

# City of Richmond, Texas

Annual Operating Budget  
October 1, 2016 - September 30, 2017



**RICHMOND**  
EST. **TEXAS** 1837

**EVALYN W. MOORE**  
MAYOR

**BARRY C. BEARD**  
**CARL DROZD**  
**JOSH LOCKHART**  
**JESSE TORRES**  
COMMISSIONERS



**CITY OF RICHMOND, TEXAS  
FISCAL YEAR 2016-2017**

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

**Property Tax Comparison:**

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

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

Adopted

**Record Vote on Tax Rate:**

(September 19, 2016)

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



**RICHMOND**

EST. **TEXAS** 1837

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**TABLE OF CONTENTS**

---

<b>EXECUTIVE SUMMARY</b>	<b>1</b>
<b>PRINCIPAL OFFICIALS</b>	<b>3</b>
<b>BUDGET MESSAGE</b>	<b>5</b>
<b>BUDGET HIGHLIGHTS</b>	<b>11</b>
<b>FISCAL/OPERATING POLICIES</b>	<b>15</b>
BUDGET PROCESS	15
BUDGET CALENDAR	17
ACCOUNTING	18
REVENUE	19
EXPENDITURES	19
FUND BALANCE	20
LONG-TERM FINANCIAL PLANNING	20
CAPITAL	21
INVESTMENTS	21
DEBT	22
<b>BUDGET SUMMARIES</b>	<b>23</b>
<b>VISION STATEMENT AND GOALS</b>	<b>25</b>
SUMMARY OF CITYWIDE GOALS	25
SUMMARY OF PERFORMANCE MEASURES	29
<b>DESCRIPTION OF FUND STRUCTURE</b>	<b>32</b>
<b>ORGANIZATIONAL FUND CHART</b>	<b>33</b>
<b>DEPARTMENT / FUND RELATIONSHIPS</b>	<b>34</b>
<b>CITY-WIDE ORGANIZATIONAL CHART</b>	<b>35</b>
<b>SUMMARY OF PERSONNEL (FULL-TIME EQUIVALENT POSITIONS)</b>	<b>36</b>
<b>TAX REVENUE AND DISTRIBUTION</b>	<b>41</b>
<b>TAXABLE PROPERTY VALUES</b>	<b>42</b>
<b>COMBINED REVENUES AND EXPENDITURES</b>	<b>43</b>
<b>FINANCIAL TRENDS – COMBINED REVENUE AND EXPENDITURES LAST TEN YEARS</b>	<b>44</b>
<b>REVENUE TRENDS BASED ON PAST PERFORMANCE</b>	<b>45</b>
<b>2016-2017 REVENUE CHART</b>	<b>46</b>

<b>GENERAL FUND</b>	<b>47</b>
GENERAL FUND LONG-RANGE FINANCIAL FORECAST	48
GENERAL FUND REVENUES AND EXPENDITURES SUMMARY	50
GENERAL FUND REVENUES CHART	51
GENERAL FUND DESCRIPTION OF MAJOR REVENUES	52
GENERAL FUND EXPENDITURES CHART	53
<b>GENERAL FUND DEPARTMENTS</b>	
GENERAL GOVERNMENT	54
PUBLIC WORKS	57
VEHICLE MAINTENANCE	60
INFORMATION TECHNOLOGY	63
STREET	66
SANITATION	69
POLICE	71
FIRE DEPARTMENT	75
EMERGENCY MANAGEMENT	79
FIRE MARSHAL	82
FIRE STATION #2	85
FIRE STATION #3	86
BUILDING PERMITS	87
PARKS	90
JANITORIAL	93
PLANNING	96
MUNICIPAL COURT	99
<b>GENERAL FUND EXPENDITURES SUMMARY</b>	<b>103</b>
<b>WATER &amp; SEWER FUND</b>	<b>105</b>
WATER & SEWER FUND LONG-RANGE FINANCIAL FORECAST	106
WATER & SEWER FUND REVENUES AND EXPENDITURES SUMMARY	108
WATER & SEWER REVENUES CHART	109
WATER & SEWER DESCRIPTION OF MAJOR REVENUES	110
WATER & SEWER EXPENDITURES CHART	111
<b>WATER &amp; SEWER FUND DEPARTMENTS</b>	
ACCOUNTING & COLLECTING	112
CUSTOMER SERVICE	115
METER	118
WATER PRODUCTION	123
WATER DISTRIBUTION	126
WASTEWATER COLLECTION	129
WASTEWATER TREATMENT	132
OTHER WATER & SEWER	135
<b>WATER &amp; SEWER FUND EXPENDITURES SUMMARY</b>	<b>136</b>



<b>DEBT SERVICE FUND</b>	<b>137</b>
DEBT SERVICE FUND REVENUES AND EXPENDITURES SUMMARY	139
LEGAL DEBT MARGIN INFORMATION	140
<b>TOTAL GENERAL &amp; CERTIFICATE OF OBLIGATION DEBT</b>	<b>141</b>
CERTIFICATES OF OBLIGATION BONDS SERIES 2016 A	142
CERTIFICATES OF OBLIGATION BONDS SERIES 2016 B	143
CERTIFICATES OF OBLIGATION BONDS SERIES 2015	144
GENERAL OBLIGATION BONDS & REFUNDING SERIES 2013	145
CERTIFICATES OF OBLIGATION SERIES 2013	146
GENERAL OBLIGATION BONDS SERIES 2010 REFUNDING	147
GENERAL OBLIGATION BONDS SERIES 2009	148
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT	149
TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT CHART	150
<b>SPECIAL REVENUE FUNDS</b>	<b>151</b>
<b>SURFACE WATER FUND</b>	<b>153</b>
SURFACE WATER FUND REVENUE DETAIL	155
SURFACE WATER FUND EXPENDITURE DETAIL	156
<b>WASTEWATER IMPACT FUND</b>	
WASTEWATER IMPACT FUND REVENUES AND EXPENDITURES SUMMARY	157
<b>WATER IMPACT FEE FUND</b>	
WATER IMPACT FUND REVENUES AND EXPENDITURES SUMMARY	158
<b>FESTIVALS FUND</b>	
FESTIVALS FUND REVENUES AND EXPENDITURES SUMMARY	159
<b>PARK IMPROVEMENT FUND</b>	
PARK IMPROVEMENT FUND REVENUES AND EXPENDITURES SUMMARY	160
<b>NARCOTICS SEIZURE CITY FUND</b>	
NARCOTICS SEIZURE CITY FUND REVENUES AND EXPENDITURES SUMMARY	161
<b>STATE NARCOTICS FUND</b>	
STATE NARCOTICS FUND REVENUES AND EXPENDITURES SUMMARY	162
<b>FEDERAL NARCOTICS FUND</b>	
FEDERAL NARCOTICS FUND REVENUES AND EXPENDITURES SUMMARY	163
<b>DEVELOPMENT CORPORATION OF RICHMOND FUND</b>	<b>164</b>
DEVELOPMENT CORPORATION OF RICHMOND REVENUES AND EXPENDITURES SUMMARY	166

<b>CDBG GRANT FUND</b>	
CDBG GRANT FUND REVENUES AND EXPENDITURES SUMMARY	167
<b>TCLEOSE GRANT FUND (FIRE DEPT)</b>	
TCLEOSE GRANT FUND (FIRE DEPARTMENT) REVENUES AND EXPENDITURES SUMMARY	168
<b>MUNICIPAL COURT TECHNOLOGY FUND</b>	
MUNICIPAL COURT TECHNOLOGY FUND REVENUES AND EXPENDITURES SUMMARY	169
<b>MUNICIPAL COURT BUILDING SECURITY FUND</b>	
MUNICIPAL COURT BUILDING SECURITY FUND REVENUES AND EXPENDITURES SUMMARY	170
<b>TCLEOSE GRANT FUND (POLICE DEPT)</b>	
TCLEOSE GRANT FUND (POLICE DEPARTMENT) REVENUES AND EXPENDITURES SUMMARY	171
<b>CAPITAL IMPROVEMENT PROGRAM</b>	<b>173</b>
APPROVED CAPITAL PROJECTS	175
CAPITAL IMPROVEMENT PROGRAM BY PROJECT	178
CAPITAL IMPROVEMENT PROGRAM BY FUNDING SOURCE	181
<b>SUPPLEMENTAL INFORMATION</b>	<b>185</b>
<b>CITY HISTORICAL TIMELINE</b>	<b>186</b>
<b>CITY FACTS</b>	<b>188</b>
<b>CITY COMPREHENSIVE MASTER PLAN</b>	<b>190</b>
<b>CITY ORDINANCES</b>	
ORDINANCE NO. 2016-22 ADOPTING TAX RATE	197
ORDINANCE NO. 2016-23 ADOPTING BUDGET	200
ORDINANCE NO. 2016-24 BUDGET TAX RATE RATIFICATION	204
<b>DEMOGRAPHICS/STATISTICAL</b>	
OPERATING INDICATORS BY FUNCTION	206
CAPITAL ASSETS STATISTICS BY FUNCTION	208
PRINCIPAL EMPLOYERS	210
TOP TAXPAYERS	211
<b>ACRONYMS</b>	<b>212</b>
<b>GLOSSARY</b>	<b>213</b>

## - Executive Summary -

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



**RICHMOND**  
EST. **TEXAS** 1837



**RICHMOND**

EST. **TEXAS** 1837

# Principal Officials and Key Staff

**Citizens**

**City Commission**

Evalyn W. Moore  
Mayor

Jesse Torres  
Position 1

Barry C. Beard  
Position 2

Carl Drozd  
Position 3

Josh Lockhart  
Position 4

**City Manager**

Terri Vela \*

**Managing Directors**

Susan Lang  
Finance Director

Howard Christian  
Public Works Director

Phillis A. Ross  
Municipal Court Judge \*

Gary Adams  
Police Chief

Laura Scarlato  
City Secretary

Gary Smith  
City Attorney \*

Michael Youngblood  
Fire Chief

Economic Development  
Director

**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

Evelyn Martinez  
Court Administrator

Lori Bownds  
Building Official

Joe Medina  
I.T. Technician

Ray BurrCiaga  
Emergency Mgmt Coordinator

\* Position appointed by City Commission



**RICHMOND**

EST. **TEXAS** 1837

EVALYN W. MOORE  
MAYOR  
BARRY C. BEARD  
CARL DROZD  
JOSH LOCKHART  
JESSE TORRES  
COMMISSIONERS

# City of Richmond

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



September 19, 2016

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 the Annual Operating Budget, as adopted, for FY 2016-17. The combined expenditures of the General, Water & Sewer and Debt Service funds amount to \$25,846,096, which represent a decrease of \$95,871, or 0.4% change from the FY 2015-16 adopted budget, primarily due to a reduction in transfers from the Utility Fund to the General Fund and a reduction in Utility Fund projects. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

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

## **Comprehensive Master Plan Priorities (✓ = Top Priority):**

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

Departments were also asked to review the key recommendations under the comprehensive master plan priorities and incorporate the accomplishments of the key recommendations into their respective departmental goals and objectives in order to highlight these often times overlooked achievements.

**ECONOMIC OUTLOOK**

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

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

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

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

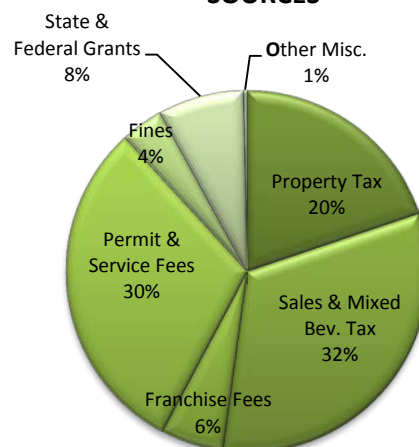
Unemployment for our Metropolitan Statistical Area is beginning to rise. Currently at 4.8% as of May, 2016, the rate represents an increase of 14% from the 4.2% as seen one year ago according to the Bureau of Labor Statistics.

**GENERAL FUND**

The General Fund revenue of \$15,032,850 can be categorized into seven (7) major sources of revenue as follows:

Property Tax	2,616,849
Sales & Mixed Bev. Tax	4,277,928
Franchise Fees	742,500
Permit & Service Fees	4,018,600
Fines	500,000
State & Federal Grants	993,054
Other Misc.	45,000

**2016-2017 GENERAL FUND REVENUE SOURCES**





This represents a \$167,926 increase in revenue, or 1.1% increase from FY 2015-16's budget. This is primarily due to growth in property tax values.

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

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

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

The total FY 2016-17 General Fund expenditures are \$15,702,917, an increase of 8.2% from the FY 2015-16 budget. Expenditures in the General Fund are planned to exceed revenues by \$670,067. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. The General Fund has an available fund balance (cash on hand) in order to meet the one-time purchases (\$322,887) proposed to be funded in this budget. The fund balance is expected to decrease by \$297,027 from the budgeted fund balance for FY2015-16, which represents \$3,595,789 of fund balance expected for FY2016-17 or reserves for 84 days of operations.

## **GENERAL FUND – FUNDED REQUESTS:**

### **General Government**

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

### **Public Works**

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

### **Vehicle Maintenance**

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

### **Streets**

- Replacement Vehicle
- Lane Drive Drainage PER

### Police

- Chief's Vehicle
- Replacement Vehicle - Crime Scene
- Replacement Vehicle – Patrol
- Telephone & Recording System
- Ballistic Vests
- Increase to Building Repair & Maintenance

### Fire

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

### Fire Marshal

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

### Emergency Management

- EOC Coordinator Vehicle
- Mission Management Software

### Parks

- Replacement Vehicle
- Tri-deck Mower
- Parking Lot for George Park

### Planning

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

## **WATER AND SEWER FUND**

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

Expenditures in the Water and Sewer Fund are proposed at \$8,418,429, which will exceed revenues by \$940,802. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. The Water and Sewer Fund has an available fund balance (cash on hand) in order to meet the one-time purchases of \$289,080 proposed to be funded in this budget. The fund balance is expected to decrease by

4.5% over the budgeted fund balance for FY2015-16, which represents \$3,028,481 of fund balance reserves for 172 days of operating reserve.

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

### **Water Production**

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

### **Water Distribution**

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

### **Wastewater Collection**

- Replacement Vehicle
- GIS Base Maps

### **Wastewater Treatment**

- Treatment Plant Evaluation

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

Respectively Submitted,



Terri Vela  
City Manager



Susan Lang  
Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Richmond  
Texas**

For the Fiscal Year Beginning

**October 1, 2015**

Executive Director



# RICHMOND

EST. **TEXAS** 1837

## BUDGET HIGHLIGHTS



### FY2016-17 Adopted Budget

The City's fiscal year FY2016-17 operating budget was approved by City Commission at the September 19<sup>th</sup>, 2016 City Commission Meeting.

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 placed on the Comprehensive Master Plan.

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

### 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.



# RICHMOND

EST. **TEXAS** 1837

### 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	\$ 4,262,928
Property Taxes	\$ 2,616,849
Fire Protection Fees	\$ 1,996,000
Transfer Other Funds	\$ 1,838,919
Garbage Collection	\$ 1,547,600
Intergovernmental	\$ 993,054
Franchise Fees	\$ 742,500
Municipal Court Fines	\$ 500,000
Licenses and Permits	\$ 260,000
Inspection Fees	\$ 110,000
Plan Review Fees	\$ 95,000
Other Income	\$ 50,000
Mixed Beverage Tax	\$ 15,000
<u>Interest</u>	<u>\$ 5,000</u>
Total:	\$15,032,850

#### General Fund Expenditures:

General Government	\$ 1,190,492
Public Works	\$ 475,959
Vehicle Maintenance	\$ 186,816
Information Technology	\$ 501,419
Street	\$ 1,374,347
Sanitation	\$ 1,505,297
Police	\$ 3,887,402
Fire-Central	\$ 4,061,433
Emergency Management	\$ 145,790
Fire Marshal	\$ 535,080
Fire-Station #2	\$ 37,400
Fire-Station #3	\$ 42,040
Building Permits	\$ 252,687
Parks	\$ 577,757
Janitorial	\$ 104,304
Planning	\$ 277,374
<u>Municipal Court</u>	<u>\$ 547,321</u>
Total:	\$15,702,917

## Highlights of Funded Positions and Capital:

- GIS Base Maps
- City Facility Networking
- 5% Cost of Living Employee Increase
- Wastewater Master Plan
- 27 Ballistic Vest
- 15' Tri-deck Mower
- Parking Lot for George Park
- Training/Safety/Compliance Battalion Chief (New Position)
- Facility Service Technician (New Position)
- Internet Based Computer Program for Fleet Maintenance
- Squad Vehicle for Fire Department
- Inflatable Boat
- 2017 Ford Explorer PPV
- Patrol Vehicle - SUV

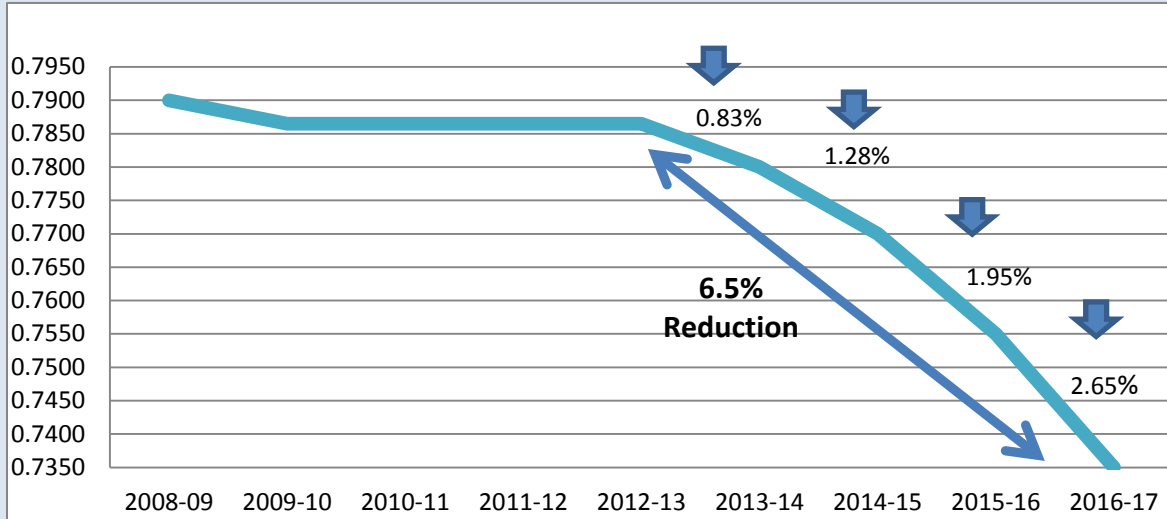




# RICHMOND

EST. **TEXAS** 1837

## PROPERTY TAX RATE TRENDS



### 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	\$ 3,000,000
Sewer Collections	\$ 2,600,000
Contributed Capital	\$ 1,210,097
Water Taps and Fees	\$ 300,000
Service Charge	\$ 185,000
Other Income	\$ 182,530
<b>Total:</b>	<b>\$ 7,477,627</b>

#### Water and Sewer Fund Expenditures:

Accounting & Collecting	\$ 823,314
Customer Service	\$ 329,690
Meter	\$ 282,559
Water Production	\$ 2,236,087
Water Distribution	\$ 794,227
Wastewater Collection	\$ 573,886
Wastewater Treatment	\$ 1,308,667
Transfer to Other Funds	\$ 1,838,919
Transfer to Debt Service Fund	\$ 231,081
<b>Total:</b>	<b>\$ 8,418,429</b>



# RICHMOND

EST. **TEXAS** 1837

2017  
Public Official of the year

*\* Terri Vela \**  
City Manager

University of Houston Master of Public  
Administration, MPA



### **\* Grants \***

**2015 SHSP – Homeland Security Grant**  
Program provided funding for replacement of outdated analog radios for emergency personnel.

\*\*\*\*\*

**2016 Safer Grant** – will provide funding for three additional Firefighters.

\*\*\*\*\*

**Assistance Firefighters Grant 2015** – will provide funding for replacement of Personal Protective Equipment for Firefighters.

\*\*\*\*\*

**Department of Justice “Edward Byrne Grant”** will fund three patrol vehicles.

\*\*\*\*\*

**Texas Office of the Governor’s Criminal Justice Division (CJD)** - provided body cameras for Police Officers.

### **\* ACCOMPLISHMENTS & RECOGNITIONS \***

- ★ “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 FY2015-16”.
- ★ Government Finance Officers Association – “Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY2014-15”.
- ★ American Planning Association Texas Chapter “2016 Community of the Year Award”.



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

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

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

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

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

### **BUDGET PROCESS**

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

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

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

#### **Budget Message**

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

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

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

### **Public Hearing on Budget**

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

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

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

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

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

### **Amending the Budget**

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

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

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

### **Capital Program**

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

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

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

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

### **Lapse of Appropriations**

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

### **Additional Funding**

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

### **Administration of the Budget**

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

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

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

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

### **ACCOUNTING**

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

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

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

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

### **Independent Audits**

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

### **Accounting Systems**

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

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

### **REVENUE**

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

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

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

### **EXPENDITURES**

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

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

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

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

### **FUND BALANCE**

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

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

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

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

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

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

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

#### **Fund Balance**

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

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

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

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

### **Subsidence District**

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

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

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

### **CAPITAL**

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

### **INVESTMENTS**

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

## **DEBT**

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

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

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

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



## - Budget Summaries -

The Budget Summaries provide the reader with an overview of significant budgetary items and trends. This section of the budget includes: the Summary of Citywide Goals, Performance Measures Summary, Description of the City's Fund Structure, Department/Fund Relationships chart, City's Organizational Chart, Summary of Personnel, Tax Revenue and Distribution, Combined Revenues and Expenditures and Financial Trends for the last 10 years.





**RICHMOND**

EST. **TEXAS** 1837

## VISION STATEMENT AND GOALS

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 CITYWIDE 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 Permits**

- Develop a Customer Service program.

### **Customer Service**

- Continue to organize and work as a team to ensure excellent service in an accurate manner to encourage, promote, and welcome expanding residential and business growth and development.

### **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.

**Meter**

- To replace meters accordingly so as to encourage, promote and welcome expanding residential and business growth and development.

**Municipal Court**

- Invest in the development of staff to meet the growth and demands of the City
- Encourage, promote and welcome expanding residential and business growth and development.

**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.

**Water Distribution**

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

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

**Fire**

- Deliver fire prevention and water safety classes to all schools in our jurisdiction.
- To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.

**Parks**

- Improve efficiency of park maintenance.

**Police**

- Foster a good relationship with our citizens in order to provide safe, secure, and family-oriented communities.

**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**

- Maintain and update street inventory, sign inventory and asset inventory program.

**Vehicle Maintenance**

- Maintain and ensure a safe operating fleet.

**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;**

**Building Permits**

- Educate staff on the Unified Development Code and the different types of Zoning.

**Emergency Management**

- Review existing emergency operations plans, procedures, ordinances and related documents; ensure compliance with NIMS and Homeland Security Directives.

**Fire**

- Reduce response times to an average of less than 5 minutes and 30 seconds.

**Fire Marshal**

- Conduct regular fire and building inspections to create and maintain a safe environment to live, work, play and travel.

**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**

- Acknowledge citizen's complaints within 48 hours.
- 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.**

**Accounting & Collecting**

- Provide services, tools and open communication to create an environment where individuals are treated fairly and consistently.

**Fire**

- Research and implement mapping, reporting, and tracking software that will enhance emergency response as well as facilitate pre-plan and inspection process.

**General Government**

- Improve records imaging and indexing system.

**Janitorial**

- Seek ways to improve the service to our employees, citizens and visitors to our city.

