



Tomball
tx
FY2021 ANNUAL BUDGET

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

This budget will raise more revenue from property taxes than last year's budgeted by an amount of \$80,000, which is 3.53% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$191,175.

Upon calling for a vote for approval of an ordinance adopting the City of Tomball 2020-21 Fiscal Year Budget, the members of the City Council voted as follows:

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

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

Tax Year	2020	2019
Fiscal Year	2020-21	2019-20
Proposed Rate	\$ 0.337862	\$ 0.341455
Total Adopted Rate	\$ 0.337862	\$ 0.341455
Adopted Operating Rate	\$ 0.111455	\$ 0.111455
Adopted Debt Rate	\$ 0.230000	\$ 0.230000
Effective Tax Rate	\$ 0.299554	\$ 0.340585
Effective Operating Rate (M&O)	\$ 0.301222	\$ 0.311424
Maximum Operating Rate (M&O)	\$ 0.311764	\$ 0.336337
Debt Rate (I&S)	\$ 0.230000	\$ 0.230000
Rollback Rate	\$ 0.498124	\$ 0.363411

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	\$ 39,238,442.00	\$ 3,543,068.00
Self-Supporting	\$ 3,224,767.00	\$ 238,262.00
Total Debt	\$ 40,265,000.00	\$ 5,047,874.00

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

**CITY OF TOMBALL
ADOPTED BUDGET
FISCAL YEAR 2020-2021**

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City Leadership

Fiscal Year

October 1, 2020 through September 30, 2021

Gretchen Fagan

Mayor

John F. Ford

Council Member – Position 1

Mark Stoll

Council Member – Position 2

Chad Degges

Council Member – Position 3

Derek Townsend Sr.

Council Member – Position 4

Mayor Pro Tem

Lori Klein Quinn

Council Member – Position 5

Rob Hauck

City Manager

David Esquivel

Assistant City Manager

Glenn Windsor

Director of Finance

Beth Jones

Director of Public Works

Craig Meyers

Director of Community Development

Doug Tippey

Director of Information Systems

Lisa Coe

Director of Human Resources

Mike Baxter

Director of Marketing

Randall Parr

Fire Chief

Jeffrey Bert

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, 2019

Christopher P. Morill

Executive Director

The Budget Process FY 20-21

March 2-6, 2020

- Department Training
(Department Directors and designated employees attend training on Excel templates)

March 23, 2020

- Departments Submit Year End Projections (FY 19-20)
(Department Directors submit year-end projections on their current year budget. This information provides the starting point for planning for the new budget)
- Departments Submit Base Budgets Amounts (FY20-21)
(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)

March 30 – April 1, 2020

- Budget Team Review Supplementals
(Budget Team review supplementals and project/propose expected expenditure)

April 3, 2020

- Budget Workbooks Created and Submitted to City Manager

April 13-16, 2020

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

May 1, 2020

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

April 20 – May 31, 2020

- Budget Committee meets and makes corrections/updates

June 5, 2020*

- 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 12, 2020

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

July 6, 2020 – 4pm

- 1st Budget Workshop with City Council

July 20, 2020 – 4pm

- 2nd Budget Workshop with City Council

August 3, 2020

- 3rd Budget Workshop with City Council

August 17, 2020

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

September 7, 2020

- 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 17, 2020*

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

September 7, 2020*

- Effective Tax Rate Published
(Upon receipt of certified appraisal rolls, the Harris County Tax Office performs the net effective tax rate calculation as required by State law. The effective tax rate is \$.341591 with a rollback rate of \$.454249)
**SUBJECT TO CHANGE*

October 5, 2020*

- Adoption of FY 2020-2021 Tax Rate
(The City Council meets to vote on the proposed tax rate of \$.341455. Two readings of the ordinance are required by City Charter)
**SUBJECT TO CHANGE*

November 16, 2020

- 2020-2021 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, 2020 and ending September 30, 2021. 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 2021 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 2021 budget, are presented for every fund. The statements show the fund's financial condition over a number of years. Similar to the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement shows the actual audited amount from the previous fiscal year, or for this document, the fiscal year 2019 actual. The ending balance of the actual year becomes the beginning balance of the projected current fiscal year, FY 2020. 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 2021 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 ways to 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

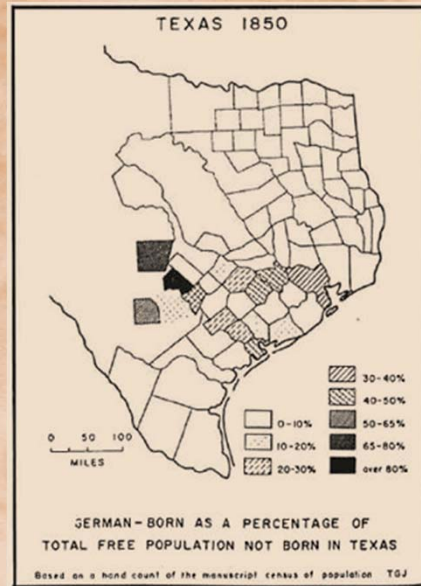
Source: Tomball Economic Development Corporation
U.S. Census Bureau

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 Orquoisacs

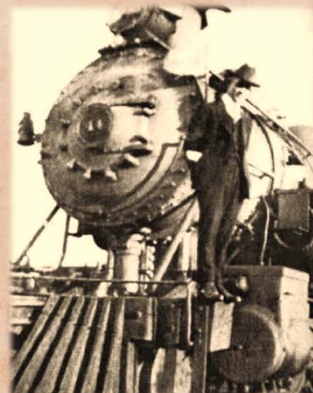


1840's

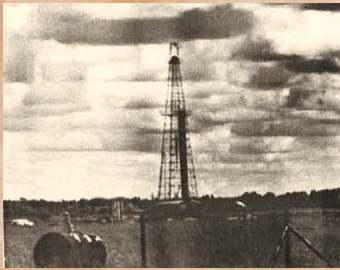
Revolutionary disturbances throughout Germany resulted to many migrating to America. Due to opportunities available as well as the beauty and amount of land in Texas, many found their way from New York towards the Galveston coastlines

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

Robert S. Hauck
City Manager

November 20, 2019

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

Dear Mayor and Council Members,

In accordance with the City's Charter provisions, it is my pleasure to present the City of Tomball's Fiscal Year 2019-2020 (FY2020) Operating Budget and Capital Improvement Program. This document was adopted by the City Council at its regularly scheduled meeting on September 8, 2020. At that time, Council authorized appropriations for the City's various activities in the following amounts:

	FY 2019-2020 (FY2020) <u>ADOPTED BUDGET</u>	FY 2020-2021 (FY2021) <u>ADOPTED BUDGET</u>
General Fund	\$ 23,931,324	\$ 23,576,589
Enterprise Fund	12,152,897	12,428,054
Internal Service Fund	4,546,893	3,581,692
Debt Service Fund	4,447,263	3,779,290
Special Revenue Funds	1,276,872	827,206
Capital Projects Fund	<u>4,734,572</u>	<u>10,223,148</u>
Total Authorized Operations	\$ 51,089,821	\$ 54,415,979

The FY2021 budget represents an increase of \$ 3,326,158 (6.51%) 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 \$0.341455 per \$100 of assessed value with the General Fund remains the same.

SUMMARY OF RESOURCES

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

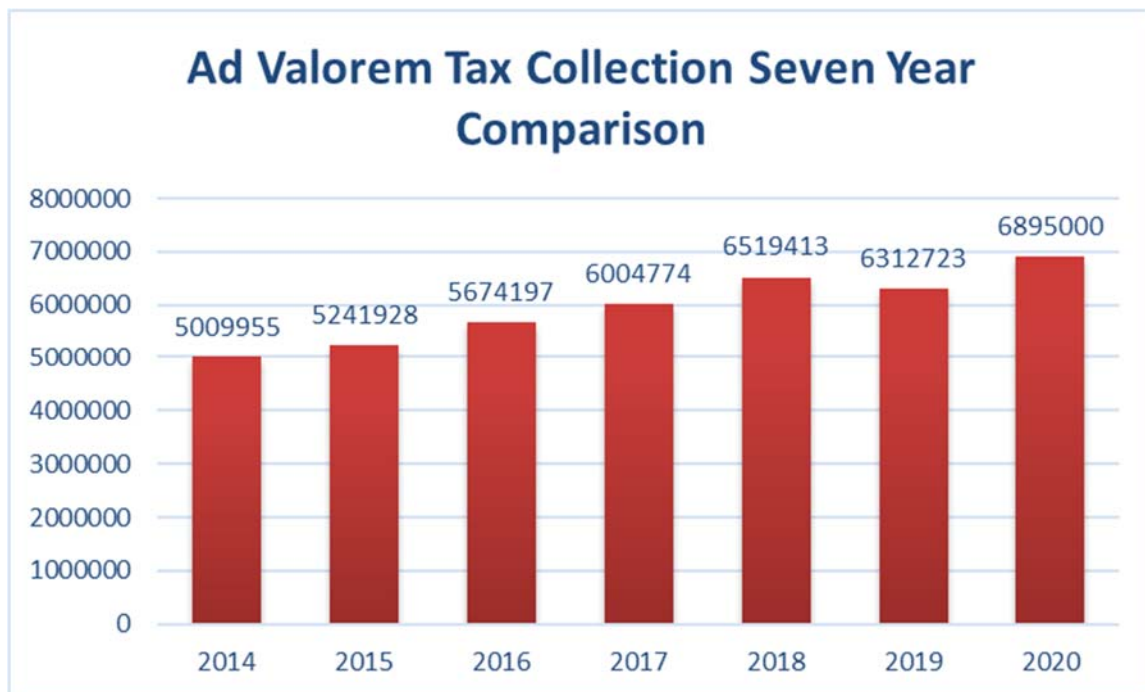
Resources Derived through Taxation

Ad Valorem property tax revenue makes up 15.5% 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.

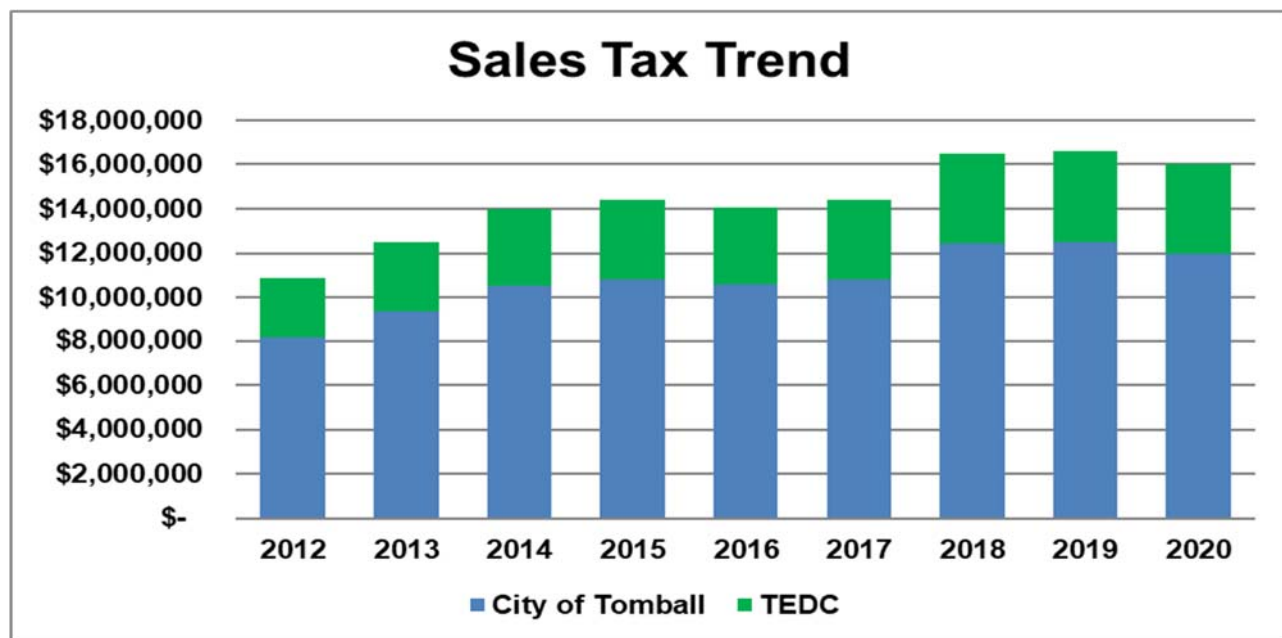
The Harris County Appraisal District (HCAD) performs the appraisal of property within the City and the Harris County Tax Office then collects property taxes. HCAD is required under the Property Tax Code to appraise all property within the county based on 100% of its market value. The value of real property 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 FY2021, the City expects to collect \$ 7.185 million through the ad valorem tax process. The graph below portrays the actual collections for the last seven fiscal years and projected collections for FY2020.



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 FY2020, the City experienced an increase of 0.68% in sales tax revenue over the previous year. This budget estimates the collection of \$ 11.59 million for the City's General Fund and \$4.0 million for the Tomball Economic Development Corporation. The chart below reflects the actual sales tax increases since 2014 with the conservative projection for 2021.



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 FY2021 is \$13.8 million. Listed below are major sources of revenues to be received from services rendered.

<u>Service Rendered</u>	<u>Projected FY2020 Resources</u>
Water Production and Distribution	\$ 5,500,000
Wastewater Collection & Treatment	\$ 2,250,000
Gas Sales	\$ 3,100,000
Solid Waste Collection	\$ 1,250,000

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 decrease slightly in FY2021. The City expects to receive \$910,020 from this revenue source in FY2021.

Other Resources

Two other critical resources for the City of Tomball are Licenses & Permits and Fines & Warrants. Licenses and Permits are expected to increase due to continued development within the City, however the budget projection remains conservative. Several new construction projects were completed and additional ones started during FY2020. More construction is expected during FY2021. Fines and Warrants are projected to remain relatively constant.

A final, important resource is the earnings on investments. Investment rates are expected to increase in the next year. The City expects to earn just over \$1.2 million during FY2021. The projection of this resource is based on a cash flow analysis, a conservative interest earnings yield, and a more diversified portfolio.

SUMMARY OF EXPENDITURES

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

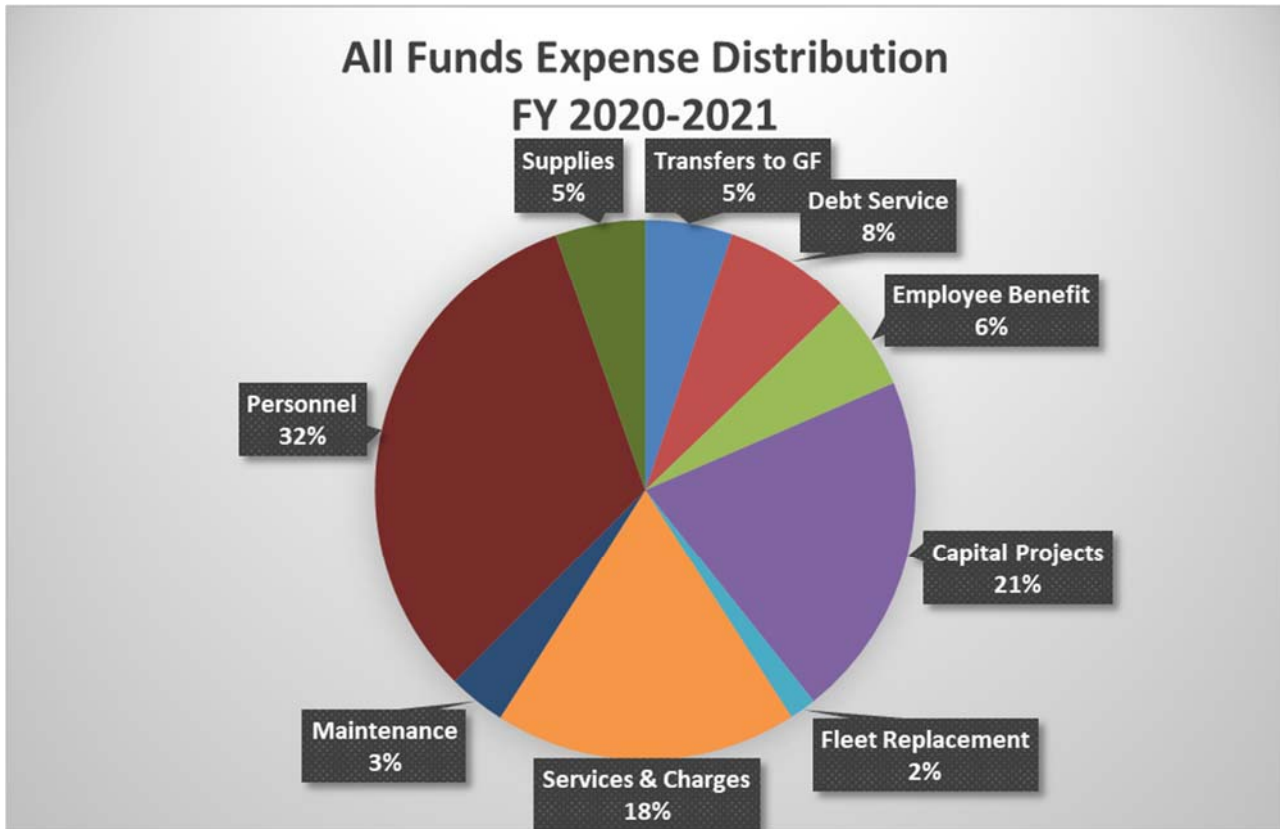
As with most entities, personnel related costs are the largest expense category. Salaries account for \$15.8 million of the total budget--coupled with the associated benefits (Social Security, Retirement, and Medical Insurance). This accounts for approximately 32% of the total appropriations.

The Debt Service category is the total dollars expended to pay interest and principal on the existing debt, which represents 7.7% of the budget at \$3.8 million.

The Capital Projects category includes major capital improvements projects totaling \$10,223,148. There is a detailed listing of these projects included in the budget.

The Supplies category of \$2.7 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 \$8.9 million.



PERSONNEL

In an attempt to maintain competitive salaries and benefits for employees, a 3% salary increase, along with a salary survey adjustment, are included with a total cost of \$ 804,479. Major medical health coverage contracts have been renewed for FY2021 with no major increase to premiums. Dental, Life and vision premiums remained the same.

Personnel Changes

Two full-time SRO positions were added and 1 full-time SRO Sergeant position was added during the FY2021 budget.

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 \$ 10,223,148. Supplemental expenditures of \$ 1,136,936 were approved for the General Fund, \$10,000 for Court Security, \$30,000 for Court Technology, & \$330,297 for the Enterprise Fund.

GENERAL FUND OVERVIEW

The ending fund balance in the General Fund for 2019-2020 is projected to be \$ 15,027,643. Revenues for 2019-2020 are projected to be \$ 1,309,414 less than originally budgeted. Revenues for 2020-2021 are projected to be \$22,259,548, a decrease of 4.3% over last year's original budget projection of \$23,252,594. Operating expenditures for 2019-2020 are projected to be \$943,594 less than budget. This is primarily due to some position vacancies, and most departments continuing to closely monitor their budgets.

Projected ending fund balance for 2020-2021 is \$13,710,602 which represents 58% of operating expenditures. Proposed expenditures are \$23,576,589 which is \$345,735 less than last year. Preliminary assessed values provided by the Harris County Tax Appraisal District (HCAD) indicate that the City of Tomball assessed values for FY2020 have increased by 4.43%.

A total tax rate of \$ 0.341455 is proposed for 2020-2021, which consists of a rate of \$ 0.111455 for the General Fund operations and \$ 0.2300 for the Debt Service Fund. This is the same tax rate as last year.

ENTERPRISE FUND OVERVIEW

The FY2021 ending fund balance in the Enterprise Fund is projected to be \$8,026,138 which is 66% of total operating expenses. This accumulation of working capital will be used to fund future infrastructure repairs, maintenance, and expansion.

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

Revenues for FY2021 are projected to be \$12,002,350. Operating expenses for FY2021, including debt and capital, are projected to be \$12,189,792.

The water, sewer, gas, and garbage rate structures will remain the same for residential and commercial customers for FY2021.

DEBT SERVICE FUND OVERVIEW

The ending fund balance in the Debt Service Fund for 2021 is estimated to be \$5,117,077 which is 110% of projected debt service for FY2020. The City's policy for debt service reserves is 25% of the next year's debt service requirement. Our high reserve levels are strongly encouraged by the rating agencies to maintain our credit rating.

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

HOTEL OCCUPANCY TAX FUND OVERVIEW

The Marketing Department continues to do well at creating signature events for Tomball. We believe that expenditures from the Hotel Motel Tax Fund continue to provide impact for the tourism industry as well as the business community. Funding for many events is provided in the proposed budget. Proposed expenditures for FY2021 are increased, however, a strong fund balance of \$668,602 is projected for the end of FY 2021.

REPORTING LEVELS

The following represents the reporting structure used in this document:

Fund
Department
Division
Line Item Detail

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

LONG RANGE STRATEGIC PLANS

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

DEBT MANAGEMENT

At this time, there is no authority for the issuance of General Obligation Debt. All current outstanding amounts are from the issuance of Certificates of Obligation.

CASH MANAGEMENT

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

RISK MANAGEMENT

Property and Liability insurance premiums have remained stable over the past few years. The FY2021 premiums have slightly increased due to the rise in capital assets. In addition, no substantial changes in worker's compensation, general liability, property, or auto premiums are expected.

AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City for its annual budget for the fiscal year ending September 30, 2020. In order to receive the budget award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

The City also received the Certificate of Achievement in Financial Reporting for the September 30, 2018 Comprehensive Annual Financial Report (CAFR) from GFOA. This was the 28th consecutive year that the City has received this award.

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

ACKNOWLEDGEMENTS

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

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

Respectfully submitted,



Robert S. Hauck
City Manager



Glenn Windsor, CPA
Finance Director

City of Tomball Strategic Plan 2016-2021

During fiscal year 2016-2017, Council developed a strategic plan which presented their collective vision for the City of Tomball through 2021. Council's plans can be equated to building plans for a house. Accordingly, city staff is charged with building a budget around the foundation that Council provides. By working together, following the plans, and using our resources wisely, Tomball will become a beautiful edifice.

Clear Vision for Tomball

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

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

Fiscal Year 2016-2017 Goals

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

City goal, it is checked (✓) on the matrix.

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

Comparative Tax Levies

For an average Tomball Single-Family Residence

	2020	2021
<u>Harris County</u>		
Market Value	\$ 223,557	\$ 220,387
Homestead Exemptions	20%	20%
Taxable Value	\$ 178,846	\$ 176,310
Tax Rate/ \$100	0.40713	0.40713
Tax Levy	\$ 728.13	\$ 717.81

<u>Tomball ISD</u>		
Market Value	\$ 223,557	\$ 220,387
Homestead Exemptions	(25,000)	(25,000)
Taxable Value	\$ 198,557	\$ 195,387
Tax Rate/ \$100	1.29	1.29
Tax Levy	\$ 2,561.39	\$ 2,520.49

<u>City of Tomball</u>		
Market Value	\$ 223,557	\$ 220,387
Homestead Exemptions	(26,069)	(26,069)
Taxable Value	\$ 197,488	\$ 194,318
Tax Rate/ \$100	0.341455	0.341455
Tax Levy	\$ 674.33	\$ 663.51

TOTAL TAX LEVY	\$ 3,963.85	\$ 3,901.81
----------------	-------------	-------------

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

PROPERTY TAX CALCULATION AND DISTRIBUTION

2020 Certified Tax Roll & Levy **

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

Summary of Tax Collections

Current Tax	\$	6,951,048
Delinquent Tax		90,000
Penalty and Interest		45,000
Total 2018-2019 Tax Collections	\$	7,086,048

Proposed Distribution:

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

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

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

MUNICIPAL TAX RATE COMPARISON

	FY 2020-21 Proposed Tax Rate*
Jersey Village	0.713775
Deer Park	0.720000
La Porte	0.710000
Pearland	0.741212
Missouri City	0.603024
Pasadena	0.567814
Houston	0.567920
Seabrook	0.551983
Waller	0.504600
Katy	0.480000
Bellaire	0.454000
Webster	0.362000
Tomball	0.341455
Humble	0.255944

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



Adopted Budget

Fiscal Year
October 1, 2020 through September 30, 2021

City Council



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



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



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



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



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



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

Staffing

	Adopted						
	2015	2016	2017	2018	2019	2020	2021
General Fund (GF)							
City Hall Administration							
City Manager's Office	2	2	2	2	2	2	2
Mayor and Council	-	-	-	-	-	-	0
City Secretary's Office	4.5	4.5	4.5	4	4	4	4
Human Resources	3	3	3	3	3	3	3
Finance	5	5	5.5	5.5	6	6	6
Information Systems	3	3	3	3	3	3	3
Legal	-	-	-	-	-	-	-
Police	59.5	59.5	62	62	62	62	65
Municipal Court	4.5	4.5	4.5	5	5.5	5.5	5.5
Community Center	3	3	3	3	3	3	3
Fire Department	25	25	27.5	30.5	32.3	35.3	35.3
Fire Marshal's Office	2.5	2.5	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-
Community Development							
Building Permits and inspections	4	6	6	6	6	6	6
Engineering and Planning	7	5	5	5	5	5	5
Public Works Administration	1	1	1	1	1	1	1
Facilities Maintenance	2	2	2	2	2	2	2
Garage	2	2	2	2	2	2	2
Parks	5.2	5.2	5.2	6.2	6.7	6.7	6.7
Streets	7.2	8.2	8.2	9.2	9.2	9.2	9.2
Total General Fund	140.4	141.4	144.4	149.4	152.7	155.7	158.7
Enterprise Fund							
Utilities administration	3	4	4	4	4	4	4
Utility Billing	4	4	4	5	5	5	5
Water	8.2	8.2	8.2	8.2	8.2	8.2	8.2
Wastewater	10.2	10.2	10.2	10.2	10.2	10.2	10.2
Gas	6.2	6.2	6.2	6.2	6.2	6.2	6.2
Total Enterprise Fund	31.6	32.6	32.6	33.6	33.6	33.6	33.6
Special Revenue Funds	3	3	3.5	3.5	3.5	4	3
Total Paid staff	175	177	180.5	186.5	189.8	193.3	195.3

20-21

PD-3 new SROs added

Staff Organizational Chart

Tomball Citizens

Mayor and City Council

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

City Manager

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

Assistant City Manager

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

Fund Summaries

Consolidated Statement of Anticipated Receipts and Revenues and Expenditures
and Changes in Fund Balance- All Funds
2020-2021 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 2021
	100	200-290/990	300	600	650	910	730	740	400/460	
Revenues:										
Property taxes	\$ 2,345,000	-	\$ 4,840,000	-	-	-	-	-	-	\$ 7,185,000
Hotel Occupancy	-	575,000	-	-	-	-	-	-	-	575,000
Sales taxes	11,590,000	-	-	-	-	-	-	-	-	11,590,000
Franchise taxes	910,020	-	-	-	-	-	-	-	-	910,020
Permits and licenses	724,700	-	-	-	-	-	-	-	-	724,700
Fines and warrants	460,000	26,000	-	-	-	-	-	-	-	486,000
Service fees	2,480,177	-	-	11,325,000	-	-	-	-	-	13,805,177
Transfers In	2,668,418	-	-	-	224,760	2,889,477	-	-	716,012	6,498,667
Contributions/Grants	758,558	-	757,885	370,000	-	-	-	-	-	1,886,443
Interest	225,000	11,700	70,000	150,000	15,000	26,000	20,000	25,000	665,000	1,207,700
Other	97,675	159,000	-	157,350	-	164,000	400,000	360,000	-	1,338,025
Total Revenues	\$ 22,259,548	\$ 771,700	\$ 5,667,885	\$ 12,002,350	\$ 239,760	\$ 3,079,477	\$ 420,000	\$ 385,000	\$ 1,381,012	\$ 46,206,732
Expenditures:										
General Government	\$ 4,154,604	-	-	-	-	\$ 2,789,242	-	-	\$ 10,159,198	\$ 17,103,044
Transfers out	2,565,000	-	-	-	-	-	-	-	-	2,565,000
Public Safety	10,600,107	70,000	-	-	-	-	-	-	-	10,670,107
Public Works	4,539,372	-	-	-	-	-	-	-	-	4,539,372
Engineering and Planning	572,323	-	-	-	-	-	-	-	-	572,323
Parks and Recreation	1,145,183	21,000	-	-	-	-	-	-	-	1,166,183
Tourism & Arts	-	736,206	-	-	-	-	-	-	-	736,206
Utilities	-	-	-	12,189,792	-	-	-	-	63,950	12,253,742
Capital Projects/Outlay	-	-	-	-	792,450	-	-	-	-	792,450
Debt Service	-	-	3,779,290	238,262	-	-	-	-	-	4,017,552
Total Expenditures	\$ 23,576,589	\$ 827,206	\$ 3,779,290	\$ 12,428,054	\$ 792,450	\$ 2,789,242	\$ -	\$ -	\$ 10,223,148	\$ 54,415,979
Revenues Over (Under)										
Expenditures	\$ (1,317,041)	\$ (55,507)	\$ 1,888,594	\$ (425,704)	\$ (552,690)	\$ 290,235	\$ 420,000	\$ 385,001	\$ (8,842,136)	\$ (8,209,247)
Beginning Fund Balance	\$ 15,027,643	\$ 1,165,740	\$ 3,228,482	\$ 8,451,842	\$ 1,993,991	\$ 1,807,670	\$ 1,981,884	\$ 1,785,233	\$ 27,525,051	\$ 62,967,537
Ending Fund Balance	\$ 13,710,602	\$ 1,110,233	\$ 5,117,076	\$ 8,026,138	\$ 1,441,301	\$ 2,097,905	\$ 2,401,884	\$ 2,170,234	\$ 18,682,915	\$ 54,758,289

General Fund

Fund Description

The General Fund is used to account for all of the financial resources of the City, except those required to be accounted for in another fund. It is the primary operating fund of the City.

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 FY2020 is projected to be \$ 15,027,643. Expenditures for the current fiscal year are budgeted at \$23,576,589. Favorable variances increasing revenue include permits & licenses \$250,304 and property taxes \$298,521.

2020/2021 Budget

Revenues

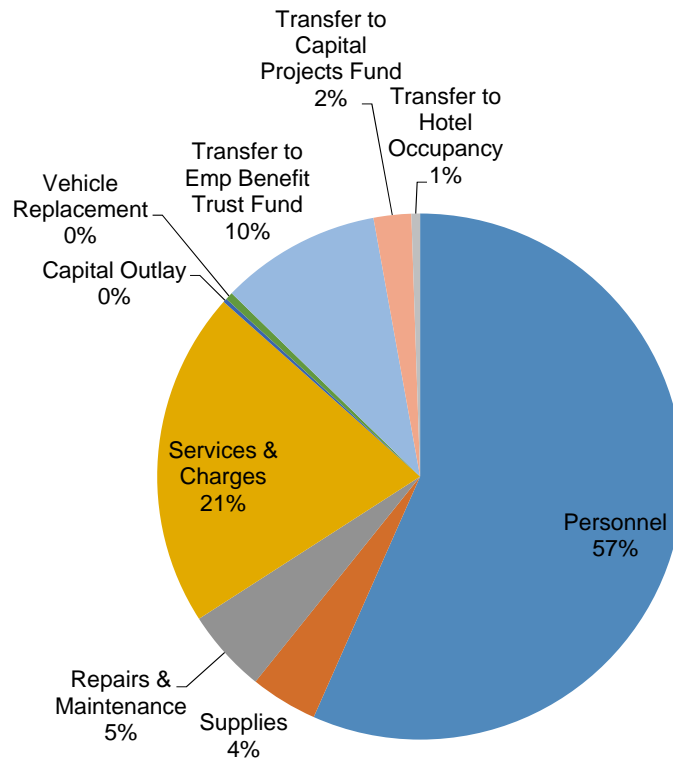
Base budget revenues for FY2021 are \$22,259,548. This amount is \$ 316,368 or 1.42% more than the projected budget revenues for FY2020. This increase is primarily due to the \$354,675 increase in Contributions. Interest, Fines & Warrants, and Property Tax revenues are projected to remain the same.

Expenditures

The budget for operating expenditures for FY2021 is \$23,576,589. This amount is \$345,735 or 1.47% less than the adopted budget. Total budgeted operating expenditures in the General Fund include an increase to expenditures of \$1,136,936 related to Supplemental Programs. Staffing charts are included on each departmental budget page to reflect the number of positions budgeted.

GENERAL FUND EXPENDITURES

	FY 2019 ACTUALS	FY 2020 BUDGET	FY 2020 PROJECTIONS	FY 2021 BUDGET
Personnel	\$ 11,683,504	\$ 13,173,586	\$ 12,829,194	\$ 13,353,129
Supplies	\$ 932,134	\$ 1,074,210	\$ 984,860	\$ 974,815
Repairs & Maintenance	\$ 1,040,257	\$ 1,148,935	\$ 1,191,802	\$ 1,210,317
Services & Charges	\$ 4,352,450	\$ 5,351,593	\$ 4,924,514	\$ 4,872,316
Capital Outlay	\$ 39,703	\$ 94,500	\$ 98,855	\$ 55,000
Vehicle Replacement	\$ 278,636	\$ 108,000	\$ 115,505	\$ 112,000
Transfer to Emp Benefit Trust Fund	\$ 2,387,391	\$ 2,300,000	\$ 2,300,000	\$ 2,327,000
Transfer to Capital Projects Fund	\$ 1,603,000	\$ 956,500	\$ 590,000	\$ 546,012
Transfer to Hotel Occupancy	\$ 100,000	\$ 126,000	\$ 126,000	\$ 126,000
TOTAL OPERATING EXPENDITURES	\$ 22,417,076	\$ 24,333,324	\$ 23,160,730	\$ 23,576,589



General Fund - 100
Statement of Revenues, Expenditures, and Changes in Fund Balance
2020-2021 Approved Budget Worksheet

	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Actuals	Current FY 2020	FY 2020 Projections	FY 2021 Budget
Revenues:						
Contributions	\$ 603,390	\$ 494,171	\$ 563,309	\$ 392,876	\$ 403,883	\$ 758,558
Fines & Warrants	500,309	435,549	510,671	480,200	459,500	460,000
Franchise Taxes	1,307,171	1,270,927	1,300,076	1,295,000	910,020	910,020
Interest	95,325	194,429	282,745	225,000	225,000	225,000
Other Revenue	753,992	290,289	109,377	100,175	95,175	97,675
Permits & Licenses	464,344	532,615	580,396	575,200	830,700	724,700
Property Taxes	1,964,345	2,144,861	2,046,479	2,265,000	2,345,000	2,345,000
Sales Taxes	10,791,147	12,514,930	12,594,274	12,090,000	11,590,000	11,590,000
Services	2,236,863	2,793,800	2,944,373	3,225,808	2,480,567	2,480,177
Enterprise Transfers In	2,342,169	2,384,166	2,530,209	2,603,335	2,603,335	2,668,418
Total Revenues	21,059,055	23,055,737	23,461,910	23,252,594	21,943,180	22,259,548
Expenditures:						
Administrative	393,950	\$ 440,324	\$ 378,442	\$ 399,832	\$ 389,660	\$ 402,043
Building Permits and Inspections	386,153	431,157	430,037	485,169	412,582	417,466
Mayor and Council	52,185	50,181	53,937	102,198	84,590	96,410
City Secretary	352,470	334,847	345,929	443,945	380,867	410,481
Human Resources	374,009	385,669	425,832	466,213	462,399	452,570
Finance	632,843	715,775	735,395	766,518	767,757	789,052
Information Systems	654,974	617,431	707,607	971,750	902,265	799,682
Legal	159,704	117,595	130,302	142,000	130,000	140,000
Non-Departmental*	513,547	454,552	1,143,516	760,800	800,223	758,900
Police	5,379,589	5,601,726	5,336,682	5,977,880	5,955,575	6,203,875
Municipal Court	347,067	357,447	414,407	426,322	415,342	434,415
Community Center	147,046	157,147	165,205	171,296	161,293	169,435
Fire	2,896,840	2,595,167	2,773,459	3,089,055	2,904,260	3,027,521
Emergency Management	18,381	19,570	30,894	19,250	25,502	14,275
ESD#15 Station 5	301,993	655,533	754,442	981,747	925,931	920,021
Public Works Administration	57,323	55,622	62,604	69,017	68,896	71,412
Garage	141,261	130,720	154,130	156,123	162,416	177,191
Parks	867,978	1,105,558	989,835	1,090,662	1,107,229	975,748
Streets	2,383,979	2,008,206	1,786,766	1,456,359	1,206,689	1,464,796
Sanitation	1,975,363	1,595,279	1,600,929	2,305,300	2,113,200	2,115,300
Engineering and Planning	486,670	562,308	532,564	592,614	554,052	572,323
Facilities Maintenance	636,940	745,872	796,353	622,274	622,002	710,673
Transfer Out to Hotel Occupancy *	20,000	20,000	100,000	126,000	126,000	126,000
Transfer Out to Health Insurance *	2,110,591	2,211,241	2,300,000	2,300,000	2,300,000	2,327,000
Total Expenditures	21,290,856	\$ 21,368,925	\$ 22,149,268	\$ 23,922,324	\$ 22,978,730	\$ 23,576,589
Revenues Over/(Under) Expenditures	(231,801)	\$ 1,686,812	\$ 1,312,642	\$ (669,730)	\$ (1,035,550)	\$ (1,317,041)
Beginning Fund Balance	\$ 13,292,789	\$ 13,060,996	\$ 14,750,551	\$ 16,063,193	\$ 16,063,193	\$ 15,027,643
Ending Fund Balance	\$ 13,060,996	\$ 14,750,551	\$ 16,063,193	\$ 15,393,463	\$ 15,027,643	\$ 13,710,602
25% of Operating Expenses - Target	61%	69%	73%	64%	65%	58%

