-	3,000
6333	Dues and Subscriptions	950	1,500	1,200	1,500	-	-	1,500
6335	Advertising Cost	1,104	925	925	925	-	-	925
6337	Training	2,140	2,750	2,650	5,000	-	-	5,000
6397	Credit Card Processing Fee	40,835	30,000	42,000	42,000	-	-	42,000
6399	Services Charges	17,905	9,500	17,000	17,000	-	-	17,000
<b>TOTAL SERVICES AND CHARGES</b>		<b>165,762</b>	<b>150,644</b>	<b>173,565</b>	<b>167,696</b>	<b>-</b>	<b>-</b>	<b>167,696</b>
<b>116</b>	<b>Total Department Expenditures</b>	<b>514,672</b>	<b>511,164</b>	<b>528,133</b>	<b>529,850</b>	<b>-</b>	<b>-</b>	<b>529,850</b>

**TOTAL DOLLAR AMOUNT OF CREDIT CARD COLLECTIONS AND THE ASSOCIATED PROCESSING FEES PAID FROM SEPTEMBER 2011 THROUGH AUGUST 2012**



**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 2012

- Completed installation of new Fire Department records management and fire safety inspection system (Fire House).
- Purchased and installed new Mobil Data Computers for the Fire Department vehicles
- Completed the installation of electronic entry system for building security.
- Completed the installation of new Fleet Management server.
- Completed installation of new Field Based Reporting system for the Police Department.
- Completed installation of new Geographical Mapping system for 911 Dispatch.
- Completed installation of ProQA 911 dispatch work flow system.
- Purchased and installed upgrades for Office 2010.
- Upgraded Laserfiche system to new version
- Register and configure tomballtx.gov domain for email and website use.
- Migrated network connections to Fire Station One and Two to new Comcast Metro Network.
- Completed installation of new virtual server environment to allow ease of server administration and improve performance.
- Complete installation of new backup server for easier disaster recovery of virtual environment
- Work with our vendor to complete the redesign of the new City of Tomball website.
- Filled the vacant GIS position by finding a qualified candidate within the City.
- All existing zoning and City maps were updated and new projects and requests have been started.
- A new GIS server was installed and our Arcmap system has been upgraded to the latest version.
- Replaced our Anti-Virus system with a more widely respected software which has reduced our issues with workstations.
- Work with vendors to create a process that extracts warrant information from our court system and then uploads to our squad cars with license plate readers. This will identify vehicles used by those with outstanding warrants real time while officers are on patrol.
- Implement new court paperless system to improve efficiency. This will also reduce our costs in time due to not having to purchase the folder, paper, and label supplies of our current papered system as well as staffing requirements to build the files

**Goals for FY 2013**

- To complete documentation on our systems and cross train our staff so we can provide better support coverage for all City departments.
- Proactively assist departments with IT related budget planning.

**Objectives for FY 2013**

- Replacement of our Storage Area Network and migration of our data.
- Implement a new Email archive system to meet public records retention requirements.

- Provide network access to our Depot by utilizing wireless technology.
- Setup a Virtual Desktop environment to perform feasibility on the use of virtualizing workstations.
- Improve the ability to present information in the council chambers by adding addition screens for the public to view.
- Improve the Police Departments Sharepoint Intranet site by working with programmers to upgrade and redesign the site to utilize new features.

**CITY OF TOMBALL  
117 - GENERAL - INFORMATION SYSTEMS  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	966	-	100,290	226,097	-	-	226,097
Supplies	27,842	58,100	58,100	27,050	-	68,000	95,050
Maintenance	1,220	28,500	28,500	8,700	-	-	8,700
Services and charges	222,453	296,272	175,222	335,126	-	25,500	360,626
<b>Total Operating Expenditures</b>	<b>252,481</b>	<b>382,872</b>	<b>362,112</b>	<b>596,973</b>	<b>-</b>	<b>93,500</b>	<b>690,473</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>252,481</b>	<b>382,872</b>	<b>362,112</b>	<b>596,973</b>	<b>-</b>	<b>93,500</b>	<b>690,473</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Council Chambers Audio Visual Upgrade			\$ 10,000
Depot Wireless			\$ 5,000
Storage Area Network Replacement			\$ 53,000
Virtual Server and Desktop Licensing			\$ 12,000
Sharepoint			\$ 13,500

Staffing	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
IT Manager	0.00	0.00	0.00	1.00	1.00
IT Specialist	0.00	0.00	0.00	0.00	1.00
GIS Technician	0.00	0.00	0.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>3.00</b>

No staff has been assigned to this department as all services are contracted to a third party prior to FY 2012.

CITY OF TOMBALL  
 117 - GENERAL - INFORMATION SYSTEMS  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY 2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted Budget
6001	Salaries - Administrative	788	-	79,631	138,870	-	-	138,870
6003	Wages - Full Time	-	-	-	41,305	-	-	41,305
6005	Wages - Overtime	-	-	-	1,030	-	-	1,030
6009	Wages - Other	-	-	1,577	-	-	-	-
6011	Vacation Pay	-	-	-	1,186	-	-	1,186
6013	Emergency Pay	-	-	-	837	-	-	837
6019	Miscellaneous Pay	-	-	-	715	-	-	715
6021	Social Security & Medicare Taxes	60	-	6,618	14,558	-	-	14,558
6022	TMRS Retirement - Employer	118	-	12,063	26,552	-	-	26,552
6025	Worker Compensation Insurance	-	-	68	234	-	-	234
6026	State Unemployment Taxes	-	-	333	810	-	-	810
	<b>TOTAL PERSONNEL SERVICES</b>	<b>966</b>	<b>-</b>	<b>100,290</b>	<b>226,097</b>	<b>-</b>	<b>-</b>	<b>226,097</b>
6101	Office Supplies	21,924	27,000	27,000	27,000	-	-	27,000
6103	Computer Equipment <\$20,000	5,919	31,100	31,100	-	-	68,000	68,000
6109	Postage	-	-	-	50	-	-	50
	<b>TOTAL SUPPLIES</b>	<b>27,842</b>	<b>58,100</b>	<b>58,100</b>	<b>27,050</b>	<b>-</b>	<b>68,000</b>	<b>95,050</b>
6201	Office Equipment Maintenance	1,220	28,500	28,500	7,500	-	-	7,500
6202	Computer Equipment Maintenance	-	-	-	1,200	-	-	1,200
	<b>TOTAL MAINTENANCE</b>	<b>1,220</b>	<b>28,500</b>	<b>28,500</b>	<b>8,700</b>	<b>-</b>	<b>-</b>	<b>8,700</b>
6304	Professional Services-Other	117,990	151,255	25,405	168,585	-	-	168,585
6312	Communication Services	39,508	50,280	50,280	53,304	-	-	53,304
6320	Computer Software Service	64,955	94,737	94,737	100,037	-	25,500	125,537
6332	Travel and Meals	-	-	-	1,000	-	-	1,000
6333	Dues and Subscriptions	-	-	-	1,400	-	-	1,400
6334	Automobile Allowances	-	-	4,800	4,800	-	-	4,800
6337	Training	-	-	-	6,000	-	-	6,000
	<b>TOTAL SERVICES AND CHARGES</b>	<b>222,453</b>	<b>296,272</b>	<b>175,222</b>	<b>335,126</b>	<b>-</b>	<b>25,500</b>	<b>360,626</b>
<b>117</b>	<b>Total Department Expenditures</b>	<b>252,481</b>	<b>382,872</b>	<b>362,112</b>	<b>596,973</b>	<b>-</b>	<b>93,500</b>	<b>690,473</b>

# 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 2013

- 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 (\$125,000)

CITY OF TOMBALL  
 118 - GENERAL - LEGAL  
 2012-2013 ADOPTED BUDGET WORKSHEET

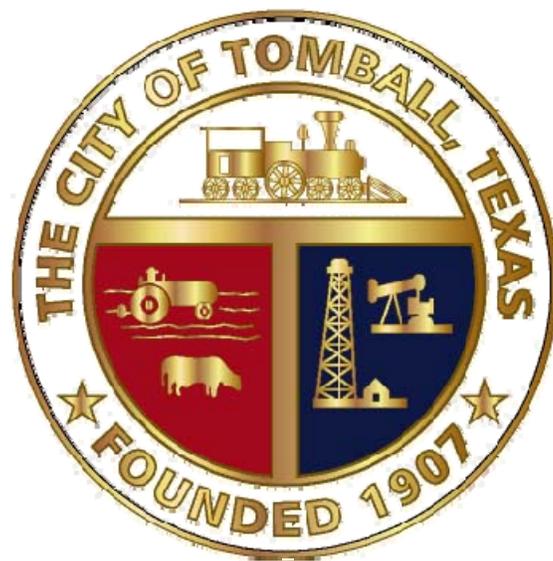
	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	1,303	2,000	2,000	2,000	-	-	2,000
Maintenance	-	-	-	-	-	-	-
Services and charges	140,451	125,000	125,000	125,000	-	-	125,000
<b>Total Operating Expenditures</b>	<b>141,754</b>	<b>127,000</b>	<b>127,000</b>	<b>127,000</b>	<b>-</b>	<b>-</b>	<b>127,000</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>141,754</b>	<b>127,000</b>	<b>127,000</b>	<b>127,000</b>	<b>-</b>	<b>-</b>	<b>127,000</b>

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  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY 2012 Projections	FY2013			FY2013
					Base	Recurring	Non- Recurring	Adopted Budget
6102	Educational Supplies	1,303	2,000	2,000	2,000	-	-	2,000
6109	Postage	-	-	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	1,303	2,000	2,000	2,000	-	-	2,000
6303	Professional Services-Legal	140,451	125,000	125,000	125,000	-	-	125,000
	<b>TOTAL SERVICES AND CHARGES</b>	140,451	125,000	125,000	125,000	-	-	125,000
<b>118</b>	<b>Total Department Expenditures</b>	141,754	127,000	127,000	127,000	-	-	127,000



**CITY OF TOMBALL  
119 - GENERAL - NONDEPARTMENTAL  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	14,513	15,500	17,000	16,000	-	-	16,000
Maintenance	525	525	541	600	-	-	600
Services and charges	251,913	266,340	279,740	276,740	-	-	276,740
<b>Total Operating Expenditures</b>	<b>266,953</b>	<b>282,365</b>	<b>297,281</b>	<b>293,340</b>	<b>-</b>	<b>-</b>	<b>293,340</b>
Capital Outlay	-	-	450,000	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	1,846,468	1,463,198	1,463,198	1,535,709	-	-	1,535,709
<b>Total Expenditures</b>	<b>2,113,421</b>	<b>1,745,563</b>	<b>2,210,479</b>	<b>1,829,049</b>	<b>-</b>	<b>-</b>	<b>1,829,049</b>

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

CITY OF TOMBALL  
 119 - GENERAL - NONDEPARTMENTAL  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY 2012	FY2013	Non-		FY2013
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6101	Office Supplies	5,969	6,500	7,500	6,500	-	-	6,500
6106	Materials and Parts	-	-	-	-	-	-	-
6109	Postage	8,544	9,000	9,500	9,500	-	-	9,500
	<b>TOTAL SUPPLIES</b>	<b>14,513</b>	<b>15,500</b>	<b>17,000</b>	<b>16,000</b>	<b>-</b>	<b>-</b>	<b>16,000</b>
6201	Office Equipment Maintenance	525	525	541	600	-	-	600
6206	Building Maintenance	-	-	-	-	-	-	-
	<b>TOTAL MAINTENANCE</b>	<b>525</b>	<b>525</b>	<b>541</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>600</b>
6329	Other Services	31,691	24,600	38,000	35,000	-	-	35,000
6330	Property and Liability Insurance	192,393	210,000	210,000	210,000	-	-	210,000
6336	Equipment Rentals	27,709	31,500	31,500	31,500	-	-	31,500
6399	Services Charges	120	240	240	240	-	-	240
	<b>TOTAL SERVICES AND CHARGES</b>	<b>251,913</b>	<b>266,340</b>	<b>279,740</b>	<b>276,740</b>	<b>-</b>	<b>-</b>	<b>276,740</b>
6406	Land and Buildings			450,000				-
	<b>TOTAL CAPITAL OUTLAY</b>			<b>450,000</b>				<b>-</b>
6692	Transfer to Emp. Benefits Trust Fund	1,846,468	1,463,198	1,463,198	1,535,709	-	-	1,535,709
	<b>TOTAL TRANSFERS</b>	<b>1,846,468</b>	<b>1,463,198</b>	<b>1,463,198</b>	<b>1,535,709</b>	<b>-</b>	<b>-</b>	<b>1,535,709</b>
<b>119</b>	<b>Total Department Expenditures</b>	<b>2,113,419</b>	<b>1,745,563</b>	<b>2,210,479</b>	<b>1,829,049</b>	<b>-</b>	<b>-</b>	<b>1,829,049</b>

# 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 2012

- Completed Computer Aided Dispatch (CAD) upgrade project (Priority Dispatch), which has significantly enhanced functionality and efficiency between TPD, TFD, and NWEMS.
- Overall Uniform Crime Report clearance rate is 43 percent. This is more than twice the national average “solve-rate.”
- Sick time usage has remained level in comparison to 2011; however, this represents a steady four-year decrease of over 15 percent.
- Response time averaged 3:22 for all calls for service. This represents a reduction of 1:25, 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
  - Department-wide interpersonal communications training
  - Press Information Officer training
  - Crime Scene Investigation training
  - Monthly training for Strategic Response Team members (tactical and crisis negotiators).
  - Student Resource Officer training
- Minimum staffing levels have been maintained throughout the year in both patrol and communications.

- Station and jail video monitoring systems have been installed and are fully operational.
- Radio and telephone recording system has been installed and fully operational. This system was obtained through a \$30,000 dollar grant from The 100 Club.
- Field Based Reporting System has been installed and is being utilized in all patrol vehicles. This system allows officers to remain visible in the field during the completion of routine reports.
- 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.
- Air Support Unit continues to work in partnership with the US Department of Justice and the Harris County Sheriff’s Office. There have been over 400 hours of mission flights which have significantly enhanced officer/community safety; provided assistance to incident commanders during major unusual occurrences; and aided in our national security efforts by flying numerous critical infrastructure missions over the City of Tomball, Northwest Harris County, and the Houston Ship Channel.
- Narcotics Canine Program was reestablished with “Hektor” and his officer handler conducting drug interdiction efforts throughout the city and also working Tomball Independent School District campuses, to keep them drug-free.

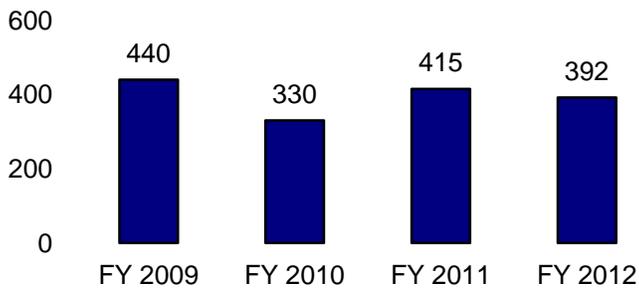
### Objectives for FY 2013

- 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

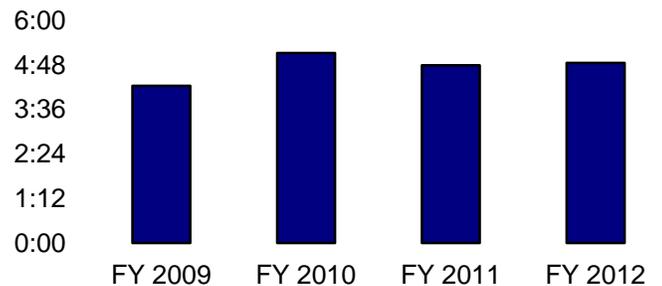


### Goals for FY 2013

- 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%.
- 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.
- Convene a policy review committee to review and update the TPD Policy Manual.
- Integrate the use of motorcycles in our citywide traffic safety, mobility, and accident reduction efforts.
- Successfully complete the Texas Police Chief's Association recognition program.
- Increase specialized enforcement efforts in the areas such as vice and narcotics, through the utilization of target specific undercover/ sting operations.
- Complete the interface connection project (PAGIS/ALPR) that will imbed City of Tomball warrants into our Automated License Plate Reader database.
- Complete SharePoint collaboration software upgrade 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.

### Average Response Time



### Major Budget Items

- Fuel (\$130,000)
- Travel and Training (\$55,000)
- Dispatch/Radio System Upgrades (\$240,000)

**CITY OF TOMBALL  
121 - GENERAL FUND - POLICE DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	3,774,823	4,291,798	4,153,349	4,298,070	-	-	4,298,070
Supplies	213,870	222,500	230,668	244,500	-	40,000	284,500
Maintenance	106,961	73,500	71,500	74,500	-	200,000	274,500
Services and charges	173,157	183,500	177,000	190,000	12,000	-	202,000
<b>Total Operating Expenditures</b>	<b>4,268,811</b>	<b>4,771,298</b>	<b>4,632,517</b>	<b>4,807,070</b>	<b>12,000</b>	<b>240,000</b>	<b>5,059,070</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	75,000	75,000	90,000	-	-	90,000
<b>Total Expenditures</b>	<b>4,268,811</b>	<b>4,846,298</b>	<b>4,707,517</b>	<b>4,897,070</b>	<b>12,000</b>	<b>240,000</b>	<b>5,149,070</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Dispatch Call-Taker Console Upgrade			\$40,000
Dispatch Center Radio Upgrade		\$ 12,000	\$ 200,000

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Police Chief	1.00	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00	3.00
Lieutenant	1.00	1.00	1.00	1.00	0.00
Detective	1.00	1.00	1.00	1.00	1.00
Sergeant	6.00	6.00	6.00	7.00	7.00
Corporal	1.00	1.00	1.00	4.00	4.00
Police Officer	28.00	28.00	28.00	24.00	24.00
Public Service Officer	2.00	2.00	2.00	3.00	3.00
IT Support Specialist	1.00	1.00	1.00	1.00	0.00
Records Clerk	3.00	3.00	3.00	3.00	3.00
Dispatcher	9.00	9.00	9.00	10.00	10.00
Police Bailiff/Warrant Officer	0.00	0.00	0.00	2.00	2.00
<b>Subtotal</b>	<b>55.00</b>	<b>55.00</b>	<b>55.00</b>	<b>59.00</b>	<b>58.00</b>
Police Reserves	25.00	25.00	25.00	25.00	25.00
<b>Total</b>	<b>80.00</b>	<b>80.00</b>	<b>80.00</b>	<b>84.00</b>	<b>83.00</b>

CITY OF TOMBALL  
 121 - GENERAL - POLICE DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non- Recurring	FY2013 Adopted Budget
6001	Salaries - Administrative	371,617	417,040	388,576	374,899	-	-	374,899
6003	Wages - Full Time	1,897,877	2,631,938	2,375,250	2,678,986	-	-	2,678,986
6004	Wages - Part Time	73,313	79,933	90,793	81,540	-	-	81,540
6005	Wages - Overtime	351,485	263,194	271,091	294,688	-	-	294,688
6009	Wages - Other	119,516	-	72,846	-	-	-	-
6011	Vacation Pay	139,406	21,112	97,646	19,715	-	-	19,715
6012	Sick Pay	57,917	26,177	52,277	29,134	-	-	29,134
6013	Emergency Pay	2,428	-	889	-	-	-	-
6019	Miscellaneous Pay	24,853	27,165	26,815	26,910	-	-	26,910
6021	Social Security & Medicare Taxes	225,614	266,277	254,974	269,223	-	-	269,223
6022	TMRS Retirement - Employer	450,702	474,498	459,289	458,247	-	-	458,247
6025	Worker Compensation Insurance	43,085	55,184	33,979	39,718	-	-	39,718
6026	State Unemployment Taxes	4,424	17,280	16,924	17,010	-	-	17,010
6030	Employee Tuition Reimbursement	12,588	12,000	12,000	8,000	-	-	8,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>3,774,823</b>	<b>4,291,798</b>	<b>4,153,349</b>	<b>4,298,070</b>	-	-	<b>4,298,070</b>
6101	Office Supplies	17,276	20,000	20,000	20,000	-	-	20,000
6102	Educational Supplies	1,389	2,000	2,000	2,000	-	-	2,000
6104	Janitorial & Cleaning Supplies	502	500	500	500	-	-	500
6105	Food Supplies	3,580	5,000	5,000	5,000	-	-	5,000
6106	Materials and Parts	35,494	45,000	45,000	45,000	-	40,000	85,000
6107	Clothing and Uniforms	37,116	36,000	36,000	36,000	-	-	36,000
6108	Fuel, Oil and Lubricants	112,066	110,000	110,000	130,000	-	-	130,000
6109	Postage	1,099	1,000	1,500	3,000	-	-	3,000
6119	Other Supplies	5,349	3,000	10,668	3,000	-	-	3,000
<b>TOTAL SUPPLIES</b>		<b>213,870</b>	<b>222,500</b>	<b>230,668</b>	<b>244,500</b>	-	40,000	<b>284,500</b>
6201	Office Equipment Maintenance	752	1,500	1,500	1,500	-	-	1,500
6203	Radio Equipment Maintenance	15,924	15,000	17,000	20,000	-	200,000	220,000
6204	Other Equipment Maintenance	50,375	25,000	23,000	23,000	-	-	23,000
6205	Vehicle Maintenance	39,410	32,000	30,000	30,000	-	-	30,000
6206	Building Maintenance	501	-	-	-	-	-	-
<b>TOTAL MAINTENANCE</b>		<b>106,961</b>	<b>73,500</b>	<b>71,500</b>	<b>74,500</b>	-	200,000	<b>274,500</b>
6303	Professional Services-Legal	8,609	-	-	-	-	-	-
6304	Professional Services-Other	-	10,000	10,000	10,000	4,800	-	14,800
6312	Communications Services	23,702	24,000	20,000	20,000	7,200	-	27,200
6316	Printing and Binding	1,035	4,000	4,000	4,000	-	-	4,000
6318	Harris County Animal Control Serv.	24,000	24,000	24,000	26,500	-	-	26,500
6320	Computer Software Service	38,547	45,000	46,000	53,000	-	-	53,000
6324	Jail Service Expenditures	5,703	7,000	7,000	7,000	-	-	7,000
6325	Buy Money	4,000	4,000	2,000	4,000	-	-	4,000
6328	Bike Patrol Expenditures	-	1,000	1,000	1,000	-	-	1,000
6329	Other Services	1,369	2,000	2,000	2,000	-	-	2,000
6332	Travel and Meals	20,740	20,000	20,000	20,000	-	-	20,000
6333	Dues and Subscriptions	8,458	5,500	5,000	5,500	-	-	5,500
6335	Advertising Cost	91	1,000	-	1,000	-	-	1,000
6336	Equipment Rentals	1,084	1,000	1,000	1,000	-	-	1,000
6337	Training	35,321	35,000	35,000	35,000	-	-	35,000

CITY OF TOMBALL  
 121 - GENERAL - POLICE DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non- Recurring	FY2013 Adopted Budget
6398	Banquets,Dedications & Receptions	500	-	-	-	-	-	-
	<b>TOTAL SERVICES AND CHARGES</b>	<b>173,157</b>	<b>183,500</b>	<b>177,000</b>	<b>190,000</b>	<b>12,000</b>	<b>-</b>	<b>202,000</b>
6405	Vehicle Equipment	-	-	-	-	-	-	-
6406	Land and Buildings	-	-	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
6998	Transfer to Fleet Replacement	-	75,000	75,000	90,000	-	-	90,000
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>
<b>121</b>	<b>Total Department Expenditures</b>	<b>4,268,811</b>	<b>4,846,298</b>	<b>4,707,517</b>	<b>4,897,070</b>	<b>12,000</b>	<b>240,000</b>	<b>5,149,070</b>



# 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 2012

- Backlog of warrants waiting to be issued.
- Completion of all mandatory education hours by clerks, judges, prosecutor
- Clearing of Juvenile backlog
- Begin 2003-2005 warrant records review
- Jury Trial are current and up to date
- Begin System alignment with Dps Codes
- Update letters to reflect no phone payments
- Update complaints
- Update jury charges
- Accomplished new clerk on job training
- Updated deferred form
- Created Deferred Request

- Created and mainstreamed notice and procedures concerning cash bonds
- Established Surety Bond Status request.

### Goals for FY 2013

- Improve collections.
- Improve efficiency with customer relations.
- Improve clerk knowledge by having two new clerks attend new clerk training with TMCEC.

