

# City of Richmond

## *Annual Operating Budget*

According to Ordinance 2010-12

October 1, 2010—September 30, 2011



**RICHMOND, TEXAS  
FISCAL YEAR 2010-2011**

**ANNUAL BUDGET**



**2010-11 BUDGET**  
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# CITY OF RICHMOND, TEXAS

## PRINCIPAL OFFICIALS

<u>City Officials</u>	<u>Elective Position</u>	<u>Term Expires</u>
Hilmar G. Moore	Mayor	2012
William H. Dostal	City Commissioner	2012
Gary L. Gillen	City Commissioner	2012

<u>Key Staff</u>	<u>Position</u>
Terri Vela	City Manager *
Stephen Gilbert	Municipal Court Judge*
Glen Gilmore	Assistant City Manager
Lenert Kurtz	Public Works Director
Mona Matak	City Secretary
William Whitworth	Assistant City Manager/Police Chief
Vacant	Fire Chief

\* - City Commission Appointive Position

# CITY OF RICHMOND

402 MORTON STREET  
RICHMOND, TEXAS 77469  
(281) 342-5456



**HILMAR G. MOORE**  
MAYOR

**WILLIAM H. (BILL) DOSTAL, SR.**  
**GARY L. GILLEN**  
COMMISSIONERS  
September 20, 2010

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

Dear Mayor and Commissioners,

The City staff is pleased to present the Annual Operating Budget for FY 2010-11. The total budget of \$14,994,211 represents an decrease of \$62,250, a .4% change from the FY 2009-10 adopted budget. This includes General, Water and Sewer, Debt Service, Park Improvement, and Community Development Block Grant funds. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

The City continues to face new and exciting challenges in the upcoming year and we will continue to strive for growth in sales tax and revenues for a strong and improved year. We believe this budget provides adequate funds to meet those challenges for the upcoming year.

## **GENERAL FUND**

The two largest General Fund revenue sources are ad valorem tax and sales tax for a total of \$5,106,877. All other revenues combined amount to \$5,105,558 of General Fund revenue sources. The total projected General Fund revenues for the FY 2010-11 budget year is \$10,708,208, compare to the adopted FY 2009-10 revenues of \$10,649,524 for a .5% increase.

Certified tax values for FY 2010-11 are \$372,466,705, a 6% decrease from FY 2009-10. The taxable value of new improvements was \$3,278,903, approximately .8% of the total taxable value.

The tax rate for FY 2010-11 is \$.78650 per \$100 valuation. The tax rate is divided so that \$.5393 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2472 goes for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,950,862 (including penalties and delinquent taxes) or 25% of revenues, with the adoption of the M&O tax rate of \$.5393.

The total proposed revenues of FY 2010-11 are \$15,686,861 compared to revenues of \$15,787,404 for FY 2009-10, a .6% decrease. Sales tax revenues are estimated conservatively at \$3,075,000. Sales tax is volatile revenue source and has a direct relation to construction, retail or commercial business and the economic situations of the nation.

The total FY 2010-11 General Fund expenditures are \$10,706,173, an increase of \$121,442 from FY 2009-10. A few highlights of this increase are as follows: roof repaired at City Hall, Gradall Repairs, an additional Operator II in the Street Department.

City of Richmond provides primary services to the citizens in the form of streets, fire and police protection, and water and sewer services. In order to provide these services, trained and qualified employees must be retained. Employees are the greatest asset of the City, thus the essential need for maintaining competitive salaries and benefits. We have anticipated a 10% increase in employee health insurance premiums.

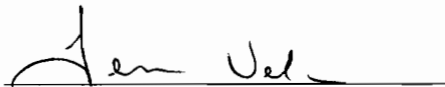
### **WATER AND SEWER FUND**

The Water and Sewer Fund provide for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond. This year, revenues are anticipated to be \$5,318,353, which is no increase over FY 2009-10 revenues. It should be noted \$239,893 is allocated to debt service payments for infrastructure improvements. This reflects our best estimate, based upon new customers, historical usages and average rainfall.

Expenditures in the Water and Sewer Fund are proposed at \$4,617,734, which is an decrease of \$16,442, a .4% from FY 2009-10. The Water Department will be rehabbing \$50,000 of the water system. The wastewater department is rehabbing \$55,000 of the wastewater system. One replacement pick up truck is also included in the budget.

I believe the efforts of all involved have resulted in a sound financial plan that aligns the City's financial revenues and expenditures so that the many opportunities before us can be best addressed.

Respectively Submitted,



Terri Vela  
City Manager





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Richmond**

**Texas**

For the Fiscal Year Beginning

**October 1, 2009**

President

Executive Director

## APPROVED CAPITAL PROJECTS FY 2010-2011

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

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

The following is a summary of all approved budgeted Capital Outlay expenditures for FY 2011:

### Capital Outlay costs:

#### General Government

Roof Repair                                   \$ 20,000 Replace City Hall Roof

#### General Fund

Fire Department                           \$ 390,373 6 Safer Grant Firefighters 20% w/ benefits 1<sup>st</sup> qtr, 50%  
last 3 qtrs (\$142,624 fed funds)  
\$182,111 3 Safer Grant Firefighters 70% w/ benefits 1<sup>st</sup> qtr, no  
funding after (9,302 fed funds)

Street Department                       \$ 14,000 Gradall Repair  
\$ 45,432 Additional Operator 2 with benefits

#### Water and Sewer Fund

Meter Department                       \$ 16,000 ½ ton Pickup Truck  
Water Department                       \$ 50,000 System Rehab  
Wastewater Department               \$ 22,000 ¾ ton Pickup Truck  
\$ 55,000 System Rehab-Repairs to main behind YMCA  
\$ 36,500 CDBG Match of 10%

### Capital Contract costs:

#### General Fund

Fire Department                           \$ 80,000 Payment for Pumper

Total Capital Costs:                   \$ 911,416

## City of Richmond Timeline

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

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

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

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

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

1853-Yellow fever epidemic swept through Richmond.

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

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

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

1890-Richmond's population dropped to 1,500.

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

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

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

1930-Richmond's population increased to 1,432. Sidewalks extended through town, a new swimming pool and municipal water system were built. Although the Great Depression affected agricultural production, there was enough cotton to keep two gins running. Richmond had a massive irrigation system that fed water to the rice fields. A traveler remarked that Richmond's "fine old white frame residences of the plantation type" gave the town "an air of the Deep South"

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

1960-Richmond's population grew to 3,668.

1990-Richmond's population had grown to 9,801.

2009-Richmond's population stands at 13,404.

### **HISTORIC POINT OF INTEREST**

Historic points of interest in Richmond include the Morton Cemetery, the 1883 John Moore Home, the Long-Smith Cottage, the McFarlane Visitors Center, the historic County Courthouse, many historic homes, a Confederate Museum, and the Fort Bend Historical Museum.

## CITY OF RICHMOND FACTS

### GOVERNMENT

Type	General Law
Zoning Regulations	No
Planning Commission	No
Economic Dev Corp	Yes

### GEOGRAPHY

Elevation	105 Feet
Area	3.5 Sqare Miles

### CLIMATE

Average Annual Temperature	69 F.
Average High Temperature	78 F.
Average Low Temperature	61 F.
Clear Days/year	90
Partly Cloudy Days/year	120
Cloudy Days/year	155
Average Rainfall	45.7 inches

### UTILITIES

Water:	City of Richmond
Source	Wells
Capacity (MGPD)	7.0
Current Load (MGPD)	3.0
Electricity:	Center Point Energy
Sewer:	City of Richmond
Capacity (MGPD)	5.0
Current Load (MGPD)	2.4
Natural Gas	Center Point Energy
Telephone	AT&T

### EDUCATION (PUBLIC)

Lamar Consolidated ISD	
Enrollment	24,655
Average Student/Teacher ratio	15.8
Average SAT score	907
Budget	\$183,729,128
Elementary Schools	21
Middle Schools	3
Junior High Schools	4
Senior High Schools	4
Special	6
Teaching Staff:	
Advanced degrees	27.9%

10 Plus years 49.2%

EDUCATION (PRIVATE)

Elementary Holy Rosary Catholic  
Calvary Episcopal  
Elementary/High Living Waters Christian

LIBRARIES

George Memorial 199,291 Volumes

CHURCHES

Catholic 2  
Other 18

HOSPITAL

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

EMS

Units 3  
Staff 18  
Average Response Time 4 Minutes

Intermediate Care Facility 1  
Adult Day Care Center 1  
Home Nursing Service 2  
Nursing Homes 2  
Texas Medical Center 30 Miles

RECREATION

Parks 5  
Swimming Pools 1  
Tennis Courts 4  
Baseball Fields 14  
State Park (20 miles) 1  
Historic Park (8 miles) 1  
Golf Courses (10 miles) 3  
George Observatory (20 miles) 1



## **CITY OF RICHMOND FACTS**

The City of Richmond, Texas was incorporated on June 5, 1837, by Act of the Senate and House of Representatives of the Republic of Texas. On July 30, 1913, the City adopted a commission form of government. The City Commission is the principal legislative body of the City. The Mayor presides at meetings of the City Commission.

The City provides the following services: public safety to include police and fire, highways and streets, sanitation, water and wastewater, recreation, public improvements, and general administration.

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

### **BUDGET**

The fiscal year for the City of Richmond shall run from October 1<sup>st</sup> of the current year to September 30<sup>th</sup> of the following calendar year.

The City Manager and Finance Director shall prepare, submit to the City Commission, and publish the annual budget for the General, Water and Sewer and Debt Service Funds for the next fiscal year. This document shall be produced using designated guidelines set forth by the Government Finance Officers Association (GFOA) in order to be presented in the future with the GFOA's Distinguished Budget Presentation Award.

The budget shall be adopted by the City Commission prior to the beginning of the next fiscal year, and must set forth the appropriations for services, functions, and activities of the various City departments and agencies, and shall meet all fund requirements provided by law and required by applicable bond covenants.

The budget shall be balanced with revenues plus available unreserved fund balances equal to or greater than expenditures. Unreserved fund balances in the General Fund shall be intended to be used to avoid raising the tax rate.

The City will hold no less than two (2) Public Hearings prior to any Tax Increase adoptions so interested citizens can express their opinions or views. Notice of these Public Hearings will be posted no less than 72 hours before the hearing dates.

The new fiscal budget and tax rate shall be adopted three to fourteen days after the final Public Hearing. The taxing unit must adopt the tax rate by September 30, or within sixty days of receiving the certified appraisal roll.

During the year, administrative budgetary controls are exercised by constant review of revenue and expenditure estimates to assure the integrity of the adopted budget and to assure funds will be available to meet obligations.

## **ACCOUNTING**

Annual appropriated budgets are adopted for the General, Water and Debt Service Funds on a basis consistent with generally accepted accounting principles. 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 procedures (GAAP) 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 three years and expects to receive it again this year.

An independent financial audit, by a licensed independent public accounting firm shall be conducted annually, and the results shall be made available to the City Commission.

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

## **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.

## **EXPENDITURE**

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.

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

## **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 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.

## **SUMMARY OF CITYWIDE GOALS**

- In the Water Department, to continue to progress on implementing the most economical rate for citizens for the cost of surface water to comply with the 2015 mandate.
- In the Street Department, to maintain and update street maintenance program using an RSMS program.
- In the General Fund Department, to keep working in partnership with the community to develop solutions to persistent problems.
- In the General Fund Department, to establish policies reflecting sound fiscal responsibility and accountability.
- In the General Fund Department, to update the City's personnel policy and create a supervisor's manual.

## **ACCOUNTING SYSTEMS AND BUDGETING CONTROL**

### **Accounting Systems**

The City's accounting records for general governmental operations are maintained on a modified accrual basis with the revenues recorded when available and measurable 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.

### **Budgetary Compliance**

Because budgetary compliance is significant in managing governmental activities, budgetary compliance controls are critical. The objective of these controls is to ensure compliance with legal spending limits in annual or project appropriated budgets approved by City Commission. The City Charter provides that the City Commission shall adopt annual or project budgets every fiscal year for all City funds. The budgets are prepared and maintained by the city management.

The objective of budgetary controls is to ensure compliance with legal provisions contained in the annual appropriated budget approved by the City Commission. Annual appropriated budgets are adopted for the general and debt service funds. The original budget is adopted by the City Commission prior to the beginning of the fiscal year. Expenditures may not legally exceed budgeted appropriations at the department level. Expenditure requests, which would require an increase in total budgeted appropriations, must be approved by City Commission through a formal budget amendment. At any time in the fiscal year, the Commission may make emergency appropriations to meet a pressing need for public expenditure in order to protect the public health, safety, or welfare. The Commission has the power to transfer any unencumbered funds allocated by the budget from one activity, function, or department, to another activity, function, or department, to re-estimate revenues and expenditures, and to amend the budget.

### **Budgetary Controls**

During the year, expenditure controls are maintained by each department with review of the budget provided by the Finance Director and overall control exercised by the City Manager. Constant review of revenue and expenditure estimates is performed to assure the integrity of the adopted budget and to assure funds are available to meet current obligations. As a result of this review, it is possible to exercise administrative budgetary controls throughout the year. As demonstrated by the financial statements presented in this report, the City continues to meet its responsibility for sound financial management.

## **FINANCIAL CONDITION**

### **Cash Management**

Cash temporarily idle during the year is deposited into a sweep account. The average yield on this account was 05 percent for the City. Investment income includes appreciation in the fair value of

investments. Increases in fair value during the current year, however, do not necessarily represent trends that will continue; nor is it always possible to realize such amounts, especially in the case of temporary changes in the fair value of investments that the government intends to hold to maturity.

### **Risk Management**

The City is exposed to a variety of accidental losses and has established a risk management strategy that attempts to minimize losses and the cost of insurance.

Risk control techniques have been established to reasonably assure that the City's employees are aware of their responsibilities regarding loss exposures related to their duties. In a similar manner, risk control techniques have been established to reduce possible losses to property owned or under the control of the City.

### **Long-Term Financial Planning**

The City has implemented a policy for the unreserved fund balance to be an amount equal to three months of operating expenditures. Following its recent review of the City of Richmond, Texas' strategic plan, the Commission is considering raising the unreserved, undesignated fund balance policy in the future.

The established long-range policies regarding financial management are to retain a sound financial condition, strive to retain the best possible ratings on bonds, and provide future generations with the ability to borrow capital for construction of facilities, street, and drainage improvements without a severe financial burden.

### **Relevant Financial Policies**

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 2015 and forty percent by 2025. A groundwater reduction plan showing how water conservation goals will be accomplished must be submitted by each Groundwater permit holder within the Richmond/Rosenberg Sub-Area to the Subsidence District by September 30, 2010. The City is developing a regional Groundwater Reduction Plan (GRP) to meet the Regulatory Plan requirements.

An alternative water source could be surface water. The estimated cost of the surface water plant is in excess of \$40 million. It is expected Capital Acquisition typically will result in long-term increases in operating costs connected with the operation and maintenance of new facilities.

## **ACKNOWLEDGEMENTS**

### **Acknowledgements**

In closing, without the dedication of the employees and the direction of the members of the City Commission, preparation of this report would not have been possible. We would like to express our sincere appreciation to our employees, who have continually demonstrated their professionalism and abilities in the management of the finance function. We also want to thank the Members of the City Commission for their support in planning and conducting the financial operations of the City in a responsible and progressive manner.

## **PROFILE OF THE GOVERNMENT**

The City, incorporated in 1837 as one of the first three cities in the Republic of Texas, 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 13,493. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission.

The City of Richmond has operated under a Commission form of government since 1913. The Commission, vested with policy-making and legislative authority, is comprised of a Mayor and two Commission members. The Mayor and Commission members are all elected at large for a two-year term, with no term limits. The City Commission is responsible, among other things, for passing ordinances, adopting the budget and the 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, sanitation, repair and maintenance of infrastructure, recreation and general administrative services. As an independent political subdivision of the State of Texas governed by an elected Mayor and Commission, the City is considered a primary government. In accordance with standards established by the Governmental Accounting Standards Board, the City reports all funds for which the City, as the primary government, is accountable.

The annual budget serves as the foundation for the City's financial planning and control. Department heads are required to submit requests for appropriation to the finance director in June or July of each year. The city manager then presents the proposed budget to the Commission for review. The Commission is required to hold a public hearing on the proposed final budget and to adopt a final budget by no later than September 30, the close of the City's fiscal year. The appropriated budget is prepared by fund, function (e.g. public safety) and department (e.g. police). Department heads make transfers of appropriations within a department. Transfers of appropriations between departments, however, require the approval of Commission. Budget to actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. The City has adopted a budget for the General and Debt Service Funds, but not the Special Revenue or Capital Projects Funds. The City also utilizes an encumbrance accounting system to aid in accomplishing budgetary control. Unencumbered amounts lapse at year end. As demonstrated by the statements and schedules included in the financial section of this report, the City continues to meet its responsibility for sound financial management.

## **LOCAL ECONOMY**

The City of Richmond is home to a diversified group of industries. Major industries and business activities in the area include healthcare, metals, oil and gas services and a variety of general retail operations. This diversification is evident in the fact that no single taxpayer represents more than 2.95% of assessed valuation in the City.

The City is also a major retail trade area for antiques, building materials, general merchandise, food stores, automotive, and restaurants.

Net taxable value for all residential and commercial property in the City exceeded \$399 million for fiscal year 2009, which is a 12% increase from fiscal year 2008.

## FINANCIAL HIGHLIGHTS

- The assets of the City, excluding component units, exceeded its liabilities at the close of the most recent fiscal year by \$33,558,685 (net assets). Of this amount, \$4,500,451 (unrestricted net assets) may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net assets, excluding component units, increased by \$1,842,924.
- As of September 30, 2008, the City's governmental funds reported an ending fund balance of \$1,641,787, a decrease of \$1,606,858 in comparison with the prior year.
- At the end of the fiscal year, the General Fund reported a fund deficit of (\$145,494), or (1.5) percent of total General Fund expenditures.
- The City's long-term debt, excluding component units and compensated absences, decreased by \$876,556 during the current fiscal year.

## OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements include three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the City's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation and earned but unused vacation leave).

The government-wide financial statements present functions of the City that are provided from funding sources (governmental activities). The government-wide financial statements can be found on pages 15-17 of this report.

## FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the City consist solely of governmental funds (the General Fund, Debt Service Fund and Capital Projects Fund).

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**Governmental Funds** - Governmental funds are used to account for essentially the same function reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented in the governmental funds with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide an adjustments column to facilitate this comparison between the governmental funds and *governmental activities*. The basic governmental fund financial statements can be found on pages 18-21 of this report.

## **NOTES TO THE FINANCIAL STATEMENTS**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 27 through 47 of this report.

## **OTHER INFORMATION**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's General Fund budget and the City's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found on pages 50-52 of this report.

## **GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the City, excluding component units, assets exceeded liabilities by \$33,558,685 as of September 30, 2008.

The largest portion of the City's net assets (65.6 percent) reflects its investment in capital assets (e.g. land, buildings, vehicles, machinery and equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to the individuals we serve; consequently, these assets are not available for future spending.

The second largest portion of the City's net assets (20.9 percent) represents resources that are subject to restrictions on how they may be used.

Additionally, a portion of the City's net assets (13.5 percent) represents unrestricted financial resources available for future operations.

SUMMARY OF STATEMENT OF NET ASSETS

As of September 30, 2009 and 2008

(amounts expressed in thousands)

	Governmental Activities		Business-type Activities		Total	
	2009	2008	2009	2008	2009	2008
Current and other assets	\$ 2,736	\$ 2,762	\$ 12,648	\$ 10,583	\$ 15,384	\$ 13,345
Capital assets, net	11,614	11,423	19,537	19,857	31,151	31,280
<b>Total Assets</b>	<b>14,350</b>	<b>14,185</b>	<b>32,185</b>	<b>30,440</b>	<b>46,535</b>	<b>44,625</b>
Long-term liabilities	6,533	7,190	2,305	2,471	8,838	9,661
Other liabilities	868	787	743	619	1,611	1,406
<b>Total Liabilities</b>	<b>7,401</b>	<b>7,977</b>	<b>3,048</b>	<b>3,090</b>	<b>10,449</b>	<b>11,067</b>
Net Assets:						
Invested in capital assets, net of debt	5,535	4,642	17,232	17,385	22,767	22,027
Restricted	1,497	1,763	5,265	5,268	6,762	7,031
Unrestricted	(83)	(197)	6,640	4,697	6,557	4,500
<b>Total Net Assets</b>	<b>\$ 6,949</b>	<b>\$ 6,208</b>	<b>\$ 29,137</b>	<b>\$ 27,350</b>	<b>\$ 36,086</b>	<b>\$ 33,558</b>



Net assets of the City, excluding component units, increased by \$2,526,668. Key elements of the increase are as follows:

**CHANGES IN NET ASSETS**  
**For the Fiscal Years Ended September 30, 2009 and 2008**  
**(amounts expressed in thousands)**

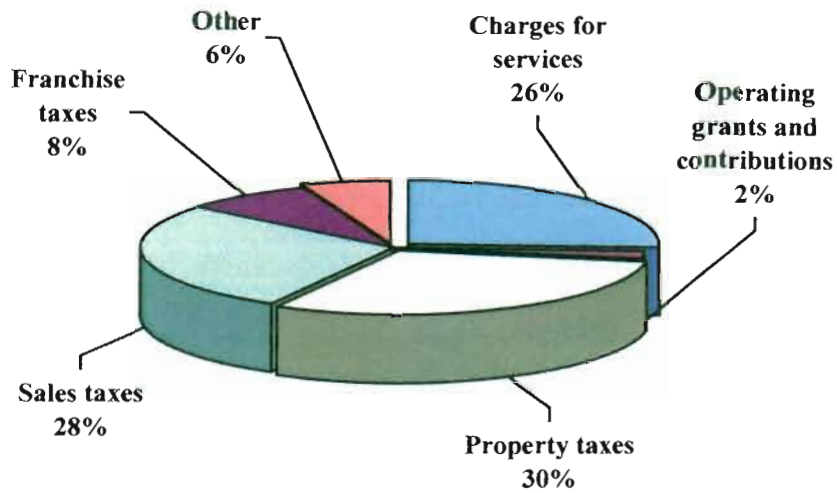
	Governmental Activities		Business-type Activities		Total	
	2009	2008	2009	2008	2009	2008
<b>Revenues</b>						
Program revenues:						
Charges for services	\$ 2,921	\$ 2,432	\$ 6,525	\$ 6,051	\$ 9,446	\$ 8,483
Operating grants and contributions	629	189			629	189
Capital grants and contributions	450				450	
General revenues:						
Property taxes, penalties and interest	3,134	2,854			3,134	2,854
Sales taxes	2,952	2,641			2,952	2,641
Franchise taxes	781	771			781	771
Investment income and other	7	564	21	193	28	757
<b>Total Revenues</b>	<u>10,874</u>	<u>9,451</u>	<u>6,546</u>	<u>6,244</u>	<u>17,420</u>	<u>15,695</u>
<b>Expenses</b>						
General government	1,289	1,408			1,289	1,408
Public works	2,593	2,401			2,593	2,401
Parks and recreation	472	479			472	479
Public safety-Police	3,104	2,807			3,104	2,807
Public safety-Fire	3,182	2,578			3,182	2,578
Water and sewer			3,956	3,842	3,956	3,842
Interest on long-term debt	296	337			296	337
<b>Total Expenses</b>	<u>10,936</u>	<u>10,010</u>	<u>3,956</u>	<u>3,842</u>	<u>14,892</u>	<u>13,852</u>
<b>Increase (Decrease) in Net Assets Before Transfers</b>	(62)	(559)	2,590	2,402	2,528	1,843
Transfers	803	611	(803)	(611)		
<b>Change in Net Assets</b>	741	52	1,787	1,791	2,528	1,843
Net assets, beginning	6,208	6,156	27,350	25,559	33,558	31,715
<b>Net Assets, Ending</b>	<u>\$ 6,949</u>	<u>\$ 6,208</u>	<u>\$ 29,137</u>	<u>\$ 27,350</u>	<u>\$ 36,086</u>	<u>\$ 33,558</u>

There was an increase of \$740,462 in net assets in connection with the City's governmental activities, compared to an increase of \$51,976 in the previous fiscal year. This is primarily due to a \$450,000 capital contribution from Fort Bend County in connection with a fire truck purchase and increased transfers in from the water and sewer fund.

The City's business-type net assets increased by \$1,786,206 in the current fiscal year. This increase in net assets was almost identical to the increase in the previous fiscal year.

