



CITY OF RICHMOND, TEXAS
ANNUAL OPERATING BUDGET
OCTOBER 1, 2015 - SEPTEMBER 30, 2016



RICHMOND

EST. **TEXAS** 1837



**CITY OF RICHMOND, TEXAS
FISCAL YEAR 2015-2016**

ANNUAL BUDGET





RICHMOND

EST. **TEXAS** 1837

*** BASED ON CERTIFIED TAX INFORMATION ***

(Fort Bend)

In accordance with SB 656

This proposed budget is estimated to raise more total property taxes than last year's budget by \$234,320 , or 7.35% , and of that amount \$170,314 is estimated tax revenue to be raised from new property added to the tax roll this year.

Property Tax Comparison:

	<u>FY 2015</u>	<u>FY 2016</u>
Adopted and Proposed Tax Rate	0.7700	0.7550
Effective Tax Rate	0.7705	0.7316
Effective Maximum Operating Rate	0.8136	0.7842
Maximum Operating Rate	0.8787	0.8470
Debt Tax Rate	0.2271	0.2193
Rollback Tax Rate	0.8312	0.7833

The total amount of municipal debt obligation secured by property taxes for the City of Richmond is \$43,407,052.63

Record Vote on Tax Rate: (August 17, 2015)

Mayor Moore	<u>Aye</u>
Commissioners:	
Gilmore	<u>Aye</u>
Torres	<u>Aye</u>



RICHMOND

EST. **TEXAS** 1837

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

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Executive Summary





RICHMOND

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CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

PRINCIPAL OFFICIALS

<u>CITY OFFICIALS</u>	<u>ELECTIVE POSITION</u>	<u>TERM EXPIRES</u>
Evalyn W. Moore	Mayor	2017
Glen Gilmore	City Commissioner	2016
Jesse Torres	City Commissioner	2018

<u>KEY STAFF</u>	<u>POSITION TITLE</u>
Terri Vela	City Manager *
Phyllis A. Ross	Municipal Court Judge *
Gary Adams	Police Chief
Lenert Kurtz	Public Works Director
Susan Lang	Finance Director
Laura Scarlato	City Secretary
Robert Tobias	Economic Development Director
Michael Youngblood	Fire Chief

* - City Commission Appointive Position



RICHMOND

EST. **TEXAS** 1837

EVALYN W. MOORE
MAYOR

GLEN GILMORE
JESSE TORRES
COMMISSIONERS

City of Richmond

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



September 21, 2015

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 2015-16. The combined expenditures of the General, Water & Sewer and Debt Service funds amount to \$26,274,168, which represent an increase of \$2,904,334, or 12.5% change from the FY 2014-15 adjusted budget. The majority of the increase, \$1,619,090, is attributed to expenditures in the General Fund. Ninety-two percent (92%) of the expenditure increases in the general fund can be directly related personnel costs. The second largest contributor to the increase is the additional debt service payments for the mandated surface water conversion which is increased by \$958,921 from prior year. As always, we strive to operate the City in a conservative manner, while continuing to deliver an excellent level of service to our citizens.

With exponential growth on the City's horizon, the City's department heads, division superintendents and various consultants remain cognizant of the pains associated with rapid economic expansion. During this year's budget kick-off and strategic planning process, a survey was given to all department heads and division superintendents to identify not only the immediate needs for the coming budget year, but to identify long-term focus areas as the City embraces its future.

Immediate priorities for this year's budget, ranked in order of importance, are as follows:

- **Wage Levels/Job Quality**
- **Public Safety**
- **Community Image**
- **Water Supply & Distribution**
- **Traffic Flow**

Future priorities include:

- Wastewater Infrastructure
- Community Involvement

- Regional Road Transportation
- Downtown Revitalization
- Regional Parks and Recreational Trail Systems

ECONOMIC OUTLOOK

The planned development of over 1,000 acres of prime ranch land along the City’s Interstate 69 (I-69) corridor is fueling a springboard of economic speculation and activity within the City’s extraterritorial jurisdiction. Held by two private foundations with ties to the original settlers of Richmond, the prime acreage will be sustainable quality development which will create momentum for the benefit of Richmond’s future generations. Partnership agreements are in place with both foundations to share in the sales tax generated from what is planned as high-end mixed use commercial and residential development in these areas. Additionally, water and sewer infrastructure capital contributions have been negotiated in order to augment the City’s capital commitment during this period of growth. Richmond’s best interest is the focus of these two major foundations which is truly unique not only to Richmond, but Fort Bend County as a whole.

Although the drop in oil prices has affected numerous oilfield related employers in the larger metropolitan areas of our neighbor in Houston, our local employment is a host of diverse opportunities. In fact, local employment options for low to high income wage earners has increased due to added retail and food chains, expansion of local area hospitals, the ground breaking of a new TSTC campus and expansion of nearby University of Houston Campus, as well as major hotel chains breaking ground and/or seeking locations in and around Richmond’s ETJ.

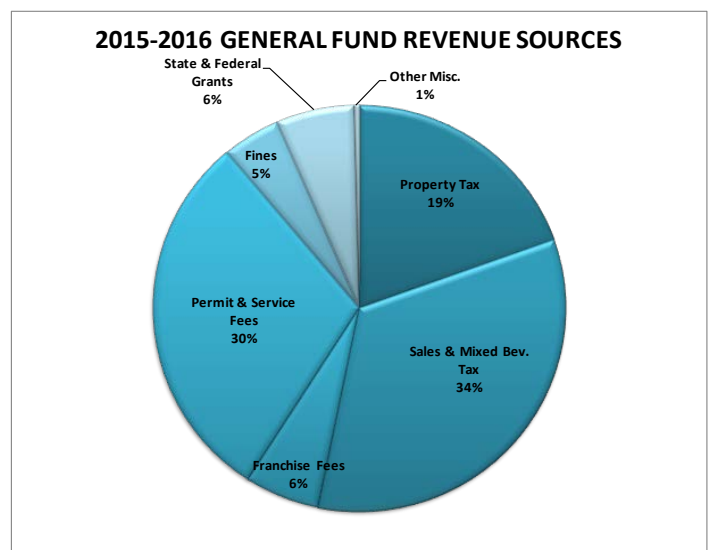
Average home values in the City continue to increase as new investments are being made. This year, the City has seen average home values increase from \$101,204 to \$108,088 for the fiscal year beginning October 1, 2015. Unemployment for our Metropolitan Statistical Area continues to decrease from 4.9 to 4.2 percent year over year as of May 2015 according to the Bureau of Labor Statistics.

GENERAL FUND

The General Fund revenue of \$14,864,924 can be categorized into seven (7) major sources of revenue as follows:

Property Tax	2,463,072
Sales & Mixed Bev. Tax	4,240,721
Franchise Fees	742,500
Permit & Service Fees	3,753,500
Fines	575,000
State & Federal Grants	775,331
Other Misc.	51,500

This represents an \$815,509 increase in revenue, or 5.8% increase from FY 2014-15.



Certified ad valorem values for FY 2015-16 are estimated at \$459,194,379. This includes \$1,670,061 still under review as of certification. The certified values represent a 9.54% increase from FY 2014-15. Some of this can be attributed to \$22,558,111 in new improvements, of which 17% is coming from newly annexed property. Other factors to the increase are a result of re-valuations of existing property.

The tax rate for FY 2015-16 is recommended to decrease from \$0.7700 to \$0.7550 per \$100 valuation. The tax rate is divided so that \$.5290 goes toward the General Fund maintenance and operations (M&O) and the remaining \$.2260 is reserved for debt service (I & S). General Fund Ad Valorem tax collections are estimated be \$2,463,072 (including penalties and delinquent taxes) or 19% of revenues.

Sales tax revenue is estimated at \$4,220,721 which is a 10% increase over the estimated collections for the FY2014-15 fiscal year. It is still believed this is a cautious estimate as the current trend shows the City collecting 14% greater than last year's actual collections.

The total FY 2014-15 General Fund expenditures are \$14,845,141, an increase of 12.3% from the FY 2014-15 estimated actual. The fund balance is expected to increase by 0.6% over the estimated ending fund balance for FY2014-15, which amounts to \$3,476,992 of fund balance reserves for 85 operational days reserve.

GENERAL FUND – BUDGET PRIORITIES:

➤ Wage Levels/Job Quality:

- **Compensation Study:** City management committed to an extensive review of its job classifications and compensation structure. Market competitiveness with comparator labor markets was a major focus. As a result, the City hired Arthur J. Gallagher & Co. to perform an extensive analysis and report the findings, implementation strategy and costs to bring the City's compensation structure up to current market standards. The FY2015-16 budget fully funds the implementation of the study, which also includes an increase to longevity pay from \$4 to \$5 for each month of service. We feel this commitment will enhance the City's efforts in retaining and seeking qualified employees to lead Richmond through the opportunities in its future.
- **Addition of Key Staff:** Planning to meet the needs of future growth is an essential part of this year's budget. Rather than a reactionary strategy, the City is taking a proactive approach to fund key position which will ease the burden on current staff positions as more complex planning and projects continue to develop. The FY2015-16 budget funds the following additional staff positions:
 - Assistant City Manager/Director of Community Development
 - City Attorney
 - Administrative Assistant
 - Emergency Management Coordinator

➤ Public Safety

- **Department of Emergency Management:** Proving the City's commitment to the safety of its citizens, the City has created a department and is funding a full-time Emergency Management Coordinator. The mission of the Emergency

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

- **Replacement of Bullet Proof Vests:** A commitment is made to fund the replacement of the Police Department's bullet proof vests by leveraging the City's funds with a grant for ½ of the expense.
- **Taser Replacement:** A complete replacement of the Police Department's outdated taser devices has been funded. This program contains ongoing maintenance for future operating budgets which will also provide for more timely replacement every five years.
- **Fleet Replacement:** The City continues its commitment to the replacement of the aging fleet by providing the funding for a new police pursuit Chevy Impala, a new Battalion Chief vehicle for the fire department, and a new Ford SUV for the Fire Marshal's office.
- **Software and Infrastructure Upgrades:** The backbone of the City's Police department, its computer infrastructure, will be receiving software upgrades and all new monitors to enhance the extensive server and computer replacement efforts already under way during the past fiscal year.
- **Architectural Plans for Fire Station #2:** The FY2015-16 budget provides for the preliminary architectural planning for Fire Station #2, which will enhance the services to its citizens and compliment the new Central Fire Station which is set to open the first quarter of fiscal year 2016.
- **Replacement of Self Contained Breathing Apparatus (SCBA):** A commitment is made to authorize the Fire Department to pursue grant funds in order to replace their aging SCBA equipment.
- **Replacement of Fire Engine:** A commitment to authorize the Fire Chief to enter into negotiations for the design and build of a new engine to replace aging equipment will be provided during this year's budget. The City has recently been re-affirmed with an ISO rating of 2, which is the highest rating for residential areas for fire protection and response. A rating of 2 entitles residents within the response area of Richmond to receive low insurance rates on their homeowner's policies and solidifies the high quality emergency response to all citizens in the community.

➤ **Community Image**

- **Annexation Strategy:** Funding has been allocated for the development of a comprehensive annexation strategy. This will enhance the comprehensive master plan and the planning & zoning map. Additionally, the recent passage of the City's Unified Development Code will create an environment which is user-friendly to future developers seeking regulations and guidance into the City's building codes.
- **City Hall Feasibility Study:** While the City has "made do" with the resources available to accommodate citizen needs and access to City services, the time has come to review the City's existing locations and determine if a more centralized focal point for citizen services is necessary. The FY2015-16 budget provides funding for a feasibility study which will review the current and future needs of the City and its citizens.

- **Parks Master Plan Update:** Utilizing resources currently available in the City's Parks Improvement Fund, the FY2015-16 budget will provide for an update to the City's parks master plan which will focus on the needs of the community and provide for a comprehensive plan which will focus on future parks and improvements or enhancements to existing parks.

➤ **Traffic Flow**

- **Traffic Engineering Plan:** Committed to being proactive and planning for the future, the City's budget provides for a comprehensive traffic engineering plan. As there are many moving parts to community growth and working with our partners at the County and State level, it is the City's desire to ensure a complete guide to future needs is being addressed.

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 \$7,405,247. This is a 21% decrease over FY 2014-15 amended budgeted revenues primarily due to an unseasonably wet winter and spring and previously budgeted commitments from Municipal Utility District partners in the amount of \$1,210,097 towards the construction of a new elevated water storage tank to facilitate the new water plant currently under construction.

Expenditures in the Water and Sewer Fund are proposed at \$9,134,031, which will exceed revenues by \$1,728,784. The City Charter requires expenditures will in no case exceed proposed revenue plus cash on hand. The Water and Sewer Fund has an available fund balance (cash on hand) in order to meet the one-time capital improvements proposed to be funded in this budget.

WATER AND SEWER FUND – BUDGET PRIORITIES:

➤ **Wage Levels/Job Quality:**

- **Compensation Study:** City management committed to an extensive review of its job classifications and compensation structure. Market competitiveness with comparator labor markets was a major focus. As a result, the City hired Arthur J. Gallagher & Co. to perform an extensive analysis and report the findings, implementation strategy and costs to bring the City's compensation structure up to current market standards. The FY2015-16 budget fully funds the implementation of the study, which also includes an increase to longevity pay from \$4 to \$5 for each month of service. We feel this commitment will enhance the City's efforts in retaining and seeking qualified employees to lead Richmond through the opportunities in its future.
- **Addition of Key Staff:** Planning to meet the needs of future growth is an essential part of this year's budget. Rather than a reactionary strategy, the City is taking a proactive approach to fund key position which will ease the burden on current staff positions as more complex planning and projects continue to develop. The FY2015-16 budget funds the following additional staff positions:
 - Construction Inspector
 - Surface Water Plant Coordinator

➤ **Public Safety**

- **Wastewater Infrastructure Repairs and Main Line Inspections:** Always cognizant of the important role of the City's sanitary sewer system, the proposed budget continues a commitment of over \$300,000 to repair, inspect and rehabilitate some of the most important, but "invisible", infrastructure which creates a healthy environment of our citizenry.

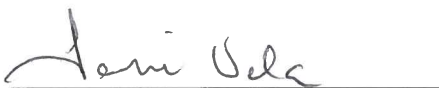
➤ **Water Supply & Distribution**

- **Surface Water Treatment Plant:** The City's long-term strategy to meet the mandated reduction in ground water use by building a surface water treatment plant utilizing the natural resources of the Brazos River have finally come to a climax. Groundbreaking on the site was accomplished in last year's budget, and final engineering and construction are to commence during this budget cycle. The City will be financing the \$18 million project through the sale of Certificates of Obligation bonds, and fees imposed on water usage by all the partners in the Ground Water Reduction plan will pay and annual debt service and maintenance and operations of the plant.
- **Elevated Water Storage Tank:** Leveraging the City's partnership with neighboring Municipal Utility Districts, the City is able to reduce the capital investment of its citizens while providing a first-class water system which ensures the constant pressure and availability of superior quality water for Richmond and neighboring communities.
- **Water Line Replacement and Ground Storage Tank Rehabilitation:** Maintaining the quality of the City's water infrastructure is always a top priority of the City's staff. Over \$300,000 has been committed to the replacement and rehabilitation of water lines throughout the City, as well as the continued program to rehabilitate the City's current ground water storage tanks.

A supplemental Five-Year Capital Improvement plan is attached to this budget in order to help City leaders with future planning and funding requirements. Staff will provide alternative funding sources, including a possible bond election in order to finance the growing needs of the community.

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, 2014

Executive Director

City of Richmond Timeline

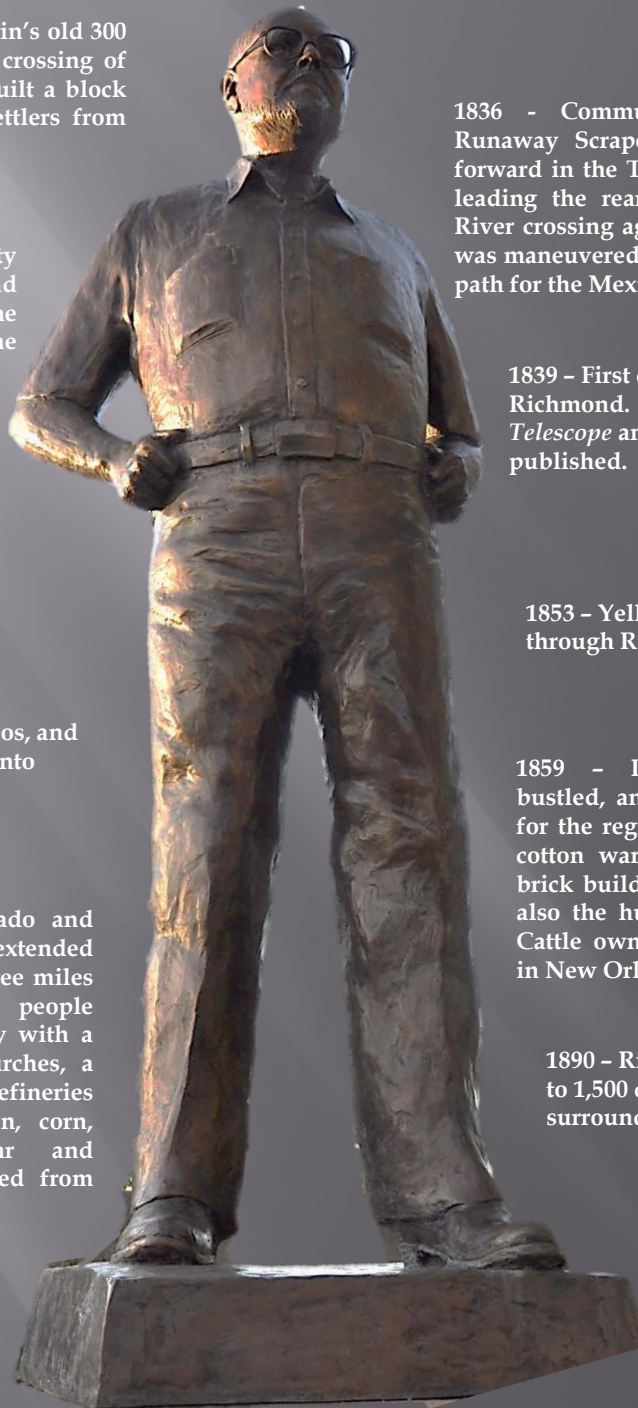
1822 - Members of Austin's old 300 settled near a fordable crossing of the Brazos River and built a block house to protect the settlers from Indian raids

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

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

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

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.



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

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

1853 - Yellow fever epidemic swept through Richmond.

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

1890 - Richmond's population dropped to 1,500 due to movement to surrounding cities.

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

City of Richmond Timeline

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.

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

1940's - Richmond's population grew to over 2,000. Residents began moving 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.

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.

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".

2013 - Charter Election - Home Rule Charter Richmond's population stands at 12,292.



*Jaybird Monument, Circa
1936*

CITY OF RICHMOND FACTS

GOVERNMENT

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

GEOGRAPHY

Elevation	105 Feet
Area	4.2 Square Miles

CLIMATE

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

UTILITIES

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

EDUCATION (PUBLIC)

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

EDUCATION (PRIVATE)

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

CITY OF RICHMOND FACTS

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

HISTORIC POINTS OF INTEREST

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

CITY OF RICHMOND PAST AND CURRENT FORM OF GOVERNMENT

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

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

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

CITY OF RICHMOND FISCAL/OPERATING POLICIES

BUDGET PROCESS

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

Submission of Budget and Budget Message

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

Budget Message

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

Budget a Public Record

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

Public Hearing on Budget

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

Proceeding on Adoption of Budget

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

Budget Appropriation and Amount to be Raised by Taxation

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

Amending the Budget

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

Certification; Copies Made Available

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

Capital Program

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

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

The following is a detailed calendar of the budget process.

May 6, 2015	Budget Kick-off Meeting
June 1, 2015	Departmental Budget Worksheets and forms due to Finance.
June 22-26, 2015	Departmental budget meetings with City Manager and Finance staff.
July 20, 2015	Deadline for ARB to approve appraisal records.
July 25, 2015	Tax roll certification by Chief Appraiser (official date).
August 3, 2015	Budget and Budget Message Delivered to City Commission Charter Sec. 7.02 Special Meeting (Per Charter Sec. 7.05– Commission shall name the date and place of a public hearing and shall have published in official newspaper no less than 10 days before – <u>Set Public Hearing for Budget 8/17/15</u>) Copy of budget filed with City Secretary for Public view.
August 5, 2015	PUBLICATION: <u>Notice: Public Hearing on Budget, Notice: Budget Available for Public Inspection</u> Charter Sections 7.04 & 7.05
August 6, 2015	Calculation of Effective & Rollback Tax Rates.
August 17, 2015	PUBLICATION: of Effective and Rollback Tax Rates; statement and schedules; submission to governing body.
August 17, 2015	Tax Rate Presentation. Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the roll-back rate or the effective tax rate (whichever is lower) take record vote and schedule public hearings.
August 17, 2015	Public Hearing on Budget
August 17, 2015	Budget Workshop - Revenues
August 26, 2015	PUBLICATION: <u>Notice: Public Hearing on Tax Increase</u>
September 2, 2015	Public Hearing on Tax Increase Special Meeting
September 2, 2015	Budget Workshop – Proposed Expenditures
September 14, 2015	PUBLICATION: <u>Notice: Public Hearing on Tax Increase</u> 2 nd Qtr Page Ad
September 14, 2015	2 nd Public Hearing - Tax Increase (Special Meeting if necessary)
September 21, 2015	MEETING TO ADOPT FY 2015-16 Budget and Tax Rate. Charter Sec. 7.06
September 25, 2015	PUBLICATION: <u>Notice: of budget availability.</u> Copy of final budget filed with City secretary for Public View Charter Section 7.09

Lapse of Appropriations

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

Additional Funding

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

Administration of the Budget

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

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

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

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

ACCOUNTING

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

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

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

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

Independent Audits

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

Accounting Systems

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

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

REVENUE

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

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

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

EXPENDITURES

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

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

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

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

FUND BALANCE

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

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

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

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

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

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

LONG-TERM FINANCIAL PLANNING

Fund Balance

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

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

Subsidence District

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

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

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

CAPITAL

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

INVESTMENTS

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

DEBT

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

The City shall further have the power to borrow money for the purpose of constructing, acquiring, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the Constitution and laws of the State of Texas, and to issue revenue bonds to evidence the obligations created thereby. Such bonds shall be a charge upon and payable from the properties, or interest therein pledged, or the income there from, or both. The holders of the revenue bonds of the City shall not have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws

of the State of Texas. The City shall have the power to borrow money for public improvements in any other manner provided by law, including certificates of obligation as authorized by the Texas Local Government Code. All bonds and evidences of indebtedness of the City having been approved by the Attorney General and registered by the Comptroller of Public Accounts shall thereafter be incontestable in any court or other forum for any reason, and shall be valid and binding obligations of the City in accordance with their terms for all purposes.

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

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



RICHMOND

EST. **TEXAS** 1837

Budget Summaries



RICHMOND
EST. **TEXAS** 1837



RICHMOND

EST. **TEXAS** 1837

VISION STATEMENT AND GOALS

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

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

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

SUMMARY OF CITYWIDE GOALS

➤ - Strategic Plan Goal

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

Accounting & Collecting

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

Customer Service

- Continue to organize and work as a team to ensure excellent service in an accurate manner to encourage, promote, and welcome expanding residential and business growth and development.

Development Corporation

- Create new branding and marketing of the City to better reach Developers, Investors and the community.
- Identify a project consistent with the Comprehensive Master Plan to consider for implementation.
- Work to attract a resort hotel to Richmond ETJ.
- Continue to grow our sales tax revenue by attracting new retail, restaurants, and mixed-use developments to I-69, Historic District, Williams Way, FM-359 and other areas throughout the City.

General Government

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

Information Technology

- Encode 180 installation. This will encourage, promote and welcome expanding residential and business growth and development by providing for authoring,

public presentation, and management of municipal codes, particularly zoning ordinances and land development regulations.

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

Meter

- To replace meters accordingly so as to encourage, promote and welcome expanding residential and business growth and development.

Municipal Court

- Invest in the development of staff to meet the growth and demands of the City
- Encourage, promote and welcome expanding residential and business growth and development.

Parks

- Continuously seek ways to improve service to citizens and visitors to encourage, promote and welcome expanding residential and business growth and development.

Police

- Work with the community to improve the quality of life in Richmond and encourage, promote and welcome expanding residential and business growth and development.
- Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.

Public Works

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

Street

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

Water

- Provide customers with a high standard of courteous and effective service responsive to the individual customer's need.

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

Building Permits

- Perform health inspections twice a year.

Fire

- Deliver fire prevention and water safety classes to all schools in our jurisdiction

Parks

- Improve the customer-related content pages on the Parks Website to show the City has safe, secure, family-oriented communities

Planning

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

Police

- Increase the number of warrants served to provide safe, secure, family-oriented communities.
- Acknowledge citizen’s complaints within 48 hours.

Public Works

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

Sanitation

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

Street

- Maintain and update street and regulatory sign inventory program.

Wastewater

- Continue the implementation of the SSO Initiative.

Water

- Operate and maintain the water production and distribution infrastructure in order to deliver safe, clean, reliable potable water for use by the Citizens of Richmond.

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

Building Permits

- Certify and train additional Health and Safety Inspectors.

Fire

- Reduce response times to an average of less than 5 minutes and 30 seconds.

General Government

- Work to implement most economical rate for surface water.

Information Technology

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

Police

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

Public Works

- To add two more customer-related content pages to Public Works Website.

Street

- Provide a minimum of 8 hours of continuing education for each employee so as to influence, foster and maintain interest in public safety.
- Complete street maintenance, repairs and construction that has been approved in budget so as to influence, foster, maintain interest in public safety.

Water

- To achieve and maintain compliance with all applicable Local, State, and Federal environmental laws and policies regarding ground water protection.

Wastewater

- Deliver Re-Use water to GRP partners while influencing, fostering and maintaining the interest of safety.

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

Accounting & Collecting

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

Development Corporation

- Collaborate with existing and emerging entities to increase tourism and number of events being held in Richmond Historic District or ETJ.
- Attract a boutique hotel or B & B to Historic District.

Fire

- Research and implement mapping, reporting, and information software to be used for pre-plans and emergency response situations. (Street-wise program)

Fire Marshal

- Conduct 100% of existing business inspections.

General Government

- Improve records imaging and indexing system.

Janitorial

- The Janitorial Department will do it's best to continuously seek ways to improve the service to our employees, citizens and visitors to our city.

Planning

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

Wastewater

- Finalize construction of re-use components at Richmond Regional Wastewater Treatment Plant.

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

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

Accounting and Collecting	FY 13-14	FY 14-15	FY 15-16
Percent of invoices paid within 30 days:	100%	99%	100%
Building Permits			
Total permits issued:	1,984	2,528	270
Total inspections conducted:	3,703	3,977	4,300
Customer Service			
# of online customer registrations:	1089	500	400
# of hours open to the public per business day:	9.5	9.5	9.5
# of payment reversals/corrections:	18	14	12
Conversion to paperless (percent completed):	0	0	50%
Implementation of E-Bill (% complete):	0	0	80-90%
General Government			
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
Information Technology			
Percent completion Encode 180:	0	0	90%
Percent completion GIS Software:	0	0	100%
Meter			
# of new meters (accounts):	600	600	615
# of cut offs/reinstates:	1,300	1,300	1,544
Municipal Court			
# of cases filed:	3,500	3,800	4,200
Conversion to paperless (percent completed):	0	0	50%
Parks			
# of info. Pages/links added to website:	0	0	3
Planning			
# of plats reviewed:	0	30	30
# of site plans reviewed:	0	30	30
# of re-zonings processed:	0	2	2
# of limited use permits processed:	0	5	5
# of conditional use permits processed:	0	2	2
# of variances processed:	0	2	2
# of maps generated (GIS)	0	15	15
Public Works			
Number of pages added to website:	0	0	2

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

Fire	FY 13-14	FY 14-15	FY 15-16
Fire safety inspections conducted:	337	350	235
Fire safety classes:	60	75	50
Total attendance at fire safety classes:	4,203	4,500	3,060

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

Continued:

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

Emergency Management			
# of city wide training exercises:	0	1	1
# of county wide training exercises:	0	1	1
Meter			
# of check for leaks:	2	2	2
# of hours spent on service calls:	121	121	121
# of meter swap-outs:	350	350	100
Police			
Warrants served:	753	836	950
Citizen complaints	6	4	4
Acknowledge customer complaints with 48 hours:	100%	100%	100%
Public Works			
Number of projects posted to citizens:	20%	65%	65%
Sanitation			
# of recycling events:	0	0	2
Street			
Miles of pavement replaced:	1.45	3.72	1.50
Parks			
Square acreage of parks:	260	303	323
Water			
TCEQ Violations	0	0	0
# of positive water samples	0	0	0
Percentage of calls responded within 2 hours:	n/a	100%	100%
Wastewater			
# of gallons of wastewater treated:	675,250,000	675,000,000	675,000,000
# of dry tons sludge produced:	498	500	500
# of manholes rehabbed:	50	50	50
Total footage of mainline inspected:	10,000	10,000	10,000

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

	FY 13-14	FY 14-15	FY 15-16
Accounting and Collecting			
GFOA Excellence in Financial Reporting Award:	Yes	Yes	Yes
GFOA Distinguished budget presentation award:	Yes	Yes	Yes
Texas Comptroller Leadership Circle Level	Silver	Silver	Silver
Emergency Management			
% of employees w/minimum NIMs requirements:	0	100%	100%
Information Technology			
Number of file servers replaced:	8	8	2
Janitorial			
# of floors reworked:	100%	100%	100%
# of days lost to injury/illness:	0	0	0
Percent of call backs for re-cleaning:	0	2	0
Municipal Court			
# of training hours accomplished:	18	20	20

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

Continued:

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

Parks			
# of work related injuries:	2	2	0
# of training hours/certifications:	2	3	4
Street			
Percent of employees received 8 hr C.E.	100%	100%	100%
# of employees licensed in weed control:	2	2	2
# of employees with a CDL Class A Drivers License with a hazardous material endorsement:	10	10	10
Vehicle Maintenance			
Total number of pieces of equipment serviced:	121	121	121
Percent of repair come-backs:	5%	5%	5%
Wastewater			
#of work related injuries/illness:	0	0	0

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

Public Works			
Neighborhood-wide clean up events:	1	0	2

DESCRIPTION OF FUND STRUCTURE

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

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

Basis of Accounting

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

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

Governmental Type Funds

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

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

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

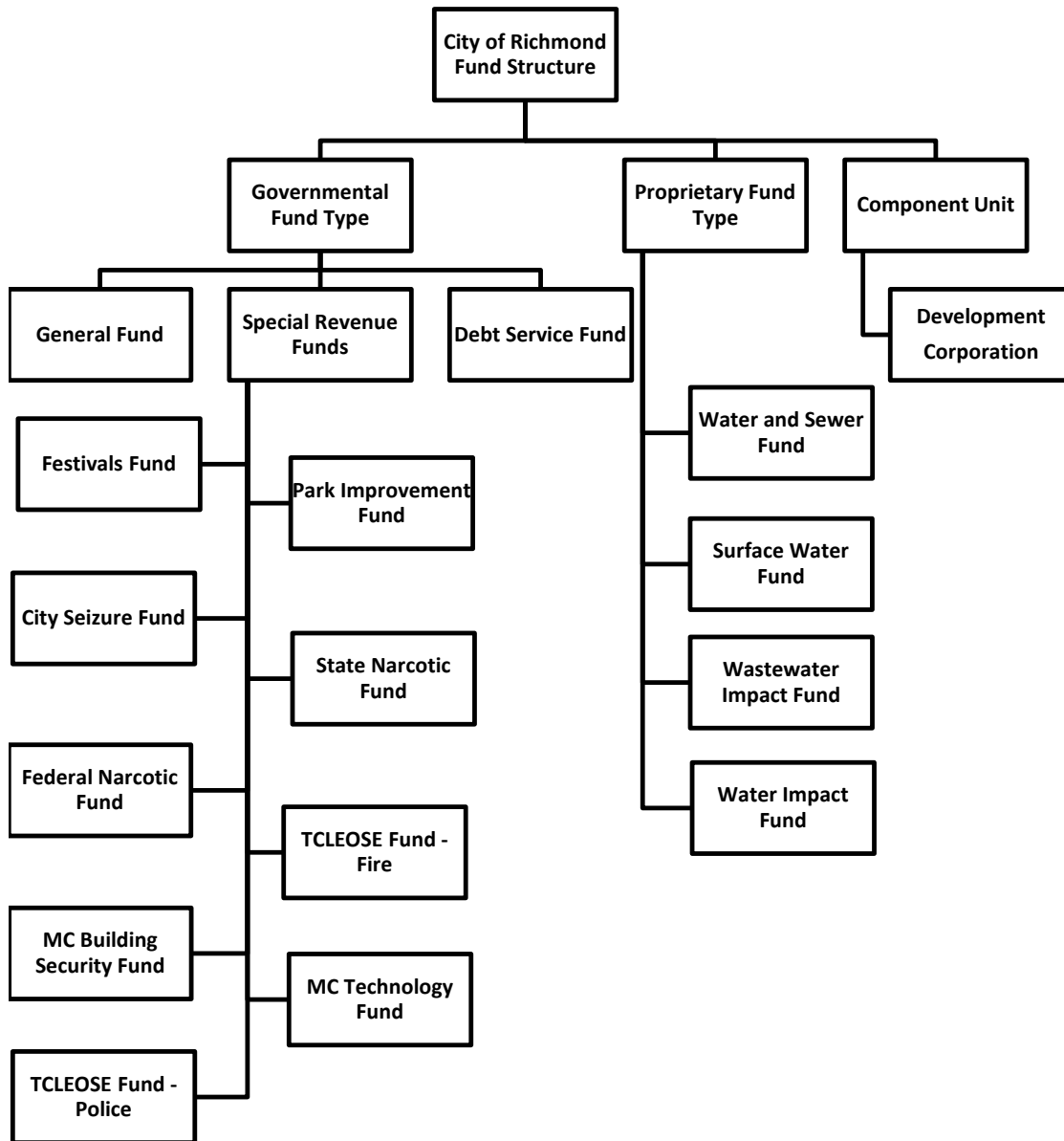
Proprietary Type Funds

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

Component Unit Funds

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

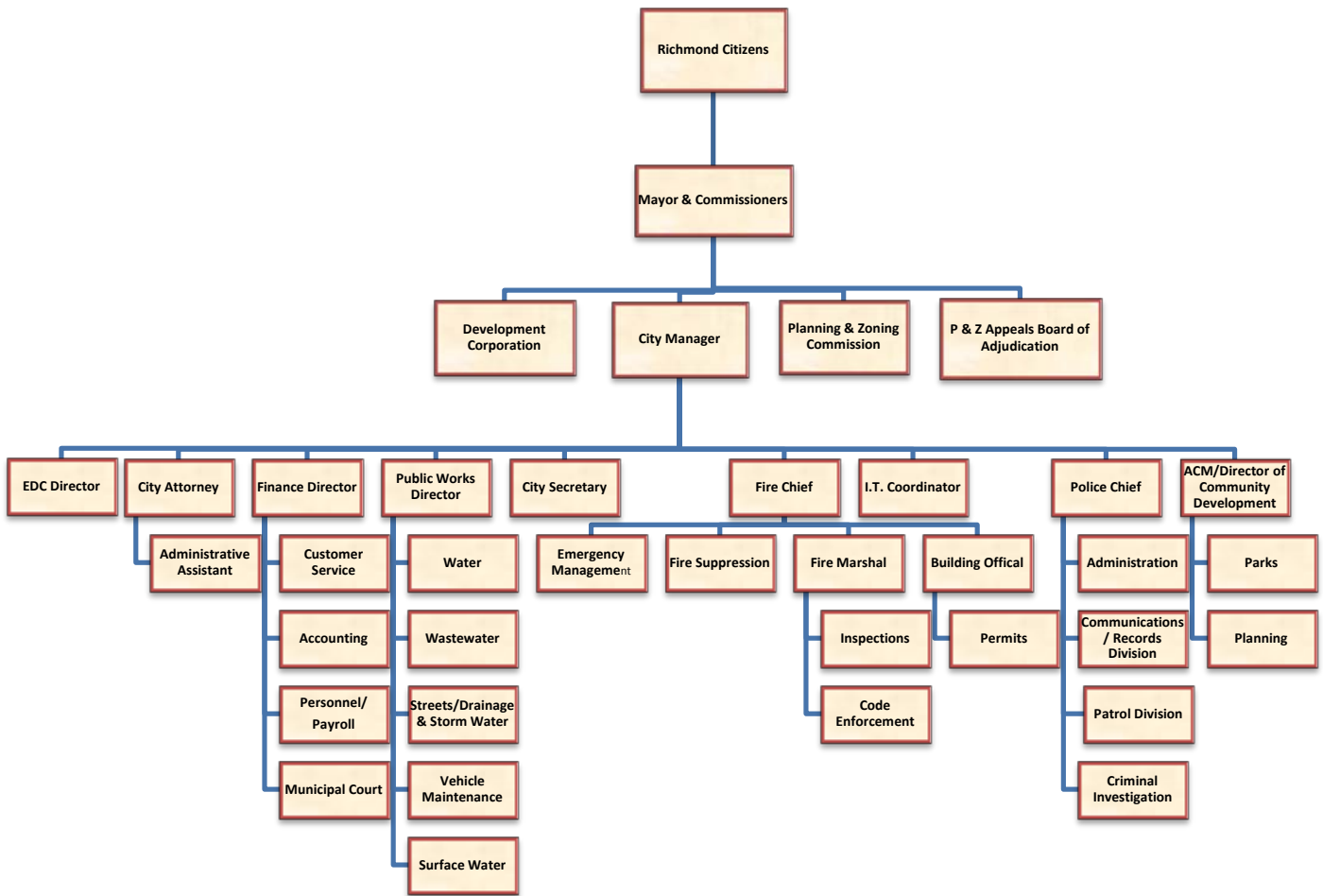
DESCRIPTION OF FUND STRUCTURE
 ORGANIZATIONAL FUND CHART



Department / Fund Relationships

DEPARTMENT	General Fund	Special Revenue Fund	Water & Sewer Fund
General Government	X		
Public Works	X		
Vehicle Maintenance	X		
Information Technology	X		X
Street	X		
Sanitation	X		
Police	X	X	
Fire - Central	X	X	
Fire - Station #2	X		
Fire - Station #3	X		
Emergency Management	X		
Fire Marshal	X	X	
Building Permits	X		
Parks	X	X	
Janitorial	X		
Planning	X		
Municipal Court	X	X	
Accounting & Collecting			X
Customer Service			X
Meter			X
Water		X	X
Wastewater		X	X
Other		X	X