### Objectives for FY 2013

- Complete Court Operations Manual.
- Main stream Surety Bond Forfeiture Program

**CITY OF TOMBALL  
122 - GENERAL FUND - MUNICIPAL COURT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	302,338	229,009	219,267	234,732	-	-	234,732
Supplies	13,464	11,500	9,500	9,500	-	-	9,500
Maintenance	-	-	-	-	-	-	-
Services and charges	61,900	70,875	69,536	74,910	-	-	74,910
<b>Total Operating Expenditures</b>	<b>377,702</b>	<b>311,384</b>	<b>298,303</b>	<b>319,142</b>	<b>-</b>	<b>-</b>	<b>319,142</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>377,702</b>	<b>311,384</b>	<b>298,303</b>	<b>319,142</b>	<b>-</b>	<b>-</b>	<b>319,142</b>

Supplemental Programs Page No. Recurring Non-Recur.  
None

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	1.00	1.00	1.00
Assistant Court Clerk	1.00	1.00	1.00	2.00	2.00
Police Bailiff/Warrant Officer	1.00	1.00	1.00	0.00	0.00
Municipal Judge	1.00	1.00	1.00	0.50	0.50
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.50</b>	<b>4.50</b>

CITY OF TOMBALL  
 122 - GENERAL - MUNICIPAL COURT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	39,427	53,796	50,104	53,796	-	-	53,796
6003	Wages - Full Time	115,925	98,036	86,055	101,121	-	-	101,121
6004	Wages - Part Time	43,262	31,418	31,453	32,468	-	-	32,468
6005	Wages - Overtime	4,964	4,120	4,120	4,120	-	-	4,120
6009	Wages - Other	8,449	-	3,165	-	-	-	-
6011	Vacation Pay	14,419	1,076	3,284	1,085	-	-	1,085
6012	Sick Pay	16,726	828	1,368	1,447	-	-	1,447
6019	Miscellaneous Pay	5,525	1,195	1,410	1,315	-	-	1,315
6021	Social Security & Medicare Taxes	18,678	14,574	13,719	14,948	-	-	14,948
6022	TMRS Retirement - Employer	32,217	22,197	22,914	22,732	-	-	22,732
6025	Worker Compensation Insurance	1,989	419	339	350	-	-	350
6026	State Unemployment Taxes	758	1,350	1,336	1,350	-	-	1,350
	<b>TOTAL PERSONNEL SERVICES</b>	<b>302,338</b>	<b>229,009</b>	<b>219,267</b>	<b>234,732</b>	<b>-</b>	<b>-</b>	<b>234,732</b>
6101	Office Supplies	12,422	11,000	9,000	9,000	-	-	9,000
6102	Educational Supplies	300	500	500	500	-	-	500
6107	Clothing and Uniforms	676	-	-	-	-	-	-
6108	Fuel, Oil and Lubricants	66	-	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	<b>13,464</b>	<b>11,500</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>	<b>-</b>	<b>9,500</b>
6205	Vehicle Maintenance	-	-	-	-	-	-	-
	<b>TOTAL MAINTENANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
6303	Professional Services-Legal	54,940	60,500	60,500	65,000	-	-	65,000
6312	Communication Services	796	-	-	-	-	-	-
6316	Printing and Binding	445	1,500	1,100	1,100	-	-	1,100
6329	Other Services	1,906	2,500	2,000	2,000	-	-	2,000
6332	Travel and Meals	1,925	3,250	3,000	3,520	-	-	3,520
6333	Dues and Subscriptions	182	1,375	1,375	1,440	-	-	1,440
6337	Training	1,705	1,750	1,561	1,850	-	-	1,850
	<b>TOTAL SERVICES AND CHARGES</b>	<b>61,900</b>	<b>70,875</b>	<b>69,536</b>	<b>74,910</b>	<b>-</b>	<b>-</b>	<b>74,910</b>
<b>122</b>	<b>Total Department Expenditures</b>	<b>377,702</b>	<b>311,384</b>	<b>298,303</b>	<b>319,142</b>	<b>-</b>	<b>-</b>	<b>319,142</b>



# 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 FY2012

- WI-FI
- Increased new participants by 10%
- Added two new classes
- Increased in trips
- More awareness in the Community
- We offer a wide variety for life style changes

### Goals for FY 2013

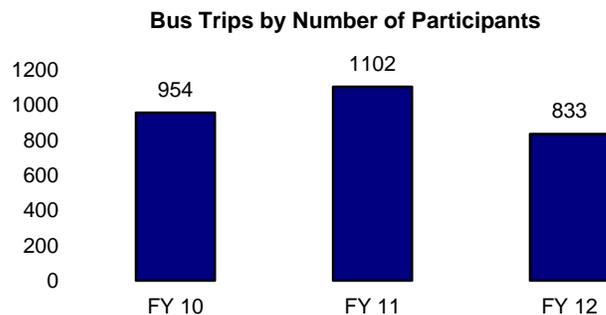
- To increase the availability of a variety of volunteers teaching activities for all ages
- To have as many activities that are cost effective in bringing in more participants of all ages
- To increase the awareness of what the center has to offer and to bring in more rentals
- To utilize the space we have to offer for cost effectiveness

### Objectives for FY 2013

- Increase the rental revenue

### Major Budget Items

- None



CITY OF TOMBALL  
 131 - GENERAL FUND - COMMUNITY CENTER  
 2012-2013 ADOPTED BUDGET WORKSHEET

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	108,784	130,345	119,834	133,154	-	-	133,154
Supplies	6,629	9,047	5,120	10,561	-	-	10,561
Maintenance	712	1,509	2,226	1,384	-	-	1,384
Services and charges	863	1,200	575	590	-	-	590
<b>Total Operating Expenditures</b>	<b>116,988</b>	<b>142,101</b>	<b>127,755</b>	<b>145,689</b>	<b>-</b>	<b>-</b>	<b>145,689</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>116,988</b>	<b>142,101</b>	<b>127,755</b>	<b>145,689</b>	<b>-</b>	<b>-</b>	<b>145,689</b>

Supplemental Programs Page No. Recurring Non-Recur.  
 None

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Manager	1.00	1.00	1.00	1.00	1.00
Assistant	1.00	1.00	1.00	1.00	1.00
Attendants-Part Time	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

CITY OF TOMBALL  
 131 - GENERAL - COMMUNITY CENTER  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	FY2013		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	41,503	50,732	46,668	52,253	-	-	52,253
6003	Wages - Full Time	27,932	32,050	30,407	33,014	-	-	33,014
6004	Wages - Part Time	6,229	22,195	13,335	21,745	-	-	21,745
6005	Wages - Overtime	866	1,030	1,030	1,030	-	-	1,030
6009	Wages - Other	3,893	-	2,342	-	-	-	-
6011	Vacation Pay	6,441	858	3,020	984	-	-	984
6012	Sick Pay	1,134	493	1,019	508	-	-	508
6013	Emergency Pay	-	-	146	-	-	-	-
6019	Miscellaneous Pay	1,130	1,250	1,250	1,370	-	-	1,370
6021	Social Security & Medicare Taxes	6,418	8,311	7,403	8,487	-	-	8,487
6022	TMRS Retirement - Employer	12,741	12,062	11,951	12,446	-	-	12,446
6024	Health Insurance	-	-	-	-	-	-	-
6025	Worker Compensation Insurance	263	284	206	237	-	-	237
6026	State Unemployment Taxes	236	1,080	1,057	1,080	-	-	1,080
<b>TOTAL PERSONNEL SERVICES</b>		<b>108,784</b>	<b>130,345</b>	<b>119,834</b>	<b>133,154</b>	<b>-</b>	<b>-</b>	<b>133,154</b>
6101	Office Supplies	583	860	500	700	-	-	700
6102	Educational Supplies	-	-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	66	150	50	143	-	-	143
6105	Food Supplies	3,081	4,324	2,300	4,313	-	-	4,313
6106	Materials and Parts	6	83	25	64	-	-	64
6108	Fuel, Oil and Lubricants	1,322	620	1,040	1,313	-	-	1,313
6109	Postage	18	-	-	-	-	-	-
6119	Other Supplies	1,553	1,831	905	1,383	-	-	1,383
6130	Furniture < \$20,000	-	1,179	300	2,645	-	-	2,645
<b>TOTAL SUPPLIES</b>		<b>6,629</b>	<b>9,047</b>	<b>5,120</b>	<b>10,561</b>	<b>-</b>	<b>-</b>	<b>10,561</b>
6204	Other Equipment Maintenance	-	525	100	400	-	-	400
6205	Vehicle Maintenance	712	984	2,126	984	-	-	984
<b>TOTAL MAINTENANCE</b>		<b>712</b>	<b>1,509</b>	<b>2,226</b>	<b>1,384</b>	<b>-</b>	<b>-</b>	<b>1,384</b>
6329	Other Services	300	-	-	-	-	-	-
6332	Travel and Meals	(70)	300	120	300	-	-	300
6335	Advertising Cost	-	190	190	190	-	-	190
6337	Training	-	149	-	-	-	-	-
6362	Permits and Licenses	141	86	85	100	-	-	100
6398	Banquets, Dedications & Receptions	493	475	180	-	-	-	-
<b>TOTAL SERVICES AND CHARGES</b>		<b>863</b>	<b>1,200</b>	<b>575</b>	<b>590</b>	<b>-</b>	<b>-</b>	<b>590</b>
6998	Transfer to Fleet Replacement	-	-	-	-	-	-	-
<b>TOTAL TRANSFERS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>131</b>	<b>Total Department Expenditures</b>	<b>116,988</b>	<b>142,101</b>	<b>127,755</b>	<b>145,689</b>	<b>-</b>	<b>-</b>	<b>145,689</b>



# 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 2012

- Received a Grant to purchase portable scene lighting for fire investigations.
- Held an Open House at Fire Station #1 to kick-off Fire Prevention Week in October
- Coordinated a Town Hall meeting at an Active Senior apartment complex with Tomball Fire, Police and NWEMS.
- Performed our Fire Prevention Skit to more than 700 elementary grade students.
- The Fire Marshal and Assistant Fire Marshal became certified as Incident Safety Officers for TFD.

### Objectives for FY 2013

- Establish an electronic mobile life safety inspection program using tablet style computers.
- Create a residential Knox Box program that will allow rapid access to infirmed and chronically ill citizens.
- Hold a Town Hall, meeting (relating to public education) every three months at various locations.
- Continue to seek areas to improve efficiency and productivity through new polices and processes.

CITY OF TOMBALL  
 141 - GENERAL FUND - FIRE MARSHAL  
 2012-2013 ADOPTED BUDGET WORKSHEET

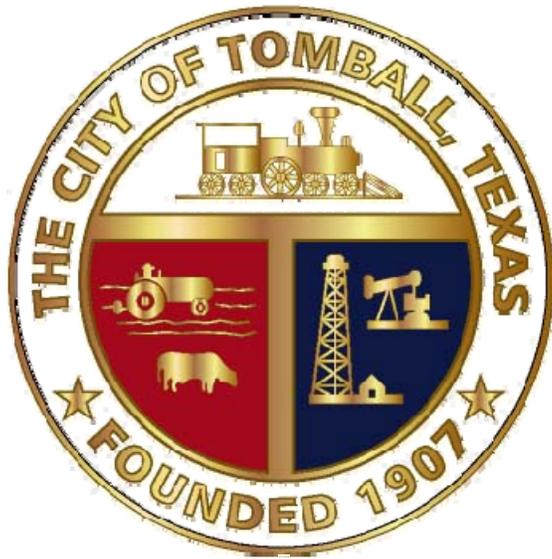
	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	150,253	144,289	143,560	149,969	-	-	149,969
Supplies	13,311	18,203	18,480	25,933	-	-	25,933
Maintenance	2,155	2,360	3,954	2,130	-	-	2,130
Services and charges	13,472	14,643	11,149	16,113	-	-	16,113
<b>Total Operating Expenditures</b>	<b>179,191</b>	<b>179,495</b>	<b>177,143</b>	<b>194,145</b>	<b>-</b>	<b>-</b>	<b>194,145</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>179,191</b>	<b>179,495</b>	<b>177,143</b>	<b>194,145</b>	<b>-</b>	<b>-</b>	<b>194,145</b>

Supplemental Programs Page No. Recurring Non-Recur.  
 None

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Fire Marshal/Inspector	1.00	1.00	1.00	1.00	1.00
Fire Inspector	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

CITY OF TOMBALL  
 141 - GENERAL - FIRE MARSHAL  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	FY2013		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6003	Wages - Full Time	94,818	107,270	101,952	110,376	-	-	110,376
6005	Wages - Overtime	15,424	8,240	8,240	8,240	-	-	8,240
6009	Wages - Other	5,102	-	2,550	-	-	-	-
6011	Vacation Pay	2,787	572	2,505	1,274	-	-	1,274
6012	Sick Pay	2,643	763	1,205	1,698	-	-	1,698
6013	Emergency Pay	370	-	222	-	-	-	-
6019	Miscellaneous Pay	360	480	480	600	-	-	600
6021	Social Security & Medicare Taxes	9,166	8,977	8,853	9,349	-	-	9,349
6022	TMRS Retirement - Employer	18,443	16,372	16,298	17,051	-	-	17,051
6025	Worker Compensation Insurance	995	1,075	733	841	-	-	841
6026	State Unemployment Taxes	144	540	522	540	-	-	540
<b>TOTAL PERSONNEL SERVICES</b>		<b>150,253</b>	<b>144,289</b>	<b>143,560</b>	<b>149,969</b>	-	-	<b>149,969</b>
6101	Office Supplies	2,002	2,073	2,000	1,878	-	-	1,878
6102	Educational Supplies	2,211	8,200	8,200	7,750	-	-	7,750
6105	Food Supplies	24	100	200	200	-	-	200
6107	Clothing and Uniforms	1,561	1,970	2,000	2,475	-	-	2,475
6108	Fuel, Oil and Lubricants	5,252	4,500	4,500	6,000	-	-	6,000
6109	Postage	54	150	80	100	-	-	100
6119	Other Supplies	2,206	1,210	1,500	7,530	-	-	7,530
<b>TOTAL SUPPLIES</b>		<b>13,311</b>	<b>18,203</b>	<b>18,480</b>	<b>25,933</b>	-	-	<b>25,933</b>
6203	Radio Equipment Maintenance	-	-	-	100	-	-	100
6204	Other Equipment Maintenance	61	260	400	100	-	-	100
6205	Vehicle Maintenance	2,094	2,100	3,554	1,930	-	-	1,930
<b>TOTAL MAINTENANCE</b>		<b>2,155</b>	<b>2,360</b>	<b>3,954</b>	<b>2,130</b>	-	-	<b>2,130</b>
6304	Professional Services-Other	1,473	1,000	1,000	800	-	-	800
6312	Communication Services	1,110	1,600	1,000	1,600	-	-	1,600
6320	Computer Software Service	2,000	-	-	-	-	-	-
6329	Other Services	73	-	-	-	-	-	-
6332	Travel and Meals	3,872	4,400	3,500	5,200	-	-	5,200
6333	Dues and Subscriptions	999	2,943	2,649	3,013	-	-	3,013
6337	Training	3,315	4,700	3,000	5,500	-	-	5,500
6350	Child Safety Education	629	-	-	-	-	-	-
<b>TOTAL SERVICES AND CHARGES</b>		<b>13,472</b>	<b>14,643</b>	<b>11,149</b>	<b>16,113</b>	-	-	<b>16,113</b>
<b>141</b>	<b>Total Department Expenditures</b>	<b>179,191</b>	<b>179,495</b>	<b>177,143</b>	<b>194,145</b>	-	-	<b>194,145</b>



# 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 2012

- 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.
- A site for the location of City Fire Station #3 has been identified and we are waiting on the decision from the property owner.
- Increased the percentage of time that Fire Station #2 is manned at night and on Sunday from less than 10% in 2011 to over 30% in 2012
- A consortium of fire departments have been contacted and expressed an interest in developing and maintaining a training facility

### Objectives for FY 2013

- 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 2012 to at least 50% in 2013.
- Complete the Standards of Cover Project by December 31, 2012
- Complete the Community Driven Strategic Plan by December 31, 2012
- Acquire the site for the third City of Tomball Fire Department Fire Station.
- Solidify the consortium of area departments to design, fund and construct a regional training field.
- Have ESD #15 acquire a site for a county (ESD) fire station

### Major Budget Items:

- Replacement Turnout Gear (\$56,520)
- Fuel (\$41,410)
- Vehicle Maintenance (\$105,600)

**CITY OF TOMBALL  
142 - GENERAL FUND - FIRE DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	778,063	931,600	904,448	1,012,013	-	-	1,012,013
Supplies	154,873	207,256	170,622	259,814	-	-	259,814
Maintenance	126,198	188,953	194,029	202,589	500	-	203,089
Services and charges	64,121	72,737	83,686	110,635	-	-	110,635
<b>Total Operating Expenditures</b>	<b>1,123,255</b>	<b>1,400,546</b>	<b>1,352,785</b>	<b>1,585,051</b>	<b>500</b>	<b>-</b>	<b>1,585,551</b>
Capital Outlay	417,750	150,000	150,000	-	-	29,360	29,360
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,541,006</b>	<b>1,550,546</b>	<b>1,502,785</b>	<b>1,585,051</b>	<b>500</b>	<b>29,360</b>	<b>1,614,911</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Quantifit Respirator Fit Testing System		\$ 500	\$ 10,360
Confined Space Rescue Equipment			\$ 7,000
Portable Pump			\$ 7,000
Purchase interest in Regional High Volume Positive Pressure Ventilation Fan			\$ 5,000

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Fire Chief	1.00	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00	1.00
Fire Fighter	2.00	2.00	2.00	6.00	6.00
Part Time Fire Fighter	7.00	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>PAID STAFF</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>16.00</b>	<b>16.00</b>
Community Volunteers	60.00	60.00	60.00	60.00	60.00
<b>Total</b>	<b>72.00</b>	<b>72.00</b>	<b>72.00</b>	<b>76.00</b>	<b>76.00</b>

CITY OF TOMBALL  
 142 - GENERAL - FIRE DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non- Recurring	FY2013 Adopted Budget
6001	Salaries - Administrative	137,430	160,579	156,569	165,329	-	-	165,329
6003	Wages - Full Time	154,270	253,773	263,588	309,183	-	-	309,183
6004	Wages - Part Time	273,831	274,073	236,518	278,100	-	-	278,100
6005	Wages - Overtime	51,868	51,904	55,967	54,941	-	-	54,941
6009	Wages - Other	12,667	-	8,400	-	-	-	-
6010	Fire Run Payments	17,891	27,000	20,000	25,000	-	-	25,000
6011	Vacation Pay	8,345	2,739	3,930	3,872	-	-	3,872
6012	Sick Pay	4,508	2,394	4,061	4,620	-	-	4,620
6013	Emergency Pay	-	-	315	-	-	-	-
6019	Miscellaneous Pay	785	1,355	1,375	1,945	-	-	1,945
6020	Volunteers' State Retirement	3,380	18,000	18,000	15,000	-	-	15,000
6021	Social Security & Medicare Taxes	50,149	57,223	56,110	62,386	-	-	62,386
6022	TMRS Retirement - Employer	55,317	62,983	67,034	69,194	-	-	69,194
6025	Worker Compensation Insurance	3,927	8,633	5,907	6,833	-	-	6,833
6026	State Unemployment Taxes	3,695	10,944	6,674	11,610	-	-	11,610
6030	Employee Tuition Reimbursement	-	-	-	4,000	-	-	4,000
	<b>TOTAL PERSONNEL SERVICES</b>	<b>778,063</b>	<b>931,600</b>	<b>904,448</b>	<b>1,012,013</b>	<b>-</b>	<b>-</b>	<b>1,012,013</b>
6101	Office Supplies	3,385	4,235	4,237	5,489	-	-	5,489
6102	Educational Supplies	1,906	4,850	4,741	2,670	-	-	2,670
6104	Janitorial & Cleaning Supplies	2,665	4,148	4,156	4,356	-	-	4,356
6105	Food Supplies	13,340	8,846	8,767	10,820	-	-	10,820
6106	Materials and Parts	6,152	11,800	11,682	24,735	-	-	24,735
6107	Clothing and Uniforms	67,611	97,512	83,679	99,546	-	-	99,546
6108	Fuel, Oil and Lubricants	30,140	45,000	29,771	41,410	-	-	41,410
6109	Postage	51	150	150	150	-	-	150
6110	Chemical Supplies	4,004	14,300	8,395	15,838	-	-	15,838
6119	Other Supplies	25,618	16,415	15,044	44,800	-	-	44,800
6130	Furniture < \$20,000	-	-	-	10,000	-	-	10,000
	<b>TOTAL SUPPLIES</b>	<b>154,873</b>	<b>207,256</b>	<b>170,622</b>	<b>259,814</b>	<b>-</b>	<b>-</b>	<b>259,814</b>
6201	Office Equipment Maintenance	-	1,500	1,500	1,500	-	-	1,500
6203	Radio Equipment Maintenance	(2,732)	-	8,470	8,000	-	-	8,000
6204	Other Equipment Maintenance	23,839	118,853	98,976	85,489	500	-	85,989
6205	Vehicle Maintenance	103,250	66,600	83,083	105,600	-	-	105,600
6206	Building Maintenance	1,393	-	-	-	-	-	-
6219	Other Maintenance	448	2,000	2,000	2,000	-	-	2,000
	<b>TOTAL MAINTENANCE</b>	<b>126,198</b>	<b>188,953</b>	<b>194,029</b>	<b>202,589</b>	<b>500</b>	<b>-</b>	<b>203,089</b>
6304	Professional Services-Other	6,853	2,050	8,000	9,500	-	-	9,500
6312	Communication Services	11,858	20,000	25,696	19,440	-	-	19,440
6316	Printing and Binding	848	850	1,000	1,000	-	-	1,000
6320	Computer Software Service	6,567	10,742	10,739	12,775	-	-	12,775
6329	Other Services	1,568	1,820	1,957	3,320	-	-	3,320
6332	Travel and Training	9,653	11,240	9,379	17,000	-	-	17,000
6333	Dues and Subscriptions	5,357	6,805	6,816	7,990	-	-	7,990
6335	Advertising Cost	-	550	1,290	1,550	-	-	1,550
6336	Equipment Rentals	1,680	1,680	2,520	2,520	-	-	2,520
6337	Training	19,738	17,000	16,289	34,040	-	-	34,040

CITY OF TOMBALL  
 142 - GENERAL - FIRE DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non- Recurring	FY2013 Adopted Budget
6398	Banquets, Dedications & Receptions		-	-	1,500	-	-	1,500
	<b>TOTAL SERVICES AND CHARGES</b>	64,121	72,737	83,686	110,635	-	-	110,635
6403	Machinery and Equipment	16,208	-	-	-	-	29,360	29,360
6406	Land and Buildings	401,542	150,000	150,000	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	417,750	150,000	150,000	-	-	29,360	29,360
6998	Transfers to Fleet Replacement		-	-	-	-	-	-
6999	Transfers to Capital Projects Fund		-	-	-	-	-	-
	<b>TOTAL TRANSFERS</b>	-	-	-	-	-	-	-
<b>142</b>	<b>Total Department Expenditures</b>	1,541,006	1,550,546	1,502,785	1,585,051	500	29,360	1,614,911

# Emergency Management

## Program Narrative

### Accomplishments for FY 2012

- The City of Tomball Office of Emergency Management has executed a Memorandum of Understanding with the Lone Star College – Tomball (LSC) to utilize the LSC parking lot as a Point of Distribution Site (POD) to distribute emergency supplies of food, water and ice to members of the community during emergency incidents that result in extended power outages.
- 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.
- The Tomball Area LEPC completed a list of Tier II Hazardous Chemical reportees and began the process of establishing relationships with each

### Objectives for FY 2013

- Develop and execute a Memorandum of Understanding with 5 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, 2013.
- Complete the City's Emergency Operations Plan, including all appropriate annexes, by June 30, 2013
- 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 (\$8,000)

**CITY OF TOMBALL  
 143 - GENERAL FUND - EMERGENCY MANAGEMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET**

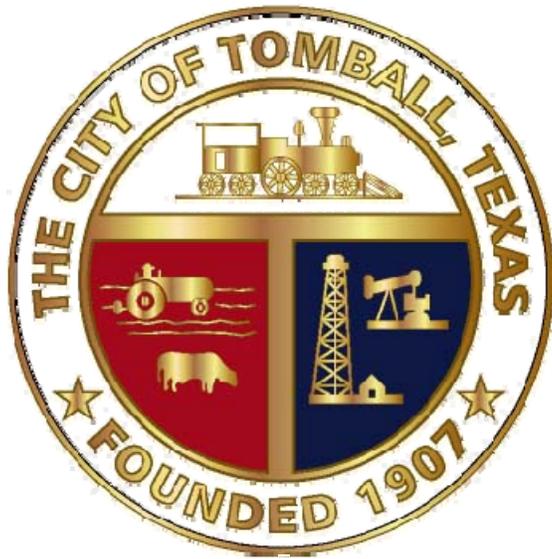
	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	600	1,350	1,300	3,850	-	-	3,850
Maintenance	-	-	-	-	-	-	-
Services and charges	11,554	13,170	12,144	15,518	-	-	15,518
<b>Total Operating Expenditures</b>	<b>12,154</b>	<b>14,520</b>	<b>13,444</b>	<b>19,368</b>	-	-	<b>19,368</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>12,154</b>	<b>14,520</b>	<b>13,444</b>	<b>19,368</b>	-	-	<b>19,368</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

No staff has been assigned to this department.

CITY OF TOMBALL  
 143 - GENERAL - EMERGENCY MANAGEMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	FY 2013		Adopted Budget
						Recurring	Non- Recurring	
6101	Office Supplies	-	100	50	100	-	-	100
6102	Educational Supplies	600	1,000	1,000	1,000	-	-	1,000
6106	Materials and Parts	-	-	-	2,500	-	-	2,500
6107	Clothing and Uniforms	-	250	250	250	-	-	250
	<b>TOTAL SUPPLIES</b>	<b>600</b>	<b>1,350</b>	<b>1,300</b>	<b>3,850</b>	<b>-</b>	<b>-</b>	<b>3,850</b>
6304	Professional Services-Other	141	-	-	-	-	-	-
6312	Communication Services	7,500	7,500	7,800	8,000	-	-	8,000
6320	Computer Software Service	-	2,000	1,546	2,000	-	-	2,000
6332	Travel and Meals	1,134	1,370	970	2,940	-	-	2,940
6333	Dues and Subscriptions	478	700	378	678	-	-	678
6337	Training	2,300	600	450	900	-	-	900
6350	Child Safety Education	-	1,000	1,000	1,000	-	-	1,000
	<b>TOTAL SERVICES AND CHARGES</b>	<b>11,554</b>	<b>13,170</b>	<b>12,144</b>	<b>15,518</b>	<b>-</b>	<b>-</b>	<b>15,518</b>
<b>143</b>	<b>Total Department Expenditures</b>	<b>12,154</b>	<b>14,520</b>	<b>13,444</b>	<b>19,368</b>	<b>-</b>	<b>-</b>	<b>19,368</b>



# 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 2012

- Continued 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.
- Coordinated with multiple City departments and civic groups in support of several public recreational events.

