NOTICE OF REGULAR CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS

TUESDAY, SEPTEMBER 6, 2011

6:00 P.M.

Notice is hereby given of a meeting of the Tomball City Council, to be held on Tuesday, September 6, 2011 at 6:00 P.M., City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomballl City Council reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1.0 Call to Order

2.0 Invocation

- Led by Pastor Bill Rasco, Spring Creek Church of Christ

3.0 Pledges to U.S. and Texas Flags

- Led by Members of the Tomball High School Student Council

4.0 Public Comments and Receipt of Petitions *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.]*

5.0 Presentations:

- HEB, Buffalo Wild Wings, TISD Student Council, and Tomball Bible Church **– Tomball Kids Club**

6.0 Reports and Announcements

- **Farmers Market** – 9 a.m.-1:00 p.m. (Every Saturday, September 10-November 12)
- September 7, 2011 – **Planning and Zoning Commission Public Workshop** to review the Downtown Specific Plan – 6:00 p.m. at the Community Center
- September 9, 2011 – **Annual Mayor's Challenge Community Blood Drive –** Hosted by NWEMS
- September 10, 2011 – **2nd Saturday at the Depot** – 6:00 p.m.
- September 11, 2011 – **"Stop & Remember" – 12:00 p.m. (1:00 p.m. EDT) – September 11 National Moment of Remembrance**
- September 17, 2011 – ***Tomball Art Walk***– 2:00 p.m.-6:00 p.m.; Free Live Jazz at the Depot (Gary Michael Dahl Band) – 5:00 p.m.-7:30 p.m.
- September 28, 2011 – **Homecoming Parade and Rally at the Depot** – 6:00 p.m.-8:00 p.m.
- October 1, 2011 – **Bugs, Brew and Barbecue at the Depot** – 9:00 a.m. – 6:00 p.m.
- October 8, 2011 **– Open House at the Central Fire Stat**ion **–** 10:00 a.m.-3:00 p.m.
- October 8, 2011 – **2nd Saturday at the Depot *"Spooktacular Bash"* – 5:00 p.m.**
- October 10, 2011 – **Fall Cleanup Week**
- October 15, 2011 – **E-Waste Recycling Day**
- October 15, 2011 – ***Tomball Art Walk***– 2:00 p.m.-6:00 p.m.; Free Live Jazz at the Depot – 5:00 p.m.-7:30 p.m.
- October 28-29, 2011 – **Fire Department Fall Festival** – 6:00 p.m.
- November 1, 2011 – **Mayor's Coffee** – 5:30 p.m.-7:00 p.m., Nona's Italian Grill
- November 12, 2011 – **2nd Saturday at the Depot – 5:00 p.m.**
- November 19, 2011 – **46th Annual Holiday Parade** – 10:00 a.m.
- November 19, 2011 - **Special *Walk Tomball* in the Holiday Parade** behind the ***Walk Tomball!It's a Wonderful Life*** banner – 10:00 a.m.
- November 19, 2011 – ***Tomball Art Walk***– 2:00 p.m.-6:00 p.m.; Free Live Jazz at the Depot – 5:00 p.m.-7:30 p.m.
- ***Walk Tomball!*** (Every Saturday at 8:00 a.m. at the Depot)
- Reports by City staff and members of Council about items of community interest on which no action will be taken
    - David Kauffman - Proposed Change in Scope of Contract with Raba Kistner

7.0 Approve the Minutes of the Following City Council Meetings:

- August 15, 2011 Special Council Meeting
- August 15, 2011 Regular Council Meeting
- August 22, 2011 Special Council Meeting

8.0 Old Business:

8.1 Adopt, on Second Reading, Ordinance No. 2011-18, an Ordinance of the City Council of the City of Tomball, Texas, Adopting the Budget for the City of Tomball, Texas, for Fiscal Year 2011-2012; and Authorizing the City Manager to Approve Intra-departmental (within the same Department only) Transfers of Budgeted Funds; and Providing other Details Relating to the Passage of This Ordinance

9.0 New Business:

9.1 Ratify the FY 2012 Budget and Find that the proposed Tax Rate of $.341455/ $100 Generates More Property Tax Revenue than the FY 2011 Budget.

9.2 Set the Dates for Public Hearings on Proposed Tax Rate

9.3 Approve the Sale of Wine and Beer at Depot Plaza area for City-Sponsored Tomball Art Walks on September 17, October 15, and November 19 and for Bugs, Brew, and Barbecue on October 1, 2011

9.4 Approve the Tomball Economic Development Corporation (TEDC) 2011-2012 Fiscal Year Budget

9.5 Approve Resolution No. 2011-14, a Resolution of the City Council of the City of Tomball, Texas for the Designation of a Representative and Alternate for the Houston-Galveston Area Council 2012 General Assembly

9.6 Approve Resolution No. 2011-15, a Resolution of the City Council of the City of Tomball, Texas, Nominating a Candidate for a Position on the Board of Directors of the Harris County Appraisal District

9.7 Approve Resolution No. 2011-16, a Resolution of the City Council of the City of Tomball, Texas, Adopting the City of Tomball Minimum Standards for Stormwater Drainage System Design Manual

9.8 Approve Resolution No. 2011-17-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Economic Development Agreement by and between the Corporation and the City of Tomball to Make Direct Incentives to, or Expenditures for, the Expansion and Development of Medical Complex Drive; Containing Other Provisions Relating to the Subject; and Providing for Severability, Approving, as a Project of the Corporation, an agreement with the City of Tomball to make direct incentives to or expenditures for, the expansion and development of Medical Complex Drive in the City of Tomball. The estimated amount of expenditures for such project is $850,000.

9.9 Approve Resolution No. 2011-18-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an

Economic Development Agreement by and between the Corporation and Spring Creek County Historical Association to make Direct Incentives to, or Expenditures for, Signage and/or Improvements for the Tomball Museum; Containing Other Provisions Relating to the Subject; and Providing for Severability, Approving, as a Project of the Corporation, an agreement with Spring Creek County Historical Association to make direct incentives to, or expenditures for, signage and/or improvements for The Tomball Museum located at 510 North Pine Street in the City of Tomball. The estimated amount of expenditures for such project is an amount not to exceed $500.00.

9.10 Approve Resolution No. 2011-19-TEDC, a Resolution of the City Council of the City of Tomball, Texas, Authorizing and Approving the Tomball Economic Development Corporation's Project to Expend Funds to Commission the Proposed Fountain at the Historic Depot Plaza; Containing Other Provisions relating to the Subject; and Providing for Severability, Approving, as a Project of the Tomball Economic Development Corporation, an agreement with the City of Tomball to make direct incentives to or expenditures for, improvements including a proposed Fountain at the Historic Depot Plaza located at 201 South Elm Street in the City of Tomball. The estimated amount of expenditures for such project is an amount not to exceed $25,000.

9.11 Adopt Resolution No. 2011-20, A Resolution of the City of Tomball, Texas, Adopting a Fee to allow Joinder of Lots Under Common Ownership Without Requiring a Plat Provided that the Joinder of Lots Does Not Require the Dedication or Removal of Any Public Rights-of-Way, Public Easements or Public Improvements.

9.12 Approve Resolution No. 2011-21, a Resolution of the City of Tomball, Texas, adopting the City of Tomball's Investment Policy, as set forth in the City's Administrative Policy No. 13, entitled "Investment Policy".

9.13 Approve Adding Full-Time Position in IT Department

9.14 Consideration and Possible Direction from Council regarding Requirements to Receive Service Flag

9.15 Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose:

- Section 551.071 Consultation with Attorney regarding Litigation

10.0 Adjournment

C E R T I F I C A T I O N

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 2nd day of September 2011 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

*Doris Speer*____________________

Doris Speer

City Secretary, TRMC

This facility is wheelchair accessible and accessible parking spaces are available Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1002 or FAX (281) 351-6256 for further information.

AGENDAS MAY ALSO BE VIEWED ONLINE AT www.ci.tomball.tx.us.

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

- HEB, Buffalo Wild Wings, TISD Student Council, and Tomball Bible Church – **Tomball Kids Club**

Background:

Origination:

Recommendation:

Funding:

Party(ies) responsible for placing this item on agenda:

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Tomball Kids - Thank You

Thank's for the food, ball's, and
friendship. If you weren't at M.L.K park
I would have to do yard work, and scrap pots.,
Elijah

Brooklyn
Taylor

It was much appreciated.

thank's for the fun man
H-e-b rock's

Dane

Thanks for
a great summer
Dane is right
H-E-B rocks
Mary Siders

connections from Hallmark

THIS CARD IS MADE WITH RECYCLED PAPER.
20% Recycled Fiber

Hallmark.com

0 92100 46872 9

U.S.A. 1.00
Canada 1.48
ANV 234 E

HALLMARK CARDS, INC.
KANSAS CITY, MO 64141
TORONTO, CANADA M2J 1P6
MADE IN U.S.A.

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

- **Farmers Market** – 9 a.m.-1:00 p.m. (Every Saturday, September 10-November 12)
- September 7, 2011 – **Planning and Zoning Commission Public Workshop** to review the Downtown Specific Plan – 6:00 p.m. at the Community Center
- September 9, 2011 – **Annual Mayor's Challenge Community Blood Drive** – Hosted by NWEMS
- September 10, 2011 – **2nd Saturday at the Depot** – 6:00 p.m.
- September 11, 2011 – **"Stop & Remember" – 12:00 p.m. (1:00 p.m. EDT) – September 11 National Moment of Remembrance**
- September 17, 2011 – ***Tomball Art Walk***– 2:00 p.m.-6:00 p.m.; Free Live Jazz at the Depot (Gary Michael Dahl Band) – 5:00 p.m.-7:30 p.m.
- September 28, 2011 – **Homecoming Parade and Rally at the Depot** – 6:00 p.m.-8:00 p.m.
- October 1, 2011 – **Bugs, Brew and Barbecue at the Depot** – 9:00 a.m. – 6:00 p.m.
- October 8, 2011 – **Open House at the Central Fire Stat**ion – 10:00 a.m.-3:00 p.m.
- October 8, 2011 **– 2nd Saturday at the Depot *"Spooktacular Bash"* – 5:00 p.m.**
- October 10, 2011 – **Fall Cleanup Week**
- October 15, 2011 – **E-Waste Recycling Day**
- October 15, 2011 – ***Tomball Art Walk***– 2:00 p.m.-6:00 p.m.; Free Live Jazz at the Depot – 5:00 p.m.-7:30 p.m.
- October 28-29, 2011 – **Fire Department Fall Festival** – 6:00 p.m.
- November 1, 2011 – **Mayor's Coffee** – 5:30 p.m.-7:00 p.m., Nona's Italian Grill
- November 12, 2011 **– 2nd Saturday at the Depot – 5:00 p.m.**
- November 19, 2011 **– 46th Annual Holiday Parade** – 10:00 a.m.
- November 19, 2011 **- Special *Walk Tomball* in the Holiday Parade** behind the ***Walk Tomball!It's a Wonderful Life*** banner – 10:00 a.m.
- November 19, 2011 – ***Tomball Art Walk***– 2:00 p.m.-6:00 p.m.; Free Live Jazz at the Depot – 5:00 p.m.-7:30 p.m.
- ***Walk Tomball!*** (Every Saturday at 8:00 a.m. at the Depot)
- Reports by City staff and members of Council about items of community interest on which no action will be taken
    - David Kauffman **-** Proposed Change in Scope of Contract with Raba Kistner

Background:

Origination:

Various

Recommendation:

N/A

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

P&Z Public Workshop-Review Downtown Specific Plan
Annual Mayor's Challenge Community Blood Drive
September 10, 2011 - 2nd Saturday at the Depot
Fire Station - Open House - October 8
Fall Cleanup Week
E-Waste Recycling Day Flyer
Mayor's Coffee - November 1, 2011
Raba Kistner Contract - Proposed Modifications

NOTICE OF POSSIBLE QUORUM OF CITY COUNCIL, PLANNING AND ZONING COMMISSION, BOARD OF ADJUSTMENTS, AND DOWNTOWN TOMBALL ADVISORY COMMITTEE MEMBERS FOR A PUBLIC WORKSHOP

WEDNESDAY, SEPTEMBER 7, 2011

6:00 P.M.

Notice is hereby given of a Public Workshop regarding the Downtown Specific Plan to be held at the Community Center, Room A, located at 221 Market Street, Tomball, Texas 77375.

A quorum of City Council, Planning and Zoning Commission, Board of Adjustments, and Downtown Tomball Advisory Committee members may or may not be in attendance during the workshop; however, no action will be taken.

C E R T I F I C A T I O N

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 1st day of September 2011 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Brandy Pate
Brandy Pate
Senior Administrative Assistant

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1002 or FAX (281) 351-6256 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT www.ci.tomball.tx.us.

Want a Cookie?

Give Blood!

Annual Mayor's Challenge
Community Blood Drive

Friday, September 9
1:00 p.m. - 7:00 p.m.

Tomball Community Center
221 Market Street

To schedule an appointment call **Carrie Gracey at NWEMS at 281-290-4268**

2nd Saturday at the Depot Invites you to...

Remember & Celebrate America!

September 10 - Tomball, TX

Colors will be presented by
THS NJROTC

Meet, Greet & Honor
Our Police, Fire, NWEMS
& Public Works Depts.
VFW Post #2427
American Legion #127
State Rep. Allen Fletcher, Dist. 130

Visit with our Mayor,
City Officials & our Councilmen.

Music by the Statesmen Chorus

Concessions Available
G Que BBQ
Summer Snow Shaved Ice
Cici's Pizza

Sign thank you cards for our Troops!

Visit the
EJC Farms Petting Zoo

Kids Games & Crafts

On Sunday, September 11th, VFW Post #2427 will host a breakfast honoring the 10th anniversary of September 11th from 7 am - 12 pm. Join us on these two special dates as we remember our fallen heroes.

This month's movie:

Toys to the rescue!

Historic Tomball Depot Plaza
201 S. Elm
Opens at 6:00 PM
Free fun entertainment for all ages!
Bring your lawn chairs
No glass containers!
More information?
Call Rosalie: 281-610-2595

In case of rain, event will be held at the Tomball Community Center, 221 Market Street.

Join Us

Tomball Fire Department

Go To: FirePreventionWeek.org

Protect Your Family From Fire

October 9–15, 2011 • It's Fire Prevention Week

NFPA

OPEN HOUSE

Saturday October 8, 2011 10:00am - 3:00pm

- *Free Food & Drinks*
- *Meet our Firefighters*
- *See our Fire Trucks*
- *Fire Dog Bounce House*
- *See a "Jaws of Life" Demonstration*
- *Fire Extinguisher Demonstrations*
- *Smoke Alarms & More*

For more info

Call 281-351-7101

1200 Rudel Road

THIS INFORMATION IS BEING DISTRIBUTED AS A COMMUNITY SERVICE AND TOMBALL ISD IS NOT A SPONSORING ORGANIZATION FOR THIS ACTIVITY.

City of Tomball

Fall Clean up

Week of October 10 to October 15, 2011
Monday – Saturday - 8:00 am - 4:30 pm

***Objective*:**
Provide the citizens of Tomball the opportunity to dispose of large, hard-to-handle items that cannot be collected under the normal garbage service. ** (Remember this is for residents of Tomball only (must have **City utility bill** as proof); NO COMMERCIAL BUSINESS OPERATORS).**
Roll Offs will be available at the City Landfill Site (0.4 miles north of E. Hufsmith on Rudolph) to dispose of the acceptable items. See map to landfill site below.

Acceptable Items:

- Lumber
- Bicycle parts
- Plywood (4 cubic yd. max)
- Rugs/carpet
- Siding
- Clothing
- Box springs and mattresses
- Bricks (small amount)
- Empty buckets or pails
- Rocks (small amount)
- Washing machines
- Dryers
- Water heaters
- Furniture
- Gutter material
- Cardboard boxes
- Lawn mowers (oil & gas removed)
- Dishwashers

Not Acceptable:

- Tree trimmings
- Limbs or stumps
- Tires
- Engine blocks
- Structural steel
- Equipment with oil or gasoline
- Fertilizers
- Pool chemicals
- Batteries
- Oil filters
- Insecticides
- Container with unmarked labels holding liquids
- Sealed containers of any type
- Large amounts of construction or demolition material
- Smoke detectors
- Pressurized vessels
- Flammable, combustible or corrosive products
- Raw meats, food products or byproducts
- Televisions
- Computers
- Refrigerators
- AC units
- Appliances with Freon or fluids
- Paint

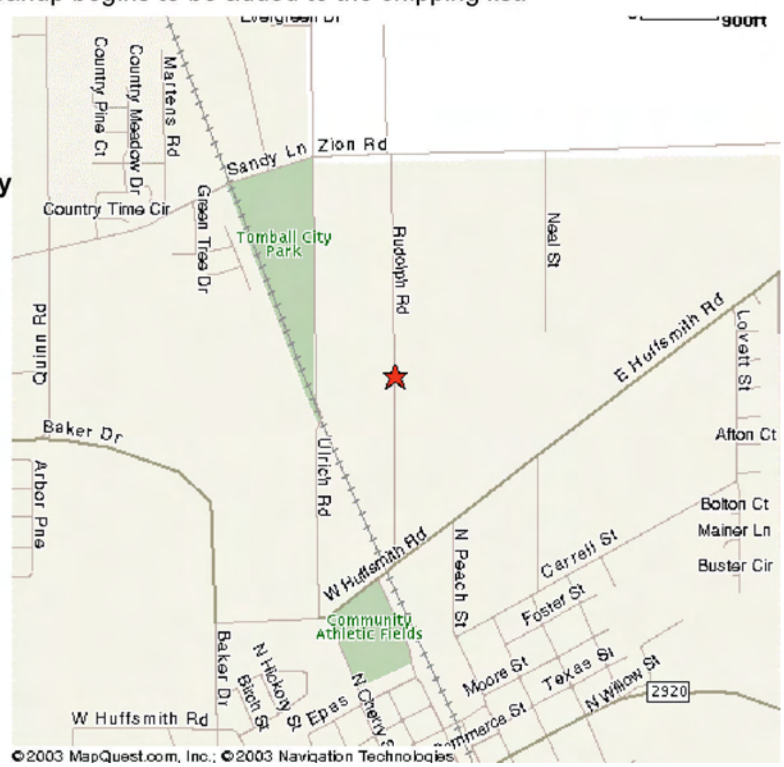
All appliances must be drained and tagged by a licensed technician.
Acceptable items are anything that is inert and would not harm the environment before or after disposal into a landfill.

The City of Tomball will provide a free chipping service for brush and small limbs during the week of Tomball Cleanup. To participate, please call **(281) 290-1400** the week before the cleanup begins to be added to the chipping list.

CHIPPING SPECIFICATIONS:

- **Turn all big ends toward road or in one direction**
- **Limit size to 6 ft.-8 ft., maximum**
- **Keep logs separate from limbs, nothing over 6" dia.**
- **Place limbs & brush near roadside and not on property**
- **Leaves, please bag for regular garbage pickup**

Map to Tomball landfill site →



E-WASTE RECYCLING DAY
OCTOBER 15, 2011
9 AM to 1 PM

OBJECTIVE:

To provide a convenient e-waste recycling program to the residents of the City of Tomball in the form of an e-waste collection event. **You must present a **city utility bill** as proof of residency.** This event is sponsored by the City of Tomball, Waste Corporation of America, and CompuCycle.

PROGRAM:

CompuCycle will process all e-waste generated by the residents of the City of Tomball at no charge. CompuCycle adheres to the Responsible Recycling (R2) practices. The drive-thru e-waste drop off service will be located at **TBD**…

ITEMS ACCEPTED – COMPUTER- RELATED ELECTRONICS:

Computers	Monitors & TVs	Keyboards
Routers	Hubs	Computer Mice
Laptops	Printers	Switches
Power Cords	Cables	Fax Machines
UPS	Servers	Cell Phones
Cellular Phones	DVD Players	Telephones
VCRs	Cable Boxes	Gaming Consoles
Clocks	Batteries	Radios
Toner Cartridges	Ink Jet Cartridges	Copiers

ITEMS NOT ACCEPTED:

Vacuum Cleaners	Refrigerators	Washing Machines
Weed - Eaters		

ABOUT CompuCycle:

CompuCycle, Houston's first EPA – accredited, R2 Certified responsible e-cycling solutions provider focuses on refurbishing equipment for resale, reuse of components, and environmentally responsible e-waste recycling.

7700 Kempwood Dr.
Houston, TX 77055

Responsible E-cycling Solutions

Mayor's Coffee

November 1, 2011
5:30 P.M.
Nona's Italian Grill
1025 Alma

Stop by to get in touch with Tomball!

Gretchen Fagan
Mayor

For more information call 281-290-1002 or visit ci.tomball.tx.us

Raba Kistner

Raba-Kistner Consultants, Inc.
12821 W. Golden Lane, San Antonio, TX 78249
P.O. Box 690287, San Antonio, TX 78269-0287
(210) 699-9090 • FAX (210) 699-8426
www.rkci.com
TBPE Firm F-3257

Proposal No. PSF11-162-00 *(Revised)*
August 26, 2011

(SUBMITTED VIA ELECTRONIC MAIL)

Mr. David Kauffman
Director of Public Works
City of Tomball
501 James Street
Tomball, Texas 77375

Re: Groundwater Monitoring System Modifications and Landfill Gas Bar Probe Study
Closed City of Tomball Landfill – MSW Permit No. 1140A
Harris County, Texas

Dear Mr. Kauffman:

Raba-Kistner Consultants, Inc. (R-K) is pleased to submit this proposal on behalf of the City of Tomball (CLIENT) for professional environmental consulting services associated with the modification of the current groundwater monitoring system at the Closed City of Tomball Landfill. This proposal provides a brief description of pertinent project information in addition to our proposed scope of services. This proposal was prepared to define the proposed scope of services, our assumptions, time and cost information, project schedule, and procedures for authorization to initiate project activities. This proposal has been modified from the previous version to include performance of a bar probe study to evaluate landfill gas conditions along the perimeter of the facility.

SCOPE OF SERVICES

As directed by the Texas Commission on Environmental Quality (TCEQ) in correspondence dated September 7, 2010, "consideration should be given to reinstalling MW-1, MW-2 and MW-4A at another depth and/or location to further assist in the identification of the VOCs currently found at concentrations reported at other wells above MCL". Subsequent to review of this correspondence and based on our review of collective groundwater monitoring data, **R-K** recommends the replacement and/or relocation of several other monitoring wells due dry well conditions, poor installation construction practices, and/or the potential for monitoring data at some wells to be influenced by offsite environmental factors. Proposed wells to be replaced and/or relocated and the reasons for the recommended modifications are listed below:

- MW-1 – Dry – Relocate due to dry conditions and close proximity of the adjacent offsite saltwater injection well.
- MW-2 – Dry – Replace.
- MW-6 – Replace due to poor well construction practices – well casing was assembled with PVC glue/solvents suspected to contain chlorinated solvents (VOCs) historically detected at low concentrations in groundwater samples collected at select monitoring wells.
- MW-7 – Relocate due to the close proximity of the adjacent offsite saltwater injection well.
- MW-9 – Relocate – well is located within the industrial footprint of the City of Tomball wastewater treatment plant.
- MW-10 – Relocate – well is also located within the wastewater treatment plant extent – also, the well appears to be going dry and has not recently generated sufficient sample volume to meet groundwater monitoring needs.

Specific activities to be conducted by **R-K** as part of this proposal are described in the following paragraphs:

Task 1 – TCEQ Authorization Request

In accordance with Title 30 of the Texas Administrative Code (TAC) Chapter 305 § 70(j) (26-27), a permit modification which does not require public notice is required to modify the groundwater monitoring system. Upon written notice to proceed by CLIENT, an authorization request to modify the groundwater monitoring system will be prepared by **R-K** and submitted to TCEQ on behalf of the City of Tomball.

In addition, the authorization request will include a description of the activities required to relocate and/or reinstall several monitor wells. As required by current TCEQ rules, the request to modify the groundwater monitoring system will include the following:

- Summary of proposed activities associated with the relocation and/or reinstallation of monitor wells and disposal of incidental waste generated during drilling.
- Propose to discontinue sampling of the existing wells which will be relocated and/or reinstalled.
- Summary of existing conditions (e.g., subsurface stratigraphy, surface topography, existing landfill gas vents and groundwater monitor wells, etc.).
- Figures depicting the proposed well locations.

For scheduling purposes, we anticipate completing the authorization request within ten to fifteen working days from the receipt date of written authorization to proceed with the project. In turn, TCEQ will require approximately 45 days for review and approval prior to being able to initiate the proposed field activities (described in <u>Task 2</u>, below).

Task 2 – Field Activities

Subsequent to receipt of TCEQ approval, **R-K** will utilize the services of a Texas-licensed environmental drilling contractor to conduct the well installation activities. **R-K** will monitor and document system modification activities.

<u>Groundwater Monitoring Well Installation</u>

The installation of the new monitor wells will better facilitate an evaluation of shallow groundwater conditions and will minimize the potential for possible influence of outside factors (i.e., the adjacent saltwater injection well, the adjacent waste water treatment plant and poor installation construction practices). The monitor wells will be installed utilizing standard environmental drilling and sampling protocols and will be installed utilizing hollow stem flight auger methods to further evaluate subsurface soil conditions.

During boring installation, soils will be observed continuously from all borings and logged by an environmental professional for composition, color, degree of moisture, and visual/olfactory indications of contamination. In conjunction with logging activities, representative soil samples will be field-screened for the presence of VOCs using a calibrated PID as part of the normal environmental screening protocol. Field observations will be documented in a field notebook and subsequently used to generate boring logs.

All analytical samples will be collected in accordance with standard environmental protocol. In general, one soil sample will be collected from each boring at the water table interface. Soil samples will generally be collected in accordance with TRRP definition of subsurface (i.e., greater than 5 ft) soils.

The groundwater monitor wells will be installed in accordance with State of Texas guidelines utilizing 2-inch casing and screen. Surface completion of the wells will include a 2x2 ft concrete pad with protective bollards at the corners, an approximate 3 ft monument to protect the riser, and sign labeling the number of the well. Once installed, wells will be properly gauged, developed, and purged prior to groundwater sampling. In conjunction with gauging activities for new monitoring wells, existing monitoring wells will also be gauged. The well locations and top of casing will be surveyed.

Landfill Gas Bar Probe Survey

In conjunction with well installation activities, a landfill gas bar probe survey will be conducted to evaluate the migration of landfill gas offsite and to determine the locations of the perimeter landfill gas monitoring probes (to be installed at a later date) mandated by *Title 30 of Texas Administrative Code Chapter 330, Sections 371, Subsections (h) and (i)*. It is anticipated that a maximum of 20 bar probes will be installed along the perimeter of the closed landfill to depths ranging from 10 to 15 feet below ground surface (ft bgs) using direct-push methods. For installation of the bar probes and measurement of landfill gas concentrations, **R-K** will utilize the services of a Texas-licensed environmental drilling sub-contractor.

During installation of the bar probes, landfill gas concentrations will be measured at 5-ft intervals utilizing soil vapor sampling procedures. Sampling procedures include advancing the hollow sample rod to the required depth, retracting the rod slightly, placing nylon tubing within the sample rod, and forming an air-tight seal at the upper ends of the sampling device and tubing. The tubing will subsequently be purged of air using a vacuum pump, and the space inside the tube will be allowed to equilibrate and then fill with landfill gas for several minutes. At the end of this process, the concentration of landfill gas will be measured using properly calibrated landfill gas detection equipment.

The activities will be documented in field notes and included in the Report of Field Activities (described in ***Task 4***).

Field Activities Schedule

It is anticipated that field activities will require approximately 5 to 6 working days to complete, including drilling contractor mobilization to/from the project site and excluding delays due to adverse weather or contractor equipment problems.

Task 3 – Waste Characterization and Disposal

During installation of the proposed wells, it is anticipated that a maximum of 12 drums of waste material (soil cuttings) will be generated, requiring disposal at an active permitted landfill facility. Prior to disposal of the waste material, **R-K** will collect samples to characterize the material in accordance with the requirements of the receiving landfill facility. For the purposes of this proposal, Waste Management, Inc. (Waste Management) of Houston was contacted regarding waste characterization requirements prior to disposal. On the basis of 12 drums of waste material generated, it is anticipated that 1-2 samples will be collected and analyzed for the following suite of parameters:

- Toxic Characteristic Leaching Procedure (TCLP) Volatile Organic Compounds (VOCs)
- TCLP Semi-VOCs (SVOCs)
- TCLP Organochlorine Pesticides
- TCLP Herbicides
- 11 TCLP Metals (antimony, arsenic, barium, beryllium, cadmium, chromium, lead, mercury, nickel, selenium and silver)
- Total Polychlorinated Biphenyls (PCBs)
- Total Petroleum Hydrocarbons (TPH)

Upon receipt of the analytical results, **R-K** will prepare the waste profile form required by the host disposal facility and the waste will be transported to the permitted disposal facility. For the purposes of this proposal, it is assumed that the waste material requiring disposal will be classified as Class II waste, in accordance with Texas Regulatory Levels, provided by Waste Management. Should the analytical results include concentrations above Class II regulatory levels, **R-K** will contact CLIENT for written authorization of additional funds prior to proceeding with additional services required for testing and disposal of Class I and/or hazardous waste.

Task 4 – Report of Field Activities

Subsequent to installation of the new wells, **R-K** will prepare a Report of Field Activities documenting the installation activities in a format suitable for submittal to the TCEQ. The report will include figures detailing the as-built construction details and the locations of the wells. Photographic documentation of field activities and tables summarizing the depths and screened intervals of the wells will also be included.

R-K will submit a draft copy to CLIENT for internal review. Subsequent to incorporation of CLIENT comments, if any, **R-K** will submit the required copies to TCEQ on behalf of CLIENT.

COST

The estimated maximum costs not to exceed for conducting the activities described above for each of the tasks considered in this proposal are:

Task 1 – TCEQ Authorization Request	$ 6,850
Task 2 – Field Activities	$ 42,900
Task 3 – Waste Characterization and Disposal	$ 4,400
Task 4 – Report of Field Activities	$ 6,850
TOTAL	**$ 61,000**

Should additional services be requested costs for those services will be billed in accordance with our standard fees for professional services, as indicated on the attached Schedule of Fees for Professional Services, and the unit rates for drilling, equipment, and laboratory services shown on our latest fee schedules for those services.

ACCEPTANCE

We appreciate the opportunity of submitting this proposal and look forward to working with you in the development of this project. This proposal and the attachments listed below constitute the contract between us. Please sign below as your acceptance of this contract and to authorize **R-K** to proceed with this project.

Attachment	Description
I	Standard Terms and Conditions
II	Schedule of Fees for Professional Services

Our invoices are due and payable upon receipt at P.O. Box 971037, Dallas, Texas 75397-1037. All parties hereby agree that this contract upon acceptance will be performable in Harris County, Texas.

R-K considers the data and information contained in this proposal to be proprietary. This statement of qualifications and any information contained herein shall not be disclosed and shall not be duplicated or used in whole or in part for any purpose other than to evaluate this proposal.

Very truly yours,

RABA-KISTNER CONSULTANTS, INC.

J. Wiatrek

James Wiatrek
Environmental Professional

Richard V. Klar

Richard V. Klar, P.G.
Associate

Accepted by__________________________
(Signature)

____
(Typed or Printed Name)

____
(Title)

Date:__________________________

JW/RVK/dac

Attachments:
I – Standard Terms and Conditions
II – Schedule of Fees

Copies Submitted: Above (I – Electronic PDF Copy)

ATTACHMENT I

RABA-KISTNER COMPANIES

STANDARD TERMS AND CONDITIONS

1. **SERVICES.** Raba-Kistner Consultants, Inc. (R-K) is being engaged by the CLIENT to render professional services involving only R-K's tests and observation reports, advice, judgment and opinion. R-K shall apply professional judgment in determining the extent to which R-K complies with any given standard identified in R-K's instruments of professional services.

2. **INFORMATION PROVIDED BY CLIENT.** CLIENT may provide or direct R-K to utilize or rely upon certain information in the performance of R-K's services. R-K will not conduct an independent evaluation of the accuracy or completeness of such information and shall not be responsible for any errors or omissions in such information. The CLIENT shall be responsible for providing the location of all underground utilities and other structures in the vicinity of our borings or excavations. R-K will not accept responsibility and will not be liable for affecting or damaging any underground utility, underground storage tank, or other subsurface condition not previously identified and located, or improperly located, by the CLIENT, a utility, or a utility locating agency.

3. **SITE ACCESS AND SITE SAFETY.** CLIENT shall provide right-of-entry to the buildings and sites which are the subjects of R-K's services. CLIENT represents that it possesses authority for such right-of-entry and that the building/site operator(s) possess the necessary permits and licenses for current activities at the site. R-K shall be responsible for supervision and site safety measures of its own employees and subconsultants and shall not be responsible for the supervision or health and safety precautions of any other parties, including CLIENT, CLIENT'S contractors, subcontractors, or other parties present at the site.

4. **SUBSURFACE EXPLORATIONS.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. CLIENT understands R-K's layout of boring and test locations is approximate and that R-K may deviate a reasonable distance from those locations. R-K will take reasonable precautions to reduce damage to the site when performing services; however, CLIENT accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the scope of services.

5. **CHANGED CONDITIONS.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to R-K are uncovered or revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, R-K may call for renegotiation of appropriate portions of this Agreement. R-K shall notify the CLIENT of the changed conditions necessitating renegotiation, and R-K and the CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If changes cannot be agreed to with respect to changed conditions, the parties shall utilize the Dispute Resolution/Litigation procedures in this Agreement.

6. **TESTING AND OBSERVATIONS.** CLIENT understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. R-K will provide test results and opinions based on tests and field observations only for the work tested. CLIENT understands that testing and observation are not continuous or exhaustive, and are conducted to reduce – not eliminate – project risk. CLIENT agrees to the level or amount of testing performed and the associated risk. CLIENT is responsible (even if delegated to contractor) for notifying and scheduling R-K so R-K can perform these services. R-K shall not be responsible for the quality and completeness of contractor's work or their adherence to the project documents, and R-K's performance of testing and observation services shall not relieve contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. R-K will not supervise or direct the work performed by contractor or its subcontractors and is not responsible for their means and methods.

7. **ESTIMATE OF FEES FOR CONSTRUCTION AND MATERIALS TESTING SERVICES.** If included as part of R-K's proposal, R-K will, to the best of its ability, perform the scope of services related to Construction and Materials Testing Services within the proposed fee estimate provided by R-K. R-K's proposal fees are based upon an estimate of the services required to meet the requirements of the project as listed in the specification and following generally accepted engineering practices. The CLIENT recognizes that unforeseen circumstances along with changes in scope and project/contractor's schedules can influence the successful completion of the scope of services within the estimated proposed fees. Because the contractor has sole control over the project and determines the means and methods used to build/construct the project, R-K's service fees are estimates and not lump sum or guaranteed maximum fees. The CLIENT is fully responsible for payment of all services provided, including retests of contractor's failed areas.

8. **RIGHT TO RETAIN SUB-CONSULTANTS.** CLIENT acknowledges that while performing the services and work products, situations or circumstances may occur where R-K determines that in its judgment the services of sub-consultants may be necessary.

9. **TOXIC AND HAZARDOUS MATERIALS.** CLIENT shall provide R-K with all information within CLIENT'S possession or knowledge as to the potential or presence of toxic or hazardous materials or pollutants at the site. CLIENT agrees that R-K neither created nor contributed to the creation or existence of any toxic or hazardous materials or pollutants. In no event shall R-K be required to sign a hazardous waste manifest or take title to any toxic or hazardous materials or pollutants. If unanticipated toxic or hazardous materials or pollutants are encountered while performing R-K's services, R-K reserves the right to stop field operations and notify the CLIENT and CLIENT assumes responsibility to notify appropriate regulatory agencies. R-K and CLIENT must mutually agree to remobilize.

