



Photos courtesy of Laura Scarlato

City of Richmond, Texas
Annual Operating Budget
October 1, 2013 - September 30, 2014

**CITY OF RICHMOND, TEXAS
FISCAL YEAR 2013-2014**

ANNUAL BUDGET



*** BASED ON CERTIFIED TAX INFORMATION ***

(Fort Bend)

In accordance with SB 656

This proposed budget is estimated to raise more total property taxes than last year's budget by \$166,895 , or 5.63% , and of that amount \$37,142 is estimated tax revenue to be raised from new property added to the tax roll this year.

Property Tax Comparison:

	<u>FY 2013</u>	<u>FY 2014</u>
Adopted and Proposed Tax Rate	0.7865	0.7800
Effective Tax Rate	0.8067	0.7540
Effective Maximum Operating Rate	0.8871	0.7739
Maximum Operating Rate	0.8214	0.8358
Debt Tax Rate	0.2429	0.2362
Rollback Tax Rate	0.8656	0.8019

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$18,423,682.17

Record Vote on Tax Rate: (August 19, 2013)

Mayor Moore	<u>For</u>
Commissioners:	
Dostal	<u>For</u>
Gillen	<u>For</u>

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CITY OF RICHMOND, TEXAS

PRINCIPAL OFFICIALS

<u>City Officials</u>	<u>Elective Position</u>	<u>Term Expires</u>
Evalyn W. Moore	Mayor	2014
William H. Dostal	City Commissioner	2014
Gary L. Gillen	City Commissioner	2014

<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
Susan Lang	Finance Director
Mona Matak	City Secretary
William Whitworth	Assistant City Manager/Police Chief
Mike Youngblood	Fire Chief

* - City Commission Appointive Position

EVALYN W. MOORE
MAYOR

WILLIAM H. (BILL) DOSTAL, SR.
GARY L. GILLEN
COMMISSIONERS

City of Richmond

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



July 30, 2013

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 2013-14. The total budget of \$17,622,693 represents a decrease of \$468,889, or 2.6% change from the FY 2012-13 amended budget. This includes General, Water and Sewer, and Debt Service, funds. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

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

ECONOMIC OUTLOOK

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

GENERAL FUND

The two largest General Fund revenue sources are ad valorem tax and sales tax for a total of \$5,299,625. All other revenues combined amount to \$6,957,665 of General Fund revenue sources. The total projected General Fund revenues for the FY 2013-14 budget year is \$12,257,290, compared to the amended FY 2012-13 revenues of \$11,327,110 for a 0.15% increase.

Certified tax values for FY 2013-14 are expected to be approximately \$386,975,981, a 3% increase from FY 2012-13. This can be attributed to an increase in non-homesite land and improvements. The taxable value of new improvements was \$4,524,590 which is a 200% increase over the prior year and approximates 1.15% of the total taxable value.

The tax rate for FY 2013-14 is recommended to decrease to \$0.78600 from \$0.78650 per \$100 valuation. The tax rate is divided so that \$.5140 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2720 is reserved for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,120,051 (including penalties and delinquent taxes) or 17% of revenues, with the adoption of the M&O tax rate of \$.5140.

The total proposed revenues of FY 2013-14 are \$12,257,290 compared to the amended revenues of \$12,239,339 for FY 2012-13. Sales tax revenue is estimated at \$3,234,574 which is a 10.5% increase over the amended budget for the FY2012-13 fiscal year. It is still believed this is a cautious estimate given the volatility of sales tax and its direct relation to construction, retail or commercial business and the economic situations of the nation.

The total FY 2013-14 General Fund expenditures are \$12,242,732, an increase of 7% from FY 2012-13 amended budget. The fund balance is expected to increase from \$989,744 to \$1,872,191, or 56 days operating reserve for FY 2013-14.

General Fund budgetary highlights and objectives are as follows:

- **Codification of City Ordinances:** The City has started the codification process and plans to complete the investment of this project in the FY2013-14 budget. The compilation of the recent Planning and Zoning along with all ordinances passed since its founding in 1837 will be a monumental task. Upon completion, the codification will enable personnel as well as outside developers and users to easily maneuver the City's complex legal system. Ordinances will be readily accessible to all in a searchable on-line format and will reduce the necessity for additional man power, essentially saving money in future budget years.
- **Investment in Employees:** The City 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. Approximately sixty-eight percent (68%), or \$8,349,633, of the General Fund budgeted expenditures are costs associated with personnel, i.e., compensation and benefits. Employees received

- no pay increases during FY 2010, FY 2011, or FY 2012, during which time the CPI increased by 6.2%. Last year, a 3% cost of living increase was given to employees with another 3% increase proposed for the FY2013-14 budget. Additionally, amounts have been budgeted to absorb plan design changes (individual deductible decreases) for employee and dependent health insurance coverage which were necessary to defray increased costs to employees and dependents during the prior fiscal year.
- **Additional Personnel:** Funding has been provided for an additional dispatcher position in the police department to alleviate stress levels, extend communication time for callers, enable better radio contact with resources in the field and reduce the need for overtime. Municipal Court will be provided funding for a Court Administrator position. With the passing of the Charter, it was necessary to restructure the Municipal Court function of the city and provide an administrative position to liaise between the appointed judges and city staff on a daily basis.
 - **Replacement of Aging Vehicle Fleet:** Continuing the commitment to replace the City's aging fleet, the FY 2012-13 budget provided for the replacement of aging vehicles. The FY 2013-14 reaffirms the commitment to replace high mileage and obsolete vehicles in the Street, Police, and Fire departments.
 - **Fire Station No. 1:** General obligation and certificate of obligation bonds were issued in order to fund the construction of a new building for Fire Station No. 1 and future substations. An architectural firm is in the selection process.

WATER AND SEWER FUND

The Water and Sewer Fund provides for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond. This year, revenues are anticipated to be \$6,220,200, which is a 2.5% increase over FY 2012-13 budgeted revenues. It should be noted \$142,100 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 \$6,168,886, which is an increase of \$141,939, or 2.3% from the FY 2012-13 adopted budget.

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

- **Replacement of Machinery:** The City is committed to providing the best resources available to meet the needs of our community. This budget provides for the replacement of a backhoe and jet machine in the water and wastewater departments respectively.
- **Infrastructure Rehabilitation and Maintenance:** The budget for FY 2013-14 continues the City's commitment to infrastructure repair, rehabilitation and maintenance by committing over \$400,000, again, to repair and rehabilitate the City's water and sanitary sewer systems.
- **Investment in Employees:** Approximately thirty percent (30%), or \$1,840,521, of the Water and Sewer Fund budgeted expenditures are costs associated with personnel, i.e., compensation and benefits. Employees received no pay increases

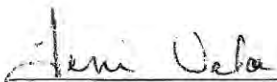
during FY 2010, FY 2011, or FY 2012, during which time the CPI increased by 6.2%. Last year, a 3% cost of living increase was given to employees with another 3% increase proposed for the FY 2013-14 budget. Additionally, amounts have been budgeted to absorb plan design changes (individual deductible decreases) for employee and dependent health insurance coverage which were necessary to defray increased costs to employees and dependents during the prior fiscal year.

Additional budget and Capital Improvements highlights:

- **Technology Improvements:** Funding is provided for the replacement of computers, software upgrades and e-mail system improvements at virtually all city facilities.
- **CDBG Grant Funds:** The city has received award notification of funding for sanitary sewer system upgrades and improvements through the Community Development Block Grant program.
- **Street & Drainage Improvements:** General obligation bonds have been issued in order to provide funding for necessary street and drainage improvements. When complete, these improvements will ensure the proper infrastructure is in place to reduce the potential for residential and business flooding.
- **Wessendorff Park:** Partnering with local foundations and Texas Parks and Wildlife, the City will be entering phase two of constructing a nature trail system adding to the permanent entertainment pavilion constructed during FY2013 which will enhance the quality of life in the community. Once complete, this venue will be a focal point for community life just off the beaten path of historic downtown Richmond.

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

Respectively Submitted,



Terri Vela
City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richmond
Texas**

For the Fiscal Year Beginning

October 1, 2012

Christopher P. Morrill

President

Jeffrey R. Egan

Executive Director

APPROVED CAPITAL PROJECTS FY 2013-2014

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 2013-2014:

Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budget
Capital Outlay	General	Street	Self Propelled Sweeper (pmt 2 of 3)	14,391	Capital Lease	\$0 – Would replace 3 crews and vehicles needed to cover same amount of area. Less fuel and vehicle maintenance required overall
Capital Outlay	General	Street	Replacement Dump Truck	21,000	Capital Lease	(\$1,000) – Replaces 25 year old model with numerous maintenance issues
Capital Outlay	General	Police	Patrol Vehicle Replacement (2)	65,970	Excess Reserves	(\$500) – Replaces 9&11 year old vehicles which have exceeded the recommended life of 5 years in service.
Capital Outlay	General	Police	Citation Writers & Printers	14,000	Excess Reserves	\$0 – Replacement of old technology
Capital Outlay	General	Police	New World Wrecker Software	8,240	Excess Reserves	(\$870) – Savings of 30 man hours per year
Capital Outlay	General	Police	Dispatch Radio Infrastructure	227,003	Grant Funds	\$0 – Replacement of old technology
Capital Outlay	General	Police	Portable & Mobile Radios	73,000	Grant Funds	(\$2,000) – Savings of repair costs for aging radios
Capital Outlay	Water/ Sewer	Water	Series 580 Backhoe (pmt 1 of 4)	20,149	Capital Lease	(\$2,000) – Savings in repair costs to maintain existing backhoe
Capital Outlay	Water/ Sewer	Wastewater	Jet Machine	50,000	Excess Reserves	\$500 – annual maintenance cost
Capital Outlay	Court Technology	Police	Citation Writers & Printers	5,000	Technology Fees	\$0 – Replacement of old technology
			Total Capital Outlay	498,753		
Capital Improvements	Water/ Sewer	Wastewater	Sanitary Sewer Improvements (CDBG Match)	39,000	Excess Reserves	
Capital Improvements	CDBG	CDBG	Sanitary Sewer Improvements	220,000	Grant Funds	
Capital Improvements	Wastewater Impact	Wastewater	Ransom Rd. Sanitary Sewer Line Upsize	6,600	Impact Fees	
			Total Capital Improvements	265,600		

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. Wyly 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 Sante Fe Railway line extended tracks into Rosenberg, three miles from Richmond. 2,000 people lived in Richmond, a city with a courthouse and four churches, a bank, sugar mills and refineries and six schools. Cotton, corn, livestock, hides, sugar and molasses were all shipped from town.
- 1890- Richmond's population dropped to 1,500 due to movement to surrounding cities.
- 1899- Brazos River Flood. After more than 9 inches of rainfall in 11 days in June, the Brazos River flooded. More than 280 died and thousands were left homeless.

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

HISTORIC POINTS OF INTEREST

Historic points of interest in Richmond include:

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

CITY OF RICHMOND FACTS

GOVERNMENT

Type	Home Rule
Zoning Regulations	Yes
Planning Commission	Yes
Economic Dev Corp	Yes

GEOGRAPHY

Elevation	105 Feet
Area	3.9 Square Miles

CLIMATE

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

UTILITIES

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

EDUCATION (PUBLIC)

Lamar Consolidated ISD	
Enrollment	26,135
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	4
Teaching Staff:	
Advanced degrees	20.4%
10 Plus years	41%

EDUCATION (PRIVATE)

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

LIBRARIES

George Memorial	199,291 Volumes
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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	6
Swimming Pools	1
Tennis Courts	4
Baseball Fields	14
State Park (20 miles)	1
Historic Park (8 miles)	1
Golf Courses (10 miles)	3
George Observatory (20 miles)	1

CITY OF RICHMOND PAST AND CURRENT FORM OF GOVERNMENT

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

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

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

CITY OF RICHMOND FISCAL/OPERATING POLICIES

BUDGET PROCESS

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

Submission of Budget and Budget Message

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

Budget Message

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

Budget a Public Record

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

Public Hearing on Budget

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

Proceeding on Adoption of Budget

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

Budget Appropriation and Amount to be Raised by Taxation

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

Amending the Budget

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

Certification; Copies Made Available

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

Capital Program

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

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

The following is a detailed calendar of the budget process.

May 23, 2013	Budget Kick-off Meeting
June 4, 2013	Departmental Budget Worksheets and forms due to Finance.
June 17-21, 2013	Departmental budget meetings with City Manager and Finance staff.
July 15, 2013	Commission Budget Workshop (Estimate of Revenues and Expenditures)
July 22, 2013	Deadline for ARB to approve appraisal records.
July 25, 2013	Tax roll certification by Chief Appraiser (official date).
August 5, 2013	Budget and Budget Message Delivered to City Commission Special Meeting (Set public hearing for Budget 8/19/13) Copy of budget filed with City Secretary for Public view
August 6, 2013	Publish notice of Public Hearing on Budget in Newspaper
August 9, 2013	Calculation of effective & rollback Tax Rates.
August 16, 2013	Publication of effective and rollback tax rates; statement and schedules; submission to governing body.
August 19, 2013	Public Hearing on Budget 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 3, 2013 (necessary)	Public Hearing on Tax Increase (Special Meeting if necessary)
September 9, 2013 (necessary)	2 nd Public Hearing on Tax Increase (Special Meeting if necessary)
September 16, 2013	Adopt FY 2013-13 Budget and adopt Tax Rate.
September 19, 2013	Publish public notice of budget availability. Copy of final budget filed with City secretary for Public View

Lapse of Appropriations

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

Additional Funding

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

Administration of the Budget

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

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

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

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

ACCOUNTING

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

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

The City of Richmond shall put forth and publish a Comprehensive Annual Financial Report (CAFR) that meets or exceeds the requirements for the Government Finance

Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The City has received this honor for the past nine years and expects to receive it again this year.

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

Independent Audits

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

Accounting Systems

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

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

REVENUE

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

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

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

EXPENDITURES

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

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

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

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

FUND BALANCE

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

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

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

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

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

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

LONG-TERM FINANCIAL PLANNING

Fund Balance

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

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

Subsidence District

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

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

The City has contracted with the Brazos River Authority for surface water available in the Brazos River. The Cities of Richmond and Rosenberg have joined together to build a surface water treatment facility. Richmond's portion of the surface water treatment facility and water transmission lines (including its GRP Partners) is estimated to be \$15.3 million dollars to meet the Subsidence District requirements through 2025. Additionally, the City (and its GRP Partners) will be required to construct an estimated \$8.7 million dollars in City water system improvements to deliver the surface water to its customers. It is expected capital acquisition typically will result in long-term increases in operating costs connected with the operation and maintenance of new facilities.

CAPITAL

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

INVESTMENTS

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

DEBT

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

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

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

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

VISION STATEMENT AND GOALS

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

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

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

SUMMARY OF CITYWIDE GOALS

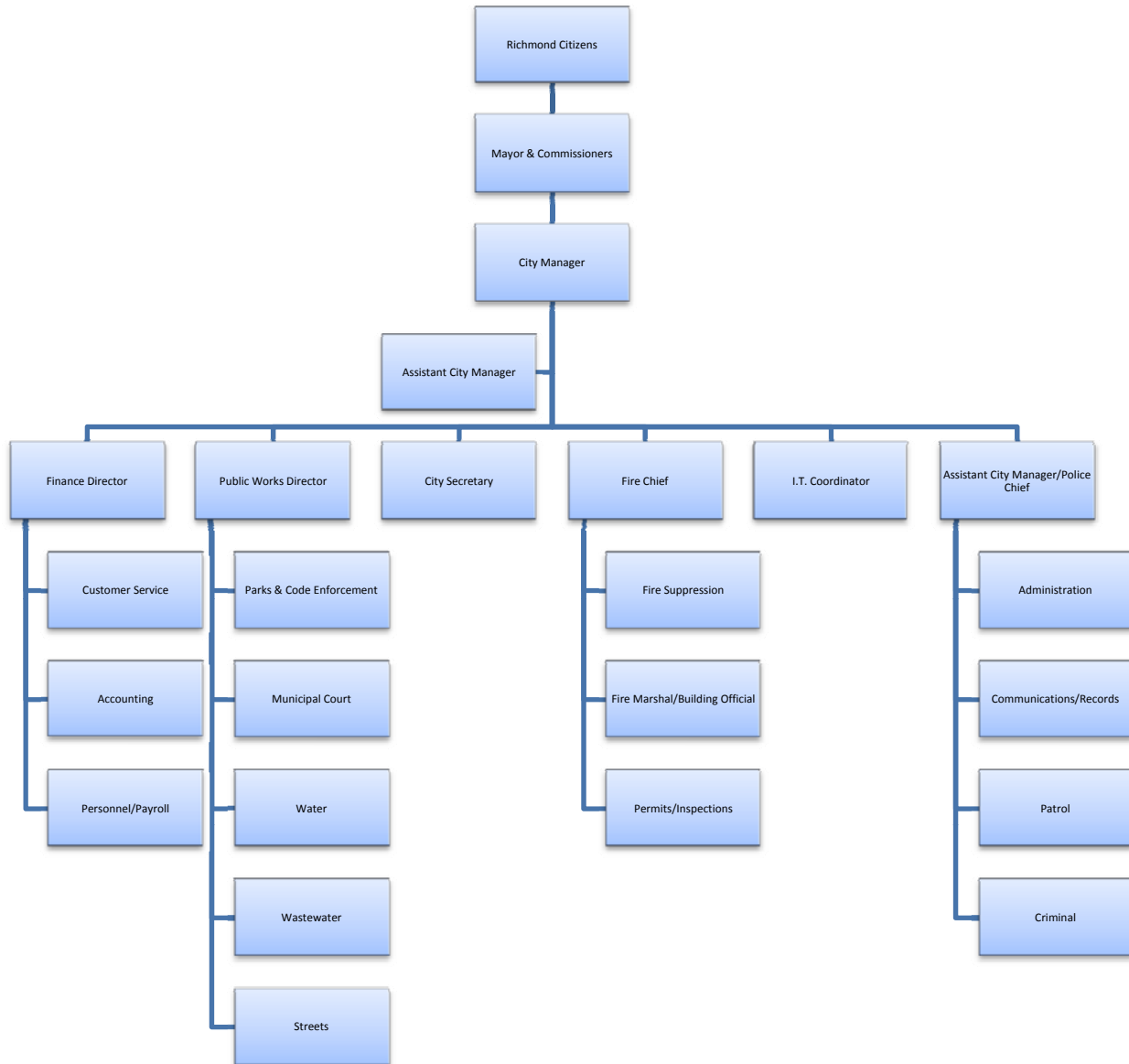
- ***encourage, promote, and welcome expanding residential and business growth and development***
 - ✓ **General Government**
 - Provide city services to citizens of Richmond in the most efficient and effective manner possible
 - Work to implement most economical rate for surface water
 - ✓ **Information Technology**
 - Provide the highest quality information prior to enterprise technology investments
 - ✓ **Public Works**
 - To continuously seek ways to improve services to the citizens and businesses
 - ✓ **Street**
 - Provide the traveling public with a safe environment for automobile and pedestrian traffic
 - ✓ **Fire**
 - Provide a plan review and permitting process with a five (5) day turnaround for paperwork
 - Maintain a project status board for all projects being managed within the city
 - Certify two (2) more inspectors with plumbing inspection certifications
 - ✓ **Parks**
 - Improve efficiency through replacement or purchase of new equipment to expedite lawn care and maintenance services
 - License another employee in weed control
 - ✓ **Municipal Court**
 - Invest in the development of staff to meet the growth and demands of the City

- ✓ **Accounting & Collecting**
 - Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner
 - Attract, retain and develop a quality workforce
 - ✓ **Customer Service**
 - Continue to advertise online payment method to customers
 - Increase lobby hours for public to conduct business in person
 - ✓ **Meter**
 - To check all aging meters for efficient recording of water usage
 - ✓ **Water**
 - Construct a new water plant on the east side of the Brazos River to provide continuous, uninterrupted water service as the City grows
- ***provide safe, secure, family-oriented communities;***
 - ✓ **Vehicle Maintenance**
 - Maintain and provide a reliable transportation and equipment fleet.
 - ✓ **Information Technology**
 - Provide proactive support on UPSs, data back-up and hardware
 - ✓ **Street**
 - Maintain and update street and regulatory sign inventory program
 - ✓ **Sanitation Department**
 - Continue to provide foremost services with an efficient use of resources
 - ✓ **Public Works**
 - Public Works Departments will maintain any infrastructure in their area of responsibility at the highest level possible with the resources available
 - ✓ **Police**
 - Acknowledge Citizen's Complaints within 48 hours and complete investigation within 14 days
 - Reduce convenience store thefts and robberies by requiring compliance with the City of Richmond convenience store ordinance #2008-17.
 - ✓ **Fire**
 - Deliver fire prevention and water safety classes to all schools in our jurisdiction
 - ✓ **Parks**
 - Increase mulch around all playground areas to the appropriate depth
 - ✓ **Wastewater**
 - Continue the implementation of the SSO Initiative
 - ***influence, foster and maintain the interest of safety;***
 - ✓ **General Government**
 - Work to implement most economical rate for surface water

- ✓ **Vehicle Maintenance Department**
 - Continue to provide foremost services with an efficient use of resources
 - ✓ **Street**
 - Provide the traveling public with a safe environment for automobile and pedestrian traffic
 - ✓ **Police**
 - Reduce the number of citizen complaints
 - Increase the number of warrants served
 - Work with the community to improve the quality of life in Richmond
 - ✓ **Fire**
 - Reduce response times to an average of less than 5 minutes and 30 seconds
 - ✓ **Municipal Court**
 - Seek opportunities to protect and serve our citizens
 - ✓ **Water**
 - Evaluate and rehabilitate the City's water system to the best of our ability to reduce the amount of maintenance on the system
 - ✓ **Wastewater**
 - Replace air grid in aeration basin #1 at Richmond Regional WWTF
- ***protect and preserve well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.***
 - ✓ **General Government**
 - Improve records imaging and indexing system
 - ✓ **Fire**
 - Design a plan to ensure completing inspections for 100% of existing business inspections
 - Research and implement mapping, reporting, and information software to be used for pre-plans and emergency response situations. (Street-wise program)
 - Research and install web-cams at strategic positions of the city to be used for emergency management and security measures
 - ✓ **Janitorial**
 - The Janitorial Department will do it's best to continuously seek ways to improve the service to our employees, citizens and visitors to our city
 - ✓ **Municipal Court**
 - To invest in the development of staff to meet the growth and demands of the City
 - ✓ **Accounting & Collecting**
 - Provide services, tools and open communication to create an environment where individuals are treated fairly and consistently
 - ✓ **Wastewater**
 - Initiate construction of water reclamation project at Richmond Regional WWTF

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Overview



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

Fund/Department Position Title	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
GENERAL FUND:				
General Government (5100)				
City Manager	1	1	1	
Assistant City Manager	1	1	0	
Economic Development Coordinator	0	0	1	
City SecretaryAdmin. Assistant	0	0	1	
City Secretary	0.5	0.5	0	
Human Resources Coordinator	1	1	1	
Administrative Assistant	1	1	0	
Subtotal	<u>4.5</u>	<u>4.5</u>	<u>4</u>	-11%
Public Works (5105)				
Public Works Director	1	1	1	
Executive Secretary	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Vehicle Maintenance (5110)				
Supervisor	0	0	0	
Mechanic 1	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Information Technology (5115)				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Streets (5120)				
Street Superintendent	1	1	1	
Street Foreman	1	1	1	
Street Crew Chief	1	1	1	
Equipment Operator 1	3	4	4	
Equipment Operator II	3	3	3	
Equipment Operator II/Sign Tech	1	1	1	
Street Maintenance Worker I	1	0	0	
Part-time Laborer	0.475	0.475	0.475	
Subtotal	<u>11.475</u>	<u>11.475</u>	<u>11.475</u>	0%

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

Fund/Department Position Title	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
Police (5140)				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Lieutenant	3	3	3	
Patrol Sergeant	3	3	3	
Master Sergeant	1	1	1	
Patrol Corporal	3	3	3	
Detective	4	3	4	
Crime Scene Technician	2	2	2	
Police Officer	13	12	14	
Administrative Assistant	1	1	1	
Dispatcher	7	7	8	
Police Records Specialist	1	1	1	
Master K-9 Sergeant	1	0	0	
Part-time School Crossing Guards	3.5	0	0	
Subtotal	44.5	38	42	11%
Fire (5150)				
Fire Chief	1	1	1	
Fire Marshal	0	1	1	
Building Official	0	1	1	
Fire Marshal/Building Official	1	0	0	
Inspector/Investigator/Firefighter	4	3	3	
Assistant Fire Chief	1	1	1	
Battalion Chief	3	3	3	
Lieutenant	6	6	9	
Firefighters (3 positions grant funded)	18	21	18	
Administrative Assistant	1	1	1	
Records Specialist	1	1	1	
Permits Specialist	1	1	1	
Clerk	0.5	0	0.5	
Part-time Firefighters	5.96	6.65	5.73	
Subtotal	43.46	46.65	46.23	-1%
Parks (5160)				
Park Superintendent/Code Enforcement Officer	1	1	1	
Park Foreman	1	1	1	
Crew Chief	1	1	1	
Maintenance Worker I	4	4	4	
Subtotal	7	7	7	0%
Janitorial (5170)				
Custodian	2	2	2	
Subtotal	2	2	2	0%

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

Fund/Department Position Title	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
Municipal Court (5180)				
Court Administrator	0	0	1	
Court Clerk/Associate Judge	2	0	0	
Court Clerk	0	2	2	
Bailiff	1	1	1	
Subtotal	<u>3</u>	<u>3</u>	<u>4</u>	33%
TOTAL GENERAL FUND	<u>121.935</u>	<u>118.625</u>	<u>122.705</u>	3%
WATER AND SEWER FUND:				
Accounting & Collecting (5200)				
Finance Director	1	1	1	
Accountant	1	1	2	
Subtotal	<u>2</u>	<u>2</u>	<u>3</u>	50%
Customer Service (5210)				
Supervisor	1	1	1	
Assistant Supervisor	1	0	0	
Utility Clerk	2	3	3	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%
Meter (5215)				
Water Meter Foreman	1	1	1	
Water meter Worker	3	3	3	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%
Water (5220)				
Water Superintendent	1	1	1	
Foreman	0	0	0	
Crew Chief	1	1	0	
Water Operations Coordinator	1	1	0	
Plant Operator	1	1	1	
Cross Connection Technician	1	1	1	
Maintenance Operator I	2	3	3	
Maintenance Worker I	4	2	3	
Heavy Equipment Operator	1	1	2	
Subtotal	<u>12</u>	<u>11</u>	<u>11</u>	0%

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

Fund/Department Position Title	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014	Percent + / (-)
Wastewater (5230)				
Wastewater Superintendent	1	1	1	
Wastewater Coordinator	0	0	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Operator I	1	0	0	
Operator II	3	4	4	
Operator III	1	1	1	
Maintenance Worker II	2	2	2	
Subtotal	<u>10</u>	<u>10</u>	<u>11</u>	10%
 TOTAL WATER AND SEWER FUND	 <u>32</u>	 <u>31</u>	 <u>33</u>	 6%
 TOTAL ALL FUNDS	 153.935	 149.625	 155.705	 4%

Full-time Positions:	149
Part-time Positions:	<u>6.705</u>
TOTAL FULL-TIME EQUIVALENTS:	155.705

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

Fiscal Year	Population	Personal Income	Per Capita Personal Income (1)	Median Age (1)	School Enrollment (2)	Unemployment Rate (3)
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	\$ 228,980,532	\$ 17,083	31	2,153	5.5%
2009	13,493	205,026,135	15,195	30	1,983	6.1%
2010	13,532	263,914,596	19,503	30	2,524	8.3%
2011	11,679	207,792,768	17,792	30	1,989	7.6%
2012	12,067	183,358,065	15,195	30.50	3,089	7.0%

n/a - information is unavailable

Data Sources:

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

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

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

Source: Various City departments

* The requirement for statistical data is ten years; only ²⁹nine years are available at this time.