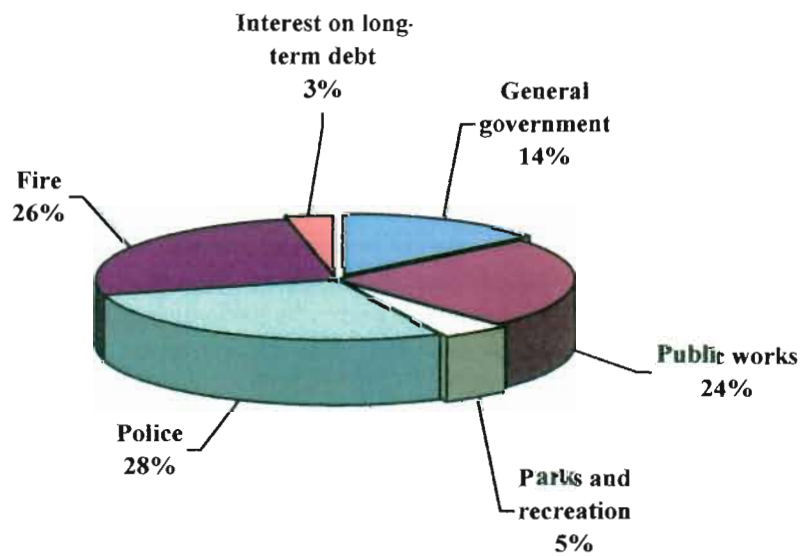
Graphic presentations of selected data from the summary tables follow to assist in the analysis of the City's activities.

### GOVERNMENTAL REVENUES



For the fiscal year ended September 30, 2008, revenues from governmental activities, excluding transfers, totaled \$9.5 million.

### GOVERNMENTAL FUNCTIONAL EXPENSES



For the fiscal year ended September 30, 2008, expenses for governmental activities totaled \$10.0 million.

## FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As previously noted, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The City's governmental funds are discussed below:

**Governmental Funds** - The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, fund balances may serve as a useful measure of a government's net resources available for spending for program purposes at the end of the fiscal year.

As of September 30, 2009, the City's governmental funds, which consist of a general fund, debt service fund, capital projects fund and other nonmajor governmental funds reported an ending fund balance of \$1,515,979, which is a decrease of \$125,808 from last year's total of \$1,641,787. As a measure of the general fund's liquidity, it may be useful to compare unreserved fund balance to total fund expenditures. The General Fund reported a fund balance of \$87,398, or .8 percent of total general fund expenditures.

The fund balance of the General Fund increased by \$232,892 during the fiscal year. This increase is mainly attributable to increased property and sales tax revenues and reduced general government expenditures. General government expenditures decreased by \$245,309.

The Debt Service Fund has a fund balance of \$1,024,540, all of which is reserved for the payment of debt service. The net increase in fund balance for the year was \$20,999. This increase can be attributed to a reduction in debt payments.

The Capital Projects Fund has a fund balance of \$84,772 as of September 30, 2009. This ending fund balance represents an increase of \$29,343.

**Proprietary Fund** - The City's proprietary fund provides the same type of information as found in the government-wide financial statements, but in more detail.

Unrestricted net assets of the Water and Sewer Fund at the end of the fiscal year amounted to \$6,639,822. The increase in total net assets for the year was \$1,786,206. This increase is almost the same as the increase in the previous fiscal year of \$1,790,948.

## GENERAL FUND BUDGETARY HIGHLIGHTS

During the year, there were no changes in appropriations between the original and final amended budget for expenditures at the department level, the legal level of budgetary control. Fire department expenditures exceeded appropriations due to actual capital outlay exceeding appropriated amounts. This was offset by a \$450,000 capital contribution from Fort Bend County. Debt Service expenditures exceeded appropriations due to the fact that some principal and interest payments were originally budgeted for in other departments. In the future, these expenditures will be budgeted for in Debt Service.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

**Capital Assets** - The City's investment in capital assets as of September 30, 2009 amounts to \$31,150,819 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, vehicles, machinery and equipment, and infrastructure.

### SCHEDULE OF CAPITAL ASSETS (amounts expressed in thousands)

	Governmental Activities		Business-type Activities		Total	
	2009	2008	2009	2008	2009	2008
<b>Non-Depreciable Assets</b>						
Land	\$ 1,879	\$ 1,870	\$ 832	\$ 832	\$ 2,711	\$ 2,702
Construction in progress	307	1,523	513	733	820	2,256
<b>Other Capital Assets</b>						
Buildings	5,292	3,686	8,665	8,665	13,957	12,351
Improvements other than buildings	2,277	2,277	1,124	1,124	3,401	3,401
Machinery and equipment	4,679	4,107	929	926	5,608	5,033
Infrastructure	6,181	6,182	30,603	29,906	36,784	36,088
Accumulated depreciation on other capital assets	(9,001)	(8,222)	(23,129)	(22,329)	(32,130)	(30,551)
<b>Totals</b>	<u>\$ 11,614</u>	<u>\$ 11,423</u>	<u>\$ 19,537</u>	<u>\$ 19,857</u>	<u>\$ 31,151</u>	<u>\$ 31,280</u>

Additional information on the City's capital assets can be found in Note 6 in the notes to financial statements.

**Long-term Debt** - At the end of the current fiscal year, the City, excluding component units, had total bonds, certificates of obligation, capital lease obligations, and compensated absences of \$8.8 million. Of this amount, \$5.6 million is general obligation debt, and certificates of obligation account for \$2.3 million.

### SCHEDULE OF LONG-TERM DEBT (amounts expressed in thousands)

	Governmental Activities		Business-type Activities		Total	
	2009	2008	2009	2008	2009	2008
General Obligation Bonds	\$ 5,560	\$ 6,115	\$	\$	\$ 5,560	\$ 6,115
Certificates of Obligation			2,305	2,455	2,305	2,455
Capital leases	518	666		16	518	682
Compensated absences	455	409			455	409
<b>Total</b>	<u>\$ 6,533</u>	<u>\$ 7,190</u>	<u>\$ 2,305</u>	<u>\$ 2,471</u>	<u>\$ 8,838</u>	<u>\$ 9,661</u>

Additional information on the City's long-term debt can be found in Note 7 in the notes to financial statements.

**CITY OF RICHMOND, TEXAS**  
**LEGAL DEBT MARGIN INFORMATION**

**Last Five Fiscal Years \***

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Debt limit	\$ 27,394,281	\$ 30,112,037	\$ 33,038,745	\$ 36,367,004	\$ 39,955,398
Total net debt applicable to limit	<u>6,836,276</u>	<u>6,271,171</u>	<u>5,677,998</u>	<u>5,111,459</u>	<u>4,535,460</u>
Legal debt margin	<u>\$ 20,558,005</u>	<u>\$ 23,840,866</u>	<u>\$ 27,360,747</u>	<u>\$ 31,255,545</u>	<u>\$ 35,419,938</u>
Total net debt applicable to the limit as a percentage of debt limit	33.25%	26.30%	20.75%	16.35%	12.80%

**Legal Debt Margin Calculation by Fiscal Year**

Assessed value	\$ 273,942,808	\$ 301,120,371	\$ 330,387,452	\$ 363,670,037	\$ 399,553,978
Debt limit (10% of assessed value)	27,394,281	30,112,037	33,038,745	36,367,004	39,955,398
Debt applicable to limit:					
General obligation bonds	7,730,000	7,200,000	6,665,000	6,115,000	5,560,000
Less: amount set aside for repayment of general obligation debt	<u>(893,724)</u>	<u>(928,829)</u>	<u>(987,002)</u>	<u>(1,003,541)</u>	<u>(1,024,540)</u>
Total net debt applicable to limit	<u>6,836,276</u>	<u>6,271,171</u>	<u>5,677,998</u>	<u>5,111,459</u>	<u>4,535,460</u>
Legal debt margin	<u>\$ 20,558,005</u>	<u>\$ 23,840,866</u>	<u>\$ 27,360,747</u>	<u>\$ 31,255,545</u>	<u>\$ 35,419,938</u>

**Note** - Under state finance law, the City of Richmond's outstanding general obligation debt should not exceed 10 percent of total assessed property value. By law the general obligation debt subject to the limitation may be offset by amounts set aside for repaying general obligation bonds.

\* The requirement for statistical data is ten years; only five years are available at this time.

# CITY OF RICHMOND, TEXAS

## DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

September 30, 2009

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable (1)</u>	<u>City of Richmond Share of Debt</u>
Lamar CISD	\$ 477,400,708	4.22 %	\$ 20,146,310
Fort Bend County	466,890,000	1.03	<u>4,808,967</u>
Subtotal, overlapping debt			24,955,277
<b>City Direct Debt</b>			<u>7,190,088</u>
<b>Total Direct and Overlapping Debt</b>			<u>\$ 32,145,365</u>

Source - RBC Dain Rauscher.

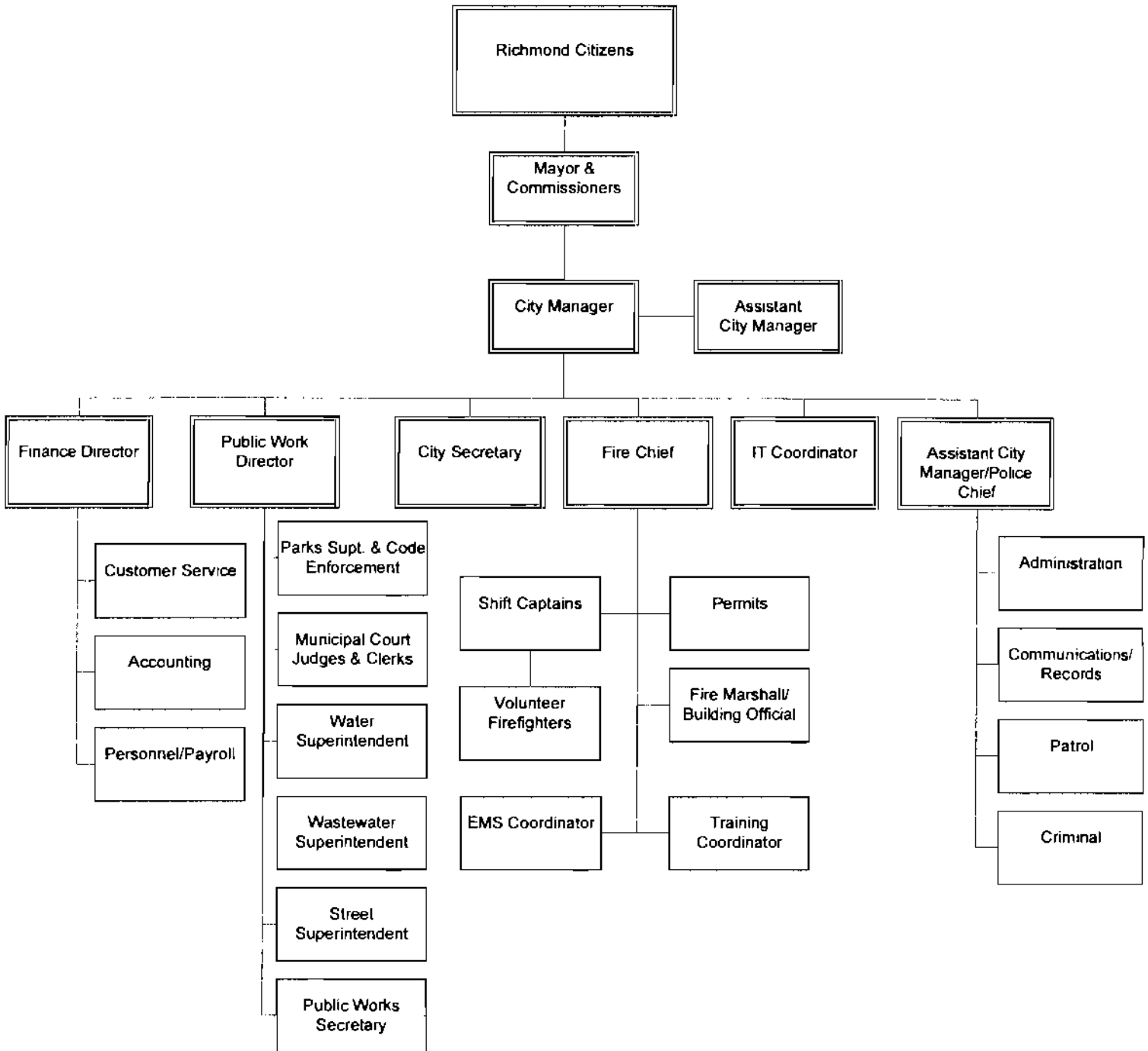
**Note** - Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore, responsible for repaying the debt of each overlapping government.

(1) The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the overlapping government's taxable assessed value that is within the City's boundaries and dividing it by the overlapping government's total taxable assessed value.

# City of Richmond

Overview

2010-2011



**CITY OF RICHMOND, TEXAS**

**FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION**

**Last Ten Fiscal Years**

<b>Function</b>	<b>Full-time Equivalent Employees as of September 30</b>									
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
General government	7	7	7	8	8	9	10	10	10	10
Public safety										
Police										
Officers	27	28	28	28	31	31	32	31	31	31
Civilians	10	10	10	10	10	10	10	11	11	11
Fire										
Firefighters	14	14	15	20	21	24	28	34	34	34
Civilians	3	3	3	3	3	3	3	3	3	3
Public works										
Administration					2	2	2	2	2	2
Streets and sanitation	10	10	10	10	10	10	10	10	10	12
Maintenance and operations	5	5	4	4	4	4	4	4	4	4
Parks and recreation	7	7	8	8	8	8	6	7	7	7
Water and sewer	23	23	23	23	24	24	28	28	28	27
<b>Total</b>	<b>106</b>	<b>107</b>	<b>108</b>	<b>114</b>	<b>121</b>	<b>125</b>	<b>133</b>	<b>140</b>	<b>140</b>	<b>141</b>

Source - City personnel records.



# CITY OF RICHMOND, TEXAS

## DEMOGRAPHIC AND ECONOMIC STATISTICS

### Last Ten Fiscal Years

<u>Fiscal Year Ended Sept. 30,</u>	<u>Population (1)</u>	<u>Personal Income</u>	<u>Per Capita Personal Income</u>	<u>Median Age (1)</u>	<u>School Enrollment (2)</u>	<u>Unemployment Rate (3)</u>
2000	11,081	n/a	n/a	30	1,458	3.6%
2001	11,965	n/a	n/a	30	1,390	4.1%
2002	12,411	n/a	n/a	30	1,426	5.0%
2003	12,752	n/a	n/a	30	1,420	5.9%
2004	13,093	n/a	n/a	30	1,388	5.1%
2005	13,434	n/a	n/a	30	1,343	5.2%
2006	13,775	n/a	n/a	30	1,951	4.7%
2007	14,372	n/a	n/a	31	2,051	4.2%
2008	13,404	n/a	17,083	31	2,153	5.5%
2009	13,493	n/a	15,195	30	1,983	6.1%

n/a - information not available.

**Data sources:**

- (1) Bureau of the Census.
- (2) Lamar Consolidated Independent School District.
- (3) Texas Workforce Commission - data prior to 2000 is not available.

**CITY OF RICHMOND, TEXAS**

**OPERATING INDICATORS BY FUNCTION**

**Last Five Fiscal Years \***

<b>Function</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Police</b>					
Arrests	641	577	340	401	401
Accident reports	200	182	252	246	246
Citations	5,513	4,473	4,467	4,575	4,575
Offense reports	2,163	1,845	1,572	1,759	1,759
Calls for service	67,077	62,607	63,036	67,499	67,499
<b>Fire</b>					
Structural fires	37	27	31	23	31
Vehicle fires	14	24	26	21	22
Vegetation fires	26	27	19	24	50
Trash/dumpster/other fires	18	35	17	35	42
EMS	1,331	1,355	1,612	1,800	1,858
Rescue	166	303	151	148	188
Hazardous condition/material calls	178	145	79	176	148
Service calls	1,057	852	836	887	651
Good intent calls	451	322	355	314	382
False alarms	16	18	16	22	18
Automatic aid/mutual aid given	153	166	156	152	167
<b>Total Incident Responses</b>	<b>3,447</b>	<b>3,274</b>	<b>3,298</b>	<b>3,602</b>	<b>3,557</b>
Fire safety inspections conducted	382	495	331	274	340
Fire safety classes/total audience	57/3876	52/4101	45/4582	54/3942	57/4134
Fire investigations initiated	50	33	30	37	37
Building - total permits issued	1,296	1,885	1,952	1,567	1,262
Building - total inspections conducted	2,619	4,253	3,953	4,320	2,903
<b>Water</b>					
Average daily consumption (millions of gallons)	2.051	1.895	1.788	1.977	1.977
Total Consumption (millions of gallons)	625.965	691.921	652.961	723.511	723.511
Peak daily consumption (millions of gallons)	2.898	2.984	3.408	3.214	3.214
<b>Sewer</b>					
Average daily sewage treatment (millions of gallons)	1.294	1.334	1.452	1.376	1.376
Total Consumption (millions of gallons)	472.281	486.998	529.939	503.745	503.745
Peak daily consumption (millions of gallons)	2.882	3.060	3.566	3.000	3.000

Source - Various City departments.

\* The requirement for statistical data is ten years; only five years are available at this time.

**CITY OF RICHMOND, TEXAS**

**CAPITAL ASSETS STATISTICS BY FUNCTION**

**Last Ten Fiscal Years**

Function	Fiscal Year									
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Public safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	16	18	18	20	23	25	25	25	27	27
Fire										
Stations	1	1	1	2	2	2	2	2	2	3
Public works										
Collection trucks	1	1	1	2	2	2	2	10	10	10
Streets (miles)	44	44	44	44	44	44	45	45	45	45
Parks and recreation										
Parks acreage	233	233	233	233	235	235	235	235	235	235
Parks	2	2	2	2	3	3	3	3	3	3
Water and sewer										
Water mains (miles)	n/a	n/a	48	48	50	50	50	50	50	50
Fire hydrants	n/a	n/a	213	223	234	239	287	287	292	292
Maximum daily capacity (millions of gallons)	n/a	n/a	2,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167
Sanitary sewers (miles)	n/a	n/a	44	44	44	44	44	44	44	44
Storm sewers (miles)	n/a	n/a	12	12	12	12	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	2.184	2.387	2.164	3.712	3.610	2.882	3.060	3.060	3.000	3.000

n/a - information not available.

Source - Various City departments.

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

**CITY OF RICHMOND, TEXAS**

**PRINCIPAL EMPLOYERS**

**Current Year and Six Years Ago**

<b>Employer</b>	<b>2009</b>			<b>2003</b>		
	<b>Employees</b>	<b>Rank</b>	<b>% of Total City Employment</b>	<b>Employees</b>	<b>Rank</b>	<b>% of Total City Employment</b>
Fort Bend County	2,116	1	46.63 %	\$ 1,537	1	20.49 %
Richmond State School	1,194	2	15.92	1,269	2	16.92
Oak Bend Hospital	586	3	7.81	468	3	6.24
Wal-Mart	278	4	3.71	189	5	2.52
City of Richmond	139	5	1.85	225	4	3.00
T. W. Davis YMCA	100	6	1.33	110	6	1.47
Richmond Post Office	63	7	0.84	85	7	1.13
ADM Cotton Mill	40	8	0.53	52	8	0.69
NEPCO Foundry	16	9	0.21	38	9	0.51
Office Depot	6	10	0.08	6	10	0.08
<b>Total</b>	<b>4,538</b>		<b>78.92 %</b>	<b>\$ 3,979</b>		<b>53.05 %</b>

Source - Municipal Advisory Council.

\* The requirement for statistical data is ten years; only six years are available at this time.

## **BUDGET PROCESS**

The City of Richmond's fiscal year begins October 1 and ends September 30. In order to have an adopted budget established by the beginning of the new fiscal year, the start of the budget process begins several months prior.

In June, all Department Heads are given a budget packet from the Finance Director containing information to help them prepare for the new fiscal year budget for their Department. Information distributed includes Departmental information for the budget document such as performance indicators and goals. Also included in the packet are historical, current and proposed budget expenditure amounts to be updated.

While the Department Heads go over and prepare their budget requests, the Finance Director calculates personnel costs, debt service requirements and projections of revenue for the upcoming fiscal year.

Department Heads have a timeline in which to turn in their preliminary budget requests, then the Finance Director adds these requests to the calculations for personnel, debt service requirements and upcoming revenue. This is a rough draft budget.

In July, the City Manager and Finance Director then regularly meet with the Department Heads to review and discuss their budget requests.

In August, City Commission budget workshops are held. In these workshops the Commission members can get input on the budget figures from the City Manager, Finance Director and Department Heads.

With the Commission's guidance, the City Manager and Finance Director draw up a proposed budget which is then presented at a Commission meeting in early September. A notice of the meeting (public hearing) is sent to the local newspaper seventy-two (72) hours before the meeting is held, and the meeting/hearing is held during the time of the regular Commission meeting time. This meeting notice is published to let the citizens of the City know the time and date in the event they would like to attend to express their ideas and opinions.

At the regular monthly Commission meeting, on the third Monday of September, there is a review of the proposed budget and a tax rate presentation. There is also a seventy-two (72) hour notification in the local newspaper for this meeting when the proposed budget is reviewed again and adopted by the Commission.

After the budget is formally adopted, any transfers or increases of appropriations of expenditures shall be approved by the Commission through a formal budget amendment, and 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.

## **City of Richmond Budget Calendar FY 2010-2011**

July 9, 2010	Departmental Budget Worksheets and forms due to Finance.
July 20, 2010	Deadline for ARB to approve appraisal records.
July 26, 2010	Tax roll certification by Chief Appraiser (official date).
August 16, 2010	Commission Budget Workshop (Expenditures).
August 20, 2010	Tax Rate Presentation. Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the roll-back rate or the effective tax rate (whichever is lower) take record vote and schedule public hearings.
September 1, 2010	Tax roll certification by Chief Appraiser to entities.
September 7, 2010	FY 2009-2010 Budget (Revenue).
September 8, 2010	Calculation of effective & rollback Tax rates.
September 13, 2010	Publication of effective and rollback tax rates; statement and schedules; submission to governing body.
September 20, 2010	Adopt FY 2009-2010 Budget and adopt Tax Rate. Monday at 4:30

**CITY OF RICHMOND, TEXAS**

**PRINCIPAL PROPERTY TAXPAYERS**

**Current Year and Six Years Ago**

Taxpayer	2009			2003		
	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value
Wal-Mart Real Estate Business	\$ 11,781,790	1	2.95 %	\$ 7,191,670	3	2.93 %
Wal-Mart Texas Stores, LP	9,035,950	2	2.26	6,990,860	4	2.85
Matrix Metals, LLC	7,554,960	3	1.89	7,777,790	2	3.17
Hunter, Clayton, LLC	6,313,810	4	1.58			
Archer Daniel Midland Co	6,000,230	5	1.50	8,239,170	1	3.36
OakBend Medical Center	5,503,210	6	1.38	3,860,310	7	1.57
G&I VI Country Club Place	5,500,000	7	1.38	4,400,150	6	1.79
Golfview Holdings LLC	4,522,190	8	1.13			
CenterPoint Energy Inc	3,922,020	9	0.98	4,442,830	5	1.81
Wolverine Lamar LP	3,093,700	10	0.77			
				4,970,080		2.03
Subtotal	63,227,860		15.82	47,872,860		19.51
Other taxpayers	336,326,118		84.18	197,497,123		80.49
Total	<u>\$ 399,553,978</u>		<u>100.00</u>	<u>\$ 245,369,983</u>		<u>100.00</u>

\* The requirement for statistical data is ten years; only six years are available at this time.

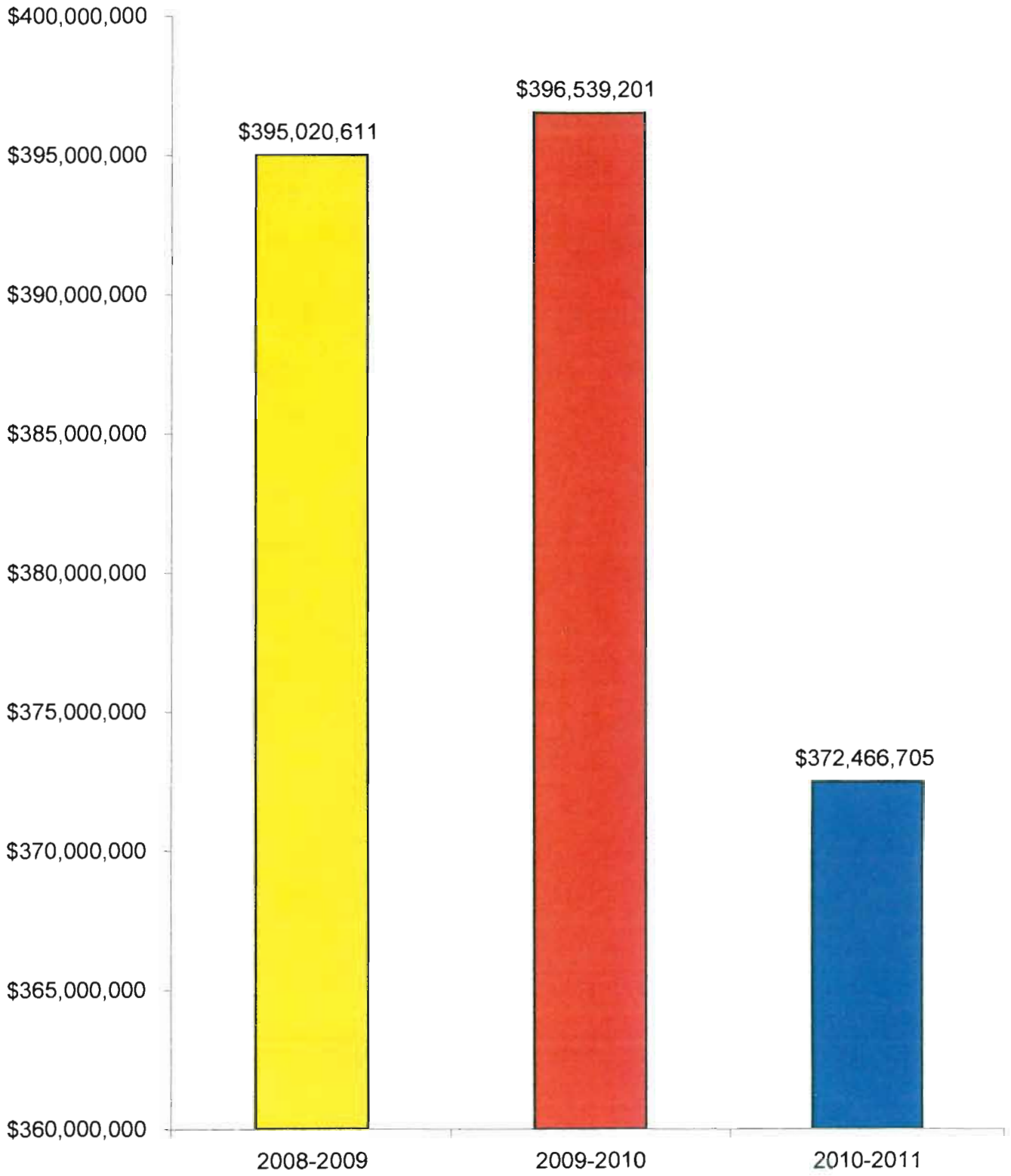
Source - Tax assessor/collector's records.

