

CITY OF RICHLAND HILLS, TEXAS

Annual Operating Budget, Program of Services
And Capital Improvement Plan
For Fiscal Year 2013-2014



CITY OF RICHLAND HILLS, TEXAS
ANNUAL OPERATING BUDGET
AND
CAPITAL IMPROVEMENTS PLAN
FOR
FY 2013-2014

City Council

BILL AGAN, MAYOR

ROLAND GOVEAS, Place 1
TOYA NORTON, Place 2
ROBERT DESOTO, Place 3
BEVERLY WILLIAMS, Place 4
EDWARD LOPEZ, Place 5

City Staff

Curtis Hawk, City Manager
Eric Strong, Assistant City Manager
Barbara Childress, Chief of Police
William Bell, Fire Chief
Scott Mitchell, Director of Neighborhood Services
Lisa Wood, Library Director
Michael Barnes, City Engineer/Project Manager
Barbara Mann, Director of Finance
Linda Cantu, City Secretary
Alicia St. Cyr, Municipal Court Clerk
Elizabeth Kennedy, Administrative Assistant

CITY OF RICHLAND HILLS, TEXAS

ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2013-2014

This budget will raise more revenue from property taxes than last year's budget by an amount of \$79,380, which is a 3.66% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,938.

City Council Record Vote

The members of the governing body voted on the adoption of the budget as follows:

FOR: Roland Goveas, Toya Norton, Beverly Williams

AGAINST: Edward Lopez

PRESENT and not voting: None

ABSENT: Mayor Bill Agan, Robert DeSoto

Tax Rate	Proposed FY 2013-14	Adopted FY 2012-13
Property Tax Rate	0.528094	0.528094
Effective Rate	0.501648	0.528094
Effective M&O Tax Rate	0.441918	0.465085
Rollback Tax Rate	0.537671	0.565171
Debt Rate	0.060400	0.062880

The total amount of municipal debt obligation secured by property taxes for the City of Richland Hills is \$1,004,000.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richland Hills
Texas**

For the Fiscal Year Beginning

October 1, 2012

Tim Firastive

President

Jeffrey R. Egan

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Richland Hills, Texas for its annual budget for the fiscal year beginning October 1, 2012.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

**CITY OF RICHLAND HILLS
2013-2014**

FISCAL YEAR BUDGET PLAN

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**CITY OF RICHLAND HILLS
2013-2014**

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City Manager's Message
For the FY 2013-2014 Annual Budget
to
Mayor Bill Agan
and
Members of the Richland Hills City Council

(Originally Submitted August 1, 2013)

Revised September 25, 2013

In accordance with the Texas Local Government Code and the Charter of the City of Richland Hills, the Annual Operating Budget for the fiscal year beginning October 1, 2013 and ending September 30, 2014 is hereby submitted as approved by City Council. The budget presents, in financial terms, the plan for accomplishment of the delivery of municipal services during the forthcoming fiscal year. The narrative below provides a detailed overview of the budget approved by the City Council on September 17, 2013.

ALL FUNDS

In all funds, the FY 2013-14 Annual Operating Budget provides for an estimated \$13,178,765 in revenues. With the additional \$6,000,000 in the 2013 Capital Project C.O. bonds issued in August, 2013, expenditures in the budget are estimated at \$19,393,066. The budget supports 80.5 full-time equivalent personnel (FTE) in all funds.

GENERAL FUND

The General Fund is the largest operating fund in the City. It is used to account for all financial resources traditionally associated with government except those required to be accounted for in another fund. Major revenue sources include

property taxes, sales and use taxes, franchise taxes, fines and forfeitures, licenses and permit fees, service charges, interfund transfers and interest income. General Fund expenditures support the following functions and services to the community: Administration, City Secretary/Legislative, Municipal Court, Fire services, Police services, Community Development, Economic Development, Library, Streets, Parks, Recreation, and Animal Control services.

The General Fund has been restructured this year to improve transparency in accounting for the cost of municipal operations. In previous years the cost for Administration, City Secretary, and Police services, as well as utility cost, building maintenance cost, and contractual expense for insurance coverage, were budgeted in both the General Fund and as a percentage in the other funds - Enterprise, Crime Control District, Type B (formerly 4B) Sales Tax, Hotel Occupancy Tax, Traffic Safety, and Drainage Utility. In the FY 2013-14 budget the costs for these services and non-departmental shared expenses are budgeted totally in the General Fund. An administrative (and operations) transfer is shown as revenue in the General Fund and as an expense from the contributing fund. This provides a clear picture of the cost for these services without having to search through multiple funds.

Revenues

Total General Fund revenues in the FY 2013-2014 budget as adopted are estimated at \$7,480,798 - approximately \$2,283,422 more than projected for FY 2012-2013. The increase is primarily due to inter-fund transfers.

Property Taxes

Taxable Value

The City's 2013 taxable value as provided by the Tarrant Appraisal District is \$434,031,051 - an increase of 4.35% over the \$415,918,601 of taxable value in 2012. The largest growth appears to be in commercial real and personal

property. The net taxable value of the average residential property in Richland Hills grew from \$77,584 in 2012 to \$81,985 in 2013, an increase of 5.7 percent.

Tax Rate

The property tax rate in the FY 2013-14 annual budget adopted by the City Council is \$0.528094. Although unchanged from the FY 2012-13 tax rate, the \$0.528094 property tax rate in FY 2013-14 represents a 5.272% increase over the prior year effective tax rate. The \$0.528094 tax rate in FY 2013-14 will generate an estimated \$1,993,009 in tax revenue, an increase of \$80,719 over the FY 2012-13 budgeted amount. For FY 2013-2014, one cent on the ad valorem tax rate will generate approximately \$38,531, allowing for frozen values.

Maintenance and Operations (M&O) Rate. The M & O rate in FY 2013-14 is \$0.467694, an increase of \$0.00248 from last year.

Debt Rate. The debt rate in FY 2013-14 is \$0.060400, a decrease of \$0.00248 from last year. The debt rate constitutes 11.44 % of the total tax rate.

Effective Tax Rate. The 2013 effective tax rate is \$0.501648. The effective M & O rate is \$0.441248; the effective debt service rate is \$0.060400.

Property Tax Revenue

Total revenue from property taxes (including delinquent taxes, penalty & interest) in the adopted FY 2013-14 annual budget is estimated at \$2,047,079. This represents 27.36% of the total General Fund revenues.

Sales Taxes

Sales tax revenues (including liquor tax) are projected at \$1,822,130 in FY 2013-14. This represents an increase of \$134,599 over the FY 2012-13 budget. The projected increase is attributed to the results of the sales tax audit in 2012, and

the addition of several new businesses, including the Family Dollar store which opened in April, 2013. Revenue from the City's one percent (1%) general sales tax represents 24.35 % of the total General Fund revenues.

Other Revenue

As a result of the General Fund restructuring mentioned above, Interfund Transfers to the General Fund in FY 2013-14 are budgeted at \$2,067,191. This includes \$937,042 from the Enterprise Fund (water/wastewater), \$784,403 from the Crime Control and Prevention District (CCPD), \$211,848 from the Drainage Utility Fund, \$59,800 from the Richland Hills Development Corporation, \$55,006 from the Hotel Occupancy Tax Revenue Fund, and \$19,092 from the Traffic Safety Fund.

Service charge revenue (\$277,314) is projected to increase \$27,993 due to an accounting change for fees collected for Emergency Medical Service. An offsetting expenditure has been included in the Fire Department budget to account for the billing charge paid to Intermedix.

Miscellaneous revenues (\$189,362) are projected to increase \$73,402 due to increase in funds from other cities (Haltom City, North Richland Hills, Watauga) for participation in the 4-city Crime Victims Liaison (CVL) program. Revenues from Franchise Taxes (\$558,103), Fines & Forfeitures (\$417,629), and Licenses & Permits (\$102,170) are projected as being flat or slightly lower than the prior year projections.

Expenditures

The total General Fund expenditures of \$7,572,616 presents an increase of \$2,236,929 from the FY2012-13 budget, including \$2,067,191 from the fund transfers mentioned above. Of this amount, \$225,979 comprises capital or one-time expenditures. Operating expenditures are \$91,638 more than operating revenues.

General Fund expenditures can be grouped by functions and categories. The five (5) major functions are:

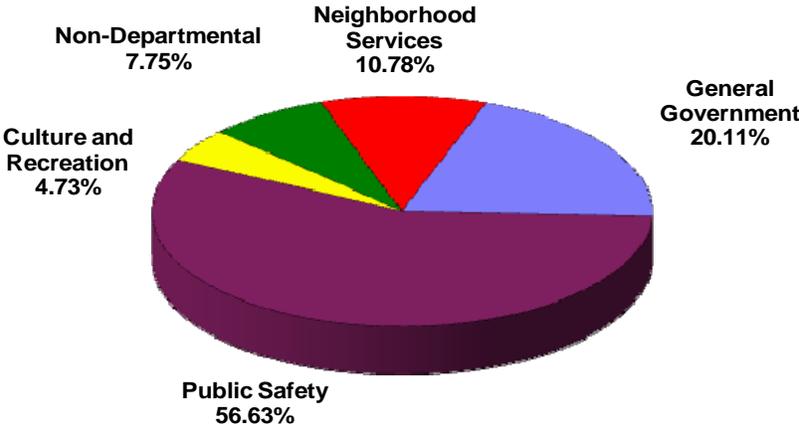
- Public Safety (Police and Fire)
- Neighborhood Services (Streets, Planning, Zoning, Permits, Parks, Animal Services)
- General Government (Administration, City Secretary, Municipal Court, Economic Development)
- Culture and Recreation (Library, Community Center)
- Non-Departmental (Utilities, Building maintenance, Insurance)

As indicated by the chart below, the largest expenditure by function is for Public Safety (56.63%). Total Public Safety expenditures in the General Fund are budgeted at \$ 4,225,081 in FY2013-14 (Police [\$2,605,173] + Fire [\$1,169,908]), a 31% increase over the prior year budget. Much of the increase is a result of the interfund transfers to the General Fund (including \$784,403 from the CCPD) that in previous years were recorded in a separate fund or budget - a change designed to make the actual expenditures for the function more transparent.