CITY OF RICHMOND
 ORGANIZATIONAL CHART



CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

SUMMARY OF PERSONNEL
(Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2013-2014	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
GENERAL FUND:				
General Government (10-5100)				
City Manager	1	1	1	
ACM/Director of Community Development	1	0	1	
Economic Development Director	0	1	1	
City Attorney	0	0	1	
City Secretary	0.5	1	1	
Communication Specialist	0	1	1	
Human Resources Coordinator	1	0	0	
Administrative Assistant	1	0	1	
Subtotal	<u>4.5</u>	<u>4</u>	<u>7</u>	75%
Public Works (10-5105)				
Public Works Director	1	1	1	
Executive Secretary	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Vehicle Maintenance (10-5110)				
Mechanic I	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Information Technology (10-5115)				
Information Systems Coordinator	1	1	1	
IT Analyst	1	1	1	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Streets (10-5120)				
Superintendent	1	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
Equipment Operator I	4	4	4	
Equipment Operator II	3	3	3	
Sign Tech / Equipment Operator II	1	1	1	
Part-time Laborer	0.478	0.478	0.478	
Subtotal	<u>11.478</u>	<u>11.478</u>	<u>11.478</u>	0%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

SUMMARY OF PERSONNEL
(Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2013-2014	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
Police (10-5140)				
Police Chief	1	1	1	
Assistant Police Chief	1	1	1	
Lieutenant	3	4	4	
Patrol Sergeant	3	3	3	
Master Sergeant	1	0	0	
Corporal	3	3	3	
Detective	4	3	3	
Crime Scene Investigator	2	2	2	
Police Officer	14	16	16	
Administrative Assistant	1	1	1	
Dispatcher	8	8	8	
Police Records Specialist	1	1	1	
Subtotal	<u>42</u>	<u>43</u>	<u>43</u>	0%
Fire (10-5150)				
Fire Chief	1	1	1	
Assistant Fire Chief	1	1	1	
Fire Marshal	1	1	0	
Building Official	1	1	0	
Bldg Inspector/Investigator/Firefighter	3	4	0	
Battalion Chief	3	3	3	
Lieutenant	9	9	9	
Firefighters (3 positions grant funded)	18	18	18	
Administrative Assistant	1	1	1	
Records Specialist	1	0	0	
Permits Specialist	1	3	0	
Part-Time Firefighters	5.99	5.99	5.99	
Subtotal	<u>45.99</u>	<u>47.99</u>	<u>38.99</u>	-19%
Emergency Management (10-5152)				
Emergency Management Coordinator	<u>0</u>	<u>0</u>	<u>1</u>	
Subtotal	0	0	1	0%
Fire Marshal (10-5153)				
Fire Marshal	0	0	1	
EMC / Inspector / Investigator	0	0	0	
Inspector / Investigator	<u>0</u>	<u>0</u>	<u>4</u>	
Subtotal	0	0	5.00	0%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

SUMMARY OF PERSONNEL
(Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2013-2014	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
Building Permits (10-5159)				
Building Official	0	0	1	
Permits Specialist	0	0	3	
Subtotal	<u>0</u>	<u>0</u>	<u>4</u>	0%
Parks (10-5160)				
Park Superintendent	1	1	1	
Crew Chief	2	2	2	
Maintenance Worker I	4	4	4	
Subtotal	<u>7</u>	<u>7</u>	<u>7</u>	0%
Janitorial (10-5170)				
Custodian	2	2	2	
Subtotal	<u>2</u>	<u>2</u>	<u>2</u>	0%
Planning (10-5175)				
Planner	0	1	1	
GIS Technician	0	1	1	
Subtotal	<u>0</u>	<u>2</u>	<u>2</u>	0%
Municipal Court (10-5180)				
Court Administrator	1	1	1	
Court Specialist	2	2	2	
Bailiff	1	1	1	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%
TOTAL GENERAL FUND	<u>122.968</u>	<u>127.468</u>	<u>131.470</u>	3%
WATER AND SEWER FUND:				
Accounting & Collecting (20-5200)				
Finance Director	1	1	1	
Finance Manager	0	1	1	
Human Resources Coordinator	0	1	1	
Accountant	2	2	2	
Subtotal	<u>3</u>	<u>5</u>	<u>5</u>	0%
Customer Service (20-5210)				
Customer Service Manager	1	1	1	
Customer Service Specialist	3	3	3	
Subtotal	<u>4</u>	<u>4</u>	<u>4</u>	0%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

SUMMARY OF PERSONNEL
(Full-time Equivalent Positions)

Fund/Department Position Title	Actual 2013-2014	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
Meter (20-5215)				
Water Meter Foreman	1	1	1	
Water Meter Worker	3	3	3	
Subtotal	4	4	4	0%
Water (20-5220)				
Superintendent	1	1	1	
Foreman	2	1	1	
Crew Chief	1	2	2	
Water Plant Operator I	0	2	1	
Water Plant Operator II	0	0	1	
Cross Connection Tech / Foreman	1	1	1	
Maintenance Operator I	5	2	2	
Maintenance Worker I	1	4	4	
Construction Inspector *	0	0	0.50	
Heavy Equipment Operator	1	0	0	
Subtotal	12	13	13.50	4%
Wastewater (20-5230)				
Superintendent	1	1	1	
Wastewater Coordinator	1	1	1	
Foreman	1	1	1	
Crew Chief	1	1	1	
WW Plant Operator I	0	1	0	
WW Plant Operator II	4	3	1	
WW Plant Operator III	1	1	3	
Maintenance Worker I	0	1	2	
Maintenance Worker II	2	2	2	
Construction Inspector *	0	0	0.50	
Subtotal	11	12	12.50	4%
TOTAL WATER AND SEWER FUND	34	38	39	3%
TOTAL ALL FUNDS	156.968	165.468	170.470	3%
		Full-time Positions:	164.00	
		Part-time Positions:	6.47	
		TOTAL FULL-TIME EQUIVALENTS:	170.47	

* Position funded by two departments

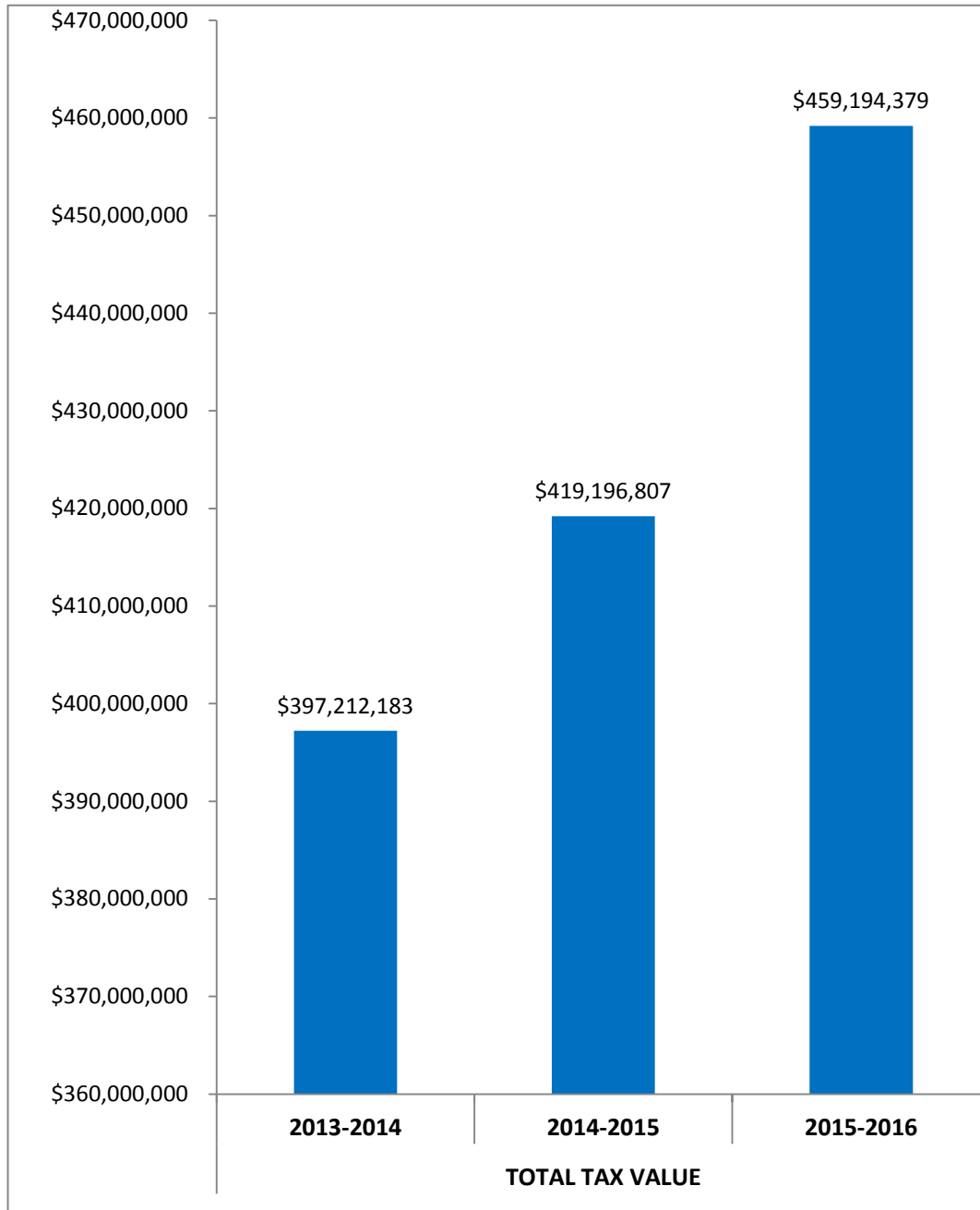
CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

TAX REVENUE and DISTRIBUTION

	Actual 2013-2014		Budget 2014-2015		Budget 2015-2016	
Real Estate	\$605,347,360		\$624,647,395		\$672,179,390	
Personal Property	\$70,022,347		\$61,290,328		\$66,517,447	
Total Tax Roll	\$675,369,707		\$685,937,723		\$738,696,837	
Homestead cap adj.	\$2,489,410		\$2,109,675		\$3,426,400	
Exempt Property	\$262,342,550	39%	\$262,146,380	38%	\$264,172,080	36%
Productivty Loss	\$6,864,140		\$6,785,580		\$6,435,490	
Disabled Vet.	\$465,000		\$1,666,550		\$1,776,112	
Over 65	\$4,046,030		\$3,962,230		\$4,025,580	
Misc. Exemptions	\$1,950,394		\$1,024,825		\$1,336,857	
Total Exemptions	\$278,157,524	41%	\$277,695,240	40%	\$281,172,519	38%
Under ARB Review	\$0		\$10,954,324		\$1,670,061	
Total Tax Value	\$397,212,183		\$419,196,807		\$459,194,379	9.54%
Tax Rate per \$100	0.7800		0.7700		0.7550	
Est. Tax Levy	\$3,098,255		\$3,227,815		\$3,466,918	
% of Collections	98%		98%		98%	
Est. Collections	\$3,036,290		\$3,163,259		\$3,397,579	
Delinquent Collections	\$70,000		\$25,000		\$25,000	
Est. Funds	\$3,106,290		\$3,188,259		\$3,422,579	
M & O Revenue	\$2,159,544		\$2,247,930		\$2,398,072	
Debt Service	\$948,133		\$940,329		\$1,024,507	
Development Corp.	\$248,125		\$254,538		\$252,338	
Water and Sewer	\$142,100		\$140,900		\$0	
M & O Rate	0.5438		0.5429		0.5290	
Debt Service Rate	0.2362		0.2271		0.2260	

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

TOTAL TAX VALUE CHART



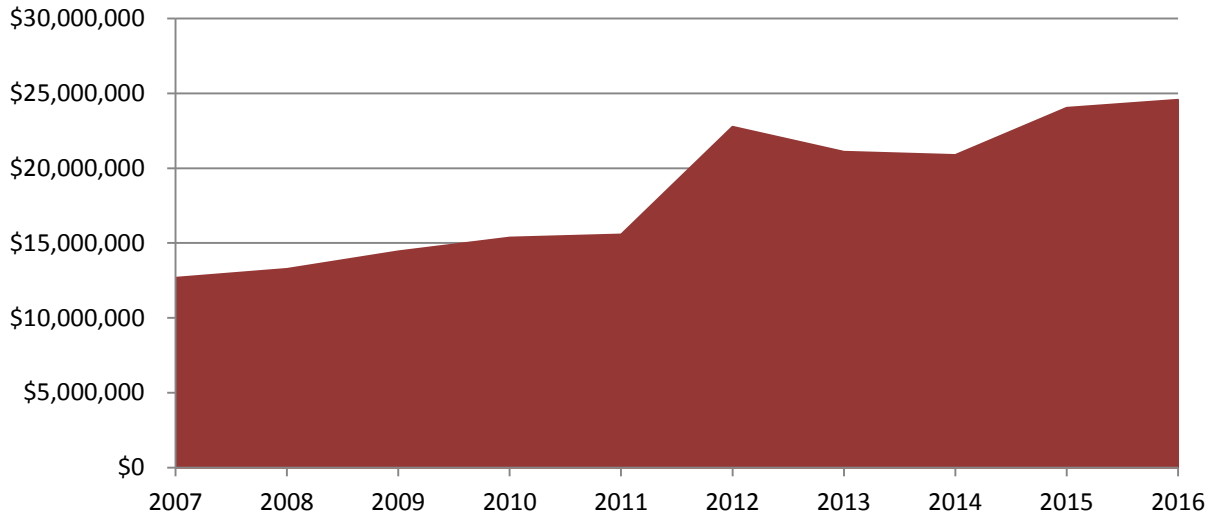
CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

**COMBINED REVENUES and EXPENDITURES
GENERAL, WATER & SEWER and DEBT SERVICE FUND
FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

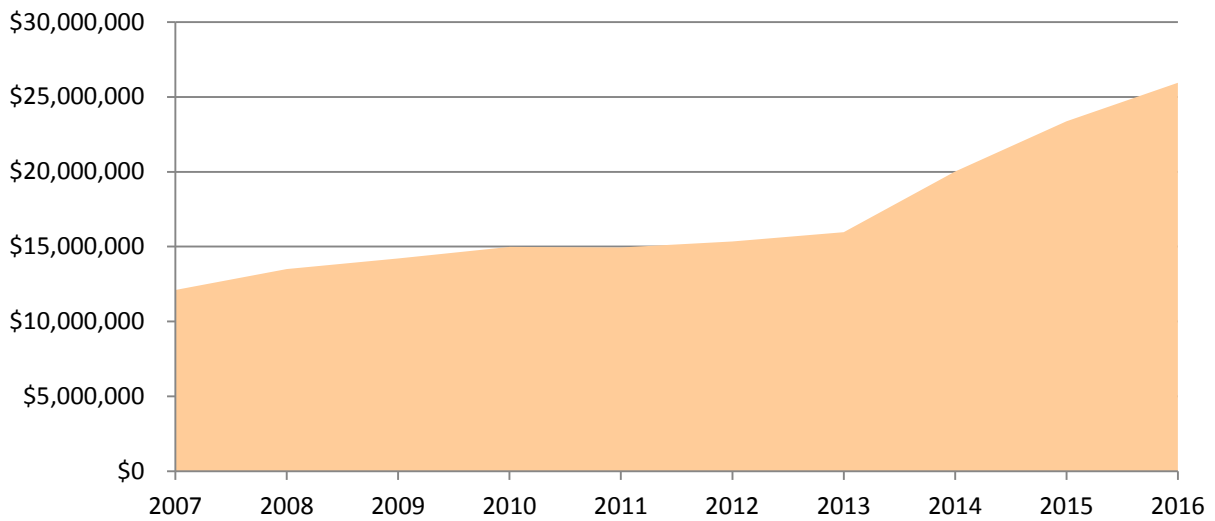
REVENUES	Actual	Budget	Estimate	Budget
ACCOUNT DESCRIPTION	2013-2014	2014-2015	2014-2015	2015-2016
PROPERTY TAX-CURRENT	\$3,036,290	\$3,163,259	\$3,107,713	\$3,422,579
PROPERTY TAX-DEL.	\$70,000	\$25,000	\$25,000	\$25,000
TOTAL PROPERTY TAX	\$3,106,290	\$3,188,259	\$3,132,713	\$3,447,579
WATER SALES & SERVICE	\$3,114,418	\$3,155,485	\$2,745,411	\$2,950,000
SEWER SALES & SERVICE	\$2,599,606	\$2,754,040	\$2,416,740	\$2,550,000
TAX PENALTY AND INTEREST	\$39,899	\$50,000	\$35,480	\$40,000
SALES TAX - STATE	\$3,411,152	\$3,365,806	\$3,837,019	\$4,220,721
MIXED BEVERAGE TAX	\$0	\$0	\$18,000	\$20,000
GARBAGE COLLECTION FEES	\$1,442,158	\$1,460,000	\$1,458,968	\$1,460,000
LICENSES AND PERMITS	\$377,513	\$360,000	\$297,843	\$260,000
INSPECTION FEES	\$176,691	\$113,000	\$241,815	\$125,000
UTILITY GROSS RECEIPTS	\$714,823	\$810,000	\$728,000	\$742,500
COURT FINES	\$443,383	\$425,000	\$573,955	\$575,000
MISCELLANEOUS	\$691,307	\$3,524,457	\$731,931	\$1,953,747
INTERGOVERNMENTAL REVENUE	\$683,051	\$614,988	\$481,300	\$775,331
RENT	\$27,550	\$0	\$9,750	\$0
FIRE PROTECTION FEES	\$1,381,279	\$1,451,364	\$1,800,856	\$1,900,000
INTERFUND TRANSFERS IN	\$2,652,225	\$2,742,025	\$2,742,025	\$3,534,465
INTEREST	\$17,271	\$15,000	\$10,900	\$11,500
TOTAL REVENUES	\$20,878,616	\$24,029,424	\$21,262,706	\$24,565,843
EXPENDITURES				
SALARIES, WAGES	\$10,025,425	\$11,315,057	\$10,651,848	\$12,608,609
MATL., SUPPL. & SERV.	\$5,205,776	\$6,058,264	\$5,875,566	\$6,501,921
CAPITAL OUTLAY	\$1,035,217	\$2,166,538	\$1,729,938	\$2,133,442
INTERFUND TRANSFERS OUT	\$2,404,100	\$2,493,900	\$2,493,900	\$2,403,000
Subtotal EXPENSES	\$18,670,518	\$22,033,759	\$20,751,252	\$23,646,972
DEBT SERVICE	\$955,798	\$947,050	\$947,050	\$1,023,831
DEBT SERVICE-WATER & SEWER	\$142,100	\$140,900	\$140,900	\$139,700
DEBT SERVICE-SURFACE WATER	\$0	\$0	\$0	\$879,127
DEBT SERVICE-DEV. CORP.	\$248,125	\$248,125	\$248,125	\$252,338
	\$1,346,023	\$1,336,075	\$1,336,075	\$2,294,996
TOTAL EXPENDITURES	\$20,016,541	\$23,369,834	\$22,087,327	\$25,941,968
EXCESS REV./EXP.	\$862,075	\$659,590	(\$824,621)	(\$1,376,124)
PRIOR YEAR SURPLUS	\$40,832,327	\$41,694,402	\$41,694,402	\$42,353,992
ANT. SURPLUS BALANCE	\$41,694,402	\$42,353,992	\$40,869,781	\$40,977,868

FINANCIAL TRENDS

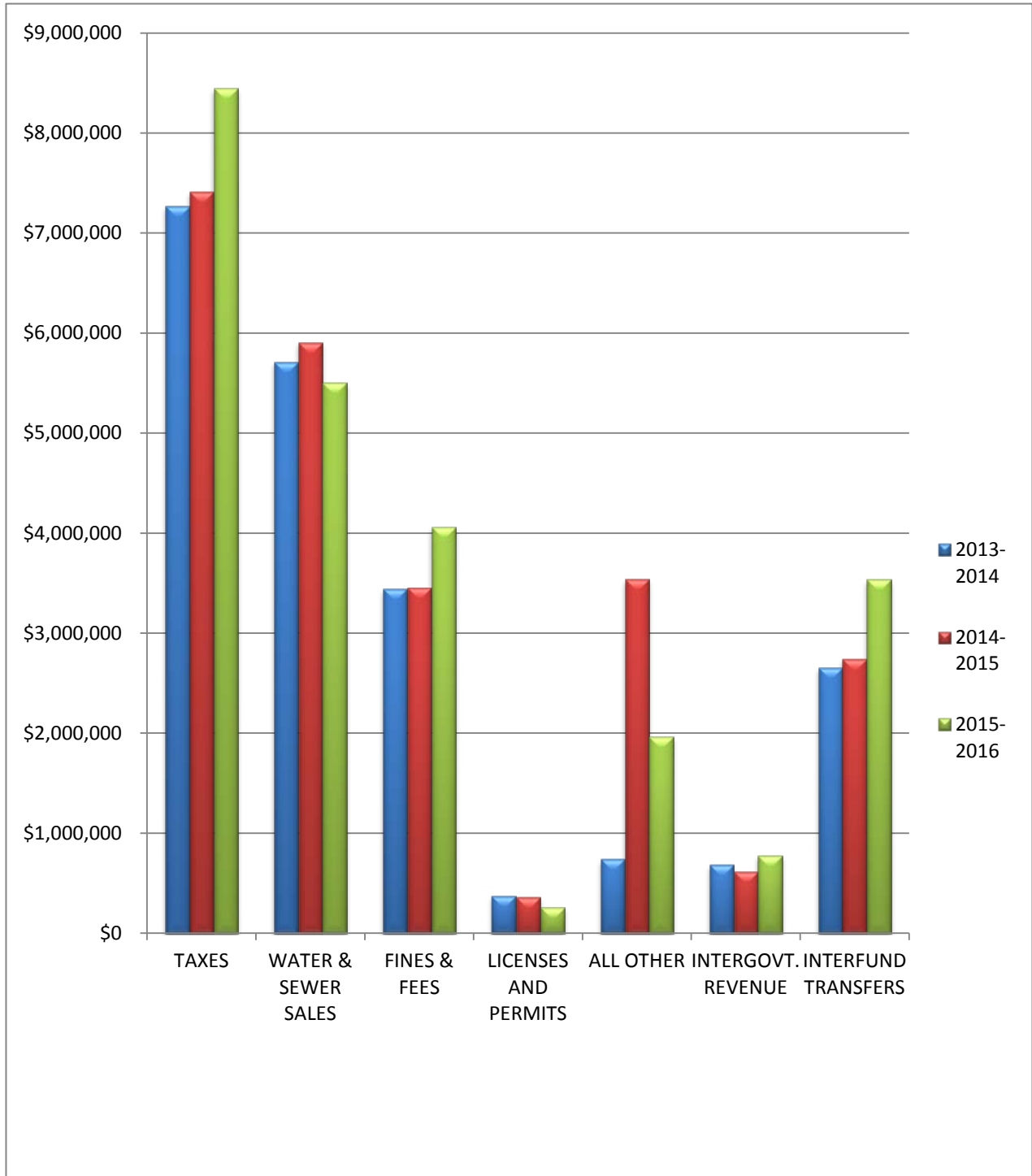
Combined Revenue Last Ten Years



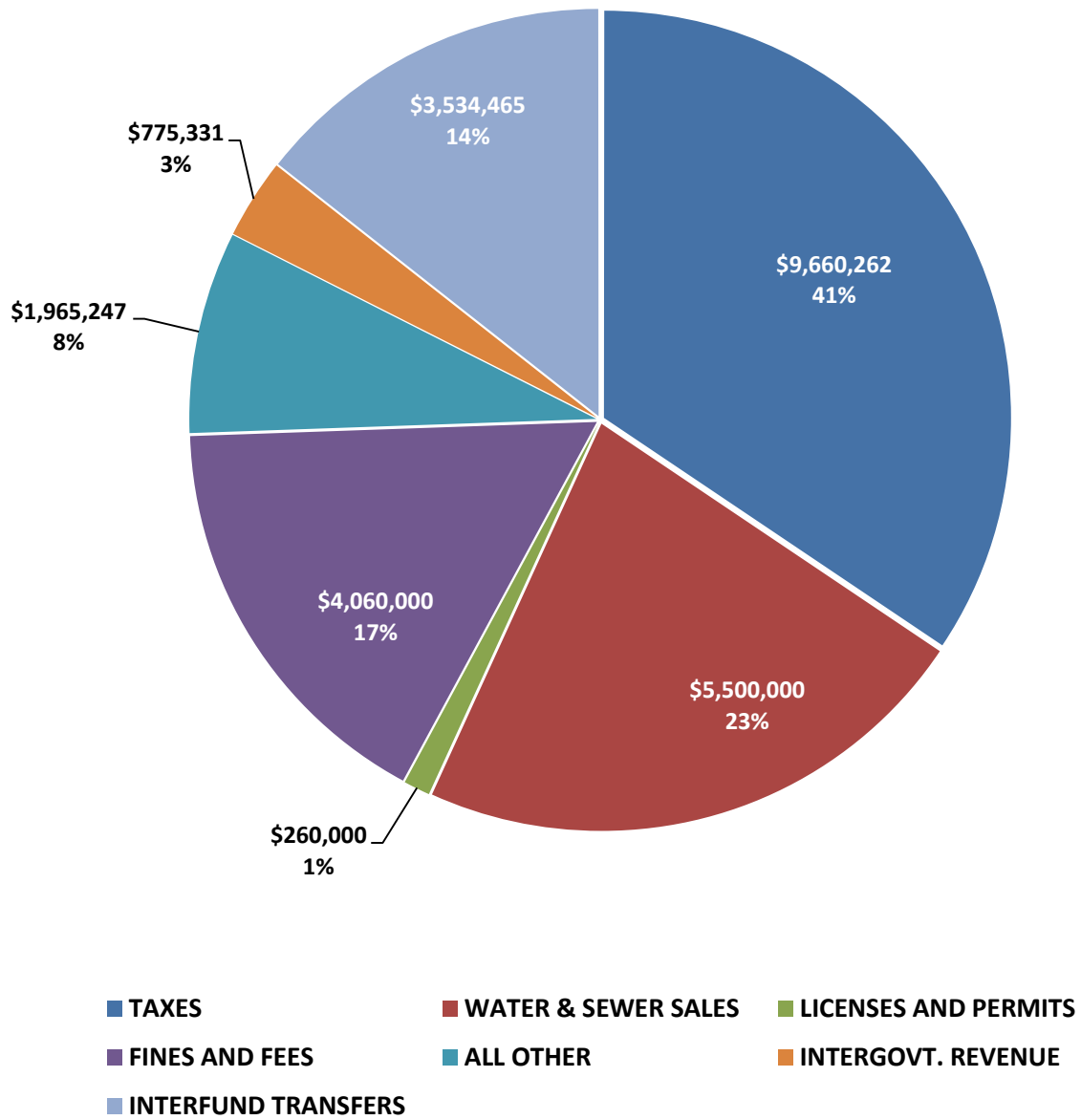
Combined Expenditures Last Ten Years



REVENUE TRENDS BASED ON PAST PERFORMANCE



2015-2016 REVENUE CHART





RICHMOND

EST. **TEXAS** 1837

General Fund

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



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

GENERAL FUND
Long-Range Financial Forecast

LONG-RANGE FINANCIAL FORECAST

	Actual 2013-14	Budget 2014-15	% Δ	Estimate 2014-15	% Δ	Budget 2015-16	% Δ
Beginning Fund Balance	\$1,695,266	\$2,503,401		\$2,503,401		\$3,457,209	
Revenues:							
Property Taxes	\$2,199,443	\$2,318,186	5%	\$2,308,410	0%	\$2,463,072	7%
Garbage Collection	\$1,442,158	\$1,460,000	1%	\$1,458,968	0%	\$1,460,000	0%
Mun. Court Fines	\$443,383	\$425,000	-4%	\$573,955	35%	\$575,000	0%
Sales Tax-State	\$3,411,152	\$3,365,806	-1%	\$3,837,019	14%	\$4,220,721	10%
Utility Receipts Tax	\$714,823	\$810,000	13%	\$728,000	-10%	\$742,500	2%
Intergovt. Revenue	\$683,051	\$614,988	-10%	\$481,300	-22%	\$775,331	61%
License & Permits	\$377,513	\$360,000	-5%	\$297,843	-17%	\$260,000	-13%
Charges for Services	\$1,567,720	\$1,572,364	0%	\$2,051,421	30%	\$2,033,500	-1%
Interest	\$17,271	\$15,000	-13%	\$10,900	-27%	\$11,500	6%
Trans. frm Oth Funds	\$2,262,000	\$2,353,000	4%	\$2,353,000	0%	\$2,263,300	-4%
Other Income	\$64,368	\$50,000	-22%	\$61,043	22%	\$40,000	-34%
Total Revenues	\$13,182,883	\$13,344,344	1%	\$14,161,859	6%	\$14,844,924	5%
Expenditures:							
Salaries & Fees	\$8,207,593	\$9,070,744	11%	\$8,562,437	-6%	\$9,241,568	8%
Materials & Supplies	\$3,333,799	\$3,604,202	8%	\$3,787,568	5%	\$3,968,580	5%
Capital Outlay	\$833,356	\$498,638	-40%	\$876,046	76%	\$408,226	-53%
Total Expenditures	\$12,374,748	\$13,173,584	6%	\$13,226,051	0%	\$13,618,374	3%
Ending Fund Balance	\$2,503,401	\$2,674,161		\$3,439,209		\$4,683,759	
Target = 60 Days							
Fund Bal as % of Exp	20.23%	20.30%		26.00%		34.39%	
Fund Bal in Days	74	74		95		126	

Forecast			
2016-17	2017-18	2018-19	2019-20
\$4,683,759	\$6,175,242	\$7,608,498	\$9,092,643

2,586,226	2,715,537	2,851,314	2,993,879
1,489,200	1,518,984	1,549,364	1,580,351
577,875	580,764	583,668	586,587
4,516,171	4,832,303	5,170,565	5,532,504
735,075	735,075	735,075	735,075
475,331	375,331	375,331	375,331
265,200	270,504	275,914	281,432
2,074,170	2,115,653	2,157,966	2,201,126
11,500	11,500	11,500	11,500
2,548,974	2,658,642	2,773,082	2,892,505
40,000	40,000	40,000	40,000
\$15,319,723	\$15,854,295	\$16,523,779	\$17,230,290

9,611,231	9,995,680	10,395,507	10,811,327
4,167,009	4,375,359	4,594,127	4,823,834
50,000	50,000	50,000	50,000
\$13,828,240	\$14,421,039	\$15,039,634	\$15,685,161

