

# City of Richmond, Texas

## Annual Operating Budget

October 1, 2017—September 30, 2018



**RICHMOND**

EST. **TEXAS** 1837

**Evalyn Moore**

MAYOR

**Barry Beard**

**Carl Drozd**

**Josh Lockhart**

**Jesse Torres**

COMMISSIONERS

**CITY OF RICHMOND, TEXAS  
FISCAL YEAR 2017-2018**

**ANNUAL BUDGET**





**RICHMOND**

EST. **TEXAS** 1837

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

(Fort Bend)

In accordance with Local Govt. Code Section 102.009

This budget will raise more revenue from property taxes than last year's budget by an amount of \$24,390 which is a 0.68% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$15,849 .

**Property Tax Comparison:**

	<u>FY 2017</u>	<u>FY 2018</u>
Adopted and Proposed Tax Rate	0.7350	0.7100
Effective Tax Rate	0.7204	0.7130
Effective Maximum Operating Rate	0.7752	0.8026
Maximum Operating Rate	0.8375	0.8668
Debt Tax Rate	0.2098	0.1448
Rollback Tax Rate	0.7514	0.7146

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$42,397,354.09

<b><u>Record Vote on Tax Rate:</u></b>	Proposed (August 21, 2017)	Adopted (September 18, 2017)
Mayor Moore	<u>Aye</u>	<u>Aye</u>
Commissioners:		
Beard	<u>Aye</u>	<u>Aye</u>
Drozd	<u>Aye</u>	<u>Aye</u>
Lockhart	<u>Aye</u>	<u>Aye</u>
Torres	<u>Aye</u>	<u>Aye</u>





**RICHMOND**

EST. **TEXAS** 1837

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## EXECUTIVE SUMMARY

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







**RICHMOND**

EST. **TEXAS** 1837

# Principal Officials and Key Staff

Citizens

City Commission

Evalyn W. Moore  
Mayor

Jesse Torres  
Position 1

Barry C. Beard  
Position 2

Carl Drozd  
Position 3

Josh Lockhart  
Position 4

City Manager

Terri Vela

Managing Directors

Susan Lang  
Finance Director

Howard Christian  
Public Works Director

Phillis A. Ross  
Municipal Court Judge\*

Gary Adams  
Police Chief

Laura Scarlato  
City Secretary

Gary Smith  
City Attorney\*

Michael Youngblood  
Fire Chief

Jessica Duet  
Planning Director

Economic Development Director

Key Leader Team

Maritza Salazar  
Finance Manager

Jim Whitehead  
Asst. Public Works Director

Derek Brown  
Asst. Fire Chief

Albert Cantu  
Fire Marshal

Dixie Brzozowski  
Asst. Police Chief

Lori Bownds  
Building Official

Joe Medina  
I.T. Technician

Ray Burciaga  
Emergency Mgmt Coordinator



**RICHMOND**

EST. **TEXAS** 1837

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

# City of Richmond

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



August 11, 2017

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

Honorable Mayor and City Commissioners,

The City staff is pleased to present for your review and consideration, the Proposed Annual Operating Budget for fiscal year beginning October 1, 2017 and ending September 30, 2018. The combined expenditures of the General, Water & Sewer and Debt Service funds amount to \$25,682,464, which represents a decrease of less than 1%, or \$163,633 from the FY 2016-17 adopted budget, primarily due to a decrease capital outlay expenditures. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

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

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

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

Departments were asked to focus on projects already outlined in the Comprehensive Master Plan, Parks and Trails Master Plans and the soon-to-be-completed Water and Wastewater Master Plans. Guidance is also being sought through the goals of the Strategic Annexation Plan. Implementation of all the plans was made a priority during the budget kick-off as well as throughout the entire budget process. Emphasis was also placed upon critical thinking with identification of problem areas to be recognized with solutions presented

simultaneously. Furthermore, a focus was placed upon the Information Technology infrastructure creating a proactive plan, rather than a reactive approach.

**ECONOMIC OUTLOOK**

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

Total taxable ad valorem values have seen modest growth with an increase of \$24,634,454, or 4.95% over last year, which represents a total taxable ad valorem value of \$522,659,232. New improvements amounted to \$2,232,225 in added value for this year.

The City’s sales tax revenue has seen strong increases over the last several years, however the growth has flattened out this year as projected, and we foresee one more year of stagnation being projected until more commercial businesses have completed construction later in the year. Therefore, sales tax has been projected with a conservative increase of approximately 3%. We continue to remain extremely cautious of our fragile economic environment and are budgeting accordingly.

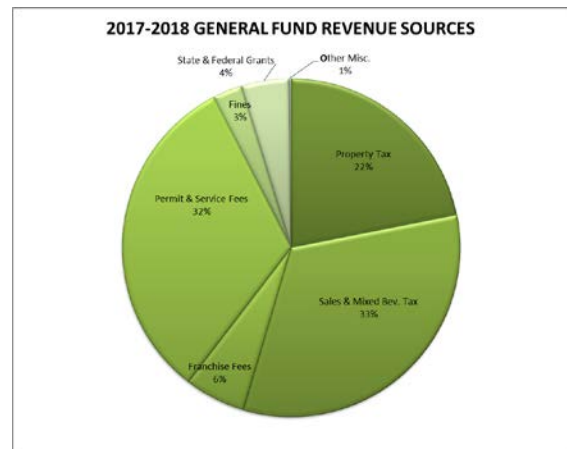
Average home values in the City continue to increase as new investments are being made, but the available inventory is beginning to see an up-tick, which may begin to negatively affect the housing market in the future. This year, the City has seen average home values increase from \$116,532 to \$118,355 for the fiscal year beginning October 1, 2017.

Unemployment for our Metropolitan Statistical Area has remained steady at 4.8% year over year as of May, 2017 according to the Bureau of Labor Statistics.

**GENERAL FUND**

The General Fund revenue of \$15,352,917 can be categorized into seven (7) major sources of revenue as follows:

Property Tax	2,954,989
Sales & Mixed Bev. Tax	4,407,316
Franchise Fees	790,014
Permit & Service Fees	4,318,000
Fines	380,000
State & Federal Grants	610,078
Other Misc.	30,000



This year’s revenue represents a \$320,067 increase, or slightly over 2% from FY 2016-17’s budget. This is primarily due to growth in property tax values and service fees.

Certified taxable ad valorem values for FY 2017-18 are estimated at \$522,659,232. This includes \$8,316,247 still under review as of certification. The values represent a 4.95% increase from FY 2016-17. Some of this can be attributed to \$2,232,225 in new improvements. Other factors to the increase are a result of re-valuations of existing commercial property.

The tax rate for FY 2016-17 is currently proposed to be \$0.71, which is a decrease of 2.5 cents from FY 2016-17's tax rate of \$0.735 per \$100 valuation. In short, the tax rate is proposed to decrease by 4% from last year. The \$0.71 proposed tax rate is less than the \$0.713 Effective Tax Rate and \$0.7146 Rollback Tax Rate. The tax rate, if approved by the City Commission, will be divided so that \$.5652 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.1448 is reserved for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,954,989 (including penalties and delinquent taxes) or 22% of total general fund revenues.

Sales tax revenue is estimated at \$4,390,816 which is a 3% increase over the FY2016-17 fiscal year budget. It is estimated the City will exceed the FY2016-17 budget projection for sales tax. The estimate for Fiscal year 2017-18 is based upon current trends and economic forecasts within the local and the greater metropolitan Houston area with direct knowledge of commercial activity within the City Limits and ETJ. We project a sharp increase in sales tax collections following the FY2018 fiscal year, as new commercial enterprises, currently under construction, will be complete and operational.

The total FY 2017-18 General Fund expenditures are \$16,208,811, an increase of 3% from the FY 2016-17 budget. Expenditures in the General Fund are planned to exceed revenues by \$855,894. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. It is anticipated that the General Fund will begin the fiscal year with an available fund balance (cash on hand) of \$4,537,297 in order to fund the excess expenditures. The fund balance is only expected to decrease by \$85,613 from the budgeted ending fund balance for FY2016-17. The projected ending fund balance for FY2017-18 is anticipated to be \$3,681,402 or reserves for 83 days of operations.

We estimate additional funding needs will be necessary through the issuance of Certificates of Obligations (bonds) in order to facilitate approximately \$2,815,000 in necessary projects and equipment.

## **GENERAL FUND – PROPOSED REQUESTS:**

### **Public Works**

- After Hours On-Call Answering Service (50% split with Utility Fund) (Reoccurring)
- iWorQ Work Order System for Public Works & Code Enforcement (Partial Reoccurring)
- Fueling Station – [funding through bonds](#)

### **Information Technology**

- 10 Replacement Computers
- Server Migration (City Hall, Permits & Municipal Court)
- CAD System Upgrade (Public Safety) – [funding through Narcotics Seizure Funds](#)
- 8 Mobile Computers (Police Dept.) – [funding through Narcotics Seizure Funds](#)

### **Streets**

- Superintendent Position (Reoccurring)
- Street and Sign Plotter, Program, Supplies and Computer



### Police

- 2 Telecommunicator Positions (Reoccurring)
- 2017 Ford Base Utility Explorer (replaces S43)

### Fire

- Training/Safety/Compliance Battalion Chief Salary Increase (Reoccurring)
- 2018 Chevy 2500HD – Training/Compliance Battalion Chief Vehicle
- Fire Station #2 – funding through bonds

### Fire Marshal

- Fire Prevention Materials (Increase to base budget) (Reoccurring)
- iWorQ Workorder System for Code Enforcement (Partial Reoccurring)

### Parks

- Replace wooden light poles in 2 parking lots in George Park
- 2018 ½ ton Regular Cab Pick-up (replacement)
- George Park Restroom facilities – funding through bonds

### Facilities

- Restripe City Hall and Annex Parking Lots
- Grounds Maintenance – City Hall, Annex & Central Fire Station (Reoccurring)
- Generator Preventative Maintenance (Reoccurring)

### Planning

- ArcGIS Desktop Standard Concurrent Maintenance (Recurring)

## **WATER AND SEWER FUND**

The Water and Sewer Fund provides for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond, and also serves as Operator for several surrounding Municipal Utility Districts (MUDs). This year, revenues are anticipated to be \$8,522,627. This is a 13.9% increase over FY 2016-17 budgeted revenues and previously budgeted commitments from Municipal Utility District partners in the amount of \$1,210,097 towards the construction of a new elevated water storage tank to facilitate the new water plant constructed during the past fiscal year.

The City is in the process of a rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the water and sewer utilizes upon completion of the study.

Expenditures in the Water and Sewer Fund are proposed at \$7,763,691, which will leave a surplus of \$1,319,646, or 62 working days. The available fund balance is presented in a working capital basis, which nets the current assets against current liabilities. The fund balance is expected to increase by 45% from the fiscal year 2016-17 budget, which represents an increase of \$411,010 in fund balance reserves.

We estimate additional funding needs will be necessary through the issuance of Certificates of Obligations (bonds) in order to facilitate approximately \$1,380,000 in necessary projects and equipment.

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

### **Accounting and Collecting**

- Capital Project/Revenue Accountant Position (Enhance Duties from Revenue Accountant)
- Quality Assurance Coordinator Position (New Position) (Reoccurring)
- Purchasing Module for Software System

### **Customer Service**

- Customer Service Specialist (Reoccurring)
- Uniform shirts for personnel

### **Meter Department**

- 3 Laptop Computers and stands

### **Water Production**

- ½ ton Ford F150 (replaces MD04)
- Increase to Chemicals due to Chloramine Conversion (Reoccurring)
- Chloramine Room Maintenance (Reoccurring)
- Increase to Laboratory Supplies due to Chloramine Conversion (Reoccurring)
- Ransom Rd. Ground Storage Tank – Funding through bonds
- Motor Control Rehab. – Funding through bonds
- Circulating Pumps for Elevated Storage Tanks – Funding through bonds

### **Water Distribution**

- Replacement of 2" water lines to 4" water lines
- After Hours On-Call Answering Service (50% split with General Fund) (Recurring)

### **Wastewater Collection**

- Trailer Mounted, self-priming 4" pump – Funding through bonds
- Emergency Excavation Contract

### **Wastewater Treatment**

- ¾ ton Ford F250 (replaces WW02)
- ½ ton Ford Short Bed (replaces WW05)
- SCADA – Funding through bonds

## **SURFACE WATER FUND**

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

The construction of the Surface Water Treatment Plant will be coming to a conclusion during fiscal year 2018. As a result, the expenditures for operations will be increasing accordingly. This fund also pays the debt associated with the construction and accounts for the assets associated with its operations. Revenues are projected to be \$2,278,563 for Fiscal Year 2017-18, which amount to a 5.26% increase. Expenditures are

budgeted at \$3,859,270, which includes the debt services payments. The anticipated ending fund balance (on a Working Capital Basis) is expected to be \$3,903,446 for FY 2017-18.

The City is in the process of a water rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the surface water treatment facilities. The City plans, however to continue with the already projected rate increase of \$0.10 for the beginning of the fiscal year, which will make the total rate per 1,000 gallons of water \$2.20 to assist with the operational costs of the surface water plant.

Additionally, the City plans to issue an additional \$7,000,000 in Certificates of Obligations (bonds) to support the final construction of the surface water plant and transmission lines, and to facilitate the chloramine conversion.

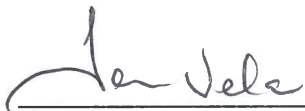
## **SURFACE WATER FUND – PROPOSED REQUESTS:**

### **Surface Water Operations**

- Lead Operator Position (Reoccurring)
- Surface Water Plant Operator (Reoccurring)
- 2018 Ford F150 Single Cab

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

Respectively Submitted,

  
\_\_\_\_\_  
Terri Vela  
City Manager

  
\_\_\_\_\_  
Susan Lang  
Finance Director

# BUDGET HIGHLIGHTS

## FY2017-18 Adopted Budget

The City's fiscal year FY2017-18 operating budget was approved by City Commission at the September 18<sup>th</sup>, 2017 City Commission Meeting.

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

Departments were asked to focus on projects already outlined in the Comprehensive Master Plan, Parks and Trails Master Plans and the Water and Wastewater Master Plans. Implementation of all of the plans was made a priority during the budget kick-off as well as throughout the entire budget process



## Vision Statement

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

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



**GENERAL FUND BUDGET**

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

**General Fund Revenues:**

Sales Tax	\$ 4,390,816
Property Taxes	\$ 2,954,989
Fire Protection Fees	\$ 2,150,000
Transfer Other Funds	\$ 1,862,520
Garbage Collection	\$ 1,600,000
Franchise Fees	\$ 790,014
Intergovernmental	\$ 610,078
Municipal Court Fines	\$ 380,000
Licenses and Permits	\$ 305,000
Inspection Fees	\$ 155,000
Plan Review Fees	\$ 93,000
Other Income	\$ 40,000
Mixed Beverage Tax	\$ 16,500
Interest	\$ 5,000
<b>Total:</b>	<b>\$15,352,917</b>

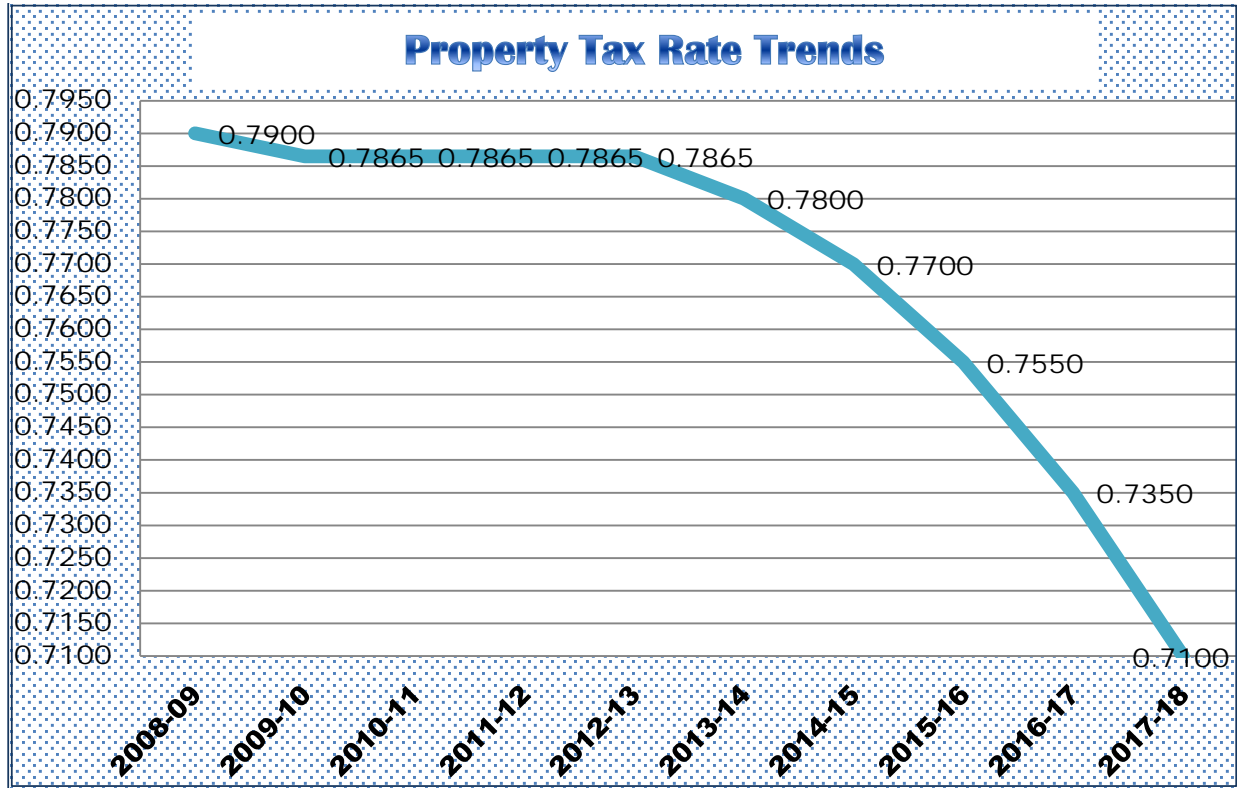
**General Fund Expenditures:**

General Government	\$ 1,335,332
Public Works	\$ 355,200
Vehicle Maintenance	\$ 192,869
Information Technology	\$ 392,286
Street	\$ 1,613,846
Sanitation	\$ 1,510,000
Police	\$ 4,097,309
Fire-Central	\$ 4,092,541
Emergency Management	\$ 126,469
Fire Marshal	\$ 556,788
Fire-Station #2	\$ 31,400
Fire-Station #3	\$ 45,390
Building Permits	\$ 310,305
Parks	\$ 459,169
Facilities	\$ 243,052
Planning	\$ 302,779
Municipal Court	\$ 544,076
<b>Total:</b>	<b>\$16,208,811</b>

## Highlights of Funded Positions and Capital

- Two Tele-communicator Positions
- Street Sign Plotter
- 3% Cost of Living Employee Increase
- 2017 Ford Utility Explorer
- 2018 Chevy 2500 HD
- 2018 ½ Ton Regular Cab Pickup
- Light Pole Improvements to George Park
- Generator Preventative Maintenance Contracted Services
- Customer Service Specialist Position
- 2018 ½ Ton Ford F-150
- Ford F-250 ¾ Ton Pickup
- Ford Short Bed ½ Ton
- 2018 ½ Ton Ford F-150 – Surface Water Plant
- Police Department CAD System
- Trailer Mounted Pump





#### WATER AND SEWER FUND BUDGET

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

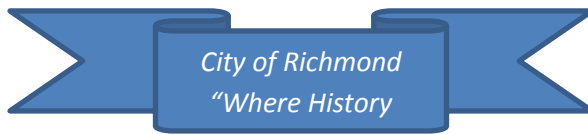
#### Water and Sewer Fund Revenues:

Water Collections	\$ 3,600,000
Sewer Collections	\$ 3,100,000
Contributed Capital	\$ 1,210,097
Water Taps and Fees	\$ 300,000
Service Charge	\$ 180,000
<u>Other Income</u>	<u>\$ 132,530</u>
Total:	\$ 8,522,627

#### Water and Sewer Fund Expenditures:

Accounting & Collecting	\$ 860,758
Customer Service	\$ 373,504
Meter	\$ 279,293
Water Production	\$ 722,439
Water Distribution	\$ 800,358
Wastewater Collection	\$ 544,014
Wastewater Treatment	\$ 1,619,324
Other Water and Sewer	\$ 1,000
Transfer to Other Funds	\$ 1,862,520
<u>Transfer to Debt Service Fund</u>	<u>\$ 700,480</u>
Total:	\$ 7,763,691





**\* Master Plans \***

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

\*\*\*\*\*

**\* Grants \***

**Firehouse Subs Public Safety Foundations, Inc.** - provided for the purchase of a 1660 Connector Boat with trailer and accessories.

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

**Texas Office of the Governor's Criminal Justice Division (CJD)** – provided for data storage and accessories for the body cameras for Police Officers.

**\* ACCOMPLISHMENTS & RECOGNITIONS \***

- ★ Terri Vela, City Manager – “2017 Public Official of the Year” – University of Houston Master of Public Administration, MPA
- ★ “Texas Best Practices Recognition Program” - City of Richmond Police Department - Texas Police Chief's Foundations.
- ★ “Comprehensive Master Plan of the Year” - American Planning Association Texas Chapter.
- ★ Special Recognition for the Trails Master Plan by Houston-Galveston Area Council's “Parks and Natural Areas Award 2016”.
- ★ Government Finance Officers Association – “Distinguished Budget Presentation Award FY2016-17”.
- ★ Government Finance Officers Association – “Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY2015-16”.
- ★ American Planning Association Texas Chapter “2016 Community of the Year Award”.
- ★ TCEQ - “Cross Connection Control Program Award”
- ★ TCEQ - “Innovative or Proactive Water System Award”



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Richmond**

**Texas**

For the Fiscal Year Beginning

**October 1, 2016**

Executive Director

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

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

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

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

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

### **BUDGET PROCESS**

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

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

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

#### **Budget Message**

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

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

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

### **Public Hearing on Budget**

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

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

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

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

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

### **Amending the Budget**

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

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

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

### **Capital Program**

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

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

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

May 4, 2017	Budget Kick-off Meeting
June 2, 2017	Departmental Budget Worksheets and forms due to Finance.
<b>June 12-21, 2017</b>	<b>Departmental budget meetings with City Manager and Finance staff.</b>
July 20, 2017	Deadline for ARB to approve appraisal records.
July 25, 2017	Tax roll certification by Chief Appraiser (official date).
<b>August 11, 2017</b>	Budget and Budget Message Delivered to City Commission Charter Sec. 7.02 <b>Special Meeting</b> (Per Charter Sec. 7.05– Commission shall name the date and place of a public hearing and shall have published in official newspaper no less than 10 days before – <u>Set Public Hearing for Budget 9/12/17</u> ) Copy of budget filed with City Secretary for Public view.
August 16, 2017	<b>PUBLICATION: <u>Notice: Budget Available for Public Inspection</u></b> Charter Sections 7.04 & 7.05
August 16, 2017	Calculation of Effective & Rollback Tax Rates.
August 21, 2017	Tax Rate Presentation. Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the roll-back rate or the effective tax rate (Whichever is lower) take record vote and schedule public hearings.
<b>August 21, 2017</b>	<b>Budget Workshop - Revenues</b>
August 22, 2017	<b>PUBLICATION:</b> of Effective and Rollback Tax Rates; statement and schedules; Submission to governing body.
August 29, 2017	<b>PUBLICATION: <u>Notice: Public Hearing on Proposed Tax Rate</u></b>
August 29, 2017	<b>PUBLICATION: <u>Notice: Public Hearing on Budget</u></b> (Specific language regarding property tax increases, if necessary)
<b>September 5, 2017</b>	Public Hearing on Proposed Tax Rate (1 of 2) <b>Special Meeting</b>
<b>September 5, 2017</b>	<b>Budget Workshop – Proposed Expenditures</b>
<b>September 12, 2017</b>	2 <sup>nd</sup> Public Hearing – Proposed Tax Rate (2 of 2) <b>Special Meeting</b>
<b>September 12, 2017</b>	Public Hearing on Budget <b>Special Meeting</b> City <b>must take some sort of action on the budget</b> (Recommend: a vote to postpone the final budget vote.)
<b>September 12, 2017</b>	<b>Budget Workshop – Overview of changes during process</b>
September 18, 2017	MEETING TO ADOPT FY 2017-18 Budget and Tax Rate. Charter Sec. 7.06 If rate exceeds effective rate, must be record vote approved by at least 60 percent of governing body. Language of motion must be specific: “I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the effective tax rate) percent increase in the tax rate.”
September 20, 2017	<b>PUBLICATION: <u>Notice: of budget availability.</u></b> Copy of final budget filed with City secretary for Public View Charter Section 7.09

### **Lapse of Appropriations**

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

### **Additional Funding**

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

### **Administration of the Budget**

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

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

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

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

### **ACCOUNTING**

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

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

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

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



### **Independent Audits**

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

### **Accounting Systems**

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

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

### **REVENUE**

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

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

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

### **EXPENDITURES**

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

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

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

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

## **FUND BALANCE**

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

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

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

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

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

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

## **LONG-TERM FINANCIAL PLANNING**

### **Fund Balance**

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

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

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

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

### **Subsidence District**

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

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

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

### **CAPITAL**

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

### **INVESTMENTS**

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

### **DEBT**

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

The City shall further have the power to borrow money for the purpose of constructing, acquiring, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the Constitution and laws of the State of Texas, and to issue revenue bonds to evidence the

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

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

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



**RICHMOND**

EST. **TEXAS** 1837

## BUDGET SUMMARIES

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

Honoring the Legacy of:

Hilmar G. Moore

Mayor: 1949–2012





**RICHMOND**

EST. **TEXAS** 1837

## VISION STATEMENT AND GOALS

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

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

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

## SUMMARY OF CITYWIDE GOALS

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

### **Accounting & Collecting**

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

### **Building Permits**

- Develop a Customer Service and telephone etiquette program.

### **Customer Service**

- Develop a Customer Service and telephone etiquette program.

### **Development Corporation of Richmond**

- Recruit and hire new Director of Economic Development.
- Complete a Target Industries Study.
- Improve communications and messaging.

### **General Government**

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

### **Information Technology**

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

### **Information Technology**

- Choose appropriate IT projects and manage these projects to insure the most efficient use of capital and the acquisition of solutions which will provide the highest level of service to the citizens of Richmond.

### **Municipal Court**

- Invest in the development of staff to meet the growth and demands of the City



- Encourage, promote and welcome expanding residential and business growth and development.

**Police**

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

**Public Works**

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

**Street**

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

**Surface Water**

- Finish completion of the surface water treatment plant by March 2018.

**Water Distribution**

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

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

**Fire**

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

**Parks**

- Improve efficiency of park maintenance.

**Planning**

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

**Police**

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

**Public Works**

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

**Sanitation**

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

**Street**

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

**Surface Water**

- Successful conversion of disinfection from free chlorine to chloramines.

**Vehicle Maintenance**

- Maintain and ensure a safe operating fleet.

**Water Distribution**

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

**Water Production**

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

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

**Emergency Management**

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

**Fire Marshal**

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

**General Government**

- Work to implement most economical rate for surface water.

**Information Technology**

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

**Police**

- Acknowledge citizen's complaints within 48 hours.
- Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.

**Street**

- Encourage and promote employees to receive continuing education.

**Water Distribution**

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

**Water Production**

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

**Wastewater Collection**

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

**Wastewater Treatment**

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

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

**Accounting & Collecting**

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

**General Government**

- Improve records imaging and indexing system.

**Facilities**

- Seek ways to improve the service to our employees, citizens and visitors to our city.
- To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.

**Meter**

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

**Planning**

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

**Surface Water**

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

**Water Production**

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

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

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

<b>Customer Service</b>	FY 15-16	FY 16-17	FY 17-18
Customer Service and telephone etiquette trainings:	0	0	2
Imprementation of E-Bill (% complete):	0	0	10%
Conversion to paperless customer files (% complete):	0	0	20%
<b>General Government</b>			
Number of construction contracts:	5	5	7
Number of commission meetings:	12	12	12
Number of workshops:	5	5	5
Number of special meetings:	10	10	10
<b>Meter</b>			
Number of meter change outs:	299	1190	800
<b>Municipal Court</b>			
Conversion to paperless (percent completed):	0	50%	50%
<b>Planning</b>			
GIS maps generated:	2	25	25
Wayfinding signs posted:	0	13	2
Complete Master Plans	2	0	1
Update Master Plans	0	0	0
<b>Sanitation</b>			
Contractor service complaints (per month):	0	<1%	< 1%

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

<b>Fire</b>	FY 15-16	FY 16-17	FY 17-18
Response time less than five minutes thirty seconds:	83%	70%	75%
<b>Fire Marshal</b>			
Fire safety inspections on commercial occupancies:	90%	95%	100%
Percent of calls answered in two days:	90%	90%	100%
<b>Emergency Management</b>			
Number of City wide training exercises per year:	0	1	1
Number of County wide training exercises per year:	0	1	1
<b>Municipal Court</b>			
Number of updates to Court's section of website:	0	0	2
<b>Police</b>			
Acknowledge customer complaints with 48 hours:	100%	100%	100%
<b>Sanitation</b>			
Number of recycling events:	0	2	2
<b>Street</b>			
Crack sealing (miles):	0	5.9	5.9
Street reconstruction and asphalt overlays (lane miles):	0	2.9	10
Drainage ditch maintenance (linear feet):	0	4,700	4,700
Right-of-way maintenance (square miles):	0	4.6	4.6
Striping City streets (feet per year):	0	2,000	2,000
<b>Parks</b>			
Park area maintained (square acres):	323	323	330
Inspection of play areas and equipment (per year):	12	12	12

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

<b>Water Distribution</b>			
Number of bacteriological samples collected:	0	440	460
Dead end mains flushed per year:	0	1,500	1,500
Percentage of calls responded within one hour:	99%	99%	99%
<b>Water Production</b>			
TCEQ MCL violations:	0	1	0
Number of water quality tests per year:	0	2,190	9,500
Percentage of calls responded within one hour:	99%	99%	99%
<b>Wastewater Collection</b>			
Number of collection Lines cleaned per year:	0	20	20
Percent of calls answered within one hour:	99%	99%	99%
<b>Wastewater Treatment</b>			
Wastewater quality samples:	0	20,000	20,000
TCEQ violations:	0	0	0
Percent of calls responded within one hour:	99%	99%	99%

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

<b>Accounting and Collecting</b>	FY 15-16	FY 16-17	FY 17-18
GFOA Excellence in Financial Reporting Award:	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award:	Yes	Yes	Yes
<b>Building Permits</b>			
Number of educational meetings with staff	40	40	40
<b>Emergency Management</b>			
% of employees w/minimum NIMs requirements:	100%	100%	95%
<b>Facilities</b>			
Number of days lost to injury/illness:	0	0	0
<b>Fire</b>			
Fire safety education for public schools	100%	100%	100%
Meet ISO recommended drills:	N/A	N/A	75%
Provide EMS and Fire continuing education tracking:	75%	85%	90%
<b>Fire Marshal</b>			
Code Enforcement violations resolved:	60%	85%	95%
Development meeting attendance:	60%	85%	95%
<b>Municipal Court</b>			
Number of training hours accomplished:	20	30	30
<b>Public Works</b>			
Development review - distribution and review	0	400	400
Safety training events per year	0	12	12
Reduction in lost time accidents	0	0	0
<b>Vehicle Maintenance</b>			
Tri-annual preventive maintenance/24 point inspection:	0	363	372
Maintain and monitor fueling system/reconciliation of usage:	0	100%	100%
Fleet make ready to be completed within (days):	0	7-14 days	7-14 days
Percent accuracy of fleet repairs:	0	98%	98%

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

## DESCRIPTION OF FUND STRUCTURE

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

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

### **Basis of Accounting**

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

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

### **Governmental Type Funds**

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

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

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

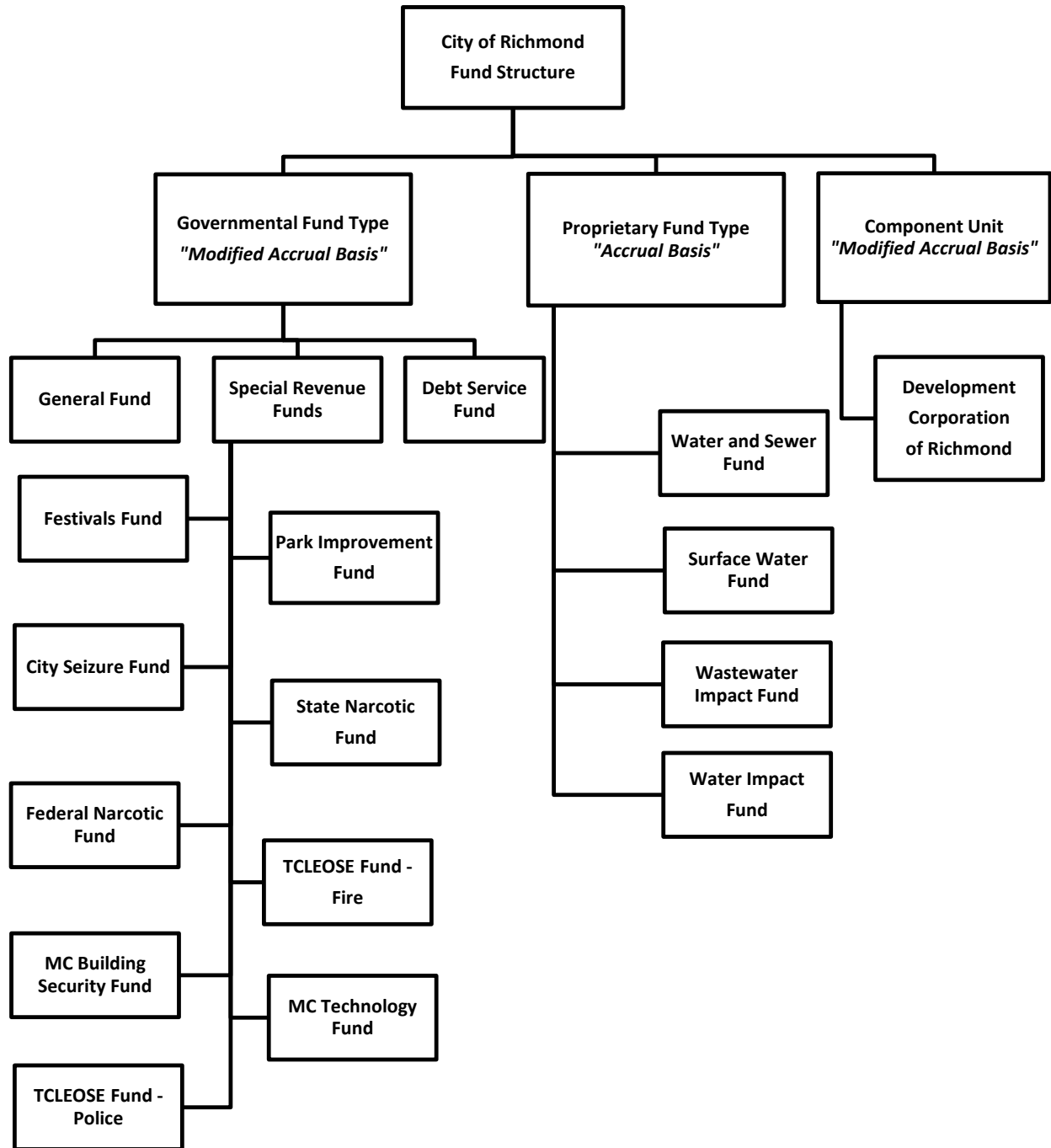
### **Proprietary Type Funds**

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

### **Component Unit Funds**

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

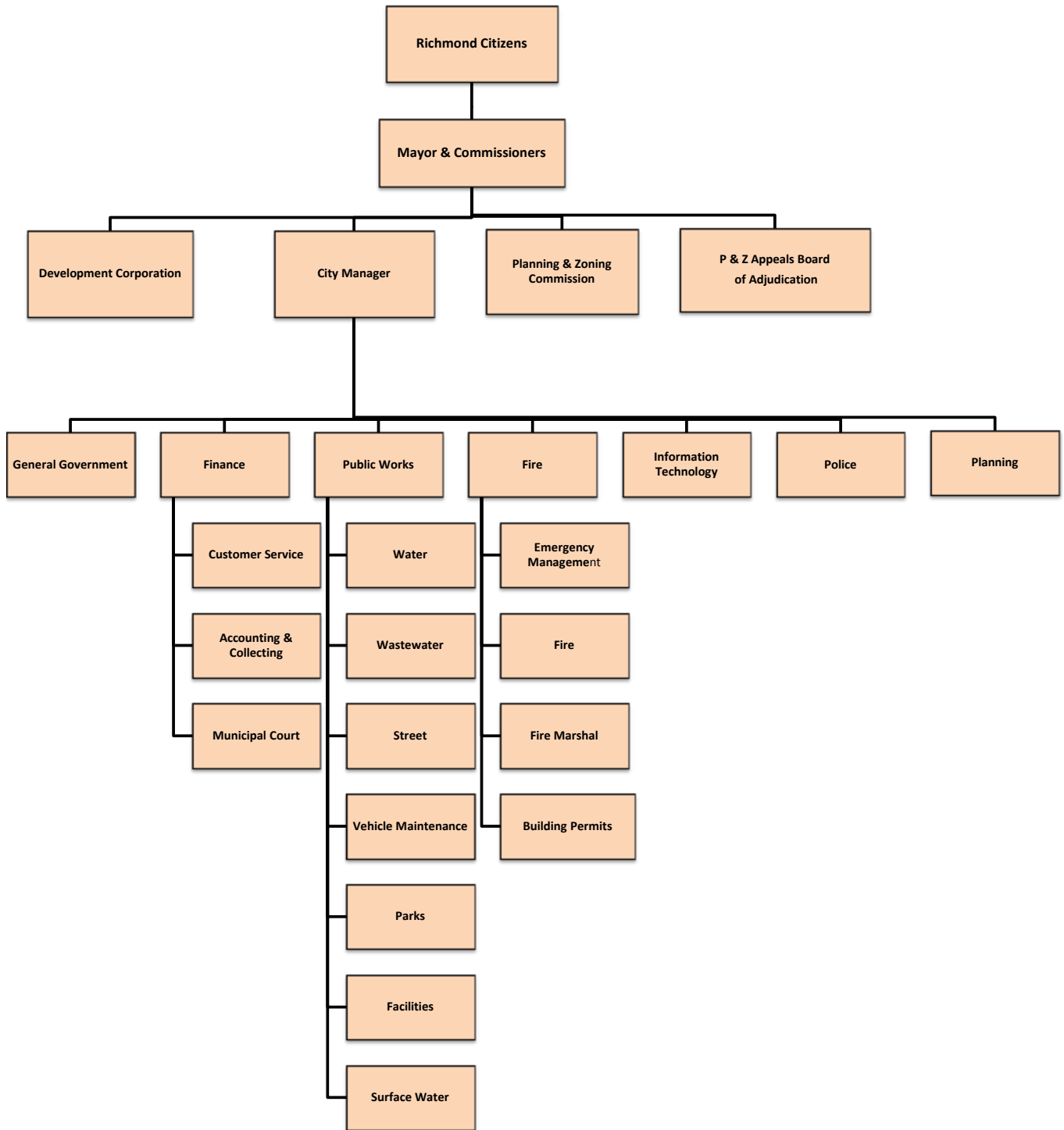
DESCRIPTION OF FUND STRUCTURE  
 ORGANIZATIONAL FUND CHART



**Department / Fund Relationships**

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

CITY OF RICHMOND  
ORGANIZATIONAL CHART





CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

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

<b>Fund/Department Position Title</b>	<b>Actual 2015-2016</b>	<b>Estimate 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Percent +/(%)</b>
<b>GENERAL FUND:</b>				
<b>General Government (10-5100)</b>				
City Manager	1	1	1	
ACM/Director of Community Development	1	1	1	
Economic Development Director	1	1	1	
City Attorney	1	1	1	
City Secretary	1	1	1	
Communication Specialist	1	1	1	
Administrative Assistant	1	1	1	
Subtotal	<u>7</u>	<u>7</u>	<u>7</u>	0%
<b>Public Works (10-5105)</b>				
Public Works Director	1	1	1	
Executive Secretary	1	1	1	
Facility Service Technician	0	1	0	
Subtotal	<u>2</u>	<u>3</u>	<u>2</u>	-33%
<b>Vehicle Maintenance (10-5110)</b>				
Mechanic I	2	0	0	
Mechanic II	0	1	1	
Mechanic III	0	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
<b>Information Technology (10-5115)</b>				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
<b>Streets (10-5120)</b>				
Assistant Public Works Director	1	1	1	
Street Superintendent	0	0	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Equipment Operator I	4	4	4	
Equipment Operator II	3	3	3	
Sign Tech / Equipment Operator II	1	1	1	
Part-time Laborer	0.48	0.48	0.48	
Subtotal	<u>11.48</u>	<u>11.48</u>	<u>12.48</u>	9%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