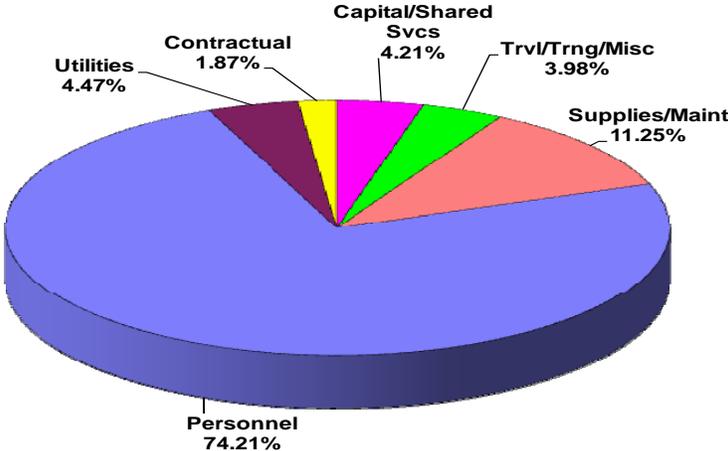
General Government constitutes for second largest group of expenditures by function (20.11%) in the General Fund. Total expenditures for the General Government function (Administration, City Secretary, Municipal Court (Judicial) and Economic Development) are budgeted at \$ 1,472,598 in FY2013-14, up from an estimated \$842,928 in General Fund only expenditures in the prior year. As with Public Safety, the biggest difference is in how the expenditures are recorded – expenditures that in the prior year were apportioned to various funds are all now *recorded in the General Fund* through interfund transfers in order to make the actual expenditures for the function more transparent.

Expenditures for Neighborhood Services (10.78%), Non-Departmental (7.75%), and Culture and Recreation (4.73%) account for the remainder of General Fund expenditures by function in the approved FY 2013-14 General Fund.

General Fund Budget Expenditures by Function



General Fund Budget Expenditures by Category



When grouped by *categories* rather than *functions*, the largest category of expenditures in the General Fund is for Personnel, representing 74.21% of the approved FY 2013-14 budget expenditures. The next largest category of expenditures is for Supplies and Maintenance, at 11.25%.

General Fund Highlights

Reorganization. Notable changes in the FY 2013-14 budget include a reorganization to provide greater management oversight for those services that are typically associated with service delivery to the community on a daily basis (outside of the public safety functions of fire, EMS, and police). The public works functions of water, waste water, streets, parks and recreation, plus the code enforcement, planning and zoning, and animal control functions have been placed under the organizational umbrella of a Neighborhood Services Department. The vacant Chief Building Official position that was funded but not filled in the FY 2012-13 budget has been restructured to a Director of Neighborhood Services position over community development (planning & zoning), public works (streets, parks/grounds, water/wastewater, drainage), and animal services.

Contract Services. The adopted General Fund budget provides funding to continue contracting for day-to-day professional planning services (\$49,423) and construction code plan review/inspection services (\$ 56,000). Until such time that the workload justifies hiring full time regular staff, contracting for these professional services in lieu of adding staff will continue to be the more cost effective approach to providing the service.

One-time Reduction of General Fund Balance. The approved budget includes a one-time reduction of the General Fund Balance to offset expenditures for non-reoccurring building improvements. (\$102,179)

Shared Multi-City Programs. The adopted General Fund budget provides funding to continue Richland Hills participation in programs for services shared with other cities initially funded in prior years, plus one additional program, the Northeast Tarrant Teen Court.

- Shared emergency communications/dispatching (\$118,204) and jail services (\$ 70,117) with Haltom City, North Richland Hills, and Watauga.
- Crime Victim Liaison program (\$149,231), also with Haltom City, North Richland Hills, and Watauga. This program was previously funded by state and federal grants that are no longer available, and is now funded jointly with costs apportioned by population between the four cities. The total cost of the program to Richland Hills after contributions from other cities as “revenue from other sources” is \$ 5,969.
- North East Fire Department Association (NEFDA) program, a 14-city Mutual Aid Fire Protection & Emergency Medical Service Agreement with Bedford, Colleyville, Euless, Grapevine, Haltom City, Hurst, Keller, North Richland Hills, Roanoke, Southlake, Trophy Club (through its Municipal Utility District #1), Watauga, and Westlake also participating. In addition to the Richland Hills membership dues (\$5,024), in FY 2013-14 NEFDA has established Long Term Capital Replacement Dues (\$7,164). Participation costs are prorated based upon population.
- Northeast Tarrant Teen Court Program (\$1,722), with the cities of Haltom City, North Richland Hills, and Watauga. Participation costs are prorated based upon population.

New Personnel. The adopted General Fund budget provides funding for three new regular employees (2.5 FTE), a new Crime Victim Liaison (CVL) Officer, a Cashier II in Administration (Finance), and a half-time Administrative Assistant in

the Fire Department. The Cashier (\$34,220) and RHFD Administrative Assistant (\$12,961) are funded to begin in January, 2014. The new Cashier II has been added to address the issue of separation of duties in billing and accounting that has been recommended by the City's independent auditor for over a decade. This position will also be cross-trained to provide back-up cashiering and relief during lunch hour and other critical times to the Municipal Court.

The new half-time Administrative Assistant position in the Fire Department partially restores the full time position that was left unfunded with the retirement of the former incumbent in the position in FY 2010.

The adopted 2013-14 budget also continues the program added at mid-year 2012-13 of funding in both Fire (\$8,640) and Community Development (\$29,952) for off-shift duty firefighters to serve in a part time capacity in code enforcement and fire code inspection in order to place more emphasis on those activities. (Total \$38,592)

Other highlights in the adopted budget include:

- A two percent (2%) merit salary increase (\$67,274).
- A one-time, lump sum pay for employees based on the formula for state mandated longevity pay, payable in November (\$29,386).
- Restructured positions include Economic Development Specialist to Assistant City Manager position;
- Expenses for parks and grounds maintenance have been changed from Street Unit 116 to Parks and Grounds Unit 119.
- Accounting change for building maintenance, utilities, and contractual (TML risk pool insurance) expenses. Total expenses for these services are no longer allocated to individual departments and are accounted for in Non-Departmental Shared Services Unit 130. A new expense this year is an additional \$30,000 for the employee health insurance program due to anticipated increase required by Affordable Care Act.

New programs in Non-Departmental 130 include funding for:

- Water/Wastewater & Park Improvement Master Plans (\$80,000)
- Emergency Notification System, CODE Red or similar (\$6,500)
- Building Demolition, new Community Activities Center (\$20,000)

New and enhanced programs in General Fund operations include:

- Citizens Fire Academy (\$500)
- Firehouse Cloud Application Software (\$4,967)
- Fire Inspection Record Program (\$3,400)
- Fire Department CPR Classes for citizens (\$4,750)
- Work Management Software Program, Shared Departments (\$11,660)
- Convert Plans to Electronic Format, Community Development (\$5,800)
- Police Consultant, Policy Dev & Special Projects (\$20,000)

New & replacement capital in the General Fund includes:

- Property Acquisition, future Community Activities Center (\$50,000)
- Remodel of City Hall Utility billing customer counter (\$6,085)
- Remodel of Fire Station bathroom & bunk room (\$25,000)
- Miscellaneous Fire Department Equipment (\$17,300)
- Repairs at Animal Shelter (\$21,094)
- Police, Patrol Vehicle, funded by 2012 PPFCA (\$40,768)
- Police, Two (2) Mobile Night Vision Devices (\$7,800)

The police consultant is funded in the General Fund through the transfer from the CCPD.

General Fund Balance. Although the budget does provide for the one-time reduction of the General Fund Balance to address non-reoccurring building improvements, the adopted FY 2013-14 budget provides for an undesignated

fund balance of 21.87 % in the General Fund when total available resources (including the \$2,067.191 in inter-fund transfers) are considered – slightly under the targeted 25% fund balance (3-months operating budget) balance. However, if the inter-fund transfers were removed from both the revenue and expenditure side, the undesignated balance in the General Fund would be at 27.8%, only slightly below the budgeted (28.76%) and projected (28.85%) balance for FY 2012-13, and the actual balance (30.0%) for FY 2011-12.

ENTERPRISE FUND (Water and Wastewater)

Revenues for FY 2013-14 are projected at \$4,255,795, which is the same as projected for FY 2012-13. The adopted budget for FY 2013-14 includes an administrative transfer to the General Fund totaling \$1,726,802 and operational expenditures totaling \$2,219,465.

Water and wastewater rates are unchanged in the FY 2013-14 adopted budget; however, due to the projected rate increase from the City of Fort Worth for both water and wastewater in October 2013, further analysis will be necessary after the first of the calendar year which could require adjustments to the Richland Hills rate at mid-year (April 2014). The adopted budget includes:

- Engineer/Consultant Fee, Water Distribution, to supplement to the Water/Wastewater Master Plan funded primarily [\$95,000 total both Funds] through the General Fund (\$15,000)
- Enterprise Fund contribution, lump sum longevity pay (\$5,750)

New and replacement capital in the Enterprise Fund includes:

- New computer & software for SCADA system (\$13,500)
- One-half ton truck (\$25,000)
- Replacement of metal storage building & roof over equipment storage area (\$18,000)

- New Sewer Camera, funded by 2013 PPF CO (\$42,000)

DRAINAGE UTILITY FUND

The drainage utility fund separately budgets for expense necessary for the maintenance and capital improvements of channels, culverts, and stormwater systems throughout the City. Revenue sources include drainage fees levied against all impervious property within Richland Hills, and the drainage utility fee of \$8.00/residence adopted by City Council in 2009. Revenues in FY 2013-14 are estimated at \$848,122 in the adopted budget. The estimated total resources available for FY 2013-14 are \$2,132,875 after a transfer of \$211,848 to the General Fund. The total expenditure of \$703,784 in the adopted budget includes personnel (\$212,148), supplies and maintenance (\$79,900), other operational expenditures (\$2,500), and a transfer to debt service (\$409,236).

SPECIAL REVENUE AND OTHER FUNDS

The Special Revenue Funds account for the accumulation and disbursement of restricted resources. Special Revenue Funds consist of Economic Development Type B (formally 4B) Sales Tax Fund, Crime Control and Prevention Fund, Traffic Safety Fund, Hotel Occupancy Tax Fund, Municipal Court Technology Fund, and the Municipal Court Security Fund.