**TAX REVENUE and DISTRIBUTION**

	<b>2008-2009</b>		<b>2009-2010</b>		<b>2010-2011</b>	
Real Estate	\$501,896,378		\$563,758,594		\$566,814,335	
Personal Property	\$81,043,685		\$83,871,886		\$71,107,852	
<b>Total Tax Roll</b>	<b>\$582,940,063</b>		<b>\$647,630,480</b>		<b>\$637,922,187</b>	
Homestead cap adj.	\$3,816,865		\$3,640,475		\$2,931,460	
Exempt Property	\$173,417,360	30%	\$230,427,370	36%	\$250,781,790	39%
Productivity Loss	\$6,151,860		\$14,702,300		\$12,454,530	
Disabled Vet.	\$391,580		\$545,060		\$929,060	
Over 65	\$3,626,030		\$3,733,280		\$3,731,700	
Misc. Exemptions	\$515,757		\$526,682		\$436,264	
<b>Total Exemptions</b>	<b>\$187,919,452</b>	<b>32%</b>	<b>\$253,575,167</b>		<b>\$271,264,804</b>	
Under ARB Review	\$0		\$2,483,888		\$5,809,322	
<b>Total Tax Value</b>	<b>\$395,020,611</b>		<b>\$396,539,201</b>		<b>\$372,466,705</b>	<b>-6.07%</b>
Tax Rate per \$100	0.7900		0.7865		0.7865	
Est. Tax Levy	\$3,120,663		\$3,118,781		\$2,929,451	
% of Collections	98%		98%		98%	
Est. Collections	\$3,058,250		\$3,056,405		\$2,870,862	
Delinquent Collections	\$80,000		\$80,000		\$80,000	
Est. Funds	\$3,138,250		\$3,136,405		\$2,950,862	
<b>M &amp; O Revenue</b>	<b>\$2,305,355</b>		<b>\$2,115,162</b>		<b>\$2,030,258</b>	
Debt Service	\$832,895		\$1,021,244		\$920,604	(\$100,640)
Development Corp.	\$211,050		\$212,725		\$206,000	
Water and Sewer	\$251,743		\$245,218		\$239,893	
M & O Rate	0.5792		0.5290		0.5393	
Debt Service Rate	0.2108		0.2575		0.2472	
			67.25502495			
			32.74497505			



# Total Tax Value



**COMBINED REVENUES and EXPENDITURES  
GENERAL, W/S and DEBT SERVICE FUND  
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2010**

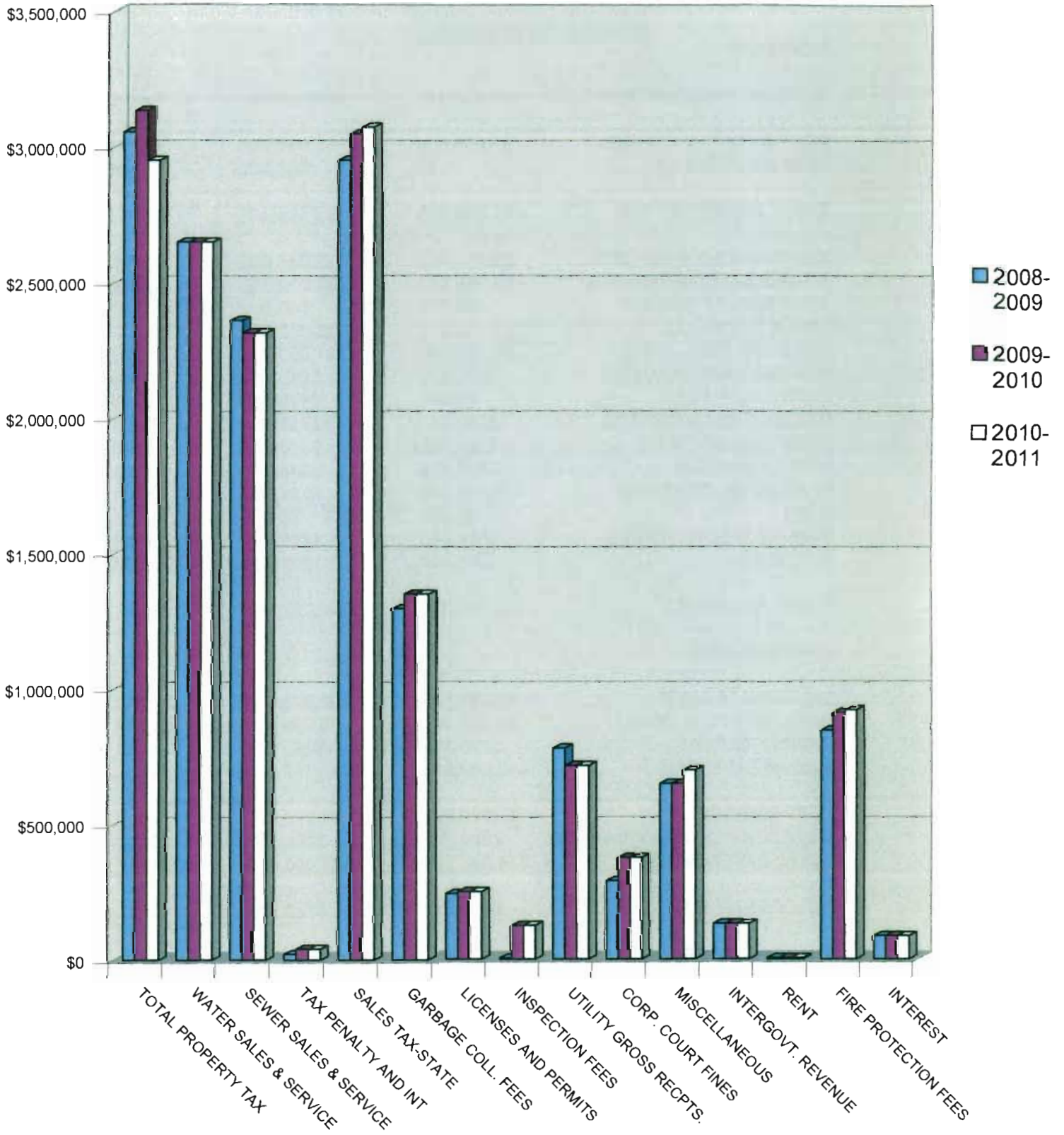
**REVENUES**

ACCOUNT DESCRIPTION	2008-2009	2009-2010	2010-2011
PROPERTY TAX-CURRENT	\$3,056,405	\$3,056,405	\$2,870,862
PROPERTY TAX-DEL	\$0	\$80,000	\$80,000
<b>TOTAL PROPERTY TAX</b>	<b>\$3,056,405</b>	<b>\$3,136,405</b>	<b>\$2,950,862</b>
WATER SALES & SERVICE	\$2,650,000	\$2,650,000	\$2,650,000
SEWER SALES & SERVICE	\$2,359,834	\$2,314,353	\$2,314,353
TAX PENALTY AND INT	\$20,764	\$40,000	\$40,000
SALES TAX-STATE	\$2,952,295	\$3,050,000	\$3,075,000
GARBAGE COLL. FEES	\$1,295,540	\$1,350,000	\$1,350,000
LICENSES AND PERMITS	\$242,820	\$250,000	\$250,000
INSPECTION FEES	\$3,990	\$125,000	\$125,000
UTILITY GROSS RECPTS.	\$780,241	\$715,000	\$715,000
CORP. COURT FINES	\$289,967	\$376,050	\$376,050
MISCELLANEOUS	\$648,000	\$648,000	\$698,000
INTERGOVT. REVENUE	\$131,596	\$131,596	\$131,596
RENT	\$5,000	\$5,000	\$5,000
FIRE PROTECTION FEES	\$844,448	\$910,000	\$920,000
INTEREST	\$86,000	\$86,000	\$86,000
<b>TOTAL REVENUES</b>	<b>\$15,366,900</b>	<b>\$15,787,404</b>	<b>\$15,686,861</b>

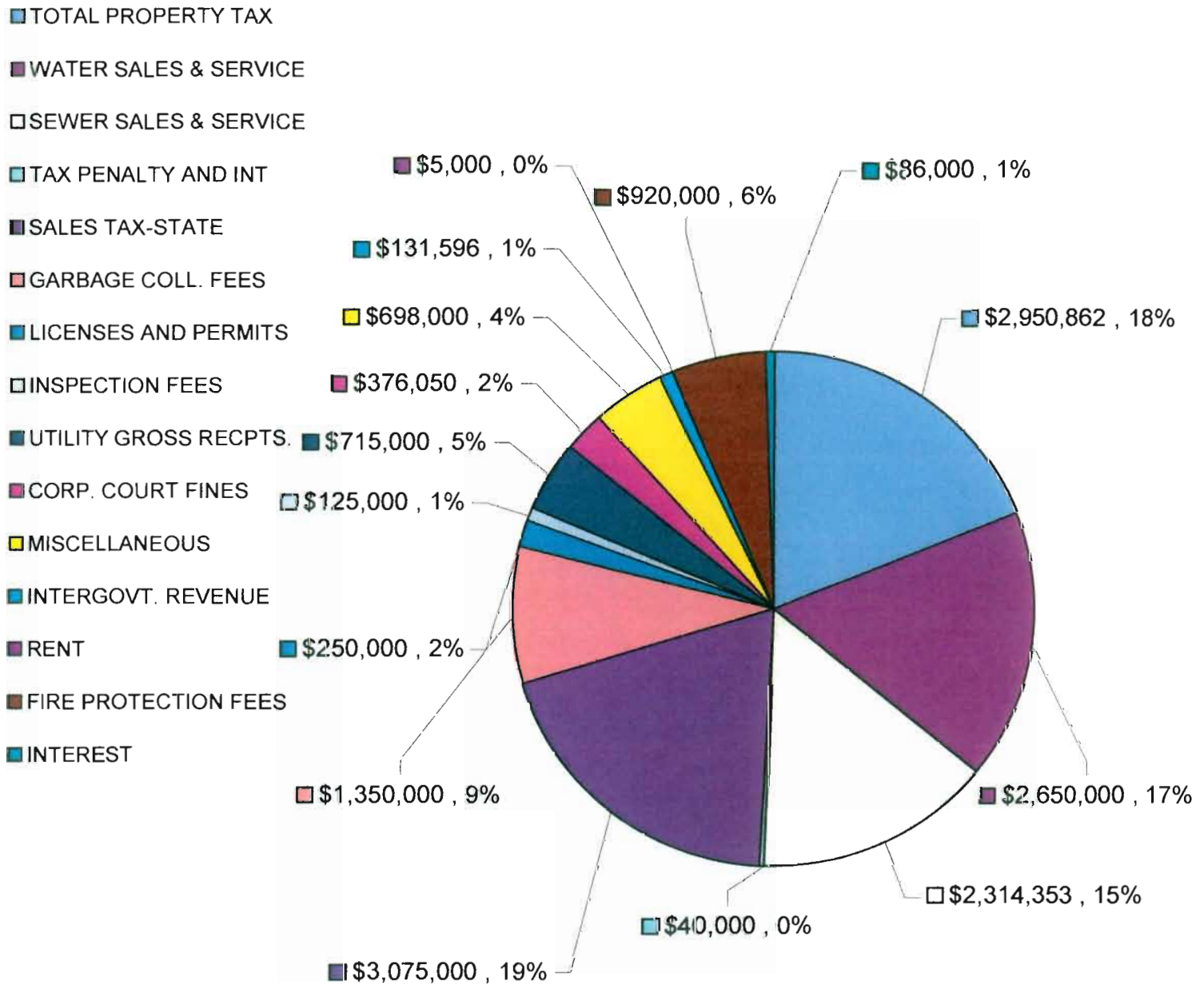
**EXPENDITURES**

SALARIES, WAGES	\$8,868,848	\$8,870,384	\$9,094,805
MATL., SUPPL. & SERV.	\$4,501,533	\$4,584,305	\$4,584,710
CAPITAL OUTLAY	\$274,273	\$262,475	\$154,500
Subtotal EXPENSES	\$13,644,654	\$13,717,164	\$13,834,014
DEBT SERVICE	\$1,079,528	\$1,079,528	\$920,304
DEBT SERVICE-WATER & SEWE	\$259,768	\$259,768	\$239,893
<b>TOTAL EXPENDITURES</b>	<b>\$14,983,950</b>	<b>\$15,056,460</b>	<b>\$14,994,211</b>
EXCESS REV./EXP.	\$382,950	\$730,945	\$692,650
PRIOR YEAR SURPLUS	\$1,571,902	\$1,954,852	\$2,685,797
ANT. SURPLUS BALANCE	\$1,954,852	\$2,685,797	\$3,378,448

**Revenue Trends Based On Past Performance**



# 2010-2011 Revenue



# GENERAL FUND

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



**GENERAL FUND**  
Revenues and Expenditures

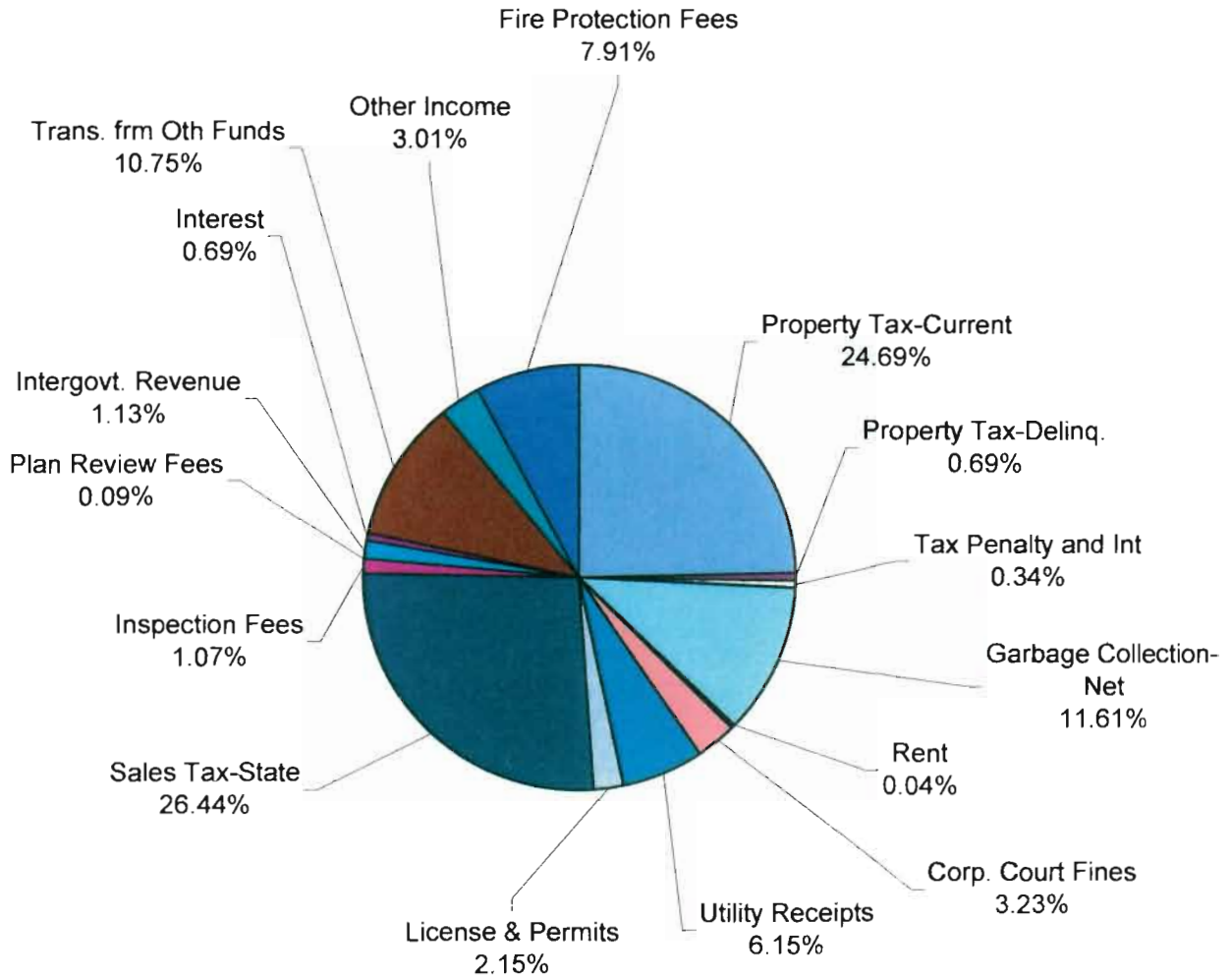
	2008-2009	2009-2010	Base 2010-2011	Adjustments to Base	Adopted 2010-2011	
3000 Property Tax-Current	\$3,058,250	\$3,056,405	\$2,870,862		\$2,870,862	
3005 Property Tax-Delinq.	\$16,587	\$80,000	\$80,000		\$80,000	
<b>Total Property Tax</b>	<b>\$3,074,836</b>	<b>\$3,136,405</b>	<b>\$2,950,862</b>		<b>\$2,950,862</b>	
3010 Tax Penalty and Int	\$20,764	\$40,000	\$40,000		\$40,000	
3025 Garbage Collection-Net	\$1,295,540	\$1,350,000	\$1,350,000		\$1,350,000	
3050 Rent	\$5,000	\$5,000	\$5,000		\$5,000	
3030 Corp. Court Fines	\$289,967	\$376,050	\$376,050		\$376,050	
3035 Utility Receipts	\$780,241	\$715,000	\$715,000		\$715,000	
3040 License & Permits	\$242,820	\$250,000	\$250,000		\$250,000	
3015 Sales Tax-State	\$2,952,295	\$3,050,000	\$3,050,000	\$25,000	\$3,075,000	
3045 Inspection Fees	\$3,990	\$125,000	\$125,000		\$125,000	
3047 Plan Review Fees	\$9,754	\$10,000	\$10,000		\$10,000	
3060 Intergovt. Revenue	\$27,257	\$131,596	\$131,596		\$131,596	
3055 Interest	\$3,630	\$80,000	\$60,000		\$80,000	
3065 Trans. frm Oth Funds	\$1,125,000	\$1,250,000	\$1,250,000		\$1,250,000	
3070 Other Income	\$740,064	\$300,000	\$300,000	\$50,000	\$350,000	
3075 Fire Protection Fees	\$844,448	\$910,000	\$908,566	\$11,434	\$920,000	
<b>Total Revenues</b>	<b>\$11,415,606</b>	<b>\$11,729,051</b>	<b>\$11,542,074</b>	<b>\$86,434</b>	<b>\$11,628,508</b>	
<b>Less Debt Service</b>	<b>\$832,895</b>	<b>\$1,079,528</b>	<b>\$920,304</b>		<b>\$920,304</b>	
<b>Total M &amp; O Revenue</b>	<b>\$10,582,711</b>	<b>\$10,649,524</b>	<b>\$10,621,770</b>	<b>\$86,434</b>	<b>\$10,708,204</b>	<b>% of Total</b>
5100 General Government	\$662,634	\$654,604	\$653,904	\$9,117	\$663,021	6.19%
5105 Public Works	\$195,219	\$206,148	\$206,148	\$519	\$206,667	1.93%
5110 Vehicle Maintenance	\$136,129	\$145,285	\$145,285	(\$2,908)	\$142,377	1.33%
5115 Information Technology	\$139,980	\$152,204	\$152,204	\$2,060	\$154,264	1.44%
5120 Street	\$895,586	\$1,074,083	\$1,034,108	\$72,893	\$1,107,001	10.34%
5130 Sanitation	\$1,241,646	\$1,300,000	\$1,300,000	\$0	\$1,300,000	12.14%
5140 Police	\$2,927,681	\$3,108,995	\$3,108,995	(\$65,425)	\$3,043,570	28.43%
5150 Fire - Central	\$3,293,935	\$3,045,029	\$2,927,029	\$274,194	\$3,201,223	29.90%
5155 Fire - St. #2	\$30,016	\$28,400	\$28,400	\$1,400	\$29,800	0.28%
5157 Fire - St. #3	\$69,381	\$50,050	\$50,050	(\$6,300)	\$43,750	0.41%
5160 Parks	\$376,300	\$434,219	\$434,219	\$7,273	\$441,492	4.12%
5170 Janitorial	\$76,111	\$86,287	\$86,287	\$3,343	\$89,630	0.84%
5180 Municipal Court	\$305,203	\$299,427	\$299,427	(\$16,049)	\$283,378	2.65%
<b>Est. M &amp; O Expenses</b>	<b>\$10,349,820</b>	<b>\$10,584,731</b>	<b>\$10,426,056</b>	<b>\$280,117</b>	<b>\$10,706,173</b>	
<b>Net Operating Revenue</b>	<b>\$232,892</b>	<b>\$64,793</b>	<b>\$195,714</b>		<b>\$2,031</b>	
<b>Prior Year Balance</b>	<b>(\$145,494)</b>	<b>\$87,398</b>	<b>\$87,398</b>		<b>\$87,398</b>	
<b>Anticipated Balance</b>	<b>\$87,398</b>	<b>\$152,191</b>	<b>\$283,112</b>		<b>\$89,429</b>	
<b>Actual Ending Fund Balanc</b>	<b>\$87,398</b>	<b>\$87,398</b>				



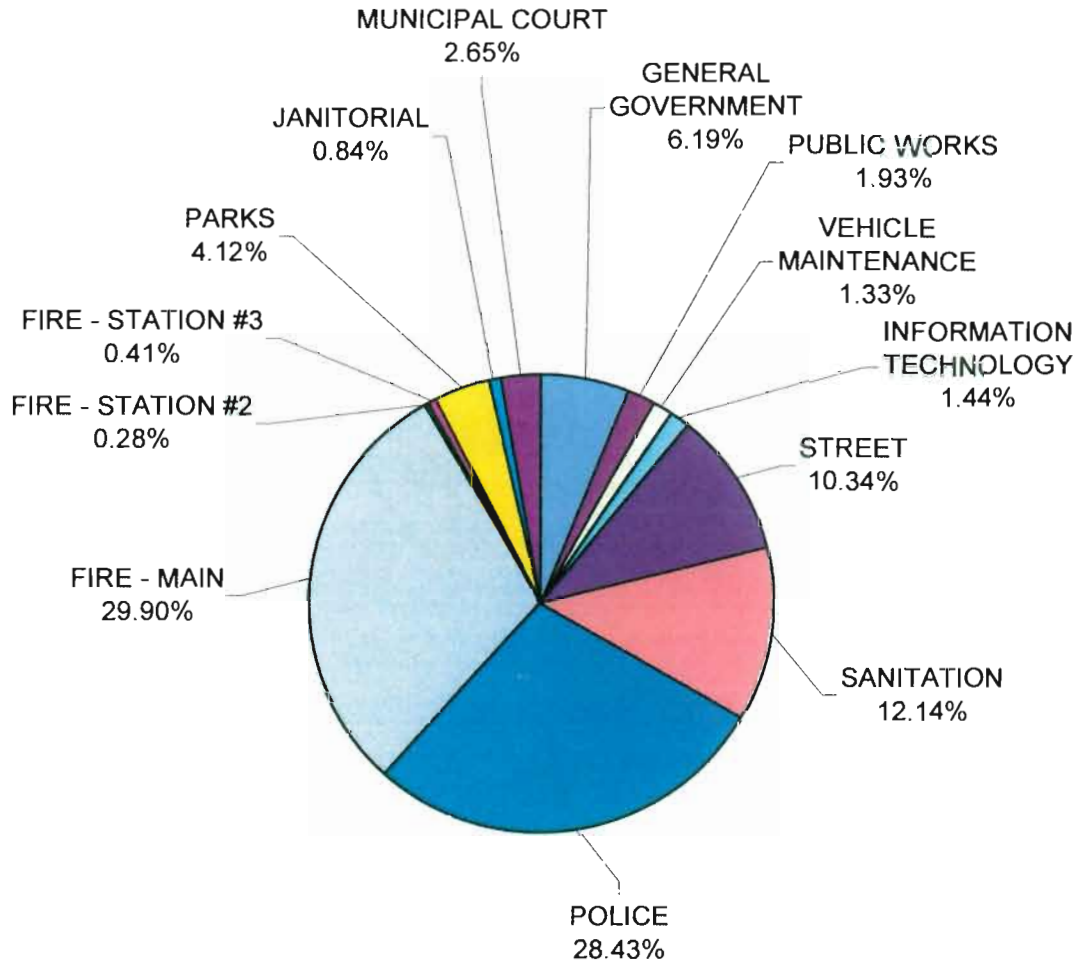
## GENERAL FUND REVENUE FY 2010-11

Total General Fund Revenue \$11,628,508 Highest to Lowest Percentages

Property Tax-current	\$2,870,862	Highest	Rent	\$ 5,000	Low
Sales Tax - State	\$3,075,000		Plan Review Fees	\$10,000	
Garbage Collection-Net	\$1,350,000		Tax Penalty/Interest	\$40,000	
Transfer from other Funds	\$1,250,000		Property Tax-Delinquent	\$80,000	



