

City of Richmond
Annual Operating Budget
October 1, 2012 - September 30, 2013

**Celebrating 175 Years
1837 - 2012**



**Honoring the Legacy of
Hilmar G. Moore
Mayor: 1949 - 2012**

Photos courtesy of:
Laura Scarlato

**CITY OF RICHMOND, TEXAS
FISCAL YEAR 2012-2013**

ANNUAL BUDGET



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CITY OF RICHMOND, TEXAS

PRINCIPAL OFFICIALS

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

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

* - City Commission Appointive Position



**HILMAR G. MOORE
MAYOR**

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

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



September 17, 2012

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

Dear Mayor and Commissioners,

The City staff is pleased to present the Annual Operating Budget for FY 2012-13. The total budget of \$18,501,279 represents an increase of \$2,670,139, or 16.8% change from the FY 2011-12 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 grow its existing partnerships with the county, surrounding municipal utility districts and other governmental entities in order to facilitate the growing needs of the community. Through these partnerships, the City is able to expand its sales tax base, meet the mandated surface water conversion and fund projects that will enhance the quality of life for citizens throughout the county seat of Fort Bend. As always, we must balance the limited resources to provide the best possible services for all stakeholders. We believe this budget provides the adequate funding to meet the needs of the citizens for the upcoming year.

ECONOMIC OUTLOOK

While celebrating 175 years, the City remains committed to its historic roots while embracing new growth and opportunities for the future. The City's development corporation has been working with a national retail analytics and locational intelligence firm that specializes in all aspects of retail market analyses and recruitment, from "macro to micro" trade area assessment to actively recruit retailers on behalf of the City. The City is in the county seat of Fort Bend County. Five major trade outlets have been identified within the City's retail trade area (RTA) with growth expectations of 18% by 2016. Strategic partnerships have been formed in these areas to expand infrastructure for future growth and to capture the sales tax benefits as a return on investment. Although the economic downturn has strained the City's resources in past years, the influx of new

nation-wide retail businesses to these areas have minimized the impact in the past fiscal years, with positive projections expected in future fiscal years.

GENERAL FUND

The two largest General Fund revenue sources are ad valorem tax and sales tax for a total of \$5,944,045. All other revenues combined amount to \$6,134,350 of General Fund revenue sources. The total projected General Fund revenues for the FY 2012-13 budget year is \$12,078,395, compare to the adopted FY 2011-12 revenues of \$11,717,271 for a 3% increase.

Certified tax values for FY 2012-13 are \$375,604,222, a 2% decrease from FY 2011-12. This can be attributed to an increase in exempt property followed by a substantial decrease in personal property. The taxable value of new improvements was \$1,505,030 which is a 15% increase over the prior year and approximates 0.4% of the total taxable value.

The tax rate for FY 2012-13 remains flat at \$.78650 per \$100 valuation. The tax rate is divided so that \$.5436 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2429 is reserved for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,964,045 (including penalties and delinquent taxes) or 25% of revenues, with the adoption of the M&O tax rate of \$.5436.

The total proposed revenues of FY 2012-13 are \$12,078,395 compared to revenues of \$11,717,271 for FY 2011-12, a 3% increase. Sales tax revenue is estimated at \$2,925,000 which is a 4% increase over actual projected collections for the FY2011-12 fiscal year. Sales tax is a volatile revenue source and has a direct relation to construction, retail or commercial business and the economic situations of the nation.

The total FY 2012-13 General Fund expenditures are \$11,158,535, an increase of 3% from FY 2011-12.

General Fund budgetary highlights and objectives are as follows:

- **Codification of City Ordinances:** The City plans to invest in the codification of all ordinances passed since its founding in 1837. This monumental task will enable personnel as well as outside developers and users to easily maneuver the City's complex legal system. Ordinances will be readily accessible to all in a searchable on-line format and will reduce the necessity for additional man power, essentially saving money in future budget years.
- **Investment in Employees:** The City provides primary services to the citizens in the form of streets, fire and police protection, and water and sewer services. In order to provide these services, trained and qualified employees must be retained. Employees are the greatest asset of the City, thus the essential need for maintaining competitive salaries and benefits. Approximately sixty-eight percent (68%), or \$7,591,540, of the General Fund budgeted expenditures are costs associated with personnel, i.e., compensation and benefits. Employees received

no pay increases during FY 2010, FY 2011, or FY 2012 while costs of living have continued to increase over the same time period. This budget has provided for a 3% increase for all eligible full-time employees. Additionally, amounts have been budgeted to absorb anticipated increases in health insurance benefits of 10% rather than pass these costs on to employees and their dependents.

- **Off-site back-up for vital City software:** In the event of an emergency or catastrophic event, the City will now be able to access vital financial and public safety databases and software through remote hosting of its software. This adds a level of assurance to the citizens of the stability of their local government operations.
- **Replacement of Aging Vehicle Fleet:** Continuing the commitment to replace the City's aging fleet, the FY 2011-12 budget provided for the replacement of aging vehicles. The FY 2012-13 reaffirms the commitment to replace high mileage and obsolete vehicles in the Police, Fire and Parks departments.
- **Fire Station No. 2 (Williams Way Blvd.):** Funding has been provided to begin the preliminary planning for construction of a new building for Fire Station No. 2. This will enable the City to plan for future financing needs to meet the growing population in this area.

WATER AND SEWER FUND

The Water and Sewer Fund provides for the operational needs by providing water and wastewater services to the citizens and businesses in Richmond. This year, revenues are anticipated to be \$6,066,205, which is an 8% increase over FY 2011-12 budgeted revenues. It should be noted \$228,643 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 \$5,365,041, which is an increase of \$661,906, or 12% from FY 2011-12.

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

- **Technology:** While we continue to grow our community relationships by striving for excellent customer service, we find the need to remain committed to our ever-growing population of tech-savvy professional citizens. This budget provides for software and system upgrades for online bill payment as well as the replacement of computer workstations in the Customer Service Department.
- **Personnel:** Funding for a staff accountant position was removed in the previous year's budget. This budget will return the funding for this position to increase the productivity, reporting and assist in the implementation of new technology.
- **Infrastructure Rehabilitation and Maintenance:** The budget for FY 2012-13 continues the City's commitment to infrastructure repair, rehabilitation and maintenance by committing over \$400,000 to repair and rehabilitate the City's water and sanitary sewer systems.
- **Investment in Employees:** Approximately thirty percent (30%), or \$1,836,201, of the Water and Sewer Fund budgeted expenditures are costs associated with

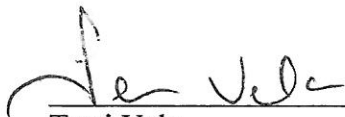
personnel, i.e., compensation and benefits. Employees received no pay increases during FY 2010, FY 2011, or FY 2012 while costs of living have continued to increase over the same time period. This budget has provided for a 3% increase for all eligible full-time employees. Additionally, amounts have been budgeted to absorb anticipated increases in health insurance benefits of 10% rather than pass these costs on to employees and their dependents.

Additional budget and Capital Improvements highlights:

- **Employee Identification System:** Funding is provided for implementation of additional security measures to provide a safe environment for citizens and personnel through the proper identification of employees. This advanced technology will also provide for the electronic processing of employee time and attendance thereby removing the risk of error and allow for potential savings in labor costs.
- **Lamar Drive Street & Drainage:** The final phase (III) of the Lamar Drive street and drainage improvements has been provided in this budget. When complete, these improvements will ensure the proper infrastructure is in place to reduce the potential for residential and business flooding.
- **Wessendorff Park:** Partnering with local foundations and Texas Parks and Wildlife, the City will be constructing a nature trail system and permanent entertainment pavilion to enhance the quality of life in the community. Once complete, this venue will be a focal point for community life just off the beaten path of historic downtown Richmond.

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

Respectively Submitted,



Terri Vela
City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richmond
Texas**

For the Fiscal Year Beginning

October 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director



APPROVED CAPITAL PROJECTS FY 2012-2013

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

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

The following is a summary of all approved budgeted Capital Outlay expenditures for FY 2012-13:

Capital Outlay costs:

General Fund

Street Department \$ 15,000 Self Propelled Sweeper (1/3 payment)

Police Department \$ 36,000 Patrol Vehicle Replacement

Fire Department \$ 85,000 Plan design for Fire Station #2
 \$ 23,000 Inspection Vehicle Replacement
 \$ 108,000

Water and Sewer Fund

Wastewater Department \$ 37,000 CDBG Match of 10%

CDBG Grant Fund \$ 281,000 Grant Construction

Water Impact Fund \$ 50,000 Completion of Water Maintenance Facility

Municipal Court

Building Security Fund \$ 40,000 Security Badge/Timekeeping System

Capital Contract costs:

General Fund

Fire Department \$ 79,629 Payment for Pumper

Total Capital Costs: \$646,629

City of Richmond Timeline

- 1822- Members of Austin's Old 300 settled near a fordable crossing of the Brazos River and built a block house to protect the settlers from Indian raids.
- 1836- Community evacuated during the Runaway Scrape, as Mexican troops pressed forward in the Texas revolution. Wylie Martin, leading the rear guard, defended the Brazos River crossing against Santa Anna's troops, but was maneuvered out of position and opened the path for the Mexican march to San Jacinto.
- 1837- Fort Bend County established and Richmond incorporated by the Republic of Texas as the county seat.
- 1839- First church organized in Richmond. First newspaper, the weekly *Telescope and Texas Literary Register*, published.
- 1851- Richmond's cityscape included a brick courthouse, two stores, a Masonic Lodge, the Methodist church, and the Richmond Male & Female Academy.
- 1853- Yellow fever epidemic swept through Richmond.
- 1855- Buffalo Bayou, Brazos, and Colorado Railway pulled into town.
- 1859- Richmond's business district bustled, and the town was a market center for the region's cotton plantations, with a cotton warehouse and two hotels and a brick building under construction. It was also the hub of a growing cattle empire. Cattle owners drove livestock to markets in New Orleans.
- 1879- The Gulf, Colorado and Santa Fe Railway line extended tracks into Rosenberg, three miles from Richmond. 2,000 people lived in Richmond, a city with a courthouse and four churches, a bank, sugar mills and refineries and six schools. Cotton, corn, livestock, hides, sugar and molasses were all shipped from town.
- 1890- Richmond's population dropped to 1,500.
- 1899- Brazos River Flood. After more than 9 inches of rainfall in 11 days in June, the Brazos River flooded. More than 280 died and thousands were left homeless.
- 1900- The Great Storm swept through Fort Bend County. Although the September hurricane devastated Galveston (killing between 6,000-8,000 and destroying a third of the city) building across Fort Bend County and

Richmond suffered only structural damage. The storm pushed across the plains and Great Lakes, into Canada before moving to sea north of Halifax, Nova Scotia.

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

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

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

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

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

2012- Richmond's population stands at 13,404.

HISTORIC POINT OF INTEREST

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

CITY OF RICHMOND FACTS

GOVERNMENT

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

GEOGRAPHY

Elevation	105 Feet
Area	3.5 Sqare Miles

CLIMATE

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

UTILITIES

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

EDUCATION (PUBLIC)

Lamar Consolidated ISD	
Enrollment	25,065
Average Student/Teacher ratio	15.8
Average SAT score	907
Budget	\$183,729,128
Elementary Schools	21
Middle Schools	3
Junior High Schools	4
Senior High Schools	4
Special	4
Teaching Staff:	
Advanced degrees	20.4%

10 Plus years 41%

EDUCATION (PRIVATE)

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

LIBRARIES

George Memorial 199,291 Volumes

CHURCHES

Catholic 2
Other 18

HOSPITAL

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

EMS

Units 3
Staff 18
Average Response Time 4 Minutes

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

RECREATION

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

CITY OF RICHMOND FACTS

The City of Richmond, Texas was incorporated on June 5, 1837, by Act of the Senate and House of Representatives as one of the first three cities in the Republic of Texas. The City is located in Fort Bend County at the site of Stephen F. Austin's original colonies in Texas and currently occupies a land area 4.074 square miles and serves a population of 13,532. On July 30, 1913, the City adopted a commission form of government. The City 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 Commission is the principal legislative body of the City. The Mayor presides at meetings of the City Commission.

The City of Richmond has operated under a Commission form of government 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 hiring of the City's manager and municipal judge.

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

CITY OF RICHMOND FISCAL/OPERATING POLICIES

BUDGET

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.

Department heads are required to submit requests for appropriation to the Finance Director in June or July of each 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.

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. Local government code 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, water and sewer 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.

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 four 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.

Accounting Systems

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

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

REVENUE

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

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

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

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.

LONG-TERM FINANCIAL PLANNING

Fund Balance

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

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

Subsidence District

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

The Regulatory Plan requires Groundwater permit holders within the Richmond/Rosenberg Sub-Area (as described by the Regulatory Plan) to limit their Groundwater withdrawals to seventy percent of their water consumption by 2015 and forty percent by 2025. The City of Richmond Groundwater Reduction Plan (GRP) was submitted to and approved by the Subsidence District prior to the September 30, 2010 deadline set out in the Subsidence District Regulatory Plan.

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

CAPITAL

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

INVESTMENTS

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

DEBT

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

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

VISION STATEMENT AND GOALS

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

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

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

SUMMARY OF CITYWIDE GOALS

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

- ✓ **Accounting & Collecting**
 - Provide financial information to City departments, citizens, mayor and commissioners in an effective and timely manner
 - Continue to seek operational efficiency and develop procedures to achieve the highest standards
 - ✓ **Customer Service**
 - Implement online payment method for customers
 - Implement credit card payment methods for all transactions
 - ✓ **Water**
 - Construct a new water plant on the east side of the Brazos River to provide continuous, uninterrupted water service as the City grows
- ***provide safe, secure, family-oriented communities;***
 - ✓ **Vehicle Maintenance**
 - Maintain and provide a reliable transportation and equipment fleet.
 - ✓ **Information Technology**
 - Provide proactive support on UPSs, data back-up and hardware
 - ✓ **Street**
 - Maintain and update street and regulatory sign inventory program
 - ✓ **Public Works**
 - Maintain their responsible areas at or above any regulatory requirements for their respected areas
 - ✓ **Police**
 - Acknowledge Citizen's Complaints within 48 hours and complete investigation within 14 days
 - Reduce convenience store thefts and robberies by requiring compliance with the City of Richmond convenience store ordinance #2008-17.
 - ✓ **Fire**
 - Deliver fire prevention and water safety classes to all schools in our jurisdiction
 - ✓ **Parks**
 - Get mulch around all playground areas to the right depth
 - ✓ **Wastewater**
 - Finalize installation of emergency generators at N. Second and Richmond Regional WWTF
- ***influence, foster and maintain the interest of safety;***
 - ✓ **General Government**
 - Work to implement most economical rate for surface water
 - ✓ **Street**
 - Provide the traveling public with a safe environment for automobile and pedestrian traffic

- ✓ **Police**
 - Acknowledge Citizen's Complaints within 48 hours and complete investigation within 14 days
 - Reduce convenience store thefts and robberies by requiring compliance with the City of Richmond convenience store ordinance #2008-17
- ✓ **Fire**
 - Reduce response times to an average of less than 5 minutes and 30 seconds
- ✓ **Municipal Court**
 - Seek opportunities to protect and serve our citizens
- ✓ **Water**
 - Evaluate and rehabilitate the City's water system to the best of our ability to reduce the amount of maintenance on the system
- ✓ **Wastewater**
 - Clean and fix all needed repairs to all original basins at Richmond Regional WWTF

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

- ✓ **General Government**
 - Improve records imaging and indexing system
- ✓ **Accounting & Collecting**
 - Provide services, tools and open communication to create an environment where individuals are treated fairly and consistently
- ✓ **Wastewater**
 - Initiate construction of water reclamation project at Richmond Regional WWTF

SUMMARY OF STATEMENT OF NET ASSETS
As of September 30, 2011 and 2010
(amounts expressed in thousands)

	Governmental Activities		Business-Type Activities		Total	
	2011	2010	2011	2010	2011	2010
Current and other assets	\$ 5,962	\$ 10,292	\$ 10,373	\$ 8,301	\$ 16,335	\$ 18,593
Capital assets, net	11,535	11,845	27,311	23,162	38,846	35,007
Total Assets	17,497	22,137	37,684	31,463	55,181	53,600
Long-term liabilities	10,087	10,922	2,005	2,155	12,092	13,077
Other liabilities	772	1,731	972	740	1,744	2,471
Total Liabilities	10,859	12,653	2,977	2,895	13,836	15,548
Net Assets:						
Invested in capital assets, net of debt	5,110	5,603	25,306	21,007	30,416	26,610
Restricted	1,343	1,201	150	150	1,493	1,351
Unrestricted	185	2,680	9,252	7,411	9,437	10,091
Total Net Assets	\$ 6,638	\$ 9,484	\$ 34,708	\$ 28,568	\$ 41,346	\$ 38,052

Net assets of the City, excluding component units, increased by \$3,311,003. Key elements of the increase are as follows:

CHANGES IN NET ASSETS
For the Fiscal Years Ended September 30, 2011 and 2010
(amounts expressed in thousands)

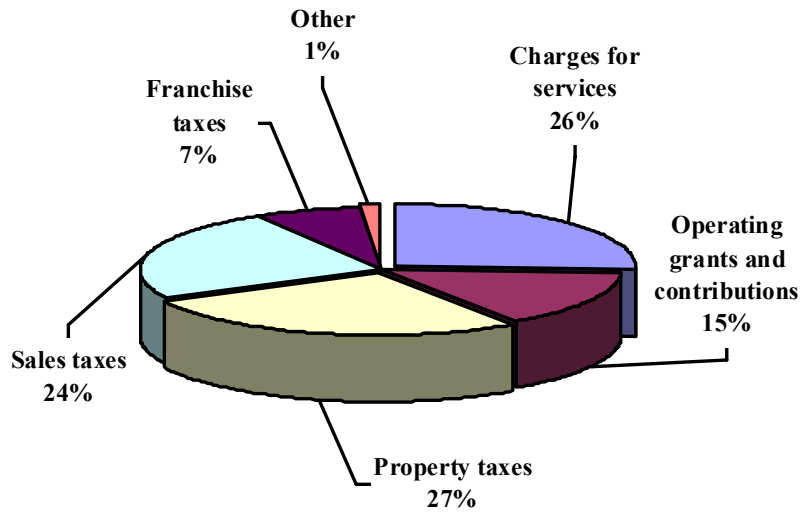
	Governmental Activities		Business-Type Activities		Total	
	2011	2010	2011	2010	2011	2010
Revenues						
Program revenues:						
Charges for services	\$ 2,872	\$ 2,692	\$ 8,366	\$ 6,681	\$ 11,238	\$ 9,373
Operating grants and contributions	1,616	1,278			1,616	1,278
Capital grants and contributions						
General revenues:						
Property taxes, penalties and interest	2,971	3,158			2,971	3,158
Sales taxes	2,668	2,857			2,668	2,857
Franchise taxes	799	783			799	783
Investment income and other	139	172	4	3	143	175
Total Revenues	11,065	10,940	8,370	6,684	19,435	17,624
Expenses						
General government	1,356	1,950			1,356	1,950
Public works	2,635	2,536			2,635	2,536
Parks and recreation	455	471			455	471
Public safety-Police	3,083	3,106			3,083	3,106
Public safety-Fire	3,601	3,173			3,601	3,173
Water and sewer			4,623	4,087	4,623	4,087
Interest on long-term debt	371	480			371	480
Total Expenses	11,501	11,716	4,623	4,087	16,124	15,803
Increase (Decrease) in Net Assets Before Transfers						
	(436)	(776)	3,747	2,597	3,311	1,821
Transfers	(2,392)	2,952	2,392	(2,952)		
Change in Net Assets	(2,828)	2,176	6,139	(355)	3,311	1,821
Net Assets, Beginning	9,466	7,290	28,568	28,923	38,034	36,213
Net Assets, Ending	\$ 6,638	\$ 9,466	\$ 34,707	\$ 28,568	\$ 41,345	\$ 38,034

There was a decrease of \$2,828,450 in net assets in connection with the City's governmental activities, compared to an increase of \$2,176,472 in the previous fiscal year. This decrease from the previous fiscal year is primarily due to completion of capital projects which were then transferred to the Water & Sewer Fund such as the sanitary sewer improvements.

The City's business-type net assets increased by \$6,139,453 in the current fiscal year. This increase in net assets can be attributed to the completion and transfer of capital projects discussed in the preceding paragraph and the Lamar Drive improvements.

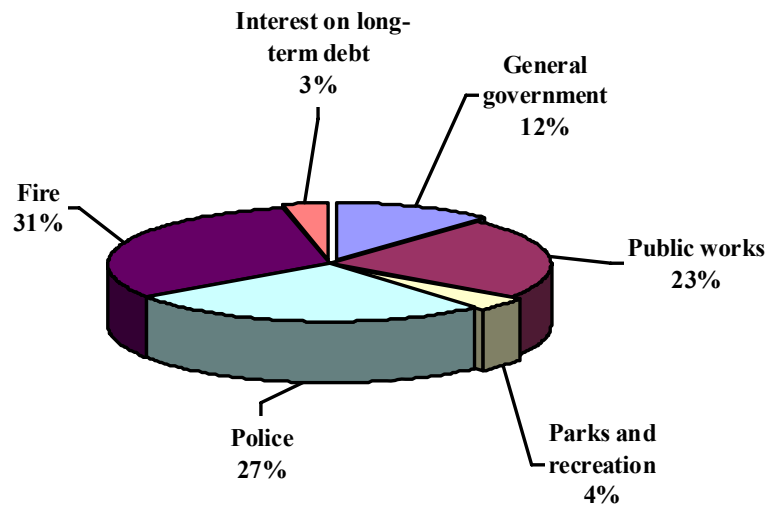
Graphic presentations of selected data from the summary tables follow to assist in the analysis of the City's activities.

GOVERNMENTAL REVENUES



For the fiscal year ended September 30, 2011, revenues from governmental activities, excluding transfers, totaled \$11.1 million.

GOVERNMENTAL FUNCTIONAL EXPENSES



For the fiscal year ended September 30, 2011, expenses for governmental activities totaled \$11.5 million.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets - The City's investment in capital assets as of September 30, 2011 amounts to \$38,845,707 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, vehicles, machinery and equipment, and infrastructure.

SCHEDULE OF CAPITAL ASSETS (amounts expressed in thousands)

	Governmental Activities		Business-Type Activities		Total	
	2011	2010	2011	2010	2011	2010
Non-Depreciable Assets						
Land	\$ 1,909	\$ 1,909	\$ 826	\$ 832	\$ 2,735	\$ 2,741
Construction-in-progress	426	389	6,525	4,807	6,951	5,196
Other Capital Assets						
Buildings	5,411	5,382	8,665	8,665	14,076	14,047
Improvements other than buildings	2,384	2,309	4,233	1,198	6,617	3,507
Machinery and equipment	5,558	5,326	1,018	960	6,576	6,286
Infrastructure	6,661	6,424	30,786	30,603	37,447	37,027
Accumulated depreciation on other capital assets	(10,815)	(9,894)	(24,742)	(23,903)	(35,557)	(33,797)
Totals	<u>\$ 11,534</u>	<u>\$ 11,845</u>	<u>\$ 27,311</u>	<u>\$ 23,162</u>	<u>\$ 38,845</u>	<u>\$ 35,007</u>

During the 2011 fiscal year, business-type activities improvements other than buildings increased by \$3,034,636. This increase can be attributed the addition of several new projects including the Lamar Drive Paving Drainage, Water and Sanitary Sewer replacement project, the Richmond Regional Wastewater Treatment Plant Expansion project and also the Sanitary Sewer Pipe Bursting project.

Also, during the 2011 fiscal year, governmental activities infrastructure increased by \$237,108. This increase can be attributed to the purchase of new software for the Police Department and a brush truck for the Fire Department.

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

Long-term Debt - At the end of the current fiscal year, the City, excluding component units, had total long-term debt of \$12,092,012. Of this amount, \$8.6 million is general obligation debt, and certificates of obligation account for \$2.0 million.

CITY OF RICHMOND, TEXAS

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

"
September 30, 2011

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable (1)</u>	<u>City of Richmond Share of Debt</u>
Lamar CISD	\$ 486,105,000	4.13 %	\$ 20,076,137
Fort Bend County	429,145,000	1.01	<u>4,334,365</u>
Subtotal, overlapping debt			24,410,501
City Direct Debt			<u>10,645,000</u>
Total Direct and Overlapping Debt			<u><u>\$ 35,055,501</u></u>

Source - BOSC, Inc.

