

City of Richmond, Texas

Annual Operating Budget

October 1, 2016—  
September 30, 2017



**RICHMOND**

EST. **TEXAS** 1837

**\* BASED ON CERTIFIED TAX INFORMATION \***

(Fort Bend)

In accordance with Local Govt. Code Section 102.009

This budget will raise more revenue from property taxes than last year's budget by an amount of \$159,845 which is a 4.67% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$37,586 .

**Property Tax Comparison:**

	<u>FY 2016</u>	<u>FY 2017</u>
Adopted and Proposed Tax Rate	0.7550	0.7350
Effective Tax Rate	0.7316	0.7204
Effective Maximum Operating Rate	0.7842	0.7752
Maximum Operating Rate	0.8470	0.8375
Debt Tax Rate	0.2193	0.2098
Rollback Tax Rate	0.7833	0.7514

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$47,213,704.11

Adopted

**Record Vote on Tax Rate:**

(September 19, 2016)

Mayor Moore	<u>Aye</u>
Commissioners:	
Torres	<u>Aye</u>
Beard	<u>Aye</u>
Drozd	<u>Aye</u>
Lockhart	<u>Absent</u>

EVALYN W. MOORE  
MAYOR

BARRY C. BEARD  
JESSE TORRES  
COMMISSIONERS

# City of Richmond

402 Morton Street  
Richmond, TX 77469  
(281) 342-5456



August 5, 2016

Honorable Mayor and City Commissioners  
City of Richmond  
402 Morton Street  
Richmond, TX 77469

Dear Mayor and Commissioners,

The City staff is pleased to present the Annual Operating Budget for FY 2016-17. The combined expenditures of the General, Water & Sewer and Debt Service funds amount to \$24,965,595, which represent a decrease of \$976,372, or 3.7% change from the FY 2015-16 adopted budget, primarily due to a reduction in transfers from the Utility Fund to the General Fund and a reduction in Utility Fund projects. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

With exponential growth on the City's horizon, the City's department heads, division superintendents and various consultants remain cognizant of the pains associated with rapid growth, and difficulties we face to stay on track with the long-term planning tools. During this year's budget kick-off, emphasis was placed on the Comprehensive Master Plan Priorities as follows:

**Comprehensive Master Plan Priorities (√ = Top Priority):**

- √ A. User annexation as a strategic growth tool to expand Richmond's population and tax base.
- √ B. Leverage public investments to enhance the existing community and promote growth.
- C. Strengthen Transportation connections and increase choices between ways to travel.
- √ D. Elevate the appearance, quality, and compatibility of development.
- E. Create mixed-use activity centers that serve as community destinations.
- √ F. Rehabilitate and preserve Richmond's existing neighborhoods and community assets.
- √ G. Partner with existing local businesses to assist in their success and improve access to resources.
- H. Diversity Richmond's business and employer mix through innovation and strategic recruitment.
- I. Enhance and preserve Richmond's natural amenities.
- J. Strengthen the awareness and image of Richmond throughout the region.

Departments were also asked to review the key recommendations under the comprehensive master plan priorities and incorporate the accomplishments of the key recommendations into

their respective departmental goals and objectives in order to highlight these often times overlooked achievements.

**ECONOMIC OUTLOOK**

The planned development of over 1,000 acres of prime ranch land along the City’s Interstate 69 (I-69) corridor is fueling a springboard of economic speculation and activity within the City’s extraterritorial jurisdiction. Held by two private foundations with ties to the original settlers of Richmond, the prime acreage will be sustainable quality development which will create momentum for the benefit of Richmond’s future generations. Partnership agreements are in place with both foundations to share in the sales tax generated from what is planned as high-end mixed use commercial and residential development in these areas. Additionally, water and sewer infrastructure capital contributions have been negotiated in order to augment the City’s capital commitment during this period of growth. Richmond’s best interest is the focus of these two major foundations which is truly unique not only to Richmond, but Fort Bend County as a whole.

Ad valorem values have increased \$38,157,324, with new improvements totaling \$5,113,678. This represents a total increase in property tax revenue of \$184,845 to service maintenance, operations and debt.

With the continued decline in oil prices, we remain extremely cautious of our fragile economic environment and are budgeting accordingly. While our local economy is not directly tied to the oil industry, we understand the far reaching impacts of a prolonged down-turn in the energy sector. Consequently, our sales tax, which has seen enormous growth year over year, is budgeted to remain fairly stagnate for this coming year, even though we are cognizant of new businesses entering our market.

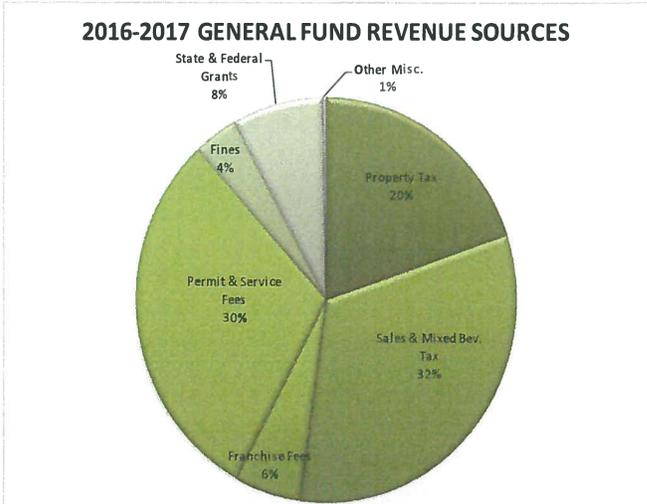
Average home values in the City continue to increase as new investments are being made, but again, the available inventory is beginning to see an up-tick, which may begin to negatively affect the housing market in the future. This year, the City has seen average home values increase from \$109,663 to \$116,120 for the fiscal year beginning October 1, 2016.

Unemployment for our Metropolitan Statistical Area is beginning to rise. Currently at 4.8% as of May, 2016, the rate represents an increase of 14% from the 4.2% as seen one year ago according to the Bureau of Labor Statistics.

**GENERAL FUND**

The General Fund revenue of \$14,954,697 can be categorized into seven (7) major sources of revenue as follows:

Property Tax	2,616,849
Sales & Mixed Bev. Tax	4,277,928
Franchise Fees	742,500
Permit & Service Fees	4,018,600
Fines	500,000
State & Federal Grants	1,013,901
Other Misc.	45,000



This represents an \$89,773 increase in revenue, or 0.06% increase from FY 2015-16. This is primarily due to growth in property tax values.

Certified taxable ad valorem values for FY 2016-17 are estimated at \$497,351,703. This includes \$10,200,819 still under review, and \$3,984,966 of values not under protest or included on roll as of certification. The certified values represent an 8.31% increase from FY 2015-16. Some of this can be attributed to \$5,113,678 in new improvements. Other factors to the increase are a result of re-valuations of existing property.

The tax rate for FY 2016-17 is recommended to decrease by \$0.02 from \$0.7550 to \$0.7350 per \$100 valuation, which represents a 2.6% decrease. The tax rate is divided so that \$.5252 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2098 is reserved for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,616,849 (including penalties and delinquent taxes) or 20% of revenues.

Sales tax revenue is estimated at \$4,262,928 which is a 1% increase over the estimated collections for the FY2015-16 fiscal year. This estimate is based upon current trends and economic forecasts within local and the greater metropolitan Houston area.

The total FY 2016-17 General Fund expenditures are \$15,217,076, an increase of 4.8% from the FY 2015-16 budget. Expenditures in the General Fund are proposed to exceed revenues by \$262,379. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. The General Fund has an available fund balance (cash on hand) in order to meet the one-time purchases (\$322,887) proposed to be funded in this budget. The fund balance is expected to increase by 2.8% over the budgeted fund balance for FY2015-16, which represents \$4,003,478 of fund balance expected for FY2016-17 or reserves for 96 days of operations.

**GENERAL FUND – RECOMMENDED REQUESTS:**

**General Government**

- City Facility Networking (60/40% split with Utility Fund)

**Public Works**

- Facility Service Technician (Recurring)
- Vehicle for Facility Service Technician
- Employee Safety Boot Program (Recurring)
- Facilities Maintenance Program (Generators, Pest Control, HVAC) (Recurring)
- Smart Board for Annex/EOC conference room

**Vehicle Maintenance**

- Internet-based Fleet Maintenance software
- Tire Pressure Monitoring System

**Streets**

- Replacement Vehicle
- Lane Drive Drainage PER

### Police

- Chief's Vehicle
- Replacement Vehicle - Crime Scene
- Replacement Vehicle – Patrol
- Telephone & Recording System

### Fire

- (3) Firefighters **GRANT FUNDED**
- Replacement of Fire Hose & Equipment
- Replacement Vehicle
- Inflatable Boat
- (25) Replacement Air Packs **GRANT FUNDED**

### Fire Marshal

- Replacement Vehicle
- Reclassification of Position-Deputy (**Recurring**)

### Emergency Management

- EOC Coordinator Vehicle
- Mission Management Software

### Parks

- Replacement Vehicle

### Planning

- Reclassification of Position-Director (**Recurring**)
- Planner II position (**Recurring**)
- Calculating software for enCode Plus
- Increase to Travel and Training budget (**Recurring**)

## **WATER AND SEWER FUND**

The Water and Sewer Fund provides for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond. This year, revenues are anticipated to be \$7,477,627. This is a 0.9% decrease over FY 2015-16 budgeted revenues and previously budgeted commitments from Municipal Utility District partners in the amount of \$1,210,097 towards the construction of a new elevated water storage tank to facilitate the new water plant constructed during the past fiscal year.

Expenditures in the Water and Sewer Fund are proposed at \$8,023,769, which will exceed revenues by \$546,142. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. The Water and Sewer Fund has an available fund balance (cash on hand) in order to meet the one-time purchases of \$166,500 proposed to be funded in this budget. The fund balance is expected to increase by 9.9% over the budgeted fund balance for FY2015-16, which represents \$3,484,641 of fund balance reserves for 181 days of operating reserve.

## **WATER AND SEWER FUND – RECOMMENDED REQUESTS:**

### Water Production

- Employee Safety Boot Program (**Recurring**)
- Replacement Vehicle
- Chlorine Cylinder Emergency Repair Kits

**Water Distribution**

- Reclassification of Position-Utilities Coordinator (Recurring)
- Enhancement of existing On-call Pay Program (Recurring)

**Wastewater Collection**

- Replacement Vehicle

We believe the efforts of all involved have resulted in a sound financial plan that aligns the ever increasing demands with the City's limited financial resources. This budget also provides flexibility should economic downturns impact our local area earlier than predicted. One time purchases of larger items such as vehicles are always stalled until after January 1, which enables the Finance Department to predict if economic conditions are trending as projected. The cooperation and commitment of the City Commission and employees is greatly appreciated in preparing this financial plan.

Respectively Submitted,



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Terri Vela  
City Manager



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Susan Lang  
Finance Director

## **CITY OF RICHMOND PAST AND CURRENT FORM OF GOVERNMENT**

The City of Richmond, Texas was incorporated on June 5, 1837, by Act of the Senate and House of Representatives as one of the first three cities in the Republic of Texas. The City is located in Fort Bend County at the site of Stephen F. Austin's original colonies in Texas and currently occupies a land area 4.074 square miles and serves a population of 13,532. On July 30, 1913, the City adopted a commission form of government. The City was empowered to levy a property tax on both real and personal properties located within its boundaries. It also was empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission. The City Commission is the principal legislative body of the City. The Mayor presides at meetings of the City Commission.

The City of Richmond has operated under a Commission form of government from 1913 until 2013, when a charter election was held and the citizens elected to become a Home-Rule city. The Charter provided for a Commission-Manager form of government. The Commission, vested with policy-making and legislative authority, is comprised of a Mayor and four Commission members. The Mayor and Commission members are all elected at large for staggered three-year terms, with no term limits. The City Commission is responsible, among other things, for passing ordinances, adopting the budget and hiring of the City's manager and municipal judge.

The City provides a full range of municipal services: public safety (police and fire protection), public improvements, streets and highways, water and wastewater, sanitation, repair and maintenance of infrastructure, recreation and general administrative services.

## **CITY OF RICHMOND FISCAL/OPERATING POLICIES**

### **BUDGET PROCESS**

According to the City of Richmond's charter, the fiscal year shall begin on the first day of October and end on the last day of September on the next succeeding year. Such Fiscal year shall also constitute the budget and accounting year. The following process is followed in order to meet the requirements of the City's charter.

#### **Submission of Budget and Budget Message**

On or before August 15<sup>th</sup> of the fiscal year, the City Manager shall submit to the City Commission a budget for the ensuing fiscal year and an accompanying budget message. The proposed budget submitted to Commission for review will be an itemized budget in accordance with state law.

#### **Budget Message**

The City Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the City Manager deems desirable.

#### **Budget a Public Record**

In accordance with state law, the proposed budget and all supporting schedules shall be filed with the person performing the duties of City Secretary when submitted to the City Commission and shall be open to the public inspection by anyone interested. A notice of availability shall be published in the official newspaper within ten (10) days of the budget being presented to City Commission.

### **Public Hearing on Budget**

At the City Commission meeting when the budget is submitted, the City Commission shall name the date and place of a public hearing and shall have published in the official newspaper of the City, the time and place, which will be not less than the ten (10) days nor more than thirty (30) days after the date of notice. At this hearing, interested citizens may express their opinions concerning items of expenditures, giving their reasons for wishing to increase or decrease any items of expense.

### **Proceeding on Adoption of Budget**

After public hearing, the City Commission shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least ten (10) days prior to the beginning of the next fiscal year, adopt the budget by the affirmative vote of a majority of the City Commission. Should the City Commission take no final action on or prior to such day, the current budget shall be in force on a month-to-month basis until a new budget is adopted, but budget must be approved within sixty (60) days of the next fiscal year.

### **Budget Appropriation and Amount to be Raised by Taxation**

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the City Commission shall constitute the official appropriations as proposed by expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus cash on hand. Unused appropriations may be transferred back to general funds.

### **Amending the Budget**

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Commission may, by the affirmative vote of a majority of the City Commission, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

### **Certification; Copies Made Available**

A copy of the budget, as finally adopted, shall be filed with the person performing the duties of City Secretary and such other places required by state law or as the City Commission shall designate. The final budget shall be printed or otherwise reproduced and sufficient copies shall be available for the use of all office, agencies and for the use of interested persons and civic organizations. A notice of availability shall be published in the official newspaper within ten (10) days of the budget being approved by the City Commission.

### **Capital Program**

The City Manager shall submit a five (5) year capital program as an attachment to the annual budget. The program as submitted shall include:

- (1) A clear general summary of its contents;
- (2) A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
- (3) Cost estimates, method of financing and recommended time schedules for each improvement, and
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

**The following is a detailed calendar of the budget process.**

May 11, 2016	Budget Kick-off Meeting
June 9, 2016	Departmental Budget Worksheets and forms due to Finance.
<b>June 20-24, 2016</b>	<b>Departmental budget meetings with City Manager and Finance staff.</b>
July 20, 2016	Deadline for ARB to approve appraisal records.
July 25, 2016	Tax roll certification by Chief Appraiser (official date).
<b>August 5, 2016</b>	Budget and Budget Message Delivered to City Commission Charter Sec. 7.02 <b>Special Meeting</b> (Per Charter Sec. 7.05– Commission shall name the date and place of a public hearing and shall have published in official newspaper no less than 10 days before – <u>Set Public Hearing for Budget 9/1/16</u> ) Copy of budget filed with City Secretary for Public view.
August 8, 2016	<b>PUBLICATION: Notice: Budget Available for Public Inspection</b> Charter Sections 7.04 & 7.05
August 8, 2016	Calculation of Effective & Rollback Tax Rates.
August 15, 2016	<b>PUBLICATION:</b> of Effective and Rollback Tax Rates; statement and schedules; submission to governing body.
August 15, 2016	Tax Rate Presentation. Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the roll-back rate or the effective tax rate (whichever is lower) take record vote and schedule public hearings.
<b>August 15, 2016</b>	<b>Budget Workshop - Revenues</b>
August 24, 2016	<b>PUBLICATION: Notice: Public Hearing on Proposed Tax Rate</b>
<b>September 1, 2016</b>	Public Hearing on Proposed Tax Rate <b>Special Meeting</b>
September 1, 2016	Public Hearing on Budget
<b>September 1, 2016</b>	<b>Budget Workshop – Proposed Expenditures</b>
September 12, 2016	<b>PUBLICATION: Tax Notice</b>
<b>September 12, 2016</b>	2 <sup>nd</sup> Public Hearing – Proposed Tax Rate ( <b>Special Meeting</b> if necessary)
September 19, 2016	MEETING TO ADOPT FY 2016-17 Budget and Tax Rate. Charter Sec. 7.06
September 22, 2016	<b>PUBLICATION: Notice: of budget availability.</b> Copy of final budget filed with City secretary for Public View Charter Section 7.09

### **Lapse of Appropriations**

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation with the exception of a bond fund, shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds.

### **Additional Funding**

In any budget year, the City Commission may in accordance with state law, by affirmative vote of a majority of the Commission Members, authorize the borrowing of money. Notes may be issued which are repayable not later than the end of the current fiscal year.

### **Administration of the Budget**

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made, unless the City Manager, or the City Manager's designee, states or ensures first that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefore are or will be available to cover the claim or meet the obligation when it becomes due and payable.

Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal. Such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such payment or obligation, and the officer shall also be liable to the City for any amount so paid.

This prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness or certificates of obligation or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, providing that such action is made or approved by ordinance.

The City manager shall submit to the City Commission each month a report covering the revenues and expenditures of the City in such form as requested by the City Commission.

### **ACCOUNTING**

Annual appropriated budgets are adopted for the General, Water and Debt Service Funds on a basis consistent with generally accepted accounting principles (GAAP). All annual appropriations lapse at the fiscal year end.

The City of Richmond shall put forth and publish annual financial statements in accordance with generally accepted accounting principles as shown by the Governmental Accounting Standards Board (GASB).

The City of Richmond shall put forth and publish a Comprehensive Annual Financial Report (CAFR) that meets or exceeds the requirements for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The City has received this honor for the past nine years and expects to receive it again this year.

Interim financial reports shall be produced and distributed to Department Heads on a monthly basis to ensure Departmental budget compliance.

### **Independent Audits**

At the close of each fiscal year and in accordance with state law, and at such other times as may be deemed necessary, the City Commission shall call for an independent audit to be made of all accounts of the City by a certified public accountant. No more than five (5) consecutive annual audits shall be completed by the same firm. The certified public accountant selected shall have no personal interest, directly or indirectly in the financial affairs of the City or any of its officers. The report of audit, with the auditor's recommendations, will be made to the City Commission. Upon completion of the audit the summary shall be published immediately in the official newspaper of the City and copies of the audit placed on file in the office of the person performing the duties of City Secretary, as public record.

### **Accounting Systems**

The City's accounting records for general governmental operations are maintained on a modified accrual basis with revenues recorded when available and measureable and expenditures recorded when the services and goods are received and the liabilities are incurred. Accounting records for the City's proprietary activities are maintained on the accrual basis.

Consideration of adequate internal accounting controls has been made in designing the City's accounting system. Internal accounting controls, instituted by the Finance Department as part of the accounting system, are designed to provide reasonable assurances that assets are properly safeguarded against loss from unauthorized use or disposition, that financial records used in preparation of the financial statements are reliable, and that accountability for the City's assets is maintained. The concept of reasonable assurance in relation to internal controls recognizes that the cost of a control process should not exceed the benefits derived from the performance of related procedures and that the City's management must make estimates and judgments in evaluating the cost and benefit relationships relating to internal control processes and procedures that become a part of the City's accounting system.

### **REVENUE**

The tax rate for the City shall be adequate and enough to produce revenues that are required to pay for services as approved by the City Commission.

The annual estimates of revenue in the General Fund and the Water and Sewer Fund shall be based on historical trends and a reasonable expectation of City growth. Estimates for revenues shall be conservative so as to not overstate them.

The City shall endeavor to maintain a diversified and stable revenue base in order to prevent revenue shortfalls resulting from periodic fluctuations in any revenue source.

### **EXPENDITURES**

Departmental expenditures shall not exceed the appropriated amounts set within that department's annual budget numbers.

Any transfers of available appropriations of expenditures between funds shall be approved by the City Commission. The City Commission shall also have the power to increase appropriations (expenditure requests) through a formal budget amendment.

At any time of the year, the City Commission may make emergency appropriations to meet a pressing need for public expenditures in order to protect public health, safety, or welfare.

The City Commission shall not appropriate funds for new programs or projects without first completing an evaluation of current and future costs.

### **FUND BALANCE**

Management has the authority to transfer available funds allocated by the budget from one function or activity to another function or activity within the same department.

The City's General Fund balance shall be enough to handle any unexpected decrease in revenues or unbudgeted expenditures during the fiscal year. The minimum fund balance should be within the range of ninety (90) days of operating expenditures.

The City shall use non recurring resources and fund balances to fund non recurring expenditures, and the City shall only use recurring revenues to fund recurring expenditures.

The City's user charges and rates shall be established at a level related to the cost of providing services, and the rates shall be reviewed annually to determine the appropriate level of funding anticipated to support related activities.

The City's rates for water and sewer activities shall be at levels sufficient to ensure that revenues will be available to pay for all direct and indirect costs of the activities, including operations, capital improvements, maintenance, and principal and interest on outstanding debt.

Richmond city services shall be reviewed annually to identify appropriate budget funding necessary to perform in a professional and business-like manner.

### **LONG-TERM FINANCIAL PLANNING**

#### **Fund Balance**

The established long-range policies regarding financial management are to retain a sound financial condition, strive to retain the best possible ratings on bonds, and provide future generations with the ability to borrow capital for construction of facilities, street, and drainage improvements without a severe financial burden. The City's current bond rating by Standard & Poors is AA-.

The City has adopted a Comprehensive Master and Land Use Plan, Parks Master Plan, Water and Sewer Master Plans and is currently in the process of seeking input on a Facilities Master Plan. Additionally, components of each of these plans are summarized into a Long-term Capital Improvements Plan. Each of the adopted master plans is reviewed every five (5) years unless the need requires a sooner review. The master plans are a working model in which major projects are pinpointed, planned, engineered, and costs evaluated.

The City's strategic planning and budget processes are most closely related to the long-term capital improvement plan. The City underwent a strategic planning process in 2012, which aligned the goals of the City with its actions. The City has also created a strategic budgeting process that links with the strategic plan to ensure that the priorities identified are funded. The Long Term Capital Improvements Plan acts in concert with these other plans to provide critical financial information to these planning processes at key junctures. In this way, other planning processes will be better able to set achievable goals in light of available resources, and ensures the City can identify and close any financial gaps projected by the long-term capital improvements planning process.

The three legs of the foundation for the future of Richmond and its assured financial health is the combination of the Long-Term Capital Improvements Plan, the Strategic Plan, and the Comprehensive Master and Land Use Plan. These three processes play key roles in establishing a firm financial foundation for Richmond, and support the goals the City has set.

### **Subsidence District**

The Fort Bend Subsidence District (Subsidence District) was created by the Texas Legislature in 1989. In 2003, the Subsidence District adopted its District Regulatory Plan (Regulatory Plan) to reduce subsidence by regulating the withdrawal of Groundwater within Fort Bend County.

The Regulatory Plan requires Groundwater permit holders within the Richmond/Rosenberg Sub-Area (as described by the Regulatory Plan) to limit their Groundwater withdrawals to seventy percent of their water consumption by 2016 and forty percent by 2025. The City of Richmond Groundwater Reduction Plan (GRP) was submitted to and approved by the Subsidence District prior to the September 30, 2010 deadline set out in the Subsidence District Regulatory Plan.

The City has contracted with the Brazos River Authority for surface water available in the Brazos River. Richmond is in the final design stages of constructing a 2 MGD surface water treatment facility. The cost to the City for the surface water treatment facility and water transmission lines (including its GRP Partners) is estimated to be \$14 million dollars to meet the Subsidence District requirements through 2025. It is expected capital acquisition typically will result in long-term increases in operating costs connected with the operation and maintenance of new facilities.

### **CAPITAL**

The City will keep and maintain physical capital fixed assets at a level adequate to protect the City's investments and minimize future maintenance and replacement costs. The City will expand its capital asset base as needed providing the highest levels of service according to State and Federal regulations.

### **INVESTMENTS**

The Commission has adopted a written investment policy regarding the investment of its funds as defined by the Public Funds Investment Act (Chapter 2256 Texas Government Code). The investments of the City are in compliance with the Commission's investment policies. It is the City's policy to restrict its investments to direct obligations of the U.S. Government, commercial paper, fully collateralized certificates of deposit and other interest-bearing time and demand deposits, and other instruments and investments in public funds investment pools such as the Local Government Investment Cooperative (LOGIC) and Texas Local Government Investment Pool (TEXPOOL).

## **DEBT**

The City shall have the right and power to borrow money on the credit of the City and to issue general obligation bonds and other evidences of indebtedness for permanent public improvements or for any other public purpose not prohibited by the Constitution and laws of the State of Texas or the Charter and to issue refunding bonds to refund outstanding bonds and other evidences of indebtedness of the City previously issued by whatever method it may deem to be in the public interest. All such bonds shall be issued in conformity with the laws of the State of Texas.

The City shall further have the power to borrow money for the purpose of constructing, acquiring, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the Constitution and laws of the State of Texas, and to issue revenue bonds to evidence the obligations created thereby. Such bonds shall be a charge upon and payable from the properties, or interest therein pledged, or the income there from, or both. The holders of the revenue bonds of the City shall not have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws of the State of Texas. The City shall have the power to borrow money for public improvements in any other manner provided by law, including certificates of obligation as authorized by the Texas Local Government Code. All bonds and evidences of indebtedness of the City having been approved by the Attorney General and registered by the Comptroller of Public Accounts shall thereafter be incontestable in any court or other forum for any reason, and shall be valid and binding obligations of the City in accordance with their terms for all purposes.

The City shall not incur long term debt to finance current operations. Long term debt is defined as debt taking more than five years to retire. Short term debt is defined as taking less than five years to retire, and may be used to fund capital purchases of machinery, equipment and/or vehicles.

If any debt is issued to finance capital projects or improvements, the City shall retire the debt within a period not to exceed the useful life of the project or improvement being financed.

### CITY WIDE VISION STATEMENT



Great opportunities and significant challenges are ahead. The goals of the City Commission for this century are to:

- encourage, promote, and welcome expanding residential and business growth and development;
- provide safe, secure, family-oriented communities;
- influence, foster, and maintain the interest of safety;
- protect and preserve well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.

It is our belief that each resident and business is of the utmost importance and deserves the very best that taxpayer dollars can provide in order to develop and maintain a city that is financially secure and one in which we can all be proud!

At the conclusion of the comprehensive planning process, community stakeholders ranked plan priorities at an Advisory Committee Workshop and on the plan's Online Discussion Forum.

## Richmond's Top Priority

### **A** Use annexation as a strategic growth tool to expand Richmond's population and tax base.

#### *Key Recommendations*

- Fiscal impact model to influence growth decisions
- Utility infrastructure provision and extension policies
- Voluntary annexations and ETJ agreements

#### *Other Considerations*

- Coordination between the Capital Improvements Program, Future Land Use Plan, and Annexation Program
- Protection of annexation areas not targeted for near-term growth
- Intergovernmental coordination for annexation and ETJ boundaries

\* Asterisk indicates a crossover recommendation  
✓ Check mark indicates a top-ranked priority

### **B** Leverage public investments to enhance the existing community and promote growth.

#### *Key Recommendations*

- Joint-funded project initiatives and shared-use facilities
- Incremental infrastructure investments that can expand with growth
- Landscape beautification and screening investments with major infrastructure projects

#### *Other Considerations*

- \*Recruitment of mixed-use development opportunities at major civic destinations
- Regional detention and recreation amenities
- Improved GIS inventory of City and special district facilities
- Strengthened ties between industry and education
- Ongoing monitoring of impact fees to ensure regional competitiveness and proportional cost of impact

### **C** Strengthen transportation connections and increase choices between ways to travel.

#### *Key Recommendations*

- Regional advocacy for transportation funding and policy formation
- Mobility and connectivity updates to land development regulations and street design standards
- Coordinated City-County thoroughfare planning
- Sidewalk, bike lane, and trail planning with rights-of-way protections
- Transit feasibility study to explore local circulator

#### *Other Considerations*

- Traffic demand management system
- Incorporation of a street connectivity index into the Subdivision Regulations
- Localized traffic calming and travel speed studies
- Regional coordination with railroads to identify viability of an alternative track that bypasses Richmond

### **D** Elevate the appearance, quality, and compatibility of development.

#### *Key Recommendations*

- Updated land development regulations
- Streamlined development review process

#### *Other Considerations*

- \*Public investments at key community gateways
- \*Recruitment of high-quality land developers
- Relationship between WFBMD guidelines and the City's land development regulations
- Enhanced requirements of development agreements
- Advocacy program to aid in code compliance (e.g., weeds, debris, junk vehicles)
- Façade improvement grant program for commercial properties
- Requirement of traffic impact analyses for major developments

### **E** Create mixed-use activity centers that serve as community destinations.

#### *Key Recommendations*

- Recruitment of high-quality land developers
- Cost-benefit analysis of railroad quiet zones
- Weekend and nightlife programming
- Mixed-use development at major civic destinations
- Strategic corridor planning

#### *Other Considerations*

- \*Collaborative marketing of Richmond's assets
- \*Transit feasibility study to explore local circulator
- \*Downtown redevelopment plan
- New financing mechanisms to support redevelopment efforts

# Comprehensive Master Plan Priorities

- Enhanced streetscape amenities and expanded parking options in Downtown
- Formal expansion of the Richmond Historic District to align with the Future Land Use Plan
- Assistance with conversion of second-story floors in Downtown

F

## Rehabilitate and preserve Richmond's existing neighborhoods and community assets.

### Key Recommendations

- Neighborhood planning and small-scale improvement projects
- Residential street and sidewalk revitalization program
- Coordination of historic preservation guidelines and updated land development regulations

### Other Considerations

- \*Sidewalk, bike lane, and trail planning with rights-of-way protections
- Partnerships with churches, civic organizations, schools, and businesses in neighborhood improvement and revitalization efforts
- Potential relocation and expansion of the Fort Bend Museum and other historic assets
- Education and outreach for homeowner rehabilitation and financing
- Infill incentives (e.g., fee waivers, tax abatements) and development standards
- Seasonal "Clean Up" events or "Neighborhood Pride" days focusing on beautification

G

## Partner with existing local businesses to assist in their success and improve access to resources.

### Key Recommendations

- Strengthened ties between education and industry
- Downtown redevelopment plan
- Online library of business funding and technical assistance resources
- Increased capacity of business organizations

### Other Considerations

- \*Collaborative marketing and branding of Richmond's assets
- \*Updated land development regulations
- \*Transit feasibility study to explore local circulator
- Assistance with conversion of second-story floors in Downtown
- Formation of task force to assess the need for business assistance programs
- "Shop Local" programs
- Quarterly or semi-annual meetings with largest employers to coordinate initiatives

H

## Diversify Richmond's business and employer mix through innovation and strategic recruitment.

### Key Recommendations

- Hotel recruitment
- Shovel-ready business and industrial park
- Business incubator and accelerator program
- Enhanced website design and increased availability of City information

### Other Considerations

- \*Incremental infrastructure investments that can expand with growth
- \*Streamlined development review process
- \*Updated land development regulations
- \*Strengthened ties between education and industry
- Housing accommodations in support of targeted professions

I

## Enhance and preserve Richmond's natural amenities.

### Key Recommendations

- Low-impact development standards
- Recreational and visual access to the Brazos River
- Enhanced local and regional park system

### Other Considerations

- \*Joint-funded project initiatives and shared-use facilities
- \*Sidewalk, bike lane, and trail planning with rights-of-way protections
- \*Landscape beautification and screening investments with major infrastructure projects
- Use of Future Land Use Plan as guideline to protect rural areas and natural amenities
- "Green building" best practice guidelines
- Formation of donor program to enhance park and downtown amenities

J

## Strengthen the awareness and image of Richmond throughout the region.

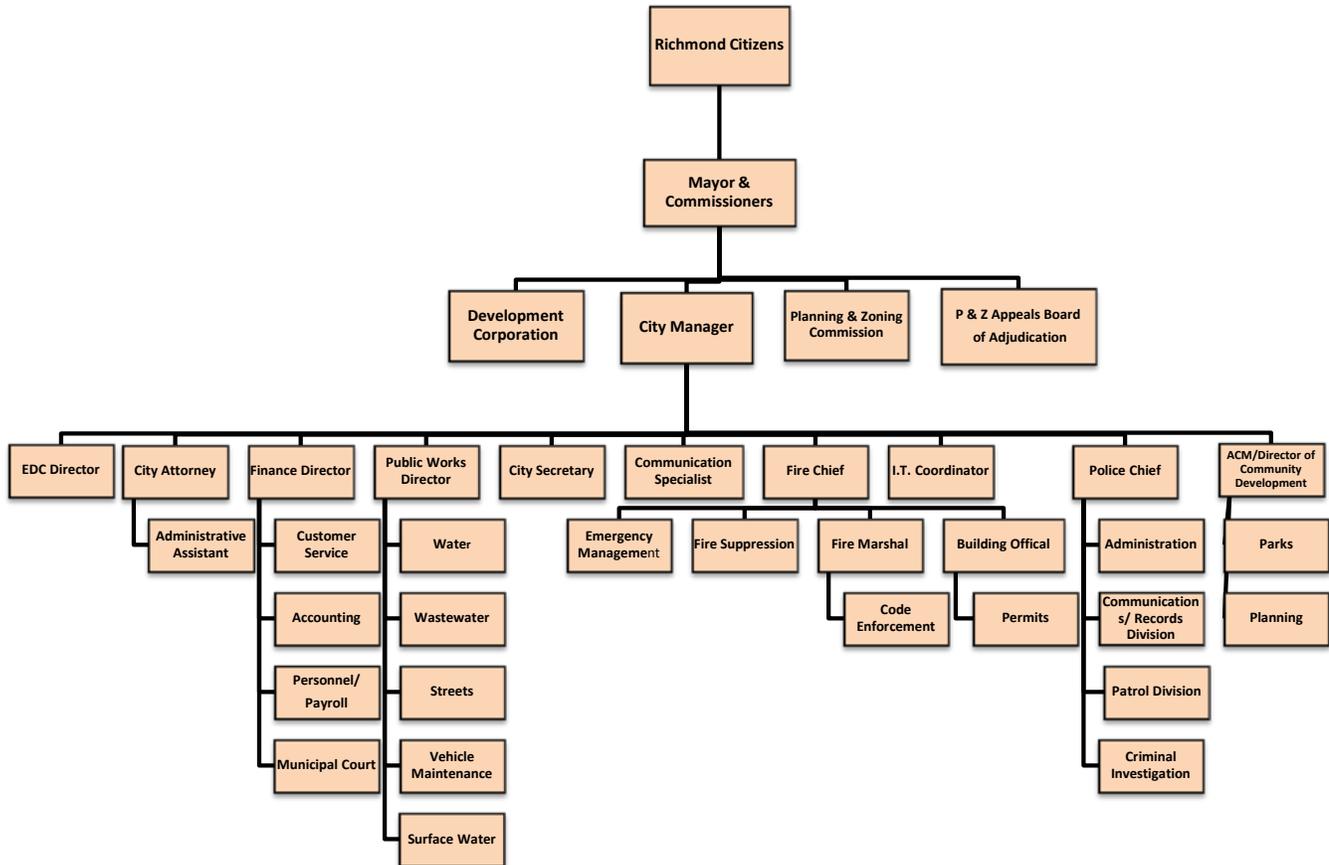
### Key Recommendations

- Collaborative marketing and branding of Richmond's assets
- Intergovernmental advocacy and coordination
- Public investments at Richmond's key community gateways

