



ANNUAL OPERATING BUDGET OCTOBER 1, 2014 - SEPTEMBER 30, 2015



MAYOR EVALYN W. MOORE
COMMISSIONER GLEN GILMORE
COMMISSIONER JESSE TORRES
CITY MANAGER TERRI VELA



RICHMOND: Opportunities have arrived...come see what we're building!

**CITY OF RICHMOND, TEXAS
FISCAL YEAR 2014-2015**

ANNUAL BUDGET





*** BASED ON CERTIFIED TAX INFORMATION ***

(Fort Bend)

In accordance with SB 656

This proposed budget is estimated to raise more total property taxes than last year's budget by \$50,592 , or 1.62% , and of that amount \$50,592 is estimated tax revenue to be raised from new property added to the tax roll this year.

Property Tax Comparison:

	<u>FY 2014</u>	<u>FY 2015</u>
Adopted and Proposed Tax Rate	0.7800	0.7700
Effective Tax Rate	0.7540	0.7705
Effective Maximum Operating Rate	0.7739	0.8136
Maximum Operating Rate	0.8358	0.8787
Debt Tax Rate	0.2362	0.2271
Rollback Tax Rate	0.8019	0.8312

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$21,174,541.65

Record Vote on Tax Rate: (August 18, 2014)

Mayor Moore Aye
Commissioners:
 Gilmore Aye
 Torres Aye

2014-15 BUDGET

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CITY OF RICHMOND, TEXAS

PRINCIPAL OFFICIALS

<u>City Officials</u>	<u>Elective Position</u>	<u>Term Expires</u>
Evalyn W. Moore	Mayor	2017
Glen Gilmore	City Commissioner	2016
Jesse Torres	City Commissioner	2015

<u>Key Staff</u>	<u>Position</u>
Terri Vela	City Manager *
Phyllis A. Ross	Municipal Court Judge*
Dixie Brzozowski	Interim Police Chief
Lenert Kurtz	Public Works Director
Susan Lang	Finance Director
Laura Scarlato	City Secretary
Robert Tobias	Economic Development Director
Michael Youngblood	Fire Chief

* - City Commission Appointive Position



EVALYN W. MOORE
MAYOR

GLEN GILMORE
JESSE TORRES
COMMISSIONERS

City of Richmond

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



July 31, 2014

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

Dear Mayor and Commissioners,

The City staff is pleased to present the Annual Operating Budget for FY 2014-15. The total budget of \$20,781,178 represents an increase of \$2,655,737, or 14.6% change from the FY 2013-14 adjusted budget. This includes General, Water and Sewer, and Debt Service, funds. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

The City continues to grow its existing partnerships with the county, surrounding municipal utility districts and other governmental entities in order to facilitate the growing needs of the community. Through these partnerships, the City is able to expand its sales tax base, meet the mandated surface water conversion and fund projects that will enhance the quality of life for citizens throughout the county seat of Fort Bend. As always, we must balance the limited resources to provide the best possible services for all stakeholders. We believe this budget provides the adequate funding to meet the needs of the citizens for the upcoming year.

ECONOMIC OUTLOOK

The City remains committed to its historic roots while embracing new growth and opportunities for the future. With the passage of the City's Charter and Planning and Zoning, Richmond is poised to embrace economic opportunities which will solidify its position as the seat of Fort Bend County. Although the economic downturn has strained the City's resources in past years, the influx of new nation-wide retail businesses to these areas coupled with strong business/community partnerships have orchestrated an increase in both retail sales and ad valorem taxes enabling the City to continue with community-based projects which will enhance the quality of life in Richmond.

GENERAL FUND

The General Fund revenue of \$13,291,977 can be categorized into five (5) major sources of revenue as follows:

Taxes	\$6,438,625	48.44%
Fines and Fees	3,457,364	26.01%
Intergovernmental	614,988	4.63%
License & Permits	360,000	2.71%
All other	2,421,000	18.21%

This represents a \$959,047 increase in revenue, or 7.8% increase from FY 2013-14.

Ad valorem values for FY 2014-15 are Certified at \$408,242,483 with \$11,180,770 still under review as of certification. The certified values represent a 5.5% increase from FY 2013-14. This can be attributed to \$22,047,710 in new improvements being added to the tax roll with only 12% being from annexed property.

The tax rate for FY 2014-15 is recommended to decrease from \$0.7800 from \$0.7700 per \$100 valuation. The tax rate is divided so that \$.5435 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2265 is reserved for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,270,665 (including penalties and delinquent taxes) or 17% of revenues, with the adoption of the M&O tax rate of \$.5435.

Sales tax revenue is estimated at \$3,307,960 which is a 2.3% increase over the adjusted budget for the FY2013-14 fiscal year. It is still believed this is a cautious estimate given the volatility of sales tax and its direct relation to construction, retail and commercial business and the economic situations of the nation.

The total FY 2014-15 General Fund expenditures are \$12,800,013, an increase of 4% from FY 2013-14 adjusted budget. The fund balance is expected to decrease slightly from FY 2013-14 budget by approximately \$55,166. This still represents \$1,846,250 projected for reserves which equates to 51 days.

General Fund budgetary highlights and objectives are as follows:

- **Codification of City Ordinances:** The codification process continues, and finalization is expected during the FY 2014-15 fiscal year.
- **Comprehensive Master Plan:** The Commission recently passed the Comprehensive Master Plan, and this budget provides the tools to ensure the year long work of Citizens, Commissioners, and others will be set in stone for future generations. A planner and GIS technician have been funded to help facilitate the Planning & Zoning Commission, Interim Regulations and Unified Development Code process.
- **Additional Personnel:**
 - General Government – Communications Technician

- Police Department - Police Officer
 - Fire Department – Inspector
 - Planning Department – Planner
 - Planning Department – GIS Technician
 - Planning Department – Permit Clerk
- **Replacement of Aging Vehicle Fleet/Mobile Equipment:** Continuing the commitment to replace the City’s aging fleet, the FY 2014-15 budget provides for the following vehicle and equipment replacements:
 - Police Department - Replacement of three (3) vehicles - \$119,721
 - Police Department - Nine (9) Coban Video Systems - \$45,900
 - Fire Department – Radio Replacement (Grant Funded) - \$50,000
 - Fire Department – Inspections Vehicle - \$24,500
 - Fire Department – Chief Vehicle - \$19,900
 - Parks Department – Replacement Mower - \$9,600
- **Major Capital Improvements:** One-time purchase items that are funded through excess revenue over expenditures and excess fund balance. No long term debt or leases were necessary to fund these projects.
 - Public Works – City Hall Annex replacement of 2 Air Conditioning Units - \$19,000
 - Vehicle Maintenance – Concrete Parking Lot - \$10,000
 - Information Technology - City Hall Server (60%) \$15,600 and Municipal Court Server - \$26,000
 - Street Department – Street Repairs - \$300,000
- **Central Fire Station:** General obligation and certificate obligation bonds were issued in order to fund the construction of a new building for the Central Fire Station. City staff has been working with an architectural firm during the past fiscal year to finalize plans and take the construction plans to bid..

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 \$9,375,982. This is a 54% increase over FY 2013-14 amended budgeted revenues primarily due to 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 currently under construction.

The other factor contributing to the increase in projected revenue is a calculation which includes an increase to the sewer rates effective January 1, 2015. The City contracted with Water Resources Management to conduct a lengthy study into its water and sewer rate structure and the results of the study concluded that the City should increase the volumetric sewer rates from \$3.00 to \$4.29 per 1,000 gallons of water above the minimum.

Expenditures in the Water and Sewer Fund are proposed at \$8,844,177, which is an increase of \$2,096,353, or 34.5% from FY 2013-14 adopted budget.

Water and Sewer Fund budgetary highlights and objectives are as follows:

- **Additional Personnel:**
 - Water Department – Plant Operator
 - Wastewater Department – Plant Operator

- **Replacement of Aging Fleet/Mobile Equipment:** The City is committed to providing the best resources available to meet the needs of our community. This budget provides for the replacement the following:
 - Water Department – Plant Operator Vehicle - \$26,000
 - Wastewater Department – Plant Operator Vehicle - \$26,000

- **Major Capital Improvements:** One-time purchase items that are funded through excess revenue over expenditures and excess fund balance. No long term debt or leases were necessary to fund these projects.
 - Accounting & Collecting – City Hall Server (40%) - \$10,400
 - Water Department – West Laurel Oaks Water Line - \$50,000
 - Water Department – Ransom Rd 300,000 Gallon Elevated Storage Tank Rehabilitation - \$142,350
 - Water Department – New 500,000 Gallon Elevated Storage Tank (Edgar) - \$1,452,000
 - Water Department – Williams Way Water Line Up-sizing difference - \$25,000
 - Wastewater Department – Wastewater Line replacement – Thompson Hwy. from Oak Creek to FM 1640 - \$200,000
 - Wastewater Department – Wastewater Line replacement/erosion control – Jane Long/Lettie - \$100,000

Additional budget and Capital Improvements highlights:

- **Technology Improvements:** Funding is provided the replacement of computers, software upgrades, voice-over-IP telephone system upgrades, and GIS system tools which will enhance virtually all city facilities and functions.
- **CDBG Grant Funds:** The city has once again received award notification of funding for sanitary sewer system upgrades and improvements through the Community Development Block Grant program.
- **Wessendorff Park/Lake Richmond:** Partnering with local foundations, Richmond Development Corporation and Texas Parks and Wildlife, the City will be entering phase two of the construction of a nature trail system and lake to enhance the quality of life in the community. Once complete, this venue will be a focal point for community life just off the beaten path of historic downtown Richmond.

A supplemental Five-Year Capital Improvement plan is attached to this budget in order to help City leaders with future planning for funding requirements. Staff will provide alternative funding sources, including a possible bond election in order to finance the growing needs of the community.

I believe the efforts of all involved have resulted in a sound financial plan that aligns the ever increasing demands on the City's limited financial resources. The cooperation and commitment of the City Commission and employees is greatly appreciated in preparing this financial plan.

Respectively Submitted,

Terri Vela
City Manager





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richmond
Texas**

For the Fiscal Year Beginning

October 1, 2013

Executive Director



APPROVED CAPITAL PROJECTS FY 2014-2015

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 expenditures for FY 2014-2015:

Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budget
Capital Outlay	General	Street	Self Propelled Sweeper (pmt 3 of 3)	14,391	Capital Lease	\$0 – Would replace 3 crews and vehicles needed to cover same amount of area. Less fuel and vehicle maintenance required overall
Capital Outlay	General	Street	Replacement Dump Truck (pmt 2 of 4)	21,370	Capital Lease	(\$1,000) – Replaces 25 year old model with numerous maintenance issues
Capital Outlay	General	Police	Patrol Vehicles Replacement (3)	119,721	Excess Reserves	(\$750) – Replaces 10+ year old vehicles which have exceeded the recommended life of 5 years in service.
Capital Outlay	General	Police	Coban Mobile Video Systems	45,900	Excess Reserves	\$0 – Replacement of technology no longer supported
Capital Outlay	General	Fire	Replacement Vehicle	19,900	Excess Reserves	(\$1,000) – Replaces 12+ year old vehicle which is costing more to maintain
Capital Outlay	General	Fire	Inspection Vehicle	24,500	Excess Reserves	\$2,000 fuel - Increase to fleet for new position
Capital Outlay	General	Fire	Portable & Mobile Radios	50,000	Grant Funds	(\$2,000) – Savings of repair costs for aging radios
Capital Outlay	General	Parks	Finish cut mower	9,600	Excess Reserves	\$0 – Replaces 11 year old finish cut mower
Capital Outlay	Water/ Sewer	Water	Plant Operator Vehicle	26,000	Excess Reserves	\$2,000 fuel – Increase to fleet for new position
Capital Outlay	Water/ Sewer	Wastewater	Plant Operator Vehicle	26,000	Excess Reserves	\$2,000 fuel – Increase to fleet for new position
			Total Capital Outlay	357,382		

Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budget
Capital Improvements	General	Public Works	Replacement of 2 Air Conditioning Units at City Hall Annex	19,000	Excess Reserves	(\$1,000) – Savings in repair costs to maintain
Capital Improvements	General	Vehicle Maintenance	Addition of Concrete Parking Lot	10,000	Excess Reserves	\$0 – improves gravel parking lot
Capital Improvements	General & Water/Sewer	General & Acctng & Collecting	Replacement of City Hall Network Server	26,000	Excess Reserves	\$500 – annual maintenance and warranty cost
Capital Improvements	General	Municipal Court	Replacement of Municipal Court Network Server	26,000	Excess Reserves	\$500 – annual maintenance and warranty cost
Capital Improvements	General	Street	Street Repairs and replacement	300,000	Excess Reserves	
Capital Improvements	Water/Sewer	Water	West Laurel Oaks Water Line Replacement	50,000	Excess Reserves	
Capital Improvements	Water/Sewer	Water	Ransom Rd 300,000 Gallon Elevated Storage Tank Rehab	142,350	Excess Reserves	(\$15,000) – Savings in repair and maintenance costs
Capital Improvements	Water/Sewer	Water	500,000 Gallon Elevated Storage Tank	1,452,000	Excess Reserves	\$5,000 – annual maintenance
Capital Improvements	Water/Sewer	Water	Williams Way Water Line Up-Sizing difference	25,000	Excess Reserves	
Capital Improvements	Water/ Sewer	Wastewater	Wastewater Line – Thompson Hwy from Oak Creek to FM 1640	200,000	Excess Reserves	
Capital Improvements	Water/Sewer	Wastewater	Wastewater Line erosion control – Jane Long Lettie	100,000	Excess Reserves	
Capital Improvements	CDBG	CDBG	Sanitary Sewer Improvements	220,000	Grant Funds	
			Total Capital Improvements	2,570,350		

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.
- 1836- Community evacuated during the Runaway Scrape, as Mexican troops pressed forward in the Texas revolution. Wylie Martin, leading the rear guard, defended the Brazos River crossing against Santa Anna's troops, but was maneuvered out of position and opened the path for the Mexican march to San Jacinto.
- 1837- Fort Bend County established and Richmond incorporated by the Republic of Texas as the county seat.
- 1839- First church organized in Richmond. First newspaper, the weekly *Telescope and Texas Literary Register*, published.
- 1851- Richmond's cityscape included a brick courthouse, two stores, a Masonic Lodge, the Methodist church, and the Richmond Male & Female Academy.
- 1853- Yellow fever epidemic swept through Richmond.
- 1855- Buffalo Bayou, Brazos, and Colorado Railway pulled into town.
- 1859- Richmond's business district bustled, and the town was a 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.
- 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.
- 1890- Richmond's population dropped to 1,500 due to movement to surrounding cities.
- 1899- Brazos River Flood. After more than 9 inches of rainfall in 11 days in June, the Brazos River flooded. More than 280 died and thousands were left homeless.

- 1900- The Great Storm swept through Fort Bend County. Although the September hurricane devastated Galveston (killing between 6,000-8,000 and destroying a third of the city) building across Fort Bend County and Richmond suffered only structural damage. The storm pushed across the plains and Great Lakes, into Canada before moving to sea north of Halifax, Nova Scotia.
- 1920- Richmond's population dropped again to 1,276. Oil was discovered in Fort Bend County.
- 1930- Richmond's population increased to 1,432. Sidewalks extended through town, a new swimming pool and municipal water system were built. Although the Great Depression affected agricultural production, there was enough cotton to keep two gins running. Richmond had a massive irrigation system that fed water to the rice fields. A traveler remarked that Richmond's "fine old white frame residences of the plantation type" gave the town "an air of the Deep South"
- 1940's-Richmond's population grew to over 2,000. Residents began moving to this area while commuting to jobs in the City of Houston.
- 1960- Richmond's population grew to 3,668.
- 1990- Richmond's population had grown to 9,801.
- 2013- Charter Election - Home Rule Charter
Richmond's population stands at 12,292

HISTORIC POINTS OF INTEREST

Historic points of interest in Richmond include:

- 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

CITY OF RICHMOND FACTS

GOVERNMENT

Type	Home Rule
Zoning Regulations	Yes
Planning Commission	Yes
Economic Dev Corp	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)	7.0
Current Load (MGPD)	3.0
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	28,403
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	Holy Rosary Catholic Calvary Episcopal
Elementary/High	Living Waters Christian

LIBRARIES

George Memorial	199,291 Volumes
-----------------	-----------------

CHURCHES

Catholic	2
Other	18

HOSPITAL

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

EMS

Units	3
Staff	18
Average Response Time	4 Minutes

Intermediate Care Facility	1
Adult Day Care Center	1
Home Nursing Service	2
Nursing Homes	2
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

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 two Commission members. The Mayor and Commission members are all elected at large for staggered three-year terms, with no term limits. The City Commission is responsible, among other things, for passing ordinances, adopting the budget and hiring of the City's manager and municipal judge.

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

CITY OF RICHMOND FISCAL/OPERATING POLICIES

BUDGET PROCESS

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

Submission of Budget and Budget Message

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

Budget Message

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

Budget a Public Record

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

Public Hearing on Budget

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

Proceeding on Adoption of Budget

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

Budget Appropriation and Amount to be Raised by Taxation

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

Amending the Budget

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

Certification; Copies Made Available

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

Capital Program

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

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

The following is a detailed calendar of the budget process.

May 27, 2014	Budget Kick-off Meeting
June 10, 2014	Departmental Budget Worksheets and forms due to Finance.
June 23-27, 2014	Departmental budget meetings with City Manager and Finance staff.
July 20, 2014	Deadline for ARB to approve appraisal records.
July 25, 2014	Tax roll certification by Chief Appraiser (official date).
August 4, 2014	Budget and Budget Message Delivered to City Commission Special Meeting (Per Charter Sec. 7.05– Commission shall name the date and place of a public hearing and shall have published in official newspaper no less than 10 days before – Set <u>Public Hearing for Budget 8/18/14</u>)
August 6, 2014	Copy of budget filed with City Secretary for Public view PUBLICATION: <u>Notice: Public Hearing on Budget, Notice: Budget Available for Public Inspection</u>
August 7, 2014	Calculation of effective & rollback Tax Rates.
August 18, 2014	PUBLICATION: of effective and rollback tax rates; statement and schedules; submission to governing body.
August 18, 2014	Tax Rate Presentation. Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower) take record vote and schedule public hearings.
August 18, 2014	Public Hearing on Budget
August 18, 2014	Budget Workshop - Revenues
August 20, 2014	PUBLICATION <u>Notice: Public Hearing on Tax Increase</u>
August 27, 2014	Public Hearing on Tax Increase Special Meeting
August 27, 2014	Budget Workshop – Proposed Expenditures
September 3, 2014	PUBLICATION: <u>Notice: Public Hearing on Tax Increase</u> 2 nd Qtr Page Ad
September 8, 2014	2 nd Public Hearing - Tax Increase (Special Meeting if necessary)
September 15, 2014	MEETING TO ADOPT FY 2014-15 Budget and Tax Rate. September 19, 2014 PUBLICATION: <u>Notice of budget availability.</u>

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 City is reviewing its policy and strategy for the unreserved fund balance and allowing the fund balance to increase to 5% of operating expenses. Following its recent review of the City's strategic plan, the Commission is considering raising the unreserved, undesignated fund balance policy in the future.

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.

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.

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***
 - ✓ **General Government**
 - Provide city services to citizens of Richmond in the most efficient and effective manner possible
 - Work to implement most economical rate for surface water
 - ✓ **Information Technology**
 - Encode 180 installation. 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
 - 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.
 - ✓ **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
 - ✓ **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
 - ✓ **Water**
 - Provide customers with a high standard of courteous and effective service responsive to the individual customer's need

- ✓ **Fire**
 - Provide a plan review and permitting process with a five (5) day turnaround for paperwork
 - Maintain a project status board for all projects being managed within the city
 - ✓ **Parks**
 - Continuously seek ways to improve service to citizens and visitors 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
 - ✓ **Development Corporation**
 - Create new branding and marketing of the City to better reach Developers and the community
 - Work to increase our sales tax revenue by attracting new retail, restaurants, residents and mixed-use developments to I-69 and FM-359
 - ✓ **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
 - ✓ **Customer Service**
 - Process payments in person, over the phone and online in an accurate manner to encourage, promote and welcome expanding residential and business growth and development
 - Continue to implement online and draft payment methods to customers.
 - Continue to implement credit card payment method for walk0in and by phone customers
 - ✓ **Meter**
 - To replace meters accordingly so as to encourage, promote and welcome expanding residential and business growth and development
- ***provide safe, secure, family-oriented communities;***
 - ✓ **Information Technology**
 - Provide proactive support on UPSs, data back-up and hardware
 - ✓ **Street**
 - Maintain and update street and regulatory sign inventory program
 - ✓ **Sanitation Department**
 - Continue to provide foremost services with an efficient use of resources
 - ✓ **Public Works**
 - Increase neighborhood-wide clean-ups to provide safe, secure, family-oriented communities

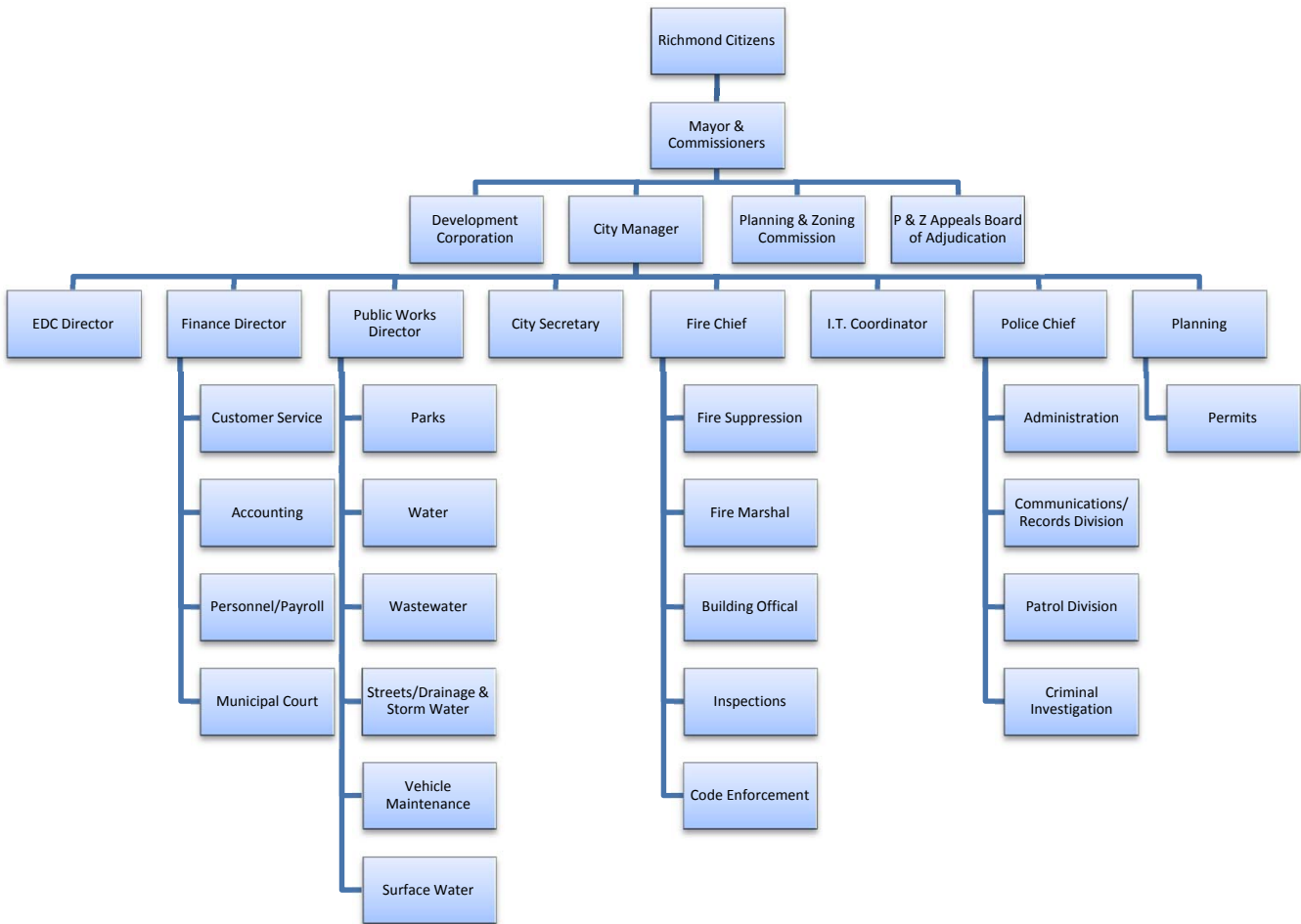
- ✓ **Police**
 - Increase the number of warrants served to provide safe, secure, family-oriented communities
 - ✓ **Fire**
 - Deliver fire prevention and water safety classes to all schools in our jurisdiction
 - ✓ **Parks**
 - Improve the customer-related content pages on the Parks Website to show the City has safe, secure, family-oriented communities
 - ✓ **Wastewater**
 - Continue the implementation of the SSO Initiative
 - ✓ **Water**
 - Operate and maintain the water production and distribution infrastructure in order to deliver safe, clean, reliable potable water for use by the Citizens of Richmond
- ***influence, foster and maintain the interest of safety;***
 - ✓ **General Government**
 - Work to implement most economical rate for surface water
 - ✓ **Vehicle Maintenance Department**
 - Continue to provide foremost services with an efficient use of resources
 - ✓ **Street**
 - Provide a minimum of 8 hours of continuing education for each employee so as to influence, foster and maintain interest in public safety
 - Complete street maintenance, repairs and construction that has been approved in budget so as to influence, foster, maintain interest in public safety
 - ✓ **Public Works**
 - To add two more customer-related content pages to Public Works Website
 - ✓ **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
 - ✓ **Fire**
 - Reduce response times to an average of less than 5 minutes and 30 seconds
 - ✓ **Municipal Court**
 - Seek opportunities to protect and serve our citizens
 - ✓ **Water**
 - To achieve and maintain compliance with all applicable Local, State, and Federal environmental laws and policies regarding ground water protection

- ✓ **Wastewater**
 - Deliver Re-Use water to GRP partners while influencing, fostering and maintaining the interest of safety
 - Finalize Construction of Re-Use components at Richmond Regional WWTP

- ***protect and preserve well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.***
 - ✓ **General Government**
 - Improve records imaging and indexing system
 - ✓ **Fire**
 - Conduct 100% of existing business inspections
 - Research and implement mapping, reporting, and information software to be used for pre-plans and emergency response situations. (Street-wise program)
 - ✓ **Janitorial**
 - 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
 - ✓ **Accounting & Collecting**
 - Provide services, tools and open communication to create an environment where individuals are treated fairly and consistently
 - ✓ **Wastewater**
 - Initiate construction of water reclamation project at Richmond Regional WWTF
 - ✓ **Development Corporation**
 - Create a Small Business Accelerator in the Richmond Historic District to facilitate the growth of our existing and emerging business community

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2014-2015

Overview





**Summary of Personnel
(Full-time Equivalent Positions)**

Fund/Department Position Title	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
GENERAL FUND:				
General Government (5100)				
City Manager	1	1	1	
Assistant City Manager	1	0	0	
Economic Development Coordinator	0	1	1	
City Secretary	0.5	1.5	1	
Human Resources Coordinator	1	1	0	
Communications Coordinator	0	0	1	
Administrative Assistant	1	0	0	
Subtotal	<u>4.5</u>	<u>4.5</u>	<u>4</u>	-11%
Public Works (5105)				
Public Works Director	1	1	1	
Executive Secretary	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Vehicle Maintenance (5110)				
Mechanic 1	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Information Technology (5115)				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Streets (5120)				
Street Superintendent	1	1	1	
Street Foreman	1	1	1	
Street Crew Chief	1	1	1	
Equipment Operator 1	4	4	4	
Equipment Operator II	3	3	3	
Equipment Operator II/Sign Tech	1	1	1	
Part-time Laborer	0.475	0.475	0.475	
Subtotal	<u>11.475</u>	<u>11.475</u>	<u>11.475</u>	0%

**Summary of Personnel
(Full-time Equivalent Positions)**

Fund/Department Position Title	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
Police (5140)				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Lieutenant	3	3	4	
Patrol Sergeant	3	3	3	
Master Sergeant	1	1	0	
Patrol Corporal	3	3	3	
Detective	3	4	3	
Crime Scene Technician	2	2	2	
Police Officer	12	14	16	
Administrative Assistant	1	1	1	
Dispatcher	7	8	8	
Police Records Specialist	1	1	1	
Subtotal	<u>38</u>	<u>42</u>	<u>43</u>	2%
Fire (5150)				
Fire Chief	1	1	1	
Fire Marshal	1	1	1	
Building Official	1	1	1	
Inspector/Investigator/Firefighter	3	3	4	
Assistant Fire Chief	1	1	1	
Battalion Chief	3	3	3	
Lieutenant	6	9	9	
Firefighters (3 positions grant funded)	21	18	18	
Administrative Assistant	1	1	1	
Records Specialist	1	1	1	
Permits Specialist	1	1	2	
Part-time Firefighters	6.65	5.99	5.99	
Subtotal	<u>46.65</u>	<u>45.99</u>	<u>47.99</u>	4%
Parks (5160)				
Park Superintendent/Code Enforcement Officer	1	1	1	
Crew Chief	2	2	2	
Maintenance Worker I	4	4	4	
Subtotal	<u>7</u>	<u>7</u>	<u>7</u>	0%
Janitorial (5170)				
Custodian	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%

**Summary of Personnel
(Full-time Equivalent Positions)**

Fund/Department Position Title	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
Municipal Court (5180)				
Court Administrator	0	1	1	
Court Clerk/Associate Judge	0	0	0	
Court Clerk	2	2	2	
Bailiff	1	1	1	
Subtotal	<u>3</u>	<u>4</u>	<u>4</u>	0%
TOTAL GENERAL FUND	<u><u>118.625</u></u>	<u><u>122.965</u></u>	<u><u>125.465</u></u>	2%
WATER AND SEWER FUND:				
Accounting & Collecting (5200)				
Finance Director	1	1	1	
Finance Manager	0	0	1	
Human Resources Coordinator	0	0	1	
Accountant	2	2	2	
Subtotal	<u>3</u>	<u>3</u>	<u>5</u>	67%
Customer Service (5210)				
Supervisor	1	1	1	
Utility Clerk	3	3	3	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%
Meter (5215)				
Water Meter Foreman	1	1	1	
Water meter Worker	3	3	3	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%
Water (5220)				
Water Superintendent	1	1	1	
Foreman	1	2	1	
Crew Chief	1	1	2	
Water Operations Coordinator	0	0	0	
Plant Operator	1	0	2	
Cross Connection Foreman	1	1	1	
Maintenance Operator I	4	5	1	
Maintenance Worker I	3	1	5	
Heavy Equipment Operator	1	1	0	
Subtotal	<u>13</u>	<u>12</u>	<u>13</u>	8%