**Meter**

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

**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.

**SUMMARY OF PERFORMANCE MEASURES**  
**categorized by Strategic Plan Goals**

➤ ***encourage, promote, and welcome expanding residential and business growth and development;***

Accounting and Collecting	FY 14-15	FY 15-16	FY 16-17
Percent of invoices paid within 30 days:	100%	99%	100%
<b>Building Permits</b>			
Total permits issued:	1,984	2,528	270
Total inspections conducted:	3,703	3,977	4,300
<b>Customer Service</b>			
Customer utility bills processed (total per year):	74,028	79,195	83,155
Number of online customer payments:	5,797	8,788	11,424
Number of hours open to the public per business day:	9.5	9.5	9.5
Implementation of E-Bill (% complete):	0	0	50%
Conversion to paperless customer files (% complete):	0	0	50%
<b>General Government</b>			
Number of construction contracts:	3	5	5
Number of commission meetings:	12	12	12
Number of workshops:	5	5	5
Number of special meetings:	10	10	10
<b>Information Technology</b>			
Percent completion Encode 180:	0	0	0%
Percent completion GIS Software:	0	0	0%
<b>Meter</b>			
Number of metered accounts:	6,379	6,648	6,913
Number of meter change outs:	58	299	1,190
<b>Municipal Court</b>			
Number of cases filed:	3,420	2,630	3,400
Conversion to paperless (percent completed):	0	0	50%
<b>Parks</b>			
Mow and groom five (5) City Parks (times per year):	0	0	58
<b>Planning</b>			
Number of plats reviewed:	0	24	30
Number of site plans reviewed:	0	8	15
Numbers of re-zonings processed:	0	4	2
Number of limited use permits processed:	0	1	4
Number of conditional use permits processed:	0	1	2
Number of variances processed:	0	2	1
Number of maps generated (GIS)	0	10	10
<b>Public Works</b>			
Calls for Service - Public Works	0	0	585
Calls for Service - Sanitation	0	0	400
Development review - distribution and review	0	0	400
<b>Sanitation</b>			
Contractor service complaints (per month):	0	0	< 1%
<b>Water Production</b>			
MG's of water produced per year:	0	0	0
Percent accountability:	0	0	95%

**SUMMARY OF PERFORMANCE MEASURES**  
**categorized by Strategic Plan Goals**

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

Fire	FY 14-15	FY 15-16	FY 16-17
Fire safety inspections conducted:	337	350	235
Fire safety classes/Total Audience:	60/4203	75/4500	50/3060
Average Response Time (minutes):	06:00	05:30	05:00
<b>Emergency Management</b>			
Number of City wide training exercises per year:	0	0	1
Number of County wide training exercises per year:	0	0	1
<b>Meter</b>			
Number of requests for service:	5,020	5,237	5,498
<b>Police</b>			
Warrants served:	836	975	1,000
Citizen complaints	4	4	4
Acknowledge customer complaints with 48 hours:	100%	100%	100%
<b>Sanitation</b>			
Number of recycling events:	0	0	2
<b>Street</b>			
Crack sealing (miles):	0	0	5.90
Street Reconstruction and asphalt overlays (miles):	0	0	2.59
Drainage ditch maintenance (linear feet):	0	0	4,700
Right-of-way maintenance (square miles):	0	0	4.60
Mosquito control sprayings per year:	0	0	8.00
Tree Trimming (sections per year/8 sections total):	0	0	2.00
Striping City Streets (feet per year):	0	0	2,000
<b>Parks</b>			
Park area maintained (square acres):	0	0	323
Special events / parades:	0	0	12
Inspection of play areas and equipment (per year):	0	0	21
Square acreage of parks:	260	303	323
<b>Water Distribution</b>			
Dead end mains flushed per year:	0	0	1,500
Number of Bacteriological samples collected:	0	0	440
Number of excavated repairs:	0	0	50
Request for service per year:	0	0	410
Percentage of calls responded within 1 hour:	0	0	99%
<b>Water Production</b>			
Number of water quality tests per year:	0	0	2,190
TCEQ Violations:	0	0	0
Percentage of calls responded within 1 hour:	0	0	99%
<b>Wastewater Collection</b>			
Miles of collection lines cleaned per year:	0	0	20
Number of City stoppages per year:	0	0	50
Number of SSO's per year:	0	0	< 20
Requests for service:	0	0	410
<b>Wastewater Treatment</b>			
Wastewater quality samples:	0	0	20,000
TCEQ Violations:	0	0	0



**SUMMARY OF PERFORMANCE MEASURES**  
**categorized by Strategic Plan Goals**

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

Accounting and Collecting	FY 14-15	FY 15-16	FY 16-17
GFOA Excellence in Financial Reporting Award:	Yes	Yes	Yes
GFOA Distinguished budget presentation award:	Yes	Yes	Yes
Texas Comptroller Leadership Circle Level	Silver	Silver	n/a
<b>Building Permits</b>			
Total Building Permits Issued:	2,638	2,650	2,680
Total Building Inspections Conducted:	7,256	4,305	4,650
<b>Emergency Management</b>			
% of employees w/minimum NIMs requirements:	0	100%	100%
<b>Fire Marshal</b>			
Fire Safety Inspections Conducted:	337	350	365
Fire Safety Classess / Total Audience:	60/4203	70/4265	75/4303
<b>Information Technology</b>			
Number of file servers replaced:	0	0	0
<b>Janitorial</b>			
Percent of days performing all assigned tasks:	100%	100%	100%
Number of complaints from internal customers:	0	0	0
Number of days lost to injury/illness:	0	0	0
<b>Municipal Court</b>			
Number of training hours accomplished:	20	20	30
<b>Public Works</b>			
Safety Training events per year	0	0	12
Capital Project Inspections	0	0	575
Reduction in lost time accidents	0	0	0
<b>Vehicle Maintenance</b>			
Number of pieces of equipment serviced/maintained:	0	0	121
Fueling System/Reconciliation of fuel usage:	0	0	100%
Fleet Make Ready to be completed within (days):	0	0	7-14 days
Percent accuracy of fleet repairs:	0	0	98%
Tri-annual preventive maintenance/24 point inspection:	0	0	363
<b>Wastewater Treatment</b>			
MG's of water treated per year:	0	0	635
MG's of re-use water per year:	0	0	47
Dry tons of sludge produced:	0	0	500

**Note:**

*The City is working on developing and updating performance indicators that will be true indicators of efficiency and effectiveness and not centralized on workload or output. During this transition previous year columns may contain zero values until the updating is complete for each department's performance indicators.*

## 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 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; CDBG Grant Fund; TCLEOSE Grant (Fire) Fund; Municipal Court Technology Fund; Municipal Court Building Security Fund; and TCLEOSE Grant (Police)Fund.

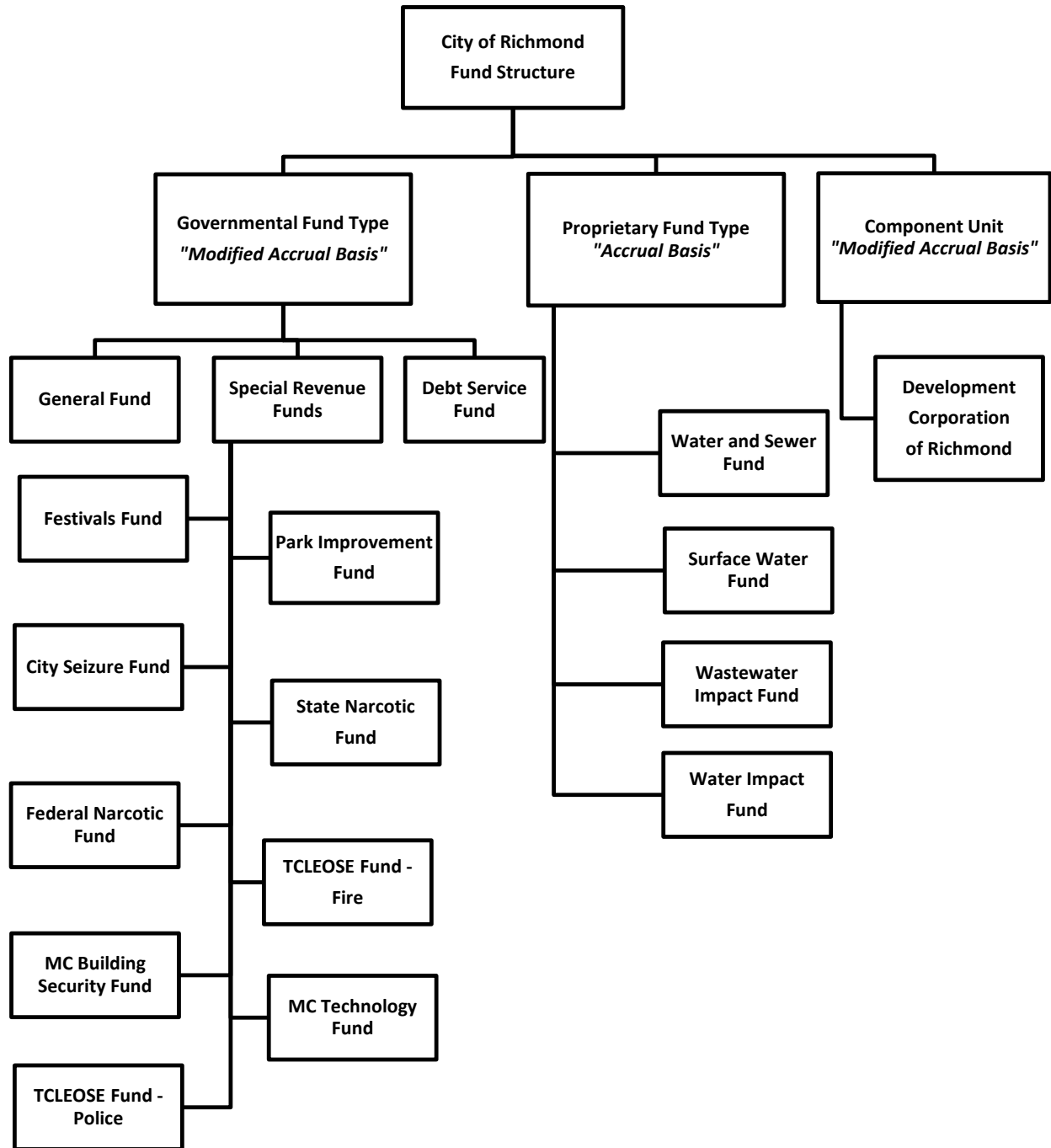
### **Proprietary Type Funds**

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.

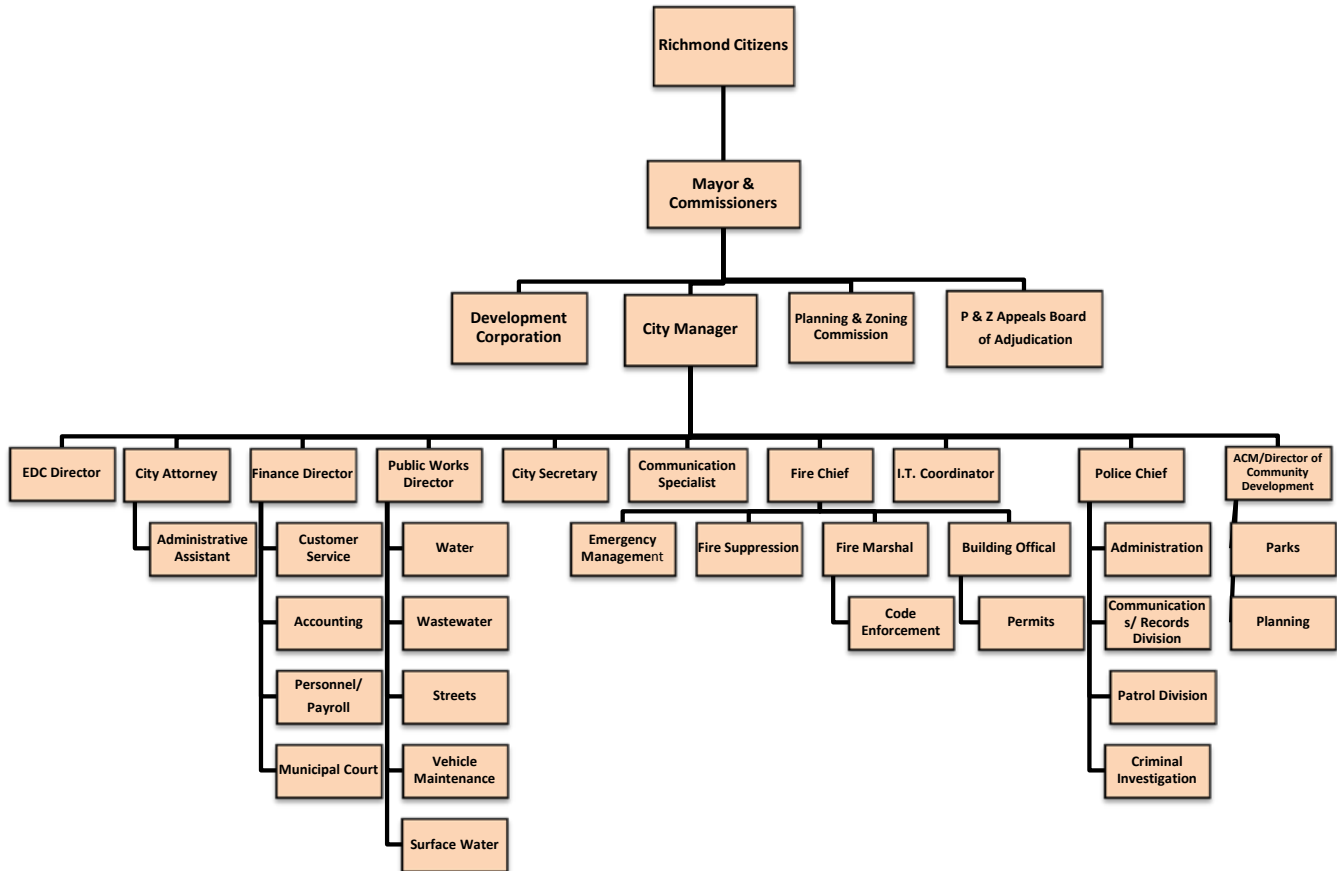
DESCRIPTION OF FUND STRUCTURE  
 ORGANIZATIONAL FUND CHART



**Department / Fund Relationships**

<b>DEPARTMENT</b>	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Water &amp; Sewer Fund</b>
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 Permits	X		
Parks	X	X	
Janitorial	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  
 ANNUAL BUDGET  
 FY 2016-2017

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

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

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

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

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

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



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

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

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

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

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

\* Position funded by two departments

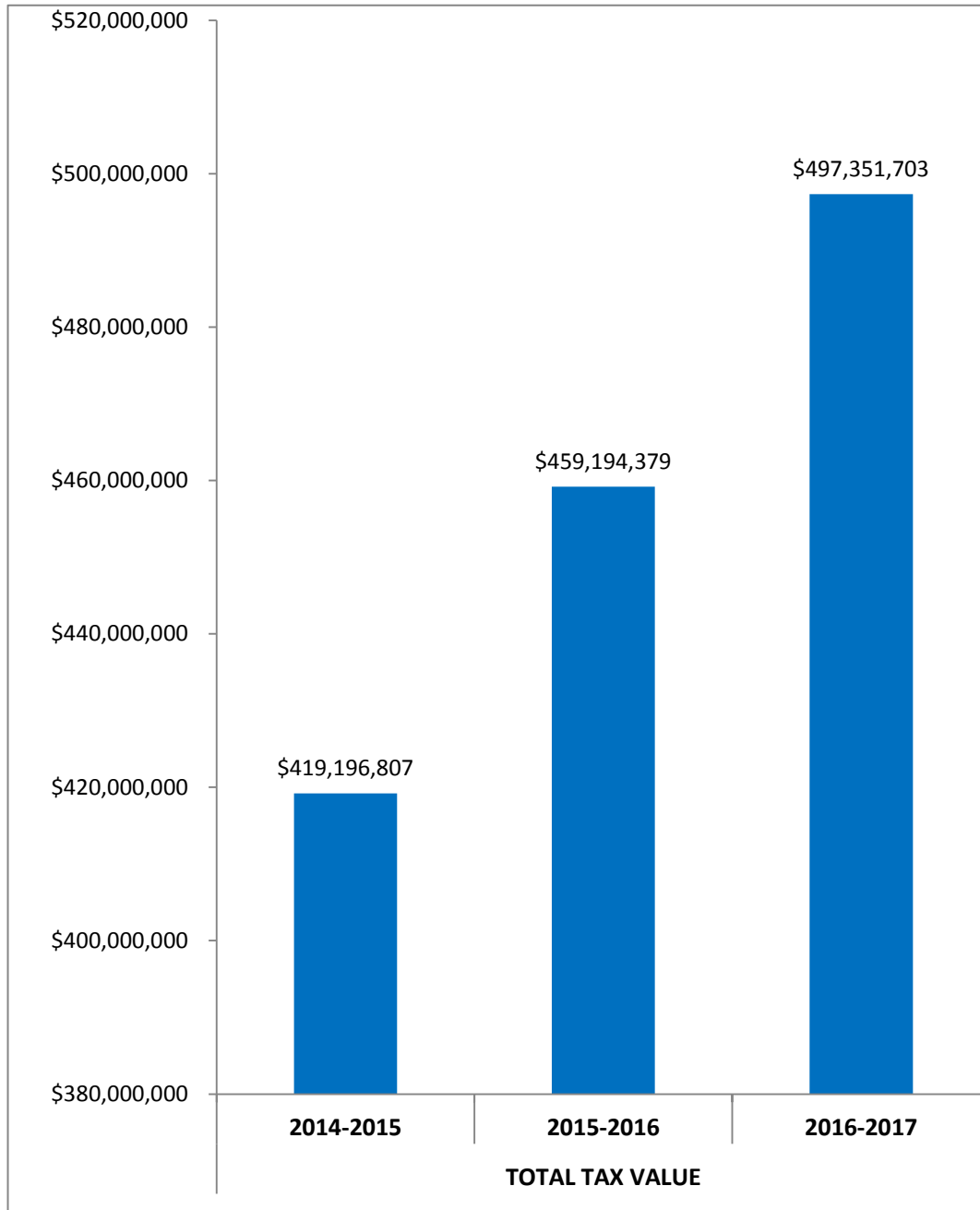
CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**TAX REVENUE and DISTRIBUTION**

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

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**TOTAL TAX VALUE CHART**



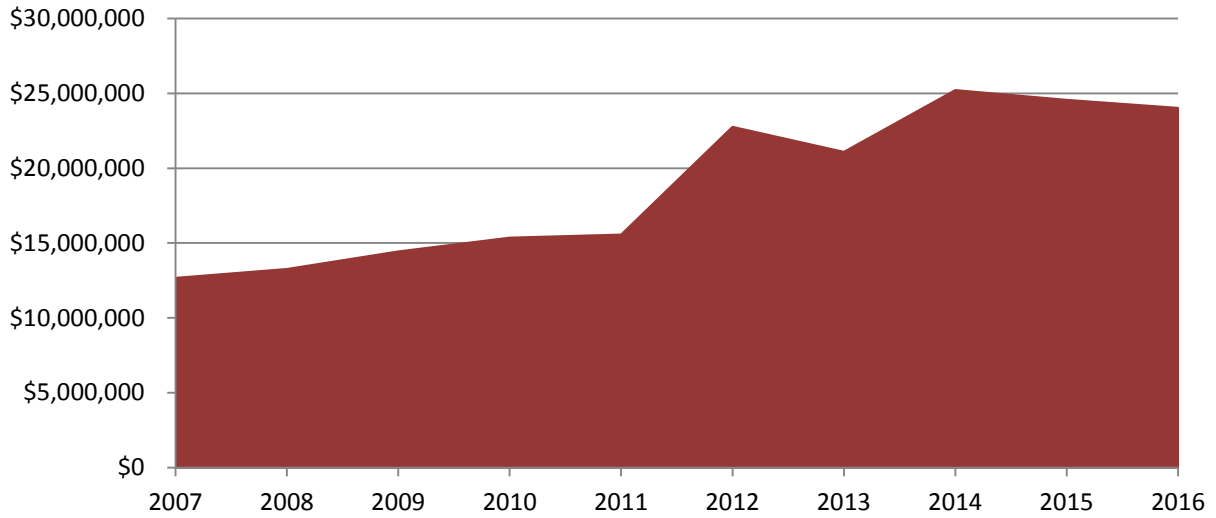
CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

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

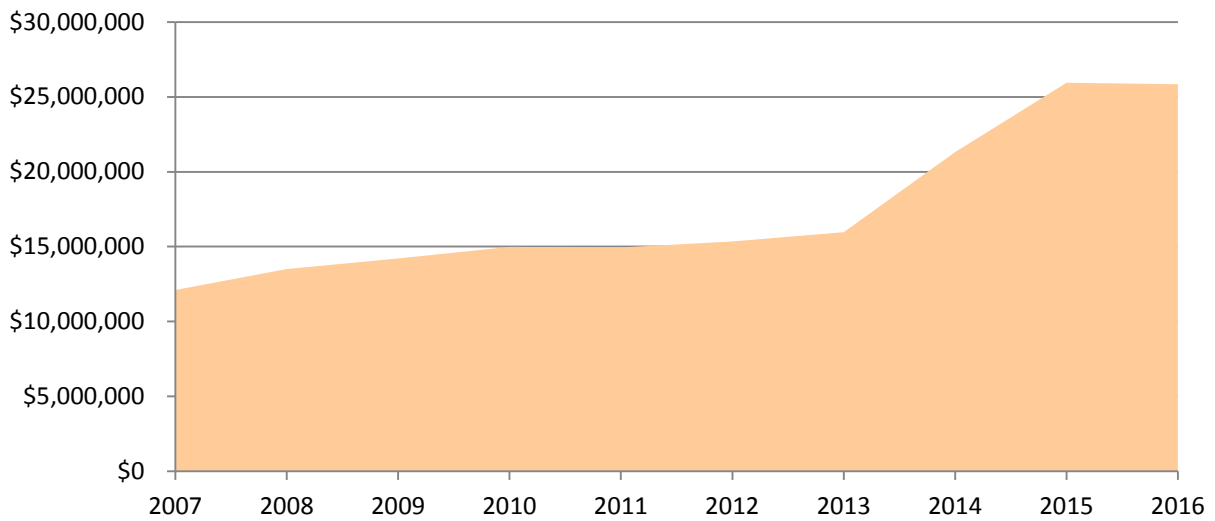
<b>REVENUES</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>ACCOUNT DESCRIPTION</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2016-2017</b>
PROPERTY TAX-CURRENT	\$3,198,795	\$3,422,579	\$3,462,189	\$3,582,424
PROPERTY TAX-DEL.	(\$1,469)	\$25,000	\$42,278	\$25,000
<b>TOTAL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