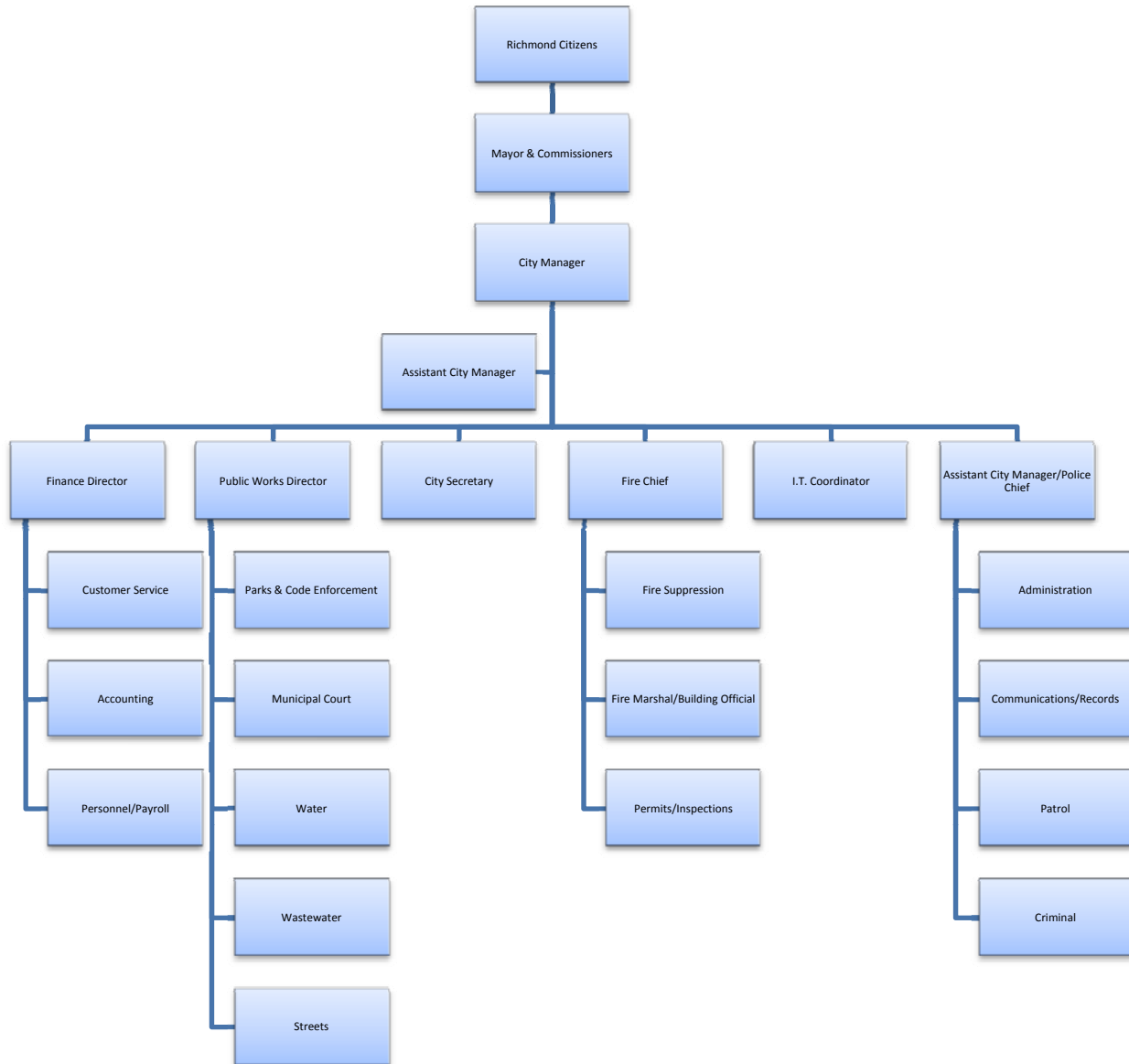
Note - Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when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

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

"

CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Overview



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

Fund/Department Position Title	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013	Percent +/(%)
GENERAL FUND:				
General Government (5100)				
City Manager	1	1	1	
Assistant City Manager	1	1	0.16	
City Secretary	0.5	0.5	0.475	
Human Resources Coordinator	1	1	1	
Administrative Assistant	1	1	1	
Subtotal	<u>4.5</u>	<u>4.5</u>	<u>3.635</u>	-19%
Public Works (5105)				
Public Works Director	1	1	1	
Executive Secretary	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Vehicle Maintenance (5110)				
Supervisor	0	0	0	
Mechanic 1	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Information Technology (5115)				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Streets (5120)				
Street Superintendent	1	1	1	
Street Foreman	1	1	1	
Street Crew Chief	1	1	1	
Equipment Operator 1	2	2	3	
Equipment Operator II	3	3	3	
Equipment Operator II/Sign Tech	1	1	1	
Street Maintenance Worker I	2	2	1	
Part-time Laborer	0.475	0.475	0.475	
Subtotal	<u>11.475</u>	<u>11.475</u>	<u>11.475</u>	0%

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

Fund/Department Position Title	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013	Percent +/(-)
Police (5140)				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Lieutenant of Patrol	1	1	1	
Lieutenant of CID	1	1	1	
Lieutenant Support Services	1	1	1	
patrol Sergeant	3	3	3	
Master Sergeant	1	1	1	
Patrol Corporal	3	3	3	
Detective	4	4	4	
Crime Scene Technician	2	2	2	
Police Officer	13	12	13	
Administrative Assistant	1	1	1	
Dispatcher	7	7	7	
Police Records Specialist	1	1	1	
Master K-9 Sergeant	1	1	0	
Part-time School Crossing Guards	3.5	3.5	0	
Subtotal	44.5	43.5	40	-8%
Fire (5150)				
Fire Chief	1	1	1	
Fire Marshal/Building Official	1	1	1	
Inspector/Investigator/Firefighter	4	4	4	
Assistant Fire Chief	1	1	1	
Battalion Chief	3	3	3	
Lieutenant	6	6	6	
Firefighters	18	18	18	
Administrative Assistant	1	1	1	
Records Specialist	1	1	1	
Permits Specialist	1	1	1	
Clerk	0	0.5	0.5	
Part-time Firefighters	0	5.96	5.96	
Subtotal	37	43.46	43.46	0%
Parks (5160)				
Park Superintendent/Code Enforcement Officer	1	1	1	
Park Foreman	1	1	1	
Crew Chief	1	1	1	
Maintenance Worker I	4	4	4	
Subtotal	7	7	7	0%
Janitorial (5170)				
Custodian	2	2	2	
Subtotal	2	2	2	0%

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

Fund/Department Position Title	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013	Percent +/(%)
Municipal Court (5180)				
Court Clerk/Associate Judge	2	2	2	
Bailiff	1	1	1	
Subtotal	3	3	3	0%
TOTAL GENERAL FUND	115.475	120.935	116.57	-4%
WATER AND SEWER FUND:				
Accounting & Collecting (5200)				
Finance Director	1	1	1	
Accountant	1	1	2	
Subtotal	2	2	3	50%
Customer Service (5210)				
Supervisor	1	1	1	
Assistant Supervisor	1	1	1	
Utility Clerk	2	2	2	
Subtotal	4	4	4	0%
Meter (5215)				
Water Meter Foreman	1	1	1	
Water meter Worker	3	3	3	
Subtotal	4	4	4	0%
Water (5220)				
Water Superintendent	1	1	1	
Foreman	1	1	0	
Crew Chief	1	1	1	
Water Operations Coordinator	1	1	1	
Plant Operator	1	1	1	
Cross Connection Technician	1	1	1	
Maintenance Operator I	0	2	2	
Maintenance Worker I	4	4	4	
Heavy Equipment Operator	1	1	1	
Subtotal	11	13	12	-8%

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

Fund/Department Position Title	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013	Percent +/(-)
Wastewater (5230)				
Wastewater Superintendent	1	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Operator I	3	3	1	
Operator II	2	2	3	
Operator III	1	1	1	
Maintenance Operator II	0	1	2	
Subtotal	<u>9</u>	<u>10</u>	<u>10</u>	0%
 TOTAL WATER AND SEWER FUND	 <u>30</u>	 <u>33</u>	 <u>33</u>	 0%
 TOTAL ALL FUNDS	 145.475	 153.935	 149.57	 -3%
			Full-time Positions: 142.16	
			Part-time Positions: 7.41	
			<u>TOTAL FULL-TIME EQUIVALENTS: 149.57</u>	

CITY OF RICHMOND, TEXAS

DEMOGRAPHIC AND ECONOMIC STATISTICS

(
Last Ten Fiscal Years

<u>Fiscal Year Ended Sept. 30,</u>	<u>Population (1)</u>	<u>Personal Income</u>	<u>Per Capita Personal Income</u>	<u>Median Age (1)</u>	<u>School Enrollment (2)</u>	<u>Unemployment Rate (3)</u>
2002	12,411	\$ n/a	\$ n/a	30	1,426	5.0%
2003	12,752	n/a	n/a	30	1,420	5.9%
2004	13,093	n/a	n/a	30	1,388	5.1%
2005	13,434	n/a	n/a	30	1,343	5.2%
2006	13,775	n/a	n/a	30	1,951	4.7%
2007	14,372	n/a	n/a	31	2,051	4.2%
2008	13,404	n/a	17,083	31	2,153	5.5%
2009	13,493	n/a	15,195	30	1,983	6.1%
2010	13,532	n/a	19,503	30	2,524	8.3%
2011	11,679	n/a	17,792	30	1,989	7.6%

n/a - information not available.

Data sources:

(1) Bureau of the Census.

(2) Lamar Consolidated Independent School District.

(3) Texas Workforce Commission.

CITY OF RICHMOND, TEXAS

OPERATING INDICATORS BY FUNCTION

Last Eight Fiscal Years *

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

Source - Various City departments.

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

2008	2009	2010	2011
401	501	745	280
246	239	237	209
4,575	3,989	3,611	2,705
1,759	1,650	1,413	1,098
67,499	58,944	30,078	26,481
23	31	16	169
21	22	11	14
24	50	34	88
35	42	21	29
1,800	1,858	2,091	1,931
148	188	222	24
176	148	192	110
887	651	702	361
314	382	378	383
22	18	42	18
152	167	154	111
3,602	3,557	3,863	3,238
274	340	328	301
54/3942	57/4134	71/6468	67/6442
37	37	26	35
1,567	1,262	1,369	2,508
4,320	2,903	2,861	4,018
1.977	1.977	1.973	2.661
723.511	723.511	720.179	971.275
3.214	3.214	3.267	4.445
1.376	1.376	1.492	1.415
503.745	503.745	546.592	516.391
3.000	3.000	2.778	2.717

CITY OF RICHMOND, TEXAS

CAPITAL ASSETS STATISTICS BY FUNCTION

Last Ten Fiscal Years

<u>Function</u>	<u>Fiscal Year</u>									
	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Public safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	18	18	20	23	25	25	25	27	27	27
Fire										
Stations	1	1	2	2	2	2	2	2	3	3
Public works										
Collection trucks	1	1	2	2	2	2	10	10	10	9
Streets (miles)	44	44	44	44	44	45	45	45	45	38
Parks and recreation										
Parks acreage	233	233	233	235	235	235	235	235	235	235
Parks	2	2	2	3	3	3	3	3	3	3
Water and sewer										
Water mains (miles)	n/a	48	48	50	50	50	50	50	50	53
Fire hydrants	iawqa	213	223	234	239	287	287	292	292	326
Maximum daily capacity (millions of gallons)	n/a	2.167	3.167	3.167	3.167	3.167	3.167	3.167	3.167	7.171
Sanitary sewers (miles)	n/a	44	44	44	44	44	44	44	44	44
Storm sewers (miles)	n/a	12	12	12	12	12	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	2.387	2.164	3.712	3.610	2.882	3.060	3.060	3.000	3.000	3.000

n/a - information not available.

Source - Various City departments.

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

CITY OF RICHMOND, TEXAS

PRINCIPAL EMPLOYERS

(

Current Year and Eight Years Ago

Employer	2011			2003		
	Employees	Rank	% of Total City Employment	Employees	Rank	% of Total City Employment
Fort Bend County	2,100	1	28.00 %	\$ 1,537	1	20.49 %
Richmond State School	1,341	2	17.88	1,269	2	16.92
Oak Bend Hospital	446	3	5.95	468	3	6.24
Wal-Mart	278	4	3.71	189	4	2.52
City of Richmond	140	5	1.87	108	6	1.44
T.W. Davis YMCA	135	6	1.80	110	5	1.47
Richmond Post Office	83	7	1.11	85	7	1.13
ADM Cotton Mill	39	8	0.52	52	8	0.69
NEPCO Foundry/Matrix Metal	35	9	0.47	38	9	0.51
Office Depot	6	10	0.08	6	10	0.08
Total	4,603		61.37 %	\$ 3,862		51.49 %

* The requirement for statistical data is ten years; only the current year and eight years prior are available at this time.

Source - Municipal Advisory Council.

BUDGET PROCESS

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

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

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

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

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

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

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

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

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

CITY OF RICHMOND

Budget Calendar

FY 2012-2013

June 4, 2012	Departmental Budget Worksheets and forms due to Finance.
June 11-15, 2012	Departmental budget meetings with City Manager and Finance staff.
July 20, 2012	Deadline for ARB to approve appraisal records.
July 24, 2012	Commission Budget Workshop (Expenditures).
July 25, 2012	Tax roll certification by Chief Appraiser (official date).
August 10, 2012	Calculation of effective & rollback Tax Rates.
August 15, 2012	Publication of effective and rollback tax rates; statement and schedules; submission to governing body.
August 20, 2012	Tax Rate Presentation and FY 2012-13 Budget Meeting (Revenue). Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the roll-back rate or the effective tax rate (whoever is lower) take record vote and schedule public hearings.
September 17, 2012	Public Hearing on Budget. Adopt FY 2012-13 Budget and adopt Tax Rate.

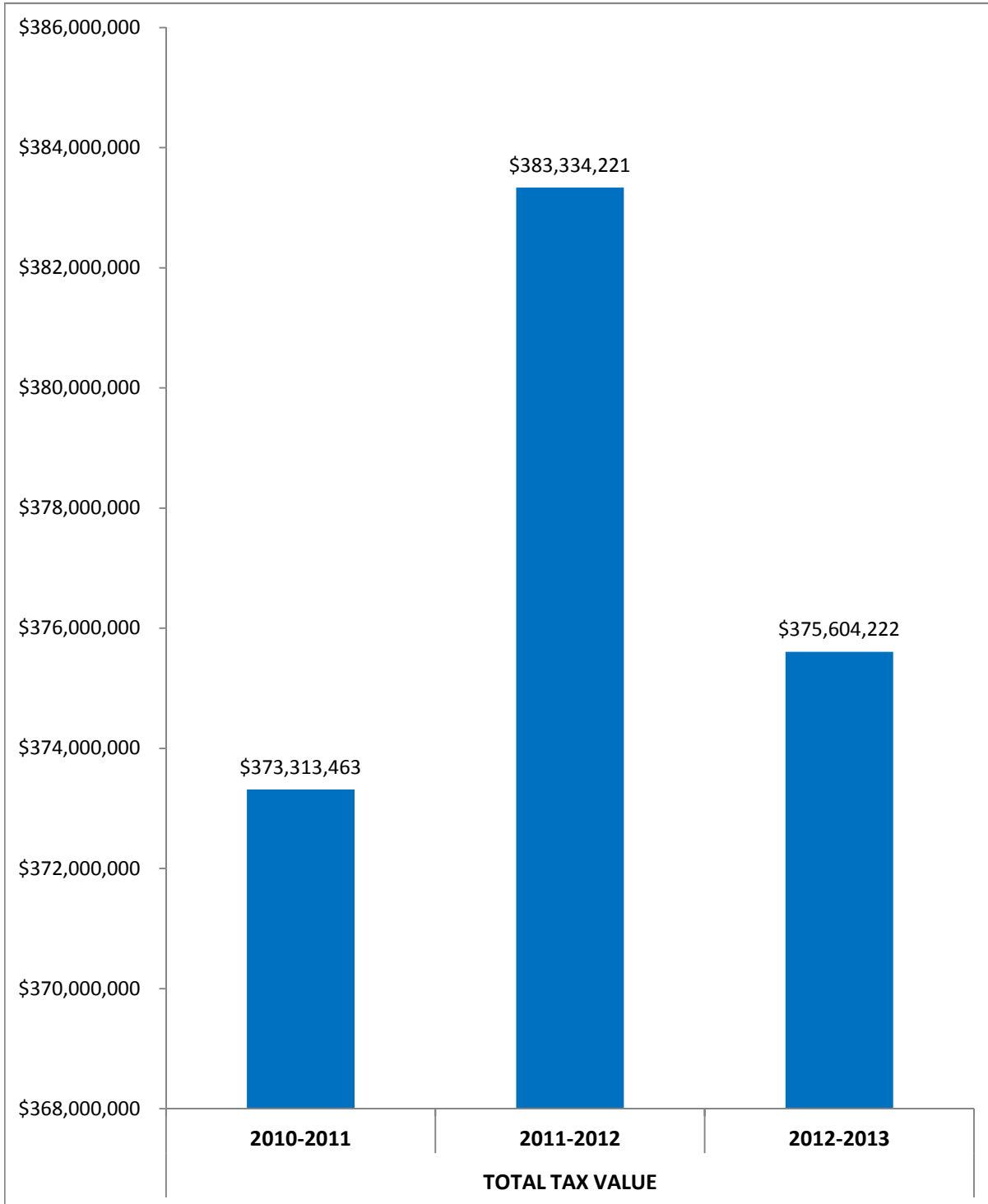
Top Ten Taxpayers

	2013			2012		
	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value	Taxable Assessed Value	Rank	% of Total Taxable Assessed Value
Wal-Mart Stores Texas LLC	10,442,790	1	2.78%	7,796,730	2	2.03%
Wal-Mart Real Estate Business Trust	9,686,370	2	2.58%	10,643,530	1	2.78%
Archer Daniel Midland CO	5,949,620	3	1.58%	5,858,900	3	1.53%
Hunter Clayton LLC	5,700,000	4	1.52%	5,700,000	4	1.49%
G&I VI Country Club Place LP	5,604,330	5	1.49%	5,538,530	5	1.44%
OakBend Medical Center	4,481,450	6	1.19%	5,273,240	6	1.38%
Golfview Holdings LLC	3,869,830	7	1.03%	4,410,410	7	1.15%
Centerpoint Energy Electric	3,867,940	8	1.03%	3,877,340	8	1.01%
Ransom Road Partners LLC	3,791,520	9	1.01%			0.00%
Matrix Metals, LLC				3,459,770	9	0.90%
Southern Cotton Oil Co	3,263,030	10	0.87%	3,342,290	10	0.87%
Subtotal	56,656,880		15.08%	55,900,740		14.58%
Other taxpayers	318,947,342		84.92%	327,433,481		85.42%
Total certified roll	375,604,222		100.00%	383,334,221		100.00%

TAX REVENUE and DISTRIBUTION

	Actual 2010-2011		Budget 2011-2012		Budget 2012-2013	
Real Estate	\$575,645,875		\$570,316,600		\$570,741,110	
Personal Property	\$71,360,572		\$69,990,495		\$64,369,351	
Total Tax Roll	\$647,006,447		\$640,307,095		\$635,110,461	
Homestead cap adj.	\$2,979,970		\$1,581,295		\$1,252,370	
Exempt Property	\$252,768,580	39%	\$254,193,090	40%	\$255,301,710	40%
Productivty Loss	\$12,454,530		\$5,819,380		\$6,840,980	
Disabled Vet.	\$1,064,260		\$1,215,690		\$1,215,460	
Over 65	\$3,927,140		\$3,767,880		\$3,805,750	
Misc. Exemptions	\$498,504		\$596,238		\$469,699	
Total Exemptions	\$273,692,984	42%	\$267,173,573		\$268,885,969	
Under ARB Review	\$0		\$10,200,699		\$9,379,730	
Total Tax Value	\$373,313,463		\$383,334,221		\$375,604,222	-2.02%
Tax Rate per \$100	0.7865		0.7865		0.7865	
Est. Tax Levy	\$2,936,110		\$3,014,924		\$2,954,127	
% of Collections	98%		98%		98%	
Est. Collections	\$2,877,388		\$2,954,625		\$2,895,045	
Delinquent Collections	\$51,087		\$80,000		\$69,000	
Est. Funds	\$2,928,475		\$3,034,625		\$2,964,045	
M & O Revenue	\$2,115,162		\$2,115,559		\$2,051,816	
Debt Service	\$920,604		\$919,066		\$912,229	
Development Corp.	\$206,000		\$202,000		\$0	
Water and Sewer	\$239,893		\$234,380		\$228,643	
M & O Rate	0.5399		0.5467		0.5436	
Debt Service Rate	0.2466		0.2398		0.2429	

CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013



**COMBINED REVENUES and EXPENDITURES
GENERAL, W/S and DEBT SERVICE FUND
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2013**

REVENUES

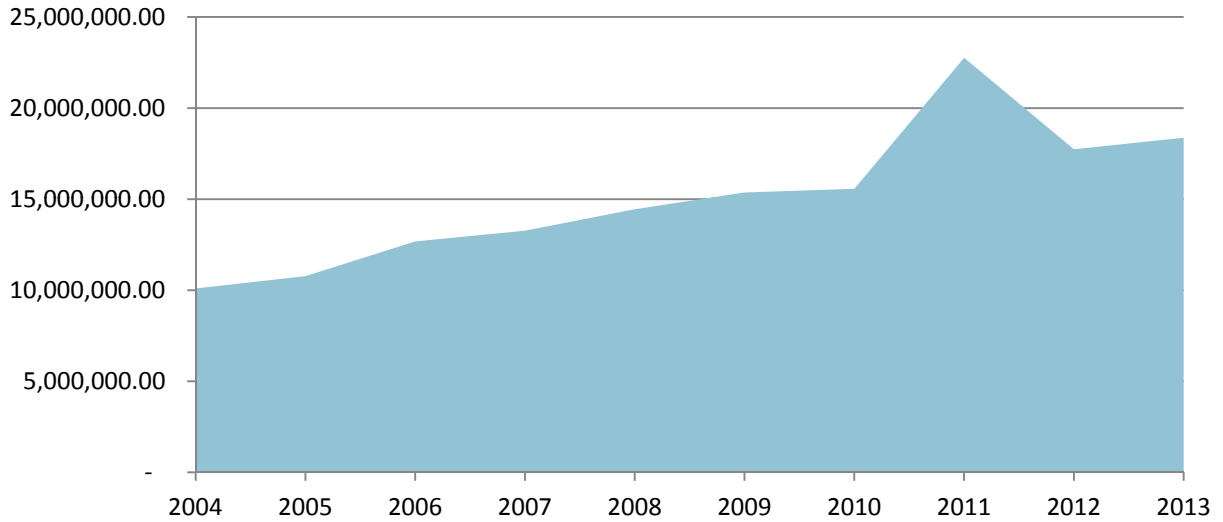
ACCOUNT DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013
PROPERTY TAX-CURRENT	\$2,877,388	\$2,954,625	\$2,895,045
PROPERTY TAX-DEL.	\$51,087	\$80,000	\$69,000
TOTAL PROPERTY TAX	\$2,928,475	\$3,034,625	\$2,964,045
WATER SALES & SERVICE	\$3,740,956	\$2,650,000	\$2,850,000
SEWER SALES & SERVICE	\$2,459,151	\$2,314,353	\$2,672,205
TAX PENALTY AND INT	\$41,801	\$40,000	\$55,000
SALES TAX-STATE	\$2,668,475	\$3,075,000	\$2,925,000
GARBAGE COLL. FEES	\$1,364,296	\$1,350,000	\$1,354,000
LICENSES AND PERMITS	\$128,742	\$250,000	\$200,000
INSPECTION FEES	\$75,007	\$135,000	\$55,000
UTILITY GROSS RECPTS.	\$799,263	\$715,000	\$825,000
COURT FINES	\$311,774	\$381,050	\$376,050
MISCELLANEOUS	\$466,750	\$968,000	\$588,800
INTERGOVT. REVENUE	\$131,596	\$131,596	\$115,000
RENT	\$5,775	\$5,000	\$6,000
FIRE PROTECTION FEES	\$981,624	\$920,000	\$1,053,500
INTERFUND TRANSFERS	\$6,638,012	\$1,686,380	\$2,309,643
INTEREST	\$23,777	\$86,000	\$24,000
TOTAL REVENUES	\$22,765,474	\$17,742,004	\$18,373,242