**Summary of Personnel
(Full-time Equivalent Positions)**

Fund/Department Position Title	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
Wastewater (5230)				
Wastewater Superintendent	1	1	1	
Wastewater Coordinator	0	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Operator I	0	0	1	
Operator II	4	4	3	
Operator III	1	1	1	
Maintenance Worker II	2	2	2	
Maintenance Worker I	0	0	1	
Subtotal	<u>10</u>	<u>11</u>	<u>12</u>	9%
TOTAL WATER AND SEWER FUND	<u><u>34</u></u>	<u><u>34</u></u>	<u><u>38</u></u>	12%
TOTAL ALL FUNDS	152.625	156.965	163.465	4%

Full-time Positions:	157
Part-time Positions:	<u>6.465</u>
TOTAL FULL-TIME EQUIVALENTS:	163.465

CITY OF RICHMOND, TEXAS
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years

Fiscal Year	Population	Personal Income	Per Capita Personal Income (1)	Median Age (1)	School Enrollment (2)	Unemployment Rate (3)
2004	13,093	n/a	n/a	30	1,388	5.1%
2005	13,434	n/a	n/a	30	1,343	5.2%
2006	13,775	n/a	n/a	30	1,951	4.7%
2007	14,372	n/a	n/a	31	2,051	4.2%
2008	13,404	\$ 228,980,532	\$ 17,083	31	2,153	5.5%
2009	13,493	205,026,135	15,195	30	1,983	6.1%
2010	13,532	263,914,596	19,503	30	2,524	8.3%
2011	11,679	207,792,768	17,792	30	1,989	7.6%
2012	12,067	183,358,065	15,195	30.50	3,089	7.0%
2013	12,292	239,866,088	19,514	31.90	2,851	5.5%

n/a - information is unavailable

Data Sources:

- (1) Bureau of the Census
- (2) Lamar Consolidated Independent School District
- (3) Texas Workforce Commission

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

Function	2004	2005	2006	2007
Police				
Arrests	618	641	577	340
Accident Reports	212	200	182	252
Citations	6,298	5,513	4,473	4,467
Offense reports	2,040	2,163	1,845	1,572
Calls for Service	61,919	67,077	62,607	63,036
Fire				
Structural Fires	32	37	27	31
Vehicle Fires	26	14	24	26
Vegetation Fires	12	26	27	19
Trash/dumpster/other fires	26	18	35	17
EMS	1,240	1,331	1,355	1,612
Rescue	355	166	303	151
Hazardous condition/material calls	133	178	145	79
Service Calls	1,151	1,057	852	836
Good Intent calls	320	451	322	355
False Alarms	10	16	18	16
Automatic aid/mutual aid given	123	153	166	156
Total Incident Reports	3,428	3,447	3,274	3,298
Fire Safety inspections conducted	203	382	495	331
Fire Safety classes/total audience	58/4830	57/3876	52/4101	45/4582
Fire investigations initiated	38	50	33	30
Building - total permits issued	1,087	1,296	1,885	1,952
Building - total inspections conducted	2,280	2,619	4,253	3,953
Water				
Total Consumption (millions of gallons)	597.993	625.965	691.921	652.961
Peak daily consumption (millions of gallons)	2.395	2.898	2.984	3.408
Average daily consumption (millions of gallons)	1.850	2.051	1.895	1.788
Sewer				
Average daily sewage treatment (millions of gallons)	1.518	1.294	1.334	1.452
Total Consumption (millions of gallons)	555.021	472.281	486.998	529.939
Peak daily consumption (millions of gallons)	3.610	2.882	3.060	3.566

Source: Various City departments

<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
401	501	745	280	323	467
246	239	237	209	181	197
4,575	3,989	3,611	2,705	3,456	3,897
1,759	1,650	1,413	1,098	973	1,178
67,499	58,944	30,078	26,481	20,475	22,268
23	31	16	169	99	89
21	22	11	14	11	19
24	50	34	88	16	34
35	42	21	29	72	139
1,800	1,858	2,091	1,931	1,646	1,853
148	188	222	24	153	242
176	148	192	110	220	139
887	651	702	361	418	367
314	382	378	383	174	172
22	18	42	18	421	355
152	167	154	111	150	177
3,602	3,557	3,863	3,238	3,230	3,409
274	340	328	301	270	200
54/3942	57/4134	71/6468	67/6442	69/6444	77/3629
37	37	26	35	35	36
1,567	1,262	1,369	2,508	2,206	2,649
4,320	2,903	2,861	4,018	3,961	5,763
723.511	723.511	720.179	971.275	819	825.755
3.214	3.214	3.267	4.445	3.518	3.782
1.977	1.977	1.973	2.661	2.243	2.262
1.376	1.376	1.492	1.415	1.533	1.336
503.745	503.745	546.592	516.391	560.079	487.633
3.000	3.000	2.778	2.717	5.778	3.541

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

Function	2004	2005	2006	2007
Public safety				
Police				
Stations	1	1	1	1
Patrol units	20	23	25	25
Fire				
Fire stations	2	2	2	2
Public Works				
Collection trucks	2	2	2	2
Streets (miles)	44	44	44	45
Parks and recreation				
Parks acreage	233	235	235	235
Parks	2	3	3	3
Water and sewer				
Water mains (miles)	48	50	50	50
Fire hydrants	223	234	239	287
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)	3.712	3.610	2.882	3.060

Source: Various City departments

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

<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
1	1	1	1	1	1
25	27	27	27	23	23
2	2	3	3	3	3
10	10	10	9	9	9
45	45	45	38	38	38
235	235	235	235	235	246
3	3	3	3	3	4
50	50	50	53	53	54
287	292	292	326	326	342
3.167	3.167	3.167	7.171	7	7.171
44	44	44	44	44	44
12	12	12	12	12	12
3.060	3.000	3.000	3.000	3.95	3.95

CITY OF RICHMOND, TEXAS
PRINCIPAL EMPLOYERS
Current Year and Eight Years Ago (1)

Employer	2013		2005	
	Employees	Rank	Employees	Rank
Fort Bend County	2,290	1	1,708	1
Richmond State School	1,320	2	1,307	2
Oak Bend Hospital	660	3	650	3
Wal-Mart	278	4	475	4
Access Health	202	5		
City of Richmond	150	6	119	6
T.W. Davis YMCA	124	7	95	7
Richmond Post Office	104	8	54	8
ADM Cotton Mill	38	9	48	9
NEPCO Foundry/Matrix Metal	35	10	144	5
Sears			20	10
Total	5,201		4,620	

(1) Information only available for the last nine years

Source: Personnel department of each employer above

Note: Information on total City employment was unavailable.

Top Taxpayers

	2015			2014		
	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value
Ransom Road Partners LLC	11,242,810	1	2.69%	3,594,520	8	0.90%
Wal-Mart Real Estate Business Trust	9,546,780	2	2.28%	9,686,370	2	2.42%
Wal-Mart Stores Texas LLC	9,385,580	3	2.24%	9,394,300	3	2.35%
Hunter Clayton LLC	6,661,870	4	1.59%	6,661,870	5	1.66%
G&I VI Country Club Place LP	6,110,860	5	1.46%	8,201,970	4	2.05%
Archer Daniel Midland CO	4,733,480	6	1.13%	9,918,070	1	2.48%
OakBend Medical Center	4,484,590	7	1.07%	4,365,210	6	1.09%
Centerpoint Energy Electric	4,113,660	8	0.98%	4,343,410	7	1.08%
Golfview Holdings LLC	3,771,380	9	0.90%	3,518,930	9	0.88%
Wolverine Lamar LP	3,263,000	10	0.78%			
Southern Cotton Oil Co				3,207,180	10	0.80%
Subtotal	63,314,010		15.14%	62,891,830		15.71%
Other taxpayers	354,991,166		84.86%	337,545,013		84.29%
Total certified roll	418,305,176		100.00%	400,436,843		100.00%



TAX REVENUE and DISTRIBUTION

	Actual 2012-2013		Budget 2013-2014		Budget 2014-2015	
Real Estate	\$570,741,110		\$583,744,970		\$624,647,395	
Personal Property	\$64,369,351		\$69,445,521		\$61,290,328	
Total Tax Roll	\$635,110,461		\$653,190,491		\$685,937,723	
Homestead cap adj.	\$1,252,370		\$2,416,630		\$2,109,675	
Exempt Property	\$255,301,710	40%	\$261,775,720	40%	\$262,146,380	38%
Productivty Loss	\$6,840,980		\$6,863,930		\$6,785,580	
Disabled Vet.	\$1,215,460		\$1,504,898		\$1,666,550	
Over 65	\$3,805,750		\$3,819,650		\$3,962,230	
Misc. Exemptions	\$469,699		\$563,029		\$1,024,825	
Total Exemptions	\$268,885,969	42%	\$276,943,857	42%	\$277,695,240	40%
Under ARB Review	\$9,379,730		\$24,190,209		\$10,062,693	
Total Tax Value	\$375,604,222		\$400,436,843		\$418,305,176	4.46%
Tax Rate per \$100	0.7865		0.7800		0.7700	
Est. Tax Levy	\$2,954,127		\$3,123,407		\$3,220,950	
% of Collections	98%		98%		98%	
Est. Collections	\$2,895,045		\$3,060,939		\$3,156,531	
Delinquent Collections	\$69,000		\$70,000		\$25,000	
Est. Funds	\$2,964,045		\$3,130,939		\$3,181,531	
M & O Revenue	\$2,051,587		\$2,182,806		\$2,243,186	
Debt Service	\$912,229		\$948,133		\$938,345	
Development Corp.	\$202,000		\$248,125		\$254,538	
Water and Sewer	\$228,643		\$142,100		\$140,900	
M & O Rate	0.5436		0.5438		0.5429	
Debt Service Rate	0.2429		0.2362		0.2271	

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015



**COMBINED REVENUES and EXPENDITURES
GENERAL, W/S and DEBT SERVICE FUND
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

REVENUES

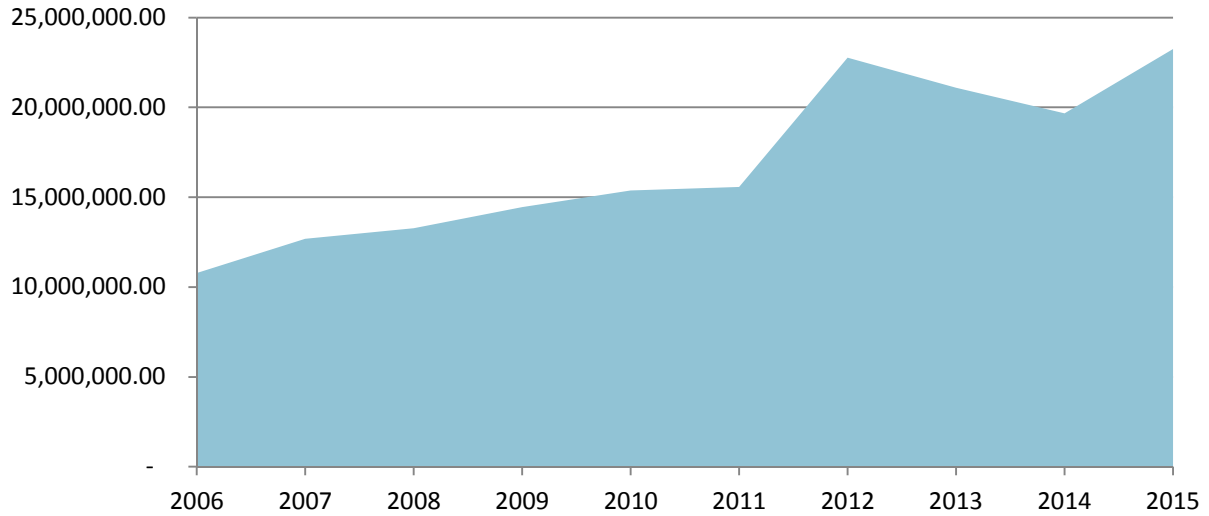
ACCOUNT DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015
PROPERTY TAX-CURRENT	\$2,895,045	\$3,060,939	\$2,630,496	\$3,576,969
PROPERTY TAX-DEL.	\$69,000	\$70,000	\$23,855	\$25,000
TOTAL PROPERTY TAX	\$2,964,045	\$3,130,939	\$2,654,351	\$3,601,969
WATER SALES & SERVICE	\$3,169,612	\$3,059,000	\$3,059,000	\$3,155,485
SEWER SALES & SERVICE	\$2,450,518	\$2,385,000	\$2,385,000	\$2,754,040
TAX PENALTY AND INT	\$44,005	\$55,000	\$43,293	\$50,000
SALES TAX-STATE	\$3,124,420	\$3,234,574	\$3,271,229	\$3,365,806
GARBAGE COLL. FEES	\$1,392,481	\$1,354,000	\$1,432,689	\$1,460,000
LICENSES AND PERMITS	\$378,338	\$300,000	\$364,951	\$360,000
INSPECTION FEES	\$96,888	\$113,000	\$101,181	\$113,000
UTILITY GROSS RECPTS.	\$749,861	\$820,000	\$815,122	\$810,000
COURT FINES	\$379,849	\$350,000	\$407,968	\$425,000
MISCELLANEOUS	\$2,244,296	\$684,100	\$682,866	\$2,314,360
INTERGOVT. REVENUE	\$475,535	\$475,535	\$475,535	\$614,988
RENT	\$6,750	\$5,400	\$9,300	\$0
FIRE PROTECTION FEES	\$1,051,523	\$1,165,615	\$1,328,524	\$1,451,364
INTERFUND TRANSFERS	\$2,555,459	\$2,515,225	\$2,657,438	\$2,748,438
INTEREST	\$11,586	\$24,000	\$24,000	\$15,000
TOTAL REVENUES	\$21,095,166	\$19,671,388	\$19,712,447	\$23,239,450

EXPENDITURES

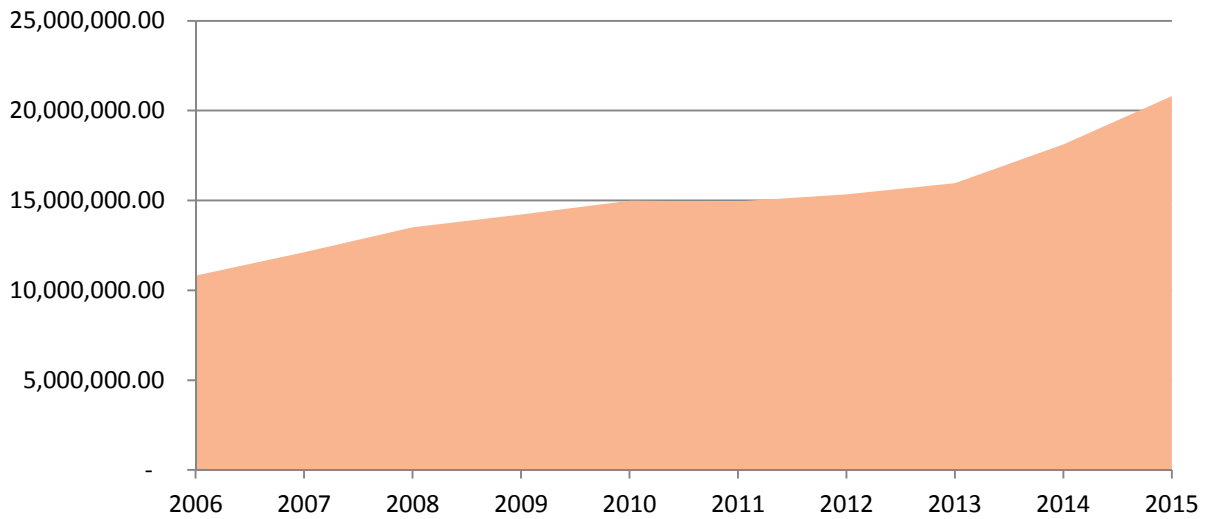
SALARIES, WAGES	\$9,371,789	\$10,375,488	\$10,327,157	\$11,156,214
MATL., SUPPL. & SERV.	\$4,865,686	\$5,286,335	\$5,287,132	\$6,065,884
CAPITAL OUTLAY	\$318,500	\$985,443	\$1,066,272	\$2,112,938
Subtotal EXPENSES	\$14,555,975	\$16,647,266	\$16,680,561	\$19,335,036
DEBT SERVICE	\$1,189,452	\$1,336,075	\$1,336,075	\$1,338,350
DEBT SERVICE-WATER & SEV	\$223,235	\$142,100	\$142,100	\$140,900
TOTAL EXPENDITURES	\$15,968,662	\$18,125,441	\$18,158,736	\$20,814,286
EXCESS REV./EXP.	\$5,126,504	\$1,545,948	\$1,553,711	\$2,425,164
PRIOR YEAR SURPLUS	\$36,811,556	\$41,938,060	\$41,938,060	\$43,484,007
ANT. SURPLUS BALANCE	\$41,938,060	\$43,484,007	\$43,491,771	\$45,909,171

FINANCIAL TRENDS

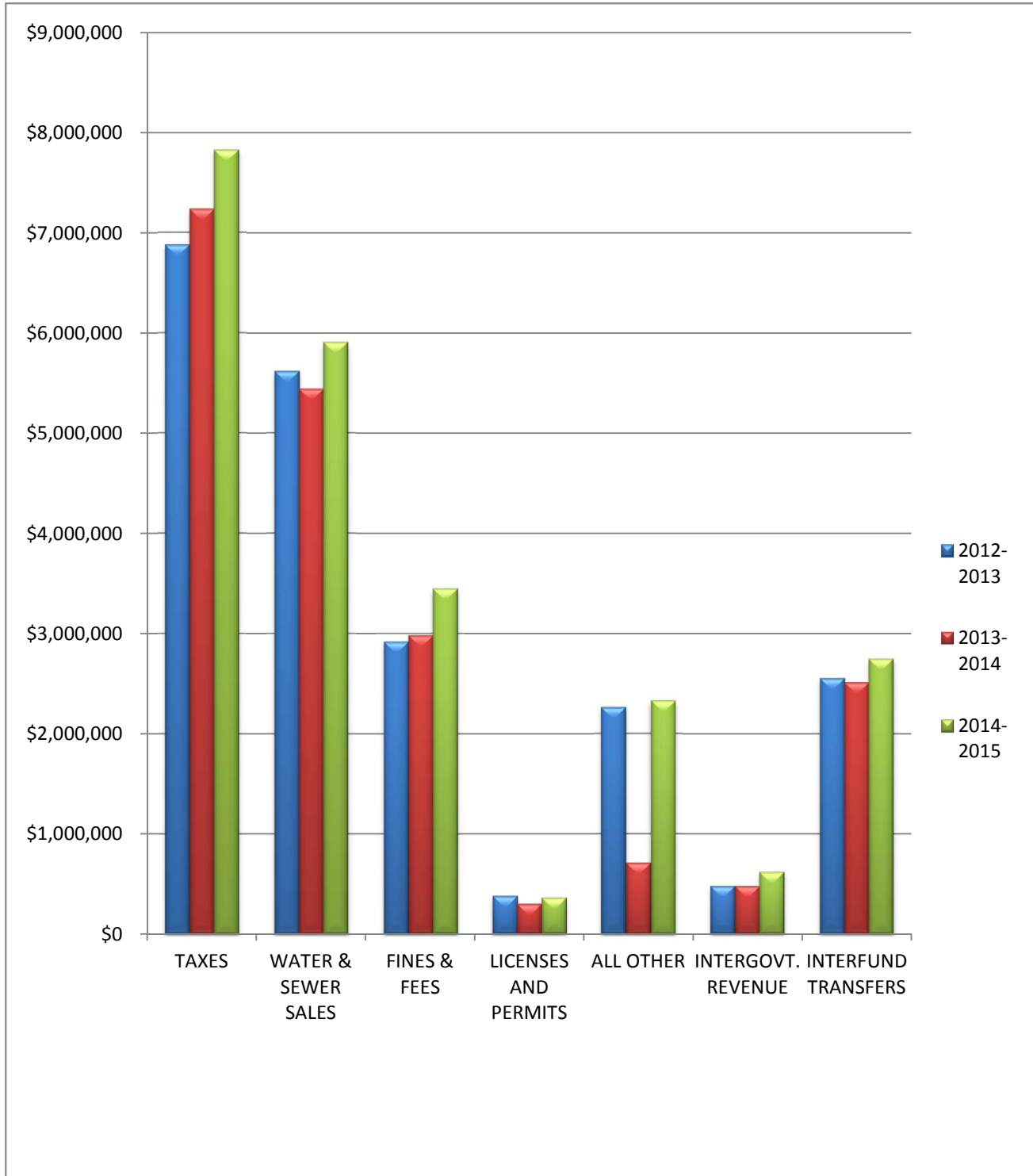
Combined Revenue Last Ten Years



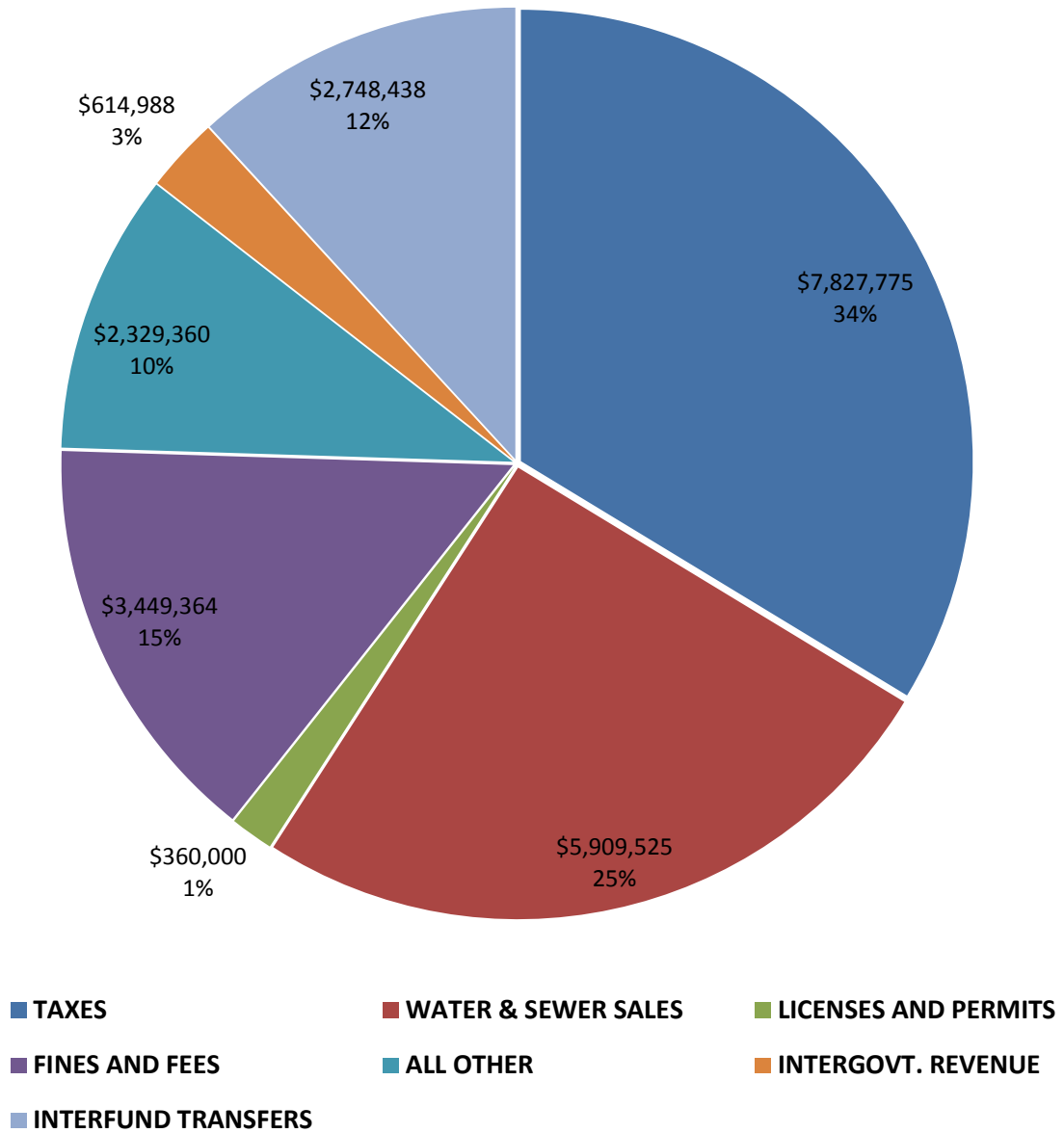
Combined Expenditures Last Ten Years



Revenue Trends Based on Past Performance



2014-2015 Revenue



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.



GENERAL FUND
Long-Range Financial Forecast

LONG-RANGE FINANCIAL FORECAST

	Actual 2012-2013	Budget 2013-2014	% Δ	Estimate 2013-2014	% Δ	Budget 2014-2015	% Δ
Beginning Fund Balance	\$1,313,450	\$1,877,187		\$1,877,187		\$1,716,276	
Revenues:							
Property Taxes	\$2,095,592	\$2,307,806	10%	\$1,837,861	-20%	\$2,318,186	26%
Garbage Collection	\$1,392,481	\$1,354,000	-3%	\$1,432,689	6%	\$1,460,000	2%
Mun. Court Fines	\$379,849	\$350,000	-8%	\$407,968	17%	\$425,000	4%
Sales Tax-State	\$3,124,420	\$3,234,574	4%	\$3,271,229	1%	\$3,365,806	3%
Utility Receipts Tax	\$749,861	\$820,000	9%	\$815,122	-1%	\$810,000	-1%
Intergovt. Revenue	\$218,957	\$475,535	117%	\$655,234	38%	\$614,988	-6%
License & Permits	\$378,338	\$300,000	-21%	\$364,951	22%	\$360,000	-1%
Charges for Services	\$1,156,411	\$1,286,615	11%	\$1,439,455	12%	\$1,572,364	9%
Interest	\$11,586	\$24,000	107%	\$13,475	-44%	\$15,000	11%
Trans. frm Oth Funds	\$2,108,989	\$2,125,000	1%	\$2,262,000	6%	\$2,353,000	4%
Other Income	\$58,249	\$55,400	-5%	\$54,627	-1%	\$50,000	-8%
Total Revenues	\$11,674,733	\$12,332,930	6%	\$12,554,611	2%	\$13,344,344	6%
Expenditures:							
Salaries & Fees	\$7,705,722	\$8,435,748	9%	\$8,520,932	1%	\$9,071,324	6%
Materials & Supplies	\$3,124,232	\$3,386,438	8%	\$3,452,375	2%	\$3,603,622	4%
Capital Outlay	\$281,042	\$486,516	73%	\$742,215	53%	\$498,638	-33%
Total Expenditures	\$11,110,996	\$12,308,702	11%	\$12,715,522	3%	\$13,173,584	4%
Ending Fund Balance	\$1,877,187	\$1,901,416		\$1,716,276		\$1,887,036	

Target = 60 Days

Fund Bal as % of Exp	16.89%	15.45%	13.50%	14.32%
Fund Bal in Days	62	56	49	52

Forecast			
2015-16	2016-17	2017-18	2018-19

\$1,887,036	\$2,169,114	\$2,334,591	\$2,488,583
--------------------	--------------------	--------------------	--------------------

2,434,095	2,555,800	2,683,590	2,817,769
1,489,200	1,518,984	1,549,364	1,580,351
427,125	429,261	431,407	433,564
3,601,412	3,853,511	4,123,257	4,411,885
801,900	801,900	801,900	801,900
314,988	214,988	214,988	214,988
367,200	374,544	382,035	389,676
1,603,811	1,635,888	1,668,605	1,701,977
15,000	15,000	15,000	15,000
2,445,326	2,550,139	2,659,495	2,773,592
50,000	50,000	50,000	50,000

\$13,550,058	\$14,000,015	\$14,579,641	\$15,190,703
---------------------	---------------------	---------------------	---------------------

9,434,177	9,811,544	10,204,006	10,612,166
3,783,803	3,972,993	4,171,643	4,380,225
50,000	50,000	50,000	50,000

\$13,267,980	\$13,834,537	\$14,425,649	\$15,042,391
---------------------	---------------------	---------------------	---------------------

\$2,169,114	\$2,334,591	\$2,488,583	\$2,636,895
--------------------	--------------------	--------------------	--------------------

16.35%	16.88%	17.25%	17.53%
60	62	63	64

Revenue Assumptions
<u>Property Tax</u> : Based upon historical trends of 5% and adjusted for known future development
<u>Sales Tax</u> : Based upon historical trends of 7% and adjusted for known future development
<u>Garbage & Charges for Services</u> : Based upon conservative growth projections of 2%