\$6,175,242	\$7,608,498	\$9,092,643	\$10,637,772
--------------------	--------------------	--------------------	---------------------

44.66%	52.76%	60.46%	67.82%
163	193	221	248

Revenue Assumptions
<u>Property Tax</u> : Based upon historical trends of 5% and adjusted for known future development
<u>Sales Tax</u> : Based upon historical trends of 7% and adjusted for known future development
<u>Garbage & Charges for Services</u> : Based upon conservative growth projections of 2%

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

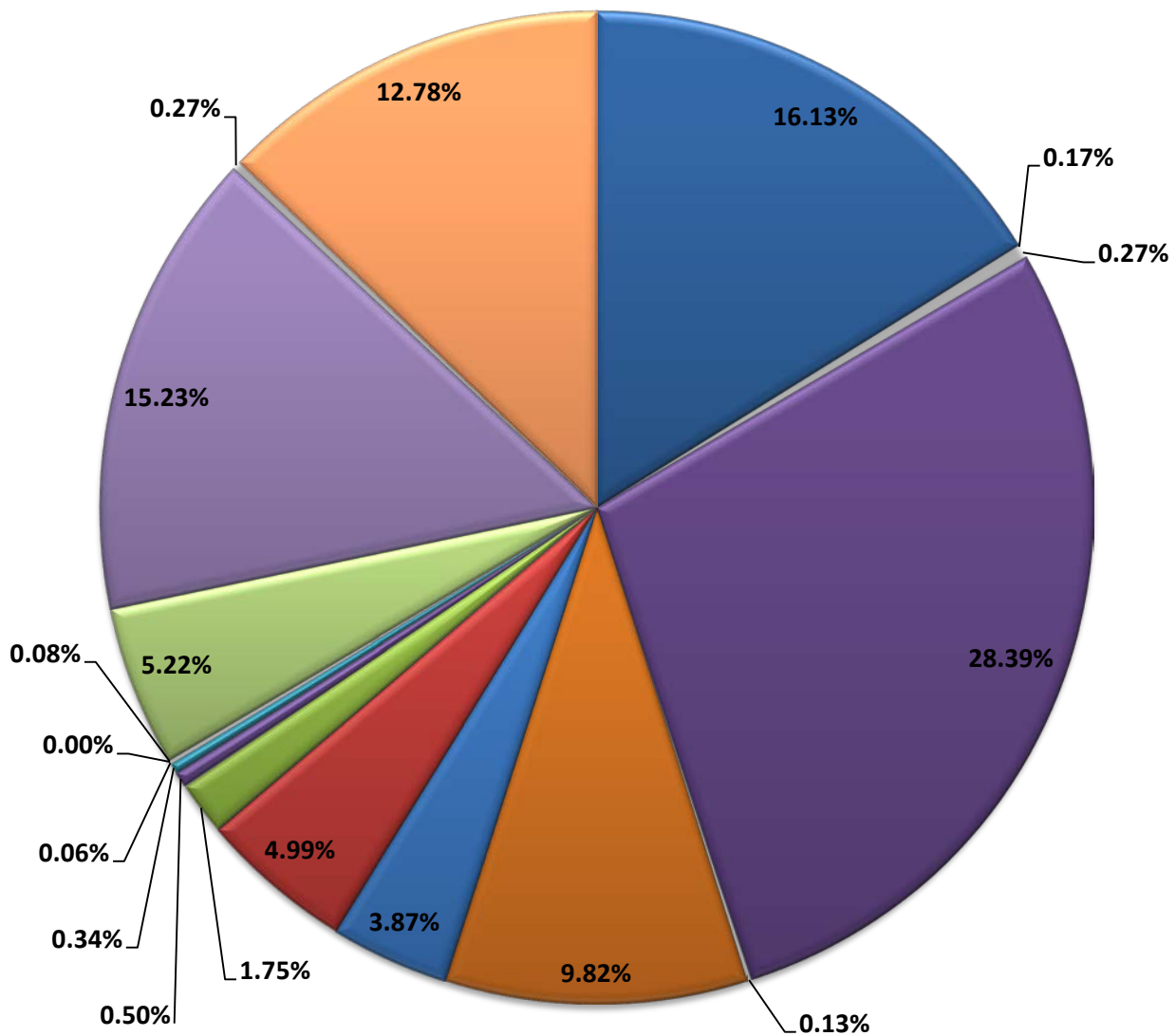
CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

GENERAL FUND
REVENUES AND EXPENDITURES

	Actual 2013-2014	Budget * 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
10-3000 Property Tax-Current	\$2,138,257	\$2,243,186	\$2,247,930	\$2,398,072	6.90%
10-3005 Property Tax-Delinquent	\$21,287	\$25,000	\$25,000	\$25,000	0.00%
Total Property Tax	\$2,159,544	\$2,268,186	\$2,272,930	\$2,423,072	6.83%
10-3010 Tax Penalty and Int	\$39,899	\$50,000	\$35,480	\$40,000	-20.00%
10-3015 Sales Tax - State	\$3,411,152	\$3,365,806	\$3,837,019	\$4,220,721	25.40%
10-3017 Mixed Beverage Tax	\$0	\$0	\$18,000	\$20,000	100.00%
10-3025 Garbage Collection-Net	\$1,442,158	\$1,460,000	\$1,458,968	\$1,460,000	0.00%
10-3030 Municipal Court Fines	\$443,383	\$425,000	\$573,955	\$575,000	35.29%
10-3035 Utility Receipts Tax	\$714,823	\$810,000	\$728,000	\$742,500	-8.33%
10-3040 Licenses and Permits	\$377,513	\$360,000	\$297,843	\$260,000	-27.78%
10-3045 Inspection Fees	\$96,964	\$58,000	\$130,462	\$75,000	100.00%
10-3047 Plan Review Fees	\$79,727	\$55,000	\$111,353	\$50,000	-9.09%
10-3049 Amusement Redempt Fees	\$9,750	\$8,000	\$8,750	\$8,500	100.00%
10-3050 Rent	\$27,550	\$0	\$9,750	\$0	0.00%
10-3055 Interest	\$17,271	\$15,000	\$10,900	\$11,500	-23.33%
10-3060 Intergovernmental Revenue	\$683,051	\$614,988	\$481,300	\$775,331	26.07%
10-3065 Transfer from Other Funds	\$2,262,000	\$2,353,000	\$2,353,000	\$2,263,300	-3.81%
10-3070 Other Income	\$32,370	\$50,000	\$47,900	\$40,000	-20.00%
10-3075 Fire Protection Fees	\$1,381,279	\$1,451,364	\$1,800,856	\$1,900,000	30.91%
10-3080 Donations	\$4,448	\$0	\$3,393	\$0	0%
Total Revenues	\$13,182,883	\$13,344,344	\$14,179,859	\$14,864,924	11.39%
Less Debt Service	\$0			\$0	
Total M & O Revenue	\$13,182,883	\$13,344,344	\$14,179,859	\$14,864,924	11.39%
					% of Total GF Expenses
10-5100 General Government	\$914,970	\$857,170	\$929,351	\$1,219,309	8.40%
10-5105 Public Works	\$297,367	\$298,196	\$309,906	\$309,723	2.13%
10-5110 Vehicle Maintenance	\$150,665	\$168,929	\$163,928	\$169,867	1.17%
10-5115 Information Technology	\$173,024	\$271,439	\$489,494	\$263,129	1.81%
10-5120 Street	\$1,158,079	\$1,231,395	\$1,194,198	\$1,419,020	9.78%
10-5130 Sanitation	\$1,300,833	\$1,335,000	\$1,390,202	\$1,409,665	9.71%
10-5140 Police	\$3,513,984	\$3,603,236	\$3,290,585	\$3,953,210	27.24%
10-5150 Fire - Central	\$3,878,019	\$4,135,000	\$4,243,003	\$3,493,921	24.07%
10-5152 Emergency Management	\$0	\$0	\$0	\$106,089	0.73%
10-5153 Fire Marshal	\$0	\$0	\$0	\$535,058	3.69%
10-5155 Fire - Station #2	\$26,406	\$37,600	\$28,260	\$37,600	0.26%
10-5157 Fire - Station #3	\$35,903	\$37,250	\$34,592	\$37,250	0.26%
10-5159 Building Permits	\$0	\$0	\$0	\$253,420	1.75%
10-5160 Parks	\$395,813	\$454,024	\$437,223	\$477,722	3.29%
10-5170 Janitorial	\$89,703	\$96,730	\$97,883	\$106,422	0.73%
10-5175 Planning	\$0	\$170,223	\$55,789	\$176,265	1.21%
10-5180 Municipal Court	\$439,981	\$477,392	\$561,637	\$545,270	3.76%
Est. M & O Expenses	\$12,374,748	\$13,173,584	\$13,226,051	\$14,512,941	
Net Operating Revenue	\$808,135	\$170,760	\$953,808	\$351,983	
Prior Year Balance	\$1,695,266	\$2,503,401	\$2,503,401	\$3,457,209	
Anticipated Balance		\$2,674,161	\$3,457,209	\$3,809,192	
Actual Ending Fund Balance	\$2,503,401				
Fund Bal as % of Exp	20.23%	20.30%	26.14%	26.25%	
Fund Bal in Days	74	74	95	96	

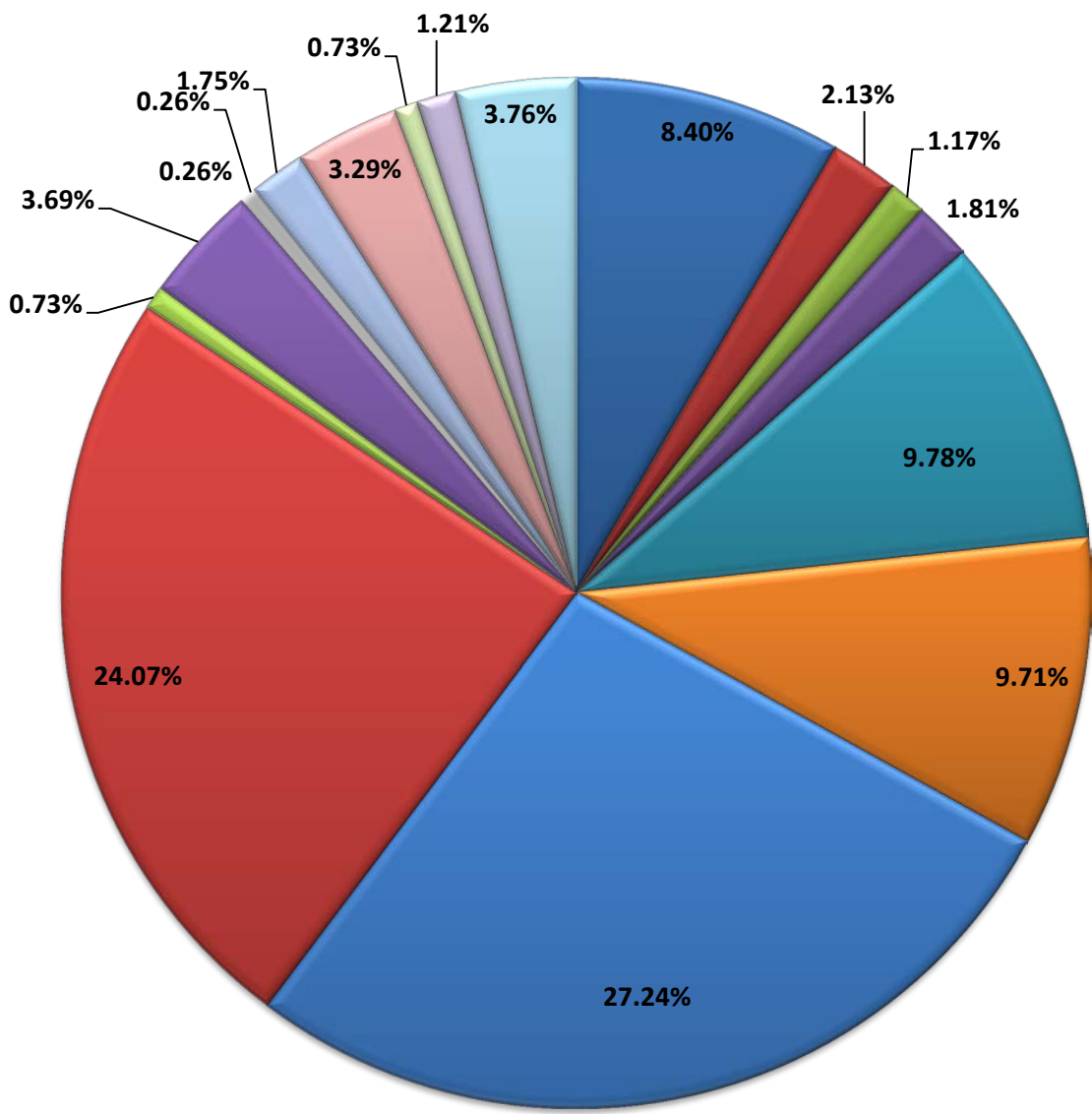
GENERAL FUND REVENUE FY 2015-2016

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



GENERAL FUND EXPENDITURES FY 2015-2016

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



GENERAL GOVERNMENT

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.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- 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.

Departmental Performance Indicators

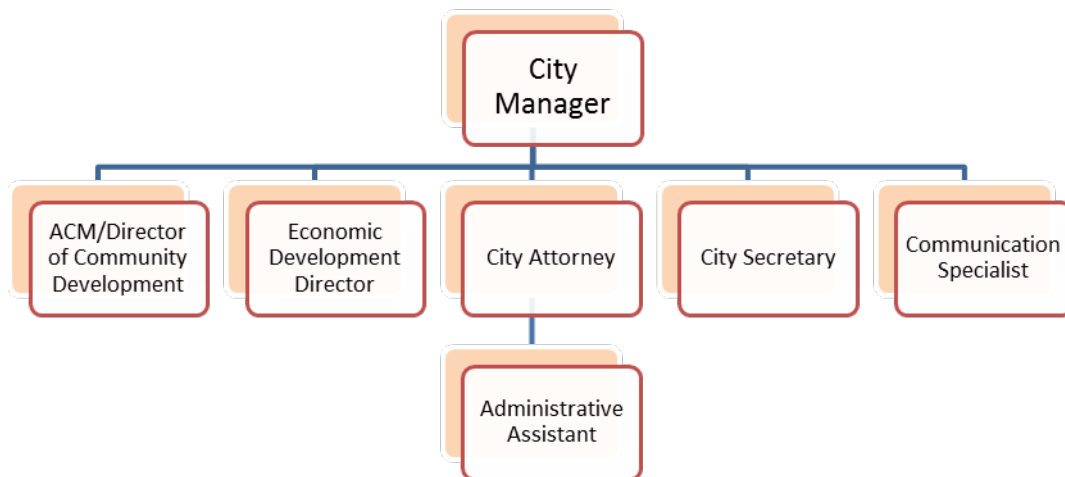
	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Number of construction contracts	6	3	5
Number of commission meetings	12	12	12
Number of workshops	4	5	5
Number of special meetings	5	10	10

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
City Manager	1	1	1
ACM/Director of Community Development	1	0	1
Economic Development Director	0	1	1
City Attorney	0	0	1
City Secretary	0.5	1	1
Communications Specialist	0	1	1
Human Resources Coordinator	1	0	0
Administrative Assistant	1	0	1
Total Personnel	4.5	4	7

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

GENERAL GOVERNMENT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5100

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$301,438	\$292,678	\$289,800	\$560,072	91.36%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40100 Salaries Election	\$0	\$0	\$0	\$0	0.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$17,173	\$18,518	\$17,413	\$35,096	89.53%
40200 Medicare	\$4,016	\$4,331	\$4,070	\$8,208	89.52%
40250 Retirement	\$43,354	\$41,663	\$41,130	\$75,932	82.25%
40350 Workers' Compensation	\$422	\$474	\$720	\$1,472	210.52%
40400 Health Insurance	\$31,590	\$44,596	\$43,020	\$122,204	174.02%
40500 Recruiting	\$22	\$120	\$1,650	\$5,000	4066.67%
40550 Medical Surveillance	\$80	\$120	\$120	\$120	0.00%
40600 City Commission Expenses	\$0	\$0	\$0	\$200	0.00%
40650 Travel and Training	\$3,652	\$2,000	\$3,000	\$5,000	150.00%
40750 Office Supplies	\$19,143	\$15,000	\$14,500	\$15,000	0.00%
40800 Postage	\$1,146	\$1,000	\$1,000	\$1,000	0.00%
41300 Janitorial Supplies	\$400	\$0	\$400	\$0	0.00%
41650 Periodicals - Memberships	\$2,826	\$4,000	\$4,000	\$4,000	0.00%
41950 Equipment Repair	\$0	\$500	\$500	\$500	0.00%
42000 Building Repair & Maint.	\$6,136	\$5,000	\$8,000	\$5,000	0.00%
42150 Equipment Rental	\$1,087	\$932	\$932	\$932	0.00%
42200 Legal & Accounting Fees	\$112,091	\$75,000	\$102,900	\$31,000	-58.67%
42210 Engineering & Prof. Fees	\$180,516	\$175,000	\$175,000	\$93,000	-46.86%
42250 Contract Services	\$51,771	\$43,025	\$48,900	\$97,500	126.61%
42400 Maintenance Contract	\$7,918	\$7,425	\$2,100	\$7,425	0.00%
42500 Advertising	\$2,950	\$2,500	\$4,200	\$5,000	100.00%
42600 Utilities	\$4,031	\$4,438	\$2,900	\$4,438	0.00%
42700 Telephone & Pagers	\$7,246	\$3,500	\$7,150	\$3,500	0.00%
42750 Insurance & Bonding	\$106,209	\$110,000	\$134,800	\$130,000	18.18%
42800 License & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$4,611	\$2,000	\$2,000	\$4,360	118.00%
42900 Capital Outlay	\$0	\$0	\$13,196	\$0	0.00%
43050 Credit Card Fees	\$3,792	\$2,000	\$4,600	\$2,000	0.00%
TOTAL EXPENDITURES	\$914,970	\$857,170	\$929,351	\$1,219,309	42.25%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$399,344	\$403,610	\$397,503	\$804,334	99.29%
MATERIALS & SUPPLIES	\$515,627	\$453,560	\$518,652	\$414,975	-8.51%
CAPITAL OUTLAY	\$0	\$0	\$13,196	\$0	0.00%

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, 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. The director 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.

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- To add two more customer-related content pages to Public Works Website to influence, foster and maintain the interest of safety
- Increase project related information to citizens to encourage, promote and welcome expanding residential and business growth and development
- Increase neighborhood-wide clean-ups to provide safe, secure, family-oriented communities

Departmental Performance Indicators

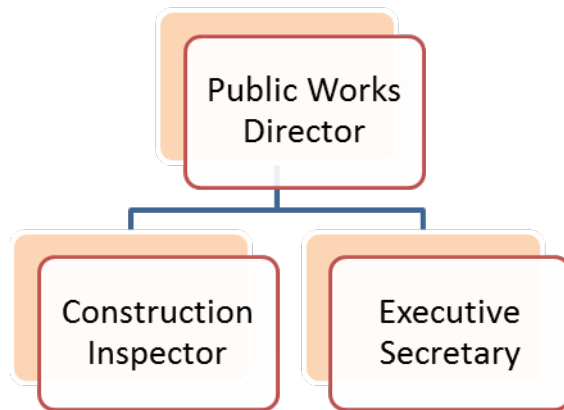
	Actual FY 12-13	Estimate FY 13-14	Budget FY 14-15
Neighborhood-wide clean up events	1	0	2
Number of Pages added to Website	0	0	2
Number of Projects Posted to Citizens	20%	65%	65%

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Public Works Director	1	1	1
Executive Secretary	1	1	1
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

PUBLIC WORKS
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5105

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$139,930	\$142,379	\$146,465	\$151,359	6.31%
40125 Overtime	\$54	\$0	\$400	\$0	0.00%
40150 Social Security	\$8,240	\$9,162	\$9,413	\$9,719	6.08%
40200 Medicare	\$1,927	\$2,143	\$2,202	\$2,273	6.07%
40250 Retirement	\$20,327	\$20,268	\$21,060	\$20,520	1.25%
40350 Workers' Compensation	\$197	\$231	\$360	\$398	72.20%
40400 Health Insurance	\$12,163	\$16,548	\$7,606	\$22,704	37.20%
40600 Uniforms and Clothing	\$126	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$50	\$450	\$450	\$450	0.00%
40750 Office Supplies	\$3,026	\$2,000	\$2,400	\$2,500	25.00%
40800 Postage	\$493	\$600	\$950	\$600	0.00%
41300 Janitorial Supplies	\$520	\$600	\$750	\$800	33.33%
41650 Periodicals-Memberships	\$0	\$100	\$100	\$100	0.00%
42000 Building Repair & Maint.	\$7,021	\$4,000	\$14,000	\$7,000	75.00%
42150 Equipment Rental	\$1,867	\$2,200	\$2,000	\$2,200	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$2,142	\$1,600	\$3,100	\$1,600	0.00%
42400 Maintenance Contracts	\$0	\$500	\$500	\$500	0.00%
42600 Utilities	\$8,294	\$10,274	\$9,000	\$9,500	-7.53%
42650 Street Lighting	\$68,001	\$52,641	\$66,500	\$65,000	23.48%
42700 Telephone & Pagers	\$13,118	\$13,000	\$12,000	\$12,000	-7.69%
42850 Miscellaneous	\$432	\$500	\$450	\$500	0.00%
42900 Capital Outlay	\$9,437	\$19,000	\$10,200	\$0	-100.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$297,367	\$298,196	\$309,906	\$309,723	3.87%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$182,839	\$190,731	\$187,506	\$206,973	8.52%
MATERIALS & SUPPLIES	\$105,091	\$88,465	\$112,200	\$102,750	16.15%
CAPITAL OUTLAY	\$9,437	\$19,000	\$10,200	\$0	-100.00%

VEHICLE MAINTENANCE

Department Mission

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

Department Description

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

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

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- Perform repairs with 95% accuracy

Departmental Performance Indicators

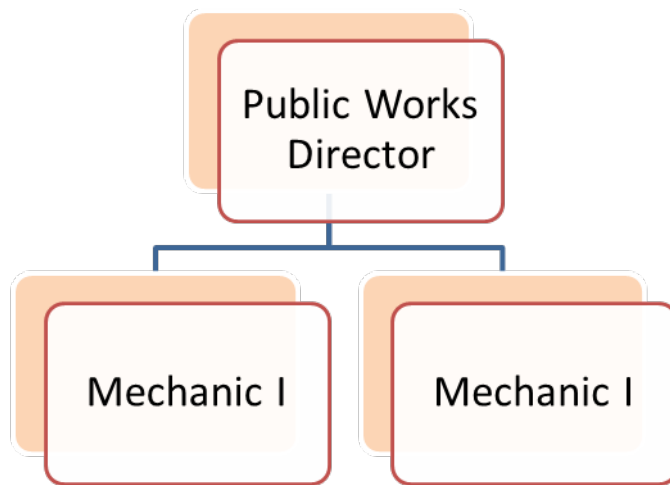
	Actual FY12-13	Estimate FY 13-14	Budget FY 14-15
Total number of pieces of equipment serviced/maintained	121	121	121
Percent of repair come-backs	5%	5%	5%

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Mechanic 1	2	2	2
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

VEHICLE MAINTENANCE
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5110

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
40000 Salaries	\$88,089	\$88,408	\$87,560	\$89,896	1.68%
40125 Overtime	\$3,056	\$4,500	\$2,500	\$4,500	0.00%
40150 Social Security	\$5,095	\$5,760	\$5,300	\$5,853	1.61%
40200 Medicare	\$1,192	\$1,347	\$1,240	\$1,369	1.61%
40250 Retirement	\$13,235	\$13,226	\$12,800	\$12,798	-3.24%
40350 Workers' Compensation	\$1,548	\$1,795	\$4,043	\$2,659	48.14%
40400 Health Insurance	\$16,830	\$20,843	\$21,400	\$28,078	34.71%
40600 Uniforms and Clothing	\$1,747	\$1,800	\$1,300	\$1,800	0.00%
40650 Travel and Training	\$0	\$750	\$500	\$750	0.00%
40750 Office Supplies	\$407	\$500	\$700	\$500	0.00%
40850 Paint & Supplies	\$493	\$750	\$725	\$750	0.00%
40950 Shop Tools & Equip.	\$5,007	\$4,500	\$4,900	\$4,500	0.00%
41100 Gasoline and Diesel	\$1,299	\$750	\$750	\$750	0.00%
41150 Tires & Batteries	\$15	\$300	\$0	\$300	0.00%
41950 Equipment Repair	\$706	\$1,500	\$1,000	\$1,500	0.00%
42000 Building Repair & Maint	\$1,033	\$1,500	\$1,500	\$1,500	0.00%
42100 Vehicle Repair	\$431	\$500	\$500	\$500	0.00%
42150 Equipment Rental	\$1,891	\$1,500	\$2,100	\$2,200	46.67%
42250 Contracted Services	\$1,767	\$1,500	\$7,990	\$2,465	64.33%
42600 Utilities	\$3,124	\$3,200	\$3,420	\$3,200	0.00%
42700 Telephone & Pagers	\$2,857	\$3,000	\$3,000	\$3,000	0.00%
42850 Miscellaneous	\$844	\$1,000	\$700	\$1,000	0.00%
42900 Capital Outlay	\$0	\$10,000	\$0	\$0	-100.00%
TOTAL EXPENDITURES	\$150,665	\$168,929	\$163,928	\$169,867	0.56%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$129,045	\$135,879	\$134,843	\$145,152	6.82%
MATERIALS & SUPPLIES	\$21,620	\$23,050	\$29,085	\$24,715	7.22%
CAPITAL OUTLAY	\$0	\$10,000	\$0	\$0	-100.00%

INFORMATION TECHNOLOGY

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.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

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

Departmental Performance Indicators

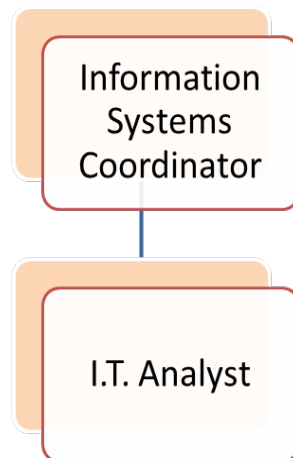
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Number of File Servers Replaced	8	8	2
Percent Completion Encode 180	0	0	90%
Percent Completion GIS Software	0	0	100%

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Information Systems Coordinator	1	1	1
IT Analyst	1	1	1
Total Personnel	2	2	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

INFORMATION TECHNOLOGY
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5115

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
40000 Salaries	\$118,732	\$123,419	\$74,600	\$108,282	-12.27%
40125 Overtime	\$2,066	\$575	\$1,200	\$575	0.00%
40150 Social Security	\$7,209	\$7,688	\$4,920	\$6,749	-12.21%
40200 Medicare	\$1,686	\$1,798	\$1,150	\$1,578	-12.21%
40250 Retirement	\$17,540	\$17,651	\$10,840	\$14,758	-16.39%
40350 Workers' Compensation	\$163	\$201	\$324	\$286	42.33%
40400 Health Insurance	\$14,233	\$16,902	\$12,560	\$32,046	89.60%
40650 Travel and Training	\$1,479	\$18,450	\$0	\$7,000	-62.06%
40750 Office Supplies	\$330	\$8,000	\$8,000	\$22,000	175.00%
41100 Gasoline and Diesel	\$1,094	\$2,700	\$2,000	\$2,700	0.00%
41650 Periodicals-Memberships	\$0	\$100	\$0	\$100	0.00%
41950 Equipment Repair & Maint.	\$0	\$6,330	\$3,500	\$15,330	142.18%
42100 Vehicle Repair	\$64	\$1,500	\$1,000	\$1,500	0.00%
42250 Contracted Services	\$0	\$0	\$800	\$0	100.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$7,700	100.00%
42700 Telephone & Pagers	\$998	\$1,400	\$2,000	\$1,400	0.00%
42800 Licenses & Permits	\$7,429	\$11,125	\$13,000	\$11,125	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$53,600	\$353,600	\$30,000	-44.03%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$173,024	\$271,439	\$489,494	\$263,129	-3.06%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$161,630	\$168,234	\$105,594	\$164,274	-2.35%
MATERIALS & SUPPLIES	\$11,395	\$49,605	\$30,300	\$68,855	38.81%
CAPITAL OUTLAY	\$0	\$53,600	\$353,600	\$30,000	-44.03%

Capital Outlay

Municipal Court Server	\$30,000
Police Network Upgrades	\$0
Total Capital Outlay	\$30,000

Office Supplies

Computer Purchases:	
ACM/Director of Comm.Dev.	\$1,800
City Attorney	\$1,800
Emergency Coordinator	\$1,800
Monitors	
Police Dept	\$13,600
Software System	
Asset Tracking System-Signs	\$2,500
	\$21,500

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.

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- Provide the traveling public with a safe environment for automobile and pedestrian traffic.
- Maintain and update street inventory, sign inventory and asset inventory program.
- Complete street maintenance, repairs and construction that was been approved in budget so as to influence, foster, maintain interest of public safety.
- Provide a minimum of 8 hours of continuing education for each employee so as to influence, foster and maintain interest in public safety.
- Continually improving productivity, quality of service and performance.
- Continue with the crack sealing program.

Departmental Performance Indicators

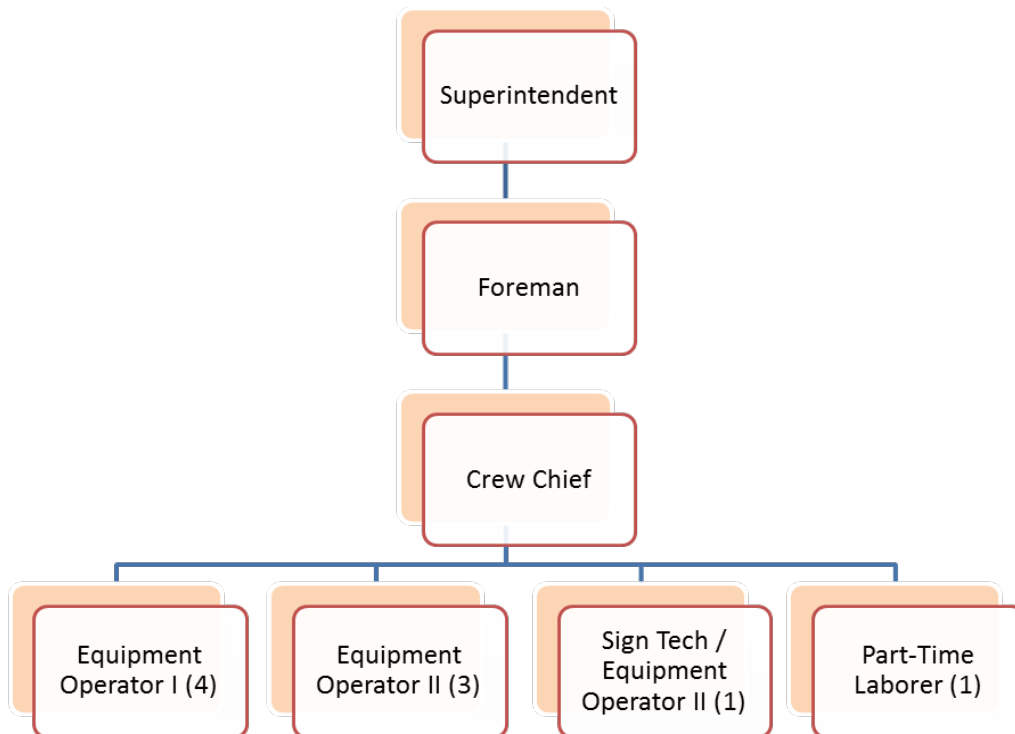
	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Miles of pavement replaced	1.45	3.72	1.50
Percent of employees receive 8hr C.E.	100%	100%	100%
Number of employees with a CDL Class A Drivers			
License with a hazardous material endorsement	10	10	10
Employees Licensed in weed control	2	2	2

Departmental Personnel History

	<u>Actual FY 13-14</u>	<u>Estimate FY 14-15</u>	<u>Budget FY 15-16</u>
Superintendent	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
Equipment Operator I	4	4	4
Equipment Operator II	3	3	3
Sign Tech / Equipment Operator II	1	1	1
Part Time Laborer	0.478	0.478	0.478
Total Personnel	11.478	11.478	11.478

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

STREET DEPARTMENT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5120

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
40000 Salaries	\$396,431	\$415,761	\$373,584	\$430,135	3.46%
40125 Overtime	\$1,506	\$1,000	\$2,400	\$1,000	0.00%
40150 Social Security	\$22,913	\$25,839	\$22,777	\$26,730	3.45%
40200 Medicare	\$5,359	\$6,043	\$5,280	\$6,251	3.45%
40250 Retirement	\$56,329	\$57,794	\$50,705	\$56,948	-1.46%
40350 Workers' Compensation	\$14,227	\$16,165	\$25,600	\$26,538	64.17%
40400 Health Insurance	\$82,492	\$107,695	\$91,960	\$139,587	29.61%
40550 Medical Surveillance	\$310	\$250	\$800	\$600	140.00%
40600 Uniforms and Clothing	\$4,854	\$5,000	\$4,000	\$5,000	0.00%
40650 Travel and Training	\$30	\$250	\$250	\$250	0.00%
40750 Office Supplies	\$5,402	\$1,500	\$1,500	\$1,500	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$2,664	\$4,000	\$4,000	\$4,000	0.00%
40900 Street and Sign Paint	\$5,359	\$6,000	\$6,000	\$11,000	83.33%
40950 Shop Tools & Equipment	\$2,295	\$1,500	\$500	\$3,000	100.00%
41100 Gasoline and Diesel	\$42,173	\$50,000	\$50,000	\$50,000	0.00%
41150 Tires & Batteries	\$10,640	\$5,000	\$4,000	\$5,000	0.00%
41200 Topping & Base Materials	\$193,080	\$300,000	\$300,000	\$300,000	0.00%
41250 Repair & Maint. Materials	\$24,329	\$50,000	\$50,000	\$50,000	0.00%
41300 Janitorial Supplies	\$1,634	\$1,200	\$1,000	\$1,200	0.00%
41350 Chemicals	\$770	\$6,000	\$6,000	\$6,000	0.00%
41650 Periodicals, Memberships	\$0	\$0	\$0	\$0	0.00%
41900 Storm Water Mgmt Program	\$3,115	\$6,000	\$4,000	\$6,000	0.00%
41950 Equipment Repair	\$7,913	\$15,000	\$15,000	\$15,000	0.00%
42000 Building Repair & Maint.	\$718	\$3,000	\$3,000	\$3,000	0.00%
42100 Vehicle Repair	\$14,139	\$12,000	\$11,000	\$12,000	0.00%
42150 Equipment Rental	\$4,600	\$40,000	\$40,000	\$40,000	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$116,840	0.00%
42250 Contract Services	\$21,966	\$35,000	\$35,000	\$35,000	0.00%
42500 Advertising	\$768	\$100	\$300	\$100	100%
42550 Mosquito Control	\$1,520	\$6,000	\$6,000	\$6,000	0.00%
42600 Utilities	\$5,507	\$5,937	\$5,858	\$6,000	1.06%
42650 Street Lighting	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$7,459	\$6,000	\$7,175	\$6,000	0.00%
42800 Licenses & Permits	\$25	\$600	\$500	\$600	0.00%
42850 Miscellaneous	\$5,381	\$5,000	\$5,000	\$5,000	0.00%
42900 Capital Outlay	\$212,173	\$35,761	\$61,009	\$42,740	19.52%
42950 Capital Contract	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES	\$1,158,079	\$1,231,395	\$1,194,198	\$1,419,020	15.24%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$579,256	\$630,297	\$572,306	\$687,190	9.03%
MATERIALS & SUPPLIES	\$366,650	\$565,337	\$560,883	\$689,090	21.89%
CAPITAL OUTLAY	\$212,173	\$35,761	\$61,009	\$42,740	19.52%

Capital Outlay

Replacement Dump truck (3/4 Payments)	\$21,370
Total Capital Outlay	\$21,370

SANITATION

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 a automobile parts, large tree stumps, construction debris, concrete, bricks, roofing materials, toxic or hazardous chemicals, lead batteries, motor oil, tires, gasoline, paint or fence pickets with nails that will not be removed by our solid waste carrier.