## GENERAL FUND EXPENDITURES FY 2010-2011



Total General Fund Expenditures \$10,706,173 Highest to Lowest

Fire - Central	\$3,201,223	High	Fire Station #2	\$ 29,800	Low
Police	\$3,043,570		Fire Station #3	\$ 43,750	
Sanitation	\$1,300,000		Janitorial	\$ 89,630	
Street	\$1,107,001		Vehicle Maintenance	\$142,377	



5100

**GENERAL GOVERNMENT DEPARTMENT**

DESCRIPTION	Per Audit		Expenses Base Budget 2010-2011	Adjustments to Base	Adopted 2010-2011 Budget
	2008-2009	2009-2010			
40000 Salaries	\$184,898	\$188,816	\$188,816	(\$1,535)	\$187,281
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350		\$1,350
40010 Salaries Contract	\$5,930	\$12,000	\$12,000		\$12,000
40100 Salaries Election	\$0	\$0	\$0		\$0
40125 Overtime	\$0	\$0	\$0		\$0
40150 Social Security	\$11,191	\$11,706	\$11,706	(\$95)	\$11,611
40200 Medicare	\$2,618	\$2,738	\$2,738	(\$22)	\$2,716
40250 Retirement	\$23,795	\$30,645	\$30,645	\$125	\$30,770
40350 Workmans Comp.	\$452	\$377	\$377	(\$34)	\$343
40400 Health Insurance	\$16,382	\$18,002	\$18,002	\$1,929	\$19,931
40500 Recruiting	\$30	\$20	\$20		\$20
40650 Travel and Training	\$70	\$3,750	\$3,750	(\$3,250)	\$500
40750 Office Supplies	\$6,427	\$5,000	\$5,000		\$5,000
40800 Postage	\$561	\$1,000	\$1,000		\$1,000
41300 Janitorial Supplies	\$0	\$0	\$0		\$0
41650 Periodicals-Memberships	\$3,753	\$4,000	\$4,000		\$4,000
41950 Equipment Repair	\$0	\$500	\$500		\$500
42000 Bldg. Repair & Maint.	\$944	\$1,000	\$1,000	\$20,000	\$21,000
42200 Legal & Acct. Fees	\$36,362	\$25,000	\$25,000		\$25,000
42210 Engineer & Prof. Fees	\$155,020	\$175,000	\$175,000		\$175,000
42250 Contract Service	\$44,026	\$45,000	\$45,000	(\$8,000)	\$37,000
42400 Maintenance Contract	\$6,360	\$6,000	\$6,000		\$6,000
42500 Advertising	\$1,837	\$1,500	\$1,500		\$1,500
42600 Utilities	\$5,288	\$5,000	\$5,000		\$5,000
42700 Telephone & Pagers	\$4,333	\$3,500	\$3,500		\$3,500
42750 Insurance & Bonding	\$109,320	\$110,000	\$110,000		\$110,000
42800 License & Permits	\$0	\$0	\$0		\$0
42850 Miscellaneous	\$8,180	\$2,000	\$2,000		\$2,000
42900 Capital Outlay	\$33,461	\$0	\$0		\$0
43050 Interest Expense	\$46	\$700	\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$662,634</b>	<b>\$654,604</b>	<b>\$653,904</b>	<b>\$9,117</b>	<b>\$663,021</b>
<b>SALARIES &amp; FEES</b>	<b>\$246,616</b>	<b>\$265,634</b>	<b>\$265,634</b>	<b>(\$1,630)</b>	<b>\$264,004</b>
<b>MTL. &amp; SUPPLIES</b>	<b>\$416,018</b>	<b>\$388,970</b>	<b>\$388,270</b>	<b>\$10,748</b>	<b>\$399,018</b>

**GENERAL GOVERNMENT DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**2010-2011 Departmental Goals**

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

**2010-2011 Departmental Performance Indicators**

	<b>Act. FY 08-09</b>	<b>Est. FY 09-10</b>	<b>Bud. FY 10-11</b>
# of construction contracts	3	6	6
# of commission meetings	12	12	12
# of workshops	7	4	7
# of special meetings	6	5	6

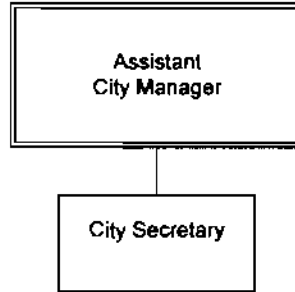
<b>2010-2011 Departmental Personnel History</b>
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	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Assistant City Manager	1	1	1
City Secretary	1	1	1
<b>Total Personnel</b>	<hr/> 2	<hr/> 2	<hr/> 2

# City of Richmond

General  
Government

2010-2011



5105

**PUBLIC WORKS DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$128,658	\$130,396	\$130,396	\$102	\$130,498
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$7,970	\$8,084	\$8,084	\$6	\$8,090
40200	Medicare	\$1,864	\$1,890	\$1,890	\$3	\$1,893
40250	Retirement	\$17,613	\$21,164	\$21,164	\$277	\$21,441
40350	Workmans Comp.	\$309	\$260	\$260	\$1	\$261
40400	Health Insurance	\$9,074	\$10,569	\$10,569	\$1,167	\$11,736
40600	Uniforms	\$0	\$0	\$0		\$0
40650	Travel and Training	\$0	\$450	\$450		\$450
40750	Office Supplies	\$5,385	\$7,000	\$7,000	(\$1,000)	\$6,000
40800	Postage	\$587	\$600	\$600		\$600
41300	Janitor Supplies	\$292	\$300	\$300		\$300
41650	Periodicals-Memberships	\$0	\$135	\$135	(\$35)	\$100
42000	Bldg. Repair & Maint.	\$948	\$4,000	\$4,000		\$4,000
42200	Legal & Act. Fees	\$0	\$0	\$0		\$0
42250	Contract Services	\$1,272	\$1,600	\$1,600		\$1,600
42400	Maintenance Contracts	\$0	\$1,000	\$1,000		\$1,000
42600	Utilities	\$13,957	\$12,000	\$12,000		\$12,000
42700	Telephone & Pagers	\$6,735	\$6,200	\$6,200		\$6,200
42850	Miscellaneous	\$555	\$500	\$500		\$500
42900	Capital Outlay	\$0	\$0	\$0		\$0
42950	Capital Contract	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$195,219</b>	<b>\$206,148</b>	<b>\$206,148</b>	<b>\$519</b>	<b>\$206,667</b>
	<b>SALARIES &amp; FEES</b>	<b>\$165,488</b>	<b>\$172,363</b>	<b>\$172,363</b>	<b>\$1,554</b>	<b>\$173,917</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$29,731</b>	<b>\$33,785</b>	<b>\$33,785</b>	<b>(\$1,035)</b>	<b>\$32,750</b>

**PUBLIC WORKS DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**2010-2011 Departmental Goals**

- To continuously seek ways to improve services to the citizens and businesses
- Public Works Departments will maintain their responsible areas at or above any regulatory requirements for their respected areas
- Public Works Departments will maintain any infrastructure in their area of responsibility at the highest level possible with the resources available

**2010-2011 Departmental Performance Indicators**

	<b>Act.</b>	<b>Est.</b>	<b>Bud.</b>
	<b><u>FY 08-09</u></b>	<b><u>FY 09-10</u></b>	<b><u>FY 10-11</u></b>
Attended Departmental meetings	250	250	250
Reply to citizen concern calls	1000	1000	1000

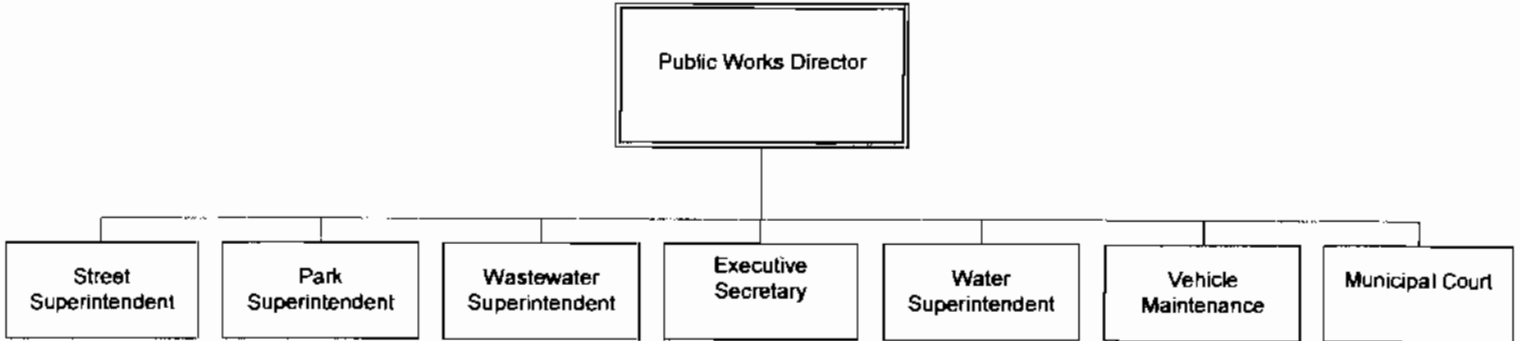
**2010-2011 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Public Works Director	1	1	1
Executive Secretary	1	1	1
<b>Total Personnel</b>	<hr/> 2	<hr/> 2	<hr/> 2

# City of Richmond

Public Works

2010-2011





5110

**VEHICLE MAINTENANCE DEPARTMENT**

DESCRIPTION	Per Audit 2008-2009	2009-2010	Expenses Base Budget 2010-2011	Adjustments to Base	Adopted 2010-2011 Budget
40000 Salaries	\$79,501	\$80,457	\$80,457	\$105	\$80,562
40125 Overtime	\$4,390	\$4,000	\$4,000	\$500	\$4,500
40150 Social Security	\$4,771	\$5,237	\$5,237	\$37	\$5,274
40200 Medicare	\$1,116	\$1,224	\$1,224	\$10	\$1,234
40250 Retirement	\$11,452	\$13,708	\$13,708	\$267	\$13,975
40350 Workmans Comp.	\$2,169	\$1,949	\$1,949	(\$106)	\$1,844
40400 Health Insurance	\$13,865	\$15,210	\$15,210	(\$3,171)	\$12,039
40600 Uniforms	\$1,286	\$1,200	\$1,200	\$400	\$1,600
40650 Travel and Training	\$0	\$500	\$500	(\$250)	\$250
40750 Office Supplies	\$1,287	\$1,000	\$1,000		\$1,000
40850 Paint & Supplies	\$102	\$1,000	\$1,000	(\$250)	\$750
40950 Shop Tools & Equip.	\$4,378	\$4,500	\$4,500	(\$300)	\$4,200
41100 Gasoline	\$670	\$1,000	\$1,000		\$1,000
41150 Tires & Batteries	\$231	\$300	\$300		\$300
41950 Equipment Repair	\$127	\$1,000	\$1,000	(\$250)	\$750
42000 Bldg. Repair & Maint	\$236	\$2,000	\$2,000		\$2,000
42100 Vehicle Repair	\$219	\$500	\$500		\$500
42150 Equipment Rental	\$1,102	\$700	\$700	\$300	\$1,000
42250 Contracted Services	\$915	\$2,200	\$2,200	(\$200)	\$2,000
42500 Advertising	\$0	\$0	\$0		\$0
42600 Utilities	\$4,486	\$3,600	\$3,600	\$200	\$3,800
42700 Telephone & Pagers	\$3,406	\$3,000	\$3,000	(\$200)	\$2,800
42850 Miscellaneous	\$420	\$1,000	\$1,000		\$1,000
42900 Capital Outlay	\$0	\$0	\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$136,129</b>	<b>\$145,285</b>	<b>\$145,285</b>	<b>(\$2,908)</b>	<b>\$142,377</b>
<b>SALARIES &amp; FEES</b>	<b>\$117,264</b>	<b>\$121,785</b>	<b>\$121,785</b>	<b>(\$2,358)</b>	<b>\$119,427</b>
<b>MTL. &amp; SUPPLIES</b>	<b>\$18,865</b>	<b>\$23,500</b>	<b>\$23,500</b>	<b>(\$550)</b>	<b>\$22,950</b>

**VEHICLE MAINTENANCE DEPARTMENT**

**Department Mission**

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

**Department Description**

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

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

**2010-2011 Departmental Goals**

- Continue to provide foremost services with an efficient use of resources.
- Maintain and provide a reliable transportation and equipment fleet.

**2010-2011 Departmental Performance Indicators**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Total # of pieces of equipment serviced/maintained	104	107	120

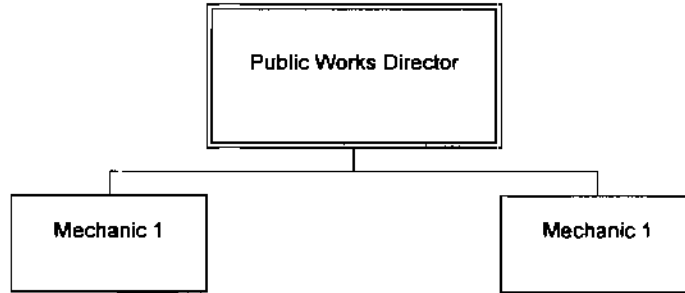
**2010-2011 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Supervisor	1	0	0
Mechanic 1	1	1	2
<b>Total Personnel</b>	<hr/> 2	<hr/> 2	<hr/> 2

# City of Richmond

Vehicle  
Maintenance

2010-2011



5115

**INFORMATION TECHNOLOGY DEPARTMENT**

DESCRIPTION	Per Audit 2008-2009	2009-2010	Expenses Base Budget 2010-2011	Adjustments to Base	Adopted 2010-2011 Budget
40000 Salaries	\$102,500	\$104,622	\$104,622	\$91	\$104,713
40125 Overtime	\$574	\$0	\$0	\$575	\$575
40150 Social Security	\$6,424	\$6,487	\$6,487	\$41	\$6,528
40200 Medicare	\$1,502	\$1,517	\$1,517	\$10	\$1,527
40250 Retirement	\$14,096	\$16,980	\$16,980	\$319	\$17,299
40350 Workmans Comp.	\$249	\$209	\$209	(\$17)	\$193
40400 Health Insurance	\$9,933	\$10,889	\$10,889	\$791	\$11,680
40650 Travel and Training	\$0	\$3,800	\$3,800		\$3,800
40750 Office Supplies	\$2,464	\$3,500	\$3,500	\$500	\$4,000
41100 Gasoline and Diesel	\$1,049	\$2,350	\$2,350	(\$1,000)	\$1,350
41650 Periodicals, Memberships	\$0	\$100	\$100		\$100
42100 Vehicle Repair	\$219	\$750	\$750	\$750	\$1,500
42700 Telephone & Pagers	\$969	\$1,000	\$1,000		\$1,000
42800 License & Permits	\$0	\$0	\$0		\$0
42850 Miscellaneous	\$0	\$0	\$0		\$0
42900 Capital Outlay	\$0	\$0	\$0		\$0
42950 Capital Contract	\$0	\$0	\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$139,980</b>	<b>\$152,204</b>	<b>\$152,204</b>	<b>\$2,060</b>	<b>\$154,264</b>
<b>SALARIES &amp; FEES</b>	<b>\$135,278</b>	<b>\$140,704</b>	<b>\$140,704</b>	<b>\$1,810</b>	<b>\$142,514</b>
<b>MTL. &amp; SUPPLIES</b>	<b>\$4,701</b>	<b>\$11,500</b>	<b>\$11,500</b>	<b>\$250</b>	<b>\$11,750</b>

**INFORMATION TECHNOLOGY DEPARTMENT**

**Department Mission**

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

**Department Description**

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

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

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

**2010-2011 Departmental Goals**

- Provide the highest quality information prior to enterprise technology investments
- Choose appropriate IT projects and manage them effectively
- Hold classes to train users to use spreadsheet and data application software to more efficiently and effectively track day-to-day and long term departmental activities.
- Document application software and multi-user hardware installations
- Provide proactive support on UPSs, data backup, and hardware

**2010-2011 Departmental Performance Indicators**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of File Servers maintained	8	8	8
# of Mobile Terminals maintained	25	25	25
# of Network Printers maintained	23	23	23
# of Workstations	101	105	105

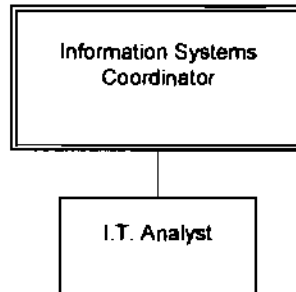
<b>2010-2011 Departmental Personnel History</b>
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	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
<b>Total Personnel</b>	<hr/> 2	<hr/> 2	<hr/> 2

# City of Richmond

Information  
Systems

2010-2011





5120

**STREET DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$343,686	\$357,917	\$357,917	\$28,916	\$386,833
40125	Overtime	\$365	\$5,742	\$5,742		\$5,742
40150	Social Security	\$20,348	\$22,547	\$22,547	\$1,793	\$24,340
40200	Medicare	\$4,759	\$5,273	\$5,273	\$420	\$5,693
40250	Retirement	\$46,278	\$57,301	\$57,301	\$5,456	\$62,757
40350	Workmans Comp.	\$24,944	\$18,653	\$18,653	(\$1,440)	\$17,213
40400	Health Insurance	\$53,609	\$61,075	\$61,075	\$15,807	\$76,882
40550	Medical Surveillance	\$320	\$500	\$500		\$500
40600	Uniforms	\$3,636	\$5,000	\$5,000		\$5,000
40650	Travel and Training	\$75	\$500	\$500		\$500
40750	Office Supplies	\$1,284	\$1,500	\$1,500		\$1,500
40800	Postage	\$0	\$100	\$100		\$100
40850	Paint,Hardware Supplies	\$1,846	\$4,000	\$4,000		\$4,000
40900	Street and Sign Paint	\$6,406	\$6,000	\$6,000		\$6,000
40950	Shop Tools & Equip.	\$2,284	\$2,000	\$2,000		\$2,000
41100	Gasoline and Diesel	\$23,139	\$30,000	\$30,000		\$30,000
41150	Tires & Batteries	\$2,501	\$4,000	\$4,000		\$4,000
41200	Topping & Base Materials	\$141,533	\$200,000	\$200,000	\$7,942	\$207,942
41250	Repair & Maint Materials	\$12,908	\$50,000	\$50,000		\$50,000
41300	Janitorial Supplies	\$573	\$1,200	\$1,200		\$1,200
41350	Chemicals	\$3,106	\$8,000	\$8,000		\$8,000
41650	Periodicals, Memberships	\$0	\$100	\$100		\$100
41900	Storm Water Mgmt Prgm	\$1,086	\$20,000	\$20,000		\$20,000
41950	Equipment Repair	\$10,227	\$12,000	\$12,000	\$14,000	\$26,000
42000	Bldg. Repair & Maint.	\$4,796	\$4,000	\$4,000	(\$2,000)	\$2,000
42100	Vehicle Repair	\$5,144	\$8,000	\$8,000		\$8,000
42150	Equipment Rental	\$4,507	\$10,000	\$10,000		\$10,000
42210	Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250	Contract Service	\$41,497	\$35,000	\$35,000		\$35,000
42500	Advertising	\$0	\$100	\$100		\$100
42550	Mosquito Control	\$3,800	\$7,000	\$7,000		\$7,000
42600	Utilities	\$10,793	\$10,000	\$10,000	\$2,000	\$12,000
42650	Street Lighting	\$72,013	\$73,000	\$73,000		\$73,000
42700	Telephone & Pagers	\$4,520	\$6,000	\$6,000		\$6,000
42800	License & Permits	\$90	\$600	\$600		\$600
42850	Miscellaneous	\$4,886	\$7,000	\$7,000		\$7,000
42900	Capital Outlay	\$0	\$0	\$0		\$0
42950	Capital Contract	\$38,628	\$39,975	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$895,586</b>	<b>\$1,074,083</b>	<b>\$1,034,108</b>	<b>\$72,893</b>	<b>\$1,107,001</b>
	<b>SALARIES &amp; FEES</b>	<b>\$493,989</b>	<b>\$529,008</b>	<b>\$528,508</b>	<b>\$50,951</b>	<b>\$579,459</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$362,970</b>	<b>\$505,100</b>	<b>\$505,600</b>	<b>\$21,942</b>	<b>\$527,542</b>

**STREET DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**2010-2011 Departmental Goals**

- Continually improving productivity, quality of service and performance
- Provide the traveling public with a safe environment for automobile and pedestrian traffic
- Continue with the crack sealing program
- Maintain and update street and regulatory sign inventory program
- Complete 1.61 miles of street maintenance, repairs and construction
- Provide a minimum of 8 hours of continuing education for each employee

**2010-2011 Departmental Performance Indicators**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Miles of pavement replaced	1.45	.25	1.61

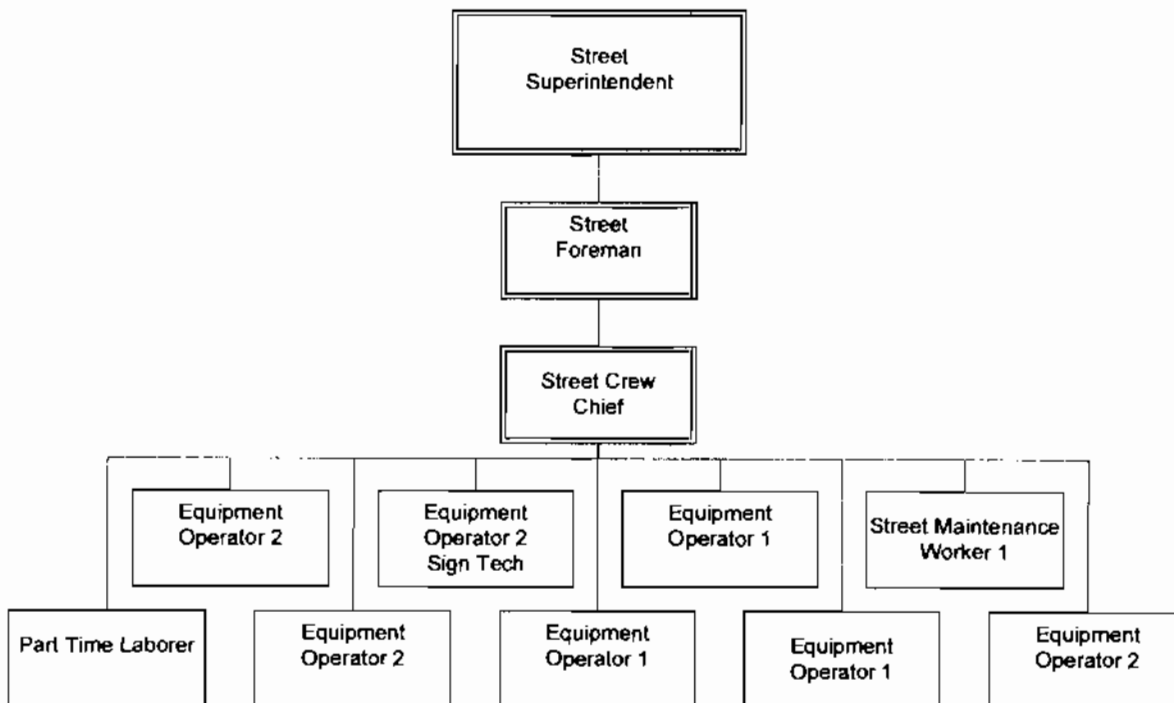
**2009-2010 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Street Superintendent	1	1	1
Street Foreman	1	1	1
Street Crew Chief	1	1	1
Equipment Operator I	2	2	3
Equipment Operator II	4	4	4
Equipment Operator II/Sigh Tech	1	1	1
Street Maintenance Worker 1	1	1	1
Part Time Laborer	1	1	1
<b>Total Personnel</b>	<b>11</b>	<b>11</b>	<b>13</b>

# City of Richmond

Street Department

2010-2011



5130

**SANITATION DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
41950	Equipment Repair	\$0	\$0	\$0		\$0
42250	Contracted Services	\$1,241,646	\$1,300,000	\$1,300,000		\$1,300,000
42810	Sales Tax	\$0	\$0	\$0		\$0
42950	Capital Outlay	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$1,241,646</b>	<b>\$1,300,000</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$1,300,000</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$1,241,646</b>	<b>\$1,300,000</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$1,300,000</b>

## SANITATION DEPARTMENT

### Department Mission

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

### Department Description

Inclusive of our contract is removal of normal household garbage twice per week and lawn clippings/tree limb pick up once a week. An aggressive recycle program takes place on a once per week basis. Our solid waste carrier will collect and dispose of one white item per week, 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 is 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.

