



Tomball
TX
FY2020 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 \$80,000, which is 3.66% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$188,750.09.

Upon calling for a vote for approval of an ordinance adopting the City of Tomball 2018-19 Fiscal Year Budget, the members of the City Council voted as follows:

City Council	Aye	Nay
John Ford, Council 1	<input checked="" type="checkbox"/>	
Mark Stoll, Council 2	<input checked="" type="checkbox"/>	
Chad Degges, Council 3	<input checked="" type="checkbox"/>	
Derek Townsend, Sr., Council 4, Mayor Pro Tem	<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	2019	2018
Fiscal Year	2019-2020	2018-19
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)	\$ 0.311424	\$ 0.970863
Maximum Operating Rate (M&O)	\$ 0.336337	\$ 1.048532
Debt Rate (I&S)	\$ 0.230000	\$ 0.230000
Rollback Rate	\$ 0.363411	\$ 0.454249

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	\$ 38,593,000.00	\$ 4,428,519.00
Self-Supporting	\$ 1,672,000.00	\$ 619,355.00
Total Debt	\$ 40,265,000.00	\$ 5,047,874.00

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 2019-2020**

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City Leadership

Fiscal Year

October 1, 2019 through September 30, 2020

Gretchen Fagan

Mayor

John F. Ford

Council Member – Position 1

Mark Stoll

Council Member – Position 2

Chad Degges

Council Member – Position 3

Derek Townsend Sr.

Council Member – Position 4

Mayor Pro Tem

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

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Tomball

Texas

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morrill

Executive Director

The Budget Process

FY 19-20

March 18-22, 2019

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

April 8, 2019

- 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 Amounts
(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 15-17, 2019

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

April 19, 2019

- Budget Workbooks Created and Submitted to City Manager

April 29 – May 2, 2019

- 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, 2019

- 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 6 – 31, 2019

- Budget Committee meets and makes corrections/updates

June 7, 2019*

- 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 14, 2019

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

July 1, 2019 – 4pm

- 1st Budget Workshop with City Council

July 15, 2019 – 4pm

- 2nd Budget Workshop with City Council

August 5, 2019

- 3rd Budget Workshop with City Council

August 19, 2019

- 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)

September 3, 2019

- 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 19, 2019*

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

September 9, 2019*

- 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 \$.454249)
**SUBJECT TO CHANGE*

October 7, 2019*

- Adoption of FY 2019-2020 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, 2019 and ending September 30, 2020. 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 2020 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 2020 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 2019 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2019. 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 2020 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

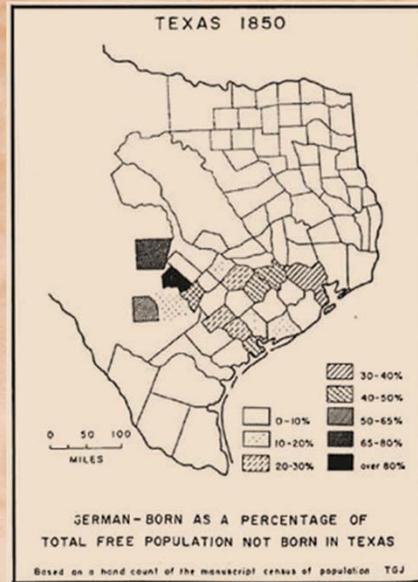
Source: Tomball Economic Development Corporation
U.S. Census Bureau

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

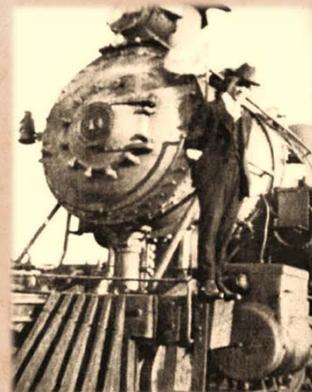


1840's

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

November 20, 2019

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 2019-2020 (FY2020) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on September 3, 2019. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	FY 2018-2019 (FY2019) <u>ADOPTED BUDGET</u>	FY 2019-2020 (FY2020) <u>ADOPTED BUDGET</u>
General Fund	\$ 23,923,359	\$ 23,931,324
Enterprise Fund	13,605,300	12,152,897
Internal Service Fund	3,861,310	4,546,893
Debt Service Fund	4,430,044	4,447,263
Special Revenue Funds	1,097,641	1,276,872
Capital Projects Fund	<u>18,740,763</u>	<u>4,734,572</u>
Total Authorized Operations	\$ 65,658,418	\$ 51,089,821

The FY2020 budget represents a decrease of \$ 14,568,597 (22.19%) when compared to last year's budget primarily due to a decrease 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 \$0.341455 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.

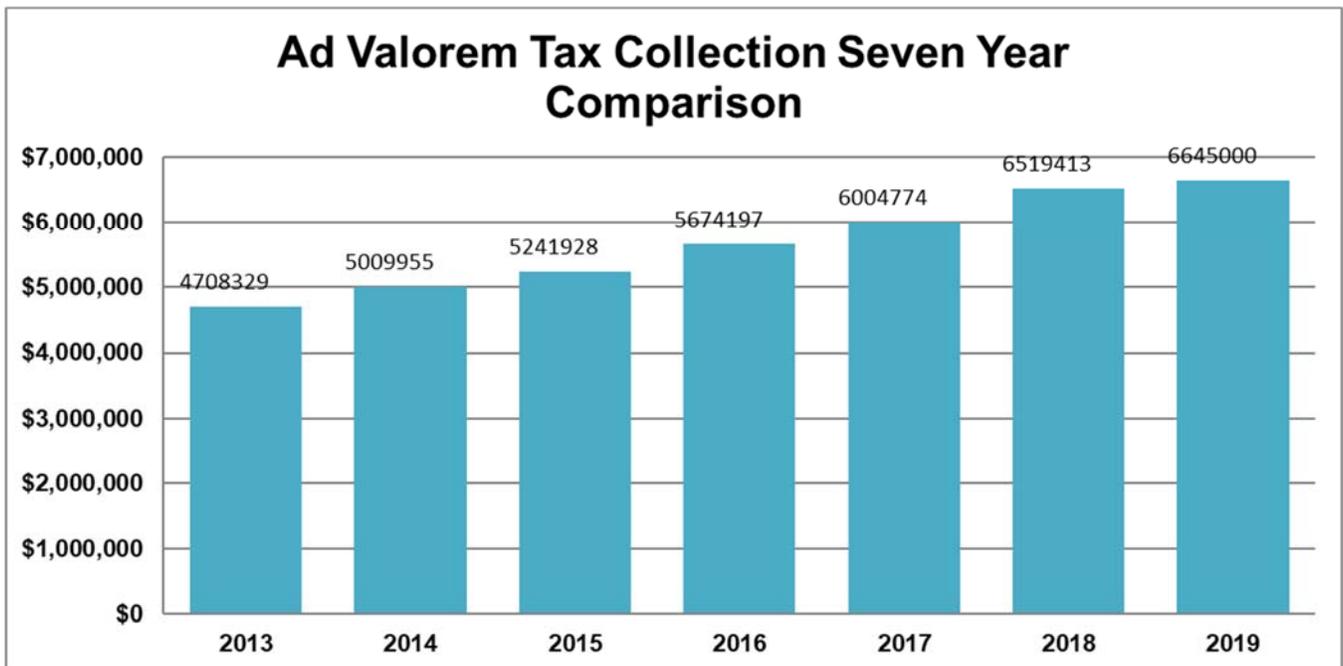
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 19% 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.

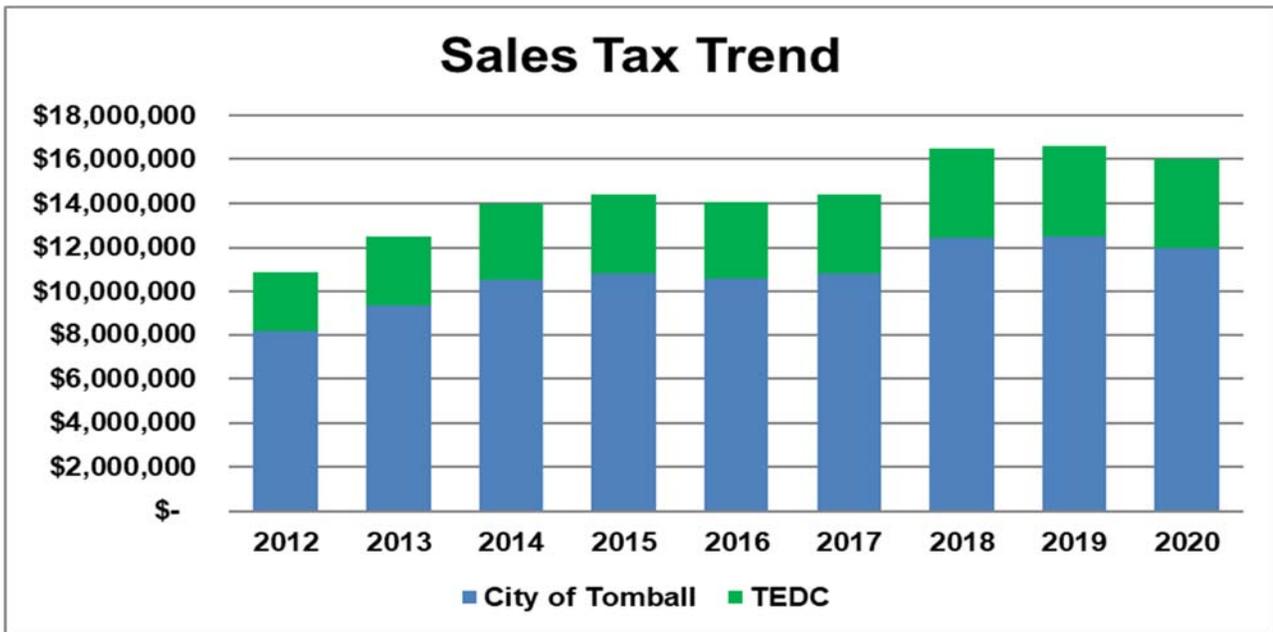
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property 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 FY2020, the City expects to collect \$ 6.9 million through the ad valorem tax process. The graph below portrays the actual collections for the last seven fiscal years and projected collections for FY2019.



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 FY2019, the City experienced an increase of 0.68% in sales tax revenue over the previous year. This budget estimates the collection of \$ 12 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 2013 with the conservative projection for 2020.



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 FY2020 is \$13.03 million. Listed below are major sources of revenues to be received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2019 Resources</u>
Water Production and Distribution	\$ 4,800,000
Wastewater Collection & Treatment	\$ 2,200,000
Gas Sales	\$ 3,500,000
Solid Waste Collection	\$ 1,900,000

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 FY2020.

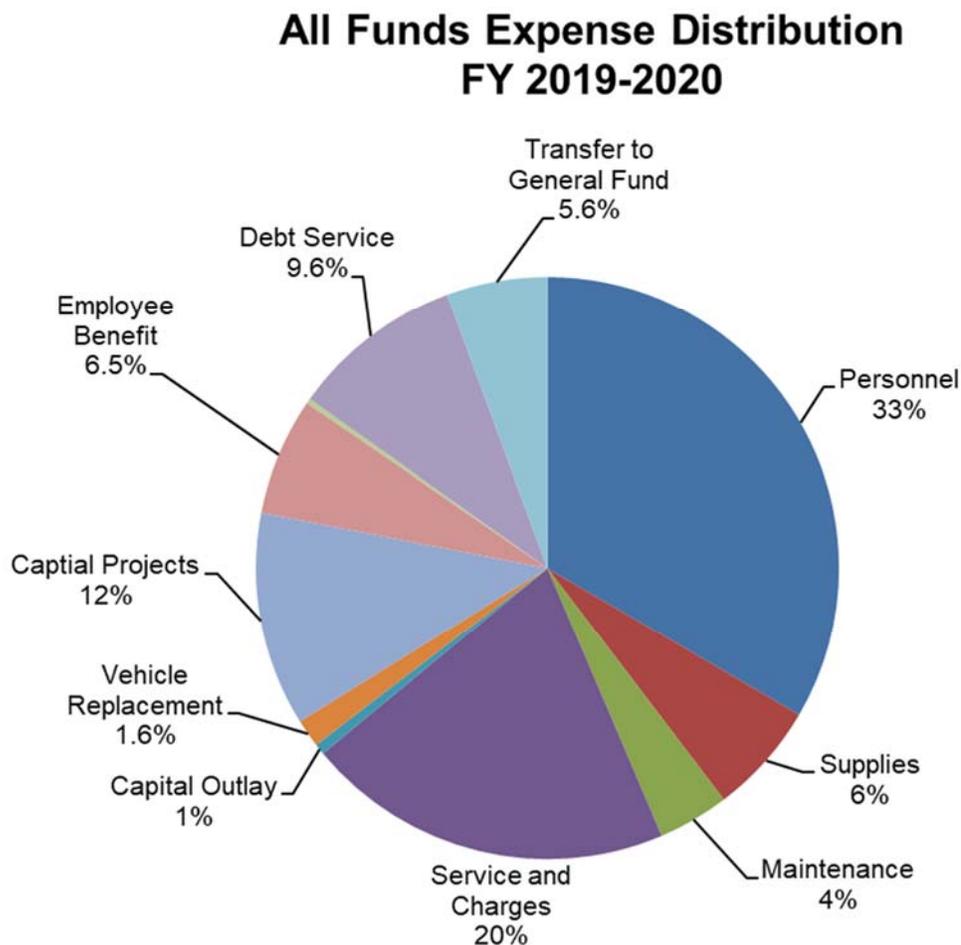
Other Resources

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 FY2019. More construction is expected during FY2020. 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 \$1.6 million during FY2020. 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 \$15.6 million of the total budget--coupled with the associated benefits (Social Security, Retirement, and Medical Insurance). This accounts for approximately 39% of the total appropriations.

The Debt Service category is the total dollars expended to pay interest and principal on the existing debt, which represents 9.6% of the budget at \$4.4 million.

The Capital Projects category includes major capital improvements projects totaling \$5,534,572. There is a detailed listing of these projects included in the budget.

The Supplies category of \$2.9 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 \$9.5 million.

PERSONNEL

In an attempt to maintain competitive salaries and benefits for employees, a 3% salary increase, along with a salary survey adjustment, are included with a total cost of \$ 804,479. Major medical health coverage contracts have been renewed for FY2020 with no major increase to premiums. Dental, Life and vision premiums remained the same.

Personnel Changes

In planning staffing levels for FY2020, one reclassification from part-time to full-time is planned in the Marketing & Tourism Department.

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 \$ 5,534,572. Supplemental expenditures of \$ 1,230,600 were approved for the General Fund, \$51,545 for the Hotel Occupancy Fund, \$17,300 for the Red Light Camera Fund, \$465,200 for the Enterprise Fund & \$232,000 for the Fleet Replacement Fund.

GENERAL FUND OVERVIEW

The ending fund balance in the General Fund for 2018-2019 is projected to be \$ 14,298,732. Revenues for 2018-2019 are projected to be \$ 762,905 less than originally budgeted. Revenues for 2019-2020 are projected to be \$23,252,594, an increase of 2.4% over last year's original budget projection of \$22,697,840. Operating expenditures for 2018-2019 are projected to be \$692,156 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 2019-2020 is \$13,619,543 which represents 57% of operating expenditures. Proposed expenditures are \$23,930,324 which is \$700,621 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 FY2019 have increased by 4.43%.

A total tax rate of \$ 0.341455 is proposed for 2019-2020, 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 FY2020 ending fund balance in the Enterprise Fund is projected to be \$8,057,410 which is 69% 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.

Revenues for FY2020 are projected to be \$11,831,750. Operating expenses for FY2020, including debt and capital, are projected to be \$12,152,897.

The water, sewer, gas, and garbage rate structures will remain the same for residential and commercial customers for FY2020.

DEBT SERVICE FUND OVERVIEW

The ending fund balance in the Debt Service Fund for 2020 is estimated to be \$5,328,509 which is 122% of projected debt service for FY2020. 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 Department continues to do well at 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 FY2020 are increased, however, a strong fund balance of \$490,087 is projected for the end of FY 2020.

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 protection of principal.

RISK MANAGEMENT

Property and Liability insurance premiums have remained stable over the past few years. The FY2020 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, 2018 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

	2019	2020
<u>Harris County</u>		
Market Value	\$ 208,164	\$ 223,557
Homestead Exemptions	20%	20%
Taxable Value	\$ 166,531	\$ 178,846
Tax Rate/ \$100	0.41801	0.40713
Tax Levy	\$ 696.12	\$ 728.13
<u>Tomball ISD</u>		
Market Value	\$ 208,164	\$ 223,557
Homestead Exemptions	(25,000)	(25,000)
Taxable Value	\$ 183,164	\$ 198,557
Tax Rate/ \$100	1.34	1.29
Tax Levy	\$ 2,454.40	\$ 2,561.39
<u>City of Tomball</u>		
Market Value	\$ 208,164	\$ 223,557
Homestead Exemptions	(26,069)	(26,069)
Taxable Value	\$ 182,095	\$ 197,488
Tax Rate/ \$100	0.341455	0.341455
Tax Levy	\$ 621.77	\$ 674.33
TOTAL TAX LEVY	\$ 3,772.29	\$ 3,963.85

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

PROPERTY TAX CALCULATION AND DISTRIBUTION

2019 Certified Tax Roll & Levy **

Assessed Valuation (100%)	\$	2,077,259,461
Rate Per \$100	\$	0.341455
Total Tax Levy	\$	7,092,906
Percent of Current Tax Collection		98%
Estimated Current Tax Collections	\$	6,951,048

Summary of Tax Collections

Current Tax	\$	6,951,048
Delinquent Tax		45,000
Penalty and Interest		45,000
Total 2017-2018 Tax Collections	\$	<u>7,041,048</u>

Proposed Distribution:

	Tax Rate*	% of Total	Amount
General Fund:			
Current Tax			\$ 2,268,905
Delinquent Tax			15,000
Penalty and Interest			15,000
Total General Fund	\$ 0.111455	32.64%	\$ 2,298,905
Debt Service Fund:			
Current Tax			\$ 4,682,143
Delinquent Tax			30,000
Penalty and Interest			30,000
Total Debt Service Fund	\$ 0.230000	67.36%	\$ 4,742,143
TOTAL DISTRIBUTION	\$ 0.341455	100.00%	\$ 7,041,048

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

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

MUNICIPAL TAX RATE COMPARISON

	FY 2019-20 Proposed Tax Rate*
Jersey Village	0.742500
Deer Park	0.720000
La Porte	0.710000
Pearland	0.741212
Missouri City	0.630000
Pasadena	0.600577
Houston	0.567920
Seabrook	0.551983
Waller	0.504600
Katy	0.480000
Bellaire	0.454000
Webster	0.362000
Tomball	0.341455
Humble	0.255944

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



Adopted Budget

Fiscal Year
October 1, 2019 through September 30, 2020

City Council



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



Gretchen Fagan
Mayor
Elected May 2007
Re-elected May 2016
Serving Fourth Term



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



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



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



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

Staffing

	2014	2015	2016	2017	2018	2019	Adopted 2020
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	4	4
Human Resources	3	3	3	3	3	3	3
Finance	5	5	5	5.5	5.5	6	6
Information Systems	3	3	3	3	3	3	3
Legal	-	-	-	-	-	-	0
Police	58.5	59.5	59.5	62	62	62	62
Municipal Court	4.5	4.5	4.5	4.5	5	5.5	5.5
Community Center	3	3	3	3	3	3	3
Fire Department	16	25	25	27.5	30.5	32.3	35.3
Fire Marshal's Office	2.5	2.5	2.5	-	-	-	-
Emergency Management	-	-	-	-	-	-	-
Community Development							
Building Permits and inspections	5	4	6	6	6	6	6
Engineering and Planning	6	7	5	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	6.2	6.7	6.7
Streets	7.2	7.2	8.2	8.2	9.2	9.2	9.2
Total General Fund	130.4	140.4	141.4	144.4	149.4	152.7	155.7
Enterprise Fund							
Utilities administration	3	3	4	4	4	4	4
Utility Billing	4	4	4	4	5	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	32.6	32.6	33.6	33.6	33.6
Special Revenue Funds	12	3	3	3.5	3.5	3.5	4
Total Paid staff	174	175	177	180.5	186.5	189.8	193.3

19-20

Marketing/Tourism - Upgraded PT to FT

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 2019-2020 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 2020
	100	200-290/990	300	600	650	910	730	740	400/460	
Revenues:										
Property taxes	\$ 2,265,000	-	\$ 4,640,000	-	-	-	-	-	-	\$ 6,905,000
Hotel Occupancy	-	650,000	-	-	-	-	-	-	-	650,000
Sales taxes	12,000,000	-	-	-	-	-	-	-	-	12,000,000
Franchise taxes	1,295,000	-	-	-	-	-	-	-	-	1,295,000
Permits and licenses	575,200	-	-	-	-	-	-	-	-	575,200
Fines and warrants	460,200	40,000	-	-	-	-	-	-	-	500,200
Service fees	1,900,000	-	-	11,130,000	-	-	-	-	-	13,030,000
Transfers In	2,603,335	-	-	-	130,248	2,862,477	-	-	1,839,217	7,435,277
Contributions/Grants	392,876	-	533,463	370,000	-	-	-	-	-	1,296,339
Interest	225,000	16,300	70,000	140,000	50,000	30,000	52,000	40,000	1,030,000	1,653,300
Other	1,535,983	175,000	-	191,750	20,000	164,000	400,000	400,000	-	2,886,733
Total Revenues	\$ 23,252,594	\$ 881,300	\$ 5,243,463	\$ 11,831,750	\$ 200,248	\$ 3,056,477	\$ 452,000	\$ 440,000	\$ 2,869,217	\$ 48,227,049
Expenditures:										
General Government	\$ 4,431,425	-	-	-	-	\$ 3,022,893	-	-	\$ 3,884,572	\$ 11,338,890
Transfers out	2,534,000	-	-	-	-	-	-	-	-	2,534,000
Public Safety	10,494,254	421,073	-	-	-	-	-	-	-	10,915,327
Public Works	4,584,073	-	-	-	-	-	-	-	-	4,584,073
Engineering and Planning	592,614	-	-	-	-	-	-	-	-	592,614
Parks and Recreation	1,293,958	21,700	-	-	-	-	-	-	-	1,315,658
Tourism & Arts	-	834,099	-	-	-	-	-	-	-	834,099
Utilities	-	-	-	11,602,762	-	-	400,000	400,000	850,000	13,252,762
Capital Projects/Outlay	-	-	-	-	724,000	-	-	-	-	724,000
Debt Service	-	-	4,447,263	620,135	-	-	-	-	-	5,067,398
Total Expenditures	\$ 23,930,324	\$ 1,276,872	\$ 4,447,263	\$ 12,222,897	\$ 724,000	\$ 3,022,893	\$ 400,000	\$ 400,000	\$ 4,734,572	\$ 51,158,821
Revenues Over (Under)										
Expenditures	\$ (677,730)	\$ (395,573)	\$ 796,200	\$ (391,147)	\$ (523,752)	\$ 33,584	\$ 52,000	\$ 40,001	\$ (1,865,355)	\$ (2,931,773)
Beginning Fund Balance	\$ 14,266,923	\$ 1,301,216	\$ 8,527,381	\$ 8,451,053	\$ 2,484,767	\$ 1,570,918	\$ 1,942,830	\$ 1,381,452	\$ 30,900,003	\$ 70,826,542
Ending Fund Balance	\$ 13,589,193	\$ 905,643	\$ 9,323,580	\$ 8,059,905	\$ 1,961,015	\$ 1,604,502	\$ 1,994,830	\$ 1,421,453	\$ 29,034,648	\$ 67,894,770

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 FY2019 is projected to be \$ 14,298,273. Expenditures for the current fiscal year are budgeted at \$23,230,703. An increase of \$30,571 is expected in investment earnings for FY2019. Favorable variances increasing revenue include permits & licenses \$41,585, interest \$30,571 and property taxes \$40,139.

2019/2020 Budget

Revenues

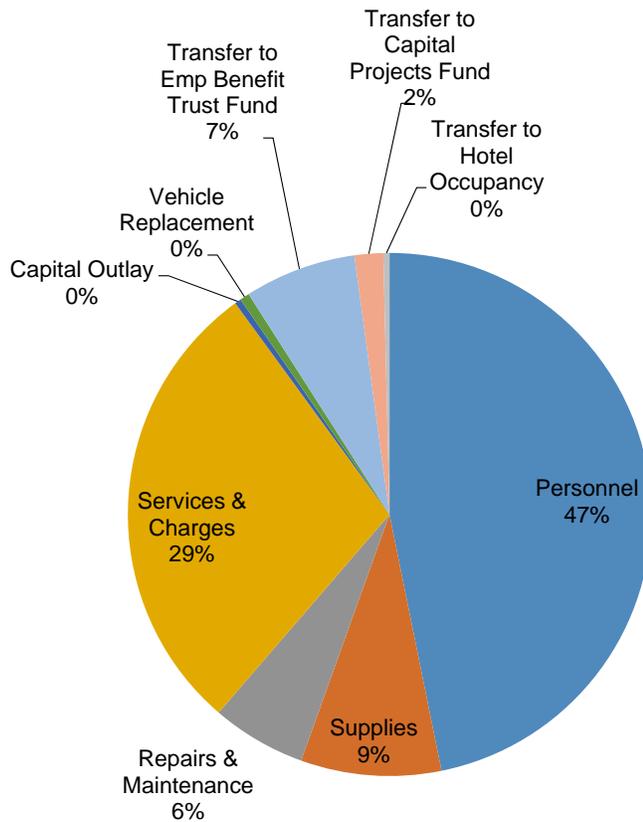
Base budget revenues for FY2020 are \$23,252,594. This amount is \$ 554,754 or 2.44% more than the adopted budgeted revenues for FY2019. This increase is primarily due to the \$100,000 in Sales Tax. Interest and Fines & warrant revenues are projected to remain the same. Property Tax revenues are expected to increase by \$80,000.

Expenditures

The budget for operating expenditures for FY2020 is \$23,931,324. This amount is \$700,621 or 3.02% 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 \$1,230,600 related to Supplemental Programs. Staffing charts are included on each departmental budget page to reflect the number of positions budgeted.

GENERAL FUND EXPENDITURES

	FY 2018 ACTUALS	FY 2019 BUDGET	FY 2019 PROJECTIONS	FY 2020 BUDGET
Personnel	\$ 11,270,667	\$ 12,347,316	\$ 12,245,690	\$ 15,600,218
Supplies	\$ 959,435	\$ 1,044,425	\$ 1,004,184	\$ 2,891,410
Repairs & Maintenance	\$ 1,187,782	\$ 1,267,456	\$ 1,198,307	\$ 1,946,585
Services & Charges	\$ 4,078,812	\$ 5,198,482	\$ 5,136,258	\$ 9,542,603
Capital Outlay	\$ 39,703	\$ 94,500	\$ 98,855	\$ 128,000
Vehicle Replacement	\$ 274,500	\$ 200,000	\$ 100,000	\$ 200,000
Transfer to Emp Benefit Trust Fund	\$ 2,211,241	\$ 2,387,391	\$ 2,300,000	\$ 2,300,000
Transfer to Capital Projects Fund	\$ 1,490,000	\$ 1,603,000	\$ 956,500	\$ 590,000
Transfer to Hotel Occupancy	\$ 20,000	\$ 20,000	\$ 20,000	\$ 126,000
TOTAL OPERATING EXPENDITURES	\$ 21,532,140	\$ 24,162,570	\$ 23,059,794	\$ 33,324,816



General Fund - 100
Statement of Revenues, Expenditures, and Changes in Fund Balance
2019-2020 Adopted Budget Worksheet

	FY 2017 Actuals	FY 2018 Actuals	Current FY 2019	FY 2019 Projections	FY 2020 Budget
Revenues:					
Contributions	\$ 603,390	\$ 494,171	\$ 392,817	\$ 392,876	\$ 392,876
Fines & Warrants	500,309	414,204	531,200	460,200	460,200
Franchise Taxes	1,307,171	1,270,927	1,265,000	1,275,000	1,295,000
Interest	95,325	194,429	185,528	225,000	225,000
Other Revenue	753,992	1,348,513	1,325,291	1,455,355	1,535,983
Permits & Licenses	464,344	532,615	485,700	574,200	575,200
Property Taxes	1,964,345	2,144,861	2,245,000	2,185,000	2,265,000
Sales Taxes	10,791,147	12,427,660	12,500,000	11,900,000	12,000,000
Services	2,236,863	1,844,191	2,000,000	1,700,000	1,900,000
Enterprise Transfers In	2,342,169	2,384,166	2,530,209	2,530,209	2,603,335
Total Revenues	21,059,055	23,055,737	23,460,745	22,697,840	23,252,594
Expenditures:					
Administrative	\$ 393,950	\$ 440,324	\$ 389,832	\$ 386,417	\$ 400,832
Building Permits and Inspections	386,153	431,157	458,449	457,451	485,169
Mayor and Council	52,185	50,181	97,198	78,720	102,198
City Secretary	352,470	334,846	414,819	368,223	443,945
Human Resources	374,009	385,671	478,447	473,961	466,213
Finance	632,843	715,774	754,098	745,772	766,518
Information Systems	654,974	617,432	853,203	848,360	971,750
Legal	159,704	117,595	142,000	125,000	142,000
Non-Departmental*	513,547	454,552	756,280	748,867	760,800
Police	5,379,589	5,601,730	5,708,159	5,571,479	5,977,880
Municipal Court	347,067	357,447	446,906	422,948	426,322
Community Center	147,046	157,148	167,624	177,020	171,296
Fire	2,896,840	2,595,167	2,826,961	2,886,153	3,089,055
Emergency Management	18,381	19,570	27,350	27,290	19,250
ESD#15 Station 5	301,993	655,533	837,297	920,619	981,747
Public Works Administration	57,323	55,620	57,375	61,365	69,017
Garage	141,261	130,720	165,474	160,830	156,123
Parks	867,978	1,105,557	1,111,913	1,006,147	1,122,662
Streets	2,383,979	1,998,255	2,141,449	1,779,898	1,456,359
Sanitation	1,975,363	1,586,442	2,227,772	2,190,172	2,305,300
Engineering and Planning	486,670	562,307	645,496	575,036	592,614
Facilities Maintenance	636,940	745,872	797,366	818,975	597,274
Transfer Out to Hotel Occupancy *	20,000	20,000	30,000	100,000	126,000
Transfer Out to Health Insurance *	2,110,591	2,211,241	2,387,391	2,300,000	2,300,000
Total Expenditures	\$ 21,290,853	\$ 21,350,138	\$ 23,922,859	\$ 23,230,703	\$ 23,930,324
Revenues Over/(Under) Expenditures	\$ (231,798)	\$ 1,705,599	\$ (462,114)	\$ (532,863)	\$ (677,730)
Beginning Fund Balance	\$ 13,292,789	\$ 13,060,996	\$ 14,766,595	\$ 14,766,595	\$ 14,233,732
Ending Fund Balance	\$ 13,060,996	\$ 14,766,595	\$ 14,304,481	\$ 14,233,732	\$ 13,556,002
25% of Operating Expenses - Target	61%	69%	60%	61%	57%

