



CITY OF TOMBALL, *TX*



ADOPTED ANNUAL BUDGET

FISCAL YEAR 2014-2015

Due to the passage of S.B. No. 656 102.007 of the Texas Local Government Code was amended to require that the following information be included as the cover page for a budget document:

This budget will raise more revenue from property taxes than last year's budgeted by an amount of \$0, which is 0% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$95,410.

Upon calling for a vote for approval of an ordinance adopting the City of Tomball 2014-2015 Fiscal Year Budget, the members of the City Council voted as follows:

City Council	Aye	Nay
F.S. "Field" Hudgens, Mayor Pro Tem, Council 1	<input checked="" type="checkbox"/>	
Mark Stoll, Council 2	<input checked="" type="checkbox"/>	
Chad Degges, Council 3	<input checked="" type="checkbox"/>	
Derek Townsend, Sr., Council 4	<input checked="" type="checkbox"/>	
Lori Klein Quinn, Council 5	<input checked="" type="checkbox"/>	

The municipal property tax rates for the preceding fiscal year, and each municipal property tax rate that has been adopted or calculated for the current fiscal year, include:

Tax Year	2014	2013
Fiscal Year	2014-15	2013-14
Proposed Rate	\$ 0.341455	\$ 0.341455
Total Adopted Rate	\$ 0.341455	\$ 0.341455
Adopted Operating Rate	\$ 0.111455	\$ 0.111455
Adopted Debt Rate	\$ 0.230000	\$ 0.230000
Effective Tax Rate	\$ 0.347482	\$ 0.341591
Effective Operating Rate (M&O)	\$ 0.343721	\$ 0.333418
Maximum Operating Rate (M&O)	\$ 0.371218	\$ 0.360091
Debt Rate (I&S)	\$ 0.230000	\$ 0.230000
Rollback Rate	\$ 0.389718	\$ 0.337499

The total amount of outstanding municipal debt obligations (principal & interest) is as follows:

Type of Debt	Total Outstanding Debt	Current Year Debt
Property Tax Supported	\$ 32,610,964.00	\$ 3,685,057.00
Self-Supporting	\$ 7,134,500.00	\$ 1,310,783.00
Total Debt	\$ 39,745,464.00	\$ 4,995,840.00

Note: The total amount of outstanding debt obligations considered self-supporting is currently secured by user fees. In the event such amounts are insufficient to pay debt service, the City will be required to assess an ad valorem tax to pay such obligations.

Adopted Budget

Fiscal Year
October 1, 2014 through September 30, 2015



City Council

Gretchen Fagan

Mayor
Elected May 2007
Serving Third Term

F.S. "Field" Hudgens

Mayor Pro Tem
Council, Position 1
Elected May 2011
Serving Second Term

Mark Stoll

Council, Position 2
Elected June 2009
Serving Second Term

Chad Degges

Council, Position 3
Elected January 2014
Serving First Term

Derek Townsend Sr.

Council, Position 4
Elected May 2009
Serving Second Term

Lori Klein Quinn

Council, Position 5
Elected May 10, 2014
Serving First Term

How to Read this Document

Welcome!

You are holding the published City of Tomball, Texas budget for the fiscal year beginning October 1, 2014 and ending September 30, 2015. The document has been prepared to help you, the reader, learn of the issues affecting the Tomball community. Many people believe a City budget is only a financial plan. Although you can learn a great deal about the City's finances from these pages, the FY 2015 budget document has been designed to serve other functions as well. For example, it is a policy document that presents the major policies which guide how the City is managed. It is an operations guide which gives the public, elected officials, and City staff information pertaining to the production and performance of individual City operations. The document is also designed as a communications device in which information is conveyed verbally and graphically.

Budget Format

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

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

Fund which is comprised of most of the City's operations such as Police, Fire, Municipal Court, Streets, and Parks. Financial statements, including the adopted FY 2015 budget are presented for every fund. The statements show the fund's financial condition over a number of years. Similar to the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2013 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2014. The projected column reflects estimated amounts compared to the amounts included in the adopted budget for the current year. The projected ending balance of the current fiscal year then becomes the beginning balance for the projected FY 2015 budget year. Accompanying the statements are narratives and graphs which describe the major features of that particular fund. Within each fund there may be one or more departments which further describe a component of the City's organization. Each department's presentation includes a mission statement, accomplishments for the previous fiscal year, and operational objectives for the upcoming year. Selected service levels for each department are presented graphically. The funding for each department, as well as the unit's staffing are summarized over a number of years.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tomball
Texas**

For the Fiscal Year Beginning

October 1, 2013

Jeffrey R. Enow

Executive Director

**CITY OF TOMBALL
CITY MANAGER'S ADOPTED BUDGET
FISCAL YEAR 2014-2015
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City Of Tomball

Gretchen Fagan
Mayor

George Shackelford
City Manager

September 30, 2014

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

Dear Mayor and Council Members,

In accordance with the City's Charter provisions, it is my pleasure to present the City of Tomball's Fiscal Year 2014-2015 (FY2015) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on September 2, 2014. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	FY 2013-2014 (FY2014) <u>ADOPTED BUDGET</u>	FY 2014-2015 (FY2015) <u>ADOPTED BUDGET</u>
General Fund	\$ 18,543,119	\$ 21,422,658
Enterprise Fund	11,337,805	11,386,392
Internal Service Fund	2,637,187	3,124,270
Debt Service Fund	3,266,867	3,702,207
Special Revenue Funds	1,559,093	878,543
Capital Projects Fund	<u>4,600,000</u>	<u>4,185,000</u>
Total Authorized Operations	\$ 41,944,071	\$ 44,699,070

The FY2015 budget represents an increase of \$ 2,754,999 (6.57%) when compared to last year's budget primarily due to an increase in the amount of capital outlay expenditures, the early payoff of debt issued for a fire truck in 2011, and supplemental additions for new programs and projects in the amount of \$ 1.8 million.

This budget continues to provide a high level of service to the entire Tomball community while keeping property taxes at one of the lowest levels in Harris County. The total tax rate of \$34.1455 cents per \$100 of assessed value with the General Fund remains the same.

SUMMARY OF RESOURCES

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

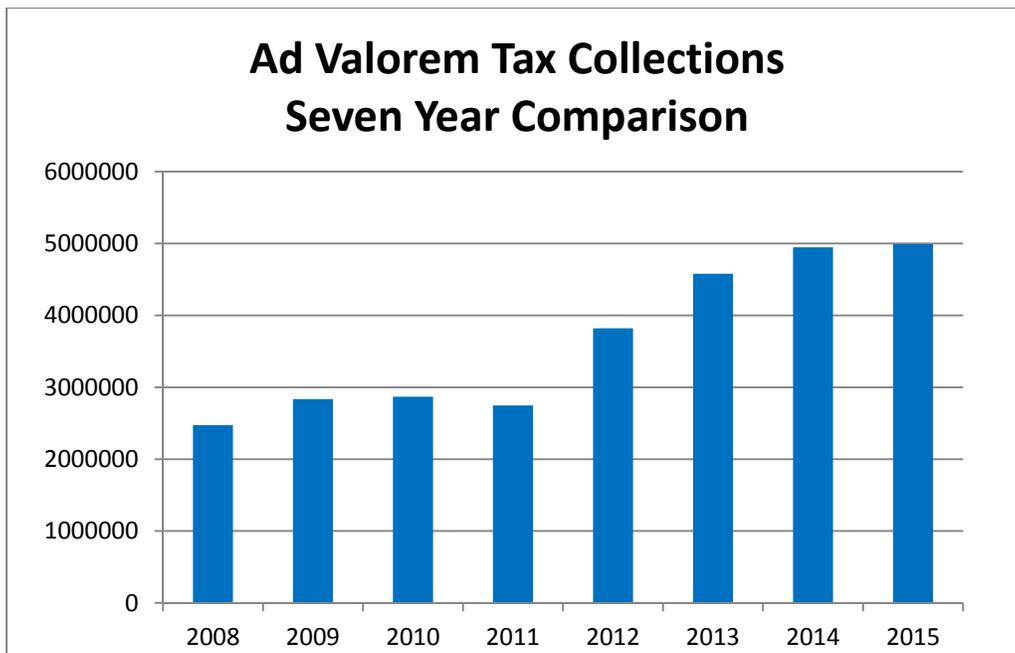
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 13% of the City's overall resources. This is primarily due to the very low tax rate. The tax rate has remained the same for the past several years.

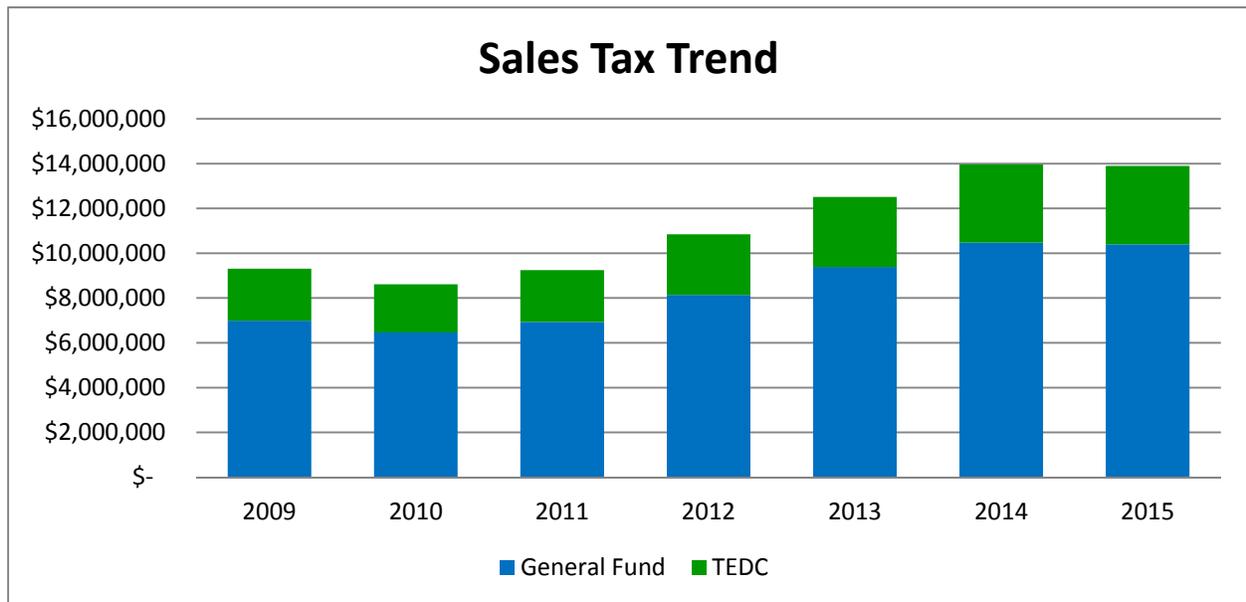
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property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

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

In FY2015, the City expects to collect \$ 5.0 million through the ad valorem tax process. The graph below portrays the actual collections for the last seven fiscal years and projected collections for FY2015.



Sales tax revenues are generated when goods are sold in the City. The State of Texas is the collecting agency for these taxes and remits the amount due to the City. The current sales tax rate in our jurisdiction is 8.25%, which is comprised of 6.25% for the State, 1% for the City, ½% for the Tomball Economic Development Corporation, and ½% for property tax reduction. The City estimates the amount it expects to receive from sales taxes based on historical trends. During FY2014, the City experienced an increase of 11.59% in sales tax revenue over the previous year. Based upon this increase, but acknowledging the uncertain future of the economy, this budget estimates the collection of \$10.4 million for the City’s General Fund and \$3.5 million for the Tomball Economic Development Corporation. The chart below reflects the actual sales tax increases since 2010 with the conservative projection for 2015.



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

The City provides many services to its Citizens. Some are required for the basic health and well-being of the individual (water, sewer, gas, and sanitation) while others improve the quality of life. The total projection for Charges for Service revenues in FY2015 is \$12.2 million. Listed below are major sources of revenues received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2015 Resources</u>
Water Production and Distribution	\$ 4,500,000
Wastewater Collection & Treatment	2,370,000
Gas Sales	3,250,000
Solid Waste Collection	2,050,000

The final, major resource is the levying of Franchise Fees to utilities operating in the City of Tomball. State Law governs the amount of the levy. Franchise Fees are projected to remain relatively the same as last fiscal year and the City expects to receive \$1.28 million from this revenue source in FY2015.

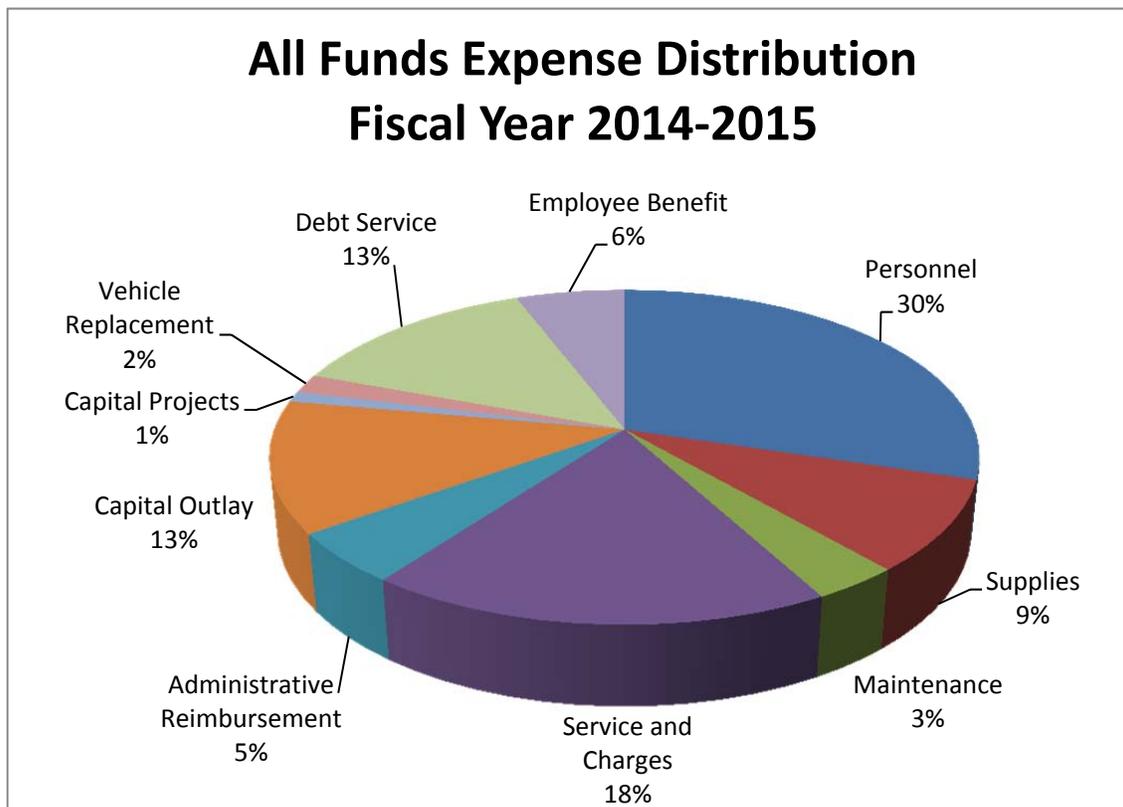
Other Resources

Two other critical resources for the City of Tomball are Licenses & Permits and Fines & Warrants. Licenses and Permits are expected to increase due to continued development within the City however the budget projection remains conservative. Several new construction projects were completed during FY2014 and more are expected during FY2015. Fines and Warrants are projected to increase from 2014 projections.

A final, important resource is the earnings on investments. Investment earnings are expected to remain at a low level in FY2015. The City expects to earn an estimated \$ 18,150 during FY2015. The projection of this resource is based on a cash flow analysis and a conservative interest earnings yield based on current economic conditions.

SUMMARY OF EXPENDITURES

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



As with most entities, personnel related costs are the largest expense category. Salaries account for \$12.2 million of the total budget--coupled with the associated benefits (Social Security, Retirement, and Medical Insurance) this accounts for approximately 30% of the City's resources.

The Debt Service category is the total dollars expended to pay interest and principal on the existing debt, which represents 13% of the budget at \$5.5 million.

The Capital Outlay category includes major capital improvements projects totaling \$5,227,675. There is a detailed listing of these projects included in the budget. Additionally, there is a separate Capital Projects Fund, which accounts for current and future capital projects.

The Supplies category of \$3.6 million includes office materials, chemicals, gas purchases, and other supplies.

The Services & Charges and Other categories include items such as utilities, training, education, and maintenance. These categories account for \$7.4 million.

PERSONNEL

In an attempt to maintain competitive salaries and benefits for employees, a 3% percent salary adjustment is included with a total cost of \$ 340,116. Major medical health coverage contracts have been renewed for FY2015 with a 10% increase in premiums. Dental premiums increased 10% with vision and life insurance premiums remaining the same.

Personnel Changes

In planning staffing levels for FY2015 one new records specialist was approved and the code enforcement officer was moved from Permits and Inspections to Engineering and Planning. The total cost for this addition and change will be \$ 66,524.

SUPPLEMENTAL ITEMS & CAPITAL IMPROVEMENTS

During the budget workshops, a variety of supplemental dollars were identified as priorities by the City Council and incorporated into the budget document. The Capital Projects Fund includes projected expenditures of \$ 4,185,000. Supplemental expenditures of \$ 1,480,018 were approved for the General Fund and \$ 323,000 for the Enterprise Fund.

GENERAL FUND OVERVIEW

The ending fund balance in the General Fund for 2013-2014 is projected to be \$12,281,443, which is \$1,964,264 more than was originally budgeted. Actual Revenues for 2013-2014 were \$19,068,484 or 11.58% more than budget. This is primarily due to sales taxes coming in ahead of budget. Revenues for 2014-2015 are projected to be \$19,378,316, an increase of 13.39% over last year's original budget projection of \$17,089,547.

Operating expenditures for 2013-2014 were \$969,971 less than budget. This is primarily due to some position vacancies, the cost of fuel dropping below what was originally projected, and departments continuing to closely monitor their budgets.

Projected ending fund balance for 2014-15 is \$10,237,101, which represents 60% of operating expenditures. Proposed expenditures are \$17,003,736, which is \$1,342,607 more than last year. Preliminary assessed values provided from the Harris County Tax Appraisal District (HCAD) have indicated that the City of Tomball assessed values for FY2015 have decreased by 9.06%. However, at the time of certification, \$ 171,403,920 of taxable value was either under protest or not yet included on the certified roll. When this value is eventually certified, we expect that the values for FY2015 will increase over last year.

A total tax rate of \$ 0.341455 is proposed for 2014-2015, which consists of a rate of \$ 0.1455 for the General Fund operations and \$ 0.2300 for the Debt Service Fund. This is the same tax rate as last year.

ENTERPRISE FUND OVERVIEW

The FY2015 ending fund balance in the Enterprise Fund is projected to be \$19,713,682, which is 220.5% of total operating expenses. This accumulation of working capital will be used to fund future infrastructure repairs, maintenance, and expansion.

Revenues for FY2015 are projected to be \$11,200,000. Operating expenses for FY2015, including debt and capital, are projected to be \$11,386,392.

The Enterprise Fund maintains a very strong ending fund balance. Projected Net Revenue for FY2015 will provide 172.3% of operating system debt. These numbers help the City maintain its strong bond rating of AA+ from Standard & Poor's and Aa3 from Moody's.

The water, sewer, and gas rate structures will remain the same for residential and commercial customers for FY2015. The garbage rates will increase by 5.98% overall due to a change in the contract with the City's solid waste collection company.

DEBT SERVICE FUND OVERVIEW

The ending fund balance in the Debt Service Fund for 2014 is estimated to be \$2,661,853, which is 17.8% more than was budgeted. This increase was primarily due to increased property tax revenues from new construction in the City. The City's policy for debt service reserves is 25% of the next year's debt service requirement. Our high reserve levels are strongly encouraged by the rating agencies to maintain our credit rating.

The City services debt in both the Debt Service Fund and the Enterprise Fund. The Debt Service Fund accounts for Debt that will be repaid with tax dollars. The Enterprise Fund accounts for Debt that will be repaid with user fees or what is called Revenue Bonds.

HOTEL OCCUPANCY TAX FUND OVERVIEW

The Marketing Director continues to do a tremendous job in creating signature events for Tomball. We believe that expenditures from the Hotel Motel Tax Fund continue to provide impact for the tourism industry as well as the business community. Funding for many events is provided in the proposed budget as well as \$71,000 for grants from outside entities. Proposed expenditures for FY2015 are increased, however, a strong fund balance of \$197,577 is projected for the end of FY 2015.

REPORTING LEVELS

The following represents the reporting structure used in this document:

Fund
Department
Division
Line Item Detail

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

LONG RANGE STRATEGIC PLANS

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

DEBT MANAGEMENT

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

CASH MANAGEMENT

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

RISK MANAGEMENT

Property and Liability insurance premiums have remained stable over the past few years. The FY2015 premiums are projected to be in line with the previous year. In addition, no substantial changes in worker's compensation, general liability, property, or auto premiums are expected.

AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City for its annual budget for the fiscal year ending September 30, 2014. The City also received the Certificate of Achievement in Financial Reporting for the September 30, 2013 Comprehensive Annual Financial Report (CAFR) from GFOA. This was the 24th consecutive year that the City has received this award.

Additionally, the City of Tomball received the "Platinum Transparency Award" from the Texas Comptroller's Office this year. This is the highest level of award given by the State and a major accomplishment for both the Finance Department and the City.

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

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

ACKNOWLEDGEMENTS

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

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

Respectfully submitted,



George T. Shackelford
City Manager



Glenn Windsor, CPA
Finance Director

City of Tomball Strategic Plan 2011-2016

During fiscal year 2010-2011, Council developed a strategic plan which presented their collective vision for the City of Tomball through 2016. Council's plans can be equated to building plans for a house. Accordingly, city staff is charged with building a budget around the foundation that Council provides. By working together, following the plans, and using our resources wisely, Tomball will become a beautiful edifice.

Clear Vision for Tomball

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

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

Fiscal Year 2014-15 Goals

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

City of Tomball Goal Matrix

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

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

Comparative Tax Levies

For an average Tomball Single-Family Residence

	2014	2015
Harris County		
Market Value	\$ 152,048	\$ 171,042
Homestead Exemptions	20%	20%
Taxable Value	\$ 121,638	\$ 136,834
Tax Rate/ \$100	0.39401	0.41731
Tax Levy	\$ 479.27	\$ 571.02
Tomball ISD		
Market Value	\$ 152,048	\$ 171,042
Homestead Exemptions	(15,000)	(15,000)
Taxable Value	\$ 137,048	\$ 156,042
Tax Rate/ \$100	1.36	1.36
Tax Levy	\$ 1,863.85	\$ 2,122.17
City of Tomball		
Market Value	\$ 152,048	\$ 171,042
Homestead Exemptions	(24,641)	(24,007)
Taxable Value	\$ 127,407	\$ 147,035
Tax Rate/ \$100	0.341455	0.341455
Tax Levy	\$ 435.04	\$ 502.06
TOTAL TAX LEVY	\$ 2,778.15	\$ 3,195.25

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

PROPERTY TAX CALCULATION AND DISTRIBUTION

2014 Certified Tax Roll & Levy **

Assessed Valuation (100%)	\$	1,509,226,193
Rate Per \$100	\$	0.341455
Total Tax Levy	\$	5,153,328
Percent of Current Tax Collection		98%
Estimated Current Tax Collections	\$	5,050,262

Summary of Tax Collections

Current Tax	\$	5,050,262
Delinquent Tax		68,000
Penalty and Interest		30,000
Total 2014-2015 Tax Collections	\$	5,148,262

Proposed Distribution:

	Tax Rate*	% of Total	Amount
General Fund:			
Current Tax			\$ 1,648,466
Delinquent Tax			28,000
Penalty and Interest			10,000
Total General Fund	\$ 0.111455	32.64%	\$ 1,686,466
Debt Service Fund:			
Current Tax			\$ 3,401,796
Delinquent Tax			40,000
Penalty and Interest			20,000
Total Debt Service Fund	\$ 0.230000	67.36%	\$ 3,461,796
TOTAL DISTRIBUTION	\$ 0.341455	100.00%	\$ 5,148,262

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

** The Certified Roll was received after budget was adopted.

MUNICIPAL TAX RATE COMPARISON

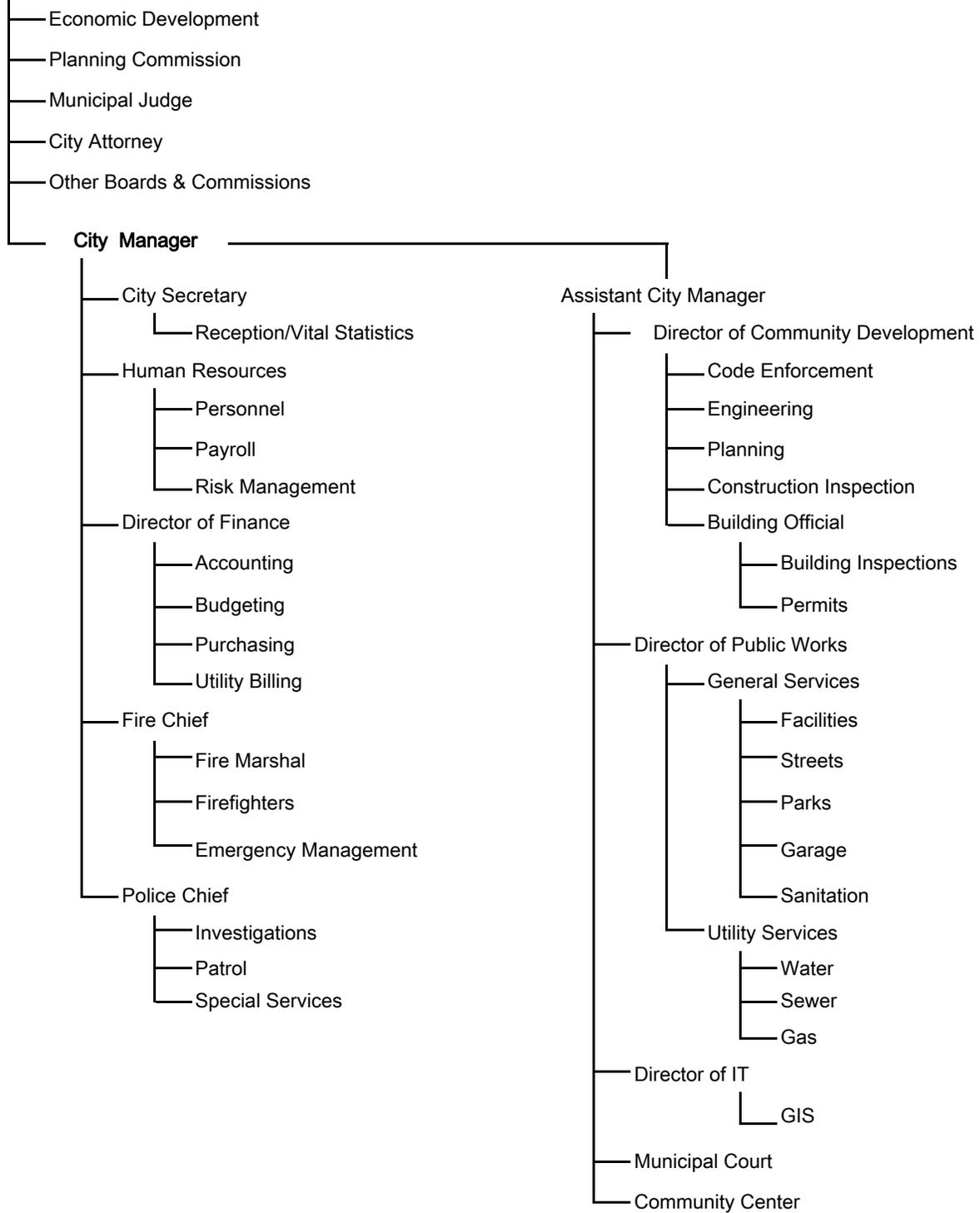
	FY 2014-15 Proposed Tax Rate*
Jersey Village	0.742500
Houston	0.631080
Willis	0.607700
Missouri City	0.544771
Stagecoach	0.535300
Oak Ridge North	0.482200
Magnolia	0.462900
Conroe	0.420000
Tomball	0.341455
Webster	0.265450
Splendora	0.247300
Shenandoah	0.240400
Humble	0.200000

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

Staff Organizational Chart

Tomball Citizens

Mayor and City Council



Staffing

	2010	2011	2012	2013	2014	2015	Difference* 2013-2014
General Fund							
City Hall Administration							
City Manager's Office	3.00	3.00	3.00	2.00	2.00	2.00	-
City Secretary's Office	4.50	4.50	4.50	4.50	4.50	4.50	-
Human Resources	2.00	2.00	2.50	3.00	3.00	3.00	-
Finance	5.00	5.00	5.00	5.00	5.00	5.00	-
Information Systems	-		1.00	3.00	3.00	3.00	-
Legal	-					-	-
Non Departmental	-					-	-
Community Development							
Building Permits and Inspections	5.00	5.00	5.00	5.00	5.00	4.00	(1.00)
Engineering and Planning	7.00	7.00	7.00	6.00	6.00	7.00	1.00
Police	55.00	57.00	59.00	58.00	58.50	59.50	1.00
Fire Department	12.00	14.00	16.00	16.00	16.00	25.00	9.00
Fire Marshal's Office	2.00	2.00	2.00	2.00	2.50	2.50	-
Emergency Management	-	-	-	-	-	-	-
Municipal Court	5.00	5.50	4.50	4.50	4.50	4.50	-
Public Works Administration	1.00	1.00	1.00	1.00	1.00	1.00	-
Facilities Maintenance	1.00	1.00	1.00	2.00	2.00	2.00	-
Garage	1.00	2.00	2.00	2.00	2.00	2.00	-
Streets	8.20	8.20	8.20	7.20	7.20	7.20	-
Parks	5.20	5.20	5.20	5.20	5.20	5.20	-
Community Center	3.00	3.00	3.00	3.00	3.00	3.00	-
Total General Fund	119.90	125.40	129.90	129.40	130.40	140.40	10.00
Enterprise Fund							
Utilities Administration	3.00	3.00	3.00	3.00	3.00	3.00	-
Utility Billing	6.00	6.00	6.00	4.00	4.00	4.00	-
Water	7.20	7.20	7.20	8.20	8.20	8.20	-
Wastewater	10.20	10.20	10.20	10.20	10.20	10.20	-
Gas	6.20	6.20	6.20	6.20	6.20	6.20	-
Total Enterprise Fund	32.60	32.60	32.60	31.60	31.60	31.60	-
Special Revenue Funds	0.50	3.00	2.50	3.00	12.00	3.00	(9.00)
Total All Funds	153.00	161.00	165.00	164.00	174.00	175.00	1.00

*FY 2015 - Fire Department acquired 9 personnel originally budgeted under the 2014 SAFER program in the Special Revenue Funds.

*FY 2015 - Code Enforcement Officer budgeted under Building Permits and Inspections was transferred to Engineering and Planning.

For the 2014-2015 Budget

Building Permits and Inspections	Personnel transitioned to E&P	(1.00)
Engineering and Planning	Personnel transitioned from BPI	1.00
Police Department	Added a Records Specialists	1.00
Fire Department	SAFER Grant addition of fire fighters	9.00
Special Revenue Fund	SAFER Grant removal of fire fighters	(9.00)
		<u>1.00</u>

Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures
and Changes in Fund Balance- All Funds
City Manager 2014-2015 Adopted Budget

	Governmental			Proprietary	Internal Service			Consolidated
	General Fund	Special Revenue Funds	Debt Service	Enterprise Fund	Fleet Replacement Fund	Health Insurance Trust Fund	Capital Projects Fund	All Funds FY 2015
Revenues:								
Property taxes	1,678,000	-	\$ 3,410,000	-	-	-	-	5,088,000
Sales taxes	10,400,000	465,000	-	-	-	-	-	10,865,000
Franchise taxes	1,286,000	-	-	-	-	-	-	1,286,000
Permits and licenses	414,800	-	-	-	-	-	-	414,800
Fines and warrants	900,000	203,000	-	-	-	-	-	1,103,000
Service fees	2,050,000	-	-	10,375,000	-	-	-	12,425,000
Transfers In	2,031,276	-	-	-	767,310	2,376,960	500,000	5,675,546
Contributions/Grants	276,910	81,570	524,913	670,000	-	-	-	1,553,393
Other	15,000	72,000	-	149,000	-	-	-	236,000
Interest	326,330	850	1,500	6,000	-	200	-	334,880
Total Revenues	\$ 19,378,316	\$ 822,420	\$ 3,936,413	\$ 11,200,000	\$ 767,310	\$ 2,377,160	\$ 500,000	\$ 38,981,619
Expenditures:								
General Government	3,626,303	36,000	-	-	-	2,376,960	-	6,039,263
Public Safety	8,248,115	287,416	-	-	-	-	-	8,535,531
Public Works	3,889,736	-	-	-	-	-	-	3,889,736
Engineering and Planning	771,743	-	-	-	-	-	-	771,743
Parks and Recreation	467,839	15,250	-	-	-	-	-	483,089
Tourism & Arts	-	539,877	-	-	-	-	-	539,877
Utilities	-	-	-	6,910,173	-	-	-	6,910,173
Capital Projects/Outlay	1,465,675	-	-	-	747,310	-	4,185,000	6,397,985
Debt Service	535,464	-	3,702,207	1,313,988	-	-	-	5,551,659
Total Expenditures	\$ 19,004,875	\$ 878,543	\$ 3,702,207	\$ 8,224,161	\$ 747,310	\$ 2,376,960	\$ 4,185,000	\$ 39,119,056
Other Sources (Uses):								
Transfers	(2,417,783)	-	535,464	(3,162,231)	-	-	-	(5,044,550)
Debt Proceeds	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	\$ (2,417,783)	\$ -	\$ 535,464	\$ (3,162,231)	\$ -	\$ -	\$ -	\$ (5,044,550)
Revenues Over (Under)								
Expenditures	\$ (2,044,342)	\$ (56,124)	\$ 769,670	\$ (186,392)	\$ 20,000	\$ 200	\$ (3,685,000)	\$ (5,181,987)
Beginning Fund Balance	\$ 12,363,013	\$ 929,882	\$ 2,661,853	\$ 19,900,074	\$ 2,261,461	\$ 893,385	\$ 17,567,853	\$ 56,577,521
Ending Fund Balance	\$ 10,318,671	\$ 873,758	\$ 3,431,523	\$ 19,713,682	\$ 2,281,461	\$ 893,585	\$ 13,882,853	\$ 51,395,534
Adopted Reserve Level	61%	99%	93%	221%	305%	38%	332%	157%

General Fund

Fund Description

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

Fund Narrative

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

Concluding Fiscal Year Financial Performance

Ending Fund Balance in the General Fund for FY2015 is projected to be \$ 10,237,101. Revenues for the current fiscal year are budgeted at \$19,378,316. No increase in investment earnings is expected for FY2015. Favorable variances increasing revenue include sales taxes (approximately \$ 1,550,000), permits and licenses (\$ 98,313) and contributions (\$ 33,556). Service fees were over budget due to the impact of growth within the City.

