



City of Terrell

2011 – 2012 Budget



REMEMBERING THOSE WHO SERVED

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**CITY OF TERRELL
FISCAL YEAR
2011 - 2012
ANNUAL BUDGET**

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City of Terrell
Annual Budget
Fiscal Year 2011 – 2012

Hal Richards Mayor
Jack Jones Mayor Pro Tem
Ricky Jordon Council Member
D.J. Ory Council Member
Sandra Wilson Deputy Mayor Pro Tem

Torry Edwards City Manager
Mike Sims Assistant City Manager



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CITY COUNCIL

Mission Statement

The mission of the City Council of the City of Terrell, Texas, is to create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.





**Mayor
Hal Richards**



**District 5
Council Member
D.J. Ory**



**District 3
Councilmember
Ricky Jordan**



**District 4
Mayor Pro Tem
Jack Jones**



**District 2
Deputy Mayor Pro Tem
Sandra Wilson**

BUDGET MESSAGE



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September 20, 2011

The Honorable Mayor & City Council Members
City of Terrell
Terrell, Texas

Dear Mayor and Members of the City Council:

As required by Article V, Section 5.02 of the Terrell City Charter and the statutes of the State of Texas, the Annual Budget for fiscal year 2011-2012 is presented for consideration and adoption. We are pleased to present to you a balanced budget for Fiscal Year 2011-2012. The tax rate remains unchanged for the past twelve (12) years at \$0.65 per \$100 valuation.

Hal Richards
Mayor

Ricky Jordan
Councilmember

Jack Jones
Mayor Pro tem

Sandra Wilson
Deputy Mayor Pro tem

D.J. Ory
Councilmember

Torry L. Edwards
City Manager

Accomplishments in Fiscal Year 2010-2011

In spite of national and state economic pressures, I reduced expenditures with a cautious eye toward careful comprehensive planning and sound fiscal management and was able to deliver real accomplishments. The list of accomplishments includes a sixteen percent (16%) reduction in overall crime, along with a 45% reduction in violent crime, completion of the new elevated water storage tank, construction of a new airport terminal, relocation of State Highway aging water and wastewater lines, improvements to the pedestrian bridge and sidewalk on North Virginia, rehabilitation of homes through a Texas Department of Housing and Community Affairs Program, and continuation of demolition of substandard structures and strong code enforcement initiatives.

Transforming the Local Economy

With continued conservative fiscal decisions on the part of the Mayor and City Council, I have been able to effectively and efficiently deliver City services. The 2011-2012 budget documents promote fiscal caution while navigating to future tax base expansion and growth. More importantly, to maintain momentum in moving the City forward, the budget identifies city services to be provided and how those services are to be funded.

P.O. BOX 310 • 201 E. Nash Street • Terrell, Texas 75160 • (972) 551-6600

The mission of the City Council of the City of Terrell, Texas, is to create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.

FY 2011-2012 Budget Message

Despite the slow economic recovery, we are experiencing local economic growth in re-development, business expansion and increased commercial development. We continue to progress on a number of important community projects. The most promising is the future tax base expansion through the Tax Increment Financing District (TIF) with retail and commercial development.

Positive Economic Indicators

Positive indicators show the City's property tax valuations are stabilizing after dropping approximately 8% a year ago. In addition, sales tax continues to show positive growth. Other indicators of recovery are commercial re-construction and business park economic development. During calendar year 2011, building inspections conducted by the Municipal Development Department increased by 70%. This level of activity reflects a positive "up-tick" in Terrell's economy.

The budget is a plan to address community needs within fiscal constraints. Most importantly, this budget continues to build General Fund reserves. This effort allows the city to maintain its A1 rating from Moody's and thereby retain its sound credit-worthy status.

Staff continues to keep expenditures at a minimum. All city staff will take 8 furlough days. This cost savings will keep us in a financially solid position moving forward. The response and effort of each department has been excellent. We continue to evaluate the City's operations and explore opportunities to ensure that the delivery of services to our citizens is as "cost-effective" as possible I'm proud of the team effort that went into producing this extremely lean budget. It describes in detail how each City department, division, and function will invest the City's resources for the benefit of the community.

Overall objectives of this budget are presented as follows:

- Provide a balanced program of municipal services, addressing the needs of the city in an efficient and sustainable fashion.
- Position the City to effectively grow retail and commercial development.
- Address City Council goals.
- Enhance public safety
- Maintain the existing tax rate.
- Continue the city's cleanliness initiative through proactive code enforcement.

The budget supports the following goals:

- Hiring of 2 new police officers
- Housing re-development
- Water and sewer infrastructure improvements
- Storm water drainage maintenance.
- Cleanup and maintenance of “Entry” rights of Way in the City. Improve the local image.
- Downtown central business district initiatives

General Fund

The budget is based on the 2011 adjusted taxable value of \$ 914,141,372 .the valuation is approximately \$ 17,108,129 less than the property valuation for fiscal year 2010-2011. This represents a decrease of % 1.87. The tax rate proposed is \$0.65 per one hundred dollar of value, which is the same rate as last budget year. The tax rate is again less that proposed effective rate of \$0.6657 and the proposed rollback rate of \$0.7004

The proposed breakdown of the tax rate is:

\$0.4627	General Fund Maintenance and Operation
\$0.1805	Debt Service, Interest and Sinking Fund
\$0.6477	as proposed for fiscal year 2011-2012

The 2011-2012 General Fund revenue projection is \$15,454,793. This is an anticipated increase in revenue of approximately \$353,359 over fiscal year 2010-2011. Revenue forecasts include projected growth in franchise fees, sales tax, and Court fines.

Water and Sewer Fund

Utility fund revenues are projected to be \$11,868,936. This budget includes a (8.75%) eight point seven five percent rate increase for water and a (19.25%) nineteen point two five percent increase in waste water that will be implemented in the 2011 – 2012 fiscal year. This will provide sufficient funds to offset regulatory requirements established by the Environmental Protection Agency (EPA) and the Texas Commission for Environmental Quality (TCEQ). The rate structure supports the maintenance of the water distribution system and waste water collection system to meet current and future State of Texas mandates.

Equipment Replacement Fund

The Equipment Replacement Fund revenues are projected to be \$756,170 with the majority of its revenues in the form of user fees from the General Fund in the amount of \$500,000 and from the Utility Fund in the amount of \$225,170. The capital expenditure from this fund is the purchase of a mower. Continuing to replace equipment / vehicles will ensure adequate tools for the maintenance and operation of the city’s facilities.

Airport Fund

The Airport Fund reflects expenditures of \$372,300. The new airport terminal and entry-way are complete. The new facilities will support the city's efforts to expand our commercial and retail opportunities and bring new business to the airport.

Storm Water Fund

The new Storm Water Management Fund approved by council will be implemented in October. The proposed revenues from the fund are estimated to be \$179,360. These funds will be used to improve public health, reduce safety risks, maintain a clean pleasant city image, and provide stable funding for drainage management. The first year objectives include street drainage and pavement and curb repairs/reconstruction.

Conclusion

The budget maintains the City's momentum for providing excellence in customer service. This budget addresses immediate financial needs to continue current projects while planning for future tax base expansion. With direction and input from the City Council, the staff has expended a great deal of time and effort to prepare the program of work for fiscal year 2011-2012. Thanks are due the City Council for input, guidance, and support. Personally, I want to thank city staff for their assistance in the preparation of this budget.

Sincerely,

Torry L. Edwards
City Manager

ORDINANCES



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ORDINANCE NO. 2501

AN ORDINANCE OF THE CITY OF TERRELL, TEXAS APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011, AND ENDING SEPTEMBER 30, 2012; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE CITY; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by Article V. of the City Charter, the City Manager has prepared and submitted to the City Council a proposed budget of revenues and expenditures for conducting the affairs of the City and providing a complete financial plan for the fiscal year beginning October 1, 2011 and ending September 30, 2012; and

WHEREAS, the City Council has received the City Manager’s proposed budget, a copy of which and all supporting schedules have been filed with the City Secretary of the City of Terrell, Texas; and

WHEREAS, the City Council has conducted the necessary public hearings as required by law;

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

SECTION 1. That the proposed budget of the revenue and expenditures necessary for conducting the affairs of the City of Terrell, Texas, is as follows:

	REVENUES	EXPENDITURES
General Fund	\$16,281,547	\$14,752,470
Utility Fund	\$15,457,788	\$11,855,977
Equipment Replacement Fund	\$ 995,616	\$ 864,378
Airport Fund	\$ 1,626,463	\$ 372,300
Tourism Fund	\$ 259,046	\$ -0-
Capital Improvement Fund	\$ 903,128	\$ 688,000
Utility Capital Reserve Fund	\$ 3,363,784	\$ 1,990,000
Impact Fees Fund	\$ 594,682	\$ 215,000
Storm Water Management Fund	\$ 179,360	\$ 73,457
Interest & Sinking No. 1 Debt Service Fund	\$ 3,637,115	\$ 2,962,201
Interest & Sinking No. 2 Debt Service Fund	\$ 328,570	\$ 106,200

and provides a complete financial plan for the fiscal year beginning October 1, 2011 and ending September 30, 2012 as submitted to the City Council by the City Manager, attached hereto as Exhibit "A", and the same is hereby adopted and approved as the budget of the City of Terrell, Texas for the fiscal year beginning October 1, 2011 and ending September 30, 2012.

SECTION 2. That the sum of \$33,879,983 is hereby appropriated for the payment of the expenditures established in the approved budget for the fiscal year beginning October 1, 2011 and ending September 30, 2012.

SECTION 3. That the expenditures during the fiscal year beginning October 1, 2011 and ending September 30, 2012 shall be made in accordance with the budget approved by this ordinance unless otherwise authorized by a duly enacted ordinance of the City of Terrell, Texas.

SECTION 4. That all budget amendments and transfers of budgeted appropriations from one account to another account within any classification for the fiscal year 2010-2011 are hereby ratified and the budget Ordinance for fiscal year 2010-2011 heretofore enacted by the City Council be and the same is hereby amended to the extent of such transfers and amendments for all purposes.

SECTION 5. That specific authority is given to the City Manager to make the following adjustments:

1. Transfer of appropriations budgeted from one account classification to another account classification within the same department.
2. Transfer of appropriations from designated appropriation from one department or activity to another department or activity within the same fund.

SECTION 6. That all provisions of the Ordinances of the City of Terrell, Texas in conflict with the provisions of this ordinance be and the same are hereby repealed and all other provisions of the Ordinances of the City of Terrell, Texas not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 7. That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional.

SECTION 8. This Ordinance shall take effect from and after its passage as the law and charter in such cases provide.

PASSED AND APPROVED THIS THE 6TH DAY OF SEPTEMBER, 2011.

PASSED AND ADOPTED THIS THE 20TH DAY OF SEPTEMBER, 2011.

HAL RICHARDS, MAYOR

ATTEST:

JOHN ROUNSAVALL, CITY SECRETARY

APPROVED AS TO FORM:

MARY GAYLE RAMSEY, CITY ATTORNEY

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ORDINANCE NO. 2502

AN ORDINANCE OF THE CITY OF TERRELL, TEXAS, FIXING THE TAX RATE OF ALL TAXABLE PROPERTY WITHIN THE CITY OF TERRELL, TEXAS, FOR THE YEAR 2011 AND LEVYING AND ORDERING COLLECTION FOR THE YEAR 2011 AND PROVIDING TO SECURE THE PAYMENT OF TAXES ASSESSED.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS:

SECTION I.

That there be and is hereby levied and ordered collected on each One Hundred Dollar (\$100.00) valuation of all taxable property, both real and personal, and all property of every kind and description subject to taxation within the corporate limits of the City of Terrell, Texas, on January 1, 2010, the sum of \$0.65 based on 100% of the assessed valuation. Said rate of ad valorem tax is levied for the following purposes and the following amounts:

General Fund	\$0.4672
Interest/Sinking Fund	\$0.1805

SECTION II.

That all taxes collected by the city and districts for which it is collecting taxes, shall be payable on October 1, and if such taxes are not paid in full on or before January 31, of the succeeding year, the following penalties shall be payable: During the month of February, Six (6%) percent of amount of tax, plus 1% for each additional month delinquent, to a maximum of 12% beginning July 1. All delinquent taxes shall bear interest at the rate of one (1%) for each month or portion of month the tax remains delinquent.

SECTION III.

There is hereby on each and every item of taxable property a lien for the purpose of securing the certain payment of taxes assessed against said item of property, and said lien shall continue to exist against any item of property against which a tax is assessed hereunder until such tax, together with all interest, shall be paid.

SECTION IV.

That there be and there is hereby levied and ordered collected an annual occupation tax of fifty (50%) percent of the State occupation tax on each and every occupation subject to an occupation tax under the laws of the State of Texas.

SECTION V.

That this ordinance shall take effect and be in force from and after its passage and adoption.

PASSED AND APPROVED THIS THE 6TH DAY OF SEPTEMBER, 2011.

PASSED AND ADOPTED THIS THE 20TH DAY OF SEPTEMBER, 2011.

APPROVED:

HAL RICHARDS, MAYOR

ATTEST:

JOHN ROUNSAVALL, CITY SECRETARY

APPROVED AS TO FORM:

MARY GAYLE RAMSEY, CITY ATTORNEY

TAX RATE

**This budget will not Raise Taxes.
The \$0.65 Tax Rate is Below the Effective Rate of
\$0.6657 and Below the Rollback Rate of \$0.7004**



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ESTIMATED TAX RATE INFORMATION

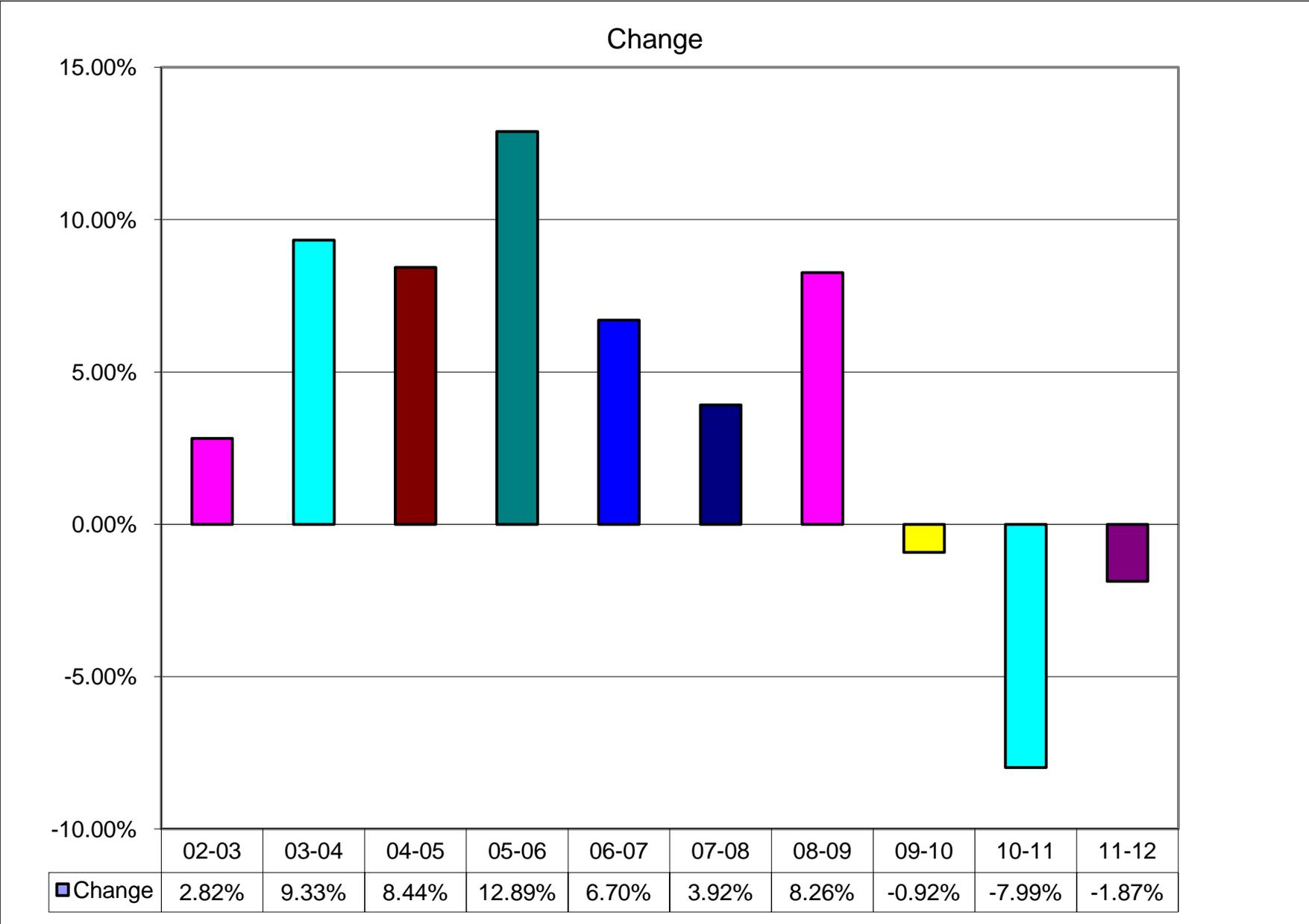
FISCAL YEAR
2011-2012

				2011-2012
ESTIMATED 2011 ADJUSTED TAXABLE VALUE				914,141,372
PROPOSED TAX RATE				0.65
TOTAL TAX REVENUES				Total 5,941,919
<u>CURRENT TAXES</u>				
100% COLLECTION				5,941,919
TIF No. 1 Est				20,929
Total				5,920,990
<u>TAX RATE PROOF</u>				
M&O	72%		0.4672	4,270,990
I&S	28%		0.1805	1,650,000
Total				0.6477 5,920,990

CITY OF TERRELL
 ASSESSED VALUATION TAX RATE
 HISTORY

YEAR	ASSESSED VALUATIONS	TAX RATE	TAXES ASSESSED	
1999	460,894,975	0.670	3,087,996	
2000	506,373,987	0.650	3,291,431	
2001	586,621,575	0.650	3,813,040	
2002	603,618,789	0.650	3,923,522	
2003	665,698,525	0.650	4,327,040	
2004	727,025,258	0.650	4,725,664	
2005	834,587,541	0.650	5,424,819	
2006	894,542,447	0.650	5,814,526	
2007	931,051,598	0.650	6,051,835	
2008	1,014,913,277	0.650	6,596,936	
2009	1,005,646,462	0.650	6,536,702	
2010	931,249,501	0.650	6,053,122	
Est 2011	\$ 914,141,372	0.650	5,941,919	

PERCENT CHANGE IN PROPERTY VALUE



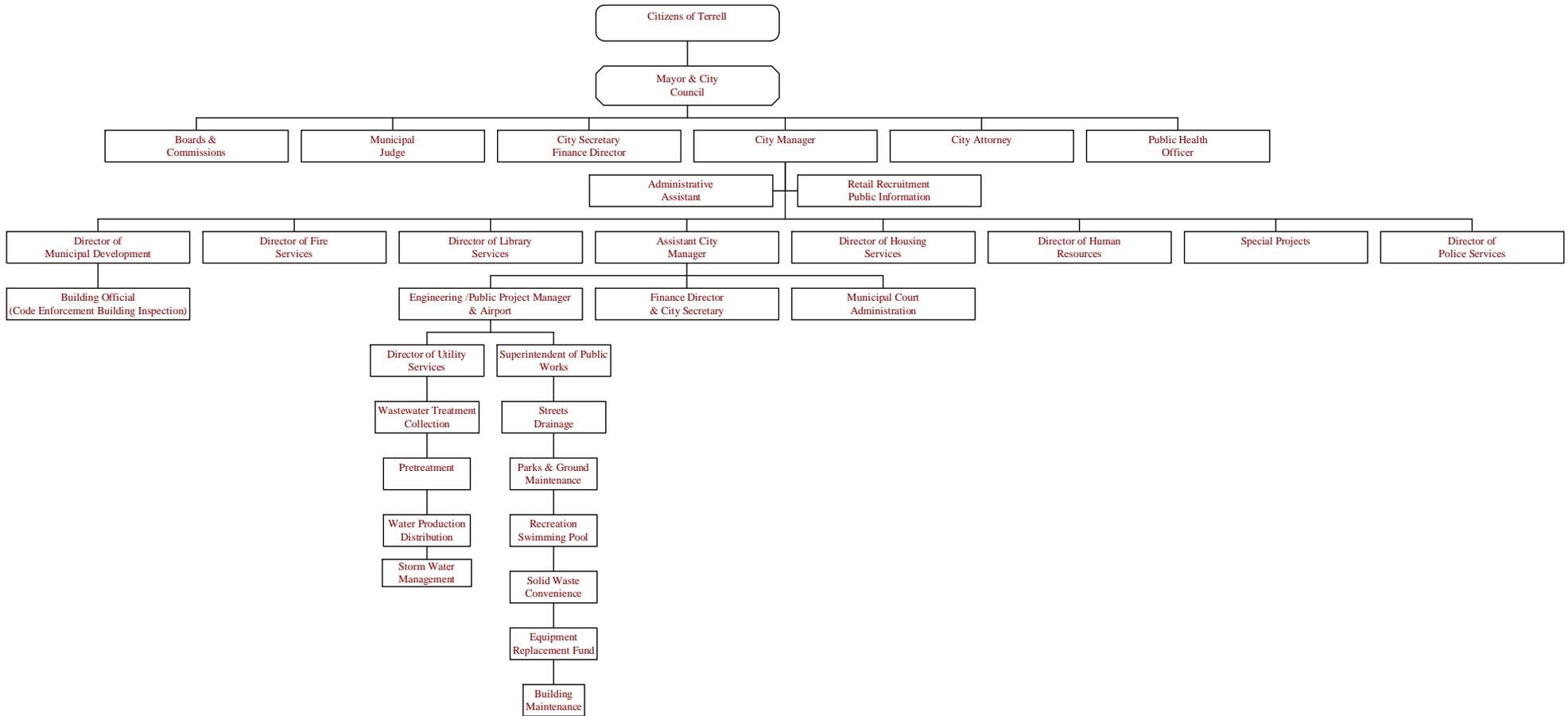
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ORGANIZATIONAL CHART

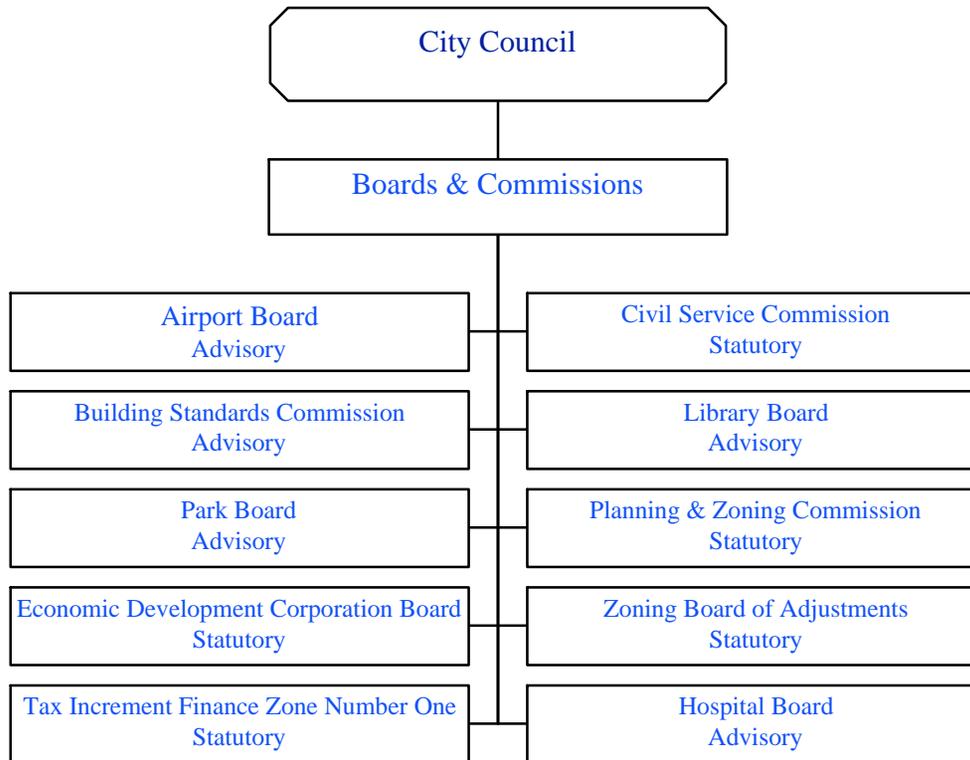


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City of Terrell Organizational Chart



City of Terrell Board and Commissions
October 1, 2011



- **Airport Board - Advisory**
 - Develops recommendations for planning of future airport development / improvements;
 - Develops recommendations for financing and implementation of specific improvements; and
 - Submits recommendations on any rules / regulations and/or ordinances changes pertaining to the control of the general aviation facilities at Municipal Airport.
 - This eight (8) member Board meets the 2nd Wednesday each month.
 - Qualification – members can live both in and out of the City.

- **Civil Service Commission - Statutory**
 - An established Fire Fighter’s and Police Officer’s Civil Service Commission; and
 - Establishes the hiring and classification for all firefighters and police officers.
 - This three (3) member Commission meets as needed.
 - Qualifications – members must be a resident of the City.

- **Building Standards Commission - Advisory**
 - Holds all hearings regarding substandard buildings; and
 - Makes written findings of fact as to whether or not buildings are dilapidated, substandard, or unfit for human habitation and whether or not the buildings in question are dangerous.
 - This seven (7) member Commission meets on Wednesday as needed.

- **Library Board - Advisory**
 - Make continuous study and review of the library services offered by the Riter C. Hulsey Public Library; and
 - Advise the City Council of the present and future maintenance, operation, planning, acquisition, development, enlargement, and policies of the public library.
 - This nine (9) member Board meets quarterly the 3rd Thursday of the month.
 - Qualification – Seven (7) members must be a resident of the City and two (2) must be residents of the County

- **Park Board - Advisory**
 - Make recommendations for the improvement and/or expansion of existing parks, as well as acquisition and development of additional parks;
 - Make recommendations for regulations regarding the use of parks; and
 - Make recommendations regarding the annual operation, maintenance, and capital budget for the park system.
 - This seven (7) member Board meets on the 3rd Wednesday of the month.
 - Qualifications – Members must be a resident of the City.