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

<b>Fund/Department Position Title</b>	<b>Actual 2015-2016</b>	<b>Estimate 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Percent +/( -)</b>
<b>Police (10-5140)</b>				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Lieutenant	4	4	4	
Patrol Sergeant	3	3	3	
Corporal	3	3	3	
Detective	3	3	3	
Crime Scene Investigator	2	2	2	
Police Officer	16	16	16	
Administrative Assistant	1	1	1	
Dispatcher	8	8	10	
Police Records Specialist	1	1	1	
Subtotal	43	43	45	5%
<b>Fire (10-5150)</b>				
Fire Chief	1	1	1	
Assistant Fire Chief	1	1	1	
Training/Safety/Compliance Battalion Chief	0	1	1	
Battalion Chief	3	3	3	
Lieutenant	9	9	9	
Firefighters	18	21	21	
Administrative Assistant	1	1	1	
Part-Time Firefighters	5.99	6.25	5.21	
Subtotal	38.99	43.25	42.21	-2%
<b>Emergency Management (10-5152)</b>				
Emergency Management Coordinator	1	1	1	
Subtotal	1	1	1	0%
<b>Fire Marshal (10-5153)</b>				
Fire Marshal	1	1	1	
Chief Deputy Fire Marshal	0	1	1	
Inspector / Investigator	4	3	3	
Subtotal	5	5	5	0%
<b>Building Permits (10-5159)</b>				
Building Official	1	1	1	
Lead Permits Specialist	0	1	1	
Permits Specialist	3	2	2	
Subtotal	4	4	4	0%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

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

<b>Fund/Department Position Title</b>	<b>Actual 2015-2016</b>	<b>Estimate 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Percent +/(%)</b>
<b>Parks (10-5160)</b>				
Park Superintendent	1	0	0	
Foreman	0	1	1	
Crew Chief	2	1	1	
Maintenance Worker I	4	4	4	
Subtotal	7	6	6	0%
<b>Facilities (10-5170)</b>				
Facility Service Technician	0	0	1	
Custodian	2	2	2	
Subtotal	2	2	3	50%
<b>Planning (10-5175)</b>				
Planning Director	0	1	1	
Planner	1	0	0	
Planner II	0	1	1	
GIS Technician	1	1	1	
Subtotal	2	3	3	0%
<b>Municipal Court (10-5180)</b>				
Court Administrator	1	1	1	
Court Specialist	2	2	2	
Bailiff	1	1	1	
Subtotal	4	4	4	0%
<b>TOTAL GENERAL FUND</b>	<b>131.47</b>	<b>136.73</b>	<b>138.69</b>	<b>1%</b>
<b>WATER AND SEWER FUND:</b>				
<b>Accounting &amp; Collecting (20-5200)</b>				
Finance Director	1	1	1	
Finance Manager	1	1	1	
Human Resources Coordinator	1	1	1	
Accountant	3	3	3	
Subtotal	6	6	6	0%
<b>Customer Service (20-5210)</b>				
Customer Service Supervisor	1	1	1	
Customer Service Specialist	2	2	3	
Billing Specialist	1	1	1	
Subtotal	4	4	5	25%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

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

<b>Fund/Department Position Title</b>	<b>Actual 2015-2016</b>	<b>Estimate 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Percent +/(-)</b>
<b>Meter (20-5215)</b>				
Customer Service Technician	2	2	2	
Subtotal	2	2	2	0%
<b>Water (20-5220)</b>				
Superintendent	1	0	0	
Foreman	1	0	0	
Crew Chief	2	0	0	
Water Plant Operator I	1	0	0	
Water Plant Operator II	1	0	0	
Cross Connection Tech / Foreman	1	0	0	
Maintenance Operator I	2	0	0	
Maintenance Worker I	4	0	0	
Construction Inspector *	0.50	0	0	
Heavy Equipment Operator	0	0	0	
Subtotal	13.50	0	0	0%
<b>Wastewater (20-5230)</b>				
Superintendent	1	0	0	
Wastewater Coordinator	0	0	0	
Foreman	1	0	0	
Crew Chief	1	0	0	
WW Plant Operator I	0	0	0	
WW Plant Operator II	1	0	0	
WW Plant Operator III	3	0	0	
Maintenance Worker I	2	0	0	
Maintenance Worker II	2	0	0	
Construction Inspector *	0.50	0	0	
Subtotal	11.50	0	0	0%
<b>Water Production (20-5260)</b>				
Foreman	0	1	1	
Water Plant Operator I	0	1	1	
Water Plant Operator II	0	1	1	
Utilities Coordinator	0	1	1	
Subtotal	0	4	4	

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

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

<b>Fund/Department Position Title</b>	<b>Actual 2015-2016</b>	<b>Estimate 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Percent +/(-)</b>
<b>Water Distribution (20-5265)</b>				
Superintendent	0	1	1	
Foreman	0	1	1	
Crew Chief	0	1	1	
Maintenance Operator I	0	2	2	
Maintenance Worker I	0	3	3	
Maintenance Worker II	0	1	1	
Construction Inspector *	0	0.50	0.50	
Subtotal	0	9.50	9.50	
<b>Wastewater Collection (20-5270)</b>				
Crew Chief	0	1	1	
Maintenance Worker I	0	2	2	
Construction Inspector *	0	0.50	0.50	
Subtotal	0	3.50	3.50	
<b>Wastewater Treatment (20-5275)</b>				
Superintendent	0	1	1	
Foreman	0	1	1	
WW Plant Operator I	0	1	1	
WW Plant Operator II	0	2	2	
WW Plant Operator III	0	1	1	
Maintenance Worker I	0	1	1	
Maintenance Worker II	0	1	1	
Subtotal	0	8	8	
<b>TOTAL WATER AND SEWER FUND</b>	<b>37</b>	<b>37</b>	<b>38</b>	<b>3%</b>
<b>SURFACE WATER FUND:</b>				
<b>Surface Water (22-5222)</b>				
Surface Water Chief Operator	0	0	1	
Surface Water Lead Operator	0	0	1	
Surface Water Plant Operator	1	1	1	
Subtotal	1	1	3	200%
<b>TOTAL SURFACE WATER FUND</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>200%</b>
<b>TOTAL ALL FUNDS</b>	<b>169.47</b>	<b>174.73</b>	<b>179.69</b>	<b>3%</b>
			Full-time Positions: 174.00	
			Part-time Positions: 5.69	
			<b>TOTAL FULL-TIME EQUIVALENTS: 179.69</b>	

\* Position funded by two departments

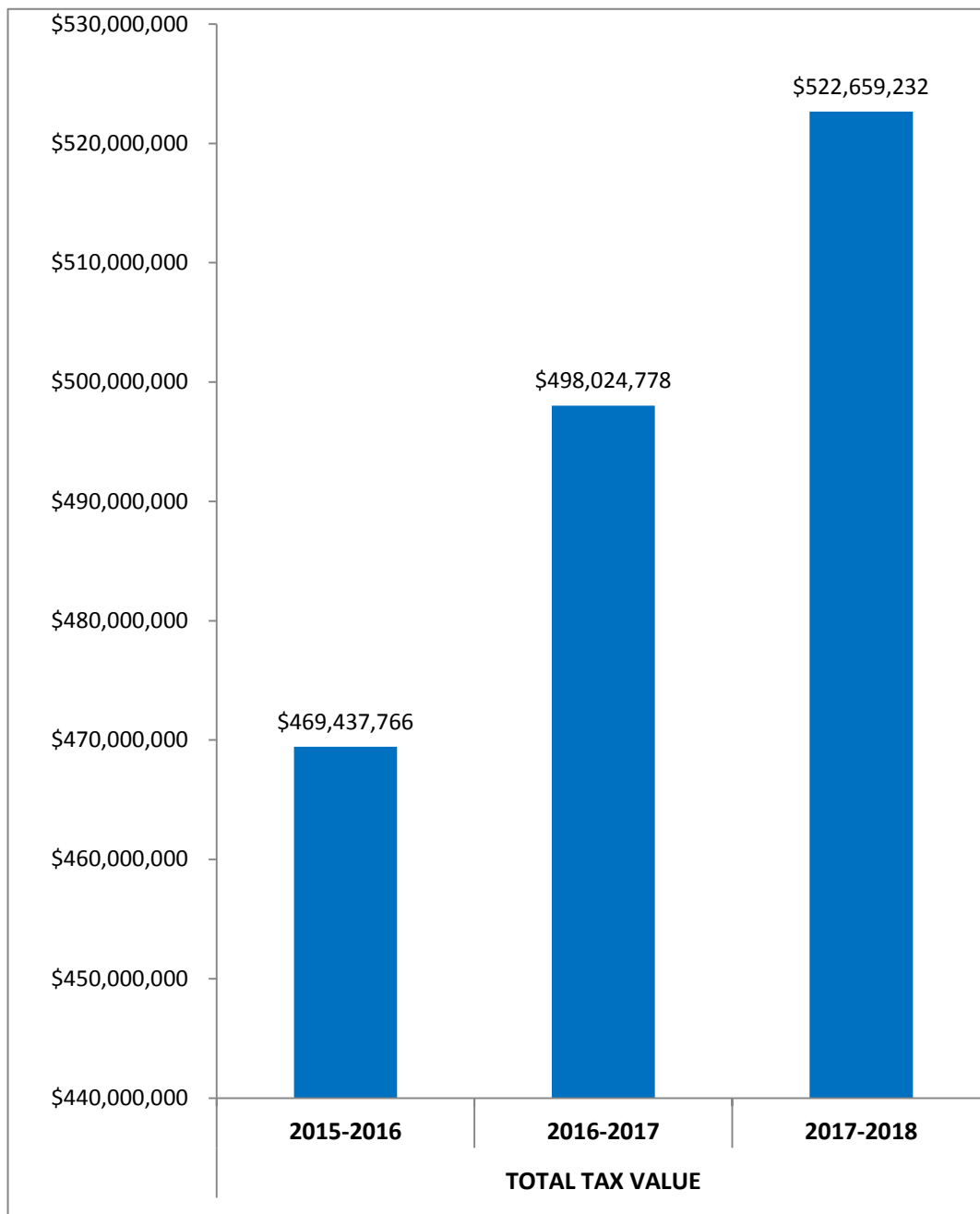
CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**TAX REVENUE and DISTRIBUTION**

	<b>Actual 2015-2016</b>		<b>Budget 2016-2017</b>		<b>Budget 2017-2018</b>	
Real Estate	\$682,847,600		\$760,371,470	11%	\$771,778,601	2%
Personal Property	\$67,732,752		\$64,177,651		\$65,204,345	
<b>Total Tax Roll</b>	<b>\$750,580,352</b>		<b>\$824,549,121</b>		<b>\$836,982,946</b>	<b>2%</b>
Homestead cap adj.	\$3,640,670		\$6,227,390		\$5,195,030	
Exempt Property	\$262,552,690	35%	\$304,528,040	37%	\$304,292,760	36%
Productivity Loss	\$6,435,490		\$6,374,660		\$6,084,140	
Disabled Vet.	\$2,242,962		\$2,430,720		\$2,251,583	
Over 65	\$4,139,580		\$4,339,590		\$4,309,392	
Misc. Exemptions	\$2,136,424		\$2,623,943		\$91,244	
<b>Total Exemptions</b>	<b>\$281,147,816</b>	<b>37%</b>	<b>\$326,524,343</b>	<b>40%</b>	<b>\$322,224,149</b>	<b>38%</b>
Under ARB Review	\$5,230		\$0		\$7,900,435	
<b>Total Tax Value</b>	<b>\$469,437,766</b>		<b>\$498,024,778</b>	<b>6%</b>	<b>\$522,659,232</b>	<b>4.95%</b>
Tax Rate per \$100	0.7550		0.7350		0.7100	
Est. Tax Levy	\$3,544,255		\$3,660,482		\$3,710,881	
% of Collections	98%		98%		98%	
Est. Collections	\$3,473,370		\$3,587,272		\$3,636,663	
Delinquent Collections	\$25,000		\$25,000		\$25,000	
<b>Est. Funds</b>	<b>\$3,498,370</b>		<b>\$3,612,272</b>		<b>\$3,661,663</b>	
M & O Revenue	\$2,513,153		\$2,581,178		\$2,894,989	
Debt Service	\$1,024,507		\$1,031,095		\$741,674	
Development Corp.	\$254,538		\$255,088		\$252,788	
Water and Sewer	\$140,900		\$231,081		\$700,480	
M & O Rate	0.5290		0.5252		0.5652	
Debt Service Rate	0.2260		0.2098		0.1448	

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**TOTAL TAX VALUE CHART**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

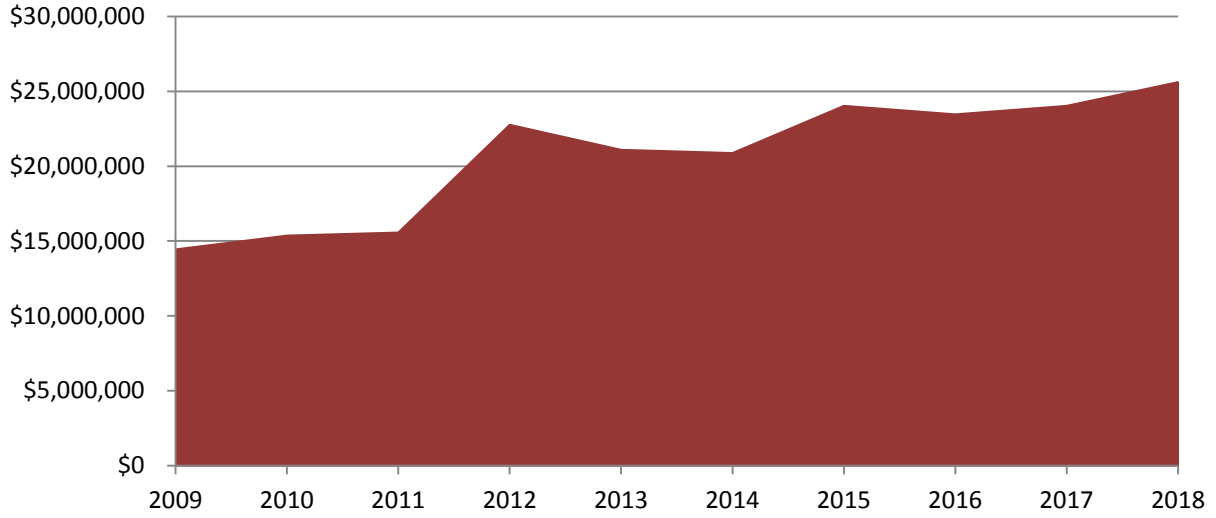
**COMBINED REVENUES and EXPENDITURES  
GENERAL, WATER & SEWER and DEBT SERVICE FUND  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018**

<b>REVENUES</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>ACCOUNT DESCRIPTION</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>
PROPERTY TAX-CURRENT	\$3,526,550	\$3,582,424	\$3,608,730	\$3,636,663
PROPERTY TAX-DEL.	\$58,115	\$25,000	\$49,469	\$43,000
<b>TOTAL PROPERTY TAX</b>	<b>\$3,584,664</b>	<b>\$3,607,424</b>	<b>\$3,658,199</b>	<b>\$3,679,663</b>
WATER SALES & SERVICE	\$3,188,582	\$3,000,000	\$3,510,676	\$3,600,000
SEWER SALES & SERVICE	\$2,801,880	\$2,600,000	\$3,031,135	\$3,100,000
TAX PENALTY AND INTEREST	\$59,145	\$32,000	\$62,894	\$54,500
SALES TAX - STATE	\$4,219,534	\$4,262,928	\$4,605,045	\$4,390,816
MIXED BEVERAGE TAX	\$12,126	\$15,000	\$18,694	\$16,500
GARBAGE COLLECTION FEES	\$1,544,928	\$1,547,600	\$1,590,320	\$1,600,000
LICENSES AND PERMITS	\$198,753	\$260,000	\$295,945	\$305,000
INSPECTION FEES	\$248,524	\$205,000	\$266,312	\$248,000
UTILITY GROSS RECEIPTS	\$761,412	\$742,500	\$790,014	\$790,014
COURT FINES	\$479,451	\$500,000	\$416,399	\$380,000
MISCELLANEOUS	\$1,554,119	\$1,927,597	\$672,969	\$1,862,597
INTERGOVERNMENTAL REVENUE	\$486,699	\$993,054	\$800,000	\$610,078
RENT	\$9,000	\$0	\$89,620	\$0
FIRE PROTECTION FEES	\$1,945,971	\$1,996,000	\$2,128,595	\$2,150,000
INTERFUND TRANSFERS IN	\$2,360,663	\$2,325,088	\$2,325,088	\$2,815,788
INTEREST	\$5,710	\$15,030	\$8,364	\$10,030
<b>TOTAL REVENUES</b>	<b>\$23,461,162</b>	<b>\$24,029,221</b>	<b>\$24,270,269</b>	<b>\$25,612,986</b>
<b>EXPENDITURES</b>				
SALARIES, WAGES	\$11,170,077	\$12,896,279	\$12,472,034	\$14,009,122
MATL., SUPPL. & SERV.	\$6,106,654	\$6,251,027	\$6,583,558	\$7,061,701
CAPITAL OUTLAY	\$424,408	\$2,904,041	\$3,060,221	\$338,679
INTERFUND TRANSFERS OUT	\$7,450,273	\$2,070,000	\$2,070,000	\$2,563,000
Subtotal EXPENSES	\$25,151,412	\$24,121,347	\$24,185,814	\$23,972,502
DEBT SERVICE	\$1,005,669	\$1,238,581	\$1,238,581	\$756,695
DEBT SERVICE-WATER & SEWER	\$139,700	\$231,081	\$231,081	\$700,480
DEBT SERVICE-SURFACE WATER	\$0	\$0	\$0	\$0
DEBT SERVICE-DEV. CORP.	\$0	\$255,088	\$255,088	\$252,788
	\$1,145,369	\$1,724,750	\$1,724,750	\$1,709,963
<b>TOTAL EXPENDITURES</b>	<b>\$26,296,782</b>	<b>\$25,846,097</b>	<b>\$25,910,564</b>	<b>\$25,682,464</b>
NET CHANGE IN FUND BALANCE	(\$2,835,619)	(\$1,816,876)	(\$1,640,295)	(\$69,478)
BEGINNING FUND BALANCE	\$10,196,773	\$7,361,154	\$7,361,154	\$5,544,278
ENDING FUND BALANCE	\$7,361,154	\$5,544,278	\$5,720,859	\$5,474,800

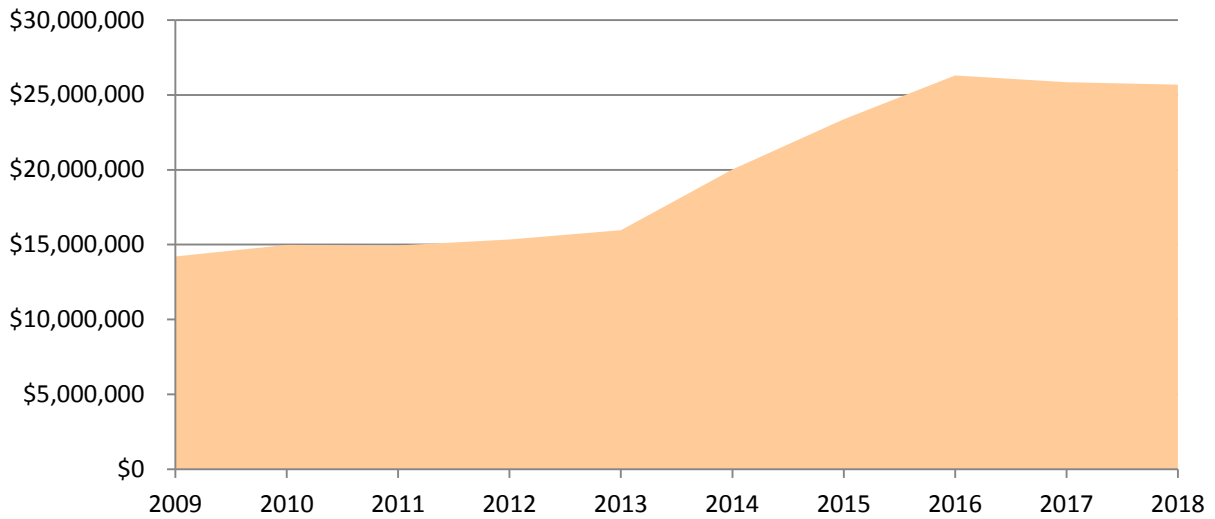


FINANCIAL TRENDS

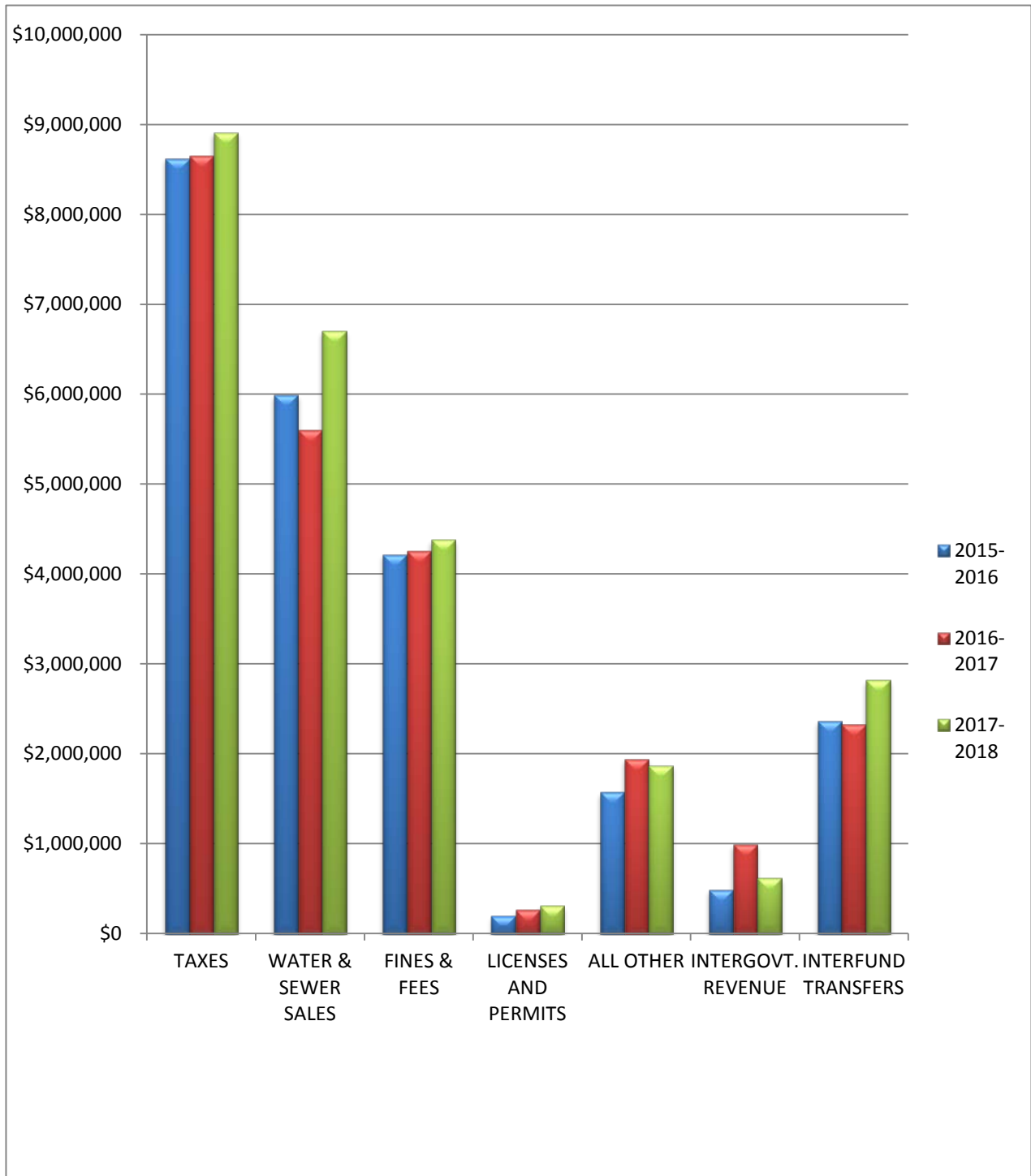
Combined Revenue Last Ten Years



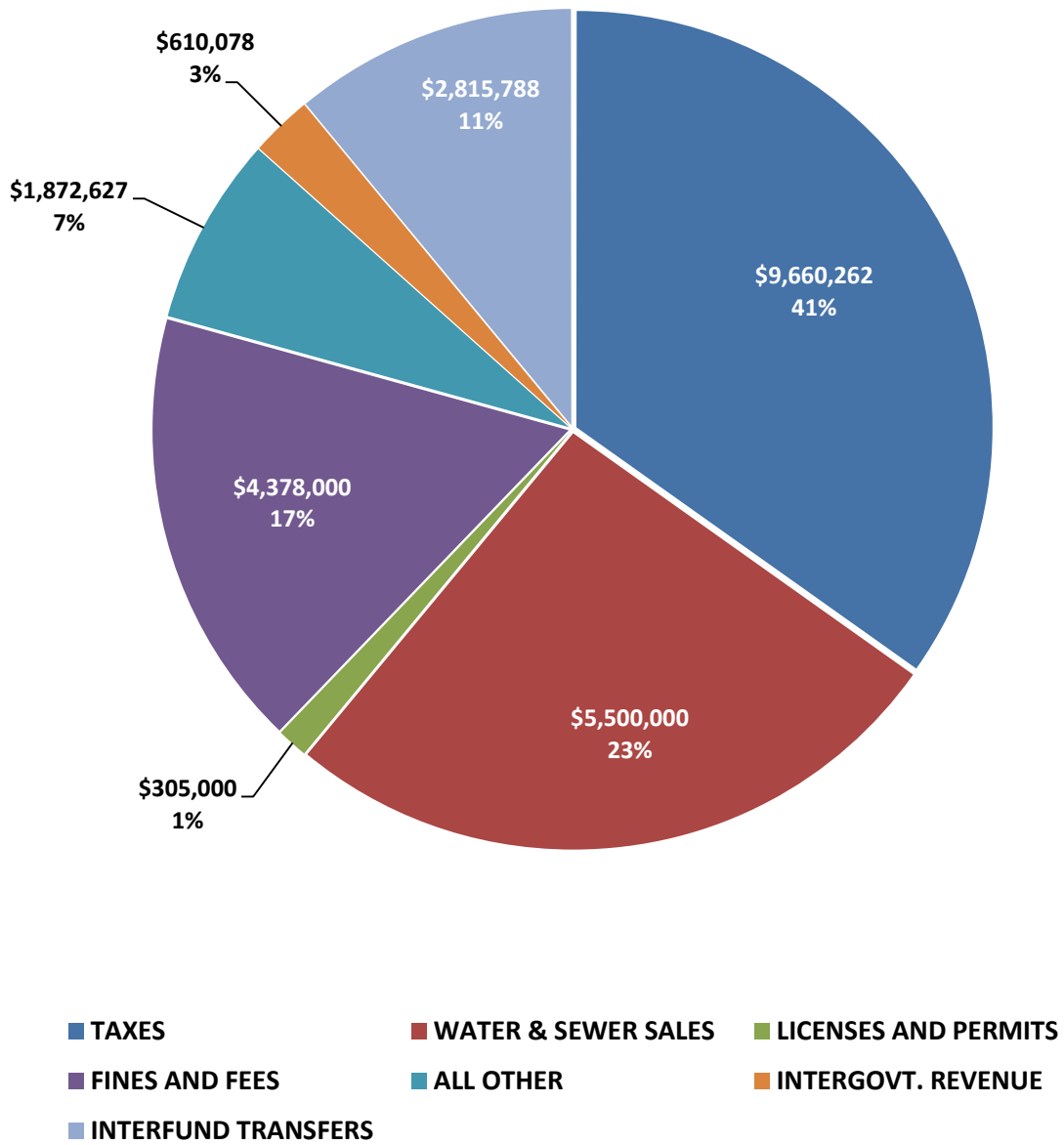
Combined Expenditures Last Ten Years



**REVENUE TRENDS BASED ON PAST PERFORMANCE**



2017-2018 REVENUE CHART





## General Fund

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



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**GENERAL FUND**  
Long-Range Financial Forecast

**LONG-RANGE FINANCIAL FORECAST**

	<b>Actual 2015-16</b>	<b>Budget 2016-17</b>	<b>% Δ</b>	<b>Estimate 2016-17</b>	<b>% Δ</b>	<b>Budget 2017-18</b>	<b>% Δ</b>
<b>Beginning Fund Balance</b>	<b>\$3,540,831</b>	<b>\$4,265,856</b>		<b>\$4,719,195</b>		<b>\$4,537,297</b>	
<b>Revenues:</b>							
Property Taxes	\$2,552,597	\$2,616,849	3%	\$2,652,178	1%	\$2,954,989	11%
Garbage Collection	\$1,544,928	\$1,547,600	0%	\$1,590,320	3%	\$1,600,000	1%
Municipal Court Fines	\$479,451	\$500,000	4%	\$416,399	-17%	\$380,000	-9%
Sales Tax - State	\$4,219,534	\$4,262,928	1%	\$4,605,045	8%	\$4,390,816	-5%
Utility Receipts Tax	\$761,412	\$742,500	-2%	\$790,014	6%	\$790,014	0%
Intergovt. Revenue	\$446,699	\$993,054	122%	\$800,000	-19%	\$610,078	-24%
License & Permits	\$198,753	\$260,000	31%	\$295,945	14%	\$305,000	3%
Charges for Services	\$2,206,995	\$2,211,000	0%	\$2,409,907	9%	\$2,413,000	0%
Interest	\$3,961	\$5,000	26%	\$8,354	67%	\$5,000	-40%
Transfer from Other Funds	\$2,220,963	\$1,838,919	-17%	\$1,838,919	0%	\$1,862,520	1%
Other Income	\$58,519	\$40,000	-32%	\$114,540	186%	\$25,000	-78%
<b>Total Revenues</b>	<b>\$14,693,813</b>	<b>\$15,017,850</b>	<b>2%</b>	<b>\$15,521,621</b>	<b>3%</b>	<b>\$15,336,417</b>	<b>-1%</b>
<b>Expenditures:</b>							
Salaries & Fees	\$8,969,609	\$10,537,667	17%	\$10,195,553	-3%	\$11,508,788	13%
Materials & Supplies	\$4,074,229	\$3,965,309	-3%	\$4,170,609	5%	\$4,430,794	6%
Capital Outlay	\$483,735	\$1,199,941	148%	\$1,356,051	13%	\$269,229	-80%
<b>Total Expenditures</b>	<b>\$13,527,574</b>	<b>\$15,702,917</b>	<b>16%</b>	<b>\$15,722,214</b>	<b>0%</b>	<b>\$16,208,811</b>	<b>3%</b>
<b>Ending Fund Balance</b>	<b>\$4,707,070</b>	<b>\$3,580,789</b>		<b>\$4,518,603</b>		<b>\$3,664,902</b>	

**Target = 60 Days**

Fund Bal as % of Exp	34.80%	22.80%	28.74%	22.61%
Fund Bal in Days	127	83	105	83

**CONTRIBUTING FACTORS:**

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

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

Forecast			
2018-19	2019-20	2020-21	2021-22
<b>\$3,664,902</b>	<b>\$3,730,848</b>	<b>\$3,516,228</b>	<b>\$2,941,146</b>

3,073,188	3,134,652	3,134,652	3,134,652
1,632,000	1,664,640	1,697,933	1,731,891
381,900	383,810	385,729	387,657
4,434,724	4,523,419	4,613,887	4,706,165
790,014	797,914	805,893	813,952
500,000	500,000	500,000	500,000
311,100	317,322	323,668	330,142
2,509,520	2,609,901	2,714,297	2,822,869
5,000	5,000	5,000	5,000
3,074,973	3,206,578	3,343,879	3,487,123
25,000	25,000	25,000	25,000
<b>\$16,737,419</b>	<b>\$17,168,235</b>	<b>\$17,549,937</b>	<b>\$17,944,451</b>

11,969,139	12,447,905	12,945,821	13,463,654
4,652,334	4,884,950	5,129,198	5,385,658
50,000	50,000	50,000	50,000
<b>\$16,671,473</b>	<b>\$17,382,855</b>	<b>\$18,125,019</b>	<b>\$18,899,312</b>

<b>\$3,730,848</b>	<b>\$3,516,228</b>	<b>\$2,941,146</b>	<b>\$1,986,285</b>
--------------------	--------------------	--------------------	--------------------

22.38%	20.23%	16.23%	10.51%
82	74	59	38

Revenue Assumptions
<u>Property Tax:</u> Based upon building plan submissions, annexation plans and historical trends. Projecting a 4% increase in 2018-19 and 2% each year after.
<u>Sales Tax:</u> Based upon historical trends with 1% growth for next year and 2% adjusted for known future development.
<u>Garbage &amp; Charges for Services:</u> Based upon conservative growth projections of 4%.

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

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

GENERAL FUND  
REVENUES AND EXPENDITURES

	Actual 2015-2016	Budget * 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
10-3000 Property Tax-Current	\$2,472,820	\$2,559,849	\$2,581,178	\$2,894,989	13.09%
10-3005 Property Tax-Delinquent	\$40,332	\$25,000	\$31,000	\$25,000	0.00%
Total Property Tax	\$2,513,153	\$2,584,849	\$2,612,178	\$2,919,989	12.97%
10-3010 Tax Penalty and Int	\$39,445	\$32,000	\$40,000	\$35,000	9.38%
10-3015 Sales Tax - State	\$4,219,534	\$4,262,928	\$4,605,045	\$4,390,816	3.00%
10-3017 Mixed Beverage Tax	\$12,126	\$15,000	\$18,694	\$16,500	10.00%
10-3025 Garbage Collection-Net	\$1,544,928	\$1,547,600	\$1,590,320	\$1,600,000	3.39%
10-3030 Municipal Court Fines	\$479,451	\$500,000	\$416,399	\$380,000	-24.00%
10-3035 Utility Receipts Tax	\$761,412	\$742,500	\$790,014	\$790,014	6.40%
10-3040 Licenses and Permits	\$198,753	\$260,000	\$295,945	\$305,000	17.31%
10-3045 Inspection Fees	\$159,340	\$110,000	\$167,691	\$155,000	40.91%
10-3047 Plan Review Fees	\$89,184	\$95,000	\$98,621	\$93,000	-2.11%
10-3049 Amusement Redempt Fees	\$12,500	\$10,000	\$15,000	\$15,000	50.00%
10-3050 Rent	\$9,000	\$0	\$89,620	\$0	0.00%
10-3055 Interest	\$3,961	\$5,000	\$8,354	\$5,000	0.00%
10-3060 Intergovernmental Revenue	\$446,699	\$993,054	\$800,000	\$610,078	-38.57%
10-3065 Transfer from Other Funds	\$2,220,963	\$1,838,919	\$1,838,919	\$1,862,520	1.28%
10-3070 Other Income	\$44,448	\$40,000	\$24,695	\$25,000	-37.50%
10-3075 Fire Protection Fees	\$1,945,971	\$1,996,000	\$2,128,595	\$2,150,000	7.72%
10-3080 Donations	\$5,071	\$0	\$225	\$0	0%
Total Revenues	\$14,705,939	\$15,032,850	\$15,540,315	\$15,352,917	2.13%
Less Debt Service	\$0			\$0	
Total M & O Revenue	\$14,705,939	\$15,032,850	\$15,540,315	\$15,352,917	2.13%
					<b>% of Total GF Expenses</b>
10-5100 General Government	\$1,109,326	\$1,190,492	\$1,039,335	\$1,335,332	8.24%
10-5105 Public Works	\$318,724	\$475,959	\$474,900	\$355,200	2.19%
10-5110 Vehicle Maintenance	\$206,050	\$186,816	\$186,562	\$192,869	1.19%
10-5115 Information Technology	\$155,136	\$501,419	\$512,760	\$392,286	2.42%
10-5120 Street	\$1,197,502	\$1,374,347	\$1,390,484	\$1,613,846	9.96%
10-5130 Sanitation	\$1,475,925	\$1,505,297	\$1,508,352	\$1,510,000	9.32%
10-5140 Police	\$3,472,761	\$3,887,402	\$4,050,612	\$4,097,309	25.28%
10-5150 Fire - Central	\$3,590,935	\$4,061,433	\$3,977,676	\$4,092,541	25.25%
10-5152 Emergency Management	\$94,970	\$145,790	\$142,417	\$126,469	0.78%
10-5153 Fire Marshal	\$482,028	\$535,080	\$549,515	\$556,788	3.44%
10-5155 Fire - Station #2	\$50,226	\$37,400	\$35,450	\$31,400	0.19%
10-5157 Fire - Station #3	\$28,233	\$42,040	\$46,295	\$45,390	0.28%
10-5159 Building Permits	\$211,970	\$252,687	\$274,877	\$310,305	1.91%
10-5160 Parks	\$390,040	\$577,757	\$620,900	\$459,169	2.83%
10-5170 Facilities	\$99,574	\$104,304	\$104,324	\$243,052	1.50%
10-5175 Planning	\$134,919	\$277,374	\$264,798	\$302,779	1.87%
10-5180 Municipal Court	\$509,255	\$547,321	\$542,957	\$544,076	3.36%
Est. M & O Expenses	\$13,527,574	\$15,702,917	\$15,722,214	\$16,208,811	
Net Operating Revenue	\$1,178,364	(\$670,067)	(\$181,899)	(\$855,894)	
Prior Year Balance	\$3,540,831	\$4,265,856	\$4,719,195	\$4,537,297	
Anticipated Balance		\$3,595,789	\$4,537,297	\$3,681,402	
Actual Ending Fund Balance	\$4,719,195				
Fund Bal as % of Exp	34.89%	22.90%	28.86%	22.71%	
Fund Bal in Days	127	84	105	83	

\* as amended

### DESCRIPTION OF MAJOR REVENUES

Sales Tax (28.60%) – Sales Tax revenues are estimated at \$4,390,816 which is a conservative increase of approximately 3% increase over the estimated collections for the FY2016-17 fiscal year. The City's sales tax revenue has seen strong increases over the last several years, however the growth has flattened out this year as projected, and we foresee one more year of stagnation being projected until more commercial businesses have completed construction later in the year.