CITY OF TOMBALL
GENERAL FUND REVENUES - 100

	2018	2019	2020	2020	2021
GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	2,057,193	2,077,795	2,220,000	2,300,000	2,300,000
5120 DELINQUENT TAXES	55,317	(49,556)	30,000	30,000	30,000
5130 PENALTY,INTEREST,ATTY FEES	32,351	18,241	15,000	15,000	15,000
5140 SALES TAX	12,427,660	12,506,119	12,000,000	11,500,000	11,500,000
5141 ALCOHOLIC BEVERAGE TAX	73,760	71,190	75,000	75,000	75,000
5150 ELECTRICAL FRANCHISE TAX	700,345	709,538	735,000	425,000	425,000
5160 T.V. CABLE FRANCHISE TAX	157,065	87,781	140,000	80,000	80,000
5161 1% IN KIND/ PEG FEES	31,413	36,291	35,000	35,000	35,000
5170 COMMUNICATIONS ROW LINE FEE	213,074	267,655	225,000	250,000	250,000
5175 SANITATION FRANCHISE TAX	169,030	198,799	160,000	120,000	120,000
5190 BINGO TAX	-	10	-	20	20
5200 BUILDING PERMITS	261,428	240,597	275,000	325,000	276,000
5210 CONSTRUCTION PERMITS	55,641	124,635	75,000	250,000	213,000
5215 PLUMBING PERMIT	28,214	27,355	30,000	40,000	36,000
5220 MECHANICAL PERMITS	28,456	25,302	30,000	40,000	36,000
5230 ELECTRICAL PERMITS	37,907	41,059	40,000	50,000	45,000
5235 FIRE PERMIT FEES	64,320	64,549	65,000	70,000	63,000
5240 OTHER PERMITS	4,282	5,455	3,000	5,000	5,000
5245 MISCELLANEOUS PERMIT FEES	200	2,979	500	500	500
5250 MIXED BEVERAGE FEES	13,510	16,965	15,000	15,000	15,000
5255 LICENSE FEES	4,005	4,500	4,000	3,000	3,000
5260 AMBULANCE PERMITS	7,400	7,100	8,000	8,000	8,000
5300 MUNICIPAL COURT FINES	233,134	251,127	250,000	225,000	225,000
5310 COURT COSTS/ADMIN FEES	125,170	204,312	165,000	175,000	175,000
5320 COURT WARRANT FEES	52,130	34,358	40,000	40,000	40,000
5340 TIME PYMT.FEE-10% CITY JUDICL.	754	506	1,200	900	1,000
5341 TIME PAYMENT FEE-40% FOR CITY	3,016	2,038	4,000	3,600	4,000
5430 SANITATION FEES	1,844,191	1,652,997	1,900,000	1,250,000	1,250,000
5440 PLAT FEES	11,693	14,305	16,000	12,000	12,000
5441 REZONING APPLICATION FEE	8,468	3,867	8,500	5,000	5,000
5442 CONDITIONAL USE PERMIT	1,800	1,800	2,000	4,000	4,000
5443 PLANNED DEVELOPMENT	1,000	-	-	-	-
5444 SITE PLAN REVIEW	15,261	11,819	15,000	15,000	15,000
5445 PLAN REVIEW FEES- OTHER	200	1,040	200	200	200
5446 ZONING FEES- OTHER	2,340	4,035	3,000	3,000	3,000
5450 BIRTH AND DEATH CERTIFICATE FEES	57,844	57,968	60,000	50,000	50,000
5451 NOTARY FEES	88	151	75	75	75
5460 ALARM SYSTEM REGISTRATION FEES	24,475	19,650	25,000	17,000	17,000
5461 FALSE ALARM SERVICE FEE	21,345	18,330	20,000	15,000	15,000
5470 EMERGENCY SERVICE DISTRCT FEES	173,884	246,171	208,000	217,000	217,000
5472 ESD#15 S5 OPERATING COST REIMBURSEMENT	23,293	30,062	25,439	29,964	26,844
5474 ESD#15 STATION 5 PAYROLL REIMBURSEMENT	594,066	877,239	930,869	866,003	866,333
5480 LIFE SAFETY PLAN REVIEW	2,400	2,230	2,500	2,500	2,500
5481 STATE LICENSED FACILITIES	1,380	1,590	1,500	1,600	1,500
5482 ANNUAL FIRE INSPECTIONS	600	1,050	1,500	1,500	1,500
5500 SALE OF CITY PROPERTY	235,899	53,059	40,000	40,000	40,000
5505 RENT REVENUES	4	-	-	-	-
5510 COMMUNITY CENTER FEES	30,317	26,558	30,000	20,000	20,000

CITY OF TOMBALL
GENERAL FUND REVENUES - 100

	2018	2019	2020	2020	2021
GENERAL FUND	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5515 CONGREGATE MEAL SERV. REVENUE	9,665	11,418	10,000	5,000	7,500
5520 PARK RENTAL FEE	10,710	9,000	11,000	5,000	7,500
5550 MISCELLANEOUS INCOME	44,573	44,749	50,000	50,000	50,000
5560 RETURNED CHECK FINES	60	-	100	100	100
5690 SANITATION PENALTY	30,640	19,859	30,000	20,000	20,000
5730 SCHOOL RESOURCE OFFICERS (SRO)	465,175	369,322	366,876	377,883	620,558
5740 OTHER GRANTS	3,996	168,987	1,000	1,000	113,000
5770 TEDC CONTRIBUTIONS	25,000	25,000	25,000	25,000	25,000
5800 INTEREST INCOME	203,902	278,243	225,000	225,000	225,000
5801 UNREALIZED GAIN ON INVESTMENTS	(9,473)	4,502	-	-	-
5961 ENTERPRISE TRANSFERS IN	2,384,166	2,530,209	2,603,335	2,603,335	2,668,418
TOTAL GENERAL FUND REVENUES	\$ 23,055,737	\$ 23,461,910	\$ 23,252,594	\$ 21,943,180	\$ 22,259,548

City Manager's Office

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

FY 2019-20 Accomplishments

- Implemented newly adopted Strategic Plan from 2020-2023
- Continued leadership academy to provide training for employee development with Cohort II consisting of 14 member of staff
- Maintained balance budget, while continuing quality service delivery
- Oversaw the creation/implementation of new initiatives for each department
- Identified additional funding opportunities through grants and partnerships for service enhancements
- Modified expenditure budgets and revenue projections in response to the economic challenges caused by COVID and energy sector downturn
- Successfully guided staff through a pandemic by implementing policy and procedures to address the safety and well-being of all staff and giving the direction for each department to formulate their departmental policy in response to COVID

Goals/Objectives for FY 2020-21

- Complete quarterly reviews of the City's Strategic Plan to ensure proper implementation
- Develop FY21-22 Budget that supports the City's Strategic Plan and Master Plans

- Implement efforts and techniques to foster a positive work environment for staff thereby achieving a high level of service for community
- Implement planning process for partnerships to update park amenities
- Continue placing focus on employee development through the continuation of the Leadership Cohort and introduction of additional training programs
- Increase community involvement with personnel in order to communicate our purpose and mission to the community
- Provide educational information and training to City Council
- Identify customer service and process improvements for all City departments and functions
- Increase communication and accountability within all departments
- Continue public outreach of pertinent information through traditional methods, social media outlets, and radio (KTTF)
- Increase Tomball's participation in regional partnerships and planning
- Continue to seek additional funding opportunities through grants and other sources for City amenities and development

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

111 - City Manager's Office

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$351,401	\$359,332	\$359,560	\$365,693
Supplies	\$1,418	\$2,900	\$2,600	\$4,100
Maintenance	\$255	\$0	\$0	\$0
Services and charges	\$25,369	\$37,600	\$27,500	\$32,250
Total Operating Expenditures	\$378,442	\$399,832	\$389,660	\$402,043
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$378,442	\$399,832	\$389,660	\$402,043

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$261,534	\$259,395	\$248,450	\$259,904	\$247,786
6009 WAGES-OTHER	\$12,994	\$13,992	\$13,233	\$8,733	\$13,497
6011 VACATION PAY	\$25,680	\$9,964	\$14,006	\$14,984	\$19,910
6012 SICK PAY	\$37,496	\$4,278	\$11,028	\$5,514	\$11,248
6015 SICK TIME BUYBACK	\$0	\$0	\$4,411	\$4,411	\$4,499
6019 MISCELLANEOUS PAY	\$1,025	\$875	\$995	\$995	\$1,115
6021 FICA-MED/SS	\$21,621	\$21,163	\$24,024	\$21,838	\$24,312
6022 TMRS-EMPLOYER	\$47,079	\$41,557	\$42,985	\$43,001	\$43,126
6025 WORKER COMPENSATION INS.	\$212	\$176	\$200	\$180	\$200
PERSONNEL SERVICES	\$407,641	\$351,401	\$359,332	\$359,560	\$365,693
6101 OFFICE AND COMPUTER SUPPLIES	\$3,208	\$832	\$1,500	\$500	\$1,200
6102 EDUCATIONAL SUPPLIES	\$286	\$51	\$0	\$200	\$500
6105 FOOD SUPPLIES	\$368	\$139	\$1,000	\$500	\$1,000
6107 CLOTHING AND UNIFORMS	\$0	\$255	\$400	\$400	\$400
6108 FUEL, OIL, AND LUBRICANTS	\$0	\$11	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$0	\$129	\$1,000	\$1,000	\$1,000
SUPPLIES	\$3,862	\$1,418	\$2,900	\$2,600	\$4,100
6205 VEHICLE MAINTENANCE	\$0	\$255	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$0	\$255	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$0	\$295	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$2,020	\$2,375	\$1,800	\$2,700	\$2,700
6329 OTHER SERVICES	\$38	\$325	\$1,000	\$500	\$1,000
6332 TRAVEL AND MEALS	\$3,831	\$2,005	\$8,000	\$1,500	\$4,000
6333 DUES AND SUBSCRIPTIONS	\$3,545	\$3,782	\$5,000	\$4,000	\$4,000
6334 AUTOMOBILE ALLOWANCES	\$14,940	\$16,912	\$16,800	\$16,800	\$16,800
6337 TRAINING	\$4,447	(\$325)	\$5,000	\$2,000	\$3,750
SERVICES AND CHARGES	\$28,821	\$25,369	\$37,600	\$27,500	\$32,250
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL GENERAL-ADMINISTRATIVE	\$440,324	\$378,442	\$399,832	\$389,660	\$402,043

Permits and Inspections

Department Mission

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

Program Narrative

Accomplishments for FY 2020

- Attendance at code meetings and trainings to maintain all necessary certifications
- Complete inspections within one business day

- Processed all permits within required timeframes
- Updated to 2015 International Building Codes

Goals and Objectives for FY 2021

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

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

112 - Permits & Inspections

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$398,482	\$424,769	\$369,782	\$368,016
Supplies	\$12,561	\$16,000	\$16,000	\$13,900
Maintenance	\$1,980	\$5,000	\$5,000	\$5,000
Services and charges	\$17,013	\$39,400	\$21,800	\$30,550
Total Operating Expenditures	\$430,037	\$485,169	\$412,582	\$417,466
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$430,037	\$485,169	\$412,582	\$417,466

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Building Official	1.00	1.00	1.00
Assistant Building Official	1.00	1.00	1.00
Comb. Building Inspector	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00
Code Enforcement Officer	2.00	2.00	2.00
Total	6.00	6.00	6.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$74,236	\$127,275	\$123,453	\$128,796	\$125,812
6003 WAGES-FULL TIME	\$188,305	\$156,440	\$168,694	\$137,266	\$130,656
6005 WAGES-OVERTIME	\$2,937	\$1,916	\$3,863	\$3,500	\$2,805
6009 WAGES-OTHER	\$14,104	\$14,858	\$15,290	\$8,508	\$13,449
6011 VACATION PAY	\$13,821	\$13,090	\$18,517	\$12,947	\$15,173
6012 SICK PAY	\$4,260	\$13,255	\$12,742	\$8,789	\$11,208
6013 EMERGENCY PAY	\$828	\$337	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$3,667	\$2,153	\$1,221
6019 MISCELLANEOUS PAY	\$1,530	\$1,955	\$2,315	\$2,030	\$1,825
6021 FICA-MED/SS	\$20,274	\$23,086	\$26,935	\$22,484	\$23,385
6022 TMRS-EMPLOYER	\$39,349	\$45,271	\$48,193	\$42,261	\$41,482
6025 WORKER COMPENSATION INS.	\$914	\$1,000	\$1,100	\$1,048	\$1,000
PERSONNEL SERVICES	\$360,558	\$398,482	\$424,769	\$369,782	\$368,016
6101 OFFICE AND COMPUTER SUPPLIES	\$2,776	\$2,861	\$3,000	\$4,000	\$2,400
6102 EDUCATIONAL SUPPLIES	\$512	\$356	\$1,500	\$1,500	\$1,000
6105 FOOD SUPPLIES	\$28	\$19	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$2,404	\$2,088	\$4,000	\$3,000	\$3,000
6108 FUEL, OIL AND LUBRICANTS	\$7,638	\$7,199	\$7,500	\$7,500	\$7,500
6119 OTHER SUPPLIES	\$4	\$38	\$0	\$0	\$0
SUPPLIES	\$13,363	\$12,561	\$16,000	\$16,000	\$13,900
6205 VEHICLE MAINTENANCE	\$11,090	\$1,980	\$5,000	\$5,000	\$5,000
REPAIRS AND MAINTENANCE	\$11,090	\$1,980	\$5,000	\$5,000	\$5,000
6304 PROFESSIONAL SERVICES, OTHER	\$775	\$305	\$10,000	\$6,000	\$10,000
6312 COMMUNICATION SERVICES	\$5,300	\$4,674	\$5,100	\$4,500	\$4,500
6329 OTHER SERVICES	\$0	(\$323)	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$3,545	\$5,070	\$11,000	\$4,500	\$5,500
6333 DUES AND SUBSCRIPTIONS	\$398	\$912	\$1,500	\$1,500	\$1,500
6337 TRAINING	\$6,074	\$6,320	\$11,000	\$4,500	\$8,250
6362 PERMITS AND LICENSES	\$55	\$55	\$800	\$800	\$800
SERVICES AND CHARGES	\$16,147	\$17,013	\$39,400	\$21,800	\$30,550
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$30,000	\$0	\$0	\$0	\$0
TRANSFERS	\$30,000	\$0	\$0	\$0	\$0
TOTAL GENERAL-PERMITS/INSPCTNS.	\$431,157	\$430,037	\$485,169	\$412,582	\$417,466

Mayor and Council

Department Mission

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

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

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

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

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

113 - Mayor and Council

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$25,763	\$32,998	\$29,390	\$32,980
Supplies	\$12,125	\$14,100	\$14,100	\$14,080
Maintenance	-	-	-	-
Services and charges	\$16,048	\$55,100	\$41,100	\$49,350
Total Operating Expenditures	\$53,937	\$102,198	\$84,590	\$96,410
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$53,937	\$102,198	\$84,590	\$96,410

Supplemental Programs	Recurring	Non-Recur.
None		

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

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6004 WAGES- PART TIME	\$27,146	\$23,904	\$30,600	\$27,268	\$30,600
6021 FICA- MED/ SS	\$2,027	\$1,823	\$2,341	\$2,086	\$2,341
6025 WORKER COMPENSATION INS.	\$37	\$35	\$57	\$36	\$39
PERSONNEL SERVICES	\$29,210	\$25,763	\$32,998	\$29,390	\$32,980
6101 OFFICE AND COMPUTER SUPPLIES	\$104	\$65	\$100	\$100	\$80
6105 FOOD SUPPLIES	\$1,147	\$2,071	\$2,000	\$2,000	\$2,000
6119 OTHER SUPPLIES	\$6,098	\$9,989	\$12,000	\$12,000	\$12,000
SUPPLIES	\$7,349	\$12,125	\$14,100	\$14,100	\$14,080
6304 PROFESSIONAL SERVICES- OTHER	\$0	\$0	\$20,000	\$20,000	\$20,000
6329 OTHER SERVICES	\$22	\$0	\$100	\$100	\$100
6332 TRAVEL AND MEALS	\$20	\$0	\$10,000	\$5,000	\$5,000
6333 DUES AND SUBSCRIPTIONS	\$3,512	\$4,331	\$7,000	\$7,000	\$7,000
6337 TRAINING	\$0	\$0	\$3,000	\$1,000	\$2,250
6398 BANQUETS, DEDICATION, RECEP	\$10,068	\$11,717	\$15,000	\$8,000	\$15,000
SERVICES AND CHARGES	\$13,622	\$16,048	\$55,100	\$41,100	\$49,350
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TOTAL MAYOR AND COUNCIL	\$50,181	\$53,937	\$102,198	\$84,590	\$96,410

City Secretary's Office

Department Mission

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

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

Program Narrative

Accomplishments for FY 2019-2020

- Completed implementation of *JustFOIA* to improve City-wide responses to public information requests. In the new system, we have processed 608 public information requests, with an average completion time of 2.42 days; 11% of the requests received required Texas Attorney General review and ruling.
- Council agenda packets delivered at least three days in advance; prepared minutes within five days of each meeting.
- Issued birth certificates within 15 minutes and death certificates within 24 hours 98% of the time.
- Received the 2019 Exemplary Five Star Award Winner – Vital Statistics – 9th Year
- Completed Supplement 7 to the City's Code of Ordinances through February 12, 2020; currently working on Supplement 8.

Goals for FY 2020-2021

- Complete MuniCode Meetings implementation to improve the City's electronic agenda processes and efficiency of meetings for all boards and commissions.
- Provide information in a timely and efficient manner and in accordance with state and federal laws.
- Continue processing City's electronic records storage and preservation for electronic search, access, and retrieval. 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 MuniCode Meetings.
- Facilitate execution/delivery of documents following Council actions and state and federal law changes.
- Maintain Mayor/Council and City Secretary websites.
- Continue certification training for CSO employees.

Objectives for FY 2020-2021

- Continue to improve average completion time for open records requests.
- Deliver Council agendas at least three days in advance.
- Prepare Council minutes within four days.
- Send notification of annexations to appropriate agencies within 30 days.
- Post adopted ordinances to City website/MuniCode within 3 days of passage.
- Issue Liquor/Wrecker/Taxi/Vendor Permits within 48 hours of application approval.
- Issue birth certificates within 15 minutes and death certificates within 24 hours 98% of the time.
- Conduct 2021 General Election
- Complete Supplements 8 and 9 to the City's Code of Ordinances.

Major Budget Items

- Advertising Cost (\$20,000)
- Election Services (\$25,000)
- Code Update Services (\$15,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

114 - City Secretary

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$288,755	\$309,645	\$310,867	\$319,131
Supplies	\$20,077	\$20,000	\$16,300	\$16,300
Maintenance	\$0	\$400	\$200	\$200
Services and charges	\$37,097	\$113,900	\$53,500	\$74,850
Total Operating Expenditures	\$345,929	\$443,945	\$380,867	\$410,481
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$345,929	\$443,945	\$380,867	\$410,481

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
City Secretary	1.00	1.0	1.00
Assistant City Secretary	1.00	1.0	1.00
Administrative Assistant	1.00	1.0	1.00
Administrative Assistant	1.00	1.0	1.00
Total	4.00	4.00	4.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$93,743	\$134,465	\$139,329	\$151,695	\$142,059
6003 WAGES-FULL TIME	\$101,281	\$64,590	\$67,805	\$67,975	\$72,187
6005 WAGES-OVERTIME	\$4,057	\$1,078	\$4,120	\$3,000	\$4,080
6009 WAGES-OTHER	\$10,170	\$10,523	\$11,242	\$7,817	\$11,585
6011 VACATION PAY	\$13,470	\$17,018	\$17,371	\$12,666	\$17,052
6012 SICK PAY	\$5,351	\$6,891	\$9,368	\$7,587	\$9,654
6013 EMERGENCY PAY	\$0	\$834	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$2,232	\$2,231	\$3,228
6019 MISCELLANEOUS PAY	\$2,175	\$2,455	\$2,695	\$2,695	\$2,460
6021 FICA-S.S. AND MEDICARE TAXES	\$16,064	\$17,581	\$19,749	\$19,323	\$20,342
6022 TMRS-EMPLOYER	\$30,237	\$32,969	\$35,334	\$35,517	\$36,084
6025 WORKER COMPENSATION INS.	\$424	\$352	\$400	\$361	\$400
PERSONNEL SERVICES	\$276,972	\$288,755	\$309,645	\$310,867	\$319,131
6101 OFFICE AND COMPUTER SUPPLIES	\$10,979	\$17,767	\$15,000	\$12,000	\$12,000
6102 EDUCATIONAL SUPPLIES	\$313	\$730	\$1,200	\$1,000	\$1,000
6104 JANITORIAL AND CLEANING SUPPLY	\$367	\$398	\$600	\$500	\$500
6105 FOOD SUPPLIES	\$755	\$938	\$1,200	\$1,200	\$1,200
6109 POSTAGE	\$401	\$135	\$1,400	\$1,000	\$1,000
6119 OTHER SUPPLIES	\$147	\$110	\$600	\$600	\$600
SUPPLIES	\$12,963	\$20,077	\$20,000	\$16,300	\$16,300
6201 OFFICE EQUIPMENT MAINT.	\$0	\$0	\$400	\$200	\$200
REPAIRS AND MAINTENANCE	\$0	\$0	\$400	\$200	\$200
6304 PROF.SERV.-OTHER	\$9,108	\$1,660	\$15,000	\$15,000	\$15,000
6312 COMMUNICATION SERVICES	\$768	\$772	\$900	\$900	\$900
6316 PRINTING AND BINDING	\$26	\$25	\$100	\$100	\$75
6329 OTHER SERVICES	\$1,906	\$921	\$1,200	\$0	\$0
6332 TRAVEL AND MEALS	\$6,684	\$6,463	\$11,000	\$9,000	\$5,500
6333 DUES AND SUBSCRIPTIONS	\$2,002	\$2,142	\$4,200	\$3,500	\$3,500
6335 ADVERTISING COST	\$19,218	\$15,583	\$25,000	\$20,000	\$20,000
6337 TRAINING	\$3,418	\$5,225	\$6,500	\$3,000	\$4,875
6371 ELECTION SERVICES	\$1,780	\$4,187	\$50,000	\$2,000	\$25,000
6398 BANQUETS, DEDICATION, RECEPTIONS	\$0	\$119	\$0	\$0	\$0
SERVICES AND CHARGES	\$44,911	\$37,097	\$113,900	\$53,500	\$74,850
TOTAL CITY SECRETARY	\$334,847	\$345,929	\$443,945	\$380,867	\$410,481

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.

Accomplishments for FY 2020

- Planned, coordinated and continued the Tomball Leadership Academy to promote the growth and training of leaders within City employment.
- Planned, coordinated and hosted retirement seminars utilizing TMRS and ICMA-RC to provide an opportunity for our employees to visit with professionals to address their needs.
- Continued a program requiring all employees and their spouses (if insured) to have physicals with their own doctor to receive premium discounts.
- Provided flu and other shots for all employees to ensure good health.
- Hosted insurance seminars for all employees.
- Planned, promoted, and hosted our Employee Appreciation days to honor all the hard work by the City of Tomball employees.
- Planned, coordinated and hosted the 7th annual Paces 4 Pink for Breast Cancer Awareness 5K run/walk. The goal was to spread the message to the community of what resources are available in our town to aid in breast cancer prevention and treatment. It was also an opportunity to honor another member of the City

- family who lost her battle and all the brave warriors who are/were affected by this disease.
- Continued a modification of all job descriptions to ensure the most accurate information related to job duties and ADA requirements.
- Continued to voluntarily utilize E-verify to check social security numbers for all new hires.
- Coordinated and hosted the annual Holiday Appreciation Lunch.
- Assisted departments in recruiting efforts.
- Completed a comprehensive salary survey utilizing data from 11 similar cities to maintain fair, equitable and competitive salary range structure.

Goals for FY 2021

- Continue with Cohort 1 and 2 of the Tomball Leadership Academy.
- Continue to expand leadership training at all levels.
- Plan, coordinate and begin a class for Tomball citizen's to teach the basics of City government and encourage more member ship on City boards and commissions.
- Promote annual physicals for all employees to ensure overall health and allow for a discounted premium rate.
- Provide various shots for all employees to ensure good health.
- Continue hosting employee events to show our appreciation for their efforts.
- Host a financials seminar for employees to include TMRS, ICMA, Medicare and Social Security.
- List job postings on the same day they become available at least 95% of the time to ensure a timely recruitment process.
- Plan, coordinate and host the 8th annual Paces 4 Pink Breast Cancer Awareness 5K run/walk. The goal is to spread the message to the community of what resources are available in our town to aid in breast

cancer prevention and treatment. It is also an opportunity to honor all the brave warriors who are/were affected by this disease.

- Plan more events to provide volunteer opportunities for our employees to help out in the community.
- Complete a salary survey utilizing data from 11 similar cities to maintain fair, equitable and competitive salary range structure.

Objectives for FY 2021

- To ensure the employees have the skills, knowledge, and abilities to perform their job efficiently, effectively and ethically for the city's citizens. This includes training, development, and education to promote

individual success and increase overall value to The City of Tomball.

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

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

115 - Human Resources

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$318,847	\$355,763	\$355,749	\$361,320
Supplies	\$17,303	\$18,950	\$20,250	\$14,950
Maintenance	\$0	\$0	\$0	\$0
Services and charges	\$89,682	\$91,500	\$86,400	\$76,300
Total Operating Expenditures	\$425,832	\$466,213	\$462,399	\$452,570
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$425,832	\$466,213	\$462,399	\$452,570

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
HR Director	1.00	1.0	1.00
HR Payroll Specialist	1.00	1.0	1.00
HR Generalist	1.00	1.0	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$110,235	\$108,532	\$106,719	\$112,133	\$108,850
6003 WAGES-FULL TIME	\$89,169	\$100,305	\$99,966	\$106,786	\$101,925
6004 WAGES-PART TIME	\$24,150	\$27,582	\$32,960	\$32,960	\$32,640
6005 WAGES-OVERTIME	\$3,353	\$1,614	\$6,180	\$5,000	\$6,120
6009 WAGES-OTHER	\$10,882	\$11,150	\$11,187	\$8,002	\$11,411
6011 VACATION PAY	\$10,857	\$12,338	\$16,432	\$13,556	\$16,760
6012 SICK PAY	\$6,665	\$3,374	\$9,323	\$4,869	\$9,509
6013 EMERGENCY PAY	\$194	\$228	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$3,729	\$3,729	\$3,804
6019 MISCELLANEOUS PAY	\$1,400	\$1,580	\$1,760	\$1,760	\$1,940
6021 FICA-S.S. AND MEDICARE TAXES	\$17,282	\$19,160	\$22,178	\$21,369	\$22,578
6022 TMRS-EMPLOYER	\$30,501	\$32,720	\$35,029	\$35,314	\$35,483
6025 WORKER COMPENSATION INS.	\$318	\$264	\$300	\$271	\$300
6026 STATE UNEMPLOYMENT TAXES	\$0	\$0	\$10,000	\$10,000	\$10,000
PERSONNEL SERVICES	\$305,006	\$318,847	\$355,763	\$355,749	\$361,320
6101 OFFICE AND COMPUTER SUPPLIES	\$3,741	\$6,044	\$6,000	\$5,000	\$4,800
6102 EDUCATIONAL SUPPLIES	\$1,615	\$1,360	\$1,500	\$750	\$750
6105 FOOD SUPPLIES	\$1,571	\$3,463	\$3,000	\$3,500	\$3,000
6107 CLOTHING AND UNIFORMS	\$0	\$0	\$300	\$300	\$300
6109 POSTAGE	\$136	\$40	\$150	\$100	\$100
6119 OTHER SUPPLIES	\$9,754	\$6,396	\$8,000	\$10,600	\$6,000
SUPPLIES	\$16,817	\$17,303	\$18,950	\$20,250	\$14,950
6205 VEHICLE MAINTENANCE	\$233	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$233	\$0	\$0	\$0	\$0
6304 PROF.SERV.-OTHER	\$5,000	\$15,000	\$6,000	\$6,000	\$6,000
6312 COMMUNICATION SERVICES	\$768	\$774	\$900	\$900	\$900
6329 OTHER SERVICES	\$34,146	\$31,613	\$40,000	\$35,000	\$35,000
6332 TRAVEL AND MEALS	\$1,260	\$6,359	\$5,800	\$4,000	\$2,900
6333 DUES AND SUBSCRIPTIONS	\$1,224	\$689	\$1,800	\$1,500	\$1,500
6335 ADVERTISING COST	\$969	\$28	\$2,000	\$3,000	\$2,000
6337 TRAINING	\$10,064	\$24,064	\$24,000	\$24,000	\$18,000
6398 BANQUETS, DEDICATION, RECEPTION	\$10,184	\$11,154	\$11,000	\$12,000	\$10,000
SERVICES AND CHARGES	\$63,615	\$89,682	\$91,500	\$86,400	\$76,300
TOTAL HUMAN RESOURCES	\$385,669	\$425,832	\$466,213	\$462,399	\$452,570

Finance Department

Department Mission

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

FY 2020 Accomplishments

- The City of Tomball was awarded the Distinguished Budget Presentation award for the twelfth consecutive year.

Goals for FY 2021

- Apply for and receive the Texas Financial Transparency Star under the new State Comptroller's guidelines.
- Provide other departments with accurate and timely financial reports by the 10th working day following the end of the month.
- 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.
- Continue to improve the level of customer service provided to both internal and external customers.

Objectives for FY 2021

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

Major Budget Items:

- Audit Costs (\$70,000)
- Bank Service Charges (\$18,000)
- Credit Card Processing Fees (\$125,000)
- Harris County Appraisal District (\$50,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
116 - Finance

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$439,001	\$471,518	\$469,257	\$481,242
Supplies	\$3,493	\$5,500	\$6,000	\$5,200
Maintenance	\$360	\$500	\$500	\$500
Services and charges	\$292,541	\$289,000	\$292,000	\$302,110
Total Operating Expenditures	\$735,395	\$766,518	\$767,757	\$789,052
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$735,395	\$766,518	\$767,757	\$789,052

Supplemental Programs	Recurring	Non-Recur.
Socrata	\$8,360	

Staffing	FY2019	FY2020	FY2021
Finance Director	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Accountant	2.0	2.0	2.0
Accounting Assistant	2.0	2.0	2.0
Total	6.00	6.00	6.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$224,735	\$247,226	\$256,111	\$271,715	\$261,819
6003 WAGES-FULL TIME	\$62,332	\$66,417	\$73,345	\$70,677	\$72,819
6004 WAGES-PART TIME	\$6,358	\$960	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$1,950	\$1,551	\$1,545	\$1,545	\$1,530
6009 WAGES-OTHER	\$13,552	\$18,810	\$17,537	\$10,459	\$17,783
6011 VACATION PAY	\$18,389	\$16,643	\$19,295	\$16,823	\$19,593
6012 SICK PAY	\$19,867	\$8,088	\$14,614	\$9,310	\$14,819
6015 SICK TIME BUYBACK	\$0	\$0	\$2,947	\$3,564	\$5,280
6019 MISCELLANEOUS PAY	\$1,710	\$1,435	\$1,830	\$1,745	\$2,105
6021 FICA-S.S. AND MEDICARE TAXES	\$25,105	\$27,363	\$30,006	\$29,462	\$30,605
6022 TMRS-EMPLOYER	\$45,340	\$49,983	\$53,688	\$53,416	\$54,289
6025 WORKER COMPENSATION INS.	\$583	\$525	\$600	\$541	\$600
PERSONNEL SERVICES	\$419,921	\$439,001	\$471,518	\$469,257	\$481,242
6101 OFFICE AND COMPUTER SUPPLIES	\$4,119	\$2,652	\$4,000	\$4,000	\$3,200
6102 EDUCATIONAL SUPPLIES	\$0	\$220	\$500	\$500	\$500
6105 FOOD SUPPLIES	\$289	\$86	\$100	\$350	\$350
6107 CLOTHING AND UNIFORMS	\$487	\$416	\$600	\$650	\$650
6108 FUEL, OIL AND LUBRICANTS	\$20	\$0	\$0	\$150	\$150
6109 POSTAGE	\$67	\$65	\$100	\$150	\$150
6119 OTHER SUPPLIES	\$906	\$54	\$200	\$200	\$200
SUPPLIES	\$5,888	\$3,493	\$5,500	\$6,000	\$5,200
6204 OTHER EQUIPMENT MAINTENANCE	\$795	\$360	\$500	\$500	\$500
REPAIRS AND MAINTENANCE	\$795	\$360	\$500	\$500	\$500
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$72,340	\$69,380	\$70,000	\$70,000	\$70,000
6304 PROF.SERV.-OTHER	\$10,330	\$16,473	\$15,000	\$15,000	\$15,000
6312 COMMUNICATION SERVICES	\$1,719	\$1,750	\$2,000	\$2,000	\$2,000
6316 PRINTING AND BINDING	\$968	\$956	\$1,000	\$1,000	\$1,000
6317 APPRAISAL SERVICES	\$46,496	\$47,532	\$46,500	\$50,000	\$50,000
6320 COMPUTER SOFTWARE SERVICE	\$0	\$0	\$0	\$0	\$8,360
6332 TRAVEL AND MEALS	\$6,394	\$5,592	\$7,000	\$3,500	\$3,500
6333 DUES AND SUBSCRIPTIONS	\$2,587	\$3,510	\$2,500	\$2,500	\$2,500
6335 ADVERTISING COST	\$7,957	\$4,843	\$3,000	\$3,000	\$3,000
6337 TRAINING	\$3,562	\$3,856	\$5,000	\$2,000	\$3,750
6397 CREDIT CARD PROCESSING FEE	\$118,380	\$121,879	\$115,000	\$125,000	\$125,000
6399 SERVICE CHARGES	\$18,434	\$16,770	\$22,000	\$18,000	\$18,000
SERVICES AND CHARGES	\$289,170	\$292,541	\$289,000	\$292,000	\$302,110
TOTAL FINANCE	\$715,775	\$735,395	\$766,518	\$767,757	\$789,052

Information Systems

Department Mission

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

Accomplishments for FY 2020

- One Touch installation for the City Hall conference room
- Upgraded to Incode 10 for Utility Billing and Public Works work orders
- Moved the FM radio station transmitter from Waller to EMS tower
- Replaced FM radio station computer
- Continued with State mandated cyber security program
- Worked with vendor to recycle decommissioned electronics
- Replaced our Primary virtual server environment with new servers and storage
- Upgraded Veeam backup software
- Upgraded Avaya phone system software
- Upgraded our Domain Controllers to Microsoft Server 2016
- Setup Microsoft RDGateway for employees to work from home
- Replaced firewalls with new Fortinet equipment
- Used our new firewalls to setup VPN tunnels to Firestations 1, 2, and 5 replacing the expensive rented fiber from Comcast

- Hosted a Lone Star College Life Path Intern for the IT department
- Replaced our Harris County T1 connection with encrypted CJIS compliant VPN Tunnel
- Go Live with our new Zuercher Computer Aided Dispatch system
 - New GPS for all MDT's
 - Setup our own managed NetMotion encrypted VPN system and moved our connection from Harris County

Goals and Objectives for FY 2021

- Upgrade to Incode 10 for court system
- Replace aging network switches

Major Budget Items

- Network equipment (\$17,000)
- Add licensing to ARCGIS (\$7,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
117 - Information Systems

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$285,600	\$296,350	\$297,565	\$301,532
Supplies	\$51,081	\$148,100	\$120,600	\$32,600
Maintenance	\$8,660	\$8,700	\$5,000	\$26,200
Services and charges	\$437,267	\$518,600	\$479,100	\$439,350
Total Operating Expenditures	\$782,607	\$971,750	\$902,265	\$799,682
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	(\$75,000)	-	-	-
Total Expenditures	\$707,607	\$971,750	\$902,265	\$799,682

Supplemental Programs	Recurring	Non-Recur.
Network Switches		\$17,500
ESRI ArcGIS		\$7,000
Virtual Desktop		\$5,000

Staffing	FY2019	FY2020	FY2021
IT Director	1.00	1.0	1.00
IT Support Tech, Senior	1.00	1.0	1.00
IT Specialist	1.00	1.0	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$194,361	\$183,048	\$145,592	\$156,513	\$147,191
6003 WAGES- FULL TIME	\$0	\$20,494	\$54,225	\$56,540	\$53,811
6005 WAGES-OVERTIME	\$0	\$296	\$2,575	\$2,000	\$2,550
6009 WAGES- OTHER	\$10,065	\$10,660	\$10,686	\$6,227	\$10,885
6011 VACATION PAY	\$15,204	\$12,440	\$13,357	\$10,883	\$16,104
6012 SICK PAY	\$3,525	\$3,633	\$8,905	\$4,446	\$9,071
6015 SICK TIME BUYBACK	\$0	\$0	\$3,562	\$3,557	\$3,628
6019 MISCELLANEOUS PAY	\$1,615	\$1,795	\$1,975	\$1,975	\$2,155
6021 FICA-S.S. AND MEDICARE TAXES	\$17,177	\$18,541	\$19,533	\$19,396	\$19,881
6022 TMRS-EMPLOYER	\$31,224	\$33,762	\$34,950	\$35,063	\$35,266
6025 WORKER COMPENSATION INS.	\$1,070	\$931	\$990	\$965	\$990
PERSONNEL SERVICES	\$274,241	\$285,600	\$296,350	\$297,565	\$301,532
6101 OFFICE AND COMPUTER SUPPLIES	\$45,408	\$50,913	\$40,000	\$40,000	\$32,000
6103 COMPUTER EQUIPMENT <\$20,000	\$0	\$0	\$107,500	\$80,000	\$0
6107 CLOTHING AND UNIFORMS	\$0	\$103	\$500	\$500	\$500
6109 POSTAGE	\$159	\$0	\$100	\$100	\$100
6119 OTHER SUPPLIES	\$0	\$64	\$0	\$0	\$0
SUPPLIES	\$45,567	\$51,081	\$148,100	\$120,600	\$32,600
6201 OFFICE EQUIPMENT MAINTENANCE	\$1,249	\$8,660	\$7,500	\$4,000	\$25,000
6202 COMPUTER EQUIPMENT MAINT	\$0	\$0	\$1,200	\$1,000	\$1,200
REPAIRS AND MAINTENANCE	\$1,249	\$8,660	\$8,700	\$5,000	\$26,200
6304 PROF.SERV.-OTHER	\$12,013	\$10,415	\$40,000	\$24,000	\$40,000
6312 COMMUNICATION SERVICES	\$72,200	\$78,091	\$90,000	\$80,000	\$90,000
6320 COMPUTER SOFTWARE SERV.	\$199,933	\$337,295	\$372,000	\$362,000	\$295,000
6329 OTHER SERVICES	\$0	\$62	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$1,194	\$87	\$3,000	\$1,500	\$1,500
6333 DUES AND SUBSCRIPTIONS	\$1,039	\$400	\$1,000	\$1,000	\$1,000
6334 AUTOMOBILE ALLOWANCES	\$9,600	\$9,650	\$9,600	\$9,600	\$9,600
6337 TRAINING	\$395	\$1,267	\$3,000	\$1,000	\$2,250
SERVICES AND CHARGES	\$296,374	\$437,267	\$518,600	\$479,100	\$439,350
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	(\$75,000)	\$0	\$0	\$0
TRANSFERS	\$0	(\$75,000)	\$0	\$0	\$0
TOTAL INFORMATION SYSTEMS	\$617,431	\$707,607	\$971,750	\$902,265	\$799,682

Legal Department

Department Mission

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

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

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

Accomplishments for FY 2020

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

Program Narrative

Objectives for FY 2021

- 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 (\$140,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

118 - Legal

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	-	-	-	-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Services and charges	\$130,302	\$142,000	\$130,000	\$140,000
Total Operating Expenditures	\$130,302	\$142,000	\$130,000	\$140,000
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$130,302	\$142,000	\$130,000	\$140,000

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6102 EDUCATIONAL SUPPLIES	\$210	\$0	\$0	\$0	\$0
SUPPLIES	\$210	\$0	\$0	\$0	\$0
6303 PROF.SERV.-LEGAL	\$117,385	\$130,302	\$142,000	\$130,000	\$140,000
SERVICES AND CHARGES	\$117,385	\$130,302	\$142,000	\$130,000	\$140,000
TOTAL LEGAL	\$117,595	\$130,302	\$142,000	\$130,000	\$140,000

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

119 - Non-Departmental

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	-	-	-	-
Supplies	\$12,077	\$13,500	\$19,000	\$12,600
Maintenance	-	-	-	-
Services and charges	\$586,179	\$639,300	\$665,718	\$634,300
Total Operating Expenditures	\$598,256	\$652,800	\$684,718	\$646,900
Capital Outlay	\$266,624	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$2,678,636	\$2,534,000	\$2,541,505	\$2,565,000
Total Expenditures	\$3,543,516	\$3,186,800	\$3,226,223	\$3,211,900

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$4,148	\$3,055	\$4,500	\$6,000	\$3,600
6105 FOOD SUPPLIES	\$0	\$43	\$0	\$0	\$0
6108 FUEL, OIL AND LUBRICANTS	\$43	\$0	\$0	\$0	\$0
6109 POSTAGE	\$9,750	\$9,022	\$9,000	\$9,000	\$9,000
6119 OTHER SUPPLIES	\$0	\$0	\$0	\$4,000	\$0
SUPPLIES	\$13,942	\$12,077	\$13,500	\$19,000	\$12,600
6304 PROF. SERVICES - OTHER	\$0	\$0	\$0	\$0	\$15,000
6329 OTHER SERVICES	\$22,206	\$36,368	\$25,000	\$46,000	\$25,000
6330 INSURANCE	\$236,069	\$317,058	\$325,000	\$375,000	\$350,000
6336 EQUIPMENT RENTALS	\$35,354	\$30,174	\$32,000	\$32,000	\$32,000
6339 PRIOR YEAR DELINQUENT TAXES	\$0	\$0	\$30,000	\$15,000	\$30,000
6340 SPECIAL EVENTS	\$0	\$45,643	\$47,300	\$47,300	\$47,300
6346 ECONOMIC DEVELOPMENT AGREEMENT	\$146,968	\$156,937	\$180,000	\$150,418	\$150,000
6399 SERVICE CHARGES	\$13	\$0	\$0	\$0	\$0
SERVICES AND CHARGES	\$440,610	\$586,179	\$639,300	\$665,718	\$634,300
6406 LAND AND BUILDINGS	\$0	\$266,624	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$266,624	\$0	\$0	\$0
6691 TRANSFER OUT	\$20,000	\$100,000	\$126,000	\$126,000	\$126,000
6692 TRANSFER TO EMP. BEN. TRUST	\$2,211,241	\$2,300,000	\$2,300,000	\$2,300,000	\$2,327,000
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$278,636	\$108,000	\$115,505	\$112,000
TRANSFERS	\$2,231,241	\$2,678,636	\$2,534,000	\$2,541,505	\$2,565,000
TOTAL NON-DEPARTMENTAL	\$2,685,792	\$3,543,516	\$3,186,800	\$3,226,223	\$3,211,900

Police Department

Department Mission

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

Program Narrative

Accomplishments for FY 2019-2020

- The department purchased Vigilant software for the automatic license plate readers which are mounted on the top of a patrol shop. This allows investigators to download the information on the database, which is connected to outlets nationwide. When a patrol car passes a vehicle, it will read the license plate to tell if it is a stolen vehicle.
- Purchase 10 Kenwood portable radios for patrol use upgrade that we started a year ago.
- We purchased Zuercher Public Safety software for Mobile CAD/Records reporting system department wide. This was a huge upgrade that ties all of our records into a new manageable system in the department.
- Purchased two Stalker Speed Awareness Trailers that also do traffic studies counts.
- Purchased two new CopTrax mobile video cameras in patrol cars that works with our body cameras.

