



Tomball
TX
FY2019 ANNUAL BUDGET

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 \$205,000, which is 10.05% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$70,970.21.

Upon calling for a vote for approval of an ordinance adopting the City of Tomball 2016-17 Fiscal Year Budget, the members of the City Council voted as follows:

City Council	Aye	Nay
John Ford, Council 1, Mayor Pro Tem	<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	2018	2017
Fiscal Year	2018-2019	2017-18
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	\$ 0.340585	\$ 0.340585
Effective Operating Rate (M&O)	\$ 0.970863	\$ 0.896346
Maximum Operating Rate (M&O)	\$ 1.048532	\$ 0.968053
Debt Rate (I&S)	\$ 0.230000	\$ 0.230000
Rollback Rate	\$ 0.454249	\$ 0.403931

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	\$ 41,389,806.00	\$ 4,418,259.00
Self-Supporting	\$ 2,246,750.00	\$ 650,251.00
Total Debt	\$ 43,636,556.00	\$ 5,068,510.00

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.

CITY OF TOMBALL ADOPTED BUDGET FISCAL YEAR 2018-2019

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City Leadership

Fiscal Year

October 1, 2018 through September 30, 2019

Gretchen Fagan

Mayor

John F. Ford

**Council Member – Position 1
Mayor Pro Tem**

Mark Stoll

Council Member – Position 2

Chad Degges

Council Member – Position 3

Derek Townsend Sr.

Council Member – Position 4

Lori Klein Quinn

Council Member – Position 5

Rob Hauck

City Manager

David Esquivel

Assistant City Manager

Glenn Windsor

Director of Finance

Beth Jones

Director of Public Works

Craig Meyers

Director of Community Development

Doug Tippey

Director of Information Systems

Lisa Coe

Director of Human Resources

Mike Baxter

Director of Marketing

Randall Parr

Fire Chief

Billy Tidwell

Police Chief

Doris Speers

City Secretary



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Tomball
Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2017

Christopher P. Morill

Executive Director/CEO

The Budget Process

FY 18-19

March 5-9, 2018

- Department Training
(Department Directors and designated employees attend training on McLain mBudget Software)

April 2, 2018

- Departments Submit Year End Projections
(Department Directors submit year-end projections on their current year budget. This information provides the starting point for planning for the new budget)
- Departments Submit Base Budgets and any Adjustments to Base
(Department Directors submit 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)
- Departments Submit Supplemental Program Requests
(Department Directors submit budget requests for new positions and programs for significant expansions of existing programs)

April 9-11, 2018

- Human Resources, Information Technology, and Public Works Review Supplementals
(HR, IT, and PW review supplementals and project/propose expected expenditure)

April 13, 2018

- Budget Workbooks Created and Submitted to City Manager
Christine out April 23-27
Glenn out April 16-17

April 30-May 4, 2018

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

May 1, 2018*

- Preliminary Estimate of Values from Harris County Appraisal District are Received
(Preliminary appraisal rolls are received from the Harris County Appraisal District showing initial taxable values) Required by Texas Property Tax Code
**SUBJECT TO CHANGE*

May 7-June 4, 2018

- *Budget committee meets and makes corrections/updates*

June 8, 2018*

- 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)

**SUBJECT TO CHANGE*

June 8, 2018

- Budget Notebooks to City Council
(Submit notebooks to City Council to review and ask questions)

June 18, 2018 – 4pm

- 1st Budget Workshop with City Council

July 16 2018 – 4pm (David via Skype)

- 2nd Budget Workshop with City Council

July 30, 2018 – 6pm

- 3rd Budget Workshop with City Council

August 6, 2018

- Public Hearings on budget 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)

August 20, 2018

- Second Reading of Ordinance Adopting the Budget
(Second reading of the budget adoption is approved by City Council)
- Resolution to adopt master fee schedule which includes the utility rates

Week of August 20, 2018*

- Certified Appraisal Rolls are Received
(Certified appraisal rolls from the Harris County Appraisal District rolls are received showing 17.1taxable values)
**SUBJECT TO CHANGE*

September 10, 2018*

- 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)
**SUBJECT TO CHANGE*

October 8, 2018*

- Adoption of FY 2017-2018 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)
**SUBJECT TO CHANGE*

November 16, 2018

- 2017-2018 Budget Document is published
(Finance staff works to develop final budget documents which is then printed and distributed to users)

How to Read this Document

Welcome!

You are holding the published City of Tomball, Texas budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019. 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 2019 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 2019 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 2018 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2018. 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 2019 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.

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 friendly" 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.
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 180 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.

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 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.

“A Hometown with a Heart”



Tomball is located 40 minutes NW of downtown Houston on highway 249/45.

Despite rapid growth and monumental change in the area in the last decade, Tomball is still widely known for its spirit of community. Suburban pressures have fueled subdivision development and steady population growth. The City enjoys a varied manufacturing and technology base that adds to the relative stability of the unemployment rate. Major

Distance to downtown

- Houston – 28 Miles**
- Austin – 140 Miles**
- San Antonio – 201 Miles**
- Dallas – 222 Miles**



industries with headquarters or divisions located within the City's

Tomball Fast Facts

- 2015 Population: 21,124
- 2015 Assessed Value: \$1,688,890,118
- Median Age: 38.88 Years
- Median Household Income \$66,673
- Average Household Income: \$89,289
- Number of Households: 7,837
- Employed Labor Force (Greater Tomball Area – within 30 min of Tomball): 96.1%
- Square Miles: 12.287 square miles
- Education Level (pop. 25yrs +): 16.9% with a Bachelor's Degree or higher
- 5 Major Employers in Tomball
 1. Tomball ISD
 2. Tomball Regional Medical Ctr.
 3. Lone Star College
 4. Baker Hughes
 5. Walmart

boundaries or in close proximity include the international headquarters for a large oil related corporation, a regional hospital with related health care facilities, and computer hardware and software manufacturers. The City of Tomball and its citizens will continue to work hard to foster continued growth while maintaining the hometown atmosphere

CITY PROFILE

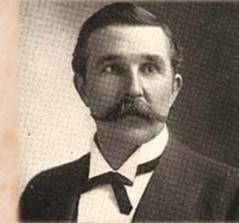
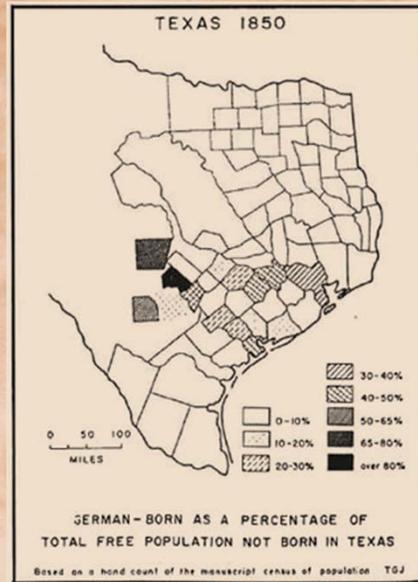
Source: Tomball Economic Development Corporation
U.S. Census Bureau

HISTORY OF TOMBALL

1750's

Spanish sought to fortify an area named Arroyo Santa Rosa del Alcazar. Now called Spring Creek was located in the south of Montgomery County

1850's



1907

The community of Peck was renamed for local congressman Thomas Henry Ball. Ball was a Texas politician and a Democratic member of the U.S. House of Representatives. Because Ball had been instrumental in routing a railroad through Peck, TX, the town was renamed Tomball, TX in his honor

> 1500's

Spring Creek near Tomball was inhabited by a group of Indians known as the Orquouisacs

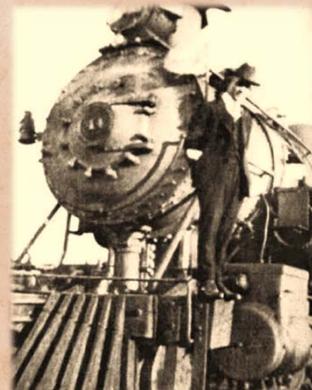


1840's

Revolutionary disturbances throughout Germany resulted to many migrating to America. Due to opportunities available as well as the beauty and amount of land in Texas, many found their way from New York towards the Galveston coastlines

1906

The Valley Route Town-site and Loan Company of Fairfield began a land promotion therefore the company named the town "Peck" for the engineer of the old Trinity and Brazos Valley Railroad



FOUNDED 1907



1933

People began to call Tomball “a floating island of oil” when a drill hit a 100 ft gusher of oil. Tomball was immediately flooded with over two dozen oil companies, which drew thousands of workers and boosted the economy like never before.

1948

The original Tomball Hospital, located at the corner of Hospital Rd. and Carrell St. was built. The hospital began as a community project headed by businessmen of the area



1933

Tomball incorporated therefore Houston did not integrate Tomball’s territory into it’s City limits

1970

Tomball’s population soared again. The entire “Sun Belt” experienced a huge influx of residents who desired the affordable land and housing, nice weather, low taxes and abundant job opportunities.

1950’s

1908

Piney woods and cool creek waters drew the greater Tomball area’s first inhabitants

1945

People desired a more comfortable life from the “big city” to the countryside migrating to the Tomball area





City Of Tomball

Gretchen Fagan
Mayor

Robert S. Hauck
City Manager

September 30, 2018

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 2018-2019 (FY2019) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on September 4, 2018. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	FY 2017-2018 (FY2018) <u>ADOPTED BUDGET</u>	FY 2018-2019 (FY2019) <u>ADOPTED BUDGET</u>
General Fund	\$ 22,780,002	\$ 24,482,608
Enterprise Fund	11,688,352	13,594,794
Internal Service Fund	3,164,731	3,432,566
Debt Service Fund	4,779,880	4,430,044
Special Revenue Funds	1,409,918	1,123,291
Capital Projects Fund	<u>12,792,232</u>	<u>18,027,763</u>
Total Authorized Operations	\$ 56,615,115	\$ 65,091,066

The FY2019 budget represents an increase of \$ 8,475,951 (14.97%) when compared to last year's budget primarily due to an increase in the amount of capital project expenditures.

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.

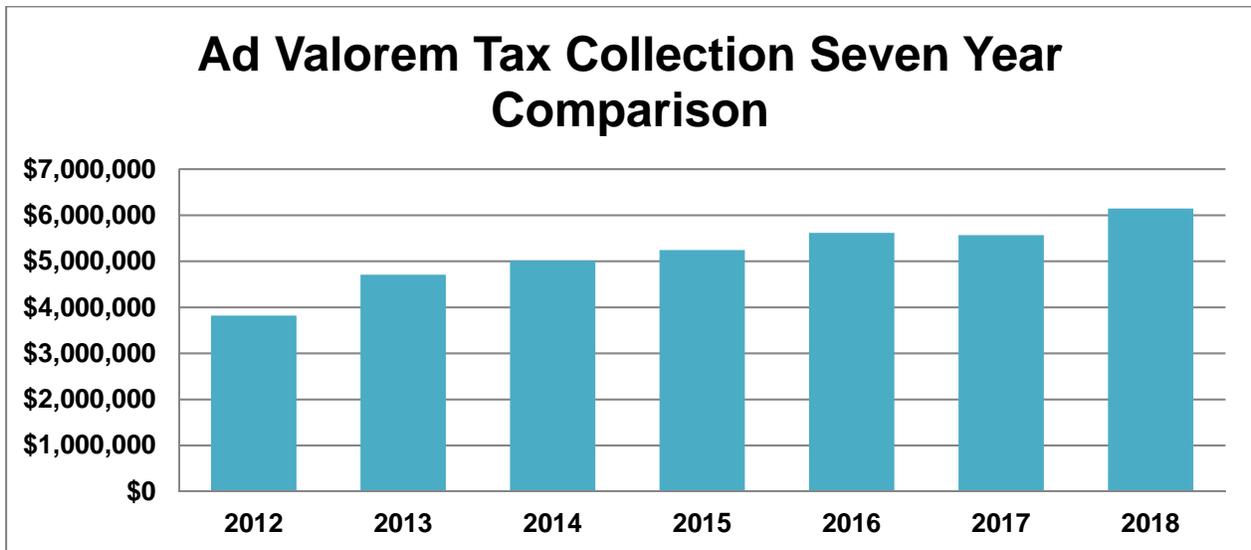
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 6% 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.

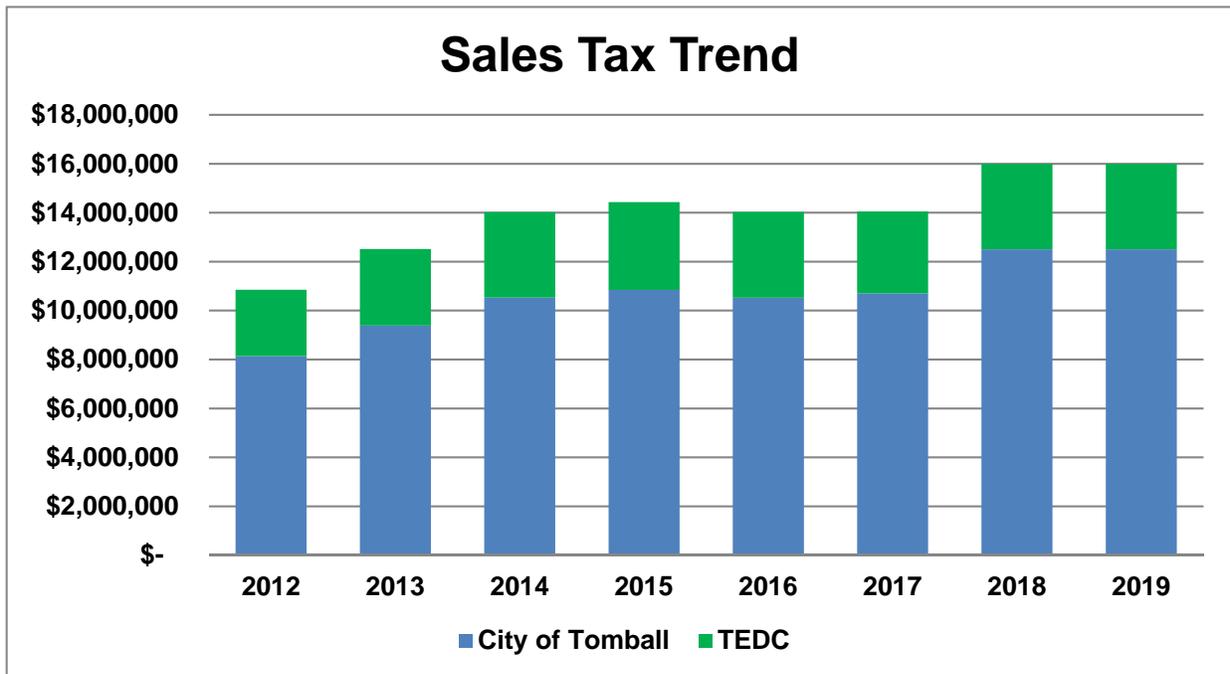
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property 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 FY2019, the City expects to collect \$ 6.65 million through the ad valorem tax process. The graph below portrays the actual collections for the last seven fiscal years and projected collections for FY2018.



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 FY2018, the City experienced an increase of 15.13% in sales tax revenue over the previous year. This budget estimates the collection of \$ 12.5 million for the City’s General Fund and \$4.0 million for the Tomball Economic Development Corporation. The chart below reflects the actual sales tax increases since 2012 with the conservative projection for 2019.



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 FY2019 is \$13.7 million. Listed below are major sources of revenues to be received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2018 Resources</u>
Water Production and Distribution	\$ 4,800,000
Wastewater Collection & Treatment	\$ 2,500,000
Gas Sales	\$ 3,300,000
Solid Waste Collection	\$ 2,000,000

The final, major resource is the levying of Franchise Fees to utilities operating in the City of Tomball. State Law governs the amount of the levy. Franchise Fees are projected to remain relatively the same as last fiscal year. The City expects to receive \$1.3 million from this revenue source in FY2019.

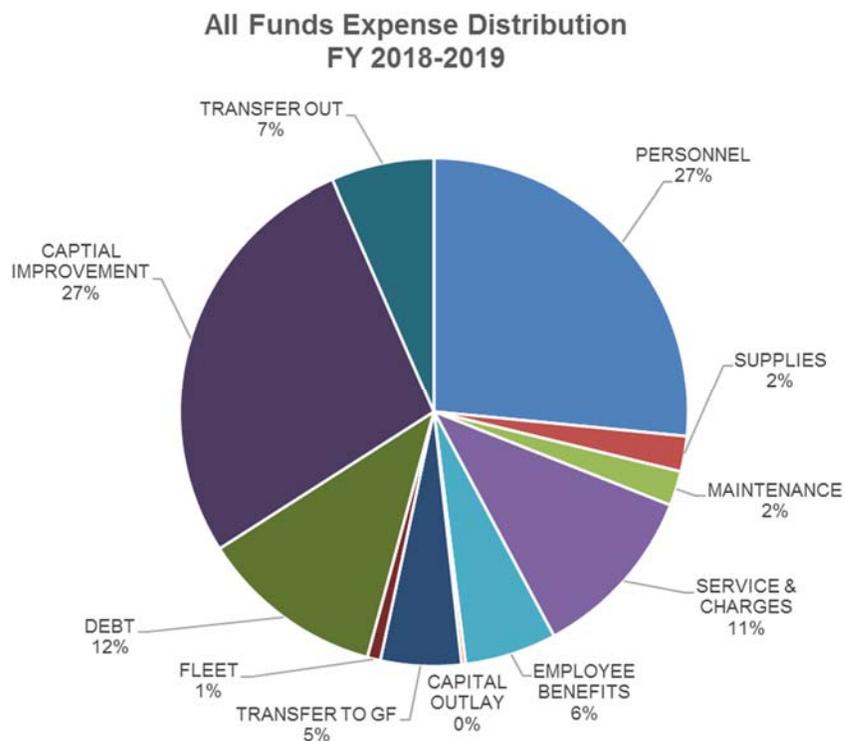
Other Resources

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 and additional ones started during FY2018. More construction is expected during FY2019. Fines and Warrants are projected to remain relatively constant.

A final, important resource is the earnings on investments. Investment rates are expected to increase in the next year. The City expects to earn just over \$520,000 during FY2019. The projection of this resource is based on a cash flow analysis, a conservative interest earnings yield, and a more diversified portfolio.

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 \$14.3 million of the total budget--coupled with the associated benefits (Social Security, Retirement, and Medical Insurance). This accounts for approximately 22% of the total appropriations.

The Debt Service category is the total dollars expended to pay interest and principal on the existing debt, which represents 6.8% of the budget at \$4.4 million.

The Capital Outlay category includes major capital improvements projects totaling \$18,027,763. 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 \$3.0 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 \$8.3 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 \$ 858,866. Major medical health coverage contracts have been renewed for FY2019 with an 8% increase in premiums. Dental, Life and vision premiums remained the same.

Personnel Changes

In planning staffing levels for FY2019 two reclassifications from part-time to full-time are planned in the Court and Finance Departments and an additional 6 full-time firefighters will be added after a restructuring of the part-time crews.

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 \$ 18,027,783. Supplemental expenditures of \$ 1,363,501 were approved for the General Fund and \$ 1,965,244 for the Enterprise Fund.

GENERAL FUND OVERVIEW

The ending fund balance in the General Fund for 2017-2018 is projected to be \$ 12,499,407 which is more than originally projected because of the significant increase in sales tax revenues. Actual Revenues for 2017-2018 were \$ 1,889,276 or 8.93% more than budget. This rise is due to an increase in sales tax revenues near the end of the fiscal year along with some increases in other revenues. Revenues for 2018-2019 are projected to be \$20,891,315, an increase of 11.1% over last year's original budget

projection of \$18,797,170. Operating expenditures for 2017-2018 were \$174,028 less than budget. This is primarily due to some position vacancies, and most departments continuing to closely monitor their budgets.

Projected ending fund balance for 2018-19 is \$12,499,407 which represents 51% of operating expenditures. Proposed expenditures are \$24,482,608 which is \$1,702,606 more than last year. Preliminary assessed values provided by the Harris County Tax Appraisal District (HCAD) indicate that the City of Tomball assessed values for FY2018 have increased by 4.6%.

A total tax rate of \$ 0.341455 is proposed for 2018-2019, which consists of a rate of \$ 0.111455 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 FY2019 ending fund balance in the Enterprise Fund is projected to be \$6,471,380 which is 50% of total operating expenses. This accumulation of working capital will be used to fund future infrastructure repairs, maintenance, and expansion.

These numbers help the City maintain its strong bond rating of AA+ from Standard & Poor's and Aa3 from Moody's.

Revenues for FY2019 are projected to be \$11,728,142. Operating expenses for FY2019, including debt and capital, are projected to be \$13,594,794.

The water, sewer, gas, and garbage rate structures will remain the same for residential and commercial customers for FY2019.

DEBT SERVICE FUND OVERVIEW

The ending fund balance in the Debt Service Fund for 2019 is estimated to be \$5,395,842 which is 122% of projected debt service for FY2019. 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.

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. Proposed expenditures for FY2019 are increased, however, a strong fund balance of \$237,437 is projected for the end of FY 2019.

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

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 FY2019 premiums have slightly increased due to the rise in capital assets. 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, 2018. 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.

The City also received the Certificate of Achievement in Financial Reporting for the September 30, 2017 Comprehensive Annual Financial Report (CAFR) from GFOA. This was the 28th consecutive year that the City has received this award.

Additionally, the City has participated in the Texas Comptroller's Leadership Circle and for the last four years has received the highest level awarded for transparency. The Comptroller's Office recently modified the transparency award and the City has chosen to participate in the new program called Transparency Stars. The program seeks to recognize government entities that open their books and provide clear and meaningful financial information to their citizens.

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,



Robert S. Hauck
City Manager



Glenn Windsor, CPA
Finance Director

City of Tomball Strategic Plan 2016-2021

During fiscal year 2016-2017, Council developed a strategic plan which presented their collective vision for the City of Tomball through 2021. 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 2016-2017 Goals

- Easy to use and understandable by the Council, staff, and public.
- Focus on realistic, action – oriented strategies.
- Provide mechanisms to evaluate progress.
- Outline strategies for updating or making changes.
- The result of a Council and staff collaborative effort.

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

	2018	2019
<u>Harris County</u>		
Market Value	\$ 207,748	\$ 208,164
Homestead Exemptions	20%	20%
Taxable Value	\$ 166,198	\$ 166,531
Tax Rate/ \$100	0.41801	0.41801
Tax Levy	\$ 694.73	\$ 696.12
<u>Tomball ISD</u>		
Market Value	\$ 207,748	\$ 208,164
Homestead Exemptions	(25,000)	(25,000)
Taxable Value	\$ 182,748	\$ 183,164
Tax Rate/ \$100	1.34	1.34
Tax Levy	\$ 2,448.82	\$ 2,454.40
<u>City of Tomball</u>		
Market Value	\$ 207,748	\$ 208,164
Homestead Exemptions	(26,214)	(26,069)
Taxable Value	\$ 181,534	\$ 182,095
Tax Rate/ \$100	0.341455	0.341455
Tax Levy	\$ 619.86	\$ 621.77
TOTAL TAX LEVY	\$ 3,763.41	\$ 3,772.29

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

PROPERTY TAX CALCULATION AND DISTRIBUTION

2018 Certified Tax Roll & Levy **

Assessed Valuation (100%)	\$	1,943,575,380
Rate Per \$100	\$	0.341455
Total Tax Levy	\$	6,636,435
Percent of Current Tax Collection		98%
Estimated Current Tax Collections	\$	6,503,707

Summary of Tax Collections

Current Tax	\$	6,503,707
Delinquent Tax		90,000
Penalty and Interest		55,000
Total 2016-2017 Tax Collections	\$	<u>6,648,707</u>

Proposed Distribution:

	Tax Rate*	% of Total	Amount
General Fund:			
Current Tax			\$ 2,122,888
Delinquent Tax			30,000
Penalty and Interest			15,000
Total General Fund	\$ 0.111455	32.64%	\$ 2,167,888
Debt Service Fund:			
Current Tax			\$ 4,380,819
Delinquent Tax			60,000
Penalty and Interest			40,000
Total Debt Service Fund	\$ 0.230000	67.36%	\$ 4,480,819
TOTAL DISTRIBUTION	\$ 0.341455	100.00%	\$ 6,648,707

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

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

MUNICIPAL TAX RATE COMPARISON

	FY 2018-19 Proposed Tax Rate*
Jersey Village	0.742500
Deer Park	0.720000
La Porte	0.710000
Pearland	0.709158
Missouri City	0.630000
Pasadena	0.615446
Houston	0.588310
Seabrook	0.551983
Waller	0.497500
Katy	0.486720
Bellaire	0.431300
Webster	0.347940
Tomball	0.341455
Humble	0.248572

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



Adopted Budget

Fiscal Year
October 1, 2018 through September 30, 2019

City Council



John F. Ford
Mayor Pro Tem
Council, Position 1
Elected May 2017
Serving First Term



Gretchen Fagan
Mayor
Elected May 2007
Re-elected May 2013
Serving Fourth Term



Mark Stoll
Council, Position 2
Elected June 2009
Serving Fourth Term



Chad Degges
Council, Position 3
Elected January 2014
Serving Second Term



Lori Klein Quinn
Council, Position 5
Elected May 2014
Serving Second Term



Derek Townsend Sr
Council, Position 4
Elected May 2009
Serving Fourth Term

Staffing

	2013	2014	2015	2016	2017	2018	Adopted 2019
General Fund (GF)							
City Hall Administration							
City Manager's Office	2	2	2	2	2	2	2
Mayor and Council	-	-	-	-	-	-	-
City Secretary's Office	4.5	4.5	4.5	4.5	4.5	4	4
Human Resources	3	3	3	3	3	3	3
Finance	5	5	5	5	5.5	5.5	6
Information Systems	3	3	3	3	3	3	3
Legal	-	-	-	-	-	-	-
Police	58	58.5	59.5	59.5	62	62	62
Municipal Court	4.5	4.5	4.5	4.5	4.5	5	5.5
Community Center	3	3	3	3	3	3	3
Fire Department	16	16	25	25	27.5	30.5	32.3
Fire Marshal's Office	2	2.5	2.5	2.5	-	-	-
Emergency Management	-	-	-	-	-	-	-
Community Development							
Building Permits and inspections	5	5	4	6	6	6	6
Engineering and Planning	6	6	7	5	5	5	5
Public Works Administration	1	1	1	1	1	1	1
Facilities Maintenance	2	2	2	2	2	2	2
Garage	2	2	2	2	2	2	2
Parks	5.2	5.2	5.2	5.2	5.2	6.2	6.7
Streets	7.2	7.2	7.2	8.2	8.2	9.2	9.2
Total General Fund	129.4	130.4	140.4	141.4	144.4	149.4	152.7
Enterprise Fund							
Utilities administration	3	3	3	4	4	4	4
Utility Billing	4	4	4	4	4	5	5
Water	8.2	8.2	8.2	8.2	8.2	8.2	8.2
Wastewater	10.2	10.2	10.2	10.2	10.2	10.2	10.2
Gas	6.2	6.2	6.2	6.2	6.2	6.2	6.2
Total Enterprise Fund	31.6	31.6	31.6	32.6	32.6	33.6	33.6
Special Revenue Funds	12	12	3	3	3.5	3.5	3.5
Total Paid staff	173	174	175	177	180.5	186.5	189.8

18-19

Fin: Upgraded PT Accountant to FT
 Col: Upgraded PT Asst. Court Clerk to FT
 Par: Included Pool Manager
 Fire: Added 6 FT Firefighter/Removed 20 PT

Staff Organizational Chart

Tomball Citizens

Mayor and City Council

- Tomball Economic Development Corporation
- Planning Commission
- Municipal Judge
- City Attorney
- Other Boards & Commissions

City Manager

- City Secretary
 - Reception/Vital Statistics
- Director of Human Resources
 - Personnel
 - Payroll
 - Risk Management
- Fire Chief
 - Fire Prevention
 - Fire Department
 - Emergency Management
- Police Chief
 - Investigations
 - Patrol
 - Special Services

Assistant City Manager

- Director of Community Development
 - Engineering
 - Planning
 - Construction Inspection
 - Building Inspections
 - Permits
 - Code Compliance
- Director of Public Works
 - General Services
 - Facilities
 - Streets
 - Parks
 - Garage
 - Sanitation
 - Utility Services
 - Water
 - Sewer
 - Gas
- Director of Information Systems
 - Information Technology
 - Geographical Information Systems
- Municipal Court
- Director of Marketing
 - Community Center
- Director of Finance
 - Accounting
 - Budgeting
 - Purchasing
 - Utility Billing

Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures
and Changes in Fund Balance- All Funds
City Manager 2018-2019 Adopted Budget

Funds	Governmental			Proprietary	Internal Service				Consolidated	
	General Fund	Special Revenue Funds	Debt Service	Enterprise Fund	Fleet Replacement Fund	Health Insurance Trust Fund	Water Capital Recovery	Sewer Capital Recovery	Capital Projects Fund	All Funds FY 2019
	100	200-290/990	300	600	650	910	730	740	400/460	
Revenues:										
Property taxes	2,245,000	-	\$ 4,600,000	-	-	-	-	-	-	6,845,000
Hotel Occupancy	-	625,000	-	-	-	-	-	-	-	625,000
Sales taxes	12,500,000	-	-	-	-	-	-	-	-	12,500,000
Franchise taxes	1,265,000	-	-	-	-	-	-	-	-	1,265,000
Permits and licenses	485,700	-	-	-	-	-	-	-	-	485,700
Fines and warrants	531,200	177,050	-	-	-	-	-	-	-	708,250
Service fees	2,000,000	-	-	10,797,500	-	-	-	-	-	12,797,500
Transfers In	2,530,209	-	-	-	415,000	2,950,558	-	-	2,986,644	8,882,411
Contributions/Grants	392,817	-	536,113	558,148	-	-	-	-	-	1,487,078
Interest	185,528	13,250	52,500	71,250	25,000	20,000	26,000	23,000	505,000	921,528
Other	1,325,291	181,000	-	301,244	10,000	82,000	200,000	200,000	-	2,299,535
Total Revenues	\$ 23,460,745	\$ 996,300	\$ 5,188,613	\$ 11,728,142	\$ 450,000	\$ 3,052,558	\$ 226,000	\$ 223,000	\$ 3,491,644	\$ 48,817,002
Expenditures:										
General Government	4,144,326	-	-	-	-	2,968,558	-	-	15,502,836	22,615,720
Transfers out	2,617,391	-	-	-	-	-	-	-	-	2,617,391
Public Safety	9,847,173	303,039	-	-	-	-	-	-	-	10,150,212
Public Works	5,389,436	-	-	-	-	-	-	-	-	5,389,436
Engineering and Planning	645,496	-	-	-	-	-	-	-	-	645,496
Parks and Recreation	1,279,537	22,200	-	-	-	-	-	-	-	1,301,737
Tourism & Arts	-	772,403	-	-	-	-	-	-	-	772,403
Utilities	-	-	-	12,954,269	-	-	106,656	322,088	3,237,927	16,620,940
Capital Projects/Outlay	-	-	-	-	464,008	-	-	-	-	464,008
Debt Service	-	-	4,430,044	651,031	-	-	-	-	-	5,081,075
Salary Increase & Salary Survey Adj	-	-	-	-	-	-	-	-	-	-
Proposed Project: Alley/Sidewalk	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 23,923,359	\$ 1,097,642	\$ 4,430,044	\$ 13,605,300	\$ 464,008	\$ 2,968,558	\$ 106,656	\$ 322,088	\$ 18,740,763	\$ 65,658,418
Other Sources (Uses):										
Debt Proceeds	-	-	-	-	-	-	-	-	-	-
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over (Under)										
Expenditures	\$ (462,615)	\$ (101,343)	\$ 758,569	\$ (1,877,158)	\$ (14,008)	\$ 84,000	\$ 119,344	\$ (99,088)	\$ (15,249,119)	\$ (16,841,417)
Beginning Fund Balance	\$ 13,505,628	\$ 945,567	\$ 4,637,273	\$ 8,171,652	\$ 2,597,978	\$ 1,393,595	\$ 1,908,486	\$ 1,599,540	\$ 31,935,839	\$ 66,695,559
Ending Fund Balance	\$ 13,043,014	\$ 844,224	\$ 5,395,842	\$ 6,294,494	\$ 2,583,970	\$ 1,477,595	\$ 2,027,830	\$ 1,500,452	\$ 16,686,720	\$ 49,854,142
Adopted Reserve Level	55%	77%	122%	49%	557%	50%	1901%	466%		76%

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 FY2018 is projected to be \$ 13,505,628. Expenditures for the current fiscal year are budgeted at \$22,605,974. No increase in investment earnings is expected for FY2018. Favorable variances increasing revenue include sales tax \$1,708,853, interest \$82,070 and property taxes \$80,655.

2018/2019 Budget

Revenues

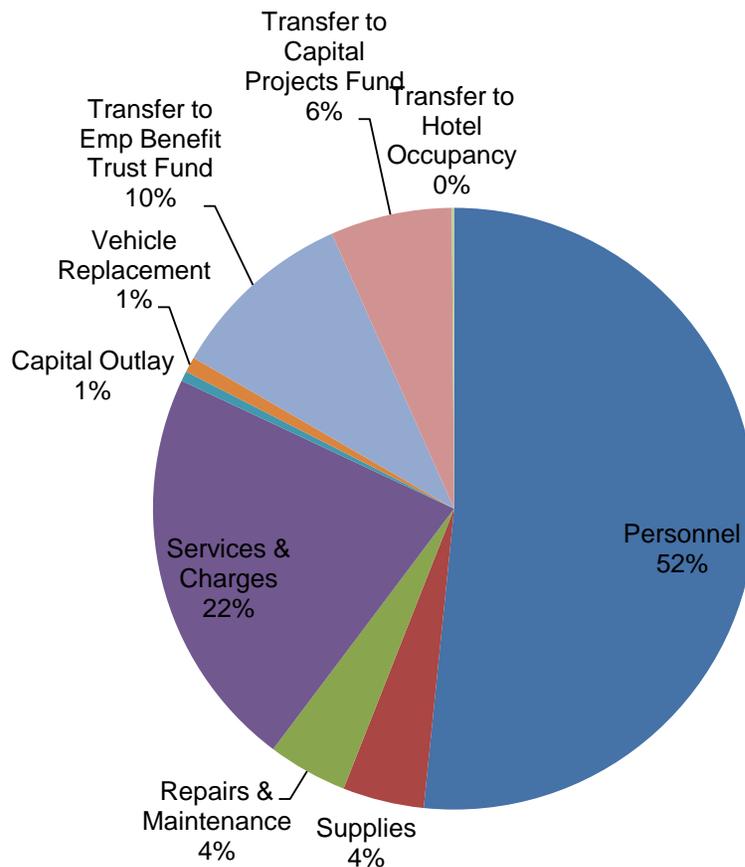
Base budget revenues for FY2019 are \$23,460,745. This amount is \$ 2,299,415 or 10.87% more than the adopted budgeted revenues for FY2018. This increase is primarily due to the \$1,650,000 in Property Tax. Franchise fee, Fines and warrant revenues are projected to remain the same. Interest revenues are expected to increase by \$82,070.

Expenditures

The budget for operating expenditures for FY2019 is \$23,923,359. This amount is \$1,143,357 or 5% more than the adopted budget. Included in the budget are 3% salary adjustments based on performance. Total budgeted operating expenditures in the General Fund include an increase to expenditures of \$1,363,501 related to Supplemental Programs. Staffing charts are included on each departmental budget page to reflect the number of positions budgeted.