Property Taxes (18.86%) – The tax rate for FY2017-18 was decreased by \$0.0250 from \$0.7350 to \$0.7100 per \$100 valuation, which represents a 4% decrease. General Fund Ad Valorem tax collections are estimated to be \$2,954,989 (including penalties and delinquent taxes). The \$0.7100 proposed tax rate is less than the \$0.7130 Effective Tax Rate and \$0.7146 Rollback Tax Rate. The tax rate will be divided so that \$.5652 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.1448 is reserved for debt service (I&S).

Fire Protection Fees (14.00%) – Fire Protection Fees are estimated at \$2,150,000 for the FY2017-18 fiscal year. The City of Richmond has agreements with various Municipal Utility Districts to provide fire protection services to the residents of the Municipal Utility Districts. This represents an increase of 8% from the FY2016-17 fiscal year to account for the addition of another Municipal Utility District agreement.

Transfer from Other Funds (12.13%) – Transfers from Other Funds are estimated at \$1,862,520. The City budgets annually a payment in lieu of taxes from the Water and Sewer Fund. This transfer is recalculated and adjusted annually. This year's revenue estimate increased by 2% from the FY2016-17 fiscal year estimate.

Garbage Collection (10.42%) – Garbage Collection Fees are estimated at \$1,600,000. These revenue fees are netted out by the garbage collection expenditure.

Utility Receipts Tax (Franchise Fees) (5.15%) – Utility Receipts Taxes are estimated at \$790,014 for the FY2017-18 fiscal year. The City collects franchise fees from electric and gas utilities, right-of-ways, and telecommunications. This represents an increase of 7% from the FY2016-17 fiscal year.

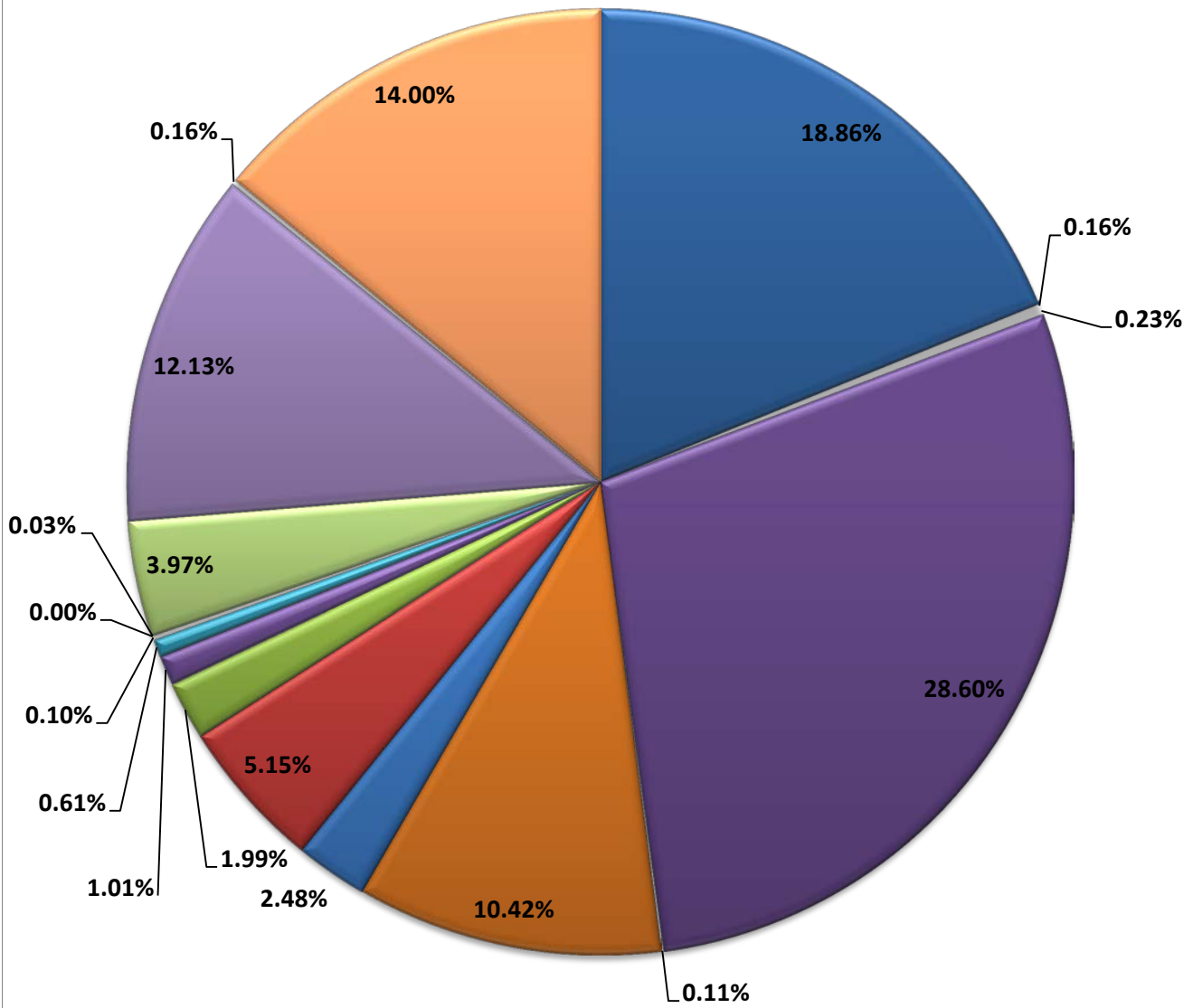
Intergovernmental Revenue (3.97%) – Intergovernmental Revenues are estimated at \$610,078 and consists of monies obtained from other governments, including grants and reimbursements from the Development Corporation of Richmond for the services and administration the City provides for the daily operations of the Development Corporation of Richmond.

Municipal Court Fines (2.48%) – Municipal Court Fines are estimated at \$380,000. The City has experienced a decreasing trend in Municipal Court Fines over the last three years. In an effort to be conservative and adjust to the decreasing trend, the estimated revenue was decreased by 24% over last year's revenue estimate of \$500,000.



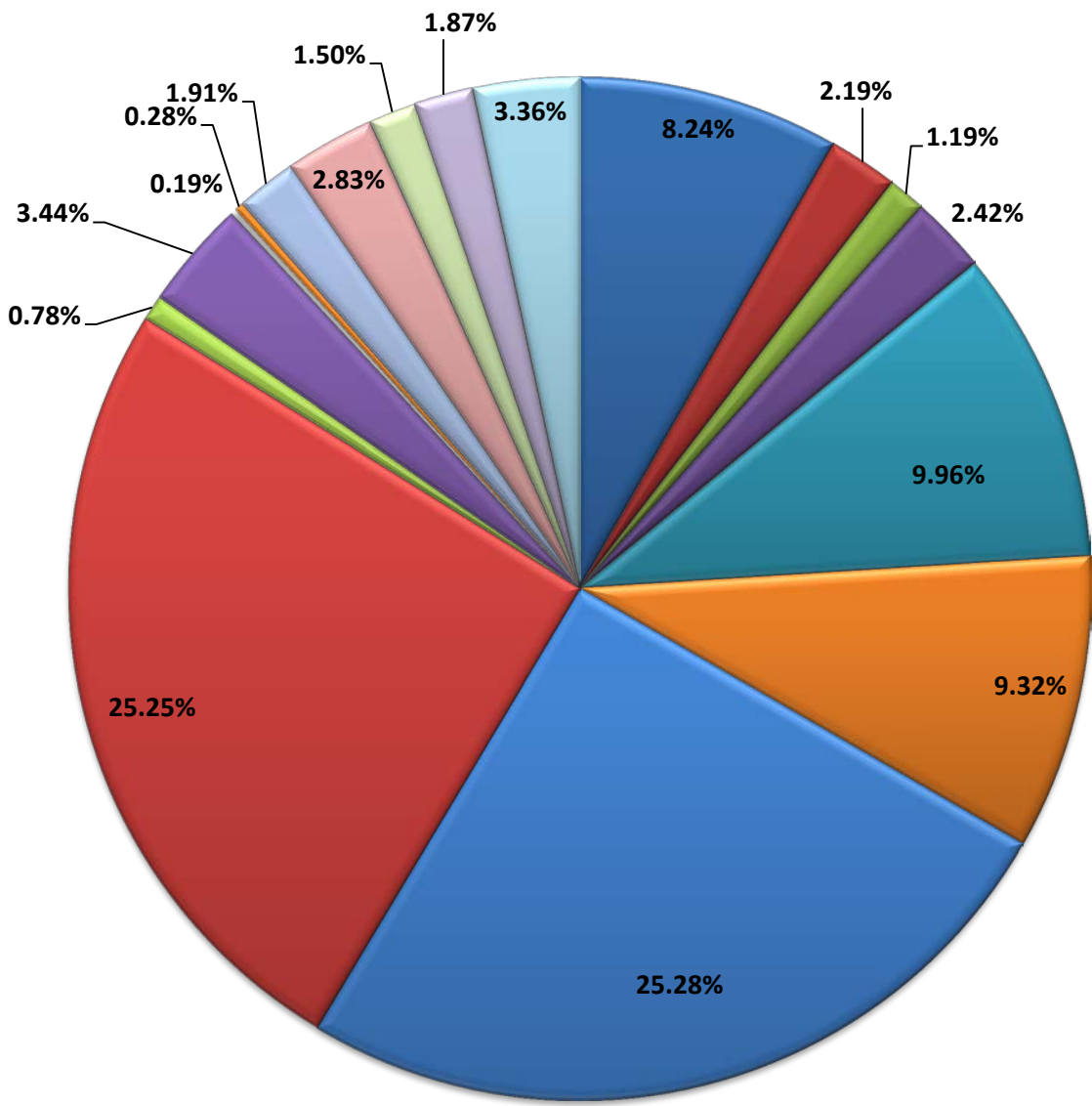
## GENERAL FUND REVENUE FY 2017-2018

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



## GENERAL FUND EXPENDITURES FY 2017-2018

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



**GENERAL GOVERNMENT**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

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

**Workload Indicators**

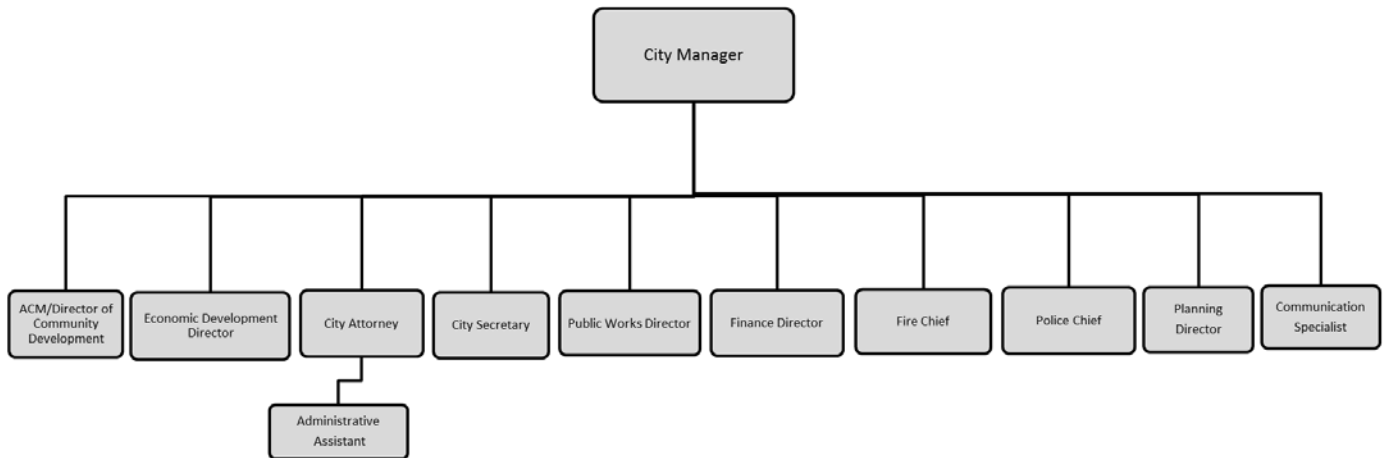
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of construction contracts:	5	5	7
Number of commission meetings:	12	12	12
Number of workshops:	5	5	5
Number of special meetings:	10	10	10

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
City Manager	1	1	1
ACM/Director of Community Development	1	1	1
Economic Development Director	1	1	1
City Attorney	1	1	1
City Secretary	1	1	1
Communications Specialist	1	1	1
Administrative Assistant	1	1	1
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>7</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

GENERAL GOVERNMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5100

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$417,311	\$593,955	\$430,000	\$601,823	1.32%
40050 Salaries Commissioners	\$1,350	\$1,350	\$2,290	\$2,250	66.67%
40125 Overtime	\$0	\$0	\$0	\$200	0.00%
40150 Social Security	\$23,613	\$37,197	\$21,700	\$38,020	2.21%
40200 Medicare	\$5,795	\$8,699	\$5,600	\$8,892	2.21%
40250 Retirement	\$56,402	\$82,560	\$56,200	\$86,542	4.82%
40350 Workers' Compensation	\$1,232	\$1,924	\$1,600	\$1,950	1.32%
40400 Health Insurance	\$51,874	\$87,191	\$54,400	\$116,635	33.77%
40500 Recruiting	\$14,684	\$5,000	\$2,000	\$5,000	0.00%
40550 Medical Surveillance	\$150	\$120	\$120	\$120	0.00%
40600 City Commission Expenses	\$914	\$200	\$200	\$200	0.00%
40650 Travel and Training	\$3,034	\$5,000	\$5,000	\$5,000	0.00%
40750 Office Supplies	\$8,690	\$15,000	\$15,000	\$15,000	0.00%
40800 Postage	\$803	\$1,000	\$1,700	\$1,000	0.00%
41650 Periodicals - Memberships	\$4,091	\$4,000	\$5,000	\$5,000	25.00%
41950 Equipment Repair	\$0	\$500	\$100	\$500	0.00%
42000 Building Repair & Maint.	\$2,571	\$5,000	\$5,000	\$5,000	0.00%
42150 Equipment Rental	\$3,655	\$932	\$6,300	\$6,300	575.97%
42200 Legal & Accounting Fees	\$77,359	\$25,000	\$23,000	\$25,000	0.00%
42210 Engineering & Prof. Fees	\$202,262	\$93,000	\$155,000	\$160,000	72.04%
42250 Contract Services	\$60,570	\$43,025	\$65,000	\$64,525	49.97%
42400 Maintenance Contract	\$5,518	\$7,425	\$7,425	\$7,425	0.00%
42500 Advertising	\$5,360	\$5,000	\$5,000	\$5,000	0.00%
42600 Utilities	\$2,845	\$4,438	\$3,500	\$3,500	-21.14%
42700 Telephone & Pagers	\$14,515	\$20,115	\$21,950	\$21,950	9.12%
42750 Insurance & Bonding	\$145,767	\$132,000	\$132,000	\$132,000	0.00%
42800 License & Permits	\$183	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$3,730	\$4,360	\$7,700	\$10,000	129.36%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
43050 Credit Card Fees	(\$4,952)	\$6,500	\$6,500	\$6,500	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,109,326</b>	<b>\$1,190,492</b>	<b>\$1,039,335</b>	<b>\$1,335,332</b>	<b>12.17%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$557,578	\$812,877	\$571,790	\$856,312	5.34%
MATERIALS & SUPPLIES	\$551,748	\$377,615	\$467,545	\$479,020	26.85%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**PUBLIC WORKS**

**Mission Statement**

The mission of the Public Works Department is to maintain and improve the public works infrastructure within the City of Richmond’s jurisdiction, and to provide visible individual departmental services and 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 Functions and Responsibilities**

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

**Departmental Goals**

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

**Performance Measures**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Development review – distribution and review	0	400	400
Safety training events per year	0	12	12
Reduction in lost time accidents	0	0	0

**Workload Indicators**

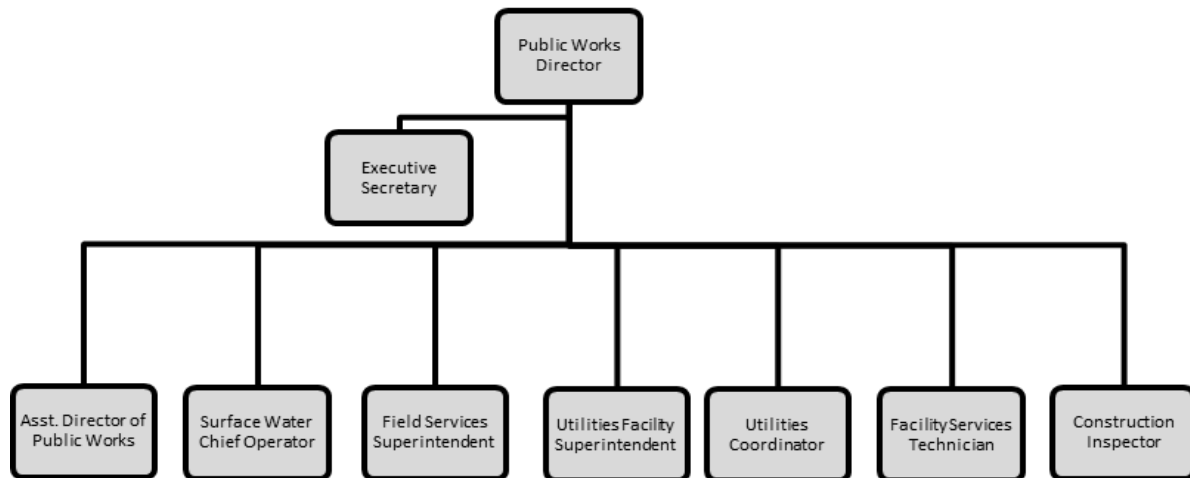
	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Calls for service:			
Public Works	0	585	3,300
Sanitation	0	400	1,612
Capital project inspections	0	575	600

**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Public Works Director	1	1	1
Executive Secretary	1	1	1
Facility Service Technician	0	1	0
<b>Total Personnel</b>	<u>2</u>	<u>3</u>	<u>2</u>

**Departmental Organizational Chart**

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

PUBLIC WORKS  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5105

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
40000 Salaries	\$139,577	\$226,190	\$194,300	\$153,238	-32.25%
40125 Overtime	\$9	\$0	\$350	\$500	0.00%
40150 Social Security	\$8,285	\$10,243	\$10,850	\$9,867	-3.68%
40200 Medicare	\$1,937	\$2,396	\$2,550	\$2,308	-3.68%
40250 Retirement	\$18,818	\$22,214	\$26,500	\$22,108	-0.48%
40350 Workers' Compensation	\$333	\$518	\$550	\$498	-3.80%
40400 Health Insurance	\$18,361	\$20,753	\$34,500	\$25,811	24.37%
40600 Uniforms and Clothing	\$726	\$825	\$825	\$825	0.00%
40650 Travel and Training	\$684	\$2,500	\$1,577	\$3,500	40.00%
40750 Office Supplies	\$3,096	\$3,000	\$3,470	\$3,500	16.67%
40800 Postage	\$412	\$600	\$600	\$600	0.00%
40950 Shop Tools & Equip.	\$0	\$1,000	\$6,958	\$500	-50.00%
41100 Gasoline and Diesel	\$0	\$0	\$3,000	\$0	0.00%
41300 Janitorial Supplies	\$301	\$800	\$1,400	\$0	-100.00%
41650 Periodicals-Memberships	\$200	\$300	\$696	\$450	50.00%
42000 Building Repair & Maint.	\$8,881	\$7,000	\$7,000	\$0	-100.00%
42100 Vehicle Repair & Maint.	\$0	\$0	\$100	\$0	0.00%
42150 Equipment Rental	\$2,532	\$2,200	\$2,850	\$2,850	29.55%
42210 Engineering & Prof. Fees	\$2,400	\$0	\$0	\$0	0.00%
42250 Contract Services	\$1,501	\$1,600	\$20,319	\$19,475	1117.19%
42400 Maintenance Contracts	\$2,743	\$21,500	\$1,500	\$5,000	-76.74%
42500 Advertising	\$214	\$1,000	\$1,800	\$1,850	0.00%
42600 Utilities	\$10,267	\$9,500	\$9,500	\$9,500	0.00%
42650 Street Lighting	\$71,118	\$72,000	\$71,000	\$71,000	-1.39%
42700 Telephone & Pagers	\$20,850	\$17,820	\$17,820	\$17,820	0.00%
42750 Facilities Maintenance	\$0	\$0	\$2,885	\$0	0.00%
42850 Miscellaneous	\$5,480	\$3,500	\$3,500	\$4,000	14.29%
42900 Capital Outlay	\$0	\$48,500	\$48,500	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$318,724</b>	<b>\$475,959</b>	<b>\$474,900</b>	<b>\$355,200</b>	<b>-25.37%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$187,321	\$282,314	\$269,600	\$214,330	-24.08%
MATERIALS & SUPPLIES	\$131,404	\$145,145	\$156,800	\$140,870	-2.95%
CAPITAL OUTLAY	\$0	\$48,500	\$48,500	\$0	0.00%

Capital Outlay

Above Ground Fueling Station & Mgmt Sys.	Bonds	\$212,000
Total Capital Outlay		<u><u>\$0</u></u>



**VEHICLE MAINTENANCE**

**Mission Statement**

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 Functions and Responsibilities**

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

The staff in the Vehicle Maintenance Department maintains heavy equipment as well as minor tools and equipment. In addition, staff provides emergency field assistance to City-owned vehicles and equipment that need unscheduled repairs.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Maintain and ensure a safe operating fleet.
    - Maintain a safe work environment.
    - Maintain an accurate parts inventory to expedite routine repairs.

**Performance Measures**

	<b>Actual FY15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Tri-annual preventive maintenance (PM)			
24 point inspection:	0	363	372
Maintain and monitor fueling system			
reconciliation of fuel usage:	0	100%	100%
Fleet Make Ready to be completed within (days)	0	7-14	7-14
Percent accuracy of fleet repairs	0	98%	98%

**Workload Indicators**

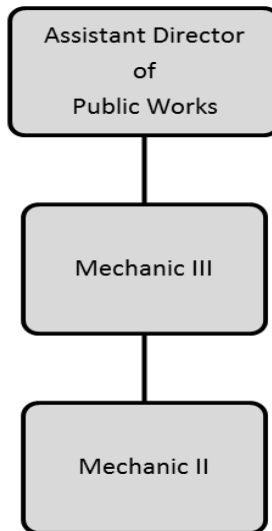
	<u>Actual FY15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Total number of pieces of equipment serviced/maintained:	118	121	124

**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Mechanic I	2	0	0
Mechanic II	0	1	1
Mechanic III	0	1	1
<b>Total Personnel</b>	2	2	2

**Departmental Organizational Chart**

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

VEHICLE MAINTENANCE  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5110

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40000 Salaries	\$93,480	\$98,405	\$98,405	\$100,976	2.61%
40125 Overtime	\$1,526	\$4,500	\$3,500	\$4,500	0.00%
40150 Social Security	\$5,649	\$6,380	\$6,380	\$6,540	2.50%
40200 Medicare	\$1,321	\$1,492	\$1,492	\$1,529	2.50%
40250 Retirement	\$12,879	\$14,304	\$14,304	\$15,167	6.04%
40350 Workers' Compensation	\$2,226	\$3,518	\$3,518	\$3,595	2.20%
40400 Health Insurance	\$19,826	\$20,753	\$21,693	\$25,811	24.37%
40600 Uniforms and Clothing	\$1,873	\$2,050	\$2,050	\$2,050	0.00%
40650 Travel and Training	\$300	\$750	\$500	\$500	-33.33%
40750 Office Supplies	\$859	\$5,900	\$5,900	\$500	-91.53%
40850 Paint & Supplies	\$752	\$750	\$600	\$750	0.00%
40950 Shop Tools & Equip.	\$5,635	\$7,150	\$6,000	\$4,500	-37.06%
41100 Gasoline and Diesel	\$382	\$750	\$600	\$750	0.00%
41150 Tires & Batteries	\$0	\$300	\$300	\$300	0.00%
41950 Equipment Repair	\$1,864	\$1,500	\$1,400	\$1,500	0.00%
42000 Building Repair & Maint	\$10,660	\$1,500	\$1,500	\$1,500	0.00%
42100 Vehicle Repair	\$74	\$500	\$450	\$500	0.00%
42150 Equipment Rental	\$1,436	\$2,200	\$700	\$2,200	0.00%
42250 Contracted Services	\$7,655	\$5,000	\$8,000	\$10,000	100.00%
42600 Utilities	\$2,995	\$3,200	\$3,200	\$3,200	0.00%
42700 Telephone & Pagers	\$4,382	\$4,915	\$5,470	\$5,500	11.90%
42850 Miscellaneous	\$1,095	\$1,000	\$600	\$1,000	0.00%
42900 Capital Outlay	\$29,182	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$206,050</b>	<b>\$186,816</b>	<b>\$186,562</b>	<b>\$192,869</b>	<b>3.24%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$136,906	\$149,351	\$149,292	\$158,119	5.87%
MATERIALS & SUPPLIES	\$39,962	\$37,465	\$37,270	\$34,750	-7.25%
CAPITAL OUTLAY	\$29,182	\$0	\$0	\$0	0.00%

## INFORMATION TECHNOLOGY

### Mission Statement

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

### Department Functions and Responsibilities

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

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

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

### Departmental Goals

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

**Workload Indicators**

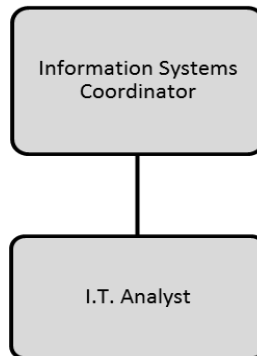
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of File Servers Replaced	0	0	0
Percent Completion Encode 180	0%	0%	0%
Percent Completion GIS Software	0%	0%	0%

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

INFORMATION TECHNOLOGY  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5115

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
40000 Salaries	\$51,416	\$116,444	\$116,444	\$115,535	-0.78%
40125 Overtime	\$2,692	\$575	\$1,660	\$575	0.00%
40150 Social Security	\$3,414	\$7,255	\$7,255	\$7,199	-0.78%
40200 Medicare	\$798	\$1,697	\$1,697	\$1,684	-0.78%
40250 Retirement	\$7,336	\$16,266	\$16,266	\$16,697	2.65%
40350 Workers' Compensation	\$240	\$379	\$379	\$376	-0.78%
40400 Health Insurance	\$8,656	\$23,646	\$23,646	\$29,596	25.16%
40650 Travel and Training	\$0	\$7,000	\$7,000	\$7,000	0.00%
40750 Office Supplies	\$32,761	\$4,400	\$8,000	\$4,400	0.00%
41100 Gasoline and Diesel	\$1,007	\$2,700	\$2,700	\$2,700	0.00%
41650 Periodicals-Memberships	\$125	\$200	\$200	\$200	0.00%
41950 Equipment Repair & Maint.	\$3,662	\$15,300	\$15,300	\$18,300	19.61%
42100 Vehicle Repair	\$250	\$1,500	\$1,500	\$1,500	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$15,000	0.00%
42400 Maintenance Contracts	\$11,314	\$7,700	\$7,700	\$7,700	0.00%
42700 Telephone & Pagers	\$1,416	\$1,400	\$2,680	\$2,700	92.86%
42800 Licenses & Permits	\$15,889	\$11,125	\$16,500	\$11,125	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$14,162	\$283,833	\$283,833	\$150,000	-47.15%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$155,136</b>	<b>\$501,419</b>	<b>\$512,760</b>	<b>\$392,286</b>	<b>-21.76%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$74,552	\$166,261	\$167,347	\$171,661	3.25%
MATERIALS & SUPPLIES	\$66,423	\$51,325	\$61,580	\$70,625	37.60%
CAPITAL OUTLAY	\$14,162	\$283,833	\$283,833	\$150,000	-47.15%

**Capital Outlay**

CAD System	Seizure Funds	\$104,500
8 Mobile Computers (PD)	Seizure Funds	\$28,000
Migration - Tyler		\$50,000
Migration - Tanches		\$100,000
		<u>\$150,000</u>

**Equipment Repair & Maint**

<b>Computer Purchases:</b>	
10 @ \$1,200 each	\$12,000
Misc. Equipment Repairs	\$6,300
	<u>\$18,300</u>

**STREET**

**Mission Statement**

The Mission of the Street Department is to maintain and improve city streets, bridges, storm sewers and right-of-ways in an effective and cost efficient manner; repair any known deficiencies in a timely manner; and to provide support and assistance during and after natural and man made disasters.

**Department Functions and Responsibilities**

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

**Departmental Goals**

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

**Performance Measures**

	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
Crack sealing (miles)	0	5.9	5.9
Street reconstruction and asphalt overlays (lane miles)	0	2.9	10
Drainage ditch maintenance (linear feet)	0	4,700	4,700
Right of way maintenance (square miles)	0	4.6	4.6
Striping City streets (feet per year)	0	2,000	2,000

**Workload Indicators**

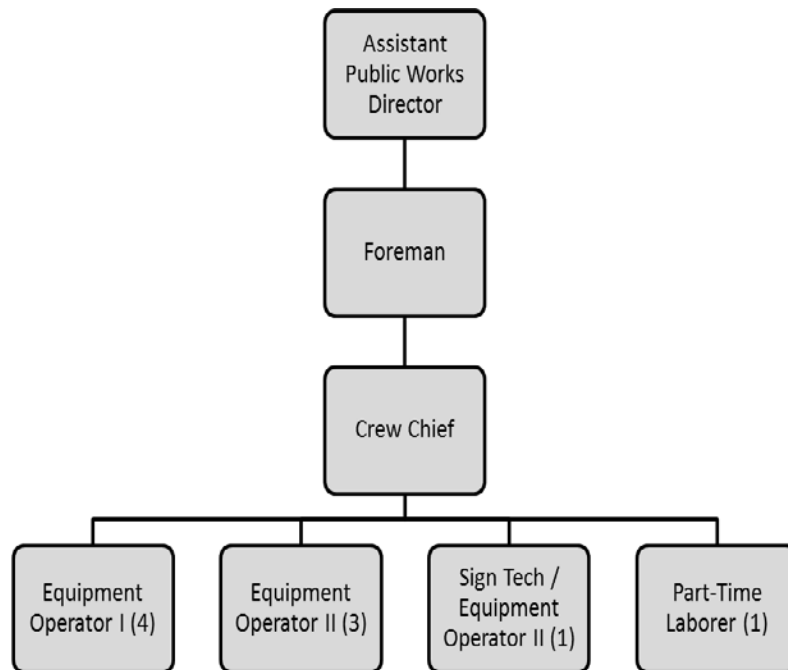
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Mosquito control sprayings per year	0	8	8
Tree trimming (sections per year out of 8 total sections)	0	2	2

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Assistant Public Works Director	1	1	1
Street Superintendent	0	0	1
Foreman	1	1	1
Crew Chief	1	1	1
Equipment Operator I	4	4	4
Equipment Operator II	3	3	3
Sign Tech / Equipment Operator II	1	1	1
Part Time Laborer	0.48	0.48	0.48
<b>Total Personnel</b>	<b>11.48</b>	<b>11.48</b>	<b>12.48</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**





CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

STREET DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5120

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40000 Salaries	\$409,222	\$466,468	\$451,468	\$532,263	14.10%
40125 Overtime	\$12,702	\$1,000	\$4,500	\$1,000	0.00%
40150 Social Security	\$26,336	\$28,983	\$27,400	\$33,062	14.07%
40200 Medicare	\$6,159	\$6,778	\$6,540	\$7,732	14.07%
40250 Retirement	\$55,035	\$63,360	\$61,360	\$74,959	18.31%
40350 Workers' Compensation	\$22,217	\$35,475	\$33,475	\$40,468	14.07%
40400 Health Insurance	\$86,624	\$96,509	\$96,509	\$147,061	52.38%
40550 Medical Surveillance	\$635	\$600	\$600	\$600	0.00%
40600 Uniforms and Clothing	\$8,596	\$6,500	\$9,300	\$9,300	43.08%
40650 Travel and Training	\$392	\$250	\$270	\$2,000	700.00%
40750 Office Supplies	\$1,122	\$1,500	\$1,500	\$1,500	0.00%
40850 Paint,Hardware Supplies	\$1,264	\$4,000	\$3,000	\$4,000	0.00%
40900 Street and Sign Paint	\$12,839	\$11,000	\$11,000	\$11,000	0.00%
40950 Shop Tools & Equipment	\$4,597	\$3,000	\$2,300	\$3,000	0.00%
41100 Gasoline and Diesel	\$24,557	\$50,000	\$29,000	\$50,000	0.00%
41150 Tires & Batteries	\$4,960	\$5,000	\$3,500	\$5,000	0.00%
41200 Topping & Base Materials	\$207,656	\$300,000	\$300,000	\$400,000	33.33%
41250 Repair & Maint. Materials	\$23,770	\$50,000	\$50,000	\$50,000	0.00%
41300 Janitorial Supplies	\$2,045	\$1,200	\$3,000	\$3,000	150.00%
41350 Chemicals	\$3,078	\$6,000	\$2,000	\$3,000	-50.00%
41650 Periodicals, Memberships	\$0	\$0	\$200	\$200	0.00%
41900 Storm Water Mgmt Program	\$2,635	\$4,000	\$4,500	\$4,500	12.50%
41950 Equipment Repair	\$19,386	\$15,000	\$15,000	\$15,000	0.00%
42000 Building Repair & Maint.	\$3,189	\$3,000	\$9,700	\$3,000	0.00%
42100 Vehicle Repair	\$6,002	\$12,000	\$12,000	\$12,000	0.00%
42150 Equipment Rental	\$40,540	\$40,000	\$36,000	\$40,000	0.00%
42210 Engineering & Prof. Fees	\$79,443	\$0	\$53,000	\$40,000	0.00%
42250 Contract Services	\$19,399	\$35,000	\$35,000	\$73,000	108.57%
42500 Advertising	\$136	\$100	\$140	\$100	100%
42550 Mosquito Control	\$20,767	\$6,000	\$6,000	\$6,000	0.00%
42600 Utilities	\$6,083	\$6,000	\$6,000	\$6,000	0.00%
42700 Telephone & Pagers	\$8,587	\$8,652	\$8,652	\$8,500	-1.76%
42800 Licenses & Permits	\$197	\$600	\$200	\$600	0.00%
42850 Miscellaneous	\$8,836	\$5,000	\$6,000	\$6,000	20.00%
42900 Capital Outlay	\$44,934	\$101,370	\$101,370	\$20,000	-80.27%
42950 Capital Contract	\$0	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES</b>	<b>\$1,197,502</b>	<b>\$1,374,347</b>	<b>\$1,390,484</b>	<b>\$1,613,846</b>	<b>17.43%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$618,295	\$698,575	\$681,252	\$836,546	19.75%
MATERIALS & SUPPLIES	\$534,273	\$574,402	\$607,862	\$757,300	31.84%
CAPITAL OUTLAY	\$44,934	\$101,370	\$101,370	\$20,000	-80.27%

**Capital Outlay**

Sign Plotter	\$20,000
2018 Ford 3/4 Ton Truck	\$0
<b>Total Capital Outlay</b>	<b>\$20,000</b>

**SANITATION**

**Mission Statement**

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 Functions and Responsibilities**

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

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

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

Any safety or health hazards are investigated immediately.