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

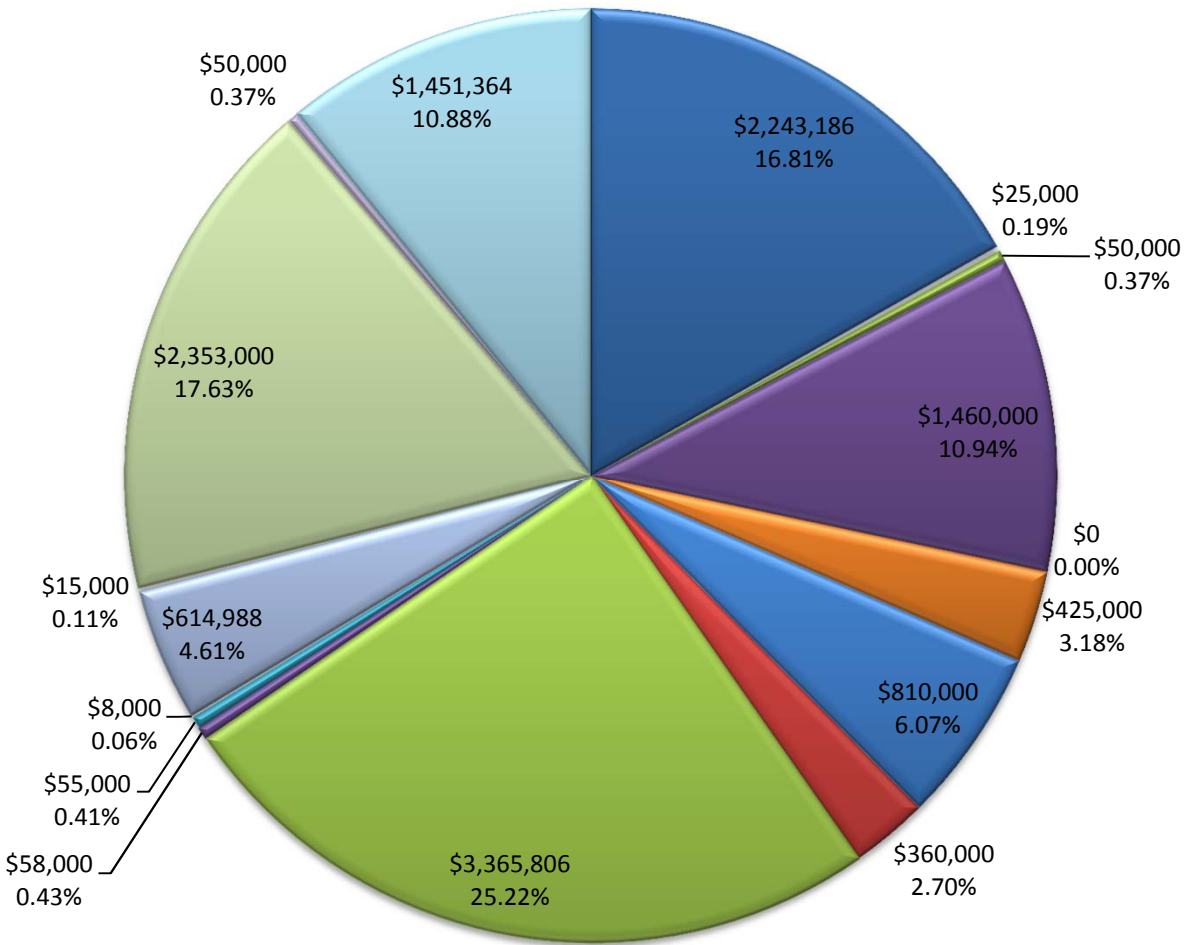
GENERAL FUND
Revenues and Expenditures

	Actual 2012-2013	Budget * 2013-2014	Estimate 2013-2014	Base 2014-2015	Budget 2014-2015	Percent +/(-)
3000 Property Tax-Current	\$2,036,270	\$2,182,806	\$1,770,713	\$2,243,186	\$2,243,186	2.77%
3005 Property Tax-Delinq.	\$15,317	\$70,000	\$23,855	\$25,000	\$25,000	-64.29%
Total Property Tax	\$2,051,587	\$2,252,806	\$1,794,568	\$2,268,186	\$2,268,186	0.68%
3010 Tax Penalty and Int	\$44,005	\$55,000	\$43,293	\$50,000	\$50,000	-9.09%
3025 Garbage Collection-Net	\$1,392,481	\$1,354,000	\$1,432,689	\$1,460,000	\$1,460,000	7.83%
3050 Rent	\$6,750	\$5,400	\$9,300	\$0	\$0	-100.00%
3030 Mun. Court Fines	\$379,849	\$350,000	\$407,968	\$425,000	\$425,000	21.43%
3035 Utility Receipts Tax	\$749,861	\$820,000	\$815,122	\$810,000	\$810,000	-1.22%
3040 License & Permits	\$378,338	\$300,000	\$364,951	\$360,000	\$360,000	20.00%
3015 Sales Tax-State	\$3,124,420	\$3,234,574	\$3,271,229	\$3,365,806	\$3,365,806	4.06%
3045 Inspection Fees	\$67,935	\$58,000	\$52,500	\$58,000	\$58,000	100.00%
3047 Plan Review Fees	\$28,953	\$55,000	\$48,681	\$55,000	\$55,000	0.00%
3049 Amusement Redempt Fee	\$8,000	\$8,000	\$9,750	\$8,000	\$8,000	100.00%
3060 Intergovt. Revenue	\$218,957	\$475,535	\$655,234	\$614,988	\$614,988	29.33%
3055 Interest	\$11,586	\$24,000	\$13,475	\$15,000	\$15,000	-37.50%
3065 Trans. frm Oth Funds	\$2,108,989	\$2,125,000	\$2,262,000	\$2,353,000	\$2,353,000	10.73%
3070 Other Income	\$49,529	\$50,000	\$41,070	\$50,000	\$50,000	0.00%
3075 Fire Protection Fees	\$1,051,523	\$1,165,615	\$1,328,524	\$1,451,364	\$1,451,364	24.51%
3080 Donations	\$1,970	\$0	\$4,257	\$0	\$0	0
Total Revenues	\$11,674,733	\$12,332,930	\$12,554,611	\$13,344,344	\$13,344,344	8.20%
Less Debt Service	\$0			\$0	\$0	
Total M & O Revenue	\$11,674,733	\$12,332,930	\$12,554,611	\$13,344,344	\$13,344,344	8.20%
						% of Total GF Expenses
5100 General Government	\$924,174	\$789,308	\$888,844	\$857,170	\$857,170	6.51%
5105 Public Works	\$268,435	\$271,807	\$287,041	\$279,196	\$298,196	2.26%
5110 Vehicle Maintenance	\$145,552	\$158,110	\$152,406	\$158,929	\$168,929	1.28%
5115 Information Technology	\$160,913	\$175,737	\$182,194	\$210,339	\$271,439	2.06%
5120 Street	\$770,666	\$1,201,874	\$1,322,505	\$1,231,395	\$1,231,395	9.35%
5130 Sanitation	\$1,262,370	\$1,295,000	\$1,296,702	\$1,335,000	\$1,335,000	10.13%
5140 Police	\$2,944,930	\$3,649,535	\$3,531,827	\$3,437,615	\$3,603,236	27.35%
5150 Fire - Central	\$3,692,627	\$3,690,467	\$4,023,149	\$4,040,600	\$4,135,000	31.39%
5155 Fire - St. #2	\$35,174	\$37,039	\$33,965	\$37,600	\$37,600	0.29%
5157 Fire - St. #3	\$44,951	\$36,278	\$37,075	\$37,250	\$37,250	0.28%
5160 Parks	\$409,599	\$458,041	\$413,008	\$444,424	\$454,024	3.45%
5170 Janitorial	\$83,880	\$92,945	\$89,741	\$96,730	\$96,730	0.73%
5175 Planning	\$0	\$0	\$25,213	\$170,223	\$170,223	1.29%
5180 Municipal Court	\$367,725	\$452,561	\$431,852	\$477,392	\$477,392	3.62%
Est. M & O Expenses	\$11,110,996	\$12,308,702	\$12,715,522	\$12,813,863	\$13,173,584	
Net Operating Revenue	\$563,737	\$24,229	(\$160,911)	\$530,481	\$170,760	
Prior Year Balance	\$1,313,450	\$1,877,187	\$1,877,187	\$1,716,276	\$1,716,276	
Anticipated Balance		\$1,901,416	\$1,716,276	\$2,246,757	\$1,887,036	
Actual Ending Fund Balance	\$1,877,187					
Fund Bal as % of Exp	16.89%	15.45%	13.50%	17.53%	14.32%	
Fund Bal in Days	62	56	49	64	52	

* as amended

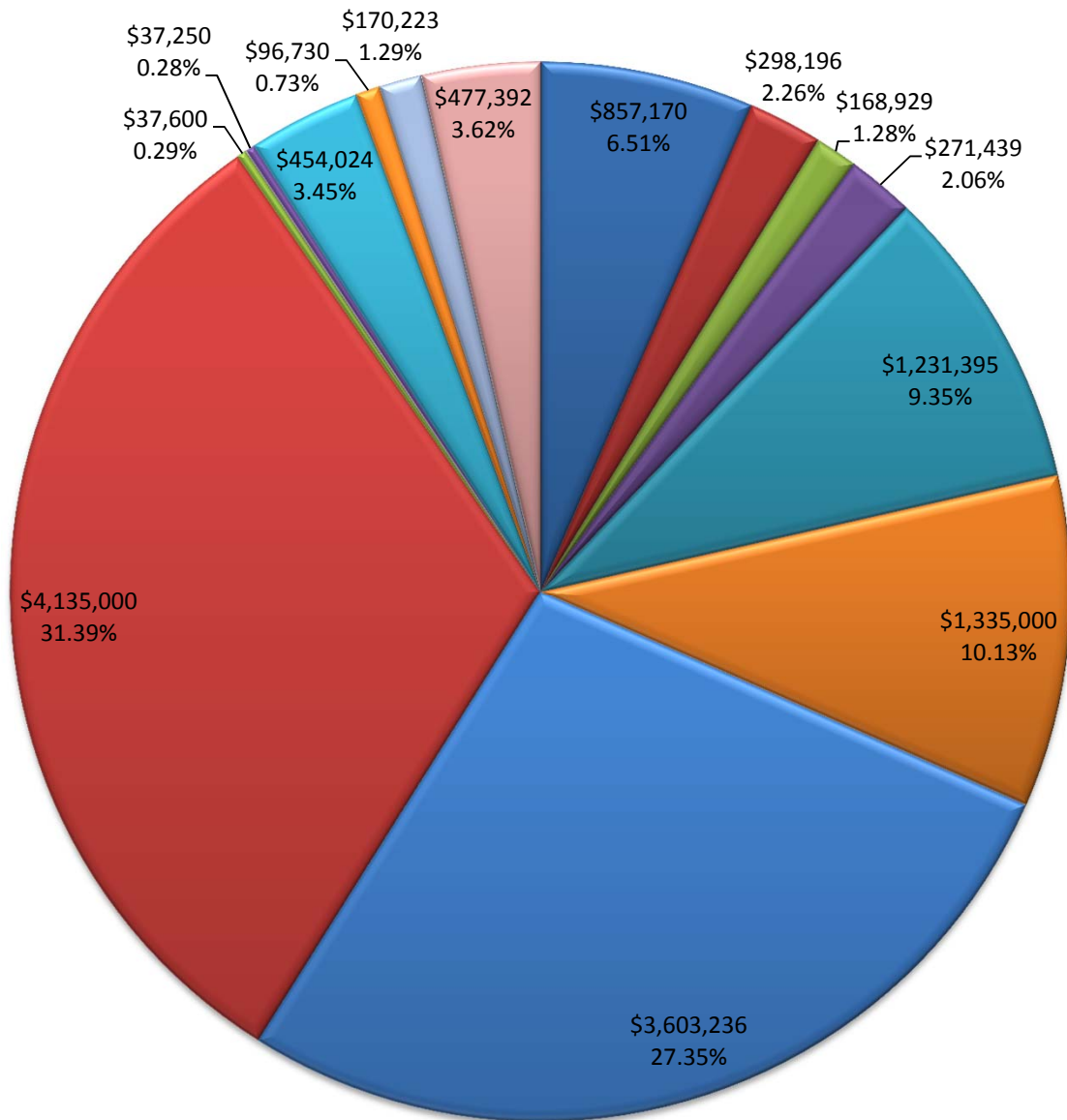
GENERAL FUND REVENUE FY 2014-15

- | | | |
|--------------------------|------------------------|-------------------------|
| ■ Property Tax-Current | ■ Property Tax-Delinq. | ■ Tax Penalty and Int |
| ■ Garbage Collection-Net | ■ Rent | ■ Mun. Court Fines |
| ■ Utility Receipts Tax | ■ License & Permits | ■ Sales Tax-State |
| ■ Inspection Fees | ■ Plan Review Fees | ■ Amusement Redempt Fee |
| ■ Intergovt. Revenue | ■ Interest | ■ Trans. frm Oth Funds |
| ■ Other Income | ■ Fire Protection Fees | |



GENERAL FUND EXPENDITURES FY 2013-2014

- | | | |
|--------------------------|-------------------|-----------------------|
| ■ GENERAL GOVERNMENT | ■ PUBLIC WORKS | ■ VEHICLE MAINTENANCE |
| ■ INFORMATION TECHNOLOGY | ■ STREET | ■ SANITATION |
| ■ POLICE | ■ FIRE - MAIN | ■ FIRE - STATION #2 |
| ■ FIRE - STATION #3 | ■ PARKS | ■ JANITORIAL |
| ■ PLANNING | ■ MUNICIPAL COURT | |



5100

GENERAL GOVERNMENT DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$280,869	\$295,688	\$311,949	\$292,678	-1.02%
40010 Salaries Contract	\$17,517	\$12,000	\$0	\$0	-100.00%
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	\$16,637	\$19,077	\$18,584	\$18,518	-2.93%
40200 Medicare	\$3,891	\$4,461	\$4,346	\$4,331	-2.91%
40250 Retirement	\$37,020	\$40,279	\$45,654	\$41,663	3.44%
40350 Workmans Comp.	\$293	\$479	\$528	\$474	-1.04%
40400 Health Insurance	\$23,809	\$30,497	\$31,478	\$44,596	46.23%
40500 Recruiting	\$153	\$120	\$120	\$120	0.00%
40550 Medical Surveillance	\$0	\$0	\$120	\$120	100.00%
40650 Travel and Training	\$372	\$500	\$1,600	\$2,000	300.00%
40750 Office Supplies	\$7,334	\$5,000	\$14,500	\$15,000	200.00%
40800 Postage	\$1,295	\$1,000	\$1,000	\$1,000	0.00%
41300 Janitorial Supplies	\$239	\$0	\$400	\$0	0.00%
41650 Periodicals-Memberships	\$2,923	\$4,000	\$3,200	\$4,000	0.00%
41950 Equipment Repair	\$629	\$500	\$500	\$500	0.00%
42000 Bldg. Repair & Maint.	\$3,450	\$5,000	\$5,000	\$5,000	0.00%
42150 Equipment Rental	\$1,009	\$932	\$932	\$932	0.00%
42200 Legal & Acct. Fees	\$65,739	\$25,000	\$75,000	\$75,000	200.00%
42210 Engineer & Prof. Fees	\$256,565	\$175,000	\$175,000	\$175,000	0.00%
42250 Contract Service	\$71,769	\$43,025	\$43,025	\$43,025	0.00%
42400 Maintenance Contract	\$8,059	\$5,000	\$5,000	\$7,425	48.50%
42500 Advertising	\$2,634	\$1,500	\$1,500	\$2,500	66.67%
42600 Utilities	\$3,528	\$3,400	\$3,942	\$4,438	30.53%
42700 Telephone & Pagers	\$5,303	\$3,500	\$6,884	\$3,500	0.00%
42750 Insurance & Bonding	\$108,547	\$110,000	\$130,232	\$110,000	0.00%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$2,480	\$2,000	\$5,000	\$2,000	0.00%
42900 Capital Outlay	\$2,372	\$0	\$0	\$0	0.00%
43050 Credit Card Fees	(\$1,612)	\$0	\$2,000	\$2,000	0.00%
TOTAL EXPENSES	\$924,174	\$789,308	\$888,844	\$857,170	8.60%
SALARIES & FEES	\$381,386	\$403,831	\$413,889	\$403,610	-0.05%
MTL. & SUPPLIES	\$542,788	\$385,477	\$474,955	\$453,560	17.66%

GENERAL GOVERNMENT DEPARTMENT

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.

2014-2015 Departmental Goals

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

2014-2015 Departmental Performance Indicators

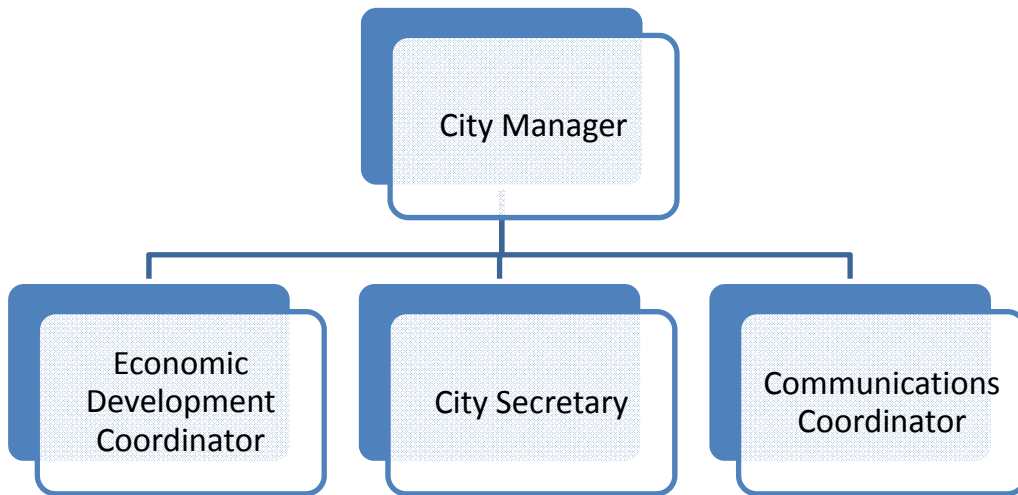
	Act. <u>FY 12-13</u>	Est. <u>FY 13-14</u>	Bud. <u>FY 14-15</u>
Number of construction contracts	6	3	5
Number of commission meetings	12	12	12
Number of workshops	4	5	5
Number of special meetings	5	10	10

2014-2015 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
City Manager	1	1	1
Assistant City Manager	1	0	0
Economic Development Coordinator	0	1	1
City Secretary	0.5	1.5	1
Human Resources Coordinator	1	1	0
Communications Coordinator	0	0	1
Administrative Assistant	1	0	0
Total Personnel	4.5	4.5	4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

GENERAL GOVERNMENT



5105

PUBLIC WORKS DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$135,334	\$138,336	\$138,497	\$142,379	2.92%
40125 Overtime	\$35	\$0	\$0	\$0	0.00%
40150 Social Security	\$8,281	\$8,912	\$8,762	\$9,162	2.81%
40200 Medicare	\$1,937	\$2,084	\$2,049	\$2,143	2.83%
40250 Retirement	\$19,804	\$20,097	\$20,883	\$20,268	0.85%
40350 Workmans Comp.	\$192	\$224	\$247	\$231	3.13%
40400 Health Insurance	\$10,540	\$13,289	\$12,163	\$16,548	24.52%
40600 Uniforms	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$0	\$450	\$0	\$450	0.00%
40750 Office Supplies	\$2,177	\$2,000	\$1,500	\$2,000	0.00%
40800 Postage	\$503	\$600	\$600	\$600	0.00%
41300 Janitor Supplies	\$479	\$600	\$500	\$600	0.00%
41650 Periodicals-Memberships	\$0	\$100	\$40	\$100	0.00%
42000 Bldg. Repair & Maint.	\$4,747	\$4,000	\$4,000	\$4,000	0.00%
42150 Equipment Rental	\$1,863	\$1,900	\$1,900	\$2,200	100.00%
42200 Legal & Act. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$1,235	\$1,600	\$1,600	\$1,600	0.00%
42400 Maintenance Contracts	\$0	\$500	\$500	\$500	0.00%
42600 Utilities	\$10,592	\$10,274	\$9,800	\$10,274	0.00%
42650 Street Lights	\$56,378	\$52,641	\$70,600	\$52,641	100.00%
42700 Telephone & Pagers	\$11,904	\$13,700	\$12,900	\$13,000	-5.11%
42850 Miscellaneous	\$2,434	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$19,000	0.00%
TOTAL EXPENSES	\$268,435	\$271,807	\$287,041	\$298,196	9.71%
SALARIES & FEES	\$176,123	\$182,942	\$182,601	\$190,731	4.26%
MTL. & SUPPLIES	\$92,312	\$88,865	\$104,440	\$107,465	20.93%
<u>Capital Outlay</u>					
2 A/C Units for Annex	19,000				
Total Capital Outlay	<u>19,000</u>				

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, Wastewater and Water 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 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.

2014-2015 Departmental Goals

- ✓ To add two more customer-related content pages to Public Works Website to influence, foster and maintain the interest of safety
- ✓ 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

2014-2015 Departmental Performance Indicators

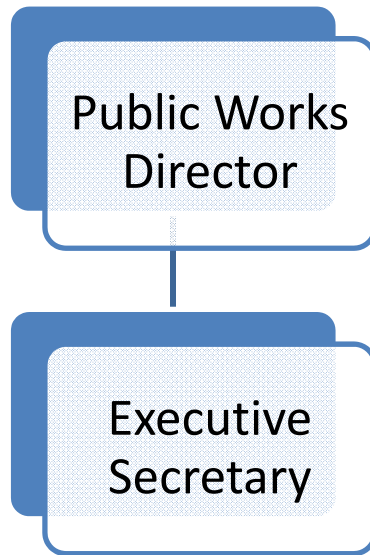
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Neighborhood-wide clean up events	1	0	2
# of Pages added to Website	0	0	2
# of Projects Posted to Citizens	20%	20%	65%

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Public Works Director	1	1	1
Executive Secretary	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Public Works



5110

VEHICLE MAINTENANCE DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$85,484	\$90,242	\$87,892	\$88,408	-2.03%
40125 Overtime	\$2,295	\$4,500	\$2,641	\$4,500	0.00%
40150 Social Security	\$5,112	\$5,595	\$5,418	\$5,760	2.95%
40200 Medicare	\$1,195	\$1,309	\$1,269	\$1,347	2.90%
40250 Retirement	\$12,842	\$13,110	\$13,658	\$13,226	0.88%
40350 Workmans Comp.	\$1,514	\$1,756	\$1,934	\$1,795	2.22%
40400 Health Insurance	\$15,680	\$18,980	\$16,830	\$20,843	9.82%
40600 Uniforms	\$1,856	\$1,800	\$1,800	\$1,800	0.00%
40650 Travel and Training	\$651	\$750	\$750	\$750	0.00%
40750 Office Supplies	\$657	\$600	\$600	\$500	-16.67%
40850 Paint & Supplies	\$0	\$750	\$750	\$750	0.00%
40950 Shop Tools & Equip.	\$4,485	\$4,200	\$4,200	\$4,500	7.14%
41100 Gasoline	\$835	\$1,000	\$1,520	\$750	-25.00%
41150 Tires & Batteries	\$0	\$300	\$30	\$300	0.00%
41950 Equipment Repair	\$1,300	\$750	\$750	\$1,500	100.00%
42000 Bldg. Repair & Maint	\$1,400	\$2,000	\$2,000	\$1,500	-25.00%
42100 Vehicle Repair	\$43	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$1,307	\$1,200	\$1,400	\$1,500	25.00%
42250 Contracted Services	\$898	\$1,500	\$1,500	\$1,500	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$3,235	\$2,868	\$3,064	\$3,200	11.58%
42700 Telephone & Pagers	\$2,924	\$3,400	\$2,900	\$3,000	-11.76%
42850 Miscellaneous	\$1,839	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$10,000	
TOTAL EXPENSES	\$145,552	\$158,110	\$152,406	\$168,929	6.84%
SALARIES & FEES	\$124,122	\$135,492	\$129,642	\$135,879	0.29%
MTL. & SUPPLIES	\$21,430	\$22,618	\$22,764	\$23,050	1.91%
<u>Capital Outlay</u>					
Concrete Parking Lot	10,000				
Total Capital Outlay	<u>10,000</u>				

VEHICLE MAINTENANCE DEPARTMENT

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.

2014-2015 Departmental Goals

- Perform repairs with 95% accuracy

2014-2015 Departmental Performance Indicators

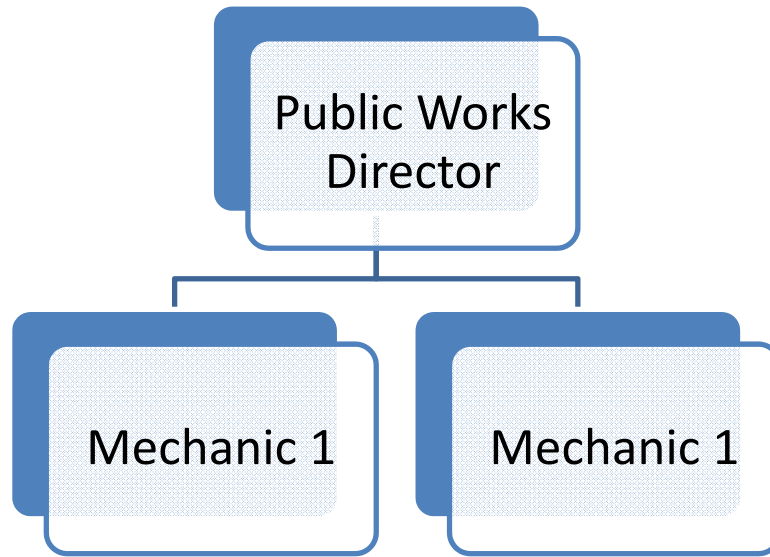
	<u>Act.</u> <u>FY12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Total # of pieces of equipment serviced/maintained	120	121	121
% of repair come-backs	5%	5%	5%

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Mechanic 1	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Vehicle Maintenance





INFORMATION TECHNOLOGY DEPARTMENT

Expenditures

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
40000 Salaries	\$111,306	\$114,529	\$120,888	\$123,419	7.76%
40125 Overtime	\$1,229	\$575	\$2,850	\$575	0.00%
40150 Social Security	\$6,947	\$7,101	\$7,604	\$7,688	8.27%
40200 Medicare	\$1,625	\$1,661	\$1,778	\$1,798	8.25%
40250 Retirement	\$16,464	\$16,638	\$17,887	\$17,651	6.09%
40350 Workmans Comp.	\$155	\$185	\$204	\$201	8.65%
40400 Health Insurance	\$12,716	\$15,273	\$14,233	\$16,902	10.67%
40650 Travel and Training	\$0	\$3,800	\$2,000	\$18,450	385.53%
40750 Office Supplies	\$98	\$500	\$500	\$8,000	1500.00%
41100 Gasoline and Diesel	\$1,649	\$1,350	\$1,350	\$2,700	100.00%
41650 Periodicals, Memberships	\$0	\$100	\$0	\$100	0.00%
41950 Equipment Repair & Maint	\$0	\$0	\$0	\$6,330	100.00%
42100 Vehicle Repair	\$294	\$1,500	\$500	\$1,500	0.00%
42700 Telephone & Pagers	\$1,360	\$1,400	\$1,400	\$1,400	0.00%
42800 License & Permits	\$7,070	\$11,125	\$11,000	\$11,125	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$53,600	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$160,913	\$175,737	\$182,194	\$271,439	54.46%
SALARIES & FEES	\$150,442	\$155,962	\$165,444	\$168,234	7.87%
MTL. & SUPPLIES	\$10,471	\$19,775	\$16,750	\$49,605	150.85%

Capital Outlay

City Hall Server - 60% Cost	15,600	(40% from Utility Fund)
Municipal Court Server	26,000	
GIS Plotter/Scanner	12,000	

Total Capital Outlay 53,600

Office SuppliesComputer Purchases:

Communications Tech	1,300
GIS Tech	2,600
Planner	1,300
Vehicle Maintenance	1,300

Printer Purchases:

Planning	1,000
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7,500

Computer Purchases from Utility Fund

Finance Manager	1,300
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1,300

INFORMATION TECHNOLOGY DEPARTMENT

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.

2014-2015 Departmental Goals

- ✓ 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.
- Replace Incode File Server at City Hall and Municipal Court with new hardware and software. Upgrade database management system with SQL based system.
- ✓ 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.
- City GIS Project. This will encompass the building of a multi-user City wide GIS database.

2014-2015 Departmental Performance Indicators

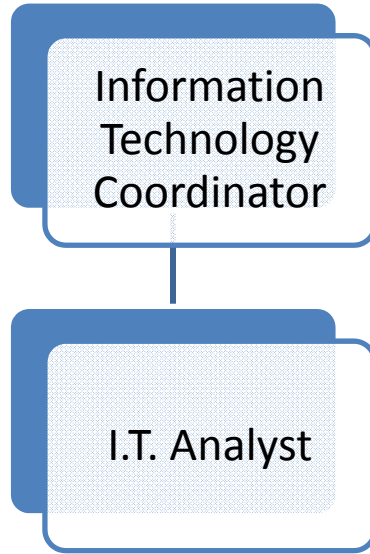
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# of File Servers Replaced	8	8	2
% Completion Encode 180	0	0	90%
% Completion GIS Software	0	0	100%

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	2	2	2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Information Technology



5120

STREET DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
40000 Salaries	\$397,373	\$416,141	\$416,495	\$415,761	-0.09%
40125 Overtime	\$203	\$5,742	\$3,000	\$1,000	-82.58%
40150 Social Security	\$23,606	\$25,801	\$24,768	\$25,839	0.15%
40200 Medicare	\$5,521	\$6,034	\$5,793	\$6,043	0.15%
40250 Retirement	\$57,021	\$58,938	\$59,262	\$57,794	-1.94%
40350 Workmans Comp.	\$13,789	\$16,141	\$17,783	\$16,165	0.15%
40400 Health Insurance	\$78,848	\$95,122	\$84,020	\$107,695	13.22%
40550 Medical Surveillance	\$365	\$250	\$250	\$250	0.00%
40600 Uniforms	\$4,837	\$5,000	\$5,000	\$5,000	0.00%
40650 Travel and Training	\$60	\$250	\$60	\$250	0.00%
40750 Office Supplies	\$701	\$15,000	\$5,000	\$1,500	-90.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$2,550	\$4,000	\$3,000	\$4,000	0.00%
40900 Street and Sign Paint	\$6,767	\$6,000	\$6,000	\$6,000	0.00%
40950 Shop Tools & Equip.	\$1,343	\$1,500	\$1,500	\$1,500	0.00%
41100 Gasoline and Diesel	\$38,746	\$50,000	\$50,000	\$50,000	0.00%
41150 Tires & Batteries	\$5,435	\$11,000	\$10,000	\$5,000	-54.55%
41200 Topping & Base Materials	\$37,367	\$283,827	\$283,827	\$300,000	5.70%
41250 Repair & Maint Materials	\$12,920	\$50,000	\$28,000	\$50,000	0.00%
41300 Janitorial Supplies	\$1,212	\$1,200	\$1,400	\$1,200	0.00%
41350 Chemicals	\$4,281	\$6,000	\$5,500	\$6,000	0.00%
41650 Periodicals, Memberships	\$0	\$0	\$0	\$0	0.00%
41900 Storm Water Mgmt Prgm	\$3,368	\$10,000	\$6,000	\$6,000	-40.00%
41950 Equipment Repair	\$8,990	\$15,000	\$15,000	\$15,000	0.00%
42000 Bldg. Repair & Maint.	\$2,656	\$3,000	\$2,000	\$3,000	0.00%
42100 Vehicle Repair	\$10,770	\$12,000	\$12,000	\$12,000	0.00%
42150 Equipment Rental	\$4,600	\$10,000	\$10,000	\$40,000	300.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Service	\$29,995	\$35,000	\$33,500	\$35,000	0.00%
42500 Advertising	\$0	\$0	\$0	\$100	100%
42550 Mosquito Control	\$3,040	\$6,000	\$6,000	\$6,000	0.00%
42600 Utilities	\$5,641	\$5,937	\$5,600	\$5,937	0.00%
42650 Street Lighting	(\$16,128)	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$7,972	\$6,000	\$6,886	\$6,000	0.00%
42800 License & Permits	\$57	\$600	\$100	\$600	0.00%
42850 Miscellaneous	\$2,369	\$5,000	\$4,500	\$5,000	0.00%
42900 Capital Outlay	\$14,391	\$35,391	\$210,261	35,761	1.05%
42950 Capital Contract	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$770,666	\$1,201,874	\$1,322,505	\$1,231,395	2.46%
SALARIES & FEES	\$576,361	\$624,169	\$611,371	\$630,297	0.98%
MTL. & SUPPLIES	\$179,914	\$542,314	\$500,873	\$565,337	4.25%

Capital Outlay

Replacement Dump truck (2/4 Payments)	21,370
Street Sweeper (3/3 Payment)	14,391
Total Capital Outlay	35,761

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.