## Goals for FY 2013

- 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  
 2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	42,668	44,770	44,002	45,870	-	-	45,870
Supplies	1,211	1,580	1,165	1,300	-	-	1,300
Maintenance	-	-	-	-	-	-	-
Services and charges	774	850	1,166	1,150	-	-	1,150
<b>Total Operating Expenditures</b>	<b>44,653</b>	<b>47,200</b>	<b>46,333</b>	<b>48,320</b>	<b>-</b>	<b>-</b>	<b>48,320</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>44,653</b>	<b>47,200</b>	<b>46,333</b>	<b>48,320</b>	<b>-</b>	<b>-</b>	<b>48,320</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

CITY OF TOMBALL  
 151 - GENERAL - PUBLIC WORKS ADMINISTRATION  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	FY2013		Adopted Budget
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	
6003	Wages - Full Time	27,734	34,578	32,015	35,628	-	-	35,628
6005	Wages - Overtime	152	1,030	511	1,030	-	-	1,030
6009	Wages - Other	1,760	-	732	-	-	-	-
6011	Vacation Pay	2,352	-	1,446	-	-	-	-
6012	Sick Pay	1,799	-	378	-	-	-	-
6019	Miscellaneous Pay	845	905	905	965	-	-	965
6021	Social Security & Medicare Taxes	2,502	2,795	2,675	2,880	-	-	2,880
6022	TMRS Retirement - Employer	5,366	5,098	5,011	5,019	-	-	5,019
6025	Worker Compensation Insurance	86	94	68	78	-	-	78
6026	State Unemployment Taxes	72	270	261	270	-	-	270
	<b>TOTAL PERSONNEL SERVICES</b>	<b>42,668</b>	<b>44,770</b>	<b>44,002</b>	<b>45,870</b>	<b>-</b>	<b>-</b>	<b>45,870</b>
6101	Office Supplies	769	600	478	450	-	-	450
6105	Food Supplies	(5)	400	400	400	-	-	400
6106	Materials and Parts	-	100	57	100	-	-	100
6107	Clothing and Uniforms	142	180	150	150	-	-	150
6119	Other Supplies	306	300	80	200	-	-	200
	<b>TOTAL SUPPLIES</b>	<b>1,211</b>	<b>1,580</b>	<b>1,165</b>	<b>1,300</b>	<b>-</b>	<b>-</b>	<b>1,300</b>
6304	Professional Services-Other		-	650	650	-	-	650
6312	Telephone Services	284	350	191	250	-	-	250
6320	Computer Software Service	275	-	-	-	-	-	-
6329	Other Services	191	150	125	150	-	-	150
6332	Travel and Meals	24	100	-	100	-	-	100
6337	Training	-	250	200	-	-	-	-
	<b>TOTAL SERVICES AND CHARGES</b>	<b>774</b>	<b>850</b>	<b>1,166</b>	<b>1,150</b>	<b>-</b>	<b>-</b>	<b>1,150</b>
6998	Transfer to Fleet Replacement	-	-	-	-	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>151</b>	<b>Total Department Expenditures</b>	<b>44,653</b>	<b>47,200</b>	<b>46,333</b>	<b>48,320</b>	<b>-</b>	<b>-</b>	<b>48,320</b>



# Garage

## Program Narrative

### Accomplishments for FY 2012

- Installed fleet management software 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 2013

- 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  
 2012-2013 ADOPTED BUDGET WORKSHEET

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	88,357	113,485	111,414	115,671	-	-	115,671
Supplies	4,816	7,950	7,651	7,875	-	-	7,875
Maintenance	2,696	1,950	2,308	1,950	-	-	1,950
Services and charges	2,859	2,926	17,236	4,926	-	-	4,926
<b>Total Operating Expenditures</b>	<b>98,728</b>	<b>126,311</b>	<b>138,609</b>	<b>130,422</b>	<b>-</b>	<b>-</b>	<b>130,422</b>
Capital Outlay	27,431	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>126,159</b>	<b>126,311</b>	<b>138,609</b>	<b>130,422</b>	<b>-</b>	<b>-</b>	<b>130,422</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
City Mechanic	1.00	1.00	1.00	2.00	2.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>

CITY OF TOMBALL  
 152 - GENERAL - GARAGE DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	62,720	89,274	81,151	91,930	-	-	91,930
6005	Wages - Overtime	933	2,060	2,060	2,060	-	-	2,060
6009	Wages - Other	3,037	-	2,207	-	-	-	-
6011	Vacation Pay	1,716	464	3,127	70	-	-	70
6012	Sick Pay	2,551	-	1,696	-	-	-	-
6013	Emergency Pay	-	-	189	-	-	-	-
6019	Miscellaneous Pay	175	365	365	485	-	-	485
6021	Social Security & Medicare Taxes	5,215	7,051	6,823	7,234	-	-	7,234
6022	TMRS Retirement - Employer	11,061	12,861	12,623	12,605	-	-	12,605
6025	Worker Compensation Insurance	804	870	651	747	-	-	747
6026	State Unemployment Taxes	144	540	522	540	-	-	540
	<b>TOTAL PERSONNEL SERVICES</b>	<b>88,357</b>	<b>113,485</b>	<b>111,414</b>	<b>115,671</b>	<b>-</b>	<b>-</b>	<b>115,671</b>
6101	Office Supplies	-	50	155	50	-	-	50
6104	Janitorial & Cleaning Supplies	55	-	-	-	-	-	-
6106	Materials and Parts	2,691	5,000	5,000	5,000	-	-	5,000
6107	Clothing and Uniforms	552	800	834	850	-	-	850
6108	Fuel, Oil and Lubricants	794	450	791	825	-	-	825
6119	Other Supplies	724	1,650	871	1,150	-	-	1,150
	<b>TOTAL SUPPLIES</b>	<b>4,816</b>	<b>7,950</b>	<b>7,651</b>	<b>7,875</b>	<b>-</b>	<b>-</b>	<b>7,875</b>
6205	Vehicle Maintenance	150	100	100	100	-	-	100
6206	Building Maintenance	117	-	-	-	-	-	-
6207	System Maintenance	2,430	1,850	2,208	1,850	-	-	1,850
	<b>TOTAL MAINTENANCE</b>	<b>2,696</b>	<b>1,950</b>	<b>2,308</b>	<b>1,950</b>	<b>-</b>	<b>-</b>	<b>1,950</b>
6312	Communication Services	396	384	384	384	-	-	384
6320	Computer Software Service		-	13,753	1,000	-	-	1,000
6329	Other Services	86	170	170	170	-	-	170
6333	Dues and Subscriptions	1,608	1,700	1,700	1,700	-	-	1,700
6336	Equipment Rentals	475	422	329	422	-	-	422
6337	Training	228	-	650	1,000	-	-	1,000
6362	Permits and Licenses	65	250	250	250	-	-	250
	<b>TOTAL SERVICES AND CHARGES</b>	<b>2,859</b>	<b>2,926</b>	<b>17,236</b>	<b>4,926</b>	<b>-</b>	<b>-</b>	<b>4,926</b>
6403	Machinery and Equipment	27,431	-	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>27,431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>152</b>	<b>Total Department Expenditures</b>	<b>126,159</b>	<b>126,311</b>	<b>138,609</b>	<b>130,422</b>	<b>-</b>	<b>-</b>	<b>130,422</b>



# Parks Department

## Program Narrative

### Accomplishments for FY 2012

- Completed playscape replacement for Juergens Park.
- Completed improvements for playscape at Matheson Park.
- Planted 25 donated trees at Juergens Park to replace trees that were lost due to severe drought conditions.

### Objectives for FY 2013

- Complete covered pavilion for Matheson Park.
- Complete awning for City pool.

### Major Budget Items

- None

**CITY OF TOMBALL  
153 - GENERAL FUND - PARKS DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

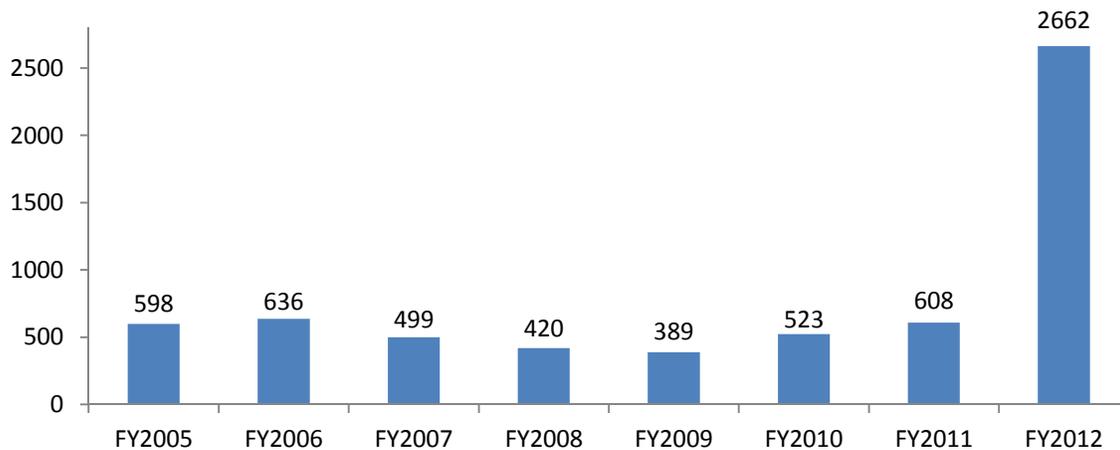
	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	212,451	220,965	216,103	226,450	-	-	226,450
Supplies	36,240	37,206	41,888	41,546	-	-	41,546
Maintenance	35,127	87,500	103,156	27,500	-	40,000	67,500
Services and charges	17,624	31,795	31,690	32,445	-	-	32,445
<b>Total Operating Expenditures</b>	<b>301,442</b>	<b>377,466</b>	<b>392,837</b>	<b>327,941</b>	<b>-</b>	<b>40,000</b>	<b>367,941</b>
Capital Outlay	11,952	-	72,000	75,000	-	-	75,000
Transfers	-	-	-	28,000	-	-	28,000
<b>Total Expenditures</b>	<b>313,394</b>	<b>377,466</b>	<b>464,837</b>	<b>430,941</b>	<b>-</b>	<b>40,000</b>	<b>470,941</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Lead Paint Abatement and New Siding for Depot Building			\$ 40,000

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Park Foreman	1.00	1.00	1.00	1.00	1.00
Serviceman	4.00	4.00	4.00	4.00	4.00
Crew Worker**	0.20	0.20	0.20	0.20	0.20
<b>Total</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>	<b>5.20</b>

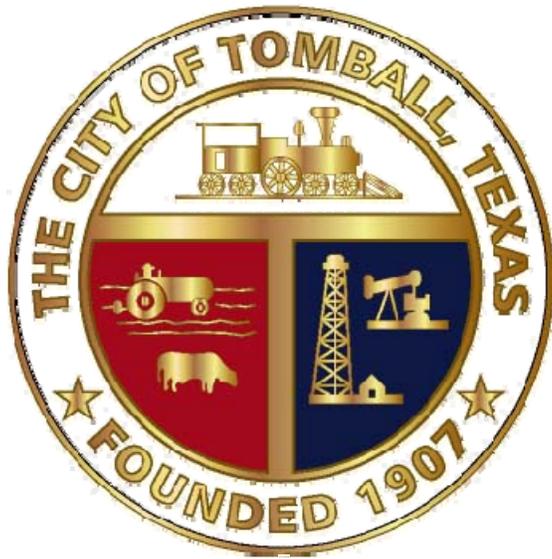
\*\* Equivalent of 1 Full Time person using Part Time summer labor distributed equally to Streets, Parks, Water, Sewer, and Gas Departments.

### Acreage Mowed



CITY OF TOMBALL  
 153 - GENERAL - PARKS DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	136,617	163,551	150,430	171,649	-	-	171,649
6004	Wages - Part Time	3,692	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	5,290	4,326	4,387	4,326	-	-	4,326
6009	Wages - Other	7,724	-	4,422	-	-	-	-
6011	Vacation Pay	10,598	1,313	6,301	770	-	-	770
6012	Sick Pay	3,067	1,681	2,428	1,026	-	-	1,026
6013	Emergency Pay	-	-	-	-	-	-	-
6019	Miscellaneous Pay	3,040	2,235	2,235	1,165	-	-	1,165
6021	Social Security & Medicare Taxes	12,474	13,602	13,102	14,046	-	-	14,046
6022	TMRS Retirement - Employer	25,809	24,162	23,702	23,857	-	-	23,857
6025	Worker Compensation Insurance	3,690	3,975	3,014	3,491	-	-	3,491
6026	State Unemployment Taxes	450	1,485	1,447	1,485	-	-	1,485
<b>TOTAL PERSONNEL SERVICES</b>		<b>212,451</b>	<b>220,965</b>	<b>216,103</b>	<b>226,450</b>	-	-	<b>226,450</b>
6101	Office Supplies		-	32	-	-	-	-
6105	Food Supplies	29	-	-	-	-	-	-
6106	Materials and Parts	13,973	19,000	19,000	19,000	-	-	19,000
6107	Clothing and Uniforms	2,239	2,506	2,506	2,506	-	-	2,506
6108	Fuel, Oil and Lubricants	8,755	7,200	7,200	8,640	-	-	8,640
6110	Chemical Supplies	2,726	2,500	3,895	3,000	-	-	3,000
6119	Other Supplies	8,518	6,000	9,255	8,400	-	-	8,400
<b>TOTAL SUPPLIES</b>		<b>36,240</b>	<b>37,206</b>	<b>41,888</b>	<b>41,546</b>	-	-	<b>41,546</b>
6204	Other Equipment Maintenance	2,761	1,500	1,500	1,500	-	-	1,500
6205	Vehicle Maintenance	1,056	1,000	1,569	1,000	-	-	1,000
6206	Building Maintenance	581	-	351	-	-	40,000	40,000
6207	System Maintenance	30,728	85,000	99,736	25,000	-	-	25,000
<b>TOTAL MAINTENANCE</b>		<b>35,127</b>	<b>87,500</b>	<b>103,156</b>	<b>27,500</b>	-	<b>40,000</b>	<b>67,500</b>
6304	Professional Services-Other	1,339	1,500	1,500	1,500	-	-	1,500
6312	Communication Services	1,068	1,100	1,609	1,750	-	-	1,750
6321	System Contract Service	13,735	26,795	26,795	26,795	-	-	26,795
6329	Other Services	69	-	220	-	-	-	-
6333	Dues and Subscriptions	125	600	600	600	-	-	600
6336	Equipment Rentals	857	500	500	500	-	-	500
6337	Training	419	1,300	375	1,300	-	-	1,300
6362	Permits and Licenses	12	-	91	-	-	-	-
<b>TOTAL SERVICES AND CHARGES</b>		<b>17,624</b>	<b>31,795</b>	<b>31,690</b>	<b>32,445</b>	-	-	<b>32,445</b>
6406	Land and Buildings		-	72,000		-	-	-
6409	System Expansion	11,952	-	-	75,000	-	-	75,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>11,952</b>	<b>-</b>	<b>72,000</b>	<b>75,000</b>	-	-	<b>75,000</b>
6998	Transfer to Fleet Replacement	-	-	-	28,000	-	-	28,000
<b>TOTAL TRANSFERS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>28,000</b>	-	-	<b>28,000</b>
<b>153</b>	<b>Total Department Expenditures</b>	<b>313,394</b>	<b>377,466</b>	<b>464,837</b>	<b>430,941</b>	-	<b>40,000</b>	<b>470,941</b>



# Streets Department

## Program Narrative

### Accomplishments for FY 2012

- Completed asphalt resurfacing for 5 streets and made repairs to 2 fault lines.
- Completed repairs to spalded expansion joints and sealed expansion joints for all concrete streets in Tomball Hills.
- Increased production for ditch grading from 2,121 LF to over 7,000 LF, drastically improving run-off capabilities for critical areas, minimizing localized flooding, and minimizing the number and duration of street closures during extreme rain events.

### Objectives for FY 2013

- Complete resurfacing for all asphalt streets with a PCI less than 78.
- 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 (\$50,000)
- Drainage System Maintenance (\$50,000)
- Street Light Utility Service (\$130,000)

**CITY OF TOMBALL  
154 - GENERAL FUND - STREET DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	287,134	326,279	297,541	334,512	-	-	334,512
Supplies	48,419	49,898	53,291	52,217	-	637	52,854
Maintenance	258,689	341,988	343,868	242,088	-	-	242,088
Services and charges	141,934	148,675	181,763	153,775	-	-	153,775
<b>Total Operating Expenditures</b>	<b>736,176</b>	<b>866,840</b>	<b>876,463</b>	<b>782,592</b>	<b>-</b>	<b>637</b>	<b>783,229</b>
Capital Outlay	840,723	-	7	-	-	-	-
Transfers	-	2,081,000	2,081,000	116,500	-	-	116,500
<b>Total Expenditures</b>	<b>1,576,899</b>	<b>2,947,840</b>	<b>2,957,470</b>	<b>899,092</b>	<b>-</b>	<b>637</b>	<b>899,729</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
Fill un-used Street Serviceman Position		\$52,925	\$637

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Street & Drainage Foreman	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
Serviceman	5.00	5.00	5.00	5.00	4.00
Crew Worker**	0.20	0.20	0.20	0.20	0.20
<b>Total</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	<b>7.20</b>

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

CITY OF TOMBALL  
 154 - GENERAL - STREETS DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	29,228	58,316	41,156	61,230	-	-	61,230
6003	Wages - Full Time	149,215	186,817	174,422	195,130	-	-	195,130
6004	Wages - Part Time	4,568	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	6,118	4,635	5,103	3,863	-	-	3,863
6009	Wages - Other	11,196	-	4,918	-	-	-	-
6011	Vacation Pay	14,801	1,140	3,621	1,593	-	-	1,593
6012	Sick Pay	5,616	496	1,766	652	-	-	652
6019	Miscellaneous Pay	3,630	1,640	1,640	1,485	-	-	1,485
6021	Social Security & Medicare Taxes	16,828	19,716	17,942	20,550	-	-	20,550
6022	TMRS Retirement - Employer	33,899	34,497	32,255	35,190	-	-	35,190
6025	Worker Compensation Insurance	11,442	12,362	8,105	8,159	-	-	8,159
6026	State Unemployment Taxes	592	2,025	1,978	2,025	-	-	2,025
	<b>TOTAL PERSONNEL SERVICES</b>	<b>287,134</b>	<b>326,279</b>	<b>297,541</b>	<b>334,512</b>	-	-	<b>334,512</b>
6101	Office Supplies	-	-	3	-	-	-	-
6106	Materials and Parts	24,662	24,000	24,000	24,000	-	-	24,000
6107	Clothing and Uniforms	3,091	3,698	3,563	3,600	-	637	4,237
6108	Fuel, Oil and Lubricants	16,097	17,000	16,348	19,617	-	-	19,617
6119	Other Supplies	4,569	5,200	9,377	5,000	-	-	5,000
	<b>TOTAL SUPPLIES</b>	<b>48,419</b>	<b>49,898</b>	<b>53,291</b>	<b>52,217</b>	-	<b>637</b>	<b>52,854</b>
6204	Other Equipment Maintenance	7,837	4,000	4,833	4,000	-	-	4,000
6205	Vehicle Maintenance	(9,277)	1,590	2,637	1,690	-	-	1,690
6207	System Maintenance	260,129	336,398	336,398	236,398	-	-	236,398
	<b>TOTAL MAINTENANCE</b>	<b>258,689</b>	<b>341,988</b>	<b>343,868</b>	<b>242,088</b>	-	-	<b>242,088</b>
6304	Professional Services-Other	4,637	5,000	20,361	5,000	-	-	5,000
6312	Communication Services	1,946	2,400	1,800	2,000	-	-	2,000
6319	Mosquito Control	3,705	7,200	7,200	7,200	-	-	7,200
6329	Other Services	5,415	2,500	25,100	7,500	-	-	7,500
6332	Travel and Training	-	-	7	-	-	-	-
6336	Equipment Rentals	281	1,000	500	1,000	-	-	1,000
6337	Training	220	250	470	750	-	-	750
6338	Street Light Service	125,344	130,000	126,000	130,000	-	-	130,000
6362	Permits and Licenses	386	325	325	325	-	-	325
	<b>TOTAL SERVICES AND CHARGES</b>	<b>141,934</b>	<b>148,675</b>	<b>181,763</b>	<b>153,775</b>	-	-	<b>153,775</b>
6409	System Expansion	840,723	-	7	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>840,723</b>	<b>-</b>	<b>7</b>	<b>-</b>	-	-	<b>-</b>
6998	Transfer to Fleet Replacement	-	14,000	14,000	116,500	-	-	116,500
6999	Transfer to Capital Project Funds	-	2,067,000	2,067,000	-	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>2,081,000</b>	<b>2,081,000</b>	<b>116,500</b>	-	-	<b>116,500</b>
<b>154</b>	<b>Total Department Expenditures</b>	<b>1,576,899</b>	<b>2,947,840</b>	<b>2,957,470</b>	<b>899,092</b>	-	<b>637</b>	<b>899,729</b>



# Sanitation Department

## Program Narrative

### Accomplishments for FY 2012

- Completed upgrades to leachate removal system for the City's closed landfill 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 2013

- Complete groundwater monitoring system modifications and landfill gas bar probe study that will provide accurate environmental data necessary to achieve final closure.

### Major Budget Items

- Annual Plastic Garbage Bags (\$40,000)
- Landfill Closure (\$120,000)
- Contract Garbage Services (\$1,800,000)

**CITY OF TOMBALL  
 155 - GENERAL FUND - SANITATION DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET**

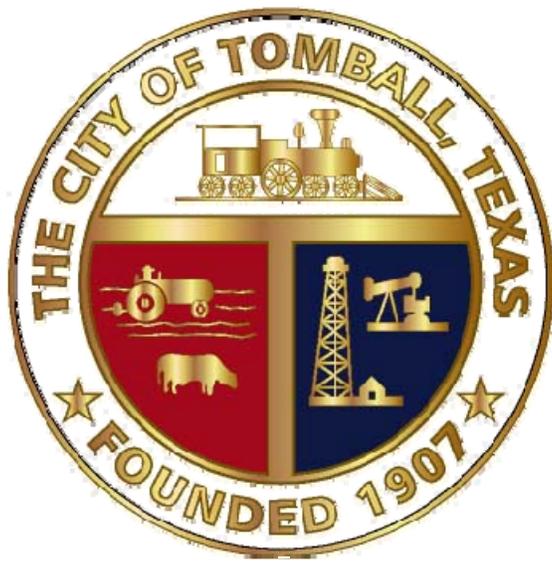
	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	-	-	-	-	-	-	-
Supplies	32,137	34,000	37,440	40,000	-	-	40,000
Maintenance	-	-	-	-	-	-	-
Services and charges	1,755,596	1,920,000	1,920,000	1,920,300	-	-	1,920,300
<b>Total Operating Expenditures</b>	<b>1,787,733</b>	<b>1,954,000</b>	<b>1,957,440</b>	<b>1,960,300</b>	<b>-</b>	<b>-</b>	<b>1,960,300</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,787,733</b>	<b>1,954,000</b>	<b>1,957,440</b>	<b>1,960,300</b>	<b>-</b>	<b>-</b>	<b>1,960,300</b>

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  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Non-		FY2013
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted
								Budget
6109	Postage	-	-	-	-	-	-	-
6119	Other Supplies	32,137	34,000	37,440	40,000	-	-	40,000
<b>TOTAL SUPPLIES</b>		<b>32,137</b>	<b>34,000</b>	<b>37,440</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
6304	Professional Services-Other	62,385	120,000	120,000	120,000	-	-	120,000
6327	Garbage Services	1,693,011	1,800,000	1,800,000	1,800,000	-	-	1,800,000
6362	Permits and Licenses	200	-	-	300	-	-	300
<b>TOTAL SERVICES AND CHARGES</b>		<b>1,755,596</b>	<b>1,920,000</b>	<b>1,920,000</b>	<b>1,920,300</b>	<b>-</b>	<b>-</b>	<b>1,920,300</b>
<b>155</b>	<b>Total Department Expenditures</b>	<b>1,787,733</b>	<b>1,954,000</b>	<b>1,957,440</b>	<b>1,960,300</b>	<b>-</b>	<b>-</b>	<b>1,960,300</b>



## 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 2012

- Executed professional services agreement for design of M121 Drainage Channel, and GIS Utilities.
- Executed construction contract for Downtown Parking Lots.
- Completed construction for Tomball Hills Lift Station Relocation, Brown Rd. Phase II, Brown Rd. Utility Extension west of SH 249.
- Processed plan reviews in an average time of 5.11 days through engineering and in an average 10.26 days through planning.
- Continued development of the Downtown Specific Plan.
- Updated a CIP project summary report system and posted on the City's web site.
- Review of the Zoning Ordinance is ongoing.

- Prepared rezoning, text amendment and planned development ordinances in conjunction with rezoning requests pertaining to land use and development.