EXPENDITURES

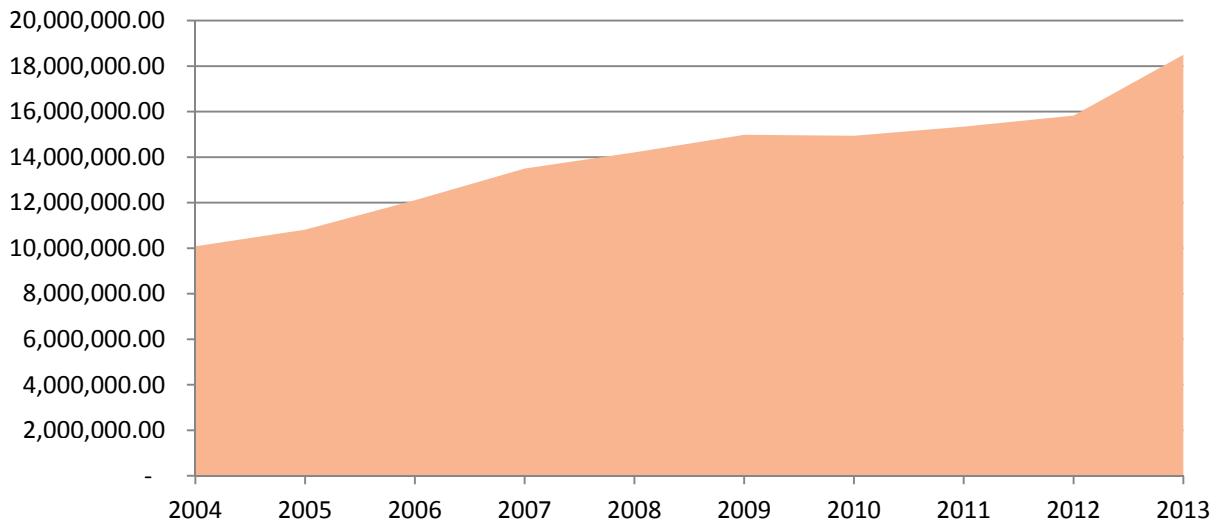
SALARIES, WAGES	\$9,124,704	\$9,095,983	\$9,427,741
MATL., SUPPL. & SERV.	\$4,551,955	\$5,249,595	\$7,657,038
CAPITAL OUTLAY	\$308,687	\$332,916	\$275,629
Subtotal EXPENSES	\$13,985,347	\$14,678,494	\$17,360,408
DEBT SERVICE	\$1,121,604	\$918,266	\$912,229
DEBT SERVICE-WATER & SEV	\$239,893	\$234,380	\$228,643
TOTAL EXPENDITURES	\$15,346,844	\$15,831,140	\$18,501,279
EXCESS REV./EXP.	\$7,418,630	\$1,910,864	(\$128,037)
PRIOR YEAR SURPLUS	\$29,637,067	\$37,055,697	\$38,966,561
ANT. SURPLUS BALANCE	\$37,055,697	\$38,966,561	\$38,838,524

FINANCIAL TRENDS

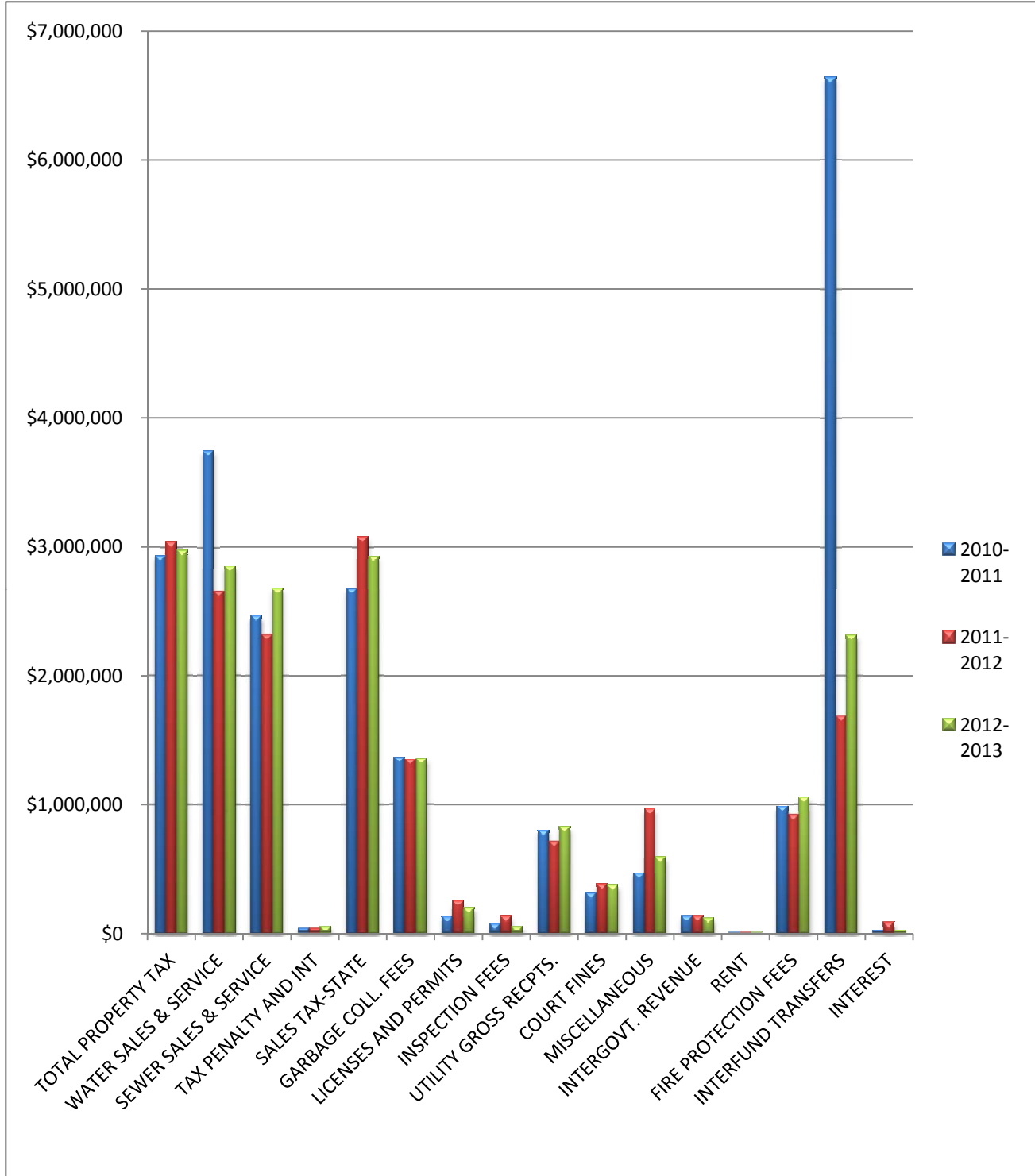
Combined Revenue Last Ten Years



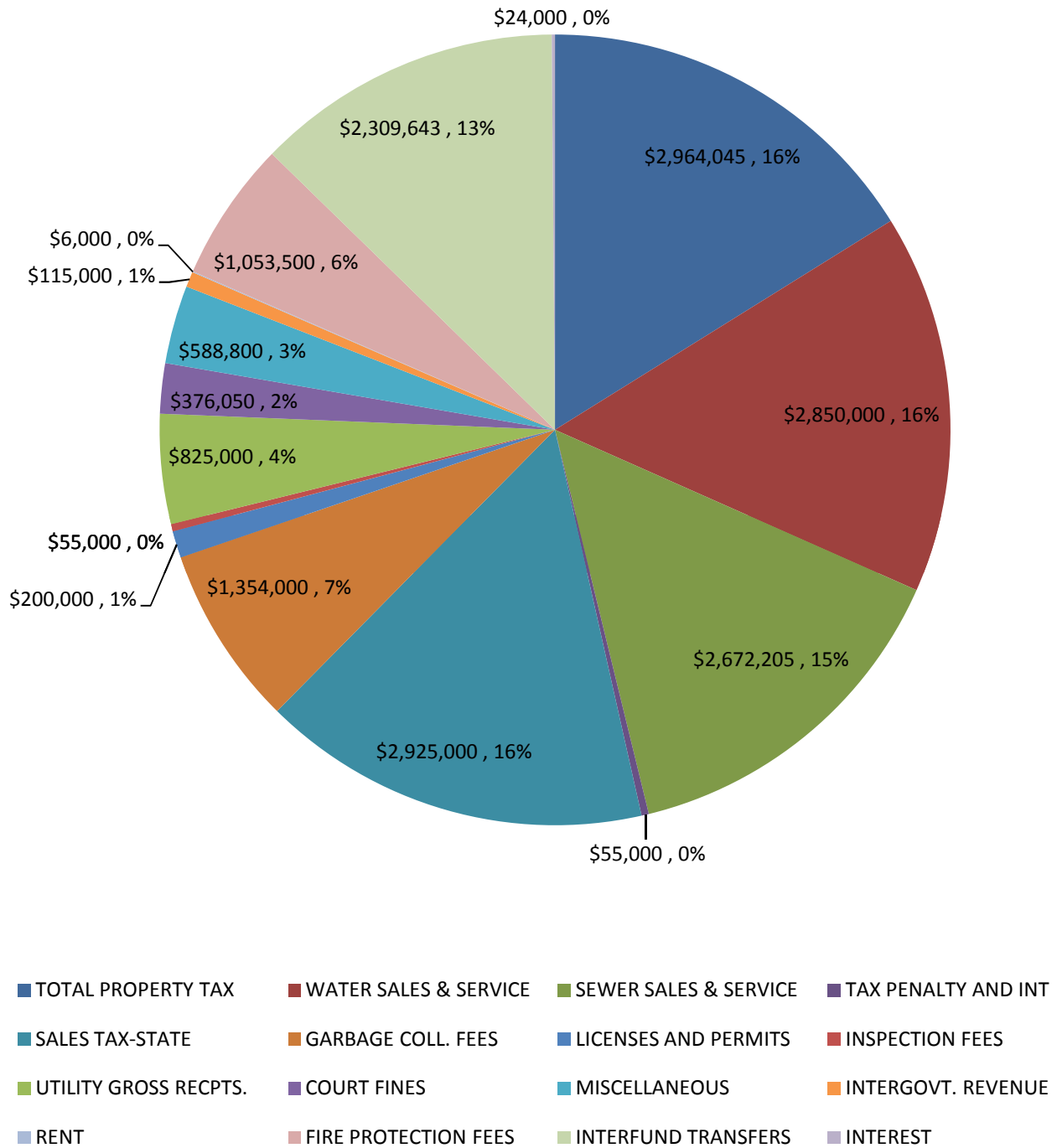
Combined Expenditures Last Ten Years



Revenue Trends Based on Past Performance



2012-2013 Revenue



GENERAL FUND

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



GENERAL FUND

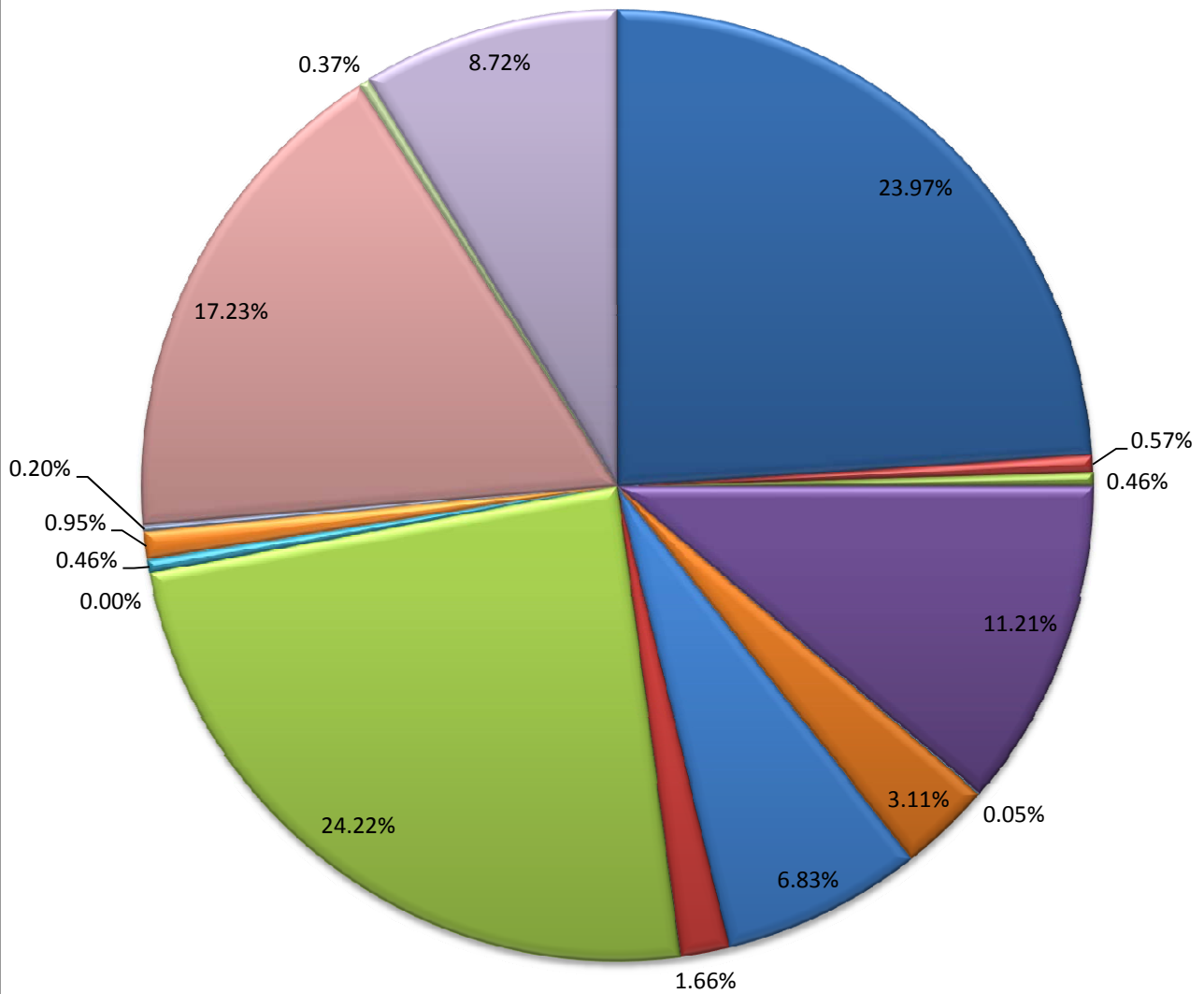
Revenues and Expenditures

	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
3000 Property Tax-Current	\$2,000,526	\$2,954,625	\$2,965,734	\$2,895,045	-2.02%
3005 Property Tax-Delinq.	\$51,087	\$80,000	\$35,000	\$69,000	-13.75%
Total Property Tax	\$2,051,613	\$3,034,625	\$2,964,045	\$2,964,045	-2.33%
3010 Tax Penalty and Int	\$41,801	\$40,000	\$55,960	\$55,000	37.50%
3025 Garbage Collection-Net	\$1,364,296	\$1,350,000	\$1,350,000	\$1,354,000	0.30%
3050 Rent	\$5,775	\$5,000	\$6,800	\$6,000	20.00%
3030 Mun. Court Fines	\$311,774	\$381,050	\$295,431	\$376,050	-1.31%
3035 Utility Receipts	\$799,263	\$715,000	\$864,770	\$825,000	15.38%
3040 License & Permits	\$128,742	\$250,000	\$180,335	\$200,000	-20.00%
3015 Sales Tax-State	\$2,668,475	\$3,075,000	\$2,777,100	\$2,925,000	-4.88%
3045 Inspection Fees	\$0	\$125,000	\$50	\$0	-100.00%
3047 Plan Review Fees	\$75,007	\$10,000	\$45,100	\$55,000	450.00%
3060 Intergovt. Revenue	\$452,117	\$131,596	\$131,596	\$115,000	-12.61%
3055 Interest	\$17,777	\$80,000	\$16,000	\$24,000	-70.00%
3065 Trans. frm Oth Funds	\$1,900,000	\$1,250,000	\$2,047,000	\$2,081,000	66.48%
3070 Other Income	\$93,358	\$350,000	\$34,000	\$44,800	-87.20%
3075 Fire Protection Fees	\$981,624	\$920,000	\$1,075,000	\$1,053,500	14.51%
3080 Donations	\$3,265	\$0	\$0	\$0	0.00%
Total Revenues	\$10,894,887	\$11,717,271	\$11,843,187	\$12,078,395	3.08%
Less Debt Service	\$0	\$918,266	\$0	\$912,229	-0.66%
Total M & O Revenue	\$10,894,887	\$10,799,005	\$11,843,187	\$11,166,166	3.40%
					% of Total GF Expenses
5100 General Government	\$772,996	\$643,022	\$834,948	\$663,926	5.95%
5105 Public Works	\$216,464	\$206,669	\$209,997	\$283,019	2.54%
5110 Vehicle Maintenance	\$148,210	\$142,428	\$149,015	\$145,966	1.31%
5115 Information Technology	\$150,531	\$154,865	\$154,877	\$161,298	1.45%
5120 Street	\$996,040	\$1,127,510	\$1,141,235	\$1,102,470	9.88%
5130 Sanitation	\$1,183,519	\$1,300,000	\$1,210,763	\$1,295,000	11.61%
5140 Police	\$3,137,065	\$3,058,730	\$2,957,486	\$3,066,130	27.48%
5150 Fire - Central	\$3,382,731	\$3,262,222	\$3,426,797	\$3,560,698	31.91%
5155 Fire - St. #2	\$31,738	\$29,800	\$29,800	\$32,230	0.29%
5157 Fire - St. #3	\$35,774	\$43,750	\$29,350	\$45,545	0.41%
5160 Parks	\$372,905	\$448,631	\$445,340	\$417,911	3.75%
5170 Janitorial	\$83,848	\$89,629	\$89,908	\$87,530	0.78%
5180 Municipal Court	\$300,426	\$290,577	\$289,363	\$296,812	2.66%
Est. M & O Expenses	\$10,812,248	\$10,797,833	\$10,968,879	\$11,158,535	
Net Operating Revenue	\$82,639	\$1,172	\$874,307	\$7,631	
Prior Year Balance	\$43,366	\$126,005	\$126,005	\$1,000,312	
Anticipated Balance	\$126,005	\$88,570	\$1,000,312	\$1,007,943	
Actual Ending Fund Balanc	\$126,005	\$127,177	\$1,000,312		
Fund Bal as % of Exp	1.17%	1.18%	9.12%	9.03%	



GENERAL FUND REVENUE FY 2012-13

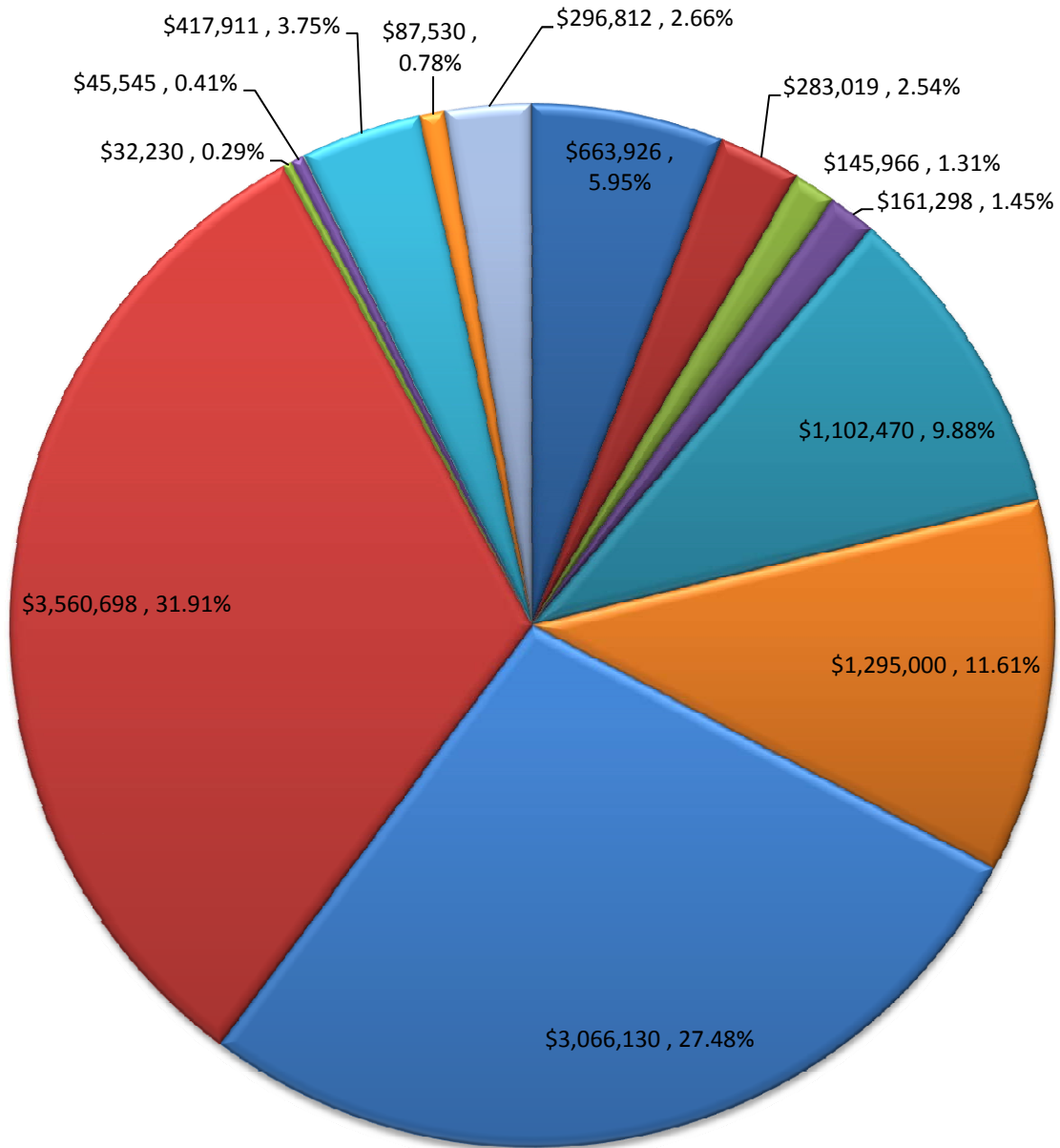
- | | | | |
|------------------------|------------------------|-----------------------|--------------------------|
| ■ Property Tax-Current | ■ Property Tax-Delinq. | ■ Tax Penalty and Int | ■ Garbage Collection-Net |
| ■ Rent | ■ Mun. Court Fines | ■ Utility Receipts | ■ License & Permits |
| ■ Sales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





GENERAL FUND EXPENDITURES FY 2012-2013

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





5100

GENERAL GOVERNMENT DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000 Salaries	\$158,967	\$187,281	\$263,791	\$204,957	9.44%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40010 Salaries Contract	\$12,870	\$12,000	\$12,245	\$12,000	0.00%
40100 Salaries Election	\$0	\$4,000	\$0	\$0	-100.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$9,174	\$11,611	\$15,931	\$13,141	13.18%
40200 Medicare	\$2,146	\$2,716	\$3,726	\$3,073	13.14%
40250 Retirement	\$22,954	\$30,770	\$36,810	\$27,301	-11.27%
40350 Workmans Comp.	\$308	\$343	\$256	\$332	-3.21%
40400 Health Insurance	\$12,609	\$19,931	\$25,524	\$23,320	17.00%
40500 Recruiting	\$21	\$20	\$20	\$20	0.00%
40650 Travel and Training	\$1,112	\$500	\$500	\$500	0.00%
40750 Office Supplies	\$6,099	\$5,000	\$5,000	\$5,000	0.00%
40800 Postage	\$1,573	\$1,000	\$3,500	\$1,000	0.00%
41300 Janitorial Supplies	\$187	\$0	\$560	\$0	0.00%
41650 Periodicals-Memberships	\$2,465	\$4,000	\$2,550	\$4,000	0.00%
41950 Equipment Repair	\$0	\$500	\$0	\$500	0.00%
42000 Bldg. Repair & Maint.	\$14,172	\$5,000	\$4,000	\$5,000	0.00%
42150 Equipment Rental	\$0	\$0	\$785	\$932	100.00%
42200 Legal & Acct. Fees	\$110,061	\$25,000	\$45,000	\$25,000	0.00%
42210 Engineer & Prof. Fees	\$262,036	\$175,000	\$250,000	\$175,000	0.00%
42250 Contract Service	\$30,045	\$25,000	\$30,000	\$34,500	38.00%
42400 Maintenance Contract	\$8,421	\$5,000	\$7,700	\$5,000	0.00%
42500 Advertising	\$1,777	\$1,500	\$1,900	\$1,500	0.00%
42600 Utilities	\$3,219	\$5,000	\$3,300	\$5,000	0.00%
42700 Telephone & Pagers	\$4,719	\$3,500	\$3,500	\$3,500	0.00%
42750 Insurance & Bonding	\$102,206	\$115,000	\$115,000	\$110,000	-4.35%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$819	\$2,000	\$2,000	\$2,000	0.00%
42900 Capital Outlay	\$3,526	\$0	\$0	\$0	0.00%
43050 Interest Expense	\$161	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$772,996	\$643,022	\$834,948	\$663,926	3.25%
SALARIES & FEES	\$220,378	\$270,002	\$359,633	\$285,474	5.73%
MTL. & SUPPLIES	\$552,619	\$373,020	\$475,315	\$378,452	1.46%

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.