2014/2015 Budget

Revenues

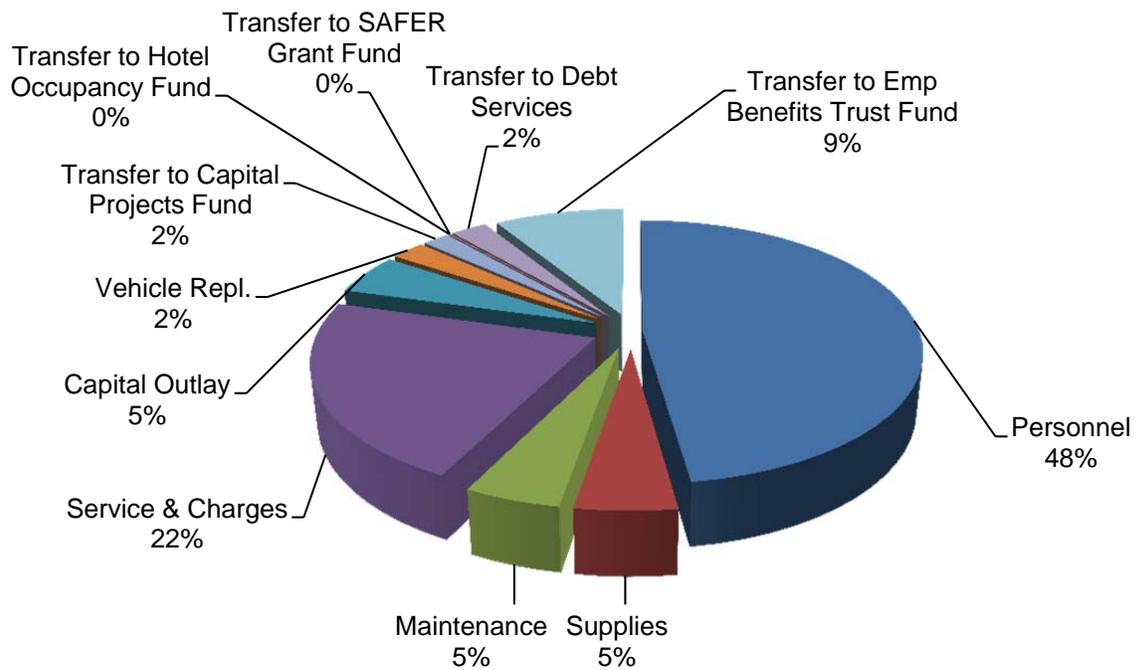
Base budget revenues for FY2015 are \$19,378,316. This amount is \$ 2,288,769 or 11.81% more than the adopted budgeted revenues for FY2014. This increase is primarily due to the \$ 1,650,000 increase in projected sales taxes. Franchise fee revenue is projected to be \$ 63,700 more than what was budgeted for FY2014 due to projected increases in fees charged. Fines and warrant revenues are projected to increase by \$ 33,000. Interest revenues are expected to decrease \$ 15,000 due to the current market conditions.

Expenditures

The budget for operating expenditures for FY2015 is \$17,003,736. This amount is \$ 1,382,607 or 7.9% more than the adopted budget for FY2014. Included in the budget are 3% salary adjustments based on performance. Changes were also made in the health insurance plan to reduce the cost of coverage. Total budgeted operating expenditures in the General Fund include an increase to expenditures of \$ 1,480,018 related to Supplemental Programs. Staffing charts are included on each departmental budget page to reflect the number of positions budgeted.

GENERAL FUND EXPENDITURES

	FY 2013 Actual	FY 2014 Budget	FY 2014 Projected	FY 2015 Adopted Budget
Personnel	\$ 8,407,631	\$ 9,224,224	\$ 8,887,610	\$ 10,228,937
Supplies	\$ 907,090	\$ 972,941	\$ 954,078	\$ 1,057,048
Maintenance	\$ 801,665	\$ 919,543	\$ 1,089,871	\$ 1,002,090
Service & Charges	\$ 4,335,338	\$ 4,504,421	\$ 4,508,718	\$ 4,715,661
Capital Outlay	\$ 329,404	\$ 179,065	\$ 257,645	\$ 1,065,675
Vehicle Repl.	\$ 234,500	\$ 593,802	\$ 593,802	\$ 502,247
Transfer to Capital Projects Fund	\$ -	\$ 500,000	\$ 500,000	\$ 400,000
Transfer to Hotel Occupancy Fund	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Transfer to SAFER Grant Fund	\$ 10,000	\$ 37,373	\$ 75,375	\$ -
Transfer to Debt Services	\$ -	\$ -	\$ -	\$ 535,464
Transfer to Emp Benefits Trust Fund	\$ 1,535,709	\$ 1,601,750	\$ 1,601,750	\$ 1,895,536
TOTAL	\$ 16,561,337	\$ 18,543,119	\$ 18,478,849	\$ 21,422,658



General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

2014-2015 Adopted Budget Worksheet

	FY 2013	Current	FY2014	FY 2015	Recurring	Non-Recur.	FY 15 Total
	Actuals	FY2014	Projections	Base Budget	Supplemental	Supplemental	Adopted Budget
Revenues:							
Property taxes	1,543,913	1,550,000	\$ 1,678,000	\$ 1,678,000	\$ -	\$ -	\$ 1,678,000
Sales taxes	9,442,376	8,750,000	10,300,000	10,400,000	-	-	\$ 10,400,000
Franchise taxes	1,267,302	1,222,300	1,281,000	1,286,000	-	-	\$ 1,286,000
Permits and licenses	469,859	332,500	430,813	414,800	-	-	\$ 414,800
Fines and warrants	941,623	867,000	895,000	900,000	-	-	\$ 900,000
Service fees	2,037,143	2,000,000	2,050,000	2,050,000	-	-	\$ 2,050,000
Transfers In	2,246,221	1,806,049	1,806,049	2,031,276	-	-	\$ 2,031,276
Contributions	234,883	261,868	295,424	276,910	-	-	\$ 276,910
Interest	16,713	30,000	12,000	15,000	-	-	\$ 15,000
Other	276,612	269,830	316,255	326,330	-	-	\$ 326,330
Total Revenues	18,476,641	17,089,547	\$ 19,064,541	\$ 19,378,316	\$ -	\$ -	\$ 19,378,316
Expenditures:							
City Manager's Office	333,556	\$ 361,860	\$ 273,590	\$ 383,494	\$ -	\$ -	\$ 383,494
Building Permits and Inspections	364,080	388,545	381,618	330,831	-	-	330,831
Mayor and Council	54,351	139,162	73,409	96,004	-	-	96,004
City Secretary	277,693	372,388	384,946	391,284	-	-	391,284
Human Resources	317,590	545,030	540,367	581,281	-	-	581,281
Finance	545,834	542,793	585,731	611,967	-	-	611,967
Information Systems	662,413	561,915	550,587	543,692	4,650	103,600	651,942
Legal	166,197	152,000	122,000	142,000	-	-	142,000
Non-Departmental	607,761	404,340	514,227	437,500	-	-	437,500
Police	4,711,656	5,017,152	4,967,061	5,279,428	-	4,000	5,283,428
Municipal Court	296,570	338,242	336,620	361,517	-	-	361,517
Community Center	130,249	143,847	138,723	137,989	-	-	137,989
Fire Marshal	175,997	238,282	190,935	246,697	-	-	246,697
Fire	1,357,569	1,592,535	1,554,307	2,333,768	-	-	2,333,768
Emergency Management	12,312	28,568	23,290	22,705	-	-	22,705
Public Works Administration	48,282	49,932	49,794	51,860	-	-	51,860
Garage	133,817	138,289	139,306	147,148	-	-	147,148
Parks	314,084	420,446	348,828	329,850	-	-	329,850
Streets	772,843	961,567	881,911	926,953	-	-	926,953
Sanitation	1,959,352	1,962,300	2,006,080	2,008,800	-	-	2,008,800
Engineering and Planning	488,921	653,476	687,412	721,743	50,000	-	771,743
Facilities Maintenance	720,597	608,460	689,535	558,906	-	196,069	754,975
Total Expenditures	14,451,724	\$ 15,621,129	\$ 15,440,277	\$ 16,645,417	\$ 54,650	\$ 303,669	\$ 17,003,736
Net Income from Operations	\$ 4,024,917	\$ 1,468,418	\$ 3,624,264	\$ 2,732,899	\$ (54,650)	\$ (303,669)	\$ 2,374,580
Other Sources/(Uses):							
Transfer to Fleet Replacement Fund	\$ (234,500)	\$ (593,802)	\$ (593,802)	\$ (502,247)	\$ -	\$ -	\$ (502,247)
Capital Projects/Outlay	(329,404)	(179,065)	(257,645)	(6,500)	(1,500)	(1,057,675)	(1,065,675)
Transfer to Capital Projects Fund	-	(500,000)	(575,000)	(400,000)	-	-	(400,000)
Transfer to Hotel Occupancy Fund	-	(10,000)	(10,000)	(20,000)	-	-	(20,000)
Transfer to SAFER Grant Fund	(10,000)	(37,373)	(75,375)	-	-	-	-
Transfer to Debt Service	-	-	-	(535,464)	-	-	(535,464)
Transfer to Emp. Benefits Trust Fund	(1,535,709)	(1,601,750)	(1,601,750)	(1,895,536)	-	-	(1,895,536)
Total Other Sources/(Uses)	(2,109,613)	(2,921,990)	(3,113,572)	(3,359,747)	\$ (1,500)	\$ (1,057,675)	\$ (4,418,922)
Revenues Over/(Under) Expenditures	1,915,304	\$ (1,453,572)	\$ 510,692	\$ (626,848)	\$ (56,150)	\$ (1,361,344)	\$ (2,044,342)
Beginning Fund Balance	9,855,447	\$ 11,770,751	\$ 11,770,751	\$ 12,281,443	\$ -	\$ -	\$ 12,281,443
Ending Fund Balance	\$ 11,770,751	\$ 10,317,179	\$ 12,281,443	\$ 11,654,595	\$ (56,150)	\$ (1,361,344)	\$ 10,237,101
25% of Operating Expenses - Target	81%	66%	80%	70%			60%

CITY OF TOMBALL
GENERAL FUND
2014-2015 Adopted Budget Revenues

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Recurring	Non-Recur.	FY2015
		Actual	Budget	Projections	Base Budget			Total Adopted Budget
5110	Current Taxes	\$ 1,504,202	\$ 1,500,000	\$ 1,640,000	\$ 1,640,000	\$ -	\$ -	1,640,000
5120	Delinquent Taxes	\$ 28,142	\$ 35,000	\$ 28,000	\$ 28,000	-	-	28,000
5130	Penalty, Interest, Attorney Fees	\$ 11,569	\$ 15,000	\$ 10,000	\$ 10,000	-	-	10,000
	TOTAL PROPERTY TAXES	\$ 1,543,913	\$ 1,550,000	\$ 1,678,000	\$ 1,678,000	\$ -	\$ -	1,678,000
5140	Sales Tax	\$ 9,442,376	\$ 8,750,000	\$ 10,300,000	\$ 10,400,000	\$ -	\$ -	10,400,000
	TOTAL SALES TAXES	\$ 9,442,376	\$ 8,750,000	\$ 10,300,000	\$ 10,400,000	\$ -	\$ -	10,400,000
5150	Electrical Franchise Tax	\$ 682,189	\$ 682,300	\$ 690,000	\$ 690,000	\$ -	\$ -	690,000
5160	T.V. Cable Franchise Tax	\$ 110,338	\$ 110,000	\$ 135,000	\$ 135,000	-	-	135,000
5161	1% In Kind PEG Fees	\$ -	\$ -	\$ 16,000	\$ 16,000	-	-	16,000
5170	Communications Franchise Tax	\$ 288,822	\$ 255,000	\$ 256,000	\$ 260,000	-	-	260,000
5175	Sanitation Franchise Tax	\$ 185,953	\$ 175,000	\$ 184,000	\$ 185,000	-	-	185,000
	TOTAL FRANCHISE TAXES	\$ 1,267,302	\$ 1,222,300	\$ 1,281,000	\$ 1,286,000	\$ -	\$ -	1,286,000
5200	Building Permits	\$ 253,615	\$ 150,000	\$ 175,000	\$ 175,000	\$ -	\$ -	175,000
5210	Construction Permits	\$ 31,354	\$ 35,000	\$ 75,000	\$ 60,000	-	-	60,000
5215	Plumbing Permits	\$ 26,246	\$ 18,000	\$ 29,000	\$ 30,000	-	-	30,000
5220	Mechanical Permits	\$ 37,911	\$ 26,000	\$ 30,000	\$ 30,000	-	-	30,000
5230	Electrical Permits	\$ 36,852	\$ 28,000	\$ 40,000	\$ 40,000	-	-	40,000
5235	Fire Permit Fees	\$ 33,693	\$ 30,000	\$ 34,000	\$ 34,000	-	-	34,000
5240	Other Permits	\$ 3,568	\$ 4,000	\$ 6,500	\$ 5,000	-	-	5,000
5245	Miscellaneous Permit Fees	\$ 1,062	\$ 2,500	\$ 1,500	\$ 1,500	-	-	1,500
5255	License Fees	\$ 8,258	\$ 1,000	\$ 1,600	\$ 1,500	-	-	1,500
5260	Ambulance Permits	\$ 5,600	\$ 6,000	\$ 7,500	\$ 8,000	-	-	8,000
5440	Plat Fees	\$ 9,575	\$ 11,000	\$ 9,500	\$ 9,500	-	-	9,500
5441	Rezoning Application Fee	\$ 3,400	\$ 4,000	\$ 600	\$ 600	-	-	600
5442	Conditional Use Permit	\$ -	\$ 2,000	\$ 600	\$ 600	-	-	600
5443	Planned Development			\$ 1,000	\$ -	-	-	-
5444	Site Plan Review	\$ 13,896	\$ 11,000	\$ 15,000	\$ 15,000	-	-	15,000
5445	Plan Review Fees-Other	\$ 1,000	\$ 2,000	\$ 13	\$ 100	-	-	100
5446	Zoning Fees	\$ 3,829	\$ 2,000	\$ 4,000	\$ 4,000	-	-	4,000
	TOTAL PERMITS AND LICENSES	\$ 469,859	\$ 332,500	\$ 430,813	\$ 414,800	\$ -	\$ -	414,800
5300	Municipal Court Fines	\$ 499,297	\$ 450,000	\$ 500,000	\$ 500,000	\$ -	\$ -	500,000
5310	Court Costs/Administrative Fees	\$ 297,783	\$ 280,000	\$ 245,000	\$ 250,000	-	-	250,000
5320	Court Warrant Fees	\$ 131,571	\$ 125,000	\$ 135,000	\$ 135,000	-	-	135,000
5340	Time Pymt.Fee-10% City Judicial	\$ 2,596	\$ 2,500	\$ 3,000	\$ 3,000	-	-	3,000
5341	Time Pymt.Fee-40% For City	\$ 10,376	\$ 9,500	\$ 12,000	\$ 12,000	-	-	12,000
	TOTAL FINES AND WARRANTS	\$ 941,623	\$ 867,000	\$ 895,000	\$ 900,000	\$ -	\$ -	900,000
5430	Sanitation Fees	\$ 2,037,143	\$ 2,000,000	\$ 2,050,000	\$ 2,050,000	\$ -	\$ -	2,050,000
	TOTAL SERVICE FEES	\$ 2,037,143	\$ 2,000,000	\$ 2,050,000	\$ 2,050,000	\$ -	\$ -	2,050,000
5961	Transfer from Enterprise	\$ 2,246,221	\$ 1,806,049	\$ 1,806,049	\$ 2,031,276	\$ -	\$ -	2,031,276
	TOTAL TRANSFERS	\$ 2,246,221	\$ 1,806,049	\$ 1,806,049	\$ 2,031,276	\$ -	\$ -	2,031,276
5730	School Resource Officers (SRO)	\$ 223,883	\$ 251,868	\$ 259,424	\$ 265,910	\$ -	\$ -	265,910
5740	Other Grants	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	-	1,000
5770	TEDC Contributions	\$ 10,000	\$ 10,000	\$ 35,000	\$ 10,000	-	-	10,000
	TOTAL CONTRIBUTIONS	\$ 234,883	\$ 261,868	\$ 295,424	\$ 276,910	\$ -	\$ -	276,910

CITY OF TOMBALL
GENERAL FUND
2014-2015 Adopted Budget Revenues

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base Budget	Recurring	Non-Recur.	FY2015 Total Adopted Budget
5141	Alcoholic Beverage Tax	\$ 44,644	\$ 45,000	\$ 62,000	\$ 65,000	-	-	65,000
5190	Bingo Tax	\$ 10	\$ -	\$ 50	\$ 50	-	-	50
5250	Mixed Beverage License Fee	\$ 6,945	\$ 5,000	\$ 11,000	\$ 12,000	-	-	12,000
5450	Birth & Death Certificate Fees	\$ 35,316	\$ 35,000	\$ 39,800	\$ 40,000	-	-	40,000
5470	Emergency Service District Fees	\$ 60,000	\$ 60,000	\$ 65,625	\$ 67,500	-	-	67,500
5505	Rent Revenues	\$ 12,088	\$ 7,800	\$ 13,000	\$ 15,000	-	-	15,000
5510	Community Center Fees	\$ 13,975	\$ 8,200	\$ 18,000	\$ 20,000	-	-	20,000
5515	Congregate Meals	\$ 2,421	\$ 2,500	\$ 1,200	\$ 1,200	-	-	1,200
5550	Miscellaneous Revenues	\$ 33,343	\$ 30,000	\$ 35,000	\$ 35,000	-	-	35,000
5560	Returned Check Fines	\$ 100	\$ 300	\$ 100	\$ 100	-	-	100
5690	Sanitation Penalty	\$ 23,623	\$ 25,000	\$ 22,000	\$ 22,000	-	-	22,000
5365	Recycling Revenue	\$ 17	\$ -	\$ 100	\$ 100	-	-	100
5451	Notary Fees	\$ 30	\$ 30	\$ 30	\$ 30	-	-	30
5460	Alarm System Fees	\$ 10,925	\$ 9,000	\$ 12,000	\$ 12,000	-	-	12,000
5461	False Alarm Service Fee	\$ 23,150	\$ 12,000	\$ 17,000	\$ 17,000	-	-	17,000
5480	Life Safety Plan Review	\$ 2,275	\$ 1,000	\$ 2,800	\$ 2,800	-	-	2,800
5481	State Licensed Facilities	\$ 400	\$ -	\$ 1,500	\$ 1,500	-	-	1,500
5482	Annual Fire Inspections	\$ 50	\$ -	\$ 50	\$ 50	-	-	50
5500	Sale of City Property	\$ -	\$ 20,000	\$ 5,000	\$ 5,000	-	-	5,000
5520	Park Rental Fee	\$ 7,300	\$ 9,000	\$ 10,000	\$ 10,000	-	-	10,000
5902	Capital Lease Proceeds							-
	TOTAL OTHER REVENUES	\$ 276,612	\$ 269,830	\$ 316,255	\$ 326,330	\$ -	\$ -	326,330
5800	Interest Income	\$ 20,510	\$ 30,000	\$ 12,000	\$ 15,000	\$ -	\$ -	15,000
5801	Unrealized Gain on Investments	\$ (3,797)	\$ -	\$ -	\$ -	-	-	-
	TOTAL INTEREST REVENUE	\$ 16,713	\$ 30,000	\$ 12,000	\$ 15,000	\$ -	\$ -	15,000
	TOTAL REVENUE	\$ 18,476,643	\$ 17,089,547	\$ 19,064,541	\$ 19,378,316	\$ -	\$ -	19,378,316

City Manager's Office

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

FY 2014 Accomplishments

- Maintained balance budget and continued quality service delivery.
- Assisted the 249 Partnership to support the completion of the SH249 extension project.
- Obtained grant funding to assist in the development of public facilities downtown.

Objectives for FY 2015

- Increase Tomball's participation in regional partnerships and planning.
- Facilitate review of City's Charter Requirement.
- Develop proposed budget that supports the City's Strategic Plan.

CITY OF TOMBALL
 111 - GENERAL - CITY MANAGER'S OFFICE
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	308,089	332,052	249,734	355,074	-	-	355,074
Supplies	735	500	430	500	-	-	500
Maintenance	-	-	-	-	-	-	-
Services and charges	24,732	29,308	23,426	27,920	-	-	27,920
Total Operating Expenditures	333,556	361,860	273,590	383,494	-	-	383,494
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	333,556	361,860	273,590	383,494	-	-	383,494

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	0.00	0.00	0.00
Total	3.00	3.00	2.00	2.00	2.00

CITY OF TOMBALL
111 - GENERAL - CITY MANAGER'S OFFICE
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY 2014	FY2015	FY2015		
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	Adopted Budget
6001	Salaries - Administrative	220,255	266,793	195,530	285,189	-	-	285,189
6009	Wages - Other	10,959	-	4,199	-	-	-	-
6011	Vacation Pay	16,425	3,078	4,199	-	-	-	-
6012	Sick Pay	5,113	2,399	2,399	4,388	-	-	4,388
6013	Emergency Pay	1,747	-	-	-	-	-	-
6019	Miscellaneous Pay	350	470	210	665	-	-	665
6021	Social Security & Medicare Taxes	16,971	21,993	14,730	23,452	-	-	23,452
6022	TMRS Retirement - Employer	36,097	36,569	28,061	41,164	-	-	41,164
6025	Worker Compensation Insurance	154	210	199	216	-	-	216
6026	State Unemployment Taxes	18	540	207	-	-	-	-
TOTAL PERSONNEL SERVICES		308,089	332,052	249,734	355,074	-	-	355,074
6101	Office Supplies	212	300	250	300	-	-	300
6105	Food Supplies	190	100	80	100	-	-	100
6106	Materials and Parts	30	-	-	-	-	-	-
6109	Postage	303	100	100	100	-	-	100
TOTAL SUPPLIES		735	500	430	500	-	-	500
6312	Telephone Services	1,455	1,536	1,344	1,920	-	-	1,920
6316	Printing and Binding	-	100	-	-	-	-	-
6329	Other Services	-	-	-	-	-	-	-
6332	Travel and Meals	7,133	8,350	6,500	6,500	-	-	6,500
6333	Dues and Subscriptions	2,953	3,522	3,782	2,600	-	-	2,600
6334	Automobile Allowances	12,571	13,200	10,800	14,400	-	-	14,400
6337	Training	620	2,600	1,000	2,500	-	-	2,500
6348	Property Acquisition Costs	-	-	-	-	-	-	-
6371	Election Services	-	-	-	-	-	-	-
TOTAL SERVICES AND CHARGES		24,732	29,308	23,426	27,920	-	-	27,920
111	Total Department Expenditures	333,556	361,860	273,590	383,494	-	-	383,494

Permits and Inspections

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Attendance at monthly Code Meetings and maintenance of all necessary certifications.
- Complete, with 90% success, all inspections within one business day.
- Complete, with 90% success, all plan reviews within 20 business days.
- Respond, with 90% success, to all code enforcement inquiries within 10 days.
- Successful enforcement of the amended Sign Ordinance.
- Facilitated removal of all non-compliant donation containers.
- Adopted 2012 International Building Code, 2012 International Residential Code, 2012 International Plumbing Code, 2012 International Mechanical Code and 2011 National Electric Code.
- Improved the City's Building Code Effectiveness Grading Schedule Classification from Class 6 to Class 4.

Objectives for FY 2015

- Ongoing training on 2012 International Building Codes and other updated codes.
- Cross train Building Inspectors on plan review.
- Participate in the selection of the Community Development Department integrated software.

Goals for FY 2015

- Continue to work in a collaborative manner with the development community.
- Maintain or improve upon FY 2014's inspection and plan review turnarounds.
- Ensure a high level of construction quality for the citizens of Tomball while continuing to provide exceptional customer service.

Major Budget Items

- None

CITY OF TOMBALL
112 - GENERAL FUND - PERMITS & INSPECTIONS
2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	316,101	325,045	326,818	274,081	-	-	274,081
Supplies	9,456	10,000	10,000	7,500	-	-	7,500
Maintenance	2,606	4,000	4,000	4,000	-	-	4,000
Services and charges	35,917	49,500	40,800	45,250	-	-	45,250
Total Operating Expenditures	364,080	388,545	381,618	330,831	-	-	330,831
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	25,723	-	-	25,723
Total Expenditures	364,080	388,545	381,618	356,554	-	-	356,554

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Building Official	1.00	1.00	1.00	1.00	1.00
City Inspector	2.00	2.00	2.00	2.00	2.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
Permit Clerk	1.00	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00	4.00

**CITY OF TOMBALL
112 - GENERAL - PERMITS AND INSPECTIONS
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY 2013	FY 2014	FY2014	FY2015	Recurring	Non-	FY2015
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	66,948	77,255	72,906	79,477	-	-	79,477
6003	Wages - Full Time	151,429	180,112	161,280	140,046	-	-	140,046
6005	Wages - Overtime	3,596	2,318	2,318	2,000	-	-	2,000
6009	Wages - Other	12,212	-	5,770	-	-	-	-
6011	Vacation Pay	14,616	2,064	9,308	-	-	-	-
6012	Sick Pay	8,715	2,735	14,016	2,084	-	-	2,084
6013	Emergency Pay	-	-	598	-	-	-	-
6019	Miscellaneous Pay	3,475	3,380	3,380	1,940	-	-	1,940
6021	Social Security & Medicare Taxes	19,254	20,499	20,529	17,255	-	-	17,255
6022	TMRS Retirement - Employer	34,898	34,085	34,455	30,286	-	-	30,286
6025	Worker Compensation Insurance	914	1,247	1,214	993	-	-	993
6026	State Unemployment Taxes	45	1,350	1,044	-	-	-	-
	TOTAL PERSONNEL SERVICES	316,101	325,045	326,818	274,081	-	-	274,081
6101	Office Supplies	1,502	1,500	1,500	1,500	-	-	1,500
6102	Educational Supplies	1,595	1,300	1,000	800	-	-	800
6107	Clothing and Uniforms	771	700	1,000	700	-	-	700
6108	Fuel, Oil and Lubricants	5,328	6,000	6,000	4,000	-	-	4,000
6109	Postage	-	-	-	-	-	-	-
6119	Other Supplies	261	500	500	500	-	-	500
	TOTAL SUPPLIES	9,456	10,000	10,000	7,500	-	-	7,500
6205	Vehicle Maintenance	2,606	4,000	4,000	4,000	-	-	4,000
	TOTAL MAINTENANCE	2,606	4,000	4,000	4,000	-	-	4,000
6302	Professional Services-Engineering	-	-	-	-	-	-	-
6304	Professional Services-Other	22,905	26,000	20,000	22,000	-	-	22,000
6312	Telephone Services	2,703	4,000	4,000	4,000	-	-	4,000
6329	Other Services	-	-	-	-	-	-	-
6332	Travel and Meals	6,364	10,000	9,000	10,000	-	-	10,000
6333	Dues and Subscriptions	811	1,500	1,300	1,500	-	-	1,500
6337	Training	3,135	8,000	6,000	7,000	-	-	7,000
6362	Permits and Licenses	-	-	500	750	-	-	750
	TOTAL SERVICES AND CHARGES	35,917	49,500	40,800	45,250	-	-	45,250
6998	Transfer to Fleet Replacement	-	-	-	25,723	-	-	25,723
	TOTAL TRANSFERS	-	-	-	25,723	-	-	25,723
112	Total Department Expenditures	364,080	388,545	381,618	356,554	-	-	356,554

Mayor and Council

DEPARTMENT MISSION

The mission of the Mayor and City Council of the City of Tomball is to establish the goals and objectives of the City in order to provide the highest level of service to all customers, citizens, visitors, and staff with professionalism and efficiency.

Serving as a City Councilmember is one of the most demanding—and rewarding—tasks that a citizen can perform. City government is the voice of the community and, as leaders of Tomball, the Mayor and City Council are responsible for policy-making decisions that have a substantial impact on the daily lives of Tomball citizens.

As the governing body of Tomball, the City Council establishes the City's annual program of service by adopting the budget and exercises regulatory power by adopting rules, regulations, laws and formal policies. The Council identifies the needs of the City and its citizens and provides direction to the City Manager and City staff to meet those needs while considering and maximizing the available resources.

Information regarding current and past meetings and actions is provided through continual updating of the City's website, located at www.tomballtx.gov.

CITY OF TOMBALL
 113 - GENERAL - MAYOR & COUNCIL
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base	Recurring	Non-Recur.	FY2015 Adopted Budget
Personnel services	26,038	33,812	30,234	33,004	-	-	33,004
Supplies	13,782	17,250	15,225	10,900	-	-	10,900
Services and charges	14,531	88,100	27,950	52,100	-	-	52,100
Total Operating Expenditures	54,351	139,162	73,409	96,004	-	-	96,004
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	54,351	139,162	73,409	96,004	-	-	96,004

Supplemental Programs Recurring Non-Recur.
 None

Staffing	Name	Elected	Term
Mayor	Gretchen Fagan	May 2007	Serving Third Term
Mayor Pro Tem, Council Position 1	F.S. "Field" Hudgens	May 2011	Serving Second Term
Council Position 2	Mark Stoll	June 2009	Serving Second Term
Council Position 3	Chad Degges	January 2014	Serving First Term
Council Position 4	Derek Townsend Sr	May 2009	Serving Second Term
Council Position 5	Lori Klein Quinn	May 2014	Serving First Term

**CITY OF TOMBALL
113 - GENERAL - MAYOR & COUNCIL
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY 2014	FY2015	FY2015		
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	Adopted Budget
6004	Wages - Part Time	24,040	30,600	27,560	30,600	-	-	30,600
6021	Social Security & Medicare Taxes	1,839	2,341	2,109	2,341	-	-	2,341
6025	Worker Compensation Insurance	46	61	49	63	-	-	63
6026	State Unemployment Taxes	113	810	516	-	-	-	-
	TOTAL PERSONNEL SERVICES	26,038	33,812	30,234	33,004	-	-	33,004
6101	Office Supplies	-	150	75	150	-	-	150
6103	Computer Equipment <\$20,000	6,500	6,500	6,500	-	-	-	-
6105	Food Supplies	1,089	1,750	1,525	1,750	-	-	1,750
6119	Other Supplies	6,193	8,850	7,125	9,000	-	-	9,000
	TOTAL SUPPLIES	13,782	17,250	15,225	10,900	-	-	10,900
6304	Professional Services-Other	3,613	62,000	10,000	25,000	-	-	25,000
6329	Other Services	-	100	-	100	-	-	100
6332	Travel and Meals	1,289	9,000	4,300	7,000	-	-	7,000
6333	Dues and Subscriptions	2,620	5,000	4,100	5,000	-	-	5,000
6337	Training	100	3,000	2,550	3,000	-	-	3,000
6398	Banquets,Dedications & Receptions	6,909	9,000	7,000	12,000	-	-	12,000
	TOTAL SERVICES AND CHARGES	14,531	88,100	27,950	52,100	-	-	52,100
113	Total Department Expenditures	54,351	139,162	73,409	96,004	-	-	96,004

City Secretary's Office

DEPARTMENT MISSION

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

Professor William Bennett Munro, eminent political scientist, wrote: *"No other office in municipal service has so many contracts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together"*(1934).

PROGRAM NARRATIVE

Accomplishments for FY 2014

- 338 public information requests received; 87% of requests completed in ten business days or less.
- Delivered Council agenda packets at least three days in advance and prepared minutes within five days of each meeting.
- Issued birth certificates within 15 minutes and death certificates within 24 hours 96% of the time.
- Received the 2013 Exemplary Five Star Award Winner – Vital Statistics – 3rd Year
- Completed Charter Review process and Conducted Charter Amendment Election.
- Completed Recodification of the City's Code of Ordinances through June 16, 2014.

Objectives for FY 2015

- 90% of information requests completed within five business days, 95% within ten business days
- Deliver Council agendas at least three days in advance.
- Prepare Council minutes within five days.
- Send notification of annexations to appropriate agencies within 30 days.
- Post adopted ordinances to City website/MuniCode; publish in official newspaper within 7 days of passage.
- Issue Liquor/Wrecker/Taxi Permits within 48 hours of application/Council action.
- Issue birth certificates within 15 minutes and death certificates within 24 hours 97% of the time.
- Conduct 2014 Special Local Option Election and 2014 General Election

Goals for FY 2015

- Provide information in a timely and efficient manner and in accordance with state and federal laws.
- Continue processing City records for electronic preservation for electronic search, access, and retrieval by department users. Current permanent records are processed on an ongoing basis; historical records as time and workloads permit.
- Provide information to Mayor and Council, City staff, and citizens via the City's website, through electronic transmissions, and NovusAgenda.
- Facilitate execution/delivery of documents following Council actions and state and federal law changes.
- Maintain Mayor, Council and City Secretary website information.

Major Budget Items

- Advertising Cost (\$18,000)
- Election Services (\$50,650)
- Code Update Services (\$9,500)

**CITY OF TOMBALL
 114 - GENERAL - CITY SECRETARY
 2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	239,673	262,290	251,125	270,206	-	-	270,206
Supplies	13,336	12,300	15,140	17,100	-	-	17,100
Maintenance	237	400	390	600	-	-	600
Services and charges	24,447	97,398	118,291	103,378	-	-	103,378
Total Operating Expenditures	277,693	372,388	384,946	391,284	-	-	391,284
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	277,693	372,388	384,946	391,284	-	-	391,284

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
City Secretary	1.00	1.00	1.00	1.00	1.00
Assistant City Secretary	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00	1.00
VOE Student	0.50	0.50	0.50	0.50	0.50
Total	4.50	4.50	4.50	4.50	4.50

**CITY OF TOMBALL
114 - GENERAL - CITY SECRETARY
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY 2014	FY2015	Non-		FY2015
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6001	Salaries - Administrative	72,628	88,670	82,880	91,333	-	-	91,333
6003	Wages - Full Time	92,135	117,138	105,432	123,781	-	-	123,781
6004	Wages - Part Time	0	-	-	-	-	-	-
6005	Wages - Overtime	1,350	3,605	3,605	3,500	-	-	3,500
6009	Wages - Other	8,880	-	4,646	-	-	-	-
6011	Vacation Pay	15,052	1,857	4,996	-	-	-	-
6012	Sick Pay	5,585	1,885	3,627	1,914	-	-	1,914
6013	Emergency Pay	0	-	425	-	-	-	-
6019	Miscellaneous Pay	2,470	2,710	1,855	2,105	-	-	2,105
6021	Social Security & Medicare Taxes	14,342	16,852	15,769	17,090	-	-	17,090
6022	TMRS Retirement - Employer	26,605	28,020	26,610	29,997	-	-	29,997
6025	Worker Compensation Insurance	346	473	447	486	-	-	486
6026	State Unemployment Taxes	36	1,080	833	-	-	-	-
6030	Employee Tuition Reimbursment	243	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES		239,673	262,290	251,125	270,206	-	-	270,206
6101	Office Supplies	8,673	9,000	12,000	13,000	-	-	13,000
6102	Educational Supplies	39	700	700	1,200	-	-	1,200
6103	Computer Equipment <\$20,000	3,450	-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	122	300	285	400	-	-	400
6105	Food Supplies	497	600	565	700	-	-	700
6109	Postage	385	1,200	1,125	1,200	-	-	1,200
6119	Other Supplies	170	500	465	600	-	-	600
TOTAL SUPPLIES		13,336	12,300	15,140	17,100	-	-	17,100
6201	Office Equipment Maintenance	237	400	390	600	-	-	600
TOTAL MAINTENANCE		237	400	390	600	-	-	600
6304	Professional Services-Other	-	16,000	16,000	9,500	-	-	9,500
6312	Communications Services	768	768	768	768	-	-	768
6316	Printing and Binding	15	100	75	100	-	-	100
6320	Computer Software Service	1,035	-	-	-	-	-	-
6329	Other Services	1,316	1,000	685	1,200	-	-	1,200
6332	Travel and Meals	5,988	6,150	5,962	10,060	-	-	10,060
6333	Dues and Subscriptions	923	2,480	2,976	2,800	-	-	2,800
6335	Advertising Cost	9,981	17,000	16,536	18,000	-	-	18,000
6337	Training	1,877	3,900	3,899	5,300	-	-	5,300
6348	Property Acquisition Costs	8	5,000	4,753	5,000	-	-	5,000
6371	Election Services	2,536	45,000	66,637	50,650	-	-	50,650
TOTAL SERVICES AND CHARGES		24,447	97,398	118,291	103,378	-	-	103,378
114	Total Department Expenditures	277,693	372,388	384,946	391,284	-	-	391,284

Human Resources

DEPARTMENT MISSION

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

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Planned, coordinated and hosted retirement seminars utilizing TMRS and ICMA-RC to provide an opportunity for our employees to visit with professionals to address their needs.
- Set up health screenings for all employees to test glucose and cholesterol numbers as well as provide information on overall health.
- Provide flu shots for all employees to ensure good health.
- Hosted insurance seminars for all employees.
- Planned, promoted, and hosted our annual "Employee Appreciation Week" to honor all the hard work by the City of Tomball employees.
- Continued a computer based online training program for mandatory training of all employees.
- Planned, coordinated and hosted the 1st annual Sherine's Stride for Breast Cancer Awareness 5K run/walk. The goal was to spread the message to the community of what resources are available in our town to aid in breast cancer prevention and treatment. It was also an opportunity to honor the brave warriors who are/were affected by this disease.
- Completed the modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Completed a comprehensive salary survey utilizing data from 11 similar cities to maintain a fair, equitable and competitive salary range structure.
- Continued to voluntarily utilize E-verify to check social security numbers for all new hires.
- Coordinated and hosted the annual Holiday Appreciation Lunch.
- Hosted various employee appreciation events (ice cream socials, sno-cones, lunches, breakfasts, etc.) throughout the year.
- Assisted departments in recruiting efforts.