- **Planning & Zoning Commission - Statutory**
 - Recommendations to the City Council – Specific Use Permits, Zone Changes, Platting, etc.; and
 - Makes recommendations for adoption of a master plan, for the future development and redevelopment of the City.
 - This nine (9) member Commission meets on the 4th Monday of each month.

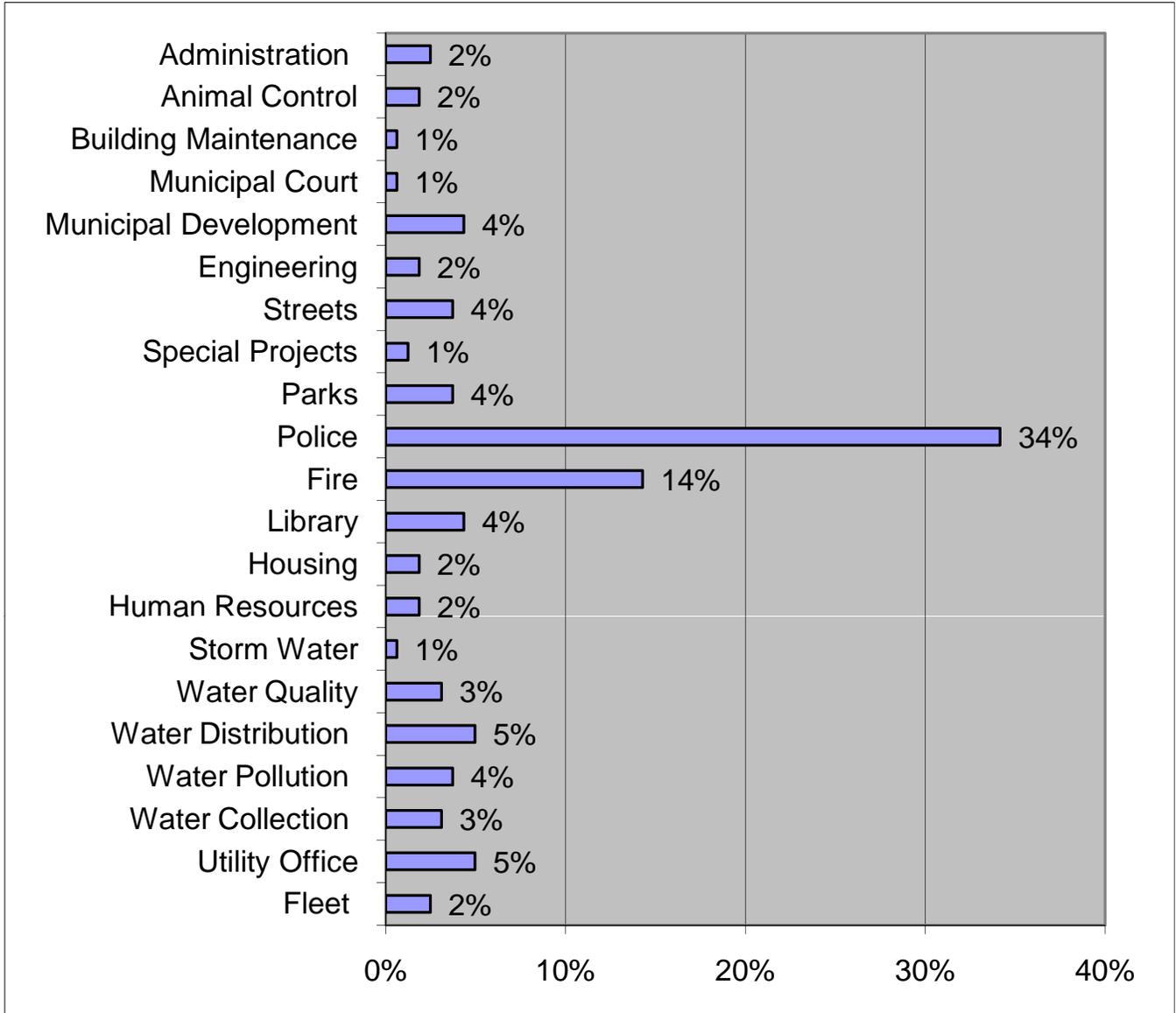
- **Economic Development Corporation Board - Statutory**
 - Promotes, assists, and enhances economic development activities for the City.
 - This five (5) member Board meets on the 4th Tuesday of each month.

- **Zoning Board of Adjustments - Statutory**
 - Hear appeals that allege error in a decision by an administrative official;
 - Hear special exceptions to the terms of the zoning ordinance; and
 - Authorize variances from the terms of the zoning ordinance.
 - This Seven (7) member Board meets as needed.

- **Tax Increment Financing Reinvestment Zone Number One**
 - Recommendations to the City Council concerning administration of the Zone, and
 - Prepare and adopt project plans and reinvestment zone financing plan for the Zone
 - Prepare implement, monitor project and financing plan.
 - This Five (5) member Board meets monthly.

- **Hospital Advisory Board**
 - Develop recommendations to improve hospital care and services;
 - Receive a monthly report from the Hospital Administrator regarding the condition of the hospital;
 - Assist in the creation, receipt and review of patient and staff surveys; and
 - Serve in an advisory role to the City Council
 - This Five (5) member Board meets monthly.

CITY OF TERRELL
PERSONNEL



PERSONNEL ALLOCATION
FISCAL YEAR
2011-2012

Administrative		Special Projects		Library		WasteWater Collection	
City Manager	1.0	Foreman	1.0	Director	1.0	Foreman	1.0
Assistant City Manager	1.0	Crew Chief	1.0	Public Services Supervisor	1.0	Crew Leader	1.0
Executive Secretary	1.0	Department Total	2.0	Youth Services Librarian	1.0	Equipment Operator	1.0
Administrative Clerk	1.0			Technical Services Tech	1.0	Maintenance	3.0
Department Total	4.0	Parks		Technician	3.0	Customer Service/Meter Reader	1.0
		Foreman	1.0	Department Total	7.0	Department Total	7.0
Animal control		Crew Leader	1.0				
Administrative Clerk	1.0	Equipment Operator	2.0	Housing (Section 8)		Utility	
Animal Control Officer	2.0	Maintenance	2.0	Director	1.0	Director	1.0
Department Total	3.0	Department Total	6.0	Administrative Clerk	2.0	Accounting Technician	1.0
				Department Total	3.0	Administrative Clerk	4.0
Municipal Building		Pool				Billing Clerk	1.0
Maintenance Person	1.0	Manager	1.0	Landfill		Administrative Secretary	1.0
Department Total	1.0	Assistant Manager	1.0	Gate Keeper	0.0	Department Total	8.0
		Lifeguards	12.0	Department Total	0.0		
Municipal Court		Maintenance	1.0			Storm Water Utility	
Judge	0.5	Department Total	15.0	Human Resources		Maintenance	1.0
Court clerk	1.0			Director	1.0	Department Total	1.0
Department Total	1.5	Police		Administrative Clerk	2.0		
		Chief of Police	1.0	Department Total	3.0	Equipment Replacement	
Municipal Development		Captain	3.0			Foreman	1.0
Director	1.0	Sergeant	5.0	Water Quality		Mechanic	2.0
Building Inspector	2.0	Corporal	6.0	Director	1.0	Service Attendant	1.0
Code Enforcement	3.0	Patrol Officer	25.0	Chief Operator	1.0	Part-Time	0.0
Administrative Clerk	1.0	Administrative Secretary	1.0	Plant Operator	3.0	Department Total	4.0
Department Total	7.0	Community Service Officer	5.0	Department Total	5.0		
		Forensic Technician	1.0				
Engineering		Dispatcher/Records Clerk	7.0	Water Distribution			
City Engineer	1.0	Department Total	54.0	Crew Leader	1.0		
Technician	2.0			Equipment Operator	1.0		
Department Total	3.0	Fire		Maintenance	5.0		
		Fire Chief	1.0	Administrative Clerk	1.0		
Street		Fire Marshal	1.0	Department Total	8.0		
Superintendent	1.0	Captain	3.0				
Foreman	1.0	Driver Engineer	6.0	Water Pollution Control			
Crew Leader	1.0	Fire Fighter	12.0	Chief Operator	1.0		
Equipment Operator	1.0	Department Total	23.0	Plant Operator	5.0		
Maintenance	3.0	Volunteer Firefighters	30.0	Part-Time	0.0		
Administrative Secretary	1.0			Department Total	6.0		
Department Total	8.0						

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FINANCIAL POLICY



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FINANCIAL POLICIES OVERVIEW

1.0 Introduction

The City of Terrell financial policies set forth the basic framework for the fiscal management of the City. These policies were developed within the parameters established by applicable provisions of the Texas Local Government Code and the City of Terrell City Charter. The policies are intended to assist the City Council and City staff in evaluating current activities and proposals for future programs. The policies are to be reviewed on an annual basis and modified to accommodate changing circumstances or conditions.

2.0 Annual Budget (Charter Requirements)

- A. The fiscal year of the City of Terrell shall begin on the first day of October and end on September 30 of the following calendar. The fiscal year will also be established as the accounting and budget year.
- B. On or before the 1st day of August of each year, the City Manager shall submit to the City Council a budget for the ensuing fiscal year and an accompanying message.
- C. The City Manager's message shall explain in the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the manager deems desirable.
- D. The budget shall provide a complete financial plan for the fiscal year, and shall be in the form and contain such information as required by state law and by the City Council. The budget shall conform to recommendations for budgets and crediting procedures as prescribed by the Municipal Finance Officers Association to the extent possible.
- E. The budget and all supporting schedules shall be filed with the City Secretary when submitted to the Council and shall be opened to public inspection by anyone interested.
- F. At the Council meeting at which time the budget is submitted, the Council shall name the date and place of a public hearing and shall cause to be published in the official newspaper of the City the time and place, which will be not less than ten (10) days nor more than thirty (30) days after date of notice. At this hearing, interested citizens may express their opinions concerning items of expenditures, giving their reasons for wishing to increase or decrease any items of expense.
- G. After public hearing, the Council shall analyze the budget, making any addition or deletions which they feel appropriate, and shall, at least ten (10) days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote of all members of the Council. Should the Council take no final action on or prior to such day, the budget as submitted by the City Manager shall be deemed to have been finally adopted by the Council.
- H. On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the Council shall constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred to any item required for the same general purpose.

3.0 Basis of Accounting and Budgeting

- A. The City of Terrell finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board.
1. The accounts of the City of Terrell are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained to account for certain assets and liabilities of the governmental funds not recorded directly in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project funds.
 2. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrue (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectable within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, and franchise tax revenues recorded in the General Fund, and ad valorem tax revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when received in cash because they are generally not measurable until actually received. Expenditures are recognized when the related funds liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.
 3. The City of Terrell utilizes encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
 4. The Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- B. The budgets shall be prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds which adopt project-length budgets. All annual appropriations lapse at fiscal year end. Under the City's budgetary process, outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be re-appropriated and honored the subsequent fiscal year.

4.0 Budget Administration

- A. All expenditures of the City of Terrell shall be made in accordance with the annual budget. Budgetary control is maintained at the individual expenditure account level by the review of all requisitions of estimated purchase amounts prior to the release of purchase order to vendors.
- B. The following represents the City of Terrell budget amendment policy delineating responsibility and authority for the amendment process. Transfers between expenditure accounts in one department may occur with the approval of the City Manager's Office. Transfers between funds must be accomplished by budget amendment approved by the City Council. Budget amendments calling for new fund appropriations must also be approved by the City Council. As a matter of course, continuous budget monitoring requires that deviations from expected amounts of revenue and/or expenditures be noted and estimates revised, if necessary, to avoid financial distress. Budget amendments are thus considered prudent financial management techniques and are deemed to fulfill the requirements of City Charter for budget amendment justification.

5.0 Financial Reporting

- A. Following the conclusion of the fiscal year, the City of Terrell Director of Finance shall cause to be prepared a Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting and financial reporting principles established by the Governmental Accounting Standards Board. The document shall also satisfy all criteria of the Government Finance Officers Association's Certification of Achievement for Excellence in Financial Reporting Program.
- B. The CAFR shall show the status of the city's finances on the basis of generally accepted accounting principles (GAAP). The CAFR shall show fund revenues and expenditures on both a GAAP basis and budget basis for comparison purposes. Differences in format are acknowledged through reconciliations. Compensated absences (accrued but unused vacation leave) are not reflected in the budget but are accounted for in the CAFR's long-term debt account group. Depreciation expense is not shown in the budget's propriety funds, although the full purchase price of equipment and capital improvements are reflected as uses of working capital.
- C. Included as part of the Comprehensive Annual Financial Report shall be the results of the annual audit prepared by independent certified public accountants designated by the City Council.
- D. The City Manager's Office shall, within sixty days following the conclusion of each calendar quarter, issue a report to the Council reflecting the City's financial condition for that quarter. The quarterly report format shall be consistent with the format of the annual budget document. The preliminary budget may serve as the report for the third quarter of the year, as it reflects the City's current financial status and expected year end posture.

6.0 Revenues

- A. To protect the City of Terrell's financial integrity, the City will maintain a diversified and stable revenue system to shelter it from fluctuations in one revenue source.
- B. For every annual budget, the City of Terrell shall levy two property tax rates: operation/maintenance and debt service. The debt service levy shall be sufficient for meeting all principal and interest payment associated with the City's outstanding general obligation debt for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service fund. The operation and maintained levy shall be accounted for in the General Fund. A portion may be designated for special purposes (i.e., Street Maintenance Fund).
- C. The City of Terrell will maintain a policy of levying the lowest tax rate on the broadest tax base. Mandated exemptions will be provided to home owners, senior citizens, and disabled citizens.

- D. The City of Terrell will establish user charges and fees at a level which attempts to recover the full cost of providing the service.
 - 1. User fees, particularly utility rates, should identify the relative costs of serving different classes of customers.
 - 2. The City of Terrell will make every reasonable attempt to ensure accurate measurement of variables impacting taxes and fees (e.g. verification of business sales tax payments, verification of appraisal district property values, accuracy of water meters, etc.)
- E. The City of Terrell will attempt to maximize the application of its financial resources by obtaining supplementary funding through agreements with other public and private agencies for the provision of public services or the construction of capital improvements. The City of Terrell will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.
- F. When developing the annual budget, the City Manager shall project revenues from every source based on actual collections from the preceding year and estimated collections of the current fiscal year, while considering known circumstances which will impact revenues for the new fiscal year. The revenue projections for each fund should be made conservatively so that total actual fund revenues exceed budgeted projections.

7.0 Operating Expenditures

- A. Operating expenditures shall be accounted, reported, and budgeted for in the following major categories:

4100	Personal Services
4200	Supplies
4300	Maintenance
4400	Contractual Services
4500	Capital Replacement/Lease
- B. The annual budget shall appropriate sufficient funds for operating, recurring expenditures necessary to maintain established quality and scope of city services.
- C. The City of Terrell will constantly examine the methods for providing public services in order to reduce operating, recurring expenditures and/or enhance quality and scope of public services with no increase to cost.
- D. Personal service expenditures will reflect the minimum staffing needed to provide established quality and scope of city services. To attract and retain employees necessary for providing high-quality service, the City shall maintain a compensation and benefit package competitive with the public and, when quantifiable, private service industries.
- E. Supply expenditures shall be sufficient for ensuring the optimal productivity of City employees.
- F. Maintenance expenditures shall be sufficient for addressing the deterioration of the City’s capital assets to ensure the optimal productivity of the capital assets. Maintenance should be conducted to ensure a relatively stable level of maintenance expenditures for every budget year.
- G. The City of Terrell will utilize contracted labor for the provision of city services whenever private contractors can perform at the lowest possible cost.
- H. Existing capital equipment shall be replaced when needed to ensure the optimal productivity of City of Terrell employees.
- I. Expenditures for capital equipment shall be made only to enhance employee productivity, improve quality of service, or expand scope of service.
- J. To assist in controlling the growth of operating expenditures, operating departments will submit their annual budgets to the City Manager within fiscal parameters provided by the City Manager’s Office.

8.0 Fund Balance

- A. The annual budget shall be presented to Council, with each fund reflecting minimum ending fund balances as follows:
- | | |
|---------------------------|--------------------------------|
| General Fund | 60 days of expenditures |
| Water and Sewer Fund | 60 days of expenditures |
| Utility Debt Service | Compliance with bond covenants |
| General Debt Service Fund | 60 days of expenditures |
- B. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects or programs.
- C. The City of Terrell will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. In the event fund balance is appropriated for recurring operating expenditures to meet the needs of the community, the budget document shall include an explanation of the circumstances requiring the appropriation and the methods to be used to arrest the future use of fund balance for operating expenditures.
- D. The Utility Capital Reserve (UCR) is established to provide a source of funds which can be used to address serious and unexpected conditions that may arise, such as adverse weather conditions which seriously alter expected revenue amounts. In addition, the fund alleviates the need for sudden and unexpected rates increases, allowing the City to implement needed rate increases in a phased and orderly manner. The UCR is a restricted sub-fund of the Water and Sewer Utility Fund and shall be maintained at a targeted level of \$1,500,000. If monies from the UCR are transferred to operating working capital fund balances, UCR funds will be restored to the targeted level as soon as practical. Decisions involving the use of the UCR shall be at the discretion of the City Manager and reported in normal budgeting and financial reporting formats throughout the fiscal year.

9.0 Fund Transfers

- A. Fund transfers may occur when surplus fund balances are used to support non-recurring capital expenses or when needed to satisfy debt service obligations.
- B. Fund transfers are used to pay for general and administrative costs in the General Fund and to charge franchise fees to Proprietary Funds.

10.0 Debt Expenditures

- A. The City of Terrell will issue debt only to fund capital projects, which cannot be supported by current, annual revenues.
- B. To minimize interest payments on issued debt, the City will maintain a rapid debt retirement policy by issuing debt with maximum maturities not exceeding ~~20~~ 30 years. Retirement of debt principal will be structured to ensure constant annual debt payments.
- C. The City of Terrell will attempt to maintain base bond ratings (prior to insurance) of AA2 (Moody's Investors Service) and AA (Standard & Poor's) on its general obligation debt. The City shall continue to seek to enhance its credit quality by frequent contact and visits with the rating agencies, and monitoring the current trends and guidance from the agencies.
- D. When needed to minimize annual debt payments, the City of Terrell will obtain insurance for new debt issues.
- E. In order to minimize the impact of debt issuance on the property tax rate and to assist the City in meeting its arbitrage requirements, the City will consider the sequential sale of bonds for the purpose of financing capital projects.

11.0 Capital Project Expenditures

- A. The City of Terrell will develop a multi-year plan for capital projects which identifies all projects likely to be constructed within a five year horizon. The multi-year plan will reflect for each project the likely source of funding and attempt to quantify the project's impact to future operating expenditures.
- B. Capital projects will be constructed to:
 - 1.) Protect or improve the community's quality of life.
 - 2.) Protect or enhance the community's economic vitality.
 - 3.) Support new development.
 - 4.) Provide significant rehabilitation of City infrastructure for sustained service.
- C. Capital project expenditures will not be authorized by the City Council without identification and commitment of revenue sources sufficient to fund the improvement. Potential funding sources include, but are not limited to, reserve funds, debt issuances, matching funds revenues, user fees, grants, or reallocation of existing capital funds with the recognition that construction of previously authorized capital projects may be delayed or postponed.
- D. Capital Improvement Planning and Programming shall include the following categories for the determination of funding for individual projects: design costs, right-of-way costs, utility construction/adjustment costs, construction costs, appropriate contingency funds, furnishings and equipment, and direct project administration services provided by City employees or outside forces.
- E. Cost incurred for advanced planning of capital projects may be funded from reimbursement of appropriate debt or operating funds.
- F. The City will fund the entire cost of proposed projects in debt proposals, without relying on matching funds from other agencies or entities unless said matching funds are designated and available for use at the time of the issuance of the debt. Matching funds received for a project that is fully funded by a debt issuance shall be applied to debt service and shall not be used to fund additional capital projects.
- G. To minimize the issuance of debt, the City of Terrell will attempt to support capital projects with appropriations from operating revenues or excess fund balances (i.e., "pay-as-you-go").

12.0 Utility Capital Expenditures

- A. Utility rates are designed to provide for a depreciation reserve which accumulates resources to replace or rehabilitate aging infrastructure. In addition, the multi-year financial plan provides debt strategies to finance needed capital items.
- B. Inasmuch as roads and other components are essential to extending utility service, revenues in excess of anticipated current year needs will be reserved for future road improvements and related infrastructure projects at year-end. This will assure that infrastructure costs are funded along with utility projects.

13.0 Long-term Financial Plan

- A. The City of Terrell will adopt the annual budget in the context of a long-term financial plan, or other multi-year budget analysis.
- B. The long-term financial plans will establish assumptions for revenues, expenditures and changes to fund balances over a five year horizon. The assumptions will be evaluated periodically as part of the budget development process.

14.0 Cash Management and Internal Controls

- A. Written guidelines on cash handling, accounting, segregation of duties, and other financial matters shall be maintained.
- B. Each department director shall ensure that departmental procedures are adequate to safeguard City funds.
- C. Staffing and training shall be reviewed periodically to ensure adequacy.
- D. Daily deposits of City cash shall be performed.
- E. The timing and amount of cash needs and availability shall be systematically projected in order to maximize interest earnings from investments.
- F. The City's investment portfolio shall be managed in accordance with the Public Funds Investment Act and the City's Investment Policy.
- G. The City shall conduct periodic reviews of Internal Controls and Cash Handling Procedures.

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CONSOLIDATED SUMMARY OF PROJECTIONS



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2011-2012
CONSOLIDATED BUDGET INFORMATION

	General Fund	Utility Fund	Utility Capital Reserve Fund	Storm Water Utility Fund	Equipment Replacement Fund	Airport Fund	Impact Fees Fund	Capital Improvement Fund	Tourism Fund	I&S No. 1 Debt Service	I & S No. 2 Debt Service
Beginning											
Fund Balance	826,754	3,588,852	1,681,892	0	239,446	1,315,569	536,182	363,628	30,476	674,914	222,370
Operating											
Revenues	15,454,793	11,868,936	1,681,892	179,360	756,170	310,894	58,500	539,500	228,570	2,962,201	106,200
Total											
Revenues	16,281,547	15,457,788	3,363,784	179,360	995,616	1,626,463	594,682	903,128	259,046	3,637,115	328,570
Operating											
Expenditures	14,752,470	11,855,977	1,990,000	73,457	864,378	372,300	215,000	688,000	0	2,962,201	106,200
Ending											
Fund Balance	1,529,077	3,601,811	1,373,784	105,903	131,238	1,254,163	379,682	215,128	259,046	674,914	222,370

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GENERAL FUND



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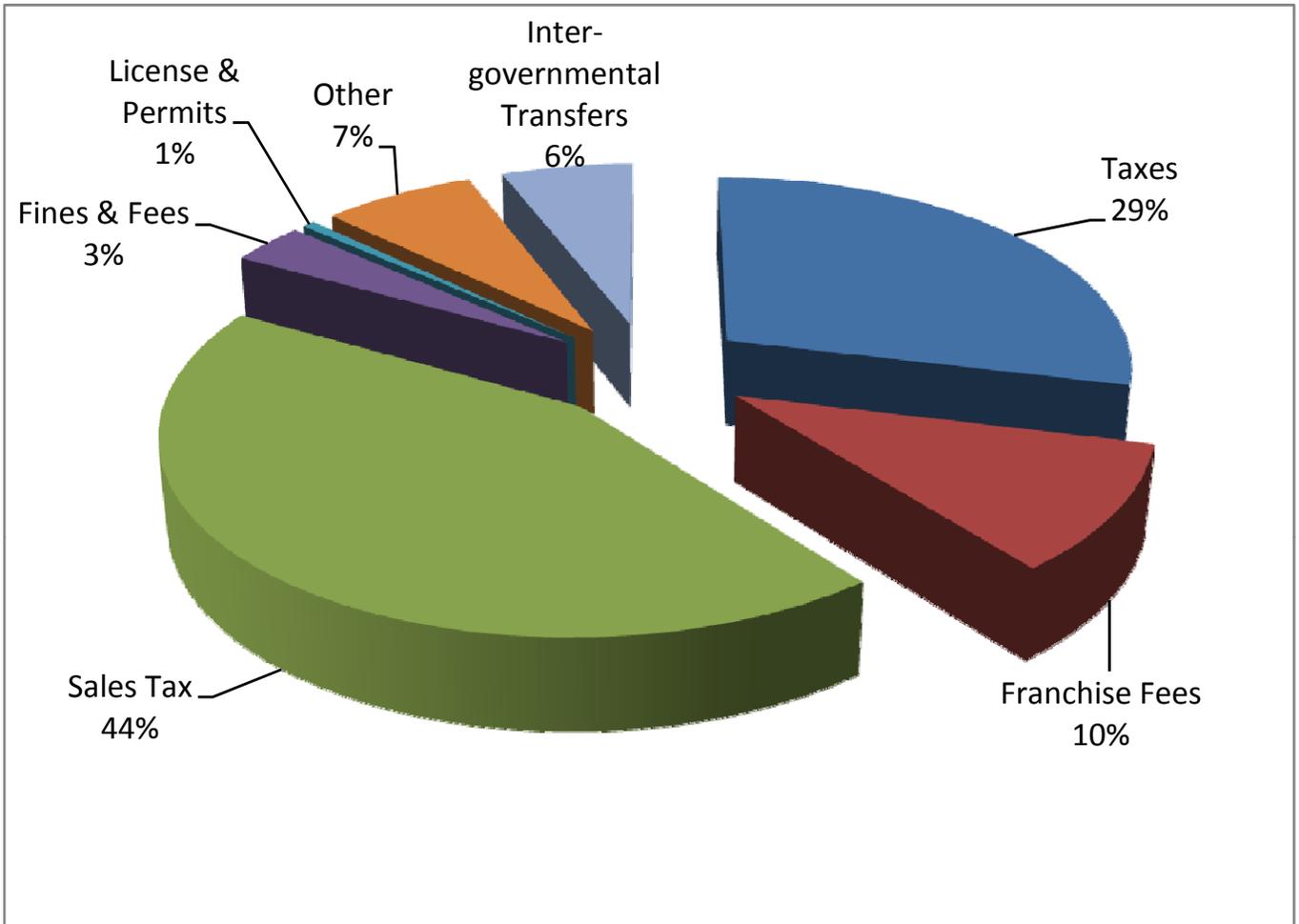
**GENERAL FUND
ESTIMATED CASH POSITION**