### 2010-2011 Departmental Goals

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

### 2010-2011 Departmental Performance Indicators

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of garbage accounts	3448	3031	3065

**2010-2011 Departmental Personnel History**

Included in Public Works Personnel History

5140

**POLICE DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$1,911,731	\$1,985,337	\$1,985,337	(\$45,269)	\$1,940,068
40000	Salaries-5310	\$0	\$0	\$0		\$0
40125	Overtime	\$15,887	\$54,643	\$54,643		\$54,643
40150	Social Security	\$118,976	\$126,479	\$126,479	(\$2,807)	\$123,672
40200	Medicare	\$27,825	\$29,580	\$29,580	(\$656)	\$28,924
40250	Retirement	\$265,293	\$326,415	\$326,415	(\$3,416)	\$322,999
40350	Workmans Comp.	\$47,525	\$38,877	\$38,877	(\$5,682)	\$33,195
40400	Health Insurance	\$212,297	\$242,714	\$242,714	\$16,556	\$259,270
40550	Medical Surveillance	\$6,650	\$7,500	\$7,500	(\$500)	\$7,000
40600	Uniforms	\$11,311	\$10,000	\$10,000		\$10,000
40600	Uniforms-5310	\$0	\$0	\$0		\$0
40650	Travel and Training	\$16,941	\$16,200	\$16,200	\$800	\$17,000
40650	Travel and Training-5310	\$0	\$0	\$0		\$0
40750	Office Supplies	\$30,695	\$31,750	\$31,750	(\$3,750)	\$28,000
40750	Office Supplies-5310	\$0	\$0	\$0		\$0
40800	Postage	\$803	\$1,000	\$1,000		\$1,000
40850	Paint,Hardware Supplies	\$2,179	\$1,000	\$1,000		\$1,000
41100	Gasoline and Diesel	\$49,485	\$65,000	\$65,000	(\$10,000)	\$55,000
41150	Tires & Batteries	\$3,567	\$4,800	\$4,800		\$4,800
41400	Ammunition	\$9,287	\$10,000	\$10,000		\$10,000
41450	Canine	\$1,427	\$2,000	\$2,000		\$2,000
41500	Film and Photo Process	\$9	\$450	\$450	(\$250)	\$200
41500	Film and Photo Process-5310	\$0	\$0	\$0		\$0
41650	Periodicals-Memberships	\$599	\$800	\$800	\$200	\$1,000
41950	Equipment Repair	\$11,195	\$9,000	\$9,000	\$1,000	\$10,000
42100	Vehicle Repair	\$26,131	\$20,000	\$20,000		\$20,000
42150	Equipment Rental	\$4,803	\$5,000	\$5,000	\$2,000	\$7,000
42250	Contracted Services	\$3,276	\$10,000	\$10,000		\$10,000
42300	Animal Control	\$11,616	\$12,000	\$12,000		\$12,000
42350	Board of Prisoners	\$10,720	\$9,800	\$9,800	(\$9,000)	\$800
42400	Maintenance Contract	\$22,250	\$21,000	\$21,000	(\$3,000)	\$18,000
42500	Advertising	\$413	\$1,000	\$1,000		\$1,000
42600	Utilities	\$39,574	\$31,000	\$31,000	(\$1,000)	\$30,000
42700	Telephone & Pagers	\$23,674	\$30,650	\$30,650	(\$650)	\$30,000
42700	Telephone & Pagers-5310	\$0	\$0	\$0		\$0
42850	Miscellaneous	\$5,635	\$5,000	\$5,000		\$5,000
42850	Miscellaneous-5310	\$0	\$0	\$0		\$0
42900	Capital Outlay	\$35,906	\$0	\$0		\$0
42900	Capital Outlay-Tiberon	\$0	\$0	\$0		\$0
42950	Capital Contract	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$2,927,681</b>	<b>\$3,108,995</b>	<b>\$3,108,995</b>	<b>(\$65,425)</b>	<b>\$3,043,570</b>
	<b>SALARIES &amp; FEES</b>	<b>\$2,599,535</b>	<b>\$2,804,045</b>	<b>\$2,804,045</b>	<b>(\$41,275)</b>	<b>\$2,762,770</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$292,240</b>	<b>\$304,950</b>	<b>\$304,950</b>	<b>(\$24,150)</b>	<b>\$280,800</b>



**POLICE DEPARTMENT**

**Department Mission**

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

**Department Description**

The Richmond Police Department is a municipal police department with thirty-one sworn officers and nine civilian employees. The department has been recognized nationally for its community policing successes.

**2010-2011 Departmental Goals**

- Review, update, edit and publish revised General Orders and Policies
- Complete Texas Police Chief's Recognition Program
- Add an employee position to assist with technology operation and maintenance
- Research and/or acquire a means of real time surveillance for hot spots

**2010-2011 Departmental Performance Indicators**

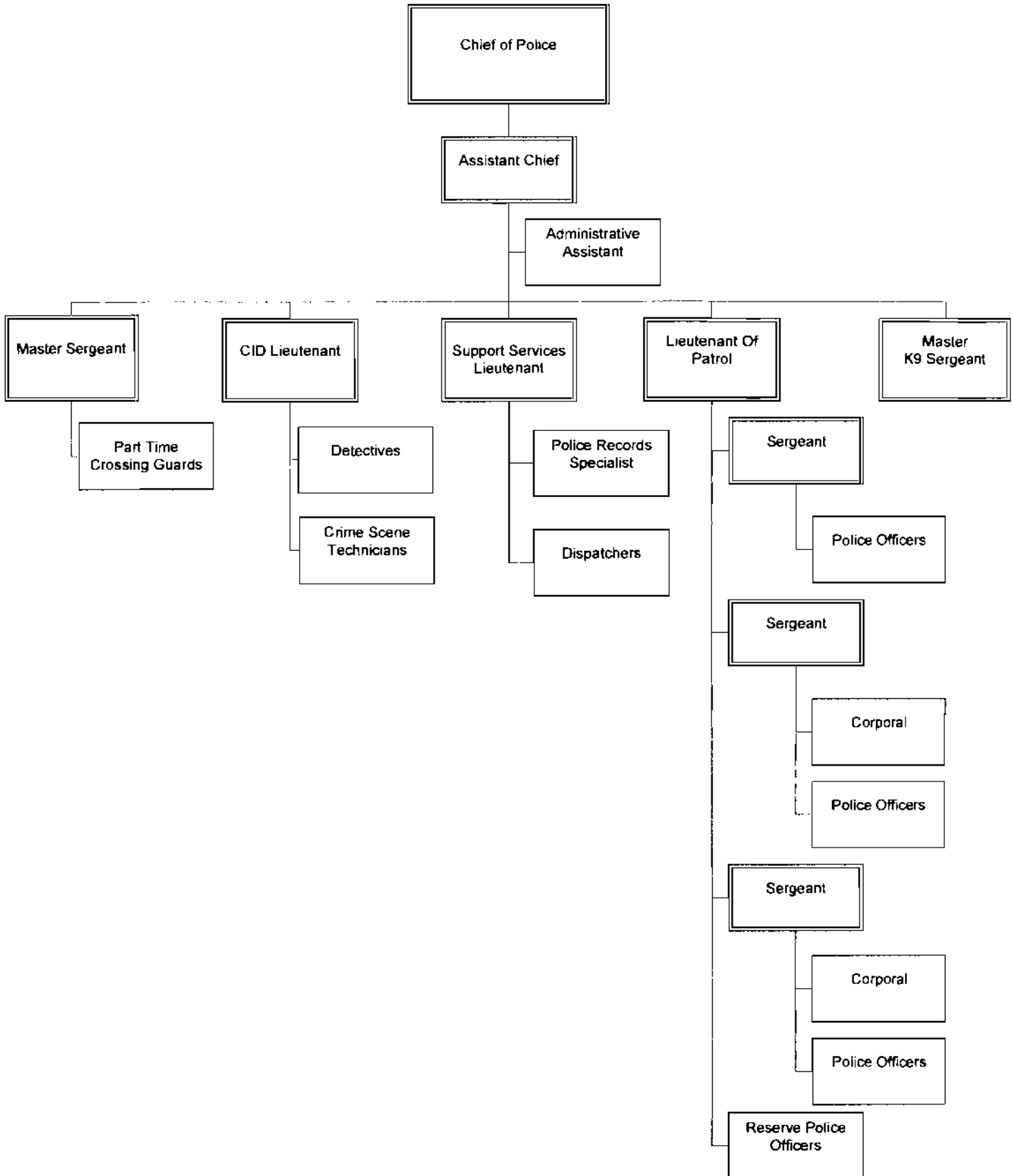
	<b>Act.</b> <b><u>FY 08-09</u></b>	<b>Est.</b> <b><u>FY 09-10</u></b>	<b>Bud.</b> <b><u>FY 10-11</u></b>
Written warnings issued	3,927	3,630	3,800
Citations issued	3,633	3,619	3,650
Arrests made	752	775	800
Hours of in-service training	2,130	818	1,062
Traffic accident reports	241	220	230

**2010-2011 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant of Patrol	1	1	1
Lieutenant of CID	1	1	1
Lieutenant Support Services	0	1	1
Patrol Sergeant	3	3	3
Master Sergeant	2	1	1
Patrol Corporal	3	3	2
Detective	4	4	4
Crime Scene Technician	2	2	2
Police Officer	12	12	13
Administrative Assistant	1	1	1
Dispatcher	8	8	7
Police Records Specialist	1	1	1
Master K-9 Sergeant	1	1	1
Part Time School Crossing Guards			3.5
<b>Total Personnel</b>	<b>41</b>	<b>41</b>	<b>43.5</b>

# City of Richmond

Police Department 2010-2011



5150

**FIRE DEPARTMENT-CENTRAL**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$1,777,860	\$1,768,140	\$1,768,140	\$175,879	\$1,944,019
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$104,174	\$109,625	\$109,625	\$10,904	\$120,529
40200	Medicare	\$24,575	\$25,638	\$25,638	\$2,550	\$28,188
40250	Retirement	\$241,891	\$286,969	\$286,969	\$32,433	\$319,402
40300	Volunteer Retirement	\$4,536	\$6,000	\$6,000		\$6,000
40350	Workmans Comp.	\$29,407	\$39,638	\$39,638	(\$9,931)	\$29,707
40400	Health Insurance	\$194,817	\$238,619	\$238,619	(\$16,292)	\$222,327
40500	Volunteer Benefits	\$13,799	\$26,000	\$26,000	(\$6,000)	\$20,000
40550	Medical Surveillance	\$35,779	\$36,000	\$36,000		\$36,000
40600	Uniforms	\$15,418	\$20,000	\$20,000		\$20,000
40650	Travel and Training	\$50,316	\$55,000	\$55,000		\$55,000
40650	Travel and Training-5320	\$0	\$0	\$0		\$0
40700	Convention/Association	\$1,837	\$3,500	\$3,500		\$3,500
40750	Office Supplies	\$14,522	\$17,000	\$17,000		\$17,000
40800	Postage	\$589	\$800	\$800		\$800
40850	Paint,Hardware Supplies	\$0	\$0	\$0		\$0
40950	Shop Tools & Equip.	\$1,603	\$1,650	\$1,650		\$1,650
41000	Fire Hose & Equipment	\$113,215	\$70,000	\$70,000		\$70,000
41050	Projects from Donations	\$0	\$0	\$0		\$0
41100	Gasoline and Diesel	\$35,584	\$40,000	\$40,000		\$40,000
41150	Tires & Batteries	\$3,882	\$5,000	\$5,000	\$1,500	\$6,500
41250	Fire Marshal/Inspection	\$8,679	\$10,000	\$10,000		\$10,000
41300	Janitorial Supplies	\$2,293	\$3,000	\$3,000		\$3,000
41400	Ammunition	\$587	\$700	\$700	\$150	\$850
41500	Film and Photo Process	\$0	\$1,000	\$1,000		\$1,000
41650	Periodicals-Memberships	\$1,900	\$3,000	\$3,000		\$3,000
41950	Equipment Repair	\$29,728	\$25,000	\$25,000	\$2,000	\$27,000
42000	Bldg. Repair & Maint.	\$4,687	\$15,000	\$15,000		\$15,000
42100	Vehicle Repair	\$43,435	\$40,000	\$40,000		\$40,000
42150	Equipment Rental	\$0	\$500	\$500		\$500
42200	Legal & Acct. Fees	\$0	\$0	\$0		\$0
42210	Engineer & Prof. Fees	\$0	\$500	\$500		\$500
42250	Contract Service	\$14,769	\$20,000	\$20,000		\$20,000
42400	Maintenance Contract	\$5,905	\$4,000	\$4,000	\$1,000	\$5,000
42450	Lab Fees	\$628	\$1,000	\$1,000		\$1,000
42500	Advertising	\$0	\$250	\$250		\$250
42600	Utilities	\$15,624	\$18,000	\$18,000		\$18,000
42700	Telephone & Pagers	\$30,053	\$25,500	\$25,500		\$25,500
42850	Miscellaneous	\$6,679	\$10,000	\$10,000		\$10,000
42900	Capital Outlay	\$465,164	\$118,000	\$0	\$80,000	\$80,000
	<b>TOTAL EXPENSES</b>	<b>\$3,293,935</b>	<b>\$3,045,029</b>	<b>\$2,927,029</b>	<b>\$274,194</b>	<b>\$3,201,223</b>
	<b>SALARIES &amp; FEES</b>	<b>\$2,426,837</b>	<b>\$2,536,629</b>	<b>\$2,536,629</b>	<b>\$189,544</b>	<b>\$2,726,173</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$401,933</b>	<b>\$390,400</b>	<b>\$390,400</b>	<b>\$4,650</b>	<b>\$395,050</b>

5155

FIRE DEPARTMENT-STATION #2		Expenses		Base Budget Adjustments		Adopted
RANSOM ROAD	Per Audit			2010-2011	to Base	2010-2011
DESCRIPTION	2008-2009	2009-2010				Budget
40000	Salaries	\$0	\$0	\$0		\$0
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$0	\$0	\$0		\$0
40200	Medicare	\$0	\$0	\$0		\$0
40250	Retirement	\$0	\$0	\$0		\$0
40300	Volunteer Retirement	\$0	\$0	\$0		\$0
40350	Workmans Comp.	\$0	\$0	\$0		\$0
40400	Health Insurance	\$0	\$0	\$0		\$0
40500	Volunteer Benefits	\$0	\$0	\$0		\$0
40550	Medical Surveillance	\$0	\$0	\$0		\$0
40600	Uniforms	\$0	\$0	\$0		\$0
40650	Travel and Training	\$0	\$0	\$0		\$0
40650	Travel and Training-52	\$0	\$0	\$0		\$0
40700	Convention/Associatio	\$0	\$0	\$0		\$0
40750	Office Supplies	\$235	\$1,500	\$1,500		\$1,500
40800	Postage	\$0	\$0	\$0		\$0
40850	Paint,Hardware Suppli	\$0	\$0	\$0		\$0
40950	Shop Tools & Equip.	\$62	\$100	\$100		\$100
41000	Fire Hose & Equipmer	\$869	\$1,500	\$1,500	\$500	\$2,000
41050	Projects from Donator	\$0	\$0	\$0		\$0
41100	Gasoline and Diesel	\$4,732	\$7,000	\$7,000	(\$500)	\$6,500
41150	Tires & Batteries	\$0	\$1,500	\$1,500		\$1,500
41250	Fire Marshal/Inspectio	\$0	\$0	\$0		\$0
41300	Janitorial Supplies	\$1,170	\$1,300	\$1,300	(\$300)	\$1,000
41400	Ammunition	\$0	\$0	\$0		\$0
41500	Film and Photo Proces	\$0	\$0	\$0		\$0
41650	Periodicals-Membersh	\$0	\$0	\$0		\$0
41950	Equipment Repair	\$1,290	\$1,000	\$1,000		\$1,000
42000	Bldg. Repair & Maint.	\$3,414	\$4,000	\$4,000		\$4,000
42100	Vehicle Repair	\$11,382	\$5,000	\$5,000	\$1,000	\$6,000
42150	Equipment Rental	\$0	\$0	\$0		\$0
42200	Legal & Acct. Fees	\$0	\$0	\$0		\$0
42210	Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250	Contract Service	\$0	\$0	\$0		\$0
42400	Maintenance Contract	\$0	\$0	\$0		\$0
42450	Lab Fees	\$0	\$0	\$0		\$0
42500	Advertising	\$0	\$0	\$0		\$0
42600	Utilities	\$3,516	\$3,200	\$3,200		\$3,200
42700	Telephone & Pagers	\$3,122	\$1,300	\$1,300	\$700	\$2,000
42850	Miscellaneous	\$222	\$1,000	\$1,000		\$1,000
42900	Capital Outlay	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$30,016</b>	<b>\$28,400</b>	<b>\$28,400</b>	<b>\$1,400</b>	<b>\$29,800</b>
	<b>SALARIES &amp; FEES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$30,016</b>	<b>\$28,400</b>	<b>\$28,400</b>	<b>\$1,400</b>	<b>\$29,800</b>

FIRE DEPARTMENT-STATION #3 FARMER ROAD		Expenses		Base Budget	Adjustments	Adopted
DESCRIPTION	Per Audit 2008-2009	2009-2010	2010-2011	to Base	2010-2011 Budget	
40000	Salaries	\$0	\$0	\$0		\$0
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$0	\$0	\$0		\$0
40200	Medicare	\$0	\$0	\$0		\$0
40250	Retirement	\$0	\$0	\$0		\$0
40300	Volunteer Retirement	\$0	\$0	\$0		\$0
40350	Workmans Comp.	\$0	\$0	\$0		\$0
40400	Health Insurance	\$0	\$0	\$0		\$0
40500	Volunteer Benefits	\$0	\$0	\$0		\$0
40550	Medical Surveillance	\$0	\$0	\$0		\$0
40600	Uniforms	\$0	\$0	\$0		\$0
40650	Travel and Training	\$0	\$0	\$0		\$0
40650	Travel and Training-53	\$0	\$0	\$0		\$0
40700	Convention/Associatio	\$0	\$0	\$0		\$0
40750	Office Supplies	\$925	\$1,500	\$1,500		\$1,500
40800	Postage	\$0	\$0	\$0		\$0
40850	Paint,Hardware Suppli	\$0	\$0	\$0		\$0
40950	Shop Tools & Equip.	\$680	\$750	\$750		\$750
41000	Fire Hose & Equipmer	\$37,146	\$3,000	\$3,000		\$3,000
41050	Projects from Donator	\$0	\$0	\$0		\$0
41100	Gasoline and Diesel	\$0	\$8,000	\$8,000	(\$8,000)	\$0
41150	Tires & Batteries	\$1,421	\$1,500	\$1,500		\$1,500
41250	Fire Marshal/Inspectio	\$0	\$0	\$0		\$0
41300	Janitorial Supplies	\$1,403	\$2,500	\$2,500		\$2,500
41400	Ammunition	\$0	\$0	\$0		\$0
41500	Film and Photo Proces	\$0	\$0	\$0		\$0
41650	Periodicals-Membersh	\$86	\$0	\$0		\$0
41950	Equipment Repair	\$2,175	\$2,000	\$2,000		\$2,000
42000	Bldg. Repair & Maint.	\$2,366	\$4,000	\$4,000		\$4,000
42100	Vehicle Repair	\$6,433	\$5,000	\$5,000	\$1,000	\$6,000
42150	Equipment Rental	\$0	\$0	\$0		\$0
42200	Legal & Acct. Fees	\$0	\$0	\$0		\$0
42210	Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250	Contract Service	\$60	\$0	\$0		\$0
42400	Maintenance Contract	\$893	\$2,500	\$2,500		\$2,500
42450	Lab Fees	\$0	\$0	\$0		\$0
42500	Advertising	\$0	\$0	\$0		\$0
42600	Utilities	\$9,901	\$16,000	\$16,000		\$16,000
42700	Telephone & Pagers	\$3,443	\$1,300	\$1,300	\$1,700	\$3,000
42850	Miscellaneous	\$2,449	\$2,000	\$2,000	(\$1,000)	\$1,000
42900	Capital Outlay	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$69,381</b>	<b>\$50,050</b>	<b>\$50,050</b>	<b>(\$6,300)</b>	<b>\$43,750</b>
	<b>SALARIES &amp; FEES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$69,381</b>	<b>\$50,050</b>	<b>\$50,050</b>	<b>(\$6,300)</b>	<b>\$43,750</b>

## FIRE DEPARTMENT

### Department Mission

Our mission is to provide a high level of service to the public and a safe community through education, codes, preparedness and response.

### Department Description

The Richmond Fire Department is a full service department that provides a wide variety of services to the community, both inside the city and in the unincorporated area around the city. The Department provides fire suppression service to almost anything that will burn including grass, vehicles, structures and flammable liquids. The Department provides a full array of rescue services including vehicle extrication, high angle rescue, confined space rescue, swift water, high water, scuba diver rescue and trench and building collapse rescue. The Department provides response to incidents involving hazardous materials and serve as part of the Fort Bend County West End Regional Hazardous Materials Response Team. The Department is also an integral part of the Fort Bend County Regional Structural Collapse Team. We provide EMT – Intermediate advanced life support prehospital emergency medical care. Our EMT-Intermediates have the capability to intubate patients, start IV's and administer a select few drugs such as baby aspirin, nitroglycerin, glucose and albuteral. The Department also carries AED's on our vehicles. The Department provides public fire safety education to all the schools as well as other groups. The Department focuses mainly on fire safety issues but we also incorporate seat belts, gun safety and water safety. The Department conducts a citizen's fire academy once each year and has hosted fourteen academies to date. The Department serves the building department function for the City of Richmond and the Fire Marshal serves as the Building Official. The Department does plan reviews, issues permits, collects fees and does all the building related inspections including foundation, framing, electrical, plumbing, mechanical and others. The Department also does the fire safety inspections for the City. The Department conducts fire cause investigations as well as arson investigations. The Fire Chief serves as the Emergency Management Coordinator for the City of Richmond. The Department provides many non emergency public service type responses including keys locked in vehicles, people locked out of residences and animal rescues.

The Richmond Fire Department is a combination paid and volunteer department with approximately 20 volunteer firefighters, 34 full-time paid firefighters and 13 part-time paid firefighters. We also employ 3 clerical positions including an administrative assistant and two permits and records specialists bringing the number of our full time staff to 37 and total personnel to approximately 70.

**2010-2011 Departmental Goals**

- ◆ Preparing for growth of fire protection contracts.
- ◆ Continue aggressive training program of all firefighters.
- ◆ Continue programs to keep our current PPC of 2.
- ◆ Applied for grant funding for updated computer equipment in the City's EOC.
- ◆ Sponsor several firefighters who have applied for Texas Task Force 1.