10. **NO THIRD-PARTY BENEFICIARIES.** The services and any report prepared under this Agreement are for the sole benefit and sole use of CLIENT and are not for the use of any other party or person. Only CLIENT may rely upon the services and any report or work product. Nothing in this Agreement, or any subsequent amendments or modifications, or in any report issued under this Agreement, shall create a contractual relationship with or a cause of action in the favor of any third party against either R-K or CLIENT.

11. **LEED PROJECTS.** Unless specifically addressed elsewhere in this agreement, R-K has no responsibility or liability, including duty to defend or duty to indemnify, any party (including but not limited to CLIENT, owner, owner's agents, architects, engineers, contractors, construction managers, subcontractors) for the LEED certification process including: developing, producing, or retaining any documentation relating to the calculation of LEED points; and attainment of LEED certification points or LEED ratings.

12. **STANDARD OF CARE.** R-K shall perform its professional services in accordance with the standard of care and diligence normally practiced by recognized professional firms in performing services of a similar nature, in the same locality, under similar circumstances. CLIENT expressly acknowledges that R-K makes no other warranties or guarantees, expressed or implied, regarding its professional services or its work products.

13. **LIMITATION OF LIABILITY.** To the greatest extent permitted by law, CLIENT'S sole remedy against R-K for claims and liabilities in any way arising out of or directly or indirectly related to the error, omission, or other professional negligence of R-K's work for CLIENT will not exceed an aggregate limit of $100,000 or the amount of R-K's fee, whichever is greater for that portion of R-K's work found to be defective, regardless of the legal theory which remedy is sought, whether based on negligence [whether sole or concurrent, active or passive], breach of contract, breach of warranty, strict liability or otherwise.

14. **CONSEQUENTIAL DAMAGES.** Neither CLIENT nor R-K will be liable to the other for any special, consequential, incidental or penal losses or damages including but not limited to losses, damages or claims related to the unavailability of property or facilities, shutdowns or service interruptions, loss of use, profits, revenue, or inventory, or for use charges, cost of capital, or claims of the other party and/or its customers.

15. **SUSPENSION OF SERVICES.** If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, R-K may suspend performance of services upon seven (7) calendar days' notice to the CLIENT. R-K shall have no liability whatsoever to the CLIENT for any costs or damages as a result of such suspension. Upon payment in full by the CLIENT, R-K may resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for R-K to resume performance. Payment of invoices shall not be subject to any discounts or set-offs by the CLIENT unless agreed to in writing by R-K. Payment to R-K for services rendered and expenses incurred will be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

16. **INDEMNIFICATION. TO THE FULLEST EXTENT PERMITTED BY LAW, R-K AGREES TO INDEMNIFY AND HOLD THE CLIENT HARMLESS FROM AND AGAINST LIABILITIES, DAMAGES AND COSTS TO THE EXTENT CAUSED BY R-K'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT AND TO THE EXTENT THAT R-K IS RESPONSIBLE FOR THE LIABILITIES, DAMAGES AND COSTS ON A COMPARATIVE BASIS OF FAULT AND RESPONSIBILITY BETWEEN R-K AND THE CLIENT. NEITHER CLIENT NOR R-K IS RESPONSIBLE FOR DAMAGES OR LIABILITIES CAUSED BY THE NEGLIGENCE OF THE OTHER PARTY. IN NO EVENT SHALL THE INDEMNIFICATION OBLIGATION EXTEND BEYOND THE DATE WHEN THE INSTITUTION OF LEGAL OR EQUITABLE PROCEEDINGS FOR PROFESSIONAL NEGLIGENCE WOULD BE BARRED BY AN APPLICABLE STATUTE OF REPOSE OR STATUTE OF LIMITATIONS. THIS INDEMNIFICATION EXPRESSLY EXCLUDES THE DUTY OF R-K TO DEFEND THE CLIENT. HOWEVER, THE ABSENCE OF THE DUTY TO DEFEND SHALL NOT PRECLUDE THE CLIENT FROM SEEKING RECOVERY OF ITS REASONABLE ATTORNEYS' FEES AS PART OF ITS DAMAGES. THE CLIENT AGREES TO LOOK SOLELY TO THE CORPORATE ASSETS, INCLUDING BUT NOT LIMITED TO INSURANCE POLICIES, OF R-K, WITH RESPECT TO SATISFACTION OF ANY LIABILITIES THAT MAY ARISE OUT OF THE PERFORMANCE OF THIS AGREEMENT. ACCORDINGLY, NO EMPLOYEE, PRINCIPAL, DIRECTOR, OFFICER, PARTNER, OR SHAREHOLDER OF R-K SHALL BE SUBJECT TO ANY PERSONAL LIABILITY ARISING OUT OF OR RELATING TO THE PERFORMANCE OF THIS AGREEMENT.**

17. **DISPUTE RESOLUTION/LITIGATION.** All claims, disputes, and other controversy between R-K and CLIENT arising out of or in any way related to the services provided by R-K shall be submitted to mediation, before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to these services and that dispute requires litigation as provided above, the CLIENT assents to personal jurisdiction in the State of R-K's principal place of business; the claim will be brought and tried in judicial jurisdiction of the court of the county where R-K's principal place of business is located, and CLIENT waives the right to remove action to any other county or jurisdiction; and the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' and expert witness fees, and other claim-related expenses. As a condition precedent to mediation of any claim arising out of the services provided under this Agreement, CLIENT shall obtain the written opinion from a registered, independent, and reputable professional engineer that R-K has violated the standard of care applicable to R-K's performance of services, in a form that meets the requirements of Texas Civil Practice & Remedies Code Chapter 150.

18. **TERMINATION OF CONTRACT.** CLIENT and R-K may terminate services at any time upon ten (10) calendar days' written notice. In the event of termination, CLIENT agrees to fully compensate R-K for services performed including reimbursable expenses through the termination date, as well as reasonable demobilization expenses. R-K will terminate services without waiving any claims or incurring any liability.

19. **STATUTE OF LIMITATIONS.** Any applicable statute of limitations will commence to run and any cause of action shall be deemed to have accrued not later than the earlier of the following: (1) the date on which R-K issues its report under this Agreement; or (2) if R-K is retained to perform construction observation, the date of substantial completion of the project.

20. **FORCE MAJEURE.** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control ("Force Majeure") including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected. Force Majeure may not be claimed as a cause for delay in payment of money due and payable hereunder.

21. **NO ASSIGNMENT.** Neither R-K nor CLIENT shall assign, sublet, or transfer its interest in this Agreement without the express written consent of the other.

22. **SEVERABILITY.** Each provision of this Agreement is intended to be several. If any terms or provisions of this agreement shall be held to be invalid, illegal, or unenforceable for any reason whatsoever, the validity, legality, and enforceability of the remaining provisions hereof shall remain in full force and effect and shall not in any way be affected or impaired thereby. Moreover, to the maximum extent allowed by law, the Parties hereto stipulate that any offending provisions will be modified or altered, as necessary, so as to give such provision the maximum permissible effect and application intended.

23. **ENTIRE AGREEMENT.** This Agreement, and all of its attachments, constitutes the entire, integrated Agreement between the Parties to it, and this Agreement supersedes all other Agreements, oral or written between the Parties, concerning the subject set forth in this Agreement. This Agreement may not be amended except in writing, with that amendment being signed by both Parties.

Proposal No. PSF11-162-00
August 26, 2011

ATTACHMENT II

RABA-KISTNER CONSULTANTS, INC.

SCHEDULE OF FEES FOR PROFESSIONAL SERVICES

PERSONNEL:

Principal	$135	to	$250/hour
Professional	$70	to	$200/hour
Auto Cad Operator	$65	to	$110/hour
Technical/Clerical/Administrative	$40	to	$80/hour

The specific hourly rate within each classification listed above depends on the experience, special training, and qualifications of the personnel needed for the project. For projects requiring work at any hazardous waste site, there will be a $10 per hour surcharge added to the normal billing rate for all personnel. Consultants to Raba-Kistner (R-K) will be charged according to their professional classification.

EXPENSES: Use of company automobiles will be charged at $1.00 per mile. Automobiles and light trucks assigned to field sites will be charged at $70.00 per day, plus $1.00 per mile over 50 miles per day. Copies will be charged at $0.25 per page.

Other project specific charges for use of R-K equipment or for R-K testing will be in accordance with established fee schedules. All other project specific, third-party costs will be charged at cost plus 15 percent.

Invoices will be submitted monthly for work in progress in our standard format. They are due and payable upon receipt and become past due 30 days after the billing date. Past due invoices may be subject to late charges at the rate of 1-1/2 percent per month (18 percent per annum). In the event that the State of Texas legislates a sales tax on Professional Services, the amount of the tax will be PAYMENT added to the appropriate service rate charged. Our invoices are due and payable upon receipt at P.O. Box 971037, Dallas, Texas 75397-1037.

Preparation of non-standard invoice will be charged on a time and materials basis in accordance with the rates in this fee schedule.

CONDITIONS: Services will be performed in accordance with our Standard Terms and Conditions.

The proposal to which this schedule is an attachment is valid for 90 days from the date of the proposal.

Regular City Council
Agenda Item
Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve the Minutes of the Following City Council Meetings:

- August 15, 2011 Special Council Meeting
- August 15, 2011 Regular Council Meeting
- August 22, 2011 Special Council Meeting

Background:

Origination:

Recommendation:

Funding:

Party(ies) responsible for placing this item on agenda:

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Draft - City Council Minutes - August 15, 2011_Special

Draft - City Council Minutes - August 15, 2011_Regular

Draft - City Council Minutes - August 22, 2011_Special

MINUTES OF SPECIAL CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS

MONDAY, AUGUST 15, 2011

4:00 P.M.

1.0 Call to Order

The Council meeting was called to order by Mayor Gretchen Fagan**.** Other members present were:

Councilman Hudgens
Councilman Stoll
Councilman Brown
Councilman Townsend
Councilman Dodson

draft

Others present:

City Manager – George Shackelford
Assistant City Manager – Christal Weber
City Secretary – Doris Speer
City Attorney – Loren Smith
Assistant City Engineer – Lori Lakatos
Assistant City Planner – Rodney Schmidt
Building Official – David Allen
Engineer Intern – Sarah Shackelford

2.0 No Public Comments were received.

3.0 Workshop Session:

3.1 The Tomball City Council entered into a Workshop Session regarding the proposed changes to Chapter 60, Signs. Council provided direction to City staff; staff will return with proposed recommendations for changes to Chapter 60.

4.0 Motion was made by Councilman Townsend, second by Councilman Stoll, to adjourn.

Motion carried unanimously.

Meeting adjourned.

PASSED AND APPROVED this 6th day of September 2011.

Doris Speer, TRMC	Gretchen Fagan
City Secretary	Mayor

MINUTES OF REGULAR CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS

MONDAY, AUGUST 15, 2011
6:00 P.M.

1.0 Call to Order

The Council meeting was called to order by Mayor Gretchen Fagan**.** Other members present were:

Councilman Hudgens
Councilman Stoll
Councilman Brown
Councilman Townsend
Councilman Dodson

Others present:

City Manager – George Shackelford
Assistant City Manager – Christal Weber
City Secretary – Doris Speer
City Attorney – Loren Smith
Police Chief – Robert Hauck
Director of Public Works – David Kauffman
Finance Director – Glenn Windsor
Fire Chief – Randy Parr
Assistant City Engineer – Lori Lakatos
Marketing Director – Mike Baxter
Chief, NWEMS – Brian Petrilla

2.0 Invocation

- Led by Reverend Tommy Lyles, Tomball United Methodist Church

3.0 Pledges to U. S. and Texas Flags

- Led by Robert Hauck, Randy Parr, and Brian Petrilla

4.0 The following public comments were received:

Mary Harvey 405 S. Walnut, 77375	-	Expressed her appreciation for City support in successful Tomball Night event; expressed her support for a fountain at the Depot Plaza area.

5.0 Reports and Announcements:

- August 22, 2011 – **Public Hearing for the Purpose of Adopting the City of Tomball's Budget for Fiscal Year 2011-2012** – 6:00 p.m.
- September 10, 2011 – **2nd Saturday at the Depot** – 6:00 p.m.
- September 28, 2011 – **Homecoming Parade and Rally at the Depot** – 6:00 p.m.-8:00 p.m.
- **Farmers Market –** 9 a.m.-1:00 p.m. (Every Saturday, September 10 through November 12)
- October 8, 2011 – **Open House at the Central Fire Station** – 10:00 a.m.-3:00 p.m.
- October 8, 2011 – **2nd Saturday at the Depot** – 6:00 p.m.
- October 28-29, 2011 – **Fire Department Fall Festival** – 6:00 p.m.
- November 1, 2011 – **Mayor's Coffee** – 5:30 p.m.-7:00 p.m., Nona's Italian Grill
- November 12, 2011 – **2nd Saturday at the Depot** – 6:00 p.m.
- ***Walk Tomball!*** (Every Saturday at 8:00 a.m. at the Depot)
- Reports by City staff and members of Council about items of community interest on which no action will be taken
  - David Kauffman provided an update on fleet operations, the October 10, 2011 Fall Cleanup, and the October 15, 2011 E-Waste Recycling Event.
  - Rob Hauck provided an update regarding expanded warrant service operations.
  - Rosalie Dillon provided information regarding the Special Events planned for 2nd Saturday at the Depot on September 10, 2011.
  - Mayor Fagan thanked HEB and Buffalo Wild Wings for their sponsorship of Tomball Kids Club.

6.0 Motion was made by Councilman Dodson, second by Councilman Stoll, to approve the minutes of the August 1, 2011 Regular City Council meeting.

Motion carried unanimously.

7.0 New Business:

7.1 Christal Weber presented the proposed Ordinance. Motion was made by Councilman Townsend, second by Councilman Brown, to read Ordinance No. 2011-15 by caption only on First Reading.

Motion carried unanimously.

Motion was made by Councilman Townsend, second by Councilman Stoll, to adopt, on First Reading, Ordinance No. 2011-15, an Ordinance Terminating the Designation of a Continuous Geographic Area within the City of Tomball as Tax Increment Reinvestment Zone Number One, City of Tomball, Texas, for Tax Increment Financing Purposes, Pursuant to Chapter 311 of the Texas Tax Code; Containing Findings and Provisions related to the Termination; Providing for Severability; and Providing an Effective Date. Vote was as follows:

Councilman Stoll	Aye
Councilman Brown	Aye
Councilman Townsend	Aye
Councilman Dodson	Aye
Councilman Hudgens	Aye

Motion carried unanimously.

7.2 Lori Lakatos presented the proposed Ordinance. Motion was made by Councilman Stoll, second by Councilman Townsend, to read Ordinance No. 2011-17 by caption only on First Reading.

Motion carried unanimously.

Motion was made by Councilman Townsend, second by Councilman Stoll, to adopt, on First Reading, Ordinance No. 2011-17, an Ordinance amending Chapter 38 of the Code of Ordinances of the City of Tomball, Texas to add a new Article IV, Drainage Design, to Chapter 38, Flood Damage Prevention, to allow minimum standards for stormwater drainage system design to be adopted by Resolution of City Council; providing a penalty in an amount of not more than $2,000 for violation of any provision hereof, with each day constituting a separate violation; providing for savings and severability; providing for publication; and making other provisions and findings related thereto. Vote was as follows:

Councilman Brown	Aye
Councilman Townsend	Aye
Councilman Dodson	Aye
Councilman Hudgens	Aye
Councilman Stoll	Aye

Motion carried unanimously.

7.3 Glenn Windsor presented the proposed Ordinance, advising that the gas rate will decrease from $12.75/mcf to $11.75/mcf and the water, sewer, and sanitation rates will remain the same. Motion was made by Councilman Dodson, second by Councilman Brown, to read Ordinance No. 2011-20 by caption only on First Reading.

Motion carried unanimously.

Motion was made by Councilman Townsend, second by Councilman Stoll, to adopt, on First Reading, Ordinance No. 2011-20, Establishing Rates and Charges for Potable Water, Sanitary Sewer, Natural Gas, and Garbage Collection and Disposal Services; Repealing Ordinance No. 2010-18 and all Other Ordinances or Parts of Ordinances Inconsistent or in Conflict Herewith; Providing for an Effective Date; Providing other Matters Relating to the Subject; and Providing for Severability. Vote was as follows:

Councilman Townsend	Aye
Councilman Dodson	Aye
Councilman Hudgens	Aye
Councilman Stoll	Nay
Councilman Brown	Aye

Motion carried, 4 votes Aye, 1 vote Nay.

7.4 David Kauffman presented the proposed Resolution. Motion was made by Councilman Stoll, second by Councilman Hudgens, to adopt Resolution No. 2011-13, a Resolution of the City of Tomball, Texas in Support of Proposed *Implementation Plan For Total Maximum Daily Loads For Bacteria In The Houston-Galveston Region*, developed by the Bacteria Implementation Group.

Motion carried unanimously.

7.5 Loren Smith presented the proposed Agreement to move the building back 25 feet. Motion was made by Councilman Townsend, second by Councilman Dodson, to approve the Peach Street Building Agreement and authorize the City Manager to Execute the Agreement.

Motion carried unanimously.

7.6 George Shackelford presented the proposed Exchange of Property; the City of Tomball will exchange property with Dr. Hutson and the City will lease and maintain the tax office. Motion was made by Councilman Townsend, second by Councilman Brown, to award the Bid for Project 2011-04, Purchase or Exchange of Property for City-Owned Property Located at 101 South Walnut to Dr. Rodney Hutson.

Motion carried unanimously.

7.7 Walter and Cheryl Prescott, Aquascapes, presented the concept plan for an entry fountain at the Depot Plaza; Mayor Fagan and George Shackelford presented recommendations from the Tourism Advisory Committee regarding the proposed fountain. Motion was made by Councilman Brown, second by Councilman Dodson to accept the Tourism

Advisory Board's recommendation to build and construct entry fountain at Depot Plaza and to authorize construction.

Motion was made by Councilman Townsend, second by Councilman Stoll, to table consideration and/or approval to construct an entry fountain at Depot Plaza, pending receipt of additional information regarding liability to the City and a revised concept plan to remove the pool and create a splash pad, separated from the fountain area.

Motion to TABLE carried unanimously.

7.8 Lori Lakatos presented the proposed Certification of Compliance. Motion was made by Councilman Townsend, second by Councilman Stoll, to authorize and direct the Mayor to execute and forward to the Texas Attorney General a Certification of Compliance with Chapter 395, Texas Local Government Code.

Motion carried unanimously.

8.0 Motion was made by Councilman Brown, second by Councilman Townsend, to adjourn.

Motion carried unanimously.

Meeting adjourned.

PASSED AND APPROVED this _________ day of ______________ 2011.

_________________________	_________________________
Doris Speer, TRMC	Gretchen Fagan
City Secretary	Mayor

MINUTES OF SPECIAL CITY COUNCIL MEETING
CITY OF TOMBALL, TEXAS

MONDAY, AUGUST 22, 2011
6:00 P.M.

1.0 Call to Order

The Council meeting was called to order by Mayor Gretchen Fagan**.** Other members present were:

Councilman Hudgens
Councilman Stoll
Councilman Brown
Councilman Townsend
Councilman Dodson

Others present:

City Manager – George Shackelford
Assistant City Manager – Christal Weber
City Secretary – Doris Speer
City Attorney – Loren Smith
Police Chief – Robert Hauck
Director of Public Works – David Kauffman
Finance Director – Glenn Windsor
Fire Chief – Randy Parr
Assistant City Engineer – Lori Lakatos
Marketing Director – Mike Baxter
Chief, NWEMS – Brian Petrilla

2.0 The following public comments were received:

David Wood 28227 Camille Drive, 77375	-	Expressed his opposition to the proposed tax increase.
Mary Lu Wiley 14120 Carneswood, 77375	-	Did not wish to speak; requested that her opposition to the proposed tax increase be read into the record.

Marilyn O'Neal 14235 Turnervine, 77375	-	Thanked Councilman Hudgens for his vote on the proposed fountain and Councilman Stoll for his emails. Expressed her opposition to the proposed tax increase.
Christine Roquemore 614 N. Hickory, 77375	-	Expressed her support for the proposed tax increase; Magnolia is surpassing Tomball in new businesses and development.
Barbara Tague 503 Inwood, 77375	-	Expressed her support for the proposed tax increase.
Lisa Townsend 30618 William Juergens, 77375		Did not wish to speak; requested that her opposition to the proposed tax increase be read into the record.
Becky Clepper 10722 Spell Road, 77375	-	Did not wish to speak; requested that her opposition to the proposed tax increase be read into the record.
Pat Bailey 1319 Dove Trails, 77375	-	Expressed her support for the proposed tax increase.
Bill Sumner (email) 12321 Zion Road, 77375	-	Requested that his opposition to the proposed tax increase be read into the record.
J. D. Williams (email) 14222 Spring Pines Drive, 77375	-	Requested that his opposition to the proposed tax increase be read into the record.
Tom Crofoot (email) 1430 Neal Drive, 77375	-	Requested that his opposition to the proposed tax increase be read into the record.

4.0 New Business:

4.4 Mayor Fagan moved item 4.4 before Old Business, as no action is necessary. Pastor Tim Niekerk advised Salem Lutheran Church has been able to acquire bulk water from the City of Tomball through a metered tap, which is then trucked to the church facility until they are able to get their water tank and system back online and thanked the City Council for the City's assistance during this emergency situation.

3.0 Old Business:

3.1 Christal Weber presented the proposed Ordinance. Motion was made by Councilman Townsend, second by Councilman Brown, to adopt, on Second Reading, Ordinance No. 2011-15, an Ordinance Terminating the Designation of a Continuous Geographic Area within the City of Tomball as Tax Increment Reinvestment Zone Number One, City of

Tomball, Texas, for Tax Increment Financing Purposes, Pursuant to Chapter 311 of the Texas Tax Code; Containing Findings and Provisions related to the Termination; Providing for Severability; and Providing an Effective Date. Vote was as follows:

Councilman Dodson	Aye
Councilman Hudgens	Aye
Councilman Stoll	Aye
Councilman Brown	Aye
Councilman Townsend	Aye

Motion carried unanimously.

3.2 Lori Lakatos presented the proposed Ordinance. Motion was made by Councilman Dodson, second by Councilman Stoll, to adopt, on Second Reading, Ordinance No. 2011-17, an Ordinance amending Chapter 38 of the Code of Ordinances of the City of Tomball, Texas to add a new Article IV, Drainage Design, to Chapter 38, Flood Damage Prevention, to allow minimum standards for stormwater drainage system design to be adopted by Resolution of City Council; providing a penalty in an amount of not more than $2,000 for violation of any provision hereof, with each day constituting a separate violation; providing for savings and severability; providing for publication; and making other provisions and findings related thereto. Vote was as follows:

Councilman Hudgens	Aye
Councilman Stoll	Aye
Councilman Brown	Aye
Councilman Townsend	Aye
Councilman Dodson	Aye

Motion carried unanimously.

3.3 Glenn Windsor presented the proposed Ordinance. Motion was made by Councilman Brown, second by Councilman Townsend, to adopt, on Second Reading, Ordinance No. 2011-20, Establishing Rates and Charges for Potable Water, Sanitary Sewer, Natural Gas, and Garbage Collection and Disposal Services; Repealing Ordinance No. 2010-18 and all Other Ordinances or Parts of Ordinances Inconsistent or in Conflict Herewith; Providing for an Effective Date; Providing other Matters Relating to the Subject; and Providing for Severability. Vote was as follows:

Councilman Stoll	Nay
Councilman Brown	Aye
Councilman Townsend	Aye
Councilman Dodson	Aye
Councilman Hudgens	Aye

Motion carried, 4 votes Aye, 1 vote Nay.

4.0 New Business:

4.1 George Shackelford presented a recap of the proposed budget. Mayor Fagan opened the Public Hearing for the Purpose of Adopting the City of Tomball's Budget for Fiscal Year 2011-2012 at 6:37 p.m.; the following comments were received:

Rodney Hutson 9431 Rosie Lane, 77354	-	Supports proposed tax increase to fund projects; the southern portion of Tomball needs drainage assistance. Expressed his support for Council action to proceed with projects that have been scheduled for ten or more years but have not been funded.
Craig Gracey 31303 Antonia Lane, 77375	-	City is paying $67,000 to move building back from building line; how many more projects will City have to correct?
Susan Stawaisz 31514 Helen Lane, 77375	-	Asked if the money that the City is paying to NHCRWA could be used for City projects. She would rather have a bond than a tax.
Brett Tynes 824 Wilson Lane, 77375	-	Supports proposed tax increase. These are projects that are needed now; the time to buy certificates of obligation is now, when interest rates are low.

No further public comments being received, Mayor Fagan closed the public hearing at 6:44 p.m.

4.2 Motion was made by Councilman Brown, second by Councilman Dodson, to read Ordinance No. 2011-18 by caption only on First Reading.

Motion carried unanimously.

Motion was made by Councilman Hudgens, second by Councilman Brown, to adopt, on First Reading, Ordinance No. 2011-18, an Ordinance of the City Council of the City of Tomball, Texas, Adopting the Budget for the City of Tomball, Texas, for Fiscal Year 2011-2012; and Authorizing the City Manager to Approve Intra-departmental (within the same Department only) Transfers of Budgeted Funds; and Providing other Details Relating to the Passage of This Ordinance. Vote was as follows:

Councilman Brown	Aye
Councilman Townsend	Nay

Councilman Dodson	Aye
Councilman Hudgens	Aye
Councilman Stoll	Nay

Motion carried, 3 votes Aye, 2 votes Nay.

4.3 Kelly Violette and Mike Baxter presented the proposed Agreement. Motion was made by Councilman Dodson, second by Councilman Brown, to approve the Proposed Participation Agreement for a *"Today in America"* Video, to approve Payment of the Scheduling Fee by the City of Tomball and/or Tomball Economic Development Corporation in the amount of $24,800, and to authorize the Mayor or Executive Director of the TEDC to Execute the Participation Agreement. Vote was as follows:

Councilman Brown	Aye
Councilman Townsend	Aye
Councilman Dodson	Aye
Councilman Hudgens	Nay
Councilman Stoll	Aye

Motion carried, 4 votes Aye, 1 vote Nay.

5.0 Motion was made by Councilman Townsend, second by Councilman Brown, to adjourn.

Motion carried unanimously.

Meeting adjourned.

PASSED AND APPROVED this _________ day of ______________ 2011.

Doris Speer, TRMC	Gretchen Fagan
City Secretary	Mayor

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Adopt, on Second Reading, Ordinance No. 2011-18, an Ordinance of the City Council of the City of Tomball, Texas, Adopting the Budget for the City of Tomball, Texas, for Fiscal Year 2011-2012; and Authorizing the City Manager to Approve Intra-departmental (within the same Department only) Transfers of Budgeted Funds; and Providing other Details Relating to the Passage of This Ordinance

Background:

Staff presented the proposed budget for FY 2011-2012 to the Mayor and Council in special meetings/budget workshops on July 18, 25 and 26. The attached budgets for each fund are the same as those presented to Council during those meetings and include supplemental items approved by Council and the proposed $0.09 increase to the total tax rate, all of which will be necessary to fund the debt service resulting from the issuance of certificates of obligation necessary to fund the M121W drainage channel and Medical Complex Phase 3 extension.

The maintenance and operations (M&O or General Fund) portion of the tax rate will remain the same as last year, $0.111455.

The budget presented is based on a total tax rate of $0.341455 per $100 of taxable value, $0.111455 for the General Fund and $0.230000 for the Debt Service Fund. Harris County Appraisal District provided Tomball's certified appraisal rolls via email on August 25; we are waiting for the Notice of Effective Tax Rate Calculation. Printed copies of the budget will be available at the Council meeting.

Origination:

Glenn Windsor, Finance Director

Recommendation:

Adopt Ordinance No. 2011-18 on Second Reading.

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Ordinance No. 2011-18

Proposed Budget for FY 2011-2012

ORDINANCE NO. 2011-18

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

* * * * * * * * *

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

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

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

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

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

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

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

Section 3.0 Intra-Departmental Transfers. In accordance with the responsibility of the City Manager established by Section 7.01 C. (2) of the City Charter to administer the annual budget, the City Manager is authorized, as circumstances reasonably require, to approve intra-departmental (within the same department only) transfers of budgeted funds. Further, the documentation for such transfers shall be maintained as a part of the City's financial records.

FIRST READING:

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

COUNCILMAN HUDGENS	AYE
COUNCILMAN STOLL	NAY
COUNCILMAN BROWN	AYE
COUNCILMAN TOWNSEND	NAY
COUNCILMAN DODSON	AYE

SECOND READING:

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

COUNCILMAN HUDGENS	________
COUNCILMAN STOLL	________
COUNCILMAN BROWN	________
COUNCILMAN TOWNSEND	________
COUNCILMAN DODSON	________

____
GRETCHEN FAGAN
Mayor

ATTEST:

____
DORIS SPEER
City Secretary

The Original Budget of the City of Tomball, Texas for the Fiscal Year 2011-2012

CITY OF TOMBALL

City Manager's Proposed Budget

FISCAL YEAR 2011-2012

August 1, 2011

This Budget will raise MORE total property taxes than last year's Budget by $1,070,092 (39.89%); a portion of that amount will be raised from new property added to the roll this year.

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

TABLE OF CONTENTS

INTRODUCTION

CITY OF TOMBALL

Office of the City Manager

Gretchen Fagan
Mayor

To:	Honorable Mayor and City Council
From:	George T. Shackelford, City Manager
Subject:	Budget Memo – City Manager's Proposed FY2012 Budget
Date:	August 1, 2011

As required in Section 8.03 of the Tomball City Charter, please find attached the proposed budget for fiscal year 2011-2012 (FY2012). The budget is a planning tool, providing guidance and direction to City staff for the upcoming budget year.

Last year's conservative approach in the budgeting process has served well as revenue projections and spending are well within the current budget. We continued this conservative approach in preparing the FY2012 Budget. The staff will also continue to look for more cost-effective ways of doing business while providing a high level of service to our citizens.

FY2012 Proposed Budget

The total proposed budget for FY2012, including all funds and both cash and bond funding for capital projects, totals $32,369,684. Total budgeted ending fund balances of $23,563,584 provide reserve levels of 84% of operating expenditures which exceeds the Charter requirement of 25%.

General Fund Overview

Revenues for FY2011 will be approximately $15,134,022 or $248,239 more than budgeted. This is primarily due to increasing sales tax revenues. A very conservative estimate of revenues for FY2012 indicates $14,859,605 which is consistent with revenues budgeted for FY2011.

Operating expenditures for FY2011 are projected to come in approximately $973,048 less than budget. This is primarily due to some position vacancies, the cost of fuel dropping below the rate used in preparing the FY2011 budget, and departments consciously working to hold costs down in the current economic climate. Proposed FY2012 expenditures are $15,166,472 which is a $672,272 more than FY2011, mostly due to new employees.

Preliminary assessed values provided from the Harris County Tax Appraisal District (HCAD) have indicated that the City of Tomball assessed values for FY2012 have dropped 13%;

however, many of the values are still under protest. The actual tax rate cannot be adopted until the City receives the calculated effective tax rate from HCAD; however, an increase from the total tax rate of $0.251455 per $100 of assessed value to $0.341455 is recommended for the proposed budget. This increase of nine (9) cents is all for the Debt Service Fund and will pay for the issuance of $14.5 million of Certificates of Obligation. This increase in the rate will generate an additional amount of approximately $1 million in the Debt Service Fund. The City will only have an interest payment of about $450,000 in FY2012.

Personnel

In an attempt to maintain a competitive salary and benefits for employees, a 3% percent salary adjustment is proposed in FY2012 with a total estimated cost of $299,000. In order to keep the medical and dental rates as competitive as possible, a request for proposal was done. The end result of that action was a zero (0) percent increase from our current medical carrier, Aetna; however, the dental plan does see some increase. United Concordia has quoted a 26.58% increase for the same coverage for next year which amounts to a $20,484 increase.

The Texas Municipal Retirement System has indicated that a 9.46% decrease in the City's contribution is necessary for the upcoming fiscal year.

Additionally funded in this proposed budget is moving one part time employee in Municipal Court to full time status, two additional firefighters, one part time employee in Human Resources, and two School Resource Officers to work in the Tomball ISD Intermediate schools and new high school.

Supplemental Items

During the budget preparation and workshops, a variety of supplemental dollars were identified as priorities and incorporated into the budget document. Those proposed expenditure are projected in the budget document and range from additional employees, technology, safety, and water and sewer plant facilities maintenance.

Enterprise Fund Overview

Revenues for FY2011 are projected to be $11,700,405 which is approximately the same as was budgeted. The water sales revenues for FY2011 are projected to be higher than budgeted due to the current drought. Operating expenses for FY2011 are projected to come in approximately $74,000 more than budget.

Projected revenues for FY2012 are $11,269,750 with expenses estimated at $9,125,374. The Enterprise Fund is budgeted to maintain a very strong ending fund balance in FY2012 of $12,118,760 which will provide reserves of 140% of operating expenses. Net Operating Revenues provide coverage of 189% on system supported debt. These numbers help the city maintain its strong bond rating from the various agencies.

The water and sewer rates will remain the same for residential and commercial customers for FY2012. In evaluating the current gas contracts and operating budgets, it was determined that an 8.51% reduction was prudent which is a $1.00 per mcf for both residential and commercial customers.

Debt Service Fund Overview

The FY2011 ending fund balance in the Debt Service Fund is projected to be $755,676 which is more than budgeted. The ending fund balance for FY2012 is an estimated $1,259,191 and represents a reserve level of 59% of proposed debt service expenditures. The City's policy for debt service reserves targets a reserve level of 25% of the next year's debt service requirement. Our high reserve levels give us some flexibility to issue debt to facilitate projects proposed in the Capital Improvement Plan. As mentioned earlier, this budget proposes an increase to the current Debt Service Fund tax rate of $ 0.14 cents to $ 0.23 cents to allow for the issuance of $14.5 million in Certificates of Obligation to pay for a portion of Segment 3 of Medical Complex Drive and the M-121W Drainage channel. All bond proceeds will be placed in the new Capital Fund for the expenditures of these projects. Although the City did a refinancing during FY2011 which saved approximately $ 90,000, payments for a new fire truck begin in FY2012 basically offsetting the savings.

Standard & Poor has recently reconfirmed the City's bond rating of AA- for next year.

Capital Projects Fund

In order to keep better records and tracking projects, a Capital Projects Fund will be implemented beginning with the FY2012 Budget. This will also help prevent the need to do budget amendments which has been the norm in prior years. Based on Council discussions during budget workshops, $2,152,000 is being transferred from the General Fund to the Capital Fund for Brown Road and other projects currently contracted. For the infrastructure portion of Brown Road, Medical Complex Drive Segment 3 and other utility projects currently under contract, $2,223,860 is being transferred to the Capital Projects Fund.

Hotel / Motel Tax

The Tourism Advisory Committee is completing its first year of operation. They have reviewed a number of projects and activities. The City has employed its first Marketing Director and that office is in the process of making the City of Tomball name more prevalent in social media markets. Several new events have already been scheduled with many more being planned. With the proposed expenditures increased in the budget, a strong fund balance of over $226,000 is still being maintained.

Summary

I appreciate the time and effort the Council has taken in reviewing the proposed budget document. The proposed budget is a workable document and will provide the citizens a strong quality of service that they deserve. The City staff involved in the preparation of the budget has done an excellent job led by Finance Director Glenn Windsor. The entire City team is dedicated to providing a high level of customer service to the Citizens of Tomball and pledges our efforts to that end.