Goals & Objectives for FY 2020-2021

- Keep purchasing new Kenwood Radios to upgrade our radios.
- Purchase automatic gate at the City impound lot at 710 Malone Street.
- Add one Sergeant and two student resource officers to schools for Tomball ISD.

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
121 - Police Department

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$4,770,146	\$5,441,580	\$5,427,249	\$5,651,425
Supplies	\$220,523	\$215,500	\$205,500	\$246,650
Maintenance	\$120,084	\$86,500	\$81,000	\$92,500
Services and charges	\$222,833	\$209,300	\$216,826	\$173,300
Total Operating Expenditures	\$5,333,587	\$5,952,880	\$5,930,575	\$6,163,875
Capital Outlay	\$3,096	\$25,000	\$25,000	\$40,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$5,336,682	\$5,977,880	\$5,955,575	\$6,203,875

Supplemental Programs	Recurring	Non-Recur.
Kenwood Portable Radios		\$40,000
SROs (2)	\$209,462	
SRO - Sergeant	\$127,020	
Taser Upgrade		\$40,000
Motorized Impound Lot Gate		\$6,000

Staffing	FY2019	FY2020	FY2021
Police Chief	1.00	1.00	1.00
Captain	2.00	2.00	2.00
Lieutenant	2.00	2.00	2.00
Detective	-	-	-
Sergeant	5.00	4.00	5.00
Corporal	3.00	3.00	3.00
Air Support Officer	-	2.00	1.00
Police Officer	32.00	29.00	33.00
Public Service Officer	2.00	3.00	3.00
Records Clerk	2.00	2.00	2.00
Communications Supervisor	-	1.00	1.00
Dispatcher	11.00	10.00	9.00
Sr. Administrative Assistant	1.00	1.00	1.00
Sr. Evidence Room Technician	1.00	1.00	-
Property & Evidence Room Manager	-	-	1.00
Evidence Room Technician	1.00	1.00	1.00
Total	63.00	62.00	65.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$424,920	\$274,534	\$277,993	\$273,258	\$277,783
6003 WAGES-FULL TIME	\$2,511,573	\$2,584,865	\$3,092,504	\$3,109,003	\$3,237,222
6004 WAGES-PART TIME	\$32,381	\$35,508	\$64,936	\$73,242	\$66,226
6005 WAGES-OVERTIME	\$452,472	\$503,205	\$412,144	\$482,500	\$429,112
6009 WAGES-OTHER	\$165,981	\$173,163	\$177,196	\$117,139	\$184,779
6011 VACATION PAY	\$196,295	\$186,370	\$216,375	\$178,097	\$220,153
6012 SICK PAY	\$158,791	\$109,649	\$147,663	\$160,020	\$153,982
6013 EMERGENCY PAY	\$3,670	\$3,886	\$0	\$928	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$26,028	\$16,553	\$21,237
6019 MISCELLANEOUS PAY	\$30,175	\$25,830	\$26,645	\$26,315	\$26,020
6021 FICA-MED/SS	\$281,336	\$287,140	\$341,619	\$333,422	\$354,799
6022 TMRS-EMPLOYER	\$519,392	\$529,530	\$602,342	\$600,495	\$620,376
6025 WORKER COMPENSATION INS.	\$59,424	\$56,466	\$56,135	\$56,277	\$59,736
PERSONNEL SERVICES	\$4,836,410	\$4,770,146	\$5,441,580	\$5,427,249	\$5,651,425
6101 OFFICE AND COMPUTER SUPPLIES	\$19,066	\$12,272	\$15,000	\$12,000	\$12,000
6102 EDUCATIONAL SUPPLIES	\$408	\$117	\$1,500	\$500	\$1,500
6104 JANITORIAL SUPPLIES	\$310	\$683	\$500	\$1,000	\$650
6105 FOOD SUPPLIES	\$6,488	\$10,184	\$6,500	\$6,500	\$6,500
6106 MATERIALS AND PARTS	\$57,103	\$63,393	\$60,000	\$60,000	\$95,000
6107 CLOTHING AND UNIFORMS	\$44,690	\$48,371	\$40,000	\$50,000	\$40,000
6108 FUEL, OIL AND LUBRICANTS	\$98,008	\$83,837	\$90,000	\$75,000	\$90,000
6109 POSTAGE	\$519	\$315	\$2,000	\$500	\$1,000
6119 OTHER SUPPLIES	\$861	\$1,351	\$0	\$0	\$0
SUPPLIES	\$227,452	\$220,523	\$215,500	\$205,500	\$246,650
6201 OFFICE EQUIPMENT MAINTENANCE	\$870	\$0	\$1,500	\$1,000	\$1,500
6203 RADIO EQUIPMENT MAINTENANCE	\$2,406	\$0	\$0	\$0	\$0
6204 OTHER EQUIPMENT MAINTENANCE	\$17,595	\$9,392	\$10,000	\$15,000	\$10,000
6205 VEHICLE MAINTENANCE	\$115,724	\$96,097	\$75,000	\$65,000	\$75,000
6206 BUILDING MAINTENANCE	\$18,185	\$14,595	\$0	\$0	\$6,000
REPAIRS AND MAINTENANCE	\$154,778	\$120,084	\$86,500	\$81,000	\$92,500
6304 PROFESSIONAL SERVICES,OTHER	\$22,883	\$20,206	\$14,000	\$19,000	\$15,000
6312 COMMUNICATION SERVICES	\$89,051	\$78,667	\$60,000	\$80,000	\$70,000
6316 PRINTING AND BINDING	\$426	\$0	\$0	\$0	\$0
6318 ANIMAL CONTROL-HARRIS COUNTY	\$26,000	\$24,000	\$24,000	\$24,000	\$24,000
6320 SOFTWARE SERVICE	\$845	\$4,983	\$25,400	\$27,526	\$0
6324 JAIL SERVICE EXPENSE	\$5,940	\$2,024	\$10,000	\$5,000	\$10,000
6325 BUY MONEY	\$2,000	\$2,500	\$5,000	\$2,000	\$2,000
6328 BIKE PATROL	\$0	\$2,880	\$3,000	\$500	\$1,000
6329 OTHER SERVICES	\$3,659	\$2,862	\$2,500	\$3,400	\$3,400

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6332 TRAVEL AND MEALS	\$44,778	\$38,299	\$20,000	\$15,000	\$12,500
6333 DUES AND SUBSCRIPTIONS	\$4,320	\$5,437	\$5,000	\$5,000	\$5,000
6336 EQUIPMENT RENTALS	\$492	\$369	\$400	\$400	\$400
6337 TRAINING	\$41,888	\$40,607	\$40,000	\$35,000	\$30,000
SERVICES AND CHARGES	\$242,280	\$222,833	\$209,300	\$216,826	\$173,300
6402 COMPUTER EQUIPMENT	\$1,305	\$0	\$0	\$0	\$0
6404 RADIO EQUIPMENT	\$0	\$0	\$25,000	\$25,000	\$40,000
6405 VEHICLE EQUIPMENT	\$0	\$3,096	\$0	\$0	\$0
CAPITAL OUTLAY	\$1,305	\$3,096	\$25,000	\$25,000	\$40,000
6998 TRANSFER TO FLEET REPLACEMENT	\$139,500	\$0	\$0	\$0	\$0
TRANSFERS	\$139,500	\$0	\$0	\$0	\$0
TOTAL-POLICE DEPARTMENT	\$5,601,726	\$5,336,682	\$5,977,880	\$5,955,575	\$6,203,875

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

FY 2019-20 Accomplishments

- Completed mandatory educational hours for all court staff
- Implemented new policies and procedures as it related to COVID-19 for the safety of staff and court customers
- Maintained a current Jury Trial Calendar, ensuring no backlog in regards to request for Jury Trials
- Continued implementation of Show-Cause Hearing Dockets in order to improve collection of payment plans
- Tomball Municipal Court workload for FY 2019-20

Number of Cases Filed	2,586
Number of Warrants Issued	1,143

Objectives for FY 2020-21

- Continue identification of additional methods to increase collection of citations and court fees
- Effectively manage court dates in order to maintain the flow of all new and old cases
- Identify additional security and safety measures to implement

Major Budget Items

- None

Goals for FY 2020-21

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

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
122 - Municipal Court

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$339,501	\$345,722	\$339,242	\$357,890
Supplies	\$5,012	\$4,400	\$4,400	\$3,700
Maintenance	\$300	-	-	-
Services and charges	\$69,594	\$76,200	\$71,700	\$72,825
Total Operating Expenditures	\$414,407	\$426,322	\$415,342	\$434,415
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$414,407	\$426,322	\$415,342	\$434,415

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Court Administrator	1.00	1.00	1.00
Municipal Court Clerk	2.00	-	-
Assistant Court Clerk	2.00	4.00	4.00
Municipal Judge	0.50	0.50	0.50
Total	5.50	5.50	5.50

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$58,643	\$69,284	\$70,801	\$73,618	\$70,586
6003 WAGES-FULL TIME	\$115,220	\$126,621	\$136,738	\$143,111	\$141,699
6004 WAGES-PART TIME	\$36,826	\$38,269	\$41,873	\$35,640	\$42,708
6005 WAGES-OVERTIME	\$4,786	\$5,429	\$8,240	\$5,000	\$8,160
6009 WAGES-OTHER	\$9,115	\$11,086	\$10,842	\$7,718	\$11,179
6011 VACATION PAY	\$9,035	\$12,305	\$10,588	\$10,701	\$12,483
6012 SICK PAY	\$2,765	\$18,440	\$9,035	\$6,534	\$9,315
6013 EMERGENCY PAY	\$63	\$415	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$1,948
6019 MISCELLANEOUS PAY	\$2,115	\$2,220	\$840	\$840	\$1,235
6021 FICA-MED/SS	\$17,801	\$21,188	\$22,206	\$21,499	\$23,005
6022 TMRS-EMPLOYER	\$27,681	\$33,760	\$34,000	\$34,082	\$35,013
6025 WORKER COMPENSATION INS.	\$535	\$484	\$559	\$499	\$559
PERSONNEL SERVICES	\$284,584	\$339,501	\$345,722	\$339,242	\$357,890
6101 OFFICE AND COMPUTER SUPPLIES	\$3,268	\$4,179	\$3,500	\$3,500	\$2,800
6102 EDUCATIONAL SUPPLIES	\$461	\$377	\$400	\$400	\$400
6107 CLOTHING AND UNIFORMS	\$480	\$456	\$500	\$500	\$500
SUPPLIES	\$4,209	\$5,012	\$4,400	\$4,400	\$3,700
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$300	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$0	\$300	\$0	\$0	\$0
6303 PROFESSIONAL SERVICES,LEGAL	\$59,720	\$57,300	\$60,000	\$60,000	\$60,000
6312 COMMUNICATION SERVICES	\$320	\$774	\$900	\$900	\$900
6316 PRINTING AND BINDING	\$785	\$838	\$2,000	\$2,000	\$2,500
6329 OTHER SERVICES	\$181	\$72	\$1,500	\$1,000	\$1,500
6332 TRAVEL AND MEALS	\$3,271	\$3,701	\$5,000	\$3,500	\$2,500
6333 DUES AND SUBSCRIPTIONS	\$1,270	\$2,049	\$1,300	\$1,300	\$1,300
6337 TRAINING	\$3,107	\$4,860	\$5,500	\$3,000	\$4,125
SERVICES AND CHARGES	\$68,654	\$69,594	\$76,200	\$71,700	\$72,825
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL-MUNICIPAL COURT	\$357,447	\$414,407	\$426,322	\$415,342	\$434,415

Community Center

Department Mission

To serve everyone in a fair and equitable manner, so that in serving, the Center will enhance the quality of life for each individual, group or organization being served. To provide a staff, both paid and volunteer, who, through their individual and corporate efforts, give positive leadership to the development and administration of programs and activities, which will attract participants of all ages to the Community Center. The Bus Trip program, both City and Precinct 4, have been going well – now with two Pct. 4 Bus Trips each month along with one or two City Bus Trips. Staff meets with Pct. 4 Representatives, discussing more of a wider array of travel activities than in the past, including night-time trips, Forums and more popular day-trips.

Accomplishments for FY 2020

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

Goals & Objectives for FY 2020-2021

- 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

20120-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
131 - Community Center

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$142,193	\$142,446	\$140,843	\$143,785
Supplies	\$16,619	\$19,000	\$13,850	\$18,550
Maintenance	\$67	\$400	\$400	\$400
Services and charges	\$6,326	\$9,450	\$6,200	\$6,700
Total Operating Expenditures	\$165,206	\$171,296	\$161,293	\$169,435
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$165,206	\$171,296	\$161,293	\$169,435

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Manager	1.00	1.00	1.00
Assistant	1.00	1.00	1.00
Attendants - Part Time	1.00	1.00	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$48,020	\$47,048	\$46,710	\$50,112	\$47,639
6003 WAGES-FULL TIME	\$29,848	\$29,992	\$29,721	\$30,985	\$30,326
6004 WAGES-PART TIME	\$17,407	\$18,121	\$27,005	\$26,332	\$27,644
6005 WAGES-OVERTIME	\$1,192	\$2,067	\$2,060	\$2,060	\$2,040
6009 WAGES-OTHER	\$3,683	\$3,952	\$4,078	\$2,667	\$4,160
6011 VACATION PAY	\$4,086	\$6,458	\$5,749	\$3,473	\$4,535
6012 SICK PAY	\$3,549	\$10,386	\$3,398	\$1,874	\$3,466
6013 EMERGENCY PAY	\$202	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$838	\$838	\$855
6019 MISCELLANEOUS PAY	\$1,100	\$1,220	\$435	\$435	\$605
6021 FICA-MED/SS	\$7,483	\$8,757	\$9,267	\$8,999	\$9,361
6022 TMRS-EMPLOYER	\$11,918	\$13,928	\$12,885	\$12,797	\$12,854
6025 WORKER COMPENSATION INS.	\$318	\$264	\$300	\$271	\$300
PERSONNEL SERVICES	\$128,806	\$142,193	\$142,446	\$140,843	\$143,785
6101 OFFICE AND COMPUTER SUPPLIES	\$699	\$1,123	\$1,000	\$850	\$800
6104 JANITORIAL SUPPLIES	\$190	\$246	\$500	\$500	\$750
6105 FOOD SUPPLIES	\$7,092	\$9,221	\$8,000	\$7,000	\$8,000
6108 FUEL,OIL AND LUBRICANTS	\$147	\$9	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$8,709	\$3,242	\$8,000	\$5,000	\$8,000
6130 FURNITURE <\$20,000	\$525	\$2,778	\$1,500	\$500	\$1,000
SUPPLIES	\$17,362	\$16,619	\$19,000	\$13,850	\$18,550
6204 OTHER EQUIPMENT MAINTENANCE	\$0	\$0	\$400	\$400	\$400
6205 VEHICLE MAINTENANCE	\$126	\$67	\$0	\$0	\$0
6206 BUILDING MAINTENANCE	\$4,800	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$4,926	\$67	\$400	\$400	\$400
6329 OTHER SERVICES	\$990	\$683	\$1,750	\$1,000	\$1,000
6332 TRAVEL AND MEALS	\$2,036	\$2,157	\$4,000	\$1,500	\$2,000
6333 DUES AND SUBSCRIPTIONS	\$0	\$125	\$0	\$0	\$0
6335 ADVERTISING COST	\$2,890	\$3,166	\$3,500	\$3,500	\$3,500
6337 TRAINING	\$0	\$100	\$0	\$0	\$0
6362 PERMITS AND LICENSES	\$138	\$94	\$200	\$200	\$200
SERVICES AND CHARGES	\$6,053	\$6,326	\$9,450	\$6,200	\$6,700
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL-COMMUNITY CENTER	\$157,147	\$165,205	\$171,296	\$161,293	\$169,435

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.

FY 2019-20 Accomplishments

- Fire Prevention Division completed annual inspections of the target hazard commercial facilities but was limited in completing its goal of all commercial buildings due to the COVID outbreak
- Assisted in the implementation of Zuerker as the new CAD system for the City
- Implemented a new records management system for the Department
- Trained additional fire employees in swift water rescue discipline, acquired sets of swift water rescue equipment
- Developed in-house training program for continuing education and skills proficiency
- Revised and implemented a more structured set of expectations for the officers and other positions within the TFD
- Fire Prevention Division received an Achievement of Excellence Award from the Texas Fire Marshal's Association
- Continue to re-evaluate and modify prior adopted amendments to the fire codes with the goal of reducing various requirements as capacity and capability of the fire department continue to improve
- Significant work completed towards the Texas Fire Chiefs Association "Best Practices" recognition and the TFD Standards of Cover
- Continue to review and revise, as necessary, Department SOG manual

- Analyzed response data to identify issues and opportunities to improve service delivery
- Met minimum staffing goals 99% of the time with the minimal use of overtime

Goals & Objectives for FY 2020-21

- Using data from the response time data analysis, develop a strategy to improve performance to increase the percentage of time it takes for the first arriving fire apparatus to arrive on the scene of an emergency incident within five minutes and 20 seconds of being dispatched to 85%.
- Implement the use of the software in the vehicle mounted MDTs to record various components of response time electronically rather than by radio contact with the dispatch center.
- Develop program to review data to determine reliability of response data to determine if the service delivery system is producing improved outcomes on fire and medical responses
- Submit to a review by ISO to retain Class 1 grading within the City.
- Improve Prevention Division productivity to include 1,400+ commercial property inspections during fiscal year.
- Continue to meet the minimum staffing goals of the Department at least 99% of the time with a minimal use of overtime
- Seek funding assistance to design, fund, construct and operate a combined fire/police/public works training field through a consortium of partners.
- Provide information to ESD #15 to support their efforts in building and staffing Station #4
- Complete the Department's Standards of Cover and Community Driven Strategic Plan.
- Complete Texas Fire Chiefs Association Best Practices Program.

Major Budget Items:

- Vehicle Maintenance (\$150,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
142 - Fire Department

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$2,084,504	\$2,418,670	\$2,257,728	\$2,427,158
Supplies	\$253,403	\$284,835	\$253,135	\$244,715
Maintenance	\$248,486	\$228,950	\$264,597	\$213,123
Services and charges	\$158,852	\$156,600	\$128,800	\$127,525
Total Operating Expenditures	\$2,745,247	\$3,089,055	\$2,904,260	\$3,012,521
Capital Outlay	\$28,213	-	-	\$15,000
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$2,773,459	\$3,089,055	\$2,904,260	\$3,027,521

Supplemental Programs	Recurring	Non-Recur.
Paint Station 2 Interior		\$4,623
Front Facing Cameras (3) for Apparatus		\$15,000

Staffing	FY2019	FY2020	FY2021
Fire Chief	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Assistant Fire Marshal	1.00	1.00	1.00
Captain	3.00	3.00	3.00
Lieutenant	6.00	6.00	6.00
Driver/Operator	9.00	9.00	7.00
Firefighter	6.00	9.00	9.00
Part Time Firefighter	15.00	13.00	13.00
Deputy Fire Marshal	0.50	0.50	0.50
Logistics Specialist	0.50	0.50	0.50
Total	45.00	46.00	44.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$292,254	\$256,833	\$257,763	\$275,182	\$256,688
6003 WAGES - FULL TIME	\$689,517	\$937,877	\$1,070,077	\$1,030,419	\$1,085,712
6004 WAGES - PART TIME	\$262,517	\$157,986	\$208,639	\$154,234	\$213,722
6005 WAGES - OVERTIME	\$162,035	\$158,990	\$188,330	\$188,676	\$188,288
6009 WAGES - OTHER	\$55,919	\$61,160	\$74,766	\$41,520	\$72,066
6010 FIRE RUN PAYMENTS	\$32,600	\$39,040	\$29,200	\$29,200	\$29,200
6011 VACATION PAY	\$50,217	\$73,618	\$76,822	\$70,177	\$75,723
6012 SICK PAY	\$31,313	\$25,631	\$62,305	\$47,234	\$62,693
6013 EMERGENCY PAY	\$0	\$2,758	\$0	\$2,334	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$12,611	\$0	\$11,823
6019 MISCELLANEOUS PAY	\$5,545	\$5,980	\$6,485	\$7,240	\$6,910
6020 VOLUNTEERS' STATE RETIREMENT	\$0	\$0	\$5,000	\$5,000	\$5,000
6021 SOCIAL SECURITY AND MEDICARE TAX	\$114,344	\$126,274	\$152,802	\$138,971	\$154,061
6022 TMRS-RETIREMENT-EMPLOYER	\$166,077	\$210,187	\$239,020	\$229,853	\$238,422
6025 WORKER COMPENSATION INS.	\$21,822	\$26,652	\$26,850	\$36,926	\$26,850
6030 EMPLOYEE TUITION REIMBURSEMENT	\$1,782	\$1,519	\$8,000	\$762	\$0
PERSONNEL SERVICES	\$1,885,942	\$2,084,504	\$2,418,670	\$2,257,728	\$2,427,158
6101 OFFICE AND COMPUTER SUPPLIES	\$8,893	\$6,703	\$7,350	\$6,650	\$5,880
6102 EDUCATIONAL SUPPLIES	\$9,939	\$6,039	\$15,800	\$14,100	\$9,800
6104 JANITORIAL SUPPLIES	\$17,960	\$7,619	\$6,900	\$6,900	\$6,900
6105 FOOD SUPPLIES	\$6,626	\$7,000	\$12,850	\$12,000	\$10,000
6106 MATERIALS AND PARTS	\$2,159	\$1,180	\$6,100	\$5,000	\$4,500
6107 CLOTHING AND UNIFORMS	\$115,000	\$104,883	\$95,800	\$79,500	\$79,500
6108 FUEL, OIL AND LUBRICANTS	\$38,582	\$36,183	\$39,750	\$37,000	\$39,000
6109 POSTAGE	\$97	\$6	\$135	\$135	\$135
6110 CHEMICAL SUPPLIES	\$3,351	\$4,723	\$11,250	\$9,500	\$9,000
6119 OTHER SUPPLIES	\$46,428	\$14,120	\$8,900	\$7,650	\$7,000
6130 FURNITURE <\$20,000	\$2,747	\$2,951	\$4,000	\$6,000	\$6,500
6141 SCBA PARTS AND SUPPLIES	\$47,771	\$16,868	\$15,000	\$15,000	\$18,500
6142 COMMUNICATION PARTS AND SUPPLIES	\$25,334	\$33,239	\$34,500	\$32,500	\$25,500
6143 FF TOOL PARTS AND SUPPLIES	\$15,885	\$11,890	\$26,500	\$21,200	\$22,500
SUPPLIES	\$340,774	\$253,403	\$284,835	\$253,135	\$244,715
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$37	\$1,400	\$1,400	\$1,400
6204 OTHER EQUIPMENT MAINTENANCE	\$3,578	\$1,697	\$6,600	\$5,000	\$5,000
6205 VEHICLE MAINTENANCE	\$180,896	\$204,330	\$111,000	\$150,000	\$150,000
6206 BUILDING MAINTENANCE	\$6	\$197	\$50,000	\$55,197	\$5,223
6219 OTHER MAINTENANCE	\$23,997	\$10,961	\$18,000	\$15,000	\$15,000
6241 SCBA MAINTENANCE AND TESTING	\$10,046	\$8,783	\$14,000	\$13,500	\$13,500
6242 COMMUNICATION MAINTENANCE	\$14,749	\$12,262	\$11,950	\$9,000	\$9,000
6243 FIREFIGHTING TOOL MAINTENANCE	\$12,888	\$10,219	\$16,000	\$15,500	\$14,000
REPAIRS AND MAINTENANCE	\$246,160	\$248,486	\$228,950	\$264,597	\$213,123

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROFESSIONAL SERVICES-OTHER	\$17,299	\$39,884	\$34,600	\$27,000	\$32,000
6312 COMMUNICATION SERVICES	\$37,755	\$30,480	\$30,000	\$28,200	\$28,200
6316 PRINTING AND BINDING	\$648	\$80	\$3,000	\$1,250	\$1,250
6320 COMPUTER SOFTWARE SERVICES	\$1,221	\$3,968	\$0	\$0	\$0
6329 OTHER SERVICES	\$3,578	\$10,983	\$6,700	\$6,700	\$6,700
6332 TRAVEL AND MEALS	\$9,858	\$11,685	\$20,200	\$13,350	\$10,100
6333 DUES AND SUBSCRIPTIONS	\$8,226	\$10,433	\$9,000	\$8,500	\$8,500
6335 ADVERTISING COST	\$2,694	\$1,391	\$2,500	\$2,500	\$2,500
6336 EQUIPMENT RENTALS	\$1,254	\$0	\$500	\$500	\$500
6337 TRAINING	\$31,716	\$39,461	\$35,300	\$30,000	\$26,475
6343 FIREFIGHTING TOOL RENTALS	\$0	\$0	\$1,500	\$1,500	\$1,500
6350 CHILD SAFETY EDUCATION	\$2,580	\$2,385	\$7,300	\$5,300	\$4,800
6362 PERMITS & LICENSES	\$0	\$87	\$0	\$0	\$0
6398 BANQUETS, DEDICATIONS AND RECEPT	\$5,415	\$8,016	\$6,000	\$4,000	\$5,000
SERVICES AND CHARGES	\$122,244	\$158,852	\$156,600	\$128,800	\$127,525
6405 VEHICLE EQUIPMENT	\$46	\$28,213	\$0	\$0	\$15,000
CAPITAL OUTLAY	\$46	\$28,213	\$0	\$0	\$15,000
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
DEBT	\$0	\$0	\$0	\$0	\$0
TOTAL-FIRE DEPARTMENT	\$2,595,167	\$2,773,459	\$3,089,055	\$2,904,260	\$3,027,521

Emergency Management

FY 2019-20 Accomplishments

- The Tomball Area Local Emergency Planning Agency (TALEPC), sponsored by the TFD Emergency Management Division, continues to provide planning, training and educational services to the community.
- The transmitter has been moved from Rosehill to the Tomball (NW EMS Tower on Quinn Rd)
- An additional church has executed an agreement to become a Red Cross shelter during disaster incidents

Goals & Objectives for FY 2020-21

- Develop and execute a Memorandum of Understanding with 5 additional local businesses that may provide equipment or supplies in the event of a catastrophic emergency incident in the Tomball area.
- Continue to provide specialized training to CERT team members
- KTTF management of programming to be transferred to COT Marketing Department
- Increase music library
- Broadcast at least one major event, parade or sporting event through KTTF
- Design and complete, in conjunction with other City of Tomball agencies and EMS, one multi-jurisdictional, multi-agency emergency incident tabletop exercise

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

143 - Emergency Mgmt

Line Item Category	2019 ACTUAL	2020 BUDGET	20120 PROJECTION	2021 BUDGET
Personnel services	-	-	-	-
Supplies	\$1,484	\$2,200	\$1,450	\$2,150
Maintenance	-	\$250	\$250	\$250
Services and charges	\$29,409	\$16,800	\$23,802	\$11,875
Total Operating Expenditures	\$30,895	\$19,250	\$25,502	\$14,275
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$30,894	\$19,250	\$25,502	\$14,275

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$64	\$0	\$250	\$250	\$200
6102 EDUCATIONAL SUPPLIES	\$0	\$0	\$750	\$500	\$750
6103 COMPUTER EQUIPMENT <\$20,000	\$0	\$0	\$0	\$1,000	\$1,000
6105 FOOD SUPPLIES	\$388	\$401	\$300	\$200	\$300
6107 CLOTHING AND UNIFORMS	\$1,584	\$1,083	\$900	\$500	\$900
6119 OTHER SUPPLIES	\$223	\$0	\$0	\$0	\$0
SUPPLIES	\$2,258	\$1,484	\$2,200	\$1,450	\$2,150
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$250	\$250	\$250
REPAIRS AND MAINTENANCE	\$0	\$0	\$250	\$250	\$250
6304 PROF.SERV.-OTHER	\$79	\$8,224	\$200	\$500	\$200
6312 COMMUNICATION SERVICES	\$4,542	\$4,960	\$4,800	\$4,825	\$4,825
6320 COMPUTER SOFTWARE SERV.	\$0	\$0	\$1,500	\$1,500	\$1,500
6332 TRAVEL AND MEALS	\$0	\$0	\$1,500	\$0	\$750
6333 DUES AND SUBSCRIPTIONS	\$994	\$240	\$600	\$677	\$700
6335 ADVERTISING COST	\$1,685	\$0	\$0	\$0	\$0
6337 TRAINING	\$855	\$1,150	\$1,200	\$0	\$900
6345 KTTF EXPENSES	\$9,156	\$14,835	\$7,000	\$16,300	\$3,000
SERVICES AND CHARGES	\$17,311	\$29,409	\$16,800	\$23,802	\$11,875
TOTAL EMERGENCY MANAGEMENT	\$19,570	\$30,894	\$19,250	\$25,502	\$14,275

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
145 - ESD#15 Station 5

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$677,555	\$884,069	\$815,303	\$821,745
Supplies	\$35,289	\$37,800	\$40,700	\$40,460
Maintenance	\$8,719	\$9,435	\$19,285	\$13,285
Services and charges	\$32,879	\$50,443	\$50,643	\$44,531
Total Operating Expenditures	\$754,443	\$981,747	\$925,931	\$920,021
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$754,442	\$981,747	\$925,931	\$920,021

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Fire Chief	1.00	1.00	1.00
Deputy Fire Marshal	0.50	0.50	0.50
Logistics Specialist	-	0.50	0.50
Total	1.50	2.00	2.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$243,480	\$364,537	\$461,008	\$435,265	\$427,240
6004 WAGES-PART TIME	\$160,440	\$49,340	\$79,802	\$75,409	\$80,956
6005 WAGES-OVERTIME	\$75,370	\$84,578	\$95,041	\$95,123	\$86,213
6009 WAGES-OTHER	\$8,906	\$18,433	\$26,371	\$14,154	\$22,971
6010 FIRE RUN PAYMENTS	\$15,880	\$24,411	\$14,600	\$14,600	\$14,600
6011 VACATION PAY	\$12,442	\$20,500	\$24,102	\$19,246	\$22,436
6012 SICK PAY	\$3,953	\$5,917	\$21,976	\$20,968	\$20,268
6013 EMERGENCY PAY	\$0	\$1,171	\$0	\$490	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$2,844	\$0	\$4,147
6019 MISCELLANEOUS PAY	\$0	\$0	\$1,655	\$0	\$2,090
6021 FICA-S.S. AND MEDICARE TAXES	\$37,406	\$41,826	\$54,577	\$50,118	\$51,026
6022 TMRS-EMPLOYER	\$40,491	\$66,724	\$85,943	\$85,930	\$78,748
6025 WORKER COMPENSATION INS.	\$4,646	\$116	\$12,150	\$0	\$11,050
6030 EMPLOYEE TUITION REIMBURSE	\$0	\$0	\$4,000	\$4,000	\$0
PERSONNEL SERVICES	\$603,014	\$677,555	\$884,069	\$815,303	\$821,745
6101 OFFICE AND COMPUTER SUPPLIES	\$246	\$1,760	\$1,200	\$1,200	\$960
6102 EDUCATIONAL SUPPLIES	\$0	\$1,800	\$3,250	\$3,250	\$3,250
6104 JANITORIAL AND CLEANING SUPPLY	\$3,824	\$4,274	\$5,000	\$5,000	\$5,000
6105 FOOD SUPPLIES	\$1,604	\$1,660	\$1,800	\$1,500	\$1,500
6106 MATERIALS AND PARTS	\$0	\$504	\$2,000	\$1,500	\$1,500
6107 CLOTHING AND UNIFORMS	\$3,220	\$20,632	\$22,800	\$26,500	\$26,500
6108 FUEL, OIL AND LUBRICANTS	\$44	\$0	\$0	\$0	\$0
6110 CHEMICAL SUPPLIES	\$0	\$1,661	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$939	\$2,912	\$1,500	\$1,500	\$1,500
6130 FURNITURE<\$20,000	\$0	\$0	\$250	\$250	\$250
6143 FF TOOL PARTS & SUPPLIES	\$0	\$87	\$0	\$0	\$0
SUPPLIES	\$9,877	\$35,289	\$37,800	\$40,700	\$40,460
6204 OTHER EQUIPMENT MAINT.	\$0	\$0	\$600	\$750	\$750
6205 VEHICLE MAINTENANCE	\$27	\$71	\$0	\$0	\$0
6206 BUILDING MAINTENANCE	\$19,942	\$8,355	\$8,535	\$17,535	\$11,535
6219 OTHER MAINTENANCE	\$190	\$293	\$0	\$0	\$0
6242 COMMUNICATION MAINTENANCE	\$0	\$0	\$300	\$1,000	\$1,000
REPAIRS AND MAINTENANCE	\$20,159	\$8,719	\$9,435	\$19,285	\$13,285
6304 PROF.SERV.-OTHER	\$0	\$1,940	\$2,800	\$2,800	\$2,800
6312 COMMUNICATION SERVICES	\$1,935	\$1,974	\$2,860	\$2,860	\$2,860
6313 UTILITIES	\$19,501	\$20,115	\$26,500	\$26,500	\$26,500
6316 PRINTING AND BINDING	\$0	\$0	\$333	\$333	\$333
6329 OTHER SERVICES	\$240	\$572	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$0	\$741	\$7,500	\$7,500	\$3,750