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

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

Function	2003	2004	2005	2006	2007
Public safety					
Police					
Stations	1	1	1	1	1
Patrol units	18	20	23	25	25
Fire					
Fire stations	1	2	2	2	2
Public Works					
Collection trucks	1	2	2	2	2
Streets (miles)	44	44	44	44	45
Parks and recreation					
Parks acreage	233	233	235	235	235
Parks	2	2	3	3	3
Water and sewer					
Water mains (miles)	48	48	50	50	50
Fire hydrants	213	223	234	239	287
Maximum daily capacity (millions of gallons)	2.167	3.167	3.167	3.167	3.167
Sanitary sewers (miles)	44	44	44	44	44
Storm sewers (miles)	12	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	2.164	3.712	3.610	2.882	3.060

Source: Various City departments

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

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

CITY OF RICHMOND, TEXAS

PRINCIPAL EMPLOYERS

Current Year and Nine Years Ago (1)

<u>Employer</u>	<u>2012</u>		<u>2003</u>	
	<u>Employees</u>	<u>Rank</u>	<u>Employees</u>	<u>Rank</u>
Fort Bend County	2,267	1	1,537	1
Richmond State School	1,320	2	1,269	2
Oak Bend Hospital	618	3	468	3
Wal-Mart	278	4	189	4
City of Richmond	154	5	108	6
T.W. Davis YMCA	135	6	110	5
Richmond Post Office	88	7	85	7
ADM Cotton Mill	39	8	52	8
NEPCO Foundry/Matrix Metal	35	9	38	9
Office Depot	6	10	6	10
Total	<u>4,940</u>		<u>3,862</u>	

(1) Information only available for the last nine years

Source: Personnel department of each employer above

Note: Information on total City employment was unavailable.

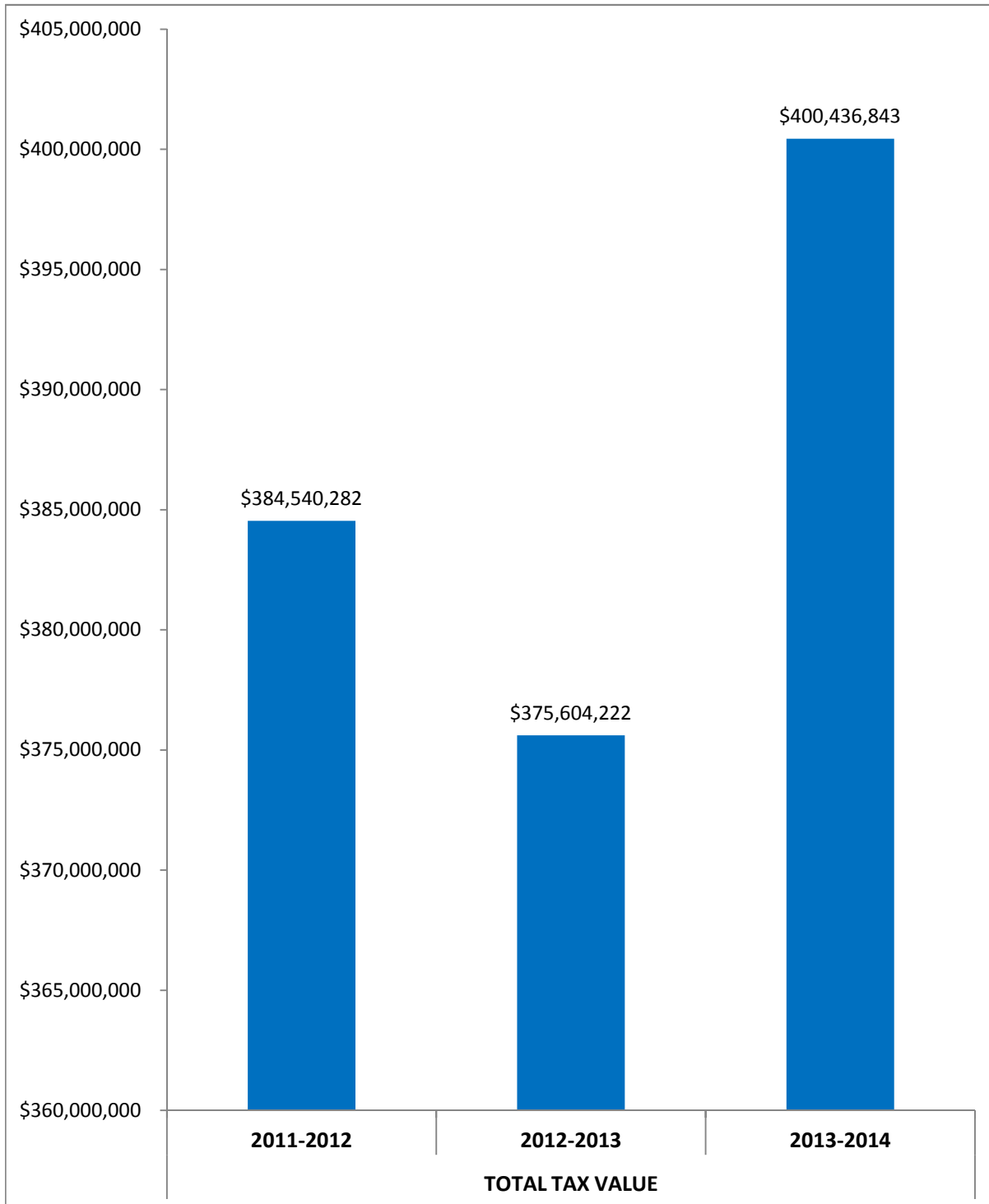
Top Taxpayers

	2014			2013		
	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value
Archer Daniel Midland CO	9,918,070	3	2.48%	5,949,620	3	1.58%
Wal-Mart Real Estate Business Trust	9,686,370	2	2.42%	9,686,370	2	2.58%
Wal-Mart Stores Texas LLC	9,394,300	1	2.35%	10,442,790	1	2.78%
G&I VI Country Club Place LP	8,201,970	5	2.05%	5,604,330	5	1.49%
Hunter Clayton LLC	6,661,870	4	1.66%	5,700,000	4	1.52%
OakBend Medical Center	4,365,210	6	1.09%	4,481,450	6	1.19%
Centerpoint Energy Electric	4,343,410	8	1.08%	3,867,940	8	1.03%
Ransom Road Partners LLC	3,594,520	9	0.90%	3,791,520	9	1.01%
Golfview Holdings LLC	3,518,930	7	0.88%	3,869,830	7	1.03%
Southern Cotton Oil Co	3,207,180	10	0.80%	3,263,030	10	0.87%
Subtotal	43,287,390		10.81%	41,020,890		10.92%
Other taxpayers	357,149,453		89.19%	334,583,332		89.08%
Total certified roll	400,436,843		100.00%	375,604,222		100.00%

TAX REVENUE and DISTRIBUTION

	Actual 2011-2012		Budget 2012-2013		Budget 2013-2014	
Real Estate	\$580,281,580		\$570,741,110		\$583,744,970	
Personal Property	\$70,433,777		\$64,369,351		\$69,445,521	
Total Tax Roll	\$650,715,357		\$635,110,461		\$653,190,491	
Homestead cap adj.	\$1,590,135		\$1,252,370		\$2,416,630	
Exempt Property	\$253,550,340	39%	\$255,301,710	40%	\$261,775,720	40%
Productivty Loss	\$5,819,380		\$6,840,980		\$6,863,930	
Disabled Vet.	\$1,217,690		\$1,215,460		\$1,504,898	
Over 65	\$3,997,530		\$3,805,750		\$3,819,650	
Misc. Exemptions			\$469,699		\$563,029	
Total Exemptions	\$266,175,075	41%	\$268,885,969		\$276,943,857	
Under ARB Review	\$0		\$9,379,730		\$24,190,209	
Total Tax Value	\$384,540,282		\$375,604,222		\$400,436,843	6.61%
Tax Rate per \$100	0.7865		0.7865		0.7800	
Est. Tax Levy	\$3,024,409		\$2,954,127		\$3,123,407	
% of Collections	98%		98%		98%	
Est. Collections	\$2,963,921		\$2,895,045		\$3,060,939	
Delinquent Collections	\$69,000		\$69,000		\$70,000	
Est. Funds	\$3,032,921		\$2,964,045		\$3,130,939	
M & O Revenue	\$2,156,786		\$2,051,816		\$2,182,807	
Debt Service	\$972,110		\$912,229		\$948,133	
Development Corp.	\$0		\$202,000		\$248,125	
Water and Sewer	\$228,643		\$228,643		\$142,100	
M & O Rate	0.5467		0.5436		0.5438	
Debt Service Rate	0.2398		0.2429		0.2362	

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014



**COMBINED REVENUES and EXPENDITURES
GENERAL, W/S and DEBT SERVICE FUND
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2014**

REVENUES

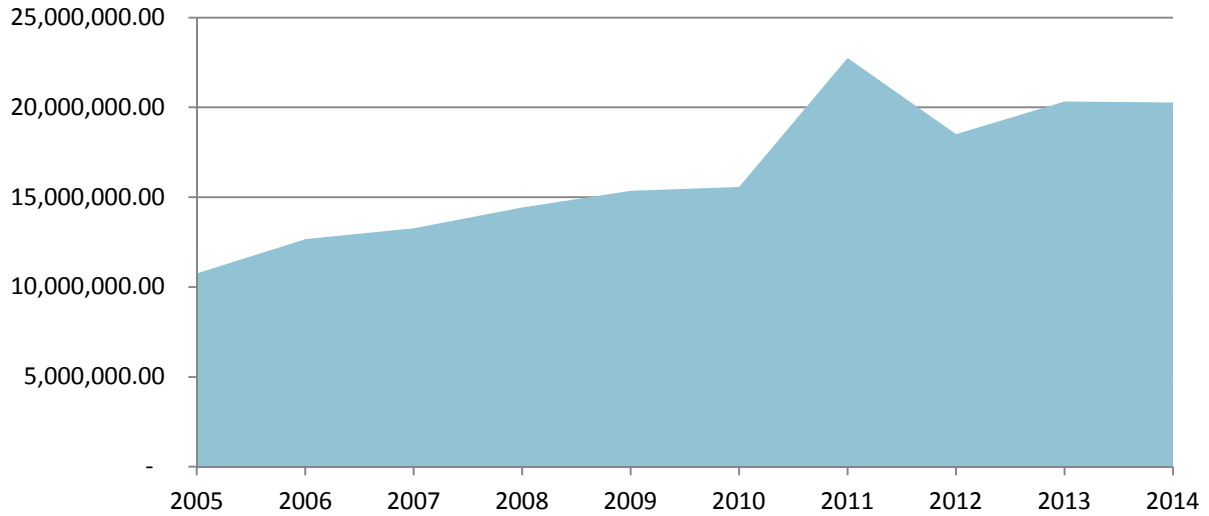
ACCOUNT DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-13	Budget 2013-2014
PROPERTY TAX-CURRENT	\$2,963,921	\$2,895,045	\$3,039,314	\$3,521,164
PROPERTY TAX-DEL.	\$69,000	\$69,000	\$70,000	\$70,000
TOTAL PROPERTY TAX	\$3,032,921	\$2,964,045	\$3,109,314	\$3,591,164
WATER SALES & SERVICE	\$3,026,959	\$2,850,000	\$2,850,000	\$3,059,000
SEWER SALES & SERVICE	\$2,356,070	\$2,672,205	\$2,672,205	\$2,385,000
TAX PENALTY AND INT	\$59,384	\$55,000	\$45,032	\$55,000
SALES TAX-STATE	\$2,813,786	\$2,925,000	\$3,081,250	\$3,234,574
GARBAGE COLL. FEES	\$1,334,897	\$1,354,000	\$1,363,858	\$1,354,000
LICENSES AND PERMITS	\$182,580	\$200,000	\$329,736	\$300,000
INSPECTION FEES	\$50,515	\$55,000	\$95,121	\$113,000
UTILITY GROSS RECPTS.	\$705,143	\$825,000	\$853,000	\$820,000
COURT FINES	\$308,346	\$376,050	\$343,910	\$350,000
MISCELLANEOUS	\$641,468	\$2,156,660	\$2,156,485	\$692,100
INTERGOVT. REVENUE	\$275,944	\$275,944	\$275,944	\$475,535
RENT	\$5,525	\$6,000	\$5,400	\$5,400
FIRE PROTECTION FEES	\$1,020,414	\$1,053,500	\$1,115,600	\$1,165,615
INTERFUND TRANSFERS	\$2,686,305	\$2,538,286	\$2,699,868	\$2,657,325
INTEREST	\$17,621	\$24,000	\$24,000	\$24,000
TOTAL REVENUES	\$18,517,878	\$20,330,690	\$21,020,723	\$20,281,713

EXPENDITURES

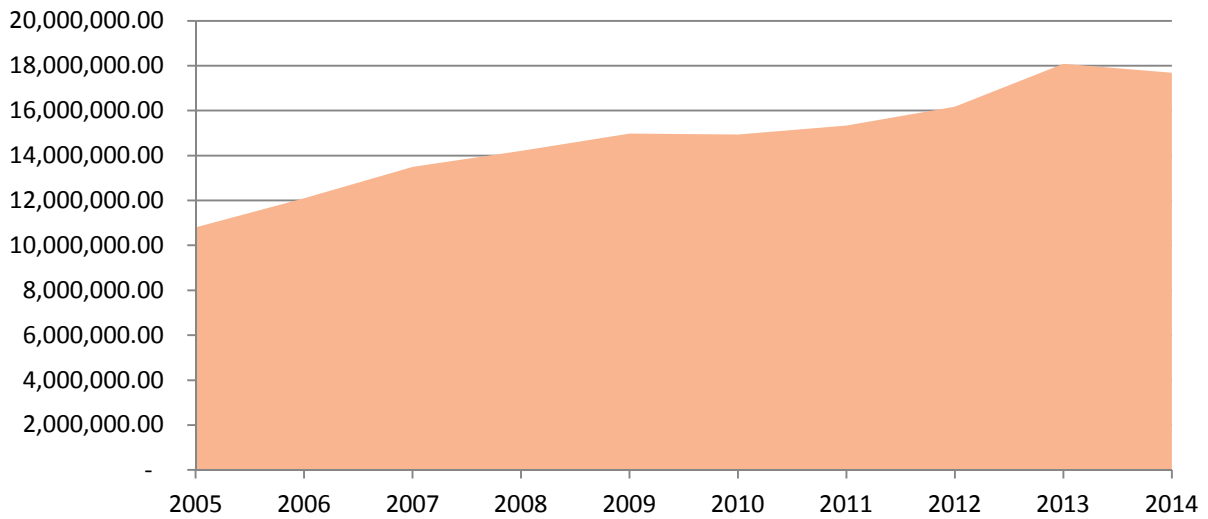
SALARIES, WAGES	\$9,098,142	\$9,724,207	\$9,389,307	\$10,375,488
MATL., SUPPL. & SERV.	\$5,028,587	\$5,077,932	\$5,076,797	\$5,239,335
CAPITAL OUTLAY	\$267,803	\$1,919,928	\$1,862,788	\$595,665
Subtotal EXPENSES	\$14,394,532	\$16,722,067	\$16,328,892	\$16,210,488
DEBT SERVICE	\$1,557,447	\$1,140,872	\$1,336,075	\$1,336,075
DEBT SERVICE-WATER & SEV	\$234,381	\$228,643	\$142,100	\$142,100
TOTAL EXPENDITURES	\$16,186,360	\$18,091,582	\$17,807,067	\$17,688,663
EXCESS REV./EXP.	\$2,331,519	\$2,239,108	\$3,213,656	\$2,593,051
PRIOR YEAR SURPLUS	\$35,592,371	\$37,923,890	\$37,923,890	\$40,162,997
ANT. SURPLUS BALANCE	\$37,923,890	\$40,162,997	\$41,137,546	\$42,756,048

FINANCIAL TRENDS

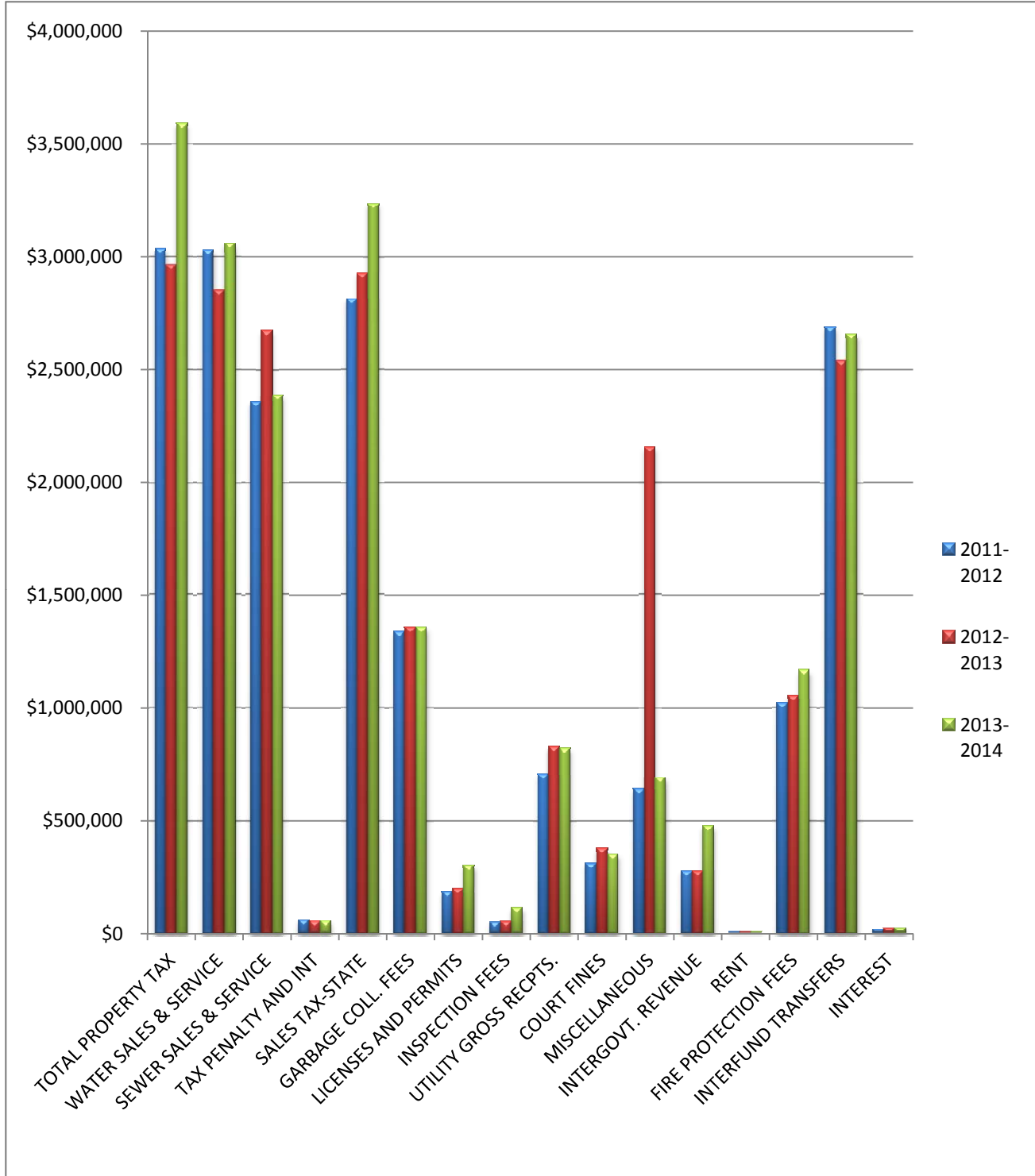
Combined Revenue Last Ten Years



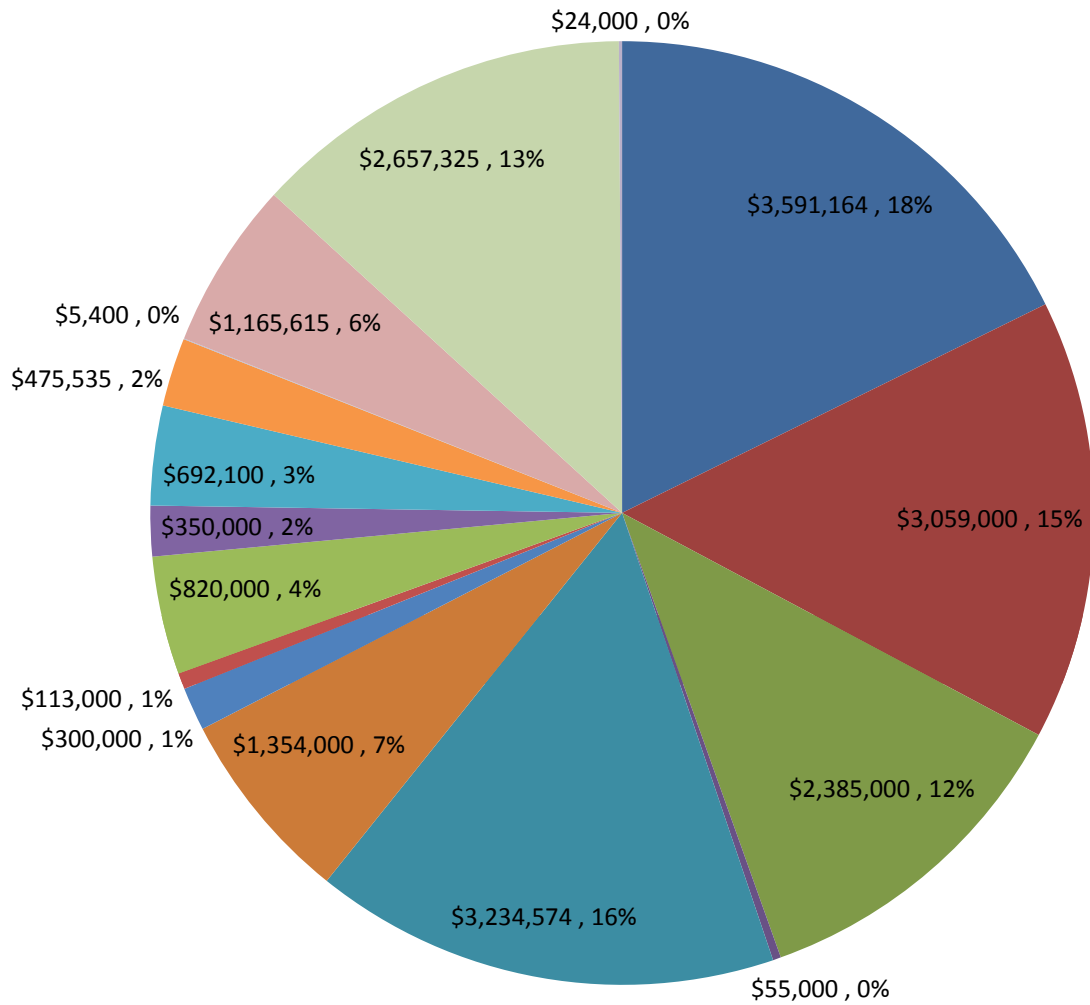
Combined Expenditures Last Ten Years



Revenue Trends Based on Past Performance



2013-2014 Revenue



- TOTAL PROPERTY TAX
- WATER SALES & SERVICE
- SEWER SALES & SERVICE
- TAX PENALTY AND INT
- SALES TAX-STATE
- GARBAGE COLL. FEES
- LICENSES AND PERMITS
- INSPECTION FEES
- UTILITY GROSS RECPTS.
- COURT FINES
- MISCELLANEOUS
- INTERGOVT. REVENUE
- RENT
- FIRE PROTECTION FEES
- INTERFUND TRANSFERS
- INTEREST

