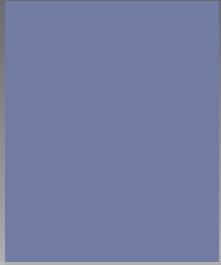


City of Richmond, Texas

Annual Operating Budget

October 1, 2018 — September 30, 2019



Photography

Museum



EXPLORE
HISTORY



A Charming Past.



Art
History



Historic
Community



A Soaring Future.



Festivals



RICHMOND
EST. **TEXAS** 1837

**CITY OF RICHMOND, TEXAS
FISCAL YEAR 2018-2019**

ANNUAL BUDGET





RICHMOND

EST. **TEXAS** 1837

*** BASED ON CERTIFIED TAX INFORMATION ***

(Fort Bend)

In accordance with Local Govt. Code Section 102.009

This budget will raise less revenue from property taxes than last year's budget by an amount of \$96,666 which is a 2.73% decrease from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$12,194 .

Property Tax Comparison:

	<u>FY 2018</u>	<u>FY 2019</u>
Adopted and Proposed Tax Rate	0.7100	0.6999
Effective Tax Rate	0.7130	0.7020
Effective Maximum Operating Rate	0.8026	0.8581
Maximum Operating Rate	0.8668	0.9268
Debt Tax Rate	0.1448	0.1596
Rollback Tax Rate	0.7146	0.7887

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$51,256,894.07

<u>Record Vote on Tax Rate:</u>	Proposed (August 20, 2018)	Adopted (September 17, 2018)
Mayor Moore	<u>Aye</u>	<u>Aye</u>
Commissioners:		
Beard	<u>Aye</u>	<u>Aye</u>
Drozd	<u>Aye</u>	<u>Aye</u>
Gaul	<u>Aye</u>	<u>Aye</u>
Lockhart	<u>Not Present</u>	<u>Aye</u>



RICHMOND

EST. **TEXAS** 1837

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FY 2018-2019

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Executive Summary

The Executive Summary provides the reader a listing of the City's principal officials and key staff, the transmittal letter that articulates priorities and issues for the upcoming year, Budget Highlights, City Timeline, the City's Fiscal and Operating policies.



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Future.*




RICHMOND
EST. TEXAS 1837



RICHMOND

EST. **TEXAS** 1837

Principal Officials and Key Staff

Citizens

City Commission

Evalyn W. Moore
Mayor

Terry R. Gaul
Position 1

Barry C. Beard
Position 2

Carl Drozd
Position 3

Josh Lockhart
Position 4

City Manager

Terri Vela

Assistant City Manager of Development Services

Howard Christian

Managing Directors

Susan Lang
Finance Director

Phillis A. Ross
Municipal Court Judge *

Gary Adams
Police Chief

Michael Youngblood
Fire Chief

Laura Scarlato
City Secretary

Gary Smith
City Attorney *

Jose Abraham
Planning Director

Human Resources Director

Cameron Goodman
Economic Development Director

* *City Commission appointed position*

Key Leader Team

Maritza Salazar
Finance Manager

Jim Whitehead
Asst. Public Works Director

Derek Brown
Asst. Fire Chief

Albert Cantu
Fire Marshal

Dixie Brzozowski
Asst. Police Chief

Lori Bownds
Building Official

Joe Medina
I.T. Technician

Ray Burciaga
Emergency Mgmt Coordinator



RICHMOND

EST. **TEXAS** 1837

EVALYN MOORE
MAYOR
 BARRY C. BEARD
 CARL DROZD
 TERRY R. GAUL
 JOSH LOCKHART
COMMISSIONERS

City of Richmond

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



August 13, 2018

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

Honorable Mayor and City Commissioners,

The City staff is pleased to present for your review and consideration the proposed Annual Operating Budget for fiscal year beginning October 1, 2018 and ending September 30, 2019.

The combined revenues of the General, Water & Sewer and Debt Service funds amount to \$27,975,228, which represents an increase of 9.4%, or \$2,399,742 from the FY 2017-18 adopted budget due to increases as described below:

Revenue Category	Amount of Increase	Details of Increase
Water Sales & Service	\$720,000	Anticipated growth due to Veranda subdivision and other subdivisions Increase in water rates of approximately 20% due to results of water rate study
Sewer Sales & Service	\$837,500	Anticipated growth due to Veranda and other subdivisions Increase in sewer rates of approximately 25% due to results of water rate study
Sales Tax	\$254,184	Due to new commercial establishments in the City's ETJ with revenue sharing agreements with FB MUD 121, and FB MUD 207 New commercial center (Liberty Center) expected to open by January, 2019
Garbage Collection Fees	\$265,797	Increase in garbage services due to multiple years of CPI increases received from provider which had not been passed on to customers until absolutely necessary
Intergovernmental Revenue	\$510,068	Anticipated reimbursement due to funds expended during response to Hurricane Harvey
Fire Protection Fees	\$350,000	Anticipated growth due to Veranda and other subdivisions
Interfund Transfers	\$612,575	Transfers from Water & Sewer Fund to Debt Service Transfers from Development Corporation to Debt Service Annual review of Indirect Cost Allocation from W/S Fund to General Fund
Note: Decreases in other categories are not illustrated. Amounts may be greater than the net increase		

The combined expenditures of the General, Water & Sewer and Debt Service funds amount to \$28,042,768, which represents an increase of 9%, or \$2,360,303 from the FY 2017-18 adopted budget, due to increases as described below:

Expenditure Category	Amount of Increase	Details of Increase
Salaries, Wages	\$1,171,055	Anticipated increase in health insurance rates Cost of living increase of 4% (CPI = 3.49%) Four (4) additional positions
Interfund Transfers	\$615,000	Transfers from Water & Sewer Fund to Debt Service Transfers from Development Corporation to Debt Service Annual review of Indirect Cost Allocation from W/S Fund to General Fund
Materials & Supplies	\$396,434	Increase in costs of materials to keep pace with the 3.49% CPI increase Increase in training budgets
Debt Service	\$227,697	2017 Series B bonds issued December 2017
Note: Decreases in other categories are not illustrated. Amounts may be greater than the net increase.		

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 the difficulties we face to stay on track utilizing our long-term planning tools. During this year’s budget kick-off, emphasis was, once again, placed on the Comprehensive Master Plan Priorities as follows:

Comprehensive Master Plan Priorities (v = Top Priority):

- v 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.
- v C. Strengthen Transportation connections and increase choices between ways to travel.
- v D. Elevate the appearance, quality, and compatibility of development.
- E. Create mixed-use activity centers that serve as community destinations.
- v F. Rehabilitate and preserve Richmond’s existing neighborhoods and community assets.
- v 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 asked to focus on projects already outlined in the Comprehensive Master Plan, Parks and Trails Master Plans and the soon-to-be-completed Water and Wastewater Master Plans. Guidance is also being sought through the goals of the Strategic Annexation Plan. Implementation of all the plans was made a priority during the budget kick-off as well as throughout the entire budget process. Emphasis was also placed upon critical thinking with identification of problem areas to be recognized with solutions presented simultaneously. Furthermore, a focus was placed upon the Information Technology infrastructure creating a proactive plan, rather than a reactive approach.

ECONOMIC OUTLOOK

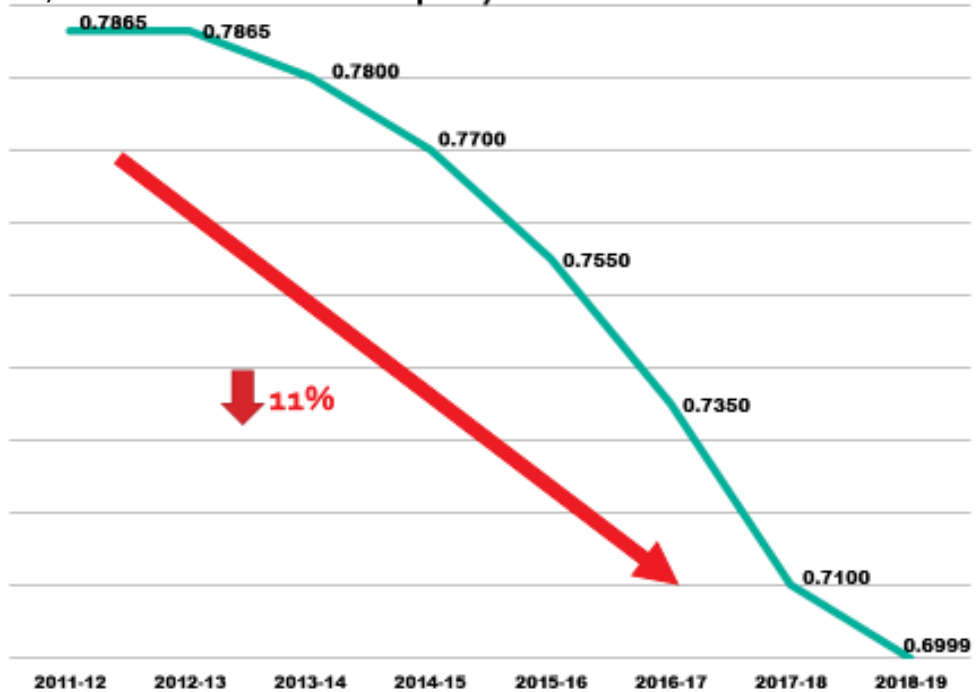
The development of over 500 acres of prime ranch land along the City’s Interstate 69 (I-69) corridor continues to fuel economic activity within the City’s extraterritorial jurisdiction. The City continues to approach major land owners in order to strategically annex properties in order to increase its property tax base, and to assist in the economic development along the City’s major corridors.

Total taxable ad valorem values have seen modest growth with an increase of \$10,608,557, or 2% over last year, which represents a total taxable ad valorem value of \$519,753,143. New improvements amounted to \$1,742,281 in added value for this year. The City sustained minimal decreases in value due to Hurricane Harvey which amounted to \$5,137 in lost property revenue.

This budget proposes a total property tax rate of **\$0.6999** per hundred dollar value for the FY 2018-19 fiscal year, which amounts to a little greater than 1 cent decrease over last year's tax rate of \$0.71. This year's proposed tax rate of \$0.6999 reaches a major milestone in the City's history, given past tax rate trends as shown below, as we are proposing a rate more comparable to other cities in our area, despite our disproportionate exempt property values.

Property Tax Rates

As home values increase, property tax rates decrease



The City continues to benefit from a strong diversification of its property tax base, even though exempt values (a result of our county-seat status) continue to plague the City. 42% of this year's values are exempt.

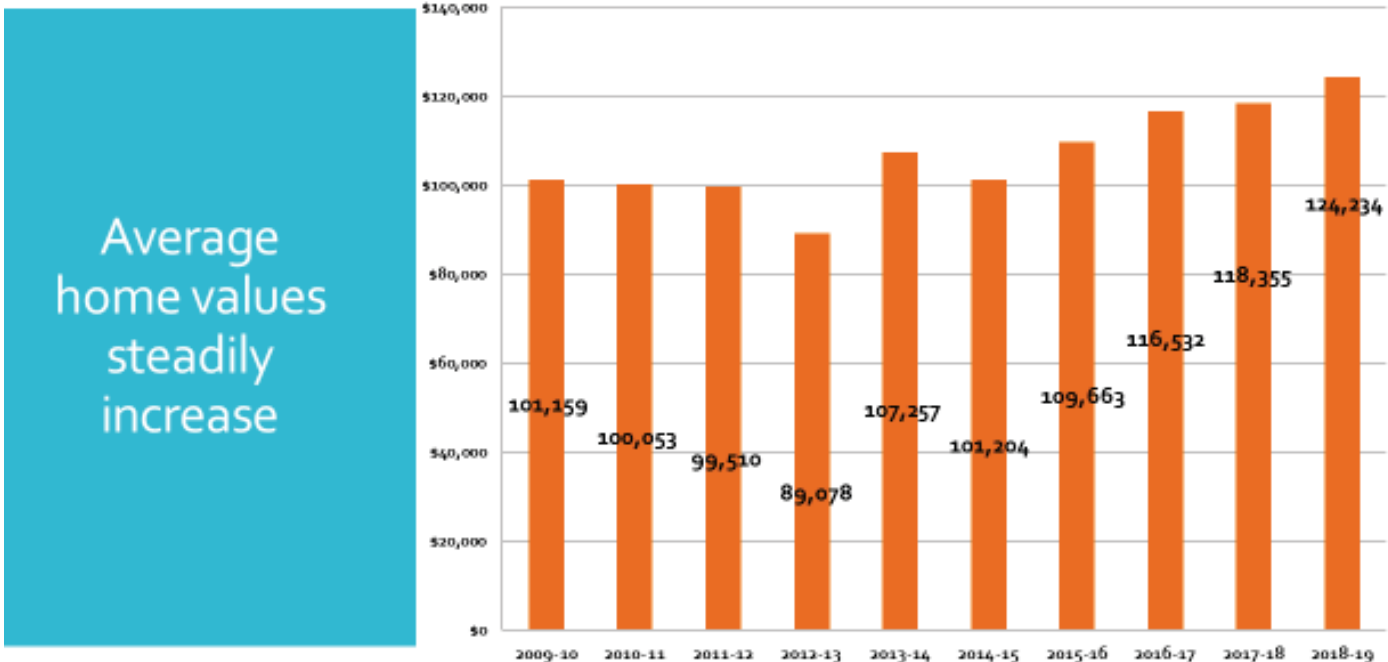
- 100% of City Services funded by 60% of Property Values
- Exempt Values are 18% greater than Residential Values

Property tax growth continues, but exempt property is outpacing residential growth



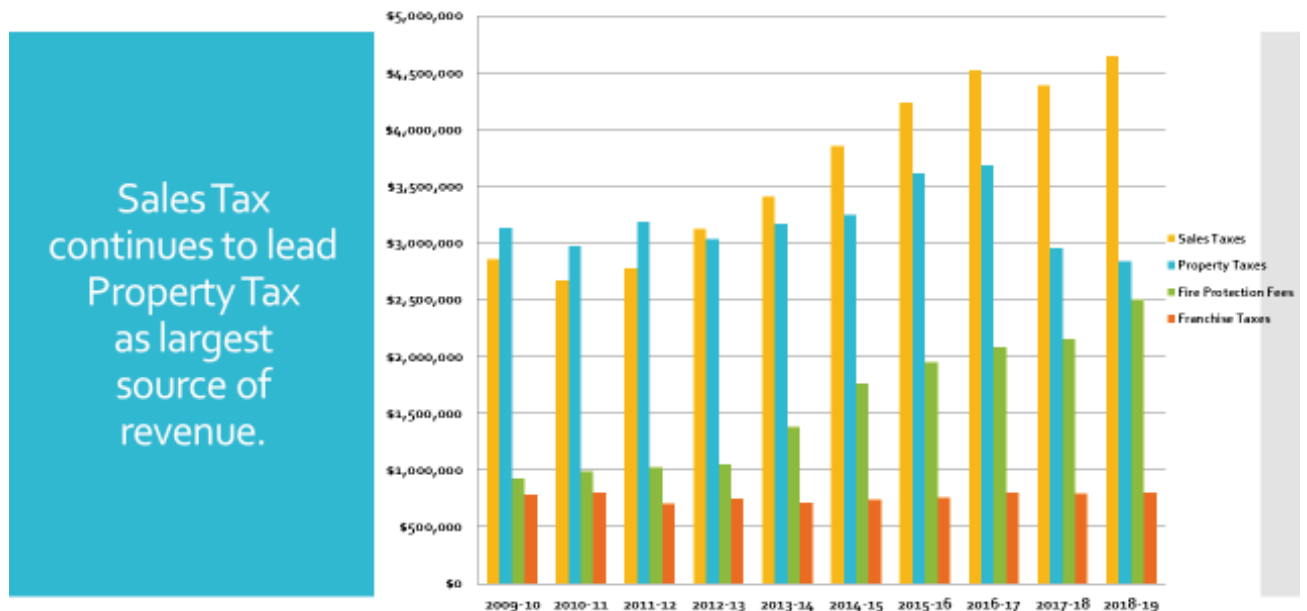
Average home values in the City, despite damages suffered from Hurricane Harvey, have increased from \$118,355 to \$124,234 for the fiscal year beginning October 1, 2018, which is a 5% increase from the prior fiscal year.

Average Home Values



The City's sales tax revenue experienced strong growth over the past several years and, as predicted, have now experienced stymied growth for the past two years due to a lull in new commercial growth and relocation of other commercial businesses. This year, the City expects the sales tax revenue to increase as new commercial development finalizes and new businesses enter the market place in Richmond and the surrounding strategic partnership areas. We are projecting an increase of 5%, or \$254,000 in sales tax revenue this year, primarily due to a full year of sales tax to be received from a major grocery store, and the opening of a new retail center strategically located next to the Fort Bend County Justice Complex which will host two well-known restaurants among other business. The Justice Complex attracts thousands of visitors each week for various reasons from attendance in classes and training at Gus George Law Enforcement Academy, business with the district, county, and justice of the peace courts, to property tax and vehicle registration payments and inquiries.

Primary Revenue Sources for General Operations

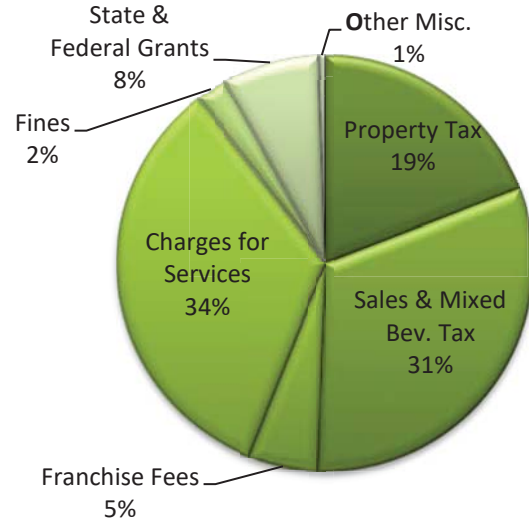


Unemployment for our Metropolitan Statistical Area has seen a dramatic decrease from 4.8% to 3.9% as of April, 2018 according to the Bureau of Labor Statistics.

GENERAL FUND

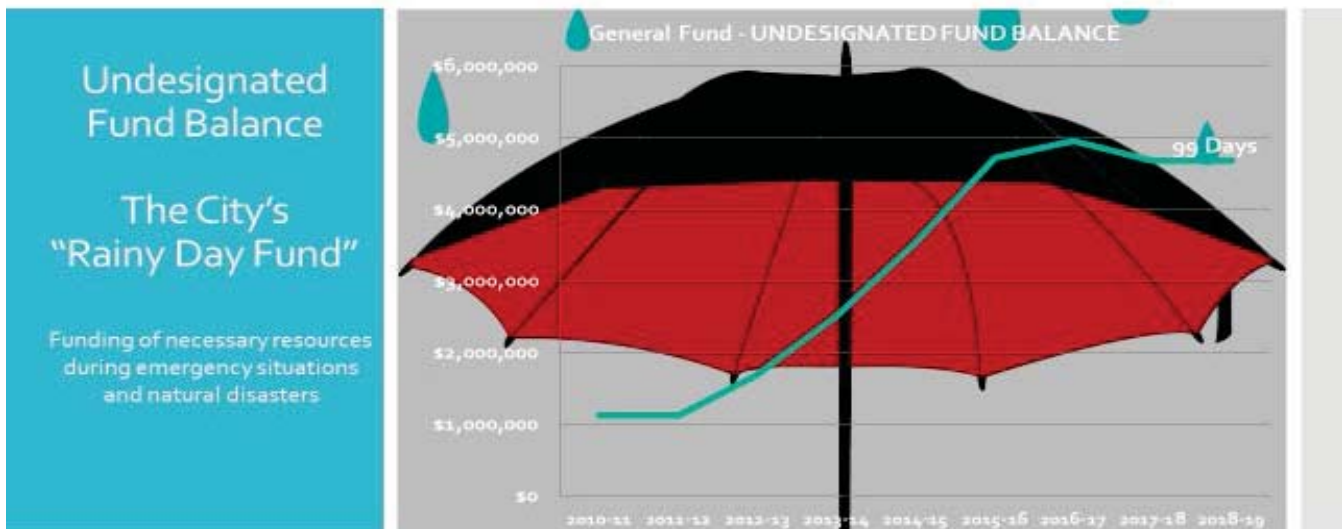
The General Fund revenue of \$17,330,160 can be categorized into seven (7) major sources of revenue as follows:

Property Tax	2,842,062
Sales & Mixed Bev. Tax	4,660,000
Franchise Fees	800,000
Charges for Services	4,986,797
Fines	360,000
State & Federal Grants	1,120,146
Other Misc.	71,800



This year's General Fund revenue is projected to increase by \$1,977,243, or 12.9% from the FY 2017-18 adopted budget. This is primarily due to growth in Sales & Mixed Beverage Tax projected to be received from new commercial businesses opening, and an increase in Charges for Services due to growth from new subdivisions in the City's ETJ which spur more fees for permitting and plan review, fire protection fees, and an anticipated increase to the garbage fees.

The total FY 2018-19 General Fund expenditures are projected to total \$17,330,067, an increase of 6.9% from the FY 2017-18 budget. Revenues in the General Fund are planned to exceed expenditures, providing for a balanced budget. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. It is anticipated that the General Fund will begin the fiscal year with an available fund balance (cash on hand) of \$4,685,186, which will be available to meet emergency needs or unforeseen items necessary to provide services to citizens. The fund balance is anticipated to provide 99 days of operating reserve, which exceeds best practice standards of 90 days.



GENERAL FUND – PROPOSED REQUESTS:

Public Works

- Administrative Manager (Reoccurring)

Information Technology

- 10 Replacement Computers

Vehicle Maintenance

- 12,000 lb., 2-post vehicle lift
- Ford F-250 (replacement vehicle)

Streets

- Crew Leader Position (Reoccurring)
- Crew Leader vehicle

Police

- 2 replacement vehicles
- Additional funding for training and other reoccurring needs

Fire

- Replacement of rescue truck
- Additional funding for rescue tool replacement and supplies

Fire Marshal

- Additional vehicle
- Handheld citation equipment

Parks

- George Park entrance and walking trail enhancements
- Increased funding for grounds maintenance

Facilities

- Increases to Generator repairs and maintenance

Planning

- EnCode Plus and ArcGIS license and maintenance

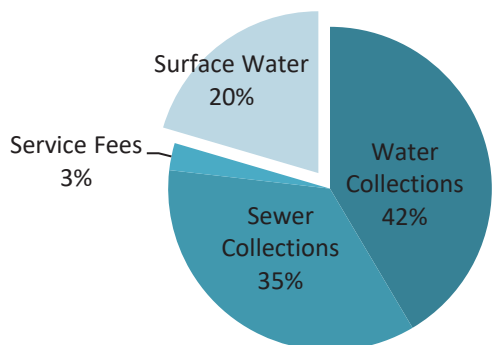
Municipal Court

- Paperless court system

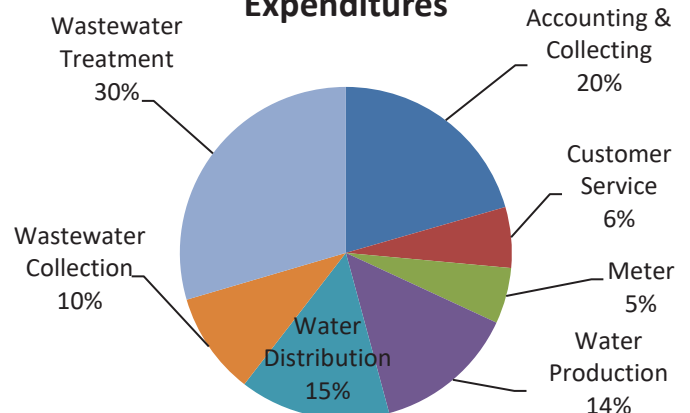
WATER AND SEWER FUND

The Water and Sewer Fund provides for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond, and also serves as Operator for several surrounding Municipal Utility Districts (MUDs). This year, revenues are anticipated to be \$8,860,030. This is a 3.96% increase over FY 2017-18 budgeted revenues which included \$1,210,097 in commitments from Municipal Utility District partners for the construction of a new elevated water storage tank in the previous fiscal year.

WATER & SEWER FUND REVENUE SOURCES



Expenditures



The City is in the process of finalizing a rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the water and sewer fees upon completion of the study. Preliminary increases to water rates and sewer rates in the amounts of 20% and 25% respectively have been included in the FY 2018-19 budget.

Expenditures in the Water and Sewer Fund are proposed at \$8,789,301, which will leave a surplus of \$3,610,613, or 150 working days. The available fund balance is presented in a working capital basis, which nets the current assets against current liabilities. The fund balance is expected to increase by \$2,290,968 from the fiscal year 2017-18 budget of \$1,319,645 budgeted reserves.

WATER AND SEWER FUND – PROPOSED REQUESTS:

Accounting and Collecting

- Human Resources Director (New Position) (Reoccurring)

Customer Service

- Software enhancements to utility billing system

Meter Department

- Replacement vehicle

Water Production

- Increases to utility costs

Water Distribution

- Replacement vehicle

Wastewater Collection

- Replacement vehicle

Wastewater Treatment

- Cushioned tire fork-lift

SURFACE WATER FUND

The Surface Water Fund accounts for the ground water reduction partner fees collected and associated expenditures and debt for the purpose of building infrastructure improvements for sources of water other than ground water in order to meet the mandated requirements of the Fort Bend Subsidence District.

The construction of the Surface Water Treatment Plant finalized during FY 2017-18, and as a result, the City has entered the planning stages to meet the additional requirements of a 60% decrease in the amount of ground water drawn from the aquifers. We anticipate expansion to begin in 2023, in order to meet the 60% reduction requirement by 2025. The surface water fund also pays the debt associated with the construction and operations, and accounts for the assets associated with the surface water treatment facility. Revenues are projected to be \$3,376,327 for Fiscal Year 2018-19, which amounts to a 48% increase, due in large part to projected growth of new subdivisions and commercial properties in the city's ETJ, and projected increases in the ground water reduction fees. Expenditures are budgeted to be \$3,986,705, which includes the debt services payments for the surface water treatment facility. The anticipated ending fund balance (on a Working Capital Basis) is expected to be \$2,589,924 for FY 2018-19.

The City is in the process of a water rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the surface water treatment facilities. The projected increase is anticipated to be \$0.55 per 1,000 gallons of water, which will bring the rate to \$2.75 per 1,000 gallons from last year's rate of \$2.20.

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 or natural disasters occur. One time purchases of larger items such as vehicles are always stalled until after January 1, which enables the Finance Department to predict if conditions warrant changes to our current budget plan. The cooperation and commitment of the City Commission and employees is greatly appreciated in preparing this financial plan.

Respectively Submitted,



Terri Vela
City Manager



Susan Lang
Finance Director

BUDGET HIGHLIGHTS

FY2018-19 Adopted Budget

The City's fiscal year FY2018-19 operating budget was approved by City Commission at the September 17th, 2018 City Commission Meeting.

The development of over 500 acres of prime ranch land along the City's Interstate 69 (I-69) corridor continues to fuel economic activity within the City's extraterritorial jurisdiction. The City continues to approach major land owners in order to strategically annex properties in order to increase its property tax base, and to assist in the economic development along the City's major corridors.

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 kickoff, emphasis was once again, placed on the Comprehensive Master Plan.

Departments were asked to focus on projects already outlined in the Comprehensive Master Plan, Parks and Trails Master Plans and the Water and Wastewater Master Plans. Guidance is also being sought through the goals of the Strategic Annexation Plan.

Implementation of all of the plans was made a priority during the budget kick-off as well as throughout the entire budget process.

We believe the efforts of all involved have resulted in a sound financial plan that aligns the ever increasing demands with the City's financial resources.



City Vision Statement

Great opportunities and significant challenges are ahead.

The goals of the City Commission 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;
- Provide a healthy business and economic atmosphere.

General Fund Budget

The General Fund accounts for the resources used to finance the fundamental operations of the City. The principal sources of revenue of the General Fund are property taxes, sales and use taxes, franchise taxes, fines and forfeitures, permits and fees, and sanitation. Expenditures are for general government, public safety, and public works.

General Fund Revenues:

Sales Tax	\$ 4,645,000
Property Taxes	\$ 2,842,062
Fire Protection Fees	\$ 2,500,000
Transfer Other Funds	\$ 2,489,355
Garbage Collection	\$ 1,865,797
Intergovernmental	\$ 1,120,146
Franchise Fees	\$ 800,000
Municipal Court Fines	\$ 360,000
Licenses and Permits	\$ 350,000
Inspection Fees	\$ 140,000
Plan Review Fees	\$ 120,000
Other Income	\$ 77,800
Mixed Beverage Tax	\$ 15,000
Interest	\$ 5,000
Total:	\$17,330,160

General Fund Expenditures:

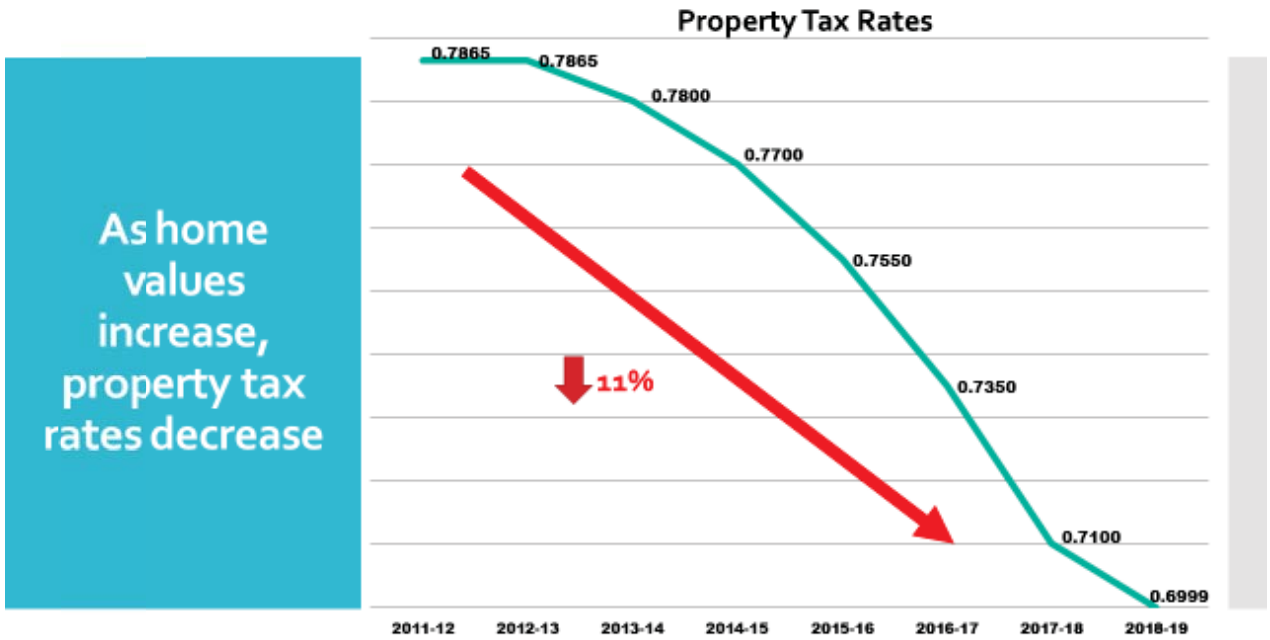
General Government	\$ 1,401,166
Public Works	\$ 458,744
Vehicle Maintenance	\$ 240,884
Information Technology	\$ 263,563
Street	\$ 1,735,390
Sanitation	\$ 1,625,895
Police	\$ 4,413,449
Fire-Central	\$ 4,850,464
Emergency Management	\$ 134,267
Fire Marshal	\$ 621,802
Fire-Station #2	\$ 21,600
Fire-Station #3	\$ 40,600
Building	\$ 339,291
Parks	\$ 516,928
Facilities	\$ 288,248
Planning	\$ 306,691
Municipal Court	\$ 529,185
Total:	\$17,788,167

Highlights of Funded Positions and Capital

- Administrative Manager Position
- Replacement of 10 Computers
- 4% Cost of living Employee Increase
- 12,000 lb. 2 Post Vehicle Lift
- 2018 Ford F-250
- Crew Leader Position Street Department
- Crew Leader Vehicle Street Department
- (2) – Replacement Patrol Vehicles
- Replacement of Fire Rescue Truck
- Replacement of Fire Rescue Tool
- George Park Entrance and Walking Trail
- Human Resources Director Position
- Replacement Vehicle Meter Department
- Replacement Vehicle Wastewater Department
- Cushioned Tire Fork Lift



This year's adopted tax rate of \$0.6999 reaches a major milestone in the City's history, given past tax rate trends as shown below, we are adopting a rate more comparable to other cities in our area, despite our disproportionate exempt property values. 42% of this year's values are exempt as a result of our county-seat status.



Water and Sewer Fund Budget

The Water and Sewer Fund accounts for the operations that provide water and wastewater utility services to the public. The services are financed and operated in manner similar to private business enterprises, where the intent of the governing body is that costs (including depreciation) of providing goods or services to the general public will be financed or recovered through user charges.

Water and Sewer Fund Revenues:

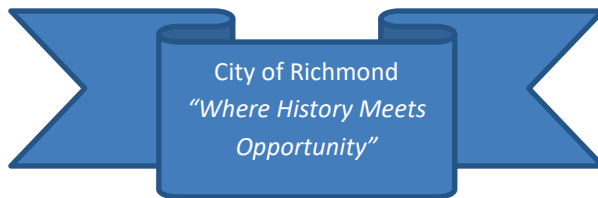
Water Collections	\$ 4,320,000
Sewer Collections	\$ 3,937,500
Water Taps and Fees	\$ 300,000
Service Charge	\$ 170,000
Other Income	\$ 132,530
Total:	\$ 8,860,030

Water and Sewer Fund Expenditures:

Accounting & Collecting	\$ 1,152,567
Customer Service	\$ 331,973
Meter	\$ 305,673
Water Production	\$ 779,527
Water Distribution	\$ 823,581
Wastewater Collection	\$ 559,834
Wastewater Treatment	\$ 1,658,147
Transfer to Other Funds	\$ 2,489,355
Transfer to Debt Service Fund	\$ 688,645
Total:	\$ 8,789,301



Texas Commission on Environmental Quality
“Innovative or Proactive Water System Award”



*** Master Plans ***

- ✓ Comprehensive Master Plan
- ✓ Parks and Trails Master Plan
- ✓ Water and Wastewater Master Plans

*** Grants ***

WPI Firefighter’s Fund – will provide for Hurricane Harvey Rebuilding efforts.

US Department of Justice – FY2018 Bulletproof Vest Partnership will provide for (12) bulletproof vests for Officers.

Texas Office of the Governor’s Criminal Justice Division (CJD) – will provide for the National Incident Reporting System in the Police Department.

*** Accomplishments & Recognitions ***

- ★ Terri Vela, City Manager – “2017 Public Official of the Year” – University of Houston Master of Public Administration, MPA
- ★ “Texas Best Practices Recognition Program” - City of Richmond Police Department – Texas Police Chief’s Foundations.
- ★ “Comprehensive Master Plan of the Year” - American Planning Association Texas Chapter.
- ★ Special Recognition for the Trails Master Plan by Houston-Galveston Area Council’s “Parks and Natural Areas Award 2016”.
- ★ Government Finance Officers Association – “Distinguished Budget Presentation Award FY2017-18”.
- ★ Government Finance Officers Association – “Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY2016-17”.
- ★ American Planning Association Texas Chapter “2016 Community of the Year Award”.
- ★ TCEQ - “Cross Connection Control Program Award”.
- ★ TCEQ - “Innovative or Proactive Water System Award”.
- ★ Richmond’s Surface Water Treatment Plant fully operational.
- ★ Richmond’s Fire and Police Departments worked together to install smoke detectors in the community.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richmond
Texas**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morrill

Executive Director



1822—Members of Austin’s old 300 settled near a fordable crossing of the Brazos River and built a block house to protect the settlers from Indian raids.

1836—Community evacuated during the Runaway Scrape, as Mexican troops pressed forward in the Texas Revolution. Wily Martin, leading the rear guard, defended the Brazos River Crossing against Santa Anna’s troops, but was maneuvered out of position and opened the path for the Mexican march to San Jacinto.

1837—Fort Bend County established and Richmond incorporated by the Republic of Texas as the county seat.

1839—First church organized in Richmond. First newspaper, the weekly Telescope and Texas Literary Register, published.

1851—Richmond’s cityscape included a brick courthouse, two stores, a Masonic Lodge, the Methodist Church, and the Richmond Male & Female Academy.

1853—Yellow fever epidemic swept through Richmond.

1855—Buffalo Bayou, Brazos, and Colorado Railway pulled into town.

1859—Richmond’s business district bustled, and the town was market center for the region’s cotton plantations, with a cotton warehouse and two hotels and a brick building under construction. It was also the hub of a growing cattle empire. Cattle owners drive livestock to markets in New Orleans.

1879—The Gulf, Colorado and Santa Fee railway line extended tracks into Rosenberg, three miles from Richmond. 2,000 people lived in Richmond, a city with a courthouse, four churches, a bank, sugar mills, refineries, and six schools. Cotton, corn, livestock, hides, sugar, and molasses were all shipped from town.

City of Richmond Timeline



1890—Richmond’s population dropped to 1,500 due to movement to surrounding cities.

1899—Brazos River Flood. After more than 9 inches of rainfall in 11 days in June, the Brazos River flooded. More than 280 died and thousands were left homeless.

1900—The Great Storm swept through Fort Bend County. Although the September hurricane devastated Galveston (killing between 6,000-8,000 and destroying a third of the City) building across Fort Bend County and Richmond suffered only structural damage. The storm pushed across the plains and Great Lakes, into Canada before moving to sea north of Halifax Nova Scotia.

1920—Richmond’s population dropped again to 1,276. Oil was discovered in Fort Bend County.

1930—Richmond’s population increased to 1,432. Sidewalks extended through town, a new swimming pool and municipal water system were built. Although the Great Depression affected agricultural production, there was enough cotton to keep two gins running. Richmond had a massive irrigation system that fed water to the rice fields.

1940—Richmond’s population grew to over 2,000. Residents began moving to this area while commuting to jobs in the City of Houston.

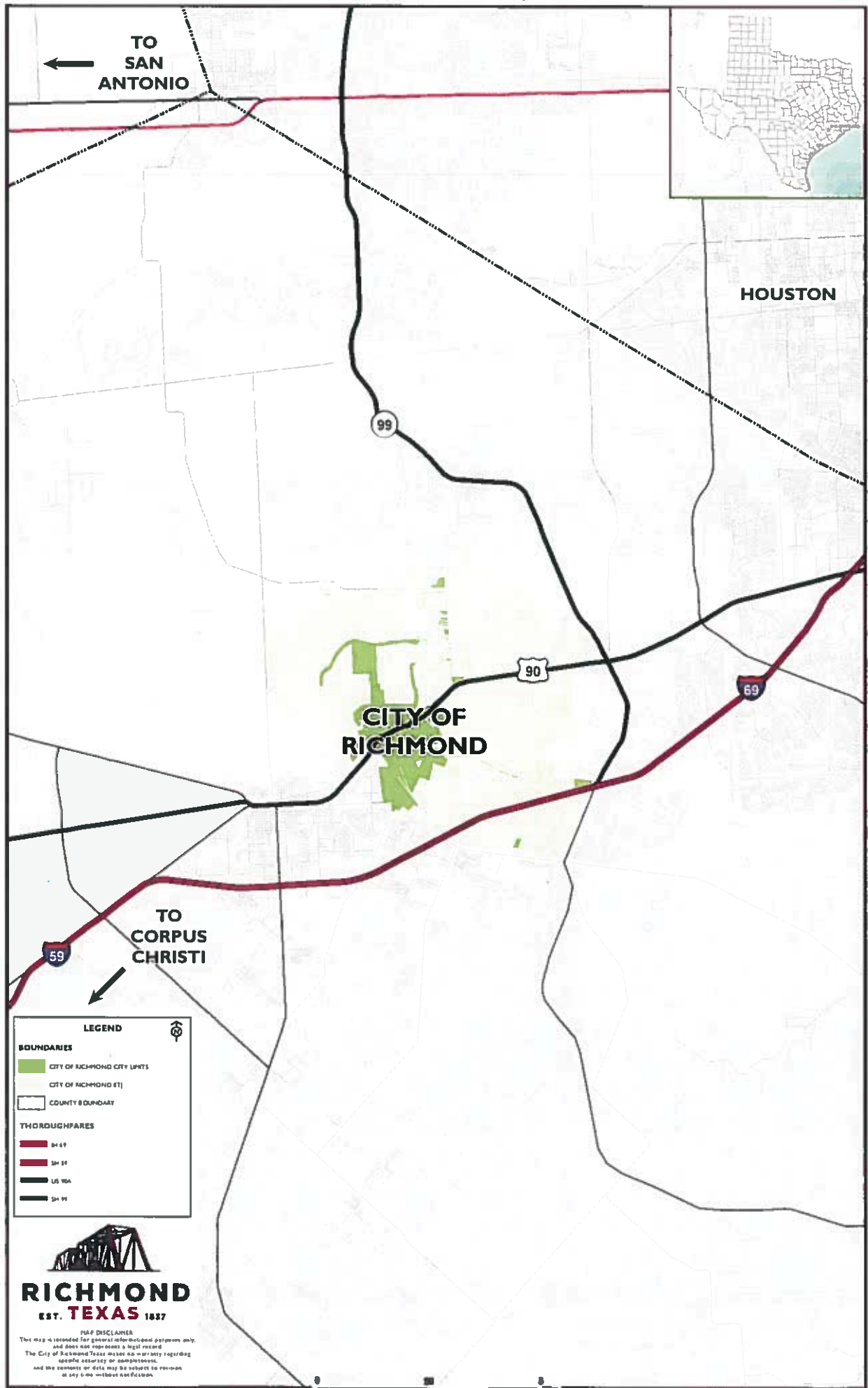
1960—Richmond’s population grew to 3,668.

1990—Richmond’s population had grown to 9,801.

2013—Charter Election—Home Rule Charter. Richmond’s population stands at 12,292.

2016—Richmond awarded the “2016 Community of the Year Award”.

CITY OF RICHMOND, TEXAS



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 15th 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 3, 2018	Budget Kick-off Meeting
June 8, 2018	Departmental Budget Worksheets and forms due to Finance.
June 25-29, 2018	Departmental budget meetings with City Manager and Finance staff.
July 20, 2018	Deadline for ARB to approve appraisal records.
July 25, 2018	Tax roll certification by Chief Appraiser (official date).
August 13, 2018	Budget and Budget Message Delivered to City Commission Charter Sec. 7.02 Special Meeting (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 9/10/18</u>) Copy of budget filed with City Secretary for Public view.
August 16, 2018	Calculation of Effective & Rollback Tax Rates.
August 18, 2018	PUBLICATION: <u>Notice</u>: Budget Available for Public Inspection Charter Sections 7.04 & 7.05
August 20, 2018	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. September 4, 2018 September 10, 2018
August 20, 2018	Budget Workshop - Revenues
August 28, 2018	PUBLICATION: of Effective and Rollback Tax Rates; statement and schedules; Submission to governing body.
August 28, 2018	PUBLICATION: <u>Notice</u>: Public Hearing on Proposed Tax Rate
August 28, 2018	PUBLICATION: <u>Notice</u>: Public Hearing on Budget (Specific language regarding property tax increases, if necessary)
September 4, 2018	Public Hearing on Proposed Tax Rate (1 of 2) Special Meeting
September 4, 2018	Budget Workshop – Proposed Expenditures
September 10, 2018	2 nd Public Hearing – Proposed Tax Rate (2 of 2) Special Meeting
September 10, 2018	Public Hearing on Budget Special Meeting City must take some sort of action on the budget (Recommend: a vote to postpone the final budget vote.)
September 10, 2018	Budget Workshop – Overview of changes during process
September 17, 2018	MEETING TO ADOPT FY 2018-19 Budget and Tax Rate. Charter Sec. 7.06 If rate exceeds effective rate, must be record vote approved by at least 60 percent of governing body. Language of motion must be specific: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the effective tax rate) percent increase in the tax rate.”
September 20, 2018	PUBLICATION: <u>Notice</u>: of budget availability. 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.

Budget Summaries

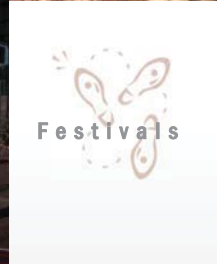
The Budget Summaries provide the reader with an overview of significant budgetary items and trends. This section of the budget includes: the City's Vision Statement, the Summary of Organization-wide Goals, Comprehensive Master Plan Priorities, Performance Measures Summary, Basis of Accounting, Description of the City's Fund Structure and fund chart, Department/Fund Relationships chart, City's Organizational Chart, City's Boards and Commissions, Summary of Personnel (FTE's), Tax Revenue and Distribution, Combined Revenues and Expenditures and Financial Trends.



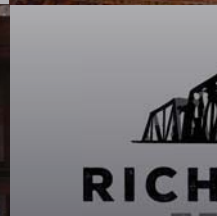
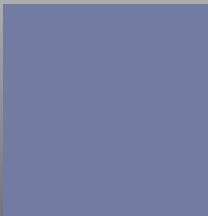
EXPLORE
HISTORY



*A Charming
Past.*



*A Soaring
Future.*



RICHMOND
EST. TEXAS 1837



RICHMOND
EST. **TEXAS** 1837

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!

Summary of Organization-wide Goals

- | |
|---|
| ➤ encourage, promote, and welcome expanding residential and business growth and development |
|---|

Accounting & Collecting

- Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner.
- Attract, retain and develop a quality workforce.

Building Department

- Develop a Customer Service and telephone etiquette program.

Customer Service

- Develop a Customer Service and telephone etiquette program.

Development Corporation of Richmond

- Implement recommendations of Target Industry Study.
- Develop and maintain respectful effective working relationships within the development community.
- Establish Farmers Market.

General Government

- Provide city services to citizens of Richmond in the most efficient and effective manner possible.

Information Technology

- Installation of Encode 180. This will encourage, promote and welcome expanding residential and business growth and development by providing for authoring, public presentation, and management of municipal codes, particularly zoning ordinances and land development regulations.

Information Technology

- Choose appropriate IT projects and 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.

