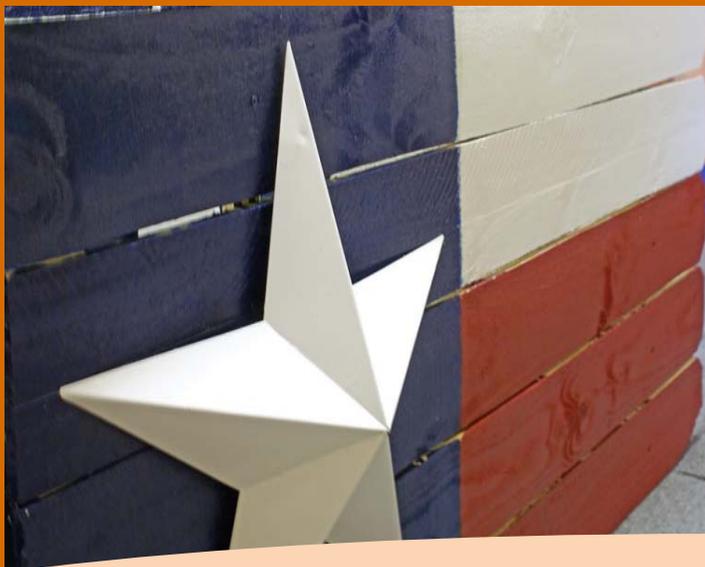




# CITY OF **TOMBALL**, *TX*



## ADOPTED ANNUAL BUDGET

FISCAL YEAR 2016-2017

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 \$27,250, which is 1.47% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$97,242.**

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

City Council	Aye	Nay
F.S. "Field" Hudgens, Council 1	<input checked="" type="checkbox"/>	
Mark Stoll, Council 2	<input checked="" type="checkbox"/>	
Chad Degges, Council 3	<input checked="" type="checkbox"/>	
Derek Townsend, Sr., Council 4	<input checked="" type="checkbox"/>	
Lori Klein Quinn, Mayor Pro Tem, 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	2016	2015
Fiscal Year	2016-17	2015-16
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	\$ 0.331334	\$ 0.322803
Effective Operating Rate (M&O)	\$ 0.930786	\$ 0.319202
Maximum Operating Rate (M&O)	\$ 1.005248	\$ 0.344738
Debt Rate (I&S)	\$ 0.230000	\$ 0.230000
Rollback Rate	\$ 0.372352	\$ 0.318339

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	\$ 27,591,892.00	\$ 3,080,739.00
Self-Supporting	\$ 3,429,250.00	\$ 705,904.00
Total Debt	\$ 31,021,142.00	\$ 3,786,643.00

*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 2016-2017**

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ADOPTED BUDGET  
FISCAL YEAR 2016-2017**

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ADOPTED BUDGET  
FISCAL YEAR 2016-2017**

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## **City Leadership**

Fiscal Year

October 1, 2016 through September 30, 2017

**Gretchen Fagen**

**Mayor**

**F.S. "Field" Hudgens**

**Council Member – Position 1**

**Mark Stoll**

**Council Member – Position 2**

**Chad Degges**

**Council Member – Position 3**

**Derek Townsend Sr.**

**Council Member – Position 4**

**Lori Klein Quinn**

**Council Member – Position 5**

**Mayor Pro Tem**

**George Shackelford**

**City Manager**

**Robert Hauck**

**Assistant City Manager**

**Glenn Windsor**

**Director of Finance**

**David Esquivel**

**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, 2015**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Tomball, Texas for its annual budget for the fiscal year beginning October 1, 2015. In order to receive this 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. This award is valid for a period one year only. We believe that our current budget document contains significant improvements from prior years and continues to conform to program requirements and recommended best practices.

# The Budget Process

## FY 16-17

### March 10-16, 2016

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

### April 5, 2016

- Departments Submit Year End Projections  
*(Department Directors submit year-end projections on their current year budget. This information provides the starting point for planning for the new budget)*
- Departments Submit Base Budgets and any Adjustments to Base  
*(Department Directors submit budget request for funding needed to continue operations as they currently exist and any funding adjustments needed due to either changes in price or operating procedures)*
- Departments Submit Supplemental Program Requests  
*(Department Directors submit budget requests for new positions and programs for significant expansions of existing programs)*

### April 6-8, 2016

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

### April 13, 2016

- Budget Workbooks Created and Submitted to City Manager

### April 20 – 29, 2016

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

### June 9, 2016\*

- 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 16, 2016

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

### July 5, 2016

- 1<sup>st</sup> Budget Workshop with City Council

**July 18, 2016**

- 2<sup>nd</sup> Budget Workshop with City Council

**August 1, 2016**

- Public Hearings on budget and Present Final Proposed Budget  
*(Following the required newspaper notices, public hearings are scheduled on the proposed budget)*
- First Reading of Ordinance Adopting the Budget  
*(First reading of the budget adoption is approved by City Council)*

**August 15, 2016**

- 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 22, 2016**

- 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 7, 2016**

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

**October 10, 2016**

- Adoption of FY 2016-2017 Tax Rate  
*(The City Council meets to vote on the proposed tax rate of \$.341455. Two readings of the ordinance are required by City Charter)*

**November 11, 2016**

- 2016-2017 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, 2016 and ending September 30, 2017. 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 2017 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 2017 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 2015 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2016. 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 2017 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**

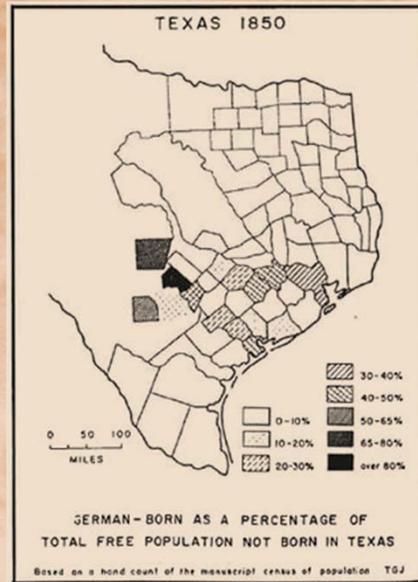
Source: Tomball Economic Development Corporation  
U.S. Census Bureau

# 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

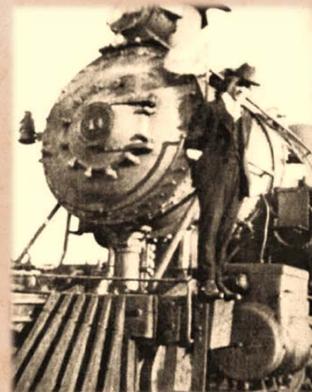


## 1840's

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

**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

**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**





# City Of Tomball

Gretchen Fagan  
Mayor

George Shackelford  
City Manager

September 30, 2016

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 2016-2017 (FY2017) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on August 15, 2016. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	<b>FY 2015-2016 (FY2016) <u>ADOPTED BUDGET</u></b>	<b>FY 2016-2017 (FY2017) <u>ADOPTED BUDGET</u></b>
General Fund	\$ 21,488,460	\$ 22,530,641
Enterprise Fund	12,552,464	11,153,104
Internal Service Fund	2,682,004	2,798,059
Debt Service Fund	3,511,942	4,423,173
Special Revenue Funds	935,783	1,418,540
Capital Projects Fund	<u>8,120,000</u>	<u>28,396,079</u>
<b>Total Authorized Operations</b>	<b>\$ 49,290,653</b>	<b>\$ 70,719,596</b>

The FY2017 budget represents an increase of \$ 21,428,943 (43.47%) when compared to last year's budget primarily due to an increase in the amount of capital project expenditures.

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

## SUMMARY OF RESOURCES

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

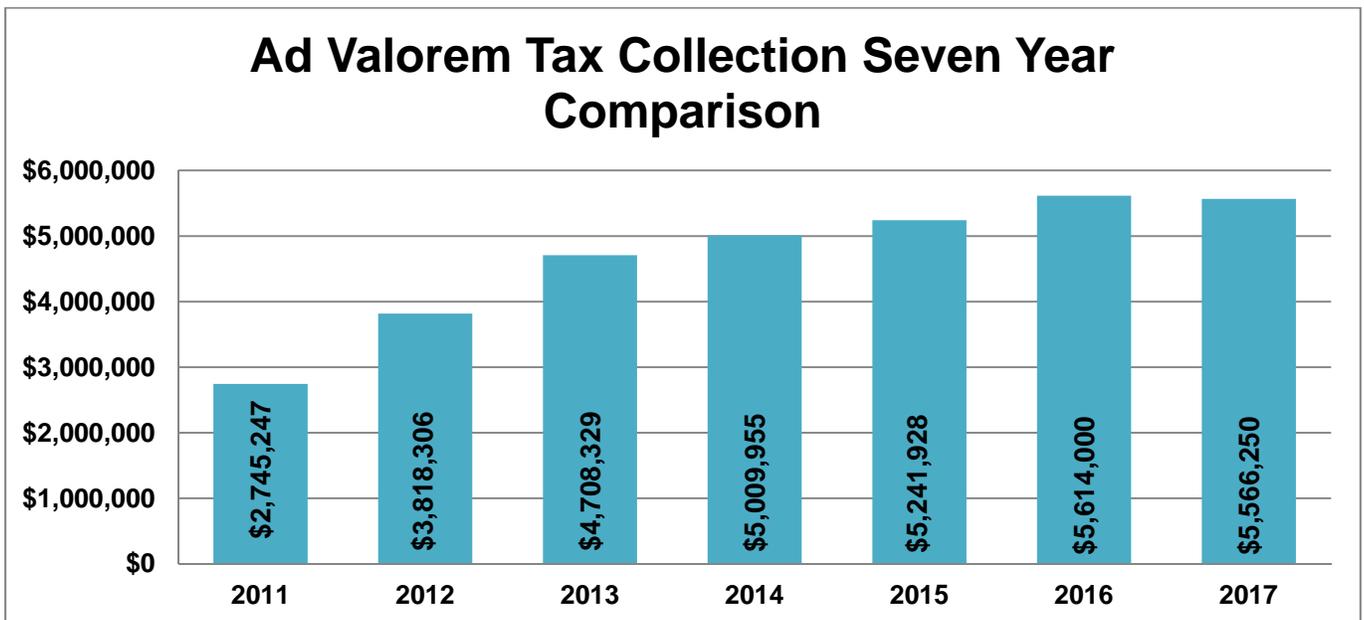
### Resources Derived through Taxation

Ad Valorem property tax revenue makes up 14% 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.

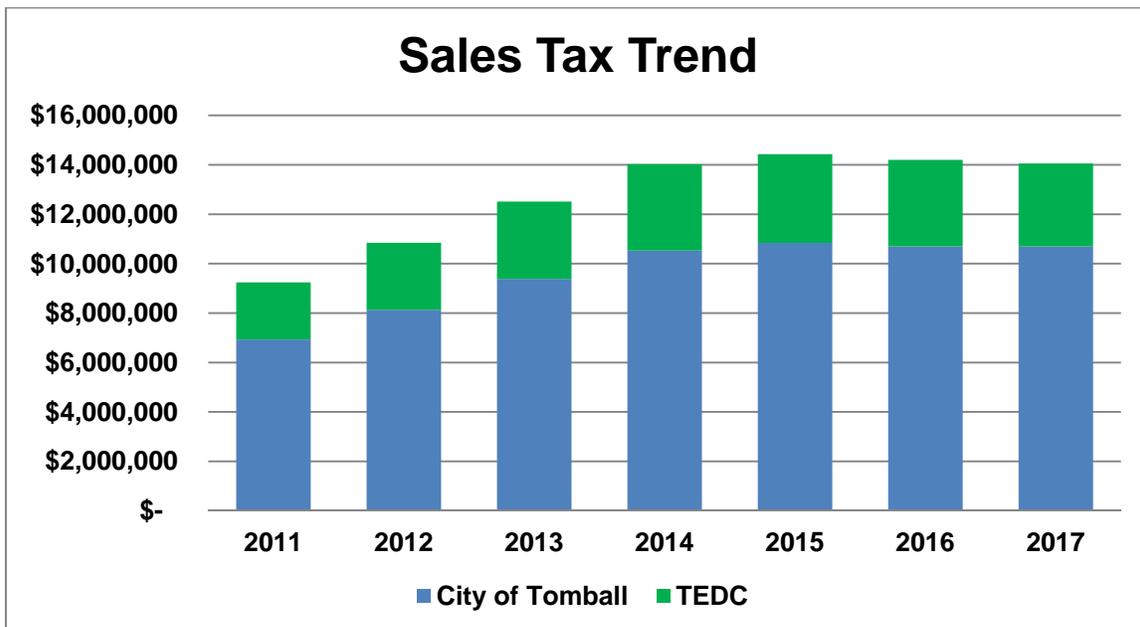
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property 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 FY2017, the City expects to collect \$ 5.57 million through the ad valorem tax process. The graph below portrays the actual collections for the last seven fiscal years and projected collections for FY2017.



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 FY2016, the City experienced a decrease of 2.94% in sales tax revenue over the previous year. Because of this decline and uncertain future of the economy, this budget estimates the collection of \$10.7 million for the City's General Fund and \$3.35 million for the Tomball Economic Development Corporation. The chart below reflects the actual sales tax increases since 2011 with the conservative projection for 2017.



### 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 FY2017 is \$11.5 million. Listed below are major sources of revenues to be received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2017 Resources</u>
Water Production and Distribution	\$ 4,200,000
Wastewater Collection & Treatment	\$ 2,100,000
Gas Sales	\$ 3,000,000
Solid Waste Collection	\$ 2,200,000

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 FY2017.

**Other Resources**

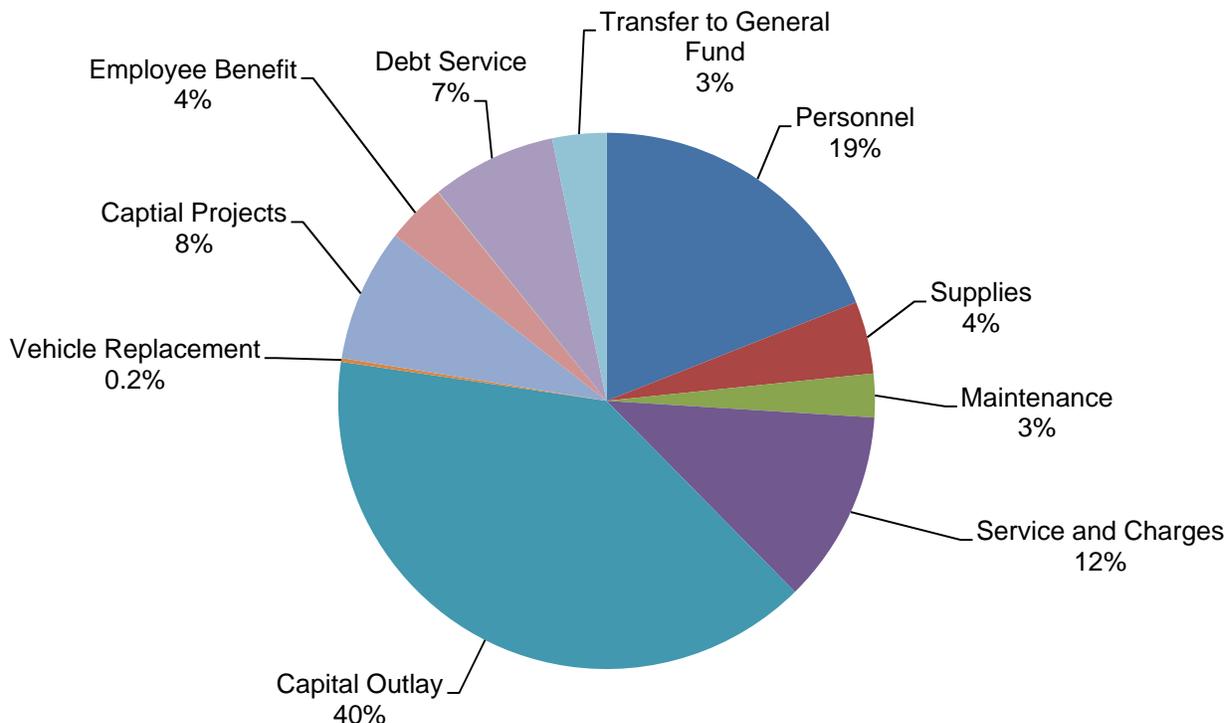
Two other critical resources for the City of Tomball are Licenses & Permits and Fines & Warrants. Licenses and Permits are expected to increase due to continued development within the City however the budget projection remains conservative. Several new construction projects were completed during FY2016 and more are expected during FY2017. Fines and Warrants are projected to remain relatively constant.

A final, important resource is the earnings on investments. Investment earnings are expected to remain at a low level in FY2017. The City expects to earn an estimated \$ 132,605 during FY2017. The projection of this resource is based on a cash flow analysis and a conservative interest earnings yield based on current market trends 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

**All Funds Expense Distribution  
FY 16-2017**



As with most entities, personnel related costs are the largest expense category. Salaries account for \$13.9 million of the total budget--coupled with the associated benefits (Social Security, Retirement, and Medical Insurance). This accounts for approximately 18.7% of the total appropriations.

The Debt Service category is the total dollars expended to pay interest and principal on the existing debt, which represents 7.3% of the budget at \$5.4 million.

The Capital Outlay category includes major capital improvements projects totaling \$181,812. There is a detailed listing of these projects included in the budget. Additionally, there is a separate Capital Projects Fund, which accounts for current and future capital projects.

The Supplies category of \$3.1 million includes office materials, chemicals, gas purchases, and other supplies.

The Services & Charges and Other categories include items such as utilities, training, education, and maintenance. These categories account for \$8.4 million.

## **PERSONNEL**

In an attempt to maintain competitive salaries and benefits for employees, a 3% percent salary adjustment is included with a total cost of \$ 548,400. Major medical health coverage contracts have been renewed for FY2017 with a 15% increase in premiums. Dental and vision premiums remained the same and life insurance premiums will increase less than 2%.

### **Personnel Changes**

In planning staffing levels for FY2017 one part-time administrative assistant (Finance Department), two additional school resource officers (police department), and one administrative assistant (Marketing) are being funded.

## **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 \$ 28,396,079. Supplemental expenditures of \$ 791,913 were approved for the General Fund and \$ 442,000 for the Enterprise Fund.

## **GENERAL FUND OVERVIEW**

The ending fund balance in the General Fund for 2015-2016 is projected to be \$13,084,492 which is approximately what was originally budgeted. Actual Revenues for 2015-2016 were \$17,966,152 or 0.8% more than budget. This small increase is due to a decline in sales tax revenues while other revenues increased. Revenues for 2016-2017 are projected to be \$18,277,946, an increase of 2.5% over last year's original budget projection of \$17,832,167.

Operating expenditures for 2015-2016 were \$724,062 less than budget. This is primarily due to some position vacancies, the cost of fuel dropping below what was originally projected, and departments continuing to closely monitor their budgets.

Projected ending fund balance for 2016-17 is \$11,173,966 which represents 50% of operating expenditures. Proposed expenditures are \$22,530,641 which is \$1,766,243 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 FY2016 have increased by 3.08%.

A total tax rate of \$ 0.341455 is proposed for 2016-2017, which consists of a rate of \$ 0.1455 for the General Fund operations and \$ 0.2300 for the Debt Service Fund. This is the same tax rate as last year.

## **ENTERPRISE FUND OVERVIEW**

The FY2017 ending fund balance in the Enterprise Fund is projected to be \$17,987,824, which is 142% of total operating expenses. This accumulation of working capital will be used to fund future infrastructure repairs, maintenance, and expansion.

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

Revenues for FY2017 are projected to be \$10,199,648. Operating expenses for FY2017, including debt and capital, are projected to be \$13,346,702.

The water, sewer, gas, and garbage rate structures will remain the same for residential and commercial customers for FY2017.

## **DEBT SERVICE FUND OVERVIEW**

The ending fund balance in the Debt Service Fund for 2017 is estimated to be \$4,272,077 which is 97% of projected debt service for FY2017. The City's policy for debt service reserves is 25% of the next year's debt service requirement. Our high reserve levels are strongly encouraged by the rating agencies to maintain our credit rating.

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

## **HOTEL OCCUPANCY TAX FUND OVERVIEW**

The Marketing Director continues to do a tremendous job in creating signature events for Tomball. We believe that expenditures from the Hotel Motel Tax Fund continue to provide impact for the tourism industry as well as the business community. Funding for many events is provided in the proposed budget.. Proposed expenditures for FY2017 are increased, however, a strong fund balance of \$379,063 is projected for the end of FY 2017.

## **REPORTING LEVELS**

The following represents the reporting structure used in this document:

Fund  
Department  
Division  
Line Item Detail

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

## **LONG RANGE STRATEGIC PLANS**

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

## **DEBT MANAGEMENT**

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

## **CASH MANAGEMENT**

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

## **RISK MANAGEMENT**

Property and Liability insurance premiums have remained stable over the past few years. The FY2017 premiums are projected to be in line with the previous year. In addition, no substantial changes in worker's compensation, general liability, property, or auto premiums are expected.

## **AWARDS**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City for its annual budget for the fiscal year ending September 30, 2016. The City also received the Certificate of Achievement in Financial Reporting for the September 30, 2015 Comprehensive Annual Financial Report (CAFR) from GFOA. This was the 26<sup>th</sup> consecutive year that the City has received this award.

Additionally, the City of Tomball is currently working on the Financial Transparency Star Program which is a new version of the Transparency Award Program from the Texas Comptroller's Office. The City received the Platinum Award for Transparency in Government this past year.

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

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

## **ACKNOWLEDGEMENTS**

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

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

Respectfully submitted,



**George T. Shackelford**  
City Manager



**Glenn Windsor, CPA**  
Finance Director

## City of Tomball Strategic Plan 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

	2016	2017
<u>Harris County</u>		
Market Value	\$ 191,872	\$ 199,542
Homestead Exemptions	20%	20%
Taxable Value	\$ 153,497	\$ 159,634
Tax Rate/ \$100	0.41923	0.41656
Tax Levy	\$ 643.51	\$ 664.97
<u>Tomball ISD</u>		
Market Value	\$ 191,872	\$ 199,542
Homestead Exemptions	(25,000)	(25,000)
Taxable Value	\$ 166,872	\$ 174,542
Tax Rate/ \$100	1.34	1.34
Tax Levy	\$ 2,236.08	\$ 2,338.87
<u>City of Tomball</u>		
Market Value	\$ 191,872	\$ 199,542
Homestead Exemptions	(24,946)	(25,638)
Taxable Value	\$ 166,926	\$ 173,904
Tax Rate/ \$100	0.341455	0.341455
Tax Levy	\$ 569.98	\$ 593.81
TOTAL TAX LEVY	\$ 3,449.57	\$ 3,597.64

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

## PROPERTY TAX CALCULATION AND DISTRIBUTION

### 2016 Certified Tax Roll & Levy \*\*

Assessed Valuation (100%)	\$	1,767,783,400
Rate Per \$100	\$	0.341455
Total Tax Levy	\$	6,036,185
Percent of Current Tax Collection		98%
Estimated Current Tax Collections	\$	5,915,461

### Summary of Tax Collections

Current Tax	\$	5,915,461
Delinquent Tax		37,750
Penalty and Interest		28,500
Total 2016-2017 Tax Collections	\$	5,981,711

### Proposed Distribution:

	Tax Rate*	% of Total	Amount
<b>General Fund:</b>			
Current Tax			\$ 1,930,877
Delinquent Tax			17,750
Penalty and Interest			13,500
Total General Fund	\$ 0.111455	32.64%	\$ 1,962,127
<b>Debt Service Fund:</b>			
Current Tax			\$ 3,984,584
Delinquent Tax			20,000
Penalty and Interest			15,000
Total Debt Service Fund	\$ 0.230000	67.36%	\$ 4,019,584
<b>TOTAL DISTRIBUTION</b>	<b>\$ 0.341455</b>	<b>100.00%</b>	<b>\$ 5,981,711</b>

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

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

## MUNICIPAL TAX RATE COMPARISON

	FY 2016-17 Proposed Tax Rate*
Jersey Village	0.742500
Deer Park	0.720000
La Porte	0.710000
Pearland	0.681200
Houston	0.586420
Pasadena	0.575388
Seabrook	0.565177
Missouri City	0.560100
Friendswood	0.546000
Katy	0.506720
Bellaire	0.387400
Tomball	0.341455
Webster	0.284500
Humble	0.210000

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



# Adopted Budget

Fiscal Year  
October 1, 2016 through September 30, 2017

## City Council



**F.S. "Field" Hudgens**  
Council, Position 1  
Elected May 2011  
Serving Second Term



**Gretchen Fagen**  
Mayor  
Elected May 2007  
Re-elected May 2013  
Serving Third Term



**Mark Stoll**  
Council, Position 2  
Elected June 2009  
Serving Third Term



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



**Chad Degges**  
Council, Position 3  
Elected May 2014  
Serving First Term



**Lori Klein Quinn**  
Mayor Pro Tem  
Council, Position 5  
Elected May 2014  
Serving First Term

# 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
- Director of Finance
  - Accounting
  - Budgeting
  - Purchasing
  - Utility Billing
- 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

# Staffing

	Adopted						
	2011	2012	2013	2014	2015	2016	2017
<b>General Fund (GF)</b>							
City Hall Administration							
City Manager's Office	3.00	3.00	2.00	2.00	2.00	2.00	2.00
Mayor and Council	-	-	-	-	-	-	-
City Secretary's Office	4.50	4.50	4.50	4.50	4.50	4.50	4.50
Human Resources	2.00	2.50	3.00	3.00	3.00	3.00	3.00
Finance	5.00	5.00	5.00	5.00	5.00	5.00	5.50 *
Information Systems	-	1.00	3.00	3.00	3.00	3.00	3.00
Legal	-	-	-	-	-	-	-
Police	57.00	59.00	58.00	58.50	59.50	59.50	61.50 *
Municipal Court	5.50	4.50	4.50	4.50	4.50	4.50	4.50
Community Center	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Fire Department	14.00	16.00	16.00	16.00	25.00	25.00	27.50
Fire Marshal's Office	2.00	2.00	2.00	2.50	2.50	2.50	-
Emergency Management	-	-	-	-	-	-	-
Community Development							
Building Permits and inspections	5.00	5.00	5.00	5.00	4.00	6.00	6.00
Engineering and Planning	7.00	7.00	6.00	6.00	7.00	5.00	5.00
Public Works Administration	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Garage	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Parks	5.20	5.20	5.20	5.20	5.20	5.20	5.20
Streets	8.20	8.20	7.20	7.20	7.20	8.20	8.20
<b>Total General Fund</b>	<b>125.40</b>	<b>129.90</b>	<b>129.40</b>	<b>130.40</b>	<b>140.40</b>	<b>141.40</b>	<b>143.90</b>
<b>Enterprise Fund (EF)</b>							
Utilities administration	3.00	3.00	3.00	3.00	3.00	4.00	4.00
Utility Billing	6.00	6.00	4.00	4.00	4.00	4.00	4.00
Water	7.20	7.20	8.20	8.20	8.20	8.20	8.20
Wastewater	10.20	10.20	10.20	10.20	10.20	10.20	10.20
Gas	6.20	6.20	6.20	6.20	6.20	6.20	6.20
<b>Total Enterprise Fund</b>	<b>32.60</b>	<b>32.60</b>	<b>31.60</b>	<b>31.60</b>	<b>31.60</b>	<b>32.60</b>	<b>32.60</b>
<b>Special Revenue Funds</b>	<b>3.00</b>	<b>2.50</b>	<b>12.00</b>	<b>12.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.50 *</b>
<b>Total Paid staff</b>	<b>161.00</b>	<b>165.00</b>	<b>173.00</b>	<b>174.00</b>	<b>175.00</b>	<b>177.00</b>	<b>180.00</b>

## For the 2016-2017 Budget

GF	Finance Department	Part Time Admin Assist/Floater	0.50
GF	Police Department	School Resource Officer	2.00
GF	Fire Marshal	Transferred to Fire Department	-
SF	Hotel Occupancy	Part Time Admin Assist/Floater	0.50
Total			3.00

# Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures  
and Changes in Fund Balance- All Funds  
City Manager 2016-2017 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 2017
Funds	100	200-290	300	600	650	910	730	740	400/460	
<b>Revenues:</b>										
Property taxes	1,881,250	-	\$ 3,685,000	-	-	-	-	-	-	5,566,250
Hotel Occupancy	-	625,000	-	-	-	-	-	-	-	625,000
Sales taxes	10,700,000	-	-	-	-	-	-	-	-	10,700,000
Franchise taxes	1,299,000	-	-	-	-	-	-	-	-	1,299,000
Permits and licenses	441,300	-	-	-	-	-	-	-	-	441,300
Fines and warrants	556,200	310,150	-	-	-	-	-	-	-	866,350
Service fees	2,200,000	-	-	9,455,000	-	-	-	-	-	11,655,000
Transfers In	2,342,169	-	-	-	201,812	2,642,344	-	-	5,756,184	10,942,509
Contributions/Grants	430,049	-	730,913	558,148	-	-	-	-	-	1,719,110
Interest	50,000	4,205	-	19,000	5,400	-	4,000	5,000	45,000	132,605
Other	720,147	80,000	7,000	167,500	30,000	-	200,000	250,000	626,000	2,080,647
<b>Total Revenues</b>	<b>\$ 20,620,115</b>	<b>\$ 1,019,355</b>	<b>\$ 4,422,913</b>	<b>\$ 10,199,648</b>	<b>\$ 237,212</b>	<b>\$ 2,642,344</b>	<b>\$ 204,000</b>	<b>\$ 255,000</b>	<b>\$ 6,427,184</b>	<b>\$ 46,027,771</b>
<b>Expenditures:</b>										
General Government	3,931,508	-	-	-	-	2,616,247	-	-	23,682,969	30,230,724
Transfers out	2,130,591	-	-	-	-	-	-	-	-	2,130,591
Public Safety	9,349,950	669,815	-	-	-	-	-	-	-	10,019,765
Public Works	5,344,829	-	-	-	-	-	-	-	-	5,344,829
Engineering and Planning	711,132	-	-	-	-	-	-	-	-	711,132
Parks and Recreation	1,062,631	20,500	-	-	-	-	-	-	-	1,083,131
Tourism & Arts	-	722,692	-	-	-	-	-	-	-	722,692
Utilities	-	-	-	12,640,017	-	-	465,983	1,000,000	4,436,660	18,542,660
Capital Projects/Outlay	-	-	-	-	181,812	-	-	-	-	181,812
Debt Service	-	-	4,423,173	706,685	-	-	-	-	276,450	5,406,308
<b>Total Expenditures</b>	<b>\$ 22,530,641</b>	<b>\$ 1,413,007</b>	<b>\$ 4,423,173</b>	<b>\$ 13,346,702</b>	<b>\$ 181,812</b>	<b>\$ 2,616,247</b>	<b>\$ 465,983</b>	<b>\$ 1,000,000</b>	<b>\$ 28,396,079</b>	<b>\$ 74,373,644</b>
<b>Other Sources (Uses):</b>										
Debt Proceeds	-	-	-	-	-	-	-	-	20,506,171	20,506,171
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,506,171</b>	<b>\$ 20,506,171</b>
<b>Revenues Over (Under)</b>										
<b>Expenditures</b>	<b>\$ (1,910,526)</b>	<b>\$ (393,653)</b>	<b>\$ (260)</b>	<b>\$ (3,147,054)</b>	<b>\$ 55,400</b>	<b>\$ 26,097</b>	<b>\$ (261,983)</b>	<b>\$ (745,000)</b>	<b>\$ (1,462,724)</b>	<b>\$ (7,839,702)</b>
<b>Beginning Fund Balance</b>	<b>\$ 13,084,492</b>	<b>\$ 1,549,375</b>	<b>\$ 4,272,337</b>	<b>\$ 21,134,878</b>	<b>\$ 2,831,892</b>	<b>\$ 1,091,442</b>	<b>\$ 1,818,465</b>	<b>\$ 2,063,011</b>	<b>\$ 11,355,535</b>	<b>\$ 59,201,427</b>
<b>Ending Fund Balance</b>	<b>\$ 11,173,966</b>	<b>\$ 1,155,722</b>	<b>\$ 4,272,077</b>	<b>\$ 17,987,824</b>	<b>\$ 2,887,292</b>	<b>\$ 1,117,539</b>	<b>\$ 1,556,482</b>	<b>\$ 1,318,011</b>	<b>\$ 9,892,811</b>	<b>\$ 51,361,725</b>
Adopted Reserve Level	50%	82%	97%	142%	1588%	43%		132%		69%

# 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 FY2016 is projected to be \$ 13,084,492. Revenues for the current fiscal year are budgeted at \$20,232,292. No increase in investment earnings is expected for FY2017. Favorable variances increasing revenue include property taxes (\$64,000), sanitation fees (\$50,000) and franchise tax (\$32,000).

## **2016/2017 Budget**

### **Revenues**

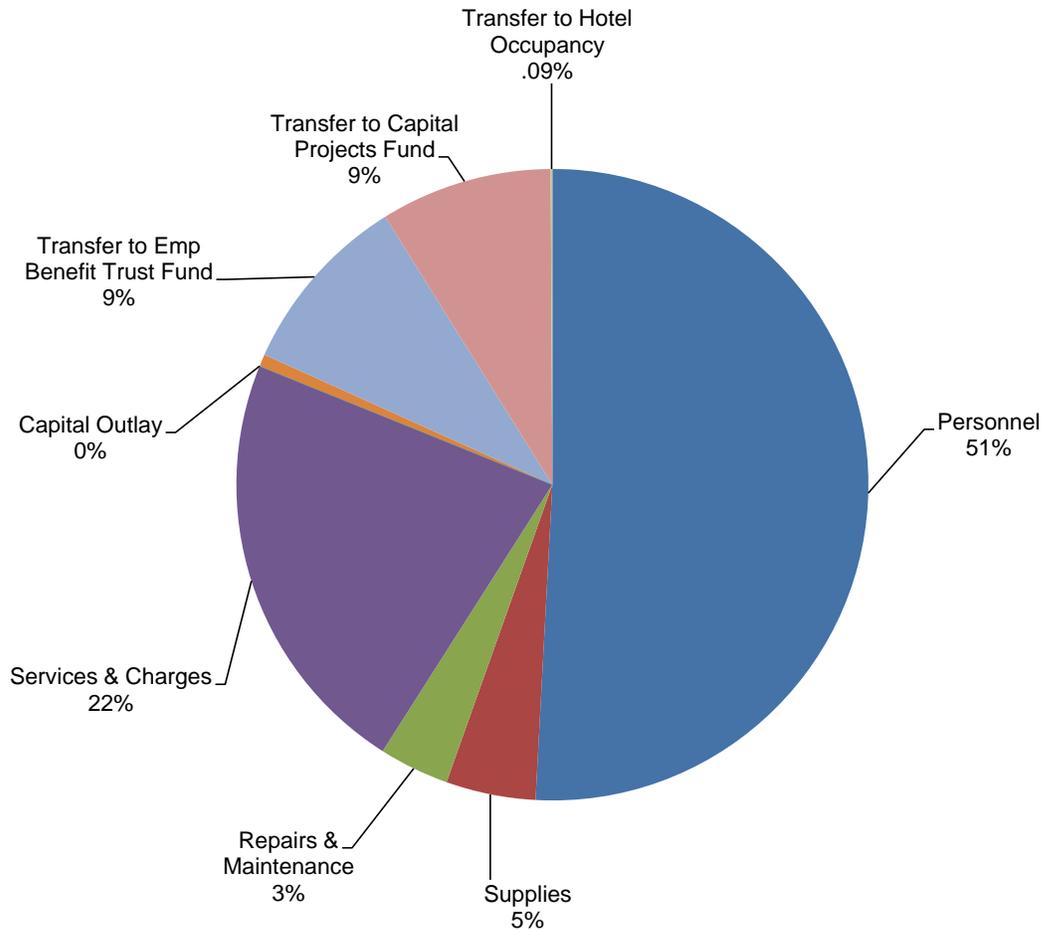
Base budget revenues for FY2017 are \$20,620,115. This amount is \$ 387,823 or 1.92% more than the adopted budgeted revenues for FY2016. This increase is primarily due to the \$ 258,142 increase in ESD#15 Station 5 operating cost reimbursement. Franchise fee revenue is projected to be \$ 17,000 less than what was budgeted for FY2016 due to projected decreases in fees charged. Fines and warrant revenues are projected to increase by \$ 5,000. Interest revenues are expected to remain the same due to low investment rates.

### **Expenditures**

The budget for operating expenditures for FY2016 is \$21,488,460. This amount is \$ 65,802 or 3% more than the adopted budget for FY2015. Included in the budget are 3% salary adjustments based on performance. Changes were also made in the health insurance plan to reduce the cost of coverage. Total budgeted operating expenditures in the General Fund include an increase to expenditures of \$ 791,913 related to Supplemental Programs. Staffing charts are included on each departmental budget page to reflect the number of positions budgeted.