Economic Development Type B Sales Tax Fund

The revenue source for this fund is a 0.125% Sales and Use Tax approved by the voters. Funds are budgeted to account for promotion of economic development within the City and improvements to parks and parks facilities. The adopted budget estimates sales tax revenue of \$228,199 in FY 2013-14, with total available resources of \$501,147 after a transfer of \$59,800 to the General Fund. Expenditures from the fund are budgeted at \$367,438 and include:

- Park Improvements (\$21,500)
- Economic Development Grants and Incentives (\$82,500)
- Property Acquisition, for future Community Activities Center (\$120,000)
- Transfer to debt service (\$132,528)

Crime Control and Prevention District (CCPD)

The revenue source for the CCPD is a 0.375% Sales and Use Tax approved by the voters in 2005. It is estimated that the CCPD sales tax will generate \$676,975 in revenues for FY 2013-14, slightly less than in the prior year (which had higher revenues due to the sales tax audit). The estimated beginning fund balance is \$484,825. The budget includes:

- Transfer to General Fund, to provide new or replacement equipment, a portion of salaries for police department employees, expense for a school resource officer, and additional supplies, educational material and training for officers (\$784,403)
- Building improvements to building purchased [\$200,122] in FY 2012-13 (\$40,000)
- New Crime Prevention vehicle (\$39,268)
- Voice Recorder System, Police non-emergency calls (\$21,535)
- Interview Room Camera System (\$7,500)
- Police, Six (6) Mobile Data Computers (\$26,899)
- Police, Sixteen (16) Tasers (\$19,042)

Traffic Safety Fund

The City receives half of the revenue from the red light camera fines (after the cost of administering the program), with half of the revenue going to the state. The city's share of the revenue (after costs) must be used for local traffic safety programs. Funds are budgeted for overtime salaries for traffic safety program, signs, street markings, and supplies, maintenance and equipment. The approved

FY 2013-14 budget estimates \$381,857 in red light camera fine revenues. The budget includes a transfer of \$19,092 to the General Fund for program costs. The largest expenditures include operating fees (\$327,480) to the provider, signs/markings (\$10,000), and personnel (\$10,000).

Hotel Occupancy Tax (HOT) Fund

The City receives hotel tax revenue from the two hotels located in the City. The room rental tax rate is levied at 7%. Funds are budgeted to promote tourism and the hotel industry. The approved budget estimates HOT revenues of \$186,135 for FY 2013-14 and, after a transfer of \$55,006 to the General Fund, a total of \$245,969 in estimated available resources. The budget provides for \$115,103 in expenditures including:

- Special Events (\$20,000)
- Promotions (\$19,500)
- Hotel/Motel Grants, per agreement with hotels (\$68,858)

Municipal Court Security Fund & Technology Fund.

Revenues in these two Municipal Court Funds are derived from fees assessed, as provided by state law, per conviction in the Richland Hills Municipal Court. Resources in these two funds have been declining the past few years due to a decrease in the number of citations issued and thus fewer convictions.

Revenues in the Municipal Court Security Fund are used to account for/offset expenditures for the cost of security services for the Court. Revenues in the Municipal Court Security Fund are estimated at \$6,840 for FY 2013-14. No expenditures have been budgeted from the Security Fund this year to allow the fund to build a surplus.

The Municipal Court Technology Fund is used to provide a resource to account for/offset the cost for providing the computer technology (hardware/software, etc.) necessary to the operation of the municipal court of record. The approved

budget estimates \$9,805 in total available resources in the fund, with budgeted expenditures of \$9,720 including \$1,164 for a laptop computer for the marshal.

Keep Richland Hills Beautiful (KRHB)

The City receives a \$15,000 allocation each year from Allied Waste to fund the program, and KRHB also receives donations from time-to-time. Funds are budgeted to include cost of hazardous household waste program and various beautification events scheduled throughout the year. The FY 2013-14 budget also includes a Non-Departmental transfer of \$6,500 to KRHB to fund the cost of transitioning KRHB from a Board of the City Council to a separate, stand-alone non-profit corporation with a 501 (c) (3) IRS status.

Donations Funds

The Donations Funds account for revenues received through water bill donations for parks and beautification, library, and animal services. Funds are budgeted for improvements and beautification to parks and medians, and additional supplies and enhancements for the library and animal services programs.

In the Parks and Beautification Donation Fund, the FY 2013-14 adopted budget estimates \$24,316 in total available resources (beginning balance + current year contributions) with expenditures of \$4,500.

In the Library Donation Fund, the budget estimates \$9,934 in available resources with expenditures of \$5,548.

In the Animal Shelter Donation Fund, total available resources are budgeted at \$6,476 and expenditures at \$14,765, however, expenditures will be limited to the amount of available resources in the fund.

Infrastructure Funds

The Road & Street Improvement Fund accounts for revenues received from the Fort Worth Transportation Authority (the T) derived from the ½ cent sales tax collected by the Authority in Richland Hills. The FY 2013-14 adopted budget estimates revenues of \$161,577 in this fund. The Oil & Gas Infrastructure Fund accounts for funds received from royalties and lease payments from leases on City-owned property. The FY 2013-14 adopted budget estimates revenues of \$334,442 in this fund. Expenditures from these funds are designated by City Council during the fiscal year as the needs arise.

DEBT SERVICE FUNDS

General Debt Service Fund

The General Debt Service Fund accounts for the accumulation of resources for the payment of general long-term debt principal and interest. Debt service revenues consist primarily of ad valorem taxes with a small amount of interest income. The General Fund supports three debt issues in the adopted budget, the \$535,000 2007 Contractual Obligation Issue which will retire in 2021-22, the \$473,000 2011 Contractual Obligation Issue and the \$415,000 2012 Contractual Obligation Issue which will retire in 2019. The debt service is \$49,420 for the 2007 issue, \$105,486 for the 2011 issue, and \$78,128 for the 2012 issue.

The City's AA- bond rating from Standard and Poors is indicative of the City's stable financial picture. Presently, only 11.91% of every dollar collected from ad valorem taxes goes to debt service, with 88.09 % maintenance and operations. This is an outstanding ratio and the City has considerable more capacity for debt issue.

Development Corporation Issue. The Richland Hills Development Corporation issued \$1,300,000 in certificate of obligation debt in 2001 to complete the Burns Street reconstruction project. The debt payment in the FY 2013-14 budget required to service the 2001 issue is \$132,528. This debt is scheduled for retirement in FY 2015-16.

Enterprise Debt Service Fund

The Enterprise Fund supports three debt issues. In 2007 the City issued \$2,110,000 in certificates of obligation to construct capital improvements to the water and wastewater system. This issue is scheduled for retirement in FY 2027-28. The debt payment in the FY 2013-14 budget required to service the 2007 issue is \$154,493.

The \$4,000,000 1998 Certificate of Obligation Issue to correct deficiencies in the wastewater system identified by the Environmental Protection Agency, and the 2002 Waterworks Revenue Bonds, were refinanced in 2011 and combined into one \$3,110,000 issue that is scheduled for retirement in 2022. The FY 2013-14 debt payment required to service the 2011 issue is \$426,325.

In 2013 the City issued \$6,000,000 in certificates of obligation for the purpose of acquiring, constructing, installing and equipping improvements to the City's stormwater/drainage system, and to construct capital improvements to the water and wastewater system. This issue, supported by both the Enterprise Fund and the Drainage Fund, is scheduled for retirement in FY2032-33. The FY 2013-14 debt payment required to service the 2013 issue is \$420,084.

The Enterprise Fund also supports the Electronic Meter Reading Lease Purchase Fund in FY 2013-14, with a debt service requirement of \$58,265.

The Drainage Fund also supports the \$2,750,000 Combination Tax and Water and Sewer Certificates of Obligations issued in 2010 for the purpose of acquiring, constructing, installing and equipping improvements to the City's stormwater and drainage system. This issue is scheduled for retirement in FY2029-30. The FY 2013-14 debt payment required to service the 2010 issue is \$199,679.

CAPITAL PROJECTS

The City Charter requires the City Manager to include a general five-year plan for capital improvement expenditures in the annual budget message. Upon approval by the Council, the plan serves as a guide for capital improvements to the City. The Capital Improvement Plan (CIP) is a planning document and does not authorize or fund projects.

Identified Infrastructure Needs. A total of \$18,310,000 in needed infrastructure improvements have been identified, including \$8,360,000 in the Master Drainage Plan, \$6,000,000 in 5-year Wastewater Plan, and \$3,950,000 in Streets, The identified needs do not include water system improvements or sidewalks, or the cost for construction of new building facilities.

Current 5-Year Capital Improvement Plan. The 5-year Capital Improvement Plan currently identifies funding for \$9,020,631 in capital improvements, including \$6,506,631 in expenditures in FY 2013-14. The capital improvement projects are funded through a number of sources across several funds in FY 2013-14, including the Combination Tax and Water and Sewer Certificates of Obligations issued in 2013 in the amount of \$6,000,000 for acquiring, constructing, installing and equipping improvements to the City's stormwater and drainage system, and the acquisition of land necessary for improvements to the wastewater and water system infrastructure. The \$6,000,000 in 2013 Certificates of Obligations will fund \$3,000,000 in Wastewater System Improvements and \$3,000,000 in Drainage Improvements.

The current plan also includes an expenditure of \$170,000 for property acquisition for the future (unfunded) community activities center. The complete summary of projects and their funding source can be found beginning on page 202 of the budget document which follows this message.

Unfunded Needs. The \$6,506,631 in capital projects appropriated in the Fiscal Year 2013-14 Annual Budget will improve the City's infrastructure, improve the quality of service to the citizens, and attract needed business investment to increase the total assessed valuation for the City and add to the sales tax base. As noted above, the adopted FY 2013-14 budget does not address all the identified infrastructure capital needs. In addition, the approved budget does not address all the operational needs. Attached to this message is a list of needs totaling approximately \$661,000-702,000 that have been identified by the department heads but were unfunded in the current budget. Some of these would be one-time, non-reoccurring costs, some would involve reoccurring operational costs. None should be looked at as belonging to the category of the proverbial "wish list."

OUTLOOK

Indicators. The indicators from 2013 referenced earlier - the 5.7% increase in value of the average residential property, the 4.35% increase in the City's total assessed value (with the largest growth in commercial real and personal property), and the increase in sales taxes - suggest that the outlook for the City of Richland Hills is very positive. The trend is expected to continue in 2014 with the anticipated opening of Buyers Barricade's by the end of 2013, the new landscaping company that is expected to open on Handley Ederville Road in 2013, and the sale of the former Sam's building in 2013 and the new owners plan

to have several new retail businesses begin operating in the facility during 2014. Additionally, it appears that things are on track for the city to finally get a grocery store in 2014.

Infrastructure Improvements. From the physical development side, working with the Texas Department of Transportation (TXDOT) and Tarrant County two major infrastructure improvements were completed in FY2012-13. The reconstruction of Pine Park with new curb and gutter and a 2" asphalt overlay was accomplished through an intergovernmental contract with Tarrant County. The \$450,000 project (estimated) was completed using Tarrant County road crews, with the City paying for the cost of all construction materials. Had this project been bid for a private construction contract, it is estimated that the cost would have been approximately \$700,000 - \$750,000. With a \$2,000,000 TXDOT grant under the Safe Routes to School program, approximately 17,000 linear feet of new sidewalks were constructed along streets in neighborhoods leading to Richland Middle School, Jack Binion Elementary School, and Richland Elementary School. These types of cooperative programs will continue going forward.