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

	2017	2018	2019	2019	2020
GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5730 SCHOOL RESOURCE OFFICERS (SRO)	412,214	465,175	366,817	366,876	366,876
5740 OTHER GRANTS	181,176	3,996	1,000	1,000	1,000
5770 TEDC CONTRIBUTIONS	10,000	25,000	25,000	25,000	25,000
CONTRIBUTIONS TOTAL	603,390	494,171	392,817	392,876	392,876
5300 MUNICIPAL COURT FINES	281,092	233,134	300,000	250,000	250,000
5310 COURT COSTS/ADMIN FEES	145,935	125,170	165,000	165,000	165,000
5320 COURT WARRANT FEES	66,733	52,130	60,000	40,000	40,000
5340 TIME PYMT.FEE-10% CITY JUDICL.	1,310	754	1,200	1,200	1,200
5341 TIME PAYMENT FEE-40% FOR CITY	5,239	3,016	5,000	4,000	4,000
FINES AND FEES TOTAL	500,309	414,204	531,200	460,200	460,200
5150 ELECTRICAL FRANCHISE TAX	704,353	700,345	700,000	710,000	735,000
5160 T.V. CABLE FRANCHISE TAX	182,225	157,065	150,000	150,000	140,000
5161 1% IN KIND/ PEG FEES	36,445	31,413	30,000	30,000	35,000
5170 COMMUNICATIONS ROW LINE FEE	206,355	213,074	225,000	225,000	225,000
5175 SANITATION FRANCHISE TAX	177,793	169,030	160,000	160,000	160,000
FRANCHISE AND OTHER TAX TOTAL	1,307,171	1,270,927	1,265,000	1,275,000	1,295,000
5800 INTEREST INCOME	97,140	203,902	185,528	225,000	225,000
5801 UNREALIZED GAIN ON INVESTMENTS	(1,815)	(9,473)	-	-	-
INVESTMENT INCOME TOTAL	95,325	194,429	185,528	225,000	225,000
5444 SITE PLAN REVIEW	11,325	15,261	15,000	14,000	15,000
5445 PLAN REVIEW FEES- OTHER	1,398	200	200	200	200
5446 ZONING FEES- OTHER	3,145	2,340	3,000	3,000	3,000
5200 BUILDING PERMITS	204,812	261,428	225,000	275,000	275,000
5210 CONSTRUCTION PERMITS	55,701	55,641	50,000	75,000	75,000
5215 PLUMBING PERMIT	22,504	28,214	30,000	30,000	30,000
5220 MECHANICAL PERMITS	44,792	28,456	25,000	30,000	30,000
5230 ELECTRICAL PERMITS	26,639	37,907	35,000	40,000	40,000
5235 FIRE PERMIT FEES	50,965	64,320	60,000	65,000	65,000
5240 OTHER PERMITS	3,147	4,282	3,000	3,000	3,000
5245 MISCELLANEOUS PERMIT FEES	-	200	500	500	500
5255 LICENSE FEES	4,477	4,005	4,000	4,000	4,000
5260 AMBULANCE PERMITS	4,000	7,400	7,000	8,000	8,000
5440 PLAT FEES	18,802	11,693	15,000	16,000	16,000
5441 REZONING APPLICATION FEE	7,768	8,468	9,000	8,500	8,500
5442 CONDITIONAL USE PERMIT	4,869	1,800	4,000	2,000	2,000
5443 PLANNED DEVELOPMENT	-	1,000	-	-	-
LICENSES AND PERMITS TOTAL	464,344	532,615	485,700	574,200	575,200
5141 ALCOHOLIC BEVERAGE TAX	69,215	73,760	70,000	80,000	75,000
5190 BINGO TAX	66	-	25	-	-
5250 MIXED BEVERAGE FEES	13,590	13,510	15,000	15,000	15,000
5450 BIRTH AND DEATH CERTIFICATE FEES	50,597	57,844	55,000	60,000	60,000
5451 NOTARY FEES	66	88	75	75	75
5460 ALARM SYSTEM REGISTRATION FEES	28,635	24,475	25,000	25,000	25,000
5461 FALSE ALARM SERVICE FEE	27,075	21,345	20,000	2,000	20,000
5470 EMERGENCY SERVICE DISTRCT FEES	145,382	173,884	180,000	201,000	208,000
5472 ESD#15 S5 OPERATING COST REIMBURSEMENT	19,483	23,293	25,707	24,939	25,439
5474 ESD#15 STATION 5 PAYROLL REIMBURSEMENT	263,023	594,066	785,884	870,741	930,869
5480 LIFE SAFETY PLAN REVIEW	3,301	2,400	3,000	2,500	2,500

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

	2017	2018	2019	2019	2020
GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5481 STATE LICENSED FACILITIES	1,555	1,380	1,500	1,500	1,500
5482 ANNUAL FIRE INSPECTIONS	725	600	-	1,500	1,500
5500 SALE OF CITY PROPERTY	6,838	235,899	35,000	40,000	40,000
5505 RENT REVENUES	3,250	4	-	-	-
5510 COMMUNITY CENTER FEES	27,985	30,317	25,000	30,000	30,000
5515 CONGREGATE MEAL SERV. REVENUE	8,929	9,665	9,000	10,000	10,000
5520 PARK RENTAL FEE	12,000	10,710	15,000	11,000	11,000
5550 MISCELLANEOUS INCOME	44,363	44,573	30,000	50,000	50,000
5560 RETURNED CHECK FINES	60	60	100	100	100
5690 SANITATION PENALTY	27,854	30,640	30,000	30,000	30,000
OTHER TOTAL	753,992	1,348,513	1,325,291	1,455,355	1,535,983
5110 CURRENT TAXES	1,919,752	2,057,193	2,200,000	2,155,000	2,220,000
5120 DELINQUENT TAXES	25,027	55,317	30,000	15,000	30,000
5130 PENALTY,INTEREST,ATTY FEES	19,566	32,351	15,000	15,000	15,000
PROPERTY TAX TOTAL	1,964,345	2,144,861	2,245,000	2,185,000	2,265,000
5140 SALES TAX	10,791,147	12,427,660	12,500,000	11,900,000	12,000,000
SALES TAX TOTAL	10,791,147	12,427,660	12,500,000	11,900,000	12,000,000
5430 SANITATION FEES	2,236,863	1,844,191	2,000,000	1,700,000	1,900,000
SANITATION FEES TOTAL	2,236,863	1,844,191	2,000,000	1,700,000	1,900,000
5961 ENTERPRISE TRANSFERS IN	2,342,169	2,384,166	2,530,209	2,530,209	2,603,335
TOTAL GENERAL FUND REVENUES	\$ 21,059,055	\$ 23,055,737	\$ 23,460,745	\$ 22,697,840	\$ 23,252,594

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 2018-19 Accomplishments

- Completed updates to the Strategic Plan from 2020-2023
- Implemented leadership academy to provide training for employee development
- 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

Goals for FY 2019-20

- Complete quarterly reviews of the City's Strategic Plan to ensure proper implementation
- Develop FY20-21 Budget that supports the City's Strategic Plan and developed Master Plans
- Implement efforts and techniques to foster a positive work environment for staff thereby achieving a high level of service for residents
- Implement planning process for partnerships to update park amenities
- Continue placing focus on employee development with the continuation of the Leadership Cohort and introduce additional training programs
- Increase community involvement with personnel in order to communicate our purpose and mission to the community
- Provide educational information and training to City Council
- Identify customer service and process improvements for all City departments and functions
- Increase communication and accountability within all departments
- Continue public outreach of pertinent information through traditional methods and social media outlets

Objectives for FY 2019-20

- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
111 - City Manager's Office

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$407,641	\$348,628	\$352,113	\$359,332
Supplies	\$3,862	\$1,700	\$1,700	\$3,900
Maintenance	\$0	\$0	\$0	\$0
Services and charges	\$28,821	\$39,504	\$32,604	\$37,600
Total Operating Expenditures	\$440,324	\$389,832	\$386,417	\$400,832
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$440,324	\$389,832	\$386,417	\$400,832

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
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 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$267,300	\$261,534	\$253,820	\$260,857	\$248,450
6009 WAGES-OTHER	\$14,358	\$12,994	\$0	\$9,714	\$13,233
6011 VACATION PAY	\$17,450	\$25,680	\$13,588	\$10,292	\$14,006
6012 SICK PAY	\$3,553	\$37,496	\$14,975	\$6,952	\$11,028
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$4,411
6019 MISCELLANEOUS PAY	\$905	\$1,025	\$875	\$875	\$995
6021 FICA-MED/SS	\$19,700	\$21,621	\$23,379	\$21,667	\$24,024
6022 TMRS-EMPLOYER	\$44,228	\$47,079	\$41,754	\$41,580	\$42,985
6025 WORKER COMPENSATION INS.	\$200	\$212	\$237	\$176	\$200
PERSONNEL SERVICES	\$367,694	\$407,641	\$348,628	\$352,113	\$359,332
6101 OFFICE AND COMPUTER SUPPLIES	\$360	\$3,208	\$1,000	\$1,000	\$1,500
6102 EDUCATIONAL SUPPLIES	\$68	\$286	\$0	\$0	\$0
6105 FOOD SUPPLIES	\$0	\$368	\$500	\$500	\$1,000
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$200	\$200	\$400
6119 OTHER SUPPLIES	\$0	\$0	\$0	\$0	\$1,000
SUPPLIES	\$428	\$3,862	\$1,700	\$1,700	\$3,900
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$1,920	\$2,020	\$2,304	\$2,304	\$1,800
6329 OTHER SERVICES	\$0	\$38	\$0	\$0	\$1,000
6332 TRAVEL AND MEALS	\$4,613	\$3,831	\$8,000	\$6,000	\$8,000
6333 DUES AND SUBSCRIPTIONS	\$4,200	\$3,545	\$5,000	\$4,000	\$5,000
6334 AUTOMOBILE ALLOWANCES	\$14,400	\$14,940	\$19,200	\$16,800	\$16,800
6337 TRAINING	\$695	\$4,447	\$5,000	\$3,500	\$5,000
SERVICES AND CHARGES	\$25,828	\$28,821	\$39,504	\$32,604	\$37,600
TOTAL GENERAL-ADMINISTRATIVE	\$393,950	\$440,324	\$389,832	\$386,417	\$400,832

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.

Program Narrative

Accomplishments for FY 2019

- Attendance at code meetings and trainings to maintain all necessary certifications
- Updated website content and established social media presence through Twitter and Facebook (over 1400 followers to date)
- Complete inspections within one business day
- Processed all permits within required timeframes

Goals and Objectives for FY 2020

- 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
- Update building codes

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
112 - Permits & Inspections

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$360,558	\$403,549	\$402,551	\$424,769
Supplies	\$13,363	\$18,000	\$15,500	\$16,000
Maintenance	\$11,090	\$6,000	\$5,000	\$5,000
Services and charges	\$16,147	\$30,900	\$34,400	\$39,400
Total Operating Expenditures	\$401,157	\$458,449	\$457,451	\$485,169
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$30,000	-	-	-
Total Expenditures	\$431,157	\$458,449	\$457,451	\$485,169

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Building Official	1.00	1.00	1.00
Assistant Building Official	-	1.00	1.00
Comb. Building Inspector	2.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00
Total	6.00	6.00	6.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$58,470	\$74,236	\$67,238	\$127,529	\$123,453
6003 WAGES-FULL TIME	\$180,760	\$188,305	\$226,450	\$165,459	\$168,694
6005 WAGES-OVERTIME	\$5,011	\$2,937	\$5,408	\$3,684	\$3,863
6009 WAGES-OTHER	\$12,520	\$14,104	\$0	\$7,474	\$15,290
6011 VACATION PAY	\$15,045	\$13,821	\$15,044	\$14,480	\$18,517
6012 SICK PAY	\$6,447	\$4,260	\$14,786	\$10,823	\$12,742
6013 EMERGENCY PAY	\$0	\$828	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$3,667
6019 MISCELLANEOUS PAY	\$970	\$1,530	\$1,955	\$1,955	\$2,315
6021 FICA-MED/SS	\$19,999	\$20,274	\$25,537	\$24,509	\$26,935
6022 TMRS-EMPLOYER	\$38,567	\$39,349	\$45,608	\$45,638	\$48,193
6025 WORKER COMPENSATION INS.	\$1,017	\$914	\$1,523	\$1,000	\$1,100
PERSONNEL SERVICES	\$338,806	\$360,558	\$403,549	\$402,551	\$424,769
6101 OFFICE AND COMPUTER SUPPLIES	\$2,830	\$2,776	\$2,500	\$2,500	\$3,000
6102 EDUCATIONAL SUPPLIES	\$1,537	\$512	\$4,000	\$2,500	\$1,500
6105 FOOD SUPPLIES	\$0	\$28	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$0	\$0	\$1,000	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$2,945	\$2,404	\$3,000	\$3,000	\$4,000
6108 FUEL, OIL AND LUBRICANTS	\$5,653	\$7,638	\$7,500	\$7,500	\$7,500
6119 OTHER SUPPLIES	\$347	\$4	\$0	\$0	\$0
SUPPLIES	\$13,312	\$13,363	\$18,000	\$15,500	\$16,000
6205 VEHICLE MAINTENANCE	\$5,414	\$11,090	\$6,000	\$5,000	\$5,000
REPAIRS AND MAINTENANCE	\$5,414	\$11,090	\$6,000	\$5,000	\$5,000
6304 PROFESSIONAL SERVICES, OTHER	\$10,114	\$775	\$5,000	\$5,000	\$10,000
6312 COMMUNICATION SERVICES	\$5,028	\$5,300	\$5,100	\$5,100	\$5,100
6332 TRAVEL AND MEALS	\$8,734	\$3,545	\$10,000	\$11,000	\$11,000
6333 DUES AND SUBSCRIPTIONS	\$141	\$398	\$1,000	\$1,500	\$1,500
6337 TRAINING	\$3,975	\$6,074	\$9,000	\$11,000	\$11,000
6362 PERMITS AND LICENSES	\$629	\$55	\$800	\$800	\$800
SERVICES AND CHARGES	\$28,621	\$16,147	\$30,900	\$34,400	\$39,400
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$30,000	\$0	\$0	\$0
TRANSFERS	\$0	\$30,000	\$0	\$0	\$0
TOTAL GENERAL-PERMITS/INSPCTNS.	\$386,153	\$431,157	\$458,449	\$457,451	\$485,169

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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
113 - Mayor and Council

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$29,210	\$32,998	\$27,020	\$32,998
Supplies	\$7,349	\$11,100	\$11,100	\$14,100
Maintenance	-	-	-	-
Services and charges	\$13,622	\$53,100	\$40,600	\$55,100
Total Operating Expenditures	\$50,181	\$97,198	\$78,720	\$102,198
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$50,181	\$97,198	\$78,720	\$102,198

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	Elected	Term
Mayor	Gretchen Fagan	May 2007 4th Term
Council, Position 1	John F. Ford	May 2017 1st Term
Council, Position 2	Mark Stoll	June 2009 4th Term
Council, Position 3	Chad Degges	January 2014 3rd Term
Mayor Pro Tem, Council, Position 4	Derek Townsend Sr.	May 2009 4th Term
Council, Position 5	Lori Klein Quinn	May 2014 2nd Term

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6004 WAGES- PART TIME	\$26,200	\$27,146	\$30,600	\$25,072	\$30,600
6021 FICA- MED/ SS	\$2,004	\$2,027	\$2,341	\$1,913	\$2,341
6025 WORKER COMPENSATION INS.	\$40	\$37	\$57	\$35	\$57
PERSONNEL SERVICES	\$28,244	\$29,210	\$32,998	\$27,020	\$32,998
6101 OFFICE AND COMPUTER SUPPLIES	\$82	\$104	\$100	\$100	\$100
6105 FOOD SUPPLIES	\$1,787	\$1,147	\$2,000	\$2,000	\$2,000
6119 OTHER SUPPLIES	\$8,544	\$6,098	\$9,000	\$9,000	\$12,000
SUPPLIES	\$10,413	\$7,349	\$11,100	\$11,100	\$14,100
6304 PROFESSIONAL SERVICES- OTHER	\$0	\$0	\$20,000	\$15,000	\$20,000
6329 OTHER SERVICES	\$0	\$22	\$100	\$100	\$100
6332 TRAVEL AND MEALS	\$1,820	\$20	\$10,000	\$4,500	\$10,000
6333 DUES AND SUBSCRIPTIONS	\$3,496	\$3,512	\$7,000	\$7,000	\$7,000
6337 TRAINING	\$325	\$0	\$3,000	\$2,000	\$3,000
6398 BANQUETS, DEDICATION, RECEP	\$7,887	\$10,068	\$13,000	\$12,000	\$15,000
SERVICES AND CHARGES	\$13,528	\$13,622	\$53,100	\$40,600	\$55,100
TOTAL MAYOR AND COUNCIL	\$52,185	\$50,181	\$97,198	\$78,720	\$102,198

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).

Program Narrative

Accomplishments for FY 2018-2019

- To date, 654 public information requests received, a 17% increase compared to 2017-2018; average time to complete requests is 2.67 days. Of the total number of PIRs, 57.3% were completed in 0-4 days, 16.2 completed in 5-10 days, 83.5% completed in ten business days or less, and 9% 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 2018 Exemplary Five Star Award Winner – Vital Statistics – 8th Year
- Completed Supplement 6 to the City's Code of Ordinances through August 19, 2019.

Goals for FY 2019-2020

- Complete institution of JustFOIA to improve City-wide responses to public information requests.
- Complete upgrade to RollCallPro to improve efficiency of board meetings.
- 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 2019-2020

- 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 2020 General Election
- Complete Supplement 7 to the City's Code of Ordinances.

Major Budget Items

- Advertising Cost (\$25,000)
- Election Services (\$50,000)
- Code Update Services (\$15,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
114 - City Secretary

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$276,972	\$290,651	\$291,620	\$309,645
Supplies	\$12,963	\$19,900	\$23,160	\$20,000
Maintenance	-	\$600	\$400	\$400
Services and charges	\$44,911	\$103,668	\$53,043	\$113,900
Total Operating Expenditures	\$334,846	\$414,819	\$368,223	\$443,945
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$334,846	\$414,819	\$368,223	\$443,945

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
City Secretary	1.00	1.0	1.00
Assistant City Secretary	1.00	1.0	1.00
Administrative Assistant	1.00	1.0	1.00
Administrative Assistant	1.00	1.0	1.00
Total	4.00	4.00	4.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$83,288	\$93,743	\$88,955	\$138,280	\$139,329
6003 WAGES-FULL TIME	\$108,837	\$101,281	\$115,606	\$65,863	\$67,805
6005 WAGES-OVERTIME	\$4,508	\$4,057	\$4,120	\$2,500	\$4,120
6009 WAGES-OTHER	\$10,262	\$10,170	\$0	\$6,654	\$11,242
6011 VACATION PAY	\$16,063	\$13,470	\$16,436	\$14,251	\$17,371
6012 SICK PAY	\$8,345	\$5,351	\$11,159	\$9,829	\$9,368
6013 EMERGENCY PAY	636	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,232
6019 MISCELLANEOUS PAY	\$2,585	\$2,175	\$2,455	\$2,455	\$2,695
6021 FICA-S.S. AND MEDICARE TAXES	\$16,950	\$16,064	\$18,466	\$18,199	\$19,749
6022 TMRS-EMPLOYER	\$32,511	\$30,237	\$32,980	\$33,237	\$35,334
6025 WORKER COMPENSATION INS.	\$451	\$424	\$474	\$352	\$400
PERSONNEL SERVICES	\$284,436	\$276,972	\$290,651	\$291,620	\$309,645
6101 OFFICE AND COMPUTER SUPPLIES	\$14,021	\$10,979	\$15,000	\$18,500	\$15,000
6102 EDUCATIONAL SUPPLIES	\$626	\$313	\$1,200	\$1,150	\$1,200
6104 JANITORIAL AND CLEANING SUPPLY	\$346	\$367	\$600	\$550	\$600
6105 FOOD SUPPLIES	\$738	\$755	\$1,100	\$1,075	\$1,200
6109 POSTAGE	\$630	\$401	\$1,400	\$1,400	\$1,400
6119 OTHER SUPPLIES	\$290	\$147	\$600	\$485	\$600
SUPPLIES	\$16,651	\$12,963	\$19,900	\$23,160	\$20,000
6201 OFFICE EQUIPMENT MAINT.	\$0	\$0	\$600	\$400	\$400
6206 BUILDING MAINTENANCE	\$25,139	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$25,139	\$0	\$600	\$400	\$400
6304 PROF.SERV.-OTHER	\$1,108	\$9,108	\$10,000	\$10,000	\$15,000
6312 COMMUNICATION SERVICES	\$768	\$768	\$868	\$868	\$900
6316 PRINTING AND BINDING	\$32	\$26	\$100	\$75	\$100
6329 OTHER SERVICES	\$1,915	\$1,906	\$1,200	\$1,000	\$1,200
6332 TRAVEL AND MEALS	\$5,483	\$6,684	\$11,000	\$8,950	\$11,000
6333 DUES AND SUBSCRIPTIONS	\$1,368	\$2,002	\$4,000	\$4,000	\$4,200
6335 ADVERTISING COST	\$11,933	\$19,218	\$20,000	\$20,000	\$25,000
6337 TRAINING	\$2,320	\$3,418	\$6,500	\$5,650	\$6,500
6371 ELECTION SERVICES	\$1,317	\$1,780	\$50,000	\$2,500	\$50,000
SERVICES AND CHARGES	\$26,244	\$44,911	\$103,668	\$53,043	\$113,900
TOTAL CITY SECRETARY	\$352,470	\$334,846	\$414,819	\$368,223	\$443,945

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 2019

- Planned, coordinated and began the Tomball Leadership Academy to promote the growth and training of leaders within City employment.
- Planned, coordinated and began the Tomball Driving Academy to ensure all City drivers have basic vehicle training and promote safer driving.
- 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.
- Continued a 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 6th annual Paces 4 Pink 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.
- Continued 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.
- Assisted departments in recruiting efforts.
- Completed a comprehensive salary survey utilizing data from 11 similar cities to maintain fair, equitable and competitive salary range structure.

Goals for FY 2020

- Continue with Cohort 2 of the Tomball Leadership Academy.
- Continue our Tomball Driving Academy to promote safe driving from all employees.
- 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 7th 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 salary survey utilizing data from 11 similar cities to maintain fair, equitable and competitive salary range structure.

Objectives for FY 2020

- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
115 - Human Resources

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$305,006	\$341,879	\$338,593	\$355,763
Supplies	\$16,817	\$19,200	\$18,800	\$18,950
Maintenance	\$233	\$500	\$0	\$0
Services and charges	\$63,615	\$116,868	\$116,568	\$91,500
Total Operating Expenditures	\$385,671	\$478,447	\$473,961	\$466,213
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$385,671	\$478,447	\$473,961	\$466,213

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
HR Director	1.00	1.0	1.00
HR Payroll Specialist	1.00	1.0	1.00
HR Generalist	1.00	1.0	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$100,579	\$110,235	\$107,325	\$107,089	\$106,719
6003 WAGES-FULL TIME	\$92,257	\$89,169	\$102,312	\$102,624	\$99,966
6004 WAGES-PART TIME	\$26,739	\$24,150	\$32,960	\$32,960	\$32,960
6005 WAGES-OVERTIME	\$3,047	\$3,353	\$6,180	\$4,000	\$6,180
6009 WAGES-OTHER	\$10,509	\$10,882	\$0	\$6,301	\$11,187
6011 VACATION PAY	\$12,016	\$10,857	\$14,758	\$12,636	\$16,432
6012 SICK PAY	\$4,841	\$6,665	\$11,730	\$7,416	\$9,323
6013 EMERGENCY PAY	\$402	\$194	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$3,729
6019 MISCELLANEOUS PAY	\$1,220	\$1,400	\$1,580	\$1,580	\$1,760
6021 FICA-S.S. AND MEDICARE TAXES	\$17,945	\$17,282	\$21,294	\$20,500	\$22,178
6022 TMRS-EMPLOYER	\$30,908	\$30,501	\$33,385	\$33,223	\$35,029
6025 WORKER COMPENSATION INS.	\$301	\$318	\$355	\$264	\$300
6026 STATE UNEMPLOYMENT TAXES	\$3,678	\$0	\$10,000	\$10,000	\$10,000
PERSONNEL SERVICES	\$304,442	\$305,006	\$341,879	\$338,593	\$355,763
6101 OFFICE AND COMPUTER SUPPLIES	\$5,503	\$3,741	\$6,000	\$6,000	\$6,000
6102 EDUCATIONAL SUPPLIES	\$1,392	\$1,615	\$1,500	\$1,500	\$1,500
6105 FOOD SUPPLIES	\$2,516	\$1,571	\$3,000	\$3,000	\$3,000
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$300	\$200	\$300
6108 FUEL, OIL AND LUBRICANTS	\$0	\$0	\$200	\$0	\$0
6109 POSTAGE	\$134	\$136	\$200	\$100	\$150
6119 OTHER SUPPLIES	\$7,453	\$9,754	\$8,000	\$8,000	\$8,000
SUPPLIES	\$16,998	\$16,817	\$19,200	\$18,800	\$18,950
6205 VEHICLE MAINTENANCE	\$608	\$233	\$500	\$0	\$0
REPAIRS AND MAINTENANCE	\$608	\$233	\$500	\$0	\$0
6304 PROF.SERV.-OTHER	\$0	\$5,000	\$30,000	\$30,000	\$6,000
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768	\$900
6329 OTHER SERVICES	\$34,092	\$34,146	\$40,000	\$40,000	\$40,000
6332 TRAVEL AND MEALS	\$52	\$1,260	\$5,800	\$7,000	\$5,800
6333 DUES AND SUBSCRIPTIONS	\$1,334	\$1,224	\$1,800	\$1,800	\$1,800
6335 ADVERTISING COST	\$0	\$969	\$3,500	\$2,000	\$2,000
6337 TRAINING	\$5,560	\$10,064	\$24,000	\$24,000	\$24,000
6398 BANQUETS, DEDICATION, RECEP	\$10,155	\$10,184	\$11,000	\$11,000	\$11,000
SERVICES AND CHARGES	\$51,961	\$63,615	\$116,868	\$116,568	\$91,500
TOTAL HUMAN RESOURCES	\$374,009	\$385,671	\$478,447	\$473,961	\$466,213

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 2019 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the eleventh consecutive year.
- Received the Certificate of Achievement for excellence in Financial Reporting for the 9/30/2018 Comprehensive Annual Financial Report. This was the 29th consecutive year that the City has received this award.

Goals for FY 2020

- 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 2020

- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
116 - Finance

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$419,921	\$455,412	\$440,272	\$471,518
Supplies	\$5,888	\$7,200	\$5,000	\$5,500
Maintenance	\$795	\$350	\$500	\$500
Services and charges	\$289,168	\$291,136	\$300,000	\$289,000
Total Operating Expenditures	\$715,772	\$754,098	\$745,772	\$766,518
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$715,772	\$754,098	\$745,772	\$766,518

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Finance Director	1.00	1.0	1.00
Senior Accountant	2.00	1.0	1.00
Accountant	-	2.0	2.00
Accounting Assistant	2.00	2.0	2.00
Part Time Accounting Assistant	0.50	-	-
Total	5.50	6.00	6.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$201,692	\$224,735	\$259,712	\$248,347	\$256,111
6003 WAGES-FULL TIME	\$69,081	\$62,332	\$75,404	\$67,851	\$73,345
6004 WAGES-PART TIME	\$7,675	\$6,358	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$1,645	\$1,950	\$1,545	\$2,000	\$1,545
6009 WAGES-OTHER	\$14,802	\$13,552	\$0	\$11,143	\$17,537
6011 VACATION PAY	\$16,531	\$18,389	\$18,482	\$18,695	\$19,295
6012 SICK PAY	\$8,056	\$19,867	\$17,554	\$12,423	\$14,614
6013 EMERGENCY PAY	\$1,797	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,947
6019 MISCELLANEOUS PAY	\$1,650	\$1,710	\$1,300	\$1,435	\$1,830
6021 FICA-S.S. AND MEDICARE TAXES	\$24,120	\$25,105	\$28,968	\$27,763	\$30,006
6022 TMRS-EMPLOYER	\$43,738	\$45,340	\$51,736	\$50,090	\$53,688
6025 WORKER COMPENSATION INS.	\$551	\$583	\$711	\$525	\$600
PERSONNEL SERVICES	\$391,338	\$419,921	\$455,412	\$440,272	\$471,518
6101 OFFICE AND COMPUTER SUPPLIES	\$3,635	\$4,119	\$6,000	\$3,000	\$4,000
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$0	\$1,000	\$500
6105 FOOD SUPPLIES	\$150	\$289	\$100	\$100	\$100
6107 CLOTHING AND UNIFORMS	\$379	\$487	\$600	\$600	\$600
6108 FUEL, OIL AND LUBRICANTS	\$0	\$20	\$0	\$0	\$0
6109 POSTAGE	\$100	\$67	\$300	\$100	\$100
6119 OTHER SUPPLIES	\$0	\$906	\$200	\$200	\$200
SUPPLIES	\$4,264	\$5,888	\$7,200	\$5,000	\$5,500
6204 OTHER EQUIPMENT MAINTENANCE	\$345	\$795	\$350	\$500	\$500
REPAIRS AND MAINTENANCE	\$345	\$795	\$350	\$500	\$500
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$50,860	\$72,340	\$70,000	\$80,000	\$70,000
6304 PROF.SERV.-OTHER	\$9,372	\$10,330	\$15,000	\$16,500	\$15,000
6312 COMMUNICATION SERVICES	\$1,362	\$1,719	\$2,236	\$2,000	\$2,000
6316 PRINTING AND BINDING	\$870	\$968	\$1,000	\$1,000	\$1,000
6317 APPRAISAL SERVICES	\$43,973	\$46,496	\$46,500	\$46,500	\$46,500
6332 TRAVEL AND MEALS	\$4,267	\$6,394	\$5,900	\$6,500	\$7,000
6333 DUES AND SUBSCRIPTIONS	\$1,715	\$2,587	\$2,500	\$2,500	\$2,500
6335 ADVERTISING COST	\$6,869	\$7,957	\$6,000	\$3,000	\$3,000
6337 TRAINING	\$2,511	\$3,562	\$5,000	\$5,000	\$5,000
6397 CREDIT CARD PROCESSING FEE	\$96,651	\$118,380	\$115,000	\$115,000	\$115,000
6399 SERVICE CHARGES	\$18,446	\$18,434	\$22,000	\$22,000	\$22,000
SERVICES AND CHARGES	\$236,896	\$289,168	\$291,136	\$300,000	\$289,000
TOTAL FINANCE	\$632,843	\$715,774	\$754,098	\$745,772	\$766,518

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 2019

- Added water protection to main server room
- Added water sensors to main server room
- Installed Blue Beam Revu plan management software for Community Development Department
- Migrated Finance and HR Incode modules to new servers on Incode 10
- Replaced credit card readers with Chip readers
- CJIS audit.
- One Touch installation for the new Windsor conference room
- One Touch installation for the PD training room
- One Touch installation for the PD conference room
- Extended our network to the new Marketing building with wireless technology
- Serviced the UPS in the main server room by replacing all batteries
- New Body Camera system for PD
- Added additional TV's to Council Chambers
- Upgrade to new SPAM filter
- Setup KnowBe4 cyber security training software
- Migrated city provided cell phones to AT&T Firstnet
- Worked with vendor to recycle decommissioned electronics.