## GENERAL FUND EXPENDITURES

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTION	FY 2017 BUDGET
Personnel	\$ 9,792,668	\$ 10,826,193	\$ 10,307,897	\$ 11,456,944
Supplies	\$ 865,086	\$ 1,148,390	\$ 1,029,920	\$ 1,034,447
Repairs & Maintenance	\$ 922,429	\$ 954,390	\$ 1,040,223	\$ 807,302
Services & Charges	\$ 4,472,330	\$ 5,000,484	\$ 4,675,955	\$ 4,979,545
Capital Outlay	\$ 1,238,880	\$ 826,600	\$ 316,723	\$ -
Vehicle Replacement	\$ 502,247	\$ 390,000	\$ 390,000	\$ 141,812
Transfer to Emp Benefit Trust Fund	\$ 1,695,536	\$ 1,822,403	\$ 1,822,403	\$ 2,110,591
Transfer to Capital Projects Fund	\$ 1,209,747	\$ 500,000	\$ 1,161,277	\$ 1,980,000
Transfer to Hotel Occupancy	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 20,718,923</b>	<b>\$ 21,488,460</b>	<b>\$ 20,764,398</b>	<b>\$ 22,530,641</b>



General Fund  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
2016-2017 Adopted Budget Worksheet

	FY 2014 Actuals	FY 2015 Actuals	Current FY2016	FY2016 Projections	FY 2017 Budget
<b>Revenues:</b>					
Contributions	\$ 319,424	\$ 306,346	\$ 284,887	\$ 290,366	\$ 430,049
Fines & Warrants	842,681	666,083	743,500	551,200	556,200
Franchise Taxes	1,253,077	1,282,598	1,264,000	1,316,000	1,299,000
Interest	10,016	15,564	15,000	35,000	50,000
Other Revenue	373,263	1,246,665	417,930	628,286	720,147
Permits & Licenses	478,282	481,173	516,850	441,300	441,300
Property Taxes	1,638,673	1,715,949	1,790,000	1,854,000	1,881,250
Sales Taxes	10,532,665	10,839,818	10,700,000	10,700,000	10,700,000
Services	2,100,261	2,202,024	2,100,000	2,150,000	2,200,000
<b>Total Revenues</b>	<b>17,548,342</b>	<b>18,756,220</b>	<b>17,832,167</b>	<b>17,966,152</b>	<b>18,277,946</b>
<b>Expenditures:</b>					
Administrative	249,106	368,869	395,300	388,753	401,244
Building Permits and Inspections	357,125	400,801	555,344	426,962	479,064
Mayor and Council	55,104	49,666	116,509	108,465	101,298
City Secretary	358,640	317,154	409,636	334,379	441,340
Human Resources	340,174	411,112	513,832	404,390	533,061
Finance	563,350	583,433	654,277	640,565	668,969
Information Systems	636,832	609,543	715,099	687,753	680,616
Legal	146,668	149,313	142,000	105,441	142,500
Non-Departmental*	697,554	608,376	429,500	488,809	483,416
Police	5,083,135	5,237,175	5,501,770	5,160,115	5,689,940
Municipal Court	307,340	312,161	383,345	339,216	395,084
Community Center	166,459	128,440	183,277	185,838	169,475
Fire Marshal	157,688	238,787	250,277	147,003	-
Fire	1,611,732	3,127,805	2,717,514	2,610,828	2,956,629
Emergency Management	17,021	23,651	18,945	17,925	24,905
ESD#15 Station 5	-	-	-	159,972	283,392
Public Works Administration	49,656	53,448	60,292	57,157	57,305
Garage	134,322	146,330	152,653	174,919	151,139
Parks	529,631	699,116	827,224	995,376	893,156
Streets	1,339,392	2,067,399	2,353,031	2,281,842	2,450,524
Sanitation	1,989,160	1,968,765	2,022,300	2,060,060	2,078,100
Engineering and Planning	621,787	744,182	634,904	545,301	711,132
Facilities Maintenance	687,481	757,861	609,028	600,926	607,761
Transfer Out to Hotel Occupancy *	10,000	20,000	20,000	20,000	20,000
Transfer Out to Health Insurance *	1,601,750	1,695,536	1,822,403	1,822,403	2,110,591
<b>Total Expenditures</b>	<b>17,711,107</b>	<b>20,718,923</b>	<b>21,488,460</b>	<b>20,764,398</b>	<b>22,530,641</b>
Net Income from Operations	(162,765)	(1,962,703)	(3,656,293)	(2,798,246)	(4,252,695)
<b>Other Sources/(Uses):</b>					
Transfer In from Enterprise Fund	1,806,049	2,031,276	2,400,125	2,400,125	2,342,169
<b>Total Other Sources/(Uses)</b>	<b>1,806,049</b>	<b>2,031,276</b>	<b>2,400,125</b>	<b>2,400,125</b>	<b>2,342,169</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>1,643,284</b>	<b>68,573</b>	<b>(1,256,168)</b>	<b>(398,121)</b>	<b>(1,910,526)</b>
Beginning Fund Balance	11,770,749	13,414,039	13,482,612	13,482,612	13,084,492
Ending Fund Balance	\$ 13,414,039	\$ 13,482,612	\$ 12,226,444	\$ 13,084,492	\$ 11,173,966
25% of Operating Expenses - Target	76%	65%	57%	63%	50%

**CITY OF TOMBALL**  
**100 - General Fund Revenue Detail**

GENERAL FUND REVENUES	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	\$1,504,202	\$1,615,935	\$1,684,400	\$1,750,000	\$1,825,000	\$1,850,000
5120 DELINQUENT TAXES	\$28,142	\$11,293	\$17,758	\$25,000	\$16,000	\$17,750
5130 PENALTY, INTEREST, ATTY FEES	\$11,569	\$11,445	\$13,791	\$15,000	\$13,000	\$13,500
5140 SALES TAX	\$9,442,376	\$10,532,665	\$10,839,818	\$10,700,000	\$10,700,000	\$10,700,000
5141 ALCOHOLIC BEVERAGE TAX	\$44,644	\$60,332	\$67,136	\$65,000	\$65,000	\$65,000
5150 ELECTRICAL FRANCHISE TAX	\$682,189	\$672,507	\$683,635	\$684,000	\$700,000	\$684,000
5160 T.V. CABLE FRANCHISE TAX	\$110,338	\$150,169	\$183,841	\$175,000	\$191,000	\$190,000
5161 1% IN KIND/ PEG FEES	\$0	\$24,611	\$36,949	\$40,000	\$40,000	\$40,000
5170 COMMUNICATIONS ROW LINE FEE	\$288,822	\$221,079	\$194,513	\$180,000	\$200,000	\$200,000
5175 SANITATION FRANCHISE TAX	\$185,953	\$184,711	\$183,660	\$185,000	\$185,000	\$185,000
5190 BINGO TAX	\$10	\$26	\$14	\$25	\$25	\$25
5200 BUILDING PERMITS	\$253,615	\$230,936	\$236,205	\$265,000	\$230,000	\$230,000
5210 CONSTRUCTION PERMITS	\$31,354	\$63,582	\$84,467	\$70,000	\$60,000	\$60,000
5215 PLUMBING PERMIT	\$26,246	\$28,029	\$24,417	\$30,000	\$28,000	\$28,000
5220 MECHANICAL PERMITS	\$37,911	\$23,433	\$25,119	\$25,000	\$20,000	\$20,000
5230 ELECTRICAL PERMITS	\$36,852	\$38,597	\$33,417	\$40,000	\$25,000	\$25,000
5235 FIRE PERMIT FEES	\$33,693	\$30,717	\$27,889	\$30,000	\$25,000	\$25,000
5240 OTHER PERMITS	\$3,568	\$5,197	\$4,330	\$5,500	\$4,000	\$4,000
5245 MISCELLANEOUS PERMIT FEES	\$1,062	\$1,007	\$110	\$1,000	\$1,000	\$1,000
5250 MIXED BEVERAGE FEES	\$6,945	\$12,802	\$11,475	\$15,000	\$15,000	\$15,000
5255 LICENSE FEES	\$8,258	\$3,792	\$4,353	\$6,500	\$4,000	\$4,000
5260 AMBULANCE PERMITS	\$5,600	\$6,400	\$6,700	\$7,000	\$8,000	\$8,000
5300 MUNICIPAL COURT FINES	\$499,297	\$462,330	\$380,736	\$425,000	\$320,000	\$325,000
5310 COURT COSTS/ADMIN FEES	\$297,783	\$248,431	\$193,270	\$225,000	\$165,000	\$165,000
5320 COURT WARRANT FEES	\$131,571	\$119,387	\$84,606	\$85,000	\$60,000	\$60,000
5340 TIME PYMT.FEE-10% CITY JUDICL.	\$2,593	\$2,513	\$1,494	\$2,000	\$1,200	\$1,200
5341 TIME PAYMENT FEE-40% FOR CITY	\$10,376	\$10,020	\$5,977	\$6,500	\$5,000	\$5,000
5365 RECYCLING REVENUE	\$17	\$22	\$0	\$0	\$0	\$0
5430 SANITATION FEES	\$2,037,143	\$2,100,261	\$2,202,024	\$2,100,000	\$2,150,000	\$2,200,000
5440 PLAT FEES	\$9,575	\$13,013	\$12,564	\$12,000	\$12,000	\$12,000
5441 REZONING APPLICATION FEE	\$3,400	\$4,387	\$3,604	\$4,000	\$5,000	\$5,000
5442 CONDITIONAL USE PERMIT	\$0	\$1,800	\$1,200	\$1,200	\$1,200	\$1,200
5443 PLANNED DEVELOPMENT	\$0	\$2,000	\$420	\$500	\$0	\$0
5444 SITE PLAN REVIEW	\$13,896	\$19,336	\$12,775	\$16,000	\$15,000	\$15,000
5445 PLAN REVIEW FEES- OTHER	\$1,000	\$138	\$2,128	\$150	\$100	\$100
5446 ZONING FEES- OTHER	\$3,829	\$5,918	\$1,475	\$3,000	\$3,000	\$3,000
5450 BIRTH AND DEATH CERTIFICATE FEES	\$35,316	\$38,628	\$43,899	\$40,000	\$39,000	\$40,000
5451 NOTARY FEES	\$30	\$18	\$30	\$30	\$30	\$30
5460 ALARM SYSTEM REGISTRATION FEES	\$10,925	\$15,205	\$22,950	\$15,000	\$25,000	\$25,000
5461 FALSE ALARM SERVICE FEE	\$23,150	\$28,575	\$45,025	\$50,000	\$35,000	\$35,000
5470 EMERGENCY SERVICE DISTRCT FEES	\$60,000	\$65,625	\$82,575	\$87,600	\$112,650	\$121,000
5472 ESD#15 S5 OPERATING COST	\$0	\$0	\$0	\$0	\$14,112	\$25,250
5474 ESD#15 STATION 5 PAYROLL	\$0	\$0	\$0	\$0	\$131,748	\$232,892
5480 LIFE SAFETY PLAN REVIEW	\$2,275	\$2,225	\$2,910	\$3,000	\$3,000	\$3,000
5481 STATE LICENSED FACILITIES	\$400	\$750	\$705	\$750	\$750	\$750

**CITY OF TOMBALL**  
**100 - General Fund Revenue Detail**

GENERAL FUND REVENUES	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5482 ANNUAL FIRE INSPECTIONS	\$50	\$325	\$325	\$325	\$625	\$600
5500 SALE OF CITY PROPERTY	\$0	\$0	\$8,604	\$30,000	\$60,746	\$30,000
5505 RENT REVENUES	\$12,088	\$7,800	\$8,300	\$8,500	\$8,500	\$8,500
5510 COMMUNITY CENTER FEES	\$13,975	\$19,610	\$31,290	\$25,000	\$28,000	\$29,000
5515 CONGREGATE MEAL SERV. REVENUE	\$2,421	\$1,325	\$3,044	\$1,600	\$5,000	\$5,000
5520 PARK RENTAL FEE	\$7,300	\$12,271	\$15,680	\$12,000	\$15,000	\$15,000
5550 MISCELLANEOUS INCOME	\$33,343	\$86,312	\$70,195	\$34,000	\$34,000	\$34,000
5560 RETURNED CHECK FINES	\$100	\$60	\$90	\$100	\$100	\$100
5690 SANITATION PENALTY	\$23,623	\$21,352	\$32,418	\$30,000	\$35,000	\$35,000
5730 SCHOOL RESOURCE OFFICERS (SRO)	\$223,883	\$259,424	\$296,346	\$273,887	\$279,366	\$419,049
5740 OTHER GRANTS	\$1,000	\$25,000	\$0	\$1,000	\$1,000	\$1,000
5770 TEDC CONTRIBUTIONS	\$10,000	\$35,000	\$10,000	\$10,000	\$10,000	\$10,000
5800 INTEREST INCOME	\$20,510	\$12,615	\$12,379	\$15,000	\$35,000	\$50,000
5801 UNREALIZED GAIN ON INVESTMENTS	(\$3,797)	(\$2,599)	\$3,185	\$0	\$0	\$0
5902 CAPITAL LEASE PROCEEDS	\$0	\$0	\$800,000	\$0	\$0	\$0
5961 TRANSFERS IN	\$2,246,221	\$1,806,049	\$2,031,276	\$2,400,125	\$2,400,125	\$2,342,169
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$18,476,642</b>	<b>\$19,354,391</b>	<b>\$20,787,496</b>	<b>\$20,232,292</b>	<b>\$20,366,277</b>	<b>\$20,620,115</b>

# City Manager's Office

## DEPARTMENT MISSION

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

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Maintained balance budget and continued quality service delivery
- Assisted the 249 Partnership to support the completion of the SH249 extension project
- Obtained grant funding to assist in the development of Broussard Community Park
- Assisted department heads in creating and implementing new programs and initiatives for each department

### Goals & Objectives for FY 2016-17

- Increase Tomball's participation in regional partnerships and planning
- Develop Proposed Budget that supports the City's Strategic Plan
- Seek additional funding thru grants and other sources for City amenities and development

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

111 - City Manager's Office

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$342,943.00	\$366,680.00	\$362,516.00	\$372,674.00
Supplies	\$754.00	\$700.00	\$1,217.00	\$750.00
Maintenance	-	-	-	-
Services and charges	\$25,172.00	\$27,920.00	\$25,020.00	\$27,820.00
<b>Total Operating Expenditures</b>	<b>\$368,869</b>	<b>\$395,300</b>	<b>\$388,753</b>	<b>\$401,244</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$368,869</b>	<b>\$395,300</b>	<b>\$388,753</b>	<b>\$401,244</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
City Manager	1.00	1.00	1.00
Assistant City manager	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	CITY MANAGER	CITY MANAGER	100-111 CITY MANAGER
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$244,033	\$293,744	\$271,774	\$300,065
6009 WAGES-OTHER	\$14,600	\$0	\$7,730	\$0
6011 VACATION PAY	\$18,718	\$0	\$9,733	\$0
6012 SICK PAY	\$5,346	\$4,519	\$8,676	\$2,583
6019 MISCELLANEOUS PAY	\$665	\$785	\$785	\$905
6021 FICA-MED/SS	\$18,643	\$24,311	\$20,537	\$24,682
6022 TMRS-EMPLOYER	\$40,755	\$43,053	\$43,036	\$44,202
6025 WORKER COMPENSATION INSURANCE	\$183	\$268	\$245	\$237
<b>PERSONNEL SERVICES</b>	<b>\$342,943</b>	<b>\$366,680</b>	<b>\$362,516</b>	<b>\$372,674</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$563	\$500	\$817	\$500
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$150	\$0
6105 FOOD SUPPLIES	\$39	\$100	\$150	\$150
6106 MATERIALS AND PARTS	\$100	\$0	\$0	\$0
6108 FUEL, OIL AND LUBRICANTS	\$52	\$0	\$0	\$0
6109 POSTAGE	\$0	\$100	\$100	\$100
<b>SUPPLIES</b>	<b>\$754</b>	<b>\$700</b>	<b>\$1,217</b>	<b>\$750</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6312 COMMUNICATION SERVICES	\$1,824	\$1,920	\$1,920	\$1,920
6332 TRAVEL AND MEALS	\$5,564	\$6,500	\$4,000	\$6,000
6333 DUES AND SUBSCRIPTIONS	\$3,004	\$2,600	\$3,700	\$3,000
6334 AUTOMOBILE ALLOWANCES	\$14,100	\$14,400	\$14,400	\$14,400

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> CITY MANAGER	<b>DIVISION</b> 100-111 CITY MANAGER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6337 TRAINING	\$680	\$2,500	\$1,000	\$2,500
<b>SERVICES AND CHARGES</b>	<b>\$25,172</b>	<b>\$27,920</b>	<b>\$25,020</b>	<b>\$27,820</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-ADMINISTRATIVE</b>	<b>\$368,869</b>	<b>\$395,300</b>	<b>\$388,753</b>	<b>\$401,244</b>

# 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

### FY 2015-16 Accomplishments

- Attendance at monthly code meetings and maintenance of all necessary certifications
- Updated website content and established social media presence through Twitter and Facebook (over 630 followers to date)
- Complete inspections within one business day
- Processed all permits within required timeframes
- Successful compliance (100%) of the newly adopted substandard sign code
- Rebranded code enforcement to code compliance
- Implemented Quarterly Reporting

### Goals & Objectives for FY 2016-17

- Training on 2015 International Building Codes and other updated codes
- Adopt updated Building Codes
- Hire Plan Reviewer and rely less on on-call plan review and inspection services
- 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

### Major Budgeted Items

- Professional Services (\$65,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

112 - Permits & Inspection

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$241,116	\$381,276	\$255,412	\$368,464
Supplies	\$8,502	\$20,650	\$10,050	\$15,500
Maintenance	\$1,044	\$10,000	\$10,000	\$5,000
Services and charges	\$124,416	\$143,418	\$151,500	\$90,100
<b>Total Operating Expenditures</b>	<b>\$375,078</b>	<b>\$555,344</b>	<b>\$426,962</b>	<b>\$479,064</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$25,723	-	-	-
<b>Total Expenditures</b>	<b>\$400,801</b>	<b>\$555,344</b>	<b>\$426,962</b>	<b>\$479,064</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Building Official	1	1	1
City Inspector	2	2	-
Code Enforcement Officer	-	2	2
Permit Technician	1	1	-
Comb. Building Inspector	-	-	2
Administrative Assistant	-	-	1
<b>Total</b>	<b>4.00</b>	<b>6.00</b>	<b>6.00</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> PERMIT/INSPECT	<b>DIVISION</b> 112 - PERMIT/INSPEC
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$61,947	\$69,490	\$65,001	\$71,525
6003 WAGES-FULL TIME	\$85,393	\$250,699	\$129,773	\$224,081
6004 WAGES-PART TIME	\$6,940	\$0	\$109	\$0
6005 WAGES-OVERTIME	\$2,658	\$3,090	\$3,090	\$4,000
6009 WAGES-OTHER	\$7,145	\$0	\$3,468	\$0
6011 VACATION PAY	\$13,145	\$0	\$5,027	\$0
6012 SICK PAY	\$21,328	\$1,041	\$2,369	\$1,830
6019 MISCELLANEOUS PAY	\$1,310	\$1,450	\$700	\$940
6021 FICA-MED/SS	\$14,428	\$19,455	\$15,781	\$23,235
6022 TMRS-EMPLOYER	\$25,928	\$34,454	\$28,522	\$41,611
6025 WORKER COMPENSATION INSURANCE	\$894	\$1,597	\$1,572	\$1,242
<b>PERSONNEL SERVICES</b>	<b>\$241,116</b>	<b>\$381,276</b>	<b>\$255,412</b>	<b>\$368,464</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,441	\$2,050	\$2,050	\$2,500
6102 EDUCATIONAL SUPPLIES	\$1,028	\$1,100	\$0	\$2,000
6105 FOOD SUPPLIES	\$89	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$1,459	\$2,500	\$2,500	\$2,500
6108 FUEL, OIL AND LUBRICANTS	\$2,927	\$10,000	\$5,000	\$7,500
6109 POSTAGE	\$0	\$3,500	\$0	\$0
6119 OTHER SUPPLIES	\$1,558	\$1,500	\$500	\$1,000
<b>SUPPLIES</b>	<b>\$8,502</b>	<b>\$20,650</b>	<b>\$10,050</b>	<b>\$15,500</b>
6205 VEHICLE MAINTENANCE	\$1,044	\$10,000	\$10,000	\$5,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$1,044</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> PERMIT/INSPECT	<b>DIVISION</b> 112 - PERMIT/INSPEC
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6304 PROFESSIONAL SERVICES, OTHER	\$114,544	\$114,000	\$129,000	\$65,000
6312 COMMUNICATION SERVICES	\$3,051	\$6,368	\$4,000	\$5,000
6332 TRAVEL AND MEALS	\$3,439	\$12,100	\$11,000	\$12,000
6333 DUES AND SUBSCRIPTIONS	\$582	\$1,750	\$600	\$1,000
6337 TRAINING	\$2,745	\$7,600	\$6,500	\$6,500
6362 PERMITS AND LICENSES	\$55	\$1,600	\$400	\$600
<b>SERVICES AND CHARGES</b>	<b>\$124,416</b>	<b>\$143,418</b>	<b>\$151,500</b>	<b>\$90,100</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$25,723	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$25,723</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-PERMITS/INSPCTNS.</b>	<b>\$400,801</b>	<b>\$555,344</b>	<b>\$426,962</b>	<b>\$479,064</b>

# 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](http://www.tomballtx.gov).

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

113 - MAYOR AND COUNCIL

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$27,270	\$33,019	\$27,381	\$32,998
Supplies	\$10,189	\$27,640	\$28,114	\$12,450
Maintenance	-	-	-	-
Services and charges	\$12,207	\$55,850	\$52,970	\$55,850
<b>Total Operating Expenditures</b>	<b>\$49,666</b>	<b>\$116,509</b>	<b>\$108,465</b>	<b>\$101,298</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$49,666</b>	<b>\$116,509</b>	<b>\$108,465</b>	<b>\$101,298</b>

Supplemental Programs	Recurring	Non-Recur.
None		

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

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT MAYOR AND COUNCIL	100-113 MAYOR AND COUNCIL
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6004 WAGES- PART TIME	\$25,220	\$30,600	\$25,380	\$30,600
6021 FICA- MED/ SS	\$1,929	\$2,341	\$1,942	\$2,341
6025 WORKER COMPENSATION INSURANCE	\$46	\$78	\$59	\$57
6026 UNEMPLOYMENT TAXES	\$75	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$27,270</b>	<b>\$33,019</b>	<b>\$27,381</b>	<b>\$32,998</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$8	\$150	\$260	\$150
6105 FOOD SUPPLIES	\$1,662	\$1,750	\$1,695	\$1,800
6119 OTHER SUPPLIES	\$8,519	\$9,000	\$8,950	\$9,000
6130 FURNITURE<\$20,000	\$0	\$16,740	\$17,209	\$1,500
<b>SUPPLIES</b>	<b>\$10,189</b>	<b>\$27,640</b>	<b>\$28,114</b>	<b>\$12,450</b>
6304 PROFESSIONAL SERVICES- OTHER	\$3,500	\$28,750	\$28,750	\$28,750
6329 OTHER SERVICES	\$0	\$100	\$50	\$100
6332 TRAVEL AND MEALS	\$907	\$7,000	\$4,750	\$7,000
6333 DUES AND SUBSCRIPTIONS	\$3,775	\$5,000	\$4,775	\$5,000
6337 TRAINING	\$100	\$3,000	\$2,750	\$3,000
6398 BANQUETS, DEDICATION, RECEP	\$3,925	\$12,000	\$11,895	\$12,000
<b>SERVICES AND CHARGES</b>	<b>\$12,207</b>	<b>\$55,850</b>	<b>\$52,970</b>	<b>\$55,850</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL MAYOR AND COUNCIL</b>	<b>\$49,666</b>	<b>\$116,509</b>	<b>\$108,465</b>	<b>\$101,298</b>

# 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

### FY 2015-16 Accomplishments

- 532 public information requests received, a 7% increase from 495 requests in 2015; average time to complete requests is 3.66 days. 73% completed in 0-4 days; 20% completed in 5-10 days – 93% completed in ten business days or less.
- Delivered Council agenda packets at least three days in advance and prepared minutes within five days of each meeting.
- Issued birth certificates within 15 minutes and death certificates within 24 hours 98% of the time.
- Received the 2015 Exemplary Five Star Award Winner – Vital Statistics – 5th Year
- Completed Supplement to the City's Code of Ordinances through December 2015.
- Completed renovation project of Council Chambers and portions of City Hall.

### Goals & Objectives for FY 2016-17

- Provide information in a timely and efficient manner and in accordance with state and federal laws.

- Continue processing City records for electronic preservation for electronic search, access, and retrieval by department users. Current permanent records are processed on an ongoing basis; historical records as time and workloads permit.
- Provide information to Mayor and Council, City staff, and citizens via the City's website, through electronic transmissions, and NovusAgenda.
- Facilitate execution/delivery of documents following Council actions and state and federal law changes.
- Maintain Mayor, Council and City Secretary website information.
- 74% of information requests completed within four business days, 94% within ten business days
- Deliver Council agendas at least three days in advance.
- Prepare Council minutes within five days.
- Send notification of annexations to appropriate agencies within 30 days.
- Post adopted ordinances to City website/MuniCode; publish in official newspaper within 5 days of passage.
- Issue Liquor/Wrecker/Taxi/Vendor Permits within 48 hours of application approval or Council action.
- Issue birth certificates within 15 minutes and death certificates within 24 hours 98% of the time.
- Conduct 2017 General Election
- Complete Supplement to the City's Code of Ordinances through December 2016.

### **Major Budget Items**

- Advertising Cost (\$18,000)
- Election Services (\$48,000)
- Code Update Services (\$12,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

114 - CITY SECRETARY

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$266,809	\$279,708	\$279,376	\$290,719
Supplies	\$15,412	\$18,300	\$16,665	\$18,300
Maintenance	\$0	\$600	\$610	\$28,353
Services and charges	\$34,933	\$111,028	\$37,728	\$103,968
<b>Total Operating Expenditures</b>	<b>\$317,154</b>	<b>\$409,636</b>	<b>\$334,379</b>	<b>\$441,340</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$317,154</b>	<b>\$409,636</b>	<b>\$334,379</b>	<b>\$441,340</b>

Supplemental Programs	Recurring	Non-Recur.
Seal and paint all vinyl walls at City Hall		\$27,753

Staffing	FY2015	FY2016	FY2017
City Secretary	1	1	1
Assistant City Secretary	1	1	1
Administrative Assistant	1	1	1
Receptionist	1	1	1
VOE Student	0.5	0.5	0.5
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> CITY SECRETARY	<b>DIVISION</b> 100-114 CITY SECRETARY
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$78,209	\$94,073	\$89,630	\$96,880
6003 WAGES-FULL TIME	\$105,575	\$127,500	\$118,798	\$134,201
6005 WAGES-OVERTIME	\$2,134	\$3,605	\$3,105	\$3,500
6009 WAGES-OTHER	\$9,835	\$0	\$5,671	\$0
6011 VACATION PAY	\$15,237	\$0	\$6,260	\$0
6012 SICK PAY	\$7,042	\$2,313	\$3,997	\$1,490
6013 EMERGENCY PAY	\$93	\$0	\$131	\$0
6019 MISCELLANEOUS PAY	\$2,105	\$2,345	\$2,345	\$2,585
6021 FICA-S.S. AND MEDICARE TAXES	\$16,146	\$17,781	\$17,375	\$18,464
6022 TMRS-EMPLOYER	\$30,020	\$31,488	\$31,514	\$33,066
6025 WORKER COMPENSATION INS.	\$413	\$603	\$550	\$533
<b>PERSONNEL SERVICES</b>	<b>\$266,809</b>	<b>\$279,708</b>	<b>\$279,376</b>	<b>\$290,719</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$12,335	\$14,000	\$13,350	\$14,000
6102 EDUCATIONAL SUPPLIES	\$641	\$1,200	\$600	\$1,200
6104 JANITORIAL AND CLEANING SUPPLY	\$342	\$500	\$450	\$500
6105 FOOD SUPPLIES	\$795	\$700	\$700	\$700
6109 POSTAGE	\$585	\$1,200	\$885	\$1,200
6119 OTHER SUPPLIES	\$714	\$700	\$680	\$700
<b>SUPPLIES</b>	<b>\$15,412</b>	<b>\$18,300</b>	<b>\$16,665</b>	<b>\$18,300</b>
6201 OFFICE EQUIPMENT MAINT.	\$0	\$600	\$610	\$600
6206 BUILDING MAINTENANCE	\$0	\$0	\$0	\$27,753
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$600</b>	<b>\$610</b>	<b>\$28,353</b>
6304 PROF.SERV.-OTHER	\$2,881	\$18,000	\$10,000	\$12,000
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> CITY SECRETARY	<b>DIVISION</b> 100-114 CITY SECRETARY
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6316 PRINTING AND BINDING	\$0	\$100	\$75	\$100
6329 OTHER SERVICES	\$1,426	\$1,200	\$985	\$1,200
6332 TRAVEL AND MEALS	\$7,499	\$10,960	\$8,500	\$10,900
6333 DUES AND SUBSCRIPTIONS	\$2,555	\$3,000	\$2,900	\$3,000
6335 ADVERTISING COST	\$7,390	\$18,000	\$7,500	\$18,000
6337 TRAINING	\$2,725	\$6,000	\$3,000	\$5,000
6348 PROPERTY ACQUISITION COSTS	\$0	\$5,000	\$1,000	\$5,000
6371 ELECTION SERVICES	\$9,689	\$48,000	\$3,000	\$48,000
<b>SERVICES AND CHARGES</b>	<b>\$34,933</b>	<b>\$111,028</b>	<b>\$37,728</b>	<b>\$103,968</b>
<b>TOTAL CITY SECRETARY</b>	<b>\$317,154</b>	<b>\$409,636</b>	<b>\$334,379</b>	<b>\$441,340</b>

# 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

### FY 2015-16 Accomplishments

- Planned, coordinated and hosted retirement seminars utilizing TMRS and ICMA-RC to provide an opportunity for our employees to visit with professionals to address their needs.
- Set up health screenings for all employees to test glucose and cholesterol numbers as well as provide information on overall health.
- Provide flu shots for all employees to ensure good health.
- Hosted insurance seminars for all employees.
- Planned, promoted, and hosted our 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 3rd annual Sherine's Stride for Breast Cancer Awareness 5K run/walk. The goal was to spread the message to the community of what resources are available in our town to aid in breast cancer prevention and treatment. It was also an opportunity to honor another member of the City family who lost her battle and all the brave warriors who are/were affected by this disease.
- Completed a modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Completed a comprehensive salary survey utilizing data from 11 similar cities to maintain a fair, equitable and competitive salary range structure.

- Continued to voluntarily utilize E-verify to check social security numbers for all new hires.
- Coordinated and hosted the annual Holiday Appreciation Lunch.
- Hosted various employee appreciation events (ice cream socials, sno-cones, lunches, breakfasts, etc.) throughout the year.
- Coordinated with Covia Health to bring a mammogram suite to the City so that employees and citizens have a close accessible source to obtain their yearly screenings with a minimum of travel time.
- Assisted departments in recruiting efforts.

### **Goals & Objectives for FY 2016-17**

- Coordinate comprehensive medical screenings for all employees to ensure overall health.
- Provide flu shots for all employees to ensure good health.
- Continue hosting employee events to show our appreciation for their efforts.
- Host a financials seminar for employees to include TMRS, ICMA, 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 4th annual 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 Covia Health to bring a mammogram suite to the City so that employees and citizens have a close accessible source to obtain their yearly screenings with a minimum of travel time.
- Complete a comprehensive salary survey utilizing data from 11 similar cities to maintain a fair, equitable and competitive salary range structure.
- Complete a comprehensive study of special pays throughout the City to better reward the accomplishments of our employees.
- To ensure the employees have the skills, knowledge, and abilities to perform their job efficiently, effectively and ethically for the city's citizens. This includes training, development, and education to promote individual success and increase overall value to The City of Tomball.

- Retention of valuable employees.
- Expand our efforts to ensure recruitment of the most qualified individuals.
- To create a performance appraisal atmosphere where supervisors and employees work together to set goals for future performance and employee career plans.
- Coordinate wellness testing and flu shots.
- Complete the modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Provide and promote a safe and healthful working environment.

### **Major Budgeted Items**

- Other Services (\$40,000)
- Training (\$24,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

115 - HUMAN RESOURCES

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$311,435	\$402,050	\$301,858	\$421,129
Supplies	\$16,543	\$19,050	\$18,750	\$19,150
Maintenance	-	\$1,500	\$200	\$500
Services and charges	\$83,134	\$91,232	\$83,582	\$92,282
<b>Total Operating Expenditures</b>	<b>\$411,112</b>	<b>\$513,832</b>	<b>\$404,390</b>	<b>\$533,061</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$411,112</b>	<b>\$513,832</b>	<b>\$404,390</b>	<b>\$533,061</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
HR Director	1	1	1
HR Payroll Specialist	0	1	1
HR Generalist	2	1	1
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> HUMAN RESOURCES	<b>DIVISION</b> 100-115 HUMAN RESOURCES
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$94,614	\$111,019	\$102,540	\$114,362
6003 WAGES-FULL TIME	\$91,374	\$94,051	\$92,557	\$104,897
6004 WAGES-PART TIME	\$23,373	\$0	\$26,935	\$27,000
6005 WAGES-OVERTIME	\$4,756	\$5,150	\$3,150	\$5,000
6009 WAGES-OTHER	\$10,693	\$0	\$5,683	\$0
6011 VACATION PAY	\$15,908	\$0	\$6,867	\$0
6012 SICK PAY	\$17,320	\$1,707	\$3,111	\$3,374
6014 RETIREMENT PAYOUTS	\$0	\$100,000	\$0	\$100,000
6019 MISCELLANEOUS PAY	\$1,520	\$31,990	\$995	\$1,220
6021 FICA-S.S. AND MEDICARE TAXES	\$18,744	\$18,590	\$18,015	\$19,679
6022 TMRS-EMPLOYER	\$32,035	\$29,153	\$29,293	\$35,242
6025 WORKER COMPENSATION INS.	\$275	\$390	\$367	\$355
6026 STATE UNEMPLOYMENT TAXES	\$823	\$10,000	\$12,345	\$10,000
<b>PERSONNEL SERVICES</b>	<b>\$311,435</b>	<b>\$402,050</b>	<b>\$301,858</b>	<b>\$421,129</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$6,042	\$6,000	\$6,000	\$6,000
6102 EDUCATIONAL SUPPLIES	\$957	\$1,500	\$1,500	\$1,500
6105 FOOD SUPPLIES	\$2,301	\$2,500	\$2,500	\$2,600
6107 CLOTHING AND UNIFORMS	\$314	\$300	\$300	\$300
6108 FUEL, OIL AND LUBRICANTS	\$0	\$500	\$200	\$500
6109 POSTAGE	\$43	\$250	\$250	\$250
6119 OTHER SUPPLIES	\$6,886	\$8,000	\$8,000	\$8,000
<b>SUPPLIES</b>	<b>\$16,543</b>	<b>\$19,050</b>	<b>\$18,750</b>	<b>\$19,150</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> HUMAN RESOURCES	<b>DIVISION</b> 100-115 HUMAN RESOURCES
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6205 VEHICLE MAINTENANCE	\$0	\$1,500	\$200	\$500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$200</b>	<b>\$500</b>
6304 PROF.SERV.-OTHER	\$12,685	\$5,000	\$5,000	\$6,000
6312 COMMUNICATION SERVICES	\$768	\$768	\$768	\$768
6329 OTHER SERVICES	\$28,769	\$40,000	\$40,000	\$40,000
6332 TRAVEL AND MEALS	\$2,249	\$5,800	\$5,800	\$5,800
6333 DUES AND SUBSCRIPTIONS	\$1,342	\$1,714	\$1,714	\$1,714
6335 ADVERTISING COST	\$1,197	\$3,500	\$1,800	\$3,500
6337 TRAINING	\$27,313	\$23,950	\$18,000	\$24,000
6398 BANQUETS, DEDICATION, RECEP	\$8,811	\$10,500	\$10,500	\$10,500
<b>SERVICES AND CHARGES</b>	<b>\$83,134</b>	<b>\$91,232</b>	<b>\$83,582</b>	<b>\$92,282</b>
<b>TOTAL HUMAN RESOURCES</b>	<b>\$411,112</b>	<b>\$513,832</b>	<b>\$404,390</b>	<b>\$533,061</b>

# 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. The Finance Department does not process payroll, maintain any of those records or perform any of the reporting and compliance functions related to personnel or payroll.

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the eighth consecutive year.
- Received the Certificate of Achievement for excellence in Financial Reporting for the 9/30/2015 Comprehensive Annual Financial Report. This was the 26th consecutive year that the City has received this award,
- Monthly internal (unaudited) financials were published in a timely manner.

