

**RICHMOND, TEXAS
FISCAL YEAR 2009-2010**

ANNUAL BUDGET

**2009-10 BUDGET
TABLE OF CONTENTS**

• Budget Message.....	1
• Capital Outlay/Contracts Information.....	4
• Policies and Procedures.....	5
• Budget Calendar.....	16
• Organization Chart/Personnel Count.....	17
• City Officials.....	19
• Demographics.....	20
• City Facts.....	21
• City Historical Timeline.....	27
• Taxable Property Values.....	29
• Tax Revenue and Distribution.....	33
• Combined Revenues and Expenditures.....	34
• General Fund Revenues and Expenditures.....	36
• General Fund Revenues and Expenditures Charts.....	38
• General Fund Departments	
▪ General Government Department.....	42
▪ Public Works Department.....	46
▪ Vehicle Maintenance Department.....	50
▪ Information Technology Department.....	54
▪ Street Department.....	58
▪ Sanitation Department.....	62
▪ Police Department.....	66

2009-10 BUDGET
TABLE OF CONTENTS, Continued

▪ Fire Department-Main Station.....	70
▪ Fire Department-Station #2.....	71
▪ Fire Department-Station #3.....	72
▪ Parks Department.....	76
▪ Janitorial Department.....	80
▪ Municipal Court Department.....	84
• General Fund Total Expenditures.....	88
• Water and Sewer Fund Revenue and Expenditures.....	90
• Water and Sewer Fund Revenue and Expenditures Charts.....	92
• Water and Sewer Fund Departments	
▪ Accounting and Collecting Department.....	96
▪ Customer Service Department.....	100
▪ Meter Department.....	104
▪ Water Department	109
▪ Wastewater Department.....	114
• Water and Sewer Fund – Expenditures.....	118
• Debt Service Fund – Revenues and Expenditures.....	121
• Debt Service Fund – Expenditures.....	122

2009-10 BUDGET
TABLE OF CONTENTS, Continued

- Park Improvement Fund – Revenues and Expenditures.....125
- Park Improvements Fund – Expenditures.....126
- CDBG Grant Fund – Revenues and Expenditures.....129
- Grant Construction Fund – Expenditures.....130
- Water Impact Fund – Revenues and Expenditures.....133
- Water Impact Fund – Expenditures.....134
- Wastewater Impact Fund – Revenues and Expenditures.....137
- Wastewater Impact Fund – Expenditures.....138
- Miscellaneous Funds – Expenditures.....141
- Miscellaneous Fund – Revenues.....142
- Ordinances –.....145
- City Utility Rates.....148
- Glossary.....154

HILMAR G. MOORE
MAYOR

CITY OF RICHMOND

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



JIM GONZALES
WILLIAM H. (BILL) DOSTAL, SR.
COMMISSIONERS

September 21, 2009

Honorable Mayor and City Commissioners
City of Richmond
Richmond, TX 77469

Dear Mayor and Commissioners,

The City staff is pleased to present the Annual Operating Budget for FY 2009-10. The total budget of \$15,056,461 represents an increase of \$492,706, a 3% change from the FY 2008-09 adopted budget. This includes General, Water and Sewer, Debt Service, Park Improvement, and Community Development Block Grant funds. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

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

GENERAL FUND

The two largest General Fund revenue sources are ad valorem tax and sales tax for a total of \$5,106,877. All other revenues combined amount to \$5,542,647 of General Fund revenue sources. The total projected General Fund revenues for the FY 2009-10 budget year is \$10,649,524, compare to the adopted FY 2008-09 revenues of \$10,463,001 for a 2% increase.

Certified tax values for FY 2009-10 are \$396,539,201, a .4% increase from FY 2008-09. The taxable value of new improvements was \$1,523,186, approximately .4% of the total taxable value.

The tax rate for FY 2009-10 is \$.78650 per \$100 valuation. The tax rate is divided so that \$.5290 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2575 goes for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$3,136,405 (including penalties and delinquent taxes) or 26% of revenues, with the adoption of the M&O tax rate of \$.5290.

The total proposed revenues of FY 2009-10 are \$15,787,405 compared to revenues of \$15,107,249 for FY 2008-09, a 5% increase. Sales tax revenues are estimated

conservatively at \$3,050,000. Sales tax is volatile revenue source and has a direct relation to construction, retail or commercial business and the economic situations of the nation.

The total FY 2009-10 General Fund expenditures are \$10,584,732, an increase of \$162,759 from FY 2008-09. A few highlights of this increase are as follows: equipment for new pumper truck, and a two percent cost of living increase for employees.

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

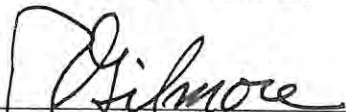
WATER AND SEWER FUND

The Water and Sewer Fund provide for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond. This year, revenues are anticipated to be \$5,318,353, which is \$497,000, a 10% increase over FY 2008-09 revenues. It should be noted \$251,743 is allocated to debt service payments for infrastructure improvements. This reflects our best estimate, based upon new customers, historical usages and average rainfall.


Expenditures in the Water and Sewer Fund are proposed at \$4,634,176, which is an increase of \$285,139, a 7% from FY 2008-09. The Water Department will be rehabbing \$50,000 of the water system. The wastewater department is repairing a wastewater line behind YMCA and North Richmond area. One replacement pick up truck is also included in the budget.

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

Respectively Submitted,



R. Glen Gilmore
City Manager



Terri Vela
Finance Director



APPROVED CAPITAL PROJECTS FY 2009-2010

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 \$5000 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 2010:

Capital Outlay costs:

General Fund

Fire Department \$50,000 Loose equipment for New Pumper Truck

Water and Sewer Fund

Meter Department \$ 16,000 ½ ton Pickup Truck
Wastewater Department \$ 70,000 Tractor/Loader/Backhoe Combination
 \$ 55,000 System Rehab-Repairs to main behind YMCA
 \$ 34,500 CDBG Match of 10%

Capital Contract costs:

General Fund

Street Department \$ 39,975 Payment for Gradall
Fire Department \$ 68,000 Payment for Engine

Total Capital Costs: \$333,475

CITY OF RICHMOND FACTS

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

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

CITY OF RICHMOND FISCAL/OPERATING POLICIES

BUDGET

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

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

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

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

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

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

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

ACCOUNTING

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

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

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

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

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

REVENUE

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

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

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

EXPENDITURE

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

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

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

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

FUND BALANCE

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

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

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

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

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

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

CAPITAL

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

INVESTMENTS

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

DEBT

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

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

SUMMARY OF CITYWIDE GOALS

- To work to implement the most economical rate for citizens for the cost of surface water
- To better train City employees in the use of data application software in order to more efficiently and effectively track day to day and long term departmental activities
- To maintain and update street maintenance program using an RSMS program
- To keep working in partnership with the community to develop solutions to persistent problems
- To establish policies reflecting sound fiscal responsibility and accountability

ACCOUNTING SYSTEMS AND BUDGETING CONTROL

Accounting Systems

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

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

Budgetary Compliance

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

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

Budgetary Controls

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

FINANCIAL CONDITION

Cash Management

Cash temporarily idle during the year is deposited into a sweep account. The average yield on this account was .06 percent for the City. Investment income includes appreciation in the fair value of

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

Risk Management

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

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

Long-Term Financial Planning

As of September 30, 2008, the General Fund reports a deficit \$145,494 unreserved, undesignated fund balance. The City will be implementing a policy for the unreserved fund balance to be an amount equal to three months of operating expenditures. Following its recent review of the City of Richmond, Texas' strategic plan, the Commission is considering raising the unreserved, undesignated fund balance policy in the future.

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

Relevant Financial Policies

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

The Regulatory Plan requires Groundwater permit holders within the Richmond/Rosenberg Sub-Area (as described by the Regulatory Plan) to limit their Groundwater withdrawals to seventy percent of their water consumption by 2015 and forty percent by 2025. A groundwater reduction plan showing how water conversion goals will be accomplished must be submitted by each Groundwater permit holder within the Richmond/Rosenberg Sub-Area to the Subsidence District by January 1, 2010. The City is developing a regional Groundwater Reduction Plan (GRP) to meet the Regulatory Plan requirements.

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

CITY OF RICHMOND, TEXAS

In September 1993, the Governmental Accounting Standards Board issued Statement No. 29, "Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting" which are effective for the City's financial statements for the year ending September 30, 2005. This statement provides guidance on accounting and financial reporting for business-type and enterprise fund activities. The City has elected alternative number one (1) from those provided by this standard. This alternative method elects to apply all GASB pronouncements as well as FASB pronouncements that were issued after November 30, 1989.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's ongoing operations. The principal sources of revenue of the Water & Sewer Fund are charges to customers for sales and services. Operating expenses include the costs of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Fund financial statements of the City are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditure/expenses. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues in the current fiscal period. All other revenue items are considered to be measurable and available only when the cash is received by the government.

CITY OF RICHMOND, TEXAS

Rebate

Obligations will become arbitrage bonds (as described above) if certain arbitrage profits are not paid to the federal government as rebate under section 148(f) of the Code. The City's obligations to calculate and make rebate payments (if any) will continue as long as there are gross proceeds allocable to outstanding debt issues.

Unexpended Debt Issuance Proceeds (Yield Restriction Requirements)

Section 148 of the Code also provides that in order for debt not to be considered arbitrage bonds (as described above), proceeds of such debt must be invested at a yield that is not materially higher than the yield on the debt issued starting on the third anniversary of the issue date of such debt. Accordingly, any unexpended proceeds of debt issued by the City that remain unexpended more than three years after such debt was issued should be yield restricted. The yield restriction may be accomplished by making yield reduction payments pursuant to Treas. Reg. Section 1.148-5(c). The City presently has unexpended proceeds from certain debt issues that require yield restriction as described above. The City is currently in compliance with these yield restriction requirements and does not anticipate associated significant noncompliance issues. The City is continuing to proceed with reasonable diligence to expend any remaining unexpended debt issuance proceeds on qualifying projects or to retire related debt issues still outstanding.

Capital Lease Obligations

The City has entered into capital lease agreements in order to purchase a software upgrade, a fire truck, fire related equipment and various other equipment. The capital lease obligations are paid out of the General and Water & Sewer Funds.

The assets acquired through capital leases are as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>
Asset:		
Machinery and equipment	\$ 1,102,513	81,533
Less: accumulated depreciation	(692,258)	(57,071)
	<u>\$ 410,255</u>	<u>\$ 24,462</u>

CITY OF RICHMOND, TEXAS

LONG-TERM DEBT

General Obligation Bonds and Certificates of Obligation

The City issues general obligation bonds and certificates of obligation to provide funds for the acquisition and construction of major capital facilities. General obligation bonds and certificates of obligation have been issued for governmental and business-type activities. General obligation bonds are direct obligations and pledge the full faith and credit of the government.

The following is a summary of general obligation bonds and certificates of obligation outstanding as of September 30, 2008:

Series	Original Issue	Matures	Interest Rate (%)	Debt Outstanding
Governmental Activities:				
General Obligation Bonds				
Series 1999 general obligation bonds	\$ 4,400,000	2020	3.15-4.55	\$ 3,045,000
Series II 1999 public improvement & refunding general obligation bonds	4,475,000	2020	4.25-5.5	2,640,000
Series 2004 general obligation bonds	530,000	2024	4.625-5.25	430,000
Total Governmental Activities				<u>\$ 6,115,000</u>
Business-type Activities:				
Series 2004 certificates of obligation	\$ 3,055,000	2024	3.5-5.5	<u>\$ 2,455,000</u>
Component Units:				
Certificates of Obligation				
Series 1997 certificates of obligation	\$ 2,300,000	2012	4.5-6.5	<u>\$ 780,000</u>

The annual requirements to amortize all primary government general obligation bonds and certificates of obligation outstanding as of September 30, 2008 are as follows:

Year Ending September 30,	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	Principal	Interest	Principal	Interest
2009	\$ 555,000	\$ 277,895	\$ 150,000	\$ 101,742
2010	560,000	252,027	150,000	95,218
2011	575,000	225,374	150,000	88,892
2012	585,000	197,809	150,000	84,380
2013	595,000	169,599	150,000	78,642
2014-2018	2,130,000	497,363	775,000	298,763
2019-2023	1,085,000	73,377	775,000	127,448
2024-2028	30,000	788	155,000	3,720
	<u>\$ 6,115,000</u>	<u>\$ 1,694,232</u>	<u>\$ 2,455,000</u>	<u>\$ 878,805</u>

Sources and Uses of Funds

The proceeds from the sale of the Bonds will be applied as follows:

SOURCES OF FUNDS:		
Principal Amount of Bonds		\$
Net Premium on the Bonds		
Accrued Interest		
Total Sources of Funds		<u>\$</u>
USES OF FUNDS		
Deposit to Construction Fund		\$
Deposit Accrued Interest to Interest and Sinking Fund		
Expenses:		
Underwriters' Discount		\$
Bond Insurance		
Other Issuance Expenses		
Total Uses of Funds		<u>\$</u>

Source of Payment

The Bonds, when issued, will constitute valid and binding obligations of the City and will be payable from the proceeds of a continuing, direct annual ad valorem tax levied, within the limits prescribed by law, against all taxable property within the City.

Authorization of the Bonds

The Bonds are issued pursuant to applicable provisions of the Constitution and laws of the State of Texas, including Chapter 1331, Texas Government Code, as amended, the provisions of the Ordinance adopted by the City Commission, which specifically authorizes the sale and issuance of the Bonds and an election held within the City on September 13, 2003. The Bonds constitutes the third installment of the total authorization of \$17,000,000 unlimited tax bonds approved at an election held September 13, 2003.

The following table illustrates the bonds authorized, issued and remaining authorized but unissued by proposition.

Date Authorized	Purpose	Amount Authorized	Issued To Date	The Bonds (b)	Authorized But Unissued (b)
9/13/2003	Streets and Drainage	\$ 6,100,000	\$1,512,000(a)	\$4,000,000	\$ 588,000
9/13/2003	Waterworks & Sewer System	8,600,000	1,543,000(a)	-0-	7,057,000
9/13/2003	Fire Station	2,300,000	530,000	-0-	1,770,000
		<u>\$17,000,000</u>	<u>\$3,585,000</u>	<u>\$4,000,000</u>	<u>\$9,415,000</u>

(a) The City has issued \$3,055,000 Certificates of Obligation, Series 2004 and intends to count it against the City's authorization.

(b) Preliminary, subject to change.

Use of Proceeds

Proceeds from the sale of the Bonds will be used for (i) the construction and improvements of streets and related drainage and (ii) to pay the costs of issuance of the Bonds.

Future Debt

After the sale of the Bonds, the City will have \$9,415,000* of authorized but unissued bonds remaining from the September 13, 2003 election. The City may also issue additional certificates of obligation for City projects. Depending on the rate of development within the City, changes in assessed valuation, and the amounts, interest rates, maturities and time of issuance of additional certificates of obligation or bonds, increases in the City's annual ad valorem tax rate may be required to provide for the payment of the principal of and interest on the City's outstanding bonds, the Bonds, and such future certificates of obligation or bonds.

* Preliminary, subject to change.

BUDGET PROCESS

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

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

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

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

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

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

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

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

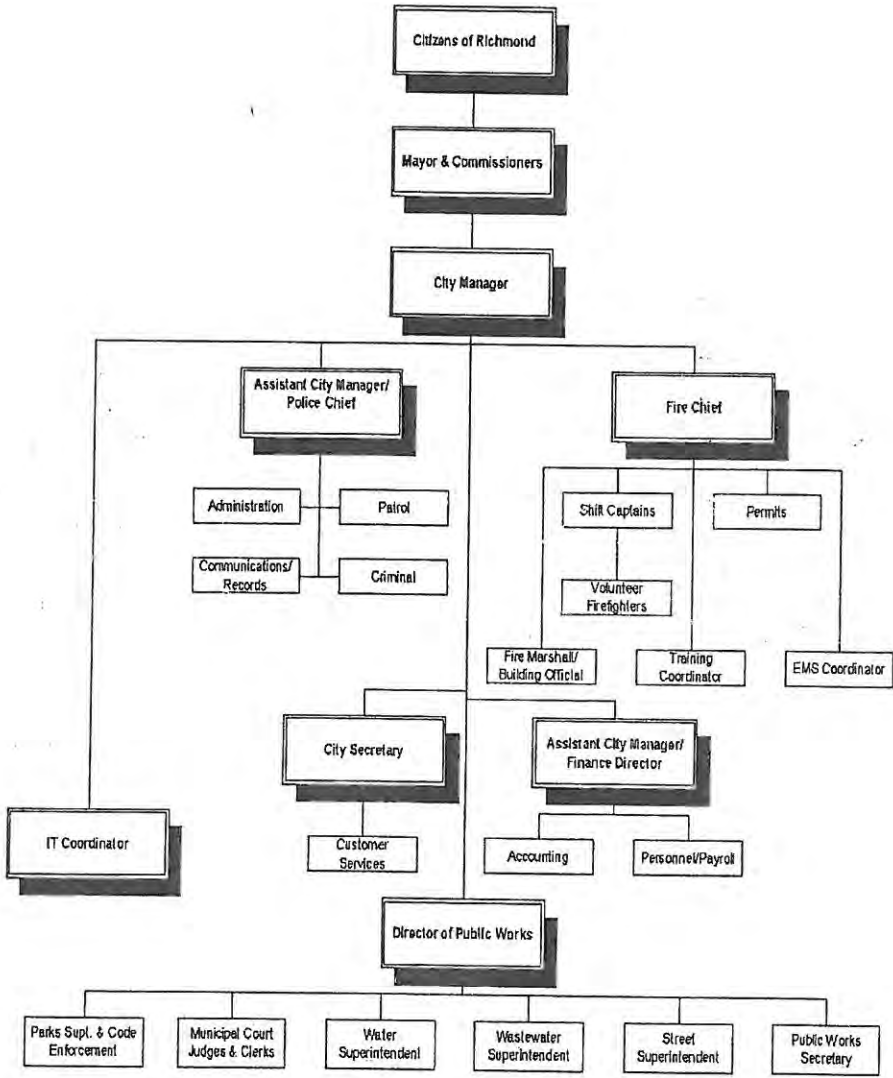
After the budget is formally adopted, any transfers or increases of appropriations of expenditures shall be approved by the Commission through a formal budget amendment, and management has the authority to transfer available funds allocated by the budget from one function or activity to another function or activity within the same department.