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

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

Any safety or health hazards are investigated immediately.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- Continue to provide foremost services with an efficient use of resources.
- Increase recycling programs with inclusion of recycling carts.
- Add a shredding event or e-cycle event

Departmental Performance Indicators

	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Number of Recycling Events	0	0	2

Departmental Personnel History

Included in Public Works Personnel History

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

SANITATION
 EXPENDITURE DETAIL

GENERAL FUND
 ACCOUNT: 10-5130

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
41950 Equipment Repair	(\$19)	\$0	\$0	\$0	0.00%
42250 Contract Services	\$1,300,852	\$1,335,000	\$1,390,202	\$1,409,665	5.59%
TOTAL EXPENDITURES	\$1,300,833	\$1,335,000	\$1,390,202	\$1,409,665	5.59%

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$1,300,833	\$1,335,000	\$1,390,202	\$1,409,665	5.59%
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POLICE

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

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- Increase the number of warrants served to provide safe, secure, family-oriented communities
- Work with the community to improve the quality of life in Richmond and encourage, promote and welcome expanding residential and business growth and development.
- Maintain the same level of service as the city grows thus influencing, fostering and maintaining the highest level of safety.
- Acknowledge citizen's complaints within 48 hours

Departmental Performance Indicators

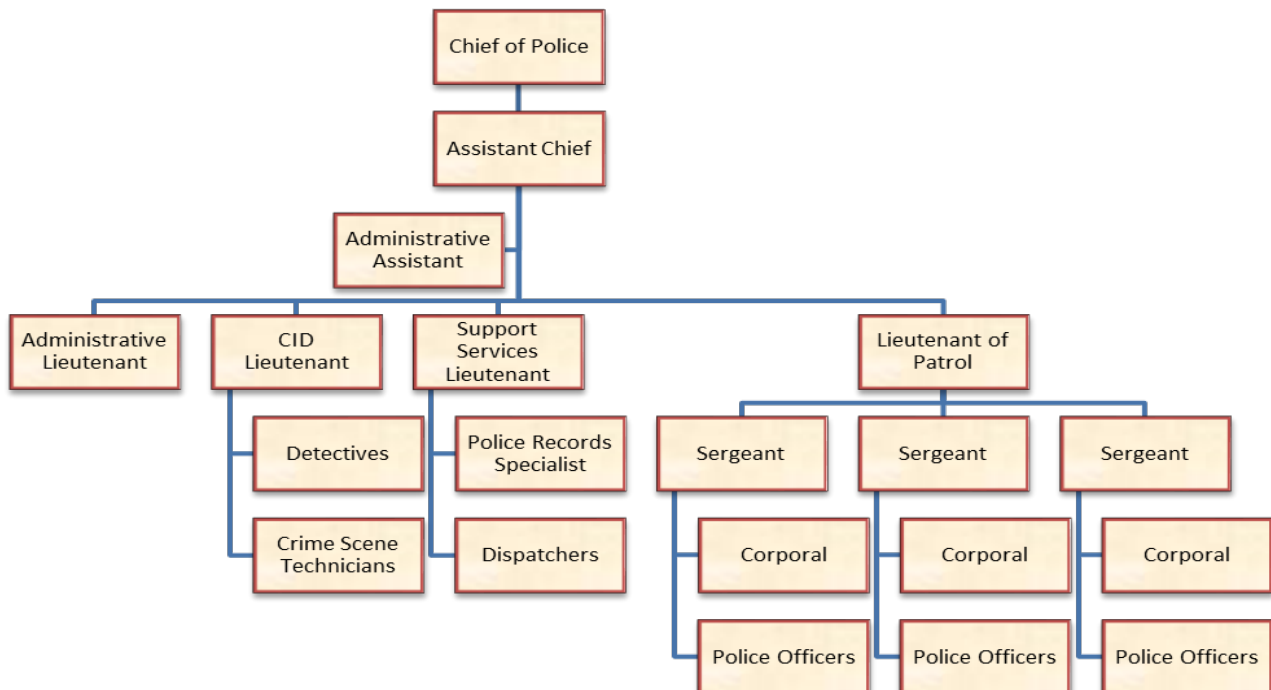
	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Citizen complaints	6	4	4
Warrants Served	753	836	950
Acknowledge customer complaints within 48 hours	100%	100%	100%

Departmental Personnel History

	<u>Actual FY 13-14</u>	<u>Estimate FY 14-15</u>	<u>Budget FY 15-16</u>
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Lieutenant	3	4	4
Patrol Sergeant	3	3	3
Master Sergeant	1	0	0
Corporal	3	3	3
Detective	4	3	3
Crime Scene Investigator	2	2	2
Police Officer	14	16	16
Administrative Assistant	1	1	1
Dispatcher	8	8	8
Police Records Specialist	1	1	1
Total Personnel	42	43	43

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

POLICE DEPARTMENT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5140

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$1,975,524	\$2,140,579	\$1,928,000	\$2,281,755	6.60%
40125 Overtime	\$16,088	\$20,000	\$20,000	\$20,000	0.00%
40150 Social Security	\$115,635	\$133,956	\$120,708	\$142,709	6.53%
40200 Medicare	\$27,035	\$31,328	\$28,229	\$33,375	6.54%
40250 Retirement	\$289,200	\$307,558	\$275,792	\$312,060	1.46%
40350 Workers' Compensation	\$27,285	\$32,009	\$49,625	\$50,617	58.13%
40400 Health Insurance	\$288,589	\$491,324	\$372,500	\$546,681	11.27%
40550 Medical Surveillance	\$6,530	\$4,500	\$4,500	\$5,500	22.22%
40600 Uniforms and Clothing	\$10,677	\$5,000	\$8,500	\$26,100	422.00%
40650 Travel and Training	\$15,098	\$15,000	\$15,000	\$15,000	0.00%
40750 Office Supplies	\$19,983	\$20,000	\$20,000	\$20,000	0.00%
40800 Postage	\$963	\$800	\$800	\$925	15.63%
40850 Paint, Hardware Supplies	\$822	\$700	\$700	\$700	0.00%
41100 Gasoline and Diesel	\$70,711	\$70,000	\$70,000	\$70,000	0.00%
41150 Tires & Batteries	\$5,668	\$4,000	\$4,500	\$4,350	8.75%
41400 Ammunition	\$699	\$4,500	\$4,500	\$65,355	1352.33%
41450 Canine	\$2,190	\$2,000	\$2,000	\$2,000	0.00%
41650 Periodicals-Memberships	\$968	\$1,500	\$2,000	\$1,500	0.00%
41950 Equipment Repair	\$18,791	\$8,198	\$8,198	\$8,198	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$20,000	100.00%
42100 Vehicle Repair	\$24,643	\$18,000	\$18,000	\$18,000	0.00%
42150 Equipment Rental	\$6,571	\$6,000	\$6,000	\$7,000	16.67%
42250 Contract Services	\$14,433	\$13,200	\$13,200	\$14,200	7.58%
42300 Animal Control	\$11,616	\$11,700	\$11,700	\$11,700	0.00%
42400 Maintenance Contracts	\$49,246	\$28,500	\$28,500	\$28,500	0.00%
42500 Advertising	\$738	\$500	\$500	\$500	0.00%
42600 Utilities	\$25,404	\$25,763	\$25,763	\$25,763	0.00%
42700 Telephone & Radio	\$38,612	\$40,000	\$40,000	\$40,000	0.00%
42850 Miscellaneous	\$2,489	\$1,000	\$1,100	\$1,000	0.00%
42900 Capital Outlay	\$447,775	\$165,621	\$210,270	\$179,722	8.51%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$3,513,984	\$3,603,236	\$3,290,585	\$3,953,210	9.71%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$2,739,357	\$3,156,754	\$2,794,854	\$3,387,197	7.30%
MATERIALS & SUPPLIES	\$326,852	\$280,861	\$285,461	\$386,291	37.54%
CAPITAL OUTLAY	\$447,775	\$165,621	\$210,270	\$179,722	8.51%

Capital Outlay

2016 Chevy Impala	\$21,500
Upgrade to Enterprise Software	\$95,222
Radio Grant	\$63,000

Total Capital Outlay \$179,722

FIRE DEPARTMENT

Department Mission

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

Department Description

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

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

Career, professionally trained firefighter's man three stations strategically situated throughout the response area. Firefighters employed by the City of Richmond are required to be certified through the Texas Commission on Fire Protection as well as being certified through the Department of Health and Human Services and the National Registry of Emergency Medical Technicians. All full time firefighters hold a minimum of EMT-Intermediate Certification, which allows our EMT's to perform advanced levels of care.

Richmond Firefighters are professionally trained in specialized areas such as:

Special Operations include: Hazardous Materials Response, Technical Rescue, Swift Water (Texas Task Force1), Collapse Rescue, Trench Rescue, High Angle Rescue, Dive Team.

The fire department oversees the Office of Emergency Management, the Richmond Fire Marshal's Office as well as the office of the Building Official.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- Reduce response times to an average of less than 5 minutes and 30 seconds
- Deliver fire prevention and water safety classes to all schools in our jurisdiction.
- Research and implement mapping, reporting, and tracking software that will enhance emergency response as well as facilitate pre-plan and inspection process.

Departmental Performance Indicators

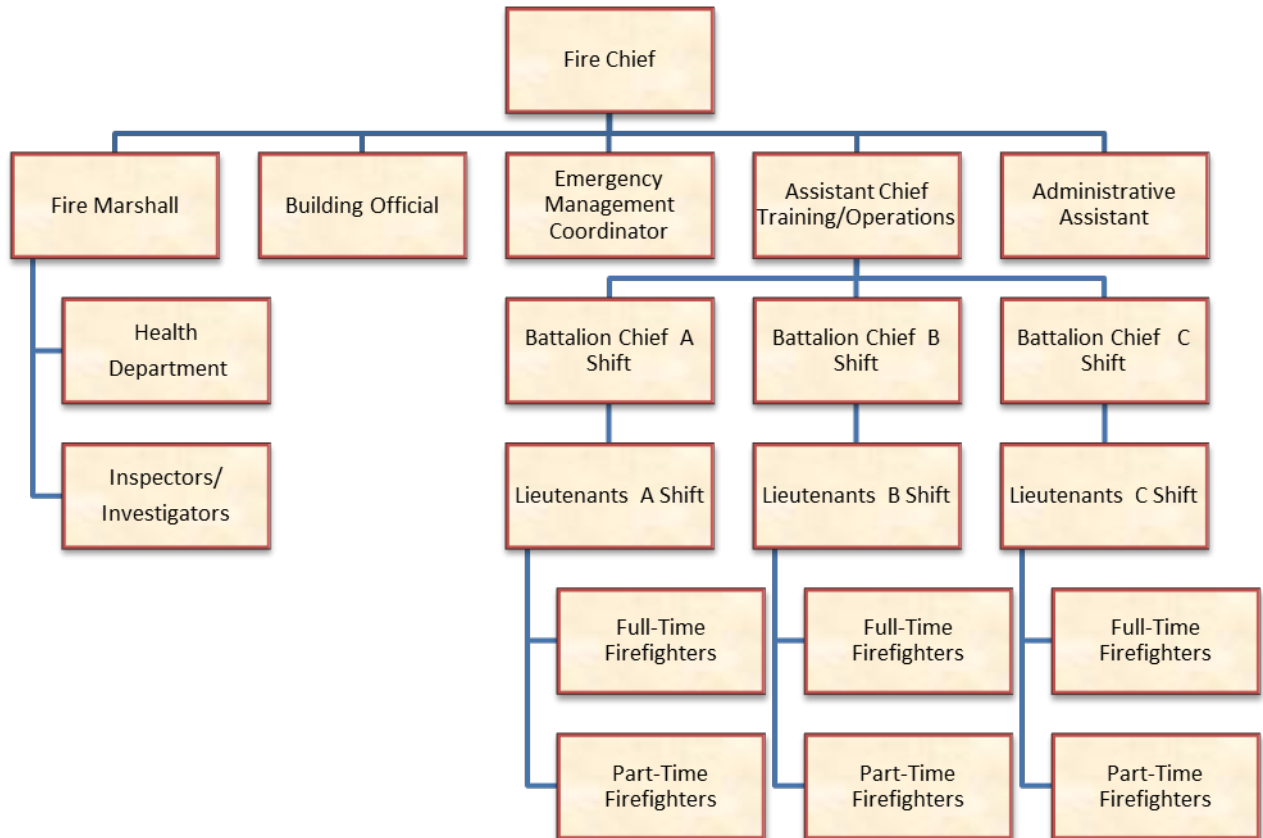
	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Fire Safety Inspections Conducted	337	350	235
Fire Safety Classes/Total Audience	60/4203	75/4500	50/3060

Departmental Personnel History

	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Fire Marshal	1	1	0
Building Official	1	1	0
Bldg Inspector/Investigator/Firefighter	3	4	0
Battalion Chief	3	3	3
Lieutenant	9	9	9
Firefighters (3 positions grant funded)	18	18	18
Administrative Assistant	1	1	1
Records Specialist	1	0	0
Permits Specialist	1	2	0
Part Time Firefighters	<u>5.99</u>	<u>5.99</u>	<u>5.99</u>
Total Personnel	45.99	46.99	38.99

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

FIRE DEPARTMENT - CENTRAL
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5150

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$2,179,649	\$2,218,795	2,235,474	\$1,771,412	-20.16%
40125 Overtime	\$151,567	\$35,000	\$165,000	\$35,000	0.00%
40130 Salaries Part-time	\$172,107	\$266,032	167,750	\$231,772	-12.88%
40150 Social Security	\$142,746	\$154,059	162,285	\$126,367	-17.97%
40200 Medicare	\$33,384	\$36,030	37,953	\$29,554	-17.97%
40250 Retirement	\$334,146	\$320,828	342,366	\$244,904	-23.66%
40300 Volunteer Retirement	\$0	\$0	(\$78)	\$0	0.00%
40350 Workers' Compensation	\$23,791	\$28,892	45,790	\$38,447	33.07%
40400 Health Insurance	\$320,213	\$412,855	411,176	\$415,136	0.55%
40500 Volunteer Benefits	\$0	\$0	\$100	\$0	0.00%
40550 Medical Surveillance	\$17,227	\$20,000	6,100	\$18,680	-6.60%
40600 Uniforms and Clothing	\$19,481	\$25,000	32,400	\$20,000	-20.00%
40650 Travel and Training	\$38,626	\$48,500	48,500	\$42,500	-12.37%
40750 Office Supplies	\$10,105	\$20,000	18,000	\$17,500	-12.50%
40800 Postage	\$600	\$800	800	\$400	-50.00%
40950 Shop Tools & Equipment	\$0	\$1,650	1,650	\$1,650	0.00%
41000 Fire Hose & Equipment	\$39,680	\$40,000	40,000	\$40,000	0.00%
41025 Bunker Gear and Supplies	\$29,723	\$32,000	35,000	\$32,000	0.00%
41100 Gasoline and Diesel	\$50,033	\$56,000	56,000	\$49,000	-12.50%
41150 Tires & Batteries	\$2,226	\$8,500	8,500	\$6,000	-29.41%
41250 Fire Marshal Inspection Supplies	\$11,623	\$20,000	22,000	\$0	-100.00%
41300 Janitorial Supplies	\$2,291	\$5,000	3,500	\$4,900	-2.00%
41400 Ammunition	\$788	\$2,000	1,000	\$0	-100.00%
41650 Periodicals-Memberships	\$1,698	\$5,500	5,500	\$6,000	9.09%
41950 Equipment Repair	\$18,704	\$25,253	25,253	\$24,053	-4.75%
42000 Building Repair & Maint.	\$14,681	\$15,000	15,000	\$15,000	0.00%
42100 Vehicle Repair	\$17,499	\$40,000	47,200	\$42,000	5.00%
42150 Equipment Rental	\$1,540	\$0	3,600	\$1,650	0.00%
42200 Legal & Acct. Fees	\$0	\$0	90	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$500	\$0	\$50,500	10000.00%
42250 Contract Services	\$23,833	\$20,000	25,000	\$22,500	12.50%
42300 Code Enforcement	\$0	\$10,000	\$10,000	\$0	-100.00%
42400 Maintenance Contract	\$4,931	\$8,500	8,500	\$9,500	11.76%
42450 Lab Fees	\$0	\$500	\$0	\$500	0.00%
42500 Advertising	\$0	\$250	250	\$250	0.00%
42600 Utilities	\$15,056	\$19,000	18,000	\$19,000	0.00%
42700 Telephone & Pagers	\$27,167	\$28,500	26,500	\$27,840	-2.32%
42800 Licenses & Permits	\$670	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$8,261	\$5,000	5,000	\$4,450	-11.00%
42900 Capital Outlay	\$22,290	\$94,400	101,189	\$0	-100.00%
43000 Principal - Fire Truck & Station	\$138,110	\$100,198	100,198	\$138,003	37.73%
43050 Interest - Fire Truck & Station	\$3,570	\$10,458	10,457	\$7,453	-28.73%
TOTAL EXPENDITURES	\$3,878,019	\$4,135,000	4,243,003	\$3,493,921	-15.50%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$3,357,603	\$3,472,491	3,567,816	\$2,892,592	-16.70%
MATERIALS & SUPPLIES	\$356,445	\$457,453	463,343	\$455,873	-0.35%
CAPITAL OUTLAY	\$22,290	\$94,400	\$101,189	\$0	-100.00%
PRINCIPAL & INTEREST	\$141,681	\$110,656	\$110,655	\$145,456	31.45%

Capital Outlay

Replacement of Fire Engine *	-
Battalion Chief Vehicle	\$60,000
Breathing Apparatus - GRANT	\$272,200
Total Capital Outlay	\$332,200

* Fund replacement of one (1) Fire Engine. Due to the length of time from order to the delivery of the engine. The truck will be ordered in FY2016 and the first payment of approximate \$80,000 would not be due until FY2017.

EMERGENCY MANAGEMENT

Department Mission

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

Department Description

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

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

Departmental Performance Indicators

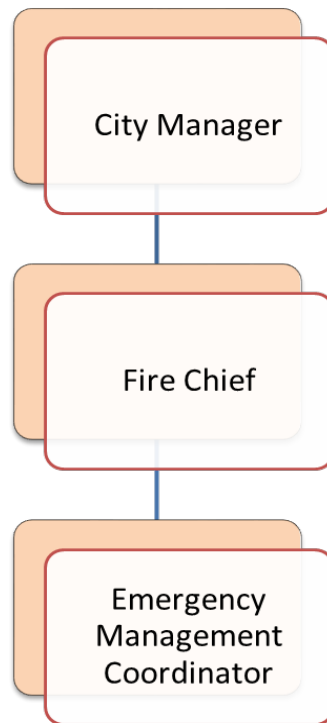
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Number of City Wide Training Exercises:	0	0	1 yr
Number of County Wide Training Exercises:	0	0	1 yr
Percent of employees w/minimum NIMs requirements:	0	0	100%

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Emergency Management Coordinator	0	0	1
Total Personnel	0	0	1

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

EMERGENCY MANAGEMENT
 EXPENDITURE DETAIL

GENERAL FUND
 ACCOUNT: 10-5152

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
40000 Salaries	\$0	\$0	\$0	\$74,006	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	100.00%
40150 Social Security	\$0	\$0	\$0	\$4,588	100.00%
40200 Medicare	\$0	\$0	\$0	\$1,073	100.00%
40250 Retirement	\$0	\$0	\$0	\$10,033	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$1,396	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$14,991	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$0	0.00%
40600 Uniforms	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$0	\$0	\$0	\$0	0.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$0	\$0	\$0	\$0	0.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$0	0.00%
41000 Fire Hose & Equipment	\$0	\$0	\$0	\$0	0.00%
41050 Projects from Donations	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$0	0.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$0	0.00%
41250 Fire Marshal/Inspection	\$0	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41400 Ammunition	\$0	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal & Accouting Fees	\$0	\$0	\$0	\$0	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$0	\$0	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$106,089	100.00%

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$0	\$0	\$106,089	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

FIRE MARSHAL

Department Mission

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

Department Description

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

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

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

Departmental Performance Indicators

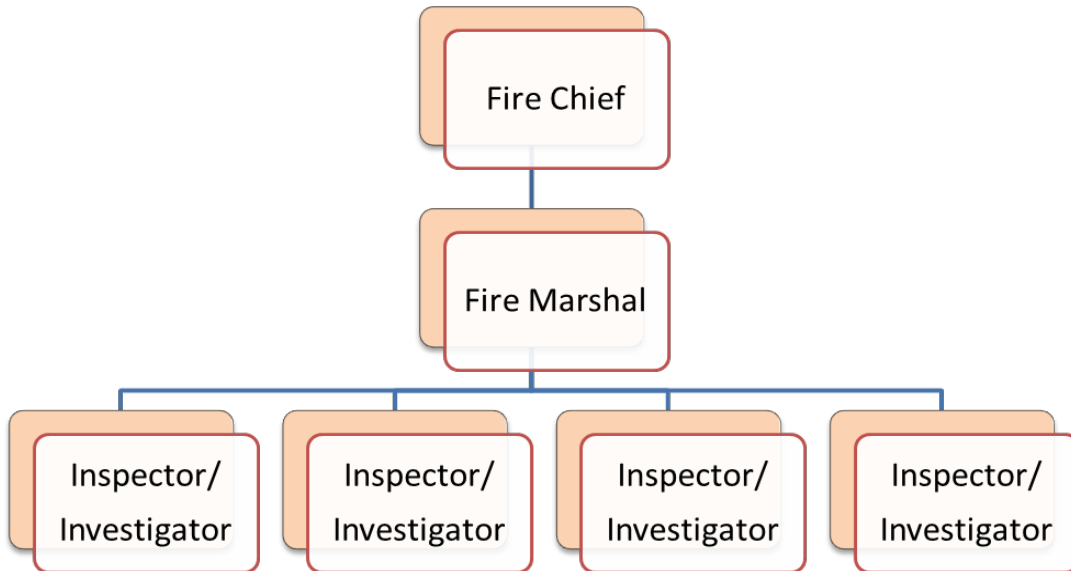
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Fire Safety Inspections Conducted:	337	350	365
Fire Safety Classes / Total Audience	60/4203	70/4265	75/4303

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Fire Marshal	0	0	1
Inspector / Investigator	0	0	4
Total Personnel	0	0	5

Departmental Organizational Chart

Full-Time Equivalent



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

FIRE MARSHAL
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5153

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$0	\$0	\$0	\$319,374	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	100.00%
40150 Social Security	\$0	\$0	\$0	\$19,801	100.00%
40200 Medicare	\$0	\$0	\$0	\$4,631	100.00%
40250 Retirement	\$0	\$0	\$0	\$43,299	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$6,024	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$69,412	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$1,200	100.00%
40600 Uniforms	\$0	\$0	\$0	\$5,000	100.00%
40650 Travel and Training	\$0	\$0	\$0	\$1,500	100.00%
40700 Convention/Association	\$0	\$0	\$0	\$1,200	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$2,500	100.00%
40800 Postage	\$0	\$0	\$0	\$500	100.00%
40850 Paint,Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
40950 Shop Tools & Equipment	\$0	\$0	\$0	\$0	0.00%
41050 Projects from Donations	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$7,000	100.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$2,500	100.00%
41250 Inspection Supplies	\$0	\$0	\$0	\$500	100.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41400 Ammunition	\$0	\$0	\$0	\$3,000	100.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$1,500	100.00%
41950 Equipment Repair	\$0	\$0	\$0	\$500	100.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$2,000	100.00%
42150 Equipment Rental	\$0	\$0	\$0	\$200	100.00%
42200 Legal & Acct. Fees	\$0	\$0	\$0	\$1,500	100.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$1,000	100.00%
42250 Contract Services	\$0	\$0	\$0	\$1,000	100.00%
42300 Code Enforcement	\$0	\$0	\$0	\$10,000	100.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$500	100.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$0	0.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$450	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$250	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$28,716	100.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$535,058	100.00%

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$0	\$0	\$463,742	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$42,600	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$28,716	100.00%

Capital Outlay

Ford SUV	<u>\$28,716</u>
Total Capital Outlay	<u><u>\$28,716</u></u>

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

FIRE DEPARTMENT - STATION #2
 EXPENDITURE DETAIL

GENERAL FUND
 ACCOUNT: 10-5155

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40750 Office Supplies	\$562	\$1,500	\$200	\$1,500	0.00%
40950 Shop Tools & Equipment	\$0	\$100	\$100	\$100	0.00%
41000 Fire Hose & Equipment	\$413	\$2,000	\$1,000	\$2,000	0.00%
41100 Gasoline and Diesel	\$6,095	\$12,000	\$5,000	\$12,000	0.00%
41150 Tires & Batteries	\$0	\$2,000	\$1,000	\$2,000	0.00%
41300 Janitorial Supplies	\$672	\$1,000	\$1,000	\$1,000	0.00%
41950 Equipment Repair	\$507	\$1,000	\$1,000	\$1,000	0.00%
42000 Building Repair & Maint.	\$688	\$4,000	\$4,000	\$4,000	0.00%
42100 Vehicle Repair	\$9,853	\$6,500	\$6,500	\$6,500	0.00%
42250 Contract Services	\$662	\$0	\$0	\$0	0.00%
42600 Utilities	\$5,426	\$5,500	\$5,500	\$5,500	0.00%
42700 Telephone & Pagers	\$1,212	\$1,000	\$2,860	\$1,000	0.00%
42850 Miscellaneous	\$315	\$1,000	\$100	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$26,406	\$37,600	\$28,260	\$37,600	0.00%

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$26,406	\$37,600	\$28,260	\$37,600	0.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

FIRE DEPARTMENT - STATION #3
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5157

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
40750 Office Supplies	\$547	\$1,000	\$500	\$1,000	0.00%
40950 Shop Tools & Equipment	\$0	\$750	\$700	\$750	0.00%
41000 Fire Hose & Equipment	\$615	\$3,000	\$2,800	\$3,000	0.00%
41100 Gasoline and Diesel	\$3,731	\$0	\$2,400	\$0	0.00%
41150 Tires & Batteries	\$294	\$1,500	\$1,000	\$1,500	0.00%
41300 Janitorial Supplies	\$711	\$1,000	\$1,100	\$1,000	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$52	\$0	0.00%
41950 Equipment Repair	\$460	\$2,000	\$2,000	\$2,000	0.00%
42000 Building Repair & Maint.	\$4,599	\$4,000	\$4,709	\$4,000	0.00%
42100 Vehicle Repair	\$7,439	\$6,000	\$6,000	\$6,000	0.00%
42150 Equipment Rental	\$0	\$0	\$977	\$0	0.00%
42200 Legal & Acct. Fees	\$0	\$0	\$125	\$0	0.00%
42210 Engineer & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$729	\$0	0.00%
42400 Maintenance Contracts	\$1,446	\$2,500	\$2,500	\$2,500	0.00%
42600 Utilities	\$12,531	\$11,500	\$5,000	\$11,500	0.00%
42700 Telephone & Pagers	\$2,947	\$3,000	\$3,000	\$3,000	0.00%
42850 Miscellaneous	\$583	\$1,000	\$1,000	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$35,903	\$37,250	\$34,592	\$37,250	0.00%

EXPENDITURES BY CATEGORY

MATERIALS & SUPPLIES	\$35,903	\$37,250	\$34,592	\$37,250	0.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

BUILDING PERMITS

Department Mission

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

Department Description

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

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- Certify and train additional Health and Safety Inspectors.
- Perform Health inspections twice a year.
- Provide a plan review and permitting process within a two week turnaround for paperwork.

Departmental Performance Indicators

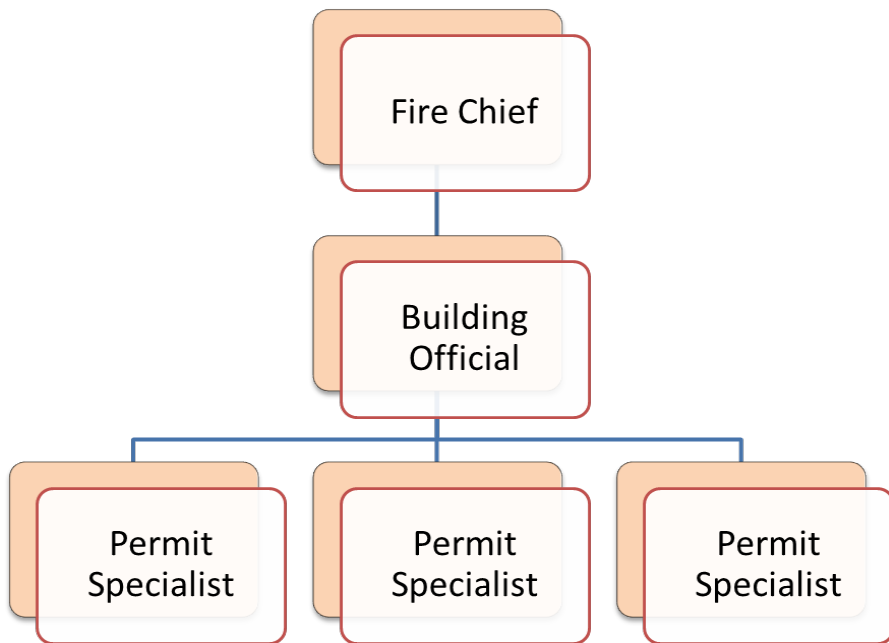
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Building – Total Permits Issued	1984	2528	270
Building – Total Inspections Conducted	3703	3977	4300

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Building Official	0	0	1
Permit Specialist	0	0	3
Total Personnel	0	0	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

BUILDING PERMITS
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5159

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$0	\$0	\$0	\$156,617	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	100.00%
40150 Social Security	\$0	\$0	\$0	\$9,710	100.00%
40200 Medicare	\$0	\$0	\$0	\$2,271	100.00%
40250 Retirement	\$0	\$0	\$0	\$21,233	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$412	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$49,047	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$120	100.00%
40600 Uniforms and Clothing	\$0	\$0	\$0	\$2,200	100.00%
40650 Travel and Training	\$0	\$0	\$0	\$1,500	100.00%
40700 Convention/Association Mtgs	\$0	\$0	\$0	\$1,500	100.00%
40750 Office Supplies	\$0	\$0	\$0	\$1,500	100.00%
40800 Postage	\$0	\$0	\$0	\$800	100.00%
41100 Gasoline and Diesel	\$0	\$0	\$0	\$0	0.00%
41150 Tires & Batteries	\$0	\$0	\$0	\$0	0.00%
41250 Inspection Supplies	\$0	\$0	\$0	\$300	100.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$100	100.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$800	100.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$0	\$0	\$0	\$0	0.00%
42100 Vehicle Repair	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$1,650	100.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$250	100.00%
42210 Engineer & Professional Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$0	\$1,000	100.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	\$0	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$660	100.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$1,500	100.00%
42850 Miscellaneous	\$0	\$0	\$0	\$250	100.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$253,420	100.00%

EXPENDITURES BY CATEGORY

SALARIES & FEES	\$0	\$0	\$0	\$239,290	100.00%
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$14,130	100.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

PARKS

Department Mission

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

Department Description

Parks Department maintenance workers report to the park crew chief or superintendent. The crew chief reports to the park superintendent.