#### Objectives for FY 2013

- Develop CIP design standards manual and post to the website.
- Manage Zoning Ordinance revision project.
- Finalize the Downtown Specific Plan and Rezonings.
- Continue implementation of the Livable Centers Project.
- Continue implementation of the Comprehensive Plan.
- Attend and contribute to the DRC process.
- Design and construct Medical District Sidewalks.
- Develop and adopt the Infrastructure Master Plan 2013 – 2023.
- 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 2013

- Process plan reviews separately through Engineering and Planning within an average of ten business days.
- 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  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	402,300	526,718	431,638	493,892	-	-	493,892
Supplies	15,057	14,700	13,505	15,050	-	-	15,050
Maintenance	310	1,000	1,000	1,000	-	-	1,000
Services and charges	298,900	270,164	265,164	125,050	-	-	125,050
<b>Total Operating Expenditures</b>	<b>716,567</b>	<b>812,582</b>	<b>711,307</b>	<b>634,992</b>	<b>-</b>	<b>-</b>	<b>634,992</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	85,000	85,000	-	-	-	-
<b>Total Expenditures</b>	<b>716,567</b>	<b>897,582</b>	<b>796,307</b>	<b>634,992</b>	<b>-</b>	<b>-</b>	<b>634,992</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Community Development Coordinator/ City Planner	1.00	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00	0.00
Assistant City Planner	1.00	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00	1.00	1.00
Construction Manager/Inspector	1.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>

CITY OF TOMBALL  
 156 - GENERAL - ENGINEERING AND PLANNING  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non- Recurring	FY2013 Adopted Budget
6001	Salaries - Administrative	220,909	343,127	273,678	361,166	-	-	361,166
6003	Wages - Full Time	46,252	77,426	53,513	35,607	-	-	35,607
6005	Wages - Overtime	3,379	3,090	3,090	2,060	-	-	2,060
6009	Wages - Other	15,790	-	5,837	-	-	-	-
6011	Vacation Pay	25,639	2,217	8,901	2,193	-	-	2,193
6012	Sick Pay	11,214	1,879	4,855	1,227	-	-	1,227
6013	Emergency Pay	-	-	201	-	-	-	-
6019	Miscellaneous Pay	3,115	2,235	2,235	2,475	-	-	2,475
6021	Social Security & Medicare Taxes	24,037	32,898	26,918	31,335	-	-	31,335
6022	TMRS Retirement - Employer	49,531	60,002	49,113	54,600	-	-	54,600
6025	Worker Compensation Insurance	1,809	1,954	1,470	1,609	-	-	1,609
6026	State Unemployment Taxes	623	1,890	1,827	1,620	-	-	1,620
	<b>TOTAL PERSONNEL SERVICES</b>	<b>402,300</b>	<b>526,718</b>	<b>431,638</b>	<b>493,892</b>	-	-	<b>493,892</b>
6101	Office Supplies	2,630	5,000	4,000	5,000	-	-	5,000
6102	Educational Supplies	256	2,000	2,000	2,000	-	-	2,000
6105	Food Supplies	435	2,000	1,000	1,250	-	-	1,250
6107	Clothing and Uniforms	-	200	200	300	-	-	300
6108	Fuel, Oil and Lubricants	1,112	1,500	1,500	1,500	-	-	1,500
6109	Postage	3,727	4,000	4,000	5,000	-	-	5,000
6119	Other Supplies	6,898	-	805	-	-	-	-
	<b>TOTAL SUPPLIES</b>	<b>15,057</b>	<b>14,700</b>	<b>13,505</b>	<b>15,050</b>	-	-	<b>15,050</b>
6205	Vehicle Maintenance	310	1,000	1,000	1,000	-	-	1,000
	<b>TOTAL MAINTENANCE</b>	<b>310</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	-	-	<b>1,000</b>
6302	Professional Services-Engineering	17,066	40,614	40,614	37,000	-	-	37,000
6304	Professional Services-Other	270,942	195,000	195,000	45,000	-	-	45,000
6312	Communication Services	-	4,000	2,000	4,000	-	-	4,000
6316	Printing and Binding	90	2,000	2,000	2,000	-	-	2,000
6323	Surveys, Plats and Blueprints	-	6,000	3,000	6,000	-	-	6,000
6332	Travel and Meals	5,587	6,000	6,000	6,000	-	-	6,000
6333	Dues and Subscriptions	1,432	4,000	4,000	4,000	-	-	4,000
6334	Automobile Allowances	-	-	2,000	4,800	-	-	4,800
6335	Advertising Cost	784	4,000	4,000	4,000	-	-	4,000
6337	Training	1,610	7,000	5,000	10,000	-	-	10,000
6348	Property Acquisition Costs	600	-	-	-	-	-	-
6362	Permits and Licenses	790	1,550	1,550	2,250	-	-	2,250
	<b>TOTAL SERVICES AND CHARGES</b>	<b>298,900</b>	<b>270,164</b>	<b>265,164</b>	<b>125,050</b>	-	-	<b>125,050</b>
6999	Transfer to Capital Projects Fund		85,000	85,000	-	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>85,000</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>156</b>	<b>Total Department Expenditures</b>	<b>716,567</b>	<b>897,582</b>	<b>796,307</b>	<b>634,992</b>	<b>-</b>	<b>-</b>	<b>634,992</b>



# 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 2012

- Completed interior restoration for Depot train caboose.
- Completed awning repairs for Community Center.
- Completed PD roof replacement.
- Completed remodel project for PW service center.
- Completed plaza and sidewalk surface repairs for depot plaza.

### Goals for FY 2013

- Complete access control conversions for all PW buildings.
- Complete installation of emergency generator for PW main building.
- Complete roof replacement for Section A of the Community Center.

### Major Budget Items

- Janitorial Services (\$53,000)
- Communication Services (\$96,000)
- Electric Payments (\$230,000)

CITY OF TOMBALL  
 157 - GENERAL FUND - FACILITIES MAINTENANCE  
 2012-2013 ADOPTED BUDGET WORKSHEET

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	45,839	48,251	47,063	97,183	-	-	97,183
Supplies	11,568	11,260	11,384	11,375	-	-	11,375
Maintenance	168,569	431,100	511,180	88,900	-	309,000	397,900
Services and charges	315,662	397,092	355,833	380,761	-	-	380,761
<b>Total Operating Expenditures</b>	<b>541,637</b>	<b>887,703</b>	<b>925,460</b>	<b>578,219</b>	<b>-</b>	<b>309,000</b>	<b>887,219</b>
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>541,637</b>	<b>887,703</b>	<b>925,460</b>	<b>578,219</b>	<b>-</b>	<b>309,000</b>	<b>887,219</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
ADA Compliant Automated Doors for Public Works Building			\$ 10,000
Public Works Building Alarm System with Panic Buttons			\$ 6,000
Security Camera System for Public Works Yard			\$ 6,000
Access Control System for Public Works Service Center			\$ 23,000
Public Works Building Generator			\$ 120,000
Repairs for Public Works Building Awning			\$ 50,000
Roof Replacement for Section A of the Community Center			\$ 90,000
Landscape the property line at Station 1			\$ 4,000

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Facilities Maintenance Specialist	1.00	1.00	1.00	1.00	2.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

CITY OF TOMBALL  
 157 - GENERAL - FACILITIES MAINTENANCE  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Recurring	Non-	FY2013
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	29,901	36,185	33,296	73,549	-	-	73,549
6005	Wages - Overtime	491	1,030	1,030	2,060	-	-	2,060
6009	Wages - Other	1,605	-	905	-	-	-	-
6011	Vacation Pay	2,753	417	1,444	849	-	-	849
6012	Sick Pay	735	-	174	535	-	-	535
6019	Miscellaneous Pay	1,075	1,135	1,135	1,690	-	-	1,690
6021	Social Security & Medicare Taxes	2,789	2,968	2,897	6,023	-	-	6,023
6022	TMRS Retirement - Employer	5,648	5,414	5,293	10,495	-	-	10,495
6025	Worker Compensation Insurance	770	832	628	1,441	-	-	1,441
6026	State Unemployment Taxes	72	270	261	541	-	-	541
	<b>TOTAL PERSONNEL SERVICES</b>	<b>45,839</b>	<b>48,251</b>	<b>47,063</b>	<b>97,183</b>	<b>-</b>	<b>-</b>	<b>97,183</b>
6104	Janitorial & Cleaning Supplies	6,005	6,650	5,900	6,000	-	-	6,000
6105	Food Supplies	2,802	2,600	3,393	3,400	-	-	3,400
6106	Materials and Parts	836	500	500	500	-	-	500
6107	Clothing and Uniforms	342	475	350	475	-	-	475
6108	Fuel, Oil and Lubricants	673	600	456	600	-	-	600
6109	Postage	-	35	-	-	-	-	-
6119	Other Supplies	910	400	785	400	-	-	400
	<b>TOTAL SUPPLIES</b>	<b>11,568</b>	<b>11,260</b>	<b>11,384</b>	<b>11,375</b>	<b>-</b>	<b>-</b>	<b>11,375</b>
6201	Office Equipment Maintenance	2,072	4,200	2,700	3,200	-	-	3,200
6204	Other Equipment Maintenance	(3,440)	-	-	-	-	-	-
6205	Vehicle Maintenance	306	200	186	200	-	-	200
6206	Building Maintenance	169,631	426,700	508,294	85,500	-	309,000	394,500
	<b>TOTAL MAINTENANCE</b>	<b>168,569</b>	<b>431,100</b>	<b>511,180</b>	<b>88,900</b>	<b>-</b>	<b>309,000</b>	<b>397,900</b>
6311	Janitorial Services	47,808	53,000	47,376	53,000	-	-	53,000
6312	Communication Services	92,454	102,392	90,706	96,000	-	-	96,000
6313	Utilities - Electrical	173,959	240,000	216,170	230,000	-	-	230,000
6329	Other Services	-	-	-	-	-	-	-
6336	Equipment Rentals	1,440	1,700	1,520	1,700	-	-	1,700
6362	Permits and Licenses	-	-	61	61	-	-	61
	<b>TOTAL SERVICES AND CHARGES</b>	<b>315,662</b>	<b>397,092</b>	<b>355,833</b>	<b>380,761</b>	<b>-</b>	<b>-</b>	<b>380,761</b>
<b>157</b>	<b>Total Department Expenditures</b>	<b>541,637</b>	<b>887,703</b>	<b>925,460</b>	<b>578,219</b>	<b>-</b>	<b>309,000</b>	<b>887,219</b>



# 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 2012 in the Enterprise Fund is projected to be \$16,045,149 which is \$661,486 more than budget. Revenues for the past fiscal year, budgeted at \$11,269,750 are expected to come in approximately 4% or \$433,450 less than budget. Water sales are projected to be more than budget. Due to low interest rates, investment earnings will fall short of budget.

Operating expenses for FY 2012 are projected to come in approximately \$398,175 less than budget. Payments to the Harris County Regional Water Authority were more than anticipated, due to increase pumpage at our wells.

Projected ending Fund Balance of \$16,045,149 represents 194.70% 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 186% for revenue bond debt.

## 2012-2013 Budget

### Revenues

Budgeted revenues for FY 2013 are \$11,212,700. This amount is \$57,050 or 0.5% less than revenues budgeted for FY 2012. This decrease is primarily due to lower expected levels consumption in the next fiscal year.

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 2012.

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.

## **Expenses**

The base budget for operating expenses for FY 2013 is \$9,121,258 which is \$480,037 or 6% more than the current budget for FY 2012. The proposed budget for the Enterprise Fund does include non-recurring supplemental programs totaling \$ 120,000.

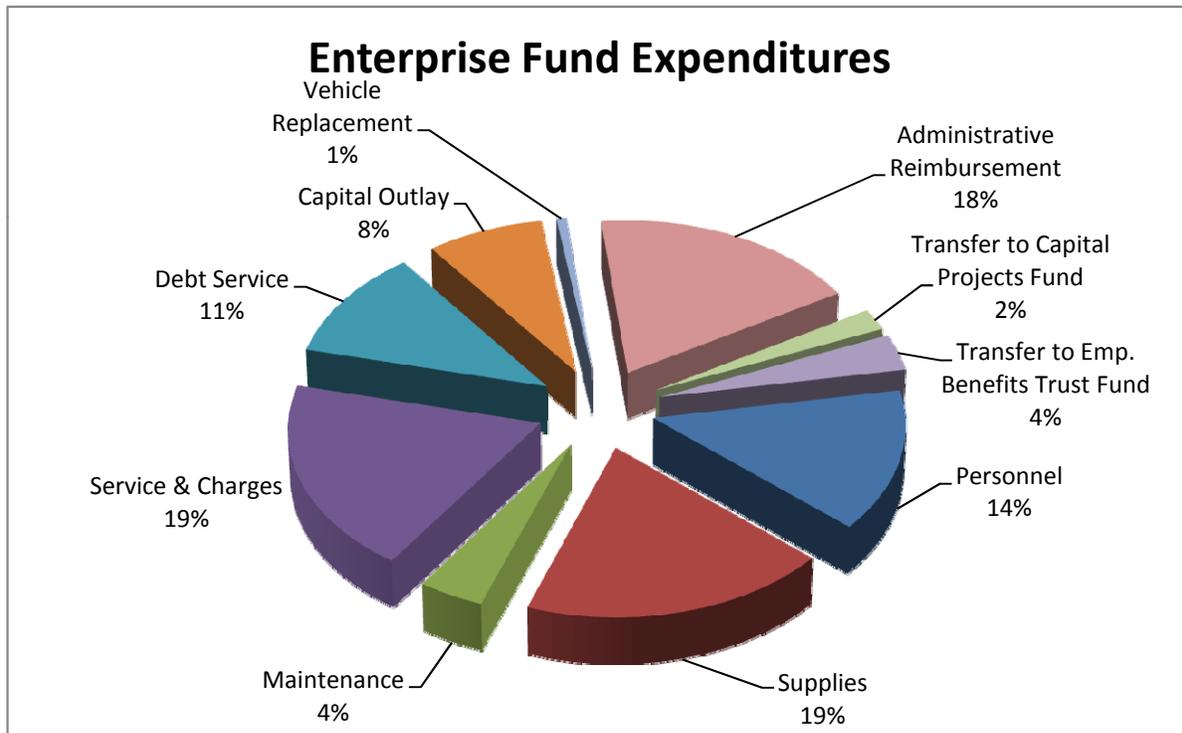
Proposed cash funding of Capital Improvement Plan projects in the Enterprise Fund for FY 2013 totals just over \$264,309. Due to increased reserve balances in the Enterprise Fund, it is recommended to use cash to fund capital projects rather than issue revenue related debt.

Budgeted ending Fund Balance for FY 2013 of \$14,885,982 provides fund balance reserves of 161.10% of operating expenses. Budgeted net system revenues available for debt service of 1.9 million provide a debt coverage ratio on revenue bond debt of 145.3%. The debt coverage 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 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 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget
Personnel	\$ 1,698,824	\$ 1,762,971	\$ 1,691,343	\$ 1,758,950
Supplies	\$ 1,657,828	\$ 2,329,495	\$ 1,646,189	\$ 2,354,547
Maintenance	\$ 512,668	\$ 608,868	\$ 686,991	\$ 502,058
Service & Charges	\$ 2,237,482	\$ 2,078,956	\$ 2,357,592	\$ 2,379,482
Debt Service	\$ 673,899	\$ 1,397,604	\$ 1,397,604	\$ 1,366,948
Capital Outlay	\$ -	\$ 947,480	\$ 250,718	\$ 968,234
Vehicle Replacement	\$ 43,827	\$ 44,000	\$ 44,000	\$ 82,200
Administrative Reimbursement	\$ 2,393,458	\$ 1,860,931	\$ 1,860,931	\$ 2,246,221
Transfer to Capital Projects Fund	\$ -	\$ 2,223,860	\$ 2,223,860	\$ 264,309
Transfer to Emp. Benefits Trust Fund	\$ -	\$ 413,910	\$ 413,910	\$ 448,919
<b>TOTAL</b>	<b>\$ 9,217,985</b>	<b>\$ 13,668,074</b>	<b>\$ 12,573,138</b>	<b>\$ 12,371,868</b>

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.

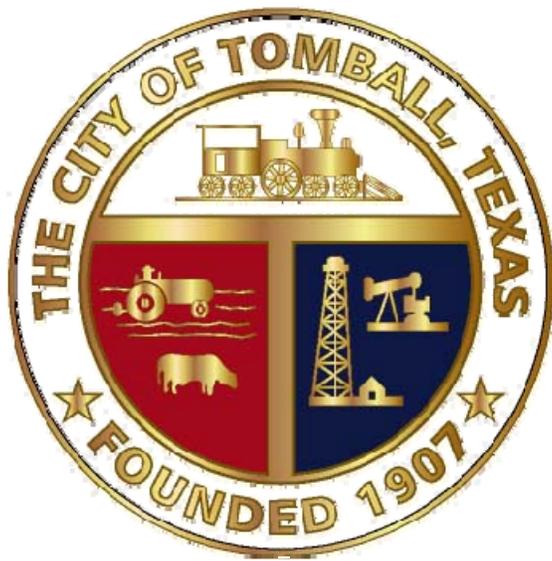


**Enterprise Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**2012-2013 Adopted Budget Worksheet**

	FY2011	FY2012	FY2012	FY2013	Recurring	Non-Recur.	FY2013
	Actuals	Current Budget	FY2012 Projections	Base Budget	Supplemental	Supplemental	Total Adopted Budget
<b>Operating Revenues:</b>							
Water sales	\$ 5,199,565	\$ 4,250,000	\$ 4,650,000	\$ 4,650,000	\$ -	\$ -	\$ 4,650,000
Sewer sales	2,368,469	2,350,000	2,400,000	2,400,000	-	-	2,400,000
Gas sales	3,538,152	3,675,000	2,800,000	3,200,000	-	-	3,200,000
Tap fees	64,740	74,500	74,500	74,000	-	-	74,000
Reconnect fees	24,542	20,000	26,000	26,000	-	-	26,000
Interest	28,810	50,000	46,000	48,000	-	-	48,000
Other*	1,028,991	850,250	839,800	814,700	-	-	814,700
Transfers	-	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 12,253,268</b>	<b>\$ 11,269,750</b>	<b>\$ 10,836,300</b>	<b>\$ 11,212,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,212,700</b>
<b>Expenses:</b>							
Enterprise Administration	\$ 283,006	\$ 282,809	\$ 282,222	\$ 292,213	\$ -	\$ -	\$ 292,213
Utility Billing	289,541	286,519	277,739	257,777	-	-	257,777
Water	2,505,403	2,365,591	2,820,249	2,729,733	-	120,000	2,849,733
Wastewater	1,227,462	1,444,841	1,309,161	1,175,155	-	-	1,175,155
Gas	1,801,390	2,400,530	1,692,744	2,420,159	-	-	2,420,159
Administrative Transfer to General Fund	2,393,458	1,860,931	1,860,931	2,246,221	-	-	2,246,221
<b>Total Operating Expenses</b>	<b>\$ 8,500,259</b>	<b>\$ 8,641,221</b>	<b>\$ 8,243,046</b>	<b>\$ 9,121,258</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ 9,241,258</b>
<b>Net Revenue Available for Debt</b>	<b>\$ 3,753,009</b>	<b>\$ 2,628,529</b>	<b>\$ 2,593,254</b>	<b>\$ 2,091,442</b>	<b>\$ -</b>	<b>\$ (120,000)</b>	<b>\$ 1,971,442</b>
<b>Debt Service</b>							
Revenue Bonds	\$ 155,197	\$ 538,832	\$ 538,832	\$ 538,751	\$ -	\$ -	\$ 538,751
Certificates of Obligation	430,440	848,772	848,772	818,197	-	-	818,197
Fiscal Fees	88,261	10,000	10,000	10,000	-	-	10,000
<b>Total Debt Service</b>	<b>\$ 673,899</b>	<b>\$ 1,397,604</b>	<b>\$ 1,397,604</b>	<b>\$ 1,366,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,366,948</b>
<b>Non-Operating Revenues (expenses)</b>							
Proceeds from debt	224,286	-	-	-	-	-	-
Vehicle replacement	(43,827)	(44,000)	(44,000)	(82,200)	-	-	(82,200)
Capital outlay	-	(947,480)	(250,718)	(952,817)	-	(15,417)	(968,234)
Short Term Financing	-	-	-	-	-	-	-
Transfer to Capital Project fund	-	(2,223,860)	(2,223,860)	(264,309)	-	-	(264,309)
Transfer to Emp. Benefits Trust Fund	-	(413,910)	(413,910)	(448,919)	-	-	(448,919)
<b>Total Non-Operating Revenue</b>	<b>\$ 180,459</b>	<b>\$ (3,629,250)</b>	<b>\$ (2,932,488)</b>	<b>\$ (1,748,245)</b>	<b>\$ -</b>	<b>\$ (15,417)</b>	<b>\$ (1,763,662)</b>
<b>Net Income (Excluding Depr.)</b>	<b>\$ 3,259,569</b>	<b>\$ (2,398,324)</b>	<b>\$ (1,736,838)</b>	<b>\$ (1,023,751)</b>	<b>\$ -</b>	<b>\$ (135,417)</b>	<b>\$ (1,159,168)</b>
<b>Beginning Fund Balance</b>	<b>\$ 14,522,418</b>	<b>\$ 17,781,987</b>	<b>\$ 17,781,987</b>	<b>\$ 16,045,149</b>			<b>\$ 16,045,149</b>
<b>Ending Fund Balance</b>	<b>\$ 17,781,987</b>	<b>\$ 15,383,663</b>	<b>\$ 16,045,149</b>	<b>\$ 15,021,399</b>	<b>\$ -</b>	<b>\$ (135,417)</b>	<b>\$ 14,885,982</b>
Fund Balance as % of Operating Costs		178.0%	194.7%	164.7%			161.1%
Debt Coverage on Total Debt			186.89%	154.13%			145.3%

**ENTERPRISE FUND  
REVENUES  
2012-2013 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	FY2013
		Actual	Current Budget	Projections	Base Budget	Total Adopted Budget
5600	Water Sales	5,199,565	4,250,000	4,650,000	4,650,000	4,650,000
	TOTAL WATER SALES	\$ 5,199,565	\$ 4,250,000	\$ 4,650,000	\$ 4,650,000	\$ 4,650,000
5640	Sewer Sales	2,368,469	2,350,000	2,400,000	2,400,000	2,400,000
	TOTAL SEWER SALES	\$ 2,368,469	\$ 2,350,000	\$ 2,400,000	\$ 2,400,000	\$ 2,400,000
5670	Gas Sales	3,538,152	3,675,000	2,800,000	3,200,000	3,200,000
	TOTAL GAS SALES	\$ 3,538,152	\$ 3,675,000	\$ 2,800,000	\$ 3,200,000	\$ 3,200,000
5610	Water taps	36,020	34,000	35,000	35,000	35,000
5650	Sewer taps	10,945	12,500	16,500	15,000	15,000
5680	Gas taps	17,775	28,000	23,000	24,000	24,000
	TOTAL TAP FEES	\$ 64,740	\$ 74,500	\$ 74,500	\$ 74,000	\$ 74,000
5620	Reconnect fees	24,542	20,000	26,000	26,000	26,000
	TOTAL RECONNECT FEES	\$ 24,542	\$ 20,000	\$ 26,000	\$ 26,000	\$ 26,000
5630	AMP Plan Balance	-	-	8,000	8,000	8,000
5800	Interest income	47,793	50,000	38,000	40,000	40,000
5801	Unrealized Gain on Investments	(18,983)		-	-	
	TOTAL INTEREST INCOME	\$ 28,810	\$ 50,000	\$ 46,000	\$ 48,000	\$ 48,000
5690	Penalties	109,348	88,000	125,000	100,000	100,000
5695	Administrative charges	41,845	41,250	42,000	42,000	42,000
5560	Returned checks	1,284	1,000	1,300	1,200	1,200
5550	Miscellaneous	1,540		1,500	1,500	1,500
5740	Other Grants	76,674	-	-	-	-
5770	TEDC contributions	798,300	720,000	670,000	670,000	670,000
5780	Other reimbursements		-	-	-	-
	TOTAL OTHER REVENUES	\$ 1,028,991	\$ 850,250	\$ 839,800	\$ 814,700	\$ 814,700
5900	Debt Proceeds	224,286	-	-	-	-
	TOTAL DEBT PROCEEDS	224,286	-	-	-	-
	TOTAL ENTERPRISE REVENUE	\$ 12,477,554	\$ 11,269,750	\$ 10,836,300	\$ 11,212,700	\$ 11,212,700



## 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 2012**

- Completed Headworks Replacement Project for SWWTP, which will significantly improve plant efficiency and reduce overall treatment cost.
- Continued Utility Infrastructure Replacement Program, which includes the replacement of over 1,000 LF of aged and undersized sewer mains, and over 1,500 LF of water mains.