GENERAL FUND EXPENDITURES

	FY 2017 BUDGET	FY 2018 BUDGET	FY 2018 PROJECTIONS	FY 2019 BUDGET
Personnel	\$ 10,881,114	\$ 11,714,925	\$ 11,572,024	\$ 12,347,316
Supplies	\$ 884,765	\$ 1,057,205	\$ 1,058,301	\$ 1,044,925
Repairs & Maintenance	\$ 747,672	\$ 843,500	\$ 987,346	\$ 1,024,245
Services & Charges	\$ 4,485,196	\$ 5,074,131	\$ 4,893,707	\$ 5,198,482
Capital Outlay	\$ 39,703	\$ 94,500	\$ 98,855	\$ 128,000
Vehicle Replacement	\$ 141,812	\$ 274,500	\$ 274,500	\$ 200,000
Transfer to Emp Benefit Trust Fund	\$ 2,110,591	\$ 2,211,241	\$ 2,211,241	\$ 2,387,391
Transfer to Capital Projects Fund	\$ 1,980,000	\$ 1,490,000	\$ 1,490,000	\$ 1,563,000
Transfer to Hotel Occupancy	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000
TOTAL OPERATING EXPENDITURES	\$ 21,290,853	\$ 22,780,002	\$ 22,605,974	\$ 23,923,359



General Fund - 100
Statement of Revenues, Expenditures, and Changes in Fund Balance
2018-2019 Adopted Budget Worksheet

	FY 2016 Actuals	FY 2017 Actuals	Current FY2018	FY2018 Projections	FY 2019 Budget
Revenues:					
Contributions	\$ 298,988	\$ 603,390	\$ 445,603	\$ 453,412	\$ 392,817
Fines & Warrants	536,934	500,309	556,200	496,200	531,200
Franchise Taxes	1,331,077	1,307,171	1,328,000	1,265,000	1,265,000
Interest	39,148	95,325	125,000	177,395	185,528
Lease Proceeds					
Other Revenue	670,626	753,992	773,861	1,348,933	1,325,291
Permits & Licenses	424,164	464,344	423,500	480,500	485,700
Property Taxes	1,855,706	1,964,345	2,040,000	2,045,000	2,245,000
Sales Taxes	10,578,683	10,791,147	10,850,000	12,500,000	12,500,000
Services	2,234,322	2,236,863	2,235,000	1,900,000	2,000,000
Total Revenues	17,969,648	18,716,886	18,777,164	20,666,440	20,930,536
Expenditures:					
Administrative	387,152	393,950	415,452	459,976	389,832
Building Permits and Inspections	391,462	386,153	491,216	445,724	458,449
Mayor and Council	72,481	52,185	93,248	73,868	97,198
City Secretary	321,301	352,470	406,511	344,207	414,819
Human Resources	383,106	374,009	492,725	440,443	478,447
Finance	628,800	632,843	694,482	756,031	754,098
Information Systems	637,916	654,974	721,553	688,974	853,203
Legal	127,311	159,704	142,000	142,250	142,000
Non-Departmental*	460,715	513,547	515,394	473,150	756,280
Police	5,036,804	5,379,589	5,789,418	5,656,768	5,708,159
Municipal Court	318,387	347,067	384,316	377,581	446,906
Community Center	182,087	147,046	164,296	164,280	167,624
Fire Marshal	98,358	-	-	-	-
Fire	2,714,292	2,896,840	2,918,950	2,673,934	2,826,961
Emergency Management	14,865	18,381	21,645	22,239	27,850
ESD#15 Station 5	169,594	301,990	286,171	694,989	837,297
Public Works Administration	56,644	57,323	55,120	58,039	57,375
Garage	172,310	141,261	154,061	132,221	165,474
Parks	1,002,939	867,978	1,133,845	1,134,926	1,111,913
Streets	2,210,941	2,383,979	2,020,085	2,055,815	2,141,449
Sanitation	2,166,414	1,975,363	2,162,844	2,153,474	2,227,772
Engineering and Planning	517,350	486,670	724,629	654,256	645,496
Facilities Maintenance	645,936	636,940	760,800	771,588	797,366
Transfer Out to Hotel Occupancy *	20,000	20,000	20,000	20,000	30,000
Transfer Out to Health Insurance *	1,822,403	2,110,591	2,211,241	2,211,241	2,387,391
Total Expenditures	20,559,568	21,290,853	22,780,002	22,605,974	23,923,359
Net Income from Operations	(2,589,920)	(2,573,967)	(4,002,838)	(1,939,534)	(2,992,824)
Other Sources/(Uses):					
Transfer In from Enterprise Fund	2,400,125	2,342,169	2,384,166	2,384,166	2,530,209
Total Other Sources/(Uses)	2,400,125	2,342,169	2,384,166	2,384,166	2,530,209
Revenues Over/(Under) Expenditures	(189,795)	(231,798)	(1,618,672)	444,632	(462,615)
Beginning Fund Balance	13,482,578	13,292,789	13,060,996	13,060,996	13,505,628
Ending Fund Balance	\$ 13,292,789	\$ 13,060,996	\$ 11,442,324	\$ 13,505,628	\$ 13,043,014
25% of Operating Expenses - Target	65%	61%	50%	60%	55%

**CITY OF TOMBALL
GENERAL FUND REVENUES - 100**

	2016	2017	2018	2018	2019
GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	1,815,589	1,919,752	2,000,000	2,000,000	2,200,000
5120 DELINQUENT TAXES	25,988	25,027	25,000	30,000	30,000
5130 PENALTY,INTEREST,ATTY FEES	14,129	19,566	15,000	15,000	15,000
5140 SALES TAX	10,578,683	10,791,147	10,850,000	12,500,000	12,500,000
5141 ALCOHOLIC BEVERAGE TAX	63,154	69,215	65,000	75,000	70,000
5150 ELECTRICAL FRANCHISE TAX	702,886	704,353	700,000	700,000	700,000
5160 T.V. CABLE FRANCHISE TAX	191,227	182,225	190,000	150,000	150,000
5161 1% IN KIND/ PEG FEES	38,297	36,445	38,000	30,000	30,000
5170 COMMUNICATIONS ROW LINE FEE	200,581	206,355	200,000	225,000	225,000
5175 SANITATION FRANCHISE TAX	198,086	177,793	200,000	160,000	160,000
5190 BINGO TAX	10	66	65	25	25
5200 BUILDING PERMITS	227,014	204,812	210,000	225,000	225,000
5210 CONSTRUCTION PERMITS	32,494	55,701	45,000	50,000	50,000
5215 PLUMBING PERMIT	23,230	22,504	25,000	30,000	30,000
5220 MECHANICAL PERMITS	26,087	44,792	22,000	25,000	25,000
5230 ELECTRICAL PERMITS	30,492	26,639	24,000	35,000	35,000
5235 FIRE PERMIT FEES	29,774	50,965	40,000	60,000	60,000
5240 OTHER PERMITS	5,157	3,147	3,000	3,000	3,000
5245 MISCELLANEOUS PERMIT FEES	156	-	300	300	500
5250 MIXED BEVERAGE FEES	15,515	13,590	15,000	15,000	15,000
5255 LICENSE FEES	3,940	4,477	4,000	4,000	4,000
5260 AMBULANCE PERMITS	6,300	4,000	3,400	7,000	7,000
5300 MUNICIPAL COURT FINES	301,319	281,092	325,000	270,000	300,000
5310 COURT COSTS/ADMIN FEES	157,200	145,935	150,000	165,000	165,000
5320 COURT WARRANT FEES	71,281	66,733	75,000	55,000	60,000
5340 TIME PYMT.FEE-10% CITY JUDICL.	1,425	1,310	1,200	1,200	1,200
5341 TIME PAYMENT FEE-40% FOR CITY	5,709	5,239	5,000	5,000	5,000
5430 SANITATION FEES	2,234,322	2,236,863	2,235,000	1,900,000	2,000,000
5440 PLAT FEES	12,264	18,802	17,000	15,000	15,000
5441 REZONING APPLICATION FEE	6,128	7,768	6,200	8,000	9,000
5442 CONDITIONAL USE PERMIT	1,200	4,869	5,500	1,000	4,000
5444 SITE PLAN REVIEW	17,753	11,325	15,000	15,000	15,000
5445 PLAN REVIEW FEES- OTHER	50	1,398	100	200	200
5446 ZONING FEES- OTHER	2,125	3,145	3,000	2,000	3,000
5450 BIRTH AND DEATH CERTIFICATE FEES	43,520	50,597	43,000	50,000	55,000
5451 NOTARY FEES	26	66	50	75	75
5460 ALARM SYSTEM REGISTRATION FEES	36,085	28,635	30,000	25,000	25,000
5461 FALSE ALARM SERVICE FEE	39,550	27,075	32,000	18,500	20,000
5470 EMERGENCY SERVICE DISTRCT FEES	112,701	145,382	154,000	173,884	180,000
5472 ESD#15 S5 OPERATING COST REIMBURSEMENT	16,298	19,483	21,775	23,140	25,707
5474 ESD#15 STATION 5 PAYROLL REIMBURSEMENT	136,998	263,023	242,121	648,709	785,884
5480 LIFE SAFETY PLAN REVIEW	3,743	3,301	3,000	3,000	3,000
5481 STATE LICENSED FACILITIES	675	1,555	2,000	1,500	1,500
5482 ANNUAL FIRE INSPECTIONS	1,200	725	750	-	-
5500 SALE OF CITY PROPERTY	82,153	6,838	30,000	211,000	35,000
5505 RENT REVENUES	7,800	3,250	-	-	-
5510 COMMUNITY CENTER FEES	31,428	27,985	28,000	25,000	25,000
5515 CONGREGATE MEAL SERV. REVENUE	6,242	8,929	7,000	9,000	9,000

**CITY OF TOMBALL
GENERAL FUND REVENUES - 100**

	2016	2017	2018	2018	2019
GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5520 PARK RENTAL FEE	12,249	12,000	15,000	15,000	15,000
5550 MISCELLANEOUS INCOME	28,608	44,363	50,000	25,000	30,000
5560 RETURNED CHECK FINES	90	60	100	100	100
5690 SANITATION PENALTY	32,581	27,854	35,000	30,000	30,000
5730 SCHOOL RESOURCE OFFICERS (SRO)	288,988	412,214	431,603	424,412	366,817
5740 OTHER GRANTS	-	181,176	4,000	4,000	1,000
5770 TEDC CONTRIBUTIONS	10,000	10,000	10,000	25,000	25,000
5800 INTEREST INCOME	46,688	97,140	125,000	177,395	185,528
5801 UNREALIZED GAIN ON INVESTMENTS	(7,540)	(1,815)	-	-	-
5961 TRANSFERS IN	2,400,125	2,342,169	2,384,166	2,384,166	2,530,209
TOTAL GENERAL FUND REVENUES	\$ 20,369,773	\$ 21,059,055	\$ 21,161,330	\$ 23,050,606	\$ 23,460,745

City Manager's Office

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 laws and ordinances, and preparing and presenting the annual budget.

FY 2017-18 Accomplishments

- Maintained balance budget and continued quality service delivery
- Assisted in the creation/implementation of new programs and initiatives for each department
- Identified additional funding opportunities for service enhancements
- Continued the planning process for partnerships to update park amenities
- Completed quarterly reviews of the City's Strategic Plan to ensure implementation

Goals for FY 2018-19

- Develop FY19-20 Budget that supports the City's Strategic Plan
- Provide educational information and training to City Council
- Continue to identify customer service and process improvements within all City departments and functions
- Increase communication and accountability within all departments
- Create a leadership program to provide training for employee development
- Enhance Citywide messaging through traditional and social media outlets

Objectives for FY 2018-19

- Continue/ increase Tomball's participation in regional partnerships and planning
- Continue to seek additional funding opportunities through grants and other sources for City amenities and development

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

111 - City Manager's Office

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$367,694	\$386,252	\$422,419	\$348,628
Supplies	\$428	\$600	\$3,200	\$1,700
Maintenance	\$0	\$0	\$0	\$0
Services and charges	\$25,828	\$28,600	\$34,357	\$39,504
Total Operating Expenditures	\$393,950	\$415,452	\$459,976	\$389,832
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$393,950	\$415,452	\$459,976	\$389,832

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
City Manager	1.00	1.00	1.00
Assistant City manager	1.00	1.00	1.00
Total	2.00	2.00	2.00

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT ADMINISTRATIVE	DIVISION 100-111 ADMINISTRATIVE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$267,300	\$309,084	\$279,492	\$253,820
6003 WAGES-FULL TIME	\$0	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$0	\$0	\$0	\$0
6009 WAGES-OTHER	\$14,358	\$0	\$8,710	\$0
6011 VACATION PAY	\$17,450	\$0	\$20,656	\$13,588
6012 SICK PAY	\$3,553	\$4,755	\$37,496	\$14,975
6019 MISCELLANEOUS PAY	\$905	\$1,025	\$1,025	\$875
6021 FICA-MED/SS	\$19,700	\$25,554	\$24,763	\$23,379
6022 TMRS-EMPLOYER	\$44,228	\$45,597	\$50,065	\$41,754
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INSURANCE	\$200	\$237	\$212	\$237
PERSONNEL SERVICES	\$367,694	\$386,252	\$422,419	\$348,628
6101 OFFICE AND COMPUTER SUPPLIES	\$360	\$500	\$2,500	\$1,000
6105 FOOD SUPPLIES	\$68	\$100	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$200	\$200
SUPPLIES	\$428	\$600	\$3,200	\$1,700
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$1,920	\$2,000	\$2,117	\$2,304
6332 TRAVEL AND MEALS	\$4,613	\$6,000	\$6,000	\$8,000
6333 DUES AND SUBSCRIPTIONS	\$4,200	\$3,700	\$5,000	\$5,000
6334 AUTOMOBILE ALLOWANCES	\$14,400	\$14,400	\$16,740	\$19,200
6337 TRAINING	\$695	\$2,500	\$4,500	\$5,000
SERVICES AND CHARGES	\$25,828	\$28,600	\$34,357	\$39,504
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-ADMINISTRATIVE	\$393,950	\$415,452	\$459,976	\$389,832

Permits and Inspections

Department Mission

To provide exceptional customer service and administer permits per the City's adopted codes to ensure the adequate construction of residential and commercial structures.

Accomplishments for FY 2018

- Attendance at code meetings and trainings to maintain all necessary certifications
- Updated website content and established social media presence through Twitter and Facebook (over 1100 followers to date)
- Complete inspections within one business day
- Processed all permits within required timeframes
- Implemented digital plan review
- Implemented online inspection requests

Goals and Objectives for FY 2019

- Continue to work in a collaborative manner with the development community
- Ensure a high level of construction quality for the citizens of Tomball while continuing to provide exceptional customer service
- Evaluate standard operating procedures and determine efficiencies

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

112 - Permits & Inspection

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$338,806	\$380,416	\$363,324	\$403,549
Supplies	\$13,312	\$16,800	\$15,500	\$18,000
Maintenance	\$5,414	\$6,000	\$6,000	\$6,000
Services and charges	\$28,621	\$58,000	\$30,900	\$30,900
Total Operating Expenditures	\$386,153	\$461,216	\$415,724	\$458,449
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$0	\$30,000	\$30,000	\$0
Total Expenditures	\$386,153	\$491,216	\$445,724	\$458,449

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Building Official	1	1	1
Assistant Building Official	-	-	1
Code Enforcement Officer	2	2	2
Permit Technician	1	-	-
Comb. Building Inspector	2	2	1
Administrative Assistant	-	1	1
Total	6.00	6.00	6.00

FUND	CITY OF TOMBALL		DIVISION
GENERAL FUND	DEPARTMENT PERMITS/INSPCTNS.		100-112 PERMITS/INSPCTNS.
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$58,470	\$73,603	\$69,417	\$67,238
6003 WAGES-FULL TIME	\$180,760	\$230,910	\$209,756	\$226,450
6005 WAGES-OVERTIME	\$5,011	\$4,120	\$4,100	\$5,408
6009 WAGES-OTHER	\$12,520	\$0	\$6,852	\$0
6011 VACATION PAY	\$15,045	\$0	\$4,247	\$15,044
6012 SICK PAY	\$6,447	\$1,979	\$3,220	\$14,786
6019 MISCELLANEOUS PAY	\$970	\$1,380	\$1,530	\$1,955
6021 FICA-MED/SS	\$19,999	\$24,028	\$22,199	\$25,537
6022 TMRS-EMPLOYER	\$38,567	\$42,873	\$41,089	\$45,608
6025 WORKER COMPENSATION INSURANCE	\$1,017	\$1,523	\$914	\$1,523
PERSONNEL SERVICES	\$338,806	\$380,416	\$363,324	\$403,549
6101 OFFICE AND COMPUTER SUPPLIES	\$2,830	\$2,500	\$3,500	\$2,500
6102 EDUCATIONAL SUPPLIES	\$1,537	\$4,000	\$1,500	\$4,000
6106 MATERIALS AND PARTS	\$0	\$0	\$0	\$1,000
6107 CLOTHING AND UNIFORMS	\$2,945	\$3,000	\$3,000	\$3,000
6108 FUEL, OIL AND LUBRICANTS	\$5,653	\$6,800	\$7,500	\$7,500
6119 OTHER SUPPLIES	\$347	\$500	\$0	\$0
SUPPLIES	\$13,312	\$16,800	\$15,500	\$18,000
6205 VEHICLE MAINTENANCE	\$5,414	\$6,000	\$6,000	\$6,000
REPAIRS AND MAINTENANCE	\$5,414	\$6,000	\$6,000	\$6,000
6304 PROFESSIONAL SERVICES, OTHER	\$10,114	\$30,000	\$5,000	\$5,000
6312 COMMUNICATION SERVICES	\$5,028	\$5,000	\$5,100	\$5,100
6332 TRAVEL AND MEALS	\$8,734	\$12,000	\$10,000	\$10,000
6333 DUES AND SUBSCRIPTIONS	\$141	\$1,000	\$1,000	\$1,000
6337 TRAINING	\$3,975	\$9,200	\$9,000	\$9,000
6362 PERMITS AND LICENSES	\$629	\$800	\$800	\$800
SERVICES AND CHARGES	\$28,621	\$58,000	\$30,900	\$30,900
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$30,000	\$30,000	\$0
TRANSFERS	\$0	\$30,000	\$30,000	\$0
TOTAL GENERAL-PERMITS/INSPCTNS.	\$386,153	\$491,216	\$445,724	\$458,449

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

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

113 - Mayor and Council

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$28,244	\$32,998	\$29,318	\$32,998
Supplies	\$10,413	\$10,150	\$9,950	\$11,100
Maintenance	\$0	\$0	\$0	\$0
Services and charges	\$13,528	\$50,100	\$34,600	\$53,100
Total Operating Expenditures	\$52,185	\$93,248	\$73,868	\$97,198
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$52,185	\$93,248	\$73,868	\$97,198

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing		Elected	Term
Mayor	Gretchen Fagan	May 2007	Fourth Term
Mayor Pro Tem, Council, Position 1	John F. Ford	May-17	First Term
Council, Position 2	Mark Stoll	June 2009	Fourth Term
Council, Position 3	Chad Degges	January 2014	Second Term
Council, Position 4	Derek Townsend Sr.	May 2009	Fourth Term
Council, Position 5	Lori Klein Quinn	May 2014	Second Term

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT MAYOR AND COUNCIL	DIVISION 100-113 MAYOR AND COUNCIL
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6004 WAGES- PART TIME	\$26,200	\$30,600	\$27,200	\$30,600
6021 FICA- MED/ SS	\$2,004	\$2,341	\$2,081	\$2,341
6025 WORKER COMPENSATION INSURANCE	\$40	\$57	\$37	\$57
PERSONNEL SERVICES	\$28,244	\$32,998	\$29,318	\$32,998
6101 OFFICE AND COMPUTER SUPPLIES	\$82	\$150	\$150	\$100
6105 FOOD SUPPLIES	\$1,787	\$2,000	\$1,800	\$2,000
6119 OTHER SUPPLIES	\$8,544	\$8,000	\$8,000	\$9,000
SUPPLIES	\$10,413	\$10,150	\$9,950	\$11,100
6304 PROFESSIONAL SERVICES- OTHER	\$0	\$25,000	\$12,000	\$20,000
6329 OTHER SERVICES	\$0	\$100	\$100	\$100
6332 TRAVEL AND MEALS	\$1,820	\$7,000	\$4,500	\$10,000
6333 DUES AND SUBSCRIPTIONS	\$3,496	\$5,000	\$6,000	\$7,000
6337 TRAINING	\$325	\$3,000	\$2,000	\$3,000
6398 BANQUETS, DEDICATION, RECEP	\$7,887	\$10,000	\$10,000	\$13,000
SERVICES AND CHARGES	\$13,528	\$50,100	\$34,600	\$53,100
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TOTAL MAYOR AND COUNCIL	\$52,185	\$93,248	\$73,868	\$97,198

City Secretary's Office

Department Mission

To provide quality services and information to 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/preserving records of actions taken by Council, and coordinating Council's appointment process for City Boards and Commissions.

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).

Accomplishments for FY 2017-2018

- To date, 564 public information requests received, on par with PIRs received in 2016-2017; average time to complete requests is 2.57 days; a 56% improvement over 2016-2017. 72.3% completed in 0-4 days; 18% completed in 5-10 days – 90% completed in ten business days or less. 3.4% of the requests required Texas Attorney General review.
- Council agenda packets delivered at least three days in advance; prepared minutes within five days of each meeting.
- Issued birth certificates within 15 minutes and death certificates within 24 hours 98% of the time.
- Received the 2017 Exemplary Five Star Award Winner – Vital Statistics – 7th Year
- Tracy Garcia, Asst. City Secretary, earned her **Certified Public Manager** Certification in 2018.

Goals for FY 2018-2019

- 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 websites.

Objectives for FY 2018-2019

- 75% of information requests completed within four business days, 92% 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 within 3 days of passage.
- Issue Liquor/Wrecker/Taxi/Vendor Permits within 48 hours of application approval.
- Issue birth certificates within 15 minutes and death certificates within 24 hours 98% of the time.
- Conduct 2018 General Election
- Complete Supplement to the City's Code of Ordinances through December 2018.

Major Budget Items

- Advertising Cost (\$20,000)
- Election Services (\$50,000)
- Code Update Services (\$10,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

114 - CITY SECRETARY

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$284,436	\$281,193	\$278,239	\$290,651
Supplies	\$16,651	\$19,500	\$18,150	\$19,900
Maintenance	\$25,139	\$600	\$400	\$600
Services and charges	\$26,244	\$105,218	\$47,418	\$103,668
Total Operating Expenditures	\$352,470	\$406,511	\$344,207	\$414,819
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$352,470	\$406,511	\$344,207	\$414,819

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Administrative Assistant	1	1	1
Receptionist	1	1	1
VOE Student	0.5	0.5	0.5
Total	4.50	4.50	4.50

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT CITY SECRETARY	DIVISION 100-114 CITY SECRETARY
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$83,288	\$99,793	\$93,656	\$88,955
6003 WAGES-FULL TIME	\$108,837	\$122,531	\$113,142	\$115,606
6005 WAGES-OVERTIME	\$4,508	\$3,605	\$4,000	\$4,120
6009 WAGES-OTHER	\$10,262	\$0	\$6,069	\$0
6011 VACATION PAY	\$16,063	\$0	\$5,264	\$16,436
6012 SICK PAY	\$8,345	\$2,868	\$4,628	\$11,159
6013 EMERGENCY PAY	\$636	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$2,585	\$2,175	\$2,175	\$2,455
6021 FICA-S.S. AND MEDICARE TAXES	\$16,950	\$17,867	\$17,287	\$18,466
6022 TMRS-EMPLOYER	\$32,511	\$31,880	\$31,594	\$32,980
6025 WORKER COMPENSATION INS.	\$451	\$474	\$424	\$474
PERSONNEL SERVICES	\$284,436	\$281,193	\$278,239	\$290,651
6101 OFFICE AND COMPUTER SUPPLIES	\$14,021	\$15,000	\$14,000	\$15,000
6102 EDUCATIONAL SUPPLIES	\$626	\$1,200	\$900	\$1,200
6104 JANITORIAL AND CLEANING SUPPLY	\$346	\$500	\$450	\$600
6105 FOOD SUPPLIES	\$738	\$800	\$1,000	\$1,100
6109 POSTAGE	\$630	\$1,400	\$1,400	\$1,400
6119 OTHER SUPPLIES	\$290	\$600	\$400	\$600
SUPPLIES	\$16,651	\$19,500	\$18,150	\$19,900
6201 OFFICE EQUIPMENT MAINT.	\$0	\$600	\$400	\$600
6206 BUILDING MAINTENANCE	\$25,139	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$25,139	\$600	\$400	\$600
6304 PROF.SERV.-OTHER	\$1,108	\$8,500	\$8,500	\$10,000
6312 COMMUNICATION SERVICES	\$768	\$868	\$868	\$868
6316 PRINTING AND BINDING	\$32	\$50	\$50	\$100
6329 OTHER SERVICES	\$1,915	\$1,000	\$1,000	\$1,200
6332 TRAVEL AND MEALS	\$5,483	\$10,800	\$7,000	\$11,000
6333 DUES AND SUBSCRIPTIONS	\$1,368	\$3,000	\$3,000	\$4,000
6335 ADVERTISING COST	\$11,933	\$20,000	\$20,000	\$20,000
6337 TRAINING	\$2,320	\$6,000	\$4,500	\$6,500
6348 PROPERTY ACQUISITION COSTS	\$0	\$5,000	\$0	\$0
6371 ELECTION SERVICES	\$1,317	\$50,000	\$2,500	\$50,000
SERVICES AND CHARGES	\$26,244	\$105,218	\$47,418	\$103,668
TOTAL CITY SECRETARY	\$352,470	\$406,511	\$344,207	\$414,819

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 2018

- 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 a new program requiring all employees and their spouses (if insured) to have physicals with their own doctor to receive premium discounts.
- Provided flu and other shots for all employees to ensure good health.
- Hosted insurance seminars for all employees.
- Planned, promoted, and hosted our Employee Appreciation days 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 5th annual Paces 4 Pink (formerly 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 another member of the City family who lost her battle and all the brave warriors who are/were affected by this disease.
- Began a modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- 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, lunches, breakfasts, etc.) throughout the year.
- Assisted departments in recruiting efforts.
- Completed a comprehensive study of special pays throughout the City to better reward the accomplishments of our employees.

Goals for FY 2019

- Plan, coordinate and begin the Tomball Leadership Academy to promote the growth and training of leaders within City employment.
- Plan, coordinate and begin the Tomball Driving Academy to ensure all City drivers have basic vehicle training and promote safer driving.
- Plan, coordinate and begin a class for Tomball citizen's to teach the basics of City government and encourage more membership on City boards and commissions.
- Promote annual physicals for all employees to ensure overall health and allow for a discounted premium rate.
- Provide various 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, Medicare 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 6th annual Paces 4 Pink 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 all the brave warriors who are/were affected by this disease.
- Coordinate with Wal-Mart to access a mammogram suite from MD Anderson so that employees and citizens have a close accessible source to obtain their yearly screenings with a minimum of travel time.

- Complete a comprehensive salary survey utilizing data from 11 similar cities to maintain fair, equitable and competitive salary range structure.

Objectives for FY 2019

- 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 annual physicals and shots.
- Complete the modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Provide and promote a safe and healthful working environment.

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

115 - HUMAN RESOURCES

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$304,442	\$380,157	\$328,325	\$341,879
Supplies	\$16,998	\$19,200	\$19,000	\$19,200
Maintenance	\$608	\$500	\$250	\$500
Services and charges	\$51,961	\$92,868	\$92,868	\$116,868
Total Operating Expenditures	\$374,009	\$492,725	\$440,443	\$478,447
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$374,009	\$492,725	\$440,443	\$478,447

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
HR Director	1	1	1
HR Payroll Specialist	1	1	1
HR Generalist	1	1	1
Total	3.00	3.00	3.00

FUND	CITY OF TOMBALL	DEPARTMENT	DIVISION
GENERAL FUND		HUMAN RESOURCES	100-115 HUMAN RESOURCES
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$100,579	\$117,789	\$109,406	\$107,325
6003 WAGES-FULL TIME	\$92,257	\$108,148	\$98,654	\$102,312
6004 WAGES-PART TIME	\$26,739	\$30,900	\$32,000	\$32,960
6005 WAGES-OVERTIME	\$3,047	\$5,150	\$6,150	\$6,180
6009 WAGES-OTHER	\$10,509	\$0	\$6,777	\$0
6011 VACATION PAY	\$12,016	\$0	\$4,963	\$14,758
6012 SICK PAY	\$4,841	\$3,476	\$6,611	\$11,730
6013 EMERGENCY PAY	\$402	\$0	\$170	\$0
6014 RETIREMENT PAYOUT	\$0	\$50,000	\$0	\$0
6019 MISCELLANEOUS PAY	\$1,220	\$1,400	\$1,400	\$1,580
6021 FICA-S.S. AND MEDICARE TAXES	\$17,945	\$20,528	\$19,724	\$21,294
6022 TMRS-EMPLOYER	\$30,908	\$32,411	\$32,152	\$33,385
6025 WORKER COMPENSATION INS.	\$301	\$355	\$318	\$355
6026 STATE UNEMPLOYMENT TAXES	\$3,678	\$10,000	\$10,000	\$10,000
PERSONNEL SERVICES	\$304,442	\$380,157	\$328,325	\$341,879
6101 OFFICE AND COMPUTER SUPPLIES	\$5,503	\$6,000	\$6,000	\$6,000
6102 EDUCATIONAL SUPPLIES	\$1,392	\$1,500	\$1,500	\$1,500
6105 FOOD SUPPLIES	\$2,516	\$2,800	\$2,800	\$3,000
6107 CLOTHING AND UNIFORMS	\$0	\$300	\$300	\$300
6108 FUEL, OIL AND LUBRICANTS	\$0	\$400	\$200	\$200
6109 POSTAGE	\$134	\$200	\$200	\$200
6119 OTHER SUPPLIES	\$7,453	\$8,000	\$8,000	\$8,000
SUPPLIES	\$16,998	\$19,200	\$19,000	\$19,200
6205 VEHICLE MAINTENANCE	\$608	\$500	\$250	\$500
REPAIRS AND MAINTENANCE	\$608	\$500	\$250	\$500
6304 PROF.SERV.-OTHER	\$0	\$6,000	\$6,000	\$30,000
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768
6329 OTHER SERVICES	\$34,092	\$40,000	\$40,000	\$40,000
6332 TRAVEL AND MEALS	\$52	\$5,800	\$5,800	\$5,800
6333 DUES AND SUBSCRIPTIONS	\$1,334	\$1,800	\$1,800	\$1,800
6335 ADVERTISING COST	\$0	\$3,500	\$3,500	\$3,500
6337 TRAINING	\$5,560	\$24,000	\$24,000	\$24,000
6398 BANQUETS, DEDICATION, RECEP	\$10,155	\$11,000	\$11,000	\$11,000
SERVICES AND CHARGES	\$51,961	\$92,868	\$92,868	\$116,868
TOTAL HUMAN RESOURCES	\$374,009	\$492,725	\$440,443	\$478,447

Finance

Department Mission

To maintain the financial records of the City in a manner that, at all times, presents fairly, in all material respects, the financial position of the governmental activities, the business-type activities, the component unit, and all major funds; to safeguard City assets, and to provide a high level of service to our customers both internal and external.

FY 2018 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the tenth consecutive year.
- Received the Certificate of Achievement for excellence in Financial Reporting for the 9/30/2017 Comprehensive Annual Financial Report. This was the 28th consecutive year that the City has received this award,
- Monthly internal (unaudited) financials were published in a timely manner.

Goals for FY 2019

- Apply for and receive the Texas Financial Transparency Star under the new State Comptroller's guidelines.
- 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 and Ethics Policy by City Council
- Continue to improve the level of customer service provided to both internal and external customers.

Objectives for FY 2019

- 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 useful and accurate capital project reports to departments in a timely manner. Mail accounts payable checks out each Thursday 100% of the time.
- Continue the internal audit process for procurement cards; fuel usage; inventories; issue compliance reports to Administration.

Major Budget Items:

- Audit Costs (\$70,000)
- Bank Service Charges (\$22,000)
- Credit Card Processing Fees (\$115,000)
- Harris County Appraisal District (\$46,500)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

116 - Finance

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$391,338	\$416,732	\$459,057	\$455,412
Supplies	\$4,264	\$7,400	\$4,850	\$7,200
Maintenance	\$345	\$350	\$800	\$350
Services and charges	\$236,896	\$270,000	\$291,324	\$291,136
Total Operating Expenditures	\$632,843	\$694,482	\$756,031	\$754,098
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$632,843	\$694,482	\$756,031	\$754,098

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Finance Director	1	1	1
Senior Accountant	2	2	1
Accountant	-	-	2
Accountant Assistant	2	2	2
Part Time Accountant Assistant/Floater	0.5	0.5	-
Total	5.50	5.50	6.00

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT FINANCE	DIVISION 100-116 FINANCE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$201,692	\$241,256	\$257,076	\$259,712
6003 WAGES-FULL TIME	\$69,081	\$84,025	\$69,389	\$75,404
6004 WAGES-PART TIME	\$7,675	\$10,712	\$12,020	\$0
6005 WAGES-OVERTIME	\$1,645	\$1,545	\$1,545	\$1,545
6009 WAGES-OTHER	\$14,802	\$0	\$7,269	\$0
6011 VACATION PAY	\$16,531	\$0	\$10,916	\$18,482
6012 SICK PAY	\$8,056	\$2,846	\$19,037	\$17,554
6013 EMERGENCY PAY	\$1,797	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$1,650	\$1,950	\$1,710	\$1,300
6021 FICA-S.S. AND MEDICARE TAXES	\$24,120	\$26,486	\$28,928	\$28,968
6022 TMRS-EMPLOYER	\$43,738	\$47,260	\$50,584	\$51,736
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INS.	\$551	\$652	\$583	\$711
PERSONNEL SERVICES	\$391,338	\$416,732	\$459,057	\$455,412
6101 OFFICE AND COMPUTER SUPPLIES	\$3,635	\$6,500	\$4,000	\$6,000
6105 FOOD SUPPLIES	\$150	\$150	\$100	\$100
6107 CLOTHING AND UNIFORMS	\$379	\$450	\$450	\$600
6109 POSTAGE	\$100	\$300	\$100	\$300
6119 OTHER SUPPLIES	\$0	\$0	\$200	\$200
SUPPLIES	\$4,264	\$7,400	\$4,850	\$7,200
6204 OTHER EQUIPMENT MAINTENANCE	\$345	\$350	\$800	\$350
REPAIRS AND MAINTENANCE	\$345	\$350	\$800	\$350
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$50,860	\$70,000	\$70,000	\$70,000
6304 PROF.SERV.-OTHER	\$9,372	\$15,000	\$15,000	\$15,000
6312 COMMUNICATION SERVICES	\$1,362	\$1,400	\$2,100	\$2,236
6316 PRINTING AND BINDING	\$870	\$1,200	\$1,000	\$1,000
6317 APPRAISAL SERVICES	\$43,973	\$46,500	\$46,500	\$46,500
6332 TRAVEL AND MEALS	\$4,267	\$4,800	\$7,000	\$5,900
6333 DUES AND SUBSCRIPTIONS	\$1,715	\$5,350	\$2,000	\$2,500
6335 ADVERTISING COST	\$6,869	\$4,500	\$6,000	\$6,000
6337 TRAINING	\$2,511	\$4,250	\$5,000	\$5,000
6397 CREDIT CARD PROCESSING FEE	\$96,651	\$95,000	\$114,724	\$115,000
6399 SERVICE CHARGES	\$18,446	\$22,000	\$22,000	\$22,000
SERVICES AND CHARGES	\$236,896	\$270,000	\$291,324	\$291,136
TOTAL FINANCE	\$632,843	\$694,482	\$756,031	\$754,098

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.

Accomplishments for FY 2018

- Cameras added at Public Works buildings
- Replaced the VEEAM backup server
- Replaced 1 VMWare server and added memory capacity to the other 2.
- Upgraded VMWare to new version.
- CJIS audit.
- Re-designed the City website and migrated to the new Civic plus platform.
- Decommissioned old servers and cleaned out PD server room. Re-organized room.
- Replaced Smart Board in PD training room with One Touch display.
- Upgrade the PD server room UPS and added conditioned power for dispatch.
- Setup FireArms Manager software to maintain range and shooting qualification data.
- Upgrade ALPR to new version and new SQL 2017
- Upgrade to new SPAM filter
- Upgraded to Incode 9.2
- Continued troubleshooting and stabilized FM radio station.
- Setup Training laptops and kit for FD.
- Worked with Tri-Tech to upgrade Records Management System (RMS) at Police Department.
- Setup and coordinated Incode User Conference that we hosted at the PW training room.

- Work with vendors to move PW server room AC unit to the hallway.
- Audit of AT&T services
- Worked with vendor to recycle decommissioned electronics.
- Replaced Council laptops with new units.
- Established COT GIS user group with monthly meetings. Established roles and responsibilities for GIS.
- Updated and rebuilt all Exchange distribution lists.