### Other Considerations

- \*Enhanced website design and increased availability of City information
- \*Recruitment of high-quality land developers
- \*Weekend and nightlife programming
- Comprehensive wayfinding study
- Historic architecture as unique regional asset for arts and entertainment district

CITY OF RICHMOND  
 ORGANIZATIONAL CHART



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**SUMMARY OF PERSONNEL**  
**(Full-time Equivalent Positions)**

<b>Fund/Department</b> <b>Position Title</b>	<b>Actual</b> <b>2014-2015</b>	<b>Estimate</b> <b>2015-2016</b>	<b>Budget</b> <b>2016-2017</b>	<b>Percent</b> <b>+/(%)</b>
<b>GENERAL FUND:</b>				
<b>General Government (10-5100)</b>				
City Manager	1	1	1	
ACM/Director of Community Development	0	1	1	
Economic Development Director	1	1	1	
City Attorney	0	1	1	
City Secretary	1	1	1	
Communication Specialist	1	1	1	
Administrative Assistant	0	1	1	
Subtotal	<u>4</u>	<u>7</u>	<u>7</u>	0%
<b>Public Works (10-5105)</b>				
Public Works Director	1	1	1	
Executive Secretary	1	1	1	
Facility Service Technician	0	0	1	
Subtotal	<u>2</u>	<u>2</u>	<u>3</u>	50%
<b>Vehicle Maintenance (10-5110)</b>				
Mechanic I	2	2	1	
Mechanic II	0	0	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
<b>Information Technology (10-5115)</b>				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
<b>Streets (10-5120)</b>				
Assistant Public Works Director	1	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Equipment Operator I	4	4	4	
Equipment Operator II	3	3	3	
Sign Tech / Equipment Operator II	1	1	1	
Part-time Laborer	0.48	0.48	0.48	
Subtotal	<u>11.48</u>	<u>11.48</u>	<u>11.48</u>	0%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**SUMMARY OF PERSONNEL**  
**(Full-time Equivalent Positions)**

<b>Fund/Department Position Title</b>	<b>Actual 2014-2015</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent +/(=)</b>
<b>Police (10-5140)</b>				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Lieutenant	4	4	4	
Patrol Sergeant	3	3	3	
Corporal	3	3	3	
Detective	3	3	3	
Crime Scene Investigator	2	2	2	
Police Officer	16	16	16	
Administrative Assistant	1	1	1	
Dispatcher	8	8	8	
Police Records Specialist	1	1	1	
Subtotal	<u>43</u>	<u>43</u>	<u>43</u>	0%
<b>Fire (10-5150)</b>				
Fire Chief	1	1	1	
Assistant Fire Chief	1	1	1	
Training/Safety/Compliance Battalion Chief	0	0	1	
Fire Marshal	1	0	0	
Building Official	1	0	0	
Bldg Inspector/Investigator/Firefighter	4	0	0	
Battalion Chief	3	3	3	
Lieutenant	9	9	9	
Firefighters (3 positions grant funded)	18	18	21	
Administrative Assistant	1	1	1	
Records Specialist	0	0	0	
Permits Specialist	3	0	0	
Part-Time Firefighters	5.99	5.99	6.25	
Subtotal	<u>47.99</u>	<u>38.99</u>	<u>43.25</u>	11%
<b>Emergency Management (10-5152)</b>				
Emergency Management Coordinator	0	1	1	
Subtotal	<u>0</u>	<u>1</u>	<u>1</u>	0%
<b>Fire Marshal (10-5153)</b>				
Fire Marshal	0	1	1	
Chief Deputy Fire Marshal	0	0	1	
Inspector / Investigator	0	4	3	
Subtotal	<u>0</u>	<u>5</u>	<u>5</u>	0%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**SUMMARY OF PERSONNEL**  
**(Full-time Equivalent Positions)**

<b>Fund/Department Position Title</b>	<b>Actual 2014-2015</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent +/(=)</b>
<b>Building Permits (10-5159)</b>				
Building Official	0	1	1	
Permits Specialist	0	3	3	
Subtotal	<u>0</u>	<u>4</u>	<u>4</u>	0%
<b>Parks (10-5160)</b>				
Park Superintendent	1	1	0	
Crew Chief	2	2	2	
Maintenance Worker I	4	4	4	
Subtotal	<u>7</u>	<u>7</u>	<u>6</u>	-14%
<b>Janitorial (10-5170)</b>				
Custodian	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
<b>Planning (10-5175)</b>				
Planning Director	0	0	1	
Planner	1	1	0	
Planner II	0	0	1	
GIS Technician	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>3</u>	50%
<b>Municipal Court (10-5180)</b>				
Court Administrator	1	1	1	
Court Specialist	2	2	2	
Bailiff	1	1	1	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%
TOTAL GENERAL FUND	<u>127.47</u>	<u>131.47</u>	<u>136.73</u>	4%
<b>WATER AND SEWER FUND:</b>				
<b>Accounting &amp; Collecting (20-5200)</b>				
Finance Director	1	1	1	
Finance Manager	1	1	1	
Human Resources Coordinator	1	1	1	
Accountant	2	3	3	
Subtotal	<u>5</u>	<u>6</u>	<u>6</u>	0%
<b>Customer Service (20-5210)</b>				
Customer Service Supervisor	1	1	1	
Customer Service Specialist	3	2	2	
Billing Specialist	0	1	1	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**SUMMARY OF PERSONNEL**  
**(Full-time Equivalent Positions)**

<b>Fund/Department Position Title</b>	<b>Actual 2014-2015</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent +/( -)</b>
<b>Meter (20-5215)</b>				
Water Meter Foreman	1	0	0	
Water Meter Worker	3	0	0	
Customer Service Technician	0	2	2	
Subtotal	4	2	2	0%
<b>Water (20-5220)</b>				
Superintendent	1	1	0	
Foreman	1	1	0	
Crew Chief	2	2	0	
Water Plant Operator I	2	1	0	
Water Plant Operator II	0	1	0	
Cross Connection Tech / Foreman	1	1	0	
Maintenance Operator I	2	2	0	
Maintenance Worker I	4	4	0	
Construction Inspector *	0	0.50	0	
Heavy Equipment Operator	0	0	0	
Subtotal	13	13.50	0	-100%
<b>Wastewater (20-5230)</b>				
Superintendent	1	1	0	
Wastewater Coordinator	1	0	0	
Foreman	1	1	0	
Crew Chief	1	1	0	
WW Plant Operator I	1	0	0	
WW Plant Operator II	3	1	0	
WW Plant Operator III	1	3	0	
Maintenance Worker I	1	2	0	
Maintenance Worker II	2	2	0	
Construction Inspector *	0	0.50	0.00	
Subtotal	12	11.50	0.00	-100%
<b>Water Production (20-5240)</b>				
Foreman	0	0	1	
Water Plant Operator I	0	0	1	
Water Plant Operator II	0	0	1	
Utilities Coordinator	0	0	1	
Subtotal	0	0	4	

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**SUMMARY OF PERSONNEL**  
**(Full-time Equivalent Positions)**

<b>Fund/Department Position Title</b>	<b>Actual 2014-2015</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent +/(-)</b>
<b>Water Distribution (20-5245)</b>				
Superintendent	0	0	1	
Foreman	0	0	1	
Crew Chief	0	0	1	
Maintenance Operator I	0	0	2	
Maintenance Worker I	0	0	4	
Construction Inspector *	0	0	0.50	
	<u>0</u>	<u>0</u>	<u>9.50</u>	
<b>Wastewater Collection (20-5250)</b>				
Crew Chief	0	0	1	
Maintenance Worker I	0	0	2	
Construction Inspector *	0	0	0.50	
	<u>0</u>	<u>0</u>	<u>3.50</u>	
<b>Wastewater Treatment (20-5255)</b>				
Superintendent	0	0	1	
Foreman	0	0	1	
WW Plant Operator I	0	0	2	
WW Plant Operator II	0	0	1	
WW Plant Operator III	0	0	1	
Maintenance Worker I	0	0	1	
Maintenance Worker II	0	0	1	
	<u>0</u>	<u>0</u>	<u>8</u>	
<b>TOTAL WATER AND SEWER FUND</b>	<u><u>38</u></u>	<u><u>37</u></u>	<u><u>37</u></u>	0%
<b>SURFACE WATER FUND:</b>				
<b>Surface Water (22-5222)</b>				
Surface Water Chief Operator	0	1	1	
Subtotal	<u>0</u>	<u>1</u>	<u>1</u>	0%
<b>TOTAL SURFACE WATER FUND</b>	<u><u>0</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	0%
<b>TOTAL ALL FUNDS</b>	<b>165.47</b>	<b>169.47</b>	<b>174.73</b>	<b>3%</b>
		Full-time Positions:	168.00	
		Part-time Positions:	6.73	
<b>TOTAL FULL-TIME EQUIVALENTS:</b>			<u>174.73</u>	

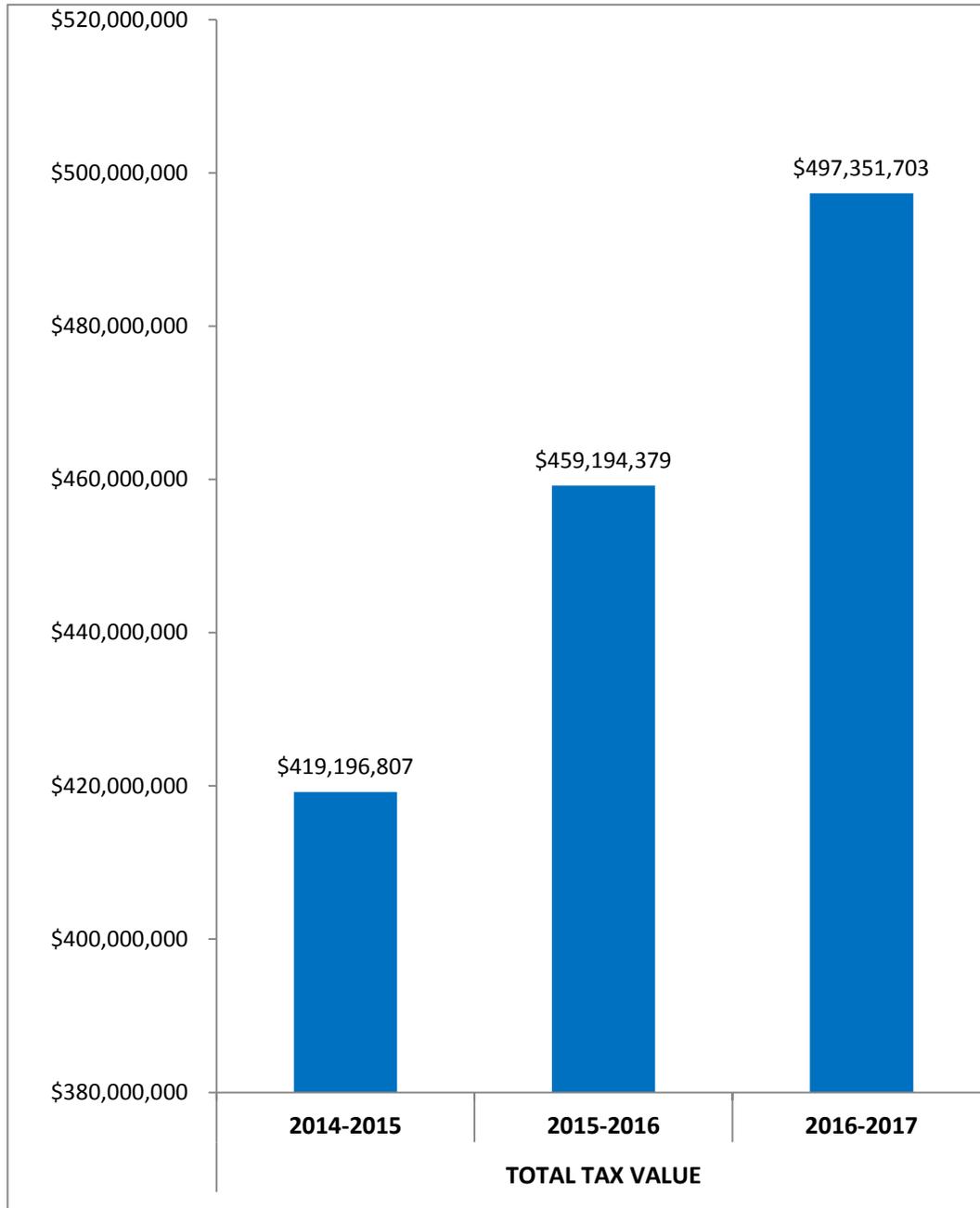
\* Position funded by two departments

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**TAX REVENUE and DISTRIBUTION**

	<b>Actual 2014-2015</b>		<b>Budget 2015-2016</b>		<b>Budget 2016-2017</b>	
Real Estate	\$624,647,395		\$672,179,390		\$750,674,170	
Personal Property	\$61,290,328		\$66,517,447		\$57,026,778	
<b>Total Tax Roll</b>	<b>\$685,937,723</b>		<b>\$738,696,837</b>		<b>\$807,700,948</b>	
Homestead cap adj.	\$2,109,675		\$3,426,400		\$5,742,650	
Exempt Property	\$262,146,380	38%	\$264,172,080	36%	\$306,065,300	38%
Productivity Loss	\$6,785,580		\$6,435,490		\$6,374,680	
Disabled Vet.	\$1,666,550		\$1,776,112		\$2,249,550	
Over 65	\$3,962,230		\$4,025,580		\$4,033,960	
Misc. Exemptions	\$1,024,825		\$1,336,857		\$68,890	
<b>Total Exemptions</b>	<b>\$277,695,240</b>	<b>40%</b>	<b>\$281,172,519</b>	<b>38%</b>	<b>\$324,535,030</b>	<b>40%</b>
Under ARB Review	\$10,954,324		\$1,670,061		\$14,185,785	
<b>Total Tax Value</b>	<b>\$419,196,807</b>		<b>\$459,194,379</b>		<b>\$497,351,703</b>	<b>8.31%</b>
Tax Rate per \$100	0.7700		0.7550		0.7350	
Est. Tax Levy	\$3,227,815		\$3,466,918		\$3,655,535	
% of Collections	98%		98%		98%	
Est. Collections	\$3,163,259		\$3,397,579		\$3,582,424	
Delinquent Collections	\$70,000		\$25,000		\$25,000	
<b>Est. Funds</b>	<b>\$3,233,259</b>		<b>\$3,422,579</b>		<b>\$3,607,424</b>	
M & O Revenue	\$2,252,863		\$2,398,072		\$2,559,849	
Debt Service	\$948,133		\$1,024,507		\$1,022,575	
Development Corp.	\$248,125		\$254,538		\$255,088	
Water and Sewer	\$142,100		\$140,900		\$231,081	
M & O Rate	0.5429		0.5290		0.5252	
Debt Service Rate	0.2271		0.2260		0.2098	

**TOTAL TAX VALUE CHART**



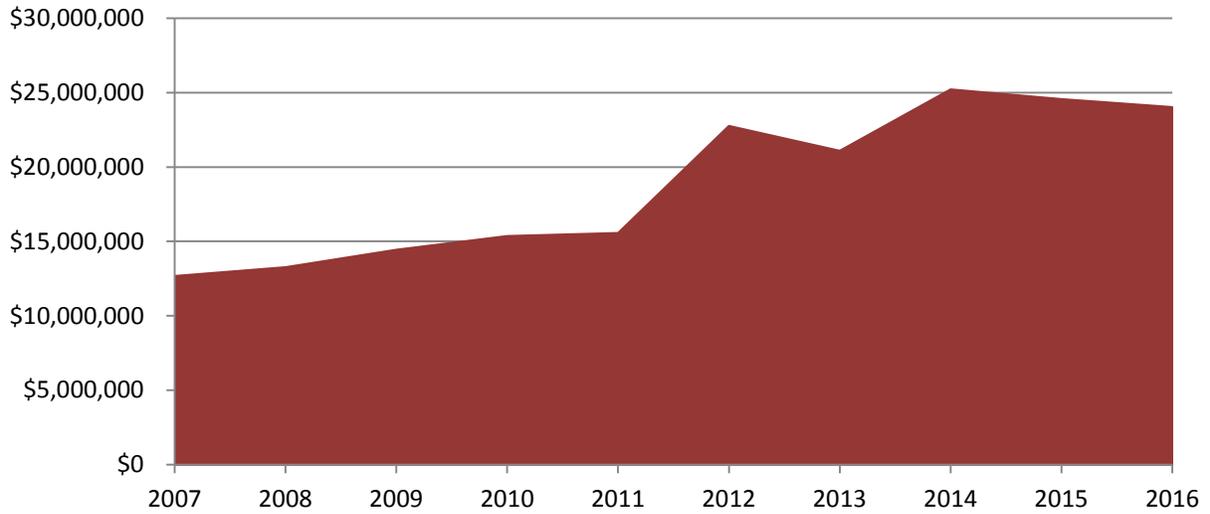
CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**COMBINED REVENUES and EXPENDITURES  
GENERAL, WATER & SEWER and DEBT SERVICE FUND  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2017**

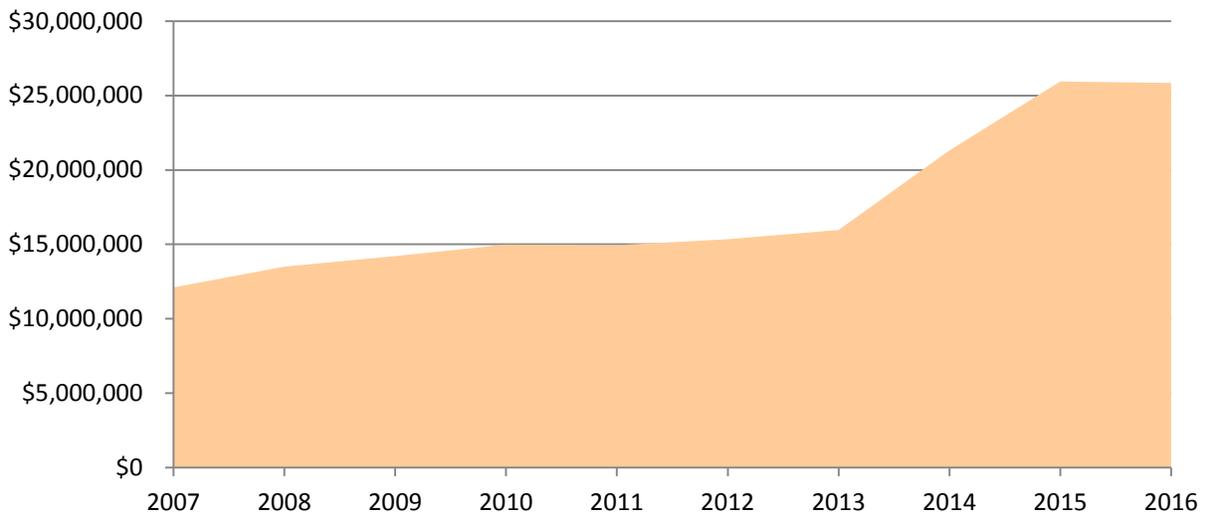
<b>REVENUES</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>ACCOUNT DESCRIPTION</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>
PROPERTY TAX-CURRENT	\$3,198,795	\$3,422,579	\$3,462,189	\$3,582,424
PROPERTY TAX-DEL.	(\$1,469)	\$25,000	\$42,278	\$25,000
<b>TOTAL PROPERTY TAX</b>	<b>\$3,197,326</b>	<b>\$3,447,579</b>	<b>\$3,504,467</b>	<b>\$3,607,424</b>
WATER SALES & SERVICE	\$3,223,254	\$2,950,000	\$3,147,899	\$3,000,000
SEWER SALES & SERVICE	\$2,680,467	\$2,550,000	\$2,751,172	\$2,600,000
TAX PENALTY AND INTEREST	\$48,420	\$40,000	\$45,763	\$32,000
SALES TAX - STATE	\$3,856,250	\$4,220,721	\$4,220,721	\$4,262,928
MIXED BEVERAGE TAX	\$0	\$20,000	\$12,000	\$15,000
GARBAGE COLLECTION FEES	\$1,496,122	\$1,460,000	\$1,460,000	\$1,547,600
LICENSES AND PERMITS	\$251,208	\$260,000	\$185,000	\$260,000
INSPECTION FEES	\$237,611	\$125,000	\$254,000	\$205,000
UTILITY GROSS RECEIPTS	\$742,401	\$742,500	\$742,500	\$742,500
COURT FINES	\$583,440	\$575,000	\$502,850	\$500,000
MISCELLANEOUS	\$3,965,392	\$1,953,747	\$731,149	\$1,927,597
INTERGOVERNMENTAL REVENUE	\$397,383	\$775,331	\$430,284	\$993,054
RENT	\$5,202	\$0	\$7,500	\$0
FIRE PROTECTION FEES	\$1,758,716	\$1,900,000	\$1,950,000	\$1,996,000
INTERFUND TRANSFERS IN	\$2,746,835	\$3,534,465	\$2,655,338	\$2,325,088
INTEREST	\$28,121	\$11,500	\$4,710	\$15,030
<b>TOTAL REVENUES</b>	<b>\$25,218,146</b>	<b>\$24,565,843</b>	<b>\$22,605,353</b>	<b>\$24,029,221</b>
<b>EXPENDITURES</b>				
SALARIES, WAGES	\$10,536,929	\$12,608,608	\$11,659,435	\$12,896,277
MATL., SUPPL. & SERV.	\$6,039,063	\$6,501,921	\$6,741,492	\$6,251,027
CAPITAL OUTLAY	\$902,161	\$2,133,442	\$539,996	\$2,904,041
INTERFUND TRANSFERS OUT	\$2,493,900	\$2,403,000	\$2,403,000	\$2,070,000
Subtotal EXPENSES	\$19,972,054	\$23,646,971	\$21,343,924	\$24,121,346
DEBT SERVICE	\$946,015	\$1,023,831	\$1,135,519	\$1,238,581
DEBT SERVICE-WATER & SEWER	\$140,900	\$139,700	\$139,700	\$231,081
DEBT SERVICE-SURFACE WATER	\$0	\$879,127	\$0	\$0
DEBT SERVICE-DEV. CORP.	\$252,935	\$252,338	\$252,338	\$255,088
	\$1,339,850	\$2,294,996	\$1,527,557	\$1,724,750
<b>TOTAL EXPENDITURES</b>	<b>\$21,311,904</b>	<b>\$25,941,967</b>	<b>\$22,871,481</b>	<b>\$25,846,096</b>
EXCESS REV./EXP.	\$3,906,243	(\$1,376,124)	(\$266,128)	(\$1,816,875)
PRIOR YEAR SURPLUS	\$5,205,190	\$9,111,433	\$9,111,433	\$7,735,309
ANT. SURPLUS BALANCE	\$9,111,433	\$7,735,309	\$8,845,305	\$5,918,434

FINANCIAL TRENDS

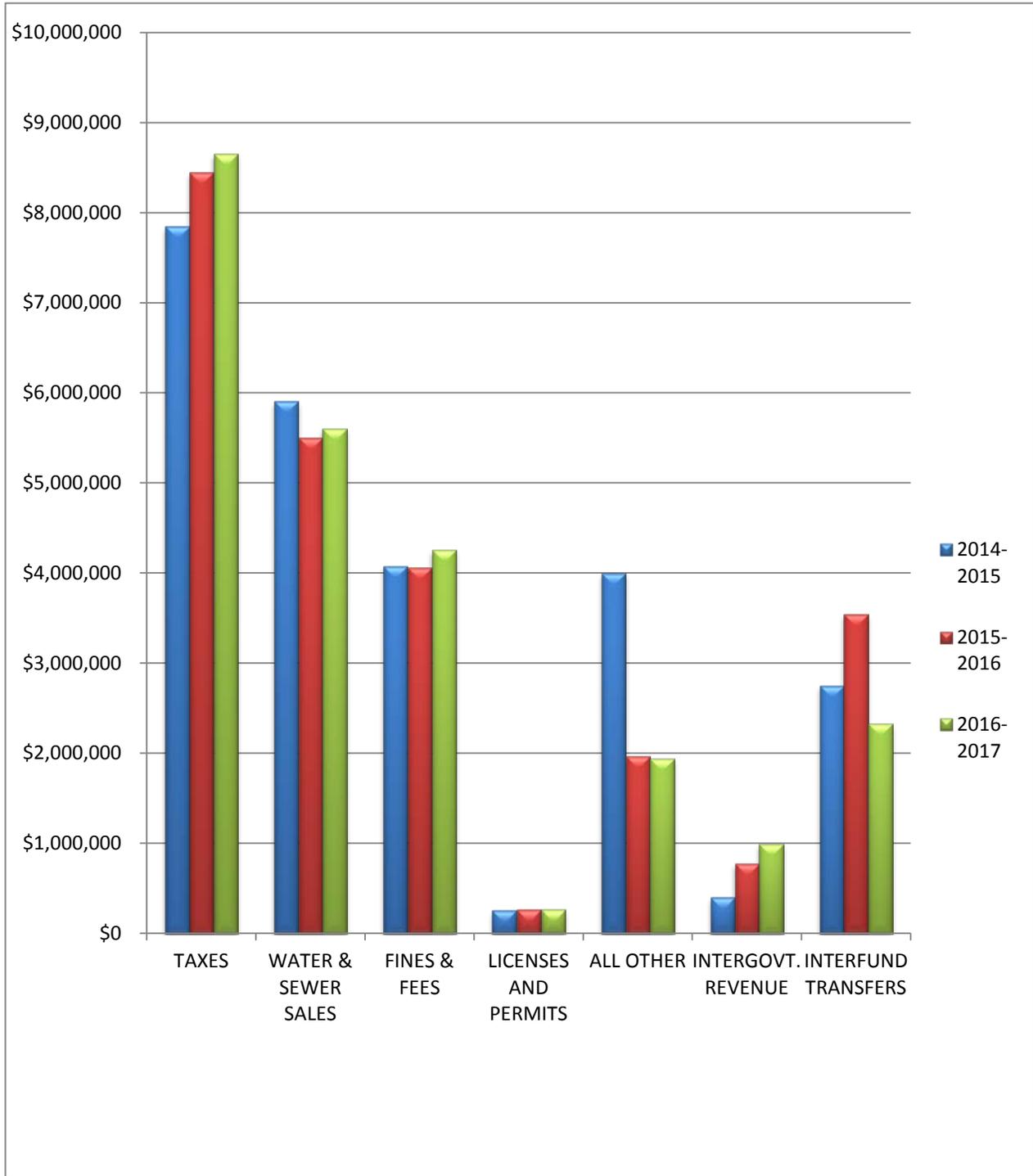
Combined Revenue Last Ten Years



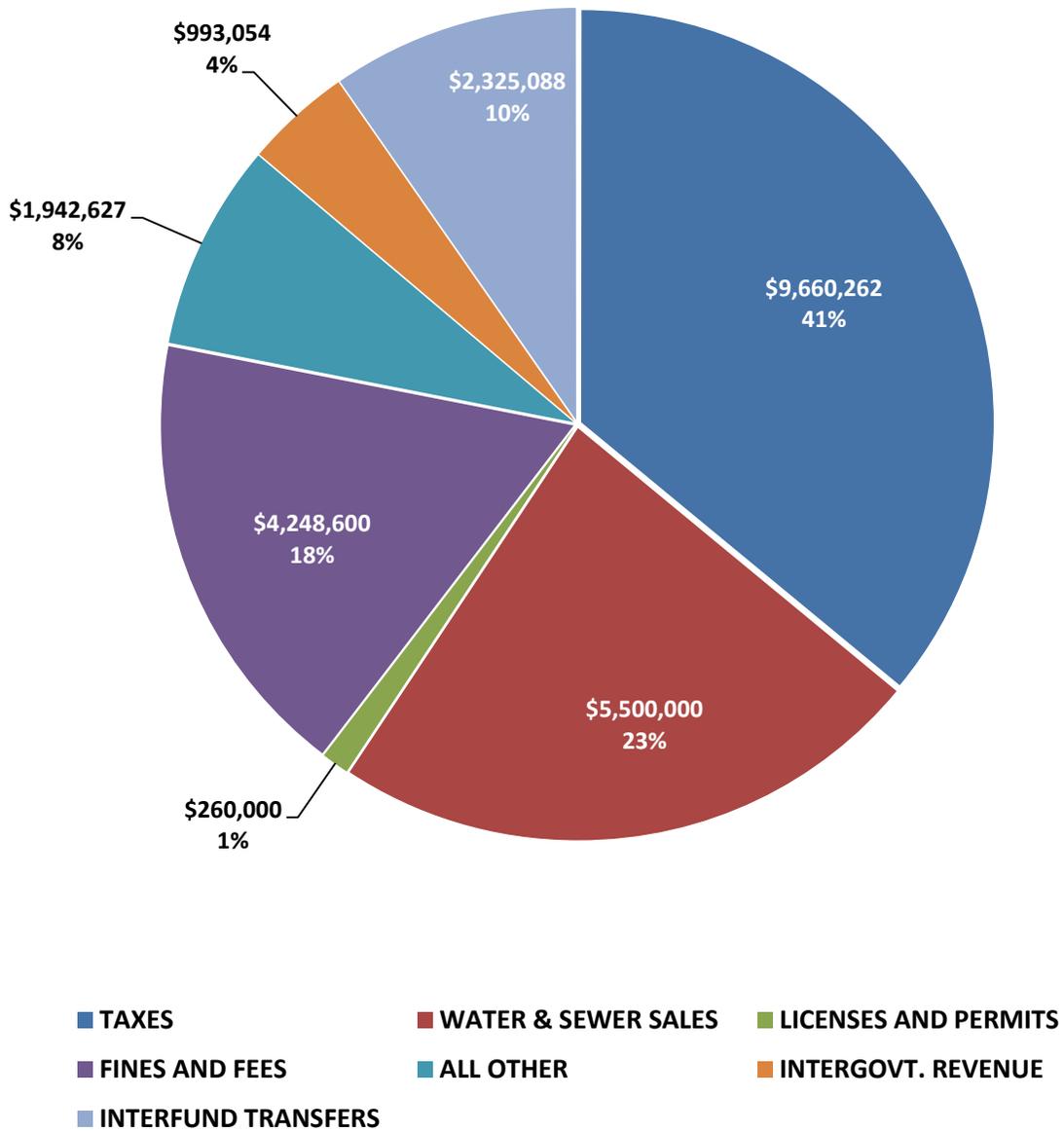
Combined Expenditures Last Ten Years



**REVENUE TRENDS BASED ON PAST PERFORMANCE**



2016-2017 REVENUE CHART



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**GENERAL FUND**  
Long-Range Financial Forecast

**LONG-RANGE FINANCIAL FORECAST**

	<b>Actual 2014-15</b>	<b>Budget 2015-16</b>	<b>% Δ</b>	<b>Estimate 2015-16</b>	<b>% Δ</b>	<b>Budget 2016-17</b>	<b>% Δ</b>
<b>Beginning Fund Balance</b>	<b>\$2,503,403</b>	<b>\$3,540,833</b>		<b>\$3,540,833</b>		<b>\$4,265,856</b>	
<b>Revenues:</b>							
Property Taxes	\$2,284,638	\$2,463,072	8%	\$2,487,809	1%	\$2,616,849	5%
Garbage Collection	\$1,496,122	\$1,460,000	-2%	\$1,460,000	0%	\$1,547,600	6%
Mun. Court Fines	\$583,440	\$575,000	-1%	\$502,850	-13%	\$500,000	-1%
Sales Tax-State	\$3,856,250	\$4,220,721	9%	\$4,220,721	0%	\$4,262,928	1%
Utility Receipts Tax	\$742,401	\$742,500	0%	\$742,500	0%	\$742,500	0%
Intergovt. Revenue	\$397,383	\$775,331	95%	\$430,284	-45%	\$993,054	131%
License & Permits	\$251,208	\$260,000	3%	\$185,000	-29%	\$260,000	41%
Charges for Services	\$2,006,077	\$2,033,500	1%	\$2,216,500	9%	\$2,211,000	0%
Interest	\$9,187	\$11,500	25%	\$4,700	-59%	\$5,000	6%
Trans. frm Oth Funds	\$2,353,000	\$2,263,300	-4%	\$2,263,300	0%	\$1,838,919	-19%
Other Income	\$63,803	\$40,000	-37%	\$66,550	66%	\$40,000	-40%
<b>Total Revenues</b>	<b>\$14,043,509</b>	<b>\$14,844,924</b>	<b>6%</b>	<b>\$14,580,214</b>	<b>-2%</b>	<b>\$15,017,850</b>	<b>3%</b>
<b>Expenditures:</b>							
Salaries & Fees	\$8,504,082	\$10,050,689	18%	\$9,243,320	-8%	\$10,537,667	14%
Materials & Supplies	\$3,607,718	\$4,025,310	12%	\$4,193,482	4%	\$3,965,309	-5%
Capital Outlay	\$894,279	\$436,942	-51%	\$430,388	-1%	\$1,199,941	179%
<b>Total Expenditures</b>	<b>\$13,006,079</b>	<b>\$14,512,941</b>	<b>12%</b>	<b>\$13,867,190</b>	<b>-4%</b>	<b>\$15,702,917</b>	<b>13%</b>
<b>Ending Fund Balance</b>	<b>\$3,540,833</b>	<b>\$3,872,816</b>		<b>\$4,253,856</b>		<b>\$3,580,789</b>	
<b>Target = 60 Days</b>							
Fund Bal as % of Exp	27.22%	26.69%		30.68%		22.80%	
Fund Bal in Days	99	97		112		83	