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6333 DUES AND SUBSCRIPTIONS	\$0	\$450	\$1,000	\$1,200	\$1,200
6337 TRAINING	\$807	\$7,085	\$9,450	\$9,450	\$7,088
SERVICES AND CHARGES	\$22,484	\$32,879	\$50,443	\$50,643	\$44,531
TOTAL GENERAL-ESD#15 STATION 5	\$655,533	\$754,442	\$981,747	\$925,931	\$920,021

Public Works Administrative

Department Mission

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

Accomplishments for FY 2019-20

- Continued public outreach to increase awareness of water consumption, natural gas and other important aspects of Public Works through flyers and advertisements
- Continued processing monthly and quarterly reports (Fluoride, water pumpage, disinfectant) to be submitted to the TCEQ by required deadlines
- Coordinated work order request received for service or maintenance
- Completed updates to Public Works page on City website as needed to ensure most up to date information was presented to the public
- Coordinated requests with CenterPoint for additional streetlights and/or repair to existing
- Generated Annual Water Quality Report based on information provided to the TCEQ to be

distributed to all City of Tomball residents including hotels, nursing homes, apartment and hospitals

- Continued communication with all Public Works employees to ensure the smooth operation of the department
- Implemented new work order system and trained staff to ensure a smooth transition

Goals for FY 2020-21

- Continue to identify needed updates or changes to the newly implemented work order system
- Improve outreach for City's Earth Day recycling project in order to increase community participation
- Continue to seek out additional training opportunities for the Public Works Department to promote safety and knowledge

Objectives for FY 2020-21

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

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

151 - Public Works Administration

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$45,818	\$53,867	\$52,896	\$54,102
Supplies	\$10,491	\$7,350	\$8,700	\$10,060
Maintenance	\$1,625	\$1,000	\$2,000	\$2,000
Services and charges	\$4,670	\$6,800	\$5,300	\$5,250
Total Operating Expenditures	\$62,602	\$69,017	\$68,896	\$71,412
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$62,602	\$69,017	\$68,896	\$71,412

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Administrative Assistant	1.00	1.00	1.00
Total	1.00	1.00	1.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$31,322	\$32,670	\$34,362	\$34,292	\$35,051
6005 WAGES-OVERTIME	\$622	\$405	\$1,030	\$500	\$1,020
6009 WAGES-OTHER	\$1,910	\$1,690	\$1,809	\$1,356	\$1,845
6011 VACATION PAY	\$743	\$1,789	\$1,507	\$1,905	\$1,537
6012 SICK PAY	\$814	\$163	\$1,507	\$1,973	\$1,537
6015 SICK TIME BUYBACK	\$0	\$0	\$602	\$0	\$0
6019 MISCELLANEOUS PAY	\$75	\$135	\$195	\$195	\$255
6021 FICA-MED/SS	\$2,591	\$2,820	\$3,139	\$3,078	\$3,157
6022 TMRS-EMPLOYER	\$4,622	\$5,037	\$5,616	\$5,507	\$5,600
6025 WORKER COMPENSATION INS.	\$106	\$88	\$100	\$90	\$100
6030 EMPLOYEE TUITION REIMBURSEMENT	\$0	\$1,023	\$4,000	\$4,000	\$4,000
PERSONNEL SERVICES	\$42,805	\$45,818	\$53,867	\$52,896	\$54,102
6101 OFFICE AND COMPUTER SUPPLIES	\$1,095	\$2,347	\$1,200	\$1,400	\$960
6102 EDUCATIONAL SUPPLIES	\$454	\$249	\$400	\$400	\$400
6105 FOOD SUPPLIES	\$3,950	\$4,781	\$3,200	\$3,200	\$3,000
6106 MATERIALS AND PARTS	\$0	\$243	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$292	\$143	\$300	\$300	\$300
6108 FUEL, OIL AND LUBRICANTS	\$3,960	\$2,276	\$2,000	\$3,000	\$5,000
6109 POSTAGE	\$0	\$0	\$0	\$50	\$50
6119 OTHER SUPPLIES	\$263	\$452	\$250	\$400	\$400
SUPPLIES	\$10,015	\$10,491	\$7,350	\$8,700	\$10,060
6205 VEHICLE MAINTENANCE	\$1,131	\$1,625	\$1,000	\$2,000	\$2,000
6206 BUILDING MAINTENANCE	\$305	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$1,436	\$1,625	\$1,000	\$2,000	\$2,000
6312 COMMUNICATION SERVICES	\$527	\$498	\$300	\$800	\$750
6329 OTHER SERVICES	\$535	\$0	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$303	\$850	\$1,500	\$1,500	\$750
6335 ADVERTISING COST	\$0	\$543	\$0	\$0	\$0
6337 TRAINING	\$0	\$2,779	\$5,000	\$3,000	\$3,750
SERVICES AND CHARGES	\$1,366	\$4,670	\$6,800	\$5,300	\$5,250
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL-PUBLIC WORKS ADM.	\$55,622	\$62,604	\$69,017	\$68,896	\$71,412

Garage Department

Accomplishments for FY 2019-20

- Maintained and coordinated the maintenance and repair of all city fleet as identified in the monthly checklist, including:
 - Oil changes
 - Tire rotation
 - Brake replacement
 - Minor repairs
- Coordinated larger repairs to vehicles and equipment with local vendors and mechanics
- Responded to emergency repair request in the field on immobilized vehicles and damaged equipment
- Completed ongoing training course for both fleet mechanics including safe operation training
- Implemented components of the previously completed audit including replacement of damaged and defective tools and implementation of safe storage of motor oil
- Implemented training program for certification for the operation of the bucket truck and backhoe/front loader
- Installed heaters in Mechanics Bay with required repairs to the natural gas line

Goals for FY 2020-21

- Develop ongoing preventive maintenance protocol specific to each asset

- Continue implementation results of safety audit conducted previously in order to increase the efficiency and safety of the department including:
 - Ensure HAZMAT compliance with proper labeling and storage for lubes, oils, grease and coolants with the development of policies and procedures
 - Install signage to adequately indicate workspace, HAZMAT storage areas, trip and fall hazards, etc.
- Continue training for safety and operation courses as related to fleet maintenance
- Complete upgrades to the fuel system including hardware and software upgrades

Objectives for FY 2020-21

- Continue equipment preventive maintenance training and education for all city staff operating equipment
- Continue implementation of training for certification of the operation of various equipment
- Determine the needs of the department for future budgeting in order to ensure proper functioning of the department

Major Budget Items

- Fuel System Upgrade (\$18,659)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
152 - Garage

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$134,555	\$134,848	\$136,946	\$138,107
Supplies	\$7,784	\$11,175	\$9,475	\$9,900
Maintenance	\$8,101	\$4,800	\$10,070	\$23,559
Services and charges	\$3,689	\$5,300	\$5,925	\$5,625
Total Operating Expenditures	\$154,130	\$156,123	\$162,416	\$177,191
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$154,130	\$156,123	\$162,416	\$177,191

Supplemental Programs	Recurring	Non-Recur.
Fuel System Upgrade		\$18,659

Staffing	FY2019	FY2020	FY2021
Lead Mechanic	1.00	1.00	1.00
Heavy Equip/Fleet Mechanic	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$69,181	\$79,793	\$83,634	\$88,543	\$85,278
6005 WAGES-OVERTIME	\$9,890	\$14,467	\$10,300	\$12,216	\$10,200
6009 WAGES-OTHER	\$3,154	\$4,122	\$4,451	\$3,005	\$4,540
6011 VACATION PAY	\$3,991	\$5,724	\$5,563	\$4,606	\$5,674
6012 SICK PAY	\$856	\$4,672	\$3,709	\$1,948	\$3,783
6015 SICK TIME BUYBACK	\$0	\$0	\$816	\$0	\$1,513
6019 MISCELLANEOUS PAY	\$490	\$880	\$1,000	\$1,000	\$1,120
6021 FICA-MED/SS	\$6,138	\$8,104	\$8,452	\$8,409	\$8,724
6022 TMRS-EMPLOYER	\$11,478	\$15,090	\$15,123	\$15,454	\$15,475
6025 WORKER COMPENSATION INS.	\$1,986	\$1,703	\$1,800	\$1,765	\$1,800
PERSONNEL SERVICES	\$107,164	\$134,555	\$134,848	\$136,946	\$138,107
6101 OFFICE AND COMPUTER SUPPLIES	\$56	\$29	\$50	\$0	\$0
6106 MATERIALS AND PARTS	\$2,504	\$1,402	\$4,000	\$4,000	\$4,000
6107 CLOTHING AND UNIFORMS	\$1,213	\$1,930	\$1,475	\$1,475	\$1,400
6108 FUEL, OIL AND LUBRICANTS	\$1,115	\$1,962	\$1,650	\$1,500	\$2,000
6110 CHEMICAL SUPPLIES	\$0	\$27	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$1,522	\$2,434	\$4,000	\$2,500	\$2,500
SUPPLIES	\$6,410	\$7,784	\$11,175	\$9,475	\$9,900
6204 OTHER EQUIPMENT MAINTENANCE	\$58	\$0	\$300	\$450	\$300
6205 VEHICLE MAINTENANCE	\$902	\$538	\$500	\$600	\$600
6206 BUILDING MAINTENANCE	\$0	\$6,150	\$0	\$5,520	\$0
6207 SYSTEM MAINTENANCE	\$5,372	\$1,413	\$4,000	\$3,500	\$22,659
REPAIRS AND MAINTENANCE	\$6,332	\$8,101	\$4,800	\$10,070	\$23,559
6312 COMMUNICATION SERVICES	\$1,373	\$1,212	\$1,300	\$2,000	\$2,000
6329 OTHER SERVICES	\$6,600	\$0	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$40	\$0	\$0	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$1,728	\$1,728	\$2,000	\$2,000	\$2,000
6336 EQUIPMENT RENTALS	\$514	\$545	\$600	\$600	\$600
6337 TRAINING	\$498	\$203	\$1,200	\$1,200	\$900
6362 PERMITS AND LICENSES	\$61	\$0	\$200	\$125	\$125
SERVICES AND CHARGES	\$10,813	\$3,689	\$5,300	\$5,925	\$5,625
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL GENERAL-GARAGE	\$130,720	\$154,130	\$156,123	\$162,416	\$177,191

Parks

Accomplishments for FY 2019-20

- Completed training for certification for equipment usage and daily task for compliance and safety
- Continued daily maintenance and operation of all City parks including mowing, tree trimming, cleaning and pest treatment
- Replaced or repaired broken equipment at parks, as needed
- Provided support to other departments, as needed
- Provided support to Streets Department during Recycle Week for chipping request for residents
- Continued daily maintenance and operation of City pool
- Executed new agreement with Tomball Little League for the maintenance and operation of Wayne Stovall Sports Complex
- Executed agreement with Youth Soccer Club (Dynamo Dash) for the maintenance and operation of the soccer fields at Broussard Park
- Began implementation of the Visioning Document for Theis Attaway Nature Center through the replacement of the walking trails and establishing a designated prairie area for the revitalization of the Nature Center
- Improvements to IT/Marketing Parking Lot:
 - Installed picnic area with ADA ramps
 - Repainted curbs
 - Replaced all landscaping and installed crushed granite
- Continued improvements at Depot:
 - Resurfacing of Depot Stained Concrete
 - Maintenance to Depot Caboose
 - Install new fencing at Elm Street Parking
- Began improvements at Jerry Matheson Park:
 - Resurfacing of Tennis Courts at Matheson

- Continued Development of Broussard Park and Grand Opening, improvements included:
 - Executed an Interlocal Agreement with Harris County for park maintenance
 - Completed Phase II of Improvements including electric to the park and lighting
 - Completed construction of restrooms and pavilions
 - Installed walking trails
 - Installed Theater Cottage, Birds Nest Swing and Exercise Equipment
 - Identified Wildflower Meadow along dedicated natural space and planted native plants for the region
 - Installed educational signage
 - Installed entry sign for park
 - Dumpster enclosure
- Improvements at Juergens Park:
 - Resurfaced Pavilion
 - Installed dumpster enclosure
- Improvements to Wayne Stovall Sports Complex:
 - Installed dumpster enclosure
 - Completed renovation of equipment barn to include an additional restroom

Goals for FY 2020-21

- Continue improvements at all parks:
 - Broussard Community Park
 - Additional parking and lighting
 - Jerry Matheson Park
 - Complete application for Texas Parks & Wildlife Grant for Non-Urban Parks which would allow for:
 - Replacement of outdated/ broken play equipment
 - Drainage improvements
 - Replastering of Matheson Pool
 - Netting for baseball field

- Install new features to the park, as identified in the grant application (if received):
 - Installation of a Splashpad
 - Installation of Pickleball Courts
 - Installation of walking trails
 - Complete improvements to restroom including installation of a drain hole for cleanliness
- Juergens Park
 - Installation of new picnic tables for pavilion
 - Complete improvements to restroom including installation of a drain hole for cleanliness and installation of automatic sensors for toilets and faucets for water conservation
- M&R for Jerry Matheson Park (\$100,000)

Objectives for FY 2020-21

- Continue assessment of current equipment at City parks to determine needed replacement to present to management for future budgeting
- Continue training of Parks employees to ensure safety measures with equipment and daily tasks
- Begin development of a Master Park Plan for the City of Tomball to include additional enhancements that are needed or desired in the area

Major Budget Items

- Picnic Tables for Juergens Park (\$17,000)
- Basketball Court Improvements for Juergens Park (\$12,500)
- Restroom Improvements for all Parks (\$25,000)
- Holiday Decoration Installation for Depot and Four Corners (\$28,000)
- Broussard Community Park Development (\$185,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
153 - Parks

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$354,801	\$366,312	\$371,204	\$373,723
Supplies	\$54,263	\$69,550	\$66,550	\$83,200
Maintenance	\$133,820	\$240,000	\$256,000	\$187,500
Services and charges	\$14,792	\$19,800	\$14,475	\$46,325
Total Operating Expenditures	\$557,675	\$695,662	\$708,229	\$690,748
Capital Outlay	\$82,160	\$25,000	\$29,000	\$0
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$350,000	\$370,000	\$370,000	\$285,000
Total Expenditures	\$989,833	\$1,090,662	\$1,107,229	\$975,748

Supplemental Programs	Recurring	Non-Recur.
M&R for Matheson Park - Phase II of III	\$100,000	
Broussard Park		\$185,000
Basketball Court Improvements-Juergens Park		\$12,500
Parks Restrooms Improvements		\$25,000
Picnic Tables for Juergens Park		\$17,000

Staffing	FY2019	FY2020	FY2021
Parks Foreman	1.00	1.00	1.00
Parks Crew Leader	2.00	2.00	2.00
Parks Serviceperson	3.00	3.00	3.00
Pool Manager	-	0.50	0.50
Laborer/PT	0.20	0.20	0.20
Total	6.20	6.70	6.70

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$177,027	\$180,630	\$207,016	\$212,021	\$210,816
6004 WAGES-PART TIME	\$39,637	\$52,451	\$50,489	\$50,489	\$50,580
6005 WAGES-OVERTIME	\$13,968	\$14,236	\$13,390	\$16,370	\$13,260
6009 WAGES-OTHER	\$10,887	\$10,930	\$12,118	\$7,831	\$12,304
6011 VACATION PAY	\$10,969	\$15,223	\$11,051	\$11,750	\$11,174
6012 SICK PAY	\$6,494	\$20,442	\$9,146	\$8,413	\$9,286
6013 EMERGENCY PAY	\$847	\$21	\$0	\$765	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$2,051
6019 MISCELLANEOUS PAY	\$2,430	\$2,155	\$1,225	\$1,225	\$1,340
6021 FICA-MED/SS	\$18,620	\$22,163	\$23,461	\$23,459	\$23,947
6022 TMRS-EMPLOYER	\$28,933	\$33,293	\$35,066	\$35,644	\$35,615
6025 WORKER COMPENSATION INS.	\$3,169	\$3,257	\$3,350	\$3,237	\$3,350
PERSONNEL SERVICES	\$312,981	\$354,801	\$366,312	\$371,204	\$373,723
6106 MATERIALS AND PARTS	\$20,051	\$22,050	\$30,000	\$30,000	\$30,000
6107 CLOTHING AND UNIFORMS	\$4,429	\$4,342	\$4,550	\$4,550	\$4,700
6108 FUEL, OIL AND LUBRICANTS	\$9,631	\$10,922	\$12,000	\$10,000	\$12,000
6110 CHEMICAL SUPPLIES	\$4,989	\$2,621	\$6,000	\$5,000	\$5,000
6119 OTHER SUPPLIES	\$35,104	\$14,328	\$17,000	\$17,000	\$31,500
SUPPLIES	\$74,205	\$54,263	\$69,550	\$66,550	\$83,200
6204 OTHER EQUIPMENT MAINTENANCE	\$6,462	\$7,736	\$7,000	\$7,000	\$7,000
6205 VEHICLE MAINTENANCE	\$2,411	\$2,007	\$2,000	\$3,000	\$3,000
6206 BUILDING MAINTENANCE	\$0	\$8,773	\$0	\$0	\$0
6207 SYSTEM MAINTENANCE	\$66,958	\$115,303	\$215,000	\$225,000	\$177,500
6219 OTHER MAINTENANCE	\$0	\$0	\$16,000	\$21,000	\$0
REPAIRS AND MAINTENANCE	\$75,830	\$133,820	\$240,000	\$256,000	\$187,500
6304 PROFESSIONAL SERVICES,OTHER	\$506	\$0	\$0	\$0	\$0
6312 COMMUNICATION SERVICES	\$3,004	\$3,261	\$2,700	\$3,200	\$3,200
6321 SYSTEM CONTRACT SERVICES	\$7,985	\$8,066	\$10,000	\$10,000	\$10,000
6329 OTHER SERVICES	\$656	\$1,028	\$0	\$0	\$28,000
6332 TRAVEL AND MEALS	\$69	\$0	\$500	\$0	\$0
6336 EQUIPMENT RENTALS	\$3,507	\$2,375	\$5,500	\$1,200	\$5,000
6337 TRAINING	\$395	\$0	\$1,000	\$0	\$0
6362 PERMITS AND LICENSES	\$0	\$61	\$100	\$75	\$125
SERVICES AND CHARGES	\$16,123	\$14,792	\$19,800	\$14,475	\$46,325
6403 MACHINERY AND EQUIPMENT	\$41,972	\$0	\$0	\$0	\$0
6406 LAND AND BUILDINGS	\$0	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$82,160	\$25,000	\$29,000	\$0
6412 JUERGENS PARK	\$4,447	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$46,419	\$82,160	\$25,000	\$29,000	\$0

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$580,000	\$350,000	\$370,000	\$370,000	\$285,000
TRANSFERS	\$580,000	\$350,000	\$370,000	\$370,000	\$285,000
TOTAL GENERAL-PARKS	\$1,105,558	\$989,835	\$1,090,662	\$1,107,229	\$975,748

Streets Department

Accomplishments for FY 2019-20

- Completed training for certification for equipment usage and daily task for compliance and safety
- Completed Pipeline Relocation along M121 Drainage Channel and began construction of the M121 Drainage Channel and crossing of Holderrieth Road
- Began construction of Medical Complex Drive Segment 4B and South Persimmon extension
- Completed plans for drainage improvements for Lizzie Lane and South Persimmon in accordance with the terms and conditions of the Community Development Block Grant – Disaster Recovery grant that the City received from the General Land Office
- Continued installation of breakaway poles and street signs based upon the developed design for Signage Standards
- Continued drainage ditch grading and maintenance and installed culverts by request
- Continued clearing/ cleaning of City owned detention pond, alleyways and easements
- Cleared limbs and branches near streetlights and city owned easements
- Completed street sweeping as requested by residents, or as needed
- Completed mowing of city-maintained right-of-way and easements
- Began painting of stop bars at intersections of city maintained streets
- Completed pressure washing and painting/stripping of gun range
- Completed restriping of parking lots at City owned facilities
- Replaced American Flag, Texas Flag and City Flag at all City facilities as needed as well as lowering flags by Presidential order

- Completed annual tree/ limb chipping for Recycle Week for residents
- Provided support to other departments as needed
- Assisted Marketing with Special Events for set-up before, assistance during and clean-up following events, for:
 - Paces4Pink
 - Freight Train Food Truck Festival
 - Zomball in Tomball
 - July Fourth Celebration
 - Tomball German Festival Christmas Market (assisted German Sister City Organization)
- Completed work orders outside of daily or routine maintenance and service including:
 - Pothole Repair
 - Removal of debris in roadways
 - Retrieval of downed trees/ limbs
 - Clearing of blocked culverts
 - Sign Maintenance/ Repairs
 - Ditch Grading
 - Additional mowing request

Goals for FY 2020-21

- Begin construction of Lizzie Lane/ Persimmon Street drainage improvements
- Complete construction of M121W Drainage Channel
- Complete construction of Medical Complex Drive Segment 4B and South Persimmon Street expansion
- Begin construction of Alley Improvements in the Old-Town District and parking lot on Commerce Street
- Complete sidewalks/crossing at Country Meadows
- Submit grant application for the Community Development Block Grant – Mitigation Program

for drainage improvements in identified areas within the General Land Office Census Blocks

- Continue implementation of breakaway poles and street signs

Objectives for FY 2020-21

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

Major Budget Items

- Lizzie Lane & South Persimmon Drainage Improvements (\$211,012)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
154 - Streets

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$495,258	\$537,609	\$501,559	\$541,634
Supplies	\$106,473	\$108,050	\$81,950	\$117,600
Maintenance	\$152,982	\$375,000	\$383,000	\$381,000
Services and charges	\$175,552	\$215,700	\$157,325	\$163,550
Total Operating Expenditures	\$930,267	\$1,236,359	\$1,123,834	\$1,203,784
Capital Outlay	\$250,000	\$0	\$32,855	\$0
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$606,500	\$220,000	\$50,000	\$261,012
Total Expenditures	\$1,786,766	\$1,456,359	\$1,206,689	\$1,464,796

Supplemental Programs	Recurring	Non-Recur.
Drainage Improvements Lizzie Ln/Persimmon St (CDBG)		\$211,012

Staffing	FY2019	FY2020	FY2021
Streets/Drainage Superintendent	1.00	1.00	1.00
S & D Parks Foreman	1.00	1.00	1.00
HCO/Crew Leader	2.00	2.00	2.00
S & D Serviceperson	5.00	5.00	5.00
Laborer/PT	0.20	0.20	0.20
Total	9.20	9.20	9.20

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$60,561	\$59,273	\$61,801	\$66,510	\$63,015
6003 WAGES-FULL TIME	\$231,337	\$245,452	\$277,010	\$266,720	\$278,726
6004 WAGES-PART TIME	\$2,865	\$3,891	\$5,150	\$10,000	\$5,100
6005 WAGES-OVERTIME	\$14,962	\$13,006	\$26,265	\$15,063	\$26,010
6009 WAGES-OTHER	\$17,805	\$18,527	\$19,670	\$10,020	\$19,771
6011 VACATION PAY	\$19,337	\$25,697	\$21,734	\$20,428	\$20,723
6012 SICK PAY	\$10,086	\$28,839	\$15,110	\$9,734	\$15,191
6013 EMERGENCY PAY	\$0	\$136	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$1,123	\$1,123	\$3,425
6019 MISCELLANEOUS PAY	\$2,715	\$2,900	\$3,125	\$3,125	\$2,780
6021 FICA-MED/SS	\$26,759	\$29,308	\$33,155	\$30,106	\$33,432
6022 TMRS-EMPLOYER	\$48,994	\$54,035	\$58,616	\$54,041	\$58,611
6025 WORKER COMPENSATION INS.	\$16,587	\$14,194	\$14,850	\$14,689	\$14,850
PERSONNEL SERVICES	\$452,008	\$495,258	\$537,609	\$501,559	\$541,634
6101 OFFICE AND COMPUTER SUPPLIES	\$314	\$312	\$300	\$0	\$0
6105 FOOD SUPPLIES	\$0	\$27	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$27,282	\$61,893	\$55,500	\$35,500	\$68,500
6107 CLOTHING AND UNIFORMS	\$5,610	\$6,121	\$6,950	\$6,450	\$6,100
6108 FUEL, OIL AND LUBRICANTS	\$22,679	\$20,079	\$25,300	\$20,000	\$25,000
6119 OTHER SUPPLIES	\$9,561	\$18,041	\$20,000	\$20,000	\$18,000
SUPPLIES	\$65,446	\$106,473	\$108,050	\$81,950	\$117,600
6204 OTHER EQUIPMENT MAINTENANCE	\$35,576	\$36,391	\$20,000	\$30,000	\$30,000
6205 VEHICLE MAINTENANCE	\$5,877	\$5,804	\$5,000	\$8,000	\$6,000
6207 SYSTEM MAINTENANCE	\$233,974	\$110,787	\$350,000	\$345,000	\$345,000
REPAIRS AND MAINTENANCE	\$275,427	\$152,982	\$375,000	\$383,000	\$381,000
6302 PROFESSIONAL SERVICES,ENGINEER	\$7,925	\$7,088	\$5,000	\$0	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$6,169	\$20,966	\$15,500	\$15,000	\$18,000
6312 COMMUNICATION SERVICES	\$2,833	\$2,316	\$2,800	\$3,200	\$3,200
6313 UTILITIES-ELECTRIC	\$0	\$3,018	\$0	\$0	\$0
6319 MOSQUITO CONTROL	\$12,529	\$15,539	\$15,000	\$15,000	\$15,000
6329 OTHER SERVICES	\$13,302	\$6,856	\$10,000	\$8,000	\$10,000
6332 TRAVEL AND MEALS	\$89	\$0	\$0	\$50	\$25
6336 EQUIPMENT RENTALS	\$0	\$1,699	\$1,500	\$0	\$1,500
6337 TRAINING	\$395	\$0	\$400	\$550	\$300
6338 STREET LIGHTS	\$123,692	\$117,939	\$115,000	\$115,000	\$115,000
6361 STUDIES AND ANALYSIS	\$0	\$0	\$50,000	\$0	\$0
6362 PERMITS AND LICENSES	\$200	\$131	\$500	\$525	\$525
SERVICES AND CHARGES	\$167,134	\$175,552	\$215,700	\$157,325	\$163,550
6409 SYSTEM EXPANSION	\$33,192	\$250,000	\$0	\$32,855	\$0
CAPITAL OUTLAY	\$33,192	\$250,000	\$0	\$32,855	\$0

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6998 TRANSFER TO FLEET REPLACEMENT	\$105,000	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$910,000	\$606,500	\$220,000	\$50,000	\$261,012
TRANSFERS	\$1,015,000	\$606,500	\$220,000	\$50,000	\$261,012
TOTAL-STREETS	\$2,008,206	\$1,786,766	\$1,456,359	\$1,206,689	\$1,464,796

Sanitation Department

Accomplishments for FY 2019-20

- Continued monitoring of closed landfill including leachate, gas probe monitoring, vent gas monitoring and ground water monitoring
- Continued implementation of new Solid Waste Contract with WCA Waste Corporation

Goals for FY 2020-21

- Increase awareness for Recycling within the City in collaboration with current solid waste provider and Harris County
- Implement new solid waste contract that allows for the use of poly carts for collection

- Continue distribution of free garbage bags to residents

Objectives for FY 2020-21

- Continue monitoring of closed landfill
- Organize 2021 Consolidated Recycle Day in collaboration with Harris County

Major Budget Items

- Ongoing engineering, permitting and mitigation of landfill closure (\$65,000)
- Annual plastic garbage bags for citizens (\$45,000)
- Contract Garbage Services (\$2,000,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
100 - General Fund

DEPARTMENT
155 - Sanitation

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	-	-	-	-
Supplies	\$48,576	\$42,000	\$45,000	\$45,000
Maintenance	-	-	-	-
Services and charges	\$1,601,662	\$2,263,300	\$2,068,200	\$2,070,300
Total Operating Expenditures	\$1,650,239	\$2,305,300	\$2,113,200	\$2,115,300
Capital Outlay	\$13,438	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$1,663,676	\$2,305,300	\$2,113,200	\$2,115,300

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$40,880	\$48,576	\$42,000	\$45,000	\$45,000
SUPPLIES	\$40,880	\$48,576	\$42,000	\$45,000	\$45,000
6304 PROFESSIONAL SERVICES-OTHER	\$82,619	\$109,747	\$60,000	\$65,000	\$65,000
6312 COMMUNICATION SERVICES	\$0	(\$161)	\$0	\$0	\$0
6327 GARBAGE SERVICES	\$1,456,738	\$1,492,524	\$2,200,000	\$2,000,000	\$2,000,000
6329 OTHER SERVICES	\$1,404	\$130	\$3,000	\$3,000	\$5,000
6334 AUTOMOBILE ALLOWANCES	\$0	(\$579)	\$0	\$0	\$0
6362 PERMITS AND LICENSES	\$200	\$0	\$300	\$200	\$300
SERVICES AND CHARGES	\$1,540,962	\$1,601,662	\$2,263,300	\$2,068,200	\$2,070,300
6409 SYSTEM EXPANSION	\$13,438	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$13,438	\$0	\$0	\$0	\$0
TOTAL SANITATION	\$1,595,279	\$1,600,929	\$2,305,300	\$2,113,200	\$2,115,300

Engineering and Planning

Department Mission

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

Program Narrative

Accomplishments for FY 2019-2020

- Processed all zoning cases within required timeframes
- Prepared necessary code amendments to achieve City's goals
- Attendance at State Planning Association Conference
- Active participation with the Houston-Galveston Area Council (H-GAC)

- Developed additional enhancements to downtown per the Livable Centers/Downtown Plan
- Updated the City's Storm Water Management Program and obtained approval from TCEQ
- Completed the Comprehensive Plan update
- Obtained approval of City's first bonded Public Improvement District
- Updated the impact fees

Goals and Objectives for FY 2020-2021

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

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

156 - Engineering & Planning

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$403,686	\$462,514	\$460,752	\$475,673
Supplies	\$11,487	\$16,000	\$14,000	\$14,600
Maintenance	\$270	\$1,000	\$1,000	\$1,000
Services and charges	\$117,121	\$113,100	\$78,300	\$81,050
Total Operating Expenditures	\$532,564	\$592,614	\$554,052	\$572,323
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$532,563	\$592,614	\$554,052	\$572,323

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Director of Community Development	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
City Planner	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00
Community Development Coordinator	1.00	1.00	1.00
Total	5.00	5.00	5.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$271,335	\$253,185	\$240,007	\$213,706	\$242,608
6003 WAGES-FULL TIME	\$34,392	\$41,472	\$80,484	\$125,897	\$85,678
6005 WAGES-OVERTIME	\$1,012	\$844	\$3,348	\$1,633	\$3,315
6009 WAGES-OTHER	\$14,541	\$15,649	\$17,064	\$11,001	\$17,526
6011 VACATION PAY	\$15,385	\$12,480	\$17,939	\$11,821	\$19,308
6012 SICK PAY	\$5,435	\$6,789	\$14,220	\$9,498	\$14,605
6013 EMERGENCY PAY	\$481	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$4,276	\$2,976	\$5,115
6019 MISCELLANEOUS PAY	\$765	\$870	\$1,170	\$1,235	\$1,535
6021 FICA-S.S. AND MEDICARE TAXES	\$25,005	\$25,127	\$29,652	\$29,123	\$30,529
6022 TMRS-EMPLOYER	\$46,212	\$46,439	\$53,054	\$52,998	\$54,154
6025 WORKER COMPENSATION INS.	\$898	\$831	\$1,300	\$864	\$1,300
PERSONNEL SERVICES	\$415,461	\$403,686	\$462,514	\$460,752	\$475,673
6101 OFFICE AND COMPUTER SUPPLIES	\$2,261	\$4,176	\$7,000	\$5,000	\$5,600
6105 FOOD SUPPLIES	\$976	\$815	\$1,000	\$1,000	\$1,000
6107 CLOTHING AND UNIFORMS	\$248	\$425	\$500	\$500	\$500
6108 FUEL, OIL AND LUBRICANTS	\$0	\$1,161	\$1,500	\$1,500	\$1,500
6109 POSTAGE	\$3,679	\$4,911	\$6,000	\$6,000	\$6,000
SUPPLIES	\$7,163	\$11,487	\$16,000	\$14,000	\$14,600
6205 VEHICLE MAINTENANCE	\$0	\$270	\$1,000	\$1,000	\$1,000
REPAIRS AND MAINTENANCE	\$0	\$270	\$1,000	\$1,000	\$1,000
6302 PROF.SERV.-ENGINEERING	\$36,180	\$53,664	\$80,000	\$50,000	\$50,000
6304 PROF.SERV.-OTHER	\$80,071	\$43,645	\$0	\$3,000	\$5,000
6312 COMMUNICATION SERVICES	\$2,981	\$3,170	\$3,600	\$3,600	\$3,600
6316 PRINTING AND BINDING	\$38	\$96	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$6,324	\$5,218	\$11,000	\$6,000	\$5,500
6333 DUES AND SUBSCRIPTIONS	\$1,186	\$737	\$1,500	\$1,500	\$1,500
6334 AUTOMOBILE ALLOWANCES	\$4,800	\$4,832	\$4,800	\$4,800	\$4,800
6335 ADVERTISING COST	\$2,672	\$2,409	\$5,000	\$5,000	\$5,000
6337 TRAINING	\$5,110	\$3,070	\$7,000	\$4,000	\$5,250
6362 PERMITS AND LICENSES	\$320	\$280	\$200	\$400	\$400
SERVICES AND CHARGES	\$139,682	\$117,121	\$113,100	\$78,300	\$81,050
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL ENGINEERING AND PLANNING	\$562,308	\$532,564	\$592,614	\$554,052	\$572,323

Facilities Maintenance Department

Accomplishments for FY 2019-20

- Executed new Janitorial Contract for all City facilities
- Continued maintenance and repairs at all City facilities
- Provided support to other departments, as needed
- Completed flooring replacement for Community Center Room A
- Began designing plans for the exterior enhancements of the Information Center including the wall mural
- Ensured all generators remained in good, working condition in the event of an emergency
- Continued LED lighting upgrade at City facilities
- Continued Facilities Needs Assessment and Master Plan and presented suggested upgrades and improvements to all City facilities to Council, including a tour of each facility
- Completed work orders at each facility for daily and routine maintenance and repairs

Goals for FY 2020-21

- Replace chairs in conference room at the Administrative Services Building

- Complete LED conversion at remaining City Facilities
- Replace air conditioner at Police Department
- Replacement air conditioner at Community Center
- Complete roof repairs at Administrative Services Building
- Replace fence and gate at Public Works Service Center

Objectives for FY 2020-21

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

Major Budget Items

- Police Department Air Conditioner Replacement (\$8,800)
- Administrative Services Building Roof Repairs (\$35,000)
- Community Center Air Conditioner Replacement (39,500)
- Service Center Fence & Gate Replacement (\$13,300)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

100 - General Fund

DEPARTMENT

157 - Facilities Maintenance

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$127,638	\$135,574	\$133,302	\$137,973
Supplies	\$30,595	\$17,300	\$25,300	\$24,500
Maintenance	\$354,547	\$187,000	\$163,500	\$263,800
Services and charges	\$283,571	\$282,400	\$299,900	\$284,400
Total Operating Expenditures	\$796,352	\$622,274	\$622,002	\$710,673
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$796,353	\$622,274	\$622,002	\$710,673

Supplemental Programs	Recurring	Non-Recur.
PW Admin Roof Repairs		\$35,000
Community Center AC Replacement		\$39,500
Service Center Fence & Gate Replacement		\$13,300

Staffing	FY2019	FY2020	FY2021
Facilities Maintenance Crew Chief	1.00	1.00	1.00
Facilities Maintenance Specialist	1.00	1.00	1.00
Total	2.00	2.00	2.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$74,058	\$83,253	\$83,095	\$86,689	\$84,718
6005 WAGES-OVERTIME	\$3,937	\$5,495	\$5,150	\$2,636	\$5,100
6009 WAGES-OTHER	\$4,018	\$4,692	\$5,064	\$3,328	\$5,165
6011 VACATION PAY	\$8,932	\$6,497	\$8,620	\$8,611	\$8,792
6012 SICK PAY	\$3,913	\$1,192	\$3,822	\$2,710	\$3,898
6015 SICK TIME BUYBACK	\$0	\$0	\$1,529	\$1,529	\$1,559
6019 MISCELLANEOUS PAY	\$2,290	\$2,410	\$2,530	\$2,530	\$2,650
6021 FICA-S.S. AND MEDICARE TAXES	\$7,051	\$7,904	\$8,520	\$8,317	\$8,685
6022 TMRS-EMPLOYER	\$12,777	\$14,320	\$15,244	\$15,007	\$15,406
6025 WORKER COMPENSATION INS.	\$2,131	\$1,874	\$2,000	\$1,945	\$2,000
PERSONNEL SERVICES	\$119,106	\$127,638	\$135,574	\$133,302	\$137,973
6101 OFFICE AND COMPUTER SUPPLIES	\$0	\$17	\$0	\$0	\$3,200
6104 JANITORIAL AND CLEANING SUPPLY	\$8,629	\$11,516	\$9,500	\$13,600	\$10,500
6105 FOOD SUPPLIES	\$4,340	\$2,975	\$3,000	\$4,000	\$3,000
6106 MATERIALS AND PARTS	\$285	\$1,577	\$500	\$2,000	\$2,000
6107 CLOTHING AND UNIFORMS	\$1,413	\$1,601	\$1,600	\$1,500	\$1,300
6108 FUEL, OIL AND LUBRICANTS	\$2,082	\$2,009	\$1,700	\$1,700	\$2,000
6119 OTHER SUPPLIES	\$16,675	\$10,900	\$1,000	\$2,500	\$2,500
SUPPLIES	\$33,424	\$30,595	\$17,300	\$25,300	\$24,500
6205 VEHICLE MAINTENANCE	\$44	\$830	\$500	\$500	\$1,000
6206 BUILDING MAINTENANCE	\$180,245	\$323,212	\$161,500	\$161,500	\$247,800
6219 OTHER MAINTENANCE	\$0	\$30,505	\$25,000	\$1,500	\$15,000
REPAIRS AND MAINTENANCE	\$180,289	\$354,547	\$187,000	\$163,500	\$263,800
6304 PROF.SERV.-OTHER	\$0	\$24,372	\$0	\$15,500	\$0
6311 JANITORIAL SERVICES	\$69,617	\$77,655	\$85,000	\$87,000	\$87,000
6312 COMMUNICATION SERVICES	\$186,340	\$31,953	\$35,000	\$35,000	\$35,000
6313 UTILITIES	\$154,392	\$147,224	\$160,000	\$160,000	\$160,000
6336 EQUIPMENT RENTALS	\$2,703	\$2,367	\$2,300	\$2,300	\$2,300
6362 PERMITS AND LICENSES	\$0	\$0	\$100	\$100	\$100
SERVICES AND CHARGES	\$413,052	\$283,571	\$282,400	\$299,900	\$284,400
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL FACILITIES MAINTENANCE	\$745,872	\$796,353	\$622,274	\$622,002	\$710,673