	Proposed FY 2011 - 2012
Cash in Bank April 30, 2011	3,128,780
Estimated Revenues FY 2011	15,302,535
Revenues Collected thru April 30, 2011	10,767,498
Anticipated Revenue to Sept. 30, 2011	4,535,037
Sub-Total	7,663,817
Estimated Expenditures FY 2011	15,135,412
Y-T-D April 30, 2011	8,298,348
Sub-Total	6,837,064
Estimated Beginning Cash FY 2011	826,754
Proposed Revenues FY 2012	15,454,793
Sub-Total	16,281,547
Proposed Expenditures FY 2012	14,752,470
Estimated Cash in Bank Sept. 30 2012	1,529,077

GENERAL FUND
REVENUE SUMMARY

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Revenues			
Property Taxes	4,741,704	4,418,059	4,475,990
Other Local Taxes	1,558,803	1,601,000	1,639,000
Sales Tax	6,745,646	6,600,000	6,800,000
License & Permits	81,556	86,350	89,950
Fines & Fees	436,627	533,420	530,580
Charges for Current Services	509,194	510,000	509,000
Use of Money	17,017	10,000	10,000
Community Services	25,150	14,800	38,550
Refunds & Recoveries	381,605	394,417	410,231
Other Services	663,795	160,925	116,430
Inter-Governmental Transfers	1,086,090	973,564	926,062
	16,247,186	15,302,535	15,545,793

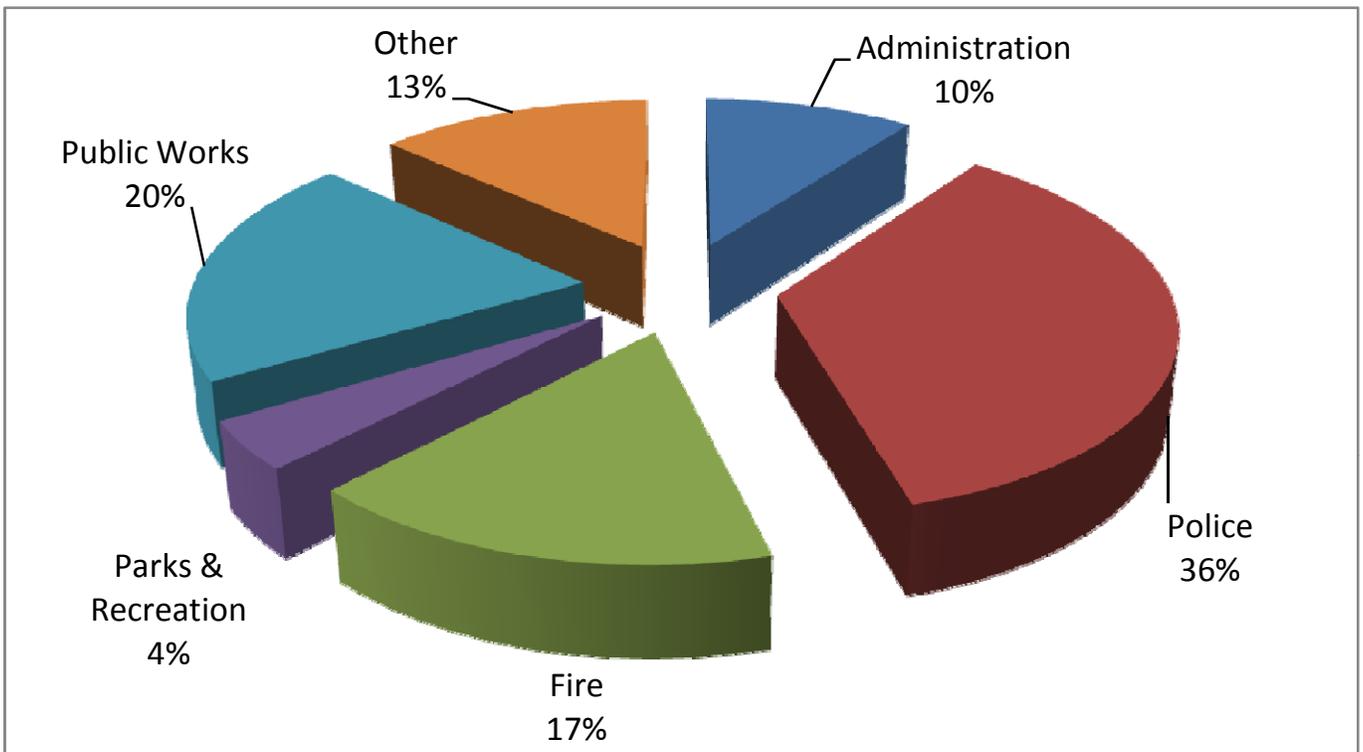
GENERAL FUND
REVENUES



GENERAL FUND
EXPENSE SUMMARY

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
11 Legislative	2,108,024	2,111,308	2,167,756
12 Administration	649,848	671,711	663,004
13 Animal Control	153,287	162,705	189,740
14 Information Technology	443,897	438,750	0
15 Legal	215,317	200,000	200,000
16 Municipal Buildings	537,585	456,257	481,065
17 Municipal Court	119,419	82,013	99,714
20 Municipal Development	583,488	597,539	582,958
21 Engineering	359,425	357,609	317,283
22 Streets	628,212	640,594	640,602
23 Special Projects	296,195	302,048	247,121
25 Sanitation	520,529	543,000	543,000
26 Parks	939,326	419,455	446,534
27 Pools	175,604	100,165	103,042
28 Street Lighting	276,682	285,000	285,000
32 Police	3,900,121	4,231,457	4,372,491
33 Fire	1,969,892	2,110,405	2,134,966
34 Library	531,701	483,285	457,820
35 Housing	270,499	285,601	293,231
37 Landfill	33,080	21,885	21,860
40 Human Resources	338,049	405,099	505,283
90 Debt Services	418,904	229,526	0
	15,469,084	15,135,412	14,752,470

GENERAL FUND
EXPENSES



GENERAL FUND

PERSONNEL SUMMARY

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
11 Legislative	133	186	206
12 Administration	471,252	467,586	467,004
13 Animal Control	141,534	146,205	148,740
16 Municipal Buildings	93,618	51,207	52,065
17 Municipal Court	85,722	45,386	46,204
20 Municipal Development	505,223	511,656	476,183
21 Engineering	332,436	332,140	272,033
22 Streets	517,027	499,239	372,483
23 Special Projects	258,868	224,139	137,937
26 Parks	351,958	346,720	352,684
27 Pools	58,557	76,565	77,942
32 Police	3,703,691	3,901,323	3,923,441
33 Fire	1,828,588	1,896,455	1,939,291
34 Library	475,202	440,755	413,895
35 Housing	203,633	203,443	207,951
40 Human Resources	269,802	314,499	395,233
	9,297,245	9,457,504	9,283,292

GENERAL FUND

SUPPLY SUMMARY

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
11 Legislative	15,883	14,705	8,400
12 Administration	1,888	2,500	2,500
13 Animal Control	3,503	4,250	4,550
16 Municipal Buildings	46,516	50,600	48,450
17 Municipal Court	1,158	2,550	2,050
20 Municipal Development	6,584	4,600	4,500
21 Engineering	1,778	2,000	2,300
22 Streets	66,080	67,200	69,450
23 Special Projects	12,257	10,000	10,500
26 Parks	8,462	9,500	10,200
27 Pools	17,768	16,850	18,100
32 Police	58,926	69,578	82,515
33 Fire	21,745	34,975	38,775
34 Library	10,071	20,555	12,500
35 Housing	6,994	12,200	15,250
37 Landfill	351	300	300
40 Human Resources	5,826	16,300	14,800
	285,790	338,663	345,140

GENERAL FUND

MAINTENANCE SUMMARY

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
11 Legislative	0	0	13,000
12 Administration	0	0	9,500
13 Animal Control	0	500	17,950
14 Information Technology	327,896	336,000	0
16 Municipal Buildings	132,189	100,000	109,450
17 Municipal Court	0	0	17,400
20 Municipal Development	0	0	9,450
21 Engineering	0	0	9,450
22 Streets	94	500	9,950
23 Special Projects	2,536	2,500	11,450
26 Parks	14,633	20,175	31,150
27 Pools	1,498	6,500	6,500
32 Police	996	3,350	93,250
33 Fire	31,185	49,500	55,900
34 Library	0	0	9,450
35 Housing	9,574	12,200	15,250
37 Landfill	121	1,500	1,500
40 Human Resources	0	0	9,450
	520,723	532,725	430,050

GENERAL FUND

CONTRACTUAL / SERVICES SUMMARY

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
11 Legislative	2,089,342	2,096,416	2,146,150
12 Administration	176,708	201,625	184,000
13 Animal Control	8,250	11,750	18,500
14 Information Technology	94,781	102,750	0
15 Legal	215,317	200,000	200,000
16 Municipal Buildings	265,262	254,450	271,100
17 Municipal Court	32,539	34,077	34,060
20 Municipal Development	71,682	81,283	92,825
21 Engineering	25,211	23,469	33,500
22 Streets	45,012	73,655	188,719
23 Special Projects	22,534	65,409	87,234
25 Sanitation	520,529	543,000	543,000
26 Parks	15,806	43,060	52,500
27 Pools	643	250	500
28 Street Lighting	276,682	285,000	285,000
32 Police	136,509	257,206	270,285
33 Fire	88,374	91,475	101,000
34 Library	46,428	21,975	21,975
35 Housing	50,298	64,898	64,970
37 Landfill	24,901	20,085	20,060
40 Human Resources	62,421	74,300	85,800
90 Debt Services	418,904	229,526	0
	4,688,129	4,775,660	4,701,178

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REVENUES



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GENERAL FUND

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 010 GENERAL FUND				
REVENUE				
GENERAL PROPERTY TAXES				
00-3101				
	TAXES-CURRENT	4,509,786	4,213,059	4,270,990
00-3102				
	TAXES-DELINQUENT	147,257	130,000	130,000
00-3103				
	TAXES-PENALTY & INTEREST CURRENT	39,828	35,000	35,000
00-3104				
	PENALTY & INTEREST - DELINQUENT	44,833	40,000	40,000
	SUB-TOTAL	4,741,704	4,418,059	4,475,990
OTHER LOCAL TAXES				
00-3201				
	FRANCHISE- UTILITY 020904490	250,000	250,000	250,000
00-3202				
	FRANCHISE-LONE STAR GAS	159,738	180,000	182,000
00-3203				
	FRANCHISE-TELEPHONE	138,698	120,000	135,000
00-3204				
	FRANCHISE-CABLE TV	78,436	87,000	89,000
00-3205				
	FRANCHISE-TXU ELECTRIC	774,387	814,000	810,000
00-3208				
	MIXED DRINKS	43,420	40,000	43,000
00-3213				
	FRANCHISE-IESI	114,125	110,000	130,000
	SUB-TOTAL	1,558,803	1,601,000	1,639,000
SALES TAX				
00-3207				
	CITY SALES TAX	3,439,734	3,300,000	3,400,000
00-3211				
	CITY SALES TAX / TAX REDUCTION	1,652,956	1,650,000	1,700,000
00-3250				
	TAXES-SALES TAX ECONOMIC DEV	1,652,956	1,650,000	1,700,000
	SUB-TOTAL	6,745,646	6,600,000	6,800,000
LICENSE & PERMITS				
00-3301				
	PERMITS-ALCOHOLIC BEVERAGE	-1,725	500	1,500
00-3302				
	PERMITS-AMUSEMENT	3,465	2,500	2,500
00-3303				
	PERMITS-BUILDING	27,221	27,000	30,000
00-3304				
	PERMITS-ELECTRICAL	5,560	6,000	6,000
00-3305				
	PERMITS-PEDDLERS	1,800	3,600	3,600

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
00-3306				
	PERMITS-PLUMBING	7,384	6,500	6,500
00-3307				
	PERMITS-DEMOLITION	1,150	1,000	1,500
00-3308				
	PERMITS-CERTIFICATE OF OCCUPANCY	3,220	3,500	5,000
00-3309				
	PERMITS-MECHANICAL	2,770	2,500	2,500
00-3310				
	LICENSE-ELECTRICAL	35	50	50
00-3311				
	REGISTRATION FEES	4,480	5,000	3,000
00-3312				
	PERMITS-ALARM	5,550	5,000	5,000
00-3313				
	LICENSE-RESTAURANT/FOOD	17,050	18,100	18,000
00-3317				
	REGISTRATION-DOG	901	1,100	800
00-3319				
	PERMITS-SIGN	2,695	4,000	4,000
	SUB-TOTAL	81,556	86,350	89,950
FINES & FEES				
00-3318				
	FEES-WRECKER	7,300	4,000	4,000
00-3401				
	SOFTBALL FIELD RESERVATIONS	0	850	0
00-3402				
	FINES-MUNICIPAL COURT	335,182	419,000	430,000
00-3403				
	OTHER	1,946	26,000	500
00-3404				
	FEES-OPEN RECORDS REQUEST	4,081	3,000	3,000
00-3405				
	INSPECTION FEES AFTER HOURS	5	250	250
00-3406				
	FEES - APARTMENT INSPECTIONS	13,556	13,500	15,000
00-3411				
	PAVILION RENTAL	2,700	1,800	2,500
00-3412				
	VITAL STATISTICS	20,908	15,000	25,000
00-3413				
	FEES-SWIMMING POOL GATE	48,049	47,000	48,000
00-3417				
	FEES- MAPS & PUBLICATIONS	45	125	50
00-3418				
	FEES- ZONING & PUBLICATIONS	2,156	1,700	1,500

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
00-3419				
	FEES- COPIES	215	250	200
00-3420				
	FEES- FINGERPRINTS	70	145	80
00-3421				
	FEES- ANIMAL SHELTER	416	800	500
00-3425				
	FEES- RECREATIONAL	0	0	0
	SUB-TOTAL	436,627	533,420	530,580
CHARGES FOR CURRENT SERVICES				
00-3506				
	FEES- RESIDENTIAL REFUSE	501,633	500,000	501,000
00-3516				
	FEES- LANDFILL SITE	7,562	10,000	8,000
	SUB-TOTAL	509,194	510,000	509,000
USE OF MONEY				
00-3601				
	INTEREST	17,017	10,000	10,000
	SUB-TOTAL	17,017	10,000	10,000
COMMUNITY SERVICES				
00-3675				
	HOUSING OFFICE LEASE	7,650	2,550	2,550
00-3676				
	LEASE - RENAISSANCE HOSPITAL	10,000	12,000	36,000
00-3678				
	LEASE	0	0	0
00-3680				
	CORPORATE & PRIVATE DONATIONS	5,000	0	0
00-3683				
	LEASE-YMCA	2,500	250	0
	SUB-TOTAL	25,150	14,800	38,550
REFUNDS & RECOVERIES				
00-3701				
	INSURANCE RECOVERIES	35,545	42,500	30,000
00-3702				
	LIBRARY	18,961	23,000	20,000
00-3703				
	DEMOLITION	0	0	0
00-3704				
	SETTLEMENT TXU ELECTRIC DELIVERY	0	0	0
00-3705				
	MOWING	11,344	15,000	12,000
00-3706				
	OTHER	90,645	20,000	75,000
00-3712				
	SALE OF FIXED ASSETS	0	10,000	0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
00-3812				
	HOUSING ADMINISTRATION	225,110	283,917	273,231
	SUB-TOTAL	381,605	394,417	410,231
OTHER SERVICES				
00-3800				
	LEASE-T MOBILE WATER TOWER	20,867	19,500	20,000
00-3801				
	TERRELL POLICE DEPARTMENT	3,680	3,500	8,000
00-3802				
	TERRELL ISD ELECTION CHARGES	0	5,000	5,000
00-3803				
	KAUFMAN COUNTY/LIBRARY	52,875	58,750	47,600
00-3807				
	LEASE - ETMC	6,720	6,720	6,720
00-3814				
	WAL-MART GRANT/POLICE DEPT	0	0	0
00-3816				
	TANGER GRANT / POLICE DEPT	500	0	0
00-3818				
	OTHER	3,380	100	9,000
00-3826				
	R.C. HULSEY DONATION	50,000	0	0
00-3827				
	PAULINE ALLEN GILL GRANT	500,000	0	0
00-3835				
	TEXAS LOAN STAR LIBRARY GRANT	11,368	9,245	0
00-3836				
	LEASE-TERRELL HERITAGE SOCIETY	110	110	110
00-3839				
	PROCEEDS FIRST STATE BANK	0	0	0
00-3842				
	DONATIONS - FIRE DEPARTMENT	0	38,000	0
00-3843				
	DONATIONS - POLICE DEPARTMENT	0	0	0
00-3845				
	SECTION 8 INSPECTION FEES	14,295	20,000	20,000
	SUB-TOTAL	663,795	160,925	116,430
INTERGOV. TRANSFERS				
00-3708				
	SWIMMING POOL REPAIRS	90,000	0	0
00-3713				
	INFORMATION / TECH UTILITY FUND	75,000	75,000	0
00-3714				
	PUBLIC SAFETY FOR SPECIAL EVENTS	17,000	17,000	17,000
00-3716				
	TRANSFER IN STORM WATER UTILITY FUND	0	0	9,000

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
00-3719				
	CLOSE OUT DEVELOPMENT INCENTIVE	576	0	0
00-3722				
	TRANSFER IN UTILITY DEBT OBLI. REFUND	421,177	299,928	317,488
00-3723				
	TRANSFER IN AIRPORT ADMINISTRATION	0	0	20,238
00-3804				
	TRANSFER FROM 026 HOME GRANT FUND	0	0	80,000
00-3810				
	TRANSFER IN CLOSE HOMEBUYER GRANT	0	58,000	0
00-3811				
	TRANSFER IN CLOSE GRANT FUNDS	0	41,300	0
00-3831				
	INTER-GOV TRNS 020904497	482,336	482,336	482,336
	SUB-TOTAL	1,086,090	973,564	926,062
	REVENUE TOTAL	16,247,186	15,302,535	15,545,793

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EXPENDITURES



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Legislative

Mission Statement

The mission of the City Council of the City of Terrell, Texas, is to create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.

Description

The municipal government provided by the City of Terrell is known as the “Council-Manager” government. All powers of the City are vested in an elective city council, which enact local legislation, adopt budget, determine policies and appoint the city manager. All powers of the city are exercised in the manner prescribed by the City Charter or by ordinance.

The Mayor is elected from the city at large and the voters in their respective districts elect the four (4) district council members. The Mayor Pro Tem and Deputy is a duly elected district council member who is chosen by a majority of the city council at each regular meeting following each municipal election.

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
	EXPENSES			
Department 11 LEGISLATIVE				
Personnel Services				
11-4112				
	WORKMAN'S COMP	133	186	206
	SUB-TOTAL	133	186	206
Supplies				
11-4201				
	OFFICE SUPPLIES	1,684	1,100	1,100
11-4204				
	PRINTING	1,575	500	1,500
11-4211				
	FOOD & CONCESSION SUPPLIES	188	800	600
11-4212				
	ELECTION SUPPLIES	12,436	12,305	5,200
	SUB-TOTAL	15,883	14,705	8,400
Maintenance				
11-4304				
	COMPUTER MAINTENANCE	0	0	13,000
	SUB-TOTAL	0	0	13,000
Contractual/Services				
11-4401				
	AUDIT	30,376	45,000	45,000
11-4402				
	MEMBERSHIP & DUES	6,078	3,900	3,900
11-4403				
	ADVERTISING	10,564	8,620	0
11-4404				
	CONSULTANT FEES & SERVICES	46,027	40,000	20,000
11-4405				
	PROFESSIONAL DEVELOPMENT	0	0	12,000
11-4408				
	AUTOZONE CHP 380 REBATE	265,851	215,346	200,000
11-4409				
	AD VALOREM TAX	3,340	3,350	3,350
11-4410				
	TERRELL CITIZEN UNIVERSITY	1,805	2,500	2,500
11-4417				
	LAND LEASE PAYMENTS	544	1,000	1,000
11-4418				
	TRAVEL & EDUCATION	12,807	1,300	3,000
11-4419				
	TRAINING & PUBLICATIONS	93	400	400
11-4422				
	OTHER SERVICES	1,774	0	0
11-4423				
	HOUSING ASSISTANCE PROGRAM	165,000	0	80,000

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
11-4498				
	CONTINGENCY FUND	-107,873	125,000	75,000
11-4587				
	TERRELL ECONOMIC DEVELOPMENT	1,652,956	1,650,000	1,700,000
	SUB-TOTAL	2,089,342	2,096,416	2,146,150
Capital				
11-4505				
	ACQUISITION OF PROPERTY	551	0	0
11-4507				
	CHRISTMAS DECORATIONS	2,115	0	0
	SUB-TOTAL	2,666	0	0
	DEPARTMENT TOTAL	2,108,024	2,111,308	2,167,756

Administration

Mission Statement

The Administrative Department's mission is to provide the City Council with the necessary information needed to conduct the affairs of the City, enforcing ordinances and laws of the City and State, review and supervise all department operation, review and update management policies and regulations of the City; and prepare and present the Annual Budget.

Description

The Administration Department is responsible for the administration of all activities of the City, appointment of department heads and employees, and makes recommendations to the City Council on all matters concerning the City.

Manpower Summary

City Manager	1.0
Assistant City Manager	1.0
Executive Secretary	1.0
Administrative Clerk	1.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 12 ADMINISTRATION				
Personnel				
12-4101				
	SUPERVISION	279,644	267,426	271,632
12-4102				
	CLERICAL	85,589	78,407	71,877
12-4103				
	LABOR	-4,558	0	0
	SUB-TOTAL	360,675	345,833	343,509
Personnel Services				
12-4110				
	SOCIAL SECURITY	23,844	26,442	26,278
12-4111				
	T M R S	52,437	55,857	57,778
12-4112				
	WORKMAN'S COMP	1,193	1,850	1,850
12-4114				
	GROUP HEALTH & DENTAL INS	33,102	37,604	37,589
	SUB-TOTAL	110,577	121,753	123,495
Supplies				
12-4201				
	OFFICE SUPPLIES	1,888	2,500	2,500
	SUB-TOTAL	1,888	2,500	2,500
Maintenance				
12-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0		9,500
	SUB-TOTAL	0	0	9,500
Contractual/Services				
12-4402				
	MEMBERSHIP & DUES	3,665	1,600	1,500
12-4411				
	COMMUNICATIONS	11,649	8,000	10,000
12-4415				
	INSURANCE	70,766	100,000	80,000
12-4418				
	TRAVEL & EDUCATION	2,918	1,900	2,000
12-4419				
	TRAINING & PUBLICATION	42	0	0
12-4424				
	TAX COLLECTION CONTRACT (R)	85,543	88,000	88,000
12-4450				
	EQUIPMENT RENTAL (R)	2,125	2,125	2,500
	SUB-TOTAL	176,708	201,625	184,000
	DEPARTMENT TOTAL	649,848	671,711	663,004

Animal Control

Mission Statement

Animal Control's mission is to work with the citizens of Terrell in keeping our city safe and healthy by timely enforcement of city ordinances as they pertain to the control and keeping of animals within the city limits of Terrell.

Description

The Animal Shelter is the responsibility of the Police Department. The purpose of the shelter is the protection of animals, enforcement of city ordinances and to ensure animals are licensed and provided with required vaccinations.

Manpower Summary

Administrative Clerk	1.0
Animal Control Officer	2.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 13 ANIMAL CONTROL				
Personnel				
13-4102				
	CLERICAL	29,182	28,215	28,715
13-4103				
	LABOR	66,494	65,506	66,626
13-4105				
	OVERTIME	51	1,000	1,000
	SUB-TOTAL	95,727	94,721	96,341
Personnel Services				
13-4110				
	SOCIAL SECURITY	7,358	7,284	7,370
13-4111				
	T M R S	14,098	15,388	16,205
13-4112				
	WORKMAN'S COMP	1,193	1,850	1,850
13-4114				
	GROUP HEALTH & DENTAL INS	23,158	26,962	26,974
	SUB-TOTAL	45,807	51,484	52,399
Supplies				
13-4201				
	OFFICE SUPPLIES	1,113	1,600	1,900
13-4206				
	MINOR TOOLS & APPARATUS	2,080	1,300	1,300
13-4211				
	FOOD AND OR CONCESSION SUPPLIES	70	150	250
13-4221				
	UNIFORM PURCHASES	240	1,200	1,100
	SUB-TOTAL	3,503	4,250	4,550
Maintenance				
13-4304				
	AUTOMATED EQUIP MAINTENANCE	0	0	17,400
13-4306				
	MAINTENANCE TRAPS	0	500	550
	SUB-TOTAL	0	500	17,950
Contractual/Services				
13-4411				
	COMMUNICATIONS	3,767	3,750	3,750
13-4418				
	TRAVEL & EDUCATION	800	900	500
13-4430				
	UTILITIES	1,133	2,000	2,000
13-4450				
	EQUIPMENT RENTAL(R)	2,550	5,100	12,250
	SUB-TOTAL	8,250	11,750	18,500
	DEPARTMENT TOTAL	153,287	162,705	189,740

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 14 INFORMATION TECHNOLOGY			
Personnel			
14-4103			
LABOR	12,964	0	0
14-4105			
OVERTIME	108	0	0
SUB-TOTAL	13,072	0	0
Personnel Services			
14-4110			
SOCIAL SECURITY	1,029	0	0
14-4111			
TMRS	1,874	0	0
14-4112			
WORKERS COMP	421	0	0
14-4114			
GROUP HEALTH & DENTAL	4,105	0	0
SUB-TOTAL	7,428	0	0
Supplies			
14-4201			
OFFICE SUPPLIES	720		0
SUB-TOTAL	720	0	0
Maintenance			
14-4304			
AUTOMATED EQUIP MAINT GENERAL	213,712	200,000	0
14-4305			
AUTOMATED EQUIP MAINT UTILITY	9,583	18,000	0
14-4306			
GENERAL FUND SOFTWARE MAINTENANCE	92,689	100,000	0
14-4307			
UTILITY FUND SOFTWARE MAINTENANCE	1,575	15,000	0
14-4311			
TECHNOLOGY	10,338	3,000	0
SUB-TOTAL	327,896	336,000	0
Contractual/Services			
14-4411			
COMMUNICATIONS	7,280	0	0
14-4418			
TRAVEL & EDUCATION	148	0	0
14-4440			
CONTRACT LABOR	86,503	101,900	0
14-4450			
EQUIPMENT RENTAL (R)	850	850	0
SUB-TOTAL	94,781	102,750	0
DEPARTMENT TOTAL	443,897	438,750	0

Legal

Mission Statement

The Legal Department's mission is to provide legal services to the City Council, City Manager, and staff. As requested.