### Goals & Objectives for FY 2016-17

- 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.
- 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 (\$65,000)
- Bank Service Charges (\$25,000)
- Credit Card Processing Fees (\$90,000)
- Harris County Appraisal District (\$45,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

**FUND**

100 - General Fund

**DEPARTMENT**

116 - Finance

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$357,394	\$377,044	\$376,804	\$402,336
Supplies	\$3,588	\$5,200	\$6,050	\$4,900
Maintenance	\$345	\$350	\$350	\$350
Services and charges	\$222,106	\$271,683	\$257,361	\$261,383
<b>Total Operating Expenditures</b>	<b>\$583,433</b>	<b>\$654,277</b>	<b>\$640,565</b>	<b>\$668,969</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$583,433</b>	<b>\$654,277</b>	<b>\$640,565</b>	<b>\$668,969</b>

Supplemental Programs	Recurring	Non-Recur.
Part Time Accountant Assistant/Floater	\$11,196	

Staffing	FY2015	FY2016	FY2017
Finance Director	1	1	1
Senior Accountant	1	1	2
Accountant	1	1	-
Accountant Assistant	2	2	2
Part Time Accountant Assistant/Floater	0	0	0.5
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.50</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> FINANCE	<b>DIVISION</b> 100-116 FINANCE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$189,011	\$225,402	\$210,919	\$233,774
6003 WAGES-FULL TIME	\$61,525	\$79,183	\$74,709	\$81,503
6004 WAGES-PART TIME	\$0	\$0	\$0	\$10,400
6005 WAGES-OVERTIME	\$2,572	\$1,545	\$1,545	\$1,500
6009 WAGES-OTHER	\$12,850	\$0	\$8,466	\$0
6011 VACATION PAY	\$18,620	\$0	\$8,078	\$0
6012 SICK PAY	\$9,421	\$2,667	\$4,003	\$2,763
6013 EMERGENCY PAY	\$0	\$0	\$1,188	\$0
6019 MISCELLANEOUS PAY	\$1,050	\$1,350	\$1,350	\$1,650
6021 FICA-S.S. AND MEDICARE TAXES	\$21,801	\$23,901	\$23,480	\$25,648
6022 TMRS-EMPLOYER	\$40,086	\$42,326	\$42,454	\$44,506
6025 WORKER COMPENSATION INS.	\$458	\$670	\$612	\$592
<b>PERSONNEL SERVICES</b>	<b>\$357,394</b>	<b>\$377,044</b>	<b>\$376,804</b>	<b>\$402,336</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$3,031	\$4,000	\$5,200	\$4,000
6102 EDUCATIONAL SUPPLIES	\$79	\$500	\$0	\$0
6105 FOOD SUPPLIES	\$55	\$150	\$100	\$150
6107 CLOTHING AND UNIFORMS	\$209	\$250	\$450	\$450
6109 POSTAGE	\$214	\$300	\$300	\$300
<b>SUPPLIES</b>	<b>\$3,588</b>	<b>\$5,200</b>	<b>\$6,050</b>	<b>\$4,900</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$345	\$350	\$350	\$350
<b>REPAIRS AND MAINTENANCE</b>	<b>\$345</b>	<b>\$350</b>	<b>\$350</b>	<b>\$350</b>
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$62,057	\$70,765	\$70,765	\$70,765
6304 PROF.SERV.-OTHER	\$9,290	\$35,000	\$15,000	\$15,000

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> FINANCE	<b>DIVISION</b> 100-116 FINANCE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6312 COMMUNICATION SERVICES	\$1,384	\$1,368	\$1,368	\$1,368
6316 PRINTING AND BINDING	\$988	\$2,000	\$1,200	\$1,200
6317 APPRAISAL SERVICES	\$41,891	\$45,000	\$45,000	\$45,000
6329 OTHER SERVICES	\$195	\$2,000	\$0	\$0
6332 TRAVEL AND MEALS	\$1,901	\$3,700	\$3,700	\$3,700
6333 DUES AND SUBSCRIPTIONS	\$1,912	\$2,150	\$5,328	\$5,350
6335 ADVERTISING COST	\$1,868	\$1,200	\$2,000	\$1,500
6337 TRAINING	\$1,155	\$2,500	\$2,000	\$2,500
6397 CREDIT CARD PROCESSING FEE	\$77,191	\$81,000	\$86,000	\$90,000
6399 SERVICE CHARGES	\$22,274	\$25,000	\$25,000	\$25,000
<b>SERVICES AND CHARGES</b>	<b>\$222,106</b>	<b>\$271,683</b>	<b>\$257,361</b>	<b>\$261,383</b>
<b>TOTAL FINANCE</b>	<b>\$583,433</b>	<b>\$654,277</b>	<b>\$640,565</b>	<b>\$668,969</b>

# Information Systems

## DEPARTMENT MISSION

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

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Setup new Fax to email process
- Replacement of 6 new multi-function copier, printer, scanners across the City
- Replace network switches with 1GB capable devices to increase network performance and prepare for phone system
- Installation of new higher speed internet connection
- Move/upgraded MuniAgenda to hosted service
- Upgrade existing AV system in room A of the Community center and add a projector and AV system in room B
- Install and setup body camera's for the Police Department
- Setup Terminal Server for user remote access
- Replace Police Department conference room AV and move Smartboard
- Setup Internet Crimes Against Children (ICAC) equipment for Detectives
- Replace Timeclock system with new software and clocks
- Setup networking and security for the new City of Tomball radio station
- Installation of new sound system in Council Chambers/Court Room
- Install new server room temperature, humidity, and air flow monitor for main server room
- Installed and setup new AD-Que system for City Hall
- Installation and setup of new AFIS finger print system for jail booking
- Implementation of MyGov for City Planning and Code Compliance
- Upgrade Fire MDT's to have modems with GPS capabilities
- Setup network and computers for Fire Station 5
- Setup FirstIn CAD transfer for Fire Department

### **Goals & Objectives for FY 2016-17**

- Replace Camera System for the Police and City Hall building
- Replace Voice and Radio recording system for Police
- Proactively assist departments with IT related budget planning.
- New high speed wireless system for the city buildings
- New AV system for the Public Works training room

### **Major Budget Items**

- Computer Software Service (\$247,323)
- Camera System for Police Department (\$55,000)
- Voice and Radio recorder (\$48,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

117 - Information Systems

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$248,758	\$256,156	\$257,810	\$264,296
Supplies	\$35,093	\$68,800	\$66,600	\$51,700
Maintenance	\$3,743	\$8,700	\$8,700	\$8,700
Services and charges	\$321,949	\$381,443	\$354,643	\$355,920
<b>Total Operating Expenditures</b>	<b>\$609,543</b>	<b>\$715,099</b>	<b>\$687,753</b>	<b>\$680,616</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$609,543</b>	<b>\$715,099</b>	<b>\$687,753</b>	<b>\$680,616</b>

Supplemental Programs	Recurring	Non-Recur.
Wireless - IT		\$16,000
Public Works Training Room Audio Video - PW		\$11,000
New Modems and MDTS for FP-2 and FP-3 - FD		\$5,100
Desktop Computer for Kiosk at PW SVC CTR-UT Admin		\$2,000
Laptop - Utility Billing		\$1,500

Staffing	FY2015	FY2016	FY2017
IT Director	1	1	1
IT Support Tech, Senior	1	1	1
IT Specialists	1	1	1
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> INFORMATION SYSTEMS	<b>DIVISION</b> 100-117 INFORMATION SYSTEMS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$178,511	\$203,592	\$195,715	\$209,698
6009 WAGES- OTHER	\$8,778	\$0	\$5,083	\$0
6011 VACATION PAY	\$10,521	\$0	\$4,198	\$0
6012 SICK PAY	\$3,095	\$3,132	\$3,132	\$3,226
6013 EMERGENCY PAY	\$464	\$0	\$116	\$0
6019 MISCELLANEOUS PAY	\$1,075	\$1,255	\$1,255	\$1,435
6021 FICA-S.S. AND MEDICARE TAXES	\$16,221	\$16,941	\$16,854	\$17,432
6022 TMRS-EMPLOYER	\$29,099	\$30,001	\$30,129	\$31,218
6025 WORKER COMPENSATION INS.	\$994	\$1,235	\$1,328	\$1,287
<b>PERSONNEL SERVICES</b>	<b>\$248,758</b>	<b>\$256,156</b>	<b>\$257,810</b>	<b>\$264,296</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$34,555	\$32,000	\$32,000	\$43,000
6103 COMPUTER EQUIPMENT <\$20,000	\$57	\$36,750	\$34,500	\$8,600
6107 CLOTHING AND UNIFORMS	\$455	\$0	\$0	\$0
6109 POSTAGE	\$26	\$50	\$100	\$100
<b>SUPPLIES</b>	<b>\$35,093</b>	<b>\$68,800</b>	<b>\$66,600</b>	<b>\$51,700</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$2,603	\$7,500	\$7,500	\$7,500
6202 COMPUTER EQUIPMENT MAINT	\$1,140	\$1,200	\$1,200	\$1,200
<b>REPAIRS AND MAINTENANCE</b>	<b>\$3,743</b>	<b>\$8,700</b>	<b>\$8,700</b>	<b>\$8,700</b>
6304 PROF.SERV.-OTHER	\$59,533	\$53,700	\$28,700	\$50,000
6312 COMMUNICATION SERVICES	\$76,457	\$62,420	\$62,420	\$62,420
6320 COMPUTER SOFTWARE SERV.	\$171,819	\$247,323	\$249,223	\$227,900
6332 TRAVEL AND MEALS	\$2,980	\$1,000	\$1,000	\$2,000
6333 DUES AND SUBSCRIPTIONS	\$460	\$1,400	\$700	\$1,000

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> INFORMATION SYSTEMS	<b>DIVISION</b> 100-117 INFORMATION SYSTEMS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6334 AUTOMOBILE ALLOWANCES	\$9,600	\$9,600	\$9,600	\$9,600
6337 TRAINING	\$1,100	\$6,000	\$3,000	\$3,000
<b>SERVICES AND CHARGES</b>	<b>\$321,949</b>	<b>\$381,443</b>	<b>\$354,643</b>	<b>\$355,920</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL INFORMATION SYSTEMS</b>	<b>\$609,543</b>	<b>\$715,099</b>	<b>\$687,753</b>	<b>\$680,616</b>

# **Legal Department**

## **DEPARTMENT MISSION**

The legal department provides counsel and advice to the Mayor, City Council, and all departments of the City of Tomball. The City Attorney represents the City in litigation and is responsible for drafting and preparing contracts, resolutions, and ordinances. The City Attorney attends City Council, Planning and Zoning Commission, Board of Adjustment, and other meetings as requested.

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- 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.

### **Goals & Objectives for FY 2016-17**

- 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 (\$142,500)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

118 - Legal Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	-	-	-	-
Supplies	-	-	\$441	\$500
Maintenance	-	-	-	-
Services and charges	\$149,313	\$142,000	\$105,000	\$142,000
<b>Total Operating Expenditures</b>	<b>\$149,313</b>	<b>\$142,000</b>	<b>\$105,441</b>	<b>\$142,500</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$149,313</b>	<b>\$142,000</b>	<b>\$105,441</b>	<b>\$142,500</b>

Supplemental Programs	Recurring	Non-Recur.
None		

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL DEPARTMENT</b> LEGAL	<b>DIVISION</b> 100-118 LEGAL
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$441	\$500
<b>SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$441</b>	<b>\$500</b>
6303 PROF.SERV.-LEGAL	\$149,313	\$142,000	\$105,000	\$142,000
<b>SERVICES AND CHARGES</b>	<b>\$149,313</b>	<b>\$142,000</b>	<b>\$105,000</b>	<b>\$142,000</b>
<b>TOTAL LEGAL</b>	<b>\$149,313</b>	<b>\$142,000</b>	<b>\$105,441</b>	<b>\$142,500</b>

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

119 - Non-Departmental

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	-	-	-	-
Supplies	\$19,119	\$19,000	\$16,965	\$18,200
Maintenance	-	-	-	-
Services and charges	\$402,998	\$410,500	\$471,844	\$465,216
<b>Total Operating Expenditures</b>	<b>\$422,117</b>	<b>\$429,500</b>	<b>\$488,809</b>	<b>\$483,416</b>
Capital Outlay	186,259	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	1,715,536	1,842,403	1,842,403	2,130,591
<b>Total Expenditures</b>	<b>\$2,323,912</b>	<b>\$2,271,903</b>	<b>\$2,331,212</b>	<b>\$2,614,007</b>

Supplemental Programs	Recurring	Non-Recur.
None		

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	NON-DEPARTMENTAL	NON-DEPARTMENTAL	100-119 NON-DEPARTMENTAL
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$6,787	\$6,500	\$4,730	\$5,200
6108 FUEL, OIL AND LUBRICANTS	\$300	\$0	\$0	\$0
6109 POSTAGE	\$11,247	\$12,500	\$11,735	\$13,000
6119 OTHER SUPPLIES	\$785	\$0	\$500	\$0
<b>SUPPLIES</b>	<b>\$19,119</b>	<b>\$19,000</b>	<b>\$16,965</b>	<b>\$18,200</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6304 PROF.SERV.-OTHER	\$1,400	\$0	\$0	\$0
6329 OTHER SERVICES	\$47,269	\$26,000	\$63,000	\$43,800
6330 INSURANCE	\$225,408	\$235,000	\$235,000	\$235,000
6335 ADVERTISING COST	\$743	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$44,287	\$42,500	\$41,676	\$41,016
6346 ECONOMIC DEVELOPMENT AGREEMENT	\$83,891	\$107,000	\$132,168	\$145,400
<b>SERVICES AND CHARGES</b>	<b>\$402,998</b>	<b>\$410,500</b>	<b>\$471,844</b>	<b>\$465,216</b>
6406 LAND AND BUILDINGS	\$186,259	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$186,259</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6691 TRANSFER OUT	\$20,000	\$20,000	\$20,000	\$20,000
6692 TRANSFER TO EMP. BEN. TRUST	\$1,695,536	\$1,822,403	\$1,822,403	\$2,110,591
<b>TRANSFERS</b>	<b>\$1,715,536</b>	<b>\$1,842,403</b>	<b>\$1,842,403</b>	<b>\$2,130,591</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>\$2,323,912</b>	<b>\$2,271,903</b>	<b>\$2,331,212</b>	<b>\$2,614,007</b>

# 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 2015-16 Accomplishments

- Northwest EMS Operations discontinued their dispatch services through TPD and moved them to the Harris County Emergency Center. This required TPD Dispatch Center to assume responsibility for Fire calls as well as Police. One additional dispatcher was added to the dispatch division and all of the dispatchers successfully completed an emergency fire dispatching course. The transition has gone smoothly.
- The organizational structure was redesigned resulting in the elimination of one Captain's position, the elimination of two Sergeant's positions, the addition of two Lieutenant's positions and resulted in an extra patrol officer position. This was accomplished without anyone losing their current rank.
- TPD obtained 2 Skywatch Towers, 4 electrical carts (used by PD, FD and Marketing), a newer model "deuce and a half" high profile vehicle and several high capacity computer servers from the 1033 Military Surplus program. The Towers have been used for special events and parking lot security and have been well received by the community. The 1033 program has been valuable in providing surplus equipment to the City of Tomball over the years.
- The department purchased two additional message boards to be used for notification of the public during special events and emergencies.
- TPD has implemented a mandatory driver training program for all officers. All TPD officers received driver training for basic, emergency and pursuit driving and will be updated annually.
- TPD established a "Coffee with a Cop" program in partnership with area restaurants. A different restaurant hosts the monthly program and the community is invited to attend, have free coffee, and visit with TPD officers and administrators to discuss issues that are

important to them. The program has been very successful and is a valuable asset to the TPD community policing effort.

- Specialized training has been offered in a variety of areas as the training program continues to expand.
- Traffic and pedestrian safety efforts have been enhanced through various initiatives to include extra patrol for special holidays, DWI initiatives, and traffic enforcement initiatives.
- The PD conference room was renovated to include new furniture and electronics which allows the room to be utilized also as a training room and an operations center during times of emergency.
- Portions of the shooting range were refurbished with sandblasting and repainting and the electronics were repaired and upgraded. In addition, a small container building was added to the site which contains equipment for weapons cleaning and officers are now required to clean their weapons and have them inspected prior to leaving the range.
- The department has established a safe exchange zone on the police station parking lot. This will serve as a designated area of safety for those citizens who buying or selling on e-commerce or for those who would prefer to conduct child custody exchanges in a safe area.
- The TPD jail detox cell was upgraded with high tech padding on all visible surfaces. This reduces the City's liability from injury to inmates who would attempt to harm themselves by hitting walls or by falling.
- Air Support Unit continues to work in partnership with the US DOJ and the Harris County Sheriff's Office. The unit, in the past year, has been utilized not only by TPD but by neighboring jurisdictions to locate stolen vehicles, wanted persons, armed suspects and pursuits. They have provided assistance to incident commanders during major unusual occurrences; and aided in our national security efforts by flying numerous critical infrastructure missions over the City of Tomball, Northwest Harris County, and the Houston Ship Channel. This is a valuable tool, and partnership, for crime prevention and criminal apprehension and one in which the Citizens of Tomball should take great pride.

## **Goals & Objectives for FY 2016-17**

- Obtain recertification for the Best Practice Recognition program.
- Initiate an “All Hands on Deck” program in which TPD (and other City departments) will saturate selected neighborhoods to visit with citizens and discuss crime prevention, neighborhood concerns, etc.
- Expand the Volunteers in Policing (VIPS) program through recruiting drives as well as expanding their role in providing services to the department and to the community.
- Establish a Future Leaders and Graduates (FLAG) program to mentor and counsel at risk youth.
- Establish a formal Community Policing program in which officers will be responsible for crime reduction tactics and crime prevention in their designated areas. Along with this we will be offering free crime prevention inspections to homeowners and businesses.
- Partner with the schools, fire department, EMS and hospital to conduct active shooter response training.
- Develop and implement a mandatory physical fitness program for officers.
- Cross train Dispatchers and Public Service Officers (Jailers) to provide extra personnel to both divisions
- Enhance training opportunities for personnel.
- Expand School Resource Officers to additional TISD schools and Concordia Lutheran School.

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

121 - Police Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$4,503,256	\$4,873,270	\$4,681,543	\$5,058,058
Supplies	\$205,183	\$303,000	\$229,000	\$290,250
Maintenance	\$67,883	\$56,500	\$67,900	\$63,900
Services and charges	\$212,135	\$269,000	\$181,672	\$172,920
<b>Total Operating Expenditures</b>	<b>\$4,988,457</b>	<b>\$5,501,770</b>	<b>\$5,160,115</b>	<b>\$5,585,128</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	248,718	-	-	104,812
<b>Total Expenditures</b>	<b>\$5,237,175</b>	<b>\$5,501,770</b>	<b>\$5,160,115</b>	<b>\$5,689,940</b>

Supplemental Programs	Recurring	Non-Recur.
Two School Resource Officers	\$192,364	

Staffing	FY2015	FY2016	FY2017
Police Chief	1	1	1
Captain	3	3	2
Lieutenant	-	-	2
Detective	1	1	-
Sergeant	7	7	5
Corporal	4	4	3
Air Support Officer	-	2	-
Police Officer	27	25	32
Public Service Officer	3	3	2
Records Clerk	2	3	2
Dispatcher	9.5	9.5	11
Ser. Administrative Assistant	1	1	1
Evidence Rom Technician	-	-	1
<b>Total</b>	<b>58.50</b>	<b>59.50</b>	<b>62.00</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT POLICE DEPARTMENT	100-121 -POLICE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$277,484	\$397,811	\$283,900	\$314,413
6003 WAGES-FULL TIME	\$2,520,463	\$3,076,411	\$2,797,897	\$3,282,643
6004 WAGES-PART TIME	\$27,583	\$67,861	\$66,000	\$52,743
6005 WAGES-OVERTIME	\$371,150	\$364,449	\$400,203	\$386,135
6006 WAGES-ON CALL	\$436	\$0	\$273	\$0
6009 WAGES-OTHER	\$144,081	\$0	\$83,305	\$0
6011 VACATION PAY	\$196,142	\$0	\$78,591	\$0
6012 SICK PAY	\$103,639	\$32,301	\$60,860	\$35,545
6013 EMERGENCY PAY	\$1,842	\$0	\$4,238	\$0
6019 MISCELLANEOUS PAY	\$28,820	\$31,065	\$30,525	\$32,290
6021 FICA-MED/SS	\$270,990	\$302,582	\$287,257	\$316,078
6022 TMRS-EMPLOYER	\$500,554	\$526,654	\$511,495	\$565,829
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKER COMPENSATION INSURANCE	\$56,992	\$70,136	\$72,999	\$72,382
6026 UNEMPLOYMENT TAXES	\$286	\$0	\$0	\$0
6030 EMPLOYEE TUITION REIMBURSEMENT	\$2,794	\$4,000	\$4,000	\$0
<b>PERSONNEL SERVICES</b>	<b>\$4,503,256</b>	<b>\$4,873,270</b>	<b>\$4,681,543</b>	<b>\$5,058,058</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$14,367	\$19,000	\$19,000	\$19,000
6102 EDUCATIONAL SUPPLIES	\$1,141	\$2,000	\$2,000	\$2,000
6104 JANITORIAL SUPPLIES	\$312	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$6,785	\$5,000	\$5,000	\$5,000
6106 MATERIALS AND PARTS	\$41,932	\$60,000	\$60,000	\$60,000
6107 CLOTHING AND UNIFORMS	\$44,858	\$47,000	\$47,000	\$52,750

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT POLICE DEPARTMENT	100-121 -POLICE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6108 FUEL, OIL AND LUBRICANTS	\$92,434	\$156,000	\$80,000	\$145,000
6109 POSTAGE	\$731	\$2,000	\$4,000	\$3,000
6119 OTHER SUPPLIES	\$2,623	\$3,000	\$4,000	\$3,000
6130 FURNITURE <\$20,000	\$0	\$8,500	\$7,500	\$0
<b>SUPPLIES</b>	<b>\$205,183</b>	<b>\$303,000</b>	<b>\$229,000</b>	<b>\$290,250</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$1,213	\$1,500	\$1,500	\$1,500
6204 OTHER EQUIPMENT MAINTENANCE	\$11,850	\$20,000	\$20,000	\$20,000
6205 VEHICLE MAINTENANCE	\$54,458	\$35,000	\$42,400	\$42,400
6206 BUILDING MAINTENANCE	\$362	\$0	\$4,000	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$67,883</b>	<b>\$56,500</b>	<b>\$67,900</b>	<b>\$63,900</b>
6304 PROFESSIONAL SERVICES, OTHER	\$13,735	\$5,000	\$5,000	\$5,000
6312 COMMUNICATION SERVICES	\$39,877	\$35,000	\$40,000	\$40,000
6316 PRINTING AND BINDING	\$595	\$3,000	\$1,000	\$1,000
6318 ANIMAL CONTROL-HARRIS COUNTY	\$22,000	\$30,000	\$26,000	\$30,000
6320 SOFTWARE SERVICE	\$63,258	\$90,000	\$13,252	\$0
6324 JAIL SERVICE EXPENSE	\$4,409	\$25,000	\$20,000	\$15,000
6325 BUY MONEY	\$4,000	\$4,000	\$4,000	\$4,000
6328 BIKE PATROL	\$3,065	\$3,000	\$3,000	\$3,000
6329 OTHER SERVICES	\$3,858	\$2,500	\$2,500	\$2,500
6332 TRAVEL AND MEALS	\$24,129	\$22,000	\$30,000	\$25,000
6333 DUES AND SUBSCRIPTIONS	\$4,509	\$6,500	\$6,500	\$7,000
6335 ADVERTISING COST	\$550	\$1,000	\$0	\$0

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> POLICE DEPARTMENT	<b>DIVISION</b> 100-121 -POLICE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6336 EQUIPMENT RENTALS	\$420	\$0	\$420	\$420
6337 TRAINING	\$27,730	\$42,000	\$30,000	\$40,000
<b>SERVICES AND CHARGES</b>	<b>\$212,135</b>	<b>\$269,000</b>	<b>\$181,672</b>	<b>\$172,920</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$248,718	\$0	\$0	\$104,812
<b>TRANSFERS</b>	<b>\$248,718</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,812</b>
<b>TOTAL GENERAL-POLICE DEPARTMENT</b>	<b>\$5,237,175</b>	<b>\$5,501,770</b>	<b>\$5,160,115</b>	<b>\$5,689,940</b>

# 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.

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- The Tomball Municipal Court has completed all mandatory educational hours by its entire court staff
- The Tomball Municipal Court has maintained a current Jury Trial Calendar, ensuring no backlog in regards to Jury Trial Request
- The Tomball Municipal Court implemented numerous Show-Cause Hearing Dockets in order to improve collection of payment plans
- The Tomball Municipal Court participated in the Annual Warrant Roundup and cleared 1,992 warrants
- Tomball Municipal Court workload for FY 2015-16

Number of Cases Filed	7,678 est.
Number of Warrants Issued	3,521 est.

### Goals & Objectives for FY 2016-17

- Continue training for court personnel through TMCEC and TCIC/NCIC
- Continue development of additional online forms to allow more options for the disposition of cases
- Continue to effectively manage court dates in order to maintain the flow of all new and old cases
- Continue to emphasize training for clerks in juvenile case management and maintaining their respective certification
- Continue with efforts to increase collections

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

122 - Municipal Court

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$248,612	\$278,313	\$267,940	\$291,279
Supplies	\$4,898	\$6,600	\$5,400	\$5,400
Maintenance	-	-	-	-
Services and charges	\$58,651	\$98,432	\$65,876	\$98,405
<b>Total Operating Expenditures</b>	<b>\$312,161</b>	<b>\$383,345</b>	<b>\$339,216</b>	<b>\$395,084</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$312,161</b>	<b>\$383,345</b>	<b>\$339,216</b>	<b>\$395,084</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Court Administrator	1	1	1
Municipal Court Clerk	1	-	-
Assistant Court Clerk	2	3	3
Municipal Judge	0.5	0.5	0.5
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> MUNICIPAL COURT	<b>DIVISION</b> 100-122 -MUNICIPAL COURT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$50,523	\$62,242	\$59,879	\$66,891
6003 WAGES-FULL TIME	\$94,542	\$123,087	\$103,075	\$118,667
6004 WAGES-PART TIME	\$36,549	\$38,988	\$44,859	\$44,140
6005 WAGES-OVERTIME	\$3,119	\$6,180	\$6,180	\$6,000
6006 WAGES-ON CALL	\$150	\$0	\$0	\$0
6009 WAGES-OTHER	\$7,018	\$0	\$3,956	\$0
6011 VACATION PAY	\$8,241	\$0	\$4,902	\$0
6012 SICK PAY	\$7,189	\$943	\$1,142	\$1,811
6013 EMERGENCY PAY	\$89	\$0	\$41	\$0
6019 MISCELLANEOUS PAY	\$1,720	\$1,900	\$1,675	\$1,930
6021 FICA-MED/SS	\$15,494	\$17,895	\$17,052	\$18,363
6022 TMRS-EMPLOYER	\$23,351	\$26,408	\$24,567	\$32,885
6025 WORKER COMPENSATION INSURANCE	\$516	\$670	\$612	\$592
6026 UNEMPLOYMENT TAXES	\$111	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$248,612</b>	<b>\$278,313</b>	<b>\$267,940</b>	<b>\$291,279</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$4,852	\$6,000	\$5,000	\$5,000
6102 EDUCATIONAL SUPPLIES	\$46	\$600	\$400	\$400
<b>SUPPLIES</b>	<b>\$4,898</b>	<b>\$6,600</b>	<b>\$5,400</b>	<b>\$5,400</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6303 PROFESSIONAL SERVICES,LEGAL	\$49,150	\$80,000	\$50,000	\$77,500
6304 PROFESSIONAL SERVICES,OTHER	\$680	\$3,000	\$2,000	\$5,000
6316 PRINTING AND BINDING	\$578	\$2,000	\$2,000	\$3,000
6329 OTHER SERVICES	\$207	\$2,100	\$2,100	\$2,100

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> MUNICIPAL COURT	<b>DIVISION</b> 100-122 -MUNICIPAL COURT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6332 TRAVEL AND MEALS	\$2,812	\$6,200	\$4,050	\$5,750
6333 DUES AND SUBSCRIPTIONS	\$1,774	\$1,757	\$1,776	\$1,655
6337 TRAINING	\$3,450	\$3,375	\$3,950	\$3,400
<b>SERVICES AND CHARGES</b>	<b>\$58,651</b>	<b>\$98,432</b>	<b>\$65,876</b>	<b>\$98,405</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-MUNICIPAL COURT</b>	<b>\$312,161</b>	<b>\$383,345</b>	<b>\$339,216</b>	<b>\$395,084</b>

# 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.

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Community City Manager continuing on
- Re-hired part-time Attendants
- Added new programs, including Mat Crocheting for Homeless and Hand~N~Foot Competition
- Sound Equipment re-updated – added more volume along with new mic
- Continued to add new Volunteer Helpers and Instructors
- Continued to arranged the structure of the Center physically through décor and activities
- Room A and exterior of small building painted giving fresh new look and feel
- Room B now has Audio System with screen and projector
- Revised the Community Center monthly calendar of events to make it more user-friendly
- Made Calendar easier to find on City Website
- Participate the second time with the Community Center Float in the annual Holiday Parade
- Re-wrote Community Center Policy handbook
- All above has aided in attendance increase

## **Goals & Objectives for FY 2016-17**

- Increase rental revenue
- 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

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

131 - Community Center

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$115,708	\$128,592	\$129,553	\$135,590
Supplies	\$7,551	\$12,650	\$12,650	\$12,650
Maintenance	\$1,201	\$38,600	\$38,600	\$15,800
Services and charges	\$3,980	\$3,435	\$5,035	\$5,435
<b>Total Operating Expenditures</b>	<b>\$128,440</b>	<b>\$183,277</b>	<b>\$185,838</b>	<b>\$169,475</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$128,440</b>	<b>\$183,277</b>	<b>\$185,838</b>	<b>\$169,475</b>

Supplemental Programs	Recurring	Non-Recur.
Community Center Remodel Bathrooms		\$15,000

Staffing	FY2015	FY2016	FY2017
Manager	1	1	1
Assistant	1	1	1
Attendants - Part Time	1	1	1
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> COMMUNITY CENTER	<b>DIVISION</b> 100-131 COMMUNITY CENTER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$41,982	\$45,805	\$43,471	\$47,177
6003 WAGES-FULL TIME	\$30,488	\$35,949	\$33,783	\$37,020
6004 WAGES-PART TIME	\$14,316	\$23,395	\$23,395	\$23,878
6005 WAGES-OVERTIME	\$2,067	\$1,030	\$1,500	\$1,000
6009 WAGES-OTHER	\$3,251	\$0	\$2,339	\$0
6011 VACATION PAY	\$3,415	\$0	\$2,584	\$0
6012 SICK PAY	\$989	\$1,258	\$1,439	\$1,296
6013 EMERGENCY PAY	\$21	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$740	\$860	\$860	\$980
6021 FICA-MED/SS	\$6,844	\$8,323	\$8,097	\$8,557
6022 TMRS-EMPLOYER	\$11,238	\$11,570	\$11,718	\$15,327
6025 WORKER COMPENSATION INSURANCE	\$275	\$402	\$367	\$355
6026 UNEMPLOYMENT TAXES	\$82	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$115,708</b>	<b>\$128,592</b>	<b>\$129,553</b>	<b>\$135,590</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$993	\$1,000	\$1,000	\$1,000
6104 JANITORIAL SUPPLIES	\$87	\$350	\$350	\$350
6105 FOOD SUPPLIES	\$4,593	\$5,000	\$5,000	\$5,000
6108 FUEL,OIL AND LUBRICANTS	\$374	\$700	\$700	\$700
6119 OTHER SUPPLIES	\$1,504	\$4,000	\$4,000	\$4,000
6130 FURNITURE <\$20,000	\$0	\$1,600	\$1,600	\$1,600
<b>SUPPLIES</b>	<b>\$7,551</b>	<b>\$12,650</b>	<b>\$12,650</b>	<b>\$12,650</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$777	\$200	\$200	\$400

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> COMMUNITY CENTER	<b>DIVISION</b> 100-131 COMMUNITY CENTER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6205 VEHICLE MAINTENANCE	\$424	\$400	\$400	\$400
6206 BUILDING MAINTENANCE	\$0	\$38,000	\$38,000	\$15,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$1,201</b>	<b>\$38,600</b>	<b>\$38,600</b>	<b>\$15,800</b>
6329 OTHER SERVICES	\$0	\$400	\$400	\$800
6332 TRAVEL AND MEALS	\$748	\$400	\$2,000	\$2,000
6335 ADVERTISING COST	\$3,232	\$2,500	\$2,500	\$2,500
6362 PERMITS AND LICENSES	\$0	\$135	\$135	\$135
<b>SERVICES AND CHARGES</b>	<b>\$3,980</b>	<b>\$3,435</b>	<b>\$5,035</b>	<b>\$5,435</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-COMMUNITY CENTER</b>	<b>\$128,440</b>	<b>\$183,277</b>	<b>\$185,838</b>	<b>\$169,475</b>

# **Fire Marshal**

## **DEPARTMENT MISSION**

The mission of the Fire Marshal also known as the Fire Prevention Division is to ensure that the commercial buildings within the City Limits of Tomball are protected from fire or other hazards through the proactive adoption of fire codes and an aggressive fire inspection program. The Prevention Division also provides an active public education program. The Division takes pride in the work we do, making Tomball a safer place to live, work and play.

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Filled the Assistant Fire Marshal position.
- Developed comprehensive fee schedule.
- Updated City website with construction standards, safety material and complaint submission form.
- Provided Hands-On / Live Fire, fire extinguisher training for 150 employees of various businesses.
- Restructured and rebranded the office to that of the Fire Prevention Division
- Completed merger with the Operations Division under the Fire Department.

### **Goals & Objectives for FY 2016-17**

- In conjunction with the Operations Division, develop and mentor Operations employees that are certified as fire inspectors under the Texas Commission on Fire Protection to assist the Fire Prevention Office in the pursuit of its inspection goals.
- Continuously review and update City Fire codes and Ordinances.
- Initiate pilot Knox Box Program in residences of physically challenged community members.

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

141 - Fire Marshal

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$142,871	\$181,367	\$111,115	\$0
Supplies	\$30,880	\$24,150	\$9,588	\$0
Maintenance	\$20,945	\$18,520	\$17,000	\$0
Services and charges	\$10,469	\$21,240	\$9,300	\$0
<b>Total Operating Expenditures</b>	<b>\$205,165</b>	<b>\$245,277</b>	<b>\$147,003</b>	<b>\$0</b>
Capital Outlay	\$4,100	\$5,000	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$29,522	-	-	-
<b>Total Expenditures</b>	<b>\$238,787</b>	<b>\$250,277</b>	<b>\$147,003</b>	<b>\$0</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Fire Marshal	1	1	0
Assistant Fire Marshal	1	1	0
Part-Time Deputy Fire Marshal	0.5	0.5	0
<b>Total</b>	<b>2.50</b>	<b>2.50</b>	<b>0.00</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT FIRE MARSHAL	100-141 FIRE MARSHAL
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$58,065	\$68,933	\$31,881	\$0
6003 WAGES-FULL TIME	\$34,664	\$53,560	\$41,562	\$0
6004 WAGES-PART TIME	\$0	\$20,653	\$9,302	\$0
6005 WAGES-OVERTIME	\$1,508	\$5,150	\$5,150	\$0
6009 WAGES-OTHER	\$3,806	\$0	\$1,950	\$0
6011 VACATION PAY	\$6,355	\$0	\$466	\$0
6012 SICK PAY	\$11,772	\$1,032	\$465	\$0
6019 MISCELLANEOUS PAY	\$495	\$615	\$60	\$0
6021 FICA-MED/SS	\$8,582	\$11,601	\$6,941	\$0
6022 TMRS-EMPLOYER	\$16,008	\$17,746	\$11,188	\$0
6025 WORKER COMPENSATION INSURANCE	\$1,616	\$2,077	\$2,150	\$0
<b>PERSONNEL SERVICES</b>	<b>\$142,871</b>	<b>\$181,367</b>	<b>\$111,115</b>	<b>\$0</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$2,836	\$1,800	\$1,128	\$0
6102 EDUCATIONAL SUPPLIES	\$4,056	\$4,500	\$4,500	\$0
6104 JANITORIAL AND CLEANING SUPPLY	\$0	\$200	\$0	\$0
6105 FOOD SUPPLIES	\$165	\$400	\$45	\$0
6106 MATERIALS AND PARTS	\$0	\$450	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$6,819	\$5,400	\$2,115	\$0
6108 FUEL, OIL AND LUBRICANTS	\$3,625	\$8,000	\$1,500	\$0
6109 POSTAGE	\$0	\$100	\$0	\$0
6119 OTHER SUPPLIES	\$10,084	\$2,300	\$300	\$0

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> FIRE MARSHAL	<b>DIVISION</b> 100-141 FIRE MARSHAL
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6130 FURNITURE<\$20,000	\$3,295	\$1,000	\$0	\$0
<b>SUPPLIES</b>	<b>\$30,880</b>	<b>\$24,150</b>	<b>\$9,588</b>	<b>\$0</b>
6204 EQUIPMENT MAINTENANCE	\$0	\$500	\$0	\$0
6205 VEHICLE MAINTENANCE	\$6,650	\$3,020	\$2,000	\$0
6219 OTHER MAINTENANCE	\$14,295	\$15,000	\$15,000	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$20,945</b>	<b>\$18,520</b>	<b>\$17,000</b>	<b>\$0</b>
6304 PROF.SERV.-OTHER	\$0	\$300	\$800	\$0
6312 COMMUNICATION SERVICES	\$1,129	\$1,600	\$1,000	\$0
6320 COMPUTER SOFTWARE SERVICES	\$0	\$1,000	\$0	\$0
6329 OTHER SERVICES	\$55	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$4,290	\$7,300	\$2,000	\$0
6333 DUES AND SUBSCRIPTIONS	\$2,965	\$3,040	\$2,500	\$0
6337 TRAINING	\$2,030	\$8,000	\$3,000	\$0
<b>SERVICES AND CHARGES</b>	<b>\$10,469</b>	<b>\$21,240</b>	<b>\$9,300</b>	<b>\$0</b>
6403 MACHINERY AND EQUIPMENT	\$4,100	\$5,000	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$4,100</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$29,522	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$29,522</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FIRE MARSHAL</b>	<b>\$238,787</b>	<b>\$250,277</b>	<b>\$147,003</b>	<b>\$0</b>

# Fire Department

## DEPARTMENT MISSION

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

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Percentage of time that the first arriving apparatus arrived on the scene has remained at approximately 60%.
- The Department has acquired the land for City Fire Station #3.
- Harris County ESD #15 has completed construction of a 12,400 sq. ft. fire station for a county fire station on the west side of the District (Telge Rd) which the Tomball Fire Department will equip and staff. The ESD is paying for three full-time driver/operator positions at this station.
- Continued to provide specialized training throughout the Department resulting in Texas Commission on Fire Protection certifications for Instructor I and II, Officer I, II, III and IV, Safety Officer, Hazardous Material Technician, Rescue and Wildland to numerous employees of the Department.
- Standards of Cover project has been completed.
- Completed revision and 15 year extension of the Inter-local Service Agreement with Harris County ESD #15.
- Completed restructure and merger of the Operations and Prevention Divisions.
- Provided training to the majority of full-time positions leading to them becoming certified by the Texas Commission on Fire Protection as Inspectors.