City of Richmond Budget Calendar FY 2009-2010

July 13, 2009	Departmental Budget Worksheets and forms due to Finance.
July 20, 2009	Deadline for ARB to approve appraisal records.
July 25, 2009	Tax roll certification by Chief Appraiser (official date).
August 17, 2009	Commission Budget Workshop (Expenditures).
September 1, 2009	Tax roll certification by Chief Appraiser to entities.
September 8, 2009	Calculation of effective & rollback Tax rates.
September 13, 2009	Publication of effective and rollback tax rates; statement and schedules; submission to governing body.
September 11, 2009	72 hour notice for meeting (Open Meetings Notice).
September 14, 2009	FY 2009-2010 Budget (Revenue) and 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. Monday at 4:30
September 18, 2009	72 hour notice for meeting at which governing body will adopt budget.
September 21, 2009	Adopt FY 2009-2010 Budget and adopt Tax Rate. Monday at 4:30

CITY OF RICHMOND, TEXAS

ORGANIZATIONAL CHART



CITY OF RICHMOND, TEXAS

FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION

Last Ten Fiscal Years

Function	Full-time Equivalent Employees as of September 30									
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
General government	7	7	7	7	7	8	8	9	10	10
Public safety										
Police										
Officers	26	27	27	28	28	28	31	31	32	31
Civilians	10	10	10	10	10	10	10	10	10	11
Fire										
Firefighters	13	13	14	14	15	20	21	24	28	34
Civilians	3	3	3	3	3	3	3	3	3	3
Public works										
Administration							2	2	2	2
Streets and sanitation	10	10	10	10	10	10	10	10	10	10
Maintenance and operations	5	5	5	5	4	4	4	4	4	4
Parks and recreation	7	7	7	7	8	8	8	8	6	7
Water and sewer	22	23	23	23	23	23	24	24	28	28
Total	103	105	106	107	108	114	121	125	133	140

Source - City personnel records.

CITY OF RICHMOND, TEXAS

PRINCIPAL OFFICIALS

<u>City Officials</u>	<u>Elective Position</u>	<u>Term Expires</u>
Hilmar G. Moore	Mayor	2010
William H. Dostal	City Commissioner	2010
James E. Gonzales	City Commissioner	2010
<u>Key Staff</u>	<u>Position</u>	
R. Glen Gilmore	City Manager *	
Lenert Kurtz	Public Works Director	
Terri Vela	Assistant City Manager/Finance Director	
William Whitworth	Assistant City Manager /Police Chief	
Stephen Noto	Fire Chief	
Mona Matak	City Secretary	
Stephen Gilbert	Municipal Court Judge *	

* - City Commission Appointive Position

CITY OF RICHMOND, TEXAS
DEMOGRAPHIC AND ECONOMIC STATISTICS

Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Population (1)	Personal Income	Per Capita Personal Income	Median Age (1)	School Enrollment (2)	Unemployment Rate (3)
1999	10,197	\$ n/a	\$ n/a	29	1,447	n/a
2000	11,081	n/a	n/a	30	1,458	3.6%
2001	11,965	n/a	n/a	30	1,390	4.1%
2002	12,411	n/a	n/a	30	1,426	5.0%
2003	12,752	n/a	n/a	30	1,420	5.9%
2004	13,093	n/a	n/a	30	1,388	5.1%
2005	13,434	n/a	n/a	30	1,343	5.2%
2006	13,775	n/a	n/a	30	1,951	4.7%
2007	14,372	n/a	n/a	31	2,051	4.2%
2008	13,404	n/a	17,083	31	2,153	5.5%

n/a - information not available.

Data sources:

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

PROFILE OF THE GOVERNMENT

The City, incorporated in 1837 as one of the first three cities in the Republic of Texas, is located in Fort Bend County at the site of Stephen F. Austin's original colonies in Texas and currently occupies a land area 4.074 square miles and serves a population of 14,372. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission.

The City of Richmond has operated under a Commission form of government since 1913. The Commission, vested with policy-making and legislative authority, is comprised of a Mayor and two Commission members. The Mayor and Commission members are all elected at large for a two-year term, with no term limits. The City Commission is responsible, among other things, for passing ordinances, adopting the budget and the hiring of the City's manager and municipal judge.

The City provides a full range of municipal services: public safety (police and fire protection), public improvements, sanitation, repair and maintenance of infrastructure, recreation and general administrative services. As an independent political subdivision of the State of Texas governed by an elected Mayor and Commission, the City is considered a primary government. In accordance with standards established by the Governmental Accounting Standards Board, the City reports all funds for which the City, as the primary government, is accountable.

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

LOCAL ECONOMY

The City of Richmond is home to a diversified group of industries. Major industries and business activities in the area include healthcare, metals, oil and gas services and a variety of general retail operations. This diversification is evident in the fact that no single taxpayer represents more than 2.7% of assessed valuation in the City.

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

Net taxable value for all residential and commercial property in the City exceeded \$356 million for fiscal year 2008, which is a 8% increase from fiscal year 2007.

CITY OF RICHMOND, TEXAS
OPERATING INDICATORS BY FUNCTION

Last Five Fiscal Years *

Function	2004	2005	2006	2007	2008
Police					
Arrests	618	641	577	340	401
Accident reports	212	200	182	252	246
Citations	6,298	5,513	4,473	4,467	4,575
Offense reports	2,040	2,163	1,845	1,572	1,759
Calls for service	61,919	67,077	62,607	63,036	67,499
Fire					
Structural fires	32	37	27	31	23
Vehicle fires	26	14	24	26	21
Vegetation fires	12	26	27	19	24
Trash/dumpster/other fires	26	18	35	17	35
EMS	1,240	1,331	1,355	1,612	1,800
Rescue	355	166	303	151	148
Hazardous condition/material calls	133	178	145	79	176
Service calls	1,151	1,057	852	836	887
Good intent calls	320	451	322	355	314
False alarms	10	16	18	16	22
Automatic aid/mutual aid given	123	153	166	156	152
Total Incident Responses	3,428	3,447	3,274	3,298	3,602
Fire safety inspections conducted	203	382	495	331	274
Fire safety classes/total audience	58/4830	57/3876	52/4101	45/4582	54/3942
Fire investigations initiated	38	50	33	30	37
Building - total permits issued	1,087	1,296	1,885	1,952	1,567
Building - total inspections conducted	2,280	2,619	4,253	3,953	4,320
Water					
Average daily consumption (millions of gallons)	1.850	2.051	1.895	1.788	1.977
Total Consumption (millions of gallons)	597.993	625.965	691.921	652.961	723.511
Peak daily consumption (millions of gallons)	2.395	2.898	2.984	3.408	3.214
Sewer					
Average daily sewage treatment (millions of gallons)	1.518	1.294	1.334	1.452	1.376
Total Consumption (millions of gallons)	555.021	472.281	486.998	529.939	503.745
Peak daily consumption (millions of gallons)	3.610	2.882	3.060	3.566	3.000

Source - Various City departments.

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

CITY OF RICHMOND, TEXAS

CAPITAL ASSETS STATISTICS BY FUNCTION

Last Ten Fiscal Years

Function	Fiscal Year									
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Public safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	14	16	18	18	20	23	25	25	25	27
Fire										
Stations	1	1	1	1	2	2	2	2	2	2
Public works										
Collection trucks	1	1	1	1	2	2	2	2	10	10
Streets (miles)	44	44	44	44	44	44	44	45	45	45
Parks and recreation										
Parks acreage	233	233	233	233	233	235	235	235	235	235
Parks	2	2	2	2	2	3	3	3	3	3
Water and sewer										
Water mains (miles)	n/a	n/a	n/a	48	48	50	50	50	50	50
Fire hydrants	n/a	n/a	n/a	213	223	234	239	287	287	292
Maximum daily capacity (millions of gallons)	n/a	n/a	n/a	2,167	3,167	3,167	3,167	3,167	3,167	3,167
Sanitary sewers (miles)	n/a	n/a	n/a	44	44	44	44	44	44	44
Storm sewers (miles)	n/a	n/a	n/a	12	12	12	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	n/a	2.184	2.387	2.164	3.712	3.610	2.882	3.060	3.060	3.000

n/a - information not available.

Source - Various City departments.

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

CITY OF RICHMOND, TEXAS

PRINCIPAL EMPLOYERS

Current Year and Six Years Ago

<u>Employer</u>	<u>2008</u>			<u>2002</u>		
	<u>Employees</u>	<u>Rank</u>	<u>% of Total City Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>% of Total City Employment</u>
Fort Bend County	2,035	1	27.13 %	\$ 1,472	1	19.63 %
Richmond State School	1,194	2	15.92	1,281	2	17.08
Oak Bend Hospital	436	3	5.81	482	3	6.43
NEPCO Foundry	303	4	4.04	150	5	2.00
Wal-Mart	286	5	3.81	225	4	3.00
City of Richmond	140	6	1.87	105	6	1.40
T.W. Davis YMCA	100	7	1.33	85	7	1.13
Richmond Post Office	63	8	0.84	48	8	0.64
ADM Cotton Mill	40	9	0.53	38	9	0.51
Office Depot	6	10	0.08	6	10	0.08
Total	4,603		61.37 %	\$ 3,892		51.89 %

Source - Municipal Advisory Council.

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

CITY OF RICHMOND FACTS

GOVERNMENT

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

GEOGRAPHY

Elevation	105 Feet
Area	3.5 Sqare Miles

CLIMATE

Average Annual Temperature	67 F.
Average High Temperature	83 F.
Average Low Temperature	51 F.
Clear Days/year	94
Partly Cloudy Days/year	114
Cloudy Days/year	157
Average Rainfall	46.07 inches

UTILITIES

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

EDUCATION (PUBLIC)

Lamar Consolidated ISD	
Enrollment	18,391
Average Student/Teacher ratio	16.2
Average SAT score	907
Budget	\$69,000,000
Elementary Schools	16
Middle Schools	3
Junior High Schools	3
Senior High Schools	3
Special	7
Teaching Staff:	
Advanced degrees	27.9%

10 Plus years 49.2%

EDUCATION (PRIVATE)

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

LIBRARIES

George Memorial 199,291 Volumes

CHURCHES

Protestant 14
Catholic 2
Other 14

HOSPITAL

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

EMS

Units 3
Staff 18
Average Response Time 4 Minutes

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

RECREATION

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

City of Richmond 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. Wily Martin, leading the rear guard, defended the Brazos River crossing against Santa Anna's troops, but was maneuvered out of position and opened the path for the Mexican march to San Jacinto.

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

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

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

1853-Yellow fever epidemic swept through Richmond.

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

1859-Richmond's business district bustled, and the town was 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.

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

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

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

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

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

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

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

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

HISTORIC POINT OF INTEREST

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

CITY OF RICHMOND, TEXAS
PRINCIPAL PROPERTY TAXPAYERS

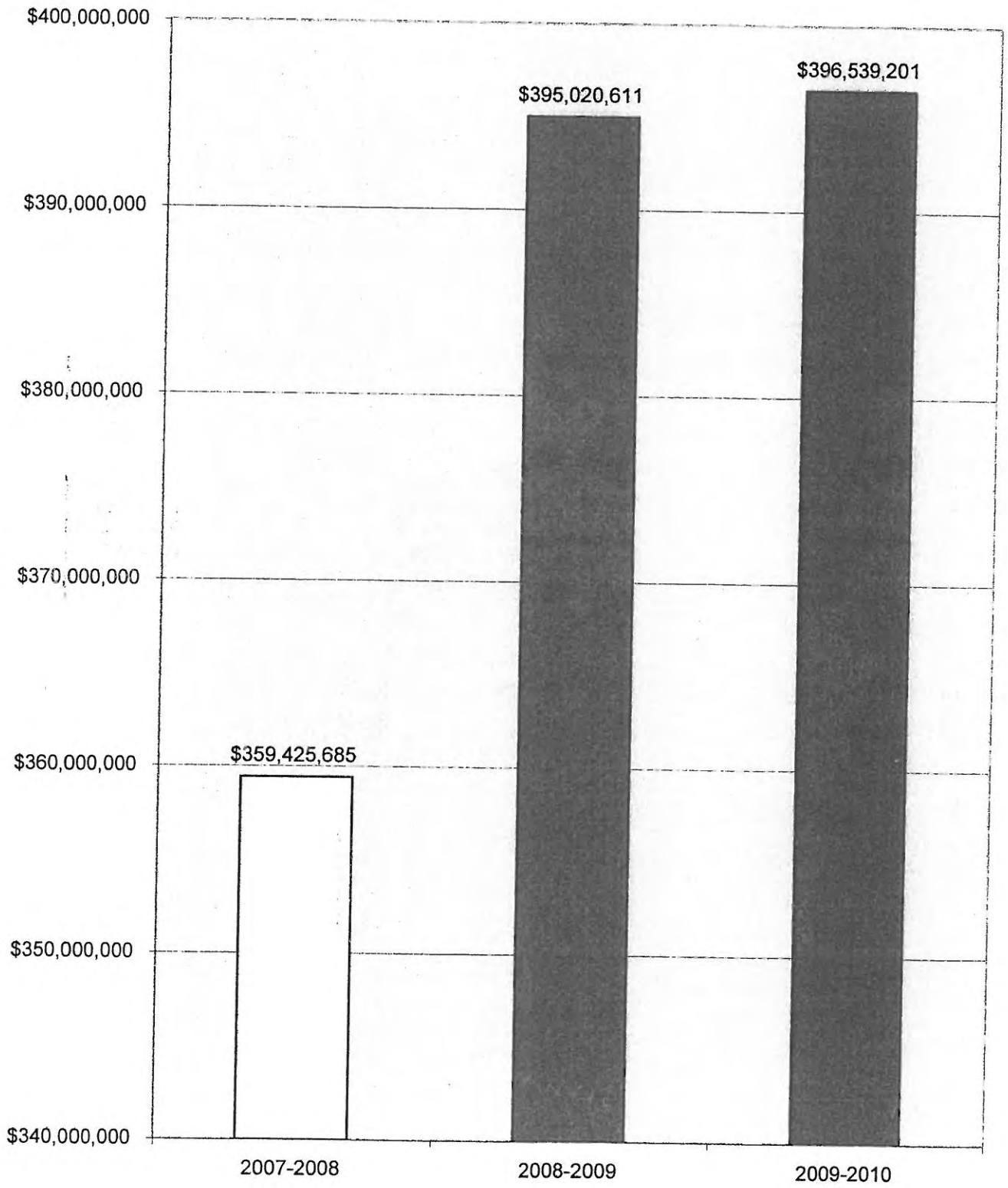
Current Year and Six Years Ago

Taxpayer	2008			2002		
	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value
Wal-Mart Real Estate Business	\$ 9,652,360	1	2.70 %	\$ 7,191,670	2	2.95 %
Wal-Mart Texas Stores, LP	8,781,340	2	2.46	6,124,830	4	2.51
Archer Daniel Midland Co	6,919,320	3	1.94	12,484,310	1	5.12
Hunter, Clayton, LLC	6,607,030	4	1.85	1,672,260	9	0.69
Matrix Metals, LLC	6,056,930	5	1.70	6,578,060	3	2.70
Heritage Country Club Place, LP	5,300,820	6	1.49	4,621,560	5	1.90
Polly Ryon Hospital Authority	4,939,510	7	1.38	3,883,180	7	1.59
CenterPoint Energy Inc	4,112,800	8	1.15	4,238,310	6	1.74
Golfview Holdings LLC	3,406,350	9	0.95			
Southern Cotton Oil Co	2,607,350	10	0.73	1,821,830	8	0.75
Hobbs & Curry FLP				1,500,040	10	0.62
Subtotal	58,383,810		16.36	50,116,050		20.57
Other taxpayers	298,523,090		83.64	193,563,938		79.43
Total	<u>\$ 356,906,900</u>		<u>100.00</u>	<u>\$ 243,679,988</u>		<u>100.00</u>

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

Source - Tax assessor/collector's records.

TOTAL TAX VALUE







TAX REVENUE and DISTRIBUTION

	2007-2008		2008-2009		2009-2010	
Real Estate	\$441,779,240		\$501,896,378		\$563,758,594	
Personal Property	\$81,100,922		\$81,043,685		\$83,871,886	
Total Tax Roll	\$522,880,162		\$582,940,063		\$647,630,480	
Homestead cap adj.	\$3,008,735		\$3,816,865		\$3,640,475	
Exempt Property	\$151,602,280	29%	\$173,417,360	30%	\$230,427,370	36%
Productivity Loss	\$4,599,110		\$6,151,860		\$14,702,300	
Disabled Vet.	\$377,080		\$391,580		\$545,060	
Over 65	\$3,555,880		\$3,626,030		\$3,733,280	
Misc. Exemptions	\$311,392		\$515,757		\$526,682	
Total Exemptions	\$163,454,477	31%	\$187,919,452	32%	\$253,575,167	39%
Under ARB Review	\$0		\$0		\$2,483,888	
Total Tax Value	\$359,425,685		\$395,020,611		\$396,539,201	0%
Tax Rate per \$100	0.7900		0.7900		0.7865	
Est. Tax Levy	\$2,839,463		\$3,120,663		\$3,118,781	
% of Collections	98%		98%		98%	
Est. Collections	\$2,724,994		\$3,058,250		\$3,056,405	
Delinquent Collections	\$67,121		\$80,000		\$80,000	
Est. Funds	\$2,792,114		\$3,138,250		\$3,136,405	
M & O Revenue	\$2,009,289		\$2,305,355		\$2,115,162	
Debt Service	\$853,385		\$832,895		\$1,021,244	
Development Corp.	\$214,038		\$211,050		\$212,725	
Water and Sewer	\$259,768		\$251,743		\$245,218	
M & O Rate	0.5526		0.5792		0.5290	
Debt Service Rate	0.2374		0.2108		0.2575	

**COMBINED REVENUES and EXPENDITURES
GENERAL, W/S and DEBT SERVICE FUND
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2009**

REVENUES

ACCOUNT DESCRIPTION	2007-2008	2008-2009	2009-2010
PROPERTY TAX-CURRENT	\$2,724,994	\$3,058,250	\$3,056,405
PROPERTY TAX-DEL.	\$67,121	\$80,000	\$80,000
TOTAL PROPERTY TAX	\$2,792,114	\$3,138,250	\$3,136,405
WATER SALES & SERVICE	\$2,672,381	\$2,220,000	\$2,650,000
SEWER SALES & SERVICE	\$2,247,108	\$2,314,353	\$2,314,353
TAX PENALTY AND INT	\$40,085	\$40,000	\$40,000
SALES TAX-STATE	\$2,641,251	\$2,950,000	\$3,050,000
GARBAGE COLL. FEES	\$1,221,146	\$1,350,000	\$1,350,000
LICENSES AND PERMITS	\$140,954	\$250,000	\$250,000
INSPECTION FEES	\$115,047	\$125,000	\$125,000
UTILITY GROSS RECPTS.	\$770,604	\$715,000	\$715,000
CORP. COURT FINES	\$320,317	\$376,050	\$376,050
MISCELLANEOUS	\$648,504	\$581,000	\$648,000
INTERGOVT. REVENUE	\$0	\$131,596	\$131,596
RENT	\$5,000	\$5,000	\$5,000
FIRE PROTECTION FEES	\$624,203	\$825,000	\$910,000
INTEREST	\$208,328	\$86,000	\$86,000
TOTAL REVENUES	\$14,447,040	\$15,107,249	\$15,787,405

EXPENDITURES

SALARIES, WAGES	\$7,407,553	\$8,570,829	\$8,865,337
MATL., SUPPL. & SERV.	\$4,267,694	\$4,550,039	\$4,589,354
CAPITAL OUTLAY	\$1,416,112	\$350,224	\$262,475
Subtotal EXPENSES	\$13,091,359	\$13,471,092	\$13,717,166
DEBT SERVICE	\$853,385	\$832,895	\$1,079,528
DEBT SERVICE-WATER & SEV	\$268,018	\$259,768	\$259,768
TOTAL EXPENDITURES	\$14,212,762	\$14,563,755	\$15,056,461
EXCESS REV./EXP.	\$234,278	\$543,494	\$730,943
PRIOR YEAR SURPLUS	\$1,337,624	\$1,571,902	\$2,115,396
ANT. SURPLUS BALANCE	\$1,571,902	\$2,115,396	\$2,846,339

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.