Municipal Court

- To invest in the development of staff to meet the growth and demands of the City.

Police

- Work with the community to improve the quality of life in Richmond and encourage, promote and welcome expanding residential and business growth and development.

Public Works

- Increase project related information to citizens to encourage, promote and welcome expanding residential and business growth and development.

Street

- Provide the traveling public with a safe environment for automobile and pedestrian traffic.

Surface Water

- Maximize surface water production to prolong the need for plant expansion.

Water Distribution

- To provide customers with a high standard of courteous and effective service that is responsive to the customer's needs.

- | |
|--|
| ➤ provide safe, secure, family-oriented communities; |
|--|

Fire

- To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.

Parks

- Improve efficiency of park maintenance.

Planning

- Ensure a well-planned City which is safe, beautiful, and livable through the implementation of the Comprehensive Master Plan, Unified Development Code, and other Master Plans.

Police

- Foster a good relationship with our citizens in order to provide safe, secure, and family-oriented communities.
- Reduction of criminal activity through aggressive intervention utilizing behavior modification by general deterrence.

Public Works

- Increase neighborhood-wide clean-ups to provide safe, secure, family-oriented communities.

Sanitation

- Continue to provide excellent services with an efficient use of resources.

Street

- Rehabilitation of priority sidewalks.
- Maintain and update street inventory, sign inventory and asset inventory program.

Surface Water

- Provide a sustainable supply of excellent quality surface water.

Water Distribution

- Operate and maintain water production infrastructure in a manner to deliver safe, clean, and reliable potable water for use by the City's customers.

Water Production

- Operate and maintain water production infrastructure in a manner to deliver safe, clean, and reliable potable water for use by the City's customers.

- influence, foster and maintain the interest of safety;

Emergency Management

- 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.

Fire Marshal

- 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. The Fire Marshal's Office will respond to ninety percent (90%) of all code enforcement complaints within two business days during Fiscal Year 2019.

General Government

- Work to implement most economical rate for surface water.

Information Technology

- Document application software and multi-user hardware installations and provide proactive support on UPS's, data backup, and hardware thus minimizing outages that may cause system downtime.

Police

- Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.

Street

- Encourage and promote employees to receive continuing education.

Water Distribution

- To be compliant with all applicable Local, State, and Federal environmental laws and policies.

Water Production

- To be compliant with all applicable Local, State, and Federal environmental laws and policies.

Wastewater Collection

- Convey wastewater from the customer to the treatment plant in compliance with all regulatory requirements and as effectively as possible.

Wastewater Treatment

- Treat wastewater to a level that is compliant with all regulatory requirements and as efficiently as possible.

- protect and preserve well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.

Development Corporation of Richmond

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

General Government

- Improve records imaging and indexing system.

Facilities

- Provide a safe, clean and comfortable work environment for employees and the City's customers.
- To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.

Meter

- Maintain accounts with meters that are changed out according to manufacture specifications.
- Complete routine billing work orders in a timely manner.

Municipal Court

- Continue to improve technology in the Court Department to strengthen the image of Richmond.
- Stay in contact with local non-profit organizations that help with the rehabilitation and preservation of Richmond's neighborhoods, to add to the community service list.

Planning

- Maintain a Geographical Information System in the City and support other departments as necessary.

Water Production

- Maintain production facility infrastructure to extend the useful life of equipment and assets.

Comprehensive Master Plan Priorities

- A. Use 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. Diversify 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.

Summary of Comprehensive Master Plan Top-Ranked Priorities

✓ A. Use annexation as a strategic growth tool to expand Richmond’s population and tax base.

- ✓ Public Works - Complete assessments and master plans for water, wastewater, reuse and storm water to ensure adequate capacities are available for future growth and address any deficiencies.

✓ B. Leverage Public investments to enhance the existing community and promote growth.

- ✓ Fire - To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.

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

- ✓ Vehicle Maintenance - Maintain and ensure a safe operating fleet.

✓ D. Elevate the appearance, quality, and compatibility of development.

- ✓ Building Department - Continue to educate staff on the Unified Development Code and the different types of zoning.

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

- ✓ Development Corporation of Richmond - Prepare for development of a Richmond Business Park.

✓ F. Rehabilitate and preserve Richmond's existing neighborhoods and community assets.

- ✓ Fire Marshal - 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. The Fire Marshal's Office will respond to ninety percent (90%) of all code enforcement complaints within two business days during the Fiscal Year 2019.
- ✓ Parks - Maintain landscapes and appearance of City facilities and monuments.

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

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

- ✓ Development Corporation of Richmond - Prepare an Economic Development Plan.

✓ I. Enhance and preserve Richmond's natural amenities.

- ✓ Parks - Provide a safe and esthetically pleasing park environment for citizens and visitors.

✓ J. Strengthen the awareness and image of Richmond throughout the region.

- ✓ Development Corporation of Richmond - Identify and focus on up to three key investments and/or image-setting areas of Richmond.
- ✓ Emergency Management - 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".
- ✓ Facilities - Continuously seek ways to improve the service to our employees, citizens and visitors to our city.

**Summary of Performance Measures
categorized by Organization-wide Goals**

- encourage, promote, and welcome expanding residential and business growth and development;

Customer Service	FY 16-17	FY 17-18	FY 18-19
Customer Service Trainings	1	2	4
Implementation of E-Bill (% complete)	0	0	50%
Conversion to paperless customer files (% complete)	0	0	25%
Development Corporation of Richmond			
Updating incentive policy to reflect Target Industry Study	N/A	In progress	Approval
Increasing traffic to DCR webpage	0%	50% +	100% +
Increase number of impressions and interactions	0%	50% +	100% +
Successful opening and operation of Farmer's Market	N/A	In progress	Opening
Conduction of a Business Park Feasibility Study	N/A	In progress	Completed
Creation of an Economic Development Plan	N/A	In progress	Completed
General Government			
Number of construction contracts	5	7	7
Number of commission meetings	12	12	12
Number of workshops	5	5	5
Number of special meetings	10	10	10
Meter			
Number of meter change outs	1,190	800	800
Municipal Court			
Conversion to paperless (percent completed)	0	10%	50%
Planning			
GIS maps generated	5	25	30
Wayfinding signs posted	0	0	2
Complete Master Plans	2	0	0
Adopted Master Plans	1	0	1
Update Master Plans	0	0	1
Sanitation			
Contractor service complaints (per month)	<1%	<1%	< 1%

- provide safe, secure, family-oriented communities;

Emergency Management	FY 16-17	FY 17-18	FY 18-19
Emergency Plans revised percent accomplished	Yes	Yes	Yes
Fire			
Fire Safety Education for Public Schools	100%	100%	100%
Response Time Less Than Five Minutes Thirty Seconds	83%	80%	80%
Fire Marshal			
Fire safety inspections on commercial occupancies	95%	95%	100%
Percent of calls answered in two days	90%	90%	100%
Municipal Court			
Number of updates to Court's section of website	0	4	5

City of Richmond
Annual Budget
FY2017-2018

➤ provide safe, secure, family-oriented communities; *(Continued)*

Parks	FY 16-17	FY 17-18	FY 18-19
Park area maintained (square acres)	323	330	330
Inspection of play areas and equipment (per year)	12	12	12
Police			
Acknowledge customer complaints with 48 hours	100%	100%	100%
Sanitation			
Number of recycling events	2	2	2
Street			
Percent of sidewalks rehabbed	0	0	10%
Signs maintained (replaced or repaired)	0	1,644	1,644
Surface Water			
Water Quality Percent Compliance	100%	100%	100%
Wastewater Collection			
Lateral Collection lines televised/cleaned per year (feet)	20	20	20
Percent of emergency calls answered within one hour	99%	99%	99%
Water Distribution			
Number of bacteriological samples collected	44	440	460
Dead end mains flushed per year	1,500	1,500	1,500
Percentage of calls responded within one hour	99%	99%	99%
Water Production			
TCEQ MCL violations	1	1	0
Number of water quality tests per year	2,190	9,500	9,500
Percentage of calls responded within one hour	99%	99%	99%
Wastewater Treatment			
Wastewater quality samples	20,000	20,000	20,000
TCEQ violations	0	0	0
Percent of calls responded within one hour	99%	99%	99%

➤ influence, foster and maintain the interest of safety;

Accounting and Collecting	FY 16-17	FY 17-18	FY 18-19
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Employee cross-training accomplished	80%	80%	100%
Budgeted training courses attended	90%	100%	100%
Planned procedures reviewed	80%	100%	100%
Building Department			
Number of educational meetings with staff	40	40	40
Emergency Management			
Percent of employees w/minimum NIMs requirements	100%	100%	95%
Facilities			
Number of days lost to injury/illness	0	0	0
Percent of days performing all assigned tasks	100%	100%	100%

City of Richmond
 Annual Budget
 FY2017-2018

➤ influence, foster and maintain the interest of safety; *(Continued)*

Fire	FY 16-17	FY 17-18	FY 18-19
Meet ISO recommended drills	70%	75%	75%
Provide EMS and Fire continuing education tracking	75%	85%	90%
Fire Marshal			
Code Enforcement violations resolved	84%	90%	90%
Development meeting attendance	95%	95%	95%
Municipal Court			
Number of training hours completed	30	50	70
Police			
Initiated and Expanding Coffee with a Cop Program	1	4	4
Public Works			
Development review - distribution and review	400	400	400
Safety training events per year	12	12	12
Lost time accidents	0	0	0
Street			
Percent of employee training accomplished	100%	100%	100%
Vehicle Maintenance			
Tri-annual preventive maintenance/24 point inspection	363	372	372
Maintain and monitor fueling system/reconciliation of usage	100%	100%	100%
Fleet make ready to be completed within (days)	7-14 days	7-14 days	7-14 days
Percent accuracy of fleet repairs	98%	98%	98%

Description of Fund Structure

The financial structure of the budget is organized by funds. A fund is a self-balancing set of accounts. Governmental budgeting and accounting is based on a series of funds, each with separate revenues, expenditures, and balances. Each fund is set up for a separate purpose and each fund balances its assets against liabilities and any residual becomes fund balance.

The City of Richmond utilizes Governmental and Proprietary funds. Governmental funds are used for most governmental activities, while the Proprietary funds are used on the self-financing, business like activities.

Basis of Accounting

Governmental Funds use the modified accrual basis of accounting. Revenues are recognized when measurable and available to pay expenditures in the current accounting period and expenditures are recognized when the goods or services are received.

Proprietary Funds use the full accrual basis of accounting. Revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.

Governmental Type Funds

General Fund – accounts for the resources used to finance the fundamental operations of the City. The principal sources of revenue of the General Fund are property taxes, sales and use taxes, fines and forfeitures, permits, licenses and sanitation. Expenditures are for general government, public safety, and public works.

Debt Service Fund accounts for the resources accumulated and payment made for principal and interest on long-term general obligation debt of governmental funds. The primary source of revenue for debt service is property taxes.

Special Revenue Funds account for revenue sources that are restricted for particular purposes. Funds under this category include: Festivals Fund, Park Improvement Fund; Narcotics Seizure City Fund; State Narcotics Fund; Federal Narcotics Fund; Hotel Occupancy Tax Fund; CDBG Grant Fund; TCLEOSE Grant (Fire) Fund; Municipal Court Technology Fund; Municipal Court Building Security Fund; and TCLEOSE Grant (Police)Fund.

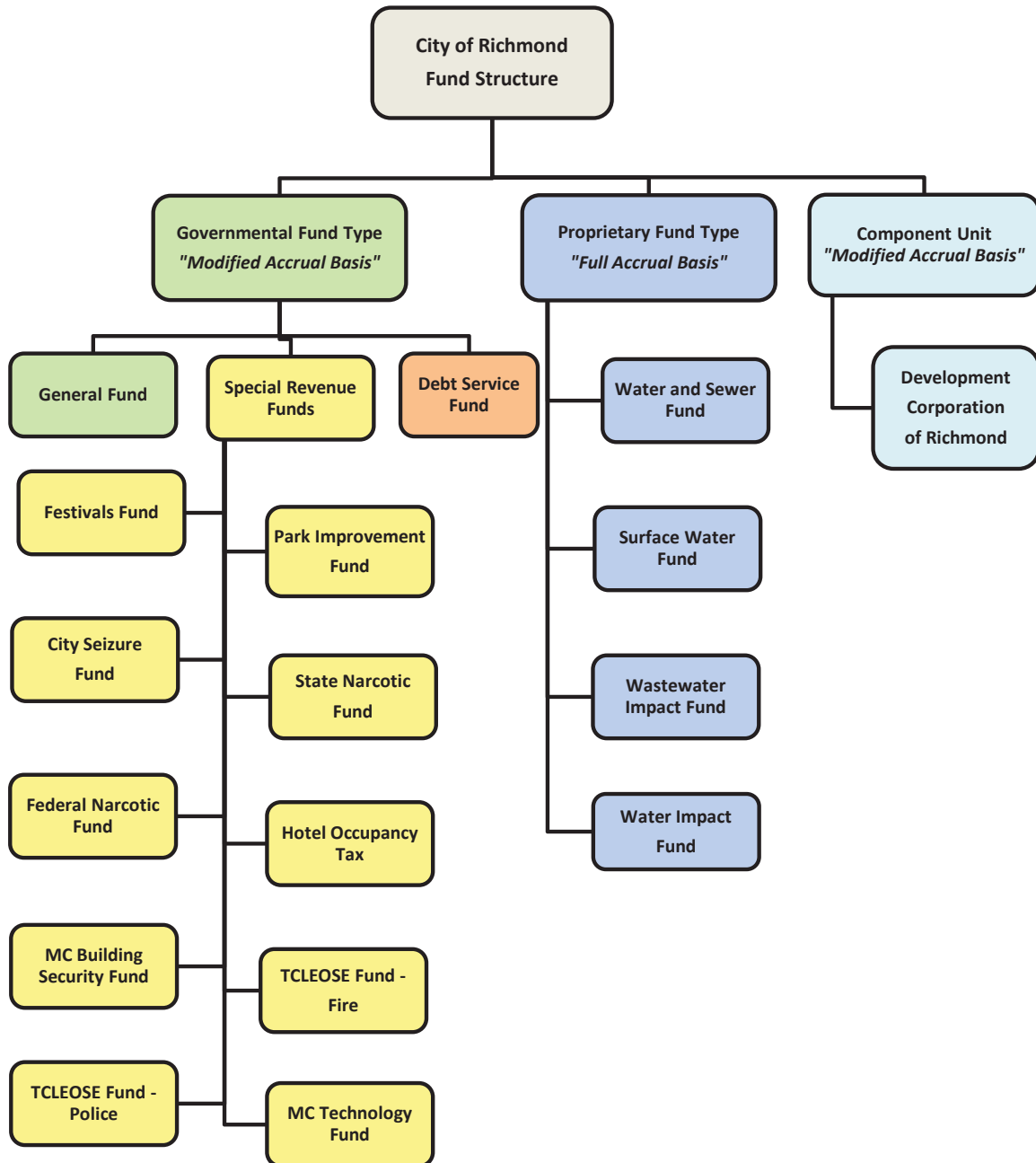
Proprietary Type Funds

Water and Sewer Fund accounts for the operations that provide water and wastewater utility services to the public. The services are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that costs (including depreciation) of providing goods and services to the general public will be financed or recovered primarily through user charges. Other funds included under this category as per the Comprehensive Annual Financial Report are the Surface Water Fund; Wastewater Impact Fund; and the Water Impact Fee Fund.

Component Unit Funds

Component Units are legally separate organizations for which the elected officials of the primary government are financially accountable. The Development Corporation of Richmond is the only fund in this category.

Organizational Fund Chart



Basis of Accounting

The basis of accounting refers to the timing of when revenues and expenditures/expenses are recognized and reported. The City utilizes the *modified accrual basis of accounting* and the *full accrual basis of accounting*. The recognition of revenues and expenditures/expenses under each method are described below:

Basis of Accounting	Revenues	Expenditures / Expenses
Modified Accrual	Recognized in the period when they become both "measurable" and "available"* to finance expenditures of the current period	Generally recorded when a liability is incurred; however, debt service expenditures and expenditures related to compensated absences and claims and judgements, are recognized to the extent they are due and payable
Full Accrual	Recorded when they are earned (whether or not cash is received at the time)	Recorded when goods and services are received (whether cash disbursements are made at the time or not)

* Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

The basis of accounting methods are used for each of the funds in the City's budget and the City's financial statements are as follows:

Funds	Budget Basis	Financial Statement Basis
Water & Sewer Fund *	Modified Accrual	Full Accrual
Surface Water Fund *	Modified Accrual	Full Accrual
Water Impact Fund *	Modified Accrual	Full Accrual
WW Impact Fund *	Modified Accrual	Full Accrual
All Other Funds	Modified Accrual	Modified Accrual

* The budgetary basis of accounting for the City's Proprietary Funds differs from the financial statement basis of accounting primarily due to State laws.

The major differences are as follows:

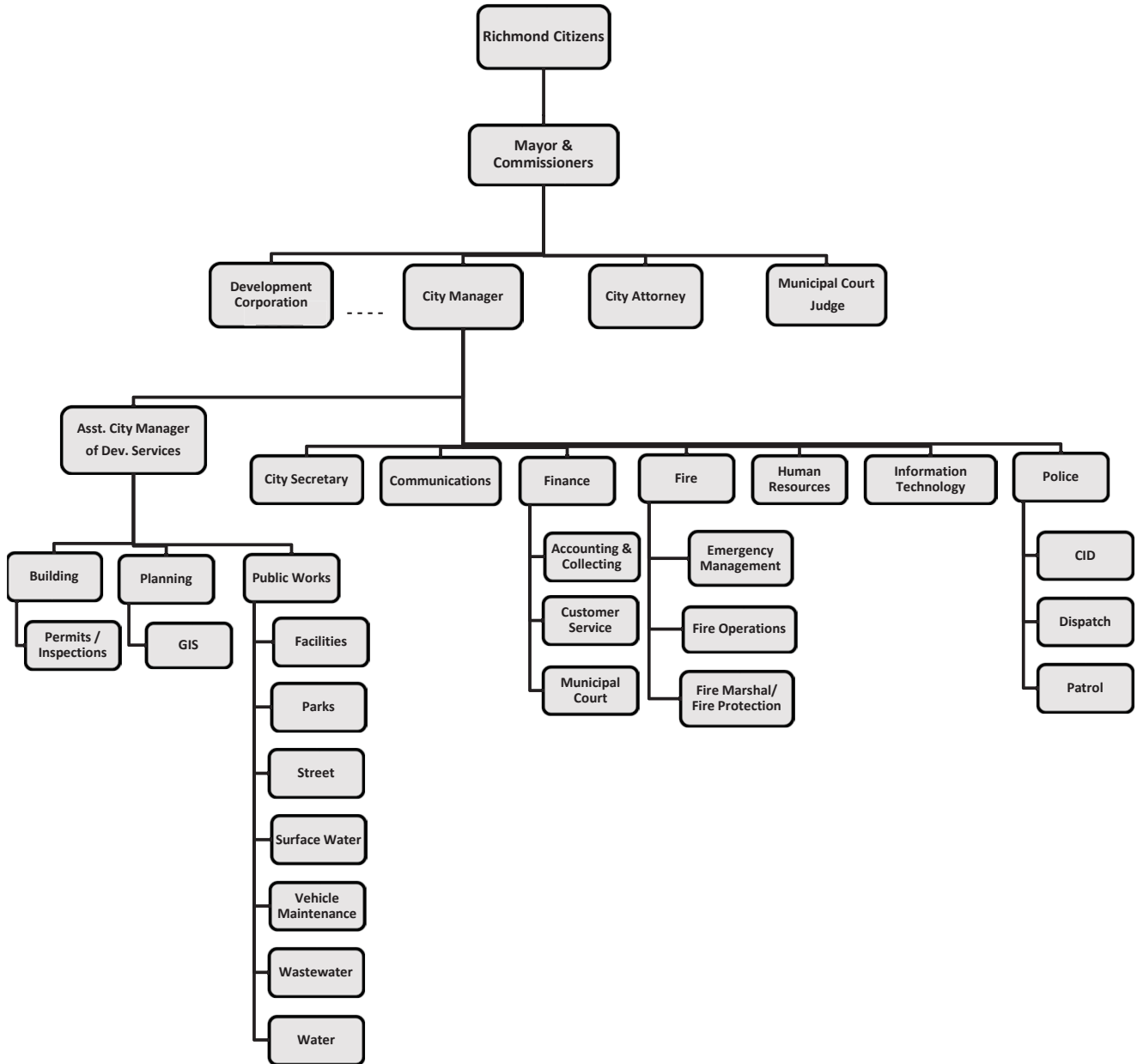
- * Depreciation expense is not included in the budget.
- * Capital Outlays are budgeted as expenditures and are reported as assets in the City's financial statements.
- * Principal payments on debt are budgeted as expenditures and are reported as reductions of the liability in the City's financial statements.

Department / Fund Relationships

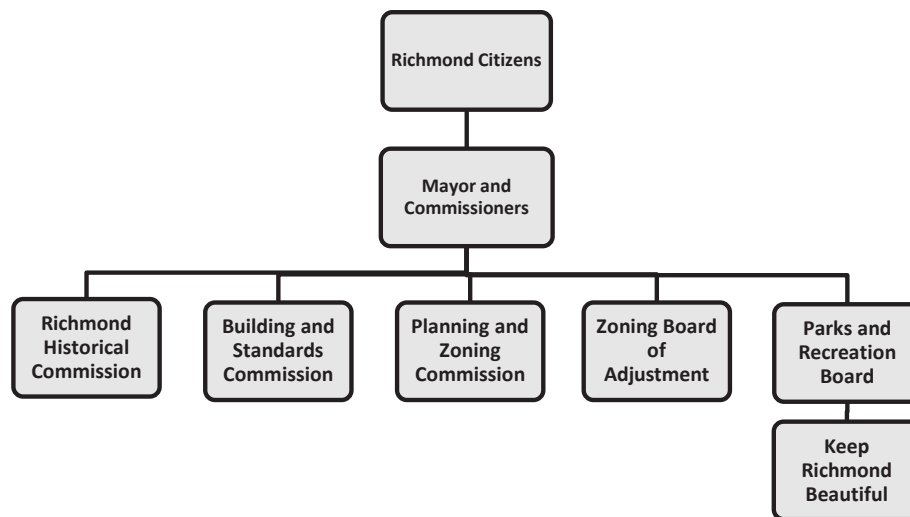
The following table displays the relationships between the funds and departments.

<u>Department</u>	<u>General Fund</u>	<u>Water & Sewer Fund</u>	<u>Special Revenue Fund</u>
General Government	X		
Public Works	X		
Vehicle Maintenance	X		
Information Technology	X	X	
Street	X		
Sanitation	X		
Police	X		X
Fire - Central	X		X
Fire - Station #2	X		
Fire - Station #3	X		
Emergency Management	X		
Fire Marshal	X		X
Building	X		
Parks	X		X
Facilities	X		
Planning	X		
Municipal Court	X		X
Accounting & Collecting		X	
Customer Service		X	
Meter		X	
Water Production		X	X
Water Distribution		X	X
Wastewater Collection		X	X
Wastewater Treatment		X	X
Other Water and Sewer		X	X

City of Richmond
 Organizational Chart



**City of Richmond
Boards and Commissions**



Summary of Personnel
 (Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2016-2017	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
GENERAL FUND:				
<u>General Government (10-5100)</u>				
City Manager	1	1	1	
Asst. City Manager of Development Services	1	1	1	
Economic Development Director	1	1	1	
City Attorney	1	1	1	
City Secretary	1	1	1	
Communication Specialist	1	1	1	
Administrative Assistant	1	1	1	
Subtotal	7	7	7	0%
<u>Public Works (10-5105)</u>				
Public Works Director	1	1	1	
Administrative Manager	0	0	1	
Executive Secretary	1	1	1	
Facility Service Technician	1	0	0	
Subtotal	3	2	3	50%
<u>Vehicle Maintenance (10-5110)</u>				
Mechanic II	1	1	1	
Mechanic III	1	1	1	
Subtotal	1	2	2	0%
<u>Information Technology (10-5115)</u>				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	2	2	2	0%
<u>Streets (10-5120)</u>				
Assistant Public Works Director	1	1	1	
Street Superintendent	0	1	1	
Foreman	1	1	1	
Crew Chief	1	1	2	
Equipment Operator I	4	3	3	
Equipment Operator II	3	3	3	
Easement Maintenance Specialist	0	1	1	
Sign Tech / Equipment Operator II	1	1	1	
Part-time Laborer	0.48	0.48	0.48	
Subtotal	11.48	12.48	13.48	8%

Summary of Personnel
 (Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2016-2017	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
<u>Police (10-5140)</u>				
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	
Telecommunicator	8	10	10	
Police Records Specialist	1	1	1	
Subtotal	43	45	45	0%
<u>Fire (10-5150)</u>				
Fire Chief	1	1	1	
Assistant Fire Chief	1	1	1	
Training/Safety/Compliance Battalion Chief	1	1	1	
Battalion Chief	3	3	3	
Lieutenant	9	9	9	
Firefighters	21	21	21	
Code Enforcement Officer	0	1	1	
Administrative Assistant	1	1	1	
Part-Time Firefighters	6.25	5.21	3.91	
Subtotal	43.25	43.21	41.91	-3%
<u>Emergency Management (10-5152)</u>				
Emergency Management Coordinator	1	1	1	
Subtotal	1	1	1	0%
<u>Fire Marshal (10-5153)</u>				
Fire Marshal	1	1	1	
Chief Deputy Fire Marshal	1	0	0	
Inspector / Investigator	3	4	2	
Subtotal	5	5	3	0%

Summary of Personnel
 (Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2016-2017	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
<u>Building (10-5159)</u>				
Building Official	1	1	1	
Lead Permits Specialist	1	1	1	
Permits Specialist	2	2	2	
Inspector / Investigator	0	0	2	
Subtotal	4	4	6	0%
<u>Parks (10-5160)</u>				
Foreman	1	1	1	
Crew Chief	1	1	1	
Maintenance Worker I	4	4	4	
Subtotal	6	6	6	0%
<u>Facilities (10-5170)</u>				
Facility Service Technician	0	1	1	
Custodian	2	2	2	
Subtotal	2	3	3	0%
<u>Planning (10-5175)</u>				
Planning Director	1	1	1	
Planner II	1	1	1	
GIS Technician	1	1	1	
Subtotal	3	3	3	0%
<u>Municipal Court (10-5180)</u>				
Court Administrator	1	0	0	
Lead Court Specialist	0	1	1	
Court Specialist	2	2	2	
Bailiff	1	1	1	
Subtotal	4	4	4	0%
Total General Fund	135.73	139.69	140.39	0%

Summary of Personnel
 (Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2016-2017	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
WATER AND SEWER FUND:				
<u>Accounting & Collecting (20-5200)</u>				
Finance Director	1	1	1	
Finance Manager	1	1	1	
Human Resources Director	0	0	1	
Human Resources Coordinator	1	1	1	
Quality Assurance Coordinator	0	1	1	
Project Revenue Accountant	0	1	1	
Accountant	3	1	1	
Subtotal	6	6	7	17%
<u>Customer Service (20-5210)</u>				
Customer Service Supervisor	1	1	1	
Customer Service Specialist	2	3	3	
Billing Specialist	1	1	1	
Subtotal	4	5	5	0%
<u>Meter (20-5215)</u>				
Customer Service Technician	2	2	2	
Subtotal	2	2	2	0%
<u>Water Production (20-5260)</u>				
Foreman	1	1	1	
Water Plant Operator I	1	0	0	
Water Plant Operator II	1	2	2	
Utilities Coordinator	1	1	1	
Subtotal	4	4	4	0%
<u>Water Distribution (20-5265)</u>				
Superintendent	1	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Maintenance Operator I	2	2	2	
Maintenance Worker I	3	3	3	
Maintenance Worker II	1	1	1	
Construction Inspector *	0.50	0.50	0.50	
Subtotal	9.50	9.50	9.50	0%

Summary of Personnel
 (Full-time Equivalent Positions)

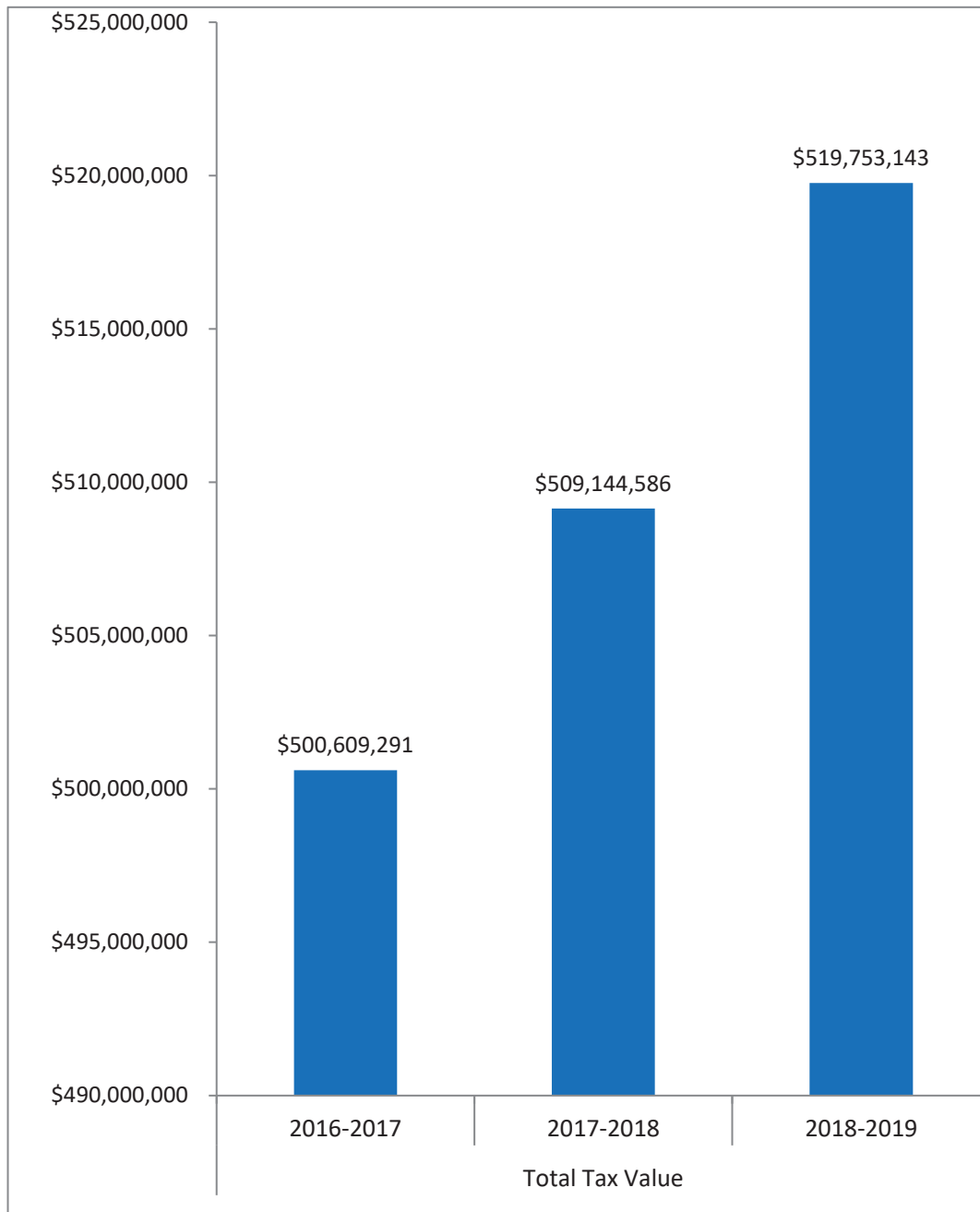
Fund/Department Position Title	Actual 2016-2017	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
<u>Wastewater Collection (20-5270)</u>				
Crew Chief	1	1	1	
Maintenance Worker I	2	2	2	
Construction Inspector *	0.50	0.50	0.50	
Subtotal	3.50	3.50	3.50	0%
<u>Wastewater Treatment (20-5275)</u>				
Superintendent	1	1	1	
Foreman	1	1	1	
WW Plant Operator I	1	1	2	
WW Plant Operator II	2	2	1	
Wastewater Chief Operator	1	1	1	
Maintenance Worker I	1	1	1	
Maintenance Worker II	1	1	1	
Subtotal	8	8	8	0%
Total Water and Sewer Fund	37	38.00	39.00	3%
SURFACE WATER FUND:				
<u>Surface Water (22-5222)</u>				
Surface Water Chief Operator	0	1	1	
Surface Water Lead Operator	0	1	1	
Surface Water Plant Operator	1	1	1	
Subtotal	1	3	3	0%
Total Surface Water Fund	1	3	3	0%
Total All Funds	173.73	180.69	182.39	1%
		Full-time Positions:	178.00	
		Part-time Positions:	4.39	
		TOTAL FULL-TIME EQUIVALENTS:	182.39	

* Position funded by two departments

Tax Revenue and Distribution

	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019			
Real Estate	\$760,371,470	\$771,778,601	2%	\$768,538,129	1%	\$807,560,401	5%
Personal Property	\$64,177,651	\$65,204,345		\$67,558,042		\$66,154,935	
Total Tax Roll	\$824,549,121	\$836,982,946	2%	\$836,096,171	1%	\$873,715,336	4%
Homestead cap adj.	\$6,227,390	\$5,195,030		\$5,290,700		\$5,250,000	
Exempt Property	\$304,528,040	\$304,292,760		\$307,682,450		\$337,375,081	
Productivity Loss	\$6,374,660	\$6,084,140		\$6,084,140		\$6,010,320	
Disabled Vet.	\$2,430,720	\$2,251,583		\$2,509,657		\$2,951,729	
Over 65	\$4,339,590	\$4,309,392		\$4,507,222		\$4,438,451	
Historic Exemptions	\$0	\$0		\$0		\$25,000	
Disaster Exemption	\$0	\$0		\$723,560		\$0	
Misc. Exemptions	\$39,430	\$91,244		\$153,856		\$14,146	
Total Exemptions	\$323,939,830	\$322,224,149	39%	\$326,951,585	39%	\$356,064,727	41%
Under ARB Review	\$0	\$7,900,435		\$0		\$2,102,534	
Total Tax Value	\$500,609,291	\$522,659,232	4%	\$509,144,586	2%	\$519,753,143	2%
Tax Rate per \$100	0.7350	0.7100		0.7100		0.69990	
Est. Tax Levy	\$3,679,478	\$3,710,881		\$3,614,927		\$3,637,752	
% of Collections	98%	98%		98%		98%	
Est. Collections	\$3,605,889	\$3,636,662.94		\$3,542,628		\$3,564,997	
Delinquent Collections	\$56,053	\$25,000		\$57,000		\$55,000	
Est. Funds	\$3,661,942	\$3,661,663		\$3,599,628		\$3,619,997	
M & O Revenue	\$2,590,991	\$2,919,989		\$2,808,507		\$2,752,062	
Debt Service	\$1,024,507	\$741,674		\$734,121		\$812,935	
Development Corp.	\$255,088	\$252,788		\$252,788		\$250,363	
Water and Sewer	\$270,197	\$700,480		\$700,480		\$688,645	
M & O Rate	0.5252	0.5652		0.5652		0.5403	
Debt Service Rate	0.2098	0.1448		0.1448		0.1596	

Total Tax Value Chart



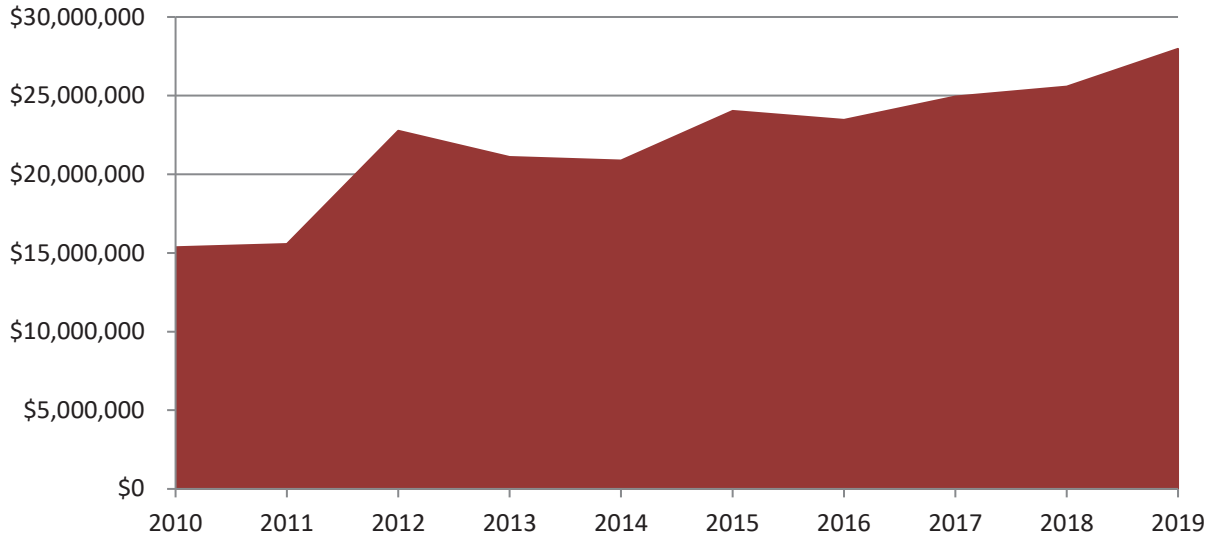
City of Richmond
Annual Budget
FY 2018-2019

Combined Revenues and Expenditures
General, Water & Sewer and Debt Service Fund
For the Fiscal Year ending September 30, 2019

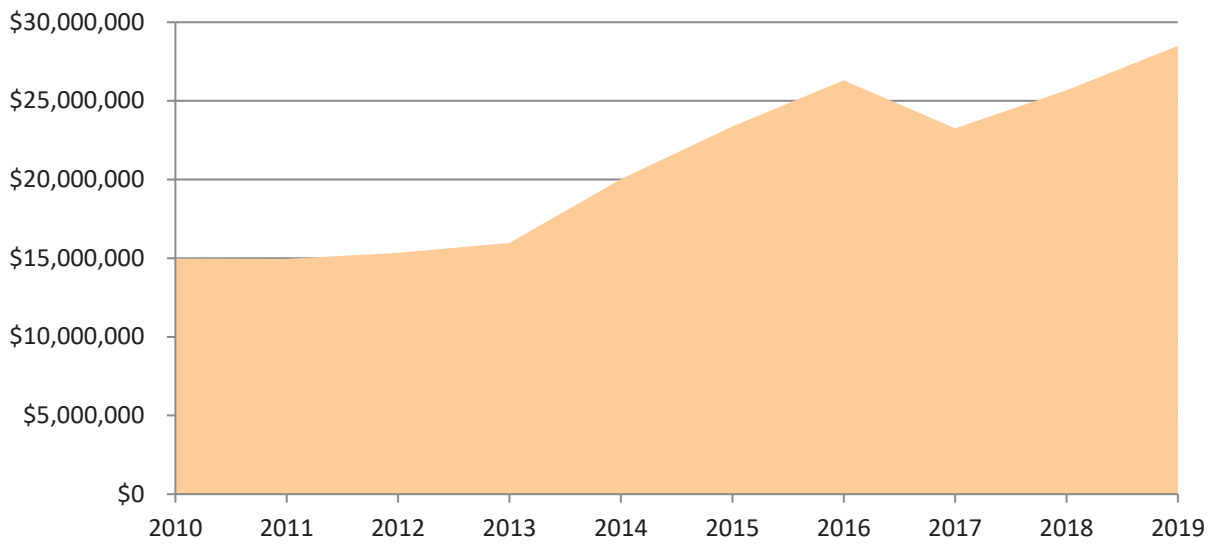
Revenues Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019
Property Tax - Current	\$3,548,064	\$3,636,663	\$3,542,628	\$3,564,997
Property Tax - Delinquent	\$79,483	\$25,000	\$85,967	\$77,000
Total Property Tax	\$3,627,547	\$3,661,663	\$3,628,595	\$3,641,997
Water Sales & Service	\$3,471,092	\$3,600,000	\$3,559,565	\$4,320,000
Sewer Sales & Service	\$3,082,206	\$3,100,000	\$3,123,924	\$3,937,500
Tax Penalty and Interest	\$52,107	\$35,000	\$47,132	\$46,895
Sales Tax - State	\$4,503,271	\$4,390,816	\$4,422,862	\$4,645,000
Mixed Beverage Tax	\$18,898	\$16,500	\$14,700	\$15,000
Garbage Collection Fees	\$1,609,718	\$1,600,000	\$1,635,917	\$1,865,797
Licenses and Permits	\$329,158	\$305,000	\$358,580	\$350,000
Inspection Fees	\$283,612	\$248,000	\$253,099	\$260,000
Utility Gross Receipts	\$800,274	\$790,014	\$790,916	\$800,000
Court Fines	\$406,544	\$380,000	\$360,000	\$360,000
Miscellaneous	\$1,576,916	\$1,862,597	\$1,941,893	\$678,500
Intergovernmental Revenues	\$978,454	\$610,078	\$738,011	\$1,120,146
Rent	\$8,962	\$0	\$8,250	\$0
Fire Protection Fees	\$2,078,732	\$2,150,000	\$2,258,406	\$2,500,000
Interfund Transfers In	\$2,109,116	\$2,815,788	\$2,815,788	\$3,428,363
Interest	\$11,469	\$10,030	\$3,827	\$6,030
Total Revenues	\$24,948,075	\$25,575,486	\$25,961,465	\$27,975,228
Expenditures				
Salaries & Benefits	\$12,175,742	\$14,009,122	\$13,219,528	\$15,180,177
Materials; Supplies; Services	\$6,195,632	\$7,061,701	\$7,364,090	\$7,458,135
Capital Outlay	\$1,353,182	\$338,679	\$690,024	\$761,156
Interfund Transfers Out	\$2,070,000	\$2,563,000	\$2,563,000	\$3,178,000
Subtotal Expenditures	\$21,794,556	\$23,972,502	\$23,836,643	\$26,577,468
Debt Service	\$1,195,640	\$756,695	\$941,657	\$984,392
Debt Service - Water & Sewer	\$270,197	\$700,480	\$700,480	\$688,645
Debt Service - Surface Water	\$0	\$0	\$0	\$0
Debt Service - Dev. Corp.	\$0	\$252,788	\$252,788	\$250,363
	\$1,465,837	\$1,709,963	\$1,894,925	\$1,923,400
Total Expenditures	\$23,260,393	\$25,682,465	\$25,731,568	\$28,500,868
Net Change In Fund Balance	\$1,687,682	(\$106,979)	\$229,897	(\$525,640)
Beginning Fund Balance	\$6,763,342	\$8,451,024	\$8,451,024	\$8,344,045
Ending Fund Balance	\$8,451,024	\$8,344,045	\$8,680,921	\$7,818,405