Forecast			
2017-18	2018-19	2019-20	2020-21
<b>\$3,580,789</b>	<b>\$4,255,094</b>	<b>\$4,526,451</b>	<b>\$4,422,077</b>

2,669,186	2,722,570	2,722,570	2,722,570
1,578,552	1,610,123	1,642,326	1,675,172
502,500	505,013	507,538	510,075
4,305,557	4,391,668	4,479,502	4,569,092
735,075	735,075	735,075	735,075
693,054	593,054	593,054	593,054
265,200	270,504	275,914	281,432
2,255,220	2,300,324	2,346,331	2,393,258
5,000	5,000	5,000	5,000
2,797,708	2,917,319	3,042,100	3,172,276
40,000	40,000	40,000	40,000
<b>\$15,847,052</b>	<b>\$16,090,650</b>	<b>\$16,389,408</b>	<b>\$16,697,003</b>

10,959,173	11,397,540	11,853,442	12,327,579
4,163,574	4,371,753	4,590,341	4,819,858
50,000	50,000	50,000	50,000
<b>\$15,172,748</b>	<b>\$15,819,293</b>	<b>\$16,493,783</b>	<b>\$17,197,437</b>

<b>\$4,255,094</b>	<b>\$4,526,451</b>	<b>\$4,422,077</b>	<b>\$3,921,643</b>
--------------------	--------------------	--------------------	--------------------

28.04%	28.61%	26.81%	22.80%
102	104	98	83

Revenue Assumptions
<u>Property Tax</u> : Based upon historical trends and adjusted for slowing real estate market trends for next two years at rate with stagnation projected further.
<u>Sales Tax</u> : Based upon historical trends with 1% growth for next year and 2% adjusted for known future development
<u>Garbage &amp; Charges for Services</u> : Based upon conservative growth projections of 2%

Expenditure Assumptions
<u>Salaries &amp; Fee</u> : Modest growth of 4% projected
<u>Materials &amp; Supplies</u> : Based upon historical trends, a 5% growth rate is projected

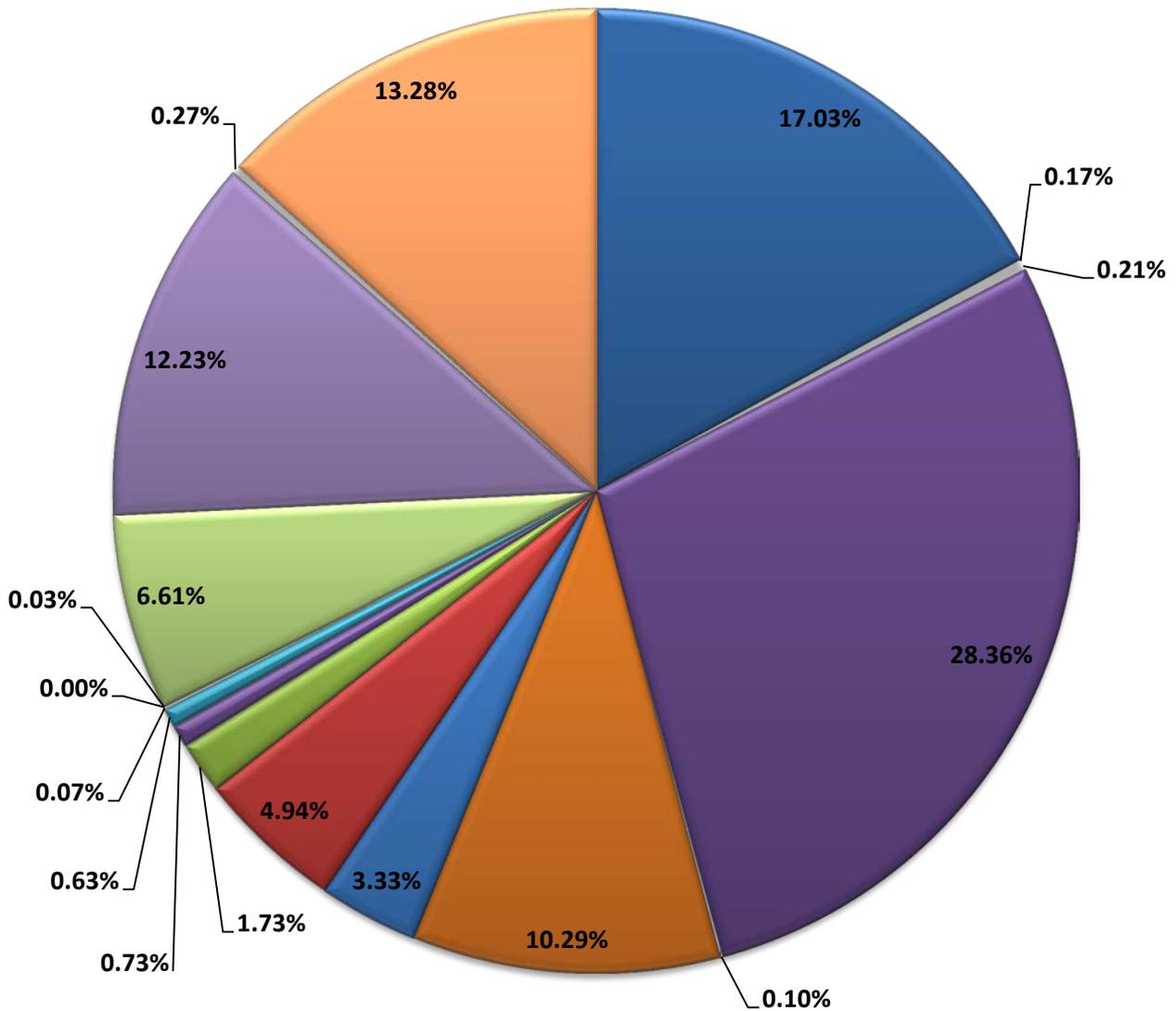
CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**GENERAL FUND  
REVENUES AND EXPENDITURES**

	<b>Actual 2014-2015</b>	<b>Budget * 2015-2016</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent + / (-)</b>
10-3000 Property Tax-Current	\$2,249,375	\$2,398,072	\$2,425,809	\$2,559,849	6.75%
10-3005 Property Tax-Delinquent	\$3,488	\$25,000	\$30,000	\$25,000	0.00%
<b>Total Property Tax</b>	<b>\$2,252,863</b>	<b>\$2,423,072</b>	<b>\$2,455,809</b>	<b>\$2,584,849</b>	<b>6.68%</b>
10-3010 Tax Penalty and Int	\$31,775	\$40,000	\$32,000	\$32,000	-20.00%
10-3015 Sales Tax - State	\$3,856,250	\$4,220,721	\$4,220,721	\$4,262,928	1.00%
10-3017 Mixed Beverage Tax	\$0	\$20,000	\$12,000	\$15,000	100.00%
10-3025 Garbage Collection-Net	\$1,496,122	\$1,460,000	\$1,460,000	\$1,547,600	6.00%
10-3030 Municipal Court Fines	\$583,440	\$575,000	\$502,850	\$500,000	-13.04%
10-3035 Utility Receipts Tax	\$742,401	\$742,500	\$742,500	\$742,500	0.00%
10-3040 Licenses and Permits	\$251,208	\$260,000	\$185,000	\$260,000	0.00%
10-3045 Inspection Fees	\$110,461	\$75,000	\$159,000	\$110,000	100.00%
10-3047 Plan Review Fees	\$127,150	\$50,000	\$95,000	\$95,000	90.00%
10-3049 Amusement Redempt Fees	\$9,750	\$8,500	\$12,500	\$10,000	100.00%
10-3050 Rent	\$5,202	\$0	\$7,500	\$0	0.00%
10-3055 Interest	\$9,187	\$11,500	\$4,700	\$5,000	-56.52%
10-3060 Intergovernmental Revenue	\$397,383	\$775,331	\$430,284	\$993,054	28.08%
10-3065 Transfer from Other Funds	\$2,353,000	\$2,263,300	\$2,263,300	\$1,838,919	-18.75%
10-3070 Other Income	\$55,086	\$40,000	\$54,300	\$40,000	0.00%
10-3075 Fire Protection Fees	\$1,758,716	\$1,900,000	\$1,950,000	\$1,996,000	5.05%
10-3080 Donations	\$3,515	\$0	\$4,750	\$0	0%
<b>Total Revenues</b>	<b>\$14,043,509</b>	<b>\$14,864,924</b>	<b>\$14,592,214</b>	<b>\$15,032,850</b>	<b>1.13%</b>
Less Debt Service	\$0			\$0	
<b>Total M &amp; O Revenue</b>	<b>\$14,043,509</b>	<b>\$14,864,924</b>	<b>\$14,592,214</b>	<b>\$15,032,850</b>	<b>1.13%</b>
					<b>% of Total GF Expenses</b>
10-5100 General Government	\$1,045,313	\$1,219,309	\$1,103,657	\$1,190,492	7.58%
10-5105 Public Works	\$334,331	\$309,723	\$318,155	\$475,959	3.03%
10-5110 Vehicle Maintenance	\$157,343	\$169,867	\$206,014	\$186,816	1.19%
10-5115 Information Technology	\$436,875	\$263,129	\$187,760	\$501,419	3.19%
10-5120 Street	\$976,935	\$1,419,020	\$1,331,809	\$1,374,347	8.75%
10-5130 Sanitation	\$1,390,761	\$1,409,665	\$1,487,448	\$1,505,297	9.59%
10-5140 Police	\$3,284,845	\$3,953,210	\$3,547,735	\$3,887,402	24.76%
10-5150 Fire - Central	\$4,220,257	\$3,493,921	\$3,604,841	\$4,061,433	25.86%
10-5152 Emergency Management	\$0	\$106,089	\$95,820	\$145,790	0.93%
10-5153 Fire Marshal	\$0	\$535,058	\$504,667	\$535,080	3.41%
10-5155 Fire - Station #2	\$24,663	\$37,600	\$33,500	\$37,400	0.24%
10-5157 Fire - Station #3	\$33,030	\$37,250	\$28,550	\$42,040	0.27%
10-5159 Building Permits	\$0	\$253,420	\$222,699	\$252,687	1.61%
10-5160 Parks	\$395,015	\$477,722	\$417,730	\$577,757	3.68%
10-5170 Janitorial	\$94,638	\$106,422	\$107,755	\$104,304	0.66%
10-5175 Planning	\$58,046	\$176,265	\$132,815	\$277,374	1.77%
10-5180 Municipal Court	\$554,027	\$545,270	\$536,235	\$547,321	3.49%
<b>Est. M &amp; O Expenses</b>	<b>\$13,006,079</b>	<b>\$14,512,941</b>	<b>\$13,867,190</b>	<b>\$15,702,917</b>	
<b>Net Operating Revenue</b>	<b>\$1,037,430</b>	<b>\$351,983</b>	<b>\$725,024</b>	<b>(\$670,067)</b>	
Prior Year Balance	\$2,503,403	\$3,540,833	\$3,540,833	\$4,265,856	
Anticipated Balance		\$3,892,816	\$4,265,856	\$3,595,789	
<b>Actual Ending Fund Balance</b>	<b>\$3,540,833</b>				
Fund Bal as % of Exp	27.22%	26.82%	30.76%	22.90%	
Fund Bal in Days	99	98	112	84	

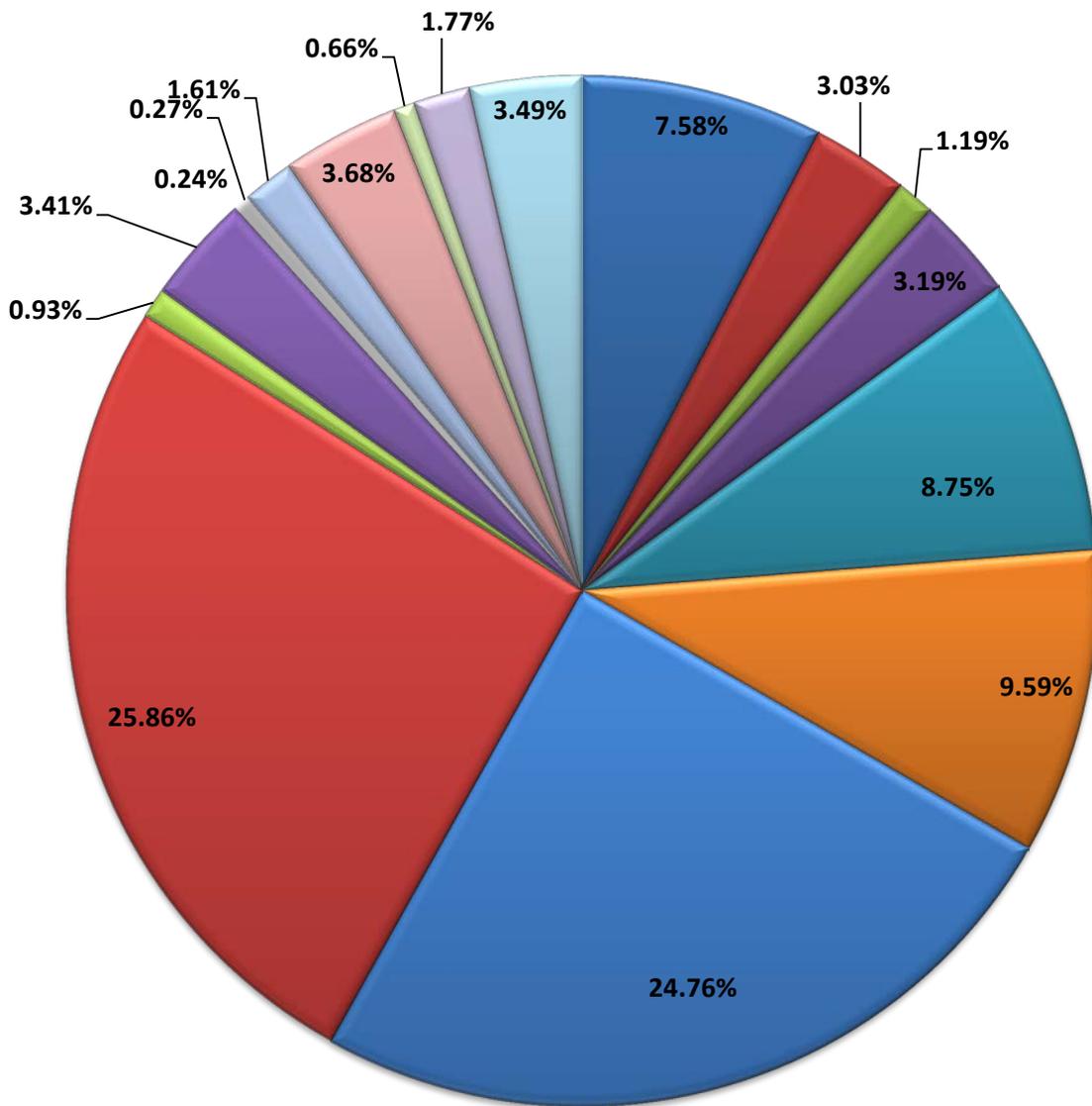
## GENERAL FUND REVENUE FY 2016-2017

- |                             |                           |                             |
|-----------------------------|---------------------------|-----------------------------|
| ■ Property Tax-Current      | ■ Property Tax-Delinquent | ■ Tax Penalty and Int       |
| ■ Sales Tax - State         | ■ Mixed Beverage Tax      | ■ Garbage Collection-Net    |
| ■ Municipal Court Fines     | ■ Utility Receipts Tax    | ■ Licenses and Permits      |
| ■ Inspection Fees           | ■ Plan Review Fees        | ■ Amusement Redempt Fees    |
| ■ Rent                      | ■ Interest                | ■ Intergovernmental Revenue |
| ■ Transfer from Other Funds | ■ Other Income            | ■ Fire Protection Fees      |



## GENERAL FUND EXPENDITURES FY 2016-2017

- |                          |                     |                        |
|--------------------------|---------------------|------------------------|
| ■ GENERAL GOVERNMENT     | ■ PUBLIC WORKS      | ■ VEHICLE MAINTENANCE  |
| ■ INFORMATION TECHNOLOGY | ■ STREET            | ■ SANITATION           |
| ■ POLICE                 | ■ FIRE - CENTRAL    | ■ EMERGENCY MANAGEMENT |
| ■ FIRE MARSHAL           | ■ FIRE - STATION #2 | ■ FIRE - STATION #3    |
| ■ BUILDING PERMITS       | ■ PARKS             | ■ JANITORIAL           |
| ■ PLANNING               | ■ MUNICIPAL COURT   |                        |



**GENERAL GOVERNMENT**

**Department Mission**

The mission of the General Government Department is to effectively execute City Commission policies, programs and directives; administer and manage City Operations in an organized, efficient and effective manner, and to respond promptly to citizen inquiries and requests with a high level of professionalism.

**Department Description**

This department provides professional leadership and management through the direction, administration and execution of City policy under the guidelines of the City Commission to maximize the effectiveness and efficiency of the City operations. The City Manager is appointed by the City Commission. The City Secretary, who works under the direction of the City Manager, is also in the General Government Department.

**Departmental Goals**

- ✓ *Comprehensive Master Plan Top-Ranked Priority*
  - *- Organization-wide Goal*
  - *- Departmental Goal*
- Provide city services to the citizens of Richmond in the most efficient and effective manner possible.
  - Improve records imaging and indexing system.
  - Work to implement most economical rate for surface water.

**Departmental Performance Indicators**

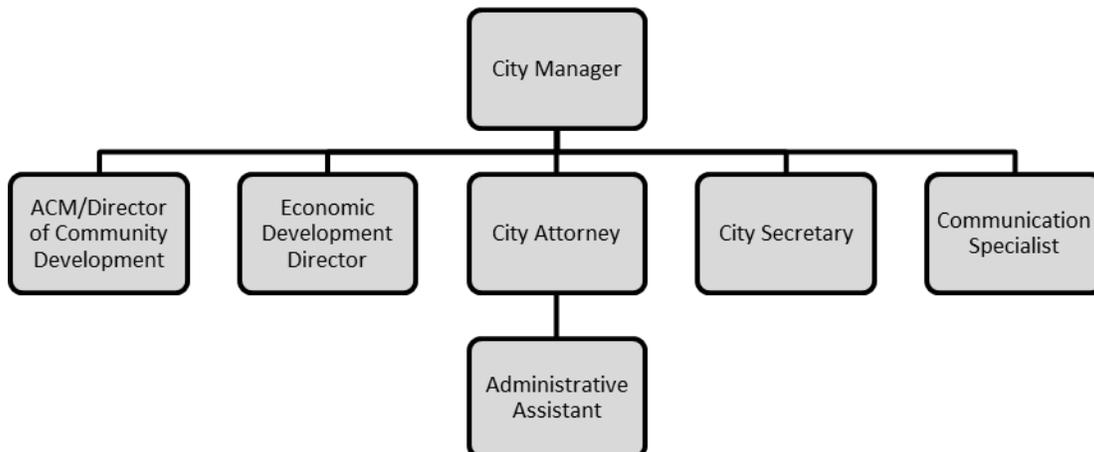
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
	<b><u>FY 14-15</u></b>	<b><u>FY 15-16</u></b>	<b><u>FY 16-17</u></b>
Number of construction contracts	3	5	5
Number of commission meetings	12	12	12
Number of workshops	5	5	5
Number of special meetings	10	10	10

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
City Manager	1	1	1
ACM/Director of Community Development	0	1	1
Economic Development Director	1	1	1
City Attorney	0	1	1
City Secretary	1	1	1
Communications Specialist	1	1	1
Administrative Assistant	0	1	1
<b>Total Personnel</b>	4	7	7

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

GENERAL GOVERNMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5100

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$296,554	\$560,072	\$430,000	\$593,955	6.05%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40100 Salaries Election	\$0	\$0	\$0	\$0	0.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$17,089	\$35,096	\$25,800	\$37,197	5.99%
40200 Medicare	\$3,997	\$8,208	\$6,500	\$8,699	5.99%
40250 Retirement	\$42,156	\$75,932	\$63,000	\$82,560	8.73%
40350 Workers' Compensation	\$533	\$1,472	\$1,912	\$1,924	30.73%
40400 Health Insurance	\$34,539	\$122,204	\$61,300	\$87,191	-28.65%
40500 Recruiting	\$8,331	\$5,000	\$15,200	\$5,000	0.00%
40550 Medical Surveillance	\$0	\$120	\$120	\$120	0.00%
40600 City Commission Expenses	\$0	\$200	\$1,200	\$200	0.00%
40650 Travel and Training	\$3,046	\$5,000	\$5,000	\$5,000	0.00%
40750 Office Supplies	\$9,541	\$15,000	\$12,000	\$15,000	0.00%
40800 Postage	\$136	\$1,000	\$900	\$1,000	0.00%
41300 Janitorial Supplies	\$98	\$0	\$0	\$0	0.00%
41650 Periodicals - Memberships	\$3,869	\$4,000	\$4,000	\$4,000	0.00%
41950 Equipment Repair	\$202	\$500	\$300	\$500	0.00%
42000 Building Repair & Maint.	\$7,949	\$5,000	\$5,000	\$5,000	0.00%
42150 Equipment Rental	\$2,217	\$932	\$3,100	\$932	0.00%
42200 Legal & Accounting Fees	\$135,057	\$31,000	\$65,000	\$25,000	-19.35%
42210 Engineering & Prof. Fees	\$224,700	\$93,000	\$135,000	\$93,000	0.00%
42250 Contract Services	\$90,144	\$97,500	\$97,500	\$43,025	-55.87%
42400 Maintenance Contract	\$5,423	\$7,425	\$7,425	\$7,425	0.00%
42500 Advertising	\$4,286	\$5,000	\$5,000	\$5,000	0.00%
42600 Utilities	\$2,959	\$4,438	\$3,500	\$4,438	0.00%
42700 Telephone & Pagers	\$7,754	\$3,500	\$12,000	\$20,115	474.71%
42750 Insurance & Bonding	\$127,445	\$130,000	\$132,000	\$132,000	1.54%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$1,366	\$4,360	\$3,500	\$4,360	0.00%
42900 Capital Outlay	\$13,196	\$0	\$0	\$0	0.00%
43050 Credit Card Fees	\$1,378	\$2,000	\$6,050	\$6,500	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,045,313</b>	<b>\$1,219,309</b>	<b>\$1,103,657</b>	<b>\$1,190,492</b>	<b>-2.36%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$396,217	\$804,334	\$589,862	\$812,877	1.06%
MATERIALS & SUPPLIES	\$635,901	\$414,975	\$513,795	\$377,615	-9.00%
CAPITAL OUTLAY	\$13,196	\$0	\$0	\$0	0.00%

## PUBLIC WORKS DEPARTMENT

### Department Mission

The mission of the Public Works Department is to maintain and improve the public works infrastructure within the City of Richmond's jurisdiction, and to provide visible individual departmental services and also includes support services for all City Departments. Many opportunities and significant challenges are ahead for the City. Our vision is to provide excellent public services while maintaining minimal environmental impact on our land and water supplies.

### Department Description

The Director of Public Works is responsible for the comprehensive management of four major City of Richmond departments which include Parks, Street, Sanitation, Water and Wastewater Departments. Public Works performs plan reviews for all proposed construction projects inside of the City limits and in our extraterritorial jurisdiction. Maintenance and improvements to drainage, park, streets and utilities are a part of daily activities. The Public Works Director coordinates City construction and planning activities with Federal, State, and County agencies. This department also investigates drainage, street and other infrastructure problems when requested by the citizens.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ Complete assessments and master plans for water, wastewater and storm water to ensure adequate capacities are available for future growth and address any deficiencies
  - Increase project related information to citizens to encourage, promote and welcome expanding residential and business growth and development
  - Increase neighborhood-wide clean-ups to provide safe, secure, family-oriented communities
  - Improve safety training for Department and reduce work related injuries

**Departmental Performance Indicators**

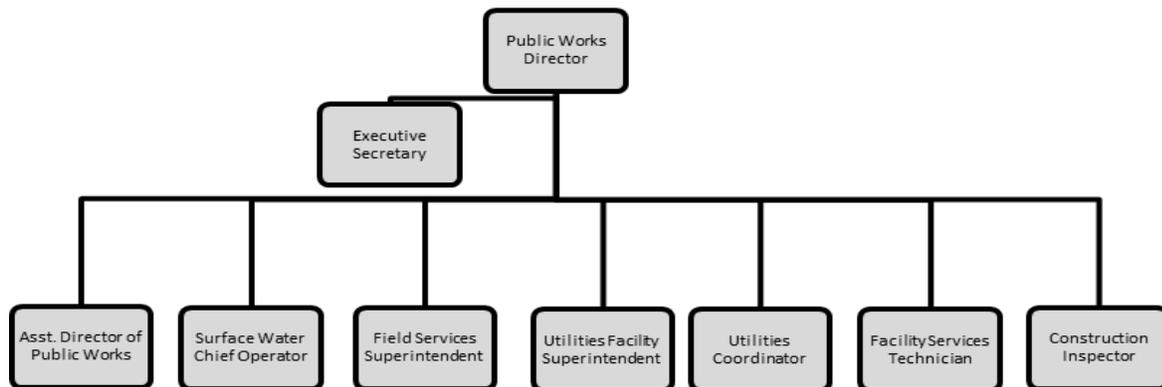
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Calls for service:			
Public Works	0	0	585
Sanitation	0	0	400
Development review – distribution and review	0	0	400
Capital project inspections	0	0	575
Safety training events per year	0	0	12
Reduction in lost time accidents	0	0	0

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Public Works Director	1	1	1
Executive Secretary	1	1	1
Facility Service Technician	0	0	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>3</b>

**Departmental Organizational Chart**

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

PUBLIC WORKS  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5105

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$161,999	\$151,359	\$142,500	\$226,190	49.44%
40125 Overtime	\$242	\$0	\$10	\$0	0.00%
40150 Social Security	\$10,182	\$9,719	\$8,500	\$10,243	5.39%
40200 Medicare	\$2,381	\$2,273	\$2,100	\$2,396	5.39%
40250 Retirement	\$23,061	\$20,520	\$19,500	\$22,214	8.26%
40350 Workers' Compensation	\$343	\$398	\$560	\$518	30.10%
40400 Health Insurance	\$6,903	\$22,704	\$21,500	\$20,753	-8.59%
40600 Uniforms and Clothing	\$0	\$0	\$580	\$825	0.00%
40650 Travel and Training	\$50	\$450	\$450	\$2,500	455.56%
40750 Office Supplies	\$2,270	\$2,500	\$2,605	\$3,000	20.00%
40800 Postage	\$1,053	\$600	\$550	\$600	0.00%
40950 Shop Tools & Equip.	\$0	\$0	\$0	\$1,000	100.00%
41300 Janitorial Supplies	\$1,204	\$800	\$600	\$800	0.00%
41650 Periodicals-Memberships	\$100	\$100	\$200	\$300	200.00%
42000 Building Repair & Maint.	\$12,769	\$7,000	\$7,500	\$7,000	0.00%
42150 Equipment Rental	\$1,485	\$2,200	\$2,200	\$2,200	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$2,400	\$0	0.00%
42250 Contract Services	\$3,352	\$1,600	\$1,600	\$1,600	0.00%
42400 Maintenance Contracts	\$0	\$500	\$2,800	\$21,500	4200.00%
42500 Advertising	\$123	\$0	\$400	\$1,000	0.00%
42600 Utilities	\$9,741	\$9,500	\$9,500	\$9,500	0.00%
42650 Street Lighting	\$74,489	\$65,000	\$71,000	\$72,000	10.77%
42700 Telephone & Pagers	\$10,929	\$12,000	\$17,500	\$17,820	48.50%
42850 Miscellaneous	\$1,464	\$500	\$3,600	\$3,500	600.00%
42900 Capital Outlay	\$10,189	\$0	\$0	\$48,500	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$334,331</b>	<b>\$309,723</b>	<b>\$318,155</b>	<b>\$475,959</b>	<b>53.67%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$205,113	\$206,973	\$194,670	\$282,314	36.40%
MATERIALS & SUPPLIES	\$119,029	\$102,750	\$123,485	\$145,145	41.26%
CAPITAL OUTLAY	\$10,189	\$0	\$0	\$48,500	0.00%

<u>Capital Outlay</u>	
Vehicle - Facility Technician	\$40,000
<b>Total Capital Outlay</b>	<u><u>\$40,000</u></u>

**VEHICLE MAINTENANCE**

**Department Mission**

It is the goal of the Vehicle Maintenance Department to provide an effective equipment maintenance program for the wide variety of City-owned vehicles and equipment; to ensure that vehicles and equipment are released for operation in a safe condition; and to enhance the public image of the City fleet.

**Department Description**

The Vehicle Maintenance Department schedules and performs preventive maintenance and repairs for all vehicles and equipment on a regular basis. This department is responsible for maintaining, operating, and managing the fuel delivery system.

The staff in the Vehicle Maintenance Department maintains heavy equipment as well as minor tools and equipment. Inclusive is the provision for providing emergency field assistance to City-owned vehicles and equipment that need unscheduled repairs.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
- - *Organization-wide Goal*
- - *Departmental Goal*

- Maintain and ensure a safe operating fleet
  - Maintain a safe work environment
  - Maintain an accurate parts inventory to expedite routine repairs

**Departmental Performance Indicators**

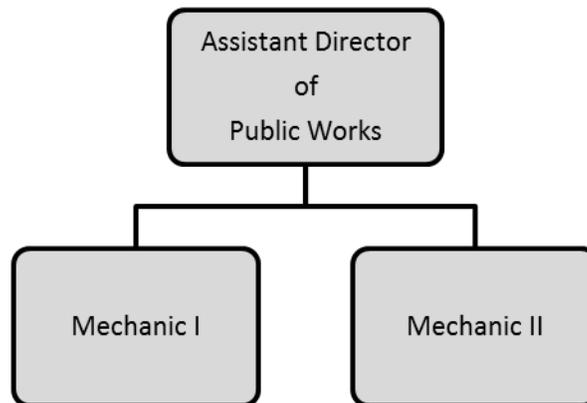
	<b>Actual FY14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Total number of pieces of equipment serviced/maintained:	0	0	121
Tri-annual preventive maintenance (PM)			
24 point inspection:	0	0	363
Maintain and monitor fueling system			
reconciliation of fuel usage:	0	0	100%
Fleet Make Ready to be completed within (days)	0	0	7-14
Percent accuracy of fleet repairs	0	0	98%

**Departmental Personnel History**

	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Mechanic I	2	2	1
Mechanic II	0	0	1
<b>Total Personnel</b>	2	2	2

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

VEHICLE MAINTENANCE  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5110

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(-)
40000 Salaries	\$89,028	\$89,895	\$93,200	\$98,405	9.47%
40125 Overtime	\$1,615	\$4,500	\$3,000	\$4,500	0.00%
40150 Social Security	\$5,205	\$5,853	\$5,700	\$6,380	9.01%
40200 Medicare	\$1,217	\$1,369	\$1,369	\$1,492	8.99%
40250 Retirement	\$12,890	\$12,798	\$12,940	\$14,304	11.77%
40350 Workers' Compensation	\$2,840	\$2,659	\$2,900	\$3,518	32.31%
40400 Health Insurance	\$19,622	\$28,078	\$23,100	\$20,753	-26.09%
40600 Uniforms and Clothing	\$959	\$1,800	\$1,100	\$2,050	13.89%
40650 Travel and Training	\$0	\$750	\$750	\$750	0.00%
40750 Office Supplies	\$567	\$500	\$500	\$5,900	1080.00%
40850 Paint & Supplies	\$440	\$750	\$750	\$750	0.00%
40950 Shop Tools & Equip.	\$5,136	\$4,500	\$4,570	\$7,150	58.89%
41100 Gasoline and Diesel	\$447	\$750	\$600	\$750	0.00%
41150 Tires & Batteries	\$0	\$300	\$300	\$300	0.00%
41950 Equipment Repair	\$157	\$1,500	\$1,900	\$1,500	0.00%
42000 Building Repair & Maint	\$247	\$1,500	\$7,500	\$1,500	0.00%
42100 Vehicle Repair	\$41	\$500	\$250	\$500	0.00%
42150 Equipment Rental	\$2,205	\$2,200	\$2,200	\$2,200	0.00%
42250 Contracted Services	\$8,164	\$2,465	\$6,700	\$5,000	102.84%
42600 Utilities	\$3,336	\$3,200	\$3,200	\$3,200	0.00%
42700 Telephone & Pagers	\$2,894	\$3,000	\$3,400	\$4,915	63.83%
42850 Miscellaneous	\$330	\$1,000	\$900	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$29,185	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$157,343</b>	<b>\$169,867</b>	<b>\$206,014</b>	<b>\$186,816</b>	<b>9.98%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$132,418	\$145,152	\$142,209	\$149,351	2.89%
MATERIALS & SUPPLIES	\$24,925	\$24,715	\$34,620	\$37,465	51.59%
CAPITAL OUTLAY	\$0	\$0	\$29,185	\$0	0.00%

## INFORMATION TECHNOLOGY

### Department Mission

The mission of the Information Technology Department at the City of Richmond is to enhance the efficiency and quality in the delivery of City services by providing high quality and cost effective technology solutions to the various departments within the City.

### Department Description

The Information Technology Department provides direction and coordination of all City information systems as well as managing citywide assets such as network servers, network infrastructure, multi-use computers and enterprise applications.

The Information Technology Department supplies technical support, performs software installation, modification and maintenance, repairs and upgrades hardware, provides end user PC support solutions and helps to ensure that projects are successfully planned, scheduled, budgeted, and managed. This department will also provide the vision, leadership, and skill enabling the City to provide technological innovation and improved customer service to the community.