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

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

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- Improve the customer-related content pages on the Parks Website to show the City has safe, secure, family-oriented communities
- Continuously seek ways to improve service to citizens and visitors to encourage, promote and welcome expanding residential and business growth and development.
- Reduce the number of job related injuries

Departmental Performance Indicators

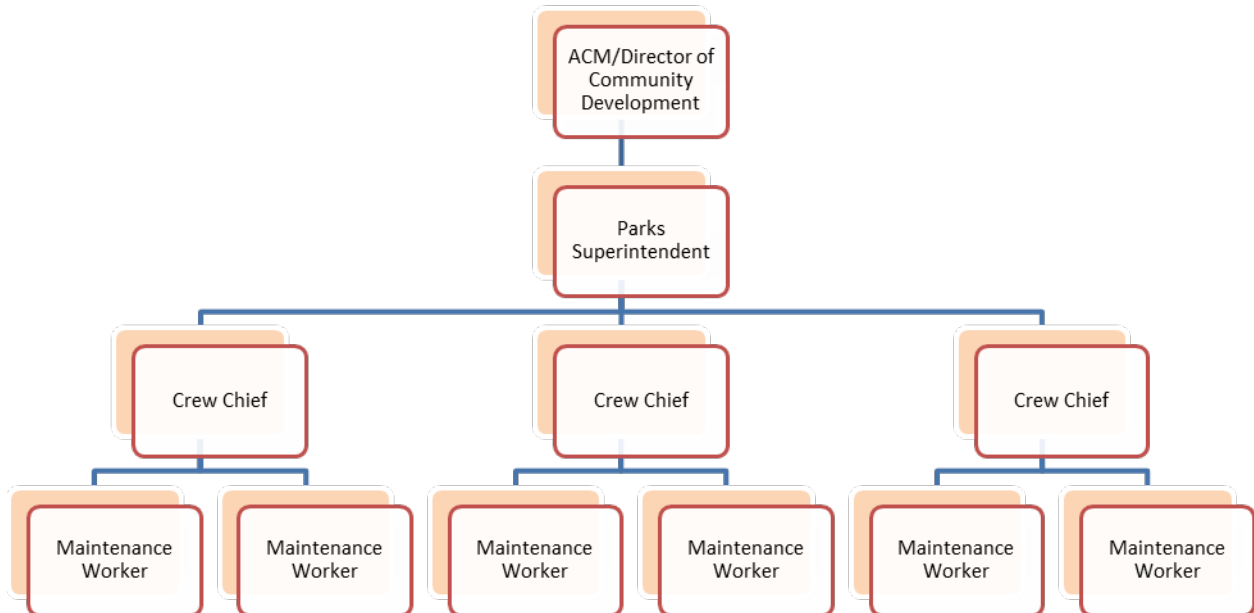
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Number of info. pages/links added to website	0	0	3
Number of work related injuries	2	2	0
Square acreage of parks	260	303	323
Number of training hours/certifications	2	3	4

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Park Superintendent	1	1	1
Crew chief	2	2	2
Maintenance Worker I	4	4	4
Total Personnel	7	7	7

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

PARKS DEPARTMENT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5160

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$214,462	\$226,528	\$219,236	\$233,775	3.20%
40125 Overtime	\$66	\$5,360	\$4,000	\$5,360	0.00%
40150 Social Security	\$12,590	\$14,377	\$13,807	\$14,826	3.13%
40200 Medicare	\$2,944	\$3,362	\$3,332	\$3,467	3.14%
40250 Retirement	\$31,149	\$33,009	\$31,340	\$32,421	-1.78%
40350 Workers' Compensation	\$3,220	\$3,559	\$5,560	\$5,879	65.20%
40400 Health Insurance	\$47,524	\$66,008	\$62,086	\$79,464	20.39%
40550 Medical Surveillance	\$435	\$250	\$250	\$250	0.00%
40600 Uniforms and Clothing	\$3,003	\$3,000	\$3,000	\$3,000	0.00%
40650 Travel and Training	\$1,468	\$2,500	\$2,000	\$2,500	0.00%
40750 Office Supplies	\$102	\$500	\$500	\$500	0.00%
40850 Paint, Hardware Supplies	\$6,840	\$10,000	\$9,000	\$10,000	0.00%
40950 Shop Tools & Equipment	\$1,845	\$4,000	\$3,000	\$4,000	0.00%
41100 Gasoline and Diesel	\$20,697	\$20,000	\$20,000	\$20,000	0.00%
41150 Tires & Batteries	\$1,255	\$2,500	\$2,000	\$2,500	0.00%
41300 Janitorial Supplies	\$876	\$1,500	\$1,200	\$1,500	0.00%
41350 Chemicals	\$859	\$1,800	\$1,200	\$1,800	0.00%
41650 Periodicals-Memberships	\$0	\$0	\$0	\$0	0.00%
41950 Equipment Repair	\$12,036	\$10,000	\$10,000	\$10,000	0.00%
42000 Building Repair & Maint.	\$861	\$3,500	\$2,000	\$3,500	0.00%
42100 Vehicle Repair	\$6,437	\$2,000	\$2,000	\$2,000	0.00%
42150 Equipment Rental	\$155	\$500	\$500	\$500	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$432	\$1,500	\$500	\$1,500	0.00%
42300 Code Enforcement	\$7,557	\$0	\$0	\$0	0.00%
42500 Advertising	\$128	\$150	\$185	\$150	0.00%
42600 Utilities	\$11,533	\$18,921	\$16,000	\$18,921	0.00%
42700 Telephone & Pagers	\$4,095	\$4,200	\$4,200	\$4,200	0.00%
42800 Licenses & Permits	\$119	\$400	\$400	\$400	0.00%
42850 Miscellaneous	\$3,125	\$5,000	\$4,000	\$5,000	0.00%
42900 Capital Outlay	\$0	\$9,600	\$15,927	\$10,308	7.38%
TOTAL EXPENDITURES	\$395,813	\$454,024	\$437,223	\$477,722	5.22%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$311,955	\$352,203	\$339,361	\$375,193	6.53%
MATERIALS & SUPPLIES	\$83,858	\$92,221	\$81,935	\$92,221	0.00%
CAPITAL OUTLAY	\$0	\$9,600	\$15,927	\$10,308	7.38%

Capital Outlay

Dixie Chopper	\$10,308
Total Capital Outlay	\$10,308

JANITORIAL

Department Mission

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

Department Description

Janitorial Department Maintenance workers reports to the Parks Superintendent.
 The Janitorial Department takes care of the police department, City Hall and City Hall Annex facilities.
 Duties include, picking up trash, waxing floors, cleaning restrooms, mopping floors, dusting all furniture, vacuuming, changing light bulbs, and other duties as assigned.

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- The Janitorial Department will do it's best to continuously seek ways to improve the service to our employees, citizens and visitors to our city.
- Have NO work related injuries

Departmental Performance Indicators

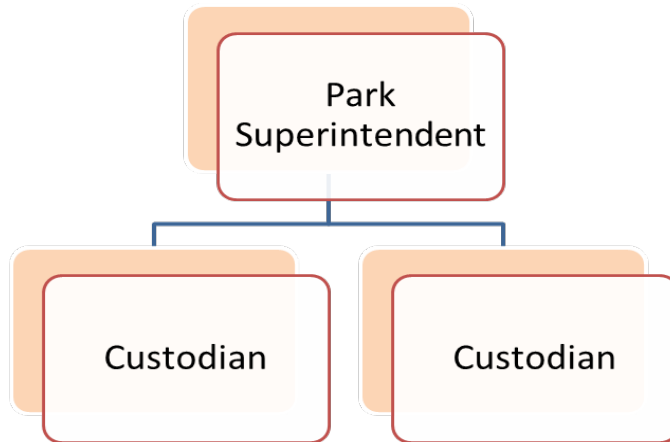
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Number of floors reworked	100%	100%	100%
Number of days lost to injury/illness	0	0	0
Percent of call backs for re-cleaning	0	2	0

Departmental Personnel History

	Actual FY13-14	Estimate FY 14-15	Budget FY 15-16
Custodian	2	2	2
Total Personnel	<hr/> 2	<hr/> 2	<hr/> 2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

JANITORIAL DEPARTMENT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5170

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$56,308	\$57,866	\$58,141	60,026	3.73%
40125 Overtime	\$0	\$0	\$20	\$0	0.00%
40150 Social Security	\$3,110	\$3,588	\$3,454	\$3,722	3.72%
40200 Medicare	\$727	\$840	\$807	\$870	3.62%
40250 Retirement	\$8,177	\$8,237	\$8,417	\$8,138	-1.20%
40350 Workers' Compensation	\$895	\$1,048	\$1,800	\$1,742	66.24%
40400 Health Insurance	\$16,455	\$19,571	\$21,157	\$26,343	34.60%
40550 Medical Surveillance	\$0	\$0	\$45	\$0	0.00%
40600 Uniforms and Clothing	\$1,009	\$880	\$842	\$880	0.00%
41300 Janitorial Supplies	\$3,021	\$3,000	\$3,000	\$3,000	0.00%
41950 Equipment Repair	\$0	\$200	\$200	\$200	0.00%
42150 Equipment Rental	\$0	\$500	\$0	\$500	0.00%
42850 Miscellaneous	\$0	\$1,000	\$0	\$1,000	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES	\$89,703	\$96,730	\$97,883	\$106,422	10.02%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$85,674	\$91,150	\$93,796	\$100,842	10.63%
MATERIALS & SUPPLIES	\$4,030	\$5,580	\$4,087	\$5,580	0.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

PLANNING

Department Mission

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

Department Description

The Planning Department is under the direction of the City Manager and is primarily responsible for the logical and systematic planning of the City’s growth by providing professional support to citizens, developers, the Planning & Zoning Commission, City Commission, and other City Departments.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

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

Departmental Performance Indicators

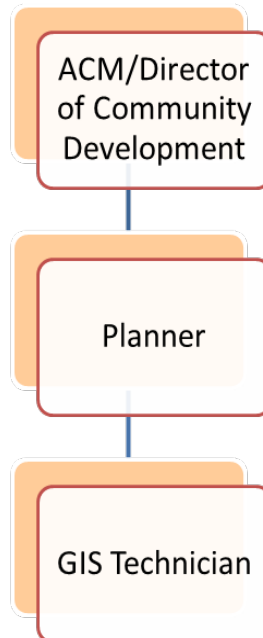
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
_Number of plats reviewed	0	30	30
Number of site plans reviewed	0	30	30
Number of re-zonings processed	0	2	2
Number of limited use permits processed	0	5	5
Number of conditional use permits processed	0	2	2
Number of variances processed	0	2	2
Number of maps generated (GIS)	0	15	15

Departmental Personnel History

	<u>Actual FY13-14</u>	<u>Estimate FY 14-15</u>	<u>Budget FY 15-16</u>
Planner	0	1	1
GIS Technician	0	1	1
Total Personnel	0	0	2

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

PLANNING DEPARTMENT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5175

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
40000 Salaries	\$0	\$104,142	\$30,640	\$105,247	1.06%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$0	\$6,457	\$1,831	\$6,525	1.06%
40200 Medicare	\$0	\$1,510	\$428	\$1,526	1.07%
40250 Retirement	\$0	\$14,825	\$4,237	\$14,269	-3.75%
40350 Workers' Compensation	\$0	\$1,886	\$6,478	\$277	-85.33%
40400 Health Insurance	\$0	\$30,603	\$4,807	\$32,046	4.71%
40600 Uniforms and Clothing	\$0	\$0	\$0	\$0	0.00%
40650 Travel and Training	\$0	\$1,500	\$900	\$4,000	166.67%
40750 Office Supplies	\$0	\$2,000	\$1,593	\$2,000	0.00%
40800 Postage	\$0	\$600	\$300	\$600	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals-Memberships	\$0	\$200	\$200	\$900	350.00%
42000 Building Repair & Maint.	\$0	\$500	\$0	\$500	0.00%
42150 Equipment Rental	\$0	\$0	\$175	\$175	0.00%
42200 Legal & Accounting Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$0	\$0	\$2,200	\$2,200	0.00%
42400 Maintenance Contracts	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$3,000	\$0	\$3,000	0.00%
42600 Utilities	\$0	\$1,000	\$0	\$1,000	0.00%
42700 Telephone & Pagers	\$0	\$2,000	\$2,000	\$2,000	0.00%
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$170,223	\$55,789	\$176,265	3.55%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$159,423	\$48,421	\$159,890	0.29%
MATERIALS & SUPPLIES	\$0	\$10,800	\$7,368	\$16,375	51.62%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

MUNICIPAL COURT

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 Court Administrator reports to the Finance Director. The Court Clerks and Bailiff work under the direction of the Court Administrator.

The functions of the Court include the processing of citations, accepting and preparing complaints, scheduling cases, preparing docket, notifying persons of scheduled hearings, maintaining court records, and preparing state reports, affidavits, appeals and sworn statements. The Court maintains the “failure to appear” reporting program, and prepares jury summons and subpoenas, complaints and other associated duties of trial preparation.

The presiding Judge is appointed by the City Commission to serve for a two year term, and the Commission fixes remuneration. The Judge presides over all arraignment hearings and trials, both jury and non-jury, sets bonds, signs arrest and capias warrants, and performs magistrate functions for prisoners and juveniles. The prosecutor for the City prosecutes violations of City ordinances and Class C misdemeanors.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- To invest in the development of staff to meet the growth and demands of the City.
- Encourage, promote and welcome expanding residential and business growth and development
 - Improve efficiency by being 50 percent paperless

Departmental Performance Indicators

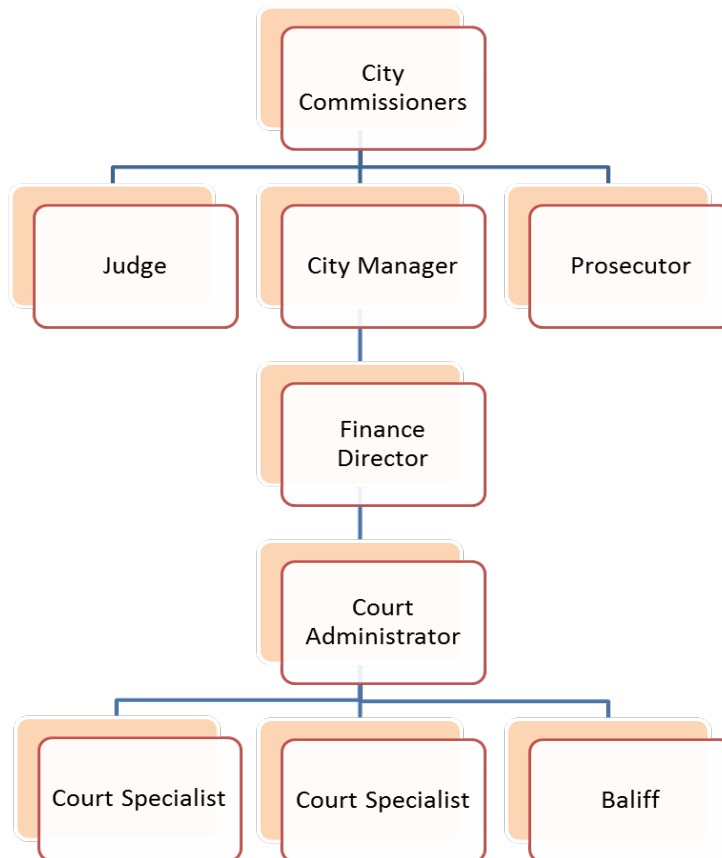
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Number of cases filed	3500	3800	4200
Number of training hours accomplished	18	20	20
Conversion to paperless (percent completed)	0	0	50%

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Court Administrator	1	1	1
Court Specialist	2	2	2
Bailiff	1	1	1
Total Personnel	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

MUNICIPAL COURT
EXPENDITURE DETAIL

GENERAL FUND
ACCOUNT: 10-5180

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/-
40000 Salaries	\$141,253	\$169,615	\$160,450	\$165,144	-2.64%
40010 Salaries Contract	\$60,314	\$60,000	\$78,620	\$60,000	0.00%
40020 Salaries Jury	\$774	\$2,000	\$1,600	\$2,000	0.00%
40125 Overtime	\$62	\$0	\$700	\$0	0.00%
40150 Social Security	\$7,879	\$10,516	\$9,646	\$10,239	-2.63%
40200 Medicare	\$1,843	\$2,459	\$2,255	\$2,395	-2.62%
40250 Retirement	\$20,515	\$24,145	\$23,230	\$22,389	-7.27%
40350 Workers' Compensation	\$701	\$823	\$1,414	\$1,341	62.96%
40400 Health Insurance	\$27,551	\$40,414	\$42,522	\$54,421	34.66%
40550 Medical Surveillance	\$80	\$80	\$0	\$80	0.00%
40600 Uniforms and Clothing	\$0	\$500	\$325	\$500	0.00%
40650 Travel and Training	\$5,587	\$2,600	\$2,600	\$2,600	0.00%
40750 Office Supplies	\$6,742	\$5,000	\$5,000	\$5,000	0.00%
40800 Postage	\$372	\$1,000	\$800	\$1,000	0.00%
41100 Gasoline - Vehicle	\$6,398	\$4,500	\$4,000	\$4,500	0.00%
41300 Janitorial Supplies	\$0	\$100	\$0	\$100	0.00%
41650 Periodicals-Memberships	\$50	\$270	\$100	\$190	-29.63%
41950 Equipment Repair & Maint	\$0	\$395	\$100	\$395	0.00%
42000 Building Repair & Maint.	\$5,557	\$1,200	\$1,200	\$1,200	0.00%
42100 Vehicle Repair	\$18	\$750	\$450	\$750	0.00%
42150 Equipment Rental	\$931	\$1,875	\$1,875	\$1,875	0.00%
42200 Legal & Prof. Fees	\$244	\$0	\$0	\$0	0.00%
42250 Contract Services	\$21,976	\$25,000	\$65,000	\$65,000	160.00%
42400 Maintenance Contracts	\$5,988	\$2,800	\$4,600	\$5,000	78.57%
42700 Telephones and Pagers	\$431	\$1,100	\$2,900	\$2,900	163.64%
42820 State Court Cost	\$124,821	\$120,000	\$152,000	\$136,000	13.33%
42850 Miscellaneous	(\$105)	\$250	\$250	\$250	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$439,981	\$477,392	\$561,637	\$545,270	14.22%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$260,891	\$309,972	\$320,437	\$317,930	2.57%
MATERIALS & SUPPLIES	\$179,089	\$167,420	\$241,200	\$227,340	35.79%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

GENERAL FUND EXPENDITURE SUMMARY

DEPARTMENT	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
10-5100 GENERAL GOVERNMENT	\$914,970	\$857,170	\$929,351	\$1,219,309	42.25%
10-5105 PUBLIC WORKS	\$297,367	\$298,196	\$309,906	\$309,723	3.87%
10-5110 VEHICLE MAINTENANCE	\$150,665	\$168,929	\$163,928	\$169,867	0.56%
10-5115 INFORMATION TECHNOLOGY	\$173,024	\$271,439	\$489,494	\$263,129	-3.06%
10-5120 STREET	\$1,158,079	\$1,231,395	\$1,194,198	\$1,419,020	15.24%
10-5130 SANITATION	\$1,300,833	\$1,335,000	\$1,390,202	\$1,409,665	5.59%
10-5140 POLICE	\$3,513,984	\$3,603,236	\$3,290,585	\$3,953,210	9.71%
10-5150 FIRE - CENTRAL	\$3,878,019	\$4,135,000	\$4,243,003	\$3,493,921	-15.50%
10-5152 EMERGENCY MANAGEMENT	\$0	\$0	\$0	\$106,089	100.00%
10-5153 FIRE MARSHAL	\$0	\$0	\$0	\$535,058	100.00%
10-5155 FIRE - STATION #2	\$26,406	\$37,600	\$28,260	\$37,600	0.00%
10-5157 FIRE - STATION #3	\$35,903	\$37,250	\$34,592	\$37,250	0.00%
10-5159 BUILDING PERMITS	\$0	\$0	\$0	\$253,420	100.00%
10-5160 PARKS	\$395,813	\$454,024	\$437,223	\$477,722	5.22%
10-5170 JANITORIAL	\$89,703	\$96,730	\$97,883	\$106,422	10.02%
10-5175 PLANNING	\$0	\$170,223	\$55,789	\$176,265	100.00%
10-5180 MUNICIPAL COURT	\$439,981	\$477,392	\$561,637	\$545,270	14.22%
TOTAL EXPENDITURES	\$12,374,748	\$13,173,584	\$13,226,051	\$14,512,941	10.17%

GENERAL FUND EXPENDITURE SUMMARY BY EXPENDITURE CATEGORY

EXPENDITURES BY CATEGORY	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
SALARIES & BENEFITS	\$8,207,593	\$9,070,744	\$8,562,437	\$10,050,689	10.80%
MATERIALS & SUPPLIES	\$3,333,799	\$3,604,202	\$3,787,568	\$4,025,310	11.68%
CAPITAL OUTLAY	\$691,676	\$387,982	\$765,391	\$291,486	-24.87%
PRINCIPAL AND INTEREST	\$141,681	\$110,656	\$110,655	\$145,456	0.00%
TOTAL EXPENDITURES	\$12,374,748	\$13,173,584	\$13,226,051	\$14,512,941	

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.



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

WATER AND SEWER FUND
Long-Range Financial Forecast

	Actual 2013-14	Budget 2014-15	% Δ	Estimate 2014-15	% Δ	Budget 2015-16	% Δ
Beginning Fund Balance	\$38,512,010	\$38,714,950		\$38,714,950		\$37,164,688	
Revenues:							
Water Collections	\$3,114,418	\$3,155,485	1%	\$2,745,411	-13%	\$2,950,000	7%
Sewer Collections	\$2,599,606	\$2,754,040	6%	\$2,416,740	-12%	\$2,550,000	6%
Taps and Fees	\$348,332	\$350,000	0%	\$353,650	1%	\$352,650	0%
Charges for Service - Other	\$294,254	\$1,906,360	548%	\$318,238	-83%	\$342,500	8%
Other Income	\$0	\$1,210,097	#DIV/0!	\$0		\$1,210,097	
Total Revenues	\$6,356,610	\$9,375,982	47%	\$5,834,039	-38%	\$7,405,247	27%
Expenditures:							
Salaries & Fees	\$1,825,966	\$2,244,313	23%	\$2,089,411	-7%	\$2,557,920	22%
Materials & Supplies	\$1,871,977	\$2,454,062	31%	\$2,087,998	-15%	\$1,882,512	-10%
Capital Outlay	\$201,861	\$1,667,900	726%	\$853,892	-49%	\$39,500	-95%
Interfund Transfers	\$2,253,867	\$2,353,000	4%	\$2,353,000	0%	\$2,263,300	-4%
Total Expenditures	\$6,153,670	\$8,719,275	42%	\$7,384,301	-15%	\$6,743,232	-9%
Ending Fund Balance	\$38,714,950	\$39,371,657		\$37,164,688		\$37,826,703	
20% Operating Reserve	\$1,190,362	\$1,410,275		\$1,306,082		\$1,340,746	
Excess funds available for capital improvements	\$37,524,588	\$37,961,382		\$35,858,606		\$36,485,957	
Target = 120 Days							
Fund Bal as % of Exp	511%	375%		413%		451%	
Fund Bal in Days	1,865	1,368		1,506		1,647	

LONG-RANGE FINANCIAL FORECAST

Forecast

2016-17 2017-18 2018-19 2019-20

\$37,826,703 \$36,194,207 \$34,397,868 \$32,426,738

3,009,000	3,069,180	3,130,564	3,193,175
2,601,000	2,653,020	2,706,080	2,760,202
359,703	366,897	374,235	381,720
349,350	356,337	363,464	370,733
1,234,299	1,258,985	1,284,165	1,309,848

Revenue Assumptions
<u>Water Sales</u> : Based upon conservative growth projections of 2%
<u>Sewer Sales</u> : Based upon conservative growth projections of 2%
<u>All other Revenue</u> : Based upon conservative growth projections of 2%

\$7,553,352 \$7,704,419 \$7,858,507 \$8,015,678

2,660,237	2,766,646	2,877,312	2,992,404
1,976,638	2,075,469	2,179,243	2,288,205
2,000,000	2,000,000	2,000,000	2,000,000
2,548,974	2,658,642	2,773,082	2,892,505

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

\$9,185,849 \$9,500,758 \$9,829,637 \$10,173,114

\$36,194,207 \$34,397,868 \$32,426,738 \$30,269,301

\$1,437,170 \$1,500,152 \$1,565,927 \$1,634,623

\$34,757,037 \$32,897,716 \$30,860,810 \$28,634,678

327%	299%	271%	243%
1,194	1,092	988	885

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

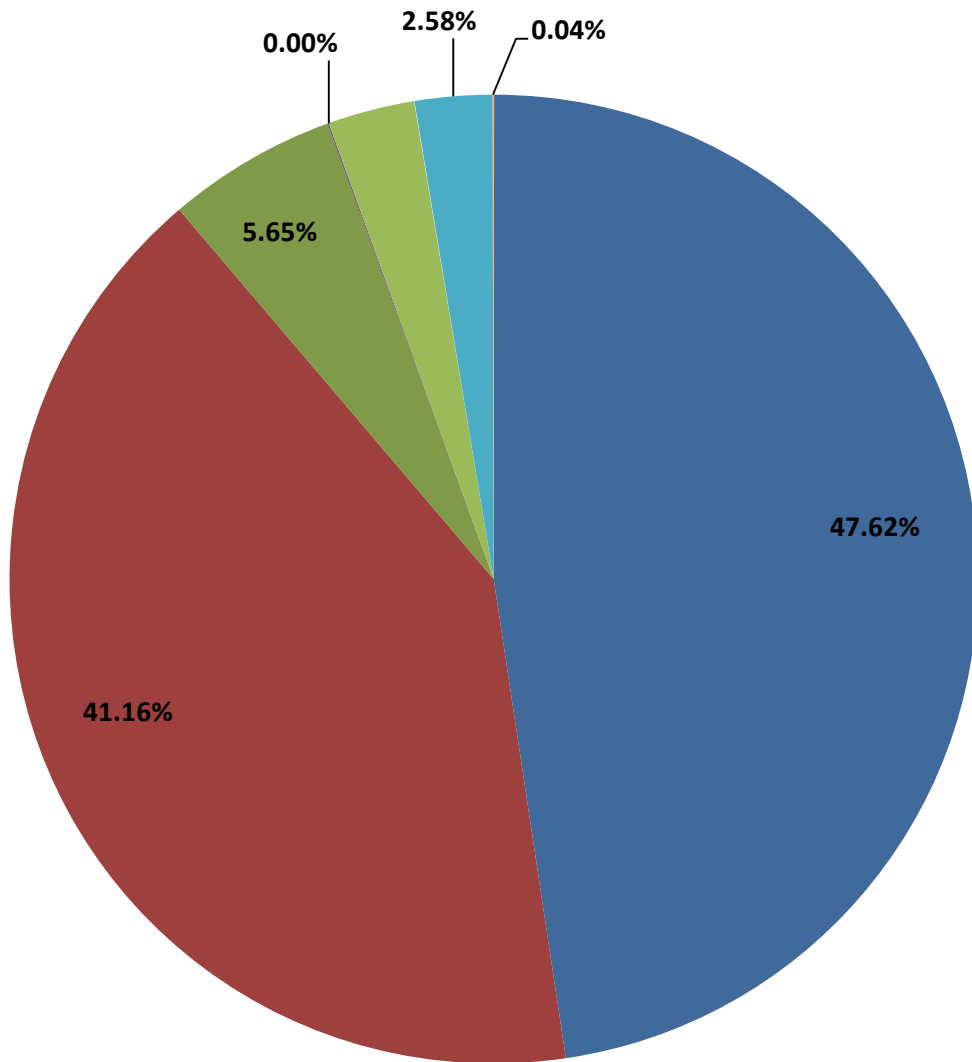
**WATER AND SEWER FUND
REVENUES AND EXPENSES**

REVENUES		Actual 2013-2014	Budget * 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
20-3075	Water Collections	\$3,114,418	\$3,155,485	\$2,745,411	\$2,950,000	-6.51%
20-3080	Sewer Collections	\$2,599,606	\$2,754,040	\$2,416,740	\$2,550,000	-7.41%
20-3085	Water Taps and Fees	\$340,967	\$350,000	\$351,000	\$350,000	0.00%
20-3090	Sewer Taps and Fees	\$7,365	\$0	\$2,650	\$2,650	0.00%
20-3055	Interest Income	\$0	\$0	\$0	\$0	0.00%
20-3057	Operations Fee	\$2,749	\$0	(\$2,454)	\$0	0.00%
20-3060	Intergovt. Revenues	\$0	\$0	\$0	\$0	0.00%
20-3065	Transfer from Other Funds	\$0	\$0	\$0	\$0	0.00%
20-3070	Other Income	\$176,881	\$1,727,800	\$180,000	\$180,000	-89.58%
20-3095	MUD Reconnect Fees	\$5,600	\$7,800	\$0	\$0	0.00%
20-3105	Service Charge	\$106,144	\$168,000	\$137,992	\$160,000	-4.76%
20-3120	Returned Check Fee	\$2,880	\$2,760	\$2,700	\$2,500	-9.42%
20-3150	Contributed Capital	\$0	\$1,210,097	\$0	\$1,210,097	100.00%
20-3201	Contributions - Debt Refunding	\$0	\$0	\$0	\$0	0.00%
20-3202	Donated Assets	\$0	\$0	\$0	\$0	0.00%
Total Revenues		\$6,356,610	\$9,375,982	\$5,834,039	\$7,405,247	-21.02%
EXPENSES						
20-5200	Accounting & Collecting	\$373,632	\$679,564	\$607,497	\$703,619	7.70%
20-5210	Customer Service	\$256,671	\$280,122	\$291,682	\$322,134	3.53%
20-5215	Meter	\$294,701	\$302,434	\$271,290	\$319,603	3.50%
20-5220	Water	\$1,336,454	\$2,977,115	\$1,517,230	\$3,230,069	35.36%
20-5230	Wastewater	\$1,638,344	\$2,127,040	\$2,343,602	\$2,155,605	23.60%
20-5235	Transfer to other Funds	\$2,262,000	\$2,353,000	\$2,353,000	\$2,263,300	24.78%
20-5235	Transfer to Debt Service Funds	\$142,100	\$140,900	\$140,900	\$139,700	1.53%
20-5235	Compensated Absence Expense	(\$8,133)	\$0	\$0	\$0	0.00%
Total Expenses		\$6,295,770	\$8,860,175	\$7,525,201	\$9,134,031	
Excess Revenue/(Expense)		\$60,840	\$515,807	(\$1,691,162)	(\$1,728,784)	
Prior Year Balance		\$38,512,010	\$34,201,280	\$38,572,850	\$36,881,688	
Actual/Anticipated Balance		\$38,572,850	\$34,717,087	\$36,881,688	\$35,152,904	

* - as amended

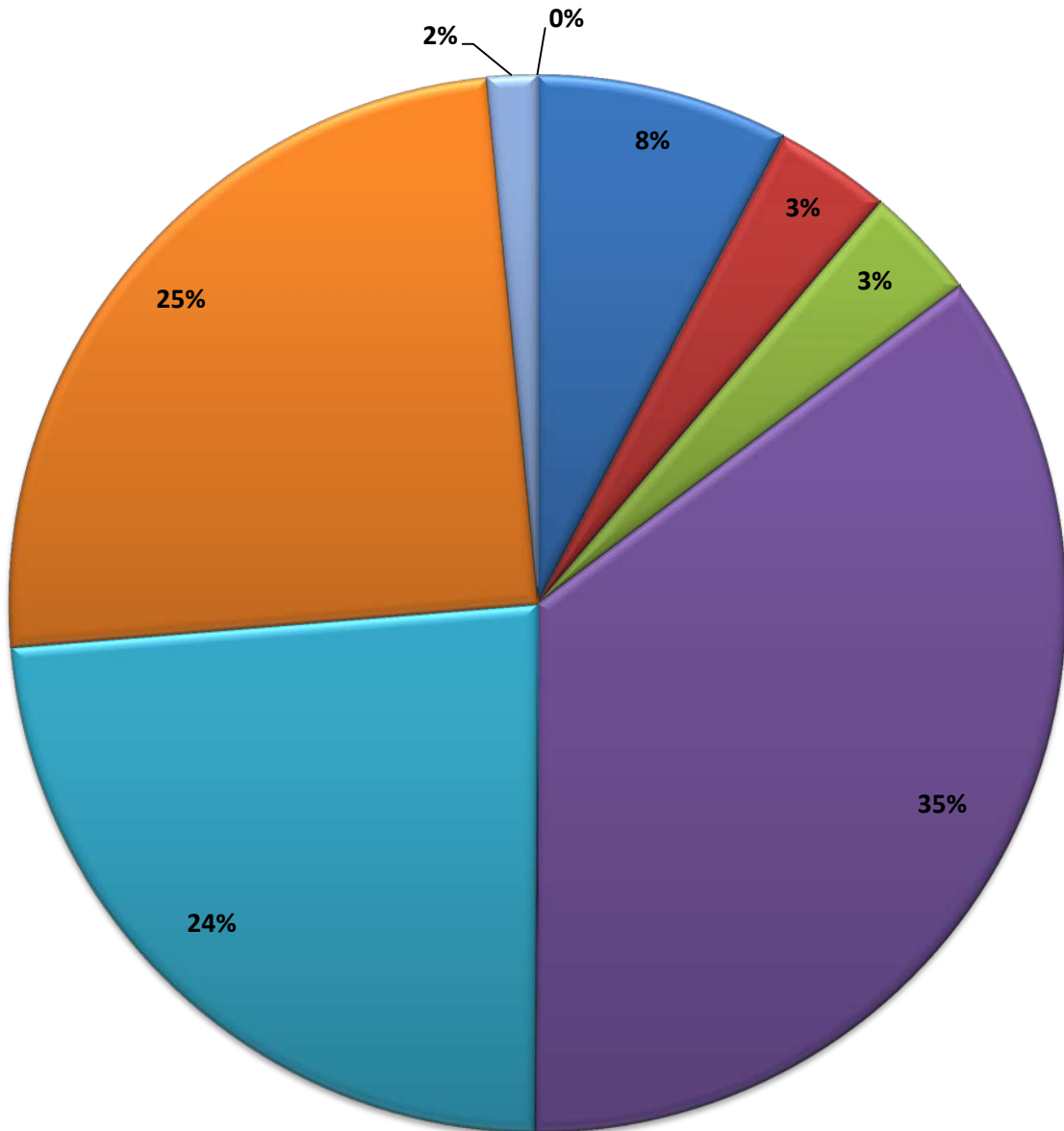
WATER AND SEWER FUND REVENUE FY 2015-2016

- Water Collections
- Sewer Collections
- Water Taps and Fees
- Operations Fee
- Service Charge
- Returned Check Fee



WATER AND SEWER FUND EXPENDITURES FY 2015-2016

- Accounting & Collecting
- Meter
- Wastewater
- Transfer to Debt Service Funds
- Customer Service
- Water
- Transfer to other Funds
- Compensated Absence Expense



ACCOUNTING & COLLECTING

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.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

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

Departmental Performance Indicators

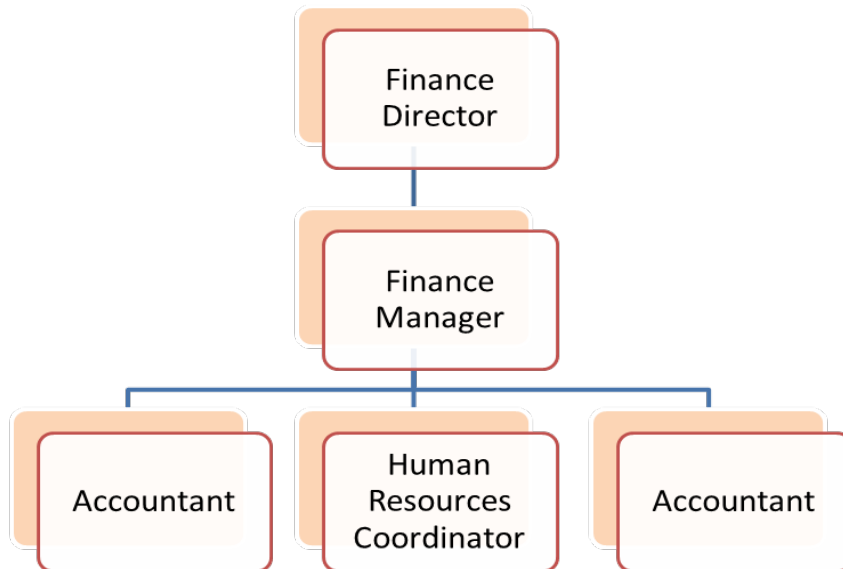
	Actual FY13-14	Estimate FY 14-15	Budget FY 15-16
GFOA Excellence in Financial Reporting Award	Yes	Yes	Yes
Percent of invoices paid within 30 days	100%	99%	100%
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Texas Comptroller Leadership Circle Member Level	Silver	Silver	Silver

Departmental Personnel History

	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Finance Director	1	1	1
Finance Manager	0	1	1
Accountant	2	2	2
Human Resources Coordinator	0	1	1
Total Personnel:	3	5	5

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

ACCOUNTING AND COLLECTING
EXPENDITURE DETAIL

WATER AND SEWER FUND
ACCOUNT: 20-5200

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$165,369	\$286,341	\$256,848	\$303,350	5.94%
40050 Salaries Commissioners	\$1,350	\$1,350	\$1,350	\$1,350	0.00%
40125 Overtime	\$176	\$0	\$100	\$0	0.00%
40150 Social Security	\$8,586	\$17,753	\$14,850	\$18,808	5.94%
40200 Medicare	\$2,008	\$4,152	\$3,474	\$4,399	5.94%
40250 Retirement	\$24,037	\$40,761	\$37,313	\$41,127	0.90%
40350 Workers' Compensation	\$234	\$464	\$1,042	\$797	71.81%
40400 Health Insurance	\$30,218	\$69,416	\$55,030	\$78,754	13.45%
40600 City Commission Expenses	\$0	\$0	\$0	\$200	0.00%
40650 Travel and Training	\$2,828	\$2,500	\$3,400	\$3,800	52.00%
40750 Office Supplies	\$10,228	\$9,600	\$12,200	\$6,200	-35.42%
40800 Postage	\$1,022	\$3,000	\$500	\$1,500	-50.00%
40850 Paint, Hardware Supplies	\$0	\$0	\$0	\$0	0.00%
41500 Film and Photo Process	\$0	\$0	\$0	\$0	0.00%
41650 Periodicals and Memberships	\$75	\$1,000	\$1,000	\$1,000	0.00%
41950 Equipment Repair	\$0	\$0	\$0	\$0	0.00%
42000 Building Repair & Maint.	\$1,139	\$16,200	\$400	\$1,200	-92.59%
42150 Equipment Rental	\$0	\$0	\$0	\$1,700	0.00%
42200 Legal & Accounting Fees	\$28,776	\$31,000	\$31,000	\$31,000	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$0	\$0	0.00%
42250 Contract Services	\$14,521	\$10,500	\$10,500	\$28,000	166.67%
42400 Maintenance Contracts	\$12,678	\$15,203	\$15,000	\$15,000	-1.34%
42500 Advertising	\$0	\$250	\$450	\$250	0.00%
42600 Utilities	\$4,599	\$5,874	\$5,800	\$5,800	-1.26%
42700 Telephone & Pagers	\$4,166	\$4,800	\$4,800	\$4,800	0.00%
42750 Insurance & Bonding	\$51,318	\$55,000	\$55,000	\$55,000	0.00%
42800 Licenses & Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$621	\$0	\$100	\$1,585	0.00%
42860 Depreciation Expense	\$0	\$85,000	\$85,000	\$85,000	0.00%
43050 Credit Card Fees	\$9,682	\$9,000	\$12,340	\$13,000	0.00%
42900 Capital Outlay	\$0	\$10,400	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$373,632	\$679,564	\$607,497	\$703,619	3.54%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$231,979	\$420,237	\$370,007	\$448,584	6.75%
MATERIALS & SUPPLIES	\$141,654	\$248,927	\$237,490	\$255,035	2.45%
CAPITAL OUTLAY	\$0	\$10,400	\$0	\$0	-100.00%

CUSTOMER SERVICE

Department Mission

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

Department Description

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

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- Continue to organize and work as a team to ensure excellent service in an accurate manner to encourage, promote and welcome expanding residential and business growth and development.
- Outsource Utility Bill printing services to promote efficiency and increase the services provided to the customer by providing additional account information on utility bills and by decreasing the estimated delivery time of the utility bills from when they are printed to when they are delivered.
- Implement E-Bills as an alternative for customers to receive their utility bills.
- Continue the conversion to paperless customer files using Content Manager.