Financial Trends

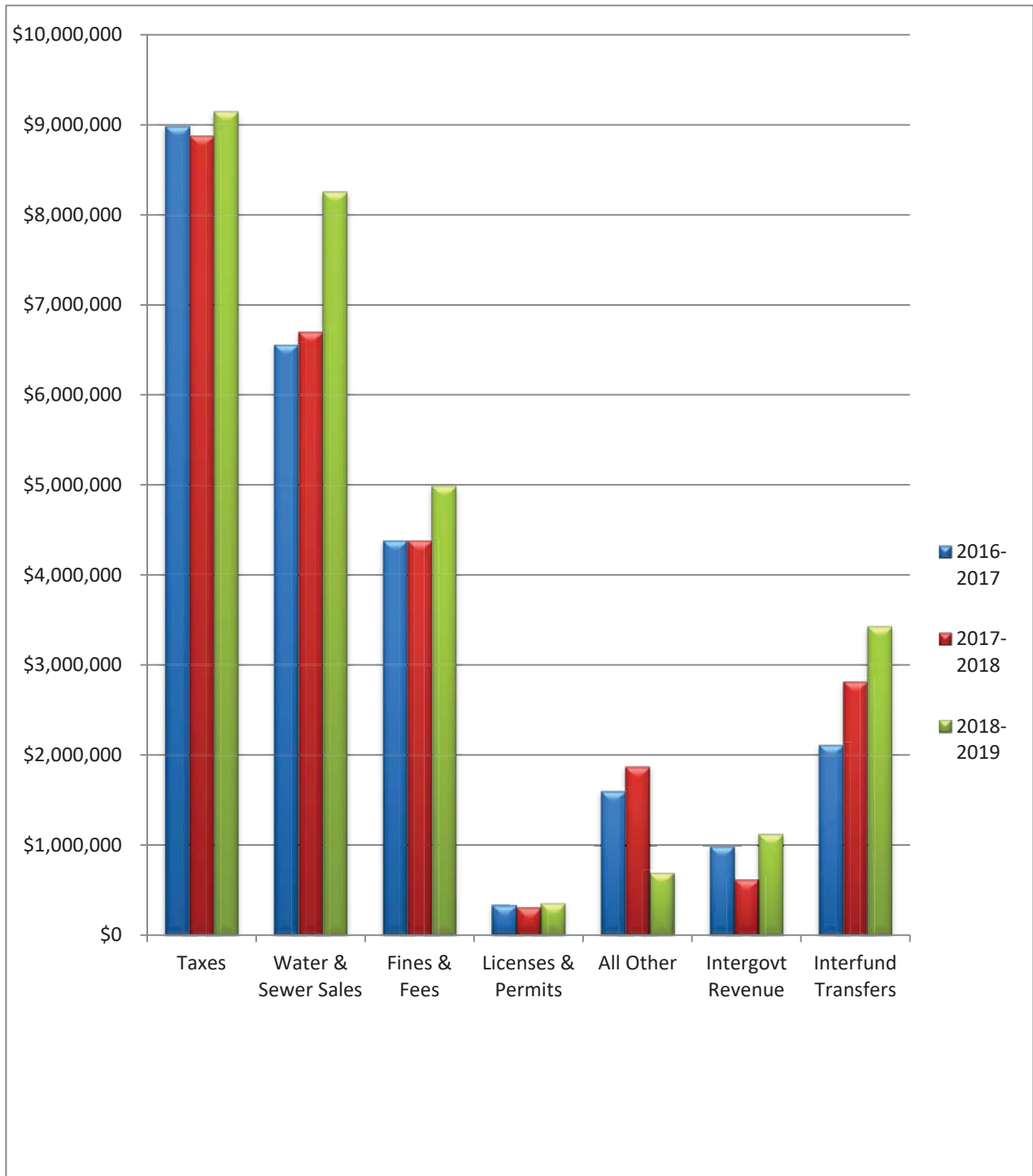
Combined Revenue Last Ten Years



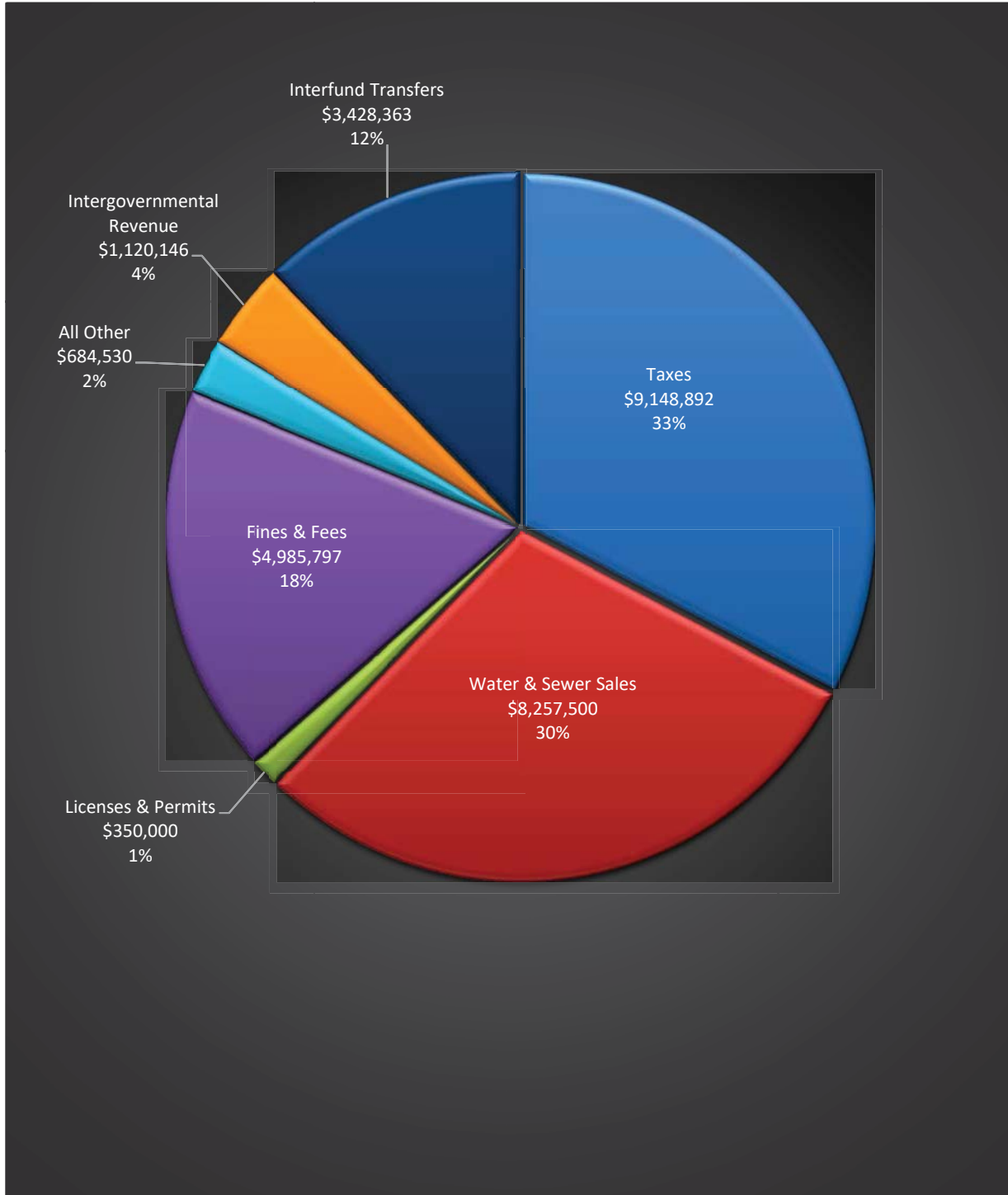
Combined Expenditures Last Ten Years



Revenue Trends Based on Past Performance

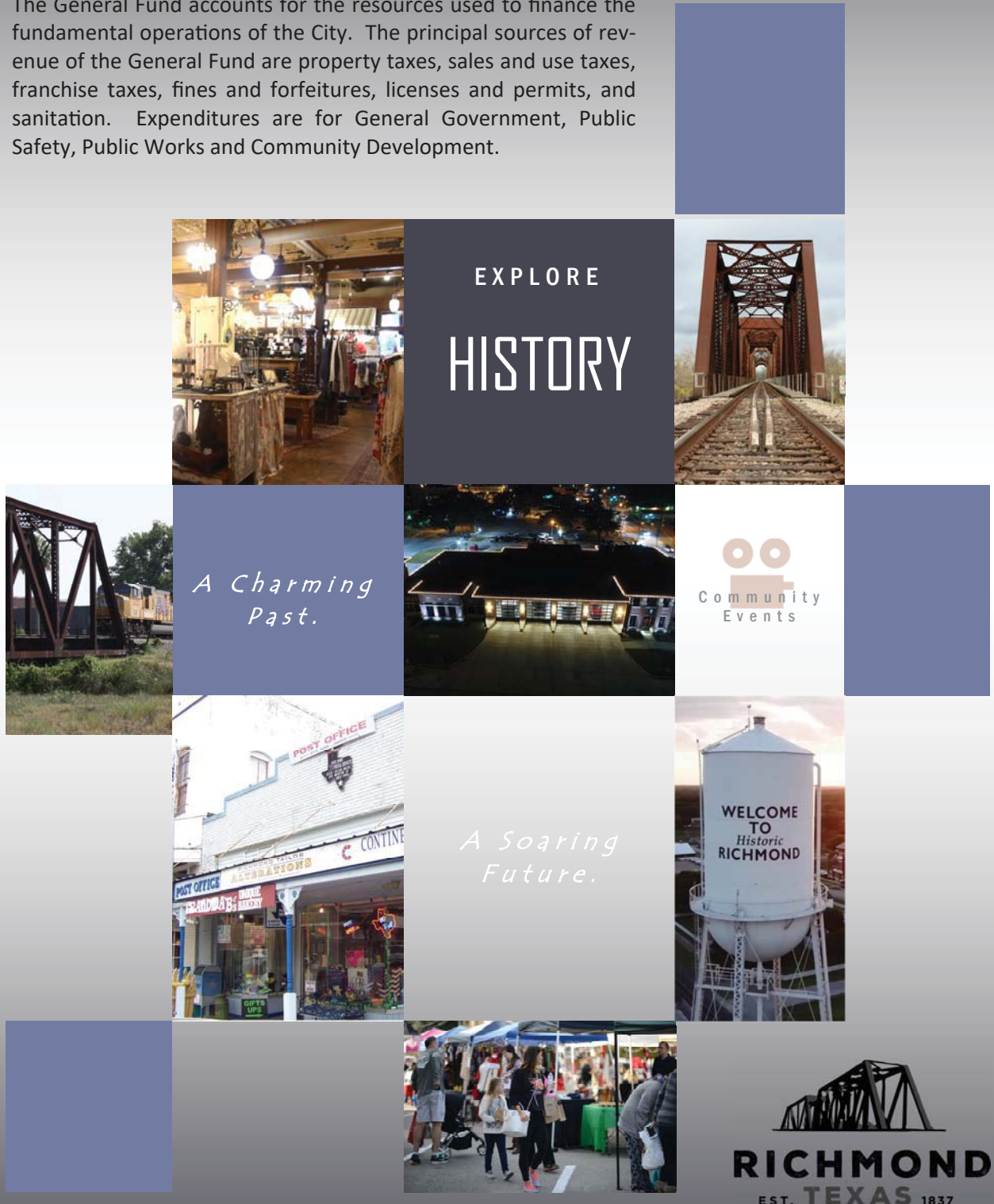


FY 2018-2019 Revenue Chart



General Fund

The General Fund accounts for the resources used to finance the fundamental operations of the City. The principal sources of revenue of the General Fund are property taxes, sales and use taxes, franchise taxes, fines and forfeitures, licenses and permits, and sanitation. Expenditures are for General Government, Public Safety, Public Works and Community Development.



General Fund
Long-Range Financial Forecast

LONG-RANGE FINANCIAL FORECAST

	Actual 2016-17	Budget 2017-18	% Δ	Estimate 2017-18	% Δ	Budget 2018-19
Beginning Fund Balance	\$4,719,192	\$4,537,297		\$4,953,872		\$4,685,186
Revenues:						
Property Taxes	\$2,626,128	\$2,954,989	13%	\$2,900,919	-2%	\$2,842,062
Garbage Collection	\$1,609,718	\$1,600,000	-1%	\$1,635,917	2%	\$1,865,797
Municipal Court Fines	\$406,544	\$380,000	-7%	\$360,000	-5%	\$360,000
Sales Tax - State	\$4,503,271	\$4,390,816	-2%	\$4,422,862	1%	\$4,645,000
Utility Receipts Tax	\$800,274	\$790,014	-1%	\$790,916	0%	\$800,000
Intergovt. Revenue	\$964,942	\$610,078	-37%	\$738,011	21%	\$1,120,146
License & Permits	\$329,158	\$305,000	-7%	\$358,580	18%	\$350,000
Charges for Services	\$2,377,345	\$2,413,000	1%	\$2,522,505	5%	\$2,771,000
Interest	\$8,300	\$5,000	-40%	\$3,797	-24%	\$5,000
Transfer from Other Funds	\$1,838,919	\$1,862,520	1%	\$1,862,520	0%	\$2,489,355
Other Income	\$125,987	\$25,000	-80%	\$78,162	213%	\$65,000
Total Revenues	\$15,590,585	\$15,336,417	-2%	\$15,674,189	2%	\$17,313,360
Expenditures:						
Salaries & Fees	\$9,991,488	\$11,508,788	15%	\$10,961,567	-5%	\$12,416,736
Materials & Supplies	\$4,030,132	\$4,430,794	10%	\$4,667,895	5%	\$4,610,275
Capital Outlay	\$1,353,182	\$269,229	-80%	\$329,912	23%	\$761,156
Total Expenditures	\$15,374,803	\$16,208,811	5%	\$15,959,374	-2%	\$17,788,167
Ending Fund Balance	\$4,934,974	\$3,664,903		\$4,668,686		\$4,210,379
<u>Target = 60 Days</u>						
Fund Bal as % of Exp	32.10%	22.61%		29.25%		23.67%
Fund Bal in Days	117	83		107		86

Contributing Factors:

The City's sales tax revenue experienced strong growth over the past several years and as predicted have now experienced stymied growth for the past two years due to a lull in new commercial growth, this year the City expects an increase as new commercial development finalizes and new businesses enter the market place in Richmond and the surrounding strategic partnership areas. We are projecting an increase of 5% primarily due to a full year of sales tax received from a major grocery store and the opening of a retail center.

%
▲

Forecast				
	2019-20	2020-21	2021-22	2022-23

	\$4,210,379	\$4,211,658	\$3,917,926	\$3,250,848
-2%	2,955,744	3,014,859	3,014,859	3,014,859
14%	1,903,113	1,941,175	1,979,999	2,019,599
0%	361,800	363,609	365,427	367,254
5%	4,691,450	4,785,279	4,880,985	4,978,604
1%	800,000	808,000	816,080	824,241
52%	500,000	500,000	500,000	500,000
-2%	357,000	364,140	371,423	378,851
10%	2,881,840	2,997,114	3,116,998	3,241,678
32%	5,000	5,000	5,000	5,000
34%	3,284,526	3,424,862	3,571,260	3,723,984
-17%	65,000	65,000	65,000	65,000
10%	\$17,805,473	\$18,269,038	\$18,687,030	\$19,119,070
13%	12,913,405	13,429,942	13,967,139	14,525,825
-1%	4,840,789	5,082,828	5,336,970	5,603,818
131%	50,000	50,000	50,000	50,000
11%	\$17,804,194	\$18,562,770	\$19,354,109	\$20,179,643
	\$4,211,658	\$3,917,926	\$3,250,848	\$2,190,275

23.66%	21.11%	16.80%	10.85%
86	77	61	40

Revenue Assumptions

Property Tax: The City continues to benefit from a strong diversification of its property tax base. This budget proposes a total property tax rate of \$0.6999. A 1 cent decrease over last year's rate of \$0.7100 even through 42% of this year's values are exempt as a result of our county-seat status.

Garbage & Charges for Services: The increase in garbage services are due to multiple years of CPI increases received from the provider which had not been passed on to the customers until absolutely necessary.

Sales Tax: 5% increase is due to new commercial establishments in the City's ETJ with revenue sharing agreements with FBC MUD 121, FBC MUD 207 and a new commercial retail center expected to open in January 2019.

Intergovernmental Revenue: Anticipated reimbursement due to funds expended during response to Hurricane Harvey.

Expenditure Assumptions

Salaries & Wages: Includes an anticipated increase in health insurance rates; a cost of living increase of 4% and four (4) additional positions.

Materials & Supplies: Increase in cost of materials to keep pace with the 3.49% CPI increase and an increase in department training budgets.

City of Richmond
Annual Budget
FY 2018-2019

General Fund
Revenues and Expenditures

	Actual 2016-2017	Budget * 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
10-3000 Property Tax-Current	\$2,534,937	\$2,894,989	\$2,808,507	\$2,752,062	-4.94%
10-3005 Property Tax-Delinquent	\$56,053	\$25,000	\$57,000	\$55,000	120.00%
Total Property Tax	\$2,590,991	\$2,919,989	\$2,865,507	\$2,807,062	-3.87%
10-3010 Tax Penalty and Int	\$35,137	\$35,000	\$35,412	\$35,000	0.00%
10-3015 Sales Tax - State	\$4,503,271	\$4,390,816	\$4,422,862	\$4,645,000	5.79%
10-3017 Mixed Beverage Tax	\$18,898	\$16,500	\$14,700	\$15,000	-9.09%
10-3025 Garbage Collection-Net	\$1,609,718	\$1,600,000	\$1,635,917	\$1,865,797	16.61%
10-3030 Municipal Court Fines	\$406,544	\$380,000	\$360,000	\$360,000	-5.26%
10-3035 Utility Receipts Tax	\$800,274	\$790,014	\$790,916	\$800,000	1.26%
10-3040 Licenses and Permits	\$329,158	\$305,000	\$358,580	\$350,000	14.75%
10-3045 Inspection Fees	\$160,483	\$155,000	\$108,260	\$140,000	-9.68%
10-3047 Plan Review Fees	\$123,130	\$93,000	\$144,839	\$120,000	29.03%
10-3049 Amusement Redempt Fees	\$15,000	\$15,000	\$11,000	\$11,000	-26.67%
10-3050 Rent	\$8,962	\$0	\$8,250	\$0	0.00%
10-3051 Range Fees	\$0	\$0	\$1,800	\$1,800	0.00%
10-3055 Interest	\$8,300	\$5,000	\$3,797	\$5,000	0.00%
10-3060 Intergovernmental Revenue	\$964,942	\$610,078	\$738,011	\$1,120,146	83.61%
10-3065 Transfer from Other Funds	\$1,838,919	\$1,862,520	\$1,862,520	\$2,489,355	33.66%
10-3070 Other Income	\$115,800	\$25,000	\$68,892	\$65,000	160.00%
10-3075 Fire Protection Fees	\$2,078,732	\$2,150,000	\$2,258,406	\$2,500,000	16.28%
10-3080 Donations	\$1,225	\$0	\$1,020	\$0	0%
Total Revenues	\$15,609,483	\$15,352,917	\$15,690,689	\$17,330,160	12.88%
Less Debt Service	\$0	\$0	\$0	\$0	
Total M & O Revenue	\$15,609,483	\$15,352,917	\$15,690,689	\$17,330,160	12.88%
					% of Total GF Expenses
10-5100 General Government	\$1,079,113	\$1,335,332	\$1,203,329	\$1,401,166	7.88%
10-5105 Public Works	\$440,765	\$355,200	\$387,941	\$458,744	2.58%
10-5110 Vehicle Maintenance	\$187,220	\$192,869	\$211,421	\$240,884	1.35%
10-5115 Information Technology	\$363,168	\$392,286	\$293,579	\$263,563	1.48%
10-5120 Street	\$1,228,486	\$1,613,846	\$1,572,988	\$1,735,390	9.76%
10-5130 Sanitation	\$1,528,016	\$1,510,000	\$1,735,917	\$1,625,895	9.14%
10-5140 Police	\$3,692,276	\$4,097,309	\$3,847,266	\$4,413,449	24.81%
10-5150 Fire - Central	\$4,293,901	\$4,092,541	\$4,198,098	\$4,850,464	27.27%
10-5152 Emergency Management	\$229,658	\$126,469	\$125,751	\$134,267	0.75%
10-5153 Fire Marshal	\$584,532	\$556,788	\$563,748	\$621,802	3.50%
10-5155 Fire - Station #2	\$25,400	\$31,400	\$16,500	\$21,600	0.12%
10-5157 Fire - Station #3	\$57,520	\$45,390	\$41,680	\$40,600	0.23%
10-5159 Building	\$271,516	\$310,305	\$314,168	\$339,291	1.91%
10-5160 Parks	\$568,506	\$459,169	\$465,450	\$516,928	2.91%
10-5170 Facilities	\$104,173	\$243,052	\$227,541	\$288,248	1.62%
10-5175 Planning	\$244,519	\$302,779	\$281,998	\$306,691	1.72%
10-5180 Municipal Court	\$476,034	\$544,076	\$471,999	\$529,185	2.97%
Est. M & O Expenses	\$15,374,803	\$16,208,811	\$15,959,374	\$17,788,167	
Net Operating Revenue	\$234,680	(\$855,894)	(\$268,686)	(\$458,007)	
Prior Year Balance	\$4,719,192	\$4,537,297	\$4,953,872	\$4,685,186	
Anticipated Balance		\$3,681,403	\$4,685,186	\$4,227,179	
Actual Ending Fund Balance	\$4,953,872				
Fund Bal as % of Exp	32.22%	22.71%	29.36%	23.76%	
Fund Bal in Days	118	83	107	87	

* as amended

Description of Major Revenues

Sales Tax (27.00%) – Sales Tax revenues are estimated at \$4,645,000 which is a conservative increase of approximately 5% over the adopted budget amount for FY 2017-18. The City's sales tax revenue experienced strong growth over the past several years and as predicted, have now experienced stymied growth. This year, the City expects an increase as new commercial development finalizes and new businesses enter the market place in Richmond and the surrounding strategic partnership areas. We are projecting an increase of 5%, primarily due to a full year of sales tax from a major grocery store and the opening of a new retail center which will host two well-known restaurants among other business.

Property Taxes (16.52%) – The tax rate for FY2018-19 was decreased by \$0.0101 from \$0.7100 to \$0.6999 per \$100 valuation. General Fund Ad Valorem tax collections are estimated to be \$2,842,062 (including penalties and delinquent taxes). The tax rate will be divided so that \$.5403 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.1596 is reserved for debt service (I&S). This year's proposed tax rate of \$0.6999 reaches a major milestone in the City's history, we are proposing a rate more comparable to other cities in our area, despite our disproportionate exempt property values. 42% of this year's values are exempt as a result of our county-seat status.

Fire Protection Fees (14.00%) – Fire Protection Fees are estimated at \$2,500,000 for the FY2018-19 fiscal year. The City of Richmond has agreements with various Municipal Utility Districts to provide fire protection services to the residents of the Municipal Utility Districts. This represents an increase of 16% from the FY2017-18 fiscal year to account for the addition of another Municipal Utility District agreement.

Transfer from Other Funds (14.00%) – Transfers from Other Funds are estimated at \$2,489,355. The City budgets annually a payment in lieu of taxes from the Water and Sewer Fund. This transfer is recalculated and adjusted annually. This year's revenue estimate increased by 33.6% from the FY2017-18 fiscal year estimate.

Garbage Collection (11.00%) – Garbage Collection Fees are estimated at \$1,865,797. These revenue fees are netted out by the garbage collection expenditure.

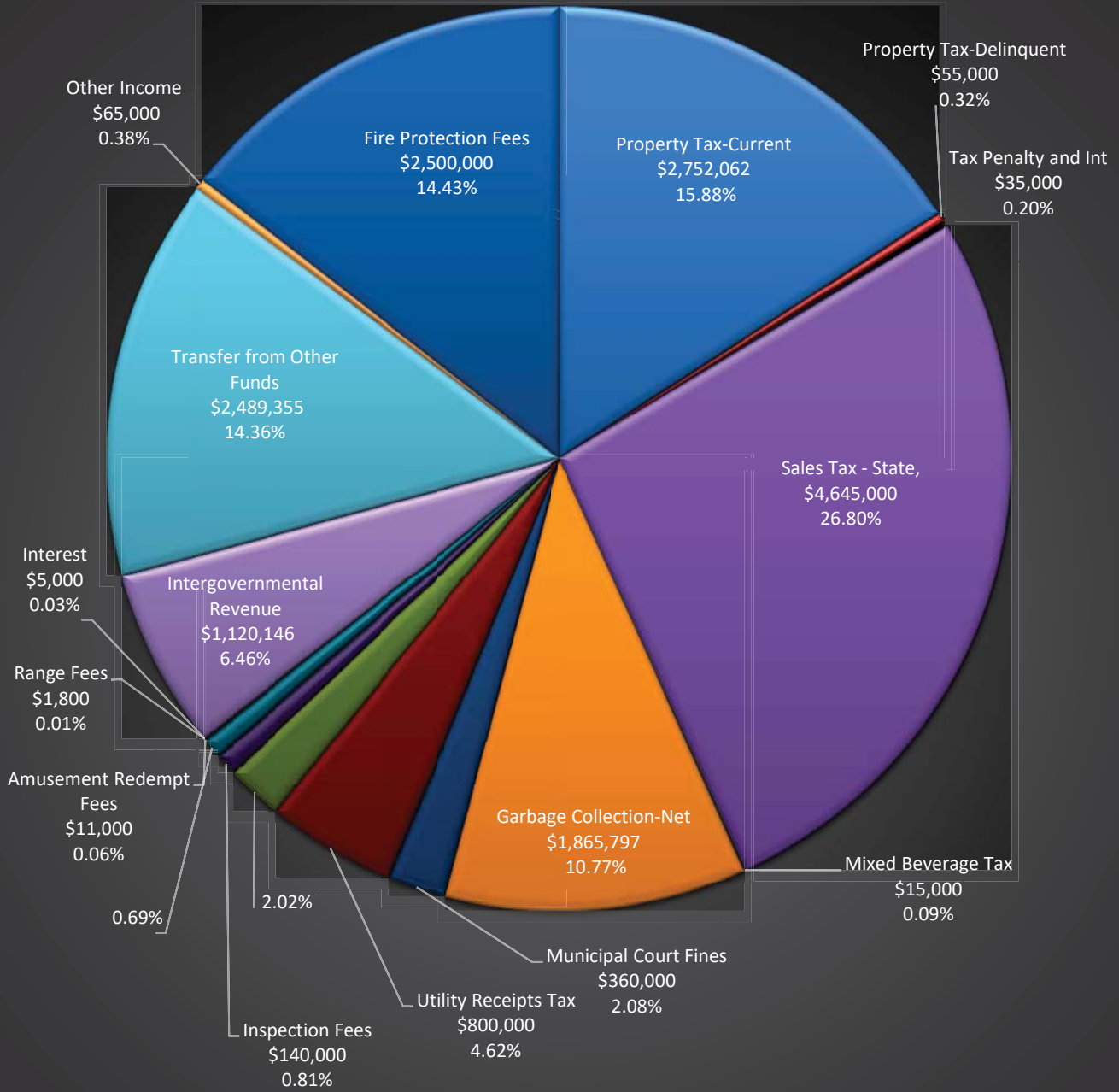
Intergovernmental Revenue (6.46%) – Intergovernmental Revenues are estimated at \$1,120,146 and consists of monies obtained from other governments, including grants and reimbursements from the Development Corporation of Richmond for the services and administration the City provides for the daily operations of the Development Corporation of Richmond. This estimate includes the anticipated FEMA reimbursement for funds expended during response to Hurricane Harvey.

Utility Receipts Tax (Franchise Fees) (4.62%) – Utility Receipts Taxes are estimated at \$800,000 for the FY2018-19 fiscal year. The City collects franchise fees from electric and gas utilities, right-of-ways, and telecommunications. This represents a very conservative increase of 1.2% from the FY2017-18 fiscal year.

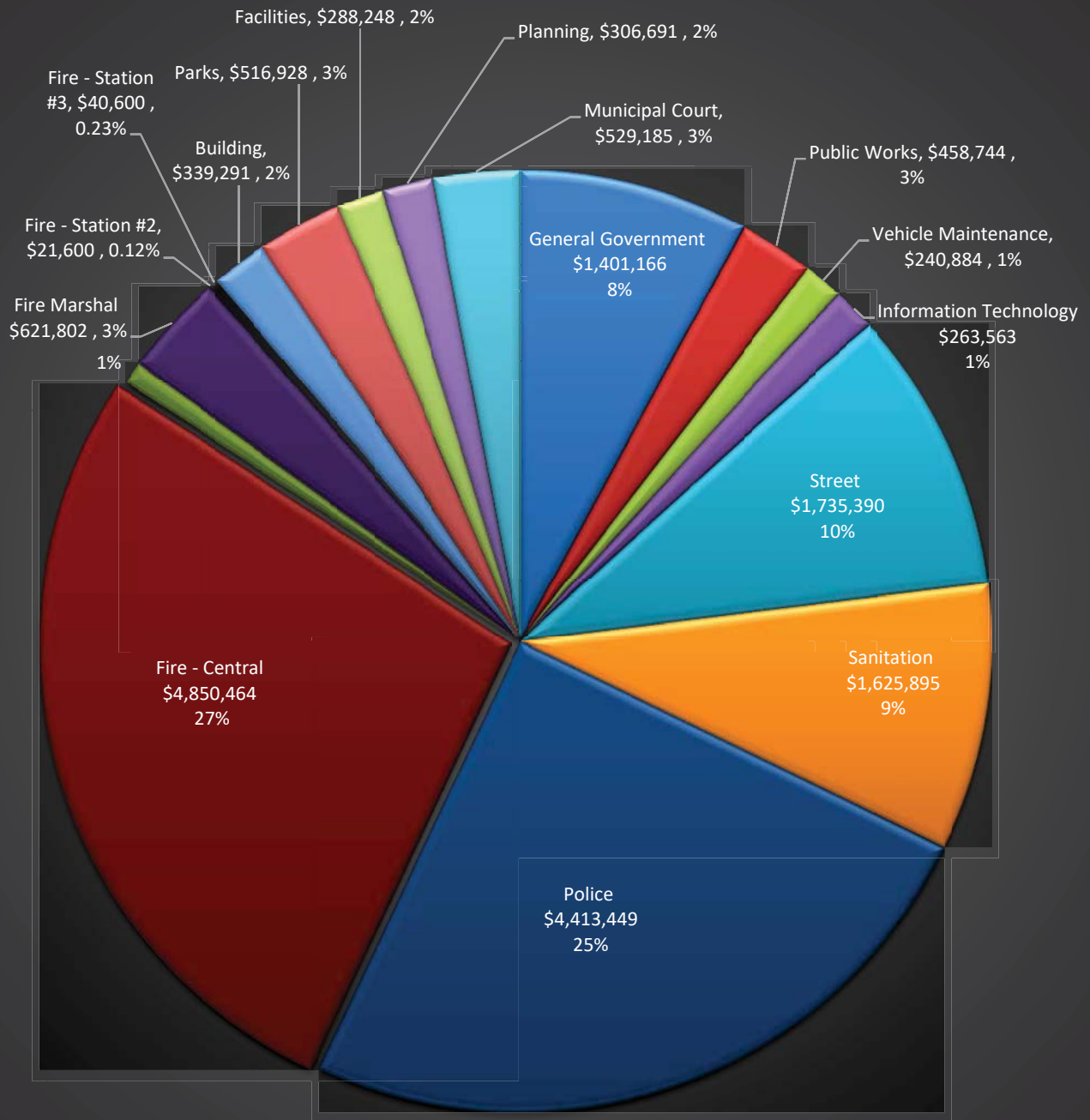
Municipal Court Fines (2.08%) – Municipal Court Fines are estimated at \$360,000. The City has experienced a decreasing trend in Municipal Court Fines over the last three years. In an effort to be conservative and adjust to the decreasing trend, the estimated revenue was decreased by 5.2% over last year's revenue estimate of \$380,000.

Licenses and Permits (2.00%) – Licenses and Permits are estimated at \$350,000. The City has experienced stymied growth for the past two years due to a decrease in construction. This year the City expects to see an increase in revenue due to new commercial developments entering Richmond. This represents an increase of 14.75% over last year's revenue estimate of \$305,000.

General Fund Revenues FY 2018-2019



General Fund Expenditures FY 2018-2019



General Government

Mission Statement

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 Functions and Responsibilities

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

Organization-wide Goal

- Provide city services to the citizens of Richmond in the most efficient and effective manner possible.
- Improve the records imaging and indexing system.
- Work to implement the most economical rate for surface water.

Workload Indicators

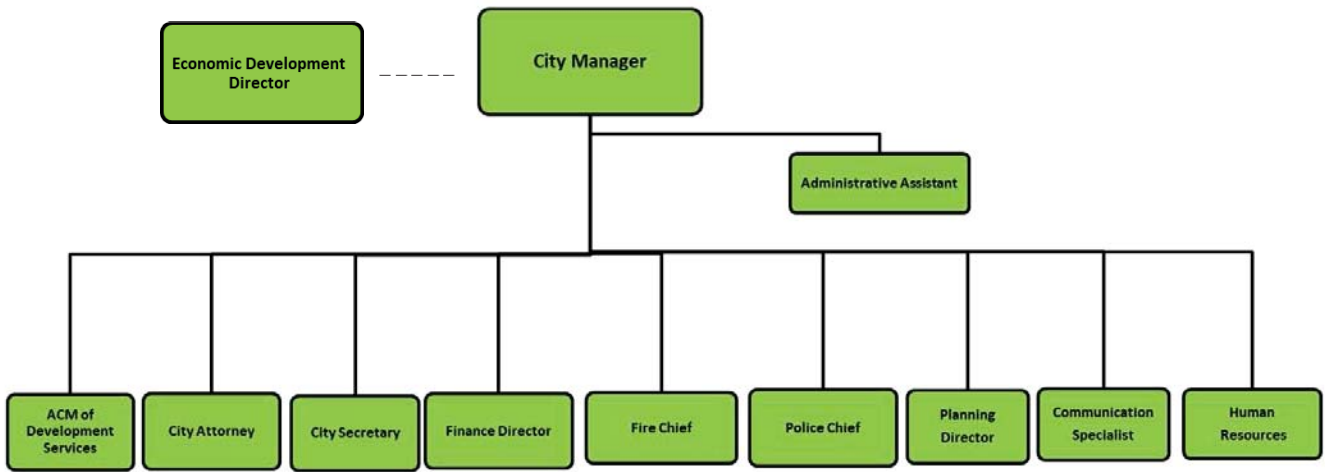
	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Number of construction contracts:	5	7	7
Number of commission meetings:	12	12	12
Number of workshops:	5	5	5
Number of special meetings:	10	10	10

Personnel History (FTE)

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
City Manager	1	1	1
Asst. City Manager of Dev. Services	1	1	1
City Attorney	1	1	1
City Secretary	1	1	1
Communications Specialist	1	1	1
Administrative Assistant	1	1	1
Total Personnel	6	6	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

General Government
Expenditure Detail

General Fund
Account: 10-5100

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
40000 Salaries	\$396,973	\$601,823	\$457,173	\$617,441	2.60%
40010 Salaries Contract	\$5,000	\$0	\$5,000	\$0	0.00%
40050 Salaries Commissioners	\$2,288	\$2,250	\$2,250	\$2,250	0.00%
40125 Overtime	\$670	\$200	\$400	\$200	0.00%
40150 Social Security	\$20,141	\$38,020	\$26,105	\$38,653	1.67%
40200 Medicare	\$5,174	\$8,892	\$6,551	\$9,040	1.67%
40250 Retirement	\$55,207	\$86,542	\$65,862	\$91,026	5.18%
40350 Workers' Compensation	\$1,579	\$1,950	\$1,700	\$1,623	-16.78%
40400 Health Insurance	\$51,724	\$116,635	\$97,720	\$134,653	15.45%
40500 Recruiting/Retention	\$81	\$5,000	\$7,500	\$5,000	0.00%
40550 Medical Surveillance	\$0	\$120	\$0	\$120	0.00%
40600 City Commission Expenses	\$0	\$200	\$200	\$3,000	1400.00%
40650 Travel and Training	\$5,281	\$5,000	\$5,000	\$10,000	100.00%
40750 Office Supplies	\$14,943	\$15,000	\$11,000	\$15,000	0.00%
40800 Postage	\$1,977	\$1,000	\$2,600	\$1,000	0.00%
41300 Janitorial Supplies	\$46	\$0	\$160	\$0	0.00%
41650 Periodicals - Memberships	\$5,206	\$5,000	\$5,000	\$5,000	0.00%
41950 Equipment Repair	\$0	\$500	\$0	\$500	0.00%
42000 Building Repair & Maint.	\$183	\$5,000	\$5,000	\$5,000	0.00%
42150 Equipment Rental	\$6,182	\$6,300	\$6,300	\$6,360	0.95%
42200 Legal & Accounting Fees	\$57,094	\$25,000	\$80,750	\$25,000	0.00%
42210 Engineering & Prof. Fees	\$191,209	\$160,000	\$160,000	\$140,000	-12.50%
42250 Contract Services	\$78,473	\$64,525	\$64,525	\$93,525	44.94%
42400 Maintenance Contract	\$5,534	\$7,425	\$7,425	\$7,425	0.00%
42500 Advertising	\$5,293	\$5,000	\$22,000	\$22,650	353.00%
42600 Utilities	\$2,683	\$3,500	\$2,787	\$2,750	-21.43%
42700 Telephone & Pagers	\$22,008	\$21,950	\$21,171	\$21,950	0.00%
42750 Insurance & Bonding	\$142,331	\$132,000	\$132,000	\$132,000	0.00%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$7,681	\$10,000	\$8,000	\$10,000	0.00%
42900 Capital Outlay	\$0	\$0	\$5,650	\$0	0.00%
43050 Credit Card Fees	(\$5,850)	\$6,500	(\$6,500)	\$0	-100.00%
Total Expenditures	\$1,079,113	\$1,335,332	\$1,203,329	\$1,401,166	4.93%

Expenditures By Category

Salaries & Benefits	\$538,757	\$856,312	\$662,761	\$894,886	4.50%
Materials & Supplies	\$540,356	\$479,020	\$534,918	\$506,280	5.69%
Capital Outlay	\$0	\$0	\$5,650	\$0	0.00%

Public Works

Mission Statement

The mission of the Public Works Department is to maintain and improve the public works infrastructure within the City of Richmond’s jurisdiction. Many opportunities and significant challenges are ahead for the City, and our vision is to provide excellent public services while maintaining minimal environmental impact on our land and water supplies.

Department Functions and Responsibilities

The Department is responsible for the comprehensive management of the following divisions which includes the Surface Water Treatment Plant, Parks, Streets and Drainage, Sanitation, Water and Wastewater Departments. Public Works performs plan reviews for all proposed construction projects inside of the City limits and in the City’s extraterritorial jurisdiction. Maintenance and improvements to drainage, parks, streets and utilities are a part of daily activities. The Public Works Department coordinates City construction and planning activities with Federal, State, and County agencies.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Complete assessments and master plans for water, wastewater, reuse and storm water to ensure adequate capacities are available for future growth and address any deficiencies.

Organization-wide Goal

- 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.

Departmental Goal

- Improve safety training for department employees and reduce work related injuries.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Development review – distribution and review	400	400	400
Safety training events per year	12	12	12
Lost time accidents	0	0	0

Workload Indicators

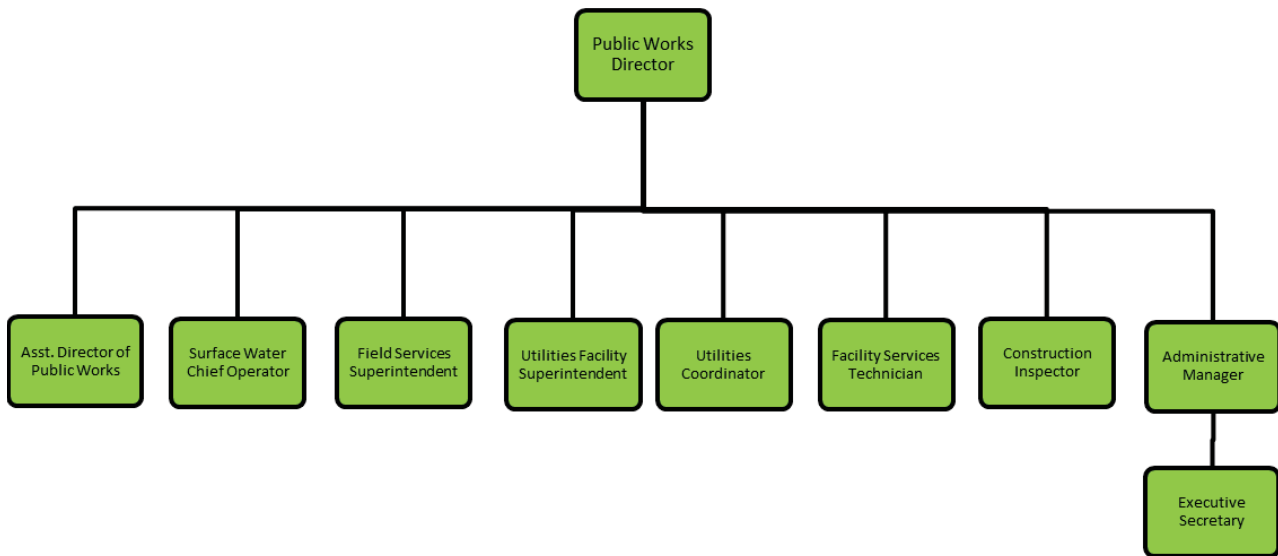
	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Calls for service:			
Public Works	585	2,000	2,250
Sanitation	400	2,500	2,750
Capital project inspections	0	600	625

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Public Works Director	1	1	1
Administrative Manager (Proposed)	0	0	1
Executive Secretary	1	1	1
Facility Service Technician	1	0	0
Total Personnel	3	2	3

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Public Works
Expenditure Detail

General Fund
Account: 10-5105

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$191,432	\$153,238	\$153,238	\$211,042	37.72%
40125 Overtime	\$8,615	\$500	\$0	\$500	0.00%
40150 Social Security	\$11,225	\$9,867	\$9,867	\$13,450	36.32%
40200 Medicare	\$2,625	\$2,308	\$2,308	\$3,146	36.32%
40250 Retirement	\$27,827	\$22,108	\$22,108	\$31,187	41.07%
40350 Workers' Compensation	\$425	\$498	\$498	\$3,607	624.05%
40400 Health Insurance	\$27,946	\$25,811	\$42,753	\$50,493	95.62%
40600 Uniforms and Clothing	\$697	\$825	\$500	\$500	-39.39%
40650 Travel and Training	\$1,190	\$3,500	\$2,500	\$3,500	0.00%
40750 Office Supplies	\$3,455	\$3,500	\$3,500	\$3,500	0.00%
40800 Postage	\$457	\$600	\$600	\$600	0.00%
40950 Shop Tools & Equip.	\$5,801	\$500	\$100	\$125	-75.00%
41100 Gasoline and Diesel	\$3,265	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$1,757	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$4,179	\$450	\$700	\$450	0.00%
42000 Building Repair & Maint.	\$3,642	\$0	\$250	\$200	100.00%
42100 Vehicle Repair & Maint.	\$95	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$2,773	\$2,850	\$2,850	\$2,850	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$2,247	\$19,475	\$30,000	\$19,475	0.00%
42400 Maintenance Contracts	\$1,335	\$5,000	\$5,000	\$5,000	0.00%
42500 Advertising	\$2,434	\$1,850	\$1,850	\$0	-100.00%
42600 Utilities	\$10,896	\$9,500	\$11,757	\$12,000	26.32%
42650 Street Lighting	\$66,738	\$71,000	\$74,743	\$74,800	5.35%
42700 Telephone & Pagers	\$17,545	\$17,820	\$17,820	\$17,820	0.00%
42750 Facilities Maintenance	\$2,581	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$3,672	\$4,000	\$5,000	\$4,500	12.50%
42900 Capital Outlay	\$35,911	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$440,765	\$355,200	\$387,941	\$458,744	29.15%

Expenditures By Category

Salaries & Benefits	\$270,095	\$214,330	\$230,771	\$313,424	46.23%
Materials & Supplies	\$134,760	\$140,870	\$157,170	\$145,320	3.16%
Capital Outlay	\$35,911	\$0	\$0	\$0	0.00%

Vehicle Maintenance

Mission Statement

It is the goal of the Vehicle Maintenance Department to provide an effective equipment maintenance program for the rolling stock 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 Functions and Responsibilities

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. In addition, staff provides emergency field assistance to City-owned vehicles and equipment that need unscheduled repairs.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- Maintain and ensure a safe operating fleet.

Departmental Goal

- Maintain a safe work environment.
- Maintain an accurate parts inventory to expedite routine repairs.

Performance Measures

	Actual <u>FY16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Tri-annual preventive maintenance (PM)			
24 point inspection:	363	372	372
Maintain and monitor fueling system			
reconciliation of fuel usage:	100%	100%	100%
Fleet Make Ready to be completed within (days)	7-14	7-14	7-14
Percent accuracy of fleet repairs	98%	98%	98%

Workload Indicators

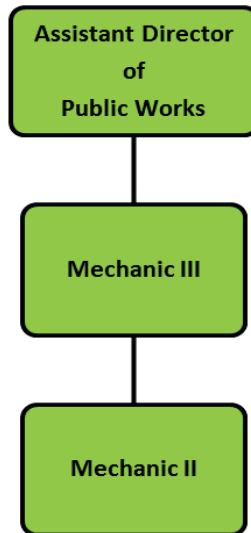
	Actual <u>FY16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Total number of pieces of equipment serviced/maintained:	118	121	124

Personnel History (FTE)

	<u>Actual FY 16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Mechanic II	1	1	1
Mechanic III	1	1	1
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2018-2019

Vehicle Maintenance
 Expenditure Detail

General Fund
 Account: 10-5110

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$99,542	\$100,976	\$100,976	\$105,094	4.08%
40125 Overtime	\$5,035	\$4,500	\$2,200	\$4,500	0.00%
40150 Social Security	\$5,855	\$6,540	\$6,540	\$6,795	3.90%
40200 Medicare	\$1,369	\$1,529	\$1,529	\$1,589	3.90%
40250 Retirement	\$14,555	\$15,167	\$15,167	\$16,157	6.52%
40350 Workers' Compensation	\$2,885	\$3,595	\$3,595	\$3,096	-13.88%
40400 Health Insurance	\$21,693	\$25,811	\$37,422	\$36,745	42.36%
40600 Uniforms and Clothing	\$2,376	\$2,050	\$1,611	\$2,050	0.00%
40650 Travel and Training	\$110	\$500	\$600	\$500	0.00%
40750 Office Supplies	\$1,628	\$500	\$1,625	\$500	0.00%
40850 Paint & Supplies	\$675	\$750	\$1,600	\$750	0.00%
40950 Shop Tools & Equip.	\$8,753	\$4,500	\$3,000	\$4,500	0.00%
41100 Gasoline and Diesel	\$312	\$750	\$620	\$750	0.00%
41150 Tires & Batteries	\$97	\$300	\$300	\$300	0.00%
41950 Equipment Repair	\$1,199	\$1,500	\$625	\$1,500	0.00%
42000 Building Repair & Maint	\$4,523	\$1,500	\$14,000	\$1,500	0.00%
42100 Vehicle Repair	\$219	\$500	\$300	\$500	0.00%
42150 Equipment Rental	\$198	\$2,200	\$965	\$2,200	0.00%
42250 Contracted Services	\$7,302	\$10,000	\$6,475	\$10,000	0.00%
42600 Utilities	\$3,065	\$3,200	\$2,665	\$3,200	0.00%
42700 Telephone & Pagers	\$5,441	\$5,500	\$7,385	\$7,400	34.55%
42850 Miscellaneous	\$386	\$1,000	\$2,220	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$30,259	100.00%
Total Expenditures	\$187,220	\$192,869	\$211,421	\$240,884	24.90%

Expenditures By Category

Salaries & Benefits	\$150,935	\$158,119	\$167,430	\$173,975	10.03%
Materials & Supplies	\$36,285	\$34,750	\$43,991	\$36,650	5.47%
Capital Outlay	\$0	\$0	\$0	\$30,259	100.00%

Capital Outlay Detail:

12K 2 Post Vehicle Lift	\$6,250
2019 3/4 Ton Truck	\$24,009
Total Capital Outlay	\$30,259

Information Technology

Mission Statement

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 Functions and Responsibilities

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

Organization-wide 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.

Departmental Goal

- 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.