200 - General Special Revenue Fund Seizure

Statement of Revenues, Expenditures and Changes in Fund Balance 2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Revenues:						
Abandoned Vehicles	\$ -	\$ -		\$ -	\$ -	\$ -
Seized Funds	3,310	5,057	1,850	-	40,000	-
Child Safety	13,037	13,726	13,432	-	-	-
Interest	895	1,649	2,215	750	1,250	750
Other	-	-		-	-	-
Total	\$ 17,242	\$ 20,432	\$ 17,497	\$ 750	\$ 41,250	\$ 750
Expenditures:						
Supplies	\$ 22,740	\$ -	\$ 21,693	\$ -	\$ -	\$ -
Services and Charges	-	2,539	215	-	-	-
Maintenance	-	-	9,085	-	-	-
Transfers				-	127,761	-
Total	\$ 22,740	\$ 2,539	\$ 30,993	\$ -	\$ 127,761	\$ -
Revenues Over (Under)						
Expenditures	\$ (5,498)	\$ 17,893	\$ (13,496)	\$ 750	\$ (86,511)	\$ 750
Beginning Fund Balance	\$ 114,344	\$ 108,846	\$ 126,739	\$ 113,243	\$ 113,243	\$ 26,732
Ending Fund Balance	\$ 108,846	\$ 126,739	\$ 113,243	\$ 113,993	\$ 26,732	\$ 27,482

Fund Description

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

CITY OF TOMBALL SPECIAL REVENUE FUND - 200						
	2017	2018	2019	2020	2020	2021
GENERAL SPECIAL FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5785 POLICE SEIZED FUNDS	3,310	5,057	1,850	-	40,000	-
5790 CHILD SAFETY FUND	13,037	13,726	13,432	-	-	-
5800 INTEREST	895	1,649	2,215	750	1,250	750
TOTAL GENERAL SPECIAL FUND	17,242	20,432	17,497	750	41,250	750

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
GENERAL SPECIAL FUND	POLICE SEIZURE FUNDS			200-221 POLICE SEIZURE FUNDS	
DETAILS					
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6119 OTHER SUPPLIES	\$0	\$21,693	\$0	\$0	\$0
SUPPLIES	\$0	\$21,693	\$0	\$0	\$0
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$9,085	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$0	\$9,085	\$0	\$0	\$0
6320 COMPUTER SOFTWARE SERVICES	\$2,539	\$0	\$0	\$0	\$0
6350 CHILD SAFETY EDUCATION	\$0	\$215	\$0	\$0	\$0
SERVICES AND CHARGES	\$2,539	\$215	\$0	\$0	\$0
6691 TRANSFERS OUT				\$127,761	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$127,761	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL POLICE SEIZURE FUNDS	\$2,539	\$30,993	\$0	\$127,761	\$0

220 - Municipal Court Building Security Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

2020-2021 Adopted Budget

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Actual	Actual	Budget	Projection	Budget
Revenues:						
Fines and Warrants	\$ 10,723	\$ 9,334	\$ 11,297	\$ 11,000	\$ 11,000	\$ 11,000
Interest	1,961	3,369	4,369	3,000	2,500	2,000
Total	\$ 12,684	\$ 12,703	\$ 15,666	\$ 14,000	\$ 13,500	\$ 13,000
Expenditures:						
Supplies	\$ 46,660	\$ 5,348	\$ -	\$ 50,000	\$ 10,000	\$ 20,000
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 46,660	\$ 5,348	\$ -	\$ 50,000	\$ 10,000	\$ 20,000
Revenues Over (Under)						
Expenditures	\$ (33,976)	\$ 7,355	\$ 15,666	\$ (36,000)	\$ 3,500	\$ (7,000)
Beginning Fund Balance	\$ 254,754	\$ 220,778	\$ 228,133	\$ 243,799	\$ 243,799	\$ 247,299
Ending Fund Balance	\$ 220,778	\$ 228,133	\$ 243,799	\$ 207,799	\$ 247,299	\$ 240,299

Fund Description

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

CITY OF TOMBALL						
MUNI COURT BLDG SECURITY - 220						
	2017	2018	2019	2020	2020	2021
MUNI COURT- BLDG SECURITY	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5311 MUNICIPAL COURT BLDG-SECURITY	10,723	9,334	11,297	11,000	11,000	11,000
5800 INTEREST INCOME	1,961	3,369	4,369	3,000	2,500	2,000
TOTAL MUNI COURT- BLDG SECURITY	\$ 12,684	\$ 12,703	\$ 15,666	\$ 14,000	\$ 13,500	\$ 13,000

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6119 OTHER SUPPLIES	\$5,348	\$0	\$50,000	\$10,000	\$20,000
SUPPLIES	\$5,348	\$0	\$50,000	\$10,000	\$20,000
6304 PROFESSIONAL SERVICES, OTHER	\$0	\$8,461	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$8,461	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
6691 TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL GENERAL-MUNICIPAL COURT SECURITY	\$5,348	\$8,461	\$50,000	\$10,000	\$20,000

230 - Municipal Court Technology Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projections	FY 2021 Budget
Revenues:						
Fines and Warrants	\$ 14,297	\$ 12,453	\$ 15,054	\$ 18,000	\$ 15,000	\$ 15,000
Interest	1,654	3,272	4,244	3,000	2,000	2,000
Total	\$ 15,951	\$ 15,725	\$ 19,298	\$ 21,000	\$ 17,000	\$ 17,000
Expenditures:						
Supplies	\$ 47,385	\$ 40,000	\$ 28,380	\$ 10,000	\$ 10,000	\$ 40,000
Services and Charges	7,270	8,998	8,225	10,000	-	-
Total	\$ 54,655	\$ 48,998	\$ 36,604	\$ 20,000	\$ 10,000	\$ 40,000
Revenues Over (Under)						
Expenditures	\$ (38,704)	\$ (33,273)	\$ (17,306)	\$ 1,000	\$ 7,000	\$ (23,000)
Beginning Fund Balance	\$ 270,371	\$ 231,670	\$ 198,397	\$ 181,091	\$ 181,091	\$ 188,091
Ending Fund Balance	\$ 231,670	\$ 198,397	\$ 181,091	\$ 182,091	\$ 188,091	\$ 165,091

Fund Description

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

CITY OF TOMBALL						
Muni Court Technology Fund Detail - 230						
	2017	2018	2019	2020	2020	2021
MUNICIPAL COURT TECH FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5312 COURT TECHNOLOGY FEE	14,297	12,453	15,054	18,000	15,000	15,000
5800 INTEREST INCOME	1,654	3,272	4,244	3,000	2,000	2,000
TOTAL MUNICIPAL COURT TECH FUND	\$ 15,951	\$ 15,725	\$ 19,298	\$ 21,000	\$ 17,000	\$ 17,000

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6101 OFFICE AND COMPUTER SUPPLIES	\$40,000	\$28,380	\$10,000	\$10,000	\$40,000
SUPPLIES	\$40,000	\$28,380	\$10,000	\$10,000	\$40,000
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0	\$0
6320 COMPUTER SOFTWARE	\$8,998	\$8,225	\$10,000	\$0	\$0
SERVICES AND CHARGES	\$8,998	\$8,225	\$10,000	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL GENERAL-MUNICIPAL COURT TECH	\$48,998	\$36,604	\$20,000	\$10,000	\$40,000

Marketing and Tourism Department

Department Mission

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

Program Narrative

Accomplishments for FY 2019-2020

- Attempted to produce traffic building, award winning city-signature festivals that were eventually cancelled due to COVID-19:
Rails & Tails Mudbug Festival
GroovFests '20
Honky Tonk Chili Challenge
Tomball Bluegrass Festival
Memorial Day Weekend Chili Challenge
Paces4Pink
Zomball in Tomball
Depot Day – A National Model Railroad Month Event

Several of these festivals and events were staged “virtually” through live streaming on Facebook and, when possible, broadcast on KTTF-FM 95.3 FM.
- Expanded the scope of the existing 2nd Saturday at the Depot event until forced to cancel due to COVID-19
- Expanded the tourism themed branding message, “Tomball, Texan for Fun!” ®

- Continued using the city mascots to promote the Tomball brand both locally and across the State
- Continued sponsorship agreements with partners and add new partners to the program
- Continued to expand our award winning Social Media program that currently includes a presence on:
 1. Facebook
 2. Youtube
 3. Flickr
- Expanded the photo and video library of tourist-oriented images for use in marketing the City
- Created a new series of videos targeting locals and children
- Continued generating a “buzz” about Tomball through local, regional and statewide media outlets
- Continued our merchandise offerings for on-line storefront at Cafepress.com and at the Depot Museum
- Continued our membership in Texas festival and tourism industry associations for the purpose of promotion, education and networking:
Texas Festivals & Events Association (TFEA)
Texas Travel Alliance
Beyond Houston/Houston First/Visit Houston & Beyond
- Continued to work closely and develop new relationships with organizations such as:
Tomball Sister City Organization/German Heritage Festival
Greater Tomball Area Chamber of Commerce

Spring Creek Historical District
Local merchants and business
organizations

Tomball Lions Club and Rotary Club
TISD through Career Day presentations,
use of students as event volunteers and
more

- Continued as a seminar presenter and speaker re: marketing-related and community topics for groups such as: Texas Festival & Events Association (TFEA)
Texas Travel Industry Association (TTIA)
Texas Recreational Vehicle Association (TRVA)
Network Tomball
Texas Event Management Institute (TEMI)
- Continued to expand our marketing/advertising reach outside of metro Houston until COVID-19 caused a termination of most advertising activity
- Participated in the “virtual” summer conference of the Texas Festivals & Events Association.
As of this time no awards have announced.
- Continued to rebrand the downtown 1907 Depot Museum as a destination attraction featuring detailed model railways and new exhibits and displays until March 2020 when the museum was closed due to COVID-19
- Along with the Rosenberg Railroad Museum we expanded a marketing network called “The Texas Rail Trail”. This initial group of ten railroad museums/depots will cross promote

each other and pool our marketing efforts to grow attendance for us all.

Goals for FY 2020-2021

- Expand on accomplishments from 2020 in order to make up for lost marketing opportunities due to COVID-19
- Continue to manage the City’s first official “Information Center” on Main Street
- Become more active in local, regional and statewide tourism organizations
- Continue positioning Tomball as a fun destination at the statewide level through social media, active participation, and traditional marketing efforts
- Create a Tomball, Texan for Fun! ® blog on the Internet featuring attractions, personalities and more
- Develop KTTF-FM into a more active radio station addressing the needs of the community
- Continue to build a more solid volunteer group of both adults and students to help with our growing festivals program and 1907 Depot museum attraction
- Expand an educational program involving Rusty Rails and his exploits as a Tomball-based railroad man, i.e. coloring book
- Continue using a variety of new grassroots ‘Guerilla’ marketing techniques to expand our existing program
- Evaluate existing festivals and create new festivals where necessary

- Add new elements to our established festivals in order to expand their appeal to a wider audience
- Create more “virtual” activities to share on Facebook Live and other formats
- Increase overall festival attendance by a minimum of 5% over 2019 numbers
- Expand our activity in Social Media through the increased use of sites at:
 1. Twitter
 2. Pinterest
 3. Instagram
- Develop event partnerships (sponsorships) with a minimum of three new partners
- Continue to support local events such as the Rally in the Alley car show and Tomball Rotary Fish Fry
- Search for ways to become involved in high profile events such as the Houston Art Car Parade
- Expand our vendor fee program and create event themed merchandise as a profit center
- Expand our presence on the Internet at sites such as TourTexas.com, Houston Family, VisitHouston.com, TripAdvisor.com, Texas Rail Trail, The Daytripper, and others
- Create and the manage new distribution of our official tourism-oriented brochure
- Expand the downtown Christmas Tree Lighting ceremony
- Continue to participate in trade/vacation shows locally and in the outer market
- Take part in fam trips to TXdot travel information centers across the state

- Expand our marketing and advertising reach farther into the State of Texas and beyond
- Continue adding new attractions to our inventory, i.e. the T&W Model Railway at the depot and Depot Museum
- Create a video library of high definition “B” roll for media and marketing
- Continue creating new videos such as Tomball History Minute and more.

Objectives for FY 2020-2021

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

240 - Hotel Occupancy Tax Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Occupancy Tax	\$ 485,558	\$ 637,485	\$ 727,423	\$ 650,000	\$ 550,000	\$ 575,000
Miscellaneous Income	5,790	10,225	5,153	10,000	2,000	2,000
Event Revenue	2,600	8,171	1,423	3,000	5,000	3,000
Interest	3,456	6,950	11,117	8,000	6,000	6,000
Transfers In	20,000	20,000	100,000	126,000	126,000	126,000
Total	\$ 517,404	\$ 682,831	\$ 845,115	\$ 797,000	\$ 689,000	\$ 712,000
Expenditures:						
Grants	\$ 236,503	\$ 245,565	\$ 245,032	\$ 258,500	\$ 167,000	\$ 236,000
Second Saturday Events	91,881	92,501	97,140	43,900	37,600	37,900
Tourism	270,737	290,018	325,644	511,571	383,921	442,178
Transfer to Employee Benefits Trust Fund	19,794	20,224	20,818	20,128	20,128	20,128
Total	\$ 618,915	\$ 648,305	\$ 688,636	\$ 834,099	\$ 608,649	\$ 736,206
Revenues Over (Under)						
Expenditures	\$ (101,513)	\$ 34,527	\$ 156,510	\$ (37,069)	\$ 80,381	\$ (24,176)
Beginning Fund Balance	\$ 522,874	\$ 421,361	\$ 455,887	\$ 612,397	\$ 612,397	\$ 692,778
Ending Fund Balance	\$ 421,361	\$ 455,887	\$ 612,397	\$ 575,328	\$ 692,778	\$ 668,602

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

25% of Operating Expenses - Target

69%

114%

91%

CITY OF TOMBALL
HOTEL OCCUPANCY TAX FUND - 240

	2017	2018	2019	2020	2020	2021
HOTEL OCCUPANCY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5180 HOTEL OCCUPANCY TAX	485,558	637,485	727,423	650,000	550,000	575,000
5550 MISCELLANEOUS INCOME	5,785	10,225	5,153	10,000	2,000	2,000
5555 EVENT SPONSORSHIP REVENUE	2,600	8,171	1,423	3,000	5,000	3,000
5800 INTEREST INCOME	3,456	6,950	11,117	8,000	6,000	6,000
5910 TRANSFER FROM GENERAL FUND	20,000	20,000	100,000	126,000	126,000	126,000
TOTAL HOTEL OCCUPANCY FUND	517,399	682,831	845,115	797,000	689,000	712,000

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
240 - Hotel Occupancy

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	-	-	-	-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Services and charges	\$245,032	\$258,500	\$167,000	\$236,000
Total Operating Expenditures	\$245,032	\$258,500	\$167,000	\$236,000
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$245,033	\$258,500	\$167,000	\$236,000

Supplemental Programs	Recurring	Non-Recur.
None		

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0
SUPPLIES	\$0	\$0	\$0	\$0	\$0
6301 PROF.SERV.-AUDIT AND ACCTNG.	\$5,665	\$1,100	\$3,000	\$3,000	\$3,000
6342 DEPOT MUSEUM	\$0	\$3,432	\$5,000	\$2,500	\$4,000
6351 TOMBALL CHAMBER OF COMMERCE	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
6356 TOMBALL SISTER CITY ORG.	\$160,000	\$160,000	\$160,000	\$80,000	\$144,000
6359 GRANTS	\$44,900	\$45,500	\$55,500	\$46,500	\$50,000
SERVICES AND CHARGES	\$245,565	\$245,032	\$258,500	\$167,000	\$236,000
TOTAL HOTEL OCCUPANCY TAX	\$245,565	\$245,032	\$258,500	\$167,000	\$236,000

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
241 - 2nd Saturday

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$63,066	-	-	-
Supplies	\$7,613	\$10,300	\$8,100	\$8,300
Maintenance	-	-	-	-
Services and charges	\$26,461	\$33,600	\$29,500	\$29,600
Total Operating Expenditures	\$97,140	\$43,900	\$37,600	\$37,900
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$10,382	-	-	-
Total Expenditures	\$107,522	\$43,900	\$37,600	\$37,900

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Community Events Coordinator	1.00	-	-
Total	1.00	0.00	0.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$44,856	\$45,301	\$0	\$0	\$0
6009 WAGES-OTHER	\$2,163	\$2,513	\$0	\$0	\$0
6011 VACATION PAY	\$1,693	\$2,413	\$0	\$0	\$0
6012 SICK PAY	\$940	\$968	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$0	\$0	\$0
6019 MISCELLANEOUS PAY	\$195	\$255	\$0	\$0	\$0
6021 FICA-S.S. AND MEDICARE TAXES	\$3,907	\$4,043	\$0	\$0	\$0
6022 TMRS RETIREMENT-EMPLOYER	\$7,242	\$7,485	\$0	\$0	\$0
6025 WORKER COMPENSATION INS.	\$106	\$88	\$0	\$0	\$0
PERSONNEL SERVICES	\$61,101	\$63,066	\$0	\$0	\$0
6101 OFFICE SUPPLIES	\$487	\$1,729	\$0	\$0	\$0
6105 FOOD SUPPLIES	\$955	\$1,308	\$1,500	\$1,300	\$1,500
6119 OTHER SUPPLIES	\$4,148	\$4,577	\$8,500	\$6,500	\$6,500
6130 FURNITURE <\$20,000	\$0	\$0	\$300	\$300	\$300
SUPPLIES	\$5,590	\$7,613	\$10,300	\$8,100	\$8,300
REPAIRS AND MAINTENANCE	\$0	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$3,674	\$4,599	\$6,500	\$6,400	\$6,000
6312 COMMUNICATION SERVICES	\$768	\$773	\$0	\$0	\$0
6327 GARBAGE SERVICES	\$0	\$570	\$600	\$600	\$600
6329 OTHER SERVICES	\$8,486	\$8,769	\$8,500	\$8,500	\$8,500
6332 TRAVEL AND MEALS	\$711	\$290	\$1,500	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$330	\$50	\$0	\$0	\$0
6334 AUTOMOBILE ALLOWANCE	\$2,400	\$2,412	\$0	\$0	\$0
6335 ADVERTISING COST	\$3,484	\$2,768	\$6,500	\$4,000	\$4,000
6336 EQUIPMENT RENTALS	\$1,553	\$1,168	\$2,500	\$2,500	\$3,000
6337 TRAINING	\$75	\$425	\$0	\$0	\$0
6358 OTHER TOURISM EXPENDITURE	\$4,328	\$4,637	\$7,500	\$7,500	\$7,500
SERVICES AND CHARGES	\$25,810	\$26,461	\$33,600	\$29,500	\$29,600
6692 TRANSFER TO EMP. BEN. TRUST	\$10,112	\$10,382	\$0	\$0	\$0
TRANSFERS	\$10,112	\$10,382	\$0	\$0	\$0
TOTAL 2ND SATURDAY EVENTS	\$102,613	\$107,522	\$43,900	\$37,600	\$37,900

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
240 - HOT

DEPARTMENT
243 - Marketing/Tourism

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$137,315	\$238,521	\$230,871	\$244,628
Supplies	\$13,142	\$15,200	\$8,500	\$11,500
Maintenance	-	-	-	-
Services and charges	\$175,187	\$257,850	\$144,550	\$186,050
Total Operating Expenditures	\$325,644	\$511,571	\$383,921	\$442,178
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$10,436	\$20,128	\$20,128	\$20,128
Total Expenditures	\$336,080	\$531,699	\$404,049	\$462,306

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

Staffing	FY2019	FY2020	FY2021
Director of Marketing	1.00	1.00	1.00
Marketing Assistant	1.00	1.00	1.00
Community Events Coordinator	1.00	1.00	1.00
Total	3.00	3.00	3.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES- ADMINISTRATIVE	\$79,646	\$83,968	\$129,821	\$130,300	\$132,418
6003 WAGES- FULL TIME	\$0	\$184	\$34,362	\$35,318	\$34,952
6004 WAGES- PART TIME	\$11,629	\$17,422	\$0	\$0	\$0
6005 WAGES-OVERTIME	\$0	\$5	\$309	\$2,500	\$1,530
6009 WAGES-OTHER	\$3,333	\$4,070	\$8,794	\$7,006	\$8,975
6011 VACATION PAY	\$3,666	\$6,182	\$10,239	\$7,879	\$10,448
6012 SICK PAY	\$1,333	\$1,448	\$7,329	\$4,368	\$7,479
6015 SICK TIME BUYBACK	\$0	\$0	\$2,329	\$2,329	\$2,375
6019 MISCELLANEOUS PAY	\$400	\$460	\$835	\$835	\$1,030
6021 FICA-S.S. AND MEDICARE TAXES	\$8,171	\$9,232	\$16,121	\$15,183	\$16,539
6022 TMRS-EMPLOYER	\$13,090	\$14,212	\$28,082	\$24,882	\$28,582
6025 WORKER COMPENSATION INS.	\$159	\$132	\$300	\$271	\$300
PERSONNEL SERVICES	\$121,427	\$137,315	\$238,521	\$230,871	\$244,628
6101 OFFICE AND COMPUTER SUPPLIES	\$2,849	\$4,520	\$5,000	\$3,000	\$4,000
6105 FOOD SUPPLIES	\$879	\$1,163	\$1,000	\$1,000	\$1,000
6106 MATERIALS AND PARTS	\$210	\$111	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$412	\$1,283	\$1,700	\$1,000	\$1,500
6109 POSTAGE	\$487	\$517	\$1,500	\$500	\$1,000
6119 OTHER SUPPLIES	\$8,108	\$4,769	\$6,000	\$3,000	\$4,000
6130 FURNITURE <\$20,000	\$0	\$779	\$0	\$0	\$0
SUPPLIES	\$12,945	\$13,142	\$15,200	\$8,500	\$11,500
6304 PROFESSIONAL SERVICES, OTHER	\$32,570	\$34,042	\$65,000	\$30,000	\$40,000
6312 COMMUNICATION SERVICES	\$873	\$1,007	\$1,800	\$2,350	\$2,700
6327 GARBAGE SERVICES	\$630	\$1,595	\$3,500	\$3,500	\$3,500
6329 OTHER SERVICES	\$8,259	\$3,449	\$12,000	\$7,000	\$10,000
6332 TRAVEL AND MEALS	\$2,579	\$6,246	\$6,500	\$2,000	\$3,250
6333 DUES AND SUBSCRIPTIONS	\$7,282	\$9,884	\$15,650	\$10,000	\$10,000
6334 AUTOMOBILE ALLOWANCE	\$4,800	\$4,831	\$7,200	\$7,200	\$7,200
6335 ADVERTISING COST	\$53,401	\$71,330	\$75,000	\$50,000	\$60,000
6336 EQUIPMENT RENTALS	\$41,035	\$35,653	\$50,000	\$27,000	\$40,000
6337 TRAINING	\$581	\$605	\$3,200	\$1,000	\$2,400
6358 OTHER TOURISM EXPENDITURES	\$3,635	\$6,546	\$18,000	\$4,500	\$7,000
SERVICES AND CHARGES	\$155,646	\$175,187	\$257,850	\$144,550	\$186,050
6692 TRANSFER TO EMP. BEN. TRUST	\$10,112	\$10,436	\$20,128	\$20,128	\$20,128
TRANSFERS	\$10,112	\$10,436	\$20,128	\$20,128	\$20,128
TOTAL VISITORS/CONVENTION CNTR	\$300,130	\$336,080	\$531,699	\$404,049	\$462,306

250 - Red Light Camera Program Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Fines and Warrants	\$ 285,755	\$ 228,585	\$ 165,442	\$ 11,000	\$ 4,000	\$ -
Interest	4,011	5,708	8,551	600	600	-
Total	\$ 289,766	\$ 234,293	\$ 173,994	\$ 11,600	\$ 4,600	\$ -
Expenditures:						
Personnel Costs	\$ 18,883	\$ 20,708	\$ 14,067	\$ 21,556	\$ 10,568	\$ -
Supplies	14,418	16,837	-	-	-	-
Maintenance	24,414	18,548	-	-	-	-
Services and Charges	21,094	34,061	-	-	-	-
Capital	-	-	-	17,300	24,405	-
Transfer to Veh. Repl. Fund	20,000	20,000	20,000	-	-	-
Transfer to Capital Projects Fund	323,541	310,000	-	299,217	327,050	-
Total	\$ 422,350	\$ 420,154	\$ 34,067	\$ 338,073	\$ 362,023	\$ -
Revenues Over (Under)						
Expenditures	\$ (132,586)	\$ (185,859)	\$ 139,927	\$ (326,472)	\$ (357,422)	\$ -
Beginning Fund Balance	\$ 535,941	\$ 403,354	\$ 217,495	\$ 357,422	\$ 357,422	\$ (0)
Ending Fund Balance	\$ 403,354	\$ 217,495	\$ 357,422	\$ 30,950	\$ (0)	\$ (0)

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

CITY OF TOMBALL						
RED LIGHT CAMERA - 250						
	2017	2018	2019	2020	2020	2021
RED LIGHT CAMERA FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5300 MUNICIPAL COURT FINES	285,705	228,535	165,442	11,000	4,000	-
5310 COURT COSTS/ADM.FEES	50	50	-	-	-	-
5800 INTEREST INCOME	4,011	5,708	8,551	600	600	-
TOTAL RED LIGHT CAMERA FUND	289,766	234,293	173,994	11,600	4,600	-

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
RED LIGHT CAMERA PROGRAM	POLICE DEPARTMENT			250-121 - POLICE DEPT	
DETAILS					
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6004 WAGES-PART TIME	\$18,048	\$11,876	\$19,467	\$8,721	\$0
6005 WAGES-OVERTIME	\$112	\$85	\$0	\$0	\$0
6021 FICA-S.S. AND MEDICARE TAXES	\$1,329	\$915	\$1,489	\$667	\$0
6025 WORKER COMPENSATION INS.	\$1,219	\$1,191	\$600	\$1,180	\$0
6026 UNEMPLOYMENT TAXES	\$0	\$0	\$0	\$0	\$0
PERSONNEL SERVICES	\$20,708	\$14,067	\$21,556	\$10,568	\$0
6106 MATERIALS AND PARTS	\$11,254	\$0	\$0	\$0	\$0
6107 CLOTHING AND UNIFORMS	\$1,126	\$0	\$0	\$0	\$0
6108 FUEL, OIL AND LUBRICANTS	\$478	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$3,979	\$0	\$0	\$0	\$0
SUPPLIES	\$16,837	\$0	\$0	\$0	\$0
6205 VEHICLE MAINTENANCE	\$18,548	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$18,548	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES, OTHER	\$14,684	\$0	\$0	\$0	\$0
6330 INSURANCE	\$13,671	\$0	\$0	\$0	\$0
6337 TRAINING	\$5,706	\$0	\$0	\$0	\$0
SERVICES AND CHARGES	\$34,061	\$0	\$0	\$0	\$0
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$17,300	\$24,405	\$0
CAPITAL OUTLAY	\$0	\$0	\$17,300	\$24,405	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$20,000	\$20,000	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$310,000	\$0	\$299,217	\$327,050	\$0
TRANSFERS	\$330,000	\$20,000	\$299,217	\$327,050	\$0
TOTAL - POLICE DEPT	\$420,154	\$34,067	\$338,073	\$362,023	\$0

260 - General Special Revenue Fund - Child Safety

Statement of Revenues, Expenditures and Changes in Fund Balance

2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Revenues:						
Child Safety	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ 13,000
Interest	-	-	-	750	750	750
Other	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 13,750	\$ 13,750	\$ 13,750
Expenditures:						
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Charges	-	-	-	13,000	5,000	10,000
Maintenance	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 13,000	\$ 5,000	\$ 10,000
Revenues Over (Under)						
Expenditures	\$ -	\$ -	\$ -	\$ 750	\$ 8,750	\$ 3,750
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 127,761	\$ 127,761	\$ 136,511
Ending Fund Balance	\$ -	\$ -	\$ 127,761	\$ 128,511	\$ 136,511	\$ 140,261

Fund Description

Child Safety Fees are received through the Harris County Tax Assessor/Collector. These fees represent a portion of each citation written by the Tomball Police Department. The State of Texas allocates a percentage of each court fee to the Child Safety Program and is remitted back to the municipality to be used for educational material for children, coloring books, pencils, goody bags, etc and are distributed at various community events each year.

CITY OF TOMBALL						
SPECIAL REVENUE FUND - CHILD SAFETY - 260						
	2017	2018	2019	2020	2020	2021
GENERAL SPECIAL FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5790 CHILD SAFETY FUND	-	-	-	13,000	13,000	13,000
5800 INTEREST	-	-	-	750	750	750
TOTAL GENERAL SPECIAL FUND	-	-	-	13,750	13,750	13,750

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6350 CHILD SAFETY EDUCATION	\$0	\$0	\$13,000	\$5,000	\$10,000
SERVICES AND CHARGES	\$0	\$0	\$13,000	\$5,000	\$10,000
TRANSFERS	\$0	\$0	\$0	\$0	\$0
TOTAL CHILD SAFETY FUND	\$0	\$0	\$13,000	\$5,000	\$10,000

290 - Tomball Fun Runs Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Event Revenue	\$ 23,325	\$ 16,566	\$ 27,196	\$ 23,000	\$ 48,000	\$ 15,000
Interest	5	135	122	200	200	200
Total	\$ 23,330	\$ 16,701	\$ 27,318	\$ 23,200	\$ 48,200	\$ 15,200
Expenditures:						
Supplies	\$ 8,040	\$ 5,519	\$ 5,009	\$ 7,200	\$ 2,317	\$ 6,000
Services and Charges	17,368	9,333	13,753	14,500	60,609	15,000
Total	\$ 25,408	\$ 14,853	\$ 18,761	\$ 21,700	\$ 62,926	\$ 21,000
Revenues Over (Under)						
Expenditures	\$ (2,078)	\$ 1,848	\$ 8,556	\$ 1,500	\$ (14,726)	\$ (5,800)
Beginning Fund Balance	\$ 17,239	\$ 15,161	\$ 17,010	\$ 25,566	\$ 25,566	\$ 10,840
Ending Fund Balance	\$ 15,161	\$ 17,010	\$ 25,566	\$ 27,066	\$ 10,840	\$ 5,040
						24%

CITY OF TOMBALL FUN RUN FUND - 290						
	2017	2018	2019	2020	2020	2021
FUN RUN FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5555 EVENT SPONSORSHIP REVENUE	13,955	7,850	4,100	5,000	38,000	5,000
5556 EVENT REGISTRATION FEE	9,370	8,716	23,096	18,000	10,000	10,000
5800 INTEREST INCOME	5	135	122	200	200	200
TOTAL FUN RUN FUND	23,330	16,701	27,318	23,200	48,200	15,200

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
TOMBALL "FUN RUNS"	FUN RUNS			290-290 FUN RUNS	
DETAILS					
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6101 OFFICE SUPPLIES	\$0	\$0	\$200	\$0	\$0
6119 OTHER SUPPLIES	\$5,519	\$5,009	\$7,000	\$2,317	\$6,000
SUPPLIES	\$5,519	\$5,009	\$7,200	\$2,317	\$6,000
6329 OTHER SERVICES	\$9,333	\$13,753	\$8,500	\$60,609	\$10,000
6335 ADVERTISING COST	\$0	\$0	\$6,000	\$0	\$5,000
SERVICES AND CHARGES	\$9,333	\$13,753	\$14,500	\$60,609	\$15,000
TOTAL FUN RUNS	\$14,853	\$18,761	\$21,700	\$62,926	\$21,000

Debt Service Fund

Fund Description

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

Fund Narrative

The City paid \$5,794,337 toward bond principal on its outstanding tax supported debt as well as \$1,090,385 in interest. Total debt service payments including fiscal charges for FY2021 are budgeted at \$2,615,972. The projected ending fund balance for FY2021 is \$ 5,117,077.

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

Shown below is the City’s debt position as of the beginning of FY 2020.

Total outstanding general obligation debt	\$39,238,442
Less self-supporting debt from the Enterprise Fund	<u>3,224,767</u>
NET OUTSTANDING GENERAL OBLIGATION DEBT	<u>\$36,013,675</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 2020-2021 Adopted Budget

	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget	FY2020 Projection	FY2021 Budget
Revenues:							
Current taxes	\$ 3,741,118	\$ 3,953,733	\$ 4,229,313	\$ 4,266,244	\$ 4,550,000	\$ 4,703,210	\$ 4,750,000
Delinquent taxes	50,601	50,271	85,766	(107,614)	60,000	60,000	60,000
Penalty and interest	26,772	36,425	50,916	39,522	30,000	30,000	30,000
Interest	14,350	36,555	77,006	100,406	70,000	70,000	70,000
TEDC Contributions	528,013	530,913	533,612	536,113	533,463	755,685	757,885
Total Revenues	\$ 4,360,854	\$ 4,607,894	\$ 4,976,611	\$ 4,834,669	\$ 5,243,463	\$ 5,618,895	\$ 5,667,886
Expenditures:							
Principal	\$ 2,216,750	\$ 3,048,250	\$ 3,249,250	\$ 2,990,250	\$ 3,016,250	\$ 5,794,337	\$ 2,615,972
Interest	811,986	1,249,301	1,443,281	1,367,451	1,287,013	1,090,385	1,019,318
Loan Payment- Fire Truck	68,858	71,123	73,463	586,556	130,000	130,000	130,000
Fees	10,163	11,780	13,380	11,583	14,000	14,000	14,000
Total Expenditures	\$ 3,107,757	\$ 4,380,454	\$ 4,779,374	\$ 4,955,840	\$ 4,447,263	\$ 7,028,722	\$ 3,779,290
Revenues Over/(Under) Expenditures	\$ 1,253,095	\$ 227,439	\$ 197,237	\$ (121,170)	\$ 796,200	\$ (1,409,827)	\$ 1,888,595
Beginning Fund Balance	\$ 3,081,703	\$ 4,334,798	\$ 4,562,240	\$ 4,759,479	\$ 4,638,309	\$ 4,638,309	\$ 3,228,482
Ending Fund Balance	\$ 4,334,798	\$ 4,562,240	\$ 4,759,479	\$ 4,638,309	\$ 5,434,508	\$ 3,228,482	\$ 5,117,077

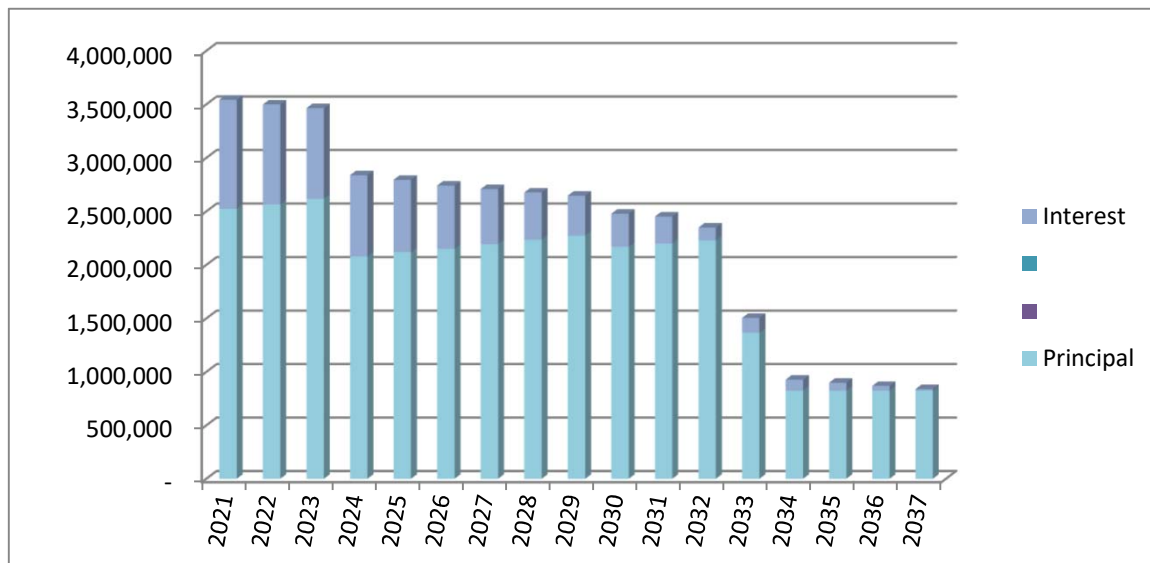
CITY OF TOMBALL						
DEBT SERVICE FUND - 300						
	2017	2018	2019	2020	2020	2021
DEBT SERVICE FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5110 CURRENT TAXES	3,953,733	4,229,313	4,266,244	4,550,000	4,703,210	4,750,000
5120 DELINQUENT TAXES	50,271	85,766	(107,614)	60,000	60,000	60,000
5130 PENALTY, INTEREST, ATTY FEES	38,941	59,473	36,599	30,000	30,000	30,000
5800 INTEREST INCOME	36,555	77,006	100,406	70,000	70,000	70,000
5801 UNREALIZED GAIN ON INVESTMENTS	(2,516)	(8,557)	2,923	-	-	-
5770 TEDC CONTRIBUTIONS	530,913	533,612	536,113	533,463	755,685	757,885
TOTAL DEBT SERVICE FUND	4,607,897	4,976,613	4,834,670	5,243,463	5,618,895	5,667,885

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$0
TRANSFERS	\$0	\$0	\$0	\$0	\$0
6901 INTEREST-BONDS	\$1,443,281	\$1,367,451	\$1,287,013	\$1,090,385	\$1,019,318
6906 BOND FEES AND COST	\$13,380	\$11,583	\$14,000	\$14,000	\$14,000
6907 MISCELLANEOUS BOND FEES	\$0	\$0	\$0	\$0	\$0
6911 PRINCIPAL-BONDS	\$3,249,250	\$2,990,250	\$3,016,250	\$5,794,337	\$2,615,972
6915 CAPITAL LEASE PAYMENTS	\$73,463	\$586,556	\$130,000	\$130,000	\$130,000
DEBT	\$4,779,374	\$4,955,840	\$4,447,263	\$7,028,722	\$3,779,290
TOTAL DEBT SERVICE	\$4,779,374	\$4,955,840	\$4,447,263	\$7,028,722	\$3,779,290