Respectfully submitted;

George T. Shackelford
City Manager

Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures and Changes in Fund Balance- All Funds
City Manager 2011-2012 Proposed 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
Revenues:								
Property taxes	$ 1,217,889		$ 2,640,050					3,857,939
Sales taxes	7,150,000	300,000						7,450,000
Franchise taxes	1,158,300							1,158,300
Permits and licenses	272,250							272,250
Fines and warrants	892,000	317,800						1,209,800
Service fees	1,775,000			10,369,500				12,144,500
Transfers In	1,860,931				133,000	1,885,217	4,375,860	8,255,008
Contributions/Grants	228,636	-						228,636
Other	229,600	7,000		850,250				1,086,850
Interest	75,000	2,650	2,500	50,000	2,000	175		132,325
Total Revenues	$ 14,859,605	$ 627,450	$ 2,642,550	$ 11,269,750	$ 135,000	$ 1,885,392	$ 4,375,860	$ 35,795,608
Expenditures:								
General Government	3,075,026	59,000	-		-	1,885,042		5,019,068
Public Safety	6,677,243	209,473	-	-	-	-		6,886,716
Public Works	3,882,054		-	-	-	-		3,882,054
Engineering and Planning	812,582		-	-	-	-		812,582
Parks and Recreation	519,567	7,050	-	-	-	-		526,617
Tourism & Arts	-	466,880	-	-	-	-		466,880
Utilities	-	-	-	6,780,290	-	-		6,780,290
Capital Projects/Outlay	150,000	-	-	947,480	133,000	-	4,375,860	5,606,340
Debt Service	-	-	2,140,034	1,397,604	-	-		3,537,638
Total Expenditures	$ 15,116,472	$ 742,403	$ 2,140,034	$ 9,125,374	$ 133,000	$ 1,885,042	$ 4,375,860	$ 33,518,185
Other Sources (Uses):								
Transfers	(3,704,198)	-	-	(4,542,700)	-	-		(8,246,898)
Debt Proceeds	-	-	-	-	-	-		-
Total Other Sources (Uses)	$ (3,704,198)	$ -	$ -	$ (4,542,700)	$ -	$ -		$ (8,246,898)
Revenues Over (Under) Expenditures	$ (3,961,065)	$ (114,953)	$ 502,516	$ (2,398,324)	$ 2,000	$ 350	$ -	$ (5,969,475)
Beginning Fund Balance	$ 10,606,990	$ 1,388,102	$ 755,676	$ 14,517,084	$ 1,966,355	$ 297,852	$ -	$ 29,532,059
Ending Fund Balance	$ 6,645,925	$ 1,273,149	$ 1,258,191	$ 12,118,760	$ 1,968,355	$ 298,202	$ -	$ 23,562,584
Proposed Reserve Level	44%	171%	59%	140%	0%	16%	0%	84%

Staffing

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

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

For the 2011-2012 Budget-

HR Added part time Generalist
PD Added Two Bailiff/Warrant Officers
Court Moved Two Bailiff/Warrant Officers
Upgraded Part Time Clerk to Full Time
Fire Added Two Full Time Fire Fighters
Municipal Security Moved Bailiff/Warrant Officer

GENERAL FUND

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

2011-2012 Budget Worksheet

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

CITY OF TOMBALL

GENERAL FUND

2011-2012 Budget Revenues

ACCOUNT NAME	FY2006 Actual	FY2009 Actual	FY2010 Actual	Current Budget	FY2012 Base Budget	FY2012 Total Budget
Current Taxes	$ 895,666.00	$ 1,476,722.56	1,367,448.98	$ 1,188,924.96	$ 1,169,889.00	$ 1,169,889.00
Delinquent Taxes	23,930.00	36,477.72	31,574.02	23,000.00	30,000.00	30,000.00
Penalty, Interest, Attorney Fees	21,758.00	18,522.03	18,676.15	17,000.00	18,000.00	18,000.00
TOTAL PROPERTY TAXES	$ 942,414.00	$ 1,531,722.31	$ 1,417,699.15	$ 1,228,924.96	$ 1,217,889.00	$ 1,217,889.00
Sales Tax	$ 7,387,782.00	$ 7,148,380.38	$ 6,606,468.18	$ 6,500,000.00	$ 7,150,000.00	$ 7,150,000.00
TOTAL SALES TAXES	$ 7,387,782.00	$ 7,148,380.38	$ 6,606,468.18	$ 6,500,000.00	$ 7,150,000.00	$ 7,150,000.00
Electrical Franchise Tax	$ 632,503.00	$ 767,949.58	642,067.24	$ 725,000.00	$ 650,650.00	$ 650,650.00
T.V. Cable Franchise Tax	86,703.00	85,736.39	112,849.37	115,000.00	112,650.00	112,650.00
Communications Franchise Tax	198,037.00	243,039.37	242,453.31	240,000.00	240,000.00	240,000.00
Sanitation Franchise Tax	152,138.00	192,986.65	156,584.23	150,000.00	155,000.00	155,000.00
TOTAL FRANCHISE TAXES	$ 1,069,381.00	$ 1,289,711.99	$ 1,153,954.15	$ 1,230,000.00	$ 1,158,300.00	$ 1,158,300.00
Building Permits	$ 184,619.00	$ 128,641.75	153,223.85	$ 90,000.00	$ 115,000.00	$ 115,000.00
Construction Permits	70,276.00	27,821.20	50,472.70	55,000.00	50,000.00	50,000.00
Plumbing Permits	0.00	14,474.50	14,801.00	15,000.00	15,000.00	15,000.00
Mechanical Permits	27,910.00	20,720.00	25,565.00	10,000.00	20,000.00	20,000.00
Electrical Permits	41,476.00	19,407.00	23,681.50	17,000.00	22,000.00	22,000.00
Fire Permit Fees	31,385.00	20,521.25	27,622.75	25,000.00	27,000.00	27,000.00
Other Permits	6,948.00	1,915.00	3,760.00	4,000.00	3,500.00	3,500.00
Miscellaneous Permit Fees	745.00	790.00	655.00	750.00	750.00	750.00
Liciense Fees	20,894.00	0.00	849.00	-	-	-
Plat Fees	20,894.00	10,114.75	10,373.82	8,000.00	6,500.00	6,500.00
Rezoning Application Fee		5,925.24	3,014.72	5,000.00	2,000.00	2,000.00
Conditional Use Permit		-	950.00	1,000.00	1,000.00	1,000.00
Site Plan Review		7,162.22	10,590.20	7,500.00	6,500.00	6,500.00
Plan Review Fees-Other		3,933.00	850.00	1,350.00	2,000.00	2,000.00
Zoning Fees		2,575.00	3,090.00	3,500.00	1,000.00	1,000.00
TOTAL PERMITS AND LICENSES	$ 405,147.00	$ 264,000.91	$ 329,499.54	$ 243,100.00	$ 272,250.00	$ 272,250.00
Municipal Court Fines	$ 441,419.00	$ 468,802.42	480,235.75	$ 475,000.00	$ 480,000.00	$ 480,000.00
Court Costs/Administrative Fees	252,113.00	209,243.67	282,885.28	300,000.00	300,000.00	300,000.00
Court Warrant Fees	65,112.00	98,901.50	98,328.94	100,000.00	100,000.00	100,000.00
Time Pymt.Fee-10% City Judicial	2,789.00	1,461.04	2,227.89	2,000.00	2,500.00	2,500.00
Time Pymt.Fee-40% For City	11,220.00	5,823.86	8,881.46	8,000.00	9,500.00	9,500.00
TOTAL FINES AND WARRANTS	$ 831,918.00	$ 784,232.49	$ 872,559.32	$ 885,000.00	$ 892,000.00	$ 892,000.00
Sanitation Fees	$ 1,749,695.00	$ 2,257,973.09	$ 1,799,496.48	$ 1,750,000.00	$ 1,775,000.00	$ 1,775,000.00
TOTAL SERVICE FEES	$ 1,749,695.00	$ 2,257,973.09	$ 1,799,496.48	$ 1,750,000.00	$ 1,775,000.00	$ 1,775,000.00
Transfer from Enterprise	$ 72,000.00	$ 1,749,561.00	$ 2,260,134.00	$ 2,393,458.00	$ 1,860,930.58	$ 1,860,930.58
TOTAL TRANSFERS	$ 72,000.00	$ 1,749,561.00	$ 2,260,134.00	$ 2,393,458.00	$ 1,860,930.58	$ 1,860,930.58
C.J.D. Grants	$ 93,042.00	$ 55,743.00	49,549.33	$ 50,000.00	$ 218,635.56	$ 218,635.56
TEDC Contributions	6,000.00	7,000.00	10,000.00	20,000.00	10,000.00	10,000.00
TOTAL CONTRIBUTIONS	$ 207,951.00	$ 68,333.26	$ 59,549.33	$ 70,000.00	$ 228,635.56	$ 228,635.56

CITY OF TOMBALL
GENERAL FUND
2011-2012 Budget Revenues

ACCOUNT NAME	FY2006 Actual	FY2009 Actual	FY2010 Actual	Current Budget	FY2012 Base Budget	FY2012 Total Budget
Alcoholic Beverage Tax		48,111.89	$ 44,596.04	$ 55,000.00	$ 55,000.00	$ 55,000.00
Mixed Beverage License Fee	46,334.00	13,257.50	9,982.50	11,000.00	10,000.00	10,000.00
Birth & Death Certificate Fees	61,777.00	70,966.58	54,046.82	65,000.00	35,000.00	35,000.00
Notary Fees	17,500.00	-	12.00	-	-	-
Emergency Service District Fees	17,500.00	32,500.00	56,250.00	45,000.00	45,000.00	45,000.00
Rent Revenues	7,150.00	7,800.00	5,850.00	10,000.00	7,800.00	7,800.00
Community Center Fees	5,105.00	7,735.00	13,790.00	7,500.00	15,000.00	15,000.00
Congregate Meals	3,224.00	1,004.00	2,310.67	2,000.00	2,500.00	2,500.00
Park Rental Fee		2,250.00	8,697.00	7,000.00	9,000.00	9,000.00
Miscellaneous Revenues	70,767.00	105,553.93	74,848.41	20,000.00	30,000.00	30,000.00
Returned Check Fines	395.00	180.00	280.00	300.00	300.00	300.00
Sanitation Penalty		21,280.08	18,524.87	12,500.00	20,000.00	20,000.00
Recycling Revenue		17.68	35.19	-	-	
TOTAL OTHER REVENUES	$ 370,678.00	$ 354,055.54	$ 289,223.50	$ 235,300.00	$ 229,600.00	$ 229,600.00
Interest Income	$ 928,511.00	$ 251,378.93	$ 87,257.56	$ 350,000.00	$ 75,000.00	$ 75,000.00
Unrealized Gain on Investments		40,547.69	7,961.32	-	-	0.00
TOTAL INTEREST REVENUE	$ 928,511.00	$ 291,926.62	$ 95,218.88	$ 350,000.00	$ 75,000.00	$ 75,000.00
Debt Proceeds		-	-	-	-	$ -
TOTAL DEBT PROCEEDS	$ -	$ -	$ -	$ -	$ -	$ -
Transfer to Debt Service	$ (1,000,000.00)	-	-	-	-	$ -
TOTAL TRANSFER REVENUES	$ (1,000,000.00)	$ -	$ -	$ -	$ -	$ -
TOTAL REVENUE	$ 12,965,477.00	$ 15,739,897.59	$ 14,883,802.53	$ 14,885,782.96	$ 14,859,605.14	$ 14,859,605.14

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

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

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

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

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recur.	FY2012 Total Budget
Personnel services	175,365	443,381	252,534	442,110	-	-	442,110
Supplies	12,821	14,775	14,775	17,500	-	-	17,500
Maintenance	-	-	-	-	-	-	-
Services and charges	38,726	98,265	62,980	111,882	-	-	111,882
Total Operating Expenditures	226,913	556,421	330,289	571,492	-	-	571,492
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	226,913	556,421	330,289	571,492	-	-	571,492

Supplemental Programs	Page No.	Recurring	Non-Recur.

Staffing	FY 2009	FY 2010	FY 2011	FY 2012
HR Director	1.00	1.00	1.00	1.00
HR Generalist	1.00	1.00	1.00	1.50
Total	2.00	2.00	2.00	2.50

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

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

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

	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recur.	FY2012 Total Budget
Personnel services	297,463	350,093	345,216	357,220	-	-	357,220
Supplies	2,903	1,900	3,756	2,950	-	-	2,950
Maintenance	310	350	310	350	-	-	350
Services and charges	144,274	140,999	137,080	150,644	-	-	150,644
Total Operating Expenditures	444,950	493,342	486,362	511,164	-	-	511,164
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	444,950	493,342	486,362	511,164	-	-	511,164

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

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

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

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

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

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

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

	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recur.	FY2012 Total Budget
Personnel services	3,710,213	3,979,565	3,739,471	4,291,798	-	-	4,291,798
Supplies	211,317	190,000	209,500	222,500	-	-	222,500
Maintenance	69,210	76,500	93,500	73,500	-	-	73,500
Services and charges	173,658	184,500	171,500	183,500	-	-	183,500
Total Operating Expenditures	4,164,398	4,430,565	4,213,971	4,771,298	-	-	4,771,298
Capital Outlay	60	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	202,203	-	-	75,000	-	-	75,000
Total Expenditures	4,366,661	4,430,565	4,213,971	4,846,298	-	-	4,846,298

Supplemental Programs	Page No.	Recurring	Non-Recur.

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

ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recurring	FY 2012 Total Budget
6001	Salaries - Administrative	286,424	401,229	358,030	417,040	-	-	417,040
6003	Wages - Full Time	1,944,182	2,399,788	2,102,808	2,631,938	-	-	2,631,938
6004	Wages - Part Time	62,058	79,397	114,867	79,933	-	-	79,933
6005	Wages - Overtime	283,089	239,979	239,979	263,194	-	-	263,194
6009	Wages - Other	117,767	-	65,071	-	-	-	-
6011	Vacation Pay	143,807	18,677	62,881	21,112	-	-	21,112
6012	Sick Pay	104,416	23,508	38,670	26,177	-	-	26,177
6013	Emergency Pay	1,837	-	1,841	-	-	-	-
6019	Miscellaneous Pay	35,955	24,622	24,765	27,165	-	-	27,165
6021	Social Security & Medicare Taxes	219,919	243,877	227,149	266,277	-	-	266,277
6022	TMRS Retirement - Employer	432,619	463,794	439,339	474,498	-	-	474,498
6024	Health Insurance	2,009	-	-	-	-	-	-
6025	Worker Compensation Insurance	57,519	53,304	43,070	55,184	-	-	55,184
6026	State Unemployment Taxes	10,614	15,390	5,001	17,280	-	-	17,280
6030	Employee Tuition Reimbursement	8,000	16,000	16,000	12,000	-	-	12,000
	TOTAL PERSONNEL SERVICES	3,710,213	3,979,565	3,739,471	4,291,798	-	-	4,291,798
6101	Office Supplies	17,606	17,000	20,000	20,000	-	-	20,000
6102	Educational Supplies	1,449	2,000	2,000	2,000	-	-	2,000
6104	Janitorial & Cleaning Supplies	290	500	500	500	-	-	500
6105	Food Supplies	4,292	7,000	5,000	5,000	-	-	5,000
6106	Materials and Parts	50,270	45,000	45,000	45,000	-	-	45,000
6107	Clothing and Uniforms	35,116	30,000	30,000	36,000	-	-	36,000
6108	Fuel, Oil and Lubricants	95,120	85,000	102,000	110,000	-	-	110,000
6109	Postage	1,272	1,000	1,000	1,000	-	-	1,000
6119	Other Supplies	5,904	2,500	4,000	3,000	-	-	3,000
	TOTAL SUPPLIES	211,317	190,000	209,500	222,500	-	-	222,500
6201	Office Equipment Maintenance	1,152	2,500	1,500	1,500	-	-	1,500
6203	Radio Equipment Maintenance	14,071	15,000	15,000	15,000	-	-	15,000
6204	Other Equipment Maintenance	14,972	33,000	45,000	25,000	-	-	25,000
6205	Vehicle Maintenance	39,015	26,000	32,000	32,000	-	-	32,000
	TOTAL MAINTENANCE	69,210	76,500	93,500	73,500	-	-	73,500
6303	Professional Services-Legal	-	-	-	-	-	-	-
6304	Professional Services-Other	12,316	10,000	10,000	10,000	-	-	10,000
6309	Tomball Police After Schl.Spcl.Pgrm.	131	-	-	-	-	-	-
6312	Telephone Services	31,333	28,000	24,000	24,000	-	-	24,000
6316	Printing and Binding	4,401	4,000	4,000	4,000	-	-	4,000
6318	Harris County Animal Control Serv.	24,000	24,000	24,000	24,000	-	-	24,000
6320	Computer Software Service	40,935	40,000	40,000	45,000	-	-	45,000
6324	Jail Service Expenditures	9,369	7,000	5,500	7,000	-	-	7,000
6325	Buy Money	151	4,000	4,000	4,000	-	-	4,000
6328	Bike Patrol Expenditures	245	1,500	1,000	1,000	-	-	1,000
6329	Other Services	1,613	2,000	2,000	2,000	-	-	2,000
6332	Travel and Meals	16,565	20,000	19,000	20,000	-	-	20,000
6333	Dues and Subscriptions	6,657	6,000	5,500	5,500	-	-	5,500
6335	Advertising Cost	66	2,000	1,000	1,000	-	-	1,000
6336	Equipment Rentals	596	1,000	1,000	1,000	-	-	1,000
6337	Training	25,280	35,000	30,000	35,000	-	-	35,000
6398	Banquets,Dedications & Receptions	-	-	500	-			-
	TOTAL SERVICES AND CHARGES	173,658	184,500	171,500	183,500	-	-	183,500
6405	Vehicle Equipment	60	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	60	-	-	-	-	-	-
6998	Transfer to Fleet Replacement	202,203	-	-	75,000	-	-	75,000
	TOTAL TRANSFERS	202,203	-	-	75,000	-	-	75,000
121	**Total Department Expenditures**	4,366,661	4,430,565	4,213,971	4,846,298	-	-	4,846,298

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

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

Staffing	FY2009	FY2010	FY2011	FY2012
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Fire Marshal/Inspector	0.00	0.00	0.00	
Fire Inspector	0.00	0.00	0.00	
Part Time Fire Fighter/ Fire Inspector	0.00	0.00	0.00	
Fire Fighter	2.00	2.00	2.00	6.00
Part Time Fire Fighter	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	1.00	1.00	1.00
PAID STAFF	12.00	12.00	12.00	16.00
Community Volunteers	60.00	60.00	60.00	
Total	72.00	72.00	72.00	16.00

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

ACCT	ACCOUNT NAME	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recurring	FY2012 Total Budget
6001	Salaries - Administrative	113,018	154,488	145,175	160,579	-	-	160,579
6003	Wages - Full Time	89,423	242,704	161,359	253,773	-	-	253,773
6004	Wages - Part Time	215,280	209,605	253,297	274,073	-	-	274,073
6005	Wages - Overtime	16,545	23,352	40,000	51,904	-	-	51,904
6009	Wages - Other	9,760	-	5,067	-	-	-	-
6010	Fire Run Payments	16,963	27,000	27,000	27,000	-	-	27,000
6011	Vacation Pay	12,820	1,373	2,957	2,739	-	-	2,739
6012	Sick Pay	21,322	1,891	2,698	2,394	-	-	2,394
6013	Emergency Pay	1,027	-	-	-	-	-	-
6019	Miscellaneous Pay	4,505	925	785	1,355	-	-	1,355
6020	Volunteers' State Retirement	6,800	18,000	18,000	18,000	-	-	18,000
6021	Social Security & Medicare Taxes	37,556	48,529	47,324	57,223	-	-	57,223
6022	TMRS Retirement - Employer	38,767	51,752	53,114	62,983	-	-	62,983
6024	Health Insurance	183	-	-	-	-	-	-
6025	Worker Compensation Insurance	4,813	9,511	3,809	8,633	-	-	8,633
6026	State Unemployment Taxes	4,877	8,393	3,069	10,944	-	-	10,944
	TOTAL PERSONNEL SERVICES	593,657	797,523	763,654	931,600	-	-	931,600
6101	Office Supplies	3,812	3,759	3,908	4,235	-	-	4,235
6102	Educational Supplies	994	-	791	4,850	-	-	4,850
6104	Janitorial & Cleaning Supplies	3,371	4,122	3,107	4,148	-	-	4,148
6105	Food Supplies	13,612	22,576	19,961	8,846	-	-	8,846
6106	Materials and Parts	4,605	11,800	11,444	11,800	-	-	11,800
6107	Clothing and Uniforms	66,614	90,100	78,401	91,512	-	6,000	97,512
6108	Fuel, Oil and Lubricants	26,100	44,566	37,516	45,000	-	-	45,000
6109	Postage	415	300	129	150	-	-	150
6110	Chemical Supplies	1,990	-	5,113	14,300	-	-	14,300
6119	Other Supplies	22,187	15,700	12,891	3,150	200	13,065	16,415
6130	Furniture < $20,000	-	-	10,000				-
	TOTAL SUPPLIES	143,700	192,923	183,261	187,991	200	19,065	207,256
6201	Office Equipment Maintenance	169	1,500	1,000	1,500	-	-	1,500
6203	Radio Equipment Maintenance	626	-	230	-	-	-	-
6204	Other Equipment Maintenance	17,686	36,025	39,023	61,376	2,575	54,902	118,853
6205	Vehicle Maintenance	89,331	62,650	88,410	66,600	-	-	66,600
6206	Building Maintenance	-	-	-	-	-	-	-
6219	Other Maintenance	-	2,000	112	2,000	-	-	2,000
	TOTAL MAINTENANCE	107,812	102,175	128,775	131,476	2,575	54,902	188,953
6303	Professional Services-Legal	-	-	-	-	-	-	-
6304	Professional Services-Other	8,971	2,050	6,550	2,050	-	-	2,050
6312	Telephone Services	11,340	12,800	9,222	20,000	-	-	20,000
6316	Printing and Binding	-	-	850	850	-	-	850
6320	Computer Software Service	16,979	25,539	18,817	10,742	-	-	10,742
6329	Other Services	5,634	3,129	3,148	1,820	-	-	1,820
6332	Travel and Training	4,765	11,020	10,393	11,240	-	-	11,240
6333	Dues and Subscriptions	3,097	5,335	5,396	6,635	170	-	6,805
6335	Advertising Cost	256	550	500	550	-	-	550
6336	Equipment Rentals	1,440	1,440	1,680	1,680	-	-	1,680
6337	Training	11,863	21,800	15,540	17,000	-	-	17,000
	TOTAL SERVICES AND CHARGES	64,344	83,663	72,096	72,567	170	-	72,737
6403	Machinery and Equipment	-	15,612	16,208	-			-
6406	Land and Buildings	-	410,000	365,606	75,000	-	75,000	150,000
	TOTAL CAPITAL OUTLAY	-	425,612	381,814	75,000	-	75,000	150,000
6998	Transfers to Fleet Replacement	51,879	-	-	-	-	-	-
6999	Transfers to Capital Projects Fund	-	-	-	-	-		-
	TOTAL TRANSFERS	51,879	-	-	-	-	-	-
142	**Total Department Expenditures**	961,392	1,601,896	1,529,600	1,398,634	2,945	148,967	1,550,546

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

No staff has been assigned to this department.

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.

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

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

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

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

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

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

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

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

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

CITY OF TOMBALL
154 - GENERAL FUND - STREET DEPARTMENT
2011-2012 BUDGET WORKSHEET

	FY2010 Actual	FY2011 Budget	FY2011 Projections	FY2012 Base	Recurring	Non-Recur.	FY2012 Total Budget
Personnel services	340,922	340,273	326,104	326,279	-	-	326,279
Supplies	46,318	44,223	44,198	49,898	-	-	49,898
Maintenance	71,687	392,288	404,496	341,988	-	-	341,988
Services and charges	146,846	117,950	136,631	148,675	-	-	148,675
Total Operating Expenditures	605,773	894,734	911,429	866,840	-	-	866,840
Capital Outlay	629,445	1,466,000	916,849	-	-	-	-
Transfers	125,842	-	-	2,081,000	-	-	2,081,000
Total Expenditures	1,361,059	2,360,734	1,828,278	2,947,840	-	-	2,947,840

Supplemental Programs	Page No.	Recurring	Non-Recur.

Staffing	FY2009	FY2010	FY2011	FY2012
Street & Drainage Foreman	1.00	1.00	1.00	1.00
Heavy Equipment Operator	2.00	2.00	2.00	2.00
Serviceman	5.00	5.00	5.00	5.00
Crew Worker**	0.20	0.20	0.20	0.20
Total	8.20	8.20	8.20	8.20

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.

Staffing	FY2009	FY2010	FY2011	FY2012
Director of Engineering & Planning	1.00	1.00	1.00	
Assistant City Engineer	1.00	1.00	1.00	
Project Technician	1.00	1.00	1.00	
Community Development Coordinator/ City Planner	1.00	1.00	1.00	
Construction Manager	1.00	1.00	1.00	
Adminstrative Assistant	1.00	1.00	1.00	
Assistant City Planner	1.00	1.00	1.00	
Total	7.00	7.00	7.00	0.00

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

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

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

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

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

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

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

ENTERPRISE FUND

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

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

ENTERPRISE FUND
REVENUES
2011-2012 BUDGET WORKSHEET

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

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

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

Supplemental Programs	Page No.	Recurring	Non-Recur.
None			

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

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

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

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

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

Supplemental Programs	Page No.	Non-Recur.
None		

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEBT SERVICE FUND

Debt Service Fund

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

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

SPECIAL REVENUE FUND

Special Revenue Funds

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

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

200 - General Special Revenue Fund

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

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

Fund Description

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

220 - Municipal Court Building Security Fund

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

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

Fund Description

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

230 - Municipal Court Technology Fund

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

	FY 2010 Actual	FY 2011 Budget	FY 2011 Projected	FY 2012 Base Budget	FY 2012 Recurring Supplemental	FY 2012 Non Recur. Supplemental	FY 2012 Proposed Budget
Revenues:							
Fines and Warrants	$ 33,645	$ 32,000	$ 32,000	$ 32,000	$ -	$ -	$ 32,000
Interest	334	500	300	300	-	-	300
Transfers In	-	-	-	-	-	-	-
Total	$ 33,979	$ 32,500	$ 32,300	$ 32,300			$ 32,300
Expenditures:							
Supplies	$ -	$ -	$ -	$ -	$ 1,375	$ 20,413	$ 21,788
Maintenance	-	-	-	-	-	-	-
Services and Charges	1,500	1,500	1,717	1,500	-	-	1,500
Capital	-	-	-	-	-	-	-
Total	$ 1,500	$ 1,500	$ 1,717	$ 1,500			$ 23,288
Revenues Over (Under) Expenditures	$ 32,479	$ 31,000	$ 30,583	$ 30,800	$ -	$ -	$ 9,012
Beginning Fund Balance	$ 138,619	$ 171,098	$ 171,098	$ 201,681			$ 201,681
Ending Fund Balance	$ 171,098	$ 202,098	$ 201,681	$ 232,481			$ 210,693

Fund Description

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

240 - Hotel Occupancy Tax Fund

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

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

Staffing	FY2006	FY2007	FY2008	FY 2009
Community Event Coordinator	0.00	0.00	0.50	0.50
Total	0.00	0.00	0.00	0.00

Fund Description

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

Compliance with the provisions of the state statutes is monitored by the City administration on a continuing basis

250 - Red Light Camera Program Fund

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

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

Fund Description

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

290 - Tomball Fun Runs Fund

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

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

Fund Description

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

INTERNAL SERVICE FUNDS

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

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

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

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

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

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

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

DEPT.	UNIT NO.	DESCRIPTION	REPLACEMENT COST	Replace or Keep
112-PERMITS & INSP.	AD 10	2006 CHEV 1500 PU	$ 22,000	Keep
121-PD	PD 1907	2003 CHRY PT CRUISER	30,000	Replace per Robert Hauck. $25,000 for vehicle plus $5,000 for upfit
121-PD	SHOP 04	DODGE CHARGER	37,096	Keep per Robert Hauck
121-PD	SHOP 14	2006 F-150 PU	22,048	Keep per Robert Hauck
121-PD	SHOP 21	2001 VAN	35,000	Keep per Robert Hauck
121-PD	SHOP 22	1999 VAN	35,000	Keep per Robert Hauck
121-PD	SHOP 25	2008 DODGE CHARGER	23,037	Keep per Robert Hauck
121-PD	SHOP 28	2009 TAHOE	45,000	Replace per Robert Hauck. $30,000 for vehicle plus $15,000 for upfit
121-PD	SHOP 29	2009 CROWN VIC	22,653	Keep per Robert Hauck
121-PD	SHOP 30	2008 CROWN VIC	22,654	Keep per Robert Hauck
121-PD	SHOP 37	2009 CROWN VIC	23,744	Keep per Robert Hauck
131-CC		2005 BUS	43,531	Keep
141-FIRE MARSHAL		2002 FORD EXPEDITION	35,000	Keep
153-PARKS	G-23	CHEV 2500 PU	23,100	Keep per David Kauffman
154-STREETS	G-1	2002 F 450 BUCKET TRUCK	65,000	Keep
154-STREETS	G-21	2002 CHEV 2500 PU	24,000	Keep per David Kauffman
154-STREETS	G-22	2002 CHEV 2500 PU	24,000	Keep per David Kauffman
154-STREETS	G-27	2005 CHEV 1500 PU	21,000	Keep per David Kauffman
154-STREETS	GE-22	2002 JD GATOR	14,000	Replace per David Kauffman. $14,000
			$ 567,863	
611-UTILITIES		2004 TRENCHER	$ 8,400	
613-WATER		2004 LOCATOR	25,200	
614-SEWER	U-20	2002 CHEV 2500PU	22,000	Replace per David Kauffman. $22,000
615-GAS	U-21	2002 CHEV 2500PU	22,000	Replace per David Kauffman. $22,000
			$ 77,600	

CAPITAL PROJECTS FUND

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

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

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

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

SUPPLEMENTAL REQUESTS

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

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

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

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

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

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

City of Tomball
2011 - 2012 Not Proposed Supplemental Requests - Summary
General Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Non-Departmental								
	New Telephone System	1	-	-	36,000	90,000	(36,000)	(90,000)
	Total for Non-Departmental		-	-	36,000	90,000	(36,000)	(90,000)
Police								
	Dispatch Center Radio Upgrade	2	-	-	20,200	340,000	(20,200)	(340,000)
	Dispatch Call-Taker Position	3	-	-	45,000	-	(45,000)	-
	Total for Police		-	-	65,200	340,000	(65,200)	(340,000)
Fire Marshal								
	Admin Assistant/Public Education Officer	2	-	-	56,934	2,950	(56,934)	(2,950)
	Part Time Admin Assistant	3	-	-	16,073	2,950	(16,073)	(2,950)
	Mobile Inspection Tablet	2	-		1,200	2,500	(1,200)	(2,500)
	Admin Assistant Laptop & License		-		1,500	1,300	(1,500)	(1,300)
	Total for Fire Marshal		-	-	75,707	9,700	(75,707)	(9,700)
Fire Department								
	Create FT Firefighter Rank Structure Pay Scale	1	-	-	23,883	-	(23,883)	-
	Three FT Captain Positions	2	-	-	269,162	9,000	(269,162)	(9,000)
	Total for Fire Department		-	-	293,045	9,000	(293,045)	(9,000)

City of Tomball
2011 - 2012 Not Proposed Supplemental Requests - Summary
General Fund

Department	Program & Description	Dept Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost
Parks								
	New Position - Parks and Rec Superintendent	1	-	-	88,126	-	(88,126)	-
	Total for Parks Department		-	-	88,126	-	(88,126)	-
Streets								
	Street Sign Replacement Program	2	-	-	53,474	40,000	(53,474)	(40,000)
	Total for Streets Department		-	-	53,474	40,000	(53,474)	(40,000)
Total General Fund			-	-	611,552	488,700	(611,552)	(488,700)

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

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

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

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

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

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

ADDITIONAL INFORMATION

City of Tomball
Analysis of Ad Valorem Tax Rates

FY	Debt Rate	M&O Rate	Total Tax Rate	% Change Total Rate	% Change Debt Rate	% Change M&O Rate
1994	$ 0.244461	$ 0.098059	$ 0.342520			
1995	0.241520	0.101000	0.342520	0.00%	-1.20%	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%

Note- The 2012 rates are proposed.
- 2012 Levy is based upon HCAD estimate of values, actual values will not be received until late August

City of Tomball
Analysis of Ad Valorem Tax Levies & Collections

FY	Levy	% Change	Tax Rate	% Change	Ad valorem Collections	% Collected
1994	$ 889,008		$ 0.34252			
1995	938,738	5.59%	0.342520	0.00%		
1996	1,010,284	7.62%	0.342520	0.00%		
1997	1,061,908	5.11%	0.342520	0.00%		
1998	1,005,000	-5.36%	0.342520	0.00%		
1999	1,159,700	15.39%	0.342520	0.00%	$ 1,239,142	106.9%
2000	1,311,000	13.05%	0.342520	0.00%	1,397,287	106.6%
2001	1,330,000	1.45%	0.306840	-10.42%	1,403,452	105.5%
2002	1,549,800	16.53%	0.280000	-8.75%	1,535,711	99.1%
2003	1,600,000	3.24%	0.280000	0.00%	1,719,641	107.5%
2004	1,915,562	19.72%	0.280000	0.00%	1,892,241	98.8%
2005	2,013,497	5.11%	0.280000	0.00%	1,972,233	98.0%
2006	2,130,000	5.79%	0.280000	0.00%	2,153,938	101.1%
2007	2,466,005	15.77%	0.251455	-10.19%	2,175,069	88.2%
2008	2,518,681	2.14%	0.251455	0.00%	2,470,516	98.1%
2009	2,887,450	14.64%	0.251455	0.00%	2,833,017	98.1%
2010	2,907,568	0.70%	0.251455	0.00%	2,866,284	98.6%
2011	2,819,764	-3.02%	0.251455	0.00%	2,745,247	97.4%
2012	3,773,648	33.83%	0.341455	35.79%		

Note - 2011 Collections as of 6/30/2011
- 2012 Levy is based upon HCAD estimate of values, actual values will not be received until late August

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

Fiscal Year	Principal	Interest	Total
2012	$ 1,192,057	$ 488,976	$ 1,681,034
2013	1,235,649	432,246	1,667,895
2014	1,260,330	388,738	1,649,068
2015	1,291,104	349,178	1,640,282
2016	1,302,476	312,591	1,615,067
2017	1,326,699	273,623	1,600,322
2018	1,350,527	231,593	1,582,120
2019	1,084,464	189,524	1,273,988
2020	1,108,513	146,813	1,255,326
2021	1,132,180	100,159	1,232,339
2022	1,070,000	52,115	1,122,115
2023	655,000	14,737	669,737
Total	$ 14,009,000	$ 2,980,294	$ 16,989,294

City of Tomball
Combination Tax and Revenue Certificates of Obligation, Series 2003
Purpose- Buildings, Parks, Utility Improvements
$8,500,000 - Tax Supported
Issue Date : October 15, 2003

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

City of Tomball
Combination Tax and Revenue Certificates of Obligation, Series 2010, Refunding Bonds
Purpose- Street Improvements
$2,210,000 - Tax Supported
Issue Date: August 15, 2010

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

Debt refunded August 31, 2010

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

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

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

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

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

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

All payments due April 20th of each year.