Workload Indicators

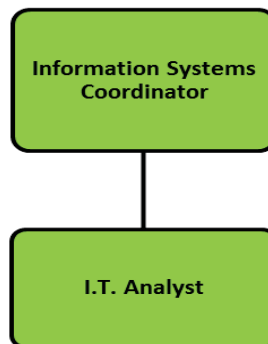
	<u>Actual FY 16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Number of File Servers Replaced	0	0	0
Percent Completion Encode 180	0%	0%	0%
Percent Completion GIS Software	0%	0%	0%

Personnel History (FTE)

	<u>Actual FY 16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2018-2019

Information Technology
 Expenditure Detail

General Fund
 Account: 10-5115

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$51,883	\$115,535	\$51,315	\$122,994	6.46%
40125 Overtime	\$2,121	\$575	\$1,700	\$575	0.00%
40150 Social Security	\$3,216	\$7,199	\$3,063	\$7,661	6.42%
40200 Medicare	\$752	\$1,684	\$716	\$1,792	6.42%
40250 Retirement	\$7,498	\$16,697	\$7,024	\$18,217	9.11%
40350 Workers' Compensation	\$311	\$376	\$376	\$325	-13.68%
40400 Health Insurance	\$8,495	\$29,596	\$10,260	\$43,574	47.23%
40650 Travel and Training	\$4,761	\$7,000	\$1,000	\$7,000	0.00%
40750 Office Supplies	\$9,230	\$4,400	\$4,400	\$4,400	0.00%
41100 Gasoline and Diesel	\$533	\$2,700	\$0	\$0	-100.00%
41650 Periodicals-Memberships	\$0	\$200	\$200	\$200	0.00%
41950 Equipment Repair & Maint.	\$4,399	\$18,300	\$18,300	\$12,000	-34.43%
42100 Vehicle Repair	\$0	\$1,500	\$0	\$0	-100.00%
42250 Contracted Services	\$0	\$15,000	\$15,000	\$15,000	0.00%
42400 Maintenance Contracts	\$0	\$7,700	\$16,400	\$16,000	107.79%
42700 Telephone & Pagers	\$2,773	\$2,700	\$2,700	\$2,700	0.00%
42800 Licenses & Permits	\$26,756	\$11,125	\$11,125	\$11,125	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$240,442	\$150,000	\$150,000	\$0	-100.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$363,168	\$392,286	\$293,579	\$263,563	-32.81%

Expenditures By Category

Salaries & Benefits	\$74,276	\$171,661	\$74,454	\$195,138	13.68%
Materials & Supplies	\$48,450	\$70,625	\$69,125	\$68,425	-3.12%
Capital Outlay	\$240,442	\$150,000	\$150,000	\$0	-100.00%

Equipment Repair & Maintenance

Computer Replacement Program:

10 @ \$1,200 each	\$12,000
	<u>\$12,000</u>

Street Department

Mission Statement

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 efficient manner; repair any known deficiencies in a timely manner; and to provide support and assistance during and after natural and man made disasters.

Department Functions and Responsibilities

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, sidewalks, 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 special projects.

Departmental Goals

Organization-wide Goal

- 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 education.
- Rehabilitation of priority sidewalks.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Percent of employee training accomplished	100%	100%	100%
Percent of sidewalks rehabbed	0	0	10%
Signs maintained (replaced or repaired)	0	1,644	1,644

Workload Indicators

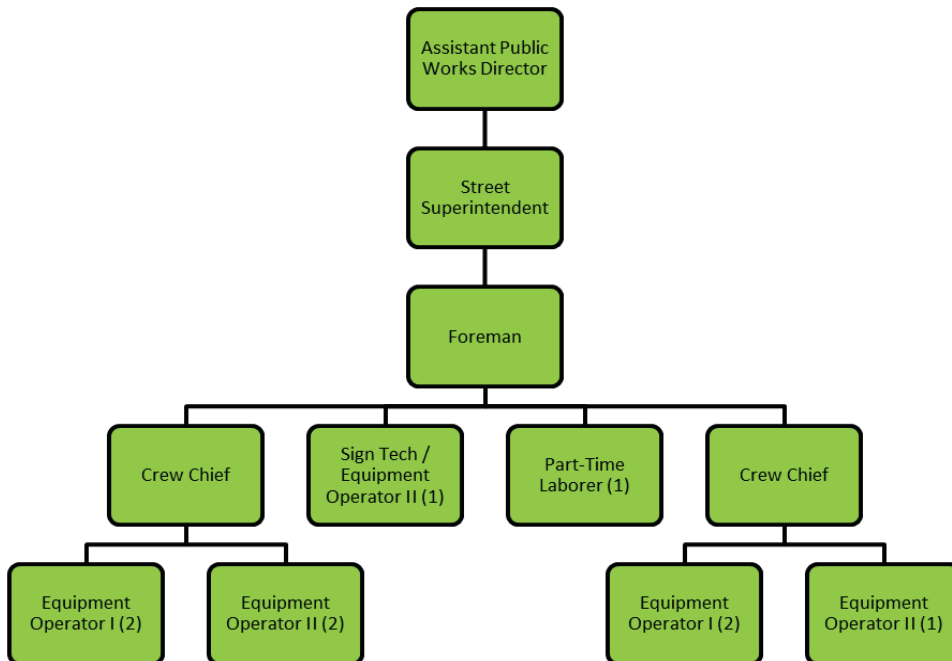
	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Street reconstruction and asphalt overlays (lane miles)	5,461	11,586	8,500
Drainage ditch maintenance (linear feet)	3,790	9,000	9,000
Right of way maintenance (square miles)	4.6	4.6	4.6
Striping City streets (feet per year)	24,900	18,000	18,000
Work orders received and completed	0	1,260	1,260
Mosquito control sprayings per year	8	8	8
Tree trimming (sections per year out of 8 total sections)	2	2	2
Crack sealing (miles)	6.8	5.9	6.0

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Assistant Public Works Director	1	1	1
Street Superintendent	0	1	1
Foreman	1	1	1
Crew Chief – Proposed 2 nd position	1	1	2
Equipment Operator I	4	3	3
Equipment Operator II	3	3	3
Easement Maintenance Specialist	0	1	1
Sign Tech / Equipment Operator II	1	1	1
Part Time Laborer	0.48	0.48	0.48
Total Personnel	11.48	12.48	13.48

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Street Department
Expenditure Detail

General Fund
Account: 10-5120

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40000 Salaries	\$429,411	\$532,263	\$479,305	\$586,269	10.15%
40125 Overtime	\$15,979	\$1,000	\$5,975	\$1,000	0.00%
40150 Social Security	\$24,570	\$33,062	\$29,400	\$36,411	10.13%
40200 Medicare	\$5,746	\$7,732	\$6,777	\$8,515	10.13%
40250 Retirement	\$60,014	\$74,959	\$65,200	\$84,740	13.05%
40350 Workers' Compensation	\$29,097	\$40,468	\$40,468	\$36,149	-10.67%
40400 Health Insurance	\$86,750	\$147,061	\$123,491	\$229,379	55.97%
40550 Medical Surveillance	\$510	\$600	\$752	\$600	0.00%
40600 Uniforms and Clothing	\$10,650	\$9,300	\$9,300	\$9,300	0.00%
40650 Travel and Training	\$470	\$2,000	\$1,500	\$3,000	50.00%
40750 Office Supplies	\$1,541	\$1,500	\$1,500	\$1,500	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$1,162	\$4,000	\$3,500	\$4,000	0.00%
40900 Street and Sign Paint	\$10,366	\$11,000	\$11,000	\$16,000	45.45%
40950 Shop Tools & Equipment	\$1,746	\$3,000	\$3,000	\$3,000	0.00%
41100 Gasoline and Diesel	\$27,424	\$50,000	\$40,000	\$50,000	0.00%
41150 Tires & Batteries	\$5,531	\$5,000	\$4,500	\$5,000	0.00%
41200 Topping & Base Materials	\$253,552	\$400,000	\$415,000	\$400,000	0.00%
41250 Repair & Maint. Materials	\$31,699	\$50,000	\$46,000	\$50,000	0.00%
41300 Janitorial Supplies	\$2,821	\$3,000	\$3,000	\$3,000	0.00%
41350 Chemicals	\$98	\$3,000	\$3,000	\$3,000	0.00%
41650 Periodicals, Memberships	\$0	\$200	\$200	\$200	0.00%
41900 Storm Water Mgmt Program	\$3,475	\$4,500	\$3,000	\$4,500	0.00%
41950 Equipment Repair	\$15,418	\$15,000	\$14,000	\$15,000	0.00%
42000 Building Repair & Maint.	\$9,686	\$3,000	\$3,000	\$3,000	0.00%
42100 Vehicle Repair	\$7,862	\$12,000	\$12,000	\$12,000	0.00%
42150 Equipment Rental	\$6,308	\$40,000	\$35,000	\$43,100	7.75%
42200 Legal & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$55,417	\$40,000	\$40,000	\$40,000	0.00%
42250 Contract Services	\$22,816	\$73,000	\$70,000	\$35,000	-52.05%
42500 Advertising	\$249	\$100	\$0	\$0	-100.00%
42550 Mosquito Control	\$5,320	\$6,000	\$6,000	\$6,000	0.00%
42600 Utilities	\$6,687	\$6,000	\$6,000	\$6,000	0.00%
42650 Street Lighting	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$7,506	\$8,500	\$8,000	\$8,500	0.00%
42800 Licenses & Permits	\$399	\$600	\$600	\$600	0.00%
42850 Miscellaneous	\$6,402	\$6,000	\$5,000	\$5,000	-16.67%
42900 Capital Outlay	\$81,805	\$20,000	\$77,520	\$25,627	28.14%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$1,228,486	\$1,613,846	\$1,572,988	\$1,735,390	7.53%

Expenditures By Category

Salaries & Benefits	\$651,566	\$836,546	\$750,616	\$982,463	17.44%
Materials & Supplies	\$495,115	\$757,300	\$744,852	\$727,300	-3.96%
Capital Outlay	\$81,805	\$20,000	\$77,520	\$25,627	28.14%

Capital Outlay Detail:

2019 Ford F250 (Crew Leader)	\$25,627
Total Capital Outlay	\$25,627

Sanitation

Mission Statement

To enhance the quality of life for all residents by providing safe, reliable and effective services consistent with the stated goals of the City. 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.

Department Functions and Responsibilities

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 also collect and dispose of four heavy items per month, per account. The department manages damaged or missing poly cart replacements as well as recycle bin replacements.

This department also manages the Spring and Fall Curbside Clean Up Campaign. This one day collection occurs across three consecutive Saturdays in April and October in different areas in the City.

Departmental Goals

Organization-wide Goal

- Continue to provide excellent services with an efficient use of resources.

Departmental Goal

- Increase recycling programs with inclusion of recycling carts.
- Add a shredding event or e-cycle event

Performance Measures

	<u>Actual</u> FY 16-17	<u>Estimate</u> FY 17-18	<u>Budget</u> FY 18-19
Contractor service complaints (per month)	<1%	<1%	<1%
Number of Recycling Events	2	2	2

City of Richmond
 Annual Budget
 FY 2018-2019

Sanitation
 Expenditure Detail

General fund
 Account: 10-5130

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
42250 Contract Services	\$1,528,016	\$1,510,000	\$1,735,917	\$1,625,895	7.68%
42950 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$1,528,016	\$1,510,000	\$1,735,917	\$1,625,895	7.68%

Expenditures By Category

Materials & Supplies	\$1,528,016	\$1,510,000	\$1,735,917	\$1,625,895	7.68%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Police

Mission Statement

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 Functions and Responsibilities

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.

Department Achievements

- ★ 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 23rd Richmond Police Citizens Police Academy.
- ★ All allotted Police Officer positions filled for the first time in several years.
- ★ Applied, submitted, presented, and approved through the local COG and awaiting the Governor approval on the DJ17-PY19 Justice Assistance Grant Program for Mobile Data Terminal Implementation in the amount of \$67,500 to be used within one year from date of approval.
- ★ Applied, submitted, presented and awaiting on approval through the NB18 PY19 National Incident – Based Reporting System for the NIBRS transition in the amount of \$5,800.
- ★ Applied, submitted, presented, and awaiting on approval through the OJP Bulletproof Vest Partnership in the amount of \$12,348 which is a 50/50 grant match for fifteen (15) bullet proof vests and tactical vests.

Departmental Goals

Organization-wide Goal

- Foster a good relationship 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.
- Reduction of criminal activity through aggressive intervention utilizing behavior modification by general deterrence.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Acknowledge customer complaints within 48 hours:	100%	100%	100%
Initiated and Expanding Coffee with a Cop Program	1	4	4

Workload Indicators

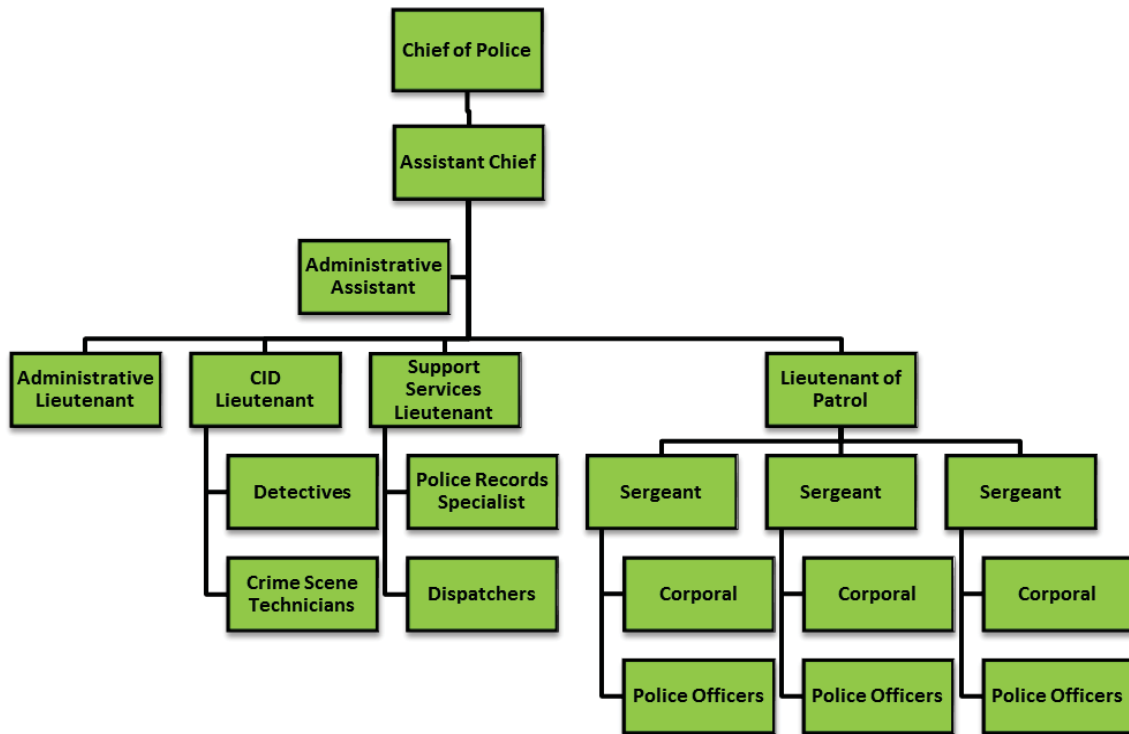
	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Warrants Served	672	838	975
Calls for Service	20,917	26,263	31,263
Cases Investigated	1,019	1,057	1,098
Suspects Identified	1,319	1,371	1,423
Case Offense Charges	1,419	1,458	1,497

Personnel History (FTE)

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
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	10	10
Police Records Specialist	1	1	1
Total Personnel	43	45	45

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Police Department
Expenditure Detail

General Fund
Account: 10-5140

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
40000 Salaries	\$2,091,949	\$2,484,370	\$2,314,557	\$2,568,357	3.38%
40125 Overtime	\$125,056	\$20,000	\$26,106	\$20,000	0.00%
40150 Social Security	\$127,751	\$155,271	\$137,947	\$160,478	3.35%
40200 Medicare	\$29,877	\$36,313	\$33,028	\$37,531	3.35%
40250 Retirement	\$308,372	\$360,128	\$326,639	\$381,589	5.96%
40350 Workers' Compensation	\$57,559	\$74,165	\$74,165	\$63,650	-14.18%
40400 Health Insurance	\$339,505	\$594,353	\$545,162	\$744,445	25.25%
40500 Recruiting	\$0	\$0	\$0	\$1,750	100.00%
40550 Medical Surveillance	\$9,954	\$5,500	\$5,500	\$5,500	0.00%
40600 Uniforms and Clothing	\$22,589	\$15,000	\$21,000	\$21,200	41.33%
40650 Travel and Training	\$13,989	\$15,000	\$20,000	\$24,000	60.00%
40750 Office Supplies	\$24,260	\$20,000	\$20,000	\$18,250	-8.75%
40800 Postage	\$637	\$925	\$925	\$925	0.00%
40850 Paint, Hardware Supplies	\$626	\$700	\$700	\$700	0.00%
41100 Gasoline and Diesel	\$40,498	\$60,000	\$47,500	\$60,000	0.00%
41150 Tires & Batteries	\$2,156	\$4,850	\$4,850	\$4,850	0.00%
41400 Firing Range / Ammunition	\$4,396	\$9,500	\$9,500	\$9,500	0.00%
41450 Canine Supplies	\$2,014	\$2,000	\$2,000	\$2,000	0.00%
41650 Periodicals-Memberships	\$2,610	\$2,500	\$3,900	\$5,000	100.00%
41950 Equipment Repair	\$16,394	\$8,200	\$9,000	\$8,200	0.00%
42000 Building Repair & Maint.	(\$1,245)	\$24,400	\$35,000	\$24,400	0.00%
42100 Vehicle Repair	\$21,648	\$21,070	\$21,070	\$21,070	0.00%
42150 Equipment Rental	\$10,622	\$10,700	\$10,700	\$10,700	0.00%
42250 Contract Services	\$16,823	\$15,500	\$24,904	\$25,000	61.29%
42300 Animal Control	\$10,648	\$11,700	\$11,700	\$11,700	0.00%
42400 Maintenance Contracts	\$48,565	\$36,100	\$36,100	\$38,300	6.09%
42450 Crime Lab Testing	\$0	\$3,500	\$250	\$3,500	0.00%
42500 Advertising	\$963	\$500	\$0	\$0	-100.00%
42600 Utilities	\$22,358	\$25,765	\$25,765	\$25,765	0.00%
42700 Telephone & Radio	\$46,039	\$48,520	\$48,520	\$48,520	0.00%
42850 Miscellaneous	\$980	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$294,684	\$29,778	\$29,778	\$65,570	120.20%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$3,692,276	\$4,097,309	\$3,847,266	\$4,413,449	7.72%

Expenditures By Category

Salaries & Benefits	\$3,080,069	\$3,724,601	\$3,457,604	\$3,976,049	6.75%
Materials & Supplies	\$317,523	\$342,930	\$359,884	\$371,830	8.43%
Capital Outlay	\$294,684	\$29,778	\$29,778	\$65,570	120.20%

Capital Outlay Detail:

2018 Ford Police Interceptor	\$37,980
2018 Ford Explorer	\$27,590
Total Capital Outlay	\$65,570

Fire Department

Mission Statement

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 Functions and Responsibilities

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.

Richmond Fire Department has personnel professionally trained in specialized areas such as:

- Special Operations include: Hazardous Materials Response, Technical Rescue, Collapse Rescue, Trench Rescue, High Angle Rescue, Dive Team, and Swift Water.
- The fire department oversees the Office of the Emergency Management, the Richmond Fire Marshal's Office, as well as the office of the Building Official.

Department Achievements

- ★ Through evaluation and research, the department established a new relationship with MedicCE to provide emergency medical continuing education at a reduced cost.
- ★ Received and placed a new state of the art fire engine in service at Fire Station #1.
- ★ On-boarded and completed the Field Training Orientation for the replacement of six Firefighters (vacancies and promotions).
- ★ Coordinated training for all city departments and administration for Performance Pro (Employee Evaluation Module).
- ★ Positive engagement with the community throughout the response area during civic events.
- ★ Replacement Administrative staff response vehicle placed in-service (Training Division).
- ★ Established additional fire service contract with Johnson Development (Veranda).
- ★ Implemented the department wellness initiative and reward program.
- ★ Implemented the department career development program.
- ★ Finalized construction plans for future Fire Station #2.
- ★ Created electronic forms with digital approval and routing to enhance administrative processes.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.

Departmental Goal

- Utilize the quality assurance plan to evaluate emergency response time data to maintain emergency response times to an average of less than five minutes and thirty seconds to both fire and emergency medical calls.
- Deliver fire safety classes to all schools in our jurisdiction during the fiscal year.
- Research and evaluate the abilities and benefits of obtaining an ISO PPC 1.
- Establish minimum company standard drills for vehicle fires and implement training for all engine crews by June 30th, 2019.
- Commission a fire station location study to meet future response demands, begin with call response study by district by June 30th, 2019.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Fire Safety Education for Public Schools	100%	100%	100%
Response Time Less Than Five Minutes Thirty Seconds	83%	80%	80%
Meet ISO recommended drills	70%	75%	75%
Provide EMS and Fire Continuing Education Tracking	75%	85%	90%

Workload Indicators

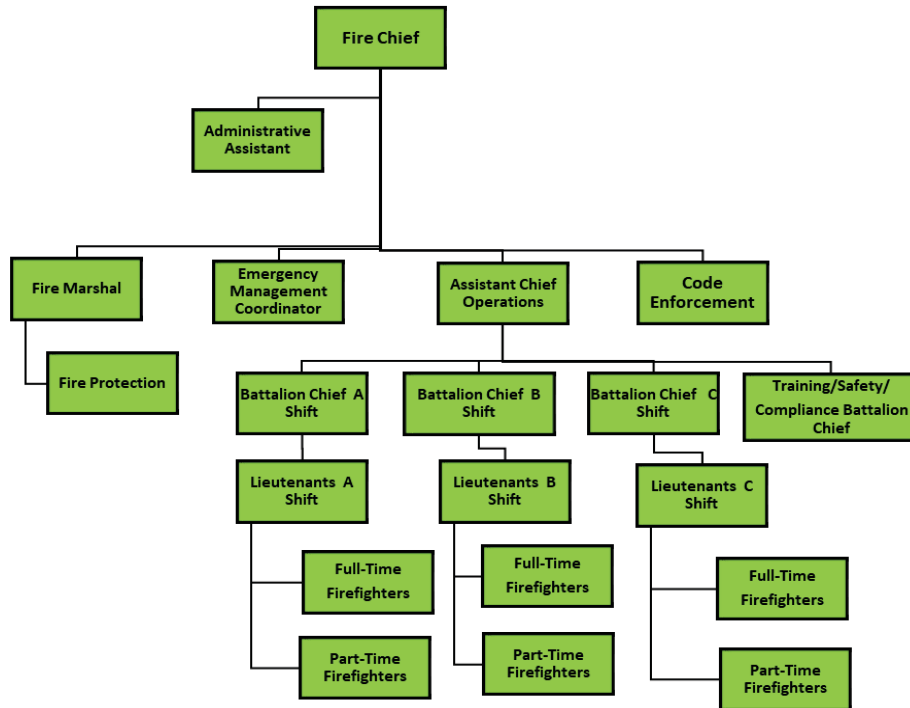
	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Fire Safety Classes / Total Audience	60 / 6,415	52 / 5,000	55 / 5,800
Average Response Time (minutes)	6:30	6:15	6:00
Process Medical Supply Orders	12	12	12
Process Training Request from Staff	41	100	75
Staff Training Hours for the Year	7,999	6,500	6,000
Total Fire Department Calls for Service (calendar)	4,900	5,100	5,400
Community Events Attended	43	45	50

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Training/Safety/Compliance Battalion Chief	1	1	1
Battalion Chief	3	3	3
Lieutenant	9	9	9
Firefighters	21	21	21
Code Enforcement Officer	0	1	1
Administrative Assistant	1	1	1
Part Time Firefighters	6.25	5.21	3.91
Total Personnel	43.25	43.21	41.91

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Fire Department - Central
Expenditure Detail

General Fund
Account: 10-5150

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40000 Salaries	\$2,043,137	\$2,122,897	\$2,135,966	\$2,221,660	4.65%
40125 Overtime	\$396,990	\$235,000	\$392,000	\$235,000	0.00%
40130 Salaries Part-time	\$147,358	\$212,248	\$113,309	\$161,665	-23.83%
40150 Social Security	\$150,731	\$159,349	\$165,115	\$162,336	1.87%
40200 Medicare	\$35,252	\$37,267	\$38,615	\$37,966	1.87%
40250 Retirement	\$339,051	\$339,066	\$353,421	\$362,173	6.82%
40350 Workers' Compensation	\$40,359	\$59,771	\$59,771	\$54,280	-9.19%
40400 Health Insurance	\$320,995	\$426,768	\$444,284	\$598,409	40.22%
40500 Recruiting	\$0	\$5,000	\$2,500	\$5,000	0.00%
40550 Medical Surveillance	\$15,247	\$18,680	\$17,500	\$18,680	0.00%
40600 Uniforms and Clothing	\$24,045	\$19,500	\$19,500	\$19,500	0.00%
40650 Travel and Training	\$35,290	\$47,000	\$46,000	\$47,000	0.00%
40750 Office Supplies	\$10,653	\$17,250	\$14,500	\$17,250	0.00%
40800 Postage	\$864	\$900	\$900	\$900	0.00%
40950 Shop Tools & Equipment	\$738	\$1,650	\$1,650	\$1,650	0.00%
41000 Fire Hose & Equipment	\$30,789	\$40,000	\$40,000	\$52,000	30.00%
41025 Bunker Gear and Supplies	\$33,359	\$32,000	\$38,900	\$42,000	31.25%
41050 EMS Supplies	\$4,057	\$5,000	\$12,000	\$12,000	140.00%
41100 Gasoline and Diesel	\$28,141	\$44,000	\$36,000	\$44,000	0.00%
41150 Tires & Batteries	\$9,798	\$5,600	\$8,200	\$5,600	0.00%
41300 Janitorial Supplies	\$5,263	\$5,500	\$6,900	\$5,500	0.00%
41650 Periodicals-Memberships	\$5,391	\$6,500	\$5,000	\$6,500	0.00%
41950 Equipment Repair	\$24,545	\$21,553	\$21,553	\$21,553	0.00%
42000 Building Repair & Maint.	\$9,097	\$15,000	\$15,600	\$15,000	0.00%
42100 Vehicle Repair	\$24,704	\$41,000	\$40,000	\$41,000	0.00%
42150 Equipment Rental	\$2,770	\$2,800	\$2,800	\$2,800	0.00%
42210 Engineering & Prof. Fees	\$0	\$500	\$0	\$500	0.00%
42250 Contract Services	\$17,012	\$24,500	\$24,500	\$24,500	0.00%
42400 Maintenance Contract	\$683	\$9,500	\$9,500	\$9,500	0.00%
42450 Lab Fees	\$0	\$500	\$500	\$500	0.00%
42500 Advertising	\$252	\$300	\$300	\$0	-100.00%
42600 Utilities	\$30,120	\$33,500	\$28,500	\$33,500	0.00%
42700 Telephone & Pagers	\$64,235	\$55,992	\$54,700	\$55,992	0.00%
42850 Miscellaneous	\$3,470	\$3,450	\$3,450	\$3,450	0.00%
42900 Capital Outlay	\$377,500	\$43,000	\$44,664	\$531,100	1135.12%
43000 Principal - Fire Truck & Station	\$60,413	\$0	\$0	\$0	0.00%
43050 Interest - Fire Truck & Station	\$1,592	\$0	\$0	\$0	0.00%
Total Expenditures	\$4,293,901	\$4,092,541	\$4,198,098	\$4,850,464	18.52%

Expenditures By Category

Salaries & Benefits	\$3,473,872	\$3,597,366	\$3,704,981	\$3,838,489	6.70%
Materials & Supplies	\$380,523	\$452,175	\$448,453	\$480,875	6.35%
Capital Outlay	\$377,500	\$43,000	\$44,664	\$531,100	1135.12%
Principal and Interest	\$62,005	\$0	\$0	\$0	0.00%

Capital Outlay Detail:

Fire Station Shortfall Funding	\$458,100
2019 Rescue Truck Lease	\$45,000
Hurst Rescue Tool	\$28,000
Total Capital Outlay	\$531,100

Emergency Management

Mission Statement

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 Functions and Responsibilities

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.

Department Achievements

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

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ 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”.

Organization-wide Goal

- 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 Goal

- 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”.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Percent of employees w/minimum NIMS requirements	100%	100%	95%
Emergency Plans revised percent accomplished	Yes	Yes	Yes

Workload Indicators

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Number of City wide training exercises per year	1	1	2
Number of County wide training exercises per year	1	1	2

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Emergency Management Coordinator	1	1	1
Total Personnel	1	1	1

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Emergency Management
Expenditure Detail

General Fund
Account: 10-5152

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
40000 Salaries	\$75,740	\$77,847	\$77,847	\$78,647	1.03%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$4,106	\$4,826	\$4,826	\$4,876	1.03%
40200 Medicare	\$960	\$1,129	\$1,129	\$1,140	1.03%
40250 Retirement	\$10,536	\$11,194	\$11,194	\$11,594	3.57%
40350 Workers' Compensation	\$1,512	\$1,810	\$1,810	\$1,631	-9.94%
40400 Health Insurance	\$11,672	\$13,812	\$16,450	\$20,009	44.86%
40550 Medical Surveillance	\$0	\$0	\$85	\$120	100.00%
40600 Uniforms	\$176	\$500	\$500	\$500	0.00%
40650 Travel and Training	\$166	\$3,000	\$1,500	\$3,000	0.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$31	\$2,750	\$500	\$2,750	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$87	\$1,000	\$1,124	\$1,200	20.00%
41150 Tires & Batteries	\$22	\$400	\$100	\$400	0.00%
41650 Periodicals-Memberships	\$211	\$600	\$600	\$600	0.00%
41950 Equipment Repair	\$0	\$2,500	\$500	\$2,500	0.00%
42100 Vehicle Repair	\$42	\$1,500	\$1,000	\$1,500	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$1,500	\$1,500	\$1,500	0.00%
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	\$738	\$600	\$750	\$800	33.33%
42850 Miscellaneous	\$1,175	\$1,500	\$1,000	\$1,500	0.00%
42851 Hurricane Harvey	\$80,363	\$0	\$3,335	\$0	0.00%
42900 Capital Outlay	\$42,122	\$0	\$0	\$0	0.00%
Total Expenditures	\$229,658	\$126,469	\$125,751	\$134,267	6.17%

Expenditures By Category

Salaries & Benefits	\$104,526	\$110,619	\$113,342	\$118,017	6.69%
Materials & Supplies	\$83,010	\$15,850	\$12,409	\$16,250	2.52%
Capital Outlay	\$42,122	\$0	\$0	\$0	0.00%

Fire Marshal

Mission Statement

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 Functions and Responsibilities

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

- ✓ 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. The Fire Marshal's Office will respond to ninety percent (90%) of all code enforcement complaints within two business days during Fiscal Year 2019.

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. The Fire Marshal's Office will conduct initial inspections on all commercial occupancies within the city limits. These initial inspections will be completed by September 1, 2019.

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. The Fire Marshal's Office will facilitate five safety presentations at the public schools within the city limits during Fiscal Year 2019.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Fire Safety Inspections on Commercial Occupancies:	95%	95%	100%
Code Enforcement Violations Resolved:	84%	90%	90%
Development Meeting Attendance:	95%	95%	95%
Percent of calls answered in two days:	90%	90%	100%

Workload Indicators

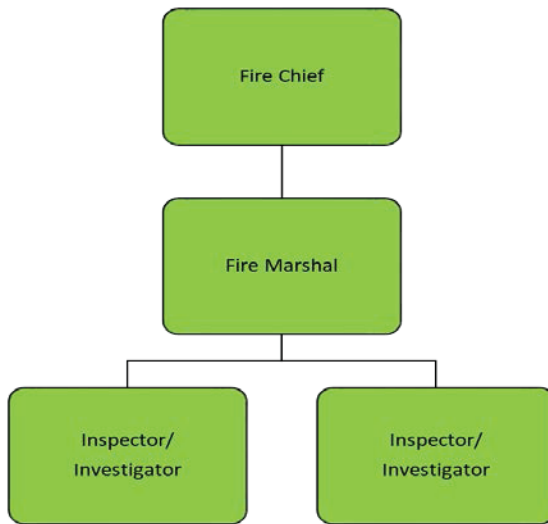
	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Code Enforcement Complaints:	3,047	3,700	4,100
Fire Safety Inspections:	326	180	180
Development Meetings:	336	250	250
Safety Presentations at schools:	19	45	35

Personnel History (FTE)

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Fire Marshal	1	1	1
Chief Deputy Fire Marshal	1	0	0
Inspector / Investigator	3	4	2
Total Personnel	5	5	3

Departmental Organizational Chart

Full-Time Equivalent



City of Richmond
Annual Budget
FY 2018-2019

Fire Marshal
Expenditure Detail

General Fund
Account: 10-5153

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$329,557	\$335,523	\$335,523	\$319,205	-4.86%
40125 Overtime	\$22,422	\$4,500	\$8,385	\$4,500	0.00%
40150 Social Security	\$19,309	\$20,802	\$20,802	\$19,791	-4.86%
40200 Medicare	\$4,516	\$4,865	\$4,865	\$4,628	-4.86%
40250 Retirement	\$48,978	\$48,248	\$48,248	\$47,059	-2.47%
40350 Workers' Compensation	\$6,244	\$7,803	\$7,803	\$6,618	-15.19%
40400 Health Insurance	\$53,497	\$74,122	\$74,122	\$109,576	47.83%
40550 Medical Surveillance	\$80	\$1,200	\$600	\$1,200	0.00%
40600 Uniforms	\$6,292	\$6,800	\$6,800	\$6,800	0.00%
40650 Travel and Training	\$3,182	\$5,000	\$7,200	\$7,000	40.00%
40750 Office Supplies	\$2,521	\$2,500	\$2,500	\$2,500	0.00%
40800 Postage	\$2,842	\$1,000	\$900	\$1,000	0.00%
41100 Gasoline and Diesel	\$6,591	\$7,000	\$7,000	\$7,000	0.00%
41150 Tires & Batteries	\$272	\$2,500	\$600	\$2,500	0.00%
41250 Inspection Supplies	\$4,333	\$1,000	\$1,850	\$1,000	0.00%
41350 Fire Prevention Materials	\$0	\$4,000	\$3,000	\$4,000	0.00%
41400 Supplies and Ammunition	\$2,481	\$3,000	\$3,000	\$3,000	0.00%
41650 Periodicals-Memberships	\$2,056	\$1,800	\$1,500	\$1,800	0.00%
41950 Equipment Repair	\$45	\$500	\$0	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$6,594	\$2,000	\$2,000	\$2,000	0.00%
42150 Equipment Rental	\$0	\$200	\$0	\$200	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$760	\$6,725	\$7,500	\$6,725	0.00%
42300 Code Enforcement	\$26,358	\$10,000	\$14,000	\$15,000	50.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$88	\$500	\$500	\$500	0.00%
42500 Advertising	\$595	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$4,162	\$4,500	\$4,500	\$4,500	0.00%
42800 Licenses & Permits	\$0	\$450	\$100	\$450	0.00%
42850 Miscellaneous	\$310	\$250	\$450	\$250	0.00%
42900 Capital Outlay	\$30,448	\$0	\$0	\$42,500	100.00%
Total Expenditures	\$584,532	\$556,788	\$563,748	\$621,802	100.00%

Expenditures By Category

Salaries & Benefits	\$484,523	\$497,063	\$500,348	\$512,577	3.12%
Materials & Supplies	\$69,561	\$59,725	\$63,400	\$66,725	11.72%
Capital Outlay	\$30,448	\$0	\$0	\$42,500	100.00%

Capital Outlay Detail:

Vehicle for Code Enf. Officer	\$28,000
(5) Ticket Writers	\$14,500
Total Capital Outlay	\$42,500

City of Richmond
 Annual Budget
 FY 2018-2019

Fire Department - Station #2
 Expenditure Detail

General Fund
 Account: 10-5155

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40750 Office Supplies	\$169	\$1,500	\$0	\$0	-100.00%
40950 Shop Tools & Equipment	\$5	\$100	\$0	\$100	0.00%
41000 Fire Hose & Equipment	\$0	\$2,000	\$2,000	\$2,000	0.00%
41050 EMS Supplies	\$0	\$2,000	\$2,000	\$0	-100.00%
41100 Gasoline and Diesel	\$4,879	\$10,000	\$3,000	\$10,000	0.00%
41150 Tires & Batteries	\$4,485	\$2,000	\$2,000	\$2,000	0.00%
41300 Janitorial Supplies	\$1,279	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$323	\$1,000	\$1,000	\$1,000	0.00%
42000 Building Repair & Maint.	\$3,965	\$4,000	\$0	\$0	-100.00%
42100 Vehicle Repair	\$8,743	\$6,500	\$6,500	\$6,500	0.00%
42250 Contract Services	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$1,129	\$500	\$0	\$0	-100.00%
42700 Telephone & Pagers	\$0	\$800	\$0	\$0	-100.00%
42850 Miscellaneous	\$422	\$1,000	\$0	\$0	-100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$25,400	\$31,400	\$16,500	\$21,600	-31.21%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$0	0.00%
Materials & Supplies	\$25,400	\$31,400	\$16,500	\$21,600	-31.21%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

City of Richmond
 Annual Budget
 FY 2018-2019

Fire Department - Station #3
 Expenditure Detail

General Fund
 Account: 10-5157

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40750 Office Supplies	\$63	\$700	\$0	\$700	0.00%
40950 Shop Tools & Equipment	\$16	\$750	\$750	\$750	0.00%
41000 Fire Hose & Equipment	\$4,905	\$3,000	\$3,000	\$3,000	0.00%
41050 EMS Supplies	\$0	\$5,000	\$2,500	\$0	-100.00%
41100 Gasoline and Diesel	\$0	\$0	\$30	\$0	0.00%
41150 Tires & Batteries	\$1,012	\$1,500	\$1,500	\$1,500	0.00%
41300 Janitorial Supplies	\$1,043	\$1,000	\$1,300	\$1,000	0.00%
41400 Ammunition	\$42	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$1,536	\$2,000	\$2,000	\$2,000	0.00%
42000 Building Repair & Maint.	\$6,561	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$23,569	\$6,000	\$6,000	\$6,000	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$2,605	\$3,350	\$3,350	\$3,350	0.00%
42400 Maintenance Contracts	\$0	\$800	\$750	\$800	0.00%
42600 Utilities	\$3,768	\$6,500	\$4,500	\$4,500	-30.77%
42700 Telephone & Pagers	\$11,464	\$9,790	\$11,500	\$12,000	22.57%
42850 Miscellaneous	\$936	\$1,000	\$500	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$57,520	\$45,390	\$41,680	\$40,600	-10.55%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$0	0.00%
Materials & Supplies	\$57,520	\$45,390	\$41,680	\$40,600	-10.55%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Building Department

Mission Statement

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

Department Functions and Responsibilities

The Building Department is under the direction of the Richmond Fire Department. The Building Department is responsible for enforcing the provisions of the Building Code. This division manages plan reviews, permits, licenses, 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

- ✓ Continue to educate staff on the Unified Development Code and the different types of zoning.

Organization-wide Goal

- Develop a Customer Service and telephone etiquette program.

Departmental Goal

- Continue to upgrade technology with Planning, Public Works, Flood Plain Administrator, and Fire Marshal departments to create a more efficient plan review process.

Performance Measures

	<u>Actual</u> <u>FY 16-17</u>	<u>Estimate</u> <u>FY 17-18</u>	<u>Budget</u> <u>FY 18-19</u>
Number of educational meetings with staff	40	40	40

Workload Indicators

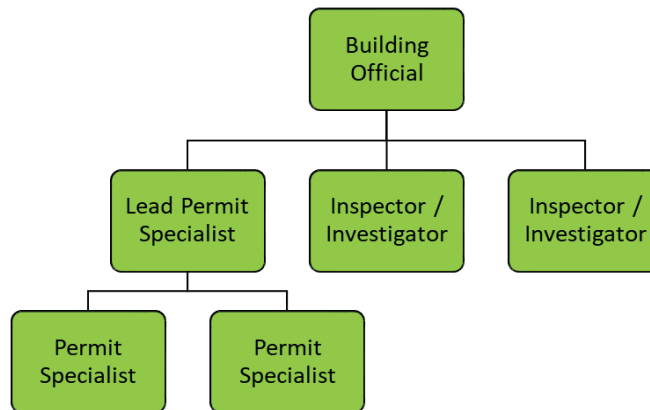
	<u>Actual</u> <u>FY 16-17</u>	<u>Estimate</u> <u>FY 17-18</u>	<u>Budget</u> <u>FY 18-19</u>
Building Permits Issued:	2,863	3,653	3,800
Building Inspections Conducted:	7,275	8,567	9,600

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Building Official	1	1	1
Lead Permit Specialist	1	1	1
Permit Specialist	2	2	2
Inspector / Investigator	0	0	2
Total Personnel	4	4	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2018-2019

Building Department
 Expenditure Detail

General Fund
 Account: 10-5159

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$173,602	\$188,770	\$188,770	\$196,885	4.30%
40125 Overtime	\$2,286	\$500	\$500	\$500	0.00%
40150 Social Security	\$9,950	\$11,704	\$11,704	\$12,207	4.30%
40200 Medicare	\$2,327	\$2,737	\$2,737	\$2,855	4.30%
40250 Retirement	\$24,511	\$27,145	\$27,145	\$29,026	6.93%
40350 Workers' Compensation	\$405	\$612	\$612	\$517	-15.40%
40400 Health Insurance	\$36,899	\$46,497	\$51,300	\$64,241	38.16%
40550 Medical Surveillance	\$0	\$120	\$120	\$120	0.00%
40600 Uniforms and Clothing	\$848	\$1,500	\$1,400	\$1,500	0.00%
40650 Travel and Training	\$730	\$3,000	\$3,000	\$3,500	16.67%
40750 Office Supplies	\$2,466	\$3,000	\$2,800	\$3,000	0.00%
40800 Postage	\$400	\$800	\$650	\$800	0.00%
41100 Gasoline and Diesel	\$32	\$2,000	\$1,000	\$1,000	-50.00%
41150 Tires & Batteries	\$0	\$500	\$500	\$500	0.00%
41250 Inspection Supplies	\$188	\$300	\$300	\$300	0.00%
41300 Janitorial Supplies	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$227	\$2,800	\$2,800	\$2,800	0.00%
41950 Equipment Repair	\$0	\$0	\$200	\$500	100.00%
42000 Building Repair & Maint.	\$51	\$500	\$500	\$500	0.00%
42100 Vehicle Repair	\$158	\$500	\$400	\$500	0.00%
42150 Equipment Rental	\$2,493	\$2,500	\$2,910	\$3,220	28.80%
42250 Contract Services	\$4,022	\$3,670	\$3,670	\$3,670	0.00%
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	\$9,922	\$9,800	\$9,800	\$9,800	0.00%
42800 Licenses & Permits	\$0	\$1,000	\$1,000	\$1,000	0.00%
42850 Miscellaneous	\$0	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$271,516	\$310,305	\$314,168	\$339,291	9.34%

Expenditures By Category

Salaries & Benefits	\$249,980	\$277,965	\$282,888	\$306,231	10.17%
Materials & Supplies	\$21,536	\$32,340	\$31,280	\$33,060	2.23%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Parks

Mission Statement

The mission of the Parks Department is to provide services that enhance the City's Parks System and create an environment that is clean, safe and beautiful for the citizens of the City of Richmond to enjoy.

Department Functions and Responsibilities

The Parks Department maintains 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, Wessendorff Trails, and Freeman Town Park.

Duties include, picking up trash, mowing, cleaning restrooms, weed-eating, maintenance and inspection on all equipment, applying fertilizers, herbicides, and grounds maintenance.

Departmental Goals

Comprehensive Master Plan Top-Ranked Priority

- ✓ Provide a safe and esthetically pleasing park environment for citizens and visitors.
- ✓ Maintain landscapes and appearance of City facilities and monuments.

Organization-wide Goal

- Improve efficiency of park maintenance.

Departmental Goal

- Encourage and promote employees to receive continuing education.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Park Area Maintained (square acres)	323	330	330
Inspections of play areas and equipment (per year)	12	12	12

Workload Indicators

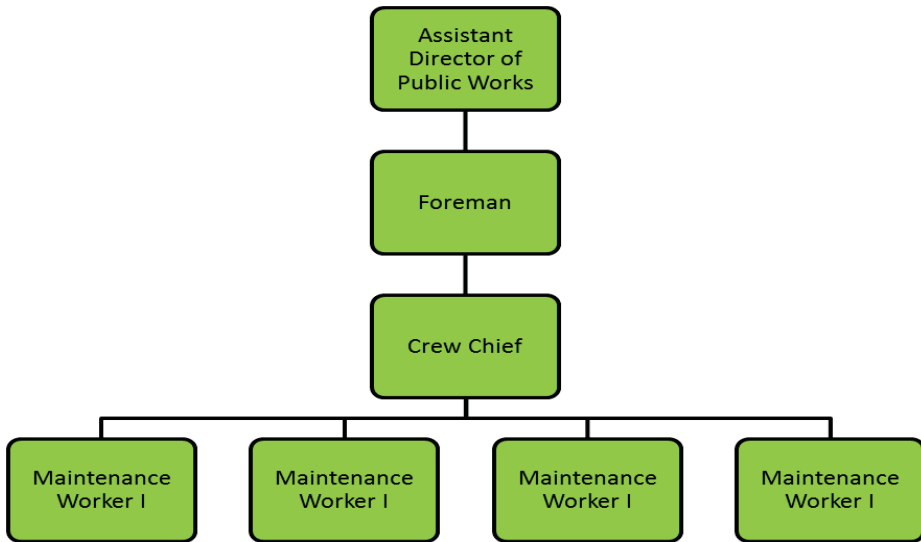
	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Special Events / parades	6 / 1	6 / 1	6 / 1
Mow and groom six (6) City parks (times per year)	58	58	58

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Park Superintendent	1	1	1
Crew Chief	1	1	1
Maintenance Worker I	4	4	4
Total Personnel:	6	6	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Parks Department
Expenditure Detail

General Fund
Account: 10-5160

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40000 Salaries	\$186,116	\$188,253	\$186,085	\$194,429	3.28%
40125 Overtime	\$13,398	\$5,360	\$9,800	\$5,360	0.00%
40150 Social Security	\$11,269	\$12,004	\$12,004	\$12,387	3.19%
40200 Medicare	\$2,636	\$2,807	\$2,807	\$2,897	3.19%
40250 Retirement	\$27,768	\$27,842	\$27,842	\$29,454	5.79%
40350 Workers' Compensation	\$4,642	\$5,869	\$5,869	\$4,912	-16.30%
40400 Health Insurance	\$58,414	\$67,183	\$67,183	\$82,489	22.78%
40550 Medical Surveillance	\$290	\$250	\$250	\$250	0.00%
40600 Uniforms and Clothing	\$3,914	\$4,150	\$3,854	\$4,150	0.00%
40650 Travel and Training	\$0	\$1,000	\$500	\$1,000	0.00%
40750 Office Supplies	\$47	\$1,000	\$700	\$1,000	0.00%
40850 Paint, Hardware Supplies	\$2,349	\$5,000	\$4,900	\$5,000	0.00%
40950 Shop Tools & Equipment	\$919	\$4,000	\$3,800	\$4,000	0.00%
41100 Gasoline and Diesel	\$18,141	\$20,000	\$18,500	\$20,000	0.00%
41150 Tires & Batteries	\$1,607	\$2,000	\$2,000	\$2,000	0.00%
41300 Janitorial Supplies	\$1,691	\$1,500	\$2,926	\$3,000	100.00%
41350 Chemicals	\$405	\$1,000	\$800	\$1,000	0.00%
41950 Equipment Repair	\$13,785	\$12,000	\$10,500	\$8,000	-33.33%
42000 Building Repair & Maint.	\$26,057	\$15,000	\$15,000	\$21,000	40.00%
42050 Grounds Maintenance	\$0	\$22,500	\$39,600	\$25,000	11.11%
42100 Vehicle Repair	(\$11,540)	\$12,000	\$9,000	\$10,000	-16.67%
42150 Equipment Rental	\$161	\$500	\$450	\$500	0.00%
42250 Contract Services	\$558	\$1,500	\$5,800	\$6,000	300.00%
42500 Advertising	\$0	\$500	\$0	\$0	-100.00%
42600 Utilities	\$8,982	\$10,000	\$5,000	\$10,000	0.00%
42700 Telephone & Pagers	\$3,474	\$4,200	\$3,200	\$4,200	0.00%
42800 Licenses & Permits	\$77	\$300	\$280	\$300	0.00%
42850 Miscellaneous	\$5,081	\$5,000	\$4,500	\$4,500	-10.00%
42900 Capital Outlay	\$188,265	\$26,451	\$22,300	\$54,100	104.53%
Total Expenditures	\$568,506	\$459,169	\$465,450	\$516,928	12.58%

Expenditures By Category

Salaries & Benefits	\$304,243	\$309,318	\$311,590	\$331,928	7.31%
Materials & Supplies	\$75,997	\$123,400	\$131,560	\$130,900	6.08%
Capital Outlay	\$188,265	\$26,451	\$22,300	\$54,100	104.53%

Capital Outlay Detail:

George Park Walking Trail	\$8,100
George Park Entrance	\$46,000
Total Capital Outlay	\$54,100

Facilities

Mission Statement

The mission of the Facilities Department is to provide services than enhance the City’s facilities in a clean, safe work place for the city employees and the general public.