Objectives for FY 2015

- To ensure the employees have the skills, knowledge, and abilities to perform their job efficiently, effectively and ethically for the city's citizens. This includes training, development, and education to promote individual success and increase overall value to The City of Tomball.
- Retention of valuable employees.
- Expand our efforts to ensure recruitment of the most qualified individuals.
- To create a performance appraisal atmosphere where supervisors and employees work together to set goals for future performance and employee career plans.
- Coordinate wellness testing and flu shots.
- Complete the modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Provide and promote a safe and healthful working environment.

Goals for FY 2015

- Coordinate comprehensive medical screenings for all employees to ensure overall health.
- Provide flu shots for all employees to ensure good health.
- Continue hosting employee events to show our appreciation for their efforts.
- Host a financials seminar for employees to include TMRS, ICMA and Social Security.
- List job postings on the same day they become available at least 95% of the time to ensure a timely recruitment process.
- Plan, coordinate and host the 2nd annual Sherine's Stride for Breast Cancer Awareness 5K run/walk. The goal is to spread the message to the community of what resources are available in our town to aid in breast cancer prevention and treatment. It is also an opportunity to honor another member of the City family who lost her battle and all the brave warriors who are/were affected by this disease.

Major Budget Items

- Other Services (\$58,000)
- Training (\$23,950)

**CITY OF TOMBALL
 115 - GENERAL - HUMAN RESOURCES DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	244,757	394,748	392,535	452,999	-	-	452,999
Supplies	15,797	17,550	20,550	18,550	-	-	18,550
Maintenance	-	-	-	2,000	-	-	2,000
Services and charges	57,036	132,732	127,282	107,732	-	-	107,732
Total Operating Expenditures	317,590	545,030	540,367	581,281	-	-	581,281
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	317,590	545,030	540,367	581,281	-	-	581,281

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
HR Director	1.00	1.00	1.00	1.00	1.00
HR Generalist	1.00	1.50	2.00	2.00	2.00
Total	2.00	2.50	3.00	3.00	3.00

CITY OF TOMBALL
115 - GENERAL - HUMAN RESOURCES
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY 2014 Projections	FY2015 Base	Recurring	Non- Recurring	FY2015 Adopted Budget
6001	Salaries - Administrative	91,293	104,656	98,965	107,786	-	-	107,786
6003	Wages - Full Time	84,516	98,079	94,239	105,248	-	-	105,248
6004	Wages - Part Time	0	-	27,000	-	-	-	-
6005	Wages - Overtime	1,163	5,150	5,150	5,000	-	-	5,000
6009	Wages - Other	9,420	-	4,427	-	-	-	-
6011	Vacation Pay	11,650	1,811	5,646	-	-	-	-
6012	Sick Pay	2,958	2,414	2,482	3,277	-	-	3,277
6013	Emergency Pay	440	-	-	-	-	-	-
6014	Retirement Payouts	0	106,528	106,528	142,715	-	-	142,715
6019	Miscellaneous Pay	1,145	31,340	1,340	31,520	-	-	31,520
6021	Social Security & Medicare Taxes	14,724	16,391	18,035	17,105	-	-	17,105
6022	TMRS Retirement - Employer	27,191	27,254	27,183	30,024	-	-	30,024
6025	Worker Compensation Insurance	231	315	298	324	-	-	324
6026	State Unemployment Taxes	27	810	1,242	10,000	-	-	10,000
	TOTAL PERSONNEL SERVICES	244,757	394,748	392,535	452,999	-	-	452,999
6101	Office Supplies	6,210	6,000	6,000	6,000	-	-	6,000
6102	Educational Supplies	169	1,500	1,500	1,500	-	-	1,500
6105	Food Supplies	2,636	2,500	2,500	2,500	-	-	2,500
6107	Clothing and Uniforms	291	300	300	300	-	-	300
6108	Fuel, Oil and Lubricants		-		1,000	-	-	1,000
6109	Postage	23	250	250	250	-	-	250
6119	Other Supplies	6,468	7,000	7,000	7,000	-	-	7,000
6130	Furniture <\$20,000			3,000	-			
	TOTAL SUPPLIES	15,797	17,550	20,550	18,550	-	-	18,550
6205	Vehicle Maintenance				2,000			2,000
	TOTAL MAINTENANCE		-	-	2,000	-	-	2,000
6304	Professional Services-Other	0	30,000	30,000	5,000	-	-	5,000
6312	Communications Services	768	768	768	768	-	-	768
6329	Other Services	32,584	58,000	58,000	58,000	-	-	58,000
6332	Travel and Meals	108	5,800	4,300	5,800	-	-	5,800
6333	Dues and Subscriptions	1,338	1,714	1,714	1,714	-	-	1,714
6335	Advertising Cost	1,833	3,000	3,000	3,000	-	-	3,000
6337	Training	11,535	23,950	20,000	23,950	-	-	23,950
6398	Banquets,Dedications & Receptions	8,870	9,500	9,500	9,500	-	-	9,500
	TOTAL SERVICES AND CHARGES	57,036	132,732	127,282	107,732	-	-	107,732
115	Total Department Expenditures	317,590	545,030	540,367	581,281	-	-	581,281

Finance

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

FY 2014 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the sixth consecutive year.
- Received the Certificate of Achievement for excellence in Financial Reporting for the 9/30/2013 Comprehensive Annual Financial Report. This was the 24th consecutive year that the City has received this award,
- Received the Transparency Award from the Texas State Comptroller's office for the third consecutive year. This was the first year to receive the Platinum award.
- Monthly financials were delivered to staff by in a timely manner.

Objectives for FY 2015

- Deliver an approved Purchase Order to the vendor within 2 days of receiving a completed requisition 90% of the time.
- Provide monthly financial statements and capital project reports to departments in a timely manner. Mail accounts payable checks out each Thursday 100% of the time.
- Establish an internal audit process for procurement cards; fuel usage; inventories; issue compliance reports to Administration.

Goals for FY 2015

- Continue to provide other departments with accurate and timely reports.
- Continue to prepare and distribute vendor checks in a timely and accurate manner each week.
- Minimize account coding errors on invoices through education and guidance.
- Complete a series of internal audits on areas with a potential risk of lost revenues, including the adoption of a policy to prevent the occurrence of fraudulent vendors.
- Adoption of a formal Fraud Policy by City Council
- Continue to improve the level of customer service provided to both internal and external customers.

Major Budget Items:

- Audit Costs (\$67,765)
- Bank Service Charges (\$20,000)
- Credit Card Processing Fees (\$75,000)
- Harris County Appraisal District (\$55,000)

**CITY OF TOMBALL
 116 - GENERAL - FINANCE DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	342,116	363,084	342,068	363,884	-	-	363,884
Supplies	2,616	4,550	4,230	4,250	-	-	4,250
Maintenance	350	350	350	350	-	-	350
Services and charges	200,752	174,809	239,083	243,483	-	-	243,483
Total Operating Expenditures	545,834	542,793	585,731	611,967	-	-	611,967
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	545,834	542,793	585,731	611,967	-	-	611,967

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Finance Director	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00	0.00
Accounts Payable Clerk	1.00	1.00	1.00	1.00	0.00
Accounting Assistant	0.00	0.00	0.00	0.00	2.00
Total	5.00	5.00	5.00	5.00	5.00

CITY OF TOMBALL
116 - GENERAL - FINANCE
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY 2014	FY2015	Recurring	Non-	FY2015
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	176,323	207,896	200,758	218,837	-	-	218,837
6003	Wages - Full Time	61,849	83,254	62,516	76,877	-	-	76,877
6005	Wages - Overtime	1,995	1,545	1,545	1,500	-	-	1,500
6009	Wages - Other	12,250	-	5,399	-	-	-	-
6011	Vacation Pay	14,709	2,475	4,357	-	-	-	-
6012	Sick Pay	13,070	2,540	7,416	1,694	-	-	1,694
6013	Emergency Pay	-	-	-	-	-	-	-
6019	Miscellaneous Pay	2,040	1,945	720	1,050	-	-	1,050
6021	Social Security & Medicare Taxes	21,549	23,117	21,673	23,006	-	-	23,006
6022	TMRS Retirement - Employer	37,901	38,437	36,128	40,380	-	-	40,380
6025	Worker Compensation Insurance	385	525	497	540	-	-	540
6026	State Unemployment Taxes	45	1,350	1,059	-	-	-	-
6030	Employee Tuition Reimbursement	-	-	-	-	-	-	-
	TOTAL PERSONNEL SERVICES	342,116	363,084	342,068	363,884	-	-	363,884
6101	Office Supplies	1,885	3,500	3,500	3,500	-	-	3,500
6102	Educational Supplies	477	750	500	500	-	-	500
6105	Food Supplies	170	150	150	150	-	-	150
6109	Postage	84	150	80	100	-	-	100
6119	Other Supplies	-	-	-	-	-	-	-
	TOTAL SUPPLIES	2,616	4,550	4,230	4,250	-	-	4,250
6204	Other Equipment Maintenance	350	350	350	350	-	-	350
	TOTAL MAINTENANCE	350	350	350	350	-	-	350
6301	Professional Services-Audit & Acct.	72,818	52,000	75,000	67,765	-	-	67,765
6304	Professional Services-Other	8,487	8,650	9,100	10,000	-	-	10,000
6312	Communications Services	768	769	768	768	-	-	768
6316	Printing and Binding	2,975	2,975	2,975	1,500	-	-	1,500
6317	Appraisal Services - Harris County	36,869	39,000	50,000	55,000	-	-	55,000
6329	Other Services	2,006	1,990	1,990	2,000	-	-	2,000
6332	Travel and Meals	2,763	3,000	3,000	3,700	-	-	3,700
6333	Dues and Subscriptions	1,946	1,500	2,000	2,000	-	-	2,000
6335	Advertising Cost	797	925	750	750	-	-	750
6337	Training	575	5,000	2,500	5,000	-	-	5,000
6397	Credit Card Processing Fee	51,665	42,000	75,000	75,000	-	-	75,000
6399	Services Charges	19,083	17,000	16,000	20,000	-	-	20,000
	TOTAL SERVICES AND CHARGES	200,752	174,809	239,083	243,483	-	-	243,483
116	Total Department Expenditures	545,834	542,793	585,731	611,967	-	-	611,967

Information Systems

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Implementation of new City wide phone system
- Setup of new Fax Server
- Replace network switches with 1GB capable devices to increase network performance and prepare for phone system
- Replace failing projector in the Community Center
- Upgrade 911 Computer Aided Dispatch (CAD) system
- Upgrade Police records management system (RMS)
- Upgrade our Fire House records management system
- Built documentation for servers and IT processes
- Clean and organize IT server rooms to make an organized environment to run our City electronics in
- Work with Geographical Information Systems (GIS) contractor to add in as built construction documentation into the City GIS system
- Assist with the implementation of new IP radio system for Police and Fire departments
- Installed and setup new AD-Que system for Police department
- Setup offsite backups
- Implement advanced authentication for the 2 motorcycle MDT's to maintain CJIS accreditation
- Work with Texas DPS to complete CJIS audit

Objectives for FY 2015

- Replace aging server and file shares for the Fire Department
- Upgrade our current virtual server environment to provide more capacity for our growing need of servers
- Use our new GPS equipment to mark City assets such as water lines and gas lines with more detail in our Geographical Information System
- Review City expenses for phone lines and circuits
- Continue to improve the Police Departments Intranet site by working with programmers to upgrade and redesign the site to utilize new features.

Goals for FY 2015

- Proactively assist departments with IT related budget planning.
- Evaluate and implement required training certifications for IT staff
- Setup proactive monitors for more IT infrastructure systems

Major Budget Items

- Computer Software Service (\$213,607)
- Professional Service – Other (\$77,700)
- Communication Services (\$54,000)

CITY OF TOMBALL
 117 - GENERAL - INFORMATION SYSTEMS
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	224,957	238,715	236,972	247,935	-	-	247,935
Supplies	103,956	55,321	52,735	32,000	-	-	32,000
Maintenance	4,778	8,700	7,200	8,700	-	-	8,700
Services and charges	328,722	259,179	253,680	255,057	4,650	103,600	363,307
Total Operating Expenditures	662,413	561,915	550,587	543,692	4,650	103,600	651,942
Capital Outlay	-	95,000	95,000	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	662,413	656,915	645,587	543,692	4,650	103,600	651,942

Supplemental Programs	Recurring	Non-Recur.
GIS User License	\$ 500	\$ 3,500
VMWare Virtual Desktop - Version 5.5	\$ 550	\$ 9,300
Fire Department Domain Controller Server	\$ -	\$ 6,200
Community Development Software	\$ 5,000	\$ 25,000
Laptop/Tablet with Wi-Fi Card	\$ 1,000	\$ 1,500
Computer & Printer/Scanner	\$ -	\$ 2,000
Audio Visual Proposal	\$ -	\$ 12,600
Budget Management Software	\$ -	\$ 10,000
Mobile Data Terminals (MDTs)	\$ -	\$ 16,500
Heavy Duty Modems for Fire Trucks	\$ -	\$ 9,500
Mapping & Response Software	\$ (2,400)	\$ 7,500

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
IT Manager	0.00	1.00	1.00	1.00	1.00
IT Support Tech, Senior	0.00	0.00	0.00	0.00	1.00
IT Specialist	0.00	0.00	1.00	1.00	1.00
GIS Technician	0.00	0.00	1.00	1.00	0.00
Total	0.00	1.00	3.00	3.00	3.00

CITY OF TOMBALL
117 - GENERAL - INFORMATION SYSTEMS
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY 2014	FY2015	Recurring	Non-	FY2015
		Actual	Budget	Projections	Base		Recurring	Adopted
6001	Salaries - Administrative	128,264	189,557	179,421	197,662	-	-	197,662
6003	Wages - Full Time	36,910	-	636	-	-	-	-
6005	Wages - Overtime	2,489	-	126	-	-	-	-
6009	Wages - Other	8,297	-	4,093	-	-	-	-
6011	Vacation Pay	5,896	2,203	5,986	-	-	-	-
6012	Sick Pay	1,314	2,201	2,201	3,041	-	-	3,041
6013	Emergency Pay	628	-	-	-	-	-	-
6019	Miscellaneous Pay	715	895	895	1,075	-	-	1,075
6021	Social Security & Medicare Taxes	14,519	16,049	15,718	16,391	-	-	16,391
6022	TMRS Retirement - Employer	25,667	26,685	26,239	28,770	-	-	28,770
6025	Worker Compensation Insurance	231	315	1,036	996	-	-	996
6026	State Unemployment Taxes	27	810	621	-	-	-	-
	TOTAL PERSONNEL SERVICES	224,957	238,715	236,972	247,935	-	-	247,935
6101	Office Supplies	31,386	27,000	27,000	32,000	-	-	32,000
6103	Computer Equipment <\$20,000	68,642	25,771	23,000	-	-	-	-
6106	Materials and Parts	2,589	-	-	-	-	-	-
6109	Postage	-	50	50	-	-	-	-
6119	Other Supplies	289	-	-	-	-	-	-
6130	Furniture <\$20,000	1,050	2,500	2,685	-	-	-	-
	TOTAL SUPPLIES	103,956	55,321	52,735	32,000	-	-	32,000
6201	Office Equipment Maintenance	4,778	7,500	6,000	7,500	-	-	7,500
6202	Computer Equipment Maintenance	-	1,200	1,200	1,200	-	-	1,200
	TOTAL MAINTENANCE	4,778	8,700	7,200	8,700	-	-	8,700
6304	Professional Services-Other	174,050	83,500	81,000	77,700	-	-	77,700
6312	Communication Services	76,836	52,080	52,080	54,000	-	-	54,000
6320	Computer Software Service	67,875	105,599	105,000	105,357	4,650	103,600	213,607
6332	Travel and Meals	3,208	1,000	1,000	1,000	-	-	1,000
6333	Dues and Subscriptions	1,827	1,400	1,000	1,400	-	-	1,400
6334	Automobile Allowances	4,800	9,600	9,600	9,600	-	-	9,600
6337	Training	126	6,000	4,000	6,000	-	-	6,000
	TOTAL SERVICES AND CHARGES	328,722	259,179	253,680	255,057	4,650	103,600	363,307
6402	Computer Equipment		95,000	95,000		-	-	-
	TOTAL CAPITAL OUTLAY		95,000	95,000	-	-	-	-
117	Total Department Expenditures	662,413	656,915	645,587	543,692	4,650	103,600	651,942

Legal Department

DEPARTMENT MISSION

The legal department provides counsel and advice to the Mayor, City Council, and all departments of the City of Tomball.

The City Attorney represents the City in litigation and is responsible for drafting and preparing contracts, resolutions, and ordinances.

The City Attorney attends City Council, Planning and Zoning Commission, Board of Adjustment, and other meetings as requested.

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Provided legal assistance in completing the Charter Review process.

Objectives for FY 2015

- Provide the Mayor, City Council and the City of Tomball with accurate, knowledgeable legal advice on matters of concern.
- Draft and prepare legal documents as the need arises.
- Represent the City in litigation and/or negotiations as requested.

Major Budget Items

- Olson & Olson, City's Attorney (\$142,000)

CITY OF TOMBALL
 118 - GENERAL - LEGAL
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base	Recurring	Non-Recur.	FY2015 Adopted Budget
Personnel services	-	-	-	-	-	-	-
Supplies	-	2,000	2,000	2,000	-	-	2,000
Maintenance	-	-	-	-	-	-	-
Services and charges	166,197	150,000	120,000	140,000	-	-	140,000
Total Operating Expenditures	166,197	152,000	122,000	142,000	-	-	142,000
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	166,197	152,000	122,000	142,000	-	-	142,000

Supplemental Programs Recurring Non-Recur.
 None

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

CITY OF TOMBALL
 118 - GENERAL - LEGAL
 2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY 2014 Projections	FY2015			FY2015
					Base	Recurring	Non- Recurring	Adopted Budget
6102	Educational Supplies	-	2,000	2,000	2,000	-	-	2,000
	TOTAL SUPPLIES		2,000	2,000	2,000	-	-	2,000
6303	Professional Services-Legal	165,447	150,000	120,000	140,000	-	-	140,000
6304	Professional Services-Other	750	-	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	166,197	150,000	120,000	140,000	-	-	140,000
118	Total Department Expenditures	166,197	152,000	122,000	142,000	-	-	142,000

CITY OF TOMBALL
 119 - GENERAL - NONDEPARTMENTAL
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Supplies	18,820	16,000	21,000	19,000	-	-	19,000
Maintenance	-	-	-	-	-	-	-
Services and charges	588,941	388,340	493,227	418,500	-	-	418,500
Total Operating Expenditures	607,760	404,340	514,227	437,500	-	-	437,500
Capital Outlay	147,227	-	2,000	-	-	-	-
Transfers	1,535,709	1,611,750	1,611,750	1,915,536	-	-	1,915,536
Debt/Fleet Services	-	200,000	200,000	-	-	-	-
Total Expenditures	2,290,696	2,216,090	2,327,977	2,353,036	-	-	2,353,036

Supplemental Programs Recurring Non-Recur.
 None

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

CITY OF TOMBALL
119 - GENERAL - NONDEPARTMENTAL
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Non-		FY2015
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6101	Office Supplies	7,881	6,500	9,000	6,500	-	-	6,500
6105	Food Supplies	42	-	-	-	-	-	-
6109	Postage	10,897	9,500	12,000	12,500	-	-	12,500
	TOTAL SUPPLIES	18,820	16,000	21,000	19,000	-	-	19,000
6201	Office Equipment Maintenance	-	-	-	-	-	-	-
	TOTAL MAINTENANCE	-	-	-	-	-	-	-
6304	Professional Services- Other	80	600	-	-	-	-	-
6327	Garbage Services	135	-	-	-	-	-	-
6329	Other Services	52,533	50,000	50,000	41,000	-	-	41,000
6330	Property and Liability Insurance	234,515	225,000	216,000	235,000	-	-	235,000
6336	Equipment Rentals	34,313	31,500	40,000	42,500	-	-	42,500
6346	Economic Dev. Agreement	267,365	81,000	187,227	100,000	-	-	100,000
6399	Services Charges	-	240	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	588,941	388,340	493,227	418,500	-	-	418,500
6406	Land and Buildings	147,227	-	2,000	-	-	-	-
	TOTAL CAPITAL OUTLAY	147,227	-	2,000	-	-	-	-
6691	Transfer Out	-	10,000	10,000	20,000	-	-	20,000
6692	Transfer to Emp. Benefits Trust Fund	1,535,709	1,601,750	1,601,750	1,895,536	-	-	1,895,536
	TOTAL TRANSFERS	1,535,709	1,611,750	1,611,750	1,915,536	-	-	1,915,536
6998	Transfer to Fleet Replacement	-	200,000	200,000	-	-	-	-
	TOTAL TRANSFERS	-	200,000	200,000	-	-	-	3,831,072
119	Total Department Expenditures	2,290,697	2,216,090	2,327,977	2,353,036	-	-	4,268,572

Police Department



DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

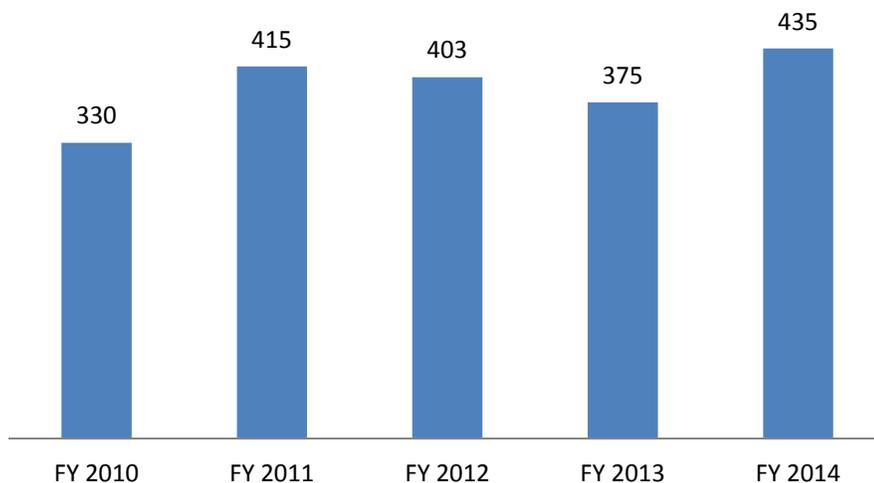
- Northwest EMS dispatch operations were incorporated into our newly upgraded/remodeled dispatch center. This has resulted in total unification of all public safety dispatch operations within the City of Tomball. It has also resulted in budgetary savings for both the City and NWEMS, due to reduced overtime for coverage issues. Police station upgrades included new carpeting throughout (not done since the station was built), and also the addition of an internal (roll call room and detective squad room) / external (station lobby) video display systems that delivers current events, information, officer safety, and training information to employees and the public.
- Overall Uniform Crime Report (UCR) clearance rate or “solve rate,” is 50 percent. This is nearly three times higher than the national average.
- Sick time usage decreased this year, which represents a six-year decrease of more than 20 percent.
- Response time averaged 4:34 minutes for all calls for service.
- A specialized Crime Scene Investigations Unit response vehicle was purchased, outfitted, and deployed. This has resulted in more timely and comprehensive crime scene investigations.
- Specialized training has been offered in a variety of areas including:
 - Quarterly firearms/tactics training
 - Leadership training for supervisors
 - Department-wide customer service training
 - Department-wide interpersonal communications training
 - Press Information Officer training
 - Crime Scene Investigation training
 - Monthly training for Strategic Response Team members (tactical and crisis negotiators).
 - Student Resource Officer training
 - Canine Operations
- Minimum staffing levels have been maintained throughout the year in patrol, communications, and detectives.
- Traffic and pedestrian safety efforts during special community events have been enhanced through the addition of new Segway transport vehicles within the department.

- Various community interest groups were formed and/or increased to enhance communication among like business sectors. These include Apartment Managers Group, Hotel-Motel Managers Group, and Financial Institution Managers Group. These groups have been instrumental in helping solve crimes due to the efficient assistance of critical and time sensitive information.
- Annual Department inspection was held as a means of showcasing the proud professionals of the TPD to members of the public, as well as local dignitaries. This was a major endeavor made possible thanks the positive relationships maintained with our surrounding area public safety partners who managed patrol and dispatch operations during the inspection.
- Air Support Unit continues to work in partnership with the US DOJ and the Harris County Sheriff's Office. There have been over 400 hours of mission flights which have significantly enhanced officer/community safety; provided assistance to incident commanders during major unusual occurrences; and aided in our national security efforts by flying numerous critical infrastructure missions over the City of Tomball, Northwest Harris County, and the Houston Ship Channel.

Objectives for FY 2015

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

Motor Vehicle Colisions



Goals for FY 2015

- Reduce violent crime by 5% and property crime by 10% through the effective deployment of resources, and the implementation of crime prevention initiatives, while ensuring that crime is not being under reported.
- Reduce the number of traffic collisions by 5% utilizing an approach that focuses on education, enforcement, and engineering.
- Implement cooperative investigative strategies to maintain UCR clearance rate at or above 50%.
- Increase membership in Explorer Post as a means of enhancing leadership outreach to the youth of our community.
- Increase specialized enforcement efforts in the areas such as vice and narcotics, through the utilization of target specific undercover/ sting operations.
- Complete SharePoint collaboration software upgrade to enhance communications and maximize efficiency Department-wide.
- Provide air support coverage of 400 flight hours as a means of enhancing officer and community safety.

Average Response Time (All Calls - In Minutes)



Major Budget Items

- Personnel Services (\$4,657,928)
- Fuel (\$156,000)
- Materials and Parts (\$63,000)
- Computer Software Services (\$75,000)
- Training (\$42,000)
- Radio Equipment Maintenance (\$30,000)



**CITY OF TOMBALL
121 - GENERAL FUND - POLICE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	4,113,471	4,419,133	4,286,031	4,657,928	-	-	4,657,928
Supplies	293,850	295,500	288,530	297,500	-	2,000	299,500
Maintenance	92,323	89,500	195,500	86,500	-	-	86,500
Services and charges	212,012	213,019	197,000	237,500	-	2,000	239,500
Total Operating Expenditures	4,711,656	5,017,152	4,967,061	5,279,428	-	4,000	5,283,428
Capital Outlay	-	-	-	-	-	-	-
Transfers	90,000	268,700	268,700	248,718	-	-	248,718
Total Expenditures	4,801,656	5,285,852	5,235,761	5,528,146	-	4,000	5,532,146

Supplemental Programs	Recurring	Non-Recur.
Police Record Specialist	\$ 64,524	\$ 4,000

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Police Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	3.00
Detective	1.00	1.00	1.00	1.00	1.00
Sergeant	6.00	7.00	7.00	7.00	7.00
Corporal	1.00	4.00	4.00	4.00	4.00
Police Officer	28.00	24.00	24.00	24.00	27.00
Public Service Officer	2.00	3.00	3.00	3.00	3.00
IT Support Specialist	1.00	1.00	0.00	0.00	0.00
Records Clerk	3.00	3.00	3.00	3.00	2.00
Dispatcher	9.00	10.00	10.00	10.50	9.50
SR. Administrative Asst.	1.00	1.00	1.00	1.00	1.00
Police Bailiff/Warrant Officer	0.00	2.00	2.00	2.00	0.00
Subtotal	56.00	60.00	59.00	59.50	58.50
Police Reserves	25.00	25.00	25.00	25.00	26.00
Total	81.00	85.00	84.00	84.50	84.50

**CITY OF TOMBALL
121 - GENERAL - POLICE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

							FY2015	
ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	346,291	387,989	355,486	394,826	-	-	394,826
6003	Wages - Full Time	2,256,413	2,779,378	2,546,244	2,952,102	-	-	2,952,102
6004	Wages - Part Time	57,637	63,790	63,790	68,630	-	-	68,630
6005	Wages - Overtime	330,396	305,732	305,821	324,731	-	-	324,731
6009	Wages - Other	135,758	-	77,983	-	-	-	-
6011	Vacation Pay	155,106	24,100	80,096	-	-	-	-
6012	Sick Pay	64,186	30,525	43,545	30,170	-	-	30,170
6013	Emergency Pay	1,316	-	1,989	-	-	-	-
6019	Miscellaneous Pay	26,540	28,565	28,550	30,225	-	-	30,225
6021	Social Security & Medicare Taxes	249,655	278,068	265,799	291,895	-	-	291,895
6022	TMRS Retirement - Employer	443,791	449,457	440,823	503,253	-	-	503,253
6025	Worker Compensation Insurance	36,983	50,519	59,253	56,561	-	-	56,561
6026	State Unemployment Taxes	1,406	17,010	12,652	-	-	-	-
6030	Employee Tuition Reimbursement	7,993	4,000	4,000	5,535	-	-	5,535
TOTAL PERSONNEL SERVICES		4,113,471	4,419,133	4,286,031	4,657,928	-	-	4,657,928
6101	Office Supplies	17,574	20,000	20,000	21,000	-	-	21,000
6102	Educational Supplies	351	2,000	2,000	2,000	-	-	2,000
6103	Computer Equipment < \$ 20,000	-	-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	591	500	500	500	-	-	500
6105	Food Supplies	4,616	5,000	5,000	5,000	-	-	5,000
6106	Materials and Parts	72,781	70,000	60,000	63,000	-	-	63,000
6107	Clothing and Uniforms	42,442	40,000	40,000	45,000	-	2,000	47,000
6108	Fuel, Oil and Lubricants	149,595	152,000	152,000	156,000	-	-	156,000
6109	Postage	714	3,000	1,500	2,000	-	-	2,000
6119	Other Supplies	5,186	3,000	7,530	3,000	-	-	3,000
TOTAL SUPPLIES		293,850	295,500	288,530	297,500	-	2,000	299,500
6201	Office Equipment Maintenance	223	1,500	1,500	1,500	-	-	1,500
6203	Radio Equipment Maintenance	28,561	25,000	150,000	30,000	-	-	30,000
6204	Other Equipment Maintenance	20,621	28,000	14,000	20,000	-	-	20,000
6205	Vehicle Maintenance	41,983	35,000	30,000	35,000	-	-	35,000
6206	Building Maintenance	935	-	-	-	-	-	-
TOTAL MAINTENANCE		92,323	89,500	195,500	86,500	-	-	86,500
6303	Professional Services-Legal	-	-	-	-	-	-	-
6304	Professional Services-Other	10,072	10,000	5,000	5,000	-	-	5,000
6312	Telephone Services	35,192	25,000	30,000	35,000	-	-	35,000
6316	Printing and Binding	819	4,000	3,000	3,000	-	-	3,000
6318	Harris County Animal Control Serv.	24,000	27,000	24,000	30,000	-	-	30,000
6320	Computer Software Service	71,585	61,019	60,000	75,000	-	-	75,000
6324	Jail Service Expenditures	6,134	8,000	8,000	10,000	-	-	10,000
6325	Buy Money	4,000	4,000	4,000	4,000	-	-	4,000
6328	Bike Patrol Expenditures	472	1,000	1,000	3,000	-	-	3,000
6329	Other Services	390	2,000	2,000	2,000	-	-	2,000
6332	Travel and Meals	19,111	22,000	18,000	22,000	-	-	22,000
6333	Dues and Subscriptions	5,295	7,000	5,000	6,500	-	-	6,500
6335	Advertising Cost	-	1,000	1,000	1,000	-	-	1,000
6336	Equipment Rentals	420	1,000	1,000	1,000	-	-	1,000

CITY OF TOMBALL
 121 - GENERAL - POLICE DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base	FY2015 Recurring	FY2015	
							Non- Recurring	Adopted Budget
6337	Training	34,522	40,000	35,000	40,000	-	2,000	42,000
	TOTAL SERVICES AND CHARGES	212,012	213,019	197,000	237,500	-	2,000	239,500
6405	Vehicle Equipment	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-
6998	Transfer to Fleet Replacement	90,000	268,700	268,700	248,718	-	-	248,718
	TOTAL TRANSFERS	90,000	268,700	268,700	248,718	-	-	248,718
121	Total Department Expenditures	4,801,656	5,285,852	5,235,761	5,528,146	-	4,000	5,532,146

Municipal Court

DEPARTMENT MISSION

The primary function of the Tomball Municipal Court is to provide a fair, impartial and timely adjudication of all Class ‘C’ criminal charges filed by the Police Department, Fire Marshals, and Code Enforcement Officers. These include charges filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, Education Code, and Tomball Code of Ordinances.

PROGRAM NARRATIVE

Accomplishments for FY 2014

- The Tomball Municipal Court has completed all mandatory educational hours by its entire court staff (clerks, judges, and prosecutor).
- The Tomball Municipal Court has maintained a current Jury Trial Calendar, ensuring no backlog in regards to Jury Trial Request.
- The Tomball Municipal Court implemented numerous Show-Cause Hearing Dockets in order to improve collection of payment plans.
- The Tomball Municipal Court participated in the Annual Warrant Roundup and cleared 668 warrants with a face value of \$81,398.
- The Tomball Municipal Court workload:

	FY 2013	FY 2014
No. of Cases Filed	11330	10467 est.
No. of Warrants Issued	5454	3662 est.
	\$1,025,852.07	\$773,851.40 est.

- Implemented PaperLight System (TYLER INCODE) in order to streamline courtroom procedures; Open cases have been scanned (scanned red(a)-green(i)) and newly filed cases are scanned daily.
- Three (3) Court Clerks have achieved Level 1 Certification through the Texas Court Clerk Certification Program.

Objectives for FY 2015

- Continue to mainstream Surety Bond Forfeiture Program
- Continue efforts to improve the collections of fines.
- Continue training for court personnel through TMCEC and TCIC/NCIC.
- Continue case-flow management improvements.

Goals for FY 2015

- Develop and provide additional online forms to allow more options for the disposition of cases.
- Provide professional, courteous and respectful customer service to internal and external customers.
- Continue to effectively manage court dates in order to maintain the flow of all new and old cases.
- Continue with efforts to increase collections.
- Continue to emphasize training for clerks in juvenile case management and maintaining their respective certifications.
- Continue to scan old/new files for PaperLight system.