**Departmental Goals**

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

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Contractor service complaints (per month)	0	<1%	<1%
Number of Recycling Events	0	2	2

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

SANITATION  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5130

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
42250 Contract Services	\$1,475,925	\$1,505,297	\$1,508,352	\$1,510,000	0.31%
42950 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$1,475,925	\$1,505,297	\$1,508,352	\$1,510,000	0.31%

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$1,475,925	\$1,505,297	\$1,508,352	\$1,510,000	0.31%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

## POLICE

### Mission Statement

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

### Department Functions and Responsibilities

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

### Department Achievements

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

### Departmental Goals

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

**Performance Measures**

	<u>Actual</u> <u>FY 15-16</u>	<u>Estimate</u> <u>FY 16-17</u>	<u>Budget</u> <u>FY 17-18</u>
Acknowledge customer complaints within 48 hours:	100%	100%	100%

**Workload Indicators**

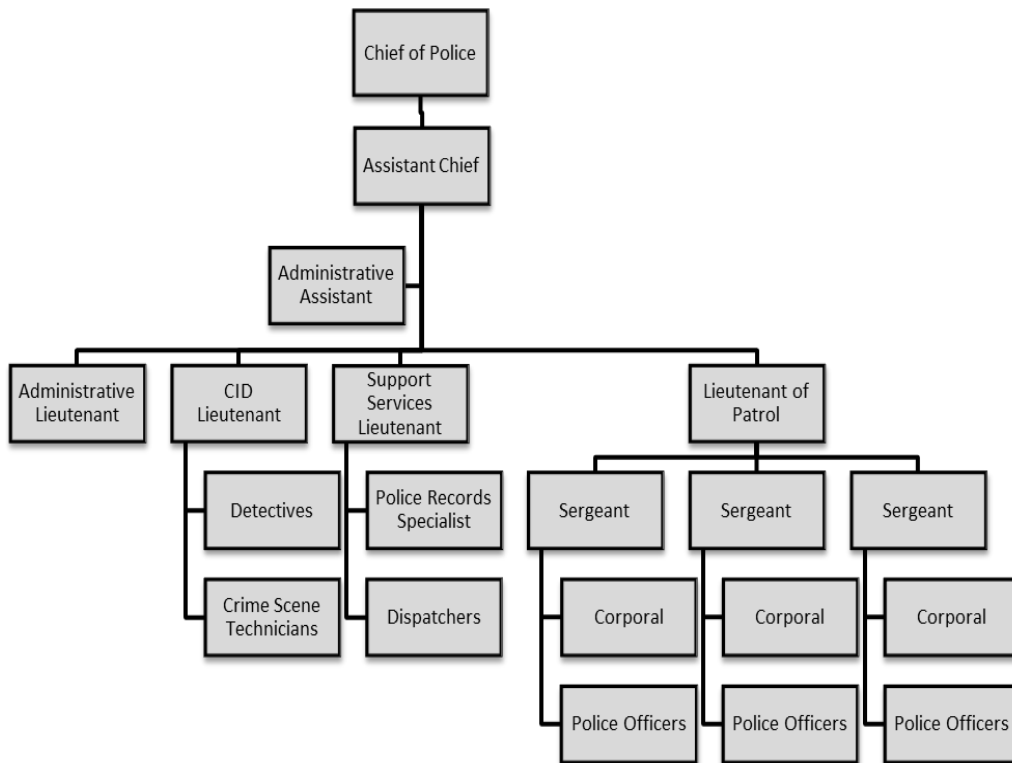
	<u>Actual</u> <u>FY 15-16</u>	<u>Estimate</u> <u>FY 16-17</u>	<u>Budget</u> <u>FY 17-18</u>
Citizen complaints	4	4	4
Warrants Served	836	838	975

**Personnel History (FTE)**

	<u>Actual</u> <u>FY 15-16</u>	<u>Estimate</u> <u>FY 16-17</u>	<u>Budget</u> <u>FY 17-18</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant	4	4	4
Patrol Sergeant	3	3	3
Corporal	3	3	3
Detective	3	3	3
Crime Scene Investigator	2	2	2
Police Officer	16	16	16
Administrative Assistant	1	1	1
Dispatcher	8	8	10
Police Records Specialist	1	1	1
<b>Total Personnel</b>	43	43	45

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

POLICE DEPARTMENT  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5140

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$2,024,660	\$2,400,042	\$2,400,042	\$2,484,370	3.51%
40125 Overtime	\$51,567	\$20,000	\$20,000	\$20,000	0.00%
40150 Social Security	\$127,821	\$150,043	\$150,043	\$155,271	3.48%
40200 Medicare	\$29,893	\$35,091	\$35,091	\$36,313	3.48%
40250 Retirement	\$281,349	\$336,386	\$336,386	\$360,128	7.06%
40350 Workers' Compensation	\$42,376	\$70,177	\$70,177	\$74,165	5.68%
40400 Health Insurance	\$325,105	\$441,574	\$441,574	\$594,353	34.60%
40550 Medical Surveillance	\$6,792	\$5,500	\$5,500	\$5,500	0.00%
40600 Uniforms and Clothing	\$29,725	\$10,000	\$10,000	\$15,000	50.00%
40600 Uniforms-5310	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$15,289	\$15,000	\$15,000	\$15,000	0.00%
40750 Office Supplies	\$17,815	\$20,000	\$20,000	\$20,000	0.00%
40800 Postage	\$880	\$925	\$600	\$925	0.00%
40850 Paint, Hardware Supplies	\$61	\$700	\$600	\$700	0.00%
41100 Gasoline and Diesel	\$35,424	\$65,000	\$46,000	\$60,000	-7.69%
41150 Tires & Batteries	\$4,876	\$4,850	\$3,550	\$4,850	0.00%
41400 Ammunition	\$65,308	\$4,500	\$9,000	\$9,500	111.11%
41450 Canine Supplies	\$3,986	\$2,000	\$2,000	\$2,000	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$1,645	\$2,000	\$2,500	\$2,500	25.00%
41950 Equipment Repair	\$6,894	\$8,198	\$16,350	\$8,200	0.02%
42000 Building Repair & Maint.	\$20,294	\$20,000	\$22,500	\$24,400	100.00%
42100 Vehicle Repair	\$31,288	\$18,000	\$18,000	\$21,070	17.06%
42150 Equipment Rental	\$6,588	\$7,000	\$10,700	\$10,700	52.86%
42250 Contract Services	\$17,338	\$15,200	\$15,200	\$15,500	1.97%
42300 Animal Control	\$11,616	\$11,700	\$11,700	\$11,700	0.00%
42350 Board of Prisoners	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contracts	\$30,614	\$32,500	\$45,000	\$36,100	11.08%
42450 Crime Lab Testing	\$0	\$0	\$0	\$3,500	100.00%
42500 Advertising	\$1,785	\$500	\$500	\$500	0.00%
42600 Utilities	\$24,447	\$25,763	\$25,763	\$25,765	0.01%
42700 Telephone & Radio	\$45,099	\$48,520	\$48,520	\$48,520	0.00%
42850 Miscellaneous	\$245	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$211,979	\$115,234	\$267,317	\$29,778	-74.16%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$3,472,761</b>	<b>\$3,887,402</b>	<b>\$4,050,612</b>	<b>\$4,097,309</b>	<b>5.40%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$2,882,771	\$3,453,312	\$3,453,312	\$3,724,601	7.86%
MATERIALS & SUPPLIES	\$378,011	\$318,856	\$329,983	\$342,930	7.55%
CAPITAL OUTLAY	\$211,979	\$115,234	\$267,317	\$29,778	-74.16%

**Capital Outlay**

2017 Ford Utility Explorer	\$29,778
Total Capital Outlay	\$29,778

## FIRE

### Mission Statement

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

### Department Functions and Responsibilities

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

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

Career, professionally trained firefighter's man three stations strategically situated throughout the response area. Firefighters employed by the City of Richmond are required to be certified through the Texas Commission on Fire Protection as well as being certified through the Department of Health and Human Services and the National Registry of Emergency Medical Technicians.

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

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

### Department Achievements

- ★ Implemented Active 911 via tablet, computers, and cellular devices on all front-line fire apparatus; to enhance response, information sharing, and mapping.
- ★ On-boarded and completed the Field Training Orientation for six firefighters.
- ★ Awarded additional grant funding for radios.
- ★ Awarded "SAFER" grant for three Firefighter positions.
- ★ Positive engagement with community throughout the response area during civic events.
- ★ Replacement Squad response vehicle placed in-service.
- ★ Replacement Administrative staff response vehicle placed in-service.
- ★ Placed replacement front-line Fire Apparatus (fire engine) in-service.
- ★ On-boarded a new Training & Education Chief in January 2017.
- ★ Established additional fire service contracts with developments within our extra-territorial Jurisdiction.
- ★ New dive/rescue boat placed in-service.
- ★ Implemented electronic tracking system for Air-Paks to ensure compliance with state regulations. (PSTRAXS)
- ★ Received the "Silver Career Fire Stations Award" during the Station Design Awards presented by FIREHOUSE.



**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- To provide a safe, secure and family-oriented community by influencing, fostering and maintaining the interest of safety.
    - Implement a quality assurance plan that will evaluate emergency response time data to maintain emergency response times to an average of less than five minutes and thirty seconds to both fire and emergency medical calls.
    - Deliver fire prevention and water safety classes to all schools in our jurisdiction during the fiscal year.
    - Create a Wellness initiative to promote healthy lifestyles through nutrition and physical fitness education; including an annual fitness evaluation to be completed by the end of fiscal year 2018.
    - Complete a HIPAA risk assessment and update the HIPAA program, to include training of the staff by the end of fiscal year 2018.
    - Establish Career Development Plans for each member of the Operations Division by June 30, 2018.

**Performance Measures**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Fire Safety Education for Public Schools	100%	100%	100%
Response Time Less Than Five Minutes Thirty Seconds	83%	70%	75%
Meet ISO recommended drills	N/A	N/A	75%
Provide EMS and Fire Continuing Education Tracking	75%	85%	90%

**Workload Indicators**

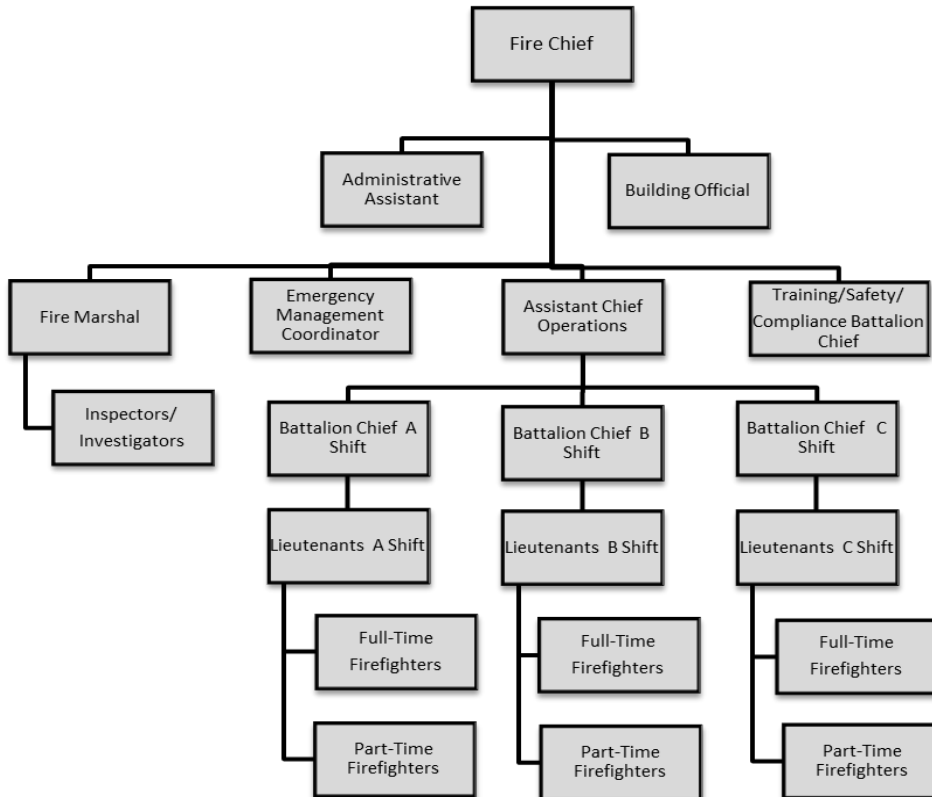
	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Fire Safety Classes / Total Audience	46 / 3,757	50 / 5,500	55 / 5,800
Average Response Time (minutes)	5:47	6:36	6:15
Process Medical Supply Orders	9	11	12
Process Training Request from Staff	36	44	40
Staff Training Hours for the Year	9,029	8,500	9,000
Total Fire Department Calls for Service (calendar)	4,301	4,600	4,900
Community Events Attended	37	53	50

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Training/Safety/Compliance Battalion Chief	0	1	1
Battalion Chief	3	3	3
Lieutenant	9	9	9
Firefighters	18	21	21
Administrative Assistant	1	1	1
Part Time Firefighters	5.99	6.25	5.21
<b>Total Personnel</b>	<b>38.99</b>	<b>43.25</b>	<b>42.21</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

FIRE DEPARTMENT - CENTRAL  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5150

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
40000 Salaries	\$1,783,537	\$2,143,348	\$2,143,348	\$2,122,897	-0.95%
40125 Overtime	\$229,600	\$35,000	\$35,000	\$235,000	571.43%
40130 Salaries Part-time	\$206,968	\$247,333	\$158,500	\$212,248	-14.19%
40150 Social Security	\$139,409	\$131,181	\$131,181	\$159,349	21.47%
40200 Medicare	\$32,604	\$30,679	\$30,679	\$37,267	21.47%
40250 Retirement	\$272,383	\$259,720	\$259,720	\$339,066	30.55%
40350 Workers' Compensation	\$32,187	\$49,206	\$49,206	\$59,771	21.47%
40400 Health Insurance	\$291,140	\$322,440	\$322,439	\$426,768	32.36%
40500 Recruiting	\$0	\$0	\$0	\$5,000	0.00%
40550 Medical Surveillance	\$16,530	\$18,680	\$18,680	\$18,680	0.00%
40600 Uniforms and Clothing	\$24,870	\$19,500	\$19,500	\$19,500	0.00%
40650 Travel and Training	\$33,700	\$39,500	\$39,500	\$47,000	18.99%
40750 Office Supplies	\$25,225	\$17,250	\$17,250	\$17,250	0.00%
40800 Postage	\$826	\$400	\$900	\$900	125.00%
40950 Shop Tools & Equipment	\$423	\$1,650	\$1,550	\$1,650	0.00%
41000 Fire Hose & Equipment	\$67,739	\$52,000	\$52,000	\$40,000	-23.08%
41025 Bunker Gear and Supplies	\$42,927	\$32,000	\$32,000	\$32,000	0.00%
41050 EMS Supplies	\$0	\$5,000	\$5,000	\$5,000	0.00%
41100 Gasoline and Diesel	\$33,077	\$48,000	\$43,500	\$44,000	-8.33%
41150 Tires & Batteries	\$6,357	\$5,600	\$5,600	\$5,600	0.00%
41250 Fire Marshal Inspection Supplies	(\$10)	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$4,471	\$4,900	\$4,900	\$5,500	12.24%
41650 Periodicals-Memberships	\$4,476	\$5,400	\$5,400	\$6,500	20.37%
41950 Equipment Repair	\$21,476	\$21,553	\$21,553	\$21,553	0.00%
42000 Building Repair & Maint.	\$13,658	\$15,000	\$9,500	\$15,000	0.00%
42100 Vehicle Repair	\$37,693	\$41,000	\$41,000	\$41,000	0.00%
42150 Equipment Rental	\$2,418	\$1,650	\$2,775	\$2,800	69.70%
42210 Engineering & Prof. Fees	\$0	\$500	\$0	\$500	0.00%
42250 Contract Services	\$23,396	\$22,500	\$22,500	\$24,500	8.89%
42400 Maintenance Contract	\$2,714	\$9,500	\$9,500	\$9,500	0.00%
42450 Lab Fees	\$0	\$500	\$250	\$500	0.00%
42500 Advertising	\$744	\$250	\$252	\$300	20.00%
42600 Utilities	\$30,225	\$19,000	\$33,300	\$33,500	76.32%
42700 Telephone & Pagers	\$60,199	\$55,992	\$55,992	\$55,992	0.00%
42800 Licenses & Permits	\$5	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$4,837	\$3,450	\$3,450	\$3,450	0.00%
42900 Capital Outlay	\$3,450	\$339,700	\$339,700	\$43,000	0.00%
43000 Principal - Fire Truck & Station	\$134,249	\$60,449	\$60,449	\$0	-100.00%
43050 Interest - Fire Truck & Station	\$7,432	\$1,602	\$1,602	\$0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$3,590,935</b>	<b>\$4,061,433</b>	<b>\$3,977,676</b>	<b>\$4,092,541</b>	<b>0.77%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$2,987,828	\$3,218,907	\$3,130,073	\$3,597,366	11.76%
MATERIALS & SUPPLIES	\$457,977	\$440,775	\$445,852	\$452,175	2.59%
CAPITAL OUTLAY	\$3,450	\$339,700	\$339,700	\$43,000	0.00%
PRINCIPAL & INTEREST	\$141,681	\$62,051	\$62,051	\$0	-100.00%

**Capital Outlay**

2018 Chevy 2500 HD	\$43,000
Total Capital Outlay	<u>\$43,000</u>

## EMERGENCY MANAGEMENT

### Mission Statement

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

### Department Functions and Responsibilities

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

### Department Achievements

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

### Departmental Goals

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

**Performance Measures**

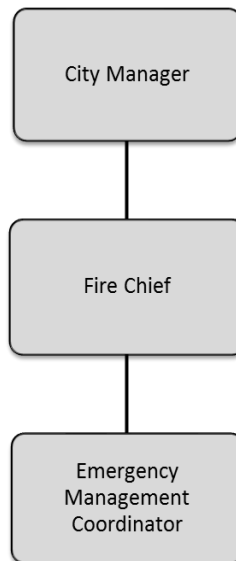
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of City wide training exercises per year	0	1	1
Number of County wide training exercises per year	0	1	1
Percent of employees w/minimum NIMs requirements	100%	100%	95%

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Emergency Management Coordinator	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

EMERGENCY MANAGEMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5152

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40000 Salaries	\$69,646	\$79,267	\$79,267	\$77,847	-1.79%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$3,990	\$4,915	\$4,915	\$4,826	-1.79%
40200 Medicare	\$933	\$1,149	\$1,149	\$1,129	-1.79%
40250 Retirement	\$9,440	\$11,018	\$11,018	\$11,194	1.60%
40350 Workers' Compensation	\$1,169	\$1,843	\$1,843	\$1,810	-1.79%
40400 Health Insurance	\$8,800	\$11,070	\$11,070	\$13,812	24.78%
40600 Uniforms	\$360	\$500	\$450	\$500	0.00%
40650 Travel and Training	\$210	\$3,000	\$1,800	\$3,000	0.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$422	\$2,750	\$150	\$2,750	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$1,000	\$700	\$1,000	0.00%
41150 Tires & Batteries	\$0	\$400	\$200	\$400	0.00%
41650 Periodicals-Memberships	\$0	\$600	\$550	\$600	0.00%
41950 Equipment Repair	\$0	\$2,500	\$400	\$2,500	0.00%
42100 Vehicle Repair	\$0	\$1,500	\$600	\$1,500	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$0	\$1,500	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$600	\$600	\$600	0.00%
42850 Miscellaneous	\$0	\$1,000	\$1,000	\$1,500	50.00%
42900 Capital Outlay	\$0	\$22,678	\$26,705	\$0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$94,970</b>	<b>\$145,790</b>	<b>\$142,417</b>	<b>\$126,469</b>	<b>-13.25%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$93,978	\$109,262	\$109,262	\$110,619	100.00%
MATERIALS & SUPPLIES	\$992	\$13,850	\$6,450	\$15,850	100.00%
CAPITAL OUTLAY	\$0	\$22,678	\$26,705	\$0	0.00%

## FIRE MARSHAL

### Mission Statement

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

### Department Functions and Responsibilities

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

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

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- ✓ Code Enforcement meets needs and expectations for encouraging and promoting a welcoming atmosphere as well as providing a safe, secure and family oriented community. By maintaining easements, and addressing neglected properties on a regular and reliable basis, we serve to protect property values and provide an appealingly and beautiful city. The Fire Marshal's Office will respond to ninety percent (90%) of all code enforcement complaints within two business days during Fiscal Year 2018.
  - Fire Prevention and Inspections – Conducting regular fire and building inspections serves to create and maintain a safe environment to live, work, play and travel within our borders. The Fire Marshal's Office will conduct initial inspections on all commercial occupancies within the city limits. These initial inspections will be completed by September 1, 2018.
  - Conduct Safety classes for school aged children as well as promote fire safety to mature citizens in our community. Addressing these groups promotes safety among our most vulnerable citizens. The Fire Marshal's Office will facilitate five safety presentations at the public schools within the city limits during Fiscal Year 2018.

**Performance Measures**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Fire Safety Inspections on Commercial Occupancies:	90%	95%	100%
Code Enforcement Violations Resolved:	80%	87%	90%
Development Meeting Attendance:	60%	85%	95%
Percent of calls answered in two days:	90%	90%	100%

**Workload Indicators**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Code Enforcement Complaints:	3,772	3,700	3,500
Fire Safety Inspections:	160	180	180
Development Meetings:	225	250	250
Safety Presentations at schools:	0	45	35

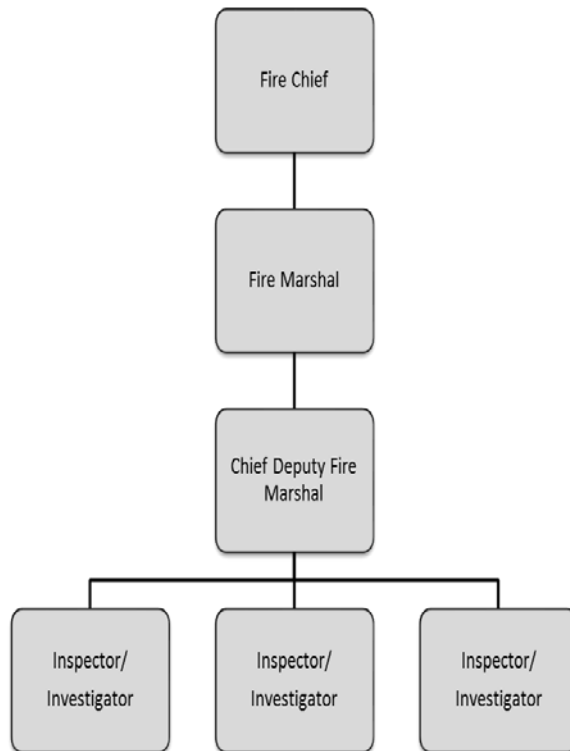
**Personnel History (FTE)**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Fire Marshal	1	1	1
Chief Deputy Fire Marshal	0	1	1
Inspector / Investigator	4	3	3
<b>Total Personnel</b>	5	5	5



**Departmental Organizational Chart**

**Full-Time Equivalent**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

FIRE MARSHAL  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5153

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
40000 Salaries	\$303,774	\$327,341	\$327,341	\$335,523	2.50%
40125 Overtime	\$8,232	\$4,500	\$4,500	\$4,500	0.00%
40150 Social Security	\$17,781	\$20,295	\$20,295	\$20,802	2.50%
40200 Medicare	\$4,158	\$4,746	\$4,746	\$4,865	2.50%
40250 Retirement	\$42,230	\$45,500	\$45,500	\$48,248	6.04%
40350 Workers' Compensation	\$5,044	\$7,613	\$7,613	\$7,803	2.50%
40400 Health Insurance	\$39,501	\$51,309	\$51,309	\$74,122	44.46%
40550 Medical Surveillance	\$0	\$1,200	\$1,200	\$1,200	0.00%
40600 Uniforms	\$8,126	\$6,800	\$6,800	\$6,800	0.00%
40650 Travel and Training	\$1,239	\$1,500	\$1,500	\$5,000	233.33%
40750 Office Supplies	\$1,970	\$2,500	\$2,500	\$2,500	0.00%
40800 Postage	\$451	\$500	\$500	\$1,000	100.00%
41100 Gasoline and Diesel	\$2,751	\$7,000	\$7,000	\$7,000	0.00%
41150 Tires & Batteries	\$10	\$2,500	\$2,500	\$2,500	0.00%
41250 Inspection Supplies	\$532	\$500	\$500	\$1,000	100.00%
41350 Fire Prevention Materials	\$0	\$0	\$0	\$4,000	0.00%
41400 Supplies and Ammunition	\$2,788	\$3,000	\$3,000	\$3,000	0.00%
41650 Periodicals-Memberships	\$1,755	\$1,800	\$1,800	\$1,800	0.00%
41950 Equipment Repair	\$157	\$500	\$400	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$1,049	\$2,000	\$2,000	\$2,000	0.00%
42150 Equipment Rental	\$249	\$200	\$200	\$200	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$994	\$1,000	\$11,135	\$6,725	572.50%
42300 Code Enforcement	\$10,947	\$10,000	\$10,000	\$10,000	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$500	\$500	\$500	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$4,400	\$4,500	0.00%
42800 Licenses & Permits	\$0	\$450	\$450	\$450	0.00%
42850 Miscellaneous	\$249	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$28,040	\$31,575	\$31,575	\$0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$482,028</b>	<b>\$535,080</b>	<b>\$549,515</b>	<b>\$556,788</b>	<b>100.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$420,721	\$462,505	\$462,505	\$497,063	7.47%
MATERIALS & SUPPLIES	\$33,267	\$41,000	\$55,435	\$59,725	45.67%
CAPITAL OUTLAY	\$28,040	\$31,575	\$31,575	\$0	-100.00%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

FIRE DEPARTMENT - STATION #2  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5155

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
40750 Office Supplies	\$559	\$1,500	\$600	\$1,500	0.00%
40950 Shop Tools & Equipment	\$0	\$100	\$50	\$100	0.00%
41000 Fire Hose & Equipment	\$235	\$2,000	\$2,000	\$2,000	0.00%
41050 EMS Supplies	\$0	\$2,000	\$1,000	\$2,000	100.00%
41100 Gasoline and Diesel	\$6,787	\$10,000	\$9,500	\$10,000	0.00%
41150 Tires & Batteries	\$450	\$2,000	\$5,000	\$2,000	0.00%
41300 Janitorial Supplies	\$2,606	\$1,000	\$1,300	\$0	-100.00%
41950 Equipment Repair	\$1,555	\$1,000	\$600	\$1,000	0.00%
42000 Building Repair & Maint.	\$4,098	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$26,118	\$6,500	\$9,200	\$6,500	0.00%
42250 Contract Services	\$63	\$0	\$0	\$0	100.00%
42600 Utilities	\$6,664	\$5,500	\$1,200	\$500	-90.91%
42700 Telephone & Pagers	\$513	\$800	\$0	\$800	0.00%
42850 Miscellaneous	\$578	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$50,226</b>	<b>\$37,400</b>	<b>\$35,450</b>	<b>\$31,400</b>	<b>-16.04%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$0	\$0	\$0	0.00%
MATERIALS & SUPPLIES	\$50,226	\$37,400	\$35,450	\$31,400	-16.04%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

FIRE DEPARTMENT - STATION #3  
 EXPENDITURE DETAIL

GENERAL FUND  
 ACCOUNT: 10-5157

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40750 Office Supplies	\$114	\$700	\$700	\$700	0.00%
40950 Shop Tools & Equipment	\$708	\$750	\$750	\$750	0.00%
41000 Fire Hose & Equipment	\$1,817	\$3,000	\$4,905	\$3,000	0.00%
41050 EMS Supplies	\$0	\$5,000	\$2,500	\$5,000	100.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$0	100.00%
41150 Tires & Batteries	\$32	\$1,500	\$1,500	\$1,500	0.00%
41300 Janitorial Supplies	\$1,148	\$1,000	\$1,200	\$1,000	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$1,738	\$2,000	\$1,900	\$2,000	0.00%
42000 Building Repair & Maint.	\$3,652	\$4,000	\$5,600	\$4,000	0.00%
42100 Vehicle Repair	\$2,441	\$6,000	\$6,000	\$6,000	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$2,054	\$0	\$3,350	\$3,350	0.00%
42400 Maintenance Contracts	\$3,154	\$800	\$800	\$800	0.00%
42600 Utilities	\$4,621	\$6,500	\$6,500	\$6,500	0.00%
42700 Telephone & Pagers	\$6,351	\$9,790	\$9,790	\$9,790	0.00%
42850 Miscellaneous	\$402	\$1,000	\$800	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$28,233</b>	<b>\$42,040</b>	<b>\$46,295</b>	<b>\$45,390</b>	<b>7.97%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$0	\$0	\$0	0.00%
MATERIALS & SUPPLIES	\$28,233	\$42,040	\$46,295	\$45,390	7.97%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**BUILDING PERMITS**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- ✓ Continue to educate staff on the Unified Development Code and the different types of zoning.
  - Develop a Customer Service and telephone etiquette program.
  - Develop new applications with Planning, Public Works, Flood Plain Administrator, and Fire Marshal departments.

**Performance Measures**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Number of educational meetings with staff	40	40	40

**Workload Indicators**

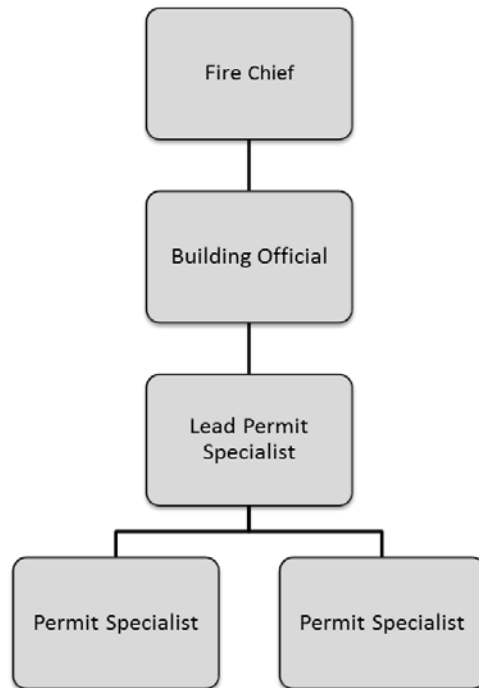
	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Building Permits Issued:	2,251	2,650	2,800
Building Inspections Conducted:	5,405	3,305	4,650

**Personnel History (FTE)**

	<u>Actual</u> <u>FY 15-16</u>	<u>Estimate</u> <u>FY 16-17</u>	<u>Budget</u> <u>FY 17-18</u>
Building Official	1	1	1
Lead Permit Specialist	0	1	1
Permit Specialist	3	2	2
<b>Total Personnel</b>	4	4	4

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

BUILDING PERMITS  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5159

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$129,183	\$152,514	\$174,500	\$188,770	23.77%
40125 Overtime	\$433	\$500	\$500	\$500	0.00%
40150 Social Security	\$7,765	\$9,456	\$10,550	\$11,704	23.77%
40200 Medicare	\$1,816	\$2,211	\$2,700	\$2,737	23.77%
40250 Retirement	\$17,561	\$21,199	\$24,750	\$27,145	28.05%
40350 Workers' Compensation	\$345	\$494	\$555	\$612	23.77%
40400 Health Insurance	\$25,466	\$40,481	\$36,600	\$46,497	14.86%
40550 Medical Surveillance	\$335	\$120	\$60	\$120	0.00%
40600 Uniforms and Clothing	\$1,134	\$1,500	\$1,450	\$1,500	0.00%
40650 Travel and Training	\$460	\$3,000	\$2,500	\$3,000	0.00%
40750 Office Supplies	\$2,519	\$1,500	\$1,500	\$3,000	100.00%
40800 Postage	\$366	\$800	\$800	\$800	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$2,000	100.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$500	100.00%
41250 Inspection Supplies	\$0	\$300	\$300	\$300	0.00%
41300 Janitorial Supplies	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$165	\$800	\$800	\$2,800	250.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$15,361	\$500	\$500	\$500	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$500	100.00%
42150 Equipment Rental	\$2,244	\$2,500	\$2,500	\$2,500	0.00%
42250 Contract Services	\$3,291	\$3,670	\$3,670	\$3,670	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$91	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$3,417	\$9,792	\$9,792	\$9,800	0.08%
42800 Licenses & Permits	\$0	\$1,000	\$500	\$1,000	0.00%
42850 Miscellaneous	\$19	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$211,970</b>	<b>\$252,687</b>	<b>\$274,877</b>	<b>\$310,305</b>	<b>22.80%</b>

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$182,568	\$226,855	\$250,215	\$277,965	22.53%
MATERIALS & SUPPLIES	\$29,401	\$25,832	\$24,662	\$32,340	25.19%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**PARKS**

**Mission Statement**

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 Functions and Responsibilities**

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, Freeman Town Park, and the Wessendorff Trails.

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

**Departmental Goals**

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

- ✓ Provide a safe and esthetically pleasing park environment for citizens and visitors.
- ✓ Maintain landscapes and appearance of City facilities and monuments.
- Improve efficiency of park maintenance.
- Encourage and promote employees to receive continuing education.

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Park Area Maintained (square acres)	323	323	330
Inspections of play areas and equipment (per year)	12	12	12

**Workload Indicators**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Special Events / parades	6 / 1	6 / 1	6 / 1
Mow and groom six (6) City parks (times per year)	58	58	58

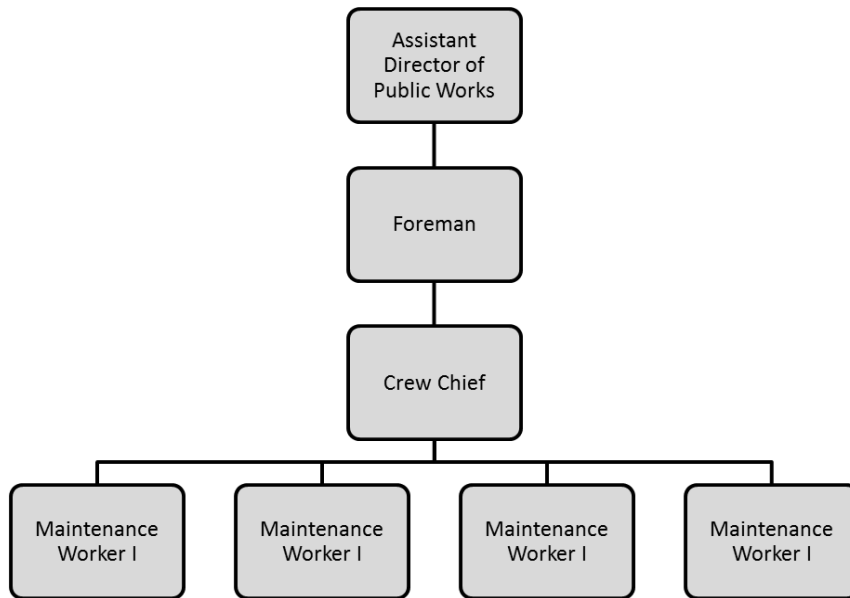


**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Park Superintendent	1	0	0
Crew Chief	2	2	2
Maintenance Worker I	4	4	4
<b>Total Personnel:</b>	<b>7</b>	<b>6</b>	<b>6</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

PARKS DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5160

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40000 Salaries	\$198,221	\$181,379	\$191,600	\$188,253	3.79%
40125 Overtime	\$7,724	\$5,360	\$5,360	\$5,360	0.00%
40150 Social Security	\$13,145	\$11,578	\$12,200	\$12,004	3.68%
40200 Medicare	\$3,074	\$2,708	\$2,750	\$2,807	3.68%
40250 Retirement	\$27,978	\$25,957	\$27,000	\$27,842	7.26%
40350 Workers' Compensation	\$4,922	\$5,660	\$5,900	\$5,869	3.68%
40400 Health Insurance	\$47,647	\$57,316	\$58,400	\$67,183	17.22%
40550 Medical Surveillance	\$355	\$250	\$290	\$250	0.00%
40600 Uniforms and Clothing	\$3,792	\$4,150	\$4,150	\$4,150	0.00%
40650 Travel and Training	\$0	\$1,500	\$1,000	\$1,000	-33.33%
40750 Office Supplies	\$1,001	\$1,000	\$500	\$1,000	0.00%
40850 Paint, Hardware Supplies	\$2,030	\$10,000	\$8,000	\$5,000	-50.00%
40950 Shop Tools & Equipment	\$2,069	\$4,000	\$3,500	\$4,000	0.00%
41100 Gasoline and Diesel	\$15,962	\$20,000	\$19,000	\$20,000	0.00%
41150 Tires & Batteries	\$621	\$2,500	\$2,400	\$2,000	-20.00%
41300 Janitorial Supplies	\$1,694	\$1,500	\$1,200	\$1,500	0.00%
41350 Chemicals	\$623	\$1,800	\$1,000	\$1,000	-44.44%
41950 Equipment Repair	\$26,596	\$10,000	\$11,000	\$12,000	20.00%
42000 Building Repair & Maint.	\$2,411	\$3,000	\$23,000	\$15,000	400.00%
42050 Grounds Maintenance	\$0	\$0	\$0	\$22,500	100.00%
42100 Vehicle Repair	\$1,429	\$2,000	\$17,000	\$12,000	500.00%
42150 Equipment Rental	\$48	\$500	\$500	\$500	0.00%
42250 Contract Services	\$1,410	\$1,500	\$1,200	\$1,500	0.00%
42500 Advertising	\$495	\$500	\$500	\$500	0.00%
42600 Utilities	\$7,099	\$19,000	\$19,000	\$10,000	-47.37%
42700 Telephone & Pagers	\$4,105	\$4,200	\$4,200	\$4,200	0.00%
42800 Licenses & Permits	\$217	\$400	\$250	\$300	-25.00%
42850 Miscellaneous	\$5,065	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$10,308	\$195,000	\$195,000	\$26,451	-86.44%
<b>TOTAL EXPENDITURES</b>	<b>\$390,040</b>	<b>\$577,757</b>	<b>\$620,900</b>	<b>\$459,169</b>	<b>-20.53%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$302,712	\$289,957	\$303,210	\$309,318	6.68%
MATERIALS & SUPPLIES	\$77,021	\$92,800	\$122,690	\$123,400	32.97%
CAPITAL OUTLAY	\$10,308	\$195,000	\$195,000	\$26,451	-86.44%

**Capital Outlay**

2018 1/2 Ton Reg Cab Truck	\$26,451
Total Capital Outlay	\$26,451

**FACILITIES**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

The Facilities Department also supervises two custodians and oversees the janitorial duties for the Police Department, City Hall, and City Hall Annex facilities. Duties include: picking up trash, waxing floors, cleaning restrooms, mopping floors, dusting all furniture, vacuuming, changing light bulbs, and other duties as assigned.

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- ✓ Continuously seek ways to improve the service to our employees, citizens and visitors to our city.
  - Provide a safe, clean and comfortable environment for employees and the City’s customers.
  - To manage facilities in a safe and secure manner ensuring the optimum comfort level for employees and citizens.
  - Have no work related injuries.

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of days lost to injury/illness	0	0	0

**Workload Indicators**

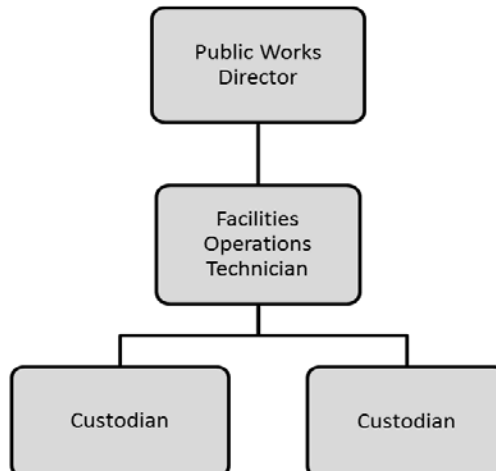
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Percent of days performing all assigned tasks	100%	100%	100%
Number of complaints from internal customers	0	0	0

**Personnel History (FTE)**

	<b>Actual FY15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Facility Service Technician	0	0	1
Custodian	2	2	2
<b>Total Personnel</b>	2	2	3

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

FACILITIES DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5170

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40000 Salaries	\$60,079	\$62,925	\$62,925	\$109,250	73.62%
40125 Overtime	\$43	\$0	\$20	\$1,000	0.00%
40150 Social Security	\$3,459	\$3,901	\$3,901	\$6,835	75.21%
40200 Medicare	\$809	\$912	\$912	\$1,599	75.21%
40250 Retirement	\$8,152	\$8,747	\$8,747	\$15,854	81.26%
40350 Workers' Compensation	\$1,459	\$2,252	\$2,252	\$4,382	94.60%
40400 Health Insurance	\$18,618	\$19,487	\$19,487	\$37,968	94.83%
40600 Uniforms and Clothing	\$1,267	\$880	\$880	\$1,565	77.84%
40650 Travel & Training	\$0	\$0	\$0	\$1,000	100.00%
40950 Shop Tools & Equip	\$0	\$0	\$0	\$1,200	100.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$3,300	100.00%
41300 Janitorial Supplies	\$5,613	\$4,000	\$4,000	\$5,000	25.00%
41950 Equipment Repair	\$0	\$200	\$200	\$200	0.00%
42000 Bldg Repair & Maint	\$0	\$0	\$0	\$3,800	100.00%
42100 Vehicle Repair & Maint	\$0	\$0	\$0	\$1,000	100.00%
42150 Equipment Rental	\$0	\$500	\$500	\$2,700	440.00%
42250 Contracted Services	\$0	\$0	\$0	\$45,900	100.00%
42850 Miscellaneous	\$76	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$99,574</b>	<b>\$104,304</b>	<b>\$104,324</b>	<b>\$243,052</b>	<b>133.02%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$92,618	\$98,224	\$98,244	\$176,887	80.09%
MATERIALS & SUPPLIES	\$6,956	\$6,080	\$6,080	\$66,165	988.24%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**PLANNING**

**Mission Statement**

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

**Department Functions and Responsibilities**

The Planning Department is 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 and Zoning Commission, City Commission, and other City departments.