Goals and Objectives for FY 2018

- Upgrade to Incode 10 financials and court systems
- Add water protection above electronic equipment in both server rooms
- Complete 1 out of 2 segments of Computer Aided dispatch (CAD) and police Records Management System RMS.

Major Budget Items

- Computer Software Service (\$247,323)
- Replace Computer Aided Dispatch system (\$150,000)
- Incode 10 Upgrade (\$50,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

117 - Information Systems

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$266,382	\$273,603	\$273,311	\$285,381
Supplies	\$44,941	\$59,200	\$55,213	\$40,400
Maintenance	\$12,317	\$8,700	\$8,400	\$8,700
Services and charges	\$331,334	\$380,050	\$352,050	\$368,722
Total Operating Expenditures	\$654,974	\$721,553	\$688,974	\$703,203
Capital Outlay	-	-	-	150,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$654,974	\$721,553	\$688,974	\$853,203

Supplemental Programs	Recurring	Non-Recur.
CAD	\$150,000	
Conference Room Upgrade Technology		\$5,000

Staffing	FY2017	FY2018	FY2019
IT Director	1	1	1
IT Support Tech, Senior	1	1	1
IT Specalists	1	1	1
Total	3.00	3.00	3.00

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT INFORMATION SYSTEMS	100-117 INFORMATION
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$191,718	\$217,068	\$203,412	\$204,945
6009 WAGES- OTHER	\$10,167	\$0	\$5,928	\$0
6011 VACATION PAY	\$9,894	\$0	\$7,592	\$13,003
6012 SICK PAY	\$3,226	\$3,323	\$3,525	\$12,136
6019 MISCELLANEOUS PAY	\$1,435	\$1,615	\$1,615	\$1,795
6021 FICA-S.S. AND MEDICARE TAXES	\$17,324	\$18,069	\$17,928	\$18,827
6022 TMRS-EMPLOYER	\$31,576	\$32,241	\$32,241	\$33,625
6025 WORKER COMPENSATION INS.	\$1,042	\$1,287	\$1,070	\$1,050
PERSONNEL SERVICES	\$266,382	\$273,603	\$273,311	\$285,381
6101 OFFICE AND COMPUTER SUPPLIES	\$42,153	\$59,000	\$55,000	\$40,000
6103 COMPUTER EQUIPMENT <\$20,000	\$2,550	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$192	\$100	\$100	\$300
6109 POSTAGE	\$46	\$100	\$113	\$100
SUPPLIES	\$44,941	\$59,200	\$55,213	\$40,400
6201 OFFICE EQUIPMENT MAINTENANCE	\$12,026	\$7,500	\$7,500	\$7,500
6202 COMPUTER EQUIPMENT MAINT	\$291	\$1,200	\$900	\$1,200
REPAIRS AND MAINTENANCE	\$12,317	\$8,700	\$8,400	\$8,700
6304 PROF.SERV.-OTHER	\$39,720	\$45,000	\$20,000	\$40,000
6312 COMMUNICATION SERVICES	\$79,025	\$87,000	\$87,000	\$87,000
6320 COMPUTER SOFTWARE SERV.	\$199,589	\$232,950	\$232,950	\$226,622
6332 TRAVEL AND MEALS	\$691	\$1,500	\$500	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$1,064	\$1,000	\$1,000	\$1,000
6334 AUTOMOBILE ALLOWANCES	\$9,600	\$9,600	\$9,600	\$9,600
6337 TRAINING	\$1,645	\$3,000	\$1,000	\$3,000
SERVICES AND CHARGES	\$331,334	\$380,050	\$352,050	\$368,722
6999 CAPITAL PROJECTS	\$0	\$0	\$0	\$150,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$150,000
TOTAL INFORMATION SYSTEMS	\$654,974	\$721,553	\$688,974	\$853,203

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.

Accomplishments for FY 2018

- Provided the Mayor, City Council and the City of Tomball with accurate, knowledgeable legal advice on matters of concern.
- Represented the City in litigation and/or negotiations as requested.

Program Narrative

Objectives for FY 2019

- 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

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

118 - Legal Department

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	-	-	-	-
Supplies	\$0	\$0	\$250	\$0
Maintenance	-	-	-	-
Services and charges	\$159,704	\$142,000	\$142,000	\$142,000
Total Operating Expenditures	\$159,704	\$142,000	\$142,250	\$142,000
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$159,704	\$142,000	\$142,250	\$142,000

Supplemental Programs	Recurring	Non-Recur.
None		

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT LEGAL	DIVISION 100-118 LEGAL
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$250	\$0
SUPPLIES	\$0	\$0	\$250	\$0
6303 PROF.SERV.-LEGAL	\$159,704	\$142,000	\$142,000	\$142,000
SERVICES AND CHARGES	\$159,704	\$142,000	\$142,000	\$142,000
TOTAL LEGAL	\$159,704	\$142,000	\$142,250	\$142,000

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

119 - Non-Departmental

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	-	-	-	-
Supplies	\$17,471	\$15,920	\$14,500	\$25,900
Maintenance	-	-	-	-
Services and charges	\$496,076	\$499,474	\$458,650	\$530,380
Total Operating Expenditures	\$513,547	\$515,394	\$473,150	\$556,280
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	2,130,591	2,231,241	2,231,241	2,617,391
Total Expenditures	\$2,644,138	\$2,746,635	\$2,704,391	\$3,173,671

Supplemental Programs	Recurring	Non-Recur.
None		

FUND	CITY OF TOMBALL		DIVISION
GENERAL FUND	DEPARTMENT NON-DEPARTMENTAL		100-119 NON-DEPARTMENTAL
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0
6101 OFFICE AND COMPUTER SUPPLIES	\$5,248	\$4,000	\$4,300	\$4,700
6108 FUEL, OIL AND LUBRICANTS	\$0	\$0	\$0	\$9,000
6109 POSTAGE	\$12,223	\$11,920	\$10,200	\$12,200
SUPPLIES	\$17,471	\$15,920	\$14,500	\$25,900
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6329 OTHER SERVICES	\$33,709	\$26,400	\$19,600	\$22,800
6330 INSURANCE	\$237,903	\$245,000	\$260,000	\$260,000
6336 EQUIPMENT RENTALS	\$50,302	\$40,824	\$32,080	\$30,280
6340 SPECIAL EVENTS	\$0	\$0	\$0	\$47,300
6346 ECONOMIC DEVELOPMENT AGREEMENT	\$174,162	\$187,250	\$146,970	\$170,000
SERVICES AND CHARGES	\$496,076	\$499,474	\$458,650	\$530,380
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
6691 TRANSFER OUT	\$20,000	\$20,000	\$20,000	\$30,000
6692 TRANSFER TO EMP. BEN. TRUST	\$2,110,591	\$2,211,241	\$2,211,241	\$2,387,391
6698 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$200,000
TRANSFERS	\$2,130,591	\$2,231,241	\$2,231,241	\$2,617,391
TOTAL NON-DEPARTMENTAL	\$2,644,138	\$2,746,635	\$2,704,391	\$3,173,671

Police Department

THE VISION

A strong, diverse, united community where people can thrive.

THE MISSION

The purpose of the Tomball Police Department is to protect and serve people in this community. We accomplish this by following our established rules, steadfastly adhering to our Core Values and treating all people with dignity and compassion. We believe this will result in trust and respect between the Tomball Police Department and those we have sworn to protect.

PROGRAM NARRATIVE

Accomplishments for FY 2017-2018

- Purchased a second Gyro Plane as a back up to the original gyro which will provide increased air support services and lengthen the lifespan of both gyros.
- Initiated a Volunteer Handicap Parking Enforcement. Approximately 15 volunteers were trained to issue parking citations to persons illegally parked in handicapped parking spaces. The program has been well received and very successful.
- Took possession of a used Automated Fingerprint Index System (AFIS) given to us by Sugarland Police Department that reads latent fingerprints and searches the national fingerprint system for suspects. We upgraded the equipment for current use. This system will allow us to locate suspects who commit crimes and leave fingerprints at the scene.
- Purchased new firearms training software which will allow us to maintain better records on qualifications, firearms training, and firearms inventory. In addition, we upgraded the firearms simulator to provide more realistic use of force simulation in officer training.
- Partnered with Houston Police Department and Tomball School District to provide Active Shooter training for every officer in the department.
- Provided intensive latent fingerprint lifting and processing for the CSU team. This training was provided by a retired fingerprint expert for the Texas Rangers.
- Initiated a monthly training program for all of the department's supervisors to promote consistency in expectations for supervisors and supervisory performance.
- Formed a social media team responsible for increasing the department's social media presence. This team has been provided the equipment and the training to produce the monthly "Roll Call" videos as well as press releases, crime bulletins, crime prevention videos and upbeat departmental videos.

Objectives for FY 2016 - 2017

- Conduct "All Hands on Deck" night in selected neighborhoods to assist in neighborhood enhancements.
- Begin the process of replacing department's radios. The current radios are aged and support from Motorola is slated to end in the not to distant future. The process should take approximately 3 years and will be done in stages.
- Replace the current Computer Aided Dispatch (CAD) system and the current Records Management System (RMS). These are our computer software systems which are well over 10 years old and in need of replacement.
- Conduct Active Shooter training in conjunction with TISD, Public Works, Fire Department, and Northwest EMS. Hopefully, this training will never be put into practice, but if necessary it will take all of these agencies working together to resolve the situation.

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

121 - Police Department

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$4,755,585	\$5,121,498	\$4,955,848	\$5,190,239
Supplies	\$225,315	\$220,000	\$224,000	\$222,000
Maintenance	\$78,941	\$100,000	\$111,500	\$96,500
Services and charges	\$214,936	\$199,420	\$221,420	\$199,420
Total Operating Expenditures	\$5,274,777	\$5,640,918	\$5,512,768	\$5,708,159
Capital Outlay	-	9,000	4,500	\$0
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	104,812	\$139,500	\$139,500	\$0
Total Expenditures	\$5,379,589	\$5,789,418	\$5,656,768	\$5,708,159

Supplemental Programs	Recurring	Non-Recur.
Inventory & Property Technician	\$70,747	

Staffing	FY2017	FY2018	FY2019
Police Chief	1	1	1
Captain	3	2	2
Lieutenant	-	2	2
Detective	1	-	-
Sergeant	7	5	5
Corporal	4	3	3
Air Support Officer	2	-	-
Police Officer	25	32	32
Public Service Officer	3	2	2
Records Clerk	3	2	2
Dispatcher	9.5	11	11
Ser. Administrative Assistant	1	1	1
Evidence Rom Technician	-	1	1
Total	59.50	62.00	62.00

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT POLICE DEPARTMENT	100-121 POLICE DEPARTMENT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$280,801	\$324,455	\$292,912	\$298,384
6003 WAGES-FULL TIME	\$2,637,588	\$3,319,504	\$2,955,145	\$3,099,565
6004 WAGES-PART TIME	\$43,902	\$54,856	\$54,841	\$60,384
6005 WAGES-OVERTIME	\$429,202	\$398,340	\$400,000	\$371,948
6009 WAGES-OTHER	\$165,358	\$0	\$98,445	\$0
6011 VACATION PAY	\$190,114	\$0	\$120,846	\$206,850
6012 SICK PAY	\$99,144	\$32,181	\$90,411	\$168,658
6013 EMERGENCY PAY	\$6,075	\$0	\$763	\$0
6019 MISCELLANEOUS PAY	\$29,835	\$31,600	\$30,175	\$26,595
6021 FICA-MED/SS	\$286,194	\$320,529	\$305,190	\$325,734
6022 TMRS-EMPLOYER	\$529,061	\$564,436	\$547,696	\$573,495
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INSURANCE	\$58,311	\$75,597	\$59,424	\$58,626
PERSONNEL SERVICES	\$4,755,585	\$5,121,498	\$4,955,848	\$5,190,239
6101 OFFICE AND COMPUTER SUPPLIES	\$11,935	\$15,000	\$17,000	\$15,000
6102 EDUCATIONAL SUPPLIES	\$3,659	\$1,500	\$1,500	\$1,500
6104 JANITORIAL SUPPLIES	\$311	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$6,530	\$5,000	\$6,500	\$6,500
6106 MATERIALS AND PARTS	\$61,346	\$60,000	\$60,000	\$60,000
6107 CLOTHING AND UNIFORMS	\$57,358	\$40,000	\$40,000	\$40,000
6108 FUEL, OIL AND LUBRICANTS	\$80,347	\$95,000	\$95,000	\$95,000
6109 POSTAGE	\$517	\$2,000	\$2,000	\$2,000
6119 OTHER SUPPLIES	\$3,312	\$1,000	\$1,500	\$1,500
SUPPLIES	\$225,315	\$220,000	\$224,000	\$222,000
6201 OFFICE EQUIPMENT MAINTENANCE	\$363	\$1,500	\$1,500	\$1,500
6204 OTHER EQUIPMENT MAINTENANCE	\$8,221	\$20,000	\$20,000	\$10,000
6205 VEHICLE MAINTENANCE	\$70,357	\$55,000	\$80,000	\$55,000
6206 BUILDING MAINTENANCE	\$0	\$23,500	\$10,000	\$30,000
REPAIRS AND MAINTENANCE	\$78,941	\$100,000	\$111,500	\$96,500
6304 PROFESSIONAL SERVICES,OTHER	\$25,292	\$12,000	\$16,000	\$12,000
6312 COMMUNICATION SERVICES	\$83,924	\$70,000	\$80,000	\$70,000
6316 PRINTING AND BINDING	\$0	\$500	\$500	\$500
6318 ANIMAL CONTROL-HARRIS COUNTY	\$22,000	\$30,000	\$30,000	\$30,000
6324 JAIL SERVICE EXPENSE	\$2,994	\$10,000	\$10,000	\$10,000
6325 BUY MONEY	\$2,500	\$4,000	\$4,000	\$4,000
6328 BIKE PATROL	\$1,050	\$3,000	\$3,000	\$3,000
6329 OTHER SERVICES	\$850	\$2,500	\$2,500	\$2,500
6332 TRAVEL AND MEALS	\$33,800	\$20,000	\$28,000	\$20,000
6333 DUES AND SUBSCRIPTIONS	\$3,944	\$7,000	\$7,000	\$7,000
6336 EQUIPMENT RENTALS	\$524	\$420	\$420	\$420

FUND	CITY OF TOMBALL		DIVISION
GENERAL FUND	DEPARTMENT POLICE DEPARTMENT		100-121 POLICE DEPARTMENT
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6337 TRAINING	\$38,058	\$40,000	\$40,000	\$40,000
SERVICES AND CHARGES	\$214,936	\$199,420	\$221,420	\$199,420
6402 COMPUTER EQUIPMENT	\$0	\$9,000	\$4,500	\$0
6404 RADIO EQUIPMENT	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$9,000	\$4,500	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$104,812	\$139,500	\$139,500	\$0
TRANSFERS	\$104,812	\$139,500	\$139,500	\$0
TOTAL GENERAL-POLICE DEPARTMENT	\$5,379,589	\$5,789,418	\$5,656,768	\$5,708,159

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 included charges filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, Education Code, and Tomball Code of Ordinances.

FY 2017-18 Accomplishments

- Completed mandatory educational hours for all court staff
- Maintained a current Jury Trial Calendar, ensuring no backlog in regards to request by jury
- Implemented numerous Show-Cause Hearing Dockets in order to improve collection of payment plans
- Tomball Municipal Court workload for FY 2017-18

Number of Cases Filed	4,877
Number of Warrants Issued	2,006

Goals for FY 2018-19

- Continue training for court personnel through TMCEC and TCIC/NCIC to ensure mandatory training hours are completed for the year
- Continue development of additional online forms to allow more options for the disposition of cases
- Continue training for all court clerks in juvenile case management and maintaining their respective certification

Objectives for FY 2018-19

- Identify methods to increase collection of citations and court fees
- Effectively manage court dates in order to maintain the flow of all new and old cases

Major Budget Items

- None

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

122 - Municipal Court

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$275,899	\$305,001	\$301,751	\$356,608
Supplies	\$3,943	\$3,800	\$3,300	\$3,900
Maintenance	-	-	-	-
Services and charges	\$67,225	\$75,515	\$72,530	\$86,398
Total Operating Expenditures	\$347,067	\$384,316	\$377,581	\$446,906
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$347,067	\$384,316	\$377,581	\$446,906

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Court Administrator	1	1	1
Municipal Court Clerk	-	-	2
Assistant Court Clerk	3	3.5	2
Municipal Judge	0.5	0.5	0.5
Total	4.50	5.00	5.50

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT MUNICIPAL COURT	100-122 MUNICIPAL COURT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$55,951	\$68,863	\$64,912	\$70,152
6003 WAGES-FULL TIME	\$102,967	\$130,322	\$122,876	\$152,727
6004 WAGES-PART TIME	\$43,405	\$45,569	\$44,326	\$38,156
6005 WAGES-OVERTIME	\$2,318	\$6,180	\$6,180	\$8,240
6009 WAGES-OTHER	\$8,634	\$0	\$6,292	\$0
6011 VACATION PAY	\$12,960	\$0	\$4,498	\$13,857
6012 SICK PAY	\$3,968	\$1,696	\$2,170	\$12,083
6019 MISCELLANEOUS PAY	\$1,860	\$2,115	\$2,115	\$2,220
6021 FICA-MED/SS	\$17,329	\$19,546	\$19,216	\$22,877
6022 TMRS-EMPLOYER	\$25,946	\$30,118	\$28,631	\$35,644
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INSURANCE	\$561	\$592	\$535	\$652
PERSONNEL SERVICES	\$275,899	\$305,001	\$301,751	\$356,608
6101 OFFICE AND COMPUTER SUPPLIES	\$3,387	\$3,000	\$2,500	\$3,000
6102 EDUCATIONAL SUPPLIES	\$556	\$400	\$400	\$400
6107 CLOTHING AND UNIFORMS	\$0	\$400	\$400	\$500
SUPPLIES	\$3,943	\$3,800	\$3,300	\$3,900
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6303 PROFESSIONAL SERVICES,LEGAL	\$59,500	\$62,000	\$62,000	\$70,000
6312 COMMUNICATION SERVICES	\$0	\$0	\$320	\$768
6316 PRINTING AND BINDING	\$1,316	\$2,000	\$1,200	\$1,600
6329 OTHER SERVICES	\$396	\$2,080	\$1,380	\$2,080
6332 TRAVEL AND MEALS	\$2,154	\$5,300	\$4,150	\$5,000
6333 DUES AND SUBSCRIPTIONS	\$1,602	\$635	\$880	\$1,100
6337 TRAINING	\$2,257	\$3,500	\$2,600	\$5,850
SERVICES AND CHARGES	\$67,225	\$75,515	\$72,530	\$86,398
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-MUNICIPAL COURT	\$347,067	\$384,316	\$377,581	\$446,906

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 Community Center. The Bus Trip program, both City and Precinct 4, have been going well – now with two Pct. 4 Bus Trips each month along with one or two City Bus Trips. Staff meets with Pct. 4 Representatives, discussing more of a wider array of travel activities than in the past, including night-time trips, Forums and more popular day-trips.

Accomplishments for FY 2018

- Continued to add new Volunteer Helpers and Instructors
- Continued to arranged the structure of the Center physically through décor and activities
- Revised the Community Center monthly calendar of events to make it more user-friendly
- Made Calendar easier to find on City Website

Goals & Objectives for FY 2018-2019

- Increase attendance
- Create and add new programs for all ages while maintaining current successful ones
- Continue with Trips and add more when possible
- Utilize space more effectively
- Market the Center more effectively to the local community
- Make 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
- Improve our Bridge Tournament Program, Special Luncheons, and more, to draw visitors to our Tomball Community Center and Tomball
- Continue to increase rental revenue
- Continue to increase attendance numbers as we have been
- Participate again in Tomball Night with Open House in Room B and add to outside of Room B with inviting guests to enter

- Create and add new programs for all ages while maintaining current successful ones
- Continue with Trips and add more when possible
- Continue to utilize space in both buildings more effectively
- Continue to market the Center more effectively to the local community
- 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
- Continue to improve our Bridge Tournament Program, Special Luncheons, and more, to draw visitors and guests to our Tomball Community Center and Tomball

CITY OF TOMBALL

2018-2017 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

131 - Community Center

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$126,692	\$136,896	\$131,580	\$140,974
Supplies	\$11,920	\$14,000	\$19,500	\$16,750
Maintenance	\$1,041	\$5,800	\$5,600	\$800
Services and charges	\$7,393	\$7,600	\$7,600	\$9,100
Total Operating Expenditures	\$147,046	\$164,296	\$164,280	\$167,624
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$147,046	\$164,296	\$164,280	\$167,624

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Manager	1	1	1
Assistant	1	1	1
Attendants - Part Time	1	1	1
Total	3.00	3.00	3.00

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT COMMUNITY CENTER	DIVISION 100-131 COMMUNITY CENTER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$43,832	\$48,911	\$46,836	\$45,525
6003 WAGES-FULL TIME	\$31,435	\$38,135	\$34,713	\$34,758
6004 WAGES-PART TIME	\$18,781	\$24,723	\$20,201	\$25,473
6005 WAGES-OVERTIME	\$1,036	\$1,030	\$1,500	\$1,545
6009 WAGES-OTHER	\$4,226	\$0	\$1,967	\$0
6011 VACATION PAY	\$4,447	\$0	\$1,908	\$5,928
6012 SICK PAY	\$1,443	\$1,339	\$2,366	\$4,223
6013 EMERGENCY PAY	\$427	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$980	\$1,100	\$1,100	\$1,220
6021 FICA-MED/SS	\$7,669	\$8,863	\$8,253	\$9,127
6022 TMRS-EMPLOYER	\$12,115	\$12,440	\$12,418	\$12,820
6025 WORKER COMPENSATION INSURANCE	\$301	\$355	\$318	\$355
PERSONNEL SERVICES	\$126,692	\$136,896	\$131,580	\$140,974
6101 OFFICE AND COMPUTER SUPPLIES	\$432	\$1,000	\$1,000	\$1,000
6104 JANITORIAL SUPPLIES	\$172	\$400	\$400	\$500
6105 FOOD SUPPLIES	\$6,332	\$5,500	\$6,000	\$6,750
6108 FUEL,OIL AND LUBRICANTS	\$187	\$500	\$500	\$500
6119 OTHER SUPPLIES	\$3,769	\$5,000	\$10,000	\$6,500
6130 FURNITURE <\$20,000	\$1,028	\$1,600	\$1,600	\$1,500
SUPPLIES	\$11,920	\$14,000	\$19,500	\$16,750
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$400	\$400	\$400
6205 VEHICLE MAINTENANCE	\$1,041	\$400	\$400	\$400
6206 BUILDING MAINTENANCE	\$0	\$5,000	\$4,800	\$0
REPAIRS AND MAINTENANCE	\$1,041	\$5,800	\$5,600	\$800
6329 OTHER SERVICES	\$585	\$1,000	\$1,000	\$1,750
6332 TRAVEL AND MEALS	\$2,984	\$3,650	\$3,650	\$3,650
6335 ADVERTISING COST	\$3,763	\$2,800	\$2,800	\$3,500
6362 PERMITS AND LICENSES	\$61	\$150	\$150	\$200
SERVICES AND CHARGES	\$7,393	\$7,600	\$7,600	\$9,100
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-COMMUNITY CENTER	\$147,046	\$164,296	\$164,280	\$167,624

Fire Department (142)

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

FY 2017-18 Accomplishments

- Negotiations between the City and ESD #15 has resulted in a revised service contract with the ESD, increasing its funding to reimburse the City for all firefighters, career, part-time and volunteer, assigned at Station 5.
- Fire Prevention Division continues to complete its annual inspections of the approximately 1,400 commercial facilities as of August 31 of 2018
- Evaluated, in conjunction with the PD and IT departments, several CAD vendors to select a new CAD system for the City
- Trained 4 fire employees in swift water rescue discipline, acquired sets of swift water rescue equipment
- Fire Marshal and Assistant Fire Marshal completed the Law Enforcement Management Institute of Texas (LEMIT) Fire Executive Management Training program
- Assistant Chief Fontenot completed the Texas Fire Chiefs Academy earning him a professional designation of CFO
- Fire Marshal Sykora completed the Fire Service Chief Executive Officer Program earning him the FSCEO
- Four employees enrolled in the Fire Inspector Class being hosted by the Harris County Fire Marshal's Office
- One captain completed the TCFP Fire Investigator Class
- One Captain completed TCOLE certification
- Seven employees completed an in-house presentation of TCFP Instructor I and Officer I programs
- Department emblem redesigned to better reflect the history of the City
- Re-evaluated and modified prior adopted amendments to the fire codes, reducing various requirements as capacity and capability of the fire department have substantially improved

- Significant work completed towards the Texas Fire Chiefs Association “Best Practices” recognition and the TFD Strategic Plan
- Significant work completed towards the Texas Fire Marshals Association Achievement of Excellence Award
- Completed review and revised, as necessary, Department SOG manual
- Ladder 4 designed to replace Tower 4

Goals & Objectives for FY 2018-19

- 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%.
- Assimilate the six new firefighter positions into the staffing model, develop a training, certification and mentoring program to ensure their success
- Develop program to review data to determine reliability of response data to determine if the service delivery system is producing improved outcomes on fire and medical responses
- In conjunction with PD, evaluate various CAD vendors, spec out, bid and acquire a new CAD system
- Continue to develop swift water rescue capability/capacity through training and equipment acquisition
- Maintain Prevention Division productivity of 1,300+ commercial property inspections during fiscal year.
- Meet the minimum staffing goals of the Department at least 99% of the time.
- Seek funding assistance to design, fund, construct and operate a combined fire/police/public works training field through a consortium of partners.
- Provide information to ESD #15 to support their efforts in building and staffing Station #4
- Complete the Department’s Strategic Plan.
- Complete Texas Fire Chiefs Association Best Practices Program.
- Increase active volunteer membership by 20 positions.

Major Budget Items:

- Vehicle Maintenance (\$113,500)
- Replace Ladder 4 (\$1,300,000)
- Air pack replacement (\$18,500)

- Replace firefighter turnout gear (\$28,560)
- Radio replacements (\$37,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

142 - Fire Department

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$2,138,463	\$2,163,230	\$1,847,684	\$2,142,246
Supplies	\$319,458	\$401,985	\$409,869	\$320,055
Maintenance	\$193,984	\$182,800	\$254,401	\$182,450
Services and charges	\$171,982	\$170,935	\$161,980	\$155,210
Total Operating Expenditures	\$2,823,887	\$2,918,950	\$2,673,934	\$2,799,961
Capital Outlay	\$35,953	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$37,000	-	-	-
Total Expenditures	\$2,896,840	\$2,918,950	\$2,673,934	\$2,799,961

Supplemental Programs	Recurring	Non-Recur.
6 Firefighters	\$213,856	

Staffing	FY2017	FY2018	FY2019
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal**	1	1	1
Administrative Assistant	1	1	1
Assistant Fire Marshal**	1	1	1
Captain	3	3	3
Lieutenant	6	6	6
Driver/Operator	6	6	9
Firefighter	-	-	6
Part Time Firefighter ***	7	7	15
Deputy Fire Marshal**	0.5	0.5	0.5
PAID STAFF	27.5	27.5	44.5
Community Volunteers	30	30	30
Total	58	57.5	74.5

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT FIRE DEPARTMENT	100-142 FIRE DEPARTMENT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$230,717	\$274,583	\$256,510	\$261,469
6003 WAGES - FULL TIME	\$784,084	\$978,855	\$737,865	\$1,018,889
6004 WAGES - PART TIME	\$364,976	\$308,580	\$279,599	\$119,348
6005 WAGES - OVERTIME	\$257,524	\$176,307	\$141,638	\$184,957
6009 WAGES - OTHER	\$50,908	\$0	\$31,501	\$0
6010 FIRE RUN PAYMENTS	\$46,200	\$35,000	\$31,240	\$29,200
6011 VACATION PAY	\$35,821	\$0	\$24,599	\$69,977
6012 SICK PAY	\$21,168	\$10,083	\$23,311	\$66,909
6013 EMERGENCY PAY	\$134	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$4,305	\$5,330	\$5,545	\$4,835
6020 VOLUNTEERS' STATE RETIREMENT	\$0	\$15,000	\$5,000	\$5,000
6021 SOCIAL SECURITY AND MEDICARE TAX	\$133,724	\$134,726	\$114,496	\$134,936
6022 TMRS-RETIREMENT-EMPLOYER	\$186,117	\$194,368	\$164,559	\$219,159
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKERS' COMPENSATION INS	\$20,227	\$22,398	\$23,821	\$19,567
6030 EMPLOYEE TUITION REIMBURSEMENT	\$2,558	\$8,000	\$8,000	\$8,000
PERSONNEL SERVICES	\$2,138,463	\$2,163,230	\$1,847,684	\$2,142,246
6101 OFFICE AND COMPUTER SUPPLIES	\$8,111	\$5,900	\$6,000	\$6,250
6102 EDUCATIONAL SUPPLIES	\$12,054	\$14,450	\$13,700	\$10,600
6104 JANITORIAL SUPPLIES	\$5,677	\$16,600	\$17,004	\$5,750
6105 FOOD SUPPLIES	\$7,584	\$15,150	\$13,550	\$13,550
6106 MATERIALS AND PARTS	\$1,765	\$10,500	\$9,300	\$7,300
6107 CLOTHING AND UNIFORMS	\$88,118	\$111,850	\$128,410	\$107,350
6108 FUEL, OIL AND LUBRICANTS	\$32,578	\$42,000	\$39,100	\$39,750
6109 POSTAGE	\$78	\$385	\$135	\$135
6110 CHEMICAL SUPPLIES	\$3,421	\$14,250	\$12,020	\$12,720
6119 OTHER SUPPLIES	\$73,216	\$54,100	\$56,850	\$14,550
6130 FURNITURE <\$20,000	\$600	\$4,000	\$4,000	\$4,000
6141 SCBA PARTS AND SUPPLIES	\$40,971	\$53,300	\$53,300	\$25,100
6142 COMMUNICATION PARTS AND SUPPLIES	\$27,156	\$29,500	\$29,500	\$39,000
6143 FF TOOL PARTS AND SUPPLIES	\$18,129	\$30,000	\$27,000	\$34,000
SUPPLIES	\$319,458	\$401,985	\$409,869	\$320,055
6201 OFFICE EQUIPMENT MAINTENANCE	\$96	\$1,100	\$1,100	\$1,100
6204 OTHER EQUIPMENT MAINTENANCE	\$5,746	\$9,800	\$7,500	\$7,500
6205 VEHICLE MAINTENANCE	\$145,802	\$107,600	\$170,851	\$113,500
6206 BUILDING MAINTENANCE	\$3,759	\$0	\$0	\$0
6219 OTHER MAINTENANCE	\$18,379	\$16,500	\$28,500	\$16,500
6241 SCBA MAINTENANCE AND TESTING	\$9,425	\$16,300	\$18,200	\$15,900
6242 COMMUNICATION MAINTENANCE	\$1,340	\$14,000	\$14,250	\$13,950

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT FIRE DEPARTMENT	DIVISION 100-142 FIRE DEPARTMENT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6243 FIREFIGHTING TOOL MAINTENANCE	\$9,437	\$17,500	\$14,000	\$14,000
REPAIRS AND MAINTENANCE	\$193,984	\$182,800	\$254,401	\$182,450
6304 PROFESSIONAL SERVICES-OTHER	\$36,504	\$30,600	\$30,600	\$38,400
6312 COMMUNICATION SERVICES	\$40,257	\$34,080	\$30,800	\$29,000
6316 PRINTING AND BINDING	\$1,945	\$4,000	\$3,000	\$3,000
6320 COMPUTER SOFTWARE SERVICES	\$5,369	\$0	\$0	\$0
6329 OTHER SERVICES	\$4,552	\$4,200	\$4,200	\$4,200
6332 TRAVEL AND MEALS	\$23,805	\$30,700	\$26,700	\$17,700
6333 DUES AND SUBSCRIPTIONS	\$10,756	\$12,155	\$11,200	\$9,000
6335 ADVERTISING COST	\$2,475	\$2,000	\$3,400	\$2,500
6336 EQUIPMENT RENTALS	\$3,192	\$1,300	\$1,600	\$1,600
6337 TRAINING	\$33,256	\$40,800	\$39,660	\$38,060
6343 FIREFIGHTING TOOL RENTALS	\$0	\$1,500	\$1,500	\$1,500
6350 CHILD SAFETY EDUCATION	\$4,806	\$4,600	\$3,600	\$3,900
6398 BANQUETS, DEDICATIONS AND RECEIPT	\$5,065	\$5,000	\$5,720	\$6,350
SERVICES AND CHARGES	\$171,982	\$170,935	\$161,980	\$155,210
6405 VEHICLE EQUIPMENT	\$35,953	\$0	\$0	\$27,000
6406 LAND AND BUILDINGS	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$35,953	\$0	\$0	\$27,000
6998 TRANSFER TO FLEET REPLACEMENT	\$37,000	\$0	\$0	\$0
TRANSFERS	\$37,000	\$0	\$0	\$0
DEBT	\$0	\$0	\$0	\$0
TOTAL GENERAL-FIRE DEPARTMENT	\$2,896,840	\$2,918,950	\$2,673,934	\$2,826,961

Emergency Management

PROGRAM NARRATIVE

FY 2017-18 Accomplishments

- Acquired an additional 100 blankets from FEMA / Red Cross
- 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.
- LEPC Website completed by the summer intern
- KTTF operated well during emergency incidents

Goals & Objectives for FY 2018-19

- 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.
- Continue to provide specialized training to CERT team members
- Relocate the KTTF Transmitter from Rosehill to TFD Station 1 to eliminate the monthly rent/utility cost associated with the current operational system and to increase the reliability of the system.
- Broadcast at least one major event, parade or sporting event through KTTF
- Acquire another 100 cots and 300 blankets from FEMA.
- Design and complete, in conjunction with other City of Tomball agencies and EMS, one multi-jurisdictional, multi-agency emergency incident tabletop exercise
- Develop additional high water rescue capabilities.