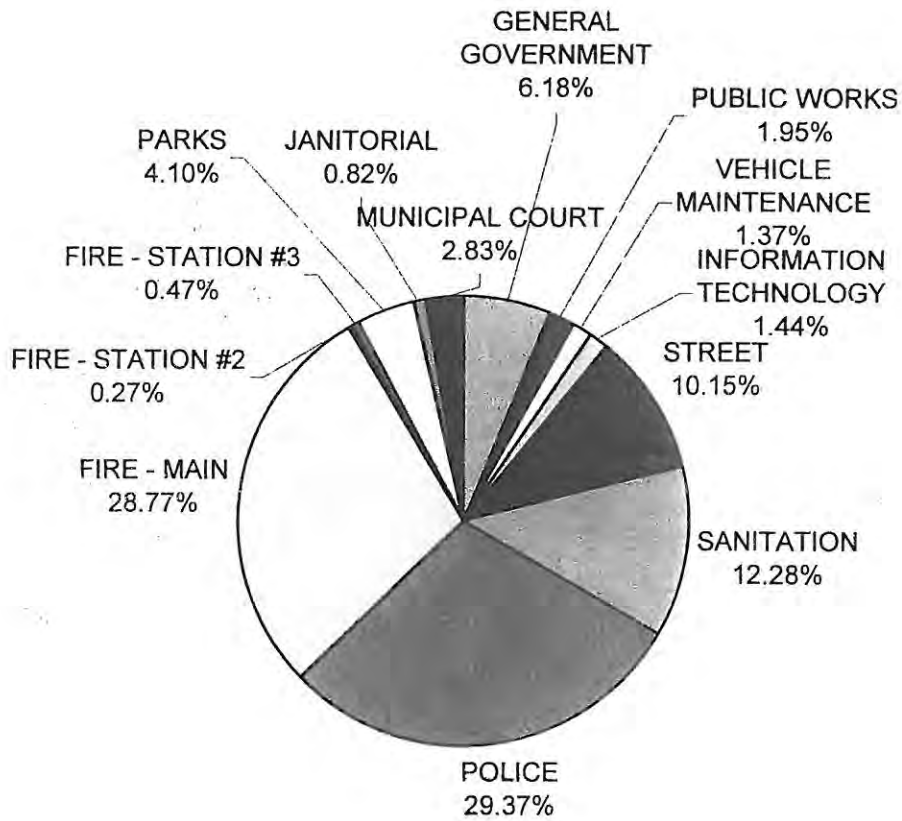


GENERAL FUND
Revenues and Expenditures

	2007-2008	2008-2009	Base 2009-2010	Adjustments to Base	Adopted 2009-2010	
3000 Property Tax-Current	\$2,724,994	\$3,058,250	\$3,056,405		\$3,056,405	
3005 Property Tax-Delinq.	\$67,121	\$80,000	\$80,000		\$80,000	
Total Property Tax	\$2,792,114	\$3,138,250	\$3,136,405		\$3,136,405	
3010 Tax Penalty and Int	\$40,085	\$40,000	\$40,000		\$40,000	
3025 Garbage Collection-Net	\$1,221,146	\$1,350,000	\$1,350,000		\$1,350,000	
3050 Rent	\$5,000	\$5,000	\$5,000		\$5,000	
3030 Corp. Court Fines	\$320,317	\$376,050	\$376,050		\$376,050	
3035 Utility Receipts	\$770,604	\$715,000	\$715,000		\$715,000	
3040 License & Permits	\$140,954	\$250,000	\$250,000		\$250,000	
3015 Sales Tax-State	\$2,641,251	\$2,950,000	\$2,950,000	\$100,000	\$3,050,000	
3045 Inspection Fees	\$115,047	\$125,000	\$125,000		\$125,000	
3047 Plan Review Fees	\$8,333	\$10,000	\$10,000		\$10,000	
3060 Intergovt. Revenue	\$0	\$131,596	\$131,596		\$131,596	
3055 Interest	\$36,530	\$80,000	\$80,000		\$80,000	
3065 Trans. frm Oth Funds	\$1,000,000	\$1,000,000	\$1,250,000		\$1,250,000	
3070 Other Income	\$318,714	\$300,000	\$300,000		\$300,000	
3075 Fire Protection Fees	\$624,203	\$825,000	\$900,000	\$10,000	\$910,000	
Total Revenues	\$10,034,297	\$11,295,896	\$11,619,051	\$110,000	\$11,729,051	
Less Debt Service	\$853,385	\$832,895	\$1,079,528		\$1,079,528	
Total M & O Revenue	\$9,180,912	\$10,463,001	\$10,539,524	\$110,000	\$10,649,524	% of Total
5100 General Government	\$927,775	\$694,238	\$694,238	(\$39,634)	\$654,604	6.18%
5105 Public Works	\$194,772	\$198,161	\$198,161	\$7,987	\$206,148	1.95%
5110 Vehicle Maintenance	\$148,737	\$141,077	\$141,077	\$4,208	\$145,285	1.37%
5115 Information Technology	\$146,262	\$147,293	\$147,293	\$4,911	\$152,204	1.44%
5120 Street	\$915,892	\$1,104,969	\$1,104,969	(\$30,886)	\$1,074,083	10.15%
5130 Sanitation	\$1,132,102	\$1,200,000	\$1,200,000	\$100,000	\$1,300,000	12.28%
5140 Police	\$2,795,183	\$3,079,238	\$3,034,296	\$74,699	\$3,108,995	29.37%
5150 Fire - Central	\$2,627,775	\$2,953,841	\$2,803,341	\$241,688	\$3,045,029	28.77%
5155 Fire - St. #2	\$22,083	\$24,750	\$24,750	\$3,650	\$28,400	0.27%
5157 Fire - St. #3	\$0	\$40,150	\$40,150	\$9,900	\$50,050	0.47%
5160 Parks	\$429,441	\$415,922	\$415,922	\$18,297	\$434,219	4.10%
5170 Janitorial	\$74,076	\$84,454	\$84,454	\$1,833	\$86,287	0.82%
5180 Municipal Court	\$279,585	\$337,880	\$314,880	(\$15,453)	\$299,427	2.83%
Est. M & O Expenses	\$9,693,684	\$10,421,973	\$10,203,531	\$381,202	\$10,584,732	
Net Operating Revenue	(\$512,772)	\$41,028	\$335,993		\$64,792	
Prior Year Balance	\$367,278	(\$145,494)	\$100,000		\$100,000	
Anticipated Balance	(\$145,494)	(\$104,466)	\$435,993		\$164,792	
Actual Ending Fund Balanc	(\$145,494)	\$100,000				



GENERAL FUND EXPENDITURES FY 2009-10



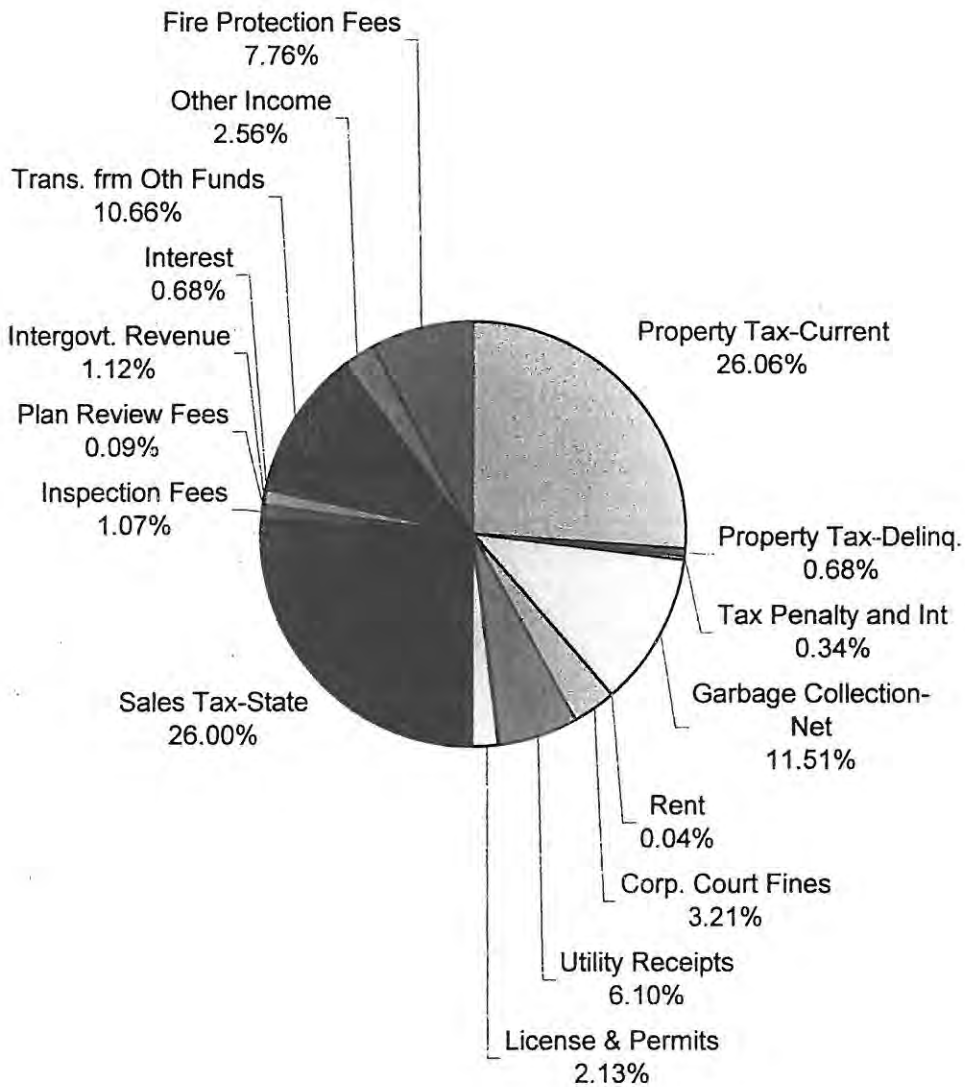
Total General Fund Expenditures \$10,584,732 Highest and Lowest:

Police	\$3,108,995	High	Fire Station #2	\$28,400	Low
Fire-Central	\$3,045,029		Fire station #3	\$50,050	
Sanitation	\$1,300,000		Janitorial	\$86,287	
Street	\$1,074,083		Vehicle Maintenance	\$145,285	



GENERAL FUND REVENUE FY 2009-10

Total General Fund Revenue \$11,729,051	Highest and Lowest Percentages
Property Tax-current \$3,056,405	Rent \$5,000
Sales Tax-State \$3,050,000	Low
Garbage Collection-Net \$1,350,000	Plan Review Fees \$10,000
Transfer from other Funds \$1,250,000	Tax Penalty/Interest \$40,000
	Property Tax-Delinquent \$80,000





5100 GENERAL GOVERNMENT DEPARTMENT		Expenses			Adopted	
DESCRIPTION	Per Audit 2007-2008	2008-2009	Base Budget 2009-2010	Adjustments to Base	2009-2010 Budget	
40000	Salaries	\$178,512	\$185,929	\$185,929	\$2,887	\$188,816
40050	Salaries Commissioners	\$1,350	\$1,350	\$1,350		\$1,350
40010	Salaries Contract	\$7,700	\$12,000	\$12,000		\$12,000
40100	Salaries Election	\$0	\$0	\$0		\$0
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$10,806	\$11,527	\$11,527	\$179	\$11,706
40200	Medicare	\$2,527	\$2,696	\$2,696	\$42	\$2,738
40250	Retirement	\$22,353	\$26,030	\$26,030	\$4,615	\$30,645
40350	Workmans Comp.	\$500	\$519	\$519	(\$142)	\$377
40400	Health Insurance	\$16,320	\$17,917	\$17,917	\$85	\$18,002
40500	Recruiting	\$27	\$20	\$20		\$20
40650	Travel and Training	\$554	\$750	\$750	\$3,000	\$3,750
40750	Office Supplies	\$5,723	\$5,000	\$5,000		\$5,000
40800	Postage	\$511	\$500	\$500	\$500	\$1,000
41300	Janitorial Supplies	\$0	\$0	\$0		\$0
41650	Periodicals-Memberships	\$4,030	\$4,000	\$4,000		\$4,000
41950	Equipment Repair	\$0	\$500	\$500		\$500
42000	Bldg. Repair & Maint.	\$1,245	\$25,000	\$25,000	(\$24,000)	\$1,000
42200	Légál & Acct. Fees	\$46,313	\$25,000	\$25,000		\$25,000
42210	Engineer & Prof. Fees	\$278,128	\$225,000	\$225,000	(\$50,000)	\$175,000
42250	Contract Service	\$26,842	\$36,800	\$36,800	\$8,200	\$45,000
42400	Maintenance Contract	\$6,730	\$6,000	\$6,000		\$6,000
42500	Advertising	\$1,723	\$1,500	\$1,500		\$1,500
42600	Utilities	\$6,465	\$5,000	\$5,000		\$5,000
42700	Telephone & Pagers	\$3,778	\$3,500	\$3,500		\$3,500
42750	Insurance & Bonding	\$104,276	\$95,000	\$95,000	\$15,000	\$110,000
42800	License & Permits	\$0	\$0	\$0		\$0
42850	Miscellaneous	\$1,269	\$2,000	\$2,000		\$2,000
42900	Capital Outlay	\$199,831	\$0	\$0		\$0
43050	Interest Expense	\$262	\$700	\$700		\$700
	TOTAL EXPENSES	\$927,775	\$694,238	\$694,238	(\$39,634)	\$654,604
	SALARIES & FEES	\$240,068	\$257,968	\$257,968	\$3,066	\$261,034
	MTL. & SUPPLIES	\$687,707	\$436,270	\$436,270	(\$42,700)	\$393,570

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.

2009-2010 Departmental Goals

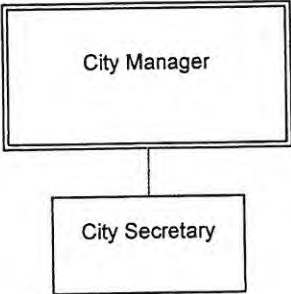
- Provide city services to the citizens of Richmond in the most efficient and effective manner possible
- Improve records imaging and indexing system
- Work to implement most economical rate for surface water

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of construction contracts	4	3	3
# of commission meetings	12	12	12
# of workshops	10	7	7
# of special meetings	11	6	6

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
City Manager	1	1	1
City Secretary	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



5105

PUBLIC WORKS DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$123,583	\$127,140	\$127,140	\$3,256	\$130,396
40125 Overtime	\$961	\$0	\$0		\$0
40150 Social Security	\$7,598	\$7,883	\$7,883	\$201	\$8,084
40200 Medicare	\$1,777	\$1,844	\$1,844	\$46	\$1,890
40250 Retirement	\$15,478	\$17,799	\$17,799	\$3,364	\$21,163
40350 Workmans Comp.	\$346	\$355	\$355	(\$95)	\$260
40400 Health Insurance	\$16,509	\$9,755	\$9,755	\$814	\$10,569
40600 Uniforms	\$0	\$0	\$0		\$0
40650 Travel and Training	\$0	\$450	\$450		\$450
40750 Office Supplies	\$3,866	\$7,000	\$7,000		\$7,000
40800 Postage	\$648	\$600	\$600		\$600
41300 Janitor Supplies	\$275	\$300	\$300		\$300
41650 Periodicals-Memberships	\$135	\$135	\$135		\$135
42000 Bldg. Repair & Maint.	\$5,185	\$4,000	\$4,000		\$4,000
42200 Legal & Act. Fees	\$0	\$0	\$0		\$0
42250 Contract Services	\$555	\$1,200	\$1,200	\$400	\$1,600
42400 Maintenance Contracts	\$778	\$1,200	\$1,200	(\$200)	\$1,000
42600 Utilities	\$10,747	\$12,000	\$12,000		\$12,000
42700 Telephone & Pagers	\$5,707	\$6,000	\$6,000	\$200	\$6,200
42850 Miscellaneous	\$624	\$500	\$500		\$500
42900 Capital Outlay	\$0	\$0	\$0		\$0
42950 Capital Contract	\$0	\$0	\$0		\$0
TOTAL EXPENSES	\$194,772	\$198,161	\$198,161	\$7,987	\$206,148
SALARIES & FEES	\$166,253	\$164,776	\$164,776	\$7,587	\$172,363
MTL. & SUPPLIES	\$28,519	\$33,385	\$33,385	\$400	\$33,785

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.