Description

The Legal Department provides appropriate legal services to the City Council, City Manager, and staff as requested. The City Attorney in the prosecution of Class C Misdemeanors serves the Municipal Court.

Manpower Summary

City Attorney (Retainer)	1.0
Assistant City Attorney	1.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 15 LEGAL				
Contractual/Services				
15-4404				
	CONSULTANT FEES & SERVICES	22,801	100,000	100,000
15-4405				
	ATTORNEY FEES	188,340	100,000	100,000
15-4418				
	TRAVEL & EDUCATION	0	0	0
15-4419				
	TRAINING & PUBLICATION	4,176	0	0
	SUB-TOTAL	215,317	200,000	200,000
	DEPARTMENT TOTAL	215,317	200,000	200,000

Municipal Building Maintenance

Mission Statement

The Municipal Building Maintenance strives to provide City facilities with the necessary services to maintain a clean and safe atmosphere to work.

Description

The Municipal Building Maintenance Department is responsible for the cleaning and maintaining of the following facilities:

1. Terrell Municipal Library
2. Terrell Municipal Building
3. Terrell Community Service Center
4. Fire Station #2
5. Ben Gill Park Restroom Facilities
6. Breezy Hill Restroom Facilities

Manpower Summary

Building Maintenance Worker	1.0
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		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 16 MUNICIPAL BUILDING				
Personnel				
16-4103				
	LABOR	34,866	30,661	31,185
16-4104				
	TEMPORARY	29,280	0	0
16-4105				
	OVERTIME	25	0	0
	SUB-TOTAL	64,171	30,661	31,185
Personnel Services				
16-4110				
	SOCIAL SECURITY	4,977	2,346	2,386
16-4111				
	T M R S	5,219	4,955	5,245
16-4112				
	WORKMAN'S COMP	3,010	4,667	4,667
16-4114				
	GROUP HEALTH & DENTAL INS	16,240	8,578	8,582
	SUB-TOTAL	29,446	20,546	20,880
Supplies				
16-4201				
	OFFICE SUPPLIES	4,307	6,500	5,700
16-4206				
	MINOR TOOLS & APPARATUS	0	100	100
16-4214				
	POSTAGE	41,408	43,500	42,000
16-4220				
	UNIFORM RENTAL & LAUNDRY	802	500	650
	SUB-TOTAL	46,516	50,600	48,450
Maintenance				
16-4302				
	FURNITURE & FIXTURES	1,312	0	0
16-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0	0	9,450
16-4320				
	BUILDINGS	130,878	100,000	100,000
	SUB-TOTAL	132,189	100,000	109,450
Contractual/Services				
16-4411				
	COMMUNICATIONS	3,509	3,600	3,600
16-4430				
	UTILITIES	260,705	250,000	265,000

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
16-4440				
	CONTRACT LABOR	199		0
16-4450				
	EQUIPMENT RENTAL(R)	850	850	2,500
	SUB-TOTAL	265,262	254,450	271,100
Capital				
16-4508				
	REPLACE FENCE AT YMCA BUILDING	0	0	0
	SUB-TOTAL	0	0	0
	DEPARTMENT TOTAL	537,585	456,257	481,065

Municipal Court

Mission Statement

The Municipal Court's mission is to provide a service for the handling of all alleged violations of city ordinances and misdemeanor violations and to assist defendants with their rights and duties for a fair and impartial trial.

Description

Responsible for handling all alleged traffic and misdemeanor violations by assisting defendants in obtaining copies of complaints, statutes, or city ordinances and explaining why they were charged with offenses; scheduling cases for hearings; notification to all witnesses, jurors and defendants of court dates and times by summons or subpoena and compiling statistical data for the city as well as the Texas Municipal Judicial Council and State Comptroller.

Manpower Summary

Judge of the Municipal Court	0.5
Associate Judge of the Municipal Court	0.5
Administrative Clerk	1.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 17 MUNICIPAL COURT				
Personnel				
17-4102				
	CLERICAL	56,996	28,215	28,715
17-4105				
	OVERTIME	120	1,000	1,000
	SUB-TOTAL	57,116	29,215	29,715
Personnel Services				
17-4110				
	SOCIAL SECURITY	4,369	2,235	2,273
17-4111				
	T M R S	8,292	4,721	4,998
17-4112				
	WORKMAN'S COMP	161	250	250
17-4114				
	GROUP HEALTH & DENTAL INS	15,783	8,965	8,968
	SUB-TOTAL	28,606	16,171	16,489
Supplies				
17-4201				
	OFFICE SUPPLIES	632	1,800	1,800
17-4204				
	PRINTING	526	750	250
	SUB-TOTAL	1,158	2,550	2,050
Maintenance				
17-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0		17,400
	SUB-TOTAL	0	0	17,400
Contractual/Services				
17-4402				
	MEMBERSHIP & DUES	150	0	0
17-4411				
	COMMUNICATIONS	3,936	3,200	3,500
17-4418				
	TRAVEL & EDUCATION	201	505	360
17-4419				
	TRAINING & PUBLICATIONS	36	172	0
17-4440				
	CONTRACT LABOR	28,000	30,000	30,000
17-4452				
	JURY SERVICES	216	200	200
	SUB-TOTAL	32,539	34,077	34,060
	DEPARTMENT TOTAL	119,419	82,013	99,714

Municipal Development

Mission Statement

To provide the development community, business owners and citizens of Terrell with the highest level of customer service and the best possible protection of life, health and property and to help the community promote neighborhood revitalization and safe and solid growth in housing, jobs and business.

Description

Responsible for assisting developers, builders, businesses and property owners through the planning/zoning and building permitting processes including zoning changes, platting, plan review for new and renovation of structures, performing field inspections in regards to building, plumbing, mechanical, electrical, and sign permits; providing code enforcement for zoning, rental housing, substandard buildings, high weeds and grass, junk and debris and junk vehicles. Under direction of the City Manager, assists with the coordination of the Planning & Zoning Commission, Zoning Board of Adjustments, and Building Standards Commission.

Manpower Summary

Director of Municipal Development	1.0
Building Inspector	1.0
Housing Inspector	1.0
Code Enforcement Officer	3.0
Administrative Clerk	1.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 20 MUNICIPAL DEVELOPMENT				
Personnel				
20-4101				
	SUPERVISION	148,667	142,490	144,867
20-4102				
	CLERICAL	59,031	56,430	28,571
20-4103				
	LABOR	154,630	152,375	154,985
20-4105				
	OVERTIME	0	400	0
	SUB-TOTAL	362,327	351,695	328,423
Personnel Services				
20-4110				
	SOCIAL SECURITY	27,349	26,874	25,124
20-4111				
	T M R S	51,230	56,769	55,241
20-4112				
	WORKMAN'S COMP	2,361	3,660	3,660
20-4114				
	GROUP HEALTH & DENTAL INS	61,956	72,658	63,735
	SUB-TOTAL	142,896	159,961	147,760
Supplies				
20-4201				
	OFFICE SUPPLIES	1,981	1,200	1,100
20-4204				
	PRINTING	728	350	350
20-4206				
	MINOR TOOLS	0	50	50
20-4220				
	UNIFORM RENTAL & LAUNDRY	3,875	3,000	3,000
	SUB-TOTAL	6,584	4,600	4,500
Maintenance				
20-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0		9,450
	SUB-TOTAL	0	0	9,450
Contractual/Services				
20-4402				
	MEMBERSHIP & DUES	776	625	750
20-4403				
	ADVERTISING	5,745	1,750	1,750
20-4407				
	RECORDING	5,334	3,425	4,000
20-4411				
	COMMUNICATIONS	6,944	6,075	6,075
20-4418				
	TRAVEL & EDUCATION	1,661	60	0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
20-4419				
	TRAINING & PUBLICATION	42	0	0
20-4440				
	CONTRACT LABOR	46,095	40,000	40,000
20-4450				
	EQUIPMENT RENTAL(R)	3,401	5,805	15,250
20-4480				
	STRUCTURES DEMOLITION&CLEAN UP	1,684	23,543	25,000
	SUB-TOTAL	71,682	81,283	92,825
	DEPARTMENT TOTAL	583,488	597,539	582,958

Engineering

Mission Statement

The Engineering Department's mission is to provide support to the Administration and other departments in engineering, planning and technical matters that lie within the staff's experience and capabilities.

Description

The Engineering Department is responsible for planning, surveying, estimating, mapping, construction drawing, materials and work specification, bidding and contract document preparation, construction inspection, coordination with other agencies/utilities, measurement and payment calculation in support of streets and drainage, water and sewer operations, and capital improvement programming. The department is also responsible for plat and subdivision records maintenance. This department conducts traffic safety review of all motor vehicle accident reports, traffic control device justification studies and plans or layout, traffic counts, records maintenance and makes recommendations to Administration and/or TxDot. Serves as Airport Board/FBO/Staff Liaison, Airport property records and plans maintenance, bi-weekly safety inspection, lights and beacon maintenance, project representative at TxDot/Air; and Floodplain coordinator, development review and permitting, map maintenance and public information.

Manpower Summary

City Engineer	1.0
Technician	2.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 21 ENGINEERING				
Personnel				
21-4101				
	SUPERVISION	102,269	98,126	99,738
21-4103				
	LABOR	140,307	139,172	95,298
	SUB-TOTAL	242,576	237,298	195,036
Personnel Services				
21-4110				
	SOCIAL SECURITY	18,642	18,153	14,920
21-4111				
	T M R S	37,824	38,347	32,805
21-4112				
	WORKMAN'S COMP	1,000	1,550	1,550
21-4114				
	GROUP HEALTH & DENTAL INS	32,394	36,792	27,722
	SUB-TOTAL	89,861	94,842	76,997
Supplies				
21-4201				
	OFFICE SUPPLIES	1,708	1,800	2,100
21-4206				
	MINOR TOOLS & APPARATUS	70	200	200
	SUB-TOTAL	1,778	2,000	2,300
Maintenance				
21-4304				
	AUTOMATED EQUIP. MAINTENANCE	0	0	9,450
	SUB-TOTAL	0	0	9,450
Contractual/Services				
21-4402				
	MEMBERSHIP & DUES	534	0	0
21-4403				
	ADVERTISING	0	0	0
21-4404				
	CONSULTANT FEES & SERVICES	15,080	14,419	15,000
21-4407				
	RECORDING	0	0	0
21-4411				
	COMMUNICATIONS	6,514	6,500	6,500
21-4418				
	TRAVEL & EDUCATION	533	0	0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
21-4419				
	TRAINING & PUBLICATION	0	0	0
21-4450				
	EQUIPMENT RENTAL(R)	2,550	2,550	12,000
	SUB-TOTAL	25,211	23,469	33,500
Capital				
21-4505				
	UPDATED CONTOUR MAP / NCTCOG	0	0	0
21-4509				
	SCANNER	0	0	0
21-4511				
	WASTEWATER SYS FEASIBILITY STUDY	0	0	0
	SUB-TOTAL	0	0	0
	DEPARTMENT TOTAL	359,425	357,609	317,283

Streets

Mission Statement

To provide maintenance for streets and drainage areas; maintain and install traffic signs and street signs; perform construction jobs as needed and to respond to citizens complaints relative to streets and drainage problems.

Description

Responsible for repair of streets; motorgrading unpaved streets; street sweeping; truck hauling (dirt, sand, gravel, asphalt, equipment); special pickup and public nuisance removal and weed control.

Manpower Summary

Foreman	1.0
Crew Leader	1.0
Equipment Operator	1.0
Maintenance	2.0
Administrative Secretary	1.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 22 STREET				
Personnel				
Expenses				
22-4101				
	SUPERVISION	106,912	103,483	46,231
22-4102				
	CLERICAL	38,645	36,927	37,553
22-4103				
	LABOR	183,875	158,284	130,954
22-4105				
	OVERTIME	12,201	20,000	15,000
	SUB-TOTAL	341,633	318,694	229,738
Personnel Services				
22-4110				
	SOCIAL SECURITY	26,143	24,380	17,575
22-4111				
	T M R S	50,309	51,501	38,642
22-4112				
	WORKMAN'S COMP	20,898	32,400	32,400
22-4114				
	GROUP HEALTH & DENTAL INS	78,043	72,264	54,128
	SUB-TOTAL	175,394	180,545	142,745
Supplies				
22-4201				
	OFFICE & MISC SUPPLIES	1,098	1,200	1,500
22-4206				
	MINOR TOOLS & APPARATUS	6,657	3,000	3,000
22-4211				
	FOOD AND OR CONCESSION SUPPLIES	0	0	0
22-4220				
	UNIFORM RENTAL & LAUNDRY	4,240	4,000	4,000
22-4223				
	PROTECTIVE CLOTHING	2,050	1,800	2,000
22-4240				
	CHEMICALS	5,207	4,500	4,500
22-4260				
	CONCRETE	1,212	1,000	1,000
22-4261				
	CONCRETE CULVERTS	1,673	2,400	2,450
22-4270				
	ROCK	6,348	13,000	9,000
22-4271				
	ASPHALT	17,356	25,000	25,000
22-4272				
	DIRT	162	800	800

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
22-4273				
	SAND	400	500	1,200
22-4280				
	SIGN MAINTENANCE	19,676	10,000	15,000
	SUB-TOTAL	66,080	67,200	69,450
Maintenance				
22-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0	0	9,450
22-4339				
	D/T STREET LIGHT-FIXTURES	94	500	500
22-4340				
	STREETS/MAINTENANCE/CONTRACTS	0	0	0
	SUB-TOTAL	94	500	9,950
Contractual/Services				
22-4402				
	MEMBERSHIP & DUES	28	0	0
22-4403				
	ADVERTISING	257	250	250
22-4411				
	COMMUNICATIONS	6,215	4,500	7,500
22-4412				
	UPRR BEAUTIFICATION PROGRAM	0	0	13,000
22-4414				
	EQUIPMENT RENTAL OTHER	1,721	1,500	1,500
22-4417				
	LAND LEASE PAYMENTS	5,469	5,469	5,469
22-4418				
	TRAVEL & EDUCATION	317	676	0
22-4419				
	TRAINING & PUBLICATION	7	0	0
22-4440				
	CONTRACT LABOR	1,241	2,000	2,000
22-4450				
	EQUIPMENT RENTAL(R)	29,756	59,260	159,000
	SUB-TOTAL	45,012	73,655	188,719
	DEPARTMENT TOTAL	628,212	640,594	640,602

Special Projects

Mission Statement

The mission of the Special Projects Crew is to serve the citizens of Terrell in the performance of duties that involve projects that are beyond the scope of designated city crews.

Description

The Special Projects Crew reports directly to the City Manager. The purpose of the Special Project Crew is to perform functions such as emergency utility replacement/repair for water and sewer lines, lot clean-up, litter nuisance calls, overall neighborhood improvements pertaining to streets, sign, culverts, cuts and patching and to assist other city crews in emergency situations.

Manpower Summary

Foreman	1.0
Crew Chief	1.0

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 23 SPECIAL PROJECTS			
Personnel			
23-4101			
SUPERVISION	87,739	84,315	85,743
23-4103			
LABOR	85,242	55,566	0
23-4104			
TEMPORARY	119	0	0
23-4105			
OVERTIME	2,785	6,000	4,500
	SUB-TOTAL	175,886	145,881
Personnel Services			
23-4110			
SOCIAL SECURITY	13,171	11,160	6,903
23-4111			
TMRS	25,302	23,574	15,179
23-4112			
WORKMAN'S COMP	4,814	7,463	7,463
23-4114			
GROUP HEALTH & DENTAL INS	39,696	36,061	18,149
	SUB-TOTAL	82,982	78,258
Supplies			
23-4201			
OFFICE & MISC SUPPLIES	1,006	700	1,000
23-4206			
MINOR TOOLS & APPARATUS	3,841	2,000	2,000
23-4220			
UNIFORM RENTAL & LAUNDRY	2,028	2,500	2,500
23-4223			
PROTECTIVE CLOTHING	1,977	1,800	2,000
23-4240			
CHEMICALS	3,404	3,000	3,000
	SUB-TOTAL	12,257	10,500
Maintenance			
23-4304			
AUTOMATED EQUIPMENT MAINTENANCE	0	0	9,450
23-4392			
GROUND/RIGHT OF WAY	2,536	2,500	2,000
	SUB-TOTAL	2,536	11,450

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Contractual/Services			
23-4402			
MEMBERSHIP & DUES	57	0	0
23-4411			
COMMUNICATIONS	4,364	4,125	4,500
23-4414			
EQUIPMENT RENTAL - OTHER	0	0	0
23-4417			
LAND LEASE PAYMENTS	2,374	2,734	2,734
23-4418			
TRAVEL & EDUCATION	861	0	0
23-4450			
EQUIPMENT RENTAL (R)	14,878	58,550	80,000
SUB-TOTAL	22,534	65,409	87,234
DEPARTMENT TOTAL	296,195	302,048	247,121

Sanitation

Mission Statement

The Sanitation Department's mission is to ensure that all refuse applicable to the contract with the refuse contractor is picked up and disposed of in a timely manner.

Description

The Sanitation department is a function of Public Works and is responsible for the collection and disposal of solid waste for residential and commercial customers.

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 25 SANITATION			
Contractual/Services			
25-4492			
CONTRACT FOR REFUSE COLLECTION	457,902	475,000	475,000
25-4493			
CONTAINER SERVICE	44,626	50,000	50,000
25-4495			
KAUFMAN COUNTY SOLID WASTE MANAGEMENT	18,000	18,000	18,000
SUB-TOTAL	520,529	543,000	543,000
DEPARTMENT TOTAL	520,529	543,000	543,000

Parks

Mission Statement

The Park Department's mission is to provide maintenance and operation of park and open space sites. Provide leisure facilities and activities for all residents and visitors to the community.

Description

The Park Department is responsible for the maintenance of five (5) parks (175 acres) including baseball/softball fields, nine (9) soccer fields and one (1) youth football field, mowing city-owned property and assist with building maintenance and special events.

Manpower Summary:

Foreman	1.0
Crew Leader	1.0
Equipment Operator	2.0
Maintenance Worker	2.0

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 26 PARKS			
Personnel			
26-4101			
SUPERVISION	55,559	52,916	53,793
26-4103			
LABOR	168,374	157,827	160,547
26-4104			
TEMPORARY	7,957	0	0
26-4105			
OVERTIME	11,722	15,000	15,000
	SUB-TOTAL	243,612	229,340
Personnel Services			
26-4110			
SOCIAL SECURITY	18,558	17,299	17,544
26-4111			
T M R S	33,823	36,480	38,575
26-4112			
WORKMAN'S COMP	8,450	13,100	13,100
26-4114			
GROUP HEALTH & DENTAL INS	47,516	54,098	54,125
	SUB-TOTAL	108,347	123,344
Supplies			
26-4201			
OFFICE SUPPLIES	2,165	1,500	1,500
26-4206			
MINOR TOOLS & APPARATUS	2,808	2,500	2,500
26-4211			
FOOD & CONCESSION SUPPLIES	6	0	0
26-4220			
UNIFORM RENTAL & LAUNDRY	2,317	3,000	3,500
26-4223			
PROTECTIVE CLOTHING	364	500	600
26-4240			
CHEMICALS	801	750	800
26-4272			
DIRT	0	1,000	1,000
26-4273			
SAND	0	250	300
	SUB-TOTAL	8,462	10,200

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Maintenance				
26-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0	0	9,450
26-4305				
	OUTSIDE FURNITURE & FIXTURES	0	375	350
26-4320				
	BUILDINGS	1,326	1,250	1,500
26-4321				
	ATHLETIC FIELDS	11,034	14,000	15,000
26-4323				
	PARK STRUCTURE MAINTENANCE	1,728	3,600	3,600
26-4391				
	TENNIS COURT	546	950	1,250
	SUB-TOTAL	14,633	20,175	31,150
Contractual/Services				
26-4402				
	MEMBERSHIP & DUES	0	0	0
26-4411				
	COMMUNICATIONS	4,792	4,500	4,500
26-4414				
	EQUIPMENT RENTAL	68	800	1,000
26-4418				
	TRAVEL & EDUCATION	0	0	0
26-4430				
	UTILITIES	0	0	0
26-4450				
	EQUIPMENT RENTAL(R)	9,352	35,660	45,000
26-4470				
	LANDSCAPE SERVICES	1,594	1,600	1,500
26-4480				
	PARK MEMORIALS	0	500	500
26-4495				
	SUMMER RECREATION PROGRAMS	0	0	0
	SUB-TOTAL	15,806	43,060	52,500

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Capital				
26-4502				
	LAND IMPROVEMENTS (TSH PROPERTY)	0	0	0
26-4503				
	PAULINE ALLEN GILL FOUNDATION GRANT	498,466	0	0
26-4504				
	STALLINGS PARK IMPROVEMENTS	0	0	0
26-4507				
	DOWNTOWN PARK	0	0	0
26-4508				
	BACK FLOW PREVENTERS	0	0	0
26-4515				
	PARK IMPROVEMENT	0	0	0
26-4520				
	R.C. HULSEY DONATION FOR FENCE	50,000	0	0
	SUB-TOTAL	548,466	0	0
	DEPARTMENT TOTAL	939,326	419,455	446,534

Swimming Pool

Mission Statement

The Swimming Pool Department's mission is to provide a pleasant aquatic experience for all residents as well as visitors to our community.

Description

The Swimming Pool Department is open for public use and swimming lessons. The personnel maintain the chemical balance in pool, schedule for lifeguards and maintain the equipment necessary to provide a safe environment for citizens. This department coordinates with Red Cross and other groups and programs. During the seasons, the pool is available for private parties.

Manpower Summary

Manager	1.0
Assistant Manager	1.0
Lifeguards	12.0
Maintenance	1.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 27 POOLS				
Personnel				
27-4101				
	SUPERVISION	9,466	11,000	11,000
27-4103				
	LABOR	42,851	60,000	60,000
27-4105				
	OVERTIME	1,223	0	0
	SUB-TOTAL	53,540	71,000	71,000
Personnel Services				
27-4110				
	SOCIAL SECURITY	4,044	4,055	5,432
27-4112				
	WORKMAN'S COMP	974	1,510	1,510
	SUB-TOTAL	5,018	5,565	6,942
Supplies				
27-4201				
	OFFICE SUPPLIES	675	350	400
27-4206				
	MINOR TOOLS & APPARATUS	577	100	100
27-4221				
	UNIFORMS PURCHASE	1,231	400	600
27-4240				
	CHEMICALS	15,285	16,000	17,000
	SUB-TOTAL	17,768	16,850	18,100
Maintenance				
27-4322				
	SWIMMING POOL	1,498	6,500	6,500
	SUB-TOTAL	1,498	6,500	6,500
Contractual/Services				
27-4411				
	COMMUNICATIONS	643	250	500
	SUB-TOTAL	643	250	500
Capital				
27-4509				
	POOL REPAIRS	97,138	0	0
	SUB-TOTAL	97,138	0	0
	DEPARTMENT TOTAL	175,604	100,165	103,042

Street Lighting

Mission Statement

The Street Lighting Department's mission is to ensure that all streetlights are functional and provide the proper lighting for the citizens and visitors of Terrell.

Description

The Street Lighting Department is responsible for the public lighting for the City of Terrell.

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 28 STREET LIGHTING			
Maintenance			
28-4433			
LIGHT & POWER	276,682	2,885	285,000
SUB-TOTAL	276,682	285,000	285,000
DEPARTMENT TOTAL	276,682	285,000	285,000

Terrell Police Department

Mission Statement

Our mission is to protect lives and property, safeguard individual rights and liberties, reduce crime and increase safety by providing quality customer service and professional and responsibly aggressive law enforcement services in partnership with our community.

Our Philosophy

Professional and responsibly aggressive law enforcement is a philosophy that promotes a proactive approach to reducing crime and enhancing public safety. This aggressive stance against crime carries with it the responsibility to safeguard individual rights and liberties upon which our country was founded, while utilizing all lawful means available to carry out our core mission – reducing crime, improving quality of life and working with our citizens to make our community safe.

Core Values

The Terrell Police Department exists to meet the City's objectives for the safety and well-being of its residents. In the continuing pursuit of quality, we are guided by the following core values:

- ***Respect:*** We value human life, safety and dignity, and commit to treating all human beings with the utmost respect, compassion and concern.
- ***Integrity:*** We are driven by our professional values and a firm commitment to public trust. As professionals we value ethical conduct and will never compromise our principals during the course of the performance of our duty.
- ***Professionalism:*** By our conduct, goals, intent, character, and standards we shall vigilantly seek to constantly improve our ability to safeguard citizen rights, preserve peace, protect life, and instill a deep respect for the law.
- ***Diversity:*** We value diversity, and commit to nurturing a welcoming environment of inclusion, in which we recognize the unique skills, knowledge and abilities and backgrounds of all people as our strength.