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

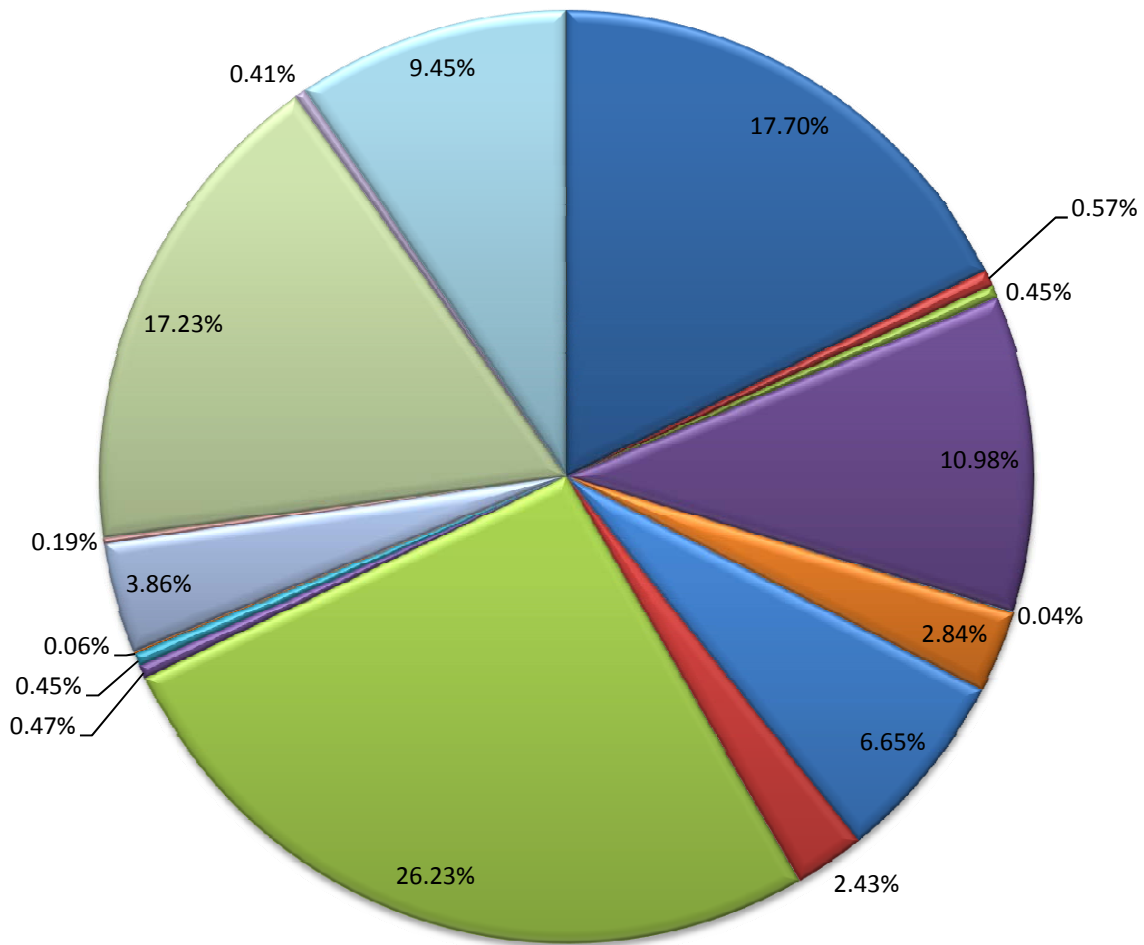
Revenues and Expenditures

	Actual 2011-2012	Budget * 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
3000 Property Tax-Current	\$2,086,675	\$2,895,045	\$2,069,314	\$2,182,807	-24.60%
3005 Property Tax-Delinq.	\$70,111	\$69,000	\$70,000	\$70,000	1.45%
Total Property Tax	\$2,156,786	\$2,964,045	\$2,139,314	\$2,252,807	-24.00%
3010 Tax Penalty and Int	\$59,384	\$55,000	\$45,032	\$55,000	0.00%
3025 Garbage Collection-Net	\$1,334,897	\$1,354,000	\$1,363,858	\$1,354,000	0.00%
3050 Rent	\$5,525	\$6,000	\$5,400	\$5,400	-10.00%
3030 Mun. Court Fines	\$308,346	\$376,050	\$343,910	\$350,000	-6.93%
3035 Utility Receipts	\$705,143	\$825,000	\$853,000	\$820,000	-0.61%
3040 License & Permits	\$182,580	\$200,000	\$329,736	\$300,000	50.00%
3015 Sales Tax-State	\$2,813,786	\$2,925,000	\$3,081,250	\$3,234,574	10.58%
3045 Inspection Fees	\$10,289	\$0	\$63,000	\$58,000	100.00%
3047 Plan Review Fees	\$40,226	\$55,000	\$32,121	\$55,000	0.00%
3049 Amusement Redempt Fee	\$0	\$0	\$8,000	\$8,000	100.00%
3060 Intergovt. Revenue	\$129,114	\$275,944	\$275,994	\$475,535	72.33%
3055 Interest	\$17,621	\$24,000	\$14,972	\$24,000	0.00%
3065 Trans. frm Oth Funds	\$2,015,544	\$2,081,000	\$2,081,000	\$2,125,000	2.11%
3070 Other Income	\$34,662	\$44,800	\$52,000	\$50,000	11.61%
3075 Fire Protection Fees	\$1,020,414	\$1,053,500	\$1,115,600	\$1,165,615	10.64%
3080 Donations	\$2,320	\$0	\$1,870	\$0	0
Total Revenues	\$10,836,637	\$12,239,339	\$11,806,057	\$12,332,931	0.76%
Less Debt Service	\$0	\$912,229	\$0	\$0	-100.00%
Total M & O Revenue	\$10,836,637	\$11,327,110	\$11,806,057	\$12,332,931	8.88%
					% of Total GF Expenses
5100 General Government	\$884,077	\$780,872	\$867,970	\$789,308	6.41%
5105 Public Works	\$202,063	\$270,463	\$273,250	\$271,807	2.21%
5110 Vehicle Maintenance	\$139,438	\$146,558	\$147,235	\$158,110	1.28%
5115 Information Technology	\$149,722	\$161,388	\$156,215	\$175,737	1.43%
5120 Street	\$1,080,482	\$1,102,742	\$843,598	\$1,201,874	9.76%
5130 Sanitation	\$1,200,600	\$1,295,000	\$1,258,475	\$1,295,000	10.52%
5140 Police	\$2,884,463	\$3,066,130	\$2,887,897	\$3,649,535	29.65%
5150 Fire - Central	\$3,476,634	\$3,719,642	\$3,671,021	\$3,690,467	29.98%
5155 Fire - St. #2	\$29,683	\$32,230	\$33,789	\$37,039	0.30%
5157 Fire - St. #3	\$33,663	\$43,045	\$41,910	\$36,278	0.29%
5160 Parks	\$400,874	\$427,656	\$408,484	\$458,041	3.72%
5170 Janitorial	\$83,762	\$87,609	\$85,769	\$92,945	0.76%
5180 Municipal Court	\$304,201	\$297,011	\$365,793	\$452,561	3.68%
Est. M & O Expenses	\$10,869,662	\$11,430,346	\$11,041,405	\$12,308,702	
Net Operating Revenue	(\$33,025)	(\$103,236)	\$764,652	\$24,229	
Prior Year Balance	\$1,126,005	\$1,092,980	\$1,092,980	\$1,857,632	
Anticipated Balance	\$1,092,980	\$88,570	\$1,857,632	\$1,881,861	
Actual Ending Fund Balance	\$1,092,980	\$989,744	\$1,857,632		
Fund Bal as % of Exp	10.06%	8.66%	16.82%	15.29%	
Fund Bal in Days	37	32	61	56	

* as amended

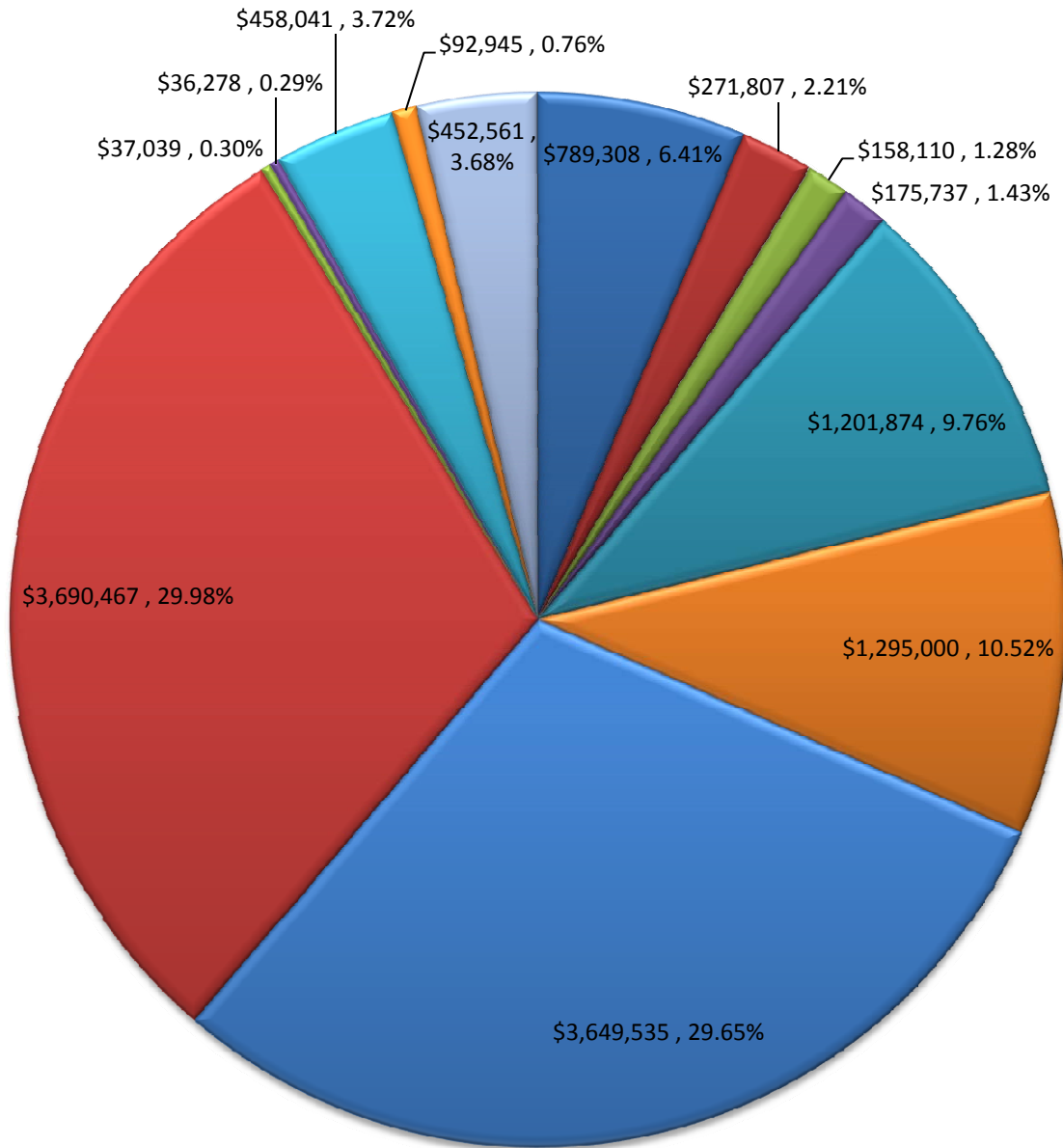
GENERAL FUND REVENUE FY 2013-14

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



GENERAL FUND EXPENDITURES FY 2013-2014

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



5100

GENERAL GOVERNMENT DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000 Salaries	\$262,221	\$287,013	\$284,578	\$295,688	3.02%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40010 Salaries Contract	\$17,075	\$12,000	\$14,180	\$12,000	0.00%
40100 Salaries Election	\$0	\$0	\$0	\$0	0.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$15,908	\$27,110	\$17,202	\$19,077	-29.63%
40200 Medicare	\$3,721	\$4,336	\$4,036	\$4,461	2.88%
40250 Retirement	\$36,682	\$39,303	\$38,617	\$40,279	2.48%
40350 Workmans Comp.	\$256	\$465	\$293	\$479	3.01%
40400 Health Insurance	\$22,190	\$30,843	\$25,525	\$30,497	-1.12%
40500 Recruiting	\$39	\$20	\$120	\$120	500.00%
40650 Travel and Training	\$147	\$500	\$500	\$500	0.00%
40750 Office Supplies	\$6,489	\$5,000	\$6,000	\$5,000	0.00%
40800 Postage	\$1,019	\$1,000	\$1,500	\$1,000	0.00%
41300 Janitorial Supplies	\$210	\$0	\$100	\$0	0.00%
41650 Periodicals-Memberships	\$3,192	\$4,000	\$3,200	\$4,000	0.00%
41950 Equipment Repair	\$0	\$500	\$720	\$500	0.00%
42000 Bldg. Repair & Maint.	\$3,833	\$5,000	\$4,000	\$5,000	0.00%
42150 Equipment Rental	\$785	\$932	\$932	\$932	0.00%
42200 Legal & Acct. Fees	\$59,221	\$25,000	\$50,000	\$25,000	0.00%
42210 Engineer & Prof. Fees	\$293,214	\$175,000	\$250,000	\$175,000	0.00%
42250 Contract Service	\$32,900	\$34,500	\$40,000	\$43,025	24.71%
42400 Maintenance Contract	\$9,369	\$5,000	\$3,000	\$5,000	0.00%
42500 Advertising	\$2,364	\$1,500	\$1,500	\$1,500	0.00%
42600 Utilities	\$3,283	\$5,000	\$3,697	\$3,400	-32.00%
42700 Telephone & Pagers	\$3,202	\$3,500	\$5,270	\$3,500	0.00%
42750 Insurance & Bonding	\$106,007	\$110,000	\$109,150	\$110,000	0.00%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$1,305	\$2,000	\$2,500	\$2,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
43050 Interest Expense	(\$1,905)	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$884,077	\$780,872	\$867,970	\$789,308	1.08%
SALARIES & FEES	\$359,403	\$402,420	\$385,781	\$403,831	0.35%
MTL. & SUPPLIES	\$524,674	\$378,452	\$482,189	\$385,477	1.86%

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.

2013-2014 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

2013-2014 Departmental Performance Indicators

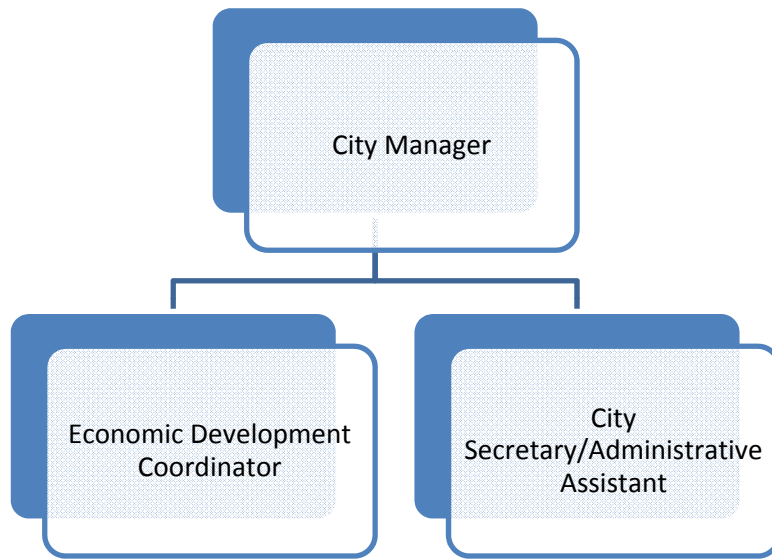
	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Number of construction contracts	6	3	5
Number of commission meetings	12	12	12
Number of workshops	4	5	5
Number of special meetings	5	10	10

2013-2014 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
City Manager	1	1	1
Assistant City Manager	1	1	0
Economic Development Coordinator	0	0	1
City Secretary/Admin. Assistant	0	0	1
City Secretary	0.5	0.5	0
Human Resources Coordinator	1	1	1
Administrative Assistant	1	1	0
Total Personnel	<hr/> 4.5	<hr/> 4.5	<hr/> 4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

GENERAL GOVERNMENT



5105

PUBLIC WORKS DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
40000 Salaries	\$134,375	\$134,408	\$138,200	\$138,336	2.92%
40125 Overtime	\$56	\$0	\$0	\$0	0.00%
40150 Social Security	\$8,239	\$8,668	\$8,255	\$8,912	2.81%
40200 Medicare	\$1,927	\$2,027	\$1,931	\$2,084	2.81%
40250 Retirement	\$20,137	\$19,661	\$19,751	\$20,097	2.22%
40350 Workmans Comp.	\$194	\$218	\$193	\$224	2.75%
40400 Health Insurance	\$11,824	\$12,534	\$11,770	\$13,289	6.02%
40600 Uniforms	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$0	\$450	\$0	\$450	0.00%
40750 Office Supplies	\$883	\$5,000	\$2,650	\$2,000	-60.00%
40800 Postage	\$339	\$600	\$600	\$600	0.00%
41300 Janitor Supplies	\$763	\$600	\$500	\$600	0.00%
41650 Periodicals-Memberships	\$0	\$100	\$40	\$100	0.00%
42000 Bldg. Repair & Maint.	\$1,062	\$4,000	\$4,000	\$4,000	0.00%
42150 Equipment Rental	\$901	\$1,872	\$1,872	\$1,900	100.00%
42200 Legal & Act. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$1,934	\$1,600	\$1,600	\$1,600	0.00%
42400 Maintenance Contracts	\$0	\$500	\$500	\$500	0.00%
42600 Utilities	\$11,671	\$10,225	\$10,895	\$10,274	0.48%
42650 Street Lights	\$0	\$60,000	\$55,312	\$52,641	100.00%
42700 Telephone & Pagers	\$7,391	\$7,500	\$13,681	\$13,700	82.67%
42850 Miscellaneous	\$367	\$500	\$1,500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$202,063	\$270,463	\$273,250	\$271,807	0.50%
SALARIES & FEES	\$176,752	\$177,516	\$180,100	\$182,942	3.06%
MTL. & SUPPLIES	\$25,311	\$92,947	\$93,150	\$88,865	-4.39%

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.

2013-2014 Departmental Goals

- ✓ To continuously seek ways to improve services to the citizens and businesses
- ✓ Public Works Departments will maintain any infrastructure in their area of responsibility at the highest level possible with the resources available

2013-2014 Departmental Performance Indicators

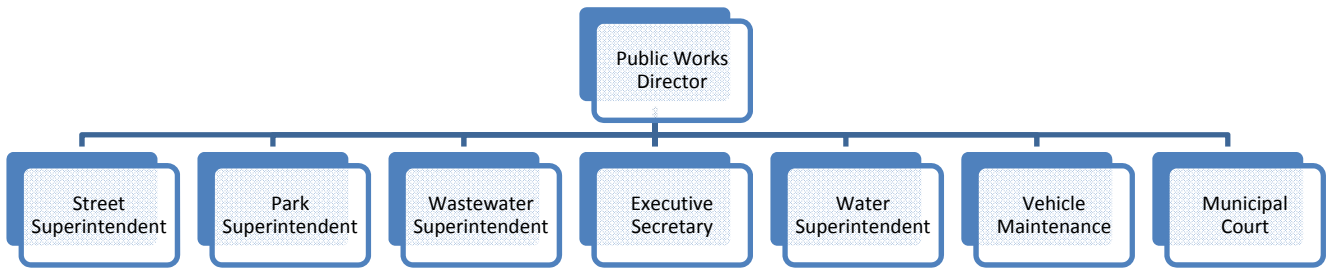
	Act. <u>FY 11-12</u>	Est. <u>FY 12-13</u>	Bud. <u>FY 13-14</u>
Attended Departmental meetings	250	250	250
Reply to citizen concern calls	1000	1000	1000
Neighborhood-wide clean up	1	1	2
# of Multiple Dept. cooperation on City Wide Projects	100%	100%	100%

2013-2014 Departmental Personnel History

	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Public Works Director	1	1	1
Executive Secretary	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Public Works



5110

VEHICLE MAINTENANCE DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
40000 Salaries	\$84,487	\$82,632	\$85,473	\$90,242	9.21%
40125 Overtime	\$3,112	\$4,500	\$2,300	\$4,500	0.00%
40150 Social Security	\$5,011	\$5,435	\$5,142	\$5,595	2.94%
40200 Medicare	\$1,172	\$1,271	\$1,203	\$1,309	2.99%
40250 Retirement	\$13,125	\$12,823	\$12,940	\$13,110	2.24%
40350 Workmans Comp.	\$1,374	\$1,719	\$1,514	\$1,756	2.15%
40400 Health Insurance	\$15,284	\$15,928	\$15,885	\$18,980	19.16%
40600 Uniforms	\$1,824	\$1,600	\$1,836	\$1,800	12.50%
40650 Travel and Training	\$11	\$250	\$750	\$750	200.00%
40750 Office Supplies	\$493	\$500	\$657	\$600	20.00%
40850 Paint & Supplies	\$410	\$750	\$750	\$750	0.00%
40950 Shop Tools & Equip.	\$3,196	\$4,200	\$4,200	\$4,200	0.00%
41100 Gasoline	\$820	\$1,000	\$1,000	\$1,000	0.00%
41150 Tires & Batteries	\$0	\$300	\$0	\$300	0.00%
41950 Equipment Repair	\$115	\$750	\$750	\$750	0.00%
42000 Bldg. Repair & Maint	\$140	\$2,000	\$2,000	\$2,000	0.00%
42100 Vehicle Repair	\$288	\$500	\$100	\$500	0.00%
42150 Equipment Rental	\$1,413	\$1,000	\$1,025	\$1,200	20.00%
42250 Contracted Services	\$824	\$2,000	\$1,500	\$1,500	-25.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$3,251	\$3,600	\$3,048	\$2,868	-20.33%
42700 Telephone & Pagers	\$2,958	\$2,800	\$3,362	\$3,400	21.43%
42850 Miscellaneous	\$130	\$1,000	\$1,800	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$139,438	\$146,558	\$147,235	\$158,110	7.88%
SALARIES & FEES	\$123,565	\$124,308	\$124,457	\$135,492	9.00%
MTL. & SUPPLIES	\$15,873	\$22,250	\$22,778	\$22,618	1.65%

VEHICLE MAINTENANCE DEPARTMENT

Department Mission

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

Department Description

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

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

2013-2014 Departmental Goals

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

2013-2014 Departmental Performance Indicators

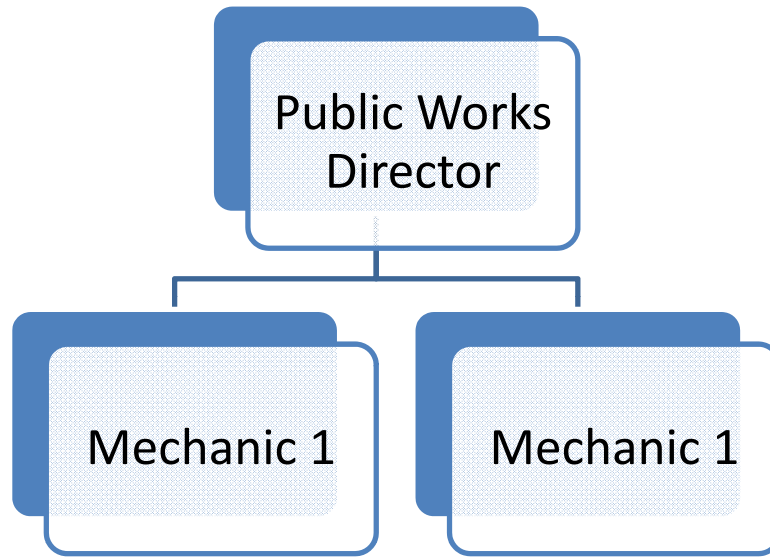
	<u>Act.</u> <u>FY11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Total # of pieces of equipment serviced/maintained	118	120	121
% of repair come-backs	5%	5%	4%

2013-2014 Departmental Personnel History

	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Supervisor	0	0	0
Mechanic 1	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Vehicle Maintenance



5115

INFORMATION TECHNOLOGY DEPARTMENT

	Actual	Budget	Estimate	Budget	Percent
DESCRIPTION	2011-2012	2012-2013	2012-2013	2013-2014	+/(%)
40000 Salaries	\$107,881	\$107,014	\$107,458	\$114,529	7.02%
40125 Overtime	\$832	\$575	\$680	\$575	0.00%
40150 Social Security	\$6,710	\$6,733	\$6,666	\$7,101	5.47%
40200 Medicare	\$1,569	\$1,575	\$1,580	\$1,661	5.46%
40250 Retirement	\$16,294	\$15,885	\$15,803	\$16,638	4.74%
40350 Workmans Comp.	\$144	\$176	\$155	\$185	5.11%
40400 Health Insurance	\$11,390	\$12,405	\$12,920	\$15,273	23.12%
40650 Travel and Training	\$0	\$3,800	\$0	\$3,800	0.00%
40750 Office Supplies	\$1,895	\$500	\$0	\$500	0.00%
41100 Gasoline and Diesel	\$1,580	\$1,350	\$1,778	\$1,350	0.00%
41650 Periodicals, Memberships	\$0	\$100	\$0	\$100	0.00%
42100 Vehicle Repair	\$82	\$2,500	\$500	\$1,500	-40.00%
42700 Telephone & Pagers	\$1,345	\$1,400	\$1,300	\$1,400	0.00%
42800 License & Permits	\$0	\$7,375	\$7,375	\$11,125	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$149,722	\$161,388	\$156,215	\$175,737	8.89%
SALARIES & FEES	\$144,820	\$144,363	\$145,262	\$155,962	8.03%
MTL. & SUPPLIES	\$4,902	\$17,025	\$10,953	\$19,775	16.15%

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.

2013-2014 Departmental Goals

- Choose appropriate IT projects prior to enterprise hardware and software technology investments and effectively manage these projects to insure the most efficient use of capital and the acquisition of solutions which will provide the highest level of service to the citizens of Richmond. After project implementation, thoroughly train users so that they fully understand the use and capabilities of the applications. Doing so will provide safe, secure, family-oriented communities through the use of these technology solutions. The solutions implemented at the Richmond Fire Department and Police Department will also influence, foster, and maintain the interest of safety in the community in addition to protecting and preserving well-known historic sites and memorabilia and provide a healthy business and economic atmosphere.
- Document application software and multi-user hardware installations and provide proactive support on UPSs, data backup, and hardware thus minimizing outages that may cause system downtime. This will influence, foster, and maintain the interest of safety in the community.