Major Budget Items

- Personnel Services (\$361,517)

CITY OF TOMBALL
 122 - GENERAL FUND - MUNICIPAL COURT
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	224,419	239,532	239,690	259,742	-	-	259,742
Supplies	9,280	6,400	6,300	6,600	-	-	6,600
Services and charges	62,871	92,310	90,630	95,175	-	-	95,175
Total Operating Expenditures	296,570	338,242	336,620	361,517	-	-	361,517
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	296,570	338,242	336,620	361,517	-	-	361,517

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Court Administrator	0.00	0.00	0.00	0.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00	0.00
Municipal Court Clerk	1.00	1.00	1.00	1.00	1.00
Assistant Court Clerk	1.00	2.00	2.00	2.00	2.00
Police Bailiff/Warrant Officer	1.00	0.00	0.00	0.00	0.00
Municipal Judge	1.00	0.50	0.50	0.50	0.50
Total	5.00	4.50	4.50	4.50	4.50

**CITY OF TOMBALL
122 - GENERAL - MUNICIPAL COURT
2014-2015 ADOPTED BUDGET WORKSHEET**

							FY2015	
ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2014 Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	47,543	53,768	50,454	60,424	-	-	60,424
6003	Wages - Full Time	84,444	103,178	100,182	114,483	-	-	114,483
6004	Wages - Part Time	33,104	33,325	33,444	34,330	-	-	34,330
6005	Wages - Overtime	3,105	6,180	6,180	6,000	-	-	6,000
6009	Wages - Other	7,048	-	3,529	-	-	-	-
6011	Vacation Pay	7,501	1,107	3,291	-	-	-	-
6012	Sick Pay	5,029	1,476	2,774	930	-	-	930
6013	Emergency Pay	90	-	-	-	-	-	-
6019	Miscellaneous Pay	1,315	1,645	1,645	1,720	-	-	1,720
6021	Social Security & Medicare Taxes	14,001	15,479	15,229	16,668	-	-	16,668
6022	TMRS Retirement - Employer	20,809	21,499	21,369	24,647	-	-	24,647
6025	Worker Compensation Insurance	385	525	558	540	-	-	540
6026	State Unemployment Taxes	45	1,350	1,035	-	-	-	-
	TOTAL PERSONNEL SERVICES	224,419	239,532	239,690	259,742	-	-	259,742
6101	Office Supplies	9,068	6,000	6,000	6,000	-	-	6,000
6102	Educational Supplies	212	400	300	600	-	-	600
6109	Postage	-	-	-	-	-	-	-
	TOTAL SUPPLIES	9,280	6,400	6,300	6,600	-	-	6,600
6303	Professional Services-Legal	56,699	80,000	80,000	76,700	-	-	76,700
6304	Professional Services-Other	-	-	-	3,000	-	-	3,000
6312	Communication Services	-	-	-	-	-	-	-
6316	Printing and Binding	933	1,500	1,500	2,000	-	-	2,000
6329	Other Services	880	2,500	1,500	2,100	-	-	2,100
6332	Travel and Meals	1,235	4,680	4,000	4,820	-	-	4,820
6333	Dues and Subscriptions	1,210	1,310	1,310	2,055	-	-	2,055
6337	Training	1,915	2,320	2,320	4,500	-	-	4,500
	TOTAL SERVICES AND CHARGES	62,871	92,310	90,630	95,175	-	-	95,175
122	Total Department Expenditures	296,569	338,242	336,620	361,517	-	-	361,517

TOMBALL COMMUNITY CENTER

DEPARTMENT MISSION

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

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

Bus Trips in 2015

The bus trip program, both City and Precinct 4, is being re-evaluated. Staff has met with Precinct 4 representatives and will be considering a wider array of travel activities than ever before, including night-time trips, Forums and more popular day-trips.

PROGRAM NARRATIVE

Accomplishments for FY2014

- Hired a new Community City Manager and part-time employee
- Added several new programs, including thread crocheting, beginning bridge, and more
- Updated equipment
- Added more craft activities
- Added several new volunteer instructors
- Develop a Community Center specific monthly e-newsletter
- Rearranged the structure of the Center physically, through activities and staff-wise
- Revised the Community Center's brochure with new photos and information
- Revised the Community Center monthly calendar of events to make it more user-friendly

Objective FY 2015

- Increase rental revenue by 100%
- Create new programs for all ages while maintaining current successful ones

Goals for FY2015

- Re-write the Community Center Policy handbook
- Increase revenue by 100%
- Add new programs for a wider range of ages and interests
- Utilize space more effectively
- Market the Center more effectively to the local community
- Increase participants by 25% in all age groups
- Continue upgrading the Center's audio visual capabilities for use by rental groups
- Do better follow up of potential renters after the initial contact and create a lead file
- Continue making upgrades and improvements to the Center's page at tomballtx.gov
- Document more events and activities for on-site photo book and e-photo file
- Create a tournament program, i.e. Bridge Tournament, to draw visitors to Tomball

Major Budget Items

- None

CITY OF TOMBALL
 131 - GENERAL FUND - COMMUNITY CENTER
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	121,142	135,047	133,833	128,031	-	-	128,031
Supplies	7,622	6,515	3,850	6,273	-	-	6,273
Maintenance	411	1,000	600	900	-	-	900
Services and charges	1,074	1,285	440	2,785	-	-	2,785
Total Operating Expenditures	130,249	143,847	138,723	137,989	-	-	137,989
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	25,300	25,300	-	-	-	-
Total Expenditures	130,249	169,147	164,023	137,989	-	-	137,989

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Manager	1.00	1.00	1.00	1.00	1.00
Assistant	1.00	1.00	1.00	1.00	1.00
Attendants-Part Time	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00

CITY OF TOMBALL
131 - GENERAL - COMMUNITY CENTER
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	FY2015		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	43,910	53,817	50,168	46,696	-	-	46,696
6003	Wages - Full Time	29,043	34,000	31,922	35,256	-	-	35,256
6004	Wages - Part Time	11,597	21,425	21,425	22,714	-	-	22,714
6005	Wages - Overtime	2,665	1,030	1,030	1,000	-	-	1,000
6009	Wages - Other	4,090	-	2,434	-	-	-	-
6011	Vacation Pay	6,255	1,013	2,180	-	-	-	-
6012	Sick Pay	2,619	523	1,956	718	-	-	718
6013	Emergency Pay	-	-	-	-	-	-	-
6019	Miscellaneous Pay	1,370	1,490	1,490	1,610	-	-	1,610
6021	Social Security & Medicare Taxes	7,350	8,671	8,455	8,262	-	-	8,262
6022	TMRS Retirement - Employer	11,986	11,692	11,633	11,451	-	-	11,451
6025	Worker Compensation Insurance	224	306	298	324	-	-	324
6026	State Unemployment Taxes	34	1,080	842	-	-	-	-
	TOTAL PERSONNEL SERVICES	121,142	135,047	133,833	128,031	-	-	128,031
6101	Office Supplies	565	629	500	663	-	-	663
6104	Janitorial & Cleaning Supplies	38	105	50	100	-	-	100
6105	Food Supplies	3,037	3,912	2,000	3,700	-	-	3,700
6106	Materials and Parts	-	16	-	10	-	-	10
6108	Fuel, Oil and Lubricants	903	700	500	700	-	-	700
6109	Postage	18	-	-	-	-	-	-
6119	Other Supplies	1,394	1,153	800	1,100	-	-	1,100
6130	Furniture < \$20,000	1,667	-	-	-	-	-	-
	TOTAL SUPPLIES	7,622	6,515	3,850	6,273	-	-	6,273
6204	Other Equipment Maintenance	160	200	100	200	-	-	200
6205	Vehicle Maintenance	125	800	500	700	-	-	700
6206	Building Maintenance	126	-	-	-	-	-	-
	TOTAL MAINTENANCE	411	1,000	600	900	-	-	900
6329	Other Services	690	910	-	-	-	-	-
6332	Travel and Meals	346	150	60	150	-	-	150
6335	Advertising Cost	-	200	200	2,500	-	-	2,500
6362	Permits and Licenses	38	25	180	135	-	-	135
6398	Banquets, Dedications & Receptions	-	-	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	1,074	1,285	440	2,785	-	-	2,785
6998	Transfer to Fleet Replacement		25,300	25,300	-	-	-	-
	TOTAL TRANSFERS	-	25,300	25,300	-	-	-	-
131	Total Department Expenditures	130,249	169,147	164,023	137,989	-	-	137,989

Fire Marshal

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Developed comprehensive fee schedule.
- Updated City website with construction standards, safety material and complaint submission form.
- Provided Hands-On / Live Fire, fire extinguisher training for 150 employees of various businesses.
- Updated City fire codes, through ordinance, to the International Fire Code version 2012 and related national standards
- Replaced ballistic vests with current technology and style.

Objectives for FY 2015

- Fill the existing fulltime position of Assistant Fire Marshal.
- Convert to electronic citations from paper format
- Mentor Fire Department employees that are certified as fire inspectors under the Texas Commission on Fire Protection
- Continue to move forward with “paperless” inspections and other processes to enhance proficiency.
- Continue to seek and improve efficiency and productivity through new polices and processes.
- Continuously update City Fire codes and Ordinances.
- Develop performance expectations for the inspection processes
- Initiate pilot Knox Box Program in residences of physically challenged community members

Major Budget Items

- None

CITY OF TOMBALL
 141 - GENERAL FUND - FIRE MARSHAL
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	141,652	174,067	139,169	166,287	-	-	166,287
Supplies	19,889	32,465	27,306	46,980	-	-	46,980
Maintenance	1,953	9,820	10,400	10,620	-	-	10,620
Services and charges	12,503	21,930	14,060	22,810	-	-	22,810
Total Operating Expenditures	175,997	238,282	190,935	246,697	-	-	246,697
Capital Outlay	-	40,000	41,000	6,500	-	-	6,500
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	29,522	-	-	29,522
Total Expenditures	175,997	278,282	231,935	282,719	-	-	282,719

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Fire Marshal	1.00	1.00	1.00	1.00	1.00
Assistant Fire Marshal	0.00	0.00	0.00	0.00	1.00
Fire Inspector	1.00	1.00	1.00	1.00	0.00
Part-Time Deputy Fire Marshal	0.00	0.00	0.00	0.50	0.50
Total	2.00	2.00	2.00	2.50	2.50

**CITY OF TOMBALL
141 - GENERAL - FIRE MARSHAL
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	FY2015		
		Actual	Budget	Projections	Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	-	-	-	66,934			66,934
6003	Wages - Full Time	91,016	114,276	88,453	50,003	-	-	50,003
6004	Wages - Part Time	-	14,997	10,920	14,560	-	-	14,560
6005	Wages - Overtime	8,265	10,815	10,815	5,500	-	-	5,500
6009	Wages - Other	5,127	-	1,899	-	-	-	-
6011	Vacation Pay	7,996	1,319	1,522	-	-	-	-
6012	Sick Pay	2,838	808	801	-	-	-	-
6013	Emergency Pay	692	-	-	-	-	-	-
6019	Miscellaneous Pay	600	720	435	495	-	-	495
6021	Social Security & Medicare Taxes	8,798	10,936	8,746	10,577	-	-	10,577
6022	TMRS Retirement - Employer	15,597	18,184	13,258	16,543	-	-	16,543
6025	Worker Compensation Insurance	705	1,202	1,699	1,675	-	-	1,675
6026	State Unemployment Taxes	18	810	621	-	-	-	-
TOTAL PERSONNEL SERVICES		141,652	174,067	139,169	166,287	-	-	166,287
6101	Office Supplies	2,348	1,965	1,800	2,000	-	-	2,000
6102	Educational Supplies	1,581	5,300	6,100	11,680	-	-	11,680
6103	Computer Supplies	-	1,800	-	-	-	-	-
6105	Food Supplies	198	400	150	400	-	-	400
6107	Clothing and Uniforms	2,806	4,330	4,256	6,630	-	-	6,630
6108	Fuel, Oil and Lubricants	5,075	8,000	5,200	8,000	-	-	8,000
6109	Postage	-	100	-	100	-	-	100
6119	Other Supplies	7,881	10,570	9,800	13,170	-	-	13,170
6130	Furniture < \$20,000				5,000			5,000
TOTAL SUPPLIES		19,889	32,465	27,306	46,980	-	-	46,980
6203	Radio Equipment Maintenance	-	-	-	-	-	-	-
6204	Other Equipment Maintenance	-	300	300	300	-	-	300
6205	Vehicle Maintenance	1,953	2,020	1,800	3,820	-	-	3,820
6219	Other	-	7,500	8,300	6,500	-	-	6,500
TOTAL MAINTENANCE		1,953	9,820	10,400	10,620	-	-	10,620
6304	Professional Services-Other	-	720	500	300	-	-	300
6312	Telephone Services	912	1,600	1,600	1,600	-	-	1,600
6320	Computer Software Service	1,613	2,000	2,000	1,000	-	-	1,000
6329	Other Services	26	-	-	-	-	-	-
6332	Travel and Meals	4,224	6,000	3,360	7,850	-	-	7,850
6333	Dues and Subscriptions	2,873	4,060	4,100	4,060	-	-	4,060
6337	Training	2,856	7,550	2,500	8,000	-	-	8,000
TOTAL SERVICES AND CHARGES		12,503	21,930	14,060	22,810	-	-	22,810
6403	Machinery and Equipment	-	40,000	41,000	-	-	-	-
6406	Land and Buildings	-	-	-	6,500	-	-	6,500
TOTAL CAPITAL OUTLAY		-	40,000	41,000	6,500	-	-	6,500
6998	Transfers to Fleet Replacement	-	-	-	29,522	-	-	29,522
TOTAL TRANSFERS		-	-	-	29,522	-	-	29,522
141	Total Department Expenditures	175,997	278,282	231,935	282,719	-	-	282,719

Fire Department

DEPARTMENT MISSION

To serve the Tomball Community by protecting lives, property and the environment. The Department will accomplish this through suppression efforts, fire prevention programs and education of the public using a combination of career and volunteer members of the Department.



PROGRAM NARRATIVE

Accomplishments for FY 2014

- Percentage of time that the first arriving apparatus arrived on the scene has increased to above 60%
- Increased the percentage of time that Fire Station #2 met the minimum staffing guidelines to above 95% in 2014. This was a direct result of the addition of the nine SAFER Grant funded firefighter positions being added and increased funding for volunteer participation.
- The Department continues to negotiate with a property owner to obtain land for City Fire Station #3
- Harris County ESD #15 has completed architectural, engineering work and has issued a construction contract for a county fire station on the west side of the District (Telge Rd)
- Completed and categorized the evaluation of risks for all buildings necessary to complete the Standards of Cover project
- Certified all career firefighters to the Driver/Operator level
- Received a Texas Forest Service Type VI engine (brush truck) through a \$115,000 Texas Intrastate Fire Mutual Aid System (TIFMAS) grant
- Provided specialized training throughout the Department resulting in Texas Commission on Fire Protection certifications for Instructor I and II, Officer I, II, III and IV, Safety Officer, Hazardous Material Technician, Rescue and Wildland to numerous employees of the Department.

Objectives for FY 2015

- Increase the percentage of time it takes for the first arriving fire apparatus to arrive on the scene of an emergency incident within five minutes of being dispatched to 85%.
- Continue to meet the minimum staffing goals of the Department at least 99% of the time
- Seek funding assistance to design, fund, construct and operate a fire/police training field through a consortium of partners
- Request ESD #15 acquire a site for a second county fire station on the east side of the District
- Update and finalize the Standards of Cover Project
- Complete the Department's Strategic Plan
- Apply for a SAFER Grant to fund the cost of 12 full-time firefighters for two years

Major Budget Items:

- Vehicle Maintenance (\$110,000)
- Refurbish Booster 1 (\$66,000)
- Airpack replacement (\$23,000)
- Acquire a replacement pumper (\$800,000), financed through a capital lease



**CITY OF TOMBALL
142 - GENERAL FUND - FIRE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	862,273	952,998	912,176	1,561,061	-	-	1,561,061
Supplies	245,087	291,044	289,201	383,490	-	-	383,490
Maintenance	148,294	214,092	243,611	226,153	-	-	226,153
Services and charges	101,915	134,401	109,319	163,064	-	-	163,064
Total Operating Expenditures	1,357,569	1,592,535	1,554,307	2,333,768	-	-	2,333,768
Capital Outlay	18,689	-	3,800	-	1,500	77,675	79,175
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	10,000	37,373	75,375	535,464	-	-	535,464
Total Expenditures	1,386,259	1,629,908	1,633,482	2,869,232	1,500	77,675	2,948,407

Supplemental Programs	Recurring	Non-Recur.
Replace the Skid Unit on Booster 1	\$ -	\$ 66,000
Inventory Control System	\$ 1,500	\$ 11,675

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015*
Fire Chief	1.00	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00	1.00
Lieutenant	0.00	5.00	5.00	5.00	6.00
Driver/Operator	0.00	1.00	1.00	1.00	6.00
Fire Fighter	6.00	0.00	0.00	0.00	3.00
Part Time Fire Fighter**	7.00	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
PAID STAFF	16.00	16.00	16.00	16.00	25.00
Community Volunteers	30.00	30.00	30.00	30.00	30.00
Total	46.00	46.00	46.00	46.00	55.00

* Fire department consists of 16 full time equivalents which is made up of 9 full time employees, 35 part time duty crew employees and SAFER Staff

** Part Time Fire Fighter equivalent to .2 FTE

**CITY OF TOMBALL
142 - GENERAL - FIRE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

							FY2015	
ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base	Recurring	Non- Recurring	Adopted Budget
6001	Salaries - Administrative	154,320	175,627	166,263	181,445	-	-	181,445
6003	Wages - Full Time	281,845	330,688	300,328	732,071	-	-	732,071
6004	Wages - Part Time	155,599	155,376	156,522	149,450	-	-	149,450
6005	Wages - Overtime	58,775	61,805	66,629	121,173	-	-	121,173
6009	Wages - Other	21,930	-	12,138	-	-	-	-
6010	Fire Run Payments	8,782	50,000	23,000	75,000	-	-	75,000
6011	Vacation Pay	19,950	4,605	13,503	-	-	-	-
6012	Sick Pay	11,704	5,610	9,382	8,169	-	-	8,169
6013	Emergency Pay	-	-	-	-	-	-	-
6019	Miscellaneous Pay	1,945	2,485	2,485	3,950	-	-	3,950
6020	Volunteers' State Retirement	12,500	15,000	15,000	15,000	-	-	15,000
6021	Social Security & Medicare Taxes	53,524	56,666	55,948	97,842	-	-	97,842
6022	TMRS Retirement - Employer	72,825	71,591	70,950	148,881	-	-	148,881
6025	Worker Compensation Insurance	5,828	7,935	10,814	16,080	-	-	16,080
6026	State Unemployment Taxes	572	11,610	5,214	-	-	-	-
6030	Employee Tuition Reimbursement	2,175	4,000	4,000	12,000	-	-	12,000
	TOTAL PERSONNEL SERVICES	862,273	952,998	912,176	1,561,061	-	-	1,561,061
6101	Office Supplies	6,121	4,770	5,636	5,000	-	-	5,000
6102	Educational Supplies	3,002	10,790	23,172	10,895	-	-	10,895
6104	Janitorial & Cleaning Supplies	3,308	4,308	1,641	4,500	-	-	4,500
6105	Food Supplies	6,422	11,920	9,739	12,000	-	-	12,000
6106	Materials and Parts	19,990	31,804	32,000	102,000	-	-	102,000
6107	Clothing and Uniforms	95,068	83,685	79,103	103,522	-	-	103,522
6108	Fuel, Oil and Lubricants	40,352	41,920	41,059	41,920	-	-	41,920
6109	Postage	127	150	256	150	-	-	150
6110	Chemical Supplies	6,408	15,075	6,650	16,115	-	-	16,115
6119	Other Supplies	55,804	86,622	89,395	87,388	-	-	87,388
6130	Furniture < \$20,000	8,484	-	550	-	-	-	-
	TOTAL SUPPLIES	245,087	291,044	289,201	383,490	-	-	383,490
6201	Office Equipment Maintenance	1,455	1,500	-	600	-	-	600
6203	Radio Equipment Maintenance	5,182	18,800	13,799	18,000	-	-	18,000
6204	Other Equipment Maintenance	43,513	88,392	107,392	92,133	-	-	92,133
6205	Vehicle Maintenance	89,743	102,000	118,654	110,000	-	-	110,000
6206	Building Maintenance	5,895	1,400	1,766	5,420	-	-	5,420
6219	Other Maintenance	2,506	2,000	2,000	-	-	-	-
	TOTAL MAINTENANCE	148,294	214,092	243,611	226,153	-	-	226,153
6304	Professional Services-Other	19,359	26,125	24,406	26,125	-	-	26,125
6312	Telephone Services	11,468	18,000	17,824	20,500	-	-	20,500
6316	Printing and Binding	-	251	251	-	-	-	-
6320	Computer Software Service	6,892	14,100	15,401	21,685	-	-	21,685
6329	Other Services	2,005	3,000	2,966	3,200	-	-	3,200
6332	Travel and Training	17,895	15,900	11,389	23,725	-	-	23,725
6333	Dues and Subscriptions	3,860	9,565	9,531	10,715	-	-	10,715

CITY OF TOMBALL
 142 - GENERAL - FIRE DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015			FY2015
					Base	Recurring	Non- Recurring	Adopted Budget
6335	Advertising Cost	4,361	1,895	3,709	1,104	-	-	1,104
6336	Equipment Rentals	2,135	2,520	1,800	2,500	-	-	2,500
6337	Training	33,852	38,265	17,655	48,610	-	-	48,610
6350	Child Safety Education	-	2,000	1,889	2,000	-	-	2,000
6362	Permits and Licenses	44	-	-	-	-	-	-
6398	Banquets,Dedications & Receptions	44	2,780	2,498	2,900	-	-	2,900
TOTAL SERVICES AND CHARGES		101,915	134,401	109,319	163,064	-	-	163,064
6403	Machinery and Equipment	18,689	-	3,800	-	1,500	11,675	13,175
6405	Vehicle Equipment	-	-	-	-	-	66,000	66,000
TOTAL CAPITAL OUTLAY		18,689	-	3,800	-	1,500	77,675	79,175
6691	Transfer Out	10,000	37,373	75,375	-	-	-	-
6997	Transfer to Debt Service	-	-	-	535,464	-	-	535,464
TOTAL TRANSFERS		10,000	37,373	75,375	535,464	-	-	535,464
142	Total Department Expenditures	1,386,259	1,629,908	1,633,482	2,869,232	1,500	77,675	2,948,407

Emergency Management

PROGRAM NARRATIVE

Accomplishments for FY 2014

- The volunteer for the Mass Care Annex of the City's Emergency Operations Plan continues to cultivate relationships with area churches to provide refuge areas of last resort from natural or man-made disasters.
- Completed Memorandums of Understanding with two facilities to serve as refuge areas of last resort in the event of a wide spread disaster incident
- Completed Memorandums of Understanding with three major businesses in the area to provide assistance with disaster supplies in the event of a widespread or locally declared disaster
- Completed the installation of the HAM radio site at the City Annex Building
- Awarded an FCC license to operate a low power FM radio station
- The Tomball Area Local Emergency Planning Agency (TALEPC), sponsored by the TFD Emergency Management Division, continues to provide planning, training and educational services to the community

Objectives for FY 2015

- Develop and execute a Memorandum of Understanding with 5 additional local businesses that may provide equipment or supplies in the event of a catastrophic emergency incident in the Tomball area.
- Complete execution of the Memorandums of Understanding (MOU) with the one additional facility to provide Refuge of Last Resort to members of the community or those evacuating from other areas but trapped on the roadway during the evacuation.
- Design and complete, in conjunction with other City of Tomball agencies and EMS, one multi-jurisdictional, multi-agency emergency incident tabletop exercise
- Acquire a partner(s), site and equipment for the Low Power FM Radio Station License
- Complete the development of a Standard Operating Guideline to address large animal housing issues in the event of evacuation of Tomball and surrounding areas

Major Budget Items

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



**CITY OF TOMBALL
 143 - GENERAL FUND - EMERGENCY MANAGEMENT
 2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Supplies	2,609	3,950	3,750	3,950	-	-	3,950
Maintenance	350	7,500	2,500	2,500	-	-	2,500
Services and charges	9,353	17,118	17,040	16,255	-	-	16,255
Total Operating Expenditures	12,312	28,568	23,290	22,705	-	-	22,705
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	12,312	28,568	23,290	22,705	-	-	22,705

Supplemental Programs Recurring Non-Recur.
 None

No staff has been assigned to this department.

CITY OF TOMBALL
 143 - GENERAL - EMERGENCY MANAGEMENT
 2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015		FY2015	
					Base	Recurring	Non- Recurring	Adopted Budget
6101	Office Supplies	159	100	50	100	-	-	100
6102	Educational Supplies	-	1,000	1,000	1,000	-	-	1,000
6106	Materials and Parts	2,450	2,500	2,500	2,500	-	-	2,500
6107	Clothing and Uniforms	-	350	200	350	-	-	350
	TOTAL SUPPLIES	2,609	3,950	3,750	3,950	-	-	3,950
6203	Radio Equipment Maintenance	-	7,500	2,500	2,500	-	-	2,500
6206	Building Maintenance	350	-	-	-	-	-	-
	TOTAL MAINTENANCE	350	7,500	2,500	2,500	-	-	2,500
6304	Professional Services-Other	54	-	200	-	-	-	-
6312	Communication Services	7,657	9,000	9,000	8,500	-	-	8,500
6320	Computer Software Service	-	2,500	2,500	2,500	-	-	2,500
6332	Travel and Meals	885	2,940	2,940	3,260	-	-	3,260
6333	Dues and Subscriptions	607	778	500	795	-	-	795
6337	Training	150	900	900	1,200	-	-	1,200
6350	Child Safety Education	-	1,000	1,000	-	-	-	-
	TOTAL SERVICES AND CHARGES	9,353	17,118	17,040	16,255	-	-	16,255
143	Total Department Expenditures	12,312	28,568	23,290	22,705	-	-	22,705

Public Works Administration

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Continued consolidated infrastructure maintenance programs (water, sewer, gas, streets, signs, and drainage) to ensure that all areas of maintenance are coordinated, avoiding unnecessary project conflicts, minimizing public inconvenience, and maximizing the City's investment in public infrastructure.
- Coordinated with multiple City departments and civic groups in support of several public recreational events.

Objectives for FY 2015

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

Major Budget Items

- None

CITY OF TOMBALL
 151 - GENERAL FUND - PUBLIC WORKS ADMINISTRATION
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	45,193	47,442	47,442	48,845	-	-	48,845
Supplies	2,076	1,090	1,141	1,380	-	-	1,380
Services and charges	1,013	1,400	1,211	1,635	-	-	1,635
Total Operating Expenditures	48,282	49,932	49,794	51,860	-	-	51,860
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	48,282	49,932	49,794	51,860	-	-	51,860

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00

**CITY OF TOMBALL
151 - GENERAL - PUBLIC WORKS ADMINISTRATION
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015		FY2015	
					Base	Recurring	Non- Recurring	Adopted Budget
6003	Wages - Full Time	29,531	37,042	34,321	38,168	-	-	38,168
6005	Wages - Overtime	332	1,030	988	1,000	-	-	1,000
6009	Wages - Other	1,833	-	1,109	-	-	-	-
6011	Vacation Pay	2,779	-	921	-	-	-	-
6012	Sick Pay	1,971	-	824	-	-	-	-
6019	Miscellaneous Pay	965	1,025	1,025	1,085	-	-	1,085
6021	Social Security & Medicare Taxes	2,701	2,993	2,943	3,079	-	-	3,079
6022	TMRS Retirement - Employer	4,995	4,977	5,004	5,405	-	-	5,405
6025	Worker Compensation Insurance	77	105	100	108	-	-	108
6026	State Unemployment Taxes	9	270	207	-	-	-	-
TOTAL PERSONNEL SERVICES		45,193	47,442	47,442	48,845	-	-	48,845
6101	Office Supplies	1,203	490	782	780	-	-	780
6105	Food Supplies	(89)	150	-	150	-	-	150
6106	Materials and Parts	-	100	100	100	-	-	100
6107	Clothing and Uniforms	581	150	150	150	-	-	150
6119	Other Supplies	380	200	109	200	-	-	200
TOTAL SUPPLIES		2,076	1,090	1,141	1,380	-	-	1,380
6304	Professional Services-Other	650	650	780	1,200	-	-	1,200
6312	Telephone Services	314	250	323	325	-	-	325
6329	Other Services	-	150	-	-	-	-	-
6332	Travel and Meals	32	100	58	60	-	-	60
6333	Dues and Subscriptions	17	-	-	-	-	-	-
6337	Training	-	250	-	-	-	-	-
6362	Permits and Licenses	-	-	50	50	-	-	50
TOTAL SERVICES AND CHARGES		1,013	1,400	1,211	1,635	-	-	1,635
151	Total Department Expenditures	48,282	49,932	49,794	51,860	-	-	51,860

Garage Department

PROGRAM NARRATIVE

Accomplishments for FY 2013 -2014

- Designed and up fitted Garage Department truck to allow for roadside emergency service calls for City of Tomball vehicles and equipment.
- Continued enhanced ASE training and certification for Garage Dept. employees. This enables our mechanics to keep abreast of changes and advancements in automotive technology to better serve City of Tomball fleet maintenance needs.

Goals for FY 2014-2015

- Implement additional fleet maintenance software and technology upgrades to include the addition of a bar code reader and increased capacity of existing fleet maintenance software.
- Continue expanding fleet management capabilities to maximize in-house fleet maintenance service and minimize outsourcing of services.
- Continue enhanced ASE training for Garage Department employees.

Major Budget Item

- None

CITY OF TOMBALL
152 - GENERAL FUND - GARAGE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	116,330	122,398	122,376	128,732	-	-	128,732
Supplies	9,016	7,875	8,272	8,275	-	-	8,275
Maintenance	4,656	3,100	3,351	3,700	-	-	3,700
Services and charges	3,815	4,916	5,307	6,441	-	-	6,441
Total Operating Expenditures	133,817	138,289	139,306	147,148	-	-	147,148
Capital Outlay	15	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	133,832	138,289	139,306	147,148	-	-	147,148

Supplemental Programs Recurring Non-Recur.
None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Lead Mechanic	0.00	0.00	0.00	0.00	1.00
Heavy Equip/Fleet Mechanic	1.00	2.00	2.00	2.00	1.00
Total	1.00	2.00	2.00	2.00	2.00

CITY OF TOMBALL
152 - GENERAL - GARAGE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Recurring	Non-	FY2015
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	78,168	94,673	89,354	97,427	-	-	97,427
6005	Wages - Overtime	5,762	4,120	4,980	6,000	-	-	6,000
6009	Wages - Other	4,377	-	2,220	-	-	-	-
6011	Vacation Pay	3,978	600	1,828	-	-	-	-
6012	Sick Pay	2,628	-	848	675	-	-	675
6013	Emergency Pay	-	-	-	-	-	-	-
6019	Miscellaneous Pay	485	605	605	725	-	-	725
6021	Social Security & Medicare Taxes	7,105	7,651	7,589	8,019	-	-	8,019
6022	TMRS Retirement - Employer	12,719	12,722	12,706	14,076	-	-	14,076
6025	Worker Compensation Insurance	1,090	1,487	1,832	1,810	-	-	1,810
6026	State Unemployment Taxes	18	540	414	-	-	-	-
	TOTAL PERSONNEL SERVICES	116,330	122,398	122,376	128,732	-	-	128,732
6101	Office Supplies	-	50	122	25	-	-	25
6104	Janitorial & Cleaning Supplies	140	-	-	-	-	-	-
6106	Materials and Parts	6,073	5,000	5,000	5,000	-	-	5,000
6107	Clothing and Uniforms	734	850	850	850	-	-	850
6108	Fuel, Oil and Lubricants	1,188	825	1,400	1,400	-	-	1,400
6119	Other Supplies	880	1,150	900	1,000	-	-	1,000
	TOTAL SUPPLIES	9,016	7,875	8,272	8,275	-	-	8,275
6204	Other Equipment Maintenance	40	-	569	600	-	-	600
6205	Vehicle Maintenance	298	100	100	100	-	-	100
6206	Building Maintenance	47	-	-	-	-	-	-
6207	System Maintenance	4,271	3,000	2,682	3,000	-	-	3,000
	TOTAL MAINTENANCE	4,656	3,100	3,351	3,700	-	-	3,700
6312	Telephone Services	584	350	625	625	-	-	625
6320	Computer Software Service	-	1,000	1,250	2,250	-	-	2,250
6329	Other Services	-	-	-	-	-	-	-
6333	Dues and Subscriptions	1,608	1,700	1,700	1,700	-	-	1,700
6336	Equipment Rentals	1,087	436	432	436	-	-	436
6337	Training	536	1,300	1,300	1,300	-	-	1,300
6362	Permits and Licenses	-	130	-	130	-	-	130
	TOTAL SERVICES AND CHARGES	3,815	4,916	5,307	6,441	-	-	6,441
6405	Vehicle Equipment	15	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	15	-	-	-	-	-	-
152	Total Department Expenditures	133,832	138,289	139,306	147,148	-	-	147,148

Parks Department

PROGRAM NARRATIVE

Accomplishments for FY 2013 -2014

- Completed design and construction of 30' x 40' pavilion with adjoining sidewalk at Matheson Park to better serve recreational needs.
- Completed design and construction of covered pavilion / canopy at the City pool.
- Restructured Parks maintenance staff to improve overall division efficiency.
- Completed the addition of IPEMA certified playground mulch at all City of Tomball parks.

Goals for FY 2014-2015

- Complete installation of additional area lighting and underground electrical at the Depot Plaza.
- Enhanced maintenance of City of Tomball parks facilities.
- Addition of BBQ grills and picnic tables for new pavilion at Matheson Park.