Working with TXDOT and Tarrant County, major intersection improvements on Baker Boulevard at Handley Ederville, Vance/Ash Park, and Rufe Snow should begin sometime late 2014. The project will include the realignment at Vance and Ash Park to remove the offset intersection. This estimated \$3.5 million project is being funded by a TXDOT grant, the Tarrant County Road Bond Fund, and approximately \$95,000 from the City's Road Improvement and Infrastructure Fund. In addition, in FY 2013-14 construction will begin on the Kingsbury and Matthews drainage projects and the Big Fossil Creek Sewer Main and Lift Station projects, all funded through the \$6,000,000 Certificate of Obligation bonds issued in late 2013.

The approved FY 2013-14 budget provides funding for other major projects as well. This includes the \$100,000 in 2012 PFCO funds that City Council designated in FY 2012-13 for park capital improvements which will be available when the parks improvements study (funded in FY 2013-14) is completed. In addition, funds are available in the Road & Street Improvement Fund (\$161,577) and the Oil & Gas Infrastructure Fund (\$334,442) for capital projects designated by City Council during the year.

Planning for Development. Two other major projects are scheduled for completion in FY 2013-14. One is the development of the new Comprehensive Plan currently underway. The Comprehensive Plan Steering Committee, appointed by City Council in 2012 and funded in FY 2012-13, should finish its work in early 2014. In addition to updating and replacing the current plan approved in 1983, the Committee will recommend a revised zoning ordinance. These two new documents (Comprehensive Plan and Zoning Ordinance) should encourage new development by protecting the investment of potential developers, thus strengthening the quality of development and growing the City's tax base. The second is the development of a new Water & Wastewater Master Plan. There are no specific funds allocated for major capital improvements to the City's water system (or wastewater outside of the projects identified in the 2013 C.O. issue) in the FY 2013-14 budget, although previously staff has identified more than \$12.4 million in total water and wastewater improvement needs outside of the currently funded BFC projects. These include more than 43,000 linear feet of water lines and 26,400 linear feet of sewer lines that need replacement, with approximately 6,500 linear feet of sewer lines that need immediate replacement due to their risk of collapse. The Master Water & Wastewater Plan will provide the guide for staff and City Council in effecting improvements to the system.

In Conclusion. The FY 2013-14 annual budget approved by City Council on September 17, 2013 sets out an ambitious but doable plan of service delivery for the municipal organization. I am very appreciative to Finance Director Barbara Mann, Assistant City Manager Eric Strong, the department heads and everyone else in the organization that made it possible to put together the budget first presented to City Council on August 1, 2013. I am especially appreciative, Mayor and members of the City Council, for your insight, direction, and commitment to the improvement of the municipal infrastructure and the quality of life for the citizens of Richland Hills.

A handwritten signature in black ink, appearing to read "Curtis E. Hawk". The signature is fluid and cursive, with the first name "Curtis" and last name "Hawk" clearly distinguishable.

Curtis E. Hawk, City Manager

List of Unfunded Needs, FY 2013-14

(Excluding major capital and projects, all funds.)

Fire Department.

Fire Station

- 20,000 kw emergency generator with switch over (w/installation exp) **\$ 6,200**
Unexpected expense that we were made aware of in late August
- Spray on insulation of the outside walls and ceiling **\$ 15,000**
- Apparatus floor exhaust fan on north outside wall (w/installation expense) **\$ 3,500**
- Replacement of kitchen cabinets and counters **\$ 5,000**
- Replacement of station flooring (carpeting and tile) **\$ 5,000**
- Painting on outside walls of fire station **\$ 4,500**
- Replacement of lighting in the apparatus bay area of the fire station **\$ 3,500**
- Replacement of station furnishings (beds, chairs, etc) **\$ 9,000**
- Replacement of two gas fire furnaces on apparatus floor (est. as originals) **\$ 8,000**
- Repair or replacement of gutters on fire station **\$ 3,500**
- Apply a non-slip surface to the apparatus bay floor **\$ 3,500**
- Fitness Equip. for cardio and strength training to replace personal equip
used in station currently, will be gone in 2-3 years **\$ 20,000**
- Breathing air compressor (will apply for grants) **\$ 35,000**

Equipment

- Helmet mounted LED lighting for firefighter's helmets (15 @ \$100 each) **\$ 1,500**
- HYDRO II PPE moisture barrier testing unit (test required by TCFP) **\$ 1,000**
- Heavy duty sewing machine to repair velco on protective clothing **\$ 500**
- 2014-15 budget will ask to replace current Mobile Data Computers
with either IPADs or tablets and retrofit docking stations (5 @ \$600 or
5 @ \$1,500) these are less expensive than the \$3,500 per Toughbook **\$ 4,500**
- Set of wildland PPE for each department member (15 x \$600), Texas
Forest Service now requires all firefighters responding to state request
for mutual aid to the wildfires be trained to a certain level and have the
appropriate PPE. At this time the majority of our firefighters have had

the training but do not have the wildland PPE required to respond.

Could be worn to the grass fires in the city and area in place of structural

PPE. Department will attempt a grant through TFS this fall. **\$ 9,000**

Fire Apparatus

- Replace current fire department apparatus (2008 75' Quint, reserve 2000 International commercial engine, 2006 Ford 550 Command Vehicle) replace with new demo or stock small wheeled based 1500 gpm custom fire engine, 6-7 year old 1500 gpm custom fire engine, and a new demo or stock small walk around rescue truck with 300 gallons of water and 500 gpm pump on a heavy duty pickup truck.

Estimated expense **before sale of Quint estimated \$400,000**. Estimated expense to city after sale of existing apparatus and purchase of new and used replacement

apparatus estimated at **\$ 70,000 – \$ 90,000**

Goal is to reduce the current operational expenses and have apparatus that meet the needs of the department's current and future operational practices and responses.

Training

- Tuition and travel expense for firefighters to attend TEEX Fire Schools in College Station **\$ 3,000**
- Tuition for department members to attend additional specialized training **\$ 3,000**
(i.e., specialized rescue, swift water rescue, higher EMS certifications)
- Tuition and travel expense for additional department members to attend state fire, EMS and emergency management conferences **\$ 3,000**

Emergency Management

- Replacement of the two city outdoor warning sirens.
Current sirens were purchase used 10+ years ago from Eules
when they were replacing old sirens. **\$ 15,000 - \$ 30,000**
- Expense to bring in intern from UNT's Emergency Management Program
each semester to work on Emergency Plan and Emergency Drills **\$ 3,000**

Personnel

- One (1) Full-time Operations Chief, 40hr work week, coordinating training, EMS and day to day operations on the fire department. Available to respond to emergency incidents, replace shift officer in their absence, available for fire inspections, public education activities, fire investigations, etc. **\$ 95,000**
- Increase in use of part-time firefighters, certified firefighters/EMTs, employed by other departments that work at set hourly rate with no benefits (current rate \$14 per hour recommended to raise to \$15 per hour). Would raise minimum staffing from four to five members on duty using part-timers to supplement shifts when full-time members off on either holidays or vacation days. Currently used to supplement staffing to maintain minimum of four members on duty
Estimated 4,320 hours (180 24 hr shifts) x \$15 per hour **\$64,000 - \$ 70,000**

Library

Replace Carpet . The carpet in the Library is worn and stained after decades of wear and tear. **\$35,000**

Municipal Court

Online investigate system for Marshal – can also be used by PD detectives **\$1,320/year**

Garrett PD6500I Walk Thru Metal Detector and wooden magna dolly (Includes delivery, set up and training) **\$4,100**

Docket jackets – reconfigure docket jacket and order 10,000 jackets
Will be enough jackets to last for approximately 2 years **\$1,650**

Personnel

Part-time court clerk – 20 hours a week @\$12.98/hr **\$13,500**

Neighborhood Services

Animal Control

Counter Improvements. The current design of the desk and counter space at the Animal Shelter does not provide for a separation of the entry/lobby area and the staff and office area. This request is for the addition of a low dividing partition with a “swinging door” to maintain a separation between the lobby and office area. **\$1,500**

Animal Control Vehicle. **\$33,500**

Public Works

Equipment Replacement. The current tractor utilized for mowing purposes by the Public Works Department is in excess of ten years old. It currently remains in service by constant repair by Public Works personnel and utilizing parts that often have to be found as “used” parts. The tractor was projected to be included in the FY 14-15 Budget request, but maintenance issues have resulted in this request to fund a replacement unit in FY 13-14 if at all possible. Estimated cost of new unit. **\$35,000**

Additional Personnel . Two (2) maintenance Workers. Estimated Cost. **\$75,000**

Code Enforcement.

Additional Radios. Three (3) portable radios for use by Code Enforcement and Neighborhood Services. Currently when personnel in the field they rely on cellular telephone service to maintain contact with the office or RHPD in event of hazardous situation. Reliance on telephone communication vs. direct radio communication both with the office as well as the public safety dispatcher is safety concern. One ea. for Code Enforcement Officer in the field, Permit

Clerk (to maintain direct contact with the CE Officer), and Director of Neighborhood Services (to maintain contact both with the CE Officer and Public Works personnel).The cost includes radios, chargers and required programming. **\$5,724**

Police Department

Police Traffic Vehicle. **\$40,000**

Estimated Total, All Departments (rounded), \$640,500 - \$681,500

ORDINANCE 1253-13

AN ORDINANCE OF THE CITY COUNCIL OF THE RICHLAND HILLS, TEXAS, APPROVING REVISED BUDGET FIGURES FOR FISCAL YEAR 2012-13; APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013, AND ENDING SEPTEMBER 30, 2014, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Richland Hills, Texas (hereinafter referred to as the "City") has prepared a revision of certain figures in the 2012-13 budget and submitted same to the City Council; and,

WHEREAS, the City Manager has caused to be filed with the City Secretary a budget to cover all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2013, and ending September 30, 2014, (hereinafter referred to as the "Budget"); and

WHEREAS, public notice of the public hearing on the proposed annual budget, stating the date, time, place and subject matter of said public hearing, was given as required by the Charter of the City of Richland Hills and the laws of the State of Texas; and

WHEREAS, such public hearing was held on September 3, 2013, prior approval of such date being hereby ratified and confirmed by the City Council, and all those wishing to speak on the Budget were heard; and

WHEREAS, the City Council has studied the Budget and listened to the comments of the taxpayers at the public hearing held therefore and has determined that the Budget attached hereto is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS:

Section 1. That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. That the revised budget figures, prepared and submitted by the City Manager for the 2012-13 budget, be, and the same are hereby, in all things, approved and appropriated, and any necessary transfers between accounts and departments are hereby authorized, approved, and appropriated.