### Goals & Objectives for FY 2016-17

- Increase the percentage of time it takes for the first arriving fire apparatus to arrive on the scene of an emergency incident within five minutes of being dispatched to 85%.
- Achieve 1,000 commercial property inspections during fiscal year.

- Continue to meet the minimum staffing goals of the Department at least 99% of the time.
- Seek funding assistance to design, fund, construct and operate a combined fire/police/public works training field through a consortium of partners.
- Request ESD #15 acquire a site for a second county fire station on the east side of the District.
- Complete the Department's Strategic Plan.
- Complete Texas Fire Chiefs Association Best Practices Program.
- Increase active volunteer membership by 20 positions.

**Major Budget Items:**

- Vehicle Maintenance (\$155,400)
- Air pack replacement (\$28,800)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

142 - Fire Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$1,615,206	\$1,822,429	\$1,744,648	\$2,114,744
Supplies	\$320,067	\$424,850	\$400,840	\$382,650
Maintenance	\$207,640	\$186,960	\$233,300	\$241,600
Services and charges	\$140,341	\$211,675	\$166,040	\$180,635
<b>Total Operating Expenditures</b>	<b>\$844,551</b>	<b>\$2,645,914</b>	<b>\$2,544,828</b>	<b>\$2,919,629</b>
Capital Outlay	\$844,551	\$71,600	\$66,000	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	\$37,000
<b>Total Expenditures</b>	<b>\$1,689,102</b>	<b>\$2,717,514</b>	<b>\$2,610,828</b>	<b>\$2,956,629</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016*	FY2017
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal**	-	-	1
Administrative Assistant	1	1	1
Assistant Fire Marshal**	-	-	1
Captain	-	-	3
Lieutenant	6	6	6
Driver/Operator	6	6	6
Firefighter	3	3	-
Part Time Firefighter ***	7	7	7
Deputy Fire Marshal**	-	-	0.5
<b>PAID STAFF</b>	<b>25</b>	<b>25</b>	<b>27.50</b>
Community Volunteers	30	30	30
<b>Total</b>	<b>55</b>	<b>55</b>	<b>58</b>

\*Fire Dept consists of 16 full time equivalents (FTE) which is made up of 9 full time employees and 35 part time duty crew employees

\*\*Effective FY2017, Dept 141 (Fire Marshal) staffing will be consolidated with Dept 142 (Fire Dept)

\*\*\*Part Time Fire Fighter equivalent to .2 FTE

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> FIRE DEPARTMENT	<b>DIVISION</b> 100-142-FIRE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$165,475	\$186,868	\$181,639	\$255,924
6003 WAGES - FULL TIME	\$645,954	\$897,550	\$753,878	\$935,944
6004 WAGES - PART TIME	\$238,379	\$201,518	\$212,420	\$303,128
6005 WAGES - OVERTIME	\$148,400	\$164,112	\$164,112	\$170,000
6009 WAGES - OTHER	\$51,995	\$0	\$25,762	\$0
6010 FIRE RUN PAYMENTS	\$17,776	\$45,000	\$35,000	\$35,000
6011 VACATION PAY	\$46,980	\$0	\$27,167	\$0
6012 SICK PAY	\$26,854	\$8,867	\$25,830	\$4,561
6013 EMERGENCY PAY	\$897	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$3,650	\$4,500	\$4,500	\$4,305
6020 VOLUNTEERS' STATE RETIREMENT	\$3,750	\$15,000	\$15,000	\$15,000
6021 SOCIAL SECURITY AND MEDICARE TAX	\$99,891	\$107,505	\$106,958	\$129,166
6022 TMRS-RETIREMENT-EMPLOYER	\$146,906	\$159,569	\$159,412	\$231,318
6024 HEALTH INSURANCE	\$0	\$0	\$0	\$0
6025 WORKERS' COMPENSATION INS	\$10,209	\$19,940	\$20,970	\$22,398
6026 STATE UNEMPLOYMENT TAXES	\$471	\$0	\$0	\$0
6030 EMPLOYEE TUITION REIMBURSEMENT	\$7,619	\$12,000	\$12,000	\$8,000
<b>PERSONNEL SERVICES</b>	<b>\$1,615,206</b>	<b>\$1,822,429</b>	<b>\$1,744,648</b>	<b>\$2,114,744</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$11,390	\$5,700	\$5,700	\$5,450
6102 EDUCATIONAL SUPPLIES	\$5,635	\$14,000	\$9,100	\$14,000
6104 JANITORIAL SUPPLIES	\$4,321	\$4,500	\$4,500	\$4,500
6105 FOOD SUPPLIES	\$9,742	\$18,900	\$17,900	\$17,400

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT FIRE DEPARTMENT	100-142-FIRE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6106 MATERIALS AND PARTS	\$64,236	\$13,500	\$10,500	\$11,000
6107 CLOTHING AND UNIFORMS	\$88,841	\$113,000	\$110,000	\$111,000
6108 FUEL, OIL AND LUBRICANTS	\$27,744	\$45,000	\$38,000	\$45,000
6109 POSTAGE	\$241	\$150	\$600	\$500
6110 CHEMICAL SUPPLIES	\$6,376	\$15,750	\$14,750	\$14,150
6119 OTHER SUPPLIES	\$101,541	\$48,610	\$48,550	\$44,650
6130 FURNITURE <\$20,000	\$0	\$11,500	\$7,600	\$4,000
6141 SCBA PARTS AND SUPPLIES	\$0	\$50,000	\$50,000	\$51,500
6142 COMMUNICATION PARTS AND SUPPLIES	\$0	\$31,350	\$30,750	\$29,500
6143 FF TOOL PARTS AND SUPPLIES	\$0	\$52,890	\$52,890	\$30,000
<b>SUPPLIES</b>	<b>\$320,067</b>	<b>\$424,850</b>	<b>\$400,840</b>	<b>\$382,650</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$39	\$1,200	\$1,100	\$1,100
6203 RADIO EQUIPMENT MAINTENANCE	\$14,057	\$0	\$0	\$0
6204 OTHER EQUIPMENT MAINTENANCE	\$77,201	\$17,260	\$9,800	\$9,800
6205 VEHICLE MAINTENANCE	\$113,991	\$100,000	\$165,000	\$155,400
6206 BUILDING MAINTENANCE	\$2,352	\$16,000	\$11,000	\$10,500
6219 OTHER MAINTENANCE	\$0	\$0	\$0	\$15,000
6241 SCBA MAINTENANCE AND TESTING	\$0	\$15,400	\$15,400	\$15,300
6242 COMMUNICATION MAINTENANCE	\$0	\$20,100	\$15,000	\$17,000
6243 FIREFIGHTING TOOL MAINTENANCE	\$0	\$17,000	\$16,000	\$17,500
<b>REPAIRS AND MAINTENANCE</b>	<b>\$207,640</b>	<b>\$186,960</b>	<b>\$233,300</b>	<b>\$241,600</b>
6304 PROFESSIONAL SERVICES-OTHER	\$40,831	\$38,500	\$29,500	\$29,500

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT FIRE DEPARTMENT	100-142-FIRE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6312 COMMUNICATION SERVICES	\$20,563	\$30,580	\$33,080	\$34,080
6316 PRINTING AND BINDING	\$13	\$8,400	\$6,950	\$6,950
6320 COMPUTER SOFTWARE SERVICES	\$15,400	\$27,285	\$2,205	\$0
6329 OTHER SERVICES	\$2,971	\$3,200	\$3,500	\$3,500
6332 TRAVEL AND MEALS	\$16,315	\$30,200	\$29,700	\$30,700
6333 DUES AND SUBSCRIPTIONS	\$6,621	\$11,000	\$10,705	\$13,155
6335 ADVERTISING COST	\$1,375	\$1,050	\$850	\$2,000
6336 EQUIPMENT RENTALS	\$3,102	\$2,500	\$3,500	\$2,500
6337 TRAINING	\$26,156	\$48,960	\$36,050	\$46,650
6343 FIREFIGHTING TOOL RENTALS	\$0	\$1,500	\$1,500	\$1,500
6350 CHILD SAFETY EDUCATION	\$4,568	\$5,000	\$5,000	\$6,100
6398 BANQUETS, DEDICATIONS AND RECEIPT	\$2,426	\$3,500	\$3,500	\$4,000
<b>SERVICES AND CHARGES</b>	<b>\$140,341</b>	<b>\$211,675</b>	<b>\$166,040</b>	<b>\$180,635</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$5,600	\$0	\$0
6405 VEHICLE EQUIPMENT	\$842,801	\$66,000	\$66,000	\$0
6406 LAND AND BUILDINGS	\$1,750	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$844,551</b>	<b>\$71,600</b>	<b>\$66,000</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$37,000
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,000</b>
<b>DEBT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-FIRE DEPARTMENT</b>	<b>\$3,127,805</b>	<b>\$2,717,514</b>	<b>\$2,610,828</b>	<b>\$2,956,629</b>

# Emergency Management

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- FCC licensed low power FM radio station, KTTF, to enhance emergency management operations is fully operational.
- KTTF performed well during the May 31 flood incident.
- FM radio equipment has been acquired.
- Tomball Independent School District, Concordia Lutheran High School and Lone Star College – Tomball have entered into a Quad-Party Interlocal Agreement to assist with programming and operations of the low power FM radio station.
- Completed a functional exercise of the HAM radio site at the City Annex Building
- 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.
- Civic Ready performed well during the April 18 and May 31 significant flooding incidents.
- Developed an agreement that transitioned from two refuge area church programs to a formalized agreement with a local church to participate as an American Red Cross sponsored shelter.

### Goals & Objectives for FY 2016-17

- 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.
- Acquire an additional 100 cots and 300 blankets from FEMA.
- Design and complete, in conjunction with other City of Tomball agencies and EMS, one multi-jurisdictional, multi-agency emergency incident tabletop exercise
- Complete the development of a Standard Operating Guideline to address large animal housing issues in the event of evacuation of Tomball and surrounding areas.
- Develop additional high water rescue capabilities.

### Major Budget Items

- Additional low power FM radio equipment and operating costs (\$12,500)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

143 - Emergency Management

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	-	-	-	-
Supplies	\$11,717	\$3,950	\$1,600	\$3,450
Maintenance	\$0	\$2,500	\$600	\$0
Services and charges	\$11,934	\$12,495	\$15,725	\$21,455
<b>Total Operating Expenditures</b>	<b>\$23,651</b>	<b>\$18,945</b>	<b>\$17,925</b>	<b>\$24,905</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$23,651</b>	<b>\$18,945</b>	<b>\$17,925</b>	<b>\$24,905</b>

Supplemental Programs	Recurring	Non-Recur.
None		

<b>FUND</b>	<b>CITY OF TOMBALL DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	EMERGENCY MANAGEMENT	100-143 EMERGENCY MANAGEMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$100	\$50	\$500
6102 EDUCATIONAL SUPPLIES	\$0	\$1,000	\$900	\$1,000
6103 COMPUTER EQUIPMENT <\$20,000	\$11,717	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$0	\$2,500	\$500	\$0
6107 CLOTHING AND UNIFORMS	\$0	\$350	\$150	\$1,950
<b>SUPPLIES</b>	<b>\$11,717</b>	<b>\$3,950</b>	<b>\$1,600</b>	<b>\$3,450</b>
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$2,500	\$600	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$600</b>	<b>\$0</b>
6304 PROF.SERV.-OTHER	\$98	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$9,075	\$5,000	\$5,000	\$6,000
6320 COMPUTER SOFTWARE SERV.	\$1,000	\$2,500	\$1,500	\$1,500
6332 TRAVEL AND MEALS	\$1,111	\$3,000	\$1,300	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$300	\$795	\$595	\$595
6337 TRAINING	\$350	\$1,200	\$600	\$1,200
6345 KTTF EXPENSES	\$0	\$0	\$6,730	\$10,660
<b>SERVICES AND CHARGES</b>	<b>\$11,934</b>	<b>\$12,495</b>	<b>\$15,725</b>	<b>\$21,455</b>
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>\$23,651</b>	<b>\$18,945</b>	<b>\$17,925</b>	<b>\$24,905</b>

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

145 - ESD#15 Station 5

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$0	\$0	\$111,873	\$229,017
Supplies	\$0	\$0	\$22,200	\$5,600
Maintenance	\$0	\$0	\$5,850	\$11,368
Services and charges	\$0	\$0	\$20,049	\$37,407
<b>Total Operating Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$159,972</b>	<b>\$283,392</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$159,972</b>	<b>\$283,392</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Driver/Operator	-	-	3
<b>Total</b>	<b>-</b>	<b>-</b>	<b>3</b>

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

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$0	\$0	\$78,536	\$158,169
6005 WAGES-OVERTIME	\$0	\$0	\$13,848	\$28,476
6021 FICA-S.S. AND MEDICARE TAXES	\$0	\$0	\$7,018	\$14,287
6022 TMRS-EMPLOYER	\$0	\$0	\$12,471	\$25,585
6025 WORKER COMPENSATION INS.	\$0	\$0	\$0	\$2,500
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,873</b>	<b>\$229,017</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$0	\$800	\$1,000
6104 JANITORIAL AND CLEANING SUPPLY	\$0	\$0	\$2,500	\$1,500
6105 FOOD SUPPLIES	\$0	\$0	\$300	\$500
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$18,600	\$2,600
<b>SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,200</b>	<b>\$5,600</b>
6206 BUILDING MAINTENANCE	\$0	\$0	\$5,850	\$11,368
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,850</b>	<b>\$11,368</b>
6312 COMMUNICATION SERVICES	\$0	\$0	\$2,150	\$4,200
6313 UTILITIES	\$0	\$0	\$16,624	\$31,932
6333 DUES AND SUBSCRIPTIONS	\$0	\$0	\$1,275	\$1,275
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,049</b>	<b>\$37,407</b>
<b>TOTAL GENERAL-ESD#15 STATION 5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$159,972</b>	<b>\$283,392</b>

# **Public Works Administration**

## **DEPARTMENT MISSION**

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

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Determined additional methods of public outreach to increase of awareness of water consumption, natural gas and other important aspects

### **Goals & Objectives for FY 2016-17**

- Continue public outreach by updating the website to include more FAQ's and awareness information
- Update work order system for Public Works Department to improve efficiency and response time in addressing issues

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

### DEPARTMENT

100 - General Fund

151 - Public Works Administration

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$48,601	\$50,452	\$50,681	\$51,955
Supplies	\$3,168	\$2,400	\$4,865	\$4,800
Maintenance	\$170	-	\$100	-
Services and charges	\$1,509	\$7,440	\$1,511	\$550
<b>Total Operating Expenditures</b>	<b>\$53,448</b>	<b>\$60,292</b>	<b>\$57,157</b>	<b>\$57,305</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$53,448</b>	<b>\$60,292</b>	<b>\$57,157</b>	<b>\$57,305</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Administrative Assistant	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT PUBLIC WORKS ADM.	100-151 -PUBLIC WORKS ADM.
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$31,630	\$39,292	\$36,722	\$40,470
6005 WAGES-OVERTIME	\$797	\$1,030	\$1,030	\$1,000
6009 WAGES-OTHER	\$1,683	\$0	\$1,030	\$0
6011 VACATION PAY	\$3,268	\$0	\$1,303	\$0
6012 SICK PAY	\$1,728	\$0	\$530	\$0
6019 MISCELLANEOUS PAY	\$1,085	\$1,145	\$1,145	\$1,205
6021 FICA-MED/SS	\$2,877	\$3,194	\$3,108	\$3,283
6022 TMRS-EMPLOYER	\$5,441	\$5,657	\$5,691	\$5,879
6025 WORKER COMPENSATION INSURANCE	\$92	\$134	\$122	\$118
<b>PERSONNEL SERVICES</b>	<b>\$48,601</b>	<b>\$50,452</b>	<b>\$50,681</b>	<b>\$51,955</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,353	\$1,000	\$1,000	\$1,000
6102 EDUCATIONAL SUPPLIES	\$0	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$1,456	\$800	\$1,400	\$1,400
6107 CLOTHING AND UNIFORMS	\$272	\$0	\$365	\$300
6108 FUEL, OIL AND LUBRICANTS	\$0	\$0	\$1,500	\$1,500
6109 POSTAGE	\$36	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$51	\$100	\$100	\$100
<b>SUPPLIES</b>	<b>\$3,168</b>	<b>\$2,400</b>	<b>\$4,865</b>	<b>\$4,800</b>
6205 VEHICLE MAINTENANCE	\$170	\$0	\$100	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$170</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>
6304 PROFESSIONAL SERVICES, OTHER	\$938	\$1,000	\$1,000	\$0
6312 COMMUNICATION SERVICES	\$361	\$350	\$350	\$350
6320 SOFTWARE SERVICE	\$0	\$6,000	\$0	\$0

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	PUBLIC WORKS ADM.	100-151 -PUBLIC WORKS ADM.
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6329 OTHER SERVICES	\$0	\$0	\$71	\$100
6332 TRAVEL AND MEALS	\$0	\$40	\$40	\$50
6333 DUES AND SUBSCRIPTIONS	\$160	\$0	\$0	\$0
6362 PERMITS AND LICENSES	\$50	\$50	\$50	\$50
<b>SERVICES AND CHARGES</b>	<b>\$1,509</b>	<b>\$7,440</b>	<b>\$1,511</b>	<b>\$550</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-PUBLIC WORKS ADM.</b>	<b>\$53,448</b>	<b>\$60,292</b>	<b>\$57,157</b>	<b>\$57,305</b>

# **Garage Department**

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Began implementation of emergency fuel card program

### **Goals & Objectives for FY 2016-17**

- Continue the expansion of the Garage's oversight of the maintenance of fleet
- Include the department on more city wide initiatives as it relates to fleet including replacement and maintenance

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

152 - Garage

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$132,298	\$135,787	\$136,094	\$138,465
Supplies	\$5,173	\$6,025	\$4,720	\$4,675
Maintenance	\$3,965	\$4,400	\$28,150	\$3,800
Services and charges	\$4,894	\$6,441	\$5,955	\$4,199
<b>Total Operating Expenditures</b>	<b>\$146,330</b>	<b>\$152,653</b>	<b>\$174,919</b>	<b>\$151,139</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$146,330</b>	<b>\$152,653</b>	<b>\$174,919</b>	<b>\$151,139</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Lead Mechanic	1	1	1
Heavy Equip/Fleet Mechanic	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT GARAGE	100-152 - GARAGE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$86,308	\$100,356	\$91,515	\$102,369
6005 WAGES-OVERTIME	\$10,392	\$8,240	\$8,240	\$8,000
6009 WAGES-OTHER	\$4,410	\$0	\$2,697	\$0
6011 VACATION PAY	\$4,594	\$0	\$5,047	\$0
6012 SICK PAY	\$1,670	\$681	\$1,515	\$701
6013 EMERGENCY PAY	\$0	\$0	\$626	\$0
6019 MISCELLANEOUS PAY	\$725	\$845	\$845	\$965
6021 FICA-MED/SS	\$7,853	\$8,452	\$8,172	\$8,630
6022 TMRS-EMPLOYER	\$14,587	\$14,969	\$15,017	\$15,455
6025 WORKER COMPENSATION INSURANCE	\$1,759	\$2,244	\$2,420	\$2,345
<b>PERSONNEL SERVICES</b>	<b>\$132,298</b>	<b>\$135,787</b>	<b>\$136,094</b>	<b>\$138,465</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$59	\$75	\$120	\$75
6106 MATERIALS AND PARTS	\$2,794	\$3,000	\$1,500	\$1,500
6107 CLOTHING AND UNIFORMS	\$791	\$850	\$1,200	\$1,200
6108 FUEL, OIL AND LUBRICANTS	\$968	\$1,200	\$1,100	\$1,100
6119 OTHER SUPPLIES	\$561	\$900	\$800	\$800
<b>SUPPLIES</b>	<b>\$5,173</b>	<b>\$6,025</b>	<b>\$4,720</b>	<b>\$4,675</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$300	\$150	\$300
6205 VEHICLE MAINTENANCE	\$633	\$100	\$2,000	\$500
6207 SYSTEM MAINTENANCE	\$3,332	\$4,000	\$26,000	\$3,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$3,965</b>	<b>\$4,400</b>	<b>\$28,150</b>	<b>\$3,800</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> GARAGE	<b>DIVISION</b> 100-152 - GARAGE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6312 COMMUNICATION SERVICES	\$722	\$625	\$625	\$625
6320 COMPUTER SOFTWARE SERVICES	\$1,350	\$2,250	\$1,825	\$0
6333 DUES AND SUBSCRIPTIONS	\$1,728	\$1,700	\$1,700	\$1,700
6336 EQUIPMENT RENTALS	\$554	\$436	\$436	\$436
6337 TRAINING	\$540	\$1,300	\$1,300	\$1,300
6362 PERMITS AND LICENSES	\$0	\$130	\$69	\$138
<b>SERVICES AND CHARGES</b>	<b>\$4,894</b>	<b>\$6,441</b>	<b>\$5,955</b>	<b>\$4,199</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-GARAGE</b>	<b>\$146,330</b>	<b>\$152,653</b>	<b>\$174,919</b>	<b>\$151,139</b>

# **Parks Department**

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Completed the conversion to LED lighting at the Tennis Courts
- Executed contracts for lawn maintenance at City Facilities to enable staff to focus more on Parks and ROW
- Completed installation of sidewalks at Depot Plaza
- Began Zion sidewalk repairs and extension
- Began improvements at Wayne Stovall Sports Complex

### **Goals & Objectives for FY 2016-17**

- Begin construction Phase I improvements at Broussard Community Park
- Complete Zion sidewalk repairs and extension
- Continue improvements at Wayne Stovall Sports Complex Improvements

### **Major Budget Items**

- LED Lighting Upgrade for Parks (\$30,000)
- LED lighting upgrade-various (\$30,000)
- Heritage Plaza parking lot lighting (\$25,000)
- Wayne Stovall Sports Complex Improvements (\$180,000)
- Broussard Community Park Development (\$300,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

153 - Parks

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$217,339	\$229,318	\$255,544	\$283,224
Supplies	\$40,706	\$47,306	\$41,172	\$47,672
Maintenance	\$26,177	\$230,200	\$251,900	\$60,500
Services and charges	\$26,742	\$60,400	\$24,760	\$21,760
<b>Total Operating Expenditures</b>	<b>\$310,964</b>	<b>\$567,224</b>	<b>\$573,376</b>	<b>\$413,156</b>
Capital Outlay	\$181,955	\$175,000	\$237,000	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$206,197	\$85,000	\$185,000	\$480,000
<b>Total Expenditures</b>	<b>\$699,116</b>	<b>\$827,224</b>	<b>\$995,376</b>	<b>\$893,156</b>

Supplemental Programs	Recurring	Non-Recur.
Broussard Park Development		\$300,000
Wayne Stovall Sports Complex Improvement		\$180,000
LED Lighting Upgrade for Parks		\$30,000

Staffing	FY2015	FY2016	FY2017
Park Serviceperson	3	3	3
Parks Crew Leader	2	2	2
Crew Worker	0.2	0.2	0.2
<b>Total</b>	<b>5.2</b>	<b>5.2</b>	<b>5.2</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	PARKS	PARKS	100-153 -PARKS
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$142,819	\$169,057	\$153,384	\$176,143
6004 WAGES-PART TIME	\$5,188	\$4,635	\$32,573	\$42,907
6005 WAGES-OVERTIME	\$7,835	\$9,270	\$9,770	\$9,500
6009 WAGES-OTHER	\$8,143	\$0	\$4,836	\$0
6011 VACATION PAY	\$7,564	\$0	\$6,077	\$0
6012 SICK PAY	\$4,184	\$1,087	\$3,522	\$0
6013 EMERGENCY PAY	\$419	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$1,370	\$1,710	\$1,710	\$1,730
6021 FICA-MED/SS	\$12,784	\$14,240	\$15,874	\$17,789
6022 TMRS-EMPLOYER	\$23,220	\$24,590	\$24,394	\$31,857
6025 WORKER COMPENSATION INSURANCE	\$3,542	\$4,729	\$3,404	\$3,298
6026 UNEMPLOYMENT TAXES	\$271	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$217,339</b>	<b>\$229,318</b>	<b>\$255,544</b>	<b>\$283,224</b>
6106 MATERIALS AND PARTS	\$13,340	\$19,000	\$16,000	\$19,000
6107 CLOTHING AND UNIFORMS	\$2,503	\$2,506	\$2,872	\$2,872
6108 FUEL, OIL AND LUBRICANTS	\$9,623	\$12,000	\$8,500	\$12,000
6110 CHEMICAL SUPPLIES	\$4,890	\$3,800	\$3,800	\$3,800
6119 OTHER SUPPLIES	\$10,350	\$10,000	\$10,000	\$10,000
<b>SUPPLIES</b>	<b>\$40,706</b>	<b>\$47,306</b>	<b>\$41,172</b>	<b>\$47,672</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$5,959	\$3,500	\$5,200	\$3,800
6205 VEHICLE MAINTENANCE	\$961	\$1,700	\$1,700	\$1,700

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> PARKS	<b>DIVISION</b> 100-153 -PARKS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6207 SYSTEM MAINTENANCE	\$19,257	\$225,000	\$245,000	\$55,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$26,177</b>	<b>\$230,200</b>	<b>\$251,900</b>	<b>\$60,500</b>
6304 PROFESSIONAL SERVICES,OTHER	\$0	\$650	\$0	\$0
6312 COMMUNICATION SERVICES	\$1,739	\$1,600	\$1,750	\$1,750
6321 SYSTEM CONTRACT SERVICES	\$23,250	\$56,000	\$20,000	\$16,000
6329 OTHER SERVICES	\$562	\$800	\$500	\$500
6336 EQUIPMENT RENTALS	\$1,191	\$350	\$2,510	\$2,510
6337 TRAINING	\$0	\$1,000	\$0	\$1,000
<b>SERVICES AND CHARGES</b>	<b>\$26,742</b>	<b>\$60,400</b>	<b>\$24,760</b>	<b>\$21,760</b>
6406 LAND AND BUILDINGS	\$9,800	\$0	\$162,000	\$0
6409 SYSTEM EXPANSION	\$172,155	\$175,000	\$75,000	\$0
<b>CAPITAL OUTLAY</b>	<b>\$181,955</b>	<b>\$175,000</b>	<b>\$237,000</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$85,000	\$85,000	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$206,197	\$0	\$100,000	\$480,000
<b>TRANSFERS</b>	<b>\$206,197</b>	<b>\$85,000</b>	<b>\$185,000</b>	<b>\$480,000</b>
<b>TOTAL GENERAL-PARKS</b>	<b>\$699,116</b>	<b>\$827,224</b>	<b>\$995,376</b>	<b>\$893,156</b>

# Streets Department

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Completed asphalt overlay improvements and repairs to concrete streets
- Completed drainage ditch grading
- Replaced bucket truck, tractor and bat wing mower and gator

### Goals & Objectives for FY 2016-17

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

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

**FUND**

100 - General Fund

**DEPARTMENT**

154 - Streets

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$379,938	\$477,653	\$426,634	\$459,749
Supplies	\$55,814	\$68,669	\$64,623	\$64,600
Maintenance	\$320,436	\$273,000	\$266,000	\$271,300
Services and charges	\$147,362	\$153,709	\$144,585	\$154,875
<b>Total Operating Expenditures</b>	<b>\$903,550</b>	<b>\$973,031</b>	<b>\$901,842</b>	<b>\$950,524</b>
Capital Outlay	\$22,015	\$575,000	\$13,723	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$1,141,834	\$805,000	\$1,366,277	\$1,500,000
<b>Total Expenditures</b>	<b>\$2,067,399</b>	<b>\$2,353,031</b>	<b>\$2,281,842</b>	<b>\$2,450,524</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Superintendent Street & Drain	1	1	1
Street & Drainage Foreman	1	1	1
Heavy Equipment Operator	2	2	2
Serviceman	4	4	4
Crew Worker	0.2	0.2	0.2
<b>Total</b>	<b>8.2</b>	<b>8.2</b>	<b>8.2</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
GENERAL FUND	DEPARTMENT STREETS	100-154 - STREETS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$59,336	\$69,285	\$64,406	\$71,364
6003 WAGES-FULL TIME	\$174,375	\$289,926	\$220,323	\$259,060
6004 WAGES-PART TIME	\$5,733	\$4,635	\$4,707	\$4,635
6005 WAGES-OVERTIME	\$24,488	\$23,645	\$23,895	\$24,500
6009 WAGES-OTHER	\$13,856	\$0	\$7,000	\$0
6011 VACATION PAY	\$17,966	\$0	\$10,322	\$0
6012 SICK PAY	\$6,320	\$2,968	\$4,553	\$1,397
6013 EMERGENCY PAY	\$0	\$0	\$151	\$0
6019 MISCELLANEOUS PAY	\$3,140	\$3,355	\$2,775	\$3,075
6021 FICA-MED/SS	\$22,854	\$25,230	\$25,672	\$28,226
6022 TMRS-EMPLOYER	\$40,486	\$44,053	\$45,340	\$50,549
6025 WORKER COMPENSATION INSURANCE	\$11,384	\$14,556	\$17,490	\$16,943
<b>PERSONNEL SERVICES</b>	<b>\$379,938</b>	<b>\$477,653</b>	<b>\$426,634</b>	<b>\$459,749</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$0	\$23	\$0
6106 MATERIALS AND PARTS	\$21,783	\$35,000	\$35,000	\$35,000
6107 CLOTHING AND UNIFORMS	\$2,294	\$3,669	\$4,600	\$4,600
6108 FUEL, OIL AND LUBRICANTS	\$21,842	\$26,000	\$20,000	\$20,000
6119 OTHER SUPPLIES	\$9,895	\$4,000	\$5,000	\$5,000
<b>SUPPLIES</b>	<b>\$55,814</b>	<b>\$68,669</b>	<b>\$64,623</b>	<b>\$64,600</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$31,049	\$9,000	\$16,000	\$15,000
6205 VEHICLE MAINTENANCE	\$3,387	\$5,000	\$5,000	\$5,000

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> STREETS	<b>DIVISION</b> 100-154 - STREETS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6207 SYSTEM MAINTENANCE	\$286,000	\$259,000	\$245,000	\$251,300
<b>REPAIRS AND MAINTENANCE</b>	<b>\$320,436</b>	<b>\$273,000</b>	<b>\$266,000</b>	<b>\$271,300</b>
6304 PROFESSIONAL SERVICES, OTHER	\$10,694	\$9,000	\$11,000	\$11,000
6312 COMMUNICATION SERVICES	\$2,060	\$3,684	\$2,350	\$2,350
6319 MOSQUITO CONTROL	\$14,438	\$9,200	\$9,200	\$9,200
6329 OTHER SERVICES	\$11,928	\$10,000	\$10,000	\$10,000
6336 EQUIPMENT RENTALS	\$575	\$1,000	\$1,500	\$1,500
6337 TRAINING	\$0	\$500	\$245	\$500
6338 STREET LIGHTS	\$107,406	\$120,000	\$110,000	\$120,000
6362 PERMITS AND LICENSES	\$261	\$325	\$290	\$325
<b>SERVICES AND CHARGES</b>	<b>\$147,362</b>	<b>\$153,709</b>	<b>\$144,585</b>	<b>\$154,875</b>
6409 SYSTEM EXPANSION	\$22,015	\$575,000	\$13,723	\$0
<b>CAPITAL OUTLAY</b>	<b>\$22,015</b>	<b>\$575,000</b>	<b>\$13,723</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$198,284	\$305,000	\$305,000	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$943,550	\$500,000	\$1,061,277	\$1,500,000
<b>TRANSFERS</b>	<b>\$1,141,834</b>	<b>\$805,000</b>	<b>\$1,366,277</b>	<b>\$1,500,000</b>
<b>TOTAL GENERAL-STREETS</b>	<b>\$2,067,399</b>	<b>\$2,353,031</b>	<b>\$2,281,842</b>	<b>\$2,450,524</b>

# **Sanitation Department**

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Began methane level exceedance mitigation plan

### **Goals & Objectives for FY 2016-17**

- Continue methane level exceedance mitigation plan and implement the plan
- Submit application for approval for landfill permit modification

### **Major Budgeted Items**

- Ongoing engineering, permitting and mitigation of landfill closure (\$68,000)
- Annual plastic garbage bags for citizens (\$42,000)
- Contract Garbage Services (\$1,860,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

**FUND**

100 - General Fund

**DEPARTMENT**

155 - Sanitation

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	-	-	-	-
Supplies	\$40,815	\$42,000	\$39,760	\$42,000
Maintenance	-	-	-	-
Services and charges	\$1,927,950	\$1,980,300	\$2,020,300	\$2,036,100
<b>Total Operating Expenditures</b>	<b>\$1,968,765</b>	<b>\$2,022,300</b>	<b>\$2,060,060</b>	<b>\$2,078,100</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,968,765</b>	<b>\$2,022,300</b>	<b>\$2,060,060</b>	<b>\$2,078,100</b>
Supplemental Programs			Recurring	Non-Recur.
None				

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> 155-SANITATION	<b>DIVISION</b> 100-155 SANITATION
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$40,815	\$42,000	\$39,760	\$42,000
<b>SUPPLIES</b>	<b>\$40,815</b>	<b>\$42,000</b>	<b>\$39,760</b>	<b>\$42,000</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6304 PROFESSIONAL SERVICES-OTHER	\$91,147	\$120,000	\$120,000	\$120,000
6327 GARBAGE SERVICES	\$1,836,603	\$1,860,000	\$1,900,000	\$1,915,800
6362 PERMITS AND LICENSES	\$200	\$300	\$300	\$300
<b>SERVICES AND CHARGES</b>	<b>\$1,927,950</b>	<b>\$1,980,300</b>	<b>\$2,020,300</b>	<b>\$2,036,100</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL SANITATION</b>	<b>\$1,968,765</b>	<b>\$2,022,300</b>	<b>\$2,060,060</b>	<b>\$2,078,100</b>

# Engineering and Planning

## DEPARTMENT MISSION

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

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Processed all zoning cases within required timeframes
- Prepared necessary amendments to Chapter 50-Zoning to achieve City's goals
- Updated website content and maintained social media presence through Twitter and Facebook (over 630 followers to date)
- Year three implementation of the Storm Water Management Program
- Adopted Façade Overlay District
- Implemented Quarterly Reporting
- Unveiled the "What's Going On?" web map illustrating development within Tomball