Major Budget Items

- Four Corners Development (\$50,000)
- Lighting at the Depot (\$110,000)
- Park Development (\$200,000)
- Sidewalks (\$220,000)



**CITY OF TOMBALL
153 - GENERAL FUND - PARKS DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	196,579	210,450	206,932	219,404	-	-	219,404
Supplies	47,317	44,406	44,875	46,006	-	-	46,006
Maintenance	46,245	58,000	58,481	30,200	-	-	30,200
Services and charges	23,943	107,590	38,540	34,240	-	-	34,240
Total Operating Expenditures	314,084	420,446	348,828	329,850	-	-	329,850
Capital Outlay	163,473	44,065	115,845	-	-	580,000	580,000
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	28,000	16,596	91,596	-	-	-	-
Total Expenditures	505,557	481,107	556,269	329,850	-	580,000	909,850

Supplemental Programs	Recurring	Non-Recur.
Four Corners Development	\$ -	\$ 50,000
Lighting at the Depot	\$ -	\$ 110,000
Park Development	\$ -	\$ 200,000
Sidewalks	\$ -	\$ 220,000

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Parks Serviceperson	0.00	0.00	0.00	0.00	1.00
Parks Crew Leader	0.00	0.00	0.00	0.00	2.00
Park Foreman	1.00	1.00	1.00	1.00	0.00
Serviceman	4.00	4.00	4.00	4.00	2.00
Crew Worker**	0.20	0.20	0.20	0.20	0.20
Total	5.20	5.20	5.20	5.20	5.20

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

CITY OF TOMBALL
153 - GENERAL - PARKS DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Recurring	Non-	FY2015
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	126,684	157,531	144,584	166,088	-	-	166,088
6004	Wages - Part Time	4,127	4,635	4,635	4,500	-	-	4,500
6005	Wages - Overtime	7,161	6,180	7,235	6,000	-	-	6,000
6009	Wages - Other	7,355	-	4,054	-	-	-	-
6011	Vacation Pay	7,688	803	4,360	-	-	-	-
6012	Sick Pay	6,733	579	2,157	601	-	-	601
6013	Emergency Pay	52	-	-	-	-	-	-
6019	Miscellaneous Pay	1,265	1,190	1,190	1,370	-	-	1,370
6021	Social Security & Medicare Taxes	11,669	13,078	12,756	13,660	-	-	13,660
6022	TMRS Retirement - Employer	20,912	21,156	21,115	23,372	-	-	23,372
6025	Worker Compensation Insurance	2,795	3,813	3,690	3,813	-	-	3,813
6026	State Unemployment Taxes	138	1,485	1,156	-	-	-	-
	TOTAL PERSONNEL SERVICES	196,579	210,450	206,932	219,404	-	-	219,404
6101	Office Supplies	16	-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	50	-	-	-	-	-	-
6106	Materials and Parts	18,723	19,000	19,000	19,000	-	-	19,000
6107	Clothing and Uniforms	2,499	2,506	2,363	2,506	-	-	2,506
6108	Fuel, Oil and Lubricants	11,303	11,500	10,700	11,500	-	-	11,500
6110	Chemical Supplies	3,914	3,000	3,000	3,000	-	-	3,000
6119	Other Supplies	10,812	8,400	9,812	10,000	-	-	10,000
	TOTAL SUPPLIES	47,317	44,406	44,875	46,006	-	-	46,006
6204	Other Equipment Maintenance	3,017	3,500	3,263	3,500	-	-	3,500
6205	Vehicle Maintenance	897	1,000	1,718	1,700	-	-	1,700
6206	Building Maintenance	17,463	-	-	-	-	-	-
6207	System Maintenance	24,868	53,500	53,500	25,000	-	-	25,000
	TOTAL MAINTENANCE	46,245	58,000	58,481	30,200	-	-	30,200
6304	Professional Services-Other	690	75,790	790	790	-	-	790
6312	Telephone Services	1,123	1,350	1,000	1,100	-	-	1,100
6321	System Contract Service	18,300	29,100	36,400	31,000	-	-	31,000
6329	Other Services	3,090	-	-	-	-	-	-
6333	Dues and Subscriptions	-	-	-	-	-	-	-
6336	Equipment Rentals	-	350	350	350	-	-	350
6337	Training	740	1,000	-	1,000	-	-	1,000
6362	Permits and Licenses	-	-	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	23,943	107,590	38,540	34,240	-	-	34,240
6403	Machinery and Equipment		4,500	12,000	-	-	-	-
6406	Land and Buildings	20,371	-	-	-	-	-	-
6409	System Expansion	143,102	39,565	103,845	-	-	580,000	580,000
	TOTAL CAPITAL OUTLAY	163,473	44,065	115,845	-	-	580,000	580,000
6998	Transfer to Fleet Replacement	28,000	16,596	16,596	-	-	-	-
6999	Transfer to Capital Proj. Fund			75,000	-	-	-	-
	TOTAL TRANSFERS	28,000	16,596	91,596	-	-	-	-
153	Total Department Expenditures	505,557	481,107	556,269	329,850	-	580,000	909,850

Streets Department

PROGRAM NARRATIVE

Accomplishments for FY 2013 -2014

- Completed asphalt overlay improvements for 6000 linear feet of City of Tomball streets having a Pavement Condition Index (PCI) of less than 78.
- Completed additional striping of James Street to increase driving safety.
- Completed over 2,500 linear feet of drainage ditch grading to improve drainage and reduce localized flooding.
- Completed mowing and maintenance of over 1,700 acres of City right of Way.

Goals for FY 2014 - 2015

- Continue evaluating and resurfacing asphalt streets having a Pavement Condition Index (PCI) of less than 78
- Continue evaluation and rehabilitation of concrete streets having lowest Pavement Condition Index (PCI) ratings.
- Continue drainage ditch grading and related details to further improve drainage and reduce localized flooding.
- Continue mowing and maintenance of all City of Tomball Right of Way.

Major Budget Items:

- Asphalt Street Maintenance (\$200,000)
- Concrete Street Maintenance (\$100,000.00)
- Drainage System Maintenance (\$50,000.00)
- Street Light Utility Services (\$120,000.00)

CITY OF TOMBALL
 154 - GENERAL FUND - STREET DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	335,845	363,644	350,721	387,086	-	-	387,086
Supplies	63,158	75,000	69,463	67,244	-	-	67,244
Maintenance	234,916	375,398	325,094	323,598	-	-	323,598
Services and charges	138,924	147,525	136,633	149,025	-	-	149,025
Total Operating Expenditures	772,843	961,567	881,911	926,953	-	-	926,953
Capital Outlay	-	-	-	-	-	400,000	400,000
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	116,500	583,206	583,206	538,284	-	-	538,284
Total Expenditures	889,343	1,544,773	1,465,117	1,465,238	-	400,000	1,865,237

Supplemental Programs	Recurring	Non-Recur.
Downtown Development		\$ 400,000

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Superintendent, St & Drain	1.00	1.00	1.00	1.00	1.00
HEO/Crew Leader	2.00	2.00	2.00	2.00	2.00
Street & Drainage Foreman	0.00	0.00	0.00	0.00	1.00
Serviceman	5.00	5.00	5.00	4.00	3.00
Crew Worker**	0.20	0.20	0.20	0.20	0.20
Total	8.20	8.20	8.20	7.20	7.20

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

**CITY OF TOMBALL
154 - GENERAL - STREETS DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Non-		FY2015
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6001	Salaries - Administrative	55,280	66,136	60,296	67,267	-	-	67,267
6003	Wages - Full Time	165,179	203,464	182,362	219,648	-	-	219,648
6004	Wages - Part Time	4,248	4,635	4,635	4,500	-	-	4,500
6005	Wages - Overtime	13,219	12,360	12,360	13,000	-	-	13,000
6009	Wages - Other	12,078	-	5,786	-	-	-	-
6011	Vacation Pay	12,991	1,309	9,540	-	-	-	-
6012	Sick Pay	6,982	1,868	3,419	2,882	-	-	2,882
6019	Miscellaneous Pay	1,530	2,060	2,260	3,140	-	-	3,140
6021	Social Security & Medicare Taxes	20,528	22,330	21,492	23,778	-	-	23,778
6022	TMRS Retirement - Employer	35,674	36,539	35,153	41,132	-	-	41,132
6025	Worker Compensation Insurance	8,000	10,918	11,859	11,739	-	-	11,739
6026	State Unemployment Taxes	135	2,025	1,559	-	-	-	-
	TOTAL PERSONNEL SERVICES	335,845	363,644	350,721	387,086	-	-	387,086
6101	Office Supplies	-	-	-	-	-	-	-
6104	Janitorial & Cleaning Supplies	50	-	-	-	-	-	-
6106	Materials and Parts	25,182	39,000	34,617	35,000	-	-	35,000
6107	Clothing and Uniforms	2,171	3,600	2,613	3,244	-	-	3,244
6108	Fuel, Oil and Lubricants	28,371	26,000	26,000	26,000	-	-	26,000
6119	Other Supplies	7,384	6,400	6,233	3,000	-	-	3,000
	TOTAL SUPPLIES	63,158	75,000	69,463	67,244	-	-	67,244
6204	Other Equipment Maintenance	22,399	7,000	9,500	7,200	-	-	7,200
6205	Vehicle Maintenance	8,694	7,000	4,300	5,000	-	-	5,000
6207	System Maintenance	203,823	361,398	311,294	311,398	-	-	311,398
	TOTAL MAINTENANCE	234,916	375,398	325,094	323,598	-	-	323,598
6304	Professional Services-Other	4,081	6,500	6,500	6,500	-	-	6,500
6312	Telephone Services	2,134	2,000	1,873	2,200	-	-	2,200
6319	Mosquito Control	7,657	7,200	8,435	8,500	-	-	8,500
6329	Other Services	12,400	10,000	7,000	10,000	-	-	10,000
6332	Travel and Training	-	-	-	-	-	-	-
6336	Equipment Rentals	-	1,000	500	1,000	-	-	1,000
6337	Training	-	500	-	500	-	-	500
6338	Street Light Service	112,440	120,000	112,000	120,000	-	-	120,000
6362	Permits and Licenses	211	325	325	325	-	-	325
	TOTAL SERVICES AND CHARGES	138,924	147,525	136,633	149,025	-	-	149,025
6409	System Expansion	-	-	-	-	-	400,000	400,000
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	400,000	400,000
6998	Transfer to Fleet Replacement	116,500	83,206	83,206	198,284	-	-	198,284
6999	Transfer to Capital Project Funds	-	500,000	500,000	340,000	-	-	340,000
	TOTAL TRANSFERS	116,500	583,206	583,206	538,284	-	-	538,284
154	Total Department Expenditures	889,343	1,544,773	1,465,117	1,465,238	-	400,000	1,865,238

Sanitation Department

PROGRAM NARRATIVE

Accomplishments for FY 2013 -2014

- Completed evaluation, action plan, and obtained cost proposal to remove dirt berms from former City of Tomball shooting range which was originally constructed on a closed landfill cell and which is in violation of T.C.E.Q. regulations.

Goals for FY 2014-2015

- Remediation of lead contaminated soil from the dirt berms at the former City of Tomball shooting range and removal of dirt berms from T.C.E.Q. regulated area.
- Continue to conduct ground water and methane gas monitoring as required by the T.C.E.Q.

Major Budget Items:

- Annual Plastic Garbage Bags (\$43,500)
- Landfill Closure (\$120,000.00)
- Contract Garbage Services (\$1,800,000)
- Street Light Utility Services (\$130,000)

**CITY OF TOMBALL
 155 - GENERAL FUND - SANITATION DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Supplies	1,123	42,000	40,880	43,500	-	-	43,500
Services and charges	1,958,229	1,920,300	1,965,200	1,965,300	-	-	1,965,300
Total Operating Expenditures	1,959,352	1,962,300	2,006,080	2,008,800	-	-	2,008,800
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	1,959,353	1,962,300	2,006,080	2,008,800	-	-	2,008,800

Supplemental Programs Recurring Non-Recur.
 None

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

CITY OF TOMBALL
 155 - GENERAL - SANITATION DEPARTMENT
 2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Recurring	Non-Recur.	FY2015
		Actual	Budget	Projections	Base			Adopted
6119	Other Supplies	1,123	42,000	40,880	43,500	-	-	43,500
	TOTAL SUPPLIES	1,123	42,000	40,880	43,500	-	-	43,500
6304	Professional Services-Other	95,507	120,000	120,000	120,000	-	-	120,000
6327	Garbage Services	1,862,522	1,800,000	1,845,000	1,845,000	-	-	1,845,000
6362	Permits and Licenses	200	300	200	300	-	-	300
	TOTAL SERVICES AND CHARGES	1,958,229	1,920,300	1,965,200	1,965,300	-	-	1,965,300
155	Total Department Expenditures	1,959,353	1,962,300	2,006,080	2,008,800	-	-	2,008,800

Engineering and Planning

DEPARTMENT NARRATIVE

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Began construction of Medical Complex Segment 3, Tomball Business and Technology Park, and M118.
- Completed construction of Medical District Sidewalks.
- Processed all zoning cases within required timeframes.
- Adopted the Master Drainage Plan and Infrastructure Master Plan 2013 – 2023, including the update of impact fees.
- Prepared the City of Tomball Storm Water Management Plan and obtained Small MS4 General Permit.
- Prepared Texas Parks and Wildlife Grant for new city park.

Objectives for FY 2015

- Develop CIP design standards manual and post to the web.
- Propose amendments to the Zoning Ordinance.
- Continue implementation of the Comprehensive Plan.
- Attend and contribute to the DRC process.
- Commence City-initiated Zoning and Future Land Use designations for individual properties.

Goals for FY 2015

- Commence construction of M121 West.
- Continue to process all development applications within a timely manner.
- Prepare grant application for implementation of the FM 2920 Access Management Study.
- Select Community Development Department integrated software.
- Commence amendment to the Major Thoroughfare Plan

Major Budget Items

- Professional Services – Engineering (\$87,000)
- Professional Services – Other (\$55,000)

CITY OF TOMBALL
 156 - GENERAL FUND - ENGINEERING AND PLANNING
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	451,697	510,001	520,012	568,143	-	-	568,143
Supplies	11,126	13,975	13,200	15,600	-	-	15,600
Maintenance	295	1,000	1,000	2,000	-	-	2,000
Services and charges	25,803	128,500	153,200	136,000	50,000	-	186,000
Total Operating Expenditures	488,921	653,476	687,412	721,743	50,000	-	771,743
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	60,000	-	-	60,000
Total Expenditures	488,921	653,476	687,412	781,743	50,000	-	831,743

Supplemental Programs	Recurring	Non-Recur.
TPDES SWMP Permit Requirement	\$ 50,000	\$ -

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Director of Community Development	1.00	1.00	1.00	1.00	1.00
City Planner	1.00	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	0.00	0.00	0.00
Assistant City Planner	1.00	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	0.00	1.00
Construction Manager/Inspector	1.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Total	7.00	7.00	6.00	6.00	7.00

CITY OF TOMBALL
156 - GENERAL - ENGINEERING AND PLANNING
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	FY2015		Adopted Budget
		Actual	Budget	Projections	Base	Recurring	Non-Recurring	
6001	Salaries - Administrative	294,970	371,878	355,682	378,394	-	-	378,394
6003	Wages - Full Time	25,914	38,413	36,814	79,352	-	-	79,352
6004	Wages - Part Time		-	11,883	-	-	-	-
6005	Wages - Overtime	1,006	2,060	2,060	3,000	-	-	3,000
6009	Wages - Other	16,131	-	9,073	-	-	-	-
6011	Vacation Pay	23,169	2,376	8,728	-	-	-	-
6012	Sick Pay	7,489	2,092	2,194	2,603	-	-	2,603
6013	Emergency Pay	484	-	-	-	-	-	-
6019	Miscellaneous Pay	2,475	2,810	2,810	2,640	-	-	2,640
6021	Social Security & Medicare Taxes	28,368	32,593	33,236	36,192	-	-	36,192
6022	TMRS Retirement - Employer	50,195	54,194	54,031	63,525	-	-	63,525
6025	Worker Compensation Insurance	1,440	1,965	2,052	2,437	-	-	2,437
6026	State Unemployment Taxes	54	1,620	1,449	-	-	-	-
	TOTAL PERSONNEL SERVICES	451,697	510,001	520,012	568,143	-	-	568,143
6101	Office Supplies	3,598	5,000	4,000	4,500	-	-	4,500
6102	Educational Supplies	767	1,775	1,000	1,000	-	-	1,000
6105	Food Supplies	35	1,250	500	500	-	-	500
6107	Clothing and Uniforms	76	450	450	700	-	-	700
6108	Fuel, Oil and Lubricants	1,667	1,500	1,750	3,400	-	-	3,400
6109	Postage	4,983	4,000	5,500	5,500	-	-	5,500
6119	Other Supplies	-	-	-	-	-	-	-
	TOTAL SUPPLIES	11,126	13,975	13,200	15,600	-	-	15,600
6205	Vehicle Maintenance	295	1,000	1,000	2,000	-	-	2,000
	TOTAL MAINTENANCE	295	1,000	1,000	2,000	-	-	2,000
6302	Professional Services-Engineering	-	37,000	70,000	37,000	50,000	-	87,000
6304	Professional Services-Other	5,872	55,000	45,000	55,000	-	-	55,000
6312	Telephone Services	2,294	3,000	3,000	2,500	-	-	2,500
6316	Printing and Binding	420	2,000	1,500	1,500	-	-	1,500
6323	Surveys, Plans and Blueprints	-	6,000	6,000	8,000	-	-	8,000
6332	Travel and Meals	6,781	4,000	8,500	10,650	-	-	10,650
6333	Dues and Subscriptions	1,070	2,800	1,500	2,750	-	-	2,750
6334	Automobile Allowances	3,057	4,800	4,800	4,800	-	-	4,800
6335	Advertising Cost	839	4,000	3,500	4,000	-	-	4,000
6337	Training	5,090	6,950	6,500	7,500	-	-	7,500
6348	Property Acquisition Costs		-	900	-	-	-	-
6362	Permits and Licenses	380	2,950	2,000	2,300	-	-	2,300
	TOTAL SERVICES AND CHARGES	25,803	128,500	153,200	136,000	50,000	-	186,000
6999	Transfer to Capital Projects Fund		-	-	60,000	-	-	60,000
	TOTAL TRANSFERS	-	-	-	60,000	-	-	60,000
156	Total Department Expenditures	488,921	653,476	687,412	781,743	50,000	-	831,743

Facilities Maintenance

DEPARTMENT MISSION

This Division's primary focus is to improve the level of maintenance for all City facilities and related amenities and infrastructure.

PROGRAM NARRATIVE

Accomplishments for FY 2013 -2014

- Completed interior remodeling improvements for City Secretary's office and Vital Statistics / Reception area.
- Completed carpet removal and replacement for entire Police Department complex.
- Completed design and build out of additional office space in the Public Works Admin. Facility.
- Continued fluorescent lighting upgrades for various City of Tomball facilities.

Goals for FY 2014-2015

- Removal and replacement of carpet for entire City Hall complex.
- Remodeling of Council Chambers / Court Room to include sheetrock walls and Crown Molding.
- Remodeling and upgrades for kitchen / break area at City Hall.
- Remodeling and upgrades for employee restrooms at City Hall.
- Interior maintenance and painting improvements for Community Center.

Major Budget Items:

- Janitorial Services (\$53,000)
- Communication Services (\$90,000)
- Electric Payments (\$200,000)

CITY OF TOMBALL
 157 - GENERAL FUND - FACILITIES MAINTENANCE
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	97,299	99,766	99,742	106,495	-	-	106,495
Supplies	16,439	17,250	16,000	16,450	-	-	16,450
Maintenance	264,251	146,683	237,394	104,200	-	196,069	300,269
Services and charges	342,608	344,761	336,399	331,761	-	-	331,761
Total Operating Expenditures	720,597	608,460	689,535	558,906	-	196,069	754,975
Capital Outlay	-	-	-	-	-	-	-
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenditures	720,597	608,460	689,535	558,906	-	196,069	754,975

Supplemental Programs	Recurring	Non-Recur.
Replace flourescent lighting in St. 1 Apparatus Bays - Fire Dept	\$ -	\$ 6,969
Replace 4 bay doors at Station 1 - Fire Dept	\$ -	\$ 60,000
Infrared Heating to Station 1 Apparatus Bays - Fire Dept	\$ -	\$ 20,000
Replacement Automated Gate for PW Yard	\$ -	\$ 10,000
CyberLock Door Locks for PW Service Center	\$ -	\$ 6,500
Painting/Repairs - Community Center	\$ -	\$ 20,000
Carpet - City Hall	\$ -	\$ 40,000
Upgrade City Hall Lunchroom - Municipal Court	\$ -	\$ 9,600
Remodeling of Council Chambers	\$ -	\$ 20,000
Unisex Restroom - City Hall	\$ -	\$ 3,000

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Facilities Maintenance Specialist	1.00	1.00	2.00	2.00	2.00
Total	1.00	1.00	2.00	2.00	2.00

CITY OF TOMBALL
157 - GENERAL - FACILITIES MAINTENANCE
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Recurring	Non-	FY2015
		Actual	Budget	Projections	Base		Recurring	Adopted
6003	Wages - Full Time	61,965	75,734	66,755	79,893	-	-	79,893
6005	Wages - Overtime	5,051	2,060	2,860	4,000	-	-	4,000
6009	Wages - Other	3,743	-	2,357	-	-	-	-
6011	Vacation Pay	3,614	874	4,562	-	-	-	-
6012	Sick Pay	3,347	1,165	2,616	588	-	-	588
6013	Emergency Pay	504	-	-	-	-	-	-
6019	Miscellaneous Pay	1,690	1,810	1,810	1,930	-	-	1,930
6021	Social Security & Medicare Taxes	6,020	6,250	6,161	6,611	-	-	6,611
6022	TMRS Retirement - Employer	10,658	10,392	10,312	11,603	-	-	11,603
6025	Worker Compensation Insurance	689	941	1,895	1,870	-	-	1,870
6026	State Unemployment Taxes	18	540	414	-	-	-	-
	TOTAL PERSONNEL SERVICES	97,299	99,766	99,742	106,495	-	-	106,495
6104	Janitorial & Cleaning Supplies	5,795	6,000	6,000	6,000	-	-	6,000
6105	Food Supplies	5,304	7,200	5,800	6,000	-	-	6,000
6106	Materials and Parts	748	500	500	500	-	-	500
6107	Clothing and Uniforms	694	950	800	950	-	-	950
6108	Fuel, Oil and Lubricants	2,941	2,200	2,100	2,200	-	-	2,200
6109	Postage	-	-	-	-	-	-	-
6119	Other Supplies	957	400	800	800	-	-	800
	TOTAL SUPPLIES	16,439	17,250	16,000	16,450	-	-	16,450
6201	Office Equipment Maintenance	450	3,200	2,875	2,000	-	-	2,000
6205	Vehicle Maintenance	40	200	175	200	-	-	200
6206	Building Maintenance	263,761	143,283	234,344	102,000	-	196,069	298,069
	TOTAL MAINTENANCE	264,251	146,683	237,394	104,200	-	196,069	300,269
6311	Janitorial Services	46,907	53,000	47,220	53,000	-	-	53,000
6312	Telephone Services	90,203	90,000	96,736	97,000	-	-	97,000
6313	Utilities - Electrical	203,262	200,000	190,743	180,000	-	-	180,000
6336	Equipment Rentals	2,236	1,700	1,700	1,700	-	-	1,700
6362	Permits and Licenses	-	61	-	61	-	-	61
	TOTAL SERVICES AND CHARGES	342,608	344,761	336,399	331,761	-	-	331,761
157	Total Department Expenditures	720,597	608,460	689,535	558,906	-	196,069	754,975

Enterprise Fund

Fund Description

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

Fund Narrative

Concluding Fiscal Year Financial Performance

Ending Fund Balance for Fiscal 2014 in the Enterprise Fund is projected to be \$19,900,074 Revenues for the past fiscal year, budgeted at \$10,977,500 are expected to come in approximately 1.99% or \$222,500 more than budget.

Operating expenses for FY 2014 are projected to come in approximately \$82,275 less than budget. Projected ending Fund Balance of \$19,713,682 represents 220.5% of operating expenses in the Enterprise Fund. The City's Financial Management Policy states that reserves should be between 15 and 20% with a target level of 18%.

2014-2015 Budget

Revenues

Budgeted revenues for FY 2015 are \$11,200,000. This amount is \$222,500 or 1.99% more than revenues budgeted for FY 2014. This increase is primarily due to higher levels of consumption in the next fiscal year. All utility rates will remain the same as those adopted for FY 2014 except for solid waste fees which increased \$0.96 per month. The cost to the City for its natural gas supply is the delivered cost of the gas, not the raw rate. The rate charged to customers not only covers the cost of the natural gas itself but also pays for the daily operations of the natural gas system, system maintenance, capital projects, and a proportionate share of annual debt payments.

Expenses

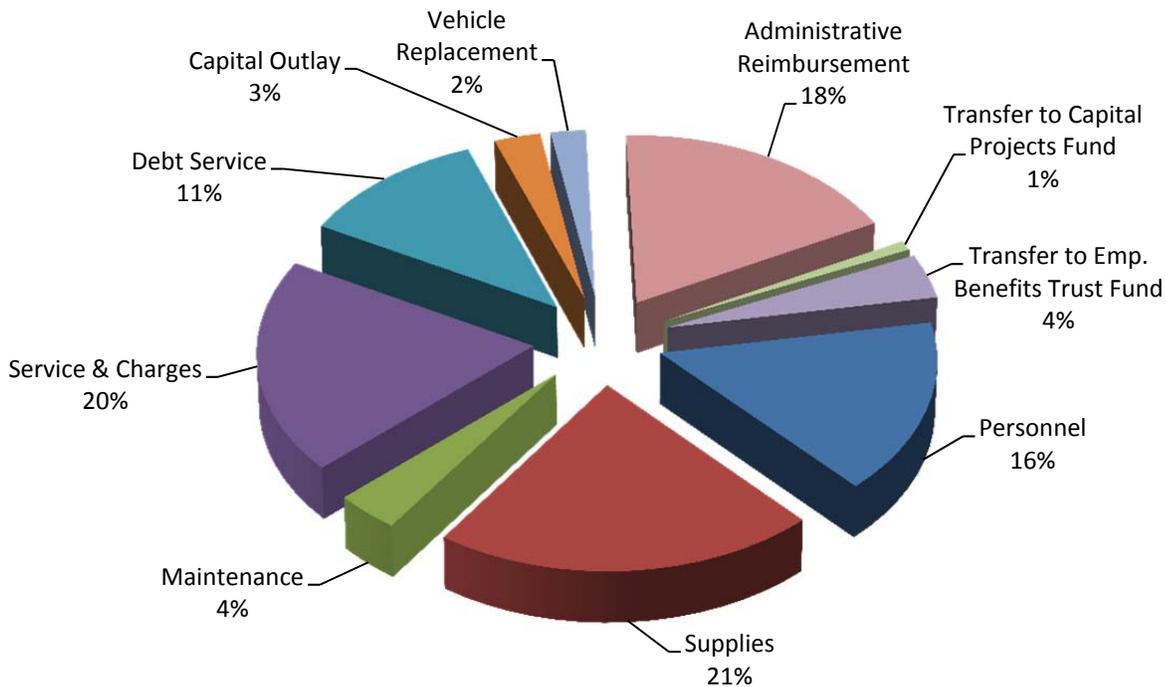
The base budget for operating expenses for FY 2015 is \$8,941,449 which is \$31,332 or 0.36% more than the current budget for FY 2014. The proposed budget for the Enterprise Fund does include non-recurring Supplemental programs totaling \$ 323,000. Proposed cash funding of Capital Improvement Plan projects in the Enterprise Fund for FY 2015 is \$ 100,000.

Budgeted ending Fund Balance for FY 2015 of \$19,713,682 provides fund balance reserves of 220.5% of operating expenses. Budgeted net system revenues available for debt service of 1.9 million provide a debt coverage ratio on revenue bond debt of 172.3%. The debt coverage required by the revenue bond covenants is 125%. It is a goal of the Enterprise Fund to provide this level of coverage to demonstrate the strength of the system.

ENTERPRISE FUND EXPENDITURES

	FY 2013 Actual	FY 2014 Budget	FY 2014 Projected	FY 2015 Budget
Personnel	\$ 1,618,992	\$ 1,775,752	\$ 1,655,213	\$ 1,803,435
Supplies	\$ 1,572,212	\$ 2,388,415	\$ 2,238,721	\$ 2,455,628
Maintenance	\$ 348,197	\$ 659,203	\$ 842,962	\$ 412,177
Service & Charges	\$ 2,219,875	\$ 2,280,698	\$ 2,284,897	\$ 2,238,933
Debt Service	\$ 321,442	\$ 1,329,530	\$ 1,329,730	\$ 1,313,988
Capital Outlay	\$ 1,428,357	\$ 239,000	\$ 73,715	\$ 323,000
Vehicle Replacement	\$ 82,200	\$ 102,500	\$ 102,500	\$ 245,063
Administrative Reimbursement	\$ 2,246,221	\$ 1,806,049	\$ 1,806,049	\$ 2,031,276
Transfer to Capital Projects Fund	\$ 202,621	\$ 310,110	\$ 310,110	\$ 100,000
Transfer to Emp. Benefits Trust Fund	\$ 448,919	\$ 446,548	\$ 446,548	\$ 462,892
TOTAL	\$ 10,489,036	\$ 11,337,805	\$ 11,090,445	\$11,386,392

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



Enterprise Fund

**Statement of Revenues, Expenditures, and Changes in Fund Balance
2014-2015 Adopted Budget Worksheet**

	FY2013	FY2014	FY2014	FY2015	Recurring	Non-Recur.	FY2015
	Actuals	Current Budget	Projections	Base Budget	Supplemental	Supplemental	Adopted Budget
Operating Revenues:							
Water sales	\$ 4,669,354	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ 4,500,000
Sewer sales	2,365,611	2,300,000	2,370,000	2,370,000	-	-	2,370,000
Gas sales	3,061,634	3,200,000	3,250,000	3,250,000	-	-	3,250,000
Tap fees	190,670	110,000	225,000	225,000	-	-	225,000
Reconnect fees	31,029	30,000	30,000	30,000	-	-	30,000
Interest	9,980	18,500	5,500	6,000	-	-	6,000
Other	845,021	819,000	819,000	819,000	-	-	819,000
Transfers	-	-	-	-	-	-	-
Total Operating Revenues	\$ 11,173,299	\$ 10,977,500	\$ 11,199,500	\$ 11,200,000	\$ -	\$ -	\$ 11,200,000
Expenses:							
Enterprise Administration	\$ 295,919	\$ 312,071	\$ 280,735	\$ 317,913	\$ -	\$ -	\$ 317,913
Utility Billing	254,656	262,706	253,930	272,624	-	-	272,624
Water	2,579,835	2,867,614	2,629,388	2,631,260	-	-	2,631,260
Wastewater	1,054,903	1,226,646	1,649,396	1,234,261	-	-	1,234,261
Gas	1,573,962	2,435,031	2,208,344	2,454,115	-	-	2,454,115
Administrative Transfer to General Fund	2,246,221	1,806,049	1,806,049	2,031,276	-	-	2,031,276
Total Operating Expenses	\$ 8,005,496	\$ 8,910,117	\$ 8,827,842	\$ 8,941,449	\$ -	\$ -	\$ 8,941,449
Net Revenue Available for Debt	\$ 3,167,803	\$ 2,067,383	\$ 2,371,658	\$ 2,258,551	\$ -	\$ -	\$ 2,258,551
Debt Service							
Revenue Bonds	\$ 126,473	\$ 542,705	\$ 542,705	\$ 545,568	\$ -	\$ -	\$ 545,568
Certificates of Obligation	187,679	783,090	783,090	765,215	-	-	765,215
Fiscal Fees	7,290	3,735	3,935	3,205	-	-	3,205
Total Debt Service	\$ 321,442	\$ 1,329,530	\$ 1,329,730	\$ 1,313,988	\$ -	\$ -	\$ 1,313,988
Non-Operating Revenues (expenses)							
Proceeds from debt	-	-	-	-	-	-	-
Vehicle replacement	(82,200)	(102,500)	(102,500)	(245,063)	-	-	(245,063)
Capital outlay	(1,428,357)	(239,000)	(73,715)	-	-	(323,000)	(323,000)
Short Term Financing	-	-	-	-	-	-	-
Transfer to Capital Project fund	(202,621)	(310,110)	(310,110)	(100,000)	-	-	(100,000)
Transfer to Emp. Benefits Trust Fund	(448,919)	(446,548)	(446,548)	(462,892)	-	-	(462,892)
Total Non-Operating Revenue	\$ (2,162,097)	\$ (1,098,158)	\$ (932,873)	\$ (807,955)	\$ -	\$ (323,000)	\$ (1,130,955)
Net Income (Excluding Depr.)	\$ 684,265	\$ (360,305)	\$ 109,055	\$ 136,608			\$ (186,392)
Beginning Fund Balance	\$ 19,106,754	\$ 19,791,019	\$ 19,791,019	\$ 19,900,074			\$ 19,900,074
Ending Fund Balance	\$ 19,791,019	\$ 19,430,714	\$ 19,900,074	\$ 20,036,682			\$ 19,713,682
Fund Balance as % of Operating Costs	247.2%	218.1%	225.4%	224.1%			220.5%
Debt Coverage on Total Debt	1008.37%	155.94%	178.89%	172.31%			172.3%

CITY OF TOMBALL
ENTERPRISE FUND
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015			FY2015 Adopted Budget
					Base Budget	Recurring	Non-Recur.	
5600	Water Sales	4,669,354	4,500,000	4,500,000	4,500,000	-	-	4,500,000
	TOTAL WATER SALES	\$ 4,669,354	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ 4,500,000
5640	Sewer Sales	2,365,611	2,300,000	2,370,000	2,370,000	-	-	2,370,000
	TOTAL SEWER SALES	\$ 2,365,611	\$ 2,300,000	\$ 2,370,000	\$ 2,370,000	\$ -	\$ -	\$ 2,370,000
5670	Gas Sales	3,061,634	3,200,000	3,250,000	3,250,000	-	-	3,250,000
	TOTAL GAS SALES	\$ 3,061,634	\$ 3,200,000	\$ 3,250,000	\$ 3,250,000	\$ -	\$ -	\$ 3,250,000
5610	Water taps	70,385	45,000	75,000	75,000	-	-	75,000
5650	Sewer taps	43,635	30,000	65,000	65,000	-	-	65,000
5680	Gas taps	76,650	35,000	85,000	85,000	-	-	85,000
	TOTAL TAP FEES	\$ 190,670	\$ 110,000	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ 225,000
5620	Reconnect fees	31,029	30,000	30,000	30,000	-	-	30,000
	TOTAL RECONNECT FEES	\$ 31,029	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 30,000
5630	AMP Plan Balance	(1,149)	1,000	500	1,000	-	-	1,000
5800	Interest income	11,759	17,500	5,000	5,000	-	-	5,000
5801	Unrealized Gain on Investments	(630)	-	-	-	-	-	-
	TOTAL INTEREST INCOME	\$ 9,980	\$ 18,500	\$ 5,500	\$ 6,000	\$ -	\$ -	\$ 6,000
5690	Penalties	124,454	100,000	100,000	100,000	-	-	100,000
5695	Administrative charges	43,412	45,000	45,000	45,000	-	-	45,000
5560	Returned checks	913	1,000	1,000	1,000	-	-	1,000
5550	Miscellaneous	6,242	3,000	3,000	3,000	-	-	3,000
5740	Other Grants	-	-	-	-	-	-	-
5770	TEDC contributions	670,000	670,000	670,000	670,000	-	-	670,000
5780	Other reimbursements	-	-	-	-	-	-	-
	TOTAL OTHER REVENUES	\$ 845,021	\$ 819,000	\$ 819,000	\$ 819,000	\$ -	\$ -	\$ 819,000
5900	Debt Proceeds	-	-	-	-	-	-	-
	TOTAL DEBT PROCEEDS	-	-	-	-	-	-	-
	Transfer from Rev Bond Sinking	-	-	-	-	-	-	-
	TOTAL TRANSFER REVENUES	-	-	-	-	-	-	-
	TOTAL ENTERPRISE REVENUE	\$ 11,173,299	\$ 10,977,500	\$ 11,199,500	\$ 11,200,000	\$ -	\$ -	\$ 11,200,000

Utility Department

(Administrative, Water, Sewer, and Gas)

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Completed installations of the emergency backup generator for the Public Works Administrative Building.
- Completed approved maintenance projects for the water, wastewater and natural gas systems
- Continued Utility Infrastructure Replacement Program, which includes the addition of over 1,900 LF of water and gas mains.

Objectives for FY 2015

- Complete addition of emergency generator for N.W.W.T.P.
- Explore expansion options of S.W.W.T.P.
- Address the future of the recently capped Baker Street Well.
- Continue Utility Infrastructure Replacement Program, which is intended to replace aged and undersized utilities, provide adequate fire protection, restore line capacity, and maximize the efficiency of the City's public utility system.
- Replace our ten year old infrastructure track-hoe.