FINANCIAL TRENDS

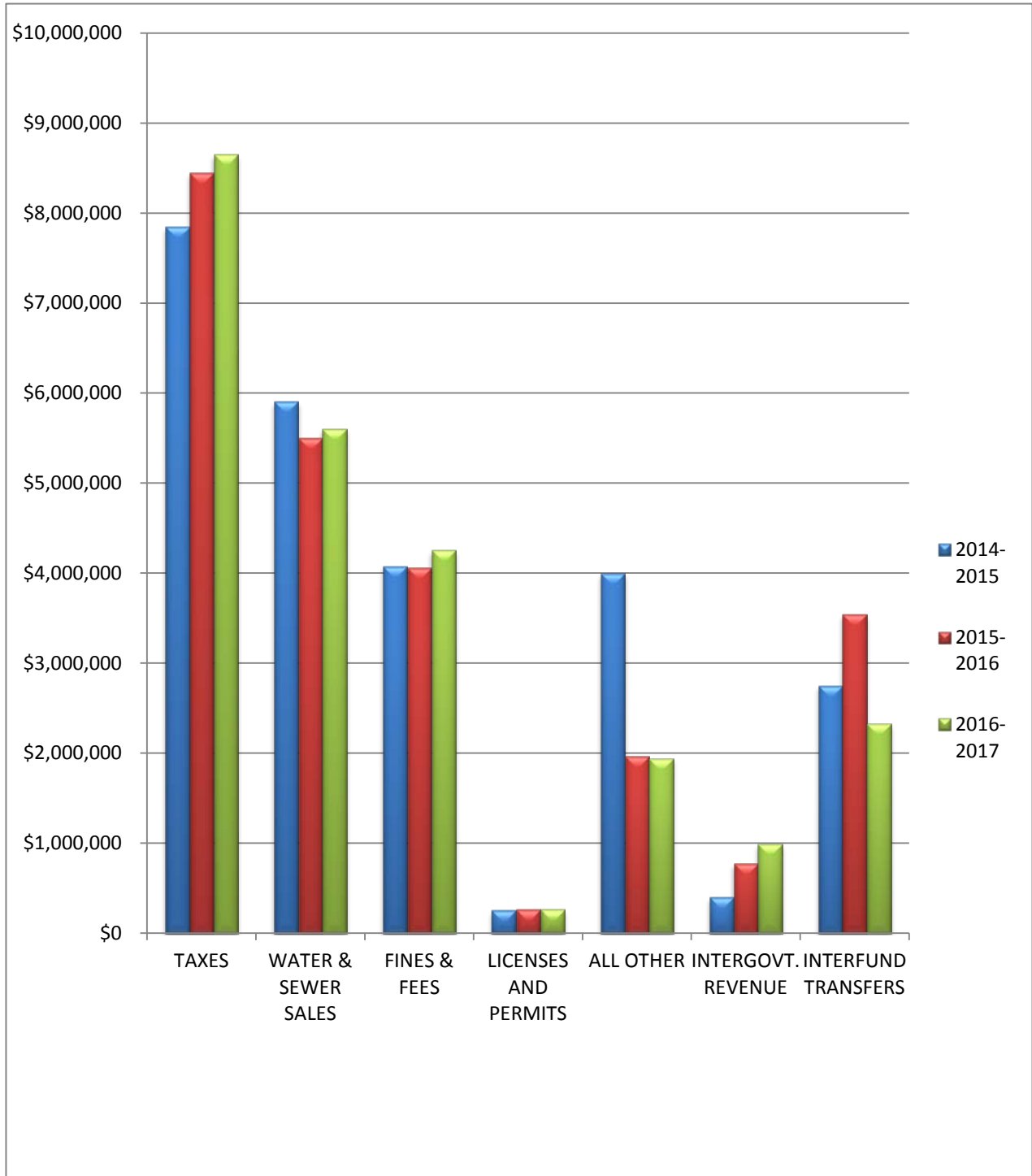
Combined Revenue Last Ten Years



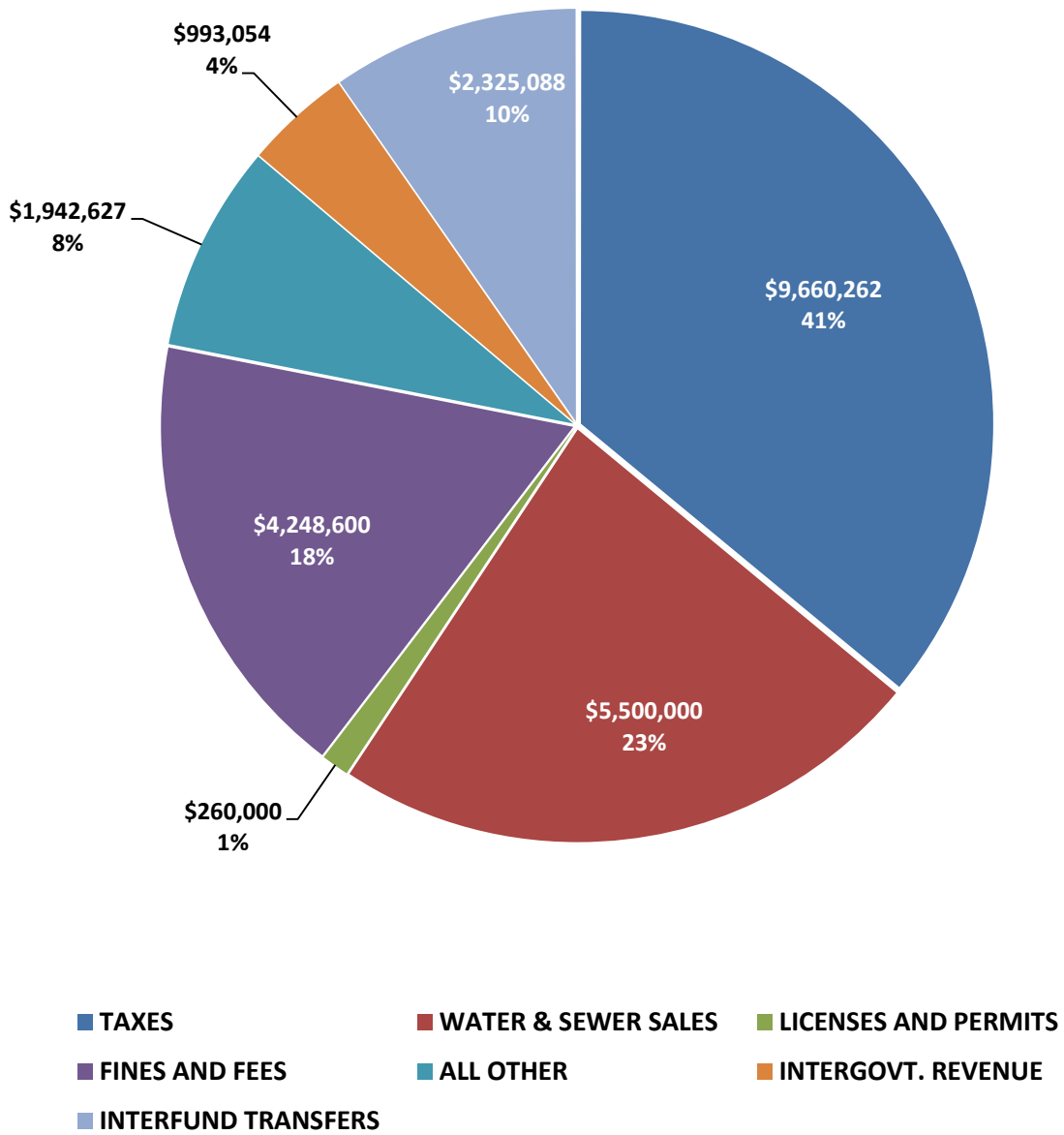
Combined Expenditures Last Ten Years



**REVENUE TRENDS BASED ON PAST PERFORMANCE**



2016-2017 REVENUE CHART





## - 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, permits and fees, and sanitation. Expenditures are for general government, public safety and public works.



**RICHMOND**

EST. **TEXAS** 1837

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**GENERAL FUND**  
Long-Range Financial Forecast

**LONG-RANGE FINANCIAL FORECAST**

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

**CONTRIBUTING FACTORS:**

*With the continued decline in oil prices, we remain extremely cautious of our fragile economic environment and are budgeting accordingly. While our local economy is not directly tied to the oil industry, we understand the far reaching impacts of a prolonged down-turn in the energy sector.*

*Sales tax estimate is based upon current trends and economic forecasts within local and the greater metropolitan Houston area.*

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

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

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

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

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

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

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

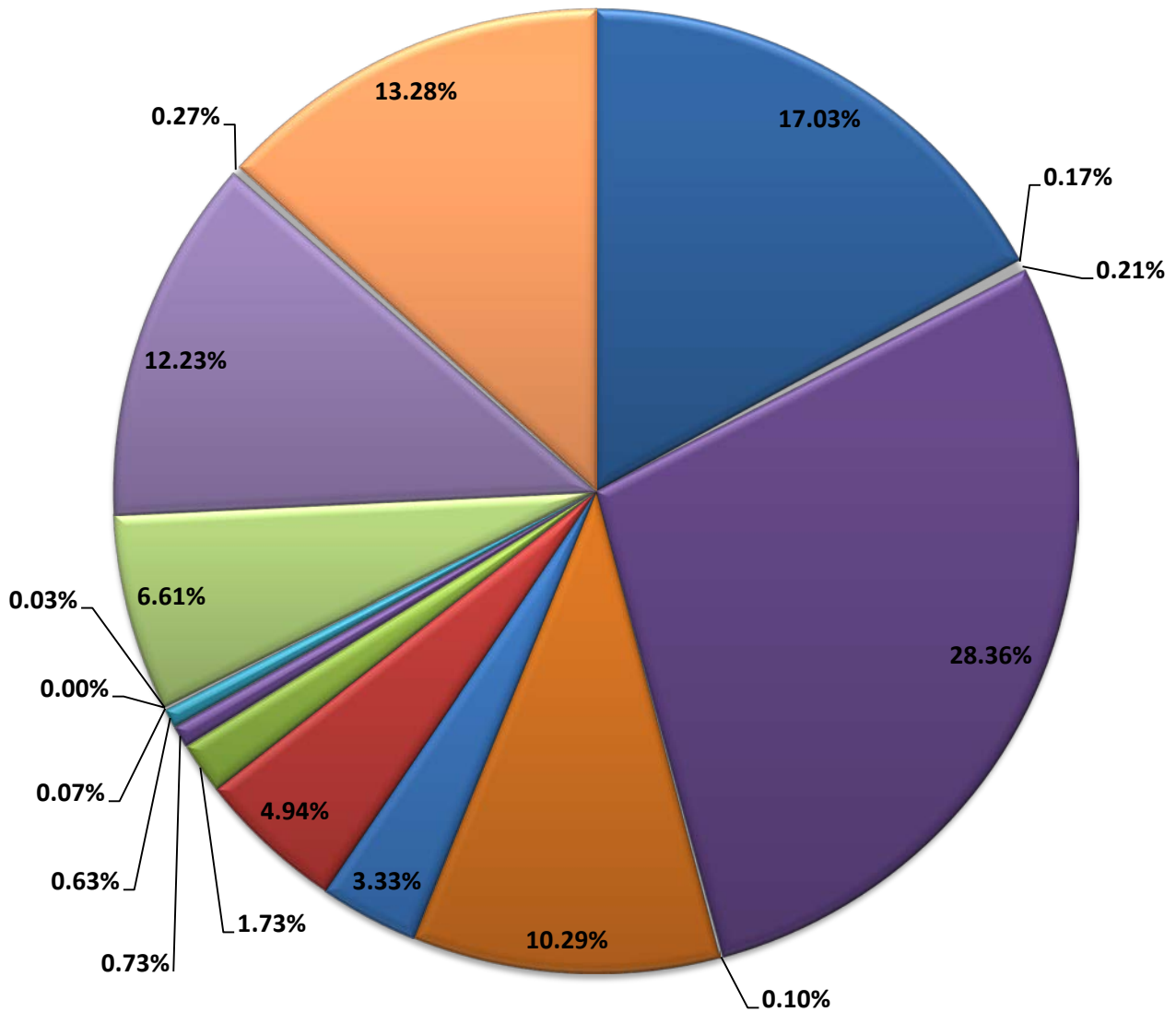
CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

GENERAL FUND  
REVENUES AND EXPENDITURES

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

## GENERAL FUND REVENUE FY 2016-2017

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



### DESCRIPTION OF MAJOR REVENUES

Sales Tax (28.36%) – Sales Tax revenues are estimated at \$4,262,928 which is a 1% increase over the estimated collections for the FY2015-16 fiscal year. This estimate is based upon current trends and economic forecasts within local and the greater metropolitan Houston area.

Property Taxes (17.03%) – The tax rate for FY2016-17 was decreased by \$0.02 from \$0.7550 to \$0.7350 per \$100 valuation, which represents a 2.6% decrease. General Fund Ad Valorem tax collections are estimated to be \$2,616,849 (including penalties and delinquent taxes).

Fire Protection Fees (13.28%) – Fire Protection Fees are estimated at \$1,996,000 for the FY2016-17 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. Fire Protection Fees are estimated at \$1,996,000. This represents a 5.05% increase from the FY2015-16 fiscal year to account for the addition of another Municipal Utility District agreement, which will provide an additional 248 homes to the area.

Transfer from Other Funds (12.23%) – Transfers from Other Funds are estimated at \$1,838,919. 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 was decreased by 19% from the FY2015-16 fiscal year estimate.

Garbage Collection (10.29%) – Garbage Collection Fees are estimated at \$1,547,600. These fees are netted out by the expense of the garbage collection expenditure.

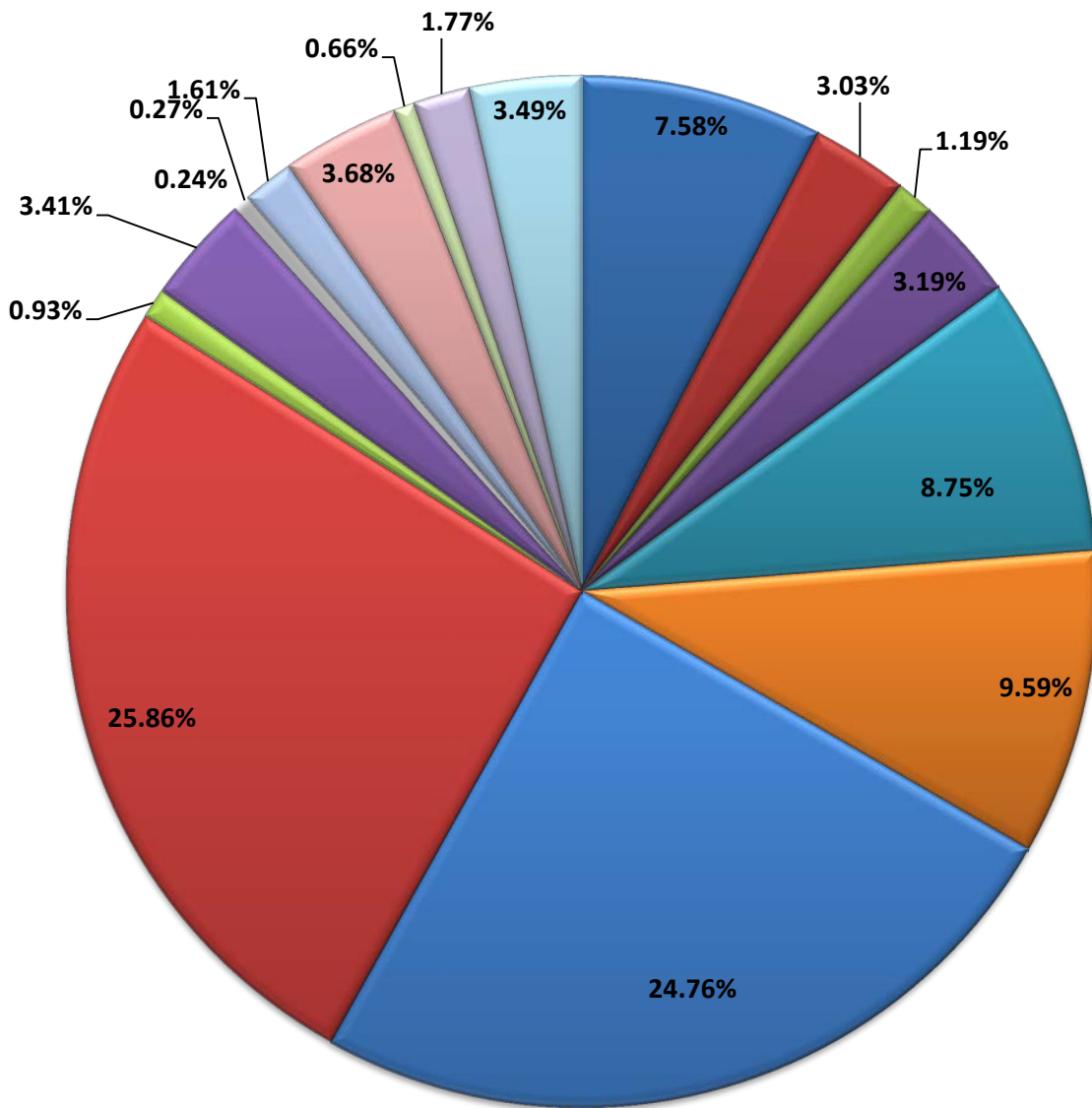
Intergovernmental Revenue (6.61%) – Intergovernmental Revenues are estimated at \$993,054 and consists of monies obtained from other governments and include grants and reimbursements from the Development Corporation of Richmond for the services and administration the City provides for the daily operations of the Development Corporation of Richmond.

Utility Receipts Tax (Franchise Fees) (4.94%) – Utility Receipts Taxes are estimated at \$742,500 for the FY2016-17 fiscal year. The City collects franchise fees from electric and gas utilities, right-of-ways, and telecommunications. After a review of the revenue trends and with no new fees in consideration a decision was made to keep the revenue estimate for Utility Receipts Taxes the same as last year's revenue of \$742,500.

Municipal Court Fines (3.33%) – Municipal Court Fines are estimated at \$500,000. The City has experienced a decreasing trend in Municipal Court Fines. In an effort to be conservative, the estimated revenue was decreased by 13.04% over last year's revenue estimate of \$575,000.

## GENERAL FUND EXPENDITURES FY 2016-2017

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



**GENERAL GOVERNMENT**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

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

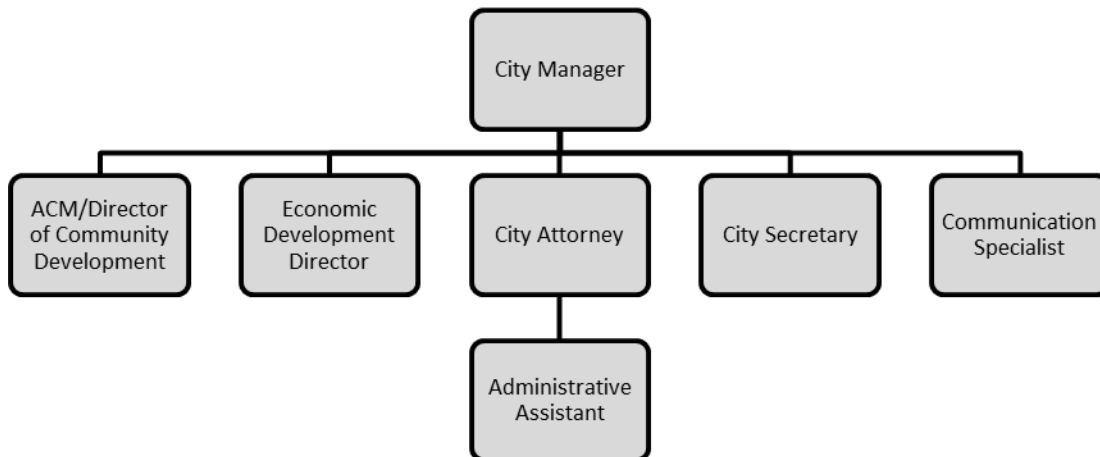


**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

GENERAL GOVERNMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5100

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

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$396,217	\$804,334	\$589,862	\$812,877	1.06%
MATERIALS & SUPPLIES	\$635,901	\$414,975	\$513,795	\$377,615	-9.00%
CAPITAL OUTLAY	\$13,196	\$0	\$0	\$0	0.00%

## PUBLIC WORKS DEPARTMENT

### Department Mission

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

### Department Description

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

### Departmental Goals

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

**Departmental Performance Indicators**

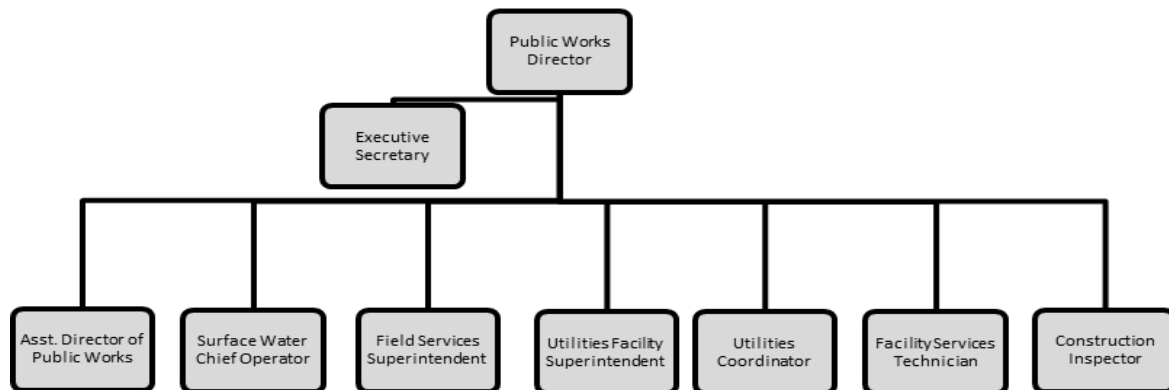
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Calls for service:			
Public Works	0	0	585
Sanitation	0	0	400
Development review – distribution and review	0	0	400
Capital project inspections	0	0	575
Safety training events per year	0	0	12
Reduction in lost time accidents	0	0	0

**Departmental Personnel History**

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

**Departmental Organizational Chart**

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

PUBLIC WORKS  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5105

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Base Budget 2016-2017	Budget 2016-2017	Percent +/(%)
40000 Salaries	\$161,999	\$151,359	\$142,500	\$159,814	\$226,190	49.44%
40125 Overtime	\$242	\$0	\$10	\$0	\$0	0.00%
40150 Social Security	\$10,182	\$9,719	\$8,500	\$10,243	\$10,243	5.39%
40200 Medicare	\$2,381	\$2,273	\$2,100	\$2,396	\$2,396	5.39%
40250 Retirement	\$23,061	\$20,520	\$19,500	\$22,214	\$22,214	8.26%
40350 Workers' Compensation	\$343	\$398	\$560	\$518	\$518	30.10%
40400 Health Insurance	\$6,903	\$22,704	\$21,500	\$20,753	\$20,753	-8.59%
40600 Uniforms and Clothing	\$0	\$0	\$580	\$0	\$825	0.00%
40650 Travel and Training	\$50	\$450	\$450	\$450	\$2,500	455.56%
40750 Office Supplies	\$2,270	\$2,500	\$2,605	\$2,500	\$3,000	20.00%
40800 Postage	\$1,053	\$600	\$550	\$600	\$600	0.00%
40950 Shop Tools & Equip.	\$0	\$0	\$0	\$0	\$1,000	100.00%
41300 Janitorial Supplies	\$1,204	\$800	\$600	\$800	\$800	0.00%
41650 Periodicals-Memberships	\$100	\$100	\$200	\$100	\$300	200.00%
42000 Building Repair & Maint.	\$12,769	\$7,000	\$7,500	\$7,000	\$7,000	0.00%
42150 Equipment Rental	\$1,485	\$2,200	\$2,200	\$2,200	\$2,200	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$2,400	\$0	\$0	0.00%
42250 Contract Services	\$3,352	\$1,600	\$1,600	\$1,600	\$1,600	0.00%
42400 Maintenance Contracts	\$0	\$500	\$2,800	\$500	\$21,500	4200.00%
42500 Advertising	\$123	\$0	\$400	\$0	\$1,000	0.00%
42600 Utilities	\$9,741	\$9,500	\$9,500	\$9,500	\$9,500	0.00%
42650 Street Lighting	\$74,489	\$65,000	\$71,000	\$65,000	\$72,000	10.77%
42700 Telephone & Pagers	\$10,929	\$12,000	\$17,500	\$16,970	\$17,820	48.50%
42850 Miscellaneous	\$1,464	\$500	\$3,600	\$500	\$3,500	600.00%
42900 Capital Outlay	\$10,189	\$0	\$0	\$0	\$48,500	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$334,331</b>	<b>\$309,723</b>	<b>\$318,155</b>	<b>\$323,658</b>	<b>\$475,959</b>	<b>53.67%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$205,113	\$206,973	\$194,670	\$215,938	\$282,314	36.40%
MATERIALS & SUPPLIES	\$119,029	\$102,750	\$123,485	\$107,720	\$145,145	41.26%
CAPITAL OUTLAY	\$10,189	\$0	\$0	\$0	\$48,500	0.00%

Capital Outlay

Vehicle - Facility Technician	\$40,000
Smart Board	\$8,500

Total Capital Outlay \$48,500

**VEHICLE MAINTENANCE**

**Department Mission**

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

**Department Description**

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

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

**Departmental Goals**

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

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

**Departmental Performance Indicators**

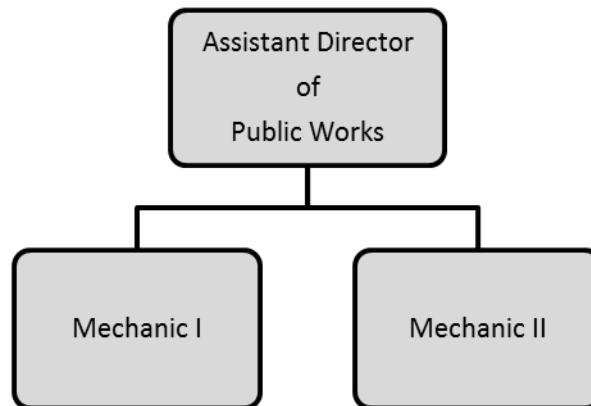
	<b>Actual FY14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Total number of pieces of equipment serviced/maintained:	0	0	121
Tri-annual preventive maintenance (PM)			
24 point inspection:	0	0	363
Maintain and monitor fueling system			
reconciliation of fuel usage:	0	0	100%
Fleet Make Ready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

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

VEHICLE MAINTENANCE  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5110

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

EXPENDITURES BY CATEGORY

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



## INFORMATION TECHNOLOGY

### Department Mission

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

### Department Description

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

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

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

### Departmental Goals

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

**Departmental Performance Indicators**

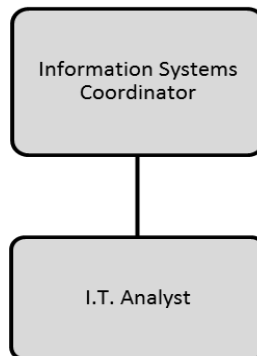
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Number of File Servers Replaced	0	0	0
Percent Completion Encode 180	0	0	0%
Percent Completion GIS Software	0	0	0%

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

INFORMATION TECHNOLOGY  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5115

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

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

**Office Supplies**

**Computer Purchases:**

Facility Service Technician	\$1,200
Planner II	\$1,200

**\$2,400**

**STREET DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

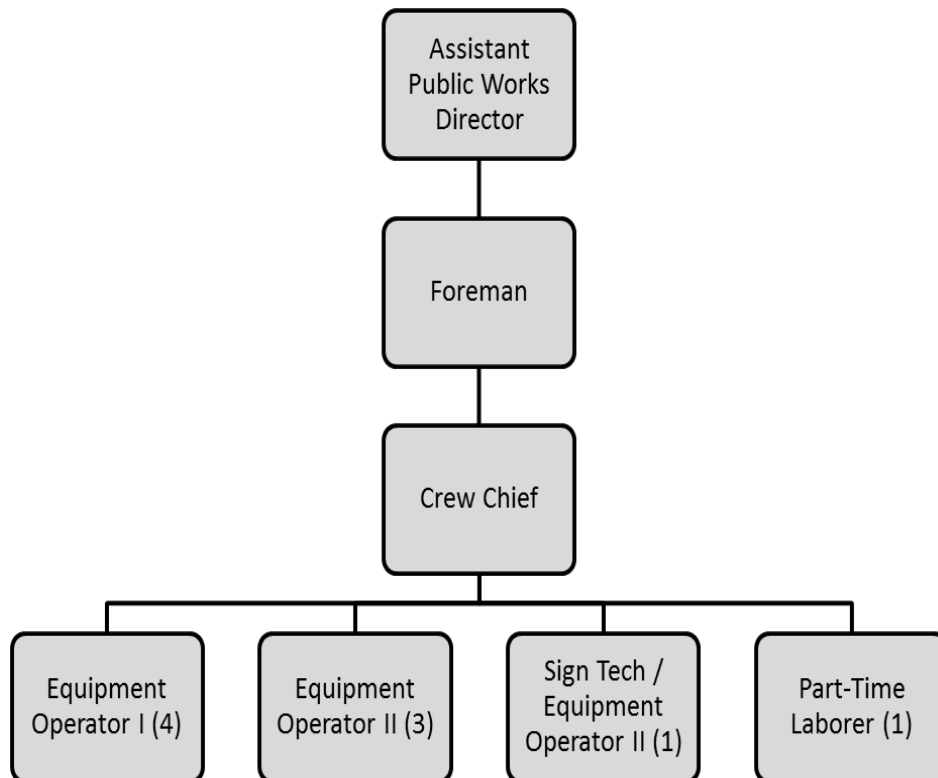
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Crack sealing (miles)	0	0	5.9
Street reconstruction and asphalt overlays (lane miles)	0	0	2.59
Drainage ditch maintenance (linear feet)	0	0	4700
Right of way maintenance (square miles)	0	0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

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

STREET DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5120

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

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

**SANITATION**

**Department Mission**

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

**Department Description**

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

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

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

Any safety or health hazards are investigated immediately.