### Goals & Objectives for FY 2016-17

- Continue to propose amendments to Chapter 50-Zoning
- Update the Comprehensive Plan
- Scope additional components of the Livable Centers Study/Downtown Plan for implementation consideration
- Brief City Council on the Downtown Specific Plan
- Continue to process all development applications within a timely manner
- Year four implementation of the Storm Water Management Program

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

156 - Engineering and Planning

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$484,429	\$442,222	\$419,639	\$424,228
Supplies	\$12,414	\$11,200	\$13,450	\$13,000
Maintenance	\$539	\$1,000	\$13	\$0
Services and charges	\$186,800	\$180,482	\$112,199	\$273,904
<b>Total Operating Expenditures</b>	<b>\$684,182</b>	<b>\$634,904</b>	<b>\$545,301</b>	<b>\$711,132</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$60,000	-	-	-
<b>Total Expenditures</b>	<b>\$744,182</b>	<b>\$634,904</b>	<b>\$545,301</b>	<b>\$711,132</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Director of Community Development	1	1	1
City Planner	1	1	1
Assistant City Planner	1	1	1
City Engineer	1	1	1
Code Enforcement Officer	1	-	-
Construction Manager/Inspector	1	-	-
Community Development Coordinator	1	1	1
<b>Total</b>	<b>7</b>	<b>5</b>	<b>5</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> ENGINEERING AND PLANNING	<b>DIVISION</b> 100-156 ENGINEERING AND PLANNING
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$283,847	\$319,796	\$267,542	\$300,900
6003 WAGES-FULL TIME	\$58,076	\$38,542	\$38,785	\$40,470
6005 WAGES-OVERTIME	\$2,476	\$2,060	\$2,060	\$2,000
6009 WAGES-OTHER	\$17,742	\$0	\$7,989	\$0
6011 VACATION PAY	\$19,350	\$0	\$12,922	\$0
6012 SICK PAY	\$13,867	\$1,236	\$13,645	\$3,177
6013 EMERGENCY PAY	\$1,050	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$890	\$775	\$330	\$615
6021 FICA-S.S. AND MEDICARE TAXES	\$30,181	\$28,333	\$27,513	\$27,154
6022 TMRS-EMPLOYER	\$54,478	\$50,176	\$47,527	\$48,628
6025 WORKER COMPENSATION INS.	\$2,226	\$1,304	\$1,326	\$1,284
6026 STATE UNEMPLOYMENT TAXES	\$246	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$484,429</b>	<b>\$442,222</b>	<b>\$419,639</b>	<b>\$424,228</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$3,611	\$4,250	\$4,250	\$5,000
6102 EDUCATIONAL SUPPLIES	\$119	\$700	\$500	\$500
6105 FOOD SUPPLIES	\$738	\$750	\$200	\$1,000
6107 CLOTHING AND UNIFORMS	\$474	\$500	\$500	\$500
6108 FUEL, OIL AND LUBRICANTS	\$1,413	\$2,000	\$0	\$0
6109 POSTAGE	\$5,877	\$3,000	\$6,000	\$6,000
6119 OTHER SUPPLIES	\$182	\$0	\$0	\$0
6130 FURNITURE<\$20,000	\$0	\$0	\$2,000	\$0
<b>SUPPLIES</b>	<b>\$12,414</b>	<b>\$11,200</b>	<b>\$13,450</b>	<b>\$13,000</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL DEPARTMENT</b> ENGINEERING AND PLANNING	<b>DIVISION</b> 100-156 ENGINEERING AND PLANNING
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6205 VEHICLE MAINTENANCE	\$539	\$1,000	\$13	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$539</b>	<b>\$1,000</b>	<b>\$13</b>	<b>\$0</b>
6302 PROF.SERV.-ENGINEERING	\$146,596	\$87,000	\$80,000	\$105,000
6304 PROF.SERV.-OTHER	\$12,571	\$55,000	\$8,199	\$135,000
6312 COMMUNICATION SERVICES	\$2,129	\$2,732	\$2,200	\$2,304
6316 PRINTING AND BINDING	\$241	\$1,500	\$500	\$1,500
6332 TRAVEL AND MEALS	\$6,719	\$10,800	\$8,500	\$11,600
6333 DUES AND SUBSCRIPTIONS	\$1,721	\$2,250	\$2,700	\$2,500
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$4,800	\$4,800	\$4,800
6335 ADVERTISING COST	\$1,690	\$4,000	\$1,200	\$4,000
6337 TRAINING	\$9,932	\$11,500	\$3,500	\$6,700
6362 PERMITS AND LICENSES	\$401	\$900	\$600	\$500
<b>SERVICES AND CHARGES</b>	<b>\$186,800</b>	<b>\$180,482</b>	<b>\$112,199</b>	<b>\$273,904</b>
6999 TRANSFER TO CAPITAL PROJ. FUND	\$60,000	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ENGINEERING AND PLANNING</b>	<b>\$744,182</b>	<b>\$634,904</b>	<b>\$545,301</b>	<b>\$711,132</b>

# Facilities Maintenance Department

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Completed additional conversion of City Facilities to LED
- Completed interior maintenance and painting improvements for the Community Center
- Bid and executed agreement for sale of improvement at 100 Florence Street

### Goals & Objectives for FY 2016-17

- Continue LED conversion at remaining City Facilities
- Continue maintenance activities for all City Facilities
- Bid improvements at 114 Fannin Street

### Major Budgeted Items

- Janitorial Services (\$70,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

100 - General Fund

### DEPARTMENT

157 - Facilities Maintenance

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$108,685	\$110,857	\$111,476	\$118,019
Supplies	\$17,500	\$16,250	\$15,200	\$16,250
Maintenance	\$268,341	\$121,560	\$110,950	\$96,131
Services and charges	\$363,335	\$360,361	\$363,300	\$377,361
<b>Total Operating Expenditures</b>	<b>\$757,861</b>	<b>\$609,028</b>	<b>\$600,926</b>	<b>\$607,761</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$757,861</b>	<b>\$609,028</b>	<b>\$600,926</b>	<b>\$607,761</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Facilities Maintenance Specialists	2	2	2
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>FUND</b> GENERAL FUND	<b>CITY OF TOMBALL DEPARTMENT</b> 157 - FACILITIES MAINTENANCE	<b>DIVISION</b> 100-157 FACILITIES MAINTENANCE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$64,762	\$82,290	\$77,566	\$87,089
6005 WAGES-OVERTIME	\$6,727	\$5,150	\$5,150	\$5,000
6009 WAGES-OTHER	\$3,538	\$0	\$2,516	\$0
6011 VACATION PAY	\$9,008	\$0	\$2,104	\$0
6012 SICK PAY	\$1,983	\$0	\$418	\$646
6013 EMERGENCY PAY	\$331	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$1,930	\$2,050	\$2,050	\$2,170
6021 FICA-S.S. AND MEDICARE TAXES	\$6,663	\$6,874	\$6,853	\$7,377
6022 TMRS-EMPLOYER	\$11,925	\$12,174	\$12,213	\$13,212
6025 WORKER COMPENSATION INS.	\$1,818	\$2,319	\$2,606	\$2,525
<b>PERSONNEL SERVICES</b>	<b>\$108,685</b>	<b>\$110,857</b>	<b>\$111,476</b>	<b>\$118,019</b>
6104 JANITORIAL AND CLEANING SUPPLY	\$8,886	\$6,000	\$8,500	\$8,500
6105 FOOD SUPPLIES	\$4,905	\$5,800	\$3,400	\$3,800
6106 MATERIALS AND PARTS	\$489	\$500	\$250	\$500
6107 CLOTHING AND UNIFORMS	\$896	\$950	\$950	\$950
6108 FUEL, OIL AND LUBRICANTS	\$1,580	\$2,200	\$1,300	\$1,700
6119 OTHER SUPPLIES	\$744	\$800	\$800	\$800
<b>SUPPLIES</b>	<b>\$17,500</b>	<b>\$16,250</b>	<b>\$15,200</b>	<b>\$16,250</b>
6201 OFFICE EQUIPMENT MAINT.	\$0	\$1,000	\$0	\$0
6202 COMPUTER EQUIPMENT MAINT.	\$1,200	\$0	\$0	\$0

<b>FUND</b>	<b>CITY OF TOMBALL DEPARTMENT</b>	<b>DIVISION</b>
GENERAL FUND	157 - FACILITIES MAINTENANCE	100-157 FACILITIES MAINTENANCE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6205 VEHICLE MAINTENANCE	\$557	\$200	\$500	\$200
6206 BUILDING MAINTENANCE	\$266,584	\$120,360	\$110,450	\$95,931
<b>REPAIRS AND MAINTENANCE</b>	<b>\$268,341</b>	<b>\$121,560</b>	<b>\$110,950</b>	<b>\$96,131</b>
6311 JANITORIAL SERVICES	\$51,788	\$53,000	\$61,000	\$70,000
6312 COMMUNICATION SERVICES	\$126,116	\$125,000	\$145,000	\$145,000
6313 UTILITIES	\$181,891	\$180,000	\$155,000	\$160,000
6329 OTHER SERVICES	\$985	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$2,555	\$2,300	\$2,300	\$2,300
6362 PERMITS AND LICENSES	\$0	\$61	\$0	\$61
<b>SERVICES AND CHARGES</b>	<b>\$363,335</b>	<b>\$360,361</b>	<b>\$363,300</b>	<b>\$377,361</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FACILITIES MAINTENANCE</b>	<b>\$757,861</b>	<b>\$609,028</b>	<b>\$600,926</b>	<b>\$607,761</b>

## 200 - General Special Revenue Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2016-2017 Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projected	FY 2017 Budget
<b>Revenues:</b>				
Seized Funds	16,406	7,500	7,500	7,500
Child Safety	12,885	15,000	15,000	15,000
Interest	132	180	450	450
<b>Total</b>	<b>29,423</b>	<b>22,680</b>	<b>22,950</b>	<b>22,950</b>
<b>Expenditures:</b>				
Supplies	13,325	41,130	23,130	49,000
Services and Charges	14,131	15,000	33,000	15,000
<b>Total</b>	<b>27,456</b>	<b>56,130</b>	<b>56,130</b>	<b>64,000</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	1,967	(33,450)	(33,180)	(41,050)
<b>Beginning Fund Balance</b>	149,547	151,514	151,514	118,334
<b>Ending Fund Balance</b>	151,514	118,064	118,334	77,284

#### 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**  
**200 - Special Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
GENERAL SPECIAL FUND REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BASE BUDGET
5785 POLICE SEIZED FUNDS	\$5,224	\$7,874	\$16,406	\$7,500	\$7,500	\$7,500
5790 CHILD SAFETY FUND	\$12,511	\$12,763	\$12,885	\$15,000	\$15,000	\$15,000
5800 INTEREST	\$172	\$93	\$132	\$180	\$450	\$450
<b>TOTAL GENERAL SPECIAL FUND REVENUES</b>	<b>\$17,907</b>	<b>\$20,730</b>	<b>\$29,423</b>	<b>\$22,680</b>	<b>\$22,950</b>	<b>\$22,950</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>		<b>DEPARTMENT</b>		<b>DIVISION</b>
GENERAL SPECIAL FUND	200 - POLICE SEIZURE FUNDS		200-221 POLICE SEIZURE FUNDS		
<b>DETAILS</b>					

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$0
6103 COMPUTER SUPPLIES	\$0	\$0	\$0	\$9,000
6106 MATERIALS AND SUPPLIES	\$3,595	\$0	\$0	\$20,000
6119 OTHER SUPPLIES	\$9,730	\$41,130	\$23,130	\$20,000
<b>SUPPLIES</b>	<b>\$13,325</b>	<b>\$41,130</b>	<b>\$23,130</b>	<b>\$49,000</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6329 OTHER SERVICES	\$0	\$0	\$18,000	\$0
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$0</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL POLICE SEIZURE FUNDS</b>	<b>\$13,325</b>	<b>\$41,130</b>	<b>\$41,130</b>	<b>\$49,000</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>		<b>DIVISION</b>
GENERAL SPECIAL FUND	DEPARTMENT		200-222 CHILD SAFETY FUND
	200 - CHILD SAFETY FUND		
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTED	2017 BUDGET
SUPPLIES	\$0	\$0	\$0	\$0
6350 CHILD SAFETY EDUCATION	\$14,131	\$15,000	\$15,000	\$15,000
SERVICES AND CHARGES	\$14,131	\$15,000	\$15,000	\$15,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0
<b>TOTAL CHILD SAFETY FUND</b>	<b>\$14,131</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>

**220 - Municipal Court Building Security Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**2016-2017 Adopted Budget**

	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Budget	Projection	Budget
<b>Revenues:</b>				
Fines and Warrants	14,530	20,000	15,000	15,000
Interest	200	150	750	750
<b>Total</b>	<b>14,730</b>	<b>20,150</b>	<b>15,750</b>	<b>15,750</b>
<b>Expenditures:</b>				
Supplies	-	50,000	-	56,000
<b>Total</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>56,000</b>
<b>Revenues Over (Under)</b>				
Expenditures	14,730	(29,850)	15,750	(40,250)
<b>Beginning Fund Balance</b>	<b>226,977</b>	<b>241,707</b>	<b>241,707</b>	<b>257,457</b>
<b>Ending Fund Balance</b>	<b>241,707</b>	<b>211,857</b>	<b>257,457</b>	<b>217,207</b>

**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**  
**220 - BLDG Security Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
MUNI COURT- BLDG SECURITY REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5311 MUNICIPAL COURT BLDG-SECURITY	\$23,249	\$18,044	\$14,530	\$20,000	\$15,000	\$15,000
5800 INTEREST INCOME	\$249	\$134	\$200	\$150	\$750	\$750
<b>TOTAL MUNI COURT- BLDG SECURITY REVENUES</b>	<b>\$23,498</b>	<b>\$18,178</b>	<b>\$14,730</b>	<b>\$20,150</b>	<b>\$15,750</b>	<b>\$15,750</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
MUNI COURT- BLDG SECURITY	MUNICIPAL COURT	220-122 - MUNICIPAL COURT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$0	\$50,000	\$0	\$0
6106 OTHER SUPPLIES	\$0	\$0	\$0	\$56,000
<b>SUPPLIES</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$56,000</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-MUNICIPAL COURT</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$56,000</b>

## 230 - Municipal Court Technology Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2016-2017 Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Fines and Warrants	19,369	25,000	20,000	20,000
Interest	191	150	750	750
<b>Total</b>	<b>19,560</b>	<b>25,150</b>	<b>20,750</b>	<b>20,750</b>
<b>Expenditures:</b>				
Supplies	6,216	7,600	27,370	61,000
Services and Charges	1,500	1,500	1,500	12,500
<b>Total</b>	<b>7,716</b>	<b>9,100</b>	<b>28,870</b>	<b>73,500</b>
<b>Revenues Over (Under)</b>				
Expenditures	11,844	16,050	(8,120)	(52,750)
<b>Beginning Fund Balance</b>	<b>270,297</b>	<b>282,141</b>	<b>282,141</b>	<b>274,021</b>
<b>Ending Fund Balance</b>	<b>282,141</b>	<b>298,191</b>	<b>274,021</b>	<b>221,271</b>

#### 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**  
**230 - Court Tech Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
MUNICIPAL COURT TECH FUND REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5312 COURT TECHNOLOGY FEE	\$30,991	\$24,058	\$19,369	\$25,000	\$20,000	\$20,000
5800 INTEREST INCOME	\$257	\$123	\$191	\$150	\$750	\$750
<b>TOTAL MUNICIPAL COURT TECH FUND REVENUES</b>	<b>\$31,248</b>	<b>\$24,181</b>	<b>\$19,560</b>	<b>\$25,150</b>	<b>\$20,750</b>	<b>\$20,750</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
MUNICIPAL COURT TECH FUND	230-122 MUNICIPAL COURT	230-122 MUNICIPAL COURT	230-122-MUNICIPAL COURT
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$6,216	\$0	\$3,000	\$0
6103 COMPUTER SUPPLIES	\$0	\$7,600	\$24,370	\$61,000
<b>SUPPLIES</b>	<b>\$6,216</b>	<b>\$7,600</b>	<b>\$27,370</b>	<b>\$61,000</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6320 COMPUTER SOFTWARE	\$1,500	\$1,500	\$1,500	\$12,500
<b>SERVICES AND CHARGES</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$12,500</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-MUNICIPAL COURT</b>	<b>\$7,716</b>	<b>\$9,100</b>	<b>\$28,870</b>	<b>\$73,500</b>

# Hotel Occupancy Tax Fund

## DEPARTMNT MISSION

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

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Create new festivals for FY 2017 such as:
  - The Freight Train Food Truck Festival
  - The Tomball Honky Tonk Chili Challenge
  - Win ten Gold Marketing Awards, eight Silver and five Bronze from the Texas Festivals & Events Association
  - Bring KTTF-FM on-air and use for emergency and event purposes
- Maintain a series of city-owned, signature events including:
  - Bugs, Brew & Barbecue
  - Tomball Texas Music Festival
  - The Rails & Tails Mudbug Festival
- Expand the scope of the existing 2<sup>nd</sup> Saturday at the Depot event
- Expand the scope of the existing July 4<sup>th</sup> Celebration
- Increase the number of participants in the annual 5K Bunny Run
- Expand the new tourism themed branding message, “Tomball, Texan for Fun!” ®
- Get new sponsorship agreements with partners such as Allied Siding & Windows, etc.
- Continue using city mascots, Rusty Rails and Dusty Trails, to promote the Tomball brand both locally and across the State
- Continue to expand our award winning Social Media program that includes a presence on:
  - Facebook
  - Youtube
  - Flickr
- Expand the photo library of tourist-oriented images for use in marketing the City

- Continue generating a “buzz” about Tomball through local, regional and statewide media outlets
- Create new merchandise for our on-line storefront at Cafepress.com for the sale of logoed and branded merchandise
- Continue our membership in Texas tourism industry associations for the purpose of promotion, education and networking:
  - Texas Festivals & Events Association (TFEA)
  - Texas Travel Industry Association (TTIA)
  - Greater Houston Convention & Visitors Bureau/Houston First/Houston & Beyond
- Continue to work closely with, and develop new relationships with, organizations such as:
  - Tomball Sister City Organization/German Heritage Festival
  - Tomball Area Chamber of Commerce
  - Spring Creek Historical District
  - Local merchants and business organizations
  - Tomball Lions and Rotary Clubs
  - TISD through Career Day presentations, use of students as event volunteers and more
  - The Houston Livestock Show & Rodeo
- Continue 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)
  - Local organizations
  - Outer market organizations

### **Goals & Objectives for FY 2016-17**

- Expand on accomplishments from 2016
- 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

- Create a solid volunteer group of both adults and students to help with our growing festivals
- Expand an educational program involving Rusty Rails and his exploits as a Tomball-based railroad man, and cowboy Dusty Trails i.e. coloring book
- Continue using a variety of new grassroots 'Guerilla' marketing techniques to expand our existing program
- 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% (three springtime events cancelled in 2016 due to flooding)
- Expand our activity in Social Media by becoming a more active user of sites at:
  - Twitter
  - Pinterest
  - Snapchat
  - Instagram
- Develop event partnerships (sponsorships) with a minimum of three new partners, while maintaining existing partners
- Become involved in high profile events such as the Houston Art Car Parade and the Houston Home and Travel Expo
- 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](http://TourTexas.com) and [TripAdvisor.com](http://TripAdvisor.com)
- Update and expand distribution of Tomball Texan for Fun tourism-oriented brochure
- To reinforce the image of Tomball as a destination for family fun through our festivals 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 and the State of Texas
- Advertise and promote deeper into the State of Texas to draw visitors to the City.

## 240 - Hotel Occupancy Tax Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2016-2017 Adopted Budget

	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Budget	Projection	Budget
<b>Revenues:</b>				
Occupancy Tax	471,693	550,000	510,000	625,000
Miscellaneous Income	25,411	20,000	15,000	20,000
Event Revenue	500	-	500	500
Interest	315	250	1,000	750
Transfers In	20,000	20,000	20,000	20,000
<b>Total</b>	<b>517,919</b>	<b>590,250</b>	<b>546,500</b>	<b>666,250</b>
<b>Expenditures:</b>				
Grants	164,814	187,000	171,000	234,000
Second Saturday Events	63,072	93,664	77,772	107,992
Tourism	216,030	292,986	283,377	360,906
Transfer to Employee Benefits Trust Fund	18,532	17,288	17,288	19,794
<b>Total</b>	<b>462,449</b>	<b>590,938</b>	<b>549,437</b>	<b>722,692</b>
<b>Revenues Over (Under)</b>				
<b>Expenditures</b>	55,500	(688)	(2,937)	(56,442)
<b>Beginning Fund Balance</b>	388,475	443,975	443,975	441,038
<b>Ending Fund Balance</b>	<b>443,975</b>	<b>443,287</b>	<b>441,038</b>	<b>384,596</b>

#### Fund Description

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

**CITY OF TOMBALL**  
**240 - Hotel Occupancy Tax Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
HOTEL OCCUPANCY TAX REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5180 HOTEL OCCUPANCY TAX	\$375,482	\$512,585	\$471,693	\$550,000	\$510,000	\$625,000
5550 MISCELLANEOUS INCOME	\$8,072	\$17,993	\$25,411	\$20,000	\$15,000	\$20,000
5555 EVENT SPONSORSHIP REVENUE	\$22,656	\$0	\$500	\$0	\$500	\$500
5800 INTEREST INCOME	\$350	\$187	\$315	\$250	\$1,000	\$750
5910 TRANSFER FROM GENERAL FUND	\$0	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL HOTEL OCCUPANCY TAX REVENUES</b>	<b>\$406,560</b>	<b>\$540,765</b>	<b>\$517,919</b>	<b>\$590,250</b>	<b>\$546,500</b>	<b>\$666,250</b>

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

**FUND**

**DEPARTMENT**

240 - HOT

240 - Hotel Occupancy

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 78	\$ -	\$ 1,000	\$ 1,000
Maintenance	\$ -	\$ -	\$ -	\$ -
Services and charges	\$ 164,736	\$ 187,000	\$ 170,000	\$ 233,000
<b>Total Operating Expenditures</b>	<b>\$ 164,814</b>	<b>\$ 187,000</b>	<b>\$ 171,000</b>	<b>\$ 234,000</b>
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Long Term Debt	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 164,814</b>	<b>\$ 187,000</b>	<b>\$ 171,000</b>	<b>\$ 234,000</b>

Supplemental Programs

Recurring

Non-Recur.

None

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
HOTEL OCCUPANCY TAX	HOTEL OCCUPANCY TAX	HOTEL OCCUPANCY TAX	240-240 HOTEL OCCUPANCY
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$78	\$0	\$1,000	\$1,000
<b>SUPPLIES</b>	<b>\$78</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$3,300	\$3,000	\$3,000	\$3,000
6351 TOMBALL CHAMBER OF COMMERCE	\$35,000	\$35,000	\$35,000	\$35,000
6356 TOMBALL SISTER CITY ORG.	\$97,136	\$79,000	\$102,000	\$125,000
6359 GRANTS	\$29,300	\$70,000	\$30,000	\$70,000
<b>SERVICES AND CHARGES</b>	<b>\$164,736</b>	<b>\$187,000</b>	<b>\$170,000</b>	<b>\$233,000</b>
<b>TOTAL HOTEL OCCUPANCY TAX</b>	<b>\$164,814</b>	<b>\$187,000</b>	<b>\$171,000</b>	<b>\$234,000</b>

<b>CITY OF TOMBALL</b>	
<b>2016-2017 ADOPTED BUDGET SUMMARY</b>	
<b>FUND</b>	<b>DEPARTMENT</b>
<b>240 - HOT</b>	<b>241 - 2nd Saturday</b>

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$ 40,636	\$ 43,596	\$ 43,604	\$ 59,474
Supplies	\$ 5,431	\$ 12,400	\$ 12,400	\$ 12,600
Maintenance	\$ -	\$ -	\$ -	\$ -
Services and charges	\$ 17,005	\$ 37,668	\$ 21,768	\$ 35,918
<b>Total Operating Expenditures</b>	<b>\$ 63,072</b>	<b>\$ 93,664</b>	<b>\$ 77,772</b>	<b>\$ 107,992</b>
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Long Term Debt	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 9,244	\$ 8,415	\$ 8,415	\$ 9,857
<b>Total Expenditures</b>	<b>\$ 72,316</b>	<b>\$ 102,079</b>	<b>\$ 86,187</b>	<b>\$ 117,849</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Community Events Coordinator	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$31,646	\$35,028	\$33,265	\$47,486
6009 WAGES-OTHER	\$1,177	\$0	\$1,078	\$0
6011 VACATION PAY	\$0	\$0	\$943	\$0
6012 SICK PAY	\$0	\$0	\$0	\$731
6019 MISCELLANEOUS PAY	\$0	\$75	\$75	\$135
6021 FICA-S.S. AND MEDICARE TAXES	\$2,625	\$3,172	\$2,899	\$3,943
6022 TMRS RETIREMENT-EMPLOYER	\$4,945	\$5,187	\$5,222	\$7,061
6025 WORKERS COMPENSATION INSURANCE	\$92	\$134	\$122	\$118
6026 UNEMPLOYMENT TAXES	\$151	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$40,636</b>	<b>\$43,596</b>	<b>\$43,604</b>	<b>\$59,474</b>
6101 OFFICE SUPPLIES	\$163	\$2,000	\$2,000	\$2,000
6105 FOOD SUPPLIES	\$660	\$900	\$900	\$1,100
6119 OTHER SUPPLIES	\$4,608	\$8,500	\$8,500	\$8,500
6130 FURNITURE <\$20,000	\$0	\$1,000	\$1,000	\$1,000
<b>SUPPLIES</b>	<b>\$5,431</b>	<b>\$12,400</b>	<b>\$12,400</b>	<b>\$12,600</b>
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6304 PROFESSIONAL SERVICES, OTHER	\$575	\$5,000	\$2,000	\$5,000
6312 COMMUNICATION SERVICES	\$928	\$768	\$768	\$768
6327 GARBAGE SERVICES	\$425	\$1,000	\$500	\$750
6329 OTHER SERVICES	\$4,523	\$9,000	\$8,500	\$10,000
6334 AUTOMOBILE ALLOWANCE	\$2,900	\$2,400	\$2,400	\$2,400

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

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6335 ADVERTISING COST	\$2,382	\$7,500	\$3,000	\$7,500
6336 EQUIPMENT RENTALS	\$818	\$5,000	\$1,600	\$2,500
6337 TRAINING	\$250	\$0	\$0	\$0
6358 OTHER TOURISM EXPENDITURE	\$4,204	\$7,000	\$3,000	\$7,000
<b>SERVICES AND CHARGES</b>	<b>\$17,005</b>	<b>\$37,668</b>	<b>\$21,768</b>	<b>\$35,918</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$9,244	\$8,415	\$8,415	\$9,857
<b>TRANSFERS</b>	<b>\$9,244</b>	<b>\$8,415</b>	<b>\$8,415</b>	<b>\$9,857</b>
<b>TOTAL 2ND SATURDAY EVENTS</b>	<b>\$72,316</b>	<b>\$102,079</b>	<b>\$86,187</b>	<b>\$117,849</b>

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

**FUND**

**DEPARTMENT**

240 - HOT

243 - Visitors/Convention Center

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$ 97,597	\$ 100,918	\$ 101,309	\$ 116,938
Supplies	\$ 2,952	\$ 10,000	\$ 10,000	\$ 13,400
Maintenance	\$ -	\$ -	\$ -	\$ -
Services and charges	\$ 115,481	\$ 182,068	\$ 172,068	\$ 236,101
<b>Total Operating Expenditures</b>	<b>\$ 216,030</b>	<b>\$ 292,986</b>	<b>\$ 283,377</b>	<b>\$ 366,439</b>
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
Long Term Debt	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 9,288	\$ 8,873	\$ 8,873	\$ 9,937
<b>Total Expenditures</b>	<b>\$ 225,318</b>	<b>\$ 301,859</b>	<b>\$ 292,250</b>	<b>\$ 376,376</b>

Supplemental Programs	Recurring	Non-Recur.
Part Time Admin Assistant		\$ 14,096
Storage Addition		\$ 5,533

Staffing	FY2015	FY2016	FY2017
Director	1.00	1.00	1.00
Part Time Admin Assistant	0.00	0.00	0.50
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.50</b>

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

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$70,812	\$80,169	\$77,682	\$84,111
6004 WAGES- PART TIME	\$0	\$0	\$0	\$10,400
6009 WAGES-OTHER	\$2,694	\$0	\$1,542	\$0
6011 VACATION PAY	\$4,490	\$0	\$1,233	\$0
6012 SICK PAY	\$1,197	\$1,233	\$1,542	\$1,294
6019 MISCELLANEOUS PAY	\$220	\$280	\$280	\$340
6021 FICA-S.S. AND MEDICARE TAXES	\$6,521	\$7,166	\$6,811	\$7,919
6022 TMRS-EMPLOYER	\$11,571	\$11,936	\$12,097	\$12,756
6025 WORKER COMPENSATION INS.	\$92	\$134	\$122	\$118
<b>PERSONNEL SERVICES</b>	<b>\$97,597</b>	<b>\$100,918</b>	<b>\$101,309</b>	<b>\$116,938</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$343	\$2,000	\$2,000	\$4,700
6105 FOOD SUPPLIES	\$35	\$1,000	\$1,000	\$1,000
6107 CLOTHING AND UNIFORMS	\$34	\$1,000	\$1,000	\$1,700
6119 OTHER SUPPLIES	\$2,540	\$6,000	\$6,000	\$6,000
<b>SUPPLIES</b>	<b>\$2,952</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$13,400</b>
6304 PROFESSIONAL SERVICES, OTHER	\$31,150	\$48,000	\$48,000	\$60,000
6312 COMMUNICATION SERVICES	\$826	\$768	\$768	\$768
6327 GARBAGE SERVICES	\$2,685	\$3,000	\$3,000	\$3,500
6329 OTHER SERVICES	\$8,090	\$9,000	\$9,000	\$17,533
6332 TRAVEL AND MEALS	\$2,072	\$3,500	\$3,500	\$3,500
6333 DUES AND SUBSCRIPTIONS	\$1,455	\$2,000	\$7,000	\$8,000
6334 AUTOMOBILE ALLOWANCE	\$4,800	\$4,800	\$4,800	\$4,800
6335 ADVERTISING COST	\$31,558	\$55,000	\$55,000	\$70,000

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

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6336 EQUIPMENT RENTALS	\$32,345	\$50,000	\$35,000	\$60,000
6337 TRAINING	\$500	\$2,000	\$2,000	\$3,000
6358 OTHER TOURISM EXPENDITURES	\$0	\$4,000	\$4,000	\$5,000
<b>SERVICES AND CHARGES</b>	<b>\$115,481</b>	<b>\$182,068</b>	<b>\$172,068</b>	<b>\$236,101</b>
6692 TRANSFER TO EMP. BEN. TRUST	\$9,288	\$8,873	\$8,873	\$9,937
<b>TRANSFERS</b>	<b>\$9,288</b>	<b>\$8,873</b>	<b>\$8,873</b>	<b>\$9,937</b>
<b>TOTAL VISITORS/CONVENTION CNTR</b>	<b>\$225,318</b>	<b>\$301,859</b>	<b>\$292,250</b>	<b>\$376,376</b>

## 250 - Red Light Camera Program Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance

2016-2017 Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Fines and Warrants	299,685	220,150	275,100	275,150
Interest	191	300	1,500	1,500
Total	299,876	220,450	276,600	276,650
<b>Expenditures:</b>				
Personnel Costs	22,064	65,865	48,559	68,174
Supplies	37,094	103,500	108,000	50,000
Maintenance	-	-	7,600	7,600
Services and Charges	7,526	25,000	10,400	7,000
Transfer to Veh. Repl. Fund	20,000	20,000	20,000	20,000
Transfer to Capital Projects Fund	-	-	-	323,541
Total	86,684	214,365	194,559	476,315
<b>Revenues Over (Under)</b>				
Expenditures	213,193	6,085	82,041	(199,665)
Beginning Fund Balance	151,201	364,393	364,393	446,434
Ending Fund Balance	364,393	370,478	446,434	246,769

#### Fund Description

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

**CITY OF TOMBALL**  
**250 - Red Light Camera Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
RED LIGHT CAMERA PROGRAM REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5300 MUNICIPAL COURT FINES	\$185,515	\$181,453	\$299,635	\$220,000	\$275,000	\$275,000
5310 COURT COSTS/ADM.FEES	\$350	\$55	\$50	\$150	\$100	\$150
5800 INTEREST INCOME	\$736	\$268	\$191	\$300	\$1,500	\$1,500
<b>TOTAL RED LIGHT CAMERA PROGRAM REVENUES</b>	<b>\$186,601</b>	<b>\$181,776</b>	<b>\$299,876</b>	<b>\$220,450</b>	<b>\$276,600</b>	<b>\$276,650</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
RED LIGHT CAMERA PROGRAM	GENERAL-POLICE DEPARTMENT	250-121 GENERAL-POLICE	
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 ESTIMATED	2017 PROPOSED
6004 WAGES-PART TIME	\$19,271	\$37,224	\$19,994	\$44,979
6005 WAGES-OVERTIME	\$0	\$20,600	\$20,000	\$15,000
6021 FICA-S.S. AND MEDICARE TAXES	\$1,474	\$4,424	\$3,060	\$4,588
6022 TMRS-EMPLOYER	\$0	\$2,000	\$3,846	\$2,000
6025 WORKERS COMPENSATION	\$1,302	\$1,617	\$1,659	\$1,607
6026 UNEMPLOYMENT TAXES	\$17	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$22,064</b>	<b>\$65,865</b>	<b>\$48,559</b>	<b>\$68,174</b>
6106 MATERIALS AND PARTS	\$220	\$45,000	\$74,000	\$25,000
6107 CLOTHING AND UNIFORMS	\$0	\$10,000	\$0	\$5,000
6119 OTHER SUPPLIES	\$36,874	\$48,500	\$34,000	\$20,000
<b>SUPPLIES</b>	<b>\$37,094</b>	<b>\$103,500</b>	<b>\$108,000</b>	<b>\$50,000</b>
6205 VEHICLE MAINTENANCE	\$0	\$0	\$7,600	\$7,600
<b>REPAIRS AND MAINTENANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,600</b>	<b>\$7,600</b>
6303 PROF. SERV. - LEGAL	\$1,160	\$0	\$400	\$1,000
6320 COMPUTER SOFTWARE SERVICE	\$0	\$5,000	\$5,000	\$1,000
6330 INSURANCE	\$4,248	\$0	\$5,000	\$5,000
6337 TRAINING	\$1,215	\$15,000	\$0	\$0
6350 CHILD SAFETY EDUCATION	\$903	\$5,000	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$7,526</b>	<b>\$25,000</b>	<b>\$10,400</b>	<b>\$7,000</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$20,000	\$20,000	\$20,000	\$20,000
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	\$0	\$0	\$323,541
<b>TRANSFERS</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$343,541</b>
<b>TOTAL GENERAL-POLICE DEPARTMENT</b>	<b>\$86,684</b>	<b>\$214,365</b>	<b>\$194,559</b>	<b>\$476,315</b>

## 290 - Tomball Fun Runs Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2016-2017 Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Event Revenue	18,457	13,000	17,000	17,000
Interest	2	5	5	5
<b>Total</b>	<b>18,459</b>	<b>13,005</b>	<b>17,005</b>	<b>17,005</b>
<b>Expenditures:</b>				
Supplies	9,064	9,000	9,000	9,000
Services and Charges	12,547	6,250	11,460	11,500
<b>Total</b>	<b>21,611</b>	<b>15,250</b>	<b>20,460</b>	<b>20,500</b>
<b>Revenues Over (Under)</b>				
Expenditures	(3,152)	(2,245)	(3,455)	(3,495)
<b>Beginning Fund Balance</b>	<b>18,698</b>	<b>15,546</b>	<b>15,546</b>	<b>12,091</b>
<b>Ending Fund Balance</b>	<b>15,546</b>	<b>13,301</b>	<b>12,091</b>	<b>8,596</b>

**CITY OF TOMBALL**  
**290 - Fun Run Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
TOMBALL "FUN RUNS" REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5550 MISCELLANEOUS INCOME	\$250	\$0	\$0	\$0	\$0	\$0
5555 EVENT SPONSORSHIP REVENUE	\$2,600	\$12,000	\$7,550	\$1,000	\$5,000	\$5,000
5556 EVENT REGISTRATION FEE	\$9,360	\$14,010	\$10,907	\$12,000	\$12,000	\$12,000
5800 INTEREST INCOME	\$1	\$2	\$2	\$5	\$5	\$5
<b>TOTAL TOMBALL "FUN RUNS" REVENUES</b>	<b>\$12,211</b>	<b>\$26,012</b>	<b>\$18,459</b>	<b>\$13,005</b>	<b>\$17,005</b>	<b>\$17,005</b>

<b>FUND</b> TOMBALL "FUN RUNS"	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> FUN RUNS	<b>DIVISION</b> 290-290 FUN RUNS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6119 OTHER SUPPLIES	\$9,064	\$9,000	\$9,000	\$9,000
<b>SUPPLIES</b>	<b>\$9,064</b>	<b>\$9,000</b>	<b>\$9,000</b>	<b>\$9,000</b>
6304 PROFESSIONAL SERVICES-OTHER	\$250	\$250	\$460	\$500
6327 GARBAGE SERVICES	\$38	\$0	\$0	\$0
6329 OTHER SERVICES	\$10,926	\$3,500	\$8,500	\$8,500
6335 ADVERTISING COST	\$1,333	\$2,500	\$2,500	\$2,500
<b>SERVICES AND CHARGES</b>	<b>\$12,547</b>	<b>\$6,250</b>	<b>\$11,460</b>	<b>\$11,500</b>
<b>TOTAL FUN RUNS</b>	<b>\$21,611</b>	<b>\$15,250</b>	<b>\$20,460</b>	<b>\$20,500</b>

## Debt Service Fund

### Fund Description

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

### Fund Narrative

The City paid \$2,216,750 toward bond principal on its outstanding tax supported debt as well as \$811,988 in interest. Projected ending fund balance for FY 2016 of \$4,272,337 represents 96% of FY 2017 principal and interest payments on debt. Total debt service payments including fiscal charges for FY 2017 are budgeted at \$4,423,173. The projected ending fund balance for FY 2017 is \$ 4,272,077.