Major Budget Items

- John Deere Track-Hoe replacement (\$146,000)
- Continue Utility Infrastructure Replacement Program (\$100,000)
- Emergency Generator for NWWTP (\$230,000)

**CITY OF TOMBALL
611 - ENTERPRISE - ADMINISTRATIVE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
Personnel services	264,130	278,238	245,574	282,987	-	-	282,987
Supplies	4,451	3,930	4,161	4,325	-	-	4,325
Maintenance	296	199	600	150	-	-	150
Services and charges	27,042	29,704	30,400	30,451	-	-	30,451
Total Operating	295,919	312,071	280,735	317,913	-	-	317,913
Capital Outlay	1,392,523	-	-	-	-	-	-
Transfers	2,695,140	2,302,597	2,302,597	2,494,168	-	-	2,494,168
Total Expenses	4,383,582	2,614,668	2,583,332	2,812,081	-	-	2,812,081

Supplemental Programs Recurring Non-Recur.
None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Public Works Director of Operations	1.00	1.00	1.00	1.00	1.00
Utility Superintendent	1.00	1.00	1.00	1.00	1.00
Inventory Control	1.00	1.00	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00

CITY OF TOMBALL
611 - ENTERPRISE - ADMINISTRATIVE DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015			FY2015
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6001	Salaries - Administrative	137,197	164,237	146,762	172,037	-	-	172,037
6003	Wages - Full Time	43,188	55,124	32,317	53,518	-	-	53,518
6005	Wages - Overtime	1,509	773	773	750	-	-	750
6009	Wages - Other	9,100	-	3,971	-	-	-	-
6011	Vacation Pay	11,439	1,451	8,581	-	-	-	-
6012	Sick Pay	(3,871)	1,934	5,047	1,163	-	-	1,163
6013	Emergency Pay	890	-	-	-	-	-	-
6019	Miscellaneous Pay	2,220	2,400	1,715	1,835	-	-	1,835
6021	Social Security & Medicare Taxes	15,435	17,714	15,570	17,909	-	-	17,909
6022	TMRS Retirement - Employer	27,564	29,454	26,034	31,434	-	-	31,434
6025	Worker Compensation Insurance	3,181	4,341	4,183	4,341	-	-	4,341
6026	State Unemployment Taxes	27	810	621	-	-	-	-
6040	Other Post Employment Benefits	16,251	-	-	-	-	-	-
	TOTAL PERSONNEL SERVICES	264,130	278,238	245,574	282,987	-	-	282,987
6101	Office Supplies	706	975	975	975	-	-	975
6102	Educational Supplies	44	-	86	-	-	-	-
6105	Food Supplies	1,044	800	500	500	-	-	500
6106	Materials and Parts	87	-	-	-	-	-	-
6107	Clothing and Uniforms	476	325	150	150	-	-	150
6108	Fuel, Oil and Lubricants	1,605	1,230	2,250	2,250	-	-	2,250
6109	Postage	-	100	100	100	-	-	100
6119	Other Supplies	489	500	100	350	-	-	350
	TOTAL SUPPLIES	4,451	3,930	4,161	4,325	-	-	4,325
6205	Vehicle Maintenance	296	199	600	150	-	-	150
	TOTAL MAINTENANCE	296	199	600	150	-	-	150
6311	Janitorial Services		-	-	-	-	-	-
6312	Communication Services	19,577	20,000	22,800	22,800			22,800
6332	Travel and Meals	872	2,000	1,000	1,000	-	-	1,000
6333	Dues and Subscriptions	1,294	1,654	1,000	1,051	-	-	1,051
6334	Automobile Allowance	4,800	4,800	4,800	4,800	-	-	4,800
6337	Training	449	1,200	550	550	-	-	550
6362	Permits and Licenses	50	50	250	250	-	-	250
	TOTAL SERVICES AND CHARGES	27,042	29,704	30,400	30,451	-	-	30,451
6410	Depreciation Expense	1,392,523						-
6411	Little League Expansion							-
6412	Juergens Park Project							-
	TOTAL CAPITAL OUTLAY	1,392,523	-	-	-	-	-	-
6501	Bad Debt Expense							-
	TOTAL OTHER EXPENDITURES	-	-	-	-	-	-	-
	TOTAL LONG TERM DEBT	-	-	-	-	-	-	-
6691	Transfer to General Fund	2,246,221	1,806,049	1,806,049	2,031,276	-	-	2,031,276
6692	Transfer to Emp. Benefits Trust Fund	448,919	446,548	446,548	462,892	-	-	462,892
6998	Transfer to Fleet Replacement	-	50,000	50,000	-	-	-	-
	TOTAL TRANSFERS	2,695,140	2,302,597	2,302,597	2,494,168	-	-	2,494,168
611	Total Department Expenditures	4,383,582	2,614,668	2,583,332	2,812,081	-	-	2,812,081

Utility Billing Department

DEPARTMENT MISSION

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

PROGRAM NARRATIVES

Accomplishments for FY 2014

- Bills were mailed by the 5th working day at the month 100% of the time.
- We accomplished the 24 hour turn around on the service orders 100% of the time.

Objectives for FY 2015

- Process monthly bills by the 5th working day of the month 100% of the time.
- Develop a testing schedule on 15% of the large meters annually.
- Strive to have a 24 hour turn around on service order completion 100% of the time.

Goals for FY 2015

- Continue to increase training for department employees through Career Track courses, Skill Path courses and City training.
- Research the availability of statement billing.
- Improve the department's image through training and education.
- Develop tools to measure customer service such as questionnaires and surveys.

Major Budget Items

- Postage (\$18,000)

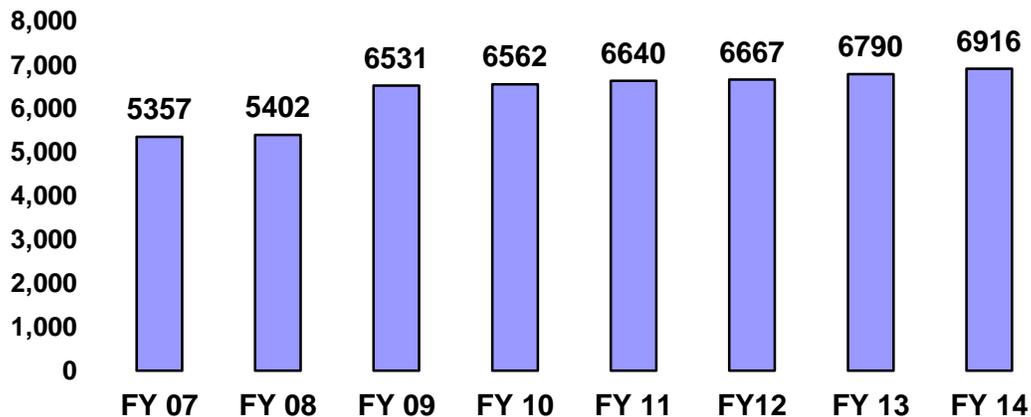
**CITY OF TOMBALL
612 - ENTERPRISE - UTILITY BILLING DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015 Base	Recurring	Non-Recur.	FY2015 Adopted Budget
Personnel services	200,136	207,591	205,195	199,539	-	-	199,539
Supplies	29,143	30,770	28,475	51,665	-	-	51,665
Maintenance	262	5,875	5,450	6,825	-	-	6,825
Services and charges	25,116	18,470	14,810	14,595	-	-	14,595
Total Operating	254,656	262,706	253,930	272,624	-	-	272,624
Capital Outlay	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Total Expenses	254,656	262,706	253,930	272,624	-	-	272,624

Supplemental Programs Recurring Non-Recur.
None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Billing Supervisor	1.00	1.00	1.00	1.00	1.00
Customer Service Specialists	3.00	3.00	3.00	2.00	2.00
Utilities Serviceperson	2.00	2.00	2.00	1.00	1.00
Total	6.00	6.00	6.00	4.00	4.00

Number of Water Meters



**CITY OF TOMBALL
612 - ENTERPRISE - UTILITY BILLING DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013 Actual	FY2014 Budget	FY2014 Projections	FY2015			FY2015
					Base	Recurring	Non-Recur.	Adopted Budget
6001	Salaries - Administrative	43,986	52,874	48,023	43,389	-	-	43,389
6003	Wages - Full Time	93,083	109,669	103,555	115,107	-	-	115,107
6005	Wages - Overtime	1,028	1,803	1,803	1,750	-	-	1,750
6009	Wages - Other	7,944	-	4,290	-	-	-	-
6011	Vacation Pay	10,457	1,713	5,520	-	-	-	-
6012	Sick Pay	5,911	1,154	2,718	1,204	-	-	1,204
6013	Emergency Pay	-	-	-	-	-	-	-
6019	Miscellaneous Pay	2,560	3,095	2,800	2,120	-	-	2,120
6021	Social Security & Medicare Taxes	12,155	13,036	12,762	12,513	-	-	12,513
6022	TMRS Retirement - Employer	21,882	21,675	21,512	21,964	-	-	21,964
6025	Worker Compensation Insurance	1,093	1,492	1,384	1,492	-	-	1,492
6026	State Unemployment Taxes	36	1,080	828	-	-	-	-
TOTAL PERSONNEL SERVICES		200,136	207,591	205,195	199,539	-	-	199,539
6101	Office Supplies	3,740	9,000	7,000	27,480	-	-	27,480
6106	Materials and Parts	-	200	150	800	-	-	800
6107	Clothing and Uniforms	397	745	500	1,750	-	-	1,750
6108	Fuel, Oil and Lubricants	2,310	2,800	2,800	3,500	-	-	3,500
6109	Postage	16,407	18,000	18,000	18,000	-	-	18,000
6119	Other Supplies	6,289	25	25	135	-	-	135
TOTAL SUPPLIES		29,143	30,770	28,475	51,665	-	-	51,665
6201	Office Equipment Maintenance	-	5,375	5,000	1,000	-	-	1,000
6204	Other Equipment Maintenance	-	-	-	5,225	-	-	5,225
6205	Vehicle Maintenance	262	-	-	-	-	-	-
6219	Other Maintenance	-	500	450	600	-	-	600
TOTAL MAINTENANCE		262	5,875	5,450	6,825	-	-	6,825
6312	Communication Services	864	900	700	600	-	-	600
6320	Software Services	-	5,000	5,000	-	-	-	-
6329	Other Services	23,762	12,000	9,000	4,000	-	-	4,000
6332	Travel and Meals	-	150	40	1,400	-	-	1,400
6333	Dues and Subscriptions	70	70	70	70	-	-	70
6337	Training	420	200	-	1,750	-	-	1,750
6362	Permits and Licenses	-	150	-	6,775	-	-	6,775
TOTAL SERVICES AND CHARGES		25,116	18,470	14,810	14,595	-	-	14,595
6401	Office Equipment	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-
612	Total Department Expenditures	254,656	262,706	253,930	272,624	-	-	272,624

Water Department

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Continue Utility Infrastructure Replacement Program, which includes the replacement of over 1,900 LF of water mains.
- Capped Baker Drive Water Well.

Objectives for FY 2015

- Complete the assessment to determine our needs and possible location of new water well that may be necessary to replace the Baker St. well and to meet the City's growing water demand.
- Continue Utility Infrastructure Replacement Program designed to target aged and undersized distribution lines, and provide adequate fire protection.
- Install approximately 1,600' of 12", C-900 water main on Hufsmith-Kohrville for the construction of the new Tomball Business and Technology Park.

Major Budget Items

- Continue Utility Infrastructure Replacement Program (\$100,000)

**CITY OF TOMBALL
613 - ENTERPRISE FUND - WATER DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	379,189	418,895	393,354	429,205	-	-	429,205
Supplies	223,071	201,340	223,662	217,300	-	-	217,300
Maintenance	249,798	421,127	175,262	171,200	-	-	171,200
Services and charges	1,727,777	1,826,252	1,837,110	1,813,555	-	-	1,813,555
Total Operating	2,579,835	2,867,614	2,629,388	2,631,260	-	-	2,631,260
Capital Outlay	850	9,000	20,715	-	-	-	-
Bad Debt Expense		-	-	-	-	-	-
Long Term Debt		-	-	-	-	-	-
Transfers	36,052	179,360	179,360	167,190	-	-	167,190
Total Expenses	2,616,737	3,055,974	2,829,463	2,798,450	-	-	2,798,450

Supplemental Programs Recurring Non-Recur.
None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Foreman	1.00	1.00	1.00	1.00	1.00
Crew Chief	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00	1.00
Serviceman	3.00	3.00	3.00	4.00	4.00
Locator	1.00	1.00	1.00	1.00	1.00
Utilities Laborer*	0.20	0.20	0.20	0.20	0.20
Total	7.20	7.20	7.20	8.20	8.20

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

CITY OF TOMBALL
613 - ENTERPRISE - WATER DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015			FY2015
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	234,962	299,508	264,177	311,605	-	-	311,605
6004	Wages - Part Time	4,574	4,635	4,635	4,500	-	-	4,500
6005	Wages - Overtime	8,078	9,785	9,785	9,500	-	-	9,500
6006	Wages - Call Duty	18,373	15,450	15,450	15,000	-	-	15,000
6009	Wages - Other	11,789	-	8,103	-	-	-	-
6011	Vacation Pay	16,486	2,523	8,430	-	-	-	-
6012	Sick Pay	10,911	2,999	4,378	2,713	-	-	2,713
6013	Emergency Pay	467	-	-	-	-	-	-
6019	Miscellaneous Pay	3,230	3,655	3,655	3,700	-	-	3,700
6021	Social Security & Medicare Taxes	22,761	25,908	24,064	26,547	-	-	26,547
6022	TMRS Retirement - Employer	40,380	42,489	40,003	45,992	-	-	45,992
6025	Worker Compensation Insurance	7,070	9,648	8,903	9,648	-	-	9,648
6026	State Unemployment Taxes	107	2,295	1,771	-	-	-	-
	TOTAL PERSONNEL SERVICES	379,189	418,895	393,354	429,205	-	-	429,205
6101	Office Supplies	24	-	6,362	-	-	-	-
6104	Janitorial & Cleaning Supplies	50	-	-	-	-	-	-
6106	Materials and Parts	74,296	65,000	80,000	80,000	-	-	80,000
6107	Clothing and Uniforms	2,037	3,300	3,300	3,300	-	-	3,300
6108	Fuel, Oil and Lubricants	25,234	19,000	22,000	22,000	-	-	22,000
6109	Postage	-	-	-	-	-	-	-
6110	Chemical Supplies	108,098	102,000	102,000	102,000	-	-	102,000
6119	Other Supplies	13,331	12,040	10,000	10,000	-	-	10,000
	TOTAL SUPPLIES	223,071	201,340	223,662	217,300	-	-	217,300
6204	Other Equipment Maintenance	1,020	2,827	4,562	2,900	-	-	2,900
6205	Vehicle Maintenance	1,578	1,800	2,800	1,800	-	-	1,800
6207	System Maintenance	247,200	416,500	167,900	166,500	-	-	166,500
	TOTAL MAINTENANCE	249,798	421,127	175,262	171,200	-	-	171,200
6304	Professional Services-Other	23,365	19,000	19,000	19,000	-	-	19,000
6305	Harris Cty. Reg. Water Authority	1,450,607	1,525,000	1,550,000	1,550,000	-	-	1,550,000
6312	Communication Services	2,147	2,100	2,100	2,100	-	-	2,100
6313	Utilities - Electrical	225,936	250,000	235,000	211,500	-	-	211,500
6316	Printing and Binding	931	1,825	1,825	1,825	-	-	1,825
6329	Other Services	1,500	-	55	-	-	-	-
6332	Travel and Meals	-	100	100	100	-	-	100
6333	Dues and Subscriptions	140	741	750	750	-	-	750
6335	Advertising Cost	352	386	850	850	-	-	850
6336	Equipment Rentals	-	-	130	130	-	-	130
6337	Training	2,610	3,500	3,500	3,500	-	-	3,500
6361	Studies and Analysis	5,791	8,600	8,600	8,600	-	-	8,600
6362	Permits and Licenses	14,400	15,000	15,200	15,200	-	-	15,200
	TOTAL SERVICES AND CHARGES	1,727,777	1,826,252	1,837,110	1,813,555	-	-	1,813,555
6403	Machinery and Equipment	-	9,000	8,715	-	-	-	-
6409	System Expansion	850	-	12,000	-	-	-	-
	TOTAL CAPITAL OUTLAY	850	9,000	20,715	-	-	-	-
6998	Transfer to Fleet Replacement	59,200	26,250	26,250	67,190	-	-	67,190
6999	Transfer to Capital Project Fund	(23,148)	153,110	153,110	100,000	-	-	100,000
	TOTAL TRANSFERS	36,052	179,360	179,360	167,190	-	-	167,190
613	Total Department Expenditures	2,616,737	3,055,974	2,829,463	2,798,450	-	-	2,798,450

Wastewater Department

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Continue Utility Infrastructure Replacement Program, which replaces aged and undersized sewer mains.
- Completed installation of auger/compactor for the N.W.W.T.P.
- Demolished School Street lift station for completion of Medical Complex Drive.
- Rehabbed our Sherwood Forest Lift Station
- Rebuild Centrifuge at N.W.W.T. P.

Objectives for FY 2015

- Complete approved maintenance projects that will improve the efficiency of the City's sanitary sewer collection and treatment capabilities.
- Rehab our Hunterwood lift station.
- Complete addition of emergency generator for N.W.W.T.P.

Major Budget Items

- Continue Utility Infrastructure Replacement Program (\$100,000)
- Hunterwood Lift Station (\$36,000)
- Replacement of remaining two rotors at S.W.W.T.P. (\$232,000 max)

**CITY OF TOMBALL
614 - ENTERPRISE FUND - WASTEWATER DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	492,903	534,733	511,133	545,704	-	-	545,704
Supplies	78,652	105,900	125,913	125,900	-	-	125,900
Maintenance	95,453	225,227	656,125	228,477	-	-	228,477
Services and charges	387,895	360,786	356,225	334,180	-	-	334,180
Total Operating	1,054,903	1,226,646	1,649,396	1,234,261	-	-	1,234,261
Capital Outlay	34,984	230,000	50,000	-	-	323,000	323,000
Bad Debt Expense	-	-	-	-	-	-	-
Long Term Debt	-	-	-	-	-	-	-
Transfers	251,559	157,000	157,000	146,000	-	-	146,000
Total Expenses	1,341,447	1,613,646	1,856,396	1,380,261	-	323,000	1,703,261

Supplemental Programs	Recurring	Non-Recur.
Back-Up Generator for N.Wastewater Treatment Plant	\$ -	\$ 323,000

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Crew Chief	2.00	2.00	2.00	2.00	2.00
Plant Supervisor	1.00	1.00	1.00	1.00	1.00
Plant Operator	2.00	2.00	2.00	2.00	2.00
Technician	1.00	1.00	1.00	1.00	1.00
Serviceman	4.00	4.00	4.00	4.00	4.00
Part Time Laborer*	0.20	0.20	0.20	0.20	0.20
Total	10.20	10.20	10.20	10.20	10.20

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

**CITY OF TOMBALL
614 - ENTERPRISE - WASTEWATER DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015			FY2015
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	317,151	386,446	351,576	398,840	-	-	398,840
6004	Wages - Part Time	3,821	4,635	4,635	4,500	-	-	4,500
6005	Wages - Overtime	17,254	21,012	21,012	20,400	-	-	20,400
6006	Wages - Call Duty	13,765	15,450	15,450	15,000	-	-	15,000
6009	Wages - Other	18,339	-	8,729	-	-	-	-
6011	Vacation Pay	17,592	2,808	9,313	-	-	-	-
6012	Sick Pay	11,013	2,523	3,957	2,429	-	-	2,429
6013	Emergency Pay	1,724	-	413	-	-	-	-
6019	Miscellaneous Pay	2,860	3,110	3,110	3,475	-	-	3,475
6021	Social Security & Medicare Taxes	30,055	33,360	31,713	34,015	-	-	34,015
6022	TMRS Retirement - Employer	53,142	54,880	52,642	59,101	-	-	59,101
6024	Health Insurance	-	-	-	-	-	-	-
6025	Worker Compensation Insurance	5,821	7,944	6,595	7,944	-	-	7,944
6026	State Unemployment Taxes	366	2,565	1,988	-	-	-	-
	TOTAL PERSONNEL SERVICES	492,903	534,733	511,133	545,704	-	-	545,704
6101	Office Supplies	-	100	100	100	-	-	100
6104	Janitorial & Cleaning Supplies	50	-	-	-	-	-	-
6105	Food Supplies	26	-	-	-	-	-	-
6106	Materials and Parts	9,753	9,800	9,800	9,800	-	-	9,800
6107	Clothing and Uniforms	3,399	4,600	4,600	4,600	-	-	4,600
6108	Fuel, Oil and Lubricants	22,608	25,000	25,000	25,000	-	-	25,000
6109	Postage	31	-	13	-	-	-	-
6110	Chemical Supplies	32,656	58,000	78,000	78,000	-	-	78,000
6119	Other Supplies	10,129	8,400	8,400	8,400	-	-	8,400
	TOTAL SUPPLIES	78,652	105,900	125,913	125,900	-	-	125,900
6204	Other Equipment Maintenance	6,415	8,750	12,000	12,000	-	-	12,000
6205	Vehicle Maintenance	5,131	2,500	2,970	2,500	-	-	2,500
6206	Building Maintenance	-	-	-	-	-	-	-
6207	System Maintenance	83,907	213,977	641,155	213,977	-	-	213,977
	TOTAL MAINTENANCE	95,453	225,227	656,125	228,477	-	-	228,477
6304	Professional Services-Other	12,446	10,000	22,045	10,000	-	-	10,000
6312	Telephone Services	2,434	2,800	2,800	2,800	-	-	2,800
6313	Utilities - Electrical	194,778	210,000	190,000	180,000	-	-	180,000
6329	Other Services	87,242	55,000	55,000	55,000	-	-	55,000
6332	Travel and Meals	-	-	-	-	-	-	-
6333	Dues and Subscriptions	280	880	880	880	-	-	880
6336	Equipment Rentals	97	500	500	500	-	-	500
6337	Training	3,101	3,500	3,000	3,000	-	-	3,000
6361	Studies and Analysis	49,969	43,000	42,000	42,000	-	-	42,000
6362	Permits and Licenses	34,578	35,106	40,000	40,000	-	-	40,000
6389	Contingencies	2,970	-	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	387,895	360,786	356,225	334,180	-	-	334,180
6403	Machinery and Equipment	16,645	-	-	-	-	323,000	323,000
6409	System Expansion	18,339	230,000	50,000	-	-	-	-
	TOTAL CAPITAL OUTLAY	34,984	230,000	50,000	-	-	323,000	323,000
6998	Transfer to Fleet Replacement	-	-	-	146,000	-	-	146,000
6999	Transfer to Capital Project Fund	251,559	157,000	157,000	-	-	-	-
	TOTAL TRANSFERS	251,559	157,000	157,000	146,000	-	-	146,000
614	Total Department Expenditures	1,341,446	1,613,646	1,856,396	1,380,261	-	323,000	1,703,261

Gas Department

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

Accomplishments for FY 2014

- Completed installation of approximately 1,900' of four inch poly gas main.
- Continued our upgrade program replacing the older gas meters in our system to the newer and more accurate Sensus/Actara style of meter that are A.M.R. compatible.

Objectives for FY 2015

- Ensure compliance with the Railroad Commission's new DIMP program, thereby maintaining the excellent standing the City's gas system has with the State.
- Install approximately 1,600' of six inch poly gas main on Hufsmith-Kohrville for the construction of the new Tomball Business and Technology Park.

Major Budget Items

- Gas Purchase (\$1,950,000)
- Materials and Parts (\$60,000)

**CITY OF TOMBALL
615 - ENTERPRISE FUND - GAS DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	282,634	336,295	299,957	346,000	-	-	346,000
Supplies	1,236,895	2,046,475	1,856,510	2,056,438	-	-	2,056,438
Maintenance	2,388	6,775	5,525	5,525	-	-	5,525
Services and charges	52,045	45,486	46,352	46,152	-	-	46,152
Total Operating	1,573,962	2,435,031	2,208,344	2,454,115	-	-	2,454,115
Capital Outlay	-	-	3,000	-	-	-	-
Transfers	(2,790)	26,250	26,250	31,873	-	-	31,873
Total Expenses	1,571,172	2,461,281	2,237,594	2,485,988	-	-	2,485,988

Supplemental Programs Recurring Non-Recur.
None

Staffing	FY2011	FY2012	FY2013	FY2014	FY2015
Foreman	1.00	1.00	1.00	1.00	1.00
Crew Chief	1.00	1.00	1.00	1.00	1.00
Technician	1.00	1.00	1.00	1.00	1.00
Serviceman	3.00	3.00	3.00	3.00	3.00
Part Time Laborer*	0.20	0.20	0.20	0.20	0.20
Total	6.20	6.20	6.20	6.20	6.20

**CITY OF TOMBALL
615 - ENTERPRISE - GAS DEPARTMENT
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015			FY2015
		Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted Budget
6003	Wages - Full Time	165,068	243,205	203,596	253,552	-	-	253,552
6004	Wages - Part Time	2,174	4,635	4,635	4,500	-	-	4,500
6005	Wages - Overtime	10,285	8,240	8,240	8,000	-	-	8,000
6006	Wages - Call Duty	19,783	15,450	15,450	15,000	-	-	15,000
6009	Wages - Other	10,420	-	4,663	-	-	-	-
6011	Vacation Pay	11,757	1,752	4,879	-	-	-	-
6012	Sick Pay	9,482	730	1,922	498	-	-	498
6013	Emergency Pay	225	-	821	-	-	-	-
6019	Miscellaneous Pay	3,375	2,060	2,060	2,335	-	-	2,335
6020	Volunteers' State Retirement	-	-	-	-	-	-	-
6021	Social Security & Medicare Taxes	17,235	21,124	18,670	21,717	-	-	21,717
6022	TMRS Retirement - Employer	30,561	34,535	30,739	37,515	-	-	37,515
6025	Worker Compensation Insurance	2,058	2,809	2,924	2,883	-	-	2,883
6026	State Unemployment Taxes	211	1,755	1,358	-	-	-	-
TOTAL PERSONNEL SERVICES		282,634	336,295	299,957	346,000	-	-	346,000
6101	Office Supplies	50	-	160	138	-	-	138
6104	Janitorial & Cleaning Supplies	50	-	-	-	-	-	-
6105	Food Supplies	63	-	50	-	-	-	-
6106	Materials and Parts	74,484	50,000	60,000	60,000	-	-	60,000
6107	Clothing and Uniforms	2,574	3,000	3,000	3,000	-	-	3,000
6108	Fuel, Oil and Lubricants	16,510	15,475	15,000	15,000	-	-	15,000
6109	Postage	-	-	-	-	-	-	-
6110	Chemical Supplies	2,741	2,500	2,800	2,800	-	-	2,800
6119	Other Supplies	8,562	25,500	25,500	25,500	-	-	25,500
6129	Gas Purchases	1,131,861	1,950,000	1,750,000	1,950,000	-	-	1,950,000
TOTAL SUPPLIES		1,236,895	2,046,475	1,856,510	2,056,438	-	-	2,056,438
6204	Other Equipment Maintenance	443	1,200	1,200	1,200	-	-	1,200
6205	Vehicle Maintenance	1,208	875	875	875	-	-	875
6207	System Maintenance	290	4,000	3,000	3,000	-	-	3,000
6219	Other Maintenance	447	700	450	450	-	-	450
TOTAL MAINTENANCE		2,388	6,775	5,525	5,525	-	-	5,525
6303	Professional Services-Legal	-	-	-	-	-	-	-
6304	Professional Services-Other	17,612	12,500	12,500	12,500	-	-	12,500
6312	Telephone Services	2,477	2,800	2,800	2,800	-	-	2,800
6313	Utilities - Electrical	2,616	2,000	2,000	1,800	-	-	1,800
6320	Computer Software Service	-	-	-	-	-	-	-
6322	Inspections Services	1,675	4,000	4,000	4,000	-	-	4,000
6329	Other Services	3,116	2,225	3,000	3,000	-	-	3,000
6332	Travel and Training	268	-	-	-	-	-	-
6333	Dues and Subscriptions	2,919	1,250	1,250	1,250	-	-	1,250
6335	Advertising Cost	222	225	225	225	-	-	225
6336	Equipment Rentals	1,125	250	250	250	-	-	250
6337	Training	18,650	18,600	18,000	18,000	-	-	18,000
6362	Permits and Licenses	1,365	1,636	2,327	2,327	-	-	2,327
TOTAL SERVICES AND CHARGES		52,045	45,486	46,352	46,152	-	-	46,152
6405	Vehicle Equipment	-	-	-	-	-	-	-
6409	System Expansion	-	-	3,000	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	3,000	-	-	-	-
6998	Transfer to Fleet Replacement	23,000	26,250	26,250	31,873	-	-	31,873
6999	Transfer to Capital Project Fund	(25,790)	-	-	-	-	-	-
TOTAL TRANSFERS		(2,790)	26,250	26,250	31,873	-	-	31,873
615	Total Department Expenditures	1,571,172	2,461,281	2,237,594	2,485,988	-	-	2,485,988

CITY OF TOMBALL
 616 - ENTERPRISE FUND - PRINCIPAL AND INTEREST
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Revenue Bonds							
Principal	-	435,000	435,000	455,000	-	-	455,000
Interest	126,473	107,705	107,705	90,568	-	-	90,568
New Debt		-		-	-	-	-
Total Revenue Debt	126,473	542,705	542,705	545,568	-	-	545,568
Certificates							
Principal	-	635,250	635,250	627,000	-	-	627,000
Interest	187,679	147,840	147,840	138,215	-	-	138,215
New Debt		-		-	-	-	-
Total CO Debt	187,679	783,090	783,090	765,215	-	-	765,215
Fiscal fees	7,290	3,735	3,935	3,205	-	-	3,205
Total Expenses	321,442	1,329,530	1,329,730	1,313,988	-	-	1,313,988

City of Tomball
Enterprise Fund
Consolidated Debt Payment Schedule
2014-2015 Annual Budget

Fiscal Year	Principal	Interest	Total
2015	1,082,000	228,783	1,310,783
2016	1,083,250	196,574	1,279,824
2017	1,086,750	162,127	1,248,877
2018	1,100,750	125,401	1,226,151
2019	1,109,750	86,468	1,196,218
2020	563,750	55,605	619,355
2021	558,250	33,165	591,415
2022	550,000	11,000	561,000
Total	\$ 7,134,500	\$ 899,124	\$ 8,033,624

City of Tomball

Water and Sewer System Revenue Bonds, Series 1999

Purpose- Southside Sewer Plant

Issue Date : February 15, 1999

Fiscal Year	Principal	Coupon	Interest	Total P & I
2015	455,000	3.900%	90,568	545,568
2016	470,000	4.000%	72,295	542,295
2017	490,000	4.050%	52,973	542,973
2018	515,000	4.100%	32,492	547,492
2019	535,000	4.100%	10,967	545,967
Total	\$ 2,465,000		\$ 259,295	\$ 2,724,295

City of Tomball

Series 2011 General Obligation Refunding Bonds- Enterprise Portion

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

Issue Date : July 1, 2011

Fiscal				Total
Year	Principal	Coupon	Interest	P & I
2015	627,000	2.000%	138,215	765,215
2016	613,250	2.500%	124,279	737,529
2017	596,750	2.500%	109,154	705,904
2018	585,750	3.000%	92,909	678,659
2019	574,750	3.000%	75,501	650,251
2020	563,750	4.000%	55,605	619,355
2021	558,250	4.000%	33,165	591,415
2022	550,000	4.000%	11,000	561,000
Total	\$ 4,669,500		\$ 639,829	\$ 5,309,329

Debt Service Fund

Fund Description

The debt service fund, also known as the interest and sinking fund, is established by ordinance authorizing the issuance of bonds and providing for the payment of bond principal and interest as they come due. In the General Obligation Debt Service fund, an ad valorem (property) tax rate and tax levy is required to be computed and levied that will be sufficient to produce the money to satisfy annual debt service requirements. General Obligation related debt of the City of Tomball carries a "AA+" rating from Standard and Poor's and "Aa3" from Moody's Investors Services.

Fund Narrative

The City paid \$2,144,750 toward bond principal on its outstanding tax supported debt as well as \$932,677 in interest. Projected ending fund balance for FY 2014 of \$2,661,853 represents 72% of FY 2015 principal and interest payments on debt. Total debt service payments including fiscal charges for FY 2015 are budgeted at \$3,702,207. The projected ending fund balance for FY 2015 is \$ 3,431,523.

The City issued \$14,500,000 in General Obligation Certificates of obligation to fund two projects, the extension of Medical Complex Drive to Cherry Street and the completion of the M121 Drainage channel, during FY 2012. A \$0.09 cent increase to \$0.23 cents in the Debt Service tax rate was approved to service this debt. The City issued \$8,500,000 in new bonds for a Business Park and refinanced \$6,370,000 of outstanding debt, during FY 2013.

Shown below is the City's debt position as of the beginning of FY 2015.

Total outstanding general obligation debt	\$38,410,000
Less self-supporting debt from the Enterprise Fund	<u>7,134,500</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u>\$31,275,500</u>

The City's legal capacity for additional debt is very large. Rules promulgated by the Office of the Attorney General of Texas stipulate that such Office will not approve tax bonds of any city unless the city can demonstrate its ability to pay debt service requirements on all outstanding tax debt, including the issue to be approved, from a levy of \$2.50 per \$100 of valuation. The City does not have a debt limit outlined in its Charter.

300 Debt Service Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

2014-2015 Adopted Budget Worksheet

	FY2013 Actual	FY2014 Current Budget	FY2014 Projections	FY2015 Adopted Budget
Revenues:				
Current taxes	\$ 3,092,024	\$ 3,030,420	\$ 3,350,000	\$ 3,350,000
Delinquent taxes	50,042	35,000	35,000	40,000
Penalty and interest	22,350	20,000	15,000	20,000
Interest	2,131	2,500	1,500	1,500
Bond Proceeds	5,770,500	-	-	-
Other	35,627	-	-	-
TEDC Contributions	-	534,816	534,816	524,913
Total Revenues	\$ 8,972,674	\$ 3,622,736	\$ 3,936,316	\$ 3,936,413
Expenditures:				
Principal	\$ 7,421,497	\$ 2,210,330	\$ 2,144,750	\$ 2,198,000
Interest	933,795	978,957	955,817	883,489
Payoff 2011 Fire Truck Lease	-	-	-	535,464
Lease Payment- Fire Truck	63,149	65,580	65,580	68,104
Fees	128,531	12,000	12,000	17,150
Total Expenditures	\$ 8,546,972	\$ 3,266,867	\$ 3,178,147	\$ 3,702,207
Other Sources/(Uses):				
Transfers from General Fund			-	535,464
Total Other Sources/(Uses)			-	535,464
Revenues Over/(Under) Expenditures	\$ 425,702	\$ 355,869	\$ 758,169	\$ 769,670
Beginning Fund Balance	\$ 1,477,982	\$ 1,903,684	\$ 1,903,684	\$ 2,661,853
Ending Fund Balance	\$ 1,903,684	\$ 2,259,553	\$ 2,661,853	\$ 3,431,523
Ending FB as % of Next Year's Debt Service Requirement		61%	72%	93%

**City of Tomball
Debt Service Fund
Consolidated Debt Payment Schedule
2014-2015 Annual Budget**

Fiscal Year	Principal	Interest	Total
2015	2,801,568	883,489	3,685,057
2016	2,287,574	810,550	3,098,124
2017	2,321,482	759,787	3,081,269
2018	2,349,972	706,266	3,056,238
2019	2,093,547	653,956	2,747,503
2020	2,122,209	601,902	2,724,111
2021	2,155,461	545,933	2,701,394
2022	2,191,557	488,362	2,679,919
2023	1,794,501	438,094	2,232,595
2024	1,253,093	399,303	1,652,396
2025	1,195,000	362,363	1,557,363
2026	1,230,000	326,113	1,556,113
2027	1,270,000	287,113	1,557,113
2028	1,310,000	244,663	1,554,663
2029	1,355,000	199,113	1,554,113
2030	1,395,000	150,844	1,545,844
2031	1,445,000	99,103	1,544,103
2032	1,500,000	44,184	1,544,184
2033	540,000	8,100	548,100
Total	\$ 32,610,964	\$ 8,009,236	\$ 40,620,200

City of Tomball

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

Purpose- Street Improvements

\$2,210,000 - Tax Supported

Issue Date: August 15, 2010

Fiscal Year	Principal	Coupon	Interest	Total P & I
2015	270,000	2.000%	19,970	289,970
2016	270,000	2.000%	14,570	284,570
2017	280,000	2.000%	9,070	289,070
2018	285,000	2.200%	3,135	288,135
Total	\$ 1,105,000		\$ 46,745	\$ 1,151,745

Debt refunded August 31, 2010

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

Fiscal Year	Principal	Coupon	Interest	Total P & I
2015	513,000	2.000%	113,085	626,085
2016	501,750	2.500%	101,683	603,433
2017	488,250	2.500%	89,308	577,558
2018	479,250	3.000%	76,016	555,266
2019	470,250	3.000%	61,774	532,024
2020	461,250	4.000%	45,495	506,745
2021	456,750	4.000%	27,135	483,885
2022	450,000	4.000%	9,000	459,000
Total	\$ 3,820,500		\$ 523,496	\$ 4,343,996

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

Fiscal Year	Principal	Interest	Total P & I
2015	535,464	20,615	556,079
Total	<u>\$ 535,464</u>	<u>\$ 20,615</u>	<u>\$ 556,079</u>

All payments due April 20th of each year. Original final lease payment due date FY 2021
Proposed budget includes early payoff of lease in FY 2015.