- Added workstation, laptop, and software for PD social media project
- Added Justfio open records request software for City Secretary office
- Upgrade RollCallPro to new version
- Was the first to commit to Lone Star College Life Path program to accept an Intern for the IT department
- Completed 85% of the multi-year project to replace our 911 dispatch system
 - Build Team developed screen layouts, forms, templates, and workflows
 - Database backups were aligned to migrate data
 - Data review of migrated data
 - Setup Netmotion server and connected the MDT's directly to our network
 - Canceled the MDT service from Harris county

Goals and Objectives for FY 2020

- Upgrade to Incode 10 Utility Billing and court systems
- Complete Computer Aided dispatch (CAD) and police Records Management System RMS. Go Live.
- Setup new Storage Area Network and migrate production server for optimal performance
- Move FM Radio Station transmitter to NWEMS of FS1
- Upgrade PD computers to Windows 10 for CJIS compliance
- Evaluate and replace Fire Station network

Major Budget Items

- Replace Computer Aided Dispatch system (\$150,000)
- Add new Storage Area Network (\$50,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
117 - Information Systems

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$274,241	\$285,381	\$289,160	\$296,350
Supplies	\$45,567	\$40,400	\$40,400	\$148,100
Maintenance	\$1,249	\$8,700	\$8,700	\$8,700
Services and charges	\$296,374	\$368,722	\$510,100	\$518,600
Total Operating Expenditures	\$617,432	\$703,203	\$848,360	\$971,750
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	\$150,000	-	-
Total Expenditures	\$617,432	\$853,203	\$848,360	\$971,750

Supplemental Programs	Recurring	Non-Recur.
Point to Point Microwave Connection - FS1 & 2		\$49,000
Storage Area Network		\$55,000
Storage for New Body Cams & Backup		\$20,000

Staffing	FY2018	FY2019	FY2020
IT Director	1.00	1.0	1.00
IT Support Tech, Senior	1.00	1.0	1.00
IT Specialist	1.00	1.0	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$191,718	\$194,361	\$204,945	\$188,750	\$145,592
6003 WAGES- FULL TIME	\$0	\$0	\$0	\$19,760	\$54,225
6005 WAGES-OVERTIME	\$0	\$0	\$0	\$2,500	\$2,575
6009 WAGES- OTHER	\$10,167	\$10,065	\$0	\$5,361	\$10,686
6011 VACATION PAY	\$9,894	\$15,204	\$13,003	\$9,087	\$13,357
6012 SICK PAY	\$3,226	\$3,525	\$12,136	\$7,933	\$8,905
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$3,562
6019 MISCELLANEOUS PAY	\$1,435	\$1,615	\$1,795	\$1,795	\$1,975
6021 FICA-S.S. AND MEDICARE TAXES	\$17,324	\$17,177	\$18,827	\$18,932	\$19,533
6022 TMRS-EMPLOYER	\$31,576	\$31,224	\$33,625	\$34,111	\$34,950
6025 WORKER COMPENSATION INS.	\$1,042	\$1,070	\$1,050	\$931	\$990
PERSONNEL SERVICES	\$266,382	\$274,241	\$285,381	\$289,160	\$296,350
6101 OFFICE AND COMPUTER SUPPLIES	\$42,153	\$45,408	\$40,000	\$40,000	\$40,000
6103 COMPUTER EQUIPMENT <\$20,000	\$2,550	\$0	\$0	\$0	\$107,500
6107 CLOTHING AND UNIFORMS	\$192	\$0	\$300	\$300	\$500
6109 POSTAGE	\$46	\$159	\$100	\$100	\$100
SUPPLIES	\$44,941	\$45,567	\$40,400	\$40,400	\$148,100
6201 OFFICE EQUIPMENT MAINTENANCE	\$12,026	\$1,249	\$7,500	\$7,500	\$7,500
6202 COMPUTER EQUIPMENT MAINT	\$291	\$0	\$1,200	\$1,200	\$1,200
REPAIRS AND MAINTENANCE	\$12,317	\$1,249	\$8,700	\$8,700	\$8,700
6304 PROF.SERV.-OTHER	\$39,720	\$12,013	\$40,000	\$15,000	\$40,000
6312 COMMUNICATION SERVICES	\$79,025	\$72,200	\$87,000	\$87,000	\$90,000
6320 COMPUTER SOFTWARE SERV.	\$199,589	\$199,933	\$226,622	\$395,000	\$372,000
6332 TRAVEL AND MEALS	\$691	\$1,194	\$1,500	\$500	\$3,000
6333 DUES AND SUBSCRIPTIONS	\$1,064	\$1,039	\$1,000	\$1,000	\$1,000
6334 AUTOMOBILE ALLOWANCES	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600
6337 TRAINING	\$1,645	\$395	\$3,000	\$2,000	\$3,000
SERVICES AND CHARGES	\$331,334	\$296,374	\$368,722	\$510,100	\$518,600
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	\$0	\$150,000	\$0	\$0
TRANSFERS	\$0	\$0	\$150,000	\$0	\$0
TOTAL INFORMATION SYSTEMS	\$654,974	\$617,432	\$853,203	\$848,360	\$971,750

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 2019

- 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 2020

- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
118 - Legal

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	-	-	-	-
Supplies	\$210	-	-	-
Maintenance	-	-	-	-
Services and charges	\$117,385	\$142,000	\$125,000	\$142,000
Total Operating Expenditures	\$117,595	\$142,000	\$125,000	\$142,000
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$117,595	\$142,000	\$125,000	\$142,000

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6102 EDUCATIONAL SUPPLIES	\$0	\$210	\$0	\$0	\$0
SUPPLIES	\$0	\$210	\$0	\$0	\$0
6303 PROF.SERV.-LEGAL	\$159,704	\$117,385	\$142,000	\$125,000	\$142,000
SERVICES AND CHARGES	\$159,704	\$117,385	\$142,000	\$125,000	\$142,000
TOTAL LEGAL	\$159,704	\$117,595	\$142,000	\$125,000	\$142,000

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
119 - Non-Departmental

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	-	-	-	-
Supplies	\$13,942	\$25,900	\$13,000	\$13,500
Maintenance	-	-	-	-
Services and charges	\$440,610	\$530,380	\$635,867	\$639,300
Total Operating Expenditures	\$454,552	\$556,280	\$648,867	\$652,800
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$2,231,241	\$2,617,391	\$2,500,000	\$2,534,000
Total Expenditures	\$2,685,793	\$3,173,671	\$3,148,867	\$3,186,800

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$5,248	\$4,148	\$4,700	\$4,000	\$4,500
6108 FUEL, OIL AND LUBRICANTS	\$0	\$43	\$9,000	\$0	\$0
6109 POSTAGE	\$12,223	\$9,750	\$12,200	\$9,000	\$9,000
SUPPLIES	\$17,471	\$13,942	\$25,900	\$13,000	\$13,500
6329 OTHER SERVICES	\$33,709	\$22,206	\$22,800	\$25,000	\$25,000
6330 INSURANCE	\$237,903	\$236,069	\$260,000	\$325,000	\$325,000
6336 EQUIPMENT RENTALS	\$50,302	\$35,354	\$30,280	\$30,280	\$32,000
6339 PRIOR YEAR DELINQUENT TAXES		\$0	\$0	\$75,000	\$30,000
6340 SPECIAL EVENTS	\$0	\$0	\$47,300	\$23,650	\$47,300
6346 ECONOMIC DEVELOPMENT AGREEMENT	\$174,162	\$146,968	\$170,000	\$156,937	\$180,000
6399 SERVICE CHARGES	\$0	\$13	\$0	\$0	\$0
SERVICES AND CHARGES	\$496,076	\$440,610	\$530,380	\$635,867	\$639,300
6691 TRANSFER OUT	\$20,000	\$20,000	\$30,000	\$100,000	\$126,000
6692 TRANSFER TO EMP. BEN. TRUST	\$2,110,591	\$2,211,241	\$2,387,391	\$2,300,000	\$2,300,000
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$200,000	\$100,000	\$108,000
TRANSFERS	\$2,130,591	\$2,231,241	\$2,617,391	\$2,500,000	\$2,534,000
TOTAL NON-DEPARTMENTAL	\$2,644,138	\$2,685,792	\$3,173,671	\$3,148,867	\$3,186,800

Police Department

DEPARTMENT MISSION

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

PROGRAM NARRATIVE

FY 2018-19 Accomplishments

- The department purchases Cellbright software which allows investigators to download the information on seized cell phone involved in criminal activity. This reduces the investigation time of specific crimes from several months to several days..
- From the Seizure Fund the department purchased new training room furniture. The furniture that was replaced was over 15 years old. The previous furniture was difficult to move and store. The new furniture, aside from being more comfortable and conducive to a learning environment, easily moves and stores, which assists in the room being used for different purposes such as use of force simulator, defensive tactics, and traditional classroom training.
- Purchase 10 Kenwood portable radios for patrol use.
- Establish a Community Response Team responsible for improving the quality of life in various neighborhoods and assisting with tactical operations for continuing crimes.
- Prepare for transition to the new CAD and RMS software programs.

Goals & Objectives for FY 2019 - 20

- Purchase and implement use of two new speed trailers to assist in traffic control and traffic counts.
- Begin installation of Watchguard mobile video cameras in new patrol cars.
- Purchase and implement Automatic License Plate Reader.
- Network with TISD, NWEMS, Public Works and HCA to conduct active shooter training.

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
121 - Police Department

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$4,836,410	\$5,190,239	\$5,049,579	\$5,441,580
Supplies	\$227,452	\$222,000	\$210,500	\$215,500
Maintenance	\$154,778	\$96,500	\$90,500	\$86,500
Services and charges	\$242,280	\$199,420	\$195,900	\$209,300
Total Operating Expenditures	\$5,460,920	\$5,708,159	\$5,546,479	\$5,952,880
Capital Outlay	\$1,305	\$0	\$25,000	\$25,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$139,500	-	-	-
Total Expenditures	\$5,601,725	\$5,708,159	\$5,571,479	\$5,977,880

Supplemental Programs	Recurring	Non-Recur.
Mobile License Plate Reader System		\$25,400
Kenwood Portable Radios		\$25,000

Staffing	FY2018	FY2019	FY2020
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Lieutenant	2.00	2.00	2.00
Detective	-	-	-
Sergeant	5.00	5.00	4.00
Corporal	3.00	3.00	3.00
Air Support Officer	-	-	2.00
Police Officer	32.00	32.00	29.00
Public Service Officer	2.00	2.00	3.00
Records Clerk	2.00	2.00	2.00
Communications Supervisor	-	-	1.00
Dispatcher	11.00	11.00	10.00
Sr. Administrative Assistant	1.00	1.00	1.00
Sr. Evidence Room Technician	-	1.00	1.00
Evidence Room Technician	1.00	1.00	1.00
Total	62.00	63.00	62.00

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

LINE ITEMS	2018 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$280,801	\$424,920	\$298,384	\$283,557	\$277,993
6003 WAGES-FULL TIME	\$2,637,588	\$2,511,573	\$3,099,565	\$2,936,868	\$3,092,504
6004 WAGES-PART TIME	\$43,902	\$32,381	\$60,384	\$61,942	\$64,936
6005 WAGES-OVERTIME	\$429,202	\$452,472	\$371,948	\$408,325	\$412,144
6009 WAGES-OTHER	\$165,358	\$165,981	\$0	\$102,804	\$177,196
6011 VACATION PAY	\$190,114	\$196,295	\$206,850	\$158,024	\$216,375
6012 SICK PAY	\$99,144	\$158,791	\$168,658	\$144,748	\$147,663
6013 EMERGENCY PAY	\$6,075	\$3,670	\$0	\$1,836	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$26,028
6019 MISCELLANEOUS PAY	\$29,835	\$30,175	\$26,595	\$25,830	\$26,645
6021 FICA-MED/SS	\$286,194	\$281,336	\$325,734	\$311,311	\$341,619
6022 TMRS-EMPLOYER	\$529,061	\$519,392	\$573,495	\$557,868	\$602,342
6025 WORKER COMPENSATION INS.	\$58,311	\$59,424	\$58,626	\$56,466	\$56,135
PERSONNEL SERVICES	\$4,755,585	\$4,836,410	\$5,190,239	\$5,049,579	\$5,441,580
6101 OFFICE AND COMPUTER SUPPLIES	\$11,935	\$19,066	\$15,000	\$15,000	\$15,000
6102 EDUCATIONAL SUPPLIES	\$3,659	\$408	\$1,500	\$1,500	\$1,500
6104 JANITORIAL SUPPLIES	\$311	\$310	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$6,530	\$6,488	\$6,500	\$6,500	\$6,500
6106 MATERIALS AND PARTS	\$61,346	\$57,103	\$60,000	\$60,000	\$60,000
6107 CLOTHING AND UNIFORMS	\$57,358	\$44,690	\$40,000	\$45,000	\$40,000
6108 FUEL, OIL AND LUBRICANTS	\$80,347	\$98,008	\$95,000	\$80,000	\$90,000
6109 POSTAGE	\$517	\$519	\$2,000	\$2,000	\$2,000
6119 OTHER SUPPLIES	\$3,312	\$861	\$1,500	\$0	\$0
SUPPLIES	\$225,315	\$227,452	\$222,000	\$210,500	\$215,500
6201 OFFICE EQUIPMENT MAINTENANCE	\$363	\$870	\$1,500	\$1,500	\$1,500
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$2,406	\$0	\$0	\$0
6204 OTHER EQUIPMENT MAINTENANCE	\$8,221	\$17,595	\$10,000	\$10,000	\$10,000
6205 VEHICLE MAINTENANCE	\$70,357	\$115,724	\$55,000	\$75,000	\$75,000
6206 BUILDING MAINTENANCE	\$0	\$18,185	\$30,000	\$4,000	\$0
REPAIRS AND MAINTENANCE	\$78,941	\$154,778	\$96,500	\$90,500	\$86,500
6304 PROFESSIONAL SERVICES,OTHER	\$25,292	\$22,883	\$12,000	\$14,000	\$14,000
6312 COMMUNICATION SERVICES	\$83,924	\$89,051	\$70,000	\$75,000	\$60,000
6316 PRINTING AND BINDING	\$0	\$426	\$500	\$0	\$0
6318 ANIMAL CONTROL-HARRIS COUNTY	\$22,000	\$26,000	\$30,000	\$24,000	\$24,000
6320 SOFTWARE SERVICE	\$0	\$845	\$0	\$0	\$25,400
6324 JAIL SERVICE EXPENSE	\$2,994	\$5,940	\$10,000	\$5,000	\$10,000
6325 BUY MONEY	\$2,500	\$2,000	\$4,000	\$2,000	\$5,000
6328 BIKE PATROL	\$1,050	\$0	\$3,000	\$3,000	\$3,000
6329 OTHER SERVICES	\$850	\$3,659	\$2,500	\$2,500	\$2,500
6332 TRAVEL AND MEALS	\$33,800	\$44,778	\$20,000	\$25,000	\$20,000
6333 DUES AND SUBSCRIPTIONS	\$3,944	\$4,320	\$7,000	\$5,000	\$5,000
6336 EQUIPMENT RENTALS	\$524	\$492	\$420	\$400	\$400

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

LINE ITEMS	2018 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6337 TRAINING	\$38,058	\$41,888	\$40,000	\$40,000	\$40,000
SERVICES AND CHARGES	\$214,936	\$242,280	\$199,420	\$195,900	\$209,300
6402 COMPUTER EQUIPMENT	\$0	\$1,305	\$0	\$0	\$0
6404 RADIO EQUIPMENT	\$0	\$0	\$0	\$25,000	\$25,000
CAPITAL OUTLAY	\$0	\$1,305	\$0	\$25,000	\$25,000
6998 TRANSFER TO FLEET REPLACEMENT	\$104,812	\$139,500	\$0	\$0	\$0
TRANSFERS	\$104,812	\$139,500	\$0	\$0	\$0
TOTAL-POLICE DEPARTMENT	\$5,379,589	\$5,601,730	\$5,708,159	\$5,571,479	\$5,977,880

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 2018-19 Accomplishments

- Completed mandatory educational hours for all court staff
- Maintained a current Jury Trial Calendar, ensuring no backlog in regards to request by jury
- Continued implementation of Show-Cause Hearing Dockets in order to improve collection of payment plans
- Tomball Municipal Court workload for FY 2018-19

Number of Cases Filed	6,116
Number of Warrants Issued	1,999

Goals for FY 2019-20

- 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 2019-20

- Continue identification of additional 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
- Identify additional security and safety measures to implement

Major Budget Items

- None

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
122 - Municipal Court

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$284,584	\$356,608	\$344,648	\$345,722
Supplies	\$4,209	\$3,900	\$4,400	\$4,400
Maintenance	-	-	-	-
Services and charges	\$68,654	\$86,398	\$73,900	\$76,200
Total Operating Expenditures	\$357,447	\$446,906	\$422,948	\$426,322
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$357,447	\$446,906	\$422,948	\$426,322

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Court Administrator	1.00	1.00	1.00
Municipal Court Clerk	-	2.00	-
Assistant Court Clerk	3.50	2.00	4.00
Municipal Judge	0.50	0.50	0.50
Total	5.00	5.50	5.50

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$55,951	\$58,643	\$70,152	\$70,647	\$70,801
6003 WAGES-FULL TIME	\$102,967	\$115,220	\$152,727	\$127,432	\$136,738
6004 WAGES-PART TIME	\$43,405	\$36,826	\$38,156	\$38,154	\$41,873
6005 WAGES-OVERTIME	\$2,318	\$4,786	\$8,240	\$8,240	\$8,240
6009 WAGES-OTHER	\$8,634	\$9,115	\$0	\$6,197	\$10,842
6011 VACATION PAY	\$12,960	\$9,035	\$13,857	\$15,348	\$10,588
6012 SICK PAY	\$3,968	\$2,765	\$12,083	\$19,814	\$9,035
6013 EMERGENCY PAY	\$0	\$63	\$0	\$58	\$0
6019 MISCELLANEOUS PAY	\$1,860	\$2,115	\$2,220	\$2,220	\$840
6021 FICA-MED/SS	\$17,329	\$17,801	\$22,877	\$21,721	\$22,206
6022 TMRS-EMPLOYER	\$25,946	\$27,681	\$35,644	\$34,333	\$34,000
6025 WORKER COMPENSATION INS.	\$561	\$535	\$652	\$484	\$559
PERSONNEL SERVICES	\$275,899	\$284,584	\$356,608	\$344,648	\$345,722
6101 OFFICE AND COMPUTER SUPPLIES	\$3,387	\$3,268	\$3,000	\$3,500	\$3,500
6102 EDUCATIONAL SUPPLIES	\$556	\$461	\$400	\$400	\$400
6107 CLOTHING AND UNIFORMS	\$0	\$480	\$500	\$500	\$500
SUPPLIES	\$3,943	\$4,209	\$3,900	\$4,400	\$4,400
6303 PROFESSIONAL SERVICES,LEGAL	\$59,500	\$59,720	\$70,000	\$60,000	\$60,000
6312 COMMUNICATION SERVICES	\$0	\$320	\$768	\$800	\$900
6316 PRINTING AND BINDING	\$1,316	\$785	\$1,600	\$1,500	\$2,000
6329 OTHER SERVICES	\$396	\$181	\$2,080	\$1,500	\$1,500
6332 TRAVEL AND MEALS	\$2,154	\$3,271	\$5,000	\$4,000	\$5,000
6333 DUES AND SUBSCRIPTIONS	\$1,602	\$1,270	\$1,100	\$1,100	\$1,300
6337 TRAINING	\$2,257	\$3,107	\$5,850	\$5,000	\$5,500
SERVICES AND CHARGES	\$67,225	\$68,654	\$86,398	\$73,900	\$76,200
TOTAL-MUNICIPAL COURT	\$347,067	\$357,447	\$446,906	\$422,948	\$426,322

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 2019

- Continued to add new Volunteer Helpers and Instructors
- Continued to arranged the structure of the Center physically through décor and activities

Goals & Objectives for FY 2019-2020

- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
131 - Community Center

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$128,806	\$140,974	\$151,170	\$142,446
Supplies	\$17,362	\$16,750	\$17,750	\$19,000
Maintenance	\$4,926	\$800	\$400	\$400
Services and charges	\$6,053	\$9,100	\$7,700	\$9,450
Total Operating Expenditures	\$157,148	\$167,624	\$177,020	\$171,296
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$157,148	\$167,624	\$177,020	\$171,296

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Manager	1.00	1.00	1.00
Assistant	1.00	1.00	1.00
Attendants - Part Time	1.00	1.00	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$43,832	\$48,020	\$45,525	\$46,308	\$46,710
6003 WAGES-FULL TIME	\$31,435	\$29,848	\$34,758	\$30,420	\$29,721
6004 WAGES-PART TIME	\$18,781	\$17,407	\$25,473	\$23,969	\$27,005
6005 WAGES-OVERTIME	\$1,036	\$1,192	\$1,545	\$3,161	\$2,060
6009 WAGES-OTHER	\$4,226	\$3,683	\$0	\$2,815	\$4,078
6011 VACATION PAY	\$4,447	\$4,086	\$5,928	\$7,624	\$5,749
6012 SICK PAY	\$1,443	\$3,549	\$4,223	\$11,634	\$3,398
6013 EMERGENCY PAY	\$427	\$202	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$838
6019 MISCELLANEOUS PAY	\$980	\$1,100	\$1,220	\$1,220	\$435
6021 FICA-MED/SS	\$7,669	\$7,483	\$9,127	\$9,536	\$9,267
6022 TMRS-EMPLOYER	\$12,115	\$11,918	\$12,820	\$14,219	\$12,885
6025 WORKER COMPENSATION INS.	\$301	\$318	\$355	\$264	\$300
PERSONNEL SERVICES	\$126,692	\$128,806	\$140,974	\$151,170	\$142,446
6101 OFFICE AND COMPUTER SUPPLIES	\$432	\$699	\$1,000	\$1,000	\$1,000
6104 JANITORIAL SUPPLIES	\$172	\$190	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$6,332	\$7,092	\$6,750	\$6,750	\$8,000
6108 FUEL,OIL AND LUBRICANTS	\$187	\$147	\$500	\$0	\$0
6119 OTHER SUPPLIES	\$3,769	\$8,709	\$6,500	\$6,500	\$8,000
6130 FURNITURE <\$20,000	\$1,028	\$525	\$1,500	\$3,000	\$1,500
SUPPLIES	\$11,920	\$17,362	\$16,750	\$17,750	\$19,000
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$0	\$400	\$400	\$400
6205 VEHICLE MAINTENANCE	\$1,041	\$126	\$400	\$0	\$0
6206 BUILDING MAINTENANCE	\$0	\$4,800	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$1,041	\$4,926	\$800	\$400	\$400
6329 OTHER SERVICES	\$585	\$990	\$1,750	\$1,500	\$1,750
6332 TRAVEL AND MEALS	\$2,984	\$2,036	\$3,650	\$2,500	\$4,000
6335 ADVERTISING COST	\$3,763	\$2,890	\$3,500	\$3,500	\$3,500
6362 PERMITS AND LICENSES	\$61	\$138	\$200	\$200	\$200
SERVICES AND CHARGES	\$7,393	\$6,053	\$9,100	\$7,700	\$9,450
TOTAL-COMMUNITY CENTER	\$147,046	\$157,148	\$167,624	\$177,020	\$171,296

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.

FY 2018-19 Accomplishments

- Fire Prevention Division continues to complete its annual inspections of the approximately 1,400 commercial facilities as of August 31 of 2018
- Selected, in conjunction with PD, Zuerker as the new CAD system for the City
- Trained additional fire employees in swift water rescue discipline, acquired sets of swift water rescue equipment
- Developed in-house training program for continuing education and skills proficiency
- Fire Prevention Division received an Achievement of Excellence Award from the Texas Fire Marshal's Association
- Continue to re-evaluate and modify prior adopted amendments to the fire codes with the goal of reducing various requirements as capacity and capability of the fire department continue to improve
- Significant work completed towards the Texas Fire Chiefs Association "Best Practices" recognition and the TFD Standards of Cover
- Continue to review and revise, as necessary, Department SOG manual
- Ladder 4 received and placed into service
- Added a total of nine firefighters into the full-time system with costs allocated between the City and the ESD
- Analyzed response data to identify issues and opportunities to improve service delivery
- Met minimum staffing goals 99% of the time with the minimal use of overtime

Goals & Objectives for FY 2019-20

- Using data from the response time data analysis, develop a strategy to improve performance to 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 and 20 seconds of being dispatched to 85%.

- 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
- Continue to develop swift water rescue capability/capacity through training and equipment acquisition
- Maintain Prevention Division productivity of 1,400+ commercial property inspections during fiscal year.
- Continue to meet the minimum staffing goals of the Department at least 99% of the time with a minimal use of overtime
- 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 Standards of Cover and Community Driven Strategic Plan.
- Complete Texas Fire Chiefs Association Best Practices Program.
- Increase active volunteer membership by 20 positions.

Major Budget Items:

- Vehicle Maintenance (\$111,000)
- Replace 2 staff vehicles with 4-door pick-up trucks (\$100,000)
- Replace firefighter turnout gear (\$27,500)
- Radio replacements (\$37,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
142 - Fire Department

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$1,885,942	\$2,142,246	\$2,142,252	\$2,418,670
Supplies	\$340,774	\$320,055	\$326,615	\$284,835
Maintenance	\$246,160	\$182,450	\$243,572	\$228,950
Services and charges	\$122,244	\$155,210	\$146,300	\$156,600
Total Operating Expenditures	\$2,595,121	\$2,799,961	\$2,858,739	\$3,089,055
Capital Outlay	\$46	\$27,000	\$27,414	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$2,595,167	\$2,826,961	\$2,886,153	\$3,089,055

Supplemental Programs	Recurring	Non-Recur.
Air Vac System for Station 1		\$50,000
SmartBoard		\$5,700
13 Headset Replacements/2 Mobile Radios		\$25,000

Staffing	FY2018	FY2019	FY2020
Fire Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Assistant Fire Marshal	1.00	1.00	1.00
Captain	3.00	3.00	3.00
Lieutenant	6.00	6.00	6.00
Driver/Operator	6.00	9.00	9.00
Firefighter	-	6.00	9.00
Part Time Firefighter	7.00	15.00	13.00
Deputy Fire Mashal	0.50	0.50	0.50
Logistics Specialist	-	0.50	0.50
Total	27.50	45.00	46.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$230,717	\$292,254	\$261,469	\$260,239	\$257,763
6003 WAGES - FULL TIME	\$784,084	\$689,517	\$1,018,889	\$951,535	\$1,070,077
6004 WAGES - PART TIME	\$364,976	\$262,517	\$119,348	\$142,813	\$208,639
6005 WAGES - OVERTIME	\$257,524	\$162,035	\$184,957	\$209,213	\$188,330
6009 WAGES - OTHER	\$50,908	\$55,919	\$0	\$32,479	\$74,766
6010 FIRE RUN PAYMENTS	\$46,200	\$32,600	\$29,200	\$30,000	\$29,200
6011 VACATION PAY	\$35,821	\$50,217	\$69,977	\$71,783	\$76,822
6012 SICK PAY	\$21,168	\$31,313	\$66,909	\$47,838	\$62,305
6013 EMERGENCY PAY	\$134	\$0	\$0	\$1,602	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$12,611
6019 MISCELLANEOUS PAY	\$4,305	\$5,545	\$4,835	\$4,835	\$6,485
6020 VOLUNTEERS' STATE RETIREMENT	\$0	\$0	\$5,000	\$5,000	\$5,000
6021 SOCIAL SECURITY AND MEDICARE TAX	\$133,724	\$114,344	\$134,936	\$130,783	\$152,802
6022 TMRS-RETIREMENT-EMPLOYER	\$186,117	\$166,077	\$219,159	\$219,480	\$239,020
6025 WORKER COMPENSATION INS.	\$20,227	\$21,822	\$19,567	\$26,652	\$26,850
6030 EMPLOYEE TUITION REIMBURSEMENT	\$2,558	\$1,782	\$8,000	\$8,000	\$8,000
PERSONNEL SERVICES	\$2,138,463	\$1,885,942	\$2,142,246	\$2,142,252	\$2,418,670
6101 OFFICE AND COMPUTER SUPPLIES	\$8,111	\$8,893	\$6,250	\$7,350	\$7,350
6102 EDUCATIONAL SUPPLIES	\$12,054	\$9,939	\$10,600	\$10,450	\$15,800
6104 JANITORIAL SUPPLIES	\$5,677	\$17,960	\$5,750	\$6,900	\$6,900
6105 FOOD SUPPLIES	\$7,584	\$6,626	\$13,550	\$12,850	\$12,850
6106 MATERIALS AND PARTS	\$1,765	\$2,159	\$7,300	\$6,100	\$6,100
6107 CLOTHING AND UNIFORMS	\$88,118	\$115,000	\$107,350	\$123,100	\$95,800
6108 FUEL, OIL AND LUBRICANTS	\$32,578	\$38,582	\$39,750	\$39,750	\$39,750
6109 POSTAGE	\$78	\$97	\$135	\$135	\$135
6110 CHEMICAL SUPPLIES	\$3,421	\$3,351	\$12,720	\$10,980	\$11,250
6119 OTHER SUPPLIES	\$73,216	\$46,428	\$14,550	\$13,900	\$8,900
6130 FURNITURE <\$20,000	\$600	\$2,747	\$4,000	\$4,600	\$4,000
6141 SCBA PARTS AND SUPPLIES	\$40,971	\$47,771	\$25,100	\$25,000	\$15,000
6142 COMMUNICATION PARTS AND SUPPLIES	\$27,156	\$25,334	\$39,000	\$35,500	\$34,500
6143 FF TOOL PARTS AND SUPPLIES	\$18,129	\$15,885	\$34,000	\$30,000	\$26,500
SUPPLIES	\$319,458	\$340,774	\$320,055	\$326,615	\$284,835
6201 OFFICE EQUIPMENT MAINTENANCE	\$96	\$0	\$1,100	\$1,100	\$1,400
6204 OTHER EQUIPMENT MAINTENANCE	\$5,746	\$3,578	\$7,500	\$6,500	\$6,600
6205 VEHICLE MAINTENANCE	\$145,802	\$180,896	\$113,500	\$178,272	\$111,000
6206 BUILDING MAINTENANCE	\$3,759	\$6	\$0	\$0	\$50,000
6219 OTHER MAINTENANCE	\$18,379	\$23,997	\$16,500	\$18,000	\$18,000
6241 SCBA MAINTENANCE AND TESTING	\$9,425	\$10,046	\$15,900	\$13,500	\$14,000
6242 COMMUNICATION MAINTENANCE	\$1,340	\$14,749	\$13,950	\$13,200	\$11,950
6243 FIREFIGHTING TOOL MAINTENANCE	\$9,437	\$12,888	\$14,000	\$13,000	\$16,000
REPAIRS AND MAINTENANCE	\$193,984	\$246,160	\$182,450	\$243,572	\$228,950

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6304 PROFESSIONAL SERVICES-OTHER	\$36,504	\$17,299	\$38,400	\$29,000	\$34,600
6312 COMMUNICATION SERVICES	\$40,257	\$37,755	\$29,000	\$30,000	\$30,000
6316 PRINTING AND BINDING	\$1,945	\$648	\$3,000	\$2,500	\$3,000
6320 COMPUTER SOFTWARE SERVICES	\$5,369	\$1,221	\$0	\$0	\$0
6329 OTHER SERVICES	\$4,552	\$3,578	\$4,200	\$6,700	\$6,700
6332 TRAVEL AND MEALS	\$23,805	\$9,858	\$17,700	\$15,650	\$20,200
6333 DUES AND SUBSCRIPTIONS	\$10,756	\$8,226	\$9,000	\$9,000	\$9,000
6335 ADVERTISING COST	\$2,475	\$2,694	\$2,500	\$2,200	\$2,500
6336 EQUIPMENT RENTALS	\$3,192	\$1,254	\$1,600	\$500	\$500
6337 TRAINING	\$33,256	\$31,716	\$38,060	\$37,500	\$35,300
6343 FIREFIGHTING TOOL RENTALS	\$0	\$0	\$1,500	\$1,500	\$1,500
6350 CHILD SAFETY EDUCATION	\$4,806	\$2,580	\$3,900	\$3,750	\$7,300
6398 BANQUETS, DEDICATIONS AND RECEIPT	\$5,065	\$5,415	\$6,350	\$8,000	\$6,000
SERVICES AND CHARGES	\$171,982	\$122,244	\$155,210	\$146,300	\$156,600
6405 VEHICLE EQUIPMENT	\$35,953	\$46	\$27,000	\$27,414	\$0
CAPITAL OUTLAY	\$35,953	\$46	\$27,000	\$27,414	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$37,000	\$0	\$0	\$0	\$0
TRANSFERS	\$37,000	\$0	\$0	\$0	\$0
TOTAL-FIRE DEPARTMENT	\$2,896,840	\$2,595,167	\$2,826,961	\$2,886,153	\$3,089,055

Emergency Management

FY 2018-19 Accomplishments

- 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 updated by the summer intern
- Decision made to move the transmitter from current site to Tomball (NW EMS Tower on Quinn Rd)
- THS/TMHS graduations broadcast through KTTF

Goals & Objectives for FY 2019-20

- 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
- Complete relocation of the KTTF Transmitter from Rosehill to NWEMS to eliminate the monthly rent/utility cost associated with the current operational system and to increase the reliability of the system.
- KTTF management of programming to be transferred to COT Marketing Department
- Broadcast at least one major event, parade or sporting event through KTTF
- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
143 - Emergency Mgmt

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	-	-	-	-
Supplies	\$2,258	\$2,850	\$2,200	\$2,200
Maintenance	-	-	\$250	\$250
Services and charges	\$17,311	\$24,500	\$24,840	\$16,800
Total Operating Expenditures	\$19,571	\$27,350	\$27,290	\$19,250
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$19,570	\$27,350	\$27,290	\$19,250

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$64	\$0	\$250	\$250
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$750	\$750	\$750
6105 FOOD SUPPLIES	\$923	\$388	\$300	\$300	\$300
6107 CLOTHING AND UNIFORMS	\$0	\$1,584	\$1,800	\$900	\$900
6119 OTHER SUPPLIES	\$187	\$223	\$0	\$0	\$0
SUPPLIES	\$1,110	\$2,258	\$2,850	\$2,200	\$2,200
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$250	\$250
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$250	\$250
6304 PROF.SERV.-OTHER	\$0	\$79	\$0	\$700	\$200
6312 COMMUNICATION SERVICES	\$4,355	\$4,542	\$4,700	\$4,800	\$4,800
6316 PRINTING AND BINDING	\$480	\$0	\$0	\$0	\$0
6320 COMPUTER SOFTWARE SERV.	\$0	\$0	\$0	\$1,100	\$1,500
6332 TRAVEL AND MEALS	\$1,130	\$0	\$1,500	\$1,500	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$240	\$994	\$600	\$600	\$600
6335 ADVERTISING COST	\$0	\$1,685	\$1,500	\$0	\$0
6337 TRAINING	\$675	\$855	\$1,200	\$1,200	\$1,200
6345 KTF EXPENSES	\$10,391	\$9,156	\$15,000	\$14,940	\$7,000
SERVICES AND CHARGES	\$17,271	\$17,311	\$24,500	\$24,840	\$16,800
TOTAL EMERGENCY MANAGEMENT	\$18,381	\$19,570	\$27,350	\$27,290	\$19,250

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
145 - ESD#15 Station 5

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$603,014	\$711,744	\$836,441	\$884,069
Supplies	\$9,877	\$66,240	\$35,450	\$37,800
Maintenance	\$20,159	\$9,095	\$9,435	\$9,435
Services and charges	\$22,484	\$50,218	\$39,293	\$50,443
Total Operating Expenditures	\$655,534	\$837,297	\$920,619	\$981,747
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$655,533	\$837,297	\$920,619	\$981,747