The City issued \$14,500,000 in General Obligation Certificates of obligation to fund two projects, the extension of Medical Complex Drive to Cherry Street and the completion of the M121 Drainage channel, during FY 2012. A \$0.09 cent increase to \$0.23 cents in the Debt Service tax rate was approved to service this debt. The City issued \$8,500,000 in new bonds for a Business Park and refinanced \$6,370,000 of outstanding debt, during FY 2013. In FY 2015 the City entered into a new capital lease in the amount of \$800,000 to finance the purchase of a new fire truck.

Shown below is the City’s debt position as of the beginning of FY 2017.

Total outstanding general obligation debt	\$30,290,000
Less self-supporting debt from the Enterprise Fund	<u>3,429,250</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u><u>\$26,860,750</u></u>

The City’s legal capacity for additional debt is very large. Rules promulgated by the Office of the Attorney General of Texas stipulate that such Office will not approve tax bonds of any city unless the city can demonstrate its ability to pay debt service requirements on all outstanding tax debt, including the issue to be approved, from a levy of \$0.23 per \$100 of valuation. The City does not have a debt limit outlined in its Charter.

### 300 Debt Service Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
2016-2017 Adopted Budget Worksheet

	FY2015 Actual	FY2016 Budget	FY2016 Projection	FY2017 Budget
<b>Revenues:</b>				
Current taxes	\$ 3,470,335	\$ 3,600,000	\$ 3,725,000	\$ 3,650,000
Delinquent taxes	30,147	25,000	20,000	20,000
Penalty and interest	25,497	20,000	15,000	15,000
Interest	2,402	1,500	10,000	7,000
TEDC Contributions	524,913	528,013	528,013	730,913
Total Revenues	<u>4,053,294</u>	<u>4,174,513</u>	<u>4,298,013</u>	<u>4,422,913</u>
<b>Expenditures:</b>				
Principal	2,198,000	2,216,750	2,216,750	2,943,250
Interest	854,622	1,214,684	811,988	1,399,017
Lease Payment- Fire Truck	544,812	68,858	68,858	71,123
Fees	11,015	11,650	9,783	9,783
Total Expenditures	<u>3,608,449</u>	<u>3,511,942</u>	<u>3,107,379</u>	<u>4,423,173</u>
<b>Other Sources/(Uses):</b>				
<b>Revenues Over/(Under) Expenditures</b>	444,845	662,571	1,190,634	(260)
<b>Beginning Fund Balance</b>	2,636,858	3,081,703	3,081,703	4,272,337
<b>Ending Fund Balance</b>	<u>\$ 3,081,703</u>	<u>\$ 3,744,274</u>	<u>\$ 4,272,337</u>	<u>\$ 4,272,077</u>
Ending FB as % of Next Year's Debt Service Requirement	70%	127%	147%	149%

**CITY OF TOMBALL**  
**300 - Debt Service Revenue Fund Detail**

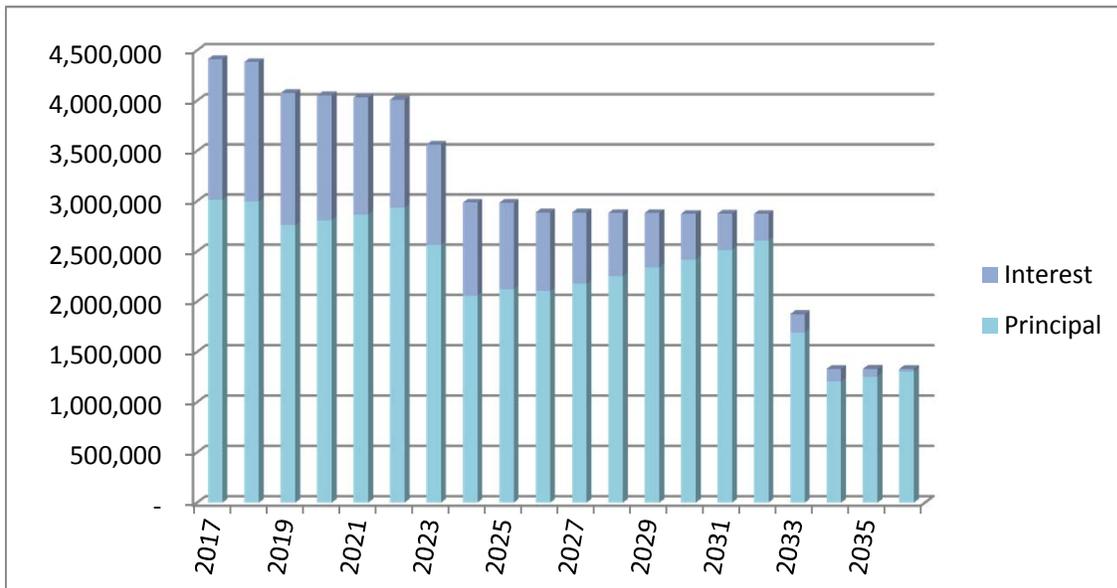
	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
DEBT SERVICE FUND REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	\$3,092,024	\$3,328,716	\$3,470,335	\$3,600,000	\$3,725,000	\$3,650,000
5120 DELINQUENT TAXES	\$50,042	\$20,436	\$30,147	\$25,000	\$20,000	\$20,000
5130 PENALTY, INTEREST, ATTY FEES	\$22,350	\$22,130	\$25,497	\$20,000	\$15,000	\$15,000
5770 TEDC CONTRIBUTIONS	\$0	\$534,816	\$524,913	\$528,013	\$528,013	\$730,913
5800 INTEREST INCOME	\$2,131	\$1,334	\$2,402	\$1,500	\$10,000	\$7,000
5900 BOND PROCEEDS	\$5,770,500	\$0	\$0	\$0	\$0	\$0
5901 PREMIUM ON BONDS	\$35,627	\$0	\$0	\$0	\$0	\$0
<b>TOTAL DEBT SERVICE FUND REVENUES</b>	<b>\$8,972,674</b>	<b>\$3,907,432</b>	<b>\$4,053,294</b>	<b>\$4,174,513</b>	<b>\$4,298,013</b>	<b>\$4,422,913</b>

<b>FUND</b> DEBT SERVICE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> DEBT SERVICE	<b>DIVISION</b> 300-300 DEBT SERVICE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>SERVICES AND CHARGES</b>	\$0	\$0	\$0	\$0
<b>TRANSFERS</b>	\$0	\$0	\$0	\$0
6901 INTEREST-BONDS	\$854,622	\$1,214,684	\$811,988	\$1,399,017
6906 BOND FEES AND COST	\$11,015	\$11,650	\$9,783	\$9,783
6911 PRINCIPAL-BONDS	\$2,198,000	\$2,216,750	\$2,216,750	\$2,943,250
6915 CAPITAL LEASE PAYMENTS	\$544,812	\$68,858	\$68,858	\$71,123
<b>DEBT</b>	<b>\$3,608,449</b>	<b>\$3,511,942</b>	<b>\$3,107,379</b>	<b>\$4,423,173</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$3,608,449</b>	<b>\$3,511,942</b>	<b>\$3,107,379</b>	<b>\$4,423,173</b>

**City of Tomball  
Debt Service Fund  
Consolidated Debt Payment Schedule  
2016-2017 Adopted Budget**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017	3,014,373	1,399,016	4,413,389
2018	2,997,713	1,387,544	4,385,257
2019	2,761,130	1,315,592	4,076,722
2020	2,809,626	1,243,303	4,052,929
2021	2,867,705	1,162,859	4,030,564
2022	2,933,618	1,076,270	4,009,888
2023	2,566,370	995,794	3,562,164
2024	2,059,211	925,505	2,984,716
2025	2,127,146	855,795	2,982,941
2026	2,105,000	782,213	2,887,213
2027	2,180,000	707,513	2,887,513
2028	2,255,000	627,963	2,882,963
2029	2,340,000	543,813	2,883,813
2030	2,420,000	455,344	2,875,344
2031	2,515,000	361,703	2,876,703
2032	2,610,000	263,184	2,873,184
2033	1,695,000	181,800	1,876,800
2034	1,205,000	126,500	1,331,500
2035	1,255,000	77,300	1,332,300
2036	1,305,000	26,100	1,331,100
<b>Total</b>	<b>\$ 46,021,892</b>	<b>\$ 14,515,109</b>	<b>\$ 60,537,001</b>



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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	280,000	2.000%	9,070	289,070
2018	285,000	2.200%	3,135	288,135
<b>Total</b>	<b>\$ 565,000</b>		<b>\$ 12,205</b>	<b>\$ 577,205</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	488,250	2.500%	89,308	577,558
2018	479,250	3.000%	76,016	555,266
2019	470,250	3.000%	61,774	532,024
2020	461,250	4.000%	45,495	506,745
2021	456,750	4.000%	27,135	483,885
2022	450,000	4.000%	9,000	459,000
<b>Total</b>	<b>\$ 2,805,750</b>		<b>\$ 308,728</b>	<b>\$ 3,114,478</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	610,000	3.000%	420,388	1,030,388
2018	620,000	3.000%	401,938	1,021,938
2019	635,000	3.000%	383,113	1,018,113
2020	650,000	3.000%	363,838	1,013,838
2021	670,000	3.000%	344,038	1,014,038
2022	690,000	3.000%	323,638	1,013,638
2023	710,000	3.000%	302,638	1,012,638
2024	730,000	3.250%	280,125	1,010,125
2025	755,000	3.500%	255,050	1,010,050
2026	780,000	3.625%	227,700	1,007,700
2027	810,000	3.750%	198,375	1,008,375
2028	840,000	4.000%	166,388	1,006,388
2029	870,000	4.000%	132,188	1,002,188
2030	900,000	4.000%	96,788	996,788
2031	935,000	4.125%	59,503	994,503
2032	975,000	4.125%	20,109	995,109
<b>Total</b>	<b>\$ 12,180,000</b>		<b>\$ 3,975,813</b>	<b>\$ 16,155,813</b>

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	360,000	2.000%	170,913	530,913
2018	370,000	2.000%	163,613	533,613
2019	380,000	2.000%	156,113	536,113
2020	385,000	2.000%	148,463	533,463
2021	395,000	2.000%	140,663	535,663
2022	405,000	2.000%	132,663	537,663
2023	415,000	2.000%	124,463	539,463
2024	430,000	2.000%	116,013	546,013
2025	440,000	2.000%	107,313	547,313
2026	450,000	2.000%	98,413	548,413
2027	460,000	2.250%	88,738	548,738
2028	470,000	2.250%	78,275	548,275
2029	485,000	2.500%	66,925	551,925
2030	495,000	2.750%	54,056	549,056
2031	510,000	3.000%	39,600	549,600
2032	525,000	3.000%	24,075	549,075
2033	540,000	3.000%	8,100	548,100
<b>Total</b>	<b>\$ 7,515,000</b>		<b>\$ 1,718,399</b>	<b>\$ 9,233,399</b>

**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**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	510,000	1.100%	47,633	557,633
2018	520,000	1.250%	41,578	561,578
2019	530,000	1.050%	35,545	565,545
2020	545,000	1.250%	29,356	574,356
2021	550,000	1.400%	22,100	572,100
2022	560,000	1.550%	13,910	573,910
2023	580,000	1.650%	4,785	584,785
<b>Total</b>	<b>\$ 3,795,000</b>		<b>\$ 194,906</b>	<b>\$ 3,989,906</b>

\*Tax supported 100% 2015 to 2023

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

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	71,123	24,055	95,178
2018	73,463	21,715	95,178
2019	75,880	19,298	95,178
2020	78,376	16,801	95,177
2021	80,955	14,223	95,178
2022	83,618	11,559	95,177
2023	86,370	8,808	95,178
2024	89,211	5,967	95,178
2025	92,146	3,032	95,178
<b>Total</b>	<b>\$ 731,142</b>	<b>\$ 125,458</b>	<b>\$ 856,600</b>

**City of Tomball**  
**Tax Certificates of Obligation, Series 2017**  
**\$18,430,000 - Tax Supported 100%**  
**Projects to be funded: M118 Drainage channel**  
**Medical Complex Segment 4B**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P &amp; I</b>
2017	695,000	2%	637,650	1,332,650
2018	650,000	3%	679,550	1,329,550
2019	670,000	3%	659,750	1,329,750
2020	690,000	3%	639,350	1,329,350
2021	715,000	4%	614,700	1,329,700
2022	745,000	4%	585,500	1,330,500
2023	775,000	4%	555,100	1,330,100
2024	810,000	4%	523,400	1,333,400
2025	840,000	4%	490,400	1,330,400
2026	875,000	4%	456,100	1,331,100
2027	910,000	4%	420,400	1,330,400
2028	945,000	4%	383,300	1,328,300
2029	985,000	4%	344,700	1,329,700
2030	1,025,000	4%	304,500	1,329,500
2031	1,070,000	4%	262,600	1,332,600
2032	1,110,000	4%	219,000	1,329,000
2033	1,155,000	4%	173,700	1,328,700
2034	1,205,000	4%	126,500	1,331,500
2035	1,255,000	4%	77,300	1,332,300
2036	1,305,000	4%	26,100	1,331,100
<b>Total</b>	<b>\$ 18,430,000</b>		<b>\$ 8,179,600</b>	<b>\$ 26,609,600</b>

# **Capital Projects Fund**

## **Funding Description**

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

## **Impact on the Future Operations Budget**

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

City of Tomball  
 400 Capital Projects Fund  
 2016-2017 City Manager Adopted Budget

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>					
Transfers from General Fund	575,000	1,209,747	500,000	1,161,278	1,980,000
Transfers from Enterprise Fund	(114,428)	(424,208)	-	650,000	1,986,660
Transfers from Other Sources	100,000	-	-	-	1,789,524
Certificates of Obligation	-	-	15,225,000	-	20,506,171
TEDC Contributions	334,547	71,841	-	-	-
Other Revenue Sources	468	73,752	-	2,000	626,000
Interest	11,648	11,424	-	43,000	40,000
<b>Total</b>	<b>\$ 907,235</b>	<b>\$ 942,556</b>	<b>\$ 15,725,000</b>	<b>\$ 1,856,278</b>	<b>\$ 26,928,355</b>
<b>Expenditures:</b>					
Capital Outlay - General Fund	2,285,138	3,152,769	8,000,000	3,346,876	23,682,969
Capital Outlay - Enterprise Fund	163,809	-	-	180,000	4,436,660
Debt Service	-	-	120,000	-	276,450
<b>Total</b>	<b>\$ 2,448,947</b>	<b>\$ 3,152,769</b>	<b>\$ 8,120,000</b>	<b>\$ 3,526,876</b>	<b>\$ 28,396,079</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$ (1,541,712)</b>	<b>\$ (2,210,213)</b>	<b>\$ 7,605,000</b>	<b>\$ (1,670,598)</b>	<b>\$ (1,467,724)</b>
<b>Beginning Fund Balance</b>	<b>\$ 16,033,153</b>	<b>\$ 14,491,441</b>	<b>\$ 12,281,228</b>	<b>\$ 12,281,228</b>	<b>\$ 10,610,630</b>
<b>Ending Fund Balance</b>	<b>\$ 14,491,441</b>	<b>\$ 12,281,228</b>	<b>\$ 19,886,228</b>	<b>\$ 10,610,630</b>	<b>\$ 9,142,906</b>

**CITY OF TOMBALL**  
**400 Capital Projects Fund Detail**

GENERAL CAPITAL PROJECTS REVENUES	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5740 OTHER GRANTS	\$0	\$0	\$0	\$0	\$0	\$625,000
5770 TEDC CONTRIBUTIONS	\$518,210	\$334,547	\$71,841	\$0	\$0	\$0
5800 INTEREST INCOME	\$21,385	\$11,648	\$11,424	\$0	\$43,000	\$40,000
5801 UNREALIZED GAIN ON INVESTMENTS	(\$1,421)	\$468	\$0	\$0	\$0	\$0
5820 DRAINAGE CAPITAL RECOVERY FEES	\$0	\$0	\$73,752	\$0	\$2,000	\$1,000
5900 DEBT PROCEEDS	\$0	\$0	\$0	\$15,225,000	\$0	\$20,506,171
5910 TRANSFER FROM GENERAL FUND	\$0	\$575,000	\$1,209,747	\$500,000	\$1,161,278	\$1,980,000
5911 TRANSFER FROM UTILITY FUND	\$202,621	(\$114,428)	(\$424,208)	\$0	\$650,000	\$1,986,660
5961 TRANSFERS IN	\$300,000	\$100,000	\$0	\$0	\$0	\$1,789,524
<b>TOTAL GENERAL CAPITAL PROJECTS REVENUES</b>	<b>\$1,040,795</b>	<b>\$907,235</b>	<b>\$942,556</b>	<b>\$15,725,000</b>	<b>\$1,856,278</b>	<b>\$26,928,355</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	POLICE DEPARTMENT	400-121-POLICE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-POLICE DEPARTMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	FIRE DEPARTMENT	400-142 -FIRE DEPARTMENT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6406 LAND AND BUILDINGS	\$0	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL-FIRE DEPARTMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	PARKS	400-153 -PARKS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6409 SYSTEM EXPANSION	\$1,566	\$0	\$11,000	\$1,348,594
<b>CAPITAL OUTLAY</b>	<b>\$1,566</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$1,348,594</b>
<b>TOTAL GENERAL-PARKS</b>	<b>\$1,566</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$1,348,594</b>

CITY OF TOMBALL		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	STREETS	400-154 -STREETS

	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6409 SYSTEM EXPANSION	\$3,138,956	\$8,000,000	\$3,335,876	\$22,334,375
<b>CAPITAL OUTLAY</b>	<b>\$3,138,956</b>	<b>\$8,000,000</b>	<b>\$3,335,876</b>	<b>\$22,334,375</b>
<b>TOTAL GENERAL-STREETS</b>	<b>\$3,138,956</b>	<b>\$8,000,000</b>	<b>\$3,335,876</b>	<b>\$22,334,375</b>

CITY OF TOMBALL		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
GENERAL CAPITAL PROJECTS	ENGINEERING AND PLANNING	400-156 ENGINEERING AND PLANNING

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6302 PROF.SERV.-ENGINEERING	\$0	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ENGINEERING AND PLANNING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>FUND</b> GENERAL CAPITAL PROJECTS	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> DEBT SERVICE	<b>DIVISION</b> 400-300 DEBT SERVICE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 PROJECTION	2016 PROJECTION	2017 BUDGET
6906 BOND FEES AND COST	\$0	\$120,000	\$0	\$276,450
<b>DEBT</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$276,450</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$276,450</b>

<b>CITY OF TOMBALL</b>				
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>	
GENERAL CAPITAL PROJECTS	UTILITY-WATER		400-613 UTILITY-WATER	
<b>DETAILS</b>				

LINE ITEMS	2015 ACTUAL	2016 PROJECTION	2016 PROJECTION	2017 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$71,000	\$800,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,000</b>	<b>\$800,000</b>
<b>TOTAL UTILITY-WATER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,000</b>	<b>\$800,000</b>

<b>CITY OF TOMBALL</b>				
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>	
GENERAL CAPITAL PROJECTS	UTILITY-SEWER		400-614 UTILITY-SEWER	
<b>DETAILS</b>				

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$67,000	\$3,636,660
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,000</b>	<b>\$3,636,660</b>
<b>TOTAL UTILITY-SEWER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,000</b>	<b>\$3,636,660</b>

<b>CITY OF TOMBALL</b>				
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>	
GENERAL CAPITAL PROJECTS	UTILITY-GAS		400-615 UTILITY-GAS	
<b>DETAILS</b>				

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$42,000	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$0</b>
<b>TOTAL UTILITY-GAS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$0</b>

City of Tomball  
 460-Capital Projects Fund - Business Park  
 2016-2017 City Manager Adopted Budget

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>					
Interest	5,335	7,951	-	15,000	5,000
<b>Total</b>	<b>\$ 5,335</b>	<b>\$ 7,951</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 5,000</b>
<b>Expenditures:</b>					
Capital Outlay	216,350	1,658,320	-	5,925,215	-
<b>Total</b>	<b>\$ 216,350</b>	<b>\$ 1,658,320</b>	<b>\$ -</b>	<b>\$ 5,925,215</b>	<b>\$ -</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>\$ (211,015)</b>	<b>\$ (1,650,369)</b>	<b>\$ -</b>	<b>\$ (5,910,215)</b>	<b>\$ 5,000</b>
<b>Beginning Fund Balance</b>	<b>\$ 8,516,504</b>	<b>\$ 8,305,489</b>	<b>\$ 6,655,120</b>	<b>\$ 6,655,120</b>	<b>\$ 744,905</b>
<b>Ending Fund Balance</b>	<b>\$ 8,305,489</b>	<b>\$ 6,655,120</b>	<b>\$ 6,655,120</b>	<b>\$ 744,905</b>	<b>\$ 749,905</b>

**CITY OF TOMBALL**  
**460 - TEDC Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
BUSINESS PARK REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	\$2,339	\$5,335	\$7,951	\$0	\$15,000	\$5,000
5900 DEBT PROCEEDS	\$8,500,000	\$0	\$0	\$0	\$0	\$0
5901 PREMIUM ON BONDS	\$170,307	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BUSINESS PARK REVENUES</b>	<b>\$8,672,646</b>	<b>\$5,335</b>	<b>\$7,951</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$5,000</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
BUSINESS PARK	TEDC BUSINESS PARK	460-460 TEDC BUSINESS PARK
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6409 SYSTEM EXPANSION	\$1,658,320	\$0	\$5,925,215	\$0
<b>CAPITAL OUTLAY</b>	<b>\$1,658,320</b>	<b>\$0</b>	<b>\$5,925,215</b>	<b>\$0</b>
<b>DEBT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL TEDC BUSINESS PARK</b>	<b>\$1,658,320</b>	<b>\$0</b>	<b>\$5,925,215</b>	<b>\$0</b>

CITY OF TOMBALL  
FUND CAPITAL FUNDED LIST  
FY 2016-2017 BUDGET

PROJECT #	PROJECT NAME	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	EXPENSE TO DATE: APRIL 2016	REMAINING CASH ALLOCATED FOR PROJECT
71	M118 Drainage Channels	M118 drainage basin occupies the southeasterly area of Tomball, south of the M116 basin, east of the railroad tracks, west of Hufsmith-Kohrville, to Willow Creek. Project to provide relief drainage system and reduce or eliminate on-site detention. FY2012 GF 400-156-6302	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00
75	Agg Road Extension (Medical Complex Drive)	Segment 3 of the proposed Medical Complex Corridor commences at SH 249 Business and continues easterly to South Cherry St. Medical Complex Corridor is depicted on the COT's Major Thoroughfare Plan as a major east-west connector to FM 2920 (east & west of Tomball). FY2011 TEDC Grant FY2012 GF 400-154-6409 FY2012 EF 400-613,614,615-6409 FY2012 TEDC Grant  FY2013 GF Reprogrammed from 400-154-6409 FY2013 TEDC Grant FY2014 EF 400-613,614-6409 FY2014 TEDC GRANT FY2015 GF 400-154-6409 FY2015 GF 400-156-6302 FY2015 EF 400-613-6409 FY2015 TEDC GRANT FY2016 GF 400-154-6409	\$ 3,000.00 \$ 10,451.00 \$ 1,147,500.00 \$ 911,310.05  \$ 165,120.00 \$ 389,463.93 \$ 157,000.00 \$ 332,030.36 \$ 340,000.00 \$ 60,000.00 \$ 100,000.00 \$ 64,195.66 \$ 500,000.00	\$ 4,180,071.00	\$ 3,200,334.54	\$ 979,736.46
103	M124- Willow Creek Tributaries	The M124 basin occupies a major portion of the westerly area of Tomball, outfalling to Willow Creek. Project to mitigate channel and loss of existing floodplain storage. The project has been divided into M124 North, described as area north of FM 2920 to SH 249, and M124 South, described as area south of FM 2920. FY2012 GF 400-154-6409 FY2012 GF reprogrammed from 400-154-6409	\$ 156,718.00 \$ 49,999.83	\$ 206,717.83	\$ 134,798.64	\$ 71,919.19
115	Hufsmith Water and Gas Line Improvements	Project includes 12" water line and 4" gas lines from Rudolph to Snook. FY2012 EF 400-613-6409 FY2012 EF 400-615-6409	\$ 258,943.00 \$ 254,843.00	\$ 513,786.00	\$ 298,588.39	\$ 215,197.61
142	24" Sanitary Sewer - E. Hufsmith	Provides sanitary sewer improvements along east Hufsmith from J-131 to Snook. FY2012 EF 400-614-6304 FY2012 EF 400-614-6409	\$ 31,014.00 \$ 89,806.00	\$ 120,820.00	\$ 2,000.00	\$ 118,820.00
161	Rudolph Road and Utilities	Project includes land acquisition and providing street and utility improvements to current standards as a collector street. FY2012 GF 400-154-6409 FY2012 EF 600-613,614,615-6409  FY2012 EF reprogrammed from 600-614,615-6409 FY2013 EF reprogrammed from 600-614-6409	\$ 59,489.00 \$ 141,754.00  \$ 96,893.69 \$ 2,084.32	\$ 300,221.01	\$ 29,947.50	\$ 270,273.51
180	M121 Final Phase (bond funded)	Consists of two drainage channels, i.e. 121W & 121E, and an associated detention pond, serving a central area of Tomball. Project to alleviate conditions that cause localized flooding and eliminate on-site detention. M121 West is being constructed with bond funds. FY2012 Bonds 400-154-6409 FY2015 Bonds 400-154-6409 reprogrammed to PJ 181	\$ 10,801,101.98 \$ (266,267.00)	\$ 10,534,834.98	\$ 1,749,618.97	\$ 8,785,216.01
181	Medical Complex Drive Segment 3 (bond funded)	Medical Complex corridor is depicted on the COT's major thoroughfare plan as a major east-west connector to FM 2920 (east & west of Tomball). Commences at SH 249 Business and continues easterly to South Cherry St. FY2012 Bonds 400-154-6409 FY2015 Bonds 400-154-6409 reprogrammed from project 180	\$ 3,700,000.00 \$ 266,267.00	\$ 3,966,267.00	\$ 4,176,072.90	\$ (209,805.90)

CITY OF TOMBALL  
FUND CAPITAL FUNDED LIST  
FY 2016-2017 BUDGET

PROJECT #	PROJECT NAME	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	EXPENSE TO DATE: APRIL 2016	REMAINING CASH ALLOCATED FOR PROJECT
184	Infrastructure Master Plan and Capital Recovery Fee	The 10 Year Master Plan is a planning tool to estimate growth within the city limits and ETJ from 2013 to 2023 and at ultimate buildout. This helps determine the infrastructure needs to accommodate growth and estimate the cost and impact fee related to the infrastructure improvements. FY2013 GF 400-454-6304	\$ 51,000.00	\$ 51,000.00	\$ 49,114.98	\$ 1,885.02
186	Downtown Development	Development of the Downtown area. FY2014 RLC 400-121-6409 FY2014 GF 400-154-6409 FY2015 RLC 400-121-6409 reprogrammed from Medical District Sidewalks. FY2015 GF 400-154-6409	\$ 100,000.00 \$ 500,000.00 \$ 34,633.35 \$ 400,000.00	\$ 1,034,633.35	\$ 25,579.50	\$ 1,009,053.85
	Drainage Capital Recovery	Fund balance from Drainage Impact Fees FY2012 FY2013 Budget for project 184 FY2015 FY2016	\$ 139,611.34 \$ (51,000.00) \$ 73,751.79 \$ 1,498.45	\$ 163,861.58		\$ 163,861.58
	NWWTP Sewer Effluent Reuse	Study to determine if the treated water can be used for irrigation systems or purple pipe development. FY2014 EF	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
	SWWTP Expansion	Initial Study to determine if the SWWTP needs to be expanded and when design should begin. FY2014 EF	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
188	Broussard Community Park	Community Park located on E. Hufsmith near the intersection of Zion Rd. The park will include soccer fields and interactive areas. FY2015 GF 100-153-6409 FY2015 GF 400-153-6409	\$ 43,803.00 \$ 156,197.00	\$ 300,000.00	\$ 56,406.00	\$ 243,594.00
188B	Park Improvements	FY2016 GF 100-153-6409	\$ 100,000.00			
192	Zion Road Sidewalks- East of Quinn Road	New 5' sidewalk along Zion Road. FY2015 GF 100-154-6409 FY2015 GF 400-154-6409	\$ 16,450.00 \$ 203,550.00	\$ 220,000.00	\$ 54,165.75	\$ 165,834.25
192B	Zion Road Sidewalks- West of Quinn	Replacement of sidewalks on Zion from Quinn Road west to Alice Lane. FY2016 GF 100-154-6409	\$ 500,000.00	\$ 500,000.00		\$ 500,000.00
	4Corners Project	Redevelopment of triangle for City Gateway. FY2014 GF 400-154-6409 FY2015 GF 400-154-6409	\$ 75,000.00 \$ 50,000.00	\$ 125,000.00	\$ -	\$ 125,000.00
194	Market Street Sidewalks	Install sidewalk along the edge of curb on Market Street in the Depot area along with curb and gutter on Walnut adjacent to Depot restrooms FY2016 GF 100-154-6409	\$ 75,000.00	\$ 75,000.00	\$ 13,722.50	\$ 61,277.50
	CL2 Booster Station (south)	To fund the construction of a satellite chlorine booster station just south of Holderrieth on the 12" water main serving Boudreaux Estates. This would allow us to lower the chlorine level at the well and reduce complaints of high chlorine levels near the well. FY2016 EF 600-613-6403	\$ 436,000.00	\$ 436,000.00		\$ 436,000.00
	Water and Gas Meter Conversions	To fund replacement of all non-conforming water and gas meters that were passed over during our initial upgrade program. FY2016 EF 600-613-6409	\$ 200,000.00	\$ 200,000.00		\$ 200,000.00
	Upgrades to NWWTP	Clean remaining aeration basins, replace weirs, baffle rings in clarifiers, paint all above ground piping, install a drain in the final effluent chamber, install a potable water booster pump, build awning over SO2 cyl. modify suction lines for non-pot system, install second HPT, modify RAS piping on bar screen. FY2016 EF 600-614-6403	\$ 450,000.00	\$ 450,000.00		\$ 450,000.00
	Upgrades to SWWTP	Repair or replace RAS flow meters, install VFD on rotors, paint all above ground piping, replace manual chain hoist with an electric hoist, install potable water booster pump for chemical feed, install second HPT, out building for storage. FY2016 EF 600-614-6403	\$ 200,000.00	\$ 200,000.00		\$ 200,000.00
	Trailer Mounted VAC and Valve Maintenance Trailer	Equipment to open and close valves to exercise them with vacuum capability to remove soil and debris from valve boxes. GPS handheld attachment will allow recording of valve, manholes and other infrastructure locations. FY2016 EF 600-614-6403	\$ 100,000.00	\$ 100,000.00		\$ 100,000.00

CITY OF TOMBALL  
FUND CAPITAL FUNDED LIST  
FY 2016-2017 BUDGET

PROJECT #	PROJECT NAME	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	EXPENSE TO DATE: APRIL 2016	REMAINING CASH ALLOCATED FOR PROJECT
	Splash pad	Expand the current splash pad area. FY2016 GF 100-153-6409	\$ 45,000.00	\$ 45,000.00	\$ 44,050.00	\$ 950.00
	Lighting at Depot	Eight Light Standards to complete the lighting project at the Depot area. FY2016 GF 100-153-6409	\$ 30,000.00	\$ 30,000.00	\$ 26,263.95	\$ 3,736.05
	Natural Gas Detector	To safely detect the presence of natural and other gases more rapidly and from greater distances as well as through the window of a structure before entering it to investigate. FY2016 EF 600-615-6403	\$ 17,000.00	\$ 17,000.00	\$ 14,692.00	\$ 2,308.00
	114 Fannin (Environmental Study for land and building)	Environmental Study for land and building to evaluate proposal to donate property to the City. FY2016 GF 100-153-6409	\$ -	\$ -	\$ 11,320.00	\$ (11,320.00)
	Inventory system/Radio	FY2016 GF 100-142-6403	\$ 5,600.00	\$ 5,600.00		\$ 5,600.00
	Refurbish Booster 2 or 1	FY2016 GF 100-142-6405	\$ 66,000.00	\$ 66,000.00	\$ 18,088.00	\$ 47,912.00
179	Tomball Business and Technology Park (bond funded)	Located at the Northwest corner of Hufsmith- Kohrville and Holderrieth Road for the development of a Business Park for the purpose of projects related to the creation or retention of primary jobs. FY2013- Bond funds	\$ 8,500,000.00	\$ 8,500,000.00	\$ 5,635,823.50	\$ 2,864,176.50
Grand Total Cash Allocated for Projects			\$ 32,503,812.75	\$ 32,503,812.75	\$ 15,540,587.12	\$ 16,963,225.63

# Enterprise Fund

## **Fund Description**

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

## **Fund Narrative**

### **Concluding Fiscal Year Financial Performance**

Ending Fund Balance for Fiscal 2016 in the Enterprise Fund is projected to be \$21,134,878. Revenues for the past fiscal year, budgeted at \$11,114,848 are expected to come in approximately 9.53% or 1,058,920 less than budget. Utility Fund revenues have decreased due to both mild winters and higher than normal amounts of rainfall in the summer.

Operating expenses for FY 2016 are projected to come in approximately \$1,400,568 less than budget. Projected ending Fund Balance of \$21,134,878 represents 203% 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%.

### **2016-2017 Budget**

#### **Revenues**

Projected revenues for FY 2017 are \$10,199,648. This amount is \$915,200 or 8.23% less than revenues budgeted for FY 2016. This decrease based upon an expected mild winter and rainfall projections in 2017. All utility rates will remain the same as those adopted for FY 2016. The cost to the City for its natural gas supply is the delivered cost of the gas, not the raw rate. The rate charged to customers not only covers the cost of the natural gas itself but also pays for the daily operations of the natural gas system, system maintenance, capital projects, and a proportionate share of annual debt payments.