Terrell Police Department

- **Collaboration:** We value teamwork and commit to cooperative goal achievement through active collaboration and partnerships with the community and with one another.
- **Problem Solving:** We value partnering with citizens to identify and impact the causes of problems within the community that contribute to the incidence of crime in our city.

Manpower Summary

Chief of Police	1.0
Captain	3.0
Sergeant	5.0
Corporal	6.0
Patrol Officer	25.0
Administrative Secretary	1.0
Community Service Officer	5.0
Forensic Technician	1.0
Dispatcher	7.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 32 POLICE				
Personnel				
32-4101				
	SUPERVISION	299,915	317,414	319,216
32-4102				
	CLERICAL	329,595	330,556	317,048
32-4103				
	LABOR	1,908,901	1,903,542	1,938,025
32-4105				
	OVERTIME	77,711	140,000	95,000
32-4106				
	STAND BY/STEP-UP	5,030	7,800	7,800
	SUB-TOTAL	2,621,152	2,699,312	2,677,089
Personnel Services				
32-4110				
	SOCIAL SECURITY	198,928	201,907	204,797
32-4111				
	T M R S	385,717	426,513	450,286
32-4112				
	WORKMAN'S COMP	64,049	99,300	99,300
32-4114				
	GROUP HEALTH & DENTAL INS	433,845	474,291	491,969
	SUB-TOTAL	1,082,539	1,202,011	1,246,352
Supplies				
32-4201				
	OFFICE SUPPLIES	11,781	9,000	17,085
32-4204				
	PRINTING	1,580	1,800	1,500
32-4206				
	MINOR TOOLS & APPARATUS	8,096	9,700	12,000
32-4211				
	FOOD & CONCESSION SUPPLIES	4,168	6,500	6,500
32-4213				
	AMMUNITION	7,277	13,000	12,500
32-4220				
	UNIFORM RENTAL & LAUNDRY	5,430	2,000	0
32-4221				
	UNIFORM PURCHASES	16,094	19,078	24,730
32-4222				
	CLOTHING ALLOWANCE	3,500	5,000	4,000
32-4223				
	PROTECTIVE CLOTHING	0	3,500	4,200

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
32-4225				
	VEHICLE ALLOWANCE	1,000	0	0
	SUB-TOTAL	58,926	69,578	82,515
Maintenance				
32-4301				
	OFFICE EQUIPMENT	290	600	700
32-4303				
	INSTRUMENTS & APPARATUS	706	2,750	2,750
32-4304				
	AUTOMATED EQUIP MAINTENANCE	0	0	89,800
	SUB-TOTAL	996	3,350	93,250
Contractual/Services				
32-4402				
	MEMBERSHIP & DUES	1,191	1,800	2,200
32-4403				
	ADVERTISING	596	500	500
32-4404				
	CONSULTANTS FEES & SERVICES	0	0	0
32-4411				
	COMMUNICATIONS	45,143	39,000	41,500
32-4414				
	EQUIPMENT RENTAL - OTHER	871	850	885
32-4418				
	TRAVEL & EDUCATION	18,680	20,000	26,950
32-4419				
	TRAINING & PUBLICATION	1,508	1,556	0
32-4420				
	LAB SERVICES	7,214	12,000	12,950
32-4423				
	JAIL LAUNDRY SERVICE	5,063	6,500	6,500
32-4425				
	POLICE AUXILIARY FORCE	5,750	6,500	4,800
32-4440				
	CONTRACT LABOR	3,839	19,500	3,000
32-4450				
	EQUIPMENT RENTAL(R)	29,756	137,000	159,000
32-4458				
	CITIZENS POLICE ACADEMY	0	0	0
32-4464				
	C & CI BUY MONEY	16,897	12,000	12,000
	SUB-TOTAL	136,509	257,206	270,285
Capital				
32-4504				
	PORTABLE RADIOS	0	0	3,000
	SUB-TOTAL	0	0	3,000
	DEPARTMENT TOTAL	3,900,121	4,231,457	4,372,491

Terrell Fire Department

Mission Statement

The mission of the Terrell Fire Department is to provide a high quality of fire suppression, emergency medical, fire prevention and disaster service to the citizens of Terrell.

Description

To complete our mission, the Terrell Fire Department continually trains on the latest information and tactics to provide our customers with the best possible fire suppression and emergency medical service available. The Terrell Fire Department also offers plan review, annual safety inspections of the businesses in our community and fire prevention education programs.

Manpower Summary

Fire Chief	1.0
Fire Marshal	1.0
Captain	4.0
Driver Engineer	6.0
Fire Fighter	11.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 33 FIRE				
Personnel				
33-4101				
	SUPERVISION	286,055	280,021	283,114
33-4103				
	LABOR	987,376	989,579	1,012,710
33-4105				
	OVERTIME	50,449	55,000	55,000
33-4106				
	STANDBY / STEP-UP	0	2,000	3,000
	SUB-TOTAL	1,323,880	1,326,600	1,353,824
Personnel Services				
33-4110				
	SOCIAL SECURITY	101,531	101,486	103,568
33-4111				
	T M R S	194,713	214,379	227,713
33-4112				
	WORKMAN'S COMP	23,194	43,150	43,150
33-4114				
	GROUP HEALTH & DENTAL INS	185,270	210,840	211,036
	SUB-TOTAL	504,708	569,855	585,467
Supplies				
33-4201				
	OFFICE SUPPLIES	1,986	1,500	1,500
33-4204				
	PRINTING	0	125	125
33-4206				
	MINOR TOOLS & APPARATUS	2,539	3,000	3,000
33-4221				
	UNIFORMS PURCHASE	4,271	10,000	13,800
33-4223				
	PROTECTIVE CLOTHING	12,899	20,000	20,000
33-4240				
	CHEMICALS	51	350	350
	SUB-TOTAL	21,745	34,975	38,775
Maintenance				
33-4303				
	INSTRUMENTS & APPARATUS	19,021	22,500	22,500
33-4304				
	AUTOMATED EQUIP MAINTENANCE	0		13,400
33-4350				
	VEHICLE MAINTENANCE	12,164	27,000	20,000
	SUB-TOTAL	31,185	49,500	55,900

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Contractual/Services				
33-4402				
	MEMBERSHIP & DUES	1,846	2,500	4,000
33-4404				
	CONSULTANT FEES & SERVICES	12,000	12,000	12,000
33-4411				
	COMMUNICATIONS	15,109	12,000	18,000
33-4418				
	TRAVEL & EDUCATION	3,258	3,000	5,000
33-4419				
	TRAINING & PUBLICATIONS	5,026	5,000	5,000
33-4426				
	VOLUNTEER FIREMEN-ACTIVE	36,050	35,000	35,000
33-4427				
	VOLUNTEER FIREMEN-RETIRED	11,898	13,000	12,000
33-4450				
	EQUIPMENT RENTAL(R)	3,188	8,975	10,000
	SUB-TOTAL	88,374	91,475	101,000
Capital				
33-4504				
	SCBA COMPRESSOR	0	38,000	0
	SUB-TOTAL	0	38,000	0
	DEPARTMENT TOTAL	1,969,892	2,110,405	2,134,966

Riter C. Hulsey Public Library

Mission Statement

The Riter C. Hulsey Public Library is our community's Literacy Place, a welcoming and easily accessed hub for a variety of learning experiences.

Description

The Hulsey Public Library is open 40 hours each week and features 24-hour web access to a catalog of over 60,000 items including books, videos, audiobooks, electronic resources, magazines, newspapers, pamphlets, microforms, historical and genealogical files, and games and puzzles as well as collections of over 1200 downloadable audiobooks and more than 28,000 e-books. In addition to lending materials, the library offers many other specialized services such as preschool story times and other youth activities, research and information services, public access computing, basic adult literacy and English as a second language instruction, genealogy research assistance, services to other target groups such as the elderly and vision-impaired individuals, and equipment for photocopying and producing die cuts.

Functions and Responsibilities

- Assess the needs of our community and determine the role of the library in meeting those needs.
- Provide a neutral and welcoming public environment.
- Select and acquire materials in a variety of formats to meet a variety of needs for a widely diverse population.
- Physically process these materials and create digital bibliographic and item records meeting established professional standards.
- Provide access to the library's digital catalog both in house and over the world wide web.
- Identify and remove items from the collection that have become obsolete or meet other criteria for withdrawal.
- Maintain and protect the collection by employing proper preservation strategies and professional techniques for repair of materials.
- Maximize patron access to the collection by maintaining proper order on the shelves and providing accurate signage.
- Operate an efficient and effective system for registering library patrons and for lending materials to those patrons, including special services such as remote access to patron accounts and reserves for circulating items.

Library: Con't.

- Offer free access to online databases of articles and research resources.
- Provide collections of downloadable audiobooks and e-books.
- Provide a wide variety of information in response to requests fielded in person, in writing, by phone and via e-mail.
- Provide information services to other city departments.
- Educate patrons in the use of the library and its resources.
- Provide assistance with genealogical research.
- Offer a variety of programs targeted to varying age groups, including thematic story times for preschoolers, summer reading clubs, literary discussion groups, and topical programs and performances for both children and adults.
- Offer public access computing including standard office applications, educational games, and Internet access.
- Produce topical bibliographies both on demand and for general distribution.
- Coordinate an adult basic literacy tutoring program.
- Provide instruction in English as a second language.
- Conduct instructional tours and class visits for local educational institutions.
- Distribute tax and other forms, pamphlets, and flyers for government agencies and nonprofit organizations.
- Mount thematic and topical displays.
- On a limited basis provide meeting space for local groups.
- Provide equipment for photocopying, die cutting, and other special functions.
- Produce press releases and employ other marketing tools to promote library materials, programs, and services.
- Track and evaluate library usage.

Library: Con't.

Manpower Summary

Director	1.0
Public Services Supervisor	1.0
Youth Services Librarian	1.0
Technical Services Technician	1.0
Technician	3.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 34 LIBRARY				
Personnel				
34-4101				
	SUPERVISION	126,220	134,083	108,142
34-4102				
	CLERICAL	190,505	169,364	172,256
34-4104				
	TEMPORARY	25,375	0	0
	SUB-TOTAL	342,100	303,447	280,398
Personnel Services				
34-4110				
	SOCIAL SECURITY	25,662	23,214	21,450
34-4111				
	T M R S	43,988	49,037	47,163
34-4112				
	WORKMAN'S COMP	974	1,510	1,510
34-4114				
	GROUP HEALTH & DENTAL INS	62,478	63,547	63,374
	SUB-TOTAL	133,103	137,308	133,497
Supplies				
34-4201				
	OFFICE SUPPLIES	2,304	2,500	2,500
34-4214				
	POSTAGE	23	0	0
34-4226				
	CR-ROM DATABASES LICENSES	748	1,010	0
34-4227				
	AUDIO & VISUAL MATERIALS	1,798	2,500	0
34-4228				
	BOOKS CDs AUDIO & VISUAL MATERIALS	0	0	10,000
34-4229				
	BOOKS & PERIODICALS	5,198	5,300	0
34-4291				
	LOAN STAR GRANT	0	9,245	0
	SUB-TOTAL	10,071	20,555	12,500
Maintenance				
34-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0	0	9,450
	SUB-TOTAL	0	0	9,450

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Contractual/Services				
34-4402				
	MEMBERSHIP & DUES	427	0	0
34-4411				
	COMMUNICATIONS	10,540	6,375	6,375
34-4414				
	EQUIPMENT RENTAL	2,713	2,500	2,500
34-4418				
	TRAVEL & EDUCATION	1,628	0	0
34-4424				
	SPECIAL SERVICES	2,535	2,600	2,600
34-4440				
	CONTRACT LABOR	28,584	10,500	10,500
	SUB-TOTAL	46,428	21,975	21,975
	DEPARTMENT TOTAL	531,701	483,285	457,820

Housing

Mission Statement

The Terrell Section 8 Rental Assistance Program seeks to provide improved living conditions for very-low-income families while maintaining their rental payments at an affordable level, promote freedom of housing choice and spatial deconcentration of very low-income and minority families, provide decent, safe and sanitary housing for eligible participants, provide an incentive to private property owners to rent to very low-income families by offering timely assistance payments and provide a comprehensive program designed to help people become self sufficient.

Description

The Section 8 Rental Assistance Program reaches out to families and owners to provide safe and decent housing for low income families by maintaining an eligibility and intake for waiting list and admission, consideration and determination of incomes, briefing and issuance of vouchers; housing quality standards and initial, annual, complaint, and quality control inspections, lease approval/contract execution/negotiations and termination or denial of assistance. Provides a family self-sufficiency program, committee, contract participation and monitoring of status.

Manpower Summary

Director	1.0
Administrative Clerk	2.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 35 HOUSING				
Personnel				
35-4101				
	SUPERVISION	80,448	77,255	78,525
35-4102				
	CLERICAL	66,430	64,316	65,900
	SUB-TOTAL	146,878	141,571	144,425
Personnel Services				
35-4110				
	SOCIAL SECURITY	10,804	10,830	11,048
35-4111				
	T M R S	21,363	22,878	24,292
35-4112				
	WORKMAN'S COMP	544	843	843
35-4114				
	GROUP HEALTH & DENTAL INS	24,045	27,321	27,343
	SUB-TOTAL	56,755	61,872	63,526
Supplies				
35-4201				
	OFFICE & MISC SUPPLIES	6,994	5,000	5,000
35-4214				
	POSTAGE	0	60	60
	SUB-TOTAL	6,994	5,060	5,060
Maintenance				
35-4301				
	OFFICE EQUIPMENT	3,382	5,800	5,800
35-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	6,192	6,400	9,450
	SUB-TOTAL	9,574	12,200	15,250
Contractual/Services				
35-4401				
	AUDIT	0	3,000	3,000
35-4402				
	MEMBERSHIP & DUES	0	320	320
35-4403				
	ADVERTISING	717	350	350

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
35-4411				
	COMMUNICATIONS	5,943	5,800	5,800
35-4418				
	TRAVEL & EDUCATION	4,167	5,000	5,000
35-4419				
	TRAINING & PUBLICATION	0	0	0
35-4440				
	CONTRACT LABOR	38,726	28,000	28,000
35-4441				
	HOUSING INSPECTION	0	20,000	20,000
35-4450				
	EQUIPMENT RENTAL(R)	744	2,428	2,500
	SUB-TOTAL	50,298	64,898	64,970
	DEPARTMENT TOTAL	270,499	285,601	293,231

Landfill

Mission Statement

The Landfill Department's mission is to provide a convenience station for the disposal of items that are not available for curbside pickup.

Description

The Landfill Department is open for public use on limited basis. The operation of the landfill was discontinued and a convenience station was created to provide a service to the citizens for disposal of items not being picked up by curbside services.

Manpower Summary

Gate Keeper	0.0
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	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 37 LANDFILL			
Personnel			
37-4104			
TEMPORARY	6,735	0	0
SUB-TOTAL	6,735	0	0
Personnel Services			
37-4110			
SOCIAL SECURITY	522	0	0
37-4112			
WORKMAN'S COMP	421	0	0
37-4114			
GROUP HEALTH & DENTAL INS	29	0	0
SUB-TOTAL	971	0	0
Supplies			
37-4201			
OFFICE & MISC SUPPLIES	178	200	200
37-4211			
FOOD & CONCESSION SUPPLIES	173	0	0
37-4220			
UNIFORM RENTAL & LAUNDRY	0	100	100
SUB-TOTAL	351	300	300
Maintenance			
37-4320			
BUILDING / GROUND MAINT	121	1,500	1,500
SUB-TOTAL	121	1,500	1,500
Contractual/Services			
37-4411			
COMMUNICATIONS	191	375	350
37-4417			
LAND LEASE PAYMENTS	4,710	4,710	4,710
37-4460			
RECYCLING	20,000	15,000	15,000
SUB-TOTAL	24,901	20,085	20,060
DEPARTMENT TOTAL	33,080	21,885	21,860

Human Resources

Mission Statement

The Human Resources Department shall provide to every department within the City of Terrell organization qualified personnel capable of performing specialized and general tasks integrated within our organization, with the exclusive purpose of enhancing productivity and providing exemplary customer service to the citizens of Terrell.

Description

The Human Resources Department is responsible for developing and enhancing staff competence through on-the-job training and perpetual professional training; staying abreast of trends in employment matters as they relate to salary and benefits, group benefit programs and employment law.

Manpower Summary

Director	1.0
Administrative Clerk	2.0

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 40 HUMAN RESOURCES/RECRUITMENT				
Personnel				
40-4101				
	SUPERVISION	93,228	89,151	90,613
40-4102				
	CLERICAL	57,202	54,756	55,716
	SUB-TOTAL	150,430	143,907	146,329
Personnel Services				
40-4110				
	SOCIAL SECURITY	11,498	11,009	11,195
40-4111				
	T M R S	21,870	23,255	24,613
40-4112				
	WORKMAN'S COMP	316	490	490
40-4113				
	UNEMPLOYMENT BENEFITS	0	47,000	85,250
40-4114				
	GROUP HEALTH & DENTAL INS	24,188	27,338	27,356
40-4119				
	INSURANCE-RETIREEES	61,500	61,500	100,000
	SUB-TOTAL	119,372	170,592	248,904
Supplies				
40-4201				
	OFFICE SUPPLIES	1,608	9,000	4,500
40-4204				
	PRINTING	332	500	500
40-4209				
	FIRST AID SUPPLIES	1,150	2,800	2,800
40-4211				
	FOOD & CONCESSION SUPPLIES	2,736	4,000	7,000
	SUB-TOTAL	5,826	16,300	14,800
Maintenance				
40-4304				
	AUTOMATED EQUIPMENT MAINTENANCE	0	0	9,450
	SUB-TOTAL	0	0	9,450
Contractual/Services				
40-4402				
	MEMBERSHIP & DUES	0	0	0
40-4403				
	ADVERTISING	1,870	3,000	6,000
40-4404				
	CONSULTANT FEE & SERVICE	1,541	0	0
40-4411				
	COMMUNICATIONS	4,104	3,700	4,200
40-4418				
	TRAVEL & EDUCATION	668	2,100	2,100

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
40-4419				
	TRAINING & PUBLICATION	5,549	4,500	5,000
40-4454				
	EMPLOYEE DISABILITY INS.	38,526	48,000	48,000
40-4460				
	PHYSICALS & MEDICAL EXPENSE	3,575	4,500	12,000
40-4461				
	EMPLOYEE ASSISTANCE SERVICES	6,555	6,000	6,000
40-4462				
	DRUG TESTING	32	2,500	2,500
	SUB-TOTAL	62,421	74,300	85,800
	DEPARTMENT TOTAL	338,049	405,099	505,283

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 90 DEBT SERVICE			
Contractual/Services			
90-4401			
PRINCIPAL - LAND DEBT SERVICE	146,697	146,697	0
90-4402			
INTEREST - LAND DEBT SERVICE	7,613	7,613	0
90-4403			
PRINCIPAL - SOFTWARE	128,865	0	0
90-4404			
INTEREST - SOFTWARE	4,485	0	0
90-4405			
PRINCIPAL - EQUIPMENT DEBT SERVICE	66,682	66,682	0
90-4406			
INTEREST - EQUIPMENT	8,543	8,534	0
90-4407			
PROGRAM DEBT SERVICE	0	0	0
90-4408			
PRINCIPAL - DEBT SERVICE RADIO EQU	53,021	0	0
90-4409			
INTEREST - DEBT SERVICE RADIO EQUIP	2,998	0	0
	SUB-TOTAL	229,526	0
	DEPARTMENT TOTAL	229,526	0
	EXPENSE TOTAL	15,135,412	14,752,470

UTILITY FUND



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**UTILITY FUND
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 3,838,417
Estimated Revenues FY 2011	\$ 10,392,811
Revenues Collected thru April 30, 2011	\$ 5,757,325
Anticipated Revenue to Sept. 30, 2011	\$ 4,635,486
Sub-Total	\$ 8,473,903
Estimated Expenditures FY 2011	\$ 10,474,576
Y-T-D April 30, 2011	\$ 5,589,525
Sub-Total	\$ 4,885,051
Estimated Beginning Cash FY 2012	\$ 3,588,852
Estimated Revenues FY 2012	\$ 11,868,936
Sub-Total	\$ 15,457,788
Proposed Expenditures FY 2012	\$ 11,855,977
Estimated Cash in Bank Sept. 30 2012	\$ 3,601,811

UTILITY FUND

REVENUE / EXPENSE SUMMARY

	2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Revenues			
Water	6,213,576	6,647,091	7,430,435
Sewer	381,100	3,745,720	4,438,501
	6,594,676	10,392,811	11,868,936
Expenses			
51 Water Quality	2,645,600	2,967,281	3,209,105
52 Water Distribution	734,624	749,752	746,089
61 Water Pollution	1,064,827	1,154,934	1,675,952
62 Waste Water Collection	480,583	620,015	555,103
80 Utility Office	649,218	744,236	705,462
90 Debt Service Requirements	2,620,833	4,238,358	4,964,266
	8,195,684	10,474,576	11,855,977

UTILITY FUND
PERSONNEL SUMMARY

	2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
51 Water Quality	349,226	368,731	388,855
52 Water Distribution	407,894	408,922	418,359
61 Water Pollution	413,341	407,229	403,672
62 Waste Water Collection	342,932	414,405	367,243
80 Utility Office	446,657	481,436	489,862
	1,960,051	2,080,723	2,067,991

UTILITY FUND
SUPPLY SUMMARY

	2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
51 Water Quality	16,722	23,700	24,300
52 Water Distribution	7,582	10,750	10,250
61 Water Pollution	25,981	37,275	42,350
62 Waste Water Collection	14,015	17,550	14,250
80 Utility Office	27,853	34,800	34,800
	92,154	124,075	125,950

UTILITY FUND
 MAINTENANCE SUMMARY

	2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
51 Water Quality	85,485	25,450	64,700
52 Water Distribution	90,193	46,100	55,000
61 Water Pollution	98,675	104,400	123,050
62 Waste Water Collection	12,309	25,000	31,950
80 Utility Office	75,000	75,000	32,300
	361,662	275,950	307,000

UTILITY FUND
CONTRACTUAL / SERVICES

	2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Expenses			
51 Water Quality	2,194,167	2,549,400	2,731,250
52 Water Distribution	228,956	283,980	262,480
61 Water Pollution	526,829	606,030	601,880
62 Waste Water Collection	111,326	163,060	141,660
80 Utility Office	99,707	153,000	148,500
90 Debt Service Requirements	2,620,833	4,238,358	4,964,266
	5,781,818	7,993,828	8,850,036

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 020 UTILITY FUND				
Revenues				
WATER SERVICES				
00-3201				
	METERED SALES	5,556,539	6,093,591	6,876,935
00-3202				
	PENALTIES	141,518	130,000	130,000
00-3203				
	FRANCHISE TAX	299,712	250,000	250,000
00-3204				
	NEW SERVICES/WATER TAP	4,100	4,500	4,500
00-3205				
	RETURN CHECKS/MISC SRVICES	8,550	5,000	5,000
00-3206				
	NON PAYMENT-CUT OFF/MISC CHG	95,905	90,000	90,000
00-3207				
	SERVICE HOOKUPS/MISC CHG	31,898	20,000	20,000
00-3208				
	FIRE LINE CHARGE	22,903	22,000	22,000
00-3209				
	NON-METERED SALES/MISC CHG	0	1,000	1,000
00-3210				
	NON-METERED MISC SALES/MISC CHG	5	0	0
00-3212				
	MISC SERVICES	13,660	2,500	2,500
00-3215				
	BAD DEBT RECOVERY	1,275	1,000	1,000
00-3216				
	REFUNDS & RECOVERIES	-785	500	500
00-3219				
	BACKFLOW CHARGES	38,296	27,000	27,000
	SUB-TOTAL	6,213,576	6,647,091	7,430,435

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
SEWER SERVICES				
00-3301				
	SEWER REVENUE	339,279	3,729,720	4,422,501
00-3302				
	NEW SERVICES/SEWER TAP	950	1,000	1,000
00-3305				
	INTEREST	36,223	15,000	15,000
00-3308				
	FEE - WASTE DISPOSAL PERMIT	1,800	0	0
00-3309				
	FEES - GREASE TRAP (FOG)	2,848	0	0
	SUB-TOTAL	381,100	3,745,720	4,438,501
	REVENUE TOTAL	6,594,676	10,392,811	11,868,936

Water Quality

Mission Statement

The mission of the Water Quality Department is to receive treated water from North Texas Municipal Water District and to deliver a safe drinking water to our customers in the city and to area Water wholesalers for household, industrial, irrigation, and fire protection uses.

Description

Water Quality Department is operated daily to monitor water availability and quality and to meet state and federal requirements.