**2010-2011 Departmental Performance Indicators**

	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>Estimated FY 10-11</b>
<b>Structural Fires</b>	<b>31</b>	<b>19</b>	<b>19</b>
<b>Vehicle Fires</b>	<b>22</b>	<b>7</b>	<b>7</b>
<b>Vegetation Fires</b>	<b>50</b>	<b>22</b>	<b>22</b>
<b>Trash / Dumpster / Other Fires</b>	<b>42</b>	<b>18</b>	<b>18</b>
<b>EMS</b>	<b>1858</b>	<b>1526</b>	<b>1526</b>
<b>Rescue</b>	<b>188</b>	<b>166</b>	<b>166</b>
<b>Hazardous Condition/Materials Calls</b>	<b>148</b>	<b>145</b>	<b>145</b>
<b>Service Calls</b>	<b>651</b>	<b>607</b>	<b>607</b>
<b>Good intent Calls</b>	<b>382</b>	<b>581</b>	<b>581</b>
<b>False Alarms</b>	<b>18</b>	<b>9</b>	<b>9</b>
<b>Automatic Aid/Mutual Aid Given</b>	<b>152</b>	<b>127</b>	<b>127</b>
<b>Total Incident Responses</b>	<b>3557</b>	<b>3227</b>	<b>3227</b>
<b>Fire Safety Inspections Conducted</b>	<b>340</b>	<b>281</b>	<b>281</b>
<b>Fire Safety Classes / Total Audience</b>	<b>57 / 4134</b>	<b>55 / 3780</b>	<b>55 / 3780</b>
<b>Fire Investigations Initiated</b>	<b>37</b>	<b>20</b>	<b>20</b>
<b>Building – Total Permits Issued</b>	<b>1262</b>	<b>990</b>	<b>990</b>
<b>Building – Total Inspections Conducted</b>	<b>2903</b>	<b>2424</b>	<b>2424</b>

**2010-2011 Departmental Full-time Personnel History**

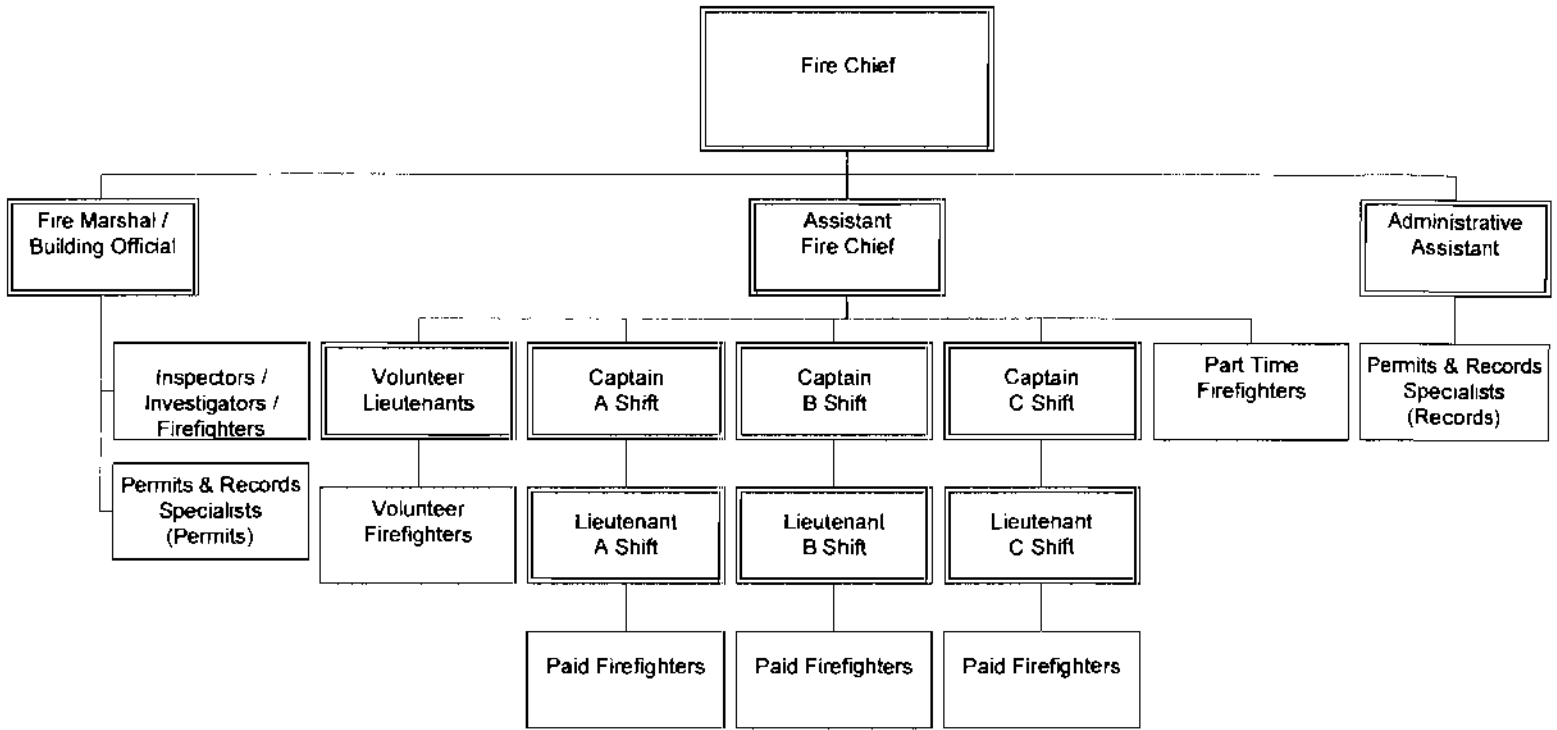
	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>
Fire Chief	1	1	1
Fire Marshal/Bldg. Official	1	1	1
Inspector/Investigator/Firefighter	4	4	4
Assistant Fire Chief	1	1	1
Captain/EMT-I	3	3	3
Lieutenant/EMT-I	6	6	6
Firefighters/EMT	18	18	18
Administrative Assistant	1	1	1
Records Specialist	1	1	1
Permits Specialist	1	1	1
<b>Total Personnel</b>	<b>37</b>	<b>37</b>	<b>37</b>



# City of Richmond

Fire Department

2010-2011



5160

**PARKS DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$213,624	\$221,958	\$221,958	\$373	\$222,331
40125	Overtime	\$808	\$5,360	\$5,360		\$5,360
40150	Social Security	\$13,123	\$14,094	\$14,094	\$23	\$14,117
40200	Medicare	\$3,069	\$3,296	\$3,296	\$5	\$3,301
40250	Retirement	\$29,588	\$36,894	\$36,894	\$516	\$37,410
40350	Workmans Comp.	\$5,399	\$4,265	\$4,265	(\$315)	\$3,950
40400	Health Insurance	\$34,681	\$41,452	\$41,452	\$6,671	\$48,123
40550	Medical Surveillance	\$80	\$250	\$250		\$250
40600	Uniforms	\$1,796	\$3,000	\$3,000		\$3,000
40650	Travel and Training	\$2,340	\$2,500	\$2,500		\$2,500
40750	Office Supplies	\$582	\$2,000	\$2,000		\$2,000
40850	Paint,Hardware Supplies	\$6,357	\$8,000	\$8,000		\$8,000
40950	Shop Tools & Equip.	\$2,312	\$4,000	\$4,000		\$4,000
41100	Gasoline	\$11,244	\$20,000	\$20,000		\$20,000
41150	Tires & Batteries	\$679	\$3,000	\$3,000		\$3,000
41300	Janitorial Supplies	\$1,247	\$1,500	\$1,500		\$1,500
41350	Chemicals	\$763	\$900	\$900		\$900
41650	Periodicals-Memberships	\$0	\$0	\$0		\$0
41950	Equipment Repair	\$6,169	\$10,000	\$10,000		\$10,000
42000	Bldg. Repair & Maint.	\$8,866	\$9,000	\$9,000		\$9,000
42100	Vehicle Repair	\$1,725	\$2,500	\$2,500		\$2,500
42150	Equipment Rental	\$45	\$500	\$500		\$500
42200	Legal & Acct. Fees	\$0	\$0	\$0		\$0
42250	Contract Service	\$1,282	\$3,000	\$3,000		\$3,000
42300	Code Enforcement	\$701	\$10,000	\$10,000		\$10,000
5280	Park Improvement Fund	\$0	\$0	\$0		\$0
42500	Advertising	\$0	\$150	\$150		\$150
42600	Utilities	\$22,812	\$17,000	\$17,000		\$17,000
42700	Telephone & Pagers	\$3,280	\$4,200	\$4,200		\$4,200
42800	License & Permits	\$212	\$400	\$400		\$400
42850	Miscellaneous	\$3,513	\$5,000	\$5,000		\$5,000
42900	Capital Outlay	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$376,300</b>	<b>\$434,219</b>	<b>\$434,219</b>	<b>\$7,273</b>	<b>\$441,492</b>
	<b>SALARIES &amp; FEES</b>	<b>\$300,292</b>	<b>\$327,569</b>	<b>\$327,319</b>	<b>\$7,273</b>	<b>\$334,592</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$76,007</b>	<b>\$106,650</b>	<b>\$106,900</b>	<b>\$0</b>	<b>\$106,900</b>

**PARKS DEPARTMENT**

**Department Mission**

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

**Department Description**

The Park Department maintains George Park, comprised of 10 baseball fields, 12 soccer fields, 4 softball fields, 1 football field, 2 sand volleyball areas, as well as a pavilion, concession stands, a jogging trail and picnic areas. The Park Department also maintains Crawford Park, Clay Park, Wessendorff Park, the Fire Department and the City Hall Annex. This department also maintains any vacant lots whose ownership is undetermined as well as the fire training field. The Park Department maintenance includes the duties of picking up trash, mowing, cleaning restrooms, weed eating, and equipment maintenance, applying fertilizers and herbicides as part of the general park maintenance.

The Park Department includes the Janitorial Department as well as Park Maintenance Workers I and II reporting to the Park Foreman, who reports to the Park Superintendent. The Park Superintendent and Foreman are the City of Richmond Code Enforcement Officers.

**2010-2011 Departmental Goals**

- Continuously seek ways to improve service to citizens and visitors as the City of Richmond grows
- Improve efficiency through replacement or purchase of new equipment to expedite lawn care and maintenance services
- Construct a new parking lot at George Park on the east side of the park for baseball parking
- License another employee in Weed Control

**2010-2011 Departmental Performance Indicators**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of work related injuries	2	2	2
Square yardage of parks	88,200+235.192acres	same	same

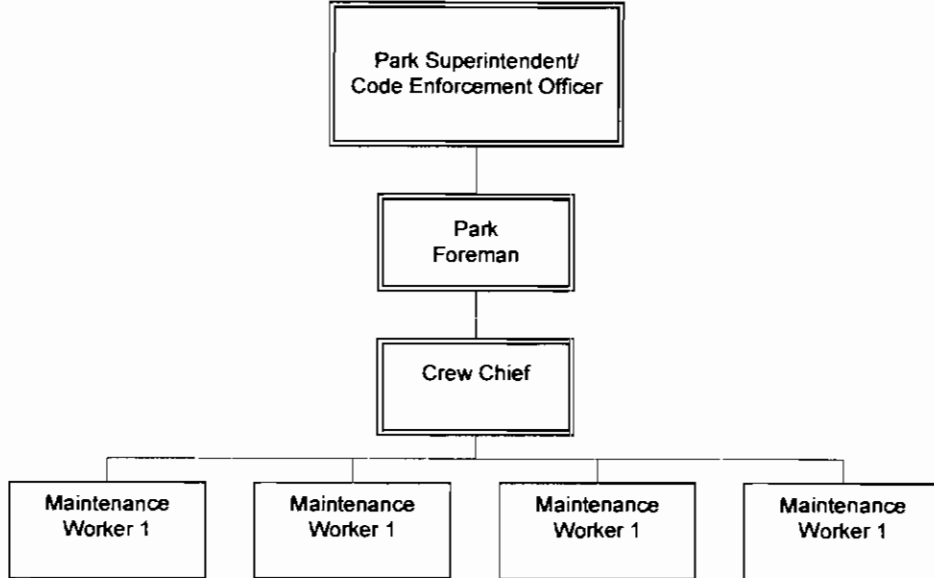
**2010-2011 Departmental Personnel History**

	<b>Act.</b>	<b>Est.</b>	<b>Bud.</b>
	<b><u>FY 08-09</u></b>	<b><u>FY 09-10</u></b>	<b><u>FY 10-11</u></b>
Park Superintendent/Code Enforcement Officer	1	1	1
Park Foreman	1	1	1
Crew chief	1	1	1
Maintenance Worker I	4	4	4
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>7</b>

# City of Richmond

Parks Department

2010-2011



5170

**JANITORIAL DEPARTMENT**

	DESCRIPTION	Per Audit 2008-2009	2009-2010	Expenses Base Budget 2010-2011	Adjustments to Base	Adopted 2010-2011 Budget
40000	Salaries	\$51,353	\$52,572	\$52,572	\$103	\$52,675
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$3,120	\$3,260	\$3,260	\$5	\$3,265
40200	Medicare	\$730	\$762	\$762	\$2	\$764
40250	Retirement	\$6,993	\$8,533	\$8,533	\$122	\$8,655
40350	Workmans Comp.	\$1,515	\$991	\$991	\$87	\$1,078
40400	Health Insurance	\$9,933	\$10,889	\$10,889	\$3,023	\$13,912
40550	Medical Surveillance	\$0	\$200	\$200		\$200
40600	Uniforms and Clothing	\$593	\$880	\$880		\$880
41300	Janitorial Supply	\$1,557	\$5,000	\$5,000		\$5,000
41950	Equipment Repair	\$0	\$200	\$200		\$200
42150	Equipment Rental	\$0	\$1,000	\$1,000		\$1,000
42850	Miscellaneous	\$318	\$2,000	\$2,000		\$2,000
42900	Capital Outlay	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$76,111</b>	<b>\$86,287</b>	<b>\$86,287</b>	<b>\$3,343</b>	<b>\$89,630</b>
	<b>SALARIES &amp; FEES</b>	<b>\$73,644</b>	<b>\$77,207</b>	<b>\$77,007</b>	<b>\$3,343</b>	<b>\$80,350</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$2,468</b>	<b>\$9,080</b>	<b>\$9,280</b>	<b>\$0</b>	<b>\$9,280</b>

## JANITORIAL DEPARTMENT

### Department Mission

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

### Department Description

The Janitorial Department is a part of the Park Department. The Janitorial Maintenance Workers report to the Park Foreman, who reports to the Park Superintendent. The Janitorial Department takes care of the Police Department, City Hall and the City Hall Annex building, and their duties include picking up trash, mopping and waxing floors, cleaning restrooms, dusting all furniture, vacuuming, changing light bulbs, and other duties as assigned.

### 2010-2011 Departmental Goals

- Continuously seek ways to improve service to employees, citizens and visitors to the City
- Improve efficiency through the replacement or purchase of new equipment to expedite custodial care and maintenance services
- Rework the floors in two rooms at the City Hall Annex building and one large room at City Hall
- Purchase a new leaf vacuum to be used outside City Hall

### 2010-2011 Departmental Performance Indicators

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of floors reworked	all	all	all
# of days lost to injury/illness	0	0	0
# of buildings maintained	3	3	3

<b>2010-2011 Departmental Personnel History</b>
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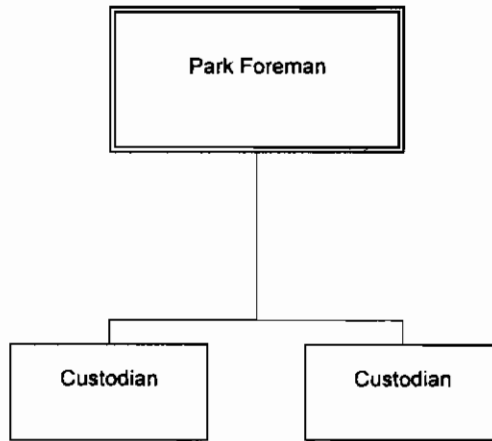
	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Custodian	2	2	2
<b>Total Personnel</b>	<hr/> 2	<hr/> 2	<hr/> 2



# City of Richmond

Janitorial  
Department

2010-2011



5180

**MUNICIPAL COURT DEPARTMENT**

DESCRIPTION	Per Audit 2008-2009	2009-2010	Expenses		Adopted 2010-2011 Budget
			Base Budget 2010-2011	Adjustments to Base	
40000 Salaries	\$110,410	\$111,868	\$111,868	\$143	\$112,011
40010 Salaries Contract	\$18,512	\$22,000	\$22,000		\$22,000
40020 Salaries Jury	\$738	\$2,000	\$2,000		\$2,000
40125 Overtime	\$337	\$0	\$0		\$0
40150 Social Security	\$6,550	\$6,936	\$6,936	\$8	\$6,944
40200 Medicare	\$1,532	\$1,622	\$1,622	\$2	\$1,624
40250 Retirement	\$15,150	\$18,157	\$18,157	\$246	\$18,403
40350 Workmans Comp.	\$1,232	\$948	\$948	(\$128)	\$820
40400 Health Insurance	\$14,935	\$16,346	\$16,346	\$1,229	\$17,575
40600 Uniforms	\$0	\$500	\$500		\$500
40650 Travel and Training	\$1,459	\$1,500	\$1,500		\$1,500
40750 Office Supplies	\$1,336	\$2,500	\$2,500		\$2,500
40800 Postage	\$947	\$1,100	\$1,100	(\$100)	\$1,000
41100 Gasoline-Vehicle	\$1,734	\$2,000	\$2,000	\$1,500	\$3,500
41300 Janitorial Supplies	\$0	\$100	\$100		\$100
41650 Periodicals-Memberships	\$50	\$250	\$250	(\$150)	\$100
41950 Equipment Repair	\$0	\$400	\$400	\$200	\$600
42000 Building Repair	\$321	\$0	\$0	\$1,000	\$1,000
42100 Vehicle Repair	\$0	\$500	\$500		\$500
42250 Contract Service	\$2,703	\$2,000	\$2,000		\$2,000
42400 Maintenance Contract	\$3,510	\$7,000	\$7,000		\$7,000
42700 Telephones and Pagers	\$1,082	\$1,200	\$1,200		\$1,200
42820 Court Cost State	\$95,773	\$100,000	\$100,000	(\$20,000)	\$80,000
42850 Miscellaneous	\$405	\$500	\$500		\$500
42900 Capital Outlay	\$26,488	\$0	\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$305,203</b>	<b>\$299,427</b>	<b>\$299,427</b>	<b>(\$16,049)</b>	<b>\$283,378</b>
<b>SALARIES &amp; FEES</b>	<b>\$169,396</b>	<b>\$179,877</b>	<b>\$180,377</b>	<b>\$1,501</b>	<b>\$181,878</b>
<b>MTL. &amp; SUPPLIES</b>	<b>\$109,319</b>	<b>\$119,550</b>	<b>\$119,050</b>	<b>(\$17,550)</b>	<b>\$101,500</b>

**MUNICIPAL COURT DEPARTMENT**

**Department Mission**

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

**Department Description**

The Associate Judge reports to the Public Works Director. The Court Clerk works under the direction of the Associate Judge and Prosecutor. The Court Clerk carries out ministerial duties delegated by the Judge and performs administrative and managerial functions of the Court.

The functions of the Court Clerk 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 Clerk 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.

**2010-2011 Departmental Goals**

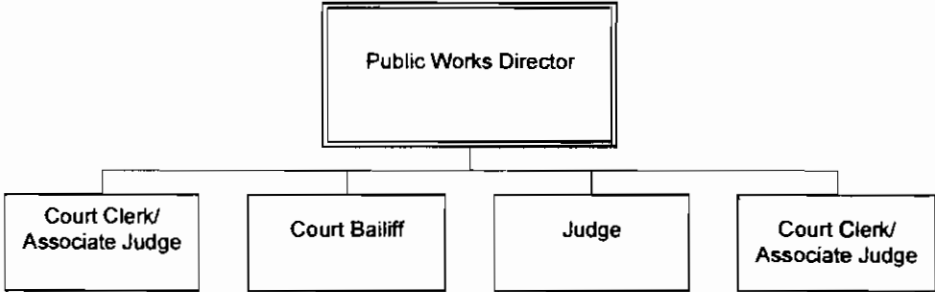
- To establish policies that reflect sound fiscal responsibility and accountability
- To invest in the development of staff to meet the growth and demands of the City
- To seek opportunities to protect and serve our citizens

**2010-2011 Departmental Performance Indicators**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of cases filed	4750	3534	3534

**2009-2010 Departmental Goals**

	<b>Act.</b>	<b>Est.</b>	<b>Bud.</b>
	<b><u>FY 07-08</u></b>	<b><u>FY 08-09</u></b>	<b><u>FY 09-10</u></b>
Court Clerk/Associate Judge	1	1	2
Bailiff	1	1	1
Records clerk – part time	0	.5	
<b>Total Personnel</b>	<b>3</b>	<b>3.5</b>	<b>3.0</b>



<b>GENERAL FUND</b>		<b>Expenditures</b>			
<b>DEPARTMENT</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>% Increase/Decrease from PY</b>	
5100	GENERAL GOVERNMENT	\$662,634	\$654,604	\$663,021	1.29%
5105	PUBLIC WORKS	\$195,219	\$206,148	\$206,667	0.25%
5110	VEHICLE MAINTENANCE	\$136,129	\$145,285	\$142,377	-2.00%
5115	INFORMATION TECHNOLOGY	\$139,980	\$152,204	\$154,264	1.35%
5120	STREET	\$895,586	\$1,074,083	\$1,107,001	3.06%
5130	SANITATION	\$1,241,646	\$1,300,000	\$1,300,000	0.00%
5140	POLICE	\$2,927,681	\$3,108,995	\$3,043,570	-2.10%
5150	FIRE - MAIN	\$3,293,935	\$3,045,029	\$3,201,223	5.13%
5155	FIRE - STATION #2	\$30,016	\$28,400	\$29,800	4.93%
5157	FIRE - STATION #3	\$69,381	\$50,050	\$43,750	
5160	PARKS	\$376,300	\$434,219	\$441,492	1.67%
5170	JANITORIAL	\$76,111	\$86,287	\$89,630	3.87%
5180	MUNICIPAL COURT	\$305,203	\$299,427	\$283,378	-5.36%
	<b>TOTAL</b>	<b>\$10,349,820</b>	<b>\$10,584,731</b>	<b>\$10,706,173</b>	<b>1.15%</b>

# WATER & SEWER FUND

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

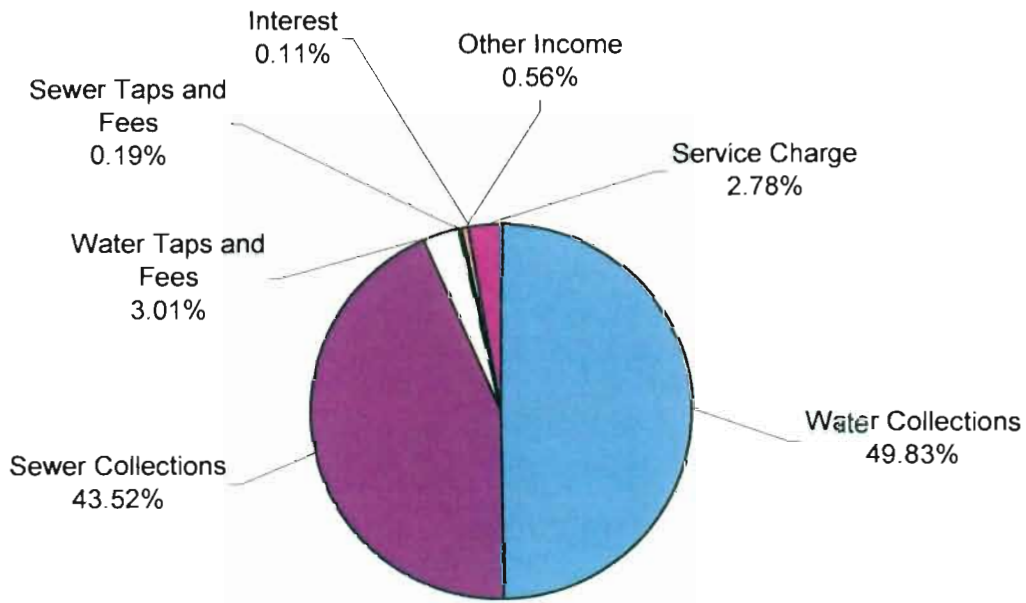


**WATER and SEWER FUND**  
Revenue and Expenditures

	<b>REVENUES</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Adopted 2010-2011</b>
3075	Water Collections	\$2,942,409	\$2,650,000	\$2,650,000
3080	Sewer Collections	\$2,359,834	\$2,314,353	\$2,314,353
3085	Water Taps and Fees	\$59,479	\$160,000	\$160,000
3090	Sewer Taps and Fees	\$3,000	\$10,000	\$10,000
3060	Intergovt. Revenues	\$0	\$0	\$0
3070	Other Income	\$44,388	\$30,000	\$30,000
3055	Interest	\$17,564	\$6,000	\$6,000
3065	Transfer from Other	\$362,161	\$0	\$0
3095	Reconnect Fees	\$0	\$0	\$0
3105	Service Charge	\$148,017	\$148,000	\$148,000
	<b>Total Revenues</b>	<b>\$5,936,852</b>	<b>\$5,318,353</b>	<b>\$5,318,353</b>
	<b>EXPENSES</b>			
5200	Account. & Collection	\$445,569	\$322,303	\$322,303
5210	Customer Service	\$227,790	\$228,475	\$235,784
5215	Meter	\$234,100	\$251,376	\$267,356
5220	Water	\$1,227,013	\$1,084,726	\$1,096,418
5230	Wastewater	\$1,521,765	\$1,245,553	\$1,205,981
	Transfer to other Funds	\$1,000,000	\$1,250,000	\$1,250,000
	Transfer to Debt Service Funds	\$127,700	\$251,743	\$239,893
	<b>Total Expenses</b>	<b>\$4,783,937</b>	<b>\$4,634,176</b>	<b>\$4,617,734</b>
	<b>Excess Rev./Expenses</b>	<b>\$1,152,915</b>	<b>\$684,177</b>	<b>\$700,619</b>
	Prior Year Balance	\$700,000	\$700,000	\$1,600,000
	Anticipated Balance	\$1,842,924	\$1,384,177	\$2,300,619