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

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

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

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

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

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

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

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

ORDINANCE NO. 2011-19

AN ORDINANCE OF THE CITY OF TOMBALL, TEXAS, SETTING THE TAX LEVY OF $0.341455 FOR THE YEAR 2011 ON ALL TAXABLE REAL AND PERSONAL PROPERTY LOCATED IN THE CITY OF TOMBALL, TEXAS; ALLOWING FOR HOMESTEAD EXEMPTIONS FOR PROPERTY OWNERS SIXTY-FIVE YEARS OF AGE AND OVER, AND FOR PROPERTY OWNERS WHO QUALIFY FOR DISABILITY BENEFITS UNDER THE FEDERAL OLD AGE, SURVIVORS, AND DISABILITY INSURANCE PROGRAM; PROVIDING FOR PENALTY, INTEREST, AND ADDITIONAL PENALTY ON TAXES NOT TIMELY PAID; AND PROVIDING OTHER MATTERS RELATING TO THE SUBJECT.

* * * * * * * * * *

WHEREAS, pursuant to the provisions of the Constitution and Laws of the State of Texas, the City Council of the City of Tomball, Texas, is vested with the power to levy, assess and collect an annual tax upon all taxable real and personal property located within the City Limits, and said power allowing for the granting of homestead exemptions for all City of Tomball property owners sixty-five years of age and over or who are disabled; and

WHEREAS, pursuant to the Charter of the City of Tomball, this ordinance has been read two (2) times and considered at two (2) sessions of the City Council, and published in the City's official newspaper after the first reading; and

WHEREAS, the Council is required to set a tax rate, expressed as a rate per hundred-dollar valuation of said property, located in the City of Tomball, January 1, 2011; and

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the later of September 30th or the 60th day after the date the certified appraisal roll is received by the taxing unit, the governing body of each taxing unit shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the unit's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the next year), each of the components must be approved separately; and

WHEREAS, the proposed tax rate for the current tax year of the City of Tomball, Texas, consists of two components, a tax rate of twenty-three ten thousandths cents ($0.230000) for the purpose of paying the accruing interest and to provide a sinking fund for payment of the indebtedness of the City, and a tax rate of eleven and one thousand four hundred fifty-five ten-thousandths cents ($0.111455) for the purpose of funding the maintenance and operation expenditures of the City for the next fiscal year; and

WHEREAS, City Council has approved, by separate motions, the tax rates heretofore specified for each of said components; and

WHEREAS, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held;

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

<u>Section 1</u>. The facts and recitations set forth in the preamble of this Ordinance are found to be true and correct and are hereby adopted, ratified, and confirmed.

<u>Section 2</u>. That said tax levied as aforesaid, based upon valuations established by Harris County Appraisal District, will be sufficient to meet the requirements of the City for the Budget Year 2011-2012.

Section 3. There is hereby levied, for the tax year 2011, to fund the City's fiscal year 2011-2012 municipal budget, an ad valorem tax at the total rate of thirty-four and one thousand four hundred fifty-five ten-thousandths cents ($0.341455) on each One Hundred Dollars ($100.00) of assessed valuation on all property, real, personal, and mixed, within the corporate limits of the City, upon which an ad valorem tax is authorized by law to be levied by the City of Tomball, Texas. All such taxes shall be assessed and collected in current money of the United States of America.

Section 4. Of such total tax levied in Section 2 hereof, $0.111455 is levied to fund maintenance and operation expenditures of the City for the fiscal year 2011-2012. Of the total tax levied in Section 2 hereof, $0.230000 is levied for the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Tomball, Texas, including the various installments of principal due on the serial bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City as such installments shall respectively mature, in the fiscal year 2011-2012. **THIS TAX RATE WILL LOWER TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $0.00.**

GENERAL FUND - TO FUND MAINTENANCE AND OPERATION EXPENDITURES OF THE CITY:	$0.111455
INTEREST & SINKING - FOR DEBT SERVICE:	$0.230000

With reference to the tax rate of $0.230000 for the Interest and Sinking Fund for bonded indebtedness, this rate, representing 67.3588% of the total $0.341455 tax, shall apply to the gross amount of current taxes to be collected.

<u>Section 5</u>. All ad valorem taxes levied hereby, in the total amount of $0.341455 on each One Hundred Dollars ($100.00) of assessed valuation, as reflected by Sections 2 and 3 hereof, shall be due and payable on or before January 31, 2011. All ad valorem taxes due the City of Tomball, Texas, and not paid on or before January 31st following the year for which they were levied, shall bear penalty and interest, and if not paid before July 1st shall incur an additional penalty of twenty percent (20%), as prescribed in the Texas Property Tax Code. as prescribed in the Texas Tax Code.

<u>Section 6</u>. That said tax levied reflects an allowance of a $90,000.00 homestead exemption for City of Tomball property owners sixty-five (65) years of age and over, and for those property owners (regardless of age) who qualify for disability benefits under the Federal Old Age, Survivors, and Disability Insurance Program administered by the Social Security Administration. An eligible disabled person who is sixty-five (65) years of age or over may not receive the homestead exemption for both qualifying as "65 or over" and "disabled", but may choose either. Each person desiring such exemption shall file an application with the Harris County Appraisal District, such application being in a form and filed at such time as shall be required by law.

<u>Section 7</u>. All ordinances and parts of ordinances inconsistent or in conflict herewith are hereby repealed to the extent of such conflict.

<u>Section 8</u>. If any provision of this Ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction, the same shall not invalidate or impair the validity, force, or effect of any other provision of this Ordinance.

FIRST READING:

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

COUNCILMAN HUDGENS	________
COUNCILMAN STOLL	________
COUNCILMAN BROWN	________
COUNCILMAN TOWNSEND	________
COUNCILMAN DODSON	________

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL, HELD ON THE 19TH DAY OF SEPTEMBER, 2011.

COUNCILMAN HUDGENS	________
COUNCILMAN STOLL	________
COUNCILMAN BROWN	________
COUNCILMAN TOWNSEND	________
COUNCILMAN DODSON	________

____
GRETCHEN FAGAN, MAYOR
City of Tomball

ATTEST:

____
DORIS SPEER, City Secretary
City of Tomball

ORDINANCE NO. 2011-18

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

* * * * * * * * *

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

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

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

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

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

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

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

Section 3.0 Intra-Departmental Transfers. In accordance with the responsibility of the City Manager established by Section 7.01 C. (2) of the City Charter to administer the annual budget, the City Manager is authorized, as circumstances reasonably require, to approve intra-departmental (within the same department only) transfers of budgeted funds. Further, the documentation for such transfers shall be maintained as a part of the City's financial records.

FIRST READING:

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

COUNCILMAN HUDGENS	________
COUNCILMAN STOLL	________
COUNCILMAN BROWN	________
COUNCILMAN TOWNSEND	________
COUNCILMAN DODSON	________

SECOND READING:

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

COUNCILMAN HUDGENS	________
COUNCILMAN STOLL	________
COUNCILMAN BROWN	________
COUNCILMAN TOWNSEND	________
COUNCILMAN DODSON	________

____
GRETCHEN FAGAN
Mayor

ATTEST:

____
DORIS SPEER
City Secretary

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Ratify the FY 2012 Budget and Find that the proposed Tax Rate of $.341455/$100 Generates More Property Tax Revenue than the FY 2011 Budget.

Background:

Truth-in-Taxation laws require that prior to a Council adopting a tax rate, the Council must first ratify the already adopted budget for the ensuing fiscal year and note that the tax rate proposed generates more or less property tax revenue than the concluding year's adopted budget.

For Tomball, the proposed rate of $.341455 per $100 of assessed value generates more property tax revenue than was generated in the FY 2011 Budget due to the proposed $0.09 increase in the tax rate to provide debt service for M121 Drainage Channel and Medical Complex Drive Phase 3.

Origination:

Glenn Windsor, Director of Finance

Recommendation:

Staff recommends that Council ratify the FY 2012 Budget and find that the proposed tax rate of $0.341455 generates more property tax revenue than the FY 2011 Budget.

Funding:

Party(ies) responsible for placing this item on agenda:

Glenn Windsor, Finance Director

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Set the Dates for Public Hearings on Proposed Tax Rate

Background:

On August 25, Harris County Appraisal District provided Tomball's certified appraisal rolls via email; however, we have not yet received the Notice of Effective Tax Rate Calculation for publication.

Two public hearings are required, with a minimum of seven (7) days' notice for each public hearing. The recommended dates for the public hearings will depend on the date we are able to publish the Notice of Effective Tax Rate and will be provided at the September 6 meeting.

Origination:

City Secretary

Recommendation:

To set dates for public hearings as recommended.

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve the Sale of Wine and Beer at Depot Plaza area for City-Sponsored Tomball Art Walks on September 17, October 15, and November 19 and for Bugs, Brew, and Barbecue on October 1, 2011

Background:

The City of Tomball is hosting Tomball Art Walks on September 17, October 15, and November 19, from 2:00 p.m. to 6:00 p.m., with wine and cheese to be served along the route in the historic downtown district and at the depot; the City is also co-hosting the Bugs, Brew, and Barbecue event on October 1.

The Depot Plaza has not been designated as a City park; therefore, the sale of alcoholic beverages is not expressly prohibited. Entities selling wine or beer will adhere to all city ordinances and will provide the required Certificate of Liability Insurance, naming the City of Tomball as an additional insured on the General Liability Policy containing liquor liability coverage.

The Tomball Police Department will be on hand to promote a safe community event, but will not provide security for alcohol sales; individual entities will be responsible for their own security.

Origination:

Mike Baxter

Recommendation:

Recommend approval for the sale of wine and beer at the Depot Plaza for City-Sponsored events.

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Art Walk, Tomball!

Bugs, Brew & Barbecue

Event Fact Sheet

To: Events Committee

From: Mike Baxter

CC: File

Date: 9/1/2011

Re: ***Art Walk, Tomball!*** – September 17, 2011

As a part of Tomball's ongoing program to provide a variety of events to both local residents and out-of-town visitors, *Art Walk,Tomball!* has been created.

We have scheduled our initial three Art Walks on the third Saturday of September, October and November - September 17, October 15 and November 19, 2011. If successful the series will begin again next spring.

The art event hours will be from 2 to 6 p.m., with live musical entertainment, wine, beer and non-alcoholic beverages, and a simple menu at the Depot from 5 to 7:30 p.m.

At this time more than two dozen shops and eateries in the downtown area have agreed to participate in the first three *Art Walk, Tomball!* events. The participating businesses fully understand that an activity such as this will need time to grow, so participation in all three planned events is important to its success.

The Art Walk includes shops and restaurants on Market, Main and Commerce Streets. Though walkers may start anywhere along the route, we would suggest that they start at the Depot viewing the exhibit of Ken Walden's railroad illustrations inside the building, and a number of artists from Da Vinci's who plan to set up there.

A map of the Walk route (the same route taken by Walk Tomball on Saturday mornings) and schedule of entertainment would be distributed at the Depot and participating art stops. Once the route has been completed, participants will return to the Depot Plaza for a free after-walk concert at the gazebo, along with wine, beer, other beverages and light finger foods available for purchase.

Artists have been found through Da Vinci's, Sally Fisher, the Tomball Art League and word of mouth. Future walks may also involve TISD and Lone Star College.

The Houston Art Car Klub has been contacted for participation, but as of today only two vehicles are confirmed their participation. There is a fee associated with the use of the Art Cars that we will have to budget for.

It has been suggested that we use a performance artist as a "WOW" factor during upcoming Art Walks, so the cost and availability will be researched. We have also found an art group from Lubbock through the Texas Festivals & Events Association that books media worthy family-oriented exhibits for events such as ours.

Cash and in-kind sponsors are being sought for Art Walk, Tomball! to help underwrite the events in future months, but to date none have come through.

For the September 17th Art Walk, a simple selection of Texas wines and beers will be available to those attending the concert at Depot Plaza. The non-profit organization serving beverages is Main Street Crossing.

Food provided at the event will be sample-sized portions of finger foods provided by the new Cisco's Salsa Company on Commerce Street. Soft drinks and water will be available for purchase as well.

The Gary Michael Dahl Band will be our first performers for Art Walk, Tomball!. The former house band for the Houston Texans/Reliant Stadium, Gary Michael Dahl is a four piece Jazz/Variety band with a following and recently performed at the Vintage on Louetta. Music will be from 5 – 6 p.m. and again from 6:30 – 7:30 p.m.

SPONSORED ARTIST LOCATIONS

The following locations are confirmed as sponsors of at least one artist during Art Walk, Tomball! in September:

- The Depot
- Granny's Korner
- Foxworthy's
- Cindy Jaeger Design
- CLEAN/Dahlia's
- Refined Spaces
- Infinity Fitness
- Sallie Fisher's
- Cisco's Salsa Company
- Artist Brett Farley
- Magnolia Tree tea room
- DaVinci's Art Gallery
- Main Street Crossing
- Joe's House
- Patsy's
- Joe's House
- Otto's Emporium
- Whistle Stop
- The home of artist Brent Farley
- The Bath Hut
- Market Street Bakery
- Whispering Willow Gifts
- Bootsies Heritage Cafe
- Bob's Wild West
- Global & Company real estate

STREET CLOSURES

It has been determined by the Events Committee that no street closures in the Depot area should be necessary, though they will be ready to act should there be a need.

Continued . . .

PARTICIPATION – The primary requirements asked of Sponsored Artist Locations are to:

1) Provide space either inside or out for an artist(s) to display art work,

2) Promote the event to the sponsor's data base of regular customers, and

3) Provide art walkers with tastings of wine or beer, cheese, sample sized dessert item or other pairing, flavored ice tea or water along the route . . . a progressive art, wine, and snack trail of sorts between 2 and 6 p.m.

PROMOTION - Art Walk, Tomball! will be promoted in a number of ways:

1) Local and regional press releases – print and broadcast

2) On-line calendar listings – tourism and locally oriented sites

3) Our social media sites

4) Weekly City of Tomball newsletter

5) Networking partners, i.e. Walk Tomball, Shop Tomball, Network Tomball, etc.

6) The email lists and web sites of our participants, location sponsors and artists

7) The email lists of our performers

8) Posters in select locations around Tomball including all participants

9) Flyers at locations such as customer service at H-E-B, local banks, and all participants

10) Flyers and posters to the art departments at high schools in TISD, Klein, Magnolia, Waller, Cy-Fair (north and east campuses) and Spring ISD (west).

11) Flyers and posters to the Art Departments at Lone Star College Tomball and Montgomery

12) Paid advertising in the Potpourri and the Tribune

ESTIMATED COST:

Initial expenses for this first time event will be minimal –

	Category cost	**Category break-out**
Band:	$1,100.00	Gary Michael Dahl Band
Sound:	NA - Provided by the band	
Staging:	NA - Gazebo	
Port-a-lets:	$ 400.00	Four units – three standard, one handicap
Advertising:	$1,500.00	Potpourri and Tribune
Miscellaneous:	$ 500.00	Decorations, signage, etc.
Total:	$3,500.00	

Event Concept

To: Mayor Fagan and Council

From: Mike Baxter

CC: File

Date: 9/1/2011

Re: Bugs, Brew & Barbecue

The following are the details for the planned "Bugs, Brew & Barbecue" event scheduled for October 1, 2011 and awaiting final approval.

DATE: Saturday, October 1, 2011

TIME: 9 a.m. to 6 p.m.

LOCATION: Depot Plaza and immediate area including the TISD parking lot across from the Harris County Tax Office.

Streets to be closed during the day:

1. Market Street from South Elm to South Cherry

2. South Elm Street from FM 2920 to Market Street

3. South Walnut from Fm 2920 to Fannin Street

ELEMENT ONE – "Bugs":

Previously approved by Council will be a classic and custom Volkswagen show and swap meet presented by the North Houston Volkswagen Club. This event will be staged in the TISD parking lot across from the Harris County Tax Office and along the north curb of Market Street if necessary.

TISD has been contacted regarding use of the parking lot, and their events form has been submitted. I am awaiting written approval.

This element is related to the German/Texan foundation of the community.

The VW Show will run from 9 a.m. to 4 p.m.

ELEMENT TWO – "Brew":

A limited selection of Texas craft beers from St. Arnold, Rahr & Sons, and Zeigenbach will be available for sampling. Bud Light will also be poured for non-craft beer drinkers. Silver Eagle Distributing, provider of beer products to the German Fest events, will supply the beer.

Actual serving of the alcohol will be coordinated by Main Street Crossing as a local non-profit organization, and they are responsible for all necessary TABC permits and procedures.

ELEMENT THREE – "Barbecue":

The food offered will be Texas barbecue prepared on-site and served by two vendors:

The newly reopened Bootsie's Heritage Café. Bootsie plans to serve a menu of barbecued ribs, pulled pork sandwiches, sausage on a stick, and beans in a cup. She will also sell non-alcoholic beverages – soft drinks and bottled water.

Bootsie's is responsible for getting its own Health Permit from the Harris County Health Department, and will provide its own tent covers, barbecue smoker, product, staffing and other related elements of the food service.

G-Cue Barbecue, the food vendor used at 2nd Saturday, will sell barbecue brisket and barbecued chicken. As with Bootsie's, G-Cue Barbecue will be responsible for providing its own permits.

ELEMENT FOUR – music:

Texas Music is the final element of this event. Scheduled from 12:30 to 6 p.m., the bands will each have a Texas flavor.

Scheduled to perform from the main "stage" area at the Depot at are:

Headliner: Ezra Charles & the Texas Blues Band (Texas Blues and Swing)

Second act: The Silverado Band (Texas County/Southern Rock)

Opening act: Bayou Roux (Cajun Rock)

Each "main stage" act will perform one 75-minute set

Beginning at 12:30 p.m., Cool Freddie E. will perform the during the band breaks at the Depot Plaza Gazebo. This will eliminate recorded music during the breaks.

EVENTS COMMITTEE:

A meeting with the Events Committee was held on Thursday, September 1 and all attending were comfortable with the concept and manageability.

PROMOTION:

"Bugs, Brew, & Barbecue" will be promoted via press releases to traditional and online media sources, social media sites, networking vehicles such as Walk Tomball, Shop Tomball, etc., band data bases, and word of mouth.

A small paid advertising schedule would include a ¼ page display ad in the HCN-Tomball/Magnolia Potpourri and in the Tomball/Magnolia Tribune.

CONCLUSION:

In addition to creating a fun, family friendly event for local residents and festival goers in northwest Houston, "Bugs, Brew & Barbecue" would continue positioning Tomball as a place to visit on weekends. This festival is also designed to draw a manageable crowd from which we can learn in order to stage larger events in 2012.

ESTIMATED COST:

	Category cost	Category break-out	
Bands:	$4,500.00:	Ezra Charles	$1,200
		Silverado	$1,100
		Bayou Roux	$1,200
		Cool Freddie	$1,000
Sound:	$1,000.00		
Tent:	$ 500.00		
Portalets:	$ 500.00		
Advertising:	$1,500.00	Potpourri	$ 500 ¼ page black and white
		Tribune	$ 600 ¼ page black and white
		Misc. advertising.	$ 400
Misc. items:	$1,000.00		
Total:	$9,000.00 (not to exceed)		

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve the Tomball Economic Development Corporation (TEDC) 2011-2012 Fiscal Year Budget

Background:

TEDC By-laws state that the TEDC is to prepare and submit to the Tomball City Council for its approval an annual budget of expected revenue and proposed expenditures for the next fiscal year.

Origination:

Tomball Economic Development Corporation Board of Directors

Recommendation:

Approval of the 2011-2012 TEDC Fiscal Year Budget as adopted by the TEDC Board of Directors at its Regular Meeting on August 23, 2011.

Funding: Yes

Account Number:

Party(ies) responsible for placing this item on agenda:

Kelly Violette, Executive Director

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

2011-2012 TEDC Proposed Budget
2011-2012 Budget Notes
TEDC Account Descriptions
Budget Pie Chart
Analysis of Designated Grants
Business Improvement Grants

Tomball Economic Development Corporation
2011-2012 Proposed Budget
October 1, 2011 to September 30, 2012

		2009-2010 Actual Rev./Exp.	2010-2011 Approved Budget	2010-2011 Year End Projections	2011-2012 Total Budget
Beginning Fund Balance	**$**	**8,511,395**	**8,570,462**	**9,190,298**	**9,765,509**
REVENUE					
Sales Tax	$	2,195,119	2,200,000	2,300,000	2,300,000
Interest		41,821	75,000	50,000	50,000
Total Revenue	$	2,236,940	2,275,000	2,350,000	2,350,000
Total Available Resources	$	10,748,335	10,845,462	11,540,298	12,115,509
EXPENDITURES					
Administrative					
Salary and Benefits					
Salary-Executive Director	$	90,000	92,700	86,825	80,000
Salary-Eco. Dev. Coordinator		44,359	44,559	44,557	50,720
Benefits-Executive Director		37,281	40,814	37,281	32,208
Benefits-Eco. Dev. Coordinator		16,823	18,312	16,823	27,133
Total Salaries and Benefits	$	188,463	196,385	185,486	190,061
Other Personnel Expenditures					
Auto Allow-Executive Director	$	7,200	7,200	7,200	7,200
Phone Allow-Executive Director				384	768
Local Travel Expense		408	600	400	600
Dues and Subscriptions		5,134	6,000	5,000	7,800
Seminars/Conference Registrations		3,145	5,500	5,300	7,000
Travel and Training		3,219	7,000	3,500	13,000
Total Other Personnel Expense	$	19,106	26,300	21,784	36,368
Service and Supply Expenditures					
Contracted Administrative Services		10,000	10,000	13,528	10,000
Bank Charges		433	1,000	650	1,000
Insurance		2,161	4,000	1,200	2,200
Computer Equipment & Maintenance		1,050	5,000	2,600	11,000
Communications Services		4,041	5,000	3,500	4,500
Legal Fees		7,584	12,000	7,000	15,000
Lease Expense-GTACC		21,885	22,000	21,757	22,000
Office Supplies		2,621	5,000	3,800	5,000
Total Service and Supply Expense	$	49,775	64,000	54,035	70,700
Total Administrative Expenditures	$	257,344	286,685	261,305	297,129
Indirect Economic Development Exp.					
Booklet Map	$	8,354	9,000	8,400	8,400
Chamber Street Maps			3,500	3,500	0
GIS License					2,500
Marketing		35,052	50,000	50,000	70,000
Event Sponsorships					7,500
Printing					5,000
Website Updates		378	8,000	6,300	8,000
Professional Services		540	25,000	17,000	175,000
Miscellaneous		6,310	25,000	10,000	10,000
Total Indirect Expenditures	$	50,634	120,500	95,200	286,400
City Debt Service					
Southside Sewer Plant (1999 CO-2/15/2019)	$	300,000	300,000	300,000	300,000

Tomball Economic Development Corporation
2011-2012 Proposed Budget
October 1, 2011 to September 30, 2012

		2009-2010 Actual Rev./Exp.	2010-2011 Approved Budget	2010-2011 Year End Projections	2011-2012 Total Budget
* Utilities Expansion (2002 C.O.-2/15/2022)		420,000	420,000	420,000	420,000
Business Park Infrastructure					400,000
Total Debt Service	$	720,000	720,000	720,000	1,120,000
Grants, Loans & Other Expenditures					
Grant Funds Available	$		6,000,000		
** Grants Designated			910,560		2,229,451
Project Grants					1,500,000
Grants Disbursed		507,134		400,000	
Medical Complex Drive Expansion			850,000	106,000	850,000
Property Acquisition			1,000,000	0	2,000,000
Business Improvement Grants		22,925	250,000	192,284	300,000
Total Grants/Loans	$	530,059	9,010,560	698,284	6,879,451
Total All Expenditures	$	1,558,037	10,137,745	1,774,789	8,582,980
Ending Fund Balance	$	9,190,298	707,717	9,765,509	3,532,529

* The utilities expansion portion of the 2002 Certificates of Obligation includes the Southeast Tomball Loop, Hufsmith-Kohrville extension and the Holderrieth to SH249 extension.

** Detail sheet attached.

Tomball Economic Development Corporation
2011-2012 Proposed Budget
Notes

Beginning Fund Balance, Revenues, and Total Available Resources are based on current and projected numbers generated by Glenn Windsor, City of Tomball Finance Director, and Kelly Violette, Tomball Economic Development Corporation (TEDC) Executive Director.

Sales tax revenues are projected to be higher than originally budgeted for 2010-2011 based upon collections actually received from the State this past year. However, with the decrease in the August, 2011 payment (the first decrease since last August), we are projecting sales tax revenues for FY 2011-2012 at the same amount as the 2010-2011 projection of $ 2,300,000.00. Additionally, interest revenue has decreased due to the decline in interest rates.

Administrative:

Salary and Benefits: Proposed salary and benefit information was provided by Lisa Coe, City of Tomball Human Resources Director. The salaries for the Executive Director and the Economic Development Coordinator reflect increases based on performance reviews conducted by the Board of Directors at the August 23, 2011 TEDC Meeting.

> * 20 hours have been included in the line item for the Coordinator's salary to account for overtime.

Other Personnel Expenditures: Changes have been proposed under the following line items:

- **Phone Allowance- Executive Director-** This item has been added for FY 2011-2012 based on a monthly phone allowance for the Executive Director of $64.00. The amount was provided by the City's Human Resources Department based on the allowance provided to Department Directors that are required to utilize cellular phones for work purposes.

- **Dues and Subscriptions-** This item has been increased from $6,000 to $7,800 to account for all dues and subscriptions for the Corporation and staff.

- **Seminars/Conference Registrations-** This item has been increased from $5,500 to $7,000 to account for courses relating to staff development including International and Texas Economic Development Council conferences, Community Development Institute, and one conference for the American Planning Association.

- **Travel & Training-** This item has been increased from $7,000 to $13,000 to account for travel expenses related to attending the above noted seminars and conferences. The increase is largely due to the International Economic Development (IEDC) Courses which are mostly offered out of state. These courses are the leading resource for education and professional development for economic developers and are offered through IEDC's Certified Economic Development Program.

Service and Supply Expenditures:

- **Insurance-** Insurance rates for Property, General Liability and Errors and Omissions coverage has been lowered from $4,000 to $2,200 due to actual costs from FY 2010-2011 which are not anticipated to increase for FY 2011-2012.

- **Computer Equipment & Maintenance-** This item has been increased from $5,000 to $11,000 to account for necessary upgrades to the TEDC server, software, and equipment in order to run Geographic Information System (GIS).

- **Communication Services-** This item has been lowered from $5,000 to $4,500 due to the elimination of a TEDC provided cell phone for the Executive Director, which has been addressed above under the Phone Allowance line item.

- **Legal Fees-** This item has been increased from $12,000 to $15,000 to account for the increase in legal services needed as a result of the Business Park Project.

<u>Indirect Economic Development Expense</u>:

- **Booklet Map-** This item has been reduced from $9,000 to $8,400 due to the actual costs associated with this item.

- **Chamber Street Maps** are printed every other year, so no amount was budgeted for the 2011-2012 fiscal year.

- **GIS License-** This item has been added as a new line item for FY 2011-2012 to include the cost of one additional license for TEDC use of the City of Tomball's Geographical Information System in order to generate and prepare customized maps, property and demographic reports, and infrastructure data to assist with business retention and recruitment efforts.

- **Marketing**- This item has been increased from $50,000 to $70,000 due to the preparation of a marketing plan for FY 2011-2012. The plan outlines all proposed marketing expenditures, including print and web advertisements and promotional items.

- **Event Sponsorships**- This item has been added as a new line item for FY 2011-2012 to include the costs of event sponsorships including the Texas EDC State Conference, GTACC Small Business Conference and Chairman's Ball, event speakers, and the Realtors Breakfast. These costs have previously come out of the Marketing and Miscellaneous accounts.

- **Printing**- This item has been added as a new line item for FY 2011-2012 to include the costs associated with printing public hearing notices, Business Improvement Grant presentation checks, presentation boards, stationary, business resource guides, community profiles, etc. These costs have previously come out of the Marketing and Miscellaneous accounts.

- **Professional Services-** This item has been increased from $25,000 to $175,000 largely due to the Business Park Project. The approved contracts for engineering, market analysis, and appraisals for the Business Park will come out of this account and will constitute $90,805 of this account, leaving $84,195 for additional professional services.

- **Miscellaneous-** This item has been reduced from $25,000 to $10,000 due to the addition of the Event Sponsorships and Printing line items.

City Debt Service is explained in the Chart of Account Descriptions. This is an annual expense of $720,000 for Certificates of Obligation for infrastructure improvements in the City of Tomball.

- **Business Park Infrastructure-** This item has been added as a new line item for FY 2011-2012 to account for an anticipated payment of $400,000 for debt service related to bond repayment for infrastructure improvements for the Business Park Project.

Grants, Loans & Other Expenditures:

- **Grant Funds Available-** No figures have been accounted for in this line item due to the addition of a Project Grants account.

- **Grants Designated**- This item includes the costs of all grants that have been approved, but not yet funded. The $2,229,451includes the amount of Project Grants and Business Improvement Grants that are waiting for contract fulfillment in order to be disbursed.

- **Project Grants- -** This item has been added as a new line item for FY 2011-2012 to account for grant funds that may be allocated by the TEDC for qualifying projects. $1,500,000 has been allocated for such grants based on previous year's activity.

- **Grants Disbursed-** This item includes all grant funds that will be disbursed out of the FY 2010-2011 Budget.

- **Property Acquisition**: This item has been increased from $1,000,000 to $2,000,000 to account for land purchases associated with the Business Park Project.

- **Business Improvement Grants (BIG)**: The advisory committee for the BIG Program has recommended an increase from $250,000 to $300,000 for this program due to the amount of grant applications received this year. The advisory committee, as set up in the Guidelines and Criteria for the program, consists of the TEDC Executive Director, the TEDC Coordinator, a representative of the TEDC Board of Directors, the Greater Tomball Area Chamber of Commerce President, and a city staff member designated by the City Manager.

As is shown on the enclosed pie chart, we continue to allocate **93%** of our proposed expenditures to those line items that focus on job creation and business development.

Kelly Violette
Executive Director

Tomball Economic Development Corporation
Chart of Account Descriptions

REVENUE

- Sales Tax: Those revenues received from the State of Texas and through the City of Tomball for the $0.005 portion of the $0.020 sales tax revenues collected within the City limits of Tomball.

- Interest: Those revenues received from financial institutions for balances on hand and from funds that have been invested.

EXPENDITURES

Administrative:

Salary and Benefits

- Salary- Executive Director: The amount reimbursed to the City of Tomball for the salary paid to the Executive Director of the Tomball Economic Development Corporation. This amount includes holiday, vacation, and sick pay.

- Salary- Economic Development Coordinator: The amount reimbursed to the City of Tomball for the wages paid to the Economic Development Coordinator of the Tomball Economic Development Corporation. This amount includes holiday, vacation, and sick pay.

- Benefits- Executive Director: The amount reimbursed to the City of Tomball for the benefits paid to, or on behalf of, the Executive Director of the Tomball Economic Development Corporation. This amount includes social security taxes, medicare taxes, employer matched funds to the Texas Municipal Retirement System, health insurance premiums, life insurance, flex plan, worker compensation insurance, the State of Texas unemployment tax, sick time buy back, vacation buy back, and longevity pay.

- Benefits- Economic Development Coordinator: The amount reimbursed to the City of Tomball for the benefits paid to, or on behalf of, the Economic Development Coordinator of the Tomball Economic Development Corporation. This amount includes social security taxes, medicare taxes, employer matched funds to the Texas Municipal Retirement System, health insurance premiums, life insurance, flex plan, worker compensation insurance, the State of Texas unemployment tax, vacation buy back, and longevity pay.

Other Personnel Expenditures

- Auto Allowance-Executive Director: Monthly stipend allocated to cover vehicle expenses for mileage and other travel related expenses within a 50 mile radius of Tomball.

- Phone Allowance-Executive Director: Monthly stipend allocated to cover cell phone expense.

- Local Travel Expenses: The amount allocated to cover vehicle expenses for the Economic Development Coordinator of the Tomball Economic Development Corporation for mileage within a 50 mile radius of Tomball

- Dues and Subscriptions: Fees charged for memberships and related expenses to organizations that the Tomball Economic Development Corporation approves for its employees and for subscriptions to newspapers, periodicals, and books related to economic development.

- Seminars/Conference Registrations: Fees for the Tomball Economic Development Corporation staff and board members to attend related seminars and conferences.

- Travel and Training: The costs associated with attending classes and for the associated travel. This includes hotel rooms for seminars, conferences, and classes where overnight stay is reasonable, the cost of related meals, airfare and car rental where reasonable, parking and toll fees, and for mileage. Because the Executive Director receives a monthly mileage allotment, reimbursable mileage for that position is limited to a destination that exceeds a 50 mile radius of the City of Tomball.

Service and Supply Expenditures

- Contracted Administrative Services: The cost of administrative services provided to the Tomball Economic Development Corporation by City of Tomball personnel as indicated in the Administrative Services Agreement entered into between the Tomball Economic Development Corporation and the City of Tomball.

- Bank Charges: The various service charges for maintaining a bank account, including wire transfer fees, safekeeping fees for investments, and actual operating account fees based on the account analysis.

- Insurance: The cost of surety bonding fees and insurance premiums for the following types of insurance: General Liability, Errors and

Omissions, Property Content at 29201 Quinn Road, Suite B, Tomball, Texas.

- Computer Equipment and Maintenance: The cost of computer equipment and related expenses.

- Communication Services**:** The cost of telephone service, including land line phone base rate charges, DLS service, and long distance charges.

- Legal Fees: Expenses incurred in obtaining advice and opinions from legal counsel for situations benefiting the Tomball Economic Development Corporation.

- Lease Expense-GTACC: Payment to the Greater Tomball Area Chamber of Commerce for leased office space at 29201 Quinn Road, Suite B, Tomball, Texas.

- Office Supplies: The cost of various office supplies including, but not limited to copies, paper, envelopes, pens, pencils, binders, notebooks, postage, etc.

Indirect Economic Development Expenditures:

- Booklet Map: Expenses related to having a map of the Tomball area published and inserted into the Greater Tomball Area Chamber of Commerce magazine.

- Chamber Street Maps: The expenses incurred for the production and publication of maps of Tomball and the surrounding area that are issued free of charge to individuals and businesses to promote travel, tourism, and the commercial industry in Tomball.

- GIS License: The cost to purchase and maintain a license for TEDC use of the City's Geographical Information System (GIS) in order to generate customized maps, property and demographic reports, and infrastructure data to assist with business retention and recruitment efforts.

- Marketing**:** Expenses related to marketing Tomball, which includes advertisements in appropriate publications, information packages, promotional items, etc.

- Website Updates: Costs to maintain and update the Tomball Economic Development Corporation's website.

- Event Sponsorship**:** Cost to sponsor events including, but not limited to, Realtor Breakfast, GTACC Small Business Conference, Texas EDC Conference, GTACC Chairman's Ball, etc.

- Professional Services: Consulting fees, engineering fees, photography, and other professional services incurred in expanding the economic base of Tomball.

- Printing: The cost of printing various items including, but not limited to, Notice of Project/Public Hearing, brochures, presentation boards, community profile, business resource guide, Christmas Cards, Stationary, etc.

- Miscellaneous: Other business related expenses including, but not limited to, meals with potential business developers, name plates for Board meetings, etc.

City Debt Service

- Southside Sewer Plant (1999 CO-2/15/2019): Contributions to debt repayment for the wastewater treatment plant built on the south side of Tomball to accommodate expanded industry in the City. The Certificate of Obligation was issued in 1999 and will mature on February 15, 2019.

- Utilities Expansion: Contributions to debt repayment for the extension of utilities from FM2920 south on Hufsmith-Kohrville Road to Holderrieth Road, west to SH249 and north to Theis by Wal-Mart. The Certificate of Obligation was issued in 2002 and will mature on February 15, 2022.

- Business Park: Contributions to debt repayment for the extension of utilities, roads, drainage facilities, etc. for TEDC Business Park located at the northwest corner of Hufsmith-Kohrville and Holderrieth Roads.