Manpower Summary

Director	1.0
Chief Operator	1.0
Plant Operator	3.0

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
	EXPENSES			
Department 51 WATER PRODUCTION				
Personnel				
51-4101				
	SUPERVISION	89,179	82,324	85,878
51-4103				
	LABOR	141,323	150,457	161,000
51-4105				
	OVERTIME	10,310	8,000	8,500
51-4106				
	STAND BY	2,975	5,800	5,800
	SUB-TOTAL	243,787	246,581	261,178
Personnel Services				
51-4110				
	SOCIAL SECURITY	18,188	18,787	19,980
51-4111				
	T M R S	35,352	39,686	43,930
51-4112				
	WORKMENS COMP	11,707	18,150	18,150
51-4114				
	GROUP HEALTH & DENTAL INS	40,192	45,527	45,617
	SUB-TOTAL	105,439	122,150	127,677
Supplies				
51-4201				
	OFFICE & MISC SUPPLIES	1,088	1,000	1,100
51-4206				
	MINOR TOOLS & APPARATUS	293	300	300
51-4220				
	UNIFORM RENTAL & LAUNDRY	1,290	1,700	1,700
51-4223				
	PROTECTIVE CLOTHING	35	200	200
51-4242				
	CHLORINE	8,204	11,000	11,500

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
51-4245				
	FLOURIDE	0	0	0
51-4247				
	AMMONIA	0	3,000	3,000
51-4249				
	CHEMICALS & RELATED LAB SUPPLI	5,812	6,500	6,500
	SUB-TOTAL	16,722	23,700	24,300
Maintenance				
51-4303				
	INSTRUMENTS & APPARATUS	77,753	14,000	14,500
51-4304				
	AUTOMATED EQUIPMENT MAINTNANCE	0	0	9,450
51-4315				
	DAM & PUMP STATION	0	2,000	30,000
51-4316				
	ELEVATED TOWERS	2,606	6,000	7,500
51-4317				
	TREATMENT PLANT	1,781	1,500	1,500
51-4319				
	GROUND STORAGE TANKS	318	750	750
51-4370				
	MACHINERY MAINTENANCE	3,027	1,200	1,000
	SUB-TOTAL	85,485	25,450	64,700
Contractual/Services				
51-4402				
	MEMBERSHIP & DUES	473	500	500
51-4404				
	CONSULTANT FEES & SERVICES	-30,317	0	0
51-4409				
	ADVALOREM TAX ON EASEMENTS	111	600	400
51-4411				
	COMMUNICATIONS	9,490	12,000	12,000
51-4413				
	NTMWD WATER PURCHASE	1,827,828	2,030,000	2,240,000

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
51-4415				
	INSURANCE	28,597	60,000	60,000
51-4418				
	TRAVEL & EDUCATION	1,253	3,250	3,200
51-4419				
	TRAINING & PUBLICATIONS	0	200	200
51-4420				
	COMMERCIAL LAB ANALYSIS	10,800	11,000	11,500
51-4424				
	SPECIAL SERVICES	15,463	15,500	15,800
51-4430				
	UTILITIES	287,439	350,000	345,000
51-4440				
	CONTRACT LABOR	4,981	6,400	4,500
51-4450				
	EQUIPMENT RENTAL(R)	37,950	59,750	37,950
51-4466				
	SLUDGE MANAGEMENT	100	200	200
51-4492				
	PLANT SHUT DOWN	0	0	0
	SUB-TOTAL	2,194,167	2,549,400	2,731,250
	DEPARTMENT TOTAL	2,645,600	2,967,281	3,209,105

Water Distribution

Mission Statement

The mission of the Water Distribution Department is to upgrade the system and develop and implement preventive maintenance programs, which will enable crews to effectively perform their jobs in a professional manner and ensure the public a continued supply of water with the least amount of service interruptions.

Description

The Water Distribution Department currently has a preventive maintenance program, which includes hydrants, valves distribution lines, and all equipment. This department is responsible for the maintenance and operation of all water meters. All maintenance personnel are currently being trained and certified in all areas involving increased productivity and safety awareness which will result in public satisfaction and economical operating procedures for all maintenance personnel.

Manpower Summary

Crew Leader	1.0
Heavy Equipment Operator	1.0
Maintenance Worker	3.0
Administrative Clerk	1.0
Utility Customer Field Service Provider and Meter Reader	1.0

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 52 WATER DISTRIBUTION				
Personnel				
52-4102				
	CLERICAL	32,425	28,673	31,702
52-4103				
	LABOR	220,870	211,799	214,901
52-4105				
	OVERTIME	27,650	24,500	24,000
52-4106				
	STAND BY	3,660	5,800	5,800
	SUB-TOTAL	284,605	270,772	276,403
Personnel Services				
52-4110				
	SOCIAL SECURITY	20,556	20,523	21,145
52-4111				
	T M R S	40,867	43,353	46,491
52-4112				
	WORKMENS COMP	7,224	11,200	11,200
52-4114				
	GROUP HEALTH & DENTAL INS	54,643	63,074	63,120
	SUB-TOTAL	123,289	138,150	141,956
Supplies				
52-4201				
	OFFICE & MISC. SUPPLIES	943	1,100	1,100
52-4204				
	PRINTING	0	300	250
52-4206				
	MINOR TOOLS & APPARATUS	27	5,700	4,500
52-4220				
	UNIFORM RENTAL & LAUNDRY	5,918	2,500	3,000
52-4221				
	UNIFORMS PURCHASE	0	200	200
52-4223				
	PROTECTIVE CLOTHING	693	800	1,000
52-4240				
	CHEMICALS	0	150	200
52-4290				
	OTHER SUPPLIES	0	0	0
	SUB-TOTAL	7,582	10,750	10,250

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Maintenance				
52-4301				
	OFFICE EQUIPMENT	0	150	100
52-4303				
	INSTRUMENTS & APPARATUS	0	150	150
52-4304				
	AUTOMATED EQUIPMENT MAINTNANCE	0	0	9,450
52-4343				
	TRANSMISSION MAINTENANCE W&S	87,674	35,000	35,000
52-4344				
	WATER MAINS/CTA	2,111	5,000	5,000
52-4345				
	WATER METER MAINTENANCE	408	5,500	5,000
52-4370				
	MACHINERY	0	300	300
	SUB-TOTAL	90,193	46,100	55,000
Contractual/Services				
52-4402				
	MEMBERSHIP & DUES	378	500	400
52-4411				
	COMMUNICATIONS	7,469	8,500	8,500
52-4414				
	EQUIPMENT RENTAL - OTHER	2,953	2,500	3,000
52-4417				
	LEASE PAYMENTS	3,923	3,500	3,000
52-4418				
	TRAVEL & EDUCATION	1,377	2,400	2,800
52-4419				
	TRAINING & PUBLICATION	20	200	200
52-4422				
	OTHER SERVICES	25,925	0	0
52-4430				
	UTILITIES	22,196	5,000	6,000
52-4440				
	CONTRACT LABOR	37,339	86,000	85,000
52-4442				
	BACKFLOW SOLUTIONS	36,295	62,500	62,500
52-4450				
	EQUIPMENT RENTAL(R)	91,080	112,880	91,080
52-4490				
	OTHER SERVICES NOT LISTED	0	0	0
	SUB-TOTAL	228,956	283,980	262,480
	DEPARTMENT TOTAL	734,624	749,752	746,089

Water Pollution Control

Mission Statement

The mission of the Wastewater Treatment Plant is to provide service for the City of Terrell in the removal, treatment, and proper disposal of wastewater, both domestic and industrial, by the most cost efficient means possible.

Description

The Wastewater Treatment Plant is operated on a daily basis with a permitted capacity of 4.5 million gallons per day. The current facility, a 2-stage trickling filter plant, treats an average of 1.5 million gallons per day. Solids are stabilized by anaerobic digesters before final disposal in a landfill.

Accomplishments & Goals

All operators are state certified – one (1) "A" operator, one (1) "B" operator and three (3) "C" operators. Our goal is to continue the "beautification" of the Wastewater Treatment Plant and operate in an efficient and cost effective manner and to maintain compliance with federal and state discharge limits.

Manpower Summary

Chief Operator	1.0
Plant Operator	4.0
Lab Technician	1.0

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 61 WATER POLLUTION				
Personnel				
61-4101				
	SUPERVISION	58,424	49,304	48,744
61-4103				
	LABOR	210,453	208,853	204,042
61-4104				
	TEMPORARY	13,680	0	0
61-4105				
	OVERTIME	2,671	2,600	4,000
61-4106				
	STAND BY	5,064	5,800	5,800
	SUB-TOTAL	290,292	266,557	262,586
Personnel Services				
61-4110				
	SOCIAL SECURITY	21,792	20,499	20,088
61-4111				
	T M R S	40,232	43,302	44,167
61-4112				
	WORKMENS COMP	14,459	22,417	22,417
61-4114				
	GROUP HEALTH & DENTAL INS	46,566	54,454	54,414
	SUB-TOTAL	123,049	140,672	141,086
Supplies				
61-4201				
	OFFICE & MISC. SUPPLIES	1,286	1,300	1,500
61-4206				
	MINOR TOOLS & APPARATUS	19	375	400
61-4220				
	UNIFORM RENTAL & LAUNDRY	1,904	2,300	2,200
61-4221				
	UNIFORMS PURCHASE	0	100	200
61-4223				
	PROTECTIVE CLOTHING	300	500	400
61-4241				
	CLOTHING-RAIN GEAR	98	100	150
61-4242				
	CHLORINE	12,756	17,500	20,000
61-4249				
	CHEMICALS & RELATED SUPPLIES	1,000	1,100	1,000
61-4250				
	SULFUR DIOXIDE	8,618	14,000	16,500
	SUB-TOTAL	25,981	37,275	42,350

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Maintenance				
61-4301				
	OFFICE EQUIPMENT	0	100	100
61-4303				
	INSTRUMENTS & APPARATUS	5,609	6,800	6,000
61-4304				
	AUTOMATED EQUIPMENT MAINTNANCE	0	0	9,450
61-4317				
	TREATMENT PLANT	7,818	7,500	10,000
61-4370				
	MACHINERY MAINTENANCE	85,249	90,000	97,500
	SUB-TOTAL	98,675	104,400	123,050
Contractual/Services				
61-4402				
	MEMBERSHIP & DUES	420	500	400
61-4403				
	ADVERTISING	0	500	500
61-4411				
	COMMUNICATIONS	4,316	5,500	5,000
61-4414				
	EQUIPMENT RENTAL - OTHER	0	200	200
61-4418				
	TRAVEL & EDUCATION	2,345	2,500	3,000
61-4419				
	TRAINING & PUBLICATIONS	0	300	300
61-4420				
	COMMERCIAL LAB SERVICES	37,842	38,750	45,000
61-4424				
	SPECIAL SERVICES	21,975	27,500	28,500
61-4430				
	UTILITIES	12,181	70,000	65,000
61-4440				
	CONTRACT LABOR	3,484	6,000	5,500
61-4450				
	EQUIPMENT RENTAL(R)	40,480	62,280	40,480
61-4466				
	SLUDGE MANAGEMENT	282,795	260,000	260,000
61-4467				
	PRETREATMENT SERVICES	120,991	132,000	148,000
	SUB-TOTAL	526,829	606,030	601,880

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Capital				
61-4501				
	WWTP CHEMICAL FEED SYSTEM	0	0	480,000
61-4502				
	IND PRETREATMENT MODIFICATION	0	0	25,000
	SUB-TOTAL	0	0	505,000
	DEPARTMENT TOTAL	1,064,827	1,154,934	1,675,952

Wastewater Collection

Mission Statement

The mission of the Wastewater Collection Department is to continue upgrading the system and eventually have a dependable method of transportation for the wastewater collection of Terrell and allow a safer and healthier environment for the public and for utility maintenance personnel.

Description

The Wastewater Collection Department is responsible for the maintenance of manholes, location and repair of sanitary sewer lines, and lift stations and to conduct smoke testing and video of collection system.

Manpower Summary

Foreman	1.0
Crew Leader	1.0
Equipment Operator	1.0
Maintenance	3.0

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 62 WATER COLLECTION				
Personnel				
62-4101				
	SUPERVISION	56,883	53,415	54,368
62-4103				
	LABOR	138,070	187,722	153,674
62-4105				
	OVERTIME	34,295	32,000	32,000
62-4106				
	STAND BY	4,235	5,800	5,800
	SUB-TOTAL	233,483	278,937	245,842
Personnel Services				
62-4110				
	SOCIAL SECURITY	17,206	20,956	18,807
62-4111				
	T M R S	33,947	44,268	41,351
62-4112				
	WORKMENS COMP	4,621	7,165	7,165
62-4114				
	GROUP HEALTH & DENTAL INS	53,674	63,079	54,078
	SUB-TOTAL	109,449	135,468	121,401
Supplies				
62-4201				
	OFFICE & MISC SUPPLIES	1,690	2,000	1,700
62-4206				
	MINOR TOOLS & APPARATUS	9,374	8,000	5,000
62-4220				
	UNIFORM RENTAL & LAUNDRY	0	2,000	2,000
62-4221				
	UNIFORMS PURCHASE	428	250	250
62-4223				
	PROTECTIVE CLOTHING	1,003	1,000	1,000
62-4240				
	CHEMICALS	1,411	4,000	4,000
62-4260				
	CONCRETE	110	300	300
	SUB-TOTAL	14,015	17,550	14,250

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Maintenance				
62-4304				
	AUTOMATED EQUIPMENT MAINTENANC	0	0	9,450
62-4343				
	TRANSMISSION MAINTENANCE SEWER	1,077	11,000	11,000
62-4370				
	SEWER ROOT TREATMENT	10,032	12,000	10,000
62-4371				
	SEWER INSPECTION	1,200	2,000	1,500
	SUB-TOTAL	12,309	25,000	31,950
Contractual/Services				
62-4402				
	MEMBERSHIP & DUES	65	600	600
62-4411				
	COMMUNICATIONS	5,001	5,500	5,500
62-4414				
	EQUIPMENT RENTAL - OTHER	1,803	3,500	3,500
62-4417				
	LAND LEASE PAYMENTS	3,281	3,000	3,000
62-4418				
	TRAVEL & EDUCATION	2,036	2,800	3,200
62-4419				
	TRAINING & PUBLICATIONS	7	200	200
62-4440				
	CONTRACT LABOR	43,473	70,000	70,000
62-4450				
	EQUIPMENT RENTAL(R)	55,660	77,460	55,660
	SUB-TOTAL	111,326	163,060	141,660
	DEPARTMENT TOTAL	480,583	620,015	555,103

Utility

Mission Statement

The Utility department mission is to provide accurate and complete billing information to the residents of Terrell and to collect monies owed to the City for the utility services provided to the residents of Terrell.

Utility Billing/Customer Service is a division within the City Secretary /Finance Department with the responsibility of billing and collecting for water, sewer and solid waste services provided to the residents of the City of Terrell.

The City Secretary/Finance Department's mission is to ensure that all city records are adequately preserved; hold all municipal elections; account for all moneys received by the city and prepare the monthly financial report; record and report all financial transactions, assist the preparation of the annual budget and annual audit and prepare special reports for the City Manager and City Council; strive to maintain investments at the highest possible levels; strive to serve customers in an efficient and professional manner; and any other administrative or clerical duties as prescribed by the City Council and/ or the City Manager.

Description

The City Secretary's Office is custodian of official records for the City. The City Secretary is responsible for attending and keeping minutes of Council meetings and maintaining records of all official Council actions. These include, but are not limited to, City codes, ordinances, resolutions and public hearings. The City Secretary is also responsible for conducting all City elections, processing solicitors and public amusement permits and receiving, processing and tracking all claims and lawsuits filed against the City. The Records Management Program is under the direction of the City Secretary. This department is responsible for the implementation and maintenance of the program including records retention schedules, destruction of outdated records, micro-graphics and the operation of the Records Storage Center.

In the capacity of the Finance Director for the City, duties include, but are not limited to: preparing and administering the departmental budget and projecting funds needed for staffing and service delivery. Performing a variety of technical tasks associated with the City's accounts payable/receivable, purchasing, utility billing, and internal auditing functions; ensure quality control; develop and enforce policies and;

Utility

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guidelines; review purchase orders; assist the Purchasing Agent as needed. The Finance Director oversees and directs the work of the Municipal Court. The Finance Director supervises and participates in the development and administration of the City budget; direct the forecast of funds needed for staffing equipment, materials, and supplies, monitor and approve expenditures; implement mid-year adjustments, directs the City's cash management program; monitors liquidity and yield; coordinates annual outside audits and assists in publishing final reports; provides to the City Council, City Manager, and other department heads financial statements and reports requested and required by Charter, works with the city external auditors to prepare a comprehensive annual financial report and assists the City Manager by working on any special projects assigned and performs related work as required.

Manpower Summary

City Secretary/Finance Director	1.0
Administrative Secretary	1.0
Accounting Technician	1.0
Billing Clerk	1.0
Administrative Clerk	4.0

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 80 UTILITY OFFICE				
Personnel				
80-4101				
	SUPERVISION	84,527	80,532	82,072
80-4102				
	CLERICAL	224,607	244,483	247,938
80-4103				
	LABOR	0	0	0
80-4104				
	RECORDS MANAGER	8,923	0	0
80-4105				
	OVERTIME	2,164	4,000	4,000
	SUB-TOTAL	320,220	329,015	334,010
Personnel Services				
80-4110				
	SOCIAL SECURITY	24,692	25,170	25,552
80-4111				
	T M R S	45,128	53,169	56,180
80-4112				
	WORKMENS COMP	1,045	1,620	1,620
80-4114				
	GROUP HEALTH & DENTAL INS	55,573	72,462	72,500
	SUB-TOTAL	126,437	152,421	155,852
Supplies				
80-4201				
	OFFICE & MISC. SUPPLIES	10,398	13,000	13,000
80-4204				
	PRINTING	0	1,000	1,000
80-4211				
	FOOD AND/OR CONCESSION SUPPLIES	1,812	1,000	1,000
80-4214				
	POSTAGE	15,643	19,800	19,800
	SUB-TOTAL	27,853	34,800	34,800

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Maintenance				
80-4304				
	AUTOMATED EQUIPMENT MAINTNANCE	75,000	75,000	32,300
	SUB-TOTAL	75,000	75,000	32,300
Contractual/Services				
80-4401				
	AUDIT	65,700	45,000	45,000
80-4402				
	MEMBERSHIP & DUES	529	500	500
80-4403				
	ADVERTISING	0	0	0
80-4404				
	CONSULTANT FEES & SERVICES	0	5,000	0
80-4406				
	LEGAL SERVICES	0	50,000	50,000
80-4410				
	UTILITY BILLING	1,736	16,500	17,000
80-4411				
	COMMUNICATIONS	10,249	15,000	15,000
80-4418				
	TRAVEL & EDUCATION	4,744	4,000	4,000
80-4419				
	TRAINING & PUBLICATIONS	877	1,000	1,000
80-4430				
	UTILITIES	0	0	0
80-4440				
	CONTRACT LABOR	15,872	16,000	16,000
	SUB-TOTAL	99,707	153,000	148,500
	DEPARTMENT TOTAL	649,218	744,236	705,462

UTILITY FUND

		2010-2011 Actual	2010-2011 Estimated Year	2011-2012 Budget
Department 90 DEBT SERVICE REQUIREMENTS				
Contractual/Services				
90-4490				
	UTILITY FRANCHISE 010003201	250,000	250,000	250,000
90-4492				
	TRANS OUT DEBT OBLIGATION REFUND	421,177	299,928	317,488
90-4495				
	TRANSFER TO I & S NO1	690,480	1,308,619	1,347,200
90-4496				
	NTMWD PAYMENTS	385,135	787,175	791,150
90-4497				
	INTER-GOV TRNS 010003831	482,336	482,336	482,336
90-4498				
	TRANSFER TO I&S NO2	111,517	110,300	106,200
90-4499				
	UCR TRN 028003301	280,188	1,000,000	1,669,892
	SUB-TOTAL	2,620,833	4,238,358	4,964,266
	DEPARTMENT TOTAL	2,620,833	4,238,358	4,964,266
	EXPENSE TOTAL	8,195,684	10,474,576	11,855,977

UTILITY CAPITAL RESERVE FUND



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**UTILITY CAPITAL RESERVE
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 1,403,165
Estimated Revenues FY 2011	\$ 1,012,000
Revenues Collected thru April 30, 2011	\$ 606,778
Anticipated Revenue to Sept. 30, 2011	\$ 405,222
Sub-Total	\$ 1,808,387
Estimated Expenditures FY 2011	\$ 1,065,000
Y-T-D April 30, 2011	\$ 220,122
Sub-Total	\$ 844,878
Estimated Beginning Cash FY 2012	\$ 1,681,892
Estimated Revenues FY 2012	\$ 1,681,892
Sub-Total	\$ 3,363,784
Proposed Expenditures FY 2012	\$ 1,990,000
Estimated Cash in Bank Sept. 30 2012	\$ 1,373,784

UTILITY CAPITAL RESERVE FUND

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 028 CAPITAL RESERVE FUND			
Revenues			
00-3105			
STATE FUNDING REG WTR PLN GRNT	6,558	0	0
00-3106			
STATE FUNDING REG WWTR PLN GRNT	17,202	0	0
00-3301			
UCR TRN 020904499	280,188	1,000,000	1,669,892
00-3303			
BAYLOR SEWER EASEMENT	41,079	0	0
00-3306			
INTEREST INCOME	16,673	12,000	12,000
00-3807			
GRANT FUNDS - STATE COMPTROLLER	5,630	0	0
REVENUE TOTAL	367,331	1,012,000	1,681,892
Expenses			
28-4401			
WATER TREATMENT PLANT SHUT DOWN	0	0	0
28-4404			
CONSULTANT FEES & SERVICES	0	125,510	50,000
28-4416			
HWY 34 UTILITY RELOCATES	0	0	0
28-4420			
CITY CONTRIBUTION GRANT 728501	0	0	0
28-4505			
FRANCES,MARYELL,BOONE,WHEELER	0	5,000	0
28-4508			
WINCHESTER PARK SEWER REHAB	21,450	0	0
28-4509			
REGIONAL WTR PLN GRNT CITY MATCH	0	30,000	20,000
28-4510			
REGIONAL WSTWTR PLN GRNT CITY MATCH	0	35,000	0
28-4511			
SYSTEM IMPROVEMENTS - DESIGN & ENG	0	135,000	120,000
28-4512			
SYSTEM IMPROVEMENTS - CONSTRUCTION	0	750,000	1,750,000
28-4513			
INDUST PRETREAT MODIFICATIONS	0	60,000	0
28-4514			
REGIONAL WASTE WATER	0	0	50,000
EXPENSES TOTAL	21,450	1,140,510	1,990,000

STORM WATER MANAGEMENT FUND



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Storm Water Management Fund

Mission Statement

The mission of the Storm Water Management Fund is to develop and maintain a comprehensive watershed and storm water infrastructure management program to protect property, health and safety; to enhance the quality of life; to preserve and improve the environment for the benefit of the public and to be responsive and sensitive to the needs of the citizens of Terrell

Description

Address flood problems with drainage improvement projects to reduce the occurrence of property flood damage Review, enact and enforce ordinances and policies as needed to manage the floodplain, and prevent future flooding in or downstream of development. Perform routine maintenance of the City's drainage system to maintain its intended capacity and condition. Enhance water quality to preserve the natural environment while maintaining regulatory compliance. Provide adequate funding for the Comprehensive Storm Water Management Program

Manpower Summary

Maintenance Worker	1.0
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**STORM WATER UTILITY FUND
ESTIMATED CASH POSITION**

Cash in Bank October 1, 2011	\$ -
Estimated Revenues FY 2011	\$ -
Revenues Collected	\$ -
Anticipated Revenue to Sept. 30, 2011	\$ -
Sub-Total	\$ -
Estimated Expenditures FY 2011	\$ -
Y-T-D	\$ -
Sub-Total	\$ -
Estimated Beginning Cash FY 2012	\$ -
Estimated Revenues FY 2012	\$ 179,360
Sub-Total	\$ 179,360
Proposed Expenditures FY 2012	\$ 73,457
Estimated Cash in Bank Sept. 30 2012	\$ 105,903

STORM WATER UTILITY FUND

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 037 STORM WATER MANAGEMENT FUND				
Revenues				
00-3201				
	CHARGES FOR SERVICES	0	0	179,160
00-3305				
	INTEREST	0	0	200
	REVENUE TOTAL	0	0	179,360
Expenses				
Personnel				
37-4103				
	LABOR	0	0	30,063
37-4105				
	OVERTIME	0	0	2,000
	SUB-TOTAL	0	0	32,063
Personnel Services				
37-4109				
	ADMINISTRATION	0	0	10,750
37-4110				
	SOCIAL SECURITY	0	0	2,300
37-4111				
	T M R S	0	0	5,159
37-4112				
	WORKMENS COMP	0	0	206
37-4114				
	GROUP HEALTH & DENTAL INS	0	0	8,979
	SUB-TOTAL	0	0	27,394
Supplies				
37-4201				
	OFFICE & MISC. SUPPLIES	0	0	250
37-4204				
	PRINTING	0	0	250
37-4206				
	MINOR TOOLS & APPARATUS	0	0	200
37-4220				
	UNIFORM RENTAL & LAUNDRY	0	0	200
37-4221				
	UNIFORMS PURCHASE	0	0	100
37-4223				
	PROTECTIVE CLOTHING	0	0	100
37-4260				
	CONCRETE	0	0	1,000
37-4261				
	CONCRETE CULVERTS	0	0	2,000

STORM WATER UTILITY FUND

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
	SUB-TOTAL	0	0	4,100
Maintenance				
37-4303				
	INSTRUMENTS & APPARATUS	0	0	500
	SUB-TOTAL	0	0	500
Contractual/Services				
37-4411				
	COMMUNICATIONS	0	0	400
37-4414				
	EQUIPMENT RENTAL - OTHER	0	0	3,000
37-4450				
	EQUIPMENT RENTAL (R)	0	0	6,000
	SUB-TOTAL	0	0	9,400
	EXPENSES TOTAL	0	0	73,457

EQUIPMENT REPLACEMENT FUND



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**EQUIPMENT REPLACEMENT FUND
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 326,381
Estimated Revenues FY 2011	\$ 664,023
Revenues Collected thru April 30, 2011	\$ 324,654
Anticipated Revenue to Sept. 30, 2011	\$ 339,369
Sub-Total	\$ 665,750
Estimated Expenditures FY 2011	\$ 898,580
Y-T-D April 30, 2011	\$ 472,275
Sub-Total	\$ 426,304
Estimated Beginning Cash FY 2012	\$ 239,446
Estimated Revenues FY 2012	\$ 756,170
Sub-Total	\$ 995,616
Proposed Expenditures FY 2012	\$ 864,378
Estimated Cash in Bank Sept. 30 2012	\$ 131,238

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 025 EQUIPMENT REPLACEMENT FUND			
Revenues			
00-3325			
INSURANCE RECOVERIES	5,751	25,000	15,000
00-3326			
INTEREST INCOME	8,125	7,500	7,500
00-3330			
DISPOSAL OF FIXED ASSETS	666	0	0
00-3335			
INSURANCE RECOVERIES	3	0	0
00-3336			
LEASE GENERAL FUND	100,000	319,153	500,000
00-3337			
LEASE UTILITY FUND	225,170	312,370	225,170
00-3338			
LEASE STORM WATER UTILITY FUND	0	0	6,000
00-3600			
SALE OF ASSETS	0	0	2,500
REVENUE TOTAL	339,715	664,023	756,170

Equipment Replacement

Mission Statement

The mission of the Equipment Replacement Fund is to provide mechanical service for all city vehicles and equipment; provide a base of operation for housing equipment and vehicles and perform a preventative maintenance program so that all equipment and vehicles receive maintenance on a scheduled basis in order to maintain safe and dependable operation.