2009-2010 Departmental Goals

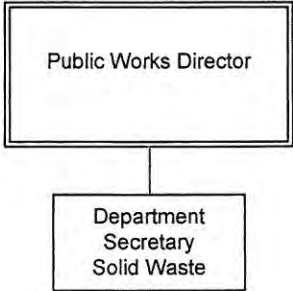
- To continuously seek ways to improve services to the citizens and businesses
- Public Works Departments will maintain their responsible areas at or above any regulatory requirements for their respected areas
- Public Works Departments will maintain any infrastructure in their area of responsibility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

2009-2010 Departmental Performance Indicators

	Act. FY 07-08	Est. FY 08-09	Bud. FY 09-10
Attended Departmental meetings	250	250	250
Reply to citizen concern calls	1000	1000	1000

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Public Works Director	1	1	1
Executive Secretary	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



5110

VEHICLE MAINTENANCE DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$90,352	\$78,797	\$78,797	\$1,661	\$80,458
40125 Overtime	\$3,016	\$2,200	\$2,200	\$1,800	\$4,000
40150 Social Security	\$4,349	\$5,022	\$5,022	\$215	\$5,237
40200 Medicare	\$1,017	\$1,174	\$1,174	\$50	\$1,224
40250 Retirement	\$9,243	\$11,340	\$11,340	\$2,368	\$13,708
40350 Workmans Comp.	\$2,306	\$2,490	\$2,490	(\$541)	\$1,949
40400 Health Insurance	\$11,467	\$15,154	\$15,154	\$56	\$15,210
40600 Uniforms	\$894	\$900	\$900	\$300	\$1,200
40650 Travel and Training	\$519	\$500	\$500		\$500
40750 Office Supplies	\$169	\$1,000	\$1,000		\$1,000
40850 Paint & Supplies	\$389	\$1,500	\$1,500	(\$500)	\$1,000
40950 Shop Tools & Equip.	\$8,789	\$4,000	\$4,000	\$500	\$4,500
41100 Gasoline	\$913	\$1,750	\$1,750	(\$750)	\$1,000
41150 Tires & Batteries	\$835	\$300	\$300		\$300
41950 Equipment Repair	\$1,027	\$1,500	\$1,500	(\$500)	\$1,000
42000 Bldg. Repair & Maint	\$1,001	\$2,500	\$2,500	(\$500)	\$2,000
42100 Vehicle Repair	\$297	\$500	\$500		\$500
42150 Equipment Rental	\$470	\$250	\$250	\$450	\$700
42250 Contracted Services	\$1,257	\$2,500	\$2,500	(\$300)	\$2,200
42500 Advertising	\$0	\$0	\$0		\$0
42600 Utilities	\$6,444	\$3,500	\$3,500	\$100	\$3,600
42700 Telephone & Pagers	\$3,430	\$3,000	\$3,000		\$3,000
42850 Miscellaneous	\$553	\$1,200	\$1,200	(\$200)	\$1,000
42900 Capital Outlay	\$0	\$0	\$0		\$0
TOTAL EXPENSES	\$148,737	\$141,077	\$141,077	\$4,208	\$145,285
SALARIES & FEES	\$121,749	\$116,177	\$116,177	\$5,608	\$121,785
MTL. & SUPPLIES	\$26,988	\$24,900	\$24,900	(\$1,400)	\$23,500

VEHICLE MAINTENANCE DEPARTMENT

Department Mission

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

Department Description

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

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

2009-2010 Departmental Goals

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

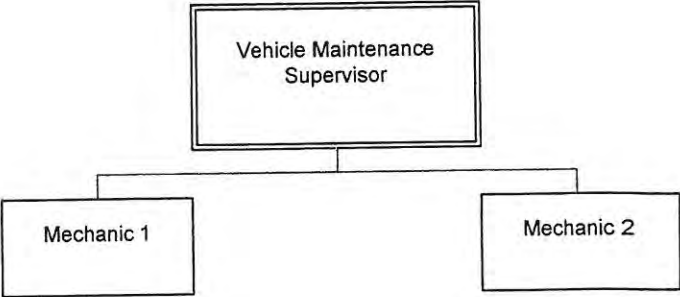
2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Total # of pieces of equipment serviced/maintained	102	104	107

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Supervisor	1	1	0
Mechanic	1	1	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

City of Richmond	
Vehicle Maintenance	2009 - 2010



5115

INFORMATION TECHNOLOGY DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$99,080	\$102,486	\$102,486	\$2,137	\$104,623
40125 Overtime	\$912	\$0	\$0		\$0
40150 Social Security	\$6,148	\$6,355	\$6,355	\$132	\$6,487
40200 Medicare	\$1,438	\$1,486	\$1,486	\$31	\$1,517
40250 Retirement	\$12,438	\$14,348	\$14,348	\$2,632	\$16,980
40350 Workmans Comp.	\$278	\$286	\$286	(\$77)	\$209
40400 Health Insurance	\$19,930	\$10,832	\$10,832	\$57	\$10,889
40650 Travel and Training	\$0	\$3,800	\$3,800		\$3,800
40750 Office Supplies	\$3,010	\$3,500	\$3,500		\$3,500
41100 Gasoline and Diesel	\$1,720	\$2,350	\$2,350		\$2,350
41650 Periodicals, Memberships	\$0	\$100	\$100		\$100
42100 Vehicle Repair	\$397	\$750	\$750		\$750
42700 Telephone & Pagers	\$911	\$1,000	\$1,000		\$1,000
42800 License & Permits	\$0	\$0	\$0		\$0
42850 Miscellaneous	\$0	\$0	\$0		\$0
42900 Capital Outlay	\$0	\$0	\$0		\$0
42950 Capital Contract	\$0	\$0	\$0		\$0
TOTAL EXPENSES	\$146,262	\$147,293	\$147,293	\$4,911	\$152,204
SALARIES & FEES	\$140,224	\$135,793	\$135,793	\$4,911	\$140,704
MTL. & SUPPLIES	\$6,038	\$11,500	\$11,500	\$0	\$11,500

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.

2009-2010 Departmental Goals

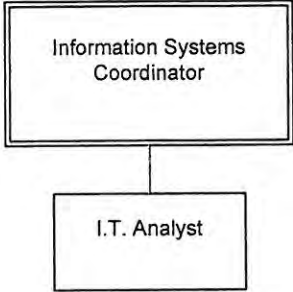
- Provide the highest quality information prior to enterprise technology investments
- Choose appropriate IT projects and manage them effectively
- Hold classes to train users to use spreadsheet and data application software to more efficiently and effectively track day-to-day and long term departmental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

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of File Servers maintained	7	8	8
# of Mobile Terminals maintained	25	25	25
# of Network Printers maintained	14	23	23
# of Workstations	92	101	105

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



5120
STREET DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adoptec 2009-201 Budget
40000 Salaries	\$350,519	\$364,569	\$364,569	(\$6,651)	\$357,918
40125 Overtime	\$5,298	\$5,742	\$5,742		\$5,742
40150 Social Security	\$20,522	\$22,959	\$22,959	(\$412)	\$22,547
40200 Medicare	\$4,800	\$5,370	\$5,370	(\$97)	\$5,273
40250 Retirement	\$43,105	\$49,260	\$49,260	\$8,041	\$57,301
40350 Workmans Comp.	\$27,380	\$28,346	\$28,346	(\$9,693)	\$18,653
40400 Health Insurance	\$57,845	\$62,448	\$62,448	(\$1,373)	\$61,075
40550 Medical Surveillance	\$0	\$500	\$500		\$500
40600 Uniforms	\$4,243	\$5,000	\$5,000		\$5,000
40650 Travel and Training	\$203	\$500	\$500		\$500
40750 Office Supplies	\$1,089	\$1,500	\$1,500		\$1,500
40800 Postage	\$0	\$100	\$100		\$100
40850 Paint,Hardware Supplies	\$1,459	\$4,000	\$4,000		\$4,000
40900 Street and Sign Paint	\$2,233	\$6,000	\$6,000		\$6,000
40950 Shop Tools & Equip.	\$1,042	\$2,000	\$2,000		\$2,000
41100 Gasoline and Diesel	\$40,440	\$40,000	\$40,000	(\$10,000)	\$30,000
41150 Tires & Batteries	\$1,469	\$4,000	\$4,000		\$4,000
41200 Topping & Base Materials	\$129,001	\$200,000	\$200,000		\$200,000
41250 Repair & Maint Materials	\$4,204	\$50,000	\$50,000		\$50,000
41300 Janitorial Supplies	\$962	\$1,200	\$1,200		\$1,200
41350 Chemicals	\$6,335	\$7,000	\$7,000	\$1,000	\$8,000
41650 Periodicals, Memberships	\$0	\$100	\$100		\$100
41900 Storm Water Mgmt Prgm	\$0	\$25,000	\$25,000	(\$5,000)	\$20,000
41950 Equipment Repair	\$15,498	\$12,000	\$12,000		\$12,000
42000 Bldg. Repair & Maint.	\$1,984	\$2,000	\$2,000	\$2,000	\$4,000
42100 Vehicle Repair	\$5,678	\$8,000	\$8,000		\$8,000
42150 Equipment Rental	\$4,532	\$10,000	\$10,000		\$10,000
42210 Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250 Contract Service	\$15,436	\$35,000	\$35,000		\$35,000
42500 Advertising	\$0	\$100	\$100		\$100
42550 Mosquito Control	\$1,520	\$9,200	\$9,200	(\$2,200)	\$7,000
42600 Utilities	\$10,761	\$11,500	\$11,500	(\$1,500)	\$10,000
42650 Street Lighting	\$73,103	\$78,000	\$78,000	(\$5,000)	\$73,000
42700 Telephone & Pagers	\$4,365	\$6,000	\$6,000		\$6,000
42800 License & Permits	\$360	\$600	\$600		\$600
42850 Miscellaneous	\$7,890	\$7,000	\$7,000		\$7,000
42900 Capital Outlay	\$32,660	\$0	\$0		\$0
42950 Capital Contract	\$39,957	\$39,975	\$39,975		\$39,975
TOTAL EXPENSES	\$915,892	\$1,104,969	\$1,104,969	(\$30,886)	\$1,074,083
SALARIES & FEES	\$509,467	\$539,194	\$538,694	(\$10,186)	\$528,508
MTL. & SUPPLIES	\$333,807	\$525,800	\$526,300	(\$20,700)	\$505,600

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. To 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 Departments 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.

2009-2010 Departmental Goals

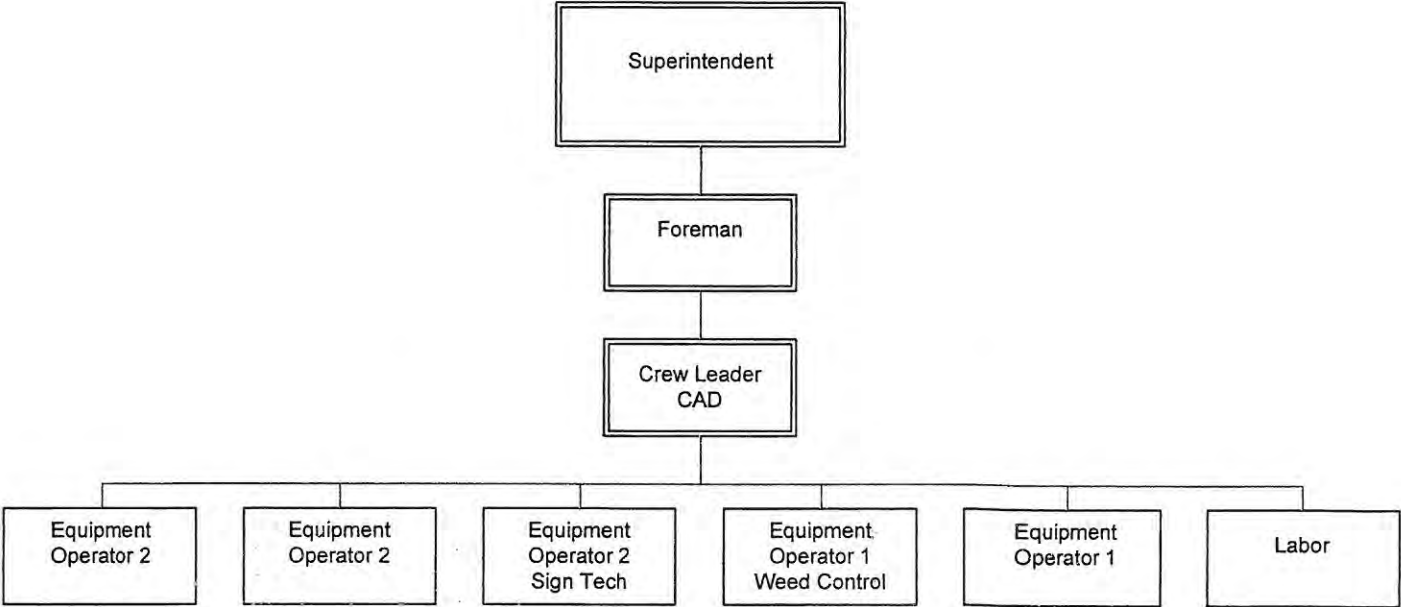
- Continually improving productivity, quality of service and performance
- Provide the traveling public with a safe environment for automobile and pedestrian traffic
- Continue with the crack sealing program
- Maintain and update street maintenance program using R.S.M.S. computer program
- Maintain and update street and regulatory sign inventory program
- Complete 1.5 miles of street maintenance, repairs and construction
- Provide a minimum of 8 hours of continuing education for each employee

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Act.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Miles of pavement replaced	2.45	1.5	1.5

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Act.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Senior Operator	0	0	0
Equipment Operator I	3	2	2
Equipment Operator II	3	4	4
Laborer	1	1	1
Part Time Laborer	1	1	1
Total Personnel	<hr/> 11	<hr/> 11	<hr/> 11



5130

SANITATION DEPARTMENT

			Expenses		Adopted
	Per Audit		Base Budget	Adjustments	2009-2010
DESCRIPTION	2007-2008	2008-2009	2009-2010	to Base	Budget
41950 Equipment Repair	\$0	\$0	\$0		\$
42250 Contracted Services	\$1,132,102	\$1,200,000	\$1,200,000	\$100,000	\$1,300,000
42810 Sales Tax	\$0	\$0	\$0		\$
42950 Capital Outlay	\$0	\$0	\$0		\$
TOTAL EXPENSES	\$1,132,102	\$1,200,000	\$1,200,000	\$100,000	\$1,300,000
MTL. & SUPPLIES	\$1,132,102	\$1,200,000	\$1,200,000	\$100,000	\$1,300,000

SANITATION DEPARTMENT

Department Mission

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

Department Description

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

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

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

Any safety or health hazards are investigated immediately.

2009-2010 Departmental Goals

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

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of garbage accounts	3118	3448	3031

2009-2010 Departmental Personnel History

Included in Public Works Personnel History



5140
POLICE DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$1,670,917	\$1,930,203	\$1,930,203	\$55,135	\$1,985,338
40000 Salaries-5310	\$0	\$0	\$0		\$0
40125 Overtime	\$59,025	\$54,643	\$54,643		\$54,643
40150 Social Security	\$104,027	\$123,060	\$123,060	\$3,419	\$126,479
40200 Medicare	\$24,747	\$28,780	\$28,780	\$800	\$29,580
40250 Retirement	\$216,050	\$273,847	\$273,847	\$52,568	\$326,415
40350 Workmans Comp.	\$50,581	\$53,550	\$53,550	(\$14,673)	\$38,877
40400 Health Insurance	\$201,154	\$234,788	\$234,788	\$7,926	\$242,714
40550 Medical Surveillance	\$4,679	\$7,500	\$7,500		\$7,500
40600 Uniforms	\$7,516	\$10,000	\$10,000		\$10,000
40600 Uniforms-5310	\$0	\$0	\$0		\$0
40650 Travel and Training	\$9,942	\$18,000	\$18,000	(\$1,800)	\$16,200
40650 Travel and Training-5310	\$0	\$0	\$0		\$0
40750 Office Supplies	\$38,487	\$37,750	\$37,750	(\$6,000)	\$31,750
40750 Office Supplies-5310	\$0	\$0	\$0		\$0
40800 Postage	\$975	\$1,200	\$1,200	(\$200)	\$1,000
40850 Paint,Hardware Supplies	\$401	\$1,000	\$1,000		\$1,000
41100 Gasoline and Diesel	\$78,508	\$80,000	\$80,000	(\$15,000)	\$65,000
41150 Tires & Batteries	\$4,895	\$4,800	\$4,800		\$4,800
41400 Ammunition	\$5,447	\$10,000	\$10,000		\$10,000
41450 Canine	\$592	\$2,500	\$2,500	(\$500)	\$2,000
41500 Film and Photo Process	\$664	\$900	\$900	(\$450)	\$450
41500 Film and Photo Process-5310	\$0	\$0	\$0		\$0
41650 Periodicals-Memberships	\$1,166	\$800	\$800		\$800
41950 Equipment Repair	\$8,822	\$9,000	\$9,000		\$9,000
42100 Vehicle Repair	(\$2,719)	\$20,000	\$20,000		\$20,000
42150 Equipment Rental	\$5,135	\$5,000	\$5,000		\$5,000
42250 Contracted Services	\$24,543	\$14,525	\$14,525	(\$4,525)	\$10,000
42300 Animal Control	\$11,616	\$12,000	\$12,000		\$12,000
42350 Board of Prisoners	\$2,560	\$10,800	\$10,800	(\$1,000)	\$9,800
42400 Maintenance Contract	\$14,492	\$21,000	\$21,000		\$21,000
42500 Advertising	\$762	\$2,000	\$2,000	(\$1,000)	\$1,000
42600 Utilities	\$32,846	\$31,000	\$31,000		\$31,000
42700 Telephone & Pagers	\$26,505	\$30,650	\$30,650		\$30,650
42700 Telephone & Pagers-5310	\$0	\$0	\$0		\$0
42850 Miscellaneous	\$3,796	\$5,000	\$5,000		\$5,000
42850 Miscellaneous-5310	\$0	\$0	\$0		\$0
42900 Capital Outlay	\$187,053	\$44,942	\$0		\$0
42900 Capital Outlay-Tiberon	\$0	\$0	\$0		\$0
42950 Capital Contract	\$0	\$0	\$0		\$0
TOTAL EXPENSES	\$2,795,183	\$3,079,238	\$3,034,296	\$74,699	\$3,108,995
SALARIES & FEES	\$2,326,502	\$2,698,871	\$2,698,871	\$105,174	\$2,804,045
MTL. & SUPPLIES	\$281,628	\$335,425	\$335,425	(\$30,475)	\$304,950

POLICE DEPARTMENT

Department Mission

The mission of the Richmond Police Department is to improve the quality of life for all who live in, work in or visit our community by delivering professional, effective police service. Members of the Richmond Police Department are dedicated to accomplishing this mission by: Protecting the person, the property and the constitutional rights of the people we are hired to serve; maintaining public peace and order through the fair and impartial enforcement of the law; promoting cooperation and trust between our organization and the community; working in partnership with the community to develop innovative solutions for persistent problems; conducting public business efficiently and effectively; valuing our employees as our most important resource; and facing the future with a spirit of optimism and innovation .