2014-2015 Departmental Goals

- Continually improving productivity, quality of service and performance
- ✓ Provide the traveling public with a safe environment for automobile and pedestrian traffic
- ✓ Maintain and update street inventory, sign inventory and asset inventory program
- ✓ Complete street maintenance, repairs and construction that has been approved in budget so as to influence, foster, maintain interest of public safety
- ✓ Provide a minimum of 8 hours of continuing education for each employee so as to influence, foster and maintain interest in public safety

2014-2015 Departmental Performance Indicators

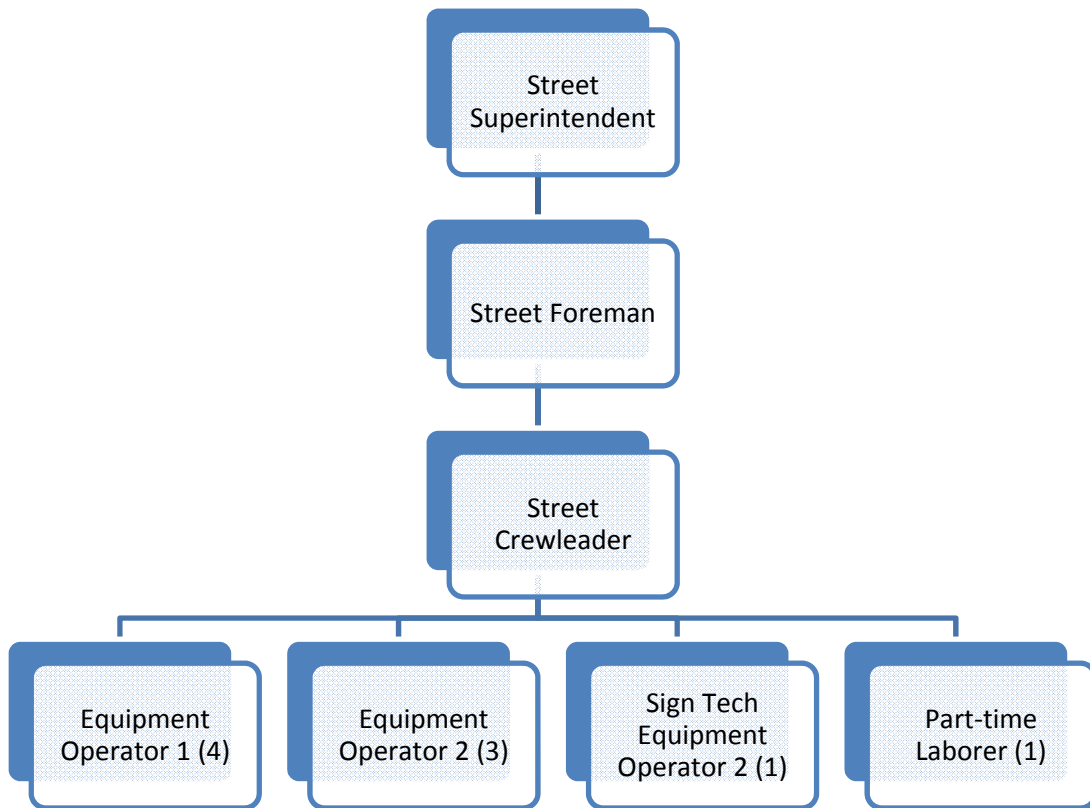
	Act. <u>FY 12-13</u>	Est. <u>FY 13-14</u>	Bud. <u>FY 14-15</u>
Miles of pavement replaced	0.0	1.45	3.72
% employees receive 8hr C.E.	100%	100%	100%
Number of employees with a CDL Class A Drivers License with a hazardous material endorsement	100%	100%	100%
Employees Licensed in weed control	2	2	2
Budgeted \$ expended for Repairs	50%	90%	100%

2014-2015 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Street Superintendent	1	1	1
Street Foreman	1	1	1
Street Crew Chief	1	1	1
Equipment Operator I	4	4	4
Equipment Operator II	3	3	3
Equipment Operator II/Sign Tech	1	1	1
Part Time Laborer	0.475	0.475	0.475
Total Personnel	11.475	11.475	11.475

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Street Department



5130

SANITATION DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
41950 Equipment Repair	\$62	\$0		\$0	0.00%
42250 Contracted Services	\$1,262,308	\$1,295,000	\$1,296,702	\$1,335,000	3.09%
42810 Sales Tax	\$0	\$0		\$0	0.00%
42950 Capital Outlay	\$0	\$0		\$0	0.00%
TOTAL EXPENSES	\$1,262,370	\$1,295,000	\$1,296,702	\$1,335,000	3.09%
MTL. & SUPPLIES	\$1,262,370	\$1,295,000	\$1,296,702	\$1,335,000	3.09%

SANITATION DEPARTMENT

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.

2014-2015 Departmental Goals

- ✓ Continue to provide foremost services with an efficient use of resources.
- Increase recycling programs with inclusion of recycling carts.
- Add a shredding event or e-cycle event

2014-2015 Departmental Performance Indicators

	<u>Act.</u> <u>FY 12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# of Recycling Events	0	0	2

2014-2015 Departmental Personnel History

Included in Public Works Personnel History



5140
POLICE DEPARTMENT

Expenditures

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
40000 Salaries	\$1,861,320	\$2,102,604	\$2,038,792	\$2,140,579	1.81%
40125 Overtime	\$14,101	\$30,000	\$17,106	\$20,000	-33.33%
40150 Social Security	\$112,844	\$130,361	\$124,622	\$133,956	2.76%
40200 Medicare	\$26,375	\$30,488	\$29,137	\$31,328	2.76%
40250 Retirement	\$274,343	\$305,456	\$301,672	\$307,558	0.69%
40350 Workmans Comp.	\$26,638	\$30,957	\$34,107	\$32,009	3.40%
40400 Health Insurance	\$262,838	\$365,703	\$291,705	\$491,324	34.35%
40550 Medical Surveillance	\$5,844	\$4,500	\$5,700	\$4,500	0.00%
40600 Uniforms	\$10,221	\$5,000	\$7,500	\$5,000	0.00%
40650 Travel and Training	\$9,059	\$15,000	\$11,900	\$15,000	0.00%
40750 Office Supplies	\$28,915	\$22,000	\$21,800	\$20,000	-9.09%
40800 Postage	\$1,074	\$800	\$1,000	\$800	0.00%
40850 Paint,Hardware Supplies	\$835	\$500	\$850	\$700	40.00%
41100 Gasoline and Diesel	\$65,176	\$70,000	\$71,853	\$70,000	0.00%
41150 Tires & Batteries	\$4,493	\$3,000	\$5,660	\$4,000	33.33%
41400 Ammunition	\$7,324	\$4,000	\$2,500	\$4,500	12.50%
41450 Canine	\$10,611	\$2,500	\$2,500	\$2,000	-20.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$2,683	\$1,500	\$2,700	\$1,500	0.00%
41950 Equipment Repair	\$9,488	\$10,000	\$16,920	\$8,198	-18.02%
42100 Vehicle Repair	\$27,248	\$20,000	\$23,080	\$18,000	-10.00%
42150 Equipment Rental	\$9,327	\$6,000	\$7,360	\$6,000	0.00%
42250 Contracted Services	\$10,769	\$8,200	\$8,200	\$13,200	60.98%
42300 Animal Control	\$11,616	\$12,000	\$11,700	\$11,700	-2.50%
42350 Board of Prisoners	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contract	\$19,415	\$24,490	\$43,000	\$28,500	16.37%
42500 Advertising	\$496	\$500	\$700	\$500	0.00%
42600 Utilities	\$27,079	\$25,763	\$25,497	\$25,763	0.00%
42700 Telephone & Radio	\$28,742	\$28,000	\$33,553	\$40,000	42.86%
42850 Miscellaneous	\$1,064	\$2,000	\$2,500	\$1,000	-50.00%
42900 Capital Outlay	\$74,992	\$388,213	\$388,213	\$165,621	-57.34%
42950 Capital Contract	\$0	\$0		\$0	0.00%
TOTAL EXPENSES	\$2,944,930	\$3,649,535	\$3,531,827	\$3,603,236	-1.27%
SALARIES & FEES	\$2,578,459	\$2,995,569	\$2,837,141	\$3,156,754	5.38%
MTL. & SUPPLIES	\$291,479	\$265,753	\$306,473	\$280,861	5.68%

GRANT FUNDS

-

Capital Outlay

9-Coban Video Systems	45,900
3-Replacement Vehicles	119,721
1-Vehicle for New Positions	-

Total Capital Outlay 165,621

POLICE DEPARTMENT

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.

2014-2015 Departmental Goals

- ✓ Increase the number of warrants served to provide safe, secure, 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

2014-2015 Departmental Performance Indicators

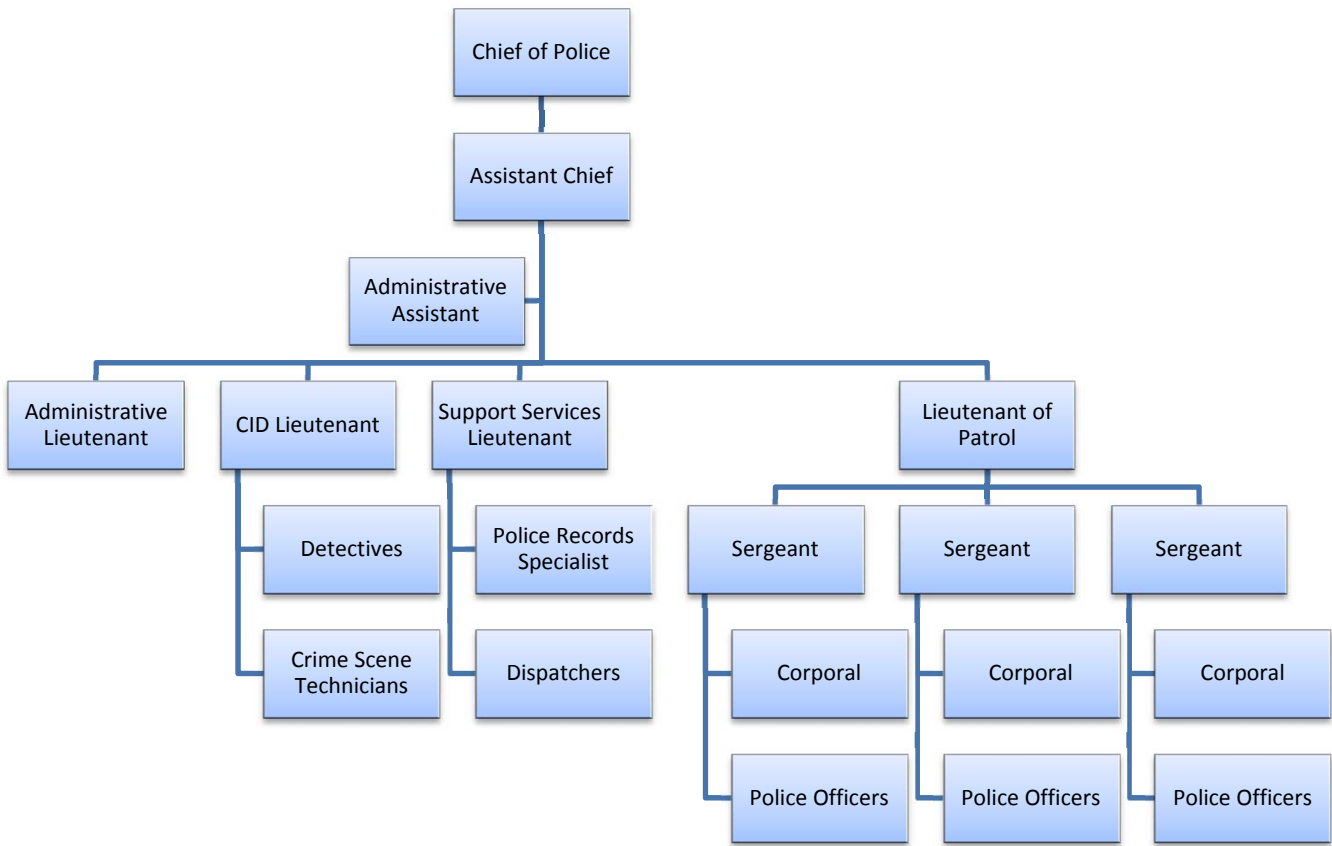
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Citizen complaints	4	4	4
Warrants Served	840	890	1090
Acknowledge customer complaints within 48 hours	100%	100%	100%

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant	3	3	4
Patrol Sergeant	3	3	3
Master Sergeant	1	1	0
Patrol Corporal	3	3	3
Detective	3	4	3
Crime Scene Technician	2	2	2
Police Officer	12	14	16
Administrative Assistant	1	1	1
Dispatcher	7	8	8
Police Records Specialist	1	1	1
Total Personnel	38	42	43

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Police Department



5150

Expenditures

FIRE DEPARTMENT-CENTRAL

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
40000 Salaries	\$2,077,635	\$2,082,335	2,262,079	\$2,218,795	6.55%
40130 Part-time Salaries	\$239,126	\$249,969	187,923	\$266,032	100.00%
40125 Overtime	\$17,933	\$5,000	\$151,088	\$35,000	100.00%
40150 Social Security	\$137,671	\$144,603	153,622	\$154,059	6.54%
40200 Medicare	\$32,198	\$33,818	35,928	\$36,030	6.54%
40250 Retirement	\$306,004	\$304,534	346,992	\$320,828	5.35%
40300 Volunteer Retirement	\$0	\$4,500	-	\$0	-100.00%
40350 Workmans Comp.	\$22,104	\$26,992	29,791	\$28,892	7.04%
40400 Health Insurance	\$290,097	\$353,711	321,018	\$412,855	16.72%
40500 Volunteer Benefits	\$2,156	\$0	-	\$0	0.00%
40550 Medical Surveillance	\$20,489	\$20,000	20,000	\$20,000	0.00%
40600 Uniforms	\$23,530	\$25,000	25,000	\$25,000	0.00%
40650 Travel and Training	\$36,625	\$48,500	40,000	\$48,500	0.00%
40750 Office Supplies	\$10,899	\$20,000	12,500	\$20,000	0.00%
40800 Postage	\$457	\$800	800	\$800	0.00%
40950 Shop Tools & Equip.	\$41	\$1,650	500	\$1,650	0.00%
41000 Fire Hose & Equipment	\$49,603	\$40,000	40,000	\$40,000	0.00%
41025 Bunker Gear and Supplies	\$31,170	\$32,000	32,000	\$32,000	0.00%
41100 Gasoline and Diesel	\$58,687	\$56,000	56,000	\$56,000	0.00%
41150 Tires & Batteries	\$7,019	\$6,500	6,500	\$8,500	30.77%
41250 Fire Marshal/Inspection	\$12,288	\$13,000	13,000	\$20,000	53.85%
41300 Janitorial Supplies	\$2,284	\$3,000	3,000	\$5,000	66.67%
41400 Ammunition	\$1,007	\$1,000	1,000	\$2,000	100.00%
41500 Film and Photo Process	\$219	\$0	-	\$0	0.00%
41650 Periodicals-Memberships	\$6,445	\$3,000	3,000	\$5,500	83.33%
41950 Equipment Repair	\$12,470	\$20,000	20,000	\$25,253	26.27%
42000 Bldg. Repair & Maint.	\$7,370	\$15,000	15,000	\$15,000	0.00%
42100 Vehicle Repair	\$33,365	\$40,000	25,000	\$40,000	0.00%
42150 Equipment Rental	\$8	\$0	100	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	-	\$500	100.00%
42250 Contract Service	\$16,980	\$20,000	18,000	\$20,000	0.00%
42300 Code Enforcement	\$0	\$0	\$0	\$10,000	100.00%
42400 Maintenance Contract	\$3,635	\$5,000	5,000	\$8,500	70.00%
42450 Lab Fees	\$0	\$500	-	\$500	0.00%
42500 Advertising	\$284	\$250	250	\$250	0.00%
42600 Utilities	\$18,112	\$13,093	18,900	\$19,000	45.12%
42700 Telephone & Pagers	\$20,594	\$28,500	26,557	\$28,500	0.00%
42800 Licenses & Permits	\$0	\$4,300	360	\$0	-100.00%
42850 Miscellaneous	\$4,835	\$5,000	8,500	\$5,000	0.00%
42900 Capital Outlay	\$109,658	\$0	22,290	\$94,400	100.00%
43000 Principal - Fire Truck & Station	\$79,629	\$53,070	107,085	\$100,198	88.80%
43050 Interest - Fire Truck & Station	\$0	\$9,842	14,366	\$10,458	6.26%
TOTAL EXPENSES	\$3,692,627	\$3,690,467	4,023,149	\$4,135,000	12.05%
SALARIES & FEES	\$3,124,924	\$3,205,462	3,488,441	\$3,472,491	8.33%
MTL. & SUPPLIES	\$378,416	\$422,093	390,967	\$457,453	8.38%
Capital Outlay					
Radios - Grant Funds	50,000				
1-Inspections Vehicle	24,500				
1-Chief Vehicle	19,900				
Total Capital Outlay	94,400				

5155

**FIRE DEPARTMENT-STATION #2
RANSOM ROAD**

Expenditures

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/-
40750 Office Supplies	\$1,326	\$1,500	\$1,500	\$1,500	0.00%
40950 Shop Tools & Equip.	\$0	\$100	\$100	\$100	0.00%
41000 Fire Hose & Equipment	\$2,591	\$2,000	\$2,000	\$2,000	0.00%
41100 Gasoline and Diesel	\$10,863	\$12,000	\$7,300	\$12,000	0.00%
41150 Tires & Batteries	\$1,668	\$2,000	\$2,050	\$2,000	0.00%
41300 Janitorial Supplies	\$710	\$1,000	\$1,180	\$1,000	0.00%
41950 Equipment Repair	\$669	\$1,000	\$1,000	\$1,000	0.00%
42000 Bldg. Repair & Maint.	\$3,711	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$6,382	\$6,500	\$6,900	\$6,500	0.00%
42600 Utilities	\$5,738	\$4,939	\$5,435	\$5,500	11.36%
42700 Telephone & Pagers	\$847	\$1,000	\$2,000	\$1,000	0.00%
42850 Miscellaneous	\$664	\$1,000	\$500	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$35,174	\$37,039	\$33,965	\$37,600	1.51%
SALARIES & FEES	\$0	\$0	\$0	\$0	
MTL. & SUPPLIES	\$35,174	\$37,039	\$33,965	\$37,600	1.51%

**FIRE DEPARTMENT-STATION #3
FARMER ROAD**

Expenditures

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40750 Office Supplies	\$1,239	\$1,000	\$1,000	\$1,000	0.00%
40950 Shop Tools & Equip.	\$17	\$750	\$750	\$750	0.00%
41000 Fire Hose & Equipment	\$0	\$3,000	\$3,000	\$3,000	0.00%
41100 Gasoline and Diesel	\$1,252	\$0	\$0	\$0	0.00%
41150 Tires & Batteries	\$832	\$1,500	\$1,500	\$1,500	0.00%
41300 Janitorial Supplies	\$1,551	\$1,000	\$1,000	\$1,000	0.00%
41950 Equipment Repair	\$728	\$2,000	\$2,000	\$2,000	0.00%
42000 Bldg. Repair & Maint.	\$6,255	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$12,090	\$6,000	\$6,000	\$6,000	0.00%
42150 Equipment Rental	\$15	\$0	\$0	\$0	0.00%
42250 Contract Service	\$1,379	\$0	\$0	\$0	0.00%
42400 Maintenance Contract	\$1,576	\$2,500	\$2,500	\$2,500	0.00%
42600 Utilities	\$12,664	\$10,528	\$11,325	\$11,500	9.23%
42700 Telephone & Pagers	\$4,219	\$3,000	\$3,000	\$3,000	0.00%
42850 Miscellaneous	\$1,134	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$44,951	\$36,278	\$37,075	\$37,250	2.68%
SALARIES & FEES	\$0	\$0	\$0	\$0	
MTL. & SUPPLIES	\$44,951	\$36,278	\$37,075	\$37,250	2.68%

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 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.

The Richmond Fire Department oversees the Richmond Fire Marshal's Office as well as the office of the Building Official.

The Fire Marshal's Office manages the Fire Prevention Division. 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. The Department offers a citizen's fire academy once each

year. Citizen safety measures include the “Operation Safe Kitchen” and “Keep Them in Sight” campaigns.

The Building Official manages new construction, remodeling and serves as a liaison for West Fort Bend Management District.

2014-2015 Departmental Goals

Operations

- ✓ 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.

Fire Prevention/Building Official

- ✓ Conduct 100% of existing business inspections.
- ✓ Provide a plan review and permitting process with a 5 day turnaround for paperwork.
- ✓ Maintain a Project Status Board for all projects and code enforcement being managed in the city so as to protect and preserve well-known sites and memorabilia and provide a healthy business and economic atmosphere.

2014-2015 Departmental Performance Indicators

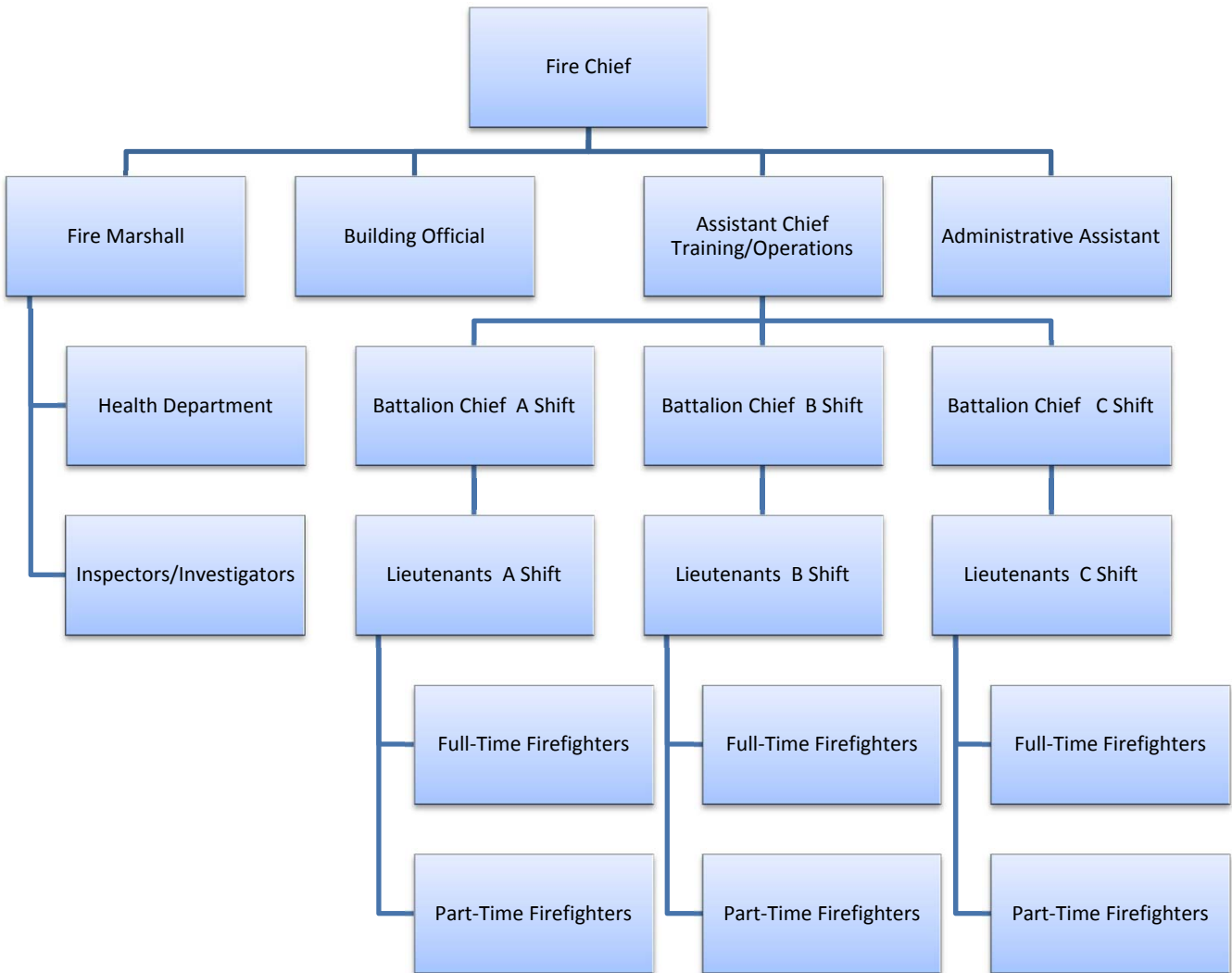
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Fire Safety Inspections Conducted	263	337	350
Fire Safety Classes/Total Audience	76/3930	60/4203	75/4500
Building – Total Permits Issued	1984	2528	270
Building – Total Inspections Conducted	3703	3977	4300

2014-2015 Departmental Full-time Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Fire Chief	1	1	1
Fire Marshal	1	1	1
Building Official	1	1	1
Inspector/Investigator/Firefighter	3	3	4
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	3
Lieutenant	6	9	9
Firefighters (3 positions grant funded)	21	18	18
Administrative Assistant	1	1	1
Records Specialist	1	1	1
Permits Specialist	1	1	2
Part Time Firefighters	<u>6.65</u>	<u>5.99</u>	<u>5.99</u>
Total Personnel	46.65	45.99	47.99

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Fire Department



5160

PARKS DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$221,730	\$238,056	\$220,046	\$226,528	-4.84%
40125 Overtime	\$355	\$5,360	\$500	\$5,360	0.01%
40150 Social Security	\$13,557	\$14,759	\$13,399	\$14,377	-2.59%
40200 Medicare	\$3,171	\$3,452	\$3,134	\$3,362	-2.61%
40250 Retirement	\$32,370	\$34,584	\$31,969	\$33,009	-4.55%
40350 Workmans Comp.	\$3,172	\$3,653	\$4,025	\$3,559	-2.57%
40400 Health Insurance	\$43,698	\$53,456	\$49,065	\$66,008	23.48%
40550 Medical Surveillance	\$440	\$250	\$350	\$250	0.00%
40600 Uniforms	\$3,039	\$3,000	\$3,240	\$3,000	0.00%
40650 Travel and Training	\$1,960	\$2,500	\$2,000	\$2,500	0.00%
40750 Office Supplies	\$123	\$2,000	\$2,000	\$500	-75.00%
40850 Paint,Hardware Supplies	\$7,413	\$10,000	\$8,000	\$10,000	0.00%
40950 Shop Tools & Equip.	\$1,484	\$4,000	\$2,500	\$4,000	0.00%
41100 Gasoline	\$16,989	\$20,000	\$17,860	\$20,000	0.00%
41150 Tires & Batteries	\$1,613	\$2,500	\$2,000	\$2,500	0.00%
41300 Janitorial Supplies	\$1,315	\$1,500	\$1,500	\$1,500	0.00%
41350 Chemicals	\$420	\$1,800	\$1,240	\$1,800	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$11,423	\$10,000	\$10,000	\$10,000	0.00%
42000 Bldg. Repair & Maint.	\$557	\$3,500	\$1,500	\$3,500	0.00%
42100 Vehicle Repair	\$277	\$3,000	\$6,500	\$2,000	-33.33%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Service	\$6,040	\$1,500	\$500	\$1,500	0.00%
42300 Code Enforcement	\$2,952	\$10,000	\$5,500	\$0	-100.00%
5280 Park Improvement Fund	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$150	\$150	\$150	0.00%
42600 Utilities	\$24,558	\$18,921	\$16,045	\$18,921	0.00%
42700 Telephone & Pagers	\$3,468	\$4,200	\$4,085	\$4,200	0.00%
42800 License & Permits	\$312	\$400	\$400	\$400	0.00%
42850 Miscellaneous	\$7,163	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$0	\$0		\$9,600	100.00%
TOTAL EXPENSES	\$409,599	\$458,041	\$413,008	\$454,024	-0.88%
SALARIES & FEES	\$318,053	\$353,570	\$322,488	\$352,203	-0.39%
MTL. & SUPPLIES	\$91,546	\$104,471	\$90,520	\$92,221	-11.73%

Capital Outlay

1-Replacement Mower	9,600
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Total Capital Outlay	9,600
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PARKS DEPARTMENT

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.