City of Tomball
 2015 Lease Purchase- Pierce Velocity Fire Truck
 Issue Date : TBD

Fiscal Year	Principal	Interest	Total P & I
2015	68,104	27,200	95,304
2016	70,824	24,884	95,708
2017	73,232	22,476	95,708
2018	75,722	19,987	95,709
2019	78,297	17,412	95,709
2020	80,959	14,750	95,709
2021	83,711	11,997	95,708
2022	86,557	9,151	95,708
2023	89,501	6,208	95,709
2024	93,093	3,165	96,258
Total	\$ 800,000	\$ 157,230	\$ 957,230

City of Tomball
 Tax Certificates of Obligation, Series 2012
 \$14,500,000 - Tax Supported 100%
 Issue Date : January 1, 2012
 Closing Date: January 5, 2012
 Medical Complex Drive; M121 West Drainage Project

Fiscal Year	Principal	Coupon	Interest	Total P & I
2015	585,000	4.250%	459,819	1,044,819
2016	595,000	3.000%	438,463	1,033,463
2017	610,000	3.000%	420,388	1,030,388
2018	620,000	3.000%	401,938	1,021,938
2019	635,000	3.000%	383,113	1,018,113
2020	650,000	3.000%	363,838	1,013,838
2021	670,000	3.000%	344,038	1,014,038
2022	690,000	3.000%	323,638	1,013,638
2023	710,000	3.000%	302,638	1,012,638
2024	730,000	3.250%	280,125	1,010,125
2025	755,000	3.500%	255,050	1,010,050
2026	780,000	3.625%	227,700	1,007,700
2027	810,000	3.750%	198,375	1,008,375
2028	840,000	4.000%	166,388	1,006,388
2029	870,000	4.000%	132,188	1,002,188
2030	900,000	4.000%	96,788	996,788
2031	935,000	4.125%	59,503	994,503
2032	975,000	4.125%	20,109	995,109
Total	\$ 13,360,000		\$ 4,874,094	\$ 18,234,094

City of Tomball

General Obligation Refunding Bonds, Series 2013

\$6,370,000 - Tax Supported 90.59%, Utility System 9.41%*

Issue Date : January 1, 2013

Closing Date: January 17, 2013

Refunded Series 2002 Certificates of Obligation (Unrefunded portion of original issue)
and Series 2003 Certificates of Obligation

Fiscal Year	Principal	Coupon	Interest	Total P & I
2015	490,000	1.000%	57,887.50	547,888
2016	500,000	1.000%	52,937.50	552,938
2017	510,000	1.100%	47,632.50	557,633
2018	520,000	1.250%	41,577.50	561,578
2019	530,000	1.050%	35,545.00	565,545
2020	545,000	1.250%	29,356.25	574,356
2021	550,000	1.400%	22,100.00	572,100
2022	560,000	1.550%	13,910.00	573,910
2023	580,000	1.650%	4,785.00	584,785
Total	<u>\$ 4,785,000</u>		<u>\$ 305,731</u>	<u>\$ 5,090,731</u>

*Tax supported 100% 2015 to 2023

City of Tomball
Tax Certificates of Obligation, Series 2013
\$ 8,500,000 - Tax Supported 100%
Issue Date : May 15, 2013
Sale Date: May 23, 2013
Business Park

Fiscal Year	Principal	Coupon	Interest	Total P & I
2015	340,000	2.000%	184,913	524,913
2016	350,000	2.000%	178,013	528,013
2017	360,000	2.000%	170,913	530,913
2018	370,000	2.000%	163,613	533,613
2019	380,000	2.000%	156,113	536,113
2020	385,000	2.000%	148,463	533,463
2021	395,000	2.000%	140,663	535,663
2022	405,000	2.000%	132,663	537,663
2023	415,000	2.000%	124,463	539,463
2024	430,000	2.000%	116,013	546,013
2025	440,000	2.000%	107,313	547,313
2026	450,000	2.000%	98,413	548,413
2027	460,000	2.250%	88,738	548,738
2028	470,000	2.250%	78,275	548,275
2029	485,000	2.500%	66,925	551,925
2030	495,000	2.750%	54,056	549,056
2031	510,000	3.000%	39,600	549,600
2032	525,000	3.000%	24,075	549,075
2033	540,000	3.000%	8,100	548,100
Total	\$ 8,205,000		\$ 2,081,325	\$ 10,286,325

Special Revenue Funds

Statement of Revenues, Expenditures and Changes in Fund Balance 2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Occupancy Tax	\$ 375,482	\$ 390,000	\$ 425,000	\$ 465,000	-	-	\$ 465,000
Fines and Warrants	240,105	310,000	184,000	185,000	-	-	185,000
Grants	559,994	632,000	632,000	81,570	-	-	81,570
Interest	1,766	2,150	780	850	-	-	850
General Special	17,735	13,000	18,500	18,000	-	-	18,000
Miscellaneous Income	8,072	10,000	10,000	10,000	-	-	10,000
Event Revenue	34,866	34,250	15,841	42,000	-	-	42,000
TEDC Contributions	-	-	-	-	-	-	-
Transfers and Other	10,000	47,373	85,375	20,000	-	-	20,000
Total	\$ 1,248,019	\$ 1,438,772	\$ 1,371,495	\$ 822,419	\$ -	\$ -	\$ 822,419
Expenditures:							
General Special	\$ 12,163	\$ 40,000	\$ 26,000	\$ 36,000	-	-	\$ 36,000
Senior Housing	-	-	-	-	-	-	-
Court Building Security	-	1,000	1,000	1,000	-	-	1,000
Court Building Technology	12,896	1,500	1,500	9,400	-	-	9,400
Hotel Occupancy	407,503	486,364	519,663	539,877	-	-	539,877
Red Light Cameras	482,364	348,520	388,697	195,446	-	-	195,446
DA Grant	440	-	-	-	-	-	-
SAFER Grant	588,670	673,709	688,740	81,570	-	-	81,570
Department of Justice Grant	-	-	-	-	-	-	-
Fun Runs	8,089	8,000	11,504	15,250	-	-	15,250
Total	\$ 1,512,127	\$ 1,559,095	\$ 1,637,106	\$ 878,543	\$ -	\$ -	\$ 878,543
Revenues Over (Under)							
Expenditures	\$ (264,108)	\$ (120,323)	\$ (265,611)	\$ (56,124)	-	-	\$ (56,124)
Beginning Fund Balance	\$ 1,459,600	\$ 1,195,492	\$ 1,195,492	\$ 929,881	-	-	\$ 929,881
Ending Fund Balance	\$ 1,195,492	\$ 1,075,169	\$ 929,881	\$ 873,757	-	-	\$ 873,757

200 - General Special Revenue Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Abandoned Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Seized Funds	5,224	-	6,000	5,000	-	-	5,000
Child Safety	12,511	13,000	12,500	13,000	-	-	13,000
Interest	172	200	60	50	-	-	50
Other	-	-	-	-	-	-	-
Total	\$ 17,907	\$ 13,200	\$ 18,560	\$ 18,050	\$ -	\$ -	\$ 18,050
Expenditures:							
Supplies	\$ 3,607	\$ 25,000	\$ 16,000	\$ 21,000	\$ -	\$ -	\$ 21,000
Communication Services	-	-	-	-	-	-	-
Child Safety Education	8,556	15,000	10,000	15,000	-	-	15,000
Capital*	-	-	-	-	-	-	-
Total	\$ 12,163	\$ 40,000	\$ 26,000	\$ 36,000	\$ -	\$ -	\$ 36,000
Revenues Over (Under)							
Expenditures	\$ 5,744	\$ (26,800)	\$ (7,440)	\$ (17,950)	\$ -	\$ -	\$ (17,950)
Beginning Fund Balance	\$ 130,290	\$ 136,034	\$ 136,034	\$ 128,594	\$ -	\$ -	\$ 128,594
Ending Fund Balance	\$ 136,034	\$ 109,234	\$ 128,594	\$ 110,644	\$ -	\$ -	\$ 110,644

Fund Description

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

220 - Municipal Court Building Security Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Fines and Warrants	\$ 23,249	\$ 25,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000
Interest	250	300	100	100	-	-	100
Transfers In	-	-	-	-	-	-	-
Total	\$ 23,499	\$ 25,300	\$ 20,100	\$ 20,100	\$ -	\$ -	\$ 20,100
Expenditures:							
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	1,000	1,000	1,000	-	-	1,000
Maintenance	-	-	-	-	-	-	-
Services and Charges	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Total	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
Revenues Over (Under)							
Expenditures	\$ 23,499	\$ 24,300	\$ 19,100	\$ 19,100	\$ -	\$ -	\$ 19,100
Beginning Fund Balance	\$ 185,301	\$ 208,800	\$ 208,800	\$ 227,900	\$ -	\$ -	\$ 227,900
Ending Fund Balance	\$ 208,800	\$ 233,100	\$ 227,900	\$ 247,000	\$ -	\$ -	\$ 247,000

[Fund Description](#)

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

230 - Municipal Court Technology Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Fines and Warrants	\$ 30,991	\$ 35,000	\$ 24,000	\$ 25,000	-	-	\$ 25,000
Interest	257	400	120	150	-	-	\$ 150
Transfers In	-	-	-	-	-	-	-
Total	\$ 31,248	\$ 35,400	\$ 24,120	\$ 25,150	\$ -	\$ -	\$ 25,150
Expenditures:							
Supplies	\$ 573	-	-	\$ 7,900	-	-	\$ 7,900
Maintenance	-	-	-	-	-	-	-
Services and Charges	12,323	1,500	1,500	1,500	-	-	1,500
Capital	-	-	-	-	-	-	-
Total	\$ 12,896	\$ 1,500	\$ 1,500	\$ 9,400	\$ -	\$ -	\$ 9,400
Revenues Over (Under)							
Expenditures	\$ 18,352	\$ 33,900	\$ 22,620	\$ 15,750			\$ 15,750
Beginning Fund Balance	\$ 229,265	\$ 247,617	\$ 247,617	\$ 270,237			\$ 270,237
Ending Fund Balance	\$ 247,617	\$ 281,517	\$ 270,237	\$ 285,987			\$ 285,987

Fund Description

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

240 - Hotel Occupancy Tax Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Occupancy Tax	\$ 375,482	\$ 390,000	\$ 425,000	465,000	-	-	\$ 465,000
Miscellaneous Income	8,072	10,000	10,000	10,000	-	-	\$ 10,000
Event Revenue	22,656	25,000	-	25,000	-	-	\$ 25,000
TEDC Contributions	-	-	-	-	-	-	\$ -
Interest	350	500	200	250	-	-	\$ 250
Transfers In	-	10,000	10,000	20,000	-	-	\$ 20,000
Total	\$ 406,560	\$ 435,500	\$ 445,200	\$ 520,250	\$ -	\$ -	\$ 520,250
Expenditures:							
Grants	164,376	161,300	201,000	175,000	-	-	175,000
Second Saturday Events	62,613	77,689	72,470	88,039	-	-	88,039
Tourism	171,331	230,039	228,857	258,306	-	-	258,306
Transfer to Employee Benefits Trust Fund	9,183	17,336	17,336	18,532	-	-	18,532
Total	\$ 407,503	\$ 486,364	\$ 519,663	\$ 539,877	\$ -	\$ -	\$ 539,877
Revenues Over (Under)							
Expenditures	\$ (942)	\$ (50,864)	\$ (74,463)	\$ (19,627)	-	-	\$ (19,627)
Beginning Fund Balance	\$ 292,609	\$ 291,667	\$ 291,667	\$ 217,204	-	-	\$ 217,204
Ending Fund Balance	\$ 291,667	\$ 240,803	\$ 217,204	\$ 197,577	-	-	\$ 197,577
25% of Operating Expenses - Target		50%	42%	37%			37%

Fund Description

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

CITY OF TOMBALL
 240 - HOTEL OCCUPANCY TAX - HOT (GRANTS)
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Supplies	-	300	-	-	-	-	-
Services and charges	164,377	161,000	201,000	175,000	-	-	175,000
Total Operating Expenditures	164,377	161,300	201,000	175,000	-	-	175,000
Total Expenditures	164,377	161,300	201,000	175,000	-	-	175,000

CITY OF TOMBALL
 240 - HOTEL OCCUPANCY TAX - HOT (GRANTS)
 2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015		Non-	FY2015
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6101	Office Supplies		300	-	-	-	-	-
	TOTAL SUPPLIES		300	-	-	-	-	-
6301	Professional Services-Audit & Acct.	-	-	8,000	4,000			4,000
6351	Tomball Chamber of Commerce	35,000	35,000	35,000	35,000	-	-	35,000
6352	Spring Creek Historical Society	30,000	30,000	40,000	-	-	-	-
6353	The Regional Arts Council	11,000	11,000	11,000	-	-	-	-
6356	Tomball Sister City Organization	75,042	65,000	87,000	65,000	-	-	65,000
6358	Other-Tourism Expenditures	135	-	-	-	-	-	-
6359	Grants	13,200	20,000	20,000	71,000	-	-	71,000
6360	Main Street Advertising	-	-	-	-	-	-	-
	TOTAL SERVICES AND CHARGES	164,377	161,000	201,000	175,000	-	-	175,000
240	Total Department Expenditures	164,377	161,300	201,000	175,000	-	-	175,000

**CITY OF TOMBALL
 240- HOTEL OCCUPANCY TAX-2ND SATURDAY
 2014-2015 ADOPTED BUDGET WORKSHEET**

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	36,164	40,671	39,752	42,621	-	-	42,621
Supplies	6,372	8,900	9,100	11,100	-	-	11,100
Services and charges	20,077	28,118	23,618	34,318	-	-	34,318
Total Operating Expenditures	62,613	77,689	72,470	88,039	-	-	88,039
Transfers	-	8,668	8,668	9,244	-	-	9,244
Total Expenditures	62,613	86,357	81,138	97,283	-	-	97,283

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Community Events Coordinator	0.50	0.50	1.00	1.00	1.00
Total	0.50	0.50	1.00	1.00	1.00

CITY OF TOMBALL
240.241-HOTEL OCCUPANCY TAX-2ND SATURDAY
2014-2015 ADOPTED BUDGET WORKSHEET

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015		Non-	FY2015
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6001	Salaries - Administrative	28,548	32,115	30,709	33,904	-	-	33,904
6003	Wages - Full Time	-	-	-	-	-	-	-
6004	Wages - Part Time	-	-	-	-	-	-	-
6005	Wages - Overtime	-	-	-	-	-	-	-
6009	Wages - Other	787	-	988	-	-	-	-
6011	Vacation Pay	-	334	494	-	-	-	-
6012	Sick Pay	-	-	-	522	-	-	522
6019	Miscellaneous Pay	-	75	75	135	-	-	135
6021	Social Security & Medicare Taxes	2,410	2,804	2,665	2,886	-	-	2,886
6022	TMRS Retirement - Employer	4,333	4,968	4,514	5,066	-	-	5,066
6025	Worker Compensation Insurance	77	105	100	108	-	-	108
6026	State Unemployment Taxes	9	270	207	-	-	-	-
TOTAL PERSONNEL SERVICES		36,164	40,671	39,752	42,621	-	-	42,621
6101	Office Supplies	1,127	1,000	1,000	1,250	-	-	1,250
6105	Food Supplies	293	600	600	800	-	-	800
6119	Other Supplies	4,935	7,000	7,000	8,250	-	-	8,250
6130	Furniture <\$20,000	17	300	500	800	-	-	800
TOTAL SUPPLIES		6,372	8,900	9,100	11,100	-	-	11,100
6304	Professional Services-Other	1,165	2,200	1,200	4,000	-	-	4,000
6312	Communications Services	768	768	768	768	-	-	768
6327	Garbage Services	1,290	1,750	750	650	-	-	650
6329	Other Services	2,550	5,000	4,000	8,000	-	-	8,000
6334	Automobile Allowance	2,400	2,400	2,400	2,400	-	-	2,400
6335	Advertising Cost	5,319	5,000	5,000	6,500	-	-	6,500
6336	Equipment Rentals	100	4,500	3,000	4,500	-	-	4,500
6358	Other Tourism Expenditures	6,485	6,500	6,500	7,500	-	-	7,500
TOTAL SERVICES AND CHARGES		20,077	28,118	23,618	34,318	-	-	34,318
6692	Transfer to Employee Benefits	-	8,668	8,668	9,244	-	-	9,244
TOTAL TRANSFERS		-	8,668	8,668	9,244	-	-	9,244
241	Total Department Expenditures	62,613	86,357	81,138	97,283	-	-	97,283

CITY OF TOMBALL
 240.243-HOTEL OCCUPANCY TAX-VISITORS/CONVENTION
 2014-2015 ADOPTED BUDGET WORKSHEET

	FY2013	FY2014	FY2014	FY2015			FY2015
	Actual	Budget	Projections	Base	Recurring	Non-Recur.	Adopted
							Budget
Personnel services	73,708	83,571	82,389	97,238	-	-	97,238
Supplies	4,718	7,300	7,300	7,800	-	-	7,800
Services and charges	92,905	139,168	139,168	153,268	-	-	153,268
Total Operating Expenditures	171,331	230,039	228,857	258,306	-	-	258,306
Transfers	9,183	8,668	8,668	9,288	-	-	9,288
Total Expenditures	180,514	238,707	237,525	267,594	-	-	267,594

Supplemental Programs Recurring Non-Recur.
 None

Staffing	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Marketing Director	0.00	1.00	1.00	1.00	1.00
Total	0.00	1.00	1.00	1.00	1.00

**CITY OF TOMBALL
240.243-HOTEL OCCUPANCY TAX-VISITORS/CONVENTION
2014-2015 ADOPTED BUDGET WORKSHEET**

ACCT	ACCOUNT NAME	FY2013	FY2014	FY2014	FY2015	Non-		FY2015
		Actual	Budget	Projections	Base	Recurring	Recurring	Adopted Budget
6001	Salaries - Administrative	56,555	65,853	62,191	77,834	-	-	77,834
6009	Wages - Other	2,020	-	1,266	-	-	-	-
6011	Vacation Pay	263	783	2,280	-	-	-	-
6012	Sick Pay	898	1,044	1,266	1,198	-	-	1,198
6019	Miscellaneous Pay	100	160	160	220	-	-	220
6021	Social Security & Medicare Taxes	5,018	5,767	5,605	6,489	-	-	6,489
6022	TMRS Retirement - Employer	8,768	9,589	9,314	11,389	-	-	11,389
6025	Worker Compensation Insurance	77	105	100	108	-	-	108
6026	State Unemployment Taxes	9	270	207	-	-	-	-
	TOTAL PERSONNEL SERVICES	73,708	83,571	82,389	97,238	-	-	97,238
6101	Office Supplies	352	500	500	1,000	-	-	1,000
6105	Food Supplies	-	1,000	1,000	1,000	-	-	1,000
6107	Clothing and Uniforms	25	300	300	300	-	-	300
6109	Postage	27	-	-	-	-	-	-
6119	Other Supplies	4,314	5,500	5,500	5,500	-	-	5,500
	TOTAL SUPPLIES	4,718	7,300	7,300	7,800	-	-	7,800
6304	Professional Services-Other	15,975	35,500	35,500	43,000	-	-	43,000
6312	Communications Services	768	768	768	768	-	-	768
6327	Garbage Services	-	3,200	3,200	2,500	-	-	2,500
6329	Other Services	898	5,000	5,000	7,500	-	-	7,500
6332	Travel and Meals	1,806	2,800	2,800	2,800	-	-	2,800
6333	Dues and Subscriptions	934	1,000	1,000	1,000	-	-	1,000
6334	Automobile Allowance	4,800	4,800	4,800	4,800	-	-	4,800
6335	Advertising Cost	25,003	45,500	45,500	45,500	-	-	45,500
6336	Equipment Rentals	24,035	37,200	37,200	42,000	-	-	42,000
6337	Training	-	1,400	1,400	1,400	-	-	1,400
6358	Other Tourism Expenditures	18,686	2,000	2,000	2,000	-	-	2,000
	TOTAL SERVICES AND CHARGES	92,905	139,168	139,168	153,268	-	-	153,268
6692	Transfer to Employee Benefits	9,183	8,668	8,668	9,288	-	-	9,288
	TOTAL TRANSFERS	9,183	8,668	8,668	9,288	-	-	9,288
243	Total Department Expenditures	180,514	238,707	237,525	267,594	-	-	267,594

250 - Red Light Camera Program Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Fines and Warrants	\$ 185,865	\$ 250,000	\$ 140,000	\$ 140,000	-	-	\$ 140,000
Interest	736	750	300	300	-	-	300
Other Grants	-	-	-	-	-	-	-
Total	\$ 186,601	\$ 250,750	\$ 140,300	\$ 140,300	\$ -	\$ -	\$ 140,300
Expenditures:							
Personnel Costs	37,684	\$ 61,520	60,697	65,446	-	-	65,446
Supplies	96,814	90,000	81,000	65,000	-	-	65,000
Maintenance	-	-	-	-	-	-	-
Services and Charges	25,747	47,000	45,000	45,000	-	-	45,000
Capital	22,118	0	52,000	-	-	-	-
Transfer to Veh. Repl. Fund	-	50,000	50,000	20,000	-	-	20,000
Transfer to Capital Projects Fund	300,000	100,000	100,000	-	-	-	-
Total	\$ 482,364	\$ 348,520	\$ 388,697	\$ 195,446	\$ -	\$ -	\$ 195,446
Revenues Over (Under)							
Expenditures	\$ (295,764)	\$ (97,770)	\$ (248,397)	\$ (55,146)	\$ -	\$ -	\$ (55,146)
Beginning Fund Balance	\$ 618,374	\$ 322,609	\$ 322,609	\$ 74,212			\$ 74,212
Ending Fund Balance	\$ 322,609	\$ 224,839	\$ 74,212	\$ 19,066			\$ 19,066

Fund Description

Automated red light photo enforcement cameras were setup during FY 2008. Four intersections were selected for this initiative with a goal of reducing the number of injury accidents caused by "red light running". By law, the use of the revenues is limited to traffic safety programs, including pedestrian safety programs, public safety programs, intersection improvements, and traffic enforcement.

285 - SAFER Grant Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Grant Revenues	\$ 560,035	\$ 632,000	\$ 632,000	\$ 81,570			\$ 81,570
Transfer from General Fund	\$ 10,000	\$ 37,373	75,375	-			\$ -
Interest		-	-	-			-
Total	\$ 570,035	\$ 669,373	\$ 707,375	\$ 81,570	\$ -	\$ -	\$ 81,570
Expenditures:							
Personnel	\$ 491,159	\$ 562,760	\$ 577,791	\$ -			\$ -
Supplies	-	-	-	-			-
Maintenance	-	-	-	-			-
Services and Charges	-	-	-	-			-
Capital	-	-	-	-			-
Transfer to General Fund	\$ -	\$ -	\$ -	\$ 81,570			\$ 81,570
Transfer to Employee Benefits Trust	97,511	110,949	110,949	-			-
Total	\$ 588,670	\$ 673,709	\$ 688,740	\$ 81,570	\$ -	\$ -	\$ 81,570
Revenues Over (Under)							
Expenditures	\$ (18,635)	\$ (4,336)	\$ 18,635	\$ -			\$ -
Beginning Fund Balance	\$ -	\$ (18,635)	\$ (18,635)	\$ -			\$ -
Ending Fund Balance	\$ (18,635)	\$ (22,971)	\$ -	\$ -	\$ -	\$ -	\$ -

Fund Description

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

290 - Tomball Fun Runs Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
2014-2015 City Manager Adopted Budget

	FY 2013	FY 2014	FY 2014	FY 2015	FY 2015	FY 2015	FY 2015
	Actual	Budget	Projected	Base Budget	Recurring Supplemental	Non Recur. Supplemental	Adopted Budget
Revenues:							
Event Revenue	\$ 12,210	\$ 9,250	\$ 15,841	\$ 17,000			\$ 17,000
Interest	1	-	-	-			\$ -
Transfers In	-	-	-	-			\$ -
Total	\$ 12,211	\$ 9,250	\$ 15,841	\$ 17,000	\$ -	\$ -	\$ 17,000
Expenditures:							
Supplies	\$ 5,724	\$ 6,000	\$ 8,498	\$ 9,000			\$ 9,000
Maintenance	-	-	-	-			\$ -
Services and Charges	2,365	2,000	3,006	6,250			\$ 6,250
Capital	-	-	-	-			\$ -
Total	\$ 8,089	\$ 8,000	\$ 11,504	\$ 15,250	\$ -	\$ -	\$ 15,250
Revenues Over (Under)							
Expenditures	\$ 4,122	\$ 1,250	\$ 4,337	\$ 1,750			\$ 1,750
Beginning Fund Balance	\$ 3,280	\$ 7,402	\$ 7,402	\$ 11,739			\$ 11,739
Ending Fund Balance	\$ 7,402	\$ 8,652	\$ 11,739	\$ 13,489	\$ -	\$ -	\$ 13,489

Fund Description

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

Internal Service Funds

650 - Fleet Replacement Fund

Fund Description

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

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

For the 2014-2015 budget year the following items are scheduled for replacement. All purchases will be reviewed on as needed basis.

City of Tomball
650-Internal Service Funds - General Fund Fleet Replacement
2014-2015 City Manager Adopted Budget

	FY 2013 Budget	FY 2014 Budget	FY 2014 Projections	FY 2015 Adopted	Recurring Supplemental	Non-Recur. Supplemental	FY 2015 Total Adopted Budget
Revenues:							
Transfers	\$ 234,500	\$ 593,802	\$ 593,802	\$ 502,247		\$ -	\$ 502,247
Other	13,054	-	-	-			-
Interest	1,441	1,200	700	-			-
Total	\$ 248,995	\$ 595,002	\$ 594,502	\$ 502,247	\$ -	\$ -	\$ 502,247
Expenditures:							
Capital Outlay	\$ 141,206	\$ 393,802	\$ 382,242	\$ 502,247		\$ -	\$ 502,247
Total	\$ 141,206	\$ 393,802	\$ 382,242	\$ 502,247	-	\$ -	\$ 502,247
Revenues Over (Under)							
Expenditures	\$ 107,789	\$ 201,200	\$ 212,260	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 1,493,696	\$ 1,601,485	\$ 1,601,485	\$ 1,813,745			\$ 1,813,745
Ending Fund Balance	\$ 1,601,485	\$ 1,802,685	\$ 1,813,745	\$ 1,813,745	\$ -	\$ -	1,813,745

City of Tomball
650-Internal Service Funds - Enterprise Fund Fleet Replacement
2014-2015 City Manager Adopted Budget

	FY 2013 Budget	FY 2014 Budget	FY 2014 Projections	FY 2015 Adopted	Recurring Supplemental	Non-Recur. Supplemental	FY 2015 Total Adopted Budget
Revenues:							
Transfers	\$ 82,200	\$ 102,500	\$ 102,500	\$ 245,063	-	-	\$ 245,063
Interest	-	-	-	-	-	-	-
Total	\$ 82,200	\$ 102,500	\$ 102,500	\$ 245,063	-	-	245,063
Expenditures:							
Capital Outlay	\$ 46,365	\$ 52,500	\$ 52,500	\$ 245,063	-	-	245,063
Total	\$ 46,365	\$ 52,500	\$ 52,500	\$ 245,063	-	-	245,063
Revenues Over (Under)							
Expenditures	\$ 35,835	\$ 50,000	\$ 50,000	\$ -	-	-	-
Beginning Fund Balance	\$ 331,289	\$ 367,124	\$ 367,124	\$ 417,124	-	-	417,124
Ending Fund Balance	\$ 367,124	\$ 417,124	\$ 417,124	\$ 417,124	-	-	417,124

City of Tomball
650-Internal Service Funds - Special Revenue Fund Fleet Replacement
2014-2015 City Manager Adopted Budget

	FY 2013 Budget	FY 2014 Budget	FY 2014 Projections	FY 2015 Adopted	Recurring Supplemental	Non-Recur. Supplemental	FY 2015 Total Adopted Budget
Revenues:							
Transfers	\$ -	\$ 50,000	\$ 50,000	\$ 20,000	-	-	\$ 20,000
Other	\$ -	\$ -	\$ 65,000				
Interest	-	-	-	-	-	-	-
Total	\$ -	\$ 50,000	\$ 115,000	\$ 20,000	-	-	\$ 20,000
Expenditures:							
Capital Outlay	\$ -	\$ -	\$ 84,408	\$ -	-	-	-
Total	\$ -	\$ -	\$ 84,408	\$ -	-	-	-
Revenues Over (Under)							
Expenditures	\$ -	\$ 50,000	\$ 30,592	\$ 20,000	-	-	\$ 20,000
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 30,592	-	-	30,592
Ending Fund Balance	\$ -	\$ 50,000	\$ 30,592	\$ 50,592	-	-	\$ 50,592

City of Tomball
 910 Employee Benefit Trust Fund
 2014-2015 City Manager Adopted Budget

	FY 2013 Actual	FY 2014 Budget	FY 2014 Projected	FY 2015 Adopted
Revenues:				
Transfers	2,091,322	2,176,583	2,176,583	2,376,960
Interest	523	200	210	200
Total	2,091,845	2,176,783	2,176,793	2,377,160
Expenditures:				
Health Insurance Costs	1,915,643	2,146,299	2,010,673	2,331,600
Services and Charges	44,226	44,586	43,492	45,360
Total	1,959,869	2,190,885	2,054,165	2,376,960
Revenues Over (Under)				
Expenditures	131,976	(14,102)	122,628	200
Beginning Fund Balance	638,781	770,757	770,757	893,385
Ending Fund Balance	770,757	756,655	893,385	893,585

Capital Projects Fund

Funding Description

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

Impact on the Future Operations Budget

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

City of Tomball
 400 Capital Projects Fund - General Fund Projects
 2014-2015 City Manager Adopted Budget

	FY 2013 Actual	FY 2014 Budget	FY 2014 Projections	FY 2015 Adopted
Revenues:				
Transfers	\$ -	\$ 500,000	\$ 575,000	\$ 400,000
Certificates of Obligation	-	-	-	-
TEDC Contributions	518,210	-	285,000	-
Interest	19,964	15,000	-	-
Total	\$ 538,174	\$ 515,000	\$ 860,000	\$ 400,000
Expenditures:				
Capital Outlay	\$ 1,421,727	\$ 500,000	\$ 2,360,203	\$ 3,375,000
Debt Service	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,421,727	\$ 500,000	\$ 2,360,203	\$ 3,375,000
Revenues Over (Under)				
Expenditures	\$ (883,553)	\$ 15,000	\$ (1,500,203)	\$ (2,975,000)
Beginning Fund Balance	\$ 15,321,616	\$ 14,438,063	\$ 14,438,063	\$ 12,937,860
Ending Fund Balance	\$ 14,438,063	\$ 14,453,063	\$ 12,937,860	\$ 9,962,860

City of Tomball
 400 Capital Projects Fund - Enterprise Fund Projects and Red Light Fund Projects
 2014-2015 City Manager Adopted Budget

	FY 2013 Actual	FY 2014 Budget	FY 2014 Projections	FY 2015 Adopted
Revenues:				
Transfers	\$ 502,621	\$ 410,110	\$ 410,110	\$ 100,000
Interest	-	-	-	-
Total	\$ 502,621	\$ 410,110	\$ 410,110	\$ 100,000
Expenditures:				
Capital Outlay	\$ 101,558	\$ 100,000	\$ 891,711	\$ 810,000
Total	\$ 101,558	\$ 100,000	\$ 891,711	\$ 810,000
Revenues Over (Under)				
Expenditures	\$ 401,063	\$ 310,110	\$ (481,601)	\$ (710,000)
Beginning Fund Balance	\$ 1,194,027	\$ 1,595,090	\$ 1,595,090	\$ 1,113,489
Ending Fund Balance	\$ 1,595,090	\$ 1,905,200	\$ 1,113,489	\$ 403,489

City of Tomball
 460-Capital Projects Fund - Business Park
 2014-2015 City Manager Adopted Budget

	FY 2013 Actual	FY 2014 Budget	FY 2014 Projections	FY 2015 Adopted
Revenues:				
Transfers	\$ -	\$ -	\$ -	\$ -
Certificates of Obligation	8,500,000	-	-	-
Premium on Bonds	170,307	-	-	-
Interest	2,339	12,000	-	-
Total	\$ 8,672,646	\$ 12,000	\$ -	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ 4,000,000	\$ 5,000,000	\$ -
Bond Fees and Costs	\$ 156,142	\$ -	\$ -	\$ -
Total	\$ 156,142	\$ 4,000,000	\$ 5,000,000	\$ -
Revenues Over (Under)				
Expenditures	\$ 8,516,504	\$ (3,988,000)	\$ (5,000,000)	\$ -
Beginning Fund Balance	\$ -	\$ 8,516,504	\$ 8,516,504	\$ 3,516,504
Ending Fund Balance	\$ 8,516,504	\$ 4,528,504	\$ 3,516,504	\$ 3,516,504