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Fire Chief	1.00	1.00	1.00
Deputy Fire Marshal	0.50	0.50	0.50
Logistics Specialist	-	0.50	0.50
Total	1.50	2.00	2.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$147,023	\$243,480	\$328,787	\$392,611	\$461,008
6004 WAGES-PART TIME	\$0	\$160,440	\$155,490	\$150,490	\$79,802
6005 WAGES-OVERTIME	\$52,620	\$75,370	\$65,345	\$97,335	\$95,041
6009 WAGES-OTHER	\$6,160	\$8,906	\$0	\$8,273	\$26,371
6010 FIRE RUN PAYMENTS	\$0	\$15,880	\$14,600	\$20,000	\$14,600
6011 VACATION PAY	\$3,389	\$12,442	\$16,796	\$21,877	\$24,102
6012 SICK PAY	\$968	\$3,953	\$16,093	\$15,340	\$21,976
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,844
6019 MISCELLANEOUS PAY	\$0	\$0	\$1,265	\$1,145	\$1,655
6021 FICA-S.S. AND MEDICARE TAXES	\$15,685	\$37,406	\$44,688	\$52,884	\$54,577
6022 TMRS-EMPLOYER	\$28,820	\$40,491	\$57,816	\$72,370	\$85,943
6025 WORKER COMPENSATION INS.	\$2,150	\$4,646	\$6,864	\$116	\$12,150
6030 EMPLOYEE TUITION REIMBURSE	\$0	\$0	\$4,000	\$4,000	\$4,000
PERSONNEL SERVICES	\$256,815	\$603,014	\$711,744	\$836,441	\$884,069
6101 OFFICE AND COMPUTER SUPPLIES	\$1,447	\$246	\$750	\$1,200	\$1,200
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$3,700	\$1,750	\$3,250
6104 JANITORIAL AND CLEANING SUPPLY	\$3,159	\$3,824	\$3,000	\$5,000	\$5,000
6105 FOOD SUPPLIES	\$1,277	\$1,604	\$1,800	\$1,800	\$1,800
6106 MATERIALS AND PARTS	\$0	\$0	\$2,000	\$1,000	\$2,000
6107 CLOTHING AND UNIFORMS	\$2,655	\$3,220	\$53,740	\$22,950	\$22,800
6108 FUEL, OIL AND LUBRICANTS	\$0	\$44	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$1,315	\$939	\$1,000	\$1,500	\$1,500
6130 FURNITURE<\$20,000	\$901	\$0	\$250	\$250	\$250
SUPPLIES	\$10,754	\$9,877	\$66,240	\$35,450	\$37,800
6204 OTHER EQUIPMENT MAINT.	\$0	\$0	\$600	\$600	\$600
6205 VEHICLE MAINTENANCE	\$0	\$27	\$0	\$0	\$0
6206 BUILDING MAINTENANCE	\$8,186	\$19,942	\$8,195	\$8,535	\$8,535
6219 OTHER MAINTENANCE	\$0	\$190	\$0	\$0	\$0
6242 COMMUNICATION MAINTENANCE	\$0	\$0	\$300	\$300	\$300
REPAIRS AND MAINTENANCE	\$8,186	\$20,159	\$9,095	\$9,435	\$9,435
6304 PROF.SERV.-OTHER	\$900	\$0	\$3,200	\$2,000	\$2,800
6312 COMMUNICATION SERVICES	\$2,559	\$1,935	\$3,360	\$2,860	\$2,860
6313 UTILITIES	\$20,122	\$19,501	\$26,125	\$26,500	\$26,500
6316 PRINTING AND BINDING	\$0	\$0	\$333	\$333	\$333
6329 OTHER SERVICES	\$0	\$240	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$1,432	\$0	\$5,800	\$600	\$7,500
6333 DUES AND SUBSCRIPTIONS	\$0	\$0	\$1,700	\$800	\$1,000
6337 TRAINING	\$1,225	\$807	\$9,700	\$6,200	\$9,450
SERVICES AND CHARGES	\$26,238	\$22,484	\$50,218	\$39,293	\$50,443
TOTAL GENERAL-ESD#15 STATION 5	\$301,993	\$655,533	\$837,297	\$920,619	\$981,747

Public Works Administration

Department Mission

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

Accomplishments for FY 2018-19

- Continued public outreach to increase awareness of water consumption, natural gas and other important aspects of Public Works through flyers and advertisements.
- 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 as needed to ensure most up to date information was presented to the public
- Completed training for Administrative Professionals
- Coordinated requests with CenterPoint for additional streetlights and/or repair to existing
- Generated 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 2019-20

- Implement new work order system and coordinate with staff for transition
- Improve outreach for City's Earth Day recycling project in order to increase community participation

Objectives for FY 2019-20

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

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

151 - Public Works Administration

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$42,805	\$45,925	\$47,765	\$53,867
Supplies	\$10,015	\$6,650	\$6,750	\$7,350
Maintenance	\$1,436	\$1,000	\$1,000	\$1,000
Services and charges	\$1,366	\$3,800	\$5,850	\$6,800
Total Operating Expenditures	\$55,620	\$57,375	\$61,365	\$69,017
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$55,620	\$57,375	\$61,365	\$69,017

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$34,910	\$31,322	\$33,777	\$33,185	\$34,362
6005 WAGES-OVERTIME	\$342	\$622	\$1,030	\$1,034	\$1,030
6009 WAGES-OTHER	\$1,560	\$1,910	\$0	\$827	\$1,809
6011 VACATION PAY	\$1,823	\$743	\$1,407	\$1,624	\$1,507
6012 SICK PAY	\$1,387	\$814	\$1,407	\$845	\$1,507
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$602
6019 MISCELLANEOUS PAY	\$0	\$75	\$135	\$135	\$195
6021 FICA-MED/SS	\$3,036	\$2,591	\$2,890	\$2,881	\$3,139
6022 TMRS-EMPLOYER	\$5,479	\$4,622	\$5,161	\$5,146	\$5,616
6025 WORKER COMPENSATION INS.	\$100	\$106	\$118	\$88	\$100
6030 EMPLOYEE TUITION REIMBURSEMENT	\$0	\$0	\$0	\$2,000	\$4,000
PERSONNEL SERVICES	\$48,637	\$42,805	\$45,925	\$47,765	\$53,867
6101 OFFICE AND COMPUTER SUPPLIES	\$1,012	\$1,095	\$1,200	\$1,200	\$1,200
6102 EDUCATIONAL SUPPLIES	\$124	\$454	\$400	\$400	\$400
6105 FOOD SUPPLIES	\$2,801	\$3,950	\$3,000	\$3,100	\$3,200
6107 CLOTHING AND UNIFORMS	\$275	\$292	\$300	\$300	\$300
6108 FUEL, OIL AND LUBRICANTS	\$3,623	\$3,960	\$1,500	\$1,500	\$2,000
6119 OTHER SUPPLIES	\$252	\$263	\$250	\$250	\$250
SUPPLIES	\$8,087	\$10,015	\$6,650	\$6,750	\$7,350
6205 VEHICLE MAINTENANCE	\$238	\$1,131	\$1,000	\$1,000	\$1,000
6206 BUILDING MAINTENANCE	\$0	\$305	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$238	\$1,436	\$1,000	\$1,000	\$1,000
6312 COMMUNICATION SERVICES	\$361	\$527	\$500	\$300	\$300
6329 OTHER SERVICES	\$0	\$535	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$0	\$303	\$300	\$1,000	\$1,500
6335 ADVERTISING COST	\$0	\$0	\$0	\$550	\$0
6337 TRAINING	\$0	\$0	\$3,000	\$4,000	\$5,000
SERVICES AND CHARGES	\$361	\$1,366	\$3,800	\$5,850	\$6,800
TOTAL-PUBLIC WORKS ADM.	\$57,323	\$55,620	\$57,375	\$61,365	\$69,017

Garage Department

Accomplishments for FY 2018-19

- Maintained and coordinated the maintenance and repair of all city fleet 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
- Completed safety training course for both fleet mechanics
- Implemented new software to adequately convey asset inventory and oversight for maintenance needs for all departments

Goals for FY 2019-20

- Develop ongoing preventive maintenance protocol that is specific to each asset
- Continue implementation results of audit conducted in previously 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
- Continue training for safety and operation courses as related to fleet maintenance

Objectives for FY 2019-20

- Continue equipment preventive maintenance training and education for all city staff operating equipment

- Implement training or certification 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

- None

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
152 - Garage

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$107,164	\$128,694	\$129,330	\$134,848
Supplies	\$6,410	\$11,280	\$11,500	\$11,175
Maintenance	\$6,332	\$14,800	\$14,800	\$4,800
Services and charges	\$10,813	\$10,700	\$5,200	\$5,300
Total Operating Expenditures	\$130,720	\$165,474	\$160,830	\$156,123
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$130,720	\$165,474	\$160,830	\$156,123

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Lead Mechanic	1.00	1.00	1.00
Heavy Equip/Fleet Mechanic	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$86,616	\$69,181	\$84,812	\$82,339	\$83,634
6005 WAGES-OVERTIME	\$7,699	\$9,890	\$8,240	\$10,000	\$10,300
6009 WAGES-OTHER	\$4,498	\$3,154	\$0	\$2,282	\$4,451
6011 VACATION PAY	\$4,968	\$3,991	\$5,354	\$6,216	\$5,563
6012 SICK PAY	\$2,897	\$856	\$4,997	\$3,469	\$3,709
6013 EMERGENCY PAY	\$526	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$816
6019 MISCELLANEOUS PAY	\$965	\$490	\$880	\$880	\$1,000
6021 FICA-MED/SS	\$7,883	\$6,138	\$8,045	\$7,955	\$8,452
6022 TMRS-EMPLOYER	\$14,926	\$11,478	\$14,366	\$14,487	\$15,123
6025 WORKER COMPENSATION INS.	\$1,994	\$1,986	\$2,000	\$1,702	\$1,800
PERSONNEL SERVICES	\$132,972	\$107,164	\$128,694	\$129,330	\$134,848
6101 OFFICE AND COMPUTER SUPPLIES	\$243	\$56	\$50	\$50	\$50
6106 MATERIALS AND PARTS	\$976	\$2,504	\$4,000	\$4,000	\$4,000
6107 CLOTHING AND UNIFORMS	\$1,096	\$1,213	\$1,130	\$1,300	\$1,475
6108 FUEL, OIL AND LUBRICANTS	\$780	\$1,115	\$1,100	\$1,650	\$1,650
6119 OTHER SUPPLIES	\$1,393	\$1,522	\$5,000	\$4,500	\$4,000
SUPPLIES	\$4,488	\$6,410	\$11,280	\$11,500	\$11,175
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$58	\$300	\$300	\$300
6205 VEHICLE MAINTENANCE	\$33	\$902	\$500	\$500	\$500
6206 BUILDING MAINTENANCE	\$169	\$0	\$10,000	\$10,000	\$0
6207 SYSTEM MAINTENANCE	\$497	\$5,372	\$4,000	\$4,000	\$4,000
REPAIRS AND MAINTENANCE	\$699	\$6,332	\$14,800	\$14,800	\$4,800
6312 COMMUNICATION SERVICES	\$721	\$1,373	\$800	\$1,300	\$1,300
6329 OTHER SERVICES	\$0	\$6,600	\$6,000	\$0	\$0
6332 TRAVEL AND MEALS	\$0	\$40	\$0	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$1,728	\$1,728	\$2,000	\$2,000	\$2,000
6336 EQUIPMENT RENTALS	\$473	\$514	\$500	\$600	\$600
6337 TRAINING	\$180	\$498	\$1,200	\$1,200	\$1,200
6362 PERMITS AND LICENSES	\$0	\$61	\$200	\$100	\$200
SERVICES AND CHARGES	\$3,102	\$10,813	\$10,700	\$5,200	\$5,300
TOTAL GENERAL-GARAGE	\$141,261	\$130,720	\$165,474	\$160,830	\$156,123

Parks Department

Accomplishments for FY 2018-19

- 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
- Worked with Consultant to develop Visioning Plan for Theis Attaway Nature Center for future improvements and maintenance
- Continued improvements at Depot:
 - Replaced fencing at Depot Pond and Caboose
 - Installed electric around trees
- Began improvements at Jerry Matheson Park:
 - Painted buildings at Matheson pool
 - Installed new picnic tables and benches
 - Replaced roof of restroom
 - Installation of new fencing
- Continued Development of Broussard Community Park including:
 - Completed Phase I of Improvements including construction of parking lots and soccer fields
 - Completed construction of lift station
 - Installed irrigation
 - Installed fencing around perimeter
 - Completed tree trimming and removal as needed
 - Completed abatement and demolition of Broussard house to create space for construction of restrooms
 - Installed fishing pier
 - Installed Theater Cottage and Birds Nest Swing
- Installation of new park components at Juergens Park:
 - Replaced BBQ pits
 - Replaced roof of restrooms

- Constructed Pickleball Court with fencing
- Began upgrades to MLK, Jr. Park:
 - Completed lighting upgrade
 - Upgraded basketball goals
 - Replaced fencing around basketball court
- Improvements to Wayne Stovall Sports Complex:
 - Installed access ramp to equipment barn
 - Replaced broken locks
 - Replaced broken doors

Goals for FY 2019-20

- Continue improvements at all parks:
 - Broussard Community Park
 - Execute Interlocal Agreement with Harris County for park maintenance
 - Install underground electrical
 - Construction of restrooms and concession stand
 - Installation of walking trails
 - Installation of educational signage
 - Installation of exercise equipment
 - Implementation of wildflower meadow along dedicated natural space
 - Wayne Stovall Sports Complex
 - Install restroom in equipment barn
 - Jerry Matheson Park
 - Complete needed repairs to Matheson Park pool
 - Replacement of outdated/ broken play equipment
 - Additional mulching and fencing
 - Improvements to drainage
 - Resurface Tennis Courts
 - Wayne Stovall Sports Complex
 - Install dumpster enclosures
 - Depot
 - Repaint and complete repairs to Depot Caboose
 - Replace stacked rock around Depot Fountain with Flagstone
 - Resurface Stained Concrete

- Juergens Park
 - Resurface Pavilion
 - Install dumpster enclosure
- Theis Attaway Nature Center
 - Begin implementing Visioning Plan

Objectives for FY 2019-20

- Continue assessment of current equipment at City parks to determine needed replacement to present to management for future budgeting
- Continue training of Parks employees to ensure safety measures with equipment
- 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

- Fence Replacement at Elm Street (\$21,000)
- Resurfacing of Tennis Courts at Matheson (\$22,000)
- Resurfacing of Depot Stained Concrete (\$17,000)
- Resurfacing of Juergens Pavilion (\$16,000)
- Maintenance to Depot Caboose (\$16,000)
- Dumpster Enclosures for Juergens Park & Wayne Stovall Sports Complex (\$25,000)
- Broussard Community Park Development (\$200,000)
- Improvements at Theis Attaway Nature Center (\$50,000)
- Wayne Stovall Sports Complex Bathrooms (\$20,000)
- M&R for Jerry Matheson Park (\$100,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
153 - Parks

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$312,981	\$357,863	\$354,497	\$366,312
Supplies	\$74,205	\$66,750	\$66,950	\$69,550
Maintenance	\$75,830	\$132,100	\$129,400	\$272,000
Services and charges	\$16,123	\$20,200	\$20,300	\$19,800
Total Operating Expenditures	\$479,141	\$576,913	\$571,147	\$727,662
Capital Outlay	\$46,419	\$85,000	\$85,000	\$25,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$580,000	\$450,000	\$350,000	\$370,000
Total Expenditures	\$1,105,557	\$1,111,913	\$1,006,147	\$1,122,662

Supplemental Programs	Recurring	Non-Recur.
Resurface Juergens Pavillion		\$16,000
Resurfacing of Depot Stained Concrete Slab		\$17,000
Resurfacing of Tennis Courts at Matheson Park		\$22,000
Replacement Fencing at Elm St. Parking Lot Along Railroad Tracks		\$21,000
Maintenance to Depot Caboose		\$16,000
Dumpster Enclosures-Juergens Park/Wayne Stovall		\$25,000
Broussard Park Restrooms		\$200,000
Improvements to Theis Attaway Nature Center		\$50,000
M & R for Matheson Park - Phase I of III	\$100,000	

Staffing	FY2018	FY2019	FY2020
Parks Foreman	1.00	1.00	1.00
Parks Crew Leader	2.00	2.00	2.00
Parks Serviceperson	3.00	3.00	3.00
Pool Manager	-	0.50	0.50
Laborer/PT	0.20	0.20	0.20
Total	6.20	6.70	6.70

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$145,283	\$177,027	\$211,884	\$197,859	\$207,016
6004 WAGES-PART TIME	\$36,756	\$39,637	\$48,707	\$55,931	\$50,489
6005 WAGES-OVERTIME	\$13,969	\$13,968	\$13,390	\$14,000	\$13,390
6009 WAGES-OTHER	\$8,375	\$10,887	\$0	\$6,075	\$12,118
6011 VACATION PAY	\$6,802	\$10,969	\$11,770	\$10,875	\$11,051
6012 SICK PAY	\$4,355	\$6,494	\$9,371	\$8,840	\$9,146
6013 EMERGENCY PAY	\$0	\$847	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$1,595	\$2,430	\$2,325	\$2,155	\$1,225
6021 FICA-MED/SS	\$16,022	\$18,620	\$22,926	\$22,484	\$23,461
6022 TMRS-EMPLOYER	\$24,775	\$28,933	\$34,290	\$33,021	\$35,066
6025 WORKER COMPENSATION INS.	\$2,666	\$3,169	\$3,200	\$3,257	\$3,350
PERSONNEL SERVICES	\$260,598	\$312,981	\$357,863	\$354,497	\$366,312
6106 MATERIALS AND PARTS	\$17,148	\$20,051	\$30,000	\$30,000	\$30,000
6107 CLOTHING AND UNIFORMS	\$2,571	\$4,429	\$3,750	\$3,950	\$4,550
6108 FUEL, OIL AND LUBRICANTS	\$9,132	\$9,631	\$10,000	\$10,000	\$12,000
6110 CHEMICAL SUPPLIES	\$5,365	\$4,989	\$6,000	\$6,000	\$6,000
6119 OTHER SUPPLIES	\$9,929	\$35,104	\$17,000	\$17,000	\$17,000
SUPPLIES	\$44,145	\$74,205	\$66,750	\$66,950	\$69,550
6204 OTHER EQUIPMENT MAINTENANCE	\$4,581	\$6,462	\$5,000	\$6,700	\$7,000
6205 VEHICLE MAINTENANCE	\$1,411	\$2,411	\$3,100	\$1,500	\$2,000
6206 BUILDING MAINTENANCE	\$0	\$0	\$15,000	\$8,800	\$0
6207 SYSTEM MAINTENANCE	\$56,751	\$66,958	\$109,000	\$112,400	\$247,000
6219 OTHER MAINTENANCE	\$0	\$0	\$0	\$0	\$16,000
REPAIRS AND MAINTENANCE	\$62,743	\$75,830	\$132,100	\$129,400	\$272,000
6304 PROFESSIONAL SERVICES,OTHER	\$555	\$506	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$2,497	\$3,004	\$2,700	\$2,700	\$2,700
6321 SYSTEM CONTRACT SERVICES	\$10,249	\$7,985	\$10,000	\$10,000	\$10,000
6329 OTHER SERVICES	\$456	\$656	\$500	\$500	\$0
6332 TRAVEL AND MEALS	\$200	\$69	\$500	\$500	\$500
6336 EQUIPMENT RENTALS	\$2,340	\$3,507	\$5,500	\$5,500	\$5,500
6337 TRAINING	\$445	\$395	\$1,000	\$1,000	\$1,000
6362 PERMITS AND LICENSES	\$0	\$0	\$0	\$100	\$100
SERVICES AND CHARGES	\$16,742	\$16,123	\$20,200	\$20,300	\$19,800
6403 MACHINERY AND EQUIPMENT	\$0	\$41,972	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$3,750	\$0	\$85,000	\$85,000	\$25,000
6412 JUERGENS PARK	\$0	\$4,447	\$0	\$0	\$0
CAPITAL OUTLAY	\$3,750	\$46,419	\$85,000	\$85,000	\$25,000
6999 TRANSFER TO CAPITAL PROJ. FUND	\$480,000	\$580,000	\$450,000	\$350,000	\$370,000
TRANSFERS	\$480,000	\$580,000	\$450,000	\$350,000	\$370,000
TOTAL GENERAL-PARKS	\$867,978	\$1,105,557	\$1,111,913	\$1,006,147	\$1,122,662

Streets Department

Accomplishments for FY 2018-19

- Completed agreement with Harris County for road swap of some County Roads for ease of maintenance
- Began Pipeline Relocation along M121 Drainage Channel
- Began design of Alley Improvement project in Old-Town District
- Began implementation of breakaway poles and street signs
- Completed additional parking lot for Public Works employees
- Completed Engineer design for Signage Standards and continued sign replacement program
- Worked with design consultant for design of Alley Improvement project in Old-Town District
- Completed asphalt study for full depth reclamation of Agg Road
- Continued drainage ditch grading
- Installed culverts and maintained drainage ditches
- Continued clearing/ cleaning of City owned detention ponds
- Cleared limbs and branches near streetlights and city owned easements
- Completed street sweeping as requested by residents or as needed
- Replaced American Flag, Texas Flag and City Flag at all City facilities as needed as well as lowering flags by Presidential order
- 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, 2018 and September 30, 2019 outside of daily or routine maintenance and service:
 - Pothole Repair – 2
 - Removal of debris in roadways – 4
 - Retrieval of downed trees/ limbs – 22
 - Clearing of blocked culverts – 14
 - Sign Maintenance/ Repairs – 5
 - Ditch Grading – 22
 - Additional mowing request – 13
 - Other request non-categorized – 30

Goals for FY 2019-20

- Begin construction of Alley Improvements in the Old-Town District
- Begin construction of parking lot on Commerce Street
- Install sidewalks to Country Meadows along Zion Road
- Continue preparation of construction plans and acquisition for the construction of Medical Complex Segment 4B with construction to begin late 2020
- Complete Pipeline Relocation along M121 Drainage Channel
- Continue construction of M121 Drainage Channel and M500 Drainage Basin
- Begin design of drainage improvements along South Persimmon and Lizzie Lane with construction to follow
- Continue implementation of breakaway poles and street signs

Objectives for FY 2019-20

- 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 (\$210,000)
- Drainage Improvement Plan (\$50,000)
- Continue purchasing breakaway poles and street signs (\$20,000)
- Country Meadows Sidewalks (\$20,000)
- Drainage Improvements for Lizzie Lane and Persimmon Street (\$200,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
154 - Streets

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$460,845	\$517,624	\$510,623	\$537,609
Supplies	\$65,446	\$102,800	\$108,250	\$108,050
Maintenance	\$256,638	\$378,000	\$395,000	\$375,000
Services and charges	\$167,134	\$164,025	\$159,525	\$215,700
Total Operating Expenditures	\$950,064	\$1,162,449	\$1,173,398	\$1,236,359
Capital Outlay	\$33,192	\$16,000	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$1,015,000	\$963,000	\$606,500	\$220,000
Total Expenditures	\$1,998,255	\$2,141,449	\$1,779,898	\$1,456,359

Supplemental Programs	Recurring	Non-Recur.
Drainage Improvements Lizzie Ln/Persimmon St (CDBG)		\$200,000
Drainage Improvement Planning		\$50,000

Staffing	FY2018	FY2019	FY2020
Streets/Drainage Superintendent	1.00	1.00	1.00
S & D Parks Foreman	1.00	1.00	1.00
HEO/Crew Leader	2.00	2.00	2.00
S & D Serviceperson	5.00	5.00	5.00
Laborer/PT	0.20	0.20	0.20
Total	9.20	9.20	9.20

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$62,091	\$82,258	\$66,976	\$70,182	\$61,801
6003 WAGES-FULL TIME	\$196,747	\$221,909	\$274,289	\$257,782	\$277,010
6004 WAGES-PART TIME	\$2,264	\$2,865	\$5,150	\$10,000	\$5,150
6005 WAGES-OVERTIME	\$18,933	\$14,491	\$26,265	\$26,265	\$26,265
6009 WAGES-OTHER	\$15,052	\$17,805	\$0	\$10,373	\$19,670
6011 VACATION PAY	\$18,901	\$19,337	\$20,903	\$18,441	\$21,734
6012 SICK PAY	\$18,702	\$9,856	\$16,394	\$14,377	\$15,110
6013 EMERGENCY PAY	\$1,647	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$1,123
6019 MISCELLANEOUS PAY	\$3,150	\$2,715	\$2,900	\$2,900	\$3,125
6021 FICA-MED/SS	\$25,467	\$25,802	\$31,785	\$31,061	\$33,155
6022 TMRS-EMPLOYER	\$46,635	\$47,220	\$56,062	\$55,048	\$58,616
6025 WORKER COMPENSATION INS.	\$13,956	\$16,587	\$16,900	\$14,194	\$14,850
PERSONNEL SERVICES	\$423,545	\$460,845	\$517,624	\$510,623	\$537,609
6101 OFFICE AND COMPUTER SUPPLIES	\$148	\$314	\$250	\$300	\$300
6106 MATERIALS AND PARTS	\$34,959	\$27,282	\$55,500	\$55,500	\$55,500
6107 CLOTHING AND UNIFORMS	\$4,172	\$5,610	\$7,050	\$7,150	\$6,950
6108 FUEL, OIL AND LUBRICANTS	\$15,308	\$22,679	\$20,000	\$25,300	\$25,300
6119 OTHER SUPPLIES	\$5,860	\$9,561	\$20,000	\$20,000	\$20,000
SUPPLIES	\$60,447	\$65,446	\$102,800	\$108,250	\$108,050
6204 OTHER EQUIPMENT MAINTENANCE	\$13,064	\$35,576	\$15,000	\$20,000	\$20,000
6205 VEHICLE MAINTENANCE	\$3,426	\$5,877	\$5,000	\$5,000	\$5,000
6207 SYSTEM MAINTENANCE	\$235,469	\$215,185	\$358,000	\$370,000	\$350,000
REPAIRS AND MAINTENANCE	\$251,959	\$256,638	\$378,000	\$395,000	\$375,000
6302 PROFESSIONAL SERVICES,ENGINEER	\$0	\$7,925	\$10,000	\$8,000	\$5,000
6304 PROFESSIONAL SERVICES,OTHER	\$13,261	\$6,169	\$14,000	\$15,500	\$15,500
6312 COMMUNICATION SERVICES	\$2,723	\$2,833	\$2,800	\$2,800	\$2,800
6319 MOSQUITO CONTROL	\$13,038	\$12,529	\$15,000	\$15,000	\$15,000
6329 OTHER SERVICES	\$11,048	\$13,302	\$10,000	\$6,000	\$10,000
6332 TRAVEL AND MEALS	\$0	\$89	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$0	\$0	\$1,500	\$1,500	\$1,500
6337 TRAINING	\$502	\$395	\$400	\$400	\$400
6338 STREET LIGHTS	\$107,256	\$123,692	\$110,000	\$110,000	\$115,000
6361 STUDIES AND ANALYSIS	\$0	\$0	\$0	\$0	\$50,000
6362 PERMITS AND LICENSES	\$200	\$200	\$325	\$325	\$500
SERVICES AND CHARGES	\$148,028	\$167,134	\$164,025	\$159,525	\$215,700
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$16,000	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$33,192	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$33,192	\$16,000	\$0	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$105,000	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$1,500,000	\$910,000	\$963,000	\$606,500	\$220,000
TRANSFERS	\$1,500,000	\$1,015,000	\$963,000	\$606,500	\$220,000
TOTAL-STREETS	\$2,383,979	\$1,998,255	\$2,141,449	\$1,779,898	\$1,456,359

Sanitation Department

Accomplishments for FY 2018-19

- Continued monitoring of closed landfill including leachate, gas probe monitoring, vent gas monitoring and ground water monitoring
- Executed new Solid Waste Contract Waste with WCA Waste Corporation
- Completed remediation of abandoned sewer line

Goals for FY 2019-20

- Increase awareness for Recycling within the City in collaboration with current solid waste provider
- Implement new solid waste contract that allows for the use of poly carts for collection
- Continue distribution of free garbage bags to residents

Objectives for FY 2019-20

- Continue monitoring of closed landfill

Major Budget Items

- Ongoing engineering, permitting and mitigation of landfill closure (\$60,000)
- Annual plastic garbage bags for citizens (\$42,000)
- Contract Garbage Services (\$2,200,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
155 - Sanitation

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	-	-	-	-
Supplies	\$40,880	\$42,000	\$42,000	\$42,000
Maintenance	-	-	-	-
Services and charges	\$1,540,962	\$2,185,772	\$2,148,172	\$2,263,300
Total Operating Expenditures	\$1,581,843	\$2,227,772	\$2,190,172	\$2,305,300
Capital Outlay	\$13,438	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$1,595,279	\$2,227,772	\$2,190,172	\$2,305,300

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6119 OTHER SUPPLIES	\$39,760	\$40,880	\$42,000	\$42,000	\$42,000
SUPPLIES	\$39,760	\$40,880	\$42,000	\$42,000	\$42,000
6304 PROFESSIONAL SERVICES-OTHER	\$155,201	\$82,619	\$150,000	\$115,000	\$60,000
6327 GARBAGE SERVICES	\$1,777,932	\$1,456,738	\$2,032,472	\$2,032,472	\$2,200,000
6329 OTHER SERVICES	\$2,270	\$1,404	\$3,000	\$400	\$3,000
6362 PERMITS AND LICENSES	\$200	\$200	\$300	\$300	\$300
SERVICES AND CHARGES	\$1,935,603	\$1,540,962	\$2,185,772	\$2,148,172	\$2,263,300
6409 SYSTEM EXPANSION	\$0	\$13,438	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$13,438	\$0	\$0	\$0
TOTAL SANITATION	\$1,975,363	\$1,586,442	\$2,227,772	\$2,190,172	\$2,305,300

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.