Departmental Performance Indicators

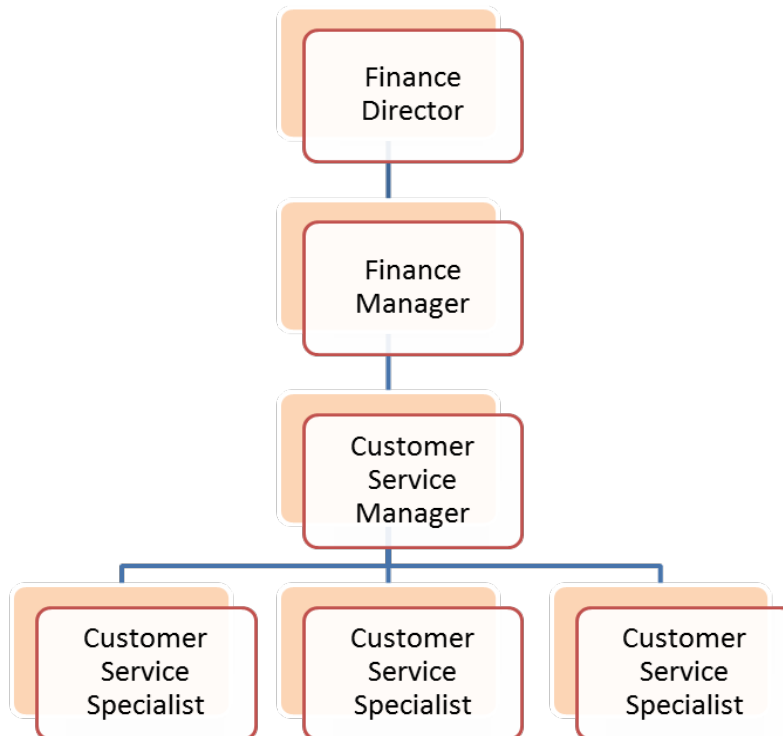
	Actual FY 13-14	Estimate FY 14-15	Budget FY 15-16
Number of online customer registrations:	1,089	500	400
Number of hours open to the public per business day:	9.5	9.5	9.5
Number of payment reversals/corrections:	18	14	12
Implementation of E-Bill (% complete):	0	0	80-90%
Conversion to paperless customer files (% complete):	0	0	50%

Departmental Personnel History

	Actual FY13-14	Estimate FY 14-15	Budget FY 15-16
Customer Service Manager	1	1	1
Customer Service Specialist	3	3	3
Total Personnel:	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

CUSTOMER SERVICE
EXPENDITURE DETAIL

WATER AND SEWER FUND
ACCOUNT: 20-5210

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
40000 Salaries	\$119,364	\$125,815	\$134,659	\$146,933	16.79%
40125 Overtime	\$752	\$500	\$1,000	\$100	-80.00%
40150 Social Security	\$6,885	\$7,801	\$8,254	\$9,116	16.86%
40200 Medicare	\$1,610	\$1,824	\$1,930	\$2,132	16.89%
40250 Retirement	\$17,445	\$17,910	\$19,055	\$19,934	11.30%
40350 Workers' Compensation	\$175	\$204	\$458	\$386	89.41%
40400 Health Insurance	\$29,478	\$36,473	\$36,286	\$50,782	39.23%
40650 Travel & Training	\$5,538	\$2,500	\$800	\$5,000	100.00%
40750 Office Supplies	\$16,857	\$19,000	\$19,000	\$13,000	-31.58%
40800 Postage	\$33,158	\$35,000	\$35,000	\$4,500	-87.14%
41950 Equipment Repair	\$435	\$500	\$0	\$14,500	2800.00%
42150 Equipment Rental	\$931	\$950	\$180	\$950	0.00%
42250 Contracted Services	\$23,088	\$30,200	\$30,000	\$48,500	60.60%
42400 Maintenance Contracts	\$0	\$0	\$3,485	\$4,500	0.00%
42500 Advertising	\$161	\$150	\$275	\$500	233.33%
42700 Telephone & Pagers	\$795	\$795	\$800	\$800	0.63%
42850 Miscellaneous	\$0	\$500	\$500	\$500	0.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$256,671	\$280,122	\$291,682	\$322,134	15.00%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$175,708	\$190,527	\$201,642	\$229,384	20.39%
MATERIALS & SUPPLIES	\$80,963	\$89,595	\$90,040	\$92,750	3.52%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

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.

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- To replace meters accordingly so as to encourage, promote and welcome expanding residential and business growth and development

Departmental Performance Indicators

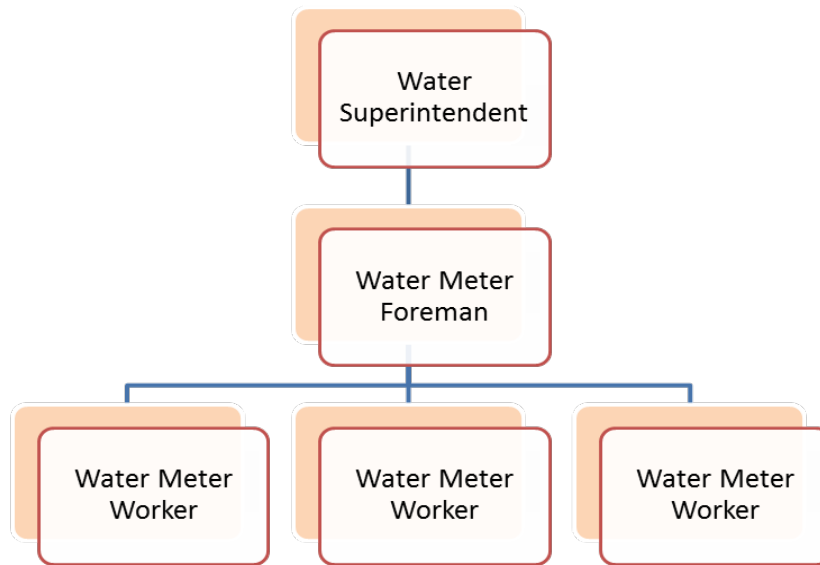
	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Number of cut offs/reinstates	1300	1300	1544
Number of new meters (accounts)	600	600	615
Number of hours spent on service calls	121	121	121
Number of meter swap-outs	350	350	100
Number of checks for leaks	200	200	192

Departmental Personnel History

	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Water Meter Foreman	1	1	1
Water Meter Worker	3	3	3
Total Personnel	4	4	4

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

METER DEPARTMENT
EXPENDITURE DETAIL

WATER AND SEWER FUND
ACCOUNT: 20-5215

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
40000 Salaries	\$131,278	\$134,438	\$113,925	\$129,159	-3.93%
40125 Overtime	\$1,459	\$4,500	\$4,000	\$4,500	0.00%
40150 Social Security	\$7,748	\$8,614	\$7,372	\$8,287	-3.80%
40200 Medicare	\$1,812	\$2,015	\$1,724	\$1,938	-3.82%
40250 Retirement	\$19,274	\$19,778	\$15,555	\$18,121	-8.38%
40350 Workers' Compensation	\$2,139	\$2,541	\$4,720	\$3,918	54.21%
40400 Health Insurance	\$29,236	\$34,578	\$38,864	\$56,760	64.15%
40550 Medical Surveillance	\$250	\$300	\$300	\$300	0.00%
40600 Uniforms & Clothing	\$1,925	\$3,500	\$2,900	\$3,500	0.00%
40650 Travel & Training	\$0	\$250	\$0	\$0	-100.00%
40750 Office Supplies	\$310	\$500	\$200	\$0	-100.00%
40800 Postage	\$0	\$0	\$0	\$0	0.00%
40850 Paint, Hardware Supplies	\$287	\$300	\$300	\$300	0.00%
40950 Shop Tools & Equipment	\$264	\$2,000	\$1,000	\$2,000	0.00%
41100 Gasoline	\$13,565	\$13,000	\$13,000	\$13,500	3.85%
41150 Tires & Batteries	\$339	\$500	\$1,500	\$1,000	100.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41550 New Meters	\$46,652	\$32,000	\$32,000	\$37,000	15.63%
41750 Meter supplies, pipes/etc.	\$28,504	\$27,000	\$27,000	\$29,500	9.26%
41800 Golf Cart Repair	\$891	\$750	\$200	\$750	0.00%
41850 Meter Repairs	\$1,450	\$8,000	\$2,000	\$3,000	-62.50%
41950 Equipment Repair	\$118	\$500	\$0	\$500	0.00%
41980 Private Yard Line	\$0	\$2,500	\$0	\$1,000	-60.00%
42000 Building Repair & Maint.	\$0	\$300	\$300	\$0	-100.00%
42100 Vehicle Repair	\$4,512	\$1,000	\$1,000	\$1,000	0.00%
42150 Equipment Rental	\$208	\$0	\$0	\$0	0.00%
42250 Contracted Services	\$70	\$0	\$0	\$0	0.00%
42600 Utilities	\$152	\$770	\$200	\$270	-64.94%
42700 Telephone & Pagers	\$1,927	\$2,600	\$2,600	\$2,600	0.00%
42700 Advertising	\$0	\$0	\$0	\$0	0.00%
42800 Licenses and Permits	\$0	\$0	\$0	\$0	0.00%
42850 Miscellaneous	\$331	\$200	\$630	\$700	250.00%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$294,701	\$302,434	\$271,290	\$319,603	5.68%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$192,947	\$206,464	\$186,160	\$222,683	7.86%
MATERIALS & SUPPLIES	\$101,754	\$95,970	\$85,130	\$96,920	0.99%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	0.00%

WATER

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.

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

- The Department’s goal is to provide our customers with a high standard of courteous and effective service responsive to the individual customer’s needs.
- To achieve and maintain compliance with all applicable Local, State, and Federal environmental laws and policies regarding ground water protection.
- Operates and maintains the water production and distribution infrastructure in order to deliver safe, clean, reliable potable water for use by the Citizens of Richmond.
- Two hour response time for all calls

Departmental Performance Indicators

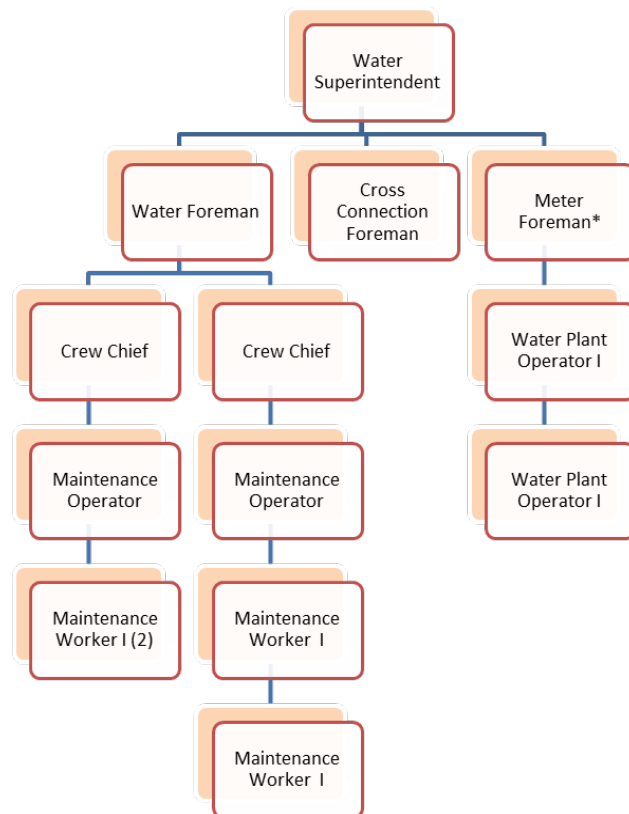
	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
TCEQ Violations	0	0	0
Percentage of calls responded within 2 hrs.	n/a	100%	100%
Number of Positive Water Samples	0	0	0

Departmental Personnel History

	<u>Actual.</u> <u>FY 13-14</u>	<u>Estimate</u> <u>FY 14-15</u>	<u>Budget</u> <u>FY 15-16</u>
Superintendent	1	1	1
Foreman	2	1	1
Crew Chief	1	2	2
Water Plant Operator I	0	2	1
Water Plant Operator II	0	0	1
Cross Connection Tech / Foreman	1	1	1
Maintenance Operator I	5	2	2
Maintenance Worker I	1	4	4
Construction Inspector *	0	0	0.50
Heavy Equipment Operator	1	0	0
Total Personnel	12	13	13.50

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

WATER DEPARTMENT
EXPENDITURE DETAIL

WATER AND SEWER FUND
ACCOUNT: 20-5220

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
40000 Salaries	\$406,183	\$462,318	\$433,780	\$512,812	10.92%
40125 Overtime	\$11,644	\$14,000	\$12,000	\$14,000	0.00%
40150 Social Security	\$24,360	\$29,532	\$27,332	\$32,662	10.60%
40200 Medicare	\$5,697	\$6,907	\$6,392	\$7,639	10.59%
40250 Retirement	\$60,669	\$67,804	\$62,837	\$71,423	5.34%
40350 Workers' Compensation	\$6,922	\$8,712	\$16,113	\$15,134	73.71%
40400 Health Insurance	\$87,540	\$124,722	\$153,538	\$171,844	37.78%
40550 Medical Surveillance	\$330	\$650	\$650	\$650	0.00%
40600 Uniforms & Clothing	\$6,539	\$8,000	\$8,000	\$8,000	0.00%
40650 Travel & Training	\$5,675	\$4,000	\$3,800	\$4,000	0.00%
40700 Convention/Association	\$0	\$1,100	\$500	\$1,100	0.00%
40750 Office Supplies	\$3,034	\$6,200	\$2,000	\$5,900	-4.84%
40800 Postage	\$1,362	\$1,600	\$1,200	\$1,600	0.00%
40850 Paint, Hardware Supplies	\$639	\$1,000	\$1,000	\$1,000	0.00%
40950 Shop Tools & Equipment	\$7,825	\$8,000	\$7,000	\$8,000	0.00%
41100 Gasoline and Diesel	\$33,679	\$33,000	\$33,000	\$33,000	0.00%
41150 Tires & Batteries	\$2,873	\$2,000	\$2,000	\$3,000	50.00%
41300 Janitorial Supplies	\$956	\$1,000	\$1,000	\$1,000	0.00%
41350 Chemicals	\$23,694	\$30,000	\$30,000	\$30,000	0.00%
41550 Hydrant Maintenance	\$17,878	\$17,000	\$17,000	\$17,000	0.00%
41600 Lab Equipment/Supplies	\$755	\$1,000	\$1,000	\$1,000	0.00%
41650 Periodicals-Memberships	\$0	\$400	\$400	\$400	0.00%
41700 System Maintenance	\$14,324	\$15,000	\$15,000	\$15,000	0.00%
41720 System Maint. - Rivers Edge	\$0	\$2,000	\$5,065	\$2,000	0.00%
41740 System Maint. - MUD 187	\$0	\$2,000	\$2,000	\$0	-100.00%
41750 Meter supplies, pipes/etc.	\$41,197	\$60,000	\$55,000	\$50,000	-16.67%
41800 Inventory - Mud RE	\$14,104	\$20,000	\$20,000	\$15,000	-25.00%
41850 Inventory - Mud 187	\$77,722	\$80,000	\$80,000	\$70,000	-12.50%
41855 Inventory - RiverPark West	\$20,628	\$0	\$6,000	\$0	0.00%
41900 System Rehabilitation	\$0	\$50,000	\$0	\$100,000	100.00%
41950 Equipment Repair	\$8,731	\$5,000	\$5,000	\$5,000	0.00%
41960 Pump/Motor Maintenance	\$30,793	\$50,000	\$50,000	\$30,000	-40.00%
41970 Backflow Prev. & Maint.	\$1,649	\$2,000	\$2,000	\$2,000	0.00%
41980 Private Yard Line	\$3,580	\$5,000	\$5,000	\$5,000	0.00%
42000 Building Repair & Maint.	\$1,683	\$4,000	\$4,000	\$4,000	0.00%
42010 Chlorinator Room Maint.	\$4,355	\$3,000	\$3,000	\$3,000	0.00%
42015 Generator Maintenance	\$1,862	\$1,800	\$1,800	\$1,800	0.00%
42050 Tank Maintenance	\$71,871	\$142,350	\$149,258	\$146,050	2.60%
42100 Vehicle Repair	\$3,060	\$3,500	\$3,500	\$4,000	14.29%
42150 Equipment Rental	\$203	\$500	\$0	\$500	0.00%
42200 Legal and Professional Fees	\$0	\$0	\$1,285	\$0	0.00%
42210 Engineering & Prof. Fees	\$19,880	\$0	\$38,000	\$0	0.00%
42250 Contracted Services	\$834	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$11,199	\$22,000	\$18,000	\$11,396	-48.20%
42500 Advertising	\$3,796	\$3,820	\$1,500	\$3,820	0.00%
42550 Pest Control	\$1,076	\$1,200	\$1,200	\$1,200	0.00%
42600 Utilities	\$154,092	\$150,000	\$150,000	\$150,000	0.00%
42700 Telephone & Pagers	\$9,892	\$8,000	\$14,080	\$10,640	33.00%
42800 Licenses & Permits	\$13,343	\$13,000	\$13,000	\$13,000	0.00%
42850 Miscellaneous	\$2,916	\$1,000	\$2,000	\$1,500	50.00%
42900 Capital Outlay	\$115,407	\$1,503,000	\$51,000	\$1,644,000	9.38%
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$1,336,454	\$2,977,115	\$1,517,230	\$3,230,069	8.50%
EXPENDITURES BY CATEGORY					
SALARIES & BENEFITS	\$603,017	\$713,995	\$711,992	\$825,513	15.62%
MATERIALS & SUPPLIES	\$618,030	\$760,120	\$754,238	\$760,556	0.06%
CAPITAL OUTLAY	\$115,407	\$1,503,000	\$51,000	\$1,644,000	9.38%

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

WATER DEPARTMENT
EXPENDITURE DETAIL

WATER AND SEWER FUND
ACCOUNT: 20-5220

Capital Outlay	
Edgar Elevated Storage Tank	\$1,452,000
1/2 Ton Truck - Inspector*	\$13,000
Country Club Estates - Water Line - Phase I	\$129,000
359/90A Water Line Reloc	\$50,000
Total Capital Outlay	<u>\$1,644,000</u>

* Cost is shared 50% with Wastewater Department

WASTEWATER

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

Departmental Goals

➤ - Strategic Plan Goal • - Departmental Goal

- Deliver Re-Use water to GRP partners while influencing, fostering and maintaining the interest of safety.
- Continue the implementation of the SSO Initiative.
- Finalize Construction of Re-Use components at Richmond Regional WWTP.
 - Demolish N. 2nd WWTP.
 - Replace 6” line along Thompson Hwy.
 - Have NO work related injuries.

Departmental Performance Indicators

	Actual <u>FY 13-14</u>	Estimate <u>FY 14-15</u>	Budget <u>FY 15-16</u>
Number of work related injuries/illness	0	0	0
Number of gallons wastewater treated	675,250,000	675,000,000	675,000,000
Number of dry tons sludge produced	498	500	500
Number of manholes rehabbed	50	50	50
Total footage of mainline inspected	10,000	10,000	10,000

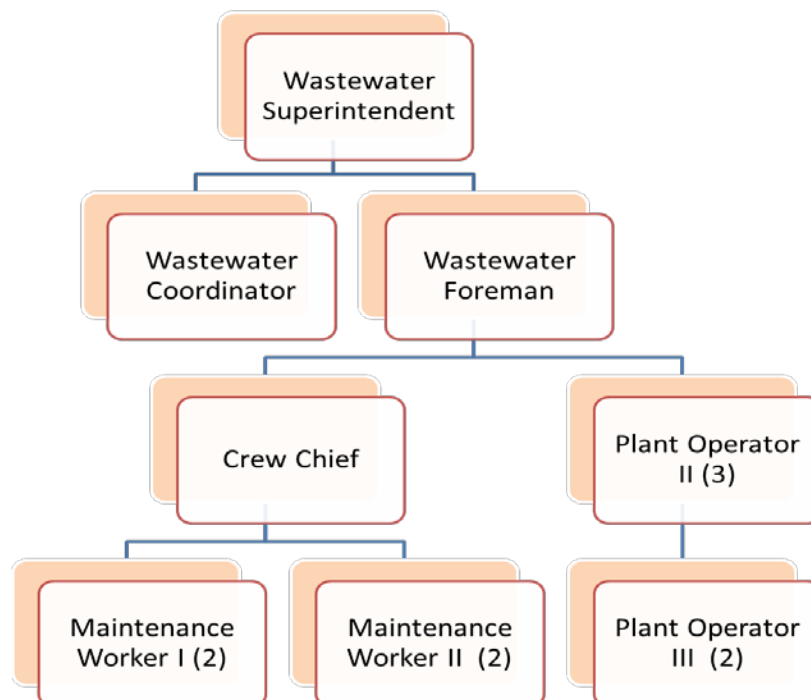
Departmental Personnel History

	<u>Actual FY 13-14</u>	<u>Estimate FY 14-15</u>	<u>Budget FY 15-16</u>
Superintendent	1	1	1
Waste Water Coordinator	1	1	1
Foreman	1	1	1
Crew Chief	1	1	1
WW Plant Operator I	0	1	0
WW Plant Operator II	4	3	1
WW Plant Operator III	1	1	3
Maintenance Worker I	0	1	2
Maintenance Worker II	2	2	2
Construction Inspector *	0	0	0.50
Total Personnel	11	12	12.50

*Position fund by both the Water and Wastewater Departments

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

WASTEWATER DEPARTMENT
EXPENDITURE DETAIL

WATER AND SEWER FUND
ACCOUNT: 20-5230

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$421,664	\$470,310	\$407,886	\$507,570	7.92%
40125 Overtime	\$11,788	\$11,000	\$11,000	\$11,000	0.00%
40150 Social Security	\$24,070	\$29,841	\$23,721	\$32,151	7.74%
40200 Medicare	\$5,630	\$6,979	\$5,547	\$7,519	7.74%
40250 Retirement	\$63,300	\$68,514	\$57,612	\$70,305	2.61%
40350 Workers' Compensation	\$4,544	\$6,235	\$11,532	\$10,724	72.00%
40400 Health Insurance	\$91,319	\$120,211	\$102,312	\$192,485	60.12%
40600 Uniforms & Clothing	\$4,565	\$7,300	\$4,600	\$7,300	0.00%
40650 Travel & Training	\$1,789	\$3,500	\$3,500	\$3,500	0.00%
40750 Office Supplies	\$1,543	\$2,000	\$1,000	\$2,900	45.00%
40850 Paint, Hardware Supplies	\$166	\$1,000	\$500	\$1,000	0.00%
40950 Shop Tools & Equipment	\$3,557	\$2,000	\$2,000	\$2,000	0.00%
40960 River's Edge Expenses	\$0	\$0	\$0	\$0	0.00%
40975 Rio Vista Expenses	\$0	\$0	\$0	\$0	0.00%
41100 Gasoline and Diesel	\$28,032	\$34,200	\$32,000	\$30,000	-12.28%
41150 Tires & Batteries	\$331	\$1,000	\$3,000	\$1,000	0.00%
41350 Chemical Supplies	\$246,483	\$250,000	\$250,000	\$265,000	6.00%
41600 Lab Equipment/Supplies	\$4,918	\$7,600	\$7,600	\$7,600	0.00%
41800 Lift Station Repair & Maint.	\$35,777	\$27,000	\$27,000	\$32,500	20.37%
41850 Collect System Repair & Maint.	\$40,060	\$36,800	\$46,000	\$50,000	35.87%
41900 W/W System Rehab.	\$11,465	\$375,000	\$25,000	\$325,000	-13.33%
41950 Equipment Repair	\$3,204	\$4,900	\$3,000	\$4,900	0.00%
42005 N S Facility Maintenance	\$0	\$0	\$0	\$0	0.00%
42010 R R Facility Maintenance	\$136,625	\$125,000	\$100,000	\$153,000	22.40%
42100 Vehicle Repair	\$3,714	\$2,000	\$5,000	\$3,000	50.00%
42150 Equipment Rental	\$299	\$700	\$500	\$700	0.00%
42210 Engineering & Prof. Fees	\$0	\$0	\$27,000	\$0	0.00%
42250 Contracted Services	\$97,133	\$65,000	\$65,000	\$65,000	0.00%
42450 Lab Fees	\$14,512	\$17,500	\$17,500	\$20,000	14.29%
42500 Advertising	\$2,428	\$250	\$4,200	\$250	0.00%
42600 Utilities	\$245,143	\$250,000	\$250,000	\$250,000	0.00%
42605 Utilities - MUD 116	\$933	\$0	\$0	\$0	0.00%
42700 Telephone & Pagers	\$11,822	\$10,900	\$10,900	\$10,900	0.00%
42800 Licenses & Permits	\$34,583	\$35,000	\$35,000	\$35,000	0.00%
42850 Miscellaneous	\$495	\$800	\$800	\$800	0.00%
42900 Capital Outlay	\$49,999	\$76,000	\$800,828	\$13,000	-82.89%
42950 Capital Contract	\$36,454	\$78,500	\$2,064	\$39,500	-49.68%
TOTAL EXPENSES	\$1,638,344	\$2,127,040	\$2,343,602	\$2,155,605	1.34%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$622,315	\$713,090	\$619,610	\$831,755	16.64%
MATERIALS & SUPPLIES	\$929,576	\$1,259,450	\$921,100	\$1,271,350	0.94%
CAPITAL OUTLAY	\$86,453	\$154,500	\$802,892	\$52,500	-66.02%

Capital Outlay

1/2 Ton Truck - Inspector*	\$13,000
Total Capital Outlay	\$13,000

* Cost is shared 50% with Water Department

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

OTHER WATER AND SEWER
 EXPENDITURE DETAIL

WATER AND SEWER FUND
 ACCOUNT: 20-5235

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
43150 Transfer to Other Funds	\$2,262,000	\$2,353,000	\$2,353,000	\$2,263,300	0.00%
43155 Transfer to Debt Service	\$142,100	\$140,900	\$140,900	\$139,700	-0.85%
43160 Agent Fees	\$0	\$0	\$0	\$0	0.00%
44000 Compensated Absence Exp	(\$8,133)	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$2,395,967	\$2,493,900	\$2,493,900	\$2,403,000	-3.64%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	(\$8,133)	\$0	\$0	\$0	0.00%
TRANSFERS	\$2,404,100	\$2,493,900	\$2,493,900	\$2,403,000	-3.64%

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

WATER AND SEWER EXPENDITURE SUMMARY

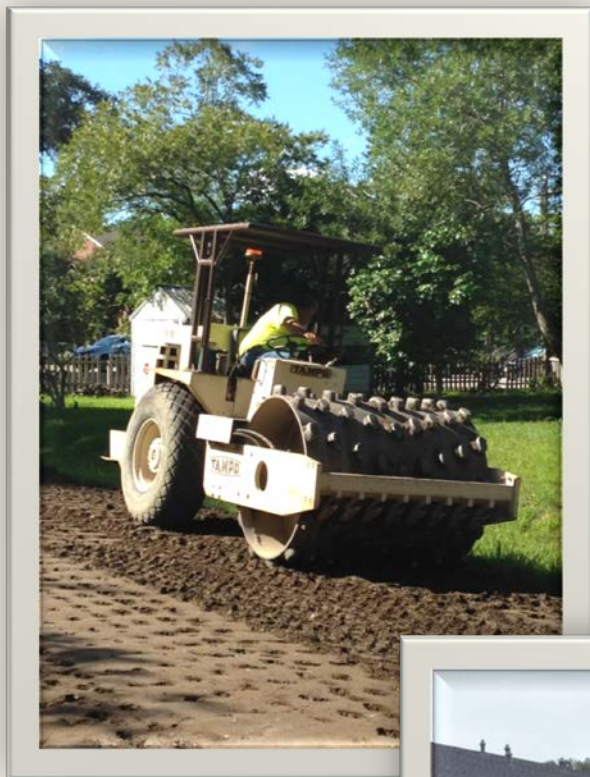
DEPARTMENT	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
20-5200 ACCOUNT & COLLECTING	\$373,632	\$679,564	\$607,497	\$703,619	3.54%
20-5210 CUSTOMER SERVICE	\$256,671	\$280,122	\$291,682	\$322,134	15.00%
20-5215 METER	\$294,701	\$302,434	\$271,290	\$319,603	5.68%
20-5220 WATER	\$1,336,454	\$2,977,115	\$1,517,230	\$3,230,069	8.50%
20-5230 WASTEWATER	\$1,638,344	\$2,127,040	\$2,343,602	\$2,155,605	1.34%
20-5235 OTHER	\$2,395,967	\$2,493,900	\$2,493,900	\$2,403,000	-3.64%
TOTAL	\$6,295,770	\$8,860,175	\$7,525,201	\$9,134,031	3.09%

WATER AND SEWER FUND EXPENDITURE SUMMARY BY EXPENDITURE CATEGORY

EXPENDITURES BY CATEGORY	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
SALARIES & BENEFITS	\$1,817,832	\$2,244,313	\$2,089,411	\$2,557,920	13.97%
MATERIALS & SUPPLIES	\$1,871,977	\$2,454,062	\$2,087,998	\$2,476,611	0.92%
CAPITAL OUTLAY	\$201,861	\$1,667,900	\$853,892	\$1,696,500	1.71%
TRANSFERS	\$2,404,100	\$2,493,900	\$2,493,900	\$2,403,000	-3.64%
TOTAL EXPENDITURES	\$6,295,770	\$8,860,175	\$7,525,201	\$9,134,031	

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.