**Departmental Goals**

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

**Departmental Performance Indicators**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

SANITATION  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5130

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

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$1,390,761	\$1,409,665	\$1,487,448	\$1,505,297	6.78%
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## POLICE

### Department Mission

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

### Department Description

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

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Foster a good 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.
  - Acknowledge citizen's complaints within 48 hours

### Departmental Accomplishments

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

**Departmental Performance Indicators**

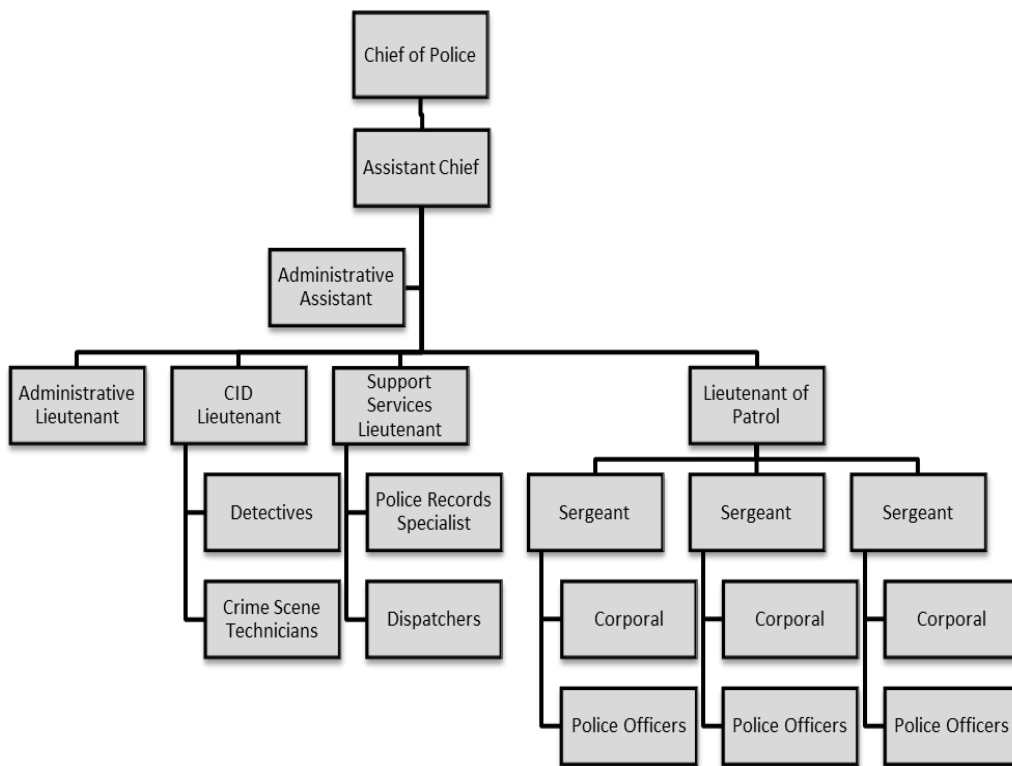
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Citizen complaints	4	4	4
Warrants Served	836	975	1000
Acknowledge customer complaints within 48 hours:	100%	100%	100%

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

POLICE DEPARTMENT  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5140

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

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

## FIRE DEPARTMENT

### Department Mission

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

### Department Description

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

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

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

Richmond Firefighters are professionally trained in specialized areas such as:

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

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

### Departmental Goals

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

**Departmental Accomplishments**

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

**Departmental Performance Indicators**

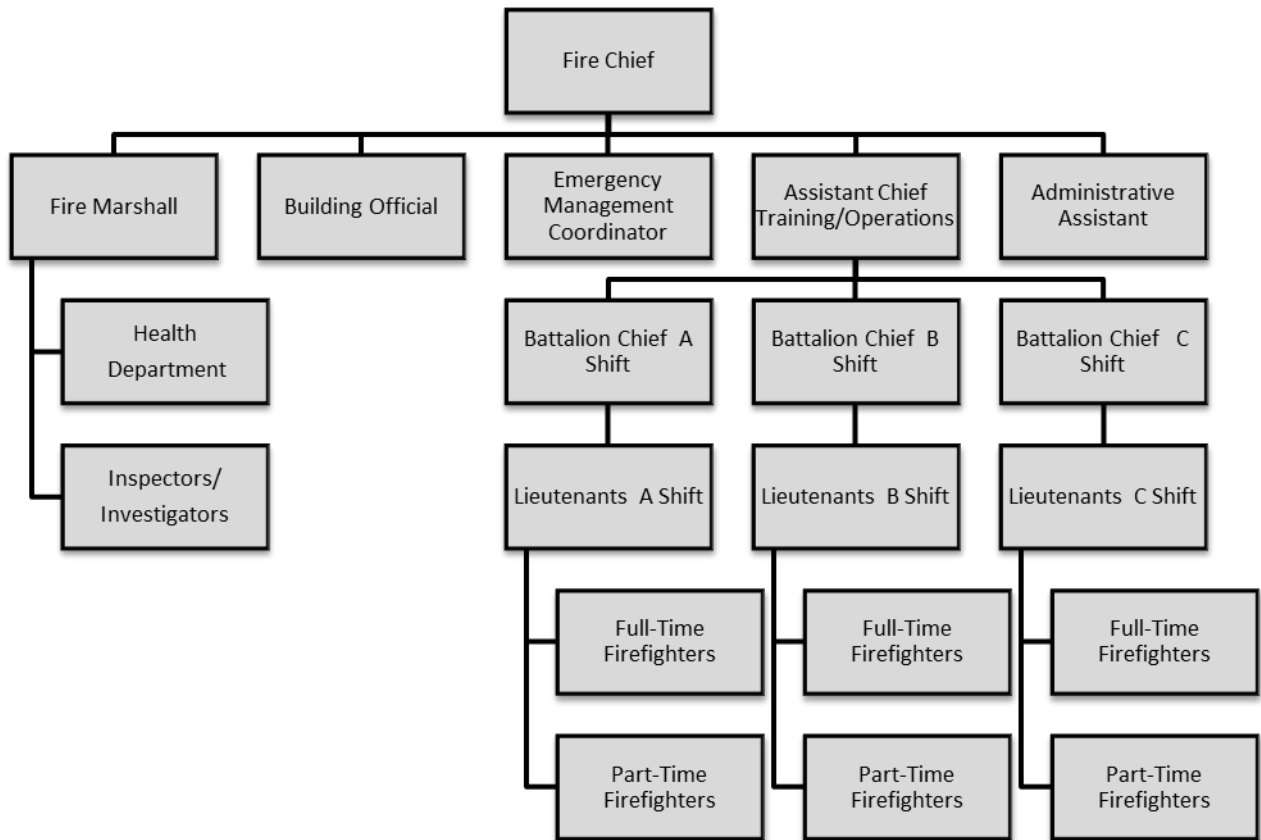
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Fire Safety Inspections Conducted	337	350	235
Fire Safety Classes/Total Audience	60/4203	75/4500	50/3060
Average Response Time (minutes)	06:00	05:30	05:00

**Departmental Personnel History**

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

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

FIRE DEPARTMENT - CENTRAL  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5150

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

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$3,556,142	\$2,892,592	2,987,482	\$3,218,906	11.28%
MATERIALS & SUPPLIES	\$421,484	\$455,873	506,703	\$440,775	-3.31%
CAPITAL OUTLAY	\$100,951	\$0	\$0	\$339,700	0.00%
PRINCIPAL & INTEREST	\$141,681	\$145,456	\$110,656	\$62,051	-57.34%

**Capital Outlay**

AFG Grant - Air Packs & Masks	231,200
Vehicle - Safety Battalion Chief	\$43,500
Squad Vehicle	\$43,000
Inflatable Boat	\$22,000
<b>Total Capital Outlay</b>	<b>\$339,700</b>



## EMERGENCY MANAGEMENT

### Department Mission

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

### Department Description

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

### Departmental Goals

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

### Departmental Accomplishments

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

**Departmental Performance Indicators**

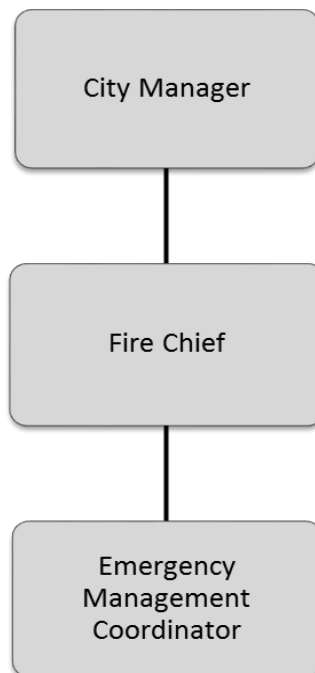
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Number of City wide training exercises per year	0	0	1
Number of County wide training exercises per year	0	0	1
Percent of employees w/minimum NIMs requirements	0	0	100%

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

EMERGENCY MANAGEMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5152

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

Vehicle	\$22,678
Total Capital Outlay	\$22,678

## FIRE MARSHAL

### Department Mission

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

### Department Description

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

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

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ 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.
  - 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.
  - Conduct Safety classes for school aged children as well as promote fire safety to mature citizens in our community. Addressing these groups promotes safety among our most vulnerable citizens.

**Departmental Performance Indicators**

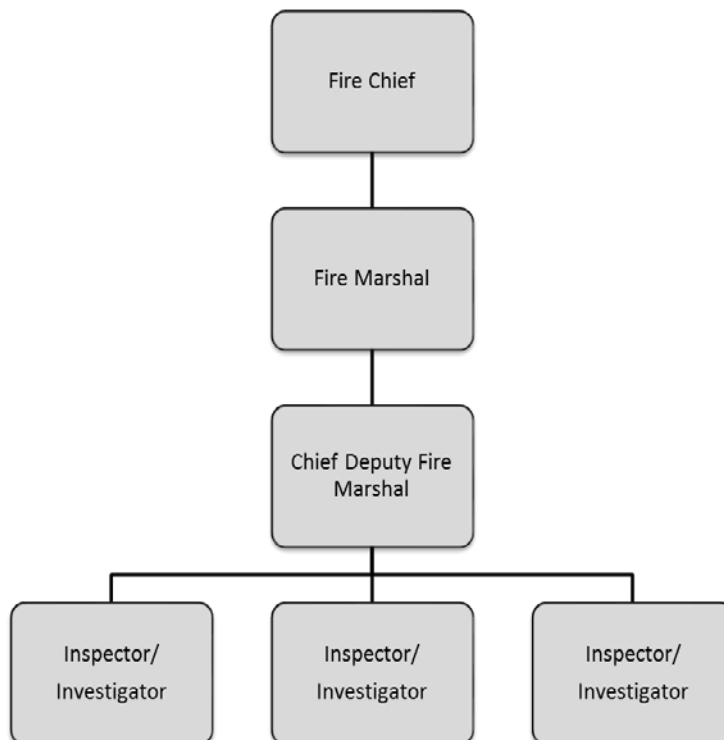
	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Fire Safety Inspections Conducted:	337	350	365
Fire Safety Classes / Total Audience	60/4203	70/4265	75/4303

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

FIRE MARSHAL  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5153

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

FIRE DEPARTMENT - STATION #2  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5155

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

EXPENDITURES BY CATEGORY

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

FIRE DEPARTMENT - STATION #3  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5157

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

EXPENDITURES BY CATEGORY

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



**BUILDING PERMITS**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

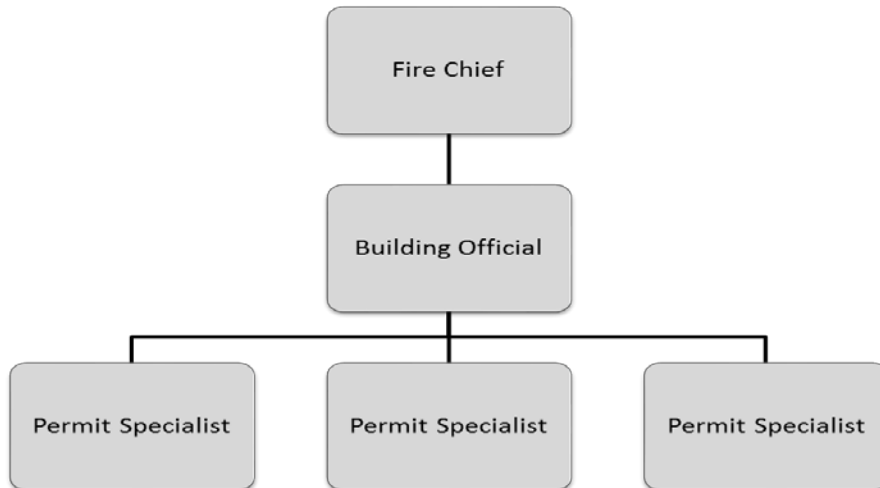
	<b>Actual</b> <b>FY 14-15</b>	<b>Estimate</b> <b>FY 15-16</b>	<b>Budget</b> <b>FY 16-17</b>
Building – Total Permits Issued	2,638	2,650	2,680
Building – Total Inspections Conducted	7,256	4,305	4,650

**Departmental Personnel History**

	<u>Actual FY 14-15</u>	<u>Estimate FY 15-16</u>	<u>Budget FY 16-17</u>
Building Official	0	1	1
Permit Specialist	0	3	3
<b>Total Personnel</b>	0	4	4

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

BUILDING PERMITS  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5159

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

EXPENDITURES BY CATEGORY

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

**PARKS**

**Department Mission**

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

**Department Description**

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

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

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

**Departmental Goals**

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

**Departmental Performance Indicators**

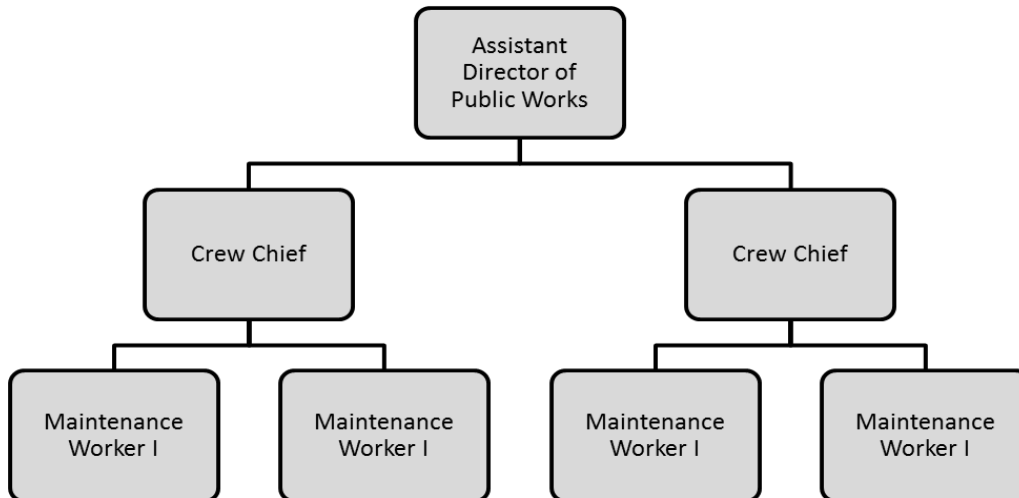
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Park area maintained (square acres)	0	0	323
Special events/parades	0	0	6/1
Inspection of play areas and equipment (per year)	0	0	12
Mow and groom 5 City Parks (times per year)	0	0	58

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

PARKS DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5160

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

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

**JANITORIAL**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

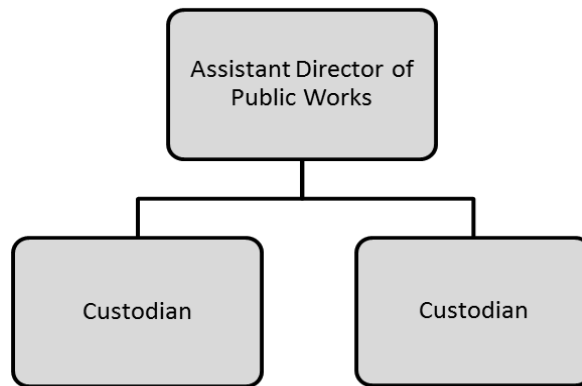
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Percent of days performing all assigned tasks	100%	100%	100%
Number of complaints from internal customers	0	0	0
Number of days lost to injury/illness	0	0	0

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**





CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

JANITORIAL DEPARTMENT  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5170

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

EXPENDITURES BY CATEGORY

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

## PLANNING

### Department Mission

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

### Department Description

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

### Departmental Goals

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

### Departmental Accomplishments

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

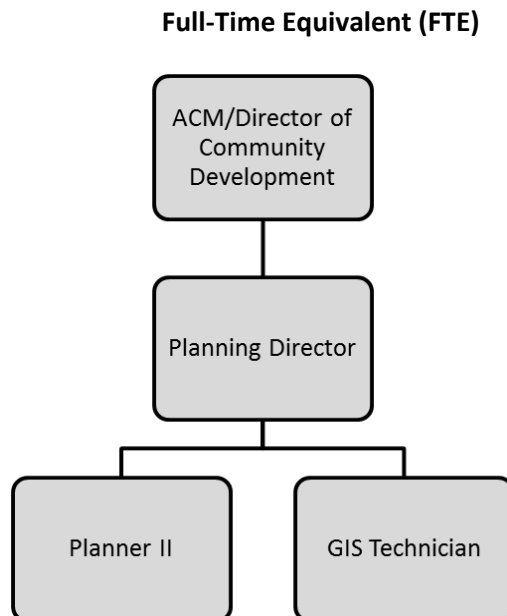
**Departmental Performance Indicators**

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

**Departmental Personnel History**

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

**Departmental Organizational Chart**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

PLANNING DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5175

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

EXPENDITURES BY CATEGORY

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

## MUNICIPAL COURT

### Department Mission

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

### Department Description

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

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

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

### Departmental Goals

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

**Departmental Accomplishments**

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

**Departmental Performance Indicators**

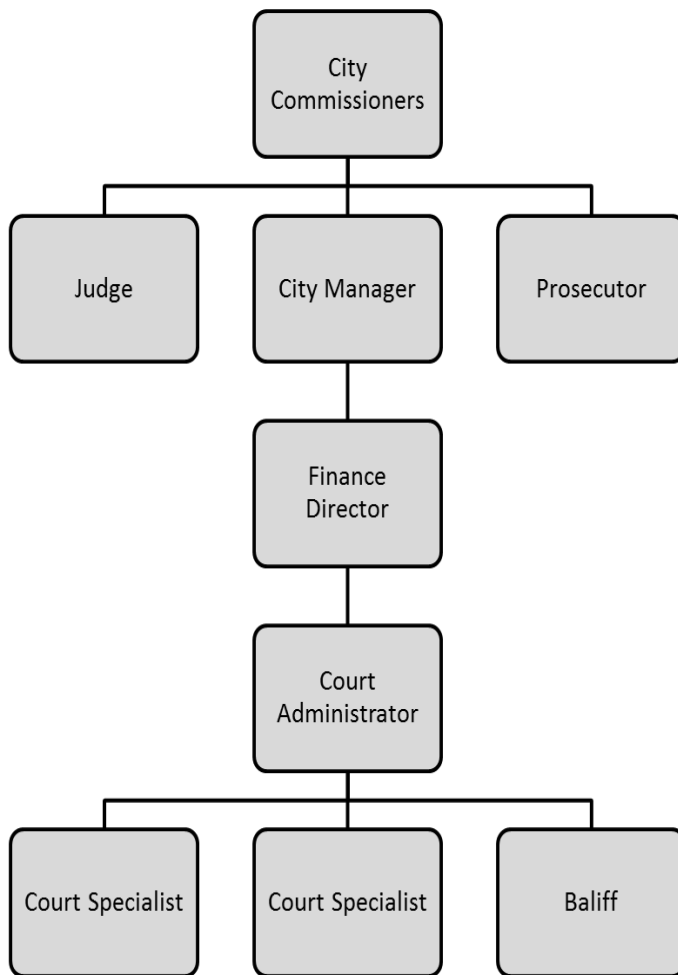
	<b>Actual FY 14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
Number of cases filed	3420	2630	3400
Number of training hours accomplished	20	20	30
Conversion to paperless (percent completed)	0	0	50

**Departmental Personnel History**

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

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

MUNICIPAL COURT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5180

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

EXPENDITURES BY CATEGORY

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



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**GENERAL FUND EXPENDITURE SUMMARY**

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

**GENERAL FUND EXPENDITURE SUMMARY BY EXPENDITURE CATEGORY**

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



**RICHMOND**

EST. **TEXAS** 1837

## - 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.



**RICHMOND**

EST. **TEXAS** 1837

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

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

LONG-RANGE FINANCIAL FORECAST

%  
Δ

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

	<b>\$3,028,482</b>	<b>\$1,004,994</b>	<b>(\$1,203,680)</b>	<b>(\$3,609,583)</b>
--	--------------------	--------------------	----------------------	----------------------

-5%	3,060,000	3,121,200	3,183,624	3,247,296
-5%	2,652,000	2,705,040	2,759,141	2,814,324
15%	306,000	312,120	318,362	324,730
-5%	374,850	382,347	389,994	397,794
	1,234,330	1,259,016	1,284,196	1,309,880

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

14%	<b>\$7,627,180</b>	<b>\$7,779,723</b>	<b>\$7,935,318</b>	<b>\$8,094,024</b>
-----	--------------------	--------------------	--------------------	--------------------

-2%	2,452,955	2,551,073	2,653,116	2,759,241
-10%	2,400,004	2,520,004	2,646,004	2,778,305
1455%	2,000,000	2,000,000	2,000,000	2,000,000
-14%	2,797,708	2,917,319	3,042,100	3,172,276

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

13%	<b>\$9,650,667</b>	<b>\$9,988,397</b>	<b>\$10,341,220</b>	<b>\$10,709,821</b>
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	<b>\$1,004,994</b>	<b>(\$1,203,680)</b>	<b>(\$3,609,583)</b>	<b>(\$6,225,380)</b>
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\$1,530,133      \$1,597,679      \$1,668,244      \$1,741,964