2012-2013 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

2012-2013 Departmental Performance Indicators

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

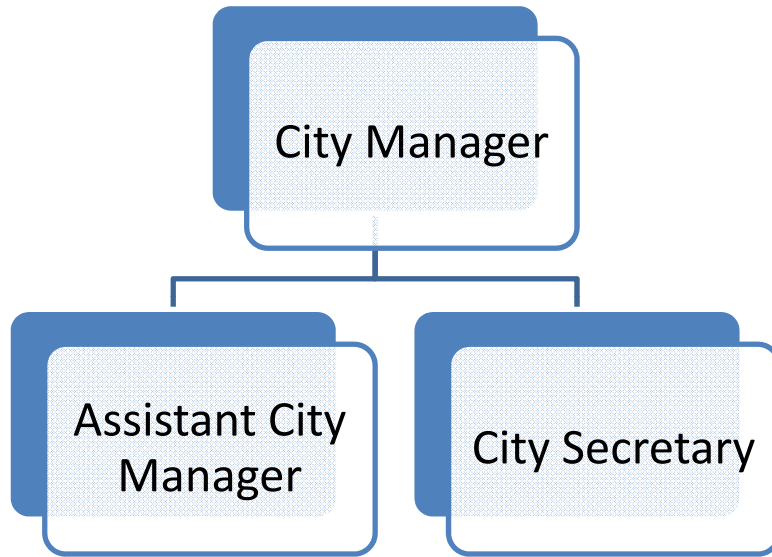
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
City Manager	1	1	1
Assistant City Manager	1	1	0.16
City Secretary	0.5	0.5	0.475
Human Resources Coordinator	1	1	1
Administrative Assistant	1	1	1
Total Personnel	4.5	4.5	3.64



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

GENERAL GOVERNMENT





5105

PUBLIC WORKS DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
40000 Salaries	\$133,848	\$130,498	\$133,163	\$134,408	3.00%
40125 Overtime	\$56	\$0	\$0	\$0	0.00%
40150 Social Security	\$7,792	\$8,090	\$8,160	\$8,668	7.14%
40200 Medicare	\$1,822	\$1,893	\$1,908	\$2,027	7.08%
40250 Retirement	\$22,378	\$21,441	\$20,013	\$19,661	-8.30%
40350 Workmans Comp.	\$218	\$261	\$195	\$218	-16.48%
40400 Health Insurance	\$10,814	\$11,736	\$12,836	\$12,315	4.93%
40600 Uniforms	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$91	\$450	\$450	\$450	0.00%
40750 Office Supplies	\$1,696	\$6,000	\$5,000	\$5,000	-16.67%
40800 Postage	\$305	\$600	\$600	\$600	0.00%
41300 Janitor Supplies	\$446	\$300	\$600	\$600	100.00%
41650 Periodicals-Memberships	\$0	\$100	\$100	\$100	0.00%
42000 Bldg. Repair & Maint.	\$14,921	\$4,000	\$4,000	\$4,000	0.00%
42150 Equipment Rental	\$0	\$0	\$1,872	\$1,872	100.00%
42200 Legal & Act. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$710	\$1,600	\$1,600	\$1,600	0.00%
42400 Maintenance Contracts	\$686	\$1,000	\$500	\$500	-50.00%
42600 Utilities	\$12,708	\$12,000	\$11,000	\$11,000	-8.33%
42650 Street Lights	\$0	\$0	\$0	\$72,000	100.00%
42700 Telephone & Pagers	\$7,569	\$6,200	\$7,500	\$7,500	20.97%
42850 Miscellaneous	\$406	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$216,464	\$206,669	\$209,997	\$283,019	36.94%
SALARIES & FEES	\$176,927	\$173,919	\$176,275	\$177,297	1.94%
MTL. & SUPPLIES	\$39,537	\$32,750	\$33,722	\$105,722	222.82%

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.

2012-2013 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

2012-2013 Departmental Performance Indicators

	Act. <u>FY 10-11</u>	Est. <u>FY 11-12</u>	Bud. <u>FY 12-13</u>
Attended Departmental meetings	250	250	250
Reply to citizen concern calls	1000	1000	1000

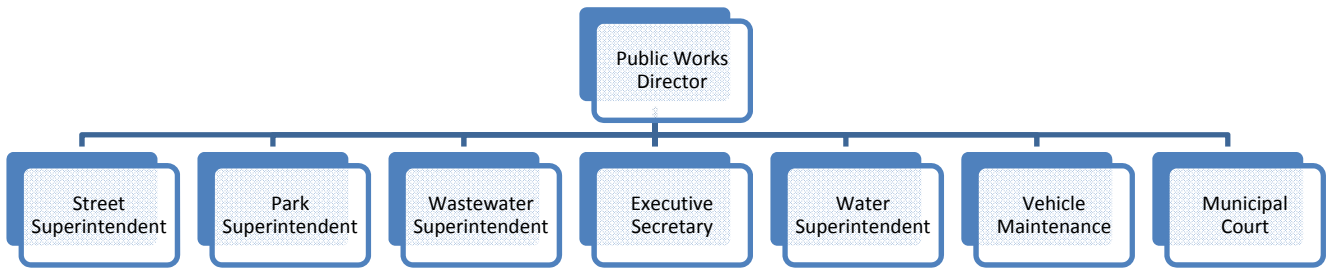
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Public Works Director	1	1	1
Executive Secretary	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Public Works





5110

VEHICLE MAINTENANCE DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
40000 Salaries	\$85,941	\$80,562	\$84,289	\$82,632	2.57%
40125 Overtime	\$5,204	\$4,500	\$4,500	\$4,500	0.00%
40150 Social Security	\$4,490	\$5,274	\$5,274	\$5,435	3.05%
40200 Medicare	\$1,113	\$1,234	\$1,234	\$1,271	3.00%
40250 Retirement	\$15,182	\$13,975	\$13,975	\$12,823	-8.24%
40350 Workmans Comp.	\$1,608	\$1,844	\$1,380	\$1,719	-6.78%
40400 Health Insurance	\$17,325	\$12,039	\$15,363	\$15,136	25.72%
40600 Uniforms	\$2,052	\$1,900	\$1,900	\$1,600	-15.79%
40650 Travel and Training	\$0	\$250	\$250	\$250	0.00%
40750 Office Supplies	\$181	\$500	\$500	\$500	0.00%
40850 Paint & Supplies	\$8	\$750	\$750	\$750	0.00%
40950 Shop Tools & Equip.	\$1,404	\$4,200	\$4,200	\$4,200	0.00%
41100 Gasoline	\$790	\$1,000	\$1,000	\$1,000	0.00%
41150 Tires & Batteries	\$0	\$300	\$300	\$300	0.00%
41950 Equipment Repair	\$2,698	\$1,000	\$1,000	\$750	-25.00%
42000 Bldg. Repair & Maint	\$255	\$2,000	\$2,000	\$2,000	0.00%
42100 Vehicle Repair	\$163	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$1,525	\$1,000	\$1,000	\$1,000	0.00%
42250 Contracted Services	\$1,120	\$2,000	\$2,000	\$2,000	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$3,667	\$3,800	\$3,800	\$3,800	0.00%
42700 Telephone & Pagers	\$3,355	\$2,800	\$2,800	\$2,800	0.00%
42850 Miscellaneous	\$130	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$148,210	\$142,428	\$149,015	\$145,966	2.48%
SALARIES & FEES	\$130,862	\$119,428	\$126,015	\$123,516	3.42%
MTL. & SUPPLIES	\$17,348	\$23,000	\$23,000	\$22,450	-2.39%

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.

2012-2013 Departmental Goals

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

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
Total # of pieces of equipment serviced/maintained	116	118	120

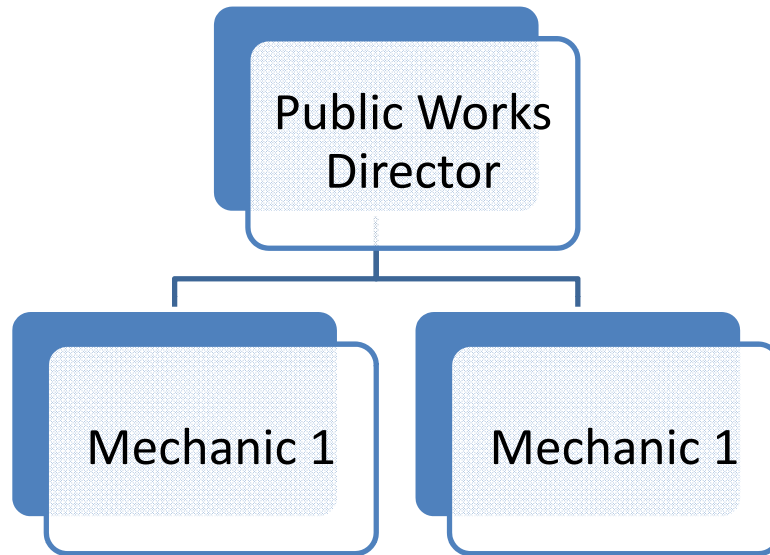
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Supervisor	0	0	0
Mechanic 1	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Vehicle Maintenance





5115

INFORMATION TECHNOLOGY DEPARTMENT

	Actual	Budget	Estimate	Budget	Percent
DESCRIPTION	2010-2011	2011-2012	2011-2012	2012-2013	+/(%)
40000 Salaries	\$108,240	\$104,713	\$106,422	\$107,014	2.20%
40125 Overtime	\$616	\$575	\$1,280	\$575	0.00%
40150 Social Security	\$6,361	\$6,528	\$6,646	\$6,733	3.14%
40200 Medicare	\$1,488	\$1,527	\$1,554	\$1,575	3.14%
40250 Retirement	\$18,178	\$17,299	\$16,215	\$15,885	-8.17%
40350 Workmans Comp.	\$171	\$193	\$144	\$176	-8.81%
40400 Health Insurance	\$11,363	\$11,680	\$16,066	\$12,315	5.44%
40650 Travel and Training	\$0	\$3,800	\$0	\$3,800	0.00%
40750 Office Supplies	\$1,463	\$4,000	\$2,500	\$500	-87.50%
41100 Gasoline and Diesel	\$1,655	\$1,950	\$1,450	\$1,350	-30.77%
41650 Periodicals, Memberships	\$0	\$100	\$100	\$100	0.00%
42100 Vehicle Repair	\$40	\$1,500	\$1,500	\$2,500	66.67%
42700 Telephone & Pagers	\$956	\$1,000	\$1,000	\$1,400	40.00%
42800 License & Permits	\$0	\$0		\$7,375	100.00%
42850 Miscellaneous	\$0	\$0		\$0	0.00%
42900 Capital Outlay	\$0	\$0		\$0	0.00%
42950 Capital Contract	\$0	\$0		\$0	0.00%
TOTAL EXPENSES	\$150,531	\$154,865	\$154,877	\$161,298	4.15%
SALARIES & FEES	\$146,417	\$142,515	\$148,327	\$144,273	1.23%
MTL. & SUPPLIES	\$4,114	\$12,350	\$6,550	\$17,025	37.85%

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.

2012-2013 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

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
# of File Servers maintained	8	8	8
# of Mobile Terminals maintained	25	25	25
# of Network Printers maintained	23	23	23
# of Workstations	101	105	105
# Enterprise Apps	4	5	5

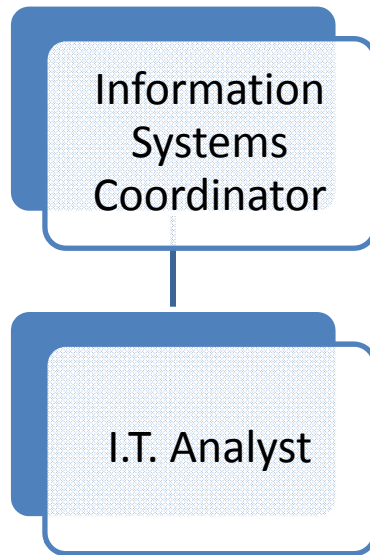
2012-2013 Departmental Personnel History

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Information Technology





5120

STREET DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000 Salaries	\$375,798	\$386,833	\$396,905	\$392,033	1.34%
40125 Overtime	\$516	\$5,742	\$100	\$5,742	0.00%
40150 Social Security	\$20,835	\$24,340	\$23,548	\$25,010	2.75%
40200 Medicare	\$4,873	\$5,693	\$5,476	\$5,849	2.74%
40250 Retirement	\$60,880	\$62,757	\$58,339	\$57,487	-8.40%
40350 Workmans Comp.	\$15,287	\$17,213	\$12,825	\$15,646	-9.10%
40400 Health Insurance	\$68,551	\$76,882	\$71,592	\$76,194	-0.89%
40550 Medical Surveillance	\$177	\$250	\$50	\$250	0.00%
40600 Uniforms	\$5,141	\$5,000	\$4,000	\$5,000	0.00%
40650 Travel and Training	\$20	\$500	\$400	\$250	-50.00%
40750 Office Supplies	\$925	\$1,500	\$1,500	\$1,500	0.00%
40800 Postage	\$0	\$50	\$0	\$50	0.00%
40850 Paint,Hardware Supplies	\$1,499	\$4,000	\$4,000	\$4,000	0.00%
40900 Street and Sign Paint	\$4,685	\$6,000	\$4,000	\$6,000	0.00%
40950 Shop Tools & Equip.	\$3,231	\$2,000	\$2,000	\$1,500	-25.00%
41100 Gasoline and Diesel	\$42,688	\$40,000	\$45,000	\$50,000	25.00%
41150 Tires & Batteries	\$4,447	\$7,080	\$7,080	\$4,000	-43.50%
41200 Topping & Base Materials	\$218,719	\$238,720	\$238,720	\$267,059	11.87%
41250 Repair & Maint Materials	\$12,624	\$50,000	\$40,000	\$50,000	0.00%
41300 Janitorial Supplies	\$1,052	\$1,200	\$1,200	\$1,200	0.00%
41350 Chemicals	\$5,251	\$7,000	\$7,000	\$6,000	-14.29%
41650 Periodicals, Memberships	\$0	\$50	\$0	\$0	-100.00%
41900 Storm Water Mgmt Prgm	\$3,732	\$15,000	\$3,500	\$10,000	-33.33%
41950 Equipment Repair	\$14,031	\$15,000	\$15,000	\$15,000	0.00%
42000 Bldg. Repair & Maint.	\$5,579	\$2,000	\$25,000	\$3,000	50.00%
42100 Vehicle Repair	\$3,887	\$8,000	\$12,000	\$12,000	50.00%
42150 Equipment Rental	\$4,642	\$10,000	\$10,000	\$10,000	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Service	\$28,573	\$35,000	\$35,000	\$35,000	0.00%
42500 Advertising	\$0	\$100	\$0	\$100	0.00%
42550 Mosquito Control	\$760	\$6,000	\$6,000	\$6,000	0.00%
42600 Utilities	\$7,697	\$8,000	\$7,000	\$8,000	0.00%
42650 Street Lighting	\$68,620	\$50,000	\$72,000	\$0	-100.00%
42700 Telephone & Pagers	\$6,100	\$6,000	\$6,000	\$6,000	0.00%
42800 License & Permits	\$724	\$600	\$2,000	\$600	0.00%
42850 Miscellaneous	\$4,495	\$14,000	\$9,000	\$7,000	-50.00%
42900 Capital Outlay	\$0	\$15,000	\$15,000	\$15,000	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$996,040	\$1,127,510	\$1,141,235	\$1,102,470	-2.22%
SALARIES & FEES	\$546,740	\$579,710	\$568,835	\$577,961	-0.30%
MTL. & SUPPLIES	\$449,300	\$532,800	\$557,400	\$509,509	-4.37%

STREET DEPARTMENT

Department Mission

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

Department Description

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

2012-2013 Departmental Goals

- Continually improving productivity, quality of service and performance
- Provide the traveling public with a safe environment for automobile and pedestrian traffic
- Continue with the crack sealing program
- Maintain and update street and regulatory sign inventory program
- Complete 4.0 miles of street maintenance, repairs and construction
- Provide a minimum of 8 hours of continuing education for each employee

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
Miles of pavement replaced	1.61	1.95	1.45
% employees receive 8hr C.E.	100	100	100

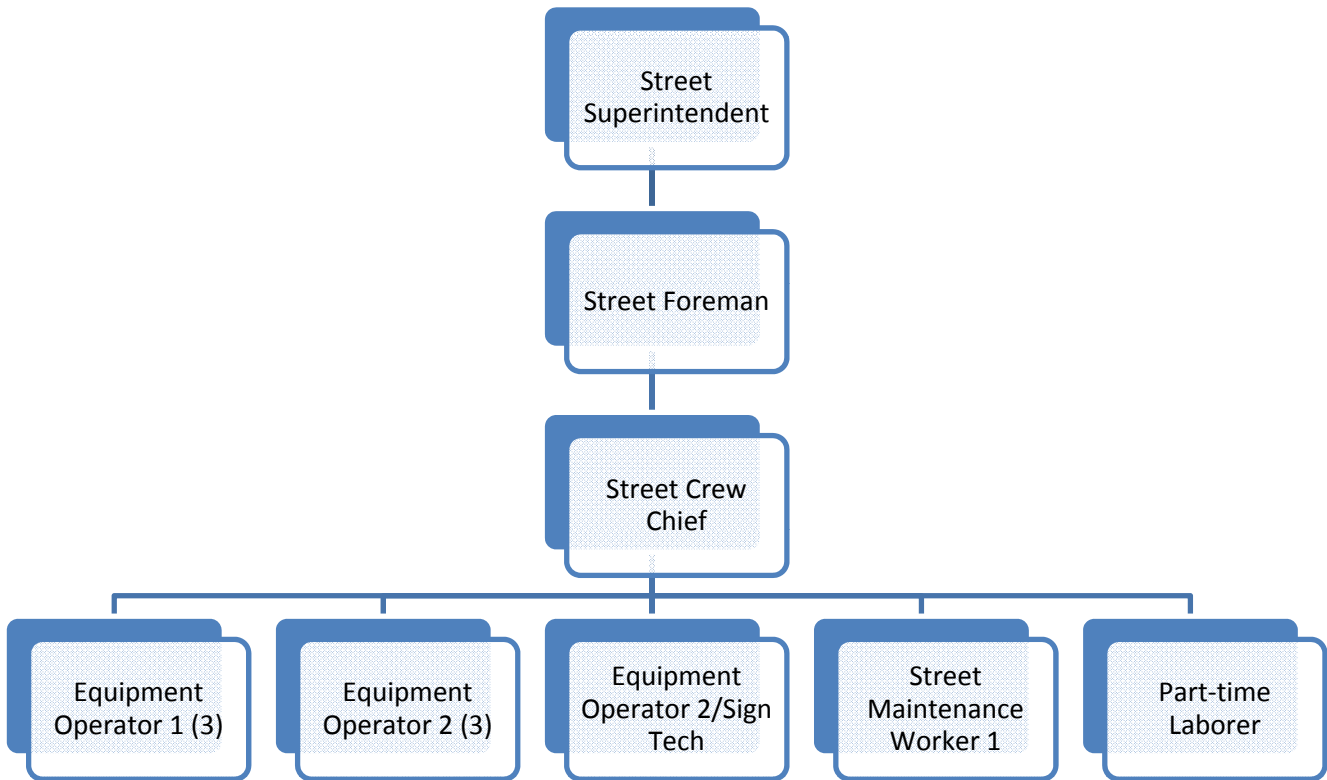
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 11-12</u>
Street Superintendent	1	1	1
Street Foreman	1	1	1
Street Crew Chief	1	1	1
Equipment Operator I	2	2	3
Equipment Operator II	3	3	3
Equipment Operator II/Sigh Tech	1	1	1
Street Maintenance Worker 1	2	2	1
Part Time Laborer	0.475	0.475	0.475
Total Personnel	11.475	11.475	11.475



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Street Department





5130

SANITATION DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
41950 Equipment Repair	\$0	\$0	\$63	\$0	0.00%
42250 Contracted Services	\$1,183,519	\$1,300,000	\$1,210,700	\$1,295,000	-0.38%
42810 Sales Tax	\$0	\$0	\$0	\$0	0.00%
42950 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$1,183,519	\$1,300,000	\$1,210,763	\$1,295,000	-0.38%
MTL. & SUPPLIES	\$1,183,519	\$1,300,000	\$1,210,763	\$1,295,000	-0.38%

SANITATION DEPARTMENT

Department Mission

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

Department Description

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

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

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

Any safety or health hazards are investigated immediately.

2012-2013 Departmental Goals

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

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
# of garbage accounts	3031	3065	3080

2012-2013 Departmental Personnel History

Included in Public Works Personnel History



5140
POLICE DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
40000 Salaries	\$1,913,181	\$1,940,068	\$1,880,110	\$1,981,897	2.16%
40125 Overtime	\$30,641	\$44,000	\$30,000	\$44,000	0.00%
40150 Social Security	\$113,084	\$123,672	\$121,883	\$123,212	-0.37%
40200 Medicare	\$26,470	\$28,924	\$38,189	\$28,816	-0.37%
40250 Retirement	\$326,812	\$322,999	\$314,621	\$289,902	-10.25%
40350 Workmans Comp.	\$31,247	\$33,195	\$29,900	\$30,226	-8.94%
40400 Health Insurance	\$236,888	\$259,270	\$244,343	\$255,846	-1.32%
40550 Medical Surveillance	\$6,596	\$9,000	\$9,000	\$8,000	-11.11%
40600 Uniforms	\$2,249	\$10,000	\$4,000	\$8,000	-20.00%
40650 Travel and Training	\$16,356	\$17,000	\$18,500	\$17,000	0.00%
40750 Office Supplies	\$25,882	\$28,000	\$27,000	\$27,000	-3.57%
40800 Postage	\$776	\$1,000	\$800	\$800	-20.00%
40850 Paint,Hardware Supplies	\$706	\$1,000	\$300	\$500	-50.00%
41100 Gasoline and Diesel	\$70,140	\$65,000	\$61,000	\$65,000	0.00%
41150 Tires & Batteries	\$4,453	\$3,000	\$3,000	\$3,000	0.00%
41400 Ammunition	\$2,299	\$8,000	\$3,000	\$5,000	-37.50%
41450 Canine	\$1,273	\$2,000	\$2,000	\$1,500	-25.00%
41500 Film and Photo Process	\$0	\$200	\$0	\$0	-100.00%
41650 Periodicals-Memberships	\$1,166	\$3,000	\$2,500	\$2,000	-33.33%
41950 Equipment Repair	\$9,301	\$10,000	\$11,000	\$10,000	0.00%
42100 Vehicle Repair	\$14,152	\$18,000	\$20,000	\$20,000	11.11%
42150 Equipment Rental	\$5,574	\$6,000	\$3,500	\$4,000	-33.33%
42250 Contracted Services	\$15,489	\$6,825	\$6,000	\$7,225	5.86%
42300 Animal Control	\$11,616	\$12,000	\$12,000	\$12,000	0.00%
42350 Board of Prisoners	\$0	\$800	\$0	\$0	-100.00%
42400 Maintenance Contract	\$6,126	\$18,500	\$18,500	\$23,706	28.14%
42500 Advertising	\$822	\$1,000	\$500	\$500	-50.00%
42600 Utilities	\$33,694	\$30,000	\$32,000	\$30,000	0.00%
42700 Telephone & Pagers	\$29,199	\$28,000	\$28,000	\$28,000	0.00%
42850 Miscellaneous	\$1,190	\$3,000	\$2,000	\$3,000	0.00%
42900 Capital Outlay	\$199,683	\$25,277	\$33,840	\$36,000	42.42%
42900 Capital Outlay-Tiberon	\$0	\$0	\$0	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$3,137,065	\$3,058,730	\$2,957,486	\$3,066,130	0.24%
SALARIES & FEES	\$2,678,323	\$2,752,128	\$2,659,046	\$2,753,899	0.06%
MTL. & SUPPLIES	\$259,060	\$281,325	\$264,600	\$276,231	-1.81%
GRANT FUNDS				\$0	

POLICE DEPARTMENT

Department Mission

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

Department Description

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

2012-2013 Departmental Goals

- Acknowledge Citizen's Complaints within 48 Hours and complete investigation within 14 days.
- Reduce convenience store thefts and robberies by requiring compliance with the City of Richmond convenience store ordinance #2008-17.
- Increase in-house training to reduce mandatory training costs.