RICHMOND

EST. **TEXAS** 1837

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

DEBT SERVICE FUND
FUND: 30

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
3000 Property Taxes-Current	\$966,457	\$859,783	\$1,024,507	19.16%
3070 Other Income	\$2,152	\$0	\$0	0.00%
3165 Transf. from Development Corp.	\$248,125	\$248,125	\$252,338	1.70%
3165 Transf. from Surface Water Fund	\$0	\$0	\$879,127	100.00%
3165 Transf. from Water and Sewer Fund	\$142,100	\$140,900	\$139,700	-0.85%
Total Revenues	\$1,358,834	\$1,248,808	\$2,295,672	83.83%
Prior Year Balance	\$625,051	\$637,862	\$550,595	
Anticipated Balance	\$637,862	\$550,595	\$551,271	

EXPENDITURE DETAIL

ACCOUNT: 30-

DESCRIPTION	Actual 2013-14	Estimate 2014-15	Budget 2015-16	Percent +/(-)
Principal	\$770,000	\$945,850	\$1,410,000	49.07%
Interest and Other Charges	\$576,023	\$248,125	\$882,496	255.67%
Miscellaneous	\$0	\$142,100	\$2,500	-98.24%
TOTAL EXPENDITURES	\$1,346,023	\$1,336,075	2,294,996	71.77%

CITY OF RICHMOND
 ANNUAL BUDGET
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LEGAL DEBT MARGIN INFORMATION

Classification	Actual 2013-2014	Budget 2014-2015	Budget 2015-2016
Debt limit	39,721,218	\$41,919,681	45,919,438
Total net debt applicable to limit	6,897,138	13,054,405	11,613,729
Legal Debt Margin	\$32,824,080	\$28,865,276	\$34,305,709
Total net debt applicable to the limit as a percentage of debt limit	21.01%	45.23%	33.85%

Legal Debt Margin Calculation by Fiscal Year

Net taxable value	\$397,212,183	\$419,196,807	\$459,194,379
Debt limit (10% of assessed value)	39,721,218	41,919,681	45,919,438
Debt applicable to limit:			
General obligation bonds	7,535,000	13,605,000	12,165,000
Less: amount set aside for repayment of general obligation debt	637,862	550,595	551,271
Total net debt applicable to limit	6,897,138	13,054,405	11,613,729
Legal debt margin	\$32,824,080	\$28,865,276	34,305,709

CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

TOTAL GENERAL & CERTIFICATE OF OBLIGATION DEBT

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2016	1,410,000	882,496	2,292,496
2017	1,885,000	910,263	2,795,263
2018	1,925,000	861,726	2,786,726
2019	1,965,000	809,613	2,774,613
2020	2,030,000	754,976	2,784,976
2021	1,760,000	704,921	2,464,921
2022	1,800,000	659,718	2,459,718
2023	1,850,000	611,836	2,461,836
2024	1,100,000	560,176	1,660,176
2025	825,000	527,760	1,352,760
2026	855,000	500,163	1,355,163
2027	895,000	470,550	1,365,550
2028	915,000	439,260	1,354,260
2029	955,000	406,672	1,361,672
2030	715,000	378,275	1,093,275
2031	735,000	354,122	1,089,122
2032	765,000	328,262	1,093,262
2033	795,000	301,019	1,096,019
2034	820,000	271,890	1,091,890
2035	850,000	241,659	1,091,659
2036	880,000	210,522	1,090,522
2037	910,000	178,309	1,088,309
2038	945,000	144,613	1,089,613
2039	460,000	120,346	580,346
2040	475,000	105,921	580,921
2041	490,000	90,924	580,924
2042	505,000	75,349	580,349
2043	520,000	59,299	579,299
2044	535,000	42,768	577,768
2045	555,000	25,685	580,685
2046	245,000	7,963	252,963
Total	31,370,000	12,037,053	43,407,053

CITY OF RICHMOND
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 FY 2015-2016

**CERTIFICATES OF OBLIGATION BONDS
 SERIES 2015 & 2016 (ESTIMATE)**

Issued: 2015 & 2016
 Account 30-5069
 Account 30-5070

Purpose: Construction & Equipment of New Water Plant

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2016	520,000	359,127	879,127
2017	970,000	412,438	1,382,438
2018	990,000	393,038	1,383,038
2019	1,005,000	373,238	1,378,238
2020	1,030,000	353,138	1,383,138
2021	1,050,000	332,538	1,382,538
2022	1,065,000	311,538	1,376,538
2023	1,090,000	290,238	1,380,238
2024	310,000	268,438	578,438
2025	315,000	262,238	577,238
2026	325,000	255,938	580,938
2027	335,000	248,975	583,975
2028	340,000	241,438	581,438
2029	350,000	233,544	583,544
2030	355,000	225,231	580,231
2031	365,000	216,300	581,300
2032	375,000	206,456	581,456
2033	385,000	196,144	581,144
2034	395,000	184,759	579,759
2035	410,000	172,909	582,909
2036	420,000	160,609	580,609
2037	430,000	147,784	577,784
2038	445,000	134,300	579,300
2039	460,000	120,346	580,346
2040	475,000	105,921	580,921
2041	490,000	90,924	580,924
2042	505,000	75,349	580,349
2043	520,000	59,299	579,299
2044	535,000	42,768	577,768
2045	555,000	25,685	580,685
2046	245,000	7,963	252,963
Total	17,060,000	6,508,611	23,568,611

Interest Rates:	Year of Maturity	Interest Rate
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CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

**GENERAL OBLIGATION BONDS & REFUNDING
 SERIES 2013**

Issued: 2013
 Account 30-5067

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

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2016	250,000	226,594	476,594
2017	250,000	221,594	471,594
2018	245,000	216,644	461,644
2019	245,000	211,131	456,131
2020	250,000	204,319	454,319
2021	310,000	195,919	505,919
2022	320,000	186,469	506,469
2023	330,000	175,894	505,894
2024	335,000	163,419	498,419
2025	185,000	152,903	337,903
2026	190,000	145,169	335,169
2027	200,000	137,125	337,125
2028	205,000	128,772	333,772
2029	220,000	120,006	340,006
2030	260,000	110,106	370,106
2031	265,000	99,113	364,113
2032	280,000	87,531	367,531
2033	295,000	75,313	370,313
2034	305,000	62,563	367,563
2035	315,000	49,388	364,388
2036	330,000	35,888	365,888
2037	345,000	21,966	366,966
2038	360,000	7,425	367,425
Total	6,290,000	3,035,247	9,325,247

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

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

Issued: 2013
 Account 30-5068

Purpose: Fire Station

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2016	60,000	79,700	139,700
2017	65,000	78,450	143,450
2018	65,000	77,150	142,150
2019	65,000	75,850	140,850
2020	70,000	74,325	144,325
2021	70,000	72,575	142,575
2022	75,000	70,388	145,388
2023	75,000	67,763	142,763
2024	80,000	64,800	144,800
2025	80,000	61,500	141,500
2026	85,000	58,097	143,097
2027	90,000	54,488	144,488
2028	90,000	50,775	140,775
2029	95,000	46,959	141,959
2030	100,000	42,938	142,938
2031	105,000	38,709	143,709
2032	110,000	34,275	144,275
2033	115,000	29,563	144,563
2034	120,000	24,569	144,569
2035	125,000	19,363	144,363
2036	130,000	14,025	144,025
2037	135,000	8,559	143,559
2038	140,000	2,888	142,888
Total	2,145,000	1,147,706	3,292,706

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

CITY OF RICHMOND
 ANNUAL BUDGET
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**GENERAL OBLIGATION BONDS
 SERIES 2010 REFUNDING**

Issued: 2010
 Account 36-5236

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

Fiscal Year	Principal Due	Total Interest	Total Principal & Interest
2016	415,000	75,600	490,600
2017	430,000	62,388	492,388
2018	445,000	46,500	491,500
2019	460,000	28,400	488,400
2020	480,000	9,600	489,600
Total	2,230,000	222,488	2,452,488

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

**GENERAL OBLIGATION BONDS
 SERIES 2009**

Issued: 2009
 Account 35-5235

Purpose: Streets & Drainage

<u>Fiscal Year</u>	<u>Principal Due</u>	<u>Total Interest</u>	<u>Total Principal & Interest</u>
2016	165,000	141,475	306,475
2017	170,000	135,394	305,394
2018	180,000	128,394	308,394
2019	190,000	120,994	310,994
2020	200,000	113,594	313,594
2021	330,000	103,889	433,889
2022	340,000	91,324	431,324
2023	355,000	77,941	432,941
2024	375,000	63,519	438,519
2025	245,000	51,119	296,119
2026	255,000	40,959	295,959
2027	270,000	29,963	299,963
2028	280,000	18,275	298,275
2029	290,000	6,163	296,163
Total	3,645,000	1,123,001	4,768,001

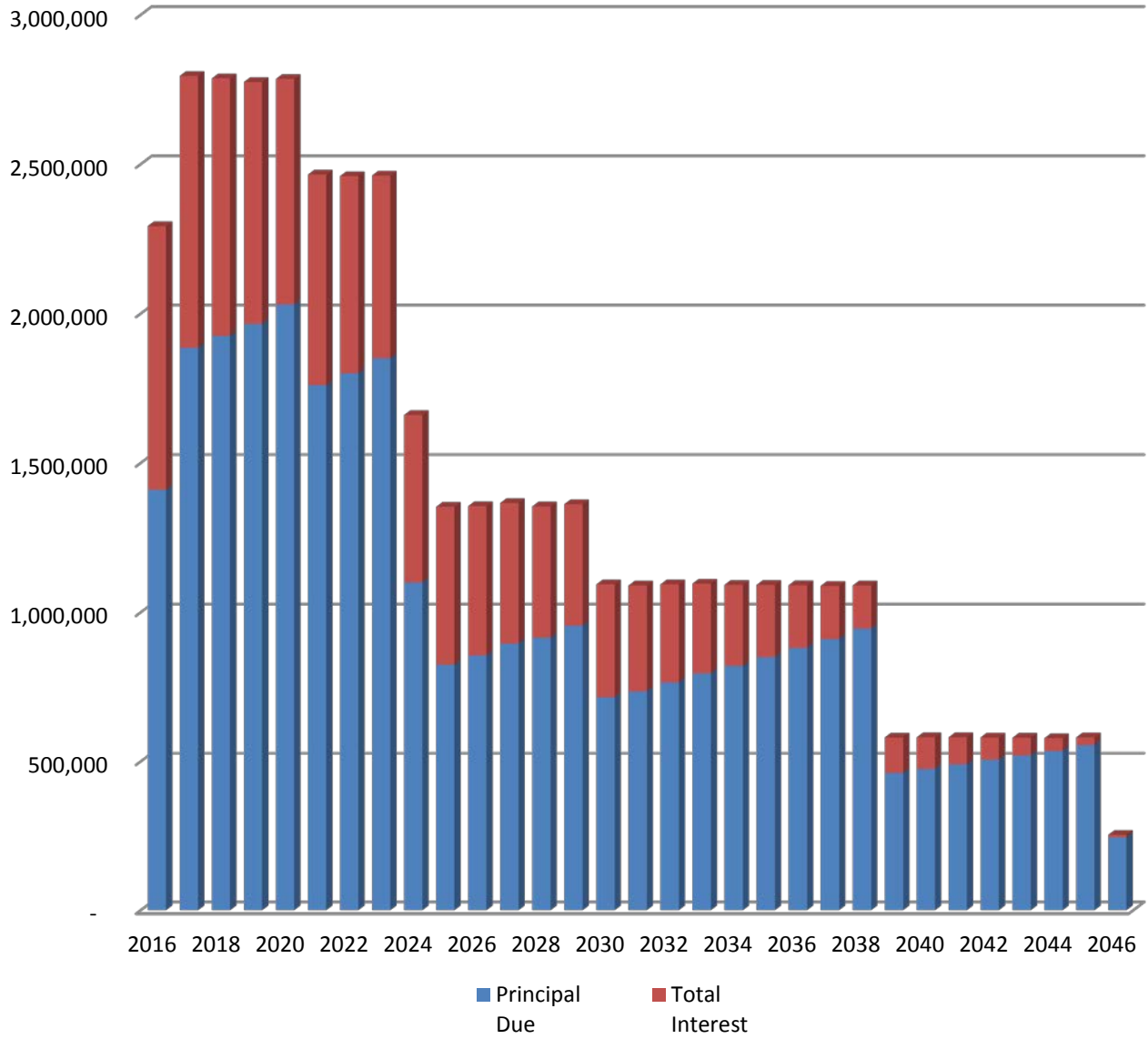
Interest Rates:	Year of Maturity	Interest Rate
	2021	3.70%
	2022	3.80%
	2023	3.90%
	2024-2025	4.00%
	2026	4.13%
	2027-2029	4.25%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

<u>Governmental Unit</u>	<u>Net Debt Outstanding</u>	<u>Percentage Applicable to City</u>	<u>Estimated Debt Applicable to City</u>
Lamar CISD	532,230,000	4.13%	21,981,099
Fort Bend County	485,890,000	1.01%	4,907,489
Total Net Overlapping Debt			<u>26,888,588</u>
City of Richmond	43,407,053	100%	<u>43,407,053</u>
Total Direct and Overlapping Net Debt			<u><u>70,295,641</u></u>
Ratio of total direct and overlapping net debt to assessed valuation			<u>15.31%</u>
Direct and overlapping net debt per capita			<u>\$5,719</u>

Total General & Certificate of Obligation Debt



Special Revenue Funds

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

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

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

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

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

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

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

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

Special Revenue Funds

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

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

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

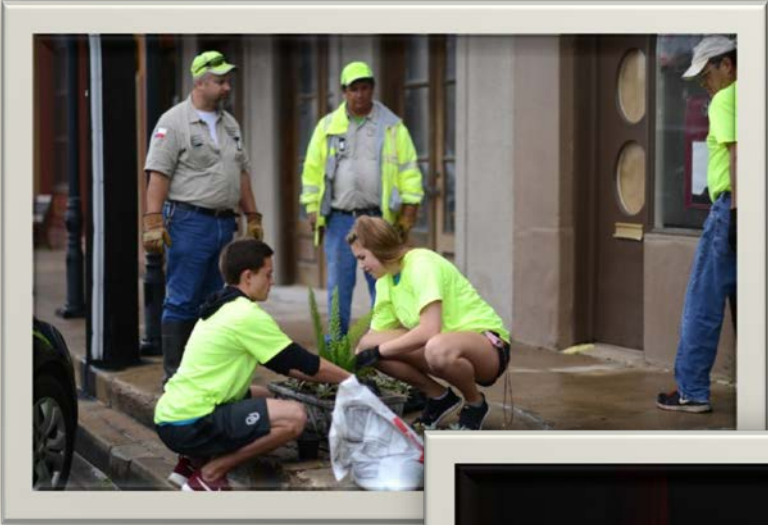
TCLEOSE Grant Fund - Fire Dept (91)– is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Fire Department.

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

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

TCLEOSE Grant Fund – Police Dept (96) – is used to account for intergovernmental grant revenues and expenditures related to training of licensed Peace Officers in the Police Department.

Special Revenue Funds



CITY OF RICHMOND
ANNUAL BUDGET
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SURFACE WATER FUND
FUND: 22

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	Percent +/(%)
3050 Ground Wtr Reduction Revenue	\$672,666	\$646,731	\$627,997	\$776,078	20.00%
3051 Ground Water Red-Rivers Edge	\$72,314	\$125,819	\$99,032	\$150,982	20.00%
3052 Groundwtr Reduct-Rio Vista	\$0	\$59,617	\$23,743	\$59,617	0.00%
3053 Ground Wtr Reduction 121	\$149,346	\$176,734	\$149,044	\$212,081	20.00%
3054 Groundwtr Reduct-MUD 187	\$0	\$148,513	\$0	\$0	-100.00%
3055 Interest Income	\$5,187	\$1,000	\$2,100	\$1,000	0.00%
3056 Groundwtr Reduct-MUD 116	\$0	\$261,337	\$394,077	\$313,604	100.00%
3057 Groundwtr Red - WCID #3	\$0	\$162,006	\$140,875	\$194,407	100.00%
3058 Groundwater Red-Texana HOA	\$0	\$0	\$0	\$0	0.00%
3059 Ground Wtr R MUD 19 Revenue	\$0	\$17,638	\$0	\$21,166	20.00%
3060 Ground Water Red-WCID 8	\$0	\$17,250	\$0	\$20,700	100.00%
3061 Ground Water Red - LCISD	\$6,524	\$23,431	\$15,000	\$28,117	100.00%
3062 Groundwater - Rivers Edge HOA	\$0	\$0	\$0	\$0	0.00%
3063 Groundwater - Riverpark HOA	\$0	\$28,175	\$25,144	\$33,810	100.00%
3064 Groundwater - Country Club	\$0	\$11,213	\$9,750	\$13,456	20.00%
3065 Transfer from/to Other Funds	\$0	\$0	\$0	(\$879,127)	0.00%
3070 Other Income	\$196,746	\$203,433	\$196,746	\$203,433	0.00%
3071 Grants - Federal	\$26,547	\$0	\$0	\$0	0.00%
Total Revenues	\$1,129,330	\$1,882,897	\$1,683,508	\$1,149,324	-38.96%
Surface Water	\$2,486,654	\$2,767,875	\$2,486,699	\$1,089,899	-60.62%
Total Expenditures	\$2,486,654	\$2,767,875	\$2,486,699	\$1,089,899	-60.62%
Prior Year Balance	\$3,040,871	\$1,683,547	\$1,683,547	\$880,356	
Anticipated Balance	\$1,683,547	\$798,569	\$880,356	\$939,780	

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

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

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
40000 Salaries	\$0	\$0	\$0	\$43,493	100.00%
40125 Overtime	\$0	\$0	\$0	\$0	0.00%
40150 Social Security	\$0	\$0	\$0	\$2,697	100.00%
40200 Medicare	\$0	\$0	\$0	\$631	100.00%
40250 Retirement	\$0	\$0	\$0	\$5,897	100.00%
40350 Workers' Compensation	\$0	\$0	\$0	\$114	100.00%
40400 Health Insurance	\$0	\$0	\$0	\$20,694	100.00%
40550 Medical Surveillance	\$0	\$0	\$0	\$0	0.00%
40600 Uniforms & Clothing	\$0	\$0	\$0	\$0	0.00%
40650 Travel & Training	\$0	\$0	\$0	\$4,000	100.00%
40700 Convention/Association	\$0	\$0	\$0	\$0	0.00%
40750 Office Supplies	\$0	\$0	\$0	\$0	0.00%
41300 Janitorial Supplies	\$0	\$0	\$0	\$0	0.00%
41350 Chemicals	\$0	\$0	\$0	\$0	0.00%
41500 EPA Grant Consulting	\$735	\$0	\$735	\$0	0.00%
41550 Hydrant Maintenance	\$0	\$0	\$0	\$0	0.00%
41710 System Water Cost	\$203,824	\$187,600	\$203,824	\$187,600	0.00%
41720 System Maint. - Rivers Edge	\$0	\$0	\$0	\$0	0.00%
42150 Equipment Rental	\$0	\$0	\$0	\$0	0.00%
42200 Legal and Professional Fees	\$125,130	\$15,000	\$125,130	\$15,000	0.00%
42210 Engineering & Prof. Fees	\$296,463	\$800,775	\$296,463	\$800,775	0.00%
42250 Contracted Services	\$0	\$0	\$0	\$0	0.00%
42450 Lab Fees	\$0	\$0	\$0	\$0	0.00%
42500 Advertising	\$0	\$0	\$0	\$0	0.00%
42550 Pest Control	\$0	\$0	\$0	\$0	0.00%
42600 Utilities	(\$95)	\$0	(\$95)	\$0	0.00%
42700 Telephone & Pagers	\$0	\$0	\$0	\$0	0.00%
42800 Licenses & Permits	\$0	\$0	\$45	\$0	0.00%
42850 Miscellaneous	\$0	\$9,000	\$0	\$9,000	0.00%
42900 Capital Outlay	\$1,860,597	\$1,755,500	\$1,860,597	\$0	0.00%
42950 Capital Contract	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENSES	\$2,486,654	\$2,767,875	\$2,486,699	\$1,089,899	-60.62%

EXPENDITURES BY CATEGORY

SALARIES & BENEFITS	\$0	\$0	\$0	\$73,524	100.00%
MATERIALS & SUPPLIES	\$626,057	\$1,012,375	\$626,102	\$1,016,375	0.40%
CAPITAL OUTLAY	\$1,860,597	\$1,755,500	\$1,860,597	\$0	0.00%

DESCRIPTION	Project Budget	Prior Year Expense	Estimate 2014-2015	Budget 2015-2016
Surface Wtr Treatment Plant	\$17,060,000	\$0	\$0	\$11,450,000

CITY OF RICHMOND
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**WASTEWATER IMPACT FUND
 FUND: 40**

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
3055 Interest Income	\$350	\$0	\$700	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 WW Impact Collections	\$577,452	\$250,000	\$702,700	\$400,000	60.00%
Total Revenues	\$577,803	\$250,000	\$703,400	\$400,000	60.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$102,827	\$680,629	\$1,384,029		
Anticipated Balance	\$680,629	\$1,384,029	\$1,784,029		

EXPENDITURE DETAIL

ACCOUNT: 40-5260

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
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WATER IMPACT FEE FUND
FUND: 50

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
3055 Interest Income	\$1,202	\$660	\$1,500	\$800	21.21%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
3110 Water Impact Collections	\$637,476	\$250,000	\$872,900	\$400,000	60.00%
Total Revenues	\$638,678	\$250,660	\$874,400	\$400,800	59.90%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$1,851,586	\$2,490,264	\$3,364,664		
Anticipated Balance	\$2,490,264	\$3,364,664	\$3,765,464		

EXPENDITURE DETAIL

ACCOUNT: 50-5270

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
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 FY 2015-2016

FESTIVALS FUND
FUND: 55

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
3055 Interest	\$1	\$0	\$1	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$1	\$0	\$1	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$705	\$706	\$707		
Anticipated Balance	\$706	\$707	\$707		

EXPENDITURE DETAIL

ACCOUNT: 55-5550

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
42900 Capital Outlay	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
 ANNUAL BUDGET
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PARK IMPROVEMENT FUND
FUND: 60

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
3040 License and Permit Fees	200	\$0	\$0	\$0	0.00%
3055 Interest	\$66	\$0	\$36	\$30	0.00%
3070 Other Income	\$0	\$50	\$0	\$0	-100.00%
Total Revenues	\$266	\$50	\$36	\$30	-40.00%
Contracted Services	\$0	\$0	\$0	\$25,000	0.00%
Total Expenditures	\$0	\$0	\$0	\$25,000	0.00%
Prior Year Balance	\$38,507	\$38,773	\$38,809		
Anticipated Balance	\$38,773	\$38,809	\$13,839		

EXPENDITURE DETAIL

ACCOUNT: 60-5280

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(%)
42250 Contracted Services	\$0	\$0	\$0	\$25,000	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$25,000	0.00%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

NARCOTICS SEIZURE CITY FUND
FUND: 64

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
3055 Interest	\$13	\$0	\$7	\$0	0.00%
3070 Other Income	\$22	\$0	\$1,781	\$0	0.00%
Total Revenues	\$35	\$0	\$1,788	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$7,598	\$7,633	\$9,421		
Anticipated Balance	\$7,633	\$9,421	\$9,421		

EXPENDITURE DETAIL

ACCOUNT: 64-5640

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent + / (-)
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

STATE NARCOTICS FUND
FUND: 65

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
3055 Interest	\$12	\$7	\$9	\$0	-100.00%
3070 Other Income	\$5,500	\$0	\$0	\$0	0.00%
Total Revenues	\$5,512	\$7	\$9	\$0	-100.00%
Narcotics	\$21,450	\$0	\$0	\$0	0.00%
Total Expenditures	\$21,450	\$0	\$0	\$0	0.00%
Prior Year Balance	\$23,288	\$7,350	\$7,359		
Anticipated Balance	\$7,350	\$7,359	\$7,359		

EXPENDITURE DETAIL

ACCOUNT: 65-5650

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
42850 Miscellaneous	\$21,450	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$21,450	\$0	\$0	\$0	0.00%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

FEDERAL NARCOTICS FUND
FUND: 66

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
3055 Interest	\$5	\$0	\$2	\$0	0.00%
3070 Other Income	\$0	\$0	\$0	\$0	0.00%
Total Revenues	\$5	\$0	\$2	\$0	0.00%
Narcotics	\$0	\$0	\$0	\$0	0.00%
Total Expenditures	\$0	\$0	\$0	\$0	0.00%
Prior Year Balance	\$4,774	\$4,779	\$4,781		
Anticipated Balance	\$4,779	\$4,781	\$4,781		

EXPENDITURE DETAIL

ACCOUNT: 66-5660

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016	Percent +/(-)
42850 Miscellaneous	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	0.00%

DEVELOPMENT CORPORATION OF RICHMOND

Department Mission

The mission of the Development Corporation of Richmond is to serve the community by “promoting economic opportunity while improving the quality of life and preserving our heritage.”

Department Description

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

Departmental Goals

➤ - *Strategic Plan Goal* • - *Departmental Goal*

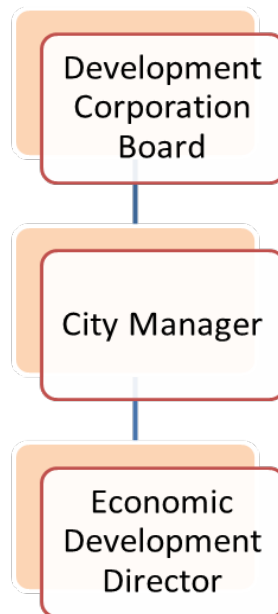
- Create new branding and marketing of the City to better reach Developers, Investors and the community.
- Identify a project consistent with the Comprehensive Master Plan to consider for implementation.
- Collaborate with existing and emerging entities to increase tourism and number of events being held in the Richmond Historic District or ETJ.
- Attract a boutique hotel or B&B to Historic District.
- Work to attract a resort hotel to Richmond ETJ.
- Continue to grow our sales tax revenue by attracting new retail, restaurants, and mixed-use developments to I-69, Historic District, Williams Way, FM-359 and other areas throughout the City.
- Work in partnership with the Greater Fort Bend EDC, Fort Bend Museum and other strategic partners on collaborative advertising and marketing initiatives.

Departmental Performance Indicators

- Increased property, sales and HOT tax revenue as compared to previous fiscal years.
- Increased number of capital investments and construction in the Richmond Historic District, City and ETJ.
- Increase and diversity of sources of revenue by DCR as reflected by report submitted annually to State Comptroller.
- Increasing the value of DCR assets versus prior years.

Departmental Organizational Chart

Full-Time Equivalent (FTE)



CITY OF RICHMOND
ANNUAL BUDGET
FY 2015-2016

DEVELOPMENT CORPORATION OF RICHMOND FUND
FUND: 85

REVENUE AND EXPENDITURE SUMMARY

	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	Percent + / (-)
3015 Sales Tax Revenue	\$1,136,468	\$1,250,580	\$1,262,985	\$1,389,285	11.09%
3055 Interest Income	\$904	\$400	\$706	\$550	37.50%
3070 Other Income	\$5,000	\$0	\$5,000	\$5,000	0.00%
Total Revenues	\$1,142,372	\$1,250,980	\$1,268,691	\$1,394,835	11.50%
Development Corp	\$1,358,912	\$1,243,391	\$974,041	\$1,540,814	23.92%
Total Expenditures	\$1,358,912	\$1,243,391	\$974,041	\$1,540,814	23.92%
Prior Year Balance	\$5,597,631	\$5,381,091	\$5,381,091	\$5,675,741	
Anticipated Balance	\$5,381,091	\$5,388,680	\$5,675,741	\$5,529,762	

EXPENDITURE DETAIL

ACCOUNT: 85-5400

DESCRIPTION	Actual 2013-14	Budget 2014-15	Estimate 2014-15	Budget 2015-16	Percent + / (-)
40650 Travel and Training	\$3,666	\$10,000	\$10,000	\$10,000	0.00%
40750 Office Supplies	\$3,435	\$2,500	\$1,000	\$1,000	-60.00%
40800 Postage	\$0	\$100	\$100	\$100	0.00%
41650 Periodicals and Memberships	\$20,407	\$20,000	\$20,000	\$20,000	0.00%
42250 Contracted Services	\$946,166	\$341,800	\$341,800	\$150,000	-56.11%
42500 Advertising	\$13,325	\$15,000	\$15,000	\$35,000	133.33%
42850 Miscellaneous	\$10,498	\$20,000	\$20,000	\$20,000	0.00%
42900 Capital Outlay	\$38,275	\$0	\$0	\$0	0.00%
43000 Bond Redemption	\$248,125	\$254,538	\$251,688	\$252,388	-0.84%
43400 City of Richmond Reimb Alloc.	\$71,150	\$314,453	\$314,453	\$437,326	39.08%
<u>Richmond Historic District</u>					
43500 Topographic Survey - Parking	\$3,865	\$0	\$0	\$0	0.00%
43500 Historical Comm W HGAC DPSI	\$0	\$0	\$0	\$25,000	100.00%
43500 Fire Station Repurposing	\$0	\$0	\$0	\$50,000	100.00%
43500 Keep Richmond Beautiful	\$0	\$0	\$0	\$5,000	100.00%
43500 Historic Richmond Association	\$0	\$0	\$0	\$10,000	100.00%
43500 Fort Bend Museum	\$0	\$0	\$0	\$10,000	100.00%
<u>Transportation</u>					
43505 Gateway/Wayfinding Investments	\$0	\$100,000	\$0	\$50,000	-50.00%
43510 Public Transportation	\$0	\$75,000	\$0	\$75,000	0.00%
43520 Wayside Horns	\$0	\$50,000	\$0	\$250,000	400.00%
43525 TX DOT - 359 Overpass	\$0	\$40,000	\$0	\$40,000	0.00%
<u>Workforce</u>					
43530 TSTC Reimbursement	\$0	\$0	\$0	\$100,000	100.00%
TOTAL EXPENDITURES	\$1,358,912	\$1,243,391	\$974,041	\$1,540,814	23.92%

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

**CDBG GRANT FUND
 FUND: 90**

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION		Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
3060	Intergovernmental Revenue	\$55,216	\$220,000	\$220,000	\$276,500
3070	Other Income	\$0	\$0	\$0	\$0
Total Revenues		\$55,216	\$220,000	\$220,000	\$276,500
Grant Construction		\$43,853	\$200,000	\$220,000	\$276,500
Total Expenditures		\$43,853	\$200,000	\$220,000	\$276,500
Prior Year Balance		\$52,453	\$63,816	\$63,816	
Anticipated Balance		\$63,816	\$63,816	\$63,816	

EXPENDITURE DETAIL

ACCOUNT: 90-5343

DESCRIPTION		Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
42200	Legal & Prof. Fees	\$0	\$0	\$0	\$0
42900	Capital Outlay	\$43,853	\$200,000	\$220,000	\$276,500 *
42858	Miscellaneous	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$43,853	\$200,000	\$220,000	\$276,500

* North Richmond Sanitary Sewer Phase VII

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

TCLOSE GRANT FUND (FIRE DEPARTMENT)

FUND: 91

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
3060 Intergovernmental Revenue	\$1,229	\$0	\$1,227	\$0
Total Revenues	\$1,229	\$0	\$1,227	\$0
Travel and Training	\$530	\$0	\$200	\$0
Total Expenditures	\$530	\$0	\$200	\$0
Prior Year Balance	\$0	\$699	\$1,726	
Anticipated Balance	\$699	\$1,726	\$1,726	

EXPENDITURE DETAIL

ACCOUNT: 91-5391

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
40650 Travel and Training	\$530	\$0	\$200	\$0
TOTAL EXPENDITURES	\$530	\$0	\$200	\$0

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

MUNICIPAL COURT TECHNOLOGY FUND
FUND: 92

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
3030 Court Fines	\$7,384	\$6,500	\$6,500	\$6,500
Total Revenues	\$7,384	\$6,500	\$6,500	\$6,500
Capital Outlay	\$5,000	\$0	\$0	\$0
Total Expenditures	\$5,000	\$0	\$0	\$0
Prior Year Balance	\$8,280	\$10,664	\$17,164	
Anticipated Balance	\$10,664	\$17,164	\$23,664	

EXPENDITURE DETAIL

ACCOUNT: 92-5920

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
42900 Capital Outlay	\$5,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$5,000	\$0	\$0	\$0

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

MUNICIPAL COURT BUILDING SECURITY FUND
FUND: 93

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
3030 Court Fines	\$5,538	\$4,500	\$5,400	\$5,000
Total Revenues	\$5,538	\$4,500	\$5,400	\$5,000
MC Bldg Security	\$1,378	\$0	\$0	\$0
Total Expenditures	\$1,378	\$0	\$0	\$0
Prior Year Balance	\$36,154	\$40,314	\$45,714	
Anticipated Balance	\$40,314	\$45,714	\$50,714	

EXPENDITURE DETAIL

ACCOUNT: 93-5330

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
42400 Maintenance Contracts	\$2,200	\$0	\$0	\$0
42850 Miscellaneous	(\$822)	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,378	\$0	\$0	\$0

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

TCLEOSE GRANT FUND (POLICE DEPT)
FUND: 96

REVENUE AND EXPENDITURE SUMMARY

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
3060 Intergovernmental Revenue	\$2,516	\$0	\$2,489	\$2,000
Total Revenues	\$2,516	\$0	\$2,489	\$2,000
TCLEOSE - POLICE DEPT	\$1,820	\$0	\$0	\$0
Total Expenditures	\$1,820	\$0	\$0	\$0
Prior Year Balance	\$452	\$1,148	\$3,637	
Anticipated Balance	\$1,148	\$3,637	\$5,637	

EXPENDITURE DETAIL

ACCOUNT: 96-5320

DESCRIPTION	Actual 2013-2014	Budget 2014-2015	Estimate 2014-2015	Budget 2015-2016
40650 Travel and Training	\$1,820	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,820	\$0	\$0	\$0

Capital Improvement Program

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



APPROVED CAPITAL PROJECTS
 FY 2015-2016

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 2015-2016:

Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budgets
Capital Outlay	General	Police	Motorola Communications System	\$63,000	Grant Funds	(\$0) – Replacement of radios is being funded by Grants.
Capital Outlay	General	Police	2016 Chevy Impala	\$ 21,500	General Fund Reserves	\$21,500 one-time expenditure in FY2016 and reoccurring estimate of \$400 for annual maintenance for future year budgets. Net effect is a savings of (\$750) per year to the operating budget in maintenance expenses, due to the aging condition the replaced vehicle was in.
Capital Outlay	General	Police	Upgrade to Enterprise Software	\$ 95,222	General Fund Reserves	\$95,222 expenditure in FY2016 and an annual maintenance fee of \$2,348 for FY2017, FY2018, and FY2019.
Capital Outlay	General	Fire	Replacement of 2001 Ford F-250 (B41)	\$ 60,000	General Fund Reserves	\$60,000 one-time expenditure in FY2016 and a reoccurring estimate of \$700 annual maintenance for future year budgets. Net effect is a savings of (\$4,000) per year to the operating budget in maintenance expenses, due to the aging condition the replaced vehicle was in.
Capital Outlay	General	Fire	Replacement of Breathing Apparatus	\$ 137,145	Grant Funds	AFG Grant application for \$338,145 was submitted and is pending approval. Project was broken down into three phases. (I.) \$137,835 in FY2016, (II.) \$137,835 in FY2017, and (III.) \$62,475 in FY2018

Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budgets
Capital Outlay	General	Fire Marshal	Ford SUV	\$ 28,716	General Fund Reserves	\$28,716 one-time expenditure in FY2016 and a reoccurring estimate of \$400 for maintenance for future year budgets. Net effect is a savings of (\$750) per year to the operating budget in maintenance expenses, due to the aging condition the replaced vehicle was in.
Capital Outlay	General	Parks	Dixie Chopper Zero Mower	\$ 10,308	General Fund Reserves	\$10,308 one-time expenditure in FY2016 and a reoccurring estimate of \$550 for maintenance for future year budgets. Net effect is a savings of (\$800) per year to the operating budget in maintenance expenses, due to the aging condition the replaced mower was in.
Capital Outlay	Water/ Sewer	Water	Vehicle for Construction Inspector	\$ 26,000	Water and Sewer Fund Reserves	\$26,000 one-time expenditure in FY2016 and a reoccurring estimate of \$400 for maintenance for future year budgets.
			Total Capital Outlay:	\$ 441,891		
Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budgets
Capital Improvements	General	Street	Street Reconstruction (Repairs and Replacement)	\$ 300,000	Bond Funds	\$300,000 allocated in FY2016. Future year street repairs will continue to be evaluated and prioritized yearly based on the conditions each street is in.
Capital Improvements	General	Public Works	FM762/North 10 th Street Overpass and ROW Acquisition	\$ 500,000	Bond Funds	\$ 500,000 allocated in FY2016 for continuation of the ROW Acquisition and construction of the North 10 th Street Overpass.
Capital Improvements	General	Municipal Court	Replacement of Municipal Court Network Server	\$ 30,000	General Fund Reserves	\$30,000 one-time expenditure to FY2016 and a reoccurring \$500 annual maintenance and warranty cost to future operating budgets.
Capital Improvements	General	Central Fire Station	Central Fire Station	\$ 3,311,998	Bond Funds	New Central Fire Station is scheduled to begin operating in October 2015 and the current facility will be vacant.
Capital Improvements	General	Fire Station #2	Engineering costs to begin the planning phase of a new Fire Station #2.	\$ 50,000	General Fund Reserves	\$50,000 allocated in FY2016 to begin the engineering phase for a new Fire Station #2. Future year budget funds are unknown at this time.
Capital Improvements	Water & Sewer	Water	Edgar Elevated Storage Tank	\$ 1,452,000	Water and Sewer Fund Reserves	\$5,000 – annual maintenance
Capital Improvements	Water & Sewer	Water	Country Club Estates – Water Line Phase I	\$129,000	Water and Sewer Reserves	\$129,000 expense in FY2016 with (2) more phases. \$129,000 in FY2017 and \$128,000 in FY2018.