Section 3. That the Budget attached hereto and incorporated herein for all purposes is adopted for the Fiscal Year beginning October 1, 2013, and ending September 30, 2014; and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases and other expenditures as proposed in the Budget.

Section 4. That the sum of \$6,000,000 is hereby appropriated from the 2013 Water/Wastewater/Drainage Capital Projects Fund for the accomplishment of projects proposed for said fund in the municipal budget.

Section 5. That the 2013-14 Annual Budget of the Richland Hills Crime Control and Prevention District approved by the District Board on August 20, 2013 is hereby ratified.

Section 6. That the 2013-14 Annual Budget of the Richland Hills Type B Economic Development Corporation approved by the Board on August 20, 2013 is hereby ratified.

Section 7. That the distribution and division of the above-named appropriations is made at the departmental level in the General Fund, Water and Sewer Enterprise Fund, Drainage Utility Fund, and all other funds for the payment of operating expenses and capital outlay as set out in the municipal budget.

Section 8. That at any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among or between general classifications within a department. The City Manager shall report such transfer to the City Council by written message at the next regular council meeting following the transfer action. The City Manager may not authorize transfer of part or all of any unencumbered appropriation balance among or between departments or funds of the City. The City Manager may recommend such transfer to the City Council. The City Council may, at the recommendation of the City Manager or on its own volition, transfer part or all of any unencumbered appropriation balance from one department or fund to another department or fund by resolution.

Section 9. That any and all ordinances, resolutions, rules, regulations, policies or provisions in conflict with the provisions of this Ordinance are hereby repealed and rescinded to the extent of conflict herewith.

Section 10. That if any section, article, paragraph, sentence, clause, phrase or word in this Ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 11. That the City Manager shall file or cause to be filed a true and correct copy of the approved Budget, along with this ordinance, with the City Secretary and in the office of the County Clerk of Tarrant County, Texas, as required by State law.

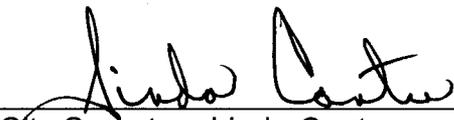
Section 12. That the necessity of adopting and approving a proposed budget for the next fiscal year as required by the laws of the State of Texas requires that this Ordinance shall take effect immediately from and after its passage, and it is accordingly so ordained.

PASSED AND APPROVED on this 17 day of September, 2013.

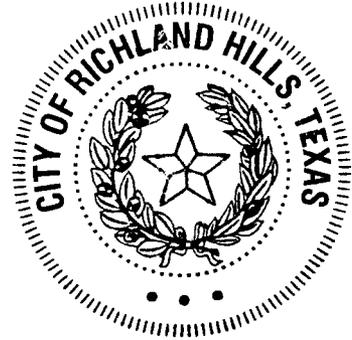


Mayor Bill Agan

ATTEST:



City Secretary Linda Cantu



ORDINANCE 1254-13

AN ORDINANCE FIXING AND LEVYING CITY AD VALOREM TAXES FOR THE CITY OF RICHLAND HILLS, TEXAS FOR THE YEAR 2013, AND DIRECTING THE ASSESSMENT AND COLLECTION THEREOF.

Whereas, the City Council finds that a tax for the year 2013, hereinafter levied for current expenses of the City and the general improvement of the City and its property must be levied to provide the revenue requirements of the budget for the ensuing year; and

Whereas, the City Council further finds that taxes for the year 2013, hereinafter levied are necessary to pay interest and to provide the required sinking fund on outstanding bonds of the City issued for City purposes; and

Whereas, the tax rate proposed by the City Council exceeds the effective tax rate for the year 2013; and

Whereas, public notice of the two required public hearings on the proposed tax rate, stating the date, time, place, and subject matter of said public hearings, was given as required by the laws of the State of Texas, and

Whereas, such public hearings were held on August 20, 2013 and September 3, 2013, prior approval of such date being hereby ratified and confirmed by the City Council, and all those wishing to speak on the proposed tax rate were heard; and

Whereas, the City Council listened to the comments of the tax payers at the public hearings and has determined that the proposed tax rate as set out below is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS:

Section 1. For the current expenses of the City and for the general improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the year 2013 on all property situated within the limits of Richland Hills, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$.467694** per \$100 of the assessed valuation of such property.

Section 2. For the purpose of paying interest and providing a sinking fund for the payment of each issue of bonds issued for various City purposes, including the various installments of principle falling due during the ensuing year on bonds issued for such purposes, and for the purpose of paying interest and making provision for the sinking fund on such other bonds as may be issued for various City purposes during the ensuing year, there is hereby levied and ordered to be assessed and collected for the year 2013 on all property situated within the limits of Richland Hills, and not exempt from taxation by valid laws, an Ad Valorem tax at the rate of **\$ 0.060400** per \$100.00 of the assessed valuation of such property.

PASSED AND APPROVED on this 17 day of September, 2013.

Bill Agan
Mayor Bill Agan

ATTEST: *Linda Cantu*
City Secretary Linda Cantu





**CITY OF RICHLAND HILLS
2013-2014
FISCAL YEAR**

Governmental Funds

2012-2014

(For Budgetary Purposes Only)

	General Fund			Special Revenue Funds		
	2012 Actual	2013 Estimated	2014 Budget	2012 Actual	2013 Estimated	2014 Budget
Financial Sources:						
Property Tax	\$ 1,943,002	\$ 1,936,508	\$ 2,047,079			
Sales and Use Taxes	\$ 2,053,482	\$ 1,822,130	\$ 1,822,130	\$ 1,206,469	\$ 1,161,899	\$ 1,091,249
Franchise Taxes	\$ 609,470	\$ 576,928	\$ 558,103			
Fines and Forfeitures	\$ 341,020	\$ 420,521	\$ 417,629	\$ 309,137	\$ 398,185	\$ 398,048
Licenses and Permits	\$ 144,737	\$ 99,515	\$ 102,170			
Service Charges	\$ 251,329	\$ 253,346	\$ 277,314			
Fees	\$ -	\$ -				
Grants and Transfers	\$ -	\$ -	\$ -	\$ 74,907	\$ 118,844	
Interest Earnings	\$ 1,252	\$ 909	\$ 1,100	\$ 861	\$ 1,189	\$ 810
All Other Revenue	\$ 49,506	\$ 87,699	\$ 188,262	\$ 30,991	\$ 29,206	\$ 35,732
Transfers			\$ 2,067,191			\$ (918,301)
Total Estimated Financial Sources	\$ 5,393,798	\$ 5,197,556	\$ 7,480,978	\$ 1,622,365	\$ 1,709,323	\$ 607,538
Expenditures						
General Government	\$ 791,718	\$ 599,657	\$ 1,250,450	\$ -	\$ -	\$ -
Judicial	\$ 211,576	\$ 211,208	\$ 216,038	\$ 8,950	\$ 12,142	\$ 9,720
Public Safety	\$ 3,351,700	\$ 3,237,105	\$ 4,225,081	\$ 1,101,545	\$ 1,423,684	\$ 513,119
Neighborhood Services	\$ 671,062	\$ 880,253	\$ 805,639	\$ 35,812	\$ 11,595	\$ 14,765
Culture Recreation	\$ 356,573	\$ 379,168	\$ 354,602	\$ 40,524	\$ 83,646	\$ 25,048
Economic Development	\$ 28,643	\$ 32,063	\$ 6,110	\$ 434,596	\$ 481,561	\$ 482,541
Non-departmental	\$ -	\$ -	\$ 664,696			
Debt Service			\$ -	\$ -		
Capital Projects	\$ 16,198	\$ 16,198	\$ 50,000	\$ -	\$ -	\$ -
Total Budget	\$ 5,427,470	\$ 5,355,652	\$ 7,572,616	\$ 1,621,427	\$ 2,012,628	\$ 1,045,193
General Contingencies and Reserves						
Total Use of Resources	\$ 5,427,470	\$ 5,355,652	\$ 7,572,616	\$ 1,621,427	\$ 2,012,628	\$ 1,045,193
Net Increase (Decrease) in Fund Balance						
Fund Balance - October 1	\$ 2,326,518	\$ 2,370,011	\$ 2,211,915	\$ 1,279,598	\$ 1,278,454	\$ 982,081
Residual equity transfers and other adjustments	\$ 77,165	\$ -	\$ -	\$ (276,299)	\$ 6,932	\$ -
Fund Balance - September 30	\$ 2,370,011	\$ 2,211,915	\$ 2,120,277	\$ 1,004,237	\$ 982,081	\$ 544,426

**CITY OF RICHLAND HILLS
2013-2014
FISCAL YEAR**

Debt Service Funds			Capital Projects Fund			Total Governmental Funds		
2012 Actual	2013 Estimated	2014 Budget	2012 Actual	2013 Estimated	2014 Budget	2012 Actual	2013 Estimated	2014 Budget
\$ 262,030	\$ 261,818	\$ 233,034				\$ 2,205,032	\$ 2,198,326	\$ 2,280,113
						\$ 3,259,951	\$ 2,984,029	\$ 2,913,379
						\$ 609,470	\$ 576,928	\$ 558,103
						\$ 650,157	\$ 818,706	\$ 815,677
						\$ 144,737	\$ 99,515	\$ 102,170
						\$ 251,329	\$ 253,346	\$ 277,314
						\$ -	\$ -	\$ -
\$ 135,296	\$ 135,528	\$ 132,698	\$ 359,323	\$ 291,140	\$ 160,552	\$ 569,526	\$ 545,512	\$ 293,250
\$ 81	\$ 53		\$ 226	\$ 132	\$ 115	\$ 2,420	\$ 2,283	\$ 2,025
			\$ 262,638	\$ 608,645	\$ 147,237	\$ 343,135	\$ 725,550	\$ 371,231
								\$ 1,148,890
<u>\$ 397,407</u>	<u>\$ 397,399</u>	<u>\$ 365,732</u>	<u>\$ 622,187</u>	<u>\$ 899,917</u>	<u>\$ 307,904</u>	<u>\$ 8,035,757</u>	<u>\$ 8,204,195</u>	<u>\$ 8,762,152</u>
						\$ 791,718	\$ 599,657	\$ 1,250,450
						\$ 220,526	\$ 223,350	\$ 225,758
			\$ -	\$ -	\$ -	\$ 4,453,245	\$ 4,660,789	\$ 4,738,200
			\$ -			\$ 706,874	\$ 891,848	\$ 820,404
						\$ 397,097	\$ 462,814	\$ 379,650
						\$ 463,239	\$ 513,624	\$ 488,651
								\$ 664,696
\$ 366,191	\$ 366,890	\$ 366,162				\$ 366,191	\$ 366,890	\$ 366,162
			\$ 523,256	\$ 877,255	\$ 227,000	\$ 539,454	\$ 893,453	\$ 277,000
<u>\$ 366,191</u>	<u>\$ 366,890</u>	<u>\$ 366,162</u>	<u>\$ 523,256</u>	<u>\$ 877,255</u>	<u>\$ 227,000</u>	<u>\$ 7,938,344</u>	<u>\$ 8,612,425</u>	<u>\$ 9,210,971</u>
<u>\$ 366,191</u>	<u>\$ 366,890</u>	<u>\$ 366,162</u>	<u>\$ 523,256</u>	<u>\$ 877,255</u>	<u>\$ 227,000</u>	<u>\$ 7,938,344</u>	<u>\$ 8,612,425</u>	<u>\$ 9,210,971</u>
\$ 31,216	\$ 30,509	\$ (430)	\$ 98,931	\$ 22,662	\$ 80,904	\$ 97,413	\$ (408,230)	\$ (448,819)
\$ 92,309	\$ 123,525	\$ 128,693	\$ 266,940	\$ 365,871	\$ 439,855	\$ 3,965,365	\$ 3,863,644	\$ 3,762,544
	\$ (25,341)	\$ -	\$ -	\$ 51,322	\$ -	\$ (199,134)	\$ 307,130	\$ -
<u>\$ 123,525</u>	<u>\$ 128,693</u>	<u>\$ 128,263</u>	<u>\$ 365,871</u>	<u>\$ 439,855</u>	<u>\$ 520,759</u>	<u>\$ 3,863,644</u>	<u>\$ 3,762,544</u>	<u>\$ 3,313,725</u>