Department Description

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

2009-2010 Departmental Goals

- Protecting the people, property and rights of those we are hired to serve
- Maintaining public peace and order through fair and impartial law enforcement
- Promoting trust and cooperation between the department and the community
- Working in partnership with the community to develop solutions to persistent problems

2009-2010 Departmental Performance Indicators

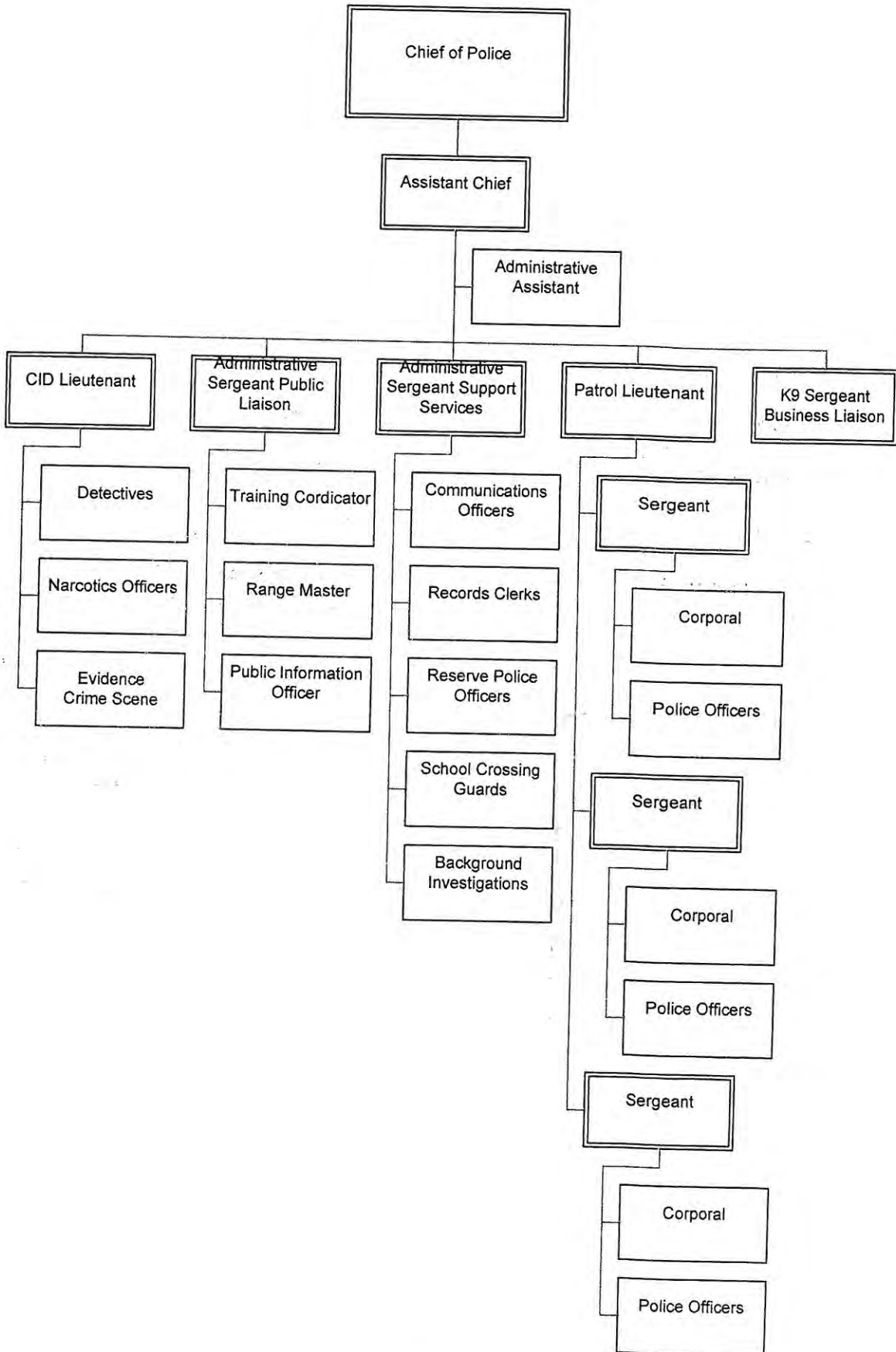
	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Written warnings issued	2,780	3,927	3,630
Citations issued	4,075	3,633	3,619
Arrests made	816	752	775
Hours of in-service training	977	2,130	818
Traffic accident reports	190	241	220

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant of Patrol	1	1	1
Lieutenant of CID	1	1	1
Patrol Sergeant	3	3	3
Administrative Sergeant	2	2	1
Patrol Corporal	3	3	3
Detective	4	4	4
Crime Scene Detective	2	2	2
Patrol Officer	12	12	12
Administrative Assistant	1	1	1
Dispatcher	8	8	8
Records Specialist	1	1	1
K-9 Sergeant	1	1	1
Lieutenant Support Services	0	0	1
Total Personnel	41	41	41

City of Richmond

Police Department 2009 - 2010



5150
FIRE DEPARTMENT-CENTRAL

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$1,452,362	\$1,719,018	\$1,719,018	\$49,123	\$1,768,141
40125 Overtime	\$0	\$0	\$0		\$0
40150 Social Security	\$86,362	\$106,579	\$106,579	\$3,046	\$109,625
40200 Medicare	\$19,857	\$24,926	\$24,926	\$712	\$25,638
40250 Retirement	\$177,181	\$240,662	\$240,662	\$46,307	\$286,969
40300 Volunteer Retirement	\$4,696	\$6,000	\$6,000		\$6,000
40350 Workmans Comp.	\$31,538	\$38,464	\$38,464	\$1,174	\$39,638
40400 Health Insurance	\$175,090	\$226,892	\$226,892	\$11,727	\$238,619
40500 Volunteer Benefits	\$23,628	\$26,000	\$26,000		\$26,000
40550 Medical Surveillance	\$16,337	\$27,000	\$27,000	\$9,000	\$36,000
40600 Uniforms	\$14,293	\$18,000	\$18,000	\$2,000	\$20,000
40650 Travel and Training	\$63,786	\$55,000	\$55,000		\$55,000
40650 Travel and Training-5320	\$0	\$0	\$0		\$0
40700 Convention/Association	\$974	\$3,500	\$3,500		\$3,500
40750 Office Supplies	\$15,998	\$17,000	\$17,000		\$17,000
40800 Postage	\$988	\$800	\$800		\$800
40850 Paint,Hardware Supplies	\$0	\$0	\$0		\$0
40950 Shop Tools & Equip.	\$492	\$1,650	\$1,650		\$1,650
41000 Fire Hose & Equipment	\$82,460	\$70,000	\$70,000		\$70,000
41050 Projects from Donations	\$0	\$0	\$0		\$0
41100 Gasoline and Diesel	\$42,657	\$47,000	\$47,000	(\$7,000)	\$40,000
41150 Tires & Batteries	\$4,441	\$4,500	\$4,500	\$500	\$5,000
41250 Fire Marshal/Inspection	\$9,503	\$10,000	\$10,000		\$10,000
41300 Janitorial Supplies	\$3,006	\$3,000	\$3,000		\$3,000
41400 Ammunition	\$520	\$600	\$600	\$100	\$700
41500 Film and Photo Process	\$28	\$1,000	\$1,000		\$1,000
41650 Periodicals-Memberships	\$3,266	\$3,000	\$3,000		\$3,000
41950 Equipment Repair	\$16,005	\$25,000	\$25,000		\$25,000
42000 Bldg. Repair & Maint.	\$17,599	\$18,000	\$18,000	(\$3,000)	\$15,000
42100 Vehicle Repair	\$52,326	\$30,000	\$30,000	\$10,000	\$40,000
42150 Equipment Rental	\$0	\$500	\$500		\$500
42200 Legal & Acct. Fees	\$0	\$0	\$0		\$0
42210 Engineer & Prof. Fees	\$0	\$500	\$500		\$500
42250 Contract Service	\$13,429	\$20,000	\$20,000		\$20,000
42400 Maintenance Contract	\$3,170	\$3,000	\$3,000	\$1,000	\$4,000
42450 Lab Fees	\$205	\$1,000	\$1,000		\$1,000
42500 Advertising	\$0	\$250	\$250		\$250
42600 Utilities	\$14,596	\$18,000	\$18,000		\$18,000
42700 Telephone & Pagers	\$27,003	\$25,500	\$25,500		\$25,500
42850 Miscellaneous	\$10,295	\$11,000	\$11,000	(\$1,000)	\$10,000
42900 Capital Outlay	\$243,683	\$150,500	\$0	\$118,000	\$118,000
TOTAL EXPENSES	\$2,627,775	\$2,953,841	\$2,803,341	\$241,688	\$3,045,029
SALARIES & FEES	\$1,987,052	\$2,415,541	\$2,415,541	\$121,088	\$2,536,629
MTL. & SUPPLIES	\$397,040	\$387,800	\$387,800	\$2,600	\$390,400

5155

FIRE DEPARTMENT-STATION #2 Expenses

RANSOM ROAD DESCRIPTION	Per Audit 2007-2008	2008-2009	Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000	Salaries	\$0	\$0	\$0	\$0
40125	Overtime	\$0	\$0	\$0	\$0
40150	Social Security	\$0	\$0	\$0	\$0
40200	Medicare	\$0	\$0	\$0	\$0
40250	Retirement	\$0	\$0	\$0	\$0
40300	Volunteer Retirement	\$0	\$0	\$0	\$0
40350	Workmans Comp.	\$0	\$0	\$0	\$0
40400	Health Insurance	\$0	\$0	\$0	\$0
40500	Volunteer Benefits	\$0	\$0	\$0	\$0
40550	Medical Surveillance	\$0	\$0	\$0	\$0
40600	Uniforms	\$0	\$0	\$0	\$0
40650	Travel and Training	\$0	\$0	\$0	\$0
40650	Travel and Training-53	\$0	\$0	\$0	\$0
40700	Convention/Associatio	\$0	\$0	\$0	\$0
40750	Office Supplies	\$116	\$1,500	\$1,500	\$1,500
40800	Postage	\$0	\$0	\$0	\$0
40850	Paint,Hardware Suppli	\$0	\$0	\$0	\$0
40950	Shop Tools & Equip.	\$4	\$100	\$100	\$100
41000	Fire Hose & Equipmer	\$960	\$1,300	\$1,300	\$1,500
41050	Projects from Donator	\$0	\$0	\$0	\$0
41100	Gasoline and Diesel	\$7,891	\$7,000	\$7,000	\$7,000
41150	Tires & Batteries	\$0	\$1,250	\$1,250	\$1,500
41250	Fire Marshal/Inspectio	\$0	\$0	\$0	\$0
41300	Janitorial Supplies	\$496	\$600	\$600	\$1,300
41400	Ammunition	\$0	\$0	\$0	\$0
41500	Film and Photo Proces	\$0	\$0	\$0	\$0
41650	Periodicals-Membersh	\$0	\$0	\$0	\$0
41950	Equipment Repair	\$123	\$500	\$500	\$1,000
42000	Bldg. Repair & Maint.	\$4,706	\$4,000	\$4,000	\$4,000
42100	Vehicle Repair	\$2,740	\$3,000	\$3,000	\$5,000
42150	Equipment Rental	\$0	\$0	\$0	\$0
42200	Legal & Acct. Fees	\$0	\$0	\$0	\$0
42210	Engineer & Prof. Fees	\$0	\$0	\$0	\$0
42250	Contract Service	\$0	\$0	\$0	\$0
42400	Maintenance Contract	\$0	\$0	\$0	\$0
42450	Lab Fees	\$0	\$0	\$0	\$0
42500	Advertising	\$0	\$0	\$0	\$0
42600	Utilities	\$2,939	\$3,200	\$3,200	\$3,200
42700	Telephone & Pagers	\$1,655	\$1,300	\$1,300	\$1,300
42850	Miscellaneous	\$454	\$1,000	\$1,000	\$1,000
42900	Capital Outlay	\$0	\$0	\$0	\$0
	TOTAL EXPENSES	\$22,083	\$24,750	\$24,750	\$28,400
	SALARIES & FEES	\$0	\$0	\$0	\$0
	MTL. & SUPPLIES	\$22,083	\$24,750	\$24,750	\$28,400

5157

FIRE DEPARTMENT-STATION #3
 FARMER ROAD
 DESCRIPTION Per Audit
 2007-2008

Expenses
 2008-2009

Base Budget
 2009-2010

Adjustments
 to Base

Adopted
 2009-2010
 Budget

	DESCRIPTION	Per Audit 2007-2008	Expenses 2008-2009	Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000	Salaries	\$0	\$0	\$0		\$0
40125	Overtime	\$0	\$0	\$0		\$0
40150	Social Security	\$0	\$0	\$0		\$0
40200	Medicare	\$0	\$0	\$0		\$0
40250	Retirement	\$0	\$0	\$0		\$0
40300	Volunteer Retirement	\$0	\$0	\$0		\$0
40350	Workmans Comp.	\$0	\$0	\$0		\$0
40400	Health Insurance	\$0	\$0	\$0		\$0
40500	Volunteer Benefits	\$0	\$0	\$0		\$0
40550	Medical Surveillance	\$0	\$0	\$0		\$0
40600	Uniforms	\$0	\$0	\$0		\$0
40650	Travel and Training	\$0	\$0	\$0		\$0
40650	Travel and Training-53	\$0	\$0	\$0		\$0
40700	Convention/Associatio	\$0	\$0	\$0		\$0
40750	Office Supplies	\$0	\$0	\$0		\$0
40800	Postage	\$0	\$1,500	\$1,500		\$1,500
40850	Paint,Hardware Suppli	\$0				\$0
40950	Shop Tools & Equip.	\$0	\$300	\$300	\$450	\$750
41000	Fire Hose & Equipmer	\$0	\$1,300	\$1,300	\$1,700	\$3,000
41050	Projects from Donator	\$0				\$0
41100	Gasoline and Diesel	\$0	\$7,000	\$7,000	\$1,000	\$8,000
41150	Tires & Batteries	\$0	\$1,250	\$1,250	\$250	\$1,500
41250	Fire Marshal/Inspectio	\$0				\$0
41300	Janitorial Supplies	\$0	\$2,500	\$2,500		\$2,500
41400	Ammunition	\$0				\$0
41500	Film and Photo Proces	\$0				\$0
41650	Periodicals-Membersh	\$0				\$0
41950	Equipment Repair	\$0	\$500	\$500	\$1,500	\$2,000
42000	Bldg. Repair & Maint.	\$0	\$2,000	\$2,000	\$2,000	\$4,000
42100	Vehicle Repair	\$0	\$3,000	\$3,000	\$2,000	\$5,000
42150	Equipment Rental	\$0				\$0
42200	Legal & Acct. Fees	\$0				\$0
42210	Engineer & Prof. Fees	\$0				\$0
42250	Contract Service	\$0				\$0
42400	Maintenance Contract	\$0	\$2,500	\$2,500		\$2,500
42450	Lab Fees	\$0				\$0
42500	Advertising	\$0				\$0
42600	Utilities	\$0	\$16,000	\$16,000		\$16,000
42700	Telephone & Pagers	\$0	\$1,300	\$1,300		\$1,300
42850	Miscellaneous	\$0	\$1,000	\$1,000	\$1,000	\$2,000
42900	Capital Outlay	\$0	\$0	\$0		\$0
	TOTAL EXPENSES	\$0	\$40,150	\$40,150	\$9,900	\$50,050
	SALARIES & FEES	\$0	\$0	\$0	\$0	\$0
	MTL. & SUPPLIES	\$0	\$40,150	\$40,150	\$9,900	\$50,050

FIRE DEPARTMENT

Department Mission

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

Department Description

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

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

2009-2010 Departmental Goals

- ◆ Preparing for growth of fire protection contracts.
- ◆ Hire additional 6 SAFER funded firefighters to staff Station No. 3.
- ◆ Complete the "New World" computer aided dispatch for the fire department.
- ◆ Continue aggressive training program of all firefighters.
- ◆ Continue programs to keep our current PPC of 2.
- ◆ Applied for grant funding for updated computer equipment in the City's EOC.
- ◆ Sponsor several firefighters who have applied for Texas Task Force 1.

2009-2010 Departmental Performance Indicators

	FY 07-08	FY 08-09	Estimated FY 09-10
Structural Fires			
Vehicle Fires	23	31	31
Vegetation Fires	21	22	22
Trash / Dumpster / Other Fires	24	50	50
EMS	35	42	42
Rescue	1800	1858	1858
Hazardous Condition/Materials Calls	148	188	188
Service Calls	176	148	148
Good Intent Calls	887	651	651
False Alarms	314	382	382
Automatic Aid/Mutual Aid Given	22	18	18
Total Incident Responses	3602	3557	3557
Fire Safety Inspections Conducted	274	340	340
Fire Safety Classes / Total Audience	54 / 3942	57 / 4134	57 / 4134
Fire Investigations Initiated	37	37	37
Building – Total Permits Issued	1567	1262	1262
Building – Total Inspections Conducted	4320	2903	2903

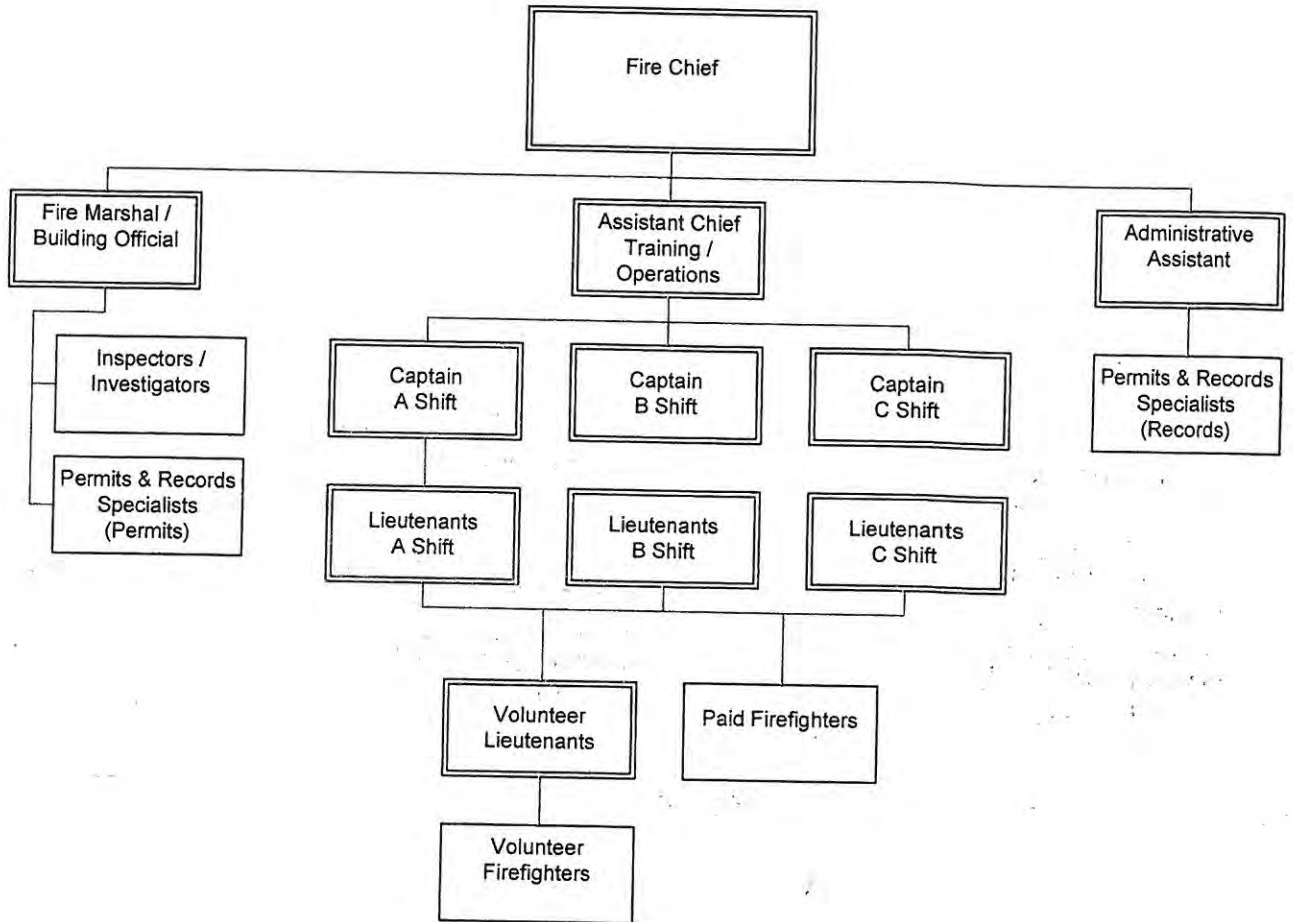
2009-2010 Departmental Full-time Personnel History