The Information Technology Department also provides cost information on computers and other technology related items, and will execute purchasing functions for all computer related items and act as technology liaison between outside entities and the City.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- Choose appropriate IT projects prior to enterprise hardware and software technology investments and effectively manage these projects to insure the most efficient use of capital and the acquisition of solutions which will provide the highest level of service to the citizens of Richmond.
  - Document application software and multi-user hardware installations and provide proactive support on UPSs, data backup, and hardware thus minimizing outages that may cause system downtime. This will influence, foster, and maintain the interest of safety in the community.
  - Encode 180 installation. This is a “cloud” based document editing, presentation and content management system. This service provides for authoring, public presentation, and management of municipal codes, particularly zoning ordinances and land development regulations. This will encourage, promote and welcome expanding residential and business growth and development.
  - Replace Incode File Server at City Hall and Municipal Court with new hardware and software. Upgrade database management system with SQL based system.
  - City GIS Project. This will encompass the building of a multi-user City wide GIS database.

**Departmental Performance Indicators**

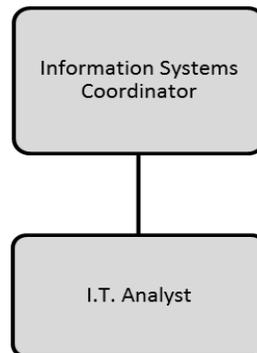
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Number of File Servers Replaced	0	0	0
Percent Completion Encode 180	0	0	0%
Percent Completion GIS Software	0	0	0%

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

INFORMATION TECHNOLOGY  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5115

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$75,517	\$108,282	\$53,500	\$116,444	7.54%
40125 Overtime	\$739	\$575	\$2,900	\$575	0.00%
40150 Social Security	\$4,843	\$6,749	\$3,500	\$7,255	7.50%
40200 Medicare	\$1,133	\$1,578	\$850	\$1,697	7.53%
40250 Retirement	\$10,913	\$14,758	\$7,600	\$16,266	10.22%
40350 Workers' Compensation	\$299	\$286	\$380	\$379	32.57%
40400 Health Insurance	\$9,875	\$32,046	\$10,050	\$23,646	-26.21%
40650 Travel and Training	\$0	\$7,000	\$7,000	\$7,000	0.00%
40750 Office Supplies	\$13,779	\$22,000	\$34,500	\$4,400	-80.00%
41100 Gasoline and Diesel	\$1,273	\$2,700	\$1,200	\$2,700	0.00%
41650 Periodicals-Memberships	\$0	\$100	\$125	\$200	100.00%
41950 Equipment Repair & Maint.	\$1,067	\$15,330	\$15,330	\$15,300	-0.20%
42100 Vehicle Repair	\$284	\$1,500	\$600	\$1,500	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contracts	\$0	\$7,700	\$7,700	\$7,700	0.00%
42700 Telephone & Pagers	\$1,974	\$1,400	\$1,400	\$1,400	0.00%
42800 Licenses & Permits	\$32,566	\$11,125	\$11,125	\$11,125	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$282,615	\$30,000	\$30,000	\$283,833	846.11%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$436,875</b>	<b>\$263,129</b>	<b>\$187,760</b>	<b>\$501,419</b>	<b>90.56%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$103,317	\$164,274	\$78,780	\$166,261	1.21%
MATERIALS & SUPPLIES	\$50,943	\$68,855	\$78,980	\$51,325	-25.46%
CAPITAL OUTLAY	\$282,615	\$30,000	\$30,000	\$283,833	846.11%

**Capital Outlay**

City Facility Networking	\$250,000
Police Telephone & Recording	\$33,833
<b>Total Capital Outlay</b>	<b>\$283,833</b>

**Office Supplies**

<b>Computer Purchases:</b>	
Facility Service Technician	\$1,200
Planner II	\$1,200
	<u>\$2,400</u>

**STREET DEPARTMENT**

**Department Mission**

The Mission of the Street Department is to maintain and improve City Streets, Bridges, Storm Sewers and Right-of-Ways in an effective and cost effective manner; repair any known deficiencies in a timely manner; and to provide support and assistance during and after natural and man made disasters.

**Department Description**

The Street Department’s main responsibility is the maintenance of streets including street construction, overlays, recycling, drainage ditches, storm sewers, street sign repair and installation, tree trimming, culvert installation and maintenance, street lighting, mosquito control and mowing city right-of-ways and easements. This department also provides striping of city owned streets and parking areas. We also assist other city departments with various projects.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- ✓ Complete street maintenance, repairs and construction that was been approved in budget to enhance public safety
  - Provide the traveling public with a safe environment for automobile and pedestrian traffic.
  - Maintain and update street inventory, sign inventory and asset inventory program.
  - Encourage and promote employees to receive continuing

**Departmental Performance Indicators**

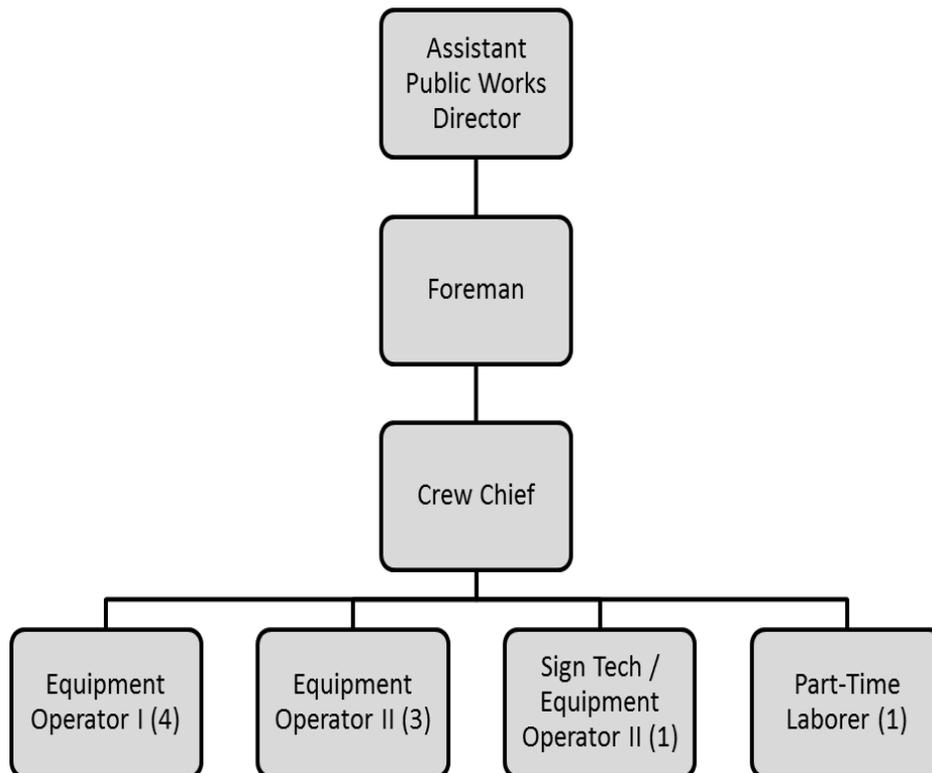
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Crack sealing (miles)	0	0	5.9
Street reconstruction and asphalt overlays (lane miles)	0	0	2.59
Drainage ditch maintenance (linear feet)	0	0	4700
Right of way maintenance (square miles)	0	0	4.6
Mosquito control sprayings per year	0	0	8
Tree trimming (sections per year out of 8 total sections)	0	0	2
Striping City streets (feet per year)	0	0	2000

**Departmental Personnel History**

	<u>Actual</u> <u>FY 14-15</u>	<u>Estimate</u> <u>FY 15-16</u>	<u>Budget</u> <u>FY 16-17</u>
Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Equipment Operator I	4	4	4
Equipment Operator II	3	3	3
Sign Tech / Equipment Operator II	1	1	1
Part Time Laborer	0.48	0.48	0.48
<b>Total Personnel</b>	11.48	11.48	11.48

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

STREET DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5120

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$367,838	\$430,136	\$415,000	\$466,468	8.45%
40125 Overtime	\$2,607	\$1,000	\$11,200	\$1,000	0.00%
40150 Social Security	\$21,934	\$26,730	\$26,730	\$28,983	8.43%
40200 Medicare	\$5,130	\$6,251	\$6,251	\$6,778	8.44%
40250 Retirement	\$51,234	\$56,948	\$56,948	\$63,360	11.26%
40350 Workers' Compensation	\$24,561	\$26,538	\$32,500	\$35,475	33.68%
40400 Health Insurance	\$85,576	\$139,587	\$95,500	\$96,509	-30.86%
40550 Medical Surveillance	\$695	\$600	\$600	\$600	0.00%
40600 Uniforms and Clothing	\$2,904	\$5,000	\$5,000	\$6,500	30.00%
40650 Travel and Training	\$110	\$250	\$500	\$250	0.00%
40750 Office Supplies	\$967	\$1,500	\$1,000	\$1,500	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$1,013	\$4,000	\$3,000	\$4,000	0.00%
40900 Street and Sign Paint	\$11,608	\$11,000	\$11,000	\$11,000	0.00%
40950 Shop Tools & Equipment	\$489	\$3,000	\$5,800	\$3,000	0.00%
41100 Gasoline and Diesel	\$26,950	\$50,000	\$35,000	\$50,000	0.00%
41150 Tires & Batteries	\$2,095	\$5,000	\$4,500	\$5,000	0.00%
41200 Topping & Base Materials	\$203,341	\$300,000	\$280,000	\$300,000	0.00%
41250 Repair & Maint. Materials	\$19,874	\$50,000	\$40,000	\$50,000	0.00%
41300 Janitorial Supplies	\$764	\$1,200	\$1,800	\$1,200	0.00%
41350 Chemicals	\$2,864	\$6,000	\$5,500	\$6,000	0.00%
41650 Periodicals, Memberships	\$0	\$0	\$0	\$0	0.00%
41900 Storm Water Mgmt Program	\$4,156	\$6,000	\$4,000	\$4,000	-33.33%
41950 Equipment Repair	\$4,795	\$15,000	\$16,000	\$15,000	0.00%
42000 Building Repair & Maint.	\$2,550	\$3,000	\$2,200	\$3,000	0.00%
42100 Vehicle Repair	\$15,120	\$12,000	\$10,500	\$12,000	0.00%
42150 Equipment Rental	\$4,600	\$40,000	\$38,000	\$40,000	0.00%
42210 Engineering & Prof. Fees	\$0	\$116,840	\$116,840	\$0	0.00%
42250 Contract Services	\$22,663	\$35,000	\$30,000	\$35,000	0.00%
42500 Advertising	\$262	\$100	\$100	\$100	100%
42550 Mosquito Control	\$6,358	\$6,000	\$12,500	\$6,000	0.00%
42600 Utilities	\$5,430	\$6,000	\$6,000	\$6,000	0.00%
42650 Street Lighting	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$8,229	\$6,000	\$8,000	\$8,652	44.20%
42800 Licenses & Permits	\$670	\$600	\$600	\$600	0.00%
42850 Miscellaneous	\$4,829	\$5,000	\$6,500	\$5,000	0.00%
42900 Capital Outlay	\$64,719	\$42,740	\$42,740	\$101,370	137.18%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$976,935</b>	<b>\$1,419,020</b>	<b>\$1,331,809</b>	<b>\$1,374,347</b>	<b>-3.15%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$558,880	\$687,190	\$644,129	\$698,575	1.66%
MATERIALS & SUPPLIES	\$353,336	\$689,090	\$644,940	\$574,402	-16.64%
CAPITAL OUTLAY	\$64,719	\$42,740	\$42,740	\$101,370	137.18%

**Capital Outlay**

Replacement Dump truck (4/4 Payments)	\$21,370
1 Ton Crew Cab	\$35,000
Lane Drive Drainage	45,000
<b>Total Capital Outlay</b>	<b>\$101,370</b>

**SANITATION**

**Department Mission**

The mission of the Sanitation Department is to provide timely and optimal removal of residential and commercial refuse and recycling materials. It is our goal to enhance the City by expediting prompt removal of all items placed curbside on the day of collection. Unsurpassed customer service is our philosophy.

**Department Description**

Inclusive of our contract is removal of normal household garbage twice per week and lawn clippings/tree limb pick up once a week. An aggressive recycle program takes place on a once per week basis. Our solid waste carrier will collect and dispose of four items per month, per account. Large items and appliances are picked up at the curbside. This department monitors items such a automobile parts, large tree stumps, construction debris, concrete, bricks, roofing materials, toxic or hazardous chemicals, lead batteries, motor oil, tires, gasoline, paint or fence pickets with nails that will not be removed by our solid waste carrier.

Requests from various churches, civic organizations and festival committees for portable restroom facilities, additional containers and pick ups are submitted for review and approval to Public Works. Citizen complaints and any type of problem with commercial front load and/or rear load containers are addressed by Public Works also.

Specifications for refuse receptacles for new construction projects are provided by this department.

Any safety or health hazards are investigated immediately.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Continue to provide excellent services with an efficient use of resources.
    - Increase recycling programs with inclusion of recycling carts.
    - Add a shredding event or e-cycle event

**Departmental Performance Indicators**

	<b>Actual</b> <b>FY 14-15</b>	<b>Estimate</b> <b>FY 15-16</b>	<b>Budget</b> <b>FY 16-17</b>
Contractor service complaints (per month)	0	0	<1%
Number of Recycling Events	0	0	2

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

SANITATION  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5130

	DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
41950	Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42250	Contract Services	\$1,390,761	\$1,409,665	\$1,487,448	\$1,505,297	6.78%
	TOTAL EXPENDITURES	\$1,390,761	\$1,409,665	\$1,487,448	\$1,505,297	6.78%

EXPENDITURES BY CATEGORY						
	MATERIALS & SUPPLIES	\$1,390,761	\$1,409,665	\$1,487,448	\$1,505,297	6.78%

## POLICE

### Department Mission

Our mission is to provide fair and impartial service while working with the community to improve the quality of life for all. We strive to do the right thing, for the right reason, in every situation.

### Department Description

The Richmond Police Department is a municipal police department with thirty sworn officers and twelve civilian employees. The department has been recognized nationally for its community policing successes. The department has been recognized by the Texas Police Chief's Foundation as a department that meets current best practices of Texas Law Enforcement Agencies.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Foster a good relations with our citizens in order to provide safe, secure and family-oriented communities
  - Work with the community to improve the quality of life in Richmond and encourage, promote and welcome expanding residential and business growth and development.
  - Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.
  - Acknowledge citizen's complaints within 48 hours

### Departmental Accomplishments

- Awarded the Texas Police Chief's Foundations "Texas Best Practices Recognition Program" re-cognition status.
- Conducted Texas Night Out in accordance with the standards of the National Night Out Program which had over nine community/beat parties, also hosted and taught the 23<sup>rd</sup> Richmond Police Citizens Police Academy.
- Applied, submitted, presented, and received the Department of Justice "Byrne Grant" for three Ford Expeditions for patrol, and also applied, submitted and received a Body Camera grant.

**Departmental Performance Indicators**

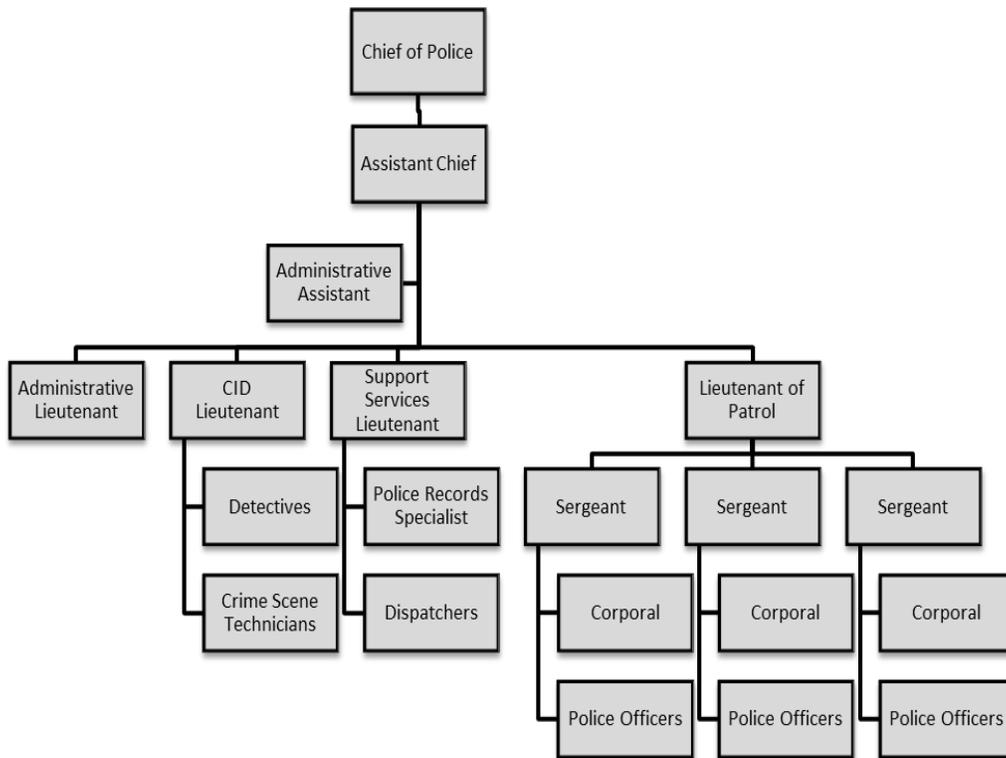
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Citizen complaints	4	4	4
Warrants Served	836	975	1000
Acknowledge customer complaints within 48 hours:	100%	100%	100%

**Departmental Personnel History**

	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant	4	4	4
Patrol Sergeant	3	3	3
Corporal	3	3	3
Detective	3	3	3
Crime Scene Investigator	2	2	2
Police Officer	16	16	16
Administrative Assistant	1	1	1
Dispatcher	8	8	8
Police Records Specialist	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Personnel</b>	43	43	43

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

POLICE DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5140

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
40000 Salaries	\$1,951,361	\$2,281,755	\$2,060,000	\$2,400,042	5.18%
40125 Overtime	\$12,878	\$20,000	\$47,500	\$20,000	0.00%
40150 Social Security	\$116,384	\$142,709	\$132,000	\$150,043	5.14%
40200 Medicare	\$27,219	\$33,375	\$30,100	\$35,091	5.14%
40250 Retirement	\$279,262	\$312,060	\$285,500	\$336,386	7.80%
40350 Workers' Compensation	\$47,582	\$50,617	\$53,900	\$70,177	38.64%
40400 Health Insurance	\$333,074	\$546,681	\$392,500	\$441,574	-19.23%
40550 Medical Surveillance	\$7,724	\$5,500	\$5,500	\$5,500	0.00%
40600 Uniforms and Clothing	\$7,987	\$26,100	\$26,100	\$10,000	-61.69%
40650 Travel and Training	\$14,642	\$15,000	\$15,000	\$15,000	0.00%
40750 Office Supplies	\$17,584	\$20,000	\$20,000	\$20,000	0.00%
40800 Postage	\$828	\$925	\$800	\$925	0.00%
40850 Paint, Hardware Supplies	\$574	\$700	\$500	\$700	0.00%
41100 Gasoline and Diesel	\$53,686	\$70,000	\$46,500	\$65,000	-7.14%
41150 Tires & Batteries	\$3,216	\$4,350	\$4,750	\$4,850	11.49%
41400 Ammunition	\$3,847	\$65,355	\$61,000	\$4,500	-93.11%
41450 Canine	\$1,295	\$2,000	\$3,000	\$2,000	0.00%
41650 Periodicals-Memberships	\$2,241	\$1,500	\$2,000	\$2,000	33.33%
41950 Equipment Repair	\$6,233	\$8,198	\$8,100	\$8,198	0.00%
42000 Building Repair & Maint.	\$1,328	\$20,000	\$26,800	\$20,000	100.00%
42100 Vehicle Repair	\$13,008	\$18,000	\$18,100	\$18,000	0.00%
42150 Equipment Rental	\$6,321	\$7,000	\$7,000	\$7,000	0.00%
42250 Contract Services	\$15,922	\$14,200	\$15,000	\$15,200	7.04%
42300 Animal Control	\$10,648	\$11,700	\$11,000	\$11,700	0.00%
42400 Maintenance Contracts	\$20,382	\$28,500	\$28,500	\$32,500	14.04%
42500 Advertising	\$2,519	\$500	\$500	\$500	0.00%
42600 Utilities	\$24,459	\$25,763	\$25,763	\$25,763	0.00%
42700 Telephone & Radio	\$35,888	\$40,000	\$40,000	\$48,520	21.30%
42850 Miscellaneous	\$1,750	\$1,000	\$600	\$1,000	0.00%
42900 Capital Outlay	\$265,001	\$179,722	\$179,722	\$115,234	-35.88%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$3,284,845	\$3,953,210	\$3,547,735	\$3,887,402	-1.66%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$2,767,760	\$3,387,197	\$3,001,500	\$3,453,312	1.95%
MATERIALS & SUPPLIES	\$252,083	\$386,291	\$366,513	\$318,856	-17.46%
CAPITAL OUTLAY	\$265,001	\$179,722	\$179,722	\$115,234	-35.88%

**Capital Outlay**

2017 Ford Explorer/Chief	\$25,600
Crime Scene Vehicle	\$25,600
Patrol Vehicle	\$49,034
Ballistic Vests (27)	\$15,000
Total Capital Outlay	<u>\$115,234</u>

## FIRE DEPARTMENT

### Department Mission

The mission of the Richmond Fire Department is to provide services that foster and maintain a high level of service that provides for safety and the best interests of the public through, emergency response, emergency preparedness, code enforcement and education.

### Department Description

The Richmond Fire Department is a full time 24 hour a day career department that serves over 60 square miles, some of which are areas contracted through subdivisions outside the city limits, for emergency response coverage.

Firefighters are paid employees of the City of Richmond and are responsible and accountable to the policies, rules and regulations prescribed by the city as well as the mandates required through the State of Texas.

Career, professionally trained firefighter's man three stations strategically situated throughout the response area. Firefighters employed by the City of Richmond are required to be certified through the Texas Commission on Fire Protection as well as being certified through the Department of Health and Human Services and the National Registry of Emergency Medical Technicians. All full time firefighters hold a minimum of EMT-Intermediate Certification, which allows our EMT's to perform advanced levels of care.

Richmond Firefighters are professionally trained in specialized areas such as:

Special Operations include: Hazardous Materials Response, Technical Rescue, Swift Water (Texas Task Force1), Collapse Rescue, Trench Rescue, High Angle Rescue, Dive Team.

The fire department oversees the Office of Emergency Management, the Richmond Fire Marshal's Office as well as the office of the Building Official.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- Reduce response times to an average of less than 5 minutes and 30 seconds
  - Deliver fire prevention and water safety classes to all schools in our jurisdiction.
  - Research and implement mapping, reporting, and tracking software that will enhance emergency response as well as facilitate pre-plan and inspection process.
  - To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.

**Departmental Accomplishments**

- Opening of Central Fire Station# 1
- Award of grant for Air Packs
- Award of grant for radios
- Award of grant for additional Firefighters
- Participation in over 40 civic events in the fire response district

**Departmental Performance Indicators**

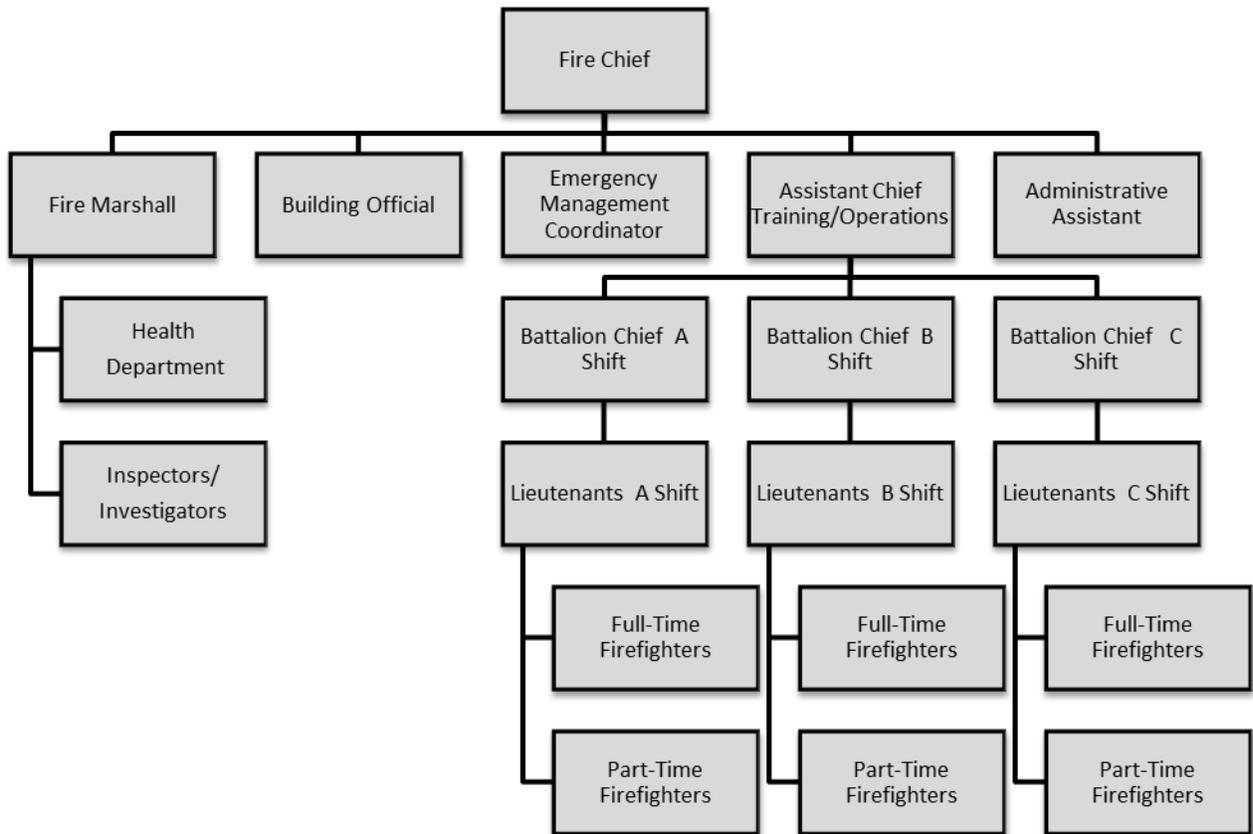
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Fire Safety Inspections Conducted	337	350	235
Fire Safety Classes/Total Audience	60/4203	75/4500	50/3060
Average Response Time (minutes)	06:00	05:30	05:00

**Departmental Personnel History**

	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	0	0
Building Official	1	0	0
Building Inspector/Investigator/Firefighter	4	0	0
Battalion Chief	3	3	3
Lieutenant	9	9	9
Firefighters (3 positions grant funded)	18	18	21
Administrative Assistant	1	1	1
Permits Specialist	3	0	0
Part Time Firefighters	5.99	5.99	6.25
<b>Total Personnel</b>	<b>47.99</b>	<b>38.99</b>	<b>43.25</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

FIRE DEPARTMENT - CENTRAL  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5150

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$2,233,894	\$1,771,412	1,761,770	\$2,143,348	21.00%
40125 Overtime	\$228,993	\$35,000	\$239,500	\$35,000	0.00%
40130 Salaries Part-time	\$153,095	\$231,772	212,700	\$247,333	6.71%
40150 Social Security	\$154,444	\$126,367	136,731	\$131,181	3.81%
40200 Medicare	\$36,120	\$29,554	32,745	\$30,679	3.81%
40250 Retirement	\$344,106	\$244,904	248,056	\$259,720	6.05%
40300 Volunteer Retirement	(\$78)	\$0	\$0	\$0	0.00%
40350 Workers' Compensation	\$42,949	\$38,447	40,980	\$49,206	27.98%
40400 Health Insurance	\$362,519	\$415,136	315,000	\$322,439	-22.33%
40500 Volunteer Benefits	\$100	\$0	\$0	\$0	0.00%
40550 Medical Surveillance	\$3,200	\$18,680	17,000	\$18,680	0.00%
40600 Uniforms and Clothing	\$25,092	\$20,000	20,000	\$19,500	-2.50%
40650 Travel and Training	\$49,998	\$42,500	39,500	\$39,500	-7.06%
40750 Office Supplies	\$16,082	\$17,500	23,500	\$17,250	-1.43%
40800 Postage	\$1,143	\$400	1,000	\$400	0.00%
40950 Shop Tools & Equipment	\$1,285	\$1,650	1,650	\$1,650	0.00%
41000 Fire Hose & Equipment	\$29,136	\$40,000	54,500	\$52,000	30.00%
41025 Bunker Gear and Supplies	\$32,461	\$32,000	32,000	\$32,000	0.00%
41050 EMS Supplies	\$0	\$0	-	\$5,000	0.00%
41100 Gasoline and Diesel	\$40,377	\$49,000	44,500	\$48,000	-2.04%
41150 Tires & Batteries	\$11,654	\$6,000	6,000	\$5,600	-6.67%
41250 Fire Marshal Inspection Supplies	\$20,826	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$3,688	\$4,900	4,900	\$4,900	0.00%
41400 Ammunition	\$90	\$0	-	\$0	0.00%
41650 Periodicals-Memberships	\$7,437	\$6,000	6,000	\$5,400	-10.00%
41950 Equipment Repair	\$22,902	\$24,053	24,053	\$21,553	-10.39%
42000 Building Repair & Maint.	\$11,594	\$15,000	14,500	\$15,000	0.00%
42100 Vehicle Repair	\$45,164	\$42,000	38,000	\$41,000	-2.38%
42150 Equipment Rental	\$4,770	\$1,650	2,000	\$1,650	0.00%
42200 Legal & Acct. Fees	\$90	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$1,454	\$50,500	\$50,500	\$500	-99.01%
42250 Contract Services	\$23,601	\$22,500	22,500	\$22,500	0.00%
42300 Code Enforcement	\$9,949	\$0	\$0	\$0	0.00%
42400 Maintenance Contract	\$7,573	\$9,500	8,500	\$9,500	0.00%
42450 Lab Fees	\$0	\$500	\$500	\$500	0.00%
42500 Advertising	\$82	\$250	600	\$250	0.00%
42600 Utilities	\$18,420	\$19,000	34,800	\$19,000	0.00%
42700 Telephone & Pagers	\$28,973	\$27,840	55,600	\$55,992	101.12%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$4,444	\$4,450	4,600	\$3,450	-22.47%
42900 Capital Outlay	\$100,951	\$0	-	\$339,700	0.00%
43000 Principal - Fire Truck & Station	\$128,637	\$138,003	104,790	\$60,449	-56.20%
43050 Interest - Fire Truck & Station	\$13,044	\$7,453	5,866	\$1,602	-78.50%
<b>TOTAL EXPENDITURES</b>	<b>\$4,220,257</b>	<b>\$3,493,921</b>	<b>3,604,841</b>	<b>\$4,061,433</b>	<b>16.24%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$3,556,142	\$2,892,592	2,987,482	\$3,218,906	11.28%
MATERIALS & SUPPLIES	\$421,484	\$455,873	506,703	\$440,775	-3.31%
CAPITAL OUTLAY	\$100,951	\$0	\$0	\$339,700	0.00%
PRINCIPAL & INTEREST	\$141,681	\$145,456	\$110,656	\$62,051	-57.34%
<b>Capital Outlay</b>					
AFG Grant - Air Packs & Masks	231,200				
Vehicle - Safety Battalion Chief	\$43,500				
Squad Vehicle	\$43,000				
Inflatable Boat	\$22,000				
<b>Total Capital Outlay</b>	<b>\$339,700</b>				

## EMERGENCY MANAGEMENT

### Department Mission

The mission of the Emergency Management Department is to provide an integrated emergency management plan for all natural, manmade, or technological hazards that could adversely affect citizens, businesses, and visitors to the community by preparing, training, and coordinating emergency responses and recover efforts for the City of Richmond.

### Department Description

The fire department oversees the Office of Emergency Management for the City of Richmond; which oversees coordination with Fort Bend County and The State of Texas to meet requirements mandated by The National Incident Management Systems (NIMS). Emergency Management personnel send regular bulletins to citizens, civic groups and homeowners associations regarding safety tips and awareness notices.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ **Enhance Community Resiliency:** Work with internal and external customers/partners to identify ways we can better manage, reduce or mitigate homeland security and emergency risks from natural, technological or terrorism events using an “All Hazards Approach”.
  - **Validate Emergency Response & Recovery Capabilities:** Review Emergency Operations Center (EOC) operational structure and staffing. Review response and recovery contacts. Make recommendations for changes or enhancements. Employ “One Team-One Plan-One Mission”.
  - **Update Comprehensive Emergency Plans:** Review existing emergency operations plans, procedures, ordinances and related documents; ensure compliance with NIMS and Homeland Security Directives. Make recommendations for changes or enhancements.

### Departmental Accomplishments

Training – Grant submittals – Incident Operations – Community Awareness (Social Media)

**Departmental Performance Indicators**

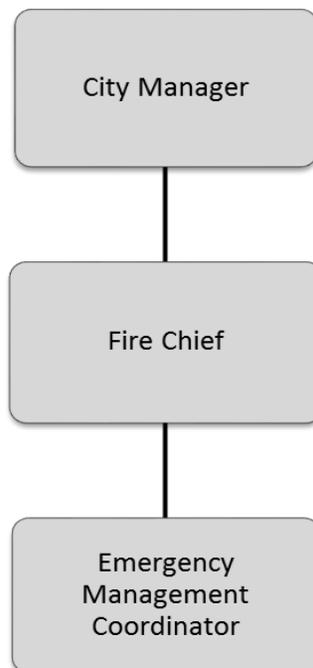
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Number of City wide training exercises per year	0	0	1
Number of County wide training exercises per year	0	0	1
Percent of employees w/minimum NIMs requirements	0	0	100%

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Emergency Management Coordinator	0	1	1
<b>Total Personnel</b>	0	1	1

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

EMERGENCY MANAGEMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5152

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$0	\$74,008	\$69,470	\$79,267	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	100.00%
40150 Social Security	\$0	\$4,588	\$3,980	\$4,915	100.00%
40200 Medicare	\$0	\$1,073	\$590	\$1,149	100.00%
40250 Retirement	\$0	\$10,033	\$9,420	\$11,018	100.00%
40350 Workers' Compensation	\$0	\$1,396	\$1,560	\$1,843	100.00%
40400 Health Insurance	\$0	\$14,991	\$9,800	\$11,070	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$0	0.00%
40600 Uniforms	\$0	\$0	\$500	\$500	0.00%
40650 Travel and Training	\$0	\$0	\$0	\$3,000	0.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$0	\$0	\$500	\$2,750	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$0	0.00%
41000 Fire Hose & Equipment	\$0	\$0	\$0	\$0	0.00%
41050 Projects from Donations	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$1,000	0.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$400	0.00%
41250 Fire Marshal/Inspection	\$0	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41400 Ammunition	\$0	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$600	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$2,500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$1,500	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Accouting Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$600	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$22,678	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$106,089</b>	<b>\$95,820</b>	<b>\$145,790</b>	<b>100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$106,089	\$94,820	\$109,262	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$1,000	\$13,850	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$22,678	0.00%

**Capital Outlay**

Vehicle	\$22,678
<b>Total Capital Outlay</b>	<b>\$22,678</b>

## FIRE MARSHAL

### Department Mission

The Fire Marshal's office is committed to providing our community with a professional fire and life safety program through fire protection plan reviews, informative occupancy inspections, effective fire and life safety code enforcement, and public fire prevention and safety education in order to reduce the loss of life and property to all of the citizens and the visitors of the City of Richmond.