2014-2015 Departmental Goals

- ✓ Improve the customer-related content pages on the Parks Website to show the City has safe, secure, family-oriented communities
- ✓ Continuously seek ways to improve service to citizens and visitors to encourage, promote and welcome expanding residential and business growth and development.
- Reduce the number of job related injuries

2014-2015 Departmental Performance Indicators

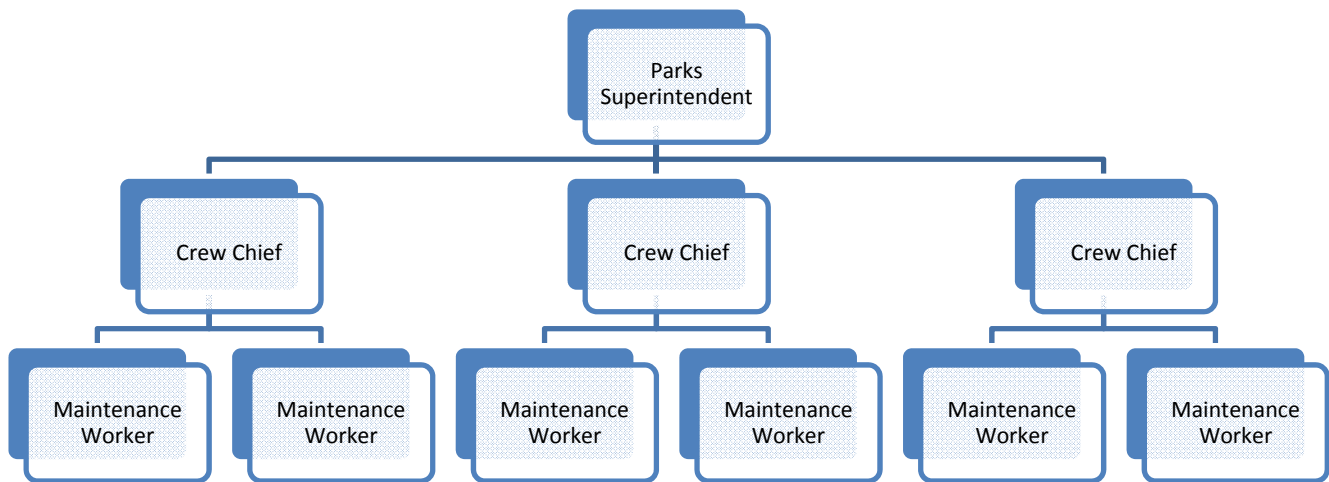
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# of info. pages/links added to website	0	0	3
# of work related injuries	2	2	0
Square acreage of parks	260	303	323
# of training hours/certifications	2	3	4

2014-2015 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Park Superintendent	1	1	1
Crew chief	2	2	2
Maintenance Worker I	4	4	4
Total Personnel	7	7	7

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Parks Department



5170

JANITORIAL DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$53,686	\$56,120	\$56,106	\$57,866	3.11%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$3,089	\$3,479	\$3,313	\$3,588	3.13%
40200 Medicare	\$723	\$814	\$747	\$840	3.19%
40250 Retirement	\$7,854	\$8,153	\$8,151	\$8,237	1.03%
40350 Workmans Comp.	\$868	\$1,016	\$1,119	\$1,048	3.15%
40400 Health Insurance	\$14,726	\$17,783	\$16,455	\$19,571	10.05%
40550 Medical Surveillance	\$0	\$0	\$0	\$0	0.00%
40600 Uniforms and Clothing	\$761	\$880	\$850	\$880	0.00%
41300 Janitorial Supply	\$2,173	\$3,000	\$3,000	\$3,000	0.00%
41950 Equipment Repair	\$0	\$200	\$0	\$200	0.00%
42150 Equipment Rental	\$0	\$500	\$0	\$500	0.00%
42850 Miscellaneous	\$0	\$1,000	\$0	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$83,880	\$92,945	\$89,741	\$96,730	4.07%
SALARIES & FEES	\$80,946	\$87,365	\$85,891	\$91,150	4.33%
MTL. & SUPPLIES	\$2,934	\$5,580	\$3,850	\$5,580	0.00%

JANITORIAL DEPARTMENT

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

Janitorial Department Maintenance workers reports to the Parks Superintendent.

The Janitorial Department takes care of 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.

2014-2015 Departmental Goals

- ✓ 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

2013-2014 Departmental Performance Indicators

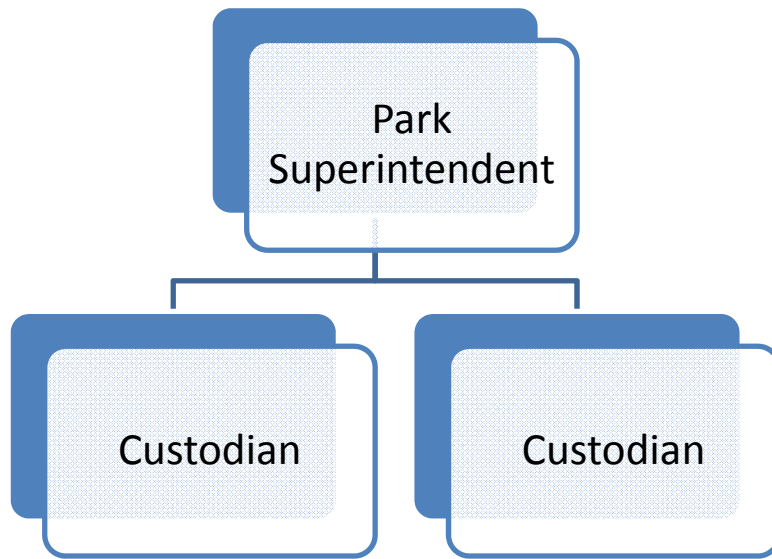
	Act. <u>FY 12-13</u>	Est. <u>FY 13-14</u>	Bud. <u>FY 14-15</u>
# of floors reworked	100%	100%	100%
# of days lost to injury/illness	0	0	0
% of call backs for re-cleaning	0	2	0

2014-2015 Departmental Personnel History

	Act. <u>FY12-13</u>	Est. <u>FY 13-14</u>	Bud. <u>FY 14-15</u>
Custodian	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Janitorial Department





5175
PLANNING

Expenditures

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent + / (-)
40000 Salaries	\$0	\$0	\$15,621	\$104,142	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$0	\$0	\$969	\$6,457	100.00%
40200 Medicare	\$0	\$0	\$227	\$1,510	100.00%
40250 Retirement	\$0	\$0	\$2,224	\$14,825	100.00%
40350 Workmans Comp.	\$0	\$0	\$283	\$1,886	100.00%
40400 Health Insurance	\$0	\$0	\$4,590	\$30,603	100.00%
40600 Uniforms	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$0	\$0	\$0	\$1,500	100.00%
40750 Office Supplies	\$0	\$0	\$1,000	\$2,000	100.00%
40800 Postage	\$0	\$0	\$0	\$600	100.00%
41300 Janitor Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$200	100.00%
42000 Bldg. Repair & Maint.	\$0	\$0	\$0	\$500	100.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Act. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$3,000	100.00%
42600 Utilities	\$0	\$0	\$0	\$1,000	100.00%
42650 Street Lights	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$300	\$2,000	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$0	\$0	\$25,213	\$170,223	0.00%
SALARIES & FEES	\$0	\$0	\$23,913	\$159,423	100.00%
MTL. & SUPPLIES	\$0	\$0	\$1,300	\$10,800	100.00%

PLANNING DEPARTMENT

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.

2014-2015 Departmental Goals

- Passage of Unified Development Code in order to facilitate future development within the City.
- To fill the Geographic Information System (GIS) Technician position quickly in order to facilitate the summarizing and collection of electronic data city-wide.

2013-2014 Departmental Performance Indicators

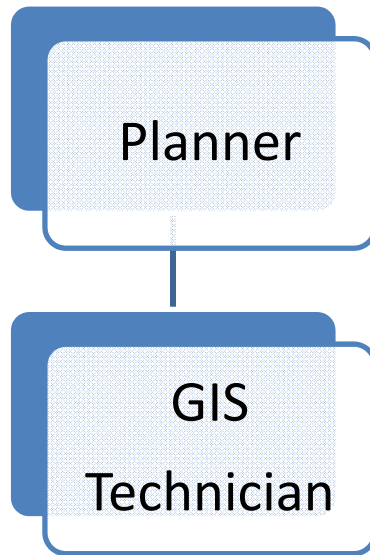
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# of plats reviewed	0	0	30
# of maps generated (GIS)	0	0	15

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Planner	0	0	1
GIS Technician	0	0	1
Total Personnel	<hr/> 0	<hr/> 0	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Planning





5180

MUNICIPAL COURT DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$117,980	\$162,095	\$141,109	\$169,615	4.64%
40010 Salaries Contract	\$30,008	\$60,000	\$57,720	\$60,000	0.00%
40020 Salaries Jury	\$4,760	\$2,000	\$1,000	\$2,000	0.00%
40125 Overtime	\$159	\$0	\$100	\$0	0.00%
40150 Social Security	\$7,009	\$10,050	\$8,100	\$10,516	4.64%
40200 Medicare	\$1,639	\$2,351	\$1,895	\$2,459	4.59%
40250 Retirement	\$17,283	\$23,548	\$20,495	\$24,145	2.54%
40350 Workmans Comp.	\$616	\$795	\$876	\$823	3.52%
40400 Health Insurance	\$15,452	\$30,547	\$28,816	\$40,414	32.30%
40550 Medical Surveillance	\$0	\$0	\$80	\$80	100.00%
40600 Uniforms	\$0	\$500	\$0	\$500	0.00%
40650 Travel and Training	\$1,526	\$1,800	\$5,600	\$2,600	44.44%
40750 Office Supplies	\$5,534	\$2,000	\$5,700	\$5,000	150.00%
40800 Postage	\$816	\$1,000	\$800	\$1,000	0.00%
41100 Gasoline-Vehicle	\$5,709	\$3,500	\$5,742	\$4,500	28.57%
41300 Janitorial Supplies	\$0	\$0	\$0	\$100	100.00%
41650 Periodicals-Memberships	\$36	\$100	\$100	\$270	170.00%
41950 Equipment Repair & Maint	\$367	\$600	\$200	\$395	-34.17%
42000 Building Repair	\$2,644	\$1,200	\$1,200	\$1,200	0.00%
42100 Vehicle Repair	\$0	\$1,500	\$200	\$750	-50.00%
42150 Equipment Rental	\$2,697	\$1,875	\$1,875	\$1,875	100.00%
42200 Legal & Prof. Fees	\$0	\$0	\$244	\$0	0.00%
42250 Contract Service	\$32,450	\$25,000	\$25,000	\$25,000	0.00%
42400 Maintenance Contract	\$4,024	\$500	\$2,800	\$2,800	0.00%
42700 Telephones and Pagers	\$702	\$1,100	\$1,100	\$1,100	0.00%
42820 Court Cost State	\$114,405	\$120,000	\$121,000	\$120,000	0.00%
42850 Miscellaneous	\$1,909	\$500	\$100	\$250	-50.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$367,725	\$452,561	\$431,852	\$477,392	5.49%
SALARIES & FEES	\$194,906	\$291,386	\$260,111	\$310,552	6.58%
MTL. & SUPPLIES	\$172,819	\$161,175	\$171,741	\$166,840	3.51%

MUNICIPAL COURT DEPARTMENT

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.

2014-2015 Departmental Goals

- ✓ 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
 - Improve efficiency by being 50 percent paperless

2014-2015 Departmental Performance Indicators

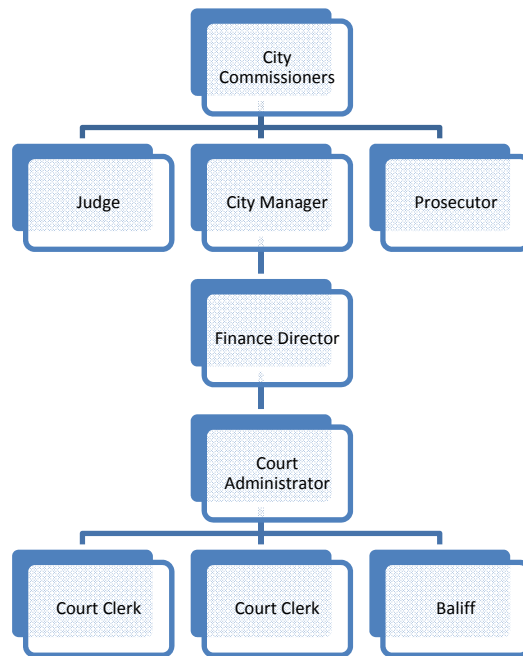
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# of cases filed	4300	3500	3800
# of training hours accomplished	16	18	20

2014-2015 Departmental Goals

	Act.	Est.	Bud.
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Court Administrator	0	1	1
Court Clerk	2	2	2
Bailiff	1	1	1
Total Personnel	3	4	4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Municipal Court Department



GENERAL FUND

Expenditures

DEPARTMENT	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/-
5100 GENERAL GOVERNMENT	\$924,174	\$789,308	\$888,844	\$857,170	8.60%
5105 PUBLIC WORKS	\$268,435	\$271,807	\$287,041	\$298,196	9.71%
5110 VEHICLE MAINTENANCE	\$145,552	\$158,110	\$152,406	\$168,929	6.84%
5115 INFORMATION TECHNOLOGY	\$160,913	\$175,737	\$182,194	\$271,439	54.46%
5120 STREET	\$770,666	\$1,201,874	\$1,322,505	\$1,231,395	2.46%
5130 SANITATION	\$1,262,370	\$1,295,000	\$1,296,702	\$1,335,000	3.09%
5140 POLICE	\$2,944,930	\$3,649,535	\$3,531,827	\$3,603,236	-1.27%
5150 FIRE - MAIN	\$3,692,627	\$3,690,467	\$4,023,149	\$4,135,000	12.05%
5155 FIRE - STATION #2	\$35,174	\$37,039	\$33,965	\$37,600	1.51%
5157 FIRE - STATION #3	\$44,951	\$36,278	\$37,075	\$37,250	2.68%
5160 PARKS	\$409,599	\$458,041	\$413,008	\$454,024	-0.88%
5170 JANITORIAL	\$83,880	\$92,945	\$89,741	\$96,730	4.07%
5175 PLANNING	\$0	\$0	\$25,213	\$170,223	100.00%
5180 MUNICIPAL COURT	\$367,725	\$452,561	\$431,852	\$477,392	5.49%
TOTAL	\$11,110,996	\$12,308,702	\$12,715,522	\$13,173,584	7.03%



WATER & SEWER FUND

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



WATER AND SEWER FUND
Long-Range Financial Forecast

LONG-RANGE FINANCIAL FORECAST

	Actual 2012-2013	Budget 2013-2014	% Δ	Estimate 2013-2014	% Δ	Budget 2014-2015	% Δ
Beginning Fund Balance	\$34,622,981	\$39,724,710		\$39,724,710		\$41,172,993	
Revenues:							
Water Collections	\$3,169,612	\$3,059,000	-3%	\$3,155,485	3%	\$3,155,485	0%
Sewer Collections	\$2,450,518	\$2,385,000	-3%	\$2,567,869	8%	\$2,754,040	7%
Taps and Fees	\$329,131	\$300,000	-9%	\$361,374	20%	\$350,000	-3%
Charges for Service - Other	\$1,870,031	\$334,100	-82%	\$1,907,300	471%	\$1,906,360	0%
Other Income	\$2,927,506	\$0	-100%	\$0		\$1,210,097	
Total Revenues	\$10,746,798	\$6,078,100	-43%	\$7,992,028	31%	\$9,375,982	17%
Expenditures:							
Salaries & Fees	\$1,666,067	\$1,939,740	16%	\$1,830,138	-6%	\$2,244,313	23%
Materials & Supplies	\$1,784,033	\$1,899,897	6%	\$1,810,581	-5%	\$1,880,612	4%
Capital Outlay	\$37,001	\$498,927	1248%	\$498,926	0%	\$39,500	-92%
Interfund Transfers	\$2,157,968	\$2,267,100	5%	\$2,404,100	6%	\$2,493,900	4%
Total Expenditures	\$5,645,069	\$6,605,664	17%	\$6,543,745	-1%	\$6,658,325	2%
Ending Fund Balance	\$39,724,710	\$39,197,146		\$41,172,993		\$43,890,650	
20% Operating Reserve	\$1,121,614	\$1,221,347		\$1,208,964		\$1,323,765	
Excess funds available for capital improvements	\$38,603,096	\$37,975,799		\$39,964,029		\$42,566,885	
Target = 120 Days							
Fund Bal as % of Exp	570%	485%		515%		533%	
Fund Bal in Days	2,082	1,771		1,882		1,946	

Forecast			
2015-16	2016-17	2017-18	2018-19

\$43,890,650	\$44,700,097	\$45,403,906	\$45,992,688

3,218,595	3,282,967	3,348,626	3,415,598
2,809,121	2,865,303	2,922,609	2,981,061
357,000	364,140	371,423	378,851
1,944,487	1,983,377	2,023,044	2,063,505
1,234,299	1,258,985	1,284,165	1,309,848

\$9,563,502	\$9,754,772	\$9,949,867	\$10,148,864
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2,334,086	2,427,449	2,524,547	2,625,529
1,974,643	2,073,375	2,177,043	2,285,896
2,000,000	2,000,000	2,000,000	2,000,000
2,445,326	2,550,139	2,659,495	2,773,592

\$8,754,054	\$9,050,963	\$9,361,085	\$9,685,017
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\$44,700,097	\$45,403,906	\$45,992,688	\$46,456,535
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\$1,350,811	\$1,410,193	\$1,472,217	\$1,537,003
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\$43,349,286	\$43,993,713	\$44,520,471	\$44,919,532
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429%	421%	411%	400%
1,566	1,535	1,500	1,461

Revenue Assumptions

Water Sales: Based upon conservative growth projections of 2%

Sewer Sales: Based upon conservative growth projections of 2%

All other Revenue: Based upon conservative growth projections of 2%

Expenditure Assumptions

Salaries & Fee: Modest growth of 4% projected

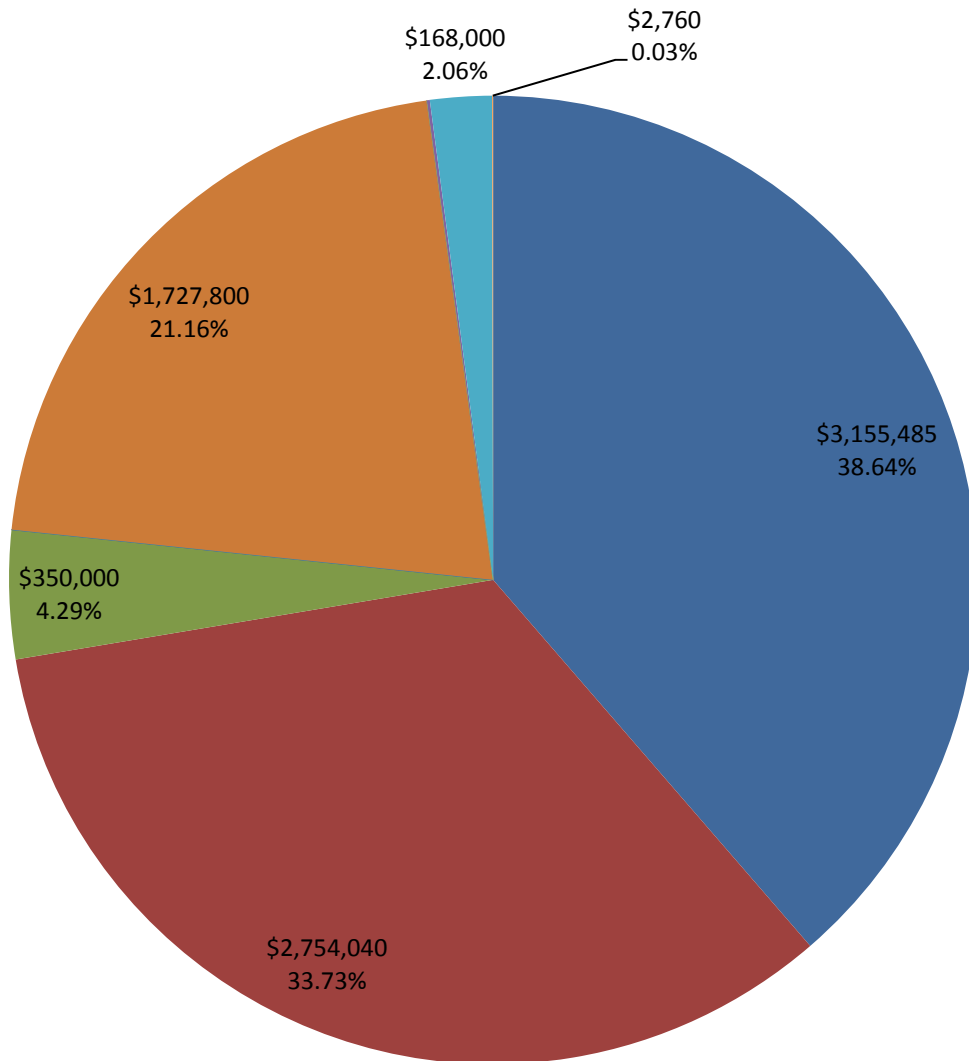
Materials & Supplies: Based upon historical trends, a 5% growth rate is projected

WATER and SEWER FUND
Revenue and Expenditures

REVENUES		Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
3075	Water Collections	\$3,169,612	\$3,059,000	\$3,155,485	\$3,155,485	3.15%
3080	Sewer Collections	\$2,450,518	\$2,385,000	\$2,567,869	\$2,754,040	15.47%
3085	Water Taps and Fees	\$326,331	\$300,000	\$352,821	\$350,000	16.67%
3090	Sewer Taps and Fees	\$2,800	\$0	\$8,553	\$0	0.00%
3060	Intergovt. Revenues	\$0	\$0	\$0	\$0	0.00%
3070	Other Income	\$1,703,902	\$160,000	\$1,727,860	\$1,727,800	979.88%
3055	Interest	\$0	\$0	\$0	\$0	0.00%
3057	Operations Fee	\$4,395	\$0	\$0	\$0	0.00%
3065	Transfer from Other	\$223,235	\$0	\$0	\$0	0.00%
3095	Reconnect Fees	\$3,310	\$7,100	\$7,813	\$7,800	0.00%
3105	Service Charge	\$154,944	\$163,000	\$168,861	\$168,000	3.07%
3120	Returned Check Fee	\$3,480	\$4,000	\$2,766	\$2,760	-31.00%
3150	Contributed Capital	\$249,615	\$0	\$0	\$1,210,097	100.00%
3201	Contributions - Debt Refunding	\$1,705,000	\$0	\$0	\$0	0.00%
3202	Donated Assets	\$749,656	\$0	\$0	\$0	0.00%
	Total Revenues	\$10,746,798	\$6,078,100	\$7,992,028	\$9,375,982	54.26%
						% of Total Expenses
EXPENSES						
5200	Account. & Collection	\$416,715	\$445,547	\$436,435	\$679,564	7.67%
5210	Customer Service	\$229,986	\$250,702	\$264,559	\$280,122	3.16%
5215	Meter	\$273,521	\$283,039	\$298,993	\$302,434	3.41%
5220	Water	\$1,151,611	\$1,603,404	\$1,551,183	\$2,977,115	33.60%
5230	Wastewater	\$1,415,268	\$1,755,872	\$1,588,475	\$2,127,040	24.01%
5235	Transfer to other Funds	\$1,934,733	\$2,125,000	\$2,262,000	\$2,353,000	26.56%
5235	Transfer to Debt Service Funds	\$223,235	\$142,100	\$142,100	\$140,900	1.59%
	Total Expenses	\$5,645,069	\$6,605,664	\$6,543,745	\$8,860,175	
	Excess Revenue/(Expense)	\$5,101,729	(\$527,564)	\$1,448,283	\$515,807	
	Prior Year Balance	\$34,622,981	\$34,201,280	\$39,724,710	\$41,172,993	
	Actual/Anticipated Balance	\$39,724,710	\$33,673,716	\$41,172,993	\$41,688,800	

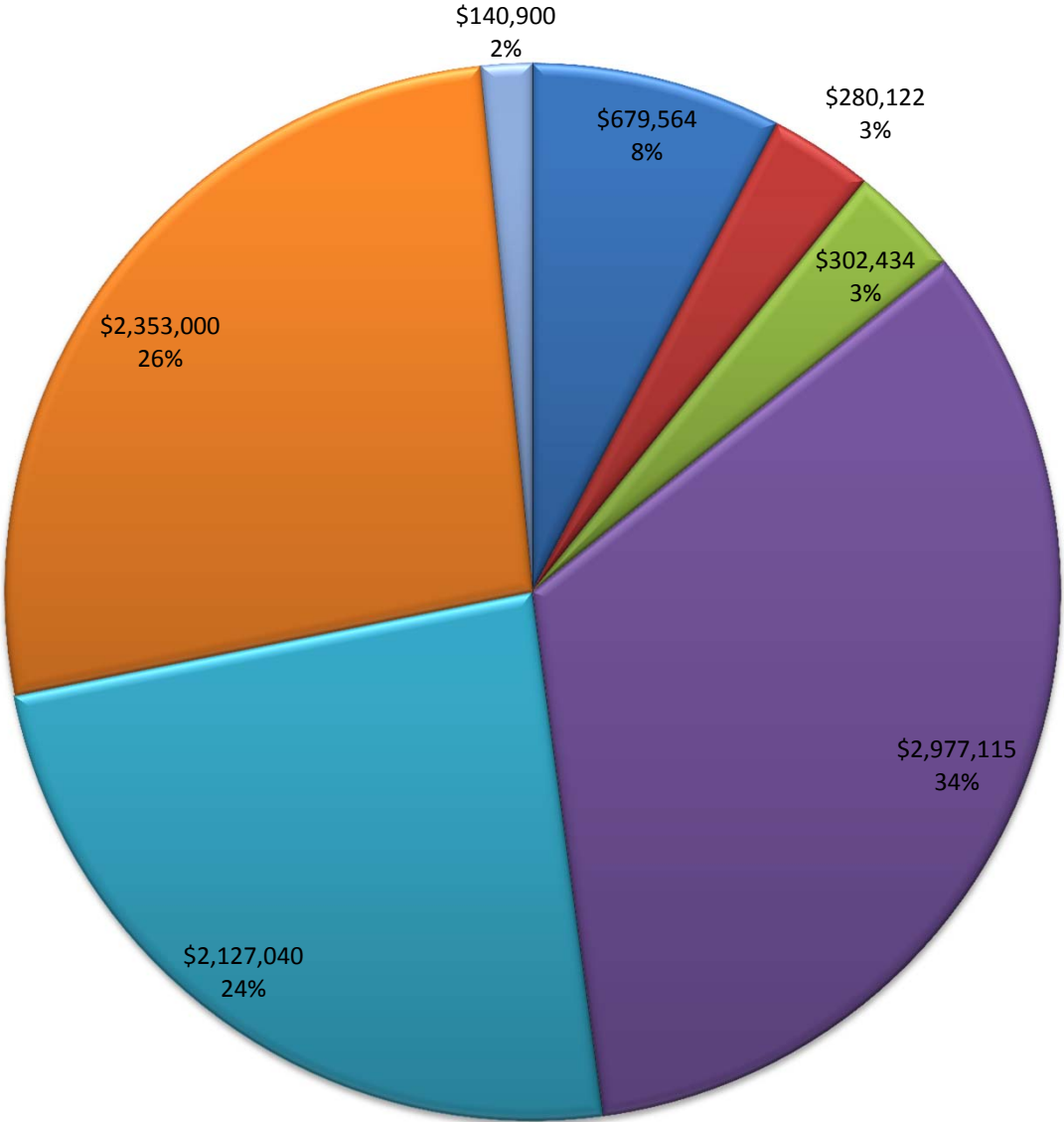
WATER AND SEWER FUND REVENUE FY 2014-2015

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



WATER AND SEWER FUND EXPENDITURES FY 2014-2015

- Account. & Collection
- Meter
- Wastewater
- Transfer to Debt Service Funds
- Customer Service
- Water
- Transfer to other Funds



5200

ACCOUNTING AND COLLECTING**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
40000 Salaries	\$156,403	\$164,141	\$162,215	\$286,341	74.45%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40125 Overtime	\$44	\$500	\$176	\$0	0.00%
40150 Social Security	\$8,850	\$10,177	\$8,784	\$17,753	74.44%
40200 Medicare	\$2,070	\$2,380	\$2,051	\$4,152	74.45%
40250 Retirement	\$23,461	\$23,846	\$23,588	\$40,761	70.93%
40350 Workmans Comp.	\$210	\$266	\$293	\$464	74.44%
40400 Health Insurance	\$25,540	\$33,060	\$30,774	\$69,416	109.97%
40650 Travel and Training	\$3,017	\$2,500	\$2,500	\$2,500	0.00%
40750 Office Supplies	\$12,289	\$6,000	\$8,714	\$9,600	60.00%
40800 Postage	\$21	\$3,000	\$3,000	\$3,000	0.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals and Memberships	\$755	\$1,000	\$1,220	\$1,000	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Bldg. Repair & Maint.	\$969	\$1,200	\$1,000	\$16,200	1250.00%
42200 Legal & Acct. Fees	\$15,560	\$23,000	\$5,000	\$31,000	34.78%
42210 Engineer & Prof. Fees	\$11,535	\$0	\$8,000	\$0	0.00%
42250 Contract Service	\$6,706	\$7,000	\$7,000	\$10,500	50.00%
42400 Maintenance Contract	\$13,862	\$15,203	\$15,000	\$15,203	0.00%
42500 Advertising	(\$1,617)	\$250	\$250	\$250	0.00%
42600 Utilities	\$6,242	\$5,874	\$6,282	\$5,874	0.00%
42700 Telephone & Pagers	\$5,219	\$4,800	\$4,560	\$4,800	0.00%
42750 Insurance & Bonding	\$50,774	\$55,000	\$50,658	\$55,000	0.00%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$220	\$0	\$20	\$0	0.00%
42860 Depreciation Expense	\$73,235	\$85,000	\$85,000	\$85,000	0.00%
43050 Credit Card Fees	\$0	\$0	\$9,000	\$9,000	0.00%
42900 Capital Outlay	\$0	\$0		\$10,400	0.00%
TOTAL EXPENSES	\$416,715	\$445,547	\$436,435	\$679,564	52.52%
SALARIES & FEES	\$217,928	\$235,720	\$229,231	\$420,237	78.28%
MTL. & SUPPLIES	\$198,787	\$209,827	\$207,204	\$248,927	18.63%
<u>Capital Outlay</u>					
City Hall Server - 40% Cost	10,400				
 Total Capital Outlay	<u><u>10,400</u></u>				

ACCOUNTING & COLLECTING DEPARTMENT

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.