City of Tomball
2014-2015 Supplemental Requests - Summary
General Fund- Adopted

Department	Program & Description	Rank	Dept	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	Total Cost	GF Acct	
117 - Information Systems												
	GIS User License	1				500.00	3,500.00	500.00	3,500.00	4,000.00	100.117.6320	
	VMWare Virtual Desktop - Version 5.5 - ___ users	2				550.00	9,300.00	550.00	9,300.00	9,850.00	100.117.6320	
	Fire Department Domain Controller Server	3					6,200.00	-	6,200.00	6,200.00	100.117.6320	
	Community Development Software	1	Community Development			5,000.00	25,000.00	5,000.00	25,000.00	30,000.00	100.117.6320	
	Laptop/Tablet with Wi-Fi Card	2	Community Development			1,000.00	1,500.00	1,000.00	1,500.00	2,500.00	100.117.6320	
	Computer & Printer/Scanner	3	Community Development				2,000.00	-	2,000.00	2,000.00	100.117.6320	
	Mobile Data Terminals (MDTs)	1	Fire Dept				16,500.00	-	16,500.00	16,500.00	100.117.6320	
	Heavy Duty Modems for Fire Trucks	2	Fire Dept				9,500.00	-	9,500.00	9,500.00	100.117.6320	
	Mapping & Response Software	3	Fire Dept	(4,650.00)		2,250.00	7,500.00	(2,400.00)	7,500.00	5,100.00	100.117.6320	
	Audio Visual Proposal	1	Community Ctr				12,600.00	-	12,600.00	12,600.00	100.117.6320	
	Budget Management Software	1	Finance				10,000.00	-	10,000.00	10,000.00	100.117.6320	
Total for Information Systems							(4,650.00)	-	9,300.00	103,600.00	4,650.00	103,600.00
121 - Police Department												
	Police Record Specialist Personnel Requirements Op. Cost - Uniform/Equipment Op. Cost - Training	1				62,524.00		62,524.00	-			
							2,000.00	-	2,000.00	66,524.00	100.121.6107	
							2,000.00	-	2,000.00	100.121.6337		
							-	-	-			
Total for Police Department						-	-	62,524.00	4,000.00	62,524.00	4,000.00	
142 - Fire Department												
	Replace the Skid Unit on Booster 1	1					66,000.00	-	66,000.00	66,000.00	100.142.6405	
	Inventory Control System	2				1,500.00	11,675.00	1,500.00	11,675.00	13,175.00	100.143.6403	
Total for Fire Department						-	-	1,500.00	77,675.00	1,500.00	77,675.00	
153 - Parks Department												
	Four Corners Development	1					50,000.00	-	50,000.00	50,000.00	100.153.6409	
	Lighting at the Depot	2					110,000.00	-	110,000.00	110,000.00	100.153.6409	
	Park Development	3					200,000.00	-	200,000.00	200,000.00	100.153.6409	
	Sidewalks	4					220,000.00	-	220,000.00	220,000.00	100.153.6409	
Total for Parks Department						-	-	-	580,000.00	-	580,000.00	

City of Tomball
2014-2015 Supplemental Requests - Summary
General Fund- Adopted

Department	Program & Description	Rank	Dept	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	Total Cost	GF Acct
154 - Streets	Downtown Development	1					400,000.00	-	400,000.00	400,000.00	100.154.6409
Total for Streets				-	-	-	400,000.00	-	400,000.00		
156 - Engineering and Development	TPDES SWMP Permit Requirements	1				50,000.00		50,000.00	-	50,000.00	100.156.6302
Total for Engineering and Development				-	-	50,000.00	-	50,000.00	-		
157 - Facility Maintenance	Replace flourescent lighting in St. 1 Apparatus Bays - Fire Dept	1	Fire Dept				6,969.00	-	6,969.00	6,969.00	100.157.6206
	Replace 4 bay doors at Station 1 - Fire Dept	2	Fire Dept				60,000.00	-	60,000.00	60,000.00	100.157.6206
	Infrared Heating to Station 1 Apparatus Bays - Fire Dept	3	Fire Dept				20,000.00	-	20,000.00	20,000.00	100.157.6206
	Replacement Automated Gate for PW Yard	1	Public Works				10,000.00	-	10,000.00	10,000.00	100.157.6206
	CyberLock Door Locks for PW Service Center	2	Public Works				6,500.00	-	6,500.00	6,500.00	100.157.6206
	Painting/Repairs - Community Center	1	Community Ctr				20,000.00	-	20,000.00	20,000.00	100.157.6206
	Carpet - City Hall	1	City Hall				40,000.00	-	40,000.00	40,000.00	100.157.6206
	Upgrade City Hall Lunchroom - Municipal Court	2	City Hall - Court				9,600.00	-	9,600.00	9,600.00	100.157.6206
	Remodeling of Council Chambers	3	City Hall - Mayor & Council				20,000.00	-	20,000.00	20,000.00	100.157.6206
	Unisex Restroom - City Hall	4	City Hall				3,000.00	-	3,000.00	3,000.00	100.157.6206
Total for Facility Maintenance				-	-	-	196,069.00	-	196,069.00		
Total General Fund				-	-	123,324.00	1,361,344.00	118,674.00	1,361,344.00		
							Total Cost		1,480,018.00		

City of Tomball
 2014-2015 Supplemental Requests - Summary
 Enterprise Fund- Adopted

Department	Program & Description	Rank	Recurring Revenue/ Savings	Non-Recur. Revenue/ Savings	Recurring Cost	Non-Recur. Cost	Net Recurring Cost	Net Non-Recur. Cost	Total Cost	EF Acct
614 - Wastewater Department							-	-		
	Back-Up Generator for N. Wastewater Treatment Plant	1				323,000	-	323,000	323,000.00	600.614.6409
	Total for Wastewater Department		-	-	-	323,000	-	323,000		
Total Enterprise Fund										
Total Cost								323,000.00		

City of Tomball
 Analysis of Ad Valorem Tax Rates
 2014-2015 Annual Budget

FY	Debt Rate	M&O Rate	Total Tax Rate	% Change Total Rate	% Change Debt Rate	% Change M&O Rate
1994	\$ 0.244461	\$ 0.098059	\$ 0.342520			
1995	0.241520	0.101000	0.342520	0.00%	-1.20%	2.999%
1996	0.238490	0.104030	0.342520	0.00%	-1.25%	3.000%
1997	0.235370	0.107050	0.342420	-0.03%	-1.31%	2.903%
1998	0.232150	0.110370	0.342520	0.03%	-1.37%	3.101%
1999	0.228840	0.113800	0.342640	0.04%	-1.43%	3.108%
2000	0.219750	0.122470	0.342220	-0.12%	-3.97%	7.619%
2001	0.189240	0.117600	0.306840	-10.34%	-13.88%	-3.976%
2002	0.166000	0.114000	0.280000	-8.75%	-12.28%	-3.061%
2003	0.264590	0.015410	0.280000	0.00%	59.39%	-86.482%
2004	0.180000	0.100000	0.280000	0.00%	-31.97%	548.929%
2005	0.172000	0.108000	0.280000	0.00%	-4.44%	8.000%
2006	0.163360	0.116400	0.279760	-0.09%	-5.02%	7.778%
2007	0.144987	0.106468	0.251455	-10.12%	-11.25%	-8.533%
2008	0.150000	0.101455	0.251455	0.00%	3.46%	-4.708%
2009	0.120000	0.131455	0.251455	0.00%	-20.00%	29.570%
2010	0.130000	0.121455	0.251455	0.00%	8.33%	-7.607%
2011	0.140000	0.111455	0.251455	0.00%	7.69%	-8.234%
2012	0.230000	0.111455	0.341455	35.79%	64.29%	0.000%
2013	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2014	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2015	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%

City of Tomball
 Analysis of Ad Valorem Tax Levies & Collections
 2014-2015 Annual Budget

FY	Original Levy	% Change	Tax Rate	% Change	Ad valorem Collections	% Collected
1994	\$ 889,008		\$ 0.34252			
1995	938,738	5.59%	0.342520	0.00%		
1996	1,010,284	7.62%	0.342520	0.00%		
1997	1,061,908	5.11%	0.342520	0.00%		
1998	1,005,000	-5.36%	0.342520	0.00%		
1999	1,159,700	15.39%	0.342520	0.00%	\$ 1,239,142	106.9%
2000	1,311,000	13.05%	0.342520	0.00%	1,397,287	106.6%
2001	1,330,000	1.45%	0.306840	-10.42%	1,403,452	105.5%
2002	1,549,800	16.53%	0.280000	-8.75%	1,535,711	99.1%
2003	1,600,000	3.24%	0.280000	0.00%	1,719,641	107.5%
2004	1,915,562	19.72%	0.280000	0.00%	1,892,241	98.8%
2005	2,013,497	5.11%	0.280000	0.00%	1,972,233	98.0%
2006	2,130,000	5.79%	0.280000	0.00%	2,153,938	101.1%
2007	2,466,005	15.77%	0.251455	-10.19%	2,175,069	88.2%
2008	2,518,681	2.14%	0.251455	0.00%	2,470,516	98.1%
2009	2,887,450	14.64%	0.251455	0.00%	2,833,017	98.1%
2010	2,907,568	0.70%	0.251455	0.00%	2,866,284	98.6%
2011	2,819,764	-3.02%	0.251455	0.00%	2,745,247	97.4%
2012	3,903,019	38.42%	0.341455	35.79%	3,818,306	97.8%
2013	4,561,041	16.86%	0.341455	0.00%	4,576,793	100.3%
2014	4,580,420	0.42%	0.341455	0.00%	4,944,651	108.0%
2015	5,153,330	12.51%	0.341455	0.00%	4,990,000	96.8%

Note - 2014 Collections as of 9/30/2014

CITY OF TOMBALL, TEXAS
OPERATING INDICATORS BY FUNCTION/PROGRAM
Last Ten Years

Function/Program	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Police										
Arrests	1,766	1,611	1,812	1,840	1,625	2,049	2,012	1,475	2,394	1,650
Accident reports	563	523	609	499	440	330	334	392	378	453
Citations	13,194	12,473	7,602	12,445	10,820	14,694	12,798	13,329	11,330	10,181
Offense reports	2,130	2,321	2,174	2,398	2,050	1,705	1,915	2,153	2,008	2,224
Calls for service	8,804	8,861	8,558	8,299	7,688	7,348	6,774	7,399	40,881	30,237
Fire										
Emergency responses	623	860	1,028	1,241	1,056	1,341	1,364	1,523	1,768	2,749
Fire incidents	170	278	170	206	218	220	207	178	129	128
Average response time	6:17	6:07	5:40	5:34	4:38	5:15	5:54	6:40	4:50	5:13
Water										
New accounts	674	875	719	663	532	89	79	56	122	126
Source:										
Water	674	875	719	663	532	89	79	56	122	126
Sewer	674	875	719	663	532	89	79	56	122	126
Average daily consumption (millions of gallons)	1,851	2,002	1,897	1,980	2,166	1,941	2,525	2,249	2,043	1,967
Number of million gallons of surface water pumped	0	0	0	0	0	0	0	0	0	0
Number of million gallons of well water pumped	751,880	730,198	692,163	722,788	790,409	708,565	923,261	822,215	759,817	718,069
Total consumption (millions of gallons)	751,880	730,198	692,363	722,788	790,409	708,565	923,261	822,215	759,817	718,069
Peak daily consumption (millions of gallons)	3,322	3,395	3,241	4,425	3,791	3,480	4,392	4,312	4,689	3,385
Sewer										
Average daily sewage treatment (millions of gallons)	1.468	1.500	1.636	1.422	1.428	1.362	1.174	1.555	1.347	1.478
Total consumption (millions of gallons)	535.820	547.500	597.140	519.030	520.176	497.166	429.608	567.754	491.66	539.47
Peak daily consumption (millions of gallons)	4.30	4.50	5.10	5.90	5.10	3.72	2.18	7.44	2.85	5.19

Source: Various City departments

ORDINANCE NO. 2014-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2014-2015; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2013-2014 FISCAL YEAR IN ACCORDANCE WITH ACTUAL EXPENDITURES; AND PROVIDING OTHER DETAILS RELATING TO THE PASSAGE OF THIS ORDINANCE.

* * * * *

WHEREAS, the Budget of the City of Tomball for the Fiscal Year 2014-2015 was presented to the City Council of the City of Tomball on the 4th day of August 2014 and was filed with the City Secretary's Office on July 28, 2014 for the purpose of Public Display; and the City Council has reviewed and amended the proposed budget and changes as approved by the City Council have been identified and their effect included in the budget; and

WHEREAS, NOTICE OF PUBLIC HEARING for the Budget of the City of Tomball, Texas, for Fiscal Year 2014-2015 was published in the City's official newspaper advising citizens of the Public Hearing to be conducted on August 18, 2014, and also advising that said Budget was available for their inspection prior to the Public Hearing; and

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

WHEREAS, said Budget shall be in effect for the ensuing Fiscal Year, October 1, 2014, through September 30, 2015;

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

Section 1.0 Adoption of Budget. That from October 1, 2014, through September 30, 2015, the appropriations, as stated in the Budget as proposed expenditures, shall be and are hereby appropriated to the several objects and purposes named and designated in the Budget.

Section 2.0 Public Record. The City Secretary is hereby directed to place in the Budget an endorsement which shall read as follows: **"The Original Budget of the City of Tomball, Texas for the Fiscal Year 2014-2015."** Such Budget as endorsed shall be kept on file in the office of the City Secretary as a Public Record and a copy of said Budget is attached to this ordinance and made a part of this ordinance for all purposes.

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

Section 4.0 Beginning Fund Balances. That the Beginning Fund Balance reflected in the budget for each operating and capital project fund for which a Budget is adopted hereby automatically shall be adjusted to be the amount of the Ending Fund Balance for Fiscal Year 2014 as fully adjusted to reflect the final Comprehensive Annual Financial Report for Fiscal Year 2014 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2015 Ending Fund Balance.

Section 5.0 2013-2014 Budget Amended. That the City Council has reviewed the actual expenditures for the 2013-2014 Fiscal Year and compared them to the projections contained in the 2013-2014 Fiscal Year budget. The 2013-2014 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2013-2014 Fiscal Year.

FIRST READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 17TH DAY OF AUGUST 2014.

COUNCILMAN HUDGENS	<u>AYE</u>
COUNCILMAN STOLL	<u>AYE</u>
COUNCILMAN DEGGES	<u>AYE</u>
COUNCILMAN TOWNSEND	<u>AYE</u>
COUNCILMAN KLEIN QUINN	<u>AYE</u>

SECOND READING:

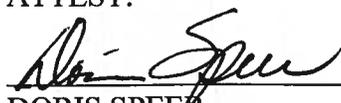
READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 2ND DAY OF SEPTEMBER 2014.

COUNCILMAN HUDGENS	<u>AYE</u>
COUNCILMAN STOLL	<u>AYE</u>
COUNCILMAN DEGGES	<u>AYE</u>
COUNCILMAN TOWNSEND	<u>AYE</u>
COUNCILMAN KLEIN QUINN	<u>AYE</u>



 GRETCHEN FAGAN
 Mayor

ATTEST:



 DORIS SPEER
 City Secretary

730 Water Capital Recovery Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

2014-2015 Proposed Budget Worksheet

	FY2013 Actual	FY2014 Current Budget	FY2014 Projections	FY 2015 Proposed Budget
Revenues:				
Water Capital Recovery Fee	\$ 302,083	\$ 250,000	\$ 220,000	\$ 200,000
Interest	885	1,500	325	325
Total Revenues	<u>\$ 302,968</u>	<u>\$ 251,500</u>	<u>\$ 220,325</u>	<u>\$ 200,325</u>
Expenditures:				
Prof. Service Other	\$ 20,099	\$ -	\$ 29,731	\$ -
Total Expenditures	<u>\$ 20,099</u>	<u>\$ -</u>	<u>\$ 29,731</u>	<u>\$ -</u>
Other Sources/(Uses):				
Transfers		-	-	-
Total Other Sources/(Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues Over/(Under) Expenditures	\$ 282,869	\$ 251,500	\$ 190,595	\$ 200,325
Beginning Fund Balance	\$ 782,709	\$ 1,065,578	\$ 1,065,578	\$ 1,256,173
Ending Fund Balance	<u>\$ 1,065,578</u>	<u>\$ 1,317,078</u>	<u>\$ 1,256,173</u>	<u>\$ 1,456,498</u>

740 Sewer Capital Recovery Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

2014-2015 Proposed Budget Worksheet

	FY2013 Actual	FY2014 Current Budget	FY2014 Projections	FY 2015 Proposed Budget
Revenues:				
Sewer Capital Recovery Fee	\$ 353,070	\$ 250,000	\$ 215,000	\$ 225,000
Interest	1,074	2,000	500	500
Total Revenues	\$ 354,144	\$ 252,000	\$ 215,500	\$ 225,500
Expenditures:				
Prof.Servce Other	\$ 20,099	\$ -	\$ 29,731	\$ -
Total Expenditures	\$ 20,099	\$ -	\$ 29,731	\$ -
Other Sources/(Uses):				
Transfers		-	-	-
Total Other Sources/(Uses)	-	-	-	-
Revenues Over/(Under) Expenditures	\$ 334,045	\$ 252,000	\$ 185,770	\$ 225,500
Beginning Fund Balance	\$ 929,015	\$ 1,263,060	\$ 1,263,060	\$ 1,448,830
Ending Fund Balance	\$ 1,263,060	\$ 1,515,060	\$ 1,448,830	\$ 1,674,330

APPENDIX A – THE BUDGET PROCESS

March 5, 2014

- Budget Schedule Distributed to City Staff
(The Finance Director presents the Budget Schedule and Manual during the Management Team Meeting)

March 31, 2014

- Department Submit Year End Projections
(Department Directors submit their year-end projects on their current year budget. This information provides the starting point for planning for the new budget)

April 15, 2014

- Departments Submit Base Budgets and any Adjustments to Base
(Department Directors submit their budget request for funding needed to continue operations as they currently exist and any funding adjustments needed due to either changes in price or operating procedures)

April 21, 2014

- Departments Submit Supplemental Programs Request
(Department Director submit their budget requests for new positions and programs for significant expansions of existing programs)

April 28 - May 9, 2014

- Departmental Budget Meetings
(A series of meetings are conducted by the City Manager and Finance Director with individual departments to discuss their budget requests)

June 9, 2014

- Preliminary Appraisal Rolls from Harris County Appraisal District are Received
(Preliminary appraisal rolls are received from the Harris County Appraisal District showing initial taxable values)

June 16, 2014

- Meeting to Discuss Funding
(Meeting to discuss and make recommendations for funding of supplemental requests)

June 30, 2014

- Budget Notebooks to City Council

July 21, 2014

- 2014-2015 City Manager's Proposed Budget

(City Manager's proposed budget is filed with the City Secretary and is distributed to the City Council for review. It is also posted on the City's website and is available for public review)

- Budget Workshops with City Council

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

July 21, 2014

- Budget Workshops with City Council

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

August 18, 2014

- Public Hearings Held and Present Final Proposed Budget

(Following the required newspaper notices, public hearings are scheduled on the proposed budget)

- First Reading of Ordinance Adopting the Budget

(First reading of the budget adoption is approved by City Council. The first reading of the adoption ordinance is held August 18, 2014)

August 22, 2014

- Certified Appraisals Rolls are Received

(Certified appraisals rolls from the Harris County Appraisal District rolls are received showing taxable values)

September 2, 2014

- Second Reading of Ordinance Adopting the Budget

(Second reading of the budget adoption was approved by City Council)

- Effective Tax Rate Published

(Upon receipt of certified appraisal rolls, the Harris County Tax Office performs the net effective tax rate calculation as required by State law. The effective tax rate is \$.341591 with a rollback rate of \$.615386)

September 15, 2014

- Adoption of FY 2014-2015 Tax Rate

(The City Council meets to vote on the proposed tax rate of \$.341455. Two readings of the ordinance are required by City Charter.)

November 26, 2014

- 2014-2015 Budget Document is published

(Finance staff works to develop final budget documents which is then printed and distributed to users)

Appendix B – Financial Management Policies

Introduction

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

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

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

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

Expenditures: Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

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

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

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

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

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

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

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

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

Economic Development: Initiate, encourage and participate in economic development efforts to create job opportunities, and strengthen the local economy and tax base.

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

Accounting, Auditing, and Financial Reporting: Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the

Governmental Accounting Standards Board (GASB), The American Institute of Certified Public Accountants (AICPA), and the Government Finance Officer's Association (GFOA).

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

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

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

Revenues

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

overhead and staff support. Where appropriate, the Enterprise Funds shall pay the General Fund for direct services rendered.

6. Revenue Estimates for Budgeting: in order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include the analysis and probability of economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and mid-year service reductions.

Expenditures

1. Current Funding Basis: The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year's savings.
2. Contracted Labor: The City will utilize contracted labor for the provision of City services whenever private contractors can perform the established levels of service are performed at the lease expense to the City.
3. Avoidance of Operating Deficits: The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit is projected at year-end. Maintenance of Capital Assets: Through the Fleet Replacement Fund and with the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue service levels.
4. Maintenance of Capital Assets: Through the Fleet Replacement Fund and within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue services levels.
5. Periodic Program Review: Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency or effectiveness shall be brought up to required standards or be subject to reduction or elimination.

6. Purchasing: The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process.

Capital Expenditures and Improvements

1. Capital Improvements Planning Program: The City shall annually review the Capital Improvement Plan ("CIP"), the current status of the City's infrastructure, replacement and renovation needs, and potential new projects and update the plan as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement costs shall be fully estimated and disclosed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules, and other debt outstanding or planned including general obligation bonds, revenue bonds, certificates of obligation, and lease/purchase agreements when appropriate.
2. Capital Assets: A capital asset will be defined as equipment that exceeds \$20,000 and has a useful life that exceeds 3 years.
3. Replacement of Fleet Capital Assets on a Regular Schedule: The City shall annually prepare a schedule for the replacement of its fleet and fleet related capital assets associated with General Fund and Enterprise Fund operations through the Fleet Replacement Fund. Capital assets included in this fund will be authorized by charges to the departments using the assets. The amortization charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The amortization charges and application of those funds for replacement purposes will be accounted for in the Fleet Replacement Fund.
4. Capital Expenditure Financing: The City recognizes that there are several methods of financing capital requirements: budget the funds from current revenues; take the funds from fund balance/retained earnings as allowed by the Fund Balance/ Retained Earning Policy; utilize

funds from grants and foundation; or borrow money through debt. Debt financing includes general obligations, and lease/purchase agreements when appropriate.

Fund Balance

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

Debt Management

1. Use of Debt Financing: Debt financing to include general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, and lease/purchase agreements, shall only be used to purchase capital assets.
2. Amortizations of Debt: Amortization of debt shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.

3. **Affordability Targets:** The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare general accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update to the Capital Improvement Plan. The decision on whether or not to assume new debt shall be based on these costs and benefits.
4. **Bidding Parameters:** The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market condition and other prevailing factors. Parameters to be examined include:
 - Limits between lowest and highest coupons
 - Coupon requirements relative to the yield curve
 - Method of underwriter compensation, discount or premium coupons
 - Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
 - Use of bond insurance
 - Deep discount bonds
 - Variable rate bonds
 - Call provisions
5. **Bond Issuance Advisory Fees and Costs:** The City will be actively involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City shall evaluate the merits of rotating professional advisors and consultants as well as the kinds of services and fee structures available from independent financial advisors, investment banking firms, and commercial banks. The City will carefully itemize and scrutinize all costs associated with the issuances of the bonds.
6. **Sale Process:** The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.

7. Rating Agencies Presentation: Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.
8. Continuing Disclosure: The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.
9. Debt Refunding: City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. A proposed refunding of debt should provide a present value benefit as a percent of refunded principal of at least 3.5%.

Investments

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

Intergovernmental Relations

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

Grants

1. Grant Guidelines: The City shall seek, apply for, and obtain those grants that are consistent with priority needs and objectives identified by Council.

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

Economic Development

1. Commitment to Expansion and Diversification: The City shall encourage and participate in economic development efforts to expand Tomball's economy and tax base, to increase local employment and to invest when there is defined specific long-term return. These efforts shall not only focus on new areas but on inner city areas, and other established sections of Tomball where development can generate additional jobs and other economic benefits.
2. Tax abatements: The City shall develop and maintain a tax abatement policy to encourage commercial and/or industrial growth and development throughout Tomball. The City shall balance the long-term benefit of tax abatements with the short-term loss of tax revenues by granting the abatement. Factors considered in evaluating proposed abatements for development include the location of the project, its size, the number of temporary and permanent jobs created, the costs and benefits for the City and its impact on Tomball's economy and other factors.
3. Coordinate Efforts with Other Jurisdictions: the City's economic development program shall encourage close corporation with other local jurisdictions to promote economic well-being of this area.

Fiscal Monitoring

1. **Financial Status Reports: Monthly Reports** shall be prepared and distributed to executive and managerial staff comparing expenditures and revenues to current budget, for the month and fiscal year-to-date. Quarterly financial reports of the City's major funds (General Fund, Debt Service Fund, and Enterprise Fund) shall be presented to City Council to highlight the City's financial performance to date as well as outline any remedial actions necessary to maintain the City's financial position in light of unfavorable variances that are not anticipated to reserve by fiscal year end.
2. **Five-Year Forecast of Revenues and Expenditures:** A five-year forecast of revenues and expenditures that include a discussion of major trends affecting the City's financial position shall be prepared. The forecast shall also examine critical issues facing the City, economic conditions, and the outlook for the upcoming budget year. The document shall provide insight into the City's financial position and serve as planning tool to alert the Council to potential problem areas requiring attention.
3. **Performance Measurement and Benchmarking Reporting System:** The City staff shall work to establish a performance measurement and benchmarking program to demonstrate its commitment to the achievement of Council established goals, fiscal accountability and quality delivery of services. Performance measures, goals and benchmarks will be presented to City Council during each budget process. Progress reports will be submitted to Council as part of the quarterly report.

Accounting, Auditing, and Financial Reporting

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Governmental Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The City will follow a five-year review and optional rotation of outside (independent)

auditors. The audit firm must demonstrate that they have the breadth and depth of staff to handle the City's audit in a timely manner. The audited financial statement should be prepared and presented to Council for approval within 120 days of the close of the fiscal year.

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

Internal Controls

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

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

Risk Management

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

Operating Budget

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

Appendix C – Basis of Accounting and Budgeting

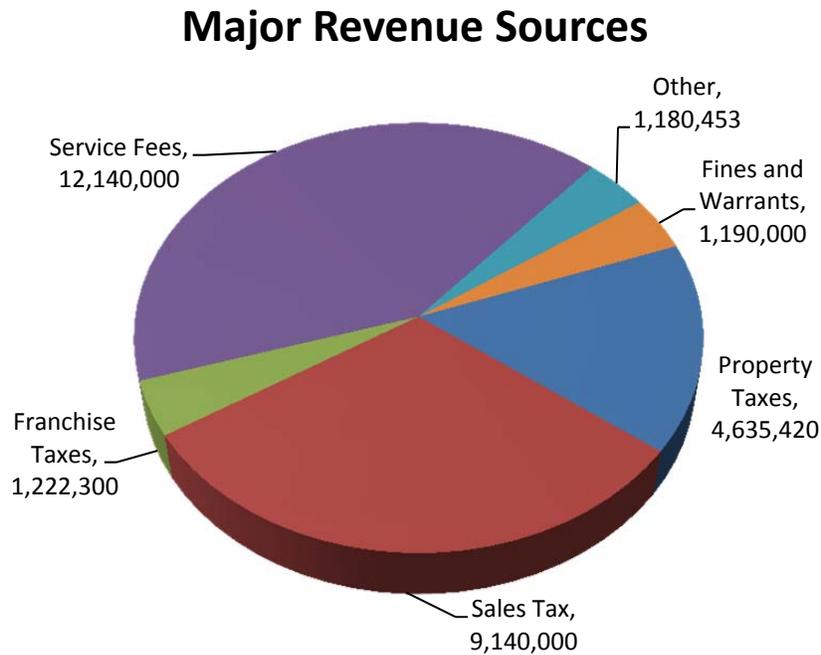
The City's finances are accounted for in accordance with generally accepted accounting principles established by the Government Accounting Standards Board

- The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project Funds.
- Governmental fund types use the flow of current financial resources measurements focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (When they are measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, franchise, and tax revenues recorded in the General fund and ad valorem revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when they are received in cash because they are generally not measurable until they are actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

- The City utilizes encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
- The City's Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.
- The City's annual budgets are prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Also depreciation of fixed assets is not recognized in proprietary budgets. All annual appropriation lapses at fiscal year-end. Under the City's budgetary process, outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be reappropriated and honored the subsequent fiscal year.
- The issuance of Statement 34 by the Governmental Accounting Standards Board has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems; one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting process as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing funds to government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types. Also, the City will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

Appendix D - Major Revenue Sources

The revenue sources described in this section account for \$31,516,680 or 81% of the City's total operating revenues (excluding inter-fund transfers and charges).



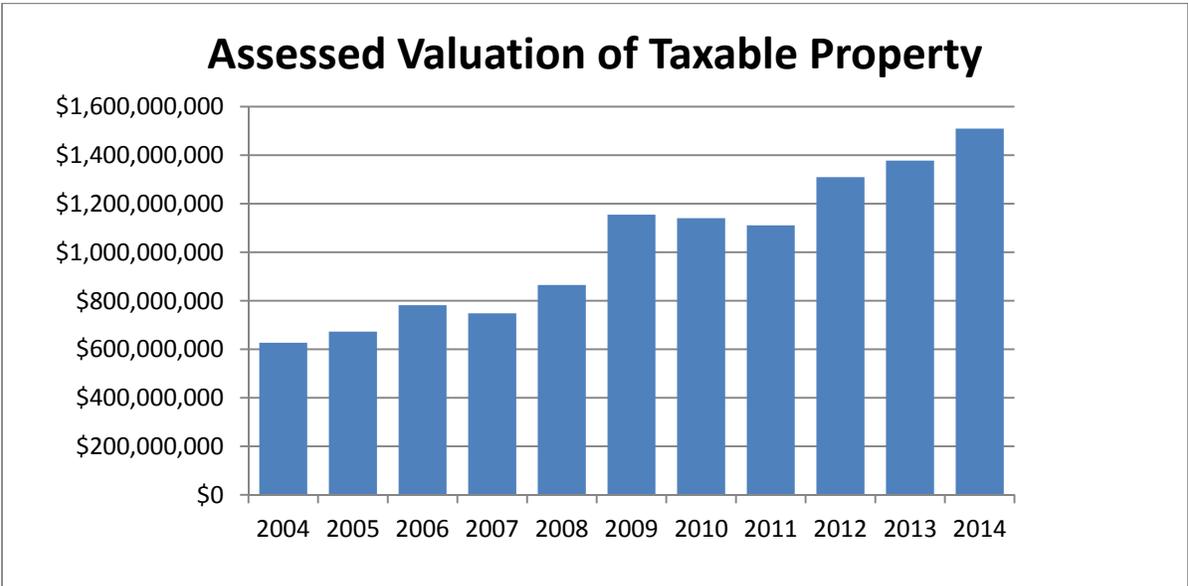
Property Taxes

Property (ad valorem) taxes attach as an enforceable lien on property as of each January 1st. The City's property tax is levied each October on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Harris County Appraisal District at 100% of the estimated market value and are certified by the Appraisal Review Board. The certified assessed taxable value as of January 1, 2015, upon which the fiscal 2014 levy is based, is \$1,509,226,193. This represents the adjusted taxable property value for FY 2015 as of August 2014. This amount is net of \$262,748,583 in exemptions representing 17% of total appraised value. This certified taxable value does not include approximately \$171 million in value that is still under protest. The City's charter requires that the budget be adopted at least 15 days prior to the beginning of the new fiscal year. However, since the taxable values are typically not received until late August, the tax rate is usually adopted after the beginning of the fiscal year after compliance with the "Truth -In-Taxation" process.

The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation long term debt. The tax rate for the year ending September 30, 2015 is, at this time, projected to be \$.341455 per \$100 of which \$.111455 is allocated for general government operation and maintenance and \$.230000 is allocated for retirement of general obligation long-term debt.

In Texas, county-wide central appraisal districts are required to assess all property within the appraisal district on the basis of 100% of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every five years; however, the City may, at its own expense, require annual reviews of appraised values. The City may challenge appraised values established by the district through various appeals and, if necessary, legal action. Under this arrangement, the City continues to set tax rates on property. However, if the tax rate, excluding tax rates for retirement of bonds and other contractual obligations, adjusted for new improvements, exceeds the rate for the previous year by more than 8% above the tax rate of the previous year, qualified voters of the City may petition for an election to determine whether to limit the tax rate to no more than 8% above the tax rate of the previous year. The tax rate that equates to an 8% increase above the prior year rate is known as the rollback rate.

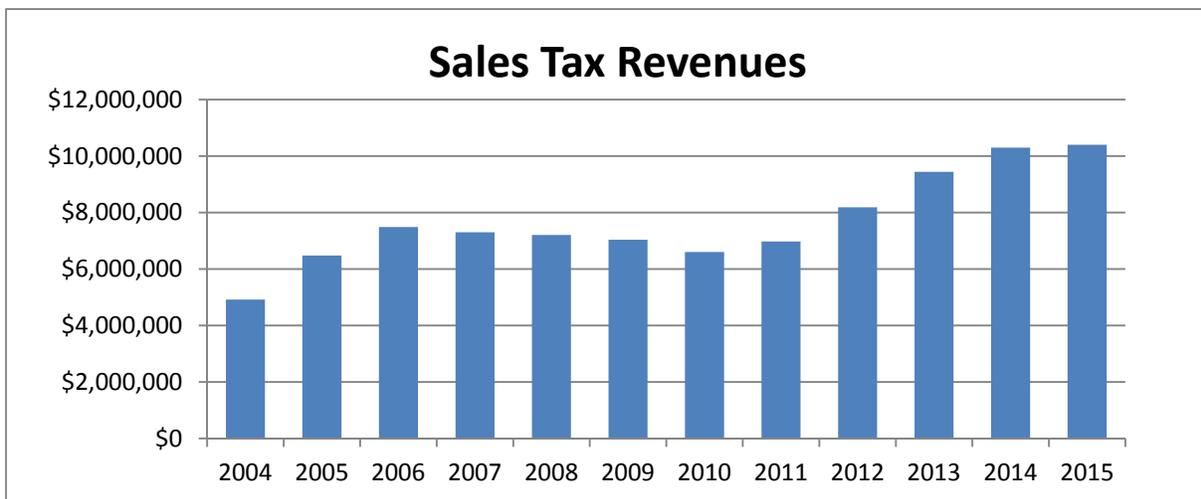
Taxes are due January 31st following the October levy and are considered delinquent after January 31st of each year.



Sales Tax

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

For the year ending September 30, 2015, the City of Tomball expects to receive \$10,400,000 in sales and use tax revenue. This amount represents an increase of \$1,650,000 over fiscal 2014 budgeted collections. With additional retail establishments scheduled to open during FY 2015, it is anticipated that the amount budgeted for sales tax is conservative.



Utility Fees

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

Utility rates are established not only to recover the cost of daily operations but also to support the debt service associated with capital projects of previous years and future capital projects needed to maintain the City's water, sewer and natural gas systems. For example, a single-family customer using 10,000 gallons or less will pay a minimum bill of \$10.90 for water and will then pay a volume charge of \$2.85 for each 1,000 gallons used. A large commercial user (uses 51,000+ gallons/month) however will pay a base rate of \$51.99 and a volume charge of \$5.40 for each 1,000 gallons used. Sewer charges are dependent upon the volume of water consumed and are structured similar to the water rates except that residential customers have their sewer charge averaged based on a "Winter Rate" (November – February) and "Summer Rate" (March – October) schedule. Natural gas charges are the same for all customer classes and include a base rate of \$11.75 for the first 1,000 cubic feet (MCF) used and \$11.75 for each 1,000 cubic feet used after that. The combined monthly base water, sewer and gas bill for a single-family residence is \$52.46.

Solid Waste Fees

The City of Tomball also charges customers within its city limits for solid waste collection. Rates charged to customers are primarily a pass through of the cost paid to the City's contracted service provider as well as an amount to cover City overhead cost. Residential rates are projected to be \$15.70 per month which provides for two pick up days per week. The rate paid by commercial customers depends on the type and size of container they request as well as the number of times per week the container is emptied.