Description

The Equipment Replacement Department will seek to provide a tentative maintenance program; maintain parts inventory; pickup and delivery of parts; service calls; general shop work; maintenance and inventory of fueling systems, vehicle wash; air conditioning service; brake service and tire service.

Manpower Summary

Foreman	1.0
Mechanic	2.0
Service Attendant	1.0

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Personnel			
25-4101			
SUPERVISION	52,781	50,447	51,293
25-4103			
LABOR	111,291	99,610	102,672
25-4104			
TEMPORARY	4,283	0	0
25-4105			
OVERTIME	3,249	2,500	2,500
	SUB-TOTAL	171,604	156,465
Personnel Services			
25-4110			
SOCIAL SECURITY	12,969	11,632	11,970
25-4111			
T M R S	23,379	11,803	12,199
25-4112			
WORKMENS COMP	3,500	5,427	5,427
25-4114			
GROUP HEALTH & DENTAL INS	23,176	36,137	36,167
	SUB-TOTAL	63,024	65,763
Supplies			
25-4201			
OFFICE & MISCELLANEOUS	701	800	1,000
25-4206			
MINOR TOOLS & APPARATUS	2,841	2,200	2,500
25-4220			
UNIFORM RENTAL & LAUNDRY	4,307	4,000	4,000
25-4221			
UNIFORMS PURCHASE	0	0	0
25-4223			
PROTECTIVE CLOTHING	-71	200	300
25-4230			
FUEL FOR EQUIPMENT	166,406	250,000	300,000
25-4231			
OIL,ANTI-FREEZE,GREASE	11,720	11,000	10,000
25-4232			
TIRES & TUBES	19,410	33,000	30,000
25-4233			
BATTERIES	10,357	4,500	5,500
25-4234			
MISCELLANEOUS AUTO PARTS	8,593	12,000	12,000
25-4235			
MISC.HEAVY EQUIPMENT PARTS	5,702	4,000	5,500
25-4236			
MISCELLANEOUS SMALL EQUIP PTS	1,885	1,200	1,200
25-4239			
MISCELLANEOUS SHOP SUPPLIES	9,767	6,000	7,000
25-4240			
CHEMICALS	7,313	4,000	3,500
	SUB-TOTAL	248,930	382,500

	2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Maintenance			
25-4303			
INSTRUMENTS & APPARATUS	940	9,000	1,000
25-4304			
AUTOMATED EQUIPMENT MAINENANCE	0	0	9,450
25-4350			
VEHICLE MAINTENANCE	24,931	23,000	25,000
25-4351			
HEAVY EQUIP MAINTENANCE	28,847	25,000	27,000
25-4352			
SMALL EQUIP MAINTENANCE	7,082	7,000	6,000
25-4353			
VEHICLE MAINT. /OUTSIDE FUND	5,446	3,000	3,000
SUB-TOTAL	67,245	67,000	71,450
Contractual/Services			
25-4411			
COMMUNICATIONS	3,833	3,500	4,000
25-4414			
EQUIPMENT RENTAL - OTHER	0	18,000	4,000
25-4415			
INSURANCE	32,586	38,000	38,000
25-4417			
LAND LEASE PAYMENTS	2,188	2,188	2,200
25-4418			
TRAVEL & EDUCATION	77	0	0
25-4419			
TRAINING & PUBLICATIONS	7	0	0
25-4430			
UTILITIES	2,025	0	0
25-4440			
CONTRACT LABOR	0	4,000	3,500
25-4450			
EQUIPMENT RENTAL (R)	0	0	0
25-4451			
VEHICLE REPAIR SERVICES	21,441	63,000	38,000
25-4452			
EQUIPMENT REPAIR SERVICE	35,079	68,300	45,000
25-4453			
SMALL EQUIPMENT REPAIR SERVICE	1,677	1,600	2,500
SUB-TOTAL	98,913	198,588	137,200
Capital			
25-4504			
D32(1)POLICE PATROL VEHICLE	70,180	31,900	0
25-4511			
020 (1) BACK HOE	0	82,536	0
25-4516			
D61(1)RIDING MOWER COMMERCIAL GRADE	0	0	15,000
SUB-TOTAL	0	82,536	15,000
DEPARTMENT TOTAL	649,717	898,580	828,378
EXPENSE TOTAL	649,717	898,580	828,378

AIRPORT FUND



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**AIRPORT FUND
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 1,442,462
Estimated Revenues FY 2011	\$ 534,044
Revenues Collected thru April 30, 2011	\$ 365,377
Anticipated Revenue to Sept. 30, 2011	\$ 168,667
Sub-Total	\$ 1,611,129
Estimated Expenditures FY 2011	\$ 745,500
Y-T-D April 30, 2011	\$ 449,940
Sub-Total	\$ 295,560
Estimated Beginning Cash FY 2012	\$ 1,315,569
Estimated Revenues FY 2012	\$ 310,894
Sub-Total	\$ 1,626,463
Proposed Expenditures FY 2012	\$ 372,300
Estimated Cash in Bank Sept. 30 2012	\$ 1,254,163

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 014 AIRPORT FUND				
Revenues				
00-3101				
	HANGER REVENUE	155,458	150,000	155,000
00-3102				
	STATE COMPTROLLER M818TEREL	0	0	0
00-3105				
	TEDC FUNDING	1,189,712	179,425	0
00-3201				
	VISTAWALL LEASE (31-DEC-06)	78,990	115,194	121,448
00-3203				
	LEASE ENVIRONMENTAL CO-OP	0	0	0
00-3206				
	LEASE - CITY OF TERRELL	17,500	17,500	17,500
00-3207				
	BFTS LEASE (31-AUG-13)	1,750	1,500	1,500
00-3209				
	HANGER F TRRL HNGRS INC (30-JUN-08)	1,875	0	0
00-3211				
	TERRELL AVIATION LEASE (15-OCT-09)	24,401	0	0
00-3213				
	EAGLE SKY PATROL INC LEASE	500	6,000	6,000
00-3215				
	POWERFLOW LEASE (30-JUN-27)	9,295	0	0
00-3219				
	LEASE FLEX FOAM (1-MAY-11)	45,321	46,000	0
00-3230				
	KART LEASE (31-JAN-18)	5,200	5,200	5,200
00-3326				
	INTEREST INCOME	10,342	10,000	7,500

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
00-3327				
	MISCELLANEOUS SALES	225	200	0
00-3328				
	OTHER INCOME	0	25	0
00-3329				
	TERRELL AVIATION INC FUEL FLOWAGE	6,046	0	0
00-3332				
	YARCO AVIATION	13,300	0	0
00-3333				
	MADIX LEASE (31-AUG-26)	3,000	3,000	3,000
00-3702				
	ACCESS CARD CHARGES	-50	0	0
00-3802				
	GRANT PROCEEDS PROJ 07-02	8,138	0	0
	REVENUE TOTAL	1,571,003	534,044	317,148

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
	EXPENSES			
Maintenance				
14-4303				
	INSTRUMENTS & APPARATUS	2,038	3,000	3,300
14-4320				
	BUILDINGS & GROUNDS	1,971	5,000	5,000
14-4326				
	RAMP	0	45,000	50,000
14-4332				
	EQUIPMENT MAINTENANCE	1,564	2,500	3,000
	SUB-TOTAL	5,572	55,500	61,300
Contractual / Services				
14-4401				
	AUDIT	0	4,000	4,000
14-4402				
	FLY - IN	4,175	10,000	10,000
14-4403				
	ADVERTISING	0	2,500	12,500
14-4404				
	FBO - SERVICES	0	0	0
14-4415				
	INSURANCE	6,491	12,000	15,000
14-4418				
	TRAVEL & EDUCATION	595	4,500	4,500
14-4424				
	SPECIAL SERVICES	21,599	30,000	35,000
14-4430				
	UTILITIES	16,911	55,000	60,000
14-4440				
	CONTRACT LABOR	9,553	22,000	20,000
14-4507				
	AIRPORT TERMINAL	0	400,000	25,000
14-4508				
	TERMINAL & ENTRY ROAD	0	0	0
14-4509				
	LAND DEVELOPMENT STUDY	0	0	100,000
14-4510				
	SECURITY & ACCESS IMPROVEMENTS	0	150,000	25,000
	SUB-TOTAL	59,325	690,000	311,000
	EXPENSE TOTAL	64,897	745,500	372,300

IMPACT FEE FUND



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**IMPACT FEES FUND
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 586,671
Estimated Revenues FY 2011	\$ 43,500
Revenues Collected thru April 30, 2011	\$ 37,060
Anticipated Revenue to Sept. 30, 2011	\$ 6,440
Sub-Total	\$ 593,111
Estimated Expenditures FY 2011	\$ 232,000
Y-T-D April 30, 2011	\$ 175,071
Sub-Total	\$ 56,929
Estimated Beginning Cash FY 2012	\$ 536,182
Estimated Revenues FY 2012	\$ 58,500
Sub-Total	\$ 594,682
Proposed Expenditures FY 2012	\$ 215,000
Estimated Cash in Bank Sept. 30 2012	\$ 379,682

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 027 IMPACT FEES FUND				
Revenues				
00-3327				
	INTEREST INCOME	6,144	1,000	1,000
00-3401				
	ROADWAY FEES WEST SERVICE AREA	102,623	30,000	30,000
00-3402				
	ROADWAY FEES EAST SERVICE AREA	0	0	12,500
00-3403				
	WATER FEES	19,776	9,000	10,000
00-3404				
	SEWER FEES	10,622	3,500	5,000
	REVENUE TOTAL	139,165	43,500	58,500
Expenses				
00-4401				
	TRANSFER OUT - PARK DEV	0	0	0
00-4402				
	TRANSFER OUT - UTILITY FUND	0	0	0
10-4404				
	CONSULTANT FEES & SERVICES	0	20,000	25,000
10-4405				
	07-06 WATER & WASTEWATER CIP UPDATE	0	12,000	15,000
10-4406				
	WATER & WASTEWATER IMPACT FEE STUDY	0	0	0
10-4407				
	ENGINEERING 1.5 MIL GL STORAGE TANK	0	100,000	0
10-4408				
	PROJ 09-02 HWY34 RLCTS ENG & CONST	0	25,000	0
10-4409				
	ST HWY 34 LEFT TURN LN AT BFTS	0	75,000	0
10-4410				
	ENGINEERING PHASE 1 PROJECT 6	0	0	175,000
10-4498				
	TRANSFER TO UTILITY FUND	485,498	0	0
	EXPENSE TOTAL	485,498	232,000	215,000

CAPITAL IMPROVEMENT FUND



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**CAPITAL IMPROVEMENT FUND
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 411,913
Estimated Revenues FY 2011	\$ 6,500
Revenues Collected thru April 30, 2011	\$ 945
Anticipated Revenue to Sept. 30, 2011	\$ 5,555
Sub-Total	\$ 417,469
Estimated Expenditures FY 2011	\$ 137,114
Y-T-D April 30, 2011	\$ 83,273
Sub-Total	\$ 53,841
Estimated Beginning Cash FY 2012	\$ 363,628
Estimated Revenues FY 2012	\$ 539,500
Sub-Total	\$ 903,128
Proposed Expenditures FY 2012	\$ 688,000
Estimated Cash in Bank Sept. 30 2012	\$ 215,128

CAPITAL IMPROVEMENT FUND

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 026 CAPITAL IMPROVEMENT FUND				
Revenues				
00-3210				
	PAVING INCOME	2,050	2,300	2,300
00-3212				
	TEDC REIMBURSEMENT AGREEMENT	0	0	0
00-3214				
	TISD - SAFE ROUTES TO SCHOOL PRM	2,500	0	0
00-3220				
	INTEREST INCOME	6,118	4,200	4,200
00-3222				
	STATE COMPTROLLER GRANT FUNDS	0	0	533,000
00-3291				
	TRANSFER FROM C.O. 2008	82,617	0	0
	REVENUE TOTAL	93,286	6,500	539,500
Expenses				
00-4401				
	TISD - SAFE ROUTES TO SCHOOL PGM	5,000	0	533,000
00-4402				
	ST HWY 34 LEFT TURN LN AT BFTS	7,200	0	0
00-4403				
	TRANSFER TO GENERAL FUND POOL REPI	90,000	0	0
00-4408				
	04-02B ENGINEERING SERVICES	0	0	0
00-4409				
	04-02A ENGINEERING SERVICES	0	0	0
00-4410				
	PROJ 11-02 DESIGN & ENGINEERING	0	6,400	0
00-4413				
	TRAFFIC STUDY	19,994	40,000	50,000
00-4414				
	PROJ 11-02 CONSTRUCTION	0	44,000	0
00-4416				
	PROJ 08-03 BACHELOR/KINGS DRAINAGE	0	0	0
00-4417				
	CR 305 ROW	0	0	25,000

CAPITAL IMPROVEMENT FUND

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
00-4418				
	STORM WATER UTILITY STUDY	0	46,714	0
00-4419				
	TRANSFER TO GENERAL HOME GRANT FUND	0	0	80,000
00-4502				
	TURNAROUND IN METROCREST	34,275	0	0
00-4510				
	SOUTH ALLEY IMPROVEMENTS	82,617	0	0
00-4511				
	POLICE JAIL SECURITY ENHANCEMENTS	9,906	0	0
	EXPENSE TOTAL	248,992	137,114	688,000

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TOURISM FUND



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**TOURISM FUND
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 117,598
Estimated Revenues FY 2011	\$ 226,450
Revenues Collected thru April 30, 2011	\$ 126,192
Anticipated Revenue to Sept. 30, 2011	\$ 100,258
Sub-Total	\$ 217,857
Estimated Expenditures FY 2011	\$ 320,935
Y-T-D April 30, 2011	\$ 133,554
Sub-Total	\$ 187,381
Estimated Beginning Cash FY 2012	\$ 30,476
Estimated Revenues FY 2012	\$ 228,570
Sub-Total	\$ 259,046
Proposed Expenditures FY 2012	\$ -
Estimated Cash in Bank Sept. 30 2012	\$ 259,046

		2009-2010 Actual	2010-2011 Estimated Year	2011-2012 Budget
Fund 016 TOURISM FUND BUDGET				
Revenues				
00-3201				
	BEST INN	15,772	14,000	14,300
00-3202				
	CLASSIC INN	23,122	15,150	15,500
00-3203				
	DAYS INN	13,008	13,000	13,000
00-3204				
	SUPER 8	19,413	20,000	20,400
00-3205				
	LA QUINTA INN	28,511	25,000	25,000
00-3206				
	JANICE MARIE YATES	0	0	0
00-3207				
	HOLIDAY INN EXPRESS	97,993	85,000	85,000
00-3208				
	MOTEL 6	14,215	15,000	15,300
00-3210				
	TEXAS INN MOTEL	3,797	3,500	3,570
00-3218				
	COMFORT INN	41,629	35,000	35,700
00-3306				
	INTEREST INCOME	1,744	800	800
	REVENUE TOTAL	259,204	226,450	228,570

INTEREST & SINKING No. 1



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INTEREST AND SINKING FUND No. 1
ESTIMATED CASH POSITION

Cash in Bank April 30, 2011	\$ 1,097,257
Estimated Revenues FY 2011	\$ 2,997,619
Revenues Collected thru April 30, 2011	\$ 2,475,122
Anticipated Revenue to Sept. 30, 2011	\$ 522,497
Sub-Total	\$ 1,619,755
Estimated Expenditures FY 2011	\$ 2,997,619
Y-T-D April 30, 2011	\$ 2,052,778
Sub-Total	\$ 944,841
Estimated Beginning Cash FY 2012	\$ 674,914
Estimated Revenues FY 2012	\$ 2,962,201
Sub-Total	\$ 3,637,115
Proposed Expenditures FY 2012	\$ 2,962,201
Estimated Cash in Bank Sept. 30 2012	\$ 674,914

INTEREST AND SINKING FUND No. 1
2011 - 2012

	SERIES	DUE	PRINCIPAL	INTEREST		TOTAL
Tax and WaterWorks & Sewer	2002	2/15	185,000	59,484	244,484	
System Surplus Revenue		8/15		55,784	55,784	300,268
Certificate of Obligation						
Tax and Airport Surplus Revenue	2003	2/15	70,000	23,770	93,770	
Certificates of Obligation		8/15		22,195	22,195	115,965
General Obligation Refunding	2004	2/15	400,000	18,472	418,472	
Bonds		8/15		12,722	12,722	431,194
Tax and Waterworks and Sewer	2004	2/15	230,000	76,589	306,589	
System Surplus Revenue		8/15		72,909	72,909	379,498
Certificate of Obligation						
Tax and Waterworks and Sewer	2006	2/15		20,147	20,147	
System (Limited Pledge) Revenue		8/15	50,000	20,147	70,147	90,294
Certificate of Obligation						
Tax and Waterworks and Sewer	2007A	2/15	50,000	24,024	74,024	
System (Limited Pledge) Revenue		8/15		22,952	22,952	96,976
Certificate of Obligation						
Tax and Waterworks and Sewer	2007B	2/15	195,000	41,181	236,181	
System (Limited Pledge) Revenue		8/15		35,341	35,341	271,522
Certificate of Obligation						
Certificate of Obligations	2008	2/15	265000	97,807	362,807	
		8/15		91,897	91,897	454,704
General Obligation Refunding Bonds	2009	2/15	290,000	39,650	329,650	
System (Limited Pledge)		8/15		35,228	35,228	364,878
Revenue Certificates of Obligation (Refunded 2009)						
Tax and Waterworks and Sewer	2011A	2/15	65000	143,699	208,699	
System (Limited Pledge) Revenue		8/15		143,293	143,293	351,991
Certificate of Obligation						
Tax and Waterworks and Sewer	2011B	2/15	30000	35,106	65,106	
System (Limited Pledge) Revenue		8/15		34,806	34,806	99,913
Certificate of Obligation						
Administrative Fees						5,000
	TOTAL		1,830,000	1,127,201	2,957,201	2,962,201

Ordinance 2117
 Adopted June 18, 2002

City of Terrell
 Tax and Waterworks and
 Sewer System Surplus
 Revenue Certificate of
 Obligation Series 2002

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
2003	\$350,000.00	\$228,342.92	\$578,342.92
2004	\$470,000.00	\$175,060.00	\$645,060.00
2005	\$130,000.00	\$160,810.00	\$290,810.00
2006	\$135,000.00	\$154,516.25	\$289,516.25
2007	\$145,000.00	\$147,866.25	\$292,866.25
2008	\$150,000.00	\$141,122.50	\$291,122.50
2009	\$160,000.00	\$134,942.50	\$294,942.50
2010	\$165,000.00	\$128,927.50	\$293,927.50
2011	\$175,000.00	\$122,380.00	\$297,380.00
2012	\$185,000.00	\$115,267.50	\$300,267.50
2013	\$190,000.00	\$107,672.50	\$297,672.50
2014	\$200,000.00	\$99,527.50	\$299,527.50
2015	\$210,000.00	\$90,657.50	\$300,657.50
2016	\$225,000.00	\$81,087.50	\$306,087.50
2017	\$235,000.00	\$70,850.00	\$305,850.00
2018	\$245,000.00	\$59,927.50	\$304,927.50
2019	\$260,000.00	\$48,182.50	\$308,182.50
2020	\$275,000.00	\$35,541.25	\$310,541.25
2021	\$290,000.00	\$21,977.50	\$311,977.50
2022	\$305,000.00	\$7,472.50	\$312,472.50
	\$4,500,000.00	\$2,132,131.67	\$6,632,131.67

City of Terrell
 Tax and Airport Surplus
 Revenue Certificates of
 Obligation Series 2003

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
2004	\$10,000.00	\$97,635.00	\$107,635.00
2005	\$50,000.00	\$63,890.00	\$113,890.00
2006	\$55,000.00	\$61,790.00	\$116,790.00
2007	\$55,000.00	\$59,590.00	\$114,590.00
2008	\$60,000.00	\$57,290.00	\$117,290.00
2009	\$60,000.00	\$54,740.00	\$114,740.00
2010	\$65,000.00	\$51,927.50	\$116,927.50
2011	\$65,000.00	\$49,002.50	\$114,002.50
2012	\$70,000.00	\$45,965.00	\$115,965.00
2013	\$70,000.00	\$42,815.00	\$112,815.00
2014	\$75,000.00	\$39,740.00	\$114,740.00
2015	\$80,000.00	\$36,640.00	\$116,640.00
2016	\$85,000.00	\$33,276.25	\$118,276.25
2017	\$85,000.00	\$29,706.25	\$114,706.25
2018	\$90,000.00	\$25,965.00	\$115,965.00
2019	\$95,000.00	\$21,940.00	\$116,940.00
2020	\$100,000.00	\$17,600.00	\$117,600.00
2021	\$105,000.00	\$12,935.00	\$117,935.00
2022	\$110,000.00	\$7,962.50	\$117,962.50
2023	\$115,000.00	\$2,702.50	\$117,702.50
	\$1,500,000.00	\$813,112.50	\$2,313,112.50

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
2004		\$43,593.82	\$43,593.82
2005	\$365,000.00	\$92,043.76	\$457,043.76
2006	\$375,000.00	\$84,643.76	\$459,643.76
2007	\$385,000.00	\$77,043.76	\$462,043.76
2008	\$385,000.00	\$69,343.76	\$454,343.76
2009	\$370,000.00	\$61,331.26	\$431,331.26
2010	\$380,000.00	\$52,418.76	\$432,418.76
2011	\$390,000.00	\$42,306.26	\$432,306.26
2012	\$400,000.00	\$31,193.76	\$431,193.76
2013	\$420,000.00	\$18,881.26	\$438,881.26
2014	\$365,000.00	\$6,159.38	\$371,159.38
	\$3,835,000.00	\$578,959.54	\$4,413,959.54

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
2005	\$385,000.00	\$192,655.83	\$577,655.83
2006	\$180,000.00	\$198,245.00	\$378,245.00
2007	\$185,000.00	\$190,032.50	\$375,032.50
2008	\$195,000.00	\$181,482.50	\$376,482.50
2009	\$205,000.00	\$172,636.25	\$377,636.25
2010	\$210,000.00	\$163,977.50	\$373,977.50
2011	\$220,000.00	\$156,477.50	\$376,477.50
2012	\$230,000.00	\$149,497.50	\$379,497.50
2013	\$240,000.00	\$141,737.50	\$381,737.50
2014	\$250,000.00	\$133,282.50	\$383,282.50
2015	\$260,000.00	\$124,227.50	\$384,227.50
2016	\$270,000.00	\$114,552.50	\$384,552.50
2017	\$285,000.00	\$104,142.50	\$389,142.50
2018	\$295,000.00	\$92,975.00	\$387,975.00
2019	\$310,000.00	\$81,022.50	\$391,022.50
2020	\$325,000.00	\$68,322.50	\$393,322.50
2021	\$340,000.00	\$54,852.50	\$394,852.50
2022	\$355,000.00	\$40,427.50	\$395,427.50
2023	\$370,000.00	\$25,017.50	\$395,017.50
2024	\$390,000.00	\$8,531.25	\$398,531.25
	\$5,500,000.00	\$2,394,095.83	\$7,894,095.83

Ordinance 2299
Adopted July 18, 2006

Combination Tax and Waterworks and Sewer System
Surplus (Limited Pledge)
Revenue Certificates of
Obligation Series 2006

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
2007	\$445,000.00	\$70,301.57	\$515,301.57
2008	\$40,000.00	\$47,093.76	\$87,093.76
2009	\$40,000.00	\$45,493.76	\$85,493.76
2010	\$45,000.00	\$43,893.76	\$88,893.76
2011	\$45,000.00	\$42,093.76	\$87,093.76
2012	\$50,000.00	\$40,293.76	\$90,293.76
2013	\$50,000.00	\$38,293.76	\$88,293.76
2014	\$55,000.00	\$36,293.76	\$91,293.76
2015	\$55,000.00	\$34,093.76	\$89,093.76
2016	\$55,000.00	\$31,825.00	\$86,825.00
2017	\$55,000.00	\$29,556.26	\$84,556.26
2018	\$60,000.00	\$27,287.50	\$87,287.50
2019	\$60,000.00	\$24,737.50	\$84,737.50
2020	\$65,000.00	\$22,187.50	\$87,187.50
2021	\$65,000.00	\$19,425.00	\$84,425.00
2022	\$70,000.00	\$16,662.50	\$86,662.50
2023	\$75,000.00	\$13,687.50	\$88,687.50
2024	\$75,000.00	\$10,500.00	\$85,500.00
2025	\$80,000.00	\$7,218.76	\$87,218.76
2026	\$85,000.00	\$3,718.76	\$88,718.76
	\$1,570,000.00	\$604,657.93	\$2,174,657.93