2014-2015 Departmental Goals

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

2014-2015 Departmental Performance Indicators

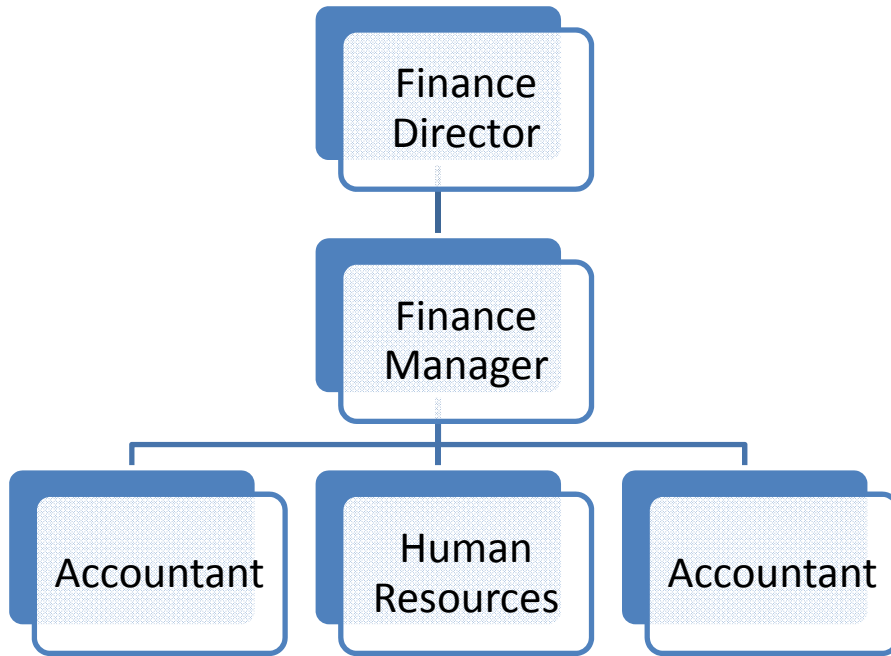
	Act. <u>FY12-13</u>	Est. <u>FY 13-14</u>	Bud. <u>FY 14-15</u>
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
% of invoices paid w/in 30 days	100%	99%	100%
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes

2014-2015 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Finance Director	1	1	1
Finance Manager	0	0	1
Accountant	2	2	2
Human Resources Coordinator	0	0	1
Total Personnel	2	3	5

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Accounting & Collecting Department



5210

CUSTOMER SERVICE DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$114,517	\$122,827	\$118,979	\$125,815	2.43%
40125 Overtime	\$19	\$500	\$800	\$500	0.00%
40150 Social Security	\$6,800	\$7,615	\$7,110	\$7,801	2.44%
40200 Medicare	\$1,590	\$1,781	\$1,663	\$1,824	2.41%
40250 Retirement	\$16,757	\$17,844	\$17,437	\$17,910	0.37%
40350 Workmans Comp.	\$204	\$199	\$219	\$204	2.51%
40400 Health Insurance	\$27,708	\$33,056	\$29,478	\$36,473	10.34%
40600 Uniforms & Clothes	\$0	\$0	\$0	\$0	0.00%
40650 Travel & Training	\$0	\$2,500	\$3,500	\$2,500	0.00%
40750 Office Supplies	\$21,139	\$26,000	\$19,000	\$19,000	-26.92%
40800 Postage	\$30,005	\$29,500	\$33,767	\$35,000	18.64%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equip.	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline	\$0	\$0	\$0	\$0	0.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$62	\$0	\$0	\$0	0.00%
41550 New Meters	\$0	\$0	\$0	\$0	0.00%
41850 Meter Repairs	\$0	\$0	\$0	\$0	0.00%
41750 Meter supply, pipes/etc.	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$0	\$500	\$500	\$500	0.00%
42000 Bldg. Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$854	\$950	\$950	\$950	0.00%
42250 Contracted Services	\$8,826	\$6,080	\$30,200	\$30,200	396.71%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$659	\$700	\$795	\$795	13.57%
42700 Advertising	\$102	\$150	\$161	\$150	0.00%
42850 Miscellaneous	\$744	\$500	\$0	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$229,986	\$250,702	\$264,559	\$280,122	11.74%
SALARIES & FEES	\$167,595	\$183,822	\$175,686	\$190,527	3.65%
MTL. & SUPPLIES	\$62,391	\$66,880	\$88,873	\$89,595	33.96%

CUSTOMER SERVICE DEPARTMENT

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. Representatives for the City of Richmond are available to assist you Monday through Friday, 7:30am – 5:00pm., except holidays.

Location: City Hall at 402 Morton Street

Our customer service number is (281) 342-5456 and our fax number is (281) 282-8626.

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 clerks 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.

New customers applying for service must provide a rental agreement or home purchase closing paperwork when applying for service. Established customers with rent homes can show tax records for rental property.

2014-2015 Departmental Goals

- Continue to organize and work as a team to ensure excellent service
- ✓ Process payments in person, over the phone and online in an accurate manner to encourage, promote and welcome expanding residential and business growth and development
- ✓ Continue to implement online and draft payment method to customers
- ✓ Continue to implement credit card payment method for walk-in and by phone customers.

2013-2014 Departmental Performance Indicators

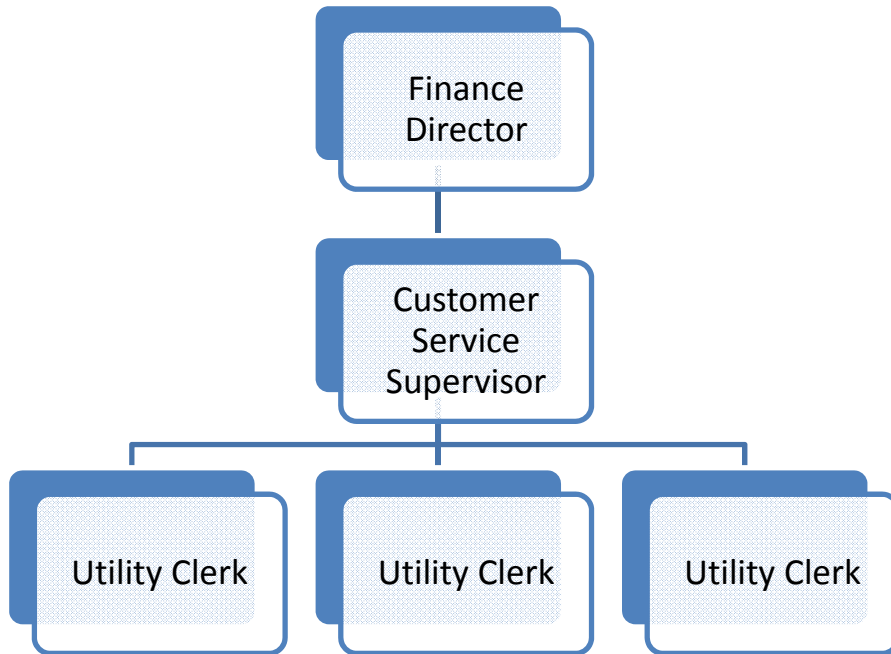
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# content Mgr. Implementation	0	100%	100%
# of online Customer Registrations	335	1089	612
# of hours open to public	9.5	9.5	9.5
# payment reversals/ corrections	20	18	14

2014-2015 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Supervisor	1	1	1
Utility Clerk	3	3	3
Total Personnel	<hr/> 4	<hr/> 4	<hr/> 4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Customer Service Department



5215

METER DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent + / (-)
40000 Salaries	\$121,109	\$133,475	\$130,491	\$134,438	0.72%
40125 Overtime	\$2,409	\$4,500	\$2,500	\$4,500	0.00%
40150 Social Security	\$7,546	\$8,406	\$8,020	\$8,614	2.47%
40200 Medicare	\$1,765	\$1,966	\$1,878	\$2,015	2.49%
40250 Retirement	\$18,070	\$19,696	\$19,209	\$19,778	0.42%
40350 Workmans Comp.	\$2,073	\$2,480	\$2,674	\$2,541	2.46%
40400 Health Insurance	\$23,809	\$30,546	\$29,440	\$34,578	13.20%
40550 Medical Surveilance	\$260	\$300	\$300	\$300	0.00%
40600 Uniforms & Clothes	\$2,130	\$3,500	\$1,950	\$3,500	0.00%
40650 Travel & Training	\$0	\$250	\$0	\$250	0.00%
40750 Office Supplies	\$38	\$500	\$235	\$500	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$7	\$300	\$300	\$300	0.00%
40950 Shop Tools & Equip.	\$61	\$2,000	\$400	\$2,000	0.00%
41100 Gasoline	\$12,591	\$13,000	\$13,255	\$13,000	0.00%
41150 Tires & Batteries	\$639	\$500	\$500	\$500	0.00%
41300 Janitorial Supplies	\$74	\$0	\$0	\$0	0.00%
41550 New Meters	\$49,849	\$20,000	\$47,500	\$32,000	60.00%
41750 Meter supply, pipes/etc.	\$20,569	\$25,000	\$28,775	\$27,000	8.00%
41800 Golf Cart Repair	\$2,604	\$750	\$900	\$750	0.00%
41850 Meter Repairs	\$4,812	\$8,000	\$2,000	\$8,000	0.00%
41950 Equipment Repair	\$368	\$500	\$500	\$500	0.00%
41980 Private Yard Line	\$0	\$2,500	\$0	\$2,500	0.00%
42000 Bldg. Repair & Maint.	\$0	\$300	\$0	\$300	0.00%
42100 Vehicle Repair	\$500	\$1,000	\$5,470	\$1,000	0.00%
42150 Equipment Rental	\$0	\$0	\$200	\$0	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$433	\$770	\$400	\$770	0.00%
42700 Telephone & Pagers	\$1,637	\$2,600	\$1,896	\$2,600	0.00%
42700 Advertising	\$0	\$0	\$0	\$0	0.00%
42800 License and Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$168	\$200	\$200	\$200	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$273,521	\$283,039	\$298,993	\$302,434	6.85%
SALARIES & FEES	\$176,781	\$201,069	\$194,212	\$206,464	2.68%
MTL. & SUPPLIES	\$96,740	\$81,970	\$104,781	\$95,970	17.08%

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.

2014-2015 Departmental Goals

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

2014-2015 Departmental Performance Indicators

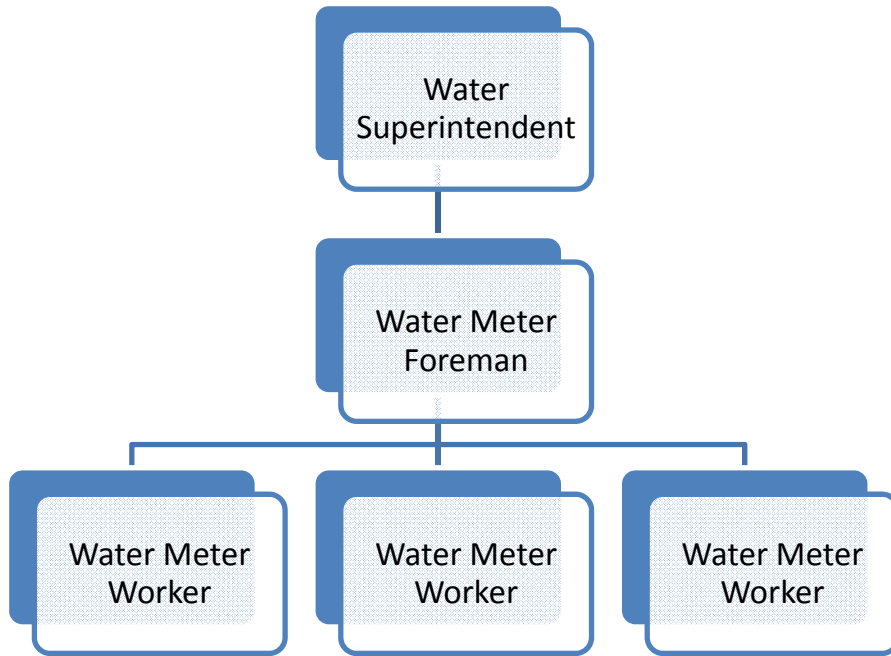
	<u>Act.</u> <u>FY 12-13</u>	<u>Act. To Date</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
# of cut offs/reinstates	1300	1300	1490
# of new meters (accounts)	600	600	560
# of hours spent on service calls	121	121	121
# of meter swap-outs	350	350	120
# of checks for leaks	200	200	160

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Act.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Water Meter Foreman	1	1	1
Water Meter Worker	3	3	3
Total Personnel	<hr/> 4	<hr/> 4	<hr/> 4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Meter Department





5220

Expenditures

WATER DEPARTMENT

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
40000 Salaries	\$359,214	\$431,113	\$403,756	\$462,318	7.24%
40125 Overtime	\$7,009	\$14,000	\$11,023	\$14,000	0.00%
40150 Social Security	\$21,853	\$26,729	\$24,974	\$29,532	10.49%
40200 Medicare	\$5,126	\$6,251	\$5,841	\$6,907	10.49%
40250 Retirement	\$53,579	\$62,630	\$60,183	\$67,804	8.26%
40350 Workmans Comp.	\$6,657	\$7,885	\$8,653	\$8,712	10.49%
40400 Health Insurance	\$76,469	\$104,299	\$87,338	\$124,722	19.58%
40550 Medical Surveillance	\$455	\$650	\$650	\$650	0.00%
40600 Uniforms & Clothes	\$5,585	\$7,000	\$7,000	\$8,000	14.29%
40650 Travel & Training	\$8,116	\$4,000	\$6,800	\$4,000	0.00%
40700 Convention/Association	\$248	\$1,100	\$500	\$1,100	0.00%
40750 Office Supplies	\$6,466	\$6,200	\$6,200	\$6,200	0.00%
40800 Postage	\$1,122	\$1,600	\$1,600	\$1,600	0.00%
40850 Paint,Hardware Supplies	\$432	\$1,000	\$1,000	\$1,000	0.00%
40950 Shop Tools & Equip.	\$7,143	\$8,000	\$8,000	\$8,000	0.00%
41100 Gasoline	\$28,549	\$32,200	\$31,950	\$33,000	2.48%
41150 Tires & Batteries	\$1,398	\$2,000	\$2,500	\$2,000	0.00%
41300 Janitorial Supplies	\$1,056	\$1,000	\$1,000	\$1,000	0.00%
41350 Chemicals	\$33,441	\$30,000	\$30,000	\$30,000	0.00%
41550 Hydrant Maintenance	\$5,997	\$17,000	\$17,000	\$17,000	0.00%
41600 Lab Eqpt./Supplies	\$602	\$600	\$600	\$1,000	66.67%
41650 Periodicals-Memberships	\$190	\$400	\$200	\$400	0.00%
41700 System Maint.	\$14,476	\$15,000	\$15,000	\$15,000	0.00%
41720 System Maint. - Rivers Edge	\$3,127	\$2,000	\$2,000	\$2,000	0.00%
41740 System Maint. - MUD 187	\$0	\$2,000	\$2,000	\$2,000	0.00%
41750 Meter supply, pipes/etc.	\$44,319	\$10,000	\$20,000	\$60,000	500.00%
41800 Inventory-Mud RE	\$11,301	\$10,000	\$15,000	\$20,000	100.00%
41850 Inventory-Mud 187	\$41,993	\$25,000	\$55,000	\$80,000	220.00%
41855 Inventory - RiverPark West	\$0	\$20,000	\$20,000	\$0	100.00%
41900 System Rehab.	\$48,362	\$50,000	\$0	\$50,000	0.00%
41950 Equipment Repair	\$12,514	\$5,000	\$2,000	\$5,000	0.00%
41960 Pump/Motor Maint.	\$52,600	\$30,000	\$30,000	\$50,000	66.67%
41970 Backflow Prev. & Maint.	\$314	\$2,000	\$2,000	\$2,000	0.00%
41980 Private Yard Line	\$0	\$5,000	\$5,000	\$5,000	0.00%
42000 Bldg. Repair & Maint.	\$3,287	\$4,000	\$4,000	\$4,000	0.00%
42010 Chlorinator Room Maint.	\$4,273	\$2,000	\$3,800	\$3,000	50.00%
42015 Gnerator Maint.	\$1,392	\$1,800	\$1,800	\$1,800	0.00%
42050 Tank Maint.	\$62,039	\$9,000	\$9,000	\$142,350	1481.67%
42100 Vehicle Repair	\$4,285	\$5,000	\$3,500	\$3,500	-30.00%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42210 Engineer & Prof. Fees	\$12,403	\$47,000	\$47,000	\$0	-100.00%
42250 Contracted Services	\$0	\$0	\$800	\$0	0.00%
42450 Lab Fees	\$7,088	\$5,500	\$9,500	\$22,000	300.00%
42500 Advertising	\$4,755	\$3,820	\$3,820	\$3,820	0.00%
42550 Pest Control	\$689	\$1,200	\$1,200	\$1,200	0.00%
42600 Utilities	\$168,033	\$150,000	\$146,800	\$150,000	0.00%
42700 Telephone & Pagers	\$10,146	\$8,000	\$9,678	\$8,000	0.00%
42800 License & Permits	\$12,738	\$13,000	\$13,090	\$13,000	0.00%
42850 Miscellaneous	\$770	\$1,000	\$2,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$409,927	\$409,927	\$1,503,000	266.65%
42900 Capital Outlay-5270	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$1,151,611	\$1,603,404	\$1,551,183	\$2,977,115	85.67%
SALARIES & FEES	\$529,907	\$652,907	\$601,768	\$713,995	9.36%
MTL. & SUPPLIES	\$621,704	\$540,570	\$539,488	\$760,120	40.61%

Capital Outlay

Edgar Elevated Storage Tnk	1,452,000
Vehicle - new Plant Operator	26,000
Williams Way Water Line	25,000

Total Capital Outlay	<u>1,503,000</u>
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WATER DEPARTMENT

Department Mission

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

Department Description

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

2014-2015 Departmental Goals

- ✓ The Department’s goal is to provide our customers with a high standard of courteous and effective service responsive to the individual customer’s needs.
- Two hour response time for all calls
- ✓ To achieve and maintain compliance with all applicable Local, State, and Federal environmental laws and policies regarding ground water protection.
- ✓ Operates and maintains the water production and distribution infrastructure in order to deliver safe, clean, reliable potable water for use by the Citizens of Richmond.

2014-2015 Departmental Performance Indicators

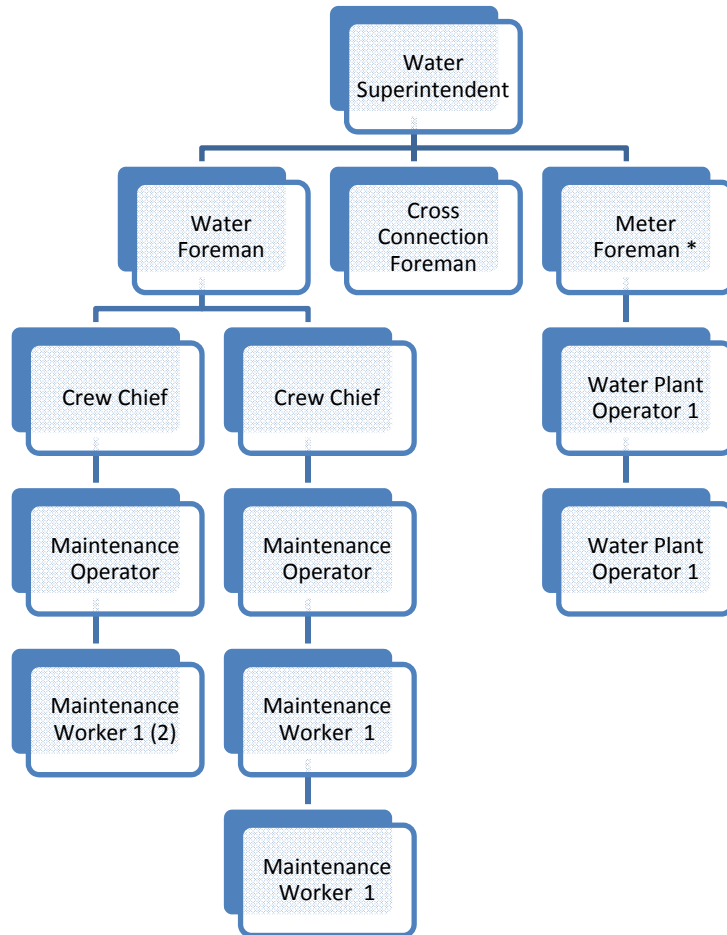
	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
TCEQ Violations	0	0	0
Percentage of calls responded within 2 hrs.	n/a	100%	100%
Number of Positive Water Samples	0	0	0

2014-2015 Departmental Personnel History

	<u>Act.</u> <u>FY 12-13</u>	<u>Est.</u> <u>FY 13-14</u>	<u>Bud.</u> <u>FY 14-15</u>
Water Superintendent	1	1	1
Foreman	1	2	1
Crew Chief	1	1	2
Water Plant Operator II	0	0	1
Plant Operator I	1	0	1
Cross Connection Foreman	1	1	1
Maintenance Operator I	4	5	1
Maintenance Worker I	3	1	5
Heavy Equipment Operator	1	1	0
Total Personnel	13	12	13

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Water Department



* FUNDED IN METER DEPARTMENT



5230

WASTEWATER DEPARTMENT**Expenditures**

DESCRIPTION	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
40000 Salaries	\$380,442	\$442,361	\$425,598	\$470,310	6.32%
40125 Overtime	\$15,089	\$11,000	\$12,020	\$11,000	0.00%
40150 Social Security	\$22,365	\$27,426	\$25,004	\$29,841	8.81%
40200 Medicare	\$5,231	\$7,314	\$5,848	\$6,979	-4.58%
40250 Retirement	\$67,869	\$64,264	\$63,771	\$68,514	6.61%
40350 Workmans Comp.	\$4,436	\$5,730	\$5,680	\$6,235	8.81%
40400 Health Insurance	\$78,424	\$108,127	\$91,320	\$120,211	11.18%
40600 Uniforms & Clothes	\$6,250	\$6,600	\$6,600	\$7,300	10.61%
40650 Travel & Training	\$975	\$3,500	\$3,500	\$3,500	0.00%
40750 Office Supplies	\$959	\$2,000	\$2,000	\$2,000	0.00%
40850 Paint/Hdwr/Supplies	\$31	\$1,000	\$500	\$1,000	0.00%
40950 Shop Tools & Eqpt.	\$11,152	\$2,000	\$3,000	\$2,000	0.00%
40960 River's Edge Exp	\$0	\$0		\$0	0.00%
40975 Rio Vista Exp	\$0	\$0		\$0	0.00%
41100 Gasoline,Diesel	\$30,437	\$34,200	\$31,600	\$34,200	0.00%
41150 Tires & Batteries	\$559	\$1,000	\$750	\$1,000	0.00%
41350 Chemical Supplies	\$163,640	\$300,000	\$261,900	\$250,000	-16.67%
41600 Lab Eqpt./Supplies	\$5,918	\$7,600	\$7,600	\$7,600	0.00%
41800 Lift Station M & R	\$51,061	\$27,000	\$27,000	\$27,000	0.00%
41850 Collect System M & R	\$59,681	\$36,800	\$36,800	\$36,800	0.00%
41900 System Rehab.	\$60,115	\$75,000	\$25,000	\$375,000	400.00%
41950 Equipment Repair	\$4,847	\$4,900	\$4,900	\$4,900	0.00%
42005 N S Facility Maint.	\$0	\$0	\$0	\$0	0.00%
42010 R R Facility Maint.	\$59,619	\$125,000	\$82,500	\$125,000	0.00%
42100 Vehicle Repair	\$2,008	\$2,000	\$3,500	\$2,000	0.00%
42150 Equipment Rental	\$0	\$700	\$500	\$700	0.00%
42210 Engineer & Prof. Fees	\$350	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$55,736	\$75,000	\$55,000	\$65,000	-13.33%
42450 Lab Fees	\$18,751	\$17,500	\$18,750	\$17,500	0.00%
42500 Advertising	\$78	\$250	\$2,500	\$250	0.00%
42600 Utilities	\$251,048	\$240,000	\$249,635	\$250,000	4.17%
42605 Utilities - MUD 116	(\$17,980)	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$11,570	\$8,300	\$10,900	\$10,900	31.33%
42800 License & Permits	\$23,826	\$29,500	\$35,000	\$35,000	18.64%
42850 Miscellaneous	\$3,780	\$800	\$800	\$800	0.00%
42900 Capital Outlay	\$0	\$50,000	\$49,999	\$76,000	52.00%
42950 Capital Contract	\$37,001	\$39,000	\$39,000	\$78,500	101.28%
TOTAL EXPENSES	\$1,415,268	\$1,755,872	\$1,588,475	\$2,127,040	21.14%
SALARIES & FEES	\$573,856	\$666,222	\$629,241	\$713,090	7.03%
MTL. & SUPPLIES	\$804,411	\$1,000,650	\$870,235	\$1,259,450	25.86%
Capital Outlay					
359 & 90A Line Reloc	50,000				
New Vehicle	26,000				
Total Capital Outlay	76,000				

WASTEWATER DEPARTMENT

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 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.

2014-2015 Departmental Goals

- ✓ Deliver Re-Use water to GRP partners while influencing, fostering and maintaining the interest of safety
- Have NO work related injuries
- ✓ Continue the implementation of the SSO Initiative
- ✓ Finalize Construction of Re-Use components at Richmond Regional WWTP
- Demolish N. 2nd WWTP
- Replace 6" line along Thompson Hwy

2014-2015 Departmental Performance Indicators

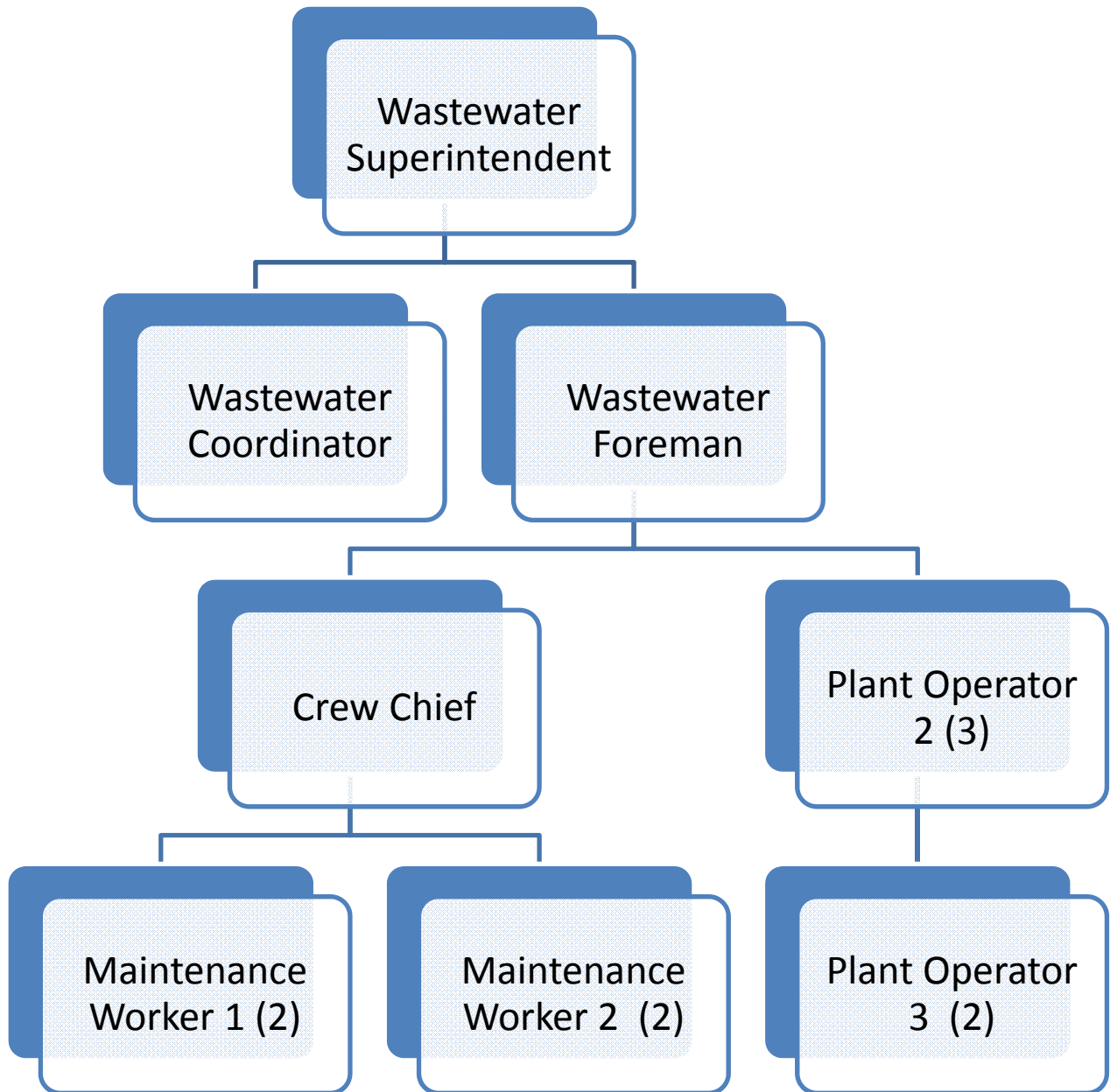
	Act. <u>FY 12-13</u>	Est. <u>FY 13-14</u>	Bud. <u>FY 14-15</u>
# of work related injuries/illness	0	0	0
# of gallons wastewater treated	517,000,000	675,250,000	675,000,000
# of dry tons sludge produced	420	498	500
# of manholes rehabbed	0	50	50
Total footage of mainline inspected	0	10,000	10,000

2014-2015 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>
Wastewater Superintendent	1	1	1
Waste Water Coordinator	0	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Operator I	1	0	1
Operator II	3	4	3
Operator III	1	1	1
Maintenance Worker II	2	2	2
Maintenance Worker I	0	0	1
Total Personnel	<hr/> 10	<hr/> 11	<hr/> 12

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

Wastewater Department



WATER/SEWER FUND**Expenditures**

DEPARTMENT	Actual 2012-2013	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015	Percent +/(%)
5200 ACCOUNT & COLLECT	\$416,715	\$445,547	\$436,435	\$679,564	52.52%
5210 CUSTOMER SERVICE	\$229,986	\$250,702	\$264,559	\$280,122	11.74%
5215 METER	\$273,521	\$283,039	\$298,993	\$302,434	6.85%
5220 WATER	\$1,151,611	\$1,603,404	\$1,551,183	\$2,977,115	85.67%
5230 WASTEWATER	\$1,415,268	\$1,755,872	\$1,588,475	\$2,127,040	21.14%
5235 TRANSFERS	\$2,157,968	\$2,267,100	\$2,404,100	\$2,493,900	10.00%
TOTAL	\$5,645,069	\$6,605,664	\$6,543,745	\$8,860,175	34.13%



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.