Category	Fund	Department	Description	Amount	Funding Source	Impact to Operating Budgets
Capital Improvements	Water & Sewer	Water	Water Line Replacement – Cedar Dr. to Lamar Dr.	\$96,000	Water and Sewer Reserves	\$96,000 expense in FY2016 with savings in maintenance cost in future year operating budgets.
Capital Improvements	Water & Sewer	Water	Rehab of George St. Elevated Storage Tank	\$146,050	Water and Sewer Reserves	\$146,050 budgeted in FY2016 with savings in maintenance costs in future year operating budgets.
Capital Improvements	Water & Sewer	Water	Edgar Water Plant #5 (Phase I)	\$ 2,014,432	Bond Funds	\$2,014,432 allocated in FY2016 for completion of project.
Capital Improvements	Water & Sewer	Wastewater	359 & 90A Line Relocate	\$ 50,000	Excess Reserves	\$50,000 budgeted in FY2016 to complete project.
Capital Improvements	Water & Sewer	Wastewater	Jane Long / Lettie Street (200 ft.)	\$100,000	Excess Reserves	\$100,000 budgeted in FY2016.
Capital Improvements	Water & Sewer	Wastewater	Elm, Courtney, Burnett (2,022 ft.)	\$ 140,000	Excess Reserves	\$140,000 budgeted in FY2016.
Capital Improvements	CDBG	CDBG	Phase VII Sanitary Sewer Rehab	\$ 276,500	Grant Funds	\$276,500 awarded in FY2016 for completion of Phase VII.
Capital Improvements	Surface Water	Surface Water	Surface Water Plant for 30% conversion	\$11,000,000	Bond Funds	\$11,000,000 allocated in FY2016; and \$7,000,000 allocated in FY2017 for 30% conversion.
			Total Capital Improvements:	\$ 19,595,980		

CAPITAL IMPROVEMENT PROGRAM by Project
For the Fiscal Years 2015-2016 to 2020-2029

Department/Description	Total Project Amount	Prior Years Funded	FIVE-YEAR PLAN					6 - 10 Years
			2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2029
GENERAL FUND								
General Government								
SWAGGIT Video Streaming	\$ 7,500						\$ 7,500	
Compensation Study Plan Review	10,000			10,000				
City Hall Facility	8,000,000					8,000,000		
Total General Government	\$ 8,017,500	\$ -	\$ -	\$ 10,000	\$ -	\$ 8,000,000	\$ 7,500	\$ -
Vehicle Maintenance								
Vehicle/Equipment Lift	\$ 30,000			\$ 30,000				
Total Vehicle Maintenance	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Information Technology								
City Hall Server	\$ 26,000	\$ 26,000						
Municipal Court Server	30,000		30,000					
Police Network Upgrades	700,000	300,000		400,000				
Total Information Technology	\$ 756,000	\$ 326,000	\$ 30,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Streets Department								
Street - Improvements & Extensions								
Collins Rd. #1 from Preston to Clay St.	\$ 113,673				\$ 113,673			
Collins Rd. #2 from Clay St. to Waterbury Blvd	177,949				177,949			
Street Reconstruction - Rating 1 (Very Poor condition - *material cost only)	2,198,160		300,000	300,000	300,000	300,000		998,160
Street Reconstruction - Rating 2 (Poor condition - *material costs only)	1,512,480							1,512,480
Street Reconstruction - Rating 3 (Fair IMCO - * material costs only)	2,668,620							2,668,620
FM 762/North 10th St Overpass ROW Acquisition	3,015,850	1,015,850	500,000	1,000,000	500,000			
E. Laurel Oaks - Streets & Drainage;Wtr & Swr	993,739	993,739						
90A Overpass TxDot Project	500,000							500,000
Lamar Dr - Street & Drainage Imp.(Phase 1-3)	7,049,244	4,982,747						2,066,497
Total Street Improvements & Extensions	\$ 18,229,715	\$ 6,992,336	\$ 800,000	\$ 1,300,000	\$ 1,091,622	\$ 300,000	\$ -	\$ 7,745,757
Street - Vehicles & Equipment								
Compact Track Loader	\$ 98,500				\$ 98,500			
50hp Tractor & Shredder to replace 1989 John Deere	45,000			45,000				
Ford F450 Crew Cab to replace 1995 4 Dr Crew Cab	50,000			50,000				
Leaboy 8515C Asphalt Paver to replace 1998 Asphalt	235,000				235,000			
Ford F-250 Pickup Truck to replace 1997 1/2 Ton Ford	29,000				29,000			
Ford F-250 Pickup Truck to replace 1995 3/4 Ton Pickup	29,000					29,000		
International Workstar 7500 Dump Truck to replace 1989	90,000					90,000		
Total Street Vehicles & Equipment	\$ 576,500	\$ -	\$ -	\$ 95,000	\$ 362,500	\$ 119,000	\$ -	\$ -
Total Street Department	\$ 18,806,215	\$ 6,992,336	\$ 800,000	\$ 1,395,000	\$ 1,454,122	\$ 419,000	\$ -	\$ 7,745,757

CAPITAL IMPROVEMENT PROGRAM by Project
For the Fiscal Years 2015-2016 to 2020-2029

<u>Department/Description</u>	<u>Total Project Amount</u>	<u>Prior Years Funded</u>	<u>FIVE-YEAR PLAN</u>					<u>6 - 10 Years</u>
			<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2029</u>
Police Department								
Aegis Bar Coding System for Property Room	\$ 13,975			\$ 13,975				
Motorola Communications System (PS & PW)	563,000	400,000	63,000	100,000				
HVAC System for Dispatch	6,800			6,800				
Upgrade Security Camera System (Phase I)	15,366			15,366				
Upgrade Security Camera System (Phase II)	16,997				16,997			
2016 Chevy Impala	21,500		21,500					
2015 Jeep Compass	16,928			16,928				
Upgrade to Enterprise Software	95,222		95,222					
Patrol Package Tahoe & Equipment	42,600			42,600				
Total Police Department	\$ 792,388	\$ 400,000	\$ 179,722	\$ 195,669	\$ 16,997	\$ -	\$ -	\$ -
Fire Department								
Central Fire Station	\$ 4,418,283	\$ 1,106,285	\$ 3,311,998					
Fire Station #2	2,300,000		50,000		2,250,000			
Thermal Imaging Cameras (2)	24,000					24,000		
Replacement of 1987 Fire Engine (E47)	550,000			80,616	80,616	80,616	80,616	227,536
Replacement of 2005 Fire Engine (E42)	550,000					80,616	80,616	388,768
Replacement of 1979 GMC Rescue (R41)	160,000				160,000			
Replacement of 2001 Ford F-250 (B41)	60,000		60,000					
Replacement of 2004 Ford F-350 (B43)	70,000						70,000	
Replacement of Breathing Apparatus	338,145		137,835	137,835	62,475			
Upgrade to Enterprise Software	71,360			71,360				
Conference Room Audio/Visual	51,611			51,611				
Rescue Tools for E43	25,000				25,000			
Replacement of Rescue Air Bags (E41,E42,E43)	18,933				18,933			
Total Fire Department	\$ 8,637,332	\$ 1,106,285	\$ 3,559,833	\$ 341,422	\$ 2,597,024	\$ 185,232	\$ 231,232	\$ 616,304
Fire Marshal								
Ford F-150 Super Cab	\$ 28,716			\$ 28,716				
Ford SUV	28,716			28,716				
Total Fire Marshal Department	\$ 57,432	\$ -	\$ 28,716	\$ 28,716	\$ -	\$ -	\$ -	\$ -
Parks Department								
Ford F-250 Crew Cab	\$ 30,000			\$ 30,000				
Dixie Chopper Zero Mower	10,308		10,308					
15" Bushhog TD1500 Batwing Mower	16,000			16,000				
Gator XUV 625i with Trailer	13,413				13,413			
Clay Park Restrooms	72,500				72,500			
George Park Restrooms	145,000			145,000				
George Park Playground Equipment	35,000			35,000				
Tractor	22,209				22,209			
Car Stops	12,000			12,000				
Sub-Total Parks Department	\$ 356,430	\$ -	\$ 10,308	\$ 238,000	\$ 108,122	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM by Project
For the Fiscal Years 2015-2016 to 2020-2029

<u>Department/Description</u>	FIVE-YEAR PLAN							6 - 10 Years <u>2020-2029</u>
	<u>Total Project Amount</u>	<u>Prior Years Funded</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	
Community Development								
Wessendorff Park (Phase II)	\$ 1,011,877	\$ 48,525		\$ 963,352				
Total Community Development	\$ 1,011,877	\$ 48,525	\$ -	\$ 963,352	\$ -	\$ -	\$ -	\$ -
Total Parks Department	\$ 1,368,307	\$ 48,525	\$ 10,308	\$ 1,201,352	\$ 108,122	\$ -	\$ -	\$ -
Municipal Courts								
Brazos Technology Software & Hardware for Ticket Writers	\$ 83,000			\$ 83,000				
Total Municipal Courts	\$ 83,000	\$ -	\$ -	\$ 83,000	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND	\$ 38,548,174	\$ 8,873,146	\$ 4,608,579	\$ 3,685,159	\$ 4,176,265	\$ 8,604,232	\$ 238,732	\$ 8,362,061
WATER & WASTEWATER FUND								
Meter Department								
1/2 Ton Pickup Truck	\$ 26,000			\$ 26,000				
Total Meter Department	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Water Department								
Edgar Elevated Storage Tank	\$ 1,452,000		\$ 1,452,000					
Country Club Estates - Water Line Phase I	386,000		129,000	129,000	128,000			
Water Line Replacement-Cedar Dr. to Lamar Dr.	96,000		96,000					
Rehab of George St. Elevated Storage Tank	146,050		146,050					
Water Study Re-Rate	25,000			25,000				
FB116 Pumping Station	2,342,300				2,342,300			
South Side Water Plant (No. 6)	795,601	795,601						
Water Main Improvements (Hillcrest)	467,200							467,200
Wessendorff Water Plant Improvements	1,825,600							1,825,600
Edgar Water Plant #5 (Phase I)	5,014,978	3,000,546	2,014,432					
New Downtown Water Plant	4,470,600							4,470,600
Southside Elevated Storage Tank	2,953,300							2,953,300
Covered Materials Bay	35,000			35,000				
Total Water Department	\$ 20,009,629	\$ 3,796,147	\$ 3,837,482	\$ 189,000	\$ 2,470,300	\$ -	\$ -	\$ 9,716,700
Water - Vehicles and Equipment								
1/2 Ton Pick-Up - Construction Inspector (1/2)	\$ 13,000		\$ 13,000					
1/2 Ton Pick-Up for Superintendent	26,000			26,000				
Total Water Vehicles and Equipment	\$ 39,000	\$ -	\$ 13,000	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Total Water Department	\$ 20,048,629	\$ 3,796,147	\$ 3,850,482	\$ 215,000	\$ 2,470,300	\$ -	\$ -	\$ 9,716,700

CAPITAL IMPROVEMENT PROGRAM by Project
For the Fiscal Years 2015-2016 to 2020-2029

<u>Department/Description</u>	FIVE-YEAR PLAN							6 - 10 Years <u>2020-2029</u>
	<u>Total Project Amount</u>	<u>Prior Years Funded</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	
Wastewater Department								
Thompson Hwy (2790 ft.)	\$ 200,000	\$ 200,000						
359 & 90A Line Relocate	50,000		50,000					
Jane Long/Lettie (200 ft.)	100,000		100,000					
Elm, Courtney, Burnett (2022 ft.)	140,000		140,000					
Manhole Rehab (50/yr @ \$800 each)	40,000		40,000					
Main Line Inspection (10,000'/yr @ \$3 ft.)	30,000		30,000					
Review of Water/Wastewater Impact Fees	25,000			25,000				
Area East of Brazos Phase I (2,145 ft.)	170,000			170,000				
Area East of Brazos Phase II (2,145 ft.)	170,000				170,000			
Foster Drive	130,000					130,000		
Long Drive	225,000				225,000			
CDBG Phase VI Sanitary Sewer Rehab	220,000	220,000						
CDBG Phase VII Sanitary Sewer Rehab	276,500		276,500					
SSO Plan	700,000	140,000	70,000	70,000	70,000	70,000	70,000	210,000
Total Wastewater Improvements	\$ 2,476,500	\$ 560,000	\$ 706,500	\$ 265,000	\$ 465,000	\$ 200,000	\$ 70,000	\$ 210,000
*Dollar amount includes street repairs that would be needed if replacing wastewater lines								
Wastewater Vehicles and Equipment								
1/2 Ton Pick-Up - Construction Inspector (1/2)	\$ 13,000		\$ 13,000					
F750 Crane Truck	140,000				140,000			
Total Vehicles and Equipment	\$ 153,000	\$ -	\$ 13,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -
Total Wastewater Department	\$ 2,629,500	\$ 560,000	\$ 719,500	\$ 265,000	\$ 605,000	\$ 200,000	\$ 70,000	\$ 210,000
Surface Water Fund								
Surface Water Plant 30% Conversion	\$ 18,000,000		\$ 11,000,000	\$ 7,000,000				
Surface Water Plant 60% Conversion	10,000,000							10,000,000
Total Surface Water Fund	\$ 28,000,000	\$ -	\$ 11,000,000	\$ 7,000,000	\$ -	\$ -	\$ -	\$ 10,000,000
TOTAL W/WW & SURFACE WATER FUNDS:	\$ 50,704,129	\$ 4,356,147	\$ 15,569,982	\$ 7,506,000	\$ 3,075,300	\$ 200,000	\$ 70,000	\$ 19,926,700
Projects Total by Year:	\$ 89,252,303	\$ 13,229,293	\$ 20,178,561	\$ 11,191,159	\$ 7,251,565	\$ 8,804,232	\$ 308,732	\$ 28,288,761

**CAPITAL IMPROVEMENT PROGRAM by Funding Source
 For the Fiscal Years 2015-2016 to 2020-2029**

Department/Description	Prior Years Funded	FUNDING SOURCES							Grants/ Other Funds
		General Fund	Water & Sewer Fund	Dev Corp Fund	Impact Fee Fund	Existing Bonds	Future Bond Sale		
GENERAL FUND									
General Government									
SWAGGIT Video Streaming		\$ 7,500							
Compensation Study Plan Review		10,000							
City Hall Facility							8,000,000		
Total General Government	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000,000	\$ -
Vehicle Maintenance									
Vehicle/Equipment Lift		\$ 30,000							
Total Vehicle Maintenance	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technology									
City Hall Server	\$ 26,000								
Municipal Court Server		30,000							
Police Network Upgrades	300,000	400,000							
Total Information Technology	\$ 326,000	\$ 430,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets Department									
Street - Improvements & Extensions									
Collins Rd. #1 from Preston to Clay St.							\$ 113,673		
Collins Rd. #2 from Clay St. to Waterbury Blvd							177,949		
Street Reconstruction - Rating 1 (Very Poor condition - *material cost only)							2,198,160		
Street Reconstruction - Rating 2 (Poor condition - *material costs only)							1,512,480		
Street Reconstruction - Rating 3 (Fair IMCO - * material costs only)								2,668,620	
FM 762/North 10th St Overpass ROW Acquisition	1,015,850							2,000,000	
E. Laurel Oaks - Streets & Drainage;Wtr & Swr	993,739								
90A Overpass TxDot Project				500,000					
Lamar Dr - Street & Drainage Imp.(Phase 1-3)	4,982,747							2,066,497	
Total Street Improvements & Extensions	\$ 6,992,336	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 4,002,262	\$ 6,735,117	\$ -
Street - Vehicles & Equipment									
Compact Track Loader		\$ 98,500							
50hp Tractor & Shredder to replace 1989 John Deere		45,000							
Ford F450 Crew Cab to replace 1995 4 Dr Crew Cab		50,000							
Leaboy 8515C Asphalt Paver to replace 1998 Asphalt									235,000
Ford F-250 Pickup Truck to replace 1997 1/2 Ton Ford		29,000							
Ford F-250 Pickup Truck to replace 1995 3/4 Ton Pickup		29,000							
International Workstar 7500 Dump Truck to replace 1989 Dump Truck		90,000							
Total Street Vehicles & Equipment	\$ -	\$ 341,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,000
Total Street Department	\$ 6,992,336	\$ 341,500	\$ -	\$ 500,000	\$ -	\$ -	\$ 4,002,262	\$ 6,735,117	\$ 235,000

**CAPITAL IMPROVEMENT PROGRAM by Funding Source
For the Fiscal Years 2015-2016 to 2020-2029**

<u>Department/Description</u>	<u>Prior Years Funded</u>	<u>FUNDING SOURCES</u>						
		<u>General Fund</u>	<u>Water & Sewer Fund</u>	<u>Dev Corp Fund</u>	<u>Impact Fee Fund</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>	<u>Grants/ Other Funds</u>
Police Department								
Aegis Bar Coding System for Property Room		\$ 13,975						
Motorola Communications System (PS & PW)	400,000							163,000
HVAC System for Dispatch		6,800						
Upgrade Security Camera System (Phase I)		15,366						
Upgrade Security Camera System (Phase II)		16,997						
2016 Chevy Impala		21,500						
2015 Jeep Compass		16,928						
Upgrade to Enterprise Software		95,222						
Patrol Package Tahoe & Equipment		42,600						
Total Police Department	\$ 400,000	\$ 229,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,000
Fire Department								
Central Fire Station	\$ 1,106,285					\$ 3,311,998		
Fire Station #2		50,000					2,250,000	
Thermal Imaging Cameras (2)		24,000						
Replacement of 1987 Fire Engine (E47)								550,000
Replacement of 2005 Fire Engine (E42)								550,000
Replacement of 1979 GMC Rescue (R41)		160,000						
Replacement of 2001 Ford F-250 (B41)		60,000						
Replacement of 2004 Ford F-350 (B43)		70,000						
Replacement of Breathing Apparatus								338,145
Upgrade to Enterprise Software		71,360						
Conference Room Audio/Visual						51,611		
Rescue Tools for E43		25,000						
Replacement of Rescue Air Bags (E41,E42,E43)		18,933						
Total Fire Department	\$ 1,106,285	\$ 479,293	\$ -	\$ -	\$ -	\$ 3,363,609	\$ 2,250,000	\$ 1,438,145
Fire Marshal								
Ford F-150 Super Cab		\$ 28,716						
Ford SUV		28,716						
Total Fire Marshal Department	\$ -	\$ 57,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks Department								
Ford F-250 Crew Cab		\$ 30,000						
Dixie Chopper Zero Mower		10,308						
15" Bushhog TD1500 Batwing Mower		16,000						
Gator XUV 625i with Trailer		13,413						
Clay Park Restrooms		72,500						
George Park Restrooms								145,000
George Park Playground Equipment		35,000						
Tractor		22,209						
Car Stops		12,000						
Sub-Total Parks Department	\$ -	\$ 211,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000
Community Development								
Wessendorff Park (Phase II)	\$ 48,525							\$ 963,352
Total Community Development	\$ 48,525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 963,352
Total Parks Department	\$ 48,525	\$ 211,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,108,352

**CAPITAL IMPROVEMENT PROGRAM by Funding Source
For the Fiscal Years 2015-2016 to 2020-2029**

Department/Description	Prior Years Funded	FUNDING SOURCES						
		General Fund	Water & Sewer Fund	Dev Corp Fund	Impact Fee Fund	Existing Bonds	Future Bond Sale	Grants/ Other Funds
Municipal Courts								
Brazos Technology Software & Hardware for Ticket Writers								\$ 83,000
Total Municipal Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,000
TOTAL GENERAL FUND	\$ 8,873,146	\$ 1,796,543	\$ -	\$ 500,000	\$ -	\$ 7,365,871	\$ 16,985,117	\$ 3,027,497
WATER & WASTEWATER FUND								
Meter Department								
1/2 Ton Pickup Truck			\$ 26,000					
Total Meter Department	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -
Water Department								
Edgar Elevated Storage Tank						\$ 232,320		\$ 1,219,680
Country Club Estates - Water Line Phase I			386,000					
Water Line Replacement-Cedar Dr. to Lamar Dr.			96,000					
Rehab of George St. Elevated Storage Tank			146,050					
Water Study Re-Rate			25,000					
FB116 Pumping Station					2,342,300			
South Side Water Plant (No. 6)	795,601							
Water Main Improvements (Hillcrest)			467,200					
Wessendorff Water Plant Improvements			1,825,600					
Edgar Water Plant #5 (Phase I)	3,000,546					2,014,432		
New Downtown Water Plant					1,341,180			3,129,420
Southside Elevated Storage Tank					2,953,300			
Covered Materials Bay			35,000					
Total Water Department	\$ 3,796,147	\$ -	\$ 2,980,850	\$ -	\$ 6,636,780	\$ 2,246,752	\$ -	\$ 4,349,100
Water - Vehicles and Equipment								
1/2 Ton Pick-Up - Construction Inspector (1/2)			\$ 13,000					
1/2 Ton Pick-Up for Superintendent			26,000					
Total Water Vehicles and Equipment	\$ -	\$ -	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Water Department	\$ 3,796,147	\$ -	\$ 3,019,850	\$ -	\$ 6,636,780	\$ 2,246,752	\$ -	\$ 4,349,100

**CAPITAL IMPROVEMENT PROGRAM by Funding Source
 For the Fiscal Years 2015-2016 to 2020-2029**

<u>Department/Description</u>	<u>Prior Years Funded</u>	<u>FUNDING SOURCES</u>							<u>Grants/ Other Funds</u>
		<u>General Fund</u>	<u>Water & Sewer Fund</u>	<u>Dev Corp Fund</u>	<u>Impact Fee Fund</u>	<u>Existing Bonds</u>	<u>Future Bond Sale</u>		
Wastewater Department									
Thompson Hwy (2790 ft.)	\$ 200,000								
359 & 90A Line Relocate			50,000						
Jane Long/Lettie (200 ft.)			100,000						
Elm, Courtney, Burnett (2022 ft.)			140,000						
Manhole Rehab (50/yr @ \$800 each)			40,000						
Main Line Inspection (10,000'/yr @ \$3 ft.)			30,000						
Review of Water/Wastewater Impact Fees			25,000						
Area East of Brazos Phase I (2,145 ft.)			170,000						
Area East of Brazos Phase II (2,145 ft.)			170,000						
Foster Drive			130,000						
Long Drive			225,000						
CDBG Phase VI Sanitary Sewer Rehab	220,000								
CDBG Phase VII Sanitary Sewer Rehab									276,500
SSO Plan	140,000		560,000						
Total Wastewater Improvements	\$ 560,000	\$ -	\$ 1,640,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,500
*Dollar amount includes street repairs that would be needed if replacing wastewater lines									
Wastewater Vehicles and Equipment									
1/2 Ton Pick-Up - Construction Inspector (1/2)			\$ 13,000						
F750 Crane Truck			140,000						
Total Vehicles and Equipment	\$ -	\$ -	\$ 153,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Wastewater Department	\$ 560,000	\$ -	\$ 1,793,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,500
Surface Water Fund									
Surface Water Plant 30% Conversion									\$ 18,000,000
Surface Water Plant 60% Conversion									10,000,000
Total Surface Water Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000,000
TOTAL W/WW & SURFACE WATER FUNDS:	\$ 4,356,147	\$ -	\$ 4,838,850	\$ -	\$ 6,636,780	\$ 2,246,752	\$ -	\$ -	\$ 32,625,600
Grand Totals by Funding Source:	\$ 13,229,293	\$ 1,796,543	\$ 4,838,850	\$ 500,000	\$ 6,636,780	\$ 9,612,623	\$ 16,985,117	\$ -	\$ 35,653,097
Grand Total:	\$ 89,252,303								

Supplemental Information





RICHMOND

EST. **TEXAS** 1837



CITY OF RICHMOND

ORDINANCE NO. 2015-22

AN ORDINANCE LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHMOND, TEXAS FOR THE 2015-2016 FISCAL YEAR; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN SAID TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID.

WHEREAS, the appraisal roll of the City of Richmond, Texas (the "City") for 2015 has been prepared and certified; and

WHEREAS, a record vote was taken by the City Commission on a proposed tax rate of \$0.75500 on August 17, 2015; and

WHEREAS, a public hearing was held by the City Commission according to Chapter 26 of the Tax Code;

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

Section 1. There is hereby levied an ad valorem tax of \$0.75500 on each \$100.00 of property within the City which is not exempt from taxation under the State constitution or State law. The maintenance and operation portion of the tax is \$0.5290. The debt service portion of the tax is \$0.2260.


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

Section 3. That taxes levied under this ordinance shall be due October 1, 2015 and if not paid on or before January 31, 2016 shall immediately become delinquent.

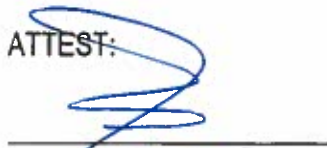
Section 4. All taxes shall become a lien upon the property against which assessed, and the city tax collector of the City of Richmond is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Richmond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

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

PASSED AND APPROVED THIS 21th day of September, 2015.

BY: 
Honorable Evalyn W. Moore
Mayor

ATTEST:


Laura Scarlato
City Secretary



CITY OF RICHMOND

ORDINANCE NO. 2015-23

AN ORDINANCE OF THE CITY OF RICHMOND TEXAS MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016, AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF RICHMOND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 31, 2016; PROVIDING FOR THE INTER DEPARTMENT AND FUND TRANSFERS; AUTHORIZING THE MAYOR AND CITY MANAGER TO SIGN DOCUMENTS AND DECLARING AN EFFECTIVE DATE.

WHEREAS, The City Manager of the City of Richmond, Texas filed with the City Secretary the proposed budget for the City for the fiscal year beginning October 1, 2015 and ending September 30, 2016 in accordance with the Local Government Code; and

WHEREAS, Notice of public meeting on the budget for the City of Richmond, Texas, for the year 2015-2016 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 2015-2016.

Section 2. That the appropriations for the fiscal year beginning October 1, 2015 and ending September 30, 2016, for the support of the general government of the City of Richmond be fixed and determined for said terms in accordance with the expenditures shown in the City's Fiscal Year 2015-2016 Budget, a copy of which is appended hereto as Exhibit A.


Section 3. 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 4. 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 5. That the City Commission hereby authorizes the Mayor, and the City Manager to sign documents authorizing the payment of funds, and to expend public expenditures that have been expressly approved and appropriated in this budget.

Section 6. This ordinance shall take effect and shall be in full force and effect from and after its passage.

PASSED, APPROVED AND ADOPTED THIS 21st day of September, 2015.

BY: 
Honorable Evalyn W. Moore
Mayor

ATTEST:



Laura Scarlato
City Secretary

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

OPERATING INDICATORS BY FUNCTION

Last Ten Fiscal Years

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

(MGPY)* - Millions of Gallons per year

Source: Various City departments

2009	2010	2011	2012	2013	2014
501	745	280	323	467	353
239	237	209	181	197	207
3,989	3,611	2,705	3,456	3,897	3,922
1,650	1,413	1,098	973	1,178	1,167
58,944	30,078	26,481	20,475	22,268	22,862
31	16	169	99	89	65
22	11	14	11	19	16
50	34	88	16	34	17
42	21	29	72	139	43
1,858	2,091	1,931	1,646	1,853	2,002
188	222	24	153	242	351
148	192	110	220	139	94
651	702	361	418	367	356
382	378	383	174	172	317
18	42	18	421	355	230
167	154	111	150	177	159
3,557	3,863	3,238	3,380	3,586	3,650
340	328	301	270	200	260
57/4134	71/6468	67/6442	69/6444	77/3629	81/3901
37	26	35	35	36	32
1,262	1,369	2,508	2,206	2,649	2,731
2,903	2,861	4,018	3,961	5,763	8,426
723.511	720.179	971.275	819.000	825.755	820.761
3.214	3.267	4.445	3.518	3.782	3.666
1.977	1.973	2.661	2.243	2.262	2.248
1.376	1.492	1.415	1.533	1.336	1.341
503.745	546.592	516.391	560.079	487.633	489.465
3.000	2.778	2.717	5.778	3.541	3.908

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

CAPITAL ASSETS STATISTICS BY FUNCTION
Last Ten Fiscal Years

Function	2005	2006	2007	2008
<u>PUBLIC SAFETY</u>				
Police				
Stations	1	1	1	1
Patrol Units	23	25	25	25
Fire				
Fire Stations	2	2	2	2
Public Works				
Collection trucks	2	2	2	10
Streets (miles)	44	44	45	45
Parks and recreation				
Parks Acreage	235	235	235	235
Parks	3	3	3	3
Water and Sewer				
Water mains (miles)	50	50	50	50
Fire hydrants	234	239	287	287
Maximum daily capacity (millions of gallons)	3.167	3.167	3.167	3.167
Sanitary sewers (miles)	44	44	44	44
Storm sewers (miles)	12	12	12	12
Maximum daily treatment capacity (millions of gallons)	3.610	2.882	3.060	3.060

Source: Various City departments

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

<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
1	1	1	1	1	1
27	27	27	23	23	23
2	3	3	3	3	3
10	10	9	9	9	9
45	45	38	38	38	38
235	235	235	235	246	246
3	3	3	3	4	4
50	50	53	53	54	54
292	292	326	326	342	353
3.167	3.167	7.171	7	7.171	7.171
44	44	44	44	44	44
12	12	12	12	12	12
3.000	3.000	3.000	3.95	3.95	3.95

CITY OF RICHMOND
 ANNUAL BUDGET
 FY 2015-2016

PRINCIPAL EMPLOYERS
Current and Ten Years Ago

Employer	2015		2005	
	Employees	Rank	Employees	Rank
Fort Bend County	2,366	1	1,708	1
Richmond State School	1,266	2	1,383	2
Oak Bend Hospital	774	3	650	3
Wal-Mart	278	4	475	4
Wharton County Junior College	273	5		
Access Health	210	6		
City of Richmond	157	7	119	6
T. W. Davis YMCA	124	8	95	7
Richmond Post Office	104	9	63	8
ADM Cotton Mill	37	10	40	9
NEPCO Foundry/Matrix Metal			144	5
Sears			20	10

Source: Personnel department of each employer above

TOP TAXPAYERS

	2016			2015		
	Taxable Assessed Value	Rank	% Total Taxable Assessed Value	Taxable Assessed Value	Rank	% Total Taxable Assessed Value
Ransom Road Partners LLC	23,876,840	1	5.22%	11,242,810	1	2.69%
LSREF3 Bravo (houston) LLC	9,637,690	2	2.11%	-	-	-
Wal-Mart Stores Texas LLC	9,251,200	3	2.02%	9,385,580	3	2.24%
Wal-Mart Real Estate Business Trust	9,132,370	4	2.00%	9,546,780	2	2.28%
Archer Daniel Midland CO	8,204,950	5	1.79%	4,733,480	6	1.13%
Hunter Clayton LLC	6,686,970	6	1.46%	6,661,870	4	1.59%
OakBend Medical Center	4,556,100	7	1.00%	4,484,590	7	1.07%
Centerpoint Energy Electric	4,115,910	8	0.90%	4,113,660	8	0.98%
Wolverine Lamar LP	3,170,930	9	0.69%	3,263,000	10	0.78%
Southern Cotton Oil Co	3,038,050	10	0.66%	-	-	-
G&I VI Country Club Place LP	-		-	6,110,860	5	1.46%
Golfview Holdings LLC	-		-	3,771,380	9	0.90%
Subtotal	81,671,010		17.85%	63,314,010		15.14%
Other Taxpayers	375,853,308		82.15%	354,991,166		84.86%
Total Certified roll	457,524,318		100%	418,305,176		100%

BUDGET ACRONYMS

A

ACM: Assistant City Manger
ADA: Americans with Disability Act
AED: Automatic External Defibrillator
ARB: Appraisal Review Board

B

B & B: Bed and Breakfast

C

CAFR: Comprehensive Annual Financial Report
CDBG: Community Development Block Grant
CDL: Commercial Driving License
CIP: Capital Improvement Plan

D

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

E

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

F

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

G

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

H

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

I

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

L

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

M

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

N

NIMS: National Incident Management System

S

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

T

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

W

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

BUDGET GLOSSARY

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.

Photos courtesy of:

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RICHMOND

EST. **TEXAS** 1837