Department Functions and Responsibilities

The Facilities Department reports to the Director of Public Works and oversees the set-up, operation, monitoring and maintenance of facility and site systems, by outsourcing and/or by hands-on repair. The Facilities Department plays an integral role in infrastructure modification and expansion of existing facilities as well as to-be-constructed facilities; assists in or handles (in total) associated contracts/requisitions processing; helps with preparing bid specifications, obtains quotes, prepares and initiates contracts plus follows through for adequate completion and follow up; and will serve as major contact for facility contractors, vendors, and internal customers.

The Facilities Department also supervises two custodians and oversees 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

- ✓ Continuously seek ways to improve the service to our employees, citizens and visitors to our city.

Organization-wide Goal

- Provide a safe, clean and comfortable work environment for employees and the City’s customers.
- To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.

Departmental Goal

- Have no work related injuries.
- To pursue and achieve customer satisfaction by always being responsive and following through on customer requests. Also proactive measures in addressing the maintenance needs of facilities through routine building inspections and preventive maintenance, customer needs are addressed directly, by processing service requests and work orders through the City’s iWorQ System.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Number of days lost to injury/illness	0	0	0
Percent of days performing all assigned tasks	100%	100%	100%

Workload Indicators

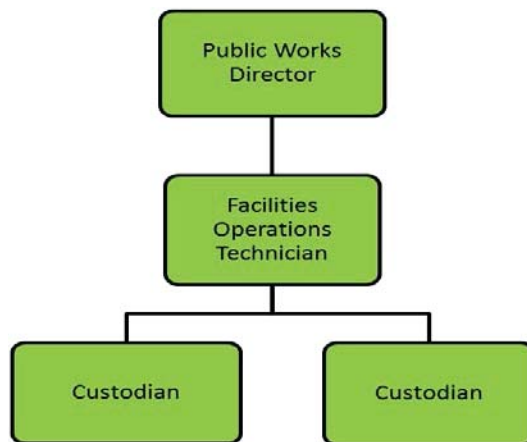
	<u>Actual FY 16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Facility assessments completed	5	5	7
Number of complaints from internal customers	0	0	0

Personnel History (FTE)

	<u>Actual FY16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Facility Service Technician	0	1	1
Custodian	2	2	2
Total Personnel	2	3	3

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Facilities Department
Expenditure Detail

General Fund
Account: 10-5170

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$63,329	\$109,250	\$109,250	\$112,375	2.86%
40125 Overtime	\$886	\$1,000	\$1,000	\$1,000	0.00%
40150 Social Security	\$3,520	\$6,835	\$6,835	\$7,029	2.83%
40200 Medicare	\$823	\$1,599	\$1,599	\$1,644	2.83%
40250 Retirement	\$8,925	\$15,854	\$15,854	\$16,714	5.43%
40350 Workers' Compensation	\$1,847	\$4,382	\$4,382	\$3,655	-16.59%
40400 Health Insurance	\$20,171	\$37,968	\$41,086	\$53,765	41.61%
40600 Uniforms and Clothing	\$1,212	\$1,565	\$1,565	\$1,565	0.00%
40650 Travel & Training	\$0	\$1,000	\$300	\$1,000	0.00%
40950 Shop Tools & Equip	\$0	\$1,200	\$1,200	\$1,200	0.00%
41100 Gasoline and Diesel	\$0	\$3,300	\$2,900	\$3,300	0.00%
41300 Janitorial Supplies	\$3,461	\$5,000	\$5,000	\$5,500	10.00%
41950 Equipment Repair	\$0	\$200	\$200	\$200	0.00%
42000 Bldg Repair & Maint	\$0	\$3,800	\$3,800	\$3,800	0.00%
42100 Vehicle Repair & Maint	\$0	\$1,000	\$1,000	\$1,000	0.00%
42150 Equipment Rental	\$0	\$2,700	\$1,150	\$2,700	0.00%
42250 Contracted Services	\$0	\$45,900	\$29,970	\$71,300	55.34%
42850 Miscellaneous	\$0	\$500	\$450	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$104,173	\$243,052	\$227,541	\$288,248	18.59%

Expenditures By Category

Salaries & Benefits	\$99,500	\$176,887	\$180,006	\$196,183	10.91%
Materials & Supplies	\$4,672	\$66,165	\$47,535	\$92,065	39.14%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Planning

Mission Statement

The mission of the Planning Department is to effectively manage growth and development in accordance with the Comprehensive Master Plan and planning and zoning regulations 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 Functions and Responsibilities

The Planning Department is primarily responsible for the logical and systematic planning of the City’s growth by providing professional support to citizens, developers, the Planning and Zoning Commission, the Zoning Board of Adjustment, the City Commission, and other City departments. The Department also provides support to the Richmond Historical Commission and serves as the City’s Historical Preservation Officer (HPO). The Planning Department is responsible for the implementation of the Unified Development Code (UDC), Comprehensive Master Plan, and other adopted plans. The Department maintains and houses a majority of the City’s GIS database and produces maps for all City departments.

Departmental Goals

Organization-wide Goal

- Ensure a well-planned City which is safe, beautiful, and livable through the implementation of the Comprehensive Master Plan, Unified Development Code, and other Master Plans.
- Maintain a Geographical Information System in the City and support other departments as necessary.

Departmental Goal

- Provide professional planning services to the City Commission, 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.

Performance Measures

	<u>Actual</u> FY 16-17	<u>Estimate</u> FY 17-18	<u>Budget</u> FY 18-19
GIS Maps generated	5	25	30
Wayfinding Signs posted	0	0	2
Complete Master Plans	2	0	0
Adopted Master Plans	1	0	1
Update Master Plans	0	0	1

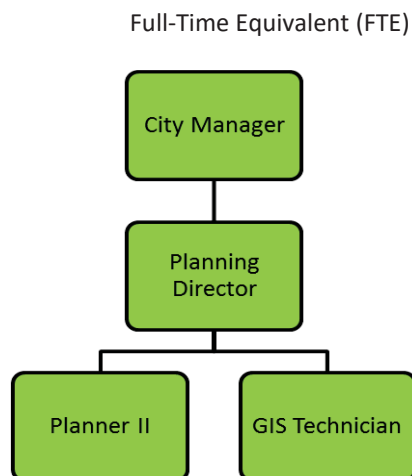
Workload Indicators

	<u>Actual FY 16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Plans reviewed	39	40	55
Site Plans reviewed	6	22	25
Re-zonings processed	3	2	5
Limited Use Permits processed	0	1	10
Conditional Use Permits processed	0	1	1
Variances processed	5	4	3
UDC Text Amendments	0	2	3
Annexations	0	1	3
Sign Permit Applications Approved	20	43	45
Certificates of Appropriateness processed	4	18	20

Personnel History (FTE)

	<u>Actual FY16-17</u>	<u>Estimate FY 17-18</u>	<u>Budget FY 18-19</u>
Planning Director	1	1	1
Planner II	1	1	1
GIS Technician	1	1	1
Total Personnel	3	3	3

Departmental Organizational Chart



City of Richmond
Annual Budget
FY 2018-2019

Planning Department
Expenditure Detail

General Fund
Account: 10-5175

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$157,011	\$188,188	\$178,500	\$184,931	-1.73%
40125 Overtime	\$0	\$0	\$250	\$300	100.00%
40150 Social Security	\$9,418	\$11,668	\$11,668	\$11,466	-1.73%
40200 Medicare	\$2,202	\$2,729	\$2,729	\$2,682	-1.73%
40250 Retirement	\$21,897	\$27,061	\$27,061	\$27,263	0.75%
40350 Workers' Compensation	\$322	\$610	\$610	\$495	-18.84%
40400 Health Insurance	\$22,069	\$31,029	\$31,029	\$41,244	32.92%
40550 Medical Surveillance	\$0	\$0	\$0	\$120	100.00%
40600 Uniforms and Clothing	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$6,307	\$9,310	\$6,455	\$9,310	0.00%
40750 Office Supplies	\$3,019	\$4,500	\$2,600	\$3,500	-22.22%
40800 Postage	\$200	\$600	\$150	\$300	-50.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$1,135	\$801	\$1,575	38.77%
42000 Building Repair & Maint.	\$0	\$500	\$350	\$500	0.00%
42150 Equipment Rental	\$623	\$600	\$750	\$805	34.17%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$7,178	\$9,845	\$9,845	\$13,000	32.05%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$5,492	\$6,400	\$0	\$0	-100.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$8,780	\$8,504	\$9,100	\$9,100	7.01%
42850 Miscellaneous	\$0	\$100	\$100	\$100	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$244,519	\$302,779	\$281,998	\$306,691	1.29%

Expenditures By Category

Salaries & Benefits	\$212,920	\$261,285	\$251,847	\$268,381	2.72%
Materials & Supplies	\$31,599	\$41,494	\$30,151	\$38,310	-7.67%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Municipal Court

Mission Statement

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 Functions and Responsibilities

The Lead Court Specialist reports to the Finance Director. The Municipal Court Clerks work under the direction of the Lead Court Specialist.

The functions of the Municipal 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.

Department Achievements

- ★ Commended by TMCEC (Texas Municipal Courts Education Center) for participating in National Night Out.
- ★ Participated locally in the Warrant Round Up to help increase the number of cases dispositioned in the end of February through early March 2018.
- ★ Department is fully staffed.
- ★ Warrant audit completed.
- ★ Successfully implemented changes to adhere to the legislative update 2018.
- ★ Successfully switched from APS to Brazos Technology to improve the citation upload process.

Departmental Goals

Organization-wide Goal

- To invest in the development of staff to meet the growth and demands of the City.
- Continue to improve technology in the Court Department to strengthen the image of Richmond.
- Stay in contact with local non-profit organizations that help with the rehabilitation and preservation of Richmond’s neighborhoods, to add to the community service list.

Departmental Goal

- Efficiently process and administer all matters coming into and before the Municipal Court.
- Improve efficiency by being 50 percent paperless.
- Keep customer service a top priority.
- Ensure that Court records are accurate, available and properly retained.
- Provide clerks with additional training to achieve Level 1 certification.
- Continue to improve the Municipal Court’s section of the website.
- Continue to update and improve office and courtroom security.

Performance Measures

	<u>Actual</u> <u>FY 16-17</u>	<u>Estimate</u> <u>FY 17-18</u>	<u>Budget</u> <u>FY 18-19</u>
Number of training hours completed:	30	50	70
Conversion to paperless (percent completed):	0	10%	50%
Number of updates to Court’s section of website:	0	4	5

Workload Indicators

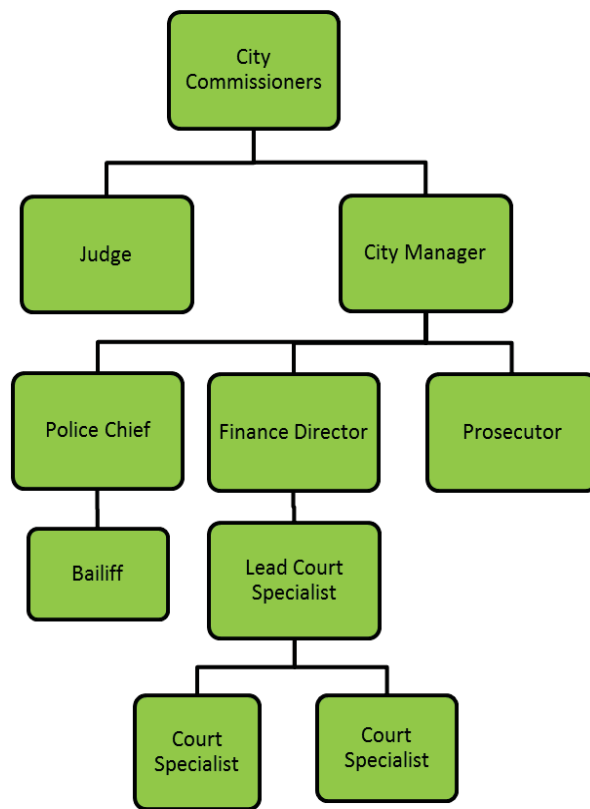
	<u>Actual</u> <u>FY 16-17</u>	<u>Estimate</u> <u>FY 17-18</u>	<u>Budget</u> <u>FY 18-19</u>
Number of cases filed:	2,331	2,370	2,400

Personnel History (FTE)

	<u>Actual</u> <u>FY 16-17</u>	<u>Estimate</u> <u>FY 17-18</u>	<u>Budget</u> <u>FY 18-19</u>
Court Administrator	1	0	0
Lead Court Specialist	0	1	1
Court Specialist	2	2	2
Bailiff	1	1	1
Total Personnel	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Municipal Court
Expenditure Detail

General Fund
Account: 10-5180

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$157,386	\$158,975	\$127,579	\$141,890	-10.75%
40010 Salaries Contract	\$64,509	\$70,500	\$70,500	\$70,500	0.00%
40020 Salaries Jury	\$306	\$2,000	\$450	\$2,000	0.00%
40125 Overtime	\$4,030	\$0	\$650	\$0	0.00%
40150 Social Security	\$9,351	\$9,856	\$7,490	\$8,797	-10.75%
40200 Medicare	\$2,187	\$2,305	\$1,882	\$2,057	-10.75%
40250 Retirement	\$22,348	\$22,861	\$17,400	\$20,918	-8.50%
40350 Workers' Compensation	\$1,555	\$1,908	\$1,908	\$1,579	-17.26%
40400 Health Insurance	\$34,554	\$48,311	\$45,070	\$61,253	26.79%
40550 Medical Surveillance	\$190	\$80	\$150	\$150	87.50%
40600 Uniforms and Clothing	\$542	\$500	\$450	\$500	0.00%
40650 Travel and Training	\$2,732	\$5,000	\$2,500	\$6,000	20.00%
40750 Office Supplies	\$3,585	\$4,750	\$4,000	\$4,750	0.00%
40800 Postage	\$400	\$1,000	\$1,200	\$1,500	50.00%
41100 Gasoline - Vehicle	\$1,808	\$4,500	\$2,500	\$3,000	-33.33%
41300 Janitorial Supplies	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$300	\$475	\$475	\$475	0.00%
41950 Equipment Repair & Maint	\$0	\$395	\$300	\$395	0.00%
42000 Building Repair & Maint.	\$305	\$1,200	\$1,500	\$1,200	0.00%
42100 Vehicle Repair	\$0	\$750	\$300	\$750	0.00%
42150 Equipment Rental	\$2,785	\$2,900	\$2,700	\$2,900	0.00%
42200 Legal & Prof. Fees	\$0	\$100	\$0	\$100	0.00%
42250 Contract Services	\$46,781	\$54,500	\$55,600	\$54,500	0.00%
42400 Maintenance Contracts	\$8,298	\$5,000	\$6,000	\$5,000	0.00%
42500 Advertising	\$166	\$0	\$0	\$0	0.00%
42700 Telephones and Pagers	\$10,089	\$9,860	\$10,120	\$10,120	2.64%
42820 State Court Cost	\$101,828	\$136,000	\$110,925	\$116,500	-14.34%
42850 Miscellaneous	\$0	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$12,000	100.00%
Total Expenditures	\$476,034	\$544,076	\$471,999	\$529,185	-2.74%

Expenditures By Category

Salaries & Benefits	\$296,226	\$316,716	\$272,929	\$308,995	-2.44%
Materials & Supplies	\$179,808	\$227,360	\$199,070	\$208,190	-8.43%
Capital Outlay	\$0	\$0	\$0	\$12,000	100.00%

Capital Outlay Detail:

Paperless Court	\$12,000
Total Capital Outlay	\$12,000

General Fund Expenditure Summary

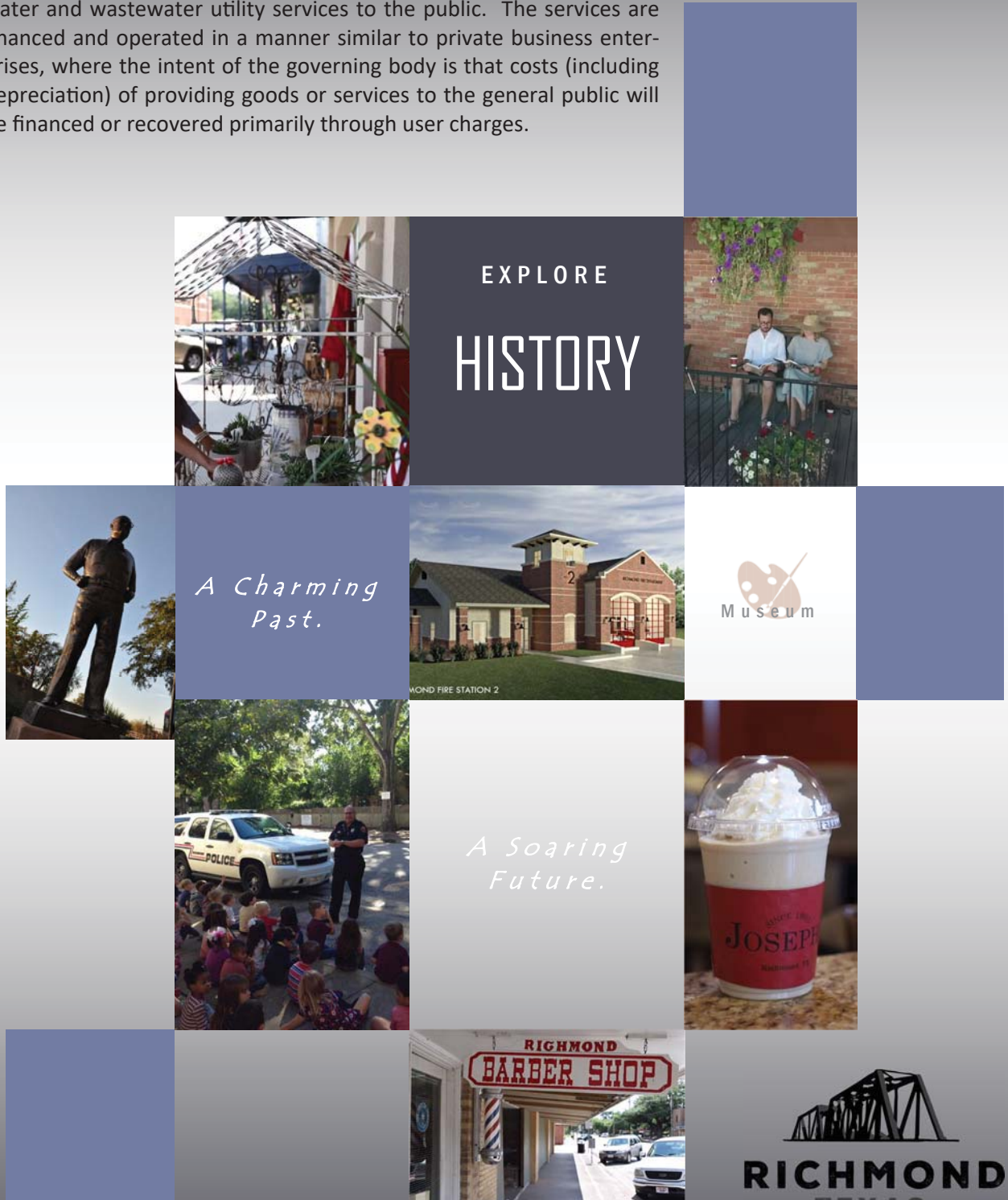
Department	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
10-5100 General Government	\$1,079,113	\$1,335,332	\$1,203,329	\$1,401,166	4.93%
10-5105 Public Works	\$440,765	\$355,200	\$387,941	\$458,744	29.15%
10-5110 Vehicle Maintenance	\$187,220	\$192,869	\$211,421	\$240,884	24.90%
10-5115 Information Technology	\$363,168	\$392,286	\$293,579	\$263,563	-32.81%
10-5120 Street	\$1,228,486	\$1,613,846	\$1,572,988	\$1,735,390	7.53%
10-5130 Sanitation	\$1,528,016	\$1,510,000	\$1,735,917	\$1,625,895	7.68%
10-5140 Police	\$3,692,276	\$4,097,309	\$3,847,266	\$4,413,449	7.72%
10-5150 Fire - Central	\$4,293,901	\$4,092,541	\$4,198,098	\$4,850,464	18.52%
10-5152 Emergency Management	\$229,658	\$126,469	\$125,751	\$134,267	6.17%
10-5153 Fire Marshal	\$584,532	\$556,788	\$563,748	\$621,802	11.68%
10-5155 Fire - Station #2	\$25,400	\$31,400	\$16,500	\$21,600	-31.21%
10-5157 Fire - Station #3	\$57,520	\$45,390	\$41,680	\$40,600	-10.55%
10-5159 Building	\$271,516	\$310,305	\$314,168	\$339,291	9.34%
10-5160 Parks	\$568,506	\$459,169	\$465,450	\$516,928	12.58%
10-5170 Facilities	\$104,173	\$243,052	\$227,541	\$288,248	18.59%
10-5175 Planning	\$244,519	\$302,779	\$281,998	\$306,691	1.29%
10-5180 Municipal Court	\$476,034	\$544,076	\$471,999	\$529,185	-2.74%
Total Expenditures	\$15,374,803	\$16,208,811	\$15,959,374	\$17,788,167	9.74%

General Fund Expenditure Summary
By Expenditure Category

	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
Salaries & Benefits	\$9,991,488	\$11,508,788	\$10,961,567	\$12,416,736	7.89%
Materials & Supplies	\$4,030,132	\$4,430,794	\$4,667,895	\$4,610,275	4.05%
Capital Outlay	\$1,291,177	\$269,229	\$329,912	\$761,156	182.72%
Principal and Interest	\$62,005	\$0	\$0	\$0	0.00%
Total Expenditures	\$15,374,803	\$16,208,811	\$15,959,374	\$17,788,167	9.74%

Water & Sewer Fund

The Water and Sewer Fund accounts for the operations that provide water and wastewater utility services to the public. The services are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that costs (including depreciation) of providing goods or services to the general public will be financed or recovered primarily through user charges.



Water and Sewer Fund
Long-Range Financial Forecast

	Actual 2016-17	Budget 2017-18	% Δ	Estimate 2017-18	% Δ	Budget 2018-19
Beginning Fund Balance	\$1,291,631	\$560,709		\$3,102,584		\$3,769,249
Revenues:						
Water Collections	\$3,471,092	\$3,600,000	4%	\$3,559,565	-1%	\$4,320,000
Sewer Collections	\$3,082,206	\$3,100,000	1%	\$3,123,924	1%	\$3,937,500
Taps and Fees	\$311,238	\$300,000	-4%	\$348,870	16%	\$300,000
Charges for Service - Other	\$310,415	\$312,500	1%	\$301,448	-4%	\$302,500
Other Income	\$824,674	\$1,210,127	47%	\$1,210,127		\$30
Total Revenues	\$7,999,625	\$8,522,627	7%	\$8,543,934	0%	\$8,860,030
Expenditures:						
Salaries & Fees	\$2,184,255	\$2,500,334	14%	\$2,257,961	-10%	\$2,763,441
Materials & Supplies	\$2,165,499	\$2,630,907	21%	\$2,696,195	2%	\$2,847,860
Capital Outlay	\$0	\$69,450	100%	\$360,112	419%	\$0
Interfund Transfers	\$1,838,919	\$2,563,000	39%	\$2,563,000	0%	\$3,178,000
Total Expenditures	\$6,188,673	\$7,763,691	25%	\$7,877,268	1%	\$8,789,301
Ending Fund Balance	\$3,102,584	\$1,319,645		\$3,769,249		\$3,839,978
20% Operating Reserve	\$1,237,735	\$1,538,848		\$1,503,431		\$1,757,860
Excess funds available for capital improvements	n/a	n/a		n/a		n/a

LONG-RANGE FINANCIAL FORECAST

%	Forecast			
	2019-20	2020-21	2021-22	2022-23

	\$3,839,978	\$3,899,651	\$3,916,733	\$3,887,456
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21%	4,492,800	4,672,512	4,859,412	5,053,789
26%	4,095,000	4,258,800	4,429,152	4,606,318
-14%	306,000	312,120	318,362	324,730
0%	314,600	327,184	340,271	353,882
	31	32	34	35

Revenue Assumptions
<u>Water Sales:</u> Anticipated growth due to Veranda subdivision and other subdivisions and an increase in water rates of approximately 20% due to results of water rate study.
<u>Sewer Sales:</u> Anticipated growth due to Veranda subdivision and other subdivisions and an increase in sewer rates of approximately 20% due to results of water rate study.

4%	\$9,208,431	\$9,570,648	\$9,947,232	\$10,338,754
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22%	2,873,979	2,988,938	3,108,496	3,232,836
6%	2,990,253	3,139,766	3,296,754	3,461,592
-100%				
24%	3,284,526	3,424,862	3,571,260	3,723,984
12%	\$9,148,758	\$9,553,566	\$9,976,510	\$10,418,411

Expenditure Assumptions
<u>Salaries & Wages:</u> Includes an anticipated increase in health insurance rates and a cost of living increase of 4%.
<u>Materials & Supplies:</u> Increase in cost of materials to keep pace with the 3.49% CPI increase.

	\$3,899,651	\$3,916,733	\$3,887,456	\$3,807,799
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	\$1,829,752	\$1,910,713	\$1,995,302	\$2,083,682
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	\$2,069,900	\$2,006,020	\$1,892,154	\$1,724,116
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City of Richmond
Annual Budget
FY 2018-2019

Water and Sewer Fund
Revenues and Expenses

	Actual 2016-2017	Budget * 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
Revenues					
20-3075 Water Collections	\$3,471,092	\$3,600,000	\$3,559,565	\$4,320,000	20.00%
20-3080 Sewer Collections	\$3,082,206	\$3,100,000	\$3,123,924	\$3,937,500	27.02%
20-3085 Water Taps and Fees	\$303,038	\$300,000	\$347,920	\$300,000	0.00%
20-3090 Sewer Taps and Fees	\$8,200	\$0	\$950	\$0	0.00%
20-3055 Interest Income	\$1,437	\$30	\$30	\$30	0.00%
20-3060 Intergovt. Revenues	\$13,511	\$0	\$0	\$0	0.00%
20-3065 Transfer from Other Funds	\$0	\$0	\$0	\$0	0.00%
20-3070 Other Income	\$128,605	\$130,000	\$130,000	\$130,000	0.00%
20-3095 MUD Reconnect Fees	(\$4,260)	\$0	\$0	\$0	0.00%
20-3105 Service Charge	\$169,393	\$180,000	\$168,923	\$170,000	-5.56%
20-3120 Returned Check Fee	\$3,166	\$2,500	\$2,525	\$2,500	0.00%
20-3150 Contributed Capital	\$823,237	\$1,210,097	\$1,210,097	\$0	-100.00%
20-3201 Contributions - Debt Refunding	\$0	\$0	\$0	\$0	0.00%
20-3202 Donated Assets	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$8,001,341	\$8,522,627	\$8,543,934	\$8,860,030	3.96%
Expenses					
20-5200 Accounting & Collecting	\$684,280	\$860,758	\$860,241	\$1,152,567	13.11%
20-5210 Customer Service	\$277,300	\$373,504	\$303,622	\$331,973	3.78%
20-5215 Meter	\$243,206	\$279,293	\$286,729	\$305,673	3.48%
20-5260 Water Production	\$649,001	\$722,439	\$670,005	\$779,527	8.87%
20-5265 Water Distribution	\$740,587	\$800,358	\$780,325	\$823,581	9.37%
20-5270 Wastewater Collection	\$401,912	\$544,014	\$661,077	\$559,834	6.37%
20-5275 Wastewater Treatment	\$1,353,468	\$1,619,324	\$1,752,268	\$1,658,147	18.87%
20-5235 Contracted Services	\$0	\$1,000	\$0	\$0	0.00%
20-5235 Transfer to other Funds	\$1,838,919	\$1,862,520	\$1,862,520	\$2,489,355	28.32%
20-5235 Transfer to Debt Service Fund	\$231,081	\$700,480	\$700,480	\$688,645	7.84%
Total Expenses	\$6,419,754	\$7,763,691	\$7,877,268	\$8,789,301	
Excess Revenue/(Expense)	\$1,581,588	\$758,936	\$666,666	\$70,729	
<i>Prior Year Balance **</i>	<i>\$1,291,631</i>	<i>\$560,709</i>	<i>\$2,873,219</i>	<i>\$3,539,884</i>	
<i>Actual/Anticipated Balance</i>	<i>\$2,873,219</i>	<i>\$1,319,645</i>	<i>\$3,539,884</i>	<i>\$3,610,613</i>	
Fund Bal as % of Exp	44.76%	7.22%	36.47%	40.27%	
Fund Bal in Days	163	62	164	150	

* - as amended

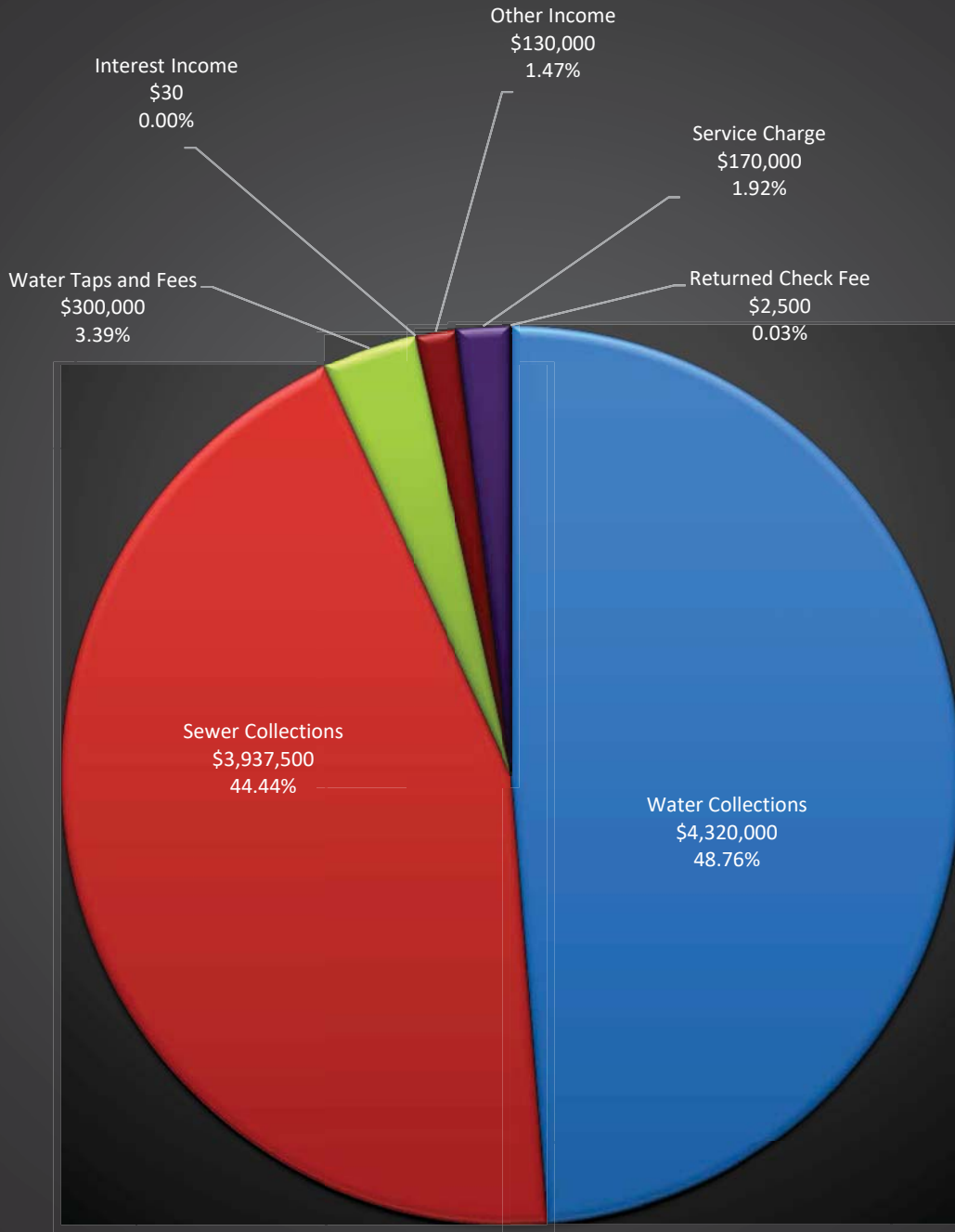
** - Working Capital Basis

Description of Major Revenues

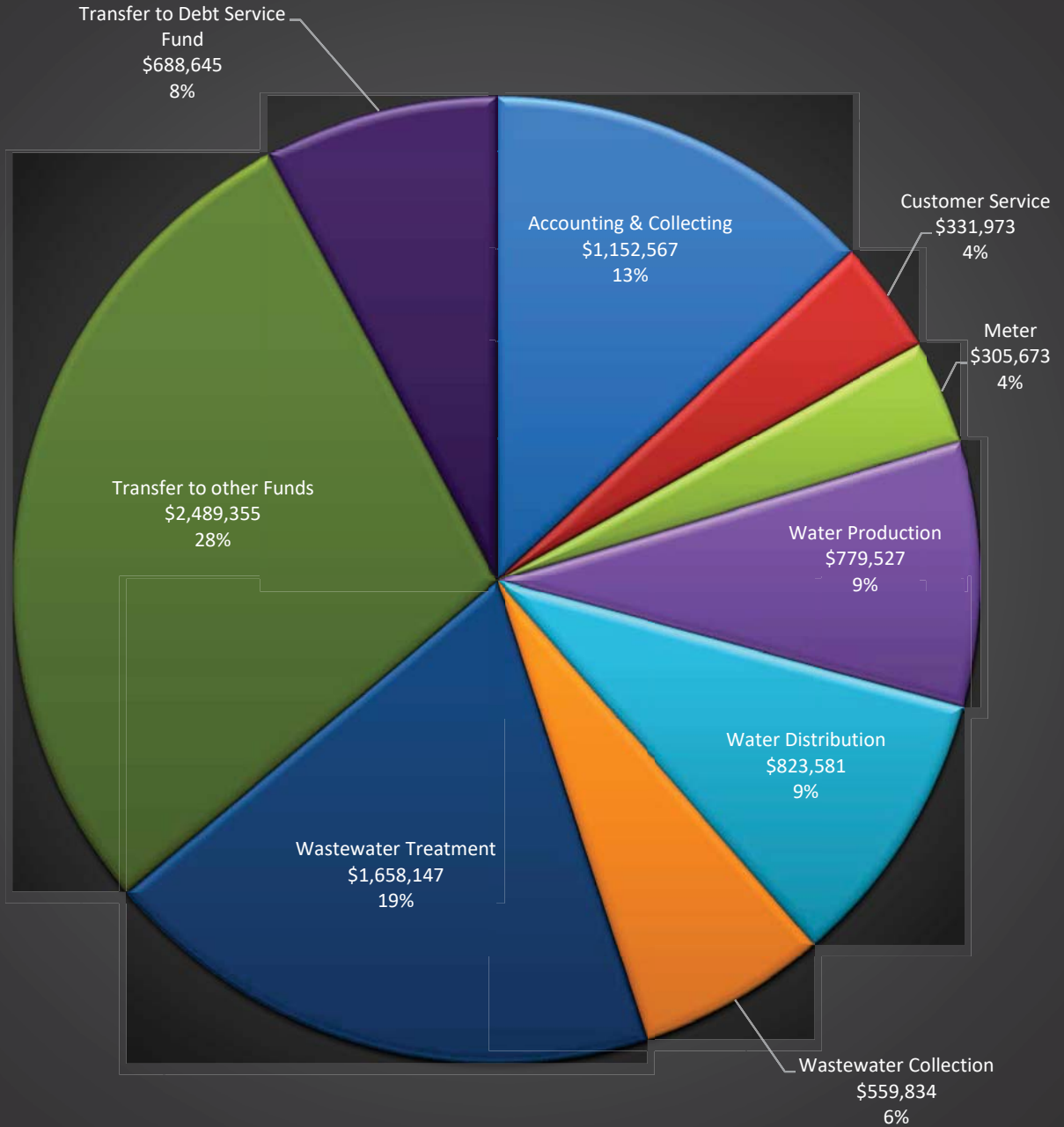
Water Collections (48.76%) – Water Collection revenues are estimated at \$4,320,000. This represents an increase of 20% over last year’s revenue estimate of \$3,600,000. The increase takes into consideration the addition of another Municipal Utility District, which has begun construction of a community of 2,500 homes. The City is also in the process of a rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the water and sewer utilities upon completion of the study. The City bills for approximately 7,698 water connections each month. This estimate represents connections for City and Municipal Utility Districts operated by the City of Richmond.

Sewer Collections (44.44%) – Sewer Collection revenues are estimated at \$3,937,500. This represents an increase of 27% over last year’s revenue estimate of \$3,100,000. The increase takes into consideration the addition of another Municipal Utility District, which has begun construction of a community of 2,500 homes. The City is in the process of a rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the water and sewer utilities upon completion of the study. The City bills for approximately 7,352 sewer connections each month. This estimate represents connections for City and Municipal Utility Districts operated by the City of Richmond.

Water and Sewer Fund Revenues
FY 2018-2019



Water and Sewer Fund Expenditures FY 2018-2019



Accounting and Collecting

Mission Statement

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 Functions and Responsibilities

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.

Department Achievements

- ★ AA Credit Rating achieved.
- ★ GFOA Distinguished Budget Presentation Award received for the last seven consecutive years.
- ★ GFOA Excellence in Financial Reporting Award received for the last thirteen consecutive years.

Departmental Priorities and Goals

Organization-wide Goal

- Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner.
- Attract, retain and develop a quality workforce.

Departmental Goal

- Provide exceptional service to both internal and external customers.
- Conduct biweekly office staff meetings to improve communications.
- Continue training, cross-training and professional development of staff.
- Continue to seek operational efficiency and develop procedures to achieve the highest standards.
- Achieve the Traditional Finances Transparency Star.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Employee Cross-training accomplished	80%	80%	100%
Budgeted training courses attended	90%	100%	100%
Planned procedures reviewed	80%	100%	100%

Workload Indicators

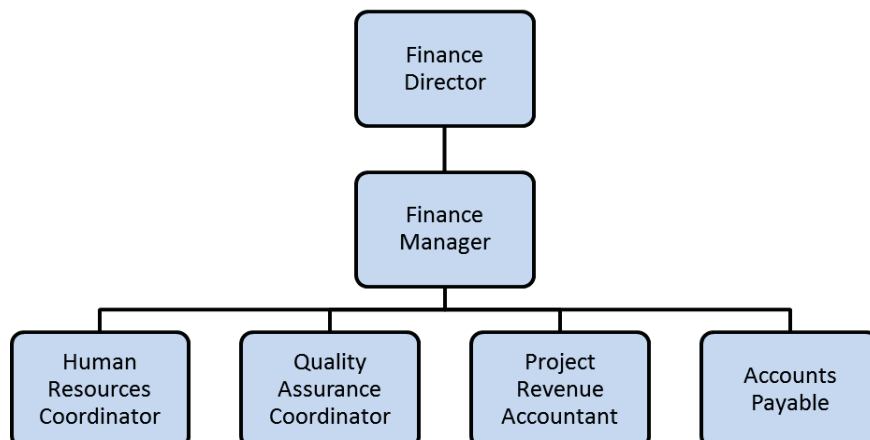
	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Percent of invoices paid within 30 days	100%	100%	100%

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Coordinator	1	1	1
Quality Assurance Coordinator	0	1	1
Project Revenue Accountant	0	1	1
Accountant/Accounts Payable	3	1	1
Total Personnel:	6	6	6

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Accounting and Collecting
Expenditure Detail

Water and Sewer Fund
Account: 20-5200

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$353,839	\$383,260	\$345,035	\$470,958	22.88%
40050 Salaries Commissioners	\$2,288	\$2,250	\$2,250	\$2,250	0.00%
40125 Overtime	\$2,684	\$500	\$800	\$800	60.00%
40150 Social Security	\$19,066	\$23,762	\$21,066	\$29,199	22.88%
40200 Medicare	\$4,459	\$5,557	\$4,850	\$6,829	22.88%
40250 Retirement	\$49,541	\$55,113	\$46,850	\$69,431	25.98%
40350 Workers' Compensation	\$1,016	\$1,242	\$1,242	\$1,238	-0.33%
40400 Health Insurance	\$66,414	\$91,942	\$91,942	\$150,162	63.32%
40500 Richmond 101 New Hire Program	\$0	\$0	\$0	\$0	0.00%
40600 City Commission Expenses	\$0	\$200	\$200	\$0	-100.00%
40650 Travel and Training	\$5,265	\$6,300	\$5,300	\$6,500	3.17%
40750 Office Supplies	\$6,377	\$15,950	\$12,950	\$43,200	170.85%
40800 Postage	\$1,000	\$1,000	\$1,420	\$1,500	50.00%
41650 Periodicals and Memberships	\$804	\$800	\$800	\$800	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$249	\$1,200	\$36,400	\$1,200	0.00%
42150 Equipment Rental	\$3,313	\$3,700	\$3,700	\$3,700	0.00%
42200 Legal & Accounting Fees	\$13,765	\$31,000	\$25,000	\$31,000	0.00%
42250 Contract Services	\$24,064	\$26,000	\$36,500	\$104,500	301.92%
42400 Maintenance Contracts	\$5,701	\$13,000	\$13,000	\$13,000	0.00%
42500 Advertising	\$1,220	\$500	\$500	\$0	-100.00%
42600 Utilities	\$2,771	\$5,800	\$3,900	\$5,000	-13.79%
42700 Telephone & Pagers	\$16,778	\$16,097	\$16,097	\$16,200	0.64%
42750 Insurance & Bonding	\$68,672	\$61,000	\$63,800	\$66,500	9.02%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	(\$89)	\$1,585	\$1,000	\$1,000	-36.91%
42860 Depreciation Expense	\$0	\$85,000	\$85,000	\$85,000	0.00%
43050 Credit Card Fees	\$35,084	\$28,000	\$40,640	\$42,600	52.14%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$684,280	\$860,758	\$860,241	\$1,152,567	33.90%

Expenditures By Category

Salaries & Benefits	\$499,306	\$563,626	\$514,034	\$730,867	29.67%
Materials & Supplies	\$184,974	\$297,132	\$346,207	\$421,700	41.92%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Capital Outlay Detail:

HR Incode Package	\$17,500
Purchase Order Incode Package	\$9,750
	<u>\$27,250</u>

Customer Service

Mission Statement

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

Department Functions and Responsibilities

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 inquiries concerning utility billing as well as following up on service requests and dispatch of work orders to the Meter Department.

Departmental Goals

Organization-wide Goal

- Develop a Customer Service and telephone etiquette program.