Accomplishments for FY 2019

- 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 Facebook (over 1400 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 (H-GAC)
- Developed additional enhancements to downtown per the Livable Centers/Downtown Plan
- Facilitated training for Planning & Zoning Commission
- Hosted H-GAC's Bringing Back Main Street
- Updated the City's Storm Water Management Program and facilitated all staff training
- Conducted the City's first Realtor Forum

Goals and Objectives for FY 2020

- 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
- Update the City's Impact Fees
- 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

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
156 - Engineering & Planning

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$415,461	\$468,696	\$410,440	\$462,514
Supplies	\$7,163	\$14,300	\$14,900	\$16,000
Maintenance	-	-	\$1,000	\$1,000
Services and charges	\$139,682	\$162,500	\$148,696	\$113,100
Total Operating Expenditures	\$562,307	\$645,496	\$575,036	\$592,614
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$562,306	\$645,496	\$575,036	\$592,614

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Director of Community Development	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
City Planner	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00
Total	5.00	5.00	5.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$239,230	\$271,335	\$309,973	\$255,959	\$240,007
6003 WAGES-FULL TIME	\$34,903	\$34,392	\$38,128	\$42,702	\$80,484
6005 WAGES-OVERTIME	\$1,473	\$1,012	\$773	\$4,000	\$3,348
6009 WAGES-OTHER	\$13,687	\$14,541	\$0	\$9,136	\$17,064
6011 VACATION PAY	\$8,790	\$15,385	\$16,848	\$12,265	\$17,939
6012 SICK PAY	\$4,273	\$5,435	\$17,466	\$11,476	\$14,220
6013 EMERGENCY PAY	\$0	\$481	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$4,276
6019 MISCELLANEOUS PAY	\$480	\$765	\$870	\$870	\$1,170
6021 FICA-S.S. AND MEDICARE TAXES	\$22,747	\$25,005	\$30,026	\$26,082	\$29,652
6022 TMRS-EMPLOYER	\$42,580	\$46,212	\$53,625	\$47,119	\$53,054
6025 WORKER COMPENSATION INS.	\$1,058	\$898	\$987	\$831	\$1,300
PERSONNEL SERVICES	\$369,221	\$415,461	\$468,696	\$410,440	\$462,514
6101 OFFICE AND COMPUTER SUPPLIES	\$5,893	\$2,261	\$7,500	\$7,000	\$7,000
6105 FOOD SUPPLIES	\$282	\$976	\$500	\$1,000	\$1,000
6107 CLOTHING AND UNIFORMS	\$39	\$248	\$300	\$400	\$500
6108 FUEL, OIL AND LUBRICANTS	\$0	\$0	\$0	\$1,500	\$1,500
6109 POSTAGE	\$4,665	\$3,679	\$6,000	\$5,000	\$6,000
SUPPLIES	\$10,879	\$7,163	\$14,300	\$14,900	\$16,000
6205 VEHICLE MAINTENANCE	\$0	\$0	\$0	\$1,000	\$1,000
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$1,000	\$1,000
6302 PROF.SERV.-ENGINEERING	\$80,750	\$36,180	\$90,000	\$60,000	\$80,000
6304 PROF.SERV.-OTHER	\$1,700	\$80,071	\$40,000	\$56,000	\$0
6312 COMMUNICATION SERVICES	\$2,240	\$2,981	\$3,100	\$3,100	\$3,600
6316 PRINTING AND BINDING	\$78	\$38	\$500	\$96	\$0
6332 TRAVEL AND MEALS	\$6,943	\$6,324	\$10,500	\$11,000	\$11,000
6333 DUES AND SUBSCRIPTIONS	\$365	\$1,186	\$1,000	\$1,500	\$1,500
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
6335 ADVERTISING COST	\$4,585	\$2,672	\$5,000	\$5,000	\$5,000
6337 TRAINING	\$4,929	\$5,110	\$7,000	\$7,000	\$7,000
6362 PERMITS AND LICENSES	\$180	\$320	\$600	\$200	\$200
SERVICES AND CHARGES	\$106,570	\$139,682	\$162,500	\$148,696	\$113,100
TOTAL ENGINEERING AND PLANNING	\$486,670	\$562,307	\$645,496	\$575,036	\$592,614

Facilities Maintenance Department

Accomplishments for FY 2018-19

- Continued maintenance and repairs at all city facilities
- Provided support to other departments as needed especially during festivals
- Completed upgrades to HVAC system at Public Works Administrative Building
- Ensured all generators remained in good, working condition in the event of an emergency
- Completed construction of new Visitors Center
- Completed construction of additional conference room at Public Works Administrative Building
- Continued LED lighting upgrade at City facilities
- Installed heated power washer for wash bay at Public Works Service Center
- Began Facilities Needs Assessment and Master Plan to determine needed upgrades and improvements to all City facilities
- Completed paving and drainage for storage bay at Public Works Service Center
- Completed cleaning of HVAC ducts at Public Works Administrative Building
- Completed the following work orders at each facility between October 1, 2018 and September 30, 2019 outside of daily or routine maintenance and repairs:
 - City Hall – 26
 - Police Department – 21
 - Community Center – 10
 - Fire Department – 13
 - Public Works – 29

Goals for FY 2019-20

- Complete Facilities Assessment and Master Plan
- Complete flooring replacement of Community Center Room A
- Complete exterior enhancements to Visitors Center
- Continue LED conversion at remaining City Facilities
- Execute new contract for Janitorial Services for City facilities

Objectives for FY 2019-20

- Continue maintenance activities for all City Facilities
- Identify needed upgrades to facilities for safety and/or convenience

Major Budget Items

- Flooring Replacement for Community Center Room A (\$17,000)
- Exterior Enhancements of Visitor Center (\$28,000)
- Mayor/ City Manager Reception Area Upgrade (\$10,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
157 - Facilities Maintenance

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$119,106	\$128,205	\$127,616	\$135,574
Supplies	\$33,424	\$25,450	\$28,259	\$17,300
Maintenance	\$180,289	\$153,350	\$350,700	\$162,000
Services and charges	\$413,052	\$450,361	\$312,400	\$282,400
Total Operating Expenditures	\$745,871	\$757,366	\$818,975	\$597,274
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	\$40,000	-	-
Total Expenditures	\$745,872	\$797,366	\$818,975	\$597,274

Supplemental Programs	Recurring	Non-Recur.
Marketing Building Exterior Enhancements		\$28,000
Replace Flooring - Community Center - Room A		\$17,000

Staffing	FY2018	FY2019	FY2020
Facilities Maintenance Crew Chief	1.00	1.00	1.00
Facilities Maintenance Specialist	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$69,553	\$74,058	\$83,582	\$84,885	\$83,095
6005 WAGES-OVERTIME	\$3,778	\$3,937	\$5,150	\$5,150	\$5,150
6009 WAGES-OTHER	\$4,518	\$4,018	\$0	\$2,547	\$5,064
6011 VACATION PAY	\$7,607	\$8,932	\$8,191	\$5,811	\$8,620
6012 SICK PAY	\$1,602	\$3,913	\$4,312	\$2,661	\$3,822
6013 EMERGENCY PAY	\$586	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$1,529
6019 MISCELLANEOUS PAY	\$2,170	\$2,290	\$2,410	\$2,410	\$2,530
6021 FICA-S.S. AND MEDICARE TAXES	\$6,879	\$7,051	\$8,026	\$7,963	\$8,520
6022 TMRS-EMPLOYER	\$12,519	\$12,777	\$14,334	\$14,315	\$15,244
6025 WORKER COMPENSATION INS.	\$2,136	\$2,131	\$2,200	\$1,874	\$2,000
PERSONNEL SERVICES	\$111,348	\$119,106	\$128,205	\$127,616	\$135,574
6104 JANITORIAL AND CLEANING SUPPLY	\$9,549	\$8,629	\$9,500	\$9,500	\$9,500
6105 FOOD SUPPLIES	\$5,810	\$4,340	\$5,000	\$3,000	\$3,000
6106 MATERIALS AND PARTS	\$314	\$285	\$500	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$1,195	\$1,413	\$1,250	\$1,250	\$1,600
6108 FUEL, OIL AND LUBRICANTS	\$1,732	\$2,082	\$1,700	\$1,700	\$1,700
6119 OTHER SUPPLIES	\$1,091	\$16,675	\$7,500	\$10,268	\$1,000
SUPPLIES	\$19,981	\$33,424	\$25,450	\$28,259	\$17,300
6205 VEHICLE MAINTENANCE	\$665	\$44	\$200	\$700	\$500
6206 BUILDING MAINTENANCE	\$105,393	\$180,245	\$128,150	\$325,000	\$161,500
6219 OTHER MAINTENANCE	\$0	\$0	\$25,000	\$25,000	\$0
REPAIRS AND MAINTENANCE	\$106,058	\$180,289	\$153,350	\$350,700	\$162,000
6304 PROF.SERV.-OTHER	\$0	\$0	\$40,000	\$40,000	\$0
6311 JANITORIAL SERVICES	\$69,973	\$69,617	\$73,000	\$80,000	\$85,000
6312 COMMUNICATION SERVICES	\$175,193	\$186,340	\$175,000	\$30,000	\$35,000
6313 UTILITIES	\$151,669	\$154,392	\$160,000	\$160,000	\$160,000
6329 OTHER SERVICES	\$150	\$0	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$2,507	\$2,703	\$2,300	\$2,300	\$2,300
6362 PERMITS AND LICENSES	\$61	\$0	\$61	\$100	\$100
SERVICES AND CHARGES	\$399,553	\$413,052	\$450,361	\$312,400	\$282,400
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	\$0	\$40,000	\$0	\$0
TRANSFERS	\$0	\$0	\$40,000	\$0	\$0
TOTAL FACILITIES MAINTENANCE	\$636,940	\$745,872	\$797,366	\$818,975	\$597,274

200 - General Special Revenue Fund Seizure
Statement of Revenues, Expenditures and Changes in Fund Balance
2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Budget
Revenues:						
Abandoned Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Seized Funds	2,456	3,310	5,057	97,500	40,000	-
Child Safety	13,877	13,037	13,726	13,000	13,000	-
Interest	519	895	1,649	750	1,500	750
Other	-	-	-	-	-	-
Total	\$ 16,852	\$ 17,242	\$ 20,432	\$ 111,250	\$ 54,500	\$ 750
Expenditures:						
Supplies	\$ 17,360	\$ 22,740	\$ -	\$ 25,000	\$ 22,000	\$ -
Services and Charges	36,662	-	2,539	-	-	-
Maintenance	-	-	-	61,000	9,100	-
Total	\$ 54,022	\$ 22,740	\$ 2,539	\$ 86,000	\$ 31,100	\$ -
Revenues Over (Under)						
Expenditures	\$ (37,170)	\$ (5,498)	\$ 17,893	\$ 25,250	\$ 23,400	\$ 750
Beginning Fund Balance	\$ 151,514	\$ 114,344	\$ 108,846	\$ 126,739	\$ 126,739	\$ 22,378
Ending Fund Balance	\$ 114,344	\$ 108,846	\$ 126,739	\$ 151,989	\$ 22,378	\$ 23,128

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**

	2016	2017	2018	2019	2019	2020
GENERAL SPECIAL FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5785 POLICE SEIZED FUNDS	2,456	3,310	5,057	97,500	40,000	-
5790 CHILD SAFETY FUND	13,877	13,037	13,726	13,000	13,000	-
5800 INTEREST	519	895	1,649	750	1,500	750
TOTAL GENERAL SPECIAL FUND	16,852	17,242	20,432	111,250	54,500	750

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0
6103 COMPUTER SUPPLIES	\$8,140	\$0	\$0	\$0	\$0
6106 MATERIALS AND SUPPLIES	\$14,600	\$0	\$10,000	\$0	\$0
6119 OTHER SUPPLIES	\$0	\$0	\$15,000	\$22,000	\$0
SUPPLIES	\$22,740	\$0	\$25,000	\$22,000	\$0
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$0	\$61,000	\$9,100	\$0
REPAIRS AND MAINTENANCE	\$0	\$0	\$61,000	\$9,100	\$0
6320 COMPUTER SOFTWARE SERVICES	\$0	\$2,539	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$2,539	\$0	\$0	\$0
TOTAL POLICE SEIZURE FUNDS	\$22,740	\$2,539	\$86,000	\$31,100	\$0

220 - Municipal Court Building Security Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
2019-2020 Adopted Budget

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Fines and Warrants	\$ 12,125	\$ 10,723	\$ 9,334	\$ 11,000	\$ 11,000	\$ 11,000
Interest	922	1,961	3,369	2,000	3,000	3,000
Total	\$ 13,047	\$ 12,684	\$ 12,703	\$ 13,000	\$ 14,000	\$ 14,000
Expenditures:						
Supplies	\$ -	\$ 46,660	\$ 5,348	\$ 50,000	\$ 20,000	\$ 50,000
Total	\$ -	\$ 46,660	\$ 5,348	\$ 50,000	\$ 20,000	\$ 50,000
Revenues Over (Under)						
Expenditures	\$ 13,047	\$ (33,976)	\$ 7,355	\$ (37,000)	\$ (6,000)	\$ (36,000)
Beginning Fund Balance	\$ 241,707	\$ 254,754	\$ 220,778	\$ 228,133	\$ 228,133	\$ 222,133
Ending Fund Balance	\$ 254,754	\$ 220,778	\$ 228,133	\$ 191,133	\$ 222,133	\$ 186,133

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

	2016	2017	2018	2019	2019	2020
MUNI COURT- BLDG SECURITY	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5311 MUNICIPAL COURT BLDG-SECURITY	12,125	10,723	9,334	11,000	11,000	11,000
5800 INTEREST INCOME	922	1,961	3,369	2,000	3,000	3,000
TOTAL MUNI COURT- BLDG SECURITY	\$ 13,047	\$ 12,684	\$ 12,703	\$ 13,000	\$ 14,000	\$ 14,000

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6119 OTHER SUPPLIES	\$46,660	\$5,348	\$50,000	\$20,000	\$50,000
SUPPLIES	\$46,660	\$5,348	\$50,000	\$20,000	\$50,000
6304 PROFESSIONAL SERVICES, OTHER	\$0	\$0	\$0	\$15,000	\$0
SERVICES AND CHARGES	\$0	\$0	\$0	\$15,000	\$0
TOTAL GENERAL-MUNICIPAL COURT	\$46,660	\$5,348	\$50,000	\$35,000	\$50,000

230 - Municipal Court Technology Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projections	FY 2020 Budget
Revenues:						
Fines and Warrants	\$ 16,167	\$ 14,297	\$ 12,453	\$ 16,000	\$ 16,000	\$ 18,000
Interest	911	1,654	3,272	2,000	3,000	3,000
Total	\$ 17,078	\$ 15,951	\$ 15,725	\$ 18,000	\$ 19,000	\$ 21,000
Expenditures:						
Supplies	\$ 27,348	\$ 47,385	\$ 40,000	\$ 15,000	\$ 28,000	\$ 10,000
Services and Charges	1,500	7,270	8,998	15,000	10,000	10,000
Total	\$ 28,848	\$ 54,655	\$ 48,998	\$ 30,000	\$ 38,000	\$ 20,000
Revenues Over (Under)						
Expenditures	\$ (11,770)	\$ (38,704)	\$ (33,273)	\$ (12,000)	\$ (19,000)	\$ 1,000
Beginning Fund Balance	\$ 282,141	\$ 270,371	\$ 231,670	\$ 198,397	\$ 198,397	\$ 179,397
Ending Fund Balance	\$ 270,371	\$ 231,670	\$ 198,397	\$ 186,397	\$ 179,397	\$ 180,397

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

	2016	2017	2018	2019	2019	2020
MUNICIPAL COURT TECH FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5312 COURT TECHNOLOGY FEE	16,167	14,297	12,453	16,000	16,000	18,000
5800 INTEREST INCOME	911	1,654	3,272	2,000	3,000	3,000
TOTAL MUNICIPAL COURT TECH FUND	\$ 17,078	\$ 15,951	\$ 15,725	\$ 18,000	\$ 19,000	\$ 21,000

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$11,587	\$40,000	\$15,000	\$28,000	\$10,000
6103 COMPUTER SUPPLIES	\$35,798	\$0	\$0	\$0	\$0
SUPPLIES	\$47,385	\$40,000	\$15,000	\$28,000	\$10,000
6320 COMPUTER SOFTWARE	\$7,270	\$8,998	\$15,000	\$10,000	\$10,000
SERVICES AND CHARGES	\$7,270	\$8,998	\$15,000	\$10,000	\$10,000
TOTAL GENERAL-MUNICIPAL COURT	\$54,655	\$48,998	\$30,000	\$38,000	\$20,000

Marketing and Tourism Department

Department Mission

To continue increasing 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

Accomplishments for FY 2019

- Continued producing traffic building, award winning city-signature festivals such as:
 - Rails & Tails Mudbug Festival
 - GroovFests '19
 - Honky Tonk Chili Challenge
 - Tomball Bluegrass Festival
 - Memorial Day Weekend Chili Challenge
 - Paces4Pink
 - Zomball in Tomball
 - Depot Day – A National Model Railroad Month Event
- 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 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 and video 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 offerings for our on-line storefront at CafePress.com and at the Depot Museum
- 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)
 - Beyond Houston/Houston First/Visit Houston & Beyond
- 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)
 - Network Tomball
 - Texas Event Management Institute (TEMI)
- Continued to expand our marketing/advertising reach outside of metro Houston
- The Marketing Department received six first place, three second place, and five third place marketing awards from the Texas Festivals & Events Association at its annual summer conference
- Continued to rebrand 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 expanded a marketing network called “The Texas Rail Trail”. This initial group of ten railroad museums/depots will cross promote each other and pool our marketing efforts to grow attendance for us all.

Goals for FY 2020

- Expand on accomplishments from 2019
- Continue to manage the City’s first official “Information 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 2019)
- 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 events such as the Rally in the Alley car show and Tomball Rotary Fish Fry
- 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 our official tourism-oriented brochure
- Expand the downtown Christmas Tree Lighting ceremony
- Continue to participate in trade/vacation shows locally and 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 2020

- 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 a Boy Scouts of America merit badge program at the Depot - Railroading
- Continue to manage and expand the offerings of the City’s first official “Information Center” on Main Street

240 - Hotel Occupancy Tax Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2019-2020 Adopted Budget

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Occupancy Tax	\$ 565,768	\$ 485,558	\$ 637,485	\$ 625,000	\$ 720,000	\$ 650,000
Miscellaneous Income	6,595	5,790	10,225	15,000	10,000	10,000
Event Revenue	500	2,600	8,171	2,500	2,500	3,000
Interest	1,574	3,456	6,950	4,000	8,000	8,000
Transfers In	20,000	20,000	20,000	30,000	100,000	126,000
Total	\$ 594,437	\$ 517,404	\$ 682,831	\$ 676,500	\$ 840,500	\$ 797,000
Expenditures:						
Grants	\$ 213,581	\$ 236,503	\$ 245,565	\$ 243,000	\$ 247,500	\$ 258,500
Second Saturday Events	65,544	91,881	92,501	109,467	110,058	43,900
Tourism	219,116	270,737	290,018	399,118	390,885	511,571
Transfer to Employee Benefits Trust Fund	17,288	19,794	20,224	20,818	20,818	20,128
Total	\$ 515,530	\$ 618,915	\$ 648,305	\$ 772,404	\$ 769,261	\$ 834,099
Revenues Over (Under)						
Expenditures	\$ 78,899	\$ (101,513)	\$ 34,527	\$ (95,874)	\$ 71,269	\$ (37,069)
Beginning Fund Balance	\$ 443,975	\$ 522,874	\$ 421,361	\$ 455,887	\$ 455,887	\$ 527,156
Ending Fund Balance	\$ 522,874	\$ 421,361	\$ 455,887	\$ 360,013	\$ 527,156	\$ 490,087

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

69%

59%

**CITY OF TOMBALL
HOTEL OCCUPANCY TAX FUND - 240**

	2016	2017	2018	2019	2019	2020
HOTEL OCCUPANCY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5180 HOTEL OCCUPANCY TAX	565,768	485,558	637,485	625,000	720,000	650,000
5550 MISCELLANEOUS INCOME	6,595	5,785	10,225	15,000	10,000	10,000
5555 EVENT SPONSORSHIP REVENUE	500	2,600	8,171	2,500	2,500	3,000
5800 INTEREST INCOME	1,574	3,456	6,950	4,000	8,000	8,000
5910 TRANSFER FROM GENERAL FUND	20,000	20,000	20,000	30,000	100,000	126,000
TOTAL HOTEL OCCUPANCY FUND	594,437	517,399	682,831	676,500	840,500	797,000

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
240 - Hotel Occupancy

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	-	-	-	-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Services and charges	\$245,565	\$243,000	\$247,500	\$258,500
Total Operating Expenditures	\$245,565	\$243,000	\$247,500	\$258,500
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$245,566	\$243,000	\$247,500	\$258,500

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$1,000	\$5,665	\$3,000	\$3,000	\$3,000
6342 DEPOT MUSEUM	\$0	\$0	\$5,000	\$4,000	\$5,000
6351 TOMBALL CHAMBER OF COMMERCE	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
6356 TOMBALL SISTER CITY ORG.	\$158,003	\$160,000	\$160,000	\$160,000	\$160,000
6359 GRANTS	\$42,500	\$44,900	\$40,000	\$45,500	\$55,500
SERVICES AND CHARGES	\$236,503	\$245,565	\$243,000	\$247,500	\$258,500
TOTAL HOTEL OCCUPANCY TAX	\$236,503	\$245,565	\$243,000	\$247,500	\$258,500

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
241 - 2nd Saturday

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$61,101	\$63,399	\$63,290	-
Supplies	\$5,590	\$11,500	\$11,100	\$10,300
Maintenance	-	-	-	-
Services and charges	\$25,810	\$34,568	\$35,668	\$33,600
Total Operating Expenditures	\$92,501	\$109,467	\$110,058	\$43,900
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$10,112	\$10,382	\$10,409	-
Total Expenditures	\$102,613	\$119,849	\$120,467	\$43,900

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Community Events Coordinator	1.00	1.00	-
Total	1.00	1.00	0.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$42,727	\$44,856	\$46,493	\$46,682	\$0
6009 WAGES-OTHER	\$2,466	\$2,163	\$0	\$1,356	\$0
6011 VACATION PAY	\$2,192	\$1,693	\$1,937	\$1,356	\$0
6012 SICK PAY	\$822	\$940	\$2,712	\$1,937	\$0
6019 MISCELLANEOUS PAY	\$135	\$195	\$255	\$255	\$0
6021 FICA-S.S. AND MEDICARE TAXES	\$3,802	\$3,907	\$4,421	\$4,127	\$0
6022 TMRS RETIREMENT-EMPLOYER	\$7,065	\$7,242	\$7,463	\$7,489	\$0
6025 WORKER COMPENSATION INS.	\$100	\$106	\$118	\$88	\$0
PERSONNEL SERVICES	\$59,309	\$61,101	\$63,399	\$63,290	\$0
6101 OFFICE SUPPLIES	\$799	\$487	\$1,000	\$1,000	\$0
6105 FOOD SUPPLIES	\$970	\$955	\$1,500	\$1,500	\$1,500
6119 OTHER SUPPLIES	\$6,952	\$4,148	\$8,500	\$8,300	\$8,500
6130 FURNITURE <\$20,000	\$0	\$0	\$500	\$300	\$300
SUPPLIES	\$8,721	\$5,590	\$11,500	\$11,100	\$10,300
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$3,960	\$3,674	\$5,500	\$6,000	\$6,500
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768	\$0
6327 GARBAGE SERVICES	\$0	\$0	\$0	\$600	\$600
6329 OTHER SERVICES	\$7,274	\$8,486	\$7,500	\$8,000	\$8,500
6332 TRAVEL AND MEALS	\$0	\$711	\$1,000	\$1,000	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$0	\$330	\$400	\$400	\$0
6334 AUTOMOBILE ALLOWANCE	\$2,400	\$2,400	\$2,400	\$2,400	\$0
6335 ADVERTISING COST	\$3,622	\$3,484	\$6,500	\$6,300	\$6,500
6336 EQUIPMENT RENTALS	\$907	\$1,553	\$2,500	\$2,500	\$2,500
6337 TRAINING	\$0	\$75	\$500	\$200	\$0
6358 OTHER TOURISM EXPENDITURE	\$4,920	\$4,328	\$7,500	\$7,500	\$7,500
SERVICES AND CHARGES	\$23,851	\$25,810	\$34,568	\$35,668	\$33,600
6692 TRANSFER TO EMP. BEN. TRUST	\$9,857	\$10,112	\$10,382	\$10,409	\$0
TRANSFERS	\$9,857	\$10,112	\$10,382	\$10,409	\$0
TOTAL 2ND SATURDAY EVENTS	\$101,738	\$102,613	\$119,849	\$120,467	\$43,900

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
243 - Marketing/Tourism

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$121,427	\$140,650	\$138,117	\$238,521
Supplies	\$12,945	\$14,400	\$16,700	\$15,200
Maintenance	-	-	-	-
Services and charges	\$155,646	\$244,068	\$236,068	\$257,850
Total Operating Expenditures	\$290,018	\$399,118	\$390,885	\$511,571
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$10,112	\$10,436	\$10,409	\$20,128
Total Expenditures	\$300,130	\$409,554	\$401,294	\$531,699

Supplemental Programs	Recurring	Non-Recur.
Upgrade PT Marketing Assistant to FT	\$51,545	

Staffing	FY2018	FY2019	FY2020
Director of Marketing	1.00	1.00	1.00
Marketing Assistant	0.50	0.50	1.00
Community Events Coordinator	-	-	1.00
Total	1.50	1.50	3.00

FUND HOTEL OCCUPANCY TAX	CITY OF TOMBALL DEPARTMENT MARKETING/INFORMATION CENTER	DIVISION 240-243 MARKETING
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$76,033	\$79,646	\$85,047	\$83,964	\$129,821
6003 WAGES- FULL TIME	\$0	\$0	\$0	\$0	\$34,362
6004 WAGES- PART TIME	\$6,628	\$11,629	\$17,803	\$17,803	\$0
6005 WAGES-OVERTIME	\$206	\$0	\$309	\$300	\$309
6009 WAGES-OTHER	\$3,235	\$3,333	\$0	\$2,533	\$8,794
6011 VACATION PAY	\$4,853	\$3,666	\$5,429	\$6,153	\$10,239
6012 SICK PAY	\$1,294	\$1,333	\$5,067	\$3,257	\$7,329
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,329
6019 MISCELLANEOUS PAY	\$340	\$400	\$460	\$460	\$835
6021 FICA-S.S. AND MEDICARE TAXES	\$7,600	\$8,171	\$9,734	\$9,311	\$16,121
6022 TMRS-EMPLOYER	\$12,779	\$13,090	\$16,623	\$14,204	\$28,082
6025 WORKER COMPENSATION INS.	\$150	\$159	\$178	\$132	\$300
PERSONNEL SERVICES	\$113,118	\$121,427	\$140,650	\$138,117	\$238,521
6101 OFFICE AND COMPUTER SUPPLIES	\$432	\$2,849	\$4,700	\$6,000	\$5,000
6105 FOOD SUPPLIES	\$200	\$879	\$1,000	\$1,000	\$1,000
6106 MATERIALS AND PARTS	\$0	\$210	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$352	\$412	\$1,700	\$1,700	\$1,700
6109 POSTAGE	\$0	\$487	\$1,000	\$1,000	\$1,500
6119 OTHER SUPPLIES	\$3,406	\$8,108	\$6,000	\$6,000	\$6,000
6130 FURNITURE <\$20,000	\$0	\$0	\$0	\$1,000	\$0
SUPPLIES	\$4,390	\$12,945	\$14,400	\$16,700	\$15,200
6304 PROFESSIONAL SERVICES, OTHER	\$41,280	\$32,570	\$65,000	\$65,000	\$65,000
6312 COMMUNICATION SERVICES	\$768	\$873	\$768	\$768	\$1,800
6327 GARBAGE SERVICES	\$1,700	\$630	\$3,500	\$3,500	\$3,500
6329 OTHER SERVICES	\$10,962	\$8,259	\$20,000	\$12,000	\$12,000
6332 TRAVEL AND MEALS	\$5,000	\$2,579	\$4,000	\$4,000	\$6,500
6333 DUES AND SUBSCRIPTIONS	\$6,836	\$7,282	\$10,000	\$10,000	\$15,650
6334 AUTOMOBILE ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800	\$7,200
6335 ADVERTISING COST	\$50,022	\$53,401	\$75,000	\$75,000	\$75,000
6336 EQUIPMENT RENTALS	\$19,952	\$41,035	\$50,000	\$50,000	\$50,000
6337 TRAINING	\$487	\$581	\$3,000	\$3,000	\$3,200
6358 OTHER TOURISM EXPENDITURES	\$11,062	\$3,635	\$8,000	\$8,000	\$18,000
SERVICES AND CHARGES	\$152,869	\$155,646	\$244,068	\$236,068	\$257,850
6692 TRANSFER TO EMP. BEN. TRUST	\$9,937	\$10,112	\$10,436	\$10,409	\$20,128
TRANSFERS	\$9,937	\$10,112	\$10,436	\$10,409	\$20,128
TOTAL VISITORS/CONVENTION CNTR	\$280,314	\$300,130	\$409,554	\$401,294	\$531,699

250 - Red Light Camera Program Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2019-2020 Adopted Budget

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Fines and Warrants	\$ 327,428	\$ 285,755	\$ 228,585	\$ 150,050	\$ 160,050	\$ 11,000
Interest	1,414	4,011	5,708	4,000	7,000	600
Total	\$ 328,842	\$ 289,766	\$ 234,293	\$ 154,050	\$ 167,050	\$ 11,600
Expenditures:						
Personnel Costs	\$ 15,261	\$ 18,883	\$ 20,708	\$ 58,278	\$ 36,873	\$ 21,556
Supplies	102,545	14,418	16,837	16,000	-	17,300
Maintenance	9,261	24,414	18,548	18,000	-	-
Services and Charges	10,227	21,094	34,061	25,000	-	-
Transfer to Veh. Repl. Fund	20,000	20,000	20,000	20,000	20,000	-
Transfer to Capital Projects Fund	-	323,541	310,000	-	-	299,217
Total	\$ 157,294	\$ 422,350	\$ 420,154	\$ 137,278	\$ 56,873	\$ 338,073
Revenues Over (Under)						
Expenditures	\$ 171,549	\$ (132,586)	\$ (185,859)	\$ 16,773	\$ 110,178	\$ (326,472)
Beginning Fund Balance	\$ 364,393	\$ 535,941	\$ 403,354	\$ 217,495	\$ 217,495	\$ 327,673
Ending Fund Balance	\$ 535,941	\$ 403,354	\$ 217,495	\$ 234,268	\$ 327,673	\$ 1,201

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**

	2016	2017	2018	2019	2019	2020
RED LIGHT CAMERA FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5300 MUNICIPAL COURT FINES	327,428	285,705	228,535	150,000	160,000	11,000
5310 COURT COSTS/ADM.FEES	-	50	50	50	50	-
5800 INTEREST INCOME	1,414	4,011	5,708	4,000	7,000	600
TOTAL RED LIGHT CAMERA FUND	328,842	289,766	234,293	154,050	167,050	11,600

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
RED LIGHT CAMERA PROGRAM	POLICE DEPARTMENT			250-121 - POLICE DEPT	
DETAILS					
LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6004 WAGES-PART TIME	\$16,064	\$18,048	\$38,557	\$15,838	\$19,467
6005 WAGES-OVERTIME	\$325	\$112	\$15,450	\$15,450	\$0
6021 FICA-S.S. AND MEDICARE TAXES	\$1,254	\$1,329	\$4,132	\$2,394	\$1,489
6022 TMRS-EMPLOYER	\$0	\$0	\$2,000	\$2,000	\$0
6025 WORKER COMPENSATION INS.	\$1,240	\$1,219	\$1,400	\$1,191	\$600
PERSONNEL SERVICES	\$18,883	\$20,708	\$61,539	\$36,873	\$21,556
6102 EDUCATIONAL SUPPLIES	\$99	\$0	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$13,222	\$11,254	\$10,000	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$0	\$1,126	\$1,000	\$0	\$0
6108 FUEL, OIL AND LUBRICANTS	\$1,025	\$478	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$72	\$3,979	\$2,500	\$0	\$0
SUPPLIES	\$14,418	\$16,837	\$13,500	\$0	\$0
6205 VEHICLE MAINTENANCE	\$24,414	\$18,548	\$10,000	\$0	\$0
REPAIRS AND MAINTENANCE	\$24,414	\$18,548	\$10,000	\$0	\$0
6303 PROF. SERV. - LEGAL	\$124	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$1,245	\$14,684	\$2,000	\$0	\$0
6330 INSURANCE	\$4,248	\$13,671	\$10,000	\$0	\$0
6337 TRAINING	\$15,477	\$5,706	\$5,000	\$0	\$0
SERVICES AND CHARGES	\$21,094	\$34,061	\$17,000	\$0	\$0
6403 MACHINERY AND EQUIPMENT		\$0	\$0	\$0	\$17,300
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$17,300
6998 TRANSFER TO FLEET REPLACEMENT	\$20,000	\$20,000	\$20,000	\$20,000	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$323,541	\$310,000	\$0	\$0	\$299,217
TRANSFERS	\$343,541	\$330,000	\$20,000	\$20,000	\$299,217
TOTAL - POLICE DEPT	\$422,350	\$420,154	\$122,039	\$56,873	\$338,073

260 - General Special Revenue Fund - Child Safety
Statement of Revenues, Expenditures and Changes in Fund Balance
2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Budget
Revenues:						
Child Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000
Interest	-	-	-	-	-	750
Other	-	-	-	-	-	-
Total	\$ -	\$ 13,750				
Expenditures:						
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Charges	-	-	-	-	-	13,000
Maintenance	-	-	-	-	-	-
Total	\$ -	\$ 13,000				
Revenues Over (Under)						
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,761
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 127,761	\$ 128,511

Fund Description

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 - CHILD SAFETY - 260						
	2016	2017	2018	2019	2019	2020
GENERAL SPECIAL FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5790 CHILD SAFETY FUND	-	-	-	-	-	13,000
5800 INTEREST	-	-	-	-	-	750
TOTAL GENERAL SPECIAL FUND	-	-	-	-	-	13,750

FUND	CITY OF TOMBALL	DIVISION
GENERAL SPECIAL FUND	DEPARTMENT	260-222 CHILD SAFETY FUND
	CHILD SAFETY FUND	
DETAILS		

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6350 CHILD SAFETY EDUCATION	\$0	\$0	\$0	\$0	\$13,000
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$13,000
TOTAL CHILD SAFETY FUND	\$7,050	\$0	\$0	\$0	\$13,000

290 - Tomball Fun Runs Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projection	FY 2020 Budget
Revenues:						
Event Revenue	\$ 20,233	\$ 23,325	\$ 16,566	\$ 23,000	\$ 23,000	\$ 23,000
Interest	2	5	135	50	200	200
Total	\$ 20,235	\$ 23,330	\$ 16,701	\$ 23,050	\$ 23,200	\$ 23,200
Expenditures:						
Supplies	\$ 11,225	\$ 8,041	\$ 5,519	\$ 7,200	\$ 7,200	\$ 7,200
Services and Charges	10,413	17,368	9,333	15,000	14,500	14,500
Total	\$ 21,638	\$ 25,409	\$ 14,853	\$ 22,200	\$ 21,700	\$ 21,700
Revenues Over (Under)						
Expenditures	\$ (1,403)	\$ (2,079)	\$ 1,848	\$ 850	\$ 1,500	\$ 1,500
Beginning Fund Balance	\$ 15,546	\$ 14,144	\$ 12,065	\$ 13,914	\$ 13,914	\$ 15,414
Ending Fund Balance	\$ 14,144	\$ 12,065	\$ 13,914	\$ 14,764	\$ 15,414	\$ 16,914

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

	2016	2017	2018	2019	2019	2020
FUN RUN FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5555 EVENT SPONSORSHIP REVENUE	8,725	13,955	7,850	5,000	5,000	5,000
5556 EVENT REGISTRATION FEE	11,508	9,370	8,716	18,000	18,000	18,000
5800 INTEREST INCOME	2	5	135	50	200	200
TOTAL FUN RUN FUND	20,235	23,330	16,701	23,050	23,200	23,200

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
TOMBALL "FUN RUNS"	FUN RUNS			290-290 FUN RUNS	
DETAILS					
LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6101 OFFICE SUPPLIES	\$281	\$0	\$200	\$200	\$200
6119 OTHER SUPPLIES	\$7,760	\$5,519	\$7,000	\$7,000	\$7,000
SUPPLIES	\$8,041	\$5,519	\$7,200	\$7,200	\$7,200
6304 PROFESSIONAL SERVICES-OTHER	\$685	\$0	\$500	\$0	\$0
6329 OTHER SERVICES	\$8,865	\$9,333	\$8,500	\$8,500	\$8,500
6335 ADVERTISING COST	\$7,818	\$0	\$6,000	\$6,000	\$6,000
SERVICES AND CHARGES	\$17,368	\$9,333	\$15,000	\$14,500	\$14,500
TOTAL FUN RUNS	\$25,409	\$14,853	\$22,200	\$21,700	\$21,700

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.