TAX AND WATERWORKS
AND SEWER SYSTEM
REVENUE CERTIFICATES OF
OBLIGATION

CERTIFICATE OF OBLIGATION
SERIES 2007A

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
OCTOBER 1 TO SEPTEMBER 30			INTEREST & PRINCIPAL
2008	\$360,000.00	\$99,201.48	\$459,201.48
2009	\$455,000.00	\$61,883.25	\$516,883.25
2010	\$45,000.00	\$51,158.25	\$96,158.25
2011	\$50,000.00	\$49,120.50	\$99,120.50
2012	\$50,000.00	\$46,975.50	\$96,975.50
2013	\$50,000.00	\$44,830.50	\$94,830.50
2014	\$55,000.00	\$42,578.25	\$97,578.25
2015	\$55,000.00	\$40,218.75	\$95,218.75
2016	\$60,000.00	\$37,752.00	\$97,752.00
2017	\$60,000.00	\$35,178.00	\$95,178.00
2018	\$65,000.00	\$32,496.75	\$97,496.75
2019	\$70,000.00	\$29,601.00	\$99,601.00
2020	\$70,000.00	\$26,598.00	\$96,598.00
2021	\$75,000.00	\$23,487.75	\$98,487.75
2022	\$75,000.00	\$20,270.25	\$95,270.25
2023	\$80,000.00	\$16,945.50	\$96,945.50
2024	\$85,000.00	\$13,406.25	\$98,406.25
2025	\$85,000.00	\$9,759.75	\$94,759.75
2026	\$90,000.00	\$6,006.00	\$96,006.00
2027	\$95,000.00	\$2,037.75	\$97,037.75
	\$2,030,000.00	\$689,505.48	\$2,719,505.48

TAX AND WATERWORKS
AND SEWER SYSTEM
(LIMITED PLEDGE)
REVENUE CERTIFICATES
OF OBLIGATION
TAXABLE SERIES 2007B

CERTIFICATES OF OBLIGATION
SERIES 2007B

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
OCTOBER 1 TO SEPTEMBER 30			INTEREST & PRINCIPAL
2008	\$130,000.00	\$145,400.59	\$275,400.59
2009	\$165,000.00	\$108,868.25	\$273,868.25
2010	\$175,000.00	\$98,685.25	\$273,685.25
2011	\$185,000.00	\$87,903.25	\$272,903.25
2012	\$195,000.00	\$76,522.25	\$271,522.25
2013	\$210,000.00	\$64,392.50	\$274,392.50
2014	\$220,000.00	\$51,514.00	\$271,514.00
2015	\$235,000.00	\$37,886.75	\$272,886.75
2016	\$250,000.00	\$23,361.00	\$273,361.00
2017	\$265,000.00	\$7,936.75	\$272,936.75
	\$2,030,000.00	\$702,470.59	\$2,732,470.59

TAX AND WATERWORKS
AND SEWER SYSTEM
REVENUE CERTIFICATES OF
OBLIGATION

CERTIFICATE OF OBLIGATION
SERIES 2008

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
OCTOBER 1 TO SEPTEMBER 30			INTEREST & PRINCIPAL
2009	\$60,000.00	\$198,834.21	\$258,834.21
2010	\$240,000.00	\$212,343.60	\$452,343.60
2011	\$255,000.00	\$201,302.63	\$456,302.63
2012	\$265,000.00	\$189,704.04	\$454,704.04
2013	\$285,000.00	\$177,436.29	\$462,436.29
2014	\$295,000.00	\$164,499.38	\$459,499.38
2015	\$305,000.00	\$151,116.38	\$456,116.38
2016	\$325,000.00	\$137,064.23	\$462,064.23
2017	\$335,000.00	\$122,342.93	\$457,342.93
2018	\$355,000.00	\$106,952.48	\$461,952.48
2019	\$180,000.00	\$95,019.30	\$275,019.30
2020	\$190,000.00	\$86,766.45	\$276,766.45
2021	\$195,000.00	\$78,179.03	\$273,179.03
2022	\$205,000.00	\$69,257.03	\$274,257.03
2023	\$215,000.00	\$59,888.93	\$274,888.93
2024	\$225,000.00	\$50,074.73	\$275,074.73
2025	\$235,000.00	\$39,814.43	\$274,814.43
2026	\$245,000.00	\$29,108.03	\$274,108.03
2027	\$260,000.00	\$17,877.00	\$277,877.00
2028	\$270,000.00	\$6,022.35	\$276,022.35
	\$4,940,000.00	\$2,193,603.45	\$7,133,603.45

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
2010	\$250,000.00	\$136,150.00	\$386,150.00
2011	\$260,000.00	\$125,055.00	\$385,055.00
2012	\$270,000.00	\$113,327.50	\$383,327.50
2013	\$285,000.00	\$100,907.50	\$385,907.50
2014	\$300,000.00	\$87,745.00	\$387,745.00
2015	\$315,000.00	\$73,750.00	\$388,750.00
2016	\$330,000.00	\$58,750.00	\$388,750.00
2017	\$345,000.00	\$42,887.50	\$387,887.50
2018	\$360,000.00	\$26,320.00	\$386,320.00
2019	\$380,000.00	\$8,930.00	\$388,930.00
	\$3,095,000.00	\$773,822.50	\$3,868,822.50

TAX AND WATERWORKS
AND SEWER SYSTEM
REVENUE CERTIFICATES OF
OBLIGATION

CERTIFICATE OF OBLIGATION
SERIES 2011-A

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
OCTOBER 1 TO SEPTEMBER 30			INTEREST & PRINCIPAL
2011		\$118,152.31	\$118,152.31
2012	\$65,000.00	\$286,991.25	\$351,991.25
2013	\$65,000.00	\$285,935.00	\$350,935.00
2014	\$70,000.00	\$284,410.00	\$354,410.00
2015	\$70,000.00	\$282,397.50	\$352,397.50
2016	\$75,000.00	\$279,610.00	\$354,610.00
2017	\$75,000.00	\$276,310.00	\$351,310.00
2018	\$80,000.00	\$272,900.00	\$352,900.00
2019	\$85,000.00	\$268,951.25	\$353,951.25
2020	\$90,000.00	\$264,445.00	\$354,445.00
2021	\$95,000.00	\$259,681.25	\$354,681.25
2022	\$100,000.00	\$254,235.00	\$354,235.00
2023	\$105,000.00	\$248,085.00	\$353,085.00
2024	\$110,000.00	\$241,635.00	\$351,635.00
2025	\$120,000.00	\$234,735.00	\$354,735.00
2026	\$125,000.00	\$227,385.00	\$352,385.00
2027	\$135,000.00	\$219,180.00	\$354,180.00
2028	\$140,000.00	\$210,105.00	\$350,105.00
2029	\$150,000.00	\$200,535.00	\$350,535.00
2030	\$160,000.00	\$190,305.00	\$350,305.00
2031	\$175,000.00	\$179,250.00	\$354,250.00
2032	\$185,000.00	\$167,231.25	\$352,231.25
2033	\$200,000.00	\$154,237.50	\$354,237.50
2034	\$215,000.00	\$140,231.25	\$355,231.25
2035	\$225,000.00	\$125,381.25	\$350,381.25
2036	\$245,000.00	\$109,518.75	\$354,518.75
2037	\$260,000.00	\$92,475.00	\$352,475.00
2038	\$280,000.00	\$74,250.00	\$354,250.00
2039	\$300,000.00	\$54,675.00	\$354,675.00
2040	\$320,000.00	\$33,750.00	\$353,750.00
2041	\$340,000.00	\$11,475.00	\$351,475.00
	\$4,660,000.00	\$6,048,458.56	\$10,708,458.56

TAX AND WATERWORKS
AND SEWER SYSTEM
REVENUE CERTIFICATES OF
OBLIGATION

CERTIFICATE OF OBLIGATION
SERIES 2011-B

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
OCTOBER 1 TO SEPTEMBER 30			INTEREST & PRINCIPAL
2011		\$28,865.14	\$28,865.14
2012	\$30,000.00	\$69,912.50	\$99,912.50
2013	\$30,000.00	\$69,312.50	\$99,312.50
2014	\$30,000.00	\$68,712.50	\$98,712.50
2015	\$30,000.00	\$67,962.50	\$97,962.50
2016	\$30,000.00	\$67,062.50	\$97,062.50
2017	\$30,000.00	\$66,162.50	\$96,162.50
2018	\$30,000.00	\$65,187.50	\$95,187.50
2019	\$35,000.00	\$64,050.00	\$99,050.00
2020	\$35,000.00	\$62,825.00	\$97,825.00
2021	\$35,000.00	\$61,600.00	\$96,600.00
2022	\$40,000.00	\$60,087.50	\$100,087.50
2023	\$40,000.00	\$58,287.50	\$98,287.50
2024	\$40,000.00	\$56,487.50	\$96,487.50
2025	\$45,000.00	\$54,575.00	\$99,575.00
2026	\$45,000.00	\$52,550.00	\$97,550.00
2027	\$45,000.00	\$50,412.50	\$95,412.50
2028	\$50,000.00	\$48,037.50	\$98,037.50
2029	\$50,000.00	\$45,537.50	\$95,537.50
2030	\$55,000.00	\$42,912.50	\$97,912.50
2031	\$55,000.00	\$40,162.50	\$95,162.50
2032	\$60,000.00	\$37,287.50	\$97,287.50
2033	\$65,000.00	\$34,162.50	\$99,162.50
2034	\$65,000.00	\$30,912.50	\$95,912.50
2035	\$70,000.00	\$27,537.50	\$97,537.50
2036	\$75,000.00	\$23,912.50	\$98,912.50
2037	\$80,000.00	\$19,987.50	\$99,987.50
2038	\$80,000.00	\$15,887.50	\$95,887.50
2039	\$85,000.00	\$11,659.38	\$96,659.38
2040	\$90,000.00	\$7,175.01	\$97,175.01
2041	\$95,000.00	\$2,434.38	\$97,434.38
	\$1,545,000.00	\$1,411,658.91	\$2,956,658.91

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INTEREST & SINKING No. 2



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**INTEREST AND SINKING FUND No. 2
ESTIMATED CASH POSITION**

Cash in Bank April 30, 2011	\$ 183,093
Estimated Revenues FY 2011	\$ 119,400
Revenues Collected thru April 30, 2011	\$ 67,056
Anticipated Revenue to Sept. 30, 2011	\$ 52,344
Sub-Total	\$ 235,436
Estimated Expenditures FY 2011	\$ 119,400
Y-T-D April 30, 2011	\$ 106,334
Sub-Total	\$ 13,067
Estimated Beginning Cash FY 2012	\$ 222,370
Estimated Revenues FY 2012	\$ 106,200
Sub-Total	\$ 328,570
Proposed Expenditures FY 2012	\$ 106,200
Estimated Cash in Bank Sept. 30 2012	\$ 222,370

**I AND S #2
DEBT SCHEDULE PROJECTION
2002 TO 2013**

		01-02	02-03	03-04	04-05	05-06	06-07	07-08
Water & Sewer Revenue Refunding	1970	36,608	35,498	34,388	38,194	36,916	35,639	
Water & Sewer Revenue	1973	85,925	83,875	81,825	79,775	77,725	75,675	122,600
		122,533	119,373	116,213	117,969	114,641	111,314	122,600
		08-09	09-10	10-11	11-12	12-13		
Water & Sewer Revenue	1973	118,500	114,400	110,300	106,200	102,075		
		118,500	114,400	110,300	106,200	102,075		

City of Terrell
Waterworks Sewer System Revenue Bonds Series 1973

Ordinance
Adopted January 10, 1973

FISCAL YEAR OCTOBER 1 TO SEPTEMBER 30	PRINCIPAL	INTEREST	TOTAL INTEREST & PRINCIPAL
1974	\$ -	\$ 20,525.00	\$20,525.00
1975	\$ -	\$ 41,050.00	\$41,050.00
1976	\$ -	\$ 41,050.00	\$41,050.00
1977	\$ -	\$ 41,050.00	\$41,050.00
1978	\$ -	\$ 41,050.00	\$41,050.00
1979	\$ -	\$ 41,050.00	\$41,050.00
1980	\$ -	\$ 41,050.00	\$41,050.00
1981	\$ -	\$ 41,050.00	\$41,050.00
1982	\$ -	\$ 41,050.00	\$41,050.00
1983	\$ -	\$ 41,050.00	\$41,050.00
1984	\$ -	\$ 41,050.00	\$41,050.00
1985	\$ -	\$ 41,050.00	\$41,050.00
1986	\$ -	\$ 41,050.00	\$41,050.00
1987	\$ -	\$ 41,050.00	\$41,050.00
1988	\$ -	\$ 41,050.00	\$41,050.00
1989	\$ -	\$ 41,050.00	\$41,050.00
1990	\$ -	\$ 41,050.00	\$41,050.00
1991	\$ -	\$ 41,050.00	\$41,050.00
1992	\$ -	\$ 41,050.00	\$41,050.00
1993	\$ -	\$ 41,050.00	\$41,050.00
1994	\$ -	\$ 41,050.00	\$41,050.00
1995	\$ -	\$ 41,050.00	\$41,050.00
1996	\$ -	\$ 41,050.00	\$41,050.00
1997	\$ -	\$ 41,050.00	\$41,050.00
1998	\$ -	\$ 41,050.00	\$41,050.00
1999	\$ -	\$ 41,050.00	\$41,050.00
2000	\$ 50,000.00	\$ 40,025.00	\$90,025.00
2001	\$ 50,000.00	\$ 37,975.00	\$87,975.00
2002	\$ 50,000.00	\$ 35,925.00	\$85,925.00
2003	\$ 50,000.00	\$ 33,875.00	\$83,875.00
2004	\$ 50,000.00	\$ 31,825.00	\$81,825.00
2005	\$ 50,000.00	\$ 29,775.00	\$79,775.00
2006	\$ 50,000.00	\$ 27,725.00	\$77,725.00
2007	\$ 50,000.00	\$ 25,675.00	\$75,675.00
2008	\$ 100,000.00	\$ 22,600.00	\$122,600.00
2009	\$ 100,000.00	\$ 18,500.00	\$118,500.00
2010	\$ 100,000.00	\$ 14,400.00	\$114,400.00
2011	\$ 100,000.00	\$ 10,300.00	\$110,300.00
2012	\$ 100,000.00	\$ 6,200.00	\$106,200.00
2013	\$ 100,000.00	\$ 2,075.00	\$102,075.00
	\$ 1,000,000.00	\$ 1,383,650.00	\$ 2,383,650.00

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CHART OF ACCOUNTS



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**City of Terrell
Chart of Accounts**

<u>PERSONNEL</u>		
Dept	Code	Description
xx	4101	Supervision – Salary and wages paid to employees filling Council approved, permanent, full time positions
xx	4102	Clerical – Salary and wages paid to employees filling Council approved, permanent, full time positions
xx	4103	Labor - Salary and wages paid to employees filling Council approved, permanent, full time positions
xx	4104	Temporary - Salaries and wages paid to part-time, seasonal, hourly personnel. These employees are non-benefited employees
xx	4105	Overtime - Overtime wages paid in accordance with federal wage and hour laws
xx	4106	Standby-pay - Wages paid to employees who are assigned to "standby" to answer public service calls
xx	4107	Professional - Salaries and wages paid to employees who are on the payroll under contract status
<u>PERSONNEL SERVICES</u>		
xx	4110	Social Security - City's portion of mandatory contribution into the federal social security system
xx	4111	TMRS - City's participation in retirement program, for Council approved, full-time employees
xx	4112	Workmen's Comp - City's cost for providing workmen's compensation insurance for employees
xx	4113	Unemployment Benefits - self explanatory
xx	4114	Group Health & Dental Insurance - City's participation in group hospitalization and dental insurance plan
xx	4116	ICMA Deferred Compensation Plan - International City Manager's Association deferred compensation plan
<u>SUPPLIES</u>		
Dept	Code	Description
xx	4201	Office Supplies - Supplies necessary for general office use, cleaning supplies – soaps, wax, mops, brooms, paper towels, light bulbs, etc., operational supplies – supplies pertaining to organizational mission that are expended upon use, forms & supplies/computer – continuous forms, ribbons, inks, disks, small programs and printer supplies used in the operation of computers

**City of Terrell
Chart of Accounts**

SUPPLIES (continued)		
Dept	Code	Description
xx	4204	Printing – Commercial printing of forms and receipts and other matter for commercial use
xx	4206	Minor Tools & Apparatus – Pliers, wrenches, drill bits, picks, shovels, hand cuffs, small water hoses, axes, and small power tools that do not qualify for capitalization, etc.
xx	4207	K-9 Supplies
xx	4209	Safety Supplies – Supplies that are deposited in the first aid kits in the various departmental locations
xx	4211	Food and/or Concession Supplies – Food purchased for in-house use (i.e. prisoners, council) and items that are for sale in concession facilities
xx	4212	Election supplies – Supplies that are for the use in city officer/city related elections
xx	4213	Ammunition – Ammunition for firearms to be used by the police department
xx	4214	Postage – The purchase of postage for the mailing of all city correspondence
xx	4220	Uniform Rental & Laundry – The cost of uniform rental and laundry for employees and facilities respectively
xx	4221	Uniform Purchase – The purchase of uniforms
xx	4222	Clothing Allowance – Police criminal investigations unit
xx	4223	Protective Clothing – Foul weather gear, clothing required for working near hazardous materials
xx	4227	Computer Applications – CD Rom materials (Library use only)
xx	4228	Audio Visual Materials – Supplies used in the operation of audio and visual equipment
xx	4229	Books & Periodicals – Self Explanatory
xx	4230	Fuel for Equipment – Self Explanatory
xx	4234	Miscellaneous Auto Parts – The purchase of auto parts for inventory purposes

**City of Terrell
Chart of Accounts**

Supplies (continued)		
Dept.	Code	Description
xx	4240	Chemicals - The purchase of chemicals other than those chemicals that are identified specifically
xx	4241	Copper Sulfate – Self explanatory
xx	4242	Chlorine – Self explanatory
xx	4244	Polymer – Self explanatory
xx	4245	Soda Ash - Self explanatory
xx	4246	Lime – Self explanatory
xx	4247	Ammonia –Self explanatory
xx	4248	Caustic Soda - Self explanatory
xx	4249	Chemicals & Related Supplies Lab - The purchase of chemicals and supplies specifically for laboratory purposes
xx	4250	Sulfur Dioxide - Self explanatory
xx	4260	Concrete - Self explanatory
xx	4261	Concrete Culverts - Self explanatory
xx	4269	Other Concrete Products - Self explanatory
xx	4270	Rock - Self explanatory
xx	4271	Asphalt -Self explanatory
xx	4272	Dirt - Self explanatory
xx	4273	Sand - Self explanatory
xx	4280	Street Signs - Self explanatory
xx	4290	Other Supplies - Supplies that cannot be classified in other categories – oil, lubricants & antifreeze, tires & tubes, batteries, miscellaneous heavy equipment parts (purchase of heavy equipment parts for inventory), miscellaneous small equipment parts(purchase of small equipment parts for inventory), miscellaneous shop supplies
xx	4291	League Softball - All expenses related to league softball
xx	4292	Terrell Tennis Association – Supplies
MAINTENANCE		
xx	4301	Office Equipment – Maintenance agreements and other costs related to maintenance of office equipment, typewriters, calculators, etc., and furniture and fixtures (costs to maintain office furniture and fixtures). This does not include computer equipment
xx	4303	Instruments & Apparatus – Cost to maintain instruments and apparatus

**City of Terrell
Chart of Accounts**

<u>MAINTENANCE</u>		
(continued)		
Dept.	Code	Description
xx	4304	Automated Equipment Maintenance - Cost associated with the maintenance of computers, networks, printers, and associated office automation equipment.
xx	4305	Outside Furniture & Fixtures – Cost to maintain outside furniture and fixtures (includes lighting fixtures)
xx	4315	Dam & Pump Station - Cost to maintain the water supply's dams and pump station
xx	4316	Elevated Towers - Cost to maintain the elevated water towers
xx	4317	Treatment Plant - Cost to maintain the waste reproduction and wastewater treatment plants
xx	4319	Ground Water Storage Tanks - Cost to maintain the ground water storage tanks
xx	4320	Buildings - Maintenance and repair of buildings and structures. (does not include park buildings and structures)
xx	4321	Athletic Field Maintenance - Cost of maintenance to football, soccer, and baseball fields (does not include landscape service, hydromulch or sprinkler systems)
xx	4322	Swimming Pool Maintenance – Self Explanatory
xx	4323	Park Structure Maintenance - Maintenance and repair of buildings and structures in parks
xx	4339	Street Lights – Cost to maintain the city-owned street lamps (i.e. downtown nostalgia lighting)
xx	4340	Street Maintenance – Surface repairs, patch and resurfacing, etc.
xx	4341	Storm Sewer and Utility Maintenance - Self explanatory
xx	4342	Sidewalk Maintenance - Cost associated with maintenance of all city-maintained sidewalks
xx	4344	Transmission Maintenance (Water & Sewer Lines) – Common to all
xx	4350	Vehicle Maintenance - Service fees, supplies and parts for the operation of motor vehicles under the control of the central service garage
xx	4351	Heavy Equipment Maintenance - Service fees, supplies and parts for the operation of heavy equipment under the control of the central service garage

**City of Terrell
Chart of Accounts**

<u>MAINTENANCE (continued)</u>		
Dept	Code	Description
xx	4352	Small Equipment Maintenance – Service fees, supplies and parts for the operation of small equipment under the control of the central service garage
xx	4353	Vehicle Maintenance (Outside) – Service fees, supplies and parts for the operation of motor vehicles not under the control of the central service garage
xx	4390	Other Maintenance – Service fees, supplies and parts necessary for the repair of equipment, water pumps, mixers, clarifiers, etc.
xx	4391	Tennis Court Maintenance – Service fees, supplies and parts necessary for the operation of equipment and maintenance of tennis courts
xx	4392	Ground/ROW Maintenance – Cost to maintain those grounds and city maintained right-of-ways that are not identified under landscape
<u>CONTRACTUAL SERVICES</u>		
Dept	Code	Description
xx	4401	Audit Services – Cost for services provided for financial audit service
xx	4402	Membership & Dues – Cost for memberships in professional organizations and subscriptions to professional publications
xx	4403	Advertising – Cost for promoting the City and for publication of legal advertising, notices
xx	4404	Consultant Fees & Services – For professional consultants
xx	4405	Planning Fees & Services – Self explanatory
xx	4406	Automated Services – Charges for contract automated information retrieval services
xx	4407	Recording – Charges for researching property information and filing and recording of liens
xx	4408	Interest – MasterCard
xx	4409	Ad Valorem Tax – Cost for ad valorem taxes not exempted by state law
xx	4411	Communications – Contract cost related to telephone, mobile telephones, internal communications systems (PBX Stations, etc.) portable radios, mobile radios, and base stations
xx	4412	Auto Allowance – Reimbursement for personal vehicle usage for approved, permanent full time positions

CONTRACTURAL SERVICES (continued)		
Dept	Code	Description
xx	4414	Equipment Rental Other – Self explanatory
xx	4415	Insurance – Premium Payments – Cost of insurance coverage for liability/vehicles/equipment; all coverage excluding the employees health/life/dental/disability
xx	4416	Debt Service – Payments of debts incurred by City
xx	4417	Land Lease Payments – The payment for leases on land that are incurred by the City
xx	4418	Travel & Education – All costs associated with attending outside functions, which include the instruction of techniques and methods in specific areas of city operation intended to immediately increase skill and knowledge of employee performance of job. Includes professional meetings, seminars, and conferences where the primary goal is to share general information and to provide travel, tuition and registration fees, lodging, and meals
xx	4419	Training & Publication – Books, publications, films, testing supplies, and other expendable items used for in-service training
xx	4420	Commercial Lab Analysis – Outside lab analysis for water & wastewater
xx	4422	Other Services – Cost for miscellaneous services to the City, not defined in special services, and does not include professional services; film processing
xx	4423	Jail Laundry Service – Cost incurred for laundry service for city jail
xx	4424	Special Services – Professional services
xx	4425	Police Auxiliary – Cost associated with the police auxiliary program
xx	4427	Retired Volunteer Firemen – Costs associated with the retired volunteer firemen benefits
xx	4428	Seized Funds Expenditure – Self explanatory
xx	4430	Utility Services – services for water and special drinking water, natural & propane gas service, light & power service
xx	4434	Light & Power Service Tawakoni Pump Station – Costs associated with the power service for the Tawakoni Pump Station
xx	4440	Contract Labor – Services for personnel and equipment to perform a specific job
xx	4450	Equipment Rental – (reserved) Fees for vehicle rental from central garage
xx	4451	Vehicle Repair Services – Contractual repair of fleet vehicles includes any parts provided by the vendor to make the repair

<u>CONTRACTUAL SERVICES</u> (continued)		
Dept.	Code	Description
xx	4452	Equipment Repair Services – Contractual repair to heavy equipment (graders, tractors, etc.) and machinery (jet machines, street sweeper, etc.) includes any parts provided by the vendor to make the repair
xx	4460	Physicals & Medical Expenses – Cost for physical examinations and other medical expenses
xx	4461	Employee Assistance Program – Cost for professional program to assist city employees seeking help in different areas; assist management in people oriented programs
xx	4462	Drug Testing – Cost associated for drug testing programs and actual testing
xx	4464	C & CI – Police Department use only
xx	4466	Sludge Management – Cost associated with the removal of sludge materials from the wastewater treatment plant.
xx	4470	Landscape Services – Service required for maintenance of grounds (sprinkler service, plants and shrubs, etc)
xx	4480	Structure Demolition and Clean Up – Cost associated with the demolition and clean-up for properties, includes those properties not owned by city
xx	4490	Other Services Not Listed - emergency repair services, contractual repair to small equipment (lawn care, power equipment, etc. – includes any parts provided by the vendor to make the repair), landscape services (required for maintenance of grounds – sprinkler service, plants and shrubs, etc.)
xx	4491	Teen Court Services – Costs associated with providing teen court program
xx	4492	Contract Refuse Collection – Cost for contract for refuse collection
xx	4493	Refuse Container Service – Cost of services for delivery and pickup of refuse containers (i.e. City Convenience Station)
xx	4494	Annual Spring Cleanup Services – Cost for services provided for city wide cleanup event
xx	4495	Summer Recreation Program – contract recreation service
xx	4496	Turn Around Terrell – Cost for goods and services provided for drug free Terrell program
xx	4497	Sabine River Authority – Contract with the Sabine River Authority for providing water from Lake Tawakoni
<u>CAPITAL OUTLAY</u>		
Dept	Code	Description
xx	4500-4550	Accounting codes will be assigned by the Finance Department