Major Budget Items

- Nothing out of the ordinary

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

143 - Emergency Management

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	-	-	-	-
Supplies	\$1,110	\$2,350	\$2,889	\$3,350
Maintenance	\$0	\$0	\$0	\$0
Services and charges	\$17,271	\$19,295	\$19,350	\$24,500
Total Operating Expenditures	\$18,381	\$21,645	\$22,239	\$27,850
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$18,381	\$21,645	\$22,239	\$27,850

Supplemental Programs	Recurring	Non-Recur.
KTTF Expenses		\$12,000

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT EMERGENCY MANAGEMENT	100-143 EMERGENCY
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$500	\$200	\$500
6102 EDUCATIONAL SUPPLIES	\$0	\$750	\$750	\$750
6105 FOOD SUPPLIES	\$923	\$300	\$300	\$300
6107 CLOTHING AND UNIFORMS	\$0	\$800	\$1,639	\$1,800
6119 OTHER SUPPLIES	\$187	\$0	\$0	\$0
SUPPLIES	\$1,110	\$2,350	\$2,889	\$3,350
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$4,355	\$5,000	\$4,650	\$4,700
6316 PRINTING AND BINDING	\$480	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$1,130	\$1,500	\$0	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$240	\$595	\$1,000	\$600
6335 ADVERTISING COST	\$0	\$0	\$1,700	\$1,500
6337 TRAINING	\$675	\$1,200	\$1,000	\$1,200
6345 KTF EXPENSES	\$10,391	\$11,000	\$11,000	\$15,000
SERVICES AND CHARGES	\$17,271	\$19,295	\$19,350	\$24,500
TOTAL EMERGENCY MANAGEMENT	\$18,381	\$21,645	\$22,239	\$27,850

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

145 - ESD#15 Station 5

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$256,812	\$236,646	\$636,109	\$711,744
Supplies	\$10,754	\$8,450	\$15,200	\$66,240
Maintenance	\$8,186	\$7,600	\$9,545	\$9,095
Services and charges	\$26,238	\$33,475	\$34,135	\$50,218
Total Operating Expenditures	\$301,990	\$286,171	\$694,989	\$837,297
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$301,990	\$286,171	\$694,989	\$837,297

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Driver/Operator	3	3	4
Total	3	3	4

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT ESD#15 STATION 5	DIVISION 100-145 ESD#15 STATION 5
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$147,023	\$162,744	\$293,664	\$328,787
6004 WAGES-PART TIME	\$0	\$0	\$147,552	\$155,490
6005 WAGES-OVERTIME	\$52,620	\$28,763	\$66,350	\$65,345
6009 WAGES-OTHER	\$6,160	\$0	\$6,536	\$0
6010 FIRE RUN PAYMENTS	\$0	\$0	\$14,720	\$14,600
6011 VACATION PAY	\$3,389	\$0	\$7,678	\$16,796
6012 SICK PAY	\$965	\$1,215	\$3,310	\$16,093
6019 MISCELLANEOUS PAY	\$0	\$280	\$0	\$1,265
6021 FICA-S.S. AND MEDICARE TAXES	\$15,685	\$14,777	\$40,208	\$44,688
6022 TMRS-EMPLOYER	\$28,820	\$26,367	\$49,403	\$57,816
6025 WORKER COMPENSATION INS.	\$2,150	\$2,500	\$6,688	\$6,864
6030 EMPLOYEE TUITION REIMBURSE	\$0	\$0	\$0	\$4,000
PERSONNEL SERVICES	\$256,812	\$236,646	\$636,109	\$711,744
6101 OFFICE AND COMPUTER SUPPLIES	\$1,447	\$1,000	\$750	\$750
6102 EDUCATIONAL SUPPLIES	\$0	\$100	\$100	\$3,700
6104 JANITORIAL AND CLEANING SUPPLY	\$3,159	\$2,800	\$3,000	\$3,000
6105 FOOD SUPPLIES	\$1,277	\$1,200	\$1,800	\$1,800
6106 MATERIALS AND PARTS	\$0	\$0	\$0	\$2,000
6107 CLOTHING AND UNIFORMS	\$2,655	\$2,600	\$8,300	\$53,740
6119 OTHER SUPPLIES	\$1,315	\$500	\$1,000	\$1,000
6130 FURNITURE<\$20,000	\$901	\$250	\$250	\$250
SUPPLIES	\$10,754	\$8,450	\$15,200	\$66,240
6204 OTHER EQUIPMENT MAINT.	\$0	\$0	\$0	\$600
6206 BUILDING MAINTENANCE	\$8,186	\$7,600	\$9,545	\$8,195
6242 COMMUNICATION MAINTENANCE	\$0	\$0	\$0	\$300
REPAIRS AND MAINTENANCE	\$8,186	\$7,600	\$9,545	\$9,095
6304 PROF.SERV.-OTHER	\$900	\$1,000	\$1,800	\$3,200
6312 COMMUNICATION SERVICES	\$2,559	\$3,200	\$3,710	\$3,360
6313 UTILITIES	\$20,122	\$26,000	\$26,125	\$26,125
6316 PRINTING AND BINDING	\$0	\$0	\$0	\$333
6332 TRAVEL AND MEALS	\$1,432	\$500	\$0	\$5,800
6333 DUES AND SUBSCRIPTIONS	\$0	\$275	\$0	\$1,700
6337 TRAINING	\$1,225	\$2,500	\$2,500	\$9,700
SERVICES AND CHARGES	\$26,238	\$33,475	\$34,135	\$50,218
TOTAL GENERAL-ESD#15 STATION 5	\$301,990	\$286,171	\$694,989	\$837,297

Public Works Administration – 151

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 quality, reliable, safe and efficient service to our customers.

Accomplishments for FY 2017-18

- Continued public outreach to increase awareness of water consumption, natural gas and other important aspects of Public Works through handouts and games at community events such as Tomball Night and Consolidated Recycling Day
- Continued processing monthly and quarterly reports (Fluoride, water pumpage, disinfectant) to be submitted to the TCEQ by required deadlines
- Processed request received by residents and others for service or maintenance and generated work order for employees to complete
- Completed updates to Public Works page on City website to keep the most up to date information presented to the public
- Organized Consolidated Recycle Day at Lone Star College for Earth Week with local vendors to include services such as:
 - Paper Shredding
 - Recycling of:
 - Household goods
 - Batteries
 - Tires
 - Electronics
 - Used oil
 - Drug Take Back Program in collaboration with the Drug Enforcement Agency
- Coordinated requests with CenterPoint for additional street lights and/or repair to existing
- Generate Annual Water Quality Report based on information provided to the TCEQ to be distributed to all City of Tomball residents including hotels, nursing homes, apartment and hospitals
- Continued communication with all Public Works employees to ensure the smooth operation of the department

Goals for FY 2018-19

- Update the current work order system for the Public Works Department in order to improve efficiency and response in addressing issues
- Improve outreach for City's Earth Day recycling project in order to increase community participation

Objectives for FY 2018-19

- Seek additional opportunities for public outreach to increase awareness while engaging the public through community events

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

151 - Public Works Administration

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$48,637	\$43,820	\$43,489	\$45,925
Supplies	\$8,087	\$7,720	\$9,950	\$6,650
Maintenance	\$238	\$150	\$800	\$1,000
Services and charges	\$361	\$3,430	\$3,800	\$3,800
Total Operating Expenditures	\$57,323	\$55,120	\$58,039	\$57,375
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$57,323	\$55,120	\$58,039	\$57,375

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Administrative Assistant	1	1	1
Total	1	1	1

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT PUBLIC WORKS ADM.	100-151 PUBLIC WORKS ADM.
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$34,910	\$34,921	\$32,665	\$33,777
6005 WAGES-OVERTIME	\$342	\$1,030	\$1,030	\$1,030
6009 WAGES-OTHER	\$1,560	\$0	\$970	\$0
6011 VACATION PAY	\$1,823	\$0	\$604	\$1,407
6012 SICK PAY	\$1,387	\$0	\$420	\$1,407
6019 MISCELLANEOUS PAY	\$0	\$75	\$75	\$135
6021 FICA-MED/SS	\$3,036	\$2,757	\$2,737	\$2,890
6022 TMRS-EMPLOYER	\$5,479	\$4,919	\$4,882	\$5,161
6025 WORKER COMPENSATION INSURANCE	\$100	\$118	\$106	\$118
PERSONNEL SERVICES	\$48,637	\$43,820	\$43,489	\$45,925
6101 OFFICE AND COMPUTER SUPPLIES	\$1,012	\$1,100	\$1,000	\$1,200
6102 EDUCATIONAL SUPPLIES	\$124	\$400	\$400	\$400
6105 FOOD SUPPLIES	\$2,801	\$1,800	\$3,000	\$3,000
6107 CLOTHING AND UNIFORMS	\$275	\$300	\$300	\$300
6108 FUEL, OIL AND LUBRICANTS	\$3,623	\$4,000	\$5,000	\$1,500
6119 OTHER SUPPLIES	\$252	\$120	\$250	\$250
SUPPLIES	\$8,087	\$7,720	\$9,950	\$6,650
6205 VEHICLE MAINTENANCE	\$238	\$150	\$800	\$1,000
REPAIRS AND MAINTENANCE	\$238	\$150	\$800	\$1,000
6312 COMMUNICATION SERVICES	\$361	\$380	\$500	\$500
6332 TRAVEL AND MEALS	\$0	\$50	\$300	\$300
6337 TRAINING	\$0	\$3,000	\$3,000	\$3,000
SERVICES AND CHARGES	\$361	\$3,430	\$3,800	\$3,800
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-PUBLIC WORKS ADM.	\$57,323	\$55,120	\$58,039	\$57,375

Garage Department – 152

Accomplishments for FY 2017-18

- Maintained and coordinated the maintenance and repair of all city fleet by implementing monthly checklist to be completed on each vehicle and equipment
- Completed routine maintenance as identified in the monthly checklist to include:
 - Oil changes
 - Tire rotation
 - Brake replacement
 - Minor repairs
- Coordinated larger repairs to vehicles and equipment with local vendors and mechanics
- Responded to emergency repair request in the field on broken equipment
- Created a safe workspace for mechanics to complete daily paperwork as well as other job duties
- Cleaned and reorganized garage bay in order to ensure tools, parts and supplies were stored safely and properly
- Completed safety training course for both fleet mechanics
 - General Motors Drivability and Code Diagnostics
- Completed audit of service of the Garage department with an outside consultant to determine future needs and focus of the department

Goals for FY 2018-19

- Complete thorough inspection of all City assets and catalogue all required corrective and preventative maintenance needs
- Implement results of audit conducted in previous budget in order to increase the efficiency and safety of the department including:
 - Safety Concerns
 - Ensure HAZMAT compliance with proper labeling and storage for lubes, oils, grease and coolants with the development of policies and procedures
 - Replace or repair damaged or defective tools required to complete routine maintenance and repairs
 - Install signage to adequately indicate workspace, HAZMAT storage areas, trip and fall hazards, etc.
 - Facility Concerns
 - Implement safe storage of motor oil to include new and used
- Implement new software to adequately convey asset inventory listing as well as oversight of fleet in all departments
- Schedule personnel training for additional safety and operation training courses as related to fleet maintenance

Objectives for FY 2018-19

- Implement equipment preventive maintenance training and education for all city staff operating equipment at any given time
- Develop ongoing preventative maintenance protocol that is specific to each asset
- Implement training or certification, if available, for the operation of various equipment
- Determine the needs of the department for future budgeting in order to ensure proper functioning of the department

Major Budget Items

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

152 - Garage

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$132,972	\$141,692	\$109,440	\$128,694
Supplies	\$4,488	\$44,880	\$6,880	\$11,280
Maintenance	\$699	\$3,800	\$5,300	\$14,800
Services and charges	\$3,102	\$3,689	\$10,601	\$10,700
Total Operating Expenditures	\$141,261	\$194,061	\$132,221	\$165,474
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$141,261	\$194,061	\$132,221	\$165,474

Supplemental Programs	Recurring	Non-Recur.
Fans & Heaters for Mechanics Bay		\$10,000

Staffing	FY2017	FY2018	FY2019
Lead Mechanic	1	1	1
Heavy Equip/Fleet Mechanic	1	1	1
Total	2	2	2

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT GARAGE	DIVISION 100-152 GARAGE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$86,616	\$105,412	\$74,226	\$84,812
6005 WAGES-OVERTIME	\$7,699	\$8,240	\$10,000	\$8,240
6009 WAGES-OTHER	\$4,498	\$0	\$1,315	\$0
6011 VACATION PAY	\$4,968	\$0	\$2,015	\$5,354
6012 SICK PAY	\$2,897	\$0	\$513	\$4,997
6013 EMERGENCY PAY	\$526	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$965	\$1,085	\$490	\$880
6021 FICA-MED/SS	\$7,883	\$8,839	\$6,703	\$8,045
6022 TMRS-EMPLOYER	\$14,926	\$15,771	\$12,192	\$14,366
6025 WORKER COMPENSATION INSURANCE	\$1,994	\$2,345	\$1,986	\$2,000
PERSONNEL SERVICES	\$132,972	\$141,692	\$109,440	\$128,694
6101 OFFICE AND COMPUTER SUPPLIES	\$243	\$50	\$50	\$50
6106 MATERIALS AND PARTS	\$976	\$1,500	\$2,500	\$4,000
6107 CLOTHING AND UNIFORMS	\$1,096	\$1,430	\$1,430	\$1,130
6108 FUEL, OIL AND LUBRICANTS	\$780	\$1,100	\$900	\$1,100
6119 OTHER SUPPLIES	\$1,393	\$800	\$2,000	\$5,000
SUPPLIES	\$4,488	\$4,880	\$6,880	\$11,280
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$300	\$300	\$300
6205 VEHICLE MAINTENANCE	\$33	\$500	\$400	\$500
6206 BUILDING MAINTENANCE	\$169	\$0	\$0	\$10,000
6207 SYSTEM MAINTENANCE	\$497	\$3,000	\$4,600	\$4,000
REPAIRS AND MAINTENANCE	\$699	\$3,800	\$5,300	\$14,800
6312 COMMUNICATION SERVICES	\$721	\$750	\$1,100	\$800
6329 OTHER SERVICES	\$0	\$0	\$6,600	\$6,000
6333 DUES AND SUBSCRIPTIONS	\$1,728	\$1,728	\$1,728	\$2,000
6336 EQUIPMENT RENTALS	\$473	\$473	\$473	\$500
6337 TRAINING	\$180	\$600	\$600	\$1,200
6362 PERMITS AND LICENSES	\$0	\$138	\$100	\$200
SERVICES AND CHARGES	\$3,102	\$3,689	\$10,601	\$10,700
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-GARAGE	\$141,261	\$154,061	\$132,221	\$165,474

Parks Department – 153

Accomplishments for FY 2017-18

- Continued daily maintenance and operation of all City parks including mowing, tree trimming, cleaning and pest treatment
- Replaced or repaired broken equipment at parks as needed
- Provided support to other departments as needed especially during festivals
- Provided support to Streets Department during Recycle Week both at the Landfill and through-out the City for chipping request
- Continued daily maintenance and operation of City pool during summer
- Continued improvements and maintenance at Theis Attaway Nature Center:
 - Cleaned pond
 - Replaced fishing pier
 - Restocked pond with native fish
 - Added wild geese to Nature Center to aid in cleanliness of pond
 - Painted restrooms
 - Cleared underbrush around pond
 - Trimmed low lying limbs to aid in continued growth of trees
 - Transplanted native trees to Nature Center
- Continued improvements at Depot:
 - Installed irrigation around restrooms
 - Created additional parking area located off Fannin following demolition of house
 - Constructed dumpster enclosure
 - Implemented new decorations for Depot area at Christmas including:
 - 20 foot Christmas Tree
 - Lighted wreaths for all light poles
 - Updated flowers around gazebo
 - Cleaned Depot Fountain in preparation for flagstone replacement
 - Installed sidewalk and stairs to caboose
- Began improvements at Jerry Matheson Park:
 - Installation of new fencing
 - Mulch replacement
 - Installation of sidewalks
 - Replacement/ repair of broken playground equipment
 - Improvements to baseball field
 - Installed electricity to pavilion
 - Installed small fans to pavilion post
- Began construction Phase I improvements at Broussard Community Park including:
 - Alignment of new driveway and installation of parking lots
 - Installation of soccer fields
 - Grading of existing fishing pond
 - Addition of new detention pond
 - On-site water line placed
 - Relocated CenterPoint power pole and street light
 - Began construction of lift station
- Installation of new park components at Juergens Park:
 - Completed installation of ADA Accessible Swing with adjoining sidewalk
 - Installed large ceiling mounted fans inside pavilion
- Began upgrades to MLK, Jr. Park:
 - Upgraded basketball goals

- Completed upgrades to electricity to basketball pavilion
- Installed small fans to interior post of pavilion

Goals for FY 2018-19

- Continue improvements at all parks:
 - Broussard Community Park
 - Begin construction of Phase II improvements
 - Wayne Stovall Sports Complex
 - Improvements to existing parking area
 - Construction of new parking area
 - Jerry Matheson Park
 - Replacement of outdated/ broken play equipment
 - Additional mulching and fencing
 - Improvements to drainage
 - Roof replacement of the pool area
 - Painting of pool area
 - Installation of picnic benches
 - MLK, Jr. Park
 - Complete conversion to LED lighting
 - Install ornamental rod iron fencing around basketball court
 - Depot
 - Install ornamental rod iron fencing around detention pond and caboose
 - Replace stacked rock around Depot Fountain with Flagstone
 - Install electric to all trees for additional decoration at holidays
 - Juergens Park
 - Installation of two Pickleball Courts
 - Roof replacement for restrooms
 - New large barbecue pits for pavilion
 - Replacement of smaller barbecue pits around park area

Objectives for FY 2018-19

- Continue assessment of current equipment at City parks to determine needed replacement to present to management for future budgeting
- Begin development of a Master Park Plan for the City of Tomball to include additional enhancements that are needed or desired in the area

Major Budget Items

- Broussard Community Park Development (\$350,000)
- Improvements at Theis Attaway Nature Center (\$50,000)
- Wayne Stovall Sports Complex Parking Improvements (\$380,000)
- M&R for Jerry Matheson Park (\$100,000)
- Roof replacements at Park facilities (\$15,000)
- Installation of electrical around trees at Depot (\$9,000)
- Upgrade fencing at MLK, Jr. Park (\$18,000)
- LED lighting upgrade at MLK Park (\$16,000)
- Installation of Pickleball Courts at Juergens Park (\$35,000)

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT GENERAL-PARKS	DIVISION 100-153 PARKS
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$145,283	\$222,151	\$197,640	\$211,884
6004 WAGES-PART TIME	\$36,756	\$42,907	\$49,729	\$48,707
6005 WAGES-OVERTIME	\$13,969	\$10,815	\$13,800	\$13,390
6009 WAGES-OTHER	\$8,375	\$0	\$6,843	\$0
6011 VACATION PAY	\$6,802	\$0	\$6,480	\$11,770
6012 SICK PAY	\$4,355	\$1,145	\$3,324	\$9,371
6013 EMERGENCY PAY	\$0	\$0	\$505	\$0
6019 MISCELLANEOUS PAY	\$1,595	\$1,800	\$2,430	\$2,325
6021 FICA-MED/SS	\$16,022	\$21,573	\$21,216	\$22,926
6022 TMRS-EMPLOYER	\$24,775	\$32,637	\$31,740	\$34,290
6025 WORKER COMPENSATION INSURANCE	\$2,666	\$3,932	\$3,169	\$3,200
PERSONNEL SERVICES	\$260,598	\$336,960	\$336,876	\$357,863
6106 MATERIALS AND PARTS	\$17,148	\$19,000	\$24,000	\$30,000
6107 CLOTHING AND UNIFORMS	\$2,571	\$4,575	\$4,450	\$3,750
6108 FUEL, OIL AND LUBRICANTS	\$9,132	\$10,000	\$9,000	\$10,000
6110 CHEMICAL SUPPLIES	\$5,365	\$6,000	\$6,000	\$6,000
6119 OTHER SUPPLIES	\$9,929	\$34,950	\$40,000	\$17,000
SUPPLIES	\$44,145	\$74,525	\$83,450	\$66,750
6204 OTHER EQUIPMENT MAINTENANCE	\$4,581	\$5,000	\$6,000	\$5,000
6205 VEHICLE MAINTENANCE	\$1,411	\$1,000	\$2,000	\$3,100
6206 BUILDING MAINTENANCE	\$0	\$0	\$0	\$15,000
6207 SYSTEM MAINTENANCE	\$56,751	\$50,000	\$60,000	\$109,000
REPAIRS AND MAINTENANCE	\$62,743	\$56,000	\$68,000	\$132,100
6304 PROFESSIONAL SERVICES,OTHER	\$555	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$2,497	\$2,200	\$2,700	\$2,700
6321 SYSTEM CONTRACT SERVICES	\$10,249	\$20,000	\$10,000	\$10,000
6329 OTHER SERVICES	\$456	\$500	\$700	\$500
6332 TRAVEL AND MEALS	\$200	\$0	\$200	\$500
6336 EQUIPMENT RENTALS	\$2,340	\$2,160	\$5,500	\$5,500
6337 TRAINING	\$445	\$1,000	\$1,000	\$1,000
SERVICES AND CHARGES	\$16,742	\$25,860	\$20,100	\$20,200
6403 MACHINERY AND EQUIPMENT	\$0	\$56,000	\$42,000	\$0
6409 SYSTEM EXPANSION	\$3,750	\$0	\$0	\$85,000
6412 JUERGENS PARK	\$0	\$4,500	\$4,500	\$0
CAPITAL OUTLAY	\$3,750	\$60,500	\$46,500	\$85,000
6999 TRANSFER TO CAPITAL PROJ. FUND	\$480,000	\$580,000	\$580,000	\$450,000
TRANSFERS	\$480,000	\$580,000	\$580,000	\$450,000
TOTAL GENERAL-PARKS	\$867,978	\$1,133,845	\$1,134,926	\$1,111,913

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

153 - Parks

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$260,598	\$336,960	\$336,876	\$357,863
Supplies	\$44,145	\$74,525	\$83,450	\$66,750
Maintenance	\$62,743	\$56,000	\$68,000	\$132,100
Services and charges	\$16,742	\$25,860	\$20,100	\$20,200
Total Operating Expenditures	\$384,228	\$493,345	\$508,426	\$576,913
Capital Outlay	\$3,750	\$60,500	\$46,500	\$85,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$480,000	\$580,000	\$580,000	\$450,000
Total Expenditures	\$867,978	\$1,133,845	\$1,134,926	\$1,111,913

Supplemental Programs	Recurring	Non-Recur.
ROOF REPLACEMENT AT PARKS		\$ 15,000
ELECTRICAL FOR DEPOT		\$ 9,000
FENCING FOR MLK		\$ 18,000
MLK LIGHTING UPGRADE		\$ 16,000
IMPROVEMENTS TO THEIS ATTAWAY NATURE PRESERVE		\$ 50,000
PICKLEBALL COURT		\$ 35,000
BROUSSARD PARK		\$ 350,000
M&R FOR MATHESON PARK	\$100,000	\$ 350,000

Staffing	FY2017	FY2018	FY2019
Park Serviceperson	3	3	4
Parks Crew Leader	2	2	2
Crew Worker	0.2	0.2	0.2
Pool Manager	-	-	0.5
Total	5.2	5.2	6.7

Streets Department – 154

Accomplishments for FY 2017-18

- Completed asphalt overlay improvements and repairs to concrete streets
- Continued drainage ditch grading
- Installed culverts and maintained drainage ditches
- Began clearing/ cleaning of City owned detention ponds
- Completed construction of sidewalks along Holderreith Blvd. and Quinn Road
- Cleared limbs and branches near street lights and city owned easements
- Continued street sign replacement program
- Completed street sweeping as requested by residents or as needed
- Purchased new skid steer to aid in the cleaning of detention ponds and city-owned easements
- Replace American Flag, Texas Flag and City Flag at all City facilities as needed as well as lowering flags by Presidential order
- Install and remove banners over Main Street as reserved by organizations weekly
- Completed annual Recycle Week at Landfill and through-out City as requested by residents for tree/ limb chipping
- Provided support to other departments as needed
- Assisted Marketing with Special Events for set-up before, assistance during and clean-up following events, for:
 - Rails & Tails Mudbug Festival
 - GroovFest '18
 - Honky Tonk Chili Challenge
 - Tomball Bluegrass Festival
 - Memorial Day Weekend Chili Challenge
 - Beetles, Brews & Barbecue
 - Paces4Pink
 - Freight Train Food Truck Festival
 - Zomball in Tomball
 - As well as several large festivals by other organizations such as:
 - Empty Glass Wine Festival
 - Tomball Night
 - Tomball German Festival Christmas Market
 - Tomball German Festival
 - Rotary Fish Fry
- Completed the following work orders between October 1, 2017 and September 30, 2018 outside of daily or routine maintenance and service:
 - Pothole Repair – 9
 - Removal of debris in roadways – 5
 - Retrieval of downed trees/ limbs – 20
 - Clearing of blocked culverts – 14
 - Sign Maintenance/ Repairs – 5
 - Ditch Grading – 27
 - Additional mowing request – 16
 - Other request non-categorized – 35

Goals for FY 2018-19

- Begin construction of sidewalks along Theis Lane, Johnson Road, Michel Road, Commerce Street, and Market Street
- Begin Alley Improvement Project in the Old-Town District
- Continue preparation of construction plans and acquisition for the construction of Medical Complex Segment 4B
- Continue construction of M121 Drainage Channel and M500 Drainage Basin
- Begin implementation of breakaway poles and street signs

Objectives for FY 2018-19

- Continue evaluation and rehabilitation of asphalt and concrete streets having lowest Pavement Condition Index (PCI) ratings
- Continue drainage ditch grading, clearing of detention ponds, and related details to further improve drainage and reduce localized flooding
- Continue mowing and maintenance of all of City of Tomball Right of Way

Major Budget Items

- Asphalt and Concrete Street Improvements (\$250,000)
- Begin purchasing breakaway poles and street signs (\$20,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

154 - Streets

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$423,545	\$504,185	\$486,760	\$517,624
Supplies	\$60,447	\$68,875	\$69,300	\$102,800
Maintenance	\$251,959	\$278,000	\$290,000	\$378,000
Services and charges	\$148,028	\$154,025	\$161,900	\$164,025
Total Operating Expenditures	\$883,979	\$1,005,085	\$1,007,960	\$1,162,449
Capital Outlay	-	-	\$32,855	\$16,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$1,500,000	\$1,015,000	\$1,015,000	\$963,000
Total Expenditures	\$2,383,979	\$2,020,085	\$2,055,815	\$2,141,449

Supplemental Programs	Recurring	Non-Recur.
Breakaway Poles for Street Signs		\$20,000

Staffing	FY2017	FY2018	FY2019
Superintendent Street & Drain	1	1	1
Street & Drainage Foreman	1	1	1
Heavy Equipment Operator	2	2	2
Serviceman	4	5	5
Crew Worker	0.2	0.2	0.2
Total	8.2	9.2	9.2

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT STREETS	DIVISION 100-154 STREETS
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$62,091	\$73,506	\$68,421	\$66,976
6003 WAGES-FULL TIME	\$196,747	\$289,545	\$254,389	\$274,289
6004 WAGES-PART TIME	\$2,264	\$4,635	\$10,000	\$5,150
6005 WAGES-OVERTIME	\$18,933	\$26,265	\$26,242	\$26,265
6009 WAGES-OTHER	\$15,052	\$0	\$10,317	\$0
6011 VACATION PAY	\$18,901	\$0	\$10,960	\$20,903
6012 SICK PAY	\$18,702	\$2,781	\$5,579	\$16,394
6013 EMERGENCY PAY	\$1,647	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$3,150	\$2,825	\$2,715	\$2,900
6021 FICA-MED/SS	\$25,467	\$30,906	\$29,567	\$31,785
6022 TMRS-EMPLOYER	\$46,635	\$54,514	\$51,983	\$56,062
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INSURANCE	\$13,956	\$19,208	\$16,587	\$16,900
PERSONNEL SERVICES	\$423,545	\$504,185	\$486,760	\$517,624
6101 OFFICE AND COMPUTER SUPPLIES	\$148	\$70	\$250	\$250
6106 MATERIALS AND PARTS	\$34,959	\$35,000	\$35,000	\$55,500
6107 CLOTHING AND UNIFORMS	\$4,172	\$7,305	\$7,550	\$7,050
6108 FUEL, OIL AND LUBRICANTS	\$15,308	\$20,000	\$20,000	\$20,000
6119 OTHER SUPPLIES	\$5,860	\$6,500	\$6,500	\$20,000
SUPPLIES	\$60,447	\$68,875	\$69,300	\$102,800
6204 OTHER EQUIPMENT MAINTENANCE	\$13,064	\$15,000	\$27,000	\$15,000
6205 VEHICLE MAINTENANCE	\$3,426	\$5,000	\$5,000	\$5,000
6207 SYSTEM MAINTENANCE	\$235,469	\$258,000	\$258,000	\$358,000
REPAIRS AND MAINTENANCE	\$251,959	\$278,000	\$290,000	\$378,000
6302 PROFESSIONAL SERVICES, ENG	\$0	\$0	\$8,000	\$10,000
6304 PROFESSIONAL SERVICES, OTHER	\$13,261	\$14,000	\$14,000	\$14,000
6312 COMMUNICATION SERVICES	\$2,723	\$2,800	\$2,800	\$2,800
6319 MOSQUITO CONTROL	\$13,038	\$15,000	\$15,000	\$15,000
6329 OTHER SERVICES	\$11,048	\$10,000	\$10,000	\$10,000
6336 EQUIPMENT RENTALS	\$0	\$1,500	\$1,500	\$1,500
6337 TRAINING	\$502	\$400	\$400	\$400
6338 STREET LIGHTS	\$107,256	\$110,000	\$110,000	\$110,000
6362 PERMITS AND LICENSES	\$200	\$325	\$200	\$325
SERVICES AND CHARGES	\$148,028	\$154,025	\$161,900	\$164,025
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$0	\$16,000
6409 SYSTEM EXPANSION	\$0	\$0	\$32,855	\$0
CAPITAL OUTLAY	\$0	\$0	\$32,855	\$16,000
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$105,000	\$105,000	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$1,500,000	\$910,000	\$910,000	\$963,000
TRANSFERS	\$1,500,000	\$1,015,000	\$1,015,000	\$963,000
TOTAL GENERAL-STREETS	\$2,383,979	\$2,020,085	\$2,055,815	\$2,141,449

Sanitation Department – 155

Accomplishments for FY 2017-18

- Continued methane level exceedance mitigation plan
- Received approval for permit modification/ amendment
- Constructed brush box and debris pad
- Successfully hosted the 2018 Consolidated Recycle Day with 134 people attending and the following recycled:
 - E-Waste
 - Paper Shredding
 - Prescription Drugs
 - Household Recycling
 - Batteries
 - Tires
 - Used Oil

2018 Consolidated Recycling Day Data								
ZIP CODES		E-WASTE	SHRED	DRUGS (RX)	HOUSEHOLD RECYCLING	BATTERIES	TIRES	USED OIL
77375	71	67	50	25	10	22	10	16
77377	29							
77389	2							
77354	4							
77070	4							
77429	3							
77362	4							
77355	3							
77388	2							
77420	1							
77356	1							
77316	1							
77073	1							
77429	2							
77433	1							
77447	1							
77041	1							
77357	1							
77484	1							
77064	1							
TOTAL	134							

The bar chart displays the quantity of each recycling category. The y-axis represents the count, ranging from 0 to 80 in increments of 10. The x-axis lists the categories: E-WASTE, SHRED, DRUGS (RX), HOUSEHOLD RECYCLING, BATTERIES, TIRES, and USED OIL. The bars are blue and their heights correspond to the values in the table above.

Category	Count
E-WASTE	67
SHRED	50
DRUGS (RX)	25
HOUSEHOLD RECYCLING	10
BATTERIES	22
TIRES	10
USED OIL	16

Goals for FY 2018-19

- Increase awareness for Recycling within the City in collaboration with current solid waste provider
- Begin working contract renewal with current solid waste provider
- Continue distribution of free garbage bags to residents

Objectives for FY 2018-19

- Continue methane level exceedance mitigation plan

Major Budget Items

- Ongoing engineering, permitting and mitigation of landfill closure (\$150,000)
- Annual plastic garbage bags for citizens (\$42,000)
- Remediation for abandoned sewer line at landfill (\$30,000)
- Contract Garbage Services (\$2,032,472)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

155 - Sanitation

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	-	-	-	-
Supplies	\$39,760	\$42,000	\$42,000	\$42,000
Maintenance	-	-	-	-
Services and charges	\$1,935,603	\$2,095,844	\$2,096,474	\$2,185,772
Total Operating Expenditures	\$1,975,363	\$2,137,844	\$2,138,474	\$2,227,772
Capital Outlay	-	\$25,000	\$15,000	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$1,975,363	\$2,162,844	\$2,153,474	\$2,227,772

Supplemental Programs	Recurring	Non-Recur.
None		

FUND GENERAL FUND	CITY OF TOMBALL DEPARTMENT SANITATION	DIVISION 100-155 SANITATION
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$39,760	\$42,000	\$42,000	\$42,000
SUPPLIES	\$39,760	\$42,000	\$42,000	\$42,000
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES-OTHER	\$155,201	\$120,000	\$120,000	\$150,000
6327 GARBAGE SERVICES	\$1,777,932	\$1,973,274	\$1,973,274	\$2,032,472
6329 OTHER SERVICES	\$2,270	\$2,270	\$3,000	\$3,000
6362 PERMITS AND LICENSES	\$200	\$300	\$200	\$300
SERVICES AND CHARGES	\$1,935,603	\$2,095,844	\$2,096,474	\$2,185,772
6409 SYSTEM EXPANSION	\$0	\$25,000	\$15,000	\$0
CAPITAL OUTLAY	\$0	\$25,000	\$15,000	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL SANITATION	\$1,975,363	\$2,162,844	\$2,153,474	\$2,227,772

Engineering and Planning

Department Mission

To facilitate construction of the City of Tomball's public infrastructure in a coordinated, efficient and environmentally responsible manner while providing excellent customer service, superior drinking water, safe streets, mobility, effective drainage and wastewater collection and treatment. To implement the City's land use codes and provide guidance to the development community and citizens in regards to land use and development regulations.