	FY 07-08	FY 08-09	FY 09-10
Fire Chief	1	1	1
Fire Marshal/Bldg. Official	1	1	1
Inspector/Investigator/Firefighter	4	4	4
Assistant Fire Chief	1	1	1
Captain/EMT-I	3	3	3
Lieutenant/EMT-I	3	6	6
Firefighters/EMT	12	9	9
SAFER Grant Firefighters	3	9	9
Administrative Assistant	1	1	1
Records Specialist	1	1	1
Permits Specialist	1	1	1
Total Personnel	31	37	37

City of Richmond

Fire Department

2009 - 2010



5160
PARKS DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses		Adopted 2009-2010 Budget
			Base Budget 2009-2010	Adjustments to Base	
40000 Salaries	\$201,335	\$218,546	\$218,546	\$3,412	\$221,958
40125 Overtime	\$4,387	\$5,360	\$5,360		\$5,360
40150 Social Security	\$12,175	\$13,882	\$13,882	\$212	\$14,094
40200 Medicare	\$2,847	\$3,247	\$3,247	\$49	\$3,296
40250 Retirement	\$25,086	\$31,347	\$31,347	\$5,547	\$36,894
40350 Workmans Comp.	\$6,062	\$6,199	\$6,199	(\$1,934)	\$4,265
40400 Health Insurance	\$33,276	\$37,941	\$37,941	\$3,511	\$41,452
40550 Medical Surveillance	\$234	\$250	\$250		\$250
40600 Uniforms	\$2,707	\$3,000	\$3,000		\$3,000
40650 Travel and Training	\$405	\$2,500	\$2,500		\$2,500
40750 Office Supplies	\$135	\$2,000	\$2,000		\$2,000
40850 Paint,Hardware Supplies	\$6,336	\$6,000	\$6,000	\$2,000	\$8,000
40950 Shop Tools & Equip.	\$3,451	\$4,000	\$4,000		\$4,000
41100 Gasoline	\$23,828	\$20,000	\$20,000		\$20,000
41150 Tires & Batteries	\$174	\$2,500	\$2,500	\$500	\$3,000
41300 Janitorial Supplies	\$1,348	\$1,500	\$1,500		\$1,500
41350 Chemicals	\$568	\$900	\$900		\$900
41650 Periodicals-Memberships	\$65	\$0	\$0		\$0
41950 Equipment Repair	\$5,679	\$10,000	\$10,000		\$10,000
42000 Bldg. Repair & Maint.	\$1,804	\$6,000	\$6,000	\$3,000	\$9,000
42100 Vehicle Repair	\$333	\$2,500	\$2,500		\$2,500
42150 Equipment Rental	\$0	\$500	\$500		\$500
42200 Legal & Acct. Fees	\$0	\$0	\$0		\$0
42250 Contract Service	\$3,614	\$3,000	\$3,000		\$3,000
42300 Code Enforcement	\$27,072	\$10,000	\$10,000		\$10,000
5280 Park Improvement Fund	\$0	\$0	\$0		\$0
42500 Advertising	\$0	\$150	\$150		\$150
42600 Utilities	\$14,959	\$17,000	\$17,000		\$17,000
42700 Telephone & Pagers	\$3,437	\$4,200	\$4,200		\$4,200
42800 License & Permits	\$0	\$400	\$400		\$400
42850 Miscellaneous	\$2,609	\$3,000	\$3,000	\$2,000	\$5,000
42900 Capital Outlay	\$45,517	\$0	\$0		\$0
TOTAL EXPENSES	\$429,441	\$415,922	\$415,922	\$18,297	\$434,219
SALARIES & FEES	\$285,168	\$316,772	\$316,522	\$10,797	\$327,319
MTL. & SUPPLIES	\$98,757	\$99,150	\$99,400	\$7,500	\$106,900

PARKS DEPARTMENT

Department Mission

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

Department Description

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

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

2009-2010 Departmental Goals

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

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of work related injuries	2	2	2
Square yardage of parks	88,200+235.192acres	same	same

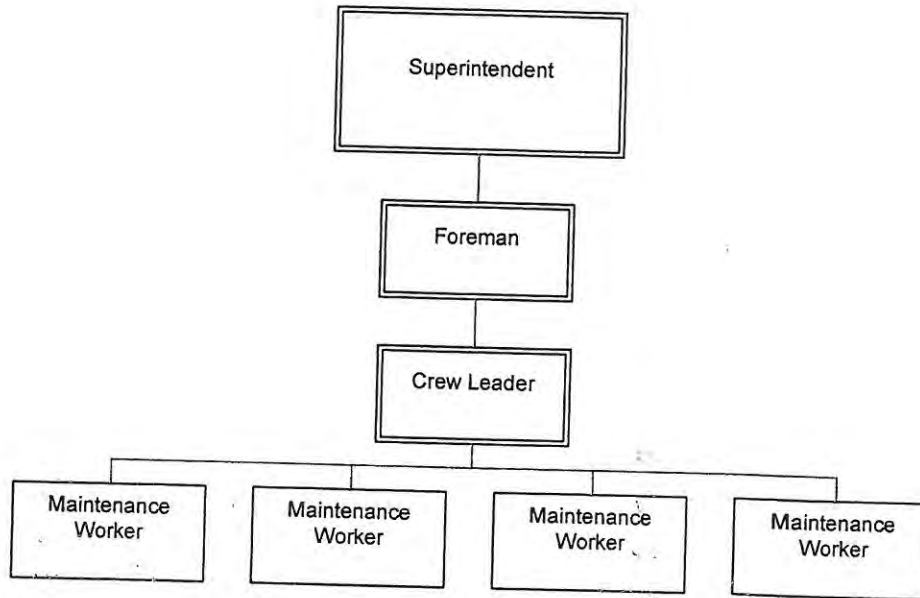
2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Superintendent	1	1	1
Foreman	1	1	1
Crew chief	0	1	1
Maintenance Worker II	1	1	1
Maintenance Worker I	3	3	3
Total Personnel	<hr/> 6	<hr/> 7	<hr/> 7

City of Richmond

Parks Department

2009 - 2010



5170
 JANITORIAL DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$49,926	\$51,462	\$51,462		\$52,573
40125 Overtime	\$9	\$0	\$0	\$1,111	\$0
40150 Social Security	\$3,020	\$3,191	\$3,191		\$0
40200 Medicare	\$706	\$746	\$746	\$69	\$3,260
40250 Retirement	\$6,243	\$7,204	\$7,204	\$16	\$762
40350 Workmans Comp.	\$1,765	\$1,739	\$1,739	\$1,329	\$8,533
40400 Health Insurance	\$9,972	\$10,832	\$10,832	(\$748)	\$991
40550 Medical Surveillance	\$581	\$200	\$200	\$57	\$10,889
40600 Uniforms and Clothing	\$0	\$880	\$880		\$200
41300 Janitorial Supply	\$1,855	\$5,000	\$5,000		\$880
41950 Equipment Repair	\$0	\$200	\$200		\$5,000
42150 Equipment Rental	\$0	\$1,000	\$1,000		\$200
42850 Miscellaneous	\$0	\$2,000	\$2,000		\$1,000
42900 Capital Outlay	\$0	\$0	\$0		\$2,000
TOTAL EXPENSES	\$74,076	\$84,454	\$84,454	\$1,833	\$86,287
SALARIES & FEES	\$71,640	\$75,374	\$75,174	\$1,833	\$77,007
MTL. & SUPPLIES	\$2,435	\$9,080	\$9,280	\$0	\$9,280

JANITORIAL DEPARTMENT

Department Mission

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

Department Description

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

2009-2010 Departmental Goals

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

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of floors reworked	-	all	all
# of days lost to injury/illness	0	0	0
# of buildings maintained	3	3	3

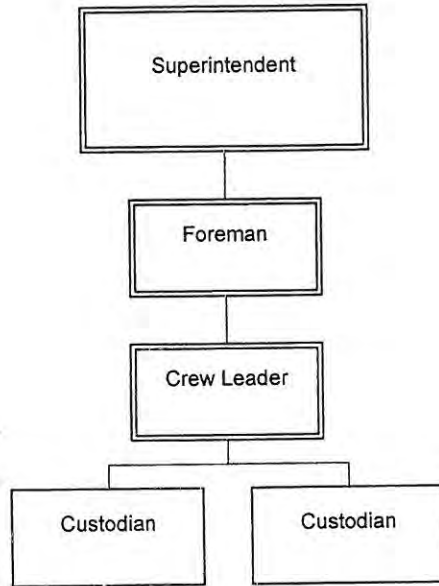
2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Custodian	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

City of Richmond

Janitorial
Department

2009 - 2010



5180

MUNICIPAL COURT DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$111,703	\$111,758	\$111,758	\$111	\$111,869
40010 Salaries Contract	\$18,815	\$22,000	\$22,000		\$22,000
40020 Salaries Jury	\$1,500	\$2,000	\$2,000		\$2,000
40125 Overtime	\$1,387	\$0	\$0		\$0
40150 Social Security	\$6,774	\$6,929	\$6,929	\$7	\$6,936
40200 Medicare	\$1,584	\$1,621	\$1,621	\$1	\$1,622
40250 Retirement	\$14,055	\$15,646	\$15,646	\$2,511	\$18,157
40350 Workmans Comp.	\$1,389	\$1,415	\$1,415	(\$467)	\$948
40400 Health Insurance	\$14,964	\$16,252	\$16,252	\$94	\$16,346
40600 Uniforms	\$0	\$500	\$500		\$500
40650 Travel and Training	\$1,590	\$1,500	\$1,500		\$1,500
40750 Office Supplies	\$2,102	\$3,000	\$3,000	(\$500)	\$2,500
40800 Postage	\$1,046	\$1,100	\$1,100		\$1,100
41100 Gasoline-Vehicle	\$2,777	\$2,400	\$2,400	(\$400)	\$2,000
41300 Janitorial Supplies	\$0	\$100	\$100		\$100
41650 Periodicals-Memberships	\$35	\$250	\$250		\$250
41950 Equipment Repair	\$232	\$400	\$400		\$400
42000 Building Repair	\$3,549	\$0	\$0		\$0
42100 Vehicle Repair	\$222	\$1,200	\$1,200	(\$700)	\$500
42250 Contract Service	\$2,414	\$1,609	\$1,609	\$391	\$2,000
42400 Maintenance Contract	\$3,391	\$3,500	\$3,500	\$3,500	\$7,000
42700 Telephones and Pagers	\$992	\$1,200	\$1,200		\$1,200
42820 Court Cost State	\$88,999	\$120,000	\$120,000	(\$20,000)	\$100,000
42850 Miscellaneous	\$65	\$500	\$500		\$500
42900 Capital Outlay	\$0	\$23,000			\$0
TOTAL EXPENSES	\$279,585	\$337,880	\$314,880	(\$15,453)	\$299,427
SALARIES & FEES	\$172,172	\$177,621	\$178,121	\$2,256	\$180,377
MTL. & SUPPLIES	\$107,413	\$137,259	\$136,759	(\$17,709)	\$119,050

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.

2009-2010 Departmental Goals

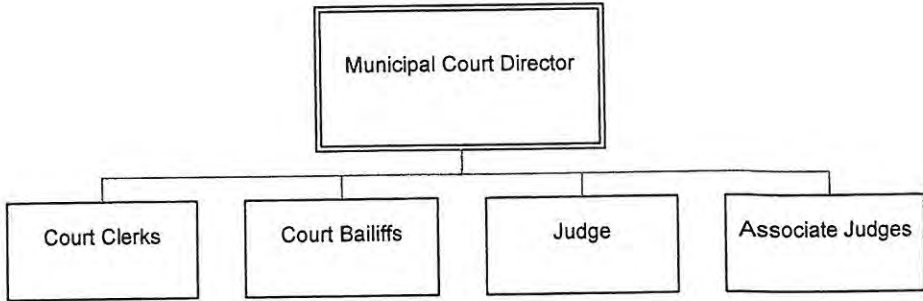
- To establish policies that reflect sound fiscal responsibility and accountability
- To invest in the development of staff to meet the growth and demands of the City
- To seek opportunities to protect and serve our citizens

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of cases filed	4542	4750	4750

2009-2010 Departmental Goals

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



GENERAL FUND		Expenditures			
DEPARTMENT	2007-2008	2008-2009	2009-2010	% Increase/Decrease from PY	
5100	GENERAL GOVERNMENT	\$927,775	\$694,238	\$654,604	-5.71%
5105	PUBLIC WORKS	\$194,772	\$198,161	\$206,148	4.03%
5110	VEHICLE MAINTENANCE	\$148,737	\$141,077	\$145,285	2.98%
5115	INFORMATION TECHNOLOGY	\$146,262	\$147,293	\$152,204	3.33%
5120	STREET	\$915,892	\$1,104,969	\$1,074,083	-2.80%
5130	SANITATION	\$1,132,102	\$1,200,000	\$1,300,000	8.33%
5140	POLICE	\$2,795,183	\$3,079,238	\$3,108,995	0.97%
5150	FIRE - MAIN	\$2,627,775	\$2,953,841	\$3,045,029	3.09%
5155	FIRE - STATION #2	\$22,083	\$24,750	\$28,400	14.75%
5157	FIRE - STATION #3	\$0	\$40,150	\$50,050	
5160	PARKS	\$429,441	\$415,922	\$434,219	4.40%
5170	JANITORIAL	\$74,076	\$84,454	\$86,287	2.17%
5180	MUNICIPAL COURT	\$279,585	\$337,880	\$299,427	-11.38%
	TOTAL	\$9,693,684	\$10,421,973	\$10,584,732	1.56%

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.

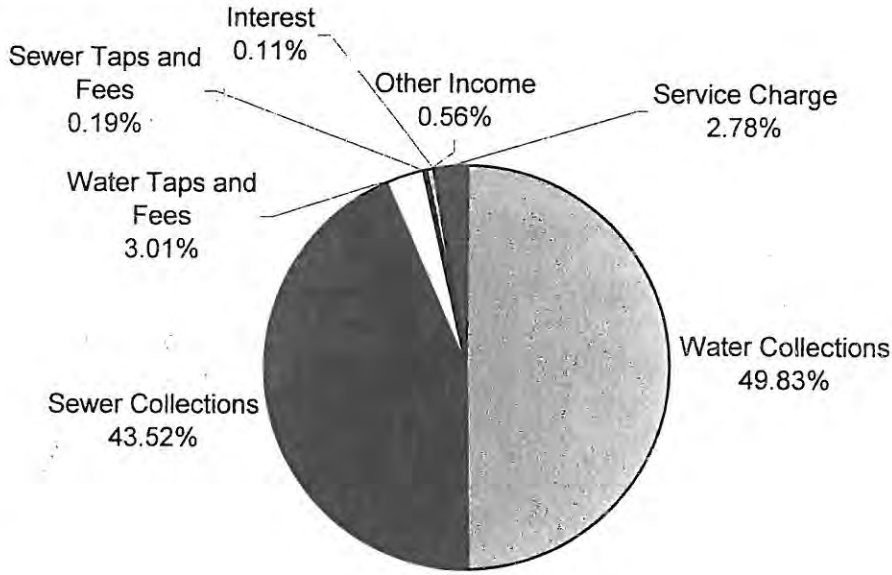


WATER and SEWER FUND
Revenue and Expenditures

	REVENUES	2007-2008	2008-2009	Adopted 2009-2010
3075	Water Collections	\$2,672,381	\$2,220,000	\$2,650,000
3080	Sewer Collections	\$2,247,108	\$2,314,353	\$2,314,353
3085	Water Taps and Fees	\$140,039	\$135,000	\$160,000
3090	Sewer Taps and Fees	\$2,250	\$10,000	\$10,000
3060	Intergovt. Revenues	\$0	\$0	\$0
3070	Other Income	\$40,372	\$30,000	\$30,000
3055	Interest	\$171,798	\$6,000	\$6,000
3065	Transfer from Other	\$1,228,184	\$0	\$0
3095	Reconnect Fees	\$0	\$36,000	\$0
3105	Service Charge	\$147,129	\$70,000	\$148,000
	Total Revenues	\$6,649,260	\$4,821,353	\$5,318,353
	EXPENSES			
5200	Account. & Collection	\$429,361	\$310,199	\$322,304
5210	Customer Service	\$195,927	\$214,968	\$228,475
5215	Meter	\$242,334	\$265,780	\$251,376
5220	Water	\$1,243,540	\$1,195,443	\$1,084,726
5230	Wastewater	\$1,323,077	\$1,102,879	\$1,245,553
	Transfer to other Funds	\$1,000,000	\$1,000,000	\$1,250,000
	Transfer to Debt Service Funds	\$268,018	\$259,768	\$251,743
	Total Expenses	\$4,702,258	\$4,349,037	\$4,634,176
	Excess Rev./Expenses	\$1,947,002	\$472,316	\$684,177
	Prior Year Balance	\$700,000	\$700,000	\$1,600,000
	Anticipated Balance	\$2,647,002	\$1,172,316	\$2,284,177



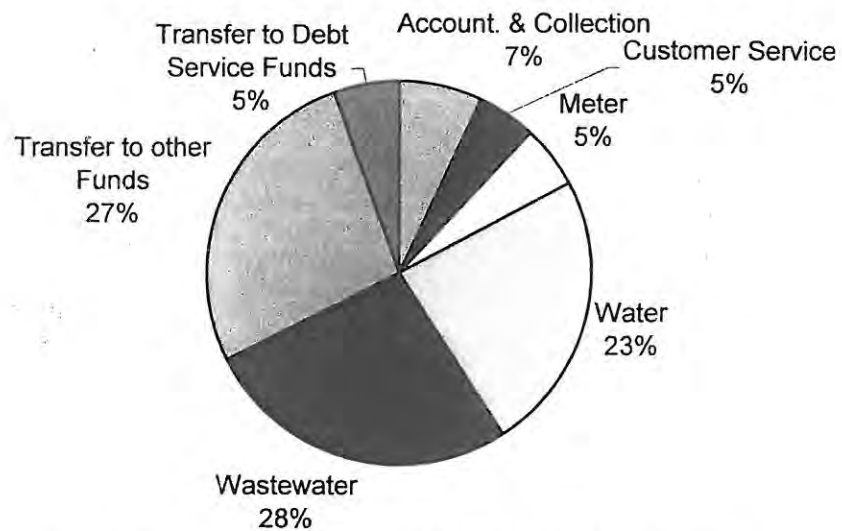
WATER AND SEWER FUND REVENUE FY 2009-10



Water and Sewer Fund Revenue	\$5,318,353	Highest and Lowest:
Water Collections	\$2,650,000	High
Sewer Collections	\$2,314,353	Low
Water Taps and Fees	\$160,000	Interest \$6,000
		Sewer Taps and Fees \$10,000
		Other Income \$30,000