City of Tomball
Debt Service Fund
Consolidated Debt Payment Schedule
2020-2021 Annual Budget

Fiscal Year	Principal	Interest	Total
2021	2,523,750	1,019,318	3,543,068
2022	2,563,750	935,889	3,499,639
2023	2,618,750	846,282	3,465,032
2024	2,078,750	759,764	2,838,514
2025	2,118,750	676,682	2,795,432
2026	2,149,500	592,406	2,741,906
2027	2,194,500	514,506	2,709,006
2028	2,234,500	442,763	2,677,263
2029	2,274,500	373,208	2,647,708
2030	2,169,500	309,834	2,479,334
2031	2,199,500	252,978	2,452,478
2032	2,229,500	119,998	2,349,498
2033	1,364,500	140,020	1,504,520
2034	824,500	103,063	927,563
2035	824,500	74,205	898,705
2036	824,500	44,832	869,332
2037	824,500	14,944	839,444
Total	\$ 32,017,750	\$ 7,220,692	\$ 39,238,442



City of Tomball

General Obligation Refunding Bonds, Series 2013

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

Issue Date : January 1, 2013

Closing Date: January 17, 2013

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

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2021	2/15/2021	550,000	1.400%	12,975	562,975	
	8/15/2021			9,125	9,125	572,100
2022	2/15/2022	560,000	1.550%	9,125	569,125	
	8/15/2022			4,785	4,785	573,910
2023	2/15/2023	580,000	1.650%	4,785	584,785	584,785
Total		\$ 1,690,000		\$ 40,795	\$ 1,730,795	\$ 1,730,795

*Tax supported 100% 2015 to 2023

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

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2021	2/15/2021	395,000	2.000%	72,306	467,306	
	8/15/2021			68,356	68,356	535,663
2022	2/15/2022	405,000	2.000%	68,356	473,356	
	8/15/2022			64,306	64,306	537,663
2023	2/15/2023	415,000	2.000%	64,306	479,306	
	8/15/2023			60,156	60,156	539,463
2024	2/15/2024	430,000	2.000%	60,156	490,156	
	8/15/2024			55,856	55,856	546,013
2025	2/15/2025	440,000	2.000%	55,856	495,856	
	8/15/2025			51,456	51,456	547,313
2026	2/15/2026	450,000	2.000%	51,456	501,456	
	8/15/2026			46,956	46,956	548,413
2027	2/15/2027	460,000	2.250%	46,956	506,956	
	8/15/2027			41,781	41,781	548,738
2028	2/15/2028	470,000	2.250%	41,781	511,781	
	8/15/2028			36,494	36,494	548,275
2029	2/15/2029	485,000	2.500%	36,494	521,494	
	8/15/2029			30,431	30,431	551,925
2030	2/15/2030	495,000	2.750%	30,431	525,431	
	8/15/2030			23,625	23,625	549,056
2031	2/15/2031	510,000	3.000%	23,625	533,625	
	8/15/2031			15,975	15,975	549,600
2032	2/15/2032	525,000	3.000%	15,975	540,975	
	8/15/2032			8,100	8,100	549,075
2033	2/15/2033	540,000	3.000%	8,100	548,100	548,100
Total		\$ 6,020,000		\$ 1,079,294	\$ 7,099,294	\$ 7,099,294

City of Tomball
Combination Tax & Revenue Certificates of Obligation, Series 2016
\$20,240,000 - Tax Supported 100%
Issue Date : 12/15/2016
Sale Date: 12/20/16
Projects: Medical Complex Drive Segment 4B; Persimmon Street
85% Debt Service/15% Enterprise

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2021	2/15/2021	828,750.00	4.000%	268,988	1,097,738	
	8/15/2021			252,413	252,413	1,350,151
2022	2/15/2022	828,750.00	5.000%	252,413	1,081,163	
	8/15/2022			231,694	231,694	1,312,857
2023	2/15/2023	828,750.00	5.000%	231,694	1,060,444	
	8/15/2023			210,975	210,975	1,271,419
2024	2/15/2024	828,750.00	5.000%	210,975	1,039,725	
	8/15/2024			190,257	190,257	1,229,982
2025	2/15/2025	828,750.00	5.000%	190,257	1,019,007	
	8/15/2025			169,538	169,538	1,188,544
2026	2/15/2026	824,500.00	5.000%	169,538	994,038	
	8/15/2026			148,925	148,925	1,142,963
2027	2/15/2027	824,500.00	3.000%	148,925	973,425	
	8/15/2027			136,558	136,558	1,109,983
2028	2/15/2028	824,500.00	3.000%	136,558	961,058	
	8/15/2028			124,190	124,190	1,085,248
2029	2/15/2029	824,500.00	3.000%	124,190	948,690	
	8/15/2029			111,823	111,823	1,060,513
2030	2/15/2030	824,500.00	3.000%	111,823	936,323	
	8/15/2030			99,455	99,455	1,035,778
2031	2/15/2031	824,500.00	3.125%	99,455	923,955	
	8/15/2031			86,573	86,573	1,010,528
2032	2/15/2032	824,500.00	3.250%	86,573	911,073	
	8/15/2032			73,174	73,174	984,247
2033	2/15/2033	824,500.00	3.500%	73,174	897,674	
	8/15/2033			58,746	58,746	956,420
2034	2/15/2034	824,500.00	3.500%	58,746	883,246	
	8/15/2034			44,317	44,317	927,563
2035	2/15/2035	824,500.00	3.500%	44,317	868,817	
	8/15/2035			29,888	29,888	898,705
2036	2/15/2036	824,500.00	3.625%	29,888	854,388	
	8/15/2036			14,944	14,944	869,332
2037	2/15/2037	824,500.00	3.625%	14,944	839,444	839,444
Total		\$ 14,037,750		\$ 4,235,927	\$ 18,273,677	\$ 18,273,677

City of Tomball
Combination Tax & Revenue Certificates of Obligation, Series 2019
\$9,100,000 - Tax Supported 100%
Issue Date : 12/20/2019
Sale Date: 1: 12/20/2019
Refunded Series 2011 Certificates of Obligation (Unrefunded portion of original issue)
& Series 2011 General Obligation Refunding Bonds

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2020	2/15/2020			46,574	46,574	
	8/15/2020			152,425	152,425	198,999
2021	2/15/2021	620,000.00	4.000%	152,425	772,425	
	8/15/2021			140,025	140,025	912,450
2022	2/15/2022	640,000.00	4.000%	140,025	780,025	
	8/15/2022			127,225	127,225	907,250
2023	2/15/2023	665,000.00	4.000%	127,225	792,225	
	8/15/2023			113,925	113,925	906,150
2024	2/15/2024	690,000.00	4.000%	113,925	803,925	
	8/15/2024			100,125	100,125	904,050
2025	2/15/2025	720,000.00	4.000%	100,125	820,125	
	8/15/2025			85,725	85,725	905,850
2026	2/15/2026	745,000.00	4.000%	85,725	830,725	
	8/15/2026			70,825	70,825	901,550
2027	2/15/2027	780,000.00	4.000%	70,825	850,825	
	8/15/2027			55,225	55,225	906,050
2028	2/15/2028	810,000.00	4.000%	55,225	865,225	
	8/15/2028			39,025	39,025	904,250
2029	2/15/2029	835,000.00	3.000%	39,025	874,025	
	8/15/2029			26,500	26,500	900,525
2030	2/15/2030	850,000.00	2.000%	26,500	876,500	
	8/15/2030			18,000	18,000	894,500
2031	2/15/2031	865,000.00	2.000%	18,000	883,000	
	8/15/2031			9,350	9,350	892,350
2032	2/15/2032	880,000.00	2.125%	9,350	889,350	
	8/15/2032			-	-	889,350
Total		\$ 9,100,000		\$ 1,923,324	\$ 11,023,324	\$ 11,023,324

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

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2021	11/1/2020	130,000	3.650%	42,705	172,705	172,705
2022	11/1/2021	130,000	3.650%	37,960	167,960	167,960
2023	11/1/2022	130,000	3.650%	33,215	163,215	163,215
2024	11/1/2023	130,000	3.650%	28,470	158,470	158,470
2025	11/1/2024	130,000	3.650%	23,725	153,725	153,725
2026	11/1/2025	130,000	3.650%	18,980	148,980	148,980
2027	11/1/2026	130,000	3.650%	14,235	144,235	144,235
2028	11/1/2027	130,000	3.650%	9,490	139,490	139,490
2029	11/1/2028	130,000	3.650%	4,745	134,745	134,745
Total		\$ 1,170,000		\$ 213,525	\$ 1,383,525	\$ 1,383,525

Capital Projects Fund

Funding Description

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

Impact on the Future Operations Budget

Planned capital expenditures include improvements to the City's storm drainage system and utility lines. Additionally, a major portion of the Capital Projects Fund includes funds to pay for the construction of streets, sidewalks, and traffic signals, including the extension of Medical Complex Drive and Persimmon St.

City of Tomball
400 Capital Projects Fund
2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Transfers from General Fund	\$ 1,980,000	\$ 1,490,000	\$ 1,249,500	\$ 590,000	\$ 420,000	\$ 546,012
Transfers from Enterprise Fund	\$ 1,229,505	\$ 655,000	\$ 2,081,442	\$ 150,000	\$ 139,000	\$ 170,000
Transfers from Other Sources	\$ 1,789,524	\$ 310,000	\$ 353,744	\$ 1,099,217	\$ 1,261,050	\$ -
Certificates of Obligation	\$ 21,146,430	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue Sources	\$ -	\$ 7,653	\$ -	\$ -	\$ -	\$ -
Interest	\$ 296,907	\$ 622,487	\$ 794,028	\$ 1,000,000	\$ 600,000	\$ 650,000
Total	\$ 26,442,366	\$ 3,085,140	\$ 4,478,714	\$ 2,839,217	\$ 2,420,050	\$ 1,366,012
Expenditures:						
Capital Outlay - General Fund	\$ 2,555,829	\$ 3,554,263	\$ 2,330,086	\$ 3,884,572	\$ 10,565,665	\$ 10,159,198
Capital Outlay - Enterprise Fund	-	2,625,624	(42,171)	850,000	348,616	63,950
Debt Service	396,430	-	-	-	-	-
Capital Outlay - Drainage	-	-	-	-	-	-
Total	\$ 2,952,259	\$ 6,179,886	\$ 2,287,915	\$ 4,734,572	\$ 10,914,281	\$ 10,223,148
Revenues Over (Under)						
Expenditures	\$ 23,490,107	\$ (3,094,746)	\$ 2,190,799	\$ (1,895,355)	\$ (8,494,231)	\$ (8,857,136)
Beginning Fund Balance	\$ 12,460,282	\$ 35,950,389	\$ 32,855,643	\$ 35,046,442	\$ 35,046,442	\$ 26,552,211
Ending Fund Balance	\$ 35,950,389	\$ 32,855,643	\$ 35,046,442	\$ 33,151,087	\$ 26,552,211	\$ 17,695,075

CITY OF TOMBALL CAPITAL PROJECTS FUND - 400						
	2017	2018	2019	2020	2020	2021
CAPITAL PROJECTS	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5740 GRANTS	-	-	258,320	-	-	-
5770 TEDC CONTRIBUTIONS	-	-	-	-	-	-
5800 INTEREST INCOME	296,907	622,487	794,028	1,000,000	600,000	650,000
5801 UNREALIZED GAIN ON INVESTMENTS	-	(2,747)	9,582	-	-	-
5820 DRAINAGE CAPITAL RECOVERY FEES	-	-	191,846	-	-	-
5830 DEVELOPER RECOVERY FEES	-	10,400	-	-	-	-
5900 DEBT PROCEEDS	20,234,743	-	-	-	-	-
5901 PREMIUM ON BONDS	911,687	-	-	-	-	-
5910 TRANSFER FROM GENERAL FUND	1,980,000	1,490,000	1,249,500	590,000	420,000	546,012
5911 TRANSFER FROM UTILITY FUND	1,229,505	655,000	2,081,442	150,000	139,000	170,000
5961 TRANSFERS IN	1,789,524	310,000	353,744	1,099,217	1,261,050	-
TOTAL CAPITAL PROJECTS	26,442,366	3,085,140	4,938,462	2,839,217	2,420,050	1,366,012

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6409 SYSTEM EXPANSION	\$135,584	\$312,990	\$0	\$299,217	\$8,700	\$0
CAPITAL OUTLAY	\$135,584	\$312,990	\$0	\$299,217	\$8,700	\$0
TOTAL GENERAL-RED LIGHT	\$135,584	\$312,990	\$0	\$299,217	\$8,700	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6409 SYSTEM EXPANSION	\$201,296	\$923,525	\$407,061	\$865,355	\$699,357	\$0
CAPITAL OUTLAY	\$201,296	\$923,525	\$407,061	\$865,355	\$699,357	\$0
TOTAL GENERAL-PARKS	\$201,296	\$923,525	\$407,061	\$865,355	\$699,357	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$2,218,949	\$2,317,748	\$1,923,025	\$2,720,000	\$9,857,608	\$10,159,198
CAPITAL OUTLAY	\$2,218,949	\$2,317,748	\$1,923,025	\$2,720,000	\$9,857,608	\$10,159,198
TOTAL GENERAL-STREETS	\$2,218,949	\$2,317,748	\$1,923,025	\$2,720,000	\$9,857,608	\$10,159,198

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6906 BOND FEES AND COST	\$396,430	\$0	\$0	\$0	\$0	\$0
DEBT	\$396,430	\$0	\$0	\$0	\$0	\$0
TOTAL DEBT SERVICE	\$396,430	\$0	\$0	\$0	\$0	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DRAINAGE CAPITAL	\$0	\$0	\$0	\$0	\$0	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$1,300	\$0	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$1,300	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$207,422	(\$42,171)	\$0	\$29,234	\$0
CAPITAL OUTLAY	\$0	\$207,422	(\$42,171)	\$0	\$29,234	\$0
TOTAL UTILITY-WATER	\$0	\$208,722	(\$42,171)	\$0	\$29,234	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROFESSIONAL SERVICES,OTHER		\$0	\$0	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$2,418,202	\$0	\$850,000	\$319,382	\$63,950
CAPITAL OUTLAY	\$0	\$2,418,202	\$0	\$850,000	\$319,382	\$63,950
TOTAL UTILITY-SEWER	\$0	\$2,418,202	\$0	\$850,000	\$319,382	\$63,950

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	(\$382)	\$0	\$0	\$0
SERVICES AND CHARGES	\$0	\$0	(\$382)	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$947	\$444	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$947	\$444	\$0	\$0	\$0
TOTAL UTILITY-GAS	\$0	\$947	\$62	\$0	\$0	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	\$23,229	\$400,000	\$0	\$0
SERVICES AND CHARGES	\$0	\$0	\$23,229	\$400,000	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$0	\$0	\$0	\$259,003	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$259,003	\$0
TOTAL WATER CAPITAL RECOVERY	\$0	\$0	\$23,229	\$400,000	\$259,003	\$0

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROF.SERV.-OTHER	\$0	\$0	\$20,576	\$400,000	\$0	\$0
SERVICES AND CHARGES	\$0	\$0	\$20,576	\$400,000	\$0	\$0
6409 SYSTEM EXPANSION	\$0	\$947	\$0	\$0	\$259,003	\$0
CAPITAL OUTLAY	\$0	\$947	\$0	\$0	\$259,003	\$0
TOTAL SEWER CAPITAL RECOVERY	\$0	\$947	\$20,576	\$400,000	\$259,003	\$0

City of Tomball
460-Capital Projects Fund - Business Park
2020-2021 Adopted Budget

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:							
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Obligation	-	-	-	-	-	-	-
Premium on Bonds	-	-	-	-	-	-	-
Interest	16,558	13,264	16,588	13,216	30,000	20,000	15,000
Total	\$ 16,558	\$ 13,264	\$ 16,588	\$ 13,216	\$ 30,000	\$ 20,000	\$ 15,000
Expenditures:							
Capital Outlay	\$ 5,636,263	\$ 125,642	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Fees and Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,636,263	\$ 125,642	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over (Under) Expenditures	\$ (5,619,705)	\$ (112,378)	\$ 16,588	\$ 13,216	\$ 30,000	\$ 20,000	\$ 15,000
Beginning Fund Balance	\$ 6,655,120	\$ 1,035,415	\$ 923,037	\$ 939,625	\$ 952,841	\$ 952,841	\$ 972,841
Ending Fund Balance	\$ 1,035,415	\$ 923,037	\$ 939,625	\$ 952,841	\$ 982,841	\$ 972,841	\$ 987,841

CITY OF TOMBALL BUSINESS PARK PROJECTS FUND - 460						
	2017	2018	2019	2020	2020	2021
BUSINESS PARK PROJECTS	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	13,264	16,588	13,216	30,000	20,000	15,000
TOTAL BUSINESS PARK PROJECTS	13,264	16,588	13,216	30,000	20,000	15,000

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

LINE ITEMS	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
6409 SYSTEM EXPANSION	\$125,642	\$33,435	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$125,642	\$33,435	\$0	\$0	\$0	\$0
DEBT	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TEDC BUSINESS PARK	\$125,642	\$33,435	\$0	\$0	\$0	\$0

CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2020

PROJECT #	PROJECT NAME	Percentage of Completion	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	PAID TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
161	Rudolph Road and Utilities	26%	Project includes land acquisition and providing street and utility improvements to current standards as a collector street FY2012 EF Reprogrammed from 400-615-6409 FY2012 EF 400-613-6409 FY2012 EF 400-614-6409 FY2012 EF 400-615-6409 FY2012 EF reprogrammed from 400-614-6409 FY2012 GF 400-154-6409 FY2013 EF Reprogrammed from 400-614-6409 FY2019 WCR 400-731-6409 FY2019 SCR 400-741-6409	62,507 46,656 45,617 49,481 34,387 59,489 2,084 46,656 82,088	428,965	112,870	316,095
179	Tomball Business and Technology Park (bond funded)	100%	Located at the NW corner of Hufsmith Kohrville and Holderrieth Road for the development of a Business Park FY2013-Bond Funded - 460-460-6409	8,500,000	8,500,000	8,500,000	-
180	M121 Final Phase (Bond Funded)	85%	Consists of two drainage channels, i.e. 121W & 121E. M500 reduce detention Basin. Serving a central area of Tomball. Project to alleviate conditions that cause localized flooding and on-site detention. M121 West is being constructed with bond funds. FY2012 Bonds 400-154-6409 FY2015 Bonds 400-154-6409 Reprogrammed from Proj 180 to 181 FY2019 Bonds 400-154-6409 Reprogrammed to Proj 181	10,801,102 (266,267) (40,752)	10,494,083	8,892,540	1,601,543
186	Downtown Development (Main Street)	3%	Development of the Downtown area, Main street to Four Corners FY2014 RLC 400-121-6409 FY2014 GF 400-154-6409 FY2014 GF 400-154-6409 FY2015 GF 400-154-6409 FY2015 GF 400-154-6409 FY2015 RLC 400-121-6409 Reprogrammed from Medical District Sidewalks	100,000 75,000 500,000 50,000 400,000 34,633	1,159,633	108,156	1,051,478
207	2920 Main St. Project		Funding for major improvements to FM2920 (Main Street) from the downtown area to Four Corners in conjunction with H-GAC and TxDOT. Initial funding for surveying, engineering, and right of way acquisition. (Cap \$3M) FY2017 400-154-6409 FY2018 400-154-6409 FY2019 400-154-6409	1,500,000 250,000 250,000	2,000,000	-	2,000,000
				PROJ 186 & 207 NET TOTAL			3,051,478
188	Broussard Community Park	95%	Community Park located on E. Hufsmith near the intersection of Zion Rd. The park will include soccer fields and interactive areas. FY2012 TexPool (Baker Hughes) FY2015 GF 100-153-6409 FY2015 GF 400-153-6409 FY2016 GF 400-153-6409 FY2017 GF 400-153-6409 FY2018 GF 400-153-6409 FY2019 GF 400-153-6409 FY2019 PARKS AND WILDLIFE - Approved Reim. Grant FY2019 PARKS AND WILDLIFE - Approved Reim. Grant FY2020 GF 400-153-6409	20,000 43,803 156,197 100,000 300,000 200,000 350,000 258,320 141,680 200,000	1,770,000	1,689,004	80,995
195	Wayne Stovall Sports Complex Improvement	92%	Funding for additional improvements to Wayne Stovall Sports Complex including concession stands and replacement of the FY2016 100-153-6207 FY2017 400-153-6409 FY2018 400-153-6409 FY2019 400-153-6409 FY2020 400-153-6409 Reprogrammed to Proj 216 FY2020 400-153-6409	195,580 180,000 380,000 57,870 (291,542) 20,000	541,908	497,180	44,728
198	Upgrades to NWWTP		Replace electrical conductors, and clarifier equipment, inspect and rehab hydro tanks in the non-potable water system, replace air lift pump controls and new sluice gate, replace electric conduits in the dechlorination and chlorination systems and sludge thickener. FY2016 EF 400-614-6409 FY2017 EF 400-614-6409 FY2017 EF 400-614-6409	450,000 1,388,135 1,000,000	2,838,135	-	2,838,135
199	Upgrades to SWWTP	78%	Install new vertical turbine pumps, extend piping and relocate flow meters, renovate operations building FY2016 EF 400-614-6409 FY2017 EF 400-614-6409	200,000 448,525	648,525	-	648,525
202	Critical Needs Assessment - Improvements		Freese & Nichols Critical Needs Assessment Report recommendations for improvements/upgrades to both the north and south wastewater treatment plants. FY2018 EF 400-614-6409 FY2019 EF 400-614-6409	800,000 1,123,644	1,923,644	4,218,319	(2,294,675)
				WWTP PROJ 198 / 199 / 202			1,191,985
201	Sewer Modeling	128%	Create a computer model of the sewer system using GIS to represent how it performs in the field to assess and predict performance changes FY2017 EF 400-614-6409	150,000	150,000	192,587	(42,587)
203	Medical Complex Drive Segment 4B and M118 (Proposed bond funded)	11%	Construct a two lane roadway and install utilities between South Persimmon east to Hufsmith Kohrville and construct M118 drainage channel south of the Medical Complex Drive location. FY2017 GF 400-154-6409	20,225,000	20,225,000	2,152,569	18,072,431

CITY OF TOMBALL
CAPITAL IMPROVEMENT PROJECTS
As of 9/30/2020

PROJECT #	PROJECT NAME	Percentage of Completion	PROJECT DESCRIPTION	DETAIL OF CASH ALLOCATED FOR PROJECT	SUMMARY OF CASH ALLOCATED FOR PROJECT	PAID TO DATE	REMAINING CASH ALLOCATED FOR PROJECT
205	Sidewalks	113%	FY2017- Quinn and Holderreith - \$323,541 (121) FY2018 -Theis and Johnson - \$310,000 (121) FY2018 - S of Commerce, Elm to Cherry \$100,406 (154) FY2018 - W of Walnut, Commerce to N of Main \$18,646 (154) FY2018 - S of Market, Whisp.Willow to Cherry \$22,950 (154) FY2018 - N of Market from Cherry to Walnut \$48,768 (154) FY2019 Alley/Market Street Sidewalks \$356,500 (154) FY2020 - Country Meadows \$20,000 (154) FY2020 - Alley/Market Street 200 block (121)		738,147	834,541	(96,394)
			FY2017 Red Light - RCL 400-121-6409 to Proj 194 FY2017 Red Light - RLC 400-121-6409 FY2018 GF - 400-154-6409 FY2018 Red Light - 400-121-6409 FY2019 GF - 400-154-6409 Reprogrammed from Proj 103 FY2020 GF - 400-154-6409 Reprogram to Proj 224 FY2020 Red Light - 400-121-6409	(82,959) 323,541 200,000 310,000 16,515 (356,000) 327,050			
206	East Side Water Loop Line	63%	Install water line beginning at Snook, east on Hufsmith, around to Broussard Park and then west on Zion Rd. to form a loop on the east side of the City. FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2017 EF 400-613-6409 Reprogrammed FY2019 EF 400-613-6409 FY2019 EF 400-614-6409 FY2020 WCR 400-731-6409 FY2020 SCR 400-741-6409	145,479 69,718 29,014 89,806 465,983 90,000 25,000 455,000 479,000	1,849,000	1,157,834	691,166
210	2017 Water Modeling	101%	Study showing different water demand scenarios including fire flow demands will be modeled through the City. FY2017 EF 400-613-6409 FY2018 EF 400-613-6409 FY2019 EF 400-613-6409	20,000 55,000 798	75,798	76,813	(1,016)
211	Public Works Parking Lot Expansion	100%	Expanding Public Works Parking lot in two phases. Phase 1 will be directly in front of the administrative building. Phase 2 will be directly in front of the service center. Each phase is \$230,000 FY2018 GF 400-154-6409 FY2020 GF 400-154-6409 Reprogrammed to 216	460,000 (428,933)	31,067	31,067	-
213	M&R Matheson Park	0%	Needed improvements to Mathson Park including completion of replacement of fencing, mulch, addition of retaining wall, and new playground equipment FY2020 GF 400-153-6409	100,000	100,000	-	100,000
214	Impact Fee Update	99%	FY2019 WCR 400-731-6409 FY2019 SCR 400-741-6409	30,000 30,000	60,000	59,100	900
215	Lizzie Lane Persimmon Drainage North Star	#DIV/0!			-	212,934	(212,934)
216	Estates/Rigel Court Retaining Wall	65%	FY2020 GF 400-153-6409 Reprogrammed from Proj 195 FY2020 GF 400-154-6409 Reprogrammed from Proj 211	291,542 428,933	720,475	471,299	249,176
217	Design of SCADA	10%	Create the platform and basis of a SCAD (Supervisory control and data acquisition) system for all the utilities - water, sewer, and gas FY2019 WCR 400-731-6409 FY2019 SCR 400-741-6409 FY2020 EF 400-614-6409	30,000 30,000 50,000	110,000	11,056	98,944
218	Theis Nature Preserve Masterplan	73%	FY2019 GF 400-153-6409 FY2020 GF 400-153-6409	43,000 50,000	93,000	67,822	25,178
219	Utility Easement Survey and Clearing	39%	FY2019 EF 400-613-6409	105,000	105,000	41,400	63,600
220	DRI-PRIME System at 2920 Lift Station	20%	FY2020 EF 400-614-6409	80,000	80,000	15,857	64,143
222	Mulberry/Agg Drainage Extension	0%	FY2019 GF 400-154-6409 FY2020 DCR 400-454-6409	250,000 157,152	407,152	-	407,152
223	Sanitary Sewer Rehab	27%	FY2019 EF 400-614-6409 FY2019 EF 400-614-6409	320,000 250,000	570,000	153,851	416,149
224	Alley Project	0%	FY2019 GF 400-154-6409 FY2020 GF 400-154-6409 (reclass from proj 205)	356,500 356,500	713,000	-	713,000
226	Sensus Conversion	0%	FY2019 EF 400-615-6409 FY2020 EF 400-613-6409 FY2020 EF 400-615-6409	87,000 25,000 89,000	201,000	-	201,000
227	Drainage M&R	0%	FY2020 GF 400-154-6409	50,000	50,000	-	50,000
	NWWTP Sewer Effluent Reuse	0%	Study to determine if the treated water can be used for irrigation FY2014 EF 400-614-6409	75,000	75,000	-	75,000
	SWWTP Expansion	0%	Initial Study to determine if the SWWTP needs to be expanded and when design should begin FY2014 EF 400-614-6409	75,000	75,000	-	75,000
	Drainage Capital Recovery		Fund Balance FY2012 FY2013 Budget for project 184 FY2015 FY2016 FY2020 Budget for Mulberry Drainage Project	132,902 (51,000) 73,752 1,498 (157,152)	-	-	-

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 FY2020 in the Enterprise Fund is projected to be \$8,451,842. Revenues for the past fiscal year, projected at \$11,837,350 are expected to come in approximately \$5,600 more than budget.

Operating expenses for FY2020 are projected to come in approximately \$91,340 less than budget. Projected ending Fund Balance of \$8,451,842 represents 73% 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%.

2020-2021 Budget Revenues

Projected revenues for FY2021 are \$12,002,350. This amount is \$170,600 or 1.42% more than revenues budgeted for FY2020. All water, gas and garbage utility rates will remain the same as those adopted for FY 2020. 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 FY2021 is \$12,189,792, which is \$557,029 or 4.57% more than the current budget for FY2020. The proposed budget for the Enterprise Fund does include non-recurring Supplemental programs totaling \$330,297. Proposed capital related expenses in the Enterprise Fund for FY2021 are \$ 170,000.

Budgeted ending Fund Balance for FY2021 of \$8,026,138 provides fund balance reserves of 66% of operating expenses and a coverage ratio of 33 to 1.

Enterprise Fund - 600
**Statement of Revenues, Expenditures, and Changes in Fund Balance
2020-2021 Adopted Budget**

	FY2017 Actuals	FY2018 Actuals	FY2019 Actuals	FY2020 Budget	FY2020 Projections	FY2021 Budget
Operating Revenues:						
Water sales	\$ 5,092,916	\$ 5,347,170	\$ 5,421,905	\$ 5,000,000	\$ 5,500,000	\$ 5,500,000
Sewer sales	2,434,143	2,405,689	2,258,881	2,500,000	2,250,000	2,475,000
Gas sales	2,655,884	3,139,726	3,178,622	3,400,000	3,100,000	3,100,000
Tap fees	129,410	290,770	204,035	205,000	355,000	240,000
Reconnect fees	26,681	18,403	12,757	25,000	5,000	10,000
Interest	60,912	103,484	175,224	140,000	100,000	150,000
Contributions	558,148	558,148	558,148	370,000	370,000	370,000
Other	142,892	198,990	204,870	191,750	157,350	157,350
Total Operating Revenues	\$ 11,100,984	\$ 12,062,380	\$ 12,014,440	\$ 11,831,750	\$ 11,837,350	\$ 12,002,350
Expenses:						
Enterprise Administration	\$ 3,333,064	\$ 3,356,260	\$ 5,186,881	\$ 3,645,830	\$ 3,653,899	\$ 3,837,293
Utility Billing	275,695	343,111	322,713	361,541	387,767	401,482
Water	3,032,640	3,668,770	3,891,522	3,941,730	4,096,270	4,456,600
Wastewater	2,777,501	2,041,848	3,246,672	1,629,024	1,583,357	1,632,845
Gas	1,353,339	1,589,411	1,861,313	2,054,638	1,820,130	1,861,572
Total Operating Expenses	\$ 10,772,239	\$ 10,999,400	\$ 14,509,101	\$ 11,632,763	\$ 11,541,423	\$ 12,189,792
Net Revenue Available for Debt	\$ 328,745	\$ 1,062,980	\$ (2,494,661)	\$ 198,987	\$ 295,927	\$ (187,442)
Debt Service	96,284	637,065	60,131	620,135	-	238,262
Total Debt Service	\$ 96,284	\$ 637,065	\$ 60,131	\$ 620,135	\$ -	\$ 238,262
Net Income (Excluding Depr.)	\$ 232,462	\$ 425,915	\$ (2,554,792)	\$ (421,148)	\$ 295,927	\$ (425,704)
Beginning Fund Balance	\$ 10,052,330	\$ 10,284,791	\$ 10,710,706	\$ 8,155,915	\$ 8,155,915	\$ 8,451,842
Ending Fund Balance	\$ 10,284,791	\$ 10,710,706	\$ 8,155,915	\$ 7,734,766	\$ 8,451,842	\$ 8,026,138
Operating Costs per Day						
Fund Balance as % of Operating Costs	95%	97%	56%	66%	73%	66%

CITY OF TOMBALL ENTERPRISE FUND - 600						
	2017	2018	2019	2020	2020	2021
ENTERPRISE FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	11,511	4,417	38,462	40,000	10,000	10,000
5550 MISCELLANEOUS INCOME	1,158	13,837	9,491	5,000	2,500	2,500
5560 RETURNED CHECK FINES	626	504	555	750	350	350
5600 WATER SALES	5,092,916	5,347,170	5,421,905	5,000,000	5,500,000	5,500,000
5610 WATER TAPS	46,640	106,435	59,420	60,000	130,000	90,000
5620 WATER RECONNECT FEES	26,681	18,403	12,757	25,000	5,000	10,000
5630 AMP PLAN BALANCE	(2,021)	(595)	(1,225)	1,000	(500)	(500)
5640 SEWER SALES	2,434,143	2,405,689	2,258,881	2,500,000	2,250,000	2,475,000
5650 SEWER TAPS	30,940	76,930	51,370	60,000	50,000	50,000
5670 GAS SALES	2,655,884	3,139,726	3,178,622	3,400,000	3,100,000	3,100,000
5680 GAS TAPS	51,830	107,405	93,245	85,000	175,000	100,000
5690 PENALTIES	86,379	132,085	109,798	100,000	100,000	100,000
5695 ADMINISTRATIVE CHARGES	47,794	48,607	46,944	45,000	45,000	45,000
5770 TEDC CONTRIBUTIONS	558,148	558,148	558,148	370,000	370,000	370,000
5780 OTHER REIMBURSEMENTS	-	-	46,255	-	-	-
5800 INTEREST INCOME	60,912	103,484	175,224	140,000	100,000	150,000
5961 TRANSFER IN	-	-	-	-	-	-
5801 UNREALIZED GAIN ON INVESTMENTS	(2,555)	135	845	-	-	-
TOTAL ENTERPRISE FUND	11,100,986	12,062,380	12,060,697	11,831,750	11,837,350	12,002,350

Utilities Admin Department

Accomplishments for FY 2019-20

- Communication with all Public Works departments to ensure the daily operation of the overall department
- Continued the Utility Infrastructure Replacement Program, which is intended to replace aged and undersized utilities, provide adequate fire protection, restore line capacity, and maximize the efficiency of the City's public utility system
- Continued training courses for administrative personnel
- Continued Facilities Needs Assessment and Master Plan and presented suggested upgrades and improvements to all City facilities to Council, including a tour of each facility
- Implemented needed rate changes based on the Utility Rate Study for fiscal year 2020-2021
- Implemented recommendations of the Impact Fee Study completed in fiscal year 2018-2019
- Provided construction management to capital projects the City's infrastructure including:
 - Zion & E. Hufsmith water and sewer extension
 - Improvements to Broussard Community Park
 - Pipeline Relocation for M121 Drainage Channel
 - Construction of M121W Drainage Channel and Holderrieth Crossing
 - Medical Complex Drive Segment 4B and South Persimmon expansion
 - North Star Estates Drainage Improvements
 - Sanitary Sewer Rehabilitation Project
 - Installation of infrastructure in private developments

Goals for FY 2020-21

- Create brochures for public outreach to increase awareness of the importance of backflow preventers and maintaining them, including annual inspections
- Continue the Utility Infrastructure Replacement Program
- Begin implementation of needed changes from the Utility Rate Study for fiscal year 2021-2022 budget
- Complete roof repairs at Administrative Services Building
- Replace fence and gate at Public Works Service Center
- Complete upgrades to the fuel system including hardware and software upgrades

Objectives for FY 2020-21

- Continue public outreach and awareness of the importance of backflow preventers and maintenance
- Continue training for Administrative staff
- Continue to seek out additional training opportunities for the Public Works Department to promote safety and knowledge

Major Budget Items

- Network Switches (\$7,500)
- Service Center Fence & Gate Replacement (\$13,300)
- Administrative Services Building Roof Repairs (\$15,000)
- Fuel System Upgrade (\$7,997)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

600 - Enterprise

DEPARTMENT

611 - Utilities Administration

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$452,878	\$397,323	\$381,875	\$394,369
Supplies	\$8,289	\$24,400	\$24,500	\$7,550
Maintenance	\$162	\$500	\$1,500	\$45,797
Services and charges	\$79,745	\$54,675	\$73,100	\$66,050
Total Operating Expenditures	\$541,073	\$476,898	\$480,975	\$513,766
Capital Outlay	\$1,475,750	\$1,000	\$1,000	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$3,170,058	\$3,167,932	\$3,171,924	\$3,323,527
Total Expenditures	\$5,186,881	\$3,645,830	\$3,653,899	\$3,837,293

Supplemental Programs	Recurring	Non-Recur.
Network Swithces		\$7,500
Service Center Fence & Gate Replacement		\$13,300
PW Admin Roof Repairs		\$15,000
Fuel System Upgrade		\$7,997