2013-2014 Departmental Performance Indicators

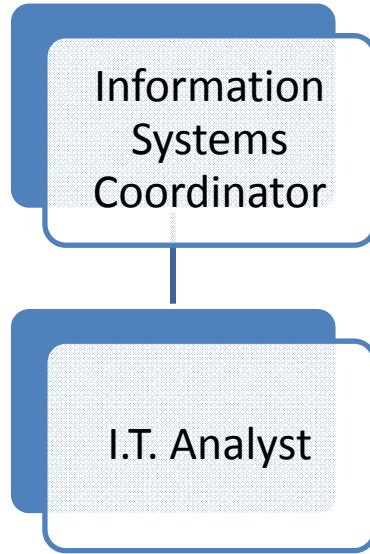
	Act. FY 11-12	Est. FY 12-13	Bud. FY 13-14
% Users Trained (Police RMS and CAD)	100%	100%	100%
% Users Trained (Enterprise Time Clock)	N/A	100%	100%
% Users Trained (In-Car Video)	100%	100%	100%
% Users Trained (Incode – Fire Reporting)	N/A	100%	100%
On Site File Server Tape Backups	8	8	9
Off Site Cloud Backups	0	3	3
Police Networks (Fully Documented)	100%	100%	100%

2013-2014 Departmental Personnel History

	Act. FY 11-12	Est. FY 12-13	Bud. FY 13-14
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	2	2	2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Information Technology



5120

STREET DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Expenses Base Budget 2013-2014	Budget 2013-2014	Percent +/(-)
40000 Salaries	\$398,915	\$392,033	\$402,018	\$416,141	\$416,141	6.15%
40125 Overtime	\$462	\$5,742	\$500	\$5,742	\$5,742	0.00%
40150 Social Security	\$23,656	\$25,010	\$23,755	\$25,801	\$25,801	3.16%
40200 Medicare	\$5,532	\$5,849	\$5,551	\$6,034	\$6,034	3.16%
40250 Retirement	\$58,535	\$57,487	\$57,488	\$58,938	\$58,938	2.52%
40350 Workmans Comp.	\$12,825	\$15,646	\$13,789	\$16,141	\$16,141	3.16%
40400 Health Insurance	\$71,592	\$77,266	\$79,974	\$95,122	\$95,122	23.11%
40550 Medical Surveillance	\$205	\$250	\$95	\$250	\$250	0.00%
40600 Uniforms	\$4,315	\$5,000	\$4,220	\$5,000	\$5,000	0.00%
40650 Travel and Training	\$60	\$250	\$60	\$500	\$250	0.00%
40750 Office Supplies	\$687	\$1,500	\$800	\$1,500	\$15,000	900.00%
40800 Postage	\$0	\$50	\$0	\$50	\$0	-100.00%
40850 Paint,Hardware Supplies	\$3,243	\$4,000	\$3,000	\$4,000	\$4,000	0.00%
40900 Street and Sign Paint	\$2,519	\$6,000	\$6,000	\$6,000	\$6,000	0.00%
40950 Shop Tools & Equip.	\$811	\$1,500	\$1,500	\$1,500	\$1,500	0.00%
41100 Gasoline and Diesel	\$46,620	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
41150 Tires & Batteries	\$7,456	\$4,000	\$4,000	\$4,000	\$11,000	175.00%
41200 Topping & Base Materials	\$200,669	\$267,059	\$27,993	\$283,827	\$283,827	6.28%
41250 Repair & Maint Materials	\$25,767	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
41300 Janitorial Supplies	\$1,706	\$1,200	\$1,200	\$1,200	\$1,200	0.00%
41350 Chemicals	\$1,691	\$6,000	\$6,000	\$6,000	\$6,000	0.00%
41650 Periodicals, Memberships	\$0	\$0	\$0	\$0	\$0	0.00%
41900 Storm Water Mgmt Prgm	\$3,285	\$10,000	\$2,000	\$10,000	\$10,000	0.00%
41950 Equipment Repair	\$16,428	\$15,000	\$13,000	\$15,000	\$15,000	0.00%
42000 Bldg. Repair & Maint.	\$25,373	\$3,000	\$2,000	\$3,000	\$3,000	0.00%
42100 Vehicle Repair	\$9,251	\$12,000	\$10,000	\$12,000	\$12,000	0.00%
42150 Equipment Rental	\$5,671	\$10,000	\$10,000	\$10,000	\$10,000	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	\$0	0.00%
42250 Contract Service	\$15,947	\$35,000	\$30,000	\$35,000	\$35,000	0.00%
42500 Advertising	\$0	\$100	\$0	\$100	\$0	-100.00%
42550 Mosquito Control	\$6,080	\$6,000	\$6,000	\$6,000	\$6,000	0.00%
42600 Utilities	\$6,960	\$7,200	\$6,164	\$5,937	\$5,937	-17.54%
42650 Street Lighting	\$69,710	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$5,015	\$6,000	\$6,000	\$6,000	\$6,000	0.00%
42800 License & Permits	\$181	\$600	\$100	\$600	\$600	0.00%
42850 Miscellaneous	\$8,904	\$7,000	\$6,000	\$7,000	\$5,000	-28.57%
42900 Capital Outlay	\$40,411	\$15,000	\$14,391	\$14,391	35,391	135.94%
42950 Capital Contract	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$1,080,482	\$1,102,742	\$843,598	\$1,162,774	\$1,201,874	8.99%
SALARIES & FEES	\$571,517	\$579,283	\$583,170	\$623,919	\$623,919	7.71%
MTL. & SUPPLIES	\$468,554	\$508,459	\$246,037	\$524,464	\$542,564	6.71%

Capital Outlay

Replacement Dump truck (1/4 Payments)	21,000
Street Sweeper (2/3 Payment)	14,391
Total Capital Outlay	35,391

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.

2013-2014 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 4.0 miles of street maintenance, repairs and construction
- Provide a minimum of 8 hours of continuing education for each employee

2013-2014 Departmental Performance Indicators

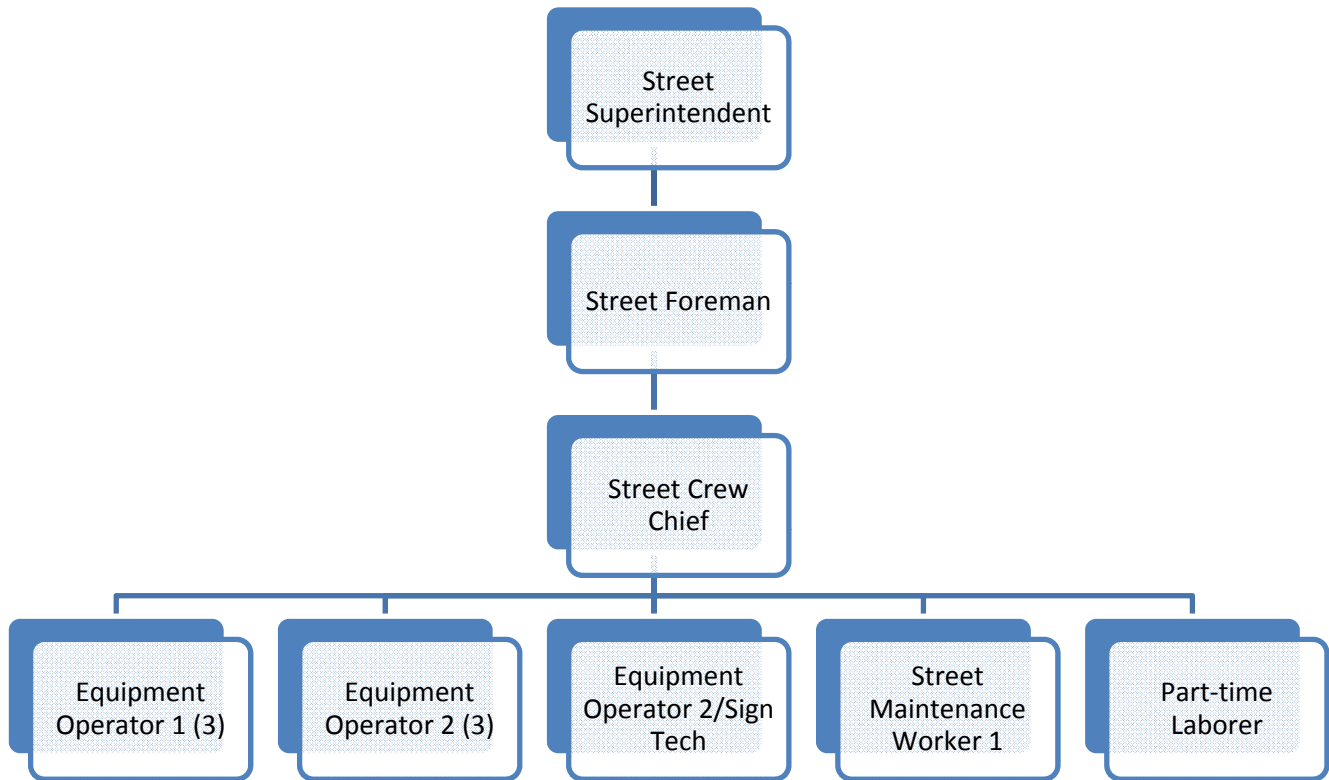
	Act. <u>FY 11-12</u>	Est. <u>FY 12-13</u>	Bud. <u>FY 13-14</u>
Miles of pavement replaced	1.95	0.0	1.45
% employees receive 8hr C.E.	100	100	100

2013-2014 Departmental Personnel History

	Act.		Est.		Bud.	
	FY 11-12		FY 12-13		FY 13-14	
Street Superintendent		1		1		1
Street Foreman		1		1		1
Street Crew Chief		1		1		1
Equipment Operator I		3		4		4
Equipment Operator II		3		3		3
Equipment Operator II/Sigh Tech		1		1		1
Street Maintenance Worker 1	1		0		0	
Part Time Laborer		0.475		0.475		0.475
Total Personnel		11.475		11.475		11.475

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Street Department



5130

SANITATION DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
41950 Equipment Repair	\$62	\$0		\$0	0.00%
42250 Contracted Services	\$1,200,538	\$1,295,000	\$1,258,475	\$1,295,000	0.00%
42810 Sales Tax	\$0	\$0		\$0	0.00%
42950 Capital Outlay	\$0	\$0		\$0	0.00%
TOTAL EXPENSES	\$1,200,600	\$1,295,000	\$1,258,475	\$1,295,000	0.00%
MTL. & SUPPLIES	\$1,200,600	\$1,295,000	\$1,258,475	\$1,295,000	0.00%

SANITATION DEPARTMENT

Department Mission

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

Department Description

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

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

2013-2014 Departmental Goals

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

2013-2014 Departmental Performance Indicators

	Act.	Est.	Bud.
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
# of garbage accounts	3065	3080	3200

2013-2014 Departmental Personnel History

Included in Public Works Personnel History

5140

POLICE DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000 Salaries	\$1,872,053	\$1,981,897	\$1,853,333	\$2,102,604	6.09%
40125 Overtime	\$14,767	\$44,000	\$14,000	\$30,000	-31.82%
40150 Social Security	\$115,613	\$123,212	\$111,865	\$130,361	5.80%
40200 Medicare	\$27,039	\$28,816	\$26,147	\$30,488	5.80%
40250 Retirement	\$284,598	\$289,902	\$272,406	\$305,456	5.37%
40350 Workmans Comp.	\$29,897	\$30,226	\$26,638	\$30,957	2.42%
40400 Health Insurance	\$224,624	\$259,622	\$267,635	\$365,703	40.86%
40550 Medical Surveillance	\$3,120	\$8,000	\$5,000	\$4,500	-43.75%
40600 Uniforms	\$8,438	\$8,000	\$4,000	\$5,000	-37.50%
40650 Travel and Training	\$19,979	\$17,000	\$7,000	\$15,000	-11.76%
40750 Office Supplies	\$23,309	\$27,000	\$20,000	\$22,000	-18.52%
40800 Postage	\$732	\$800	\$800	\$800	0.00%
40850 Paint,Hardware Supplies	\$315	\$500	\$500	\$500	0.00%
41100 Gasoline and Diesel	\$71,820	\$65,000	\$65,000	\$70,000	7.69%
41150 Tires & Batteries	\$2,765	\$3,000	\$4,000	\$3,000	0.00%
41400 Ammunition	\$5,739	\$5,000	\$2,500	\$4,000	-20.00%
41450 Canine	\$2,293	\$1,500	\$1,900	\$2,500	66.67%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$2,716	\$2,000	\$1,200	\$1,500	-25.00%
41950 Equipment Repair	\$15,319	\$10,000	\$10,000	\$10,000	0.00%
42100 Vehicle Repair	\$24,100	\$20,000	\$22,000	\$20,000	0.00%
42150 Equipment Rental	\$2,806	\$4,000	\$8,000	\$6,000	50.00%
42250 Contracted Services	\$7,743	\$7,225	\$6,000	\$8,200	13.49%
42300 Animal Control	\$11,616	\$12,000	\$12,000	\$12,000	0.00%
42350 Board of Prisoners	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contract	\$19,293	\$23,706	\$23,000	\$24,490	3.31%
42500 Advertising	\$1,047	\$500	\$500	\$500	0.00%
42600 Utilities	\$29,306	\$28,200	\$27,441	\$25,763	-8.64%
42700 Telephone & Pagers	\$27,064	\$28,000	\$28,000	\$28,000	0.00%
42850 Miscellaneous	\$510	\$3,000	\$2,000	\$2,000	-33.33%
42900 Capital Outlay	\$35,842	\$61,000	\$65,032	\$388,213	536.41%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$2,884,463	\$3,066,130	\$2,887,897	\$3,649,535	19.03%
SALARIES & FEES	\$2,568,591	\$2,757,675	\$2,572,024	\$2,995,569	8.63%
MTL. & SUPPLIES	\$280,030	\$247,455	\$250,841	\$265,753	7.39%
GRANT FUNDS				300,003	

Capital Outlay

2 Ford Interceptors - Patrol	65,970
Citation Writers and Printers	14,000
New World Wrecker Software	8,240
Dispatch Radio Infrastructure	227,003
Portable & Mobile Radios	73,000
Total Capital Outlay	388,213

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. The department has been recognized by the Texas Police Chief's Foundation as a department that meets current best practices of Texas Law Enforcement Agencies.

2013-2014 Departmental Goals

- ✓ Reduce the number of citizen complaints
- ✓ Increase the number of warrants served
- ✓ Work with the community to improve the quality of life in Richmond

2013-2014 Departmental Performance Indicators

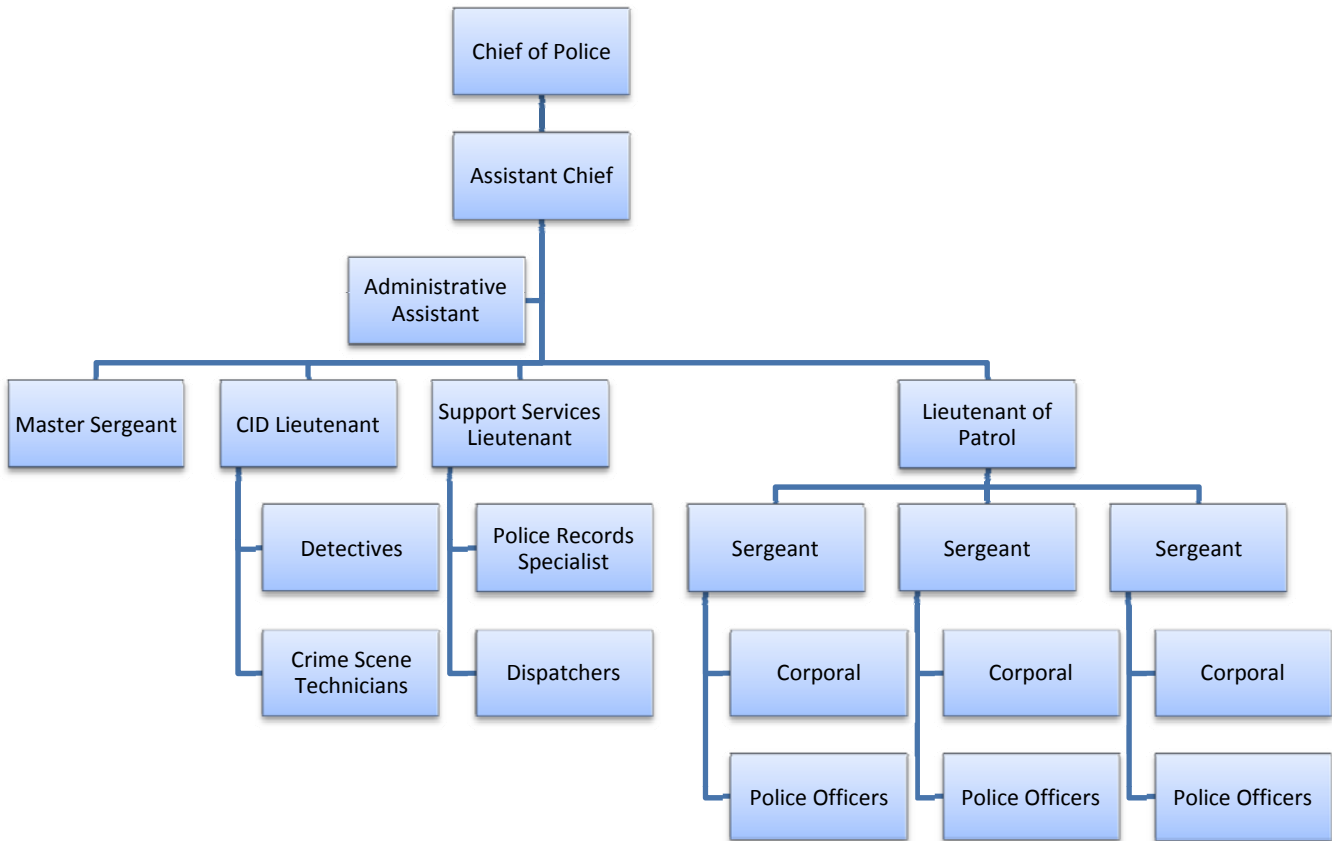
	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Citizen complaints	2	4	3
Warrants Served	808	840	890

2013-2014 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant	3	3	3
Patrol Sergeant	3	3	3
Master Sergeant	1	1	1
Patrol Corporal	3	3	3
Detective	4	3	4
Crime Scene Technician	2	2	2
Police Officer	13	12	14
Administrative Assistant	1	1	1
Dispatcher	7	7	8
Police Records Specialist	1	1	1
Master K-9 Sergeant	1	0	0
Part Time School Crossing Guards	3.5	0	0
Total Personnel	44.5	38	42

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Police Department



5150

FIRE DEPARTMENT-CENTRAL

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
40000 Salaries	\$2,206,605	\$2,034,053	2,067,934	\$2,082,335	2.37%
40130 Part-time Salaries	\$7,764	\$263,562	253,662	\$249,969	100.00%
40125 Overtime	\$6,946	\$0	4,052	\$5,000	100.00%
40150 Social Security	\$131,683	\$141,324	137,018	\$144,603	2.32%
40200 Medicare	\$30,901	\$33,051	32,046	\$33,818	2.32%
40250 Retirement	\$291,877	\$295,947	302,793	\$304,534	2.90%
40300 Volunteer Retirement	\$2,520	\$0	-	\$4,500	#DIV/0!
40350 Workmans Comp.	\$21,909	\$26,630	22,104	\$26,992	1.36%
40400 Health Insurance	\$239,827	\$280,196	301,228	\$353,711	26.24%
40500 Volunteer Benefits	\$19,053	\$15,000	2,156	\$0	-100.00%
40550 Medical Surveillance	\$23,242	\$20,000	20,000	\$20,000	0.00%
40600 Uniforms	\$20,841	\$25,000	25,000	\$25,000	0.00%
40650 Travel and Training	\$40,533	\$50,000	40,000	\$48,500	-3.00%
40650 Travel and Training-5320	\$0	\$0		\$0	0.00%
40700 Convention/Association	\$0	\$0		\$0	#DIV/0!
40750 Office Supplies	\$8,122	\$20,000	14,000	\$20,000	0.00%
40800 Postage	\$698	\$800	800	\$800	0.00%
40850 Paint,Hardware Supplies	\$0	\$0		\$0	0.00%
40950 Shop Tools & Equip.	\$370	\$1,650	500	\$1,650	0.00%
41000 Fire Hose & Equipment	\$34,974	\$48,000	48,000	\$40,000	-16.67%
41025 Bunker Gear and Supplies	\$40,673	\$32,000	32,000	\$32,000	0.00%
41050 Projects from Donations	\$0	\$0		\$0	0.00%
41100 Gasoline and Diesel	\$55,215	\$56,000	56,000	\$56,000	0.00%
41150 Tires & Batteries	\$5,280	\$8,000	8,000	\$6,500	-18.75%
41250 Fire Marshal/Inspection	\$16,437	\$13,000	13,000	\$13,000	0.00%
41300 Janitorial Supplies	\$2,585	\$3,000	3,000	\$3,000	0.00%
41400 Ammunition	\$571	\$850	1,500	\$1,000	17.65%
41500 Film and Photo Process	\$751	\$1,000	1,000	\$0	-100.00%
41650 Periodicals-Memberships	\$2,490	\$4,200	7,000	\$3,000	-28.57%
41950 Equipment Repair	\$24,113	\$27,000	27,000	\$20,000	-25.93%
42000 Bldg. Repair & Maint.	\$13,900	\$18,000	15,000	\$15,000	-16.67%
42100 Vehicle Repair	\$38,415	\$40,000	35,000	\$40,000	0.00%
42150 Equipment Rental	\$77	\$500	500	\$0	-100.00%
42200 Legal & Acct. Fees	\$0	\$0		\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$500	-	\$0	-100.00%
42250 Contract Service	\$28,821	\$20,000	20,000	\$20,000	0.00%
42400 Maintenance Contract	\$2,776	\$5,000	5,000	\$5,000	0.00%
42450 Lab Fees	\$861	\$1,000	1,000	\$500	-50.00%
42500 Advertising	\$210	\$250	250	\$250	0.00%
42600 Utilities	\$16,501	\$16,000	13,989	\$13,093	-18.17%
42700 Telephone & Pagers	\$28,560	\$25,500	25,000	\$28,500	11.76%
42800 Licenses & Permits	\$0	\$0	-	\$4,300	100.00%
42850 Miscellaneous	\$5,421	\$5,000	5,000	\$5,000	0.00%
42900 Capital Outlay	\$25,483	\$108,000	67,578	\$0	-100.00%
43000 Principal - Fire Truck	\$62,462	\$65,570	50,715	\$53,070	-19.06%
43050 Interest - Fire Truck	\$17,167	\$14,059	12,196	\$9,842	-30.00%
TOTAL EXPENSES	\$3,476,634	\$3,719,642	3,671,021	\$3,690,467	-0.78%
SALARIES & FEES	\$2,959,085	\$3,089,763	3,122,993	\$3,205,462	3.74%
MTL. & SUPPLIES	\$412,437	\$442,250	417,539	\$422,093	-4.56%

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

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)	
40000	Salaries	\$0	\$0	\$0		
40125	Overtime	\$0	\$0	\$0		
40150	Social Security	\$0	\$0	\$0		
40200	Medicare	\$0	\$0	\$0		
40250	Retirement	\$0	\$0	\$0		
40300	Volunteer Retirement	\$0	\$0	\$0		
40350	Workmans Comp.	\$0	\$0	\$0		
40400	Health Insurance	\$0	\$0	\$0		
40500	Volunteer Benefits	\$0	\$0	\$0		
40550	Medical Surveillance	\$0	\$0	\$0		
40600	Uniforms	\$0	\$0	\$0		
40650	Travel and Training	\$5	\$0	\$0		
40650	Travel and Training-5320	\$0	\$0	\$0		
40700	Convention/Association	\$0	\$0	\$0		
40750	Office Supplies	\$1,557	\$1,500	\$1,500	\$1,500	0.00%
40800	Postage	\$0	\$0	\$0	\$0	
40850	Paint,Hardware Supplies	\$0	\$0	\$0	\$0	
40950	Shop Tools & Equip.	\$85	\$100	\$100	\$100	0.00%
41000	Fire Hose & Equipment	\$719	\$2,000	\$2,000	\$2,000	0.00%
41050	Projects from Donations	\$0	\$0	\$0	\$0	
41100	Gasoline and Diesel	\$11,405	\$7,300	\$7,300	\$12,000	64.38%
41150	Tires & Batteries	\$1,153	\$2,050	\$2,050	\$2,000	-2.44%
41250	Fire Marshal/Inspection	\$0	\$0	\$0	\$0	
41300	Janitorial Supplies	\$780	\$1,180	\$1,180	\$1,000	-15.25%
41400	Ammunition	\$0	\$0	\$0	\$0	
41500	Film and Photo Process	\$0	\$0	\$0	\$0	
41650	Periodicals-Memberships	\$0	\$0	\$0	\$0	
41950	Equipment Repair	\$483	\$1,000	\$1,000	\$1,000	0.00%
42000	Bldg. Repair & Maint.	\$5,083	\$4,000	\$4,000	\$4,000	0.00%
42100	Vehicle Repair	\$6,202	\$6,900	\$6,900	\$6,500	-5.80%
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	\$174	\$0	\$0	\$0	
42400	Maintenance Contract	\$0	\$0	\$0	\$0	
42450	Lab Fees	\$0	\$0	\$0	\$0	
42500	Advertising	\$35	\$0	\$0	\$0	
42600	Utilities	\$5,206	\$3,200	\$5,259	\$4,939	54.34%
42700	Telephone & Pagers	\$741	\$2,000	\$2,000	\$1,000	-50.00%
42850	Miscellaneous	(\$3,945)	\$1,000	\$500	\$1,000	0.00%
42900	Capital Outlay	\$0	\$0	\$0	\$0	
	TOTAL EXPENSES	\$29,683	\$32,230	\$33,789	\$37,039	14.92%
	SALARIES & FEES	\$0	\$0	\$0	\$0	
	MTL. & SUPPLIES	\$29,683	\$32,230	\$33,789	\$37,039	14.92%

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

	DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
40000	Salaries	\$0	\$0		\$0	
40125	Overtime	\$0	\$0		\$0	
40150	Social Security	\$0	\$0		\$0	
40200	Medicare	\$0	\$0		\$0	
40250	Retirement	\$0	\$0		\$0	
40300	Volunteer Retirement	\$0	\$0		\$0	
40350	Workmans Comp.	\$0	\$0		\$0	
40400	Health Insurance	\$0	\$0		\$0	
40500	Volunteer Benefits	\$0	\$0		\$0	
40550	Medical Surveillance	\$0	\$0		\$0	
40600	Uniforms	\$0	\$0		\$0	
40650	Travel and Training	\$0	\$0		\$0	
40650	Travel and Training-5320	\$0	\$0		\$0	
40700	Convention/Association	\$0	\$0		\$0	
40750	Office Supplies	\$899	\$1,500	\$1,500	\$1,000	-33.33%
40800	Postage	\$0	\$0		\$0	
40850	Paint,Hardware Supplies	\$0	\$0		\$0	
40950	Shop Tools & Equip.	\$388	\$750	\$750	\$750	0.00%
41000	Fire Hose & Equipment	\$2,803	\$3,000	\$3,000	\$3,000	0.00%
41050	Projects from Donations	\$0	\$0		\$0	
41100	Gasoline and Diesel	\$40	\$0		\$0	
41150	Tires & Batteries	(\$106)	\$1,500	\$1,500	\$1,500	0.00%
41250	Fire Marshal/Inspection	\$0	\$0		\$0	
41300	Janitorial Supplies	\$870	\$2,850	\$2,850	\$1,000	-64.91%
41400	Ammunition	\$0	\$0		\$0	
41500	Film and Photo Process	\$0	\$0		\$0	
41650	Periodicals-Memberships	\$0	\$0		\$0	
41950	Equipment Repair	\$1,911	\$2,000	\$2,000	\$2,000	0.00%
42000	Bldg. Repair & Maint.	\$3,784	\$4,445	\$4,445	\$4,000	-10.01%
42100	Vehicle Repair	\$6,360	\$7,000	\$7,000	\$6,000	-14.29%
42150	Equipment Rental	\$0	\$0		\$0	
42200	Legal & Acct. Fees	\$0	\$0		\$0	
42210	Engineer & Prof. Fees	\$0	\$0		\$0	
42250	Contract Service	\$60	\$0	\$1,124	\$0	
42400	Maintenance Contract	\$489	\$2,500	\$2,500	\$2,500	0.00%
42450	Lab Fees	\$0	\$0		\$0	
42500	Advertising	\$0	\$0		\$0	
42600	Utilities	\$11,790	\$13,500	\$11,241	\$10,528	-22.01%
42700	Telephone & Pagers	\$3,739	\$3,000	\$3,000	\$3,000	0.00%
42850	Miscellaneous	\$636	\$1,000	\$1,000	\$1,000	0.00%
42900	Capital Outlay	\$0	\$0	\$0	\$0	
	TOTAL EXPENSES	\$33,663	\$43,045	\$41,910	\$36,278	-15.72%
	SALARIES & FEES	\$0	\$0	\$0	\$0	
	MTL. & SUPPLIES	\$33,663	\$43,045	\$41,910	\$36,278	-15.72%

FIRE DEPARTMENT

Department Mission

The mission of the Richmond Fire Department is to meet and exceed the expectations of our community by providing high quality emergency response, life safety and community support services through education, codes, and emergency preparedness.