#### **Objectives for FY 2013**

- 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  
2012-2013 ADOPTED BUDGET WORKSHEET**

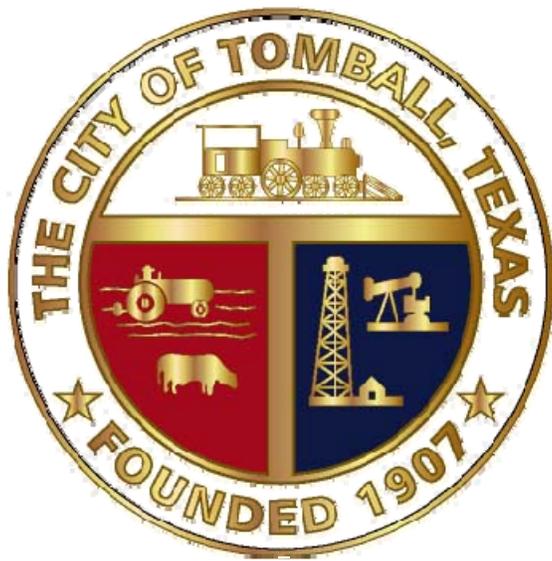
	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non-Recur.	FY2013 Adopted Budget
Personnel services	258,116	260,908	258,002	266,709	-	-	266,709
Supplies	3,438	2,500	2,779	2,805	-	-	2,805
Maintenance	161	289	289	199	-	-	199
Services and charges	21,291	19,112	21,152	22,500	-	-	22,500
<b>Total Operating</b>	<b>283,006</b>	<b>282,809</b>	<b>282,222</b>	<b>292,213</b>	<b>-</b>	<b>-</b>	<b>292,213</b>
Capital Outlay	-	-	-	-	-	-	-
Transfers	2,393,458	2,274,841	2,274,841	2,695,140	-	-	2,695,140
<b>Total Expenses</b>	<b>2,676,464</b>	<b>2,557,650</b>	<b>2,557,063</b>	<b>2,987,353</b>	<b>-</b>	<b>-</b>	<b>2,987,353</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Public Works Director of Operations	1.00	1.00	1.00	1.00	1.00
Utility Superintendent	1.00	1.00	1.00	1.00	1.00
Inventory Control	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

CITY OF TOMBALL  
611 - ENTERPRISE - ADMINISTRATIVE DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	FY2013		FY2013
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6001	Salaries - Administrative	132,541	152,925	143,098	157,445	-	-	157,445
6003	Wages - Full Time	42,283	50,968	48,440	52,510	-	-	52,510
6005	Wages - Overtime	886	773	773	773	-	-	773
6009	Wages - Other	9,359	-	6,443	-	-	-	-
6011	Vacation Pay	10,954	1,334	5,510	1,373	-	-	1,373
6012	Sick Pay	7,417	1,779	2,211	1,831	-	-	1,831
6013	Emergency Pay	660	-	-	-	-	-	-
6019	Miscellaneous Pay	1,860	2,040	2,040	2,220	-	-	2,220
6021	Social Security & Medicare Taxes	15,631	16,482	16,112	16,967	-	-	16,967
6022	TMRS Retirement - Employer	32,849	30,060	29,789	29,564	-	-	29,564
6025	Worker Compensation Insurance	3,459	3,737	2,803	3,216	-	-	3,216
6026	State Unemployment Taxes	216	810	783	810	-	-	810
<b>TOTAL PERSONNEL SERVICES</b>		<b>258,116</b>	<b>260,908</b>	<b>258,002</b>	<b>266,709</b>	<b>-</b>	<b>-</b>	<b>266,709</b>
6101	Office Supplies	128	300	671	700	-	-	700
6102	Educational Supplies	396	-	-	-	-	-	-
6105	Food Supplies	361	500	500	500	-	-	500
6106	Materials and Parts	-	-	8	-	-	-	-
6107	Clothing and Uniforms	546	475	475	325	-	-	325
6108	Fuel, Oil and Lubricants	1,226	775	775	930	-	-	930
6109	Postage	-	100	100	100	-	-	100
6119	Other Supplies	781	350	250	250	-	-	250
<b>TOTAL SUPPLIES</b>		<b>3,438</b>	<b>2,500</b>	<b>2,779</b>	<b>2,805</b>	<b>-</b>	<b>-</b>	<b>2,805</b>
6205	Vehicle Maintenance	161	289	289	199	-	-	199
<b>TOTAL MAINTENANCE</b>		<b>161</b>	<b>289</b>	<b>289</b>	<b>199</b>	<b>-</b>	<b>-</b>	<b>199</b>
6312	Communication Services	13,555	13,432	15,000	15,000	-	-	15,000
6329	Other Services	-	200	-	-	-	-	-
6332	Travel and Meals	1,439	-	125	-	-	-	-
6333	Dues and Subscriptions	567	580	1,027	1,450	-	-	1,450
6334	Automobile Allowance	4,800	4,800	4,800	4,800	-	-	4,800
6337	Training	880	-	150	1,200	-	-	1,200
6362	Permits and Licenses	50	100	50	50	-	-	50
<b>TOTAL SERVICES AND CHARGES</b>		<b>21,291</b>	<b>19,112</b>	<b>21,152</b>	<b>22,500</b>	<b>-</b>	<b>-</b>	<b>22,500</b>
6691	Transfer to General Fund	2,393,458	1,860,931	1,860,931	2,246,221	-	-	2,246,221
6692	Transfer to Emp. Benefits Trust Fund	-	413,910	413,910	448,919	-	-	448,919
6998	Transfer to Fleet Replacement	-	-	-	-	-	-	-
<b>TOTAL TRANSFERS</b>		<b>2,393,458</b>	<b>2,274,841</b>	<b>2,274,841</b>	<b>2,695,140</b>	<b>-</b>	<b>-</b>	<b>2,695,140</b>
<b>611</b>	<b>Total Department Expenditures</b>	<b>2,676,464</b>	<b>2,557,650</b>	<b>2,557,063</b>	<b>2,987,353</b>	<b>-</b>	<b>-</b>	<b>2,987,353</b>



# 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 2012

- Bills were mailed by the 4<sup>th</sup> working day of the month 98% 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 2013

- 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 2013

- Strive to get bills out by the 4<sup>th</sup> working day of the month at least 96% 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 96% of the time

### Major Budget Items

- Postage (\$15,000)
- Meter Reading Device Upgrade (\$24,000)

**CITY OF TOMBALL  
612 - ENTERPRISE - UTILITY BILLING DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

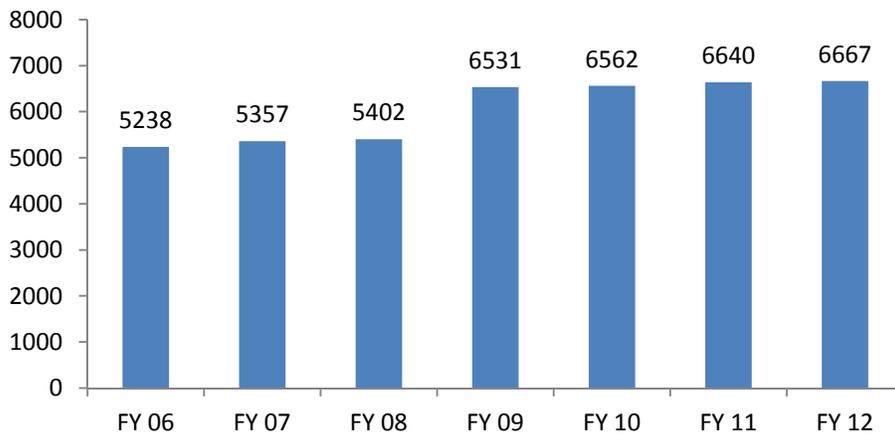
	FY2011 Actual	FY2012 Budget	FY2012 Projections	FY2013 Base	Recurring	Non-Recur.	FY2013 Adopted Budget
Personnel services	250,211	248,274	243,745	198,275	-	-	198,275
Supplies	32,501	29,885	27,825	32,940	-	-	32,940
Maintenance	793	1,800	1,730	6,730	-	-	6,730
Services and charges	6,035	6,560	4,439	19,832	-	-	19,832
<b>Total Operating</b>	<b>289,541</b>	<b>286,519</b>	<b>277,739</b>	<b>257,777</b>	-	-	<b>257,777</b>
Capital Outlay	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>289,541</b>	<b>286,519</b>	<b>277,739</b>	<b>257,777</b>	-	-	<b>257,777</b>

Supplemental Programs Non-Recur.  
None

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Billing Supervisor	1.00	1.00	1.00	1.00	1.00
Office Clerks	3.00	3.00	3.00	3.00	2.00
Utilities Serviceperson	3.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>5.00</b>

\* One of the utilities serviceperson positions was moved to the Sewer Department in fiscal year 2010.

### Number of Utility Accounts



CITY OF TOMBALL  
 612 - ENTERPRISE - UTILITY BILLING DEPARTMENT  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013	Recurring	Non-Recur.	FY2013
		Actual	Budget	Projections	Base			Adopted Budget
6001	Salaries - Administrative	42,346	49,854	46,483	51,332	-	-	51,332
6003	Wages - Full Time	122,236	142,234	130,237	103,542	-	-	103,542
6005	Wages - Overtime	1,537	2,060	2,060	1,803	-	-	1,803
6009	Wages - Other	9,885	-	5,001	-	-	-	-
6011	Vacation Pay	12,812	1,435	6,963	1,787	-	-	1,787
6012	Sick Pay	8,319	1,831	3,820	790	-	-	790
6013	Emergency Pay	263	-	-	-	-	-	-
6019	Miscellaneous Pay	3,375	3,675	3,675	2,820	-	-	2,820
6021	Social Security & Medicare Taxes	14,835	15,392	14,834	12,405	-	-	12,405
6022	TMRs Retirement - Employer	32,048	28,073	27,584	21,616	-	-	21,616
6024	Health Insurance	-	-	-	-	-	-	-
6025	Worker Compensation Insurance	2,194	2,370	1,783	1,100	-	-	1,100
6026	State Unemployment Taxes	360	1,350	1,305	1,080	-	-	1,080
	<b>TOTAL PERSONNEL SERVICES</b>	<b>250,211</b>	<b>248,274</b>	<b>243,745</b>	<b>198,275</b>	-	-	<b>198,275</b>
6101	Office Supplies	6,647	5,000	4,046	6,150	-	-	6,150
6106	Materials and Parts	398	200	-	-	-	-	-
6107	Clothing and Uniforms	637	1,300	961	1,290	-	-	1,290
6108	Fuel, Oil and Lubricants	3,261	3,300	2,733	3,300	-	-	3,300
6109	Postage	14,902	15,000	15,000	17,250	-	-	17,250
6119	Other Supplies	6,657	5,085	5,085	4,950	-	-	4,950
	<b>TOTAL SUPPLIES</b>	<b>32,501</b>	<b>29,885</b>	<b>27,825</b>	<b>32,940</b>	-	-	<b>32,940</b>
6201	Office Equipment Maintenance	-	1,000	1,000	1,000	-	-	1,000
6204	Other Equipment Maintenance	35	-	-	-	-	-	-
6205	Vehicle Maintenance	758	800	730	800	-	-	800
6219	Other Maintenance	-	-	-	4,930	-	-	4,930
	<b>TOTAL MAINTENANCE</b>	<b>793</b>	<b>1,800</b>	<b>1,730</b>	<b>6,730</b>	-	-	<b>6,730</b>
6312	Communication Services	1,129	1,200	790	1,200	-	-	1,200
6329	Other Services	4,260	3,500	3,119	17,900	-	-	17,900
6332	Travel and Meals	25	1,050	-	-	-	-	-
6333	Dues and Subscriptions	70	70	70	70	-	-	70
6337	Training	440	500	220	200	-	-	200
6362	Permits and Licenses	111	240	240	462	-	-	462
	<b>TOTAL SERVICES AND CHARGES</b>	<b>6,035</b>	<b>6,560</b>	<b>4,439</b>	<b>19,832</b>	-	-	<b>19,832</b>
6998	Transfer to Fleet Replacement	-	-	-	-	-	-	-
6999	Transfer to Capital Project Fund	-	-	-	-	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>612</b>	<b>Total Department Expenditures</b>	<b>289,541</b>	<b>286,519</b>	<b>277,739</b>	<b>257,777</b>	<b>-</b>	<b>-</b>	<b>257,777</b>



# Water Department

## **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 2012**

- Completed rehabilitation of Pine St. well #1, converting this well from shaft driven pump with above ground motor to a submersible pump and motor.
- Continued Utility Infrastructure Replacement Program, which includes the replacement of over 1,000 LF of aged and undersized sewer mains, and over 1,500 LF of water mains.

### **Objectives for FY 2013**

- Complete rehabilitation project for the Baker St. water well.

- 

### **Major Budget Items:**

- None

**CITY OF TOMBALL  
613 - ENTERPRISE FUND - WATER DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	347,074	367,396	352,170	410,821	-	-	410,821
Supplies	160,228	170,880	191,961	183,682	-	-	183,682
Maintenance	119,959	163,027	328,927	189,627	-	120,000	309,627
Services and charges	1,878,140	1,664,288	1,947,191	1,945,603	-	-	1,945,603
<b>Total Operating</b>	<b>2,505,403</b>	<b>2,365,591</b>	<b>2,820,249</b>	<b>2,729,733</b>	<b>-</b>	<b>120,000</b>	<b>2,849,733</b>
Capital Outlay	-	450,000	50,000	590,000	-	-	590,000
Transfers	43,827	698,099	698,099	59,200	-	-	59,200
<b>Total Expenses</b>	<b>2,549,230</b>	<b>3,513,690</b>	<b>3,568,348</b>	<b>3,378,933</b>	<b>-</b>	<b>120,000</b>	<b>3,498,933</b>

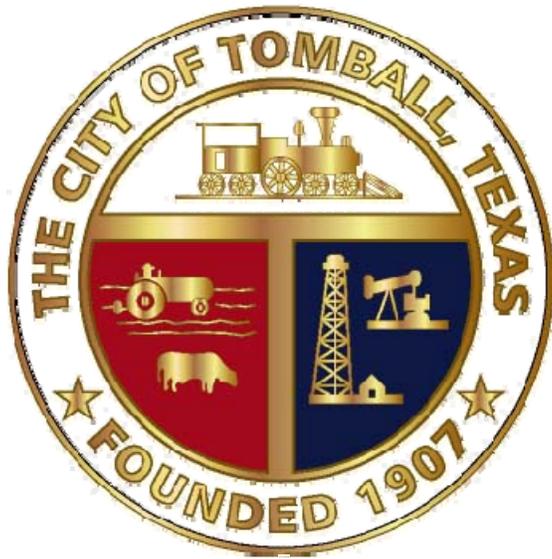
Supplemental Programs	Page No.	Recurring	Non-Recur.
Rehabilitation of Baker St Water Well			\$ 120,000

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Foreman	1.00	1.00	1.00	1.00	1.00
Crew Chief	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00	1.00
Serviceman	2.00	2.00	2.00	3.00	3.00
Locator	1.00	1.00	1.00	1.00	1.00
Utilities Laborer*	0.20	0.20	0.20	0.20	0.20
<b>Total</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>7.20</b>	<b>7.20</b>

\* 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  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013			FY2013
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	217,001	259,680	233,404	292,909	-	-	292,909
6004	Wages - Part Time	3,733	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	8,119	9,528	9,528	9,785	-	-	9,785
6006	Wages - Call Duty	9,993	15,450	15,450	15,450	-	-	15,450
6009	Wages - Other	11,822	-	6,683	-	-	-	-
6011	Vacation Pay	13,874	1,464	8,317	2,580	-	-	2,580
6012	Sick Pay	9,168	1,243	3,432	3,476	-	-	3,476
6013	Emergency Pay	497	-	-	-	-	-	-
6019	Miscellaneous Pay	2,645	3,065	3,060	3,425	-	-	3,425
6021	Social Security & Medicare Taxes	20,220	22,580	21,347	25,426	-	-	25,426
6022	TMRS Retirement - Employer	42,812	40,535	38,913	43,686	-	-	43,686
6025	Worker Compensation Insurance	6,656	7,191	5,443	7,154	-	-	7,154
6026	State Unemployment Taxes	534	2,025	1,958	2,295	-	-	2,295
	<b>TOTAL PERSONNEL SERVICES</b>	<b>347,074</b>	<b>367,396</b>	<b>352,170</b>	<b>410,821</b>	-	-	<b>410,821</b>
6101	Office Supplies	30	-	25	-	-	-	-
6106	Materials and Parts	56,766	44,200	70,828	57,000	-	-	57,000
6107	Clothing and Uniforms	2,718	4,198	3,180	3,300	-	-	3,300
6108	Fuel, Oil and Lubricants	15,814	13,500	14,991	16,200	-	-	16,200
6109	Postage	-	-	-	-	-	-	-
6110	Chemical Supplies	77,014	95,000	88,340	95,000	-	-	95,000
6119	Other Supplies	7,887	13,982	14,597	12,182	-	-	12,182
	<b>TOTAL SUPPLIES</b>	<b>160,228</b>	<b>170,880</b>	<b>191,961</b>	<b>183,682</b>	-	-	<b>183,682</b>
6204	Other Equipment Maintenance	4,378	2,827	2,127	2,827	-	-	2,827
6205	Vehicle Maintenance	3,038	1,800	1,800	1,800	-	-	1,800
6207	System Maintenance	112,543	158,400	325,000	185,000	-	120,000	305,000
	<b>TOTAL MAINTENANCE</b>	<b>119,959</b>	<b>163,027</b>	<b>328,927</b>	<b>189,627</b>	-	<b>120,000</b>	<b>309,627</b>
6304	Professional Services-Other	13,836	10,089	23,001	14,000	-	-	14,000
6305	Harris Cty. Reg. Water Authority	1,614,765	1,300,000	1,614,765	1,614,765	-	-	1,614,765
6312	Communication Services	2,394	2,662	2,500	2,662	-	-	2,662
6313	Utilities - Electrical	218,209	314,461	278,436	285,000	-	-	285,000
6316	Printing and Binding	1,340	1,000	1,340	1,400	-	-	1,400
6332	Travel and Meals	-	250	-	100	-	-	100
6333	Dues and Subscriptions	773	140	190	190	-	-	190
6335	Advertising Cost	-	386	-	386	-	-	386
6336	Equipment Rentals	101	-	-	-	-	-	-
6337	Training	1,858	3,500	3,496	3,500	-	-	3,500
6361	Studies and Analysis	10,708	8,600	8,600	8,600	-	-	8,600
6362	Permits and Licenses	14,157	23,200	14,863	15,000	-	-	15,000
	<b>TOTAL SERVICES AND CHARGES</b>	<b>1,878,140</b>	<b>1,664,288</b>	<b>1,947,191</b>	<b>1,945,603</b>	-	-	<b>1,945,603</b>
6409	System Expansion		450,000	50,000	590,000	-	-	590,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>450,000</b>	<b>50,000</b>	<b>590,000</b>	-	-	<b>590,000</b>
6998	Transfer to Fleet Replacement	43,827	-	-	59,200	-	-	59,200
6999	Transfer to Capital Project Fund		698,099	698,099	-	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>43,827</b>	<b>698,099</b>	<b>698,099</b>	<b>59,200</b>	-	-	<b>59,200</b>
<b>613</b>	<b>Total Department Expenditures</b>	<b>2,549,230</b>	<b>3,513,690</b>	<b>3,568,348</b>	<b>3,378,933</b>	-	<b>120,000</b>	<b>3,498,933</b>



# Wastewater Department

## 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 2012

- Completed Headworks Replacement Project for SWWTP, which will significantly improve plant efficiency and reduce overall treatment cost.
- Continued Utility Infrastructure Replacement Program, which includes the replacement of over 1,000 LF of aged and undersized sewer mains, and over 1,500 LF of water mains.

### Objectives for FY 2013

- Complete approved maintenance projects that will improve the efficiency of the City's sanitary sewer collection and treatment capabilities.

- 

### Major Budget Items:

- None

**CITY OF TOMBALL  
614 - ENTERPRISE FUND - WASTEWATER DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	518,776	546,328	505,666	534,597	-	-	534,597
Supplies	82,387	105,730	103,046	108,645	-	-	108,645
Maintenance	334,768	434,377	350,209	178,127	-	-	178,127
Services and charges	291,532	358,406	350,240	353,786	-	-	353,786
<b>Total Operating</b>	<b>1,227,462</b>	<b>1,444,841</b>	<b>1,309,161</b>	<b>1,175,155</b>	-	-	<b>1,175,155</b>
Capital Outlay	-	447,480	165,063	282,817	-	15,417	298,234
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	783,437	783,437	255,437	-	-	255,437
<b>Total Expenses</b>	<b>1,227,462</b>	<b>2,675,758</b>	<b>2,257,661</b>	<b>1,713,409</b>	-	<b>15,417</b>	<b>1,728,826</b>

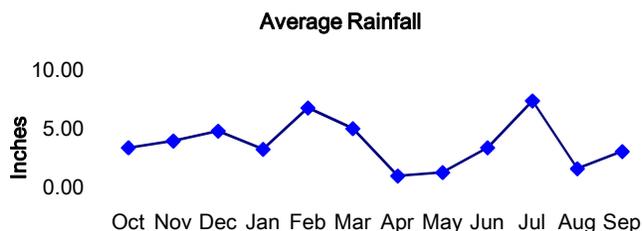
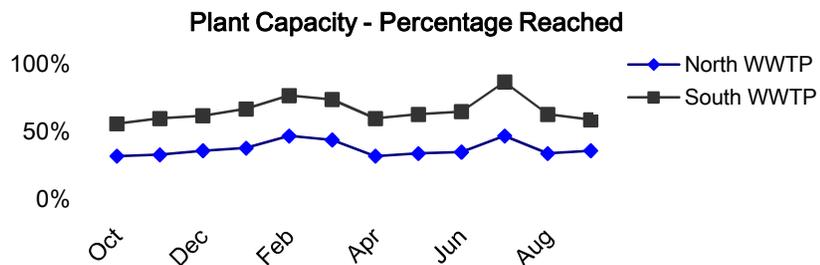
Supplemental Programs	Page No.	Recurring	Non-Recur.
Kubota 2 WD Front Mower w/R.O.P.S			\$ 15,417

Staffing	FY2009	FY2010	FY2011	FY2012	FY2013
Crew Chief	2.00	2.00	2.00	2.00	2.00
Plant Supervisor	1.00	1.00	1.00	1.00	1.00
Plant Operator	2.00	2.00	2.00	2.00	2.00
Technician	1.00	1.00	1.00	1.00	1.00
Serviceman	4.00	5.00	5.00	4.00	4.00
Part Time Laborer*	0.20	0.20	0.20	0.20	0.20
<b>Total</b>	<b>10.20</b>	<b>11.20</b>	<b>11.20</b>	<b>10.20</b>	<b>10.20</b>

\* 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 (\$58,000)  
System Maintenance (\$168,977)  
Electricity (\$225,000)  
Studies and Analysis (\$34,000)



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  
 2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013			FY2013
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	313,398	390,538	326,534	386,232	-	-	386,232
6004	Wages - Part Time	3,789	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	17,269	21,012	21,012	21,012	-	-	21,012
6006	Wages - Call Duty	15,657	15,450	15,450	15,450	-	-	15,450
6009	Wages - Other	20,034	-	9,548	-	-	-	-
6011	Vacation Pay	25,095	2,891	12,087	1,768	-	-	1,768
6012	Sick Pay	13,982	2,320	17,154	1,406	-	-	1,406
6013	Emergency Pay	899	4,765	888	-	-	-	-
6019	Miscellaneous Pay	6,295	-	3,530	2,860	-	-	2,860
6021	Social Security & Medicare Taxes	30,816	33,794	30,941	33,159	-	-	33,159
6022	TMRS Retirement - Employer	63,975	60,989	56,419	59,830	-	-	59,830
6025	Worker Compensation Insurance	6,821	7,369	4,927	5,680	-	-	5,680
6026	State Unemployment Taxes	746	2,565	2,541	2,565	-	-	2,565
<b>TOTAL PERSONNEL SERVICES</b>		<b>518,776</b>	<b>546,328</b>	<b>505,666</b>	<b>534,597</b>	<b>-</b>	<b>-</b>	<b>534,597</b>
6101	Office Supplies	-	-	172	100	-	-	100
6106	Materials and Parts	868	9,800	9,800	9,800	-	-	9,800
6107	Clothing and Uniforms	3,133	5,030	4,553	4,600	-	-	4,600
6108	Fuel, Oil and Lubricants	26,000	20,000	23,121	27,745	-	-	27,745
6110	Chemical Supplies	44,377	58,500	53,000	58,000	-	-	58,000
6119	Other Supplies	8,009	12,400	12,400	8,400	-	-	8,400
<b>TOTAL SUPPLIES</b>		<b>82,387</b>	<b>105,730</b>	<b>103,046</b>	<b>108,645</b>	<b>-</b>	<b>-</b>	<b>108,645</b>
6204	Other Equipment Maintenance	31,879	4,750	2,500	4,750	-	-	4,750
6205	Vehicle Maintenance	4,817	4,400	4,400	4,400	-	-	4,400
6207	System Maintenance	298,072	425,227	343,309	168,977	-	-	168,977
<b>TOTAL MAINTENANCE</b>		<b>334,768</b>	<b>434,377</b>	<b>350,209</b>	<b>178,127</b>	<b>-</b>	<b>-</b>	<b>178,127</b>
6304	Professional Services-Other	9,588	-	10,000	-	-	-	-
6312	Communication Services	2,529	2,800	2,800	2,800	-	-	2,800
6313	Utilities - Electrical	173,917	240,000	200,000	225,000	-	-	225,000
6329	Other Services	50,414	55,000	52,000	55,000	-	-	55,000
6332	Travel and Meals	-	-	9	-	-	-	-
6333	Dues and Subscriptions	880	550	880	880	-	-	880
6336	Equipment Rentals	366	500	500	500	-	-	500
6337	Training	1,576	5,000	2,749	3,500	-	-	3,500
6361	Studies and Analysis	33,426	32,000	32,000	34,000	-	-	34,000
6362	Permits and Licenses	18,836	22,556	49,302	32,106	-	-	32,106
<b>TOTAL SERVICES AND CHARGES</b>		<b>291,532</b>	<b>358,406</b>	<b>350,240</b>	<b>353,786</b>	<b>-</b>	<b>-</b>	<b>353,786</b>
6403	Machinery and Equipment	-	-	-	-	-	15,417	15,417
6409	System Expansion	-	447,480	165,063	282,817	-	-	282,817
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>447,480</b>	<b>165,063</b>	<b>282,817</b>	<b>-</b>	<b>15,417</b>	<b>298,234</b>
6998	Transfer to Fleet Replacement	-	22,000	22,000	-	-	-	-
6999	Transfer to Capital Project Fund	-	761,437	761,437	255,437	-	-	255,437
<b>TOTAL TRANSFERS</b>		<b>-</b>	<b>783,437</b>	<b>783,437</b>	<b>255,437</b>	<b>-</b>	<b>-</b>	<b>255,437</b>
<b>614</b>	<b>Total Department Expenditures</b>	<b>1,227,462</b>	<b>2,675,758</b>	<b>2,257,661</b>	<b>1,713,409</b>	<b>-</b>	<b>15,417</b>	<b>1,728,826</b>



# Gas Department

## **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 2012**

- Completed installation of closed odorant injection systems that allow operators to refill odorant in a closed system.

### **Objectives for FY 2013**

- Ensure compliance with the Railroad Commission's new DIMP program, thereby maintaining the excellent standing The City's gas system has with the State.