Departmental Goal

- Implement E-Bills as an alternative for customers to receive their utility bills.
- Complete E-Box set up to allow electronic bank to bank check writing.
- Expand Customer Service Specialist training.
- Continue the conversion to paperless customer files using Content Manager.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Customer Service Trainings:	1	2	4
Implementation of E-Bills (% complete):	0	0	50%
Conversion to paperless customer files (% complete):	0	0	25%

Workload Indicators

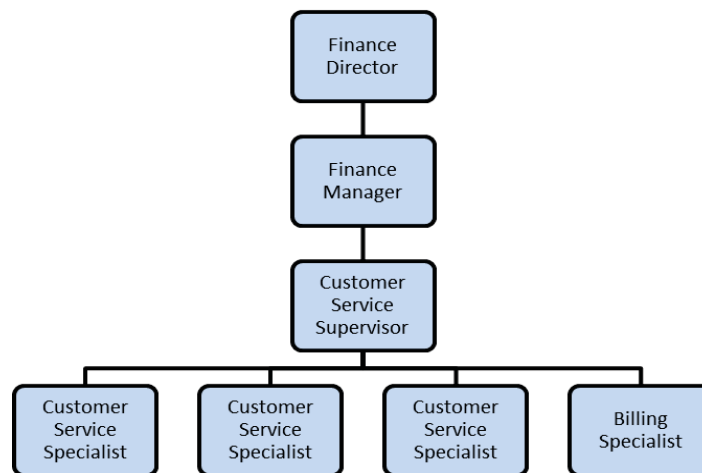
	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Customer Utility Bills processed:	82,985	88,665	89,994
Number of Online Payments:	10,388	12,358	12,500
Number of Automatic Bank Draft Payments:	10,479	13,078	13,210
Number of Walk-in, Night Drop Box and Mail Payments:	57,625	59,048	59,700
Number of hours open to the public per business day:	9.5	9.5	9.5

Personnel History (FTE)

	Actual FY16-17	Estimate FY 17-18	Budget FY 18-19
Customer Service Supervisor	1	1	1
Customer Service Specialist	2	3	3
Billing Specialist	1	1	1
Total Personnel:	4	5	5

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Customer Service
Expenditure Detail

Water and Sewer Fund
Account: 20-5210

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
40000 Salaries	\$120,780	\$178,016	\$117,806	\$118,335	-33.53%
40125 Overtime	\$3,306	\$1,500	\$1,500	\$1,500	0.00%
40150 Social Security	\$7,445	\$11,037	\$6,426	\$10,623	-3.75%
40200 Medicare	\$1,741	\$2,581	\$1,601	\$2,484	-3.75%
40250 Retirement	\$17,288	\$25,599	\$15,975	\$25,259	-1.33%
40350 Workers' Compensation	\$419	\$577	\$577	\$450	-21.93%
40400 Health Insurance	\$31,101	\$60,625	\$46,218	\$75,001	23.71%
40600 Uniforms & Clothing	\$0	\$540	\$540	\$540	0.00%
40650 Travel & Training	\$5,482	\$5,000	\$250	\$5,000	0.00%
40750 Office Supplies	\$7,965	\$11,000	\$8,000	\$8,000	-27.27%
40800 Postage	\$31,198	\$29,200	\$32,000	\$32,200	10.27%
41950 Equipment Repair	\$0	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$534	\$900	\$900	\$1,700	88.89%
42250 Contracted Services	\$25,756	\$23,800	\$48,500	\$27,550	15.76%
42400 Maintenance Contracts	\$9,022	\$9,300	\$10,000	\$10,000	7.53%
42500 Advertising	\$391	\$500	\$0	\$0	-100.00%
42700 Telephone & Pagers	\$12,320	\$12,330	\$12,330	\$12,330	0.00%
42850 Miscellaneous	\$30	\$500	\$500	\$500	0.00%
42860 Depreciation	\$2,522	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$277,300	\$373,504	\$303,622	\$331,973	-11.12%

Expenditures By Category

Salaries & Benefits	\$182,081	\$279,934	\$190,102	\$233,653	-16.53%
Materials & Supplies	\$95,219	\$93,570	\$113,520	\$98,320	5.08%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

Meter

Mission Statement

It is the mission of the Richmond Meter Department to provide reliable, accurate meter inventory for Customer Utility Billing, to be the first responder for customer requests for service and convey information to the customer that is courteous, fair and accurate.

Department Functions and Responsibilities

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

Organization-wide Goal

- Maintain accounts with meters that are changed out according to manufacture specifications.
- Complete routine billing work orders in a timely manner.

Departmental Goal

- Painting fifty percent (50%) of all City hydrants to color scheme in design standards.
- Respond to all non-emergency service calls in a timely fashion.
- Respond to all emergency phone calls within one hour.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Number of meter change outs	1,190	800	800

Workload Indicators

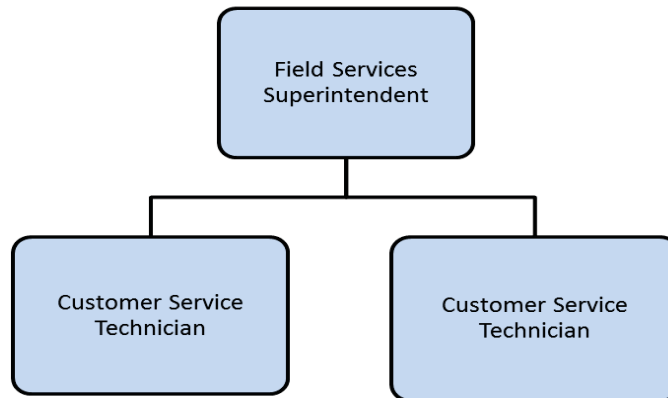
	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Number of metered accounts	6,913	6,980	6,980
Number of requests for service	5,498	5,500	5,500

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Customer Service Technician	2	2	2
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
 Annual Budget
 FY 2018-2019

Meter Department
 Expenditure Detail

Water and Sewer Fund
 Account: 20-5215

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$54,390	\$55,073	\$55,073	\$55,977	1.64%
40125 Overtime	\$3,637	\$4,500	\$3,750	\$4,500	0.00%
40150 Social Security	\$3,376	\$3,693	\$3,693	\$3,750	1.52%
40200 Medicare	\$790	\$864	\$864	\$877	1.52%
40250 Retirement	\$8,078	\$8,567	\$8,567	\$8,916	4.08%
40350 Workers' Compensation	\$2,108	\$2,441	\$2,441	\$2,010	-17.66%
40400 Health Insurance	\$18,620	\$20,686	\$23,016	\$43,574	110.64%
40550 Medical Surveillance	\$0	\$300	\$120	\$300	0.00%
40600 Uniforms & Clothing	\$2,277	\$3,750	\$3,600	\$3,750	0.00%
40650 Travel & Training	\$189	\$1,000	\$0	\$1,000	0.00%
40750 Office Supplies	\$0	\$3,000	\$3,000	\$0	-100.00%
40850 Paint, Hardware Supplies	\$422	\$300	\$300	\$300	0.00%
40950 Shop Tools & Equipment	\$2,002	\$2,000	\$1,000	\$2,000	0.00%
41100 Gasoline	\$6,193	\$10,000	\$5,302	\$7,000	-30.00%
41150 Tires & Batteries	\$20	\$1,000	\$600	\$1,000	0.00%
41550 New Meters	\$44,386	\$35,000	\$50,884	\$51,000	45.71%
41750 Meter supplies, pipes/etc.	\$18,599	\$20,000	\$27,500	\$20,000	0.00%
41800 Golf Cart Repair	\$0	\$750	\$150	\$750	0.00%
41850 Meter Repairs	\$546	\$2,000	\$2,500	\$4,000	100.00%
41950 Equipment Repair	\$0	\$500	\$500	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$6,950	\$9,500	\$5,000	\$5,000	-47.37%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$69,123	\$86,500	\$86,500	\$86,500	0.00%
42600 Utilities	\$0	\$270	\$270	\$270	0.00%
42700 Telephone & Pagers	\$1,381	\$6,900	\$1,500	\$2,000	-71.01%
42700 Advertising	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$120	\$700	\$600	\$700	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$243,206	\$279,293	\$286,729	\$305,673	9.45%

Expenditures By Category

Salaries & Benefits	\$90,999	\$95,823	\$97,403	\$119,603	24.82%
Materials & Supplies	\$152,206	\$183,470	\$189,326	\$186,070	1.42%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%

City of Richmond
 Annual Budget
 FY 2018-2019

Other Water and Sewer
 Expenditure Detail

Water and Sewer Fund
 Account: 20-5235

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
42250 Contracted Services	\$0	\$1,000	\$0	\$0	-100.00%
43150 Transfer to Other Funds	\$1,838,919	\$1,862,520	\$1,862,520	2,489,355	33.66%
43155 Transfer to Debt Service	\$231,081	\$700,480	\$700,480	688,645	-1.69%
43160 Agent Fees	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$2,070,000	\$2,564,000	\$2,563,000	\$3,178,000	23.95%

Expenditures By Category

Salaries & Benefits	\$0	\$0	\$0	\$0	0.00%
Materials & Supplies	\$0	\$1,000	\$0	\$0	-100.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Transfers	\$2,070,000	\$2,563,000	\$2,563,000	\$3,178,000	24.00%

Water Production

Mission Statement

Dedicated to the City of Richmond, who should have implicit faith that the water they drink is safe and excellent quality.

Department Functions and Responsibilities

The Water Production Department is responsible for the comprehensive management and maintenance of both the groundwater production and the treatment and storage of the City’s water. The City owns five groundwater facilities and contract operates one facility for Municipal Utility District 121.

Departmental Goals

Organization-wide 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.

Departmental Goal

- One hour response time for all calls.

Performance Measures

	<u>Actual</u> FY 16-17	<u>Estimate</u> FY 17-18	<u>Budget</u> FY 18-19
TCEQ MCL Violations	1	1	0
Number of water quality tests per year	2,190	9,500	9,500
Percentage of calls responded within one hour	99%	99%	99%

Workload Indicators

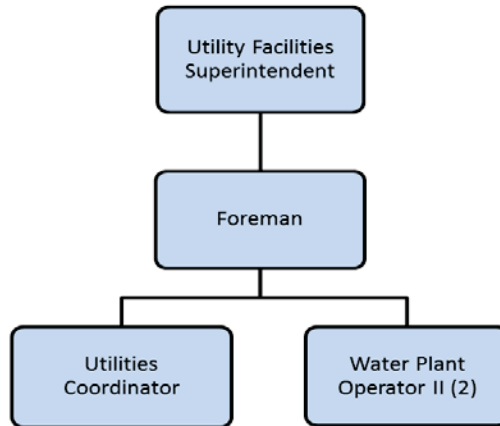
	<u>Actual</u> FY 16-17	<u>Estimate</u> FY 17-18	<u>Budget</u> FY 18-19
Water Produced per year (Million Gallons)	850	875	875
Percent accountability	95%	95%	95%

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Utilities Coordinator	1	1	1
Foreman	1	1	1
Water Plant Operator I	1	0	0
Water Plant Operator II	1	2	2
Total Personnel	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Water Production
Expenditure Detail

Water and Sewer Fund
Account: 20-5260

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40000 Salaries	\$182,868	\$183,789	\$155,515	\$185,992	1.20%
40125 Overtime	\$19,300	\$4,500	\$16,326	\$4,500	0.00%
40150 Social Security	\$11,105	\$11,674	\$11,674	\$11,810	1.17%
40200 Medicare	\$2,597	\$2,730	\$2,730	\$2,762	1.17%
40250 Retirement	\$28,126	\$27,076	\$27,076	\$28,083	3.72%
40350 Workers' Compensation	\$6,171	\$7,714	\$7,714	\$6,330	-17.94%
40400 Health Insurance	\$41,569	\$44,841	\$47,342	\$80,319	79.12%
40550 Medical Surveillance	\$180	\$65	\$100	\$120	84.62%
40600 Uniforms & Clothing	\$1,444	\$3,500	\$3,000	\$3,500	0.00%
40650 Travel & Training	\$2,364	\$2,250	\$1,125	\$2,250	0.00%
40750 Office Supplies	\$536	\$1,000	\$850	\$1,000	0.00%
40800 Postage	\$2,532	\$1,550	\$2,250	\$2,250	45.16%
40950 Shop Tools & Equipment	\$265	\$1,000	\$900	\$1,000	0.00%
41100 Gasoline and Diesel	\$8,755	\$10,000	\$9,500	\$10,000	0.00%
41150 Tires & Batteries	\$209	\$1,000	\$1,000	\$1,000	0.00%
41300 Janitorial Supplies	\$0	\$500	\$450	\$500	0.00%
41350 Chemicals	\$29,536	\$130,000	\$48,639	\$130,000	0.00%
41600 Lab Equipment/Supplies	\$1,283	\$4,000	\$19,098	\$4,000	0.00%
41650 Periodicals-Memberships	\$833	\$400	\$100	\$400	0.00%
41950 Equipment Repair	\$1,213	\$1,000	\$1,000	\$1,000	0.00%
41960 Pump/Motor Maintenance	\$22,581	\$30,000	\$30,000	\$30,000	0.00%
41970 Backflow Prev. & Maint.	\$72	\$2,000	\$1,125	\$2,000	0.00%
42000 Building Repair & Maint.	\$12,895	\$5,000	\$5,000	\$5,000	0.00%
42010 Chlorinator Room Maint.	\$4,987	\$5,000	\$3,000	\$5,000	0.00%
42015 Generator Maintenance	\$1,636	\$6,500	\$5,500	\$6,500	0.00%
42050 Tank Maintenance	\$9,040	\$10,000	\$4,000	\$10,000	0.00%
42100 Vehicle Repair	\$3,404	\$400	\$600	\$600	50.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$16,667	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$0	\$0	\$3,241	\$9,450	100.00%
42450 Lab Fees	\$14,883	\$18,000	\$12,000	\$18,000	0.00%
42500 Advertising	\$10,031	\$4,000	\$13,500	\$0	-100.00%
42600 Utilities	\$178,604	\$146,400	\$167,608	\$168,360	15.00%
42700 Telephone & Pagers	\$13,834	\$14,800	\$11,500	\$14,800	0.00%
42800 Licenses/State & Subsidence F	\$18,466	\$18,000	\$32,000	\$32,000	77.78%
42850 Miscellaneous	\$1,015	\$1,000	\$850	\$1,000	0.00%
42900 Capital Outlay	\$0	\$22,750	\$23,692	\$0	-100.00%
Total Expenditures	\$649,001	\$722,439	\$670,005	\$779,527	7.90%
<u>Expenditures By Category</u>					
Salaries & Benefits	\$291,736	\$282,324	\$268,377	\$319,797	13.27%
Materials & Supplies	\$357,265	\$417,365	\$377,936	\$459,730	10.15%
Capital Outlay	\$0	\$22,750	\$23,692	\$0	-100.00%

Water Distribution

Mission Statement

The Water Distribution Department takes pride in maintaining a tradition of producing ample superior quality water, vigilantly maintaining water infrastructure, and providing responsive and efficient customer-oriented service in a cost effective and innovative manner emphasizing responsible environmental stewardship and compliance with all regulatory requirements.

Department Functions and Responsibilities

The Water Distribution Department is responsible for the comprehensive management and maintenance of the water distribution system that consist of 52 miles of water line.

Departmental Goals

Organization-wide 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.

Departmental Goal

- One hour response time for emergency calls.
- Complete implementation of work order system.
- Begin valve maintenance program.

Performance Measures

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Number of Bacteriological Samples Collected	440	440	460
Dead End Mains Flushed per year	1,500	1,500	1,500
Percentage of calls responded within one hour	99%	99%	99%

Workload Indicators

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Number of excavated repairs	50	50	55
Request for service per year	410	410	450

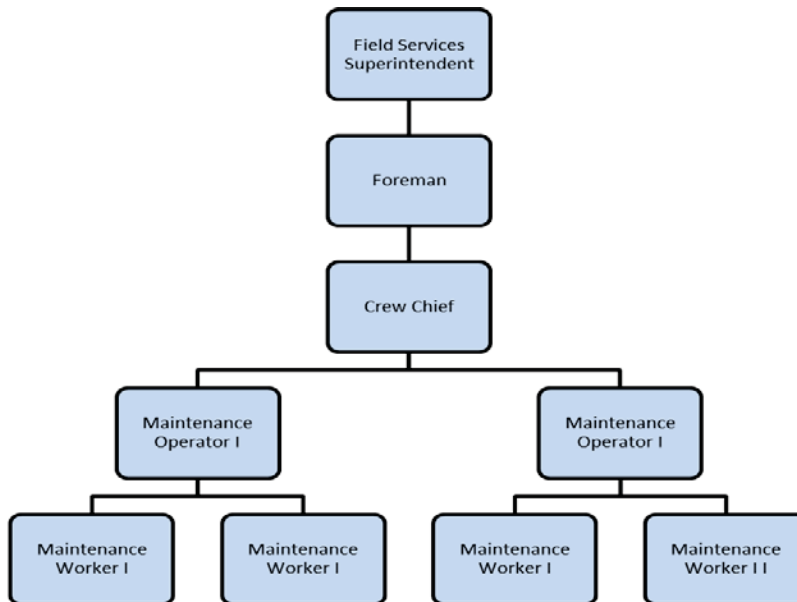
Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Maintenance Operator I	2	2	2
Maintenance Worker I	3	3	3
Maintenance Worker II	1	1	1
Construction Inspector *	.50	.50	.50
Total Personnel	9.50	9.50	9.50

* Position funded 50% in Waster Distribution and 50% in Wastewater Collection

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Water Distribution
Expenditure Detail

Water and Sewer Fund
Account: 20-5265

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40000 Salaries	\$361,794	\$354,678	\$354,678	\$372,505	5.03%
40125 Overtime	\$15,926	\$5,500	\$6,153	\$5,500	0.00%
40150 Social Security	\$22,359	\$22,269	\$22,269	\$23,374	4.96%
40200 Medicare	\$5,229	\$5,208	\$5,208	\$5,467	4.96%
40250 Retirement	\$52,481	\$51,650	\$51,650	\$55,580	7.61%
40350 Workers' Compensation	\$12,840	\$14,715	\$14,715	\$12,528	-14.86%
40400 Health Insurance	\$85,547	\$116,079	\$116,079	\$136,868	17.91%
40550 Medical Surveillance	\$495	\$585	\$585	\$585	0.00%
40600 Uniforms & Clothing	\$8,685	\$8,125	\$8,125	\$8,125	0.00%
40650 Travel & Training	\$3,499	\$2,800	\$2,800	\$2,800	0.00%
40750 Office Supplies	\$1,064	\$3,000	\$2,500	\$3,000	0.00%
40800 Postage	\$0	\$50	\$50	\$50	0.00%
40850 Paint, Hardware Supplies	\$926	\$1,000	\$850	\$1,000	0.00%
40950 Shop Tools & Equipment	\$7,567	\$8,000	\$5,500	\$8,000	0.00%
41100 Gasoline and Diesel	\$22,966	\$20,000	\$25,798	\$26,000	30.00%
41150 Tires & Batteries	\$2,223	\$4,000	\$4,000	\$4,000	0.00%
41300 Janitorial Supplies	\$507	\$1,000	\$1,000	\$1,000	0.00%
41550 Hydrant Maintenance	\$6,595	\$10,000	\$2,700	\$4,000	-60.00%
41650 Periodicals-Memberships	\$161	\$250	\$250	\$250	0.00%
41700 System Maintenance	\$24,790	\$50,000	\$31,398	\$32,000	-36.00%
41720 System Maint. - Rivers Edge	\$506	\$0	\$0	\$0	0.00%
41750 Distribution Inventory	\$14,662	\$75,000	\$65,000	\$75,000	0.00%
41800 Inventory - Rivers Edge	\$1,043	\$0	\$0	\$0	0.00%
41850 Inventory - Del Webb	\$43,995	\$0	\$0	\$0	0.00%
41856 Inventory - Williams Ranch	\$9,742	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$4,665	\$7,200	\$3,500	\$7,200	0.00%
41980 Private Yard Line	\$282	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$808	\$2,000	\$3,600	\$2,000	0.00%
42100 Vehicle Repair	\$7,403	\$10,000	\$8,000	\$10,000	0.00%
42150 Equipment Rental	\$1,248	\$500	\$300	\$500	0.00%
42210 Engineering & Prof. Fees	\$6,708	\$5,000	\$3,000	\$5,000	0.00%
42500 Advertising	\$91	\$500	\$0	\$0	-100.00%
42550 Pest Control	\$55	\$600	\$200	\$600	0.00%
42600 Utilities	\$5,381	\$6,000	\$6,000	\$6,000	0.00%
42700 Telephone & Pagers	\$7,272	\$12,650	\$9,000	\$12,650	0.00%
42800 Water License Fees	\$0	\$1,000	\$1,000	\$1,000	0.00%
42850 Miscellaneous	\$1,073	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$23,418	\$0	0.00%
Total Expenditures	\$740,587	\$800,358	\$780,325	\$823,581	2.90%
Expenditures By Category					
Salaries & Benefits	\$556,176	\$570,098	\$570,751	\$611,821	7.32%
Materials & Supplies	\$184,411	\$230,260	\$186,156	\$211,760	-8.03%
Capital Outlay	\$0	\$0	\$23,418	\$0	0.00%

Wastewater Collection

Mission Statement

The City of Richmond Wastewater Collection Department is dedicated to protecting the physical environment and to sustaining the quality of life for all citizens of Richmond. Our objective is to manage and operate in a safe, cost efficient and ecologically sound wastewater service for the benefit of the City of Richmond. This will be accomplished through constant vigilance, operator training, excellent system maintenance and effective communication.

Department Functions and Responsibilities

The Wastewater Collection Department is responsible for the comprehensive management of the wastewater collection system for the City. A team of three people operate and maintain fifty-four (54) miles of sewer collection mains.

Departmental Goals

Organization-wide Goal

- Convey wastewater from the customer to the treatment plant in compliance with all regulatory requirement and as efficiently as possible.

Departmental Goal

- Maintain collection system infrastructure to extend the useful life of equipment and assets.
- Continue the implementation of the TCEQ Sanitary Sewer Overflow Initiative.
- One hour response time for all calls.
- Televis five miles of sanitary sewer mains per year.
- Implement manhole inspection preventive maintenance program.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Lateral collection lines televised/cleaned per year (feet)	20	20	20
Percent of emergency calls answered within one hour	99%	99%	99%

Workload Indicators

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Number of City stoppages per year	50	50	40
Number of Sanitary Sewer Overflows per year	<20	<20	<20
Requests for service	410	410	450

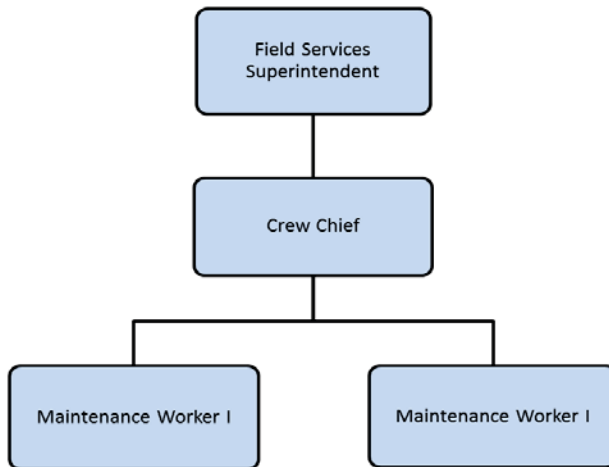
Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Crew Chief	1	1	1
Maintenance Worker I	2	2	2
Construction Inspector *	.50	.50	.50
Total Personnel	3.50	3.50	3.50

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

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual Budget
FY 2018-2019

Wastewater Collection
Expenditure Detail

Water and Sewer Fund
Account: 20-5270

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40000 Salaries	\$100,155	\$118,444	\$99,830	\$120,991	2.15%
40125 Overtime	\$6,164	\$4,500	\$4,500	\$4,500	0.00%
40150 Social Security	\$6,250	\$7,623	\$7,623	\$7,780	2.07%
40200 Medicare	\$1,462	\$1,783	\$1,783	\$1,820	2.07%
40250 Retirement	\$14,765	\$17,679	\$14,679	\$18,501	4.64%
40350 Workers' Compensation	\$2,723	\$3,151	\$3,151	\$2,609	-17.21%
40400 Health Insurance	\$16,806	\$35,484	\$22,978	\$49,283	38.89%
40550 Medical Surveillance	\$430	\$260	\$260	\$260	0.00%
40600 Uniforms & Clothing	\$1,171	\$2,690	\$2,690	\$2,690	0.00%
40650 Travel & Training	\$990	\$1,750	\$1,750	\$1,700	-2.86%
40750 Office Supplies	\$0	\$400	\$150	\$150	-62.50%
40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$1,403	\$1,000	\$1,000	\$1,800	80.00%
41100 Gasoline and Diesel	\$2,361	\$8,000	\$6,821	\$8,000	0.00%
41150 Tires & Batteries	\$874	\$900	\$900	\$900	0.00%
41350 Chemical Supplies	\$688	\$3,000	\$700	\$1,000	-66.67%
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	\$118,514	\$115,000	\$85,500	\$115,000	0.00%
41900 W/W System Rehab.	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$3,547	\$6,000	\$5,600	\$6,000	0.00%
42100 Vehicle Repair	\$5,375	\$10,000	\$5,500	\$10,000	0.00%
42150 Equipment Rental	\$707	\$350	\$350	\$350	0.00%
42210 Engineering & Prof. Fees	\$104,019	\$150,000	\$150,000	\$150,000	0.00%
42250 Contracted Services	\$7,834	\$50,000	\$45,000	\$50,000	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$367	\$0	\$0	\$0	0.00%
42600 Utilities	\$384	\$0	\$0	\$0	0.00%
42605 Utilities - MUD 116	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$4,525	\$5,500	\$5,500	\$5,500	0.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$398	\$500	\$500	\$1,000	100.00%
42900 Capital Outlay	\$0	\$0	\$194,313	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$401,912	\$544,014	\$661,077	\$559,834	2.91%
Expenditures By Category					
Salaries & Benefits	\$148,325	\$188,664	\$154,544	\$205,484	8.92%
Materials & Supplies	\$253,587	\$355,350	\$312,221	\$354,350	-0.28%
Capital Outlay	\$0	\$0	\$194,313	\$0	0.00%

Wastewater Treatment

Mission Statement

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 pumping through treatment) for the citizens of Richmond; thereby affording a desirable standard of living in addition to protecting the water environment.

Department Functions and Responsibilities

The Wastewater Treatment Department is responsible for the comprehensive management of both collection lift stations and wastewater treatment of the City's wastewater system. The team of eleven people cares for two treatment facilities, sixteen lift stations and fifty-four miles of collection mains.

Departmental Goals

Organization-wide Goal

- Treat wastewater to a level that is compliant with all regulatory requirements and as efficiently as possible.

Departmental Goal

- 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.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Wastewater Quality Samples	20,000	20,000	20,000
TCEQ Violations	0	0	0
Percent of calls responded within one hour	99%	99%	99%

Workload Indicators

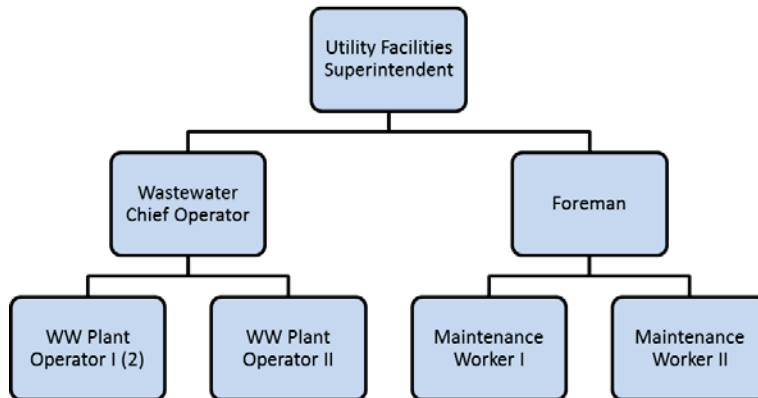
	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Wastewater treated per year (million gallons)	635	635	575
Re-use Water treated per year (million gallons)	47	47	68
Dry tons of sludge produced	500	500	9,240

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Superintendent	1	1	1
Foreman	1	1	1
WW Plant Operator I	1	1	2
WW Plant Operator II	2	2	1
Wastewater Chief Operator	1	1	1
Maintenance Worker I	1	1	1
Maintenance Worker II	1	1	1
Total Personnel	8	8	8

Departmental Organizational Chart

Full-Time Equivalent (FTE)



City of Richmond
Annual budget
FY 2018-2019

Wastewater Treatment
Expenditure Detail

Water and Sewer Fund
Account: 20-5275

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40000 Salaries	\$267,833	\$322,100	\$286,302	\$337,724	4.85%
40125 Overtime	\$17,458	\$4,500	\$16,516	\$4,500	0.00%
40150 Social Security	\$15,905	\$20,249	\$20,249	\$21,218	4.78%
40200 Medicare	\$3,720	\$4,736	\$4,736	\$4,962	4.78%
40250 Retirement	\$39,676	\$46,965	\$46,965	\$50,452	7.43%
40350 Workers' Compensation	\$6,611	\$8,371	\$8,371	\$7,115	-15.01%
40400 Health Insurance	\$64,428	\$112,943	\$79,610	\$116,246	2.92%
40550 Medical Surveillance	\$405	\$200	\$390	\$200	0.00%
40600 Uniforms & Clothing	\$5,098	\$6,110	\$6,110	\$6,110	0.00%
40650 Travel & Training	\$1,998	\$2,500	\$1,100	\$2,500	0.00%
40750 Office Supplies	\$2,470	\$2,100	\$1,400	\$2,100	0.00%
40850 Paint, Hardware Supplies	\$917	\$2,000	\$2,000	\$2,000	0.00%
40950 Shop Tools & Equipment	\$915	\$2,000	\$3,400	\$2,000	0.00%
41100 Gasoline and Diesel	\$10,448	\$10,000	\$13,040	\$13,000	30.00%
41150 Tires & Batteries	\$761	\$900	\$2,000	\$1,800	100.00%
41350 Chemical Supplies	\$332,694	\$350,000	\$375,000	\$350,000	0.00%
41600 Lab Equipment/Supplies	\$4,050	\$8,600	\$4,900	\$8,600	0.00%
41800 Lift Station Maint/Repair	\$23,376	\$32,500	\$22,500	\$32,500	0.00%
41900 W/W System Rehab.	\$26,729	\$30,000	\$30,000	\$30,000	0.00%
41950 Equipment Repair	\$3,988	\$4,000	\$5,900	\$4,000	0.00%
42010 R R Facility Maintenance	\$103,618	\$100,000	\$100,000	\$100,000	0.00%
42100 Vehicle Repair	\$3,832	\$4,000	\$4,000	\$4,000	0.00%
42150 Equipment Rental	\$346	\$500	\$36,000	\$61,770	12254.00%
42210 Engineering & Prof. Fees	\$30,311	\$56,300	\$78,801	\$56,300	0.00%
42250 Contracted Services	\$83,747	\$80,000	\$106,856	\$80,000	0.00%
42450 Lab Fees	\$17,677	\$18,000	\$52,406	\$18,000	0.00%
42500 Advertising	\$351	\$2,000	\$0	\$0	-100.00%
42600 Utilities	\$247,624	\$287,500	\$266,150	\$287,500	0.00%
42700 Telephone & Pagers	\$13,351	\$12,800	\$17,120	\$12,800	0.00%
42800 Licenses & Permits	\$22,697	\$40,250	\$41,256	\$40,250	0.00%
42850 Miscellaneous	\$432	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$46,700	\$118,690	\$0	-100.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$1,353,468	\$1,619,324	\$1,752,268	\$1,658,147	2.40%

Expenditures By Category

Salaries & Benefits	\$415,631	\$519,864	\$462,749	\$542,217	4.30%
Materials & Supplies	\$937,837	\$1,052,760	\$1,170,829	\$1,115,930	6.00%
Capital Outlay	\$0	\$46,700	\$118,690	\$0	-100.00%

Water and Sewer Expenditure Summary

Department	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
20-5200 Accounting & Collecting	\$684,280	\$860,758	\$860,241	\$1,152,567	33.90%
20-5210 Customer Service	\$277,300	\$373,504	\$303,622	\$331,973	-11.12%
20-5215 Meter	\$243,206	\$279,293	\$286,729	\$305,673	9.45%
20-5235 Water & Sewer Other	\$2,070,000	\$2,564,000	\$2,563,000	\$3,178,000	23.95%
20-5260 Water Production	\$649,001	\$722,439	\$670,005	\$779,527	7.90%
20-5265 Water Distribution	\$740,587	\$800,358	\$780,325	\$823,581	2.90%
20-5270 Wastewater Collection	\$401,912	\$544,014	\$661,077	\$559,834	2.91%
20-5275 Wastewater Treatment	\$1,353,468	\$1,619,324	\$1,752,268	\$1,658,147	2.40%
Total Expenditures	\$6,419,754	\$7,763,691	\$7,877,268	\$8,789,301	13.21%

Water and Sewer Expenditure Summary
By Expenditure Category

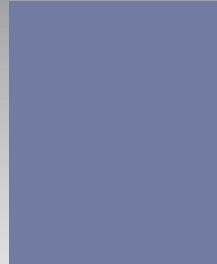
	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
Salaries & Benefits	\$2,184,255	\$2,500,334	\$2,257,961	\$2,763,441	10.52%
Materials & Supplies	\$2,165,499	\$2,630,907	\$2,696,195	\$2,847,860	8.25%
Capital Outlay	\$0	\$69,450	\$360,112	\$0	0.00%
Transfers	\$2,070,000	\$2,563,000	\$2,563,000	\$3,178,000	24.00%
Total Expenditures	\$6,419,754	\$7,763,691	\$7,877,268	\$8,789,301	13.21%

Debt Service Fund

The Debt Service Fund accounts for the resources accumulated and payment made for principal and interest on long-term general obligation debt of governmental funds. The primary source of revenue for debt services is property taxes.



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RICHMOND

EST. **TEXAS** 1837

Debt Service Fund

Fund: 30

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
3000 Property Taxes-Current	\$1,013,127	\$741,674	\$734,121	\$812,935	9.61%
3005 Property Taxes Delinquent	\$23,430	\$18,000	\$28,967	\$22,000	22.22%
3010 Tax Penalty and Interest	\$16,970	\$19,500	\$11,720	\$11,895	-39.00%
3055 Interest Income	\$1,732	\$5,000	\$566	\$1,000	-80.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3165 Transf. from Development Corp.	\$255,088	\$252,788	\$252,788	\$250,363	-0.96%
3165 Transf. from Water & Sewer Fund	\$270,197	\$700,480	\$700,480	688,645	-1.69%
Total Revenues	\$1,580,544	\$1,737,442	\$1,728,642	\$1,786,838	2.84%

Expenditure Detail

Account: 30-

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
Principal	\$1,120,000	\$1,140,000	\$1,250,000	\$1,295,000	13.60%
Interest and Other Charges	\$596,675	\$560,713	\$635,675	\$619,150	10.42%
Agency Fees	\$4,250				
Miscellaneous		\$9,250	\$9,250	\$9,250	0.00%
Total Expenditures	\$1,720,925	\$1,709,963	\$1,894,925	1,923,400	12.48%
Prior Year Balance	<u>\$752,519</u>	<u>\$582,853</u>	<u>\$612,138</u>	<u>\$445,855</u>	
Ending Fund Balance	<u>\$612,138</u>	<u>\$610,332</u>	<u>\$445,855</u>	<u>\$309,294</u>	

City of Richmond
Annual Budget
FY 2018-2019

Legal Debt Margin Information

Classification	Actual 2016-2017	Budget 2017-2018	Budget 2018-2019
Debt limit	\$50,060,929	\$50,914,459	\$51,975,314
Total net debt applicable to limit	<u>31,080,862</u>	<u>29,969,668</u>	<u>37,194,145</u>
Legal Debt Margin	\$18,980,067	\$20,944,791	\$14,781,169
Total net debt applicable to the limit as a percentage of debt limit	62.09%	58.86%	71.56%

Legal Debt Margin Calculation by Fiscal Year

Net taxable value	\$500,609,291	\$509,144,586	\$519,753,143
Debt limit (10% of assessed value)	50,060,929	50,914,459	51,975,314
Debt applicable to limit:			
General obligation bonds	31,693,000	30,580,000	37,640,000
Less: amount set aside for repayment of general obligation debt	<u>612,138</u>	<u>610,332</u>	<u>445,855</u>
Total net debt applicable to limit	31,080,862	29,969,668	37,194,145
Legal debt margin	\$18,980,067	\$20,944,791	\$14,781,169

City of Richmond
Annual Budget
FY 2018-2019

Total General & Certificate of Obligation Debt

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2019	2,415,000	1,249,683	3,664,683
2020	2,495,000	1,170,895	3,665,895
2021	2,240,000	1,096,065	3,336,065
2022	2,315,000	1,025,213	3,340,213
2023	2,380,000	950,630	3,330,630
2024	1,795,000	881,395	2,676,395
2025	1,540,000	824,654	2,364,654
2026	1,580,000	772,158	2,352,158
2027	1,550,000	718,908	2,268,908
2028	1,590,000	665,079	2,255,079
2029	1,645,000	609,561	2,254,561
2030	1,425,000	557,526	1,982,526
2031	1,455,000	509,098	1,964,098
2032	1,505,000	459,101	1,964,101
2033	1,550,000	407,120	1,957,120
2034	1,580,000	353,276	1,933,276
2035	1,515,000	299,264	1,814,264
2036	1,425,000	246,936	1,671,936
2037	1,480,000	194,220	1,674,220
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	37,640,000	13,616,894	51,256,894

Certificates of Obligation Bonds
 Series 2017 A

Issued: 2017
 Account 70-5270

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2019	230,000	170,520	400,520
2020	235,000	163,545	398,545
2021	240,000	156,420	396,420
2022	250,000	149,070	399,070
2023	255,000	141,495	396,495
2024	265,000	133,695	398,695
2025	275,000	125,595	400,595
2026	280,000	117,270	397,270
2027	290,000	108,720	398,720
2028	300,000	99,870	399,870
2029	310,000	90,720	400,720
2030	320,000	81,270	401,270
2031	325,000	71,595	396,595
2032	335,000	61,695	396,695
2033	345,000	51,495	396,495
2034	360,000	40,920	400,920
2035	370,000	29,970	399,970
2036	380,000	18,530	398,530
2037	395,000	6,320	401,320
			-
Total	5,760,000	1,818,715	7,578,715

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2017 B

Issued: 2017
 Account 70-

Construction of Facilities, Park Improvements, Drainage
 and Water & Sewer Projects and Equipment

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2019	130,000	96,900	226,900
2020	135,000	92,925	227,925
2021	140,000	88,800	228,800
2022	145,000	84,525	229,525
2023	150,000	80,100	230,100
2024	150,000	75,600	225,600
2025	155,000	71,025	226,025
2026	160,000	66,300	226,300
2027	165,000	61,425	226,425
2028	170,000	56,400	226,400
2029	175,000	51,225	226,225
2030	180,000	45,900	225,900
2031	185,000	40,425	225,425
2032	195,000	34,725	229,725
2033	200,000	28,800	228,800
2034	205,000	22,725	227,725
2035	210,000	16,500	226,500
2036	220,000	10,050	230,050
2037	225,000	3,375	228,375
			-
Total	3,295,000	1,027,725	4,322,725

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2016 A

Issued: 2016
 Account 22-5270

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
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	4,945,000	701,475	5,646,475

Interest Rates:	Year of Maturity	Interest Rate
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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 & Interest</u>
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	2,965,000	679,725	3,644,725

Interest Rates:	Year of Maturity	Interest Rate
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Certificates of Obligation Bonds
 Series 2015

Issued: 2015
 Account 22-5269

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2019	215,000	321,788	536,788
2020	220,000	315,263	535,263
2021	225,000	308,588	533,588
2022	235,000	301,688	536,688
2023	240,000	294,563	534,563
2024	250,000	287,213	537,213
2025	255,000	279,638	534,638
2026	265,000	271,838	536,838
2027	270,000	263,813	533,813
2028	280,000	255,563	535,563
2029	290,000	247,013	537,013
2030	300,000	237,788	537,788
2031	310,000	227,681	537,681
2032	320,000	217,250	537,250
2033	330,000	206,275	536,275
2034	340,000	194,550	534,550
2035	355,000	181,944	536,944
2036	365,000	168,444	533,444
2037	380,000	154,000	534,000
2038	395,000	138,500	533,500
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	9,105,000	5,350,694	14,455,694

Interest Rates:	Year of Maturity	Interest Rate
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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

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
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	5,545,000	2,370,416	7,915,416

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

Certificates of Obligation
 Series 2013

Issued: 2013
 Account 30-5068

Purpose: Fire Station

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
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
Total	1,955,000	912,406	2,867,406

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

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 & Interest</u>
2019	460,000	28,400	488,400
2020	480,000	9,600	489,600
Total	940,000	38,000	978,000

General Obligation Bonds
 Series 2009

Issued: 2009
 Account 35-5235

Purpose: Streets & Drainage

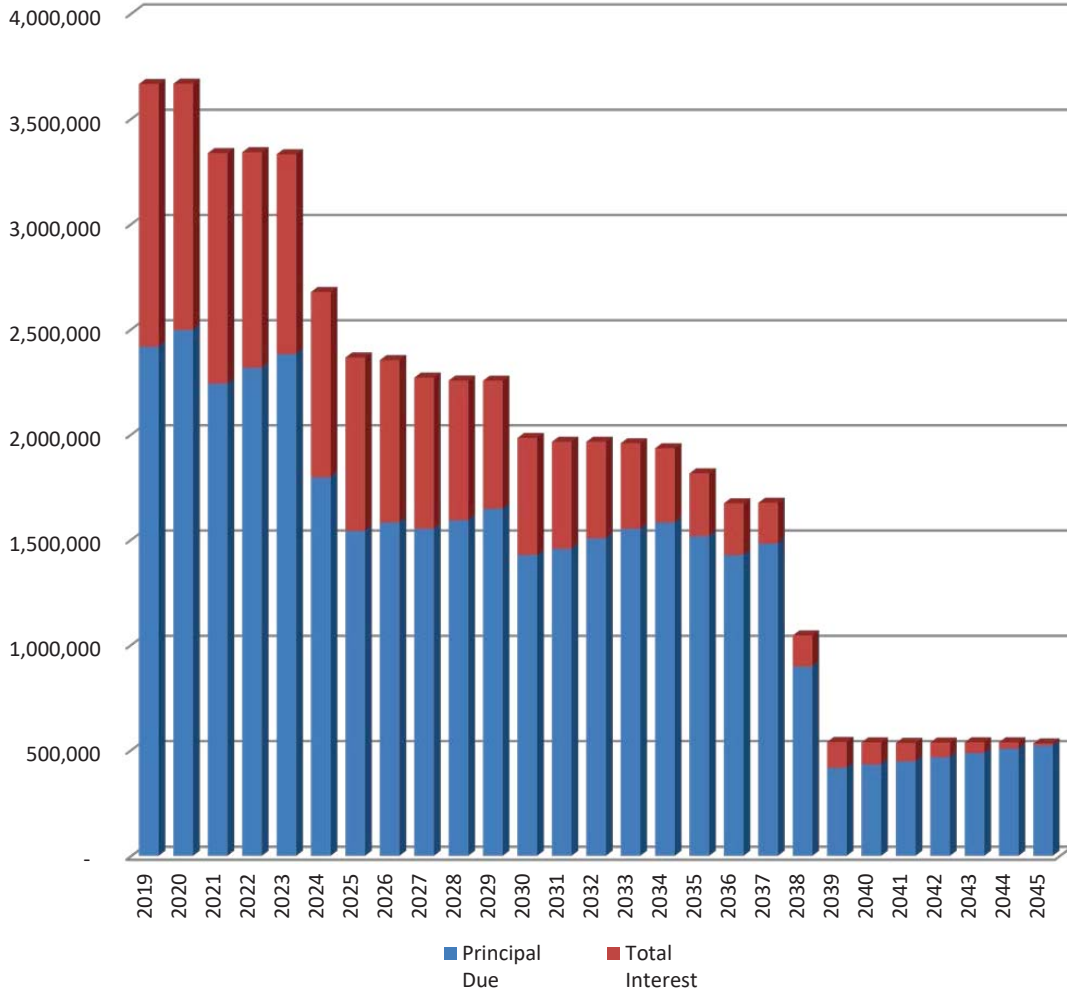
Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2019	190,000	120,994	310,994
2020	200,000	113,594	313,594
2021	330,000	103,889	433,889
2022	340,000	91,324	431,324
2023	355,000	77,941	432,941
2024	375,000	63,519	438,519
2025	245,000	51,119	296,119
2026	255,000	40,959	295,959
2027	270,000	29,963	299,963
2028	280,000	18,275	298,275
2029	290,000	6,163	296,163
Total	3,130,000	717,738	3,847,738

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%

Direct and Overlapping Governmental Activities Debt

Governmental Unit	Net Debt Outstanding	Percentage Applicable to City	Estimated Debt Applicable to City
Fort Bend County	593,940,527	0.81%	4,810,918
Lamar CISD	1,062,270,000	3.77%	40,047,579
Total Net Overlapping Debt			44,858,497
City of Richmond	37,640,000	100%	37,640,000
Total Direct and Overlapping Net Debt			82,498,497
Ratio of total direct and overlapping net debt to assessed valuation			15.87%
Direct and overlapping net debt per capita			\$6,838

Total General & Certificate of Obligation Debt



Special Revenue Funds

The Special Revenue Funds are used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.



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Historic
Downtown



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RICHMOND
EST. TEXAS 1837

Special Revenue Funds

Surface Water Fund (22) - accounts for the ground water reduction partner fees collected and associated expenditures for the purpose of building infrastructure improvements for sources of water other than ground water in order to meet the mandated requirements of the Fort Bend Subsidence District.

Wastewater Impact Fund (40) - is used to account for the collection of wastewater impact fees from property developers to be used for new infrastructure being built due to new property development projects, and to help offset the cost of the additional development on the City's water infrastructure and services.

Water Impact Fee Fund (50) - is used to account for the collection of water impact fees from property developers to be used for new infrastructure being built due to new property development projects, and to help offset the cost of the additional development on the City's water infrastructure and services.

Festivals Fund (55) - is used to account for revenues that are restricted for the use of holding festivals within the City.

Park Improvement Fund (60) - is used to account for the intergovernmental revenues and expenditures related to park improvements.

City Narcotics Seizure Fund (64) - is used to account for the revenues from seizure and/or sale of assets related to enforcement and abatement of criminal statutes. Expenditures are restricted to improve activities related to general law enforcement programs and/or law enforcement equipment.

State Narcotics Fund (65) - is used to account for the revenues from seizure and/or sale of assets from illegal narcotic activities. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Federal Narcotics Fund (66) - is used to account for the revenues from the proceeds of assets seized, in partnership with Federal Law Enforcement Officials, for activities related to enforcement and abatement of criminal statutes. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Hotel Occupancy Tax Fund (82) - is used to account for revenues and expenditures for the Hotel Occupancy Tax remitted by any individual or entity owning, operating, managing, or controlling a hotel within the corporate limits and extraterritorial jurisdiction of the City. Expenditures are restricted to only those that directly promote tourism and the convention/hotel industry such as projects or events that result in visitors or attendees staying overnight in the community.