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
Written warnings issued	3,800	2,737	2,300
Citations issued	3,650	2,833	2,500
Arrests made	800	443	400
Hours of in-service training	1,062	572	600
Traffic accident reports	230	225	210

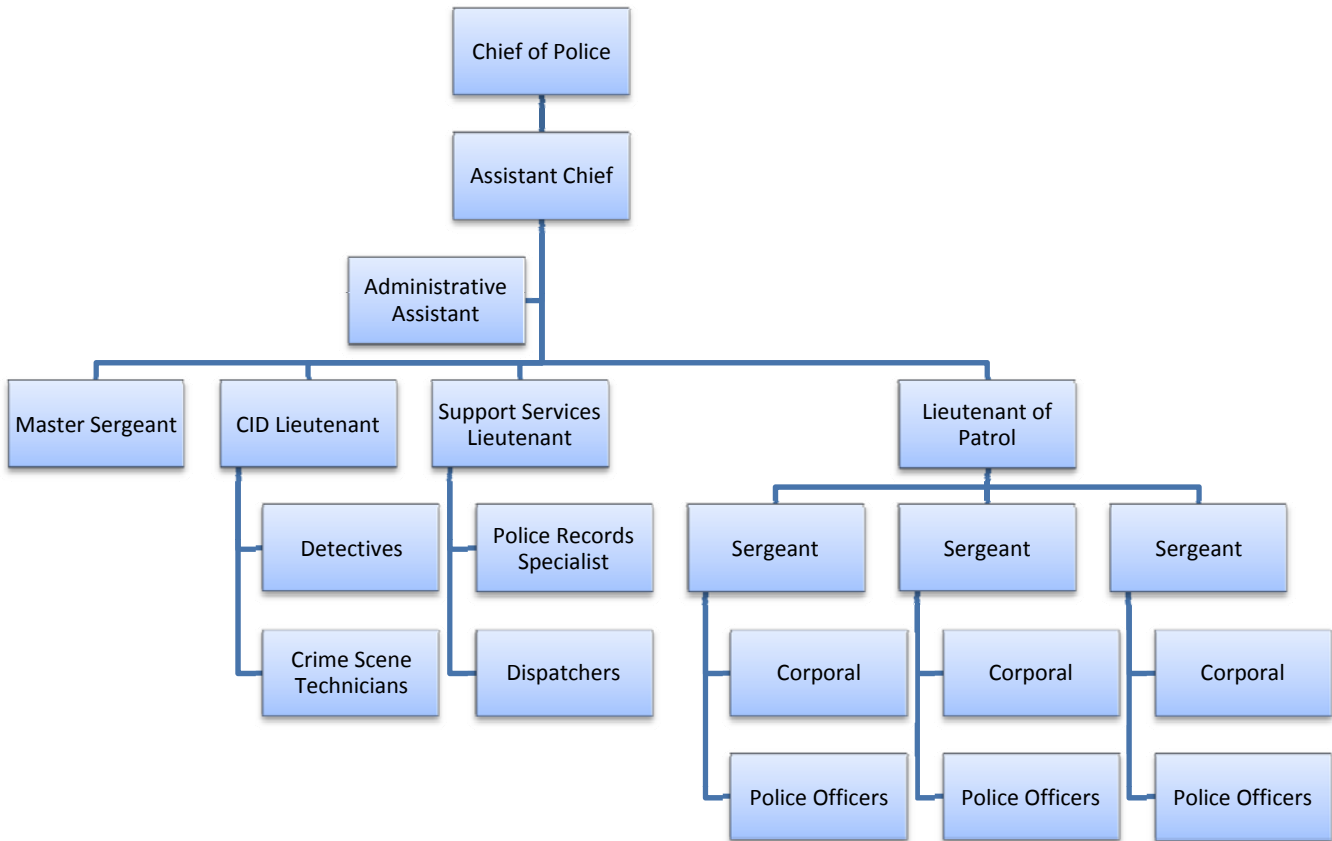
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant of Patrol	1	1	1
Lieutenant of CID	1	1	1
Lieutenant Support Services	1	1	1
Patrol Sergeant	3	3	3
Master Sergeant	1	1	1
Patrol Corporal	3	3	3
Detective	4	4	4
Crime Scene Technician	2	2	2
Police Officer	13	12	13
Administrative Assistant	1	1	1
Dispatcher	7	7	7
Police Records Specialist	1	1	1
Master K-9 Sergeant	1	1	0
Part Time School Crossing Guards	3.5	3.5	0
Total Personnel	44.5	43.5	40



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Police Department





5150

FIRE DEPARTMENT-CENTRAL

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000 Salaries	\$2,127,295	\$1,944,019	\$2,166,100	\$1,918,804	-1.30%
Part-time Salaries	\$0	\$0	\$0	\$263,562	100.00%
40125 Overtime	\$2,996	\$0	\$5,300	\$0	100.00%
40150 Social Security	\$118,454	\$120,529	\$128,535	\$134,179	11.33%
40200 Medicare	\$28,081	\$28,188	\$29,596	\$31,380	11.32%
40250 Retirement	\$320,442	\$319,402	\$291,572	\$279,089	-12.62%
40300 Volunteer Retirement	\$4,224	\$4,500	\$3,024	\$0	-100.00%
40350 Workmans Comp.	\$34,719	\$29,707	\$21,500	\$25,081	-15.57%
40400 Health Insurance	\$248,957	\$222,327	\$260,300	\$261,724	17.72%
40500 Volunteer Benefits	\$14,217	\$20,000	\$17,500	\$15,000	-25.00%
40550 Medical Surveillance	\$21,142	\$25,000	\$21,200	\$20,000	-20.00%
40600 Uniforms	\$18,078	\$25,000	\$22,400	\$25,000	0.00%
40650 Travel and Training	\$22,832	\$50,000	\$42,650	\$50,000	0.00%
40650 Travel and Training-5320	\$0	\$0	\$0	\$0	0.00%
40700 Convention/Association	\$0	\$2,000	\$0	\$0	-100.00%
40750 Office Supplies	\$14,110	\$17,000	\$17,000	\$20,000	17.65%
40800 Postage	\$766	\$800	\$800	\$800	0.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equip.	\$14,076	\$1,650	\$1,650	\$1,650	0.00%
41000 Fire Hose & Equipment	\$53,233	\$48,000	\$44,220	\$48,000	0.00%
41025 Bunker Gear and Supplies	\$76	\$29,000	\$29,000	\$32,000	10.34%
41050 Projects from Donations	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$50,788	\$50,000	\$50,000	\$56,000	12.00%
41150 Tires & Batteries	\$4,678	\$8,000	\$8,000	\$8,000	0.00%
41250 Fire Marshal/Inspection	\$12,600	\$12,000	\$12,000	\$13,000	8.33%
41300 Janitorial Supplies	\$2,147	\$3,000	\$3,000	\$3,000	0.00%
41400 Ammunition	\$722	\$850	\$850	\$850	0.00%
41500 Film and Photo Process	\$500	\$1,000	\$0	\$1,000	0.00%
41650 Periodicals-Memberships	\$5,531	\$3,500	\$2,500	\$4,200	20.00%
41950 Equipment Repair	\$19,657	\$30,000	\$30,000	\$27,000	-10.00%
42000 Bldg. Repair & Maint.	\$11,087	\$15,000	\$15,000	\$18,000	20.00%
42100 Vehicle Repair	\$48,010	\$40,000	\$34,000	\$40,000	0.00%
42150 Equipment Rental	\$31	\$500	\$500	\$500	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineer & Prof. Fees	\$275	\$500	\$500	\$500	0.00%
42250 Contract Service	\$24,240	\$20,000	\$20,000	\$20,000	0.00%
42400 Maintenance Contract	\$4,885	\$5,000	\$5,000	\$5,000	0.00%
42450 Lab Fees	\$0	\$1,000	\$1,000	\$1,000	0.00%
42500 Advertising	\$0	\$250	\$250	\$250	0.00%
42600 Utilities	\$12,176	\$18,000	\$18,000	\$18,000	0.00%
42700 Telephone & Pagers	\$26,814	\$25,500	\$25,500	\$25,500	0.00%
42850 Miscellaneous	\$10,177	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$25,083	\$56,371	\$56,371	\$108,000	91.59%
43000 Principal - Fire Truck	\$55,022	\$62,462	\$62,462	\$65,570	4.98%
43050 Interest - Fire Truck	\$24,607	\$17,167	\$17,167	\$14,059	-18.10%
TOTAL EXPENSES	\$3,382,731	\$3,262,222	\$3,426,797	\$3,560,698	9.15%
SALARIES & FEES	\$2,899,385	\$2,688,672	\$2,923,427	\$2,928,819	8.93%
MTL. & SUPPLIES	\$378,633	\$437,550	\$367,370	\$444,250	1.53%

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

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000	Salaries	\$0	\$0	\$0	
40125	Overtime	\$0	\$0	\$0	
40150	Social Security	\$0	\$0	\$0	
40200	Medicare	\$0	\$0	\$0	
40250	Retirement	\$0	\$0	\$0	
40300	Volunteer Retirement	\$0	\$0	\$0	
40350	Workmans Comp.	\$0	\$0	\$0	
40400	Health Insurance	\$0	\$0	\$0	
40500	Volunteer Benefits	\$0	\$0	\$0	
40550	Medical Surveillance	\$0	\$0	\$0	
40600	Uniforms	\$0	\$0	\$0	
40650	Travel and Training	\$5	\$0	\$0	
40650	Travel and Training-5320	\$0	\$0	\$0	
40700	Convention/Association	\$0	\$0	\$0	
40750	Office Supplies	\$525	\$1,500	\$1,500	0.00%
40800	Postage	\$0	\$0	\$0	
40850	Paint,Hardware Supplies	\$0	\$0	\$0	
40950	Shop Tools & Equip.	\$13	\$100	\$100	0.00%
41000	Fire Hose & Equipment	\$1,451	\$2,000	\$2,000	0.00%
41050	Projects from Donations	\$0	\$0	\$0	
41100	Gasoline and Diesel	\$6,298	\$6,500	\$7,300	12.31%
41150	Tires & Batteries	\$1,963	\$1,500	\$2,050	36.67%
41250	Fire Marshal/Inspection	\$0	\$0	\$0	
41300	Janitorial Supplies	\$713	\$1,000	\$1,180	18.00%
41400	Ammunition	\$0	\$0	\$0	
41500	Film and Photo Process	\$0	\$0	\$0	
41650	Periodicals-Memberships	\$0	\$0	\$0	
41950	Equipment Repair	\$1,055	\$1,000	\$1,000	0.00%
42000	Bldg. Repair & Maint.	\$1,741	\$4,000	\$4,000	0.00%
42100	Vehicle Repair	\$11,524	\$6,000	\$6,900	15.00%
42150	Equipment Rental	\$0	\$0	\$0	
42200	Legal & Acct. Fees	\$0	\$0	\$0	
42210	Engineer & Prof. Fees	\$0	\$0	\$0	
42250	Contract Service	\$0	\$0	\$0	
42400	Maintenance Contract	\$0	\$0	\$0	
42450	Lab Fees	\$0	\$0	\$0	
42500	Advertising	\$0	\$0	\$0	
42600	Utilities	\$3,214	\$3,200	\$3,200	0.00%
42700	Telephone & Pagers	\$2,479	\$2,000	\$2,000	0.00%
42850	Miscellaneous	\$756	\$1,000	\$1,000	0.00%
42900	Capital Outlay	\$0	\$0	\$0	
	TOTAL EXPENSES	\$31,738	\$29,800	\$29,800	8.15%
	SALARIES & FEES	\$0	\$0	\$0	
	MTL. & SUPPLIES	\$31,738	\$29,800	\$29,800	8.15%

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

	DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000	Salaries	\$0	\$0		\$0	
40125	Overtime	\$0	\$0		\$0	
40150	Social Security	\$0	\$0		\$0	
40200	Medicare	\$0	\$0		\$0	
40250	Retirement	\$0	\$0		\$0	
40300	Volunteer Retirement	\$0	\$0		\$0	
40350	Workmans Comp.	\$0	\$0		\$0	
40400	Health Insurance	\$0	\$0		\$0	
40500	Volunteer Benefits	\$0	\$0		\$0	
40550	Medical Surveillance	\$0	\$0		\$0	
40600	Uniforms	\$0	\$0		\$0	
40650	Travel and Training	\$5	\$0		\$0	
40650	Travel and Training-5320	\$0	\$0		\$0	
40700	Convention/Association	\$0	\$0		\$0	
40750	Office Supplies	\$420	\$1,500	\$1,500	\$1,500	0.00%
40800	Postage	\$0	\$0		\$0	
40850	Paint,Hardware Supplies	\$108	\$0		\$0	
40950	Shop Tools & Equip.	\$214	\$750	\$750	\$750	0.00%
41000	Fire Hose & Equipment	\$1,636	\$3,000	\$3,000	\$3,000	0.00%
41050	Projects from Donations	\$0	\$0		\$0	
41100	Gasoline and Diesel	\$0	\$0		\$0	
41150	Tires & Batteries	\$3,032	\$1,500	\$1,500	\$1,500	0.00%
41250	Fire Marshal/Inspection	\$0	\$0		\$0	
41300	Janitorial Supplies	\$1,228	\$2,500	\$2,500	\$2,850	14.00%
41400	Ammunition	\$0	\$0		\$0	
41500	Film and Photo Process	\$0	\$0		\$0	
41650	Periodicals-Memberships	\$0	\$0		\$0	
41950	Equipment Repair	\$872	\$2,000	\$2,000	\$2,000	0.00%
42000	Bldg. Repair & Maint.	\$2,640	\$4,000	\$4,000	\$4,445	11.13%
42100	Vehicle Repair	\$6,868	\$6,000	\$6,000	\$7,000	16.67%
42150	Equipment Rental	\$0	\$0		\$0	
42200	Legal & Acct. Fees	\$0	\$0		\$0	
42210	Engineer & Prof. Fees	\$0	\$0		\$0	
42250	Contract Service	\$1,132	\$0		\$0	
42400	Maintenance Contract	\$1,186	\$2,500	\$2,500	\$2,500	0.00%
42450	Lab Fees	\$0	\$0		\$0	
42500	Advertising	\$0	\$0		\$0	
42600	Utilities	\$11,265	\$16,000	\$1,600	\$16,000	0.00%
42700	Telephone & Pagers	\$3,920	\$3,000	\$3,000	\$3,000	0.00%
42850	Miscellaneous	\$1,249	\$1,000	\$1,000	\$1,000	0.00%
42900	Capital Outlay	\$0	\$0		\$0	
	TOTAL EXPENSES	\$35,774	\$43,750	\$29,350	\$45,545	4.10%
	SALARIES & FEES	\$0	\$0	\$0	\$0	
	MTL. & SUPPLIES	\$35,774	\$43,750	\$29,350	\$45,545	4.10%

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

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

Within the structure of the Richmond Fire Department is the Fire Marshal's Office which manages the Fire Prevention Division and the Building Officials Office. This division manages, plan reviews, permits, collects fees and handles all building related inspections including foundation, framing, electrical, plumbing, and mechanical. Also the fire prevention division conducts fire safety inspections, fire cause investigations and arson investigations.

The Fire Department oversees the Office of Emergency Management for the City of Richmond.

The Richmond Fire Department is a combination paid and volunteer department with approximately 10 volunteer firefighters, 34 full-time paid firefighters and complimented with a staff of part-time paid firefighters. Staff members of the department include an administrative assistant and two permits and records specialists bringing the number of our full time staff to 37 and total personnel to approximately 60.

2012-2013 Departmental Goals

Operations

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

Fire Prevention/Building Official

- ◆ Conduct 100% of existing business inspections.
- ◆ Provide a plan review and permitting process with a 5 day turnaround for paperwork.
- ◆ Maintain a Project Status Board for all projects being managed in the city.
- ◆ Certify 2 more Inspectors with plumbing inspection certifications.

2012-2013 Departmental Performance Indicators

	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Structural Fires	21	19	38
Vehicle Fires	15	7	15
Vegetation Fires	39	22	55
Trash / Dumpster / Other Fires	32	32	35
EMS	1577	1526	2010
Rescue	129	166	189
Hazardous Condition/Materials Calls	132	145	155
Service Calls	569	607	522
Good Intent Calls	714	581	185
False Alarms	13	15	25
Automatic Aid/Mutual Aid Given	145	127	90
Total Incident Responses	3227	3233	3319
Fire Safety Inspections Conducted	263	281	350
Fire Safety Classes / Total Audience	76/3930	77/4080	75/4500
Fire Investigations Initiated	33	30	40
Building – Total Permits Issued	1984	1990	270
Building – Total Inspections Conducted	3703	4024	4300

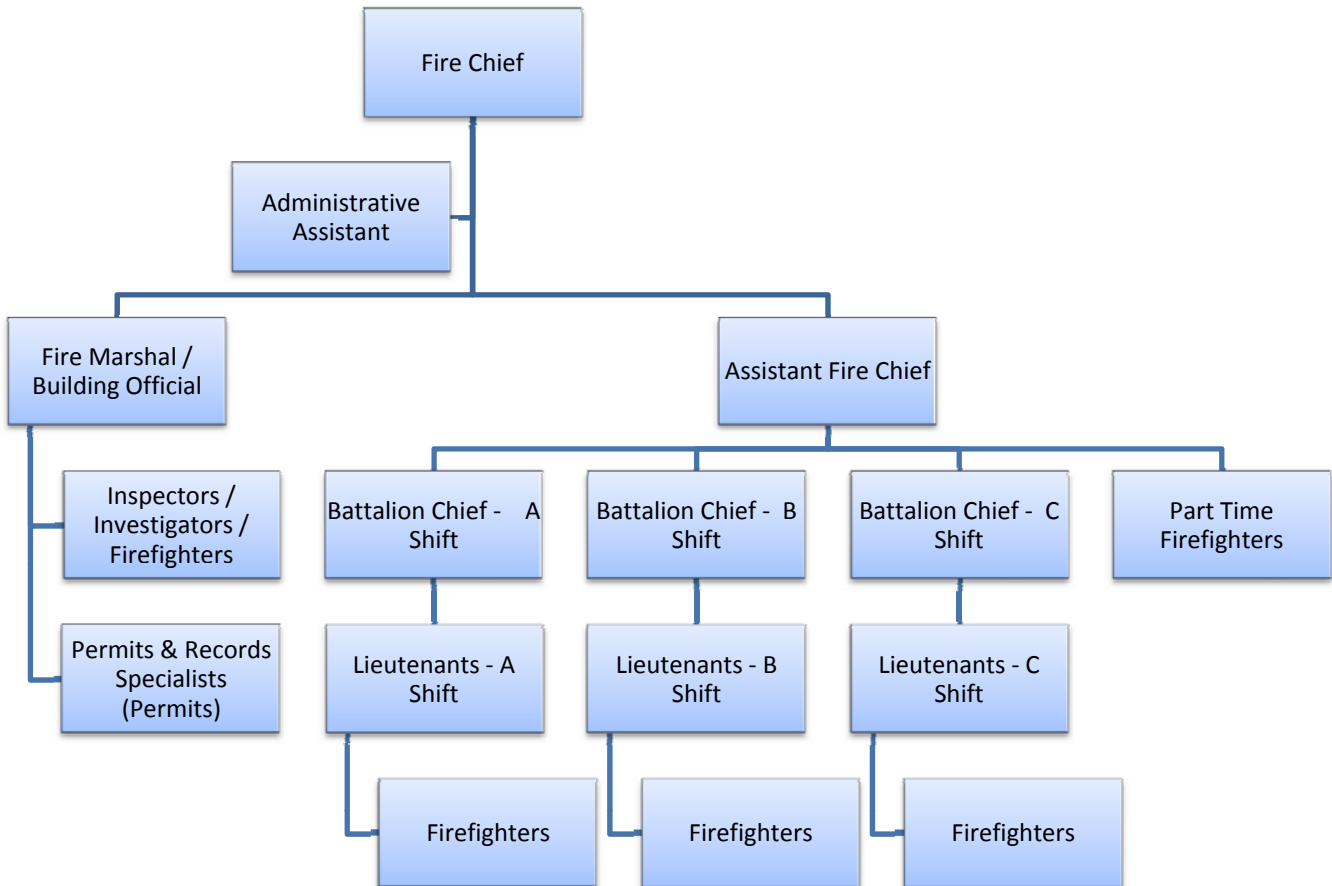
2012-2013 Departmental Full-time Personnel History

	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Fire Chief	1	1	1
Fire Marshal/Bldg. Official	1	1	1
Inspector/Investigator/Firefighter	4	4	4
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	3
Lieutenant	6	6	6
Firefighters	18	18	18
Administrative Assistant	1	1	1
Records Specialist	1	1	1
Permits Specialist	1	1	1
Clerk	0	0.5	0.5
Part Time Firefighters	0	5.96	5.96
Total Personnel	37	43.46	43.46



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Fire Department





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PARKS DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000 Salaries	\$218,879	\$222,331	\$223,129	\$229,197	3.09%
40125 Overtime	\$0	\$5,360	\$0	\$5,360	-0.01%
40150 Social Security	\$12,324	\$14,117	\$13,588	\$14,543	3.02%
40200 Medicare	\$2,882	\$3,301	\$3,178	\$3,401	3.03%
40250 Retirement	\$36,603	\$37,410	\$33,568	\$34,310	-8.29%
40350 Workmans Comp.	\$3,499	\$3,950	\$2,943	\$3,599	-8.89%
40400 Health Insurance	\$41,332	\$48,123	\$54,895	\$43,101	-10.44%
40550 Medical Surveillance	\$160	\$250	\$250	\$250	0.00%
40600 Uniforms	\$2,930	\$3,000	\$3,000	\$3,000	0.00%
40650 Travel and Training	\$1,787	\$3,000	\$3,000	\$2,500	-16.67%
40750 Office Supplies	\$587	\$2,000	\$2,000	\$2,000	0.00%
40850 Paint,Hardware Supplies	\$5,943	\$8,000	\$8,000	\$8,000	0.00%
40950 Shop Tools & Equip.	\$1,419	\$4,000	\$4,000	\$4,000	0.00%
41100 Gasoline	\$15,248	\$20,000	\$20,000	\$20,000	0.00%
41150 Tires & Batteries	\$871	\$3,000	\$3,000	\$2,500	-16.67%
41300 Janitorial Supplies	\$1,162	\$1,500	\$1,500	\$1,500	0.00%
41350 Chemicals	\$750	\$900	\$900	\$900	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$5,292	\$10,000	\$10,000	\$10,000	0.00%
42000 Bldg. Repair & Maint.	\$905	\$9,000	\$9,000	(\$3,500)	-138.89%
42100 Vehicle Repair	\$1,110	\$2,500	\$2,500	\$2,500	0.00%
42150 Equipment Rental	\$0	\$500	\$500	\$500	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Service	\$204	\$3,000	\$3,000	\$1,500	-50.00%
42300 Code Enforcement	\$3,989	\$10,000	\$10,000	\$10,000	0.00%
5280 Park Improvement Fund	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$150	\$150	\$150	0.00%
42600 Utilities	\$7,956	\$17,000	\$17,000	\$9,000	-47.06%
42700 Telephone & Pagers	\$3,747	\$4,200	\$4,200	\$4,200	0.00%
42800 License & Permits	\$212	\$400	\$400	\$400	0.00%
42850 Miscellaneous	\$3,113	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$0	\$6,639	\$6,639	\$0	-100.00%
TOTAL EXPENSES	\$372,905	\$448,631	\$445,340	\$417,911	-6.85%
SALARIES & FEES	\$315,520	\$334,842	\$331,551	\$333,511	-0.40%
MTL. & SUPPLIES	\$57,385	\$107,150	\$107,150	\$84,400	-21.23%

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, 1 pavilion, 2 concession stands, a 1 mile jogging trail and 2 large picnic areas. The Park Department also maintains Crawford Park, Clay Park, Wessendorff Park, 2 Fire Department (Station's 1 & 3), Fire Field, Wastewater Lift Stations, Wastewater Plant on Williams Way Blvd and the City Hall Annex. This department also maintains any vacant lots whose ownership is undetermined. 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.

2012-2013 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
- Get a new service truck to replace our old one and get a bigger fuel tank to service the city with.
- License another employee in Weed Control
- Get mulch around all playground areas to the right depth.

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
# of work related injuries	2	2	2
Square yardage of parks	88,435	88,435	88,500

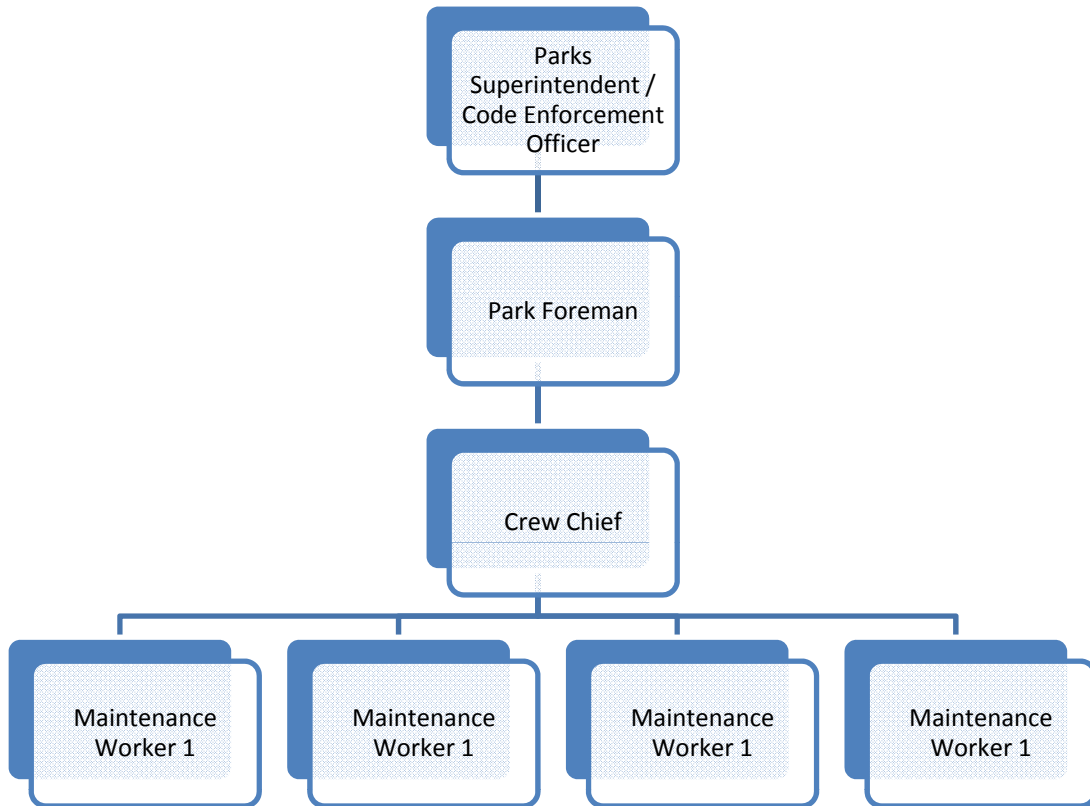
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Park Superintendent/Code Enforcement Officer	1	1	1
Park Foreman	1	1	1
Crew chief	1	1	1
Maintenance Worker I	4	4	4
Total Personnel	7	7	7



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Parks Department





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JANITORIAL DEPARTMENT

	Actual	Budget	Estimate	Budget	Percent
DESCRIPTION	2010-2011	2011-2012	2011-2012	2012-2013	+/(%)
40000 Salaries	\$54,193	\$52,675	\$54,262	\$54,417	3.31%
40125 Overtime	\$19	\$0	\$0	\$0	0.00%
40150 Social Security	\$2,982	\$3,265	\$3,141	\$3,374	3.34%
40200 Medicare	\$697	\$764	\$735	\$789	3.27%
40250 Retirement	\$9,058	\$8,655	\$8,168	\$7,960	-8.03%
40350 Workmans Comp.	\$850	\$1,078	\$803	\$985	-8.63%
40400 Health Insurance	\$13,513	\$13,912	\$13,519	\$14,225	2.25%
40550 Medical Surveillance	\$0	\$200	\$200	\$200	0.00%
40600 Uniforms and Clothing	\$782	\$880	\$880	\$880	0.00%
41300 Janitorial Supply	\$1,616	\$5,000	\$5,000	\$3,000	-40.00%
41950 Equipment Repair	\$47	\$200	\$200	\$200	0.00%
42150 Equipment Rental	\$0	\$1,000	\$1,000	\$500	-50.00%
42850 Miscellaneous	\$92	\$2,000	\$2,000	\$1,000	-50.00%
42900 Capital Outlay	\$0	\$0		\$0	
TOTAL EXPENSES	\$83,848	\$89,629	\$89,908	\$87,530	-2.34%
SALARIES & FEES	\$81,312	\$80,549	\$80,828	\$81,750	1.49%
MTL. & SUPPLIES	\$2,536	\$9,080	\$9,080	\$5,780	-36.34%

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.