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

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

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

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**WATER AND SEWER FUND  
REVENUES AND EXPENSES**

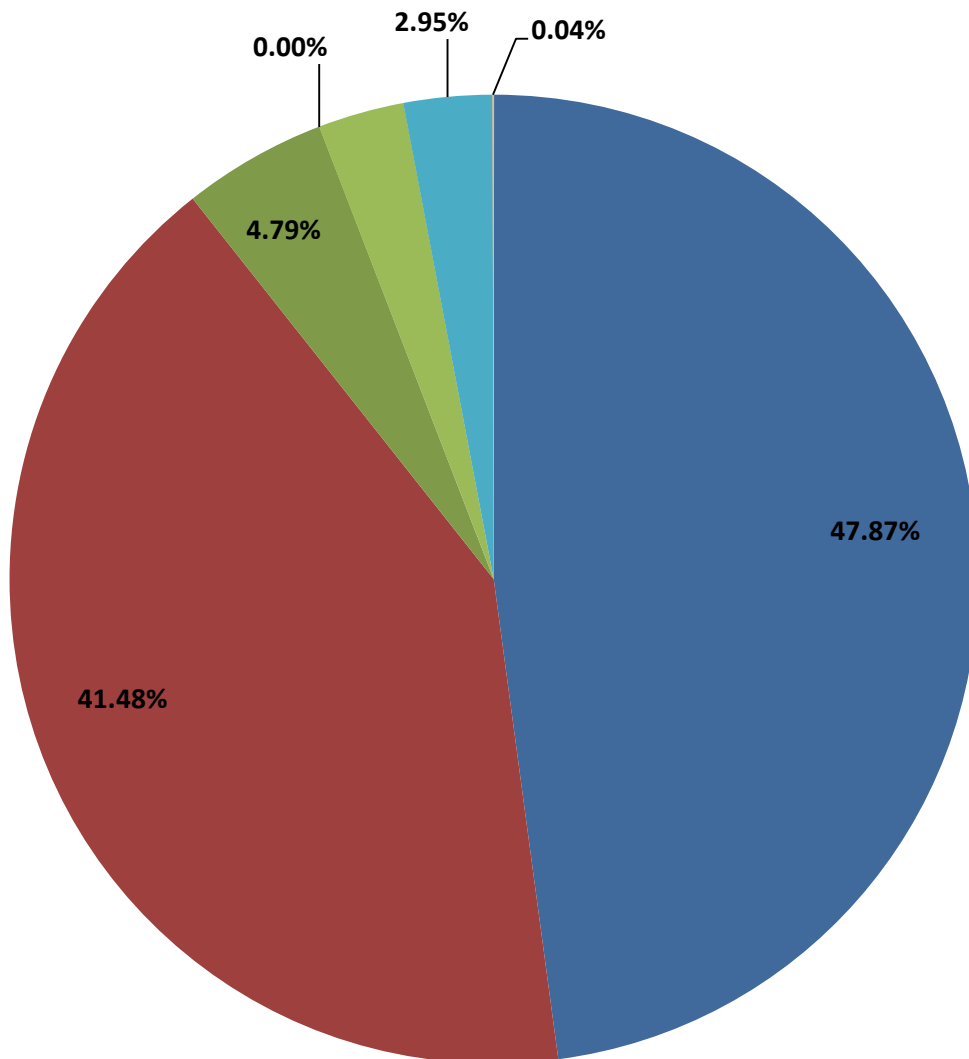
<b>REVENUES</b>		<b>Actual 2014-2015</b>	<b>Budget * 2015-2016</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent + / (-)</b>
20-3075	Water Collections	\$3,223,254	\$2,950,000	\$3,147,899	\$3,000,000	1.69%
20-3080	Sewer Collections	\$2,680,467	\$2,550,000	\$2,751,172	\$2,600,000	1.96%
20-3085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

\* - as amended

\*\* - Working Capital Basis

## WATER AND SEWER FUND REVENUE FY 2016-2017

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



### DESCRIPTION OF MAJOR REVENUES

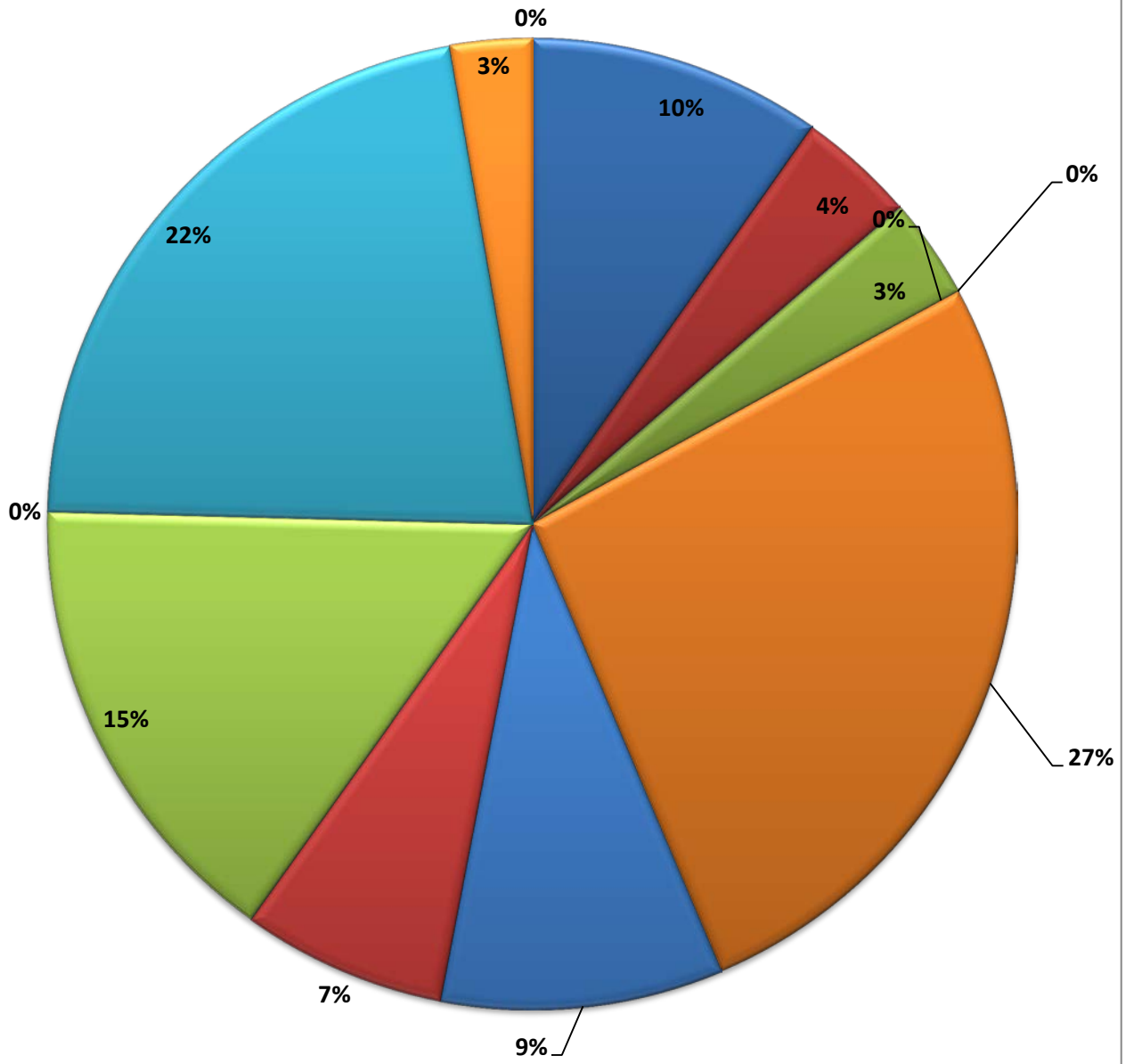
Water Collections (47.87%) – Water Collection revenues are estimated at \$3,000,000. This represents a slight increase of 1.69% over last year’s revenue estimate of \$2,950,000. The City bills for an average of 7,190 water connections monthly. The conservative increase in revenue is based on the new development of a Municipal Utility District that will provide an additional 248 homes in this fiscal year.

Sewer Collections (41.48%) – Sewer Collection revenues are estimated at \$2,600,000. This represents a slight increase of 1.96% over last year’s revenue estimate of \$2,550,000. The City bills for an average of 6,360 sewer connections monthly. With no projections of an increase to sewer rates this fiscal year, the conservative increase in revenue is based on the new development and agreement with a Municipal Utility District that will provide an additional 248 homes in this fiscal year.



## WATER AND SEWER FUND EXPENDITURES FY 2016-2017

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



## ACCOUNTING & COLLECTING

### Department Mission

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

### Department Description

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

### Departmental Goals

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

### Departmental Accomplishments

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

**Departmental Performance Indicators**

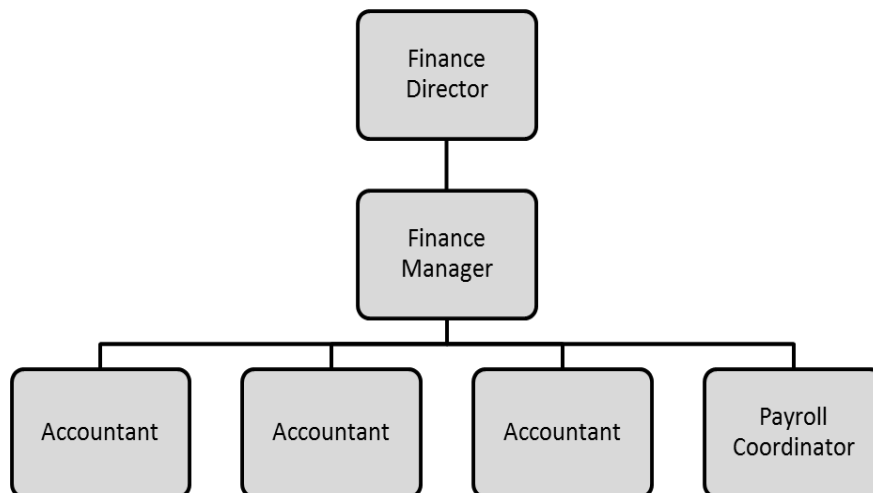
	<b>Actual FY14-15</b>	<b>Estimate FY 15-16</b>	<b>Budget FY 16-17</b>
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
Percent of invoices paid within 30 days	100%	99%	100%
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Texas Comptroller Leadership Circle Member Level	Silver	Silver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

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

ACCOUNTING AND COLLECTING  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5200

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

EXPENDITURES BY CATEGORY

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

**CUSTOMER SERVICE**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

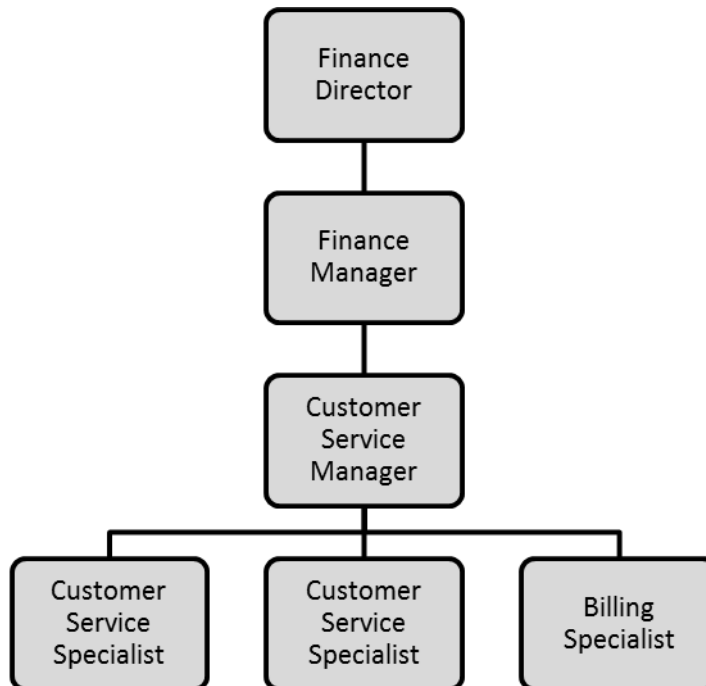
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
Customer utility bills processed	74,028	79,195	83,155
Number of online customer payments	5,797	8,788	11,424
Number of hours open to the public per business day	9.5	9.5	9.5
Implementation of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

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

CUSTOMER SERVICE  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5210

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

EXPENDITURES BY CATEGORY

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

**METER DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

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

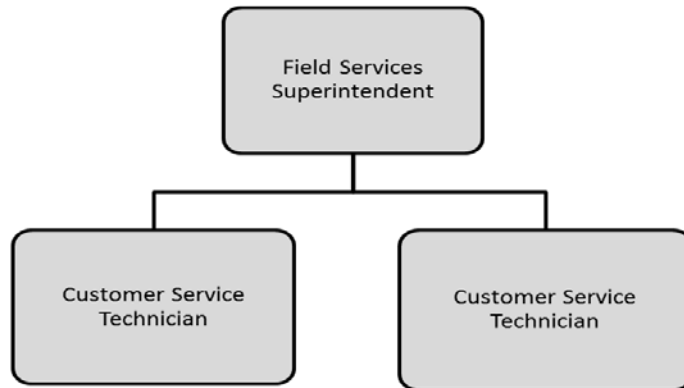


**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

METER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5215

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

EXPENDITURES BY CATEGORY

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

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WATER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5220

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

DESCRIPTION	Actual 2014-2015	Budget 2015-2016	Estimate 2015-2016	Budget 2016-2017	Percent + / (-)
40000 Salaries	\$433,598	\$512,812	\$512,812	\$0	-100.00%
40125 Overtime	\$9,072	\$14,000	\$14,000	\$0	-100.00%
40150 Social Security	\$26,432	\$32,662	\$32,662	\$0	-100.00%
40200 Medicare	\$6,182	\$7,639	\$7,639	\$0	-100.00%
40250 Retirement	\$62,939	\$71,423	\$71,423	\$0	-100.00%
40350 Workers' Compensation	\$12,951	\$15,134	\$15,134	\$0	-100.00%
40400 Health Insurance	\$102,245	\$171,844	\$171,844	\$0	-100.00%
40550 Medical Surveillance	\$345	\$650	\$700	\$0	-100.00%
40600 Uniforms & Clothing	\$7,267	\$8,000	\$9,200	\$0	-100.00%
40650 Travel & Training	\$1,376	\$4,000	\$4,000	\$0	-100.00%
40700 Convention/Association	\$0	\$1,100	\$0	\$0	-100.00%
40750 Office Supplies	(\$820)	\$5,900	\$2,500	\$0	-100.00%
40800 Postage	\$1,089	\$1,600	\$2,000	\$0	-100.00%
40850 Paint, Hardware Supplies	\$222	\$1,000	\$1,000	\$0	-100.00%
40950 Shop Tools & Equipment	\$7,403	\$8,000	\$9,100	\$0	-100.00%
41100 Gasoline and Diesel	\$26,797	\$33,000	\$26,000	\$0	-100.00%
41150 Tires & Batteries	\$2,455	\$3,000	\$3,000	\$0	-100.00%
41300 Janitorial Supplies	\$1,084	\$1,000	\$1,000	\$0	-100.00%
41350 Chemicals	\$24,363	\$30,000	\$30,000	\$0	-100.00%
41550 Hydrant Maintenance	\$19,488	\$17,000	\$17,000	\$0	-100.00%
41600 Lab Equipment/Supplies	\$962	\$1,000	\$1,000	\$0	-100.00%
41650 Periodicals-Memberships	\$0	\$400	\$400	\$0	-100.00%
41700 System Maintenance	\$13,658	\$15,000	\$15,000	\$0	-100.00%
41720 System Maint. - Rivers Edge	\$5,064	\$2,000	\$2,000	\$0	-100.00%
41750 Meter supplies, pipes/etc.	\$24,657	\$50,000	\$50,000	\$0	-100.00%
41800 Inventory - Mud RE	\$22,286	\$15,000	\$15,000	\$0	-100.00%
41850 Inventory - Mud 187	\$84,037	\$70,000	\$70,000	\$0	-100.00%
41855 Inventory - RiverPark West	\$3,832	\$0	\$0	\$0	0.00%
41856 Inventory - Williams Ranch	\$0	\$0	\$3,000	\$0	0.00%
41900 System Rehabilitation	\$45,746	\$100,000	\$130,000	\$0	-100.00%
41950 Equipment Repair	\$8,855	\$5,000	\$13,000	\$0	-100.00%
41960 Pump/Motor Maintenance	\$53,524	\$30,000	\$15,000	\$0	-100.00%
41970 Backflow Prev. & Maint.	\$400	\$2,000	\$3,000	\$0	-100.00%
41980 Private Yard Line	\$2,400	\$5,000	\$0	\$0	-100.00%
42000 Building Repair & Maint.	\$3,486	\$4,000	\$8,100	\$0	-100.00%
42010 Chlorinator Room Maint.	\$4,638	\$3,000	\$3,000	\$0	-100.00%
42015 Generator Maintenance	\$2,054	\$1,800	\$1,800	\$0	-100.00%
42050 Tank Maintenance	\$149,257	\$146,050	\$146,050	\$0	-100.00%
42100 Vehicle Repair	\$8,771	\$4,000	\$4,000	\$0	-100.00%
42150 Equipment Rental	\$0	\$500	\$500	\$0	-100.00%
42200 Legal and Professional Fees	\$1,285	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$34,225	\$0	\$26,300	\$0	0.00%
42250 Contracted Services	\$25	\$0	\$100	\$0	0.00%
42450 Lab Fees	\$18,129	\$11,396	\$7,000	\$0	-100.00%
42500 Advertising	\$6,272	\$3,820	\$7,000	\$0	-100.00%
42550 Pest Control	\$577	\$1,200	\$1,200	\$0	-100.00%
42600 Utilities	\$151,369	\$150,000	\$150,000	\$0	-100.00%
42700 Telephone & Pagers	\$15,594	\$10,640	\$16,000	\$0	-100.00%
42800 Licenses & Permits	\$9,810	\$13,000	\$14,600	\$0	-100.00%
42850 Miscellaneous	\$1,698	\$1,500	\$1,500	\$0	-100.00%
42900 Capital Outlay	\$0	\$1,644,000	\$0	\$0	-100.00%
<b>TOTAL EXPENSES</b>	<b>\$1,417,096</b>	<b>\$3,230,070</b>	<b>\$1,635,564</b>	<b>\$0</b>	<b>-100.00%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$653,417	\$825,514	\$825,514	\$0	-100.00%
MATERIALS & SUPPLIES	\$763,679	\$760,556	\$810,050	\$0	-100.00%
CAPITAL OUTLAY	\$0	\$1,644,000	\$0	\$0	-100.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WASTEWATER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5230

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

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

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$636,628	\$831,754	\$689,950	\$0	-100.00%
MATERIALS & SUPPLIES	\$1,141,881	\$1,271,350	\$1,242,235	\$0	-100.00%
CAPITAL OUTLAY	(\$1,762)	\$52,500	\$109,608	\$0	-100.00%

**WATER PRODUCTION**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

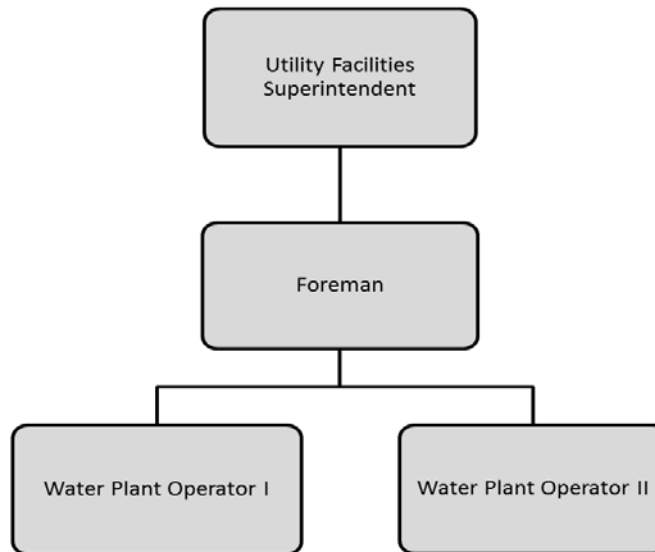
	<b>Actual</b> <b><u>FY 14-15</u></b>	<b>Estimate</b> <b><u>FY 15-16</u></b>	<b>Budget</b> <b><u>FY 16-17</u></b>
MG’s of water produced per year	0	0	0
Number of water quality test per year	0	0	2190
Percent accountability	0	0	95%
TCEQ Violations	0	0	0
Percentage of calls responded within 1 hour	0	0	99%

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

WATER PRODUCTION  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5260

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

EXPENDITURES BY CATEGORY

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

**Capital Outlay**

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

Total Capital Outlay \$1,682,500

**WATER DISTRIBUTION**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

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



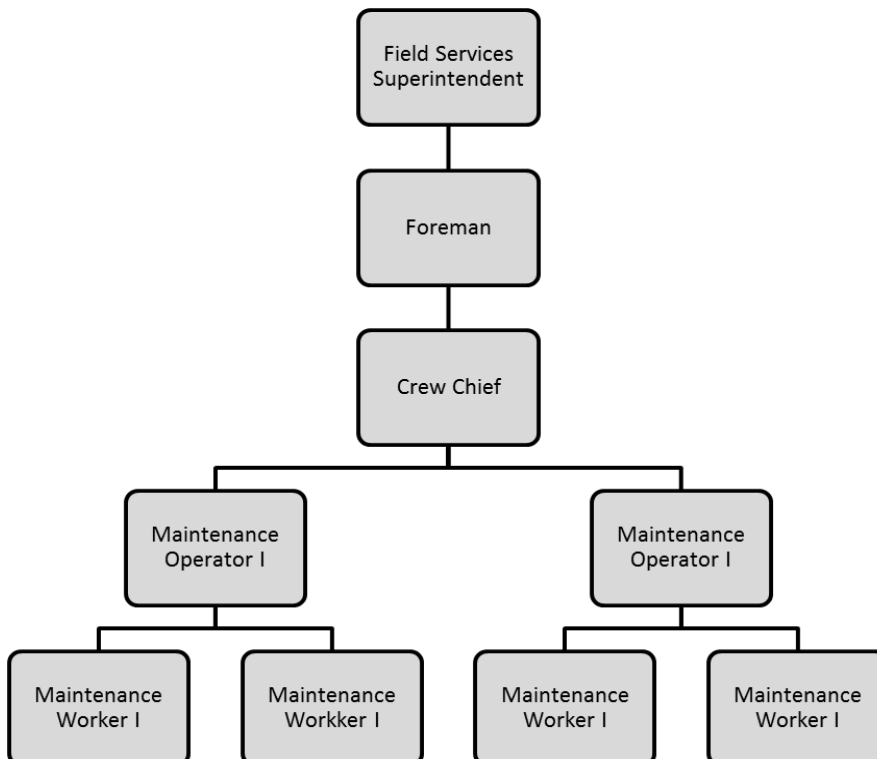
**Departmental Personnel History**

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

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WATER DISTRIBUTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5265

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

**WASTEWATER COLLECTION**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

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

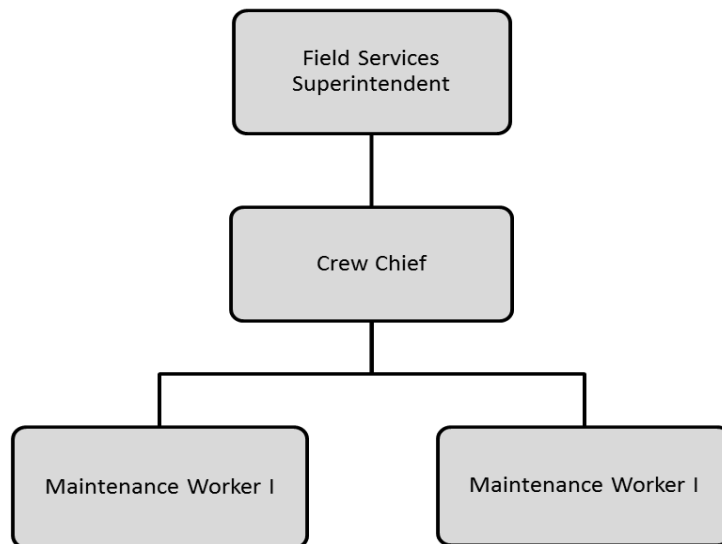
**Departmental Personnel History**

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

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

WASTEWATER COLLECTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5270

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

EXPENDITURES BY CATEGORY

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

Capital Outlay

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

**WASTEWATER TREATMENT**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

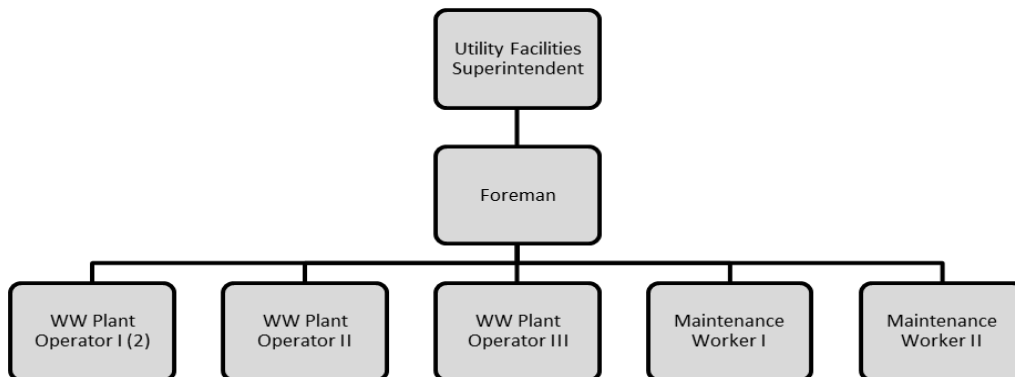
	<b>Actual</b> <b>FY 14-15</b>	<b>Estimate</b> <b>FY 15-16</b>	<b>Budget</b> <b>FY 16-17</b>
MG’s of water treated per year	0	0	635
MG’s of re-use water per year	0	0	47
Wastewater quality samples	0	0	20,000
Dry tons of sludge produced	0	0	500
TCEQ violations	0	0	0