**CITY OF RICHLAND HILLS
2013-2014
FISCAL YEAR**

Enterprise Funds

**2012-2014 Summary of Estimated Revenues,
Expenses and Changes in Retained Earnings**

(For Budgetary Purposes Only)

	Water and Sewer Fund		
	2012 Actual	2013 Estimated	2014 Budget
Operating Revenues			
Charges for Services	\$ 4,280,409	\$ 3,816,352	\$ 3,816,352
Other Revenue	\$ 10,197	\$ 439,443	\$ 439,443
Transfers			\$ (1,726,802)
Total Estimated Operating Revenues	<u>\$ 4,290,606</u>	<u>\$ 4,255,795</u>	<u>\$ 2,528,993</u>
Operating Expenses			
Administration	\$ 1,072,577	\$ 598,059	\$ -
Operations	\$ 1,983,606	\$ 2,828,852	\$ 2,219,465
Depreciation	\$ 462,866	\$ -	
Total operating Expenses	<u>\$ 3,519,049</u>	<u>\$ 3,426,911</u>	<u>\$ 2,219,465</u>
Operating Income (Loss)	\$ 771,557	\$ 828,884	\$ 309,528
Nonoperating Revenues			
Expenses	\$ (127,963)	\$ (581,199)	\$ -
Income (Loss) Before Operating Transfers	\$ 643,594	\$ 247,685	\$ 309,528
Operating Transfers In	\$ 116,198	\$ 16,198	\$ -
Operating Transfers Out	\$ (83,819)	\$ -	\$ -
Net Income (Loss)	<u>\$ 675,973</u>	<u>\$ 263,883</u>	<u>\$ 309,528</u>
Net Assets			
October 1	\$ 6,704,770	\$ 7,380,743	\$ 7,644,626
Changes in Net Assets	<u>\$ 675,973</u>		
Net Assets September 30	<u>\$ 7,380,743</u>	<u>\$ 7,644,626</u>	<u>\$ 7,954,154</u>

**CITY OF RICHLAND HILLS
2013-2014
FISCAL YEAR**

Drainage Utility Fund			Total Enterprise Fund		
2012 Actual	2013 Estimated	2014 Budget	2012 Actual	2013 Estimated	2014 Budget
\$ 778,213	\$ 814,800	\$ 847,392	\$ 5,058,622	\$ 4,631,152	\$ 4,663,744
\$ 2,346	\$ 730	\$ 730	\$ 12,543	\$ 440,173	\$ 440,173
		\$ (211,848)			\$ (1,938,650)
\$ 780,559	\$ 815,530	\$ 636,274	\$ 5,071,165	\$ 5,071,325	\$ 3,165,267
\$ -	\$ -	\$ -	\$ 1,072,577	\$ 598,059	\$ -
\$ 216,705	\$ 425,496	\$ 294,548	\$ 2,200,311	\$ 3,254,348	\$ 2,514,013
\$ 13,664	\$ -	\$ -	\$ 476,530	\$ -	\$ -
\$ 230,369	\$ 425,496	\$ 294,548	\$ 3,749,418	\$ 3,852,407	\$ 2,514,013
\$ 550,190	\$ 390,034	\$ 341,726	\$ 1,321,747	\$ 1,218,918	\$ 651,254
\$ (97,929)	\$ (197,444)	\$ (409,236)	\$ (225,892)	\$ (778,643)	\$ (409,236)
\$ 452,261	\$ 192,590	\$ (67,510)	\$ 1,095,855	\$ 440,275	\$ 242,018
\$ 83,819	\$ -	\$ -	\$ 200,017	\$ 16,198	\$ -
\$ -	\$ -	\$ -	\$ (83,819)	\$ -	\$ -
\$ 536,080	\$ 192,590	\$ (67,510)	\$ 1,212,053	\$ 456,473	\$ 242,018
\$ 1,721,606	\$ 2,257,686	\$ 2,450,276	\$ 8,426,376	\$ 9,638,429	\$ 10,094,902
\$ 536,080			\$ 1,212,053		
\$ 2,257,686	\$ 2,450,276	\$ 2,382,766	\$ 9,638,429	\$ 10,094,902	\$ 10,336,920

**CITY OF RICHLAND HILLS
2013-2014
FISCAL YEAR**

Governmental Funds and Enterprise Funds

2012-2014

	2012 Actual	Total All Funds 2013 Estimated	2014 Budget
Financial Sources:			
Property Tax	\$ 2,205,032	\$ 2,198,326	\$ 2,280,113
Sales and Use Taxes	\$ 3,259,951	\$ 2,984,029	\$ 2,913,379
Franchise Taxes	\$ 609,470	\$ 576,928	\$ 558,103
Fines and Forfeitures	\$ 650,157	\$ 818,706	\$ 815,677
Licenses and Permits	\$ 144,737	\$ 99,515	\$ 102,170
Service Charges	\$ 251,329	\$ 253,346	\$ 277,314
Charges for Services	\$ 5,058,622	\$ 4,631,152	\$ 4,663,744
Grants and Transfers	\$ 569,526	\$ 545,512	\$ 293,250
Interest Earnings	\$ 2,420	\$ 2,283	\$ 2,025
Transfers - Other Funds			\$ 1,148,890
All Other Revenue	\$ 355,678	\$ 1,165,723	\$ 811,404
Total Estimated			
Financial Sources	<u>\$ 13,106,922</u>	<u>\$ 13,275,520</u>	<u>\$ 13,866,069</u>
Expenditures			
General Government	\$ 1,864,295	\$ 1,197,716	\$ 1,250,450
Judicial	\$ 220,526	\$ 223,350	\$ 225,758
Public Safety	\$ 4,453,245	\$ 4,660,789	\$ 4,738,200
Public Works	\$ 706,874	\$ 891,848	\$ 820,404
Culture Recreation	\$ 397,097	\$ 462,814	\$ 379,650
Economic Development	\$ 463,239	\$ 513,624	\$ 488,651
Non-departmental			\$ 664,696
Debt Service	\$ 366,191	\$ 366,890	\$ 366,162
Operations	\$ 2,200,311	\$ 3,254,348	\$ 2,514,013
Depreciation	\$ 476,530	\$ -	\$ -
Capital Projects	\$ 539,454	\$ 893,453	\$ 277,000
Total Budget	<u>\$ 11,687,762</u>	<u>\$ 12,464,832</u>	<u>\$ 11,724,984</u>
Total Use of Resources	<u>\$ 11,687,762</u>	<u>\$ 12,464,832</u>	<u>\$ 11,724,984</u>
Net Increase (Decrease) in			
Fund Balance	\$ 1,419,160	\$ 810,688	\$ 2,141,085
Fund Balance (Net Assets) - October 1	\$ 12,391,741	\$ 13,502,073	\$ 13,857,446
Residual equity transfers and other adjustments	<u>\$ (308,828)</u>	<u>\$ (455,315)</u>	<u>\$ (2,347,886)</u>
Fund Balance (Net Assets) - September 30	<u>\$ 13,502,073</u>	<u>\$ 13,857,446</u>	<u>\$ 13,650,645</u>

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

DESCRIPTION OF REVENUE SOURCES AND ASSUMPTIONS

The following provides a description of the major revenue sources for the City's major operating funds and assumptions used to project these revenues for the budget. Rate increases were included in the projected property tax revenue. Most revenues are projected based on historical data.

GENERAL FUND

Tax Revenues

Property Tax - This is one of the largest sources of revenue for the City of Richland Hills. It commonly refers to the property tax on real and personal property.

For property owners, this is the most noticeable of all City revenues. This tax is used because a majority of services provided by the City are not divisible or excludable as a service to individual persons. For instance, the Richland Hills Police Department protects and services all citizens. It is not practical for the police to request payment from only those persons to whom they provide service. The entire City benefits from a safe community.

The City must base its property tax rate on the certified role provided by the Tarrant Appraisal District. The only variables to be set by the City are the collection rate and tax rates. This collection rate is set at 99% and is based on Richland Hills's historically high collection rate. The total tax rate adopted of **\$.528094** per \$100 of valuation is the same rate as the previous year of which **\$.467694** per \$100 of valuation is used for General Fund operations.

Delinquent tax collections are unstable and difficult to predict. The City takes a conservative approach for delinquent tax projects and budgets based on historical collections in prior years.

Penalty and Interest on Taxes - Citizens who do not pay their taxes by the date they are due must pay a penalty plus interest from the delinquent date to the date paid. The fee is set by the Texas Property Tax Code.

Sales and Use Tax - These taxes are collected by retailers and remitted to the State for the sale of goods and services within the City of Richland Hills. The State returns the portion designated for the City.

Sales tax data is collected by the State Comptroller and then released to the City. However, the State Comptroller does not release detailed information on sales

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

tax receipts, which makes forecasting performance more difficult. Therefore, the City generally takes a very conservative approach to forecasting sales tax receipts. Aggregate historical data and current economic predictions are used to project future sales tax revenues.