**Departmental Goals**

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

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

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
GIS Maps generated	5	25	25
Wayfinding Signs posted	0	13	2
Complete Master Plans	2	0	1
Update Master Plans	0	0	0

**Workload Indicators**

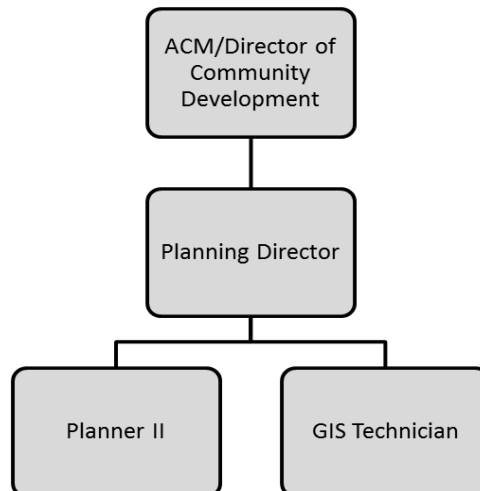
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Plats reviewed	39	40	35
Site plans reviewed	6	22	25
Re-zonings processed	3	2	3
Limited Use Permits processed	0	1	2
Conditional Use Permits processed	0	1	2
Variances processed	5	4	3

**Personnel History (FTE)**

	<b>Actual FY15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Planning Director	0	1	1
Planner	1	0	0
Planner II	0	1	1
GIS Technician	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>3</b>	<b>3</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

PLANNING DEPARTMENT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5175

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
40000 Salaries	\$85,124	\$202,358	\$167,500	\$188,188	-7.00%
40125 Overtime	\$18	\$0	\$0	\$0	0.00%
40150 Social Security	\$5,479	\$7,519	\$10,340	\$11,668	55.17%
40200 Medicare	\$1,281	\$1,759	\$2,330	\$2,729	55.17%
40250 Retirement	\$11,569	\$16,858	\$24,400	\$27,061	60.53%
40350 Workers' Compensation	\$232	\$393	\$440	\$610	55.17%
40400 Health Insurance	\$13,382	\$16,835	\$23,200	\$31,029	84.32%
40600 Uniforms and Clothing	\$52	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$1,244	\$7,938	\$7,938	\$9,310	17.28%
40750 Office Supplies	\$4,069	\$8,000	\$4,409	\$4,500	-43.75%
40800 Postage	\$86	\$600	\$500	\$600	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$265	\$1,135	\$1,135	\$1,135	0.00%
42000 Building Repair & Maint.	\$1,423	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$561	\$575	\$575	\$600	4.35%
42200 Legal & Accounting Fees	\$0	\$200	\$0	\$0	-100.00%
42250 Contract Services	\$5,235	\$2,200	\$6,700	\$9,845	347.50%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$2,072	\$2,000	\$6,327	\$6,400	220.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$2,828	\$8,504	\$8,504	\$8,504	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$100	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$134,919</b>	<b>\$277,374</b>	<b>\$264,798</b>	<b>\$302,779</b>	<b>9.16%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$117,085	\$245,722	\$228,210	\$261,285	6.33%
MATERIALS & SUPPLIES	\$17,834	\$31,652	\$36,588	\$41,494	31.09%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%



## MUNICIPAL COURT

### Mission Statement

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

### Department Functions and Responsibilities

The Court Administrator reports to the Finance Director. The Municipal Court Clerks 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.

### Department Achievements

- ★ Texas Municipal Courts Education Center (TMCEC) commended the Court for participating in both National Night Out and Municipal Courts Week.
- ★ Participated in The State Wide Great Texas Round Up Program to increase on the number of cases disposition in February and March of 2017.
- ★ Court started accepting online payments in mid-January of 2017.
- ★ One Clerk successfully completed level 1 certification.

### Departmental Goals

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

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of training hours completed:	20	30	30
Conversion to paperless (percent completed):	0	50%	50%
Number of updates to Court's section of website:	0	0	2

**Workload Indicators**

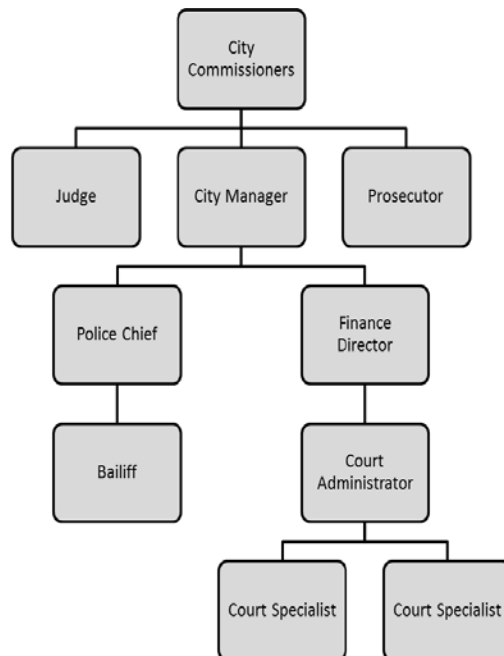
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of cases filed:	2,630	3,400	2,700

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Court Administrator	1	1	1
Court Specialist	2	2	2
Bailiff	1	1	1
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

MUNICIPAL COURT  
EXPENDITURE DETAIL

GENERAL FUND  
ACCOUNT: 10-5180

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/-
40000 Salaries	\$170,014	\$175,095	\$172,300	\$158,975	-9.21%
40010 Salaries Contract	\$70,282	\$70,500	\$70,500	\$70,500	0.00%
40020 Salaries Jury	\$762	\$2,000	\$1,500	\$2,000	0.00%
40125 Overtime	\$1,550	\$0	\$500	\$0	0.00%
40150 Social Security	\$10,618	\$10,856	\$10,100	\$9,856	-9.21%
40200 Medicare	\$2,483	\$2,539	\$2,539	\$2,305	-9.21%
40250 Retirement	\$23,251	\$24,338	\$24,338	\$22,861	-6.07%
40350 Workers' Compensation	\$1,123	\$1,896	\$1,965	\$1,908	0.61%
40400 Health Insurance	\$34,596	\$36,322	\$37,500	\$48,311	33.01%
40550 Medical Surveillance	\$45	\$80	\$380	\$80	0.00%
40600 Uniforms and Clothing	\$318	\$500	\$250	\$500	0.00%
40650 Travel and Training	\$1,956	\$2,600	\$2,735	\$5,000	92.31%
40750 Office Supplies	\$2,639	\$5,000	\$4,400	\$4,750	-5.00%
40800 Postage	\$726	\$1,000	\$900	\$1,000	0.00%
41100 Gasoline - Vehicle	\$5,171	\$4,500	\$2,300	\$4,500	0.00%
41300 Janitorial Supplies	\$106	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$200	\$190	\$190	\$475	150.00%
41950 Equipment Repair & Maint	\$0	\$395	\$0	\$395	0.00%
42000 Building Repair & Maint.	\$225	\$1,200	\$1,200	\$1,200	0.00%
42100 Vehicle Repair	\$0	\$750	\$750	\$750	0.00%
42150 Equipment Rental	\$2,386	\$1,875	\$2,900	\$2,900	54.67%
42200 Legal & Prof. Fees	\$86	\$0	\$0	\$100	0.00%
42250 Contract Services	\$49,535	\$54,500	\$54,500	\$54,500	0.00%
42400 Maintenance Contracts	\$8,273	\$5,000	\$5,000	\$5,000	0.00%
42700 Telephones and Pagers	\$4,062	\$9,835	\$9,860	\$9,860	0.25%
42820 State Court Cost	\$118,848	\$136,000	\$136,000	\$136,000	0.00%
42850 Miscellaneous	\$0	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$509,255</b>	<b>\$547,321</b>	<b>\$542,957</b>	<b>\$544,076</b>	<b>-0.59%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$314,678	\$323,546	\$321,242	\$316,716	-2.11%
MATERIALS & SUPPLIES	\$194,577	\$223,775	\$221,715	\$227,360	1.60%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**GENERAL FUND EXPENDITURE SUMMARY**

DEPARTMENT	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
10-5100 GENERAL GOVERNMENT	\$1,109,326	\$1,190,492	\$1,039,335	\$1,335,332	12.17%
10-5105 PUBLIC WORKS	\$318,724	\$475,959	\$474,900	\$355,200	-25.37%
10-5110 VEHICLE MAINTENANCE	\$206,050	\$186,816	\$186,562	\$192,869	3.24%
10-5115 INFORMATION TECHNOLOGY	\$155,136	\$501,419	\$512,760	\$392,286	-21.76%
10-5120 STREET	\$1,197,502	\$1,374,347	\$1,390,484	\$1,613,846	17.43%
10-5130 SANITATION	\$1,475,925	\$1,505,297	\$1,508,352	\$1,510,000	0.31%
10-5140 POLICE	\$3,472,761	\$3,887,402	\$4,050,612	\$4,097,309	5.40%
10-5150 FIRE - CENTRAL	\$3,590,935	\$4,061,433	\$3,977,676	\$4,092,541	0.77%
10-5152 EMERGENCY MANAGEMENT	\$94,970	\$145,790	\$142,417	\$126,469	-13.25%
10-5153 FIRE MARSHAL	\$482,028	\$535,080	\$549,515	\$556,788	4.06%
10-5155 FIRE - STATION #2	\$50,226	\$37,400	\$35,450	\$31,400	-16.04%
10-5157 FIRE - STATION #3	\$28,233	\$42,040	\$46,295	\$45,390	7.97%
10-5159 BUILDING PERMITS	\$211,970	\$252,687	\$274,877	\$310,305	22.80%
10-5160 PARKS	\$390,040	\$577,757	\$620,900	\$459,169	-20.53%
10-5170 FACILITIES	\$99,574	\$104,304	\$104,324	\$243,052	133.02%
10-5175 PLANNING	\$134,919	\$277,374	\$264,798	\$302,779	9.16%
10-5180 MUNICIPAL COURT	\$509,255	\$547,321	\$542,957	\$544,076	-0.59%
<b>TOTAL EXPENDITURES</b>	<b>\$13,527,574</b>	<b>\$15,702,917</b>	<b>\$15,722,214</b>	<b>\$16,208,811</b>	<b>3.22%</b>

**GENERAL FUND EXPENDITURE SUMMARY BY EXPENDITURE CATEGORY**

EXPENDITURES BY CATEGORY	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
SALARIES & BENEFITS	\$8,969,609	\$10,537,667	\$10,195,553	\$11,508,788	9.22%
MATERIALS & SUPPLIES	\$4,074,229	\$3,965,309	\$4,170,609	\$4,430,794	11.74%
CAPITAL OUTLAY	\$342,055	\$1,137,890	\$1,294,000	\$269,229	-76.34%
PRINCIPAL AND INTEREST	\$141,681	\$62,051	\$62,051	\$0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$13,527,574</b>	<b>\$15,702,917</b>	<b>\$15,722,214</b>	<b>\$16,208,811</b>	<b>3.22%</b>



**RICHMOND**

EST. **TEXAS** 1837



## WATER & SEWER FUND

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



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

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

	<b>Actual</b> 2015-16	<b>Budget</b> 2016-17	<b>%</b> Δ	<b>Estimate</b> 2016-17	<b>%</b> Δ	<b>Budget</b> 2017-18
<b>Beginning Fund Balance</b>	<b>\$5,990,702</b>	<b>\$1,849,439</b>		<b>\$1,989,139</b>		<b>\$700,409</b>
<b>Revenues:</b>						
Water Collections	\$3,188,582	\$3,000,000	-6%	\$3,510,676	17%	\$3,600,000
Sewer Collections	\$2,801,880	\$2,600,000	-7%	\$3,031,135	17%	\$3,100,000
Taps and Fees	\$246,900	\$300,000	22%	\$321,740	7%	\$300,000
Charges for Service - Other	\$399,609	\$367,500	-8%	\$311,309	-15%	\$312,500
Other Income	\$845,603	\$1,210,127	43%	\$10		\$1,210,127
<b>Total Revenues</b>	<b>\$7,482,575</b>	<b>\$7,477,627</b>	<b>0%</b>	<b>\$7,174,870</b>	<b>-4%</b>	<b>\$8,522,627</b>
<b>Expenditures:</b>						
Salaries & Fees	\$2,200,468	\$2,358,612	7%	\$2,276,481	-3%	\$2,446,434
Materials & Supplies	\$2,032,425	\$2,285,718	12%	\$2,412,949	6%	\$2,630,907
Capital Outlay	(\$59,327)	\$1,704,100	-2972%	\$1,704,170	0%	\$69,450
Interfund Transfers	\$7,310,573	\$2,070,000	-72%	\$2,070,000	0%	\$2,563,000
<b>Total Expenditures</b>	<b>\$11,484,138</b>	<b>\$8,418,430</b>	<b>-27%</b>	<b>\$8,463,600</b>	<b>1%</b>	<b>\$7,709,791</b>
<b>Ending Fund Balance</b>	<b>\$1,989,139</b>	<b>\$908,636</b>		<b>\$700,409</b>		<b>\$1,513,246</b>
<b>20% Operating Reserve</b>	<b>\$2,308,693</b>	<b>\$1,342,866</b>		<b>\$1,351,886</b>		<b>\$1,528,068</b>
<b>Excess funds available for capital improvements</b>	<b>n/a</b>	<b>n/a</b>		<b>n/a</b>		<b>n/a</b>

LONG-RANGE FINANCIAL FORECAST

%  
Δ

Forecast				
	2018-19	2019-20	2020-21	2021-22

	<b>\$1,513,246</b>	<b>\$1,989,062</b>	<b>\$2,441,559</b>	<b>\$2,867,872</b>
--	--------------------	--------------------	--------------------	--------------------

3%	3,744,000	3,893,760	4,049,510	4,211,491
2%	3,224,000	3,352,960	3,487,078	3,626,562
-7%	306,000	312,120	318,362	324,730
0%	325,000	338,000	351,520	365,581
	1,258,532	1,308,873	1,361,228	1,415,677

Revenue Assumptions
<u>Water Sales</u> : Based upon conservative growth projections of 4%
<u>Sewer Sales</u> : Based upon conservative growth projections of 4%
<u>All other Revenue</u> : Based upon conservative growth projections of 4%

19%	<b>\$8,857,532</b>	<b>\$9,205,713</b>	<b>\$9,567,699</b>	<b>\$9,944,040</b>
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7%	2,544,291	2,646,063	2,751,905	2,861,981
9%	2,762,452	2,900,575	3,045,604	3,197,884
-96%				
24%	3,074,973	3,206,578	3,343,879	3,487,123
-9%	<b>\$8,381,716</b>	<b>\$8,753,216</b>	<b>\$9,141,387</b>	<b>\$9,546,988</b>

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

	<b>\$1,989,062</b>	<b>\$2,441,559</b>	<b>\$2,867,872</b>	<b>\$3,264,924</b>
--	--------------------	--------------------	--------------------	--------------------

\$1,676,343      \$1,750,643      \$1,828,277      \$1,909,398

\$312,719      \$690,916      \$1,039,594      \$1,355,526



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**WATER AND SEWER FUND  
REVENUES AND EXPENSES**

<b>REVENUES</b>		<b>Actual 2015-2016</b>	<b>Budget * 2016-2017</b>	<b>Estimate 2016-2017</b>	<b>Budget 2017-2018</b>	<b>Percent + / (-)</b>
20-3075	Water Collections	\$3,188,582	\$3,000,000	\$3,510,676	\$3,600,000	20.00%
20-3080	Sewer Collections	\$2,801,880	\$2,600,000	\$3,031,135	\$3,100,000	19.23%
20-3085	Water Taps and Fees	\$245,950	\$300,000	\$315,440	\$300,000	0.00%
20-3090	Sewer Taps and Fees	\$950	\$0	\$6,300	\$0	0.00%
20-3055	Interest Income	\$12	\$30	\$10	\$30	0.00%
20-3060	Intergovt. Revenues	\$40,000	\$0	\$0	\$0	0.00%
20-3065	Transfer from Other Funds	\$0	\$0	\$0	\$0	0.00%
20-3070	Other Income	\$174,127	\$180,000	\$129,188	\$130,000	-27.78%
20-3095	MUD Reconnect Fees	(\$5,880)	\$0	\$0	\$0	0.00%
20-3105	Service Charge	\$188,512	\$185,000	\$178,991	\$180,000	-2.70%
20-3120	Returned Check Fee	\$2,850	\$2,500	\$3,130	\$2,500	0.00%
20-3150	Contributed Capital	\$845,591	\$1,210,097	\$0	\$1,210,097	0.00%
20-3201	Contributions - Debt Refunding	\$0	\$0	\$0	\$0	0.00%
20-3202	Donated Assets	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenues</b>		<b>\$7,482,575</b>	<b>\$7,477,627</b>	<b>\$7,174,870</b>	<b>\$8,522,627</b>	<b>13.98%</b>
						<b>% of Total W&amp;S Expenses</b>
<b>EXPENSES</b>						
20-5200	Accounting & Collecting	\$642,309	\$823,314	\$798,679	\$860,758	11.09%
20-5210	Customer Service	\$223,891	\$329,690	\$314,895	\$373,504	4.81%
20-5215	Meter	\$319,550	\$282,559	\$261,085	\$279,293	3.60%
20-5220	Water	\$1,351,830	\$0	\$0	\$0	0.00%
20-5230	Wastewater	\$1,635,984	\$0	\$0	\$0	0.00%
20-5260	Water Production	\$0	\$2,236,087	\$2,315,848	\$722,439	9.31%
20-5265	Water Distribution	\$0	\$794,227	\$790,283	\$800,358	10.31%
20-5270	Wastewater Collection	\$0	\$573,886	\$464,750	\$544,014	7.01%
20-5275	Wastewater Treatment	\$0	\$1,308,667	\$1,448,060	\$1,619,324	20.86%
20-5235	Contracted Services	\$0	\$0	\$0	\$1,000	0.01%
20-5235	Transfer to other Funds	\$7,310,573	\$1,838,919	\$1,838,919	\$1,862,520	23.99%
20-5235	Transfer to Debt Service Fund	\$139,700	\$231,081	\$231,081	\$700,480	9.02%
<b>Total Expenses</b>		<b>\$11,623,838</b>	<b>\$8,418,430</b>	<b>\$8,463,600</b>	<b>\$7,763,691</b>	
Excess Revenue/(Expense)		(\$4,141,263)	(\$940,803)	(\$1,288,730)	\$758,936	
<i>Prior Year Balance **</i>		\$5,990,702	\$1,849,439	\$1,849,439	\$560,709	
Actual/Anticipated Balance		\$1,849,439	\$908,636	\$560,709	\$1,319,646	
Fund Bal as % of Exp		15.91%	21.97%	21.85%	7.22%	
Fund Bal in Days		58	39	24	62	

\* - as amended

\*\* - Working Capital Basis

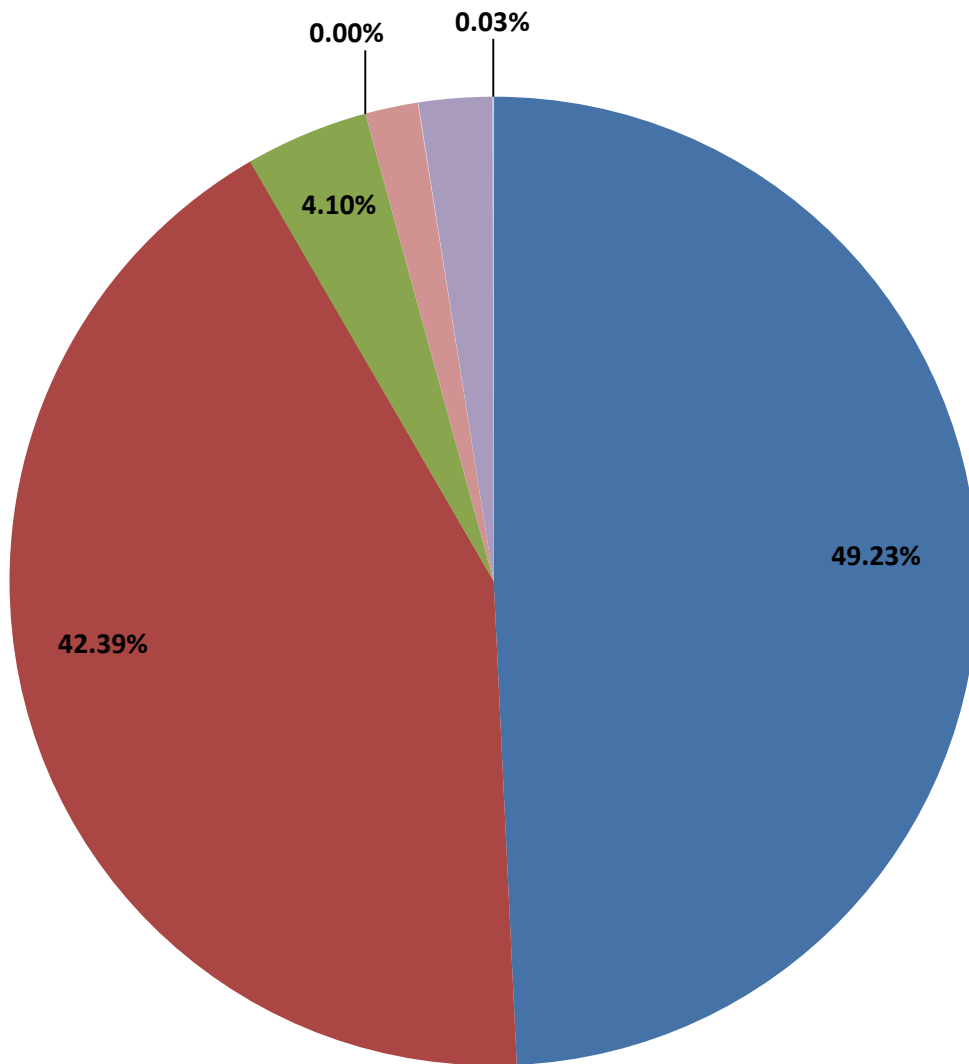
### DESCRIPTION OF MAJOR REVENUES

Water Collections (49.23%) – Water Collection revenues are estimated at \$3,600,000. This represents an increase of 20% over last year’s revenue estimate of \$3,000,000. The increase takes into consideration the addition of another Municipal Utility District, which has begun construction of a community of 2,500 homes. The City is also in the process of a rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the water and sewer utilities upon completion of the study. The City bills for approximately 7,190 water connections each month. This estimate represents connections for City and Municipal Utility Districts operated by the City of Richmond.

Sewer Collections (42.39%) – Sewer Collection revenues are estimated at \$3,100,000. This represents an increase of 20% over last year’s revenue estimate of \$2,600,000. The increase takes into consideration the addition of another Municipal Utility District, which has begun construction of a community of 2,500 homes. The City is in the process of a rate study, and it is anticipated that adjustments to the rates will be necessary to facilitate the operations of the water and sewer utilities upon completion of the study. The City bills for approximately 6,360 sewer connections each month. This estimate represents connections for City and Municipal Utility Districts operated by the City of Richmond.

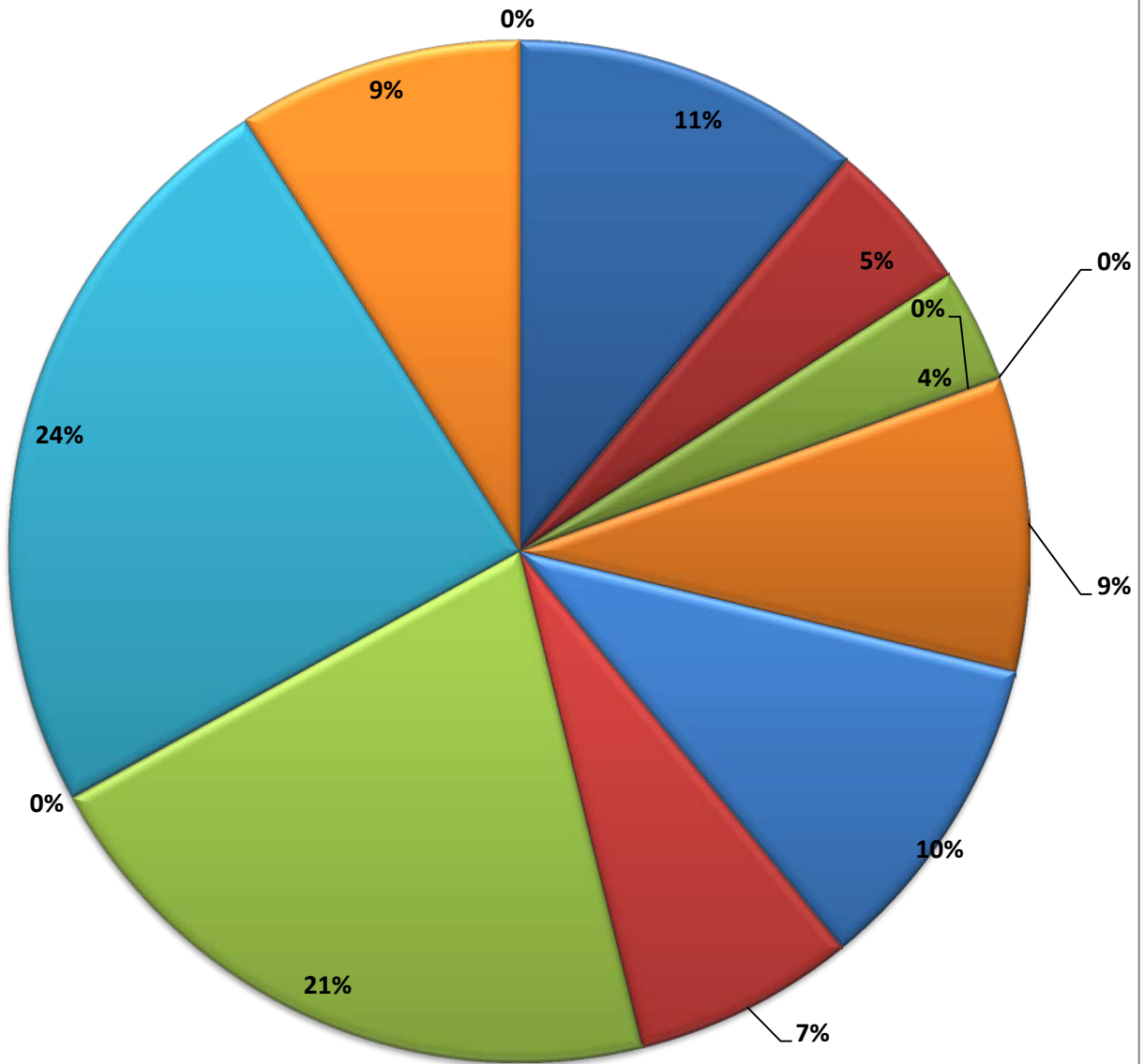
## WATER AND SEWER FUND REVENUE FY 2017-2018

- Water Collections
- Sewer Collections
- Water Taps and Fees
- Intergovt. Revenues
- Returned Check Fee



## WATER AND SEWER FUND EXPENDITURES FY 2017-2018

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



**ACCOUNTING & COLLECTING**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Department Achievements**

- ★ GFOA Distinguished Budget Presentation Award received for the last six consecutive years.
- ★ GFOA Excellence in Financial Reporting Award received for the last twelve consecutive years.

**Departmental Goals**

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

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes

**Workload Indicators**

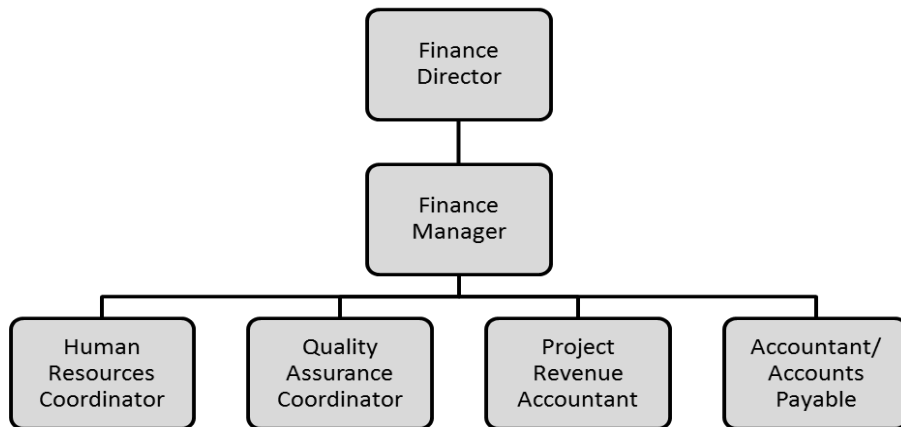
	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Percent of invoices paid within 30 days	99%	100%	100%

**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Coordinator	1	1	1
Quality Assurance Coordinator	0	1	1
Project Revenue Accountant	0	1	1
Accountant/Accounts Payable	3	1	1
<b>Total Personnel:</b>	6	6	6

**Departmental Organizational Chart**

Full-Time Equivalent (FTE)



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

ACCOUNTING AND COLLECTING  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5200

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$338,278	\$382,301	\$363,420	\$383,260	0.25%
40050 Salaries Commissioners	\$1,350	\$1,350	\$2,290	\$2,250	66.67%
40125 Overtime	\$292	\$500	\$250	\$500	100.00%
40150 Social Security	\$19,393	\$23,703	\$20,770	\$23,762	0.25%
40200 Medicare	\$4,535	\$5,543	\$4,855	\$5,557	0.25%
40250 Retirement	\$45,782	\$53,140	\$50,560	\$55,113	3.71%
40350 Workers' Compensation	\$667	\$1,239	\$1,239	\$1,242	0.25%
40400 Health Insurance	\$54,715	\$70,456	\$71,500	\$91,942	30.49%
40500 Richmond 101 New Hire Program	\$0	\$0	\$0	\$0	100.00%
40600 City Commission Expenses	\$0	\$200	\$200	\$200	0.00%
40650 Travel and Training	\$3,966	\$4,000	\$4,800	\$6,300	57.50%
40750 Office Supplies	\$10,148	\$6,200	\$5,900	\$15,950	157.26%
40800 Postage	\$27	\$1,000	\$1,000	\$1,000	0.00%
41650 Periodicals and Memberships	\$772	\$800	\$700	\$800	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$1,092	\$1,200	\$1,200	\$1,200	0.00%
42150 Equipment Rental	\$3,545	\$3,700	\$3,700	\$3,700	0.00%
42200 Legal & Accounting Fees	\$17,204	\$31,000	\$31,000	\$31,000	0.00%
42250 Contract Services	\$18,543	\$26,000	\$26,000	\$26,000	0.00%
42400 Maintenance Contracts	\$9,931	\$15,000	\$15,000	\$13,000	-13.33%
42500 Advertising	\$702	\$500	\$500	\$500	0.00%
42600 Utilities	\$4,242	\$5,800	\$5,800	\$5,800	0.00%
42700 Telephone & Pagers	\$10,874	\$16,097	\$16,097	\$16,097	0.00%
42750 Insurance & Bonding	\$67,068	\$61,000	\$61,000	\$61,000	0.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	(\$132)	\$1,585	(\$102)	\$1,585	0.00%
42860 Depreciation Expense	\$167	\$85,000	\$85,000	\$85,000	0.00%
43050 Credit Card Fees	\$29,147	\$26,000	\$26,000	\$28,000	7.69%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$642,309</b>	<b>\$823,314</b>	<b>\$798,679</b>	<b>\$860,758</b>	<b>4.55%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$465,013	\$538,232	\$514,884	\$563,626	4.72%
MATERIALS & SUPPLIES	\$177,296	\$285,082	\$283,795	\$297,132	4.23%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**CUSTOMER SERVICE**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- Develop a Customer Service and telephone etiquette program.
    - Implement E-Bills as an alternative for customers to receive their utility bills.
    - Continue the conversion to paperless customer files using Content Manager.

**Performance Measures**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Customer Service and Telephone etiquette trainings:	0	0	2
Implementation of E-Bills (% complete):	0	0	10%
Conversion to paperless customer files (% complete):	0	0	20%



**Workload Indicators**

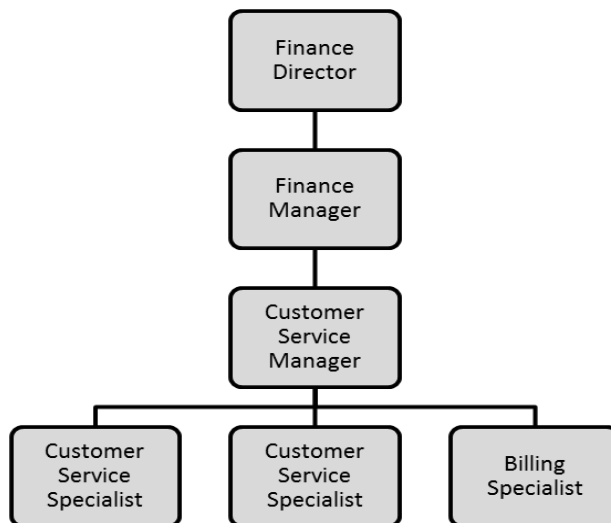
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Customer Utility Bills processed:	85,529	85,777	86,034
Number of online customer payments:	8,757	9,850	10,245
Number of hours open to the public per business day:	9.5	9.5	9.5

**Personnel History (FTE)**

	<b>Actual FY15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Customer Service Manager	1	1	1
Customer Service Specialist	2	2	3
Billing Specialist	1	1	1
<b>Total Personnel:</b>	4	4	5

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

CUSTOMER SERVICE  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5210

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
40000 Salaries	\$123,989	\$157,711	\$133,400	\$178,016	12.87%
40125 Overtime	\$1,152	\$1,000	\$1,900	\$1,500	50.00%
40150 Social Security	\$7,756	\$9,784	\$8,300	\$11,037	12.81%
40200 Medicare	\$1,814	\$2,288	\$1,996	\$2,581	12.82%
40250 Retirement	\$17,005	\$21,937	\$19,200	\$25,599	16.69%
40350 Workers' Compensation	\$323	\$511	\$486	\$577	12.87%
40400 Health Insurance	\$34,284	\$40,481	\$32,300	\$60,625	49.76%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$540	100.00%
40650 Travel & Training	\$615	\$12,000	\$5,485	\$5,000	-58.33%
40750 Office Supplies	\$3,726	\$12,000	\$10,500	\$11,000	-8.33%
40800 Postage	\$35,839	\$29,200	\$29,200	\$29,200	0.00%
41950 Equipment Repair	\$14,367	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$0	\$900	\$900	\$900	0.00%
42250 Contracted Services	\$23,195	\$23,800	\$48,500	\$23,800	0.00%
42400 Maintenance Contracts	\$4,531	\$4,550	\$9,400	\$9,300	104.40%
42500 Advertising	\$0	\$500	\$300	\$500	0.00%
42700 Telephone & Pagers	\$7,835	\$12,028	\$12,028	\$12,330	2.51%
42850 Miscellaneous	\$0	\$500	\$500	\$500	0.00%
42860 Depreciation	\$2,522	\$0	\$0	\$0	0.00%
42900 Capital Outlay	(\$55,062)	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$223,891</b>	<b>\$329,690</b>	<b>\$314,895</b>	<b>\$373,504</b>	<b>13.29%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$186,323	\$233,712	\$197,582	\$279,934	19.78%
MATERIALS & SUPPLIES	\$92,630	\$95,978	\$117,313	\$93,570	-2.51%
CAPITAL OUTLAY	(\$55,062)	\$0	\$0	\$0	0.00%

**METER**

**Mission Statement**

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 Functions and Responsibilities**

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

**Departmental Goals**

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

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of meter change outs	299	1,190	800

**Workload Indicators**

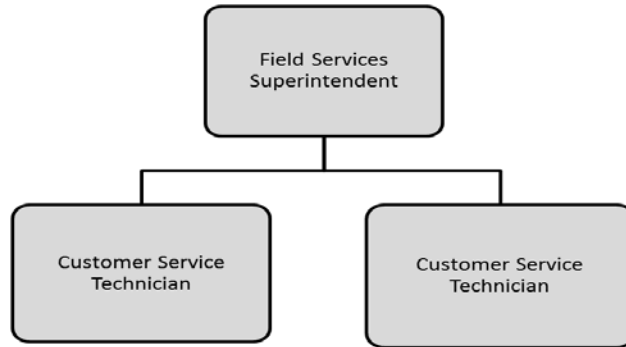
	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Number of metered accounts	6,648	6,913	6,980
Number of requests for service	5,237	5,498	5,500

**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Customer Service Technician	2	2	2
<b>Total Personnel</b>	2	2	2

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

METER DEPARTMENT  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5215

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
40000 Salaries	\$118,231	\$58,240	\$55,400	\$55,073	-5.44%
40125 Overtime	\$1,951	\$4,500	\$2,600	\$4,500	0.00%
40150 Social Security	\$7,308	\$3,890	\$3,800	\$3,693	-5.05%
40200 Medicare	\$1,709	\$910	\$800	\$864	-5.08%
40250 Retirement	\$16,338	\$8,721	\$7,960	\$8,567	-1.77%
40350 Workers' Compensation	\$3,280	\$2,570	\$2,662	\$2,441	-5.04%
40400 Health Insurance	\$32,168	\$16,835	\$18,620	\$20,686	22.88%
40550 Medical Surveillance	\$480	\$300	\$300	\$300	0.00%
40600 Uniforms & Clothing	\$2,711	\$3,750	\$3,750	\$3,750	0.00%
40650 Travel & Training	\$0	\$1,000	\$1,000	\$1,000	0.00%
40750 Office Supplies	\$0	\$0	\$0	\$3,000	100.00%
40850 Paint, Hardware Supplies	\$144	\$300	\$300	\$300	0.00%
40950 Shop Tools & Equipment	\$1,241	\$2,000	\$2,000	\$2,000	0.00%
41100 Gasoline	\$9,673	\$12,500	\$8,000	\$10,000	-20.00%
41150 Tires & Batteries	\$1,321	\$1,000	\$1,000	\$1,000	0.00%
41550 New Meters	\$55,138	\$40,000	\$28,000	\$35,000	-12.50%
41750 Meter supplies, pipes/etc.	\$27,787	\$26,000	\$20,000	\$20,000	-23.08%
41800 Golf Cart Repair	\$206	\$750	\$0	\$750	0.00%
41850 Meter Repairs	\$11,427	\$2,000	\$1,000	\$2,000	0.00%
41950 Equipment Repair	\$7	\$500	\$500	\$500	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$2,823	\$2,400	\$9,000	\$9,500	295.83%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$12,877	\$86,500	\$86,500	\$86,500	0.00%
42600 Utilities	\$0	\$270	\$270	\$270	0.00%
42700 Telephone & Pagers	\$3,805	\$6,923	\$6,923	\$6,900	-0.33%
42700 Advertising	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$117	\$700	\$700	\$700	0.00%
42900 Capital Outlay	\$8,807	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$319,550</b>	<b>\$282,559</b>	<b>\$261,085</b>	<b>\$279,293</b>	<b>-1.16%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$180,985	\$95,666	\$91,842	\$95,823	0.16%
MATERIALS & SUPPLIES	\$129,758	\$186,893	\$169,243	\$183,470	-1.83%
CAPITAL OUTLAY	\$8,807	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