#### **Expenses**

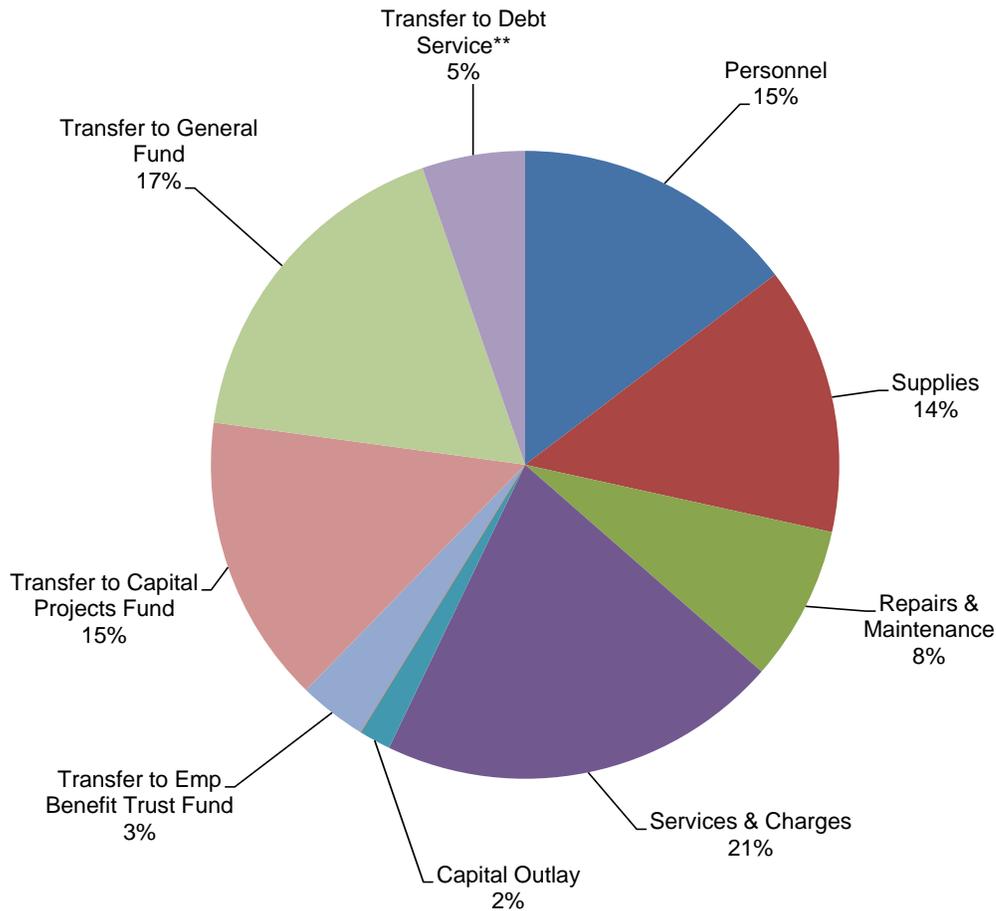
The base budget for operating expenses for FY 2017 is \$12,640,017 which is \$825,903 or 6.99% more than the current budget for FY 2016. The proposed budget for the Enterprise Fund does include non-recurring Supplemental programs totaling \$442,000. Proposed capital related expenses in the Enterprise Fund for FY 2016 is \$ 1,986,660.

Budgeted ending Fund Balance for FY 2017 of \$17,987,824 provides fund balance reserves of 142% of operating expenses. Budgeted net system revenues available for debt service of \$706,685 provide a debt coverage ratio on revenue bond debt of 345%. It is a goal of the Enterprise Fund to provide a level of coverage to demonstrate the strength of the system.

## ENTERPRISE FUND EXPENDITURES

	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 PROJECTION	FY 2017 BUDGET
Personnel	\$ 1,668,943	\$ 1,916,923	\$ 1,891,442	\$ 1,954,714
Supplies	\$ 1,690,231	\$ 2,421,645	\$ 1,531,723	\$ 1,842,030
Repairs & Maintenance	\$ 682,289	\$ 816,075	\$ 819,350	\$ 1,066,650
Services & Charges	\$ 2,235,267	\$ 2,404,403	\$ 2,576,271	\$ 2,761,930
Capital Outlay	\$ 1,408,664	\$ 1,403,000	\$ 92,692	\$ 218,000
Vehicle Replacement	\$ 245,063	\$ -	\$ -	\$ -
Transfer to Emp Benefit Trust Fund	\$ 462,892	\$ 451,943	\$ 451,943	\$ 467,864
Transfer to Capital Projects Fund	\$ (424,208)	\$ -	\$ 650,000	\$ 1,986,660
Transfer to General Fund	\$ 2,031,276	\$ 2,400,125	\$ 2,400,125	\$ 2,342,169
<i>Transfer to Debt Service**</i>	\$ 196,878	\$ 738,350	\$ 739,558	\$ 706,685
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 10,000,417</b>	<b>\$ 11,814,114</b>	<b>\$ 10,413,546</b>	<b>\$ 12,640,017</b>

\*\*Not included in total Operating Expenses. Included in Enterprise Ending Fund Balance



**Enterprise Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**2016-2017 Budget Worksheet - Adopted Budget**

	<b>FY2014 Actuals</b>	<b>FY2015 Actuals</b>	<b>FY2016 Budget</b>	<b>FY2016 Projection</b>	<b>FY2017 Budget</b>
<b>Operating Revenues:</b>					
Water sales	\$ 4,578,685	\$ 4,447,785	\$ 4,500,000	\$ 4,100,000	\$ 4,200,000
Sewer sales	2,372,163	2,320,748	2,370,000	2,100,000	2,100,000
Gas sales	3,578,145	3,295,521	3,265,000	2,950,000	3,000,000
Tap fees	216,414	173,983	215,000	125,000	125,000
Reconnect fees	28,040	24,919	27,500	30,000	30,000
Interest	(2,413)	33,587	27,000	19,000	19,000
Contributions	670,000	670,000	558,148	558,148	558,148
Other	153,791	156,236	152,200	173,780	167,500
<b>Total Operating Revenues</b>	<b>11,594,825</b>	<b>11,122,777</b>	<b>11,114,848</b>	<b>10,055,928</b>	<b>10,199,648</b>
<b>Expenses:</b>					
Enterprise Administration	3,958,650	4,195,752	3,275,835	3,282,023	3,312,598
Utility Billing	247,155	246,465	276,509	283,569	288,781
Water	2,296,665	2,268,271	3,350,614	2,675,087	3,128,059
Wastewater	1,333,591	1,601,951	2,487,906	2,614,525	4,107,480
Gas	1,998,082	1,687,978	2,423,250	1,558,342	1,803,099
<b>Total Operating Expenses</b>	<b>9,834,143</b>	<b>10,000,417</b>	<b>11,814,114</b>	<b>10,413,546</b>	<b>12,640,017</b>
<b>Net Revenue Available for Debt</b>	<b>1,760,682</b>	<b>1,122,360</b>	<b>(699,266)</b>	<b>(357,618)</b>	<b>(2,440,369)</b>
Debt Service	245,129	196,878	738,350	739,558	706,685
<b>Total Debt Service</b>	<b>245,129</b>	<b>196,878</b>	<b>738,350</b>	<b>739,558</b>	<b>706,685</b>
Debt Coverage on Total Debt	718%	570%	-95%	-48%	-345%
<b>Net Income (Excluding Depr.)</b>	<b>1,515,553</b>	<b>925,482</b>	<b>(1,437,616)</b>	<b>(1,097,176)</b>	<b>(3,147,054)</b>
<b>Beginning Fund Balance</b>	<b>19,791,019</b>	<b>21,306,572</b>	<b>22,232,054</b>	<b>22,232,054</b>	<b>21,134,878</b>
<b>Ending Fund Balance</b>	<b>21,306,572</b>	<b>22,232,054</b>	<b>20,794,438</b>	<b>21,134,878</b>	<b>17,987,824</b>
Fund Balance as % of Operating Costs	217%	222%	176%	203%	142%

**CITY OF TOMBALL**  
**Enterprise Fund Detail**

ENTERPRISE FUND REVENUES	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	\$0	\$0	\$0	\$0	\$16,280	\$10,000
5550 MISCELLANEOUS INCOME	\$6,242	\$1,351	\$873	\$1,500	\$750	\$750
5560 RETURNED CHECK FINES	\$913	\$731	\$768	\$700	\$750	\$750
5600 WATER SALES	\$4,669,354	\$4,578,685	\$4,447,785	\$4,500,000	\$4,100,000	\$4,200,000
5610 WATER TAPS	\$70,385	\$70,085	\$60,035	\$75,000	\$50,000	\$50,000
5620 WATER RECONNECT FEES	\$31,029	\$28,040	\$24,919	\$27,500	\$30,000	\$30,000
5630 AMP PLAN BALANCE	(\$1,149)	\$92	\$1,598	\$1,000	\$1,500	\$1,500
5640 SEWER SALES	\$2,365,611	\$2,372,163	\$2,320,748	\$2,370,000	\$2,100,000	\$2,100,000
5650 SEWER TAPS	\$43,635	\$58,495	\$47,515	\$65,000	\$25,000	\$25,000
5670 GAS SALES	\$3,061,634	\$3,578,145	\$3,295,521	\$3,265,000	\$2,950,000	\$3,000,000
5680 GAS TAPS	\$76,650	\$87,834	\$66,433	\$75,000	\$50,000	\$50,000
5690 PENALTIES	\$124,454	\$107,898	\$108,374	\$105,000	\$110,000	\$110,000
5695 ADMINISTRATIVE CHARGES	\$43,412	\$45,063	\$46,221	\$45,000	\$46,000	\$46,000
5741 GAIN (LOSS) SALE CITY PROPERTY	\$0	(\$1,345)	\$0	\$0	\$0	\$0
5770 TEDC CONTRIBUTIONS	\$670,000	\$670,000	\$670,000	\$558,148	\$558,148	\$558,148
5780 OTHER REIMBURSEMENTS	\$0	\$0	\$0	\$0	\$0	\$0
5800 INTEREST INCOME	\$11,759	\$6,924	\$22,668	\$26,000	\$17,500	\$17,500
5801 UNREALIZED GAIN ON INVESTMENTS	(\$630)	(\$9,337)	\$9,321	\$0	\$0	\$0
<b>TOTAL ENTERPRISE FUND REVENUES</b>	<b>\$11,173,299</b>	<b>\$11,594,824</b>	<b>\$11,122,779</b>	<b>\$11,114,848</b>	<b>\$10,055,928</b>	<b>\$10,199,648</b>

# Utility Department

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Began public outreach about the importance of backflow preventers and maintaining them, including annual inspections.

### Goals & Objectives for FY 2016-17

- Continue public outreach to inform public about the importance of backflow preventers and maintaining them, including annual inspections
- Establish a maintenance crew to exercise valves and maintain lift stations
- Continue the Utility Infrastructure Replacement Program, 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
- Complete Utility Rate Study

### Major Budget Items

- Utility Rate Study (\$85,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

600 - Enterprise Fund

### DEPARTMENT

611 - Utility Administrative

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$244,962	\$378,519	\$378,171	\$363,015
Supplies	\$12,886	\$5,575	\$6,193	\$5,250
Maintenance	\$79	\$150	\$350	\$150
Services and charges	\$34,993	\$39,523	\$45,241	\$134,150
<b>Total Operating Expenditures</b>	<b>\$292,920</b>	<b>\$423,767</b>	<b>\$429,955</b>	<b>\$502,565</b>
Capital Outlay	\$1,408,664	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$2,494,168	\$2,852,068	\$2,852,068	\$2,810,033
<b>Total Expenditures</b>	<b>\$4,195,752</b>	<b>\$3,275,835</b>	<b>\$3,282,023</b>	<b>\$3,312,598</b>

Supplemental Programs	Recurring	Non-Recur.
Rate Study for Enterprise Fund		\$85,000

Staffing	FY2015	FY2016	FY2017
Public Works Director of Operations	1	1	1
Utility Superintendent	1	1	1
Construction Manager	-	1	1
Project Coordinator	-	1	1
Administrative Assistant	1	-	-
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> ADMINISTRATIVE	<b>DIVISION</b> 600-611 UTILITY- ADMINISTRATIVE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$126,837	\$245,733	\$225,557	\$243,823
6003 WAGES-FULL TIME	\$28,597	\$55,124	\$66,355	\$39,237
6005 WAGES-OVERTIME	\$1,960	\$2,060	\$2,060	\$2,000
6009 WAGES-OTHER	\$7,329	\$0	\$6,789	\$0
6011 VACATION PAY	\$12,784	\$0	\$5,720	\$0
6012 SICK PAY	\$3,445	\$1,165	\$2,255	\$3,601
6013 EMERGENCY PAY	\$0	\$0	\$432	\$0
6019 MISCELLANEOUS PAY	\$1,425	\$1,615	\$2,255	\$2,495
6021 FICA-MED/SS	\$13,768	\$23,851	\$23,698	\$22,832
6022 TMRS-EMPLOYER	\$23,703	\$42,238	\$38,779	\$40,889
6025 WORKER COMPENSATION INSURANCE	\$4,107	\$6,733	\$4,271	\$4,138
6026 UNEMPLOYMENT TAXES	\$106	\$0	\$0	\$0
6030 EMPLOYEE TUITION REIMBURSEMENT	\$0	\$0	\$0	\$4,000
6040 OTHER POST EMPLOYMENT BEN.	\$20,901	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$244,962</b>	<b>\$378,519</b>	<b>\$378,171</b>	<b>\$363,015</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$1,456	\$975	\$975	\$1,000
6102 EDUCATIONAL SUPPLIES	\$0	\$800	\$800	\$800
6103 COMPUTER SUPPLIES	\$0	\$400	\$0	\$0
6105 FOOD SUPPLIES	\$957	\$500	\$500	\$500
6107 CLOTHING AND UNIFORMS	\$507	\$150	\$568	\$500
6108 FUEL, OIL AND LUBRICANTS	\$1,646	\$2,300	\$1,700	\$2,000
6109 POSTAGE	\$0	\$100	\$100	\$100

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL DEPARTMENT</b> ADMINISTRATIVE	<b>DIVISION</b> 600-611 UTILITY- ADMINISTRATIVE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6119 OTHER SUPPLIES	\$8,320	\$350	\$350	\$350
6130 FURNITURE <\$20,000	\$0	\$0	\$1,200	\$0
<b>SUPPLIES</b>	<b>\$12,886</b>	<b>\$5,575</b>	<b>\$6,193</b>	<b>\$5,250</b>
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$250	\$0
6205 VEHICLE EQUIPMENT MAINTENANCE	\$79	\$150	\$100	\$150
<b>REPAIRS AND MAINTENANCE</b>	<b>\$79</b>	<b>\$150</b>	<b>\$350</b>	<b>\$150</b>
6302 PROFESSIONAL SERVICES,ENGINEER	\$0	\$0	\$0	\$85,000
6312 COMMUNICATION SERVICES	\$29,484	\$30,432	\$36,000	\$40,000
6332 TRAVEL AND MEALS	\$300	\$1,500	\$1,500	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$400	\$1,291	\$1,291	\$1,300
6334 AUTOMOBILE ALLOWANCES	\$3,600	\$4,800	\$4,800	\$4,800
6337 TRAINING	\$1,098	\$1,250	\$1,400	\$1,300
6362 PERMITS AND LICENSES	\$111	\$250	\$250	\$250
<b>SERVICES AND CHARGES</b>	<b>\$34,993</b>	<b>\$39,523</b>	<b>\$45,241</b>	<b>\$134,150</b>
6410 DEPRECIATION EXPENSE	\$1,408,664	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$1,408,664</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6691 TRANSFERS OUT	\$2,031,276	\$2,400,125	\$2,400,125	\$2,342,169
6692 TRANSFER TO EMP. BEN. TRUST	\$462,892	\$451,943	\$451,943	\$467,864
<b>TRANSFERS</b>	<b>\$2,494,168</b>	<b>\$2,852,068</b>	<b>\$2,852,068</b>	<b>\$2,810,033</b>
<b>TOTAL UTILITY-ADMINISTRATIVE</b>	<b>\$4,195,752</b>	<b>\$3,275,835</b>	<b>\$3,282,023</b>	<b>\$3,312,598</b>

# Utility Billing Department

## DEPARTMENT MISSION

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

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

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

### Goals & Objectives for FY 2016-17

- Process monthly bills by the 5th working day of the month 100% of the time.
- Develop a testing schedule on 15% of the large meters annually.
- Strive to have a 24 hour turn around on service order completion 100% of the time.
- Continue to increase training for department employees through Career Track courses, Skill Path courses and City training.
- Improve the department's image through training and education.
- Develop tools to measure customer service such as questionnaires and surveys.

### Major Budgeted Items

- Postage (\$22,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

600 - Enterprise Fund

### DEPARTMENT

612 - Utility Billing Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$186,948	\$193,204	\$189,569	\$199,531
Supplies	\$32,780	\$30,530	\$27,600	\$30,100
Maintenance	\$6,187	\$7,125	\$7,500	\$7,500
Services and charges	\$20,550	\$45,650	\$58,900	\$51,650
<b>Total Operating Expenditures</b>	<b>\$246,465</b>	<b>\$276,509</b>	<b>\$283,569</b>	<b>\$288,781</b>
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$246,465</b>	<b>\$276,509</b>	<b>\$283,569</b>	<b>\$288,781</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Billing Supervisor	1	1	1
Customer Service Specialists	2	2	2
Utilities Serviceperson	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> UTILITY BILLING	<b>DIVISION</b> 600-612 UTILITY BILLING
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$37,752	\$44,690	\$42,771	\$47,476
6003 WAGES-FULL TIME	\$92,324	\$109,669	\$101,814	\$111,037
6005 WAGES-OVERTIME	\$2,352	\$1,803	\$2,990	\$2,250
6009 WAGES-OTHER	\$6,939	\$0	\$3,585	\$0
6011 VACATION PAY	\$7,895	\$0	\$2,274	\$0
6012 SICK PAY	\$5,952	\$604	\$1,008	\$1,123
6019 MISCELLANEOUS PAY	\$1,790	\$1,065	\$700	\$995
6021 FICA-S.S. AND MEDICARE TAXES	\$11,123	\$12,098	\$11,555	\$12,498
6022 TMRS-EMPLOYER	\$19,504	\$21,425	\$21,046	\$22,383
6025 WORKER COMPENSATION INS.	\$1,317	\$1,850	\$1,826	\$1,769
<b>PERSONNEL SERVICES</b>	<b>\$186,948</b>	<b>\$193,204</b>	<b>\$189,569</b>	<b>\$199,531</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$11,567	\$4,980	\$1,200	\$3,200
6105 FOOD SUPPLIES	\$63	\$0	\$100	\$100
6106 MATERIALS AND PARTS	\$48	\$800	\$800	\$800
6107 CLOTHING AND UNIFORMS	\$1,224	\$1,750	\$1,500	\$1,500
6108 FUEL, OIL AND LUBRICANTS	\$1,496	\$2,500	\$2,000	\$2,000
6109 POSTAGE	\$18,157	\$20,000	\$21,500	\$22,000
6119 OTHER SUPPLIES	\$225	\$500	\$500	\$500
<b>SUPPLIES</b>	<b>\$32,780</b>	<b>\$30,530</b>	<b>\$27,600</b>	<b>\$30,100</b>
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$1,000	\$500	\$500
6203 RADIO EQUIPMENT MAINTENANCE	\$4,313	\$5,225	\$6,500	\$6,500
6205 VEHICLE MAINTENANCE	\$1,874	\$300	\$500	\$500

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> UTILITY BILLING	<b>DIVISION</b> 600-612 UTILITY BILLING
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6219 OTHER MAINTENANCE	\$0	\$600	\$0	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$6,187</b>	<b>\$7,125</b>	<b>\$7,500</b>	<b>\$7,500</b>
6304 PROFESSIONAL SERVICES, OTHER	\$0	\$25,000	\$25,000	\$25,000
6312 COMMUNICATION SERVICES	\$721	\$750	\$8,000	\$750
6329 OTHER SERVICES	\$12,667	\$8,000	\$14,000	\$14,000
6332 TRAVEL AND MEALS	\$0	\$1,400	\$1,400	\$1,400
6333 DUES AND SUBSCRIPTIONS	\$292	\$500	\$500	\$500
6337 TRAINING	\$245	\$1,500	\$1,500	\$1,500
6362 PERMITS AND LICENSES	\$6,625	\$8,500	\$8,500	\$8,500
<b>SERVICES AND CHARGES</b>	<b>\$20,550</b>	<b>\$45,650</b>	<b>\$58,900</b>	<b>\$51,650</b>
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY BILLING</b>	<b>\$246,465</b>	<b>\$276,509</b>	<b>\$283,569</b>	<b>\$288,781</b>

# **Water Department**

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Submitted application for a Certificate of Convenience and Necessity (CCN) application and filed with Public Utility Commission for water
- Updated temporary meter/ bulk water metering system with departmental policy
- Continued conversion of remaining water meters to AMR

### **Goals & Objectives for FY 2016-17**

- Continue conversion of water meter to AMR

### **Major Budget Items**

- Cargo Utility Van (\$40,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

600 - Enterprise Fund

### DEPARTMENT

613 - Water Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$382,841	\$433,639	\$406,412	\$441,384
Supplies	\$154,654	\$274,300	\$261,300	\$261,300
Maintenance	\$40,888	\$179,500	\$179,500	\$179,500
Services and charges	\$1,746,928	\$1,827,175	\$1,827,875	\$2,027,875
<b>Total Operating Expenditures</b>	<b>\$2,325,311</b>	<b>\$2,714,614</b>	<b>\$2,675,087</b>	<b>\$2,910,059</b>
Capital Outlay	-	\$636,000	-	\$218,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	(\$57,040)	-	-	-
<b>Total Expenditures</b>	<b>\$2,268,271</b>	<b>\$3,350,614</b>	<b>\$2,675,087</b>	<b>\$3,128,059</b>

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2015	FY2016	FY2017
Foreman	1	1	1
Crew Chief	1	1	1
Heavy Equipment Operator	1	1	1
Serviceman	4	4	4
Locator	1	1	1
Utilities Laborer*	0.2	0.2	0.2
<b>Total</b>	<b>8.2</b>	<b>8.2</b>	<b>8.2</b>

\*Equivalent of 1 full time person using part time summer labor distributed equally to Streets, Parks, Water, Sewer and Gas Department

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> WATER	<b>DIVISION</b> 600-613 - WATER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$246,721	\$314,287	\$279,049	\$325,384
6004 WAGES-PART TIME	\$4,071	\$4,635	\$5,026	\$4,635
6005 WAGES-OVERTIME	\$9,257	\$9,785	\$9,800	\$9,500
6006 WAGES-ON CALL	\$16,207	\$15,450	\$10,000	\$8,000
6009 WAGES-OTHER	\$14,038	\$0	\$7,114	\$0
6011 VACATION PAY	\$14,530	\$0	\$8,319	\$0
6012 SICK PAY	\$4,150	\$556	\$3,372	\$2,175
6013 EMERGENCY PAY	\$392	\$0	\$428	\$0
6019 MISCELLANEOUS PAY	\$3,700	\$3,645	\$3,400	\$3,760
6021 FICA-MED/SS	\$22,304	\$26,686	\$24,278	\$27,354
6022 TMRS-EMPLOYER	\$38,838	\$46,631	\$43,663	\$48,987
6025 WORKER COMPENSATION INSURANCE	\$8,546	\$11,964	\$11,963	\$11,589
6026 UNEMPLOYMENT TAXES	\$87	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$382,841</b>	<b>\$433,639</b>	<b>\$406,412</b>	<b>\$441,384</b>
6101 OFFICE SUPPLIES	\$65	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$67,147	\$140,000	\$130,000	\$130,000
6107 CLOTHING AND UNIFORMS	\$2,852	\$3,300	\$3,300	\$3,300
6108 FUEL, OIL AND LUBRICANTS	\$15,057	\$22,000	\$15,000	\$15,000
6110 CHEMICAL SUPPLIES	\$52,110	\$100,000	\$90,000	\$90,000
6111 TAP SUPPLIES AND COMPONENTS	\$14,600	\$0	\$15,000	\$15,000

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> WATER	<b>DIVISION</b> 600-613 - WATER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6119 OTHER SUPPLIES	\$2,823	\$9,000	\$8,000	\$8,000
<b>SUPPLIES</b>	<b>\$154,654</b>	<b>\$274,300</b>	<b>\$261,300</b>	<b>\$261,300</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$2,978	\$2,500	\$2,500	\$2,500
6205 VEHICLE MAINTENANCE	\$3,254	\$2,000	\$2,000	\$2,000
6207 SYSTEM MAINTENANCE	\$34,656	\$175,000	\$175,000	\$175,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$40,888</b>	<b>\$179,500</b>	<b>\$179,500</b>	<b>\$179,500</b>
6304 PROFESSIONAL SERVICES,OTHER	\$32,825	\$29,000	\$29,000	\$29,000
6305 N.HARRIS CTY.REG.WATER AUTH.	\$1,501,992	\$1,550,000	\$1,550,000	\$1,750,000
6312 COMMUNICATION SERVICES	\$2,806	\$2,100	\$2,500	\$2,500
6313 UTILITIES-ELECTRIC	\$171,872	\$200,000	\$200,000	\$200,000
6316 PRINTING AND BINDING	\$1,955	\$1,825	\$1,825	\$1,825
6329 OTHER SERVICES	\$359	\$15,000	\$15,000	\$15,000
6332 TRAVEL AND MEALS	\$367	\$300	\$300	\$300
6333 DUES AND SUBSCRIPTIONS	\$839	\$750	\$750	\$750
6335 ADVERTISING COST	\$407	\$850	\$850	\$850
6336 EQUIPMENT RENTALS	\$0	\$150	\$150	\$150
6337 TRAINING	\$3,572	\$3,500	\$3,500	\$3,500
6361 STUDIES AND ANALYSIS	\$14,787	\$8,500	\$8,500	\$8,500
6362 PERMITS AND LICENSES	\$15,147	\$15,200	\$15,500	\$15,500
<b>SERVICES AND CHARGES</b>	<b>\$1,746,928</b>	<b>\$1,827,175</b>	<b>\$1,827,875</b>	<b>\$2,027,875</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$436,000	\$0	\$218,000
6409 SYSTEM EXPANSION	\$0	\$200,000	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$636,000</b>	<b>\$0</b>	<b>\$218,000</b>

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> WATER	<b>DIVISION</b> 600-613 - WATER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
<b>BAD DEBTS</b>	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$67,190	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$124,230)	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>(\$57,040)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY-WATER</b>	<b>\$2,268,271</b>	<b>\$3,350,614</b>	<b>\$2,675,087</b>	<b>\$3,128,059</b>

# Wastewater Department

## PROGRAM NARRATIVE

### FY 2015-16 Accomplishments

- Completed design and improvements to Hunterwood and Hicks Lift Stations
- Completed the critical needs assessment to the North and South Wastewater Treatment Plants
- Completed Certificate of Convenience and Necessity (CCN) application and filed with Public Utility Commission for sewer
- Purchased a Vactor and Valve Exercise trailer
- Completed North Wastewater Treatment Plant driveway improvements

### Goals & Objectives for FY 2016-17

- Begin with design and construction phase of the North and South Wastewater Treatment Plant upgrades
- Complete sanitary sewer camera, cleaning and slip lining
- Complete Rehabilitation of Lift Station at Hunterwood and Hicks subdivisions
- Begin permitting renewal with TCEQ for North and South Wastewater Treatment Plants

### Major Budget Items

- Rehabilitation of Lift Stations at Hunterwood and Hicks subdivision (\$250,000)
- T.V and Point Repairs (\$250,000)
- Backup gas feed system at South Wastewater Treatment Plant (\$7,000)
- Biocope grease control chemical (\$20,000)
- LED lighting upgrade at the North and South Wastewater Treatment Plants (\$50,000)
- South Wastewater Treatment Plant upgrades (\$648,525)
- North Wastewater Treatment Plant upgrades (\$2,838,135)
- Sewer Modeling (\$150,000)

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

600 - Enterprise Fund

### DEPARTMENT

614 - Wastewater Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$523,304	\$559,426	\$566,515	\$590,310
Supplies	\$110,677	\$111,300	\$127,330	\$160,830
Maintenance	\$624,706	\$623,500	\$625,000	\$873,000
Services and charges	\$383,789	\$443,680	\$567,680	\$496,680
<b>Total Operating Expenditures</b>	<b>\$1,642,476</b>	<b>\$1,737,906</b>	<b>\$1,886,525</b>	<b>\$2,120,820</b>
Capital Outlay	-	\$750,000	\$78,000	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	(\$40,525)	-	\$650,000	\$1,986,660
<b>Total Expenditures</b>	<b>\$1,601,951</b>	<b>\$2,487,906</b>	<b>\$2,614,525</b>	<b>\$4,107,480</b>

Supplemental Programs	Recurring	Non-Recur.
Sanitary sewer t.v. and c. point repairs, lining		\$250,000
LED lighting upgrade for N & S WWTP		\$50,000
Chain hoists 3 replacements/1 new		\$30,000
Bioscope (ERI) grease control chemical		\$20,000
Back-up gas feed system at the SWWTP		\$7,000

Staffing	FY2015	FY2016	FY2017
Crew Chief	2	2	2
Plant Supervisor	1	1	1
Plant Operator	2	2	2
Technician	1	1	1
Serviceman	4	4	4
Part Time Laborer	0.2	0.2	0.2
<b>Total</b>	<b>10.2</b>	<b>10.2</b>	<b>10.2</b>

\*Equivalent of 1 full time person using part time summer labor distributed equally to Streets, Parks, Water, Sewer and Gas Department

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> SEWER	<b>DIVISION</b> 600-614-SEWER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$336,521	\$407,524	\$383,807	\$425,206
6004 WAGES-PART TIME	\$3,031	\$4,635	\$4,635	\$4,635
6005 WAGES-OVERTIME	\$10,449	\$15,862	\$8,862	\$15,400
6006 WAGES-ON CALL	\$31,701	\$20,600	\$33,433	\$25,000
6009 WAGES-OTHER	\$17,835	\$0	\$10,921	\$0
6011 VACATION PAY	\$18,460	\$0	\$10,539	\$0
6012 SICK PAY	\$9,810	\$1,365	\$5,132	\$4,381
6013 EMERGENCY PAY	\$128	\$0	\$175	\$0
6019 MISCELLANEOUS PAY	\$3,260	\$3,815	\$3,815	\$4,395
6021 FICA-MED/SS	\$31,815	\$34,791	\$34,706	\$36,933
6022 TMRS-EMPLOYER	\$53,756	\$60,984	\$62,006	\$66,141
6025 WORKER COMPENSATION INSURANCE	\$6,330	\$9,850	\$8,484	\$8,219
6026 UNEMPLOYMENT TAXES	\$208	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$523,304</b>	<b>\$559,426</b>	<b>\$566,515</b>	<b>\$590,310</b>
6101 OFFICE AND COMPUTER SUPPLIES	\$291	\$100	\$130	\$130
6106 MATERIALS AND PARTS	\$13,802	\$10,500	\$22,500	\$42,000
6107 CLOTHING AND UNIFORMS	\$2,744	\$4,600	\$4,600	\$4,600
6108 FUEL, OIL AND LUBRICANTS	\$16,151	\$20,000	\$18,000	\$18,000
6109 POSTAGE	\$92	\$100	\$100	\$100
6110 CHEMICAL SUPPLIES	\$73,516	\$70,000	\$70,000	\$90,000
6119 OTHER SUPPLIES	\$4,081	\$6,000	\$12,000	\$6,000
<b>SUPPLIES</b>	<b>\$110,677</b>	<b>\$111,300</b>	<b>\$127,330</b>	<b>\$160,830</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
ENTERPRISE FUND	DEPARTMENT SEWER	600-614-SEWER
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6204 OTHER EQUIPMENT MAINTENANCE	\$21,590	\$12,000	\$12,000	\$12,000
6205 VEHICLE MAINTENANCE	\$3,976	\$2,500	\$4,000	\$4,000
6207 SYSTEM MAINTENANCE	\$599,140	\$509,000	\$509,000	\$807,000
6219 OTHER MAINTENANCE	\$0	\$100,000	\$100,000	\$50,000
<b>REPAIRS AND MAINTENANCE</b>	<b>\$624,706</b>	<b>\$623,500</b>	<b>\$625,000</b>	<b>\$873,000</b>
6304 PROFESSIONAL SERVICES, OTHER	\$12,380	\$20,000	\$20,000	\$20,000
6312 COMMUNICATION SERVICES	\$2,769	\$2,800	\$2,800	\$2,800
6313 UTILITIES-ELECTRIC	\$180,274	\$170,000	\$174,000	\$174,000
6329 OTHER SERVICES	\$99,108	\$55,000	\$169,000	\$100,000
6333 DUES AND SUBSCRIPTIONS	\$1,099	\$880	\$880	\$880
6336 EQUIPMENT RENTALS	\$0	\$0	\$6,000	\$4,000
6337 TRAINING	\$2,742	\$3,000	\$3,000	\$3,000
6361 STUDIES AND ANALYSIS	\$43,734	\$122,000	\$122,000	\$122,000
6362 PERMITS AND LICENSES	\$41,683	\$70,000	\$70,000	\$70,000
<b>SERVICES AND CHARGES</b>	<b>\$383,789</b>	<b>\$443,680</b>	<b>\$567,680</b>	<b>\$496,680</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$750,000	\$78,000	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$750,000</b>	<b>\$78,000</b>	<b>\$0</b>
6998 TRANSFER TO FLEET REPLACEMENT	\$146,000	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$186,525)	\$0	\$650,000	\$1,986,660
<b>TRANSFERS</b>	<b>(\$40,525)</b>	<b>\$0</b>	<b>\$650,000</b>	<b>\$1,986,660</b>
<b>DEBT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY-SEWER</b>	<b>\$1,601,951</b>	<b>\$2,487,906</b>	<b>\$2,614,525</b>	<b>\$4,107,480</b>

# **Gas Department**

## **PROGRAM NARRATIVE**

### **FY 2015-16 Accomplishments**

- Began gas meter conversion to AMR
- Ensured compliance with Railroad Commission's new DIMP program and maintained excellent standing

### **Goals & Objectives for FY 2016-17**

- Continue gas meter conversion to AMR

# CITY OF TOMBALL

## 2016-2017 ADOPTED BUDGET SUMMARY

### FUND

600 - Enterprise Fund

### DEPARTMENT

615 - Gas Department

	FY2015 Actual	FY2016 Budget	FY2016 Projections	FY2017 Budget
Personnel services	\$330,888	\$352,135	\$350,775	\$360,474
Supplies	\$1,379,234	\$1,999,940	\$1,109,300	\$1,384,550
Maintenance	\$10,429	\$5,800	\$7,000	\$6,500
Services and charges	\$49,007	\$48,375	\$76,575	\$51,575
<b>Total Operating Expenditures</b>	<b>\$1,769,558</b>	<b>\$2,406,250</b>	<b>\$1,543,650</b>	<b>\$1,803,099</b>
Capital Outlay	-	\$17,000	\$14,692	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	(\$81,580)	-	-	-
<b>Total Expenditures</b>	<b>\$1,687,978</b>	<b>\$2,423,250</b>	<b>\$1,558,342</b>	<b>\$1,803,099</b>

Supplemental Programs	Recurring	Non-Recur.
None		-

Staffing	FY2015	FY2016	FY2017
Gas Foreman	1	1	1
Utilities Technician	1	1	1
Utilities Crew Chief	1	1	1
Utilities Services Person	3	3	3
Part Time Laborer*	0.2	0.2	0.2
<b>Total</b>	<b>6.2</b>	<b>6.2</b>	<b>6.2</b>

\*Equivalent of 1 full time person using part time summer labor distributed equally to Streets, Parks, Water, Sewer and Gas Department

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> GAS	<b>DIVISION</b> 600-615 -GAS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6003 WAGES-FULL TIME	\$202,571	\$254,021	\$226,632	\$260,312
6004 WAGES-PART TIME	\$4,142	\$4,635	\$4,635	\$4,635
6005 WAGES-OVERTIME	\$11,433	\$8,240	\$9,840	\$8,000
6006 WAGES-ON CALL	\$12,847	\$15,450	\$24,701	\$15,000
6009 WAGES-OTHER	\$10,925	\$0	\$5,943	\$0
6011 VACATION PAY	\$15,306	\$0	\$9,103	\$0
6012 SICK PAY	\$14,475	\$3,259	\$3,228	\$3,306
6013 EMERGENCY PAY	\$485	\$0	\$888	\$0
6019 MISCELLANEOUS PAY	\$1,515	\$2,450	\$2,445	\$2,665
6021 FICA-MED/SS	\$19,980	\$22,062	\$21,672	\$22,706
6022 TMRS-EMPLOYER	\$33,914	\$38,443	\$38,397	\$40,662
6025 WORKER COMPENSATION INSURANCE	\$3,092	\$3,575	\$3,291	\$3,188
6026 UNEMPLOYMENT TAXES	\$203	\$0	\$0	\$0
<b>PERSONNEL SERVICES</b>	<b>\$330,888</b>	<b>\$352,135</b>	<b>\$350,775</b>	<b>\$360,474</b>
6101 OFFICE SUPPLIES	\$28	\$140	\$200	\$200
6106 MATERIALS AND PARTS	\$89,682	\$60,000	\$78,750	\$60,000
6107 CLOTHING AND UNIFORMS	\$2,556	\$3,000	\$3,000	\$3,000
6108 FUEL, OIL AND LUBRICANTS	\$9,025	\$14,000	\$9,000	\$10,000
6109 POSTAGE	\$0	\$0	\$350	\$350
6110 CHEMICAL SUPPLIES	\$247	\$2,800	\$0	\$0
6111 TAP SUPPLIES AND COMPENENTS	\$12,821	\$0	\$1,000	\$1,000