Program Narrative

Accomplishments for FY 2018

- Processed all zoning cases within required timeframes
- Prepared necessary amendments to Chapter 50-Zoning to achieve City's goals
- Updated website content and maintained social media presence through Twitter and Facebook (over 1100 followers to date)
- Year five implementation of the Storm Water Management Program

- Attendance at State and National American Planning Association Conferences
- Active participation with the Houston-Galveston Area Council
- Implemented digital plan review
- Developed additional enhancements to downtown per the Livable Centers/Downtown Plan
- Prepared enhanced drainage standards to aid with flood damage prevention

Goals and Objectives for FY 2019

- Continue to propose amendments to Chapter 50-Zoning
- Complete the Comprehensive Plan update
- Continue to process all development applications within a timely manner
- Create the City's first Engineering Design Manual
- Continue to work in a collaborative manner with the development community
- Ensure a high level of construction quality for the citizens of Tomball while continuing to provide exceptional customer service
- Evaluate standard operating procedures and determine efficiencies

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

156 - Engineering and Planning

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$369,221	\$452,157	\$447,606	\$468,696
Supplies	\$10,879	\$13,600	\$14,800	\$14,300
Maintenance	\$0	-	-	-
Services and charges	\$106,570	\$258,872	\$191,850	\$162,500
Total Operating Expenditures	\$486,670	\$724,629	\$654,256	\$645,496
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$486,670	\$724,629	\$654,256	\$645,496

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Director of Community Development	1	1	1
City Planner	1	1	1
Assistant City Planner	1	1	1
City Engineer	1	1	1
Code Enforcement Officer	-	-	-
Construction Manager/Inspector	-	-	-
Community Development Coordinator	1	1	1
Total	7	5	5

FUND	CITY OF TOMBALL		DIVISION	
GENERAL FUND	DEPARTMENT		100-156 ENGINEERING &	
	ENGINEERING AND PLANNING		PLANNING	
DETAILS				

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$239,230	\$321,981	\$300,645	\$309,973
6003 WAGES-FULL TIME	\$34,903	\$41,670	\$38,967	\$38,128
6005 WAGES-OVERTIME	\$1,473	\$2,060	\$2,060	\$773
6009 WAGES-OTHER	\$13,687	\$0	\$8,926	\$0
6011 VACATION PAY	\$8,790	\$0	\$10,683	\$16,848
6012 SICK PAY	\$4,273	\$3,450	\$4,633	\$17,466
6013 EMERGENCY PAY	\$0	\$0	\$481	\$0
6019 MISCELLANEOUS PAY	\$480	\$765	\$765	\$870
6021 FICA-S.S. AND MEDICARE TAXES	\$22,747	\$28,948	\$28,280	\$30,026
6022 TMRS-EMPLOYER	\$42,580	\$51,653	\$51,268	\$53,625
6025 WORKER COMPENSATION INS.	\$1,058	\$1,630	\$898	\$987
PERSONNEL SERVICES	\$369,221	\$452,157	\$447,606	\$468,696
6101 OFFICE AND COMPUTER SUPPLIES	\$5,893	\$6,000	\$7,500	\$7,500
6102 EDUCATIONAL SUPPLIES	\$0	\$300	\$0	\$0
6105 FOOD SUPPLIES	\$282	\$1,000	\$1,000	\$500
6107 CLOTHING AND UNIFORMS	\$39	\$300	\$300	\$300
6109 POSTAGE	\$4,665	\$6,000	\$6,000	\$6,000
SUPPLIES	\$10,879	\$13,600	\$14,800	\$14,300
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6302 PROF.SERV.-ENGINEERING	\$80,750	\$90,000	\$70,000	\$90,000
6304 PROF.SERV.-OTHER	\$1,700	\$135,000	\$90,000	\$40,000
6312 COMMUNICATION SERVICES	\$2,240	\$3,072	\$3,100	\$3,100
6316 PRINTING AND BINDING	\$78	\$1,500	\$1,250	\$500
6332 TRAVEL AND MEALS	\$6,943	\$11,600	\$10,000	\$10,500
6333 DUES AND SUBSCRIPTIONS	\$365	\$1,000	\$1,000	\$1,000
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$4,800	\$4,800	\$4,800
6335 ADVERTISING COST	\$4,585	\$4,100	\$4,100	\$5,000
6337 TRAINING	\$4,929	\$7,200	\$7,000	\$7,000
6362 PERMITS AND LICENSES	\$180	\$600	\$600	\$600
SERVICES AND CHARGES	\$106,570	\$258,872	\$191,850	\$162,500
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL ENGINEERING AND PLANNING	\$486,670	\$724,629	\$654,256	\$645,496

Facilities Maintenance – 157

Accomplishments for FY 2017-18

- Continued maintenance and repairs at all city facilities
- Provided support to other departments as needed especially during festivals
- Installed dumpster enclosures at city facilities to meet City Ordinance, including:
 - Police Department
 - Fire Station 1
 - Community Center
- Completed abatement and demolition of
 - Fannin house
 - Old City Hall
- Completed needed HVAC repairs to Public Works Administrative Building
- Ensured all generators remained in good, working condition in the event of an emergency
- Completed remodel of City Manager's Office
- Upgraded City Hall reception counters
- Installed ridge vent to restrooms at the Depot
- Made necessary improvements to the server room in the Public Works Administrative Building
- Completed the following work orders at each facility between October 1, 2017 and September 30, 2018 outside of daily or routine maintenance and repairs:
 - City Hall – 27
 - Police Department – 28
 - Community Center – 16
 - Fire Department – 26
 - Public Works – 24

Goals for FY 2018-19

- Begin Facilities Assessment and Master Plan to determine needed upgrades and improvements to all City facilities
- Complete build out of Conference Room B at Public Works Administrative Building
- Complete abatement and demolition of Broussard House located at Broussard Community Park
- Continue LED conversion at remaining City Facilities
 - Community Center
 - City Hall
 - Public Works
- Complete cleaning of HVAC ducts at Public Works Administrative Building
- Install heated power washer for Public Works Service Center
- Construct additional storage bay for equipment at Public Works Service Center

Objectives for FY 2018-19

- Continue maintenance activities for all City Facilities
- Work with contracted firm to identify needed upgrades to facilities for safety and/or convenience

Major Budget Items

- Installation of power washer for wash bays (\$7,500)

- Conference Room B Addition – Public Works (\$8,000)
- Additional bays for Public Works Service Center (\$25,000)
- Facilities Assessment and Master Plan Development (\$40,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

DEPARTMENT

100 - General Fund

157 - Facilities Maintenance

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$111,348	\$121,489	\$120,888	\$128,205
Supplies	\$19,981	\$46,250	\$16,550	\$25,450
Maintenance	\$106,058	\$193,200	\$226,350	\$193,350
Services and charges	\$399,553	\$399,861	\$407,800	\$450,361
Total Operating Expenditures	\$636,940	\$760,800	\$771,588	\$797,366
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$636,940	\$760,800	\$771,588	\$797,366

Supplemental Programs	Recurring	Non-Recur.
Additional Equipment Bays for Public Works		\$25,000
Facilities Assessment & Master Plan		\$40,000

Staffing	FY2017	FY2018	FY2019
Facilities Maintenance Specialists	2	2	2
Total	2	2	2

FUND	CITY OF TOMBALL	DIVISION
GENERAL FUND	DEPARTMENT FACILITIES MAINTENANCE	100-157 FACILITIES
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$69,553	\$89,681	\$80,767	\$83,582
6005 WAGES-OVERTIME	\$3,778	\$5,150	\$5,311	\$5,150
6009 WAGES-OTHER	\$4,518	\$0	\$1,920	\$0
6011 VACATION PAY	\$7,607	\$0	\$5,110	\$8,191
6012 SICK PAY	\$1,602	\$665	\$2,340	\$4,312
6013 EMERGENCY PAY	\$586	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$2,170	\$2,290	\$2,290	\$2,410
6021 FICA-S.S. AND MEDICARE TAXES	\$6,879	\$7,606	\$7,516	\$8,026
6022 TMRS-EMPLOYER	\$12,519	\$13,572	\$13,503	\$14,334
6025 WORKER COMPENSATION INS.	\$2,136	\$2,525	\$2,131	\$2,200
PERSONNEL SERVICES	\$111,348	\$121,489	\$120,888	\$128,205
6101 OFFICE AND COMPUTER SUPPLIES	\$290	\$0	\$0	\$0
6104 JANITORIAL AND CLEANING SUPPLY	\$9,549	\$9,500	\$8,000	\$9,500
6105 FOOD SUPPLIES	\$5,810	\$4,800	\$4,800	\$5,000
6106 MATERIALS AND PARTS	\$314	\$500	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$1,195	\$1,550	\$1,550	\$1,250
6108 FUEL, OIL AND LUBRICANTS	\$1,732	\$1,700	\$1,700	\$1,700
6119 OTHER SUPPLIES	\$1,091	\$28,200	\$0	\$7,500
SUPPLIES	\$19,981	\$46,250	\$16,550	\$25,450
6205 VEHICLE MAINTENANCE	\$665	\$200	\$200	\$200
6206 BUILDING MAINTENANCE	\$105,393	\$193,000	\$226,150	\$168,150
6219 OTHER MAINTENANCE	\$0	\$0	\$0	\$25,000
REPAIRS AND MAINTENANCE	\$106,058	\$193,200	\$226,350	\$193,350
6304 PROF. SERV. - OTHER	\$0	\$0	\$0	\$40,000
6311 JANITORIAL SERVICES	\$69,973	\$70,500	\$70,500	\$73,000
6312 COMMUNICATION SERVICES	\$175,193	\$167,000	\$175,000	\$175,000
6313 UTILITIES	\$151,669	\$160,000	\$160,000	\$160,000
6329 OTHER SERVICES	\$150	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$2,507	\$2,300	\$2,300	\$2,300
6362 PERMITS AND LICENSES	\$61	\$61	\$0	\$61
SERVICES AND CHARGES	\$399,553	\$399,861	\$407,800	\$450,361
6999 TRANSFER TO CAPITAL PROJECTS	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL FACILITIES MAINTENANCE	\$636,940	\$760,800	\$771,588	\$797,366

200 - General Special Revenue Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projected	FY 2019 Budget
Revenues:						
Seized Funds	16,406	2,456	3,310	5,000	7,500	97,500
Child Safety	12,885	13,877	13,037	13,000	13,000	13,000
Interest	132	519	895	200	1,500	750
Total	29,423	16,852	17,242	18,200	22,000	111,250
Expenditures:						
Supplies	13,325	17,360	22,740	15,000	15,000	25,000
Services and Charges	14,131	36,662	7,050	23,300	23,300	15,000
Maintenance	-	-	-	-	-	61,000
Total	27,456	54,022	29,790	38,300	38,300	101,000
Revenues Over (Under)						
Expenditures	1,967	(37,170)	(12,548)	(20,100)	(16,300)	10,250
Beginning Fund Balance	149,547	151,514	114,344	101,796	101,796	85,496
Ending Fund Balance	151,514	114,344	101,796	81,696	85,496	95,746

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.

**CITY OF TOMBALL
SPECIAL REVENUE FUND - 200**

	2015	2016	2017	2018	2018	2019
GENERAL SPECIAL FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5785 POLICE SEIZED FUNDS	16,406	2,456	3,310	5,000	7,500	97,500
5790 CHILD SAFETY FUND	12,885	13,877	13,037	13,000	13,000	13,000
5800 INTEREST	132	519	895	200	1,500	750
TOTAL GENERAL SPECIAL FUND	29,423	16,852	17,242	18,200	22,000	111,250

FUND	CITY OF TOMBALL		DIVISION
GENERAL SPECIAL FUND	DEPARTMENT		200-221 POLICE SEIZURE FUNDS
	POLICE SEIZURE FUNDS		
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0
6103 COMPUTER SUPPLIES	\$8,140	\$0	\$0	\$0
6106 MATERIALS AND SUPPLIES	\$14,600	\$10,000	\$10,000	\$10,000
6119 OTHER SUPPLIES	\$0	\$5,000	\$5,000	\$15,000
SUPPLIES	\$22,740	\$15,000	\$15,000	\$25,000
6201 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$61,000
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$61,000
6320 COMPUTER SOFTWARE SERVICES	\$0	\$8,300	\$8,300	\$0
SERVICES AND CHARGES	\$0	\$8,300	\$8,300	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL POLICE SEIZURE FUNDS	\$22,740	\$23,300	\$23,300	\$86,000

CITY OF TOMBALL		
FUND	DEPARTMENT	DIVISION
GENERAL SPECIAL FUND	CHILD SAFETY FUND	200-222 CHILD SAFETY FUND
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SUPPLIES	\$0	\$0	\$0	\$0
6350 CHILD SAFETY EDUCATION	\$7,050	\$15,000	\$15,000	\$15,000
SERVICES AND CHARGES	\$7,050	\$15,000	\$15,000	\$15,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL CHILD SAFETY FUND	\$7,050	\$15,000	\$15,000	\$15,000

220 - Municipal Court Building Security Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
City Manager 2018-2019 Adopted Budget

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Fines and Warrants	14,530	12,125	10,723	14,000	10,000	11,000
Interest	200	922	1,961	1,200	3,500	2,000
Total	14,730	13,047	12,684	15,200	13,500	13,000
Expenditures:						
Supplies	-	-	46,660	25,000	25,000	50,000
Total	-	-	46,660	25,000	25,000	50,000
Revenues Over (Under)						
Expenditures	14,730	13,047	(33,976)	(9,800)	(11,500)	(37,000)
Beginning Fund Balance	226,977	241,707	254,754	220,778	220,778	209,278
Ending Fund Balance	241,707	254,754	220,778	210,978	209,278	172,278

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.

**CITY OF TOMBALL
MUNI COURT BLDG SECURITY - 220**

	2015	2016	2017	2018	2018	2019
MUNI COURT- BLDG SECURITY	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5311 MUNICIPAL COURT BLDG-SECURITY	14,530	12,125	10,723	14,000	10,000	11,000
5800 INTEREST INCOME	200	922	1,961	1,200	3,500	2,000
TOTAL MUNI COURT- BLDG SECURITY	\$ 14,730	\$ 13,047	\$ 12,684	\$ 15,200	\$ 13,500	\$ 13,000

CITY OF TOMBALL		
FUND	DEPARTMENT	DIVISION
MUNI COURT- BLDG SECURITY	MUNICIPAL COURT	220-122 MUNICIPAL COURT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$46,660	\$25,000	\$25,000	\$50,000
SUPPLIES	\$46,660	\$25,000	\$25,000	\$50,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-MUNICIPAL COURT	\$46,660	\$25,000	\$25,000	\$50,000

230 - Municipal Court Technology Fund

Statement of Revenues, Expenditures and Changes in Fund Balance City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Fines and Warrants	19,369	16,167	14,297	20,000	15,000	16,000
Interest	191	911	1,654	1,000	3,200	2,000
Total	19,560	17,078	15,951	21,000	18,200	18,000
Expenditures:						
Supplies	6,216	27,348	47,385	39,000	41,000	15,000
Services and Charges	1,500	1,500	7,270	92,400	26,500	15,000
Total	7,716	28,848	54,655	131,400	67,500	30,000
Revenues Over (Under)						
Expenditures	11,844	(11,770)	(38,704)	(110,400)	(49,300)	(12,000)
Beginning Fund Balance	270,297	282,141	270,371	231,670	231,670	182,370
Ending Fund Balance	282,141	270,371	231,670	121,270	182,370	170,370

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.

CITY OF TOMBALL
Muni Court Technology Fund Detail - 230

	2015	2016	2017	2018	2018	2019
MUNICIPAL COURT TECH FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5312 COURT TECHNOLOGY FEE	19,369	16,167	14,297	20,000	15,000	16,000
5800 INTEREST INCOME	191	911	1,654	1,000	3,200	2,000
TOTAL MUNICIPAL COURT TECH FUND	\$ 19,560	\$ 17,078	\$ 15,951	\$ 21,000	\$ 18,200	\$ 18,000

FUND	CITY OF TOMBALL	DEPARTMENT	DIVISION
MUNICIPAL COURT TECH FUND	MUNICIPAL COURT	MUNICIPAL COURT	230-122 MUNICIPAL COURT
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$11,587	\$39,000	\$41,000	\$15,000
6103 COMPUTER SUPPLIES	\$35,798	\$0	\$0	\$0
SUPPLIES	\$47,385	\$39,000	\$41,000	\$15,000
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6320 COMPUTER SOFTWARE	\$7,270	\$92,400	\$26,500	\$15,000
SERVICES AND CHARGES	\$7,270	\$92,400	\$26,500	\$15,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
TOTAL GENERAL-MUNICIPAL COURT	\$54,655	\$131,400	\$67,500	\$30,000

240 - Hotel Occupancy Tax Fund

Statement of Revenues, Expenditures and Changes in Fund Balance City Manager 2018-2019 Adopted Budget

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Occupancy Tax	471,693	565,768	485,558	525,000	600,000	625,000
Miscellaneous Income	25,411	6,595	5,790	15,000	15,000	15,000
Event Revenue	500	500	2,600	2,500	2,500	2,500
Interest	315	1,574	3,456	1,500	6,000	4,000
Transfers In	20,000	20,000	20,000	20,000	20,000	30,000
Total	517,919	594,437	517,404	564,000	643,500	676,500
Expenditures:						
Grants	164,814	213,581	236,503	223,000	228,000	243,000
Second Saturday Events	63,072	65,544	91,881	107,442	104,850	109,467
Tourism	216,030	219,116	270,737	386,160	378,652	399,118
Transfer to Employee Benefits Trust Fund	18,532	17,288	19,794	20,224	20,224	20,818
Total	462,449	515,530	618,915	736,827	731,727	772,403
Revenues Over (Under)						
Expenditures	55,500	78,899	(101,513)	(172,826)	(88,197)	(95,873)
Beginning Fund Balance	388,475	443,975	522,874	421,361	421,361	333,164
Ending Fund Balance	443,975	522,874	421,361	248,535	333,164	237,291

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.

25% of Operating Expenses - Target

31%

Marketing and Tourism Department

Department Mission

To increase awareness of the City of Tomball as a fun-filled destination for festivals, unique shopping and dining experiences, live music and other leisure time activities. The concept and message, Tomball – Texan for Fun! ® along with official mascots Rusty Rails and Dusty Trails, will continue to target potential visitors in both our core and outer markets.

Program Narrative

Sampling of accomplishments for FY 2018

- Continued producing traffic building, award winning city-signature festivals:
Rails & Tails Mudbug Festival
GroovFests '18
Honky Tonk Chili Challenge
Tomball Bluegrass Festival
Memorial Day Weekend Chili Challenge
Paces4Pink
Zomball in Tomball
And, more . . .
- Expanded the scope of the existing 2nd Saturday at the Depot event
- Increased the number of participants in the annual Paces4Pink 5K run and walk
- Expanded the tourism themed branding message, "Tomball, Texan for Fun!" ®
- Registered mascots Rusty Rails and Dusty Trails with the State of Texas. Continued using the city mascots to promote the Tomball brand both locally and across the State
- Continued sponsorship agreements with partners such as Allied Siding & Window and add new partners to the program
- Continued to expand our award winning Social Media program that currently includes a presence on:
 1. Facebook
 2. Youtube
 3. Flickr
- Expanded the photo library of tourist-oriented images for use in marketing the City
- Continued generating a "buzz" about Tomball through local, regional and statewide media outlets
- Created new merchandise for our on-line storefront at Cafepress.com for the sale of logoed and branded merchandise
- Continued our membership in Texas festival and tourism industry associations for the purpose of promotion, education and networking:
Texas Festivals & Events Association (TFEA)
Texas Travel Industry Association (TTIA)
Visit Beyond Houston/Houston First
- Continued to work closely and develop new relationships with organizations such as:
Tomball Sister City Organization/German Heritage Festival
Greater Tomball Area Chamber of Commerce
Spring Creek Historical District
Local merchants and business organizations
Tomball Lions Club and Rotary Club
TISD through Career Day presentations, use of students as event volunteers and more
- Continued as a seminar presenter and speaker re: marketing-related and community topics for groups such as:
Texas Festival & Events Association (TFEA)
Texas Travel Industry Association (TTIA)

Texas Recreational Vehicle Association (TRVA)
Willowbrook Rotary Club
Network Tomball

- Expanded our marketing/advertising reach outside of metro Houston
- Received eight first place, three second place, and four third place marketing awards from the Texas Festivals & Events Association
- Rebranded the downtown 1907 Depot Museum as a destination attraction featuring detailed model railways and new exhibits and displays.
- Along with the Rosenberg Railroad Museum we created a new marketing network called “The Texas Rail Trail”. This initial group of seven railroad museums/depots will cross promote each other and pool our marketing efforts to grow attendance for us all.

Sampling of goals for FY 2019

- Expand on accomplishments from 2018
- Create the City’s first official “Visitors Center” on Main Street
- Become more active in local, regional and statewide tourism organizations
- Continue positioning Tomball as a fun destination at the statewide level through social media, active participation, and traditional marketing efforts
- Create a Tomball, Texan for Fun! ® blog on the Internet featuring attractions, personalities and more
- Continue to build a more solid volunteer group of both adults and students to help with our growing festivals program and 1907 Depot museum attraction
- Expand an educational program involving Rusty Rails and his exploits as a Tomball-based railroad man, i.e. coloring book
- Continue using a variety of new grassroots ‘Guerilla’ marketing techniques to expand our existing program
- Evaluate existing festivals and create new festivals where necessary
- Add new elements to our established festivals in order to expand their appeal to a wider audience
- Increase overall festival attendance by a minimum of 5% (Most events grew in size in 2017)
- Expand our activity in Social Media through the increased use of sites at:
 1. Twitter
 2. Pinterest
 3. Instagram
- Develop event partnerships (sponsorships) with a minimum of three new partners
- Continue to support local festivals such as the Rally in the Alley car show and Tomball Pregnancy Center 5K Run
- Search for ways to become involved in high profile events such as the Houston Art Car Parade
- Expand our vendor fee program and create event themed merchandise as a profit center
- Expand our presence on the Internet at sites such as TourTexas.com, Houston Family, VisitHouston.com, TripAdvisor.com, Texas Rail Trail, The Daytripper, and others
- Create and the manage distribution of redesigned tourism-oriented brochure
- Expand the downtown Christmas Tree Lighting ceremony
- Continue to participate in trade/vacation shows locally in the outer market
- Take part in fam trips to TXdot travel information centers across the state
- Expand our marketing and advertising reach farther into the State of Texas and beyond
- Continue adding new attractions to our inventory, i.e. the T&W Model Railway at the depot and Depot Museum

- Create a video library of high definition “B” roll for media and marketing

Objectives for FY 2019

- To reinforce the image of Tomball as a destination for family fun through our festivals, attractions and overall offerings to visitors from our local and outer markets
- To create an environment where more local businesses can become involved in our marketing programs through partnerships and other vehicles
- To elevate Tomball within the industry as a city that takes tourism seriously and in a professional manner for the benefit of itself, our tourism/festival partners within the Houston metro area, and the State of Texas
- Grow The Depot Museum into a major regional attraction for railroad buffs and the general public.
- Create and manage the City’s first official “Visitors Center” on Main Street

CITY OF TOMBALL
HOTEL OCCUPANCY TAX FUND - 240

	2015	2016	2017	2018	2018	2019
HOTEL OCCUPANCY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5180 HOTEL OCCUPANCY TAX	471,693	565,768	485,558	525,000	600,000	625,000
5550 MISCELLANEOUS INCOME	25,411	6,595	5,785	15,000	15,000	15,000
5555 EVENT SPONSORSHIP REVENUE	500	500	2,600	2,500	2,500	2,500
5800 INTEREST INCOME	315	1,574	3,456	1,500	6,000	4,000
5910 TRANSFER FROM GENERAL FUND	20,000	20,000	20,000	20,000	20,000	30,000
TOTAL HOTEL OCCUPANCY FUND	517,919	594,437	517,399	564,000	643,500	676,500

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
240 - Hotel Occupancy

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	-	-	-	-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Services and charges	\$236,503	\$223,000	\$228,000	\$243,000
Total Operating Expenditures	\$236,503	\$223,000	\$228,000	\$243,000
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$236,503	\$223,000	\$228,000	\$243,000

Supplemental Programs	Recurring	Non-Recur.
None		

CITY OF TOMBALL		
FUND	DEPARTMENT	DIVISION
HOTEL OCCUPANCY TAX	HOTEL OCCUPANCY TAX	240-240 HOT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0
SUPPLIES	\$0	\$0	\$0	\$0
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$1,000	\$3,000	\$3,000	\$3,000
6342 DEPOT MUSEUM	\$0	\$0	\$0	\$5,000
6351 TOMBALL CHAMBER OF COMMERCE	\$35,000	\$35,000	\$35,000	\$35,000
6356 TOMBALL SISTER CITY ORG.	\$158,003	\$125,000	\$160,000	\$160,000
6359 GRANTS	\$42,500	\$60,000	\$30,000	\$40,000
SERVICES AND CHARGES	\$236,503	\$223,000	\$228,000	\$243,000
TOTAL HOTEL OCCUPANCY TAX	\$236,503	\$223,000	\$228,000	\$243,000

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
241 - 2nd Saturday

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$59,309	\$61,524	\$61,182	\$63,399
Supplies	\$8,721	\$13,000	\$11,400	\$11,500
Maintenance	-	-	-	-
Services and charges	\$23,851	\$32,918	\$32,268	\$34,568
Total Operating Expenditures	\$91,881	\$107,442	\$104,850	\$109,467
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$9,857	\$10,112	\$10,112	\$10,382
Total Expenditures	\$101,738	\$117,554	\$114,962	\$119,849

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Community Events Coordinator	1	1	1
Total	1	1	1

FUND	CITY OF TOMBALL	DIVISION
HOTEL OCCUPANCY TAX	DEPARTMENT 2ND SATURDAY EVENTS	240-241 2ND SATURDAY
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$42,727	\$48,911	\$47,114	\$46,493
6009 WAGES-OTHER	\$2,466	\$0	\$1,034	\$0
6011 VACATION PAY	\$2,192	\$0	\$752	\$1,937
6012 SICK PAY	\$822	\$752	\$752	\$2,712
6019 MISCELLANEOUS PAY	\$135	\$195	\$195	\$255
6021 FICA-S.S. AND MEDICARE TAXES	\$3,802	\$4,303	\$3,987	\$4,421
6022 TMRS RETIREMENT-EMPLOYER	\$7,065	\$7,245	\$7,242	\$7,463
6025 WORKERS COMPENSATION INSURANCE	\$100	\$118	\$106	\$118
PERSONNEL SERVICES	\$59,309	\$61,524	\$61,182	\$63,399
6101 OFFICE SUPPLIES	\$799	\$2,000	\$1,000	\$1,000
6105 FOOD SUPPLIES	\$970	\$1,500	\$1,400	\$1,500
6119 OTHER SUPPLIES	\$6,952	\$8,500	\$8,500	\$8,500
6130 FURNITURE <\$20,000	\$0	\$1,000	\$500	\$500
SUPPLIES	\$8,721	\$13,000	\$11,400	\$11,500
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$3,960	\$5,500	\$5,500	\$5,500
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768
6327 GARBAGE SERVICES	\$0	\$750	\$0	\$0
6329 OTHER SERVICES	\$7,274	\$6,500	\$6,500	\$7,500
6332 TRAVEL AND MEALS	\$0	\$0	\$750	\$1,000
6333 DUES AND SUBSCRIPTIONS	\$0	\$0	\$350	\$400
6334 AUTOMOBILE ALLOWANCE	\$2,400	\$2,400	\$2,400	\$2,400
6335 ADVERTISING COST	\$3,622	\$7,500	\$6,500	\$6,500
6336 EQUIPMENT RENTALS	\$907	\$2,500	\$2,500	\$2,500
6337 TRAINING	\$0	\$0	\$0	\$500
6358 OTHER TOURISM EXPENDITURE	\$4,920	\$7,000	\$7,000	\$7,500
SERVICES AND CHARGES	\$23,851	\$32,918	\$32,268	\$34,568
6692 TRANSFER TO EMP. BEN. TRUST	\$9,857	\$10,112	\$10,112	\$10,382
TRANSFERS	\$9,857	\$10,112	\$10,112	\$10,382
TOTAL 2ND SATURDAY EVENTS	\$101,738	\$117,554	\$114,962	\$119,849

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND

240 - HOT

DEPARTMENT

243 - Visitors/Convention Center

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$113,118	\$122,392	\$122,184	\$140,650
Supplies	\$4,390	\$13,400	\$14,100	\$14,400
Maintenance	-	-	-	-
Services and charges	\$153,229	\$250,368	\$242,368	\$244,068
Total Operating Expenditures	\$270,737	\$386,160	\$378,652	\$399,118
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$9,937	\$10,112	\$10,112	\$10,436
Total Expenditures	\$280,674	\$396,272	\$388,764	\$409,554

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Director	1	1	1
Part Time Administrative Assistant	0.5	0.5	0.5
Total	1.5	1.5	1.5

FUND	CITY OF TOMBALL		DIVISION
HOTEL OCCUPANCY TAX	DEPARTMENT		
	VISITORS/CONVENTION CNTR		240-243 VISITORS/CONVENTION
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$76,033	\$86,639	\$82,317	\$85,047
6004 WAGES- PART TIME	\$6,628	\$10,712	\$12,000	\$17,803
6005 WAGES-OVERTIME	\$206	\$0	\$300	\$309
6009 WAGES-OTHER	\$3,235	\$0	\$2,000	\$0
6011 VACATION PAY	\$4,853	\$0	\$2,333	\$5,429
6012 SICK PAY	\$1,294	\$1,333	\$1,333	\$5,067
6019 MISCELLANEOUS PAY	\$340	\$400	\$400	\$460
6021 FICA-S.S. AND MEDICARE TAXES	\$7,600	\$8,580	\$8,252	\$9,734
6022 TMRS-EMPLOYER	\$12,779	\$14,550	\$13,090	\$16,623
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INS.	\$150	\$178	\$159	\$178
PERSONNEL SERVICES	\$113,118	\$122,392	\$122,184	\$140,650
6101 OFFICE AND COMPUTER SUPPLIES	\$432	\$4,700	\$4,700	\$4,700
6105 FOOD SUPPLIES	\$200	\$1,000	\$1,000	\$1,000
6107 CLOTHING AND UNIFORMS	\$352	\$1,700	\$1,700	\$1,700
6109 POSTAGE	\$0	\$0	\$700	\$1,000
6119 OTHER SUPPLIES	\$3,406	\$6,000	\$6,000	\$6,000
SUPPLIES	\$4,390	\$13,400	\$14,100	\$14,400
6304 PROFESSIONAL SERVICES, OTHER	\$41,280	\$60,000	\$60,000	\$65,000
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768
6320 SOFTWARE SERVICES	\$0	\$0	\$8,300	\$0
6327 GARBAGE SERVICES	\$1,700	\$3,500	\$3,500	\$3,500
6329 OTHER SERVICES	\$10,962	\$25,800	\$15,000	\$20,000
6332 TRAVEL AND MEALS	\$5,000	\$4,000	\$4,000	\$4,000
6333 DUES AND SUBSCRIPTIONS	\$6,836	\$8,000	\$8,000	\$10,000
6334 AUTOMOBILE ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800
6335 ADVERTISING COST	\$50,022	\$82,500	\$77,000	\$75,000
6336 EQUIPMENT RENTALS	\$19,952	\$50,000	\$50,000	\$50,000
6337 TRAINING	\$847	\$3,000	\$3,000	\$3,000
6358 OTHER TOURISM EXPENDITURES	\$11,062	\$8,000	\$8,000	\$8,000
SERVICES AND CHARGES	\$153,229	\$250,368	\$242,368	\$244,068
6692 TRANSFER TO EMP. BEN. TRUST	\$9,937	\$10,112	\$10,112	\$10,436
TRANSFERS	\$9,937	\$10,112	\$10,112	\$10,436
TOTAL VISITORS/CONVENTION CNTR	\$280,674	\$396,272	\$388,764	\$409,554

250 - Red Light Camera Program Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Fines and Warrants	299,685	327,428	285,755	275,150	140,000	150,050
Interest	191	1,414	4,011	2,000	5,000	4,000
Total	299,876	328,842	289,766	277,150	145,000	154,050
Expenditures:						
Personnel Costs	22,064	15,261	18,883	58,692	58,278	61,539
Supplies	37,094	102,545	14,418	40,000	16,000	13,500
Maintenance	-	9,261	24,414	10,000	18,000	10,000
Services and Charges	7,526	10,227	21,094	16,500	25,000	17,000
Transfer to Veh. Repl. Fund	20,000	20,000	20,000	20,000	20,000	20,000
Transfer to Capital Projects Fund	-	-	323,541	310,000	310,000	-
Total	86,684	157,294	422,350	455,192	447,278	122,039
Revenues Over (Under)						
Expenditures	213,193	171,549	(132,586)	(178,041)	(302,277)	32,012
Beginning Fund Balance	151,201	364,393	535,941	403,355	403,355	101,078
Ending Fund Balance	364,393	535,941	403,355	225,314	101,078	133,090
25% of Operating Expenses - Target						109%

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.

**CITY OF TOMBALL
RED LIGHT CAMERA - 250**

	2015	2016	2017	2018	2018	2019
RED LIGHT CAMERA FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5300 MUNICIPAL COURT FINES	299,635	327,428	285,705	275,000	140,000	150,000
5310 COURT COSTS/ADM.FEES	50	-	50	150	-	50
5800 INTEREST INCOME	191	1,414	4,011	2,000	5,000	4,000
TOTAL RED LIGHT CAMERA FUND	299,876	328,842	289,766	277,150	145,000	154,050

FUND	CITY OF TOMBALL		DIVISION
RED LIGHT CAMERA PROGRAM	DEPARTMENT		250-121 POLICE DEPARTMENT
	POLICE DEPARTMENT		
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6004 WAGES-PART TIME	\$16,064	\$35,720	\$35,696	\$38,557
6005 WAGES-OVERTIME	\$325	\$15,450	\$15,450	\$15,450
6021 FICA-S.S. AND MEDICARE TAXES	\$1,254	\$3,915	\$3,913	\$4,132
6022 TMRS-EMPLOYER	\$0	\$2,000	\$2,000	\$2,000
6025 WORKERS COMPENSATION	\$1,240	\$1,607	\$1,219	\$1,400
PERSONNEL SERVICES	\$18,883	\$58,692	\$58,278	\$61,539
6102 EDUCATIONAL SUPPLIES	\$99	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$13,222	\$25,000	\$10,000	\$10,000
6107 CLOTHING AND UNIFORMS	\$0	\$5,000	\$1,000	\$1,000
6108 FUEL, OIL, AND LUBRICANTS	\$1,025	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$72	\$10,000	\$5,000	\$2,500
SUPPLIES	\$14,418	\$40,000	\$16,000	\$13,500
6205 VEHICLE MAINTENANCE	\$24,414	\$10,000	\$18,000	\$10,000
REPAIRS AND MAINTENANCE	\$24,414	\$10,000	\$18,000	\$10,000
6303 PROF. SERV. - LEGAL	\$124	\$500	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$1,245	\$1,000	\$10,000	\$2,000
6330 INSURANCE	\$4,248	\$5,000	\$10,000	\$10,000
6337 TRAINING	\$15,477	\$10,000	\$5,000	\$5,000
SERVICES AND CHARGES	\$21,094	\$16,500	\$25,000	\$17,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$20,000	\$20,000	\$20,000	\$20,000
6999 TRANSFER TO CAPITAL PROJ. FUND	\$323,541	\$310,000	\$310,000	\$0
TRANSFERS	\$343,541	\$330,000	\$330,000	\$20,000
TOTAL GENERAL-POLICE DEPARTMENT	\$422,350	\$455,192	\$447,278	\$122,039

290 - Tomball Fun Runs Fund

Statement of Revenues, Expenditures and Changes in Fund Balance City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Event Revenue	18,457	20,233	23,325	17,000	17,000	23,000
Interest	2	2	5	3	60	50
Total	18,459	20,235	23,330	17,003	17,060	23,050
Expenditures:						
Supplies	9,064	11,225	8,041	9,200	5,200	7,200
Services and Charges	12,547	10,413	17,368	14,000	15,000	15,000
Total	21,611	21,638	25,409	23,200	20,200	22,200
Revenues Over (Under)						
Expenditures	(3,152)	(1,403)	(2,079)	(6,197)	(3,140)	850
Beginning Fund Balance	18,698	15,546	14,144	12,065	12,065	8,925
Ending Fund Balance	15,546	14,144	12,065	5,868	8,925	9,775

**CITY OF TOMBALL
FUN RUN FUND - 290**

	2015	2016	2017	2018	2018	2019
FUN RUN FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5555 EVENT SPONSORSHIP REVENUE	7,550	8,725	13,955	5,000	5,000	5,000
5556 EVENT REGISTRATION FEE	10,907	11,508	9,370	12,000	12,000	18,000
5800 INTEREST INCOME	2	2	5	3	60	50
TOTAL FUN RUN FUND	18,459	20,235	23,330	17,003	17,060	23,050

FUND TOMBALL "FUN RUNS"	CITY OF TOMBALL DEPARTMENT FUN RUNS	DIVISION 290-290 FUN RUNS
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6101 OFFICE SUPPLIES	\$281	\$200	\$200	\$200
6119 OTHER SUPPLIES	\$7,760	\$9,000	\$5,000	\$7,000
SUPPLIES	\$8,041	\$9,200	\$5,200	\$7,200
6304 PROFESSIONAL SERVICES-OTHER	\$685	\$500	\$500	\$500
6329 OTHER SERVICES	\$8,865	\$8,500	\$9,500	\$8,500
6335 ADVERTISING COST	\$7,818	\$5,000	\$5,000	\$6,000
SERVICES AND CHARGES	\$17,368	\$14,000	\$15,000	\$15,000
TOTAL FUN RUNS	\$25,409	\$23,200	\$20,200	\$22,200

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 \$3,249,250 toward bond principal on its outstanding tax supported debt as well as \$1,443,284 in interest. Total debt service payments including fiscal charges for FY 2019 are budgeted at \$4,430,044. The projected ending fund balance for FY 2019 is \$ 5,395,842.

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. In FY 2015 the City entered into a new capital lease in the amount of \$800,000 to finance the purchase of a new fire truck.

Shown below is the City’s debt position as of the beginning of FY 2018.