Special Revenue Funds

Development Corporation Fund (85) - is used to account for the sales tax collected on behalf of the corporation and associated project expenditures for the purpose of fostering economic growth and business retention within the City of Richmond. The Development Corporation is a separate legal entity, this is presented on the annual financial report as a discretely presented component unit of the City.

Community Development Block Grant Fund (CDBG) (90) - is used to account for the community development block grant that is funding revitalization projects for water and sewer infrastructure improvements within the City.

TCLEOSE Grant Fund (91) - is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Fire Department.

Municipal Court Technology Fund (92) - is used to account for revenues collected from fines and expenditures for the strict use for technology related items within the City's Municipal Court.

Municipal Court Building Security Fund (93) - is used to account for the revenues collected from fines and expenditures for the strict use for security related items within the City's Municipal Court.

TCLEOSE Grant Fund (96) - is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Police Department.

Surface Water

Mission Statement

Dedicated to the City of Richmond, who should have implicit faith that the water they drink is safe and excellent quality.

Department Functions and Responsibilities

The Surface Water Department is responsible for the comprehensive management and maintenance of the 2.0 MGD micro-filtration surface water treatment plant.

Departmental Goals

Organizational-wide Goal

- Maximize surface water production to prolong the need for plant expansion.
- Provide a sustainable supply of excellent quality surface water.

Performance Measures

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
Water Quality Percent Compliance	100%	100%	100%

Workload Indicators

	Actual <u>FY 16-17</u>	Estimate <u>FY 17-18</u>	Budget <u>FY 18-19</u>
MG Produced	N/A	150	700

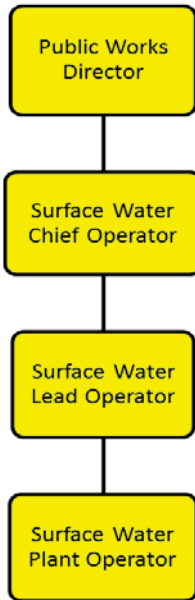
**None available for 2017:
 Surface Water Plant was under construction*

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Surface Water Chief Operator	0	1	1
Surface Water Lead Operator	0	1	1
Surface Water Plant Operator	1	1	1
Total Personnel	1	3	3

Departmental Organizational Chart

Full-Time Equivalent (FTE)



Surface Water Fund

Fund: 22

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
3050 Groundwater Reduction Revenue	\$1,254,818	\$975,000	\$1,243,169	\$1,553,961	59.38%
3051 Groundwater - Rivers Edge	\$141,940	\$150,982	\$165,930	\$207,413	37.38%
3052 Groundwater - Rio Vista	\$63,061	\$60,000	\$59,617	\$74,521	24.20%
3053 Groundwater - MUD 121	\$271,941	\$260,000	\$286,644	\$358,305	37.81%
3054 Groundwater - MUD 187 *	\$0	\$0	\$0	\$0	0.00%
3055 Interest Income	\$5,207	\$4,000	\$3,156	\$2,500	-37.50%
3056 Groundwater - MUD 116	\$542,245	\$520,000	\$650,000	\$650,000	25.00%
3057 Groundwater - WCID #3	\$203,498	\$137,818	\$233,322	\$240,000	74.14%
3058 Groundwater - Texana HOA	\$0	\$0	\$0	\$0	0.00%
3059 Groundwater - MUD 19	\$0	\$0	\$0	\$0	0.00%
3060 Groundwater - WCID #8	\$25,238	\$24,972	\$20,810	\$24,972	0.00%
3061 Groundwater - LCISD	\$39,335	\$37,494	\$40,500	\$48,600	29.62%
3062 Groundwater - Rivers Edge HOA	\$0	\$0	\$0	\$0	0.00%
3063 Groundwater - Riverpark HOA	\$28,942	\$34,840	\$32,129	\$38,555	10.66%
3064 Groundwater - Country Club	\$1,107	\$19,377	\$0	\$0	-100.00%
3065 Transfer from/to Other Funds	\$11,923,167	\$0	\$0	\$0	0.00%
3066 Groundwater - MUD 1	\$14,926	\$24,000	\$26,597	\$35,000	45.83%
3067 Groundwater - MUD 215	\$12,033	\$25,080	\$89,785	\$130,000	418.34%
3068 Groundwater - MUD 207	\$37	\$5,000	\$10,000	\$12,500	150.00%
3070 Other Income	\$890	\$0	\$1,400	\$0	0.00%
3071 Grants - Federal	\$0	\$0	\$0	\$0	0.00%
3150 Contributed Capital	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$14,528,385	\$2,278,563	\$2,863,059	\$3,376,327	48.18%
Surface Water Expenditures	\$2,177,881	\$3,856,925	\$3,568,549	\$3,986,705	3.36%
Total Expenditures	\$2,177,881	\$3,856,925	\$3,568,549	\$3,986,705	3.36%
<i>Prior Year Balance **</i>	<u>\$4,323,932</u>	<u>\$5,484,153</u>	<u>\$3,905,792</u>	<u>\$3,200,302</u>	
Anticipated Balance	<u>\$16,674,436</u>	<u>\$3,905,792</u>	<u>\$3,200,302</u>	<u>\$2,589,924</u>	
Fund Bal as % of Exp	765.63%	101.27%	89.68%	64.96%	
Fund Bal in Days	2,795	370	327	237	

* - Included in account 22-3050

** - Working Capital Basis

City of Richmond
Annual Budget
FY 2018-2019

Surface Water Fund
Expenditure Detail

Fund: 22
Account: 22-5222

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
5222-40000 Salaries	\$57,207	\$158,442	\$130,488	\$168,156	6.13%
5222-40125 Overtime	\$0	\$0	\$3,306	\$5,000	100.00%
5222-40150 Social Security	\$3,245	\$9,824	\$9,823	\$10,426	6.12%
5222-40200 Medicare	\$759	\$2,297	\$2,297	\$2,438	6.15%
5222-40250 Retirement	\$7,964	\$22,784	\$22,784	\$24,790	8.81%
5222-40350 Workers' Compensation	\$153	\$2,806	\$2,806	\$5,526	96.92%
5222-40400 Health Insurance	\$8,507	\$57,759	\$32,142	\$47,505	-17.75%
5222-40550 Medical Surveillance	\$70	\$150	\$85	\$150	0.00%
5222-40600 Uniforms & Clothing	\$125	\$900	\$900	\$900	0.00%
5222-40650 Travel & Training	\$1,302	\$3,500	\$1,100	\$4,000	14.29%
5222-40750 Office Supplies	\$24	\$1,000	\$5,000	\$1,000	0.00%
5222-40800 Postage	\$0	\$600	\$1,835	\$3,800	533.33%
5222-40850 Paint, Hardware Supplies	\$0	\$1,000	\$2,000	\$1,500	50.00%
5222-40950 Shop Tools & Equipment	\$0	\$1,000	\$2,650	\$2,000	100.00%
5222-41100 Gasoline and Diesel	\$0	\$4,000	\$1,000	\$4,000	0.00%
5222-41300 Janitorial Supplies	\$0	\$500	\$900	\$500	0.00%
5222-41350 Chemical Supplies	\$463	\$328,582	\$100,000	\$250,000	-23.92%
5222-41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$10,000	100.00%
5222-41650 Periodicals-Memberships	\$50	\$200	\$150	\$600	200.00%
5222-41710 System Water Cost	\$235,418	\$245,000	\$245,000	\$253,281	3.38%
5222-41950 Equipment Repair & Maint.	\$0	\$0	\$0	\$30,000	100.00%
5222-42000 Building Repair & Maint.	\$0	\$0	\$8,900	\$2,000	100.00%
5222-42100 Vehicle Repair	\$0	\$0	\$1,000	\$2,000	100.00%
5222-42150 Equipment Rental	\$0	\$0	\$500	\$3,100	100.00%
5222-42200 Legal and Professional Fees	\$0	\$15,000	\$15,000	\$15,000	0.00%
5222-42210 Engineering & Prof. Fees	\$662,433	\$339,243	\$339,243	\$50,000	-85.26%
5222-42250 Contracted Services	\$0	\$1,014,000	\$664,000	\$300,000	-70.41%
5222-42450 Lab Fees	\$0	\$40,000	\$9,000	\$25,000	-37.50%
5222-42500 Advertising	\$543	\$500	\$0	\$0	-100.00%
5222-42600 Utilities	\$1,072	\$180,000	\$43,560	\$72,000	-60.00%
5222-42700 Telephone & Pagers	\$738	\$1,800	\$3,848	\$4,000	122.22%
5222-42750 Insurance and Bonding	\$23,970	\$25,000	\$25,000	\$25,000	0.00%
5222-42800 Licenses & Permits	\$950	\$14,350	\$222	\$14,350	0.00%
5222-42850 Miscellaneous	\$366	\$10,000	\$2,000	\$10,000	0.00%
5222-42860 Depreciation	\$32,558	\$0	\$0	\$33,000	100.00%
5222-42900 Capital Outlay	\$0	\$34,000	\$221,631	\$0	-100.00%
5269-43000 Bond Redem. Series 2015	\$200,000	\$205,000	\$205,000	\$215,000	4.88%
5269-43050 Interest Expense	\$334,163	\$328,088	\$328,088	\$321,788	-1.92%
5269-43100 Agency Fees	\$1,500	\$750	\$750	\$750	0.00%
5270-43000 Bond Redem. Series 2016A	\$430,000	\$650,000	\$650,000	\$675,000	3.85%
5270-43050 Interest Expense	\$174,300	\$158,100	\$158,100	\$138,225	-12.57%
5270-43100 Agency Fees	\$0	\$750	\$750	\$750	0.00%
5271-43000 Bond Redem. Series 2017A	\$0	\$0	\$195,000	\$230,000	100.00%
5271-43050 Interest Expense	\$0	\$0	\$131,940	\$170,520	100.00%
5271-43100 Agency Fees	\$0	\$0	\$750	\$750	100.00%
Total Expenditures	\$2,177,881	\$3,856,925	\$3,568,549	\$3,133,804	-18.75%
EXPENDITURES BY CATEGORY					
SALARIES & BENEFITS	\$77,835	\$253,912	\$203,647	\$263,841	3.91%
MATERIALS & SUPPLIES	\$2,100,045	\$3,569,013	\$3,143,271	\$2,869,964	-19.59%
CAPITAL OUTLAY	\$0	\$34,000	\$221,631	\$0	-100.00%

Wastewater Impact Fund

Fund: 40

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/-
3055 Interest Income	\$3,010	\$2,500	\$3,335	\$1,500	-40.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 WW Impact Collections	\$1,700,078	\$600,000	\$616,000	\$600,000	0.00%
Total Revenues	\$1,703,088	\$602,500	\$619,335	\$601,500	-0.17%
WW Impact Expenditures	\$52,215	\$235,000	\$45,000	\$0	-100.00%
Total Expenditures	\$52,215	\$235,000	\$45,000	\$0	-100.00%
<i>Prior Year Balance **</i>	<u>\$2,589,449</u>	<u>\$4,147,378</u>	<u>\$4,240,322</u>	<u>\$4,814,657</u>	
Anticipated Balance	<u>\$4,240,322</u>	<u>\$4,514,878</u>	<u>\$4,814,657</u>	<u>\$5,416,157</u>	

Expenditure Detail

Account: 40-5260

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/-
42210 Engineering & Professional Fees	\$52,215	\$235,000	\$45,000	\$0	-100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$52,215	\$235,000	\$45,000	\$0	-100.00%

** - Working Capital Basis

Note: This fund is used to account for the collection of wastewater impact fees from property developers to be used for new infrastructure being built due to new property development projects, and to help offset the cost of additional development on the City's wastewater infrastructure and services.

Water Impact Fee Fund

Fund: 50

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/-
3055 Interest Income	\$1,745	\$1,500	\$770	\$250	-83.33%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 Water Impact Fee Collections	\$613,997	\$600,000	\$70,000	\$85,000	-85.83%
Total Revenues	\$615,743	\$601,500	\$70,770	\$85,250	-85.83%
Capital Outlay	\$658,065	\$0	\$0	\$1,150,000	0.00%
Total Expenditures	\$658,065	\$0	\$0	\$1,150,000	0.00%
<i>Prior Year Balance **</i>	<u>\$1,308,612</u>	<u>\$1,755,995</u>	<u>\$1,266,290</u>	<u>\$1,337,060</u>	
Anticipated Balance	<u>\$1,266,290</u>	<u>\$2,357,495</u>	<u>\$1,337,060</u>	<u>\$272,310</u>	

** - Working Capital Basis

Expenditure Detail

Account: 50-5270

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/-
42210 Engineering & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$658,065	\$0	-	\$1,150,000	0.00%
Total Expenditures	\$658,065	\$0	\$0	\$1,150,000	100.00%
<u>Capital Outlay Detail:</u>					
Elevated Storage Tank	\$900,000				
90A Waterline Ext + Edgewood	\$250,000				
	<u>\$1,150,000</u>				

Note: This fund is used to account for the collection of water impact fees from property developers to be used for new infrastructure being built due to new property development projects and to help offset the cost of additional development on the City's water infrastructure and services.

Festivals Fund

Fund: 55

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	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%
Beginning Fund Balance	<u>\$708</u>	<u>\$709</u>	<u>\$709</u>	<u>\$710</u>	
Ending Fund Balance	<u>\$709</u>	<u>\$709</u>	<u>\$710</u>	<u>\$710</u>	

Expenditure Detail

Account: 55-5550

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%

Note: This fund is used to account for revenues that are restricted for the use of holding festivals.

Park Improvement Fund

Fund: 60

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
3040 License and Permit Fees	\$0	\$0	\$0	\$0	0.00%
3055 Interest	\$12	\$0	\$3	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$12	\$0	\$3	\$0	0.00%
Contracted Services	\$18,080	\$500	\$1,401	\$500	0.00%
Total Expenditures	\$18,080	\$500	\$1,401	\$500	0.00%
Beginning Fund Balance	<u>\$23,692</u>	<u>\$5,928</u>	<u>\$5,124</u>	<u>\$3,226</u>	
Restricted - Freeman Playground	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>		
Ending Fund Balance	<u>\$5,124</u>	<u>\$4,928</u>	<u>\$3,226</u>	<u>\$2,726</u>	

Expenditure Detail

Account: 60-5280

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
42250 Contracted Services	\$18,080	\$500	\$1,401	\$500	0.00%
Total Expenditures	\$18,080	\$500	\$1,401	\$500	0.00%

Note: This fund is used to account for the intergovernmental revenues and expenditures related to park improvements.

Narcotics Seizure City Fund

Fund: 64

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
3055 Interest	\$0	\$0	\$1	\$0	0.00%
3070 Other Income	\$602	\$0	\$94	\$0	0.00%
Total Revenues	\$602	\$0	\$95	\$0	0.00%
Narcotics Expenditures	\$0	\$7,280	\$0	\$7,977	100.00%
Total Expenditures	\$0	\$7,280	\$0	\$7,977	100.00%
Beginning Fund Balance	<u>\$7,280</u>	<u>\$7,280</u>	<u>\$7,882</u>	<u>\$7,977</u>	
Ending Fund Balance	<u>\$7,882</u>	<u>\$0</u>	<u>\$7,977</u>	<u>\$0</u>	

Expenditure Detail

Account: 64-5100

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40650 Travel and Training	\$0	\$7,280	\$0	\$7,977	100.00%
41950 Equipment	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$7,280	\$0	\$7,977	0.00%

Note: This fund is used to account for the revenues from seizure and/or sale of assets related to enforcement and abatement of criminal statutes. Expenditures are restricted to improve activities related to general law enforcement programs and/or law enforcement equipment.

State Narcotics Fund

Fund: 65

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
3055 Interest	\$0	\$0	\$0	\$0	0.00%
3070 Other Income	\$121,000	\$0	\$165,000	\$0	0.00%
Total Revenues	\$121,000	\$0	\$165,000	\$0	0.00%
Narcotics Expenditures	\$23,195	\$169,000	\$67,368	\$170,000	0.59%
Total Expenditures	\$23,195	\$169,000	\$67,368	\$170,000	0.59%
Beginning Fund Balance	<u>\$93,079</u>	<u>\$169,079</u>	<u>\$190,884</u>	<u>\$288,516</u>	
Ending Fund Balance	<u>\$190,884</u>	<u>\$79</u>	<u>\$288,516</u>	<u>\$118,516</u>	

Expenditure Detail

Account: 65-5650

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40650 Travel and Training	\$0	\$15,000	\$5,700	\$15,000	0.00%
41950 Equipment	\$0	\$154,000	\$32,325	\$155,000	0.65%
42850 Miscellaneous	\$23,195	\$0	\$29,343	\$0	0.00%
Total Expenditures	\$23,195	\$169,000	\$67,368	\$170,000	0.59%

Note: This fund is used to account for the revenues from seizure and/or sale of assets from illegal narcotic activities. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Federal Narcotics Fund

Fund: 66

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	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 Expenditures	\$0	\$4,786	\$4,700	\$0	-100.00%
Total Expenditures	\$0	\$4,786	\$4,700	\$0	-100.00%
Beginning Fund Balance	<u>\$4,784</u>	<u>\$4,786</u>	<u>\$4,787</u>	<u>\$90</u>	
Ending Fund Balance	<u>\$4,787</u>	<u>\$0</u>	<u>\$90</u>	<u>\$90</u>	

Expenditure Detail

Account: 66-5660

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
42850 Miscellaneous	\$0	\$4,786	\$4,700	\$0	-100.00%
Total Expenditures	\$0	\$4,786	\$4,700	\$0	100.00%

Note: This fund is used to account for the revenues from the proceeds of assets seized, in partnership with Federal Law Enforcement Officials, for activities related to enforcement and abatement of criminal statuses. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.

Hotel Occupancy Tax Fund

Fund: 82

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
3018 Hotel Occupancy Tax	\$0	\$0	\$0	\$60,000	100.00%
3055 Interest Income	\$0	\$0	\$0	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$0	\$0	\$0	\$60,000	100.00%
Hotel/Motel Expenditures	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Ending Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$60,000</u>	

Expenditure Detail

Account: 82-

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%

Note: This fund is used to account for revenues from the Hotel Occupancy Tax. Under the Texas law, revenue can be used only to directly promote tourism and the convention/hotel industry. Proceeds should be spent on projects or events that result in visitors or attendees staying overnight in the community.

Development Corporation of Richmond

Mission Statement

The mission of the Development Corporation of Richmond is to serve the community by promoting private and public investments that will generate multiple public revenue streams to fund quality of life enhancements and activities that preserve and capitalize on our heritage.

Department Functions and Responsibilities

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

- ✓ Prepare for development of a Richmond Business Park.
- ✓ Identify and focus on up to three key investments and/or image-setting areas of Richmond.
- ✓ Prepare an Economic Development Plan.

Organization-wide Goal

- Implement recommendations of Target Industry Study.
- Develop and maintain respectful effective working relationships within the development community.
- Strengthen the awareness and image of Richmond throughout the region.
- Establish Farmers Market.

Performance Measures

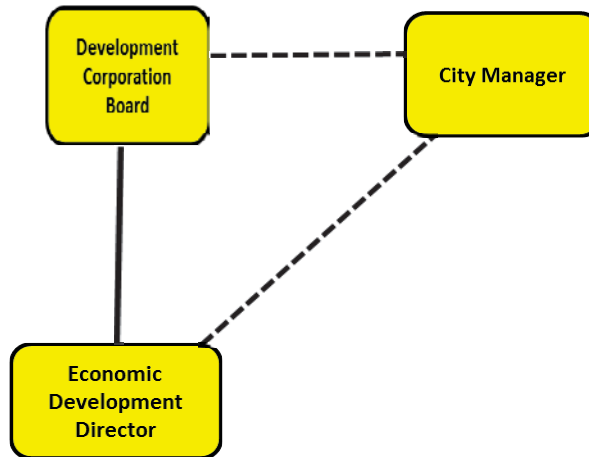
	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Updating incentive policy to reflect findings From the Target Industry Study	N/A	In progress	Approval by DCR Board
Increasing traffic to DCR webpage and landing Pages as counted by Google Analytics	0%	50% Increase	100% Increase
Increased number of impressions and Interactions with digital marketing material	0%	50% Increase	100% Increase
Successful opening and sustained operation Of a Farmer’s Market in Richmond	N/A	In progress	Ribbon Cutting At Opening
Conduction of a Business Park Feasibility Study	N/A	In progress	Completed Study
Creation of an Economic Development Plan	N/A	In progress	Completed Study

Personnel History (FTE)

	Actual FY 16-17	Estimate FY 17-18	Budget FY 18-19
Economic Development Director	1	1	1
Total Personnel	1	1	1

Departmental Organizational Chart

Full-Time Equivalent (FTE)



Development Corporation of Richmond Fund

Fund: 85

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
3015 Sales Tax Revenue	\$1,501,090	\$1,550,000	\$1,474,287	\$1,474,287	-4.88%
3055 Interest Income	\$3,098	\$2,000	\$2,680	\$2,000	0.00%
3060 Intergovernmental Revenue	\$0	\$0	\$72,437	\$0	0.00%
3070 Other Income	\$0	\$5,000	\$6,000	\$5,000	0.00%
Total Revenues	\$1,504,188	\$1,557,000	\$1,555,404	\$1,481,287	-4.86%
Expenditures	\$2,311,230	\$2,144,946	\$1,575,987	\$3,346,829	56.03%
Total Expenditures	\$2,311,230	\$2,144,946	\$1,575,987	\$3,346,829	56.03%
Beginning Fund Balance	<u>\$6,258,859</u>	<u>\$4,659,447</u>	<u>\$5,451,817</u>	<u>\$5,431,234</u>	
Ending Fund Balance	<u>\$5,451,817</u>	<u>\$4,071,501</u>	<u>\$5,431,234</u>	<u>\$3,565,692</u>	

Expenditure Detail

Account: 85-5400

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(-)
40650 Travel and Training	\$4,095	\$15,000	\$7,200	\$14,440	-3.73%
40750 Office Supplies	\$23	\$500	\$1,750	\$500	0.00%
40800 Postage	\$0	\$100	\$50	\$100	0.00%
41650 Periodicals and Memberships	\$13,862	\$20,000	\$22,500	\$19,250	-3.75%
42250 Contracted Services	\$146,850	\$125,000	\$138,960	\$210,000	68.00%
42500 Advertising / Marketing	\$40,932	\$75,000	\$74,500	\$121,000	61.33%
42850 Miscellaneous	\$1,417	\$20,000	\$10,000	\$20,000	0.00%
43000 Bond Redemption	\$255,088	\$252,788	\$252,788	\$250,363	-0.96%
43400 City of Richmond Reimb Alloc.	\$465,518	\$590,078	\$590,078	\$631,176	6.96%
Historic District					
43500 Keep Richmond Beautiful	\$1,611	\$5,000	\$5,000	\$5,000	0.00%
43500 Historic Richmond Association	\$14,589	\$15,000	\$10,000	\$15,000	0.00%
43500 Pecan Festival	\$10,677	\$10,000	\$0	\$10,000	0.00%
43500 Downtown Holiday Decorations	\$2,650	\$15,000	\$18,501	\$15,000	0.00%
43500 Fort Bend Museum	\$10,350	\$10,000	\$10,000	\$10,000	0.00%
43500 Texas Downtown Association	\$385	\$0	\$385	\$0	0.00%
Transportation/Infrastructure					
43505 Gateway/Wayfinding Investments	\$45,000	\$50,000	\$38,275	\$0	-100.00%
43510 Public Transportation	\$75,000	\$75,000	\$75,000	\$75,000	0.00%
43520 Wayside Horns Phase I	\$100,000	\$0	\$0	\$0	0.00%
43520 Wayside Horns Phase II	\$0	\$700,000	\$0	\$700,000	0.00%
43525 TX DOT - 359 Overpass	\$12,187	\$0	\$0	\$0	0.00%
43535 Lamar Street Extension		\$66,480	\$0	\$600,000	802.53%
43536 N. 10th St. ROW (Thompson Sq.)	\$1,010,996	\$0	\$0	\$300,000	100.00%
43537 Wessendorff Park	\$0	\$0	\$221,000	\$0	0.00%
43538 Downtown Improvement Grant	\$0	\$0	\$0	\$70,000	100.00%
43539 2nd Street Farmer's Market Pavilion	\$0	\$0	\$0	\$175,000	100.00%
43540 Downtown Drainage Improvements	\$0	\$0	\$0	\$5,000	100.00%
Workforce					
43530 TSTC Reimbursement	\$100,000	\$100,000	\$100,000	\$100,000	0.00%
Total Expenditures	\$2,311,230	\$2,144,946	\$1,575,987	\$3,346,829	56.03%

CDBG Grant Fund

Fund: 90

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
3060 Intergovernmental Revenue	\$165,353	\$0	\$124,581	\$0	0.00%
3070 Other Income	(\$3,675)	\$0	\$0	\$0	0.00%
Total Revenues	\$161,678	\$0	\$124,581	\$0	0.00%
Grant Construction	\$165,172	\$220,000	\$116,407	\$0	-100.00%
Total Expenditures	\$165,172	\$220,000	\$116,407	\$0	-100.00%
Beginning Fund Balance	<u>\$0</u>	<u>\$4,680</u>	<u>(\$3,494)</u>	<u>\$4,680</u>	
Ending Fund Balance	<u>(\$3,494)</u>	<u>(\$215,320)</u>	<u>\$4,680</u>	<u>\$4,680</u>	

Expenditure Detail

Accounts: 90-5343 Phase VII
 90-5344 Phase VIII

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
5343-42900 Capital Outlay - Phase VII*	\$83,432	\$0	\$0	\$0	0.00%
5344-42900 Capital Outlay - Phase VIII*	\$81,740	\$220,000	\$116,407	\$0	-100.00%
Total Expenditures	\$165,172	\$220,000	\$116,407	\$0	-100.00%

* North Richmond Sanitary Sewer

Note: This fund is used to account for the Community Development Block Grant that is funding revitalization projects for water and sewer infrastructure improvements within the City.

TCLEOSE Grant Fund (Fire Department)

Fund: 91

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
3060 Intergovernmental Revenue	\$1,151	\$1,100	\$1,144	\$1,100	0.00%
Total Revenues	\$1,151	\$1,100	\$1,144	\$1,100	0.00%
Travel and Training	\$3,012	\$1,800	\$542	\$1,800	0.00%
Total Expenditures	\$3,012	\$1,800	\$542	\$1,800	0.00%
Beginning Fund Balance	<u>\$2,603</u>	<u>\$743</u>	<u>\$743</u>	<u>\$1,346</u>	
Ending Fund Balance	<u>\$743</u>	<u>\$43</u>	<u>\$1,346</u>	<u>\$646</u>	

Expenditure Detail

Account: 91-5391

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/(%)
40650 Travel and Training	\$3,012	\$1,800	\$542	\$1,800	0.00%
Total Expenditures	\$3,012	\$1,800	\$542	\$1,800	0.00%

Note: This fund is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Fire Department.

Municipal Court Technology Fund

Fund: 92

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
3030 Court Fines	\$5,780	\$5,800	\$5,800	\$5,800	0.00%
3055 Interest Income	\$23	\$0	\$12	\$0	0.00%
Total Revenues	\$5,804	\$5,800	\$5,812	\$5,800	0.00%
Capital Outlay	\$0	\$0	\$21,321	\$0	0.00%
Total Expenditures	\$0	\$0	\$21,321	\$0	0.00%
Beginning Fund Balance	<u>\$25,985</u>	<u>\$31,801</u>	<u>\$31,789</u>	<u>\$16,280</u>	
Ending Fund Balance	<u>\$31,789</u>	<u>\$37,601</u>	<u>\$16,280</u>	<u>\$22,080</u>	

Expenditure Detail

Account: 92-5920

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
42900 Capital Outlay	\$0	\$0	\$21,321	\$0	0.00%
Total Expenditures	\$0	\$0	\$21,321	\$0	0.00%

Note: This fund is used to account for revenues collected from fines and expenditures for the strict use for technology related items within the City's Municipal Court.

Municipal Court Building Security Fund

Fund: 93

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
3030 Court Fines	\$4,332	\$4,350	\$4,230	\$4,230	-2.76%
3055 Interest Income	\$43	\$0	\$25	\$0	0.00%
Total Revenues	\$4,376	\$4,350	\$4,255	\$4,230	-2.76%
MC Bldg Security	\$0	\$0	\$31,419	\$0	0.00%
Total Expenditures	\$0	\$0	\$31,419	\$0	0.00%
Beginning Fund Balance	<u>\$51,812</u>	<u>\$56,192</u>	<u>\$56,188</u>	<u>\$29,023</u>	
Ending Fund Balance	<u>\$56,188</u>	<u>\$60,542</u>	<u>\$29,023</u>	<u>\$33,253</u>	

Expenditure Detail

Account: 93-5330

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent + / (-)
42850 Miscellaneous	\$0	\$0	\$1,237	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$30,182	\$0	0.00%
Total Expenditures	\$0	\$0	\$31,419	\$0	0.00%

Note: This fund is used to account for the revenues collected from fines and expenditures for the strict use for security related items within the City's Municipal Court.

TCLEOSE Grant Fund (Police Department)

Fund: 96

Revenue and Expenditure Summary

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/-
3060 Intergovernmental Revenue	\$2,922	\$2,000	\$3,008	\$2,450	22.50%
Total Revenues	\$2,922	\$2,000	\$3,008	\$2,450	22.50%
TCLEOSE - POLICE DEPT	\$4,975	\$1,800	\$0	\$1,800	0.00%
Total Expenditures	\$4,975	\$1,800	\$0	\$1,800	0.00%
Prior Year Balance	<u>\$2,145</u>	<u>(\$194)</u>	<u>\$92</u>	<u>\$3,100</u>	
Anticipated Balance	<u>\$92</u>	<u>\$6</u>	<u>\$3,100</u>	<u>\$3,750</u>	

Expenditure Detail

Account: 96-5320

Description	Actual 2016-2017	Budget 2017-2018	Estimate 2017-2018	Budget 2018-2019	Percent +/-
40650 Travel and Training	\$4,975	\$1,800	\$0	\$1,800	0.00%
Total Expenditures	\$4,975	\$1,800	\$0	\$1,800	0.00%

Note: This fund is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Police Department.



RICHMOND
EST. **TEXAS** 1837

Capital Improvement Program

The Capital Improvement Plan (CIP) contains a list of projects, usually for a period of five years, by project and funding source. It may or may not list anticipated revenues to pay for the projects, and is not appropriated like a budget, but may be adopted by the legislative body to indicate approval. A CIP does not grant permission to commit funds, but the first of the plan is normally designated as the capital budget for the forthcoming year. As each year's list of projects is approved and completed, another year of projects is added to the plan to maintain the five year planning horizon.





RICHMOND
EST. **TEXAS** 1837

Approved Capital Projects
FY 2018-2019

The City of Richmond defines Capital Outlay as “expenditures resulting in the acquisition of or addition to the City’s fixed assets. Fixed Assets are defined as “assets of a long term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment. Fixed assets are further defined by having an expected life of at least two years and a cost of \$5,000 or more. Capital Improvements are “expenditures for the construction, purchase, or renovation of City facilities or property.

During the budget process, Department Heads may put in writing any requests their departments may have for replacement or additional assets. The Finance Director and City Manager will discuss these requests during workshop meetings with Department Heads and through this process a final list of requests that can be presented to the City Commission will be drawn up. Those capital requests that are approved are then included in the budget in Capital Outlay in the General Fund or the Water and Sewer Fund.

Approved budgeted Capital Outlay and Capital Improvement expenditures for FY 2018-2019:

Category	Fund/ Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	General Fund Vehicle Maintenance	12K 2 Post Vehicle Lift	\$ 6,250	General Fund Reserves	10-5110- 42900	\$6,250 is a one-time expenditure in FY2019 with a reoccurring cost for maintenance in future year budgets.
Capital Outlay	General Fund Vehicle Maintenance	2019 3/4 Ton Truck	\$ 24,009	General Fund Reserves	10-5110- 42900	\$24,009 is a one-time expenditure in FY2019 with a reoccurring estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	General Fund Information Technology	Computer Replacement Program (10 @\$1,200 each)	\$ 12,000	General Fund Reserves	10-5115- 41950	\$12,000 is a one-time expenditure in FY2019.
Capital Outlay	General Fund Street	2019 Ford F250 Vehicle	\$ 25,627	General Fund Reserves	10-5120- 42900	\$25,627 is a one-time expenditure in FY2019 with a reoccurring estimate of \$450 annually for maintenance in future year budgets.
Capital Outlay	General Fund Police	2018 Ford Police Interceptor	\$ 37,980	General Fund Reserves	10-5140- 42900	\$37,980 is a one-time expenditure in FY2019 with a reoccurring estimate of \$450 annually for maintenance in future year budgets.
Capital Outlay	General Fund Police	2018 Ford Explorer	\$ 27,590	General Fund Reserves	10-5140- 42900	\$27,590 is a one-time expenditure in FY2019 with a reoccurring estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	General Fund Fire	2019 Rescue Truck Lease	\$ 45,000	General Fund Reserves	10-5150- 42900	\$45,000 is the reoccurring yearly lease payment to begin in FY2019 for the purchase of a new Rescue Truck. This vehicle will have an estimated reoccurring maintenance cost of \$650.
Capital Outlay	General Fund Fire	Hurst Recue Tool	\$ 28,000	General Fund Reserves	10-5150- 42900	\$28,000 is a one-time expenditure in FY2019.
Capital Outlay	General Fund Fire Marshal	Vehicle for Code Enforcement Officer	\$ 28,000	General Fund Reserves	10-5153- 42900	\$28,000 is a one-time expenditure in FY2019 with a reoccurring cost estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	General Fund Fire Marshal	(5) Ticket Writers	\$ 14,500	General Fund Reserves	10-5153- 42900	\$14,500 is a one-time expenditure in FY2019 and will have a reoccurring yearly maintenance cost of \$4,328 in future year budgets.

Category	Fund / Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	General Fund Municipal Court	Paperless Court	\$ 12,000	General Fund Reserves	10-5180-42900	\$12,000 is a one-time expenditure in FY2019 with a reoccurring expenditure of \$1,200 for maintenance in future year budgets.
Capital Outlay	Water and Sewer Fund Accounting and Collecting	Human Resources Incode Package	\$ 17,500	Water and Sewer Fund Reserves	20-5200-40750	\$17,500 is a one-time expenditure in FY2019 with a reoccurring cost of \$2,750 annually for license fees in future year budgets.
Capital Outlay	Water and Sewer Fund Accounting and Collecting	Purchase Order Incode Package	\$ 9,750	Water and Sewer Fund Reserves	20-5200-40750	\$9,750 is a one-time expenditure in FY2019 with a reoccurring cost of \$1,650 annually for license fees in future year budgets.
		Total Capital Outlay:	\$ 288,206			

Capital Improvements

Category	Fund / Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Improvements	General Fund Fire	Fire Station #3	\$ 458,100	General Fund Reserves	10-5150-42900	\$458,100 was budgeted using General Fund Reserves in FY2019 to cover the short fall of construction costs for the new fire station being built.
Capital Improvements	General Fund Parks	George Park Walking Trails	\$ 8,100	General Fund Reserves	10-5160-42900	\$8,100 is a one-time expenditure in FY2019. No reoccurring expenditures are expected in future year budgets.
Capital Improvements	General Fund Parks	George Park Entrance	\$ 46,000	General Fund Reserves	10-5160-42900	\$46,000 is a one-time expenditure in FY2019. Maintenance to be provided by the Park Department employees.
Capital Improvements	Water Impact Fee Fund Water Production	Elevated Storage Tank	\$ 900,000	Water Impact Fee Fund Reserves	50-5270-42900	\$900,000 allocated in FY2019 for construction of a new elevated storage tank.
Capital Improvements	Water Impact Fee Fund Water Collection	90A Waterline and Edgewood 6" Waterline	\$ 250,000	Water Impact Fee Fund Reserves	50-5270-42900	\$250,000 allocated in FY2019 for construction and/or replacement of two waterlines.
Capital Improvements	Development Corporation of Richmond Street	Wayside Horns Project Phase II	\$ 700,000	Development Corporation of Richmond Fund Reserves	85-5400-43520	\$700,000 allocated in FY2019 from the Development Corporation of Richmond to the City for the construction of quiet zones at major train crossings inside the City limits.
Capital Improvements	Development Corporation of Richmond Street	Lamar Street Extension	\$ 600,000	Development Corporation of Richmond Fund Reserves	85-5400-43535	\$600,000 allocated in FY2019 from the Development Corporation of Richmond for construction of the extension of Lamar Street.
						<i>Continued on next page.</i>

Approved Capital Projects

Capital Improvements	Development Corp. of Richmond Street	N. 10 th Street ROW (Thompson Sq.)	\$ 300,000	Development Corporation of Richmond Fund Reserves	85-5400-43536	\$300,000 allocated in FY2019 from the Development Corporation of Richmond for the N. 10 th Street Project.
Capital Improvements	Development Corp. of Richmond Street	2 nd Street Farmer's Market Pavilion	\$ 70,000	Development Corporation of Richmond Fund Reserves	85-5400-43539	\$70,000 allocated in FY2019 from the Development Corporation of Richmond for the construction of a Farmer's Market Pavilion.
Capital Improvements	Development Corp. of Richmond Street	Downtown Drainage Improvements	\$ 5,000	Development Corporation of Richmond Fund Reserves	85-5400-43540	\$5,000 allocated in FY2019 from the Development Corporation of Richmond for improvements to the drainage in downtown Richmond.
		Total Capital Improvements:	\$ 3,337,200			

Department/Description	Five-Year Plan								6 - 10 Years 2024-2033
	Total Project Amount	Prior Years Funded	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
General Fund									
Public Works									
Wayside Horns - Phase II									
Design and Construction	\$ 766,772	\$ 66,772	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Above Ground Fueling Station & Mgmt.									
System This project would provide for an above ground concrete fuel storage tanks, 6,000 gallons each diesel and gasoline with a covered canopy and fuel management system. Project will include removal and disposal of existing below ground fuel tanks. Bond Proceeds CO Series 2017B - Acct# 71-5230-42900 Capital Outlay	220,000	14,400	205,600	-	-	-	-	-	-
Total Public Works:	\$ 986,772	\$ 81,172	\$ 905,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Department									
Newton Dip Improvements									
This project would construct storm sewer conveyance for the "Dip", fill in and pave over the existing depression. - FEMA request with a 25% match.	160,000	-	160,000	-	-	-	-	-	-
Three (3) City Monument Signs									
This project would include three monument signs at FM 762, Hwy 90 West, and ????. Project would include irrigation and lighting.	68,000	-	-	-	68,000	-	-	-	-
Street Rehabilitation									
Street reconstruction to include new concrete street with curb and gutter, upgrade storm drainage, and new sidewalks for streets identified in the City's Street Assessment program.	3,689,476	-	-	408,111	895,000	863,000	540,000	983,365	-
Second Street Raising									
Project would elevate Second Street from the railroad to the entrance of Wessendorff Cemetary by approximately 3 feet and include a storm water pump station for the Wessendorff Park area. FEMA request with a 25% City match.	2,100,000	-	2,100,000	-	-	-	-	-	-
Lamar Drive Extension									
Project would extend Lamar Drive to FM 2218. This project is part of the City's/County Mobility Project.	1,467,000	-	1,467,000	-	-	-	-	-	-
TXDOT Signal Upgrades									
Project would upgrade and improve the signals along Hwy 90 and FM 762 (Total of 6)	920,000	-	-	230,000	230,000	230,000	230,000	230,000	-
Front Street Improvements									
This project will improve access to Williams Way from FM 762. This is a County project but will require utility line relocations and ROW Acquisitions up to N. Second Street. CO Bond Series 2016B \$400,000.	402,850	2,850	400,000	-	-	-	-	-	-
North 10th Street Overpass (FM 762)									
Fort Bend County construction project to pave North 10th Street, construct overpass for railroad and tie into Hwy 90. City portion is for partial PER, ROW acquisition.	3,015,850	1,055,536	300,000	500,000	700,000	460,314	-	-	-
Rabbs Bayou Drainage Improvements									
This project will improve the drainage down Austin Street to Rabbs Bayou thus reducing the likelihood of flooding in affected neighborhood. Project includes drainage improvements from the railroad down through Austin and Travis Streets, under FM 762, and a detention pond across from Freeman Town Park. FEMA request with a 25% match.	2,679,725	50,000	44,500	343,007	2,242,218	-	-	-	-
Street Barn Generator									
Project would upgrade the existing generator at the Street Barn to include sizing for the whole building. CDBG DR request	75,000	-	75,000	-	-	-	-	-	-

Funding Source

<u>General Fund</u>	<u>Water and Sewer Fund</u>	<u>Dev. Corp. Fund</u>	<u>Impact Fee Fund</u>	<u>Grants</u>	<u>Other Sources</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>
\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	205,600	-
\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 205,600	\$ -
40,000	-	-	-	120,000	-	-	-
-	-	68,000	-	-	-	-	-
-	-	-	-	-	-	-	3,689,476
525,000	-	-	-	1,575,000	-	-	-
-	-	600,000	-	-	417,000	450,000	-
-	-	920,000	-	-	-	-	-
-	-	-	-	-	-	400,000	-
-	-	1,960,314	-	-	-	-	-
207,431	-	-	-	1,972,294	-	450,000	-
18,750	-	-	-	56,250	-	-	-

Department/Description	Total Project Amount	Prior Years Funded	Five-Year Plan					6 - 10 Years 2024-2033
			2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Clay Street Drainage Improvements This project will improve the drainage down Clay Street from the Heights area thus reducing the likelihood of flooding in affected neighborhood. Project includes drainage improvements, concrete street from Collins to Second St, and sidewalk. FEMA request with 25% match.	5,905,146	-	250,000	700,215	4,954,931	-	-	-
WCJC Detention Pond The purpose of this project is to provide additional detention volume necessary to mitigate Lamar Dr. paving improvements.	25,000	25,000	TBD	TBD	-	-	-	-
Walking Trail Phase I - IV This sidewalk project would include an 8 foot sidewalk, drainage improvements from Preston to George Park, Clay from Collins to Second, and Second from Clay to Wessendorff Park. CDBG request \$250,000/Wessendorff Grant	3,882,750	-	1,436,973	738,677	844,645	862,455	-	-
Total Street Department:	\$ 24,390,797	\$ 1,133,386	\$ 6,233,473	\$ 2,920,010	\$ 9,934,794	\$ 2,415,769	\$ 770,000	\$ 983,365
Police Department								
Coban System Upgrade Replacement program for Coban systems in Police vehicles.	\$ 92,565	\$ -	\$ -	\$ 21,780	\$ 21,780	\$ 21,780	\$ 27,225	\$ -
Dispatch Remodel This project will replace the existing countertops, replace the modular system adding computer stands and new flooring.	\$ 22,244	\$ -	\$ -	\$ 22,244	\$ -	\$ -	\$ -	\$ -
Police Department Security Camera Upgrade This project will replace the cameras at the Police Dept and add cameras which will view portions of Wessendorff Park.	41,747	-	-	41,747	-	-	-	-
Police Department Remodel or expansion	748,000	-	-	-	-	748,000	-	-
Total Police Department:	\$ 904,556	\$ -	\$ -	\$ 85,771	\$ 21,780	\$ 769,780	\$ 27,225	\$ -
Fire Department								
New Fire Station #2 Request for the purchase and construction of a new station #2. CO Series 2017B Acct# 71-5231-42900 and remaining funds of \$51,626.60 in Construction II Fund.	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement of 1997 Fire Engine (E48)	650,000	-	-	650,000	-	-	-	-
Replacement of Booster (R43) Cab and Chassis This project will replace the Booster cab and chassis and remount of the body.	70,000	-	-	70,000	-	-	-	-
Replacement of 1979 GMC Rescue Truck Replacement of the aging fleet. The rescue truck is 37 years old. - on a lease payment.	200,000	-	45,000	45,000	45,000	45,000	20,000	-
Replacement of 1998 Pierce 100' Platform Replace with a new Pierce Aerial Platform	1,300,000	-	-	-	-	1,300,000	-	-
Total Fire Department:	\$ 3,420,000	\$ -	\$ 1,245,000	\$ 765,000	\$ 45,000	\$ 1,345,000	\$ 20,000	\$ -
Parks Department								
George Park - Playground equipment This project will provide for additional playground equipment. Playground equipment will be pre-manufactured and assembled on site to the east of the existing equipment.	160,000	-	-	-	-	160,000	-	-
Parks Maintenance Building New Parks Maintenance Building is needed to upgrade from the existing facilities. Upgrade to include accommodating all equipment, offices, breakroom, and repair and maintenance operations.	172,500	-	-	22,500	150,000	-	-	-
George Park Entrance Upgrade Upgrade the existing entrance with new rock façade entrance, lighting, iron gate and fencing.	46,000	-	46,000	-	-	-	-	-
George Park Upgrades Spray park and recovery irrigation system	322,500	-	-	22,500	300,000	-	-	-
George Park upgrades Includes disc golf course, basketball court, pavillion, landscape, furniture.	339,000	-	-	-	44,000	295,000	-	-

Funding Source

General Fund	Water and Sewer Fund	Dev. Corp. Fund	Impact Fee Fund	Grants	Other Sources	Existing Bonds	Future Bond Sale
851,287	-	-	-	2,553,860	2,500,000	-	-
TBD	-	-	-	-	-	-	-
-	-	-	-	250,000	3,632,750	-	-
\$ 1,642,468	\$ -	\$ 3,548,314	\$ -	\$ 6,527,404	\$ 6,549,750	\$ 1,300,000	\$ 3,689,476
\$ 92,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 22,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41,747	-	-	-	-	-	-	-
-	-	-	-	-	-	-	748,000
\$ 156,556	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 748,000
\$ 148,373	\$ -	\$ -	\$ -	\$ -	\$ 51,627	\$ 1,000,000	\$ -
-	-	-	-	-	-	-	650,000
70,000	-	-	-	-	-	-	-
200,000	-	-	-	-	-	-	-
-	-	-	-	-	-	-	1,300,000
\$ 418,373	\$ -	\$ -	\$ -	\$ -	\$ 51,627	\$ 1,000,000	\$ 1,950,000
-	-	-	-	160,000	-	-	-
-	-	-	-	-	-	-	172,500
46,000	-	-	-	-	-	-	-
-	-	-	-	-	-	-	322,500
-	-	-	-	-	-	-	339,000