Grants, Loans & Other Expenditures

- Available Grant Funds: Funds that may be allocated by the Tomball Economic Development Corporation's Board of Directors, with approval by the Tomball City Council, to the City of Tomball and qualifying commercial entities to create jobs and revenue within the City of Tomball.

- Grants Designated: Grant funds designated to the City of Tomball and qualifying commercial entities by the Tomball Economic Development Corporation's Board of Directors and approved by the Tomball City Council waiting for contract fulfillment in order to be disbursed.

- Grants Disbursed: Grant funds paid to the City of Tomball and designated commercial entities by the Tomball Economic Development Corporation's Board of Directors, having already been approved by the Tomball City Council, and having fulfilled all contract requirements.

- Medical District Specific Area Plan: This joint project of the City of Tomball and the Tomball Economic Development Corporation has been put on hold.

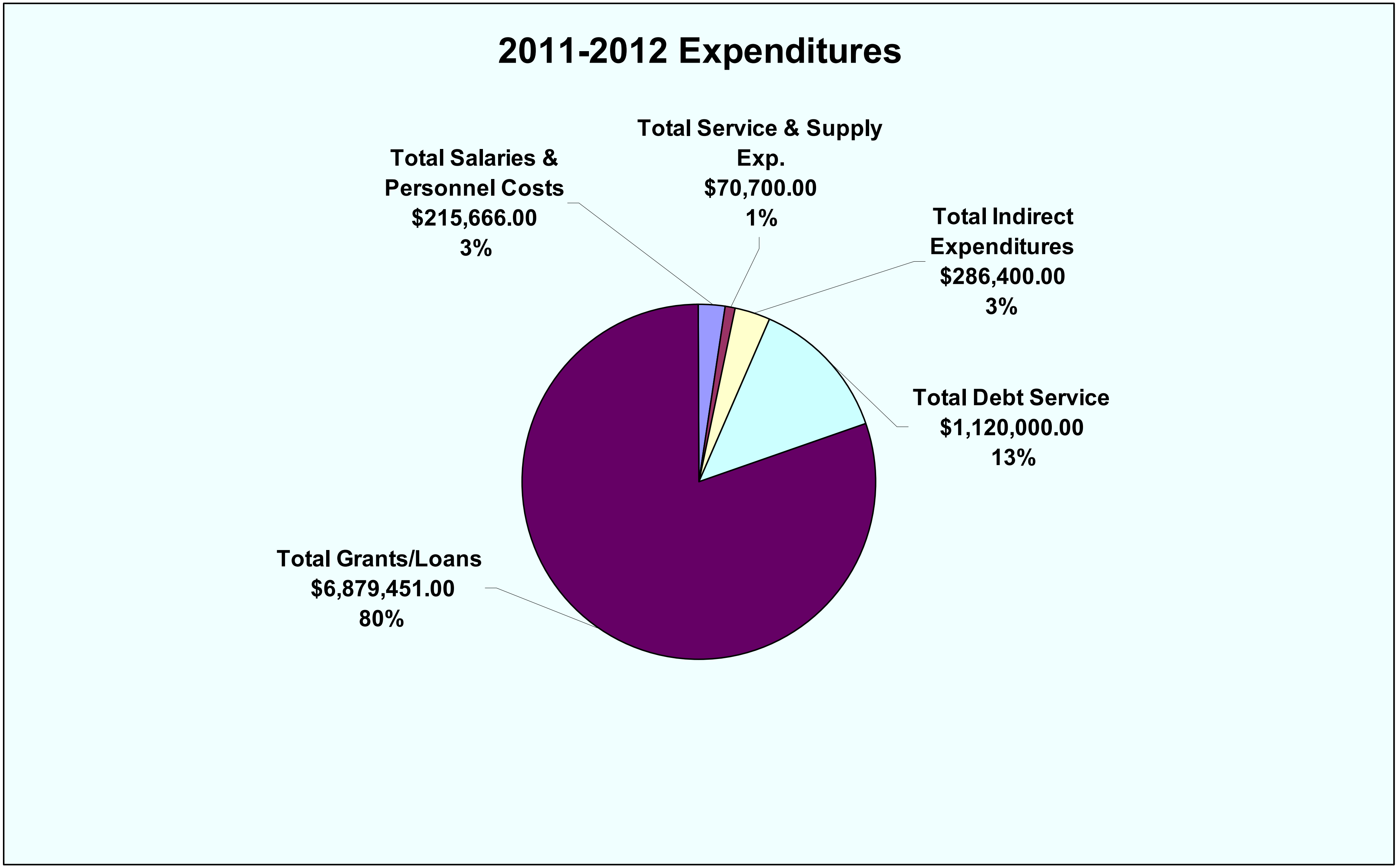
- South 249 Overlay District Study: This joint project of the City of Tomball and the Tomball Economic Development Corporation has been put on hold.

- Railroad Corridor Plan: This joint project of the City of Tomball and the Tomball Economic Development Corporation has been put on hold.

- Medical Complex Drive Expansion: Costs associated with design, land acquisition, and construction of Medical Complex Drive; a joint project of the City of Tomball and the Tomball Economic Development Corporation.

- Property Acquisition: Costs associated with the acquisition of up to 120 acres of land for the development of a TEDC Business Park.

- Business Improvement Grants: A program that has been approved by the Tomball Economic Development Corporation and the Tomball City Council to promote the development and expansion of new and existing business enterprises within the City of Tomball.


2011-2012 Expenditures
Total Service & Supply Exp.
$70,700.00
1%
Total Salaries & Personnel Costs
$215,666.00
3%
Total Indirect Expenditures
$286,400.00
3%
Total Debt Service
$1,120,000.00
13%
Total Grants/Loans
$6,879,451.00
80%

TOMBALL ECONOMIC DEVELOPMENT CORPORATION
ANALYSIS OF DESIGNATED GRANTS
AS OF JUNE 30, 2011

GRANTEE	APPROVED DATE	APPROVED AMOUNT	ADDITIONS/DELETIONS STATUS	ADDITIONS/DELETIONS DATE	ADDITIONS/DELETIONS AMOUNT	PAID DATE	PAID AMOUNT	REMAINING AMOUNT
Foster & Hendricks Manufacturing	9/5/2006	$ 170,000	Out of Bus.		$ (170,000)			
Graco Awards	10/2/2006	40,000			(40,000)			
City of Tomball- Rudolph Road	9/4/2007	300,000						
Payments in previous quarters:								
						7/31/2008	32,914.01	
						9/30/2009	147	
						3/27/2009	2,426	
						6/3/2009	8,833	
						6/30/2010	34	255,646
Persimmon Development	11/27/2008	60,000	Completed		(20,000)	11/9/2009	20,000	
						2/25/2010	20,000	-
Century Hydraulics	2/26/2008	45,000	Completed		(6,000)	10/29/2009	39,000	-
McGuffy Systems LP	5/27/2008	120,000	Out of Bus.		(120,000)			-
OM Hospitality-Hampton Inn	5/27/2008	72,600	Completed			4/22/2010	72,600	-
Professional Welding Supply	5/27/2008	18,000						18,000
BL Technology	2/24/2009	105,000	Completed			4/1/2010	105,000	-
City of Tomball- Bronze Statue	2/24/2009	42,000	Completed		(16,500)	12/31/2009	25,500	-
Compass Instruments	5/19/2009	15,000	Completed		(3,000)	2/21/2011	12,000	-
Garth Lodging-Holiday Inn	5/19/2009	32,000	Expired		(32,000)			-
Creacom Inc.	5/19/2009	120,000	Completed			9/8/2010	120,000	-
Wiretel Services	8/25/2009	225,000	Completed		(150,000)	7/7/2010	75,000	-
Klein Financial Services	12/1/2009	30,000	Completed			4/27/2010	30,000	-
Chestnut Business Park	12/1/2009	325,000						325,000
FabCorp	4/6/2010	156,000	Completed		(93,000)	3/14/2011	63,000	-
Glass Tex Enterprises	5/25/2010	15,000						15,000
PDGL Partners L.P.	5/25/2010	25,000				5/24/2011	25,000	-
Jamison Products, L.P.	5/25/2010	36,000	Completed		(15,000)	5/17/2011	21,000	-
City of Tomball, Med. Comp. Dr.	12/7/2010	850,000	$ 106,000 to be pd by 9/18		(219,440)			630,560
Hole Specialists	12/7/2010	75,000						75,000
City of Tomball-MLK Park	12/7/2010	6,500				6/30/2011	6,500.00	-
BL Technology	2/22/2011	51,000	To be paid 8/17					51,000
Waukesha-Pearce Industries	2/22/2011	12,000						12,000
Community Bank of Texas	2/22/2011	60,000						60,000
Paloma Energy Consultants, LP	2/22/2011	204,000						204,000
City of Tomball-Brown Rd. Utility Ext.	2/22/2011	500,000				6/30/2011	15,580	484,420
American National Carbide	5/24/2011	75,000						75,000
Stripes LLC	5/24/2011	56,000						56,000
Total		$ 3,841,100			(884,940)		$ 694,534	$ 2,261,626
Total 2010-2011 Payments on Project Grants-							**$ 143,080**	

Tomball Economic Development Corporation
Business Improvement Grant Program
FY 2010-2011 Project Listing

Applicant	Project Amount	Grant Category	TEDC Grant Amount	Date Approved	Date Funded
Village Square - Dr. Hutson	$ 5,261.00	Signage	$ 2,182.00	10/12/2010	11/10/2010
5 Guys Burgers and Fries	$ 8,914.00	Signage	$ 4,457.00	11/10/2010	12/13/2010
The Barns @ the Depot	$ 36,453.00	Property Improvements	$ 10,000.00	11/10/2010	
Inline Services	$ 4,409.00	Property Improvements	$ 1,837.00	11/10/2010	12/24/2010
Hampton Inn & Suites	$ 18,531.00	Property Improvements	$ 6,100.00	11/21/2010	1/13/2011
Hampton Inn & Suites	$ 7,800.00	Landscaping	$ 3,900.00	11/21/2010	1/13/2011
Patricia Beaulier	$ 31,250.00	Façade Improvements	$ 10,000.00	12/13/2010	
Patricia Beaulier	$ 2,700.00	Property Improvements	$ 1,350.00	12/13/2010	
LaQuinta Inn & Suites	$ 7,246.00	Property Improvements	$ 3,623.00	12/15/2010	1/17/2011
Inline Services	$ 1,319.00	Property Improvements	$ 560.45	12/15/2010	2/10/2011
AM Extreme Tan	$ 14,112.00	Property Improvements	$ 7,056.00	12/15/2010	
AM Extreme Tan	$ 10,800.00	Façade Improvements	$ 5,400.00	12/15/2010	
AM Extreme Tan	$ 8,628.00	Signage	$ 4,314.00	12/15/2010	
Jamison Products	$ 28,315.15	Property Improvements	$ 9,488.00	12/21/2010	4/4/2011
Jamison Products	$ 20,296.10	Façade Improvements	$ 4,530.00	12/21/2010	4/4/2011
The Original Rib Tickler	$ 5,500.00	Property Improvements	$ 2,750.00	12/21/2010	1/27/2011
The Original Rib Tickler	$ 1,759.00	Property Improvements	$ 880.00	12/21/2010	2/2/2011
The Original Rib Tickler	$ 3,524.00	Signage	$ 1,762.00	12/21/2010	2/10/2011
Allstate	$ 16,180.00	Property Improvements	$ 8,090.00	2/2/2011	
Allstate	$ 2,740.00	Property Improvements	$ 1,370.00	2/2/2011	3/10/2011
Mas Boutique	$ 3,029.92	Signage	$ 1,515.00	2/2/2011	5/6/2011
Inline Services	$ 4,020.00	Property Improvements	$ 2,010.00	2/14/2011	3/31/2011
Community Bank	$ 40,000.00	Property Improvements	$ 10,000.00	2/14/2011	
Community Bank	$ 29,312.00	Signage	$ 10,000.00	2/14/2011	
Tomball Muffler and Brake	$ 22,000.00	Property Improvements	$ 10,000.00	3/9/2011	4/27/2011
Americas Best Value Inn	$ 31,253.00	Signage	$ 10,000.00	3/9/2011	
Americas Best Value Inn	$ 21,859.00	Landscaping	$ 10,000.00	3/9/2011	
Tomball Auto Glass	$ 25,725.00	Property Improvements	$ 10,000.00	3/24/2011	
The CPE Store	$ 13,704.00	Property Improvements	$ 6,852.00	3/24/2011	7/11/2011

LaQuinta Inn & Suites	$	9,245.75	Façade Improvements	$	4,623.00	4/25/2011	5/24/2011
LaQuinta Inn & Suites	$	5,112.35	Landscaping	$	2,556.00	4/25/2011	5/24/2011
Monte Stone	$	21,780.00	Landscaping	$	10,000.00	5/5/2011	
Tomball Muffler and Brake	$	1,632.00	Signage	$	736.00	5/5/2011	6/8/2011
ASR Mechanical, LLC	$	12,000.00	Landscaping	$	6,000.00	5/17/2011	
Cisco's Salsa Company	$	2,391.24	Signage	$	1,196.00	5/17/2011	8/2/2011
Cisco's Salsa Company	$	21,708.00	Property Improvements	$	10,000.00	5/26/2011	8/2/2011
Heaven's Way Books & Gifts	$	4,740.00	Signage	$	2,370.00	6/15/2011	
Gloyers Pharmacy	$	29,395.28	Signage	$	10,000.00	7/21/2011	8/24/2011
Hampton Inn & Suites	$	21,794.00	Property Improvements	$	6,100.00	7/21/2011	
Building Rainbows	$	21,045.97	Landscaping	$	10,000.00	7/21/2011	
Building Rainbows	$	2,656.80	Signage	$	1,328.00	7/21/2011	
Jack Frey Properties	$	11,500.00	Property Improvements	$	5,750.00	7/29/2011	8/25/2011
Rosewood Interest Inc	$	13,229.43	Landscaping	$	6,615.00	8/16/2011	
LaQuinta Inn & Suites	$	18,586.45	Property Improvements	$	6,377.00	8/16/2011	
LaQuinta Inn & Suites	$	12,150.06	Landscaping	$	6,075.00	8/16/2011	
Total	**$**	**635,607.50**		**$**	**249,752.45**		

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve Resolution No. 2011-14, a Resolution of the City Council of the City of Tomball, Texas for the Designation of a Representative and Alternate for the Houston-Galveston Area Council 2012 General Assembly

Background:

This is an annual appointment; each member home rule city under 25,000 population as of the most recent Census is entitled to designate one representative and one alternate to the H-GAC General Assembly.

Traditionally, Council has designated the Mayor as the representative and the Mayor Pro-Tem as the alternate; last year, the Council designated Councilman Townsend as the Representative and Councilman Stoll as the Alternate Representative to the H-GAC General Assembly.

H-GAC has requested designation of the City's representatives no later than October 1, 2011.

Origination:

Jack Steele, Executive Director, Houston-Galveston Area Council

Recommendation:

Approve Resolution No. 2011-14, Designating Representative and Alternate

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

H-GAC Request Letter

Resolution No. 2011-14 Designating Representative and Alternate

Houston-Galveston Area Council
Office of the Executive Director

August 23, 2011

The Honorable Gretchen Fagan
Mayor, City of Tomball
401 Market Street
Tomball, TX 77375

Dear Mayor Fagan:

I am writing regarding the appointment of your city's representative to H-GAC's 2012 General Assembly.

H-GAC's Bylaws provide that each member home rule city under 25,000 population as of the last (2010) Federal Census is entitled to designate one representative and one alternate to the H-GAC General Assembly, which will meet in early 2012.

I am enclosing the appropriate form for your city's use in officially designating a representative and an alternate. The two designees must be elected official members of your city's governing body.

A dinner meeting of home rule city representatives will be scheduled for November. At that meeting, your 2011 Home Rule Cities' H-GAC Board of Directors representatives will report on this year's activities and look ahead to issues and progress in 2012.

We are sending a copy of these designation materials to your city secretary as well. We would appreciate receiving your city's designation form no later than October 1. If you have any questions or problems in this designation process, please call Mary Spain, 713-993-4598.

Sincerely,

Jack Steele

JS/kay

Enclosure

cc: City Secretary

Mailing Address
PO Box 22777
Houston, Texas 77227-2777
Phone 713-627-3200

Physical Address
3555 Timmons Lane, Suite 120
Houston, Texas 77027-6466
Phone 713-627-3200

RESOLUTION NO. 2011-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, FOR THE DESIGNATION OF ITS REPRESENTATIVE AND ALTERNATE FOR THE HOUSTON-GALVESTON AREA COUNCIL 2012 GENERAL ASSEMBLY

* * * * * * *

BE IT RESOLVED, by the Mayor and City Council of Tomball, Texas, that _______________, ___________________, of the City of Tomball, be, and is hereby designated as its Representative to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2011.

FURTHER, that the Official Alternative authorized to serve as the voting representative should the hereinabove named representative is unable to attend, become ineligible, or should he/she resign, is ______________________________, of the City of Tomball.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

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

COUNCILMAN HUDGENS	_______
COUNCILMAN STOLL	_______
COUNCILMAN BROWN	_______
COUNCILMAN TOWNSEND	_______
COUNCILMAN DODSON	_______

____
Gretchen Fagan
Mayor

ATTEST:

____
Doris Speer
City Secretary

Regular City Council
Agenda Item
Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve Resolution No. 2011-15, a Resolution of the City Council of the City of Tomball, Texas, Nominating a Candidate for a Position on the Board of Directors of the Harris County Appraisal District

Background:

Harris County Appraisal District (HCAD) has requested nominations for the new two-year term, beginning on January 1, 2012, for the HCAD representative for suburban cities. Each city may nominate a single candidate by Resolution; the nomination must be submitted to HCAD no later than October 14, 2011.

The current representative for the 32 smaller cities and towns in Harris County, other than the City of Houston, on the six-member HCAD Board of Directors is Ed Heathcott, who has served on the board since January 1, 2008. Mr. Heathcott has again requested Tomball's support and nomination for a third two-year term; no other candidates have submitted requests for nomination.

Origination:

Jim Robinson, Chief Appraiser-HCAD and Ed Heathcott, Representative-Suburban Cities

Recommendation:

City staff makes no recommendation.

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Jim Robinson-HCAD Request for Nomination

Ed Heathcott-Request for Nomination

Resolution No. 2011-15_Nominating Candidate for HCAD Board of Directors

Harris County Appraisal District
Interoffice Memorandum

OFFICE OF CHIEF APPRAISER

TO: PRESIDING OFFICERS OF TAXING UNITS
SERVED BY THE HARRIS COUNTY APPRAISAL DISTRICT

FROM: JIM ROBINSON, CHIEF APPRAISER

SUBJECT: SELECTION OF APPRAISAL DISTRICT BOARD MEMBERS

DATE: AUGUST 1, 2011

Your taxing unit participates in selecting members of the Harris County Appraisal District's board of directors. The board is composed of six members who serve two-year terms, all of which expire December 31, 2011. This memorandum describes the process of selecting directors for the two-year term that begins January 1, 2012.

Participating Units

The current method of selecting directors was established by resolutions of the county, cities, and school districts participating in the appraisal district in 1981, and modified in 1991 after the law was changed to provide a voting entitlement to conservation and reclamation districts. Sec. 6.031, Tax Code, authorizes an appraisal district to vary both the size and the method of selecting its board members.

The six members of the Harris County Appraisal District's board of directors are selected as follows:

- One member appointed by the Harris County Commissioners Court.
- One member appointed by the Houston City Council.
- One member appointed by the board of trustees of the Houston Independent School District.
- One member appointed by votes of the city councils of the cities other than Houston. Each city council casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the boards of trustees of the school districts other than Houston Independent School District. Each board casts a single vote. The candidate who receives the most votes is elected.
- One member appointed by vote of the governing bodies of those conservation and reclamation districts that levied a property tax in 2010 and also plan to levy in 2011. Each body casts a single vote. The candidate who receives the most votes is elected.

- In the event the county appoints someone other than the county assessor-collector to the board, the county assessor-collector will serve ex officio in a non-voting capacity as a seventh member.

Board members whose terms expire December 31, 2011, are:

- Glenn Peters, Chairman, representing conservation and reclamation districts
- Lawrence Marshall, Secretary, representing Houston ISD
- Ed Heathcott, Member, representing cities & towns, except City of Houston
- Gary Stein, Member, representing City of Houston
- Don Sumners, Member, representing Harris County
- Toni Trumbull, Member, representing school districts, except Houston ISD

Eligibility Requirements
An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the board of directors.

Residency: The candidate must be a resident of Harris County, and must have resided in the county for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.

Employment: An employee of a taxing unit served by the appraisal district may not serve, with one exception. An employee may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee would be *eligible* to serve on the appraisal district's board of directors. Elected officials or members of governing bodies who are not employed by taxing units are also *eligible* to serve on the board.

Conflict-of-interest: A candidate may not serve if the candidate is related to a person who is in the business of appraising property or represents property owners for a fee in proceedings in the appraisal district. Relatives barred are those within the second degree by consanguinity (blood) or affinity (marriage). These persons include: spouse; children; brothers and sisters; parents; grandparents; and grandchildren. The spouse's relatives in the same degree are included.

A candidate who contracts with the appraisal district for any purpose, or who contracts with a taxing unit served by the district for a property tax related purpose, may not serve. The same rule applies to candidates who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). A candidate has a substantial interest if the candidate or the candidate's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. A candidate also has a substantial interest if the candidate or the candidate's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

The appraisal district may not employ any person who is related to an appraisal district director within the second degree by affinity or the third degree by consanguinity. The provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

Delinquent taxes: Texas law makes a person ineligible to serve as an appraisal district director if he or she has delinquent property taxes owing to any taxing unit 60 days after the person knew or should have known of the delinquency.

Selection Procedures

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2012, are as follows:

For Cities and Towns Other Than the City of Houston

The cities and towns other than the City of Houston appoint one member by majority vote of their city council. The process for these cities and towns involves two steps: nomination and election.

Nomination

The city council of each city and town has the right to nominate a single candidate for the position. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the chief appraiser of the Harris County Appraisal District no later than Friday, **October 14, 2011.** The mayor must provide a certified copy of the resolution and may include a cover letter naming the nominee.

Election

On Monday, **October 17**, the chief appraiser will prepare a ballot listing the nominees in alphabetical order. The chief appraiser will deliver a copy of the ballot to the mayor of each voting city or town.

No later than Thursday, **December 15, 2011**, each city council must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. *Ballots received by the chief appraiser after December 15 may not be counted.*

The chief appraiser will count the votes, declare the results, and notify the winner, the nominees, and the managers of each city and town. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

**For School Districts Other Than
the Houston Independent School District**

Exactly the same procedure described for cities and towns above applies to the selection of the member who represents school districts other than Houston ISD. The board of trustees of the school districts must nominate and elect following the deadlines and procedures described above.

For Conservation and Reclamation Districts

The procedure and timetable for selecting the member who represents the conservation and reclamation districts are the same as that described above for small cities and school districts.

Only those conservation and reclamation districts that levied a property tax in 2010 and intend to do so in 2011 may participate.

**For Harris County, the City of Houston,
and the Houston Independent School District**

By **December 5, 2011**, the governing body of each of these entities appoints a single person to represent it on the board. Each governing body must formally adopt a resolution naming the person who will serve as a board member and submit it to the chief appraiser at the address shown below:

Jim Robinson
Chief Appraiser
Harris County Appraisal District
13013 Northwest Freeway
P. O. Box 920975
Houston, TX 77292-0975

To assist you in this process, I have enclosed a suggested form of resolution for the nomination of a candidate to the board of directors of the Harris County Appraisal District.

We invite your questions or comments on the board selection process. Please do not hesitate to call me at (713) 957-5291.

With kindest regards,

Jim Robinson

Jim Robinson
Chief Appraiser

Attachments
c: HCAD Board Members
Tax Assessors
Attorneys

Harris County Appraisal District

13013 Northwest Freeway
Houston TX 77040
Telephone: (713) 812-5800

P.O. Box 920975
Houston TX 77292-0975
Information Center: (713) 957-7800

August 10, 2011

Mayor Gretchen Fagan
City of Tomball

Re: HCAD Board of Directors

Dear Mayor and Council:

I am nearing the end of my second term of service on the Harris County Appraisal District (HCAD) Board representing suburban cities. With this letter, I am seeking re-election for my third term commencing January 1, 2012.

By now you should have received a letter from HCAD with instructions as to how to submit a nominee for the ballot for your representative to serve on the Board of Directors. It would be my hope your city would place my name in nomination along with the other 32 cities I represent. To nominate, the governing body must adopt a resolution nominating the candidate by formal action. The mayor, as presiding officer of the city council, must submit the nominee's name to the Chief Appraiser of HCAD no later than **Friday, October 14, 2011**.

HCAD will then compile a list of nominees and draft a ballot which will be mailed to each city in the 3rd week of October. Each city must cast its vote by resolution for one of the nominees and this ballot must be returned to the Chief Appraiser no later than Thursday, **December 15, 2011**.

It has been my privilege and honor to serve you these past four years and I seek your city's support in my re-election. Should you have any questions, please do not hesitate to call.

Sincerely,

Ed Heathcott

Ed Heathcott
Cell 281-435-2446

RESOLUTION NO. 2011-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, NOMINATING A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT

* * * * * * *

WHEREAS, those cities and towns other than the City of Houston within the Harris County Appraisal District have the right and responsibility to elect one person to the board of directors of the Harris County Appraisal District for a term of office commencing on January 1, 2012, and extending through December 31, 2013.

WHEREAS, this governing body desires to exercise its right to nominate a candidate for such position on said board of directors; **now, therefore**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

Section 1. That the facts and recitations set forth in the preamble of this Resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That _______________ *(name)*, c/o Harris County Appraisal District, P. O. Box 920975, 13013 Northwest Freeway, Houston, Texas 77040 *(address, zip code, and phone number)*, be, and he or she is, hereby nominated as a candidate for that position on the board of directors of the Harris County Appraisal District to be filled by those cities and towns other than the City of Houston within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2012.

Section 3. That the Mayor, as presiding officer of the governing body of this taxing unit, be, and she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this Resolution to the Chief Appraiser of the Harris County Appraisal District no later than October 14, 2011.

PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL HELD ON THE 6th DAY OF September, 2011.

____
GRETCHEN FAGAN
Mayor

ATTEST:

____
Doris Speer
City Secretary

CERTIFICATION OF NOMINATION OF A CANDIDATE FOR A POSITION ON THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT

I, Gretchen Fagan, Mayor of the City of Tomball, Texas, certify that on the 6th day of September 2011, the City Council of the City of Tomball, Texas, did by Resolution No. 2011-15, nominate ______________ *(name)*, c/o Harris County Appraisal District, P. O. Box 920975, 13013 Northwest Freeway, Houston, Texas 77040 *(address, zip code, and phone number)*, for a position on the Board of Directors of the Harris County Appraisal District.

I further certify that a true and correct copy of the Resolution No. 2011-15 making such nomination is attached hereto.

WITNESS MY HAND this ________ day of __________________ 2011.

____
GRETCHEN FAGAN
Mayor

ATTEST:

____
Doris Speer
City Secretary

I, Doris Speer, City Secretary for the City of Tomball, Texas, do hereby certify that I am the custodian of the records of the City, and that the attached Resolution No. 2011-15, A Resolution of the City Council of the City of Tomball, Texas, nominating a candidate for a position on the Board of Directors of the Harris County Appraisal District, is a true and correct copy from the official records of the City of Tomball, Texas.

____
Doris Speer
City Secretary

____
Date

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve Resolution No. 2011-16, a Resolution of the City Council of the City of Tomball, Texas, Adopting the City of Tomball Minimum Standards for Stormwater Drainage System Design Manual

Background:

On March 23, 2009, the City of Tomball entered into a Professional Services Agreement with AECOM for consulting services related to updating the floodplain ordinance and development of a drainage ordinance.

The Tomball Drainage Regulations were developed to provide the City of Tomball with adopted standards for the design and construction of stormwater infrastructure (storm sewers and inlets, roadside ditches, culverts and channels, and detention facilities). Prior to this time, the City has relied on a process of informal reference to the stormwater infrastructure standards of Harris County.

The stormwater infrastructure design standards of the City of Houston and Harris County, which are very similar, were reviewed in detail to develop hybrid standards for the City of Tomball. The standards for the

City of Tomball utilize the best features of the City of Houston and Harris County standards. Further modification of the draft hybrid standards was conducted to adapt certain portions of the regulations to the particular needs and requirements of the City of Tomball. In addition, the requirements for design of stormwater detention facilities was adapted from Missouri City regulations since the review process indicated that those requirements better matched the needs of the Tomball community.

Therefore, the final product represents the best regulatory standards for stormwater infrastructure design in the city of Tomball as incorporated and adapted from the City of Houston, Harris County and the City of Missouri City standards.

The Minimum Standards for Stormwater Drainage Design is attached for your review.

Origination:

Engineering and Planning

Recommendation:

Engineering and Planning recommends approving the resolution to adopt the City of Tomball Minimum Standards for Stormwater Drainage System Design Manual.

Funding:

Party(ies) responsible for placing this item on agenda:
Engineering and Planning

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Resolution No. 2011-16
Proposed Drainage Manual
Ordinance 2011-17 - Ch 38 Amendment

RESOLUTION NO. 2011-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE CITY OF TOMBALL MINIMUM STANDARDS FOR STORMWATER DRAINAGE SYSTEM DESIGN MANUAL

* * * * * * * *

WHEREAS, the City of Tomball Section 38-46 of the City of Tomball Code of Ordinances allows for the adoption of The City of Tomball Minimum Standards for Stormwater Drainage System Design Manual by resolution the City Council; and

WHEREAS, the City Council of the City of Tomball desires to adopt as its Minimum Standards Drainage System Design Manual the document attached hereto as Exhibit "A," a true and correct copy of which will be kept on file in the Office of the City Secretary; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

1. The facts and matters contained in the preamble are hereby found to be true and correct.

2. The City Council of the City of Tomball, Texas hereby adopts the City of Tomball Minimum Standards for Stormwater Drainage System Design Manual, a true and correct copy of which is attached hereto as Exhibit "A" and incorporated herein for all purposes. A true and correct copy of the City of Tomball Minimum Standards for Stormwater Drainage System Design Manual will be on file in the Office of the City Secretary.

PASSED, APPROVED, AND RESOLVED this _____ day of _____________ 2011.

____
Gretchen Fagan, Mayor

ATTEST:

____
Doris Speer, City Secretary

City of Tomball

Minimum Standards for Stormwater

Drainage Design

Effective

September 6, 2011

City of Tomball

Engineering and Planning Department

I. DRAINAGE POLICY

A. Design Requirements

1. Drainage criteria administered by the City of Tomball and complemented by Harris County and the Harris County Flood Control District (HCFCD) for newly designed areas provides protection from structural flooding from a 100-year storm event. This is accomplished through application of various drainage enhancements, such as storm sewers, roadside ditches, open channels, detention and overland (sheet) run-off. The combined system is intended to prevent structural flooding from extreme events up to a 100-year storm.

2. Recognizing that each site has unique characteristics that may enhance the opportunity to provide proper drainage, the intent of these criteria is to specify minimum requirements that may be modified provided that the objective for drainage standards is maintained. For projects which require a site specific approach and where unique engineering solutions will achieve drainage objectives, a request for consideration of alternative standards (pipe flow, overland sheet flow, and detention storage) shall be submitted to the City of Tomball Engineering and Planning Department, 501 James Street, for review and approval.

B. Street Drainage: Street ponding of short duration is anticipated and designed to contribute to the overall drainage capability of the system. Storm sewers and roadside ditch conduits are designed as a balance of capacity and economics. These conduits are designed to convey less intense, more frequent rainfalls with the intent of allowing for traffic movement during these events. When rainfall events exceed the capacity of the storm sewer system, the additional run-off is intended to be stored or conveyed overland in a manner that reduces the threat of flooding to structures.

C. Overland Run-off: Proposed new development, redevelopment, or in-fill development shall not alter existing overland flow patterns and shall not increase or redirect existing sheet flow to adjacent private or public property. Where the existing sheet flow pattern is blocked by construction (i.e. raising the site elevation) of the development, the sheet flow shall be re-routed within the developed property to return flow to original configuration or to the public right-of-way.

D. Flood Control: The City of Tomball is a participant in the National Flood Insurance Program (NFIP). The flood insurance program makes insurance available at low cost where the community implements measures that reduce the likelihood of structural flooding. The design criteria in this chapter are provided to support the NFIP. All development shall comply with this chapter, if located within the City limits.

E. Relationship to the Platting Process: Approval of storm drainage systems, detention facilities, and flood channel improvements is a part of the review process for planning and platting of new development. Review and approval of plats, as well as storm drainage, is conducted by the Engineering and Planning Department.

F. Development in Areas that have Deficient Drainage Systems: The City will consider joint project funding with a private entity for construction of drainage systems that improve existing drainage infrastructure or construct new infrastructure. The City's first priority will be to fund those projects included in the Capital Improvement Plan (CIP). Where feasible, City funding will be leveraged with other funding sources including private entities, civic organizations, and other public agencies (Harris County, HCFCD, Corps of Engineers) and other funding sources). For drainage systems that have been identified as deficient and are not scheduled to receive funding in the current CIP, the City will consider authorizing improvements performed by the private entity that comply with the City's objectives.

G. The criteria in this document shall apply to all projects located in the City limits and in the City's Extraterritorial Jurisdiction (ETJ). If the criteria conflicts with Harris County, HCFCD, Montgomery County or other jurisdictions the most restrictive criteria shall govern.

II. REFERENCES

A. Regulations of Harris County, Texas, for the Approval and Acceptance of Infrastructure (Harris County Infrastructure Regulations).

B. National Weather Service Documents

1. TP-40 Rainfall Frequency Atlas of the United States.

2. Hydro-35; 5-to-60-Minute Precipitation Duration for the Eastern and Central United States.

C. Hydraulic Engineering Circular No. 22, (HEC-22) Second Edition, "Urban Drainage Design Manual", Federal Highway Administration (FHWA).

D. ASCE Manual and Reports of Engineering Practice No. 77, Design and Construction of Urban Stormwater Management Systems.

E. HouStorm – The City of Houston's version of The Texas Department of Transportation's (TxDOT) WinStorm software.

F. HCFCD Policy, Criteria, and Procedure Manual (HCFCD Criteria Manual).

III. DEFINITIONS

A. Conduit – Any open or closed device for conveying flowing water.

B. Continuity Equation:

$$Q = VA$$

Where: Q = discharge (cfs or cms)

V = velocity (ft/sec or m/sec)
A = cross sectional area of Conduit (square feet or square meters)

C. Design Storm Event – Rainfall intensity upon which the drainage facility will be sized.

D. Development – The term includes New Development, Redevelopment, and In-fill Development.

   1. In-fill Development – Development of open tracts of land in areas where the storm drainage infrastructure is already in place and takes advantage of the existing infrastructure as a drainage outlet.

   2. New Development – Development of open tracts of land in areas where the storm drainage infrastructure has not been constructed and a drainage outlet must be extended to a channel under the jurisdiction of the HCFCD.

   3. Redevelopment – A change in land use that alters the impervious cover from one type of development to either the same type or another type, and takes advantage of the existing infrastructure in place as a drainage outlet.

E. Drainage Area Map – Area map of watershed which is subdivided to show each area served by each subsystem.

F. FEMA – Federal Emergency Management Agency.

G. HCFCD – Harris County Flood Control District.

H. HouStorm – The City of Houston's version of The Texas Department of Transportation's (TxDOT) WinStorm software. The program is available at City of Houston eGovernment Center.

I. Hydraulic Grade Line - A line representing the pressure head (water surface elevation) available at any given point within the drainage system.