DEBT SERVICE FUND
Revenues and Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015	Percent + / (-)
3000	Property Taxes-Current	\$937,627	\$859,783	\$938,345	9.14%
3070	Other Income	\$1,751	\$0	\$0	0.00%
3165	Development Corp.	\$0	\$248,125	\$254,538	100.00%
3165	Water and Sewer	\$223,235	\$142,100	\$140,900	-0.84%
	Total Revenues	\$1,162,613	\$1,250,008	\$1,333,783	6.70%
5050	Debt Service	\$1,189,452	\$1,336,075	\$1,338,350	0.17%
	Total Expenses	\$1,189,452	\$1,336,075	\$1,338,350	0.17%
	Prior Year Balance	\$875,125	\$848,286	\$762,219	
	Anticipated Balance	\$848,286	\$762,219	\$757,652	

5050
DEBT SERVICE FUND

Expenditures

DESCRIPTION		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015	Percent
					+ / (-)
	Miscellaneous	\$966,217	\$945,850	\$949,325	0.37%
	Development Corp.	\$0	\$248,125	\$248,125	0.00%
	Water and Sewer	\$223,235	\$142,100	\$140,900	-0.84%
42858	TOTAL EXPENSES	\$1,189,452	\$1,336,075	1,338,350	0.17%

Legal Debt Margin Information

Classification	Actual 2012-2013	Budget 2013-2014	Budget 2014-2015
Debt limit	37,560,422	\$40,043,684	\$41,830,518
Total net debt applicable to limit	<u>6,686,714</u>	<u>12,842,781</u>	<u>12,137,348</u>
Legal Debt Margin	\$30,873,708	\$27,200,903	\$29,693,170
Total net debt applicable to the limit as a percentage of debt limit	21.66%	47.21%	40.88%

Legal Debt Margin Calculation by Fiscal Year

Net taxable value	\$375,604,222	\$400,436,843	\$418,305,176
Debt limit (10% of assessed value)	37,560,422	40,043,684	41,830,518
Debt applicable to limit:			
General obligation bonds	7,535,000	13,605,000	12,895,000
Less: amount set aside for repayment of general obligation debt	<u>848,286</u>	<u>762,219</u>	<u>757,652</u>
Total net debt applicable to limit	6,686,714	12,842,781	12,137,348
Legal debt margin	\$30,873,708	\$27,200,903	29,693,170

TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2015	790,000	546,100	1,336,100
2016	890,000	523,369	1,413,369
2017	915,000	497,825	1,412,825
2018	935,000	468,688	1,403,688
2019	960,000	436,375	1,396,375
2020	1,000,000	401,838	1,401,838
2021	710,000	372,383	1,082,383
2022	735,000	348,180	1,083,180
2023	760,000	321,598	1,081,598
2024	790,000	291,738	1,081,738
2025	510,000	265,522	775,522
2026	530,000	244,225	774,225
2027	560,000	221,575	781,575
2028	575,000	197,822	772,822
2029	605,000	173,128	778,128
2030	360,000	153,044	513,044
2031	370,000	137,822	507,822
2032	390,000	121,806	511,806
2033	410,000	104,875	514,875
2034	425,000	87,131	512,131
2035	440,000	68,750	508,750
2036	460,000	49,913	509,913
2037	480,000	30,525	510,525
2038	500,000	10,313	510,313
Total	15,100,000	6,074,542	21,174,542

**GENERAL OBLIGATION BONDS
SERIES 2013**

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2015	165,000	230,744	395,744
2016	250,000	226,594	476,594
2017	250,000	221,594	471,594
2018	245,000	216,644	461,644
2019	245,000	211,131	456,131
2020	250,000	204,319	454,319
2021	310,000	195,919	505,919
2022	320,000	186,469	506,469
2023	330,000	175,894	505,894
2024	335,000	163,419	498,419
2025	185,000	152,903	337,903
2026	190,000	145,169	335,169
2027	200,000	137,125	337,125
2028	205,000	128,772	333,772
2029	220,000	120,006	340,006
2030	260,000	110,106	370,106
2031	265,000	99,113	364,113
2032	280,000	87,531	367,531
2033	295,000	75,313	370,313
2034	305,000	62,563	367,563
2035	315,000	49,388	364,388
2036	330,000	35,888	365,888
2037	345,000	21,966	366,966
2038	360,000	7,425	367,425
Total	6,455,000	3,265,991	9,720,991

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

**CERTIFICATES OF OBLIGATION
SERIES 2013**

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2015	60,000	80,900	140,900
2016	60,000	79,700	139,700
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	2,205,000	1,228,606	3,433,606

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

**GENERAL OBLIGATION BONDS
SERIES 2010 REFUNDING**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2015	405,000	87,900	492,900
2016	415,000	75,600	490,600
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	2,635,000	310,388	2,945,388

**GENERAL OBLIGATION BONDS
SERIES 2009**

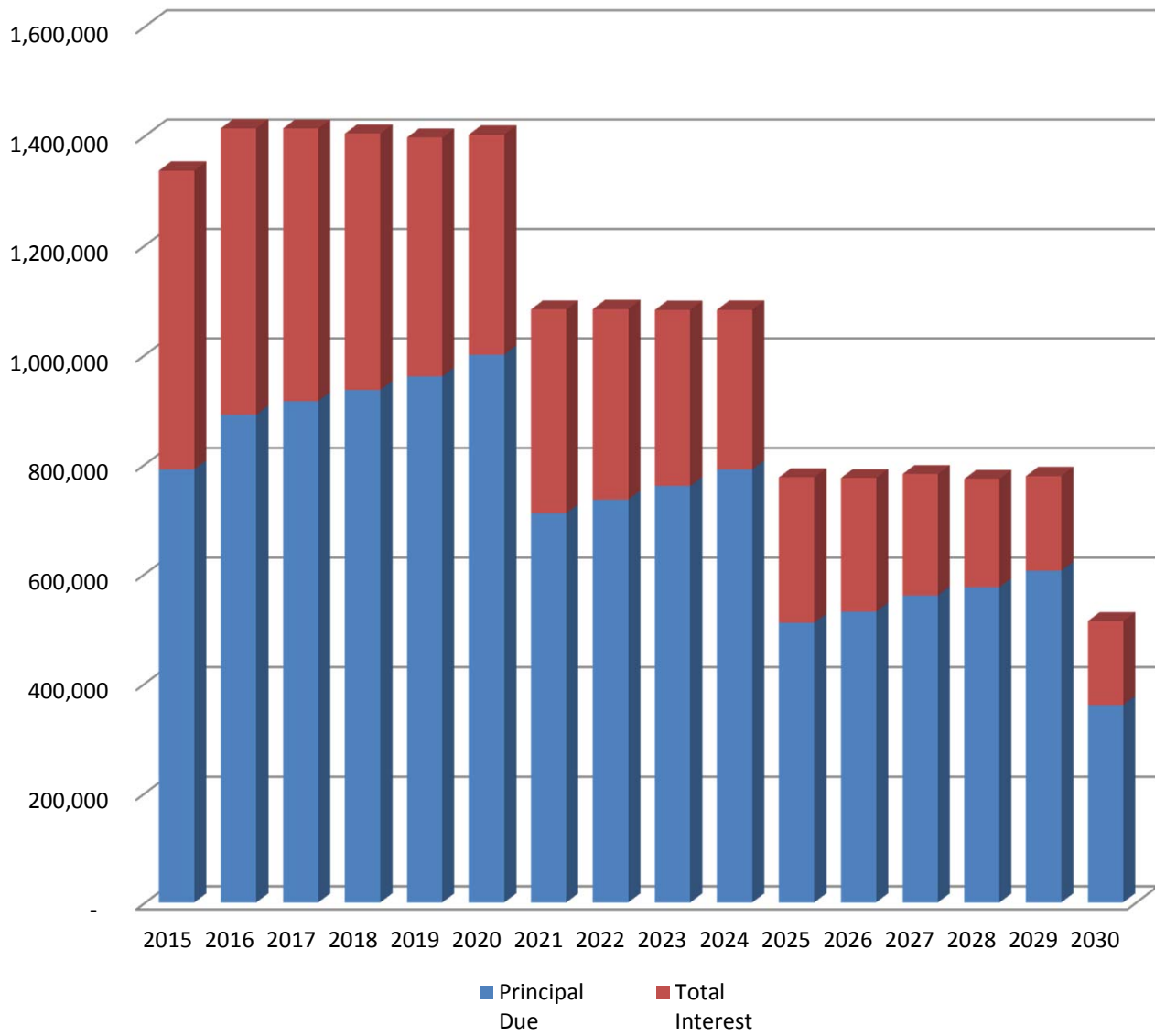
Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2015	160,000	146,556	306,556
2016	165,000	141,475	306,475
2017	170,000	135,394	305,394
2018	180,000	128,394	308,394
2019	190,000	120,994	310,994
2020	200,000	113,594	313,594
2021	330,000	103,889	433,889
2022	340,000	91,324	431,324
2023	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	3,805,000	1,269,557	5,074,557

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

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

<u>Governmental Unit</u>	<u>Net Debt Outstanding</u>	<u>Percentage Applicable to City</u>	<u>Estimated Debt Applicable to City</u>
Lamar CISD	532,230,000	4.13%	21,981,099
Fort Bend County	485,890,000	1.01%	4,907,489
Total Net Overlapping Debt			26,888,588
City of Richmond	21,174,542	100%	21,174,542
Total Direct and Overlapping Net Debt			48,063,130
Ratio of total direct and overlapping net debt to assessed valuation			<u>11.49%</u>
Direct and overlapping net debt per capita			<u>\$3,910</u>

Total General & Certificate of Obligation Debt





PARKS IMPROVEMENT FUND

The Parks Improvement Fund accounts for the intergovernmental revenues and expenditures related to park improvements.



PARKS IMPROVEMENTS FUND

Revenues and Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
3070	Other Income	\$52	\$50	\$50
	Total Revenues	\$52	\$50	\$50
5280	Park Improvements	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	\$38,455	\$38,507	\$38,557
	Anticipated Balance	\$38,507	\$38,557	\$38,607

5280
PARKS IMPROVEMENTS FUND

Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
	DESCRIPTION			
42250	Contracted Services	\$0	\$0	\$0
42900	Capital Outlay	\$0	\$0	\$0
	TOTAL EXPENSES	\$0	\$0	\$0



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

The Community Development Block Grant (CDBG) fund is used to account for the community development block grant that is funding revitalization projects for substandard housing within the City.



CDBG GRANT FUND
Revenues and Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
3060	Intergov't Revenue	\$401,458	\$220,000	\$220,000
3070	Other Income	\$130	\$0	\$0
	Total Revenues	\$401,588	\$220,000	\$220,000
5240	Grant Construction	\$264,705	\$258,500	\$200,000
	Total Expenses	\$264,705	\$258,500	\$200,000

5240
GRANT CONSTRUCTION FUND

Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
	DESCRIPTION			
42200	Legal & Prof. Fees	\$1,492	\$0	\$0
42900	Capital Outlay	\$186,833	\$220,000	\$200,000
42858	Miscellaneous	\$0	\$0	\$0
	TOTAL EXPENSES	\$188,325	\$220,000	\$200,000



WATER IMPACT FUND

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



WATER IMPACT FUND
Revenues and Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
3055	Interest Income	\$656	\$660	\$660
3070	Other Income	\$0	\$0	\$0
3110	Impact Fees	\$630,658	\$500,000	\$250,000
	Total Revenues	\$631,314	\$500,660	\$250,660
5270	Water Impact	(\$1)	\$0	\$0
	Total Expenses	(\$1)	\$0	\$0
	Prior Year Balance	\$1,220,270	\$1,851,585	\$2,352,245
	Anticipated Balance	\$1,851,585	\$2,352,245	\$2,602,905

5270
WATER IMPACT FUND

Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
	DESCRIPTION			
42900	Capital Outlay	(\$1)	\$0	\$0
	TOTAL EXPENSES	(\$1)	\$0	\$0



WASTEWATER IMPACT FUND

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



WASTEWATER IMPACT FUND
Revenues and Expenditures

	DESCRIPTION	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
3055	Interest Income	21	200	
3070	Other Income	\$0	\$0	\$0
3110	Impact Collections	\$571,025	\$500,000	\$250,000
	Total Revenues	\$571,046	\$500,200	\$250,000
5260	Wastewater Impact	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	(\$468,220)	\$102,826	\$603,026
	Anticipated Balance	\$102,826	\$603,026	\$853,026

5260
WASTEWATER IMPACT FUND

Expenditures

		Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
	DESCRIPTION			
42900	Capital Outlay	\$0	\$6,600	\$0
	TOTAL EXPENSES	\$0	\$6,600	\$0

Capital Outlay

Ransom Rd Upsize Sanitary Sewer Line	<u>6,600</u>
Total Capital Outlay	<u><u>6,600</u></u>



SURFACE WATER FUND

The Surface Water Fund 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.



SURFACE WATER FUND
Revenues and Expenditures

	Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15	Percent +/(-) %	
3050	Ground Wtr Reduction Revenue	\$563,768	\$556,875	\$627,997	\$646,731	16.14%
3051	Ground Water Red-Rivers Edge	\$83,037	\$108,338	\$99,032	\$125,819	16.14%
3052	Groundwtr Reduct-Rio Vista	\$65,911	\$51,334	\$0	\$59,617	16.14%
3053	Ground Wtr Reduction 121	\$230,665	\$152,179	\$149,346	\$176,734	16.14%
3054	Groundwtr Reduct-MUD 187	\$90,987	\$127,879	\$0	\$148,513	16.14%
3055	Interest Income	\$3,666	\$1,000	\$5,187	\$1,000	0.00%
3056	Groundwtr Reduct-MUD 116	\$277,699	\$0	\$0	\$261,337	100.00%
3057	Groundwtr Red - WCID #3	\$121,456	\$0	\$0	\$162,006	100.00%
3058	Groundwater Red-Texana HOA	\$0	\$0	\$0	\$0	0.00%
3059	Ground Wtr R MUD 19 Revenue	\$4,062	\$15,188	\$0	\$17,638	16.14%
3060	Ground Water Red-WCID 8	\$18,308	\$0	\$0	\$17,250	100.00%
3061	Ground Water Red - LCISD	\$43,950	\$0	\$6,524	\$23,431	100.00%
3062	Groundwater - Rivers Edge HOA	\$0	\$0	\$0	\$0	0.00%
3063	Groundwater - Riverpark HOA	\$0	\$0	\$0	\$28,175	100.00%
3064	Groundwater - Country Club	\$11,000	\$2,234	\$0	\$11,213	401.92%
3065	Transfer from Other Funds	\$0	\$0	\$0	\$0	0.00%
3070	Other Income	\$181,350	\$187,626	\$196,746	\$203,433	8.42%
3071	Grants - Federal	\$111,804	\$0	\$26,547	\$0	0.00%
	Total Revenues	\$1,807,663	\$1,202,651	\$1,111,379	\$1,882,897	56.56%
	Total Expenses	\$414,833	\$2,767,875	\$2,486,699	\$2,767,875	0.00%
	Prior Year Balance	\$1,928,230	\$3,321,060	\$3,321,060	\$1,945,740	
	Anticipated Balance	\$3,321,060	\$1,755,836	\$1,945,740	\$1,060,762	

5222

SURFACE WATER FUND**Expenditures**

DESCRIPTION	Actual 2013-2013	Budget 2013-14	Estimate 2013-2014	Budget 2014-2015	Percent +/(-)
41500 EPA Grant Consulting	\$10,997	\$0	\$735	\$0	0%
41710 System Water Cost	\$183,250	\$187,600	\$203,824	\$187,600	0%
42200 Legal and Professional Fees	\$24,911	\$15,000	\$125,130	\$15,000	0%
42210 Engineering & Professional Fee	\$200,769	\$800,775	\$296,463	\$800,775	0%
42600 Utilities	(\$10,301)		(\$95)		0%
42800 Postage	\$240		\$45		0%
42850 Miscellaneous	\$4,665	\$9,000	\$0	\$9,000	0%
42900 Capital Outlay	\$302	\$1,755,500	\$1,860,597	\$1,755,500	0%
TOTAL EXPENSES	\$414,833	\$2,767,875	\$2,486,699	\$2,767,875	0%



DEVELOPMENT CORPORATION FUND

The development corporation fund accounts 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, but is presented on the annual financial report as a discretely presented component unit of the City.



DEVELOPMENT CORPORATION OF RICHMOND
 Revenues and Expenditures

		Actual 2012-13	Budget 2013-14	Estimate 2013-14	Budget 2014-15
3015	Sales Tax Revenue	\$1,040,875	\$1,078,000	\$1,078,000	\$1,088,780
3055	Interest Income	\$680	\$565	\$706	\$400
3070	Other Income	\$2,470	\$0	\$0	\$0
	 Total Revenues	 \$1,044,025	 \$1,078,565	 \$1,078,706	 \$1,089,180
	 Total Expenses	 \$340,963	 \$1,377,669	 \$1,362,469	 \$1,731,591
	Prior Year Balance	\$5,597,631	\$6,300,693	\$6,300,693	\$6,016,930
	Anticipated Balance	\$6,300,693	\$6,001,589	\$6,016,930	\$5,374,519

5400

DEVELOPMENT CORPORATION OF RICHMOND**Expenditures**

DESCRIPTION	Actual 2012-13	Budget 2013-2014	Estimate 2013-2014	Budget 2014-2015
40650 Travel and Training	\$1,101	\$5,000	\$5,000	\$10,000
40750 Office Supplies	\$260	\$2,000	\$2,525	\$2,500
40800 Postage	\$0	\$100	\$100	\$100
41650 Periodicals and Memberships	\$19,587	\$21,300	\$21,300	\$20,000
42000 Building Repair and Maintenance	\$0	\$0	\$0	\$0
42200 Legal and Professional Fees	\$0	\$0	\$0	\$0
42250 Contracted Services	\$312,590	\$410,000	\$410,000	\$180,000
42500 Advertising	\$7,298	\$15,000	\$15,000	\$15,000
42850 Miscellaneous	\$127	\$26,000	\$26,000	\$20,000
42870 Donations	\$0	\$0	\$0	\$0
42900 Capital Outlay	\$0	\$540,725	\$525,000	\$0
43000 Bond Redemption	\$0	\$251,688	\$251,688	\$254,538
43050 Interest Expense	\$0	\$0	\$0	\$0
43400 City of Richmond Reimb Alloc.	\$0	\$105,856	\$105,856	\$314,453
43500 Richmond Historic District	\$0	\$0	\$0	\$650,000
43505 Gateway/Wayfinding Investments	\$0	\$0	\$0	\$100,000
43510 Public Transportation w/ County	\$0	\$0	\$0	\$75,000
42900 Lake Richmond	\$0	\$0	\$0	\$0
43520 Quiet Zone Study	\$0	\$0	\$0	\$50,000
43525 TX DOT - 359 Overpass	\$0	\$0	\$0	\$40,000
43530 TX DOT - 90A Overpass	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$340,963	\$1,377,669	\$1,362,469	\$1,731,591

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 and Hotel Occupancy Tax funds collected by the City. The programs encompass business retention/expansion, business creation, and business recruitment, as well as an emerging tourism program.

2014-2015 Departmental Goals

- ✓ Create new branding and marketing of the City to better reach Developers and the community
- ✓ Work to increase our sales tax revenue by attracting new retail, restaurants, residents and mixed-use developments to I-69 and FM-359
- ✓ Create a Small Business Accelerator in the Richmond Historic District to facilitate the growth of our existing and emerging business community
- Create a community-based strategic plan for the redevelopment of the Richmond Historic District
- Collaborate with Fort Bend County Public Transportation to enhance transportation options to better serve key employment clusters and increase sales in Richmond Historic District, Highway 90 and FM-1640/FM-2218 corridor
- Invest in enhancing gateways and wayfinding signs to enhance tourism
- Collaborate with existing entities to increase tourism and number of events being held in Richmond Historic District
- Attract the City’s first hotel
- Consider the development of a business park
- Outline a plan for making strategic public investments of EDC funds that diversify our assets and increase our income

2014-2015 Departmental Performance Indicators

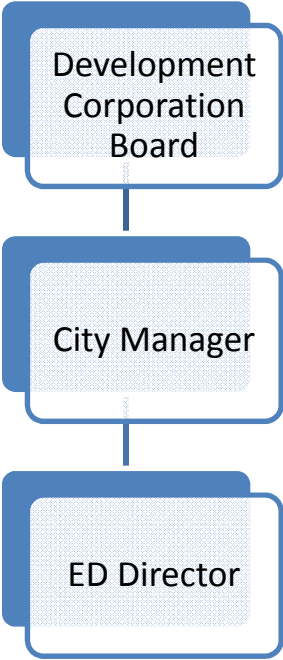
- Increase property and sales tax revenue as compared to previous fiscal years
- Increase number of capital investments and construction in the Richmond Historic District
- Increase and diversity of sources of revenue by DCR as reflected by report submitted annually to State Comptroller
- Increasing the value of DCR assets versus prior years

2014-2015 Departmental Personnel History

	Act. <u>FY 12 – 13</u>	Est. <u>FY 13 – 14</u>	Bud. <u>FY 14 - 15</u>
Economic Development Director	0	1	1

CITY OF RICHMOND
ANNUAL BUDGET
FY 2014-2015

DEVELOPMENT CORPORATION OF RICHMOND



MISCELLANEOUS FUNDS

The Miscellaneous funds include such funds as the State and Federal Narcotics Funds, which are used to account for receipts and disbursements from state and federal seizures; the LEOSE Fund, which accounts for intergovernmental grant revenues and expenditures related to the fire and police departments; the Municipal Court Technology Fund, which accounts for revenues collected from fines and expenditures for the strict use for technology related items within the City's Municipal Court; the Municipal Court Building Security Fund, which accounts for revenues collected from fines and expenditures related to security for the City's Municipal Court. These miscellaneous funds account for miscellaneous intergovernmental revenues and expenditures related to their funds.



**MISCELLANEOUS FUNDS
REVENUES**

	DESCRIPTION	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
	<u>Narcotics Fund</u>			
3070	Other Income	\$1,621	\$7	\$7
	<u>LEOSE Grant Fund</u>			
3060	Intergov't Revenue	\$0	\$2,300	\$0
	<u>Municipal Court Technology</u>			
3030	Court Fines	\$6,815	\$6,000	\$6,500
	<u>Municipal Court Bldg. Security</u>			
3030	Court Fines	\$5,114	\$4,000	\$4,500
	TOTAL REVENUE	\$13,550	\$12,307	\$11,007

5310

MISCELLANEOUS FUNDS

Expenditures

DESCRIPTION	Actual 2012-2013	Estimate 2013-2014	Budget 2014-2015
<u>Narcotics Fund</u>			
Expenses	\$14,500	\$21,450	\$0
<u>LEOSE Grant Fund</u>			
Expenses	\$0	\$2,300	\$0
<u>Municipal Court Technology</u>			
Expenses	\$0	\$5,000	\$0
<u>Municipal Court Bldg. Security</u>			
Expenses	<u>35,792</u>	<u>2,200</u>	<u>\$0</u>
TOTAL EXPENSES	\$50,292	\$30,950	\$0





CITY OF RICHMOND

ORDINANCE NO. 2014-13

AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHMOND, TEXAS FOR THE 2014-2015 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN SAID TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID.

WHEREAS, the appraisal roll of the City of Richmond, Texas (the "City") for 2014 has been prepared and certified; and

WHEREAS, a record vote was taken by the City Commission on a proposed tax rate of \$0.7700 on August 18, 2014; and

WHEREAS, a public hearing was held by the City Commission according to Chapter 26 of the Tax Code;

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

Section 1. There is hereby levied an ad valorem tax of \$0.7700 on each \$100.00 of property within the City which is not exempt from taxation under the State constitution or State law. The maintenance and operation portion of the tax is \$0.5429. The debt service portion of the tax is \$0.2271.

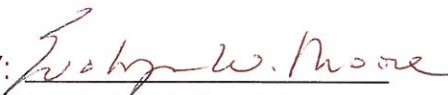
Section 2. The tax assessor/collector is hereby authorized to assess and collect the taxes of the City employing the above tax rate.

Section 3. That taxes levied under this ordinance shall be due October 1, 2014 and if not paid on or before January 31, 2015 shall immediately become delinquent.

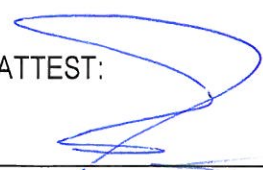
Section 4. All taxes shall become a lien upon the property against which assessed, and the city tax collector of the City of Richmond is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Richmond 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 date of delinquency at the rate prescribed by law.

Section 5. This ordinance shall take effect immediately after its passage.

PASSED AND APPROVED THIS 15th day of September, 2014.

BY: 
Honorable Evalyn W. Moore
Mayor

ATTEST:



Laura Scarlato
City Secretary





CITY OF RICHMOND

ORDINANCE NO. 2014-14

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, 2014 AND ENDING SEPTEMBER 30, 2015, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 31, 2015; 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, 2014 and ending September 30, 2015 in accordance with the Local Government Code; and

WHEREAS, Notice of public meeting on the budget for the City of Richmond, Texas, for the year 2014-2015 has heretofore been posted in accordance with the laws; and,

WHEREAS, A public hearing was duly held at the time and place provided for in the notice and all interested persons were given opportunities to be heard on said budget; and

WHEREAS, It is necessary, at this time, that said budget be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS AS FOLLOWS:

Section 1. That the budget presented by the City Manager and reviewed during the public meeting is hereby approved and adopted for the fiscal year 2014-2015.

Section 2. That the appropriations for the fiscal year beginning October 1, 2014 and ending September 30, 2015, 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 2014-2015 Budget, a copy of which is appended hereto as Exhibit A.

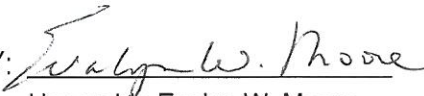
Section 3. That the City Manager is authorized to invest any funds or bond funds in accordance with the City of Richmond Investment Policy and State Laws.


Section 4. That 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. That the City Commission hereby authorizes the Mayor, and the City Manager to sign documents authorizing the payment of funds, and to expend public expenditures that have been expressly approved and appropriated in this budget.

Section 6. This ordinance shall take effect and shall be in full force and effect from and after its passage.

PASSED, APPROVED AND ADOPTED THIS 15th day of September, 2014.

BY: 
Honorable Evalyn W. Moore
Mayor

ATTEST:


Laura Scarlato
City Secretary

ORDINANCE NO. 2014-19

AN ORDINANCE AMENDING CITY OF RICHMOND ORDINANCE NO. 2013-08 ESTABLISHING WATER, SEWER AND GARBAGE RATES FOR THE CITY OF RICHMOND, TEXAS AND ORDERING OTHER MATTERS RELATIVE TO RENDERING WATER, SEWER AND GARBAGE SERVICE; REPEALING ORDINANCES IN CONFLICT, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the current charges and rate schedules set for water, sewer and garbage have been reviewed by the City Commission and the rates for customers inside and outside the city limits are in need of adjustment; and

WHEREAS, the Commission finds that the proposed charges and rate schedules for water, sewer and garbage are just and necessary for the city to recoup its costs for providing such services; and

WHEREAS, the Commission hereby amends Ordinance No. 2013-08, adopted September 16, 2013, is hereby amended;

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

SECTION 1.

The monthly rates to be charged and collected by the City of Richmond, from all customers obtaining service from the City are hereby fixed as set forth below:

WATER RATES

Minimum Bill- all customers are assessed a minimum bill based on their meter size.

See table below:

5/8" Meter	\$15.00 minimum monthly charge
1" Meter	\$21.00 minimum monthly charge
1.5" Meter	\$27.00 minimum monthly charge
2" Meter	\$43.50 minimum monthly charge
3" Meter	\$165.00 minimum monthly charge
4" Meter	\$210.00 minimum monthly charge
6" Meter	\$315.00 minimum monthly charge
8" Meter	\$435.00 minimum monthly charge
10" Meter	\$600.00 minimum monthly charge

Volumetric Rates - Customers are also billed a fee based on their respective consumption amounts based on customer classification. See table below:

Residential Volumetric Rates	\$ 3.37 per 1,000 gallons
First 2,000 gallons (minimum)	\$ 3.62 per 1,000 gallons
Usage per 1,000 gallons over 2,000	\$ 3.87 per 1,000 gallons
Usage per 1,000 gallons over 5,000	
Usage per 1,000 gallons over 10,000	

See minimum bill table above

\$ 2.62 per 1,000 gallons	
\$ 2.87 per 1,000 gallons	
\$ 3.12 per 1,000 gallons	
Usage per 1,000 gallons over 20,000	
Usage per 1,000 gallons over 50,000	
Usage per 1,000 gallons over 75,000	

Irrigation Volumetric Rates

First 5,000 gallons	\$ 3.46 per 1,000 gallons
Usage per 1,000 gallons over 5,000	\$ 3.71 per 1,000 gallons
Usage per 1,000 gallons over 10,000	\$ 3.96 per 1,000 gallons
Usage per 1,000 gallons over 20,000	\$ 4.21 per 1,000 gallons
Usage per 1,000 gallons over 50,000	\$ 4.46 per 1,000 gallons
Usage per 1,000 gallons over 75,000	\$ 4.71 per 1,000 gallons

Volumetric Rates for All other Classes

Schools	\$1.57 per 1,000 gallons
Government	\$4.40 per 1,000 gallons
Cooling Towers	\$5.08 per 1,000 gallons
Commercial	\$2.34 per 1,000 gallons
Industrial	\$3.79 per 1,000 gallons

Rates for Customer outside City Limits: The rates for customers outside the City of Richmond shall be two (2) times the City rate set forth above.