2012-2013 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

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
# of floors reworked	100%	100%	100%
# of days lost to injury/illness	0	0	0
# of buildings maintained	3	3	4

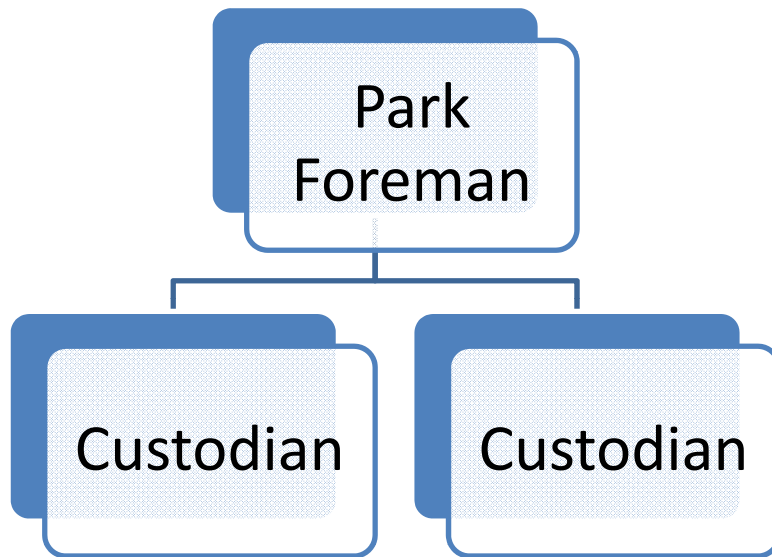
2012-2013 Departmental Personnel History

	Act. <u>FY10-11</u>	Est. <u>FY 11-12</u>	Bud. <u>FY 12-13</u>
Custodian	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Janitorial Department





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MUNICIPAL COURT DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000 Salaries	\$114,310	\$112,011	\$113,865	\$115,612	3.21%
40010 Salaries Contract	\$18,911	\$22,000	\$22,000	\$22,000	0.00%
40020 Salaries Jury	\$462	\$2,000	\$600	\$2,000	0.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$6,265	\$6,944	\$6,575	\$7,170	3.25%
40200 Medicare	\$1,465	\$1,624	\$1,538	\$1,676	3.20%
40250 Retirement	\$19,102	\$18,403	\$17,150	\$16,911	-8.11%
40350 Workmans Comp.	\$764	\$820	\$611	\$699	-14.76%
40400 Health Insurance	\$16,731	\$17,575	\$18,024	\$18,472	5.10%
40600 Uniforms	\$0	\$500	\$500	\$500	0.00%
40650 Travel and Training	\$1,899	\$1,700	\$1,700	\$1,500	-11.76%
40750 Office Supplies	\$529	\$2,000	\$2,000	\$4,600	130.00%
40800 Postage	\$537	\$1,000	\$1,000	\$1,000	0.00%
41100 Gasoline-Vehicle	\$1,982	\$3,000	\$2,500	\$2,500	-16.67%
41300 Janitorial Supplies	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals-Memberships	\$0	\$100	\$100	\$100	0.00%
41950 Equipment Repair	\$0	\$600	\$600	\$600	0.00%
42000 Building Repair	\$1,259	\$1,000	\$1,000	\$1,000	0.00%
42100 Vehicle Repair	\$40	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$0	\$0	\$800	\$1,872	100.00%
42250 Contract Service	\$22,112	\$12,000	\$11,500	\$11,500	-4.17%
42400 Maintenance Contract	\$3,459	\$0	\$0	\$0	0.00%
42700 Telephones and Pagers	\$1,172	\$1,200	\$1,200	\$1,000	-16.67%
42820 Court Cost State	\$89,368	\$85,000	\$85,000	\$85,000	0.00%
42850 Miscellaneous	\$60	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$300,426	\$290,577	\$289,363	\$296,812	2.15%
SALARIES & FEES	\$178,011	\$181,377	\$180,363	\$185,040	2.02%
MTL. & SUPPLIES	\$122,416	\$109,200	\$109,000	\$111,772	2.36%

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.

2012-2013 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

2012-2013 Departmental Performance Indicators

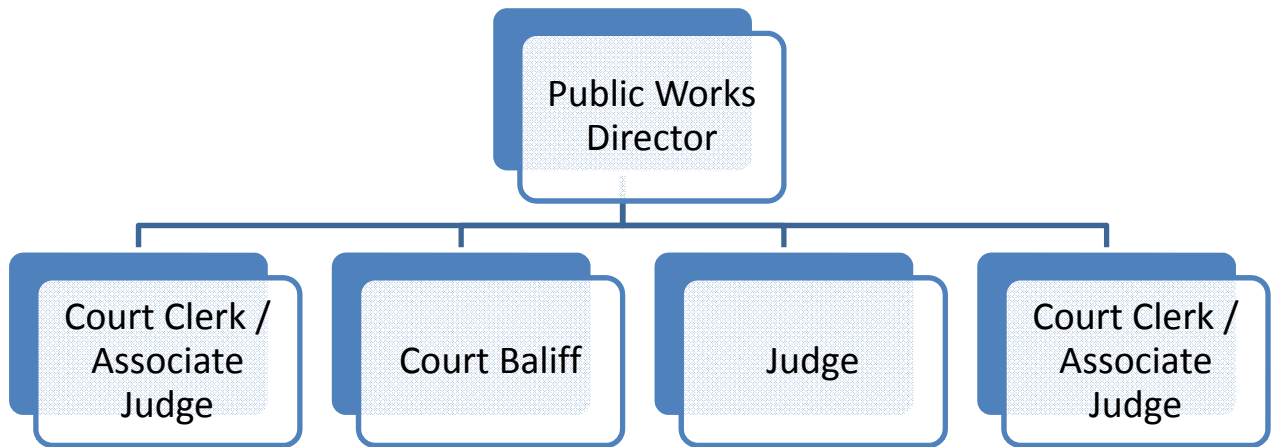
	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
# of cases filed	3534	3500	3550

2012-2013 Departmental Goals

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Court Clerk/Associate Judge	2	2	2
Bailiff	1	1	1
Total Personnel	3	3	3

CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Municipal Court Department





GENERAL FUND		Expenditures				
DEPARTMENT	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)	
5100	GENERAL GOVERNMENT	\$772,996	\$643,022	\$834,948	\$663,926	3.25%
5105	PUBLIC WORKS	\$216,464	\$206,669	\$209,997	\$283,019	36.94%
5110	VEHICLE MAINTENANCE	\$148,210	\$142,428	\$149,015	\$145,966	2.48%
5115	INFORMATION TECHNOLOGY	\$150,531	\$154,865	\$154,877	\$161,298	4.15%
5120	STREET	\$996,040	\$1,127,510	\$1,141,235	\$1,102,470	-2.22%
5130	SANITATION	\$1,183,519	\$1,300,000	\$1,210,763	\$1,295,000	-0.38%
5140	POLICE	\$3,137,065	\$3,058,730	\$2,957,486	\$3,066,130	0.24%
5150	FIRE - MAIN	\$3,382,731	\$3,262,222	\$3,426,797	\$3,560,698	9.15%
5155	FIRE - STATION #2	\$31,738	\$29,800	\$29,800	\$32,230	8.15%
5157	FIRE - STATION #3	\$35,774	\$43,750	\$29,350	\$45,545	4.10%
5160	PARKS	\$372,905	\$448,631	\$445,340	\$417,911	-6.85%
5170	JANITORIAL	\$83,848	\$89,629	\$89,908	\$87,530	-2.34%
5180	MUNICIPAL COURT	\$300,426	\$290,577	\$289,363	\$296,812	2.15%
	TOTAL	\$10,812,248	\$10,797,833	\$10,968,879	\$11,158,535	3.34%

WATER & SEWER FUND

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



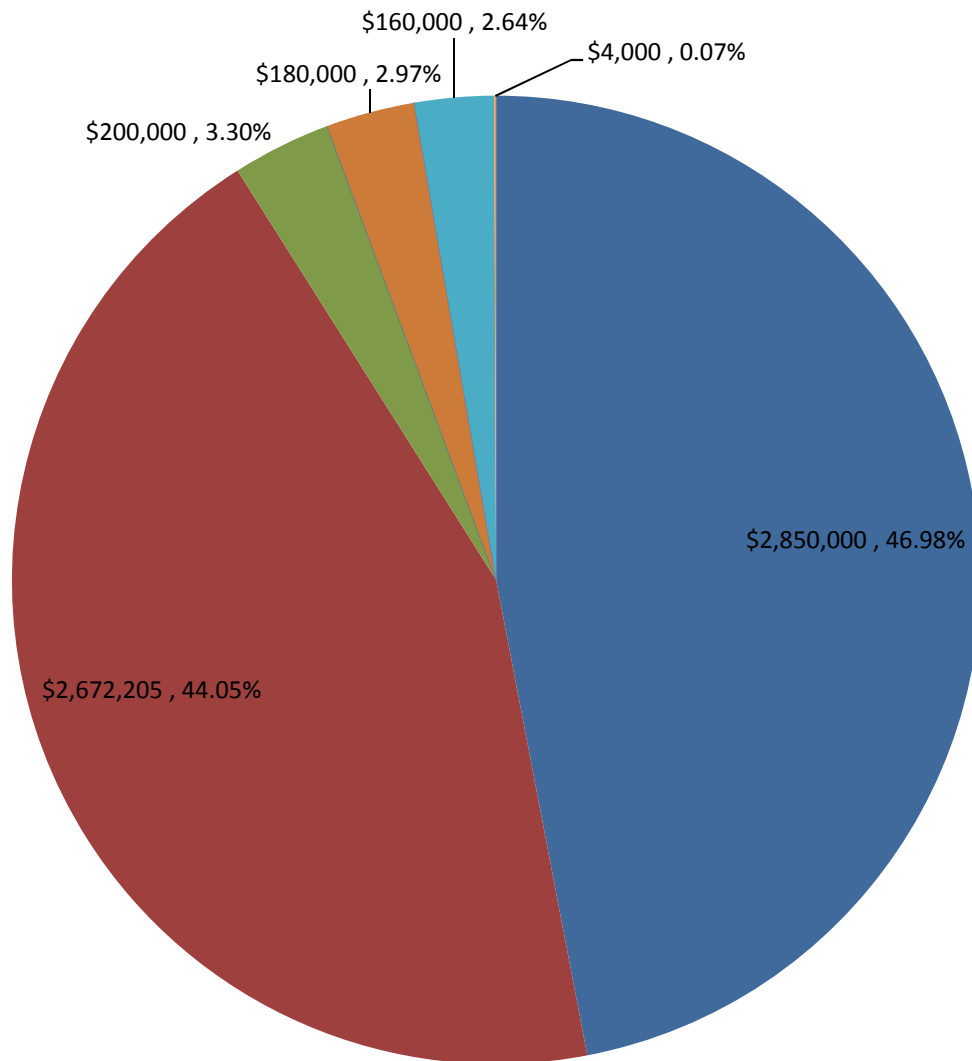
WATER and SEWER FUND
Revenue and Expenditures

REVENUES		Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
3075	Water Collections	\$3,740,956	\$2,650,000	\$2,850,000	\$2,850,000	7.55%
3080	Sewer Collections	\$2,459,151	\$2,314,353	\$2,672,205	\$2,672,205	15.46%
3085	Water Taps and Fees	\$162,067	\$160,000	\$270,000	\$200,000	25.00%
3090	Sewer Taps and Fees	\$2,300	\$10,000	\$0	\$0	-100.00%
3060	Intergovt. Revenues	\$0	\$0	\$0	\$0	0.00%
3070	Other Income	\$33,973	\$300,000	\$184,000	\$180,000	-40.00%
3055	Interest	\$0	\$6,000	\$0	\$0	-100.00%
3057	Operations Fee	\$390	\$0	\$0	\$0	0.00%
3065	Transfer from Other	\$4,292,119	\$0	\$0	\$0	0.00%
3095	Reconnect Fees	\$0	\$0	\$6,330	\$0	0.00%
3105	Service Charge	\$171,007	\$148,000	\$155,900	\$160,000	8.11%
3120	Returned Check Fee	\$4,045	\$0	\$4,000	\$4,000	100.00%
	Total Revenues	\$10,866,008	\$5,588,353	\$6,142,435	\$6,066,205	8.55%
EXPENSES						% of Total Expenses
5200	Account. & Collection	\$435,345	\$322,303	\$349,486	\$330,549	5.48%
5210	Customer Service	\$246,822	\$240,285	\$241,920	\$265,130	4.40%
5215	Meter	\$248,007	\$258,356	\$256,333	\$262,739	4.36%
5220	Water	\$1,161,270	\$1,241,418	\$1,156,614	\$1,155,047	19.16%
5230	Wastewater	\$1,113,137	\$1,818,299	\$1,707,752	\$1,703,839	28.27%
5235	Transfer to other Funds	\$1,900,000	\$1,250,000	\$2,047,000	\$2,081,000	34.53%
5235	Transfer to Debt Service Funds	\$251,743	\$234,380	\$234,380	\$228,643	3.79%
	Total Expenses	\$5,356,324	\$5,365,041	\$5,993,485	\$6,026,947	
	Excess Revenue/(Expense)	\$5,509,684	\$223,312	\$148,950	\$39,259	
	Prior Year Balance	\$28,503,387	\$1,600,000	\$34,013,071	\$34,162,022	
	Anticipated Balance	\$34,013,071	\$1,823,312	\$34,162,022	\$34,201,280	



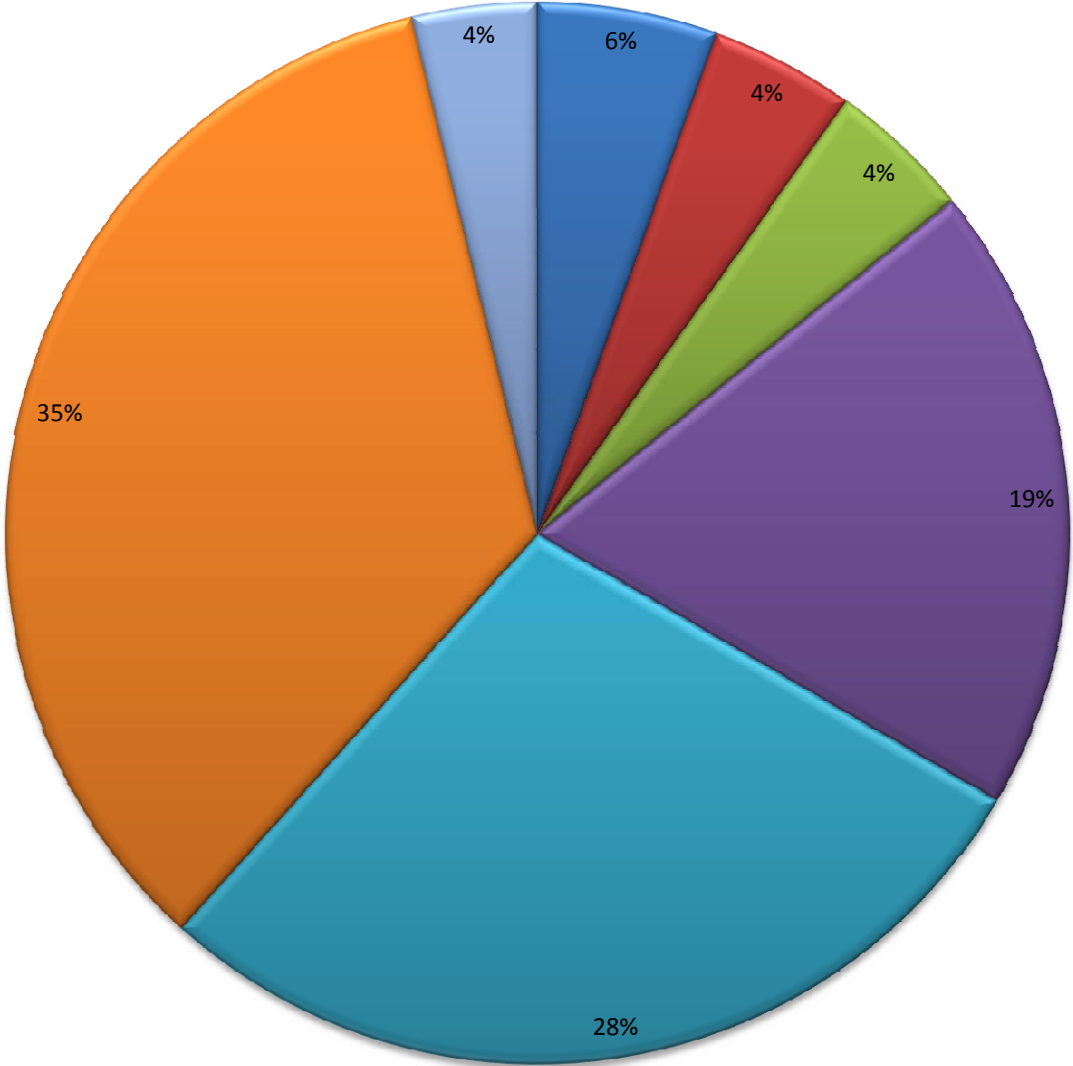
WATER AND SEWER FUND REVENUE FY 2012-2013

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



WATER AND SEWER FUND EXPENDITURES FY 2012-2013

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





5200

ACCOUNTING & COLLECTING DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent + / (-)
40000 Salaries	\$171,520	\$164,823	\$111,297	\$147,341	-10.61%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$9,885	\$10,219	\$6,546	\$9,135	-10.61%
40200 Medicare	\$2,312	\$2,390	\$1,531	\$2,136	-10.63%
40250 Retirement	\$27,100	\$26,750	\$16,779	\$21,552	-19.43%
40350 Workmans Comp.	\$267	\$319	\$238	\$239	-25.08%
40400 Health Insurance	\$21,034	\$18,002	\$15,633	\$21,293	18.28%
40650 Travel and Training	\$426	\$1,500	\$2,800	\$2,500	66.67%
40750 Office Supplies	\$4,378	\$4,000	\$6,500	\$12,950	223.75%
40800 Postage	\$1,520	\$3,000	\$1,500	\$3,000	0.00%
40850 Paint,Hardware Supplies	\$1,100	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals and Memberships	\$0	\$1,000	\$1,000	\$1,000	0.00%
41950 Equipment Repair	\$294	\$0	\$0	\$0	0.00%
42000 Bldg. Repair & Maint.	\$2,264	\$1,200	\$1,000	\$1,200	0.00%
42200 Legal & Acct. Fees	\$3,498	\$11,500	\$5,000	\$11,500	0.00%
42210 Engineer & Prof. Fees	\$11,981	\$0	\$10,000	\$0	0.00%
42250 Contract Service	\$1,230	\$0	\$5,000	\$3,500	100.00%
42400 Maintenance Contract	\$17,296	\$9,300	\$12,203	\$15,203	63.47%
42500 Advertising	(\$150)	\$250	\$250	\$250	0.00%
42600 Utilities	\$6,375	\$2,500	\$8,006	\$8,000	220.00%
42700 Telephone & Pagers	\$3,823	\$3,500	\$4,210	\$7,700	120.00%
42750 Insurance & Bonding	\$58,039	\$60,000	\$60,000	\$60,000	0.00%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$357	\$0	\$0	\$0	0.00%
43050 Interest Expense	\$89,449	\$700	\$78,643	\$700	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$435,345	\$322,303	\$349,486	\$330,549	2.56%
SALARIES & FEES	\$233,468	\$223,853	\$153,374	\$203,046	-9.29%
MTL. & SUPPLIES	\$201,877	\$98,450	\$196,112	\$127,503	29.51%

ACCOUNTING & COLLECTING DEPARTMENT

Department Mission

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

Department Description

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

2012-2013 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

2012-2013 Departmental Performance Indicators

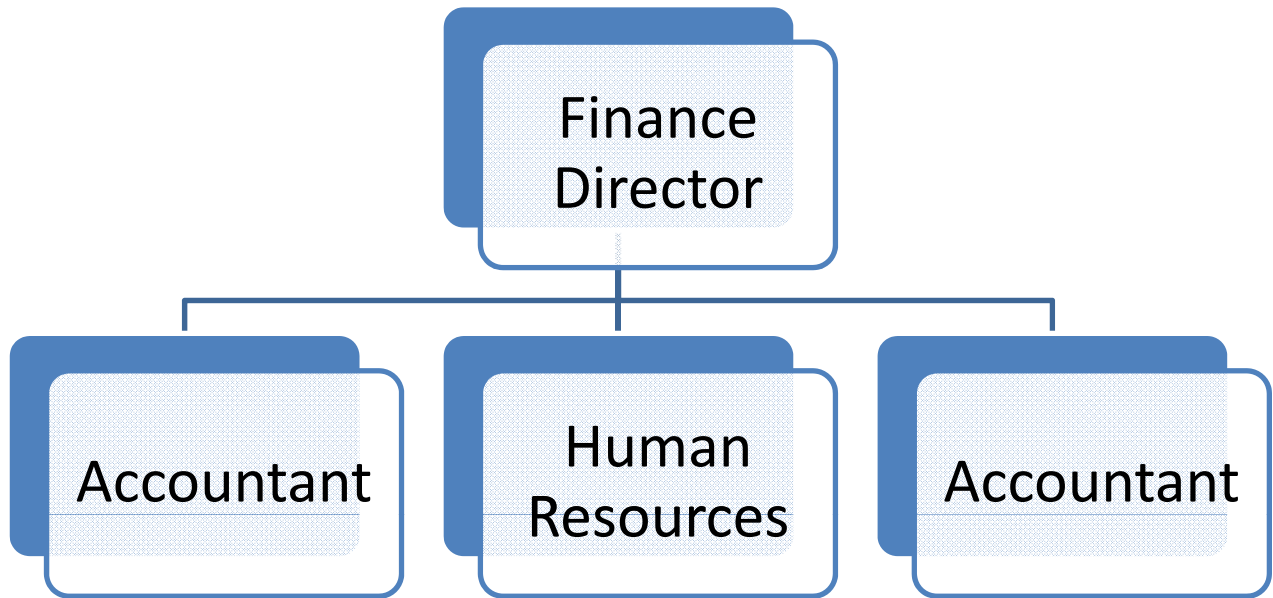
	Act. FY10-11	Est. FY 11-12	Bud. FY 12-13
GFOA Excellence in Financial Reporting	Yes	Yes	Yes
% of invoices paid w/in 30 days	100	100	100
# of new fixed assets purchased	40	32	30
Total # of payroll checks printed Or direct deposits per year	3760	3845	3930

2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Finance Director	1	1	1
Accountant	1	1	2
Total Personnel	2	2	3

CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Accounting & Collecting Department





5210

CUSTOMER SERVICE DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
40000 Salaries	\$149,785	\$137,917	\$141,049	\$142,342	3.21%
40125 Overtime	\$79	\$100	\$150	\$100	0.00%
40150 Social Security	\$8,104	\$8,557	\$7,850	\$8,831	3.20%
40200 Medicare	\$1,895	\$2,002	\$1,850	\$2,065	3.15%
40250 Retirement	\$23,676	\$22,676	\$21,250	\$20,836	-8.11%
40350 Workmans Comp.	\$225	\$253	\$189	\$231	-8.70%
40400 Health Insurance	\$29,440	\$30,580	\$31,382	\$31,445	2.83%
40600 Uniforms & Clothes	\$0	\$0	\$0	\$0	
40650 Travel & Training	\$0	\$500	\$500	\$500	0.00%
40750 Office Supplies	\$9,064	\$12,000	\$12,000	\$23,000	91.67%
40800 Postage	\$23,130	\$24,000	\$24,000	\$28,000	16.67%
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	\$216	\$500	\$500	\$500	0.00%
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	\$329	\$0	\$0	\$6,080	100.00%
42600 Utilities	\$0	\$0	\$0	\$0	
42700 Telephone & Pagers	\$843	\$700	\$700	\$700	0.00%
42700 Advertising	\$0	\$0	\$0	\$0	
42850 Miscellaneous	\$35	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENSES	\$246,822	\$240,285	\$241,920	\$265,130	10.34%
SALARIES & FEES	\$213,205	\$202,085	\$203,720	\$205,850	1.86%
MTL. & SUPPLIES	\$33,617	\$38,200	\$38,200	\$59,280	55.18%

CUSTOMER SERVICE DEPARTMENT

Department Mission

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

Department Description

Handling of customer inquiries, processing customer requested service connections, disconnections and transfers. Customer Service is responsible for the collection of current and delinquent accounts and monthly meter reading of water meters to process utility billings, and to respond to citizen complaints concerning utility billing or water flow problems as well as following up on service orders requests and dispatch of work orders to the Meter Department. Knowledge of all Ordinances and Rate Orders for multiple MUD Districts.