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> GAS	<b>DIVISION</b> 600-615 -GAS
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6119 OTHER SUPPLIES	\$7,756	\$20,000	\$17,000	\$10,000
6129 GAS PURCHASES	\$1,257,119	\$1,900,000	\$1,000,000	\$1,300,000
<b>SUPPLIES</b>	<b>\$1,379,234</b>	<b>\$1,999,940</b>	<b>\$1,109,300</b>	<b>\$1,384,550</b>
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$0	\$1,000	\$500
6205 VEHICLE MAINTENANCE	\$872	\$800	\$1,000	\$1,000
6207 SYSTEM MAINTENANCE	\$9,381	\$5,000	\$5,000	\$5,000
6219 OTHER MAINTENANCE	\$176	\$0	\$0	\$0
<b>REPAIRS AND MAINTENANCE</b>	<b>\$10,429</b>	<b>\$5,800</b>	<b>\$7,000</b>	<b>\$6,500</b>
6304 PROFESSIONAL SERVICES, OTHER	\$14,549	\$12,000	\$40,000	\$15,000
6312 COMMUNICATION SERVICES	\$2,555	\$2,500	\$2,500	\$2,500
6313 UTILITIES-ELECTRIC	\$1,702	\$1,800	\$1,800	\$1,800
6322 INSPECTION SERVICES	\$0	\$4,000	\$4,000	\$4,000
6329 OTHER SERVICES	\$6,611	\$3,000	\$3,000	\$3,000
6333 DUES AND SUBSCRIPTIONS	\$1,299	\$1,250	\$1,250	\$1,250
6335 ADVERTISING COST	\$228	\$225	\$225	\$225
6336 EQUIPMENT RENTALS	\$3,080	\$3,100	\$3,000	\$3,000
6337 TRAINING	\$15,780	\$18,000	\$18,000	\$18,000
6362 PERMITS AND LICENSES	\$3,203	\$2,500	\$2,800	\$2,800
<b>SERVICES AND CHARGES</b>	<b>\$49,007</b>	<b>\$48,375</b>	<b>\$76,575</b>	<b>\$51,575</b>
6403 MACHINERY AND EQUIPMENT	\$0	\$17,000	\$14,692	\$0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$14,692</b>	<b>\$0</b>

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> GAS	<b>DIVISION</b> 600-615 -GAS
<b>DETAILS</b>		

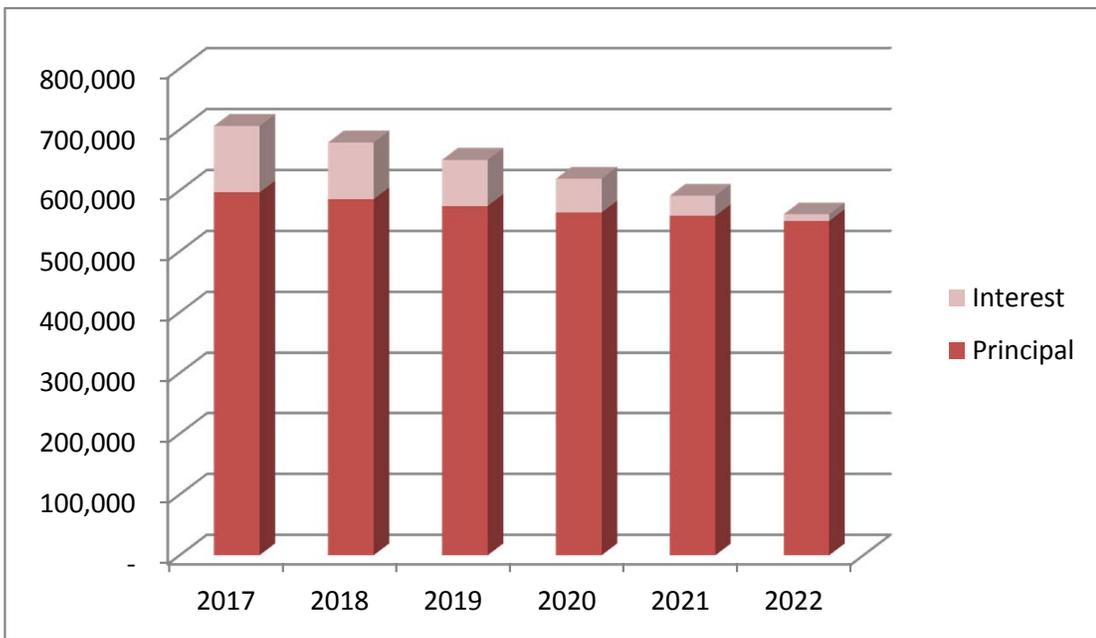
LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6998 TRANSFER TO FLEET REPLACEMENT	\$31,873	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	(\$113,453)	\$0	\$0	\$0
<b>TRANSFERS</b>	<b>(\$81,580)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY-GAS</b>	<b>\$1,687,978</b>	<b>\$2,423,250</b>	<b>\$1,558,342</b>	<b>\$1,803,099</b>

<b>FUND</b> ENTERPRISE FUND	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> DEBT	<b>DIVISION</b> 600-616 DEBT
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6901 INTEREST - BONDS	\$189,393	\$124,280	\$124,280	\$109,155
6906 BOND FEES AND COST	\$7,485	\$820	\$2,028	\$780
6911 PRINCIPAL - BONDS	\$0	\$613,250	\$613,250	\$596,750
<b>DEBT</b>	<b>\$196,878</b>	<b>\$738,350</b>	<b>\$739,558</b>	<b>\$706,685</b>
<b>TOTAL DEBT</b>	<b>\$196,878</b>	<b>\$738,350</b>	<b>\$739,558</b>	<b>\$706,685</b>

**City of Tomball  
Enterprise Fund  
Consolidated Debt Payment Schedule  
2016-2017 Adopted Budget**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017	596,750	109,154	705,904
2018	585,750	92,909	678,659
2019	574,750	75,501	650,251
2020	563,750	55,605	619,355
2021	558,250	33,165	591,415
2022	550,000	11,000	561,000
<b>Total</b>	<b>\$ 3,429,250</b>	<b>\$ 377,334</b>	<b>\$ 3,806,584</b>



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

Fiscal				Total
Year	Principal	Coupon	Interest	P & I
2017	596,750	2.500%	109,154	705,904
2018	585,750	3.000%	92,909	678,659
2019	574,750	3.000%	75,501	650,251
2020	563,750	4.000%	55,605	619,355
2021	558,250	4.000%	33,165	591,415
2022	550,000	4.000%	11,000	561,000
Total	\$ 3,429,250		\$ 377,334	\$ 3,806,584

## **Internal Service Funds**

### **650 - Fleet Replacement Fund**

#### **Fund Description**

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

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

City of Tomball  
650-Internal Service Funds - General Fund Fleet Replacement  
2016-2017 City Manager Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Transfers	502,247	390,000	390,000	141,812
Other	12,626	-	54,000	30,000
Interest	1,201	-	4,800	5,400
<b>Total</b>	<b>516,074</b>	<b>390,000</b>	<b>448,800</b>	<b>177,212</b>
<b>Expenditures:</b>				
Capital Outlay	360,537	390,000	315,797	141,812
<b>Total</b>	<b>360,537</b>	<b>390,000</b>	<b>315,797</b>	<b>141,812</b>
<b>Revenues Over (Under)</b>				
Expenditures	155,537	-	133,003	35,400
<b>Beginning Fund Balance</b>	<b>2,087,626</b>	<b>2,243,163</b>	<b>2,243,163</b>	<b>2,376,166</b>
<b>Ending Fund Balance</b>	<b>2,243,163</b>	<b>2,243,163</b>	<b>2,376,166</b>	<b>2,411,566</b>

City of Tomball  
650-Internal Service Funds - Enterprise Fund Fleet Replacement  
2016-2017 City Manager Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Transfers	245,063	-	-	40,000
<b>Total</b>	<b>245,063</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
<b>Expenditures:</b>				
Capital Outlay	76,628	-	175,710	40,000
<b>Total</b>	<b>76,628</b>	<b>-</b>	<b>175,710</b>	<b>40,000</b>
<b>Revenues Over (Under)</b>				
Expenditures	168,435	-	(175,710)	-
<b>Beginning Fund Balance</b>	<b>423,259</b>	<b>591,694</b>	<b>591,694</b>	<b>415,984</b>
<b>Ending Fund Balance</b>	<b>591,694</b>	<b>591,694</b>	<b>415,984</b>	<b>415,984</b>

City of Tomball  
 650-Internal Service Funds - Special Revenue Fund Fleet Replacement  
 2016-2017 City Manager Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Transfers	20,000	20,000	20,000	20,000
<b>Total</b>		20,000	20,000	20,000
<b>Expenditures:</b>				
<b>Total</b>	-	-	-	-
<b>Revenues Over (Under)</b>				
Expenditures	-	20,000	20,000	20,000
<b>Beginning Fund Balance</b>	19,742	19,742	19,742	39,742
<b>Ending Fund Balance</b>	19,742	39,742	39,742	59,742

**CITY OF TOMBALL**  
**650 - Fleet Replacement Fund Detail**

FLEET REPLACEMENT REVENUES	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	\$0	\$65,000	\$12,626	\$0	\$54,000	\$30,000
5741 GAIN (LOSS) DISPOSAL CITY PROP	\$13,054	\$0	\$0	\$0	\$0	\$0
5800 INTEREST INCOME	\$1,441	\$734	\$1,201	\$0	\$4,800	\$5,400
5910 TRANSFER FROM GENERAL FUND	\$234,500	\$593,802	\$502,247	\$390,000	\$390,000	\$141,812
5911 TRANSFER FROM UTILITY FUND	\$82,200	\$102,500	\$245,063	\$0	\$0	\$40,000
5961 TRANSFER IN	\$0	\$50,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL FLEET REPLACEMENT REVENUES</b>	<b>\$331,195</b>	<b>\$812,036</b>	<b>\$781,137</b>	<b>\$410,000</b>	<b>\$468,800</b>	<b>\$237,212</b>

<b>FUND</b> FLEET REPLACEMENT	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> GEN FUND FLEET REPLACEMEN	<b>DIVISION</b> 650-651 GEN FUND FLEET
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6403 MACHINERY AND EQUIPMENT	\$8,749	\$210,000	\$132,249	\$0
6405 VEHICLE EQUIPMENT	\$80,849	\$180,000	\$183,548	\$141,812
6410 DEPRECIATION EXPENSE	\$270,939	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$360,537</b>	<b>\$390,000</b>	<b>\$315,797</b>	<b>\$141,812</b>
<b>TOTAL GEN FUND FLEET REPLACEMEN</b>	<b>\$360,537</b>	<b>\$390,000</b>	<b>\$315,797</b>	<b>\$141,812</b>

<b>CITY OF TOMBALL</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
FLEET REPLACEMENT	UTILITY FUND FLEET REPLAC	650-652 UTILITY FUND FLEET
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$175,710	\$0
6405 VEHICLE EQUIPMENT	\$5,360	\$0	\$0	\$40,000
6410 DEPRECIATION EXPENSE	\$71,268	\$0	\$0	\$0
<b>CAPITAL OUTLAY</b>	<b>\$76,628</b>	<b>\$0</b>	<b>\$175,710</b>	<b>\$40,000</b>
<b>TOTAL UTILITY FUND FLEET REPLAC</b>	<b>\$76,628</b>	<b>\$0</b>	<b>\$175,710</b>	<b>\$40,000</b>

## 730 - Water Capital Recovery Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2016-2017 Adopted Budget

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>					
Water Capital Recovery Fee	219,025	246,383	200,000	290,000	200,000
Interest	448	810	400	4,500	4,000
<b>Total</b>	<b>219,473</b>	<b>247,193</b>	<b>200,400</b>	<b>294,500</b>	<b>204,000</b>
<b>Expenditures:</b>					
Services and Charges	15,685	(7,404)	-	-	-
Transfers Out	-	-	-	-	465,983
<b>Total</b>	<b>15,685</b>	<b>(7,404)</b>	<b>-</b>	<b>-</b>	<b>465,983</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	<b>203,789</b>	<b>254,598</b>	<b>200,400</b>	<b>294,500</b>	<b>(261,983)</b>
<b>Beginning Fund Balance</b>	<b>1,065,578</b>	<b>1,269,367</b>	<b>1,523,965</b>	<b>1,523,965</b>	<b>1,818,465</b>
<b>Ending Fund Balance</b>	<b>1,269,367</b>	<b>1,523,965</b>	<b>1,724,365</b>	<b>1,818,465</b>	<b>1,556,482</b>

**CITY OF TOMBALL**  
**730 - Water Capital Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
WATER CAPITAL RECOVERY REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	\$885	\$448	\$810	\$400	\$4,500	\$4,000
5810 WATER CAPITAL RECOVERY FEE	\$302,083	\$219,025	\$246,383	\$200,000	\$290,000	\$200,000
<b>TOTAL WATER CAPITAL RECOVERY REVENUES</b>	<b>\$302,968</b>	<b>\$219,473</b>	<b>\$247,193</b>	<b>\$200,400</b>	<b>\$294,500</b>	<b>\$204,000</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY	730-731 WATER CAPITAL
<b>DETAILS</b>			

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6304 PROF.SERV.-OTHER	(\$7,404)	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>(\$7,404)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6691 TRANSFERS OUT	\$0	\$0	\$0	\$465,983
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,983</b>
<b>TOTAL WATER CAPITAL RECOVERY</b>	<b>(\$7,404)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,983</b>

## 740 - Sewer Capital Recovery Fund

### Statement of Revenues, Expenditures and Changes in Fund Balance 2016-2017 Adopted Budget

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>					
Sewer Capital Recovery Fee	236,296	288,809	225,000	296,000	250,000
Interest	546	972	500	5,200	5,000
<b>Total</b>	<b>236,842</b>	<b>289,781</b>	<b>225,500</b>	<b>301,200</b>	<b>255,000</b>
<b>Expenditures:</b>					
Services and Charges	15,685	12,189	-	-	-
Transfers	-	-	-	-	1,000,000
<b>Total</b>	<b>15,685</b>	<b>12,189</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>
<b>Revenues Over (Under)</b>					
<b>Expenditures</b>	221,158	277,593	225,500	301,200	(745,000)
<b>Beginning Fund Balance</b>	1,263,060	1,484,218	1,761,811	1,761,811	2,063,011
<b>Ending Fund Balance</b>	<b>1,484,218</b>	<b>1,761,811</b>	<b>1,987,311</b>	<b>2,063,011</b>	<b>1,318,011</b>

**CITY OF TOMBALL**  
**740 - Sewer Capital Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
SEWER CAPITAL RECOVERY REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST	\$1,074	\$546	\$972	\$500	\$5,200	\$5,000
5840 SEWER CAPITAL RECOVERY FEE	\$353,070	\$236,296	\$288,809	\$225,000	\$296,000	\$250,000
<b>TOTAL SEWER CAPITAL RECOVERY REVENUES</b>	<b>\$354,144</b>	<b>\$236,842</b>	<b>\$289,781</b>	<b>\$225,500</b>	<b>\$301,200</b>	<b>\$255,000</b>

<b>FUND</b>	<b>CITY OF TOMBALL</b>	<b>DIVISION</b>
SEWER CAPITAL RECOVERY	DEPARTMENT SEWER CAPITAL RECOVERY	740-741 SEWER CAPITAL
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6304 PROF.SERV.-OTHER	\$12,189	\$0	\$0	\$0
<b>SERVICES AND CHARGES</b>	<b>\$12,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	\$0	\$0	\$1,000,000
<b>TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>
<b>TOTAL SEWER CAPITAL RECOVERY</b>	<b>\$12,189</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

City of Tomball  
 910 Employee Benefit Trust Fund  
 2016-2017 City Manager Adopted Budget

	FY 2015 Actual	FY 2016 Budget	FY 2016 Projection	FY 2017 Budget
<b>Revenues:</b>				
Transfers	2,188,033	2,291,634	2,291,634	2,598,249
ESD#15 Reimbursement	-	-	24,286	42,095
Interest	542	-	2,500	2,000
<b>Total</b>	<b>2,188,575</b>	<b>2,291,634</b>	<b>2,318,420</b>	<b>2,642,344</b>
<b>Expenditures:</b>				
Health Insurance Costs	2,130,436	2,229,238	2,166,284	2,554,033
Services and Charges	42,453	62,766	61,000	62,214
<b>Total</b>	<b>2,172,889</b>	<b>2,292,004</b>	<b>2,227,284</b>	<b>2,616,247</b>
<b>Revenues Over (Under) Expenditures</b>	<b>15,686</b>	<b>(370)</b>	<b>91,136</b>	<b>26,097</b>
<b>Beginning Fund Balance</b>	<b>984,621</b>	<b>1,000,306</b>	<b>1,000,306</b>	<b>1,091,442</b>
<b>Ending Fund Balance</b>	<b>1,000,306</b>	<b>999,936</b>	<b>1,091,442</b>	<b>1,117,539</b>

**CITY OF TOMBALL**  
**910 - Health Insurance Revenue Fund Detail**

	FY 2013	FY 2014	FY 2015	FY 2016		FY 2017
EMPLOYEE BENEFITS TRUST REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5474 ESD#15 STATION 5 PAYROLL REIMBURSEMENT	\$0	\$0	\$0	\$0	\$24,286	\$42,095
5800 INTEREST	\$523	\$299	\$542	\$0	\$2,500	\$2,000
5961 TRANSFERS IN	\$2,091,322	\$2,180,930	\$2,188,033	\$2,291,634	\$2,291,634	\$2,598,249
<b>TOTAL EMPLOYEE BENEFITS TRUST REVENUES</b>	<b>\$2,091,845</b>	<b>\$2,181,229</b>	<b>\$2,188,575</b>	<b>\$2,291,634</b>	<b>\$2,318,420</b>	<b>\$2,642,344</b>

<b>FUND</b> EMPLOYEE BENEFITS TRUST	<b>CITY OF TOMBALL</b> <b>DEPARTMENT</b> HEALTH INSURANCE	<b>DIVISION</b> 910-920 HEALTH INSURANCE
<b>DETAILS</b>		

LINE ITEMS	2015 ACTUAL	2016 BUDGET	2016 PROJECTION	2017 BUDGET
6024 HEALTH INSURANCE	\$2,130,436	\$2,229,238	\$2,166,284	\$2,554,033
<b>PERSONNEL SERVICES</b>	<b>\$2,130,436</b>	<b>\$2,229,238</b>	<b>\$2,166,284</b>	<b>\$2,554,033</b>
6304 PROF. SERVICES- OTHER	\$42,453	\$44,766	\$43,000	\$44,214
6329 OTHER SERVICES	\$0	\$18,000	\$18,000	\$18,000
<b>SERVICES AND CHARGES</b>	<b>\$42,453</b>	<b>\$62,766</b>	<b>\$61,000</b>	<b>\$62,214</b>
<b>TOTAL HEALTH INSURANCE</b>	<b>\$2,172,889</b>	<b>\$2,292,004</b>	<b>\$2,227,284</b>	<b>\$2,616,247</b>

# ACTIVE SUPPLEMENTAL

## GENERAL FUND

FUND-DEPT-ACCT	TITLE	PRIORITY	TYPE	AMOUNT
100-114-6206	SEAL AND PAINT ALL VINYL WALLS AT CITY HALL	1	FACILITIES MAINTENANCE	\$27,753
<b>CITY SECRETARY TOTAL</b>				<b>\$27,753</b>
100-116	PART TIME ADMIN ASST./FLOATER - (6004-\$10400; 6021-\$796)	1	PERSONNEL	\$11,196
<b>FINANCE TOTAL</b>				<b>\$11,196</b>
100-117-6320	WIRELESS - IT	2	HARDWARE/ SOFTWARE	\$16,000
100-117-6103	DESKTOP COMPUTER FOR KIOSK AT PW SVC CTR-UT.ADMIN	1	HARDWARE/ SOFTWARE	\$2,000
100-117-6103	LAPTOP - UTILITY BILLING	1	HARDWARE/ SOFTWARE	\$1,500
100-117-6103	NEW MODEMS AND MDTs FOR FP-2 and FP-3 - FD	1	HARDWARE/ SOFTWARE	\$5,100
100-117-6101	PUBLIC WORKS TRAINING ROOM AUDIO VIDEO - PW	1	HARDWARE/ SOFTWARE	\$11,000
<b>INFORMATION SYSTEMS TOTAL</b>				<b>\$35,600</b>
100-121	TWO SCHOOL RESOURCE OFFICERS (6003-\$93138; 6005-\$11135; 6021-\$7968; 6022-\$14050; 6024-\$50323; 6106-\$10000; 6107-\$5750)	1	PERSONNEL	** \$192,364 -
<b>POLICE DEPARTMENT TOTAL</b>				<b>\$192,364</b>
100-131-6206	COMMUNITY CENTER REMODEL BATHROOMS	1	FACILITIES MAINTENANCE	\$15,000
<b>COMMUNITY CENTER TOTAL</b>				<b>\$15,000</b>
100-153-6207	LED LIGHTING UPGRADE FOR PARKS	1	FACILITIES MAINTENANCE	\$30,000
100-153-6999	WAYNE STOVALL BASEBALL COMPLEX	2	NEW EQUIPMENT	\$180,000
100-153-6999	BROUSSARD PARK DEVELOPMENT	3	NEW EQUIPMENT	\$300,000
<b>PARKS TOTAL</b>				<b>\$510,000</b>
<b>GENERAL FUND TOTAL</b>				<b>\$791,913</b>

## SEIZURE FUND

ORGUNIT	TITLE	PRIORITY	TYPE	AMOUNT
200-221-6106	CAMERA SYSTEM FOR SKYWATCH TOWERS	1	HARDWARE/SOFTWARE	\$20,000
200-221-6103	WAVE UNITS (2 ADDITIONAL)	2	HARDWARE/SOFTWARE	\$9,000
<b>SEIZURE FUND TOTAL</b>				<b>\$29,000</b>

## COURT SECURITY

ORGUNIT	TITLE	PRIORITY	TYPE	AMOUNT
220-122-6119	SECURITY CAMERA SYSTEM	1	HARDWARE/SOFTWARE	\$56,000
<b>COURT SECURITY FUND TOTAL</b>				<b>\$56,000</b>

\*\* SRO EXPENSE (\$192,364) - REVENUE (100-5730) \$141,052.50 = TOTAL SRO NET COST \$51,311.00

## COURT TECHNOLOGY

ORGUNIT	TITLE	PRIORITY	TYPE	AMOUNT
230-122-6103	RADIO AND VOICE RECORDER	1	HARDWARE/SOFTWARE	\$43,000
230-122-6320	CLEAR SUBSCRIPTION	2	HARDWARE/SOFTWARE	\$11,000
<b>COURT TECHNOLOGY FUND TOTAL</b>				<b>\$54,000</b>

## HOTEL OCCUPANCY TAX FUND

ORGUNIT	TITLE	PRIORITY	TYPE	AMOUNT
240-243	PART TIME ADMIN ASSISTANT <i>(6004-\$10400; 6021-\$796; 6101-\$2700; 6107-\$200)</i>	1	PERSONNEL	\$14,096
240-243-6329	STORAGE ADDITION	2	FACILITIES MAINTENANCE	\$5,533
<b>HOTEL OCCUPANCY TAX FUND TOTAL</b>				<b>\$19,629</b>

## ENTERPRISE FUND

ORGUNIT	TITLE	PRIORITY	TYPE	AMOUNT
600-611-6302	RATE STUDY FOR ENTERPRISE FUND		HARDWARE/ SOFTWARE	\$85,000
<b>UTILITY ADMINISTRATION TOTAL</b>				<b>\$85,000</b>
600-614-6207	SANITARY SEWER T.V.and C. POINT REPAIRS, LINING.	1	FACILITIES MAINTENANCE	\$250,000
600-614-6106	CHAIN HOISTS 3 REPLACEMENTS/1 NEW	2	NEW EQUIPMENT	\$30,000
600-614-6207	BACK-UP GAS FEED SYSTEM @ THE SWWTP.	3	NEW EQUIPMENT	\$7,000
600-614-6110	BIOCOPE (ERI) GREASE CONTROL CHEMICAL	4	NEW EQUIPMENT	\$20,000
600-614-6207	LED LIGHTING UPGRADE FOR NandS WWTPS	5	FACILITIES MAINTENANCE	\$50,000
<b>SEWER TOTAL</b>				<b>\$357,000</b>
<b>ENTERPRISE FUND TOTAL</b>				<b>\$442,000</b>

<b>SUPPLEMENTAL TOTAL</b>				<b>\$1,392,542</b>
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**City of Tomball  
 Analysis of Ad Valorem Tax Rates  
 2016-2017 Annual Budget**

<b>FY</b>	<b>Debt Rate</b>	<b>M&amp;O Rate</b>	<b>Total Tax Rate</b>	<b>% Change Total Rate</b>	<b>% Change Debt Rate</b>	<b>% Change M&amp;O Rate</b>
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%

**City of Tomball**  
**Analysis of Ad Valorem Tax Levies & Collections**  
**2016-2017 Annual Budget**

<b>FY</b>	<b>Original Levy</b>	<b>% Change</b>	<b>Tax Rate</b>	<b>% Change</b>	<b>Ad valorem Collections</b>	<b>% Collected</b>
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	5,766,800	11.90%	0.341455	0.00%	5,556,707	96.4%
2017	6,036,185	4.67%	0.341455	0.00%	-	0.0%

Note - 2016 Collections as of 9/30/2016

**City of Tomball, Texas**  
**OPERATING INDICATORS BY FUNCTION/PROGRAM**  
 Last Ten Years

Function/Program	Fiscal Year									
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Police</b>										
Arrests	1,812	1,840	1,625	2,049	2,012	1,475	2,394	1,650	1,252	883
Accident reports	609	499	440	330	334	392	378	453	514	577
Citations	7,602	12,445	10,820	14,694	12,798	13,329	11,330	10,181	7,251	6,746
Offense reports	2,174	2,398	2,050	1,705	1,915	2,153	2,008	2,224	1,462	1,092
Calls for service	8,558	8,299	7,688	7,348	6,774	7,399	40,881	30,237	7,938	7,747
<b>Fire</b>										
Emergency responses	1,028	1,241	1,056	1,341	1,364	1,523	1,768	2,749	2,002	1,671
Fire incidents	170	206	218	220	207	178	129	128	104	114
Average response time	5:40	5:34	4:38	5:15	5:54	6:40	4:50	5:13	5:18	6:52
<b>Water</b>										
New accounts	719	663	532	89	79	56	122	126	88	41
Source:										
Water	719	663	532	89	79	56	122	126	88	41
Sewer	719	663	532	89	79	56	122	126	88	41
<b>Water Average daily consumption</b>										
(millions of gallons)	1,897	1,980	2,166	1,941	2,525	2,249	2,043	1,967	2,052	2,051
Number of million gallons of surface water pumped	0	0	0	0	0	0	0	0	0	0
Number of million gallons of well water pumped	692,163	722,788	790,409	708,565	923,261	822,215	759,817	718,069	750,434	748,615
Total consumption (millions of gallons)	692,363	722,788	790,409	708,565	923,261	822,215	759,817	718,069	750,434	748,615
<b>Peak daily consumption</b>										
(millions of gallons)	3,241	4,425	3,791	3,480	4,392	4,312	4,689	3,385	2,840	2,657
<b>Sewer</b>										
Average daily sewage treatment										
(millions of gallons)	1.636	1.422	1.428	1.362	1.174	1.555	1.347	1.478	1.576	1.92
Total consumption (millions of gallons)	597.140	519.030	520.176	497.166	429.608	567.754	491.66	539.47	575.24	700.8
Peak daily consumption										
(millions of gallons)	5.10	5.90	5.10	3.72	2.18	7.44	2.85	5.19	3.78	2.7

Source: Various City departments

**ORDINANCE NO. 2016-18**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2016-2017; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2015-2016 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 2016-2017 was presented to the City Council of the City of Tomball on the 5th day of July 2016 and was filed with the City Secretary's Office on July 5, 2016 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 2016-2017 was published in the City's official newspaper advising citizens of the Public Hearing to be conducted on July 18, 2016 and August 1, 2016, 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, 2016, through September 30, 2017;

**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, 2016, through September 30, 2017, 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 2016-2017.”** 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 2016 as fully adjusted to reflect the final Comprehensive Annual Financial Report for Fiscal Year 2016 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2017 Ending Fund Balance.

**Section 5.0 2015-2016 Budget Amended.** That the City Council has reviewed the actual expenditures for the 2015-2016 Fiscal Year and compared them to the projections contained in the 2015-2016 Fiscal Year budget. The 2015-2016 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2015-2016 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 1<sup>ST</sup> DAY OF AUGUST 2016.

COUNCILMAN HUDGENS	<u>AYE</u>
COUNCILMAN STOLL	<u>ABSENT</u>
COUNCILMAN DEGGES	<u>AYE</u>
COUNCILMAN TOWNSEND	<u>AYE</u>
COUNCILMAN KLEIN QUINN	<u>ABSENT</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 15<sup>TH</sup> DAY OF AUGUST 2016.

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

Gretchen Fagan  
GRETCHEN FAGAN  
Mayor

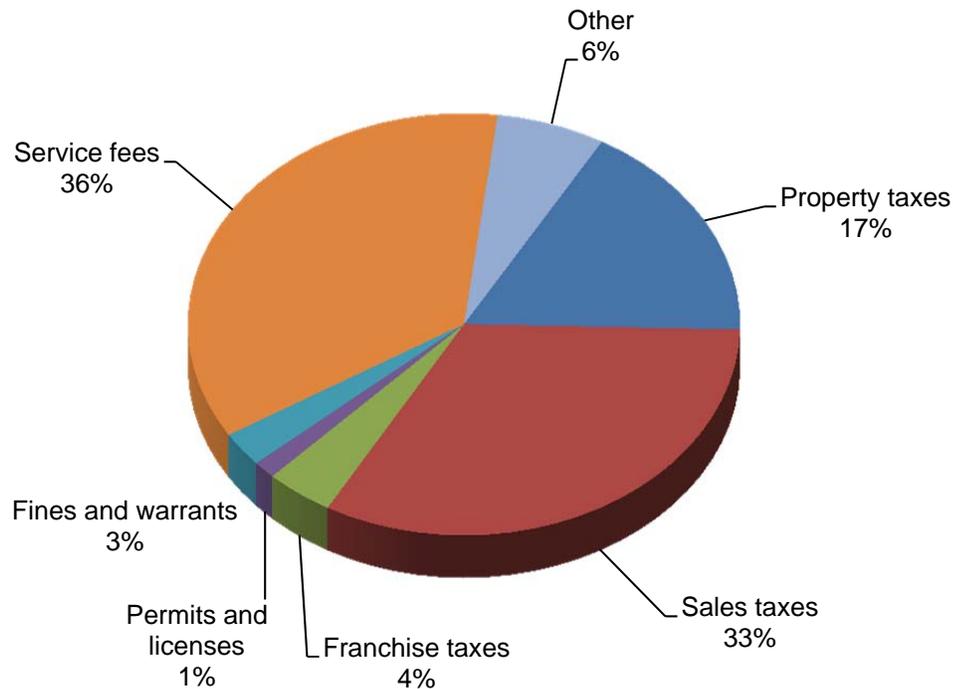
ATTEST:

Doris Speer  
DORIS SPEER  
City Secretary

## Appendix D - Major Revenue Sources

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

### Major Revenue Sources



#### Property Taxes

Property (ad valorem) taxes attach as an enforceable lien on property as of each January 1<sup>st</sup>. The City's property tax is levied each October on the assessed value listed as of the prior January 1<sup>st</sup> 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, 2016, upon which the fiscal 2017 levy is based, is \$1,738,745,206. This represents the adjusted taxable property value for FY 2016 as of August 2016. This amount is net of \$283,015,802 in exemptions representing 16% of total appraised value. This taxable value includes approximately \$150 million in value that is still under protest. The City's charter requires that the budget be

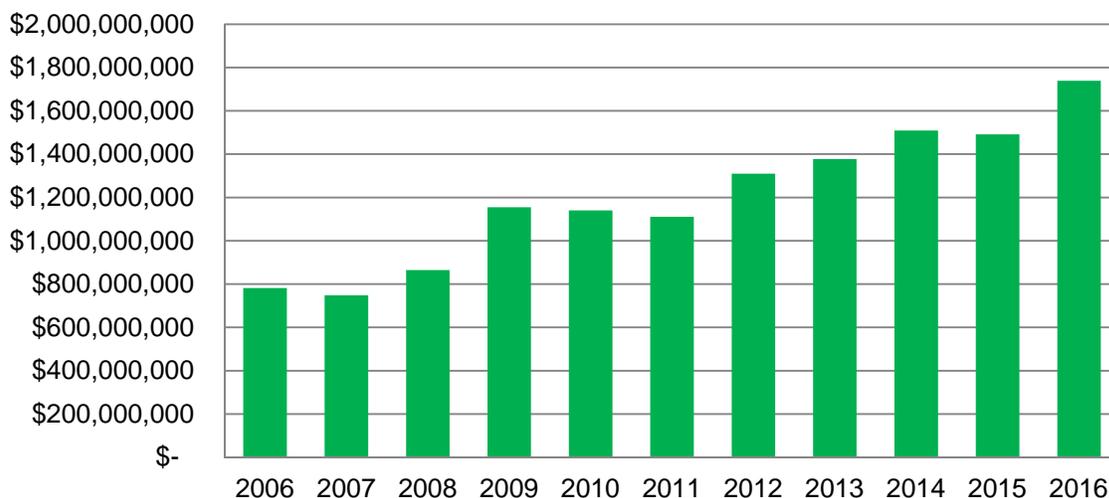
adopted at least 15 days prior to the beginning of the new fiscal year. However, since the taxable values are typically not received until late August, the tax rate is usually adopted after the beginning of the fiscal year after compliance with the “Truth –In-Taxation” process.

The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation long term debt. The tax rate for the year ending September 30, 2016 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 31<sup>st</sup> following the October levy and are considered delinquent after January 31<sup>st</sup> of each year.

## Assessed Valuation of Taxable Property

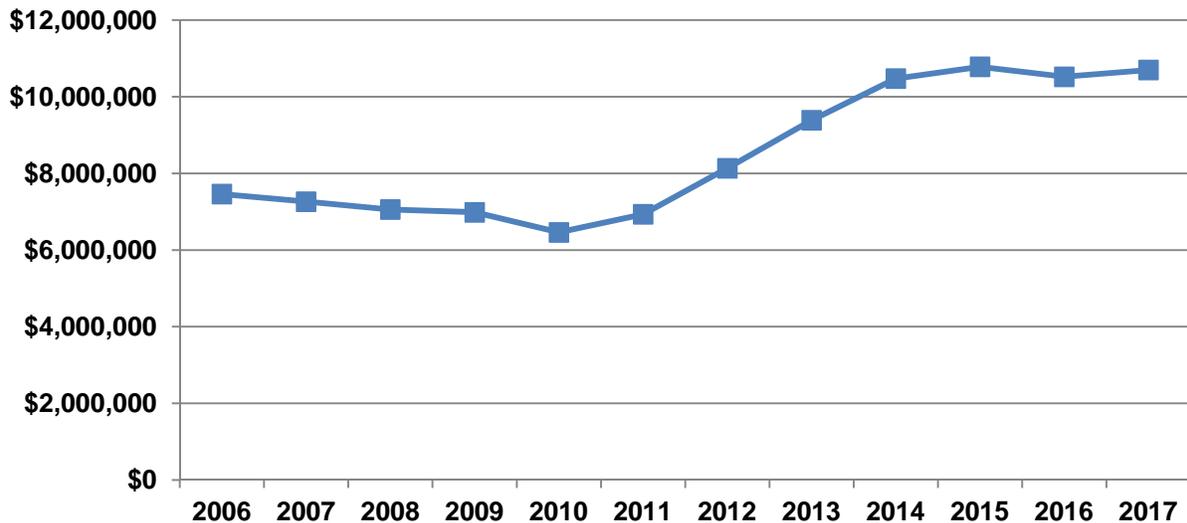


## Sales Tax

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, 2016, the City of Tomball expects to receive \$10,700,000 in sales and use tax revenue. This amount represents a decrease of \$139,818 over fiscal 2015 budgeted collections. With additional retail establishments scheduled to open during FY 2016, it is anticipated that the amount budgeted for sales tax is conservative.

## Sales Tax Revenue



## **Utility Fees**

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

Utility rates are established not only to recover the cost of daily operations but also to support the debt service associated with capital projects of previous years and future capital projects needed to maintain the City's water, sewer and natural gas systems. For example, a single-family customer using 10,000 gallons or less will pay a minimum bill of \$10.90 for water and will then pay a volume charge of \$2.85 for each 1,000 gallons used. A large commercial user (uses 51,000+ gallons/month) however will pay a base rate of \$43.06 and a volume charge of \$5.90 for each 1,000 gallons used. Sewer charges are dependent upon the volume of water consumed and are structured similar to the water rates except that residential customers have their sewer charge averaged based on a "Winter Rate" (November – February) and "Summer Rate" (March – October) schedule. Natural gas charges are the same for all customer classes and include a base rate of \$11.75 for the first 1,000 cubic feet (MCF) used and \$11.75 for each 1,000 cubic feet used after that. The combined monthly base water, sewer and gas bill for a single-family residence is \$45.90.

## **Solid Waste Fees**

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

## Long Term Financial Plans

The 2016-2017 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 2017, 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 FY15 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 1<sup>st</sup> and ends the following September 30<sup>th</sup>. The term FY 2016 denotes the fiscal year beginning October 1<sup>st</sup>, 2015 and ending September 30<sup>th</sup>, 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.

## *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