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

WASTEWATER TREATMENT  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5275

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



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

OTHER WATER AND SEWER  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5235

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

EXPENDITURES BY CATEGORY

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

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**WATER AND SEWER EXPENDITURE SUMMARY**

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

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

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

## - 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 service is property taxes.



**RICHMOND**

EST. **TEXAS** 1837



**RICHMOND**

EST. **TEXAS** 1837

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

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

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 30-**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**LEGAL DEBT MARGIN INFORMATION**

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

**Legal Debt Margin Calculation by Fiscal Year**

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

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT**

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2017	1,750,000	1,104,463	2,854,463
2018	1,995,000	1,046,900	3,041,900
2019	2,055,000	982,263	3,037,263
2020	2,125,000	914,425	3,039,425
2021	1,860,000	850,845	2,710,845
2022	1,920,000	791,618	2,711,618
2023	1,975,000	729,035	2,704,035
2024	1,380,000	672,100	2,052,100
2025	1,110,000	628,034	1,738,034
2026	1,140,000	588,588	1,728,588
2027	1,095,000	548,763	1,643,763
2028	1,120,000	508,809	1,628,809
2029	1,160,000	467,616	1,627,616
2030	925,000	430,356	1,355,356
2031	945,000	397,078	1,342,078
2032	975,000	362,681	1,337,681
2033	1,005,000	326,825	1,331,825
2034	1,015,000	289,631	1,304,631
2035	935,000	252,794	1,187,794
2036	825,000	218,356	1,043,356
2037	860,000	184,525	1,044,525
2038	895,000	148,813	1,043,813
2039	415,000	122,300	537,300
2040	430,000	105,400	535,400
2041	445,000	87,900	532,900
2042	465,000	69,700	534,700
2043	485,000	50,700	535,700
2044	505,000	30,900	535,900
2045	520,000	10,400	530,400
<b>Total</b>	<b>32,330,000</b>	<b>12,921,817</b>	<b>45,251,817</b>

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2016 A**

Issued: 2016  
 Account 22-5270

Purpose: Construction & Equipment of New Water Plant

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

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

**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2016 B**

Issued: 2016  
 Account 30-5071

Purpose: ROW Acquisition, Fire Trucks & Equipment, Streets

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

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

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
2017	200,000	334,163	534,163
2018	205,000	328,088	533,088
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	9,510,000	6,012,944	15,522,944

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

**GENERAL OBLIGATION BONDS & REFUNDING  
 SERIES 2013**

Issued: 2013  
 Account 30-5067

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

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

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**CERTIFICATES OF OBLIGATION  
 SERIES 2013**

Issued: 2013  
 Account 30-5068

Purpose: Fire Station

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

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**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

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**GENERAL OBLIGATION BONDS  
 SERIES 2009**

Issued: 2009  
 Account 35-5235

Purpose: Streets & Drainage

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

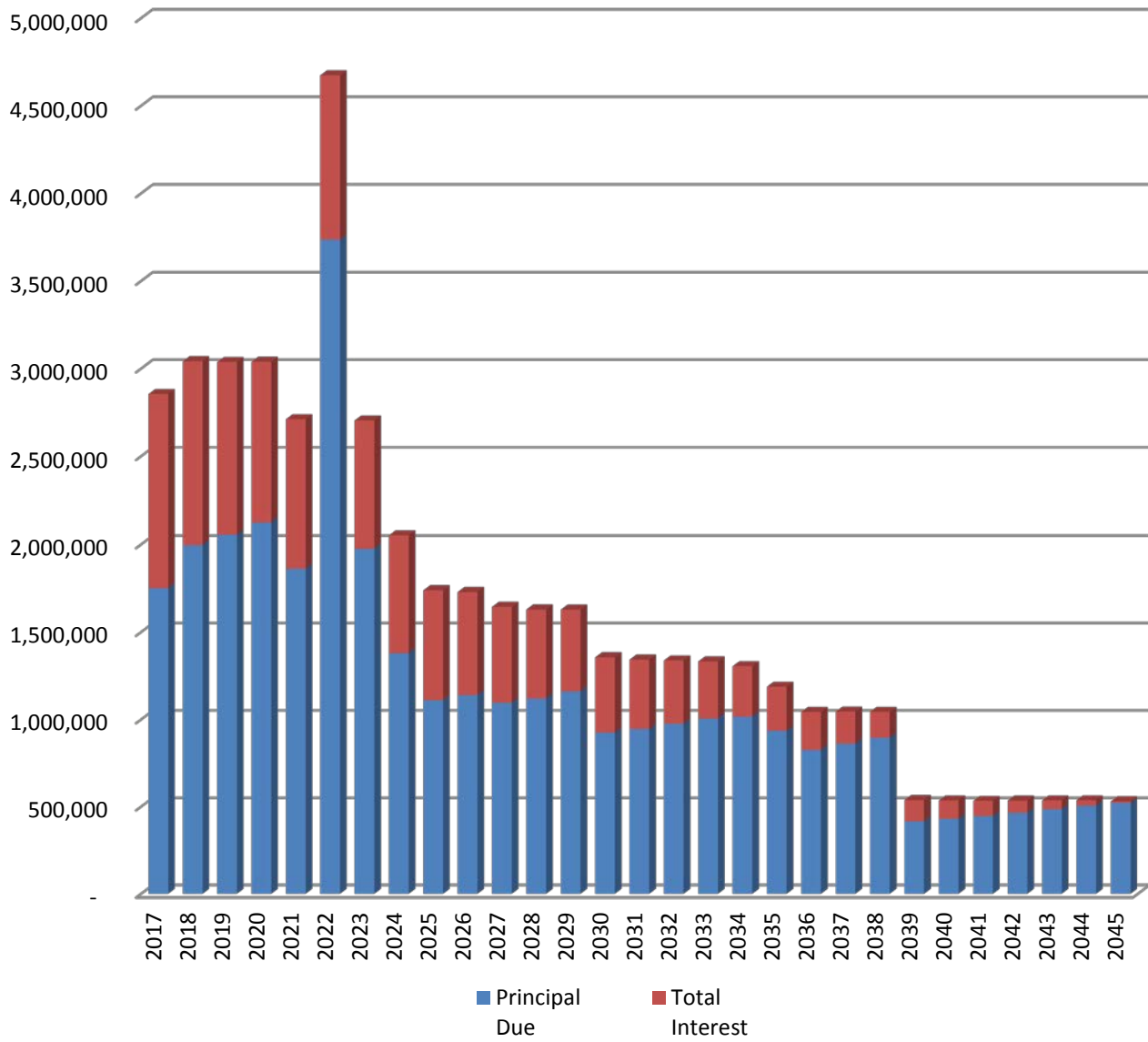
Interest Rates:	Year of Maturity	Interest Rate
	2021	3.70%
	2022	3.80%
	2023	3.90%
	2024-2025	4.00%
	2026	4.13%
	2027-2029	4.25%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**

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

### Total General & Certificate of Obligation Debt





## - Special Revenue Funds -

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

**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 additional development on the City's wastewater 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 narcotics activities. Expenditures are restricted to improvements for the Police Department to be used in the prevention of illegal narcotic use.



## - Special Revenue Funds -

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

**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.

**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, thus is presented on the annual financial report as a discretely presented component unit of the City.

**Community Development Block Grant (CDBG) Grant (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 — Fire Dept (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—Police Department (96)** - is used to account for Intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Police Department.



**SURFACE WATER**

**Department Mission**

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

**Department Description**

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

**Departmental Goals**

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

**Departmental Performance Indicators**

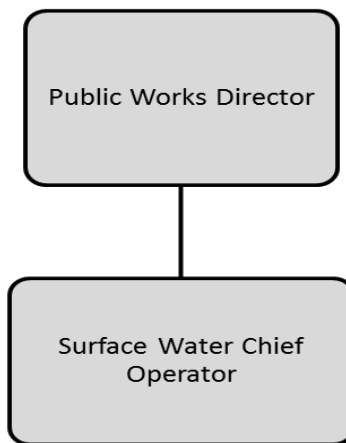
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
	<b><u>FY 14-15</u></b>	<b><u>FY 15-16</u></b>	<b><u>FY 16-17</u></b>
<i>None available for 2017:</i>			
		<i>*Surface Water Plant under construction</i>	

**Departmental Personnel History**

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**SURFACE WATER FUND**  
**FUND: 22**

**REVENUE AND EXPENDITURE SUMMARY**

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

\*\* - Working Capital Basis

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

**SURFACE WATER  
EXPENDITURE DETAIL**

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

DESCRIPTION	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	Percent + / (-)
5222-40000 Salaries	\$0	\$43,491	\$9,170	\$57,745	100.00%
5222-40125 Overtime	\$0	\$0	\$0	\$0	0.00%
5222-40150 Social Security	\$0	\$2,697	\$600	\$3,580	100.00%
5222-40200 Medicare	\$0	\$631	\$140	\$837	100.00%
5222-40250 Retirement	\$0	\$5,897	\$1,338	\$8,027	100.00%
5222-40350 Workers' Compensation	\$0	\$114	\$2,538	\$187	100.00%
5222-40400 Health Insurance	\$0	\$20,694	\$2,538	\$15,229	100.00%
5222-40550 Medical Surveillance	\$0	\$0	\$150	\$0	0.00%
5222-40600 Uniforms & Clothing	\$0	\$0	\$0	\$0	0.00%
5222-40650 Travel & Training	\$0	\$4,000	\$4,000	\$4,000	100.00%
5222-40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
5222-40750 Office Supplies	\$0	\$0	\$0	\$0	0.00%
5222-41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
5222-41350 Chemicals	\$0	\$0	\$0	\$100,000	0.00%
5222-41500 EPA Grant Consulting	\$0	\$0	\$0	\$0	0.00%
5222-41550 Hydrant Maintenance	\$0	\$0	\$0	\$0	0.00%
5222-41710 System Water Cost	\$225,176	\$187,600	\$211,104	\$215,502	14.87%
5222-42200 Legal and Professional Fees	\$26,352	\$15,000	\$19,000	\$15,000	0.00%
5222-42210 Engineering & Prof. Fees	\$0	\$800,775	\$450,000	\$512,885	-35.95%
5222-42250 Contracted Services	\$0	\$0	\$0	\$1,188,380	100.00%
5222-42450 Lab Fees	\$0	\$0	\$0	\$5,000	0.00%
5222-42500 Advertising	\$0	\$0	\$0	\$0	0.00%
5222-42550 Pest Control	\$0	\$0	\$0	\$0	0.00%
5222-42600 Utilities	\$0	\$0	(\$95)	\$150,000	0.00%
5222-42700 Telephone & Pagers	\$0	\$0	\$0	\$0	0.00%
5222-42800 Licenses & Permits	\$14,350	\$0	\$2,400	\$14,350	0.00%
5222-42850 Miscellaneous	\$0	\$9,000	\$0	\$9,000	100.00%
5222-42900 Capital Outlay	\$0	\$0	\$120,000	\$0	0.00%
5222-42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
5269-43000 Bond Redem. Series 2015	\$0	\$0	\$195,000	\$200,000	100.00%
5269-43050 Interest Expense	\$0	\$0	\$186,751	\$334,163	100.00%
5269-43100 Agency Fees	\$0	\$0	\$750	\$750	100.00%
5270-43000 Bond Redem. Series 2016A	\$0	\$0	\$0	\$430,000	100.00%
5270-43050 Interest Expense	\$0	\$0	\$105,438	\$174,300	100.00%
5270-43100 Agency Fees	\$0	\$0	\$750	\$750	100.00%
<b>TOTAL EXPENSES</b>	<b>\$265,878</b>	<b>\$1,089,899</b>	<b>\$1,311,572</b>	<b>\$3,439,684</b>	<b>215.60%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$0	\$73,524	\$16,324	\$85,605	16.43%
MATERIALS & SUPPLIES	\$265,878	\$1,016,375	\$1,175,248	\$3,354,080	230.00%
CAPITAL OUTLAY	\$0	\$0	\$120,000	\$0	0.00%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**WASTEWATER IMPACT FUND**  
**FUND: 40**

**REVENUE AND EXPENDITURE SUMMARY**

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

\*\* - Working Capital Basis

**EXPENDITURE DETAIL**

**ACCOUNT: 40-5260**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**WATER IMPACT FEE FUND  
 FUND: 50**

**REVENUE AND EXPENDITURE SUMMARY**

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

\*\* - Working Capital Basis

**EXPENDITURE DETAIL**

**ACCOUNT: 50-5270**

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



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**FESTIVALS FUND**  
**FUND: 55**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 55-5550**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**PARK IMPROVEMENT FUND**  
**FUND: 60**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 60-5280**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**NARCOTICS SEIZURE CITY FUND**  
**FUND: 64**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 64-5640**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**STATE NARCOTICS FUND**  
**FUND: 65**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 65-5650**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**FEDERAL NARCOTICS FUND**  
**FUND: 66**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 66-5660**

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

## DEVELOPMENT CORPORATION OF RICHMOND

### Department Mission

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

### Department Description

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

### Departmental Goals

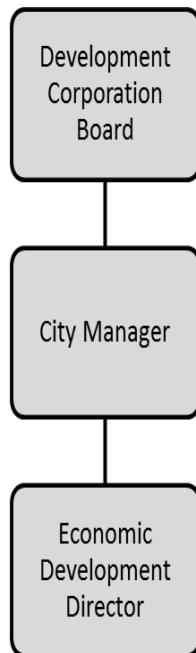
- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ Identify a project consistent with the Comprehensive Master Plan to consider for implementation.
  - Complete new marketing materials to better reach Developers, Investors and the community.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

### Departmental Performance Indicators

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

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

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 85-5400**

DESCRIPTION	<b>Actual 2014-2015</b>	<b>Budget 2015-2016</b>	<b>Estimate 2015-2016</b>	<b>Budget 2016-2017</b>	<b>Percent + / (-)</b>
40650 Travel and Training	\$7,648	\$10,000	\$9,000	\$15,000	50.00%
40750 Office Supplies	\$471	\$1,000	\$500	\$500	-50.00%
40800 Postage	\$0	\$100	\$50	\$100	0.00%
41650 Periodicals and Memberships	\$15,182	\$20,000	\$20,000	\$20,000	0.00%
42250 Contracted Services	\$254,885	\$150,000	\$125,000	\$150,000	0.00%
42500 Advertising	\$12,648	\$35,000	\$30,000	\$75,000	114.29%
42850 Miscellaneous	\$12,804	\$20,000	\$10,000	\$20,000	0.00%
43000 Bond Redemption	\$254,538	\$252,388	\$252,388	\$255,088	1.07%
43400 City of Richmond Reimb Alloc.	\$270,941	\$437,326	\$437,326	\$541,466	23.81%
<b>Richmond Historic District</b>					
43500 Topographic Survey - Parking	\$0	\$0	\$6,000	\$0	0.00%
43500 Historical Comm W HGAC DPSI	\$0	\$25,000	\$37,375	\$25,000	0.00%
43500 Fire Station Repurposing	\$0	\$50,000	\$10,000	\$50,000	0.00%
43500 Keep Richmond Beautiful	\$0	\$5,000	\$5,000	\$5,000	0.00%
43500 Historic Richmond Association	\$9,956	\$10,000	\$10,000	\$10,000	0.00%
43500 Fort Bend Museum	\$0	\$10,000	\$10,384	\$10,000	0.00%
<b>Transportation</b>					
43505 Gateway/Wayfinding Investments	\$0	\$50,000	\$50,000	\$150,000	200.00%
43510 Public Transportation	\$0	\$75,000	\$75,000	\$75,000	0.00%
43520 Wayside Horns	\$0	\$250,000	\$0	\$100,000	-60.00%
43525 TX DOT - 359 Overpass	\$0	\$40,000	\$40,000	\$0	-100.00%
43535 Lamar Street Extension	\$0	\$0	\$0	\$66,480	100.00%
<b>Workforce</b>					
43530 TSTC Reimbursement	\$0	\$100,000	\$100,000	\$100,000	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$839,073</b>	<b>\$1,540,814</b>	<b>\$1,228,023</b>	<b>\$1,668,634</b>	<b>8.30%</b>



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**CDBG GRANT FUND  
 FUND: 90**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 90-5343**

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

\* North Richmond Sanitary Sewer Phase VII

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**TCLEOSE GRANT FUND (FIRE DEPARTMENT)**  
**FUND: 91**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 91-5391**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**MUNICIPAL COURT TECHNOLOGY FUND**  
**FUND: 92**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 92-5920**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

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

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 93-5330**

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2016-2017

**TCLEOSE GRANT FUND (POLICE DEPT)**  
**FUND: 96**

**REVENUE AND EXPENDITURE SUMMARY**

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

**EXPENDITURE DETAIL**

**ACCOUNT: 96-5320**

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



**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 2016-2017

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.

The following is a summary of all approved budgeted Capital Outlay and Capital Improvement expenditures for FY 2016-2017:

Category	Fund/ Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	General Fund Public Works	Vehicle for the Facility Service Technician	\$ 40,000	General Fund Reserves	10-5105- 42900	\$40,000 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$400 for maintenance in future year budgets.
Capital Outlay	General Fund Public Works	Smart Board	\$ 8,500	General Fund Reserves	10-5105- 42900	\$8,500 is a one-time expenditure in FY2017.
Capital Outlay	General Fund Street	1 Ton Crew Cab with Utility Box Truck	\$ 35,000	General Fund Reserves	10-5120- 42900	\$35,000 is a one-time expenditure in FY2017 with \$400 annual maintenance costs for future year budgets.
Capital Outlay/ Lease Payment	General Fund Street	Dump Truck	\$ 21,370	General Fund Reserves	10-5120- 42900	\$21,370 4 <sup>th</sup> and final payment for the Capital lease payment of a Dump Truck in FY2017.
Capital Outlay	General Fund Police	2017 Ford Explorer PPV for Police Chief	\$ 25,600	General Fund Reserves	10-5140- 42900	\$25,600 is a one-time expenditure in FY2017 with a reoccurring estimate of \$300 annually for maintenance in future year budgets.
Capital Outlay	General Fund Police	2017 Ford Explorer PPV	\$ 25,600	General Fund Reserves	10-5140- 42900	\$25,950 is a one-time expenditure in FY2017 with a reoccurring estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	General Fund Police	Patrol Vehicle	\$ 49,034	General Fund Reserves	10-5140- 42900	\$49,034 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$500 annually for maintenance in future year budgets.
Capital Outlay	General Fund Police	Ballistic Vests (27)	\$ 15,000	General Fund Reserves	10-5140- 42900	\$15,000 is a one-time expenditure in FY2017.
Capital Outlay	General Fund Information Technology	Telephone and Recording System	\$ 33,833	General Fund Reserves	10-5115- 42900	\$33,833 is a one-time expenditure in FY2017.
Capital Outlay	General Fund Fire	Vehicle for Compliance Battalion Chief	\$ 43,500	General Fund Reserves	10-5150- 42900	\$43,500 is a one-time expenditure in FY2017 and will have a reoccurring cost estimate of \$400 for maintenance
Capital Outlay	General Fund Fire	Squad Vehicle	\$ 43,500	General Fund Reserves	10-5150- 42900	\$43,500 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$600 for maintenance.

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

Category	Fund / Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	General Fund Fire	Inflatable Boat	\$ 22,000	General Fund Reserves	10-5150-42900	\$22,000 is a one-time expenditure in FY2017. No reoccurring expenditure expected for future year budgets.
Capital Outlay	General Fund Fire	Scott Air Packs (25) & Bottles (85) & Masks (25)	\$ 231,200	\$210,182 funded by AFG Grant and \$21,018 City's Match will be from General Fund Reserves	10-5150-42900	\$231,200 is a one-time expenditure in FY2017. The City was awarded the AFG Grant in the amount of \$210,182 to purchase the air packs with the City's match of \$21,018 in FY2017.
Capital Outlay	General Fund Fire Marshal	Ford F-150 Super Cab	\$ 31,575	General Fund Reserves	10-5153-42900	\$31,575 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$400 for maintenance in future budget years
Capital Outlay	General Fund Emergency Management	SUV	\$ 22,678	General Fund Reserves	10-5152-42900	\$27,678 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$400 for maintenance in future budget years.
Capital Outlay	General Fund Parks	¾ Ton Crew Cab Truck	\$ 30,000	General Fund Reserves	10-5160-42900	\$30,000 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$400 for maintenance in future budget years.
Capital Outlay	General Fund Parks	16' Tri-deck Mower	\$ 15,000	General Fund Reserves	10-5160-42900	\$15,000 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$600 for maintenance in future budget years.
Capital Outlay	Water and Sewer Fund Water Production	½ Ton Pickup Truck	\$ 26,000	Water and Sewer Fund Reserves	20-5260-42900	\$26,000 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$400 for maintenance in future budget years.
Capital Outlay	Water and Sewer Fund Wastewater Collection	GIS Base Maps	\$ 200,000	Water and Sewer Fund Reserves	20-5270-42210	\$200,000 is a one-time expenditure in FY2017.
Capital Outlay	Water and Sewer Fund Wastewater Collection	½ Ton Pickup Truck	\$ 21,600	Water and Sewer Fund Reserves	20-5270-42900	\$21,600 is a one-time expenditure in FY2017 with a reoccurring cost estimate of \$400 for maintenance in future budget years.
Capital Outlay	Water and Sewer Fund Water Production	Chlorine Cylinder Repair Kits	\$ 12,500	Water and Sewer Fund Reserves	20-5260-42900	\$12,500 is a one-time expenditure in FY2017.
		<b>Total Capital Outlay:</b>	<b>\$ 953,490</b>			

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2016-2017

Category	Fund	Description	Amount	Funding Source		Impact to Operating Budgets
Capital Improvements	General Fund Information Technology	City Facility Networking (60/40% shared costs with the Water & Sewer Fund.)	\$ 250,000	General Fund Reserves	10-5115-42900	\$250,000 allocated in FY2017 to fund the continuation of the City Facility Networking System.
Capital Improvements	General Fund Street	Lane Drive Drainage PER	\$ 45,000	General Fund Reserves	10-5120-42900	\$45,000 allocated in FY2017 with no further impact on future year budgets.
Capital Improvements	General Fund Parks	Parking Lot – George Park	\$ 150,000	General Fund Reserves	10-5160-42900	\$150,000 expenditure in FY2017 with no further impact on future budgets.
Capital Improvements	Development Corporation of Richmond Fund	Lamar Street Extension	\$ 66,480	Development Corporation of Richmond Fund Reserves	85-5400-43535	\$66,480 one-time expenditure in FY2017.
Capital Improvements	Water and Sewer Fund Water Production	Edgar Water Plant Elevated Storage Tank	\$ 1,644,000	Developer Contributions /Water & Sewer Fund	20-5260-42900	\$1,644,000 allocated in FY2017. Project is currently on hold pending possible relocation.
Capital Improvements	Wastewater Impact Fee Fund	Water/Wastewater Master Plan	\$ 250,000	Wastewater Impact Fee Fund	40-5260-42210	\$250,000 one-time expenditure in FY2017.
Capital Improvements	Water Impact Fee Fund	Wessendorff Water Well Rehab	\$ 200,000	Water Impact Fee Fund	50-5270-42900	\$200,000 one-time expenditure in FY2017.
		<b>Total Capital Improvements:</b>	<b>\$ 2,605,480</b>			