Franchise Fees - In Richland Hills, this category refers to the franchise fees charged to specific industries conducting business in the City. Utilities including electric, telephone, gas, and cable companies that operate within the City pay this tax for their use of the City's right-of-way to run their utility lines. The heavy refuse trucks of private solid waste haulers contribute to the deterioration of Richland Hills' streets while they conduct their business. Because of this, they pay this tax to cover their share in the cost of maintaining Richland Hills' streets.

Franchise Fees are based on a percentage of the gross receipts. Projections are based on population increase and projected utility use and historical data.

General Fines and Forfeitures

Municipal Court Fines - These fines are levied by the Judge for misdemeanor offenses occurring within the City of Richland Hills.

Library Book Fines - Fines assessed for overdue books are accounted for in this category.

Warrants - This fee is collected for the service of peace officers issuing citations and processing warrants.

Animal Control Fines - This revenue source consists of fines for boarding fees, stray animal pickup fees, and euthanasia of animals and rabies testing.

School Crossing Guard - This fee is collected as a fine for traffic violations in school zones.

Licenses and Permits

Electric, Mechanical and Plumbing License - This revenue source is collected by Community Development Department. It includes contractor registration, master electrician license, and plumber's license.

Animal License - This revenue source consists of fees for city registration of pets, and pet license tags

Building Permits - This revenue is collected by the Community Development Department for persons who want to construct some form of building or construction activity.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

Plumbing Permits - This revenue source is collected by the Community Development Department for plumbing projects.

Electrical Permits - This revenue source is collected by the Community Development Department for electrical and mechanical construction projects.

Garage Sale Permits - This revenue is collected by the Community Development Department when issuing garage sale permits.

Fire Code Permits - This revenue is collected by the Fire Department for fire safety inspections.

Service Charges

Lot Mowing - This fee represents service charges for citizens violating the mowing ordinance.

Emergency Medical Service - This service charge represents the revenue that is earned from providing emergency medical service to persons in the City. The City provides this as a service to the community, and these fees only help offset the cost of providing the service.

Recreation Class Fees - This revenue source includes the fees collected for classes taught in conjunction with the City's recreation program.

Rental Fees - This revenue source includes the service fee collected for using the Community Center and Kate Baker Park Building.

Investment Income - Interest earnings on the cash balance maintained in the City's accounts are accumulated in this fund.

UTILITY FUND

Water and Sewer Sales - Utility Customer Service bills and collects revenue from the sale of potable water and the disposal of sewage discharge for residential, commercial, and multi-family dwellings.

Penalty and Interest - When a customer is delinquent on payment for City utility bills, a 10% penalty and interest fee is assessed.

Tap Fees - This fee is collected by the Community Development Department when a new service meter is installed.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

Impact Fees - This fee is collected when a new service meter is installed to cover the cost of the impact to the system.

Service Charge - This service charge is collected when a citizen makes application for water/sewer service.

Waste Disposal Processing Fee - This fee represents the revenue that is earned for billing and collecting payments for waste disposal. Waste disposal service is contracted out to a private provider.

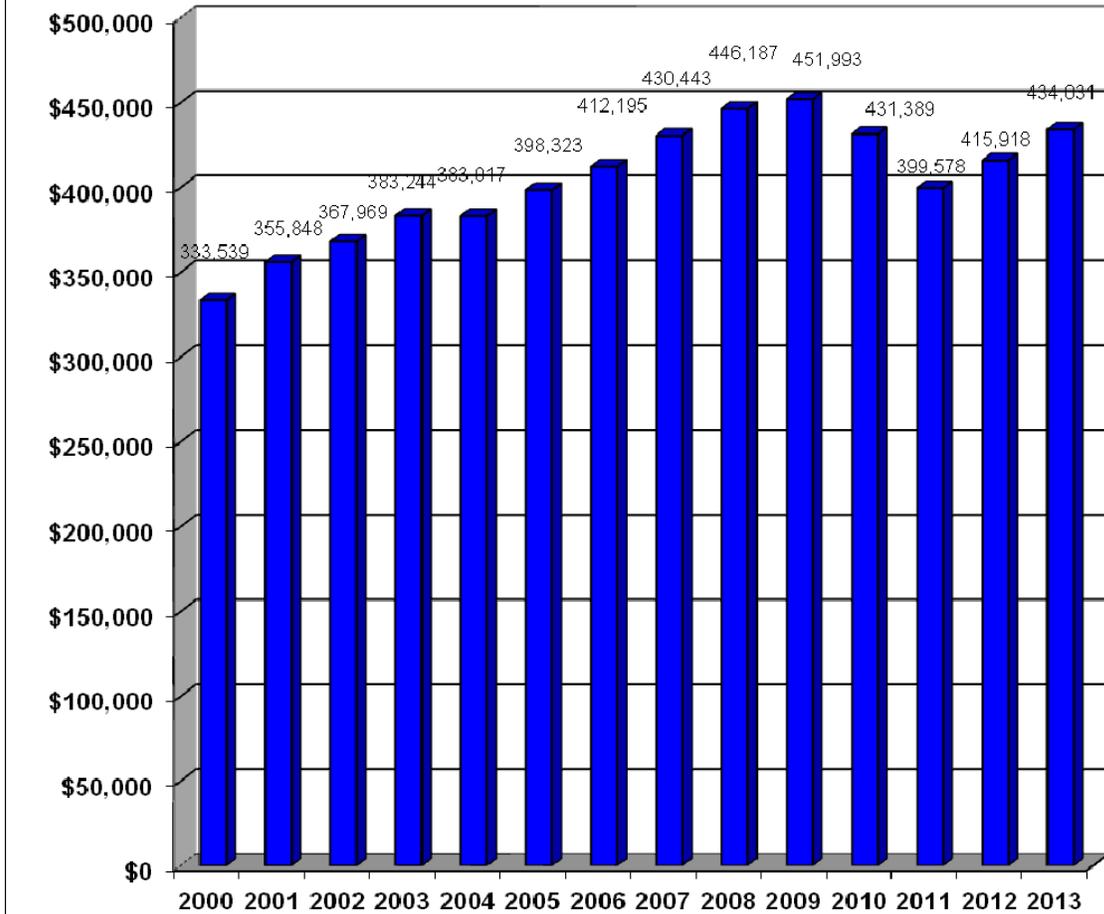
Drainage Utility Fee - This fee is levied against all developed property lying within the City of Richland Hills. Drainage Utility revenues are used for maintenance and construction of channels, culverts, and storm drain throughout the City.

EPA Wastewater Fee - This fee is levied against all sewer service customers within the City. EPA Wastewater revenues are used to repay the loan from the Texas Water Development Board. The loan was used to partially finance improvements to the wastewater and sewer collection system within the City as mandated by the U.S. Environmental Protection Agency in and Administrative Order issued to the City.

Investment Income - Interest earnings on the cash balance maintained in the City's accounts are accumulated in this fund.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

**ASSESSED PROPERTY VALUE
(IN 000'S)
July 25 Certified Totals**



The above chart indicates signs of an improving economy. Preliminary property values for the City of Richland Hills increased slightly. The taxable property value increased 4.35% for the 2013-2014 Fiscal Year due to a reevaluation resulting in a increase in residential values.

**CITY OF RICHLAND HILLS
TAX LEVY ANALYSIS
FISCAL YEAR 2013-2014**

Gross Taxable Value:

Real Property \$ 396,588,932

Less Real Property Exemptions

<u>Type</u>	
Over 65	\$ 21,365,000
Disabled Veterans	\$ 1,878,734
Absolute Exemptions	\$ 17,706,918
Agricultural	\$ 15,158
	<u>\$ 40,965,810</u>

Plus Business Personal Property \$ 78,407,929

Net Taxable Value \$ 434,031,051

Rate per \$100.00 \$ 0.528094

Total Tax Levy* \$ 2,273,125

Estimated Percent Collection 99%

Estimated Current Tax Collection \$ 2,250,394

	Percent	Rate	Amount
<u>Debt Service Needs</u>			
G. O. Debt Service	11.44%	0.060400	\$ 257,385
<u>Operating Needs</u>			
General Fund	<u>88.56%</u>	<u>0.467694</u>	<u>\$ 1,993,009</u>
Total	100.00%	0.528094	\$ 2,250,394

*Levy adjusted for over 65 exemption ceiling accounts
Based on July 25 Certified Valuation

CITY OF RICHLAND HILLS

CITY OF RICHLAND HILLS ANALYSIS OF ASSESSED VALUATION

FISCAL YEAR	REAL PROPERTY TAXABLE VALUE	BUSINESS PERSONAL PROPERTY VALUE	TOTAL ASSESSED VALUE	TAX RATE	%CHANGE IN VALUE
1989-90	\$ 192,644,137	\$ 53,398,836	\$ 246,042,973	\$ 0.354300	3.84%
1990-91	\$ 193,170,815	\$ 53,658,246	\$ 246,829,061	\$ 0.352900	0.32%
1991-92	\$ 192,346,720	\$ 59,116,191	\$ 251,462,911	\$ 0.352900	1.88%
1992-93	\$ 195,694,308	\$ 66,978,627	\$ 262,672,935	\$ 0.378670	4.46%
1993-94	\$ 189,012,952	\$ 63,174,583	\$ 252,187,535	\$ 0.406090	-3.99%
1994-95	\$ 182,932,193	\$ 62,658,183	\$ 245,590,376	\$ 0.406090	-2.62%
1995-96	\$ 188,810,400	\$ 61,174,014	\$ 249,984,414	\$ 0.416403	1.79%
1996-97	\$ 195,498,077	\$ 81,462,803	\$ 276,960,880	\$ 0.390387	10.79%
1997-98	\$ 200,676,715	\$ 83,687,555	\$ 284,364,270	\$ 0.362385	2.67%
1998-99	\$ 213,478,402	\$ 90,647,422	\$ 304,125,824	\$ 0.387101	6.95%
1999-00	\$ 221,320,035	\$ 87,827,059	\$ 309,147,094	\$ 0.417994	1.65%
2000-01	\$ 245,176,463	\$ 88,363,255	\$ 333,539,718	\$ 0.417994	7.89%
2001-02	\$ 265,871,771	\$ 89,976,570	\$ 355,848,341	\$ 0.417333	6.69%
2002-03	\$ 284,080,528	\$ 83,888,985	\$ 367,969,513	\$ 0.417333	3.41%
2003-04	\$ 307,525,475	\$ 75,718,300	\$ 383,243,775	\$ 0.428441	4.15%
2004-05	\$ 315,997,580	\$ 67,020,074	\$ 383,017,654	\$ 0.436297	-0.06%
2005-06	\$ 330,813,692	\$ 67,509,649	\$ 398,323,341	\$ 0.435898	4.00%
2006-07	\$ 339,211,114	\$ 72,983,597	\$ 412,194,711	\$ 0.442094	3.48%
2007-08	\$ 351,348,422	\$ 79,094,524	\$ 430,442,946	\$ 0.450670	4.43%
2008-09	\$ 372,374,780	\$ 73,812,250	\$ 446,187,030	\$ 0.459202	3.66%
2009-10	\$ 374,862,429	\$ 77,130,385	\$ 451,992,814	\$ 0.473042	1.30%
2010-11	\$ 348,782,277	\$ 82,606,959	\$ 431,389,236	\$ 0.518012	-4.56%
2011-12	\$ 321,130,644	\$ 78,447,433	\$ 399,578,077	\$ 0.551757	-7.37%
2012-13	\$ 337,467,048	\$ 78,451,553	\$ 415,918,601	\$ 0.528094	4.09%
2013-2014	\$ 355,623,122	\$ 78,407,929	\$ 434,031,051	\$ 0.528094	4.35%