### Department Description

The Fire Marshal's Office manages the Fire Prevention Division and is overseen by the Richmond Fire Department. This division manages plan reviews, permits, collects fees and handles all building related inspections including foundation, framing, electrical, plumbing, and mechanical. Also, the fire prevention division manages code enforcement and food health and safety.

Members of the Fire Marshal's Office conduct fire and arson investigations by certified peace officers. These officers also inspect buildings for health and safety issues. The Fire Operations Division works in conjunction with Fire Prevention personnel to present public fire safety education to all schools as well as other groups. Some of the safety presentations include fire, seat belts, and gun and water safety.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ **Comprehensive Master Plan Top-Ranked Priority:** Code Enforcement meets needs and expectations for encouraging and promoting a welcoming atmosphere as well as providing a safe, secure and family oriented community. By maintaining easements, and addressing neglected properties on a regular and reliable basis, we serve to protect property values and provide an appealingly and beautiful city.
  - **Organization-wide Goal:** Fire Prevention and Inspections – Conducting regular fire and building inspections serves to create and maintain a safe environment to live, work, play and travel within our borders.
  - **Departmental Goal:** Conduct Safety classes for school aged children as well as promote fire safety to mature citizens in our community. Addressing these groups promotes safety among our most vulnerable citizens.

**Departmental Performance Indicators**

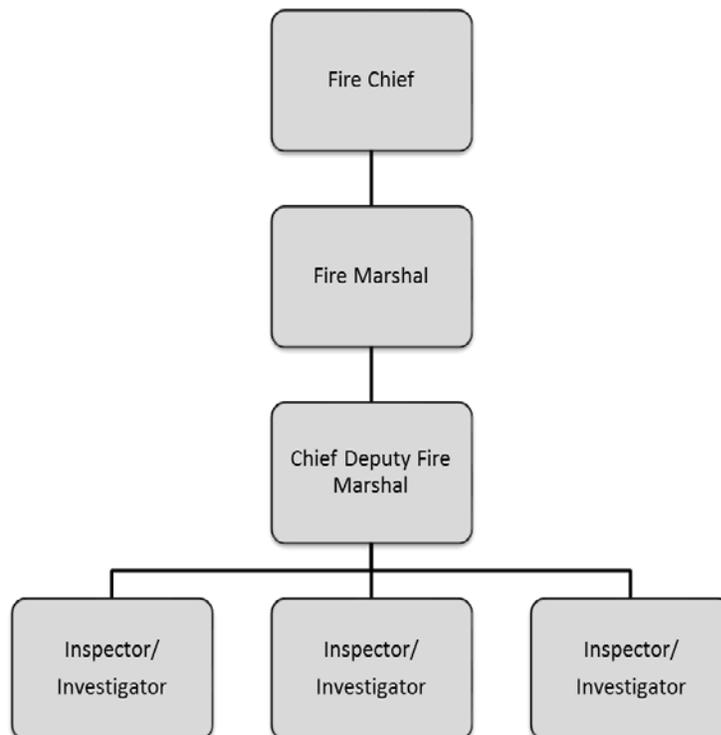
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Fire Safety Inspections Conducted:	337	350	365
Fire Safety Classes / Total Audience	60/4203	70/4265	75/4303

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Fire Marshal	0	1	1
Chief Deputy Fire Marshal	0	0	1
Inspector / Investigator	0	4	3
<b>Total Personnel</b>	0	5	5

**Departmental Organizational Chart**

**Full-Time Equivalent**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

FIRE MARSHAL  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5153

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(-)
40000 Salaries	\$0	\$319,375	\$311,500	\$327,341	2.49%
40125 Overtime	\$0	\$0	\$10,700	\$4,500	0.00%
40150 Social Security	\$0	\$19,801	\$18,600	\$20,295	2.50%
40200 Medicare	\$0	\$4,631	\$4,450	\$4,746	2.49%
40250 Retirement	\$0	\$43,299	\$43,800	\$45,500	5.08%
40350 Workers' Compensation	\$0	\$6,024	\$7,790	\$7,613	26.37%
40400 Health Insurance	\$0	\$69,412	\$45,600	\$51,309	-26.08%
40550 Medical Surveillance	\$0	\$1,200	\$400	\$1,200	0.00%
40600 Uniforms	\$0	\$5,000	\$6,800	\$6,800	36.00%
40650 Travel and Training	\$0	\$1,500	\$1,500	\$1,500	0.00%
40700 Convention/Association	\$0	\$1,200	\$0	\$0	-100.00%
40750 Office Supplies	\$0	\$2,500	\$2,500	\$2,500	0.00%
40800 Postage	\$0	\$500	\$450	\$500	0.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$0	0.00%
41050 Projects from Donations	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$7,000	\$7,000	\$7,000	0.00%
41150 Tires & Batteries	\$0	\$2,500	\$600	\$2,500	0.00%
41250 Inspection Supplies	\$0	\$500	\$500	\$500	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41400 Ammunition	\$0	\$3,000	\$3,000	\$3,000	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$1,500	\$1,800	\$1,800	20.00%
41950 Equipment Repair	\$0	\$500	\$500	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$2,000	\$2,000	\$2,000	0.00%
42150 Equipment Rental	\$0	\$200	\$200	\$200	0.00%
42200 Legal & Acct. Fees	\$0	\$1,500	\$0	\$0	-100.00%
42210 Engineer & Prof. Fees	\$0	\$1,000	\$0	\$0	-100.00%
42250 Contract Services	\$0	\$1,000	\$1,000	\$1,000	0.00%
42300 Code Enforcement	\$0	\$10,000	\$5,000	\$10,000	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$500	\$500	\$500	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$0	0.00%
42800 Licenses & Permits	\$0	\$450	\$450	\$450	0.00%
42850 Miscellaneous	\$0	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$28,716	\$27,777	\$31,575	9.96%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$535,058</b>	<b>\$504,667</b>	<b>\$535,080</b>	<b>100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$463,742	\$442,840	\$462,505	-0.27%
MATERIALS & SUPPLIES	\$0	\$42,600	\$34,050	\$41,000	-3.76%
CAPITAL OUTLAY	\$0	\$28,716	\$27,777	\$31,575	9.96%

**Capital Outlay**

Ford F-150 Super Cab	\$31,575
<b>Total Capital Outlay</b>	<b>\$31,575</b>

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

FIRE DEPARTMENT - STATION #2  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5155

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/( -)
40750 Office Supplies	\$94	\$1,500	\$600	\$1,500	0.00%
40950 Shop Tools & Equipment	\$72	\$100	\$100	\$100	0.00%
41000 Fire Hose & Equipment	\$1,802	\$2,000	\$2,000	\$2,000	0.00%
41050 EMS Supplies	\$0	\$0	\$0	\$2,000	100.00%
41100 Gasoline and Diesel	\$4,519	\$12,000	\$10,000	\$10,000	-16.67%
41150 Tires & Batteries	\$1,109	\$2,000	\$1,000	\$2,000	0.00%
41300 Janitorial Supplies	\$1,115	\$1,000	\$2,800	\$1,000	0.00%
41950 Equipment Repair	\$0	\$1,000	\$1,800	\$1,000	0.00%
42000 Building Repair & Maint.	\$2,452	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$5,799	\$6,500	\$4,500	\$6,500	0.00%
42600 Utilities	\$5,797	\$5,500	\$5,500	\$5,500	0.00%
42700 Telephone & Pagers	\$1,705	\$1,000	\$400	\$800	-20.00%
42850 Miscellaneous	\$200	\$1,000	\$800	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$24,663</b>	<b>\$37,600</b>	<b>\$33,500</b>	<b>\$37,400</b>	<b>-0.53%</b>

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$24,663	\$37,600	\$33,500	\$37,400	-0.53%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

FIRE DEPARTMENT - STATION #3  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5157

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40750 Office Supplies	\$780	\$1,000	\$200	\$700	-30.00%
40950 Shop Tools & Equipment	\$236	\$750	\$750	\$750	0.00%
41000 Fire Hose & Equipment	\$1,327	\$3,000	\$3,000	\$3,000	0.00%
41050 EMS Supplies	\$0	\$0	\$0	\$5,000	100.00%
41100 Gasoline and Diesel	\$1,249	\$0	\$0	\$0	100.00%
41150 Tires & Batteries	\$1,172	\$1,500	\$200	\$1,500	0.00%
41300 Janitorial Supplies	\$784	\$1,000	\$1,000	\$1,000	0.00%
41650 Periodicals-Memberships	\$52	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$307	\$2,000	\$2,000	\$2,000	0.00%
42000 Building Repair & Maint.	\$5,305	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$7,610	\$6,000	\$4,000	\$6,000	0.00%
42150 Equipment Rental	\$976	\$0	\$0	\$0	0.00%
42200 Legal & Acct. Fees	\$124	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$729	\$0	\$2,000	\$0	0.00%
42400 Maintenance Contracts	\$2,367	\$2,500	\$800	\$800	-68.00%
42600 Utilities	\$5,931	\$11,500	\$5,000	\$6,500	-43.48%
42700 Telephone & Pagers	\$2,450	\$3,000	\$5,000	\$9,790	226.33%
42850 Miscellaneous	\$1,632	\$1,000	\$600	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$33,030</b>	<b>\$37,250</b>	<b>\$28,550</b>	<b>\$42,040</b>	<b>12.86%</b>

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$33,030	\$37,250	\$28,550	\$42,040	12.86%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**BUILDING PERMITS**

**Department Mission**

To form a team dedicated to providing exceptional customer service. We will provide a professional approach to try and meet the needs of property and business owners of Richmond. Building Department will exceed in customer expectations, trust, respect and integrity in all of our customer relations.

**Department Description**

The Building Permit Department is under the direction of the Richmond Fire Department. Building Official is to enforce the provisions of the Building Code. This division manages plan reviews, permits, collects fees and handles all building related inspections including foundation, framing, electrical, plumbing, and mechanical. The Building Official manages new construction, remodeling, serves as a liaison for West Fort Bend Management District and conducts Health & Safety Inspections and manages the Permit office.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Educate staff on the Unified Development Code and the different types of Zoning
  - Develop a Customer Service program
  - Provide a Spanish class for front desk personnel

**Departmental Performance Indicators**

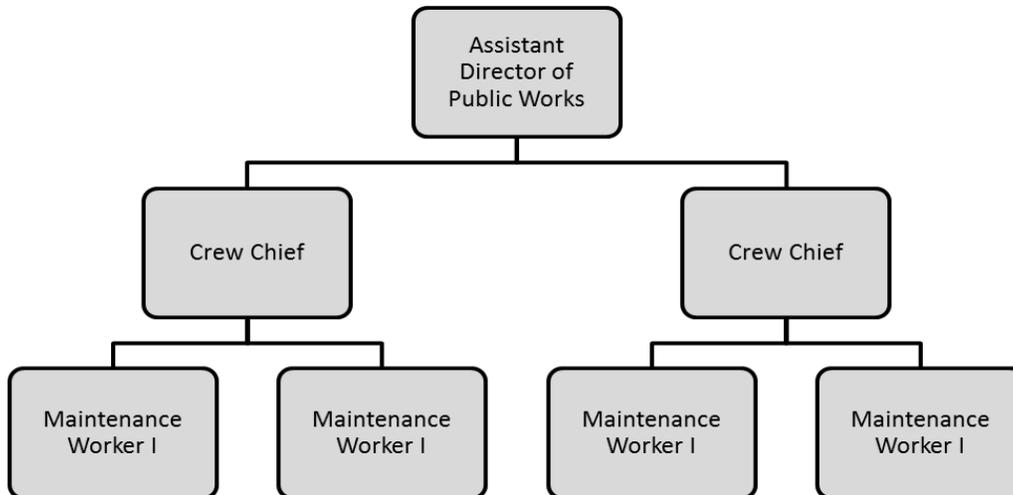
	<b>Actual</b> <b>FY 14-15</b>	<b>Estimate</b> <b>FY 15-16</b>	<b>Budget</b> <b>FY 16-17</b>
Building – Total Permits Issued	2,638	2,650	2,680
Building – Total Inspections Conducted	7,256	4,305	4,650

**Departmental Personnel History**

	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Park Superintendent	1	1	0
Crew chief	2	2	2
Maintenance Worker I	4	4	4
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>6</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

BUILDING PERMITS  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5159

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$0	\$156,617	\$144,500	\$152,514	-2.62%
40125 Overtime	\$0	\$0	\$500	\$500	100.00%
40150 Social Security	\$0	\$9,710	\$7,865	\$9,456	-2.62%
40200 Medicare	\$0	\$2,271	\$1,950	\$2,211	-2.62%
40250 Retirement	\$0	\$21,233	\$18,340	\$21,199	-0.16%
40350 Workers' Compensation	\$0	\$412	\$444	\$494	19.94%
40400 Health Insurance	\$0	\$49,047	\$33,500	\$40,481	-17.47%
40550 Medical Surveillance	\$0	\$120	\$300	\$120	0.00%
40600 Uniforms and Clothing	\$0	\$2,200	\$2,200	\$1,500	-31.82%
40650 Travel and Training	\$0	\$1,500	\$1,200	\$3,000	100.00%
40700 Convention/Association Mtgs	\$0	\$1,500	\$0	\$0	-100.00%
40750 Office Supplies	\$0	\$1,500	\$1,000	\$1,500	0.00%
40800 Postage	\$0	\$800	\$600	\$800	0.00%
41250 Inspection Supplies	\$0	\$300	\$150	\$300	0.00%
41300 Janitorial Supplies	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$0	\$800	\$400	\$800	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$250	\$500	100.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$0	\$1,650	\$2,600	\$2,500	51.52%
42200 Legal & Accounting Fees	\$0	\$250	\$250	\$0	-100.00%
42210 Engineer & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$1,000	\$2,800	\$3,670	267.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$660	\$2,000	\$9,792	1383.64%
42800 Licenses & Permits	\$0	\$1,500	\$1,500	\$1,000	-33.33%
42850 Miscellaneous	\$0	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$253,420</b>	<b>\$222,699</b>	<b>\$252,687</b>	<b>100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$239,290	\$207,399	\$226,855	-5.20%
MATERIALS & SUPPLIES	\$0	\$14,130	\$15,300	\$25,832	82.82%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**PARKS**

**Department Mission**

The mission of the Parks Department is to provide clean, safe and beautiful parks for the citizens of the City of Richmond to enjoy.

**Department Description**

Parks Department maintenance workers report to the park crew chief or superintendent. The crew chief reports to the park superintendent.

The Parks Department takes care of George Park which has 10- baseball fields, 12-soccer fields, 4- softball fields, 1 Football Field, 2 Sand Volleyball areas, 1 Pavilion, 2- concession stands, a One Mile jogging trail, and 2 large picnic areas, The Parks Department also takes care of Crawford Park, Clay Park, Wessendorff Park, 2 Fire Departments (station 1&3), all Wastewater Lift Stations, Wastewater Plants, Water Plants, and City Hall Annex, the Detention Pond behind Office Depot, and the Police Department Shooting Range. They also mow the vacant lots in town that ownership is undetermined.

Duties include, picking up trash, mowing, cleaning restrooms, weed-eating, maintenance on all equipment, applying fertilizers, herbicides, and other duties as assigned.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- ✓ Provide a safe and esthetically pleasing Park environment for citizens and visitors
  - ✓ Maintain landscapes and appearance of City facilities and monuments
  - Improve efficiency of park maintenance
  - Encourage and promote employees to receive continuing education

**Departmental Performance Indicators**

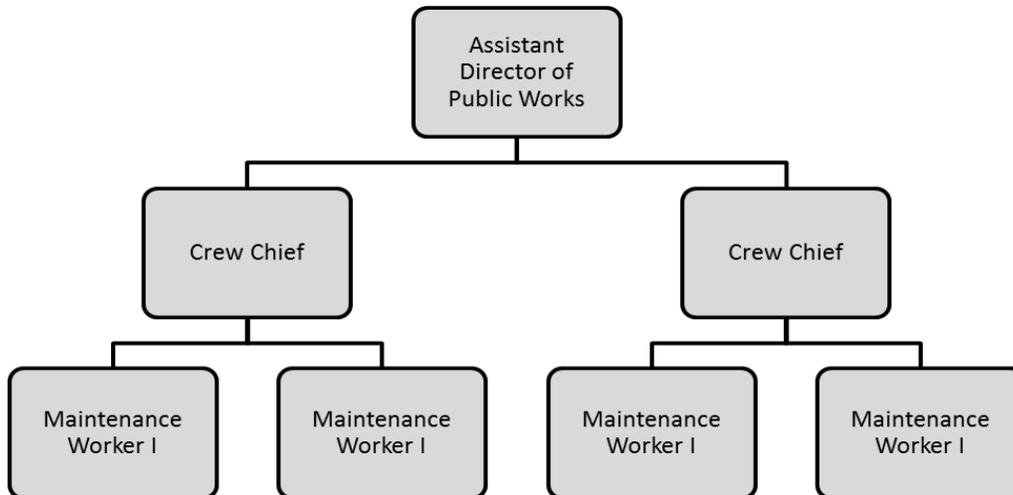
	<u>Actual</u> <u>FY 14-15</u>	<u>Estimate</u> <u>FY 15-16</u>	<u>Budget</u> <u>FY 16-17</u>
Park area maintained (square acres)	0	0	323
Special events/parades	0	0	6/1
Inspection of play areas and equipment (per year)	0	0	12
Mow and groom 5 City Parks (times per year)	0	0	58

**Departmental Personnel History**

	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Park Superintendent	1	1	0
Crew chief	2	2	2
Maintenance Worker I	4	4	4
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>6</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

PARKS DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5160

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$221,702	\$233,776	\$196,500	\$181,379	-22.41%
40125 Overtime	\$418	\$5,360	\$7,840	\$5,360	0.00%
40150 Social Security	\$13,611	\$14,826	\$13,650	\$11,578	-21.91%
40200 Medicare	\$3,183	\$3,467	\$3,467	\$2,708	-21.90%
40250 Retirement	\$31,513	\$32,421	\$28,500	\$25,957	-19.94%
40350 Workers' Compensation	\$5,291	\$5,879	\$5,879	\$5,660	-3.72%
40400 Health Insurance	\$54,623	\$79,464	\$56,500	\$57,316	-27.87%
40550 Medical Surveillance	\$115	\$250	\$165	\$250	0.00%
40600 Uniforms and Clothing	\$2,376	\$3,000	\$3,000	\$4,150	38.33%
40650 Travel and Training	\$225	\$2,500	\$0	\$1,500	-40.00%
40750 Office Supplies	\$117	\$500	\$1,000	\$1,000	100.00%
40850 Paint, Hardware Supplies	\$3,815	\$10,000	\$6,000	\$10,000	0.00%
40950 Shop Tools & Equipment	\$510	\$4,000	\$3,000	\$4,000	0.00%
41100 Gasoline and Diesel	\$15,006	\$20,000	\$17,800	\$20,000	0.00%
41150 Tires & Batteries	\$854	\$2,500	\$2,000	\$2,500	0.00%
41300 Janitorial Supplies	\$647	\$1,500	\$1,500	\$1,500	0.00%
41350 Chemicals	\$795	\$1,800	\$1,000	\$1,800	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$11,192	\$10,000	\$23,600	\$10,000	0.00%
42000 Building Repair & Maint.	\$1,123	\$3,500	\$3,000	\$3,000	-14.29%
42100 Vehicle Repair	\$686	\$2,000	\$2,000	\$2,000	0.00%
42150 Equipment Rental	\$396	\$500	\$500	\$500	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$1,658	\$1,500	\$1,500	\$1,500	0.00%
42300 Code Enforcement	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$185	\$150	\$500	\$500	233.33%
42600 Utilities	(\$76)	\$18,921	\$18,921	\$19,000	0.42%
42700 Telephone & Pagers	\$3,530	\$4,200	\$4,200	\$4,200	0.00%
42800 Licenses & Permits	\$333	\$400	\$400	\$400	0.00%
42850 Miscellaneous	\$5,261	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$15,927	\$10,308	\$10,308	\$195,000	1791.73%
<b>TOTAL EXPENDITURES</b>	<b>\$395,015</b>	<b>\$477,722</b>	<b>\$417,730</b>	<b>\$577,757</b>	<b>20.94%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$330,341	\$375,193	\$312,336	\$289,957	-22.72%
MATERIALS & SUPPLIES	\$48,748	\$92,221	\$95,086	\$92,800	0.63%
CAPITAL OUTLAY	\$15,927	\$10,308	\$10,308	\$195,000	1791.73%

**Capital Outlay**

3/4 Ton Crew Cab	\$30,000
15' Trideck mower	\$15,000
Parking Lot - George Park	\$150,000
<b>Total Capital Outlay</b>	<b>\$195,000</b>

**JANITORIAL**

**Department Mission**

The mission of the Janitorial Department is to provide a clean, safe work place for the City employees and the general public.

**Department Description**

The Janitorial Department reports to the Assistant Director of Public Works and is responsible for the janitorial duties for the Police Department, City Hall and City Hall Annex facilities. Duties include, picking up trash, waxing floors, cleaning restrooms, mopping floors, dusting all furniture, vacuuming, changing light bulbs, and other duties as assigned.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- The Janitorial Department will do it's best to continuously seek ways to improve the service to our employees, citizens and visitors to our city.
  - Have NO work related injuries

**Departmental Performance Indicators**

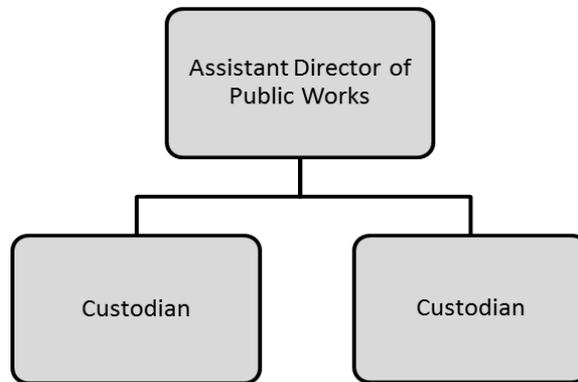
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Percent of days performing all assigned tasks	100%	100%	100%
Number of complaints from internal customers	0	0	0
Number of days lost to injury/illness	0	0	0

**Departmental Personnel History**

	<b>Actual</b> <b><u>FY14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Custodian	2	2	2
<b>Total Personnel</b>	2	2	2

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

JANITORIAL DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5170

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$58,000	\$60,027	\$60,027	62,925	4.83%
40125 Overtime	\$5	\$0	\$20	\$0	0.00%
40150 Social Security	\$3,223	\$3,722	\$3,722	\$3,901	4.82%
40200 Medicare	\$754	\$870	\$870	\$912	4.87%
40250 Retirement	\$8,250	\$8,138	\$8,138	\$8,747	7.48%
40350 Workers' Compensation	\$1,558	\$1,742	\$1,855	\$2,252	29.26%
40400 Health Insurance	\$18,521	\$26,343	\$26,343	\$19,487	-26.03%
40550 Medical Surveillance	\$45	\$0	\$0	\$0	0.00%
40600 Uniforms and Clothing	\$780	\$880	\$880	\$880	0.00%
41300 Janitorial Supplies	\$3,453	\$3,000	\$4,200	\$4,000	33.33%
41950 Equipment Repair	\$49	\$200	\$200	\$200	0.00%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42850 Miscellaneous	\$0	\$1,000	\$1,000	\$500	-50.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$94,638</b>	<b>\$106,422</b>	<b>\$107,755</b>	<b>\$104,304</b>	<b>-1.99%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$90,312	\$100,842	\$100,975	\$98,224	-2.60%
MATERIALS & SUPPLIES	\$4,326	\$5,580	\$6,780	\$6,080	8.96%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

## PLANNING

### Department Mission

The mission of the Planning Department is to effectively manage growth and development in accordance with the comprehensive master plan, planning and zoning regulations and ordinances adopted by the City Commission; to facilitate ordinance amendments and new policies as necessary; and to provide excellent internal and external customer service in a growing city.

### Department Description

The Planning Department is under the direction of the City Manager and is primarily responsible for the logical and systematic planning of the City's growth by providing professional support to citizens, developers, the Planning & Zoning Commission, City Commission, and other City Departments.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ Ensure a well-planned City which is safe, beautiful, and livable through the implementation of the Comprehensive Plan, Unified Development Code, and other Master Plans.
  - Maintain a Geographical Information System in the City and support other departments as necessary.
  - Provide professional planning services to the City Commission, the Planning and Zoning Commission, Zoning Board of Adjustment, Richmond Historical Commission, appointed committees, City departments, and the Richmond Community.
  - Facilitation and continued education of the Unified Development Code and Official Zoning Map to the community, developers and City staff.

### Departmental Accomplishments

- Comprehensive Master Plan of the Year at Texas Chapter of the American Planning Association 2015.
- Special Recognition for the Trails Master Plan by H-GAC's Parks and Natural Areas Award 2016.

**Departmental Performance Indicators**

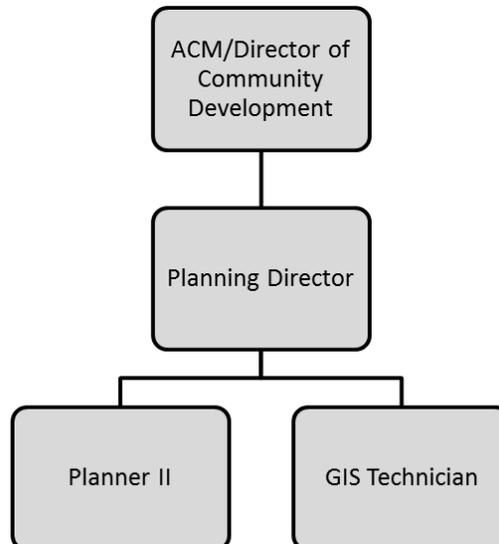
	<u>Actual</u> <u>FY 14-15</u>	<u>Estimate</u> <u>FY 15-16</u>	<u>Budget</u> <u>FY 16-17</u>
Number of plats reviewed	0	24	30
Number of site plans reviewed	0	8	15
Number of re-zonings processed	0	4	2
Number of limited use permits processed	0	1	4
Number of conditional use permits processed	0	1	2
Number of variances processed	0	2	1
Number of maps generated (GIS)	0	10	10

**Departmental Personnel History**

	<u>Actual</u> <u>FY14-15</u>	<u>Estimate</u> <u>FY 15-16</u>	<u>Budget</u> <u>FY 16-17</u>
Planning Director	0	0	1
Planner	1	1	0
Planner II	0	0	1
GIS Technician	1	1	1
<b>Total Personnel</b>	2	2	3

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

PLANNING DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5175

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
40000 Salaries	\$35,737	\$105,247	\$83,590	\$202,358	92.27%
40125 Overtime	\$0	\$0	\$10	\$0	0.00%
40150 Social Security	\$1,980	\$6,525	\$5,412	\$7,519	15.24%
40200 Medicare	\$463	\$1,526	\$1,526	\$1,759	15.24%
40250 Retirement	\$5,073	\$14,269	\$12,540	\$16,858	18.14%
40350 Workers' Compensation	\$2,119	\$277	\$310	\$393	41.86%
40400 Health Insurance	\$3,211	\$32,046	\$14,500	\$16,835	-47.47%
40650 Travel and Training	\$848	\$4,000	\$2,500	\$7,938	98.45%
40750 Office Supplies	\$4,606	\$2,000	\$2,000	\$8,000	300.00%
40800 Postage	\$0	\$600	\$600	\$600	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$200	\$900	\$900	\$1,135	26.11%
42000 Building Repair & Maint.	\$52	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$174	\$175	\$175	\$575	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$200	0.00%
42250 Contract Services	\$1,901	\$2,200	\$2,200	\$2,200	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$3,000	\$3,000	\$2,000	-33.33%
42600 Utilities	\$0	\$1,000	\$1,000	\$0	-100.00%
42700 Telephone & Pagers	\$1,682	\$2,000	\$2,000	\$8,504	325.20%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$58,046</b>	<b>\$176,265</b>	<b>\$132,815</b>	<b>\$277,374</b>	<b>57.36%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$48,583	\$159,890	\$117,888	\$245,722	53.68%
MATERIALS & SUPPLIES	\$9,464	\$16,375	\$14,927	\$31,652	93.29%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

## MUNICIPAL COURT

### Department Mission

The mission of Municipal Court is to treat the citizens who appear in Municipal Court in a courteous, fair, efficient manner and assure them of a fair, impartial and timely disposition of their cases. Municipal Court is entrusted with authority and jurisdiction of all Class C misdemeanor criminal cases that arise as a result of violations of the Texas Uniform Traffic Act, the Texas Penal Code and other State law and City ordinances. These services are intended to be provided in a timely, accurate and cost effective manner.

### Department Description

The Court Administrator reports to the Finance Director. The Court Clerks and Bailiff work under the direction of the Court Administrator.

The functions of the Court include the processing of citations, accepting and preparing complaints, scheduling cases, preparing docket, notifying persons of scheduled hearings, maintaining court records, and preparing state reports, affidavits, appeals and sworn statements. The Court maintains the "failure to appear" reporting program, and prepares jury summons and subpoenas, complaints and other associated duties of trial preparation.

The presiding Judge is appointed by the City Commission to serve for a two year term, and the Commission fixes remuneration. The Judge presides over all arraignment hearings and trials, both jury and non-jury, sets bonds, signs arrest and capias warrants, and performs magistrate functions for prisoners and juveniles. The prosecutor for the City prosecutes violations of City ordinances and Class C misdemeanors.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- To invest in the development of staff to meet the growth and demands of the City.
  - Encourage, promote and welcome expanding residential and business growth and development
  - Efficiently process and administer all matters coming into and before the Municipal Court.
  - Improve efficiency by being 50 percent paperless
  - Provide accurate efficient and courteous customer service for individuals interacting with Court.
  - Ensure that Court records are accurate, available and properly retained.
  - Provide clerks with additional training to achieve Level 1 certification.