Staffing	FY2019	FY2020	FY2021
Director of Public Works	1.00	1.00	1.00
Utilities Superintendent	1.00	1.00	1.00
Construction Manager/Inspector	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00
Total	4.00	4.00	4.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$215,640	\$204,440	\$167,871	\$177,562	\$171,223
6003 WAGES-FULL TIME	\$33,961	\$48,905	\$97,246	\$90,360	\$94,310
6005 WAGES-OVERTIME	\$1,460	\$2,392	\$4,120	\$4,120	\$4,080
6009 WAGES-OTHER	\$15,217	\$15,298	\$14,411	\$9,425	\$14,298
6011 VACATION PAY	\$11,857	\$7,827	\$19,823	\$12,724	\$18,050
6012 SICK PAY	\$4,455	\$9,593	\$12,009	\$8,411	\$11,915
6015 SICK TIME BUYBACK	\$0	\$0	\$3,035	\$3,035	\$1,698
6019 MISCELLANEOUS PAY	\$2,735	\$2,900	\$2,260	\$2,260	\$2,505
6021 FICA-MED/SS	\$20,434	\$22,747	\$25,114	\$23,574	\$25,160
6022 TMRS-EMPLOYER	\$38,409	\$134,294	\$44,934	\$43,615	\$44,630
6025 WORKER COMPENSATION INS.	\$3,255	\$2,890	\$2,500	\$2,789	\$2,500
6030 EMPLOYEE TUITION REIMBURSEMENT	\$4,000	\$1,592	\$4,000	\$4,000	\$4,000
PERSONNEL SERVICES	\$351,423	\$452,878	\$397,323	\$381,875	\$394,369
6101 OFFICE AND COMPUTER SUPPLIES	\$1,030	\$1,225	\$2,000	\$2,000	\$1,600
6102 EDUCATIONAL SUPPLIES	\$725	\$216	\$200	\$300	\$200
6103 COMPUTER SUPPLIES	\$0	\$0	\$16,500	\$16,500	\$0
6105 FOOD SUPPLIES	\$1,710	\$2,872	\$1,200	\$1,500	\$1,500
6107 CLOTHING AND UNIFORMS	\$1,293	\$1,043	\$1,600	\$1,300	\$1,350
6108 FUEL, OIL AND LUBRICANTS	\$1,964	\$2,270	\$2,500	\$2,500	\$2,500
6109 POSTAGE	\$21	\$0	\$50	\$50	\$50
6119 OTHER SUPPLIES	\$633	\$663	\$350	\$350	\$350
SUPPLIES	\$7,376	\$8,289	\$24,400	\$24,500	\$7,550
6201 OFFICE EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$7,500
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$300	\$0	\$0
6205 VEHICLE EQUIPMENT MAINTENANCE	\$540	\$162	\$200	\$1,500	\$2,000
6206 BUILDING MAINTENANCE	\$0	\$0	\$0	\$0	\$36,297
REPAIRS AND MAINTENANCE	\$540	\$162	\$500	\$1,500	\$45,797
6302 PROFESSIONAL SERVICES,ENGINEER	\$44,650	\$14,350	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$0	\$11,718	\$0	\$13,000	\$13,000
6312 COMMUNICATION SERVICES	\$47,535	\$40,877	\$40,000	\$50,000	\$40,000
6320 SOFTWARE SERVICE	\$2,539	\$0	\$0	\$0	\$0
6329 MISCELLANEOUS SERVICES	\$50	\$0	\$0	\$0	\$0
6332 TRAVEL AND MEALS	\$2,846	\$2,241	\$2,000	\$1,000	\$1,000
6333 DUES AND SUBSCRIPTIONS	\$463	\$165	\$200	\$600	\$600
6334 AUTOMOBILE ALLOWANCES	\$6,600	\$7,251	\$7,200	\$7,200	\$7,200
6337 TRAINING	\$2,294	\$3,144	\$5,000	\$1,000	\$3,750
6362 PERMITS AND LICENSES	\$333	\$0	\$275	\$300	\$500
SERVICES AND CHARGES	\$107,310	\$79,745	\$54,675	\$73,100	\$66,050
6402 COMPUTER EQUIPMENT	\$0	\$0	\$1,000	\$1,000	\$0
6410 DEPRECIATION EXPENSE	\$0	\$1,475,750	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$1,475,750	\$1,000	\$1,000	\$0

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6691 TRANSFERS OUT	\$2,384,166	\$2,530,209	\$2,603,335	\$2,603,335	\$2,668,418
6692 TRANSFER TO EMP. BEN. TRUST	\$505,445	\$542,349	\$542,349	\$542,349	\$542,349
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$97,500	\$22,248	\$26,240	\$112,760
TRANSFERS	\$2,889,611	\$3,170,058	\$3,167,932	\$3,171,924	\$3,323,527
TOTAL UTILITY-ADMINISTRATIVE	\$3,356,260	\$5,186,881	\$3,645,830	\$3,653,899	\$3,837,293

Utility Billing Department

Department Mission

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

FY 2019-20 Accomplishments

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

Goals & Objectives for FY 2020-21

- 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 (\$18,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
612 - Utility Billing

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$255,800	\$280,291	\$309,717	\$329,422
Supplies	\$27,980	\$32,850	\$35,850	\$25,210
Maintenance	\$881	\$3,000	\$1,500	\$3,000
Services and charges	\$38,051	\$45,400	\$40,700	\$43,850
Total Operating Expenditures	\$322,713	\$361,541	\$387,767	\$401,482
Capital Outlay	-	-	-	-
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	-	-	-
Total Expenditures	\$322,713	\$361,541	\$387,767	\$401,482

Supplemental Programs	Recurring	Non-Recur.
None		

Staffing	FY2019	FY2020	FY2021
Utility Billing Supervisor	1.00	1.00	1.00
Customer Service Specialist	2.00	3.00	3.00
Utilities Serviceperson II	2.00	2.00	2.00
Total	5.00	6.00	6.00

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6001 SALARIES-ADMINISTRATIVE	\$49,529	\$44,186	\$44,541	\$44,810	\$45,419
6003 WAGES-FULL TIME	\$116,965	\$130,390	\$145,008	\$178,565	\$178,383
6005 WAGES-OVERTIME	\$1,435	\$1,415	\$3,090	\$3,500	\$4,080
6009 WAGES-OTHER	\$9,362	\$9,223	\$10,620	\$6,448	\$12,438
6011 VACATION PAY	\$7,829	\$18,122	\$13,041	\$9,898	\$14,639
6012 SICK PAY	\$5,071	\$4,566	\$8,479	\$6,615	\$9,986
6015 SICK TIME BUYBACK	\$0	\$0	\$2,017	\$1,425	\$2,040
6019 MISCELLANEOUS PAY	\$1,145	\$1,730	\$2,015	\$2,100	\$2,460
6021 FICA-S.S. AND MEDICARE TAXES	\$13,431	\$15,338	\$17,632	\$19,228	\$20,757
6022 TMRS-EMPLOYER	\$25,014	\$28,530	\$31,548	\$34,953	\$36,820
6025 WORKER COMPENSATION INS.	\$2,613	\$2,301	\$2,300	\$2,175	\$2,400
PERSONNEL SERVICES	\$232,394	\$255,800	\$280,291	\$309,717	\$329,422
6101 OFFICE AND COMPUTER SUPPLIES	\$17,680	\$4,390	\$3,200	\$1,500	\$2,560
6105 FOOD SUPPLIES	\$114	\$12	\$100	\$100	\$100
6106 MATERIALS AND PARTS	\$115	\$368	\$800	\$9,000	\$800
6107 CLOTHING AND UNIFORMS	\$1,325	\$1,381	\$3,000	\$2,000	\$2,000
6108 FUEL, OIL AND LUBRICANTS	\$1,407	\$1,199	\$3,500	\$1,000	\$1,500
6109 POSTAGE	\$20,625	\$20,342	\$22,000	\$22,000	\$18,000
6119 OTHER SUPPLIES	\$483	\$288	\$250	\$250	\$250
SUPPLIES	\$41,749	\$27,980	\$32,850	\$35,850	\$25,210
6203 RADIO EQUIPMENT MAINTENANCE	\$51	\$780	\$2,000	\$1,000	\$2,000
6205 VEHICLE MAINTENANCE	\$571	\$101	\$1,000	\$500	\$1,000
REPAIRS AND MAINTENANCE	\$622	\$881	\$3,000	\$1,500	\$3,000
6304 PROFESSIONAL SERVICES,OTHER	\$18,652	\$19,271	\$15,000	\$17,000	\$17,000
6312 COMMUNICATION SERVICES	\$2,613	\$1,887	\$2,400	\$2,500	\$2,500
6329 OTHER SERVICES	\$17,000	\$15,593	\$17,000	\$17,000	\$17,000
6332 TRAVEL AND MEALS	\$1,697	\$65	\$3,600	\$1,500	\$1,800
6333 DUES AND SUBSCRIPTIONS	\$191	\$110	\$500	\$200	\$500
6337 TRAINING	\$1,200	\$904	\$3,400	\$1,500	\$2,550
6362 PERMITS AND LICENSES	\$1,992	\$222	\$3,500	\$1,000	\$2,500
SERVICES AND CHARGES	\$43,345	\$38,051	\$45,400	\$40,700	\$43,850
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$25,000	\$0	\$0	\$0	\$0
TRANSFERS	\$25,000	\$0	\$0	\$0	\$0
TOTAL UTILITY BILLING	\$343,111	\$322,713	\$361,541	\$387,767	\$401,482

Water Department

Accomplishments for FY 2019-20

- Completed inspection of backflow preventers in Boudreaux Estates and Hoffman Estates
- Completed rehabilitation of Pine Street Water Well including cleaning of the well and installation of new pumping equipment
- Completed installation of water line along Hufsmith Road as part of the East Side Water Loop
- Continued daily operation and maintenance of the water distribution system and components including water lines, wells, tanks, and meters
- Continued required training for employees to obtain or maintain current licensing with the state
- Completed training for certification for equipment usage and daily task for compliance and safety
- Provided support to other departments, as needed
- Continued valve exercise program
- Installed water taps as requested by developers or residents
- Responded to emergency calls for service for water leaks due to:
 - Damage on the main water line
 - Potential leaks on City lines
- Continued required dosage of chemicals to water supply including chlorine and fluoride
- Completed required testing on water supply system based on TCEQ requirements and submitted results to the state:
 - Monthly testing for fluoride
 - Quarterly testing for Disinfectant
 - Annual lead and copper testing
- Completed daily logs to track water consumption throughout the City's five active water wells
 - Pine Street 1
 - Pine Street 2
 - School Street
 - Water Well 5
 - Water Well 6
- Continued conversion of water meters to AMR
 - 1 – 1 ½" meters
 - 3 – 2" retro fit meters
- Completed work orders outside of daily or routine maintenance and service to the water distribution system and components including:
 - Water tap for existing customer (upsized or additional)
 - Water tap for new customer
 - Water meter repair
 - Water meter replacement
 - Connect water service
 - Disconnect water service
 - Water turn on (customer request – temporary)
 - Water turn off (customer request – temporary)
 - Dirty water
 - Water leaks
 - Fire hydrant leaks/ repairs
 - Low water pressure
 - Re-read water meter

Goals and Objectives for FY 2020-21

- Continue conversion of remaining non-conforming water meters
- Complete Emergency Response Plan to comply with Phase 2 of the American Water Infrastructure Act (AWIA)
- Complete Risk & Resilience Assessment Plan to comply with the American Water Infrastructure Act
- Continue implementing recommendations from Water Master Plan
- Implement Cross Connection Control Program as required by the TCEQ

- Continue implementation of water well and ground storage tank rehabilitation program
- Continue water meter conversion to AMR of approximately 25 meters per year; project estimated completion two years

Objectives for FY 2020-21

- Continue required training for employees for licensing
- Seek out additional training courses for all employees to ensure safety measures with equipment and daily tasks

Major Budget Items

- Risk & Resilience Assessment (\$41,000)
- Emergency Response Plan (\$29,000)
- Ditch Witch (\$5,500)
- Water Meter Conversion (\$30,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
613 - Water

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$435,001	\$476,130	\$454,645	\$485,575
Supplies	\$219,406	\$282,900	\$217,875	\$218,300
Maintenance	\$146,849	\$185,000	\$156,000	\$86,000
Services and charges	\$2,931,844	\$2,928,850	\$3,230,600	\$3,606,225
Total Operating Expenditures	\$3,733,101	\$3,872,880	\$4,059,120	\$4,396,100
Capital Outlay	\$52,623	\$68,850	\$37,150	\$60,500
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$105,798	-	-	-
Total Expenditures	\$3,891,522	\$3,941,730	\$4,096,270	\$4,456,600

Supplemental Programs	Recurring	Non-Recur.
Risk & Resilience Assessment		\$41,000
Ditch Witch		\$5,500
Emergency Response Plan		\$29,000

Staffing	FY2019	FY2020	FY2021
Water/Sewer Foreman	1.00	1.00	1.00
Utilities Crew Chief	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00
Utilities Service Person	4.00	4.00	4.00
Locator	1.00	1.00	1.00
PT Laborer	0.20	0.20	0.20
Total	8.20	8.20	8.20

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$243,397	\$274,529	\$286,134	\$291,701	\$292,589
6004 WAGES-PART TIME	\$9,005	\$6,971	\$5,150	\$10,000	\$5,100
6005 WAGES-OVERTIME	\$18,663	\$14,593	\$13,648	\$13,648	\$13,515
6006 WAGES-ON CALL	\$2,297	\$26,000	\$25,750	\$10,300	\$25,500
6009 WAGES-OTHER	\$11,214	\$14,533	\$16,904	\$10,382	\$17,249
6011 VACATION PAY	\$12,639	(\$2,318)	\$15,911	\$14,823	\$16,235
6012 SICK PAY	\$7,736	\$13,490	\$12,757	\$10,168	\$13,018
6013 EMERGENCY PAY	\$636	\$0	\$0	\$0	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$1,484	\$563	\$2,218
6019 MISCELLANEOUS PAY	\$3,305	\$2,650	\$1,630	\$1,630	\$2,015
6021 FICA-MED/SS	\$21,034	\$26,611	\$29,136	\$26,964	\$29,788
6022 TMRS-EMPLOYER	\$38,574	\$49,589	\$51,426	\$48,658	\$52,148
6025 WORKER COMPENSATION INS.	\$9,408	\$8,354	\$8,200	\$7,808	\$8,200
6030 EMPLOYEE TUITION REIMBURSEMENT	\$0	\$0	\$8,000	\$8,000	\$8,000
PERSONNEL SERVICES	\$377,908	\$435,001	\$476,130	\$454,645	\$485,575
6101 OFFICE SUPPLIES	\$296	\$389	\$300	\$0	\$0
6106 MATERIALS AND PARTS	\$77,550	\$121,801	\$175,000	\$120,000	\$130,000
6107 CLOTHING AND UNIFORMS	\$5,328	\$5,314	\$6,300	\$6,300	\$6,300
6108 FUEL, OIL AND LUBRICANTS	\$14,963	\$13,585	\$12,000	\$13,000	\$15,000
6110 CHEMICAL SUPPLIES	\$55,209	\$57,890	\$65,000	\$60,000	\$60,000
6111 TAP SUPPLIES AND COMPONENTS	\$50,875	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$10,452	\$20,428	\$24,300	\$18,575	\$7,000
SUPPLIES	\$214,673	\$219,406	\$282,900	\$217,875	\$218,300
6204 OTHER EQUIPMENT MAINTENANCE	\$12,921	\$8,064	\$8,000	\$3,000	\$8,000
6205 VEHICLE MAINTENANCE	\$4,443	\$3,007	\$2,000	\$3,000	\$3,000
6206 BUILDING MAINTENANCE	\$8,552	\$0	\$0	\$0	\$0
6207 SYSTEM MAINTENANCE	\$208,085	\$135,778	\$175,000	\$150,000	\$75,000
6219 OTHER MAINTENANCE	\$0	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$234,001	\$146,849	\$185,000	\$156,000	\$86,000
6303 PROFESSIONAL SERVICES,LEGAL	\$313	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$17,508	\$8,912	\$7,000	\$16,000	\$15,000
6305 N.HARRIS CTY.REG.WATER AUTH.	\$2,431,661	\$2,713,427	\$2,700,000	\$3,000,000	\$3,300,000
6312 COMMUNICATION SERVICES	\$6,276	\$4,388	\$5,000	\$4,000	\$4,000
6313 UTILITIES-ELECTRIC	\$162,069	\$161,249	\$175,000	\$175,000	\$175,000
6329 OTHER SERVICES	\$1,074	\$9,000	\$8,000	\$5,000	\$8,000
6332 TRAVEL AND MEALS	\$726	\$10	\$300	\$0	\$0
6333 DUES AND SUBSCRIPTIONS	\$225	\$0	\$1,100	\$1,000	\$1,000
6335 ADVERTISING COST	\$0	\$343	\$450	\$600	\$600
6336 EQUIPMENT RENTALS	\$0	\$601	\$1,000	\$0	\$1,000
6337 TRAINING	\$2,425	\$8,224	\$5,500	\$5,500	\$4,125

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6361 STUDIES AND ANALYSIS	\$7,990	\$14,702	\$10,000	\$11,500	\$82,500
6362 PERMITS AND LICENSES	\$10,066	\$10,987	\$15,500	\$12,000	\$15,000
SERVICES AND CHARGES	\$2,640,333	\$2,931,844	\$2,928,850	\$3,230,600	\$3,606,225
6402 COMPUTER EQUIPMENT	\$0	\$0	\$2,000	\$2,000	\$0
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$14,650	\$10,150	\$5,500
6404 RADIO EQUIPMENT	\$0	\$0	\$2,200	\$0	\$0
6405 VEHICLE EQUIPMENT	\$0	\$170	\$0	\$0	\$0
6409 SYSTEM EXPANSION	\$56,855	\$52,453	\$50,000	\$25,000	\$55,000
CAPITAL OUTLAY	\$56,855	\$52,623	\$68,850	\$37,150	\$60,500
BAD DEBTS	\$0	\$0	\$0	\$0	\$0
6998 TRANSFER TO FLEET REPLACEMENT	\$90,000	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$55,000	\$105,798	\$0	\$0	\$0
TRANSFERS	\$145,000	\$105,798	\$0	\$0	\$0
TOTAL UTILITY-WATER	\$3,668,770	\$3,891,522	\$3,941,730	\$4,096,270	\$4,456,600

Wastewater Department

Accomplishments for FY 2019-20

- Continued design of DRI-Prime for 2920 Lift Station and completed needed land acquisition
 - Continued study for implementation of SCADA system
 - Began Sanitary Sewer Rehabilitation of North Sanitary Sewer Basin #5
 - Continued easement acquisition for sewer line extension along Rudolph Road
 - Completed installation of force main along East Hufsmith from Zion to Snook Lane
 - Completed improvements to the North Wastewater Treatment Plant including:
 - Replacement of baffles in CO₂ chamber
 - Modification of generator platform to include addition of handrails and stairs
 - Installation of new SO₂ ton scales for dechlorination system
 - Completed improvements to the South Wastewater Treatment Plant including:
 - Replacement of existing vacuum regulators on the CL₂ and SO₂
 - Replacement of heated blanket for 1 ton Cylinder for the SO₂
 - Replacement of existing CL₂ and SO₂ ton scales
 - Completed construction on Phase I of improvements to the North and South Wastewater Treatment Plants. Phase I total improvements included:
 - North Wastewater Treatment Plant
 - Replaced conductors to electrical manhole
 - Complete rehabilitation of Hydro-tank to the Non-Potable Water System
 - Installed air lift pump controls and sluice gate to aerobic digester
 - Replaced electrical enclosures and conduits to dechlorination system
 - Replaced electrical enclosures, conduits and cylinder scale to chlorination system
 - Replaced MCC's in Administrative/ Lab Building
 - Refurbished existing aeration system
 - Replaced existing pumps to lift station
 - Install sump pumps to flow measuring structure
 - South Wastewater Treatment Plant
 - Installed vertical turbine NPW pumps to the Non-Potable Water System
 - Sealed leaks in mechanical buildings
- Began construction of Phase II of improvements to the South Wastewater Treatment Plant including:
 - Replacement of two lift station pumps
 - Electrical work to the lift stations
 - Improvements to the RAS pumps and flow metering
- Continued daily operation and maintenance of the wastewater collection system and components including transmission lines, manholes, lift stations, and treatment plants
- Continued required training for employees to obtain or maintain current licensing with the state
- Completed training for certification for equipment usage and daily task for compliance and safety
- Provided support to other departments, as needed

- Installed sewer taps as requested by developers or residents
- Responded to emergency calls for service for sewer stops due to:
 - Damage on the main wastewater line
 - Potential damage on City line resulting in determination of damage to resident lines
- Continued required dosage of chemicals to wastewater system including chlorine, Sulphur dioxide, liquid polymer, and calcium hypochlorite
- Completed required testing based on guidelines stated in permits obtained from the TCEQ and submitted result to the state:
 - Copper testing
 - Quarterly bio-aquatic testing
- Completed routine maintenance and repairs to the nine city-owned lift stations
- Completed work orders outside of daily or routine maintenance and service to the wastewater collection system and components including:
 - Sewer Leaks
 - Sewer repairs
 - Manhole repairs
 - Sewer taps for new customer
 - Sewer stops
 - Occupation changes

Goals for FY 2020-21

- Complete Phases II of the Critical Needs Improvements to the South Wastewater Treatment Plant

- Complete the Sanitary Sewer Rehabilitation of North Sewer Basin #5
- Begin preliminary design and permit review for the South Wastewater Treatment Plant expansion as required by the TCEQ when flows reach 75% of permit capacity
- Continue to identify sanitary sewer lines needing repair from the Infiltration and Inflow study
- Begin construction/installation of the DRI Prime Backup System to 2920 Lift Station to ensure continued function in the event of power loss with needed electrical updates and realignment of access road
- Begin implementation of SCADA system for sewer utilities to allow for remote supervisory control
- Complete land acquisition for future construction of sanitary sewer along Rudolph Road

Objectives for FY 2020-21

- Continue required training for employees for licensing
- Seek out additional training courses for all employees to ensure safety measures with equipment and daily tasks

Major Budget Items

- Ditch Witch (\$5,500)
- South Wastewater Treatment Plan Preliminary Design & Permit Amendment (\$100,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND
600 - Enterprise

DEPARTMENT
614 - Sewer

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$603,715	\$623,824	\$631,207	\$638,595
Supplies	\$142,722	\$169,550	\$148,000	\$155,600
Maintenance	\$844,619	\$280,300	\$280,300	\$281,300
Services and charges	\$414,251	\$424,000	\$428,100	\$426,850
Total Operating Expenditures	\$2,005,308	\$1,497,674	\$1,487,607	\$1,502,345
Capital Outlay	\$37,720	\$81,350	\$45,750	\$30,500
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	\$1,203,644	\$50,000	\$50,000	\$100,000
Total Expenditures	\$3,246,672	\$1,629,024	\$1,583,357	\$1,632,845

Supplemental Programs	Recurring	Non-Recur.
SWWTP Preliminary Design & Permit Amendment		\$100,000
Ditch Witch		\$5,500

Staffing	FY2019	FY2020	FY2021
WWTP Supervisor	1.00	1.00	1.00
Utilities Crew Chief	1.00	1.00	1.00
WWTP Senior Operator	1.00	1.00	1.00
WWTP Operator	4.00	4.00	4.00
Utilities Serviceperson	1.00	1.00	1.00
Utilities Serviceperson I	1.00	1.00	1.00
Utilities Serviceperson II	1.00	1.00	1.00
PT Laborer	0.20	0.20	0.20
Total	10.20	10.20	10.20

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$368,886	\$371,910	\$383,734	\$401,435	\$393,358
6004 WAGES-PART TIME	\$3,678	\$8,502	\$5,150	\$10,000	\$5,100
6005 WAGES-OVERTIME	\$14,576	\$6,074	\$15,862	\$15,862	\$15,708
6006 WAGES-ON CALL	\$38,939	\$33,813	\$25,750	\$25,750	\$25,500
6009 WAGES-OTHER	\$19,980	\$21,830	\$22,896	\$14,259	\$23,494
6011 VACATION PAY	\$24,260	\$48,111	\$27,999	\$27,486	\$29,653
6012 SICK PAY	\$21,867	\$5,116	\$17,280	\$11,042	\$17,732
6013 EMERGENCY PAY	\$802	\$8	\$0	\$1,274	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$5,064	\$3,267	\$5,275
6019 MISCELLANEOUS PAY	\$4,935	\$4,245	\$4,745	\$4,740	\$5,340
6022 TMRS-EMPLOYER	\$65,390	\$63,427	\$69,151	\$70,973	\$70,277
6025 WORKER COMPENSATION INS.	\$7,206	\$6,611	\$7,150	\$6,878	\$7,150
PERSONNEL SERVICES	\$605,737	\$603,715	\$623,824	\$631,207	\$638,595
6101 OFFICE AND COMPUTER SUPPLIES	\$517	\$766	\$500	\$0	\$0
6105 FOOD SUPPLIES	\$34	\$36	\$100	\$0	\$0
6106 MATERIALS AND PARTS	\$15,016	\$34,195	\$30,000	\$20,000	\$30,000
6107 CLOTHING AND UNIFORMS	\$5,979	\$4,796	\$6,550	\$6,500	\$6,500
6108 FUEL, OIL AND LUBRICANTS	\$14,991	\$14,236	\$15,000	\$13,500	\$15,000
6109 POSTAGE	\$32	\$0	\$100	\$0	\$100
6110 CHEMICAL SUPPLIES	\$75,125	\$75,581	\$85,000	\$85,000	\$85,000
6119 OTHER SUPPLIES	\$11,065	\$13,113	\$32,300	\$23,000	\$19,000
SUPPLIES	\$122,759	\$142,722	\$169,550	\$148,000	\$155,600
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$300	\$300	\$300
6204 OTHER EQUIPMENT MAINTENANCE	\$15,492	\$13,332	\$20,000	\$15,000	\$20,000
6205 VEHICLE MAINTENANCE	\$6,980	\$6,441	\$5,000	\$10,000	\$6,000
6206 BUILDING MAINTENANCE	\$4,962	\$45,022	\$5,000	\$5,000	\$5,000
6207 SYSTEM MAINTENANCE	\$318,861	\$779,824	\$250,000	\$250,000	\$250,000
REPAIRS AND MAINTENANCE	\$346,295	\$844,619	\$280,300	\$280,300	\$281,300
6302 PROFESSIONAL SERVICES,ENGINEER	\$0	\$4,970	\$0	\$0	\$0
6303 PROFESSIONAL SERVICES,LEGAL	\$313	\$0	\$0	\$0	\$0
6304 PROFESSIONAL SERVICES,OTHER	\$11,189	\$11,832	\$10,000	\$20,000	\$20,000
6312 COMMUNICATION SERVICES	\$3,670	\$2,523	\$3,000	\$3,500	\$3,500
6313 UTILITIES-ELECTRIC	\$155,847	\$153,893	\$165,000	\$165,000	\$165,000
6329 OTHER SERVICES	\$63,740	\$143,003	\$125,000	\$125,000	\$125,000
6333 DUES AND SUBSCRIPTIONS	\$225	\$0	\$1,500	\$100	\$100
6335 ADVERTISING COST	\$6,197	\$0	\$0	\$0	\$0
6336 EQUIPMENT RENTALS	\$5,100	\$4,240	\$4,500	\$3,000	\$4,500
6337 TRAINING	\$1,865	\$5,336	\$5,000	\$6,500	\$3,750
6361 STUDIES AND ANALYSIS	\$55,369	\$53,364	\$60,000	\$60,000	\$60,000
6362 PERMITS AND LICENSES	\$34,904	\$35,092	\$50,000	\$45,000	\$45,000
SERVICES AND CHARGES	\$338,419	\$414,251	\$424,000	\$428,100	\$426,850

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6402 COMPUTER EQUIPMENT	\$0	\$0	\$3,000	\$3,000	\$0
6403 MACHINERY AND EQUIPMENT	\$0	\$12,720	\$51,150	\$42,750	\$5,500
6404 RADIO EQUIPMENT	\$0	\$0	\$2,200	\$0	\$0
6409 SYSTEM EXPANSION	\$28,637	\$25,000	\$25,000	\$0	\$25,000
CAPITAL OUTLAY	\$28,637	\$37,720	\$81,350	\$45,750	\$30,500
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$600,000	\$1,203,644	\$50,000	\$50,000	\$100,000
TRANSFERS	\$600,000	\$1,203,644	\$50,000	\$50,000	\$100,000
DEBT	\$0	\$0	\$0	\$0	\$0
TOTAL SEWER	\$2,041,848	\$3,246,672	\$1,629,024	\$1,583,357	\$1,632,845

Gas Department

Accomplishments for FY 2019-20

- Began Sensus Pilot Study for a fixed based meter reading system
- Completed Request for Proposals for new contract for Natural Gas Wholesale and entered into a contract with Symmetry Energy Solutions for the North and South Distribution Gates
- Continued daily operation and maintenance of the gas distribution system and components including gas lines, fittings and valves, regulators, and meters
- Continued required training for employees to ensure proper maintenance of gas service
 - Monthly safety trainings
 - Poly-welding certifications
 - TGA trainings
 - Line locating training
 - CP trainings
- Completed training for certification for equipment usage and daily task for compliance and safety
- Provided support to other departments, as needed
- Installed gas taps as requested by developers or residents
- Responded to emergency calls for service for gas leaks due to:
 - Damage on the main gas line
 - Potential leaks on City line resulting in determination of damage to resident lines
- Worked collaboratively with City first responders to ensure proper response to structure fires to ensure gas is disconnected
- Continued public outreach to create awareness of the safety and importance of natural gas
- Completed annual surveys for gas line safety and Railroad Commission pipeline safety program
- Completed locates of City gas distribution lines as well as water and sewer for request made to 811
- Advertised bi-annual Don't Dig Notice in community newspaper as required by the Railroad Commission
- Completed annual gas audit of City's distribution system as well as administrative policies as outlined in O&M Manual
- Continued dosing of mercaptan, gas odorant and neutralizing control, to ensure detection of a gas leak
- Ensured compliance with Railroad Commission's new DIMP program and maintained excellent standing
- Completed work orders outside of daily or routine maintenance and service to the gas distribution system and components including:
 - Connect gas service
 - Disconnect gas service
 - Gas tap for new customer
 - Gas tap existing customer (upsized)
 - Gas light ups
 - Gas re-reads
 - Gas pressure
 - Gas meter replacement
 - Gas meter repair
 - Gas leaks
 - Gas turn on (customer request – temporary)
 - Gas turn off (customer request – temporary)
 - Locates for year – 4,358

Goals for FY 2020-21

- Continue gas meter conversion to Sensus Meters for profiling to ensure all meters have the capacity to pull a profile for Utility Billing backup - approximately 665 meters per year; project estimated completion three years

- Continue public outreach of gas distribution systems

Objectives for FY 2020-21

- Continue required training for employees for licensing

- Seek out additional training courses for all employees to ensure safety measures with equipment and daily tasks

Major Budget Items

- Ditch Witch (\$5,500)
- Gas Meter Conversion to Sensus (\$70,000)

CITY OF TOMBALL

2020-2021 ADOPTED BUDGET SUMMARY

FUND

600 - Enterprise

DEPARTMENT

615 - Gas

Line Item Category	2019 ACTUAL	2020 BUDGET	2020 PROJECTION	2021 BUDGET
Personnel services	\$374,584	\$388,987	\$394,709	\$398,621
Supplies	\$1,327,464	\$1,213,800	\$1,160,800	\$1,202,450
Maintenance	\$111,042	\$205,500	\$66,670	\$67,200
Services and charges	\$48,223	\$87,501	\$91,801	\$65,801
Total Operating Expenditures	\$1,861,314	\$1,895,788	\$1,713,980	\$1,734,072
Capital Outlay	(\$1)	\$58,850	\$17,150	\$57,500
Bad Debt Expense	-	-	-	-
Long Term Debt	-	-	-	-
Transfers	-	\$100,000	\$89,000	\$70,000
Total Expenditures	\$1,861,313	\$2,054,638	\$1,820,130	\$1,861,572

Supplemental Programs	Recurring	Non-Recur.
Ditch Witch		\$5,500
Gas Meter Conversion Sensus		\$70,000

Staffing	FY2019	FY2020	FY2021
Gas Foreman	1.00	1.00	1.00
Utilities Crew Chief	1.00	1.00	1.00
Utilities Serviceperson	2.00	2.00	2.00
Utilities Technician	1.00	1.00	1.00
Locator	1.00	1.00	1.00
PT Laborer	0.20	0.20	0.20
Total	6.20	6.20	6.20

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6003 WAGES-FULL TIME	\$217,567	\$211,482	\$241,236	\$239,128	\$247,533
6004 WAGES-PART TIME	\$2,190	\$7,155	\$5,150	\$10,000	\$5,100
6005 WAGES-OVERTIME	\$14,416	\$11,272	\$12,360	\$12,360	\$12,240
6006 WAGES-ON CALL	\$24,774	\$11,919	\$10,300	\$25,750	\$10,200
6009 WAGES-OTHER	\$13,634	\$13,081	\$14,451	\$8,118	\$14,775
6011 VACATION PAY	\$15,369	\$30,298	\$18,210	\$14,630	\$18,601
6012 SICK PAY	\$6,172	\$19,973	\$10,906	\$6,993	\$11,151
6013 EMERGENCY PAY	\$478	\$599	\$0	\$583	\$0
6015 SICK TIME BUYBACK	\$0	\$0	\$2,439	\$3,320	\$3,386
6019 MISCELLANEOUS PAY	\$2,800	\$3,815	\$2,975	\$2,975	\$3,330
6021 FICA-MED/SS	\$20,992	\$21,741	\$24,471	\$24,266	\$25,087
6022 TMRS-EMPLOYER	\$39,121	\$40,216	\$43,079	\$43,420	\$43,808
6025 WORKER COMPENSATION INS.	\$3,104	\$3,034	\$3,410	\$3,166	\$3,410
PERSONNEL SERVICES	\$360,617	\$374,584	\$388,987	\$394,709	\$398,621
6101 OFFICE SUPPLIES	\$296	\$622	\$300	\$0	\$0
6105 FOOD SUPPLIES	\$278	\$0	\$0	\$0	\$0
6106 MATERIALS AND PARTS	\$81,677	\$149,528	\$165,000	\$120,000	\$165,000
6107 CLOTHING AND UNIFORMS	\$4,516	\$4,599	\$4,200	\$5,300	\$4,950
6108 FUEL, OIL AND LUBRICANTS	\$15,045	\$11,929	\$12,000	\$12,000	\$12,000
6109 POSTAGE	\$441	\$535	\$500	\$500	\$500
6110 CHEMICAL SUPPLIES	\$0	\$4,571	\$4,000	\$0	\$5,000
6111 TAP SUPPLIES AND COMPONENTS	\$14,154	\$0	\$0	\$0	\$0
6119 OTHER SUPPLIES	\$11,853	\$25,666	\$27,800	\$23,000	\$15,000
6129 GAS PURCHASES	\$945,743	\$1,130,013	\$1,000,000	\$1,000,000	\$1,000,000
SUPPLIES	\$1,074,003	\$1,327,464.31	\$1,213,800	\$1,160,800	\$1,202,450
6203 RADIO EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$170	\$200
6204 OTHER EQUIPMENT MAINTENANCE	\$10,855	\$43,197	\$43,000	\$4,000	\$4,000
6205 VEHICLE MAINTENANCE	\$1,915	\$3,677	\$2,500	\$2,500	\$3,000
6207 SYSTEM MAINTENANCE	\$83,285	\$64,168	\$160,000	\$60,000	\$60,000
6219 OTHER MAINTENANCE	\$99	\$0	\$0	\$0	\$0
REPAIRS AND MAINTENANCE	\$96,154	\$111,042	\$205,500	\$66,670	\$67,200
6304 PROFESSIONAL SERVICES,OTHER	\$18,101	\$11,515	\$30,000	\$45,000	\$15,000
6312 COMMUNICATION SERVICES	\$2,740	\$2,485	\$2,700	\$4,000	\$3,000
6313 UTILITIES-ELECTRIC	\$1,431	\$1,663	\$1,800	\$1,800	\$1,800
6322 INSPECTION SERVICES	\$0	\$0	\$4,000	\$4,000	\$4,000
6329 OTHER SERVICES	\$5,602	\$6,668	\$5,000	\$5,000	\$5,000
6333 DUES AND SUBSCRIPTIONS	\$4,591	\$4,415	\$1,500	\$1,500	\$1,500
6335 ADVERTISING COST	\$7,221	\$8,056	\$7,000	\$7,000	\$7,000
6336 EQUIPMENT RENTALS	\$710	\$212	\$1,500	\$1,500	\$1,500
6337 TRAINING	\$14,872	\$5,960	\$28,000	\$18,000	\$21,000

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

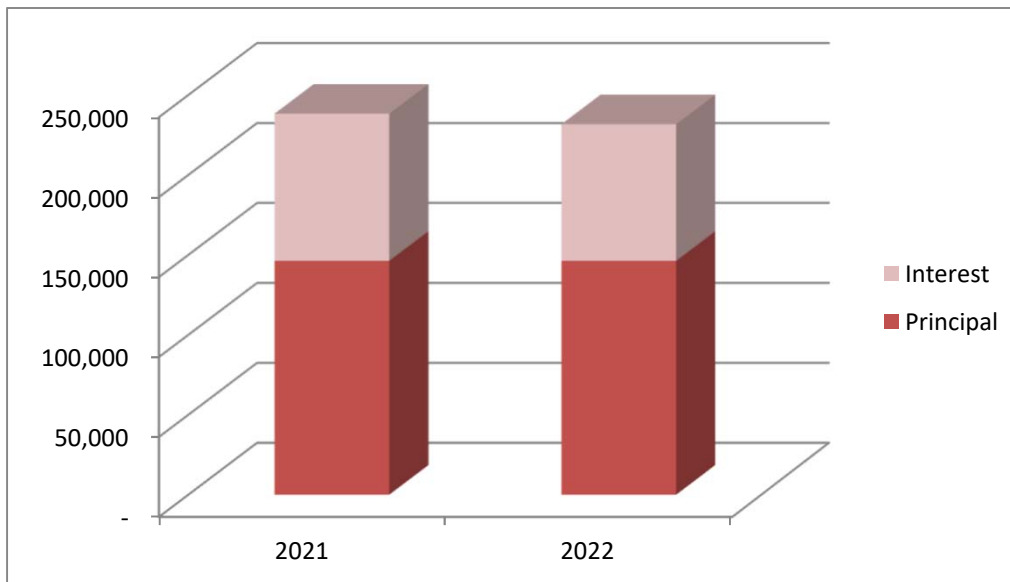
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6361 STUDIES AND ANALYSIS	\$0	\$4,300	\$3,000	\$1,000	\$3,000
6362 PERMITS AND LICENSES	\$3,370	\$2,950	\$3,000	\$3,000	\$3,000
SERVICES AND CHARGES	\$58,638	\$48,223	\$87,501	\$91,801	\$65,801
6402 COMPUTER EQUIPMENT	\$0	\$0	\$3,000	\$3,000	\$0
6403 MACHINERY AND EQUIPMENT	\$0	\$0	\$23,650	\$14,150	\$7,500
6404 RADIO EQUIPMENT	\$0	\$0	\$2,200	\$0	\$0
6409 SYSTEM EXPANSION	\$0	(\$1)	\$0	\$0	\$50,000
CAPITAL OUTLAY	\$0	(\$1)	\$58,850	\$17,150	\$57,500
6998 TRANSFER TO FLEET REPLACEMENT	\$0	\$0	\$0	\$0	\$0
6999 TRANSFER TO CAPITAL PROJ. FUND	\$0	\$0	\$100,000	\$89,000	\$70,000
TRANSFERS	\$0	\$0	\$100,000	\$89,000	\$70,000
TOTAL UTILITY-GAS	\$1,589,411	\$1,861,313	\$2,054,638	\$1,820,130	\$1,861,572

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6901 INTEREST - BONDS	\$78,888	\$59,663	\$55,605	\$0	\$92,012
6906 BOND FEES AND COST	\$770	\$468	\$780	\$0	\$0
6911 PRINCIPAL - BONDS	\$0	\$0	\$563,750	\$0	\$146,250
DEBT	\$637,065	\$60,131	\$620,135	\$0	\$238,262
TOTAL DEBT	\$637,065	\$60,131	\$620,135	\$0	\$238,262

City of Tomball
Enterprise Fund
Consolidated Debt Payment Schedule
2020-2021 Annual Budget

Fiscal Year	Principal	Interest	Total
2021	146,250	92,012	238,262
2022	146,250	85,431	231,681
2023	146,250	78,118	224,368
2024	146,250	70,806	217,056
2025	146,250	63,493	209,743
2026	145,500	56,199	201,699
2027	145,500	50,379	195,879
2028	145,500	46,014	191,514
2029	145,500	41,649	187,149
2030	145,500	37,284	182,784
2031	145,500	32,828	178,328
2032	145,500	28,191	173,691
2033	145,500	23,280	168,780
2034	145,500	18,188	163,688
2035	145,500	13,095	158,595
2036	145,500	7,912	153,412
2037	145,500	2,637	148,137
Total	\$ 2,477,250	\$ 747,517	\$ 3,224,767



City of Tomball
Combination Tax & Revenue Certificates of Obligation, Series 2016
\$20,240,000 - Tax Supported 100%
Issue Date : 12/15/2016
Sale Date: 12/20/16
Projects: Medical Complex Drive Segment 4B; Persimmon Street
85% Debt Service/15% Enterprise

Fiscal Year	Payment Date	Principal	Coupon	Interest	Total P & I	Fiscal Year Total
2021	2/15/2021	146,250.00	4.000%	47,468	193,718	
	8/15/2021			44,543	44,543	238,262
2022	2/15/2022	146,250.00	5.000%	44,543	190,793	
	8/15/2022			40,887	40,887	231,681
2023	2/15/2023	146,250.00	5.000%	40,887	187,137	
	8/15/2023			37,231	37,231	224,368
2024	2/15/2024	146,250.00	5.000%	37,231	183,481	
	8/15/2024			33,575	33,575	217,056
2025	2/15/2025	146,250.00	5.000%	33,575	179,825	
	8/15/2025			29,918	29,918	209,743
2026	2/15/2026	145,500.00	5.000%	29,918	175,418	
	8/15/2026			26,281	26,281	201,699
2027	2/15/2027	145,500.00	3.000%	26,281	171,781	
	8/15/2027			24,098	24,098	195,879
2028	2/15/2028	145,500.00	3.000%	24,098	169,598	
	8/15/2028			21,916	21,916	191,514
2029	2/15/2029	145,500.00	3.000%	21,916	167,416	
	8/15/2029			19,733	19,733	187,149
2030	2/15/2030	145,500.00	3.000%	19,733	165,233	
	8/15/2030			17,551	17,551	182,784
2031	2/15/2031	145,500.00	3.125%	17,551	163,051	
	8/15/2031			15,278	15,278	178,328
2032	2/15/2032	145,500.00	3.250%	15,278	160,778	
	8/15/2032			12,913	12,913	173,691
2033	2/15/2033	145,500.00	3.500%	12,913	158,413	
	8/15/2033			10,367	10,367	168,780
2034	2/15/2034	145,500.00	3.500%	10,367	155,867	
	8/15/2034			7,821	7,821	163,688
2035	2/15/2035	145,500.00	3.500%	7,821	153,321	
	8/15/2035			5,274	5,274	158,595
2036	2/15/2036	145,500.00	3.625%	5,274	150,774	
	8/15/2036			2,637	2,637	153,412
2037	2/15/2037	145,500.00	3.625%	2,637	148,137	148,137
Total		\$ 2,477,250		\$ 5,635,856	\$ 3,224,767	\$ 3,224,767

Internal Service Funds

650 - Fleet Replacement Fund

Fund Description

This fund was established to accumulate sufficient resources to replace existing vehicles and equipment (with values over \$20,000) which have reached or exceeded their useful lives. Resources are acquired through annual charges (based upon estimated useful life of the asset) to operating departments in both the General and Enterprise funds. The charges are calculated using a straight-line amortization of each piece of equipment based upon the item's expected useful life and estimated replacement cost. When a piece of equipment has reached the end of its useful life, the equipment is automatically scheduled for replacement in the appropriate budget year. If however, it is determined that the cost of continuing to maintain the equipment does not exceed its value at the time of replacement, a department may request that the equipment not be replaced until a later date and the equipment will be kept in service. Once the equipment is fully amortized however, the department will not continue to make payments to the fund. When the equipment is finally retired and replaced, payments for the amortization of the new equipment/vehicle will begin. Interest income earned by the fund and the sale of surplus equipment included in the replacement program will be used to offset the impact of inflation on the replacement cost of the equipment beyond that which had been projected. The fund's financial summary is distinguished from those of the other funds in that it resembles the income statements of private corporations similar to the City's Enterprise Fund.