WATER AND SEWER FUND EXPENDITURES FY 2009-10



Total Water and Sewer Expenditures \$4,634,176 Highest and Lowest:			
Transfer to Other Funds	\$1,250,000	High	Customer Service \$228,475 Low
Wastewater	\$1,245,553		Meter \$251,376
Water	\$1,084,726		Transfer to Debt Service Funds \$251,743



5200

ACCOUNTING & COLLECTING DEPARTMENT

DESCRIPTION	Per Audit		Expenses	Adjustments to Base	Adopted
	2007-2008	2008-2009	Base Budget 2009-2010		2009-2010 Budget
40000 Salaries	\$145,897	\$159,223	\$159,223	\$5,600	\$164,823
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350		\$1,350
40125 Overtime	\$0	\$0	\$0		\$0
40150 Social Security	\$8,955	\$9,872	\$9,872	\$347	\$10,219
40200 Medicare	\$2,094	\$2,308	\$2,308	\$82	\$2,390
40250 Retirement	\$18,244	\$22,291	\$22,291	\$4,459	\$26,750
40350 Workmans Comp.	\$410	\$444	\$444	(\$125)	\$319
40400 Health Insurance	\$14,972	\$16,261	\$16,261	\$1,741	\$18,002
40650 Travel and Training	\$627	\$1,500	\$1,500		\$1,500
40750 Office Supplies	\$4,888	\$4,000	\$4,000		\$4,000
40800 Postage	\$2,772	\$3,000	\$3,000		\$3,000
40850 Paint,Hardware Supplies	\$0	\$0	\$0		\$0
41500 Film and Photo Process	\$0	\$0	\$0		\$0
41650 Periodicals and Memberships	\$1,272	\$1,000	\$1,000		\$1,000
41950 Equipment Repair	\$0	\$0	\$0		\$0
42000 Bldg. Repair & Maint.	\$2,902	\$1,200	\$1,200		\$1,200
42200 Legal & Acct. Fees	\$9,300	\$11,500	\$11,500		\$11,500
42210 Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250 Contract Service	\$2,735	\$0	\$0		\$0
42400 Maintenance Contract	\$13,326	\$9,300	\$9,300		\$9,300
42500 Advertising	(\$3,074)	\$250	\$250		\$250
42600 Utilities	\$4,297	\$2,500	\$2,500		\$2,500
42700 Telephone & Pagers	\$3,714	\$3,500	\$3,500		\$3,500
42750 Insurance & Bonding	\$62,676	\$60,000	\$60,000		\$60,000
42800 License & Permits	\$0	\$0	\$0		\$0
42850 Miscellaneous	\$7,265	\$0	\$0		\$0
43050 Interest Expense	\$124,738	\$700	\$700		\$700
42900 Capital Outlay	\$0	\$0	\$0		\$0
TOTAL EXPENSES	\$429,361	\$310,199	\$310,199	\$12,105	\$322,304
SALARIES & FEES	\$191,922	\$211,749	\$211,749	\$12,105	\$223,854
MTL. & SUPPLIES	\$237,439	\$98,450	\$98,450	\$0	\$98,450

FINANCE DEPARTMENT

Department Mission

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

Department Description

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

2009-2010 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

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
GFOA Excellence in Financial Reporting	Yes	Yes	Yes
% invoices paid w/in 30 days	100	100	100
# of new fixed assets purchased	41	20	25
Total # of payroll checks printed or direct deposits per year	3610	4657	5640

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Finance Director	1	1	1
Accountant	1	1	1
Accounting Technician	1	1	1
Human Resources Coordinator	1	1	1
Total Personnel	<hr/> 4	<hr/> 4	<hr/> 4



5210

CUSTOMER SERVICE DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$124,171	\$134,912	\$134,912	\$2,812	\$137,724
40125 Overtime	\$190	\$100	\$100		\$100
40150 Social Security	\$6,929	\$8,371	\$8,371	\$174	\$8,545
40200 Medicare	\$1,621	\$1,957	\$1,957	\$42	\$1,999
40250 Retirement	\$15,576	\$18,901	\$18,901	\$3,468	\$22,369
40350 Workmans Comp.	\$363	\$377	\$377	(\$102)	\$275
40400 Health Insurance	\$25,438	\$27,650	\$27,650	\$113	\$27,763
40600 Uniforms & Clothes	\$0	\$0	\$0		\$0
40650 Travel & Training	\$0	\$500	\$500		\$500
40750 Office Supplies	\$4,510	\$6,000	\$6,000	\$4,000	\$10,000
40800 Postage	\$11,047	\$15,000	\$15,000	\$3,000	\$18,000
40850 Paint,Hardware Supplies	\$0	\$0	\$0		\$0
40950 Shop Tools & Equip.	\$0	\$0	\$0		\$0
41100 Gasoline	\$0	\$0	\$0		\$0
41150 Tires & Batteries	\$0	\$0	\$0		\$0
41300 Janitorial Supplies	\$0	\$0	\$0		\$0
41550 New Meters	\$0	\$0	\$0		\$0
41850 Meter Repairs	\$0	\$0	\$0		\$0
41750 Meter supply, pipes/etc.	\$0	\$0	\$0		\$0
41950 Equipment Repair	\$0	\$0	\$0		\$0
42000 Bldg. Repair & Maint.	\$0	\$0	\$0		\$0
42100 Vehicle Repair	\$0	\$0	\$0		\$0
42150 Equipment Rental	\$0	\$0	\$0		\$0
42250 Contracted Services	\$0	\$0	\$0		\$0
42600 Utilities	\$0	\$0	\$0		\$0
42700 Telephone & Pagers	\$32	\$700	\$700		\$700
42700 Advertising	\$0	\$0	\$0		\$0
42858 Miscellaneous	\$6,051	\$500	\$500		\$500
42900 Capital Outlay	\$0	\$0	\$0		\$0
TOTAL EXPENSES	\$195,927	\$214,968	\$214,968	\$13,507	\$228,475
SALARIES & FEES	\$174,287	\$192,268	\$192,268	\$6,507	\$198,775
MTL. & SUPPLIES	\$21,640	\$22,700	\$22,700	\$7,000	\$29,700

CUSTOMER SERVICE DEPARTMENT

Department Mission

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

Department Description

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

2009-2010 Departmental Goals

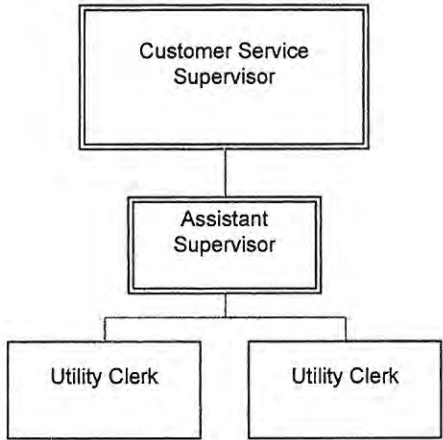
- Increase performance of accurate water meter readings
- Increase maintenance of meters to ensure accuracy and prevent loss of revenue
- Continue to organize and work as a team to ensure excellent service to our customers
- Implement new billing cycle
- Professional services/Project Consulting/Review of Cycle Billing
- Work to organize a good system of filing and new account set up and billing
- Keep customers more informed about water conservation

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of reconnects	690	1467	1418
# of connections	726	743	968
# of disconnects	935	657	857
% of bills mailed on time	100%	100%	100%

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY09-10</u>
Supervisor	1	1	1
Asst. Supervisor	1	1	1
Utility Clerk	1	2	2
Total Personnel	<hr/> 3	<hr/> 4	<hr/> 4



5210 METER DEPARTMENT		Expenses			Adopted	
DESCRIPTION	Per Audit 2007-2008	2008-2009	Base Budget 2009-2010	Adjustments to Base	2009-2010 Budget	
40000	Salaries	\$122,300	\$125,604	\$125,604	(\$12,616)	\$112,988
40125	Overtime	\$2,637	\$2,400	\$2,400		\$2,400
40150	Social Security	\$7,607	\$7,937	\$7,937	(\$783)	\$7,154
40200	Medicare	\$1,779	\$1,856	\$1,856	(\$183)	\$1,673
40250	Retirement	\$15,616	\$17,920	\$17,920	\$808	\$18,728
40350	Workmans Comp.	\$4,383	\$4,532	\$4,532	(\$1,743)	\$2,789
40400	Health Insurance	\$19,963	\$21,681	\$21,681	\$113	\$21,794
40550	Medical Surveillance	\$0	\$300	\$300		\$300
40600	Uniforms & Clothes	\$2,192	\$3,500	\$3,500		\$3,500
40650	Travel & Training	\$459	\$250	\$250		\$250
40750	Office Supplies	\$69	\$500	\$500		\$500
40800	Postage	\$0	\$0	\$0		\$0
40850	Paint,Hardware Suppli	\$340	\$300	\$300		\$300
40950	Shop Tools & Equip.	\$818	\$2,000	\$2,000		\$2,000
41100	Gasoline	\$11,104	\$6,000	\$6,000		\$6,000
41150	Tires & Batteries	\$522	\$500	\$500		\$500
41300	Janitorial Supplies	\$321	\$300	\$300		\$300
41550	New Meters	\$20,732	\$28,000	\$28,000		\$28,000
41850	Meter Repairs	\$185	\$8,000	\$8,000		\$8,000
41750	Meter supply, pipes/etc	\$14,551	\$25,000	\$25,000		\$25,000
41950	Equipment Repair	\$0	\$500	\$500		\$500
41800	Golf Cart Repair	\$5	\$600	\$600		\$600
41980	Private Yard Line	\$0	\$2,500	\$2,500		\$2,500
42000	Bldg. Repair & Maint.	\$137	\$300	\$300		\$300
42100	Vehicle Repair	\$2,364	\$1,500	\$1,500		\$1,500
42150	Equipment Rental	\$0	\$0	\$0		\$0
42250	Contracted Services	\$0	\$0	\$0		\$0
42600	Utilities	\$1,351	\$1,000	\$1,000		\$1,000
42700	Telephone & Pagers	\$1,908	\$2,600	\$2,600		\$2,600
42700	Advertising	\$0	\$0	\$0		\$0
42800	License and Permits	\$36	\$0	\$0		\$0
42858	Miscellaneous	\$74	\$200	\$200		\$200
42900	Capital Outlay	\$10,882				\$0
	TOTAL EXPENSES	\$242,334	\$265,780	\$265,780	(\$14,404)	\$251,376
	SALARIES & FEES	\$174,285	\$181,930	\$181,930	(\$14,404)	\$167,526
	MTL. & SUPPLIES	\$57,168	\$83,850	\$83,850	\$0	\$83,850

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.

2009-2010 Departmental Goals

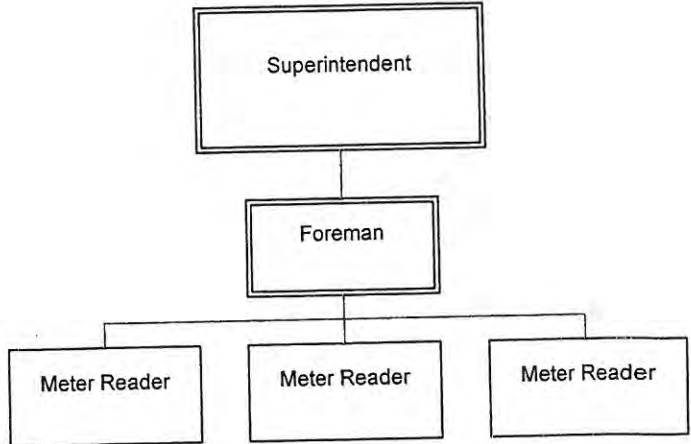
- Be more efficient reading meters in a timely manner
- Replace one utility vehicle

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of cut offs/reinstates	1407	1668	1329
# of new meters (accounts)	146	159	378
# of hours spent on service calls	162	53	68
# of meter swap-outs	279	220	160
# of checks for leaks	154	113	190

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Foreman	1	1	1
Meter Reader	3	3	3
Total Personnel	<hr/> 4	<hr/> 4	<hr/> 4





5220

WATER DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses Base Budget 2009-2010	Adjustments to Base	Adopted 2009-2010 Budget
40000 Salaries	\$379,186	\$427,086	\$427,086	\$11,028	\$438,114
40125 Overtime	\$11,383	\$14,000	\$14,000		\$14,000
40150 Social Security	\$21,790	\$27,347	\$27,347	\$684	\$28,031
40200 Medicare	\$5,096	\$6,395	\$6,395	\$160	\$6,555
40250 Retirement	\$48,931	\$61,752	\$61,752	\$11,626	\$73,378
40350 Workmans Comp.	\$15,247	\$16,150	\$16,150	(\$5,223)	\$10,927
40400 Health Insurance	\$69,566	\$76,986	\$76,986	(\$186)	\$76,800
40550 Medical Surveillance	\$548	\$650	\$650		\$650
40600 Uniforms & Clothes	\$5,342	\$6,500	\$6,500		\$6,500
40650 Travel & Training	\$5,101	\$4,000	\$4,000		\$4,000
40700 Convention/Association	\$152	\$1,100	\$1,100		\$1,100
40750 Office Supplies	\$3,450	\$4,000	\$4,000		\$4,000
40800 Postage	\$1,033	\$1,600	\$1,600		\$1,600
40850 Paint,Hardware Supplies	\$869	\$1,000	\$1,000		\$1,000
40950 Shop Tools & Equip.	\$8,599	\$8,000	\$8,000		\$8,000
41100 Gasoline	\$31,454	\$28,000	\$28,000		\$28,000
41150 Tires & Batteries	\$2,387	\$1,500	\$1,500	\$2,500	\$4,000
41300 Janitorial Supplies	\$892	\$1,000	\$1,000		\$1,000
41350 Chemicals	\$27,300	\$26,000	\$26,000		\$26,000
41550 Hydrant Maintenance	\$2,853	\$7,000	\$7,000	\$10,000	\$17,000
41600 Lab Eqpt./Supplies	\$809	\$500	\$500		\$500
41650 Periodicals-Memberships	\$0	\$400	\$400		\$400
41700 System Maint.	\$19,270	\$15,000	\$15,000		\$15,000
41720 System Maint. - Rivers Edge	\$276	\$2,000	\$2,000		\$2,000
41740 System Maint. - Rio Vista	\$0	\$0	\$0		\$0
41750 Meter supply, pipes/etc.	\$25,510	\$20,000	\$20,000		\$20,000
41800 Inventory-Mud RE	\$11,877	\$25,000	\$25,000	(\$15,000)	\$10,000
41850 Inventory-Mud 187	\$14,740	\$33,000	\$33,000	(\$33,000)	\$0
41900 System Rehab.	\$0	\$50,000	\$50,000		\$50,000
41950 Equipment Repair	\$5,665	\$3,000	\$3,000		\$3,000
41960 Pump/Motor Maint.	\$34,452	\$30,000	\$30,000		\$30,000
41970 Backflow Prev. & Maint.	\$2,653	\$2,000	\$2,000		\$2,000
41980 Private Yard Line	\$5,645	\$5,000	\$5,000		\$5,000
42000 Bldg. Repair & Maint.	\$1,418	\$2,000	\$2,000		\$2,000
42010 Chlorinator Room Maint.	\$1,497	\$2,000	\$2,000		\$2,000
42015 Gnerator Maint.	\$1,804	\$1,800	\$1,800		\$1,800
42050 Tank Maint.	\$2,469	\$9,000	\$9,000		\$9,000
42100 Vehicle Repair	\$3,041	\$3,500	\$3,500		\$3,500
42150 Equipment Rental	\$70	\$500	\$500		\$500
42210 Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250 Contracted Services	\$4,625	\$36,000	\$36,000	(\$36,000)	\$0
42450 Lab Fees	\$4,063	\$3,500	\$3,500		\$3,500
42500 Advertising	\$3,379	\$3,820	\$3,820		\$3,820
42550 Pest Control	\$434	\$650	\$650		\$650
42600 Utilities	\$169,608	\$148,400	\$148,400		\$148,400
42700 Telephone & Pagers	\$7,337	\$8,000	\$8,000		\$8,000

42800	License & Permits	\$4,277	\$12,000	\$12,000		\$12,000
42858	Miscellaneous	\$2,596	\$1,000	\$1,000		\$1,000
42900	Capital Outlay	\$274,846	\$41,000	\$0		\$0
42900	Capital Outlay-5270	\$0	\$0	\$0		\$0
42950	Capital Contract	\$0	\$16,307	\$0		\$0
	TOTAL EXPENSES	\$1,243,540	\$1,195,443	\$1,138,136	(\$53,410)	\$1,084,726
	SALARIES & FEES	\$551,200	\$629,716	\$629,716	\$18,090	\$647,806
	MTL. & SUPPLIES	\$417,494	\$508,420	\$508,420	(\$71,500)	\$436,920

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.