**Departmental Accomplishments**

- During warrant round up in February and March there was an increase on the number of cases disposition
- Submitted all cases with Drivers license to OMNI manually.
- Office of Court Administration (OCA) reports were electronically submitted from 2011 to present

**Departmental Performance Indicators**

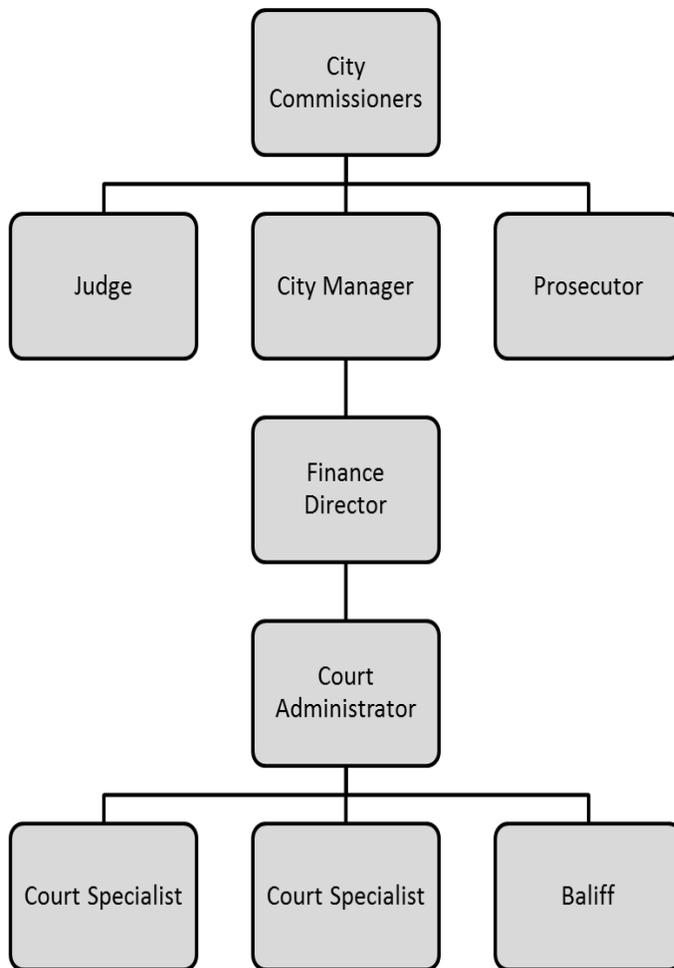
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Number of cases filed	3420	2630	3400
Number of training hours accomplished	20	20	30
Conversion to paperless (percent completed)	0	0	50

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Court Administrator	1	1	1
Court Specialist	2	2	2
Bailiff	1	1	1
<b>Total Personnel</b>	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

MUNICIPAL COURT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5180

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$159,216	\$165,145	\$165,145	\$175,095	6.02%
40010 Salaries Contract	\$81,390	\$60,000	\$70,500	\$70,500	17.50%
40020 Salaries Jury	\$930	\$2,000	\$2,000	\$2,000	0.00%
40125 Overtime	\$599	\$0	\$0	\$0	0.00%
40150 Social Security	\$9,125	\$10,239	\$10,239	\$10,856	6.02%
40200 Medicare	\$2,134	\$2,395	\$2,395	\$2,539	6.01%
40250 Retirement	\$22,903	\$22,389	\$22,389	\$24,338	8.71%
40350 Workers' Compensation	\$1,223	\$1,341	\$1,341	\$1,896	41.42%
40400 Health Insurance	\$37,481	\$54,421	\$54,421	\$36,322	-33.26%
40550 Medical Surveillance	\$0	\$80	\$80	\$80	0.00%
40600 Uniforms and Clothing	\$385	\$500	\$0	\$500	0.00%
40650 Travel and Training	\$1,826	\$2,600	\$2,600	\$2,600	0.00%
40750 Office Supplies	\$5,096	\$5,000	\$4,000	\$5,000	0.00%
40800 Postage	\$905	\$1,000	\$1,000	\$1,000	0.00%
41100 Gasoline - Vehicle	\$2,527	\$4,500	\$2,500	\$4,500	0.00%
41300 Janitorial Supplies	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$80	\$190	\$100	\$190	0.00%
41950 Equipment Repair & Maint	\$0	\$395	\$395	\$395	0.00%
42000 Building Repair & Maint.	\$122	\$1,200	\$200	\$1,200	0.00%
42100 Vehicle Repair	\$0	\$750	\$0	\$750	0.00%
42150 Equipment Rental	\$1,900	\$1,875	\$1,875	\$1,875	0.00%
42200 Legal & Prof. Fees	\$0	\$0	\$100	\$0	0.00%
42250 Contract Services	\$55,327	\$65,000	\$50,705	\$54,500	-16.15%
42400 Maintenance Contracts	\$12,463	\$5,000	\$5,000	\$5,000	0.00%
42700 Telephones and Pagers	\$2,622	\$2,900	\$2,900	\$9,835	239.14%
42820 State Court Cost	\$155,538	\$136,000	\$136,000	\$136,000	0.00%
42850 Miscellaneous	\$236	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$554,027</b>	<b>\$545,270</b>	<b>\$536,235</b>	<b>\$547,321</b>	<b>0.38%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$315,001	\$317,930	\$328,430	\$323,546	1.77%
MATERIALS & SUPPLIES	\$239,026	\$227,340	\$207,805	\$223,775	-1.57%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**GENERAL FUND EXPENDITURE SUMMARY**

DEPARTMENT	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
10-5100 GENERAL GOVERNMENT	\$1,045,313	\$1,219,309	\$1,103,657	\$1,190,492	-2.36%
10-5105 PUBLIC WORKS	\$334,331	\$309,723	\$318,155	\$475,959	53.67%
10-5110 VEHICLE MAINTENANCE	\$157,343	\$169,867	\$206,014	\$186,816	9.98%
10-5115 INFORMATION TECHNOLOGY	\$436,875	\$263,129	\$187,760	\$501,419	90.56%
10-5120 STREET	\$976,935	\$1,419,020	\$1,331,809	\$1,374,347	-3.15%
10-5130 SANITATION	\$1,390,761	\$1,409,665	\$1,487,448	\$1,505,297	6.78%
10-5140 POLICE	\$3,284,845	\$3,953,210	\$3,547,735	\$3,887,402	-1.66%
10-5150 FIRE - CENTRAL	\$4,220,257	\$3,493,921	\$3,604,841	\$4,061,433	16.24%
10-5152 EMERGENCY MANAGEMENT	\$0	\$106,089	\$95,820	\$145,790	37.42%
10-5153 FIRE MARSHAL	\$0	\$535,058	\$504,667	\$535,080	0.00%
10-5155 FIRE - STATION #2	\$24,663	\$37,600	\$33,500	\$37,400	-0.53%
10-5157 FIRE - STATION #3	\$33,030	\$37,250	\$28,550	\$42,040	12.86%
10-5159 BUILDING PERMITS	\$0	\$253,420	\$222,699	\$252,687	-0.29%
10-5160 PARKS	\$395,015	\$477,722	\$417,730	\$577,757	20.94%
10-5170 JANITORIAL	\$94,638	\$106,422	\$107,755	\$104,304	-1.99%
10-5175 PLANNING	\$58,046	\$176,265	\$132,815	\$277,374	57.36%
10-5180 MUNICIPAL COURT	\$554,027	\$545,270	\$536,235	\$547,321	0.38%
TOTAL EXPENDITURES	\$13,006,079	\$14,512,941	\$13,867,190	\$15,702,917	8.20%

**GENERAL FUND EXPENDITURE SUMMARY BY EXPENDITURE CATEGORY**

EXPENDITURES BY CATEGORY	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
SALARIES & BENEFITS	\$8,504,082	\$10,050,689	\$9,243,320	\$10,537,667	4.85%
MATERIALS & SUPPLIES	\$3,607,718	\$4,025,310	\$4,193,482	\$3,965,309	-1.49%
CAPITAL OUTLAY	\$752,598	\$291,486	\$319,732	\$1,137,890	290.38%
PRINCIPAL AND INTEREST	\$141,681	\$145,456	\$110,656	\$62,051	-57.34%
TOTAL EXPENDITURES	\$13,006,079	\$14,512,941	\$13,867,190	\$15,702,917	

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**WATER AND SEWER FUND**  
Long-Range Financial Forecast

	Actual 2014-15	Budget 2015-16	% Δ	Estimate 2015-16	% Δ	Budget 2016-17
<b>Beginning Fund Balance</b>	<b>\$2,063,925</b>	<b>\$4,898,712</b>		<b>\$4,898,712</b>		<b>\$3,969,283</b>
<b>Revenues:</b>						
Water Collections	\$3,223,254	\$2,950,000	-8%	\$3,147,899	7%	\$3,000,000
Sewer Collections	\$2,680,467	\$2,550,000	-5%	\$2,751,172	8%	\$2,600,000
Taps and Fees	\$305,200	\$352,650	16%	\$260,400	-26%	\$300,000
Charges for Service - Other	\$417,396	\$342,500	-18%	\$387,824	13%	\$367,500
Other Income	\$3,174,444	\$1,210,097	-62%	\$10		\$1,210,127
<b>Total Revenues</b>	<b>\$9,800,761</b>	<b>\$7,405,247</b>	<b>-24%</b>	<b>\$6,547,305</b>	<b>-12%</b>	<b>\$7,477,627</b>
<b>Expenditures:</b>						
Salaries & Fees	\$2,032,847	\$2,557,919	26%	\$2,416,115	-6%	\$2,358,611
Materials & Supplies	\$2,431,345	\$2,476,611	2%	\$2,548,010	3%	\$2,285,718
Capital Outlay	\$7,883	\$1,696,500	21422%	\$109,608	-94%	\$1,704,100
Interfund Transfers	\$2,493,900	\$2,403,000	-4%	\$2,403,000	0%	\$2,070,000
<b>Total Expenditures</b>	<b>\$6,965,974</b>	<b>\$9,134,030</b>	<b>31%</b>	<b>\$7,476,733</b>	<b>-18%</b>	<b>\$8,418,429</b>
<b>Ending Fund Balance</b>	<b>\$4,898,712</b>	<b>\$3,169,929</b>		<b>\$3,969,283</b>		<b>\$3,028,482</b>
<b>20% Operating Reserve</b>	\$1,391,618	\$1,487,506		\$1,473,425		\$1,342,866
<b>Excess funds available for capital improvements</b>	\$3,507,093	\$1,682,423		\$2,495,858		\$1,685,616
<b>Target = 120 Days</b>						
Fund Bal as % of Exp	42%	16%		28%		17%
Fund Bal in Days	153	58		102		63

LONG-RANGE FINANCIAL FORECAST

%  
Δ

Forecast				
	2017-18	2018-19	2019-20	2020-21

	<b>\$3,028,482</b>	<b>\$1,004,994</b>	<b>(\$1,203,680)</b>	<b>(\$3,609,583)</b>
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-5%	3,060,000	3,121,200	3,183,624	3,247,296
-5%	2,652,000	2,705,040	2,759,141	2,814,324
15%	306,000	312,120	318,362	324,730
-5%	374,850	382,347	389,994	397,794
	1,234,330	1,259,016	1,284,196	1,309,880

Revenue Assumptions
<u>Water Sales</u> : Based upon conservative growth projections of 2%
<u>Sewer Sales</u> : Based upon conservative growth projections of 2%
<u>All other Revenue</u> : Based upon conservative growth projections of 2%

14%	<b>\$7,627,180</b>	<b>\$7,779,723</b>	<b>\$7,935,318</b>	<b>\$8,094,024</b>
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-2%	2,452,955	2,551,073	2,653,116	2,759,241
-10%	2,400,004	2,520,004	2,646,004	2,778,305
1455%	2,000,000	2,000,000	2,000,000	2,000,000
-14%	2,797,708	2,917,319	3,042,100	3,172,276

Expenditure Assumptions
<u>Salaries &amp; Fee</u> : Modest growth of 4% projected
<u>Materials &amp; Supplies</u> : Based upon historical trends, a 5% growth rate is projected

13%	<b>\$9,650,667</b>	<b>\$9,988,397</b>	<b>\$10,341,220</b>	<b>\$10,709,821</b>
-----	--------------------	--------------------	---------------------	---------------------

	<b>\$1,004,994</b>	<b>(\$1,203,680)</b>	<b>(\$3,609,583)</b>	<b>(\$6,225,380)</b>
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\$1,530,133      \$1,597,679      \$1,668,244      \$1,741,964

(\$525,140)      (\$2,801,359)      (\$5,277,827)      (\$7,967,344)

-5%                      -24%                      -44%                      -64%

(17)                      (88)                      (160)                      (234)

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**WATER AND SEWER FUND  
REVENUES AND EXPENSES**

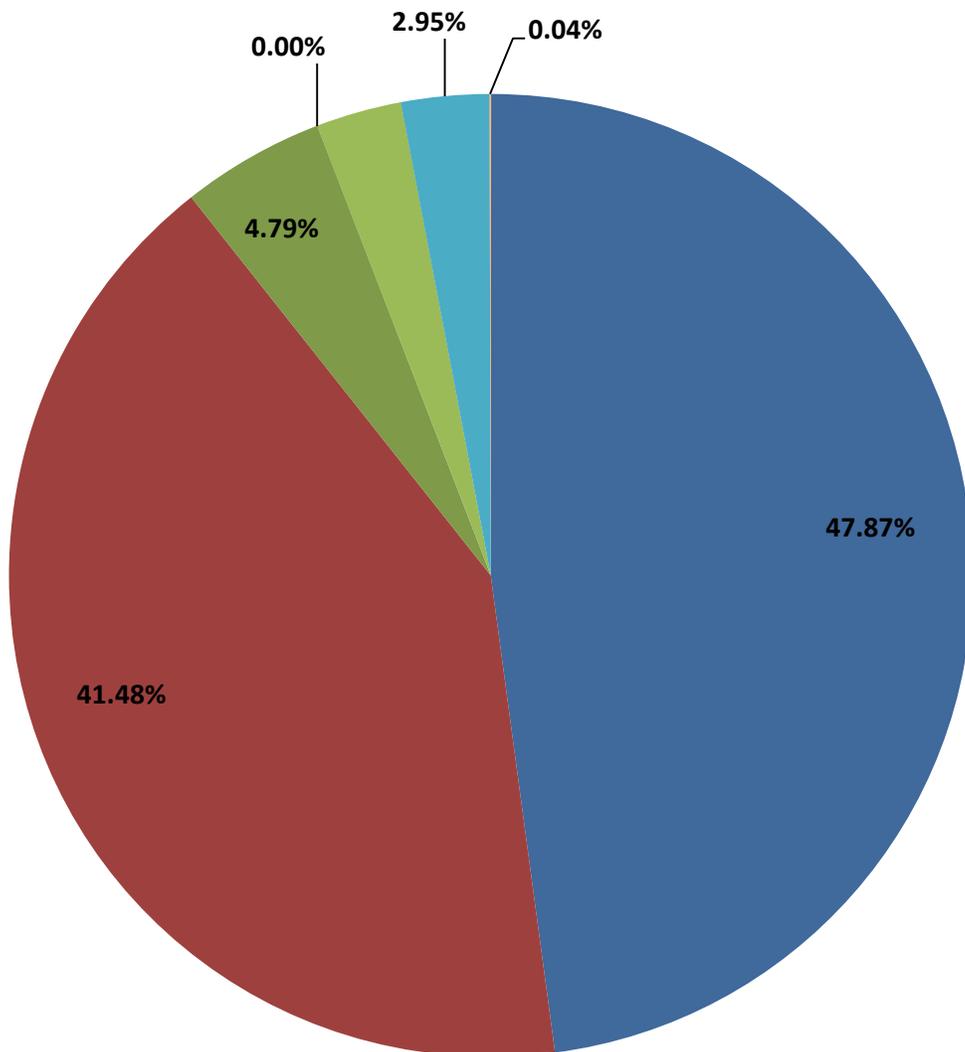
REVENUES		Actual 2014-2015	Budget * 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(-)
20-3075	Water Collections	\$3,223,254	\$2,950,000	\$3,147,899	\$3,000,000	1.69%
20-3080	Sewer Collections	\$2,680,467	\$2,550,000	\$2,751,172	\$2,600,000	1.96%
20-3085	Water Taps and Fees	\$303,300	\$350,000	\$260,400	\$300,000	-14.29%
20-3090	Sewer Taps and Fees	\$1,900	\$2,650	\$0	\$0	-100.00%
20-3055	Interest Income	\$0	\$0	\$10	\$30	0.00%
20-3057	Operations Fee	(\$2,454)	\$0	\$0	\$0	0.00%
20-3060	Intergovt. Revenues	\$0	\$0	\$0	\$0	0.00%
20-3065	Transfer from Other Funds	\$0	\$0	\$0	\$0	0.00%
20-3070	Other Income	\$181,600	\$180,000	\$187,649	\$180,000	0.00%
20-3095	MUD Reconnect Fees	(\$4,135)	\$0	\$0	\$0	0.00%
20-3105	Service Charge	\$239,896	\$160,000	\$197,415	\$185,000	15.63%
20-3120	Returned Check Fee	\$2,490	\$2,500	\$2,760	\$2,500	0.00%
20-3150	Contributed Capital	\$3,174,444	\$1,210,097	\$0	\$1,210,097	0.00%
20-3201	Contributions - Debt Refunding	\$0	\$0	\$0	\$0	0.00%
20-3202	Donated Assets	\$0	\$0	\$0	\$0	0.00%
Total Revenues		\$9,800,761	\$7,405,247	\$6,547,305	\$7,477,627	0.98%
<b>EXPENSES</b>						
20-5200	Accounting & Collecting	\$531,107	\$703,619	\$730,184	\$823,314	9.78%
20-5210	Customer Service	\$282,378	\$322,134	\$337,159	\$329,690	3.92%
20-5215	Meter	\$276,350	\$319,603	\$329,033	\$282,559	3.36%
20-5220	Water	\$1,417,096	\$3,230,070	\$1,635,564	\$0	0.00%
20-5230	Wastewater	\$1,776,747	\$2,155,604	\$2,041,793	\$0	0.00%
20-5260	Water Production	\$0	\$0	\$0	\$2,236,087	26.56%
20-5265	Water Distribution	\$0	\$0	\$0	\$794,227	9.43%
20-5270	Wastewater Collection	\$0	\$0	\$0	\$573,886	6.82%
20-5275	Wastewater Treatment	\$0	\$0	\$0	\$1,308,667	15.55%
20-5235	Contracted Services	\$188,396	\$0	\$0	\$0	0.00%
20-5235	Transfer to other Funds	\$2,493,900	\$2,263,300	\$2,263,300	\$1,838,919	21.84%
20-5235	Transfer to Debt Service Funds	\$0	\$139,700	\$139,700	\$231,081	2.74%
Total Expenses		\$6,965,975	\$9,134,030	\$7,476,733	\$8,418,429	
Excess Revenue/(Expense)		\$2,834,786	(\$1,728,783)	(\$929,428)	(\$940,802)	
Prior Year Balance **		\$2,063,925	\$4,898,711	\$4,898,711	\$3,969,283	
Actual/Anticipated Balance		\$4,898,711	\$3,169,928	\$3,969,283	\$3,028,481	
Fund Bal as % of Exp		70.32%	53.63%	65.52%	47.15%	
Fund Bal in Days		257	196	239	172	

\* - as amended

\*\* - Working Capital Basis

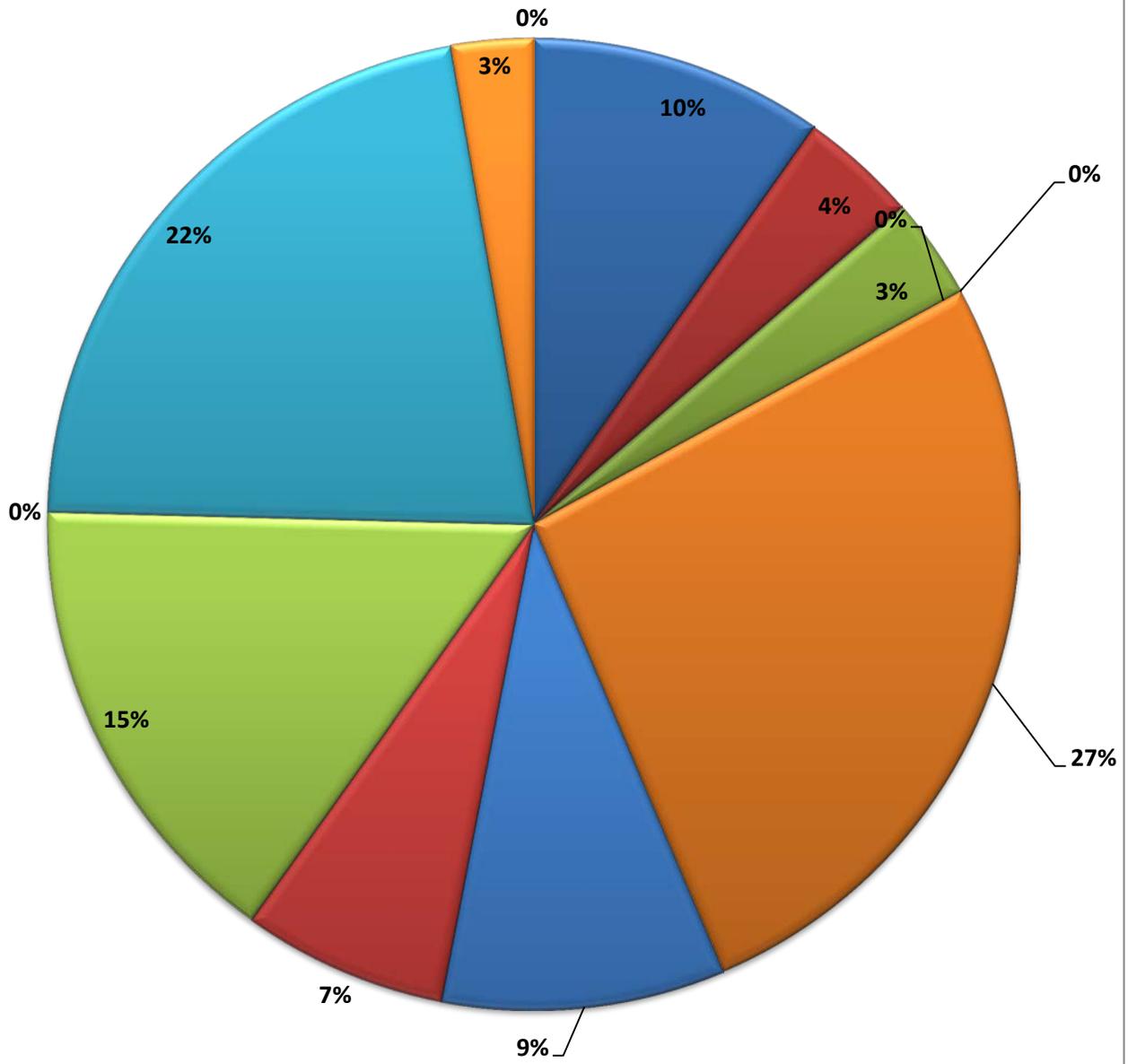
## WATER AND SEWER FUND REVENUE FY 2016-2017

- Water Collections
- Sewer Collections
- Water Taps and Fees
- Operations Fee
- Service Charge
- Returned Check Fee



## WATER AND SEWER FUND EXPENDITURES FY 2016-2017

- Accounting & Collecting
- Meter
- Wastewater
- Water Distribution
- Wastewater Treatment
- Transfer to other Funds
- Customer Service
- Water
- Water Production
- Wastewater Collection
- Contracted Services
- Transfer to Debt Service Funds



## ACCOUNTING & COLLECTING

### Department Mission

The mission of the Accounting & Collecting Department is to provide services to citizens in a fair, consistent, cost-effective, courteous and organized manner; to provide citizens, management, mayor and commissioners accurate and useful financial information in a timely manner; and to deliver outstanding human resource services that focus on attracting, retaining, assisting, and developing a quality workforce in support of the City's commitment to provide leadership, services and infrastructure for a high quality of life for its citizens.

### Department Description

The Accounting & Collecting Department is responsible for effectively administering the City's financial operations, fulfilling the duty to be publicly accountable, and facilitating City-wide programs and services of human resources. This includes establishing and improving accounting, budgeting and financial reporting standards. The Accounting & Collecting Department controls the collection and disbursement of funds and provides for their protection and investment. Maximum use of funds will be handled by timely collection and proper disbursement to obtain full use of investments. This department also facilitates compensation and benefits administration, employment, employee relations, performance management, policy compliance, and risk management.

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner.
  - Provide services, tools and open communication to create an environment where individuals are treated fairly and consistently.
  - Attract, retain and develop a quality workforce.
    - Provide exceptional service to both internal and external customers.
    - Continue to seek operational efficiency and develop procedures to achieve the highest standards.

### Departmental Accomplishments

- GFOA Distinguished Budget Presentation Award
- GFOA Excellence in Financial Reporting Award

**Departmental Performance Indicators**

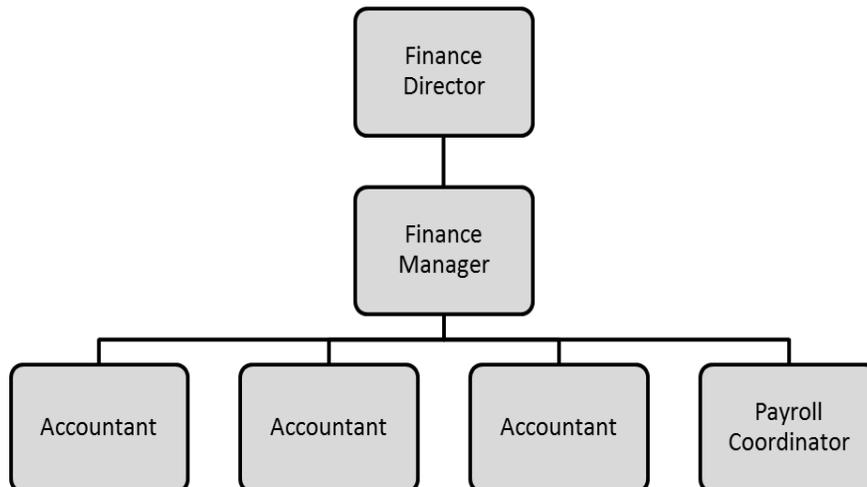
	<b>Actual FY14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
Percent of invoices paid within 30 days	100%	99%	100%
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Texas Comptroller Leadership Circle Member Level	Silver	Silver	n/a

**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Finance Director	1	1	1
Finance Manager	1	1	1
Accountant	2	2	3
Payroll Coordinator	1	1	1
<b>Total Personnel:</b>	5	5	6

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

ACCOUNTING AND COLLECTING  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5200

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$261,795	\$303,349	\$303,349	\$382,301	26.03%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40125 Overtime	\$59	\$0	\$0	\$500	100.00%
40150 Social Security	\$14,321	\$18,808	\$18,808	\$23,703	26.02%
40200 Medicare	\$3,349	\$4,399	\$4,399	\$5,543	26.01%
40250 Retirement	\$37,219	\$41,127	\$41,127	\$53,140	29.21%
40350 Workers' Compensation	\$690	\$797	\$797	\$1,239	55.41%
40400 Health Insurance	\$49,967	\$78,754	\$78,754	\$70,456	-10.54%
40600 City Commission Expenses	\$0	\$200	\$200	\$200	0.00%
40650 Travel and Training	\$2,810	\$3,800	\$3,800	\$4,000	5.26%
40750 Office Supplies	\$13,660	\$6,200	\$8,800	\$6,200	0.00%
40800 Postage	\$178	\$1,500	\$1,500	\$1,000	-33.33%
41650 Periodicals and Memberships	\$618	\$1,000	\$1,000	\$800	-20.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$312	\$1,200	\$1,200	\$1,200	0.00%
42150 Equipment Rental	\$0	\$1,700	\$3,700	\$3,700	117.65%
42200 Legal & Accounting Fees	\$29,246	\$31,000	\$31,000	\$31,000	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$19,059	\$28,000	\$28,000	\$26,000	-7.14%
42400 Maintenance Contracts	\$8,016	\$15,000	\$15,000	\$15,000	0.00%
42500 Advertising	\$980	\$250	\$300	\$500	100.00%
42600 Utilities	\$5,596	\$5,800	\$5,800	\$5,800	0.00%
42700 Telephone & Pagers	\$4,801	\$4,800	\$8,300	\$16,097	235.35%
42750 Insurance & Bonding	\$59,151	\$55,000	\$61,000	\$61,000	10.91%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$255	\$1,585	\$1,000	\$1,585	0.00%
42860 Depreciation Expense	\$666	\$85,000	\$85,000	\$85,000	0.00%
43050 Credit Card Fees	\$17,011	\$13,000	\$26,000	\$26,000	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$531,107</b>	<b>\$703,619</b>	<b>\$730,184</b>	<b>\$823,314</b>	<b>17.01%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$368,750	\$448,584	\$448,584	\$538,232	19.98%
MATERIALS & SUPPLIES	\$162,357	\$255,035	\$281,600	\$285,082	11.78%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**CUSTOMER SERVICE**

**Department Mission**

The mission of the Customer Service Department is to provide accurate and timely reading of water meters for use in billing customers, to provide excellent service to our customers, and to provide the preparation of accurate and timely billings and collections of utilities to customer accounts.

**Department Description**

Customer Service Department is responsible for the billing of water, wastewater, surface water, solid waste, sales tax on solid waste and other miscellaneous charges for the services provided by the City. The Customer Service Specialists manage customer inquiries, process customer requested service connections, disconnections, and transfers in person and by phone. Customer Service is responsible for the collection of current and delinquent accounts and monthly meter reading of water meters to process utility billings, and to respond to citizen complaints concerning utility billing water flow problems as well as following up on service requests and dispatch of work orders to the Meter Department.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Continue to organize and work as a team to ensure excellent service in an accurate manner to encourage, promote and welcome expanding residential and business growth and development.
    - Implement E-Bills as an alternative for customers to receive their utility bills.
    - Continue the conversion to paperless customer files using Content Manager.

**Departmental Performance Indicators**

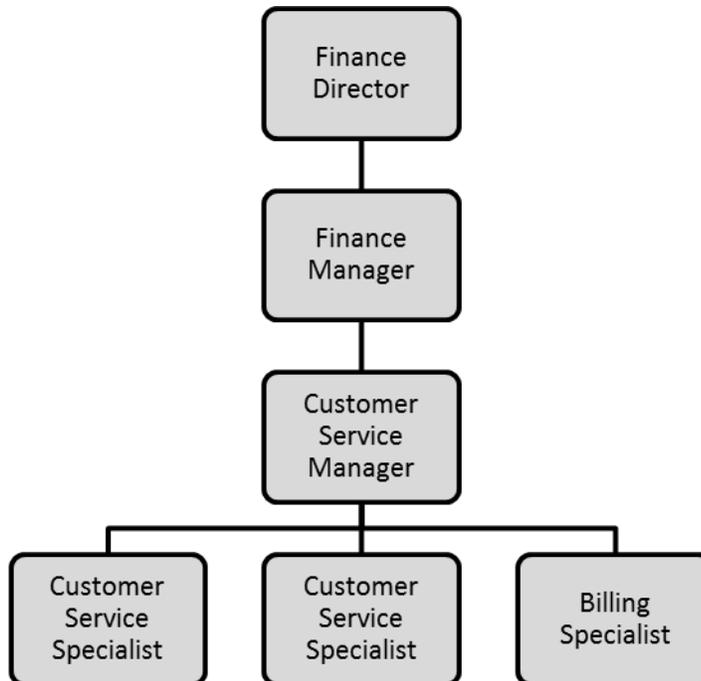
	<b>Actual</b> <b>FY 14-15</b>	<b>Estimate</b> <b>FY 15-16</b>	<b>Budget</b> <b>FY 16-17</b>
Customer utility bills processed	74,028	79,195	83,155
Number of online customer payments	5,797	8,788	11,424
Number of hours open to the public per business day	9.5	9.5	9.5
Implementation of E-Bill (% complete)	0	0	50%
Conversion to paperless customer files (% complete)	0	0	50%

**Departmental Personnel History**

	<b>Actual FY14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Customer Service Manager	1	1	1
Customer Service Specialist	3	2	2
Billing Specialist	0	1	1
<b>Total Personnel:</b>	4	4	4

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

CUSTOMER SERVICE  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5210

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$132,828	\$146,934	\$146,934	\$157,711	7.33%
40125 Overtime	\$633	\$100	\$100	\$1,000	900.00%
40150 Social Security	\$7,898	\$9,116	\$9,116	\$9,784	7.33%
40200 Medicare	\$1,847	\$2,132	\$2,132	\$2,288	7.33%
40250 Retirement	\$18,980	\$19,934	\$19,934	\$21,936	10.04%
40350 Workers' Compensation	\$303	\$386	\$386	\$511	32.46%
40400 Health Insurance	\$32,821	\$50,782	\$50,782	\$40,481	-20.29%
40650 Travel & Training	\$625	\$5,000	\$1,000	\$12,000	140.00%
40750 Office Supplies	\$18,951	\$13,000	\$3,000	\$12,000	-7.69%
40800 Postage	\$34,967	\$4,500	\$33,525	\$29,200	548.89%
41950 Equipment Repair	\$1,033	\$14,500	\$14,500	\$500	-96.55%
42150 Equipment Rental	\$178	\$950	\$950	\$900	-5.26%
42250 Contracted Services	\$25,381	\$48,500	\$48,500	\$23,800	-50.93%
42400 Maintenance Contracts	\$3,485	\$4,500	\$4,500	\$4,550	1.11%
42500 Advertising	\$274	\$500	\$500	\$500	0.00%
42700 Telephone & Pagers	\$799	\$800	\$800	\$12,028	1403.50%
42850 Miscellaneous	\$315	\$500	\$500	\$500	0.00%
42860 Depreciation	\$1,059	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$282,378</b>	<b>\$322,134</b>	<b>\$337,159</b>	<b>\$329,690</b>	<b>2.35%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$195,310	\$229,384	\$229,384	\$233,712	1.89%
MATERIALS & SUPPLIES	\$87,068	\$92,750	\$107,775	\$95,978	3.48%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**METER DEPARTMENT**

**Department Mission**

The Meter Department will be dedicated to the community of the City of Richmond, by providing courteous, prompt service to all water meter customers.