### **Major Budget Items:**

- None

**CITY OF TOMBALL  
615 - ENTERPRISE FUND - GAS DEPARTMENT  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	324,646	340,065	331,760	348,548	-	-	348,548
Supplies	1,379,274	2,020,500	1,320,578	2,026,475	-	-	2,026,475
Maintenance	56,986	9,375	5,836	7,375	-	-	7,375
Services and charges	40,483	30,590	34,570	37,761	-	-	37,761
<b>Total Operating</b>	<b>1,801,390</b>	<b>2,400,530</b>	<b>1,692,744</b>	<b>2,420,159</b>	<b>-</b>	<b>-</b>	<b>2,420,159</b>
Capital Outlay	-	50,000	35,655	80,000	-	-	80,000
Transfers	-	786,324	786,324	31,872	-	-	31,872
<b>Total Expenses</b>	<b>1,801,390</b>	<b>3,236,854</b>	<b>2,514,723</b>	<b>2,532,031</b>	<b>-</b>	<b>-</b>	<b>2,532,031</b>

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

Staffing	FY2009	FY2010	FY2011	FY2012	0
Foreman	1.00	1.00	1.00	1.00	0.00
Crew Chief	1.00	1.00	1.00	1.00	0.00
Technician	1.00	1.00	1.00	1.00	0.00
Serviceman	3.00	3.00	3.00	3.00	0.00
Part Time Laborer*	0.20	0.20	0.20	0.20	0.20
<b>Total</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>0.00</b>

\* 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  
2012-2013 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2011	FY2012	FY2012	FY2013			FY2013
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	187,685	240,056	217,571	249,097	-	-	249,097
6004	Wages - Part Time	2,783	4,635	4,635	4,635	-	-	4,635
6005	Wages - Overtime	7,681	8,240	8,240	8,240	-	-	8,240
6006	Wages - Call Duty	16,355	15,450	15,450	15,450	-	-	15,450
6009	Wages - Other	11,372	-	6,766	-	-	-	-
6011	Vacation Pay	16,336	2,431	9,017	2,515	-	-	2,515
6012	Sick Pay	17,367	2,331	5,740	1,947	-	-	1,947
6013	Emergency Pay	564	-	-	-	-	-	-
6019	Miscellaneous Pay	2,135	3,490	3,490	3,520	-	-	3,520
6021	Social Security & Medicare Taxes	19,292	21,171	20,267	21,842	-	-	21,842
6022	TMRS Retirement - Employer	40,210	37,965	37,066	37,441	-	-	37,441
6025	Worker Compensation Insurance	2,352	2,541	1,821	2,106	-	-	2,106
6026	State Unemployment Taxes	514	1,755	1,697	1,755	-	-	1,755
	<b>TOTAL PERSONNEL SERVICES</b>	<b>324,646</b>	<b>340,065</b>	<b>331,760</b>	<b>348,548</b>	<b>-</b>	<b>-</b>	<b>348,548</b>
6101	Office Supplies	24	-	28	-	-	-	-
6105	Food Supplies	126	-	23	-	-	-	-
6106	Materials and Parts	44,677	43,000	43,000	43,000	-	-	43,000
6107	Clothing and Uniforms	1,998	3,000	2,500	3,000	-	-	3,000
6108	Fuel, Oil and Lubricants	12,935	12,500	12,896	15,475	-	-	15,475
6109	Postage	26	-	131	-	-	-	-
6110	Chemical Supplies	2,442	3,500	3,500	3,500	-	-	3,500
6119	Other Supplies	7,928	8,500	8,500	11,500	-	-	11,500
6129	Gas Purchases	1,309,117	1,950,000	1,250,000	1,950,000	-	-	1,950,000
	<b>TOTAL SUPPLIES</b>	<b>1,379,274</b>	<b>2,020,500</b>	<b>1,320,578</b>	<b>2,026,475</b>	<b>-</b>	<b>-</b>	<b>2,026,475</b>
6204	Other Equipment Maintenance	1,867	1,500	800	1,500	-	-	1,500
6205	Vehicle Maintenance	2,708	875	536	875	-	-	875
6207	System Maintenance	51,931	6,000	3,500	4,000	-	-	4,000
6219	Other Maintenance	481	1,000	1,000	1,000	-	-	1,000
	<b>TOTAL MAINTENANCE</b>	<b>56,986</b>	<b>9,375</b>	<b>5,836</b>	<b>7,375</b>	<b>-</b>	<b>-</b>	<b>7,375</b>
6303	Professional Services-Legal	4,517	-	-	-	-	-	-
6304	Professional Services-Other	9,168	2,000	4,840	5,000	-	-	5,000
6312	Communication Services	2,291	2,800	2,800	2,800	-	-	2,800
6313	Utilities - Electrical	1,583	1,500	1,958	2,000	-	-	2,000
6322	Inspections Services	1,681	4,340	2,600	4,000	-	-	4,000
6329	Other Services	2,150	1,500	2,000	2,000	-	-	2,000
6332	Travel and Training	271	-	-	-	-	-	-
6333	Dues and Subscriptions	1,073	650	1,250	1,250	-	-	1,250
6335	Advertising Cost	222	225	225	225	-	-	225
6336	Equipment Rentals	1,520	250	250	250	-	-	250
6337	Training	15,561	17,000	17,000	18,600	-	-	18,600
6362	Permits and Licenses	447	325	1,647	1,636	-	-	1,636
	<b>TOTAL SERVICES AND CHARGES</b>	<b>40,483</b>	<b>30,590</b>	<b>34,570</b>	<b>37,761</b>	<b>-</b>	<b>-</b>	<b>37,761</b>
6405	Vehicle Equipment	-	-	-	-	-	-	-
6409	System Expansion	-	50,000	35,655	80,000	-	-	80,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>50,000</b>	<b>35,655</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>80,000</b>
6998	Transfer to Fleet Replacement	-	22,000	22,000	23,000	-	-	23,000
6999	Transfer to Capital Project Fund	-	764,324	764,324	8,872	-	-	8,872
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>786,324</b>	<b>786,324</b>	<b>31,872</b>	<b>-</b>	<b>-</b>	<b>31,872</b>
<b>615</b>	<b>Total Department Expenditures</b>	<b>1,801,390</b>	<b>3,236,854</b>	<b>2,514,723</b>	<b>2,532,031</b>	<b>-</b>	<b>-</b>	<b>2,532,031</b>



**CITY OF TOMBALL  
616 - ENTERPRISE FUND - PRINCIPAL AND INTEREST  
2012-2013 ADOPTED BUDGET WORKSHEET**

	FY2011	FY2012	FY2012	FY2013			FY2013
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
<b>Revenue Bonds</b>							
Principal	-	400,000	400,000	415,000	-	-	415,000
Interest	155,197	138,832	138,832	123,751	-	-	123,751
New Debt	-	-	-	-	-	-	-
<b>Total Revenue Debt</b>	<b>155,197</b>	<b>538,832</b>	<b>538,832</b>	<b>538,751</b>	<b>-</b>	<b>-</b>	<b>538,751</b>
<b>Certificates</b>							
Principal	111,840	618,750	618,750	632,500	-	-	632,500
Interest	318,600	230,022	230,022	185,697	-	-	185,697
New Debt	-	-	-	-	-	-	-
<b>Total CO Debt</b>	<b>430,440</b>	<b>848,772</b>	<b>848,772</b>	<b>818,197</b>	<b>-</b>	<b>-</b>	<b>818,197</b>
Fiscal fees	88,261	10,000	10,000	10,000	-	-	10,000
<b>Total Expenses</b>	<b>673,899</b>	<b>1,397,604</b>	<b>1,397,604</b>	<b>1,366,948</b>	<b>-</b>	<b>-</b>	<b>1,366,948</b>

**City of Tomball**  
**Enterprise Fund**  
**Consolidated Debt Payment Schedule**  
**2012-2013 Annual Budget**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
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
<b>Total</b>	<b>\$ 9,252,250</b>	<b>\$ 1,474,608</b>	<b>\$ 10,726,858</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
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
<b>Total</b>	<b>\$ 3,315,000</b>		<b>\$ 490,751</b>	<b>\$ 3,805,751</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2013	599,500	4.400%	40,167	639,667
2014	599,500	4.500%	13,489	612,989
Total	<u>\$ 1,199,000</u>		<u>\$ 53,655</u>	<u>\$ 1,252,655</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				Total
Year	Principal	Coupon	Interest	P & I
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	\$ 4,738,250		\$ 930,201	\$ 5,668,451



# 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 and “Aa3” from Moody’s Investors Services.

## Fund Narrative

The City paid \$1,192,057 toward principal on its outstanding tax supported debt as well as \$803,730 in interest. Projected ending fund balance for FY 2012 of \$1,259,454 represents 46% of FY 2013 principal and interest payments on debt. Total debt service payments including fiscal changes for FY 2013 are budgeted at \$2,747,764. The projected ending fund balance for FY 2013 is \$ 1,539,090.

The City issued \$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, during FY 2012. 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 2013.

Total outstanding general obligation debt	\$36,569,193
Less self-supporting debt from the Enterprise Fund	<u>9,252,250</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u><u>\$27,316,943</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 \$2.50 per \$100 of valuation. The City does not have a debt limit outlined in its Charter.

# Debt Service Fund

## Statement of Revenues, Expenditures, and Changes in Fund Balance

### 2012-2013 Adopted Budget Worksheet

	FY2011 Actual	FY2012 Current Budget	FY 2012 Projections	FY2013 Adopted Budget
<b>Revenues:</b>				
Current taxes	\$ 1,528,443	\$ 2,582,550	\$ 2,578,200	\$ 2,964,900
Delinquent taxes	45,210	38,500	27,500	35,000
Penalty and interest	17,919	19,000	21,850	25,000
Interest	1,492	2,500	2,500	2,500
Bond Proceeds	4,076,007	-	-	-
Other	-	-	-	-
Total Revenues	<u>\$ 5,669,072</u>	<u>\$ 2,642,550</u>	<u>\$ 2,630,050</u>	<u>\$ 3,027,400</u>
<b>Expenditures:</b>				
Principal	\$ 5,197,506	\$ 1,131,250	\$ 1,131,250	\$ 1,737,500
Interest	553,373	911,065	912,901	912,545
Lease Payment- Fire Truck		88,719	88,719	88,719
		-	-	-
Fees	72,874	9,000	9,000	9,000
Total Expenditures	<u>\$ 5,823,752</u>	<u>\$ 2,140,034</u>	<u>\$ 2,141,870</u>	<u>\$ 2,747,764</u>
<b>Other Sources/(Uses):</b>				
Transfers		-	-	-
Total Other Sources/(Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Revenues Over/(Under) Expenditures</b>	\$ (154,681)	\$ 502,516	\$ 488,180	\$ 279,636
<b>Beginning Fund Balance</b>	\$ 925,955	\$ 771,274	\$ 771,274	\$ 1,259,454
<b>Ending Fund Balance</b>	<u>\$ 771,274</u>	<u>\$ 1,273,790</u>	<u>\$ 1,259,454</u>	<u>\$ 1,539,090</u>
Ending FB as % of Next Year's Debt Service Requirement		46%	46%	56%

**City of Tomball**  
**Debt Service Fund**  
**Consolidated Debt Payment Schedule**  
**2012-2013 Annual Budget**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2013	1,800,649	938,115	2,738,764
2014	1,835,330	873,207	2,708,537
2015	1,876,104	808,997	2,685,101
2016	1,897,476	751,054	2,648,530
2017	1,936,699	694,011	2,630,710
2018	1,970,527	633,530	2,604,057
2019	1,719,464	572,637	2,292,101
2020	1,758,513	510,651	2,269,164
2021	1,802,180	444,196	2,246,377
2022	1,760,000	375,753	2,135,753
2023	1,365,000	317,375	1,682,375
2024	730,000	280,125	1,010,125
2025	755,000	255,050	1,010,050
2026	780,000	227,700	1,007,700
2027	810,000	198,375	1,008,375
2028	840,000	166,388	1,006,388
2029	870,000	132,188	1,002,188
2030	900,000	96,788	996,788
2031	935,000	59,503	994,503
2032	975,000	20,109	995,109
<b>Total</b>	<b>\$ 27,316,943</b>	<b>\$ 8,355,749</b>	<b>\$ 35,672,691</b>

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
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	\$ 5,670,000		\$1,452,178	\$ 7,122,178

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
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	\$ 1,625,000		\$ 99,885	\$ 1,724,885

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**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2013	490,500	4.400%	32,864	523,364
2014	490,500	4.500%	11,036	501,536
<b>Total</b>	<b>\$ 981,000</b>		<b>\$ 43,900</b>	<b>\$ 1,024,900</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
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
<b>Total</b>	<b>\$ 3,876,750</b>		<b>\$ 761,074</b>	<b>\$ 4,637,824</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P &amp; I</b>
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
<b>Total</b>	<b>\$ 664,193</b>	<b>\$ 134,281</b>	<b>\$ 798,474</b>

**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**

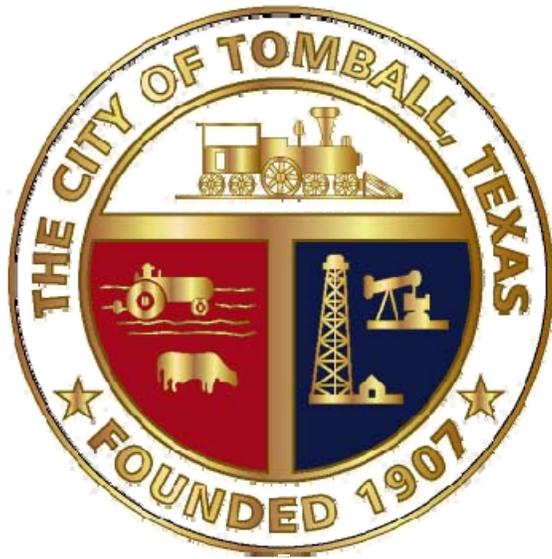
<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2013	565,000	3.950%	505,869	1,070,869
2014	575,000	3.950%	484,469	1,059,469
2015	585,000	3.950%	459,819	1,044,819
2016	595,000	3.950%	438,463	1,033,463
2017	610,000	3.950%	420,388	1,030,388
2018	620,000	3.950%	401,938	1,021,938
2019	635,000	3.950%	383,113	1,018,113
2020	650,000	3.950%	363,838	1,013,838
2021	670,000	3.950%	344,038	1,014,038
2022	690,000	3.950%	323,638	1,013,638
2023	710,000	3.950%	302,638	1,012,638
2024	730,000	3.950%	280,125	1,010,125
2025	755,000	3.950%	255,050	1,010,050
2026	780,000	3.950%	227,700	1,007,700
2027	810,000	3.950%	198,375	1,008,375
2028	840,000	3.950%	166,388	1,006,388
2029	870,000	3.950%	132,188	1,002,188
2030	900,000	3.950%	96,788	996,788
2031	935,000	3.950%	59,503	994,503
2032	975,000	3.950%	20,109	995,109
<b>Total</b>	<b>\$ 14,500,000</b>		<b>\$5,864,431</b>	<b>\$ 20,364,431</b>



## Special Revenue Funds

### Statement of Revenues, Expenditures and Changes in Fund Balance 2012-2013 City Manager Adopted Budget

	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Budget	Projected	Adopted Budget
<b>Revenues:</b>				
Occupancy Tax	\$ 325,360	\$ 300,000	\$ 370,485	\$ 350,000
Statue Contributions	-	-	-	-
Skate Park Revenues	-	-	-	-
Fines and Warrants	315,690	317,800	329,760	343,000
Grants	-	-	-	613,000
Interest	2,043	2,650	2,050	2,150
Event Revenue	3,895	7,000	6,007	6,050
Transfers and Other	-	-	82,576	15,000
<b>Total</b>	<b>\$ 646,988</b>	<b>\$ 627,450</b>	<b>\$ 790,878</b>	<b>\$ 1,329,200</b>
<b>Expenditures:</b>				
General Special	\$ 26,479	\$ 59,000	\$ 59,000	\$ 35,000
Senior Housing	2,515	-	-	-
Court Building Security	40,486	1,000	1,000	1,000
Court Building Technology	1,717	23,288	22,000	1,500
Hotel Occupancy	275,463	466,880	447,617	410,919
Red Light Cameras	264,801	185,185	178,308	676,002
DA Grant	12,152	-	-	-
SAFER Grant	-	-	-	613,000
Fun Runs	4,054	7,050	5,022	5,350
<b>Total</b>	<b>\$ 627,667</b>	<b>\$ 742,403</b>	<b>\$ 712,947</b>	<b>\$ 1,742,771</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	\$ 19,320	\$ (114,953)	\$ 77,931	\$ (413,571)
<b>Beginning Fund Balance</b>	\$ 1,243,324	\$ 1,262,645	\$ 1,262,645	\$ 1,340,574
<b>Ending Fund Balance</b>	<b>\$ 1,262,645</b>	<b>\$ 1,147,692</b>	<b>\$ 1,340,575</b>	<b>\$ 927,003</b>



## 200 - General Special Revenue Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2012-2013 City Manager Adopted Budget

	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Budget	Projected	Adopted Budget
<b>Revenues:</b>				
Abandoned Vehicles	\$ -	\$ -	\$ -	\$ -
Seized Funds	-	-	-	-
Child Safety	11,236	10,500	12,760	13,000
Interest	233	300	200	250
Other	-	-	-	-
<b>Total</b>	<b>\$ 11,469</b>	<b>\$ 10,800</b>	<b>\$ 12,960</b>	<b>\$ 13,250</b>
<b>Expenditures:</b>				
Supplies	\$ 9,300	\$ 34,000	\$ 34,000	\$ 20,000
Communication Services	9,999	10,000	10,000	-
Child Safety Education	7,180	15,000	15,000	15,000
Capital*	-	-	-	-
<b>Total</b>	<b>\$ 26,479</b>	<b>\$ 59,000</b>	<b>\$ 59,000</b>	<b>\$ 35,000</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	\$ (15,010)	\$ (48,200)	\$ (46,040)	\$ (21,750)
<b>Beginning Fund Balance</b>	\$ 153,820	\$ 138,810	\$ 138,810	\$ 92,770
<b>Ending Fund Balance</b>	<b>\$ 138,810</b>	<b>\$ 90,610</b>	<b>\$ 92,770</b>	<b>\$ 71,020</b>

#### 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**  
**2012-2013 City Manager Adopted Budget**

	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Budget	Projected	Adopted Budget
<b>Revenues:</b>				
Fines and Warrants	\$ 22,935	\$ 25,000	\$ 22,000	\$ 25,000
Interest	281	350	300	300
Transfers In				
<b>Total</b>	<b>\$ 23,216</b>	<b>\$ 25,350</b>	<b>\$ 22,300</b>	<b>\$ 25,300</b>
<b>Expenditures:</b>				
Personnel	\$ 39,195	\$ -	\$ -	\$ -
Supplies	1,291	1,000	1,000	1,000
Maintenance		-	-	-
Services and Charges		-	-	-
Capital		-	-	-
<b>Total</b>	<b>\$ 40,486</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	<b>\$ (17,270)</b>	<b>\$ 24,350</b>	<b>\$ 21,300</b>	<b>\$ 24,300</b>
<b>Beginning Fund Balance</b>	<b>\$ 179,594</b>	<b>\$ 162,323</b>	<b>\$ 162,323</b>	<b>\$ 183,623</b>
<b>Ending Fund Balance</b>	<b>\$ 162,323</b>	<b>\$ 186,673</b>	<b>\$ 183,623</b>	<b>\$ 207,923</b>

**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

#### 2012-2013 City Manager Adopted Budget

	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Budget	Projected	Adopted Budget
<b>Revenues:</b>				
Fines and Warrants	\$ 30,582	\$ 32,000	\$ 30,000	\$ 30,000
Interest	262	300	300	300
Transfers In	-	-	-	-
<b>Total</b>	<b>\$ 30,844</b>	<b>\$ 32,300</b>	<b>\$ 30,300</b>	<b>\$ 30,300</b>
<b>Expenditures:</b>				
Supplies	\$ -	\$ -	\$ -	\$ -
Maintenance	-	-	-	-
Services and Charges	1,717	23,288	22,000	1,500
Capital	-	-	-	-
<b>Total</b>	<b>\$ 1,717</b>	<b>\$ 23,288</b>	<b>\$ 22,000</b>	<b>\$ 1,500</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	<b>\$ 29,127</b>	<b>\$ 9,012</b>	<b>\$ 8,300</b>	<b>\$ 28,800</b>
<b>Beginning Fund Balance</b>	<b>\$ 171,098</b>	<b>\$ 200,225</b>	<b>\$ 200,225</b>	<b>\$ 208,525</b>
<b>Ending Fund Balance</b>	<b>\$ 200,225</b>	<b>\$ 209,237</b>	<b>\$ 208,525</b>	<b>\$ 237,325</b>

#### 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 2012-2013 City Manager Adopted Budget

	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
<b>Revenues:</b>							
Occupancy Tax	\$ 304,135	\$ 300,000	\$ 370,485	350,000	\$ -	\$ -	\$ 350,000
Statue Contributions	-	-	-	-	-	-	-
Skate Park Revenues	-	-	-	-	-	-	-
Miscellaneous Income	21,225	-	82,576	15,000	-	-	15,000
Event Revenue	-	1,000	-	-	-	-	-
Interest	459	500	400	400	-	-	400
<b>Total</b>	<b>\$ 325,819</b>	<b>\$ 301,500</b>	<b>\$ 453,461</b>	<b>\$ 365,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 365,400</b>
<b>Expenditures:</b>							
Personnel Services	36,667	87,996	87,374	111,265	-	-	111,265
Tourism	40,931	26,000	91,118	104,053	-	-	104,053
Greater Tomball Chamber	35,000	35,000	35,000	35,000	-	-	35,000
Spring Creek Historical	30,975	30,000	31,000	30,000	-	-	30,000
The Regional Arts Council	10,500	10,500	11,200	11,000	-	-	11,000
Tomball Sister City	36,394	35,000	35,000	50,000	-	-	50,000
Main Street Advertising	-	11,760	4,696	-	-	-	-
Second Saturday Events	28,030	19,950	19,295	29,168	-	1,250	30,418
Fireworks	-	30,000	40,000	-	-	-	-
Grants	56,966	172,740	85,000	30,000	-	-	30,000
Transfer to Emp. Benefits Trust Fund	-	7,934	7,934	9,183	-	-	9,183
<b>Total</b>	<b>\$ 275,463</b>	<b>\$ 466,880</b>	<b>\$ 447,617</b>	<b>\$ 409,669</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ 410,919</b>
<b>Revenues Over (Under)</b>							
<b>Expenditures</b>	\$ 50,356	\$ (165,380)	\$ 5,844	\$ (44,269)	\$ -	\$ (1,250)	\$ (45,519)
<b>Beginning Fund Balance</b>	\$ 257,694	\$ 308,050	\$ 308,050	\$ 313,894			\$ 313,894
<b>Ending Fund Balance</b>	\$ 308,050	\$ 142,670	\$ 313,894	\$ 269,625			\$ 268,375

#### 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.

Supplemental Programs	Page No.	Recurring	Non-Recurring	
Upgrade Special Events Coordinator to FT		\$ 27,646	\$ 1,250	
<b>Staffing</b>				
	FY2010	FY2011	FY 2012	FY 2013
Community Event Coordinator	0.00	0.50	0.50	1.00
Marketing Director	0.00	0.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.50</b>	<b>1.50</b>	<b>2.00</b>



## 250 - Red Light Camera Program Fund

Statement of Revenues, Expenditures and Changes in Fund Balance  
2012-2013 City Manager Adopted Budget

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Adopted Budget	FY 2013 Recurring Supplemental	FY 2013 Non Recur. Supplemental	FY 2013 Adopted Budget
<b>Revenues:</b>							
Fines and Warrants	\$ 250,936	\$ 250,300	\$ 265,000	\$ 275,000	-		\$ 275,000
Interest	802	1,200	850	900	-		900
Other Grants	-	-	-	-	-		-
<b>Total</b>	<b>\$ 251,739</b>	<b>\$ 251,500</b>	<b>\$ 265,850</b>	<b>\$ 275,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275,900</b>
<b>Expenditures:</b>							
Personnel Costs	32,927	\$ 60,185	49,693	61,002	-	-	61,002
Supplies	115,617	40,000	40,000	40,000	-	60,000	100,000
Maintenance	-	-	-	-	-	-	-
Services and Charges	31,181	-	3,615	60,000	-	5,000	65,000
Capital	85,076	85,000	85,000	-	-	50,000	50,000
Transfer to Capital Projects Fund	-	-	-	-	-	400,000	400,000
<b>Total</b>	<b>\$ 264,801</b>	<b>\$ 185,185</b>	<b>\$ 178,308</b>	<b>\$ 161,002</b>	<b>\$ -</b>	<b>\$ 515,000</b>	<b>\$ 676,002</b>
<b>Revenues Over (Under)</b>							
<b>Expenditures</b>	\$ (13,062)	\$ 66,315	\$ 87,542	\$ 114,898	\$ -	\$ (515,000)	\$ (400,102)
<b>Beginning Fund Balance</b>	\$ 463,538	\$ 450,476	\$ 450,476	\$ 538,018			\$ 538,018
<b>Ending Fund Balance</b>	\$ 450,476	\$ 516,791	\$ 538,018	\$ 652,916			\$ 137,916

### Fund Description

Automated red light photo enforcement cameras were setup during FY 2008. 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.

Supplemental Programs	Page No.	Recurring	Non-Recurring
Traffic Enforcement/Accident Investigation Motorcycle Units			\$ 59,000
Traffic Control Message Boards			\$ 36,000
Traffic Control Equipment			\$ 15,000
Walk-Through Metal Detection			\$ 5,000
Sidewalks			\$ 400,000

Staffing	FY2011	FY2012	FY 2013
Red Light Hearing Officer	0.50	0.50	0.50
Traffic Safety/Complaint Officer	0.50	0.50	0.50
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



## 285 - SAFER Grant Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2012-2013 City Manager Adopted Budget

	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Budget	Projected	Adopted Budget
<b>Revenues:</b>				
Grant Revenues		\$ -	\$ -	\$ 613,000
		-	-	-
<b>Total</b>	\$ -	\$ -	\$ -	\$ 613,000
<b>Expenditures:</b>				
Personnel				\$ 613,000
Supplies		-	-	-
Maintenance		-	-	-
Services and Charges		-	-	-
Capital		-	-	-
<b>Total</b>	\$ -	\$ -	\$ -	\$ 613,000
<b>Revenues Over (Under)</b>				
Expenditures	\$ -	\$ -	\$ -	\$ -
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ -	\$ -

#### Fund Description

The grant award, to the Tomball Fire Department, is for \$1,244,952 which will provide funding for two full years for the cost of the nine personnel hired. It is anticipated that the costs will be allocated approximately \$613,000 the first year and \$632,000 the second year.