J. Manning's Equation:

$$V = (K/n)R^{2/3}\ S_f^{1/2}$$

Where:
V = velocity (ft/sec or m/sec)
K = 1.49 for English units, 1.00 for metric units
R = hydraulic radius (ft. or m) (area/wetted perimeter)
S_f = friction slope (headloss/length)
n = 0.012 for corrugated profile-wall polyethylene pipe, 0.013 for concrete pipes, 0.015 for concrete boxes, 0.024 for corrugated metal pipes (CMP)

K. Rainfall Frequency - Probability of a rainfall event of defined characteristics occurring in any given year at a given location. Information on Rainfall Frequency is published by the National Weather Service. For the purpose of storm drainage design, the following frequencies are applicable:

1. 2-year frequency - a rainfall intensity having a 50 percent probability of occurrence in any given year that occurs on the average every 2 years over a long period of time.

2. 3-year frequency-a rainfall intensity having a 33 percent probability of occurrence in any given year. That occurs on the average every 3 years over a long period of time.

3. 5-year frequency - a rainfall intensity having a 20 percent probability of occurrence in any given year, that occurs on the average every 5 years over a long period of time.

4. 10-year frequency- a rainfall intensity having a 10 percent probability of occurrence in any given year, that occurs on the average every 10 years over a long period of time.

5. 25-year frequency - a rainfall intensity having a 4 percent probability of occurrence in any given year, that occurs on the average every 25 years over a long period of time.

6. 100-year frequency - a rainfall intensity having a 1 percent probability of occurrence in any given year, that occurs on the average every 100 years over a long period of time.

7. 500-year frequency - a rainfall intensity having a 0.2 percent probability of occurrence in any given year, that occurs on the average every 500 years over a long period of time.

L. Rational Method Formula - A method for calculating the peak run-off for a storm drain system using the following equation for run-off:

$$Q = I\,(CA)$$

Where:
Q = flow (cfs)
C = watershed coefficient
A = area (acres)
I = rainfall intensity (inches per hour)

M. Sheet Flow - Overland storm run-off that is not conveyed in a defined conduit and is typically in excess of the capacity of the existing conduit system.

N. Structural Flooding – The water surface elevation from the storm event exceeds the top of slab elevation of the building (for pier and beam construction the top of first floor elevation), resulting in water entering the structure.

IV. DESIGN REQUIREMENTS

A. Design of drainage facilities shall meet requirements of the City of Tomball Standard Specifications and Minimum Construction Standards for Community Improvements (Standard Construction Details). The Regulations of Harris County, Texas, for the Approval and Acceptance of Infrastructure and the Harris County Flood Control District Policy, Criteria and Procedure Manual are used to complement the City of Tomball standards. HouStorm shall be used to perform design analysis and design of storm drainage systems as follows:

1. City of Tomball CIP Projects - Required. In conjunction with design analysis using HouStorm designs shall comply with guidelines provided in Technical paper No. 100 (TP-100), Storm Sewer Design Applications for the City of Houston, Texas, Capital Improvement Plan Projects, February 2005, or the latest published date.

2. Private Projects within City Limits which include City funding participation-Required.

3. 100% Privately-funded Project located in City Limits or its ETJ - HouStorm preferred but alternative equivalent analysis procedures with the prior approval of the City Engineer will be accepted.

B. Determination of Run-off

1. Design Storm Events

a. Rainfall Duration:

i. For design purposes, the rainfall duration for drainage areas less than 200 acres will be no less than 3 hours in duration.
ii. For design purposes, the rainfall duration for drainage areas more than 200 acres will be no less than 6 hours in duration.

b. Intensity-Duration Curves, Figure 1, IDF Curves, depicts the intensity-duration curves to be used for storm sewer and roadside ditch design in the City or its ETJ. These curves were derived from the National Weather Service publications referenced in this Chapter.

2. Application of Run-Off Calculation Models

   a. The Rational Method will be used for storm sewer designs for areas up to 600 acres.

   b. Rainfall Run-Off Modeling will be applied to areas greater than 600 acres in size or any areas that are drained by an open channel provided the model considers the storage and ponding in streets. Models must be acceptable to FEMA if they are to support a submittal for a map change.

3. Coefficients for the Rational Method

   a. Calculation of Run-Off Coefficient:

      i. The Run-Off Coefficient C values in the Rational Method Formula will vary based on the land use. Land use types and C-values which can be used are as follows:

Land Use Type	Run-off Coefficient (C)
Residential Districts	
Lots more than 3/4 acre	0.35
Lots 1/4 - 3/4 acre	0.45
Lots less than 1/4 acre	0.55
Multi-Family areas	
Less than 20 Service Units/Acre	0.65
20 Service Units/Acre or Greater	0.80
Business Districts	0.80
Industrial Districts	
Light Areas	0.65
Heavy Areas	0.75
Railroad Yard Areas	0.30
Parks/Open Areas	0.18

      ii. Alternatively, the Run-Off Coefficient C in the Rational Method Formula can be calculated from the equation:

$$C = 0.6Ia + 0.2$$

Where: C = watershed coefficient

Ia = impervious area/total area

iii. If the alternate form is to be submitted, the calculation of C shall be provided as part of the drainage calculations.

b. Determination of Time of Concentration:

Time of Concentration can be calculated from the following formula:

$$TC = 10A^{0.1761} + 15$$

Where: TC = time of concentration (minutes)
A = subarea (acres)

c. Sample Calculation Forms:

i. Figure 2, Storm Sewer Calculation Form, is a sample calculation form for storm sewer systems.
ii. Figure 3, Roadside Ditch Worksheet, is a sample calculation form for roadside ditch systems.

C. Design of Storm Sewers

1. Design Frequency

a. New Development: The design storm event for sizing storm sewers in newly developed areas will be a 2-year rainfall.

b. Redevelopment or In-fill Development: The existing storm drain (sewer, ditch) will be evaluated using a 2-year design storm, assuming no development takes place. The storm drain will then be evaluated for the 2-year design event with the development in place.

i. If the proposed redevelopment has a lower or equal impervious cover, no modifications to the existing storm drain are required.

ii. If the proposed development results in the hydraulic gradient of the existing storm drain below the gutter line, no improvements to the existing storm drain are required. Detention shall comply with Paragraph IV.G. Flow discharged to the storm drain shall be in compliance with Paragraph IV.G.5.c.

iii. If the analysis of the existing conditions finds that the existing storm drain is deficient (i.e., the hydraulic grade line is above the gutter line), the applicant should check with the City to see if a CIP project is proposed that will require a impact fee. If a CIP project is not proposed for the subject system, then on-site detention will be required in accordance with Paragraph IV.G. Flow discharged to the storm drain shall be in compliance with Paragraph IV.G.5.c.

c. City Projects (CIP): Proposed City capital improvements may indicate a larger diameter storm sewer is planned in the area proposed for drainage improvements. The Engineering and Planning Department has information on proposed improvements and should be consulted for impact on new development.

d. Private Drainage Systems: Storm sewers for private drainage systems should conform to the City of Tomball International Building Code for development within the City limits.

e. The City Engineer may require a design storm event frequency less than 2-year if special conditions warrant.

2. Velocity Considerations

a. Storm sewers should be constructed to flow in subcritical hydraulic conditions if possible.

b. Minimum velocities should not be less than 3 feet (3') per second with pipe flowing full, under the design conditions.

c. Maximum velocities should not exceed 8 feet (8') per second.

3. Pipe Sizes and Placement

a. Soil boring with logs shall be made along the alignment of all storm sewers having a cross section equal to or greater than seventy-two inches (72") in diameter or equivalent cross sectional area. Each boring shall be taken at intervals not to exceed five hundred (500') linear feet and at a depth of less than three feet (3') below the flow line of the sewer. The required bedding will be determined from the soil boring.

b. Use storm sewer and inlet leads with at least 24-inch (24") inside diameter or equivalent cross section. Box culverts shall be at least 2 feet (2') by 2 feet (2'). Closed conduits; circular, elliptical, or box, shall be selected based on hydraulic principals and economy of size and shape.

c. Larger pipes upstream should not flow into smaller pipes downstream unless construction constraints prohibit the use of a larger pipe downstream, or the improvements outfall into an existing system, or the upstream system is intended for use as detention storage.

d. Match crowns of trunk storm sewer pipe at any change in pipe size unless severe depth constraints prohibit the matching of crowns. Severe depth constraints include any system in which the outfall system exists and the designed storm system cannot achieve 2 feet (2') or more of cover at the point of lowest cover without additional fill. This includes:

   i. Any system that includes a lake or detention pond, and the depth of the storm sewers is constrained by that lake or detention pond, and the designed storm sewer system cannot achieve 2 feet (2') or more cover at the point of lowest cover without additional fill.

   ii. Any time there is a conflict with the existing utility system which cannot be reasonably relocated. This includes large diameter water lines, underground electrical conduits, underground telecommunication conduits, petrochemical pipelines, or sanitary sewers.

   iii. Any time there is a conflict with a proposed sanitary sewer system which cannot be avoided due to design criteria constraints. This includes but may not be limited to sanitary sewers and their service leads.

   iv. The saving of specimen trees which would be harmed by fill on lots with a minimum lot size of 8,400 sf. A tree survey must be provided showing location, size and species of trees proposed to be saved.

e. Locate storm sewers in public street rights-of-way or in approved easements.

f. All precast, reinforced, concrete conduits must be laid in a straight line. Deflection in accordance with manufacturer's specifications will be allowed if on approved drawings.

g. In all easements restricted to storm sewers, the conduit shall be centered within the limits of the easement. The minimum width of the easement shall be two (2) times the depth plus the diameter of the pipe rounded up to the next highest five foot (5') increment but shall never be less than twenty feet (20').

h. For storm sewers located in easements adjacent to public street rights-of-way, the minimum width shall be increased for larger pipe or conduit by requiring that a minimum distance of five feet (5') shall be maintained between the easement line and the outside edge of the sewer, and a minimum distance of two feet (2') shall be maintained from the right-of-way line to the outside edge of the sewer pipe or conduit.

4. Starting Water Surface Elevation and Hydraulic Gradient

   a. The hydraulic gradient shall be calculated assuming the top of the outfall pipe as the starting water surface elevation.

   b. At any junction with a vertical drop in the invert of the downstream pipe, the upstream hydraulic grade line shall be calculated assuming that the hydraulic grade line is not lower than the soffit of the upstream pipe at that junction.

   c. For the design storm, the hydraulic gradient shall at all times be below the gutter line for all newly developed areas.

5. Manhole Locations

   a. Use manholes for precast conduits at the following locations:

      i. Size or cross section changes.

      ii. Inlet lead and conduit intersections.

      iii. Changes in pipe grade.

      iv. Street intersections.

      v. A maximum spacing of 500 feet (500') measured along the conduit run.

   b. Use manholes for monolithic-concrete storm sewers at the same locations as precast conduits, except they are not required at the intersection of inlet leads unless needed to provide maintenance access.

   c. Do not place manholes in driveways or in streets in front of or immediately adjacent to a driveway.

6. Inlets

   a. Locate inlets at all low points in gutter or at intermediate points in the profile grade to provide proper drainage.

b. Valley gutters across intersections are prohibited.

c. Inlet spacing is a function of gutter slope. The minimum gutter slope shall comply with Minimum Construction Standards for Community Improvements. For minimum gutter slopes, the maximum spacing of inlets shall result from a gutter run of 700 feet from high point in pavement or the adjacent inlet on a continuously graded street section, with a maximum of 1400 feet (1400') of pavement draining towards any one inlet location.

   i. Minor and collector streets: Maximum spacing of inlets shall result from a gutter run of 700 feet (700') from high point in pavement to the adjacent inlet on a continuously graded street section, with a maximum of 1400 feet (1400') of pavement draining towards any one inlet location.

   ii. Minor and major arterials: Maximum spacing of inlets shall result from a gutter run of 300 feet (300') from high point in pavement to the adjacent inlet on a continuously graded street section with a maximum of 600 feet (600') of pavement draining towards any one inlet location.

d. Use only City of Tomball standard inlets as listed in Table 1.

Table 1
STANDARD STORM SEWER INLETS

Minimum Construction Standards for Community Improvements
(Standard Construction Details)

INLET	APPLICATION	CAPACITY	City of Tomball Drawing NOS.
Type A	Parking Lots/Small Areas	2.5 cfs	COT STM-16
Type B-B	Residential/Commercial	5.0 cfs	COT STM-17
Type C	Residential/Commercial	5.0 cfs	COT STM-21
Type C-1	Commercial	10.0 cfs	COT STM-21
Type C-2	Commercial	15.0 cfs	COT STM-21
Type C-3	Commercial	20.0 cfs	COT STM-21
Type D	Parking Lots	2.0 cfs	COT STM-23
Type E	Roadside ditches	20.0 cfs	COT STM-24
Type H-2	Residential Commercial	5.0 cfs	COT STM-2502633-01,-02

e. Do not use beehive grate inlets or other specialty inlets.

f. Do not use grate top inlets in unlined roadside ditches.

g. Do not place inlets in the circular portion of cul-de-sac streets without providing justification based on special conditions.

h. Place inlets at the end of proposed pavement, if drainage will enter or leave pavement.

i. Do not locate inlets adjacent to esplanade openings.

j. For new residential development, locate inlets at the center of lots, such that inlets are not located within the driveway and between the radius end points as defined by the driveway radius intersection with the curb or edge of pavement.

k. Place inlets on side streets intersecting major streets, unless justification based on special conditions can be provided for alternate location.

l. For private development with internal site drainage, only one connection is permitted to any one inlet, and that connection (lead) shall be made to the back of the inlet. Connection shall not be made to the front face and to the short side of the inlet unless approved by the City. Design the connection not to exceed the pipe capacity minus either the capacity listed in Table 1, Standard Storm Sewer Inlets, or calculated inlet inflow.

m. For all new construction, convey public or private alleyway drainage to an inlet prior to entering the public street drainage system.

7. Design of Outfalls: All outfall designs shall conform to HCFCD Standards.

D. Design of Roadside Ditches

1. Roadside ditch design is permissible only for single family residential lots or commercial areas equal to or larger than 0.75 acres.

2. The City Engineer may approve deviations from residential and commercial standards based on the particular characteristics of the proposed development. The developer should submit a written request for such a deviation along with all supporting material to the Engineering and Planning Department prior to initiating detailed project design.

3 Design Frequency.

a. The design storm event for roadside ditches shall be a minimum of 2-year rainfall.

b. Design capacity for a roadside ditch shall be to a minimum of 0.5 feet below the edge of the pavement or 0.5 feet (0.5’) below the natural ground at right-of-way line, whichever is lower.

c. The design must include an extreme event analysis to indicate that structures will not be flooded, and the maximum ponding elevation for the extreme event complies with Paragraph IV.E.3

d. Outfall drainage to existing roadside ditches shall be limited to tracts with frontage along the roadside ditch. If no frontage to the roadside ditch exists, but it can be shown with detail topographic surveys that the tract ultimately drains to the roadside ditch, then outfall will only be considered with full detention of the storm water during the design rainfall event.

e. The City Engineer may require a design storm event frequency less than 2-year if special conditions warrant.

4. Velocity Considerations.

a. For grass-lined sections, the maximum design velocity shall be 4.0 feet per second during the design event.

b. A grass-lined or unimproved roadside ditch shall have side slopes no steeper than three (3) horizontal to one (1) vertical (3:1). Soil conditions may dictate the use of lesser slopes. Steeper slopes will be allowed when the existing right-of-way is limited or other construction features dictate the design. The steepest slope shall not exceed two (2) horizontal to one (1) vertical (2:1).

c. Minimum grades for roadside ditches shall be 0.1-foot per 100 feet.

d. Calculation of velocity will use a Manning’s roughness coefficient (n) of 0.04 for earthen sections and 0.025 for ditches with paved inverts.

e. Erosion control methods shall be used when design velocities are expected to be greater than four feet (4’) per second or where erodible soil conditions are indicated in the geotechnical report.

5. Culverts.

   a. Culvert standards for driveways are provided by Drawing No. COT DW-06, Minimum Construction Standards for Community Improvements.

   b. Culverts shall be placed at all driveway and roadway crossings, and at other locations deemed necessary.

   c. Roadside culverts are to be sized based on drainage area. The minimum culvert size shall be 18 inches (18”) in residential areas and 24 inches (24") in non-residential areas unless otherwise approved by the Engineering and Planning Department. Calculations shall be provided for review upon request.

   d. All proposed culverts shall be included in the hydraulic profile. The proposed culvert shall not create a headloss of more than 0.20 feet (0.20’) greater than the normal water surface profile without the culvert.

   e. Stormwater discharging from a ditch into a storm sewer system must be received by use of an appropriate structure. (i.e., stubs with ring grates or Type E Inlets.).

6. Invert Protection.

   a. Ditch invert protection shall be used when velocities exceed 4 feet (4’) per second.

   b. Ditch invert protection will be used at the upstream and downstream ends of all culverts.

7. Depth and Size Limitations.

   a. The maximum depth for a roadside ditch shall not exceed four feet (4’) below the adjacent road centerline top of pavement. There may be instances where extreme conditions may warrant a deeper ditch. In those cases, specific written prior approval must be obtained from the Engineering and Planning Department.

   b. Roadside ditch bottoms shall be at least two feet (2’) wide, unless design analysis supports a narrower width and prior written approval is obtained from the Engineering and Planning Department.

   c. A minimum distance of two feet (2’) shall be established and maintained between the right-of-way line and the adjacent edge of the bank of a ditch.

8. Design of Outfalls: All outfall designs shall conform to HCFCD Standards.

E. Consideration of Overland Flow for the Extreme Event

1. Design Frequency: Design frequency for consideration of overland flow shall consider extreme storm events (100-year storm) which exceed the capacity of the underground storm sewer system resulting in ponding and overland flow from the development to the primary outlet.

2. Design Analysis: An overland flow analysis of the proposed drainage system shall be prepared by the design engineer. The design engineer shall submit supporting calculations, exhibits, and drawings.

    a. Three analysis methods as presented in Technical Paper No. 101, Simplified 100-year Event Analyses of Storm Sewers and Resultant Water Surface Elevations for Improvement Projects in the City of Houston, Harris County, Texas Region will be acceptable to the City.

    b. Analysis using the U.S. Environmental Protection Agency’s Storm Water Management Model (SWMM) will be acceptable to the City.

3. Relationship of Structures to Street: All structures shall be higher than the highest level of ponding anticipated resulting from the extreme event analysis.

4. The following parameters are independent measures that shall be evaluated for each project. The limiting parameter will depend on project-specific conditions, and the most restrictive condition (the lowest ponded water elevation) shall govern.

    a. Streets shall be designed so that consecutive high points in the street will provide for a gravity flow of drainage to the ultimate outlet.

    b. The maximum depth of ponding at high points shall be 6 inches above top of curb.

    c. The maximum depth of ponding at low points shall be 18 inches above top of curb.

    d. Provide a minimum 20-foot (20’) easement to accommodate sheet flow that is routed between lots or across reserve tracts. Fence lines and other improvements shall not be constructed on or across dedicated drainage easements.

e. A drawing(s) shall be provided to delineate extreme event flow direction through a proposed development and how this flow is discharged to the primary drainage outlet. The drawing(s) shall show a profile of the roadway (or overland flow path) from the upper reach of the drainage area to the primary drainage outlet. The drawing(s) shall be exaggerated vertical scale and shall include roadway profile at the gutter, ground profile at the right-of-way, and the hydraulic gradient for the extreme event (100-year storm), or an alternative equivalent drawing accepted by the City

f. In areas where ponding occurs and no sheet flow path exists, a calculation shall be provided showing that run-off from the 100-year event can be conveyed and remain in compliance with the other requirements of the paragraph.

g. Maximum Ponding Elevation: The design engineer shall demonstrate that the minimum slab elevation of a proposed structure shall be the highest of:

i. Eighteen inches (18”) above the 1% probability recurrence interval (100-year) flood event; or,

ii. One foot (1’) above the elevation of the center of the road or nearest sanitary or storm sewer manhole, whichever is higher; or,

iii. One foot (1’) above the calculated ponding depth.

5. Evacuation Routes and Emergency Service Routes. This standard applies to routes designated by the City for emergency evacuation and for routes where access by emergency service vehicles is a public safety need. Ponding of surface runoff is not allowed in the highest travel lane (each direction) for the 100-year event. Exceptions to this standard based on technical infeasibility or cost limitations will require approval of the Engineering and Planning Department This standard may be modified or exempted for locations in the 100-year floodplain.

6. Interim off-site sheet flow: Drainage swales may be used for interim offsite sheet flow in lieu of closed conduits in phased projects and for projects adjacent to existing development. This is required any time the proposed development will cause ponding on an adjacent owner’s property.

F. Design of Open Channels

1. Design Frequency: Design and construction standards for open channel and outfalls into channels shall conform to those in the HCFCD Criteria Manual.

2. Determination of Water Surface Elevation.

    a. Water surface elevations shall be calculated using Manning's Equation and the Continuity Equation.

    b. For the design storm event, the water surface shall be calculated to remain within banks.

3. Design of Culverts.

    a. Head losses in culverts shall conform to TxDOT Hydraulics Manual, Chapter 4, Culverts.

    b. Corrugated metal pipe will not be approved for permanent culverts in the City of Tomball right-of-way except at railroad crossings, and if used underneath the railroad crossing, the culvert shall be designed to railroad loadings.

4. Design of Outfalls: All outfall designs shall conform to HCFCD Standards.

G. Stormwater Detention

1. Stormwater detention is intended to mitigate the affects of new development on an existing drainage system. An engineer may provide calculations using acceptable design criteria to show that the impact can be mitigated using detention criteria different from the requirements of the HCFCD Criteria Manuals.

2. Application of Detention.

    The use of on-site detention is required when reported incidence of structural flooding exists; when in-fill or redevelopment will result in a potential threat to existing structures unless the current infrastructure is improved; when detention is required in accordance with the appropriate, adopted watershed master drainage plan; when post development flows result in street ponding levels which exceed City requirements; or if in the opinion of the City Engineer, post development flows will have an adverse impact on adjacent properties. If the City has developed a plan for a regional detention facility to serve a watershed, then the development is responsible for all costs of constructing the system to convey flows from their project to the regional facility. The City may elect to participate in oversizing of this conveyance if regional drainage interests are served.

    Detention is not required under the following conditions.

a. If redevelopment occurs without increasing the overall impervious character of the site, then no detention will be required by the City unless the application of detention will prevent existing structural flooding or bring the street ponding level on a major thoroughfare to within City requirements.

b. If the proposed development has less or equal impervious land cover than that used in the design of the storm sewer system as shown on the drainage area map in the roadway construction plans or other hydraulic computations.

c. If the hydraulic grade line from the current design storm of the receiving storm sewer system remains below the elevation of the gutter throughout the system with the proposed development included and considering ultimate conditions of the storm sewer watershed.

3. Detention volume for redevelopment areas is calculated on the basis of the amount of area of the redeveloped impervious cover or the detention factor for entire site determined by the basin the project is located in, typically 0.55 acre-ft per acre.

4. Private parking areas, private streets, and private storm sewers may be used for detention provided the maximum depth of flooding does not exceed six inches (6") directly over the inlet. Underground detention facilities may be proposed for consideration by the City.

5. Calculation of Outlet Size

   Detention pond discharge pipe into an existing storm sewer line or existing City of Tomball or other public entity facility:

   a. Maximum pool elevation at or below the design hydraulic grade at the outfall - The discharge line shall be sized for the design storm with the outfall pipe flowing full. The pond will float on the drainage system to provide maximum benefit.

   b. Maximum pool elevation at or above the hydraulic grade at the outfall – Provide a reducer or restrictor pipe to be constructed inside the discharge line. The discharge line shall be sized for the design storm with the outfall pipe flowing full.

   c. Reducer or Restrictor Pipes shall be sized as follows:

i. The reducer or restrictor will be sized for undeveloped rate of discharge at no greater than 0.5 cubic feet per second per acre unless capacity for a greater flowrate is verified in the receiving system and approved by the City Engineer.

ii. Use the following equations to calculate the required outflow orifice:

$$Q = CA\,(2gh)^{1/2}$$
$$D = Q^{1/2} / (2.25\,h^{1/4})$$

Where:
Q = outflow discharge (cfs)
C = 0.8
A = orifice area (square feet)
g = gravitational factor (32.2)
h = head, water surface differential (feet)
D = orifice diameter (feet)

iii. Restrictor shall be either of the required diameter or of the equivalent cross-sectional area. The orifice diameter D shall be a minimum of 0.5 feet.

d. In addition to a pipe outlet, the detention basin shall be provided with a gravity spillway that will protect structures from flooding should the detention basin be overtopped.

e. Detention ponds shall maintain a minimum freeboard of one foot (1’) between the top of bank and the 100-year water surface elevation.

6. Detention Facility Ownership and Easements.

a.. Private Facilities:

i. Pump discharges into a roadside ditch require the submittal of pump specifications on the design drawings. The maximum discharge rate of pumped facilities to a roadside ditch is 0.5 cubic feet per second unless capacity for a greater flowrate is verified in the receiving system and approved by the City Engineer. Energy dissipaters and erosion protection is required for pumped outfalls.

ii. The City reserves the right to prohibit the use of pump discharges where their use may aggravate flooding in the public right-of-way.

iii. Responsibility for maintenance of the detention facility must be indicated by letter submitted to the City as part of the design and plan review process.

iv. All private properties being served shall have drainage access to the pond. Dedicated private drainage easements may be required.

v. Public properties shall not drain into private detention ponds.

vi. A private maintenance agreement shall be provided when multiple tracts are being served.

b. Public Facilities:

i. Facilities will only be accepted for maintenance by the City in cases where public drainage is being provided.

ii. The City requires a maintenance work area of 30-foot width surrounding the extent of the detention area. Public rights-of-way or permanent access easements may be included as a portion of this 30-foot (30') width.

iii. A dedication of easement shall be provided by plat or by separate instrument.

iv. Proper dedication of public access to the detention pond must be shown on the plat or by separate instrument. This includes permanent access easements with overlapping public utility easements.

V. SUBMITTALS

A. Preliminary Submittals - Submittal, for review and comment, of one-line drawings is recommended and may be required as part of the platting process. One-line drawings should include:

1. Approximate definition of lots and street patterns.

2. The approximate drainage areas for each system.

3. A definition of the proposed drainage system by single line.

4. The proposed pipe diameters.

5. Any proposed drainage easements.

6. Floodplain information, including floodplain and floodway boundaries, if any; FEMA map number, effective map date and zone.

B. Final Design - Submit the following for approval:

1. Copies of any documents which show approval of exceptions to the City design criteria.

2. Design calculations for time of concentration, storm line sizes and grades, and for detention facilities, if any.

3. Design calculations for the hydraulic grade line of each line or ditch, and for detention facilities, if any.

4. Drainage Area Map with the following information:

   a. Existing contour map.

   b. Drainage area and sub-drainage area boundaries.

   c. Drainage area (acres) and flow quantity (cfs) draining to each inlet and each pipe segment from manhole to manhole.

   d. Extreme event (100-year) sheet flow direction.

   e. Existing condition and developed condition sheet flow direction for the surrounding properties.

5. Plan and profile sheets showing stormwater design (public facilities only).

6. Projects located within a floodplain boundary or within a floodplain management area shall:

   a. Show the floodplain boundary or floodplain area, as appropriate, on the one-line drawing or Drainage Area Map.

   b. Comply with all applicable submittal requirements of this chapter.

7. Profile drawing of roadway (or overland flow path) with exaggerated vertical scale from the upper reach of drainage area to the primary drainage outlet. Show roadway profile at gutter, ground profile at the public right-of-way, and hydraulic gradient for the 100-year extreme event; or an alternative equivalent drawing accepted by the City.

8. Calculation for proportional amount of pipe capacity allocated to the development along with the drainage area map used for these calculations.

C. Signature Stage - Submit the following for approval:

1. Review prints.

2. Original drawings.

3. Stormwater detention maintenance agreement letters.

4. Drainage Area Map with the following information:

    a. Existing contour map.

    b. Drainage area and sub-drainage area boundaries.

    c. Drainage area (acres) and flow quantity (cfs) draining to each inlet and each pipe segment from manhole to manhole.

    d. Extreme event (100-year) sheet flow direction.

    e. Existing condition and developed condition sheet flow direction for the surrounding properties.

5. Profile drawing as specified in Paragraph V.B.7.

VI. QUALITY ASSURANCE

Prepare calculations and design drawings under the supervision of a professional engineer trained and licensed under the disciplines required by the project scope. The final design drawings and all design calculations must be sealed, signed, and dated by the professional engineer, licensed by the State of Texas, responsible for the development of the drawings.

VII. DESIGN ANALYSIS

A. Projects shall be tied to the National Geodetic Survey (NGS) datum adjustment which matches the Federal Emergency Management Agency (FEMA) rate maps or the most current NGS datum which matches the FEMA rate maps. In the event GPS surveying is used to establish bench marks, at least two references to bench marks relating to the rate maps shall be identified. Equations may be used to translate other datum adjustments to the required adjustment.

B. Drawing sets shall include a drainage area map, which will contain calculations of flow by the rational method.

C. Drainage systems for curb-and-gutter pavements shall be underground closed conduits; individual residential lot drainage is exempt. Drainage systems for pavements without curb and gutter shall be roadside open-ditch sections.

VIII. LOW IMPACT DEVELOPMENT

Low impact development is a comprehensive land planning and engineering design approach with the goal of maintaining, as the minimum, the pre-development hydrologic regime in a watershed. This technique shall be allowed provided the following criteria are met:

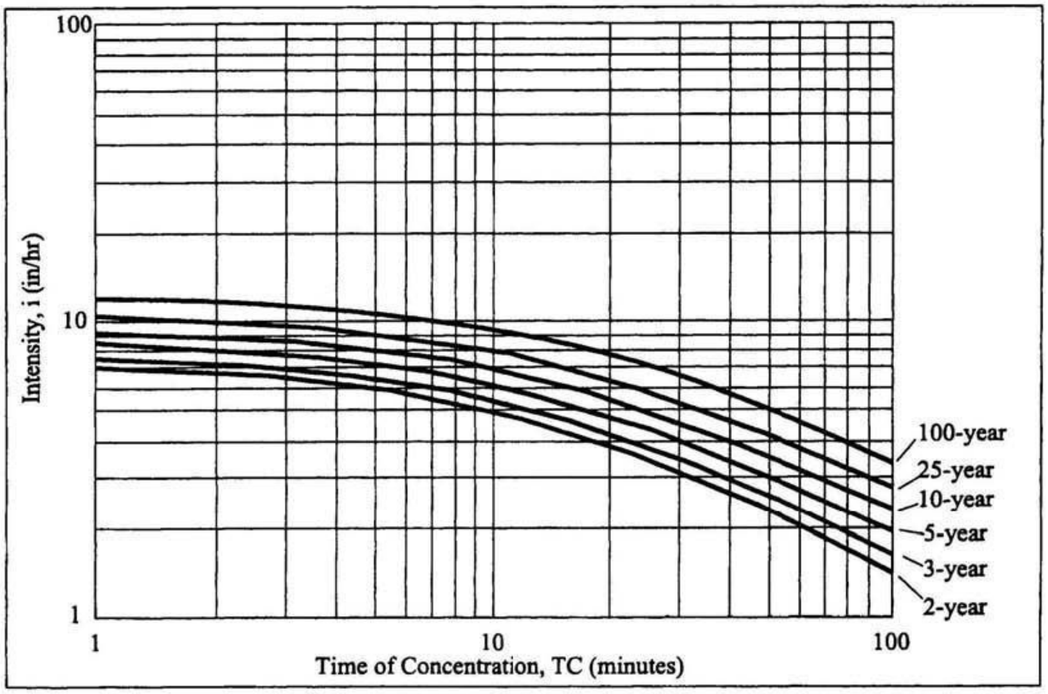
A. The post-development hydrograph for the 10 and 100 year events indicates the peak flows are at or below the pre-development hydrographs.

B. Other provisions of these regulations are met, excluding detention, or variances to those provisions are approved.

C. A conceptual design meeting is held with the City Engineer and design concepts are approved prior to proceeding to preliminary design.

FIGURE 1

City of Tomball IDF Curves
Intensity vs. Time of Concentration vs Rainfall Frequency
Source: Hydro 35/TP-40



$$i = \frac{b}{(d+TC)^{e}}$$

$$TC = 10A^{0.1761} + 15$$

A = area in acres

Rainfall Frequency	*b*	*d*	*e*
2-year	75.01	16.2	0.8315
3-year	77.27	17.1	0.8075
5-year	84.14	17.8	0.7881
10-year	93.53	18.9	0.7742
25-year	115.9	21.2	0.7808
100-year	125.4	21.8	0.7500

Figure 2

City of Tomball Storm Sewer Calculation Form

Project: ______________________ HGL starting elevation=______________________
Job No: ______________________ Design Storm=______________________
System: ______________________ b=______________________
By: ______________________ Date:____________ d=______________________
Checked by: ______________________ Date:____________ e=______________________

M.H. From	M.H. To	Area (Acres)	Runoff Coefficient C	Sum of C*A	Intensity I (In/hr)	Sum of Flows (cfs)	Time of Conc (Min.)	Reach Length (feet)	Diam. or Rise (in.)	Span (in.)	Slope %	Manning's "n"	Design Capacity (cfs)	Design Velocity v (ft/s)	Fall (feet)	Manhole Drop (feet)	Flowline Elevation Upstream (feet)	Flowline Elevation Downstream (feet)	Actual Velocity v (ft/s)	Hydraulic Gradient %	Change in Head (feet)	Elevation of Hyd. Grad Upstream (feet)	Elevation of Hyd. Grad Downstream (feet)	Natural Ground Upstream (ft)	Natural Ground Downstream (feet)

Figure 3

City of Tomball Roadside Ditch Worksheet

Project: ____________________ HGL starting elevation= ____________________
Job No: ____________________ Design Storm= ____________________
System: ____________________ b= ____________________
By: ____________________ Date: ____________ d= ____________________
Checked by: ____________________ Date: ____________ e= ____________________

STATION TO STATION	SIDE	SLOPE %	DRAINAGE AREA	"C"	Tc (minutes)	I (inches/hr)	Q (CFS)	DITCH SECT					VELOCITY (fps)	DITCH LINING	SIDE DRAIN PIPE DIA	REMARKS
								FS	BW	BS	"n"	"d"				

ORDINANCE NO. 2011-17

AN ORDINANCE AMENDING CHAPTER 38 OF THE CODE OF ORDINANCES OF THE CITY OF TOMBALL, TEXAS TO ADD A NEW ARTICLE IV, DRAINAGE DESIGN, TO CHAPTER 38, FLOOD DAMAGE PREVENTION, TO ALLOW MINIMUM STANDARDS FOR STORMWATER DRAINAGE SYSTEM DESIGN TO BE ADOPTED BY RESOLUTION OF CITY COUNCIL; PROVIDING A PENALTY IN AN AMOUNT OF NOT MORE THAN $2,000 FOR VIOLATION OF ANY PROVISION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE VIOLATION; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION; AND MAKING OTHER PROVISIONS AND FINDINGS RELATED THERETO.

* * * * * * * *

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

Section 1. The Code of Ordinances of the City of Tomball is hereby amended by adding a new Article IV, Stormwater Drainage System Design, to Chapter 38, Flood Damage Prevention, with the new Article IV to read as follows:

> "ARTICLE IV. DRAINAGE DESIGN
>
> Sec. 38-46. Stormwater Drainage System Design
>
> Drainage facilities shall be designed and constructed in accordance with all federal, state, and local rules and regulations, including the "City of Tomball Minimum Standards for Stormwater Drainage System Design" manual. The City of Tomball Minimum Standards for Stormwater Drainage System Design manual shall be adopted or amended by Resolution of the City Council and a copy shall be maintained in the Office of the City Secretary."