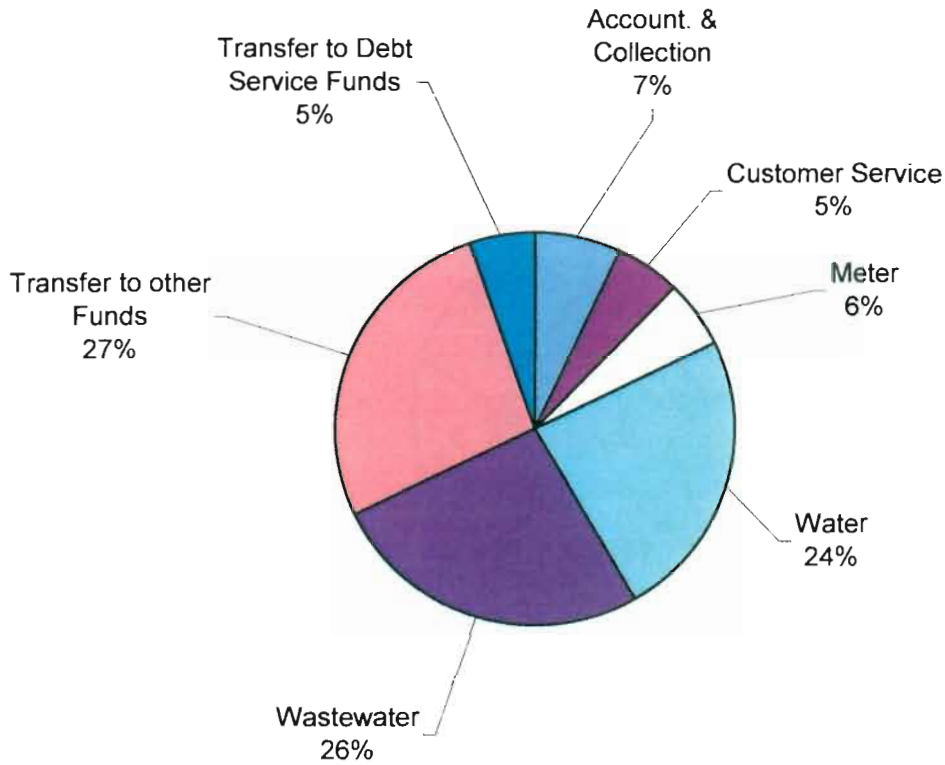
## WATER AND SEWER FUND REVENUE FY 2010-2011



Water and Sewer Fund Revenue \$5,318,353 Highest and Lowest

Water Collections	\$ 2,650,000	High	Interest	\$ 6,000	Low
Sewer Collections	\$ 2,314,353		Sewer Taps and Fees	\$ 10,000	
Water Taps and Fees	\$ 160,000		Other Income	\$ 30,000	

## WATER AND SEWER FUND EXPENDITURES FY 2010-2011



**Total Water and Sewer Expenditures Highest to Lowest**

Transfer to Other Funds	\$ 1,205,000	High	Meter	\$ 267,356	Low
Wastewater	\$ 1,205,981		Customer Service	\$ 235,784	
Water	\$ 1,096,418		Transfer to Debt Service Funds	\$ 239,893	
Accounting & Collecting	\$ 322,303				

5200

**ACCOUNTING & COLLECTING DEPARTMENT**

DESCRIPTION	Per Audit		Expenses	Adjustments to Base	Adopted
	2008-2009	2009-2010	Base Budget 2010-2011		2010-2011 Budget
40000 Salaries	\$159,183	\$164,823	\$164,823		\$164,823
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350		\$1,350
40125 Overtime	\$0	\$0	\$0		\$0
40150 Social Security	\$9,653	\$10,219	\$10,219		\$10,219
40200 Medicare	\$2,258	\$2,390	\$2,390		\$2,390
40250 Retirement	\$21,093	\$26,750	\$26,750		\$26,750
40350 Workmans Comp.	\$387	\$319	\$319		\$319
40400 Health Insurance	\$16,041	\$18,002	\$18,002		\$18,002
40650 Travel and Training	\$1,300	\$1,500	\$1,500		\$1,500
40750 Office Supplies	\$6,644	\$4,000	\$4,000		\$4,000
40800 Postage	\$2,765	\$3,000	\$3,000		\$3,000
40850 Paint,Hardware Supplies	\$0	\$0	\$0		\$0
41500 Film and Photo Process	\$0	\$0	\$0		\$0
41650 Periodicals and Memberships	\$1,060	\$1,000	\$1,000		\$1,000
41950 Equipment Repair	\$0	\$0	\$0		\$0
42000 Bldg. Repair & Maint.	\$641	\$1,200	\$1,200		\$1,200
42200 Legal & Acct. Fees	\$11,500	\$11,500	\$11,500		\$11,500
42210 Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250 Contract Service	\$19,085	\$0	\$0		\$0
42400 Maintenance Contract	\$14,888	\$9,300	\$9,300		\$9,300
42500 Advertising	\$0	\$250	\$250		\$250
42600 Utilities	\$5,288	\$2,500	\$2,500		\$2,500
42700 Telephone & Pagers	\$4,484	\$3,500	\$3,500		\$3,500
42750 Insurance & Bonding	\$61,430	\$60,000	\$60,000		\$60,000
42800 License & Permits	\$0	\$0	\$0		\$0
42850 Miscellaneous	\$5,255	\$0	\$0		\$0
43050 Interest Expense	\$101,263	\$700	\$700		\$700
42900 Capital Outlay	\$0	\$0	\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$445,569</b>	<b>\$322,303</b>	<b>\$322,303</b>	<b>\$0</b>	<b>\$322,303</b>
<b>SALARIES &amp; FEES</b>	<b>\$209,965</b>	<b>\$223,853</b>	<b>\$223,853</b>	<b>\$0</b>	<b>\$223,853</b>
<b>MTL. &amp; SUPPLIES</b>	<b>\$235,604</b>	<b>\$98,450</b>	<b>\$98,450</b>	<b>\$0</b>	<b>\$98,450</b>

## FINANCE DEPARTMENT

### Department Mission

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

### Department Description

The Finance 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 Finance 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.

### 2010-2011 Departmental Goals

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

### 2010-2011 Departmental Performance Indicators

	<b>Act.</b> <b><u>FY 08-09</u></b>	<b>Est.</b> <b><u>FY 09-10</u></b>	<b>Bud.</b> <b><u>FY 10-11</u></b>
GFOA Excellence in Financial Reporting	Yes	Yes	Yes
% of invoices paid w/in 30 days	100	100	100
# of new fixed assets purchased	20	15	29
Total # of payroll checks printed Or direct deposits per year	4657	3733	3733

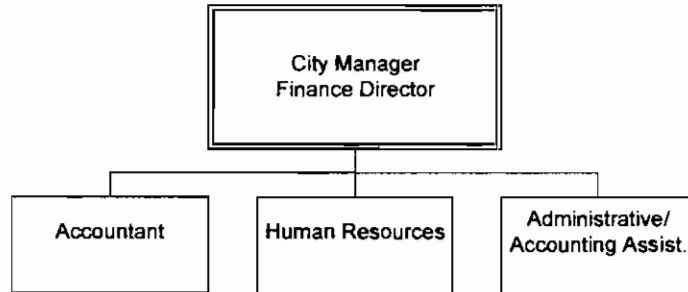
**2010-2011 Departmental Personnel History**

	<b>Act.</b>	<b>Est.</b>	<b>Bud.</b>
	<b><u>FY 08-09</u></b>	<b><u>FY 09-10</u></b>	<b><u>FY 10-11</u></b>
City Manager/Finance Director	1	1	1
Accountant	1	1	1
Administrative/Accounting Assistant	1	1	1
Human Resources Coordinator	1	1	1
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>

# City of Richmond

Finance

2010-2011



5210

**CUSTOMER SERVICE DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$131,684	\$137,724	\$137,724	\$193	\$137,917
40125	Overtime	\$260	\$100	\$100		\$100
40150	Social Security	\$7,393	\$8,545	\$8,545	\$12	\$8,557
40200	Medicare	\$1,729	\$1,999	\$1,999	\$3	\$2,002
40250	Retirement	\$17,929	\$22,369	\$22,369	\$307	\$22,676
40350	Workmans Comp.	\$328	\$275	\$275	(\$22)	\$253
40400	Health Insurance	\$24,126	\$27,763	\$27,763	\$2,817	\$30,580
40600	Uniforms & Clothes	\$0	\$0	\$0		\$0
40650	Travel & Training	\$35	\$500	\$500		\$500
40750	Office Supplies	\$22,672	\$10,000	\$10,000		\$10,000
40800	Postage	\$16,000	\$18,000	\$18,000	\$4,000	\$22,000
40850	Paint,Hardware Supplies	\$0	\$0	\$0		\$0
40950	Shop Tools & Equip.	\$0	\$0	\$0		\$0
41100	Gasoline	\$0	\$0	\$0		\$0
41150	Tires & Batteries	\$0	\$0	\$0		\$0
41300	Janitorial Supplies	\$0	\$0	\$0		\$0
41550	New Meters	\$0	\$0	\$0		\$0
41850	Meter Repairs	\$0	\$0	\$0		\$0
41750	Meter supply, pipes/etc.	\$0	\$0	\$0		\$0
41950	Equipment Repair	\$0	\$0	\$0		\$0
42000	Bldg. Repair & Maint.	\$0	\$0	\$0		\$0
42100	Vehicle Repair	\$0	\$0	\$0		\$0
42150	Equipment Rental	\$0	\$0	\$0		\$0
42250	Contracted Services	\$0	\$0	\$0		\$0
42600	Utilities	\$0	\$0	\$0		\$0
42700	Telephone & Pagers	\$662	\$700	\$700		\$700
42700	Advertising	\$0	\$0	\$0		\$0
42850	Miscellaneous	\$135	\$500	\$500		\$500
42900	Capital Outlay	\$4,837	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$227,790</b>	<b>\$228,475</b>	<b>\$228,475</b>	<b>\$7,309</b>	<b>\$235,784</b>
	<b>SALARIES &amp; FEES</b>	<b>\$183,449</b>	<b>\$198,775</b>	<b>\$198,775</b>	<b>\$3,309</b>	<b>\$202,084</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$39,504</b>	<b>\$29,700</b>	<b>\$29,700</b>	<b>\$4,000</b>	<b>\$33,700</b>

**CUSTOMER SERVICE DEPARTMENT**

**Department Mission**

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

**Department Description**

The Customer Service Department is responsible for the billing and collection of water, wastewater, solid waste and sales tax on solid waste and other miscellaneous charges for services provided by the City. Also for the handling of customer inquiries, processing customer requested service connections, disconnections and transfers. 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 or water flow problems as well as following up on service requests and dispatch of work orders to the Meter Department.

**2010-2011 Departmental Goals**

- Continue to organize and work as a team to ensure excellent service to our customers
- Implement new billing cycle
- Professional services/Project Consulting/Review of Cycle Billing

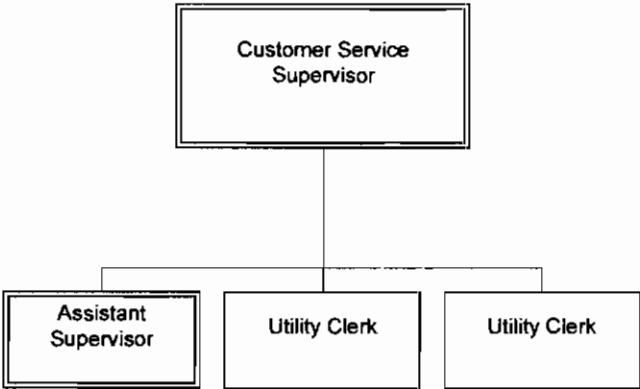
**2010-2011 Departmental Performance Indicators**

	<b>Act.</b>	<b>Est.</b>	<b>Bud.</b>
	<b><u>FY 08-09</u></b>	<b><u>FY 09-10</u></b>	<b><u>FY 10-11</u></b>
# of reconnects	1467	1631	1631
# of connections	743	383	383
# of disconnects	657	296	296
% of bills mailed on time	100	100	100



**2010-2011 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Supervisor	1	1	1
Assistant Supervisor	1	1	1
Utility Clerk	2	2	2
<b>Total Personnel</b>	<hr/> 4	<hr/> 4	<hr/> 4



5215

**METER DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2009-2010</b>	<b>to Base</b>	<b>Budget</b>
				<b>2010-2011</b>		
40000	Salaries	\$115,300	\$112,988	\$112,988	(\$1,150)	\$111,838
40125	Overtime	\$1,880	\$2,400	\$2,400		\$2,400
40150	Social Security	\$7,204	\$7,154	\$7,154	(\$71)	\$7,083
40200	Medicare	\$1,685	\$1,673	\$1,673	(\$17)	\$1,656
40250	Retirement	\$16,101	\$18,728	\$18,728	\$41	\$18,769
40350	Workmans Comp.	\$3,947	\$2,789	\$2,789	(\$427)	\$2,362
40400	Health Insurance	\$19,874	\$21,794	\$21,794	\$2,104	\$23,898
40550	Medical Surveilance	\$160	\$300	\$300		\$300
40600	Uniforms & Clothes	\$2,085	\$3,500	\$3,500		\$3,500
40650	Travel & Training	\$8	\$250	\$250		\$250
40750	Office Supplies	\$195	\$500	\$500		\$500
40800	Postage	\$0	\$0	\$0		\$0
40850	Paint,Hardware Suppli	\$417	\$300	\$300		\$300
40950	Shop Tools & Equip.	\$0	\$2,000	\$2,000		\$2,000
41100	Gasoline	\$7,205	\$6,000	\$6,000		\$6,000
41150	Tires & Batteries	\$337	\$500	\$500		\$500
41300	Janitorial Supplies	\$278	\$300	\$300		\$300
41550	New Meters	\$27,495	\$28,000	\$28,000		\$28,000
41850	Meter Repairs	\$570	\$8,000	\$8,000		\$8,000
41750	Meter supply, pipes/etr	\$11,913	\$25,000	\$25,000		\$25,000
41950	Equipment Repair	\$0	\$500	\$500		\$500
41800	Golf Cart Repair	\$425	\$600	\$600		\$600
41980	Private Yard Line	\$0	\$2,500	\$2,500		\$2,500
42000	Bldg. Repair & Maint.	\$37	\$300	\$300		\$300
42100	Vehicle Repair	\$933	\$1,500	\$1,500	(\$500)	\$1,000
42150	Equipment Rental	\$0	\$0	\$0		\$0
42250	Contracted Services	\$0	\$0	\$0		\$0
42600	Utilities	\$1,422	\$1,000	\$1,000		\$1,000
42700	Telephone & Pagers	\$2,010	\$2,600	\$2,600		\$2,600
42700	Advertising	\$0	\$0	\$0		\$0
42800	License and Permits	\$0	\$0	\$0		\$0
42850	Miscellaneous	\$821	\$200	\$200		\$200
42900	Capital Outlay	\$11,798	\$0	\$0	\$16,000	\$16,000
	<b>TOTAL EXPENSES</b>	<b>\$234,100</b>	<b>\$251,376</b>	<b>\$251,376</b>	<b>\$15,980</b>	<b>\$267,356</b>
	<b>SALARIES &amp; FEES</b>	<b>\$165,990</b>	<b>\$167,526</b>	<b>\$167,526</b>	<b>\$480</b>	<b>\$168,006</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$56,312</b>	<b>\$83,850</b>	<b>\$83,850</b>	<b>(\$500)</b>	<b>\$83,350</b>

**METER DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**2010-2011 Departmental Goals**

- Replace one utility vehicle

**2010-2011 Departmental Performance Indicators**

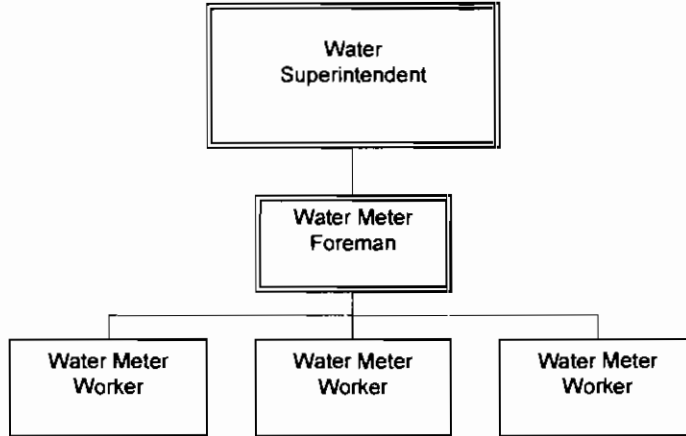
	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of cut offs/reinstates	1668	1329	1329
# of new meters (accounts)	159	378	378
# of hours spent on service calls	53	68	68
# of meter swap-outs	220	160	160
# of checks for leaks	113	190	190

**2010-2011 Departmental Personnel History**

	<b>Act.</b>	<b>Est.</b>	<b>Bud.</b>
	<b><u>FY 08-09</u></b>	<b><u>FY 09-10</u></b>	<b><u>FY 10-11</u></b>
Water Meter Foreman	1	1	1
Water Meter Worker	3	3	3
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>

# City of Richmond

Meter Department 2010-2011



5220

**WATER DEPARTMENT**

		<b>Per Audit</b>		<b>Expenses</b>		<b>Adopted</b>
	<b>DESCRIPTION</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>Base Budget</b>	<b>Adjustments</b>	<b>2010-2011</b>
				<b>2010-2011</b>	<b>to Base</b>	<b>Budget</b>
40000	Salaries	\$353,557	\$438,115	\$438,115	(\$2,788)	\$435,327
40125	Overtime	\$13,659	\$14,000	\$14,000		\$14,000
40150	Social Security	\$21,811	\$28,031	\$28,031	(\$173)	\$27,858
40200	Medicare	\$5,101	\$6,555	\$6,555	(\$40)	\$6,515
40250	Retirement	\$50,063	\$73,378	\$73,378	\$447	\$73,825
40350	Workmans Comp.	\$14,067	\$10,927	\$10,927	(\$1,637)	\$9,290
40400	Health Insurance	\$55,040	\$76,800	\$76,800	\$8,133	\$84,933
40550	Medical Surveillance	\$170	\$650	\$650		\$650
40600	Uniforms & Clothes	\$4,362	\$6,500	\$6,500		\$6,500
40650	Travel & Training	\$3,633	\$4,000	\$4,000		\$4,000
40700	Convention/Association	\$0	\$1,100	\$1,100		\$1,100
40750	Office Supplies	\$1,153	\$4,000	\$4,000	\$2,200	\$6,200
40800	Postage	\$1,243	\$1,600	\$1,600		\$1,600
40850	Paint,Hardware Supplies	\$820	\$1,000	\$1,000		\$1,000
40950	Shop Tools & Equip.	\$4,643	\$8,000	\$8,000		\$8,000
41100	Gasoline	\$16,800	\$28,000	\$28,000		\$28,000
41150	Tires & Batteries	\$1,032	\$4,000	\$4,000	(\$2,000)	\$2,000
41300	Janitorial Supplies	\$500	\$1,000	\$1,000		\$1,000
41350	Chemicals	\$31,341	\$26,000	\$26,000		\$26,000
41550	Hydrant Maintenance	\$5,164	\$17,000	\$17,000		\$17,000
41600	Lab Eqpt./Supplies	\$496	\$500	\$500		\$500
41650	Periodicals-Memberships	\$190	\$400	\$400		\$400
41700	System Maint.	\$23,383	\$15,000	\$15,000		\$15,000
41720	System Maint. - Rivers Edge	\$0	\$2,000	\$2,000		\$2,000
41740	System Maint. - Rio Vista	\$0	\$0	\$0		\$0
41750	Meter supply, pipes/etc.	\$27,025	\$20,000	\$20,000		\$20,000
41800	Inventory-Mud RE	\$4,313	\$10,000	\$10,000		\$10,000
41850	Inventory-Mud 187	\$0	\$0	\$0	\$5,000	\$5,000
41900	System Rehab.	\$2,523	\$50,000	\$50,000		\$50,000
41950	Equipment Repair	\$6,171	\$3,000	\$3,000		\$3,000
41960	Pump/Motor Maint.	\$22,091	\$30,000	\$30,000		\$30,000
41970	Backflow Prev. & Maint.	\$439	\$2,000	\$2,000		\$2,000
41980	Private Yard Line	\$8,548	\$5,000	\$5,000		\$5,000
42000	Bldg. Repair & Maint.	\$3,289	\$2,000	\$2,000	\$2,000	\$4,000
42010	Chlorinator Room Maint.	\$2,219	\$2,000	\$2,000		\$2,000
42015	Gnerator Maint.	\$2,865	\$1,800	\$1,800		\$1,800
42050	Tank Maint.	\$3,096	\$9,000	\$9,000		\$9,000
42100	Vehicle Repair	\$1,496	\$3,500	\$3,500		\$3,500
42150	Equipment Rental	\$0	\$500	\$500		\$500
42210	Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250	Contracted Services	\$0	\$0	\$0		\$0
42450	Lab Fees	\$7,863	\$3,500	\$3,500		\$3,500
42500	Advertising	\$2,309	\$3,820	\$3,820		\$3,820
42550	Pest Control	\$652	\$650	\$650	\$550	\$1,200
42600	Utilities	\$207,095	\$148,400	\$148,400		\$148,400
42700	Telephone & Pagers	\$7,045	\$8,000	\$8,000		\$8,000

42800	License & Permits	\$16,116	\$12,000	\$12,000		\$12,000
42850	Miscellaneous	\$1,064	\$1,000	\$1,000		\$1,000
42900	Capital Outlay	\$292,565	\$0	\$0		\$0
42900	Capital Outlay-5270	\$0	\$0	\$0		\$0
42950	Capital Contract	\$0	\$0	\$0		\$0
	<b>TOTAL EXPENSES</b>	<b>\$1,227,013</b>	<b>\$1,084,726</b>	<b>\$1,084,726</b>	<b>\$11,692</b>	<b>\$1,096,418</b>
	<b>SALARIES &amp; FEES</b>	<b>\$513,298</b>	<b>\$647,806</b>	<b>\$647,806</b>	<b>\$3,942</b>	<b>\$651,748</b>
	<b>MTL. &amp; SUPPLIES</b>	<b>\$421,150</b>	<b>\$436,920</b>	<b>\$436,920</b>	<b>\$7,750</b>	<b>\$444,670</b>



**WATER DEPARTMENT**

**Department Mission**

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

**Department Description**

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

**2010-2011 Departmental Goals**

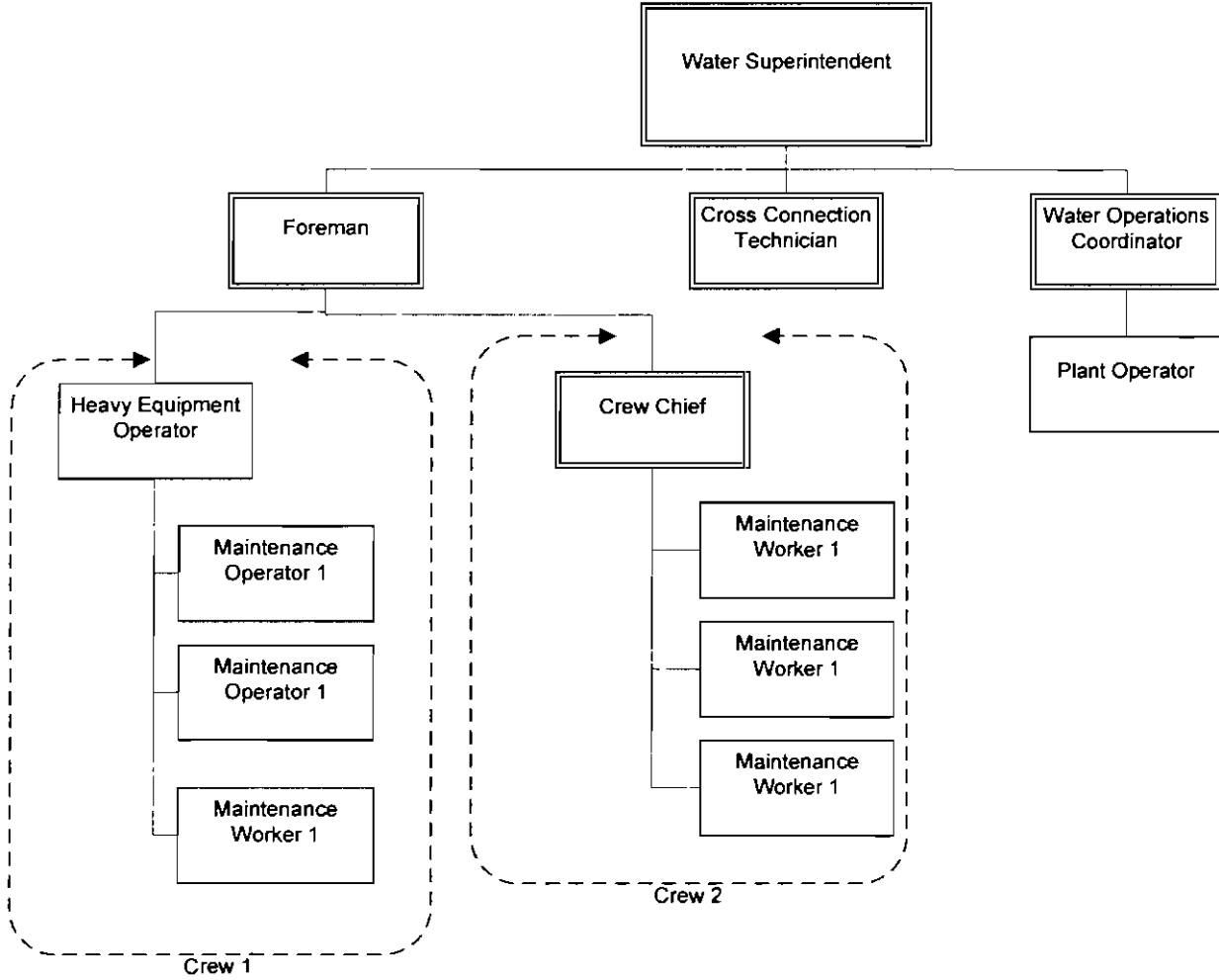
- Evaluate and rehabilitate the City's water system to the best of our ability to reduce the amount of maintenance on the system
- Construct a new water plant on the east side of the Brazos River to provide continuous, uninterrupted water service as the City grows
- Build new maintenance facility to better accommodate the water department employees
- Complete Phase II - TXDOT