Department Description

The Richmond Fire Department has been providing emergency services to the citizens of Richmond and Fort Bend County area for more than 100 years. The department is experienced in rescue services that include, dive team, vehicle extrication, high angle, confined space, swift water, trench, and collapse rescue. The department provides Hazardous Materials and Collapse Rescue capabilities to incidents throughout the region. All members are trained in advanced life support pre-hospital emergency medical care level.

The Department provides public fire safety education to all the schools as well as other groups. Some of the safety presentations include fire safety, seat belts, gun safety and water safety. The Department offers a citizen's fire academy once each year. Citizen safety measures include the "Operation Safe Kitchen" and "Keep Them In Sight" campaigns.

The Richmond Fire Department oversees the Fire Marshal's Office which manages the Fire Prevention Division, conducts fire safety inspections, fire cause and arson investigations, as well as provides direction for code enforcement. This division also handles building related inspections including foundation, framing, electrical, plumbing, and mechanical. The Building Officials Office manages, plan reviews, contractor reviews, and ordinances. The Permits Department collects fees, directs permitting and licensing recommendations and records management. The Office of Emergency Management for the City of Richmond provides current information regarding emergency preparedness, preparedness bulletins to the public, keeps the city staff apprised of changes and updates regarding emergency management, as well as attends code enforcement issues.

2013-2014 Departmental Goals

Operations

- ✓ Reduce response times to an average of less than 5 minutes and 30 seconds
- Maintain training requirements for Special Operations, TCFP, ISO, and TDH.
- Research and development of new software to support payroll, fire reporting, training, gear management, emergency operations, preplan/inspections and fire prevention activities.
- ✓ Deliver fire prevention and water safety classes to all schools in our jurisdiction.

Emergency Management

- Provide quarterly reports to City Administration regarding emergency management events and training attendance.
- Offer monthly newsletters to Homeowners Associations (Del Webb, River Park West, Long Meadow Farms, etc.)
- Maintain FEMA certification requirements through the Human Resources Department for all city employees.

2013-2014 Departmental Goals (Cont'd)

- ✓ Work with Fort Bend County regarding emergency management, response, agreements, Web-EOC, and PIER programs.
- ✓ Research and install web-cams at strategic positions of the city to be used for emergency management and security measures.

Fire Prevention

- ✓ Design a plan to ensure completing inspections for 100% of existing business inspections.
- Address all code complaints through courtesy letters and enforcement.
- Remove old cases files, evidence, re-organize evidence room.
- Design advanced training/qualifying for investigators.

Building Official

- ✓ Provide a plan review and permitting process with a 5 day turnaround for paperwork.
- ✓ Maintain a Project Status Board for all projects being managed in the city.

Permits

- Organize permits, licenses, and reports for easy access using INCODE technology.
- Provide professional and courteous service customers applying and processing request through the permitting/licensing department.

Information Technology

- ✓ Research and implement mapping, reporting, and information software to be used for pre-plans and emergency response situations. (Street-wise program)
- Maintain an electronic device inventory and strategic plan for maintenance and replacement.

2013-2014 Departmental Performance Indicators

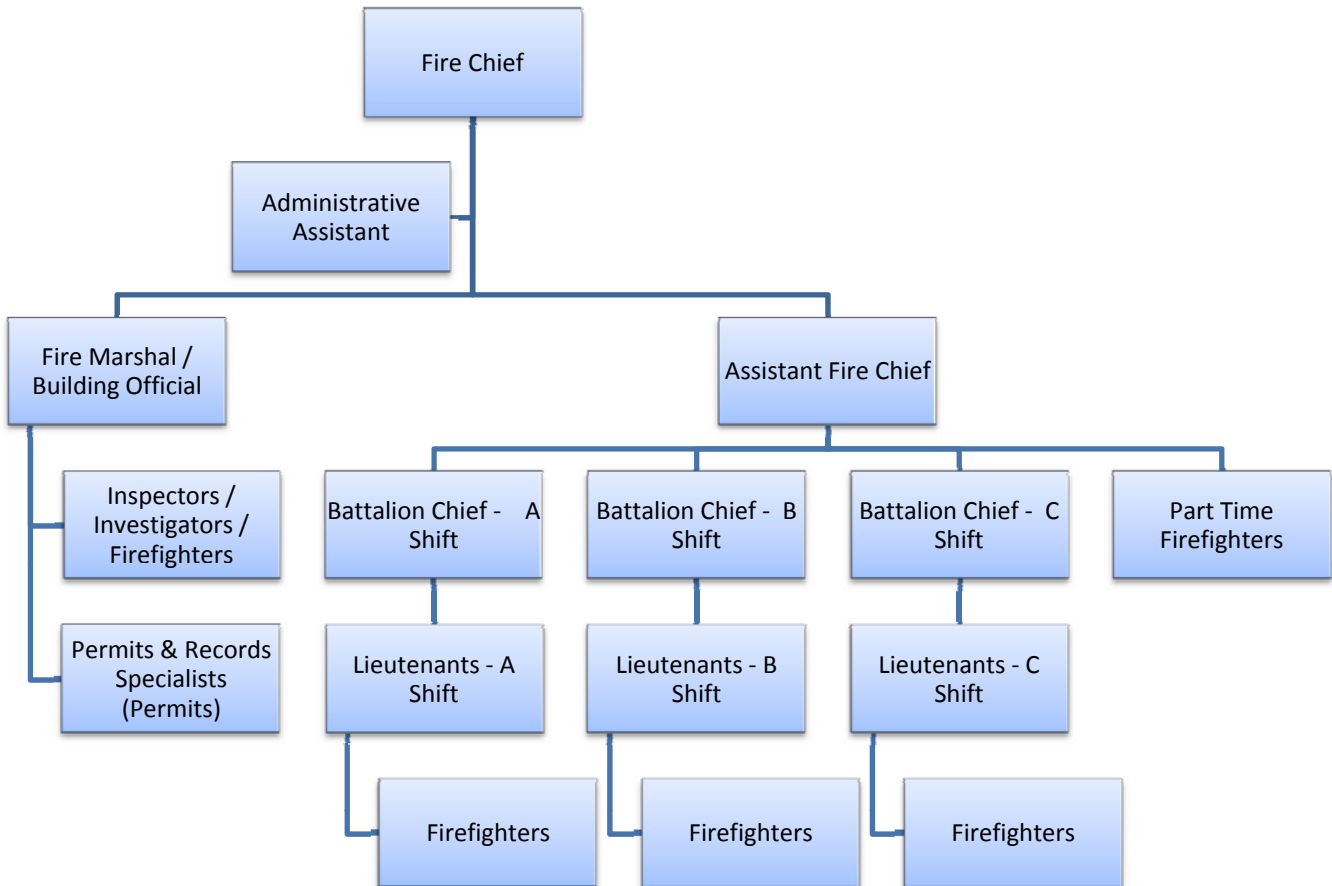
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Average response time	6:22	6:01	5:30
Average training hours		144	240
Fire Safety Inspections Conducted	281	350	500
Fire Safety Classes/Total Audience	77/4,080	75/4,500	80/5,000

2013-2014 Departmental Full-time Personnel History

	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Fire Chief	1	1	1
Fire Marshal	0	1	1
Building Official	0	1	1
Fire Marshal/Building Official	1	0	0
Inspector/Investigator/Firefighter	4	3	3
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	3
Lieutenant	6	6	9
Firefighters (3 positions grant funded)	18	21	18
Administrative Assistant	1	1	1
Records Specialist	1	1	1
Permits Specialist	1	1	1
Clerk	0.5	0	0.5
Part Time Firefighters	5.96	6.65	5.73
Total Personnel	43.46	46.65	46.23

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Fire Department



5160

PARKS DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-%)
40000 Salaries	\$226,031	\$229,197	\$220,246	\$238,056	3.87%
40125 Overtime	\$8	\$5,360	\$500	\$5,360	0.00%
40150 Social Security	\$13,775	\$14,543	\$13,457	\$14,759	1.49%
40200 Medicare	\$3,222	\$3,401	\$3,147	\$3,452	1.50%
40250 Retirement	\$33,904	\$34,310	\$32,150	\$34,584	0.80%
40350 Workmans Comp.	\$2,943	\$3,599	\$3,172	\$3,653	1.50%
40400 Health Insurance	\$40,412	\$43,846	\$44,312	\$53,456	21.92%
40550 Medical Surveillance	\$240	\$250	\$400	\$250	0.00%
40600 Uniforms	\$3,065	\$3,000	\$2,975	\$3,000	0.00%
40650 Travel and Training	\$1,706	\$2,500	\$2,000	\$2,500	0.00%
40750 Office Supplies	\$1,914	\$2,000	\$400	\$2,000	0.00%
40850 Paint,Hardware Supplies	\$5,719	\$8,000	\$8,000	\$10,000	25.00%
40950 Shop Tools & Equip.	\$858	\$4,000	\$4,000	\$4,000	0.00%
41100 Gasoline	\$19,610	\$20,000	\$20,000	\$20,000	0.00%
41150 Tires & Batteries	\$1,840	\$2,500	\$2,500	\$2,500	0.00%
41300 Janitorial Supplies	\$886	\$1,500	\$1,100	\$1,500	0.00%
41350 Chemicals	\$990	\$900	\$900	\$1,800	100.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$11,164	\$10,000	\$12,000	\$10,000	0.00%
42000 Bldg. Repair & Maint.	\$3,575	\$5,500	\$2,000	\$3,500	-36.36%
42100 Vehicle Repair	\$1,199	\$2,500	\$2,500	\$3,000	20.00%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Service	\$438	\$1,500	\$500	\$1,500	0.00%
42300 Code Enforcement	\$165	\$10,000	\$2,895	\$10,000	0.00%
5280 Park Improvement Fund	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$102	\$150	\$150	\$150	0.00%
42600 Utilities	\$9,764	\$9,000	\$19,665	\$18,921	110.23%
42700 Telephone & Pagers	\$6,264	\$4,200	\$3,615	\$4,200	0.00%
42800 License & Permits	\$0	\$400	\$400	\$400	0.00%
42850 Miscellaneous	\$4,230	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$6,850	\$0		\$0	0.00%
TOTAL EXPENSES	\$400,874	\$427,656	\$408,484	\$458,041	7.11%
SALARIES & FEES	\$320,295	\$334,506	\$317,384	\$353,320	5.62%
MTL. & SUPPLIES	\$73,729	\$93,150	\$91,100	\$104,721	12.42%

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

Park Department maintenance workers 1 & 2 both report to the park crew chief or foremen. The foreman reports to the park superintendent.

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

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

The Park Superintendent and Foreman are also the City of Richmond's Code Enforcement Officers.

2013-2014 Departmental Goals

- Continuously seek ways to improve service to citizens and visitors as the City of Richmond grows
- Enhance training of employees to better serve community.
- ✓ Increase mulch around all playground areas to the appropriate depth.
- Increase number of employees to Worker II status.

2013-2014 Departmental Performance Indicators

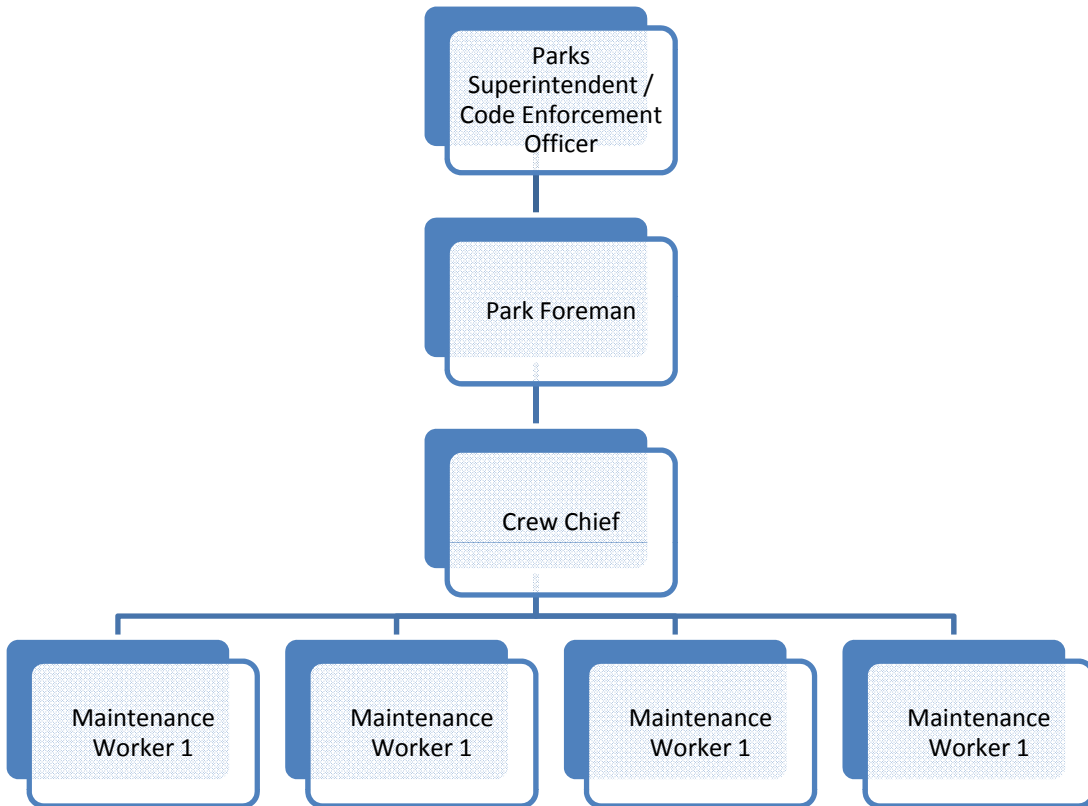
	Act.	Est.	Bud.
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
# of work related injuries	2	2	2
Square yardage of parks	88,435	88,500	88,500
# of training hours /certifications	2	4	8

2013-2014 Departmental Personnel History

		Act.	Est.	Bud.
		<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Park Superintendent/Code Enforcement Officer		1	1	1
Park Foreman		1	1	1
Crew chief		1	1	1
Maintenance Worker I	4		4	4
Total Personnel		7	7	7

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Parks Department



5170

JANITORIAL DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000 Salaries	\$54,545	\$54,417	\$53,503	\$56,120	3.13%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$3,166	\$3,374	\$3,070	\$3,479	3.11%
40200 Medicare	\$741	\$789	\$718	\$814	3.17%
40250 Retirement	\$8,188	\$7,960	\$7,827	\$8,153	2.42%
40350 Workmans Comp.	\$803	\$985	\$868	\$1,016	3.15%
40400 Health Insurance	\$13,248	\$14,304	\$14,931	\$17,783	24.32%
40550 Medical Surveillance	\$0	\$200	\$0	\$0	-100.00%
40600 Uniforms and Clothing	\$742	\$880	\$752	\$880	0.00%
41300 Janitorial Supply	\$2,329	\$3,000	\$3,000	\$3,000	0.00%
41950 Equipment Repair	\$0	\$200	\$100	\$200	0.00%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42850 Miscellaneous	\$0	\$1,000	\$500	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$83,762	\$87,609	\$85,769	\$92,945	6.09%
SALARIES & FEES	\$80,691	\$82,029	\$80,917	\$87,365	6.51%
MTL. & SUPPLIES	\$3,071	\$5,580	\$4,852	\$5,580	0.00%

JANITORIAL DEPARTMENT

Department Mission

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

Department Description

Janitorial Department Maintenance workers both report to the park foreman the foreman reports to the Parks Superintendent.

The Janitorial Department takes care of the police department , city hall and city hall annex facilities.

Duties include, picking up trash, waxing floors, cleaning restrooms, mopping floors, dusting all furniture, vacuuming, changing light bulbs, and other duties as assigned.

2013-2014 Departmental Goals

- ✓ The Janitorial Department will do it's best to continuously seek ways to improve the service to our employees, citizens and visitors to our city .
- Improve efficiency through the replacement or purchase of new equipment to expedite custodial care and maintenance services.

2013-2014 Departmental Performance Indicators

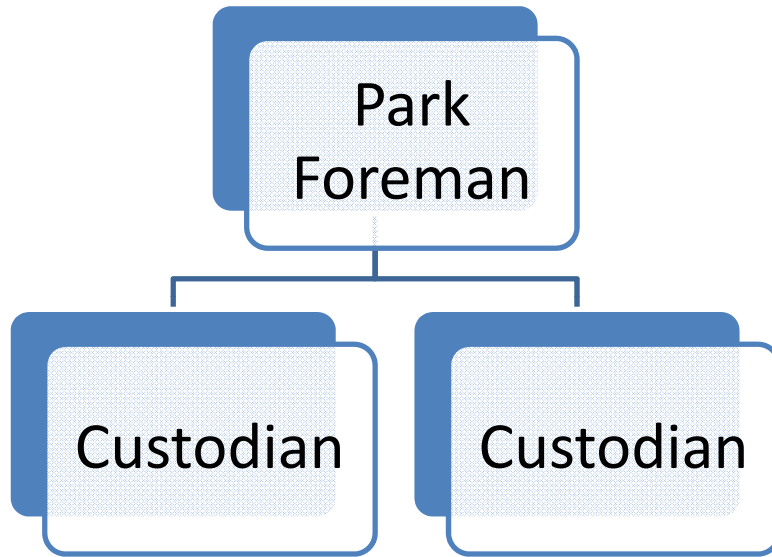
	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
# of floors reworked	100%	100%	100%
# of days lost to injury/illness	0	0	0
# of buildings maintained	3	3	4
% of call backs for re-cleaning	0%	0%	0%

2013-2014 Departmental Personnel History

	<u>Act.</u> <u>FY11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Custodian	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Janitorial Department



5180

MUNICIPAL COURT DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000 Salaries	\$114,634	\$115,612	\$117,478	\$162,095	40.21%
40010 Salaries Contract	\$20,548	\$22,000	\$45,611	\$60,000	172.73%
40020 Salaries Jury	\$576	\$2,000	\$2,000	\$2,000	0.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$6,640	\$7,170	\$6,953	\$10,050	40.17%
40200 Medicare	\$1,553	\$1,676	\$1,626	\$2,351	40.27%
40250 Retirement	\$17,215	\$16,911	\$17,185	\$23,548	39.25%
40350 Workmans Comp.	\$611	\$699	\$616	\$795	13.73%
40400 Health Insurance	\$17,984	\$18,671	\$16,048	\$30,547	63.61%
40600 Uniforms	\$0	\$500	\$0	\$500	0.00%
40650 Travel and Training	\$1,422	\$1,500	\$1,600	\$1,800	20.00%
40750 Office Supplies	\$1,899	\$4,600	\$5,000	\$2,000	-56.52%
40800 Postage	\$0	\$1,000	\$1,000	\$1,000	0.00%
41100 Gasoline-Vehicle	\$1,171	\$2,500	\$3,256	\$3,500	40.00%
41300 Janitorial Supplies	\$0	\$100	\$0	\$0	-100.00%
41650 Periodicals-Memberships	\$100	\$100	\$75	\$100	0.00%
41950 Equipment Repair	\$0	\$600	\$600	\$600	0.00%
42000 Building Repair	\$697	\$1,000	\$1,000	\$1,200	20.00%
42100 Vehicle Repair	\$0	\$500	\$500	\$1,500	200.00%
42150 Equipment Rental	\$1,089	\$1,872	\$2,697	\$1,875	100.00%
42250 Contract Service	\$13,583	\$11,500	\$26,679	\$25,000	117.39%
42400 Maintenance Contract	\$5,859	\$0	\$441	\$500	0.00%
42700 Telephones and Pagers	\$1,049	\$1,000	\$1,100	\$1,100	10.00%
42820 Court Cost State	\$97,571	\$85,000	\$113,628	\$120,000	41.18%
42850 Miscellaneous	\$0	\$500	\$700	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$304,201	\$297,011	\$365,793	\$452,561	52.37%
SALARIES & FEES	\$179,761	\$184,739	\$207,517	\$291,886	58.00%
MTL. & SUPPLIES	\$124,440	\$112,272	\$158,276	\$160,675	43.11%

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.

2013-2014 Departmental Goals

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

2013-2014 Departmental Performance Indicators

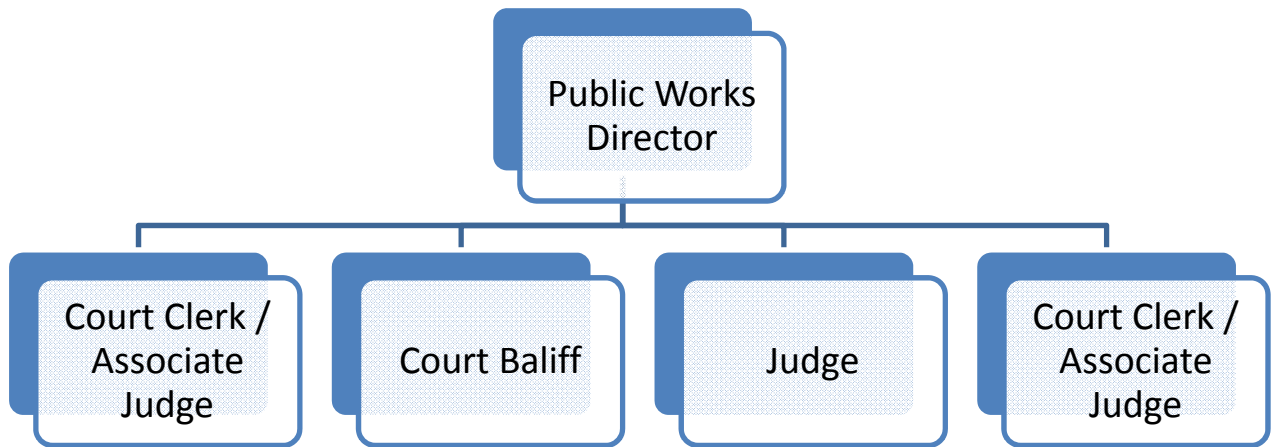
	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
# of cases filed	3534	3500	3550
# of training hours accomplished	16	16	18

2013-2014 Departmental Goals

	Act.	Est.	Bud.
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Court Administrator	0	0	1
Court Clerk/Associate Judge	2	0	0
Court Clerk	0	2	2
Bailiff	1	1	1
Total Personnel	3	3	4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Municipal Court Department



GENERAL FUND		Expenditures				
DEPARTMENT	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/-	
5100	GENERAL GOVERNMENT	\$884,077	\$780,872	\$867,970	\$789,308	1.08%
5105	PUBLIC WORKS	\$202,063	\$270,463	\$273,250	\$271,807	0.50%
5110	VEHICLE MAINTENANCE	\$139,438	\$146,558	\$147,235	\$158,110	7.88%
5115	INFORMATION TECHNOLOGY	\$149,722	\$161,388	\$156,215	\$175,737	8.89%
5120	STREET	\$1,080,482	\$1,102,742	\$843,598	\$1,201,874	8.99%
5130	SANITATION	\$1,200,600	\$1,295,000	\$1,258,475	\$1,295,000	0.00%
5140	POLICE	\$2,884,463	\$3,066,130	\$2,887,897	\$3,649,535	19.03%
5150	FIRE - MAIN	\$3,476,634	\$3,719,642	\$3,671,021	\$3,690,467	-0.78%
5155	FIRE - STATION #2	\$29,683	\$32,230	\$33,789	\$37,039	14.92%
5157	FIRE - STATION #3	\$33,663	\$43,045	\$41,910	\$36,278	-15.72%
5160	PARKS	\$400,874	\$427,656	\$408,484	\$458,041	7.11%
5170	JANITORIAL	\$83,762	\$87,609	\$85,769	\$92,945	6.09%
5180	MUNICIPAL COURT	\$304,201	\$297,011	\$365,793	\$452,561	52.37%
	TOTAL	\$10,869,662	\$11,430,346	\$11,041,405	\$12,308,702	7.68%

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.