Fund Narrative

The City paid \$2,990,250 toward bond principal on its outstanding tax supported debt as well as \$1,332,831 in interest. Total debt service payments including fiscal charges for FY2020 are budgeted at \$4,447,263. The projected ending fund balance for FY2020 is \$ 5,328,509.

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 2019, the City entered into a new capital lease in the amount of \$1,300,000 to finance the purchase of a new fire truck.

Shown below is the City’s debt position as of the beginning of FY 2019.

Total outstanding general obligation debt	\$38,593,000
Less self-supporting debt from the Enterprise Fund	<u>2,246,750</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u>\$36,346,250</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
2019-2020 Adopted Budget

	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2019 Projection	FY2020 Budget
Revenues:						
Current taxes	\$ 3,741,118	\$ 3,953,733	\$ 4,229,313	\$ 4,500,000	\$ 4,400,000	\$ 4,550,000
Delinquent taxes	50,601	50,271	85,766	60,000	30,000	60,000
Penalty and interest	26,772	36,425	50,916	40,000	30,000	30,000
Interest	14,350	36,555	77,006	52,500	60,000	70,000
TEDC Contributions	528,013	530,913	533,612	536,113	536,113	533,463
Total Revenues	\$ 4,360,854	\$ 4,607,897	\$ 4,976,613	\$ 5,188,613	\$ 5,056,113	\$ 5,243,463
Expenditures:						
Principal	\$ 2,216,750	\$ 3,048,250	\$ 3,249,250	\$ 2,990,250	\$ 2,990,250	\$ 3,016,250
Interest	811,986	1,249,301	1,443,281	1,352,131	1,332,831	1,287,013
Loan Payment- Fire Truck	68,858	71,123	73,463	75,880	-	130,000
Fees	10,163	11,780	13,380	11,783	13,380	14,000
Total Expenditures	\$ 3,107,757	\$ 4,380,454	\$ 4,779,374	\$ 4,430,044	\$ 4,336,461	\$ 4,447,263
Revenues Over/(Under) Expenditures	\$ 1,253,095	\$ 227,442	\$ 197,239	\$ 758,569	\$ 719,652	\$ 796,200
Beginning Fund Balance	\$ 3,081,703	\$ 4,334,798	\$ 4,562,240	\$ 4,759,479	\$ 4,759,479	\$ 5,479,131
Ending Fund Balance	\$ 4,334,798	\$ 4,562,240	\$ 4,759,479	\$ 5,518,048	\$ 5,479,131	\$ 6,275,330
Ending FB as % of Next Year's Debt Service Requirement	99%	95%	107%	124%	123%	143%

**CITY OF TOMBALL
DEBT SERVICE FUND - 300**

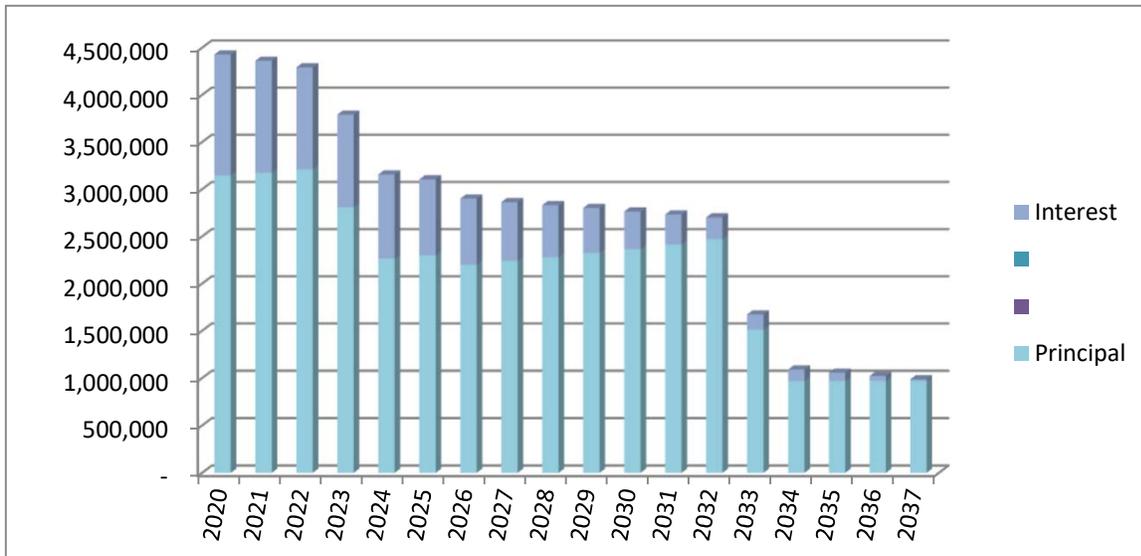
	2016	2017	2018	2019	2019	2020
DEBT SERVICE FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	3,741,118	3,953,733	4,229,313	4,500,000	4,400,000	4,550,000
5120 DELINQUENT TAXES	50,601	50,271	85,766	60,000	30,000	60,000
5130 PENALTY, INTEREST, ATTY FEES	27,267	38,941	59,473	40,000	30,000	30,000
5800 INTEREST INCOME	14,350	36,555	77,006	52,500	60,000	70,000
5801 UNREALIZED GAIN ON INVESTMENTS	(495)	(2,516)	(8,557)	-	-	-
5770 TEDC CONTRIBUTIONS	528,013	530,913	533,612	536,113	536,113	533,463
TOTAL DEBT SERVICE FUND	4,360,854	4,607,897	4,976,613	5,188,613	5,056,113	5,243,463

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6901 INTEREST-BONDS	\$1,249,301	\$1,443,281	\$1,352,131	\$1,332,831	\$1,287,013
6906 BOND FEES AND COST	\$11,780	\$13,380	\$11,783	\$13,380	\$14,000
6911 PRINCIPAL-BONDS	\$3,048,250	\$3,249,250	\$2,990,250	\$2,990,250	\$3,016,250
6915 CAPITAL LEASE PAYMENTS	\$71,123	\$73,463	\$75,880	\$0	\$130,000
DEBT	\$4,380,454	\$4,779,374	\$4,430,044	\$4,336,461	\$4,447,263
TOTAL DEBT SERVICE	\$4,380,454	\$4,779,374	\$4,430,044	\$4,336,461	\$4,447,263

**City of Tomball
Debt Service Fund
Consolidated Debt Payment Schedule
2019-2020 Annual Budget**

Fiscal Year	Principal	Interest	Total
2020	3,146,250	1,282,269	4,428,519
2021	3,176,750	1,185,308	4,362,058
2022	3,210,000	1,081,963	4,291,963
2023	2,810,000	981,143	3,791,143
2024	2,265,000	891,900	3,156,900
2025	2,300,000	804,630	3,104,630
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	\$ 38,593,000	\$ 9,970,824	\$ 48,563,824



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
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		\$ 1,368,000		\$ 81,630	\$ 1,449,630	\$ 1,449,630

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
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		\$ 10,315,000		\$ 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
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		<u>\$ 2,235,000</u>		<u>\$ 105,696</u>	<u>\$ 2,870,696</u>	<u>\$ 2,870,696</u>

*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
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		\$ 6,405,000		\$ 1,383,869	\$ 8,168,869	\$ 8,168,869

City of Tomball
2019 Lease Purchase- Pierce Velocity Fire Truck
Issue Date : September 27, 2018

Fiscal Year	Payment Date	Principal	Interest	Total P & I	Fiscal Year Total
2020	10/1/2019	130,000	47,450	177,450	177,450
2021	10/1/2020	130,000	42,705	172,705	172,705
2022	10/1/2021	130,000	37,960	167,960	167,960
2023	10/1/2022	130,000	33,215	163,215	163,215
2024	10/1/2023	130,000	28,470	158,470	158,470
2025	10/1/2024	130,000	23,725	153,725	153,725
2026	10/1/2025	130,000	18,980	148,980	148,980
2027	10/1/2026	130,000	14,235	144,235	144,235
2028	10/1/2027	130,000	9,490	139,490	139,490
2029	10/1/2028	130,000	4,745	134,745	134,745
Total		\$ 1,300,000	\$ 260,975	\$ 1,560,975	\$ 1,560,975

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
2020	2/15/2020	975,000.00	4.000%	335,956	1,310,956	
	8/15/2020			316,456	316,456	1,627,413
2021	2/15/2021	975,000.00	4.000%	316,456	1,291,456	
	8/15/2021			296,956	296,956	1,588,413
2022	2/15/2022	975,000.00	5.000%	296,956	1,271,956	
	8/15/2022			272,581	272,581	1,544,538
2023	2/15/2023	975,000.00	5.000%	272,581	1,247,581	
	8/15/2023			248,206	248,206	1,495,788
2024	2/15/2024	975,000.00	5.000%	248,206	1,223,206	
	8/15/2024			223,831	223,831	1,447,038
2025	2/15/2025	975,000.00	5.000%	223,831	1,198,831	
	8/15/2025			199,456	199,456	1,398,288
2026	2/15/2026	970,000.00	5.000%	199,456	1,169,456	
	8/15/2026			175,206	175,206	1,344,663
2027	2/15/2027	970,000.00	3.000%	175,206	1,145,206	
	8/15/2027			160,656	160,656	1,305,863
2028	2/15/2028	970,000.00	3.000%	160,656	1,130,656	
	8/15/2028			146,106	146,106	1,276,763
2029	2/15/2029	970,000.00	3.000%	146,106	1,116,106	
	8/15/2029			131,556	131,556	1,247,663
2030	2/15/2030	970,000.00	3.000%	131,556	1,101,556	
	8/15/2030			117,006	117,006	1,218,563
2031	2/15/2031	970,000.00	3.125%	117,006	1,087,006	
	8/15/2031			101,850	101,850	1,188,856
2032	2/15/2032	970,000.00	3.250%	101,850	1,071,850	
	8/15/2032			86,088	86,088	1,157,938
2033	2/15/2033	970,000.00	3.500%	86,088	1,056,088	
	8/15/2033			69,113	69,113	1,125,200
2034	2/15/2034	970,000.00	3.500%	69,113	1,039,113	
	8/15/2034			52,138	52,138	1,091,250
2035	2/15/2035	970,000.00	3.500%	52,138	1,022,138	
	8/15/2035			35,163	35,163	1,057,300
2036	2/15/2036	970,000.00	3.625%	35,163	1,005,163	
	8/15/2036			17,581	17,581	1,022,744
2037	2/15/2037	970,000.00	3.625%	17,581	987,581	987,581
Total		\$ 17,490,000		\$ 5,635,856	\$ 23,125,856	\$ 23,125,856

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

Planned capital expenditures include improvements to the City's storm drainage system and utility lines. Additionally, a major portion of the Capital Projects Fund includes funds to pay for the construction of streets, sidewalks, and traffic signals, including the extension of Medical Complex Drive and Persimmon St. The overall impact to the future operating budget is not considered material.

**City of Tomball
400 Capital Projects Fund
2019-2020 Adopted Budget**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projection	FY 2020 Budget
Revenues:						
Transfers from General Fund	\$ 1,161,277	\$ 1,980,000	\$ 1,490,000	\$ 1,563,000	\$ 956,500	\$ 590,000
Transfers from Enterprise Fund	398,053	1,229,505	655,000	1,123,644	1,309,442	150,000
Transfers from Other Sources	-	1,789,524	310,000	300,000	428,744	1,099,217
Certificates of Obligation	-	21,146,430	-	-	-	-
Other Revenue Sources	1,498	-	10,400	-	-	-
Interest	50,147	296,907	619,740	500,000	850,000	1,000,000
Total	\$ 1,610,975	\$ 26,442,366	\$ 3,085,140	\$ 3,486,644	\$ 3,544,686	\$ 2,839,217
Expenditures:						
Capital Outlay - General Fund	\$ 1,431,921	\$ 2,555,829	\$ 3,554,263	\$ 15,502,836	\$ 3,866,324	\$ 3,884,572
Capital Outlay - Enterprise Fund	-	-	2,625,624	3,237,927	2,174,727	850,000
Debt Service	-	396,430	-	-	-	-
Capital Outlay - Drainage	-	-	-	-	370,464	800,000
Total	\$ 1,431,921	\$ 2,952,259	\$ 6,179,886	\$ 18,740,763	\$ 6,411,515	\$ 5,534,572
Revenues Over (Under) Expenditures	\$ 179,054	\$ 23,490,107	\$ (3,094,746)	\$ (15,254,119)	\$ (2,866,829)	\$ (2,695,355)
Beginning Fund Balance	\$ 12,281,228	\$ 12,460,282	\$ 35,950,389	\$ 32,855,643	\$ 32,855,643	\$ 29,988,813
Ending Fund Balance	\$ 12,460,281	\$ 35,950,389	\$ 32,855,643	\$ 17,601,524	\$ 29,988,813	\$ 27,293,458

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

	2016	2017	2018	2019	2019	2020
CAPITAL PROJECTS	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	50,147	296,907	622,487	500,000	850,000	1,000,000
5801 UNREALIZED GAIN ON INVESTMENTS	-	-	(2,747)	-	-	-
5820 DRAINAGE CAPITAL RECOVERY FEES	1,498	-	-	-	-	-
5830 DEVELOPER RECOVERY FEES	-	-	10,400	-	-	-
5900 DEBT PROCEEDS	-	20,234,743	-	-	-	-
5901 PREMIUM ON BONDS	-	911,687	-	-	-	-
5910 TRANSFER FROM GENERAL FUND	1,161,277	1,980,000	1,490,000	1,563,000	956,500	590,000
5911 TRANSFER FROM UTILITY FUND	398,053	1,229,505	655,000	1,123,644	1,309,442	150,000
5961 TRANSFERS IN	-	1,789,524	310,000	300,000	428,744	1,099,217
TOTAL CAPITAL PROJECTS	1,610,975	26,442,366	3,085,140	3,486,644	3,544,686	2,839,217

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6409 SYSTEM EXPANSION	\$0	\$135,584	\$312,990	\$0	\$0	\$299,217
CAPITAL OUTLAY	\$0	\$135,584	\$312,990	\$0	\$0	\$299,217
TOTAL GENERAL-RED LIGHT	\$0	\$135,584	\$312,990	\$0	\$0	\$299,217

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6409 SYSTEM EXPANSION	\$12,687	\$201,296	\$923,525	\$582,870	\$254,493	\$865,355
CAPITAL OUTLAY	\$12,687	\$201,296	\$923,525	\$582,870	\$254,493	\$865,355
TOTAL GENERAL-PARKS	\$12,687	\$201,296	\$923,525	\$582,870	\$254,493	\$865,355

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6409 SYSTEM EXPANSION	\$1,419,234	\$2,218,949	\$2,317,748	\$14,919,966	\$3,611,831	\$2,720,000
CAPITAL OUTLAY	\$1,419,234	\$2,218,949	\$2,317,748	\$14,919,966	\$3,611,831	\$2,720,000
TOTAL GENERAL-STREETS	\$1,419,234	\$2,218,949	\$2,317,748	\$14,919,966	\$3,611,831	\$2,720,000

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6906 BOND FEES AND COST	\$0	\$396,430	\$0	\$0	\$0	\$0
DEBT	\$0	\$396,430	\$0	\$0	\$0	\$0
TOTAL DEBT SERVICE	\$0	\$396,430	\$0	\$0	\$0	\$0

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT DRAINAGE CAPITAL RECOVERY	DIVISION 400-400 DRAINAGE CAPITAL
DETAILS		

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0	\$157,152	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$157,152	\$0
TOTAL DRAINAGE CAPITAL	\$0	\$0	\$0	\$0	\$157,152	\$0

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	\$1,300	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$0	\$1,300	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$207,422	\$601,905	\$273,266	\$0
CAPITAL OUTLAY	\$0	\$0	\$207,422	\$601,905	\$273,266	\$0
TOTAL UTILITY-WATER	\$0	\$0	\$208,722	\$601,905	\$273,266	\$0

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$2,418,202	\$2,636,022	\$1,901,461	\$850,000
CAPITAL OUTLAY	\$0	\$0	\$2,418,202	\$2,636,022	\$1,901,461	\$850,000
TOTAL UTILITY-SEWER	\$0	\$0	\$2,418,202	\$2,636,022	\$1,901,461	\$850,000

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT UTILITY-GAS	DIVISION 400-615 UTILITY-GAS
DETAILS		

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$947	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$947	\$0	\$0	\$0
TOTAL UTILITY-GAS	\$0	\$0	\$947	\$0	\$0	\$0

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT WATER CAPITAL RECOVERY	DIVISION 400-731 WATER RECOVERY
DETAILS		

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	\$0	\$0	\$106,656	\$400,000
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$106,656	\$400,000
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL WATER CAPITAL RECOVERY	\$0	\$0	\$0	\$0	\$106,656	\$400,000

FUND GENERAL CAPITAL PROJECTS	CITY OF TOMBALL DEPARTMENT SEWER CAPITAL RECOVERY	DIVISION 400-741 SEWER RECOVERY
DETAILS		

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	\$0	\$0	\$106,656	\$400,000
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$106,656	\$400,000
6409 SYSTEM EXPANSION	\$0	\$0	\$947	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$947	\$0	\$0	\$0
TOTAL SEWER CAPITAL RECOVERY	\$0	\$0	\$947	\$0	\$106,656	\$400,000

City of Tomball
 460-Capital Projects Fund - Business Park
 2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projection	FY 2020 Budget
Revenues:						
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Obligation	-	-	-	-	-	-
Premium on Bonds	-	-	-	-	-	-
Interest	16,558	13,264	16,588	15,000	5,000	30,000
Total	\$ 16,558	\$ 13,264	\$ 16,588	\$ 15,000	\$ 5,000	\$ 30,000
Expenditures:						
Capital Outlay	\$ 5,636,263	\$ 125,642	\$ 33,435	\$ -	\$ -	\$ -
Bond Fees and Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,636,263	\$ 125,642	\$ 33,435	\$ -	\$ -	\$ -
Revenues Over (Under) Expenditures	\$ (5,619,705)	\$ (112,378)	\$ (16,847)	\$ 15,000	\$ 5,000	\$ 30,000
Beginning Fund Balance	\$ 6,655,120	\$ 1,035,415	\$ 923,037	\$ 906,190	\$ 906,190	\$ 911,190
Ending Fund Balance	\$ 1,035,415	\$ 923,037	\$ 906,190	\$ 921,190	\$ 911,190	\$ 941,190

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

	2016	2017	2018	2019	2019	2020
BUSINESS PARK PROJECTS	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	16,558	13,264	16,588	15,000	5,000	30,000
TOTAL BUSINESS PARK PROJECTS	16,558	13,264	16,588	15,000	5,000	30,000

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

LINE ITEMS	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
6409 SYSTEM EXPANSION	\$5,636,263	\$125,642	\$33,435	\$0	\$0	\$0
CAPITAL OUTLAY	\$5,636,263	\$125,642	\$33,435	\$0	\$0	\$0
DEBT	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TEDC BUSINESS PARK	\$5,636,263	\$125,642	\$33,435	\$0	\$0	\$0

CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2019

PROJECT #	PROJECT NAME	Percentage of Completion	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	18%	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 WCR 400-731-6409 FY2019 SCR 400-741-6409	62,507 46,656 45,617 49,481 34,387 59,489 2,084 46,656 262,088	608,965	108,181	500,784
179	Tomball Business and Technology Park (bond funded)	100%	Located at the NW corner of Hufsmith Kohville and Holderrieth Road for the development of a Business Park FY2013-Bond Funded - 460-460-6409	8,500,000	8,500,000	8,500,000	-
180	M121 Final Phase (Bond Funded)	56%	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 FY2019 Bonds 400-154-6409 Reprogrammed to Proj 181	10,801,102 (266,267) (40,752)	10,494,083	5,854,288	4,639,796
186	Downtown Development (Main Street)	3%	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	108,156	1,051,478
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							3,051,478
188	Broussard Community Park	79%	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 FY2019 PARKS AND WILDLIFE - Approved Reim. Grant FY2019 GF 400-153-6409 FY2020 GF 400-153-6409	43,803 156,197 100,000 300,000 200,000 258,320 350,000 200,000	1,608,320	1,270,840	337,480
195	Wayne Stovall Sports Complex Improvement	103%	Funding for additional improvements to Wayne Stovall Sports Complex including concession stands and replacement of the FY2016 100-153-6207 FY2017 400-153-6409 FY2018 400-153-6409 FY2020 400-153-6409 FY2020 400-153-6409 Reprogrammed to Proj 216	195,580 180,000 380,000 20,000 (350,519)	425,061	439,610	(14,549)
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	75%	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		Freese & Nichols Critical Needs Assessment Report recommendations for improvements/upgrades to both the north and south wastewater treatment plants. FY2018 EF 400-614-6409 FY2019 EF 400-614-6409	800,000 1,078,744	1,878,744	4,019,301	(2,140,557)
WWTP PROJ 198 / 199 / 202							1,346,103
201	Sewer Modeling	99%	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)	6%	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 location. FY2017 GF 400-154-6409	20,225,000	20,225,000	1,200,761	19,024,239

**CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2019**

PROJECT #	PROJECT NAME	Percentage of Completion	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	PAID TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
205	Sidewalks	58%	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 (154) FY2018 - S of Market, Whisp. Willow to Cherry \$22,950 (154) FY2018 - N of Market from Cherry to Walnut \$48,768 (154) FY2019 Alley/Market Street Sidewalks \$356,500 (154) FY2020 - Country Meadows \$20,000 (154) FY2020 - Alley/Market Street 200 block (121)		1,442,814	830,784	612,030
			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 FY2019 GF - 400-154-6409 Reprogrammed from Proj 103 FY2020 GF - 400-154-6409 FY2020 Red Light - 400-121-6409	323,541 (82,959) 310,000 200,000 356,500 16,515 20,000 299,217			
206	East Side Water Loop Line	41%	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 FY2019 EF 400-613-6409 FY2019 EF 400-614-6409 FY2020 WCR 400-731-6409 FY2020 SCR 400-741-6409	145,479 69,718 29,014 89,806 465,983 90,000 25,000 400,000 400,000	1,715,001	705,205	1,009,796
210	2017 Water Modeling	101%	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	76,813	(1,016)
211	Public Works Parking Lot Expansion	100%	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 FY2020 GF 400-154-6409 Reprogrammed to 216	460,000 (428,933)	31,067	31,067	-
213	M&R Matheson Park	0%	Needed improvements to Matheson Park including completion of replacement of fencing, mulch, addition of retaining wall, and new playground equipment FY2020 GF 400-153-6409	100,000	100,000	-	100,000
214	Impact Fee Update	87%	FY2019 WCR 400-731-6409 FY2019 SCR 400-741-6409	30,000 30,000	60,000	51,933	8,067
215	Lizzie Lane Persimmon Drainage North Star	0%	FY2020 GF 400-154-6409	200,000	200,000	-	200,000
216	Estates/Rigel Court Retaining Wall	5%	FY2020 GF 400-153-6409 Reprogrammed from Proj 195 FY2020 GF 400-154-6409 Reprogrammed from Proj 211	350,519 428,933	779,452	42,407	737,046
217	Design of SCADA	2%	Create the platform and basis of a SCAD (Supervisory control and data acquisition) system for all the utilities - water, sewer, and gas FY2019 WCR 400-731-6409 FY2019 SCR 400-741-6409 FY2020 EF 400-614-6409	30,000 30,000 50,000	110,000	2,654	107,346
218	Theis Nature Preserve Masterplan	24%	FY2019 GF 400-153-6409 FY2020 GF 400-153-6409	43,000 50,000	93,000	22,269	70,731
219	Utility Easement Survey and Clearing	3%	FY2020 EF 400-613-6409	105,000	105,000	2,900	102,100
220	DRI-PRIME System at 2920 Lift Station	3%	FY2020 EF 400-614-6409	80,000	80,000	2,196	77,804
221	Steel Line Upgrade	0%	FY2020 EF 400-615-6409	100,000	100,000	-	100,000
222	Mulbery/Agg Drainage Extension	0%	FY2019 GF 400-154-6409 FY2020 DCR 400-454-6409	250,000 157,152	407,152	-	407,152
223	Sanitary Sewer Rehab	0%	FY2019 EF 400-614-6409	570,000	570,000	-	570,000

**CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2019**

PROJECT #	PROJECT NAME	Percentage of Completion	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	PAID TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
	Sensus Conversion	0%	FY2019 EF 400-615-6409	87,000	87,000	-	87,000
	NWWTP Sewer Effluent Reuse	0%	Study to determine if the treated water can be used for irrigation FY2014 EF 400-614-6409	75,000	75,000	-	75,000
	SWWTP Expansion	0%	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
	Drainage Capital Recovery		Fund Balance FY2012 FY2013 Budget for project 184 FY2015 FY2016 FY2020 Budget for Mulberry Drainage Project	132,902 (51,000) 73,752 -1,498 (157,152)	-	-	-

PROJECT ACCOUNTS	DETAIL OF CASH ALLOCATED FOR PROJECT	EXPENSE TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
100-153-6207	195,580	195,580	-
100-153-6409	43,803	43,803	-
400-121-6409	984,432	354,307	630,126
400-153-6409	2,036,197	1,536,640	499,557
400-154-6409	35,056,587	7,675,407	27,381,180
400-454-6409	206,267	49,115	157,152
400-613-6304	-	2,160	(2,160)
400-613-6409	1,027,454	779,924	247,530
400-614-6409	5,922,392	4,283,686	1,638,706
400-615-6304	-	1,401	(1,401)
400-615-6409	211,988	2,985	209,003
400-731-6409	506,656	37,304	469,352
400-741-6409	722,088	27,370	694,718
PARKS AND WILDLIFE	258,320	-	258,320
460-460-6409	8,500,000	8,500,000	-
TOTAL FOR FUND 400	\$ 55,671,764.47	\$ 23,489,681.61	\$ 32,182,082.86

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 FY2019 in the Enterprise Fund is projected to be \$8,448,558. Revenues for the past fiscal year, projected at \$11,602,896 are expected to come in approximately \$3,500 more than budget.

Operating expenses for FY2019 are projected to come in approximately \$259,656 more than budget. Projected ending Fund Balance of \$8,448,558 represents 64% 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%.

2019-2020 Budget Revenues

Projected revenues for FY2020 are \$11,831,750. This amount is \$228,854 or 1.97% more than revenues budgeted for FY2019. All utility rates will remain the same as those adopted for FY 2019. 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 FY2020 is \$11,532,762, which is \$1,681,163 or 12.7% less than the current budget for FY2019. The proposed budget for the Enterprise Fund does include non-recurring Supplemental programs totaling \$465,200. Proposed capital related expenses in the Enterprise Fund for FY2020 are \$ 150,000.