Total outstanding general obligation debt	\$41,389,806
Less self-supporting debt from the Enterprise Fund	<u>2,246,750</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u><u>\$43,636,556</u></u>

The City’s legal capacity for additional debt is very large. Rules promulgated by the Office of the Attorney General of Texas stipulate that such Office will not approve tax bonds of any city unless the city can demonstrate its ability to pay debt service requirements on all outstanding tax debt, including the issue to be approved, from a levy of \$0.23 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
City Manager 2018-2019 Adopted Budget

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Budget	FY2018 Projection	FY2019 Budget
Revenues:						
Current taxes	\$ 3,470,335	\$ 3,741,118	\$ 3,953,733	\$ 4,025,000	\$ 4,100,000	\$ 4,500,000
Delinquent taxes	30,147	50,601	50,271	50,000	79,000	60,000
Penalty and interest	25,497	26,772	36,425	28,500	65,000	40,000
Interest	2,402	14,350	36,555	23,800	77,300	52,500
TEDC Contributions	524,913	528,013	530,913	533,613	533,613	536,113
Total Revenues	4,053,294	4,360,854	4,607,897	4,660,913	4,854,913	5,188,613
Expenditures:						
Principal	2,198,000	2,216,750	3,048,250	3,249,250	3,249,250	2,990,250
Interest	854,622	811,986	1,249,301	1,443,284	1,443,284	1,352,131
Lease Payment- Fire Truck	544,812	68,858	71,123	73,463	73,463	75,880
Fees	11,015	10,163	11,780	13,883	13,883	11,783
Total Expenditures	3,608,449	3,107,757	4,380,454	4,779,880	4,779,880	4,430,044
Revenues Over/(Under) Expenditures	444,845	1,253,095	227,442	(118,967)	75,033	758,569
Beginning Fund Balance	2,636,858	3,081,703	4,334,798	4,562,240	4,562,240	4,637,273
Ending Fund Balance	\$ 3,081,703	\$ 4,334,798	\$ 4,562,240	\$ 4,443,273	\$ 4,637,273	\$ 5,395,842
Ending FB as % of Next Year's Debt Service Requirement	99%	99%	95%	93%	105%	124%

CITY OF TOMBALL
DEBT SERVICE FUND - 300

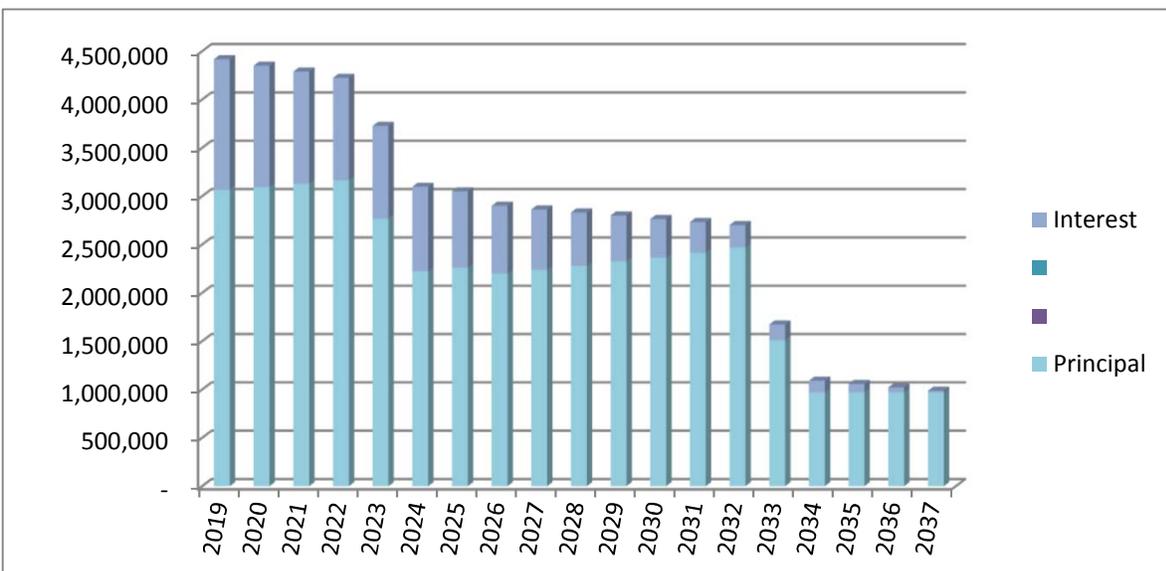
	2015	2016	2017	2018	2018	2019
DEBT SERVICE FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	3,470,335	3,741,118	3,953,733	4,025,000	4,100,000	4,500,000
5120 DELINQUENT TAXES	30,147	50,601	50,271	50,000	79,000	60,000
5130 PENALTY,INTEREST, ATTY FEES	25,497	27,267	38,941	28,500	65,000	40,000
5800 INTEREST INCOME	2,402	14,350	36,555	23,800	77,300	52,500
5801 UNREALIZED GAIN ON INVESTMENTS	-	(495)	(2,516)	-	-	-
5770 TEDC CONTRIBUTIONS	524,913	528,013	530,913	533,613	533,613	536,113
TOTAL DEBT SERVICE FUND	4,053,294	4,360,854	4,607,897	4,660,913	4,854,913	5,188,613

FUND DEBT SERVICE FUND	CITY OF TOMBALL DEPARTMENT DEBT SERVICE	DIVISION 300-300 DEBT SERVICE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
6901 INTEREST-BONDS	\$1,249,301	\$1,443,284	\$1,443,284	\$1,352,131
6906 BOND FEES AND COST	\$11,780	\$13,883	\$13,883	\$11,783
6911 PRINCIPAL-BONDS	\$3,048,250	\$3,249,250	\$3,249,250	\$2,990,250
6915 CAPITAL LEASE PAYMENTS	\$71,123	\$73,463	\$73,463	\$75,880
DEBT	\$4,380,454	\$4,779,880	\$4,779,880	\$4,430,044
TOTAL DEBT SERVICE	\$4,380,454	\$4,779,880	\$4,779,880	\$4,430,044

**City of Tomball
Debt Service Fund
Consolidated Debt Payment Schedule
2018-2019 Annual Budget**

Fiscal Year	Principal	Interest	Total
2019	3,066,130	1,352,129	4,418,259
2020	3,094,626	1,256,365	4,350,991
2021	3,127,705	1,161,571	4,289,276
2022	3,163,618	1,060,307	4,223,925
2023	2,766,370	961,481	3,727,851
2024	2,224,211	874,142	3,098,353
2025	2,262,146	788,682	3,050,828
2026	2,200,000	700,775	2,900,775
2027	2,240,000	622,975	2,862,975
2028	2,280,000	551,425	2,831,425
2029	2,325,000	476,775	2,801,775
2030	2,365,000	399,406	2,764,406
2031	2,415,000	317,959	2,732,959
2032	2,470,000	232,122	2,702,122
2033	1,510,000	163,300	1,673,300
2034	970,000	121,250	1,091,250
2035	970,000	87,300	1,057,300
2036	970,000	52,744	1,022,744
2037	970,000	17,581	987,581
Total	\$ 41,389,806	\$ 11,198,288	\$ 52,588,094



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	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2019	2/15/2019	470,250	3.000%	34,414	504,664	
	8/15/2019			27,360	27,360	532,024
2020	2/15/2020	461,250	4.000%	27,360	488,610	
	8/15/2020			18,135	18,135	506,745
2021	2/15/2021	456,750	4.000%	18,135	474,885	
	8/15/2021			9,000	9,000	483,885
2022	2/15/2022	450,000	4.000%	9,000	459,000	459,000
Total		\$ 1,838,250		\$ 143,404	\$ 1,981,654	\$ 1,981,654

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

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2019	2/15/2019	635,000	3.000%	196,319	831,319	
	8/15/2019			186,794	186,794	1,018,113
2020	2/15/2020	650,000	3.000%	186,794	836,794	
	8/15/2020			177,044	177,044	1,013,838
2021	2/15/2021	670,000	3.000%	177,044	847,044	
	8/15/2021			166,994	166,994	1,014,038
2022	2/15/2022	690,000	3.000%	166,994	856,994	
	8/15/2022			156,644	156,644	1,013,638
2023	2/15/2023	710,000	3.000%	156,644	866,644	
	8/15/2023			145,994	145,994	1,012,638
2024	2/15/2024	730,000	3.250%	145,994	875,994	
	8/15/2024			134,131	134,131	1,010,125
2025	2/15/2025	755,000	3.500%	134,131	889,131	
	8/15/2025			120,919	120,919	1,010,050
2026	2/15/2026	780,000	3.625%	120,919	900,919	
	8/15/2026			106,781	106,781	1,007,700
2027	2/15/2027	810,000	3.750%	106,781	916,781	
	8/15/2027			91,594	91,594	1,008,375
2028	2/15/2028	840,000	4.000%	91,594	931,594	
	8/15/2028			74,794	74,794	1,006,388
2029	2/15/2029	870,000	4.000%	74,794	944,794	
	8/15/2029			57,394	57,394	1,002,188
2030	2/15/2030	900,000	4.000%	57,394	957,394	
	8/15/2030			39,394	39,394	996,788
2031	2/15/2031	935,000	4.125%	39,394	974,394	
	8/15/2031			20,109	20,109	994,503
2032	2/15/2032	975,000	4.125%	20,109	995,109	995,109
Total		\$ 10,950,000		\$ 3,153,488	\$ 14,103,488	\$ 14,103,488

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	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2019	2/15/2019	530,000	1.050%	19,164	549,164	
	8/15/2019			16,381	16,381	565,545
2020	2/15/2020	545,000	1.250%	16,381	561,381	
	8/15/2020			12,975	12,975	574,356
2021	2/15/2021	550,000	1.400%	12,975	562,975	
	8/15/2021			9,125	9,125	572,100
2022	2/15/2022	560,000	1.550%	9,125	569,125	
	8/15/2022			4,785	4,785	573,910
2023	2/15/2023	580,000	1.650%	4,785	584,785	584,785
Total		\$ 2,765,000		\$ 105,696	\$ 2,870,696	\$ 2,870,696

*Tax supported 100% 2015 to 2023

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

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2019	2/15/2019	380,000	2.000%	79,956	459,956	
	8/15/2019			76,156	76,156	536,113
2020	2/15/2020	385,000	2.000%	76,156	461,156	
	8/15/2020			72,306	72,306	533,463
2021	2/15/2021	395,000	2.000%	72,306	467,306	
	8/15/2021			68,356	68,356	535,663
2022	2/15/2022	405,000	2.000%	68,356	473,356	
	8/15/2022			64,306	64,306	537,663
2023	2/15/2023	415,000	2.000%	64,306	479,306	
	8/15/2023			60,156	60,156	539,463
2024	2/15/2024	430,000	2.000%	60,156	490,156	
	8/15/2024			55,856	55,856	546,013
2025	2/15/2025	440,000	2.000%	55,856	495,856	
	8/15/2025			51,456	51,456	547,313
2026	2/15/2026	450,000	2.000%	51,456	501,456	
	8/15/2026			46,956	46,956	548,413
2027	2/15/2027	460,000	2.250%	46,956	506,956	
	8/15/2027			41,781	41,781	548,738
2028	2/15/2028	470,000	2.250%	41,781	511,781	
	8/15/2028			36,494	36,494	548,275
2029	2/15/2029	485,000	2.500%	36,494	521,494	
	8/15/2029			30,431	30,431	551,925
2030	2/15/2030	495,000	2.750%	30,431	525,431	
	8/15/2030			23,625	23,625	549,056
2031	2/15/2031	510,000	3.000%	23,625	533,625	
	8/15/2031			15,975	15,975	549,600
2032	2/15/2032	525,000	3.000%	15,975	540,975	
	8/15/2032			8,100	8,100	549,075
2033	2/15/2033	540,000	3.000%	8,100	548,100	548,100
Total		\$ 6,785,000		\$ 1,383,869	\$ 8,168,869	\$ 8,168,869

City of Tomball
2015 Lease Purchase- Pierce Velocity Fire Truck
Issue Date : October 23, 2014

Fiscal Year	Payment Date	Principal	Interest	Total P & I	Fiscal Year Total
2019	10/23/2018	75,880	19,298	95,178	95,178
2020	10/23/2019	78,376	16,801	95,177	95,177
2021	10/23/2020	80,955	14,223	95,178	95,178
2022	10/23/2021	83,618	11,559	95,177	95,177
2023	10/23/2022	86,370	8,808	95,178	95,178
2024	10/23/2023	89,211	5,967	95,178	95,178
2025	10/23/2024	92,146	3,032	95,178	95,178
Total		<u>\$ 586,556</u>	<u>\$ 79,688</u>	<u>\$ 666,244</u>	<u>\$ 666,244</u>

City of Tomball
Combination Tax & Revenue Certificates of Obligation, Series 2016
\$20,240,000 - Tax Supported 100%
Issue Date : 12/15/2016
Sale Date: 12/20/16
Projects: Medical Complex Drive Segment 4B; Persimmon Street

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2019	2/15/2019	975,000.00	5.000%	360,331	1,335,331	1,671,288
	8/15/2019			335,956	335,956	
2020	2/15/2020	975,000.00	4.000%	335,956	1,310,956	1,627,413
	8/15/2020			316,456	316,456	
2021	2/15/2021	975,000.00	4.000%	316,456	1,291,456	1,588,413
	8/15/2021			296,956	296,956	
2022	2/15/2022	975,000.00	5.000%	296,956	1,271,956	1,544,538
	8/15/2022			272,581	272,581	
2023	2/15/2023	975,000.00	5.000%	272,581	1,247,581	1,495,788
	8/15/2023			248,206	248,206	
2024	2/15/2024	975,000.00	5.000%	248,206	1,223,206	1,447,038
	8/15/2024			223,831	223,831	
2025	2/15/2025	975,000.00	5.000%	223,831	1,198,831	1,398,288
	8/15/2025			199,456	199,456	
2026	2/15/2026	970,000.00	5.000%	199,456	1,169,456	1,344,663
	8/15/2026			175,206	175,206	
2027	2/15/2027	970,000.00	3.000%	175,206	1,145,206	1,305,863
	8/15/2027			160,656	160,656	
2028	2/15/2028	970,000.00	3.000%	160,656	1,130,656	1,276,763
	8/15/2028			146,106	146,106	
2029	2/15/2029	970,000.00	3.000%	146,106	1,116,106	1,247,663
	8/15/2029			131,556	131,556	
2030	2/15/2030	970,000.00	3.000%	131,556	1,101,556	1,218,563
	8/15/2030			117,006	117,006	
2031	2/15/2031	970,000.00	3.125%	117,006	1,087,006	1,188,856
	8/15/2031			101,850	101,850	
2032	2/15/2032	970,000.00	3.250%	101,850	1,071,850	1,157,938
	8/15/2032			86,088	86,088	
2033	2/15/2033	970,000.00	3.500%	86,088	1,056,088	1,125,200
	8/15/2033			69,113	69,113	
2034	2/15/2034	970,000.00	3.500%	69,113	1,039,113	1,091,250
	8/15/2034			52,138	52,138	
2035	2/15/2035	970,000.00	3.500%	52,138	1,022,138	1,057,300
	8/15/2035			35,163	35,163	
2036	2/15/2036	970,000.00	3.625%	35,163	1,005,163	1,022,744
	8/15/2036			17,581	17,581	
2037	2/15/2037	970,000.00	3.625%	17,581	987,581	987,581
Total		\$ 18,465,000		\$ 6,332,144	\$ 24,797,144	\$ 24,797,144

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
City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Transfers from General Fund	1,209,747	1,161,277	1,980,000	1,490,000	1,490,000	1,563,000
Transfers from Enterprise Fund	(424,208)	398,053	1,229,505	55,000	855,000	1,123,644
Transfers from Other Sources	-	-	1,789,524	310,000	310,000	300,000
Certificates of Obligation	-	-	21,146,430	-	-	-
TEDC Contributions	71,841	-	-	-	-	-
Other Revenue Sources	73,752	1,498	-	625,000	625,000	-
Interest	11,424	50,147	296,907	261,000	570,000	500,000
Total	\$ 942,556	\$ 1,610,975	\$ 26,442,366	\$ 2,741,000	\$ 3,850,000	\$ 3,486,644
Expenditures:						
Capital Outlay - General Fund	3,152,769	1,431,921	2,555,829	10,675,000	7,114,491	15,502,836
Capital Outlay - Enterprise Fund	-	-	-	2,117,232	1,688,096	3,237,927
Debt Service	-	-	396,430	-	-	-
Total	\$ 3,152,769	\$ 1,431,921	\$ 2,952,259	\$ 12,792,232	\$ 8,802,587	\$ 18,740,763
Revenues Over (Under) Expenditures	\$ (2,210,213)	\$ 179,054	\$ 23,490,107	\$ (10,051,232)	\$ (4,952,587)	\$ (15,254,119)
Beginning Fund Balance	\$ 14,491,441	\$ 12,281,228	\$ 12,460,282	\$ 35,950,389	\$ 35,950,389	\$ 30,997,802
Ending Fund Balance	\$ 12,281,228	\$ 12,460,282	\$ 35,950,389	\$ 25,899,157	\$ 30,997,802	\$ 15,743,683

**CITY OF TOMBALL
CAPITAL PROJECTS FUND - 400**

	2015	2016	2017	2018	2018	2019
CAPITAL PROJECTS	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5740 GRANTS	-	-	-	625,000	625,000	-
5770 TEDC CONTRIBUTIONS	71,841	-	-	-	-	-
5800 INTEREST INCOME	11,424	50,147	296,907	261,000	570,000	500,000
5820 DRAINAGE CAPITAL RECOVERY FEES	73,752	1,498	-	-	-	-
5900 DEBT PROCEEDS	-	-	20,234,743	-	-	-
5901 PREMIUM ON BONDS	-	-	911,687	-	-	-
5910 TRANSFER FROM GENERAL FUND	1,209,747	1,161,277	1,980,000	1,490,000	1,490,000	1,563,000
5911 TRANSFER FROM UTILITY FUND	(424,208)	398,053	1,229,505	55,000	855,000	1,123,644
5961 TRANSFERS IN	-	-	1,789,524	310,000	310,000	300,000
TOTAL CAPITAL PROJECTS	942,556	1,610,975	26,442,366	2,741,000	3,850,000	3,486,644

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT RED LIGHT	DIVISION 400-121
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6409 SYSTEM EXPANSION	\$135,584	\$0	\$310,000	\$0
CAPITAL OUTLAY	\$135,584	\$0	\$310,000	\$0
TOTAL GENERAL-PARKS	\$135,584	\$0	\$310,000	\$0

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT PARKS	DIVISION 400-153 PARKS
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6409 SYSTEM EXPANSION	\$201,296	\$1,405,000	\$1,392,455	\$582,870
CAPITAL OUTLAY	\$201,296	\$1,405,000	\$1,392,455	\$582,870
TOTAL GENERAL-PARKS	\$201,296	\$1,405,000	\$1,392,455	\$582,870

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT STREETS	DIVISION 400-154 STREETS
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$2,218,949	\$9,270,000	\$5,412,036	\$14,919,966
CAPITAL OUTLAY	\$2,218,949	\$9,270,000	\$5,412,036	\$14,919,966
TOTAL GENERAL-STREETS	\$2,218,949	\$9,270,000	\$5,412,036	\$14,919,966

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT DEBT SERVICE	DIVISION 400-300 DEBT SERVICE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6906 BOND FEES AND COST	\$396,430	\$0	\$0	\$0
DEBT	\$396,430	\$0	\$0	\$0
TOTAL DEBT SERVICE	\$396,430	\$0	\$0	\$0

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT UTILITY-WATER	DIVISION 400-613 UTILITY-WATER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$617,232	\$188,096	\$601,905
CAPITAL OUTLAY	\$0	\$617,232	\$188,096	\$601,905
TOTAL UTILITY-WATER	\$0	\$617,232	\$188,096	\$601,905

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT UTILITY-SEWER	DIVISION 400-614 UTILITY-SEWER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$1,500,000	\$1,500,000	\$2,636,022
CAPITAL OUTLAY	\$0	\$1,500,000	\$1,500,000	\$2,636,022
TOTAL UTILITY-SEWER	\$0	\$1,500,000	\$1,500,000	\$2,636,022

City of Tomball
 460-Capital Projects Fund - Business Park
 City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Interest	7,951	16,558	13,264	6,000	15,000	5,000
Total	\$ 7,951	\$ 16,558	\$ 13,264	\$ 6,000	\$ 15,000	\$ 5,000
Expenditures:						
Capital Outlay	1,658,320	5,636,263	125,642	-	-	-
Total	\$ 1,658,320	\$ 5,636,263	\$ 125,642	\$ -	\$ -	\$ -
Revenues Over (Under)						
Expenditures	\$ (1,650,369)	\$ (5,619,705)	\$ (112,378)	\$ 6,000	\$ 15,000	\$ 5,000
Beginning Fund Balance	\$ 8,305,489	\$ 6,655,120	\$ 1,035,415	\$ 923,037	\$ 923,037	\$ 938,037
Ending Fund Balance	\$ 6,655,120	\$ 1,035,415	\$ 923,037	\$ 929,037	\$ 938,037	\$ 943,037

**CITY OF TOMBALL
BUSINESS PARK PROJECTS FUND - 460**

	2015	2016	2017	2018	2018	2019
BUSINESS PARK PROJECTS	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	7,951	16,558	13,264	6,000	15,000	15,000
TOTAL BUSINESS PARK PROJECTS	7,951	16,558	13,264	6,000	15,000	15,000

FUND BUSINESS PARK	CITY OF TOMBALL DEPARTMENT TEDC BUSINESS PARK	DIVISION 460-460 TEDC BUSINESS PARK
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6409 SYSTEM EXPANSION	\$125,642	\$0	\$0	\$0
CAPITAL OUTLAY	\$125,642	\$0	\$0	\$0
DEBT	\$0	\$0	\$0	\$0
TOTAL TEDC BUSINESS PARK	\$125,642	\$0	\$0	\$0

**CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2018**

PROJECT #	PROJECT NAME	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	PAID TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
161	Rudolph Road and Utilities	Project includes land acquisition and providing street and utility improvements to current standards as a collector street FY2012 EF Reprogrammed from 400-615-6409 FY2012 EF 400-613-6409 FY2012 EF 400-614-6409 FY2012 EF 400-615-6409 FY2012 EF reprogrammed from 400-614-6409 FY2012 GF 400-154-6409 FY2013 EF Reprogrammed from 400-614-6409 FY2019 EF 400-614-6409 (Supplemental)	\$ 62,507 \$ 46,656 \$ 45,617 \$ 49,481 \$ 34,387 \$ 59,489 \$ 2,084 \$ 180,000	\$ 480,221.01	\$ 80,083.80	\$ 400,137.21
180	M121 Final Phase (Bond Funded)	Consists of two drainage channels, i.e. 121W & 121E. M500 reduce detention Basin. Serving a central area of Tomball. Project to alleviate conditions that cause localized flooding and on-site detention. M121 West is being constructed with bond funds. FY2012 Bonds 400-154-6409 FY2015 Bonds 400-154-6409 Reprogrammed from Proj 180 to 181 Harris county reimbursement for purchase of land (Estimated amount) FY2019 Bonds 400-154-6409 Reprogrammed to Proj 181	\$ 10,801,102 \$ (266,267) \$ 800,000 \$ (40,752)	\$ 11,294,083	\$ 4,574,367	\$ 6,719,716
186	Downtown Development (Main Street)	Development of the Downtown area, Main street to Four Corners FY2014 RLC 400-121-6409 FY2014 GF 400-154-6409 FY2014 GF 400-154-6409 FY2015 GF 400-154-6409 FY2015 GF 400-154-6409 FY2015 RLC 400-121-6409 Reprogrammed from Medical District Sidewalks	\$ 100,000 \$ 75,000 \$ 500,000 \$ 50,000 \$ 400,000 \$ 34,633	\$ 1,159,633	\$ 96,456	\$ 1,063,178
207	2920 Main St. Project	Funding for major improvements to FM2920 (Main Street) from the downtown area to Four Corners in conjunction with H-GAC and TxDOT. Initial funding for surveying, engineering, and right of way acquisition. (Cap \$3M) FY2017 400-154-6409 FY2018 400-154-6409 FY2019 400-154-6409	\$ 1,500,000 \$ 250,000 \$ 250,000	\$ 2,000,000	\$ -	\$ 2,000,000
PROJ 186 & 207 NET TOTAL						\$ 3,063,178
188	Broussard Community Park	Community Park located on E. Hufsmith near the intersection of Zion Rd. The park will include soccer fields and interactive areas. FY2015 GF 100-153-6409 FY2015 GF 400-153-6409 FY2016 GF 400-153-6409 FY2017 GF 400-153-6409 FY2018 GF 400-153-6409 FY2018 PARKS AND WILDLIFE - Approved Reim. Grant FY2019 GF 400-153-6409	\$ 43,803 \$ 156,197 \$ 100,000 \$ 300,000 \$ 200,000 \$ 400,000 \$ 350,000	\$ 1,550,000	\$ 922,286	\$ 627,714
195	Wayne Stovall Sports Complex Improvement	Funding for additional improvements to Wayne Stovall Sports Complex including concession stands and replacement of FY2016 100-153-6207 FY2017 400-153-6409 FY2018 400-153-6409	\$ 195,580 \$ 180,000 \$ 380,000	\$ 755,580	\$ 370,047	\$ 385,533
198	Upgrades to NWWTP	Replace electrical conductors, and clarifier equipment, inspect and rehab hydro tanks in the non-potable water system, replace air lift pump controls and new sluice gate, replace electric conduits in the dechlorination and chlorination systems and sludge thickener. FY2016 EF 400-614-6409 FY2017 EF 400-614-6409 FY2017 EF 400-614-6409	\$ 450,000 \$ 1,388,135 \$ 1,000,000	\$ 2,838,135	\$ -	\$ 2,838,135
199	Upgrades to SWWTP	Install new vertical turbine pumps, extend piping and relocate flow meters, renovate operations building FY2016 EF 400-614-6409 FY2017 EF 400-614-6409	\$ 200,000 \$ 448,525	\$ 648,525	\$ -	\$ 648,525
202	Critical Needs Assessment - Improvements	Freeze & Nichols Critical Needs Assessment Report recommendations for improvements/upgrades to both the north and south wastewater treatment plants. FY2018 EF 400-614-6409 (Budget Request) - Projection FY2019 EF 400-614-6409 (Supplemental) - Budget	\$ 800,000 \$ 1,078,744	\$ 1,878,744	\$ 1,903,749	\$ (25,005)
WWTP PROJ 198 / 199 / 202						\$ 3,461,655
201	Sewer Modeling	Create a computer model of the sewer system using GIS to represent how it performs in the field to assess and predict performance changes FY2017 EF 400-614-6409 FY2019 EF 400-614-6409	\$ 150,000 \$ 44,900	\$ 194,900	\$ 192,587	\$ 2,313
203	Medical Complex Drive Segment 4B and M118 (Proposed bond funded)	Construct a two lane roadway and install utilities between South Persimmon east to Hufsmith Kohville and construct M118 drainage channel south of the Medical Complex Drive FY2017 GF 400-154-6409	\$ 20,225,000	\$ 20,225,000	\$ 958,341	\$ 19,266,659
205	Sidewalks	FY2017- Quinn and Holderreith - \$323,541 (121) FY2018 -Theis and Johnson - \$310,000 (121) FY2018 - S of Commerce, Elm to Cherry \$100,406 (154) FY2018 - W of Walnut, Commerce to N of Main \$18,646 FY2018 - S of Market, Whip.Willow to Cherry \$22,950 (154) FY2018 - N of Market from Cherry to Walnut \$48,768 (154) FY2019 Alley/Market Street Sidewalks \$713,000 (154) FY2017 Red Light - RLC 400-121-6409 FY2017 Red Light - RCL 400-121-6409 to Proj 194 FY2018 Red Light - 400-121-6409 FY2018 GF - 400-154-6409 FY2019 GF - 400-154-6409	\$ 323,541 \$ (82,959) \$ 310,000 \$ 200,000 \$ 713,000	\$ 1,480,097	\$ 403,262	\$ 1,076,835

**CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2018**

PROJECT #	PROJECT NAME	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	PAID TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
		FY2019 GF - 400-154-6409 Reprogrammed from Proj 103	\$ 16,515			
206	East Side Water Loop Line	Install water line beginning at Snook, east on Hufsmith, around to Broussard Park and then west on Zion Rd. to form a loop on the east side of the City. FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed	\$ 145,479 \$ 69,718 \$ 29,014 \$ 89,806 \$ 465,983	\$ 800,001	\$ 213,212	\$ 586,788
208	Sherwood Forest Drainage Improvements	Drainage improvements along Winfro Drive, Limerick Lane, Wickford Drive within the Sherwood Forest Subdivision at Zion Road FY2018 GF 400-154-6409 Reprogrammed from proj 205 - Sidewalks FY2019 GF 400-154-6409 Reprogrammed from Proj 103	\$ 276,358 \$ 55,404	\$ 331,762	\$ 332,412	\$ (650)
210	2017 Water Modeling	Study showing different water demand scenarios including fire flow demands will be modeled through the City. FY2017 EF 400-613-6409 FY2018 EF 400-613-6409 FY2019 EF 400-613-6409	\$ 20,000 \$ 55,000 \$ 798	\$ 75,798	\$ 76,630	\$ (833)
211	Public Works Parking Lot Expansion	Expanding Public Works Parking lot in two phases. Phase 1 will be directly in front of the administrative building. Phase 2 will be directly in front of the service center. Each phase is \$230,000 FY2018 GF 400-154-6409	\$ 460,000	\$ 460,000	\$ 26,725	\$ 433,275
179	Tomball Business and Technology Park (bond funded)	Located at the NW corner of Hufsmith Kohrville and Holderrieth Road for the development of a Business Park FY2013-Bond Funded - 460-460-6409	\$ 8,500,000	\$ 8,500,000	\$ 7,636,574	\$ 863,426
	NWWTP Sewer Effluent Reuse	Study to determine if the treated water can be used for FY2014 EF 400-614-6409	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
	SWWTP Expansion	Initial Study to determine if the SWWTP needs to be expanded and when design should begin FY2014 EF 400-614-6409	\$ 75,000	\$ 75,000	\$ -	\$ 75,000
	M&R Matheson Park	Needed improvements to Mathson Park including completion of replacement of fencing, mulch, addition of retaining wall, and new playground equipment FY2019 GF 400-153-6409 (Supplemental)	\$ 100,000	\$ 100,000	\$ -	\$ 100,000
	Computer Aided Design	computer systems (or workstations) to aid in the creation, modification, analysis, or optimization of a design.[1] CAD software is used to increase the productivity of the designer, improve the quality of design, improve communications through documentation, and to create a database for FY2019 GF 400-117-6409 (Supplemental)	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
	Design of SCADA	Create the platform and basis of a SCAD (Supervisory control and data acquisition) system for all the utilities - water, sewer, and gas FY2019 EF 400-614-6409 (Supplemental) FY2019 EF 400-613-6409 (Supplemental)	\$ 30,000 \$ 30,000	\$ 60,000	\$ -	\$ 60,000
	Impact Fee Update	FY2019 EF 400-614-6409 (Supplemental) FY2019 EF 400-613-6409 (Supplemental)	\$ 30,000 \$ 30,000	\$ 60,000	\$ -	\$ 60,000
	Drainage Capital Recovery	Fund Balance FY2012 FY2013 Budget for project 184 FY2015 FY2016 FY2019	\$ 139,611 \$ (51,000) \$ 73,752 \$ 1,498 \$ 1,885	\$ 165,747	\$ -	\$ 165,747

PROJECT ACCOUNTS	DETAIL OF CASH ALLOCATED FOR PROJECT	EXPENSE TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
100-153-6207	195,580	195,580.00	-
100-153-6409	43,803	43,803.00	-
400-117-6409	150,000		
400-121-6409	685,216	386,192.10	299,023.55
400-153-6409	1,766,197	1,060,475.53	705,721.47
400-154-6409	36,459,648	6,175,888.88	30,283,758.82
400-454-6304	49,115	49,114.98	-
400-613-6304	-	2,160.00	(2,160.00)
400-613-6409	982,454	304,857.59	677,596.64
400-614-6409	6,030,079	2,111,994.80	3,918,083.93
400-615-6304	-	1,400.68	(1,400.68)
400-615-6409	111,988	2,603.50	109,384.30
HOSPITAL GRANT	#REF!	#REF!	#REF!
PARKS AND WILDLIFE	400,000	-	400,000.00
460-460-6409	8,500,000	7,636,574.34	863,425.66
TOTAL FOR FUND 400	#REF!	#REF!	#REF!

Funding vs. Contract

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 FY 2018 in the Enterprise Fund is projected to be \$8,171,652. Revenues for the past fiscal year, projected at \$11,430,646 are expected to come in approximately \$1,542,050 more than budget. Utility Fund revenues have slightly increased due to both mild winters and higher than normal amounts of rainfall in the summer.

Operating expenses for FY 2018 are projected to come in approximately \$382,781 more than budget. Projected ending Fund Balance of \$8,171,652 represents 72% 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%.

2018-2019 Budget Revenues

Projected revenues for FY 2019 are \$11,728,140. This amount is \$1,839,544 or 18.6% more than revenues budgeted for FY 2018. This increase based upon an expected mild winter and rainfall projections in 2019. All utility rates will remain the same as those adopted for FY 2018. 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 2019 is \$12,954,269, which is \$1,945,356 or 17.67% more than the current budget for FY 2018. The proposed budget for the Enterprise Fund does include non-recurring Supplemental programs totaling \$1,965,244. Proposed capital related expenses in the Enterprise Fund for FY 2019 is \$ 1,123,644.

Budgeted ending Fund Balance for FY 2018 of \$6,294,492 provides fund balance reserves of 49% of operating expenses. Budgeted net system revenues available for debt service of \$651,031 provide a debt coverage ratio on revenue bond debt of 188%. It is a goal of the Enterprise Fund to provide a level of coverage to demonstrate the strength of the system.