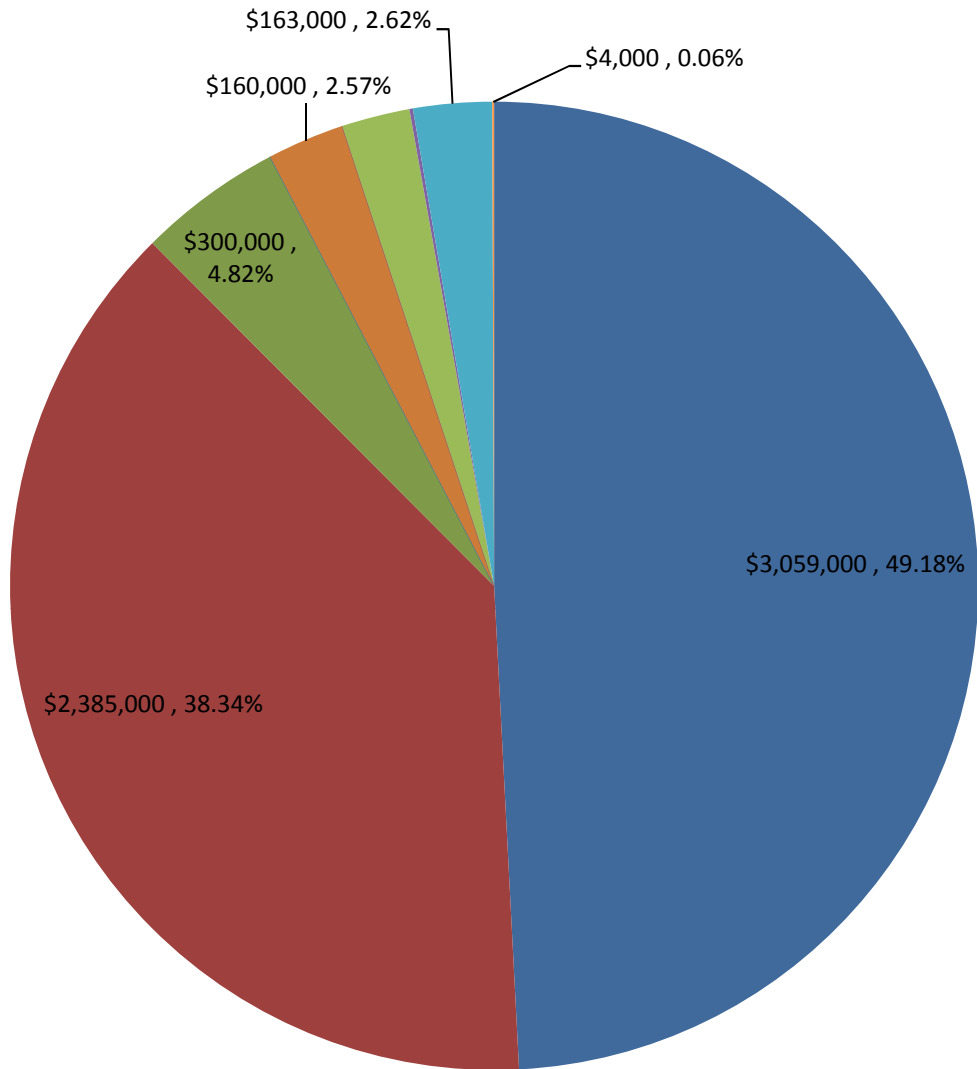


WATER and SEWER FUND
Revenue and Expenditures

REVENUES		Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
3075	Water Collections	\$3,026,959	\$2,850,000	\$3,059,567	\$3,059,000	7.33%
3080	Sewer Collections	\$2,356,070	\$2,672,205	\$2,386,651	\$2,385,000	-10.75%
3085	Water Taps and Fees	\$273,273	\$200,000	\$291,600	\$300,000	50.00%
3090	Sewer Taps and Fees	\$0	\$0	\$700	\$0	0.00%
3060	Intergovt. Revenues	\$0	\$0	\$0	\$0	0.00%
3070	Other Income	\$164,868	\$1,747,860	\$1,727,860	\$160,000	-90.85%
3055	Interest	\$0	\$0	\$0	\$0	0.00%
3057	Operations Fee	\$3	\$0	\$0	\$0	0.00%
3065	Transfer from Other	\$234,380	\$228,643	\$228,643	\$142,100	0.00%
3095	Reconnect Fees	\$7,205	\$0	\$7,100	\$7,100	0.00%
3105	Service Charge	\$157,140	\$160,000	\$162,971	\$163,000	1.88%
3120	Returned Check Fee	\$4,320	\$4,000	\$3,825	\$4,000	100.00%
	Total Revenues	\$6,224,218	\$7,862,708	\$7,868,917	\$6,220,200	-20.89%
EXPENSES						% of Total Expenses
5200	Account. & Collection	\$371,679	\$330,549	\$422,348	\$445,547	7.22%
5210	Customer Service	\$243,589	\$246,544	\$229,589	\$250,702	4.06%
5215	Meter	\$251,646	\$263,116	\$257,927	\$283,039	4.59%
5220	Water	\$1,078,153	\$1,978,335	\$1,874,121	\$1,166,626	18.91%
5230	Wastewater	\$1,612,768	\$2,473,177	\$2,279,350	\$1,755,872	28.46%
5235	Transfer to other Funds	\$1,812,620	\$2,081,000	\$2,081,000	\$2,125,000	34.45%
5235	Transfer to Debt Service Funds	\$234,680	\$228,643	\$228,643	\$142,100	2.30%
	Total Expenses	\$5,605,135	\$7,601,364	\$7,372,978	\$6,168,886	
	Excess Revenue/(Expense)	\$619,083	\$261,344	\$495,939	\$51,314	
	Prior Year Balance	\$33,412,903	\$34,201,280	\$34,031,986	\$34,527,925	
	Anticipated Balance	\$34,031,986	\$34,462,624	\$34,527,925	\$34,579,239	

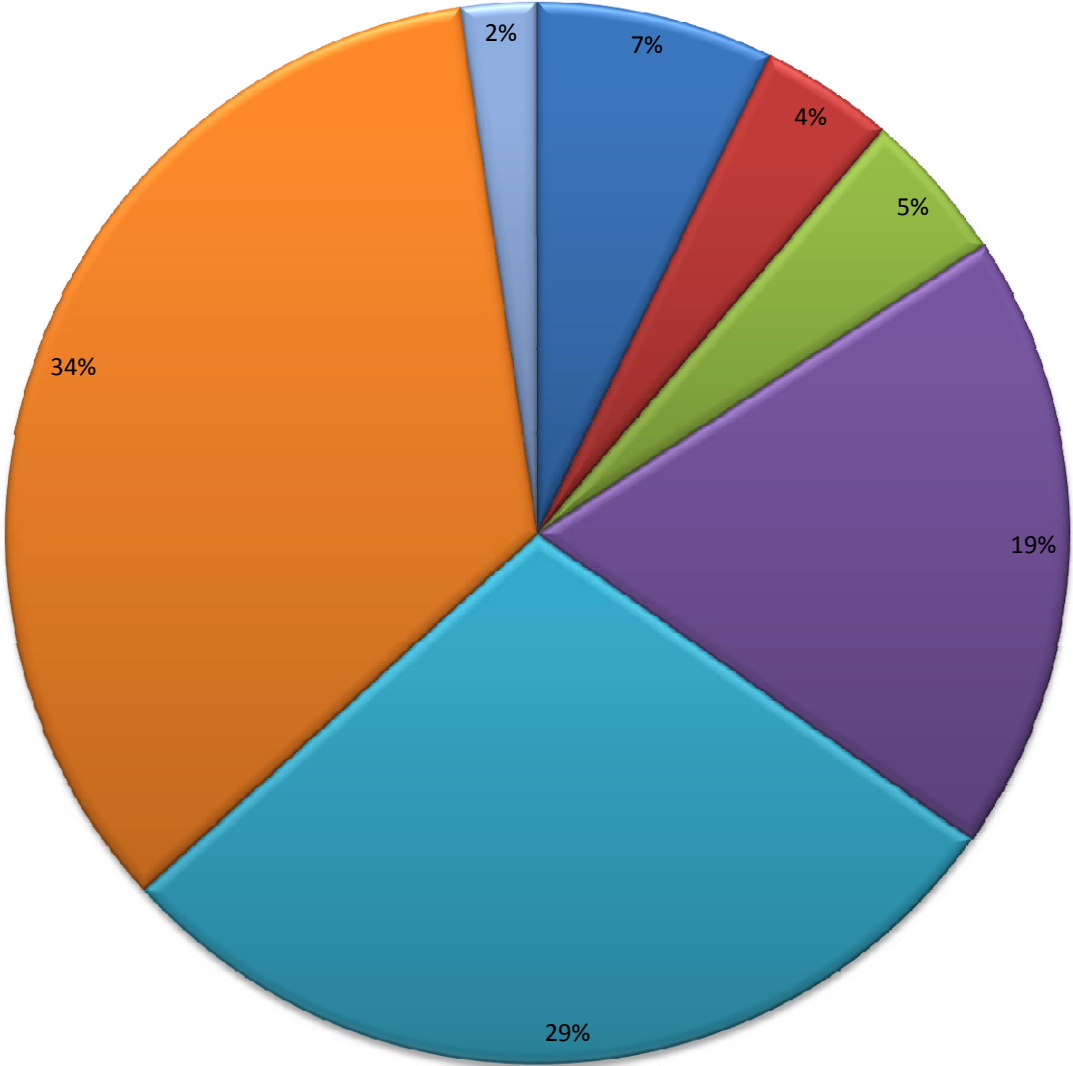
WATER AND SEWER FUND REVENUE FY 2013-2014

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



WATER AND SEWER FUND EXPENDITURES FY 2013-2014

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



5200

ACCOUNTING AND COLLECTING

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000 Salaries	\$111,332	\$158,288	\$158,037	\$164,141	3.70%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40125 Overtime	\$0	\$0	\$44	\$500	0.00%
40150 Social Security	\$6,559	\$9,812	\$9,828	\$10,177	3.72%
40200 Medicare	\$1,534	\$2,295	\$2,037	\$2,380	3.70%
40250 Retirement	\$16,731	\$23,150	\$23,175	\$23,846	3.01%
40350 Workmans Comp.	\$238	\$256	\$210	\$266	3.91%
40400 Health Insurance	\$15,633	\$26,481	\$25,847	\$33,060	24.84%
40650 Travel and Training	\$2,647	\$2,500	\$2,500	\$2,500	0.00%
40750 Office Supplies	\$5,461	\$12,950	\$12,950	\$6,000	-53.67%
40800 Postage	\$1,815	\$3,000	\$3,000	\$3,000	0.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals and Memberships	\$1,060	\$1,000	\$1,220	\$1,000	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Bldg. Repair & Maint.	\$917	\$1,200	\$1,000	\$1,200	0.00%
42200 Legal & Acct. Fees	\$6,891	\$11,500	\$5,000	\$23,000	100.00%
42210 Engineer & Prof. Fees	\$35,941	\$0	\$8,000	\$0	0.00%
42250 Contract Service	\$1,855	\$3,500	\$7,000	\$7,000	100.00%
42400 Maintenance Contract	\$12,179	\$15,203	\$15,000	\$15,203	0.00%
42500 Advertising	\$252	\$250	\$250	\$250	0.00%
42600 Utilities	\$6,545	\$8,000	\$6,282	\$5,874	-26.58%
42700 Telephone & Pagers	\$4,185	\$7,700	\$4,560	\$4,800	-37.66%
42750 Insurance & Bonding	\$54,174	\$60,000	\$50,658	\$55,000	-8.33%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$20	\$0	0.00%
42860 Depreciation Expense	\$0	\$0	\$0	\$0	0.00%
43050 Interest Expense	\$84,380	\$700	\$84,380	\$85,000	12042.86%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$371,679	\$330,549	\$422,348	\$445,547	34.79%
SALARIES & FEES	\$153,377	\$221,632	\$220,528	\$235,720	6.36%
MTL. & SUPPLIES	\$218,302	\$108,917	\$201,820	\$209,827	92.65%

ACCOUNTING & COLLECTING DEPARTMENT

Department Mission

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

Department Description

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

2013-2014 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

2013-2014 Departmental Performance Indicators

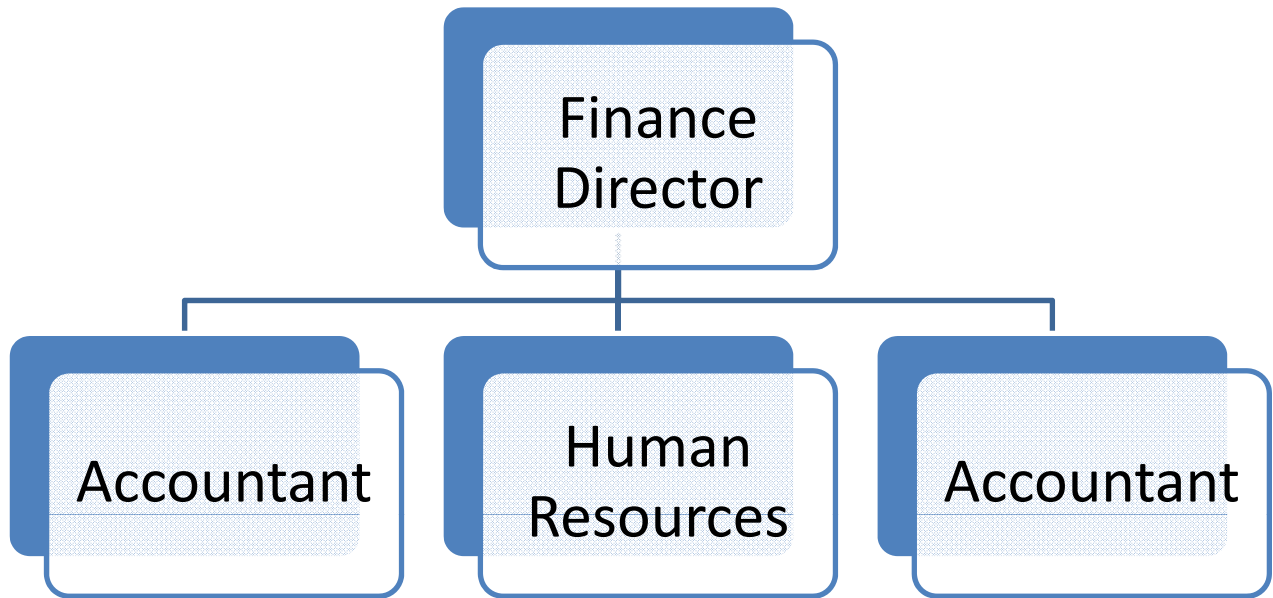
	Act. <u>FY11-12</u>	Est. <u>FY 12-13</u>	Bud. <u>FY 13-14</u>
GFOA Excellence in Financial Reporting	Yes	Yes	Yes
% of invoices paid w/in 30 days	100	100	100
# of new fixed assets purchased	40	32	30
Total # of payroll checks printed Or direct deposits per year	3760	3845	3930

2013-2014 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Finance Director	1	1	1
Accountant	1	1	2
Total Personnel	2	2	3

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Accounting & Collecting Department



5210

CUSTOMER SERVICE DEPARTMENT

	DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000	Salaries	\$141,757	\$128,807	\$114,643	\$122,827	-4.64%
40125	Overtime	\$129	\$100	\$300	\$500	400.00%
40150	Social Security	\$7,916	\$8,154	\$6,879	\$7,615	-6.61%
40200	Medicare	\$1,851	\$1,906	\$1,609	\$1,781	-6.56%
40250	Retirement	\$21,288	\$19,238	\$16,830	\$17,844	-7.25%
40350	Workmans Comp.	\$189	\$214	\$204	\$199	-7.01%
40400	Health Insurance	\$29,135	\$28,845	\$30,511	\$33,056	14.60%
40600	Uniforms & Clothes	\$0	\$0	\$0	\$0	
40650	Travel & Training	\$0	\$500	\$100	\$2,500	400.00%
40750	Office Supplies	\$12,979	\$23,000	\$17,705	\$26,000	13.04%
40800	Postage	\$25,741	\$28,000	\$29,362	\$29,500	5.36%
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	\$118	\$0	\$62	\$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	\$140	\$500	\$150	\$500	0.00%
42000	Bldg. Repair & Maint.	\$0	\$0	\$0	\$0	
42100	Vehicle Repair	\$0	\$0	\$0	\$0	
42150	Equipment Rental	\$761	\$0	\$950	\$950	
42250	Contracted Services	\$11	\$6,080	\$3,567	\$6,080	100.00%
42600	Utilities	\$0	\$0	\$0	\$0	
42700	Telephone & Pagers	\$880	\$700	\$646	\$700	0.00%
42700	Advertising	\$0	\$0	\$102	\$150	
42850	Miscellaneous	\$694	\$500	\$674	\$500	0.00%
42900	Capital Outlay	\$0	\$0	\$5,295	\$0	
	TOTAL EXPENSES	\$243,589	\$246,544	\$229,589	\$250,702	1.69%
	SALARIES & FEES	\$202,265	\$187,264	\$170,976	\$183,822	-1.84%
	MTL. & SUPPLIES	\$41,324	\$59,280	\$53,318	\$66,880	12.82%

CUSTOMER SERVICE DEPARTMENT

Department Mission

The mission of the Customer Service Department is to provide accurate monthly scheduled reading of water meters for the purpose of multiple billings and collection of water, wastewater, solid waste, sales tax on solid waste and other Miscellaneous charges for services provided by the city. Continue to provide good customer service either in person, over the phone, or via e-mail in an accurate timely manner.

Department Description

Customer Service Department is responsible for the handling of customer inquiries, processing work orders for service connections, disconnections and transfer work orders along with filing them. Customer Service processes two billings per month along with two cut offs and two supplemental billings. Uploading and down loading handhelds for monthly meter readings to process utility billings. Also responsible for the collection of current, delinquent accounts in person , cash and credit card, mail, drop box, by phone and post online payments. Respond to citizens concerning utility billing or water flow problems dispatch work orders to the Meter Department and complete work orders. Answer high volume of telephone calls and directing them to the proper department in a timely manner. Receive and disbursing of mail. Knowledge of ordinances and rate orders for multiple MUD Districts.

2013-2014 Departmental Goals

- Process payments in person, over the phone and online in an accurate timely manner.
- ✓ Continue to advertise online payment method to customers.
- ✓ Increase lobby hours for public to conduct business in person.
- Implement electronic filing of customer correspondence, work orders, and receipts via content mgr. to reduce the volume of paper files and increase efficiency of respond to customer inquiries.

2013-2014 Departmental Performance Indicators

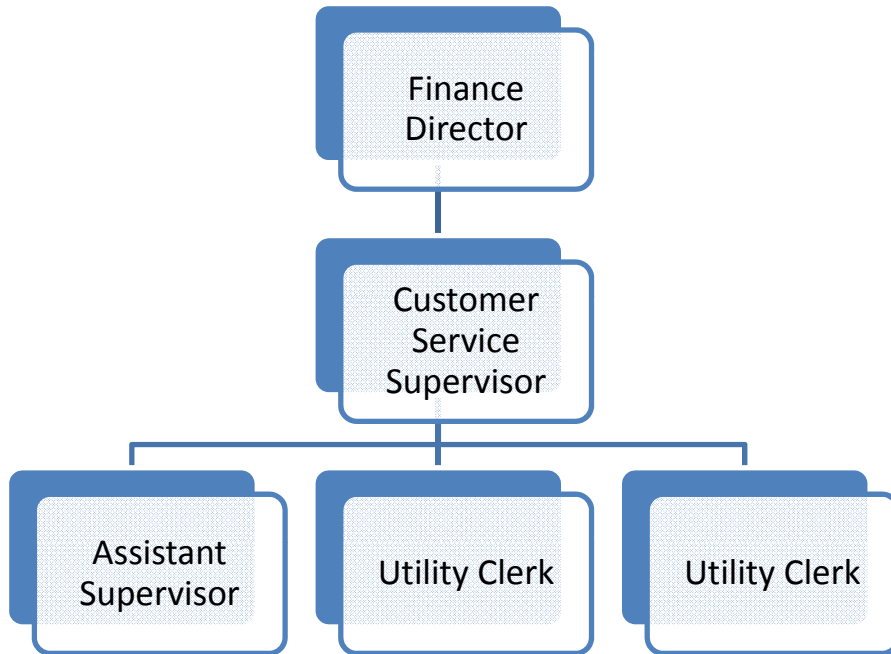
	Act. FY 11-12	Est. FY 12-13	Bud. FY 13-14
# content Mgr. Implementation	0%	0%	100%
# of online Customer Registrations		335	1089
# of hours open to public	9	9.5	10
# payment reversals/ corrections	31	20	18

2013-2014 Departmental Personnel History

	<u>Act.</u> <u>FY11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Supervisor	1	1	1
Assistant Supervisor	1	0	0
Utility Clerk	2	3	3
Total Personnel	<hr/> 4	4	4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Customer Service Department



5215
METER DEPARTMENT

	DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(%)
40000	Salaries	\$112,923	\$126,207	\$121,385	\$133,475	5.76%
40125	Overtime	\$4,458	\$2,400	\$4,444	\$4,500	87.50%
40150	Social Security	\$7,173	\$7,974	\$7,581	\$8,406	5.42%
40200	Medicare	\$1,678	\$1,865	\$1,773	\$1,966	5.42%
40250	Retirement	\$17,616	\$18,812	\$18,144	\$19,696	4.70%
40350	Workmans Comp.	\$1,760	\$2,352	\$2,073	\$2,480	5.44%
40400	Health Insurance	\$21,977	\$25,006	\$26,436	\$30,546	22.15%
40550	Medical Surveilance	\$240	\$300	\$250	\$300	0.00%
40600	Uniforms & Clothes	\$2,043	\$3,500	\$2,060	\$3,500	0.00%
40650	Travel & Training	\$0	\$250	\$0	\$250	0.00%
40750	Office Supplies	\$0	\$500	\$38	\$500	0.00%
40800	Postage	\$0	\$0	\$0	\$0	
40850	Paint,Hardware Suppli	\$102	\$300	\$50	\$300	0.00%
40950	Shop Tools & Equip.	\$1,305	\$2,000	\$2,000	\$2,000	0.00%
41100	Gasoline	\$11,985	\$9,000	\$12,627	\$13,000	44.44%
41150	Tires & Batteries	\$0	\$500	\$500	\$500	0.00%
41300	Janitorial Supplies	\$295	\$300	\$300	\$0	-100.00%
41550	New Meters	\$38,275	\$20,000	\$20,000	\$20,000	0.00%
41850	Meter Repairs	\$1,515	\$8,000	\$8,000	\$8,000	0.00%
41750	Meter supply, pipes/et	\$21,357	\$25,000	\$25,000	\$25,000	0.00%
41950	Equipment Repair	\$0	\$500	\$500	\$500	0.00%
41800	Golf Cart Repair	\$962	\$750	\$750	\$750	0.00%
41980	Private Yard Line	\$0	\$2,500	\$0	\$2,500	0.00%
42000	Bldg. Repair & Maint.	\$97	\$300	\$300	\$300	0.00%
42100	Vehicle Repair	\$3,046	\$1,000	\$1,000	\$1,000	0.00%
42150	Equipment Rental	\$0	\$0	\$0	\$0	
42250	Contracted Services	\$0	\$0	\$0	\$0	
42600	Utilities	\$1,011	\$1,000	\$816	\$770	-23.00%
42700	Telephone & Pagers	\$1,792	\$2,600	\$1,700	\$2,600	0.00%
42700	Advertising	\$0	\$0	\$0	\$0	
42800	License and Permits	\$36	\$0	\$0	\$0	
42850	Miscellaneous	\$0	\$200	\$200	\$200	0.00%
42900	Capital Outlay	\$0	\$0	\$0	\$0	
	TOTAL EXPENSES	\$251,646	\$263,116	\$257,927	\$283,039	7.57%
	SALARIES & FEES	\$167,585	\$184,616	\$181,836	\$201,069	8.91%
	MTL. & SUPPLIES	\$84,061	\$78,500	\$76,091	\$81,970	4.42%

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.