2009-2010 Departmental Goals

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

2009-2010 Departmental Performance Indicators

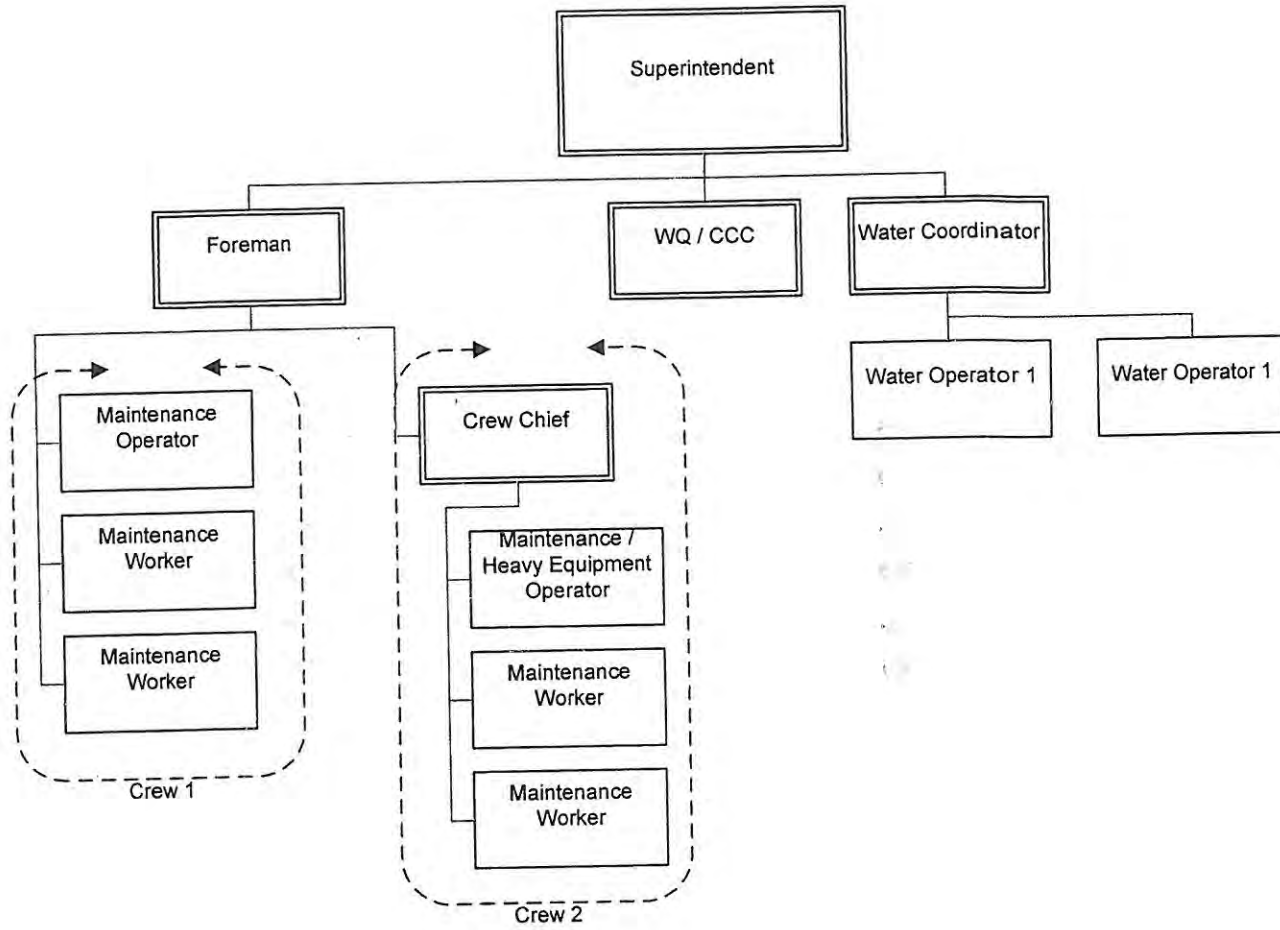
	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of days lost to injury	0	0	0
# of water samples taken	165	213	216
# of overtime hours	119	330	311
# of taps made	148	200	168+

2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	2	2	1
Water Operations Coordinator	0	0	1
Plant Operator	1	1	1
Cross Connection Technician	1	1	1
Maintenance Operator I	2	2	2
Maintenance Worker I	4	3	4
Heavy Equipment Operator	0	1	1
Total Personnel	12	12	13

City of Richmond

Water Department 2009 - 2010



5230

WASTEWATER DEPARTMENT

DESCRIPTION	Per Audit 2007-2008	2008-2009	Expenses		Adopted 2009-2010 Budget
			Base Budget 2009-2010	Adjustment to Base	
40000 Salaries	\$296,107	\$308,099	\$308,099	\$10,992	\$319,091
40125 Overtime	\$16,175	\$11,000	\$11,000		\$11,000
40150 Social Security	\$18,092	\$19,784	\$19,784	\$682	\$20,466
40200 Medicare	\$4,231	\$4,627	\$4,627	\$160	\$4,787
40250 Retirement	\$39,882	\$44,674	\$44,674	\$8,899	\$53,573
40350 Workmans Comp.	\$7,990	\$7,339	\$7,339	(\$2,121)	\$5,218
40400 Health Insurance	\$53,310	\$61,556	\$61,556	\$1,911	\$63,467
40600 Uniforms & Clothes	\$5,302	\$5,000	\$5,000		\$5,000
40650 Travel & Training	\$1,912	\$4,000	\$4,000		\$4,000
40750 Office Supplies	\$3,591	\$2,000	\$2,000		\$2,000
40850 Paint/Hdwr/Supplies	\$3,451	\$3,500	\$3,500		\$3,500
40950 Shop Tools & Eqpt.	\$1,439	\$5,200	\$5,200		\$5,200
40960 River's Edge Exp	\$377	\$0	\$0		\$0
40975 Rio Vista Exp	\$0	\$0	\$0		\$0
41100 Gasoline, Diesel	\$27,716	\$26,500	\$26,500		\$26,500
41150 Tires & Batteries	\$473	\$600	\$600	\$400	\$1,000
41350 Chemical Supplies	\$121,952	\$125,000	\$125,000	\$20,000	\$145,000
41600 Lab Eqpt./Supplies	\$3,108	\$3,100	\$3,100		\$3,100
41800 Lift Station M & R	\$4,068	\$27,000	\$27,000		\$27,000
41850 Collect System M & R	\$7,043	\$10,250	\$10,250	\$1,750	\$12,000
41900 System Rehab.	\$0	\$0	\$0	\$55,000	\$55,000
41950 Equipment Repair	\$2,218	\$2,400	\$2,400		\$2,400
42005 N S Facility Maint.	\$0	\$0	\$0		\$0
42010 R R Facility Maint.	\$28,985	\$112,000	\$112,000	(\$25,000)	\$87,000
42100 Vehicle Repair	\$3,596	\$2,000	\$2,000		\$2,000
42150 Equipment Rental	\$900	\$700	\$700		\$700
42210 Engineer & Prof. Fees	\$0	\$0	\$0		\$0
42250 Contracted Services	\$77,815	\$77,000	\$77,000		\$77,000
42450 Lab Fees	\$9,909	\$15,000	\$15,000		\$15,000
42500 Advertising	\$26	\$250	\$250		\$250
42600 Utilities	\$171,247	\$168,000	\$168,000		\$168,000
42700 Telephone & Pagers	\$6,766	\$6,000	\$6,000		\$6,000
42800 License & Permits	\$12,483	\$15,000	\$15,000		\$15,000
42858 Miscellaneous	\$346	\$800	\$800		\$800
42900 Capital Outlay	\$392,565	\$34,500	\$0	\$34,500	\$34,500
42950 Capital Contract	\$0	\$0	\$0	\$70,000	\$70,000
TOTAL EXPENSES	\$1,323,077	\$1,102,879	\$1,068,379	\$177,174	\$1,245,553
SALARIES & FEES	\$435,787	\$457,079	\$457,079	\$20,524	\$477,603
MTL. & SUPPLIES	\$494,724	\$611,300	\$611,300	\$52,150	\$663,450

WASTEWATER DEPARTMENT

Department Mission

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

Department Description

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

2009-2010 Departmental Goals

- Finalize approvals for expansion of Richmond Regional WWTF to 3.0 MGD
- Comprehensive painting of Richmond Regional WWTF buildings
- Begin construction of the expansion of Richmond Regional WWTP to 3.0 MGD
- Evaluate parts of the collection system that need repair

2009-2010 Departmental Performance Indicators

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
# of work related injuries/illness	0	0	0
# of gallons wastewater treated	486,998,000	444,626,000	502,937,000
# of dry tons sludge produced	397	353	375

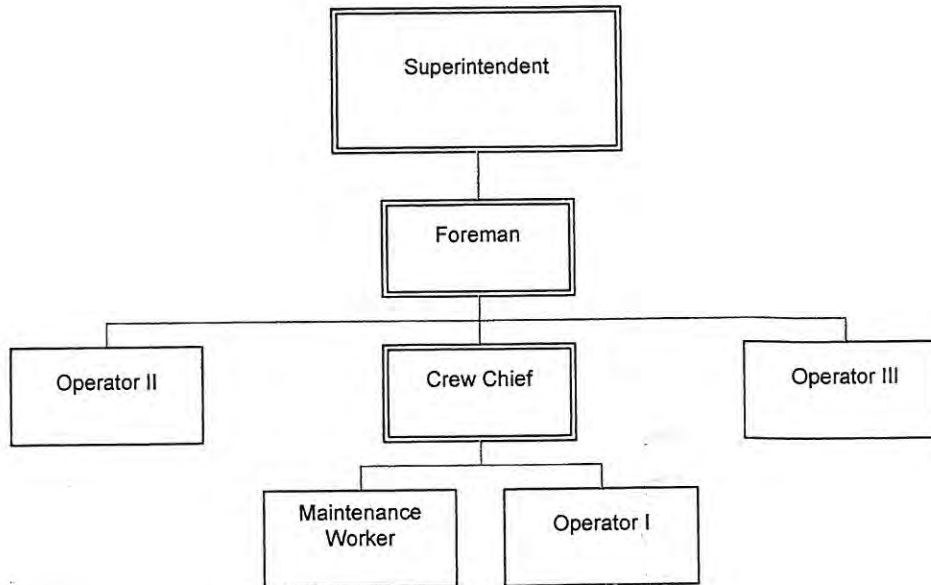
2009-2010 Departmental Personnel History

	<u>Act.</u> <u>FY 07-08</u>	<u>Est.</u> <u>FY 08-09</u>	<u>Bud.</u> <u>FY 09-10</u>
Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Operator I	2	2	3
Operator II	4	2	2
Operator III	0	1	1
Maintenance Worker	0	1	0
Total Personnel	<hr/> 9	<hr/> 9	<hr/> 9

City of Richmond

Waste Water
Department

2009 - 2010



WATER/SEWER FUND Expenditures

DEPARTMENT	2007-2008	2008-2009	2009-2010	% INCREASE
5200 ACCOUNT & COLLECT	\$429,361	\$310,199	\$322,304	3.90%
5210 CUSTOMER SERVICE	\$195,927	\$214,968	\$228,475	6.28%
5215 METER	\$242,334	\$265,780	\$251,376	-5.42%
5220 WATER	\$1,243,540	\$1,195,443	\$1,084,726	-9.26%
5230 WASTEWATER	\$1,323,077	\$1,102,879	\$1,245,553	12.94%
5235 TRANSFERS	\$1,268,018	\$1,259,768	\$1,501,743	19.21%
TOTAL	\$4,702,258	\$4,349,037	\$4,634,176	



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

		2007-2008	2008-2009	2009-2010
3000	Property Taxes-Current	\$853,385	\$832,895	\$1,079,528
3070	Other Income	\$0	\$0	\$0
	Development Corp.	\$218,818	\$213,296	\$214,038
	Water and Sewer	\$268,018	\$259,768	\$259,768
	Total Revenues	\$853,385	\$832,895	\$1,079,528
5050	Debt Service	\$853,385	\$832,895	\$1,079,528
	Total Expenses	\$853,385	\$832,895	\$1,079,528
	Prior Year Balance	\$845,532	\$987,002	\$1,003,541
	Anticipated Balance	\$987,002	\$1,003,541	\$1,003,541

	5050			
	DEBT SERVICE FUND		Expenses	
	DESCRIPTION	2007-2008	2008-2009	2009-2010
42858	Miscellaneous	\$853,385	\$832,895	\$1,079,528
	Development Corp.	\$214,038	\$211,050	\$212,725
	Water and Sewer	\$259,768	\$251,743	\$245,218
	TOTAL EXPENSES	\$853,385	\$832,895	\$1,079,528



PARK IMPROVEMENT FUND

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



PARKS IMPROVEMENTS FUND
Revenues and Expenditures

		2007-2008	2008-2009	2009-2010
3070	Other Income	\$299,031	\$458	\$0
	Total Revenues	\$299,031	\$458	\$0
5280	Park Improvements	\$296,769	\$0	\$0
	Total Expenses	\$296,769	\$0	\$0
	Prior Year Balance	\$35,387	\$37,649	\$38,107
	Anticipated Balance	\$37,649	\$38,107	\$38,107

5280
PARKS IMPROVEMENTS FUND

Expenses

	DESCRIPTION	2007-2008	2008-2009	2009-2010
42250	Contracted Services	\$0	\$0	\$0
42900	Capital Outlay	\$296,769	\$0	\$0
	TOTAL EXPENSES	\$296,769	\$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.



5240
GRANT CONSTRUCTION FUND

Expenses

	DESCRIPTION	2007-2008	2008-2009	2009-2010
42200	Legal & Prof. Fees	\$0	\$0	\$0
42250	Contracted Services	\$208,700	\$226,725	\$203,128
42858	Miscellaneous	\$0	\$0	\$0
	TOTAL EXPENSES	\$208,700	\$226,725	\$203,128

CDBG GRANT FUND
Revenues and Expenditures

		2007-2008	2008-2009	2009-2010
3060	Intergov't Revenue	\$208,700	\$226,725	\$203,128
3070	Other Income	\$0	\$0	\$0
	Total Revenues	\$208,700	\$226,725	\$203,128
5240	Grant Construction	\$208,700	\$226,725	\$203,128
	Total Expenses	\$208,700	\$226,725	\$203,128
	Prior Year Balance	\$0	\$0	\$0



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

		2007-2008	2008-2009	2009-2010
3070	Other Income	\$29,000	\$70,000	\$70,000
	Total Revenues	\$29,000	\$70,000	\$70,000
5270	Water Impact	\$29,000	\$29,000	\$500,000
	Total Expenses	\$29,000	\$29,000	\$500,000
	Prior Year Balance	\$600,000	\$600,000	\$641,000
	Anticipated Balance	\$600,000	\$641,000	\$211,000

5270
WATER IMPACT FUND

Expenses

	DESCRIPTION	2007-2008	2008-2009	2009-2010
42900	Capital Outlay	\$29,000	\$29,000	\$500,000
	TOTAL EXPENSES	\$29,000	\$29,000	\$500,000



WASTEWATER IMPACT FUND

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



WASTEWATER IMPACT FUND
Revenues and Expenditures

	DESCRIPTION	2007-2008	2008-2009	2009-2010
3070	Other Income	\$150,000	\$70,000	\$70,000
	Total Revenues	\$150,000	\$70,000	\$70,000
5260	Wastewater Impact	\$150,000	\$0	\$0
	Total Expenses	\$150,000	\$0	\$0
	Prior Year Balance	\$580,630	\$580,630	\$650,630
	Anticipated Balance	\$580,630	\$650,630	\$720,630

5260

WASTEWATER IMPACT FUND

Expenses

	DESCRIPTION	2007-2008	2008-2009	2009-2010
42900	Capital Outlay	\$150,000	\$0	\$0
	TOTAL EXPENSES	\$150,000	\$0	\$0



MISCELLANEOUS FUNDS

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



5310
MISCELLANEOUS FUNDS

Expenses

DESCRIPTION	2007-2008	2008-2009	2009-2010
40000 Salaries	\$0	\$0	\$0
40150 Social Security	\$0	\$0	\$0
40200 Medicare	\$0	\$0	\$0
40250 Retirement	\$0	\$0	\$0
40350 Workmans Comp.	\$0	\$0	\$0
40400 Health Insurance	\$0	\$0	\$0
40600 Uniforms & Clothes	\$0	\$0	\$0
40650 Travel & Training	\$0	\$0	\$0
40750 Office Supplies	\$0	\$0	\$0
41450 Canine	\$0	\$0	\$0
41500 Film and Photo Process	\$0	\$0	\$0

**MISCELLANEOUS FUNDS
REVENUES**

	DESCRIPTION	2007-2008	2008-2009	2009-2010
	Narcotics Fund			
3070	Other Income	\$0	\$0	\$8,000
	LEOSE Grant Fund			
3060	Intergov't Revenue	\$2,600	\$2,600	\$2,600
	LCISD			
3060	Intergov't Revenue	\$26,046	\$26,046	\$31,596
	BG99			
3060	Intergov't Revenue	\$0	\$0	\$0
	FIRE SERVICE CONTRACTS			
3075	Intergov't Revenue	\$191,000	\$208,000	\$536,780
	FORT BEND COUNTY			
3075	Intergov't Revenue	\$275,551	\$332,400	\$363,220
	DEFY			
3060	Intergov't Revenue	\$0	\$0	\$0
	TOTAL REVENUE	\$495,197	\$28,646	\$42,196



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



CITY OF RICHMOND ORDINANCE NO. 2009-14

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS ADOPTING THE BUDGET FOR THE CITY OF RICHMOND, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND ENDING SEPTEMBER 30, 2010; 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 2009-2010 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 Finance Director and reviewed during the public meeting is hereby approved and adopted for the fiscal year 2009-2010.

SECTION 2: That the Investment Officer 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 Finance Director 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 21st DAY OF SEPTEMBER, 2009.

Hilmar G. Moore
HILMAR G. MOORE, MAYOR

Attest:

Mona Matak
MONA MATAK, CITY SECRETARY

**CITY OF RICHMOND
ORDINANCE NO. 2009-15**

AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF RICHMOND,
TEXAS FOR THE YEAR OF 2009

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

We, the City Commission of the City of Richmond, do hereby levy and adopt the tax rate
on one hundred dollar (\$100.00) valuation for this city for the tax year of 2009 as
follows:

\$0.5290 For the purpose of maintenance and operation;

\$0.2575 For the purpose of principal and interest on debt of this City;

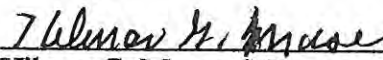
\$0.7865 TOTAL TAX RATE

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

The Debt Service rate of \$0.2575 was unanimously approved and adopted on motion by
COMMISSIONER GONZALES and second by COMMISSIONER DOSTAL

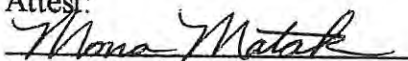
The Maintenance and Operation rate of \$0.5290 was unanimously approved and adopted
on motion by COMMISSIONER GONZALES and second by COMMISSIONER DOSTAL.

PASSED AND APPROVED on this 21st day of September, 2009.



Hilmar G. Moore, Mayor

Attest:



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 based on customer classification. See table below:

Residential Volumetric Rates

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

Irrigation Volumetric Rates

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

Volumetric Rates for All other Classes

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

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

SURFACE WATER RATES

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

SEWER RATES

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

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

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

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

Commercial Rates are billed based on monthly water consumption.

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

GARBAGE RATES

Single family residential	\$19.00
Multi-family residential	Monthly rates will be set according to volume and frequency of pickups.
Shops and small business establishments	Monthly rates will be set according to volume and frequency of pickups.

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

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

DUMPSTER RENTAL RATE

\$30.00 each per month

SPECIAL PICK UP

AT COST

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

SECTION 2. TAPPING FEES will be as follows:

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

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

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

SECTION 2b. BULK WATER

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

SECTION 2c. FROZEN PIPES

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

SECTION 3. DEPOSITS

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

SECTION 3a. DISCOUNTS

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

SECTION 4.

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

SECTION 5.

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

SECTION 6. RECONNECT FEE

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

SECTION 7. RETURNED CHECK CHARGE

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

for any reason by the issuer's bank.

SECTION 8. SEVERABILITY

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



CITY OF RICHMOND GLOSSARY



BUDGET GLOSSARY

Accounting System:

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

Accounts Payable:

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

Accounts Receivable:

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

Accrual Accounting:

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

Ad Valorem Taxes:

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

Advanced Refunding Bonds:

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

Assessed Value:

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

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.

Budget Message:

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

Capital Improvements:

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

Capital 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.

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.

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.

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.