WATER DEPARTMENT  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5220

(The Water Department was divided into two separate departments in FY2017: Water Production and Water Distribution)

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
40000 Salaries	\$495,806	\$0	\$0	\$0	0.00%
40125 Overtime	\$14,628	\$0	\$0	\$0	0.00%
40150 Social Security	\$31,399	\$0	\$0	\$0	0.00%
40200 Medicare	\$7,343	\$0	\$0	\$0	0.00%
40250 Retirement	\$69,089	\$0	\$0	\$0	0.00%
40350 Workers' Compensation	\$12,669	\$0	\$0	\$0	0.00%
40400 Health Insurance	\$113,452	\$0	\$0	\$0	0.00%
40550 Medical Surveillance	\$900	\$0	\$0	\$0	0.00%
40600 Uniforms & Clothing	\$12,247	\$0	\$0	\$0	0.00%
40650 Travel & Training	\$5,052	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$1,899	\$0	\$0	\$0	0.00%
40800 Postage	\$1,003	\$0	\$0	\$0	0.00%
40850 Paint, Hardware Supplies	\$872	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$18,358	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$25,210	\$0	\$0	\$0	0.00%
41150 Tires & Batteries	\$3,376	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$1,149	\$0	\$0	\$0	0.00%
41350 Chemicals	\$30,948	\$0	\$0	\$0	0.00%
41550 Hydrant Maintenance	\$12,868	\$0	\$0	\$0	0.00%
41600 Lab Equipment/Supplies	\$1,036	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$190	\$0	\$0	\$0	0.00%
41700 System Maintenance	\$10,324	\$0	\$0	\$0	0.00%
41750 Meter supplies, pipes/etc.	\$46,479	\$0	\$0	\$0	0.00%
41800 Inventory - Mud RE	\$10,212	\$0	\$0	\$0	0.00%
41850 Inventory - Mud 187	\$27,825	\$0	\$0	\$0	0.00%
41856 Inventory - Williams Ranch	\$8,719	\$0	\$0	\$0	0.00%
41900 System Rehabilitation	\$85,692	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$31,648	\$0	\$0	\$0	0.00%
41960 Pump/Motor Maintenance	\$7,328	\$0	\$0	\$0	0.00%
41970 Backflow Prev. & Maint.	\$3,151	\$0	\$0	\$0	0.00%
41980 Private Yard Line	\$5,000	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$10,522	\$0	\$0	\$0	0.00%
42010 Chlorinator Room Maint.	\$3,486	\$0	\$0	\$0	0.00%
42015 Generator Maintenance	\$2,285	\$0	\$0	\$0	0.00%
42050 Tank Maintenance	\$3,738	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$8,001	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$203	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$8,681	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$117	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$9,529	\$0	\$0	\$0	0.00%
42500 Advertising	\$3,871	\$0	\$0	\$0	0.00%
42550 Pest Control	\$265	\$0	\$0	\$0	0.00%
42600 Utilities	\$169,093	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$19,897	\$0	\$0	\$0	0.00%
42800 Licenses & Permits	\$14,634	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$1,634	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$1,351,830</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$744,387	\$0	\$0	\$0	0.00%
MATERIALS & SUPPLIES	\$607,443	\$0	\$0	\$0	0.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

WASTEWATER DEPARTMENT  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5230

*(The Wastewater Department was divided into two separate departments in FY2017: Wastewater Collection and Wastewater Treatment)*

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$415,246	\$0	\$0	\$0	0.00%
40125 Overtime	\$16,521	\$0	\$0	\$0	0.00%
40150 Social Security	\$26,252	\$0	\$0	\$0	0.00%
40200 Medicare	\$6,140	\$0	\$0	\$0	0.00%
40250 Retirement	\$58,572	\$0	\$0	\$0	0.00%
40350 Workers' Compensation	\$8,978	\$0	\$0	\$0	0.00%
40400 Health Insurance	\$92,049	\$0	\$0	\$0	0.00%
40600 Uniforms & Clothing	\$6,645	\$0	\$0	\$0	0.00%
40650 Travel & Training	\$3,596	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$2,731	\$0	\$0	\$0	0.00%
40850 Paint, Hardware Supplies	\$1,373	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$4,558	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$14,630	\$0	\$0	\$0	0.00%
41150 Tires & Batteries	\$2,460	\$0	\$0	\$0	0.00%
41350 Chemical Supplies	\$291,619	\$0	\$0	\$0	0.00%
41600 Lab Equipment/Supplies	\$3,234	\$0	\$0	\$0	0.00%
41800 Lift Station Repair & Maint.	\$51,238	\$0	\$0	\$0	0.00%
41850 Collect System Repair & Maint.	\$58,350	\$0	\$0	\$0	0.00%
41900 W/W System Rehab.	\$24,851	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$4,885	\$0	\$0	\$0	0.00%
42005 N S Facility Maintenance	\$0	\$0	\$0	\$0	0.00%
42010 R R Facility Maintenance	\$174,262	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$5,086	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$364	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	(\$5,128)	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$80,606	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$21,715	\$0	\$0	\$0	0.00%
42500 Advertising	\$1,959	\$0	\$0	\$0	0.00%
42600 Utilities	\$236,754	\$0	\$0	\$0	0.00%
42605 Utilities - MUD 116	\$218	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$13,400	\$0	\$0	\$0	0.00%
42800 Licenses & Permits	\$24,812	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$1,078	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	(\$13,073)	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$1,635,984</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$623,758	\$0	\$0	\$0	0.00%
MATERIALS & SUPPLIES	\$1,025,298	\$0	\$0	\$0	0.00%
CAPITAL OUTLAY	(\$13,073)	\$0	\$0	\$0	0.00%

**WATER PRODUCTION**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

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

- To be compliant with all applicable Local, State and Federal environmental laws and policies.
- Operate and maintain water production infrastructure in a manner to deliver safe, clean and reliable potable water for use by the City’s customers.
- Maintain production facility infrastructure to extend the useful life of equipment and assets.
- One hour response time for all calls.

**Performance Measures**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
TCEQ MCL Violations	0	1	0
Number of water quality tests per year	0	2,190	9,500
Percentage of calls responded within one hour	99%	99%	99%

**Workload Indicators**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Water Produced per year (Million Gallons)	0	850	875
Percent accountability	95%	95%	95%

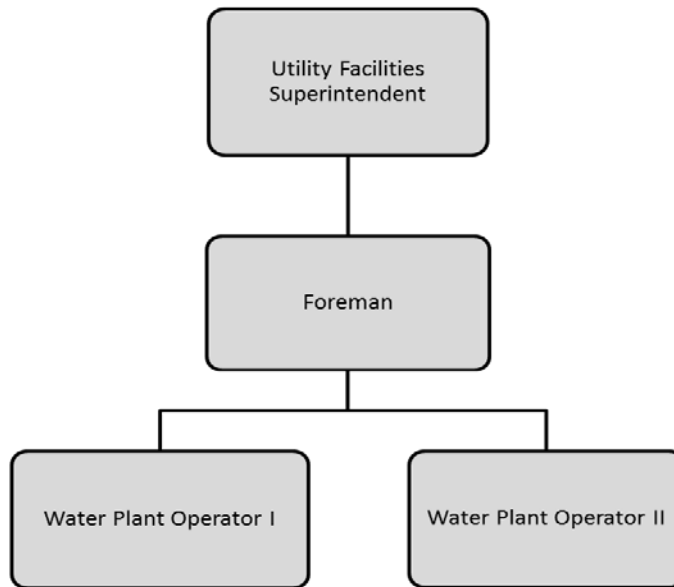


**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Utilities Coordinator	0	1	1
Foreman	0	1	1
Water Plant Operator I	0	1	1
Water Plant Operator II	0	1	1
<b>Total Personnel</b>	0	4	4

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

WATER PRODUCTION  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5260

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
40000 Salaries	\$0	\$179,156	\$185,500	\$183,789	2.59%
40125 Overtime	\$0	\$4,500	\$13,700	\$4,500	0.00%
40150 Social Security	\$0	\$11,387	\$11,892	\$11,674	2.52%
40200 Medicare	\$0	\$2,663	\$2,781	\$2,730	2.52%
40250 Retirement	\$0	\$25,528	\$26,661	\$27,076	6.06%
40350 Workers' Compensation	\$0	\$7,524	\$7,858	\$7,714	2.52%
40400 Health Insurance	\$0	\$38,974	\$36,322	\$44,841	15.05%
40550 Medical Surveillance	\$0	\$65	\$65	\$65	0.00%
40600 Uniforms & Clothing	\$0	\$3,500	\$3,000	\$3,500	0.00%
40650 Travel & Training	\$0	\$1,200	\$2,250	\$2,250	87.50%
40750 Office Supplies	\$0	\$0	\$800	\$1,000	100.00%
40800 Postage	\$0	\$1,550	\$2,600	\$1,550	0.00%
40950 Shop Tools & Equipment	\$0	\$0	\$1,000	\$1,000	100.00%
41100 Gasoline and Diesel	\$0	\$6,000	\$8,000	\$10,000	66.67%
41150 Tires & Batteries	\$0	\$1,000	\$500	\$1,000	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$500	100.00%
41350 Chemicals	\$0	\$30,000	\$22,000	\$130,000	333.33%
41600 Lab Equipment/Supplies	\$0	\$1,000	\$1,100	\$4,000	300.00%
41650 Periodicals-Memberships	\$0	\$400	\$400	\$400	0.00%
41950 Equipment Repair	\$0	\$800	\$800	\$1,000	25.00%
41960 Pump/Motor Maintenance	\$0	\$30,000	\$30,000	\$30,000	0.00%
41970 Backflow Prev. & Maint.	\$0	\$2,000	\$500	\$2,000	0.00%
42000 Building Repair & Maint.	\$0	\$2,000	\$12,000	\$5,000	150.00%
42010 Chlorinator Room Maint.	\$0	\$3,000	\$9,000	\$5,000	66.67%
42015 Generator Maintenance	\$0	\$1,800	\$1,000	\$6,500	261.11%
42050 Tank Maintenance	\$0	\$10,000	\$3,000	\$10,000	0.00%
42100 Vehicle Repair	\$0	\$400	\$6,500	\$400	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$16,700	\$0	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$12,000	\$13,600	\$18,000	50.00%
42500 Advertising	\$0	\$3,320	\$3,320	\$4,000	20.48%
42600 Utilities	\$0	\$146,400	\$176,800	\$146,400	0.00%
42700 Telephone & Pagers	\$0	\$8,420	\$14,800	\$14,800	75.77%
42800 Licenses/State & Subsidence Fees	\$0	\$18,000	\$18,000	\$18,000	0.00%
42850 Miscellaneous	\$0	\$1,000	\$900	\$1,000	0.00%
42900 Capital Outlay	\$0	\$1,682,500	\$1,682,500	\$22,750	-98.65%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$2,236,087</b>	<b>\$2,315,848</b>	<b>\$722,439</b>	<b>-67.69%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$269,732	\$284,713	\$282,324	4.67%
MATERIALS & SUPPLIES	\$0	\$283,855	\$348,635	\$417,365	47.03%
CAPITAL OUTLAY	\$0	\$1,682,500	\$1,682,500	\$22,750	-98.65%

Capital Outlay

2018 1/2 ton Ford F-150	\$22,750	
Ransom Rd. GST	Bonds	\$300,000
Motor Control Rehab	Bonds	\$180,000
Circulating Pumps for Elevated	Bonds	\$45,000
<b>Total Capital Outlay</b>	<b>\$22,750</b>	

**WATER DISTRIBUTION**

**Mission Statement**

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

**Department Functions and Responsibilities**

The Water Distribution Department is responsible for the comprehensive management and maintenance of the water distribution system that consist of 102 miles of water line.

**Departmental Goals**

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

**Performance Measures**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Number of Bacteriological Samples Collected	0	440	460
Dead End Mains Flushed per year	0	1,500	1,500
Percentage of calls responded within one hour	99%	99%	99%

**Workload Indicators**

	<b>Actual</b> <b>FY 15-16</b>	<b>Estimate</b> <b>FY 16-17</b>	<b>Budget</b> <b>FY 17-18</b>
Number of excavated repairs	0	50	55
Request for service per year	0	410	450

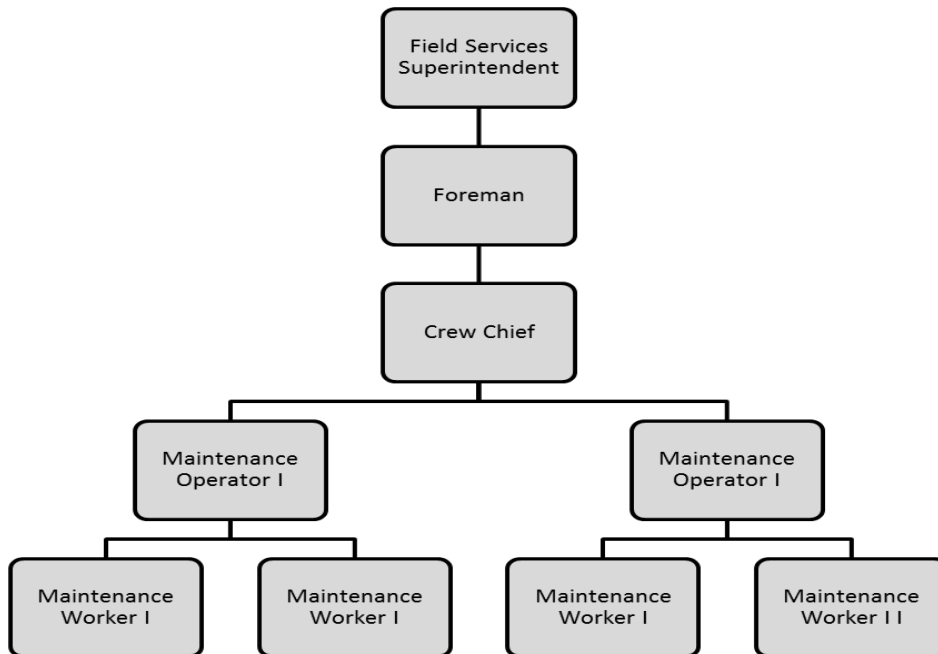
**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Superintendent	0	1	1
Foreman	0	1	1
Crew Chief	0	1	1
Maintenance Operator I	0	2	2
Maintenance Worker I	0	3	3
Maintenance Worker II	0	1	1
Construction Inspector *	0	.50	.50
<b>Total Personnel</b>	0	9.50	9.50

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

WATER DISTRIBUTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5265

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$0	\$377,630	\$366,000	\$354,678	-6.08%
40125 Overtime	\$0	\$4,500	\$6,700	\$5,500	22.22%
40150 Social Security	\$0	\$23,692	\$22,563	\$22,269	-6.01%
40200 Medicare	\$0	\$5,541	\$5,277	\$5,208	-6.01%
40250 Retirement	\$0	\$53,116	\$50,586	\$51,650	-2.76%
40350 Workers' Compensation	\$0	\$15,655	\$14,909	\$14,715	-6.01%
40400 Health Insurance	\$0	\$83,883	\$93,588	\$116,079	38.38%
40550 Medical Surveillance	\$0	\$585	\$585	\$585	0.00%
40600 Uniforms & Clothing	\$0	\$8,125	\$8,125	\$8,125	0.00%
40650 Travel & Training	\$0	\$2,800	\$2,800	\$2,800	0.00%
40750 Office Supplies	\$0	\$3,000	\$2,500	\$3,000	0.00%
40800 Postage	\$0	\$50	\$50	\$50	0.00%
40850 Paint, Hardware Supplies	\$0	\$1,000	\$1,000	\$1,000	0.00%
40950 Shop Tools & Equipment	\$0	\$8,000	\$8,000	\$8,000	0.00%
41100 Gasoline and Diesel	\$0	\$24,000	\$19,000	\$20,000	-16.67%
41150 Tires & Batteries	\$0	\$4,000	\$4,000	\$4,000	0.00%
41300 Janitorial Supplies	\$0	\$1,000	\$800	\$1,000	0.00%
41550 Hydrant Maintenance	\$0	\$17,000	\$5,000	\$10,000	-41.18%
41650 Periodicals-Memberships	\$0	\$0	\$250	\$250	100.00%
41700 System Maintenance	\$0	\$15,000	\$55,000	\$50,000	233.33%
41720 System Maint. - Rivers Edge	\$0	\$2,000	\$0	\$0	-100.00%
41750 Distribution Inventory	\$0	\$30,000	\$26,750	\$75,000	150.00%
41800 Inventory - Rivers Edge	\$0	\$15,000	\$6,000	\$0	-100.00%
41850 Inventory - Del Webb	\$0	\$50,000	\$44,000	\$0	-100.00%
41856 Inventory - Williams Ranch	\$0	\$15,000	\$400	\$0	-100.00%
41950 Equipment Repair	\$0	\$7,200	\$7,200	\$7,200	0.00%
41980 Private Yard Line	\$0	\$1,000	\$0	\$0	-100.00%
42000 Building Repair & Maint.	\$0	\$2,000	\$2,000	\$2,000	0.00%
42100 Vehicle Repair	\$0	\$3,600	\$7,500	\$10,000	177.78%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$7,500	\$5,000	100.00%
42500 Advertising	\$0	\$500	\$500	\$500	0.00%
42550 Pest Control	\$0	\$600	\$550	\$600	0.00%
42600 Utilities	\$0	\$3,600	\$6,000	\$6,000	66.67%
42700 Telephone & Pagers	\$0	\$12,650	\$12,650	\$12,650	0.00%
42800 Water License Fees	\$0	\$1,000	\$1,000	\$1,000	0.00%
42850 Miscellaneous	\$0	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$794,227</b>	<b>\$790,283</b>	<b>\$800,358</b>	<b>0.77%</b>
<b>EXPENDITURES BY CATEGORY</b>					
SALARIES & BENEFITS	\$0	\$564,017	\$559,623	\$570,098	1.08%
MATERIALS & SUPPLIES	\$0	\$230,210	\$230,660	\$230,260	0.02%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

**WASTEWATER COLLECTION**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

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

- Convey wastewater from the customer to the treatment plant in compliance with all regulatory requirement and as efficiently as possible.
  - Maintain collection system infrastructure to extend the useful life of equipment and assets.
  - Continue the implementation of the TCEQ Sanitary Sewer Overflow Initiative.
  - One hour response time for all calls.

**Performance Measures**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Number of collection lines cleaned per year	0	20	20
Percent of calls answered within one hour	99%	99%	99%

**Workload Indicators**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Number of City stoppages per year	0	50	40
Number of Sanitary Sewer Overflows per year	<20	<20	<20
Requests for service	0	410	450

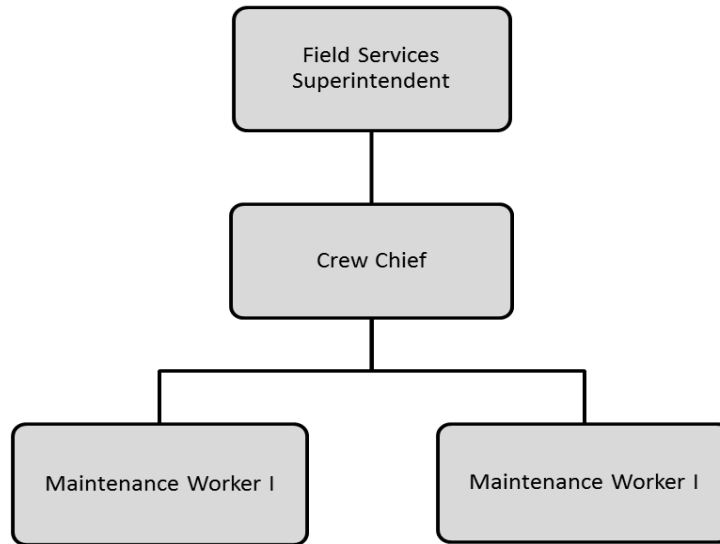
**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Crew Chief	0	1	1
Maintenance Worker I	0	2	2
Construction Inspector *	0	.50	.50
<b>Total Personnel</b>	0	3.50	3.50

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

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

WASTEWATER COLLECTION  
EXPENDITURE DETAIL

WATER AND SEWER FUND  
ACCOUNT: 20-5270

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40000 Salaries	\$0	\$125,007	\$103,385	\$118,444	-5.25%
40125 Overtime	\$0	\$4,500	\$4,500	\$4,500	0.00%
40150 Social Security	\$0	\$8,029	\$6,450	\$7,623	-5.06%
40200 Medicare	\$0	\$1,878	\$1,485	\$1,783	-5.08%
40250 Retirement	\$0	\$18,001	\$14,500	\$17,679	-1.79%
40350 Workers' Compensation	\$0	\$3,320	\$3,460	\$3,151	-5.08%
40400 Health Insurance	\$0	\$29,461	\$18,500	\$35,484	20.44%
40550 Medical Surveillance	\$0	\$0	\$260	\$260	100.00%
40600 Uniforms & Clothing	\$0	\$2,690	\$2,690	\$2,690	0.00%
40650 Travel & Training	\$0	\$1,750	\$1,750	\$1,750	0.00%
40750 Office Supplies	\$0	\$400	\$250	\$400	0.00%
40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$0	\$1,000	\$800	\$1,000	0.00%
41100 Gasoline and Diesel	\$0	\$10,000	\$5,000	\$8,000	-20.00%
41150 Tires & Batteries	\$0	\$900	\$900	\$900	0.00%
41350 Chemical Supplies	\$0	\$5,000	\$1,000	\$3,000	-40.00%
41600 Lab Equipment/Supplies	\$0	\$0	\$0	\$0	0.00%
41800 Lift Station Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
41850 Collection System Maint/Repair	\$0	\$115,000	\$115,000	\$115,000	0.00%
41900 W/W System Rehab.	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$0	\$6,000	\$5,000	\$6,000	0.00%
42100 Vehicle Repair	\$0	\$3,000	\$9,000	\$10,000	233.33%
42150 Equipment Rental	\$0	\$350	\$350	\$350	0.00%
42210 Engineering & Prof. Fees	\$0	\$200,000	\$135,800	\$150,000	-25.00%
42250 Contracted Services	\$0	\$10,000	\$6,000	\$50,000	400.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$400	\$0	0.00%
42600 Utilities	\$0	\$0	\$600	\$0	0.00%
42605 Utilities - MUD 116	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$5,500	\$5,500	\$5,500	0.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$21,600	\$21,670	\$0	-100.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$573,886</b>	<b>\$464,750</b>	<b>\$544,014</b>	<b>-5.21%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$190,196	\$152,280	\$188,664	-0.81%
MATERIALS & SUPPLIES	\$0	\$362,090	\$290,800	\$355,350	-1.86%
CAPITAL OUTLAY	\$0	\$21,600	\$21,670	\$0	-100.00%

**Capital Outlay**

Trailer Mounted Pump	Bonds	32,400
Total Capital Outlay	<u>\$0</u>	



**WASTEWATER TREATMENT**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

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

- Treat wastewater to a level that is compliant with all regulatory requirements and as efficiently as possible.
- Deliver re-use water to customers that meet or exceed all regulatory requirements in sufficient quantities to meet their needs.
- Maintain treatment plant infrastructure to extend the useful life of equipment and assets.
- One hour response time for all calls.

**Performance Measures**

	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Wastewater Quality Samples	0	20,000	20,000
TCEQ Violations	0	0	0
Percent of calls responded within one hour	99%	99%	99%

**Workload Indicators**

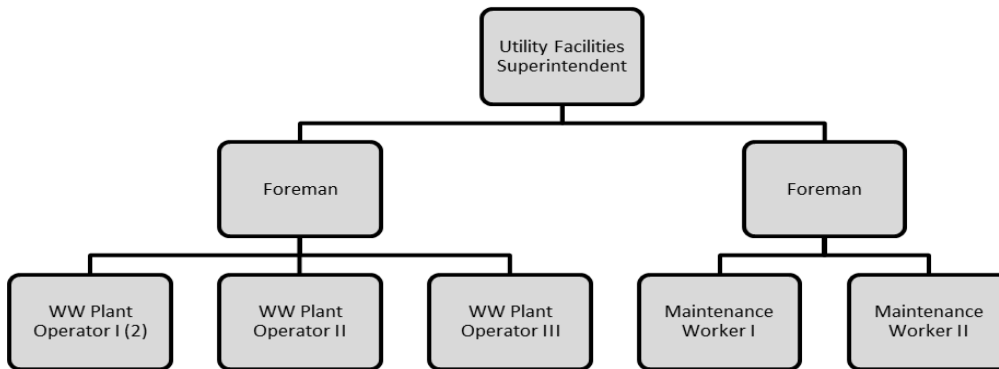
	<b>Actual</b> <b><u>FY 15-16</u></b>	<b>Estimate</b> <b><u>FY 16-17</u></b>	<b>Budget</b> <b><u>FY 17-18</u></b>
Wastewater treated per year (million gallons)	0	635	575
Re-use Water treated per year (million gallons)	0	47	68
Dry tons of sludge produced	0	500	9,240

**Personnel History (FTE)**

	<u>Actual FY 15-16</u>	<u>Estimate FY 16-17</u>	<u>Budget FY 17-18</u>
Superintendent	0	1	1
Foreman	0	1	1
WW Plant Operator I	0	1	1
WW Plant Operator II	0	2	2
WW Plant Operator III	0	1	1
Maintenance Worker I	0	1	1
Maintenance Worker II	0	1	1
<b>Total Personnel</b>	0	8	8

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

WASTEWATER TREATMENT  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5275

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
40000 Salaries	\$0	\$309,934	\$309,934	\$322,100	3.93%
40125 Overtime	\$0	\$4,500	\$13,000	\$4,500	0.00%
40150 Social Security	\$0	\$19,495	\$19,495	\$20,249	3.87%
40200 Medicare	\$0	\$4,559	\$4,559	\$4,736	3.88%
40250 Retirement	\$0	\$43,706	\$43,706	\$46,965	7.46%
40350 Workers' Compensation	\$0	\$8,060	\$8,060	\$8,371	3.86%
40400 Health Insurance	\$0	\$76,803	\$76,803	\$112,943	47.06%
40550 Medical Surveillance	\$0	\$0	\$115	\$200	100.00%
40600 Uniforms & Clothing	\$0	\$6,110	\$5,500	\$6,110	0.00%
40650 Travel & Training	\$0	\$1,750	\$2,200	\$2,500	42.86%
40750 Office Supplies	\$0	\$2,500	\$2,100	\$2,100	-16.00%
40850 Paint, Hardware Supplies	\$0	\$1,000	\$1,500	\$2,000	100.00%
40950 Shop Tools & Equipment	\$0	\$1,000	\$1,500	\$2,000	100.00%
41100 Gasoline and Diesel	\$0	\$10,000	\$9,364	\$10,000	0.00%
41150 Tires & Batteries	\$0	\$900	\$500	\$900	0.00%
41350 Chemical Supplies	\$0	\$285,000	\$330,000	\$350,000	22.81%
41600 Lab Equipment/Supplies	\$0	\$8,600	\$5,000	\$8,600	0.00%
41800 Lift Station Maint/Repair	\$0	\$32,500	\$32,500	\$32,500	0.00%
41900 W/W System Rehab.	\$0	\$30,000	\$29,000	\$30,000	0.00%
41950 Equipment Repair	\$0	\$4,000	\$4,000	\$4,000	0.00%
42010 R R Facility Maintenance	\$0	\$100,000	\$100,000	\$100,000	0.00%
42100 Vehicle Repair	\$0	\$4,000	\$4,000	\$4,000	0.00%
42150 Equipment Rental	\$0	\$350	\$500	\$500	42.86%
42210 Engineering & Prof. Fees	\$0	\$0	\$56,000	\$56,300	0.00%
42250 Contracted Services	\$0	\$40,000	\$80,000	\$80,000	100.00%
42450 Lab Fees	\$0	\$18,000	\$13,000	\$18,000	0.00%
42500 Advertising	\$0	\$2,000	\$864	\$2,000	0.00%
42600 Utilities	\$0	\$250,000	\$243,560	\$287,500	15.00%
42700 Telephone & Pagers	\$0	\$8,400	\$12,800	\$12,800	52.38%
42800 Licenses & Permits	\$0	\$35,000	\$38,000	\$40,250	15.00%
42850 Miscellaneous	\$0	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$46,700	100.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$1,308,667</b>	<b>\$1,448,060</b>	<b>\$1,619,324</b>	<b>23.74%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$467,057	\$475,557	\$519,864	11.31%
MATERIALS & SUPPLIES	\$0	\$841,610	\$972,503	\$1,052,760	25.09%
CAPITAL OUTLAY	\$0	\$0	\$0	\$46,700	100.00%

**Capital Outlay**

Ford F-250 3/4 ton	\$23,950				
Ford Short Bed 1/2 Ton	\$22,750				
SCADA		Bonds	350,000		
Total Capital Outlay	\$46,700				

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

OTHER WATER AND SEWER  
 EXPENDITURE DETAIL

WATER AND SEWER FUND  
 ACCOUNT: 20-5235

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
42250 Contracted Services	\$0	\$0	\$0	\$1,000	100.00%
43150 Transfer to Other Funds	\$7,310,573	\$1,838,919	\$1,838,919	1,862,520	1.28%
43155 Transfer to Debt Service	\$139,700	\$231,081	\$231,081	700,480	203.13%
43160 Agent Fees	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$7,450,273</b>	<b>\$2,070,000</b>	<b>\$2,070,000</b>	<b>\$2,564,000</b>	<b>23.86%</b>

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$0	\$0	\$0	0.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$1,000	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%
TRANSFERS	\$7,450,273	\$2,070,000	\$2,070,000	\$2,563,000	23.82%

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**WATER AND SEWER EXPENDITURE SUMMARY**

DEPARTMENT	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
20-5200 ACCOUNT & COLLECTING	\$642,309	\$823,314	\$798,679	\$860,758	4.55%
20-5210 CUSTOMER SERVICE	\$223,891	\$329,690	\$314,895	\$373,504	13.29%
20-5215 METER	\$319,550	\$282,559	\$261,085	\$279,293	-1.16%
20-5220 WATER	\$1,351,830	\$0	\$0	\$0	0.00%
20-5230 WASTEWATER	\$1,635,984	\$0	\$0	\$0	0.00%
20-5260 WATER PRODUCTION	\$0	\$2,236,087	\$2,315,848	\$722,439	-67.69%
20-5265 WATER DISTRIBUTION	\$0	\$794,227	\$790,283	\$800,358	0.77%
20-5270 WASTEWATER COLLECTION	\$0	\$573,886	\$464,750	\$544,014	-5.21%
20-5275 WASTEWATER TREATMENT	\$0	\$1,308,667	\$1,448,060	\$1,619,324	23.74%
20-5235 WATER & SEWER OTHER	\$7,450,273	\$2,070,000	\$2,070,000	\$2,564,000	23.86%
<b>TOTAL</b>	<b>\$11,623,838</b>	<b>\$8,418,430</b>	<b>\$8,463,600</b>	<b>\$7,763,691</b>	<b>-7.78%</b>

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

EXPENDITURES BY CATEGORY	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
SALARIES & BENEFITS	\$2,200,468	\$2,358,612	\$2,276,481	\$2,500,334	6.01%
MATERIALS & SUPPLIES	\$2,032,425	\$2,285,718	\$2,412,949	\$2,630,907	15.10%
CAPITAL OUTLAY	(\$59,327)	\$1,704,100	\$1,704,170	\$69,450	-95.92%
TRANSFERS	\$7,450,273	\$2,070,000	\$2,070,000	\$2,563,000	23.82%
<b>TOTAL EXPENDITURES</b>	<b>\$11,623,838</b>	<b>\$8,418,430</b>	<b>\$8,463,600</b>	<b>\$7,763,691</b>	<b>-7.78%</b>

## DEBT SERVICE FUND

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



**RICHMOND**

EST. **TEXAS** 1837





**RICHMOND**

EST. **TEXAS** 1837

CITY OF RICHMOND  
 ANNUAL BUDGET  
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DEBT SERVICE FUND

FUND: 30

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
3000 Property Taxes-Current	\$1,053,729	\$1,022,575	\$1,027,552	\$741,674	-27.47%
3005 Property Taxes Delinquent	\$17,782	\$0	\$18,469	\$18,000	100.00%
3010 Tax Penalty and Interest	\$19,700	\$0	\$22,894	\$19,500	100.00%
3055 Interest Income	\$1,737	\$10,000	\$0	\$5,000	-50.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3165 Transf. from Development Corp.	\$316,026	\$255,088	\$255,088	\$252,788	-0.90%
3165 Transf. from Water and Sewer Fund	\$139,700	\$231,081	\$231,081	700,480	203.13%
Total Revenues	\$1,548,675	\$1,518,744	\$1,555,084	\$1,737,442	14.40%
Prior Year Balance	<u>\$665,240</u>	<u>\$610,165</u>	<u>\$752,519</u>	<u>\$582,853</u>	
Ending Fund Balance	<u>\$752,519</u>	<u>\$404,159</u>	<u>\$582,853</u>	<u>\$610,333</u>	

EXPENDITURE DETAIL

ACCOUNT: 30-

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
Principal	\$890,000	\$1,120,000	\$1,120,000	\$1,140,000	1.79%
Interest and Other Charges	\$565,146	\$596,000	\$596,000	\$560,713	-5.92%
Miscellaneous	\$6,250	\$8,750	\$8,750	\$9,250	5.71%
TOTAL EXPENDITURES	\$1,461,396	\$1,724,750	\$1,724,750	1,709,963	-0.86%



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**LEGAL DEBT MARGIN INFORMATION**

Classification	Actual 2015-2016	Budget 2016-2017	Budget 2017-2018
Debt limit	\$46,943,777	\$49,802,478	\$52,265,923
Total net debt applicable to limit	28,202,481	31,925,841	29,997,147
Legal Debt Margin	\$18,741,296	\$17,876,637	\$22,268,776
Total net debt applicable to the limit as a percentage of debt limit	60.08%	64.10%	57.39%

**Legal Debt Margin Calculation by Fiscal Year**

Net taxable value	\$469,437,766	\$498,024,778	\$522,659,232
Debt limit (10% of assessed value)	46,943,777	49,802,478	52,265,923
Debt applicable to limit:			
General obligation bonds	28,955,000	32,330,000	30,580,000
Less: amount set aside for repayment of general obligation debt	752,519	404,159	582,853
Total net debt applicable to limit	28,202,481	31,925,841	29,997,147
Legal debt margin	\$18,741,296	\$17,876,637	\$22,268,776

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

**TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT**

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2018	1,995,000	1,046,900	3,041,900
2019	2,055,000	982,263	3,037,263
2020	2,125,000	914,425	3,039,425
2021	1,860,000	850,845	2,710,845
2022	1,920,000	791,618	2,711,618
2023	1,975,000	729,035	2,704,035
2024	1,380,000	672,100	2,052,100
2025	1,110,000	628,034	1,738,034
2026	1,140,000	588,588	1,728,588
2027	1,095,000	548,763	1,643,763
2028	1,120,000	508,809	1,628,809
2029	1,160,000	467,616	1,627,616
2030	925,000	430,356	1,355,356
2031	945,000	397,078	1,342,078
2032	975,000	362,681	1,337,681
2033	1,005,000	326,825	1,331,825
2034	1,015,000	289,631	1,304,631
2035	935,000	252,794	1,187,794
2036	825,000	218,356	1,043,356
2037	860,000	184,525	1,044,525
2038	895,000	148,813	1,043,813
2039	415,000	122,300	537,300
2040	430,000	105,400	535,400
2041	445,000	87,900	532,900
2042	465,000	69,700	534,700
2043	485,000	50,700	535,700
2044	505,000	30,900	535,900
2045	520,000	10,400	530,400
Total	30,580,000	11,817,354	42,397,354

CITY OF RICHMOND  
 ANNUAL BUDGET  
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**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2016 A**

Issued: 2016  
 Account 22-5270

Purpose: Construction & Equipment of New Water Plant

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2018	650,000	158,100	808,100
2019	675,000	138,225	813,225
2020	695,000	117,675	812,675
2021	715,000	96,525	811,525
2022	740,000	74,700	814,700
2023	760,000	52,200	812,200
2024	125,000	38,925	163,925
2025	125,000	35,175	160,175
2026	125,000	31,425	156,425
2027	125,000	27,675	152,675
2028	125,000	23,925	148,925
2029	125,000	20,175	145,175
2030	125,000	16,425	141,425
2031	125,000	12,675	137,675
2032	125,000	8,925	133,925
2033	125,000	5,175	130,175
2034	110,000	1,650	111,650
			-
Total	5,595,000	859,575	6,454,575

Interest Rates:	Year of Maturity	Interest Rate
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CITY OF RICHMOND  
 ANNUAL BUDGET  
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**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2016 B**

Issued: 2016  
 Account 30-5071

Purpose: ROW Acquisition, Fire Trucks & Equipment, Streets

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2018	205,000	92,025	297,025
2019	205,000	85,875	290,875
2020	210,000	79,650	289,650
2021	210,000	73,350	283,350
2022	210,000	67,050	277,050
2023	215,000	60,675	275,675
2024	215,000	54,225	269,225
2025	220,000	47,700	267,700
2026	220,000	41,100	261,100
2027	140,000	35,700	175,700
2028	140,000	31,500	171,500
2029	140,000	27,300	167,300
2030	140,000	23,100	163,100
2031	140,000	18,900	158,900
2032	140,000	14,700	154,700
2033	140,000	10,500	150,500
2034	140,000	6,300	146,300
2035	140,000	2,100	142,100
			-
Total	3,170,000	771,750	3,941,750

Interest Rates:	Year of Maturity	Interest Rate
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CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**CERTIFICATES OF OBLIGATION BONDS  
 SERIES 2015**