Section 2. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. It is the intent of the City that this Ordinance shall comply in all respects with the applicable provisions of the United States Constitution, the Texas Constitution, and the

Charter of the City of Tomball. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 4. Any person, firm or corporation that knowingly violates any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Tomball, Texas, and, upon conviction, shall be punished by a fine not to exceed two thousand ($2,000.00) dollars for each offense with each day of violation constituting a separate offense.

Section 5. This Ordinance shall take effect immediately from and after its passage and the publication of the caption hereof, as provided by law and the City's home rule Charter.

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 15TH DAY OF AUGUST 2011.

COUNCILMAN HUDGENS	AYE
COUNCILMAN STOLL	AYE
COUNCILMAN BROWN	AYE
COUNCILMAN TOWNSEND	AYE
COUNCILMAN DODSON	AYE

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 22ND DAY OF AUGUST 2011.

COUNCILMAN HUDGENS	AYE
COUNCILMAN STOLL	AYE
COUNCILMAN BROWN	AYE
COUNCILMAN TOWNSEND	AYE
COUNCILMAN DODSON	AYE

Gretchen Fagan, Mayor

ATTEST:

Doris Speer, City Secretary

Regular City Council
Agenda Item
Data Sheet

Meeting Date: <u>September 6, 2011</u>

Topic:

Approve Resolution No. 2011-17-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Economic Development Agreement by and between the Corporation and the City of Tomball to Make Direct Incentives to, or Expenditures for, the Expansion and Development of Medical Complex Drive; Containing Other Provisions Relating to the Subject; and Providing for Severability, Approving, as a Project of the Corporation, an agreement with the City of Tomball to make direct incentives to or expenditures for, the expansion and development of Medical Complex Drive in the City of Tomball. The estimated amount of expenditures for such project is $850,000.

Background:

All expenditures of the Tomball Economic Development Corporation (TEDC) sales tax revenue must first be approved as a "Project." At its regular meeting on August 23, 2011, the TEDC Board of Directors did take formal action to approve, as a Project of the Corporation, an agreement with the City of Tomball to fund expenditures related to the expansion and development of Medical Complex Drive. The City Council of Tomball has final approval authority over all projects and agreements of the TEDC.

Origination:

Tomball Economic Development Corporation Board of Directors

Recommendation:

Adopt by Resolution, as a Project of the TEDC, the attached agreement with the City of Tomball.

Funding: Yes

Account Number: Grant Funds Available

Party(ies) responsible for placing this item on agenda:

Kelly Violette, Executive Director

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Project Materials

Resolution No. 2011-17-TEDC

TOMBALL
ECONOMIC DEVELOPMENT CORPORATION

TO: Board of Directors
Tomball Economic Development Corporation

FROM: Kelly Violette
Executive Director

MEETING DATE: August 23, 2011

SUBJECT: Expansion of Medical Complex Drive-Segment 3

On December 7, 2010 the Tomball Economic Development Corporation entered into a Letter Agreement with the City of Tomball to fund $850,000 for costs associated with design and land acquisition related to the extension of Medical Complex Drive. City staff and I have reviewed and evaluated the options for moving forward with the project and have identified Segment 3 as the best viable option at this time. Segment 3 extends from Tomball Parkway to South Cherry Street. The Preliminary Engineering Report that was completed in 2009 provided a cost estimate of $4.6 million for Segment 3; of that amount $788,249.48 was for right-of-way acquisition.

On August 1, 2011, the Tomball City Council approved a Professional Services Agreement with Cobb Fendley & Associates, Inc., in the amount of $630,560.00 for services related to design and land acquisition (i.e. design, surveying, appraisals, etc.) for the extension of Medical Complex Drive, Segment 3. The design will focus on the unimproved portion within this segment; however the contract does not include the cost of acquiring the 11 parcels necessary to construct Segment 3. City staff anticipates that $106,000 of the $630,560.00 contract will be expended from TEDC's current budget, leaving $524,560 in the Grants Designated account for this project for FY 2011-2012.

George Shackelford, City Manager, has formally requested TEDC funding in an amount not to exceed $850,000 for FY 2011-2012 to continue to move this project forward. If approved, the funds would be utilized for land acquisition for Segment 3. His request letter is included with this agenda item.

This is an eligible project under the legislation that governs Type B sales tax corporations. If you approve this Project and Letter Agreement, it will go to the City Council for final approval by resolution.

City of Tomball

Gretchen Fagan
Mayor

George Shackelford
City Manager

August 11, 2011

Ms Kelly Violette
Tomball Economic Development Corporation
P.O. Box 820
Tomball TX 77377

RE: City of Tomball request for funding of projects for FY2012

Dear Kelly

The City of Tomball would like to request financial assistance from the Tomball Economic Development Corporation for the following projects:

1. Medical Complex Drive Segment 3
   a. Segment 3 commences at SH 249 Business and continues easterly to South Cherry Street

The City of Tomball through previous funding from the TEDC has approved Professional Services Agreement with Cobb Fendley & Associates, Inc., in the amount of $630,560.00 for professional services related to complete design and land acquisition for the extension of Medical Complex, Segment 3, including utilities.

The City Council through budget discussions has given instructions to the staff to proceed with the funding opportunities for the construction of this Segment 3 portion. The opening of this area would provide a much needed east/west corridor from the current end of Medical Complex by Tomball Regional Hospital east to Cherry Street. If the VA Clinic locates in the hospital complex location, it makes this project even more necessary. The City would request $850,000 for land acquisition for certain portions of Medical Complex Drive Segment 3.

2. Fountain at the Historic Depot Plaza
   a. In accordance with Livable Center Study funded by the City of Tomball and H-GAC, one of the recommendations is to construct an entry fountain and an interactive play fountain in the Depot Plaza area. The Tourism Advisory Board

401 MARKET STREET • TOMBALL, TEXAS 77375 • 281-351-5484

b. has approved funding up to the maximum allowed by the hotel/motel tax dollars. Three vendors have presented the TAC Board presentations on design and cost estimates. The TAC has recommended to the City Council the firm of Aquascapes Pool & Spas to do the construction of a combined entry fountain and small water feature. Final design discussions are ongoing. The City would request $25,000 to help with construction of the entry fountain and water feature.

We thank the Board of Directors and staff of the TEDC for their continued service and for their interest in encouraging additional growth in the City of Tomball and the entire region.

Respectfully submitted,

George T. Shackelford
City Manager

August 23, 2011

The Honorable Mayor and City Council
City of Tomball
401 West Market Street
Tomball, Texas 77375

Re: Letter of Agreement for Funding for land acquisition for the Medical Complex Drive Improvement Project (Segment 3)

Dear Mayor and Councilmembers:

The Tomball Economic Development Corporation ("TEDC") agrees to fund land acquisition costs associated with Segment 3 of the Medical Complex Drive Improvement Project ("the Project") in an amount not to exceed $850,000.00. Segment 3 is defined as that portion of Medical Complex Drive commencing at SH 249 Business and continuing easterly to South Cherry Street.

The TEDC's agreement to fund such portion of the Project cost is subject to the agreement of the City of Tomball (the "City") to comply with the following conditions:

(1) The TEDC agrees to contribute to the City the costs incurred for land acquisition necessary for construction of Segment 3 of the Project, up to $850,000.

(2) The City may request the funds for the Project when it enters into a contract for acquisition of land for the Project.

(3) The funds shall be deposited in a separate city account and shall not be commingled with any other city funds.

(4) The funds shall only be used to pay all or a portion of the TEDC's share of the cost of the Project.

(5) The City shall keep a complete and accurate accounting of each expenditure of the funds and make such records available to the TEDC.

(6) In the event the total amount of the funds transferred by the TEDC to the City under this Letter of Agreement are not used to pay the TEDC's share of costs of the Project, upon completion of the Project, the City shall remit the remaining funds to the TEDC.

If the above terms and conditions are acceptable to the City, please have an authorized officer of the City sign below acknowledging the City's agreement and return this Letter of Agreement to the undersigned. Upon receipt of this signed Letter of Agreement, the TEDC's Treasurer will be directed to transfer the funds as provided above.

Yours very truly,

By: ____________________________

Name:____________________________
Vice President, Board of Directors

AGREED AND ACCEPTED:

City of Tomball, Texas

____

By: Gretchen Fagan
Mayor

Attest:

____

Doris Speer
City Secretary

RESOLUTION NO. 2011-17-TEDC

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, AUTHORIZING AND APPROVING THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION'S PROJECT TO EXPEND FUNDS IN ACCORDANCE WITH AN ECONOMIC DEVELOPMENT AGREEMENT BY AND BETWEEN THE CORPORATION AND THE CITY OF TOMBALL TO MAKE DIRECT INCENTIVES TO, OR EXPENDITURES FOR, THE EXPANSION AND DEVELOPMENT OF MEDICAL COMPLEX DRIVE; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the Tomball Economic Development Corporation (the "TEDC"), created pursuant to the Development Corporation Act, now Chapter 501 of the Texas Local Government Code, as amended (the "Act"), desires to adopt projects and provide incentives for economic development within the City; and

WHEREAS, the Board of Directors of the TEDC had adopted as a specific project the expenditure of the estimated amount of Eight Hundred and Fifty Thousand Dollars ($850,000) found by the Board to be required or suitable for, the expansion and development of Medical Complex Drive in the City Limits of Tomball; and

WHEREAS, pursuant to the Act, the TEDC may not undertake such project without the approval of Tomball City Council; and

WHEREAS, City Council finds and determines that such project is authorized by Subchapter C, Chapter 501, Section 505.155, and Section 505.158 of the Act and promotes new or expanded business development that create or retain primary jobs and is in the best interests of the citizenry; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. The City Council hereby authorizes and approves the adoption, by the Board of Directors of the Tomball Economic Development Corporation, as a specific project for the economic development of the City, an expenditure of the estimated amount of Eight Hundred and Fifty Thousand Dollars ($850,000) to the City of Tomball, in accordance with an economic development agreement by and between the TEDC and the City of Tomball, to make direct incentives to, or expenditures for, the expansion and development of Medical Complex Drive in the City of Tomball.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on first reading this _____ day of ________________, 2011.

PASSED, APPROVED, AND RESOLVED on second and final reading this _____ day of

_____________________, 2011.

____
Gretchen Fagan, Mayor

ATTEST:

____
Doris Speer, City Secretary

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve Resolution No. 2011-18-TEDC, a Resolution of the City Council of the City of Tomball, Texas, authorizing and approving the Tomball Economic Development Corporation's Project to Expend Funds in accordance with an Economic Development Agreement by and between the Corporation and Spring Creek County Historical Association to make Direct Incentives to, or Expenditures for, Signage and/or Improvements for the Tomball Museum; Containing Other Provisions Relating to the Subject; and Providing for Severability, Approving, as a Project of the Corporation, an agreement with Spring Creek County Historical Association to make direct incentives to, or expenditures for, signage and/or improvements for The Tomball Museum located at 510 North Pine Street in the City of Tomball. The estimated amount of expenditures for such project is an amount not to exceed $500.00.

Background:

All expenditures of the Tomball Economic Development Corporation (TEDC) sales tax revenue must first be approved as a "Project." At its regular meeting on August 23, 2011, the TEDC Board of Directors did take formal action to approve, as a Project of the Corporation, an agreement with Spring Creek County Historical Association to fund expenditures for signage for the Tomball Museum Center. The City Council of Tomball has final approval authority over all projects and agreements of the TEDC.

Origination:

Tomball Economic Development Corporation Board of Directors

Recommendation:

Adopt by Resolution, as a Project of the TEDC, the attached agreement with Spring Creek County Historical Association.

Funding: Yes

Account Number: Grant Funds Available

Party(ies) responsible for placing this item on agenda:

Kelly Violette, Executive Director

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Project Materials

Resolution No. 2011-18-TEDC

TOMBALL
ECONOMIC DEVELOPMENT CORPORATION

TO: Board of Directors
Tomball Economic Development Corporation

FROM: Kelly Violette
Executive Director

MEETING DATE: August 23, 2011

SUBJECT: Spring Creek County Historical Association-Tomball Museum

Charles Hall, President of the Spring Creek County Historical Association, a non-profit organization that administers the Tomball Museum Center, has formally requested financial assistance from the TEDC in an amount not to exceed $500 to fund new signage for the Tomball Museum Center. Mr. Hall's letter is included with this agenda item.

The Tomball Museum Center is located at 510 North Pine Street, inside the city limits. The new sign will be located at the corner of North Pine and Epps Streets and will measure 6 ½ feet in width by 4 feet in height. The sign will advertise the hours of operation and buildings on the site.

This is an eligible project under the legislation that governs Type B sales tax corporations, which enables the TEDC to fund the full cost of the sign for the Tomball Museum Center. If you approve this Project and Letter of Agreement, it will go to the City Council for final approval by resolution.

SPRING CREEK COUNTY
HISTORICAL ASSOCIATION

August 10, 2011

Tomball Economic Development Corporation
PO Box 820
Tomball, Texas 77377
Att: Tiffani McMinn

Confirming our e-mails, The Tomball Museum is requesting financial help from The Economic Development Corporation to put a sign at the corner of Pine and Epps Street. This will promote and advertise the Museum attracting more tourists to Tomball. We have voted to increase our hours of operation by adding two additional days to our schedule. This will keep the Museum open for four days each week.

We are planning to put a sign up that measures 6 ½ ft. wide by 4 ft. high made of welded metal pipe with antique fabricated scroll work on top of the sign. The sign (see attached sample) will be bolted to the metal pipe structure and it will provide the Hours of operation, location, and a map of the 12 buildings identified by a legend that comprises the Tomball Museum Center.

We were able to lower the original estimate since the welder, C and S Welding is furnishing the material and services at a discounted price and is considering part of the expense as a donation. His revised price is $200.00. Signtex Outdoor will make the sign for $230.00. The revised total cost is $430.00 and the labor for installation will be completed by our volunteers.

We respectfully request your financial help with this project.

Yours truly,

Charles Hall

Charles Hall
President-Tomball Museum

(281) 255-2148 • Post Office Box 457 • Tomball, Texas 77377-0457

August 23, 2011

Mr. Charles Hall
President
Spring Creek County Historical Association
510 North Pine Street
Tomball, Texas 77375

Re: Letter of Agreement for Funding of improvements to the Tomball Museum Center

Dear Mr. Hall:

The Tomball Economic Development Corporation ("TEDC") agrees to fund expenses for new signage for the Tomball Museum Center (the "Project") in an amount not to exceed $500.00, subject to agreement of the Spring Creek County Historical Association (the "Applicant"), 510 North Pine Street, to comply with the following conditions:

(1) The Applicant may request the funds for the Project upon completion and certification that the improvements have been constructed in accordance with the approved plans and specifications and an affidavit stating that all contractors and subcontractors providing work and/or materials have been paid and any and all liens and claims regarding such work have been released.

(2) The funds shall only be used to pay all or a portion of the TEDC's share of the cost of the Project.

If the above terms and conditions are acceptable to the Applicant, please have an authorized officer of the Spring Creek County Historical Association sign below acknowledging the Applicant's agreement and return this Letter of Agreement to the undersigned.

Yours very truly,

By: ______________________________

Name:______________________________
President, Board of Directors

AGREED AND ACCEPTED:

Spring Creek County Historical Association

By:________________________________

Name:______________________________

Title: ______________________________

SIGNTEX OUTDOOR
1225 ALMA, SUITE D
TOMBALL, TEXAS 77375
TEL - 281.351.8023 FAX - 281.351.6968

WORK ORDER # 41997

DATE ORDERED 8-10-11
DATE PROMISED
SALES REP. Sue PO#
FABRICATE INSTALL DELIVER
☑ CPU MAPPED

BILL TO: Tomball Museum Assoc.

CONTACT Charles
PHONE
FAX
E-MAIL Layaway Call

DELIVER TO:

SIGN SIZES

A.	B.	C.	D.
QTY. 1	QTY.	QTY.	QTY.
H 40" x W 78"	H x W	H x W	H x W
S/S ✓ D/S	S/S D/S	S/S D/S	S/S D/S
POST	POST	POST	POST
HAGGLE	HAGGLE	HAGGLE	HAGGLE

COLOR

A.	B.	C.	D.
B/G white	B/G	B/G	B/G
COPY black	COPY	COPY	COPY
~~POST~~ various	POST	POST	POST
BACKSIDE	BACKSIDE	BACKSIDE	BACKSIDE

PRINT INFORMATION / **SIGN TYPE**

Print Information			
PRINTED SELF ADHESIVE	ALUMINUM (.040 / .063 / .080)	COROPLAST	VEHICLE (PRINTED / DIE CUT)
PRINTED FLEX	BANNER (PRINTED / DIE CUT)	MAGNETIC	WEED & MASK VINYL
RESOLUTION	COPY (PRINTED / DIE CUT)	SANDBLASTED SIGN	WOOD (USED)
LOW MED	OTHER	SCREEN PRINT	1/2" MDO / 3/4" MDO
HIGH		SENTRA	1/2"CD
		STYRENE	

SPECIAL INSTRUCTIONS

COST	230.–
INSTALLATION	
PERMIT COST	
SUB-TOTAL	
SALES TAX	T/E
TOTAL	230.–
LESS DEPOSIT	
BALANCE	

SUBCONTRACTOR: XYZ STI HPI RIGHT SIGNS
OTHER

Att: Tiffani TEDC

1/2" MDO Plywood

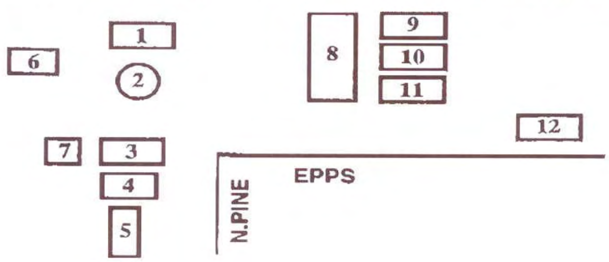
78"

TOMBALL MUSEUM CENTER

Owned By

SPRING CREEK COUNTY HISTORICAL ASSOCIATION

1 GRIFFIN HOUSE
2 GAZEBO
3 CHURCH
4 DOCTOR'S OFFICE
5 THEIS HOUSE
6 OIL CAMP HOUSE



7 FELLOWSHIP HALL
8 BARN
9 JAIL
10 CORN CRIB
11 LOG HOUSE
12 SCHOOL HOUSE

HOURS

THURSDAY	10 AM - 2 PM	SATURDAY	10 AM - 2 PM
FRIDAY	10 AM - 2 PM	SUNDAY	2 PM - 4PM

GROUPS BY APPOINTMENT: 281-255-2148 CLOSED HOLIDAYS

Sue
Signtex Outdoor.

RESOLUTION NO. 2011-18-TEDC

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, AUTHORIZING AND APPROVING THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION'S PROJECT TO EXPEND FUNDS IN ACCORDANCE WITH AN ECONOMIC DEVELOPMENT AGREEMENT BY AND BETWEEN THE CORPORATION AND SPRING CREEK COUNTY HISTORICAL ASSOCIATION TO MAKE DIRECT INCENTIVES TO, OR EXPENDITURES FOR, SIGNAGE AND/OR IMPROVEMENTS FOR THE TOMBALL MUSEUM; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the Tomball Economic Development Corporation (the "TEDC"), created pursuant to the Development Corporation Act, now Chapter 501 of the Texas Local Government Code, as amended (the "Act"), desires to adopt projects and provide incentives for economic development within the City; and

WHEREAS, the Board of Directors of the TEDC had adopted as a specific project the expenditure of the estimated amount of Five Hundred Dollars ($500.00) found by the Board to be required or suitable for signage and/or improvements for the Tomball Museum located at 510 North Pine in the City Limits of Tomball; and

WHEREAS, pursuant to the Act, the TEDC may not undertake such project without the approval of Tomball City Council; and

WHEREAS, City Council finds and determines that such project is authorized by Section 505.152 of the Act; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. The City Council hereby authorizes and approves the adoption, by the Board of Directors of the Tomball Economic Development Corporation, as a specific project for the economic development of the City, an expenditure of the estimated amount of Five Hundred Dollars ($500.00) to the Spring Creek County Historical Association, in accordance with an economic development agreement by and between the TEDC and the Spring Creek County Historical Association, to make direct incentives to, or expenditures for, signage and/or improvements for the Tomball Museum in the City of Tomball.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on this _____ day of ________________, 2011.

____
Gretchen Fagan, Mayor

ATTEST:

____
Doris Speer, City Secretary

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve Resolution No. 2011-19-TEDC, a Resolution of the City Council of the City of Tomball, Texas, Authorizing and Approving the Tomball Economic Development Corporation's Project to Expend Funds to Commission the Proposed Fountain at the Historic Depot Plaza; Containing Other Provisions relating to the Subject; and Providing for Severability, Approving, as a Project of the Tomball Economic Development Corporation, an agreement with the City of Tomball to make direct incentives to or expenditures for, improvements including a proposed Fountain at the Historic Depot Plaza located at 201 South Elm Street in the City of Tomball. The estimated amount of expenditures for such project is an amount not to exceed $25,000.

Background:

All expenditures of the Tomball Economic Development Corporation (TEDC) sales tax revenue must first be approved as a "Project." At its regular meeting on August 23, 2011, the TEDC Board of Directors did take formal action to approve, as a Project of the Corporation, an agreement with the City of Tomball to fund improvements for a fountain at the Historic Depot Plaza. The City Council of Tomball has final approval authority over all projects and agreements of the TEDC.

Origination:

Tomball Economic Development Corporation Board of Directors

Recommendation:

Approval of the Resolution authorizing, as a Project of the TEDC, an agreement with the City of Tomball.

Funding: Yes

Account Number: Grant Funds Available

Party(ies) responsible for placing this item on agenda:

Kelly Violette, Executive Director

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Project Materials

Resolution No. 2011-19

TO: Board of Directors
Tomball Economic Development Corporation

FROM: Kelly Violette
Executive Director

MEETING DATE: August 23, 2011

SUBJECT: Fountain at the Historic Depot Plaza

George Shackelford, City Manager, has formally requested TEDC funding in an amount not to exceed $25,000 for assistance with the construction of an entry fountain and interactive splash pad at the Downtown Depot Plaza. This project was identified as part of the Livable Centers Downtown Plan that was approved by City Council in 2009 and furthers the City's Strategic Plan Initiative of "ensuring that Downtown is positioned for success." Mr. Shackelford's letter is included with this agenda item along with the fountain proposal and schematics for your reference.

The Fountain at the Depot Plaza Project has been reviewed and approved by the Tourism Advisory Board as a means to further develop the Historic Depot Plaza Masterplan concept identified in the Livable Centers Downtown Plan. The Plan calls for a series of active and passive spaces and structures that could serve as gathering places for events and festivals as well as daily recreational areas for Downtown residents and visitors. Based on community input, the Masterplan included an entry fountain and an interactive play fountain to welcome guests to the Depot Plaza and serve as a recreational opportunity for families with children.

The Tourism Advisory Board reviewed numerous design concepts for the fountain from local firms and has recommended to the City Council the firm of Aquascapes Pool & Spas to do the construction of a combined entry fountain and interactive play area for a total cost of $56,152. In addition, a local Tomball artist Brett Farley will be donating his talent to create a seven (7) foot oil derrick structure depicting the oil history of Tomball in conjunction with the fountain. The city will only pay for the necessary materials including, but not limited to, steel and powder coating at a cost not to exceed $3,000 for the oil derrick structure.

The Tourism Advisory Board has approved funding up to the maximum allowed by the hotel/motel tax dollars for the remainder of fiscal year 2011 ($34,500) and the necessary amount required for fiscal year 2012 for the total construction cost. However, because the legislation governing the use of sales tax dollars for Type B Corporations enables the use of such funds to pay for land, equipment, buildings, facilities, and infrastructure related to tourism facilities and public parks, the City is requesting TEDC funding in an amount not to exceed $25,000 to help defray the costs of the construction of the fountain. Additionally, the City intends to sell engraved pavers, as well as accept donations for this project.

The City is reviewing potential locations for the fountain and splash pad on the Depot Plaza site to ensure that it is located in an area that provides for a safe play zone and does not impact the open space utilized for events. As such, the final design and location may differ slightly from the schematics shown on the attached pages.

In order for the city to expend any Tomball Economic Development Corporation (TEDC) funds, the TEDC will need to approve, as a Project of the Corporation, a Letter of Agreement with the City of Tomball and the City Council must also approve the Project and Letter Agreement by resolution.

City of Tomball

Gretchen Fagan
Mayor

George Shackelford
City Manager

August 11, 2011

Ms Kelly Violette
Tomball Economic Development Corporation
P.O. Box 820
Tomball TX 77377

RE: City of Tomball request for funding of projects for FY2012

Dear Kelly

The City of Tomball would like to request financial assistance from the Tomball Economic Development Corporation for the following projects:

1. Medical Complex Drive Segment 3
   a. Segment 3 commences at SH 249 Business and continues easterly to South Cherry Street

The City of Tomball through previous funding from the TEDC has approved Professional Services Agreement with Cobb Fendley & Associates, Inc., in the amount of $630,560.00 for professional services related to complete design and land acquisition for the extension of Medical Complex, Segment 3, including utilities.

The City Council through budget discussions has given instructions to the staff to proceed with the funding opportunities for the construction of this Segment 3 portion. The opening of this area would provide a much needed east/west corridor from the current end of Medical Complex by Tomball Regional Hospital east to Cherry Street. If the VA Clinic locates in the hospital complex location, it makes this project even more necessary. The City would request $850,000 for land acquisition for certain portions of Medical Complex Drive Segment 3.

2. Fountain at the Historic Depot Plaza
   a. In accordance with Livable Center Study funded by the City of Tomball and H-GAC, one of the recommendations is to construct an entry fountain and an interactive play fountain in the Depot Plaza area. The Tourism Advisory Board

b. has approved funding up to the maximum allowed by the hotel/motel tax dollars. Three vendors have presented the TAC Board presentations on design and cost estimates. The TAC has recommended to the City Council the firm of Aquascapes Pool & Spas to do the construction of a combined entry fountain and small water feature. Final design discussions are ongoing. The City would request $25,000 to help with construction of the entry fountain and water feature.

We thank the Board of Directors and staff of the TEDC for their continued service and for their interest in encouraging additional growth in the City of Tomball and the entire region.

Respectfully submitted,

George T. Shackelford
City Manager

August 23, 2011

The Honorable Mayor and City Council
City of Tomball
401 West Market Street
Tomball, Texas 77375

Re: Letter of Agreement for Funding of improvements to the Downtown Depot Plaza

Dear Mayor and Councilmembers:

The Tomball Economic Development Corporation ("TEDC") agrees to fund a portion of the construction cost of an entry fountain and interactive splash pad at the Downtown Depot Plaza (the "Project") in an amount not to exceed $25,000.00, subject to agreement of the City of Tomball (the "City") to comply with the following conditions:

(1) The City may request the funds for the Project when it enters into a contract for the construction and/or installation of the entry fountain and interactive splash pad for the Project or when the City incurs expenses related to construction and/or installation of the entry fountain and interactive splash pad for the Project.

(2) The funds shall be deposited in a separate city account and shall not be commingled with any other city funds.

(3) The funds shall only be used to pay all or a portion of the TEDC's share of the cost of the Project.

(4) The City shall keep a complete and accurate accounting of each expenditure of the funds and make such records available to the TEDC.

(5) In the event the total amount of the funds transferred by the TEDC to the City under this Letter of Agreement are not used to pay the TEDC's share

of costs of the Project, upon completion of the Project, the City shall remit the remaining funds to the TEDC.

If the above terms and conditions are acceptable to the City, please have an authorized officer of the City sign below acknowledging the City's agreement and return this Letter of Agreement to the undersigned. Upon receipt of this signed Letter of Agreement, the TEDC's Treasurer will be directed to transfer the funds as provided above.

Yours very truly,

By: ______________________________

Name:______________________________
Vice President, Board of Directors

AGREED AND ACCEPTED:

City of Tomball, Texas

____
By: Gretchen Fagan
Mayor

Attest:

____
Doris Speer
City Secretary

Historic Depot Plaza

MASTERPLAN

The City of Tomball is often referred to as "A hometown with a heart". The Historic Depot Plaza will serve as the "cultural heart" within the heart of Downtown Tomball. Building upon the continued success of the site as a major gathering space for events and festivals, the vision for the Depot Plaza is to create a series of active and passive spaces and structures into a multi-use downtown park that celebrates the history and social fabric of the community.

Farmer's Market

Perennial Garden

The master plan design incorporates a versatile arrangement of spaces to easily adapt to a variety of gatherings, celebrations and performances. Equally, the plaza site is envisioned to serve as a daily space of rest and recreation for Downtown residents, employees, and visitors alike. Continuing the traditions of yearly celebrations, festivals, holidays, and events will continue to develop a deep social and cultural sense of place to the heart of the downtown fabric.

<u>Key Elements to Promote as Defined by the Public</u>
(in addition to the programmed elements of the masterplan)

- Preserve an Open View to the Depot Facade
- Frame the View to the Gazebo
- Create a Large Open Venue
- Create Smaller Intimate Spaces
- Promote Active Daily Use / Night Use / Place for all Ages
- Promote both Yearly Festivals and Performances (Germanfest)
- Promote Seasonal Repetitive Events (Farmer's Market)

Interactive Play Fountain

Artist's Rendering

Historic Depot Plaza

LEGEND

- A Existing Historic Train Depot
- B Existing Gazebo
- C Existing Historic Caboose
- D Existing Structures (future acquisition and structure reuse)
- E Existing Detention Pond
- F Proposed Detention Pond
- G Existing Flag Poles
- H Existing Concrete Pad with Proposed Improvements
- I Event Lawn
- J Proposed Entry Fountain (with wall signage)
- K Proposed Interactive Play Fountain
- L Proposed Fire Pit Ring with Seat Wall
- M Proposed South Parking Lot (future acquisition to connect to Tyler Street)
- N Proposed West Parking Lot (future acquisition)
- O Proposed Ornamental Fencing with Masonry Columns
- P Proposed Park Entry Signage Wall
- Q Proposed Perennial Bed

Stone Patterned Concrete
Event Lawn
Slate Patterned Concrete
Turf
Standard Concrete
Shrubs
Decomposed Granite
Perennial Bed

Proposed Statue
Existing Thomas Ball Statue
Bench
Pedestrian Lamp

RESOLUTION NO. 2011-19-TEDC

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, AUTHORIZING AND APPROVING THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION'S PROJECT TO EXPEND FUNDS TO COMMISSION THE PROPOSED FOUNTAIN AT THE HISTORIC DEPOT PLAZA; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the Tomball Economic Development Corporation (the "TEDC"), created pursuant to the Development Corporation Act, now Chapter 501 of the Texas Local Government Code, as amended (the "Act"), desires to adopt projects and provide incentives to enhance economic development and improve the quality of life within the City; and

WHEREAS, City Council has approved the Livable Centers Downtown Plan to address improvements necessary to develop the downtown public realm to preserve, promote, and enhance the Tomball "sense of place" as the identifiable physical, social, and cultural heart of Tomball; and

WHEREAS, such improvements will assist in the revitalization of Downtown by fostering economic development, promoting tourism, and enhancing the aesthetic appeal of the community; and

WHEREAS, the Board of Directors of the TEDC had adopted as a specific project the expenditure of the estimated amount of Twenty-Five Thousand Dollars ($25,000) found by the Board to be required or suitable for, improvements including a proposed Fountain at the Historic Depot Plaza located at 201 South Elm Street in the City Limits of Tomball; and

WHEREAS, a fountain was identified in the Livable Centers Downtown Plan to enhance the aesthetic character of the Depot site; and

WHEREAS, pursuant to the Act, the TEDC may not undertake such project without the approval of Tomball City Council; and

WHEREAS, City Council finds and determines that such project is authorized by Section 505.152 of the Act; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS:

Section 1. The facts and matters set forth in the preamble of this Resolution are hereby found to be true and correct.

Section 2. The City Council hereby authorizes and approves the adoption, by the Board of Directors of the Tomball Economic Development Corporation, as a specific project for the economic development of the City, an expenditure of the estimated amount of Twenty-Five Thousand Dollars ($25,000) to the City of Tomball, in accordance with an economic development agreement by and between the TEDC and the City of Tomball, to make direct incentives to, or expenditures for, the improvements including a proposed Fountain at the Historic Depot Plaza in the City of Tomball.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on this _____ day of ________________, 2011.

____
Gretchen Fagan, Mayor

ATTEST:

____
Doris Speer, City Secretary

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Adopt Resolution No. 2011-20, A Resolution of the City of Tomball, Texas, Adopting a Fee to allow Joinder of Lots Under Common Ownership Without Requiring a Plat Provided that the Joinder of Lots Does Not Require the Dedication or Removal of Any Public Rights-of-Way, Public Easements or Public Improvements.

Background:

On August 22, 2011, City Council adopted Ordinance No. 2011-10 on second reading.

Ordinance No. 2011-10 requires a form approved by the City to be approved and filed of record in accordance with applicable state laws and City Ordinances. Resolution No. 2011-20 is being presented to adopt an application fee of $100.00 for to allow Joinder of Lots Under Common Ownership, per Section 70-3.d of the Tomball Code of Ordinances.

Origination:

Engineering and Planning

Recommendation:

Engineering and Planning recommends approving the application fee.

Funding:

Party(ies) responsible for placing this item on agenda:

Engineering and Planning

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Resolution No. 2011-20 - Joinder Lot App Fee

Ordinance No. 2011-10 - Joinder of Lots

(Seal)

RESOLUTION NO. 2011-20

A RESOLUTION OF THE CITY OF TOMBALL, TEXAS ADOPTING A FEE TO ALLOW JOINDER OF LOTS UNDER COMMON OWNERSHIP WITHOUT REQUIRING A PLAT PROVIDED THAT THE JOINDER OF LOTS DOES NOT REQUIRE THE DEDICATION OR REMOVAL OF ANY PUBLIC RIGHTS-OF-WAY, PUBLIC EASEMENTS OR PUBLIC IMPROVEMENTS.

* * * *

WHEREAS, the City maintains a Schedule of Fees for City-provided services; and

WHEREAS, the City is committed to maintaining fairness and equity in the financial burden to its citizens and property owners; and

WHEREAS, the primary basis for fees is recouping the City's cost for provided services; and

WHEREAS, the City of Tomball desires to establish an application fee for Joinder Lots, per Section 70-3 of the Tomball Code of Ordinances, which will be made a part of the Schedule of Fees; now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOMBALL:

The City of Tomball hereby adopts an application fee of $100.00 for each Joinder Lot per Section 70-3 of the Tomball Code of Ordinances.

PASSED, APPROVED and RESOLVED this ___ day of ___, 2011.

____
GRETCHEN FAGAN, Mayor
City of Tomball

ATTEST:

____
DORIS SPEER, City Secretary
City of Tomball

(Seal)

ORDINANCE NO. 2011-10

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, AMENDING CHAPTER 70, PLATS AND THE SUBDIVISION OF LAND, OF THE CODE OF ORDINANCES OF THE CITY OF TOMBALL, TEXAS, BY AMENDING SUBSECTION (d) OF SECTION 70-3 OF ARTICLE I TO ALLOW JOINDER OF LOTS UNDER COMMON OWNERSHIP WITHOUT REQUIRING A PLAT PROVIDED THAT THE JOINDER OF LOTS DOES NOT REQUIRE THE DEDICATION OR REMOVAL OF ANY PUBLIC RIGHTS-OF-WAY, PUBLIC EASEMENTS OR PUBLIC IMPROVEMENTS; PROVIDING A PENALTY IN AN AMOUNT OF NOT MORE THAN $2,000 PER OFFENSE FOR VIOLATION OF ANY PROVISION HEREOF, WITH EACH DAY CONSTITUTING A SEPARATE OFFENSE; PROVIDING FOR SAVINGS AND SEVERABILITY; PROVIDING FOR PUBLICATION; AND MAKING OTHER PROVISIONS AND FINDINGS RELATED THERETO.