**2010-2011 Departmental Performance Indicators**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of days lost to injury	0	0	0
# of water samples taken	213	216	217
# of overtime hours	330	311	311
# of taps made	200	168+	100

**2010-2011 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Water Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	2	1	1
Water Operations Coordinator	0	1	1
Plant Operator	1	1	1
Cross Connection Technician	1	1	1
Maintenance Operator I	2	2	2
Maintenance Worker I	3	4	4
Heavy Equipment Operator	1	1	1
<b>Total Personnel</b>	<b>12</b>	<b>13</b>	<b>13</b>



5230

**WASTEWATER DEPARTMENT**

DESCRIPTION	Per Audit		Expenses	Adjustments to Base	Adopted
	2008-2009	2009-2010	Base Budget 2010-2011		2010-2011 Budget
40000 Salaries	\$309,132	\$319,092	\$319,092	\$946	\$320,038
40125 Overtime	\$5,756	\$11,000	\$11,000		\$11,000
40150 Social Security	\$18,229	\$20,466	\$20,466	\$58	\$20,524
40200 Medicare	\$4,263	\$4,787	\$4,787	\$13	\$4,800
40250 Retirement	\$43,448	\$53,573	\$53,573	\$816	\$54,389
40350 Workmans Comp.	\$6,392	\$5,218	\$5,218	(\$370)	\$4,848
40400 Health Insurance	\$56,831	\$63,467	\$63,467	\$4,965	\$68,432
40600 Uniforms & Clothes	\$5,683	\$5,000	\$5,000	\$1,000	\$6,000
40650 Travel & Training	\$2,356	\$4,000	\$4,000	(\$500)	\$3,500
40750 Office Supplies	\$1,329	\$2,000	\$2,000		\$2,000
40850 Paint/Hdwr/Supplies	\$431	\$3,500	\$3,500	(\$2,500)	\$1,000
40950 Shop Tools & Eqpt.	\$948	\$5,200	\$5,200		\$5,200
40960 River's Edge Exp	\$0	\$0	\$0		\$0
40975 Rio Vista Exp	\$0	\$0	\$0		\$0
41100 Gasoline, Diesel	\$17,384	\$26,500	\$26,500	(\$1,000)	\$25,500
41150 Tires & Batteries	\$790	\$1,000	\$1,000		\$1,000
41350 Chemical Supplies	\$139,690	\$145,000	\$145,000		\$145,000
41600 Lab Eqpt./Supplies	\$2,309	\$3,100	\$3,100		\$3,100
41800 Lift Station M & R	\$40,854	\$27,000	\$27,000		\$27,000
41850 Collect System M & R	\$11,999	\$12,000	\$12,000		\$12,000
41900 System Rehab.	\$0	\$55,000	\$55,000		\$55,000
41950 Equipment Repair	\$1,247	\$2,400	\$2,400	\$2,500	\$4,900
42005 N S Facility Maint.	\$0	\$0	\$0		\$0
42010 R R Facility Maint.	\$42,656	\$87,000	\$87,000		\$87,000
42100 Vehicle Repair	\$753	\$2,000	\$2,000		\$2,000
42150 Equipment Rental	\$415	\$700	\$700		\$700
42210 Engineer & Prof. Fees	\$11,604	\$0	\$0		\$0
42250 Contracted Services	\$61,500	\$77,000	\$77,000		\$77,000
42450 Lab Fees	\$12,913	\$15,000	\$15,000		\$15,000
42500 Advertising	\$1,898	\$250	\$250		\$250
42600 Utilities	\$193,433	\$168,000	\$168,000		\$168,000
42700 Telephone & Pagers	\$6,654	\$6,000	\$6,000		\$6,000
42800 License & Permits	\$19,358	\$15,000	\$15,000	\$500	\$15,500
42850 Miscellaneous	\$700	\$800	\$800		\$800
42900 Capital Outlay	\$500,809	\$34,500	\$0	\$22,000	\$22,000
42950 Capital Contract	\$0	\$70,000	\$0	\$36,500	\$36,500
<b>TOTAL EXPENSES</b>	<b>\$1,521,765</b>	<b>\$1,245,553</b>	<b>\$1,141,053</b>	<b>\$64,928</b>	<b>\$1,205,981</b>
<b>SALARIES &amp; FEES</b>	<b>\$444,051</b>	<b>\$477,603</b>	<b>\$477,603</b>	<b>\$6,428</b>	<b>\$484,031</b>
<b>MTL. &amp; SUPPLIES</b>	<b>\$576,905</b>	<b>\$663,450</b>	<b>\$663,450</b>	<b>\$0</b>	<b>\$663,450</b>

## WASTEWATER DEPARTMENT

### Department Mission

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

### Department Description

The Wastewater Department is responsible for the comprehensive management of both collection and treatment of the City's wastewater generation. The team of nine persons care for one treatment facility, fifteen lift stations and fifty-four miles of collection mains. The annual budget is approximately \$1,000,000.

### 2010-2011 Departmental Goals

- Finalize expansion of Richmond Regional WWTF to 3.0 MGD
- Comprehensive painting of Richmond Regional WWTF buildings
- Evaluate parts of the collection system that need repair
- Finalize construction of South Wastewater Treatment Plant with MUD 116

### 2010-2011 Departmental Performance Indicators

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
# of work related injuries/illness	0	0	0
# of gallons wastewater treated	444,626,000	502,937,000	570,522,000
# of dry tons sludge produced	353	375	420

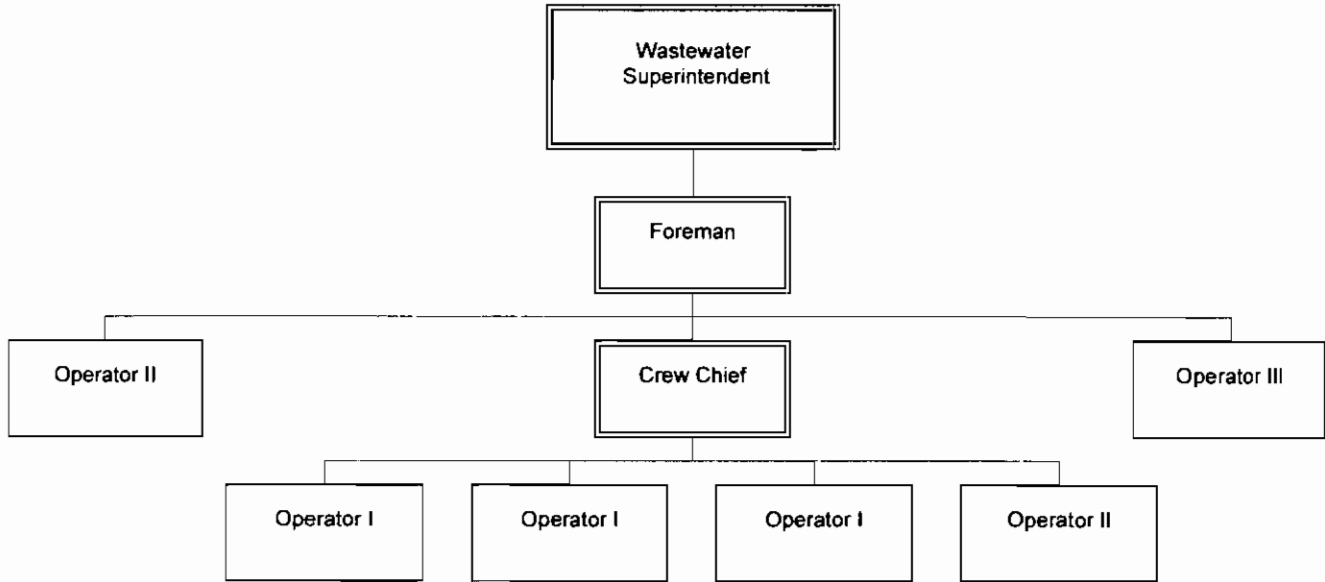
**2010-2011 Departmental Personnel History**

	<u>Act.</u> <u>FY 08-09</u>	<u>Est.</u> <u>FY 09-10</u>	<u>Bud.</u> <u>FY 10-11</u>
Wastewater Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Operator I	2	3	3
Operator II	2	2	2
Operator III	1	1	1
Maintenance Worker	1	0	0
<b>Total Personnel</b>	<b>9</b>	<b>9</b>	<b>9</b>

# City of Richmond

Wastewater  
Department

2010-2011



**WATER/SEWER FUND**

## Expenditures

	DEPARTMENT	2008-2009	2009-2010	2010-2011	% INCREASE
5200	ACCOUNT & COLLECT	\$445,569	\$322,303	\$322,303	0.00%
5210	CUSTOMER SERVICE	\$227,790	\$228,475	\$235,784	3.20%
5215	METER	\$234,100	\$251,376	\$267,356	6.36%
5220	WATER	\$1,227,013	\$1,084,726	\$1,096,418	1.08%
5230	WASTEWATER	\$1,521,765	\$1,245,553	\$1,205,981	-3.18%
5235	TRANSFERS	\$1,127,700	\$1,501,743	\$1,489,893	-0.79%
	TOTAL	\$4,783,937	\$4,634,176	\$4,617,734	



# DEBT SERVICE FUND

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



**DEBT SERVICE FUND**  
Revenues and Expenditures

		<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
3000	Property Taxes-Current	\$832,895	\$1,079,528	\$920,304
3070	Other Income	\$0	\$0	\$0
	Development Corp.	\$214,038	\$214,038	\$206,000
	Water and Sewer	\$259,768	\$259,768	\$239,893
	<b>Total Revenues</b>	<b>\$832,895</b>	<b>\$1,079,528</b>	<b>\$920,304</b>
5050	Debt Service	\$832,895	\$1,079,528	\$920,304
	<b>Total Expenses</b>	<b>\$832,895</b>	<b>\$1,079,528</b>	<b>\$920,304</b>
	Prior Year Balance	\$845,532	\$987,002	\$1,024,540
	Anticipated Balance	\$987,002	\$1,024,540	\$1,024,540

5050  
**DEBT SERVICE FUND**

Expenses

	DESCRIPTION	2008-2009	2009-2010	2010-2011
42858	Miscellaneous	\$832,895	\$1,079,528	\$920,304
	Development Corp.	\$211,050	\$212,725	\$206,000
	Water and Sewer	\$251,743	\$245,218	\$239,893
	<b>TOTAL EXPENSES</b>	<b>\$832,895</b>	<b>\$1,079,528</b>	<b>\$920,304</b>

# PARK IMPROVEMENT FUND

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



**PARKS IMPROVEMENTS FUND**

Revenues and Expenditures

		<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
3070	Other Income	\$458	\$0	\$0
	Total Revenues	\$458	\$0	\$0
5280	Park Improvements	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	\$35,387	\$38,188	\$38,188
	Anticipated Balance	\$38,188	\$38,188	\$38,188

5280

**PARKS IMPROVEMENTS FUND**

Expenses

	DESCRIPTION	2008-2009	2009-2010	2010-2011
42250	Contracted Services	\$0	\$0	\$0
42900	Capital Outlay	\$0	\$0	\$0
	<b>TOTAL EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

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



**CDBG GRANT FUND**  
Revenues and Expenditures

		<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
3060	Intergov't Revenue	\$226,725	\$203,128	\$258,500
3070	Other Income	\$0	\$0	\$0
	<b>Total Revenues</b>	<b>\$226,725</b>	<b>\$203,128</b>	<b>\$258,500</b>
5240	Grant Construction	\$226,725	\$203,128	\$258,500
	<b>Total Expenses</b>	<b>\$226,725</b>	<b>\$203,128</b>	<b>\$258,500</b>
	Prior Year Balance	\$0	\$0	\$0



5240

**GRANT CONSTRUCTION FUND**

Expenses

	DESCRIPTION	2008-2009	2009-2010	2010-2011
42200	Legal & Prof. Fees	\$0	\$0	\$0
42250	Contracted Services	\$226,725	\$203,128	\$258,500
42858	Miscellaneous	\$0	\$0	\$0
	<b>TOTAL EXPENSES</b>	<b>\$226,725</b>	<b>\$203,128</b>	<b>\$258,500</b>

# WATER IMPACT FUND

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



**WATER IMPACT FUND**  
Revenues and Expenditures

		<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
3070	Other Income	\$70,000	\$70,000	\$70,000
	Total Revenues	\$70,000	\$70,000	\$70,000
5270	Water Impact	\$29,000	\$29,000	\$500,000
	Total Expenses	\$29,000	\$29,000	\$500,000
	Prior Year Balance	\$600,000	\$641,000	\$682,000
	Anticipated Balance	\$641,000	\$682,000	\$252,000

5270

**WATER IMPACT FUND**

Expenses

	DESCRIPTION	2008-2009	2009-2010	2010-2011
42900	Capital Outlay	\$29,000	\$29,000	\$500,000
	TOTAL EXPENSES	\$29,000	\$29,000	\$500,000

# WASTEWATER IMPACT FUND

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



**WASTEWATER IMPACT FUND**  
Revenues and Expenditures

	DESCRIPTION	2008-2009	2009-2010	2010-2011
3070	Other Income	\$0	\$70,000	\$70,000
	Total Revenues	\$0	\$70,000	\$70,000
5260	Wastewater Impact	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	\$580,630	\$580,630	\$650,630
	Anticipated Balance	\$580,630	\$650,630	\$720,630

5260

**WASTEWATER IMPACT FUND**

Expenses

	DESCRIPTION	2008-2009	2009-2010	2010-2011
42900	Capital Outlay	\$150,000	\$0	\$0
	TOTAL EXPENSES	\$150,000	\$0	\$0

# MISCELLANEOUS FUNDS

The Miscellaneous funds include such funds as the State and Federal Narcotics Funds, which are used to account for receipts and disbursements from state and federal seizures; the TCLEOSE Fund, which accounts for intergovernmental grant revenues and expenditures related to the fire and police departments; the LCISD Fund, which accounts for revenues and expenditures related to school crossing guards used; BG99 Fund, Fire Service Contracts Fund, which accounts for additional Fire protection agreements that are recorded in Fire protection Revenue; Fort Bend County Fund, which accounts for a portion of Fire protection for an area within which the City responds but is not inside City limits; and the Defy Fund. These miscellaneous funds account for miscellaneous intergovernmental revenues and expenditures related to their funds.





5310  
MISCELLANEOUS FUNDS

Expenses

DESCRIPTION	2008-2009	2009-2010	2010-2011
40000 Salaries	\$0	\$0	\$0
40150 Social Security	\$0	\$0	\$0
40200 Medicare	\$0	\$0	\$0
40250 Retirement	\$0	\$0	\$0
40350 Workmans Comp.	\$0	\$0	\$0
40400 Health Insurance	\$0	\$0	\$0
40600 Uniforms & Clothes	\$0	\$0	\$0
40650 Travel & Training	\$0	\$0	\$0
40750 Office Supplies	\$0	\$0	\$0
41450 Canine	\$0	\$0	\$0
41500 Film and Photo Process	\$0	\$0	\$0

**MISCELLANEOUS FUNDS  
REVENUES**

	DESCRIPTION	2008-2009	2009-2010	2010-2011
	Narcitics Fund			
3070	Other Income	\$0	\$8,000	\$8,000
	LEOSE Grant Fund			
3060	Intergov't Revenue	\$2,600	\$2,600	\$2,600
	LCISD			
3060	Intergov't Revenue	\$26,046	\$31,596	\$31,596
	BG99			
3060	Intergov't Revenue	\$0	\$0	\$0
	FIRE SERVICE CONTRACTS			
3075	Intergov't Revenue	\$208,000	\$536,780	\$536,780
	FORT BEND COUNTY			
3075	Intergov't Revenue	\$332,400	\$363,220	\$371,786
	DEFY			
3060	Intergov't Revenue	\$0	\$0	\$0
	TOTAL REVENUE	\$28,646	\$42,196	\$42,196

# **CITY OF RICHMOND ORDINANCES, RESOLUTIONS AND RATES INFORMATION**



CITY OF RICHMOND ORDINANCE NO. 2010-12

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS ADOPTING THE BUDGET FOR THE CITY OF RICHMOND, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2010 AND ENDING SEPTEMBER 30, 2011; PROVIDING FOR THE INTER DEPARTMENT AND FUND TRANSFERS; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Notice of public meeting on the budget for the City of Richmond, Texas, for the year 2010-2011 has heretofore been posted in accordance with the laws; and,

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

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

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

SECTION 1: That the budget presented by the City Manager and reviewed during the public meeting is hereby approved and adopted for the fiscal year 2010-2011.

SECTION 2: That the City Manager is authorized to invest any funds or bond funds in accordance with the City of Richmond Investment Policy and State laws.

SECTION 3: That the City Manager be and is hereby authorized to make inter department and fund transfers during the fiscal year as become necessary in order to avoid over expenditures of a particular account.

SECTION 4: This ordinance shall take effect and shall be in full force and effect from and after its passage.

PASSED, APPROVED AND ADOPTED,  
THIS 20<sup>th</sup> DAY OF SEPTEMBER, 2010

Hilmar G. Moore  
HILMAR G. MOORE, MAYOR

Attest:

Mona Matak  
Mona Matak, City Secretary

**CITY OF RICHMOND  
ORDINANCE NO. 2010-13**

AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF RICHMOND,  
TEXAS FOR THE YEAR OF 2010

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF RICHMOND  
THAT,

We, the City Commission of the City of Richmond, do hereby levy and adopt the tax rate  
on one hundred dollar (\$100.00) valuation for this city for the tax year of 2010 as  
follows:

\$0.5393 For the purpose of maintenance and operation;

\$0.2472 For the purpose of principal and interest on debt of this City;

\$0.7865 TOTAL TAX RATE

The Tax Assessor-Collector is hereby authorized to assess and collect the taxes of the  
City of Richmond, Texas, employing the above tax rate.

The Debt Service rate of \$0.2472 was unanimously approved and adopted on motion by  
Dostal and second by Gillen

The Maintenance and Operation rate of \$0.5393 was unanimously approved and adopted  
on motion by Dostal and second by Gillen.

PASSED AND APPROVED on this 20<sup>th</sup> day of September, 2010.

Hilmar G. Moore  
Hilmar G. Moore, Mayor

Attest:

Mona Matak  
Mona Matak, City Secretary

# CITY OF RICHMOND UTILITY RATES

## SECTION 1.

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

### WATER RATES

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

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

Volumetric Rates - Customers are also billed a fee based on their respective consumption amounts, rounded up to the next 100 gallons, according to their applicable customer classification. The rate per 1,000 gallons shall be pro-rated based on the applicable consumption amount. See table below:

#### Residential Volumetric Rates

First 2,000 gallons (minimum)	See minimum bill table above
Usage per 1,000 gallons over 2,000	\$ 2.62 per 1,000 gallons
Usage per 1,000 gallons over 5,000	\$ 2.87 per 1,000 gallons
Usage per 1,000 gallons over 10,000	\$ 3.12 per 1,000 gallons
Usage per 1,000 gallons over 20,000	\$ 3.37 per 1,000 gallons
Usage per 1,000 gallons over 50,000	\$ 3.62 per 1,000 gallons
Usage per 1,000 gallons over 75,000	\$ 3.87 per 1,000 gallons

#### Irrigation Volumetric Rates

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

**Volumetric Rates for All other Classes**

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

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

**SURFACE WATER RATES**

A fee of \$.50 per thousand gallons will be assessed as a groundwater reduction fee. This fee will be retained to meet the requirements set forth by the Fort Bend Subsidence District in reducing groundwater pumpage.

**SEWER RATES**

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

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

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

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

Commercial Rates are billed based on monthly water consumption.

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

**GARBAGE RATES**

Single family residential	\$19.00
Multi-family residential	Monthly rates will be set according to volume and frequency of pick ups.

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

**DUMPSTER RENTAL RATE** \$30.00 each per month

**SPECIAL PICK UP** AT COST

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

**SECTION 2. TAPPING FEES will be as follows:**

5/8 inch - 3/4 inch Water Tap	\$500.00
1 inch water tap or larger	Cost
4 inch sewer tap	\$500.00
6 inch sewer tap or larger	Cost
Manholes	Cost

**SECTION 2a. PRE-EXISTING OR OWNER/SUBDIVISION PROVIDED TAPS**

There shall be no charge for pre-existing water and sewer taps which were installed during subdivision construction and provided by the subdivision owner. However, a water and wastewater impact fee will be assessed for each tap. Future installations of utility services to be dedicated to the City by owner/contractor shall not require tap fees, but will similarly be charged impact fees. Any taps constructed and provided by the City shall be charged at the current tapping fees and impact fees assessed.

**SECTION 2b. BULK WATER**

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



### **SECTION 2c. FROZEN PIPES**

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

### **SECTION 3. DEPOSITS**

The deposit required for **residential** services is **SEVENTY DOLLARS (\$70.00)**. Senior citizens, age 65 years or above shall be required to pay a fee of **FIFTY DOLLARS (\$50.00)** for services. The deposit will be offset against any balance on the customer's account upon disconnection or termination of the account, any remainder of deposit shall be mailed to the customer. The amount of the required deposit for all commercial/industrial/ or combination residential and commercial/industrial service shall be based upon the estimated water, wastewater (sewer) and solid waste charges for two (2) months.

### **SECTION 3a. DISCOUNTS**

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

### **SECTION 4.**

City Manager or Finance Director shall have the authority to adjust monthly charges on water or sewer due to excess usage from leakage on the customer side of connection. Adjustment will be calculated from the last twelve (12) months billing cycles and averaged. Adjustments will be limited to one (1) time, per calendar year, per customer. Customers who fill their swimming pools may call the city to request a reading of the water meter before they fill the pool and then once the pool has been filled for an adjustment to their sewer bill.

### **SECTION 5.**

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

### **SECTION 6. RECONNECT FEE**

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

## **SECTION 7. RETURNED CHECK CHARGE**

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

## **SECTION 8. SEVERABILITY**

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

# CITY OF RICHMOND GLOSSARY



# BUDGET GLOSSARY

**Accounting System:**

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

**Accounts Payable:**

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

**Accounts Receivable:**

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

**Accrual Accounting:**

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

**Ad Valorem Taxes:**

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

**Advanced Refunding Bonds:**

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

**Assessed Value:**

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

**Budget Message:**

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

**Asset:**

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

**Audit:**

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

**Basis of Accounting:**

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

**Bond:**

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

**Bonded Debt:**

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

**Bonds Issued:**

Bonds sold by the City.

**Bonds Payable:**

The face value of bonds issued and unpaid.

**Budget:**

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

**Capital Improvements:**

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

**Capital Outlay:**

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

**Cash Basis:**

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

**Debt Service Fund:**

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

**Debt Service Requirements:**

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

**Delinquent Taxes:**

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

**Department:**

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

**Depreciation:**

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

**Effective Tax Rate:**

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

**Encumbrance:**

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

**Enterprise Fund:**

See Proprietary Fund.

**ETJ (Extra Territorial Jurisdiction):**

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

**Expenditures:**

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

**Expense:**

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

**Equity:**

The difference between assets and liabilities of the fund.

**Fiscal Year (Period):**

The time period designated by the City signifying the beginning and ending period for recording financial transactions of the City. The City of Richmond's fiscal year begins each October 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:**

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

**Full Faith and Credit:**

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

**Fund:**

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

**Fund Balance:**

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

**General Fund:**

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

**General Obligation Bonds:**

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

**Interfund Transfers:**

All interfund transactions except loans and reimbursements.

**Intergovernmental Revenues:**

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

**Machinery & Equipment:**

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

**Maintenance:**

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

**Modified Accrual Basis:**

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

**Operating Budget:**

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

**Operating Expenses:**

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

**Operating Income:**

The excess of proprietary fund operating revenues over operating expenses.

**Operating Revenues:**

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

**Ordinance:**

A formal legislative enactment by the City Commission.

**Paying Agent:**

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

**Principal:**

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

**Proprietary Fund:**

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

**Reimbursements:**

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

**Resolution:**

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

**Retained Earnings:**

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

**Revenue Bonds:**

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

**Special Revenue Fund:**

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

**Taxes:**

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

**Tax Levy Ordinance:**

An ordinance through which taxes are levied.

**Tax Rate:**

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

**Tax Roll:**

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

**Unencumbered Balance:**

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

**User Charges:**

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

**Working Capital:**

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

## **BUDGET ACRONYMS**

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