## 290 - Tomball Fun Runs Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance

2012-2013 City Manager Adopted Budget

	FY 2011	FY 2012	FY 2012	FY 2013
	Actual	Budget	Projected	Adopted Budget
<b>Revenues:</b>				
Event Revenue	\$ 3,895	\$ 6,000	\$ 6,007	\$ 6,050
Interest	1	-	-	-
Transfers In	-	-	-	-
<b>Total</b>	<b>\$ 3,896</b>	<b>\$ 6,000</b>	<b>\$ 6,007</b>	<b>\$ 6,050</b>
<b>Expenditures:</b>				
Supplies	\$ 2,367	\$ 2,550	\$ 3,854	\$ 4,000
Maintenance	-	-	-	-
Services and Charges	1,686	4,500	1,168	1,350
Capital	-	-	-	-
<b>Total</b>	<b>\$ 4,054</b>	<b>\$ 7,050</b>	<b>\$ 5,022</b>	<b>\$ 5,350</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	<b>\$ (158)</b>	<b>\$ (1,050)</b>	<b>\$ 985</b>	<b>\$ 700</b>
<b>Beginning Fund Balance</b>	<b>\$ 2,477</b>	<b>\$ 2,319</b>	<b>\$ 2,319</b>	<b>\$ 3,304</b>
<b>Ending Fund Balance</b>	<b>\$ 2,319</b>	<b>\$ 1,269</b>	<b>\$ 3,304</b>	<b>\$ 4,004</b>

#### 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 2012-2013 budget year the following items are scheduled for replacement. All purchases will be reviewed on as needed basis.

CITY OF TOMBALL  
 2012-2013 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	SHOP 29	2009 CROWN VIC	45,000
121-PD	SHOP 37	2009 CROWN VIC	45,000
153-PARKS	G-23	CHEV 2500 PU	28,000
154-STREETS	G-27	2005 CHEV 1500 PU	22,000
154-STREETS	GE-15	2002 JD 6405 Tractor	80,500
154-STREETS	GE-22	2002 JD GATOR	14,000
			<u>\$ 234,500</u>
613-WATER		2004 LOCATOR	25,200
613-WATER	U-22	2002 CHEV 2500PU	34,000
615-GAS	U-23	2003 CHEV 1500PU	23,000
			<u>\$ 82,200</u>

City of Tomball  
Internal Service Funds - General Fund Fleet Replacement  
2012-2013 City Manager Adopted Budget

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projections	FY 2013 Adopted
<b>Revenues:</b>				
Transfers	\$ -	\$ 89,000	\$ 89,000	\$ 234,500
Other	-	-	-	-
Interest	1,986	1,790	1,490	1,790
<b>Total</b>	<b>\$ 1,986</b>	<b>\$ 90,790</b>	<b>\$ 90,490</b>	<b>\$ 236,290</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 264,757	\$ 89,000	\$ 105,372	\$ 234,500
<b>Total</b>	<b>\$ 264,757</b>	<b>\$ 89,000</b>	<b>\$ 105,372</b>	<b>\$ 234,500</b>
<b>Revenues Over (Under)</b>				
Expenditures	\$ (262,771)	\$ 1,790	\$ (14,882)	\$ 1,790
<b>Beginning Fund Balance</b>	<b>\$ 1,916,241</b>	<b>\$ 1,653,470</b>	<b>\$ 1,653,470</b>	<b>\$ 1,638,588</b>
<b>Ending Fund Balance</b>	<b>\$ 1,653,470</b>	<b>\$ 1,655,260</b>	<b>\$ 1,638,588</b>	<b>\$ 1,640,378</b>

City of Tomball  
Internal Service Funds - Enterprise Fund Fleet Replacement  
2012-2013 City Manager Adopted Budget

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projections	FY 2013 Adopted
<b>Revenues:</b>				
Transfers	\$ 43,827	\$ 44,000	\$ 44,000	\$ 82,200
Interest	-	210	210	210
<b>Total</b>	<b>\$ 43,827</b>	<b>\$ 44,210</b>	<b>\$ 44,210</b>	<b>\$ 82,410</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 28,492	\$ 44,000	\$ 51,304	\$ 82,200
<b>Total</b>	<b>\$ 28,492</b>	<b>\$ 44,000</b>	<b>\$ 51,304</b>	<b>\$ 82,200</b>
<b>Revenues Over (Under)</b>				
Expenditures	\$ 15,335	\$ 210	\$ (7,094)	\$ 210
<b>Beginning Fund Balance</b>	<b>\$ 306,847</b>	<b>\$ 322,182</b>	<b>\$ 322,182</b>	<b>\$ 315,088</b>
<b>Ending Fund Balance</b>	<b>\$ 322,182</b>	<b>\$ 322,392</b>	<b>\$ 315,088</b>	<b>\$ 315,298</b>

City of Tomball  
Employee Benefit Trust Fund  
2012-2013 City Manager Adopted Budget

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Adopted
<b>Revenues:</b>				
Transfers	1,846,468	1,885,042	1,885,042	1,993,811
Interest	290	175	400	200
<b>Total</b>	<b>1,846,758</b>	<b>1,885,217</b>	<b>1,885,442</b>	<b>1,994,011</b>
<b>Expenditures:</b>				
Health Insurance Costs	1,649,899	1,885,042	1,723,051	1,993,811
<b>Total</b>	<b>1,649,899</b>	<b>1,885,042</b>	<b>1,723,051</b>	<b>1,993,811</b>
<b>Revenues Over (Under) Expenditures</b>	<b>196,859</b>	<b>175</b>	<b>162,391</b>	<b>200</b>
<b>Beginning Fund Balance</b>	<b>196,797</b>	<b>393,656</b>	<b>393,656</b>	<b>556,247</b>
<b>Ending Fund Balance</b>	<b>393,656</b>	<b>393,831</b>	<b>556,047</b>	<b>556,447</b>

# 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  
 2012-2013 City Manager Adopted Budget

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projections	FY 2013 Adopted
<b>Revenues:</b>				
Transfers	\$ -	\$ 2,152,000	\$ 2,152,000	\$ -
Certificates of Obligation		-	14,607,735	-
Interest	1,819	-	12,000	12,000
<b>Total</b>	<b>\$ 1,819</b>	<b>\$ 2,152,000</b>	<b>\$ 16,771,735</b>	<b>\$ 12,000</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ 2,152,000	\$ 2,152,000	\$ -
Debt Service			\$ 106,633	
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,152,000</b>	<b>\$ 2,258,633</b>	<b>\$ -</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	<b>\$ 1,819</b>	<b>\$ -</b>	<b>\$ 14,513,102</b>	<b>\$ 12,000</b>
<b>Beginning Fund Balance</b>	<b>\$ 133,790</b>	<b>\$ 135,609</b>	<b>\$ 135,609</b>	<b>\$ 14,648,711</b>
<b>Ending Fund Balance</b>	<b>\$ 135,609</b>	<b>\$ 135,609</b>	<b>\$ 14,648,711</b>	<b>\$ 14,660,711</b>

City of Tomball  
 Capital Projects Fund - Enterprise Fund Projects and Red Light Fund Projects  
 2012-2013 City Manager Adopted Budget

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projections	FY 2013 Adopted
<b>Revenues:</b>				
Transfers	\$ -	\$ 2,223,860	\$ 2,223,860	\$ 664,309
Interest	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,223,860</b>	<b>\$ 2,223,860</b>	<b>\$ 664,309</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ 2,223,860	\$ 1,500,000	\$ 1,173,860
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,223,860</b>	<b>\$ 1,500,000</b>	<b>\$ 1,173,860</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 723,860</b>	<b>\$ (509,551)</b>
<b>Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 723,860</b>
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 723,860</b>	<b>\$ 214,309</b>

**Summary of Capital Projects**

Project No.	Project Title	Project Description	Capital Projects Fund				Total FY 2011-2012 CIP Budget	Amount Transferred as of 5/31/12			
			General Fund	Enterprise Fund	TEDC	C.O.		General Fund	Enterprise Fund	TEDC	C.O.
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				
176	Utility Extension Brown Rd. West of 249	Includes ROW and Easement acquisition, construction of 12" water, 4" gas, and 10" sanitary lines from SH 249 to Spring Creek Estates.	-	-	446,596	-	446,596			334,961	
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	6,169			
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	13,010			
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	639,944	160,329		
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	255,646	-	456,889	1,283	1,093		
145	Tomball Hills Lift Station	The Tomball Hills sanitary sewer lift station was constructed in the mid 1970's to collect sanitary sewer for all of the adjacent subdivision and Lonestar Community College. The lift station was constructed within the floodplain and during increased storm water events is submerged. The lift station requires redesign and relocation consideration to meet TCEQ requirements.	-	-	-	-	-		227,574		
142	24" Sanitary Sewer Along East Hufsmith	Provides sanitary sewer improvements along east Hufsmith from J-131 to Snook.	-	120,820	-	-	120,820	-	2,000		
115	Hufsmith Water & Gas Line	Project includes 12" water line and 4" gas lines from Rudolph to Snook.	-	513,786	-	-	513,786		241,726		
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	1,585,211	-	2,743,162			319,525	
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	34,716			

**Summary of Capital Projects**

Project No.	Project Title	Project Description	Capital Projects Fund				Total FY 2011-2012 CIP Budget	Amount Transferred as of 5/31/12			
			General Fund	Enterprise Fund	TEDC	C.O.		General Fund	Enterprise Fund	TEDC	C.O.
079	Barbara Street Drainage	M125 channel improvements between Barbara Street and Willow Creek.	400,000	-	-	-	400,000				
179	Business Park	Located at the Northwest corner of Hufsmith-Kohrville and Holderrieth Road for the development of a Business Park for the purpose of projects related to the creation or retention of primary jobs.	-	-	1,657,959	-	1,657,959			1,612,499	
180	M121 Final Phase	Consists of two drainage channels, i.e. 121W & 121E, and an associated detention pond, serving a central area of Tomball. Project to alleviate conditions that cause localized flooding and eliminate on-site detention.	-	-	-	10,800,000	10,800,000				10,800,000
181	Medical Complex Segment 3	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). Commences at SH 249 Business and continues easterly to South Cherry St.	-	-	-	3,446,966	3,446,966				3,446,966
	Sidewalks	Replacement of the existing sidewalks along Zion Rd west of Quinn Rd and new sidewalks along the north and south side of Zion Rd east of Quinn Rd.	-	-	-	-	-				
	Unreserved Fund Balance		-	-	-	360,769	360,769				360,769
<b>FY 2011-2012 Capital Project Totals</b>			<b>2,152,000</b>	<b>2,223,860</b>	<b>3,945,412</b>	<b>14,607,735</b>	<b>22,929,007</b>	<b>695,122</b>	<b>632,722</b>	<b>2,266,985</b>	<b>14,607,735</b>

Summary of Capital Projects

Amount Transferred as of 4/30/12	FY 2011-2012 Remaining to be Transferred as of 5/31/12				Amount Remaining to be Transferred as of 4/30/12	FY 2012-2013 Amount to be Transferred					FY 2012-2013 Amount Transferred
	General Fund	Enterprise Fund	TEDC	C.O.		General Fund	Enterprise Fund	Red Light Fund	TEDC	C.O.	
-	12,000	-	-	-	12,000	-	-	-	-	-	-
334,961	-	-	111,635	-	111,635	-	8,872	-	-	-	8,872
6,169	66,831	-	-	-	66,831	-	-	-	-	-	-
13,010	416,990	-	-	-	416,990	-	-	-	-	-	-
800,273	270,398	139,671	-	-	410,069	-	-	-	-	-	-
2,376	58,206	140,661	255,646	-	454,513	-	-	-	-	-	-
227,574	-	(227,574)	-	-	(227,574)	-	255,437	-	-	-	255,437
2,000	-	118,820	-	-	118,820	-	-	-	-	-	-
241,726	-	272,060	-	-	272,060	-	-	-	-	-	-
-	156,718	-	-	-	156,718	-	-	-	-	-	-
319,525	10,451	1,147,500	1,265,686	-	2,423,637	-	-	-	-	-	-
34,716	65,284	-	-	-	65,284	-	-	-	-	-	-

Summary of Capital Projects

Amount Transferred as of 4/30/12	FY 2011-2012 Remaining to be Transferred as of 5/31/12				Amount Remaining to be Transferred as of 4/30/12	FY 2012-2013 Amount to be Transferred					FY 2012-2013 Amount Transferred
	General Fund	Enterprise Fund	TEDC	C.O.		General Fund	Enterprise Fund	Red Light Fund	TEDC	C.O.	
-	400,000	-	-	-	400,000	-	-	-	-	-	-
1,612,499	-	-	45,460	-	45,460	-	-	-	-	-	-
10,800,000	-	-	-	-	-	-	-	-	-	-	-
3,446,966	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	400,000	-	-	400,000
360,769	-	-	-	-	-	-	-	-	-	-	-
<b>18,202,564</b>	<b>1,456,878</b>	<b>1,591,138</b>	<b>1,678,427</b>	<b>-</b>	<b>4,726,443</b>	<b>-</b>	<b>264,309</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>664,309</b>

City of Tomball  
 2012 - 2013 Adopted Supplemental Requests - Summary  
 General Fund

Department	Program & Description	Rank	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	GENERAL FUND COST	ENTERPRISE FUND COST
Mayor and Council	ELECTroVOTE - Electronic Vote Display System			6,500	-	(6,500)	(3,900)	(2,600)
<b>Total for Mayor and Council</b>			-	6,500	-	(6,500)	(3,900)	(2,600)
City Secretary	Email Archive and Filter		6,500	-	(6,500)	-	(3,900)	(2,600)
<b>Total for City Secretary</b>			6,500	-	(6,500)	-	(3,900)	(2,600)
Human Resources	Upgrade PT HR Generalist to FT	1	37,282		(37,282)	-	(37,282)	-
<b>Total for Human Resources</b>			37,282	-	(37,282)	-	(37,282)	-
Information Systems	Council Chambers Audio Visual Upgrade			10,000	-	(10,000)	(6,000)	(4,000)
	Depot Wireless			5,000		(5,000)	(5,000)	-
	Storage Area Network Replacement			53,000		(53,000)	(31,800)	(21,200)
	Virtual Server and Desktop Licensing			12,000	-	(12,000)	(7,200)	(4,800)
	Sharepoint			13,500	-	(13,500)	(13,500)	-
<b>Total for Information Systems</b>			-	93,500	-	(93,500)	(63,500)	(30,000)

City of Tomball  
 2012 - 2013 Adopted Supplemental Requests - Summary  
 General Fund

Department	Program & Description	Rank	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	GENERAL FUND COST	ENTERPRISE FUND COST
Police								
	Dispatch Call-Taker Console Upgrade	2		40,000	-	(40,000)	(40,000)	-
	Dispatch Center Radio Upgrade	4	12,000	200,000	(12,000)	(200,000)	(212,000)	-
	<b>Total for Police</b>		12,000	240,000	(12,000)	(240,000)	(252,000)	-
Fire Department								
	Quantifit Respirator Fit Testing System	4	500	10,360	(500)	(10,360)	(10,860)	-
	Confined Space Rescue Equipment	6		7,000	-	(7,000)	(7,000)	-
	Portable Pump	7	-	7,000	-	(7,000)	(7,000)	-
	Purchase interest in Regional High Volume Positive Pressure Ventilation Fan	10	-	5,000	-	(5,000)	(5,000)	-
			-	-	-	-	-	-
	<b>Total for Fire Department</b>		500	29,360	(500)	(29,360)	(29,860)	-
Parks								
	Lead Paint Abatement and New Siding for Depot Building	1		40,000	-	(40,000)	(40,000)	-
	<b>Total for Parks Department</b>		-	40,000	-	(40,000)	(40,000)	-

City of Tomball  
 2012 - 2013 Adopted Supplemental Requests - Summary  
 General Fund

Department	Program & Description	Rank	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	GENERAL FUND COST	ENTERPRISE FUND COST
Streets	Fill un-used Street Serviceman Position	1	52,925	637	(52,925)	(637)	(53,562)	-
<b>Total for Streets Department</b>			52,925	637	(52,925)	(637)	(53,562)	-
Facilities Maintenance	ADA Compliant Automated Doors for Public Works Building	1	-	10,000	-	(10,000)	(6,000)	(4,000)
	Public Works Building Alarm System with Panic Buttons	2	-	6,000	-	(6,000)	(3,600)	(2,400)
	Security Camera System for Public Works Yard	3	-	6,000	-	(6,000)	(3,600)	(2,400)
	Access Control System for Public Works Service Center	4	-	23,000	-	(23,000)	(13,800)	(9,200)
	Public Works Building Generator	5	-	120,000	-	(120,000)	(60,000)	(60,000)
	Repairs for Public Works Building Awning	3	-	50,000	-	(50,000)	(30,000)	(20,000)
	Roof Replacement for Section A of the Community Center	3	-	90,000	-	(90,000)	(90,000)	

City of Tomball  
 2012 - 2013 Adopted Supplemental Requests - Summary  
 General Fund

Department	Program & Description	Rank	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	GENERAL FUND COST	ENTERPRISE FUND COST
	Landscape the property line at Station 1		-	4,000	-	(4,000)	(4,000)	
<b>Total for Facilities Maintenance Department</b>			-	309,000	-	(309,000)	(211,000)	(98,000)
<b>Total General Fund</b>			109,207	718,997	(109,207)	(718,997)	(695,004)	(133,200)

City of Tomball  
 2012 - 2013 Adopted Supplemental Requests - Summary  
 Enterprise Fund

Department	Program & Description	Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Water	Rehabilitation of Baker St Water Well	1	-	-	-	120,000	-	(120,000)
			-	-	-		-	-
	<b>Total for Water</b>		-	-	-	120,000	-	(120,000)
Wastewater	Kubota 2 WD Front Mower w/R.O.P.S		-	-	-	15,417	-	(15,417)
	<b>Total for Wastewater</b>		-	-	-	15,417	-	(15,417)
<b>Total Enterprise Fund</b>			-	-	-	135,417	-	(135,417)

City of Tomball  
 2012 - 2013 Adopted Supplemental Requests - Summary  
 Special Revenue Funds

Department	Program & Description	Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Second Saturday								
	Upgrade Special Events Coordinator to FT		-	-	27,646	1,250	(27,646)	(1,250)
<b>Total Second Saturday</b>			-	-	27,646	1,250	(27,646)	(1,250)
Photo Red Light Camera Fund								
	Traffic Enforcement/Accident Investigation Motorcycle Units	1	-	-	-	59,000	-	(59,000)
	Traffic Control Message Boards	2	-	-	-	36,000	-	(36,000)
	Traffic Control Equipment	3	-	-	-	15,000	-	(15,000)
	Walk-Through Metal Detection	4	-	-	-	5,000	-	(5,000)
	Sidewalks		-	-		400,000	-	(400,000)
			-	-			-	-
<b>Total Photo Red Light Fund</b>			-	-	-	515,000	-	(515,000)
<b>Total Special Revenue Funds</b>			-	-	27,646	516,250	(27,646)	(516,250)

\*Position would be recurring as long as there is funding/need for it.

**City of Tomball**  
**Analysis of Ad Valorem Tax Rates**

<b>FY</b>	<b>Debt Rate</b>	<b>M&amp;O Rate</b>	<b>Total Tax Rate</b>	<b>% Change Total Rate</b>	<b>% Change Debt Rate</b>	<b>% Change M&amp;O Rate</b>
1994	\$ 0.244461	\$ 0.098059	\$ 0.342520			
1995	0.241520	0.101000	0.342520	0.00%	-1.20%	2.999%
1996	0.238490	0.104030	0.342520	0.00%	-1.25%	3.000%
1997	0.235370	0.107050	0.342420	-0.03%	-1.31%	2.903%
1998	0.232150	0.110370	0.342520	0.03%	-1.37%	3.101%
1999	0.228840	0.113800	0.342640	0.04%	-1.43%	3.108%
2000	0.219750	0.122470	0.342220	-0.12%	-3.97%	7.619%
2001	0.189240	0.117600	0.306840	-10.34%	-13.88%	-3.976%
2002	0.166000	0.114000	0.280000	-8.75%	-12.28%	-3.061%
2003	0.264590	0.015410	0.280000	0.00%	59.39%	-86.482%
2004	0.180000	0.100000	0.280000	0.00%	-31.97%	548.929%
2005	0.172000	0.108000	0.280000	0.00%	-4.44%	8.000%
2006	0.163360	0.116400	0.279760	-0.09%	-5.02%	7.778%
2007	0.144987	0.106468	0.251455	-10.12%	-11.25%	-8.533%
2008	0.150000	0.101455	0.251455	0.00%	3.46%	-4.708%
2009	0.120000	0.131455	0.251455	0.00%	-20.00%	29.570%
2010	0.130000	0.121455	0.251455	0.00%	8.33%	-7.607%
2011	0.140000	0.111455	0.251455	0.00%	7.69%	-8.234%
2012	0.230000	0.111455	0.341455	35.79%	64.29%	0.000%
2013	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%

Note- The 2013 rates are proposed.

- 2013 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	3,903,019	38.42%	0.341455	35.79%	3,818,306	97.8%
2013	4,561,041	16.86%	0.341455	0.00%		

Note - 2012 Collections as of 6/30/2012

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

Function/Program	Fiscal Year									
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Police</b>										
Arrests	2,034	1,804	1,766	1,611	1,812	1,840	1,625	2,049	2,012	1,475
Accident reports	704	650	563	523	609	499	440	330	334	392
Citations	5,518	8,153	13,194	12,473	7,602	12,445	10,820	14,694	12,798	13,329
Offense reports	2,319	2,959	2,130	2,321	2,174	2,398	2,050	1,705	1,915	2,153
Calls for service	9,323	8,553	8,804	8,861	8,558	8,299	7,688	7,348	6,774	7,399
<b>Fire</b>										
Emergency responses	N/A	647	623	860	1,028	1,241	1,056	1,341	1,364	1,523
Fire incidents	N/A	113	170	278	170	206	218	220	207	178
Average response time	N/A	6:19	6:17	6:07	5:40	5:34	4:38	5:15	5:54	6:40
<b>Water</b>										
New accounts	597	639	674	875	719	663	532	89	79	56
Source:										
Water	597	639	674	875	719	663	532	89	79	56
Sewer	597	639	674	875	719	663	532	89	79	56
Average daily consumption (millions of gallons)	1,798	1,798	1,851	2,002	1,897	1,980	2,166	1,941	2,525	2,249
Number of million gallons of surface water pumped	0	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	822,215
Total consumption (millions of gallons)	656,384	675,448	751,880	730,198	692,363	722,788	790,409	708,565	923,261	822,215
Peak daily consumption (millions of gallons)	3,492	3,492	3,322	3,395	3,241	4,425	3,791	3,480	4,392	4,312
<b>Sewer</b>										
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	1.555
Total consumption (millions of gallons)	488.735	582.175	535.820	547.500	597.140	519.030	520.176	497.166	429.608	569.309
Peak daily consumption (millions of gallons)	3.30	4.50	4.30	4.50	5.10	5.90	5.10	3.72	2.18	7.44

Source: Various City departments

**ORDINANCE NO. 2012-23**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2012-2013; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2011-2012 FISCAL YEAR IN ACCORDANCE WITH ACTUAL EXPENDITURES; AND PROVIDING OTHER DETAILS RELATING TO THE PASSAGE OF THIS ORDINANCE.**

\* \* \* \* \*

**WHEREAS**, the Budget of the City of Tomball for the Fiscal Year 2012-2013 was presented to the City Council of the City of Tomball on the 6th day of August 2012 and was filed with the City Secretary's Office at that time for the purpose of Public Display; and the City Council has reviewed and amended the proposed budget and changes as approved by the City Council have been identified and their effect included in the budget; and

**WHEREAS**, NOTICE OF PUBLIC HEARING for the Budget of the City of Tomball, Texas, for Fiscal Year 2012-2013 was published in the City's official newspaper advising citizens of the Public Hearing to be conducted on August 6, 2012, 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, 2012, through September 30, 2013;

**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, 2012, through September 30, 2013, 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 2012-2013."** 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.

**Section 4.0 Beginning Fund Balances.** That the Beginning Fund Balance reflected in the budget for each operating and capital project fund for which a Budget is adopted hereby automatically shall be adjusted to be the amount of the Ending Fund Balance for Fiscal Year 2012 as fully adjusted to reflect the final Comprehensive Annual Financial Report for Fiscal Year 2012 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2013 Ending Fund Balance.

**Section 5.0 2011-2012 Budget Amended.** That the City Council has reviewed the actual expenditures for the 2011-2012 Fiscal Year and compared them to the projections contained in the 2011-2012 Fiscal Year budget. The 2011-2012 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2011-2012 Fiscal Year.

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 6TH DAY OF AUGUST 2012.

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 20TH DAY OF AUGUST 2012.

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

  
\_\_\_\_\_  
GRETCHEN FAGAN  
Mayor

ATTEST:

  
\_\_\_\_\_  
DORIS SPEER  
City Secretary

## Tomball Fast Facts\*

2012 Population: 10979

2012 Assessed Value: \$1,309,654,991

Median Age: 36 years

Median Household Income: \$50,401

Average Household Income: \$59,072

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 +): 23.1% 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  
US Census Bureau

# 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 opening of Ross, Marshalls and Kohl's. 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 2015. 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 21<sup>st</sup> Century. The City of Tomball and its citizens will continue to work hard to foster continued growth while maintaining the hometown atmosphere.



## Appendix A      The Budget Process

March 1      1      Budget Schedule Distributed to City Staff

April 9      2      Department Submit Year End Projections

April 23      3      Departments Submit Base Budgets and any Adjustments to Base

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

April 27      5      Departments Submit Supplemental Program Requests

May 1-4      6      Departmental Budget Meetings

June 1      7      Preliminary Budget Workshop

June 18      8      Meeting to Discuss Funding

August 6      9      2012-13 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 \$1,356,078,390.
- 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.



## 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

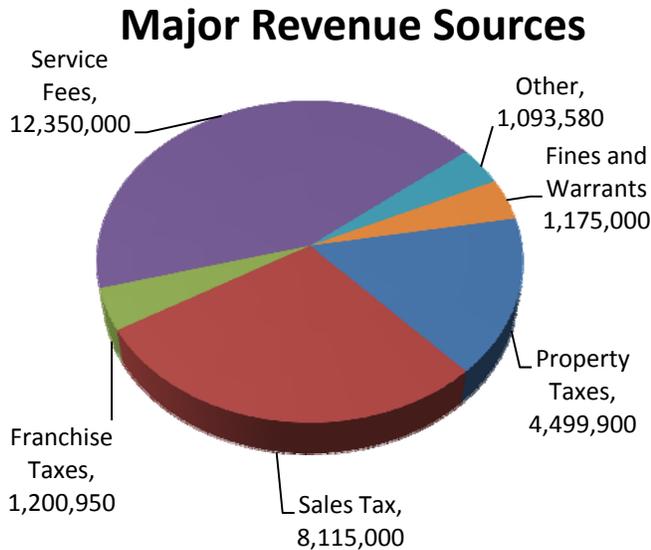
accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

- 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 \$28,434,430 or 81% 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 1<sup>st</sup>. The City's property tax is levied each October on the assessed value listed as of the prior January 1<sup>st</sup> 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, 2012, upon which the fiscal 2013 levy is based, is \$1,215,136,066.