**CAPITAL IMPROVEMENT PROGRAM by Project**  
**For Fiscal Years 2016-2017 to 2021-2030**

Department/Description	FIVE-YEAR PLAN								6 - 10 Years 2021-2030
	Total Project Amount	Prior Years Funded	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021		
<b>GENERAL FUND</b>									
<b>General Government</b>									
Compensation Study Plan Review	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall Facility	8,000,000	-	-	2,000,000	6,000,000	-	-	-	-
<b>Total General Government:</b>	<b>\$ 8,030,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,030,000</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works</b>									
Access Control Management System (ACMS)	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Above Ground Fueling Station & Mgmt. System	202,000	-	-	202,000	-	-	-	-	-
<b>Total Public Works:</b>	<b>\$ 272,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 202,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Information Technology</b>									
City Facility Networking (60/40% GF/WS)	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Master Plan	50,000	-	-	50,000	-	-	-	-	-
<b>Total Information Technology:</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Street Department</b>									
Street Department Facility Upgrade	\$ 117,000	\$ -	\$ -	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -
Newton Dip Improvements	105,000	-	-	105,000	-	-	-	-	-
Three (3) City Monument Signs	68,000	-	-	68,000	-	-	-	-	-
Asphalt paving - Collins (Preston to Waterbury)	340,000	-	-	340,000	-	-	-	-	-
Street Assessment of concrete & asphalt streets	50,000	-	-	50,000	-	-	-	-	-
Drainage Master Plan	100,000	-	-	100,000	-	-	-	-	-
Lamar Street Extension	1,467,000	-	66,480	125,520	1,275,000	-	-	-	-
TXDOT Signal Upgrades	1,150,000	-	-	230,000	230,000	230,000	230,000	230,000	230,000
Front St. Utility Relocations & ROW Acquisition	400,000	2,850	397,150	-	-	-	-	-	-
North 10th Street (FM 762)	3,015,850	1,055,536	-	500,000	1,000,000	460,314	-	-	-
Lane Drive Drainage	45,000	-	-	45,000	-	-	-	-	-
<b>Total Street Department:</b>	<b>\$ 6,857,850</b>	<b>\$ 1,058,386</b>	<b>\$ 463,630</b>	<b>\$ 1,563,520</b>	<b>\$ 2,622,000</b>	<b>\$ 690,314</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>
<b>Police Department</b>									
Telephone and Recording System	\$ 33,833	\$ -	\$ 33,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aegis Bar Coding System for Property Room	13,975	-	-	13,975	-	-	-	-	-
Police Department Building Improvements	500,000	-	-	-	-	500,000	-	-	-
Surveillance Camera installation & Upgrades	46,386	-	-	46,386	-	-	-	-	-
<b>Total Police Department:</b>	<b>\$ 594,194</b>	<b>\$ -</b>	<b>\$ 33,833</b>	<b>\$ 60,361</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fire Department</b>									
New Fire Station #2	\$ 1,200,000	\$ -	\$ 500,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement of 1987 Fire Engine (E47)	700,000	-	700,000	-	-	-	-	-	-
Replacement of 1997 Fire Engine (E48)	700,000	-	-	-	-	-	-	-	700,000
Replacement of 1979 GMC Rescue (R41)	160,000	-	-	-	-	-	-	160,000	-
<b>Total Fire Department:</b>	<b>\$ 2,760,000</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>\$ 700,000</b>

**CAPITAL IMPROVEMENT PROGRAM by Project**  
**For Fiscal Years 2016-2017 to 2021-2030**

Department/Description	FIVE-YEAR PLAN							
	Total Project	Prior Years						6 - 10 Years
	Amount	Funded	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2030
<b>Parks Department</b>								
George Park Parking Lot - Softball Area	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
George Park - Restrooms	115,000	-	-	-	115,000	-	-	-
George Park - Playground equipment	160,000	-	-	-	160,000	-	-	-
Parks Department Maintenance Building	172,500	-	-	-	22,500	150,000	-	-
George Park - Entrance Upgrade	35,000	-	-	35,000	-	-	-	-
George Park - Asphalt Overlay	245,000	-	-	-	245,000	-	-	-
Wessendorff Trail System	1,270,861	140,878	1,129,983	-	-	-	-	-
Splash Pad	172,500	-	-	-	22,500	150,000	-	-
George Park - Study	20,000	-	-	20,000	-	-	-	-
Clay Park - Restrooms	115,000	-	-	115,000	-	-	-	-
<b>Total Parks Department:</b>	<b>\$ 2,455,861</b>	<b>\$ 140,878</b>	<b>\$ 1,279,983</b>	<b>\$ 170,000</b>	<b>\$ 565,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Municipal Courts</b>								
Brazos Technology - Ticket Writers	87,150	-	-	87,150	-	-	-	-
<b>Total Municipal Court:</b>	<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$ 21,357,055</b>	<b>\$ 1,199,264</b>	<b>\$ 3,227,446</b>	<b>\$ 4,863,031</b>	<b>\$ 9,257,000</b>	<b>\$ 1,490,314</b>	<b>\$ 390,000</b>	<b>\$ 930,000</b>

**WATER & SEWER FUND**

**Water Production**

Edgar Water Plant Elevated Storage Tank	\$ 2,527,650	\$ -	\$ 1,644,000	\$ 883,650	\$ -	\$ -	\$ -	\$ -
Edgar Elevated Storage Tank-Property Acquisition	600,000	-	600,000	-	-	-	-	-
Elevated Storage Tank circulating pumps	345,000	-	-	45,000	300,000	-	-	-
Ransom Road Water Well and Generator	1,840,000	-	-	240,000	1,600,000	-	-	-
Ground Storage Tank Rehabilitation	1,035,000	-	-	345,000	45,000	300,000	45,000	300,000
Motor Control Rehabilitation	387,000	-	-	207,000	180,000	-	-	-
Water Well Rehabilitation	460,000	-	-	-	230,000	-	230,000	-
Wessendorff Water Well Rehabilitation	200,000	-	200,000	-	-	-	-	-
Elevated Storage Tanks Rehabilitation	288,000	-	-	-	38,000	250,000	-	-
New Well and Pump House for Main Street WP	40,000	-	-	-	40,000	TBD	TBD	-
Chloramine Conversion	869,000	119,000	-	750,000	-	-	-	-
Winston Terrace Water Plant	10,000	-	-	10,000	TBD	TBD	-	-
Water Re-rate Study	30,000	-	-	-	-	-	-	30,000
Water Well and pumps for South of Hwy 59	2,692,300	-	-	-	-	350,000	2,342,300	-
<b>Total Water Production:</b>	<b>\$ 11,323,950</b>	<b>\$ 119,000</b>	<b>\$ 2,444,000</b>	<b>\$ 2,480,650</b>	<b>\$ 2,433,000</b>	<b>\$ 900,000</b>	<b>\$ 2,617,300</b>	<b>\$ 330,000</b>

**Water Distribution**

Distribution Rehabilitation	\$ 2,962,800	\$ -	\$ -	\$ 75,000	\$ 552,500	\$ 1,039,600	\$ 732,500	\$ 563,200
Covered Materials Bay	46,000	-	-	46,000	-	-	-	-
<b>Total Water Distribution:</b>	<b>\$ 3,008,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,000</b>	<b>\$ 552,500</b>	<b>\$ 1,039,600</b>	<b>\$ 732,500</b>	<b>\$ 563,200</b>

**Wastewater Collection**

Wastewater Collection Rehabilitation	\$ 1,200,000	\$ -	\$ 50,000	\$ 75,000	\$ 500,000	\$ 75,000	\$ 500,000	\$ -
Lift Station Rehabilitation	748,000	-	-	230,000	288,000	230,000	-	-
GIS Utility Base Maps	200,000	-	200,000	-	-	-	-	-
Jane Long - Lettie 18" gravity main ditch crossing	500,000	-	-	500,000	-	-	-	-
CDBG Phase VIII	60,137	-	60,137	-	-	-	-	-
<b>Total Wastewater Collection:</b>	<b>\$ 2,708,137</b>	<b>\$ -</b>	<b>\$ 310,137</b>	<b>\$ 805,000</b>	<b>\$ 788,000</b>	<b>\$ 305,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PROGRAM by Project  
For Fiscal Years 2016-2017 to 2021-2030**

<u>Department/Description</u>	<b>FIVE-YEAR PLAN</b>							
	<b>Total Project</b>	<b>Prior Years</b>						<b>6 - 10 Years</b>
	<b>Amount</b>	<b>Funded</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2030</b>
<b>Wastewater Treatment</b>								
Water/Wastewater Master Plan	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
Second Street WWTP Demolition	10,000	-	-	10,000	TBD	-	-	-
Wastewater SCADA	300,000	-	-	-	300,000	-	-	-
Regional Wastewater Plant	6,500,000	-	-	1,000,000	3,000,000	2,500,000	-	-
Regional Wastewater Plant Upgrades	50,000	-	-	50,000	-	-	-	-
<b>Total Wastewater Treatment:</b>	<b>\$ 7,110,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 1,060,000</b>	<b>\$ 3,300,000</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL WATER AND SEWER FUND:</b>	<b>\$ 24,150,887</b>	<b>\$ 119,000</b>	<b>\$ 3,004,137</b>	<b>\$ 4,466,650</b>	<b>\$ 7,073,500</b>	<b>\$ 4,744,600</b>	<b>\$ 3,849,800</b>	<b>\$ 893,200</b>
<b>Surface Water Fund</b>								
Surface Water Treatment Plant - Sludge Study	\$ 10,000	\$ -	\$ -	\$ 10,000	TBD	TBD	\$ -	\$ -
Surface Water Plant - 30% Conversion	18,000,000	-	11,000,000	7,000,000	-	-	-	-
Surface Water Plant - 60% Conversion (Phase II)	10,000,000	-	-	-	-	-	-	10,000,000
Membrane Replacement	600,000	-	-	-	200,000	200,000	200,000	-
<b>TOTAL SURFACE WATER FUND:</b>	<b>\$ 28,610,000</b>	<b>\$ -</b>	<b>\$ 11,000,000</b>	<b>\$ 7,010,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 10,000,000</b>
<b>Projects Total by Year:</b>	<b>\$ 74,117,942</b>	<b>\$ 1,318,264</b>	<b>\$ 17,231,583</b>	<b>\$ 16,339,681</b>	<b>\$ 16,530,500</b>	<b>\$ 6,434,914</b>	<b>\$ 4,439,800</b>	<b>\$ 11,823,200</b>

CAPITAL IMPROVEMENT PROGRAM by Funding Source  
 For Fiscal Years 2016-2017 to 2021-2030

Department/Description	FUNDING SOURCES									
	Total Project Amount	Prior Years Funded	General Fund	Water & Sewer Fund	Dev Corp Fund	Impact Fee Fund	Grants/ Other Sources	Existing Bonds	Future Bond Sale	
<b>GENERAL FUND</b>										
<b>General Government</b>										
Compensation Study Plan Review	\$ 30,000	\$ -	\$ 23,400	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall Facility	8,000,000	-	-	-	-	-	-	-	-	8,000,000
<b>Total General Government:</b>	<b>\$ 8,030,000</b>	<b>\$ -</b>	<b>\$ 23,400</b>	<b>\$ 6,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000,000</b>
<b>Public Works</b>										
Access Control Management System (ACMS)	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Above Ground Fueling Station & Mgmt. System	202,000	-	202,000	-	-	-	-	-	-	-
<b>Total Public Works:</b>	<b>\$ 272,000</b>	<b>\$ -</b>	<b>\$ 272,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Information Technology</b>										
City Facility Networking (60/40% GF/WS)	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology Master Plan	50,000	-	50,000	-	-	-	-	-	-	-
<b>Total Information Technology:</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Street Department</b>										
Street Department Facility Upgrade	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Newton Dip Improvements	105,000	-	105,000	-	-	-	-	-	-	-
Three (3) City Monument Signs	68,000	-	68,000	-	-	-	-	-	-	-
Asphalt paving - Collins (Preston to Waterbury)	340,000	-	340,000	-	-	-	-	-	-	-
Street Assessment of concrete & asphalt streets	50,000	-	50,000	-	-	-	-	-	-	-
Drainage Master Plan	100,000	-	100,000	-	-	-	-	-	-	-
Lamar Street Extension	1,467,000	-	-	-	-	-	1,467,000	-	-	-
TXDOT Signal Upgrades	1,150,000	-	1,150,000	-	-	-	-	-	-	-
Front St. Utility Relocations & ROW Acquisition	400,000	2,850	-	-	-	-	-	397,150	-	-
North 10th Street (FM 762)	3,015,850	1,055,536	-	-	1,960,314	-	-	-	-	-
Lane Drive Drainage	45,000	-	45,000	-	-	-	-	-	-	-
<b>Total Street Department:</b>	<b>\$ 6,857,850</b>	<b>\$ 1,058,386</b>	<b>\$ 1,975,000</b>	<b>\$ -</b>	<b>\$ 1,960,314</b>	<b>\$ -</b>	<b>\$ 1,467,000</b>	<b>\$ 397,150</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Police Department</b>										
Telephone and Recording System	\$ 33,833	\$ -	\$ 33,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aegis Bar Coding System for Property Room	13,975	-	-	13,975	-	-	-	-	-	-
Police Department Building Improvements	500,000	-	-	-	-	-	-	-	-	500,000
Surveillance Camera installation & Upgrades	46,386	-	46,386	-	-	-	-	-	-	-
<b>Total Police Department:</b>	<b>\$ 594,194</b>	<b>\$ -</b>	<b>\$ 80,219</b>	<b>\$ 13,975</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>
<b>Fire Department</b>										
New Fire Station #2	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 700,000
Fire Engine to replace engine (E47)	700,000	-	-	-	-	-	-	700,000	-	-
Replacement of 2005 Fire Engine (E42)	700,000	-	-	-	-	-	-	-	-	700,000
Replacement of 1979 GMC Rescue (R41)	160,000	-	160,000	-	-	-	-	-	-	-
<b>Total Fire Department:</b>	<b>\$ 2,760,000</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ -</b>	<b>\$ 1,400,000</b>

CAPITAL IMPROVEMENT PROGRAM by Funding Source  
 For Fiscal Years 2016-2017 to 2021-2030

Department/Description	FUNDING SOURCES								
	Total Project Amount	Prior Years Funded	General Fund	Water & Sewer Fund	Dev Corp Fund	Impact Fee Fund	Grants/ Other Sources	Existing Bonds	Future Bond Sale
<b>Parks Department</b>									
George Park parking - Softball area	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
George Park - Restrooms	115,000	-	-	-	-	-	-	-	115,000
George Park - Playground equipment	160,000	-	-	-	-	-	-	-	160,000
Parks Department Maintenance Building	172,500	-	-	-	-	-	-	-	172,500
George Park - Entrance Upgrade	35,000	-	35,000	-	-	-	-	-	-
George Park - Asphalt Overlay	245,000	-	-	-	-	-	-	-	245,000
Wessendorff Trail System	1,270,861	140,878	-	-	540,122	-	589,861	-	-
Splash Pad	172,500	-	-	-	-	-	-	-	172,500
George Park - Study	20,000	-	20,000	-	-	-	-	-	-
Clay Park - Restrooms	115,000	-	-	-	-	-	-	-	115,000
<b>Total Parks Department:</b>	<b>\$ 2,455,861</b>	<b>\$ 140,878</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 540,122</b>	<b>\$ -</b>	<b>\$ 739,861</b>	<b>\$ -</b>	<b>\$ 980,000</b>
<b>Municipal Courts</b>									
Brazos Technology - Ticket Writers	87,150	-	87,150	-	-	-	-	-	-
<b>Total Municipal Court:</b>	<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$ 21,357,055</b>	<b>\$ 1,199,264</b>	<b>\$ 2,952,769</b>	<b>\$ 20,575</b>	<b>\$ 2,500,436</b>	<b>\$ -</b>	<b>\$ 2,206,861</b>	<b>\$ 1,597,150</b>	<b>\$ 10,880,000</b>

**WATER & SEWER FUND**

<b>Water Production</b>									
Edgar Water Plant Elevated Storage Tank	\$ 2,527,650	\$ -	\$ -	\$ -	\$ -	\$ 1,123,288	\$ 1,404,362	\$ -	\$ -
Edgar Elevated Storage Tank - Property Acquisition	600,000	-	-	-	-	600,000	-	-	-
Elevated Storage Tank circulating pumps	345,000	-	-	-	-	-	-	-	345,000
Ransom Road Water Well and Generator	1,840,000	-	-	1,840,000	-	-	-	-	-
Ground Storage Tank Rehabilitation	1,035,000	-	-	1,035,000	-	-	-	-	-
Motor Control Rehabilitation	387,000	-	-	387,000	-	-	-	-	-
Water Well Rehabilitation	460,000	-	-	460,000	-	-	-	-	-
Wessendorff Water Well Rehabilitation	200,000	-	-	-	-	200,000	-	-	-
Elevated Storage Tanks Rehabilitation	288,000	-	-	288,000	-	-	-	-	-
New Well and Pump House for Main Street WP	40,000	-	-	40,000	-	-	-	-	-
Chloramine Conversion	869,000	119,000	-	-	-	-	-	-	750,000
Winston Terrace Water Plant	10,000	-	-	10,000	-	-	-	-	-
Water Re-rate Study	30,000	-	-	30,000	-	-	-	-	-
Water Well and pumps for South of Hwy 59	2,692,300	-	-	-	-	-	-	-	2,692,300
<b>Total Water Production:</b>	<b>\$ 11,323,950</b>	<b>\$ 119,000</b>	<b>\$ -</b>	<b>\$ 4,090,000</b>	<b>\$ -</b>	<b>\$ 1,923,288</b>	<b>\$ 1,404,362</b>	<b>\$ -</b>	<b>\$ 3,787,300</b>
<b>Water Distribution</b>									
Distribution Rehabilitation	\$ 2,962,800	\$ -	\$ -	\$ 2,962,800	\$ -	\$ -	\$ -	\$ -	\$ -
Covered Materials Bay	46,000	-	-	46,000	-	-	-	-	-
<b>Total Water Distribution:</b>	<b>\$ 3,008,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,008,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Wastewater Collection</b>									
Wastewater Collection Rehabilitation	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -
Lift Station Rehabilitation	748,000	-	-	748,000	-	-	-	-	-
GIS Utility Base Maps	200,000	-	-	200,000	-	-	-	-	-
Jane Long - Lettie 18" gravity main ditch crossing	500,000	-	-	-	-	500,000	-	-	-
CDBG Phase VIII	60,137	-	-	60,137	-	-	-	-	-
<b>Total Wastewater Collection:</b>	<b>\$ 2,708,137</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,208,137</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**CAPITAL IMPROVEMENT PROGRAM by Funding Source  
For Fiscal Years 2016-2017 to 2021-2030**

<u>Department/Description</u>	<b>FUNDING SOURCES</b>								
	<u>Total Project Amount</u>	<u>Prior Years Funded</u>	<u>General Fund</u>	<u>Water &amp; Sewer Fund</u>	<u>Dev Corp Fund</u>	<u>Impact Fee Fund</u>	<u>Grants/ Other Sources</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>
<b>Wastewater Treatment</b>									
Water/Wastewater Master Plan	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
Second Street WWTP Demolition	10,000	-	-	10,000	-	-	-	-	-
Wastewater SCADA	300,000	-	-	300,000	-	-	-	-	-
Regional Wastewater Plant	6,500,000	-	-	-	-	6,500,000	-	-	-
Regional Wastewater Plant Upgrades	50,000	-	-	50,000	-	-	-	-	-
<b>Total Wastewater Treatment:</b>	<b>\$ 7,110,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ 6,750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL WATER AND SEWER FUND:</b>	<b>\$ 24,150,887</b>	<b>\$ 119,000</b>	<b>\$ -</b>	<b>\$ 9,666,937</b>	<b>\$ -</b>	<b>\$ 9,173,288</b>	<b>\$ 1,404,362</b>	<b>\$ -</b>	<b>\$ 3,787,300</b>
<b>Surface Water Fund</b>									
Surface Water Treatment Plant - Sludge Study	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Surface Water Plant - 30% Conversion	18,000,000	-	-	-	-	-	-	16,005,000	1,995,000
Surface Water Plant - 60% Conversion (Phase II)	10,000,000	-	-	-	-	-	-	-	10,000,000
Membrane Replacement	600,000	-	-	-	-	-	-	-	600,000
<b>TOTAL SURFACE WATER FUND:</b>	<b>\$ 28,610,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 16,005,000</b>	<b>\$ 12,595,000</b>
<b>Projects Total by Year:</b>	<b>\$ 74,117,942</b>	<b>\$ 1,318,264</b>	<b>\$ 2,952,769</b>	<b>\$ 9,687,512</b>	<b>\$ 2,500,436</b>	<b>\$ 9,173,288</b>	<b>\$ 3,621,223</b>	<b>\$ 17,602,150</b>	<b>\$ 27,262,300</b>



**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.



**RICHMOND**

EST. **TEXAS** 1837

# City of Richmond Timeline

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

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

1851 - Richmond's cityscape included a brick courthouse, two stores, a Masonic Lodge, the Methodist church, and the Richmond Male & Female Academy.

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

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

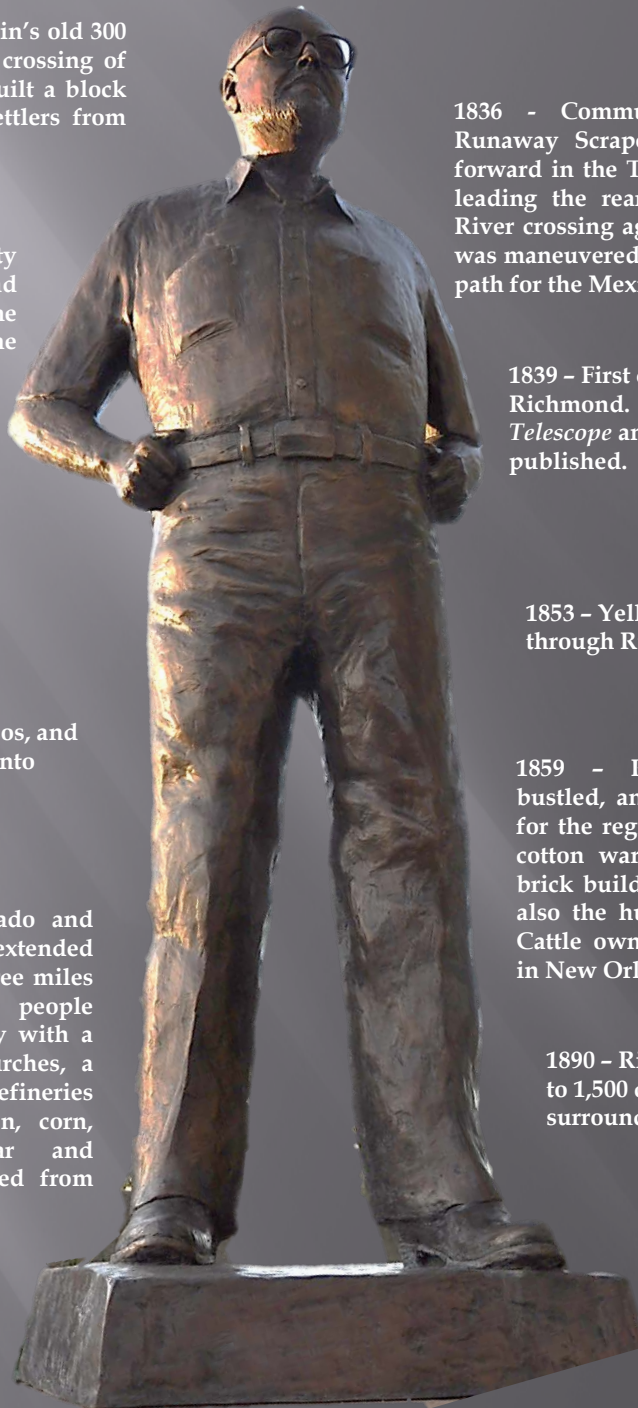
1836 - Community evacuated during the Runaway Scrape, as Mexican troops pressed forward in the Texas revolution. Wily Martin, leading the rear guard, defended the Brazos River crossing against Santa Anna's troops, but was maneuvered out of position and opened the path for the Mexican march to San Jacinto.

1839 - First church organized in Richmond. First Newspaper, the weekly *Telescope* and *Texas Literary Register*, published.

1853 - Yellow fever epidemic swept through Richmond.

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 drove livestock to markets in New Orleans.

1890 - Richmond's population dropped to 1,500 due to movement to surrounding cities.



***Honoring the Legacy of:  
Hilmar G. Moore  
Mayor: 1949 - 2012***

# City of Richmond Timeline

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.

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

1940's - Richmond's population grew to over 2,000. Residents began moving 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.

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.

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. A traveler remarked that Richmond's "fine old white frame residences of the plantation type" gave the town "an air of the Deep South".

2013 - Charter Election - Home Rule Charter Richmond's population stands at 12,292.



*Jaybird Monument, Circa  
1936*

# 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: 71 F  
Average High Temperature: 81 F  
Average Low Temperature: 61 F  
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  
Capacity (MGPD): 7.1  
Current Load (MGPD): 3.2  
Electricity: Center Point Energy  
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  
Teaching Staff:  
advanced degrees: 20.4%  
10 Plus years: 41%

## EDUCATION (PRIVATE)

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



**RICHMOND**  
EST. TEXAS 1837

A Charming Past, A Soaring Future.