2013-2014 Departmental Goals

- To be the best Meter Department possible.
- ✓ To check all aging meters for efficient recording of water usage
- Replacement of all identified inefficient meters

2013-2014 Departmental Performance Indicators

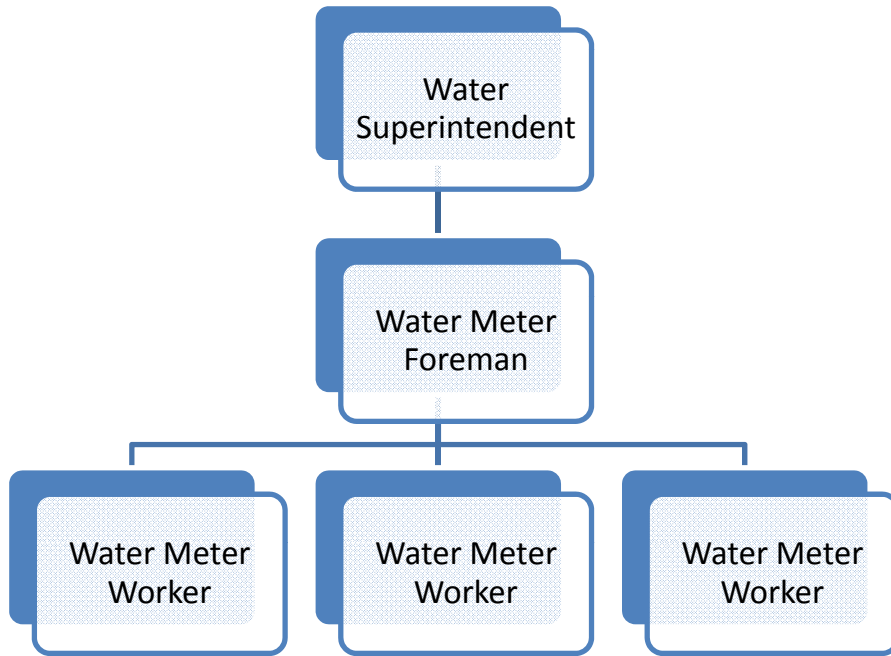
	Act. <u>FY 11-12</u>	Est. <u>FY 12-13</u>	Bud. <u>FY 13-14</u>
# of cut offs/reinstates	1373	1300	1300
# of new meters (accounts)	92	600	600
# of hours spent on service calls	121	121	121
# of meter swap-outs	379	350	350
# of checks for leaks	204	200	200

2013-2014 Departmental Personnel History

	<u>Act.</u>	<u>Est.</u>	<u>Bud.</u>
	<u>FY 11-12</u>	<u>FY 12-13</u>	<u>FY 13-14</u>
Water Meter Foreman	1	1	1
Water Meter Worker	3	3	3
Total Personnel	<hr/> 4	<hr/> 4	<hr/> 4

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Meter Department



5220

WATER DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/-
40000 Salaries	\$350,394	\$452,830	\$353,972	\$431,113	-4.80%
40125 Overtime	\$6,905	\$14,000	\$6,635	\$14,000	0.00%
40150 Social Security	\$21,110	\$28,943	\$20,699	\$26,729	-7.65%
40200 Medicare	\$4,937	\$6,769	\$4,856	\$6,251	-7.65%
40250 Retirement	\$53,643	\$68,286	\$50,944	\$62,630	-8.28%
40350 Workmans Comp.	\$14,622	\$8,538	\$6,657	\$7,885	-7.65%
40400 Health Insurance	\$66,403	\$96,930	\$83,853	\$104,299	7.60%
40550 Medical Surveillance	\$280	\$650	\$650	\$650	0.00%
40600 Uniforms & Clothes	\$5,957	\$7,000	\$7,000	\$7,000	0.00%
40650 Travel & Training	\$3,440	\$4,000	\$6,690	\$4,000	0.00%
40700 Convention/Association	\$0	\$1,100	\$1,100	\$1,100	0.00%
40750 Office Supplies	\$5,126	\$6,200	\$6,200	\$6,200	0.00%
40800 Postage	\$895	\$1,600	\$1,625	\$1,600	0.00%
40850 Paint,Hardware Supplies	\$549	\$1,000	\$1,000	\$1,000	0.00%
40950 Shop Tools & Equip.	\$4,552	\$8,000	\$8,000	\$8,000	0.00%
41100 Gasoline	\$32,161	\$28,000	\$28,000	\$32,200	15.00%
41150 Tires & Batteries	\$2,792	\$2,000	\$2,000	\$2,000	0.00%
41300 Janitorial Supplies	\$601	\$1,000	\$1,000	\$1,000	0.00%
41350 Chemicals	\$26,210	\$26,000	\$26,000	\$30,000	15.38%
41550 Hydrant Maintenance	\$2,373	\$17,000	\$17,000	\$17,000	0.00%
41600 Lab Eqpt./Supplies	\$955	\$500	\$500	\$600	20.00%
41650 Periodicals-Memberships	\$190	\$400	\$400	\$400	0.00%
41700 System Maint.	\$9,670	\$15,000	\$15,000	\$15,000	0.00%
41720 System Maint. - Rivers Edge	\$300	\$2,000	\$2,000	\$2,000	0.00%
41740 System Maint. - MUD 187	\$1	\$2,000	\$2,000	\$2,000	0.00%
41750 Meter supply, pipes/etc.	\$58,577	\$20,000	\$20,000	\$10,000	-50.00%
41800 Inventory-Mud RE	\$968	\$10,000	\$10,000	\$10,000	0.00%
41850 Inventory-Mud 187	\$43,903	\$35,000	\$35,000	\$25,000	-28.57%
41855 Inventory - RiverPark West	\$0	\$0	\$0	\$20,000	100.00%
41900 System Rehab.	\$4,914	\$50,000	\$50,000	\$50,000	0.00%
41950 Equipment Repair	\$7,531	\$5,000	\$6,929	\$5,000	0.00%
41960 Pump/Motor Maint.	\$52,309	\$30,000	\$40,709	\$30,000	0.00%
41970 Backflow Prev. & Maint.	\$4,841	\$2,000	\$2,000	\$2,000	0.00%
41980 Private Yard Line	\$0	\$5,000	\$5,000	\$5,000	0.00%
42000 Bldg. Repair & Maint.	\$1,606	\$4,000	\$4,000	\$4,000	0.00%
42010 Chlorinator Room Maint.	\$3,586	\$2,000	\$2,000	\$2,000	0.00%
42015 Gnerator Maint.	\$1,997	\$1,800	\$1,800	\$1,800	0.00%
42050 Tank Maint.	\$5,092	\$9,000	\$9,000	\$9,000	0.00%
42100 Vehicle Repair	\$3,055	\$3,500	\$3,975	\$5,000	42.86%
42150 Equipment Rental	\$245	\$500	\$500	\$500	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$9,445	\$0	
42250 Contracted Services	\$0	\$0	\$0	\$0	
42450 Lab Fees	\$6,895	\$4,000	\$6,273	\$5,500	37.50%
42500 Advertising	\$4,079	\$3,820	\$3,820	\$3,820	0.00%
42550 Pest Control	\$555	\$1,200	\$1,200	\$1,200	0.00%
42600 Utilities	\$165,541	\$142,400	\$159,320	\$150,000	5.34%
42700 Telephone & Pagers	\$7,590	\$8,000	\$8,000	\$8,000	0.00%
42800 License & Permits	\$11,479	\$12,000	\$12,000	\$13,000	8.33%
42850 Miscellaneous	\$434	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$78,890	\$828,369	\$828,369	\$20,149	-97.57%
42900 Capital Outlay-5270	\$0	\$0	\$0	\$0	
42950 Capital Contract	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$1,078,153	\$1,978,335	\$1,874,121	\$1,166,626	-41.03%
SALARIES & FEES	\$518,014	\$676,296	\$527,616	\$652,907	-3.46%
MTL. & SUPPLIES	\$481,249	\$473,670	\$518,136	\$493,570	4.20%

Capital Outlay

Series 580 Backhoe	20,149
(4 yrs @ 2.94% APR)	

Total Capital Outlay	<u>20,149</u>
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WATER DEPARTMENT

Department Mission

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

Department Description

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

2013-2014 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

2013-2014 Departmental Performance Indicators

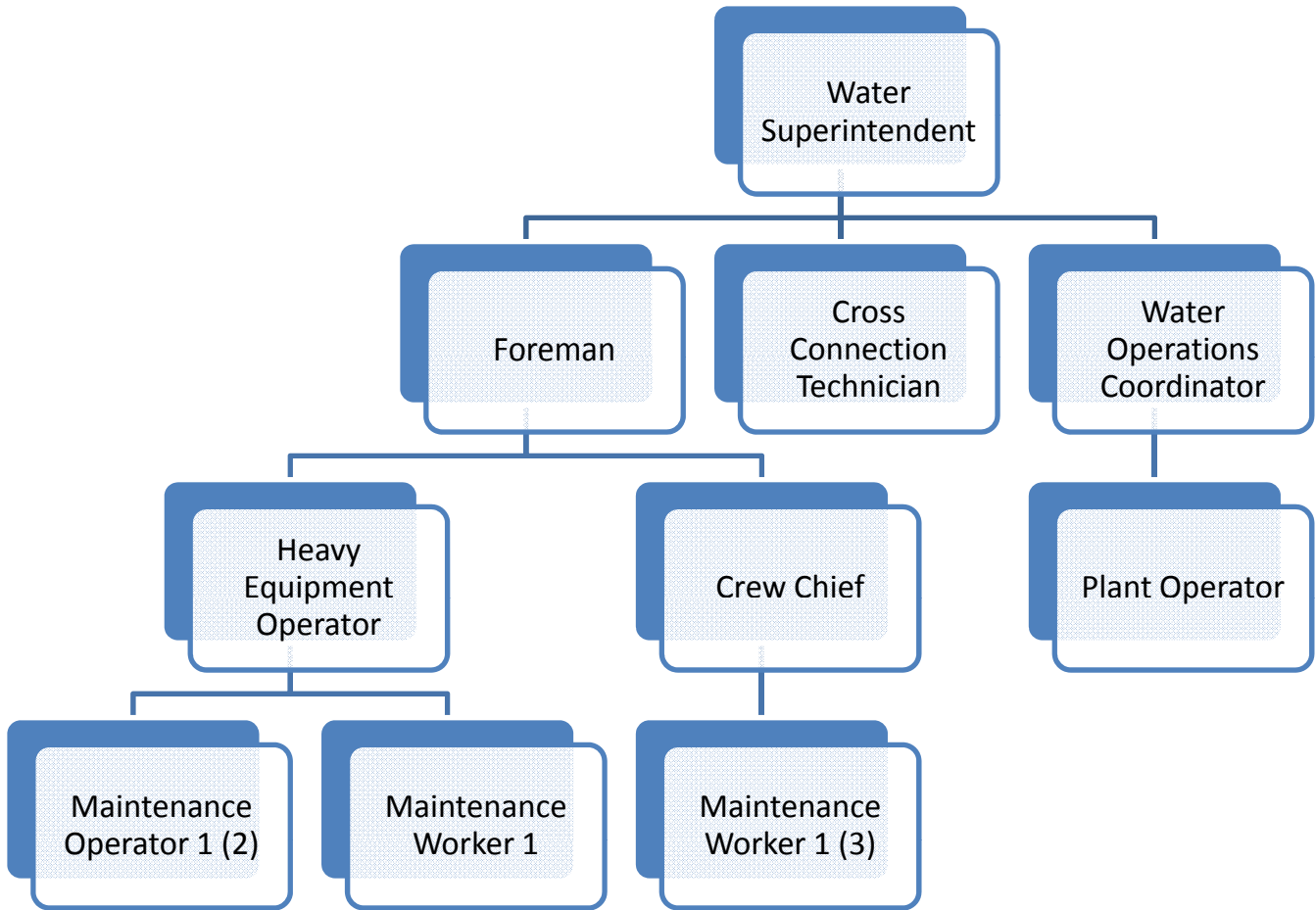
	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
# of days lost to injury	0	0	0
# of water samples taken	246	147	260
# of overtime hours	700	373	700
# of taps made	187	187	250

2013-2014 Departmental Personnel History

	<u>Act.</u> <u>FY 11-12</u>	<u>Est.</u> <u>FY 12-13</u>	<u>Bud.</u> <u>FY 13-14</u>
Water Superintendent	1	1	1
Foreman	0	0	0
Crew Chief	1	1	0
Water Operations Coordinator	1	1	0
Plant Operator	1	1	1
Cross Connection Technician	1	1	1
Maintenance Operator I	2	3	3
Maintenance Worker I	4	2	3
Heavy Equipment Operator	1	1	2
Total Personnel	12	11	11

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Water Department



5230

WASTEWATER DEPARTMENT

DESCRIPTION	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)	
40000	Salaries	\$389,237	\$377,623	\$384,314	\$442,361	17.14%
40125	Overtime	\$17,083	\$20,000	\$16,000	\$11,000	-45.00%
40150	Social Security	\$23,074	\$24,095	\$22,949	\$27,426	13.82%
40200	Medicare	\$5,396	\$5,635	\$5,391	\$7,314	29.80%
40250	Retirement	\$61,367	\$67,385	\$68,638	\$64,264	-4.63%
40350	Workmans Comp.	\$3,612	\$5,034	\$4,436	\$5,730	13.83%
40400	Health Insurance	\$72,652	\$78,025	\$67,019	\$108,127	38.58%
40600	Uniforms & Clothes	\$5,773	\$6,600	\$5,670	\$6,600	0.00%
40650	Travel & Training	\$3,251	\$3,500	\$3,500	\$3,500	0.00%
40750	Office Supplies	\$62	\$2,500	\$1,500	\$2,000	-20.00%
40850	Paint/Hdwr/Supplies	\$1,525	\$1,000	\$1,500	\$1,000	0.00%
40950	Shop Tools & Eqpt.	\$1,390	\$2,000	\$11,000	\$2,000	0.00%
40960	River's Edge Exp	\$0	\$0	\$0	\$0	
40975	Rio Vista Exp	\$0	\$0	\$0	\$0	
41100	Gasoline,Diesel	\$31,231	\$34,200	\$31,600	\$34,200	0.00%
41150	Tires & Batteries	\$1,603	\$1,000	\$950	\$1,000	0.00%
41350	Chemical Supplies	\$222,729	\$350,000	\$250,000	\$300,000	-14.29%
41600	Lab Eqpt./Supplies	\$5,172	\$7,600	\$7,600	\$7,600	0.00%
41800	Lift Station M & R	\$28,712	\$27,000	\$27,000	\$27,000	0.00%
41850	Collect System M & R	\$45,028	\$36,800	\$63,400	\$36,800	0.00%
41900	System Rehab.	\$215,764	\$25,000	\$25,000	\$75,000	200.00%
41950	Equipment Repair	\$13,025	\$4,900	\$6,692	\$4,900	0.00%
42005	N S Facility Maint.	\$0	\$0	\$0	\$0	
42010	R R Facility Maint.	\$67,936	\$117,000	\$66,134	\$125,000	6.84%
42100	Vehicle Repair	\$3,520	\$2,000	\$2,105	\$2,000	0.00%
42150	Equipment Rental	(\$50)	\$700		\$700	0.00%
42210	Engineer & Prof. Fees	\$0	\$0	\$350	\$0	
42250	Contracted Services	\$64,595	\$123,000	\$68,000	\$75,000	-39.02%
42450	Lab Fees	\$18,149	\$17,500	\$19,690	\$17,500	0.00%
42500	Advertising	\$424	\$250	\$250	\$250	0.00%
42600	Utilities	\$283,008	\$280,300	\$250,551	\$240,000	-14.38%
42605	Utilities - MUD 116	\$6,488	\$0	\$0	\$0	0.00%
42700	Telephone & Pagers	\$8,244	\$8,300	\$12,681	\$8,300	0.00%
42800	License & Permits	\$12,470	\$15,500	\$24,000	\$29,500	90.32%
42850	Miscellaneous	\$298	\$800	\$3,500	\$800	0.00%
42900	Capital Outlay	\$0	\$790,930	\$790,930	\$50,000	100.00%
42950	Capital Contract	\$0	\$37,000	\$37,000	\$39,000	5.41%
	TOTAL EXPENSES	\$1,612,768	\$2,473,177	\$2,279,350	\$1,755,872	-29.00%
	SALARIES & FEES	\$572,421	\$577,797	\$568,747	\$666,222	15.30%
	MTL. & SUPPLIES	\$1,040,347	\$1,067,450	\$882,673	\$1,000,650	-6.26%

Capital Outlay

Jet Machine	50,000
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Total Capital Outlay	<u>50,000</u>
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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 twelve persons care for two treatment facilities, sixteen lift stations and fifty-four miles of collection mains. The annual budget is approximately \$1,800,000.

2013-2014 Departmental Goals

- Have NO work related injuries
- ✓ Replace air grid in aeration basin #1 at Richmond Regional WWTF
- ✓ Continue the implementation of the SSO Initiative
- Rehab 50 Manholes
- Inspect 10,000' of sewer main line
- ✓ Initiate construction of water reclamation project at Richmond Regional

2013-2014 Departmental Performance Indicators

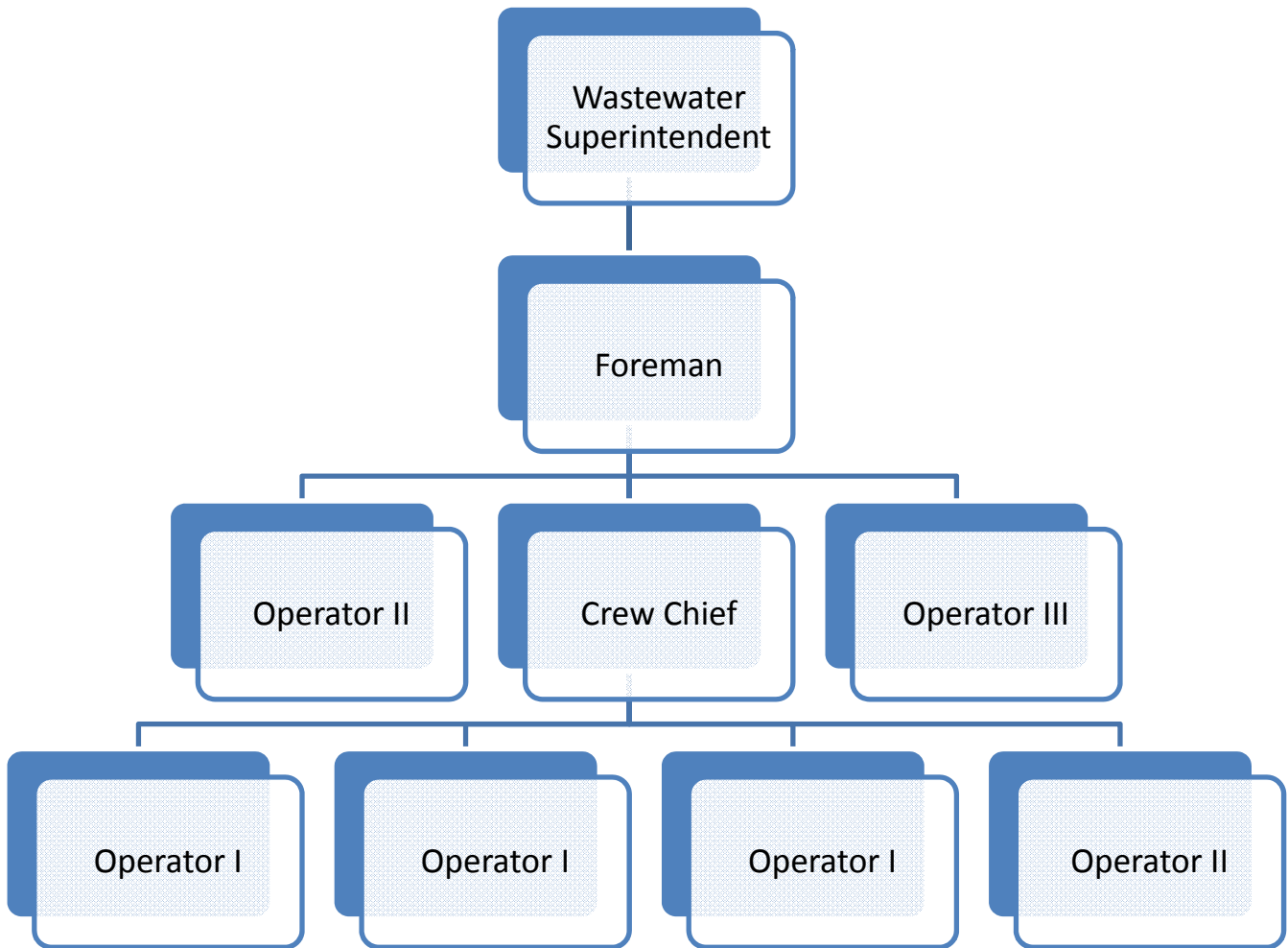
	Act. <u>FY 11-12</u>	Est. <u>FY 12-13</u>	Bud. <u>FY 13-14</u>
# of work related injuries/illness	0	0	0
# of gallons wastewater treated	570,52,000	517,000,000	675,250,000
# of dry tons sludge produced	420	382	498
# of manholes rehabbed	0	0	50
Total footage of mainline inspected	0	0	10,000

2013-2014 Departmental Personnel History

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

CITY OF RICHMOND
ANNUAL BUDGET
FY 2013-2014

Wastewater Department



WATER/SEWER FUND		Expenditures				
	DEPARTMENT	Actual 2011-2012	Budget 2012-2013	Estimate 2012-2013	Budget 2013-2014	Percent + / (-)
5200	ACCOUNT & COLLECT	\$371,679	\$330,549	\$422,348	\$445,547	34.79%
5210	CUSTOMER SERVICE	\$243,589	\$246,544	\$229,589	\$250,702	1.69%
5215	METER	\$251,646	\$263,116	\$257,927	\$283,039	7.57%
5220	WATER	\$1,078,153	\$1,978,335	\$1,874,121	\$1,166,626	-41.03%
5230	WASTEWATER	\$1,612,768	\$2,473,177	\$2,279,350	\$1,755,872	-29.00%
5235	TRANSFERS	\$2,047,300	\$2,309,643	\$2,309,643	\$2,267,100	-1.84%
	TOTAL	\$5,605,135	\$7,601,364	\$7,372,978	\$6,168,886	-18.85%

DEBT SERVICE FUND

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



DEBT SERVICE FUND
Revenues and Expenditures

		Actual	Estimate	Budget	Percent
		2011-2012	2012-2013	2013-2014	+/(-) %
3000	Property Taxes-Current	\$972,110	\$970,000	\$948,133	-2.25%
3070	Other Income	\$2,999	\$0	\$0	0.00%
	Development Corp.	\$202,000	\$0	\$248,125	100.00%
	Water and Sewer	\$234,381	\$228,643	\$142,100	-37.85%
	Total Revenues	\$1,411,490	\$1,198,643	\$1,338,358	11.66%
5050	Debt Service	\$1,557,447	\$1,140,872	\$1,336,075	17.11%
	Total Expenses	\$1,557,447	\$1,140,872	\$1,336,075	17.11%
	Prior Year Balance	\$1,053,463	\$907,506	\$965,277	
	Anticipated Balance	\$907,506	\$965,277	\$967,560	

5050

DEBT SERVICE FUND

Expenses

DESCRIPTION		Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014	Percent +/(-)
	Miscellaneous	\$1,121,066	\$912,229	945,850	3.69%
	Development Corp.	\$202,000	\$0	\$248,125	0.00%
	Water and Sewer	\$234,381	\$228,643	142,100	-37.85%
42858	TOTAL EXPENSES	\$1,557,447	\$1,140,872	1,336,075	17.11%

Legal Debt Margin Information

Classification	Actual 2011-2012	Budget 2012-2013	Budget 2013-2014
Debt limit	\$38,454,028	\$37,560,422	\$40,043,684
Total net debt applicable to limit	<u>7,262,494</u>	<u>6,569,723</u>	<u>12,637,440</u>
Legal Debt Margin	\$31,191,534	\$30,990,699	\$27,406,244
Total net debt applicable to the limit as a percentage of debt limit	23.28%	21.20%	46.11%

Legal Debt Margin Calculation by Fiscal Year

Net taxable value	\$384,540,282	\$375,604,222	\$400,436,843
Debt limit (10% of assessed value)	38,454,028	37,560,422	40,043,684
Debt applicable to limit:			
General obligation bonds	8,170,000	7,535,000	13,605,000
Less: amount set aside for repayment of general obligation debt	<u>907,506</u>	<u>965,277</u>	<u>967,560</u>
Total net debt applicable to limit	7,262,494	6,569,723	12,637,440
Legal debt margin	\$31,191,534	\$30,990,699	27,406,244

TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2014	770,000.00	565,275.02	1,335,275.02
2015	790,000.00	546,100.02	1,336,100.02
2016	890,000.00	523,368.77	1,413,368.77
2017	915,000.00	497,825.02	1,412,825.02
2018	935,000.00	468,687.52	1,403,687.52
2019	960,000.00	436,375.02	1,396,375.02
2020	1,000,000.00	401,837.52	1,401,837.52
2021	710,000.00	372,382.52	1,082,382.52
2022	735,000.00	348,180.02	1,083,180.02
2023	760,000.00	321,597.52	1,081,597.52
2024	790,000.00	291,737.52	1,081,737.52
2025	510,000.00	265,521.89	775,521.89
2026	530,000.00	244,225.01	774,225.01
2027	560,000.00	221,575.01	781,575.01
2028	575,000.00	197,821.89	772,821.89
2029	605,000.00	173,128.14	778,128.14
2030	360,000.00	153,043.76	513,043.76
2031	370,000.00	137,821.89	
2032	390,000.00	121,806.27	
2033	410,000.00	104,875.02	
2034	425,000.00	87,131.27	
2035	440,000.00	68,750.02	
2036	460,000.00	49,912.52	
2037	480,000.00	30,525.01	
2038	500,000.00	10,312.50	
Total	\$15,870,000.00	\$6,639,816.67	\$18,423,682.17