2012-2013 Departmental Goals

- Continue to organize and work as a team to ensure excellent service to our customers
- Implement Online Payment Method for customers
- Professional services/Project Consulting/Review of Cycle Billing
- Implement credit card payment methods such as walk-ins and phone payments.

2012-2013 Departmental Performance Indicators

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
# of reconnects	1169	1373	1300
# of connections	388	996	950
# of disconnects	206	439	400
% of bills mailed on time	100%	100%	100%

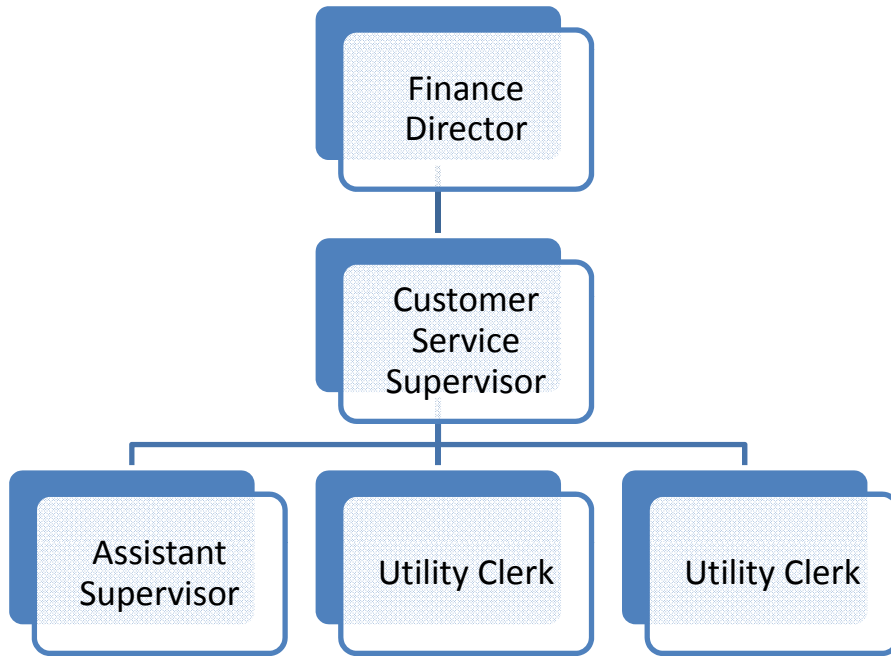
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Supervisor	1	1	1
Assistant Supervisor	1	1	1
Utility Clerk	2	2	2
Total Personnel	<hr/> 4	4	4



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Customer Service Department





5215

METER DEPARTMENT

		Actual	Budget	Estimate	Budget	Percent
	DESCRIPTION	2010-2011	2011-2012	2011-2012	2012-2013	+/(-)
40000	Salaries	\$121,231	\$111,838	\$111,177	\$126,207	12.85%
40125	Overtime	\$3,555	\$2,400	\$3,161	\$2,400	0.00%
40150	Social Security	\$7,376	\$7,083	\$6,933	\$7,974	12.58%
40200	Medicare	\$1,725	\$1,656	\$1,621	\$1,865	12.62%
40250	Retirement	\$19,713	\$18,769	\$17,080	\$18,812	0.23%
40350	Workmans Comp.	\$2,237	\$2,362	\$1,760	\$2,352	-0.42%
40400	Health Insurance	\$23,077	\$23,898	\$24,250	\$24,629	3.06%
40550	Medical Surveillance	\$80	\$300	\$300	\$300	0.00%
40600	Uniforms & Clothes	\$2,004	\$3,500	\$3,500	\$3,500	0.00%
40650	Travel & Training	\$512	\$250	\$250	\$250	0.00%
40750	Office Supplies	\$45	\$500	\$500	\$500	0.00%
40800	Postage	\$0	\$0	\$0	\$0	
40850	Paint,Hardware Suppli	\$32	\$300	\$300	\$300	0.00%
40950	Shop Tools & Equip.	\$396	\$2,000	\$2,000	\$2,000	0.00%
41100	Gasoline	\$10,352	\$6,000	\$6,000	\$9,000	50.00%
41150	Tires & Batteries	\$1,006	\$500	\$500	\$500	0.00%
41300	Janitorial Supplies	\$178	\$300	\$300	\$300	0.00%
41550	New Meters	\$24,342	\$35,000	\$35,000	\$20,000	-42.86%
41850	Meter Repairs	\$2,608	\$8,000	\$8,000	\$8,000	0.00%
41750	Meter supply, pipes/et	\$22,874	\$25,000	\$25,000	\$25,000	0.00%
41950	Equipment Repair	\$10	\$500	\$500	\$500	0.00%
41800	Golf Cart Repair	\$179	\$600	\$600	\$750	25.00%
41980	Private Yard Line	\$0	\$2,500	\$2,500	\$2,500	0.00%
42000	Bldg. Repair & Maint.	\$15	\$300	\$300	\$300	0.00%
42100	Vehicle Repair	\$1,641	\$1,000	\$1,000	\$1,000	0.00%
42150	Equipment Rental	\$0	\$0	\$0	\$0	
42250	Contracted Services	\$0	\$0	\$0	\$0	
42600	Utilities	\$1,249	\$1,000	\$1,000	\$1,000	0.00%
42700	Telephone & Pagers	\$1,551	\$2,600	\$2,600	\$2,600	0.00%
42700	Advertising	\$0	\$0	\$0	\$0	
42800	License and Permits	\$0	\$0	\$0	\$0	
42850	Miscellaneous	\$20	\$200	\$200	\$200	0.00%
42900	Capital Outlay	\$0	\$0	\$0	\$0	
	TOTAL EXPENSES	\$248,007	\$258,356	\$256,333	\$262,739	1.70%
	SALARIES & FEES	\$178,915	\$168,006	\$165,983	\$184,239	9.66%
	MTL. & SUPPLIES	\$69,093	\$90,350	\$90,350	\$78,500	-13.12%

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.

2012-2013 Departmental Goals

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

2012-2013 Departmental Performance Indicators

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
# of cut offs/reinstates	1169	1373	1300
# of new meters (accounts)	74	92	600
# of hours spent on service calls	97	121	121
# of meter swap-outs	286	379	350
# of checks for leaks	105	204	200

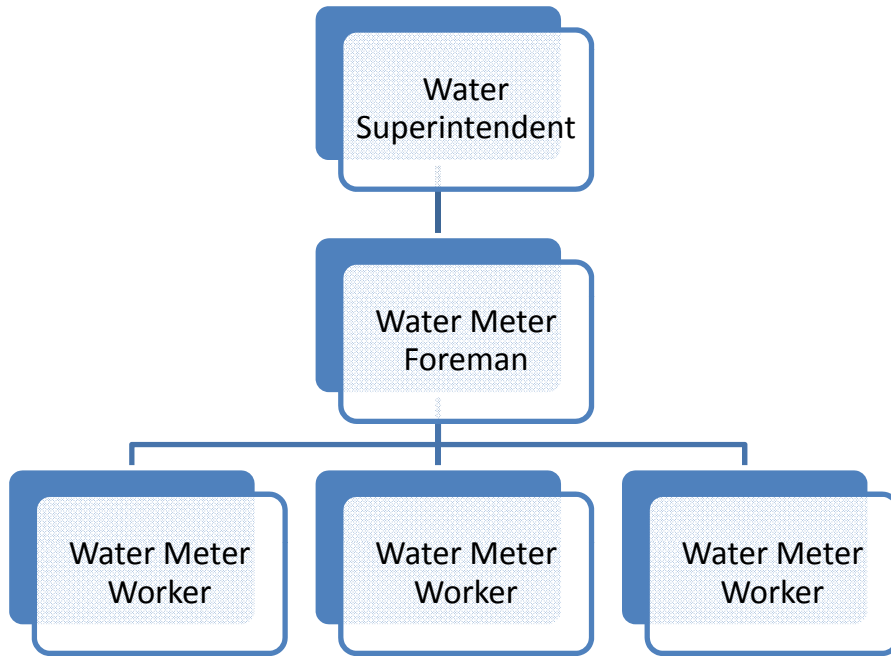
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Water Meter Foreman	1	1	1
Water Meter Worker	3	3	3
Total Personnel	<hr/> 4	<hr/> 4	<hr/> 4



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Meter Department





5220

WATER DEPARTMENT

	DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
40000	Salaries	\$411,451	\$435,327	\$375,705	\$452,830	4.02%
40125	Overtime	\$16,107	\$14,000	\$10,800	\$14,000	0.00%
40150	Social Security	\$24,444	\$27,858	\$23,338	\$28,943	3.89%
40200	Medicare	\$5,717	\$6,515	\$5,458	\$6,769	3.90%
40250	Retirement	\$67,610	\$73,825	\$62,670	\$68,286	-7.50%
40350	Workmans Comp.	\$8,773	\$9,290	\$11,550	\$8,538	-8.09%
40400	Health Insurance	\$68,649	\$84,933	\$77,423	\$96,011	13.04%
40550	Medical Surveillance	\$290	\$650	\$650	\$650	0.00%
40600	Uniforms & Clothes	\$6,769	\$6,500	\$6,500	\$7,000	7.69%
40650	Travel & Training	\$4,171	\$4,000	\$4,000	\$4,000	0.00%
40700	Convention/Association	\$0	\$1,100	\$1,100	\$1,100	0.00%
40750	Office Supplies	\$2,366	\$6,200	\$6,200	\$6,200	0.00%
40800	Postage	\$1,421	\$1,600	\$1,600	\$1,600	0.00%
40850	Paint,Hardware Supplies	\$662	\$1,000	\$1,000	\$1,000	0.00%
40950	Shop Tools & Equip.	\$11,241	\$8,000	\$8,000	\$8,000	0.00%
41100	Gasoline	\$30,610	\$28,000	\$28,000	\$28,000	0.00%
41150	Tires & Batteries	\$1,843	\$2,000	\$2,000	\$2,000	0.00%
41300	Janitorial Supplies	\$486	\$1,000	\$1,000	\$1,000	0.00%
41350	Chemicals	\$28,568	\$26,000	\$26,000	\$26,000	0.00%
41550	Hydrant Maintenance	\$17,952	\$17,000	\$17,000	\$17,000	0.00%
41600	Lab Eqpt./Supplies	\$285	\$500	\$500	\$500	0.00%
41650	Periodicals-Memberships	\$190	\$400	\$400	\$400	0.00%
41700	System Maint.	\$17,226	\$15,000	\$15,000	\$15,000	0.00%
41720	System Maint. - Rivers Edge	\$0	\$2,000	\$2,000	\$2,000	0.00%
41740	System Maint. - MUD 187	\$0	\$2,000	\$2,000	\$2,000	0.00%
41750	Meter supply, pipes/etc.	\$38,906	\$20,000	\$20,000	\$20,000	0.00%
41800	Inventory-Mud RE	\$0	\$10,000	\$10,000	\$10,000	0.00%
41850	Inventory-Mud 187	\$60,960	\$43,000	\$43,000	\$35,000	-18.60%
41900	System Rehab.	\$50,111	\$25,000	\$25,000	\$50,000	100.00%
41950	Equipment Repair	\$10,428	\$3,000	\$3,000	\$5,000	66.67%
41960	Pump/Motor Maint.	\$18,889	\$44,000	\$44,000	\$30,000	-31.82%
41970	Backflow Prev. & Maint.	\$1,811	\$5,000	\$5,000	\$2,000	-60.00%
41980	Private Yard Line	\$0	\$5,000	\$5,000	\$5,000	0.00%
42000	Bldg. Repair & Maint.	\$12,882	\$4,000	\$4,000	\$4,000	0.00%
42010	Chlorinator Room Maint.	\$1,493	\$2,000	\$2,000	\$2,000	0.00%
42015	Gnerator Maint.	\$3,581	\$1,800	\$1,800	\$1,800	0.00%
42050	Tank Maint.	\$10,514	\$9,000	\$9,000	\$9,000	0.00%
42100	Vehicle Repair	\$2,971	\$3,500	\$3,500	\$3,500	0.00%
42150	Equipment Rental	\$271	\$500	\$500	\$500	0.00%
42210	Engineer & Prof. Fees	\$765	\$0	\$0	\$0	
42250	Contracted Services	\$0	\$0	\$0	\$0	
42450	Lab Fees	\$7,622	\$3,500	\$3,500	\$4,000	14.29%
42500	Advertising	\$4,186	\$3,820	\$3,820	\$3,820	0.00%
42550	Pest Control	\$327	\$1,200	\$1,200	\$1,200	0.00%
42600	Utilities	\$186,243	\$148,400	\$148,400	\$148,400	0.00%
42700	Telephone & Pagers	\$6,753	\$8,000	\$8,000	\$8,000	0.00%
42800	License & Permits	\$13,969	\$12,000	\$12,000	\$12,000	0.00%
42850	Miscellaneous	\$1,756	\$1,000	\$1,000	\$1,000	0.00%
42900	Capital Outlay	\$0	\$113,000	\$113,000	\$0	-100.00%
42900	Capital Outlay-5270	\$0	\$0	\$0	\$0	
42950	Capital Contract	\$0	\$0	\$0	\$0	
	TOTAL EXPENSES	\$1,161,270	\$1,241,418	\$1,156,614	\$1,155,047	-6.96%
	SALARIES & FEES	\$602,751	\$651,748	\$566,944	\$675,377	3.63%
	MTL. & SUPPLIES	\$558,518	\$476,670	\$476,670	\$479,670	0.63%



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.

2012-2013 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
- Replace one utility vehicle
- Build new maintenance facility to better accommodate the water department employees
- Complete Phase II – TXDOT – The Water Department is not going to budget for this project this year; however, we would like to reinstate it in the 2012-2013 budget.

2012-2013 Departmental Performance Indicators

	<u>Act.</u> <u>FY 10-11</u>	<u>Est.</u> <u>FY 11-12</u>	<u>Bud.</u> <u>FY 12-13</u>
# of days lost to injury	0	0	0
# of water samples taken	165	246	250
# of overtime hours	492	347	400
# of taps made	148	215	200

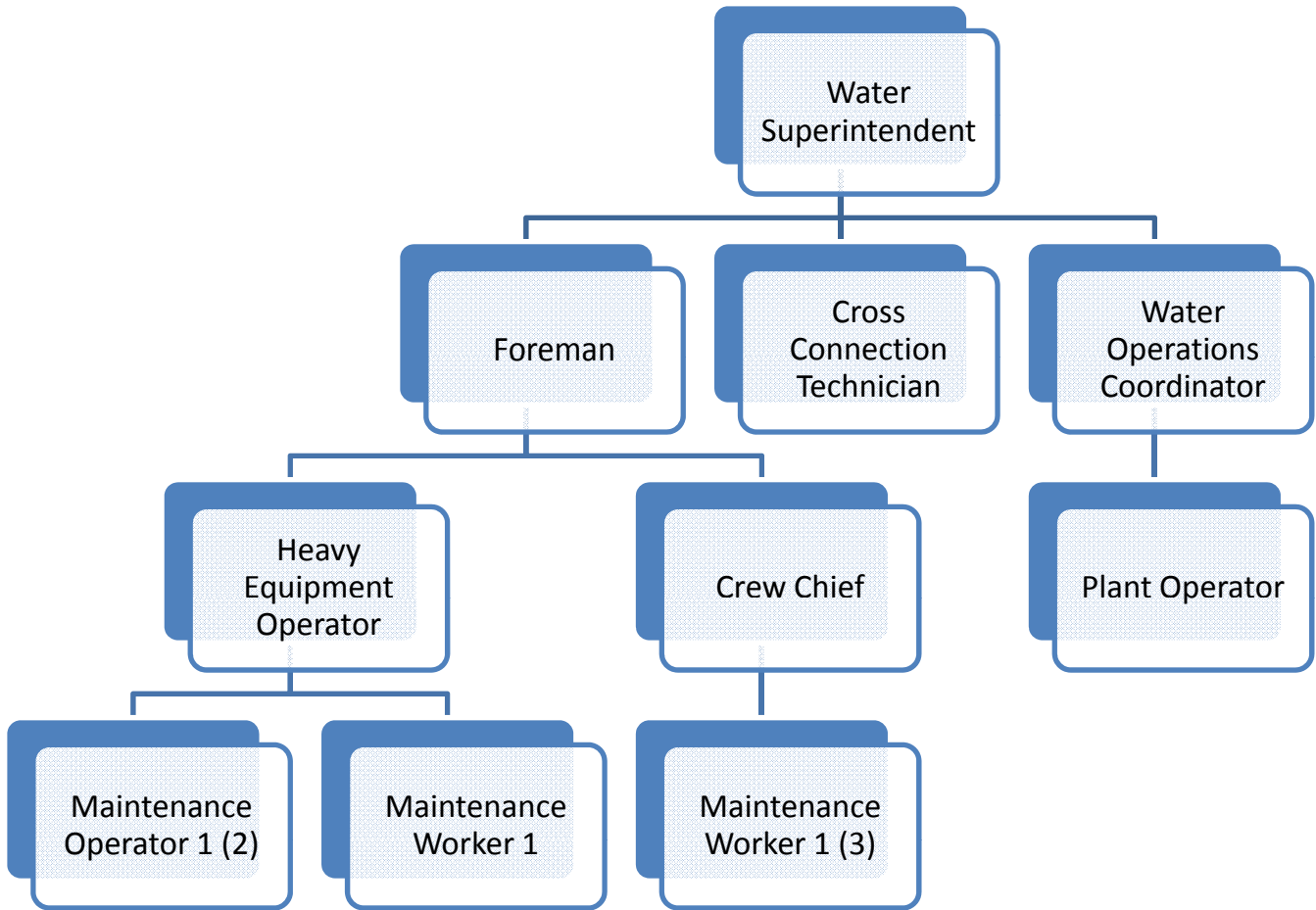
2012-2013 Departmental Personnel History

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



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Water Department





5230

WASTEWATER DEPARTMENT

DESCRIPTION	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
40000 Salaries	\$363,182	\$363,156	\$386,011	\$377,623	3.98%
40125 Overtime	\$8,184	\$11,000	\$17,562	\$20,000	81.82%
40150 Social Security	\$19,911	\$20,524	\$21,824	\$24,095	17.40%
40200 Medicare	\$4,657	\$4,800	\$5,338	\$5,635	17.40%
40250 Retirement	\$53,719	\$54,389	\$61,116	\$57,277	5.31%
40350 Workmans Comp.	\$4,284	\$4,848	\$3,612	\$5,034	3.84%
40400 Health Insurance	\$68,555	\$68,432	\$78,225	\$78,025	14.02%
40600 Uniforms & Clothes	\$5,311	\$6,000	\$5,732	\$6,600	10.00%
40650 Travel & Training	\$2,906	\$3,500	\$1,724	\$3,500	0.00%
40750 Office Supplies	\$1,769	\$2,500	\$2,500	\$2,500	0.00%
40850 Paint/Hdwr/Supplies	\$30	\$1,000	\$1,750	\$1,000	0.00%
40950 Shop Tools & Eqpt.	\$787	\$5,200	\$2,000	\$2,000	-61.54%
40960 River's Edge Exp	\$275	\$0	\$0	\$0	
40975 Rio Vista Exp	\$0	\$0	\$0	\$0	
41100 Gasoline,Diesel	\$26,864	\$28,700	\$27,355	\$34,200	19.16%
41150 Tires & Batteries	\$900	\$1,000	\$1,000	\$1,000	0.00%
41350 Chemical Supplies	\$139,471	\$385,000	\$348,050	\$350,000	-9.09%
41600 Lab Eqpt./Supplies	\$7,279	\$7,600	\$7,287	\$7,600	0.00%
41800 Lift Station M & R	\$8,915	\$27,000	\$25,918	\$27,000	0.00%
41850 Collect System M & R	\$19,121	\$20,000	\$20,000	\$36,800	84.00%
41900 System Rehab.	\$0	\$210,000	\$151,026	\$25,000	-88.10%
41950 Equipment Repair	\$3,500	\$4,900	\$6,000	\$4,900	0.00%
42005 N S Facility Maint.	\$0	\$0	\$0	\$0	
42010 R R Facility Maint.	\$43,301	\$117,000	\$102,174	\$117,000	0.00%
42100 Vehicle Repair	\$1,721	\$2,000	\$1,776	\$2,000	0.00%
42150 Equipment Rental	\$0	\$700	\$700	\$700	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	
42250 Contracted Services	\$55,350	\$173,000	\$115,000	\$123,000	-28.90%
42450 Lab Fees	\$16,977	\$17,500	\$17,207	\$17,500	0.00%
42500 Advertising	\$76	\$250	\$210	\$250	0.00%
42600 Utilities	\$206,306	\$218,000	\$272,837	\$312,000	43.12%
42700 Telephone & Pagers	\$7,169	\$7,000	\$8,318	\$8,300	18.57%
42800 License & Permits	\$14,539	\$15,500	\$15,000	\$15,500	0.00%
42850 Miscellaneous	\$28,080	\$800	\$500	\$800	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	100.00%
42950 Capital Contract	\$0	\$37,000	\$0	\$37,000	0.00%
TOTAL EXPENSES	\$1,113,137	\$1,818,299	\$1,707,752	\$1,703,839	-6.29%
SALARIES & FEES	\$522,492	\$527,149	\$573,688	\$567,689	7.69%
MTL. & SUPPLIES	\$590,646	\$1,254,150	\$1,134,064	\$1,099,150	-12.36%

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 ten persons care for two treatment facilities, sixteen lift stations and fifty-four miles of collection mains. The annual budget is approximately \$1,800,000.