This represents the adjusted taxable property value for FY 2013 as of August 2012. This amount is net of \$252,059,906 in exemptions representing 21% of total appraised value. This certified taxable value does not include approximately \$94 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.

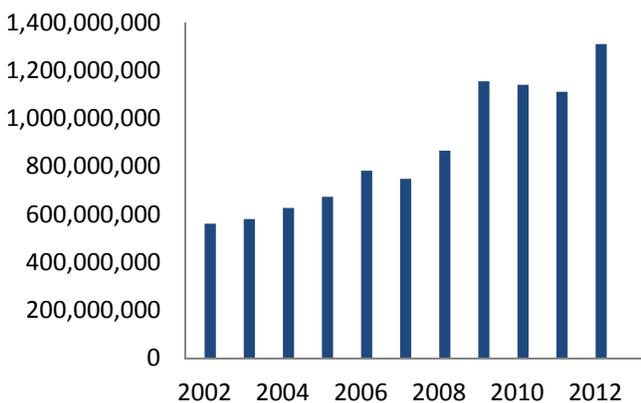
The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation long term debt. The tax rate for the year ending September 30, 2013 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 31<sup>st</sup> following the October levy and are considered delinquent after January 31<sup>st</sup> of each year.

**Assessed Valuation of Taxable Property**

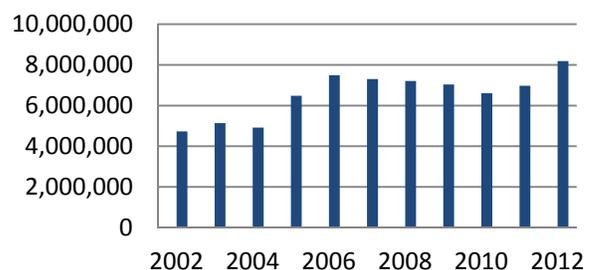


**Sales Tax**

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, 2013, the City of Tomball expects to receive \$7,765,000 in sales and use tax revenue. This amount represents an increase of \$615,000 over fiscal 2012 budgeted collections. With additional retail establishments scheduled to open during FY 2013, 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 2012-13 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 2013, 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 2013 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 \$50,000 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 2013, tap fees are budgeted at levels slightly below the projected revenue for FY 2012 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 2012-2013 Adopted Budget**

							FY2013
	FY 2011	Current	FY2012	FY2013	Recurring	Non-Recur.	Total Adopted
	Actuals	Budget	Projections	Base Budget	Supplemental	Supplemental	Budget
<b>Revenues:</b>							
Property taxes	1,274,350	\$ 1,217,889	\$ 1,290,000	\$ 1,475,000	\$ -	\$ -	\$ 1,475,000
Sales taxes	6,976,875	7,150,000	8,190,000	7,765,000	-	-	7,765,000
Franchise taxes	1,186,272	1,158,300	1,204,190	1,200,950	-	-	1,200,950
Permits and licenses	277,082	272,250	297,900	300,800	-	-	300,800
Fines and warrants	818,956	892,000	819,000	832,000	-	-	832,000
Service fees	1,942,691	1,775,000	2,000,000	2,000,000	-	-	2,000,000
Transfers In	2,393,458	1,860,931	1,860,931	2,246,221	-	-	2,246,221
Contributions	264,779	228,636	256,621	233,883	-	-	233,883
Interest	37,026	75,000	50,000	45,000	-	-	45,000
Other	445,320	229,600	261,330	257,830	-	-	257,830
<b>Total Revenues</b>	<b>15,616,809</b>	<b>\$ 14,859,605</b>	<b>\$ 16,229,972</b>	<b>\$ 16,356,684</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,356,684</b>
<b>Expenditures:</b>							
City Manager's Office	389,309	\$ 408,433	\$ 359,906	\$ 357,291	\$ -	\$ -	\$ 357,291
Building Permits and Inspections	358,155	364,375	353,982	368,468	-	-	368,468
Mayor and Council	52,542	98,307	92,909	129,901	-	6,500	136,401
City Secretary	296,306	329,018	294,857	335,699	6,500	-	342,199
Human Resources	259,423	571,492	466,510	569,346	-	-	569,346
Finance	514,672	511,164	528,133	529,850	-	-	529,850
Information Systems	252,481	382,872	362,112	596,973	-	93,500	690,473
Legal	141,754	127,000	127,000	127,000	-	-	127,000
Non-Departmental	266,953	282,365	297,281	293,340	-	-	293,340
Police	4,268,811	4,771,298	4,632,517	4,807,070	12,000	240,000	5,059,070
Municipal Court	377,702	311,384	298,303	319,142	-	-	319,142
Community Center	116,988	142,101	127,755	145,689	-	-	145,689
Fire Marshal	179,191	179,495	177,143	194,145	-	-	194,145
Fire	1,123,255	1,400,546	1,352,785	1,585,051	500	-	1,585,551
Emergency Management	12,154	14,520	13,444	19,368	-	-	19,368
Public Works Administration	44,653	47,200	46,333	48,320	-	-	48,320
Garage	98,728	126,311	138,609	130,422	-	-	130,422
Parks	301,442	377,466	392,837	327,941	-	40,000	367,941
Streets	736,176	866,840	876,463	782,592	-	637	783,229
Sanitation	1,787,733	1,954,000	1,957,440	1,960,300	-	-	1,960,300
Engineering and Planning	716,567	812,582	711,307	634,992	-	-	634,992
Facilities Maintenance	541,637	887,703	925,460	578,219	-	309,000	887,219
<b>Total Expenditures</b>	<b>12,836,631</b>	<b>\$ 14,966,472</b>	<b>\$ 14,533,086</b>	<b>\$ 14,841,119</b>	<b>\$ 19,000</b>	<b>\$ 689,637</b>	<b>\$ 15,549,756</b>
<b>Net Income from Operations</b>		<b>\$ (106,867)</b>	<b>\$ 1,696,886</b>	<b>\$ 1,515,565</b>	<b>\$ (19,000)</b>	<b>\$ (689,637)</b>	<b>\$ 806,928</b>
<b>Other Sources/(Uses):</b>							
Vehicle Replacement	-	\$ (89,000)	\$ (89,000)	\$ (234,500)	\$ -	\$ -	\$ (234,500)
Capital Projects/Outlay	(1,297,856)	(150,000)	(672,007)	(75,000)	-	(29,360)	(104,360)
Transfer to Capital Projects Fund	-	(2,152,000)	(2,152,000)	-	-	-	-
Transfer to Emp. Benefits Trust Fund	(1,846,468)	(1,463,198)	(1,463,198)	(1,535,709)	-	-	(1,535,709)
<b>Total Other Sources/(Uses)</b>	<b>(3,144,324)</b>	<b>\$ (3,854,198)</b>	<b>\$ (4,376,205)</b>	<b>\$ (1,845,209)</b>	<b>\$ -</b>	<b>\$ (29,360)</b>	<b>\$ (1,874,569)</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>(364,146)</b>	<b>\$ (3,961,065)</b>	<b>\$ (2,679,319)</b>	<b>\$ (329,644)</b>	<b>\$ (19,000)</b>	<b>\$ (718,997)</b>	<b>\$ (1,067,641)</b>
<b>Beginning Fund Balance</b>	<b>12,160,755</b>	<b>\$ 11,796,608</b>	<b>\$ 11,796,608</b>	<b>\$ 9,117,289</b>			<b>\$ 9,117,289</b>
<b>Ending Fund Balance</b>	<b>11,796,608</b>	<b>\$ 7,835,543</b>	<b>\$ 9,117,289</b>	<b>\$ 8,787,645</b>	<b>\$ (19,000)</b>	<b>\$ (718,997)</b>	<b>\$ 8,049,648</b>
25% of Operating Expenses - Target	91.90%	52%	63%	59%			52%

**General Fund Long-Term Financial Plan Based on FY 2012-2013 Adopted Budget**

	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>	<b>Projection</b>
<b>Revenues:</b>					
Property taxes	\$ 1,504,825.00	\$ 1,535,255.88	\$ 1,566,305.01	\$ 1,597,985.06	\$ 1,630,308.93
Sales taxes	7,842,650.00	7,921,076.50	8,000,287.27	8,080,290.14	8,161,093.04
Franchise taxes	1,236,978.50	1,274,087.86	1,312,310.49	1,351,679.81	1,392,230.20
Permits and licenses	283,305.00	286,138.05	288,999.43	291,889.42	294,808.32
Fines and warrants	848,640.00	865,612.80	882,925.06	900,583.56	918,595.23
Service fees	2,090,000.00	2,184,050.00	2,282,332.25	2,385,037.20	2,492,363.88
Transfers In	2,589,063.07	2,726,097.49	2,871,369.45	3,028,905.00	3,198,071.75
Contributions	194,920.00	144,320.00	110,660.00	60,000.00	60,000.00
Interest	400,000.00	400,000.00	350,000.00	225,000.00	200,000.00
Other	280,747.50	289,021.40	297,668.72	306,707.33	316,155.97
<b>Total Revenues</b>	<b>\$ 17,271,129.07</b>	<b>\$ 17,625,659.98</b>	<b>\$ 17,962,857.68</b>	<b>\$ 18,228,077.52</b>	<b>\$ 18,663,627.32</b>
<b>Expenditures:</b>					
City Manager's Office	\$ 363,375.91	\$ 376,993.61	\$ 391,149.64	\$ 405,865.35	\$ 421,162.92
Building Permits and Inspections	350,450.85	364,076.26	378,240.02	392,963.52	408,268.99
Mayor and Council	182,010.05	186,220.88	190,562.88	195,040.20	199,657.08
City Secretary	359,873.96	372,465.93	385,530.84	399,086.72	413,152.30
Human Resources	373,165.91	386,320.21	399,967.39	414,126.24	428,816.26
Finance	512,121.17	530,511.79	546,080.95	565,751.84	586,166.28
Information Systems	652,307.24	671,066.14	690,420.76	710,390.29	730,994.50
Legal	175,754.76	179,658.06	183,678.05	187,818.23	192,082.18
Non-Departmental	2,050,761.86	2,245,029.09	2,458,562.99	2,693,285.72	2,951,311.52
Police	4,526,577.84	4,703,901.40	4,888,317.91	5,080,111.07	5,279,575.96
Municipal Court	266,343.73	275,884.80	285,780.48	296,044.19	306,689.87
Community Center	148,558.64	154,470.86	160,690.66	167,248.89	174,182.31
Fire Marshal	232,945.92	240,195.95	247,719.60	255,527.44	263,630.45
Fire	1,612,386.62	1,666,539.56	1,722,645.21	1,780,776.70	1,841,009.92
Emergency Management	53,227.64	53,757.36	54,302.19	54,862.58	55,438.98
Public Works Administration	60,803.28	62,751.73	64,244.73	66,332.86	68,503.59
Garage	139,331.80	144,562.42	149,997.20	155,644.20	161,511.79
Parks	343,640.42	355,635.37	368,072.57	380,968.80	394,341.51
Streets	604,724.13	622,053.04	637,510.93	656,013.51	675,183.63
Sanitation	2,118,800.00	2,129,364.00	2,141,744.92	2,205,997.27	2,272,177.19
Engineering and Planning	669,401.18	694,121.49	719,785.46	746,429.53	774,091.57
Facilities Maintenance	583,299.71	601,466.11	620,202.71	639,527.82	659,460.39
<b>Total Expenditures</b>	<b>\$ 16,379,862.61</b>	<b>\$ 17,017,046.05</b>	<b>\$ 17,685,208.10</b>	<b>\$ 18,449,812.96</b>	<b>\$ 19,257,409.18</b>
<b>Net Income from Operations</b>	<b>\$ 891,266.46</b>	<b>\$ 608,613.93</b>	<b>\$ 277,649.59</b>	<b>\$ (221,735.44)</b>	<b>\$ (593,781.86)</b>
<b>Other Sources/(Uses):</b>					
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)	-	-	-
Transfer to Capital Projects Fund	-	-	-	-	-
Transfer to Emp. Benefits Trust Fund	(1,689,279.90)	(1,858,207.89)	(2,044,028.68)	(2,248,431.55)	(2,473,274.70)
<b>Total Other Sources/(Uses)</b>	<b>\$ (2,984,409.90)</b>	<b>\$ (2,694,007.89)</b>	<b>\$ (2,518,399.68)</b>	<b>\$ (2,698,856.55)</b>	<b>\$ (2,909,844.70)</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>\$ (2,093,143.44)</b>	<b>\$ (2,085,393.96)</b>	<b>\$ (2,240,750.09)</b>	<b>\$ (2,920,591.99)</b>	<b>\$ (3,503,626.56)</b>
<b>Beginning Fund Balance</b>	<b>\$ 8,049,647.57</b>	<b>\$ 5,956,504.13</b>	<b>\$ 3,871,110.17</b>	<b>\$ 1,630,360.08</b>	<b>\$ (1,290,231.91)</b>
<b>Ending Fund Balance</b>	<b>\$ 5,956,504.13</b>	<b>\$ 3,871,110.17</b>	<b>\$ 1,630,360.08</b>	<b>\$ (1,290,231.91)</b>	<b>\$ (4,793,858.47)</b>
25% of Operating Expenses - Target	36%	23%	9%	-7%	-25%

**Enterprise Fund Long-Term Financial Plan Based on FY 2012-2013 Adopted Budget**

	FY2011	FY2012	FY2012	FY2013	Recurring	Non-Recur.	FY2013
	Actuals	Current Budget	FY2012 Projections	FY2013 Base Budget	Supplemental	Supplemental	Total Adopted Budget
<b>Operating Revenues:</b>							
Water sales	\$ 5,199,565	\$ 4,250,000	\$ 4,650,000	\$ 4,650,000	\$ -	\$ -	\$ 4,650,000
Sewer sales	2,368,469	2,350,000	2,400,000	2,400,000	-	-	2,400,000
Gas sales	3,538,152	3,675,000	2,800,000	3,200,000	-	-	3,200,000
Tap fees	64,740	74,500	74,500	74,000	-	-	74,000
Reconnect fees	24,542	20,000	26,000	26,000	-	-	26,000
Interest	28,810	50,000	46,000	48,000	-	-	48,000
Other*	1,028,991	850,250	839,800	814,700	-	-	814,700
Transfers	-	-	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 12,253,268</b>	<b>\$ 11,269,750</b>	<b>\$ 10,836,300</b>	<b>\$ 11,212,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,212,700</b>
<b>Expenses:</b>							
Enterprise Administration	\$ 283,006	\$ 282,809	\$ 282,222	\$ 292,213	\$ -	\$ -	\$ 292,213
Utility Billing	289,541	286,519	277,739	257,777	-	-	257,777
Water	2,505,403	2,365,591	2,820,249	2,729,733	-	120,000	2,849,733
Wastewater	1,227,462	1,444,841	1,309,161	1,175,155	-	-	1,175,155
Gas	1,801,390	2,400,530	1,692,744	2,420,159	-	-	2,420,159
Administrative Transfer to General Fund	2,393,458	1,860,931	1,860,931	2,246,221	-	-	2,246,221
<b>Total Operating Expenses</b>	<b>\$ 8,500,259</b>	<b>\$ 8,641,221</b>	<b>\$ 8,243,046</b>	<b>\$ 9,121,258</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>\$ 9,241,258</b>
<b>Net Revenue Available for Debt</b>	<b>\$ 3,753,009</b>	<b>\$ 2,628,529</b>	<b>\$ 2,593,254</b>	<b>\$ 2,091,442</b>	<b>\$ -</b>	<b>\$ (120,000)</b>	<b>\$ 1,971,442</b>
<b>Debt Service</b>							
Revenue Bonds	\$ 155,197	\$ 538,832	\$ 538,832	\$ 538,751	\$ -	\$ -	\$ 538,751
Certificates of Obligation	430,440	848,772	848,772	818,197	-	-	818,197
Fiscal Fees	88,261	10,000	10,000	10,000	-	-	10,000
<b>Total Debt Service</b>	<b>\$ 673,899</b>	<b>\$ 1,397,604</b>	<b>\$ 1,397,604</b>	<b>\$ 1,366,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,366,948</b>
<b>Non-Operating Revenues (expenses)</b>							
Proceeds from debt	224,286	-	-	-	-	-	-
Vehicle replacement	(43,827)	(44,000)	(44,000)	(82,200)	-	-	(82,200)
Capital outlay	-	(947,480)	(250,718)	(952,817)	-	(15,417)	(968,234)
Short Term Financing	-	-	-	-	-	-	-
Transfer to Capital Project fund	-	(2,223,860)	(2,223,860)	(264,309)	-	-	(264,309)
Transfer to Emp. Benefits Trust Fund	-	(413,910)	(413,910)	(448,919)	-	-	(448,919)
<b>Total Non-Operating Revenue</b>	<b>\$ 180,459</b>	<b>\$ (3,629,250)</b>	<b>\$ (2,932,488)</b>	<b>\$ (1,748,245)</b>	<b>\$ -</b>	<b>\$ (15,417)</b>	<b>\$ (1,763,662)</b>
<b>Net Income (Excluding Depr.)</b>	<b>\$ 3,259,569</b>	<b>\$ (2,398,324)</b>	<b>\$ (1,736,838)</b>	<b>\$ (1,023,751)</b>	<b>\$ -</b>	<b>\$ (135,417)</b>	<b>\$ (1,159,168)</b>
<b>Beginning Fund Balance</b>	<b>\$ 14,522,418</b>	<b>\$ 17,781,987</b>	<b>\$ 17,781,987</b>	<b>\$ 16,045,149</b>			<b>\$ 16,045,149</b>
<b>Ending Fund Balance</b>	<b>\$ 17,781,987</b>	<b>\$ 15,383,663</b>	<b>\$ 16,045,149</b>	<b>\$ 15,021,399</b>	<b>\$ -</b>	<b>\$ (135,417)</b>	<b>\$ 14,885,982</b>
Fund Balance as % of Operating Costs		178.0%	194.7%	164.7%			161.1%
Debt Coverage on Total Debt			186.89%	154.13%			145.3%

**Enterprise Fund Long-Term Financial Plan Based on FY 2012-2013 Adopted Budget**

	<b>FY2014 Projection</b>	<b>FY2015 Projection</b>	<b>FY2016 Projection</b>	<b>FY2017 Projection</b>	<b>FY2018 Projection</b>
<b>Operating Revenues:</b>					
Water sales	\$ 4,766,250	\$ 4,956,900	\$ 5,155,176	\$ 5,284,055	\$ 5,416,157
Sewer sales	2,460,000	2,558,400	2,660,736	2,727,254	2,795,436
Gas sales	3,280,000	3,411,200	3,547,648	3,636,339	3,727,248
Tap fees	77,700	81,585	85,664	137,000	137,000
Reconnect fees	26,650	27,316	27,999	28,699	29,417
Interest	300,000	100,000	50,000	50,000	50,000
Other*	868,318	872,025	875,826	879,722	883,715
Transfers	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 11,778,918</b>	<b>\$ 12,007,427</b>	<b>\$ 12,403,049</b>	<b>\$ 12,743,070</b>	<b>\$ 13,038,972</b>
<b>Expenses:</b>					
Enterprise Administration	\$ 317,490	\$ 327,353	\$ 337,557	\$ 348,115	\$ 359,039
Utility Billing	257,777	288,790	296,810	305,097	313,660
Water	2,723,912	2,800,024	2,878,454	2,959,271	3,042,552
Wastewater	1,369,064	1,399,732	1,431,389	1,464,068	1,497,803
Gas	2,545,113	2,661,077	2,782,610	2,909,981	3,043,477
Administrative Transfer to General Fund	2,311,462	2,443,014	2,583,028	2,735,349	2,899,489
<b>Total Operating Expenses</b>	<b>\$ 9,524,818</b>	<b>\$ 9,919,990</b>	<b>\$ 10,309,847</b>	<b>\$ 10,721,882</b>	<b>\$ 11,156,020</b>
<b>Net Revenue Available for Debt</b>	<b>\$ 2,254,099</b>	<b>\$ 2,087,436</b>	<b>\$ 2,093,202</b>	<b>\$ 2,021,188</b>	<b>\$ 1,882,952</b>
<b>Debt Service</b>					
Revenue Bonds	\$ 838,596	\$ 836,183	\$ 837,966	\$ 838,832	\$ 838,751
Certificates of Obligation	973,901	948,797	922,569	896,341	870,413
Fiscal Fees	10,000	10,000	10,000	10,000	10,000
<b>Total Debt Service</b>	<b>\$ 1,822,497</b>	<b>\$ 1,794,980</b>	<b>\$ 1,770,535</b>	<b>\$ 1,745,173</b>	<b>\$ 1,719,164</b>
<b>Non-Operating Revenues (expenses)</b>					
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	-	-	-	-	-
<b>Total Non-Operating Revenue</b>	<b>\$ (1,054,680)</b>	<b>\$ (1,049,080)</b>	<b>\$ (1,217,622)</b>	<b>\$ (115,257)</b>	<b>\$ (103,839)</b>
<b>Net Income (Excluding Depr.)</b>	<b>\$ (623,078)</b>	<b>\$ (756,624)</b>	<b>\$ (894,955)</b>	<b>\$ 160,758</b>	<b>\$ 59,949</b>
<b>Beginning Fund Balance</b>	<b>\$ 14,885,982</b>	<b>\$ 14,262,904</b>	<b>\$ 13,506,280</b>	<b>\$ 12,611,326</b>	<b>\$ 12,772,084</b>
<b>Ending Fund Balance</b>	<b>\$ 14,262,904</b>	<b>\$ 13,506,280</b>	<b>\$ 12,611,326</b>	<b>\$ 12,772,084</b>	<b>\$ 12,832,032</b>
Fund Balance as % of Operating Costs	149.7%	136.2%	122.3%	119.1%	115.0%
Debt Coverage on Total Debt	124.4%	116.9%	118.9%	116.5%	110.2%

**Debt Service Fund Long-Term Financial Plan Based on FY 2012-2013 Adopted Budget**

	FY2011 Actual	FY2012 Current Budget	FY 2012 Projections	FY2013 Adopted Budget
<b>Revenues:</b>				
Current taxes	\$ 1,528,443	\$ 2,582,550	\$ 2,578,200	\$ 2,964,900
Delinquent taxes	45,210	38,500	27,500	35,000
Penalty and interest	17,919	19,000	21,850	25,000
Interest	1,492	2,500	2,500	2,500
Bond Proceeds	4,076,007	-	-	-
Other	-	-	-	-
<b>Total Revenues</b>	<b>\$ 5,669,072</b>	<b>\$ 2,642,550</b>	<b>\$ 2,630,050</b>	<b>\$ 3,027,400</b>
<b>Expenditures:</b>				
Principal	\$ 5,197,506	\$ 1,131,250	\$ 1,131,250	\$ 1,737,500
Interest	553,373	911,065	912,901	912,545
Lease Payment- Fire Truck		88,719	88,719	88,719
		-	-	-
Fees	72,874	9,000	9,000	9,000
<b>Total Expenditures</b>	<b>\$ 5,823,752</b>	<b>\$ 2,140,034</b>	<b>\$ 2,141,870</b>	<b>\$ 2,747,764</b>
<b>Other Sources/(Uses):</b>				
Transfers		-	-	-
<b>Total Other Sources/(Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>\$ (154,681)</b>	<b>\$ 502,516</b>	<b>\$ 488,180</b>	<b>\$ 279,636</b>
<b>Beginning Fund Balance</b>	<b>\$ 925,955</b>	<b>\$ 771,274</b>	<b>\$ 771,274</b>	<b>\$ 1,259,454</b>
<b>Ending Fund Balance</b>	<b>\$ 771,274</b>	<b>\$ 1,273,790</b>	<b>\$ 1,259,454</b>	<b>\$ 1,539,090</b>
Ending FB as % of Next Year's Debt Service Requirement		46%	46%	56%

**Debt Service Fund Long-Term Financial Plan Based on FY 2012-2013 Adopted Budget**

<b>FY 2014 Projected</b>	<b>FY 2015 Projected</b>	<b>FY 2016 Projected</b>	<b>FY 2017 Projected</b>	<b>FY 2018 Projected</b>
\$ 3,024,198	\$ 3,084,682	\$ 3,146,376	\$ 3,209,303	\$ 3,273,489
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
<b>\$ 3,091,198</b>	<b>\$ 3,151,682</b>	<b>\$ 3,213,376</b>	<b>\$ 3,276,303</b>	<b>\$ 3,340,489</b>
\$ 1,769,750	\$ 1,808,000	\$ 1,826,750	\$ 1,863,250	\$ 1,894,250
850,068	788,382	733,061	678,741	621,088
88,719	88,719	88,719	88,719	88,719
9,000	9,000	9,000	9,000	9,000
<b>\$ 2,717,537</b>	<b>\$ 2,694,101</b>	<b>\$ 2,657,530</b>	<b>\$ 2,639,710</b>	<b>\$ 2,613,057</b>
\$ 373,661	\$ 457,581	\$ 555,845	\$ 636,593	\$ 727,432
1,539,090	\$ 607,563	\$ 575,455	\$ 593,675	\$ 652,822
<b>\$ 1,912,751</b>	<b>\$ 1,065,144</b>	<b>\$ 1,131,300</b>	<b>\$ 1,230,268</b>	<b>\$ 1,380,254</b>
70%	40%	43%	47%	53%

## 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 1<sup>st</sup> and ends the following September 30<sup>th</sup>. The term FY 2010 denotes the fiscal year beginning October 1<sup>st</sup>, 2009 and ending September 30<sup>th</sup>, 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