Budgeted ending Fund Balance for FY2020 of \$8,127,410 provides fund balance reserves of 70% of operating expenses. Budgeted net system revenues available for debt service of \$620,135 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
2019-2020 Adopted Budget

	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Budget	FY2019 Projections	FY2020 Budget
Operating Revenues:						
Water sales	\$ 4,654,043	\$ 5,092,916	\$ 5,347,170	\$ 4,800,000	\$ 4,800,000	\$ 5,000,000
Sewer sales	2,316,495	2,434,143	2,405,689	2,500,000	2,200,000	2,500,000
Gas sales	2,844,005	2,655,884	3,139,726	3,300,000	3,500,000	3,400,000
Tap fees	105,060	129,410	290,770	170,000	205,000	205,000
Reconnect fees	27,394	26,681	18,403	27,500	18,000	25,000
Interest	32,465	60,912	103,484	71,250	140,000	140,000
Contributions	558,148	558,148	558,148	558,148	558,148	370,000
Other	199,590	142,892	198,990	172,500	181,750	191,750
Total Operating Revenues	\$ 10,737,200	\$ 11,100,984	\$ 12,062,380	\$ 11,599,396	\$ 11,602,896	\$ 11,831,750
Expenses:						
Enterprise Administration	\$ 4,758,133	\$ 3,333,064	\$ 3,356,260	\$ 3,741,683	\$ 3,651,117	\$ 3,645,830
Utility Billing	268,105	275,695	343,111	351,927	338,182	361,541
Water	2,593,340	3,032,640	3,668,770	4,169,565	4,020,393	3,941,730
Wastewater	2,296,380	2,777,501	2,041,848	2,785,317	3,291,341	1,629,024
Gas	1,215,878	1,353,339	1,589,500	1,905,777	1,912,892	2,024,637
Total Operating Expenses	\$ 11,131,836	\$ 10,772,239	\$ 10,999,489	\$ 12,954,269	\$ 13,213,925	\$ 11,602,762
Net Revenue Available for Debt	\$ (394,636)	\$ 328,745	\$ 1,062,891	\$ (1,354,873)	\$ (1,611,029)	\$ 228,988
Debt Service	113,075	96,284	637,065	651,031	651,031	620,135
Total Debt Service	\$ 113,075	\$ 96,284	\$ 637,065	\$ 651,031	\$ 651,031	\$ 620,135
Net Income (Excluding Depr.)	\$ (507,711)	\$ 232,462	\$ 425,826	\$ (2,005,904)	\$ (2,262,060)	\$ (391,147)
Beginning Fund Balance	\$ 10,560,041	\$ 10,052,330	\$ 10,284,791	\$ 10,710,618	\$ 10,710,618	\$ 8,448,558
Ending Fund Balance	\$ 10,052,330	\$ 10,284,791	\$ 10,710,618	\$ 8,704,714	\$ 8,448,558	\$ 8,057,410
Operating Costs per Day						
Fund Balance as % of Operating Costs	90%	95%	97%	67%	64%	69%

**CITY OF TOMBALL
ENTERPRISE FUND - 600**

	2016	2017	2018	2019	2019	2020
ENTERPRISE FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	39,850	11,511	4,417	25,000	30,000	40,000
5550 MISCELLANEOUS INCOME	-	1,158	13,837	750	10,000	5,000
5560 RETURNED CHECK FINES	433	626	504	750	750	750
5600 WATER SALES	4,654,043	5,092,916	5,347,170	4,800,000	4,800,000	5,000,000
5610 WATER TAPS	40,790	46,640	106,435	55,000	60,000	60,000
5620 WATER RECONNECT FEES	27,394	26,681	18,403	27,500	18,000	25,000
5630 AMP PLAN BALANCE	570	(2,021)	(595)	1,000	1,000	1,000
5640 SEWER SALES	2,316,495	2,434,143	2,405,689	2,500,000	2,200,000	2,500,000
5650 SEWER TAPS	21,435	30,940	76,930	55,000	60,000	60,000
5670 GAS SALES	2,844,005	2,655,884	3,139,726	3,300,000	3,500,000	3,400,000
5680 GAS TAPS	42,835	51,830	107,405	60,000	85,000	85,000
5690 PENALTIES	111,565	86,379	132,085	100,000	100,000	100,000
5695 ADMINISTRATIVE CHARGES	47,021	47,794	48,607	45,000	40,000	45,000
5770 TEDC CONTRIBUTIONS	558,148	558,148	558,148	558,148	558,148	370,000
5780 OTHER REIMBURSEMENTS	-	-	-	-	46,300	-
5800 INTEREST INCOME	32,465	60,912	103,484	71,250	140,000	140,000
5961 TRANSFER IN	-	-	-	128,744	128,744	-
5801 UNREALIZED GAIN ON INVESTMENTS	151	(2,555)	135	-	-	-
TOTAL ENTERPRISE FUND	10,737,200	11,100,986	12,062,380	11,728,142	11,777,942	11,831,750

Utilities Administration Department

Accomplishments for FY 2018-19

- 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
- Continued training courses for administrative personnel
- Completed Utility Rate Study for city provided services
- Completed Impact Fee Study with Community Development Department
- Established a maintenance crew and began exercising valves
- Provided construction management to capital projects the City's infrastructure including:
 - Zion & E. Hufsmith water and sewer extension
 - Theis Road culvert and ditch improvements (M121)
 - Improvements to Broussard Community Park
 - Pipeline Relocation for M121 Drainage Channel
 - Installation of infrastructure in private developments

Goals for FY 2019-20

- Create brochures for public outreach to increase awareness of the importance of backflow preventers and maintaining them, including annual inspections
- Continue the Utility Infrastructure Replacement Program
- Begin implementation of needed changes from the Utility Rate Study for fiscal year 2020-2021 budget
- Complete Facilities Assessment and Master Plan

Objectives for FY 2019-20

- Continue public outreach and awareness of the importance of backflow preventers and maintenance
- Continue training for Administrative staff

Major Budget Items

- Storage Area Network (split with Information Technology) (\$17,000)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND

600 - Enterprise

DEPARTMENT

611 - Utilities Administration

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$351,423	\$383,100	\$383,034	\$397,323
Supplies	\$7,376	\$8,350	\$6,700	\$24,400
Maintenance	\$540	\$200	\$500	\$500
Services and charges	\$107,310	\$82,475	\$89,825	\$54,675
Total Operating Expenditures	\$466,649	\$474,125	\$480,059	\$476,898
Capital Outlay	-	-	\$1,000	\$1,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$2,889,611	\$3,267,558	\$3,170,058	\$3,167,932
Total Expenditures	\$3,356,260	\$3,741,683	\$3,651,117	\$3,645,830

Supplemental Programs	Recurring	Non-Recur.
Storage Area Network		\$16,500

Staffing	FY2018	FY2019	FY2020
Director of Public Works	1.00	1.00	1.00
Utilities Superintendent	1.00	1.00	1.00
Construction Manager/Inspector	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$218,458	\$215,640	\$230,245	\$207,980	\$167,871
6003 WAGES-FULL TIME	\$32,900	\$33,961	\$38,504	\$53,690	\$97,246
6005 WAGES-OVERTIME	\$918	\$1,460	\$2,060	\$4,120	\$4,120
6009 WAGES-OTHER	\$13,365	\$15,217	\$0	\$9,866	\$14,411
6011 VACATION PAY	\$18,588	\$11,857	\$19,075	\$15,458	\$19,823
6012 SICK PAY	\$8,179	\$4,455	\$15,442	\$14,737	\$12,009
6013 EMERGENCY PAY	\$576	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$3,035
6019 MISCELLANEOUS PAY	\$2,495	\$2,735	\$2,900	\$2,900	\$2,260
6021 FICA-MED/SS	\$21,934	\$20,434	\$24,177	\$23,895	\$25,114
6022 TMRS-EMPLOYER	\$122,668	\$38,409	\$43,179	\$43,498	\$44,934
6025 WORKER COMPENSATION INS.	\$2,842	\$3,255	\$3,518	\$2,890	\$2,500
6030 EMPLOYEE TUITION REIMBURSEMENT	\$2,941	\$4,000	\$4,000	\$4,000	\$4,000
6040 OTHER POST EMPLOYMENT BEN.	\$19,158	\$0	\$0	\$0	\$0
PERSONNEL SERVICES	\$465,022	\$351,423	\$383,100	\$383,034	\$397,323
6101 OFFICE AND COMPUTER SUPPLIES	\$534	\$1,030	\$1,100	\$1,100	\$2,000
6102 EDUCATIONAL SUPPLIES	\$0	\$725	\$800	\$200	\$200
6103 COMPUTER SUPPLIES	\$0	\$0	\$0	\$0	\$16,500
6105 FOOD SUPPLIES	\$1,206	\$1,710	\$2,000	\$1,200	\$1,200
6107 CLOTHING AND UNIFORMS	\$1,165	\$1,293	\$1,000	\$1,300	\$1,600
6108 FUEL, OIL AND LUBRICANTS	\$2,552	\$1,964	\$3,000	\$2,500	\$2,500
6109 POSTAGE	\$63	\$21	\$100	\$50	\$50
6119 OTHER SUPPLIES	\$68	\$633	\$350	\$350	\$350
SUPPLIES	\$5,588	\$7,376	\$8,350	\$6,700	\$24,400
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$300	\$300
6205 VEHICLE EQUIPMENT MAINTENANCE	\$372	\$540	\$200	\$200	\$200
REPAIRS AND MAINTENANCE	\$372	\$540	\$200	\$500	\$500
6302 PROFESSIONAL SERVICES,ENGINEER	\$0	\$44,650	\$0	\$14,350	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$0	\$0	\$20,000	\$20,000	\$0
6312 COMMUNICATION SERVICES	\$43,461	\$47,535	\$46,000	\$38,000	\$40,000
6320 SOFTWARE SERVICE	\$0	\$2,539	\$3,300	\$3,300	\$0
6329 MISCELLANEOUS SERVICES	\$0	\$50	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$794	\$2,846	\$1,000	\$2,000	\$2,000
6333 DUES AND SUBSCRIPTIONS	\$371	\$463	\$400	\$200	\$200
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$6,600	\$7,200	\$7,200	\$7,200
6335 ADVERTISING COST	\$1,146	\$0	\$0	\$0	\$0
6337 TRAINING	\$1,222	\$2,294	\$4,300	\$4,500	\$5,000
6362 PERMITS AND LICENSES	\$255	\$333	\$275	\$275	\$275
SERVICES AND CHARGES	\$52,049	\$107,310	\$82,475	\$89,825	\$54,675

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6402 COMPUTER EQUIPMENT	\$0	\$0	\$0	\$1,000	\$1,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$1,000	\$1,000
6691 TRANSFERS OUT	\$2,342,169	\$2,384,166	\$2,530,209	\$2,530,209	\$2,603,335
6692 TRANSFER TO EMP. BEN. TRUST	\$467,864	\$505,445	\$542,349	\$542,349	\$542,349
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$195,000	\$97,500	\$22,248
TRANSFERS	\$2,810,033	\$2,889,611	\$3,267,558	\$3,170,058	\$3,167,932
TOTAL UTILITY-ADMINISTRATIVE	\$3,333,064	\$3,356,260	\$3,741,683	\$3,651,117	\$3,645,830

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 2018-19 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.

Goals & Objectives for FY 2019-20

- 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)

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$41,887	\$49,529	\$46,533	\$45,047	\$44,541
6003 WAGES-FULL TIME	\$99,304	\$116,965	\$146,718	\$141,116	\$145,008
6005 WAGES-OVERTIME	\$653	\$1,435	\$3,348	\$3,000	\$3,090
6009 WAGES-OTHER	\$7,729	\$9,362	\$0	\$4,859	\$10,620
6011 VACATION PAY	\$6,910	\$7,829	\$10,730	\$10,837	\$13,041
6012 SICK PAY	\$5,237	\$5,071	\$9,494	\$7,136	\$8,479
6013 EMERGENCY PAY	\$366	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,017
6019 MISCELLANEOUS PAY	\$895	\$1,145	\$1,865	\$1,730	\$2,015
6021 FICA-S.S. AND MEDICARE TAXES	\$11,867	\$13,431	\$16,847	\$16,191	\$17,632
6022 TMRS-EMPLOYER	\$22,498	\$25,014	\$30,087	\$29,415	\$31,548
6025 WORKER COMPENSATION INS.	\$1,589	\$2,613	\$2,755	\$2,301	\$2,300
PERSONNEL SERVICES	\$198,935	\$232,394	\$268,377	\$261,632	\$280,291
6101 OFFICE AND COMPUTER SUPPLIES	\$16,168	\$17,680	\$3,200	\$3,200	\$3,200
6105 FOOD SUPPLIES	\$33	\$114	\$100	\$100	\$100
6106 MATERIALS AND PARTS	\$177	\$115	\$800	\$800	\$800
6107 CLOTHING AND UNIFORMS	\$759	\$1,325	\$3,000	\$3,000	\$3,000
6108 FUEL, OIL AND LUBRICANTS	\$1,400	\$1,407	\$3,500	\$3,500	\$3,500
6109 POSTAGE	\$21,055	\$20,625	\$22,000	\$22,000	\$22,000
6119 OTHER SUPPLIES	\$295	\$483	\$250	\$250	\$250
SUPPLIES	\$39,887	\$41,749	\$32,850	\$32,850	\$32,850
6203 RADIO EQUIPMENT MAINTENANCE	\$1,945	\$51	\$4,000	\$2,000	\$2,000
6205 VEHICLE MAINTENANCE	\$705	\$571	\$1,000	\$1,000	\$1,000
REPAIRS AND MAINTENANCE	\$2,650	\$622	\$5,000	\$3,000	\$3,000
6304 PROFESSIONAL SERVICES,OTHER	\$14,971	\$18,652	\$20,000	\$15,000	\$15,000
6312 COMMUNICATION SERVICES	\$1,863	\$2,613	\$2,400	\$2,400	\$2,400
6329 OTHER SERVICES	\$13,364	\$17,000	\$17,000	\$17,000	\$17,000
6332 TRAVEL AND MEALS	\$1,288	\$1,697	\$1,500	\$1,500	\$3,600
6333 DUES AND SUBSCRIPTIONS	\$95	\$191	\$300	\$300	\$500
6337 TRAINING	\$850	\$1,200	\$1,000	\$1,000	\$3,400
6362 PERMITS AND LICENSES	\$1,792	\$1,992	\$3,500	\$3,500	\$3,500
SERVICES AND CHARGES	\$34,223	\$43,345	\$45,700	\$40,700	\$45,400
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$25,000	\$0	\$0	\$0
TRANSFERS	\$0	\$25,000	\$0	\$0	\$0
TOTAL UTILITY BILLING	\$275,695	\$343,111	\$351,927	\$338,182	\$361,541

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
612 - Utility Billing

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$232,394	\$268,377	\$261,632	\$280,291
Supplies	\$41,749	\$32,850	\$32,850	\$32,850
Maintenance	\$622	\$5,000	\$3,000	\$3,000
Services and charges	\$43,345	\$45,700	\$40,700	\$45,400
Total Operating Expenditures	\$318,111	\$351,927	\$338,182	\$361,541
Capital Outlay	-	-	\$1,000	\$1,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$25,000	-	-	-
Total Expenditures	\$343,111	\$351,927	\$339,182	\$362,541

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2018	FY2019	FY2020
Utility Billing Supervisor	1.00	1.00	1.00
Customer Service Specialist	2.00	2.00	2.00
Utilities Serviceperson II	2.00	2.00	2.00
Total	5.00	5.00	5.00

Water Department

Accomplishments for FY 2018-19

- Completed surveying and began clearing of Utility Easement along Boudreaux Road
- Completed rehabilitation of Pine Street Ground Storage Tank
- Completed installation of water line along Zion Road as part of the East Side Water Loop
- Began installation of water line east on East Hufsmith to begin completion of the East Side Water Loop
- Implemented safety trailer for crew response with needed safety equipment for water, wastewater and gas department.
- 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 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
 - 40 – 2" meters

- 2 –3” retro fit meters
 - 2 – 4” retro fit meters
 - 2 – 6” retro fit meters
- 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) – 8
 - Water tap for new customer – 123
 - Water meter repair – 24
 - Water meter replacement – 76
 - Connect water service – 21
 - Disconnect water service – 44
 - Water turn on (customer request – temporary) – 3
 - Water turn off (customer request – temporary) – 1
 - Dirty water – 46
 - Water leaks – 70
 - Fire hydrant leaks/ repairs – 17
 - Low water pressure – 11
 - Re-read water meter – 3
 - Occupation changes – 8
 - Water – other – 120

Goals and Objectives for FY 2019-20

- Begin implementing recommendations from Water Master Plan
- Begin inspection of backflow preventers in Boudreaux Estates and Hoffman Estates
- Continue implementation of water well and ground storage tank rehabilitation program
- Continue water meter conversion to AMR of approximately 25 meters per year; project estimated completion two years
- Complete installation of water line along East Hufsmith from Zion Road to Snook Lane for system looping

Objectives for FY 2019-20

- Continue required training for employees and seek out additional training courses for the benefit of the department

Major Budget Items

- Main Line Testing Equipment (\$4,500)
- Aluminum Trench Boxes (\$12,800)
- Clearing of Utility Easement (\$50,000)
- Water Meter Conversion (\$25,000)
- Quick Connect (\$3,500)
- Hydraulic Jackhammer (\$3,100)
- Prairie Dog Boring Machine (\$4,000)
- Shoring Box (\$2,200)
- Welder Generator (\$1,850)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
613 - Water

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$377,908	\$476,817	\$470,245	\$476,130
Supplies	\$214,673	\$317,300	\$257,500	\$282,900
Maintenance	\$234,001	\$508,000	\$310,000	\$185,000
Services and charges	\$2,640,333	\$2,818,350	\$2,828,350	\$2,928,850
Total Operating Expenditures	\$3,466,915	\$4,120,467	\$3,866,095	\$3,872,880
Capital Outlay	\$56,855	\$48,300	\$48,500	\$68,850
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$145,000	\$798	\$105,798	-
Total Expenditures	\$3,668,770	\$4,169,565	\$4,020,393	\$3,941,730

Supplemental Programs	Recurring	Non-Recur.
(2) Aluminum Trench Boxes		\$12,800
Main Line Testing Equipment		\$4,500
Clearing of Utility Easement		\$50,000
Hydraulic Jackhammer		\$3,100
Quick Connect		\$3,500
Water Meter Conversion to AMR		\$25,000
Prairie Dog Boring Rig		\$4,000

Staffing	FY2018	FY2019	FY2020
Water/Sewer Foreman	1.00	1.00	1.00
Utilities Crew Chief	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00
Utilities Service Person	4.00	4.00	4.00
Locator	1.00	1.00	1.00
PT Laborer	0.20	0.20	0.20
Total	8.20	8.20	8.20

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$280,945	\$243,397	\$313,278	\$293,894	\$286,134
6004 WAGES-PART TIME	\$3,071	\$9,005	\$5,150	\$10,000	\$5,150
6005 WAGES-OVERTIME	\$17,528	\$18,663	\$13,648	\$13,648	\$13,648
6006 WAGES-ON CALL	\$0	\$2,297	\$10,300	\$26,000	\$25,750
6009 WAGES-OTHER	\$16,753	\$11,214	\$0	\$7,889	\$16,904
6011 VACATION PAY	\$19,906	\$12,639	\$21,143	\$15,329	\$15,911
6012 SICK PAY	\$15,595	\$7,736	\$14,684	\$9,627	\$12,757
6013 EMERGENCY PAY	\$147	\$636	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$1,484
6019 MISCELLANEOUS PAY	\$3,840	\$3,305	\$3,675	\$2,650	\$1,630
6021 FICA-MED/SS	\$25,825	\$21,034	\$29,359	\$28,278	\$29,136
6022 TMRS-EMPLOYER	\$49,320	\$38,574	\$51,730	\$50,576	\$51,426
6025 WORKER COMPENSATION INS.	\$10,560	\$9,408	\$9,850	\$8,354	\$8,200
6030 EMPLOYEE TUITION REIMBURSEMENT	\$0	\$0	\$4,000	\$4,000	\$8,000
PERSONNEL SERVICES	\$443,490	\$377,908	\$476,817	\$470,245	\$476,130
6101 OFFICE SUPPLIES	\$486	\$296	\$300	\$500	\$300
6106 MATERIALS AND PARTS	\$101,738	\$77,550	\$90,000	\$150,000	\$175,000
6107 CLOTHING AND UNIFORMS	\$4,724	\$5,328	\$6,300	\$6,300	\$6,300
6108 FUEL, OIL AND LUBRICANTS	\$11,158	\$14,963	\$12,000	\$12,000	\$12,000
6109 POSTAGE	\$81	\$0	\$0	\$0	\$0
6110 CHEMICAL SUPPLIES	\$57,889	\$55,209	\$65,000	\$65,000	\$65,000
6111 TAP SUPPLIES AND COMPONENTS	\$99,441	\$50,875	\$120,000	\$0	\$0
6119 OTHER SUPPLIES	\$6,874	\$10,452	\$23,700	\$23,700	\$24,300
SUPPLIES	\$282,391	\$214,673	\$317,300	\$257,500	\$282,900
6204 OTHER EQUIPMENT MAINTENANCE	\$1,576	\$12,921	\$5,000	\$8,000	\$8,000
6205 VEHICLE MAINTENANCE	\$2,407	\$4,443	\$3,000	\$2,000	\$2,000
6206 BUILDING MAINTENANCE		\$8,552	\$0	\$0	\$0
6207 SYSTEM MAINTENANCE	\$49,968	\$208,085	\$250,000	\$125,000	\$175,000
6219 OTHER MAINTENANCE	\$0	\$0	\$250,000	\$175,000	\$0
REPAIRS AND MAINTENANCE	\$53,951	\$234,001	\$508,000	\$310,000	\$185,000
6303 PROFESSIONAL SERVICES,LEGAL	\$24,786	\$313	\$2,500	\$0	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$19,818	\$17,508	\$2,550	\$7,000	\$7,000
6305 N.HARRIS CTY.REG.WATER AUTH.	\$2,084,615	\$2,431,661	\$2,600,000	\$2,600,000	\$2,700,000
6312 COMMUNICATION SERVICES	\$5,580	\$6,276	\$6,000	\$5,000	\$5,000
6313 UTILITIES-ELECTRIC	\$152,575	\$162,069	\$175,000	\$175,000	\$175,000
6316 PRINTING AND BINDING	\$1,520	\$0	\$1,800	\$0	\$0
6329 OTHER SERVICES	\$3,787	\$1,074	\$0	\$8,000	\$8,000
6332 TRAVEL AND MEALS	\$62	\$726	\$300	\$300	\$300
6333 DUES AND SUBSCRIPTIONS	\$1,019	\$225	\$1,100	\$1,100	\$1,100
6335 ADVERTISING COST	\$432	\$0	\$450	\$450	\$450
6336 EQUIPMENT RENTALS	\$539	\$0	\$150	\$1,000	\$1,000
6337 TRAINING	\$4,287	\$2,425	\$4,500	\$5,000	\$5,500

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6361 STUDIES AND ANALYSIS	\$10,342	\$7,990	\$8,500	\$10,000	\$10,000
6362 PERMITS AND LICENSES	\$9,736	\$10,066	\$15,500	\$15,500	\$15,500
SERVICES AND CHARGES	\$2,319,098	\$2,640,333	\$2,818,350	\$2,828,350	\$2,928,850
6402 COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0	\$2,000
6403 MACHINERY AND EQUIPMENT	\$1,890	\$0	\$0	\$0	\$14,650
6404 RADIO EQUIPMENT	\$0	\$0	\$0	\$0	\$2,200
6405 VEHICLE EQUIPMENT	\$0	\$0	\$0	\$200	\$0
6409 SYSTEM EXPANSION	\$0	\$56,855	\$48,300	\$48,300	\$50,000
CAPITAL OUTLAY	\$1,890	\$56,855	\$48,300	\$48,500	\$68,850
6998 TRANSFER TO FLEET REPLACEMENT	\$40,000	\$90,000	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$108,180)	\$55,000	\$798	\$105,798	\$0
TRANSFERS	(\$68,180)	\$145,000	\$798	\$105,798	\$0
TOTAL UTILITY-WATER	\$3,032,640	\$3,668,770	\$4,169,565	\$4,020,393	\$3,941,730

Wastewater Department

Accomplishments for FY 2018-19

- Completed construction of storage shed at North Wastewater Treatment Plant
- Began design of DRI-Prime for 2920 Lift Station
- Began study for implementation of SCADA system
- Completed Infiltration and Inflow study for critical areas identified in the Wastewater Master Plan
- Continued easement acquisition for sewer line extension along Rudolph Road
- Implemented utility trailer for crew response with needed safety equipment
- Continued construction on Phase I of improvements to the North and South Wastewater Treatment Plants. Phase I total improvements included:
 - 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
- 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
- Completed permit renewals with the TCEQ for the North and South Wastewater Treatment Plants
- 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 – 3
 - Sewer repairs – 1
 - Manhole repairs – 6
 - Sewer taps for new customer – 5
 - Sewer stops – 25
 - Occupation changes – 8
 - Sewer – other – 27

Goals for FY 2019-20

- Begin repairs to identified sanitary sewer lines from the Infiltration and Inflow study
- 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:
 - Pump replacement to lift station and epoxy coating
 - Extended WAS pipe and relocated flow meters for the RAS pumps
- 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
- Complete land acquisition and begin construction for future construction of sanitary sewer along Rudolph Road
- Complete installation of force main along East Hufsmith from Zion to Snook Lane

Objectives for FY 2019-20

- Continue required training for employees and seek out additional training courses for the benefit of the department

Major Budget Items

- SCADA System (\$50,000)
- Main Line Testing Equipment (\$4,500)
- Aluminum Trench Boxes (\$12,800)
- Zero Turn Mower (\$16,000)
- Quick Connect (\$3,500)
- Utility Vehicle (ATV) (\$12,000)
- Hydraulic Jackhammer (\$3,100)
- Prairie Dog Boring Rig (\$4,000)
- Diamond Crown Tap Cutter (\$8,500)
- Shoring Box (\$2,200)
- Welder Generator (\$1,850)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
614 - Sewer

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$605,737	\$620,073	\$586,077	\$623,824
Supplies	\$122,759	\$140,000	\$155,100	\$169,550
Maintenance	\$346,295	\$425,000	\$864,300	\$280,300
Services and charges	\$338,419	\$435,600	\$444,500	\$424,000
Total Operating Expenditures	\$1,413,211	\$1,620,673	\$2,049,977	\$1,497,674
Capital Outlay	\$28,637	\$41,000	\$37,720	\$81,350
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$600,000	\$1,123,644	\$1,203,644	\$50,000
Total Expenditures	\$2,041,848	\$2,785,317	\$3,291,341	\$1,629,024

Supplemental Programs	Recurring	Non-Recur.
(2) Aluminum Trench Boxes		\$12,800
Main Line Testing Equipment		\$4,500
Diamond Crown Tap Cutter		\$8,500
Utility Vehicle (ATV)		\$12,000
Hydraulic Jackhammer		\$3,100
Zero Turn Mower		\$16,000
SCADA Implementation for Asset Mgmt & Control		\$50,000
Quick Connect		\$3,500
Prairie Dog Boring Rig		\$4,000

Staffing	FY2018	FY2019	FY2020
WWTP Supervisor	1.00	1.00	1.00
Utilities Crew Chief	1.00	1.00	1.00
WWTP Senior Operator	1.00	1.00	1.00
WWTP Operator	4.00	4.00	4.00
Utilities Serviceperson	1.00	1.00	1.00
Utilities Serviceperson I	1.00	1.00	1.00
Utilities Serviceperson II	1.00	1.00	1.00
PT Laborer	0.20	0.20	0.20
Total	10.20	10.20	10.20

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$368,495	\$368,886	\$404,830	\$376,410	\$383,734
6004 WAGES-PART TIME	\$1,670	\$3,678	\$5,150	\$12,144	\$5,150
6005 WAGES-OVERTIME	\$15,184	\$14,576	\$15,862	\$15,862	\$15,862
6006 WAGES-ON CALL	\$40,880	\$38,939	\$25,750	\$26,507	\$25,750
6009 WAGES-OTHER	\$20,908	\$19,980	\$0	\$11,691	\$22,896
6011 VACATION PAY	\$28,770	\$24,260	\$28,042	\$20,151	\$27,999
6012 SICK PAY	\$19,086	\$21,867	\$20,478	\$11,368	\$17,280
6013 EMERGENCY PAY	\$725	\$802	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$5,064
6019 MISCELLANEOUS PAY	\$4,395	\$4,935	\$4,930	\$4,245	\$4,745
6021 FICA-MED/SS	\$37,085	\$35,218	\$38,796	\$35,829	\$39,043
6022 TMRS-EMPLOYER	\$69,043	\$65,390	\$68,585	\$65,259	\$69,151
6025 WORKER COMPENSATION INS.	\$7,005	\$7,206	\$7,650	\$6,611	\$7,150
PERSONNEL SERVICES	\$613,246	\$605,737	\$620,073	\$586,077	\$623,824
6101 OFFICE AND COMPUTER SUPPLIES	\$238	\$517	\$300	\$600	\$500
6105 FOOD SUPPLIES	\$74	\$34	\$100	\$100	\$100
6106 MATERIALS AND PARTS	\$47,117	\$15,016	\$20,000	\$30,000	\$30,000
6107 CLOTHING AND UNIFORMS	\$4,912	\$5,979	\$6,500	\$6,300	\$6,550
6108 FUEL, OIL AND LUBRICANTS	\$12,069	\$14,991	\$15,000	\$15,000	\$15,000
6109 POSTAGE	\$69	\$32	\$100	\$100	\$100
6110 CHEMICAL SUPPLIES	\$76,959	\$75,125	\$80,000	\$83,000	\$85,000
6119 OTHER SUPPLIES	\$8,884	\$11,065	\$18,000	\$20,000	\$32,300
SUPPLIES	\$150,322	\$122,759	\$140,000	\$155,100	\$169,550
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$300	\$300
6204 OTHER EQUIPMENT MAINTENANCE	\$19,255	\$15,492	\$20,000	\$20,000	\$20,000
6205 VEHICLE MAINTENANCE	\$7,729	\$6,980	\$5,000	\$5,000	\$5,000
6206 BUILDING MAINTENANCE	\$0	\$4,962	\$44,000	\$44,000	\$5,000
6207 SYSTEM MAINTENANCE	\$172,718	\$318,861	\$346,000	\$795,000	\$250,000
6219 OTHER MAINTENANCE	\$5,045	\$0	\$10,000	\$0	\$0
REPAIRS AND MAINTENANCE	\$204,747	\$346,295	\$425,000	\$864,300	\$280,300
6302 PROFESSIONAL SERVICES,ENGINEER	\$0	\$0	\$0	\$5,000	\$0
6303 PROFESSIONAL SERVICES,LEGAL	\$24,786	\$313	\$2,500	\$0	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$29,220	\$11,189	\$30,000	\$30,000	\$10,000
6312 COMMUNICATION SERVICES	\$3,568	\$3,670	\$3,600	\$1,500	\$3,000
6313 UTILITIES-ELECTRIC	\$157,761	\$155,847	\$165,000	\$165,000	\$165,000
6329 OTHER SERVICES	\$122,691	\$63,740	\$120,000	\$125,000	\$125,000
6333 DUES AND SUBSCRIPTIONS	\$1,148	\$225	\$1,500	\$1,500	\$1,500
6335 ADVERTISING COST	\$0	\$6,197	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$3,895	\$5,100	\$5,000	\$4,500	\$4,500

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6337 TRAINING	\$3,038	\$1,865	\$3,000	\$7,000	\$5,000
6361 STUDIES AND ANALYSIS	\$65,418	\$55,369	\$55,000	\$60,000	\$60,000
6362 PERMITS AND LICENSES	\$51,710	\$34,904	\$50,000	\$45,000	\$50,000
SERVICES AND CHARGES	\$463,235	\$338,419	\$435,600	\$444,500	\$424,000
6402 COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0	\$3,000
6403 MACHINERY AND EQUIPMENT	\$755	\$0	\$16,000	\$12,720	\$51,150
6404 RADIO EQUIPMENT	\$0	\$0	\$0	\$0	\$2,200
6409 SYSTEM EXPANSION	\$0	\$28,637	\$25,000	\$25,000	\$25,000
CAPITAL OUTLAY	\$755	\$28,637	\$41,000	\$37,720	\$81,350
6999 TRANSFER TO CAPITAL PROJ. FUND	\$1,345,196	\$600,000	\$1,123,644	\$1,203,644	\$50,000
TRANSFERS	\$1,345,196	\$600,000	\$1,123,644	\$1,203,644	\$50,000
TOTAL SEWER	\$2,777,501	\$2,041,848	\$2,785,317	\$3,291,341	\$1,629,024

Gas Department

Accomplishments for FY 2018-19

- Completed the lowering of the gas line along Rocky Road
- Implemented utility trailer for crew response with needed safety equipment
- 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 the following work orders between October 1, 2018 and September 30, 2019 outside of daily or routine maintenance and service to the gas distribution system and components:
 - Connect gas service – 69
 - Disconnect gas service – 128
 - Gas tap for new customer – 99
 - Gas tap existing customer (upsized) – 13
 - Gas light ups – 193
 - Gas re-reads – 2
 - Gas pressure – 12
 - Gas meter replacement – 73
 - Gas meter repair – 25
 - Gas leaks – 89
 - Gas turn on (customer request – temporary) – 21
 - Gas turn off (customer request – temporary) – 44
 - Occupation change – 8
 - Gas – other – 61
 - Locates for year – 4,496

Goals for FY 2019-20

- Complete Request for Proposals for new contract for Natural Gas Wholesale
- Begin upgrade of current steel gas distribution lines to poly gas pipe
- Begin gas meter conversion to Sensus Meters for profiling to ensure all meters have the capacity to pull a profile for Utility Billing backup - approximately 665 meters per year; project estimated completion three years
- Continue public outreach of gas distribution systems

Objectives for FY 2019-20

- Explore additional opportunities for public outreach to bring awareness to the gas distribution system as well as safety

Major Budget Items

- Gas Meter AMR Conversion (\$50,000)
- Gas Main Replacement (\$100,000)
- Aluminum Trench Boxes (\$12,800)
- Quick Connect (\$3,500)
- Hydraulic Jackhammer (\$3,100)
- Prairie Dog Boring Rig (\$4,000)
- Shoring Box (\$2,200)
- Welder Generator (\$1,850)

CITY OF TOMBALL

2019-2020 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
615 - Gas

Line Item Category	2018 ACTUAL	2019 BUDGET	2019 PROJECTION	2020 BUDGET
Personnel services	\$360,617	\$398,777	\$370,442	\$388,987
Supplies	\$1,074,003	\$1,343,000	\$1,307,450	\$1,213,800
Maintenance	\$96,154	\$68,500	\$110,500	\$205,500
Services and charges	\$58,727	\$70,500	\$74,500	\$87,500
Total Operating Expenditures	\$1,589,500	\$1,880,777	\$1,862,892	\$1,895,787
Capital Outlay	-	\$25,000	\$50,000	\$28,850
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	\$100,000
Total Expenditures	\$1,589,500	\$1,905,777	\$1,912,892	\$2,024,637

Supplemental Programs	Recurring	Non-Recur.
(2) Aluminum Trench Boxes		\$12,800
Meter Reading System for Vehicles		\$39,000
Gas Meter Conversion for Profiling		\$50,000
Gas Main Replacement		\$100,000
Hydraulic Jackhammer		\$3,100
Fusion Machine		\$9,000
Quick Connect		\$3,500
Prairie Dog Boring Rig		\$4,000

Staffing	FY2018	FY2019	FY2020
Gas Foreman	1.00	1.00	1.00
Utilities Crew Chief	1.00	1.00	1.00
Utilities Serviceperson	2.00	2.00	2.00
Utilities Technician	1.00	1.00	1.00
Locator	1.00	1.00	1.00
PT Laborer	0.20	0.20	0.20
Total	6.20	6.20	6.20