Department/Description	Total Project Amount	Prior Years Funded	Five-Year Plan					6 - 10 Years 2024-2033
			2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
LCISD & Helping Hands Park Development Partner with LCISD and Helping Hands to renovate existing LCISD basketball pavillion to a City Park with enhancements.	920,000	-	-	-	-	120,000	800,000	-
YMCA Partnering Partner with YMCA to develop existing property as neighborhood park to include: Sprayground, pavillion, trails, and playground.	702,000	-	-	-	-	92,000	610,000	-
Wessendorff Park Expansion - Future Phase Expansion of existing Wessendorff Park to include: add site furniture, construct playground and future phase of walking trail.	340,000	-	-	-	-	-	340,000	-
Second Street Farmer's Market Pavilion Construction of a pavillion at the corner of Second Street and Preston.	175,000	-	175,000	-	-	-	-	-
North Richmond Sidewalks	2,200,000	-	800,000	1,000,000	400,000	-	-	-
Streetscape Construction of sidewalks and enhance streetscape along the 100-500 block of Morton Street.	275,000	-	-	275,000	-	-	-	-
Total Parks Department:	\$ 5,652,000	\$ -	\$ 1,021,000	\$ 1,320,000	\$ 894,000	\$ 667,000	\$ 1,750,000	\$ -
Facilities								
City Hall Facility The new City Hall will accommodate all essential administrative function at one location with room for ultimate build out.	\$ 16,330,000	\$ 30,000	\$ -	\$ 3,350,000	\$ 12,950,000	\$ -	\$ -	\$ -
City Hall Annex Roof Repair The roof is in need of repairs and has been designated as a priority repair to prevent further damage.	60,000	-	60,000.00	-	-	-	-	-
Street Department Facility Upgrade This project would upgrade the existing facility by repairing/replacing worn siding, painting the entire exterior of the facility, demolishing west side (old lumber storage area) and reside.	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Total Facilities:	\$ 16,440,000	\$ 30,000	\$ 60,000	\$ 3,350,000	\$ 12,950,000	\$ 50,000	\$ -	\$ -
Municipal Court								
Metal Detector for Courtroom	\$ 5,495	\$ -	\$ 5,495	\$ -	\$ -	\$ -	\$ -	\$ -
Total Municipal Court:	\$ 5,495	\$ -	\$ 5,495	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Fund:	\$ 51,799,620	\$ 1,244,558	\$ 9,470,568	\$ 8,440,781	\$ 23,845,574	\$ 5,247,549	\$ 2,567,225	\$ 983,365
Water and Sewer Fund								
Water Production								
Elevated Storage Tank	\$ 2,527,650	\$ -	\$ 1,644,000	\$ 883,650	\$ -	\$ -	\$ -	\$ -
Edgar Elevated Storage Tank-Property Acquisition	500,000	-	500,000	-	-	-	-	-
Ransom Road Water Well and Generator The first project would replace the existing well at Ransom Rd Water Plant with a new 2,000 GPM production well and right angle drive plus replace the 40 year old generator and automatic transfer switch.	1,840,000	-	-	240,000	1,600,000	-	-	-
Ground Storage Tank Rehabilitation GST rehabilitation is required to maintain the integrity of the storage tanks and stay compliant with the TCEQ. The first to be completed is the Ransom Rd North GST, then the Wessendorff GST, and then the Ransom Rd GST. CO Series 2017B Acct# 71-5237-42900 \$300,000	690,000	-	345,000	45,000	300,000	-	-	-
Motor Control Rehabilitation These projects would replace the existing MCC's at Downtown water plant and the Ransom Rd Water plant to current switch gear and controls. CO Bond Series 2017B Acct# 71-5238-42900	203,000	-	203,000	-	-	-	-	-

Funding Source							
General Fund	Water and Sewer Fund	Dev. Corp. Fund	Impact Fee Fund	Grants	Other Sources	Existing Bonds	Future Bond Sale
-	-	-	-	-	-	-	920,000
-	-	-	-	-	-	-	702,000
-	-	-	-	-	-	-	340,000
-	-	175,000	-	-	-	-	-
-	-	-	-	2,200,000	-	-	-
-	-	200,000	-	75,000	-	-	-
\$ 46,000	\$ -	\$ 375,000	\$ -	\$ 2,435,000	\$ -	\$ -	\$ 2,796,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,300,000
60,000	-	-	-	-	-	-	-
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,300,000
\$ 5,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 5,495	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,378,892	\$ -	\$ 4,623,314	\$ -	\$ 8,962,404	\$ 6,601,377	\$ 2,505,600	\$ 25,483,476
\$ -	\$ -	\$ -	\$ 1,049,123	\$ -	\$ 1,478,527	\$ -	\$ -
-	-	-	500,000	-	-	-	-
-	-	-	-	-	-	-	1,840,000
-	45,000	-	-	-	-	300,000	345,000
-	23,000	-	-	-	-	180,000	-

Department/Description	Total Project Amount	Prior Years Funded	Five-Year Plan					6 - 10 Years 2024-2033
			2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Water Well Rehabilitation Well Rehabilitation includes pulling down hole pumping equipment, televising the well to the bottom to look for any abnormalities, mitigate any issues down hole with wire brushing, acidizing, or sonar jetting, rebuilding the pumping equipment.	510,000	-	-	230,000	-	280,000	-	-
Elevated Storage Tanks Rehabilitation This project is for routine coating maintenance for water storage tanks. A good coating system should last 15-18 years. The elevated storage tanks will be evaluated annually for coat inspection.	288,000	-	-	-	-	38,000	250,000	-
New Well & Pump House for Main St. Water Plant This project will involve drilling a new 1500 GPM well, abandon the existing two small wells, demolish the existing pump house and replace with new and install new distribution lines. This project will take the place of a new Downtown water plant identified in the Master Plan. Included will be a right angle drive for the well and generator for the booster pumps.	1,160,000	-	-	160,000	1,000,000	-	-	-
Water Maintenance Facility Generator Project would include construction for a generator installation at the Water Barn sizing for the whole building. CDBG request	75,000	-	75,000	-	-	-	-	-
Water/Wastewater Master Plan Update Update and revise water and wastewater master plan.	100,000	-	-	-	-	-	100,000	-
Total Water Production:	\$ 7,893,650	\$ -	\$ 2,767,000	\$ 1,558,650	\$ 2,900,000	\$ 318,000	\$ 350,000	\$ -
Water Distribution								
6" water line Edgewood - Design & Construction	150000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
90A Water Line Extension and boring	100000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Distribution Rehabilitation Distribution rehabilitation will replace all the lead jointed water line, upsize water line according to the 2018 water master plan, and replace and upsize 2 inch water lines.	\$ 2,427,500	\$ -	\$ -	\$ 690,000	\$ 1,090,000	\$ -	\$ 647,500	\$ -
Total Water Distribution:	\$ 2,677,500	\$ -	\$ 250,000	\$ 690,000	\$ 1,090,000	\$ -	\$ 647,500	\$ -
Wastewater Collection								
Wastewater Collection Rehabilitation This project will replace existing sewer collection system piping that is old and is beyond its useful life by open cut, pipe bursting, slip lining, or directional drilling. During the assessment phase, collection system replacement will be prioritized by depth and critically for targeted repair.	\$ 1,250,000	\$ -	\$ 50,000	\$ 575,000	\$ 50,000	\$ 575,000	\$ -	\$ -
Lift Station Rehabilitation Timely routine lift station rehabilitation is essential to keeping wastewater flowing efficiently to the WWTP. Typical indicator for lift station rehabilitation is spalding concrete inside the wet well. Typical lift station rehabilitation is every 25 years and includes recoating the wet well, new pumps and controls, new pump riser pipes, and new electrical service.	1,370,000	-	500,000	500,000	370,000	-	-	-
Jane Long - Lettie 18" gravity main ditch crossing This project will replace approximately 200 feet of 18 inch gravity sewer main that crosses a ditch with wooden supports. The projected project would replace the wooden supports with concrete and encase the gravity line in steel casing.	225,000	-	-	225,000	-	-	-	-
River Park West (Mud 121) Liftstation Expansion This project will include partners: MUD 215 and MUD 1.	1,541,975	-	1,541,975	-	-	-	-	-
CDBG Phase IX	258,000	-	258,000	-	-	-	-	-
Total Wastewater Collection:	\$ 4,644,975	\$ -	\$ 2,349,975	\$ 1,300,000	\$ 420,000	\$ 575,000	\$ -	\$ -

Funding Source							
General Fund	Water and Sewer Fund	Dev. Corp. Fund	Impact Fee Fund	Grants	Other Sources	Existing Bonds	Future Bond Sale
-	510,000	-	-	-	-	-	-
-	288,000	-	-	-	-	-	-
-	-	-	-	-	-	-	1,160,000
	18,750			56,250			
-	100,000	-	-	-	-	-	-
\$ -	\$ 984,750	\$ -	\$ 1,549,123	\$ 56,250	\$ 1,478,527	\$ 480,000	\$ 3,345,000
\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,427,500
\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 2,427,500
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000
-	-	-	1,370,000	-	-	-	-
-	-	-	225,000	-	-	-	-
-	-	-	693,888	-	848,087	-	-
-	37,305	-	-	220,695	-	-	-
\$ -	\$ 87,305	\$ -	\$ 2,288,888	\$ 220,695	\$ 848,087	\$ -	\$ 1,200,000

Department/Description	Five-Year Plan							6 - 10 Years 2024-2033
	Total Project Amount	Prior Years Funded	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Wastewater Treatment								
Wastewater SCADA This project will provide better, more flexible control, and 24 hour monitoring and alarming for the wastewater treatment plants and 3 main lift stations. MUD 116 cost will be paid by the MUD district. Communications will be via radio using the communication ring installed for the water plants. CO Bond Series 2017B Acct# 71-5239-42900	350,000	-	350,000	-	-	-	-	-
Regional Wastewater Plant Upgrades This project will evaluate the cost and needs for the following: GST for reuse and piping configurations, redundant sludge press, checking the foundation of the Control building, non-operational odor control system, and reuse system, re-painting masonry buildings, and return activated sludge to the lift station instead of headworks of the plant after influent screen.	7,240,000	50,000	500,000	1,150,000	3,280,000	2,260,000	-	-
Total Wastewater Treatment:	\$ 7,590,000	\$ 50,000	\$ 850,000	\$ 1,150,000	\$ 3,280,000	\$ 2,260,000	\$ -	\$ -
Total Water and Sewer Fund:	\$ 22,806,125	\$ 50,000	\$ 6,216,975	\$ 4,698,650	\$ 7,690,000	\$ 3,153,000	\$ 997,500	\$ -
Surface Water Fund								
Surface Water Fund								
Elevated Storage Tank circulating pumps This project will provide re-circulation (mixing) after switching to chloramines to prevent the water from stratifying and having to flush EST's and GST's as often. The altitude valves allow for the water pumping facilities to pump at a higher pressures and not overflow the EST's. (CO Bond Series 2017B \$45,000 71-5240-42900)	445,000	-	45,000	400,000	-	-	-	-
Surface Water Treatment Plant Sludge Processing This project will evaluate and make recommendations for sludge processing at the Surface Water Treatment Plant.	\$ 10,000	\$ 10,000	TBD	TBD	TBD	\$ -	\$ -	\$ -
Surface Water Plant - Phase II Phase II will expand the existing SWTP from 2MGD to 4 MGD to meet the 60% conversion requirement.	10,000,000	-	-	-	10,000,000	-	-	-
SWTP Maintenance Building	75,000	-	-	75,000	-	-	-	-
SWTP Membrane Replacement This project is meant to fund the eventual replacement of the micro fiber membranes at the SWTP prorated over 10 years.	800,000	-	-	200,000	200,000	200,000	200,000	-
Total Surface Water Fund:	\$ 10,885,000	\$ 10,000	\$ -	\$ 275,000	\$ 10,200,000	\$ 200,000	\$ 200,000	\$ -
Projects Total by Year:	\$ 85,490,745	\$ 1,304,558	\$ 15,687,543	\$ 13,414,431	\$ 41,735,574	\$ 8,600,549	\$ 3,764,725	\$ 983,365

Funding Source

<u>General Fund</u>	<u>Water and Sewer Fund</u>	<u>Dev. Corp. Fund</u>	<u>Impact Fee Fund</u>	<u>Grants</u>	<u>Other Sources</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>
-	-	-	-	-	-	350,000	-
-	-	-	7,190,000	-	-	-	-
\$ -	\$ -	\$ -	\$ 7,190,000	\$ -	\$ -	\$ 350,000	\$ -
\$ -	\$ 1,072,055	\$ -	\$ 11,278,011	\$ 276,945	\$ 2,326,614	\$ 830,000	\$ 6,972,500
-	-	-	-	-	-	445,000	-
-	-	-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	10,000,000	-	-	-	-	-	-
-	-	-	-	-	75,000	-	-
-	-	-	-	-	-	-	800,000
\$ -	\$ 10,000,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 800,000
\$ 2,378,892	\$ 11,072,055	\$ 4,623,314	\$ 11,278,011	\$ 9,239,349	\$ 9,002,991	\$ 3,335,600	\$ 33,255,976



RICHMOND
EST. **TEXAS** 1837

Supplemental Information

The Supplemental Information Section contains statistical and supplemental data that describes our organization, the community, population and history of the City of Richmond.



EXPLORE
HISTORY



*A Charming
Past.*



*A Soaring
Future.*



CITY OF RICHMOND FACTS

Total Population by year

2000	11,067
2010	11,679
2018	12,484

Average Household Size by year

2000	3.20
2010	2.96
2018	2.99

Housing Unit Summary by year

2000 - Housing Units	
Owner Occupied	53.9%
Renter Occupied	41.2%
Vacant	4.9%
2010 - Housing Units	
Owner Occupied	52.9%
Renter Occupied	39.7%
Vacant	7.5%
2018 - Housing Units	
Owner Occupied	52.8%
Renter Occupied	39.9%
Vacant	7.4%

Median Household Income

2018	\$49,069
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Median Home Value

2018	\$146,494
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Per Capita Income

2010	\$19,503
2018	\$25,302

Median Age

2010	31.9
2018	33.1

2018 Households by Income

Household Income Base	3,954
<\$15,000	11.3%
\$15,000 - \$24,999	13.1%
\$25,000 - \$34,999	13.9%
\$35,000 - \$49,999	12.3%
\$50,000 - \$74,999	16.0%
\$75,000 - 99,999	8.4%
\$100,000 - \$149,999	15.6%
\$150,000 - \$199,999	5.4%
\$200,000+	4.0%
Average Household Income	\$70,319

Population by Age

Total	12,487
0 - 4	7.9%
5 - 9	7.5%
10 - 14	7.1%
15 - 24	13.9%
25 - 34	16.6%
35 - 44	12.5%
45 - 54	11.3%
55 - 64	10.9%
65 - 74	7.4%
75 - 84	3.4%
85 +	1.4%
18+	73.3%

2018 Population by Sex

2018 Year	Males	6,333
	Females	6,154

Population by Race/Ethnicity

Total	12,484
White Alone	54.6%
Black Alone	19.4%
American Indian Alone	0.0%
Asian Alone	4.4%
Pacific Islander Alone	0.0%
Some Other Race Alone	18.0%
Two or More Races	2.7%
Hispanic Origin	57.6%
Diversity Index	82.7



Source: Esri Community Profile

CITY OF RICHMOND FACTS

Government

Type: Home Rule
Zoning Regulations: Yes
Planning Commission: Yes
Economic Development Corp. (4B): Yes

Geography

Elevation: 105 Feet
Area: 4.2 Square Miles

Climate

Average Annual Temperature: 71F
Average High Temperature: 81F
Average Low Temperature: 61F
Clear Days/year: 90
Partly Cloudy Days/year: 120
Cloudy Days/year: 155
Average Rainfall: 50.46 inches

Utilities

Water: City of Richmond
Source: Wells, Groundwater
Capacity (MGPD): 7.1
Current Load (MGPD): 3.2
Electricity: Deregulated
Sewer: City of Richmond
Capacity (MGPD): 5.0
Current Load (MGPD): 2.4
Natural Gas: Center Point Energy

Education (Public)

Lamar Consolidated ISD Enrollment: 29,674
Average Student/Teacher ratio: 15.8
Average SAT score: 907
Budget: \$237,669,818
Elementary Schools: 21
Middle Schools: 4
Junior High Schools: 4
Senior High Schools: 4
Special: 6



RICHMOND
EST. TEXAS 1837

Education (Private)

Elementary: St. John's Methodist
Holy Rosary Catholic
Calvary Episcopal
Elementary/High: Living Waters Christian

Libraries

George Memorial: 199,291 Volumes

Churches

Catholic: 2
Other: 18

Hospital

Oak Bend Medical Center Beds: 185
Critical Care Unit: Yes
Skilled Nursing Unit: Yes
Emergency Care Center: 3
Outpatient Facility: Yes
Pediatric Unit: Yes
Sleep Disorders Clinic: Yes

Ems

Units: 3
Staff: 18
Average Response Time: 4 minutes
Intermediate Care Facility: 1
Adult Day Care Center: 1
Home Nursing Service: 2
Nursing Homes: 2

Recreation

Parks: 7
Swimming Pools: 1
Tennis Courts: 4
Baseball Fields: 14
State Park (20 miles): 1
Historic Park (8 miles): 1
Golf Courses (10 miles): 3

Historic Points of Interest

Fort Bend Historical Museum
Confederate Museum
Historic County Courthouse
Morton Cemetery
1883 John Moore Home
McFarlane Visitors Center
Jaybird/Woodpecker Memorial

City of Richmond, Texas
Principal Property Taxpayers
Current Year and Nine Years Ago

Taxpayer	2018			2009		
	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)
Ransom Road Partners LLC	\$ 25,999,990	1	5.0%			
Wal-Mart Real Estate Business Trust	9,711,140	2	1.9%	\$ 11,781,790	1	2.9%
LSREF3 Bravo (houston) LLC	8,545,460	3	1.7%			
Archer Daniel Midland CO	7,354,520	4	1.4%	6,000,230	5	1.5%
Wal-Mart Stores Texas LLC	7,322,800	5	1.4%	9,035,950	2	2.3%
Houston MOB 3 LLC	6,326,780	6	1.2%			
Wolverine Mustang LP	5,205,280	7	1.0%			
Richmond Self Storage Ltd	5,056,920	8	1.0%			
Apex Bank	4,890,930	9	0.9%			
Centerpoint Energy Electric	4,353,440	10	0.8%			
Matrix Metals LLC				7,554,960	3	1.9%
Hunter, Clayton, LLC				6,313,810	4	1.6%
Oakbend Medical Center				5,503,210	6	1.4%
G&I VI Country Club Place				5,500,000	7	1.4%
Golfview Holdings LLC				4,522,190	8	1.1%
CenterPoint Energy Inc				3,922,020	9	1.0%
Wolverine Lamar LP				3,093,700	10	0.8%
	<u>84,767,260</u>		<u>16.4%</u>	<u>63,227,860</u>		<u>15.8%</u>
Other taxpayers	432,883,349		83.6%	336,326,118		84.2%
Total Assessed Valuation	<u>\$ 517,650,609</u>		<u>100.0%</u>	<u>\$ 399,553,978</u>		<u>100.0%</u>

(1) Assessed (taxable) value equals appraised value after exemptions.

(2) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property for valuation data.

Source: City Tax Department

City of Richmond, Texas
Principal Employers
Current Year and Nine Years Ago

Employer	2018		2009	
	Employees	Rank	Employees	Rank
Lamar Consolidated ISD	4,600	1		
Fort Bend County	2,481	2	2,116	1
Richmond State School	1,334	3	1,194	2
Oak Bend Medical Center	1,164	4		
Oak Bend Hospital	1,100	5	586	3
HEB Grocery Company	340	6		
Walmart	316	7	278	4
Access Health	249	8		
City of Richmond	178	9	139	5
Wharton County Junior College	157	10		
T.W. Davis YMCA			100	6
Richmond Post Office			63	7
ADM Cotton Mill			40	8
NEPCO Foundry			16	9
Office Depot			6	10
Total	<u>11,919</u>		<u>4,538</u>	

Source: Development Corporation of Richmond

City of Richmond, Texas
 Operating Indicators By Function
 Last Ten Fiscal Years

Function	2009	2010	2011	2012
Police				
Arrests	501	745	280	323
Accident Reports	239	237	209	181
Citations	3,989	3,611	2,705	3,456
Offense reports	1,650	1,413	1,098	973
Calls for Service	58,944	30,078	26,481	20,475
Fire				
Fires	205	159	226	162
Explosion, Fireworks	2	-	-	-
Rescue / Emergency Medical Incident	1,740	1,648	1,484	1,680
Motor Vehicle Accidents	146	180	144	167
Hazardous Condition, no fire	290	302	252	219
Service Calls	696	699	515	394
Good Intent Calls	165	149	130	193
False Alarm / False Call / Fire Alarms	301	413	452	404
Special Incident Type, City Ordinance Violation	5	2	1	49
Automatic Aid / Mutual Aid Given	137	149	168	192
Automatic Aid / Mutual Aid Received	47	28	86	61
Total Incident Reports	3,734	3,729	3,458	3,521
Fire Marshal				
Fire Safety inspections conducted	340	328	301	270
Fire Safety classes/total audience	57/4134	71/6468	67/6442	69/6444
Fire investigations initiated	37	26	35	35
Building Permits				
Building - total permits issued	1,262	1,369	2,508	2,206
Building - total inspections conducted	2,903	2,861	4,018	3,961
Groundwater				
Total Consumption (millions of gallons)				
Peak daily consumption (millions of gallons)				
Average daily consumption (millions of gallons)				
Sewer				
Average daily sewage treatment (millions of gallons)	1.376	1.492	1.415	1.533
Total Consumption (millions of gallons)	503.745	546.592	516.391	560.079
Peak daily consumption (millions of gallons)	3.000	2.778	2.717	5.778

Source: Various City departments

2013	2014	2015	2016	2017	2018
467	353	589	578	607	666
197	207	207	274	279	266
3,897	3,922	2,767	2,459	1,526	1,254
1,178	1,167	1,056	1,146	971	1,029
22,268	22,862	23,168	21,583	16,919	17,330
190	145	187	188	185	203
	5	22	5	2	3
1,862	2,070	2,382	2,709	3,098	3,159
230	269	327	328	347	328
139	120	162	150	140	111
363	331	308	274	335	285
172	179	151	221	161	149
355	399	484	430	512	492
89	52	96	149	118	44
177	145	167	200	156	152
69	61	86	54	55	50
3,646	3,776	4,372	4,708	5,109	4,976
200	260	247	160	322	280
77/3629	81/3901	78/3800	45/3884	63/5701	47/3851
36	32	12	23	52	39
2,649	2,731	2,638	2,264	2,842	2,691
5,763	8,426	9,105	8,505	7,192	6,978
					605.854
					3.840
					1.770
1.336	1.341	1.354	1.504	1.495	1.440
487.633	489.465	494.192	577.946	547.335	439.501
3.541	3.908	6.102	6.122	6.262	4.371

City of Richmond, Texas
 Capital Assets Statistics By Function
 Last Ten Fiscal Years

Function	2009	2010	2011	2012
Public safety				
Police				
Stations	1	1	1	1
Patrol units	27	27	27	23
Fire				
Fire stations	2	3	3	3
Public Works				
Dump trucks	10	10	9	9
Streets (miles)	45	45	38	38
Parks and recreation				
Parks acreage	235	235	235	235
Parks	3	3	3	3
Water and sewer				
Water mains (miles)	50	50	53	53
Fire hydrants	292	292	326	326
Maximum daily capacity (millions of gallons)	3.167	3.167	7.171	7
Sanitary sewers (miles)	44	44	44	44
Storm sewers (miles)	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	3.000	3.000	3.000	3.000

Source: Various City departments

Note: No capital asset indicators are available for the general government function

<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
1	1	1	1	1	1
23	23	23	25	28	29
3	3	3	3	3	3
9	9	9	8	8	8
38	38	38	38	38	38
246	246	246	246	246	246
4	4	4	5	6	6
54	54	54	54	56	56
342	353	353	353	359	359
7.171	7.171	7.171	7.171	11.601	11.601
44	44	44	44	54	54
12	12	12	12	12	12
3.000	3.000	3.000	3.000	3.000	3.000



ORDINANCE NO. 2018-05

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; PROVIDING FOR THE INTER-DEPARTMENT AND FUND TRANSFERS; AUTHORIZING THE MAYOR AND CITY MANAGER TO SIGN DOCUMENTS AND DECLARING AN EFFECTIVE DATE

WHEREAS, the City Manager of the City of Richmond, Texas filed with the City Secretary the proposed budget for the City for the fiscal year beginning October 1, 2018 and ending September 30, 2019 in accordance with the Texas Local Government Code and City Charter; and

WHEREAS, notices of the public hearings on the budget for the City of Richmond, Texas, for the fiscal year 2018-2019 were heretofore published and posted at least ten (10) days in advance of said public hearing in accordance with the law and Charter and such other notice was given in accordance with all applicable laws; and

WHEREAS, the proposed budget was posted on the City's Internet website in accordance with all applicable law; and

WHEREAS, public hearing on the budget was duly held on September 10, 2018, and all interested persons were given an opportunity to be heard for or against any item therein; and

WHEREAS, during the public hearing, the City Commission set the date, time and place of the meeting to vote on the proposed budget in accordance with law; Now, Therefore,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

Section 2. The budget for the City of Richmond, Texas for the fiscal year beginning October 1, 2018 and ending on September 30, 2019, presented by the City Manager and filed with the City Secretary, and reviewed during the public hearing is hereby approved and adopted, a copy of which budget is appended as Exhibit A.

Section 3. The appropriations for the fiscal year beginning October 1, 2018 and ending September 30, 2019, for the support of the general government of the City of Richmond be fixed and determined for said terms in

accordance with the expenditures shown in the City's Fiscal Year 2018-2019 Budget, a copy of which is appended hereto as Exhibit A.

Section 4. The City Manager is hereby authorized to make inter-department and fund transfers during the fiscal year as become necessary in order to avoid over expenditures of a particular account.

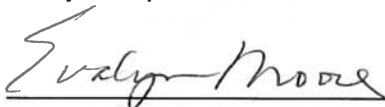
Section 5. The City Commission hereby authorizes the Mayor and the City Manager to sign documents authorizing the payment of funds and to make public expenditures that have been expressly approved and appropriated in this budget.

Section 6. The City Manager, or the City Manager's designee, shall cause copies of the budget to be filed with the City Secretary and shall post a copy of the budget as hereby adopted on the City's Internet website in accordance with applicable law.

Section 7. The City Secretary shall cause notice of adoption of the budget to be published and posted as required by City Charter.

Section 8. *Effective date.* This ordinance shall be effective from and after its approval and adoption.

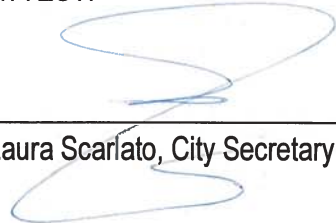
PASSED AND APPROVED on this the 17th day of September, 2018.



Evalyn Moore, Mayor

ATTEST:

APPROVED AS TO FORM:



Laura Scariato, City Secretary



Gary W. Smith, City Attorney

Record Vote:	For	Against
Commissioner Gaul:	<input checked="" type="checkbox"/>	_____
Commissioner Beard:	<input checked="" type="checkbox"/>	_____
Commissioner Drozd	<input checked="" type="checkbox"/>	_____
Commissioner Lockhart	_____	<input checked="" type="checkbox"/>
Mayor Moore	<input checked="" type="checkbox"/>	_____



ORDINANCE NO. 2018-16

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, ADOPTING A TAX RATE FOR TAX YEAR 2018 AND LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHMOND, TEXAS FOR THE 2018-2019 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING WHEN SAID TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; PROVIDING FOR ENFORCEMENT OF COLLECTIONS; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the appraisal roll of the City of Richmond, Texas (City) for 2018 has been prepared and certified; and

WHEREAS, a record vote was taken by the City Commission on a proposed tax rate of \$0.699900 on August 20, 2018 and scheduled two public hearings on the proposed tax rate for tax year 2018 to be held on September 4, 2018 at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas and on September 10, 2018 at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas; and

WHEREAS, the proposed tax rate of \$0.699900 is less than the effective tax rate of \$0.7020, the City Commission was not required to hold the two public hearings on the proposal to adopt a tax rate of \$0.699900 for each \$100 of taxable value which would decrease total tax revenues from property on the tax roll by 2.73% and the notice showing the effect of the proposed tax revenue decrease was posted on the City's Internet website and any additional notices and actions were completed, as required by law; and

WHEREAS, the City Commission announced that the vote on the proposed tax rate will occur on Monday, September 17, 2018, during the regular City Commission meeting to be held at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas; and

WHEREAS, this Ordinance sets a tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the City that is less than the amount of taxes imposed for that purpose in 2017; and

WHEREAS, the City Commission deems it in the public interest to adopt a tax rate for the 2018 tax year; Now, Therefore,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

Section 1. The findings set forth in the preamble of this Ordinance are found to be true and correct and are incorporated by reference into the body of this Ordinance as if fully set forth herein.

Section 2. There is hereby levied an ad valorem tax of \$0.699900 on each \$100.00 of taxable value of property within the City which is not exempt from taxation under the State constitution or State law. This tax rate is expected to decrease total revenue from properties on the tax roll by 2.73% over 2017 tax revenues.

Section 3. The maintenance and operation portion of the tax rate, \$0.5403 for each \$100 of taxable value is hereby included, adopted and shall be distributed to the General Fund of the City to fund maintenance and operation expenditures of the City in accordance with Section 26.05(a)(2) of the Texas Tax Code and any other applicable laws.

Section 4. The debt service portion of the tax rate, \$0.1596 for each \$100 of taxable value is hereby included, adopted and shall be distributed to pay the City's debt service as provided by Sections 26.04(e)(3)(C) and 26.05(a)(1) of the Texas Tax Code and any other applicable laws.

Section 5. THIS TAX RATE WILL RAISE LESS TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

Section 6. The City Manager, or the City Manager's designee, is directed to include the following statement on the home page of the City's Internet website: **THE CITY OF RICHMOND, TEXAS ADOPTED A TAX RATE THAT WILL RAISE LESS TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

Section 7. The tax assessor/collector is hereby authorized to assess and collect the taxes of the City employing the above tax rate.

Section 8. The taxes levied under this Ordinance shall be due October 1, 2018 and if not paid on or before January 31, 2019 shall immediately become delinquent.

Section 9. All taxes shall become a lien upon the property against which assessed, and the tax collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Richmond and shall, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City of Richmond. All delinquent taxes shall bear interest from the date of delinquency at the rate prescribed by law.

Section 10. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional,; and the City Commission of the City of Richmond, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 11. The Motion made for approval of this Ordinance was made and seconded as follows: "I MOVE THAT THE PROPERTY TAX RATE BE DECREASED BY THE ADOPTION OF A TAX RATE OF \$0.699900."

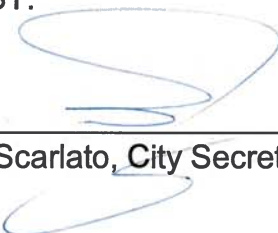
Section 12. *Effective date.* This ordinance shall be effective from and after its approval and adoption.

PASSED AND APPROVED on this the 17th day of September, 2018.



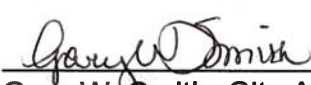
Evalyn Moore, Mayor

ATTEST:



Laura Scarlato, City Secretary

APPROVED AS TO FORM:



Gary W. Smith, City Attorney

Record Vote:	For	Against
Commissioner Gaul:	<input checked="" type="checkbox"/>	_____
Commissioner Beard:	<input checked="" type="checkbox"/>	_____
Commissioner Drozd	<input checked="" type="checkbox"/>	_____
Commissioner Lockhart	<input checked="" type="checkbox"/>	_____
Mayor Moore	<input checked="" type="checkbox"/>	_____

Acronyms

A

ACM: Assistant City Manger
ADA: Americans with Disability Act
AED: Automatic External Defibrillator
AFG: Assistance to Firefighters Grant
ARB: Appraisal Review Board

B

B & B: Bed and Breakfast

C

CAFR: Comprehensive Annual Financial Report
CDBG: Community Development Block Grant
CDL: Commercial Driving License
CID: Criminal Investigative Division
CIP: Capital Improvement Plan
CJD: Criminal Justice Division
COG: Council of Governments
CPAC: Comprehensive Planning Advisory
CPI: Consumer Price Index

D

DCR: Development Corporation of Richmond
DPSI: Downtown Public Spaces Improvement

E

ED: Economic Development
EMC: Emergency Management Coordinator
EMS: Emergency Medical Supply
EMT: Emergency Medical Technician
EOC: Emergency Operations Center
ETJ: Extra-territorial Jurisdiction
ETR: Effective Tax Rate

F

FBC: Fort Bend County
FEMA: Federal Emergency Management Agency
FLSA: Fair Labor Standards Act
FTE: Full Time Equivalent
FY: Fiscal Year

G

GAAP: Generally Accepted Accounting Principles
GASB: Governmental Accounting Standards Board
GFOA: Government Finance Officers Association
GIS: Geographical Information Systems
G/L: General Ledger
GO: Certificate of General Obligation
GPS: Global Positioning System
GRP: Groundwater Reduction Plan

H

HGAC: Houston Greater Area Council
HOA: Homeowner's Association

I

I & S: Interest and Sinking
IT: Information Technology
ISO: Insurance Service Office

L

LCISD: Lamar Consolidated Independent
School District
LOGIC: Local Government Investment
Cooperative

M

M & O: Maintenance and Operations
M & R: Maintenance and Repair
MGD: Million Gallons per Day
MPA: Master of Public Administration
MUD: Municipal Utility District

N

NIBRS: National Incident-Based Reporting System
NIMS: National Incident Management System

O

OJP: Office of Justice Program

P

PM: Preventative Maintenance
PPC: Public Protection Classification
PPV: Police Pursuit Vehicle

S

SAFER: Staffing for Adequate Fire Emergency Response
SCBA: Self Contained Breathing Apparatus
SHSP: State Homeland Security Program
SQL: Structured Query Language
SSO: Sanitary Sewer Overflow

T

TBD: To Be Determined
TCEQ: Texas Department on Environmental Quality
TCLEOSE: Texas Commission on Law Enforcement
Standards and Education
TEXPOOL: Texas Local Government Investment Pool
TML: Texas Municipal League
TMRS: Texas Municipal Retirement System
TxDOT: Texas Department of Transportation

W

WFBMD: West Fort Bend Management District
W/S: Water and Sewer
WW: Wastewater
WWTP: Wastewater Treatment Plant

Glossary

Account Number

A set of accounts used in the general ledger by the City to indicate the fund, department, activity and object code.

Accounting System:

The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

Accounts Payable:

A short-term (one year or less) liability reflecting amounts owed for goods and Services received by the City. and liabilities.

Accounts Receivable:

An asset reflecting amounts due from other persons or organizations for goods and services furnished by the City.

Accrual Basis of Accounting (Full):

A basis of accounting in which revenues and expenses are recorded at the time they occur, rather than at the time cash is received or paid by the city.

Adopted Budget:

The final budget adopted by ordinance by the City Commission.

Ad Valorem Taxes:

Commonly referred to as property taxes. The charges levied on all real and certain personal property according to the property's assessed value and the tax rate.

Advanced Refunding Bonds:

Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or Other authorized securities and used to redeem The underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

Annual Budget:

A budget applicable to a single fiscal year.

Assessed Value/Valuation:

A valuation set upon real estate or other property as a basis for levying property taxes. All property values within the City of Richmond are assessed by the Fort Bend County Appraisal District.

Asset:

The resources and property of the City that can be used or applied to cover liabilities.

Audit:

An examination or verification of the financial accounts and records. The City is required to have an annual audit conducted by qualified certified public accountants.

Balanced Budget:

As required by law, revenues and inter-fund Transfers must equal or exceed expenditures for all funds.

Base Budget:

The budget needed to maintain the current Operations and service levels of the City.

Basis of Accounting:

Refers to when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recorded and reported in the financial statements.

Bond:

A written promise to pay a specified sum of money (called the principal amount) at a specific date or dates in the future (called the maturity dates) and carrying interest at a specified rate, usually paid periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality. The most common types of bonds are general obligation and revenue bonds. Bonds are usually used for construction of large Capital projects, such as buildings, streets, and water/sewer system improvements.

Bond Rating:

A rating assigned by outside credit rating companies which gives investors an idea of the credit worthiness of the City.

Bonded Debt:

The portion of indebtedness represented by outstanding (unpaid) bonds.

Bonds Issued:

Bonds sold by the City.

Bonds Payable:

The face value of bonds issued and unpaid.

Budget:

A plan of financial operation containing an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Amendment:

A formal legal procedure utilized by the City to revise a budget appropriation during a fiscal year.

Budget Calendar:

A schedule containing key dates which the City follows for each stage of the preparation, adoption and administration of the budget.

Budget Message:

A general discussion of the proposed budget as presented in writing by the City Manager to the City Commission.

Capital Improvements:

Expenditures for the construction, purchase, or renovation of City facilities or property.

Capital Improvements Program (CIP):

A plan for capital expenditures and improvements to be incurred each year over a fixed period of years to meet capital needs arising from the long term capital needs.

Capital Outlay:

Expenditures resulting in the acquisition of or addition to the City's fixed assets.

Cash Basis:

A basis of accounting in which transaction recorded when cash is received or disbursed.

Certified Appraisal Tax Roll:

The final property appraisal roll, as calculated by the Fort Bend County Central Appraisal District.

Component Unit Funds:

legally separate organizations for which elected officials of the primary government are financially accountable.

Comprehensive Annual Financial Report-CAFR:

The official annual financial report of a government that encompasses all funds and component units of the government.

Consumer Price Index (CPI):

The measure of price level computed by the Bureau of Labor Statistics on a monthly basis. It is the ratio of the cost of specific consumer items in any one year to the cost of those items in the base year.

Current Taxes:

Property taxes that are levied and due within one year.

Debt Service Fund:

A fund established to account for funds needed to make principal and interest payments on outstanding bonds when due. Also referred to as an Interest and Sinking Fund.

Debt Service Requirements:

The amount of money required to pay interest and principal for a specified period on outstanding debt.

Deficit:

(1) The excess of the liabilities of a fund over its assets; or (2) The excess of expenditures over revenues during an accounting period or, in case of proprietary funds, the excess of expenses over revenues during an accounting period.

Delinquent Taxes:

Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.

Department:

A functional group of the City with related activities aimed at accomplishing a major City service or program (e.g. the Fire Department).

Depreciation:

The prorating of the cost of a fixed asset over the estimated service life of the asset. Each period is charged with a portion of such cost, and through this process, the entire cost of the asset is ultimately charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds. Assets in general governmental funds are expensed entirely when purchased.

Distinguished Budget Presentation Award:

An award presented annually by the Government Finance Officers Association of the United States and Canada for the City's budget document. In order to receive the award, the City's budget document must meet stringent disclosure requirements, including the budget as a policy document, financial plan, communications device and an operations guide.

Effective Tax Rate:

The rate which produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

Encumbrance:

The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before goods or services are received. After receipt, the commitment is referred to as an account payable.

Enterprise Fund:

A fund established to account for operations financed and operated in manner similar to private business enterprises.

Expenditures:

If accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.)

Expense:

Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Extra-Territorial Jurisdiction (ETJ):

The unincorporated area that is contiguous to the corporate boundaries of a City. The ETJ area for the City of Richmond extends one mile from the City's boundaries. Cities have certain powers in their ETJ's to promote and protect the general health, safety, and welfare of persons residing in and adjacent to the City.

Equity:

The difference between assets and liabilities of the fund.

Fiduciary Fund Type:

The trust and agency funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Financial Audit:

An audit made to determine whether the financial Statements of a government are presented fairly in conformity with GAAP.

Fiscal Year (FY):

The time period designated by the City signifying the beginning and ending period for recording financial transactions of the City. The City of Richmond's fiscal year begins each October 1st and ends the following September 30th.

Fixed Assets:

Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture, and equipment.

Franchise Tax:

A special privilege granted by a City, permitting the continued use of public property, such as City streets, right-of-ways, usually involving the elements of monopoly and regulation.

Full Faith and Credit:

A pledge to the City's taxing power to repay debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or tax supported debt.

Full-time Equivalent (FTE):

A term to indicate the number of annual hours for a position. For example: an employee working 40 hours per week for 52 weeks per year will have 2,080 annual hours. Therefore 2,080 hours will equal one FTE.

Fund:

Separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Fund Balance:

The excess of a fund's assets over its liabilities and reserves.

Fund Type:

Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt services, capital projects, enterprise, internal service, and trust and agency.

General Fund:

The largest fund within the City. Accounts for all financial resources except those required to be accounted for in another fund. The General Fund Contains the activities commonly associated with municipal government, such as police and fire protection, parks, and streets.

General Ledger:

A record containing the accounts needed to reflect the financial position and the results of operations of an entity.

General Obligation Bonds:

Bonds backed by the full faith and credit of the City. See Full Faith and Credit.

Generally Accepted Accounting Principals (GAAP):

Uniform minimum standards and guidelines for Financial accounting and reporting, governing the Form and content of the financial statements of an Entity.

Geographic Information Systems (GIS):

A computer system that is capable of capturing, storing, analyzing, and displaying geographically referenced information; that is identified according to location.

Governmental Accounting, Auditing, and Financial Reporting (GAAFR):

A publication of the Government Finance Officers Association. It is also known as the "Blue Book".

Governmental Accounting Standards Board (GASB):

The authoritative accounting and financial reporting standard-setting body for governmental entities.

Government Finance Officers Association:

The association of public finance professionals who sponsors the Distinguished Budget Presentation award Program and the Certificate of Achievement for Excellence in Financial Reporting Program.

Governmental Fund Type:

Funds used to account for acquisition, use and balances of expendable financial resources and the related current liabilities-except those accounted for in proprietary funds and fiduciary funds. Under GAAP there are four governmental fund types: general, special revenue, debt service, and capital projects.

Groundwater Reduction Plan (GRP):

A plan mandated by the Fort Bend Subsidence District to convert from well water to surface water.

Hotel/Motel Occupancy Tax:

A tax levied upon the cost of occupancy of any Room or space furnished by any hotel or other Lodgings. Revenue received is earmarked for Local tourism.

Infrastructure:

Public domain assets such as roads, bridges, curbs and gutters, streets, and sidewalks, drainage systems and similar assets that are immovable and of value only to the City.

Inter-fund Transfers:

All inter-fund transactions except loans and reimbursements.

Intergovernmental Revenues:

Revenues from other governments in the form of grants, entitlements, or payments in lieu of taxes.

Levy:

(1) To impose taxes, special assessments or service charges for the support of government activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

Liabilities:

Probable future obligations of and entity indicating a future transfer of assets or providing of services to other entities as a result of past transactions of events.

Long-Term Debt:

Debt with a maturity of more than one year after the Date of issuance.

Maintenance and Operations (M&O):

Expenditures of a recurring nature which are necessary for the operation of a department or activity. Does not include capital outlay or debt service expenditures.

Mixed Beverage Tax:

A tax imposed on the gross receipts of a license for the sale, preparation or serving of mixed beverages.

Modified Accrual Basis:

This method of governmental accounting recognizes revenues when they are measurable and available, and expenditures when goods or services are received (except for principal and interest on long-term debt, which is recognized when paid).

Operating Budget:

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing activities of the City are controlled.

Operating Expenses:

Proprietary fund expenses related directly to the fund's primary activities.

Operating Income:

The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues:

Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

Ordinance:

A formal legislative enactment by the City Commission.

Paying Agent:

An entity responsible for paying the bond principal and interest on behalf of the City.

Principal:

The face value of a bond, payable on stated dates of maturity.

Proposed Budget:

The budget originally proposed by the City Manager to the City Commission. Amendments are frequently made to the proposed budget to arrive at the adopted budget.

Proprietary Fund:

Also referred to as an Enterprise Fund. A governmental accounting fund in which the services provided, such as water and sewer service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges.

Reimbursements:

Inter-fund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that apply to another fund.

Resolution:

A Special or temporary order of the City Commission. Requires less formality than an ordinance.

Retained Earnings:

An equity account reflecting the accumulated earnings of a proprietary fund.

Revenue:

An increase in the net current assets of a governmental fund type. (2) Increases in the net total assets of a proprietary fund type.

Revenue Bonds:

(1) Bonds whose principal and interest are payable exclusively from earnings of a proprietary fund.

Sales Tax:

A general tax on sales levied on persons and businesses selling merchandise or services in the city limits on a retail basis.

Special Revenue Fund:

Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Strategic Plan:

A document used to communicate with the organization the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise.

Tax Abatement:

The full or partial exemption from ad valorem taxes for a specified time of certain real property located in a designated zone and for economic development purposes.

Tax Levy Ordinance:

An ordinance through which taxes are levied.

Tax Rate:

The amount of tax levied for each \$100 of taxable value.

Tax Roll:

The official list showing the amount of taxes levied against each taxpayer or property.

Taxes:

Compulsory charges levied by a government to finance services performed for the common benefit.

Texas Commission on Environmental Quality (TCEQ):

A regulatory body of the State of Texas regulating and establishing environmental procedures relating to the use of natural resources.

Texas Municipal Retirement System (TMRS):

The retirement system which provides retirement coverage and benefits administration to over 600 municipal entities in the State of Texas. The TMRS was created by the Texas Legislature and is governed by a board, which is appointed by the Governor, with the advice of the State Senate.

Unencumbered Balance:

The amount of an appropriation that is not expended or encumbered. It is essentially the amount of money still available for future purchases.

User Charges:

The payment of a fee for direct receipt of a public service by a party benefiting from the service (e.g. water and sewer fees).

Working Capital:

For enterprise funds, the excess of current assets over current liabilities.



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