Enterprise Fund - 600
Statement of Revenues, Expenditures, and Changes in Fund Balance
City Manager 2018-2019 Adopted Budget

	FY2015	FY2016	FY2017	FY2018	FY2018	FY2019
	Actuals	Actuals	Actuals	Budget	Projection	Budget
Operating Revenues:						
Water sales	4,447,785	4,654,043	5,092,916	4,250,000	4,750,000	4,800,000
Sewer sales	2,320,748	2,316,495	2,434,143	2,125,000	2,450,000	2,500,000
Gas sales	3,295,521	2,844,005	2,655,884	2,600,000	3,200,000	3,300,000
Tap fees	173,983	105,060	129,410	105,000	205,000	170,000
Reconnect fees	24,919	27,394	26,681	27,500	27,000	27,500
Interest	22,668	32,465	60,912	65,000	87,250	71,250
Contributions	670,000	558,148	558,148	558,148	558,148	558,148
Other	167,155	199,590	142,892	157,950	153,250	301,244
Total Operating Revenues	11,122,777	10,737,200	11,100,984	9,888,596	11,430,646	11,728,140
Expenses:						
Enterprise Administration	4,195,752	4,758,133	4,805,717	3,358,652	3,389,014	3,741,683
Utility Billing	246,465	268,105	275,695	383,943	377,856	351,927
Water	2,268,271	2,593,340	3,032,640	3,536,679	3,634,436	4,169,565
Wastewater	1,601,951	2,296,380	2,777,501	1,977,548	2,215,256	2,785,317
Gas	1,687,978	1,215,878	1,353,339	1,752,091	1,775,132	1,905,777
Total Operating Expenses	10,000,417	11,131,836	12,244,892	11,008,913	11,391,694	12,954,269
Net Revenue Available for Debt	1,122,360	(394,636)	(1,143,908)	(1,120,317)	38,952	(1,226,129)
Debt Service	3,314,651	113,075	96,284	679,439	679,439	651,031
Total Debt Service	3,314,651	113,075	96,284	679,439	679,439	651,031
Net Income (Excluding Depr.)	(2,192,291)	(507,711)	(1,240,191)	(1,799,756)	(640,487)	(1,877,160)
Beginning Fund Balance	12,752,332	10,560,041	10,052,330	8,812,139	8,812,139	8,171,652
Ending Fund Balance	10,560,041	10,052,330	8,812,139	7,012,383	8,171,652	6,294,492
Operating Costs per Day						
Fund Balance as % of Operating Costs	106%	90%	72%	64%	72%	49%

**CITY OF TOMBALL
ENTERPRISE FUND - 600**

	2015	2016	2017	2018	2018	2019
ENTERPRISE FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	-	39,850	11,511	15,000	15,000	25,000
5550 MISCELLANEOUS INCOME	873	-	1,158	1,200	1,000	750
5560 RETURNED CHECK FINES	768	433	626	750	750	750
5600 WATER SALES	4,447,785	4,654,043	5,092,916	4,250,000	4,750,000	4,800,000
5610 WATER TAPS	60,035	40,790	46,640	50,000	75,000	55,000
5620 WATER RECONNECT FEES	24,919	27,394	26,681	27,500	27,000	27,500
5630 AMP PLAN BALANCE	1,598	570	(2,021)	1,000	1,500	1,000
5640 SEWER SALES	2,320,748	2,316,495	2,434,143	2,125,000	2,450,000	2,500,000
5650 SEWER TAPS	47,515	21,435	30,940	25,000	55,000	55,000
5670 GAS SALES	3,295,521	2,844,005	2,655,884	2,600,000	3,200,000	3,300,000
5680 GAS TAPS	66,433	42,835	51,830	30,000	75,000	60,000
5690 PENALTIES	108,374	111,565	86,379	100,000	90,000	100,000
5695 ADMINISTRATIVE CHARGES	46,221	47,021	47,794	40,000	45,000	45,000
5770 TEDC CONTRIBUTIONS	670,000	558,148	558,148	558,148	558,148	558,148
5800 INTEREST INCOME	22,668	32,465	60,912	65,000	87,250	71,250
5961 TRANSFER IN	-	-	-	-	-	128,744
5801 UNREALIZED GAIN ON INVESTMENTS	9,321	151	(2,555)	-	-	-
TOTAL ENTERPRISE FUND	11,122,779	10,737,200	11,100,986	9,888,598	11,430,648	11,728,142

Utility Administration – 611

Accomplishments for FY 2017-18

- Communication with all Public Works departments to ensure the daily operation of the overall department
- Continued the 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
- Began training courses for administrative personnel
- Continued Utility Rate Study for city provided services
- Provided construction management to capital projects to the effecting the City's infrastructure including:
 - Zion & E. Hufsmith water and sewer extension
 - Theis Road culvert and ditch improvements (M121)
 - Sidewalks along Holderrieth and Quinn Road
 - Asphalt and concrete street improvements
 - Improvements to Sherwood Forest Drainage
 - Improvements to Broussard Community Park
 - Installation of infrastructure in private developments
- Assist Community Development Department with identified projects including:
 - Impact Fee Study
 - Ally Improvements in Old-Town District

Goals for FY 2018-19

- Create brochures for public outreach to increase awareness of the importance of backflow preventers and maintaining them, including annual inspections
- Establish a maintenance crew to exercise valves and maintain lift stations
- Continue the Utility Infrastructure Replacement Program
- Finalize the Utility Rate Study with presentation to Council and implement needed changes for fiscal year 2019-2020 budget
- Begin Facilities Assessment and Master Plan to determine needed upgrades and improvements to all City facilities

Objectives for FY 2018-19

- Continue public outreach and awareness of the importance of backflow preventers and maintenance

Major Budget Items

- Facilities Assessment and Master Plan Development (\$20,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
611 - Utility Administration

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$465,022	\$375,661	\$374,823	\$383,100
Supplies	\$5,588	\$7,155	\$7,655	\$8,350
Maintenance	\$372	\$150	\$200	\$200
Services and charges	\$52,049	\$86,075	\$116,725	\$82,475
Total Operating Expenditures	\$523,031	\$469,041	\$499,403	\$474,125
Capital Outlay	\$1,472,653	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$2,810,033	\$2,889,611	\$2,889,611	\$3,267,558
Total Expenditures	\$4,805,717	\$3,358,652	\$3,389,014	\$3,741,683

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Public Works Director of Operations	1	1	1
Utility Superintendent	1	1	1
Construction Manager	1	1	1
Project Coordinator	1	1	1
Administrative Assistant	-	-	-
Total	4	4	4

FUND	CITY OF TOMBALL	DIVISION
ENTERPRISE FUND	DEPARTMENT	600-611 ADMINISTRATIVE
	ADMINISTRATIVE	
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$218,458	\$253,403	\$240,883	\$230,245
6003 WAGES-FULL TIME	\$32,900	\$40,491	\$37,747	\$38,504
6005 WAGES-OVERTIME	\$918	\$2,060	\$2,060	\$2,060
6009 WAGES-OTHER	\$13,365	\$0	\$10,254	\$0
6011 VACATION PAY	\$18,588	\$0	\$4,052	\$19,075
6012 SICK PAY	\$8,179	\$2,857	\$3,980	\$15,442
6013 EMERGENCY PAY	\$576	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$2,495	\$2,735	\$2,735	\$2,900
6021 FICA-MED/SS	\$21,934	\$23,696	\$23,303	\$24,177
6022 TMRS-EMPLOYER	\$122,668	\$42,281	\$42,554	\$43,179
6025 WORKER COMPENSATION INSURANCE	\$2,842	\$4,138	\$3,255	\$3,518
6030 EMPLOYEE TUITION REIMBURSEMENT	\$2,941	\$4,000	\$4,000	\$4,000
6040 OTHER POST EMPLOYEMENT BEN.	\$19,158	\$0	\$0	\$0
PERSONNEL SERVICES	\$465,022	\$375,661	\$374,823	\$383,100
6101 OFFICE AND COMPUTER SUPPLIES	\$534	\$1,100	\$1,000	\$1,100
6102 EDUCATIONAL SUPPLIES	\$0	\$800	\$800	\$800
6105 FOOD SUPPLIES	\$1,206	\$750	\$1,500	\$2,000
6107 CLOTHING AND UNIFORMS	\$1,165	\$1,555	\$1,405	\$1,000
6108 FUEL, OIL AND LUBRICANTS	\$2,552	\$2,500	\$2,500	\$3,000
6109 POSTAGE	\$63	\$100	\$100	\$100
6119 OTHER SUPPLIES	\$68	\$350	\$350	\$350
SUPPLIES	\$5,588	\$7,155	\$7,655	\$8,350
6205 VEHICLE EQUIPMENT MAINTENANCE	\$372	\$150	\$200	\$200
REPAIRS AND MAINTENANCE	\$372	\$150	\$200	\$200
6302 PROFESSIONAL SERVICES,ENGINEER	\$0	\$30,000	\$55,000	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$0	\$0	\$0	\$20,000
6312 COMMUNICATION SERVICES	\$43,461	\$42,000	\$46,000	\$46,000
6320 SOFTWARE SERVICE	\$0	\$3,300	\$2,550	\$3,300
6332 TRAVEL AND MEALS	\$794	\$1,000	\$1,000	\$1,000
6333 DUES AND SUBSCRIPTIONS	\$371	\$400	\$400	\$400
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$4,800	\$7,200	\$7,200
6335 ADVERTISING COST	\$1,146	\$0	\$0	\$0
6337 TRAINING	\$1,222	\$4,300	\$4,300	\$4,300
6362 PERMITS AND LICENSES	\$255	\$275	\$275	\$275
SERVICES AND CHARGES	\$52,049	\$86,075	\$116,725	\$82,475
6410 DEPRECIATION EXPENSE	\$1,472,653	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,472,653	\$0	\$0	\$0

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT ADMINISTRATIVE	DIVISION 600-611 ADMINISTRATIVE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6691 TRANSFERS OUT	\$2,342,169	\$2,384,166	\$2,384,166	\$2,530,209
6692 TRANSFER TO EMP. BEN. TRUST	\$467,864	\$505,445	\$505,445	\$542,349
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$195,000
TRANSFERS	\$2,810,033	\$2,889,611	\$2,889,611	\$3,267,558
TOTAL UTILITY-ADMINISTRATIVE	\$4,805,717	\$3,358,652	\$3,389,014	\$3,741,683

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.

FY 2017-18 Accomplishments

- 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.
- Implemented statement billing
- Implemented e-billing

Goals & Objectives for FY 2018-19

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

Major Budgeted Items

- Postage (\$22,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
612 - Utility Billing

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$198,935	\$245,043	\$236,306	\$268,377
Supplies	\$39,887	\$33,100	\$46,350	\$32,850
Maintenance	\$2,650	\$7,500	\$4,000	\$5,000
Services and charges	\$34,223	\$73,300	\$66,200	\$45,700
Total Operating Expenditures	\$275,695	\$358,943	\$352,856	\$351,927
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$0	\$25,000	\$25,000	-
Total Expenditures	\$275,695	\$383,943	\$377,856	\$351,927

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2017	FY2018	FY2019
Billing Supervisor	1	1	1
Customer Service Specialists	2	2	2
Utilities Serviceperson	1	2	2
Total	4	5	5

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY BILLING	DIVISION 600-612 UTILITY BILLING
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$41,887	\$48,954	\$45,649	\$46,533
6003 WAGES-FULL TIME	\$99,304	\$145,833	\$131,893	\$146,718
6005 WAGES-OVERTIME	\$653	\$3,348	\$3,348	\$3,348
6009 WAGES-OTHER	\$7,729	\$0	\$5,190	\$0
6011 VACATION PAY	\$6,910	\$0	\$2,656	\$10,730
6012 SICK PAY	\$5,237	\$0	\$2,792	\$9,494
6013 EMERGENCY PAY	\$366	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$895	\$1,145	\$1,145	\$1,865
6021 FICA-S.S. AND MEDICARE TAXES	\$11,867	\$15,293	\$14,556	\$16,847
6022 TMRS-EMPLOYER	\$22,498	\$27,288	\$26,464	\$30,087
6025 WORKER COMPENSATION INS.	\$1,589	\$3,182	\$2,613	\$2,755
PERSONNEL SERVICES	\$198,935	\$245,043	\$236,306	\$268,377
6101 OFFICE AND COMPUTER SUPPLIES	\$16,168	\$3,200	\$18,200	\$3,200
6105 FOOD SUPPLIES	\$33	\$100	\$100	\$100
6106 MATERIALS AND PARTS	\$177	\$800	\$800	\$800
6107 CLOTHING AND UNIFORMS	\$759	\$3,000	\$3,000	\$3,000
6108 FUEL, OIL AND LUBRICANTS	\$1,400	\$3,500	\$2,000	\$3,500
6109 POSTAGE	\$21,055	\$22,000	\$22,000	\$22,000
6119 OTHER SUPPLIES	\$295	\$500	\$250	\$250
SUPPLIES	\$39,887	\$33,100	\$46,350	\$32,850
6203 RADIO EQUIPMENT MAINTENANCE	\$1,945	\$6,500	\$3,000	\$4,000
6205 VEHICLE MAINTENANCE	\$705	\$1,000	\$1,000	\$1,000
REPAIRS AND MAINTENANCE	\$2,650	\$7,500	\$4,000	\$5,000
6304 PROFESSIONAL SERVICES,OTHER	\$14,971	\$27,500	\$20,000	\$20,000
6312 COMMUNICATION SERVICES	\$1,863	\$2,000	\$2,400	\$2,400
6320 SOFTWARE SERVICE	\$0	\$20,000	\$20,000	\$0
6329 OTHER SERVICES	\$13,364	\$17,000	\$17,000	\$17,000
6332 TRAVEL AND MEALS	\$1,288	\$1,500	\$1,800	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$95	\$300	\$300	\$300
6337 TRAINING	\$850	\$1,500	\$1,200	\$1,000
6362 PERMITS AND LICENSES	\$1,792	\$3,500	\$3,500	\$3,500
SERVICES AND CHARGES	\$34,223	\$73,300	\$66,200	\$45,700
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$25,000	\$25,000	\$0
TRANSFERS	\$0	\$25,000	\$25,000	\$0
TOTAL UTILITY BILLING	\$275,695	\$383,943	\$377,856	\$351,927

Water Department – 613

Accomplishments for FY 2017-18

- Continued daily operation and maintenance of the water distribution system and components including water lines, wells, tanks, and meters
- Continued required training for employees to obtain or maintain current licensing with the state
- Provided support to other departments as needed, including festivals
- Installed water taps as requested by developers or residents
- Responded to emergency calls for service for water leaks due to:
 - Damage on the main water line
 - Potential leaks on City line resulting in determination of damage to resident lines
- Continued required dosage of chemicals to water supply including chlorine and fluoride
- Completed required testing on water supply system based on TCEQ requirements and submitted results to the state:
 - Monthly testing for fluoride
 - Quarterly testing for Disinfectant
 - Annual lead and copper testing
- Completed daily logs to track water consumption throughout the City's five active water wells
 - Pine Street 1
 - Pine Street 2
 - School Street
 - Water Well 5
 - Water Well 6
- Continued conversion of water meters to AMR
 - 26 – 2" meters
 - 51 – ¾" meters
- Completed Water Master Plan study (Water Modeling)
- Completed repairs to the pump due to electrical failure on Pine Street Water Well 2
- Began installation of water line east on Zion Road to begin completion of the East Side Water Loop
- Installed water line at Broussard Community Park for service to the park facilities
- Constructed brush box and debris pad
- Completed the following work orders between October 1, 2017 and September 30, 2018 outside of daily or routine maintenance and service to the water distribution system and components:
 - Water tap for existing customer (upsized or additional) – 2
 - Water tap for new customer – 156
 - Water meter repair – 44
 - Water meter replacement – 31
 - Connect water service – 34
 - Disconnect water service – 98
 - Water turn on (customer request – temporary) – 10
 - Water turn off (customer request – temporary) – 13
 - Dirty water – 71
 - Water leaks – 117
 - Fire hydrant leaks/ repairs – 7
 - Low water pressure – 9
 - Re-read water meter – 2

- Occupation changes – 20
- Water – other – 68

Goals and Objectives for FY 2018-19

- Purchase additional hydrant meters for construction use
- Implement utility trailer for crew response with needed safety equipment including barricades, temporary stop signs, cones, etc.
- Begin surveying and clearing utility easement along Boudreaux road that services Boudreaux Estates and Hoffman Estates
- Begin implementation of water well and ground storage tank rehabilitation program to start with Pine Street Ground Storage Tank
- Continue water meter conversion to AMR of approximately 25 meters per year; project estimated completion three years
- Install water line along East Hufsmith from Zion Road to Snook Lane for system looping

Objectives for FY 2018-19

- Continue required training for employees and seek out additional training courses for the benefit of the department
- Complete inventory listing of all tools on hand and determine the needs of the department

Major Budget Items

- Hydrant Meters (\$8,200)
- Crew Response Utility Trailer (\$8,000)
- Surveying and clearing of utility easement (\$105,000)
- Pine Street Ground Storage Tank Rehabilitation (\$250,000)
- Water Meter Conversion (\$23,300)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
613 - Water

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$443,490	\$466,084	\$390,869	\$476,817
Supplies	\$282,391	\$221,220	\$291,450	\$317,300
Maintenance	\$53,951	\$130,000	\$253,817	\$508,000
Services and charges	\$2,319,098	\$2,549,375	\$2,493,050	\$2,818,350
Total Operating Expenditures	\$3,098,930	\$3,366,679	\$3,429,186	\$4,120,467
Capital Outlay	\$1,890	\$25,000	\$60,250	\$48,300
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	(\$68,180)	\$145,000	\$145,000	\$798
Total Expenditures	\$3,032,640	\$3,536,679	\$3,634,436	\$4,169,565

Supplemental Programs	Recurring	Non-Recur.
Hydrant Meters		\$8,200
Utility Crew Barricades & Response Trailer Modification		\$8,000
Survey Utility Easement		\$105,000
Water Well Maint Program		\$20,000
Rehabilitation of Pine Street GST		\$250,000
Water Meter Conversion to AMR		\$23,300

Staffing	FY2017	FY2018	FY2019
Foreman	1	1	1
Crew Chief	1	1	1
Heavy Equipment Operator	1	1	1
Serviceman	4	4	4
Locator	1	1	1
Utilities Laborer*	0.2	0.2	0.2
Total	8.2	8.2	8.2

*Equivalent of 1 FTE using part time summer labor distributed equally to Streets, Parks, Water, Wastewater and Gas Department

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY-WATER	DIVISION 600-613 UTILITY-WATER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$280,945	\$339,249	\$264,031	\$313,278
6004 WAGES-PART TIME	\$3,071	\$4,635	\$10,000	\$5,150
6005 WAGES-OVERTIME	\$17,528	\$9,785	\$13,285	\$13,648
6006 WAGES-ON CALL	\$0	\$10,300	\$4,000	\$10,300
6009 WAGES-OTHER	\$16,753	\$0	\$5,844	\$0
6011 VACATION PAY	\$19,906	\$0	\$6,254	\$21,143
6012 SICK PAY	\$15,595	\$2,832	\$6,775	\$14,684
6013 EMERGENCY PAY	\$147	\$0	\$636	\$0
6019 MISCELLANEOUS PAY	\$3,840	\$4,345	\$3,305	\$3,675
6021 FICA-MED/SS	\$25,825	\$28,726	\$23,590	\$29,359
6022 TMRS-EMPLOYER	\$49,320	\$50,623	\$41,741	\$51,730
6025 WORKER COMPENSATION INSURANCE	\$10,560	\$11,589	\$9,408	\$9,850
6030 EMPLOYEE TUITION REIMBURSEMENT	\$0	\$4,000	\$2,000	\$4,000
PERSONNEL SERVICES	\$443,490	\$466,084	\$390,869	\$476,817
6101 OFFICE SUPPLIES	\$486	\$200	\$300	\$300
6106 MATERIALS AND PARTS	\$101,738	\$90,000	\$90,000	\$90,000
6107 CLOTHING AND UNIFORMS	\$4,724	\$6,520	\$6,650	\$6,300
6108 FUEL, OIL AND LUBRICANTS	\$11,158	\$12,000	\$12,000	\$12,000
6109 POSTAGE	\$81	\$0	\$0	\$0
6110 CHEMICAL SUPPLIES	\$57,889	\$75,000	\$65,000	\$65,000
6111 TAP SUPPLIES AND COMPONENTS	\$99,441	\$30,000	\$110,000	\$120,000
6119 OTHER SUPPLIES	\$6,874	\$7,500	\$7,500	\$23,700
SUPPLIES	\$282,391	\$221,220	\$291,450	\$317,300
6204 OTHER EQUIPMENT MAINTENANCE	\$1,576	\$2,500	\$55,000	\$5,000
6205 VEHICLE MAINTENANCE	\$2,407	\$2,500	\$4,000	\$3,000
6207 SYSTEM MAINTENANCE	\$49,968	\$125,000	\$194,817	\$250,000
6219 OTHER MAINTENANCE	\$0	\$0	\$0	\$250,000
REPAIRS AND MAINTENANCE	\$53,951	\$130,000	\$253,817	\$508,000
6303 PROFESSIONAL SERVICES,LEGAL	\$24,786	\$0	\$350	\$2,500
6304 PROFESSIONAL SERVICES,OTHER	\$19,818	\$29,000	\$0	\$2,550
6305 N.HARRIS CTY.REG.WATER AUTH.	\$2,084,615	\$2,282,000	\$2,300,000	\$2,600,000
6312 COMMUNICATION SERVICES	\$5,580	\$6,000	\$5,900	\$6,000
6313 UTILITIES-ELECTRIC	\$152,575	\$200,000	\$160,000	\$175,000
6316 PRINTING AND BINDING	\$1,520	\$1,825	\$1,800	\$1,800
6329 OTHER SERVICES	\$3,787	\$1,000	\$0	\$0
6332 TRAVEL AND MEALS	\$62	\$300	\$300	\$300
6333 DUES AND SUBSCRIPTIONS	\$1,019	\$750	\$1,100	\$1,100

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY-WATER	DIVISION 600-613 UTILITY-WATER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6335 ADVERTISING COST	\$432	\$850	\$450	\$450
6336 EQUIPMENT RENTALS	\$539	\$150	\$150	\$150
6337 TRAINING	\$4,287	\$3,500	\$4,500	\$4,500
6361 STUDIES AND ANALYSIS	\$10,342	\$8,500	\$8,500	\$8,500
6362 PERMITS AND LICENSES	\$9,736	\$15,500	\$10,000	\$15,500
SERVICES AND CHARGES	\$2,319,098	\$2,549,375	\$2,493,050	\$2,818,350
6403 MACHINERY AND EQUIPMENT	\$1,890	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$25,000	\$60,250	\$48,300
CAPITAL OUTLAY	\$1,890	\$25,000	\$60,250	\$48,300
BAD DEBTS	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$40,000	\$90,000	\$90,000	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$108,180)	\$55,000	\$55,000	\$798
TRANSFERS	(\$68,180)	\$145,000	\$145,000	\$798
TOTAL UTILITY-WATER	\$3,032,640	\$3,536,679	\$3,634,436	\$4,169,565

Wastewater Department – 614

Accomplishments for FY 2017-18

- Continued daily operation and maintenance of the wastewater collection system and components including transmission lines, manholes, lift stations, and treatment plants
- Continued required training for employees to obtain or maintain current licensing with the state
- Provided support to other departments as needed, including festivals
- Installed sewer taps as requested by developers or residents
- Responded to emergency calls for service for sewer stops due to:
 - Damage on the main wastewater line
 - Potential damage on City line resulting in determination of damage to resident lines
- Continued required dosage of chemicals to wastewater system including chlorine, Sulphur dioxide, liquid polymer, and calcium hypochlorite
- Completed required testing based on guidelines stated in permits obtained from the TCEQ and submitted result to the state:
 - Copper testing
 - Quarterly bio-aquatic testing
- Completed routine maintenance and repairs to the nine city-owned lift stations
- Began construction on needed improvements to the North and South Wastewater Treatment Plants including:
 - North Wastewater Treatment Plant
 - Replaced conductors to electrical manhole
 - Replaced clarifiers
 - Complete rehabilitation of Hydro-tank to the Non-Potable Water System
 - Installed air lift pump controls and sluice gate to aerobic digester
 - Replaced electrical enclosures and conduits to dechlorination system
 - Replaced electrical enclosures, conduits and cylinder scale to chlorination system
 - Replaced MCC's in Administrative/ Lab Building
 - Refurbished existing aeration system
 - Replaced existing pumps to lift station
 - Install sump pumps to flow measuring structure
 - South Wastewater Treatment Plant
 - Installed vertical turbine NPW pumps to the Non-Potable Water System
 - Sealed leaks in mechanical buildings
- Completed permit renewals with the TCEQ for the North and South Wastewater Treatment Plants
- Completed LED lighting upgrade at both treatment plants
- Completed Wastewater Master Plan (Sewer Modeling)
- Completed the following work orders between October 1, 2017 and September 30, 2018 outside of daily or routine maintenance and service to the wastewater collection system and components:
 - Sewer Leaks – 7
 - Sewer repairs – 5
 - Manhole repairs – 5
 - Sewer taps for new customer – 15
 - Sewer stops – 36
 - Occupation changes – 20

- Sewer – other – 20

Goals for FY 2018-19

- Continue construction phase II of the North and South Wastewater Treatment Plant upgrade including:
 - North Wastewater Treatment Plant:
 - Replacement of digester gates
 - South Wastewater Treatment Plant:
 - Addition to Administrative/ Lab building
 - Pump replacement to lift station
 - Repairs to oxidation ditch
 - Extended WAS pipe and relocated flow meters for the RAS pumps
 - Repairs to chlorination system
 - Electrical repairs
- Implement utility trailer for crew response with needed safety equipment including barricades, temporary stop signs, cones, etc.
- Construct storage shed for equipment and tools at North Treatment Plant
- Install DRI Prime Backup System to 2920 Lift Station to ensure continued function in the event of power loss with needed electrical updates and realignment of access road
- Begin implementation of SCADA system for sewer utilities to allow for remote supervisory control
- Begin land acquisition for future construction of sanitary sewer along Rudolph Road
- Install force main along East Hufsmith from Zion to Snook Lane

Objectives for FY 2018-19

- Continue required training for employees and seek out additional training courses for the benefit of the department
- Complete inventory listing of all tools on hand and determine the needs of the department
- Begin area determinations for sanitary sewer camera, cleaning and slip lining based on finding in the Sewer Modeling

Major Budget Items

- Critical Needs Improvements of Treatment Plants (\$900,000)
- T.V and Point Repairs (\$300,000)
- Crew Response Utility Trailer (\$8,000)
- Storage Shed for North Wastewater Treatment Plant (\$40,000)
- DRI Prime Backup System (\$80,000)
- Additional Lawn Mower for North Wastewater Treatment Plant (\$16,000)
- SCADA system implementation (\$30,000)
- Sanitary Sewer for Rudolph Road (\$180,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
614 - Wastewater

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$613,246	\$612,198	\$611,799	\$620,073
Supplies	\$150,322	\$134,870	\$138,875	\$140,000
Maintenance	\$204,747	\$834,000	\$200,817	\$425,000
Services and charges	\$463,235	\$396,480	\$435,115	\$435,600
Total Operating Expenditures	\$1,431,550	\$1,977,548	\$1,386,606	\$1,620,673
Capital Outlay	\$755	-	\$28,650	\$41,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$1,345,196	-	\$800,000	\$1,123,644
Total Expenditures	\$2,777,501	\$1,977,548	\$2,215,256	\$2,785,317

Supplemental Programs	Recurring	Non-Recur.
Utility Crew Barricades & Response Trailer Modification		\$8,000
Storage Shed/Garage - NWWTP		\$40,000
Dri Prime Backup System at 2920 Lift Station		\$80,000
Sanitary Sewer T.V.S and C. Point Repairs & Lining		\$250,000
Additional Lawn Mowers		\$16,000
Critical Needs Improvement		\$950,000
Critical Needs Improvement Additional		\$128,744

Staffing	FY2017	FY2018	FY2019
Crew Chief	2	2	2
Plant Supervisor	1	1	1
Plant Operator	2	2	2
Technician	1	1	1
Serviceman	4	4	4
Part Time Laborer	0.2	0.2	0.2
Total	10.2	10.2	10.2

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY-SEWER	DIVISION 600-614 UTILITY-SEWER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$368,495	\$442,620	\$408,511	\$404,830
6004 WAGES-PART TIME	\$1,670	\$4,635	\$10,000	\$5,150
6005 WAGES-OVERTIME	\$15,184	\$15,862	\$15,862	\$15,862
6006 WAGES-ON CALL	\$40,880	\$25,750	\$30,450	\$25,750
6009 WAGES-OTHER	\$20,908	\$0	\$11,126	\$0
6011 VACATION PAY	\$28,770	\$0	\$10,471	\$28,042
6012 SICK PAY	\$19,086	\$3,861	\$6,613	\$20,478
6013 EMERGENCY PAY	\$725	\$0	\$802	\$0
6019 MISCELLANEOUS PAY	\$4,395	\$4,940	\$4,935	\$4,930
6021 FICA-MED/SS	\$37,085	\$38,409	\$37,481	\$38,796
6022 TMRS-EMPLOYER	\$69,043	\$67,902	\$68,342	\$68,585
6025 WORKER COMPENSATION INSURANCE	\$7,005	\$8,219	\$7,206	\$7,650
PERSONNEL SERVICES	\$613,246	\$612,198	\$611,799	\$620,073
6101 OFFICE AND COMPUTER SUPPLIES	\$238	\$130	\$250	\$300
6105 FOOD SUPPLIES	\$74	\$100	\$50	\$100
6106 MATERIALS AND PARTS	\$47,117	\$20,000	\$20,000	\$20,000
6107 CLOTHING AND UNIFORMS	\$4,912	\$7,240	\$6,200	\$6,500
6108 FUEL, OIL AND LUBRICANTS	\$12,069	\$18,000	\$15,000	\$15,000
6109 POSTAGE	\$69	\$100	\$75	\$100
6110 CHEMICAL SUPPLIES	\$76,959	\$80,000	\$80,000	\$80,000
6119 OTHER SUPPLIES	\$8,884	\$9,300	\$17,300	\$18,000
SUPPLIES	\$150,322	\$134,870	\$138,875	\$140,000
6204 OTHER EQUIPMENT MAINTENANCE	\$19,255	\$20,000	\$20,000	\$20,000
6205 VEHICLE MAINTENANCE	\$7,729	\$4,000	\$6,000	\$5,000
6206 BUILDING MAINTENANCE	\$0	\$0	\$0	\$44,000
6207 SYSTEM MAINTENANCE	\$172,718	\$800,000	\$169,817	\$346,000
6219 OTHER MAINTENANCE	\$5,045	\$10,000	\$5,000	\$10,000
REPAIRS AND MAINTENANCE	\$204,747	\$834,000	\$200,817	\$425,000
6303 PROFESSIONAL SERVICES,LEGAL	\$24,786	\$0	\$315	\$2,500
6304 PROFESSIONAL SERVICES,OTHER	\$29,220	\$20,000	\$25,000	\$30,000
6312 COMMUNICATION SERVICES	\$3,568	\$3,600	\$3,600	\$3,600
6313 UTILITIES-ELECTRIC	\$157,761	\$174,000	\$165,000	\$165,000
6329 OTHER SERVICES	\$122,691	\$100,000	\$120,000	\$120,000
6333 DUES AND SUBSCRIPTIONS	\$1,148	\$880	\$1,200	\$1,500
6335 ADVERTISING COST	\$0	\$0	\$5,000	\$0
6336 EQUIPMENT RENTALS	\$3,895	\$5,000	\$7,000	\$5,000
6337 TRAINING	\$3,038	\$3,000	\$3,000	\$3,000

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY-SEWER	DIVISION 600-614 UTILITY-SEWER
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6361 STUDIES AND ANALYSIS	\$65,418	\$50,000	\$55,000	\$55,000
6362 PERMITS AND LICENSES	\$51,710	\$40,000	\$50,000	\$50,000
SERVICES AND CHARGES	\$463,235	\$396,480	\$435,115	\$435,600
6403 MACHINERY AND EQUIPMENT	\$755	\$0	\$0	\$16,000
6409 SYSTEM EXPANSION	\$0	\$0	\$28,650	\$25,000
CAPITAL OUTLAY	\$755	\$0	\$28,650	\$41,000
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$1,345,196	\$0	\$800,000	\$1,123,644
TRANSFERS	\$1,345,196	\$0	\$800,000	\$1,123,644
DEBT	\$0	\$0	\$0	\$0
TOTAL UTILITY-SEWER	\$2,777,501	\$1,977,548	\$2,215,256	\$2,785,317

Gas Department – 615

Accomplishments for FY 2017-18

- Continued daily operation and maintenance of the gas distribution system and components including gas lines, fittings and valves, regulators, and meters,
- Continued required training for employees to ensure proper maintenance of gas service
 - Monthly safety trainings
 - Poly-welding certifications
 - TGA trainings
 - Line locating training
 - CP trainings
- Provided support to other departments as needed, including festivals
- Installed gas taps as requested by developers or residents
- Responded to emergency calls for service for gas leaks due to:
 - Damage on the main gas line
 - Potential leaks on City line resulting in determination of damage to resident lines
- Worked collaboratively with City first responders to ensure proper response to structure fires to ensure gas is disconnected
- Continued public outreach to create awareness of the safety and importance of natural gas
- Completed annual surveys for gas line safety and Railroad Commission pipeline safety program
- Completed locates of City gas distribution lines as well as water and sewer for request made to 811
- Advertised bi-annual Don't Dig Notice in community newspaper as required by the Railroad Commission
- Completed annual gas audit of City's distribution system as well as administrative policies as outlined in O&M Manual
- Continued dosing of mercaptan, gas odorant and neutralizing control, to ensure detection of a gas leak
- Ensured compliance with Railroad Commission's new DIMP program and maintained excellent standing
- Completed move of gas line along Hufsmith-Kohrville for County Expansion project
- Completed the following work orders between October 1, 2017 and September 30, 2018 outside of daily or routine maintenance and service to the gas distribution system and components:
 - Connect gas service – 44
 - Disconnect gas service – 120
 - Gas tap for new customer – 123
 - Gas tap existing customer (upsized) – 10
 - Gas light ups – 205
 - Gas re-reads – 6
 - Gas pressure – 3
 - Gas meter replacement – 39
 - Gas meter repair – 39
 - Gas leaks – 73
 - Gas turn on (customer request – temporary) – 2
 - Gas turn off (customer request – temporary) – 7
 - Occupation change – 20
 - Gas – other – 56

- Locates for year – approximately 5,000

Goals for FY 2018-19

- Continue public outreach of gas distribution systems
- Implement utility trailer for crew response with needed safety equipment including barricades, temporary stop signs, cones, etc.
- Begin gas meter conversion for profiling to ensure all meters have the capacity to pull a profile for Utility Billing backup - approximately 665 per year; project estimated completion three years

Objectives for FY 2018-19

- Explore additional opportunities for public outreach to bring awareness to the gas distribution system as well as safety
- Determine location of all current steel gas distribution lines in preparation to upgrade to poly gas pipe

Major Budget Items

- Crew Response Utility Trailer (\$8,000)
- Gas Meter Conversion (\$50,000)

CITY OF TOMBALL

2018-2019 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
615 - Gas

Line Item Category	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
Personnel services	\$363,848	\$372,406	\$382,740	\$398,777
Supplies	\$919,756	\$1,311,435	\$1,228,725	\$1,343,000
Maintenance	\$17,644	\$6,500	\$94,817	\$68,500
Services and charges	\$55,958	\$61,750	\$68,850	\$70,500
Total Operating Expenditures	\$1,357,206	\$1,752,091	\$1,775,132	\$1,880,777
Capital Outlay	\$3,645	-	-	\$25,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	(\$7,512)	-	-	-
Total Expenditures	\$1,353,339	\$1,752,091	\$1,775,132	\$1,905,777

Supplemental Programs	Recurring	Non-Recur.
Utility Crew Barricades & Response Trailer Modification		\$8,000
Gas Meter Conversion for Profiling		\$15,000

Staffing	FY2017	FY2018	FY2019
Gas Foreman	1	1	1
Utilities Technician	1	1	1
Utilities Crew Chief	1	1	1
Utilities Serviceman	3	3	3
Part Time Laborer	0.2	0.2	0.2
Total	6.2	6.2	6.2

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY-GAS	DIVISION 600-615 UTILITY-GAS
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6003 WAGES-FULL TIME	\$218,675	\$270,242	\$245,770	\$250,630
6004 WAGES-PART TIME	\$4,466	\$4,635	\$5,000	\$5,150
6005 WAGES-OVERTIME	\$11,916	\$8,240	\$12,240	\$12,360
6006 WAGES-ON CALL	\$23,824	\$15,450	\$25,450	\$25,750
6009 WAGES-OTHER	\$12,131	\$0	\$8,314	\$0
6011 VACATION PAY	\$16,101	\$0	\$8,802	\$15,657
6012 SICK PAY	\$8,726	\$2,983	\$4,880	\$13,617
6013 EMERGENCY PAY	\$0	\$0	\$478	\$0
6019 MISCELLANEOUS PAY	\$2,665	\$2,800	\$2,800	\$2,990
6021 FICA-MED/SS	\$22,137	\$23,525	\$23,601	\$25,057
6022 TMRS-EMPLOYER	\$40,792	\$41,343	\$42,301	\$44,046
6025 WORKER COMPENSATION INSURANCE	\$2,415	\$3,188	\$3,104	\$3,520
PERSONNEL SERVICES	\$363,848	\$372,406	\$382,740	\$398,777
6101 OFFICE SUPPLIES	\$146	\$200	\$250	\$300
6106 MATERIALS AND PARTS	\$56,548	\$80,000	\$80,000	\$80,000
6107 CLOTHING AND UNIFORMS	\$3,282	\$4,860	\$4,975	\$4,200
6108 FUEL, OIL AND LUBRICANTS	\$11,620	\$10,000	\$12,000	\$12,000
6109 POSTAGE	\$430	\$375	\$500	\$500
6110 CHEMICAL SUPPLIES	\$1,552	\$3,000	\$3,000	\$3,000
6111 TAP SUPPLIES AND COMPONENTS	\$13,530	\$3,000	\$20,000	\$25,000
6119 OTHER SUPPLIES	\$14,220	\$10,000	\$8,000	\$18,000
6129 GAS PURCHASES	\$818,428	\$1,200,000	\$1,100,000	\$1,200,000
SUPPLIES	\$919,756	\$1,311,435	\$1,228,725	\$1,343,000
6204 OTHER EQUIPMENT MAINTENANCE	\$1,550	\$500	\$9,500	\$2,000
6205 VEHICLE MAINTENANCE	\$1,436	\$1,000	\$1,500	\$1,500
6207 SYSTEM MAINTENANCE	\$14,658	\$5,000	\$83,817	\$65,000
REPAIRS AND MAINTENANCE	\$17,644	\$6,500	\$94,817	\$68,500
6304 PROFESSIONAL SERVICES,OTHER	\$14,520	\$15,000	\$18,000	\$15,000
6312 COMMUNICATION SERVICES	\$2,638	\$2,500	\$2,650	\$2,700
6313 UTILITIES-ELECTRIC	\$1,656	\$1,800	\$1,600	\$1,800
6322 INSPECTION SERVICES	\$0	\$4,000	\$2,000	\$4,000
6329 OTHER SERVICES	\$4,854	\$3,000	\$4,500	\$4,500
6333 DUES AND SUBSCRIPTIONS	\$1,438	\$1,250	\$4,600	\$1,500
6335 ADVERTISING COST	\$675	\$400	\$7,200	\$7,000
6336 EQUIPMENT RENTALS	\$0	\$3,000	\$2,000	\$3,000
6337 TRAINING	\$27,444	\$28,000	\$22,800	\$28,000

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT UTILITY-GAS	DIVISION 600-615 UTILITY-GAS
DETAILS		

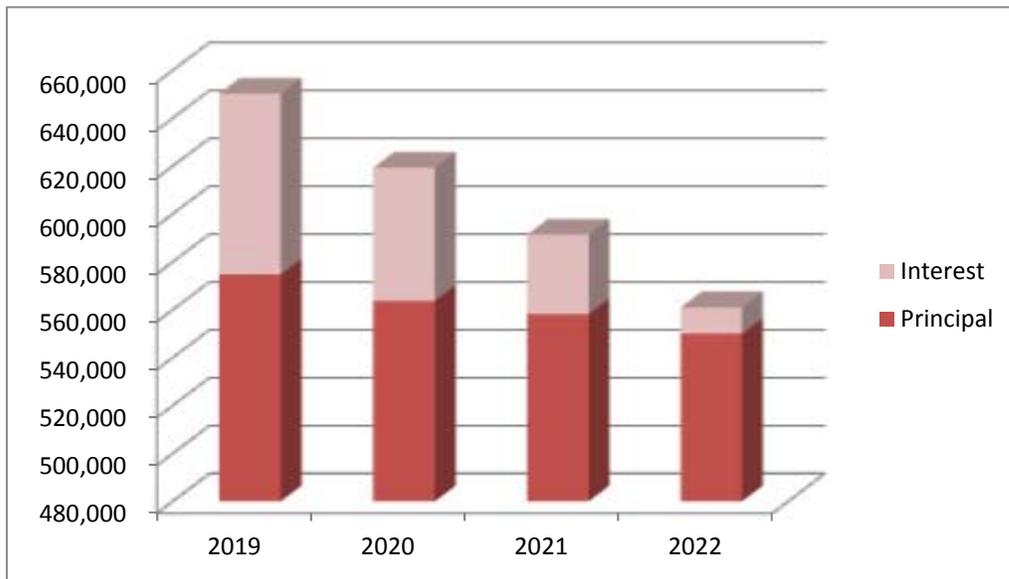
LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6362 PERMITS AND LICENSES	\$2,733	\$2,800	\$3,500	\$3,000
SERVICES AND CHARGES	\$55,958	\$61,750	\$68,850	\$70,500
6403 MACHINERY AND EQUIPMENT	\$3,645	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$25,000
CAPITAL OUTLAY	\$3,645	\$0	\$0	\$25,000
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$7,512)	\$0	\$0	\$0
TRANSFERS	(\$7,512)	\$0	\$0	\$0
TOTAL UTILITY-GAS	\$1,353,339	\$1,752,091	\$1,775,132	\$1,905,777

FUND ENTERPRISE FUND	CITY OF TOMBALL DEPARTMENT DEBT	DIVISION 600-616 DEBT
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6901 INTEREST - BONDS	\$95,514	\$92,909	\$92,909	\$75,501
6906 BOND FEES AND COST	\$770	\$780	\$780	\$780
6911 PRINCIPAL - BONDS	\$0	\$585,750	\$585,750	\$574,750
DEBT	\$96,284	\$679,439	\$679,439	\$651,031
TOTAL DEBT	\$96,284	\$679,439	\$679,439	\$651,031

**City of Tomball
Enterprise Fund
Consolidated Debt Payment Schedule
2018-2019 Annual Budget**

Fiscal Year	Principal	Interest	Total
2019	574,750	75,501	650,251
2020	563,750	55,605	619,355
2021	558,250	33,165	591,415
2022	550,000	11,000	561,000
Total	\$ 2,246,750	\$ 175,271	\$ 2,422,021



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

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2019	2/15/2019	574,750	3.000%	42,061	616,811	
	8/15/2019			33,440	33,440	650,251
2020	2/15/2020	563,750	4.000%	33,440	597,190	
	8/15/2020			22,165	22,165	619,355
2021	2/15/2021	558,250	4.000%	22,165	580,415	
	8/15/2021			11,000	11,000	591,415
2022	2/15/2022	550,000	4.000%	11,000	561,000	561,000
Total		<u>\$ 2,246,750</u>		<u>\$ 175,271</u>	<u>\$ 2,422,021</u>	<u>\$ 2,422,021</u>

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 \$20,000) which have reached or exceeded their useful lives. Resources are acquired through charges to operating departments in the General and Enterprise fund. The Special Revenue (Red Light Camera) fund contributed towards the replacement of the Gyro. 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.