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6003 WAGES-FULL TIME	\$218,675	\$217,567	\$250,630	\$232,544	\$241,236
6004 WAGES-PART TIME	\$4,466	\$2,190	\$5,150	\$10,000	\$5,150
6005 WAGES-OVERTIME	\$11,916	\$14,416	\$12,360	\$12,360	\$12,360
6006 WAGES-ON CALL	\$23,824	\$24,774	\$25,750	\$12,750	\$10,300
6009 WAGES-OTHER	\$12,131	\$13,634	\$0	\$7,185	\$14,451
6011 VACATION PAY	\$16,101	\$15,369	\$15,657	\$15,370	\$18,210
6012 SICK PAY	\$8,726	\$6,172	\$13,617	\$9,542	\$10,906
6013 EMERGENCY PAY	\$0	\$478	\$0	\$599	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,439
6019 MISCELLANEOUS PAY	\$2,665	\$2,800	\$2,990	\$3,815	\$2,975
6021 FICA-MED/SS	\$22,137	\$20,992	\$25,057	\$22,821	\$24,471
6022 TMRS-EMPLOYER	\$40,792	\$39,121	\$44,046	\$40,422	\$43,079
6025 WORKER COMPENSATION INS.	\$2,415	\$3,104	\$3,520	\$3,034	\$3,410
PERSONNEL SERVICES	\$363,848	\$360,617	\$398,777	\$370,442	\$388,987
6101 OFFICE SUPPLIES	\$146	\$296	\$300	\$650	\$300
6105 FOOD SUPPLIES	\$0	\$278	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$56,548	\$81,677	\$80,000	\$160,000	\$165,000
6107 CLOTHING AND UNIFORMS	\$3,282	\$4,516	\$4,200	\$4,200	\$4,200
6108 FUEL, OIL AND LUBRICANTS	\$11,620	\$15,045	\$12,000	\$12,000	\$12,000
6109 POSTAGE	\$430	\$441	\$500	\$100	\$500
6110 CHEMICAL SUPPLIES	\$1,552	\$0	\$3,000	\$5,500	\$4,000
6111 TAP SUPPLIES AND COMPONENTS	\$13,530	\$14,154	\$25,000	\$0	\$0
6119 OTHER SUPPLIES	\$14,220	\$11,853	\$18,000	\$25,000	\$27,800
6129 GAS PURCHASES	\$818,428	\$945,743	\$1,200,000	\$1,100,000	\$1,000,000
SUPPLIES	\$919,756	\$1,074,003	\$1,343,000	\$1,307,450	\$1,213,800
6204 OTHER EQUIPMENT MAINTENANCE	\$1,550	\$10,855	\$2,000	\$43,000	\$43,000
6205 VEHICLE MAINTENANCE	\$1,436	\$1,915	\$1,500	\$2,500	\$2,500
6207 SYSTEM MAINTENANCE	\$14,658	\$83,285	\$65,000	\$65,000	\$160,000
REPAIRS AND MAINTENANCE	\$17,644	\$96,154	\$68,500	\$110,500	\$205,500
6304 PROFESSIONAL SERVICES,OTHER	\$14,520	\$18,101	\$15,000	\$15,000	\$30,000
6312 COMMUNICATION SERVICES	\$2,638	\$2,740	\$2,700	\$2,700	\$2,700
6313 UTILITIES-ELECTRIC	\$1,656	\$1,431	\$1,800	\$1,800	\$1,800
6322 INSPECTION SERVICES	\$0	\$0	\$4,000	\$4,000	\$4,000
6329 OTHER SERVICES	\$4,854	\$5,602	\$4,500	\$7,000	\$5,000
6332 TRAVEL AND MEALS	\$0	\$89	\$0	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$1,438	\$4,591	\$1,500	\$1,500	\$1,500
6335 ADVERTISING COST	\$675	\$7,221	\$7,000	\$7,000	\$7,000
6336 EQUIPMENT RENTALS	\$0	\$710	\$3,000	\$1,500	\$1,500
6337 TRAINING	\$27,444	\$14,872	\$28,000	\$28,000	\$28,000
6361 STUDIES AND ANALYSIS	\$0	\$0	\$0	\$3,000	\$3,000
6362 PERMITS AND LICENSES	\$2,733	\$3,370	\$3,000	\$3,000	\$3,000
SERVICES AND CHARGES	\$55,958	\$58,727	\$70,500	\$74,500	\$87,500

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

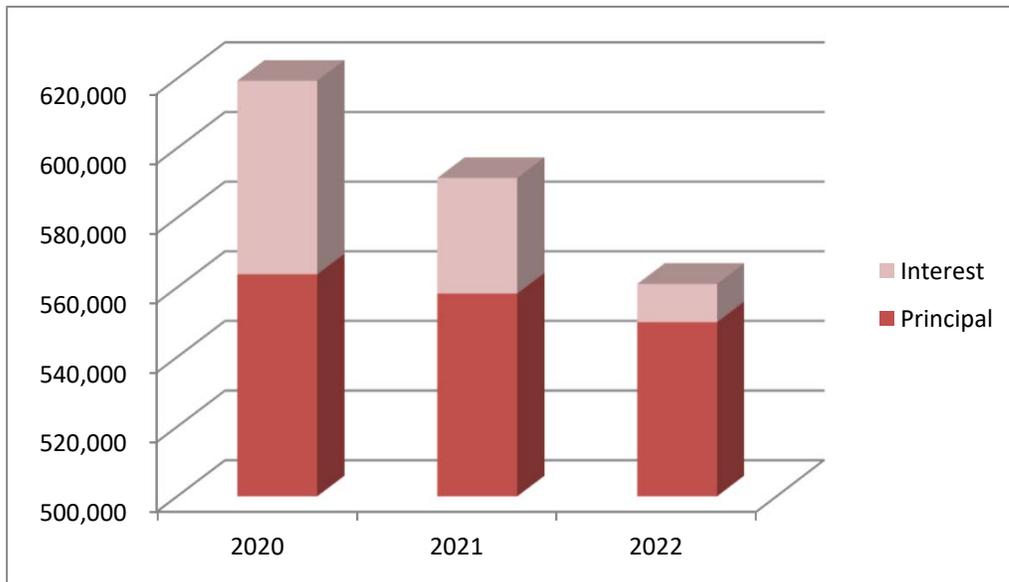
LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6402 COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0	\$3,000
6403 MACHINERY AND EQUIPMENT	\$3,645	\$0	\$0	\$0	\$23,650
6404 RADIO EQUIPMENT	\$0	\$0	\$0	\$0	\$2,200
6409 SYSTEM EXPANSION	\$0	\$0	\$25,000	\$50,000	\$0
CAPITAL OUTLAY	\$3,645	\$0	\$25,000	\$50,000	\$28,850
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$7,512)	\$0	\$0	\$0	\$100,000
TRANSFERS	(\$7,512)	\$0	\$0	\$0	\$100,000
TOTAL UTILITY-GAS	\$1,353,339	\$1,589,500	\$1,905,777	\$1,912,892	\$2,024,637

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6901 INTEREST - BONDS	\$95,514	\$78,888	\$75,501	\$75,501	\$55,605
6906 BOND FEES AND COST	\$770	\$770	\$780	\$780	\$780
6911 PRINCIPAL - BONDS	\$0	\$0	\$574,750	\$574,750	\$563,750
DEBT	\$96,284	\$637,065	\$651,031	\$651,031	\$620,135
TOTAL DEBT	\$96,284	\$637,065	\$651,031	\$651,031	\$620,135

City of Tomball
Enterprise Fund
Consolidated Debt Payment Schedule
2019-2020 Annual Budget

Fiscal Year	Principal	Interest	Total
2020	563,750	55,605	619,355
2021	558,250	33,165	591,415
2022	550,000	11,000	561,000
Total	\$ 1,672,000	\$ 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
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		\$ 1,672,000		\$ 99,770	\$ 1,771,770	\$ 1,771,770

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 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
2019-2020 Adopted Budget

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Transfers - General Fund	\$ 390,000	\$ 141,812	\$ 274,500	\$ 200,000	\$ 100,000	\$ 108,000
Transfers - Enterprise Fund	-	40,000	115,000	195,000	97,500	22,248
Transfers - Special Revenue	20,000	20,000	20,000	20,000	20,000	-
Other	44,982	10,083	19,875	10,000	1,667	20,000
Interest	5,693	13,390	26,916	25,000	25,000	50,000
Total	\$ 460,675	\$ 225,285	\$ 456,291	\$ 450,000	\$ 244,167	\$ 200,248
Expenditures:						
Capital Outlay - General Fund	\$ 312,344	\$ 328,291	\$ 301,746	\$ 324,808	\$ 338,076	\$ 388,000
Capital Outlay - Enterprise Fund	88,839	88,491	113,783	139,200	149,678	336,000
Total	\$ 401,183	\$ 416,782	\$ 415,528	\$ 464,008	\$ 487,754	\$ 724,000
Revenues Over (Under)						
Expenditures	\$ 59,492	\$ (191,497)	\$ 40,763	\$ (14,008)	\$ (243,588)	\$ (523,752)
Beginning Fund Balance	\$ 2,819,599	\$ 2,879,089	\$ 2,687,592	\$ 2,728,355	\$ 2,728,355	\$ 2,484,767
Ending Fund Balance	\$ 2,879,089	\$ 2,687,592	\$ 2,728,355	\$ 2,714,347	\$ 2,484,767	\$ 1,961,015

**CITY OF TOMBALL
FLEET REPLACEMENT FUND**

	2016	2017	2018	2019	2019	2020
FLEET REPLACEMENT FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	70,095	10,083	19,875	10,000	1,667	20,000
5741 GAIN (LOSS) DISPOSAL CITY PROP	(25,113)	-	-	-	-	-
5800 INTEREST INCOME	5,693	13,390	26,916	25,000	25,000	50,000
5910 TRANSFER FROM GENERAL FUND	390,000	141,812	274,500	200,000	100,000	108,000
5911 TRANSFER FROM UTILITY FUND	-	40,000	115,000	195,000	97,500	22,248
5961 TRANSFER IN	20,000	20,000	20,000	20,000	20,000	-
TOTAL FLEET REPLACEMENT FUND	460,675	225,285	456,291	450,000	244,167	200,248

CITY OF TOMBALL					
FUND		DEPARTMENT		DIVISION	
FLEET REPLACEMENT		GEN FUND FLEET REPLACEMEN		650-651 GEN FUND FLEET	
DETAILS					
LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6304 PROF. SERV. - OTHER	\$0	\$5,000	\$0	\$0	\$0
6403 MACHINERY AND EQUIPMENT	\$0	\$94,556	\$0	\$27,600	\$0
6405 VEHICLE EQUIPMENT	\$37,253	\$253,188	\$324,808	\$310,476	\$388,000
6410 DEPRECIATION EXPENSE	\$291,038	(\$50,999)	\$0	\$0	\$0
CAPITAL OUTLAY	\$328,291	\$301,746	\$324,808	\$338,076	\$388,000
TOTAL GEN FUND FLEET REPLACEMEN	\$328,291	\$301,746	\$324,808	\$338,076	\$388,000

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6403 MACHINERY AND EQUIPMENT	\$0	\$59,556	\$85,200	\$92,295	\$162,000
6405 VEHICLE EQUIPMENT	\$5,133	\$54,227	\$54,000	\$57,383	\$174,000
6410 DEPRECIATION EXPENSE	\$83,358	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$88,491	\$113,783	\$139,200	\$149,678	\$336,000
TOTAL UTILITY FUND FLEET REPLAC	\$88,491	\$113,783	\$139,200	\$149,678	\$336,000

730 - Water Capital Recovery Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projection	FY 2020 Budget
Revenues:						
Water Capital Recovery Fee	\$ 333,874	\$ 240,183	\$ 415,107	\$ 200,000	\$ 350,000	\$ 400,000
Interest	5,149	12,295	28,787	26,000	50,000	52,000
Total	\$ 339,023	\$ 252,478	\$ 443,894	\$ 226,000	\$ 400,000	\$ 452,000
Expenditures:						
Services and Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	-	465,983	-	106,656	106,656	400,000
Total	\$ -	\$ 465,983	\$ -	\$ 106,656	\$ 106,656	\$ 400,000
Revenues Over (Under)						
Expenditures	\$ 339,024	\$ (213,504)	\$ 443,895	\$ 119,345	\$ 293,345	\$ 52,001
Beginning Fund Balance	\$ 1,523,965	\$ 1,862,989	\$ 1,649,485	\$ 1,649,485	\$ 1,649,485	\$ 1,942,830
Ending Fund Balance	\$ 1,862,989	\$ 1,649,485	\$ 2,093,380	\$ 1,768,830	\$ 1,942,830	\$ 1,994,831

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

	2016	2017	2018	2019	2019	2020
WATER CAPITAL RECOVERY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	5,149	12,295	28,787	26,000	50,000	52,000
5810 WATER CAPITAL RECOVERY FEE	333,874	240,183	415,107	200,000	350,000	400,000
TOTAL WATER CAPITAL RECOVERY FUND	339,023	252,478	443,894	226,000	400,000	452,000

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY			730-731 WATER CAPITAL	
DETAILS					
LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6691 TRANSFERS OUT	\$465,983	\$0	\$106,656	\$106,656	\$400,000
TRANSFERS	\$465,983	\$0	\$106,656	\$106,656	\$400,000
TOTAL WATER CAPITAL RECOVERY	\$465,983	\$0	\$106,656	\$106,656	\$400,000

740 - Sewer Capital Recovery Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projection	FY 2020 Budget
Revenues:						
Sewer Capital Recovery Fee	\$ 329,761	\$ 208,850	\$ 417,256	\$ 260,000	\$ 350,000	\$ 400,000
Interest	5,976	12,139	23,827	21,000	35,000	40,000
Total	\$ 335,737	\$ 220,989	\$ 441,083	\$ 281,000	\$ 385,000	\$ 440,000
Expenditures:						
Transfers	\$ -	\$ 1,000,000	\$ -	\$ 322,088	\$ 322,088	\$ 400,000
Total	\$ -	\$ 1,000,000	\$ -	\$ 322,088	\$ 322,088	\$ 400,000
Revenues Over (Under)						
Expenditures	\$ 335,738	\$ (779,010)	\$ 441,084	\$ (41,087)	\$ 62,913	\$ 40,001
Beginning Fund Balance	\$ 1,761,811	\$ 2,097,549	\$ 1,318,539	\$ 1,318,539	\$ 1,318,539	\$ 1,381,452
Ending Fund Balance	\$ 2,097,549	\$ 1,318,539	\$ 1,759,623	\$ 1,277,452	\$ 1,381,452	\$ 1,421,453

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

	2016	2017	2018	2019	2019	2020
SEWER CAPITAL RECOVERY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST	5,976	12,139	23,827	21,000	35,000	40,000
5840 SEWER CAPITAL RECOVERY FEE	329,761	208,850	417,256	260,000	350,000	400,000
TOTAL SEWER CAPITAL RECOVERY FUND	335,737	220,989	441,083	281,000	385,000	440,000

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6691 TRANSFERS OUT	\$1,000,000	\$0	\$322,088	\$322,088	\$400,000
TRANSFERS	\$1,000,000	\$0	\$322,088	\$322,088	\$400,000
TOTAL SEWER CAPITAL RECOVERY	\$1,000,000	\$0	\$322,088	\$322,088	\$400,000

City of Tomball
 910 Employee Benefit Trust Fund
 2019-2020 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Projection	FY 2020 Budget
Revenues:						
Transfers	\$ 2,291,634	\$ 2,598,249	\$ 2,736,910	\$ 2,736,910	\$ 2,863,167	\$ 2,862,477
ESD#15 Reimbursement	11,004	26,692	92,232	82,000	145,000	164,000
Interest	2,888	7,948	19,597	17,000	21,000	30,000
Total	\$ 2,305,526	\$ 2,632,889	\$ 2,848,739	\$ 2,835,910	\$ 3,029,167	\$ 3,056,477
Expenditures:						
Health Insurance Costs	\$ 2,098,002	\$ 2,458,772	\$ 2,545,128	\$ 2,680,764	\$ 2,959,758	\$ 2,959,758
Services and Charges	42,061	41,975	36,881	59,461	63,135	63,135
Total	\$ 2,140,064	\$ 2,500,747	\$ 2,582,009	\$ 2,740,225	\$ 3,022,893	\$ 3,022,893
Revenues Over (Under)						
Expenditures	\$ 165,463	\$ 132,142	\$ 266,730	\$ 95,685	\$ 6,274	\$ 33,584
Beginning Fund Balance	\$ 1,000,306	\$ 1,165,768	\$ 1,297,913	\$ 1,564,644	\$ 1,564,644	\$ 1,570,918
Ending Fund Balance	\$ 1,165,768	\$ 1,297,913	\$ 1,564,644	\$ 1,660,329	\$ 1,570,918	\$ 1,604,502

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

	2016	2017	2018	2019	2019	2020
EMPLOYEE TRUST FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5474 ESD#15 STATION 5 PAYROLL REIMBURSE.	11,004	26,692	92,232	82,000	145,000	164,000
5800 INTEREST	2,888	7,948	19,597	17,000	21,000	30,000
5961 TRANSFER IN	2,291,634	2,598,249	2,736,910	2,736,910	2,863,167	2,862,477
TOTAL EMPLOYEE TRUST FUND	2,305,526	2,632,889	2,848,739	2,835,910	3,029,167	3,056,477

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
6024 HEALTH INSURANCE	\$2,458,772	\$2,545,128	\$2,906,140	\$2,959,758	\$2,959,758
PERSONNEL SERVICES	\$2,458,772	\$2,545,128	\$2,906,140	\$2,959,758	\$2,959,758
6304 PROF. SERVICES- OTHER	\$41,055	\$36,291	\$44,418	\$45,135	\$45,135
6329 OTHER SERVICES	\$920	\$590	\$18,000	\$18,000	\$18,000
SERVICES AND CHARGES	\$41,975	\$36,881	\$62,418	\$63,135	\$63,135
TOTAL HEALTH INSURANCE	\$2,500,747	\$2,582,009	\$2,968,558	\$3,022,893	\$3,022,893

ACTIVE SUPPLEMENTAL

GENERAL FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT
100-117-6103	Point to Point Microwave Connection for FS1 & 2	Hardware/Software	49,000
100-117-6103	Storage Area Network (split funding-70/30)	Hardware/Software	38,500
100-117-6103	Storage for New Body Cams & Backup	Hardware/Software	20,000
Information Systems Total			\$ 107,500
100-121-6320	Mobile License Plate Reader System	Hardware/Software	25,400
100-121-6404	Kenwood Portable Radios	New Equipment	25,000
Police Department Total			\$ 50,400
100-142-6206	Air Vac System for Station 1	Facilities Maintenance	50,000
100-142-6102	SmartBoard	New Equipment	5,700
100-142-6142	13 Headset Replacement/2 Mobile Radios	New Equipment	25,000
Fire Department Total			\$ 80,700
100-153-6207	Resurface Juergens Pavillion	Facilities Maintenance	16,000
100-153-6207	Resurfacing of Depot Stained Concrete Slab	Facilities Maintenance	17,000
100-153-6207	Resurfacing of Tennis Courts at Matheson Park	Facilities Maintenance	22,000
100-153-6207	Replacement Fencing at Elm St. Parking Lot Along Railroad Tracks	New Equipment	21,000
100-153-6219	Maintenance to Depot Caboose	Facilities Maintenance	16,000
100-153-6409	Dumpster Enclosures-Juergens Park/Wayne Stovall	New Equipment	25,000
100-153-6999	Broussard Park-Restrooms	Facilities Maintenance	200,000
100-153-6999	Improvements for Theis Attaway Nature Center	Facilities Maintenance	50,000
100-153-6999	M & R for Matheson Park-Phase I of III	Facilities Maintenance	100,000
100-153-6999	Wayne Stovall Restrooms	Facilities Maintenance	20,000
Parks Total			\$ 487,000
100-154-6999	Drainage Improvements Lizzie Ln/Persimmon St (CDBG)	Facilities Maintenance	200,000
100-154-6361	Drainage Improvement Planning	Facilities Maintenance	50,000
100-154-6999	Country Meadows Sidewalk	Facilities Maintenance	20,000
Streets Total			\$ 270,000
100-157-6206	Marketing Building Exterior Enhancements	Facilities Maintenance	28,000
100-157-6206	Replace Flooring - Community Center - Room A	Facilities Maintenance	17,000
Facilities Maintenance Total			\$ 235,000
GENERAL FUND TOTAL			\$ 1,230,600

HOTEL OCCUPANCY TAX FUND

ORGUNIT	TITLE	TYPE	AMOUNT
240-243-xxxx	Full Time Marketing Position		51,545
HOTEL OCCUPANCY TAX FUND TOTAL			\$ 51,545

RED LIGHT

ORGUNIT	TITLE	TYPE	AMOUNT
100-121-6405	Stalker Speed Awareness Trailer	New Equipment	17,300
RED LIGHT CAMERA PROGRAM FUND TOTAL			\$ 17,300

ACTIVE SUPPLEMENTAL ENTERPRISE FUND

ORGUNIT	TITLE	TYPE	AMOUNT
600-611-6103	Storage Area Network (split funding-70/30)	Hardware/Software	16,500
Utilities Admin Total			\$ 16,500
600-613-6119	(2) Aluminum Trench Boxes	New Equipment	12,800
600-613-6119	Main Line Testing Equipment	New Equipment	4,500
600-613-6207	Clearing of Utility Easement	Facilities Maintenance	50,000
600-613-6403	Hydraulic Jackhammer	New Equipment	3,100
600-613-6403	Quick Connect	New Equipment	3,500
600-613-6409	Water Meter Conversion to AMR	New Equipment	25,000
600-613-6403	Prairie Dog Boring Rig	New Equipment	4,000
600-613-6106	Fire Hydrant Storz	New Equipment	10,000
Water Department Total			\$ 112,900
600-614-6119	(2) Aluminum Trench Boxes	New Equipment	12,800
600-614-6119	Main Line Testing Equipment	New Equipment	4,500
600-614-6403	Diamond Crown Tap Cutter	Facilities Maintenance	8,500
600-614-6403	Hydraulic Jackhammer	New Equipment	3,100
600-614-6403	Utility Vehicle (ATV)	New Equipment	12,000
600-614-6403	Quick Connect	New Equipment	3,500
600-614-6403	Zero Turn Mower	New Equipment	16,000
600-614-6999	Scada Implementation for Asset Management & Control	Hardware/Software	50,000
600-614-6403	Prairie Dog Boring Rig	New Equipment	4,000
Sewer Total			\$ 114,400
600-615-6119	(2) Aluminum Trench Boxes	New Equipment	12,800
600-615-6204	Meter Reading System for Vehicles	Hardware/Software	39,000
600-615-6207	Gas Meter Conversion for Profiling	New Equipment	50,000
600-615-6207	Gas Main Replacement	Facilities Maintenance	100,000
600-615-6403	Hydraulic Jackhammer	New Equipment	3,100
600-615-6403	Fusion Machine	New Equipment	9,000
600-615-6403	Quick Connect	New Equipment	3,500
600-615-6403	Prairie Dog Boring Rig	New Equipment	4,000
Gas Total			\$ 221,400
ENTERPRISE FUND TOTAL			\$ 465,200

FLEET REPLACEMENT

ORGUNIT	TITLE	TYPE	AMOUNT
650-651-6405	Ladder 5 Overhaul	New Equipment	70,000
General Fund Fleet Replacement Total			\$ 70,000
650-652-6403	Jetter	New Equipment	72,000
650-652-6403	Laney Boring Rig	New Equipment	90,000
Enterprise Fund Fleet Replacement Total			\$ 162,000
FLEET REPLACEMENT TOTAL			\$ 232,000
SUPPLEMENTAL TOTAL			\$ 1,996,645

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%
2020	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%
2019	6,930,530	10.29%	0.341455	0.00%	6,209,001	89.6%

ORDINANCE NO. 2019-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2019-2020; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2018-2019 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 2019-2020 was presented to the City Council of the City of Tomball on the 15th day of July 2019 and was filed with the City Secretary's Office on July 29, 2019 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 2019-2020 was published in the City's official newspaper advising citizens of the Public Hearings to be conducted on August 5, 2019 and August 19, 2019, 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, 2019, through September 30, 2020;

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, 2019, through September 30, 2020, 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 2019-2020.”** 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 2019 as fully adjusted to reflect the final Comprehensive Annual Financial Report for Fiscal Year 2019 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2020 Ending Fund Balance.

Section 5.0 2018-2019 Budget Amended. That the City Council has reviewed the actual expenditures for the 2018-2019 Fiscal Year and compared them to the projections contained in the 2018-2019 Fiscal Year budget. The 2018-2019 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2018-2019 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 19TH DAY OF AUGUST 2019.

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>

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 3RD DAY OF SEPTEMBER 2019.

COUNCILMAN FORD	<u>AYE</u>
COUNCILMAN STOLL	<u>AYE</u>
COUNCILMAN DEGGES	<u>AYE</u>
COUNCILMAN TOWNSEND	<u>ABSENT</u>
COUNCILMAN KLEIN QUINN	<u>ABSENT</u>

Gretchen Fagan
GRETCHEN FAGAN
Mayor

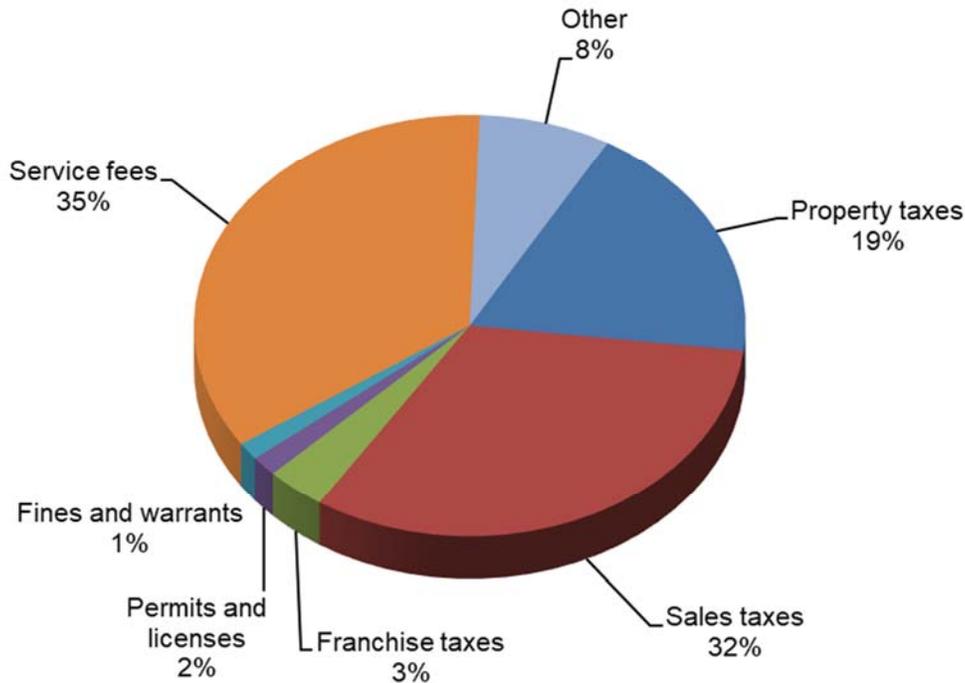
ATTEST:

Doris Speer
DORIS SPEER
City Secretary

Appendix D - Major Revenue Sources

The revenue sources described in this section account for \$37,192,133 or 77% 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, 2019, upon which the fiscal 2020 levy is based, is \$2,029,705,222. This represents the adjusted taxable property value for FY 2019 as of August 2019. This amount is net of \$263,608,140 in exemptions representing 13% of total appraised value. This taxable value includes approximately \$180 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

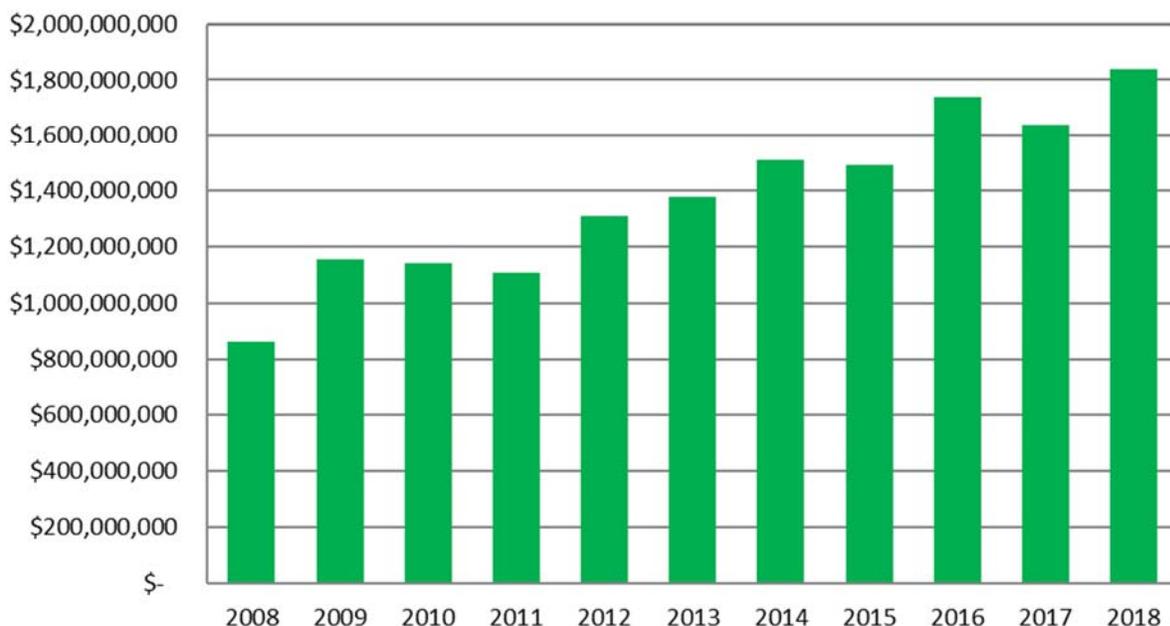
typically not received until late August, the tax rate is usually adopted after the beginning of the fiscal year after compliance with the “Truth –In-Taxation” process.

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, 2019 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.

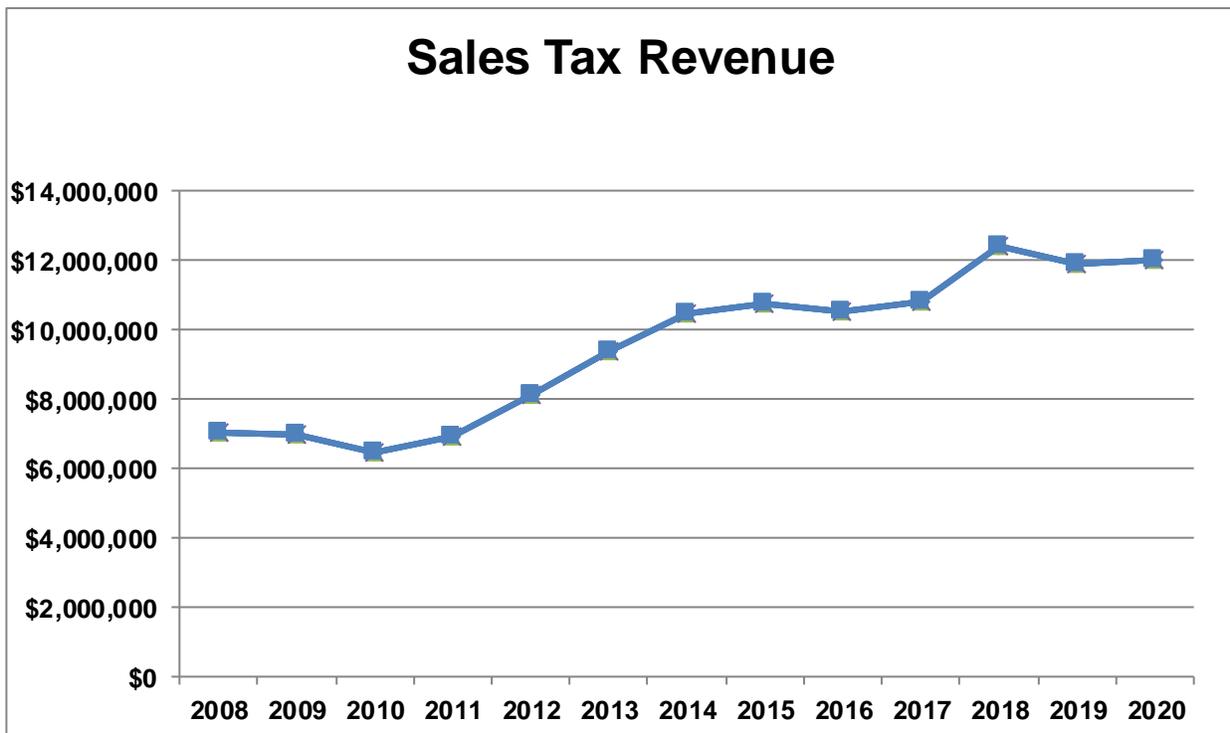
Assessed Valuation of Taxable Property



Sales Tax

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

For the year ending September 30, 2019, the City of Tomball expects to receive \$12,500,000 in sales and use tax revenue. This amount represents an increase of \$72,340 over fiscal 2018 budgeted collections. With additional retail establishments scheduled to open during FY 2020, it is anticipated that the amount budgeted for sales tax is conservative.



Utility Fees

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

Utility rates are established not only to recover the cost of daily operations but also to support the debt service associated with capital projects of previous years and future capital projects needed to maintain the City's water, sewer and natural gas systems. For example, a single-family customer using 10,000 gallons or less will pay a minimum bill of \$10.90 for water and will then pay a volume charge of \$2.85 for each 1,000 gallons used. A large commercial user (uses 51,000+ gallons/month) however will pay a base rate of \$51.99 and a volume charge of \$5.40 for each 1,000 gallons used. Sewer charges are dependent upon the volume of water consumed and are structured similar to the water rates except that residential customers have their sewer charge averaged based on a "Winter Rate" (November – February) and "Summer Rate" (March – October) schedule. Natural gas charges are the same for all customer classes and include a base rate of \$11.75 for the first 1,000 cubic feet (MCF) used and \$11.75 for each 1,000 cubic feet used after that. The combined monthly base water, sewer and gas bill for a single-family residence is \$32.16.

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 bagged service rates are projected to be \$15.70 per month and polycart service rates for garbage and recycling are \$21.70 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 2019-2020 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 2020, 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