2012-2013 Departmental Goals

- Clean and fix all needed repairs to all original basins at Richmond Regional WWTF
- Complete initial evaluation of the wastewater system as required in the SSO initiative
- Initiate construction of water reclamation project at Richmond Regional
- Finalize installation of emergency generators at N Second & Richmond Regional

2012-2013 Departmental Performance Indicators

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

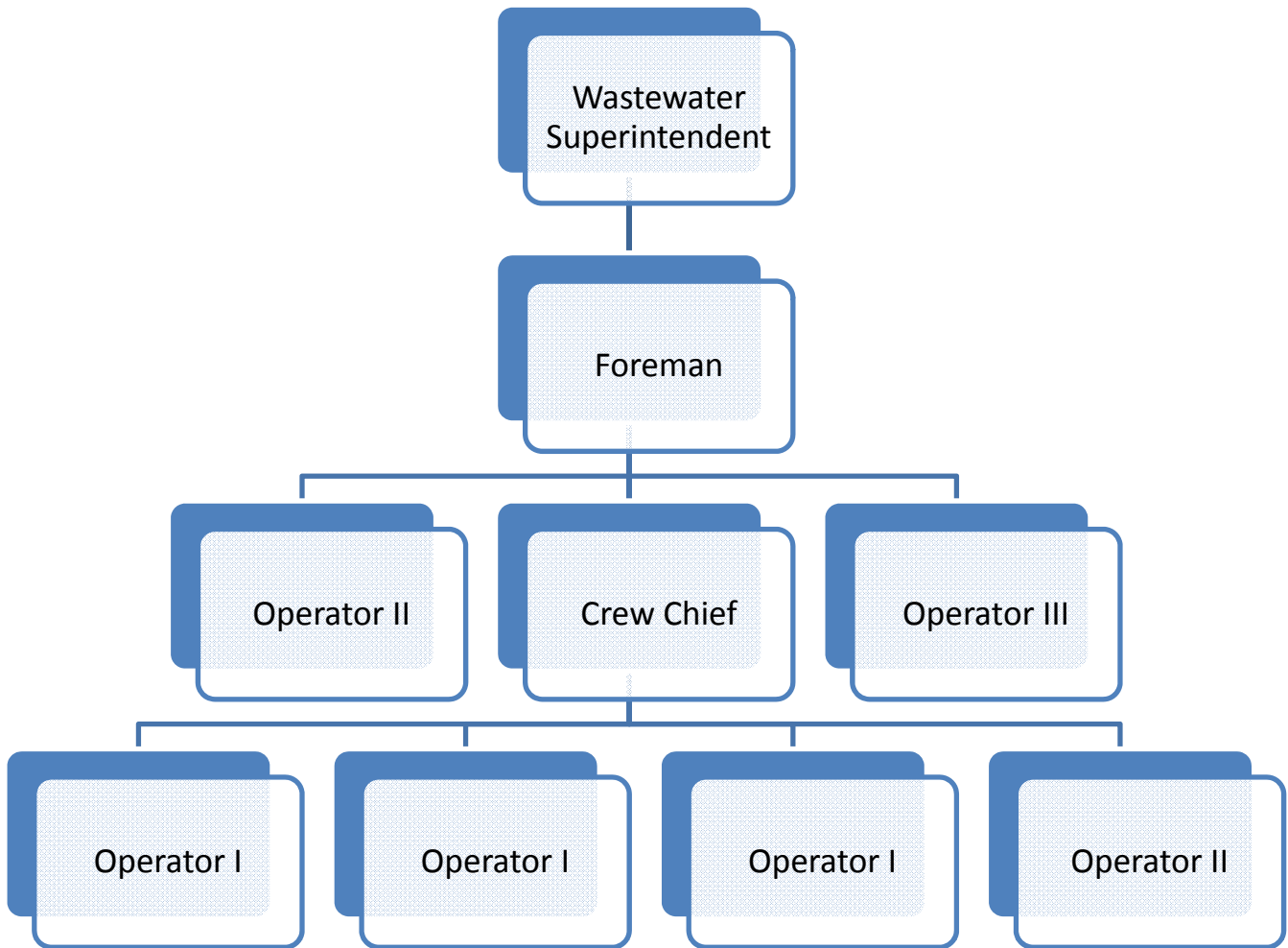
2012-2013 Departmental Personnel History

	Act.	Est.	Bud.
	<u>FY 10-11</u>	<u>FY 11-12</u>	<u>FY 12-13</u>
Wastewater Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Operator I	3	3	1
Operator II	2	2	3
Operator III	1	1	1
Maintenance Operator II	0	1	2
Total Personnel	9	10	10



CITY OF RICHMOND
ANNUAL BUDGET
FY 2012-2013

Wastewater Department





WATER/SEWER FUND		Expenditures				
	DEPARTMENT	Actual 2010-2011	Budget 2011-2012	Estimate 2011-2012	Budget 2012-2013	Percent +/(%)
5200	ACCOUNT & COLLECT	\$435,345	\$322,303	\$349,486	\$330,549	2.56%
5210	CUSTOMER SERVICE	\$246,822	\$240,285	\$241,920	\$265,130	10.34%
5215	METER	\$248,007	\$258,356	\$256,333	\$262,739	1.70%
5220	WATER	\$1,161,270	\$1,241,418	\$1,156,614	\$1,155,047	-6.96%
5230	WASTEWATER	\$1,113,137	\$1,818,299	\$1,707,752	\$1,703,839	-6.29%
5235	TRANSFERS	\$2,151,743	\$1,484,380	\$2,281,380	\$2,309,643	55.60%
	TOTAL	\$5,356,324	\$5,365,041	\$5,993,485	\$6,026,947	12.34%



DEBT SERVICE FUND

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



DEBT SERVICE FUND
Revenues and Expenditures

		Actual	Estimate	Budget	Percent
		2010-2011	2011-2012	2012-2013	+/(-)
3000	Property Taxes-Current	\$920,304	\$918,266	\$912,229	-0.66%
3070	Other Income	\$3,210	\$0	\$0	0.00%
	Development Corp.	\$206,000	\$202,000	\$0	-100.00%
	Water and Sewer	\$239,893	\$234,380	\$228,643	-2.45%
	Total Revenues	\$920,304	\$918,266	\$912,229	-0.66%
5050	Debt Service	\$1,121,604	\$918,266	\$912,229	-0.66%
	Total Expenses	\$1,121,604	\$918,266	\$912,229	-0.66%
	Prior Year Balance	\$1,090,314	\$1,053,463	\$1,102,993	
	Anticipated Balance	\$1,053,463	\$1,102,993	\$1,102,993	

5050
DEBT SERVICE FUND

Expenses

DESCRIPTION		Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013	Percent +/(-)
42858	Miscellaneous	\$1,121,604	\$918,266	\$912,229	-0.66%
	Development Corp.	\$206,000	\$202,000	\$0	-100.00%
	Water and Sewer	\$239,893	\$234,380	\$228,643	-2.45%
	TOTAL EXPENSES	\$1,121,604	\$918,266	\$912,229	-0.66%

City of Richmond

Debt Service Schedule

FY 2013

	Original Issue	Matures	Interest Rate	FY 2012 Outstanding
<u>General Obligation</u>				
Series 2009 GO	4,155,000	2029	3.0-4.25%	4,040,000
Series 2010 GO Refunding	5,040,000	2020	2.0-4.0%	3,555,000
Series 2004 GO	530,000	2024	4.625-5.25%	<u>330,000</u>
			Total GO	7,925,000
<u>Certificates of Obligation</u>				
Series 2004 CO	3,055,000	2024	3.5-5.5%	1,855,000
			Total GO & CO	<u><u>9,780,000</u></u>

Fy 2013 Debt Payment	FY 2013 Outstanding	FY 2013 Interest Payment	Total Debt Service
85,000	3,955,000	153,456.26	238,456.26
525,000	3,030,000	107,125.00	632,125.00
<u>25,000</u>	<u>305,000</u>	<u>15,847.51</u>	<u>40,847.51</u>
635,000	7,290,000	276,428.77	911,428.77
150,000	1,705,000	78,642.50	228,642.50
<u>785,000</u>	<u>8,995,000</u>	<u>355,071.27</u>	<u>1,140,071.27</u>

TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2013	785,000.00	355,071.27	1,140,071.27
2014	725,000.00	336,408.77	1,061,408.77
2015	745,000.00	314,284.39	1,059,284.39
2016	760,000.00	289,298.76	1,049,298.76
2017	780,000.00	262,217.51	1,042,217.51
2018	805,000.00	231,368.76	1,036,368.76
2019	835,000.00	197,608.76	1,032,608.76
2020	865,000.00	162,880.01	1,027,880.01
2021	515,000.00	134,946.26	649,946.26
2022	525,000.00	113,660.01	638,660.01
2023	540,000.00	91,425.01	631,425.01
2024	560,000.00	68,026.26	628,026.26
2025	245,000.00	51,118.76	296,118.76
2026	255,000.00	40,959.38	295,959.38
2027	270,000.00	29,962.50	299,962.50
2028	280,000.00	18,275.00	298,275.00
2029	290,000.00	6,162.50	296,162.50
Total	9,780,000.00	2,703,673.91	12,483,673.91

**GENERAL OBLIGATION BONDS
SERIES 2010 REFUNDING**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2013	525,000.00	107,125.00	632,125.00
2014	395,000.00	97,925.00	492,925.00
2015	405,000.00	87,900.00	492,900.00
2016	415,000.00	75,600.00	490,600.00
2017	430,000.00	62,387.50	492,387.50
2018	445,000.00	46,500.00	491,500.00
2019	460,000.00	28,400.00	488,400.00
2020	480,000.00	9,600.00	489,600.00
Total	3,555,000.00	515,437.50	4,070,437.50

Interest Rates:	Year of Maturity	Interest Rate
	2013-2014	2.00%
	2015-2016	3.00%
	2017	3.25%
	2018-2020	4.00%

**GENERAL OBLIGATION BONDS
SERIES 2009**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2013	85,000.00	153,456.26	238,456.26
2014	150,000.00	151,206.26	301,206.26
2015	160,000.00	146,556.26	306,556.26
2016	165,000.00	141,475.01	306,475.01
2017	170,000.00	135,393.76	305,393.76
2018	180,000.00	128,393.76	308,393.76
2019	190,000.00	120,993.76	310,993.76
2020	200,000.00	113,593.76	313,593.76
2021	330,000.00	103,888.76	433,888.76
2022	340,000.00	91,323.76	431,323.76
2023	355,000.00	77,941.26	432,941.26
2024	375,000.00	63,518.76	438,518.76
2025	245,000.00	51,118.76	296,118.76
2026	255,000.00	40,959.38	295,959.38
2027	270,000.00	29,962.50	299,962.50
2028	280,000.00	18,275.00	298,275.00
2029	290,000.00	6,162.50	296,162.50
Total	4,040,000.00	1,574,219.51	5,614,219.51

Interest Rates:	Year of Maturity	Interest Rate
	2013	2.20%
	2014-2015	3.00%
	2016	3.25%
	2017-2019	4.00%
	2020	3.60%
	2021	3.70%
	2022	3.80%
	2023	3.90%
	2024-2025	4.00%
	2026	4.13%
	2027-2029	4.25%

**GENERAL OBLIGATION BONDS
SERIES 2004**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2013	25,000.00	15,847.51	40,847.51
2014	25,000.00	14,660.01	39,660.01
2015	25,000.00	13,488.13	38,488.13
2016	25,000.00	12,316.25	37,316.25
2017	25,000.00	11,116.25	36,116.25
2018	25,000.00	9,897.50	34,897.50
2019	30,000.00	8,535.00	38,535.00
2020	30,000.00	7,020.00	37,020.00
2021	30,000.00	5,482.50	35,482.50
2022	30,000.00	3,930.00	33,930.00
2023	30,000.00	2,362.50	32,362.50
2024	30,000.00	787.50	30,787.50
Total	330,000.00	105,443.15	435,443.15

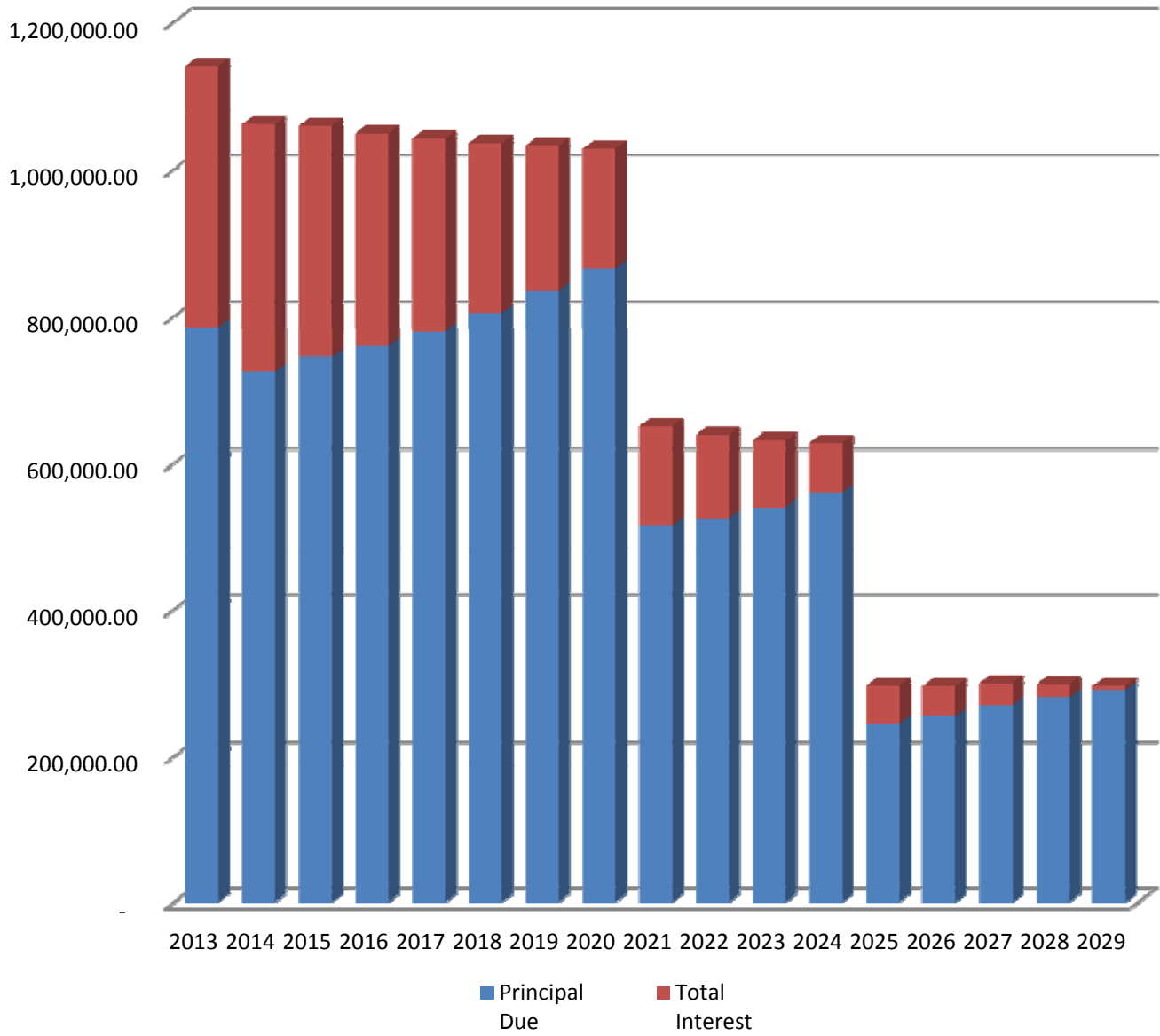
Interest Rates:	Year of Maturity	Interest Rate
	2013-2014	4.75%
	2015	4.63%
	2016	4.75%
	2017	4.85%
	2018	4.90%
	2019	5.00%
	2020	5.10%
	2021	5.15%
	2020	5.20%
	2023-2024	5.25%

**CERTIFICATES OF OBLIGATION
SERIES 2004**

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2013	150,000.00	78,642.50	228,642.50
2014	155,000.00	72,617.50	227,617.50
2015	155,000.00	66,340.00	221,340.00
2016	155,000.00	59,907.50	214,907.50
2017	155,000.00	53,320.00	208,320.00
2018	155,000.00	46,577.50	201,577.50
2019	155,000.00	39,680.00	194,680.00
2020	155,000.00	32,666.25	187,666.25
2021	155,000.00	25,575.00	180,575.00
2022	155,000.00	18,406.25	173,406.25
2023	155,000.00	11,121.25	166,121.25
2024	155,000.00	3,720.00	158,720.00
Total	1,855,000.00	508,573.75	2,363,573.75

Interest Rates:	Year of Maturity	Interest Rate
	2013	3.90%
	2014	4.00%
	2015	4.10%
	2016	4.20%
	2017	4.30%
	2018	4.40%
	2019	4.50%
	2020	4.55%
	2021	4.60%
	2022	4.65%
	2023	4.75%
	2024	4.80%

Total General & Certificate of Obligation Debt





Legal Debt Margin Information

Classification	Actual 2010-2011	Budget 2011-2012	Budget 2012-2013
Debt limit	\$37,331,346	\$38,333,422	\$37,560,422
Legal debt is	<u>7,746,537</u>	<u>7,067,007</u>	<u>6,432,007</u>
Legal Debt Margin	\$29,584,809	\$31,266,415	\$31,128,415
Total net debt applicable to the limit as a percentage of debt limit	26.18%	22.60%	20.66%

Legal Debt Margin Calculation by Fiscal Year

Net taxable value	\$373,313,463	\$383,334,221	\$375,604,222
Debt limit (10% of assessed value)	37,331,346	38,333,422	37,560,422
Debt applicable to limit:			
General obligation bonds	8,800,000	8,170,000	7,535,000
Less: amount set aside for repayment of general obligation debt	<u>1,053,463</u>	<u>1,102,993</u>	<u>1,102,993</u>
Total net debt applicable to limit	7,746,537	7,067,007	6,432,007
Legal debt margin	\$29,584,809	\$31,266,415	\$31,128,415



PARKS IMPROVEMENT FUND

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



PARKS IMPROVEMENTS FUND
Revenues and Expenditures

		Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013
3070	Other Income	\$101	\$80	\$65
	Total Revenues	\$101	\$80	\$65
5280	Park Improvements	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	\$38,165	\$38,266	\$38,346
	Anticipated Balance	\$38,266	\$38,346	\$38,411

5280
PARKS IMPROVEMENTS FUND

Expenses

	Actual	Estimate	Budget
DESCRIPTION	2010-2011	2011-2012	2012-2013
42250 Contracted Services	\$0	\$0	\$0
42900 Capital Outlay	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$0	\$0



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

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



CDBG GRANT FUND
Revenues and Expenditures

		Actual 2010-2011	Estimate 2011-12	Budget 2012-13
3060	Intergov't Revenue	\$54,992	\$240,000	\$281,000
3070	Other Income	\$5,500	\$130	\$0
	Total Revenues	\$60,492	\$240,130	\$281,000
5240	Grant Construction	\$258,500	\$258,500	\$281,200
	Total Expenses	\$258,500	\$258,500	\$281,200
	Prior Year Balance	\$0	\$0	\$0

5240
GRANT CONSTRUCTION FUND

Expenses

	Actual	Estimate	Budget
DESCRIPTION	2010-2011	2011-2012	2012-2013
42200 Legal & Prof. Fees	\$0	\$0	\$0
42250 Contracted Services	\$258,500	\$240,000	\$281,000
42858 Miscellaneous	\$0	\$0	\$0
TOTAL EXPENSES	\$258,500	\$240,000	\$281,000



WATER IMPACT FUND

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



WATER IMPACT FUND
Revenues and Expenditures

		Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013
3070	Other Income	\$255,916	\$204,000	\$70,000
	Total Revenues	\$255,916	\$204,000	\$70,000
5270	Water Impact	\$369,408	\$360,000	\$50,000
	Total Expenses	\$369,408	\$360,000	\$50,000
	Prior Year Balance	\$870,005	\$756,513	\$600,513
	Anticipated Balance	\$756,513	\$600,513	\$620,513

5270
WATER IMPACT FUND

Expenses

	Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013
DESCRIPTION			
42900 Capital Outlay	\$369,408	\$360,000	\$50,000
TOTAL EXPENSES	\$369,408	\$360,000	\$50,000



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	Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013
3070	Other Income	\$231,416	\$190,000	\$70,000
	Total Revenues	\$231,416	\$190,000	\$70,000
5260	Wastewater Impact	\$0	\$0	\$0
	Total Expenses	\$0	\$0	\$0
	Prior Year Balance	(\$1,119,188)	(\$887,772)	(\$697,772)
	Anticipated Balance	(\$887,772)	(\$697,772)	(\$627,772)

5260

WASTEWATER IMPACT FUND

Expenses

	Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013
DESCRIPTION			
42900 Capital Outlay	\$0	\$0	\$0
TOTAL EXPENSES	\$0	\$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.





**MISCELLANEOUS FUNDS
REVENUES**

	DESCRIPTION	Actual 2010-11	Estimate 2011-2012	Budget 2012-2013
	<u>Narcotics Fund</u>			
3070	Other Income	\$0	\$0	\$0
	<u>LEOSE Grant Fund</u>			
3060	Intergov't Revenue	\$0	\$0	\$0
	<u>Municipal Court Bldg. Security</u>			
3030	Court Fines	\$4,169	\$4,000	\$4,000
	 TOTAL REVENUE	 \$4,169	 \$4,000	 \$4,000



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MISCELLANEOUS FUNDS

Expenses

DESCRIPTION	Actual 2010-2011	Estimate 2011-2012	Budget 2012-2013
<u>Narcotics Fund</u>			
Expenses	\$0	\$0	-
<u>LEOSE Grant Fund</u>			
Expenses	\$0	\$0	-
<u>Municipal Court Bldg. Security</u>			
Expenses	<u>0</u>	<u>0</u>	<u>40,400</u>
TOTAL EXPENSES	\$0	\$0	\$40,400



CITY OF RICHMOND ORDINANCES, RESOLUTIONS AND RATES INFORMATION



CITY OF RICHMOND ORDINANCE NO. 2012-11

AN ORDINANCE OF THE CITY OF RICHMOND, TEXAS ADOPTING THE BUDGET FOR THE CITY OF RICHMOND, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013; 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 2012-2013 has heretofore been posted in accordance with the laws; and,

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

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

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

SECTION 1: That the budget presented by the City Manager and reviewed during the public meeting is hereby approved and adopted for the fiscal year 2012-2013.

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

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

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

PASSED, APPROVED AND ADOPTED,
THIS 17th DAY OF SEPTEMBER, 2012



HILMAR G. MOORE, MAYOR

Attest:



Mona Matak, City Secretary

**CITY OF RICHMOND
ORDINANCE NO. 2012-12**

AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF RICHMOND,
TEXAS FOR THE YEAR OF 2012

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 2012 as
follows:

\$0.5436 For the purpose of maintenance and operation;

\$0.2429 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 \$0.2429 was unanimously approved and adopted on motion by
GILLEN and second by DOSTAL

The Maintenance and Operation rate of \$0.5436 was unanimously approved and adopted
on motion by GILLEN and second by DOSTAL.

PASSED AND APPROVED on this 17th day of September, 2012.

Hilmar G. Moore
Hilmar G. Moore, Mayor

Attest:
Mona Matak
Mona Matak, City Secretary



CITY OF RICHMOND UTILITY RATES

SECTION 1.

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

WATER RATES

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

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

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

Residential Volumetric Rates

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

Irrigation Volumetric Rates

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

Volumetric Rates for All other Classes

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

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

SURFACE WATER RATES

A fee of \$1.00 per thousand gallons will be assessed as a groundwater reduction fee. This fee will be retained to meet the requirements set forth by the Fort Bend Subsidence District in reducing groundwater pumpage.

SEWER RATES

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

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

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

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

Commercial Rates are billed based on monthly water consumption.

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

GARBAGE RATES

Single family residential	\$19.00
Additional Poly Carts	\$ 6.00 each per month
Multi-family residential	Monthly rates will be set according to volume and frequency of pickups.

Shops and small business establishments

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

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

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

DUMPSTER RENTAL RATE

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

SPECIAL PICK UP

AT COST

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

SECTION 2. TAPPING FEES will be as follows:

5/8 inch - 3/4 inch Water Tap	\$700.00
1 inch water tap or larger	Cost
4 inch sewer tap	\$700.00
6 inch sewer tap or larger	Cost
Manholes	Cost

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

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

SECTION 2b. BULK WATER

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

SECTION 2c. FROZEN PIPES

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

SECTION 3. DEPOSITS

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

SECTION 3a. DISCOUNTS

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

SECTION 4.

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

SECTION 5.

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

SECTION 6. RECONNECT FEE

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

SECTION 7. RETURNED CHECK CHARGE

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

SECTION 8. SEVERABILITY

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



CITY OF RICHMOND GLOSSARY



BUDGET GLOSSARY

Accounting System:

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

Accounts Payable:

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

Accounts Receivable:

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

Accrual Accounting:

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

Ad Valorem Taxes:

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

Advanced Refunding Bonds:

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

Assessed Value:

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

Budget Message:

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

Asset:

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

Audit:

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

Basis of Accounting:

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

Bond:

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

Bonded Debt:

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

Bonds Issued:

Bonds sold by the City.

Bonds Payable:

The face value of bonds issued and unpaid.

Budget:

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

Capital Improvements:

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

Capital Outlay:

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

Cash Basis:

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

Debt Service Fund:

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

Debt Service Requirements:

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

Delinquent Taxes:

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

Department:

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

Depreciation:

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

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

Effective Tax Rate:

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

Encumbrance:

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

Enterprise Fund:

See Proprietary Fund.

ETJ (Extra Territorial Jurisdiction):

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

Expenditures:

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

Expense:

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

Equity:

The difference between assets and liabilities of the fund.

Fiscal Year (Period):

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

Fixed Assets:

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

Franchise:

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

Full Faith and Credit:

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

Fund:

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

Fund Balance:

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

General Fund:

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

General Obligation Bonds:

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

Interfund Transfers:

All interfund transactions except loans and reimbursements.

Intergovernmental Revenues:

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

Machinery & Equipment:

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

Maintenance:

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

Modified Accrual Basis:

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

Operating Budget:

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

Operating Expenses:

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

Operating Income:

The excess of proprietary fund operating revenues over operating expenses.

Operating Revenues:

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

Ordinance:

A formal legislative enactment by the City Commission.

Paying Agent:

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

Principal:

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

Proprietary Fund:

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

Reimbursements:

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

Resolution:

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

Retained Earnings:

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

Revenue Bonds:

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

Special Revenue Fund:

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

Taxes:

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

Tax Levy Ordinance:

An ordinance through which taxes are levied.

Tax Rate:

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

Tax Roll:

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

Unencumbered Balance:

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

User Charges:

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

Working Capital:

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



BUDGET ACRONYMS

AED - Automatic External Defibrillator

CAFR – Comprehensive Annual Financial Report

CDBG – Community Development Block Grant

EMT – Emergency Medical Technician

ETJ – Extra-territorial Jurisdiction

FBC – Fort Bend County

FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officer’s Association

GRP – Groundwater Reduction Plan

IT – Information Technology

LCISD – Lamar Consolidated Independent School District

LOGIC – Local Government Investment Cooperative

MGD – Million Gallons per day

M&O – Maintenance and Operations

M&R – Maintenance and Repair

MUD – Municipal Utility District

SAFER – Staffing for Adequate and Fire Emergency Response

TCEQ – Texas Department on Environmental Quality

TEXPOOL – Texas Local Government Investment Pool

TxDOT – Texas Department of Transportation

W/S – Water and Sewer

WW – Wastewater

WWTF – Wastewater Treatment Facility

WWTP – Wastewater Treatment Plant