**Department Description**

The Meter Department is responsible for the comprehensive management and maintenance of water meters including setting, reading, locking and unlocking the meters during an account's set up, maintenance and transfer or cut off. The Meter Department also is responsible for timely responses to all work orders from Customer Service, and to work closely with Customer Service to ensure all water meter customer accounts are professionally and accurately maintained.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Maintain accounts with meters that are changed out according to manufacture specifications
  - Complete routine billing work orders in a timely manner
  - Painting 50% of all City hydrants to color scheme in design standards

**Departmental Performance Indicators**

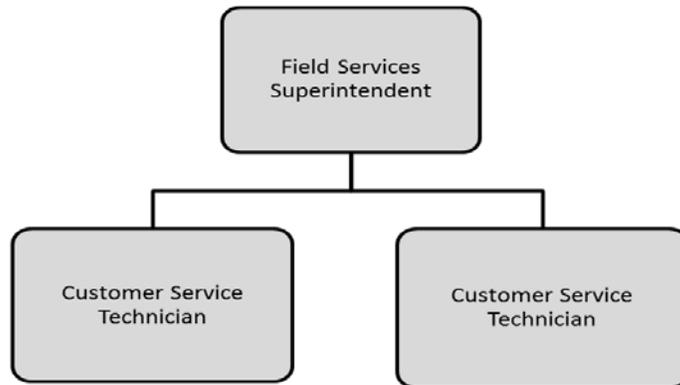
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Number of metered accounts	6,379	6,648	6,913
Number of requests for service	5,020	5,237	5,498
Number of meter change outs	58	299	1,190

**Departmental Personnel History**

	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Water Meter Foreman	1	0	0
Water Meter Worker	3	0	0
Customer Service Technician	0	2	2
<b>Total Personnel</b>	4	2	2

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

METER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5215

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$117,423	\$129,159	\$129,159	\$58,240	-54.91%
40125 Overtime	\$2,323	\$4,500	\$4,500	\$4,500	0.00%
40150 Social Security	\$7,320	\$8,287	\$8,287	\$3,890	-53.06%
40200 Medicare	\$1,712	\$1,938	\$1,938	\$910	-53.06%
40250 Retirement	\$16,742	\$18,121	\$18,121	\$8,721	-51.87%
40350 Workers' Compensation	\$3,777	\$3,918	\$3,918	\$2,570	-34.40%
40400 Health Insurance	\$29,446	\$56,760	\$56,760	\$16,835	-70.34%
40550 Medical Surveillance	\$160	\$300	\$300	\$300	0.00%
40600 Uniforms & Clothing	\$2,093	\$3,500	\$3,000	\$3,750	7.14%
40650 Travel & Training	\$0	\$0	\$0	\$1,000	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$0	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint, Hardware Supplies	\$0	\$300	\$300	\$300	0.00%
40950 Shop Tools & Equipment	\$64	\$2,000	\$2,000	\$2,000	0.00%
41100 Gasoline	\$10,217	\$13,500	\$12,000	\$12,500	-7.41%
41150 Tires & Batteries	\$1,380	\$1,000	\$1,000	\$1,000	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41550 New Meters	\$35,626	\$37,000	\$37,000	\$40,000	8.11%
41750 Meter supplies, pipes/etc.	\$30,777	\$29,500	\$29,500	\$26,000	-11.86%
41800 Golf Cart Repair	\$1,231	\$750	\$750	\$750	0.00%
41850 Meter Repairs	\$1,970	\$3,000	\$13,300	\$2,000	-33.33%
41950 Equipment Repair	\$0	\$500	\$500	\$500	0.00%
41980 Private Yard Line	\$0	\$1,000	\$0	\$0	-100.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$1,438	\$1,000	\$1,800	\$2,400	140.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$86,500	100.00%
42600 Utilities	\$0	\$270	\$0	\$270	0.00%
42700 Telephone & Pagers	\$2,377	\$2,600	\$4,200	\$6,923	166.27%
42700 Advertising	\$0	\$0	\$0	\$0	0.00%
42800 Licenses and Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$630	\$700	\$700	\$700	0.00%
42900 Capital Outlay	\$9,644	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$276,350</b>	<b>\$319,603</b>	<b>\$329,033</b>	<b>\$282,559</b>	<b>-11.59%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$178,742	\$222,683	\$222,683	\$95,666	-57.04%
MATERIALS & SUPPLIES	\$87,964	\$96,920	\$106,350	\$186,893	92.83%
CAPITAL OUTLAY	\$9,644	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WATER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5220

(Department was divided into: Water Production & Water Distribution for FY2017)

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$433,598	\$512,812	\$512,812	\$0	-100.00%
40125 Overtime	\$9,072	\$14,000	\$14,000	\$0	-100.00%
40150 Social Security	\$26,432	\$32,662	\$32,662	\$0	-100.00%
40200 Medicare	\$6,182	\$7,639	\$7,639	\$0	-100.00%
40250 Retirement	\$62,939	\$71,423	\$71,423	\$0	-100.00%
40350 Workers' Compensation	\$12,951	\$15,134	\$15,134	\$0	-100.00%
40400 Health Insurance	\$102,245	\$171,844	\$171,844	\$0	-100.00%
40550 Medical Surveillance	\$345	\$650	\$700	\$0	-100.00%
40600 Uniforms & Clothing	\$7,267	\$8,000	\$9,200	\$0	-100.00%
40650 Travel & Training	\$1,376	\$4,000	\$4,000	\$0	-100.00%
40700 Convention/Association	\$0	\$1,100	\$0	\$0	-100.00%
40750 Office Supplies	(\$820)	\$5,900	\$2,500	\$0	-100.00%
40800 Postage	\$1,089	\$1,600	\$2,000	\$0	-100.00%
40850 Paint, Hardware Supplies	\$222	\$1,000	\$1,000	\$0	-100.00%
40950 Shop Tools & Equipment	\$7,403	\$8,000	\$9,100	\$0	-100.00%
41100 Gasoline and Diesel	\$26,797	\$33,000	\$26,000	\$0	-100.00%
41150 Tires & Batteries	\$2,455	\$3,000	\$3,000	\$0	-100.00%
41300 Janitorial Supplies	\$1,084	\$1,000	\$1,000	\$0	-100.00%
41350 Chemicals	\$24,363	\$30,000	\$30,000	\$0	-100.00%
41550 Hydrant Maintenance	\$19,488	\$17,000	\$17,000	\$0	-100.00%
41600 Lab Equipment/Supplies	\$962	\$1,000	\$1,000	\$0	-100.00%
41650 Periodicals-Memberships	\$0	\$400	\$400	\$0	-100.00%
41700 System Maintenance	\$13,658	\$15,000	\$15,000	\$0	-100.00%
41720 System Maint. - Rivers Edge	\$5,064	\$2,000	\$2,000	\$0	-100.00%
41740 System Maint. - MUD 187	\$0	\$0	\$0	\$0	0.00%
41750 Meter supplies, pipes/etc.	\$24,657	\$50,000	\$50,000	\$0	-100.00%
41800 Inventory - Mud RE	\$22,286	\$15,000	\$15,000	\$0	-100.00%
41850 Inventory - Mud 187	\$84,037	\$70,000	\$70,000	\$0	-100.00%
41855 Inventory - RiverPark West	\$3,832	\$0	\$0	\$0	0.00%
41856 Inventory - Williams Ranch	\$0	\$0	\$3,000	\$0	0.00%
41900 System Rehabilitation	\$45,746	\$100,000	\$130,000	\$0	-100.00%
41950 Equipment Repair	\$8,855	\$5,000	\$13,000	\$0	-100.00%
41960 Pump/Motor Maintenance	\$53,524	\$30,000	\$15,000	\$0	-100.00%
41970 Backflow Prev. & Maint.	\$400	\$2,000	\$3,000	\$0	-100.00%
41980 Private Yard Line	\$2,400	\$5,000	\$0	\$0	-100.00%
42000 Building Repair & Maint.	\$3,486	\$4,000	\$8,100	\$0	-100.00%
42010 Chlorinator Room Maint.	\$4,638	\$3,000	\$3,000	\$0	-100.00%
42015 Generator Maintenance	\$2,054	\$1,800	\$1,800	\$0	-100.00%
42050 Tank Maintenance	\$149,257	\$146,050	\$146,050	\$0	-100.00%
42100 Vehicle Repair	\$8,771	\$4,000	\$4,000	\$0	-100.00%
42150 Equipment Rental	\$0	\$500	\$500	\$0	-100.00%
42200 Legal and Professional Fees	\$1,285	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$34,225	\$0	\$26,300	\$0	0.00%
42250 Contracted Services	\$25	\$0	\$100	\$0	0.00%
42450 Lab Fees	\$18,129	\$11,396	\$7,000	\$0	-100.00%
42500 Advertising	\$6,272	\$3,820	\$7,000	\$0	-100.00%
42550 Pest Control	\$577	\$1,200	\$1,200	\$0	-100.00%
42600 Utilities	\$151,369	\$150,000	\$150,000	\$0	-100.00%
42700 Telephone & Pagers	\$15,594	\$10,640	\$16,000	\$0	-100.00%
42800 Licenses & Permits	\$9,810	\$13,000	\$14,600	\$0	-100.00%
42850 Miscellaneous	\$1,698	\$1,500	\$1,500	\$0	-100.00%
42900 Capital Outlay	\$0	\$1,644,000	\$0	\$0	-100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$1,417,096</b>	<b>\$3,230,070</b>	<b>\$1,635,564</b>	<b>\$0</b>	<b>-100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$653,417	\$825,514	\$825,514	\$0	-100.00%
MATERIALS & SUPPLIES	\$763,679	\$760,556	\$810,050	\$0	-100.00%
CAPITAL OUTLAY	\$0	\$1,644,000	\$0	\$0	-100.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WASTEWATER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5230

(Department was divided into: Wastewater Collection & Wastewater Treatment for FY2017)

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$417,800	\$507,570	\$454,600	\$0	-100.00%
40125 Overtime	\$15,261	\$11,000	\$18,500	\$0	-100.00%
40150 Social Security	\$24,637	\$32,151	\$26,600	\$0	-100.00%
40200 Medicare	\$5,762	\$7,519	\$6,650	\$0	-100.00%
40250 Retirement	\$61,574	\$70,305	\$63,500	\$0	-100.00%
40350 Workers' Compensation	\$9,269	\$10,724	\$11,600	\$0	-100.00%
40400 Health Insurance	\$102,324	\$192,485	\$108,500	\$0	-100.00%
40600 Uniforms & Clothing	\$3,790	\$7,300	\$7,300	\$0	-100.00%
40650 Travel & Training	\$4,095	\$3,500	\$3,600	\$0	-100.00%
40750 Office Supplies	(\$6,794)	\$2,900	\$2,000	\$0	-100.00%
40850 Paint, Hardware Supplies	\$57	\$1,000	\$1,000	\$0	-100.00%
40950 Shop Tools & Equipment	\$2,661	\$2,000	\$2,000	\$0	-100.00%
41100 Gasoline and Diesel	\$20,652	\$30,000	\$22,000	\$0	-100.00%
41150 Tires & Batteries	\$3,699	\$1,000	\$2,500	\$0	-100.00%
41350 Chemical Supplies	\$228,956	\$265,000	\$260,000	\$0	-100.00%
41600 Lab Equipment/Supplies	(\$6,298)	\$7,600	\$7,600	\$0	-100.00%
41800 Lift Station Repair & Maint.	\$42,382	\$32,500	\$32,500	\$0	-100.00%
41850 Collect System Repair & Maint.	\$41,879	\$50,000	\$50,000	\$0	-100.00%
41900 W/W System Rehab.	\$215,929	\$325,000	\$300,000	\$0	-100.00%
41950 Equipment Repair	\$1,953	\$4,900	\$4,900	\$0	-100.00%
42005 N S Facility Maintenance	\$0	\$0	\$0	\$0	0.00%
42010 R R Facility Maintenance	\$135,543	\$153,000	\$145,000	\$0	-100.00%
42100 Vehicle Repair	\$8,617	\$3,000	\$5,000	\$0	-100.00%
42150 Equipment Rental	\$0	\$700	\$700	\$0	-100.00%
42210 Engineering & Prof. Fees	\$48,780	\$0	\$19,500	\$0	0.00%
42250 Contracted Services	\$81,610	\$65,000	\$65,000	\$0	-100.00%
42450 Lab Fees	\$23,737	\$20,000	\$18,000	\$0	-100.00%
42500 Advertising	\$4,375	\$250	\$2,400	\$0	-100.00%
42600 Utilities	\$260,571	\$250,000	\$250,000	\$0	-100.00%
42605 Utilities - MUD 116	(\$13,929)	\$0	(\$5,865)	\$0	0.00%
42700 Telephone & Pagers	\$12,463	\$10,900	\$10,900	\$0	-100.00%
42800 Licenses & Permits	\$26,239	\$35,000	\$35,000	\$0	-100.00%
42850 Miscellaneous	\$915	\$800	\$1,200	\$0	-100.00%
42900 Capital Outlay	\$0	\$13,000	\$70,108	\$0	-100.00%
42950 Capital Contract	(\$1,762)	\$39,500	\$39,500	\$0	-100.00%
<b>TOTAL EXPENSES</b>	<b>\$1,776,747</b>	<b>\$2,155,604</b>	<b>\$2,041,793</b>	<b>\$0</b>	<b>-100.00%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$636,628	\$831,754	\$689,950	\$0	-100.00%
MATERIALS & SUPPLIES	\$1,141,881	\$1,271,350	\$1,242,235	\$0	-100.00%
CAPITAL OUTLAY	(\$1,762)	\$52,500	\$109,608	\$0	-100.00%

**WATER PRODUCTION**

**Department Mission**

“Dedicated to the City of Richmond, who should have implicit faith that the water they drink is safe.”

**Department Description**

The Water Production Department is responsible for the comprehensive management and maintenance of both the operations and distribution system.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- To be compliant with all applicable Local, State and Federal environmental laws and policies
  - Operate and maintain water production infrastructure in a manner to deliver safe, clean and reliable potable water for use by the City’s customers
  - Maintain production facility infrastructure to extend the useful life of equipment and assets
  - One hour response time for all calls

**Departmental Performance Indicators**

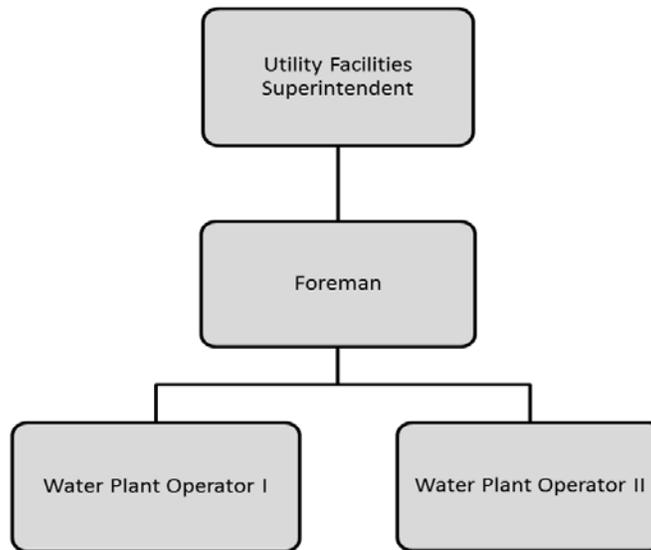
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
	<b><u>FY 14-15</u></b>	<b><u>FY 15-16</u></b>	<b><u>FY 16-17</u></b>
MG’s of water produced per year	0	0	0
Number of water quality test per year	0	0	2190
Percent accountability	0	0	95%
TCEQ Violations	0	0	0
Percentage of calls responded within 1 hour	0	0	99%

**Departmental Personnel History**

	<b>Actual. FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Foreman	0	0	1
Water Plant Operator I	0	0	1
Water Plant Operator II	0	0	1
Cross Connection Tech / Foreman	0	0	1
<b>Total Personnel</b>	0	0	4

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WATER PRODUCTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5260

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
40000 Salaries	\$0	\$0	\$0	\$179,156	100.00%
40125 Overtime	\$0	\$0	\$0	\$4,500	100.00%
40150 Social Security	\$0	\$0	\$0	\$11,387	100.00%
40200 Medicare	\$0	\$0	\$0	\$2,663	100.00%
40250 Retirement	\$0	\$0	\$0	\$25,528	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$7,524	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$38,974	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$65	100.00%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$3,500	100.00%
40650 Travel & Training	\$0	\$0	\$0	\$1,200	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$0	0.00%
40800 Postage	\$0	\$0	\$0	\$1,550	100.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$6,000	100.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$1,000	100.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41350 Chemicals	\$0	\$0	\$0	\$30,000	100.00%
41550 Hydrant Maintenance	\$0	\$0	\$0	\$0	0.00%
41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$1,000	100.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$400	100.00%
41950 Equipment Repair	\$0	\$0	\$0	\$800	100.00%
41960 Pump/Motor Maintenance	\$0	\$0	\$0	\$30,000	100.00%
41970 Backflow Prev. & Maint.	\$0	\$0	\$0	\$2,000	100.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$2,000	100.00%
42010 Chlorinator Room Maint.	\$0	\$0	\$0	\$3,000	100.00%
42015 Generator Maintenance	\$0	\$0	\$0	\$1,800	100.00%
42050 Tank Maintenance	\$0	\$0	\$0	\$10,000	100.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$400	100.00%
42450 Lab Fees	\$0	\$0	\$0	\$12,000	100.00%
42500 Advertising	\$0	\$0	\$0	\$3,320	100.00%
42600 Utilities	\$0	\$0	\$0	\$146,400	100.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$8,420	100.00%
42800 Licenses/State & Subsidence Fees	\$0	\$0	\$0	\$18,000	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$1,000	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$1,682,500	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,236,087</b>	<b>100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$0	\$0	\$269,732	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$283,855	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$1,682,500	0.00%

**Capital Outlay**

Edgar Elevated	\$1,644,000
1/2 Ton Pickup Truck	\$26,000
Chlorine Cylinder Repair Kits	\$12,500

Total Capital Outlay \$1,682,500

**WATER DISTRIBUTION**

**Department Mission**

“Dedicated to the City of Richmond, who should have implicit faith that the water they drink is safe.”

**Department Description**

The Water Distribution Department is responsible for the comprehensive management and maintenance of both the operations and distribution system.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- To provide customers with a high standard of courteous and effective service that is responsive to the customer’s needs
  - To be compliant with all applicable Local, State and Federal environmental laws and policies
  - Operate and maintain water production infrastructure in a manner to deliver safe, clean and reliable potable water for use by the City’s customers
  - One hour response time for all calls

**Departmental Performance Indicators**

	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Dead end mains flushed per year	0	0	1500
Number of Bacteriological samples collected	0	0	440
Number of excavated repairs	0	0	50
Request for service per year	0	0	410
Percentage of calls responded within 1 hour	0	0	99%

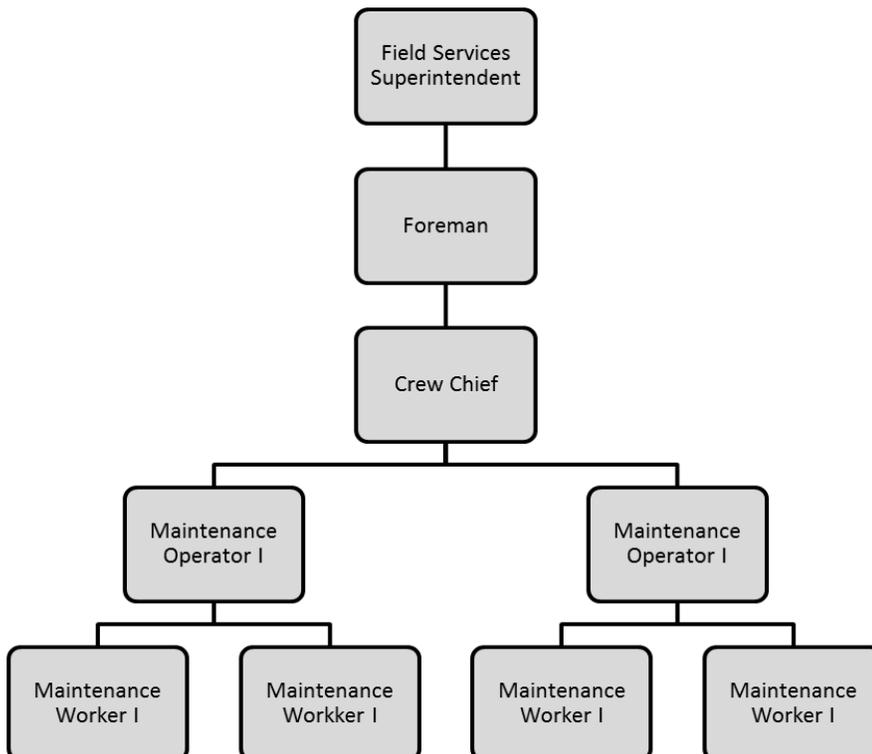
**Departmental Personnel History**

	<b>Actual. FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Superintendent	0	0	1
Foreman	0	0	1
Crew Chief	0	0	1
Maintenance Operator I	0	0	2
Maintenance Worker I	0	0	4
Construction Inspector *	0	0	.50
<b>Total Personnel</b>	0	0	9.50

\*Funded 50% in Waster Distribution and 50% in Wastewater Collection

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WATER DISTRIBUTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5265

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$0	\$0	\$0	\$377,630	100.00%
40125 Overtime	\$0	\$0	\$0	\$4,500	100.00%
40150 Social Security	\$0	\$0	\$0	\$23,692	100.00%
40200 Medicare	\$0	\$0	\$0	\$5,541	100.00%
40250 Retirement	\$0	\$0	\$0	\$53,116	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$15,655	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$83,883	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$585	100.00%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$8,125	100.00%
40650 Travel & Training	\$0	\$0	\$0	\$2,800	100.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$0	\$0	\$0	\$3,000	100.00%
40800 Postage	\$0	\$0	\$0	\$50	100.00%
40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$1,000	100.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$8,000	100.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$24,000	100.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$4,000	100.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$1,000	100.00%
41350 Chemicals	\$0	\$0	\$0	\$0	0.00%
41550 Hydrant Maintenance	\$0	\$0	\$0	\$17,000	100.00%
41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41700 System Maintenance	\$0	\$0	\$0	\$15,000	100.00%
41720 System Maint. - Rivers Edge	\$0	\$0	\$0	\$2,000	100.00%
41740 System Maint. - MUD 187	\$0	\$0	\$0	\$0	0.00%
41750 Distribution Inventory	\$0	\$0	\$0	\$30,000	100.00%
41800 Inventory - Rivers Edge	\$0	\$0	\$0	\$15,000	100.00%
41850 Inventory - Del Webb	\$0	\$0	\$0	\$50,000	100.00%
41855 Inventory - RiverPark West	\$0	\$0	\$0	\$0	0.00%
41856 Inventory - Williams Ranch	\$0	\$0	\$0	\$15,000	100.00%
41900 System Rehabilitation	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$7,200	100.00%
41960 Pump/Motor Maintenance	\$0	\$0	\$0	\$0	0.00%
41970 Backflow Prev. & Maint.	\$0	\$0	\$0	\$0	0.00%
41980 Private Yard Line	\$0	\$0	\$0	\$1,000	100.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$2,000	100.00%
42010 Chlorinator Room Maint.	\$0	\$0	\$0	\$0	0.00%
42015 Generator Maintenance	\$0	\$0	\$0	\$0	0.00%
42050 Tank Maintenance	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$3,600	100.00%
42150 Equipment Rental	\$0	\$0	\$0	\$500	100.00%
42200 Legal and Professional Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$500	100.00%
42550 Pest Control	\$0	\$0	\$0	\$600	100.00%
42600 Utilities	\$0	\$0	\$0	\$3,600	100.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$12,650	100.00%
42800 Water License Fees	\$0	\$0	\$0	\$1,000	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$1,000	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$794,227</b>	<b>100.00%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$0	\$0	\$0	\$564,017	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$230,210	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**WASTEWATER COLLECTION**

**Department Mission**

It is the purpose of the Wastewater Team of the City of Richmond Public Works to provide the highest level of sanitary sewer service (collection through treatment) for the citizens of Richmond; thereby affording a desirable standard of living in addition to protecting the water environment.

**Department Description**

The Wastewater Collection Department is responsible for the comprehensive management of both collection and treatment of the City’s wastewater generation. The team of eleven people cares for two treatment facilities, sixteen lift stations and fifty-four miles of collection mains. The annual budget is approximately \$1,800,000.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Convey wastewater from the customer to the treatment plant in compliance with all regulatory requirement and as efficiently as possible
  - Maintain collection system infrastructure to extend the useful life of equipment and assets
  - Continue the implementation of the TCEQ SSO Initiative.
  - One hour response time for all calls

**Departmental Performance Indicators**

	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Miles of collection lines cleaned per year	0	0	20
Number of City stoppages per year	0	0	50
Number of SSO’s per year	0	0	<20
Requests for service	0	0	410

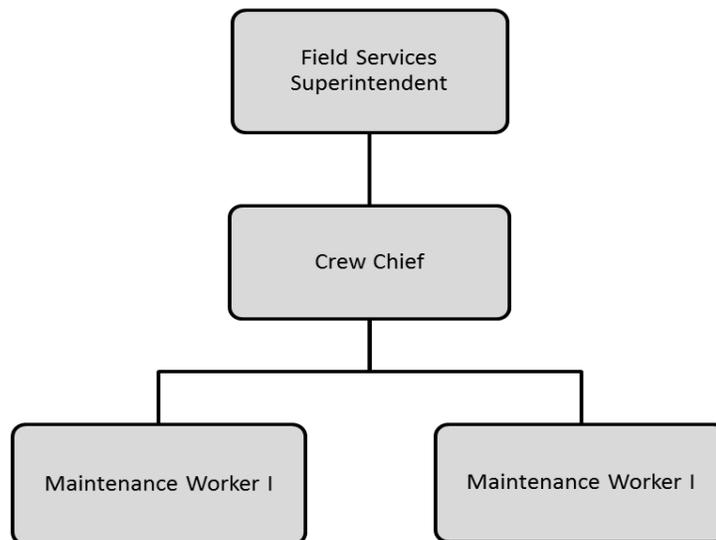
**Departmental Personnel History**

	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Crew Chief	0	0	1
Maintenance Worker I	0	0	2
Construction Inspector *	0	0	.50
<b>Total Personnel</b>	0	0	3.5

\*Position funded 50% in Wastewater Collection and 50% in Water Distribution

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WASTEWATER COLLECTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5270

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$0	\$0	\$0	\$125,007	100.00%
40125 Overtime	\$0	\$0	\$0	\$4,500	100.00%
40150 Social Security	\$0	\$0	\$0	\$8,029	100.00%
40200 Medicare	\$0	\$0	\$0	\$1,878	100.00%
40250 Retirement	\$0	\$0	\$0	\$18,001	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$3,320	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$29,461	100.00%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$2,690	100.00%
40650 Travel & Training	\$0	\$0	\$0	\$1,750	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$400	100.00%
40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$1,000	100.00%
40960 River's Edge Expenses	\$0	\$0	\$0	\$0	0.00%
40975 Rio Vista Expenses	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$10,000	100.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$900	100.00%
41350 Chemical Supplies	\$0	\$0	\$0	\$5,000	100.00%
41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$0	0.00%
41800 Lift Station Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
41850 Collection System Maint/Repair	\$0	\$0	\$0	\$115,000	100.00%
41900 W/W System Rehab.	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$6,000	100.00%
42005 N S Facility Maintenance	\$0	\$0	\$0	\$0	0.00%
42010 R R Facility Maintenance	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$3,000	100.00%
42150 Equipment Rental	\$0	\$0	\$0	\$350	100.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$200,000	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$10,000	100.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42605 Utilities - MUD 116	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$5,500	100.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$500	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$21,600	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$573,886</b>	<b>100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$0	\$0	\$190,196	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$362,090	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$21,600	0.00%

**Capital Outlay**

1/2 Ton Pickup Truck	\$21,600
<b>Total Capital Outlay</b>	<b>\$21,600</b>

**WASTEWATER TREATMENT**

**Department Mission**

It is the purpose of the Wastewater Team of the City of Richmond Public Works to provide the highest level of sanitary sewer service (collection through treatment) for the citizens of Richmond; thereby affording a desirable standard of living in addition to protecting the water environment.

**Department Description**

The Wastewater Treatment Department is responsible for the comprehensive management of both collection and treatment of the City’s wastewater generation. The team of eleven people cares for two treatment facilities, sixteen lift stations and fifty-four miles of collection mains. The annual budget is approximately \$1,800,000.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Treat wastewater to a level that is compliant with all regulatory requirement and as efficiently as possible
    - Deliver re-use water to customers that meet or exceed all regulatory requirements in sufficient quantities to meet their needs
    - Maintain treatment plant infrastructure to extend the useful life of equipment and assets
    - One hour response time for all calls

**Departmental Performance Indicators**

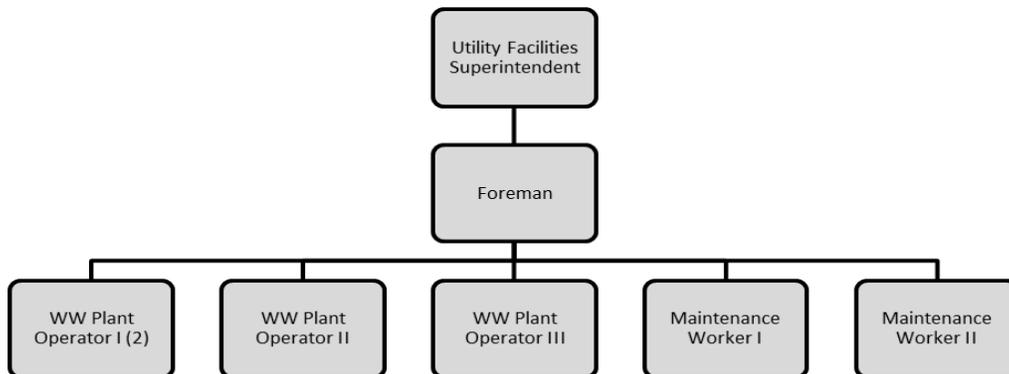
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
MG’s of water treated per year	0	0	635
MG’s of re-use water per year	0	0	47
Wastewater quality samples	0	0	20,000
Dry tons of sludge produced	0	0	500
TCEQ violations	0	0	0

**Departmental Personnel History**

	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Superintendent	0	0	1
Foreman	0	0	1
WW Plant Operator I	0	0	2
WW Plant Operator II	0	0	1
WW Plant Operator III	0	0	1
Maintenance Worker I	0	0	1
Maintenance Worker II	0	0	1
<b>Total Personnel</b>	0	0	8

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WASTEWATER TREATMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5275

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$0	\$0	\$0	\$309,934	100.00%
40125 Overtime	\$0	\$0	\$0	\$4,500	100.00%
40150 Social Security	\$0	\$0	\$0	\$19,495	100.00%
40200 Medicare	\$0	\$0	\$0	\$4,559	100.00%
40250 Retirement	\$0	\$0	\$0	\$43,706	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$8,060	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$76,803	100.00%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$6,110	100.00%
40650 Travel & Training	\$0	\$0	\$0	\$1,750	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$2,500	100.00%
40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$1,000	100.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$1,000	100.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$10,000	100.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$900	100.00%
41350 Chemical Supplies	\$0	\$0	\$0	\$285,000	100.00%
41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$8,600	100.00%
41800 Lift Station Maint/Repair	\$0	\$0	\$0	\$32,500	100.00%
41900 W/W System Rehab.	\$0	\$0	\$0	\$30,000	100.00%
41950 Equipment Repair	\$0	\$0	\$0	\$4,000	100.00%
42010 R R Facility Maintenance	\$0	\$0	\$0	\$100,000	100.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$4,000	100.00%
42150 Equipment Rental	\$0	\$0	\$0	\$350	100.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$40,000	100.00%
42450 Lab Fees	\$0	\$0	\$0	\$18,000	100.00%
42500 Advertising	\$0	\$0	\$0	\$2,000	100.00%
42600 Utilities	\$0	\$0	\$0	\$250,000	100.00%
42605 Utilities - MUD 116	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$8,400	100.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$35,000	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$500	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,308,667</b>	<b>100.00%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$0	\$0	\$0	\$467,057	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$841,610	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
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OTHER WATER AND SEWER  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5235

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
42250 Contracted Services	\$188,396	\$0	\$0	\$0	0.00%
43150 Transfer to Other Funds	\$2,493,900	\$2,263,300	\$2,263,300	\$1,838,919	-18.75%
43155 Transfer to Debt Service	\$0	\$139,700	\$139,700	\$231,081	65.41%
43160 Agent Fees	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$2,682,296	\$2,403,000	\$2,403,000	\$2,070,000	-13.86%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$0	\$0	\$0	0.00%
MATERIALS & SUPPLIES	\$188,396	\$0	\$0	\$0	0.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%
TRANSFERS	\$2,493,900	\$2,403,000	\$2,403,000	\$2,070,000	-13.86%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**WATER AND SEWER EXPENDITURE SUMMARY**

DEPARTMENT	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/( - )
20-5200 ACCOUNT & COLLECTING	\$531,107	\$703,619	\$730,184	\$823,314	17.01%
20-5210 CUSTOMER SERVICE	\$282,378	\$322,134	\$337,159	\$329,690	2.35%
20-5215 METER	\$276,350	\$319,603	\$329,033	\$282,559	-11.59%
20-5220 WATER	\$1,417,096	\$3,230,070	\$1,635,564	\$0	-100.00%
20-5230 WASTEWATER	\$1,776,747	\$2,155,604	\$2,041,793	\$0	-100.00%
20-5260 WATER PRODUCTION	\$0	\$0	\$0	\$2,236,087	100.00%
20-5265 WATER DISTRIBUTION	\$0	\$0	\$0	\$794,227	100.00%
20-5270 WASTEWATER COLLECTION	\$0	\$0	\$0	\$573,886	100.00%
20-5275 WASTEWATER TREATMENT	\$0	\$0	\$0	\$1,308,667	100.00%
20-5235 WATER & SEWER OTHER	\$2,682,296	\$2,403,000	\$2,403,000	\$2,070,000	-13.86%
TOTAL	\$6,965,974	\$9,134,030	\$7,476,733	\$8,418,429	-7.83%

**WATER AND SEWER FUND EXPENDITURE SUMMARY BY EXPENDITURE CATEGORY**

EXPENDITURES BY CATEGORY	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/( - )
SALARIES & BENEFITS	\$2,032,847	\$2,557,919	\$2,416,115	\$2,358,611	-7.79%
MATERIALS & SUPPLIES	\$2,431,345	\$2,476,611	\$2,548,010	\$2,285,718	-7.71%
CAPITAL OUTLAY	\$7,883	\$1,696,500	\$109,608	\$1,704,100	0.45%
TRANSFERS	\$2,493,900	\$2,403,000	\$2,403,000	\$2,070,000	-13.86%
TOTAL EXPENDITURES	\$6,965,974	\$9,134,030	\$7,476,733	\$8,418,429	

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**DEBT SERVICE FUND**  
**FUND: 30**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
3000 Property Taxes-Current	\$949,420	\$1,024,507	\$1,036,380	\$1,022,575	-1.33%
3005 Property Taxes Delinquent	(\$4,957)	\$0	\$12,278	\$0	0.00%
3010 Tax Penalty and Interest	\$16,645	\$0	\$13,763	\$0	0.00%
3055 Interest Income	\$18,934	\$0	\$11,375	\$10,000	-12.09%
3070 Other Income	\$252,935	\$0	\$0	\$0	0.00%
3165 Transf. from Development Corp.	\$0	\$252,338	\$252,338	\$255,088	1.09%
3165 Transf. from Surface Water Fund	\$0	\$879,127	\$0	\$0	0.00%
3165 Transf. from Water and Sewer Fund	\$140,900	\$139,700	\$139,700	\$231,081	65.41%
<b>Total Revenues</b>	<b>\$1,373,876</b>	<b>\$2,295,672</b>	<b>\$1,465,834</b>	<b>\$1,518,744</b>	<b>3.61%</b>
Prior Year Balance	\$637,862	\$671,888	\$610,165	\$404,159	
Anticipated Balance	\$671,888	\$610,165	\$404,159	\$404,159	

**EXPENDITURE DETAIL**

**ACCOUNT: 30-**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
Principal	\$790,000	\$1,410,000	\$890,000	\$1,120,000	25.84%
Interest and Other Charges	\$546,100	\$882,496	\$628,807	\$596,000	-5.22%
Miscellaneous	\$3,750	\$2,500	\$8,750	\$8,750	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,339,850</b>	<b>\$2,294,996</b>	<b>\$1,527,557</b>	<b>1,724,750</b>	<b>12.91%</b>

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**LEGAL DEBT MARGIN INFORMATION**

Classification	Actual 2013-2014	Budget 2014-2015	Budget 2015-2016
Debt limit	41,919,681	\$45,919,438	49,735,170
Total net debt applicable to limit	6,863,112	12,994,835	10,930,841
Legal Debt Margin	\$35,056,569	\$32,924,603	\$38,804,330
Total net debt applicable to the limit as a percentage of debt limit	19.58%	39.47%	28.17%