* * * * * * * *

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

Section 1. The Code of Ordinances of the City of Tomball is hereby amended by adding to Subsection (d) of Section 70-3, Exceptions, of Article I, Special Provisions, the language underscored below, the amended Subsection (d) to read as follows:

"Sec. 70-3. Special provisions.

* * *

(d) *Exceptions.*

(3) <u>A division of land does not include the merger of two or more adjoining lots or tracts of land, with common ownership, that the owner(s) wish(es) to merge into one lot in order to avoid the creation of a technical violation of the City's building, subdivision and zoning regulations relating to building setback lines. This exception applies only if:</u>

a. <u>the lots or tracts had at least one (1) owner in common as of the effective date of this ordinance; and</u>

b. <u>the lots or tracts are located in the Recorded Plat Revised Map of Tomball Harris Co. Texas recorded July 9, 1912, a true and correct copy of which is attached hereto as Exhibit "A" and incorporated herein for all purposes; and</u>

c. <u>a structure existed on the lots or tracts, as of the effective date of this ordinance, provided, however, that this exception shall</u>

not apply in the event that sixty-percent (60%) or more of the square feet of the structure is removed or destroyed; and

d. the joinder of lots or tracts does not require the dedication or removal of any public rights-of-way, public easements or other public improvements; and

e. the owner(s) agrees in writing on a form approved by the City that the merged lot may not be divided in the future unless a subdivision plat authorizing such division is approved by the City and filed of record in accordance with applicable state laws and City Ordinances governing plats and the subdivision of land. The form must also inform and declare that any subsequent purchaser will be bound by the requirements of this exception and the form shall be filed in the County Clerk's office of the County in which the property is located. A property owner who has elected to join one (1) or more lots pursuant to this subsection may file an election with the City to reverse the joinder of lots so long as no violation of the City's setback requirements in the building, subdivision, or zoning regulations is created by the reversal.

Two or more platted lots joined together pursuant to this Subsection shall be considered one (1) joined lot for purposes of this Chapter; provided, however that nothing contained herein shall otherwise constitute an exception to the platting requirements imposed by this Chapter."

Section 2. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. It is the intent of the City that this Ordinance shall comply in all respects with the applicable provisions of the United States Constitution, the Texas Constitution, and the Charter of the City of Tomball. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

Section 4. Any person, firm or corporation that knowingly violates any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the City of Tomball, Texas, and, upon conviction, shall be punished by a fine not to exceed Two Thousand ($2,000.00) dollars for each offense with each day of violation constituting a separate offense.

Section 5. This Ordinance shall take effect immediately from and after its passage and the publication of the caption hereof, as provided by law and the City's home rule Charter.

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 20TH DAY OF JUNE 2011.

COUNCILMAN HUDGENS	AYE
COUNCILMAN STOLL	AYE
COUNCILMAN BROWN	AYE
COUNCILMAN TOWNSEND	ABSENT
COUNCILMAN DODSON	AYE

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 5TH DAY OF JULY 2011.

COUNCILMAN HUDGENS	AYE
COUNCILMAN STOLL	AYE
COUNCILMAN BROWN	AYE
COUNCILMAN TOWNSEND	AYE
COUNCILMAN DODSON	AYE

Gretchen Fagan, Mayor

ATTEST:

Doris Speer

Doris Speer, City Secretary

Regular City Council
Agenda Item
Data Sheet

Meeting Date: September 6, 2011

Topic:

Approve Resolution No. 2011-21, a Resolution of the City of Tomball, Texas, adopting the City of Tomball's Investment Policy, as set forth in the City's Administrative Policy No. 13, entitled "Investment Policy".

Background:

The Texas Public Funds Investment Act requires that the City Council review and reaffirm the Investment Policy on an annual basis, during the fiscal year. A copy of the City of Tomball, Texas Investment Policy is attached for your review.

Origination:

Finance

Recommendation:

Staff recommends that the City Council reaffirm Administrative Policy No. 13, as written, for the fiscal year 2011.

Funding:

Party(ies) responsible for placing this item on agenda:

Glenn Windsor, Finance Director, CPA, CGFO

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Administrative Policy 13 - 2010 Investment Policy
Resolution No. 2011-21_Investment Policy

CITY OF TOMBALL ADMINISTRATIVE POLICIES, RULES AND PROCEDURES			
SUBJECT **INVESTMENT POLICY**	NUMBER: 13	EFFECTIVE DATE: July 27, 1992	PAGE 1 OF 8
	REVISED: September 20, 2010	APPROVED BY CITY MANAGER: September 20, 2010	
	SUPERSEDES: October 19, 2009	APPROVED BY CITY COUNCIL: September 20, 2010	

CITY OF TOMBALL

INVESTMENT POLICY

I. SCOPE OF POLICY

PURPOSE:

This policy is developed to be in accordance with the Public Funds Investment Act, Chapter 2256 and with the Public Funds Collateral Act, Chapter 2257 of the Texas Government Code, as amended. This investment policy applies to the investment activities of the City of Tomball. This policy serves to satisfy the statutory requirement to define and adopt a formal investment policy. The investment portfolio shall be designed and managed in a manner to be responsive to public trust and to be in compliance with legal requirements and limitations.

INVESTMENT FUNDS:

All financial assets of all funds of the City of Tomball, Texas, at the present time and any funds to be created in the future shall be administered in accordance with the provisions of this policy. For investment purposes, all funds of the City shall be combined in a common pool, except as provided by applicable federal or state statues, City ordinance, or other law. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

II. PRIMARY OBJECTIVES

SAFETY OF PRINCIPAL:

The safety of the principal invested always remains the primary and foremost objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, the risk of loss due to the failure of the security issuer or backer, and interest rate risk, the risk that the market value of securities in the portfolio will fall due to changes in general interest rates.

LIQUIDITY:

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by structuring the portfolio so that investments mature concurrent with forecasted cash flow requirements. Because all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio will also be placed in interest bearing accounts which offer same day liquidity for short-term funds.

DIVERSIFICATION:

Invested funds shall be diversified to minimize risk resulting from over-concentration of assets in a specific maturity, specific market sector, or specific instruments.

YIELD:

The City's cash management portfolio shall be designed with the objective of attaining reasonable market rates of return on investments, while remaining within the objective of safety and liquidity, throughout budgetary and economic cycles. The investment program shall seek to augment these returns consistent with risk limitations identified herein and prudent investment principles, also taking into account the risk constraints associated with the protection of capital.

MATURITY:

The investment maturity schedule shall correspond with the City's projected cash flow needs. Market risk shall be minimized by diversification of maturity dates. The City has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, securities may be sold before they mature should it be in the City's best interest. No City investments shall exceed a maturity of more than four years.

INVESTMENT MANAGEMENT:

All participants in the investment process shall seek to act responsibly as custodians of the public trust. They shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The system of internal controls will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

III. AUTHORIZED INVESTMENTS

Assets of funds of the government of the City of Tomball may be invested in:

A. Obligations of the United States or its agencies and instrumentalities;

B. Direct obligations of the State of Texas or its agencies and instrumentalities;

C. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

D. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities;

E. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;

F. Certificates of Deposit issued by state or national banks domiciled in the State of Texas, a savings bank domiciled in the State of Texas, or a state or federal credit union domiciled in the State of Texas and are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and are secured by the obligations named within this policy under items A through E above.

G. Repurchase agreements which are fully collateralized, have a defined termination date, are secured by obligations of the United States or its agencies and instrumentalities; are purchased and pledged to the City of Tomball; are held in the City of Tomball's name; are deposited with third-party safekeeping of collateral at the time the investment is made; and are purchased through a primary government securities dealer or state or national bank domiciled in the State of Texas evidenced by a fully executed Master Repurchase Agreement on file with the City. The repurchase agreement is a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations of the United States or its agencies and instrumentalities, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

H. Commercial paper is an authorized investment if the commercial paper:

a. Has a stated maturity of 270 days or fewer from the date of its issuance; and
b. Is rated not less than A-1 or P-1 or an equivalent rating by at least:
    i. Two nationally recognized credit rating agencies; or
    ii. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by organized and existing under the laws of the United States or any state.

I. An eligible investment pool authorized by the governing body, which must furnish to the City an offering circular or other similar disclosure instrument that contains, at a minimum, the types of investments in which money is allowed to be invested; the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool; the maximum stated maturity date of any investment within the portfolio; the objectives of the pool; the size of the pool; the names of the members of the advisory board of the pool and the dates their terms expire; the custodian bank that will safe-keep the pool's assets; whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation; whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment; the name and address of the independent auditor of the pool; the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

To maintain eligibility to receive funds from and invest funds on behalf of the City of Tomball, an investment pool must furnish to the City investment transaction confirmations; and a monthly report that contains, at a minimum, the types and percentage breakdown of securities in which the pool is invested, the current average dollar-weighted maturity based on the stated maturity date of the pool, the current percentage of the pool's portfolio in investments that have stated maturities of more than one year, the book value versus the market value of the pool's portfolio, using amortized cost valuation, the size of the pool, the number of participants in the pool, the custodian bank that is safekeeping the assets of the pool, a listing of daily transaction activity of the entity participating in the pool, the yield and expense ratio of the pool, the portfolio managers of the pool and any changes or addenda to the offering circular.

Investment pool yield shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the Federal Securities and Exchange Commission.

To be eligible to receive funds from and invest funds on behalf of the City of Tomball, a public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily, and, to the extent reasonably possible, stabilize at a $1 net asset value.

If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ration between 0.995 and 1.005.

A public funds investment pool must have an advisory board composed: equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created and managed by a state agency; or of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.

To maintain eligibility to receive funds from and invest funds on behalf of the City of Tomball, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

Although allowed under State Law, Prime Domestic Bankers' Acceptances, Commercial Paper, and Money-market mutual funds are not considered suitable investments of the City of Tomball, and the City of Tomball will refrain from making such investments or allowing such instruments to be pledged to the City's deposits or serve as underlying collateral.

IV. RESPONSIBILITY AND CONTROL

DELEGATION OF AUTHORITY:

Management responsibility for the investment program is hereby delegated to the City Treasurer, or in the absence of such, Assistant City Treasurer, or such other person specifically designated by the Treasurer. The City Treasurer, or designated person by such, shall be responsible for all transactions, compliance with internal controls, and insuring that all safekeeping, custodial, and collateral duties are in compliance with this investment policy and other applicable laws and regulations.

TRAINING REQUIREMENT:

The City Treasurer, the Assistant City Treasurer and any person designated by the Treasurer to be responsible for the investment of City funds shall attend an independent and approved source of investment training session no less often than once every two fiscal years and shall receive not less than 10 hours of instruction relating to investment responsibilities under the state statutes. Any person newly designated to duties relating to the investment program shall be required to attend an independent and approved source of investment training session within 12 months of such designation. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Public Funds Investment Act under the Texas Government Code Chapter 2256.

QUARTERLY REPORTS:

The City Treasurer, and the person or persons designated by such, shall submit quarterly an investment report that summarizes the investment portfolio for all funds to the City Council. The report shall describe in detail the investment position of the City on the date of the report; be prepared and signed by all investment officers of the City; contain a summary statement, prepared in compliance with generally accepted accounting principles; provide the beginning market value for the reporting period, the additions and changes to the market value during the period, the ending market value for the period, and fully accrued interest for the reporting period; state the book value and market value of each separately invested asset at the beginning and
end of the reporting period by the type of asset and fund type invested; state the maturity date of each separately invested asset that has a maturity date; state the account, fund or pooled group fund in City for which each individual investment was acquired; and state the compliance of the investment portfolio of the City's policy as it relates to the strategy. The reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

CONFLICTS OF INTEREST:

The City Treasurer, or any person designated by such to be responsible for investments, shall not be designated as an investment officer for any investing entity other than the City of Tomball. Any person responsible for investments for the City who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. Any person responsible for investments for the City who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. This statement must be filed with the Texas Ethics Commission and the City of Tomball. A personal business relationship is defined as owning 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization; funds received from the business organization exceed 10 percent of the person's gross income for the previous year; or the acquisition of investments from the business organization during the previous year have a book value of $2,500 or more for the person's personal account. Any person involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Secretary any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial and/or investment positions that could be related to the performance of the City's portfolio. Any person responsible for investments shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

V. COLLATERAL AND SAFEKEEPING

COLLATERAL REQUIRED:

Funds of the City of Tomball shall be secured by collateral, whereby the market value of such collateral shall not be less than the total amount of the sum of the City's deposits, investments and accrued interest less the amount of insurance provided by the United States or an instrumentality of the United States, such as FDIC and FSLIC insurance. All items held for collateral for the City of Tomball shall be qualified investments as stated in items III.A. through III.E. of the City's investment policy.

SECURITY OF COLLATERAL:

All securities owned by thy City or pledged to the City shall be held in safekeeping by the City; in a City approved account in a third party financial institution with a main office in the State of Texas and capital stock and permanent surplus of $5 million or more; the Texas Treasury Safekeeping Trust Company; a federal home loan bank; or with a Federal Reserve Bank. A third party custodian shall be required to issue original safekeeping receipts directly to the City and monthly provide a listing of each specific security, rate description, maturity, CUSIP number, and other information as may be deemed necessary and appropriate by the City. Each safekeeping receipt will be clearly marked that the security is pledged to the City of Tomball. It shall be the sole responsibility of the financial institution to immediately, without notice from the City or cost to the City, replace any nonconforming pledged security.

DELIVERY VS. PAYMENT:

Treasury Bills, Notes and Bonds and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the City of Tomball or its designated Trustee. The security shall be held in the name of the City. The Trustee's records shall reflect that the City owns such securities. In the event that the security is held by Trustee, the original copy of all safekeeping receipts shall be delivered to the City Treasurer, or person designated by such.

VI. AUTHORIZED BROKERS

The City of Tomball shall annually review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

RESOLUTION NO. 2011-21

A RESOLUTION OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE CITY OF TOMBALL'S INVESTMENT POLICY, AS SET OUT IN CITY OF TOMBALL ADMINISTRATIVE POLICY NO. 13, ENTITLED "INVESTMENT POLICY".

* * * * * * * * * *

WHEREAS, Texas Government Code, Section 2256.005(a), states that "the governing body of an investing entity shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control"; and

WHEREAS, the governing body of an investing entity shall review its investment policy and investment strategies not less than annually, adopting a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies;

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

Section 1. The City Council has reviewed the investment policy and now desires to reaffirm and re-adopt said investment policy, as set forth in City of Tomball Administrative Policy No. 13, entitled "Investment Policy", a copy of which is attached hereto and made a part hereof as Exhibit "A".

Section 2. All resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. In the event any clause phrase, provision, sentence, or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Tomball, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED, APPROVED, AND RESOLVED this the 6th day of September, 2011.

GRETCHEN FAGAN, Mayor
City of Tomball

ATTEST:

DORIS SPEER, City Secretary
City of Tomball

CITY OF TOMBALL

INVESTMENT POLICY

I. SCOPE OF POLICY

PURPOSE:

This policy is developed to be in accordance with the Public Funds Investment Act, Chapter 2256 and with the Public Funds Collateral Act, Chapter 2257 of the Texas Government Code, as amended. This investment policy applies to the investment activities of the City of Tomball. This policy serves to satisfy the statutory requirement to define and adopt a formal investment policy. The investment portfolio shall be designed and managed in a manner to be responsive to public trust and to be in compliance with legal requirements and limitations.

INVESTMENT FUNDS:

All financial assets of all funds of the City of Tomball, Texas, at the present time and any funds to be created in the future shall be administered in accordance with the provisions of this policy. For investment purposes, all funds of the City shall be combined in a common pool, except as provided by applicable federal or state statues, City ordinance, or other law. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

II. PRIMARY OBJECTIVES

SAFETY OF PRINCIPAL:

The safety of the principal invested always remains the primary and foremost objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, the risk of loss due to the failure of the security issuer or backer, and interest rate risk, the risk that the market value of securities in the portfolio will fall due to changes in general interest rates.

LIQUIDITY:

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by structuring the portfolio so that investments mature concurrent with forecasted cash flow requirements. Because all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio will also be placed in interest bearing accounts which offer same day liquidity for short-term funds.

DIVERSIFICATION:

Invested funds shall be diversified to minimize risk resulting from over-concentration of assets in a specific maturity, specific market sector, or specific instruments.

YIELD:

The City's cash management portfolio shall be designed with the objective of attaining reasonable market rates of return on investments, while remaining within the objective of safety and liquidity, throughout budgetary and economic cycles. The investment program shall seek to augment these returns consistent with risk limitations identified herein and prudent investment principles, also taking into account the risk constraints associated with the protection of capital.

MATURITY:

The investment maturity schedule shall correspond with the City's projected cash flow needs. Market risk shall be minimized by diversification of maturity dates. The City has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, securities may be sold before they mature should it be in the City's best interest. No City investments shall exceed a maturity of more than four years.

INVESTMENT MANAGEMENT:

All participants in the investment process shall seek to act responsibly as custodians of the public trust. They shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The system of internal controls will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

III. AUTHORIZED INVESTMENTS

Assets of funds of the government of the City of Tomball may be invested in:

A. Obligations of the United States or its agencies and instrumentalities;

B. Direct obligations of the State of Texas or its agencies and instrumentalities;

C. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

D. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities;

E. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;

F. Certificates of Deposit issued by state or national banks domiciled in the State of Texas, a savings bank domiciled in the State of Texas, or a state or federal credit union domiciled in the State of Texas and are guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and are secured by the obligations named within this policy under items A through E above.

G. Repurchase agreements which are fully collateralized, have a defined termination date, are secured by obligations of the United States or its agencies and instrumentalities; are purchased and pledged to the City of Tomball; are held in the City of Tomball's name; are deposited with third-party safekeeping of collateral at the time the investment is made; and are purchased through a primary government securities dealer or state or national bank domiciled in the State of Texas evidenced by a fully executed Master Repurchase Agreement on file with the City. The repurchase agreement is a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations of the United States or its agencies and instrumentalities, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

H. Commercial paper is an authorized investment if the commercial paper:

a. Has a stated maturity of 270 days or fewer from the date of its issuance; and
b. Is rated not less than A-1 or P-1 or an equivalent rating by at least:
   i. Two nationally recognized credit rating agencies; or
   ii. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by organized and existing under the laws of the United States or any state.

I. An eligible investment pool authorized by the governing body, which must furnish to the City an offering circular or other similar disclosure instrument that contains, at a minimum, the types of investments in which money is allowed to be invested; the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool; the maximum stated maturity date of any investment within the portfolio; the objectives of the pool; the size of the pool; the names of the members of the advisory board of the pool and the dates their terms expire; the custodian bank that will safe-keep the pool's assets; whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation; whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment; the name and address of the independent auditor of the pool; the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

To maintain eligibility to receive funds from and invest funds on behalf of the City of Tomball, an investment pool must furnish to the City investment transaction confirmations; and a monthly report that contains, at a minimum, the types and percentage breakdown of securities in which the pool is invested, the current average dollar-weighted maturity based on the stated maturity date of the pool, the current percentage of the pool's portfolio in investments that have stated maturities of more than one year, the book value versus the market value of the pool's portfolio, using amortized cost valuation, the size of the pool, the number of participants in the pool, the custodian bank that is safekeeping the assets of the pool, a listing of daily transaction activity of the entity participating in the pool, the yield and expense ratio of the pool, the portfolio managers of the pool and any changes or addenda to the offering circular.

Investment pool yield shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the Federal Securities and Exchange Commission.

To be eligible to receive funds from and invest funds on behalf of the City of Tomball, a public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily, and, to the extent reasonably possible, stabilize at a $1 net asset value.

If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ration between 0.995 and 1.005.

A public funds investment pool must have an advisory board composed: equally of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for a public funds investment pool created and managed by a state agency; or of participants in the pool and other persons who do not have a business relationship with the pool and are qualified to advise the pool, for other investment pools.

To maintain eligibility to receive funds from and invest funds on behalf of the City of Tomball, an investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service or no lower than investment grade by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

Although allowed under State Law, Prime Domestic Bankers' Acceptances, Commercial Paper, and Money-market mutual funds are not considered suitable investments of the City of Tomball, and the City of Tomball will refrain from making such investments or allowing such instruments to be pledged to the City's deposits or serve as underlying collateral.

IV. RESPONSIBILITY AND CONTROL

DELEGATION OF AUTHORITY:

Management responsibility for the investment program is hereby delegated to the City Treasurer, or in the absence of such, Assistant City Treasurer, or such other person specifically designated by the Treasurer. The City Treasurer, or designated person by such, shall be responsible for all transactions, compliance with internal controls, and insuring that all safekeeping, custodial, and collateral duties are in compliance with this investment policy and other applicable laws and regulations.

TRAINING REQUIREMENT:

The City Treasurer, the Assistant City Treasurer and any person designated by the Treasurer to be responsible for the investment of City funds shall attend an independent and approved source of investment training session no less often than once every two fiscal years and shall receive not less than 10 hours of instruction relating to investment responsibilities under the state statutes. Any person newly designated to duties relating to the investment program shall be required to attend an independent and approved source of investment training session within 12 months of such designation. Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Public Funds Investment Act under the Texas Government Code Chapter 2256.

QUARTERLY REPORTS:

The City Treasurer, and the person or persons designated by such, shall submit quarterly an investment report that summarizes the investment portfolio for all funds to the City Council. The report shall describe in detail the investment position of the City on the date of the report; be prepared and signed by all investment officers of the City; contain a summary statement, prepared in compliance with generally accepted accounting principles; provide the beginning market value for the reporting period, the additions and changes to the market value during the period, the ending market value for the period, and fully accrued interest for the reporting period; state the book value and market value of each separately invested asset at the beginning and
end of the reporting period by the type of asset and fund type invested; state the maturity date of each separately invested asset that has a maturity date; state the account, fund or pooled group fund in City for which each individual investment was acquired; and state the compliance of the investment portfolio of the City's policy as it relates to the strategy. The reports shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

CONFLICTS OF INTEREST:

The City Treasurer, or any person designated by such to be responsible for investments, shall not be designated as an investment officer for any investing entity other than the City of Tomball. Any person responsible for investments for the City who has a personal business relationship with a business organization offering to engage in an investment transaction with the entity shall file a statement disclosing that personal business interest. Any person responsible for investments for the City who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. This statement must be filed with the Texas Ethics Commission and the City of Tomball. A personal business relationship is defined as owning 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization; funds received from the business organization exceed 10 percent of the person's gross income for the previous year; or the acquisition of investments from the business organization during the previous year have a book value of $2,500 or more for the person's personal account. Any person involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Secretary any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial and/or investment positions that could be related to the performance of the City's portfolio. Any person responsible for investments shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

V. COLLATERAL AND SAFEKEEPING

COLLATERAL REQUIRED:

Funds of the City of Tomball shall be secured by collateral, whereby the market value of such collateral shall not be less than the total amount of the sum of the City's deposits, investments and accrued interest less the amount of insurance provided by the United States or an instrumentality of the United States, such as FDIC and FSLIC insurance. All items held for collateral for the City of Tomball shall be qualified investments as stated in items III.A. through III.E. of the City's investment policy.

SECURITY OF COLLATERAL:

All securities owned by thy City or pledged to the City shall be held in safekeeping by the City; in a City approved account in a third party financial institution with a main office in the State of Texas and capital stock and permanent surplus of $5 million or more; the Texas Treasury Safekeeping Trust Company; a federal home loan bank; or with a Federal Reserve Bank. A third party custodian shall be required to issue original safekeeping receipts directly to the City and monthly provide a listing of each specific security, rate description, maturity, CUSIP number, and other information as may be deemed necessary and appropriate by the City. Each safekeeping receipt will be clearly marked that the security is pledged to the City of Tomball. It shall be the sole responsibility of the financial institution to immediately, without notice from the City or cost to the City, replace any nonconforming pledged security.

DELIVERY VS. PAYMENT:

Treasury Bills, Notes and Bonds and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the City of Tomball or its designated Trustee. The security shall be held in the name of the City. The Trustee's records shall reflect that the City owns such securities. In the event that the security is held by Trustee, the original copy of all safekeeping receipts shall be delivered to the City Treasurer, or person designated by such.

VI. AUTHORIZED BROKERS

The City of Tomball shall annually review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the City.

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:
Approve Adding Full-Time Position in IT Department

Background:
The City of Tomball's requirements for technical support have grown significantly over the past two years. As we all know, technology changes constantly. Likewise, our needs for technical support are increasing as our City grows and, to compete with other cities as well as serve our citizens in a changing technology environment, we need to move towards having a person "on board" to support our technology needs. In addition to our growing data bases, numbers of computers and servers, increasing security requirements, and increasing emergency service technology needs, we need to have IT support "in house".

During the budget process, staff had discussed a change from our current method of contracting our Information Technology (IT) support to having a full-time position to meet our needs in this important area. As for the financial impact, we already have the funds budgeted in Professional Services to pay our IT contractor, so more than enough funding is available in the new budget to support this change.

Origination:
Finance

Recommendation:
Staff recommends adding a full-time position to support the City's IT needs.

Funding: No
Funds will be transferred from Account: 100-117-6304 to Account: 100-117-6001 through 6030

Party(ies) responsible for placing this item on agenda:
Glenn Windsor, CPA, CGFO Finance Director

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1^{ST} ☐ 2^{ND}	

Regular City Council
Agenda Item
Data Sheet

Meeting Date: September 6, 2011

Topic:

Consideration and Possible Direction from Council regarding Requirements to Receive Service Flag

Background:

In 2004, Council authorized and initiated the Service Flag program, in which a Blue Star flag is presented to each family with a Tomball serviceman or woman currently deployed for display in a front window of the family home. The Service Flag is usually presented during a Council meeting; to date, we have awarded 28 Service Flags.

Under the existing rules, the serviceman or servicewoman must be either a Tomball citizen or a graduate from a Tomball high school to be eligible for a Service Flag. The parents or the spouse of a serviceman or woman who is a Tomball citizen or a graduate from a Tomball high school and who is currently deployed or scheduled for deployment may contact the City Secretary with the name of the serviceman or woman, his/her branch of service, rank, date deployed, and address/phone number to contact the family.

Over the years, we have received three or four requests for a Service Flag from someone whose serviceman or woman did not meet the residency or school requirements (residents or graduates from Magnolia, Woodlands, Spring or Houston). In these cases, we have given the families the contact information to purchase a Service Flag package from www.serviceflags.com and the families have been happy to order directly from the organization. The cost of a Service Flag kit, including the flag, a static-cling decal, and a lapel pin, is $19.95 (plus shipping and handling). Families who choose to order directly from the organization may also customize their flag with the serviceperson's name and branch of service for an additional fee.

This item has been placed on the agenda for Council consideration and direction regarding a possible revision to the rules restricting presentation of a Service Flag only to Tomball residents or graduates.

Origination:

Mayor Fagan

Recommendation:

N/A

Funding:

Party(ies) responsible for placing this item on agenda:

City Secretary

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	

ATTACHMENTS:

Rules for Service Flag Program
Service Flags Awarded
Service Flag Certificate
Hometown Heroes Application Form
Service Flag Information

Service Flags for Families of Tomball Heroes

This blue star flag will be presented to each family with a Tomball serviceman or woman currently deployed or waiting to be deployed. It is designed to hang in a front window of the family home.

To be eligible, the serviceman or servicewoman must be either a Tomball citizen or a graduate from a Tomball high school.

The parents or the spouse of a serviceman or woman who is a Tomball citizen or a graduate from a Tomball high school and who is currently deployed or waiting to be deployed, is eligible to receive a blue star flag.

Please contact Terri Deshazier, Assistant to the City Manager, at 281-290-1001, or Doris Speer, City Secretary, at 281-290-1002 with the name of the serviceman or woman, his/her branch of service, rank, date deployed, and address/phone number to contact the family.

Service Flags Presented by the City of Tomball
in
Honor of the Following Service Men and Women

	Serviceperson	**Date Presented**
1.	Richard “Matthew” McGuire, U.S. Army	12/20/2004
2.	Will Vick, U.S. Army	12/20/2004
3.	Nathan Marcus Rollins, U.S. Marines	12/20/2004
4.	Christopher Ross, U.S. Army National Guard	1/17/2005
5.	Young Williams, U.S. Army	1/17/2005
6.	Eric McCain, U.S. Marines	1/17/2005
7.	Robert “Bo” Manning, U.S. Marines	1/17/2005
8.	Roland Chase Miles, U.S. Marines	4/18/2005
9.	David White, U.S. Navy	7/18/2005
10.	John Michael Anderson, U.S. Airforce	11/21/2005
11.	Amanda Carver, U.S. Army	12/19/2005
12.	Richard Risner, U.S. Marines	12/19/2005
13.	Kimberlee Kay Lane, U.S. Coast Guard	Parents picked up flag privately
14.	Dennis John Lees, U.S. Navy	2/6/2006
15.	Michael Haward Black, U.S. Army	9/18/2006
16.	Matthew Michael Meador, U.S. Marines	9/18/2006
17.	Joshua Charles Glameyer, U.S. Marines	10/2/2006
18.	Cale Fulton, U.S. Marines	11/6/2006
19.	Christopher Lee Cooper, Jr., U.S. Army	2/5/2007
20.	Dustin Wayne Osgood, U.S. Marines	6/4/2007
21.	Adam Boyce Lewis, U.S. Army	6/18/2007
22.	Sean Patrick Kean, U.S. Army	9/4/2007
23.	Charles Eric Schultz, U.S. Army	9/4/2007
24.	Blake Allen Fletcher, U.S. Army	9/17/2007
25.	Hunter R. McCauley, U.S. Marines	2/18/2008
26.	Jacob Weldon Currington, U.S. Army	3/3/2008
27.	John C. Ford, U.S. Army	6/2/2008
28.	Ryan Presnal, U.S. Army	3/16/2009
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		

Ron Patterson
Service Flag – June 27, 2011

The City of Tomball wishes to honor our Tomball area servicemen and women who are actively serving by presenting a Blue Star flag to the families of our Tomball area servicemen and women currently serving or awaiting deployment.

Today, we are honored to present a Blue Star flag to Jon Patterson and Mary Patterson (deceased), parents of Staff Sergeant Ron Patterson, 11th Logistic Readiness Squadron, U.S.A.F., Andrews AFB, Washington, D.C. Staff Sergeant Patterson is here on leave, after having completed his second six-month tour in Afghanistan.

Staff Sergeant Patterson joined the United States Marine Corps upon his graduation from Tomball High School in 1991 and received an honorable discharge after four years of service. Staff Sergeant Patterson joined the United States Air Force in 2002, where he continues to serve his Country honorably.

Tonight, we present this Service Flag to Staff Sergeant Patterson's father, Jon Patterson, and to his family as an expression of our appreciation of Staff Sergeant Patterson's current and future service to our country.

Gretchen Fagan, Mayor

Hometown Tomball Heroes Form

Please enter your family member's military information:

Name: ____

First **Middle** **Last**

Name of Tomball High School : ______________________________

Year of Graduation: ____________________

Date joined: ____________________

Branch of Service: ______________________________________

Unit: ____

Rank: ____

Deployed when: ____

Deployed to: ____

Parents or Spouse Name:

____

Parents or Spouse Address:

____

Parents or Spouse Phone Number:

____

Any other pertinent or interesting facts regarding service personnel:

____

____

____

____

____

www.ServiceFlags.com 1-866-887-6678

Navigate to product pages using the menu at the top or bottom of this page

Click to View Your Shopping Cart

1-Star Service Flags

We make Service Flags using two methods.

1) **High quality wool blended felt** (70% wool/30% rayon) and layered with a special heat transferable flock (the white and blue stars). Fading: These will fade more quickly if displayed in a window with direct sunlight. Over time, any fabric will fade or begin to break down from the exposure to sunlight.

2) **Nylon** panels stitched together with stars and lettering embroidered on to the nylon fabric. Fading: These are more fade resistant than the traditional wool felt Service Flag, but will in time begin to fade as a result of constant exposure to sunlight. This is a better choice if the window you will display your flag will be exposed to direct sunlight.

Service Flags are 8 inches in width X 15.2 inches long. Each flag includes a chainette tassel and gold cord, suction cup, pamphlet & 30 day no-hassle warranty. They are indoor display (from a window facing out or other indoor location). Your satisfaction is guaranteed or your money back. We ship via USPS priority mail. $1.00 from each service flag is contributed to the Blue Star Mothers of America. Interested in starting your own Blue Star Mother's chapter or joining an existing one? Click here: http://www.bluestarmothers.org/

Service Flag with One Blue Star with Custom Lettering: Choose between Felt/Flock material or embroidered nylon. Save more by adding optional related products with the Service Flag order!

Click on photo or here to see a larger view of the two flag types

Flag Material Option (Traditional Felt, or Embroidered Nylon):

Traditional Felt W/Custom Text($23.95)

Branch to appear on top of flag (custom text on felt style will be in flock style, Nylon flags will be embroidered thread):

Select Branch

Name/Text to appear on bottom of flag:

Select additional related options below. Save when purchasing any of these additional products when ordered directly with your Service Flag!

Service Lapel Pin and Static Cling Decal Option (save 50%/$3.00):

No pin/decal

Magnet Option (save $.50 cents):

No magnet

Vinyl Envelope Sticker Option (save 15% off regular price):

No stickers

Heart necklace or pin option (save 20% off regular price):

No heart pin

Qty: 1 Add to Cart

Service Flag with One Blue Star (no custom lettering). Save more by adding optional related products with the Service Flag order!

Click on photo or here to see a larger view of the two flag types

Flag Material Option (Traditional Felt, or Embroidered Nylon):

Traditional Felt($16.95)

Select additional related options below. Save when purchasing any of these additional products when ordered directly with your Service Flag!

Service Lapel Pin and Static Cling Decal Option (save 50%/$3.00):

Add a Service Lapel Pin and Static Cling Decal(+3.00)

Magnet Option (save $.50 cents):

No magnet

Vinyl Envelope Sticker Option (save 15% off regular price):

No stickers

Heart necklace or pin option (save 20% off regular price):

No heart pin

Qty: 1 Add to Cart

If you are including rank and are unsure of the abbreviation, click here. If we catch an incorrect abbreviation, we may correct it based on the abbreviations provided on this site. (we don't recommend indicating rank as it may change)

Pricing Grid for multiple non-custom flags

Quantity	Felt Flags	Nylon Emb. Flags
1 - 9	$16.95	$21.95
10-14	$14.95	$18.95
15-25	$13.20	$16.20
25-50	$12.50	$14.50
Resellers or large orders - call us! 1-866-887-6678		

Home	Service Flags	Custom T-Shirts	Custom Mugs	Lapel Pins	Decals	Outdoor & Branch Flags	Veterans Flags	Info about Service flag
Contact us	Blue Star Mothers	Links	Forum & Message Board	Magnets	Sweat Shirts	Ornaments & Necklaces	Envelope Stickers	Vinyl banners

Regular City Council Agenda Item Data Sheet

Meeting Date: September 6, 2011

Topic:

Executive Session: The City Council will meet in Executive Session as Authorized by Title 5, Chapter 551, Government Code, the Texas Open Meetings Act, for the Following Purpose:

- Section 551.071 Consultation with Attorney regarding Litigation

Background:

Origination:

Recommendation:

Funding:

Party(ies) responsible for placing this item on agenda:

ACTION TAKEN

APPROVAL	READINGS PASSED	OTHER
☐ YES ☐ NO	☐ 1ST ☐ 2ND	