Fleet Replacement Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Transfers - General Fund	502,247	390,000	141,812	274,500	274,500	200,000
Transfers - Enterprise Fund	245,063	-	40,000	115,000	115,000	195,000
Transfers - Special Revenue	20,000	20,000	20,000	20,000	20,000	20,000
Other	12,626	44,982	10,083	-	20,000	10,000
Interest	1,201	5,693	13,390	14,000	24,000	25,000
Total	781,137	460,675	225,285	423,500	453,500	450,000
Expenditures:						
Capital Outlay - General Fund	360,537	312,344	328,291	274,500	424,392	324,808
Capital Outlay - Enterprise Fund	76,628	88,839	88,491	115,000	118,722	139,200
Total	437,165	401,183	416,782	389,500	543,114	464,008
Revenues Over (Under) Expenditures	343,972	59,492	(191,497)	34,000	(89,614)	(14,008)
Beginning Fund Balance	2,475,628	2,819,599	2,879,089	2,687,592	2,687,592	2,597,978
Ending Fund Balance	2,819,599	2,879,089	2,687,592	2,721,592	2,597,978	2,583,970

**CITY OF TOMBALL
FLEET REPLACEMENT FUND**

	2015	2016	2017	2018	2018	2019
FLEET REPLACEMENT FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	12,626	70,095	10,083	-	20,000	10,000
5741 GAIN (LOSS) DISPOSAL CITY PROP	-	(25,113)	-	-	-	-
5800 INTEREST INCOME	1,201	5,693	13,390	14,000	24,000	25,000
5910 TRANSFER FROM GENERAL FUND	502,247	390,000	141,812	274,500	274,500	200,000
5911 TRANSFER FROM UTILITY FUND	245,063	-	40,000	115,000	115,000	195,000
5961 TRANSFER IN	20,000	20,000	20,000	20,000	20,000	20,000
TOTAL FLEET REPLACEMENT FUND	781,137	460,675	225,285	423,500	453,500	450,000

FUND	CITY OF TOMBALL	DEPARTMENT	DIVISION
FLEET REPLACEMENT	GEN FUND FLEET REPLACEMEN	650-651 GEN FUND FLEET	
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6403 MACHINERY AND EQUIPMENT	\$0	\$70,000	\$80,428	\$0
6405 VEHICLE EQUIPMENT	\$37,253	\$204,500	\$343,964	\$324,808
6410 DEPRECIATION EXPENSE	\$291,038	\$0	\$0	\$0
CAPITAL OUTLAY	\$328,291	\$274,500	\$424,392	\$324,808
TOTAL GEN FUND FLEET REPLACEMEN	\$328,291	\$274,500	\$424,392	\$324,808

FUND	CITY OF TOMBALL		DIVISION
FLEET REPLACEMENT	DEPARTMENT		
	UTILITY FUND FLEET REPLAC		650-652 UTILITY FUND FLEET
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6403 MACHINERY AND EQUIPMENT	\$0	\$60,000	\$63,000	\$85,200
6405 VEHICLE EQUIPMENT	\$5,133	\$55,000	\$55,722	\$54,000
6410 DEPRECIATION EXPENSE	\$83,358	\$0	\$0	\$0
CAPITAL OUTLAY	\$88,491	\$115,000	\$118,722	\$139,200
TOTAL UTILITY FUND FLEET REPLAC	\$88,491	\$115,000	\$118,722	\$139,200

730 - Water Capital Recovery Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Water Capital Recovery Fee	246,383	333,874	240,183	200,000	235,000	200,000
Interest	810	5,149	12,295	5,000	24,000	26,000
Total	247,193	339,023	252,478	205,000	259,000	226,000
Expenditures:						
Services and Charges	(7,404)	-	-	-	-	-
Transfers Out	-	-	465,983	-	-	106,656
Total	(7,404)	-	465,983	-	-	106,656
Revenues Over (Under) Expenditures	254,598	339,024	(213,504)	205,001	259,001	119,345
Beginning Fund Balance	1,269,367	1,523,965	1,862,989	1,649,485	1,649,485	1,908,486
Ending Fund Balance	1,523,965	1,862,989	1,649,485	1,854,486	1,908,486	2,027,831

**CITY OF TOMBALL
WATER CAPITAL RECOVERY FUND - 730**

	2015	2016	2017	2018	2018	2019
WATER CAPITAL RECOVERY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	810	5,149	12,295	5,000	24,000	26,000
5810 WATER CAPITAL RECOVERY FEE	246,383	333,874	240,183	200,000	235,000	200,000
TOTAL WATER CAPITAL RECOVERY FUND	247,193	339,023	252,478	205,000	259,000	226,000

FUND	CITY OF TOMBALL	DEPARTMENT	DIVISION
WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY	730-731 WATER CAPITAL
DETAILS			

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6690 TRANSFER TO UTILITY SINKING	\$0	\$0	\$0	\$0
6691 TRANSFERS OUT	\$465,983	\$0	\$0	\$106,656
TRANSFERS	\$465,983	\$0	\$0	\$106,656
TOTAL WATER CAPITAL RECOVERY	\$465,983	\$0	\$0	\$106,656

740 - Sewer Capital Recovery Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Sewer Capital Recovery Fee	288,809	329,761	208,850	200,000	260,000	200,000
Interest	972	5,976	12,139	6,000	21,000	23,000
Total	289,781	335,737	220,989	206,000	281,000	223,000
Expenditures:						
Services and Charges	12,189	-	-	-	-	-
Transfers	-	-	1,000,000	-	-	322,088
Total	12,189	-	1,000,000	-	-	322,088
Revenues Over (Under) Expenditures	277,593	335,738	(779,010)	206,001	281,001	(99,087)
Beginning Fund Balance	1,484,218	1,761,811	2,097,549	1,318,539	1,318,539	1,599,540
Ending Fund Balance	1,761,811	2,097,549	1,318,539	1,524,540	1,599,540	1,500,453

**CITY OF TOMBALL
SEWER CAPITAL RECOVERY FUND - 740**

	2015	2016	2017	2018	2018	2019
SEWER CAPITAL RECOVERY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST	972	5,976	12,139	6,000	21,000	23,000
5840 SEWER CAPITAL RECOVERY FEE	288,809	329,761	208,850	200,000	260,000	200,000
TOTAL SEWER CAPITAL RECOVERY FUND	289,781	335,737	220,989	206,000	281,000	223,000

CITY OF TOMBALL		
FUND	DEPARTMENT	DIVISION
SEWER CAPITAL RECOVERY	SEWER CAPITAL RECOVERY	740-741 SEWER CAPITAL
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6691 TRANSFERS OUT	\$1,000,000	\$0	\$0	\$322,088
TRANSFERS	\$1,000,000	\$0	\$0	\$322,088
TOTAL SEWER CAPITAL RECOVERY	\$1,000,000	\$0	\$0	\$322,088

City of Tomball
 910 Employee Benefit Trust Fund
 City Manager 2018-2019 Adopted Budget

	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Revenues:						
Transfers	2,188,033	2,291,634	2,598,249	2,736,910	2,736,910	2,950,558
ESD#15 Reimbursement	-	11,004	26,692	31,880	82,000	82,000
Interest	542	2,888	7,948	2,000	17,000	20,000
Total	2,188,575	2,305,526	2,632,889	2,770,790	2,835,910	3,052,558
Expenditures:						
Health Insurance Costs	2,130,436	2,098,002	2,458,772	2,712,975	2,680,764	2,906,140
Services and Charges	42,453	42,061	41,975	62,256	59,461	62,418
Total	2,172,889	2,140,064	2,500,747	2,775,231	2,740,225	2,968,558
Revenues Over (Under)						
Expenditures	15,686	165,463	132,142	(4,441)	95,685	84,000
Beginning Fund Balance	984,621	1,000,306	1,165,768	1,297,910	1,297,910	1,393,595
Ending Fund Balance	1,000,306	1,165,768	1,297,910	1,293,469	1,393,595	1,477,595

**CITY OF TOMBALL
EMPLOYEE TRUST FUND - 910**

	2015	2016	2017	2018	2018	2019
EMPLOYEE TRUST FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5474 ESD#15 STATION 5 PAYROLL REIMBURSE.	-	11,004	26,692	31,880	82,000	82,000
5800 INTEREST	542	2,888	7,948	2,000	17,000	20,000
5961 TRANSFER IN	2,188,033	2,291,634	2,598,249	2,736,910	2,736,910	2,950,558
TOTAL EMPLOYEE TRUST FUND	2,188,575	2,305,526	2,632,889	2,770,790	2,835,910	3,052,558

FUND EMPLOYEE BENEFITS TRUST	CITY OF TOMBALL DEPARTMENT HEALTH INSURANCE	DIVISION 910-920 HEALTH INSURANCE
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 BUDGET	2018 PROJECTION	2019 BUDGET
6024 HEALTH INSURANCE	\$2,458,772	\$2,712,975	\$2,680,764	\$2,906,140
PERSONNEL SERVICES	\$2,458,772	\$2,712,975	\$2,680,764	\$2,906,140
6304 PROF. SERVICES- OTHER	\$41,055	\$44,256	\$41,461	\$44,418
6329 OTHER SERVICES	\$920	\$18,000	\$18,000	\$18,000
SERVICES AND CHARGES	\$41,975	\$62,256	\$59,461	\$62,418
TOTAL HEALTH INSURANCE	\$2,500,747	\$2,775,231	\$2,740,225	\$2,968,558

City of Tomball
Legacy Fund - 990
Statement of Revenues, Expenditures, and Changes in Fund Balance
2018-2019 Proposed Budget Worksheet

	FY 2016 Actual	FY 2017 Actual	FY 2018 Projection	FY 2018 Budget	FY 2019 Budget
Revenues:					
Misc Income	20,000	5,000	-	-	-
Interest	43	213	450	450	500
Total	20,043	5,213	450	450	500
Expenditures:					
Grants	-	-	-	-	-
Services and Charges	-	-	-	-	-
Total	-	-	-	-	-
Revenues Over (Under)					
Expenditures	20,043	5,213	450	450	500
Beginning Fund Balance	-	20,043	25,256	25,256	25,706
Ending Fund Balance	20,043	25,256	25,706	25,706	26,206

CITY OF TOMBALL
Tomball Legacy Fund Detail - 990

	FY 2015	FY 2016	FY 2017	FY 2018		FY 2019
TOMBALL LEGACY FUND REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5550 MISCELLANEOUS INCOME	\$22,765	\$0	\$5,000	\$0	\$0	\$0
5800 INTEREST INCOME	\$0	\$0	\$213	\$450	\$450	\$500
TOTAL TOMBALL LEGACY FUND REVENUES	\$22,765	\$0	\$5,213	\$450	\$450	\$500

FUND TOMBALL LEGACY FUND	CITY OF TOMBALL DEPARTMENT LEGACY FUND	DIVISION 990-990 LEGACY FUND
DETAILS		

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 PROJECTIONS	2019 BUDGET
6359 GRANTS	\$0	\$0	\$0	\$0	\$0
6399 SERVICE CHARGES	\$0	\$0	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$0
TOTAL LEGACY FUND	\$0	\$0	\$0	\$0	\$0

ACTIVE SUPPLEMENTAL

GENERAL FUND					
FUND-DEPT-ACCT	TITLE	TYPE	REOCCURRING AMOUNT	NON-REOCCURRING AMOUNT	TOTAL
100-116-xxxx	Upgrade PT Accounting Assistant to FT Accountant	Personnel	68,173		68,173
Finance Department Total			\$ 68,173	\$ 5,000	\$ 68,173
100-117-6320	Conference Room Addition - Technology	Facilities Maintenance		5,000	5,000
100-117-6999	Computer Aided Dispatch (CAD) - Reoccurring for 2 years	Capital Projects	150,000		150,000
Information Systems Total			\$ 150,000	\$ 5,000	\$ 155,000
100-121-xxxx	Inventory and Property Technician	Personnel	70,747		70,747
Police Department Total			\$ 70,747	\$ 0	\$ 70,747
100-122-xxxx	Upgrade PT Assistant Court Clerk to FT Assistant Court Clerk	Personnel	54,270		54,270
Municipal Court Total			\$ 54,270	\$ 0	\$ 54,270
100-142-xxxx	6 FT Firefighters	Personnel	256,811		256,811
100-142-6405	Diesel Exhaust Filter System on All Apparatus	Equipment		27,000	27,000
Fire Department Total			\$ 256,811	\$ 27,000	\$ 283,811
100-143-6345	KTTF Expenses	Equipment		12,000	12,000
Emergency Management Department Total			\$ 0	\$ 12,000	\$ 12,000
100-152-6206	Fans & Heaters for Mechanics Bay	Facilities Maintenance		10,000	10,000
Garage Total			\$ 0	\$ 10,000	\$ 10,000
100-153-6206	Roof Replacement at Parks Facilities	Facilities Maintenance		15,000	15,000
100-153-6207	Electrical for Depot	Facilities Maintenance		9,000	9,000
100-153-6207	Fencing for MLK	Facilities Maintenance		18,000	18,000
100-153-6207	MLK Lighting Upgrade	Facilities Maintenance		16,000	16,000
100-153-6409	Improvements to Theiss Ataway Nature Preserve	Facilities Maintenance		50,000	50,000
100-153-6409	Pickleball Court	Equipment		35,000	35,000
100-153-6999	Broussard Park	Capital Projects		350,000	350,000
100-153-6999	M&R for Matheson Park - Reoccurring for 2 years	Capital Projects	100,000		100,000
Parks Total			\$ 100,000	\$ 493,000	\$ 593,000
100-154-6119	Breakaway Poles for Street Signs	Equipment		20,000	20,000
100-154-6403	Additional Lawn Mower	Equipment		16,000	16,000
Streets Total			\$ 0	\$ 36,000	\$ 36,000
100-157-6119	Wash Bay Heated Power Washer System	Equipment		7,500	7,500
100-157-6206	Conference Room Addition	Facilities Maintenance		8,000	8,000
100-157-6219	Additional Equipment Bays for Public Works	Facilities Maintenance		25,000	25,000
100-157-6304	Facilities Assessment & Master Plan	Services		40,000	40,000
Facilities Maintenance Total			\$ 0	\$ 80,500	\$ 80,500
GENERAL FUND TOTAL			\$ 700,001	\$ 663,500	\$ 1,363,501

ACTIVE SUPPLEMENTAL

SEIZURE FUND			
FUND-DEPT-ACCT	TITLE	TYPE	REOCCURRING AMOUNT
200-221-6119	Training Room Furniture	Equipment	15,000
SEIZURE FUND TOTAL			\$ 15,000
			\$ 15,000
			15,000

ENTERPRISE FUND			
FUND-DEPT-ACCT	TITLE	TYPE	REOCCURRING AMOUNT
600-611-6304	Facilities Assessment & Master Plan	Services	20,000
Utility Administration Total			\$ 20,000
600-613-6119	Hydrant Meters	Equipment	8,200
600-613-6119	Utility Crew Barricades and Response Trailer Modification	Equipment	8,000
600-613-6219	Rehabilitation of Pine Street Water Tank	Facilities Maintenance	250,000
600-613-6207	Survey and Clearing of Utility Easement	Facilities Maintenance	105,000
600-613-6409	Water Meter Conversion to AMR	Equipment	23,300
600-613-6207	Water Well Maint. Program	Capital Project	20,000
Water Department Total			\$ 414,500
600-614-6119	Utility Crew Barricades and Response Trailer Modification	Equipment	8,000
600-614-6206	Storage Shed/Garage NWWTP	Facilities Maintenance	40,000
600-614-6207	DRI Prime Backup System at 2920 Lift Station	Equipment	80,000
600-614-6207	Sanitary Sewer T.V. and C. Point Repairs & Lining	Facilities Maintenance	250,000
600-614-6403	Additional Lawn Mower	Equipment	16,000
600-614-6999	Critical Needs Improvement	Capital Project	1,078,744
Sewer Total			\$ 1,472,744
600-615-6119	Utility Crew Barricades and Response Trailer Modification	Equipment	8,000
600-615-6207	Gas Meter Conversion for Profiling	System Maintenance	50,000
Gas Total			\$ 58,000
ENTERPRISE FUND TOTAL			\$ 1,965,244
			\$ 1,965,244
			58,000
			1,965,244

ACTIVE SUPPLEMENTAL

WATER RECOVERY FUND

FUND-DEPT-ACCT	TITLE	TYPE	REOCCURRING AMOUNT	NON-REOCCURRING AMOUNT	TOTAL
730-731-6691	Update Impact Fee	Capital Project		\$30,000	\$30,000
730-731-6691	SCADA Implementation for Asset MGMT and Control	Capital Project		\$30,000	\$30,000
Sewer Recovery Fund			\$	60,000	\$ 60,000

SEWER RECOVERY FUND

FUND-DEPT-ACCT	TITLE	TYPE	REOCCURRING AMOUNT	NON-REOCCURRING AMOUNT	TOTAL
740-741-6691	Update Impact Fee	Capital Project		\$30,000	\$30,000
740-741-6691	SCADA Implementation for Asset MGMT and Control	Capital Project		\$30,000	\$30,000
740-741-6691	Rudolph Road	Capital Project		\$180,000	\$180,000
Sewer Recovery Fund			\$	240,000	\$ 240,000

SUPPLEMENTAL TOTAL			\$	755,871	\$	2,943,744	\$	3,699,615
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City of Tomball
Analysis of Ad Valorem Tax Rates
2018-2019 Adopted 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%
2016	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2017	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2018	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2019	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%

City of Tomball
Analysis of Ad Valorem Tax Levies & Collections
2018-2019 Adopted 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%	5,154,735	100.0%
2016	5,964,332	15.74%	0.341455	0.00%	5,556,707	93.2%
2017	6,206,307	4.06%	0.341455	0.00%	5,948,783	95.9%
2018	6,284,195	1.25%	0.341455	0.00%	6,209,000	98.8%

ORDINANCE NO. 2018-31

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2018-2019; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2017-2018 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 2018-2019 was presented to the City Council of the City of Tomball on the 16th day of July 2018 and was filed with the City Secretary's Office on July 30, 2018 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 HEARINGS for the Budget of the City of Tomball, Texas, for Fiscal Year 2018-2019 was published in the City's official newspaper advising citizens of the Public Hearing to be conducted on August 6, 2018 and August 20, 2018, and also advising that said Budget was available for their inspection prior to the Public Hearings; and

WHEREAS, at said Public Hearings 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, 2018, through September 30, 2019;

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, 2018, through September 30, 2019, 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 2018-2019.”** 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 2018 as fully adjusted to reflect the final Comprehensive Annual Financial Report for Fiscal Year 2018 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2019 Ending Fund Balance.

Section 5.0 2017-2018 Budget Amended. That the City Council has reviewed the actual expenditures for the 2017-2018 Fiscal Year and compared them to the projections contained in the 2017-2018 Fiscal Year budget. The 2017-2018 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2017-2018 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 20TH DAY OF AUGUST 2018.

COUNCILMAN FORD	<u>AYE</u>
COUNCILMAN STOLL	<u>AYE</u>
COUNCILMAN DEGGES	<u>ABSENT</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 4TH DAY OF SEPTEMBER 2018.

COUNCILMAN FORD	<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
GRETCHEN FAGAN
Mayor

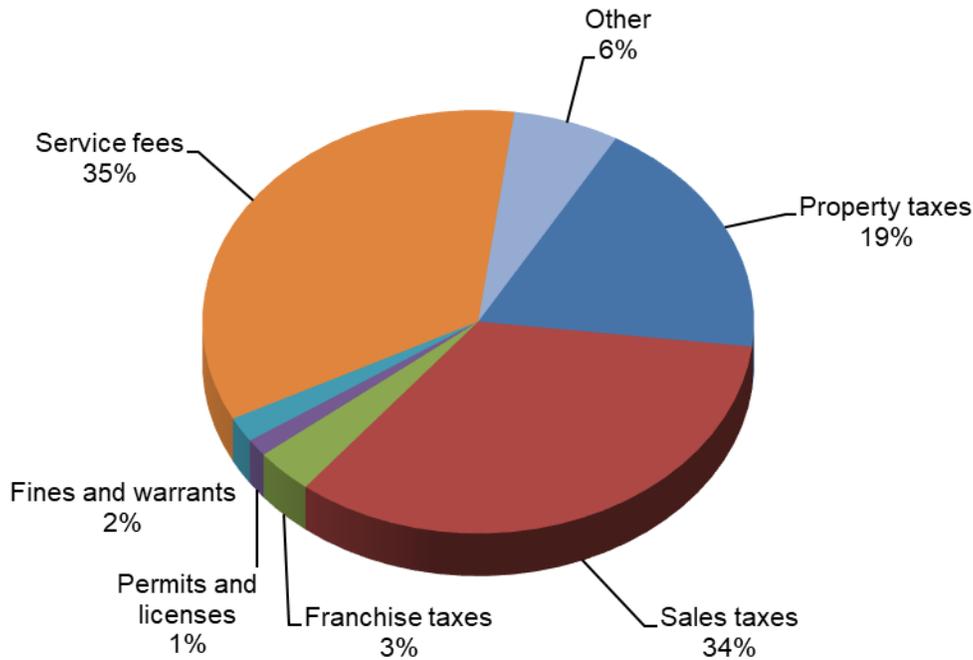
ATTEST:

Doris Speer
DORIS SPEER
City Secretary

Appendix D - Major Revenue Sources

The revenue sources described in this section account for \$37,439,847 or 71% of the City's total operating revenues (excluding inter-fund transfers and charges).

Major Revenue Sources



Property Taxes

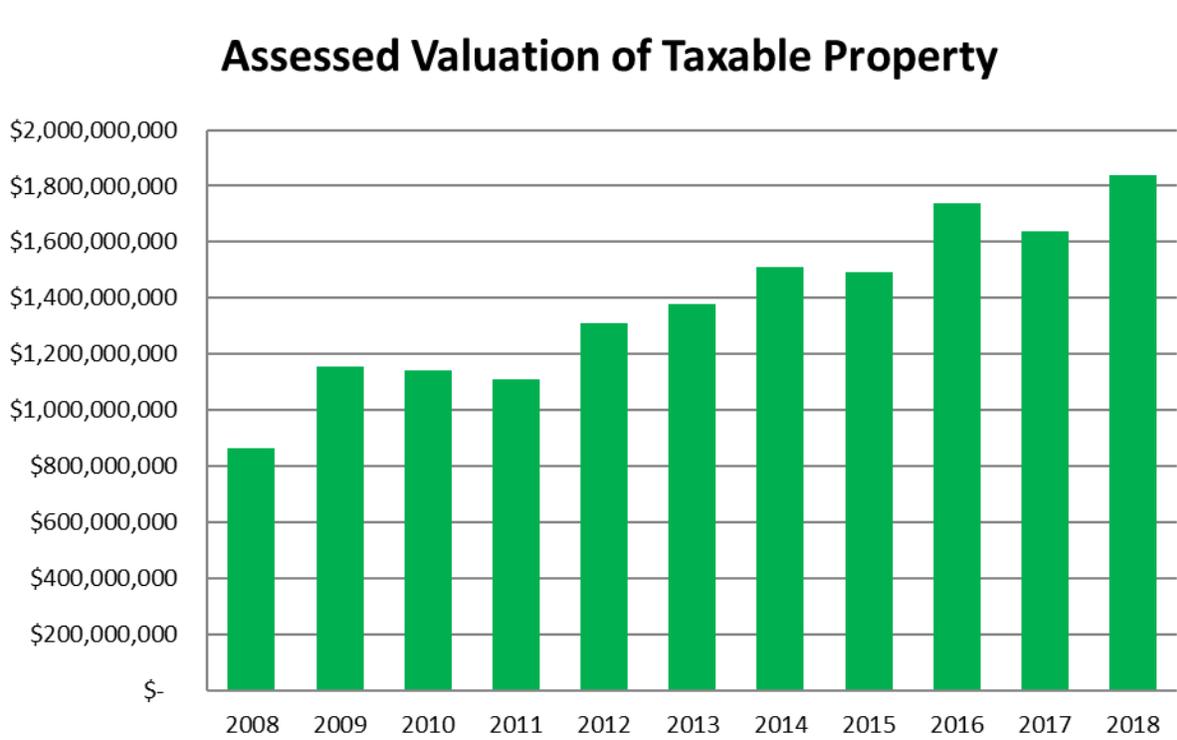
Property (ad valorem) taxes attach as an enforceable lien on property as of each January 1st. The City's property tax is levied each October on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Harris County Appraisal District at 100% of the estimated market value and are certified by the Appraisal Review Board. The assessed taxable value as of January 1, 2018, upon which the fiscal 2019 levy is based, is \$1,738,745,206. This represents the adjusted taxable property value for FY 2018 as of August 2018. This amount is net of \$283,015,802 in exemptions representing 16% of total appraised value. This taxable value includes approximately \$150 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, 2018 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.

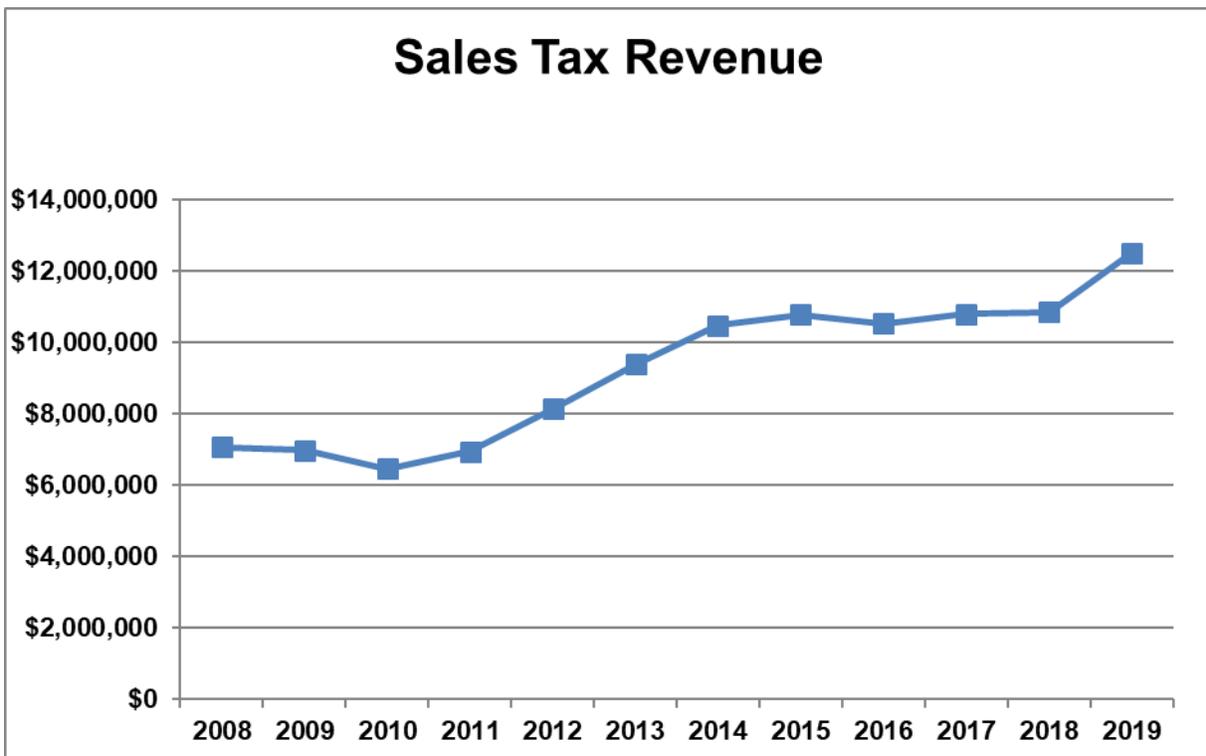
Taxes are due January 31st following the October levy and are considered delinquent after January 31st of each year.



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, 2018, the City of Tomball expects to receive \$12,500,000 in sales and use tax revenue. This amount represents an increase of \$1,708,853 over fiscal 2017 budgeted collections. With additional retail establishments scheduled to open during FY 2019, 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 \$43.06 and a volume charge of \$5.90 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 \$45.90.

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.

Long Term Financial Plans

The 2018-19 budget was developed in the context of long-term financial plans. The plans anticipate funding needs and available revenues and forecast methods for matching future revenues and expenses. Plans have been developed for the City's major operating funds: General, Enterprise, Debt Service and the Capital Projects Fund. Each plan presents the fund over eight fiscal years: two previous years, the City Council adopted budget for fiscal year 2019, and five projected years. There are several benefits to the planning process. First, it gives future Councils a valuable perspective when considering budgets within each plan's five year horizon. Second, the plans impart a measure of discipline on staff. They establish funding ceilings on recurring operating expenditures. Department heads present to the City Manager base budget adjustment requests. Operating budgets are increased when the City Manager approves these requests during the budget process and Council then approves the final budget for the fiscal year.

General Fund Long-Term Plan

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

Revenues:

- Ad valorem tax rates are based on annual increases in taxable assessed value of 5%. Assessed values were shown to slightly increase each year starting in FY16 by 1-4%.
- Sales tax revenues increase by 1% per year until the economy stabilizes.
- Franchise fee revenue increases by 3% per year.
- Building permit & license revenues are shown to increase by 1% per year.
- Court fines and warrant revenues increase by 2% per year.
- Sanitation fee revenue increases by 4.5% per year.
- TEDC contributions remain constant at \$10,000 per year.
- Birth and death certificate fees remain constant at \$50,000 and Emergency Service District Fees increase by 5% per year. All other revenues increase annually by 2%.
- Interest revenues gradually decrease with decreasing fund balance and assumed decrease in interest rates.
- The Administrative reimbursement from the Enterprise Fund to the General Fund is calculated as 40% of General Fund operating expenditures for departments that provide support for Enterprise Fund operations.

Expenditures:

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

Fund Balances:

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

Debt Service Long-Term Plan

Revenues:

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

Expenditures:

- The plan recognizes the debt service associated with the issuance of \$3 million in certificates of obligation in 2009 to fund multiple road and drainage projects.
- Also included is the \$ 12.5 million in certificates of obligation in 2012 for Medical Complex Dr. and the M118 Drainage channel. This issue required a \$ 0.09 cent increase in the tax rate for the Debt Service Fund.

Fund Balances:

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

Enterprise Fund Long-Term Plan

Revenues:

- Water, wastewater, and natural gas revenues are shown to increase due nominally to growth but primarily to varying percentages of rate increases depending on customer class in following recommendations made in the City's Utility Rate Study that was presented to council in May, 2009. Using the Rate Model the City received as a part of the study, rates

will be reviewed each year and adjustments will be proposed that have each utility functioning self-sufficiently and not being subsidized.

- Tap fee revenues are forecasted to increase by 2% per year.
- Reconnect fees and various revenues referred to as “other revenues” increase by 2.5% per year.
- Tomball Economic Development Corporation (TEDC) contributions remain at \$720,000 per year for debt service on bonds issued to facilitate City infrastructure projects partnered by TEDC.
- Interest revenues gradually decrease with decreasing fund balance and assumed continued low interest rates.

Expenses:

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

Fund Equity:

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

Net Revenues:

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

Capital Project Long-Term Plan

Included in the Capital Projects section of the budget materials are charts that summarize the City’s capital improvement program over the five year planning horizon. The charts report the timing of the projects as well as source funding.

Glossary of Terms

A

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

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

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

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

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

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

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

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

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

B

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

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

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

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

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

C

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

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

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

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

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

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

D

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

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

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

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

E

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

Encumbrances – Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

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

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

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

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

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

F

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which government determines its financial position and the results of its operations. The City of Tomball's fiscal year begins October 1st and ends the following September 30th. The term FY 2016 denotes the fiscal year beginning October 1st, 2015 and ending September 30th, 2016.

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

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

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

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

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

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

G

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

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

Governmental Funds – Those funds through which most governmental functions are typically financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).

L

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

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

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

M

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

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

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

N

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

O

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

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

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

P

Proprietary Fund – Operation that operates like a private commercial operation, in which services are financed through user charges and expenditures include the full cost of operations.

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

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

R

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

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

ROW – Acronym for right-of-way.

S

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

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

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

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

T

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

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

TxDOT - An acronym for Texas Department of Transportation.

W

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

Appendix F Acronyms

C

CAFR: Comprehensive Annual Financial Report
CIP: Capital Improvement Program
CO: Certificates of Obligation

E

ETJ: Extra-Territorial Jurisdiction.

F

FY: Fiscal Year
FTE: Full-time equivalent

G

GAAP: Generally Accepted Accounting Principles
GASB: Governmental Accounting Standards Board
GFOA: Government Finance Officers Association of the United States and
Canada
GIS: Geographical Information System

P

PO: Purchase Order

R

ROW: Right-of-way

S

SAFER: Staffing for Adequate Fire and Emergency Response

T

TCEQ: Texas Commission on Environmental Quality
TMRS: Texas Municipal Retirement System
TxDOT: Texas Department of Transportation