Issued: 2015  
 Account 22-5269

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2018	205,000	328,088	533,088
2019	215,000	321,788	536,788
2020	220,000	315,263	535,263
2021	225,000	308,588	533,588
2022	235,000	301,688	536,688
2023	240,000	294,563	534,563
2024	250,000	287,213	537,213
2025	255,000	279,638	534,638
2026	265,000	271,838	536,838
2027	270,000	263,813	533,813
2028	280,000	255,563	535,563
2029	290,000	247,013	537,013
2030	300,000	237,788	537,788
2031	310,000	227,681	537,681
2032	320,000	217,250	537,250
2033	330,000	206,275	536,275
2034	340,000	194,550	534,550
2035	355,000	181,944	536,944
2036	365,000	168,444	533,444
2037	380,000	154,000	534,000
2038	395,000	138,500	533,500
2039	415,000	122,300	537,300
2040	430,000	105,400	535,400
2041	445,000	87,900	532,900
2042	465,000	69,700	534,700
2043	485,000	50,700	535,700
2044	505,000	30,900	535,900
2045	520,000	10,400	530,400
<b>Total</b>	<b>9,310,000</b>	<b>5,678,781</b>	<b>14,988,781</b>

Interest Rates:	Year of Maturity	Interest Rate
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CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**GENERAL OBLIGATION BONDS & REFUNDING  
 SERIES 2013**

Issued: 2013  
 Account 30-5067

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

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
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	5,790,000	2,587,060	8,377,060

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

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

Issued: 2013  
 Account 30-5068

Purpose: Fire Station

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2018	65,000	77,150	142,150
2019	65,000	75,850	140,850
2020	70,000	74,325	144,325
2021	70,000	72,575	142,575
2022	75,000	70,388	145,388
2023	75,000	67,763	142,763
2024	80,000	64,800	144,800
2025	80,000	61,500	141,500
2026	85,000	58,097	143,097
2027	90,000	54,488	144,488
2028	90,000	50,775	140,775
2029	95,000	46,959	141,959
2030	100,000	42,938	142,938
2031	105,000	38,709	143,709
2032	110,000	34,275	144,275
2033	115,000	29,563	144,563
2034	120,000	24,569	144,569
2035	125,000	19,363	144,363
2036	130,000	14,025	144,025
2037	135,000	8,559	143,559
2038	140,000	2,888	142,888
<b>Total</b>	<b>2,020,000</b>	<b>989,556</b>	<b>3,009,556</b>

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**GENERAL OBLIGATION BONDS  
 SERIES 2010 REFUNDING**

Issued: 2010  
 Account 36-5236

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

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2018	445,000	46,500	491,500
2019	460,000	28,400	488,400
2020	480,000	9,600	489,600
Total	1,385,000	84,500	1,469,500



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

Issued: 2009  
 Account 35-5235

Purpose: Streets & Drainage

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal &amp; Interest</u>
2018	180,000	128,394	308,394
2019	190,000	120,994	310,994
2020	200,000	113,594	313,594
2021	330,000	103,889	433,889
2022	340,000	91,324	431,324
2023	355,000	77,941	432,941
2024	375,000	63,519	438,519
2025	245,000	51,119	296,119
2026	255,000	40,959	295,959
2027	270,000	29,963	299,963
2028	280,000	18,275	298,275
2029	290,000	6,163	296,163
<b>Total</b>	<b>3,310,000</b>	<b>846,132</b>	<b>4,156,132</b>

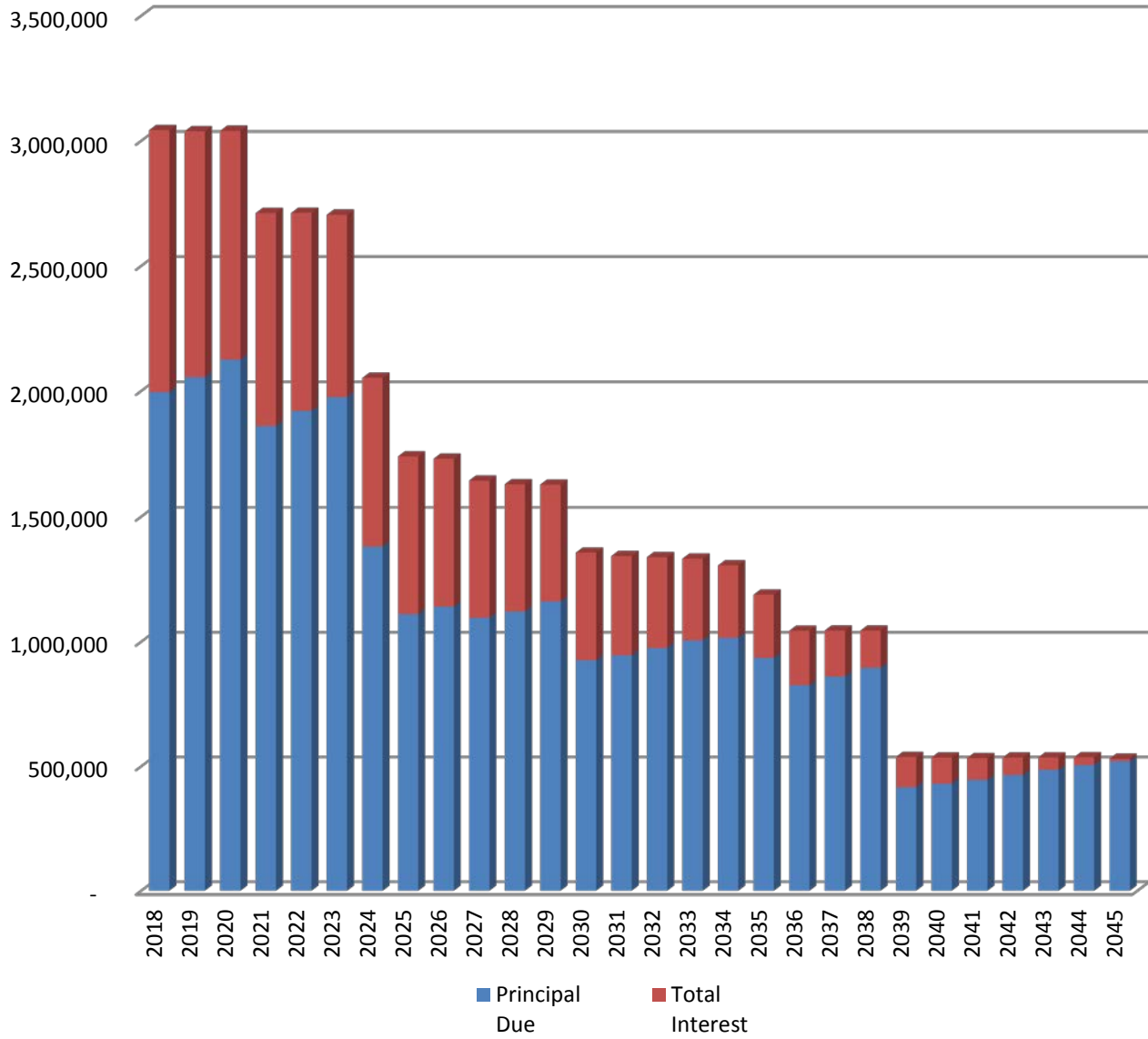
<b>Interest Rates:</b>	<b>Year of Maturity</b>	<b>Interest Rate</b>
	2021	3.70%
	2022	3.80%
	2023	3.90%
	2024-2025	4.00%
	2026	4.13%
	2027-2029	4.25%

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**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	719,995,000	3.96%	28,511,802
Fort Bend County	523,195,000	0.85%	4,447,158
<b>Total Net Overlapping Debt</b>			<b><u>32,958,960</u></b>
City of Richmond	30,580,000	100%	<u>30,580,000</u>
<b>Total Direct and Overlapping Net Debt</b>			<b><u><u>63,538,960</u></u></b>
Ratio of total direct and overlapping net debt to assessed valuation			<u>12.16%</u>
Direct and overlapping net debt per capita			<u>\$5,169</u>

### Total General & Certificate of Obligation Debt





## SPECIAL REVENUE FUNDS

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



## SPECIAL REVENUE FUNDS

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

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

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

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

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

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

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



## SPECIAL REVENUE FUNDS

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

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

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

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

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

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

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





## SURFACE WATER

### Mission Statement

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

### Department Functions and Responsibilities

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

### Departmental Goals

- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
  - - *Organization-wide Goal*
  - - *Departmental Goal*
- 
- Finish completion of the surface water treatment plant by March 2018.
  - Successful conversion of disinfection from Free Chlorine to Chloramines.
  - Maximize surface water production to prolong the need for plant expansion.

### Performance Measures

	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
	<b><u>FY 15-16</u></b>	<b><u>FY 16-17</u></b>	<b><u>FY 17-18</u></b>

None available for 2018:

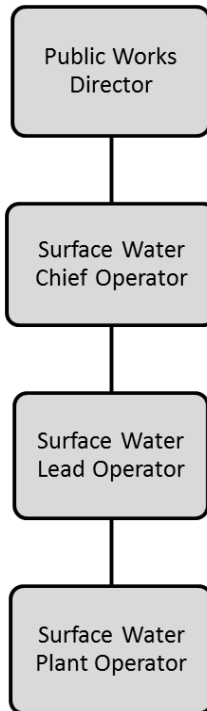
*\*Surface Water Plant under construction*

**Personnel History (FTE)**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Surface Water Chief Operator	0	0	1
Surface Water Lead Operator	0	0	1
Surface Water Plant Operator	1	1	1
<b>Total Personnel</b>	1	1	3

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**





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

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3050 Ground Wtr Reduction Revenue	\$1,010,876	\$975,000	\$1,234,803	\$975,000	0.00%
3051 Ground Water Red-Rivers Edge	\$82,332	\$150,982	\$161,626	\$150,982	0.00%
3052 Groundwtr Reduct-Rio Vista	\$61,974	\$59,617	\$59,617	\$60,000	0.64%
3053 Ground Wtr Reduction 121	\$243,809	\$250,000	\$273,014	\$260,000	4.00%
3054 Groundwtr Reduct-MUD 187 *	\$30,339	\$0	\$0	\$0	0.00%
3055 Interest Income	\$3,902	\$4,200	\$5,413	\$4,000	-4.76%
3056 Groundwtr Reduct-MUD 116	\$343,182	\$376,325	\$577,907	\$520,000	38.18%
3057 Groundwtr Red - WCID #3	\$130,123	\$233,288	\$114,848	\$137,818	-40.92%
3058 Groundwater Red-Texana HOA	\$0	\$0	\$0	\$0	0.00%
3059 Ground Wtr R MUD 19 Revenue	\$0	\$0	\$0	\$0	0.00%
3060 Ground Water Red-WCID 8	\$16,890	\$24,840	\$20,810	\$24,972	0.53%
3061 Ground Water Red - LCISD	\$34,171	\$33,740	\$31,245	\$37,494	11.12%
3062 Groundwater - Rivers Edge HOA	\$0	\$0	\$0	\$0	0.00%
3063 Groundwater - Riverpark HOA	\$23,705	\$40,572	\$29,034	\$34,841	-14.13%
3064 Groundwater - Country Club	(\$341)	\$16,147	\$16,147	\$19,377	20.00%
3065 Transfer from/to Other Funds	\$4,737,327	\$0	\$0	\$0	0.00%
3066 Groundwater - Williams Ranch	\$78,666	\$0	\$13,152	\$24,000	100.00%
3067 Groundwater - Veranda	\$0	\$0	\$12,540	\$25,080	100.00%
3068 Groundwater - MUD 207	\$0	\$0	\$0	\$5,000	100.00%
3070 Other Income	\$209,193	\$0	\$209,193	\$0	0.00%
3071 Grants - Federal	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenues</b>	<b>\$7,006,148</b>	<b>\$2,164,712</b>	<b>\$2,759,349</b>	<b>\$2,278,563</b>	<b>5.26%</b>
<b>Surface Water</b>	<b>\$1,291,198</b>	<b>\$2,299,722</b>	<b>\$3,516,102</b>	<b>\$3,856,925</b>	<b>67.71%</b>
<b>Total Expenditures</b>	<b>\$1,291,198</b>	<b>\$2,299,722</b>	<b>\$3,516,102</b>	<b>\$3,856,925</b>	<b>67.71%</b>
<i>Prior Year Balance **</i>	<u>\$525,955</u>	<u>\$5,520,228</u>	<u>\$6,240,906</u>	<u>\$5,484,153</u>	
<i>Anticipated Balance</i>	<u>\$6,240,906</u>	<u>\$5,385,218</u>	<u>\$5,484,153</u>	<u>\$3,905,792</u>	

\* - Included in account 22-3050

\*\* - Working Capital Basis

CITY OF RICHMOND  
ANNUAL BUDGET  
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**SURFACE WATER  
EXPENDITURE DETAIL**

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

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
5222-40000 Salaries	\$10,725	\$57,745	\$57,805	\$158,442	174.38%
5222-40125 Overtime	\$0	\$0	\$0	\$0	0.00%
5222-40150 Social Security	\$655	\$3,580	\$3,584	\$9,823	174.40%
5222-40200 Medicare	\$153	\$837	\$838	\$2,297	174.48%
5222-40250 Retirement	\$1,433	\$8,027	\$8,035	\$22,784	183.84%
5222-40350 Workers' Compensation	\$0	\$187	\$187	\$2,806	1400.63%
5222-40400 Health Insurance	\$1,335	\$15,229	\$45,686	\$57,759	279.27%
5222-40550 Medical Surveillance	\$120	\$0	\$70	\$150	100.00%
5222-40600 Uniforms & Clothing	\$125	\$0	\$200	\$900	100.00%
5222-40650 Travel & Training	\$0	\$4,000	\$2,000	\$3,500	-12.50%
5222-40750 Office Supplies	\$0	\$0	\$24	\$1,000	100.00%
5222-40800 Postage	\$0	\$0	\$0	\$600	100.00%
5222-40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$1,000	100.00%
5222-40950 Shop Tools & Equipment	\$0	\$0	\$0	\$1,000	100.00%
5222-41100 Gasoline and Diesel	\$0	\$0	\$0	\$4,000	100.00%
5222-41300 Janitorial Supplies	\$0	\$0	\$0	\$500	100.00%
5222-41350 Chemicals	\$0	\$100,000	\$0	\$328,582	228.58%
5222-41650 Periodicals-Memberships	\$0	\$0	\$50	\$200	100.00%
5222-41710 System Water Cost	\$211,154	\$215,502	\$235,000	\$245,000	13.69%
5222-42100 Vehicle Repair	\$0	\$0	\$0	\$0	0.00%
5222-42200 Legal and Professional Fees	\$17,903	\$15,000	\$0	\$15,000	0.00%
5222-42210 Engineering & Prof. Fees	\$443,537	\$512,885	\$795,725	\$339,243	-33.86%
5222-42250 Contracted Services	\$0	\$1,188,380	\$1,188,380	\$1,014,000	-14.67%
5222-42450 Lab Fees	\$0	\$5,000	\$0	\$40,000	700.00%
5222-42500 Advertising	\$0	\$0	\$500	\$500	100.00%
5222-42600 Utilities	\$0	\$150,000	\$12,500	\$180,000	20.00%
5222-42700 Telephone & Pagers	\$0	\$0	\$750	\$1,800	100.00%
5222-42750 Insurance and Bonding	\$37	\$0	\$23,955	\$25,000	100.00%
5222-42800 Licenses & Permits	\$2,550	\$14,350	\$850	\$14,350	0.00%
5222-42850 Miscellaneous	\$35,400	\$9,000	\$0	\$10,000	11.11%
5222-42900 Capital Outlay	\$104,551	\$0	\$0	\$34,000	100.00%
5269-43000 Bond Redem. Series 2015	\$0	\$200,000	\$200,000	\$205,000	2.50%
5269-43050 Interest Expense	\$355,332	\$334,163	\$334,163	\$328,088	-1.82%
5269-43100 Agency Fees	\$750	\$750	\$750	\$750	0.00%
5270-43000 Bond Redem. Series 2016A	\$0	\$430,000	\$430,000	\$650,000	51.16%
5270-43050 Interest Expense	\$105,438	\$174,300	\$174,300	\$158,100	-9.29%
5270-43100 Agency Fees	\$0	\$750	\$750	\$750	0.00%
<b>TOTAL EXPENSES</b>	<b>\$1,291,198</b>	<b>\$2,299,722</b>	<b>\$3,516,102</b>	<b>\$3,856,925</b>	<b>67.71%</b>

**EXPENDITURES BY CATEGORY**

SALARIES & BENEFITS	\$14,300	\$85,605	\$116,135	\$253,912	196.61%
MATERIALS & SUPPLIES	\$1,172,346	\$2,214,117	\$3,399,967	\$3,569,013	61.19%
CAPITAL OUTLAY	\$104,551	\$0	\$0	\$34,000	0.00%

**Capital Outlay**

2018 1/2 ton Ford F-150	\$24,000
Belt Press	\$10,000
<b>Total Capital Outlay</b>	<b>\$34,000</b>

CITY OF RICHMOND  
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WASTEWATER IMPACT FUND

FUND: 40

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
3055 Interest Income	\$1,777	\$2,000	\$2,928	\$2,500	25.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 WW Impact Collections	\$946,819	\$600,000	\$1,600,000	\$600,000	0.00%
Total Revenues	\$948,596	\$602,000	\$1,602,928	\$602,500	0.08%
Capital Outlay	\$0	\$250,000	\$45,000	\$235,000	-6.00%
Total Expenditures	\$0	\$250,000	\$45,000	\$235,000	-6.00%
<i>Prior Year Balance **</i>	<u>\$1,640,854</u>	<u>\$3,900,899</u>	<u>\$2,589,450</u>	<u>\$4,147,378</u>	
Anticipated Balance	<u>\$2,589,450</u>	<u>\$4,252,899</u>	<u>\$4,147,378</u>	<u>\$4,514,878</u>	

EXPENDITURE DETAIL

ACCOUNT: 40-5260

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
42210 Engineering & Professional Fees	\$0	\$250,000	\$45,000	\$235,000	-6.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$250,000	\$45,000	\$235,000	-6.00%

\*\* - Working Capital Basis

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

CITY OF RICHMOND  
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**WATER IMPACT FEE FUND**

**FUND: 50**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
3055 Interest Income	\$2,603	\$3,000	\$1,713	\$1,500	-50.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 Water Impact Fee Collections	\$1,037,228	\$600,000	\$645,670	\$600,000	0.00%
<b>Total Revenues</b>	<b>\$1,039,830</b>	<b>\$603,000</b>	<b>\$647,383</b>	<b>\$601,500</b>	<b>-0.25%</b>
Capital Outlay	\$0	\$200,000	\$200,000	\$0	-100.00%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>-100.00%</b>
<i>Prior Year Balance **</i>	<u>\$268,782</u>	<u>\$4,864,786</u>	<u>\$1,308,612</u>	<u>\$1,755,995</u>	
Anticipated Balance	<u>\$1,308,612</u>	<u>\$5,267,786</u>	<u>\$1,755,995</u>	<u>\$2,357,495</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 50-5270**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
42210 Engineering & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	200,000	200,000	\$0	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>-100.00%</b>

\*\* - Working Capital Basis

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

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**FESTIVALS FUND**

**FUND: 55**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3055 Interest	\$1	\$0	\$1	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenues</b>	<b>\$1</b>	<b>\$0</b>	<b>\$1</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
Beginning Fund Balance	<u>\$707</u>	<u>\$708</u>	<u>\$708</u>	<u>\$709</u>	
Ending Fund Balance	<u>\$708</u>	<u>\$708</u>	<u>\$709</u>	<u>\$709</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 55-5550**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

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

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**PARK IMPROVEMENT FUND**

**FUND: 60**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
3040 License and Permit Fees	0	\$0	\$0	\$0	0.00%
3055 Interest	\$27	\$0	\$12	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
<b>Total Revenues</b>	<b>\$27</b>	<b>\$0</b>	<b>\$12</b>	<b>\$0</b>	<b>0.00%</b>
<b>Contracted Services</b>	<b>\$15,152</b>	<b>\$0</b>	<b>\$16,777</b>	<b>\$500</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>\$15,152</b>	<b>\$0</b>	<b>\$16,777</b>	<b>\$500</b>	<b>100.00%</b>
Beginning Fund Balance	<u>\$38,817</u>	<u>\$4,841</u>	<u>\$23,192</u>	<u>\$5,928</u>	
Restricted - Freeman Playground	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>		
Ending Fund Balance	<u>\$23,192</u>	<u>\$4,341</u>	<u>\$5,928</u>	<u>\$5,428</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 60-5280**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(%)
42250 Contracted Services	\$15,152	\$0	\$16,777	\$500	100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$15,152</b>	<b>\$0</b>	<b>\$16,777</b>	<b>\$500</b>	<b>100.00%</b>

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

CITY OF RICHMOND  
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**NARCOTICS SEIZURE CITY FUND**

**FUND: 64**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3055 Interest	\$21	\$0	\$0	\$0	0.00%
3070 Other Income	(\$389)	\$0	\$0	\$0	0.00%
Total Revenues	(\$368)	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$7,280	100.00%
Total Expenditures	\$0	\$0	\$0	\$7,280	100.00%
Beginning Fund Balance	<u>\$7,648</u>	<u>\$7,279</u>	<u>\$7,280</u>	<u>\$7,280</u>	
Ending Fund Balance	<u>\$7,280</u>	<u>\$7,279</u>	<u>\$7,280</u>	<u>\$0</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 64-5100**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40650 Travel and Training	\$0	\$0	\$0	\$7,280	100.00%
41950 Equipment	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$7,280	0.00%

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

CITY OF RICHMOND  
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STATE NARCOTICS FUND

FUND: 65

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
3055 Interest	\$48	\$0	\$0	\$0	0.00%
3070 Other Income	\$13,213	\$0	\$121,000	\$0	0.00%
Total Revenues	\$13,260	\$0	\$121,000	\$0	0.00%
Narcotics	\$1,067	\$0	\$45,000	\$169,000	100.00%
Total Expenditures	\$1,067	\$0	\$45,000	\$169,000	100.00%
Beginning Fund Balance	<u>\$80,885</u>	<u>\$93,078</u>	<u>\$93,079</u>	<u>\$169,079</u>	
Ending Fund Balance	<u>\$93,079</u>	<u>\$93,078</u>	<u>\$169,079</u>	<u>\$79</u>	

EXPENDITURE DETAIL

ACCOUNT: 65-5650

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
40650 Travel and Training	\$0	\$0	\$15,000	\$15,000	100.00%
41950 Equipment	\$0	\$0	\$30,000	\$154,000	100.00%
42850 Miscellaneous	\$1,067	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$1,067	\$0	\$45,000	\$169,000	100.00%

**Equipment**

CAD System	\$104,500
8 Mobile Computers	28,000
Other Equipment	21,500
Total	<u>\$154,000</u>

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



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FEDERAL NARCOTICS FUND

FUND: 66

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3055 Interest	\$2	\$0	\$2	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$2	\$0	\$2	\$0	0.00%
Narcotics	\$0	\$0	\$0	\$4,786	100.00%
Total Expenditures	\$0	\$0	\$0	\$4,786	100.00%
Beginning Fund Balance	<u>\$4,782</u>	<u>\$4,784</u>	<u>\$4,784</u>	<u>\$4,786</u>	
Ending Fund Balance	<u>\$4,784</u>	<u>\$4,784</u>	<u>\$4,786</u>	<u>(\$0)</u>	

EXPENDITURE DETAIL

ACCOUNT: 66-5660

ACCOUNT: 66-5660

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
42850 Miscellaneous	\$0	\$0	\$0	\$4,786	100.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$4,786	100.00%

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

**DEVELOPMENT CORPORATION OF RICHMOND**

**Mission Statement**

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

**Department Functions and Responsibilities**

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

**Departmental Goals**

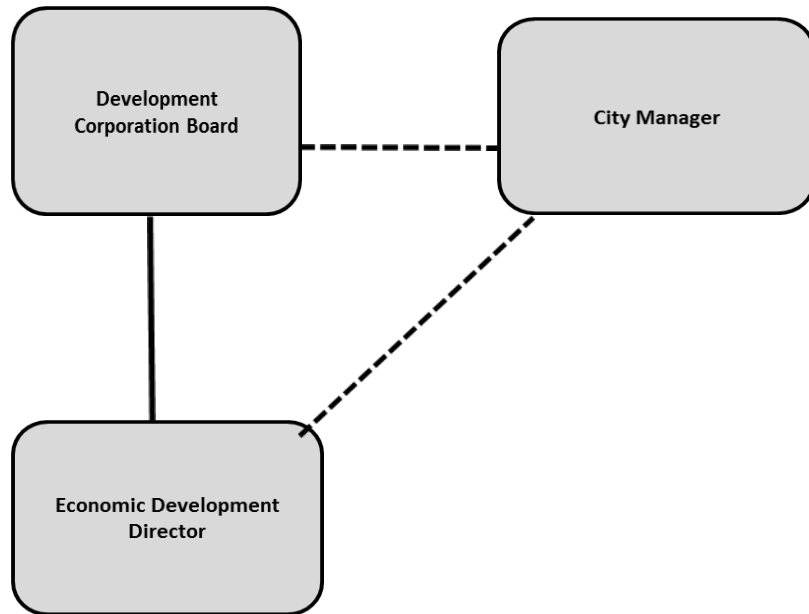
- ✓ - *Comprehensive Master Plan Top-Ranked Priority*
- - *Organization-wide Goal*
- - *Departmental Goal*
  
- Recruit and hire new Director of Economic Development
- Complete a Target Industries Study
- Improve communications and messaging
- ✓ Prepare for development of a Richmond Business Park
- ✓ Identify and focus on up to three key investment and/or image-setting areas of Richmond
- ✓ Prepare an Economic Development Plan

**Performance Measures**

	<b>Actual FY 15-16</b>	<b>Estimate FY 16-17</b>	<b>Budget FY 17-18</b>
Define key duties/responsibilities and performance metrics of Director position	N/A	Incomplete	Complete
Research similar studies commissioned by Nearby and peer EDCs	N/A	Incomplete	Complete
Pursue initial action steps recommended by Targeted Industries Study	N/A	Incomplete	Complete

**Departmental Organizational Chart**

**Full-Time Equivalent (FTE)**



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

**REVENUE AND EXPENDITURE SUMMARY**

	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
3015 Sales Tax Revenue	\$1,406,511	\$1,600,000	\$1,536,000	\$1,550,000	-3.13%
3055 Interest Income	\$2,809	\$1,100	\$3,063	\$2,000	81.82%
3060 Intergovernmental Revenue	\$10,244	\$0	\$10,244	\$0	0.00%
3070 Other Income	\$5,000	\$5,000	\$5,000	\$5,000	0.00%
<b>Total Revenues</b>	<b>\$1,424,564</b>	<b>\$1,606,100</b>	<b>\$1,554,307</b>	<b>\$1,557,000</b>	<b>-3.06%</b>
<b>Development Corp</b>	<b>\$994,800</b>	<b>\$1,668,634</b>	<b>\$3,153,719</b>	<b>\$2,244,946</b>	<b>34.54%</b>
<b>Total Expenditures</b>	<b>\$994,800</b>	<b>\$1,668,634</b>	<b>\$3,153,719</b>	<b>\$2,244,946</b>	<b>34.54%</b>
Beginning Fund Balance	<u>\$5,829,095</u>	<u>\$6,218,650</u>	<u>\$6,258,859</u>	<u>\$4,659,447</u>	
Ending Fund Balance	<u>\$6,258,859</u>	<u>\$6,156,116</u>	<u>\$4,659,447</u>	<u>\$3,971,501</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 85-5400**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/( -)
40650 Travel and Training	\$6,140	\$15,000	\$5,500	\$15,000	0.00%
40750 Office Supplies	\$146	\$500	\$500	\$500	0.00%
40800 Postage	\$0	\$100	\$50	\$100	0.00%
41650 Periodicals and Memberships	\$12,475	\$20,000	\$12,500	\$20,000	0.00%
42250 Contracted Services	\$97,374	\$150,000	\$150,000	\$125,000	-16.67%
42500 Advertising	\$11,693	\$75,000	\$70,000	\$75,000	0.00%
42500 Marketing	\$0	\$0	\$0	\$50,000	100.00%
42500 Target Industry Study	\$0	\$0	\$0	\$50,000	100.00%
42850 Miscellaneous	\$13,449	\$20,000	\$3,500	\$20,000	0.00%
43000 Bond Redemption	\$252,388	\$255,088	\$255,088	\$252,788	-0.90%
43400 City of Richmond Reimb Alloc.	\$412,845	\$541,466	\$514,585	\$590,078	8.98%
<b>Richmond Historic District</b>	<b>\$73,289</b>				
43500 Historical Comm W HGAC DPSI	\$0	\$25,000	\$0	\$0	-100.00%
43500 Fire Station Repurposing	\$0	\$50,000	\$0	\$0	-100.00%
43500 Keep Richmond Beautiful	\$0	\$5,000	\$5,000	\$5,000	0.00%
43500 Historic Richmond Association	\$0	\$10,000	\$10,000	\$15,000	50.00%
43500 Pecan Festival	\$0	\$0	\$0	\$10,000	*
43500 Downtown Holiday Decorations	\$0	\$0	\$0	\$15,000	**
43500 Fort Bend Museum	\$0	\$10,000	\$10,000	\$10,000	0.00%
43500 Wessendorff Park Phase II	\$0	\$0	\$681,000	\$0	0.00%
<b>Transportation</b>					
43505 Gateway/Wayfinding Investments	\$0	\$150,000	\$150,000	\$50,000	-66.67%
43510 Public Transportation	\$75,000	\$75,000	\$75,000	\$75,000	0.00%
43520 Wayside Horns Phase I	\$0	\$100,000	\$100,000	\$0	-100.00%
43520 Wayside Horns Phase II	\$0	\$0	\$0	\$700,000	100.00%
43525 TX DOT - 359 Overpass	\$40,000	\$0	\$0	\$0	0.00%
43535 Lamar Street Extension N. 10th St. ROW (Thompson Sq.)	\$0	\$66,480	\$0	\$66,480	0.00%
	\$0	\$0	\$1,010,996		0.00%
<b>Workforce</b>					
43530 TSTC Reimbursement	\$0	\$100,000	\$100,000	\$100,000	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$994,800</b>	<b>\$1,668,634</b>	<b>\$3,153,719</b>	<b>\$2,244,946</b>	<b>34.54%</b>

\* Pecan Festival funding included in Contracted Services in previous year (increase from \$5,000 to \$10,000 for FY 2018)

\*\* Holiday Decorations included in Contracted Services in previous year.

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CDBG GRANT FUND

FUND: 90

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
3060 Intergovernmental Revenue	\$355,143	\$0	\$91,787	\$0	0.00%
3070 Other Income	\$0	\$0	(\$3,675)	\$0	0.00%
Total Revenues	\$355,143	\$0	\$88,112	\$0	0.00%
Grant Construction	\$418,168	\$0	\$83,432	\$220,000	100.00%
Total Expenditures	\$418,168	\$0	\$83,432	\$220,000	100.00%
Beginning Fund Balance	<u>\$63,025</u>	<u>\$63,416</u>	<u>\$0</u>	<u>\$4,680</u>	
Ending Fund Balance	<u>\$0</u>	<u>\$63,416</u>	<u>\$4,680</u>	<u>(\$215,320)</u>	

EXPENDITURE DETAIL

ACCOUNTS: 90-5338 Phase II  
90-5342 Phase VI  
90-5343 Phase VII  
90-5344 Phase VIII

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent +/(-)
42200 Legal & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42858 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
5338-42900 Capital Outlay - Phase II*	\$55,062	\$0	\$0	\$0	0.00%
5342-42900 Capital Outlay - Phase VI*	\$171,553	\$0	\$0	\$0	0.00%
5343-42900 Capital Outlay - Phase VII*	\$191,553	\$0	\$83,432	\$0	0.00%
5344-42900 Capital Outlay - Phase VIII*	\$0	\$0	\$0	\$220,000	100.00%
TOTAL EXPENDITURES	\$418,168	\$0	\$83,432	\$220,000	100.00%

\* North Richmond Sanitary Sewer

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**TCLEOSE GRANT FUND (FIRE DEPARTMENT)**

**FUND: 91**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3060 Intergovernmental Revenue	\$1,154	\$0	\$1,151	\$1,100	100.00%
Total Revenues	\$1,154	\$0	\$1,151	\$1,100	100.00%
Travel and Training	\$978	\$0	\$3,012	\$1,800	100.00%
Total Expenditures	\$978	\$0	\$3,012	\$1,800	100.00%
Beginning Fund Balance	<u>\$2,427</u>	<u>\$3,104</u>	<u>\$2,603</u>	<u>\$743</u>	
Ending Fund Balance	<u>\$2,603</u>	<u>\$3,104</u>	<u>\$743</u>	<u>\$43</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 91-5391**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40650 Travel and Training	\$978	\$0	\$3,012	\$1,800	100.00%
TOTAL EXPENDITURES	\$978	\$0	\$3,012	\$1,800	100.00%

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

**MUNICIPAL COURT TECHNOLOGY FUND**

**FUND: 92**

**REVENUE AND EXPENDITURE SUMMARY**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3030 Court Fines	\$6,859	\$6,500	\$5,800	\$5,800	-10.77%
3055 Interest Income	\$4	\$0	\$16	\$0	0.00%
Total Revenues	\$6,863	\$6,500	\$5,816	\$5,800	-10.77%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$19,122</u>	<u>\$32,122</u>	<u>\$25,985</u>	<u>\$31,801</u>	
Ending Fund Balance	<u>\$25,985</u>	<u>\$38,622</u>	<u>\$31,801</u>	<u>\$37,601</u>	

**EXPENDITURE DETAIL**

**ACCOUNT: 92-5920**

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%

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

CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

MUNICIPAL COURT BUILDING SECURITY FUND

FUND: 93

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3030 Court Fines	\$5,144	\$5,000	\$4,350	\$4,350	-13.00%
3055 Interest Income	\$8	\$0	\$30	\$0	0.00%
Total Revenues	\$5,152	\$5,000	\$4,380	\$4,350	-13.00%
MC Bldg Security	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Beginning Fund Balance	<u>\$46,660</u>	<u>\$40,316</u>	<u>\$51,812</u>	<u>\$56,192</u>	
Ending Fund Balance	<u>\$51,812</u>	<u>\$45,316</u>	<u>\$56,192</u>	<u>\$60,542</u>	

EXPENDITURE DETAIL

ACCOUNT: 93-5330

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%

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



CITY OF RICHMOND  
 ANNUAL BUDGET  
 FY 2017-2018

TCLEOSE GRANT FUND (POLICE DEPT)

FUND: 96

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
3060 Intergovernmental Revenue	\$2,503	\$2,000	\$2,922	\$2,000	0.00%
Total Revenues	\$2,503	\$2,000	\$2,922	\$2,000	0.00%
TCLEOSE - POLICE DEPT	\$2,705	\$0	\$5,260	\$1,800	100.00%
Total Expenditures	\$2,705	\$0	\$5,260	\$1,800	100.00%
Prior Year Balance	<u>\$2,347</u>	<u>\$2,773</u>	<u>\$2,145</u>	<u>(\$194)</u>	
Anticipated Balance	<u>\$2,145</u>	<u>\$4,773</u>	<u>(\$194)</u>	<u>\$6</u>	

EXPENDITURE DETAIL

ACCOUNT: 96-5320

DESCRIPTION	Actual 2015-2016	Budget 2016-2017	Estimate 2016-2017	Budget 2017-2018	Percent + / (-)
40650 Travel and Training	\$2,705	\$0	\$5,260	\$1,800	100.00%
TOTAL EXPENDITURES	\$2,705	\$0	\$5,260	\$1,800	100.00%

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



## CAPITAL IMPROVEMENT PROGRAM

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



APPROVED CAPITAL PROJECTS  
FY 2017-2018

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

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

Approved budgeted Capital Outlay and Capital Improvement expenditures for FY 2017-2018:

Category	Fund/ Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	General Fund Information Technology	City Facility Networking Server consolidation	\$ 50,000	General Fund Reserves	10-5115- 42900	\$50,000 is a one-time expenditure in FY2018 with a reoccurring cost for maintenance in future year budgets.
Capital Outlay	General Fund Information Technology	City Facility Networking Data merge to new server	\$ 100,000	General Fund Reserves	10-5115- 42900	\$100,000 is a one-time expenditure in FY2018.
Capital Outlay	General Fund Street	Sign Plotter	\$ 20,000	General Fund Reserves	10-5120- 42900	\$20,000 is a one-time expenditure in FY2018.
Capital Outlay	General Fund Police	2017 Ford Utility Explorer	\$ 29,778	General Fund Reserves	10-5140- 42900	\$29,778 is a one-time expenditure in FY2018 with a reoccurring estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	General Fund Fire	2018 Chevy 2500 HD	\$ 43,000	General Fund Reserves	10-5150- 42900	\$43,000 is a one-time expenditure in FY2018 with a reoccurring estimate of \$450 annually for maintenance in future year budgets.
Capital Outlay	General Fund Parks	2018 ½ Ton Regular Cab Truck	\$ 26,451	General Fund Reserves	10-5160- 42900	\$26,451 is a one-time expenditure in FY2018 with a reoccurring estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	Water and Sewer Fund Water Production	2018 ½ Ton Ford F-150	\$ 22,750	Water and Sewer Fund Reserves	20-5260- 42900	\$22,750 is a one-time expenditure in FY2018 with a reoccurring cost estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	Water and Sewer Fund Wastewater Treatment	Ford F-250 ¾ Ton	\$ 23,950	Water and Sewer Fund Reserves	20-5275- 42900	\$23,950 is a one-time expenditure in FY2018 with a reoccurring cost estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	Water and Sewer Fund Wastewater Treatment	Ford Short Bed ½ Ton	\$ 22,750	Water and Sewer Fund Reserves	20-5275- 42900	\$22,750 is a one-time expenditure in FY2018 with a reoccurring cost estimate of \$400 annually for maintenance in future year budgets.
Capital Outlay	Surface Water Fund	2018 ½ Ton Ford F-150	\$ 24,000	Surface Water Fund Reserves	22-5222- 42900	\$24,000 is a one-time expenditure in FY2018 and will have a reoccurring cost estimate of \$400 for maintenance in future year budgets.