**GENERAL OBLIGATION BONDS
SERIES 2013**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2014	165,000.00	234,043.76	399,043.76
2015	165,000.00	230,743.76	395,743.76
2016	250,000.00	226,593.76	476,593.76
2017	250,000.00	221,593.76	471,593.76
2018	245,000.00	216,643.76	461,643.76
2019	245,000.00	211,131.26	456,131.26
2020	250,000.00	204,318.76	454,318.76
2021	310,000.00	195,918.76	505,918.76
2022	320,000.00	186,468.76	506,468.76
2023	330,000.00	175,893.76	505,893.76
2024	335,000.00	163,418.76	498,418.76
2025	185,000.00	152,903.13	337,903.13
2026	190,000.00	145,168.75	335,168.75
2027	200,000.00	137,125.00	337,125.00
2028	205,000.00	128,771.88	333,771.88
2029	220,000.00	120,006.26	340,006.26
2030	260,000.00	110,106.26	370,106.26
2031	265,000.00	99,112.51	364,112.51
2032	280,000.00	87,531.26	367,531.26
2033	295,000.00	75,312.51	370,312.51
2034	305,000.00	62,562.51	367,562.51
2035	315,000.00	49,387.51	364,387.51
2036	330,000.00	35,887.51	365,887.51
2037	345,000.00	21,965.63	366,965.63
2038	360,000.00	7,425.00	367,425.00
Total	6,620,000.00	3,500,034.58	10,120,034.58

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

**CERTIFICATES OF OBLIGATION
SERIES 2013**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2014	60,000.00	82,100.00	142,100.00
2015	60,000.00	80,900.00	140,900.00
2016	60,000.00	79,700.00	139,700.00
2017	65,000.00	78,450.00	143,450.00
2018	65,000.00	77,150.00	142,150.00
2019	65,000.00	75,850.00	140,850.00
2020	70,000.00	74,325.00	144,325.00
2021	70,000.00	72,575.00	142,575.00
2022	75,000.00	70,387.50	145,387.50
2023	75,000.00	67,762.50	142,762.50
2024	80,000.00	64,800.00	144,800.00
2025	80,000.00	61,500.00	141,500.00
2026	85,000.00	58,096.88	143,096.88
2027	90,000.00	54,487.51	144,487.51
2028	90,000.00	50,775.01	140,775.01
2029	95,000.00	46,959.38	141,959.38
2030	100,000.00	42,937.50	142,937.50
2031	105,000.00	38,709.38	143,709.38
2032	110,000.00	34,275.01	144,275.01
2033	115,000.00	29,562.51	144,562.51
2034	120,000.00	24,568.76	144,568.76
2035	125,000.00	19,362.51	144,362.51
2036	130,000.00	14,025.01	144,025.01
2037	135,000.00	8,559.38	143,559.38
2038	140,000.00	2,887.50	142,887.50
Total	2,265,000.00	1,310,706.34	3,575,706.34

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

**GENERAL OBLIGATION BONDS
SERIES 2010 REFUNDING**

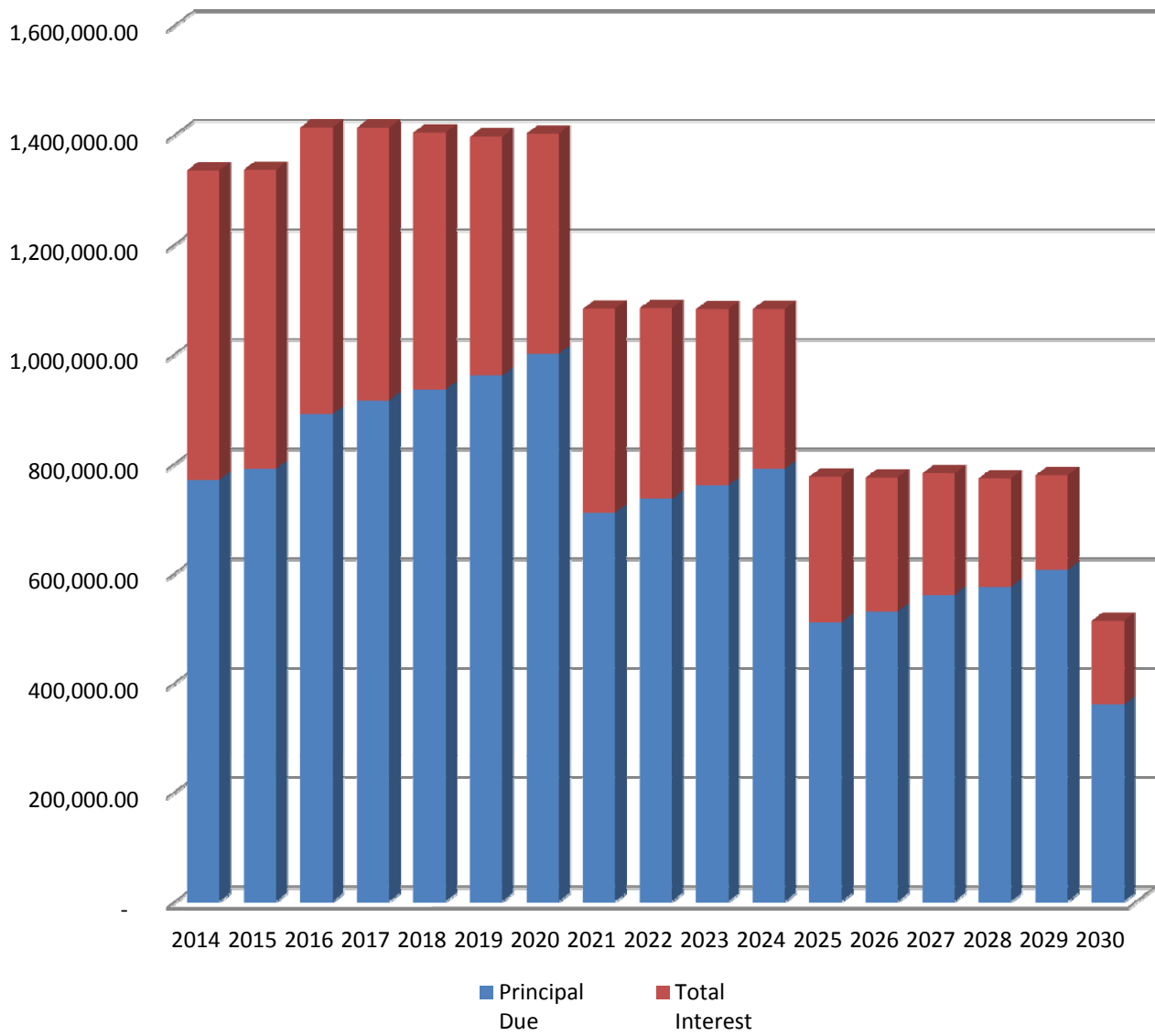
<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2014	395,000.00	97,925.00	492,925.00
2015	405,000.00	87,900.00	492,900.00
2016	415,000.00	75,600.00	490,600.00
2017	430,000.00	62,387.50	492,387.50
2018	445,000.00	46,500.00	491,500.00
2019	460,000.00	28,400.00	488,400.00
2020	480,000.00	9,600.00	489,600.00
 Total	 3,030,000.00	 408,312.50	 3,438,312.50

**GENERAL OBLIGATION BONDS
SERIES 2009**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2014	150,000.00	151,206.26	301,206.26
2015	160,000.00	146,556.26	306,556.26
2016	165,000.00	141,475.01	306,475.01
2017	170,000.00	135,393.76	305,393.76
2018	180,000.00	128,393.76	308,393.76
2019	190,000.00	120,993.76	310,993.76
2020	200,000.00	113,593.76	313,593.76
2021	330,000.00	103,888.76	433,888.76
2022	340,000.00	91,323.76	431,323.76
2023	355,000.00	77,941.26	432,941.26
2024	375,000.00	63,518.76	438,518.76
2025	245,000.00	51,118.76	296,118.76
2026	255,000.00	40,959.38	295,959.38
2027	270,000.00	29,962.50	299,962.50
2028	280,000.00	18,275.00	298,275.00
2029	290,000.00	6,162.50	296,162.50
Total	3,955,000.00	1,420,763.25	5,375,763.25

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

Total General & Certificate of Obligation Debt



DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

<u>Governmental Unit</u>	<u>Net Debt Outstanding</u>	<u>Percentage Applicable to City</u>	<u>Estimated Debt Applicable to City</u>
Lamar CISD	532,230,000	4.13%	21,981,099
Fort Bend County	485,890,000	1.01%	4,907,489
Total Net Overlapping Debt			<u>26,888,588</u>
City of Richmond	18,423,682	100%	<u>18,423,682</u>
Total Direct and Overlapping Net Debt			<u><u>45,312,270</u></u>
Ratio of total direct and overlapping net debt to assessed valuation			<u><u>11.32%</u></u>
Direct and overlapping net debt per capita			<u><u>\$3,686</u></u>

PARKS IMPROVEMENT FUND

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



PARKS IMPROVEMENTS FUND

Revenues and Expenditures

		Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
3070	Other Income	\$87	\$80	\$65
	Total Revenues	\$87	\$80	\$65
5280	Park Improvements	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	\$38,455	\$38,542	\$38,622
	Anticipated Balance	\$38,542	\$38,622	\$38,687

5280
PARKS IMPROVEMENTS FUND

Expenses

	Actual	Estimate	Budget
DESCRIPTION	2011-2012	2012-2013	2013-2014
42250 Contracted Services	\$0	\$0	\$0
42900 Capital Outlay	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$0	\$0

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

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



CDBG GRANT FUND
Revenues and Expenditures

		Actual 2011-2012	Estimate 2012-13	Budget 2013-14
3060	Intergov't Revenue	\$262,200	\$240,000	\$220,000
3070	Other Income	\$130	\$130	\$0
	Total Revenues	\$262,330	\$240,130	\$220,000
5240	Grant Construction	\$264,705	\$258,500	\$220,000
	Total Expenses	\$264,705	\$258,500	\$220,000
	Prior Year Balance	\$0	\$0	\$0

5240
GRANT CONSTRUCTION FUND

Expenses

	Actual	Estimate	Budget
DESCRIPTION	2011-2012	2012-2013	2013-2014
42200 Legal & Prof. Fees	\$0	\$0	\$0
42250 Contracted Services	\$258,500	\$240,000	\$220,000
42858 Miscellaneous	\$0	\$0	\$0
TOTAL EXPENSES	\$258,500	\$240,000	\$220,000

WATER IMPACT FUND

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



WATER IMPACT FUND
Revenues and Expenditures

		Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
3070	Other Income	\$207,842	\$204,000	\$70,000
	Total Revenues	\$207,842	\$204,000	\$70,000
5270	Water Impact	\$356,373	\$550,000	\$0
	Total Expenses	\$356,373	\$550,000	\$0
	Prior Year Balance	\$1,012,429	\$863,898	\$517,898
	Anticipated Balance	\$863,898	\$517,898	\$587,898

5270
WATER IMPACT FUND

Expenses

	DESCRIPTION	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
42900	Capital Outlay	\$356,373	\$550,000	\$0
	TOTAL EXPENSES	\$356,373	\$550,000	\$0

WASTEWATER IMPACT FUND

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



WASTEWATER IMPACT FUND
Revenues and Expenditures

	DESCRIPTION	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
3070	Other Income	\$188,137	\$420,000	\$70,000
	Total Revenues	\$188,137	\$420,000	\$70,000
5260	Wastewater Impact	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	(\$656,356)	(\$468,219)	(\$48,219)
	Anticipated Balance	(\$468,219)	(\$48,219)	\$21,781

5260

WASTEWATER IMPACT FUND

Expenses

	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
DESCRIPTION			
42900 Capital Outlay	\$0	\$0	6,600
TOTAL EXPENSES	\$0	\$0	\$6,600

Capital Outlay

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

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.



**MISCELLANEOUS FUNDS
REVENUES**

	DESCRIPTION	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
	<u>Narcotics Fund</u>			
3070	Other Income	\$243	\$0	\$0
	<u>LEOSE Grant Fund</u>			
3060	Intergov't Revenue	\$0	\$0	\$0
	<u>Municipal Court Technology</u>			
3030	Court Fines	\$5,994	\$5,500	\$4,000
	<u>Municipal Court Bldg. Security</u>			
3030	Court Fines	\$4,498	\$3,800	\$4,000
	 TOTAL REVENUE	 \$10,735	 \$9,300	 \$8,000

5310

MISCELLANEOUS FUNDS

Expenses

DESCRIPTION	Actual 2011-2012	Estimate 2012-2013	Budget 2013-2014
<u>Narcotics Fund</u>			
Expenses	\$0	\$0	\$0
<u>LEOSE Grant Fund</u>			
Expenses	\$0	\$0	\$0
<u>Municipal Court Technology</u>			
Expenses	\$0	\$0	5,000
<u>Municipal Court Bldg. Security</u>			
Expenses	-	40,400	-
TOTAL EXPENSES	\$0	\$40,400	\$5,000

SURFACE WATER FUND

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



SURFACE WATER FUND
Revenues and Expenditures

	Actual 2011-2012	Budget 2012-13	Estimate 2012-13	Budget 2013-14	
3050	Ground Wtr Reduction Revenue	\$401,169	\$699,332	\$486,656	\$556,875
3051	Ground Water Red-Rivers Edge	\$200,339	\$69,327	\$72,389	\$108,338
3052	Groundwtr Reduct-Rio Vista	\$0	\$65,911	\$65,911	\$51,334
3053	Ground Wtr Reduction 121	\$85,917	\$192,340	\$158,060	\$152,179
3054	Groundwtr Reduct-MUD 187	\$75,998	\$133,028	\$90,987	\$127,879
3055	Interest Income	\$4,030	\$0	\$2,700	\$1,000
3056	Groundwtr Reduct-MUD 116	\$170,734	\$277,699	\$277,699	\$0
3057	Groundwtr Red - WCID #3	\$48,784	\$121,456	\$121,456	\$0
3058	Groundwater Red-Texana HOA	\$25,887	\$0	\$0	\$0
3059	Ground Wtr R MUD 19 Revenue	\$0	\$19,511	\$4,062	\$15,188
3060	Ground Water Red-WCID 8	\$11,255	\$18,308	\$18,308	\$0
3061	Ground Water Red - LCISD	\$27,022	\$43,950	\$43,950	\$0
3062	Groundwater - Rivers Edge HOA	\$0		\$0	\$0
3063	Groundwater - Riverpark HOA	\$0	\$29,904	\$0	\$0
3064	Groundwater - Country Club	\$13,579	\$11,000	\$11,000	\$2,234
3065	Transfer from Other Funds	\$0		\$0	\$0
3070	Other Income	\$431,146	\$182,975	\$181,350	\$187,626
3071	Grants - Federal	\$0	\$0	\$111,804	\$0
	Total Revenues	\$1,495,860	\$1,864,741	\$1,646,332	\$1,202,651
	Total Expenses	\$414,833	\$3,222,200	\$535,480	\$2,767,875
	Prior Year Balance	\$847,001	\$1,928,028	\$1,928,028	\$3,038,880
	Anticipated Balance	\$1,928,028	\$570,569	\$3,038,880	\$1,473,656

5222

SURFACE WATER FUND

Expenses

DESCRIPTION	Actual 2011-2012	Budget 2012-13	Estimate 2012-2013	Budget 2013-2014
41500 EPA Grant Consulting	\$10,997	\$0	\$3,095	\$0
41710 System Water Cost	\$183,250	\$183,300	\$100	\$187,600
42200 Legal and Professional Fees	\$24,911	\$22,000	\$19,930	\$15,000
42210 Engineering & Professional Fee	\$200,769	\$1,082,500	\$500,000	\$800,775
42600 Utilities	(\$10,301)	\$0	\$161	
42800 Postage	\$240	\$0	\$45	
42850 Miscellaneous	\$4,665	\$2,500	\$12,149	\$9,000
42900 Capital Outlay	\$302	\$1,931,900	\$0	\$1,755,500
TOTAL EXPENSES	\$414,833	\$3,222,200	\$535,480	\$2,767,875

CITY OF RICHMOND ORDINANCE NO. 2013-10

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS ADOPTING THE BUDGET FOR THE CITY OF RICHMOND, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; 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 2013-2014 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:

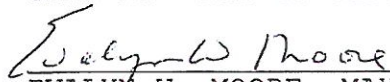
SECTION 1: That the budget presented by the City Manager and reviewed during the public meeting is hereby approved and adopted for the fiscal year 2013-2014.

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 16th DAY OF SEPTEMBER, 2013



EVALYN W. MOORE, MAYOR

Attest:


Mona Matak, City Secretary



ORDINANCE NO. 2013-11

This year's proposed tax rate exceeds the effective tax rate. The vote on the ordinance setting the tax rate must be a record vote. A motion to adopt the ordinance must be made in the following form: "I move that property taxes be increased by the adoption of a tax rate of \$0.7800."

AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHMOND, TEXAS FOR THE 2013-2014 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN SAID TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID.

WHEREAS, the appraisal roll of the City of Richmond, Texas (the "City") for 2013 has been prepared and certified; and

WHEREAS, a record vote was taken by the City Commission on a proposed tax rate of \$0.7800 on August 19, 2013; and

WHEREAS, two public hearings were held by the City Commission according to Chapter 26 of the Tax Code;

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

Section 1. There is hereby levied an ad valorem tax of \$0.7800 on each \$100.00 of property within the City which is not exempt from taxation under the State constitution or State law. The maintenance and operation portion of the tax is \$0.5438. The debt service portion of the tax is \$0.2362.

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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 0.791 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY \$7.91.

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

Section 3. That taxes levied under this ordinance shall be due October 1, 2013 and if not paid on or before January 31, 2014 shall immediately become delinquent.

Section 4. All taxes shall become a lien upon the property against which assessed, and the city tax collector of the City of Richmond is hereby authorized and empowered to enforce the

Section 4. All taxes shall become a lien upon the property against which assessed, and the city tax collector of the City of Richmond is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Richmond and shall, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City of Richmond. All delinquent taxes shall bear interest from date of delinquency at the rate prescribed by law.

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

PASSED AND APPROVED THIS 16th **day of September 2013.**

BY: Evalyn W. Moore
Honorable Evalyn W. 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 \$1.25 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
Additional Poly Carts	\$ 6.00 each per month
Multi-family residential	Monthly rates will be set according to volume and frequency of pickups.

Shops and small business establishments

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

All others, including large shops, stores, restaurants, and other commercial businesses

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

DUMPSTER RENTAL RATE

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

SPECIAL PICK UP

AT COST

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	\$700.00
1 inch water tap or larger	Cost
4 inch sewer tap	\$700.00
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 **ONE HUNDRED FIFTY DOLLARS (\$150.00)**. Senior citizens, age 65 years or above shall be required to pay a fee of **SEVENTY-FIVE DOLLARS (\$75.00)** for services. The deposit will be offset against any balance on the customer=s account upon disconnection or termination of the account, any remainder of deposit shall be mailed to the customer. The amount of the required deposit for all commercial/industrial/ or combination residential and commercial/industrial service shall be based upon the estimated water, wastewater (sewer) and solid waste charges for two (2) months.

SECTION 3a. DISCOUNTS

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

SECTION 4.

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

SECTION 5.

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

SECTION 6. RECONNECT FEE

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

SECTION 7. RETURNED CHECK CHARGE

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

SECTION 8. SEVERABILITY

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

BUDGET GLOSSARY

Accounting System:

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

Accounts Payable:

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

Accounts Receivable:

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

Accrual Accounting:

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

Ad Valorem Taxes:

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

Advanced Refunding Bonds:

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

Assessed Value:

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

Budget Message:

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

Asset:

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

Audit:

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

Basis of Accounting:

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

Bond:

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

Bonded Debt:

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

Bonds Issued:

Bonds sold by the City.

Bonds Payable:

The face value of bonds issued and unpaid.

Budget:

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

Capital Improvements:

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

Capital Outlay:

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

Cash Basis:

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

Debt Service Fund:

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

Debt Service Requirements:

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

Delinquent Taxes:

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

Department:

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

Depreciation:

The prorating of the cost of a fixed asset over the estimated service life of the asset. Each Period is charged with a portion of such cost, and through this process, the entire cost of the

asset is ultimately charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds. Assets in general governmental funds are expensed entirely when purchased.

Effective Tax Rate:

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

Encumbrance:

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

Enterprise Fund:

See Proprietary Fund.

ETJ (Extra Territorial Jurisdiction):

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

Expenditures:

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

Expense:

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

Equity:

The difference between assets and liabilities of the fund.

Fiscal Year (Period):

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

Fixed Assets:

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

Franchise:

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

Full Faith and Credit:

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

Fund:

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

Fund Balance:

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

General Fund:

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

General Obligation Bonds:

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

Interfund Transfers:

All interfund transactions except loans and reimbursements.

Intergovernmental Revenues:

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

Machinery & Equipment:

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

Maintenance:

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

Modified Accrual Basis:

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

Operating Budget:

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

Operating Expenses:

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

Operating Income:

The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues:

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

Ordinance:

A formal legislative enactment by the City Commission.

Paying Agent:

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

Principal:

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

Proprietary Fund:

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

Reimbursements:

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

Resolution:

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

Retained Earnings:

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

Revenue Bonds:

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

Special Revenue Fund:

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

Taxes:

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

Tax Levy Ordinance:

An ordinance through which taxes are levied.

Tax Rate:

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

Tax Roll:

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

Unencumbered Balance:

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

User Charges:

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

Working Capital:

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

BUDGET ACRONYMS

AED - Automatic External Defibrillator

CAFR – Comprehensive Annual Financial Report

CDBG – Community Development Block Grant

EMT – Emergency Medical Technician

ETJ – Extra-territorial Jurisdiction

FBC – Fort Bend County

FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officer’s Association

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

**CITY OF RICHMOND, TEXAS
CAPITAL IMPROVEMENT PROJECTS**

FISCAL YEAR: 2014-2018

<u>Category</u>	<u>Project Name</u>	<u>Project Total</u>	<u>Development</u>	<u>Surface Water</u>	<u>Other</u>
General	Lamar Drive Street & Drainage Improvements	2,500,000.00			2,500,000.00
General	Street & Drainage Improvements - East Laural Oaks	880,000.00			880,000.00
General	Fire Station No. 2	2,300,000.00			2,300,000.00
General	Fire Station No. 1	2,000,000.00			2,000,000.00
General	Motorola Communications System (Public Safety and Public Works)	800,000.00			800,000.00
General	Wessendorff Park (Phase II)	800,000.00			800,000.00
General	Street Reconstruction - Rating 1 - Very Poor (material costs only)	2,198,160.00			2,198,160.00
General	Street Reconstruction - Rating 2 - Poor (material costs only)	1,512,480.00			1,512,480.00
	Total General	12,990,640.00	-	-	12,990,640.00
Water/Sewer	Rio Vista Elevated Storage Tank	2,868,700.00	2,868,700.00		
Water/Sewer	Water Maintenance Facility	875,000.00			875,000.00
Water/Sewer	East Laural Oaks (Water & Sewer)	300,000.00			300,000.00
Water/Sewer	Edgar Water Plant (Phase I)	3,622,499.00	1,159,038.00		2,463,461.00
Water/Sewer	SSO Plan - E. Laurel Oaks (1,805 ft. - 7 Manholes - 40 Services)	139,600.00			139,600.00
Water/Sewer	SSO Plan - Thompson Hwy (2,790 ft. - 9 Manholes - 18 Services)	158,400.00			158,400.00
Water/Sewer	SSO Plan - Elm, Courtney, Burnett (2,022 ft. - 6 Manholes - 32 Services)	136,000.00			136,000.00
Water/Sewer	SSO Plan - Area East of Brazos (4,290 ft. - 21 Manholes - 90 Services)	338,400.00			338,400.00
Water/Sewer	SSO Plan - Foster (1,568 ft. - 5 Manholes - 22 Services)	130,120.00			130,120.00
Water/Sewer	SSO Plan - Long Dr. (3,074 ft. - 10 Manholes - 43 Services)	202,560.00			202,560.00
Water/Sewer	Phase III Sanitary Sewer Rehab (CDBG)	222,001.00			222,001.00
Water/Sewer	Phase IV Sanitary Sewer Rehab (CDBG)	200,000.00			200,000.00
Water/Sewer	Downtown Water Main Improvements	1,077,500.00	323,250.00	323,250.00	431,000.00
Water/Sewer	Water Main Improvements (Edgewood, Collins & Legion)	737,100.00	147,420.00		589,680.00
Water/Sewer	Southside Water Plant (No. 6)	3,896,100.00	1,558,440.00	2,337,660.00	
Water/Sewer	FB116 Pumping Station	2,342,300.00		2,342,300.00	
Water/Sewer	Other System Projects	1,844,200.00		1,844,200.00	
Water/Sewer	Water Main Improvements (Old South/Texana)	1,588,400.00	1,111,880.00	476,520.00	
Water/Sewer	Water Main Rehabilitation (2012-2017)	2,486,700.00	248,670.00		2,238,030.00
	Total Water/Sewer	23,165,580.00	7,417,398.00	7,323,930.00	8,424,252.00
TOTAL FISCAL YEAR: 2012-2016		36,156,220.00	7,417,398.00	7,323,930.00	21,414,892.00

**CITY OF RICHMOND, TEXAS
CAPITAL IMPROVEMENT PROJECTS**

FISCAL YEAR: 2019-2028

<u>Category</u>	<u>Project Name</u>	<u>Project Total</u>	<u>Development</u>	<u>Surface Water</u>	<u>Other</u>
General	Street Reconstruction - Rating 3 - Fair (material costs only)	2,668,620.00			2,668,620.00
General	FM2218 to FM 762 TxDOT Project	1,200,000.00			1,200,000.00
General	90A Overpass TxDOT Project	500,000.00			500,000.00
	Total General	4,368,620.00	-	-	4,368,620.00
Water/Sewer	Edgar Water Plant (Phase II)	1,401,209.00	525,363.00		875,846.00
Water/Sewer	New Downtown Water Plant	4,470,600.00	1,341,180.00	1,341,180.00	1,788,240.00
Water/Sewer	Water Main Improvements (Hillcrest)	467,200.00	233,600.00		233,600.00
Water/Sewer	Wessenforff Water Plant Improvements	1,825,600.00		1,825,600.00	
Water/Sewer	Southside Elevated Storage Tank	2,953,300.00	2,657,970.00	295,330.00	
Water/Sewer	Water Main Rehabilitation (2018-2026)	4,455,000.00	445,500.00		4,009,500.00
	Total Water/Sewer	14,171,700.00	4,678,250.00	3,462,110.00	6,031,340.00
	FISCAL YEAR: 2017-2026	18,540,320.00	4,678,250.00	3,462,110.00	10,399,960.00