**Legal Debt Margin Calculation by Fiscal Year**

Net taxable value	\$419,196,807	\$459,194,379	\$497,351,703
Debt limit (10% of assessed value)	41,919,681	45,919,438	49,735,170
Debt applicable to limit:			
General obligation bonds	7,535,000	13,605,000	11,335,000
Less: amount set aside for repayment of general obligation debt	671,888	610,165	404,159
Total net debt applicable to limit	6,863,112	12,994,835	10,930,841
Legal debt margin	\$35,056,569	\$32,924,603	38,804,330

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT**

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2017	1,750,000	1,104,463	2,854,463
2018	1,995,000	1,046,900	3,041,900
2019	2,055,000	982,263	3,037,263
2020	2,125,000	914,425	3,039,425
2021	1,860,000	850,845	2,710,845
2022	3,735,000	938,505	4,673,505
2023	1,975,000	729,035	2,704,035
2024	1,380,000	672,100	2,052,100
2025	1,110,000	628,034	1,738,034
2026	1,140,000	588,588	1,728,588
2027	1,095,000	548,763	1,643,763
2028	1,120,000	508,809	1,628,809
2029	1,160,000	467,616	1,627,616
2030	925,000	430,356	1,355,356
2031	945,000	397,078	1,342,078
2032	975,000	362,681	1,337,681
2033	1,005,000	326,825	1,331,825
2034	1,015,000	289,631	1,304,631
2035	935,000	252,794	1,187,794
2036	825,000	218,356	1,043,356
2037	860,000	184,525	1,044,525
2038	895,000	148,813	1,043,813
2039	415,000	122,300	537,300
2040	430,000	105,400	535,400
2041	445,000	87,900	532,900
2042	465,000	69,700	534,700
2043	485,000	50,700	535,700
2044	505,000	30,900	535,900
2045	520,000	10,400	530,400
Total	34,145,000	13,068,704	47,213,704

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2016 A**

Issued: 2016  
 Account 22-5270

Purpose: Construction & Equipment of New Water Plant

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2017	430,000	174,300	604,300
2018	650,000	158,100	808,100
2019	675,000	138,225	813,225
2020	695,000	117,675	812,675
2021	715,000	96,525	811,525
2022	740,000	74,700	814,700
2023	760,000	52,200	812,200
2024	125,000	38,925	163,925
2025	125,000	35,175	160,175
2026	125,000	31,425	156,425
2027	125,000	27,675	152,675
2028	125,000	23,925	148,925
2029	125,000	20,175	145,175
2030	125,000	16,425	141,425
2031	125,000	12,675	137,675
2032	125,000	8,925	133,925
2033	125,000	5,175	130,175
2034	110,000	1,650	111,650
			-
Total	6,025,000	1,033,875	7,058,875

Interest Rates:	Year of Maturity	Interest Rate
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CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2016 B**

Issued: 2016  
 Account 30-5071

Purpose: ROW Acquisition, Fire Trucks & Equipment, Streets

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2017	205,000	98,175	303,175
2018	205,000	92,025	297,025
2019	205,000	85,875	290,875
2020	210,000	79,650	289,650
2021	210,000	73,350	283,350
2022	210,000	67,050	277,050
2023	215,000	60,675	275,675
2024	215,000	54,225	269,225
2025	220,000	47,700	267,700
2026	220,000	41,100	261,100
2027	140,000	35,700	175,700
2028	140,000	31,500	171,500
2029	140,000	27,300	167,300
2030	140,000	23,100	163,100
2031	140,000	18,900	158,900
2032	140,000	14,700	154,700
2033	140,000	10,500	150,500
2034	140,000	6,300	146,300
2035	140,000	2,100	142,100
			-
Total	3,375,000	869,925	4,244,925

Interest Rates:	Year of Maturity	Interest Rate
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CITY OF RICHMOND  
 ANNUAL BUDGET  
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**GENERAL OBLIGATION BONDS & REFUNDING  
 SERIES 2013**

Issued: 2013  
 Account 30-5067

Purpose: Construction & Equipment of New Water Plant  
 Streets & Drainage, and Fire Station

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2017	250,000	221,594	471,594
2018	245,000	216,644	461,644
2019	245,000	211,131	456,131
2020	250,000	204,319	454,319
2021	310,000	195,919	505,919
2022	320,000	186,469	506,469
2023	330,000	175,894	505,894
2024	335,000	163,419	498,419
2025	185,000	152,903	337,903
2026	190,000	145,169	335,169
2027	200,000	137,125	337,125
2028	205,000	128,772	333,772
2029	220,000	120,006	340,006
2030	260,000	110,106	370,106
2031	265,000	99,113	364,113
2032	280,000	87,531	367,531
2033	295,000	75,313	370,313
2034	305,000	62,563	367,563
2035	315,000	49,388	364,388
2036	330,000	35,888	365,888
2037	345,000	21,966	366,966
2038	360,000	7,425	367,425
Total	6,040,000	2,808,653	8,848,653

Interest Rates:	Year of Maturity	Interest Rate
	2024	4.00%
	2025-2030	4.125%
	2031-2035	4.25%
	2036-2038	4.125%

CITY OF RICHMOND  
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**CERTIFICATES OF OBLIGATION  
 SERIES 2013**

Issued: 2013  
 Account 30-5068

Purpose: Fire Station

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2017	65,000	78,450	143,450
2018	65,000	77,150	142,150
2019	65,000	75,850	140,850
2020	70,000	74,325	144,325
2021	70,000	72,575	142,575
2022	75,000	70,388	145,388
2023	75,000	67,763	142,763
2024	80,000	64,800	144,800
2025	80,000	61,500	141,500
2026	85,000	58,097	143,097
2027	90,000	54,488	144,488
2028	90,000	50,775	140,775
2029	95,000	46,959	141,959
2030	100,000	42,938	142,938
2031	105,000	38,709	143,709
2032	110,000	34,275	144,275
2033	115,000	29,563	144,563
2034	120,000	24,569	144,569
2035	125,000	19,363	144,363
2036	130,000	14,025	144,025
2037	135,000	8,559	143,559
2038	140,000	2,888	142,888
<b>Total</b>	<b>2,085,000</b>	<b>1,068,006</b>	<b>3,153,006</b>

Interest Rates:	Year of Maturity	Interest Rate
	2024-2032	4.125%
	2033-2035	4.25%
	2036-2038	4.125%

CITY OF RICHMOND  
ANNUAL BUDGET  
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**GENERAL OBLIGATION BONDS  
SERIES 2010 REFUNDING**

Issued: 2010  
Account 36-5236

Purpose: Refunding prior debt: Series 1997 CO  
Series 1999 GO and Series 1999 II GO

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2017	430,000	62,388	492,388
2018	445,000	46,500	491,500
2019	460,000	28,400	488,400
2020	480,000	9,600	489,600
Total	1,815,000	146,888	1,961,888

CITY OF RICHMOND  
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**GENERAL OBLIGATION BONDS  
 SERIES 2009**

Issued: 2009  
 Account 35-5235

Purpose: Streets & Drainage

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2017	170,000	135,394	305,394
2018	180,000	128,394	308,394
2019	190,000	120,994	310,994
2020	200,000	113,594	313,594
2021	330,000	103,889	433,889
2022	340,000	91,324	431,324
2023	355,000	77,941	432,941
2024	375,000	63,519	438,519
2025	245,000	51,119	296,119
2026	255,000	40,959	295,959
2027	270,000	29,963	299,963
2028	280,000	18,275	298,275
2029	290,000	6,163	296,163
<b>Total</b>	<b>3,480,000</b>	<b>981,526</b>	<b>4,461,526</b>

Interest Rates:	Year of Maturity	Interest Rate
	2021	3.70%
	2022	3.80%
	2023	3.90%
	2024-2025	4.00%
	2026	4.13%
	2027-2029	4.25%

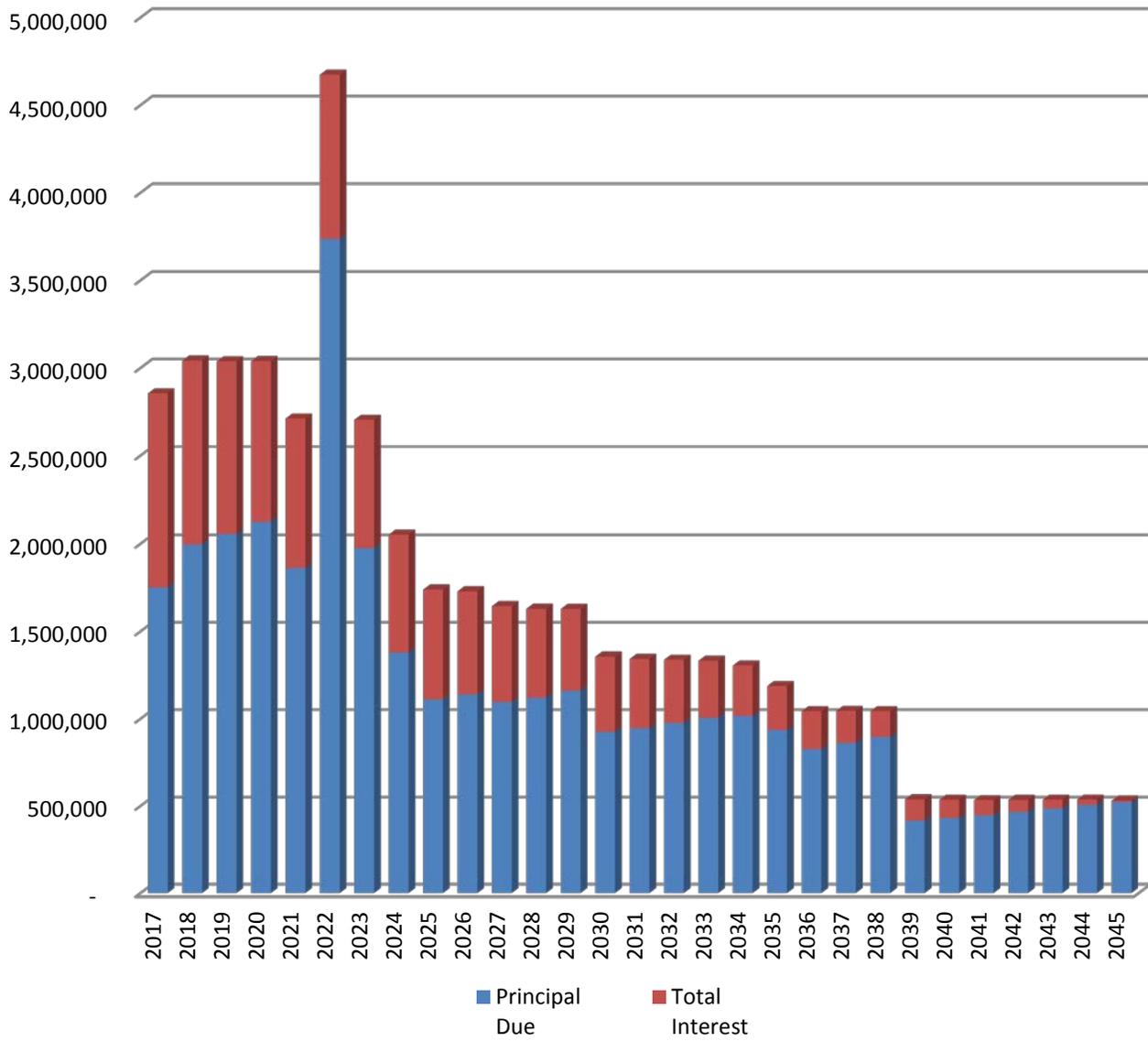
CITY OF RICHMOND  
 ANNUAL BUDGET  
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**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**

<u>Governmental Unit</u>	<u>Net Debt Outstanding</u>	<u>Percentage Applicable to City</u>	<u>Estimated Debt Applicable to City</u>
Lamar CISD	748,580,000	3.93%	29,419,194
Fort Bend County	457,525,000	0.91%	4,163,478
<b>Total Net Overlapping Debt</b>			<b><u>33,582,672</u></b>
City of Richmond	47,213,704	100%	<u>47,213,704</u>
<b>Total Direct and Overlapping Net Debt</b>			<b><u><u>80,796,376</u></u></b>
Ratio of total direct and overlapping net debt to assessed valuation			<u>16.25%</u>
Direct and overlapping net debt per capita			<u>\$6,573</u>

CITY OF RICHMOND  
 ANNUAL BUDGET  
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**Total General & Certificate of Obligation Debt**



**SURFACE WATER**

**Department Mission**

“Dedicated to the City of Richmond, who should have implicit faith that the water they drink is safe.”

**Department Description**

The Surface Water Department is responsible for the comprehensive management and maintenance of both the operations and distribution system.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Finish completion of the surface water treatment plant
  - Successful conversion of disinfection from Free Chlorine to Chloramines
  - Maximize surface water production to prolong the need for plant expansion

**Departmental Performance Indicators**

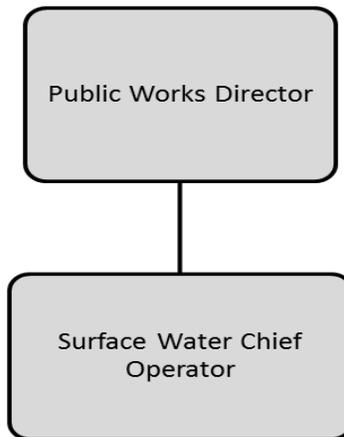
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
	<b><u>FY 14-15</u></b>	<b><u>FY 15-16</u></b>	<b><u>FY 16-17</u></b>
<i>None available for 2017:</i>			

**Departmental Personnel History**

	<b>Actual.</b>	<b>Estimate</b>	<b>Budget</b>
	<b><u>FY 14-15</u></b>	<b><u>FY 15-16</u></b>	<b><u>FY 16-17</u></b>
Surface Water Chief Operator	0	1	1
<b>Total Personnel</b>	0	1	1

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
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**SURFACE WATER FUND**  
**FUND: 22**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	Percent +/(%)
3050 Ground Wtr Reduction Revenue	\$973,465	\$776,078	\$964,604	\$975,000	25.63%
3051 Ground Water Red-Rivers Edge	\$138,082	\$150,982	\$142,052	\$150,982	0.00%
3052 Groundwtr Reduct-Rio Vista	\$44,357	\$59,617	\$48,656	\$59,617	0.00%
3053 Ground Wtr Reduction 121	\$126,310	\$212,081	\$247,044	\$250,000	17.88%
3054 Groundwtr Reduct-MUD 187	\$0	\$0	\$0	\$0	0.00%
3055 Interest Income	\$2,139	\$1,000	\$4,304	\$4,200	320.00%
3056 Groundwtr Reduct-MUD 116	\$448,262	\$313,604	\$331,626	\$376,325	20.00%
3057 Groundwtr Red - WCID #3	\$231,999	\$194,407	\$103,000	\$233,288	20.00%
3058 Groundwater Red-Texana HOA	\$0	\$0	\$0	\$0	0.00%
3059 Ground Wtr R MUD 19 Revenue	\$241	\$21,166	\$0	\$0	-100.00%
3060 Ground Water Red-WCID 8	\$26,521	\$20,700	\$17,320	\$24,840	20.00%
3061 Ground Water Red - LCISD	\$14,875	\$28,117	\$31,245	\$33,740	20.00%
3062 Groundwater - Rivers Edge HOA	\$0	\$0	\$0	\$0	0.00%
3063 Groundwater - Riverpark HOA	\$33,387	\$33,810	\$22,056	\$40,572	20.00%
3064 Groundwater - Country Club	\$10,981	\$13,456	\$0	\$16,147	20.00%
3065 Transfer from/to Other Funds	\$0	\$0	\$0	\$0	0.00%
3070 Other Income	\$204,374	\$203,433	\$209,193	\$0	-100.00%
3071 Grants - Federal	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenues</b>	<b>\$2,254,993</b>	<b>\$2,028,451</b>	<b>\$2,121,100</b>	<b>\$2,164,712</b>	<b>6.72%</b>
<b>Surface Water</b>	<b>\$265,878</b>	<b>\$1,089,899</b>	<b>\$1,311,572</b>	<b>\$3,439,684</b>	<b>215.60%</b>
<b>Total Expenditures</b>	<b>\$265,878</b>	<b>\$1,089,899</b>	<b>\$1,311,572</b>	<b>\$3,439,684</b>	<b>215.60%</b>
<i>Prior Year Balance **</i>	\$2,721,585	\$4,710,701	\$4,710,701	\$5,520,228	
<i>Anticipated Balance</i>	\$4,710,701	\$5,649,253	\$5,520,228	\$4,245,256	

\*\* - Working Capital Basis

CITY OF RICHMOND  
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**SURFACE WATER  
EXPENDITURE DETAIL**

**WATER AND SEWER FUND  
ACCOUNT: 22-5222**

DESCRIPTION	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	Percent +/(-)
40000 Salaries	\$0	\$43,491	\$9,170	\$57,745	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$0	\$2,697	\$600	\$3,580	100.00%
40200 Medicare	\$0	\$631	\$140	\$837	100.00%
40250 Retirement	\$0	\$5,897	\$1,338	\$8,027	100.00%
40350 Workers' Compensation	\$0	\$114	\$2,538	\$187	100.00%
40400 Health Insurance	\$0	\$20,694	\$2,538	\$15,229	100.00%
40550 Medical Surveillance	\$0	\$0	\$150	\$0	0.00%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$0	0.00%
40650 Travel & Training	\$0	\$4,000	\$4,000	\$4,000	100.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$0	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41350 Chemicals	\$0	\$0	\$0	\$100,000	0.00%
41500 EPA Grant Consulting	\$0	\$0	\$0	\$0	0.00%
41550 Hydrant Maintenance	\$0	\$0	\$0	\$0	0.00%
41710 System Water Cost	\$225,176	\$187,600	\$211,104	\$215,502	14.87%
42200 Legal and Professional Fees	\$26,352	\$15,000	\$19,000	\$15,000	0.00%
42210 Engineering & Prof. Fees	\$0	\$800,775	\$450,000	\$512,885	-35.95%
42250 Contracted Services	\$0	\$0	\$0	\$1,188,380	100.00%
42450 Lab Fees	\$0	\$0	\$0	\$5,000	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42550 Pest Control	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	(\$95)	\$150,000	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$0	0.00%
42800 Licenses & Permits	\$14,350	\$0	\$2,400	\$14,350	0.00%
42850 Miscellaneous	\$0	\$9,000	\$0	\$9,000	100.00%
42900 Capital Outlay	\$0	\$0	\$120,000	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
5269-43000 Bond Redem. Series 2015	\$0	\$0	\$195,000	\$200,000	100.00%
5269-43050 Interest Expense	\$0	\$0	\$186,751	\$334,163	100.00%
5269-43100 Agency Fees	\$0	\$0	\$750	\$750	100.00%
5270-43000 Bond Redem. Series 2016A	\$0	\$0	\$0	\$430,000	100.00%
5270-43050 Interest Expense	\$0	\$0	\$105,438	\$174,300	100.00%
5270-43100 Agency Fees	\$0	\$0	\$750	\$750	100.00%
<b>TOTAL EXPENSES</b>	<b>\$265,878</b>	<b>\$1,089,899</b>	<b>\$1,311,572</b>	<b>\$3,439,684</b>	<b>215.60%</b>

EXPENDITURES BY CATEGORY

CATEGORY	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	Percent +/(-)
SALARIES & BENEFITS	\$0	\$73,524	\$16,324	\$85,605	16.43%
MATERIALS & SUPPLIES	\$265,878	\$1,016,375	\$1,175,248	\$3,354,080	230.00%
CAPITAL OUTLAY	\$0	\$0	\$120,000	\$0	0.00%

DESCRIPTION	Project Budget	Prior Year Expense	Estimate 2014-2015	Budget 2015-2016
Surface Wtr Treatment Plant	\$17,060,000	\$0	\$0	\$11,450,000

CITY OF RICHMOND  
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**WASTEWATER IMPACT FUND**  
**FUND: 40**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
3055 Interest Income	\$980	\$0	\$2,001	\$2,000	100.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 WW Impact Collections	\$959,245	\$400,000	\$946,800	\$600,000	50.00%
<b>Total Revenues</b>	<b>\$960,224</b>	<b>\$400,000</b>	<b>\$948,801</b>	<b>\$602,000</b>	<b>50.50%</b>
Capital Outlay	\$0	\$0	\$0	\$250,000	0.00%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>0.00%</b>
<i>Prior Year Balance **</i>	\$1,639,874	\$2,600,098	\$3,548,899	\$3,900,899	
Anticipated Balance	\$2,600,098	\$3,548,899	\$3,900,899	\$3,900,899	

\*\* - Working Capital Basis

**EXPENDITURE DETAIL**

**ACCOUNT: 40-5260**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
42210 Engineering & Professional Fees	\$0	\$0	\$0	\$250,000	100.00%
42900 Capital Outlay	-	-	-	-	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>0.00%</b>

CITY OF RICHMOND  
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**WATER IMPACT FEE FUND  
 FUND: 50**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
3055 Interest Income	\$2,006	\$800	\$2,941	\$3,000	275.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 Water Impact Collections	\$926,814	\$400,000	\$1,037,200	\$600,000	50.00%
Total Revenues	\$928,820	\$400,800	\$1,040,141	\$603,000	50.45%
Capital Outlay	\$0	\$0	\$0	\$200,000	0.00%
Total Expenditures	\$0	\$0	\$0	\$200,000	0.00%
<i>Prior Year Balance **</i>	\$2,492,825	\$3,421,645	\$4,461,786	\$4,864,786	
Anticipated Balance	\$3,421,645	\$4,461,786	\$4,864,786	\$4,864,786	

\*\* - Working Capital Basis

**EXPENDITURE DETAIL**

**ACCOUNT: 50-5270**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
42210 Engineering & Professional Fees	\$0	\$0	\$0		100.00%
42900 Capital Outlay	-	-	-	200,000	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$200,000	0.00%

CITY OF RICHMOND  
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**FESTIVALS FUND**  
**FUND: 55**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/( -)
3055 Interest	\$1	\$0	\$1	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$1	\$0	\$1	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$706	\$707	\$708		
Anticipated Balance	\$707	\$708	\$708		

**EXPENDITURE DETAIL**

**ACCOUNT: 55-5550**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/( -)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
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**PARK IMPROVEMENT FUND**  
**FUND: 60**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
3040 License and Permit Fees	0	\$0	\$0	\$0	0.00%
3055 Interest	\$44	\$30	\$24	\$0	-100.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenues</b>	<b>\$44</b>	<b>\$30</b>	<b>\$24</b>	<b>\$0</b>	<b>-100.00%</b>
<b>Contracted Services</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$34,000</b>	<b>\$0</b>	<b>-100.00%</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$34,000</b>	<b>\$0</b>	<b>0.00%</b>
Prior Year Balance	\$38,773	\$38,817	\$4,841		
Anticipated Balance	\$38,817	\$4,841	\$4,841		

**EXPENDITURE DETAIL**

**ACCOUNT: 60-5280**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
42250 Contracted Services	\$0	\$25,000	\$25,000	\$0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.00%</b>

CITY OF RICHMOND  
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**NARCOTICS SEIZURE CITY FUND**  
**FUND: 64**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
3055 Interest	\$14	\$0	\$21	\$0	0.00%
3070 Other Income	\$0	\$0	(\$389)	\$0	0.00%
Total Revenues	\$14	\$0	(\$368)	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$7,633	\$7,647	\$7,279		
Anticipated Balance	\$7,647	\$7,279	\$7,279		

**EXPENDITURE DETAIL**

**ACCOUNT: 64-5640**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
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**STATE NARCOTICS FUND**  
**FUND: 65**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(-)
3055 Interest	\$13	\$0	\$47	\$0	0.00%
3070 Other Income	\$81,781	\$0	\$13,213	\$0	0.00%
Total Revenues	\$81,794	\$0	\$13,260	\$0	0.00%
Narcotics	\$8,258	\$0	\$1,067	\$0	0.00%
Total Expenditures	\$8,258	\$0	\$1,067	\$0	0.00%
Prior Year Balance	\$7,349	\$80,885	\$93,078		
Anticipated Balance	\$80,885	\$93,078	\$93,078		

**EXPENDITURE DETAIL**

**ACCOUNT: 65-5650**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(-)
42850 Miscellaneous	\$8,258	\$0	\$1,067	\$0	0.00%
TOTAL EXPENDITURES	\$8,258	\$0	\$1,067	\$0	0.00%

CITY OF RICHMOND  
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**FEDERAL NARCOTICS FUND**  
**FUND: 66**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
3055 Interest	\$3	\$0	\$2	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$3	\$0	\$2	\$0	0.00%
Narcotics	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$4,779	\$4,782	\$4,784		
Anticipated Balance	\$4,782	\$4,784	\$4,784		

**EXPENDITURE DETAIL**

**ACCOUNT: 66-5660**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

## DEVELOPMENT CORPORATION OF RICHMOND

### Department Mission

The mission of the Development Corporation of Richmond is to serve the community by “promoting economic opportunity while improving the quality of life and preserving our heritage.”

### Department Description

The Department of Economic Development is responsible for economic development and the administration of the ½ cent sales tax funds collected by the City. The programs encompass business retention/expansion, business creation, and business recruitment, as well as an emerging tourism program.

### Departmental Goals

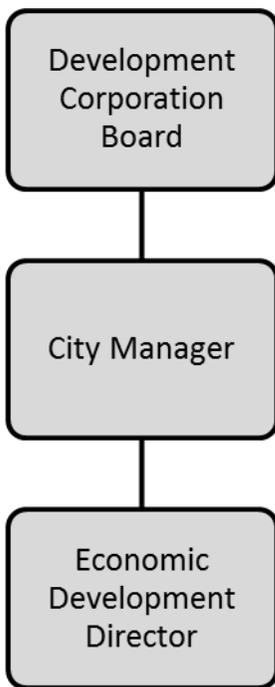
- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ Identify a project consistent with the Comprehensive Master Plan to consider for implementation.
  - Complete new marketing materials to better reach Developers, Investors and the community.
  - Work in partnership with the Greater Fort Bend EDC, Fort Bend Museum and other business and community partners on collaborative advertising and marketing initiatives.
  - Collaborate with existing and emerging entities to increase tourism and number of events being held in the Richmond Historic District.
  - Continue work to attract a boutique hotel to Historic District.
  - Continue to grow our sales tax revenue by attracting new retail, restaurants, and mixed-use developments to I-69, Historic District and other areas throughout the City.
  - Explore partnerships on new, mixed-use development in Historic District, Williams Way, FM-2218 to spur investment and developments.

### Departmental Performance Indicators

- Increased property, sales and HOT tax revenue as compared to previous fiscal years.
- Increased number of capital investments and construction in the Richmond Historic District, City and ETJ.
- Increased use of Historic District assets for recreation and events.
- Increased capacity of local non-profits to include Museum, HRA and KRB
- Increasing the value of DCR assets versus prior years.

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



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**DEVELOPMENT CORPORATION OF RICHMOND FUND**  
**FUND: 85**

**REVENUE AND EXPENDITURE SUMMARY**

	<b>Actual 2014-2015</b>	<b>Budget 2015-2016</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent + / (-)</b>
3015 Sales Tax Revenue	\$1,281,249	\$1,389,285	\$1,600,000	\$1,600,000	15.17%
3055 Interest Income	\$828	\$550	\$2,334	\$1,100	100.00%
3060 Intergovernmental Revenue	\$0	\$0	\$10,244	\$0	0.00%
3070 Other Income	\$5,000	\$5,000	\$5,000	\$5,000	0.00%
<b>Total Revenues</b>	<b>\$1,287,077</b>	<b>\$1,394,835</b>	<b>\$1,617,578</b>	<b>\$1,606,100</b>	<b>15.15%</b>
<b>Development Corp</b>	<b>\$839,073</b>	<b>\$1,540,814</b>	<b>\$1,228,023</b>	<b>\$1,668,634</b>	<b>8.30%</b>
<b>Total Expenditures</b>	<b>\$839,073</b>	<b>\$1,540,814</b>	<b>\$1,228,023</b>	<b>\$1,668,634</b>	<b>8.30%</b>
Prior Year Balance	\$5,381,091	\$5,829,095	\$5,829,095	\$6,218,650	
Anticipated Balance	\$5,829,095	\$5,683,116	\$6,218,650	\$6,156,116	

**EXPENDITURE DETAIL**

**ACCOUNT: 85-5400**

DESCRIPTION	<b>Actual 2014-2015</b>	<b>Budget 2015-2016</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent + / (-)</b>
40650 Travel and Training	\$7,648	\$10,000	\$9,000	\$15,000	50.00%
40750 Office Supplies	\$471	\$1,000	\$500	\$500	-50.00%
40800 Postage	\$0	\$100	\$50	\$100	0.00%
41650 Periodicals and Memberships	\$15,182	\$20,000	\$20,000	\$20,000	0.00%
42250 Contracted Services	\$254,885	\$150,000	\$125,000	\$150,000	0.00%
42500 Advertising	\$12,648	\$35,000	\$30,000	\$75,000	114.29%
42850 Miscellaneous	\$12,804	\$20,000	\$10,000	\$20,000	0.00%
43000 Bond Redemption	\$254,538	\$252,388	\$252,388	\$255,088	1.07%
43400 City of Richmond Reimb Alloc.	\$270,941	\$437,326	\$437,326	\$541,466	23.81%
<b>Richmond Historic District</b>					
43500 Topographic Survey - Parking	\$0	\$0	\$6,000	\$0	0.00%
43500 Historical Comm W HGAC DPSI	\$0	\$25,000	\$37,375	\$25,000	0.00%
43500 Fire Station Repurposing	\$0	\$50,000	\$10,000	\$50,000	0.00%
43500 Keep Richmond Beautiful	\$0	\$5,000	\$5,000	\$5,000	0.00%
43500 Historic Richmond Association	\$9,956	\$10,000	\$10,000	\$10,000	0.00%
43500 Fort Bend Museum	\$0	\$10,000	\$10,384	\$10,000	0.00%
<b>Transportation</b>					
43505 Gateway/Wayfinding Investments	\$0	\$50,000	\$50,000	\$150,000	200.00%
43510 Public Transportation	\$0	\$75,000	\$75,000	\$75,000	0.00%
43520 Wayside Horns	\$0	\$250,000	\$0	\$100,000	-60.00%
43525 TX DOT - 359 Overpass	\$0	\$40,000	\$40,000	\$0	-100.00%
43530 Lamar Street Extension	\$0	\$0	\$0	\$66,480	100.00%
<b>Workforce</b>					
43530 TSTC Reimbursement	\$0	\$100,000	\$100,000	\$100,000	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$839,073</b>	<b>\$1,540,814</b>	<b>\$1,228,023</b>	<b>\$1,668,634</b>	<b>8.30%</b>

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**CDBG GRANT FUND  
FUND: 90**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
3060 Intergovernmental Revenue	\$168,401	\$276,500	\$171,946	\$0	-100.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$168,401	\$276,500	\$171,946	\$0	-100.00%
Grant Construction	\$169,194	\$276,500	\$171,553	\$0	-100.00%
Total Expenditures	\$169,194	\$276,500	\$171,553	\$0	-100.00%
Prior Year Balance	\$63,816	\$63,024	\$63,416		
Anticipated Balance	\$63,024	\$63,416	\$63,416		

**EXPENDITURE DETAIL**

**ACCOUNT: 90-5343**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/-
42200 Legal & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$169,194	\$276,500	\$171,553	\$0	-100.00%
42858 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$169,194	\$276,500	\$171,553	\$0	-100.00%

\* North Richmond Sanitary Sewer Phase VII

CITY OF RICHMOND  
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**TCLEOSE GRANT FUND (FIRE DEPARTMENT)**  
**FUND: 91**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
3060 Intergovernmental Revenue	\$1,227	\$0	\$1,154	\$0	0.00%
Total Revenues	\$1,227	\$0	\$1,154	\$0	0.00%
Travel and Training	\$200	\$0	\$478	\$0	0.00%
Total Expenditures	\$200	\$0	\$478	\$0	0.00%
Prior Year Balance	\$1,400	\$2,427	\$3,104		
Anticipated Balance	\$2,427	\$3,104	\$3,104		

**EXPENDITURE DETAIL**

**ACCOUNT: 91-5391**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40650 Travel and Training	\$200	\$0	\$478	\$0	0.00%
TOTAL EXPENDITURES	\$200	\$0	\$478	\$0	0.00%

CITY OF RICHMOND  
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**MUNICIPAL COURT TECHNOLOGY FUND**  
**FUND: 92**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
3030 Court Fines	\$8,457	\$6,500	\$6,500	\$6,500	0.00%
3055 Interest Income	\$0	\$0	\$1	\$0	0.00%
<b>Total Revenues</b>	<b>\$8,457</b>	<b>\$6,500</b>	<b>\$6,501</b>	<b>\$6,500</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
Prior Year Balance	\$10,664	\$19,121	\$25,622		
Anticipated Balance	\$19,121	\$25,622	\$32,122		

**EXPENDITURE DETAIL**

**ACCOUNT: 92-5920**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent +/(%)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

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**MUNICIPAL COURT BUILDING SECURITY FUND**  
**FUND: 93**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
3030 Court Fines	\$6,346	\$5,000	\$5,000	\$5,000	0.00%
3055 Interest Income	\$0	\$0	\$2	\$0	0.00%
Total Revenues	\$0	\$0	\$2	\$0	0.00%
MC Bldg Security	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$40,314	\$40,314	\$40,316		
Anticipated Balance	\$40,314	\$40,316	\$40,316		

**EXPENDITURE DETAIL**

**ACCOUNT: 93-5330**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
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**TCLEOSE GRANT FUND (POLICE DEPT)**  
**FUND: 96**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
3060 Intergovernmental Revenue	\$2,490	\$2,000	\$2,503	\$2,000	0.00%
Total Revenues	\$2,490	\$2,000	\$2,503	\$2,000	0.00%
TCLEOSE - POLICE DEPT	\$590	\$0	\$2,077	\$0	0.00%
Total Expenditures	\$590	\$0	\$2,077	\$0	0.00%
Prior Year Balance	\$448	\$2,348	\$2,773		
Anticipated Balance	\$2,348	\$2,773	\$4,773		

**EXPENDITURE DETAIL**

**ACCOUNT: 96-5320**

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40650 Travel and Training	\$590	\$0	\$2,077	\$0	0.00%
TOTAL EXPENDITURES	\$590	\$0	\$2,077	\$0	0.00%