CITY OF RICHMOND  
ANNUAL BUDGET  
FY 2017-2018

Category	Fund / Department	Description	Amount	Funding Source	Account Number	Impact to Operating Budgets
Capital Outlay	Surface Water Fund	Belt Press	\$ 10,000	Surface Water Fund Reserves	22-5222-42900	\$10,000 is a one-time expenditure in FY2018. No reoccurring expenditure expected for future year budgets.
Capital Outlay	State Narcotics Fund Police	CAD System	\$ 104,500	State Narcotic Fund Reserves	65-5650-41950	\$104,500 is a one-time expenditure in FY2018 with a reoccurring estimate of \$13,020 annually for maintenance in future year budgets.
Capital Outlay	Construction Bond Fund Wastewater Collection	Trailer Mounted Pump	\$ 32,400	Series 2017 B Bonds	T-B-D	\$32,400 is a one-time expenditure in FY2018 with no reoccurring costs in future year budgets.
		<b>Total Capital Outlay:</b>	<b>\$ 509,579</b>			

Category	Fund	Description	Amount	Funding Source		Impact to Operating Budgets
Capital Improvements	Construction Bond Funds	Above Ground Fueling Station and Management System	\$ 212,000	Series 2017 B Bonds	T-B-D	Slight decrease to maintenance and operations side of tax rate in order to maintain adequate debt service payments.
Capital Improvements	Construction Bond Fund Water Production	Ransom Road Ground Storage Tank	\$ 300,000	Series 2017 B Bonds	T-B-D	Service fees adjusted in order to maintain adequate debt service payments.
Capital Improvements	Construction Bond Fund Water Production	Motor Control Rehab	\$ 180,000	Series 2017 B Bonds	T-B-D	Service fees adjusted in order to maintain adequate debt service payments.
Capital Improvements	Construction Bond Fund Water Production	Circulating Pumps for Elevated Storage Tank	\$ 45,000	Series 2017 B Bonds	T-B-D	Service fees adjusted in order to maintain adequate debt service payments.
Capital Improvements	Construction Bond Fund Wastewater Treatment	SCADA	\$ 350,000	Series 2017 B Bonds	T-B-D	Service fees adjusted in order to maintain adequate debt service payments.
		<b>Total Capital Improvements:</b>	<b>\$ 1,087,000</b>			

**CAPITAL IMPROVEMENT PROGRAM**  
 For Fiscal Years 2017-2018 to 2022-2031

Department/Description	FIVE-YEAR PLAN							
	Total Project Amount	Prior Years Funded	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	6 - 10 Years 2022-2031
<b>GENERAL FUND</b>								
<b>General Government</b>								
Compensation Study Plan Review	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
City Hall Facility	16,360,000	30,000	-	3,380,000	12,950,000	-	-	-
<b>Total General Government:</b>	<b>\$ 16,390,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 3,410,000</b>	<b>\$ 12,950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works</b>								
Access Control Management System (ACMS)	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -
City Hall Annex Roof Repair	\$ 60,000	-	-	60,000	-	-	-	-
Above Ground Fueling Station & Mgmt. System	212,000	-	212,000	-	-	-	-	-
<b>Total Public Works:</b>	<b>\$ 342,000</b>	<b>\$ -</b>	<b>\$ 212,000</b>	<b>\$ 60,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Information Technology</b>								
City Facility Networking - Server Consolidation	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
City Facility Networking - Data Merge	\$ 100,000	-	100,000	-	-	-	-	-
Information Technology Master Plan	50,000	-	-	50,000	-	-	-	-
<b>Total Information Technology:</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Street Department</b>								
Street Department Facility Upgrade	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ 117,000	\$ -	\$ -
Newton Dip Improvements	145,000	-	-	145,000	-	-	-	-
Three (3) City Monument Signs	68,000	-	-	-	-	-	68,000	-
Street Assessment of concrete & asphalt streets	1,538,000	-	38,000	-	500,000	500,000	500,000	-
Drainage Master Plan	100,000	-	-	100,000	-	-	-	-
Lamar Street Extension	1,467,000	-	-	192,000	1,275,000	-	-	-
TXDOT Signal Upgrades	1,150,000	-	-	230,000	230,000	230,000	230,000	230,000
Front St. Utility Relocations & ROW Acquisition	402,850	2,850	400,000	-	-	-	-	-
North 10th Street Overpass (FM 762)	3,015,850	1,055,536	-	500,000	1,000,000	460,314	-	-
Lane Drive Drainage - (Preliminary Engineering)	45,000	-	-	45,000	-	-	-	-
<b>Total Street Department:</b>	<b>\$ 8,048,700</b>	<b>\$ 1,058,386</b>	<b>\$ 438,000</b>	<b>\$ 1,212,000</b>	<b>\$ 3,005,000</b>	<b>\$ 1,307,314</b>	<b>\$ 798,000</b>	<b>\$ 230,000</b>
<b>Police Department</b>								
Coban Camera System in (2) patrol units	\$ 12,434	\$ -	\$ -	\$ 12,434	\$ -	\$ -	\$ -	\$ -
Power DMS Software	6,958	-	-	6,958	-	-	-	-
Police Department Security Upgrade - Wiring	7,781	-	-	7,781	-	-	-	-
Police Department Security Upgrade - DVR	8,342	-	-	8,342	-	-	-	-
Police Department Security Upgrade - PTZ Camera	7,726	-	-	7,726	-	-	-	-
Police Department Security Upgrade - 180 Camera	17,898	-	-	17,898	-	-	-	-
Police Department Remodel or expansion	748,000	-	-	-	-	748,000	-	-
Surveillance Camera installation & Upgrades	46,386	-	-	46,386	-	-	-	-
<b>Total Police Department:</b>	<b>\$ 855,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 107,525</b>	<b>\$ -</b>	<b>\$ 748,000</b>	<b>\$ -</b>	<b>\$ -</b>

**FUNDING SOURCE**

<u>General Fund</u>	<u>Water &amp; Sewer Fund</u>	<u>Dev Corp Fund</u>	<u>Impact Fee Fund</u>	<u>Grants</u>	<u>Other Sources</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>
\$ 23,400	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30,000	-	-	-	-	-	-	16,300,000
<b>\$ 53,400</b>	<b>\$ 6,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,300,000</b>
\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60,000	-	-	-	-	-	-	-
-	-	-	-	-	-	212,000	-
<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 212,000</b>	<b>\$ -</b>
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100,000	-	-	-	-	-	-	-
50,000	-	-	-	-	-	-	-
<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14,500	-	-	-	130,500	-	-	-
-	-	68,000	-	-	-	-	-
1,538,000	-	-	-	-	-	-	-
10,000	-	-	-	90,000	-	-	-
-	-	66,480	-	-	1,400,520	-	-
-	-	1,150,000	-	-	-	-	-
-	-	-	-	-	-	400,000	-
-	-	1,960,314	-	-	-	-	-
45,000	-	-	-	-	-	-	-
<b>\$ 1,724,500</b>	<b>\$ -</b>	<b>\$ 3,244,794</b>	<b>\$ -</b>	<b>\$ 220,500</b>	<b>\$ 1,400,520</b>	<b>\$ 400,000</b>	<b>\$ -</b>
\$ 12,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6,958	-	-	-	-	-	-	-
7,781	-	-	-	-	-	-	-
8,342	-	-	-	-	-	-	-
7,726	-	-	-	-	-	-	-
17,898	-	-	-	-	-	-	-
-	-	-	-	-	-	-	748,000
46,386	-	-	-	-	-	-	-
<b>\$ 107,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 748,000</b>

**CAPITAL IMPROVEMENT PROGRAM**  
For Fiscal Years 2017-2018 to 2022-2031

Department/Description	FIVE-YEAR PLAN							
	Total Project Amount	Prior Years Funded	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	6 - 10 Years 2022-2031
<b>Fire Department</b>								
New Fire Station #2	\$ 1,200,000	\$ -	\$ 500,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -
Replacement of 1987 Fire Engine (E47)	700,000	-	700,000	-	-	-	-	-
Replacement of 1997 Fire Engine (E48)	700,000	-	-	-	-	-	-	700,000
Replacement of 1979 GMC Rescue (R41)	160,000	-	-	-	-	-	160,000	-
Rescue Tools	28,000	-	-	28,000	-	-	-	-
Personel Protective Ensemble	126,000	-	-	126,000	-	-	-	-
<b>Total Fire Department:</b>	<b>\$ 2,914,000</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 854,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,000</b>	<b>\$ 700,000</b>
<b>Emergency Management</b>								
Communication Back-up	\$ 64,000	\$ -	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ -
Mobile Digital Sign Boards (2)	35,000	-	-	17,500	17,500	-	-	-
<b>Total Emergency Mgmt Department:</b>	<b>\$ 99,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,500</b>	<b>\$ 81,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks Department</b>								
George Park - Restrooms	\$ 165,000	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -
George Park - Playground equipment	160,000	-	-	160,000	-	-	-	-
Parks Dept Maintenance Building	172,500	-	-	-	22,500	150,000	-	-
George Park - Entrance Upgrade	46,000	-	-	-	46,000	-	-	-
Wessendorff Fountain	180,000	-	180,000	-	-	-	-	-
George Park Upgrades - Spray & Irrigation System	322,500	-	-	-	-	-	-	322,500
George Park upgrades - Playground; pavillion;	339,000	-	-	-	-	-	-	339,000
LCISD & Helping Hands Park Development	920,000	-	-	-	-	-	-	920,000
YMCA Partnering	702,000	-	-	-	-	-	-	702,000
Wessendorff Park Expansion	120,000	-	-	-	-	-	-	120,000
2nd Street Pavilion	150,000	-	-	-	-	-	-	150,000
Streetscape	275,000	-	-	-	-	-	-	275,000
<b>Total Parks Department:</b>	<b>\$ 3,552,000</b>	<b>\$ -</b>	<b>\$ 345,000</b>	<b>\$ 160,000</b>	<b>\$ 68,500</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 2,828,500</b>
<b>Municipal Courts</b>								
Brazos Technology - Ticket Writers	\$ 87,150	\$ -	\$ -	\$ 87,150	\$ -	\$ -	\$ -	\$ -
<b>Total Municipal Court:</b>	<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$ 32,488,375</b>	<b>\$ 1,088,386</b>	<b>\$ 2,345,000</b>	<b>\$ 5,958,175</b>	<b>\$ 16,175,000</b>	<b>\$ 2,205,314</b>	<b>\$ 958,000</b>	<b>\$ 3,758,500</b>

**FUNDING SOURCE**

<u>General Fund</u>	<u>Water &amp; Sewer Fund</u>	<u>Dev Corp Fund</u>	<u>Impact Fee Fund</u>	<u>Grants</u>	<u>Other Sources</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 700,000
-	-	-	-	-	-	700,000	-
-	-	-	-	-	-	-	700,000
160,000	-	-	-	-	-	-	-
28,000	-	-	-	-	-	-	-
126,000	-	-	-	-	-	-	-
<b>\$ 314,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 1,400,000</b>
\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35,000	-	-	-	-	-	-	-
<b>\$ 99,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000	\$ -
-	-	-	-	-	-	-	160,000
-	-	-	-	-	-	-	172,500
46,000	-	-	-	-	-	-	-
-	-	180,000	-	-	-	-	-
-	-	-	-	-	-	-	322,500
-	-	-	-	-	-	-	339,000
-	-	-	-	-	-	-	920,000
-	-	-	-	-	-	-	702,000
-	-	-	-	-	-	-	120,000
-	-	-	-	-	-	-	150,000
-	-	-	-	-	-	-	275,000
<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 3,161,000</b>
\$ 87,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>\$ 87,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 2,761,575</b>	<b>\$ 6,600</b>	<b>\$ 3,424,794</b>	<b>\$ -</b>	<b>\$ 220,500</b>	<b>\$ 1,400,520</b>	<b>\$ 1,977,000</b>	<b>\$ 21,609,000</b>



**CAPITAL IMPROVEMENT PROGRAM**  
For Fiscal Years 2017-2018 to 2022-2031

Department/Description	FIVE-YEAR PLAN							
	Total Project Amount	Prior Years Funded	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	6 - 10 Years 2022-2031
<b>WATER &amp; SEWER FUND</b>								
<b>Water Production</b>								
Edgar Water Plant Elevated Storage Tank	\$ 2,527,650	\$ -	\$ 1,644,000	\$ 883,650	\$ -	\$ -	\$ -	\$ -
Edgar Elevated Storage Tank-Property Acquisition	500,000	-	500,000	-	-	-	-	-
Elevated Storage Tank circulating pumps	345,000	-	45,000	-	-	300,000	-	-
Ransom Road Water Well and Generator	1,840,000	-	-	-	240,000	1,600,000	-	-
Ground Storage Tank Rehabilitation	1,035,000	-	-	345,000	345,000	345,000	-	-
Motor Control Rehabilitation	387,000	-	180,000	207,000	-	-	-	-
Water Well Rehabilitation	460,000	-	-	-	230,000	-	230,000	-
Elevated Storage Tanks Rehabilitation	288,000	-	-	-	38,000	250,000	-	-
New Well and Pump House for Main Street WP	40,000	-	-	-	40,000	TBD	TBD	-
Chloramine Conversion	869,000	119,000	-	750,000	-	-	-	-
Winston Terrace Water Plant	10,000	-	-	-	10,000	TBD	TBD	-
Water Well and pumps for South of Hwy 59	2,692,300	-	-	-	-	350,000	2,342,300	-
<b>Total Water Production:</b>	<b>\$ 10,993,950</b>	<b>\$ 119,000</b>	<b>\$ 2,369,000</b>	<b>\$ 2,185,650</b>	<b>\$ 903,000</b>	<b>\$ 2,845,000</b>	<b>\$ 2,572,300</b>	<b>\$ -</b>
<b>Water Distribution</b>								
Distribution Rehabilitation	\$ 2,810,700	\$ -	\$ -	\$ 565,000	\$ 1,035,000	\$ 647,500	\$ 563,200	\$ -
<b>Total Water Distribution:</b>	<b>\$ 2,810,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 565,000</b>	<b>\$ 1,035,000</b>	<b>\$ 647,500</b>	<b>\$ 563,200</b>	<b>\$ -</b>
<b>Wastewater Collection</b>								
Wastewater Collection Rehabilitation	\$ 1,400,000	\$ -	\$ 50,000	\$ 275,000	\$ 500,000	\$ 75,000	\$ 500,000	\$ -
Lift Station Rehabilitation	798,000	-	-	280,000	288,000	230,000	-	-
Jane Long - Lettie 18" gravity main ditch crossing	200,000	-	-	200,000	-	-	-	-
River Park West (Mud 121) Liftstation (New)	TBD	-	-	-	-	-	-	-
Concrete Sewer Lines - Replacement	320,000	-	320,000	-	-	-	-	-
CDBG Phase VIII	125,137	-	125,137	-	-	-	-	-
<b>Total Wastewater Collection:</b>	<b>\$ 2,843,137</b>	<b>\$ -</b>	<b>\$ 495,137</b>	<b>\$ 755,000</b>	<b>\$ 788,000</b>	<b>\$ 305,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>
<b>Wastewater Treatment</b>								
Water/Wastewater Master Plan	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
Second Street WWTP Demolition	50,000	-	-	-	50,000	-	-	-
Wastewater SCADA	350,000	-	350,000	-	-	-	-	-
Regional Wastewater Plant Upgrades/Rehab	7,240,000	-	-	50,000	1,000,000	3,000,000	2,500,000	690,000
<b>Total Wastewater Treatment:</b>	<b>\$ 7,890,000</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 50,000</b>	<b>\$ 1,050,000</b>	<b>\$ 3,000,000</b>	<b>\$ 2,500,000</b>	<b>\$ 690,000</b>
<b>TOTAL WATER AND SEWER FUND:</b>	<b>\$ 24,537,787</b>	<b>\$ 119,000</b>	<b>\$ 3,464,137</b>	<b>\$ 3,555,650</b>	<b>\$ 3,776,000</b>	<b>\$ 6,797,500</b>	<b>\$ 6,135,500</b>	<b>\$ 690,000</b>
<b>SURFACE WATER FUND</b>								
<b>Surface Water Fund</b>								
Surface Water Treatment Plant - Sludge Study	\$ 10,000	\$ -	\$ 10,000	TBD	TBD	\$ -	\$ -	\$ -
Surface Water Plant - 30% Conversion	29,081,783	22,480,850	6,600,933	-	-	-	-	-
Surface Water Plant - 60% Conversion (Phase II)	10,000,000	-	-	-	150,000	-	-	9,850,000
Membrane Replacement	600,000	-	-	-	200,000	200,000	200,000	-
<b>TOTAL SURFACE WATER FUND:</b>	<b>\$ 39,691,783</b>	<b>\$ 22,480,850</b>	<b>\$ 6,610,933</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 9,850,000</b>
<b>Projects Total by Year:</b>	<b>\$ 96,717,945</b>	<b>\$ 23,688,236</b>	<b>\$ 12,420,070</b>	<b>\$ 9,513,825</b>	<b>\$ 20,301,000</b>	<b>\$ 9,202,814</b>	<b>\$ 7,293,500</b>	<b>\$ 14,298,500</b>

**FUNDING SOURCE**

<u>General Fund</u>	<u>Water &amp; Sewer Fund</u>	<u>Dev Corp Fund</u>	<u>Impact Fee Fund</u>	<u>Grants</u>	<u>Other Sources</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>
\$ -	\$ -	\$ -	\$ 1,123,288	\$ -	\$ 1,404,362	\$ -	\$ -
-	-	-	500,000	-	-	-	-
-	-	-	-	-	-	45,000	300,000
-	-	-	-	-	-	-	1,840,000
-	-	-	-	-	-	-	1,035,000
-	207,000	-	-	-	-	180,000	-
-	460,000	-	-	-	-	-	-
-	288,000	-	-	-	-	-	-
-	40,000	-	-	-	-	-	-
-	-	-	-	-	-	-	750,000
-	10,000	-	-	-	-	-	-
-	-	-	-	-	-	-	2,692,300
<b>\$ -</b>	<b>\$ 1,005,000</b>	<b>\$ -</b>	<b>\$ 1,623,288</b>	<b>\$ -</b>	<b>\$ 1,404,362</b>	<b>\$ 225,000</b>	<b>\$ 6,617,300</b>
\$ -	\$ 2,810,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 2,810,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	798,000	-	-	-	-	-	-
-	-	-	200,000	-	-	-	-
-	-	-	-	-	-	-	-
-	320,000	-	-	-	-	-	-
-	125,137	-	-	-	-	-	-
<b>\$ -</b>	<b>\$ 2,643,137</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
-	50,000	-	-	-	-	-	-
-	-	-	-	-	-	350,000	-
-	-	-	7,240,000	-	-	-	-
<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 7,490,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ 6,508,837</b>	<b>\$ -</b>	<b>\$ 9,313,288</b>	<b>\$ -</b>	<b>\$ 1,404,362</b>	<b>\$ 575,000</b>	<b>\$ 6,617,300</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -
-	-	-	-	-	-	6,600,933	-
-	150,000	-	-	-	-	-	9,850,000
-	-	-	-	-	-	-	600,000
<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 6,600,933</b>	<b>\$ 10,450,000</b>
<b>\$ 2,761,575</b>	<b>\$ 6,665,437</b>	<b>\$ 3,424,794</b>	<b>\$ 9,313,288</b>	<b>\$ 220,500</b>	<b>\$ 2,814,882</b>	<b>\$ 9,152,933</b>	<b>\$ 38,676,300</b>



**RICHMOND**

EST. **TEXAS** 1837

## SUPPLEMENTAL INFORMATION

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





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

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

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

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

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

**1853**—Yellow fever epidemic swept through Richmond.

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

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

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



## City of Richmond Timeline



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

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

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

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

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

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

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

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

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

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



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

# CITY OF RICHMOND FACTS

## GOVERNMENT

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

## GEOGRAPHY

Elevation: 105 Feet  
Area: 4.2 Square Miles

## CLIMATE

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

## UTILITIES

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

## EDUCATION (PUBLIC)

Lamar Consolidated ISD Enrollment: 29,674  
Average Student/Teacher ratio : 15.8  
Average SAT score: 907  
Budget : \$237,669,818  
Elementary Schools: 21  
Middle Schools : 4  
Junior High Schools: 4  
Senior High Schools: 4  
Special: 6  
Teaching Staff:  
advanced degrees: 20.4%  
10 Plus years: 41%

## EDUCATION (PRIVATE)

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

## LIBRARIES

George Memorial: 199,291 Volumes

## CHURCHES

Catholic: 2  
Other: 18

## HOSPITAL

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

## EMS

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

## RECREATION

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

## HISTORIC POINTS OF INTEREST

Fort Bend Historical Museum  
Confederate Museum  
Historic County Courthouse  
Morton Cemetery  
1883 John Moore Home  
McFarlane Visitors Center  
Long-Smith Cottage  
jaybird/Woodpecker (War of Richmond) Memorial



## **ORDINANCE NO. 2017-17**

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, 2017 AND ENDING SEPTEMBER 30, 2018, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; 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, 2017 and ending September 30, 2018 in accordance with the Texas Local Government Code and City Charter; and

WHEREAS, notices of the public hearings on the budget for the City of Richmond, Texas, for the fiscal year 2017-2018 were heretofore published and posted at least ten (10) days in advance of said public hearing in accordance with the law and Charter and such other notice was given in accordance with all applicable laws; and

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

WHEREAS, public hearing on the budget was duly held on September 12, 2017, and all interested persons were given an opportunity to be heard for or against any item therein; and

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

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

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

Section 2. The budget for the City of Richmond, Texas for the fiscal year beginning October 1, 2017 and ending on September 30, 2018, presented by the City Manager and



filed with the City Secretary, and reviewed during the public hearing is hereby approved and adopted, a copy of which budget is appended as Exhibit A.

Section 3. The appropriations for the fiscal year beginning October 1, 2017 and ending September 30, 2018, 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 2017-2018 Budget, a copy of which is appended hereto as Exhibit A.

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

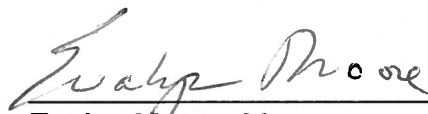
Section 5. The City Commission hereby authorizes the Mayor and the City Manager to sign documents authorizing the payment of funds and to make public expenditures that have been expressly approved and appropriated in this budget.

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

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

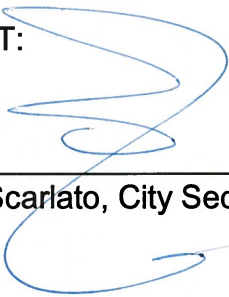
Section 8. *Effective date.* This ordinance shall be effective from and after its approval and adoption.

**PASSED AND APPROVED on this the 18<sup>th</sup> day of September, 2017.**



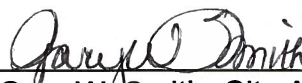
\_\_\_\_\_  
Evalyn Moore, Mayor

ATTEST:



\_\_\_\_\_  
Laura Scarlato, City Secretary

APPROVED AS TO FORM:



\_\_\_\_\_  
Gary W. Smith, City Attorney

**Record Vote:**

**For**

**Against**

**Commissioner Torres:**

\_\_\_\_\_

\_\_\_\_\_

**Commissioner Beard:**

\_\_\_\_\_

\_\_\_\_\_

**Commissioner Drozd**

\_\_\_\_\_

\_\_\_\_\_

**Commissioner Lockhart**

\_\_\_\_\_

\_\_\_\_\_

**Mayor Moore**

\_\_\_\_\_

\_\_\_\_\_



## ORDINANCE NO. 2017-24

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS, ADOPTING A TAX RATE FOR TAX YEAR 2017 AND LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHMOND, TEXAS FOR THE 2017-2018 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING WHEN SAID TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; PROVIDING FOR ENFORCEMENT OF COLLECTIONS; PROVIDING FOR A SERVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the appraisal roll of the City of Richmond, Texas (City) for 2017 has been prepared and certified; and

WHEREAS, a record vote was taken by the City Commission on a proposed tax rate of \$0.710000 on August 21, 2017 and scheduled two public hearings on the proposed tax rate for tax year 2017 to be held on September 5, 2017 at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas and on September 12, 2017 at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas; and

WHEREAS, the proposed tax rate of \$0.7100 is less than the effective tax rate of \$0.7130, the City Commission was not required to hold the two public hearings on the proposal to adopt a tax rate of \$0.7100 for each \$100 of taxable value which would increase total tax revenues from property on the tax roll by 0.68% and the notice showing the effect of the proposed tax revenue increase was posted on the City's Internet website and any additional notices and actions were completed, as required by law; and

WHEREAS, the City Commission announced that the vote on the proposed tax rate will occur on Monday, September 18, 2017, during the regular City Commission meeting to be held at 4:30 p.m. in the Commission Meeting Room at 600 Morton Street, Richmond, Texas; and

WHEREAS, this Ordinance sets a tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the City that exceeds the amount of taxes imposed for that purpose in 2016; and

WHEREAS, the City Commission deems it in the public interest to adopt a tax rate for the 2017 tax year; Now, Therefore,

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

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

Section 2. There is hereby levied an ad valorem tax of \$0.7100 on each \$100.00 of taxable value of property within the City which is not exempt from taxation under the State constitution or State law. This tax rate is expected to increase total revenue from properties on the tax roll by 0.68% over 2016 tax revenues.

Section 3. The maintenance and operation portion of the tax rate, \$0.5652 for each \$100 of taxable value is hereby included, adopted and shall be distributed to the General Fund of the City to fund maintenance and operation expenditures of the City in accordance with Section 26.05(a)(2) of the Texas Tax Code and any other applicable laws.

Section 4. The debt service portion of the tax rate, \$0.1448 for each \$100 of taxable value is hereby included, adopted and shall be distributed to pay the City's debt service as provided by Sections 26.04(e)(3)(C) and 26.05(a)(1) of the Texas Tax Code and any other applicable laws.

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

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

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

Section 8. The taxes levied under this Ordinance shall be due October 1, 2017 and if not paid on or before January 31, 2018 shall immediately become delinquent.

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

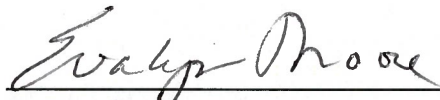


Section 10. *Severability.* In the event any section, paragraph, subdivision, clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction,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

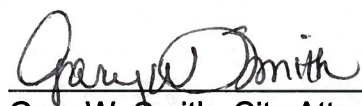
Section 11. The Motion made for approval of this Ordinance was made and seconded as follows: "I MOVE THAT THE PROPERTY TAX RATE BE DECREASED BY THE ADOPTION OF A TAX RATE OF \$0.7100."

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

PASSED AND APPROVED on this the 18<sup>th</sup> day of September, 2017.

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

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

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

Record Vote:	For	Against
Commissioner Torres:	<u>✓</u>	_____
Commissioner Beard:	<u>✓</u>	_____
Commissioner Drozd	<u>✓</u>	_____
Commissioner Lockhart	<u>✓</u>	_____
Mayor Moore	<u>✓</u>	_____



## ORDINANCE NO. 2017-27

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS,  
RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN  
THE 2017-2018 FISCAL YEAR BUDGET FOR THE CITY OF RICHMOND;  
AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2017 and ending September 30, 2018 and adopted by Ordinance No. 2017-18 will require raising more revenue from property taxes than in the budget for the City of Richmond, Texas, for the fiscal year beginning October 1, 2016 and ending September 30, 2017; and

WHEREAS, Section 102.007(c) of the Texas Local Government Code requires the City Commission to take a separate vote to ratify the property tax increase reflected in the 2017-2018 fiscal year budget because it will require raising more revenue from property taxes than was required by the preceding year's budget; Now, Therefore,

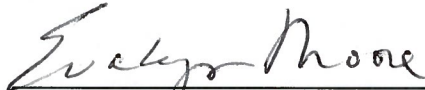
BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND, TEXAS:

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

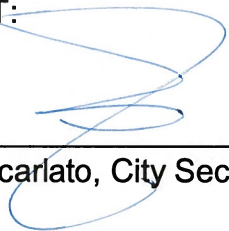
Section 2. The City Commission ratifies the property tax increase reflected in the budget for the City of Richmond for the fiscal year beginning October 1, 2017 and ending September 30, 2018. This budget will raise more revenue from property taxes than last year's budget by an amount of \$24,390, or 0.68 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$15,849. The total tax rate is reduced to \$0.7100 from last year's tax rate of \$0.7350 per \$100 of taxable value.

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

PASSED AND APPROVED on this the 18<sup>th</sup> day of September, 2017.

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

ATTEST:

  
\_\_\_\_\_  
Laura Scarlato, City Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Gary W. Smith, City Attorney

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

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

Taxpayer	2017			2008		
	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)	Taxable Assessed Value (1)	Rank	% of Total Assessed Valuation (2)
Ransom Road Partners LLC	\$ 25,999,990	1	5.1%			
Wal-Mart Real Estate Business Trust	9,952,600	2	1.9%	\$ 9,652,360	1	2.7%
LSREF3 Bravo (houston) LLC	8,516,850	3	1.7%			
Houston MOB 3 LLC	8,211,480	4	1.6%			
Richmond Self Storage Ltd	6,486,360	5	1.3%			
Wal-Mart Stores Texas LLC	6,401,040	6	1.2%	8,781,340	2	2.5%
Archer Daniel Midland CO	6,354,650	7	1.2%	6,919,320	3	1.9%
OakBend Medical Center	5,223,279	8	1.0%			
Wolverine Mustang LP	4,957,410	9	1.0%			
Centerpoint Energy Electric	4,258,350	10	0.8%			
Hunter Clayton LLC				6,607,030	4	1.9%
Matrix Metals LLC				6,056,930	5	1.7%
Heritage Country Club Place, LP				5,300,820	6	1.5%
Polly Ryon Hospital Authority				4,939,510	7	1.4%
CenterPoint Energy Inc				4,112,800	8	1.2%
Golfview Holdings LLC				3,406,350	9	1.0%
Southern Cotton Oil Co				2,607,350	10	0.7%
	86,362,009		16.8%	58,383,810		16.4%
Other taxpayers	428,396,788		83.2%	298,523,090		83.6%
<b>Total Assessed Valuation</b>	<b>\$ 514,758,797</b>		<b>100.0%</b>	<b>\$ 356,906,900</b>		<b>100.0%</b>

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

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

Source: City tax department



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

<b>Function</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>Police</b>				
Arrests	340	401	501	745
Accident Reports	252	246	239	237
Citations	4,467	4,575	3,989	3,611
Offense reports	1,572	1,759	1,650	1,413
Calls for Service	63,036	67,499	58,944	30,078
<b>Fire</b>				
Structural Fires	31	23	31	16
Vehicle Fires	26	21	22	11
Vegetation Fires	19	24	50	34
Trash/dumpster/other fires	17	35	42	21
Emergency Medical Service	1,612	1,800	1,858	2,091
Rescue	151	148	188	222
Hazardous condition/material calls	79	176	148	192
Service Calls	836	887	651	702
Good Intent calls	355	314	382	378
False Alarms	16	22	18	42
Automatic aid/mutual aid given	156	152	167	154
Total Incident Reports	3,298	3,602	3,557	3,863
<b>Fire Marshal</b>				
Fire Safety inspections conducted	331	274	340	328
Fire Safety classes/total audience	45/4582	54/3942	57/4134	71/6468
Fire investigations initiated	30	37	37	26
<b>Bulding Permits</b>				
Building - total permits issued	1,952	1,567	1,262	1,369
Building - total inspections conducted	3,953	4,320	2,903	2,861
<b>Water</b>				
Total Consumption (millions of gallons)	652.961	723.511	723.511	720.179
Peak daily consumption (millions of gallons)	3.408	3.214	3.214	3.267
Average daily consumption (millions of gallons)	1.788	1.977	1.977	1.973
<b>Sewer</b>				
Average daily sewage treatment (millions of gallons)	1.452	1.376	1.376	1.492
Total Consumption (millions of gallons)	529.939	503.745	503.745	546.592
Peak daily consumption (millions of gallons)	3.566	3.000	3.000	2.778

Source: Various City departments

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
280	323	467	353	589	578
209	181	197	207	207	274
2,705	3,456	3,897	3,922	2,767	2,459
1,098	973	1,178	1,167	1,056	1,146
26,481	20,475	22,268	22,862	23,168	21,583
169	99	89	65	70	116
14	11	19	16	16	19
88	16	34	17	17	18
29	72	139	43	10	28
1,931	1,646	1,853	2,002	2,346	2,666
24	153	242	351	369	227
110	220	139	94	162	151
361	418	367	356	308	303
383	174	172	317	151	220
18	421	355	230	484	437
111	150	177	159	167	144
3,238	3,230	3,409	3,650	4,100	4,329
301	270	200	260	247	160
67/6442	69/6444	77/3629	81/3901	78/3800	45/3884
35	35	36	32	12	23
2,508	2,206	2,649	2,731	2,638	2,264
4,018	3,961	5,763	8,426	9,105	8,505
971.275	819	825.755	820.761	869.066	803.309
4.445	3.518	3.782	3.666	4.474	3.527
2.661	2.243	2.262	2.248	2.381	2.543
1.415	1.533	1.336	1.341	1.354	1.504
516.391	560.079	487.633	489.465	494.192	577.946
2.717	5.778	3.541	3.908	6.102	6.122

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

<b>Function</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Public safety				
Police				
Stations	1	1	1	1
Patrol units	25	25	27	27
Fire				
Fire stations	2	2	2	3
Public Works				
Dump trucks	2	10	10	10
Streets (miles)	45	45	45	45
Parks and recreation				
Parks acreage	235	235	235	235
Parks	3	3	3	3
Water and sewer				
Water mains (miles)	50	50	50	50
Fire hydrants	287	287	292	292
Maximum daily capacity (millions of gallons)	3.167	3.167	3.167	3.167
Sanitary sewers (miles)	44	44	44	44
Storm sewers (miles)	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	3.000	3.000	3.000	3.000

Source: Various City departments

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

<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
1	1	1	1	1	1
27	23	23	23	23	25
3	3	3	3	3	3
9	9	9	9	9	8
38	38	38	38	38	38
235	235	246	246	246	246
3	3	4	4	4	5
53	53	54	54	54	54
326	326	342	353	353	353
7.171	7	7.171	7.171	7.171	7.171
44	44	44	44	44	44
12	12	12	12	12	12
3.000	3.000	3.000	3.000	3.000	3.000

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

<b>Employer</b>	<b>2017</b>		<b>2008</b>	
	<b>Employees</b>	<b>Rank</b>	<b>Employees</b>	<b>Rank</b>
Lamar CISD	2,884	1		
Fort Bend County	2,225	2	2,035	1
Richmond State School	1,446	5	1,194	2
Oak Bend Hospital	1,164	6	436	3
Walmart	316	7	286	5
Access Health	231	8		
City of Richmond	165	9	140	6
Wharton County Junior College	157	10		
Nepco Foundry			303	4
T.W. Davis YMCA			100	7
Richmond Post Office			63	8
ADM Cotton Mill			40	9
Office Depot			6	10
<b>Total</b>	<b>11,058</b>		<b>6,253</b>	

Source: Development Corporation of Richmond

## BUDGET ACRONYMS

### A

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

### B

B & B: Bed and Breakfast

### C

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

### D

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

### E

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

### F

FBC: Fort Bend County  
FLSA: Fair Labor Standards Act  
FTE: Full Time Equivalent  
FY: Fiscal Year

### G

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

### H

HGAC: Houston Greater Area Council  
HOA: Home Owner's Association

### I

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

### L

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

### M

M & O: Maintenance and Operations  
M & R: Maintenance and Repair  
MGD: Million Gallons per day  
MUD: Municipal Utility District

### N

NIMS: National Incident Management System

### P

PPV: Police Pursuit Vehicle

### S

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

### T

TCEQ: Texas Department On Environmental Quality  
TCLEOSE: Texas Commission on Law Enforcement Standards and Education  
TEXPOOL: Texas Local Government Investment Pool  
TML: Texas Municipal League  
TMRS: Texas Municipal Retirement System  
TSTC: Texas State Technical College  
TxDOT: Texas Department of Transportation

### W

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

# BUDGET GLOSSARY

**Account Number**

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

**Accounting System:**

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

**Accounts Payable:**

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

**Accounts Receivable:**

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

**Accrual Basis of Accounting:**

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

**Adopted Budget:**

The final budget adopted by ordinance by the City Commission.

**Ad Valorem Taxes:**

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

**Advanced Refunding Bonds:**

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

**Annual Budget:**

A budget applicable to a single fiscal year.

**Assessed Value/Valuation:**

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

**Asset:**

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

**Audit:**

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

**Balanced Budget:**

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

**Base Budget:**

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

**Basis of Accounting:**

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

**Bond:**

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

**Bond Rating:**

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

**Bonded Debt:**

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

**Bonds Issued:**

Bonds sold by the City.

**Bonds Payable:**

The face value of bonds issued and unpaid.

**Budget:**

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

**Budget Amendment:**

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

**Budget Calendar:**

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

**Budget Message:**

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

**Capital Improvements:**

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

**Capital Improvements Program (CIP):**

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

**Capital Outlay:**

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

**Cash Basis:**

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

**Certified Appraisal Tax Roll:**

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

**Component Unit Funds:**

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

**Comprehensive Annual Financial Report-CAFR:**

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

**Consumer Price Index (CPI):**

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

**Current Taxes:**

Property taxes that are levied and due within one year.

**Debt Service Fund:**

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

**Debt Service Requirements:**

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

**Deficit:**

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

**Delinquent Taxes:**

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

**Department:**

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

**Depreciation:**

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



**Distinguished Budget Presentation Award:**

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

**Effective Tax Rate:**

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

**Encumbrance:**

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

**Enterprise Fund:**

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

**Expenditures:**

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

**Expense:**

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

**Extra-Territorial Jurisdiction (ETJ):**

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

**Equity:**

The difference between assets and liabilities of the fund.

**Fiduciary Fund Type:**

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

**Financial Audit:**

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

**Fiscal Year (FY):**

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

**Fixed Assets:**

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

**Franchise Tax:**

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

**Full Faith and Credit:**

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

**Full-time Equivalent (FTE):**

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

**Fund:**

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

**Fund Balance:**

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

**Fund Type:**

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

**General Fund:**

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

**General Ledger:**

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

**General Obligation Bonds:**

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

**Generally Accepted Accounting Principals**

**(GAAP):**

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

**Geographic Information Systems (GIS):**

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

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

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

**Governmental Accounting Standards Board**

**(GASB):**

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

**Government Finance Officers Association:**

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

**Governmental Fund Type:**

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

**Groundwater Reduction Plan (GRP):**

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

**Hotel/Motel Tax:**

A tax levied upon the cost of occupancy of any room or space furnished by any hotel or other lodgings. Revenue received is earmarked for local tourism.

**Infrastructure:**

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

**Inter-fund Transfers:**

All inter-fund transactions except loans and reimbursements.

**Intergovernmental Revenues:**

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

**Levy:**

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

**Liabilities:**

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

**Long-Term Debt:**

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

**Maintenance and Operations (M&O):**

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

**Mixed Beverage Tax:**

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

**Modified Accrual Basis:**

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

**Operating Budget:**

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

**Operating Expenses:**

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

**Operating Income:**

The excess of proprietary fund operating revenues over operating expenses.

**Operating Revenues:**

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

**Ordinance:**

A formal legislative enactment by the City Commission.

**Paying Agent:**

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

**Principal:**

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

**Proposed Budget:**

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

**Proprietary Fund:**

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

**Reimbursements:**

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

**Resolution:**

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

**Retained Earnings:**

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

**Revenue:**

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

**Revenue Bonds:**

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

**Sales Tax:**

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

**Special Revenue Fund:**

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

**Strategic Plan:**

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

**Tax Abatement:**

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

**Tax Levy Ordinance:**

An ordinance through which taxes are levied.

**Tax Rate:**

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

**Tax Roll:**

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

**Taxes:**

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

**Texas Commission on Environmental Quality (TCEQ):**

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

**Texas Municipal Retirement System (TMRS):**

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

**Unencumbered Balance:**

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

**User Charges:**

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

**Working Capital:**

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



**RICHMOND**

EST. **TEXAS** 1837