# CITY OF RICHMOND FACTS

## 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

Texas Medical Center: 30 Miles

## 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

George Observatory (20 miles): 1

## HISTORIC POINTS OF INTEREST

Morton Cemetery

1883 John Moore Home

Long-Smith Cottage

McFarlane Visitors Center

Historic County Courthouse

Confederate Museum

Fort Bend Historical Museum

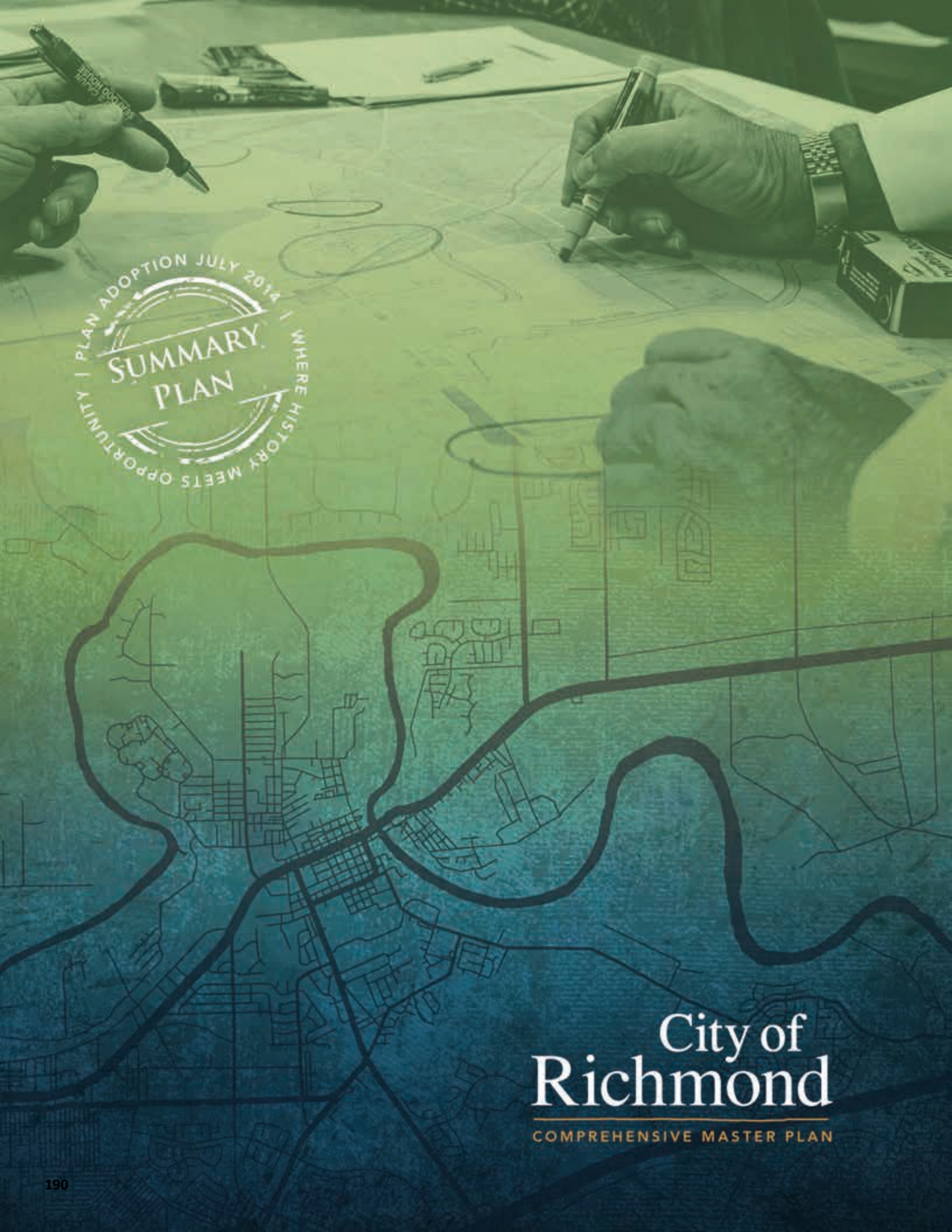
Jaybird/Woodpecker (War of Richmond) Memorial



**RICHMOND**

EST. **TEXAS** 1837

A Charming Past, A Soaring Future.



PLAN ADOPTION JULY 2014  
SUMMARY  
PLAN  
WHERE HISTORY MEETS OPPORTUNITY

City of  
**Richmond**  
COMPREHENSIVE MASTER PLAN



# What is a Comprehensive Master Plan?

A comprehensive master plan is a community guidebook that specifies policy, program, and project initiatives for a city and its surrounding planning area. It reflects the community's values and traditions, while simultaneously exploring opportunities and best practices for growth, redevelopment, and enhancement for the next 20 years.

The formation of this plan occurred at a significant crossroads in Richmond's history. One year prior to plan adoption, the City voted to approve a Home Rule Charter and form a Planning and Zoning Commission. These tools expanded the City's ability to influence growth and provide for the needs of Richmond citizens.



## 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; 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.

## STRATEGIC TOOLBOX

The City adopted its first Comprehensive Master Plan in 1965. Nearly 50 years later, this plan builds on the community's legacy by celebrating the past, capitalizing on the present, and planning for the future.

A

**PAGE 22**  
Use annexation as a strategic growth tool to expand Richmond's population and tax base.

B

**PAGE 28**  
Leverage public investments to enhance the existing community and promote growth.

C

**PAGE 34**  
Strengthen transportation connections and increase choices between ways to travel.

D

**PAGE 44**  
Elevate the appearance, quality, and compatibility of development.

E

**PAGE 52**  
Create mixed-use activity centers that serve as community destinations.

F

**PAGE 58**  
Rehabilitate and preserve Richmond's existing neighborhoods and community assets.

G

**PAGE 64**  
Partner with existing local businesses to assist in their success and improve access to resources.

H

**PAGE 72**  
Diversify Richmond's business and employer mix through innovation and strategic recruitment.

I

**PAGE 78**  
Enhance and preserve Richmond's natural amenities.

J

**PAGE 84**  
Strengthen the awareness and image of Richmond throughout the region.



Prioritization



Maps & Markers Workshop



Medical Center Listening Session

## Plan Objectives

- Establish a community-supported vision that guides future growth and enhancement of the community;
- Garner participation and support of residents and employees;
- Strengthen public and private partnerships between intergovernmental, institutional, and private-sector leaders;
- Provide greater predictability for residents, landowners, developers, and potential investors;
- Influence the regulatory environment to ensure community values and desired outcomes are realistic and enforceable;
- Fulfill the statutory requirements necessary to establish land use controls and management strategies; and
- Define a strategic implementation program for directing annual work programs and prioritizing capital improvement projects.

## How was the Plan Developed?

This plan is the result of a seven-month planning process designed to garner “early and ongoing” participation. On a monthly basis, the project team met with a 17-member advisory committee to provide strategic direction, review interim plan deliverables, and prioritize key issues and recommendations. Communitywide events were held at varying times and convenient locations to optimize input and ensure broad participation.

### Advisory Committee Workshops

The 17-member Comprehensive Planning Advisory Committee (CPAC), including the Mayor and City Commissioners, provided interim feedback at important project milestones. Participants represented a diversity of community interests and areas of professional expertise. The group met six times in workshop settings to engage in visioning, mapping, ranking, and discussion exercises. Topics included land use, infrastructure, growth capacity, economic development, and Downtown revitalization.

### Listening Sessions

Listening sessions were useful for identifying preliminary issues and opportunities at the beginning of the plan development process. Approximately 50 community stakeholders participated in one of four small group discussions. These meetings were held at various times and locations convenient to stakeholders, including one listening session located at OakBend Medical Center.



## How will the plan stay updated?

The Comprehensive Master Plan is meant to be a flexible document allowing for adjustment to political, economic, physical, technological, and social conditions - and other unforeseen circumstances that may influence and change the priorities and fiscal outlook of the community. To ensure that it continues to reflect the overall goals of the community and remains relevant and resourceful over time, the plan must be revisited on a regular basis to confirm that the plan elements are still on point and the associated goals, policies, and action statements are still appropriate.

### Annual Progress Report

Once fully established in the coming years, the Planning and Zoning Commission, with the assistance of staff, should prepare an annual progress report for presentation to the Mayor and City Commission. This ensures that the plan is consistently reviewed and that any needed modifications or clarifications are identified for the biennial minor plan amendment process. Ongoing monitoring of consistency between the plan and the City's implementing regulations should be an essential part of this effort.

### Biennial Amendment Process

Plan amendments should occur on at least a biennial (every two year) basis, allowing for proposed changes to be considered concurrently so that the cumulative effect may be understood. When considering a plan amendment, the City should ensure the proposed amendment is consistent with the goals and policies set forth in the plan regarding character protection, development compatibility, infrastructure availability, and other community priorities. Careful consideration should also be given to guard against site-specific plan changes that could negatively impact adjacent areas and uses or detract from the overall character of the area.

### Five-Year Update / Evaluation and Appraisal Report

An evaluation and appraisal report should be prepared every five years. This report should be prepared by City staff with input from various City departments, the Planning and Zoning Commission, and other City boards and commissions. The report process involves evaluating the existing plan and assessing how successful it has been in achieving the community's goals. The purpose of the report is to identify the successes and shortcomings of the plan, look at what has changed over the last five years, and make recommendations on how the plan should be modified in light of those changes.

## Types of Amendments

Two types of revisions to the *Comprehensive Master Plan* may occur: (1) minor amendments and (2) major updates.

### Minor Amendments

This type of amendment may be proposed at any time, such as specific adjustments to the Future Land Use Plan related to particular land development applications or public improvement projects. Minor amendments can be addressed by the City in short order or, if not pressing, may be documented and compiled for a more holistic evaluation through an annual plan review process. For example, this is how and when the results of another specialized plan or study may be incorporated into relevant sections of the plan.

### Major Updates

More significant plan modifications and updates should occur no more than every five years. Major updates involve reviewing the base conditions and anticipated growth trends; re-evaluating the policies and recommendations of the plan—and formulating new ones as necessary; and adding, revising, or removing action statements in the plan based on implementation progress.

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

# Richmond's Top Priority

A

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

#### *Key Recommendations*

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

#### *Other Considerations*

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

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

B

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

#### *Key Recommendations*

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

#### *Other Considerations*

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

C

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

#### *Key Recommendations*

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

#### *Other Considerations*

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

D

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

#### *Key Recommendations*

- Updated land development regulations
- Streamlined development review process

#### *Other Considerations*

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

E

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

#### *Key Recommendations*

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

#### *Other Considerations*

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

# Comprehensive Master Plan Priorities

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

F

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

### Key Recommendations

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

### Other Considerations

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

G

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

### Key Recommendations

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

### Other Considerations

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

H

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

### Key Recommendations

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

### Other Considerations

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

I

## Enhance and preserve Richmond's natural amenities.

### Key Recommendations

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

### Other Considerations

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

J

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

### Key Recommendations

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

### Other Considerations

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



## ORDINANCE NO. 2016-22

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, ADOPTING A TAX RATE FOR TAX YEAR 2016 AND LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHMOND, TEXAS FOR THE 2016-2017 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 2016 has been prepared and certified; and

WHEREAS, a record vote was taken by the City Commission on a proposed tax rate of \$0.735000 on August 15, 2016 and scheduled two public hearings on the proposed tax rate for tax year 2016 to be held on September 2, 2016 at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas and on September 12, 2016 at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas; and

WHEREAS, after notice of two public hearings on the proposed tax rate was published in the Fort Bend Herald newspaper on August 23, 2016 and posted on the City's Internet website, on September 1, 2016, and September 12, 2016, the City Commission held two public hearings on the proposal to adopt a tax rate of \$0.7350 for each \$100 of taxable value which would increase total tax revenues from property on the tax roll by 4.67% and the notice showing the effect of the proposed tax revenue increase was posted on the City's Internet website and any additional notices and actions were completed, as required by law; and

WHEREAS, at each public hearing the City Commission announced that the vote on the proposed tax rate will occur on Monday, September 19, 2016, 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 exceeds the amount of taxes imposed for that purpose in 2015; and

WHEREAS, the City Commission deems it in the public interest to adopt a tax rate for the 2016 tax year that will exceed the effective tax rate; 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 \$0.7350 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 increase total revenue from properties on the tax roll by 4.67% over 2015 tax revenues.

Section 3. The maintenance and operation portion of the tax rate, \$0.5252 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, \$0.2098 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 MORE 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 MORE 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, 2016 and if not paid on or before January 31, 2017 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

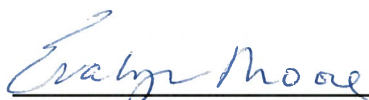


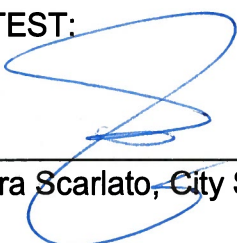
whole or any part or provision hereof other than the part declared to be invalid or unconstitutional,; and the City Commission of the City of Richmond, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or 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 INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.7350, WHICH IS EFFECTIVELY A 2.03 PERCENT INCREASE IN THE TAX RATE."

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

PASSED AND APPROVED on this the 19<sup>th</sup> day of September, 2016.

  
 \_\_\_\_\_  
 Evalyn Moore, Mayor

ATTEST:  
  
 \_\_\_\_\_  
 Laura Scarlato, City Secretary

APPROVED AS TO FORM:  
  
 \_\_\_\_\_  
 Gary W. Smith, City Attorney

Record Vote:	For	Against	
Commissioner Torres:	<u>X</u>	_____	
Commissioner Beard:	<u>X</u>	_____	
Commissioner Drozd	<u>X</u>	_____	
Commissioner Lockhart	<u>—</u>	_____	Not present
Mayor Moore	<u>X</u>	_____	



## ORDINANCE NO. 2016-23

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, 2016 AND ENDING SEPTEMBER 30, 2017, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017; 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, 2016 and ending September 30, 2017 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 2016-2017 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 12, 2016, 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, 2016 and ending on September 30, 2017, 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, 2016 and ending September 30, 2017, 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 2016-2017 Budget, a copy of which is appended hereto as Exhibit A.

Section 4. The City Manager be and 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.

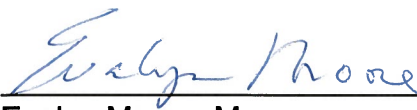
Section 5. The City Commission hereby authorizes the Mayor and the City Manager to sign documents authorizing the payment of funds and to make public expenditures that have been expressly approved and appropriated in this budget.

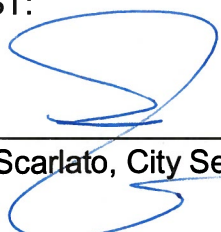
Section 6. The City Manager, or the City Manager's designee, shall cause copies of the budget to be filed with the City Secretary and shall post a copy of the budget as hereby adopted on the City's Internet website in accordance with applicable law.


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 19<sup>th</sup> day of September, 2016.

  
 \_\_\_\_\_  
 Evalyn Moore, Mayor

ATTEST:  
  
 \_\_\_\_\_  
 Laura Scarlato, City Secretary

APPROVED AS TO FORM:  
  
 \_\_\_\_\_  
 Gary W. Smith, City Attorney

Record Vote:	For	Against
Commissioner Torres:	<u>X</u>	_____
Commissioner Beard:	<u>X</u>	_____
Commissioner Drozd	<u>X</u>	_____
Commissioner Lockhart	<u>-</u>	_____ NOT Present

Mayor Moore

X

\_\_\_\_\_

# Exhibit A

## Budget

See Budget Placed in the Vault  
Or City Secretary File



## ORDINANCE NO. 2016-24

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS,  
RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN  
THE 2016-2017 FISCAL YEAR BUDGET FOR THE CITY OF RICHMOND;  
AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2016 and ending September 30, 2017 and adopted by Ordinance No. 2016-23 will requiring raising more revenue from property taxes than in the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2015 and ending September 30, 2016; and

WHEREAS, Section 102.007(c) of the Texas Local Government Code requires the City Commission to take a separate vote to ratify the property tax increase reflected in the 2016-2017 fiscal year budget because it will require raising more revenue from property taxes than was required by the preceding year's budget; 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 City Commission ratifies the property tax increase reflected in the budget for the City of Richmond for the fiscal year beginning October 1, 2016 and ending September 30, 2017. This budget will raise more revenue from property taxes than last year's budget by an amount of \$159,845, or 4.67 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$37,586. The total tax rate is reduced to \$0.7350 from last year's tax rate of \$0.7550 per \$100 of taxable value.

Section 3. *Effective date.* This ordinance shall be effective from and after its approval and adoption.

PASSED AND APPROVED on this the 19<sup>th</sup> day of September, 2016.

*Evalyn Moore*

Evalyn Moore, Mayor

ATTEST:

*[Signature]*

Laura Scarlato, City Secretary

APPROVED AS TO FORM:

*Gary W. Smith*

Gary W. Smith, City Attorney

Record Vote:

For

Against

Commissioner Torres:

X

\_\_\_\_\_

Commissioner Beard:

X

\_\_\_\_\_

Commissioner Drozd

X

\_\_\_\_\_

Commissioner Lockhart

-

\_\_\_\_\_

*Not Present*

Mayor Moore

X

\_\_\_\_\_

**CITY OF RICHMOND, TEXAS**  
**OPERATING INDICATORS BY FUNCTION**  
*Last Ten Fiscal Years*

<b>Function</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Police				
Arrests	577	340	401	501
Accident Reports	182	252	246	239
Citations	4,473	4,467	4,575	3,989
Offense reports	1,845	1,572	1,759	1,650
Calls for Service	62,607	63,036	67,499	58,944
Vehicle Fires	24	26	21	22
Vegetation Fires	27	19	24	50
Trash/dumpster/other fires	35	17	35	42
EMS	1,355	1,612	1,800	1,858
Rescue	303	151	148	188
Hazardous condition/material calls	145	79	176	148
Service Calls	852	836	887	651
Good Intent calls	322	355	314	382
False Alarms	18	16	22	18
Automatic aid/mutual aid given	166	156	152	167
<b>Total Incident Reports</b>	<b>3,274</b>	<b>3,298</b>	<b>3,602</b>	<b>3,557</b>
Fire Safety inspections conducted	495	331	274	340
Fire Safety classes/total audience	52/4101	45/4582	54/3942	57/4134
Fire investigations initiated	33	30	37	37
Building - total permits issued	1,885	1,952	1,567	1,262
Building - total inspections conducted	4,253	3,953	4,320	2,903
Water				
Total Consumption (millions of gallons)	691.921	652.961	723.511	723.511
Peak daily consumption (millions of gallons)	2.984	3.408	3.214	3.214
Average daily consumption (millions of gallons)	1.895	1.788	1.977	1.977
Sewer				
Average daily sewage treatment (millions of gallons)	1.334	1.452	1.376	1.376
Total Consumption (millions of gallons)	486.998	529.939	503.745	503.745
Peak daily consumption (millions of gallons)	3.060	3.566	3.000	3.000

Source: Various City departments



<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
745	280	323	467	353	589
237	209	181	197	207	207
3,611	2,705	3,456	3,897	3,922	2,767
1,413	1,098	973	1,178	1,167	1,056
30,078	26,481	20,475	22,268	22,862	23,168
11	14	11	19	16	16
34	88	16	34	17	17
21	29	72	139	43	10
2,091	1,931	1,646	1,853	2,002	2,346
222	24	153	242	351	369
192	110	220	139	94	162
702	361	418	367	356	308
378	383	174	172	317	151
42	18	421	355	230	484
154	111	150	177	159	167
3,863	3,238	3,230	3,409	3,650	4,100
328	301	270	200	260	247
71/6468	67/6442	69/6444	77/3629	81/3901	78/3800
26	35	35	36	32	12
1,369	2,508	2,206	2,649	2,731	2,638
2,861	4,018	3,961	5,763	8,426	9,105
720.179	971.275	819	825.755	820.761	869.066
3.267	4.445	3.518	3.782	3.666	4.474
1.973	2.661	2.243	2.262	2.248	2.381
1.492	1.415	1.533	1.336	1.341	1.354
546.592	516.391	560.079	487.633	489.465	494.192
2.778	2.717	5.778	3.541	3.908	6.102

**CITY OF RICHMOND, TEXAS**  
**CAPITAL ASSETS STATISTICS BY FUNCTION**  
*Last Ten Fiscal Years*

<b>Function</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Public safety				
Police				
Stations	1	1	1	1
Patrol units	25	25	25	27
Fire				
Fire stations	2	2	2	2
Public Works				
Collection trucks	2	2	10	10
Streets (miles)	44	45	45	45
Parks and recreation				
Parks acreage	235	235	235	235
Parks	3	3	3	3
Water and sewer				
Water mains (miles)	50	50	50	50
Fire hydrants	239	287	287	292
Maximum daily capacity (millions of gallons)	3.167	3.167	3.167	3.167
Sanitary sewers (miles)	44	44	44	44
Storm sewers (miles)	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	2.882	3.060	3.060	3.000

Source: Various City departments

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

<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
1	1	1	1	1	1
27	27	23	23	23	23
3	3	3	3	3	3
10	9	9	9	9	9
45	38	38	38	38	38
235	235	235	246	246	246
3	3	3	4	4	4
50	53	53	54	54	54
292	326	326	342	353	353
3.167	7.171	7	7.171	7.171	7.171
44	44	44	44	44	44
12	12	12	12	12	12
3.000	3.000	3.95	3.95	3.95	3.95

**CITY OF RICHMOND, TEXAS**  
**PRINCIPAL EMPLOYERS**  
*Current Year and Nine Years Ago*

<u>Employer</u>	<u>2016</u>		<u>2006</u>	
	<u>Employees</u>	<u>Rank</u>	<u>Employees</u>	<u>Rank</u>
Fort Bend County	2,509	1	1,794	1
Lamar CISD	1,600	2		
Wal-Mart	275	5	275	5
Access Health	231	6		
City of Richmond	165	7	127	6
Richmond Post Office	104	8	63	8
T.W. Davis YMCA	75	9	105	7
Wharton County Junior College	60	10		
ADM Cotton Mill			40	9
NEPCO Foundry/Matrix Metal			280	4
Office Depot			6	10
<b>Total</b>	<u>7,489</u>		<u>4,340</u>	

Source: Development Corporation of Richmond

**CITY OF RICHMOND, TEXAS**  
**PRINCIPAL PROPERTY TAXPAYERS**  
*Current Year and Nine Years Ago*

Taxpayer	2016			2007		
	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)
Ransom Road Partners LLC	\$ 25,800,000	1	5.3%			
Wal-Mart Real Estate Business Trust	9,223,660	2	1.9%	\$ 9,683,600	1	
LSREF3 Bravo (houston) LLC	8,508,840	3	1.8%	7,943,050		2.4%
Hunter Clayton LLC	8,211,480	4	1.7%	7,377,900	4	2.2%
Wal-Mart Stores Texas LLC	6,913,360	5	1.4%	6,124,830	2	1.9%
OakBend Medical Center	4,998,960	6	1.0%	2,838,160		0.9%
Archer Daniel Midland CO	4,586,570	7	0.9%	7,406,670	3	
CenterPoint Energy Electric	4,271,740	8	0.9%			
Wolverine Mustang LP	3,500,000	9	0.7%			
Wolverine Mustang LP	3,500,000	10	0.7%			
Matrix Metals, LLC				5,661,600	5	1.7%
Heritage Country club Place				5,279,450	6	1.6%
CenterPoint Energy Inc				4,423,440	8	1.3%
Polly Ryon Hospital Authority				3,883,180	7	1.2%
Hobbs & Curry FLP				3,083,230	9	0.9%
Southern Cotton Oil Co				3,008,030	10	0.9%
	<u>79,514,610</u>		<u>16.5%</u>	<u>66,713,140</u>		<u>15.0%</u>
Other taxpayers	403,651,308		83.5%	263,674,312		79.8%
<b>Total Assessed Valuation</b>	<u>\$ 483,165,918</u>		<u>100.0%</u>	<u>\$ 330,387,452</u>		<u>94.8%</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

## BUDGET 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  
CIP: Capital Improvement Plan  
CJD: Criminal Justice Division  
CPAC: Comprehensive Planning Advisory Committee  
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 Safety  
EMT: Emergency Medical Technician  
EOC: Emergency Operations Center  
ETJ: Extra-territorial Jurisdiction  
ETR: Effective Tax Rate

### F

FBC: Fort Bend County  
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: Home Owner'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  
MUD: Municipal Utility District

### N

NIMS: National Incident Management System

### P

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

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  
TSTC: Texas State Technical College  
TxDOT: Texas Department of Transportation

### W

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

# BUDGET 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:**

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 ration 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 it's 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 1<sup>st</sup> 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 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:**

(1) 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:**

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.