Fleet Replacement Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Transfers - General Fund	\$ 141,812	\$ 274,500	\$ 100,000	\$ 108,000	\$ 115,505	\$ 112,000
Transfers - Enterprise Fund	40,000	115,000	97,500	-	26,240	112,760
Transfers - Special Revenue	20,000	20,000	20,000	-	-	-
Other	10,083	19,875	-	20,000	-	-
Interest	13,390	26,916	24,347	50,000	18,000	15,000
Total	\$ 225,285	\$ 456,291	\$ 241,847	\$ 178,000	\$ 159,745	\$ 239,760
Expenditures:						
Capital Outlay - General Fund	\$ 328,291	\$ 301,746	\$ 354,142	\$ 388,000	\$ 463,250	\$ 638,450
Capital Outlay - Enterprise Fund	88,491	113,783	72,563	336,000	246,000	154,000
Total	\$ 416,782	\$ 415,528	\$ 426,706	\$ 724,000	\$ 709,250	\$ 792,450
Revenues Over (Under)						
Expenditures	\$ (191,497)	\$ 40,763	\$ (184,859)	\$ (546,000)	\$ (549,505)	\$ (552,690)
Beginning Fund Balance	\$ 2,879,089	\$ 2,687,592	\$ 2,728,355	\$ 2,543,496	\$ 2,543,496	\$ 1,993,991
Ending Fund Balance	\$ 2,687,592	\$ 2,728,355	\$ 2,543,496	\$ 1,997,496	\$ 1,993,991	\$ 1,441,301

CITY OF TOMBALL FLEET REPLACEMENT FUND						
	2017	2018	2019	2020	2020	2021
FLEET REPLACEMENT FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5500 SALE OF CITY PROPERTY	10,083	19,875	-	20,000	-	-
5800 INTEREST INCOME	13,390	26,916	24,347	50,000	18,000	15,000
5910 TRANSFER FROM GENERAL FUND	141,812	274,500	100,000	108,000	115,505	112,000
5911 TRANSFER FROM UTILITY FUND	40,000	115,000	97,500	-	26,240	112,760
5961 TRANSFER IN	20,000	20,000	20,000	-	-	-
TOTAL FLEET REPLACEMENT FUND	225,285	456,291	241,847	178,000	159,745	239,760

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
FLEET REPLACEMENT	GEN FUND FLEET REPLACEMEN			650-651 GEN FUND FLEET	
DETAILS					
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6304 PROF. SERV. - OTHER	\$5,000	\$0	\$0	\$0	\$0
6403 MACHINERY AND EQUIPMENT	\$94,556	\$29,716	\$0	\$0	\$0
6405 VEHICLE EQUIPMENT	\$253,188	(\$29,995)	\$388,000	\$463,250	\$638,450
6410 DEPRECIATION EXPENSE	(\$50,999)	\$354,421	\$0	\$0	\$0
CAPITAL OUTLAY	\$301,746	\$354,142	\$388,000	\$463,250	\$638,450
TOTAL GEN FUND FLEET REPLACEMEN	\$301,746	\$354,142	\$388,000	\$463,250	\$638,450

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6403 MACHINERY AND EQUIPMENT	\$59,556	(\$8,377)	\$162,000	\$72,000	\$154,000
6405 VEHICLE EQUIPMENT	\$54,227	\$8,656	\$174,000	\$174,000	\$0
6410 DEPRECIATION EXPENSE	\$0	\$72,284	\$0	\$0	\$0
CAPITAL OUTLAY	\$113,783	\$72,563	\$336,000	\$246,000	\$154,000
TOTAL UTILITY FUND FLEET REPLAC	\$113,783	\$72,563	\$336,000	\$246,000	\$154,000

730 - Water Capital Recovery Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Water Capital Recovery Fee	\$ 240,182	\$ 415,109	\$ 362,149	\$ 400,000	\$ 450,000	\$ 400,000
Interest	12,295	28,787	49,759	52,000	25,000	20,000
Total	\$ 252,477	\$ 443,896	\$ 411,908	\$ 452,000	\$ 475,000	\$ 420,000
Expenditures:						
Services and Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	465,983	-	106,656	400,000	455,000	-
Total	\$ 465,983	\$ -	\$ 106,656	\$ 400,000	\$ 455,000	\$ -
Revenues Over (Under)						
Expenditures	\$ (213,505)	\$ 443,897	\$ 305,253	\$ 52,001	\$ 20,001	\$ 420,001
Beginning Fund Balance	\$ 1,870,135	\$ 1,656,630	\$ 1,656,630	\$ 1,961,883	\$ 1,961,883	\$ 1,981,884
Ending Fund Balance	\$ 1,656,630	\$ 2,100,527	\$ 1,961,883	\$ 2,013,884	\$ 1,981,884	\$ 2,401,885

CITY OF TOMBALL WATER CAPITAL RECOVERY FUND - 730						
	2017	2018	2019	2020	2020	2021
WATER CAPITAL RECOVERY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST INCOME	12,295	28,787	49,759	52,000	25,000	20,000
5810 WATER CAPITAL RECOVERY FEE	240,183	415,107	362,149	400,000	450,000	400,000
TOTAL WATER CAPITAL RECOVERY FUND	252,478	443,894	411,908	452,000	475,000	420,000

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
WATER CAPITAL RECOVERY	WATER CAPITAL RECOVERY			730-731 WATER CAPITAL	
DETAILS					
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$0
6691 TRANSFERS OUT	\$0	\$106,656	\$400,000	\$455,000	\$0
TRANSFERS	\$0	\$0	\$400,000	\$455,000	\$0
TOTAL WATER CAPITAL RECOVERY	\$0	\$0	\$400,000	\$455,000	\$0

740 - Sewer Capital Recovery Fund

Statement of Revenues, Expenditures and Changes in Fund Balance 2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Sewer Capital Recovery Fee	\$ 208,850	\$ 417,256	\$ 360,885	\$ 400,000	\$ 400,000	\$ 360,000
Interest	12,139	23,827	40,811	40,000	25,000	25,000
Total	\$ 220,989	\$ 441,083	\$ 401,696	\$ 440,000	\$ 425,000	\$ 385,000
Expenditures:						
Transfers	\$ 1,000,000	\$ -	\$ 322,088	\$ 400,000	\$ 479,000	\$ -
Total	\$ 1,000,000	\$ -	\$ 322,088	\$ 400,000	\$ 479,000	\$ -
Revenues Over (Under)						
Expenditures	\$ (779,010)	\$ 441,084	\$ 79,609	\$ 40,001	\$ (53,999)	\$ 385,001
Beginning Fund Balance	\$ 2,097,549	\$ 1,318,539	\$ 1,759,623	\$ 1,839,232	\$ 1,839,232	\$ 1,785,233
Ending Fund Balance	\$ 1,318,539	\$ 1,759,623	\$ 1,839,232	\$ 1,879,233	\$ 1,785,233	\$ 2,170,234

CITY OF TOMBALL
SEWER CAPITAL RECOVERY FUND - 740

	2017	2018	2019	2020	2020	2021
SEWER CAPITAL RECOVERY FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5800 INTEREST	12,139	23,827	40,811	40,000	25,000	25,000
5840 SEWER CAPITAL RECOVERY FEE	208,850	417,256	360,885	400,000	400,000	360,000
TOTAL SEWER CAPITAL RECOVERY FUND	220,989	441,083	401,696	440,000	425,000	385,000

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

LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
SERVICES AND CHARGES	\$0	\$0	\$0	\$0	\$0
6691 TRANSFERS OUT	\$0	\$322,088	\$400,000	\$479,000	\$0
TRANSFERS	\$0	\$322,088	\$400,000	\$479,000	\$0
TOTAL SEWER CAPITAL RECOVERY	\$0	\$322,088	\$400,000	\$479,000	\$0

City of Tomball
910 Employee Benefit Trust Fund
2020-2021 Adopted Budget

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2020 Projection	FY 2021 Budget
Revenues:						
Transfers	\$ 2,598,249	\$ 2,736,910	\$ 2,862,477	\$ 2,862,477	\$ 2,862,477	\$ 2,889,477
ESD#15 Reimbursement	26,692	92,232	164,000	164,000	164,000	164,000
Interest	7,948	19,597	30,000	30,000	30,000	26,000
Total	\$ 2,632,889	\$ 2,848,739	\$ 3,056,477	\$ 3,056,477	\$ 3,056,477	\$ 3,079,477
Expenditures:						
Health Insurance Costs	\$ 2,458,772	\$ 2,545,128	\$ 2,803,574	\$ 2,959,758	\$ 2,959,758	\$ 2,725,111
Services and Charges	41,975	36,881	43,461	63,135	63,135	64,131
Total	\$ 2,500,747	\$ 2,582,009	\$ 2,847,035	\$ 3,022,893	\$ 3,022,893	\$ 2,789,242
Revenues Over (Under)						
Expenditures	\$ 132,142	\$ 266,730	\$ 209,442	\$ 33,584	\$ 33,584	\$ 290,235
Beginning Fund Balance	\$ 1,165,768	\$ 1,297,913	\$ 1,564,644	\$ 1,774,086	\$ 1,774,086	\$ 1,807,670
Ending Fund Balance	\$ 1,297,913	\$ 1,564,644	\$ 1,774,086	\$ 1,807,670	\$ 1,807,670	\$ 2,097,905

CITY OF TOMBALL EMPLOYEE TRUST FUND - 910						
	2017	2018	2019	2020	2020	2021
EMPLOYEE TRUST FUND	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTION	BUDGET
5474 ESD#15 STATION 5 PAYROLL REIMBURSE.	26,692	92,232	131,806	164,000	164,000	164,000
5800 INTEREST	7,948	19,597	26,780	30,000	30,000	26,000
5961 TRANSFER IN	2,598,249	2,736,910	2,863,167	2,862,477	2,862,477	2,889,477
TOTAL EMPLOYEE TRUST FUND	2,632,889	2,848,739	3,021,753	3,056,477	3,056,477	3,079,477

CITY OF TOMBALL					
FUND	DEPARTMENT			DIVISION	
EMPLOYEE BENEFITS TRUST	HEALTH INSURANCE			910-920 HEALTH INSURANCE	
DETAILS					
LINE ITEMS	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATED	2021 BUDGET
6024 HEALTH INSURANCE	\$2,545,128	\$2,803,574	\$2,959,758	\$2,959,758	\$2,725,111
PERSONNEL SERVICES	\$2,545,128	\$2,803,574	\$2,959,758	\$2,959,758	\$2,725,111
6304 PROF. SERVICES- OTHER	\$36,291	\$42,874	\$45,135	\$45,135	\$46,131
6329 OTHER SERVICES	\$590	\$587	\$18,000	\$18,000	\$18,000
SERVICES AND CHARGES	\$36,881	\$43,461	\$63,135	\$63,135	\$64,131
TOTAL HEALTH INSURANCE	\$2,582,009	\$2,847,035	\$3,022,893	\$3,022,893	\$2,789,242

ACTIVE SUPPLEMENTAL

GENERAL FUND

FUND-DEPT-ACCT	TITLE	TYPE	AMOUNT
100-116-6320	Socrata	Software	8,360
Finance Department Total			\$ 8,360
100-117-6201	Network Switches (70/30 Split)	New Equipment	17,500
100-117-6320	ESRI ArcGIS	Software	7,000
100-117-6320	Virtual Desktop	Software	5,000
Information Systems Total			\$ 29,500
100-121-6404	Kenwood Radios (16)	New Equipment	40,000
100-121-6003	SROs (2)	Personnel	209,462
100-121-6003	SRO - Sergeant	Personnel	127,020
100-121-6106	Taser Upgrade	New Equipment	40,000
100-121-6206	Motorized Impound Lot Gate	New Equipment	6,000
Police Department Total			\$ 422,482
100-142-6206	Paint Station 2 Interior	Facilities Maintenance	4,623
100-142-6405	Front Facing Cameras (3) for Apparatus	New Equipment	15,000
Fire Department Total			\$ 19,623
100-152-6207	Fuel System Upgrade (70/30)	Facilities Maintenance	18,659
Garage Department Total			\$ 18,659
100-153-6999	M&R for Matheson Park	Facilities Maintenance	100,000
100-153-6999	Broussard Park	Facilities Maintenance	185,000
100-153-6207	Basketball Court Improvements-Juergens Park	Facilities Maintenance	12,500
100-153-6207	Parks Restrooms Improvements	Facilities Maintenance	25,000
100-153-6119	Picnic Tables for Juergens Park	New Equipment	17,000
Parks Total			\$ 339,500
100-154-6999	Drainage Improvements-Persimmon/Lizzie Ln	Facilities Maintenance	211,012
Streets Total			\$ 211,012
100-157-6206	PW Admin Roof Repairs (70/30)	Facilities Maintenance	35,000
100-157-6206	Community Center AC Replacement	Facilities Maintenance	39,500
100-157-6206	Service Center Fence & Gate Replacement (50/50)	Facilities Maintenance	13,300
Facilities Maintenance Total			\$ 87,800
GENERAL FUND TOTAL			\$ 1,136,936

COURT SECURITY

ORGUNIT	TITLE	TYPE	AMOUNT
220-121-6119	Taser Upgrade (5)	New Equipment	10,000
COURT SECURITY TOTAL			\$ 10,000

COURT TECHNOLOGY

ORGUNIT	TITLE	TYPE	AMOUNT
230-121-6101	Kenwood Radios (4)	New Equipment	10,000
230-121-6101	License Plate Reader (1)	New Equipment	20,000
COURT TECHNOLOGY TOTAL			\$ 30,000

ACTIVE SUPPLEMENTAL			
ENTERPRISE FUND			
ORGUNIT	TITLE	TYPE	AMOUNT
600-611-6201	Network Switches (70/30 Split)	New Equipment	7,500
600-611-6206	Service Center Fence & Gate Replacement (50/50)	Facilities Maintenance	13,300
600-611-6206	PW Admin Roof Repairs (70/30)	Facilities Maintenance	15,000
600-611-6206	Fuel System Upgrade (70/30)	Facilities Maintenance	7,997
Utilities Admin			\$ 43,797
600-613-6361	Risk & Resilience Assessment	Facilities Maintenance	41,000
600-613-6403	Ditch Witch (Split Funding)	New Equipment	5,500
600-613-6361	Emergency Response Plan	Facilities Maintenance	29,000
600-613-6409	Water Meter Conversion to AMR	Facilities Maintenance	30,000
Water Department Total			\$ 105,500
600-614-6999	SWWTP Preliminary Design & Permit Amendment	Facilities Maintenance	100,000
600-614-6403	Ditch Witch (Split Funding)	New Equipment	5,500
Sewer Total			\$ 105,500
600-615-6403	Ditch Witch (Split Funding)	New Equipment	5,500
600-615-6999	Gas Meter Conversion to Sensus	Facilities Maintenance	70,000
Gas Total			\$ 75,500
ENTERPRISE FUND TOTAL			\$ 330,297
SUPPLEMENTAL TOTAL			\$ 1,507,232

City of Tomball
Analysis of Ad Valorem Tax Rates
2020-2021 Adopted Budget

FY	Debt Rate	M&O Rate	Total Tax Rate	% Change Total Rate	% Change Debt Rate	% Change M&O Rate
1994	\$ 0.244461	\$ 0.098059	\$ 0.342520			
1995	0.241520	0.101000	0.342520	0.00%	-1.20%	2.999%
1996	0.238490	0.104030	0.342520	0.00%	-1.25%	3.000%
1997	0.235370	0.107050	0.342420	-0.03%	-1.31%	2.903%
1998	0.232150	0.110370	0.342520	0.03%	-1.37%	3.101%
1999	0.228840	0.113800	0.342640	0.04%	-1.43%	3.108%
2000	0.219750	0.122470	0.342220	-0.12%	-3.97%	7.619%
2001	0.189240	0.117600	0.306840	-10.34%	-13.88%	-3.976%
2002	0.166000	0.114000	0.280000	-8.75%	-12.28%	-3.061%
2003	0.264590	0.015410	0.280000	0.00%	59.39%	-86.482%
2004	0.180000	0.100000	0.280000	0.00%	-31.97%	548.929%
2005	0.172000	0.108000	0.280000	0.00%	-4.44%	8.000%
2006	0.163360	0.116400	0.279760	-0.09%	-5.02%	7.778%
2007	0.144987	0.106468	0.251455	-10.12%	-11.25%	-8.533%
2008	0.150000	0.101455	0.251455	0.00%	3.46%	-4.708%
2009	0.120000	0.131455	0.251455	0.00%	-20.00%	29.570%
2010	0.130000	0.121455	0.251455	0.00%	8.33%	-7.607%
2011	0.140000	0.111455	0.251455	0.00%	7.69%	-8.234%
2012	0.230000	0.111455	0.341455	35.79%	64.29%	0.000%
2013	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2014	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2015	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2016	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2017	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2018	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2019	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2020	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%
2021	0.230000	0.111455	0.341455	0.00%	0.00%	0.000%

City of Tomball
Analysis of Ad Valorem Tax Levies & Collections
2020-2021 Adopted Budget

FY	Original Levy	% Change	Tax Rate	% Change	Ad valorem Collections	% Collected
1994	\$ 889,008		\$ 0.34252			
1995	938,738	5.59%	0.342520	0.00%		
1996	1,010,284	7.62%	0.342520	0.00%		
1997	1,061,908	5.11%	0.342520	0.00%		
1998	1,005,000	-5.36%	0.342520	0.00%		
1999	1,159,700	15.39%	0.342520	0.00%	\$ 1,239,142	106.9%
2000	1,311,000	13.05%	0.342520	0.00%	1,397,287	106.6%
2001	1,330,000	1.45%	0.306840	-10.42%	1,403,452	105.5%
2002	1,549,800	16.53%	0.280000	-8.75%	1,535,711	99.1%
2003	1,600,000	3.24%	0.280000	0.00%	1,719,641	107.5%
2004	1,915,562	19.72%	0.280000	0.00%	1,892,241	98.8%
2005	2,013,497	5.11%	0.280000	0.00%	1,972,233	98.0%
2006	2,130,000	5.79%	0.280000	0.00%	2,153,938	101.1%
2007	2,466,005	15.77%	0.251455	-10.19%	2,175,069	88.2%
2008	2,518,681	2.14%	0.251455	0.00%	2,470,516	98.1%
2009	2,887,450	14.64%	0.251455	0.00%	2,833,017	98.1%
2010	2,907,568	0.70%	0.251455	0.00%	2,866,284	98.6%
2011	2,819,764	-3.02%	0.251455	0.00%	2,745,247	97.4%
2012	3,903,019	38.42%	0.341455	35.79%	3,818,306	97.8%
2013	4,561,041	16.86%	0.341455	0.00%	4,576,793	100.3%
2014	4,580,420	0.42%	0.341455	0.00%	4,944,651	108.0%
2015	5,153,330	12.51%	0.341455	0.00%	5,154,735	100.0%
2016	5,964,332	15.74%	0.341455	0.00%	5,556,707	93.2%
2017	6,206,307	4.06%	0.341455	0.00%	5,948,783	95.9%
2018	6,284,195	1.25%	0.341455	0.00%	6,427,589	102.3%
2019	6,930,530	10.29%	0.341455	0.00%	6,186,869	89.3%
2020	7,487,814	8.04%	0.341455	0.00%	7,013,210	93.7%

ORDINANCE NO. 2020-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TOMBALL, TEXAS, ADOPTING THE BUDGET FOR THE CITY OF TOMBALL, TEXAS, FOR FISCAL YEAR 2020-2021; AND AUTHORIZING THE CITY MANAGER TO APPROVE INTRA-DEPARTMENTAL (WITHIN THE SAME DEPARTMENT ONLY) TRANSFERS OF BUDGETED FUNDS; AND AMENDING THE BUDGET FOR THE 2019-2020 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 2020-2021 was presented to the City Council of the City of Tomball on the 6th day of July 2020 and was filed with the City Secretary's Office on July 27, 2020 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 2020-2021 was published in the City's official newspaper advising citizens of the Public Hearings to be conducted on August 3, 2020 and August 17, 2020, 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, 2020, through September 30, 2021;

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, 2020, through September 30, 2021, 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 2020-2021."** 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 2020 as fully adjusted to reflect the final Comprehensive Annual Financial Report for Fiscal Year 2020 when released, for each respective fund. The revised Beginning Fund Balance shall thereafter be used to calculate the Fiscal Year 2021 Ending Fund Balance.

Section 5.0 2019-2020 Budget Amended. That the City Council has reviewed the actual expenditures for the 2019-2020 Fiscal Year and compared them to the projections contained in the 2019-2020 Fiscal Year budget. The 2019-2020 Fiscal Year budget is hereby amended in accordance with the actual expenditures for the 2019-2020 Fiscal Year.

FIRST READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 17TH DAY OF AUGUST 2020.

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

SECOND READING:

READ, PASSED AND APPROVED AS SET OUT BELOW AT THE MEETING OF THE CITY COUNCIL OF THE CITY OF TOMBALL HELD ON THE 8TH DAY OF SEPTEMBER 2020.

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

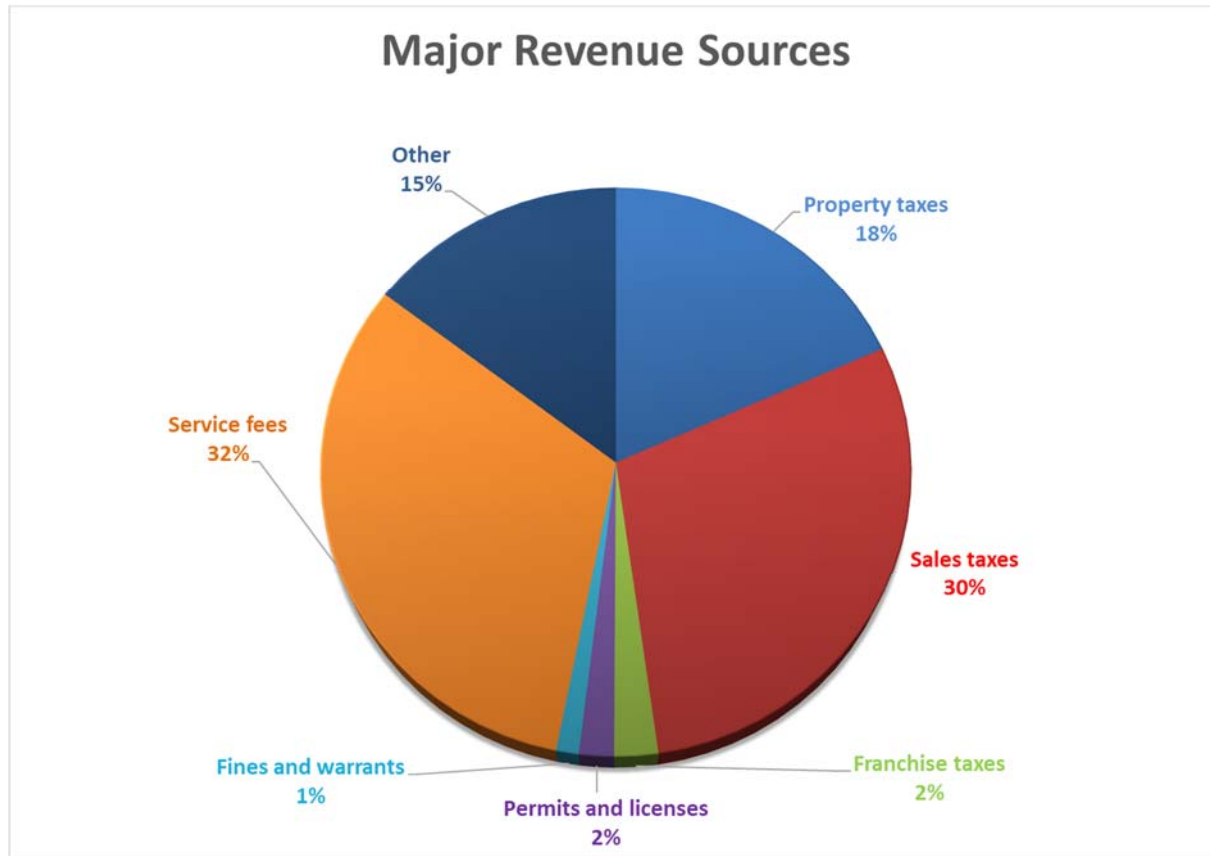
Gretchen Fagan
GRETCHEN FAGAN
Mayor

ATTEST:

Doris Speer
DORIS SPEER
City Secretary

Appendix D - Major Revenue Sources

The revenue sources described in this section account for \$39,118,254 or 85% of the City's total operating revenues (excluding inter-fund transfers and charges).



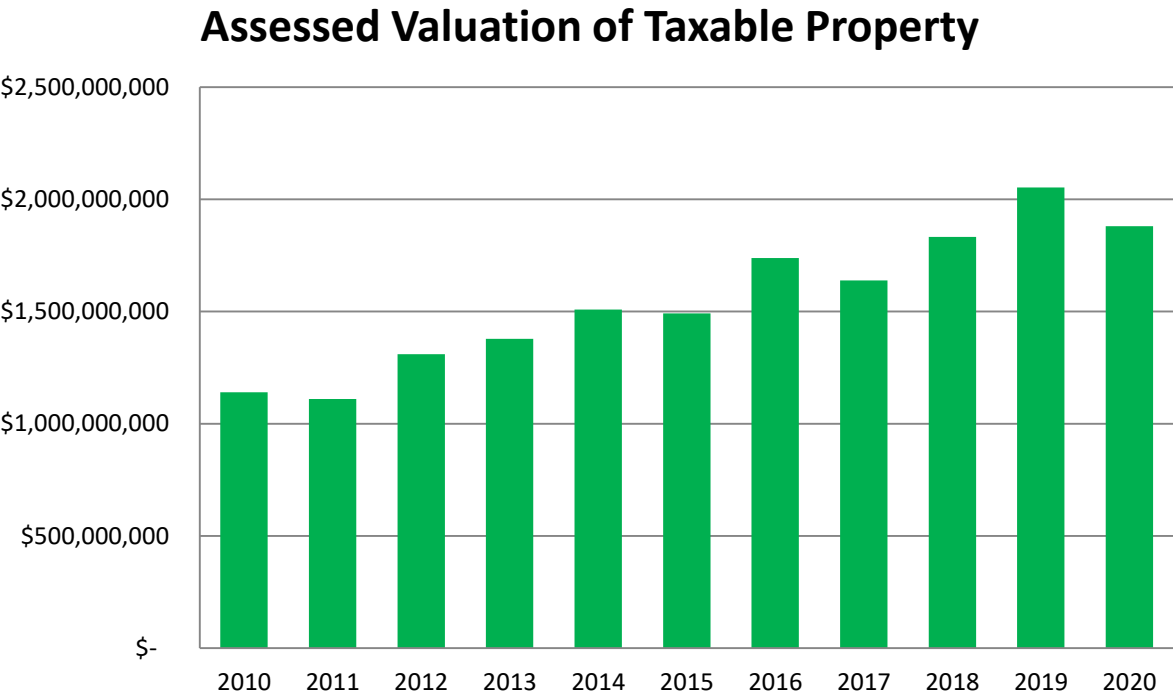
Property Taxes

Property (ad valorem) taxes attach as an enforceable lien on property as of each January 1st. The City's property tax is levied each October on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Harris County Appraisal District at 100% of the estimated market value and are certified by the Appraisal Review Board. The assessed taxable value as of January 1, 2020, upon which the fiscal 2021 levy is based, is \$2,192,913,745. This represents the adjusted taxable property value for FY 2020 as of August 2020. This amount is net of \$355,036,351 in exemptions representing 16% of total appraised value. This taxable value includes approximately \$180 million in value that is still under protest. The City's charter requires that the budget be adopted at least 15 days prior to the beginning of the new fiscal year. However, since the taxable values are typically not received until late August, the tax rate is usually adopted after the beginning of the fiscal year after compliance with the "Truth –In-Taxation" process.

The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general governmental services including the payment of principal and interest on general obligation long term debt. The tax rate for the year ending September 30, 2020 is, at this time, projected to be \$.341455 per \$100 of which \$.111455 is allocated for general government operation and maintenance and \$.230000 is allocated for retirement of general obligation long-term debt.

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

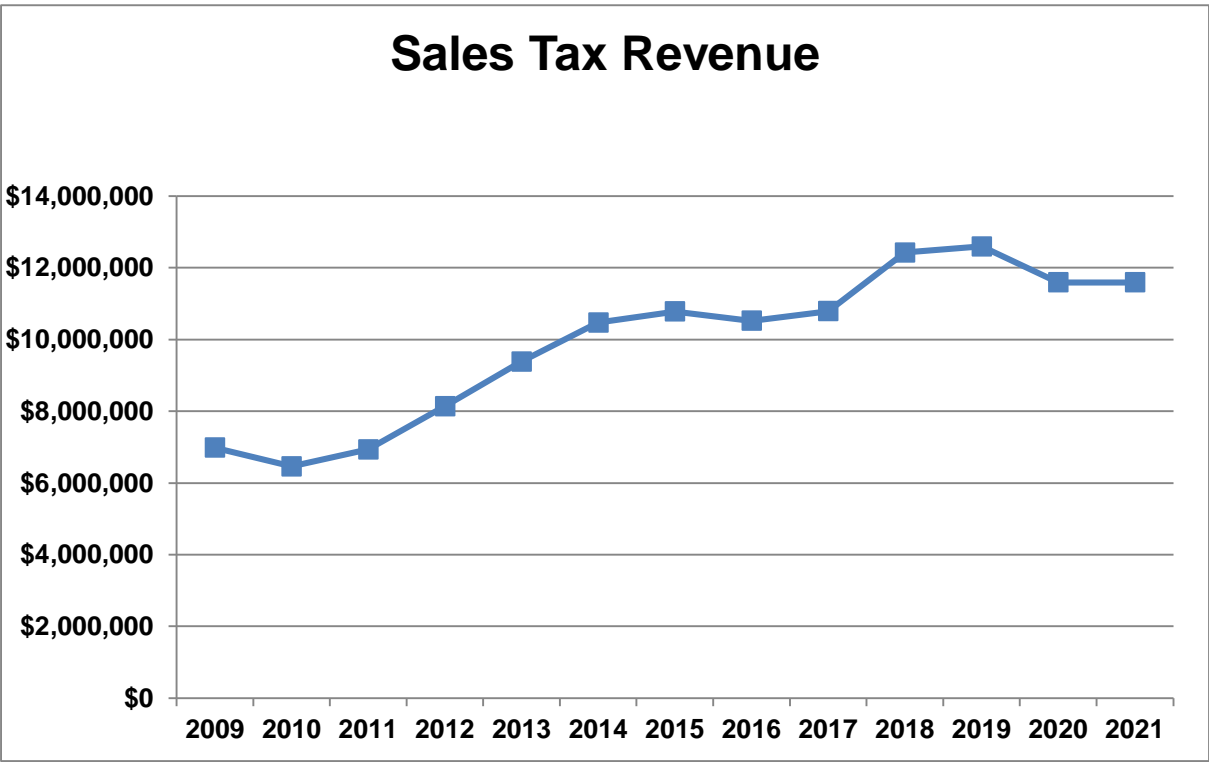
Taxes are due January 31st following the October levy and are considered delinquent after January 31st of each year.



Sales Tax

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

For the year ending September 30, 2020, the City of Tomball expects to receive \$11,590,000 in sales and use tax revenue. This amount represents a decrease of \$1,004,274 over fiscal 2019 budgeted collections. With additional retail establishments scheduled to open during FY 2021, it is anticipated that the amount budgeted for sales tax is conservative.



Utility Fees

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

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

Solid Waste Fees

The City of Tomball also charges customers within its city limits for solid waste collection. Rates charged to customers are primarily a pass through of the cost paid to the City's contracted service provider as well as an amount to cover City overhead cost. Residential bagged service rates are projected to be \$15.70 per month and polycart service rates for garbage and recycling are \$21.70 per month, which provides for two pick up days per week. The rate paid by commercial customers depends on the type and size of container they request as well as the number of times per week the container is emptied.

Long Term Financial Plans

The 2020-2021 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 2021, and five projected years. There are several benefits to the planning process. First, it gives future Councils a valuable perspective when considering budgets within each plan's five year horizon. Second, the plans impart a measure of discipline on staff. They establish funding ceilings on recurring operating expenditures. Department heads present to the City Manager base budget adjustment requests. Operating budgets are increased when the City Manager approves these requests during the budget process and Council then approves the final budget for the fiscal year.

General Fund Long-Term Plan

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

Revenues:

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

Expenditures:

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

Fund Balances:

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

Debt Service Long-Term Plan

Revenues:

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

Expenditures:

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

Fund Balances:

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

Enterprise Fund Long-Term Plan

Revenues:

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

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

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

Expenses:

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

Fund Equity:

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

Net Revenues:

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

Capital Project Long-Term Plan

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

Glossary of Terms

A

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

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

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

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

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

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

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

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

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

B

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

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

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

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

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

C

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

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

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

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

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

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

D

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

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

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

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

E

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

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

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

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

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

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

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

F

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

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

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

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

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

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

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

G

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

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

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

L

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

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

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

M

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

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

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

N

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

O

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

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

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

P

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

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

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

R

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

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

ROW – Acronym for right-of-way.

S

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

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

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

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

T

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

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

TxDOT - An acronym for Texas Department of Transportation.

W

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

Appendix F Acronyms

C

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

E

ETJ: Extra-Territorial Jurisdiction.

F

FY: Fiscal Year
FTE: Full-time equivalent

G

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

P

PO: Purchase Order

R

ROW: Right-of-way

S

SAFER: Staffing for Adequate Fire and Emergency Response

T

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