SURFACE WATER RATES

A fee of \$1.50 per thousand gallons will be assessed as a groundwater reduction fee. This fee will be retained to meet the requirements set forth by the Fort Bend Subsidence District in reducing groundwater pumpage.

SEWER RATES

Residential Rates	
First 2,000 gallons (minimum)	\$20.00 minimum monthly charge
Usage per 1,000 gallons over 2,000	\$ 3.00 volumetric rate

Residential Customer Sewer Rates are determined by winter water consumption for months January, February, and March.

New customers, with no historical usage, are billed for wastewater usage at the City's overall winter water consumption.

Commercial Rates

First 2,000 gallons (minimum) \$20.00 minimum monthly charge

Usage per 1,000 gallons over 2,000 \$ 3.00 volumetric rate

Commercial Rates are billed based on monthly water consumption.

Rates for Customer outside City Limits: The rates for customers outside the City of Richmond shall be two (2) times the City rate set forth above.

GARBAGE RATES

Single family residential \$19.00

Additional Poly Carts \$ 6.00 each per month

Multi-family residential Monthly rates will be set according to volume and frequency of pick ups.

Shops and small business establishments Monthly rates will be set according to volume and frequency of pick ups.

All others, including large shops, stores, restaurants, and other commercial businesses Monthly rates will be set according to volume and frequency of pick ups.

DUMPSTER RENTAL RATE

Monthly rates will be set according to volume and frequency of pick ups.

SPECIAL PICK UP

AT COST

Rates for Customer outside City Limits The rate for customers outside the City of Richmond shall be two (2) times the City rate set forth above.

SECTION 2. BULK WATER

No deposit will be required for bulk water purchased at the City of Richmond Fire Department. Bulk water customers will be charged \$5.00 per one thousand (1,000) gallons assessed for the usage of bulk water within city limits. At the discretion of the City of Richmond, a construction meter may be set for construction purposes with a deposit of a minimum of \$500.

SECTION 2a. FROZEN PIPES

No deductions will be made for the time any service pipe may be frozen. No deductions will be made for running water to prevent pipes from freezing.

SECTION 3. DEPOSITS

The deposit required for **residential** services is **ONE HUNDRED FIFTY DOLLARS (\$150.00)** Senior citizens, age 65 years or above shall be required to pay a fee of **SEVENTY-FIVE DOLLARS (\$75.00)** for services. The deposit will be offset against any balance on the customer's account upon disconnection or termination of the account, any remainder of deposit shall be mailed to the customer. The amount of the required deposit for all commercial/industrial/ or combination residential and commercial/industrial service shall be based upon the estimated water, wastewater (sewer) and solid waste charges for two (2) months.

SECTION 3a. DISCOUNTS

Persons over the age of sixty-five (65) years shall receive a discount of five dollars (\$5.00) on single-family residential water service and five dollars (\$5.00) on single family residential sewer service, upon application to the utility billing department.

SECTION 4.

City Manager or Finance Director shall have the authority to adjust monthly charges on water or sewer due to excess usage from leakage on the customer side of connection. Adjustment will be calculated from the last twelve (12) months billing cycles and averaged. Adjustments will be limited to one (1) time, per calendar year,

per customer. Customers who fill their swimming pools may call the city to request a reading of the water meter before they fill the pool and then once the pool has been filled for an adjustment to their sewer bill.

SECTION 5.

All bills for services rendered by the water and sewer systems shall be paid monthly by the due date as shown. If the bill is not paid by the following month's bill, a 10 percent (10%) past due service charge will be assessed and a past due notice will be sent to the customer requesting payment. If such bill is not paid within five (5) days after the past due notice water service will be discontinued.

SECTION 6. RECONNECT FEE

In the event of discontinuance of services an additional sum of **THIRTY-FIVE DOLLARS (\$35.00)** shall be charged for reconnection to the system.

SECTION 7. RETURNED CHECK CHARGE

Where payment for any fine, fee, permit, license, service, or other item is required by this or any other ordinance or resolution of the City and such payment is made by check, a **THIRTY DOLLAR (\$30.00)** fee shall be charged if the check is returned for any reason by the issuer's bank.

SECTION 8. SEVERABILITY

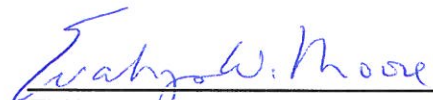
If any section or part of any section or paragraph of this ordinance is declared invalid or unconstitutional for any reason, it shall not be held to invalidate or impair the validity, force, or effect of any other section or sections or part of a section or paragraph of this ordinance.

SECTION 9. EFFECTIVE DATE

This ordinance shall take effect on January 1, 2015 billing and upon public notice of the new rates.

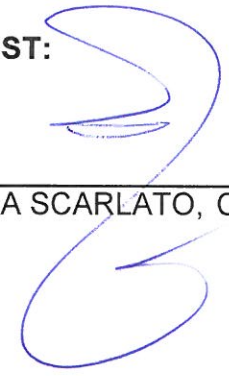
PASSED AND APPROVED THIS 17th DAY OF NOVEMBER, 2014

APPROVED:



EVALYN W. MOORE, MAYOR

ATTEST:



LAURA SCARLATO, CITY SECRETARY

BUDGET GLOSSARY

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.

Accounts Receivable:

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

Accrual 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.

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.

Assessed Value:

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.

Budget Message:

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

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.

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.

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 financial plan for a specified period of time (fiscal year for the City) that includes an estimate of proposed expenditures and the means for financing them.

Capital Improvements:

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

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.

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.

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.

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:

See Proprietary Fund.

ETJ (Extra Territorial Jurisdiction):

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.

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.

Equity:

The difference between assets and liabilities of the fund.

Fiscal Year (Period):

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

Fixed Assets:

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

Franchise:

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

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.

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.

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 Obligation Bonds:

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

Interfund Transfers:

All interfund transactions except loans and reimbursements.

Intergovernmental Revenues:

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

Machinery & Equipment:

Property that does not lose its identity when removed from its location and is not changed materially or consumed immediately by use.

Maintenance:

The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement, and so forth, needed to maintain the asset so that it continues to provide normal service.

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.

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:

Interfund 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 Bonds:

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

Special Revenue Fund:

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

Taxes:

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

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.

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.

BUDGET ACRONYMS

AED - Automatic External Defibrillator
CAFR – Comprehensive Annual Financial Report
CDBG – Community Development Block Grant
EMT – Emergency Medical Technician
ETJ – Extra-territorial Jurisdiction
FBC – Fort Bend County
FY – Fiscal Year
GAAP – Generally Accepted Accounting Principles
GASB – Governmental Accounting Standards Board
GFOA – Government Finance Officer’s Association
GIS – Geographical Information Systems
GRP – Groundwater Reduction Plan
IT – Information Technology
LCISD – Lamar Consolidated Independent School District
LEOSE – Law Enforcement Officers Standards and Education
LOGIC – Local Government Investment Cooperative
MGD – Million Gallons per day
M&O – Maintenance and Operations
M&R – Maintenance and Repair
MUD – Municipal Utility District
SAFER – Staffing for Adequate Fire Emergency Response
TCEQ – Texas Department on Environmental Quality
TEXPOOL – Texas Local Government Investment Pool
TxDOT – Texas Department of Transportation
W/S – Water and Sewer
WW – Wastewater
WWTF – Wastewater Treatment Facility
WWTP – Wastewater Treatment Plant

City of Richmond, Texas
 Capital Improvements Program Forecast by Project
 For the Fiscal Years 2015 - 2016 to 2019 - 2028

Department/ Description	TOTAL PROJECT AMOUNT	PRIOR YEARS FUNDED	FIVE-YEAR PLAN					6 - 10 YEARS
			2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2028
GENERAL FUND								
Vehicle Maintenance								
Concrete Paving of Parking Lot	\$ 10,000		10,000					
Vehicle Lift	\$ 28,500			28,500				
Total Vehicle Maintenance	\$ 38,500	\$ -	\$ 10,000	\$ 28,500	\$ -	\$ -	\$ -	\$ -
Information Technology								
City Hall Server	\$ 26,000		26,000					
Municipal Court Server	\$ 26,000		26,000	0				
Total Vehicle Maintenance	\$ 52,000	\$ -	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -
Streets Department								
Street Improvements & Extensions								
Collins Rd. #1 from Preston to Clay St.	\$ 113,673			\$ 113,673				
Collins Rd. #2 from Clay St. to Waterbury Blvd	\$ 177,949			\$ 177,949				
Brazos St. from Rocky Falls Rd. to George Ave.	\$ 41,049				\$ 41,049			
Collins St. from N. 10th St. to Cub Ln.	\$ 24,601				\$ 24,601			
Center St. #1 from Powell St. to Rufus St.	\$ 7,523				\$ 7,523			
Damon St. from HWY 90 to Edgewood	\$ 79,560				\$ 79,560			
Irving St. from N. 10th St. to Deadend	\$ 8,224				\$ 8,224			
Lettie St. #1 from N. 10 St. to Deadend	\$ 35,641				\$ 35,641			
Mustang Dr. from Lamar Dr. to City Limits	\$ 54,656					\$ 54,656		
N. 4th St. from Jane Long Ln. to Clay St.	\$ 35,625					\$ 35,625		
Preston St. #1 from N. 2nd St. to N. 10th St.	\$ 89,430					\$ 89,430		
Rufus St. from N. 10th St. to Deadend	\$ 9,851					\$ 9,851		
S. 12th St. from Main St. to Austin St.	\$ 20,496					\$ 20,496		
Union St. #2 from HWY 90 to Austin St.	\$ 55,752					\$ 55,752		
Street Reconstruction - Rating 1 Very Poor (material cost only)	\$ 2,198,160		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 698,160
Street Reconstruction - Rating 2 Poor - (material costs only)	\$ 1,512,480							\$ 1,512,480
Street Reonstruction - Rating 3 - Fair IMCO)	\$ 2,668,620							\$ 2,668,620
FM 2218 to FM 762 TxDot Project	\$ 1,200,000							\$ 1,200,000
90A Overpass TxDot Project	\$ 500,000							\$ 500,000
Lamar Drive Street & Drainage Improvements	\$ 2,500,000							\$ 2,500,000
Total Street Improvements & Extensions	\$ 11,333,290	\$ -	\$ 300,000	\$ 591,622	\$ 496,598	\$ 565,810	\$ 300,000	\$ 9,079,260
Vehicles & Equipment								
Replacement Asphalt Paver	\$ 167,000			\$ 167,000				
Compact Track Loader	\$ 98,500				\$ 98,500			
Total Vehicles & Equipment	\$ 265,500	\$ -	\$ -	\$ 167,000	\$ 98,500	\$ -	\$ -	\$ -
Total Street Department	\$ 11,598,790	\$ -	\$ 300,000	\$ 758,622	\$ 595,098	\$ 565,810	\$ 300,000	\$ 9,079,260

City of Richmond, Texas
 Capital Improvements Program Forecast by Project
 For the Fiscal Years 2015 - 2016 to 2019 - 2028

Department/ Description	TOTAL PROJECT	PRIOR YEARS	FIVE-YEAR PLAN					6 - 10 YEARS
	AMOUNT	FUNDED	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2028
GENERAL FUND - CONT.								
Police Department								
Bar Coding System for Property Room	\$ 13,975		\$ 13,975					
Coban Video Systems	\$ 45,900		\$ 45,900					
Patrol Vehicle - Chevrolet Tahoe (Replace)	\$ 119,721		\$ 119,721					
Motorola Communications System (PS & PW)	\$ 700,000	\$ 300,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
Total Police Department	\$ 879,596	\$ 300,000	\$ 179,596	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Fire Department								
Fire Station #2	\$ 2,300,000				\$ 2,300,000			
Fire station #1	\$ 4,000,000		\$ 4,000,000					
Motorola Communications System (PS & PW)	\$ 100,000		\$ 50,000	\$ 50,000				
Bunker Gear Replacements	\$ 236,201				\$ 236,201			
Thermal Imaging Cameras	\$ 12,000			\$ 12,000				
(4) Dry Suits	\$ 10,000				\$ 10,000			
(12) Scott Air Packs	\$ 62,000			\$ 62,000				
Pumper Truck	\$ 550,000				\$ 550,000			
Chief Vehicle	\$ 19,900		\$ 19,900					
Command Vehicle	\$ 24,700			\$ 24,700				
Inspections Vehicle	\$ 24,500		\$ 24,500					
Replacement Vehicle - Inspections	\$ 24,500			\$ 24,500				
Total Fire Department	\$ 7,363,801	\$ -	\$ 4,094,400	\$ 173,200	\$ 3,096,201	\$ -	\$ -	\$ -
Parks Department								
Vehicle Replacement-F350 Service Truck	\$ 35,000			\$ 35,000				
Tractor	\$ 22,209		\$ -		\$ 22,209			
Car Stops	\$ 11,000			\$ 11,000				
Mower (2)	\$ 19,200		\$ 9,600	\$ 9,600				
John Deere Gator or Kawasaki Mule	\$ 10,000					\$ 10,000		
New trailer for new Gator	\$ 1,700					\$ 1,700		
Sub-Total Parks Department	\$ 99,109	\$ -	\$ 9,600	\$ 55,600	\$ 22,209	\$ 11,700	\$ -	\$ -
Community Development								
Wessendorff Park (Phase II)	\$ 800,000		\$ 200,000	\$ 600,000				
Total Community Development	\$ 800,000	\$ -	\$ 200,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Total Parks Department	\$ 899,109	\$ -	\$ 209,600	\$ 655,600	\$ 22,209	\$ 11,700	\$ -	\$ -
Municipal Courts								
Server	\$ 40,000		\$ 40,000					
Total Municipal Courts	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND	\$ 20,819,796	\$ 300,000	\$ 4,833,596	\$ 1,715,922	\$ 3,813,508	\$ 677,510	\$ 400,000	\$ 9,079,260

City of Richmond, Texas
 Capital Improvements Program Forecast by Project
 For the Fiscal Years 2015 - 2016 to 2019 - 2028

Department/ Description	TOTAL PROJECT AMOUNT	PRIOR YEARS FUNDED	FIVE-YEAR PLAN					6 - 10 YEARS
			2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2028
WATER & WASTEWATER FUND								
Water Department								
FB116 Pumping Station	\$ 2,342,300						\$ 2,342,300	
Other System Projects	\$ 1,844,200							
Edgar Water Plant (Phase II)	\$ 241,901				\$ 241,901			
South Side Water Plant (No. 6)	\$ 795,601							
Downtown Water Main Improvements	\$ 1,077,500							
Water Main Improvements Edgewood, Collins, Leg	\$ 737,100							
Water Main Rehabilitation (2012-2017)	\$ 2,486,700	\$ 994,081	\$ 497,340	\$ 497,340	\$ 497,340	\$ 497,340	\$ 497,340	\$ 3,460,320
Water Main Improvements (Hillcrest)	\$ 467,200							\$ 467,200
Wessendorff Water Plant Improvements	\$ 1,825,600							\$ 1,825,600
New Downtown Water Plant	\$ 4,470,600							\$ 4,470,600
Southside Elevated Storage Tank	\$ 2,953,300							\$ 2,953,300
Covered Materials Bay	\$ 25,000			\$ 25,000				
Total Water Department	\$ 19,267,002	\$ 994,081	\$ 497,340	\$ 522,340	\$ 739,241	\$ 2,839,640	\$ 497,340	\$ 13,177,020
Wastewater Department								
Jane Long/Lettie (200 ft. - 2 Manholes - 0 Services)	\$ 100,000		\$ 100,000					
Thompson Hwy (2790 ft. - 9 Manholes - 18 Services)	\$ 200,000		\$ 200,000					
Elm, Courtney, Burnet (2022 ft. - 6 Manholes - 32 Services)	\$ 140,000			\$ 140,000				
Area East of Brazos (4290 ft. - 21 Manholes - 90 Services)	\$ 340,000				\$ 340,000			
Foster (1568 ft. - 5 Manholes - 22 Services)	\$ 130,000						\$ 130,000	
Long Dr. (3074 ft. - 10 Manholes - 43 Services)	\$ 225,000					\$ 225,000		
Decommission N. 2nd	\$ 200,000			\$ 200,000				
Austin St. (from Front St. to Barrett St.)* (230 ft. - 1 Manhole - 5 Services)	\$ 28,785							\$ 28,785
Barrett St. * (580 ft. - 3 Manhole -12 Services)	\$ 67,250							\$ 67,250
Brazos Ave.* (120 ft. - 2 Manholes-0 Services)	\$ 10,520							\$ 10,520
Chateau Pl.* (350 ft. - 2 Manholes-13 Services)	\$ 53,871							\$ 53,871
Crawford Circle* (200 ft - 1 Manhole-6 Services)	\$ 22,363							\$ 22,363
Fannin St. (from S. 4th St. to Front St.)* (400 ft. - 3 Manholes-11 Services)	\$ 58,626							\$ 58,626
Ferry St. (from N. 10th to Douglas)* (260 ft. - 1 Manhole-5 Services)	\$ 41,498							\$ 41,498
Lexington Ave. * (50 ft. - 1 Manhole-0 Services)	\$ 25,495							\$ 25,495
Liberty St. (from Union St. to Jackson)* (480 ft. - 2 Manholes - 5 Services)	\$ 49,630							\$ 49,630
Newlin Dr.* (600 ft. - 6 Manholes- 7 Services)	\$ 58,450							\$ 58,450
Rocky Falls Rd.* (1290 ft. - 6 Manholes-11 Services)	\$ 155,375							\$ 155,375
S. 8th Street (from Morton St. to Jackson)* (280 ft. - 0 Manholes-2 Services)	\$ 27,305							\$ 27,305
Travis Street (From FM 762 to Deadend)*	\$ 171,665							\$ 171,665

City of Richmond, Texas
 Capital Improvements Program Forecast by Project
 For the Fiscal Years 2015 - 2016 to 2019 - 2028

Department/ Description	TOTAL PROJECT	PRIOR YEARS	FIVE-YEAR PLAN					6 - 10 YEARS
	AMOUNT	FUNDED	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2028
Wastewater Department (cont'd)								
(1150 ft. 8 Manholes-9 Services)								
Union St. (from Austin to Jackson)*	\$ 130,967							\$ 130,967
(950 ft.- 7 Manholes-12 Services)								
Union Street (Morton St. to Jackson)*	\$ 42,715							\$ 42,715
(290 ft.-2 Manholes-2 Services)								
Phase VI Sanitary Sewer Rehab (CDBG)	\$ 222,001		\$ 222,001					
Phase VII Sanitary Sewer Rehab (CDBG)	\$ 200,000			\$ 200,000				
SSO Plan			\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000
Total Wastewater Improvements	\$ 2,701,516	\$ -	\$ 522,001	\$ 540,000	\$ 340,000	\$ 225,000	\$ 130,000	\$ 944,515
*Dollar amount includes street repairs that would be needed if replacing wastewater lines								
Vehicles and Equipment								
1/2 Ton Pick-Up	\$ 52,000		\$ 26,000	\$ 26,000				
Upgrade Internet Service at Regional	\$ 6,000			\$ 6,000				
Total Vehicles and Equipment	\$ 58,000	\$ -	\$ 26,000	\$ 32,000	\$ -	\$ -	\$ -	\$ -
Total Wastewater Department	\$ 2,759,516	\$ -	\$ 548,001	\$ 572,000	\$ 340,000	\$ 225,000	\$ 130,000	\$ 944,515
Surface Water Department								
Surface Water Plant 30% Conversion	\$ 14,000,000		\$ 14,000,000					
Surface Water Plant 60% Conversion	\$ 10,000,000							\$ 10,000,000
Total Surface Water Department	\$ 24,000,000	\$ -	\$ 14,000,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000
Total Water/Wastewater/Surface Water	\$ 46,026,518	\$ 994,081	\$ 15,045,341	\$ 1,094,340	\$ 1,079,241	\$ 3,064,640	\$ 627,340	\$ 24,121,535

City of Richmond, Texas
 Capital Improvements Program Forecast by Funding Source
 For the Fiscal Years 2014-2015 to 2019 - 2028

Department/ Description	CIP FUNDING SOURCES							
	General Fund Oper. Budget	Utility Fund Oper. Budget	RDC Oper. Budget	Impact Funds	Existing Bonds	Future Bond Sale	Grants/ Other	
GENERAL FUND								
Vehicle Maintenance								
Concrete Paving of Parking Lot	\$ 10,000							
Vehicle Lift	\$ 28,500							
Total Vehicle Maintenance	\$ 38,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology								
City Hall Server	\$ 15,600	\$ 10,400						
Municipal Court Server	\$ 26,000							
Total Vehicle Maintenance	\$ 41,600	\$ 10,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Department								
Street Improvements and Extensions								
Collins Rd. #1 from Preston to Clay St.	\$ 113,673							
Collins Rd. #2 from Clay St. to Waterbury Blvd.	\$ 177,949							
Brazos St. From Rocky Falls Rd. to George Ave.	\$ 41,049							
Collins St. From N. 10th St. to Cub Ln.	\$ 24,601							
Center St. #1 from Powell St. to Rufis St.	\$ 7,523							
Damon St. From HWY 90 to Edgewood	\$ 79,560							
Irving St. From N. 10th St. to Deadend	\$ 8,224							
Lettie St. #1 from N. 10th St. to Deadend	\$ 35,641							
Mustang Dr. from Lamar Dr. to City Limits	\$ 54,656							
N 4th St. from Jane Long Ln. to Clay St.	\$ 35,625							
Preston St. #1 from N. 2nd St. to N. 10th St.	\$ 89,430							
Rufis St. from N. 10th St. To Deadend	\$ 9,851							
S. 12th St. From Main St. to Austin St.	\$ 20,496							
Union St. #2 From HWY 90 to Austin St.	\$ 55,752							
Street Reconstruction - Rating 1 Very Poor (material costs only)	\$ 2,198,160							
Street Reconstruction - Rating 2 Poor - (material cost only)	\$ 1,512,480							
Street Reconstruction - Rating 3 - Fair (IMCO)						\$ 2,668,620		
FM 2218 to FM 762 TxDot Project						\$ 1,200,000		
90A Overpass TxDot Project			\$ 500,000					
Lamar Drive Street & Drainage Improvements						\$ 588,000		
Total Street Improvements & Extensions	\$ 4,464,670	\$ -	\$ 500,000	\$ -	\$ -	\$ 3,868,620	\$ -	\$ -
Vehicles & Equipment								
Replacement Asphalt Paver	\$ 167,000							
Compact Track Loader	\$ 98,500							
Total Vehicles & Equipment	\$ 265,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Street Improvements & Extensions	\$ 4,730,170	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 3,868,620	\$ -	\$ -

CIP FUNDING SOURCES

Department/ Description	CIP FUNDING SOURCES							
	General Fund Oper. Budget	Utility Fund Oper. Budget	RDC Oper. Budget	Impact Funds	Existing Bonds	Future Bond Sale	Grants/ Other	
Police Department								
Bar Coding System for Property Room	\$ 13,975							
Coban Video Systems	\$ 45,900							
Motorola Radio Systems							\$ 800,000	
Patrol Vehicle - Chevrolet Tahoe (Replace)	\$ 119,721							
Total Police Department	\$ 179,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	
GENERAL FUND - CONT.								
Fire								
Fire Station #2						\$ 2,300,000		
Fire Station #1					\$ 4,000,000			
Motorola Radio Systems							\$ 100,000	
Bunker Gear Replacements	\$ 236,201							
Thermal Imaging Camera	\$ 12,000							
(4) Dry Suits	\$ 10,000							
(12) Scott Air Packs	\$ 62,000							
Pumper Truck					\$ 550,000			
Chief Vehicle	\$ 19,900							
Command Vehicle	\$ 24,700							
Inspections Vehicle	\$ 24,500							
Inspections Vehicle	\$ 24,500							
Total Fire Department	\$ 413,801	\$ -	\$ -	\$ -	\$ 4,550,000	\$ 2,300,000	\$ 100,000	
Parks & Community Development								
Vehicle Replacement -F350 Service Truck	\$ 35,000							
Tractor	\$ 22,209							
Car Stops	\$ 11,000							
Mower (Kubota)	\$ 19,200							
John Deere Gator or Kawasaki Mule	\$ 10,000							
New Trailer for new Gator	\$ 1,700							
Total Parks Department	\$ 99,109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Development								
Wessendorff Park (Phase II)	\$ -						\$ 800,000	
Total Community Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	
Total Parks Department & Community Development	\$ 99,109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	
Municipal Courts								
Server	\$ 40,000							
Total Municipal Courts	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND	\$ 5,542,776	\$ 10,400	\$ 1,000,000	\$ -	\$ 4,550,000	\$ 6,168,620	\$ 1,700,000	

City of Richmond, Texas
 Capital Improvements Program Forecast by Funding Source
 For the Fiscal Years 2014-2015 to 2019 - 2028

Department/ Description	CIP FUNDING SOURCES											
	General Fund	Utility Fund	RDC Oper.	Impact	Existing	Future	Grants/					
	Oper. Budget	Oper. Budget	Budget	Funds	Bonds	Bond Sale	Other					
UTILITY FUND												
Water Department												
FB116 Pumping Station	\$	2,342,300										
Other System Projects	\$	1,844,200										
Edgar Water Plant (Phase II)	\$	241,901					\$ 875,846					
South Side Water Plant (No. 6)	\$	795,601		\$ 1,558,440								
Downtown Water Main Improvements	\$	1,077,500		\$ 323,250								
Water Main Improvements (Edgewood,Collins,Legion)	\$	737,100		\$ 147,420								
Water Main Rehabilitation (2012 - 2017)	\$	2,486,700		\$ 248,670								
Water Main Improvements (Hillcrest)	\$	467,200		\$ 233,600			\$ 233,600					
Wessendorff Water Plant Improvements	\$	1,825,600										
New Downtown Water Plant	\$	4,470,600		\$ 1,341,180			\$ 1,788,240					
Southside Elevated Storage Tank	\$	2,953,300		\$ 2,657,970								
Water Main Rehabilitation (2018-2026)	\$	4,455,000		\$ 445,500			\$ 4,009,500					
Covered Materials Bay	\$	25,000										
Haul Trailer for Haul Truck	\$	18,000										
Total Water Department	\$	23,740,002	\$	-	\$	6,956,030	\$	-	\$	-	\$	6,907,186
Wastewater Department												
Jane Long/Lettie	\$	100,000										
(200 ft. - 2 Manholes - 0 Services)												
Thompson Hwy	\$	200,000										
(2790 ft. - 9 Manholes - 18 Services)												
Elm, Courtney, Burnet	\$	140,000										
(2022 ft. - 6 Manholes - 32 Services)												
Area East of Brazos	\$	340,000										
(4290 ft. - 21 Manholes - 90 Services)												
Foster	\$	130,000										
(1568 ft. - 5 Manholes - 22 Services)												
Long Dr.	\$	225,000										
(3074 ft. - 10 Manholes - 43 Services)												
Decommission N. 2nd	\$	200,000										
Austin St. (from Front St. to Barrett St.)*	\$	28,785										
(230 ft. - 1 Manhole-5 Services)												
Barrett St. *	\$	67,250										
(580 ft. - 3 Manholes - 12 Services)												
Brazos Ave.*	\$	10,520										
(120 ft. - 2 Manholes - 0 Services)												
Chateau Pl.*	\$	53,871										
(350 ft. - 2 Manholes - 13 Services)												
Crawford Circle*	\$	22,363										
(200 ft. - 1 Manhole - 6 Services)												
Fannin St. (from S. 4th St. to Front St.)*	\$	58,626										
(400 ft. - 3 Manholes - 11 Services)												
Ferry St. (from N. 10th to Douglas)*	\$	41,498										
(260 ft. - 1 Manhole - 5 Services)												
Lexington Ave.*	\$	25,495										
(50 ft. - 1 Manhole - 0 Services)												
Liberty Street (from Union St. to Jackson)*	\$	49,630										
(480 ft. - 2 Manholes - 5 Services)												
Newlin Dr.*	\$	58,450										
(600 ft. - 6 Manholes - 7 Services)												
Rocky Falls Rd. *	\$	155,375										
(1290 ft. - 6 Manholes - 11 Services)												

CIP FUNDING SOURCES

Department/ Description	General Fund	Utility Fund	RDC Oper.	Impact	Existing	Future	Grants/
	Oper. Budget	Oper. Budget	Budget	Funds	Bonds	Bond Sale	Other
Wastewater Department (cont'd)							
S. 8th St. (from Morton St. to Jackson)* (280 ft. - 0 Manholes - 2 Services)		\$ 27,305					
Travis St. (from FM 762 to Deadend)* (1150 ft. - 8 Manholes - 9 Services)		\$ 171,665					
Union St. - (from Austin to Jackson)* (950 ft. - 7 Manholes - 12 Services)		\$ 130,967					
Union St. (from Morton St. to Jackson)* (290 ft. - 2 Manholes - 2 Services)		\$ 42,715					
Phase III Sanitary Sewer Rehab (CDBG)		\$ 222,001					
Phase IV Sanitary Sewer Rehab (CDBG)		\$ 200,000					
SSO Plan		\$ 350,000					
Total Wastewater Improvements		\$ 3,051,516	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles and Equipment							
1/2 Ton Pick-Up (Replacement)		\$ 26,000					
Upgrade Internet Service at Regional		\$ 6,000					
Total Vehicles and Equipment		\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Wastewater Department		\$ 6,135,032	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Department							
Surface Water Plant 30% Conversion						\$ 14,000,000	
Surface Water Plant 60% Conversion						\$ 10,000,000	
Total Surface Water Department		\$ -	\$ -	\$ -	\$ -	\$ 24,000,000	\$ -
TOTAL UTILITY FUND		\$ 29,875,034	\$ -	\$ 6,956,030	\$ -	\$ 24,000,000	\$ 6,907,186