**CITY OF RICHLAND HILLS
APPRAISAL PROFILE - TAX BASE
2013**

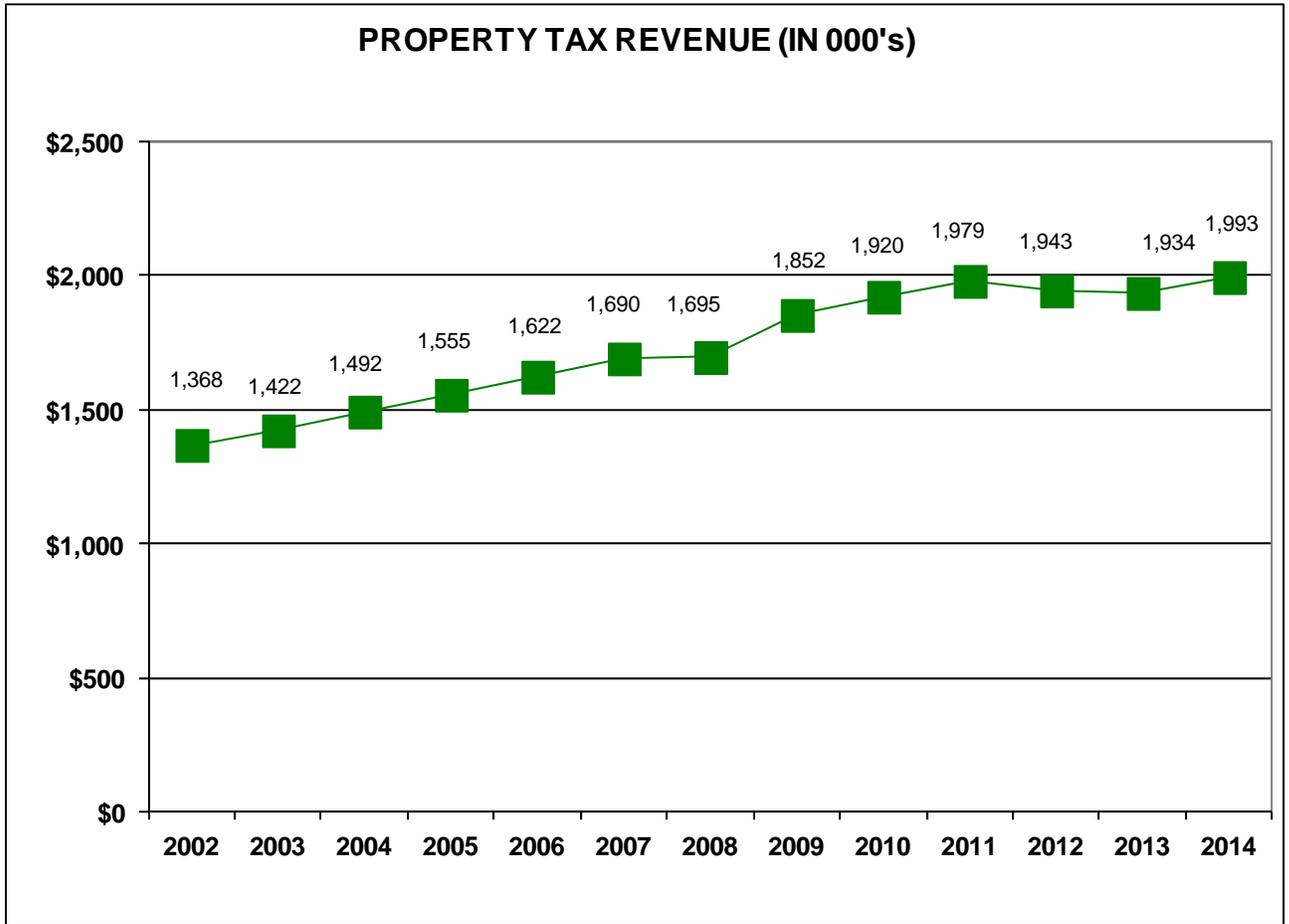
	<u>2012 Certified Tax Roll 7/25/2012</u>	<u>2013 Net Changes in Valuation</u>	<u>2013 Certified Tax Roll 7/25/2013</u>
Commercial Real and Personal			
Commercial	\$ 180,956,921	\$ (15,624,118)	\$ 165,332,803
Industrial	\$ 23,233,134	\$ (3,574,444)	\$ 19,658,690
Utilities	\$ 17,095,683	\$ 2,846,918	\$ 19,942,601
Subtotal	<u>\$ 221,285,738</u>	<u>\$ (16,351,644)</u>	<u>\$ 204,934,094</u>
Residential			
Single Family	\$ 204,862,436	\$ 34,404,614	\$ 239,267,050
Multi-Family	\$ 20,499,670	\$ 1,928,688	\$ 22,428,358
Subtotal	<u>\$ 225,362,106</u>	<u>\$ 36,333,302</u>	<u>\$ 261,695,408</u>
Vacant	<u>\$ 8,000,883</u>	<u>\$ 366,476</u>	<u>\$ 8,367,359</u>
Exemptions:			
Absolute	\$ 15,817,942	\$ 1,888,976	\$ 17,706,918
Agricultural	\$ 15,184	\$ (26)	\$ 15,158
Over 65	\$ 21,290,000	\$ 75,000	\$ 21,365,000
Disabled Vet	\$ 1,607,000	\$ 271,734	\$ 1,878,734
Subtotal	<u>\$ 38,730,126</u>	<u>\$ 2,235,684</u>	<u>\$ 40,965,810</u>
Grand Total	<u>\$ 415,918,601</u>	<u>\$ 18,112,450 (1)</u>	<u>\$ 434,031,051</u>

(1) Includes \$366,982 new construction

**CITY OF RICHLAND HILLS
TOP TEN TAXPAYERS
2013**

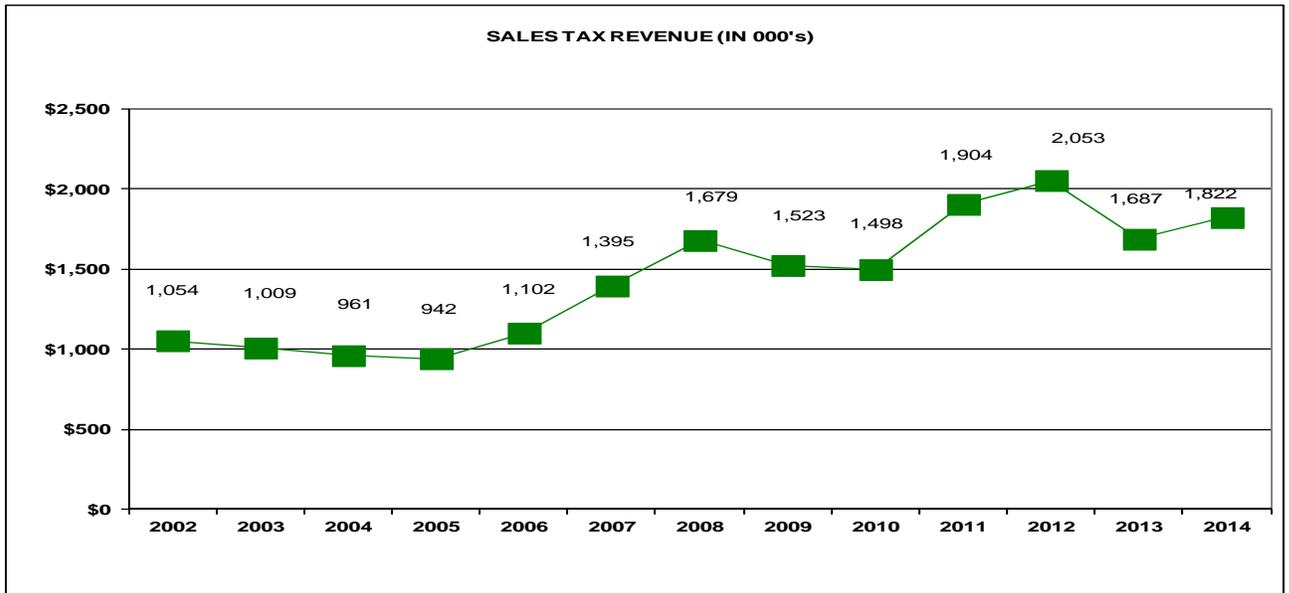
Taxpayer	Nature of Business	2013 Taxable Assessed Valuation*	Percentage of Total Assessed Valuation
First Industrial, LP	Real Estate/Commercial	\$ 12,239,213	2.8%
CN Churchill III LLC	Hotel/Motel	5,985,000	1.4%
Charter Communications	Retailer	5,845,529	1.3%
Regency Raintree LTD	Apartments	5,500,000	1.3%
Southwestern Bell	Utility	5,253,582	1.2%
Stuart C Irby Company	Retailer	4,994,884	1.2%
Oncor Electric Delivery Company	Utility	4,976,271	1.1%
Chesapeake Operating	Oil/Gas	\$ 4,614,900	1.1%
AHC Richland Hill LLC	Apartments	3,552,000	0.8%
Hung Properties #1 LP	Apartments	\$ 3,330,000	0.8%
Total assessed value of ten largest taxpayers		\$ 56,291,379	13.0%
Total assessed value of other taxpayers		377,739,672	87.0%
Total assessed value of all taxpayers		\$ 434,031,051	100.0%

**CITY OF RICHLAND HILLS
2013-2014
FISCAL YEAR**

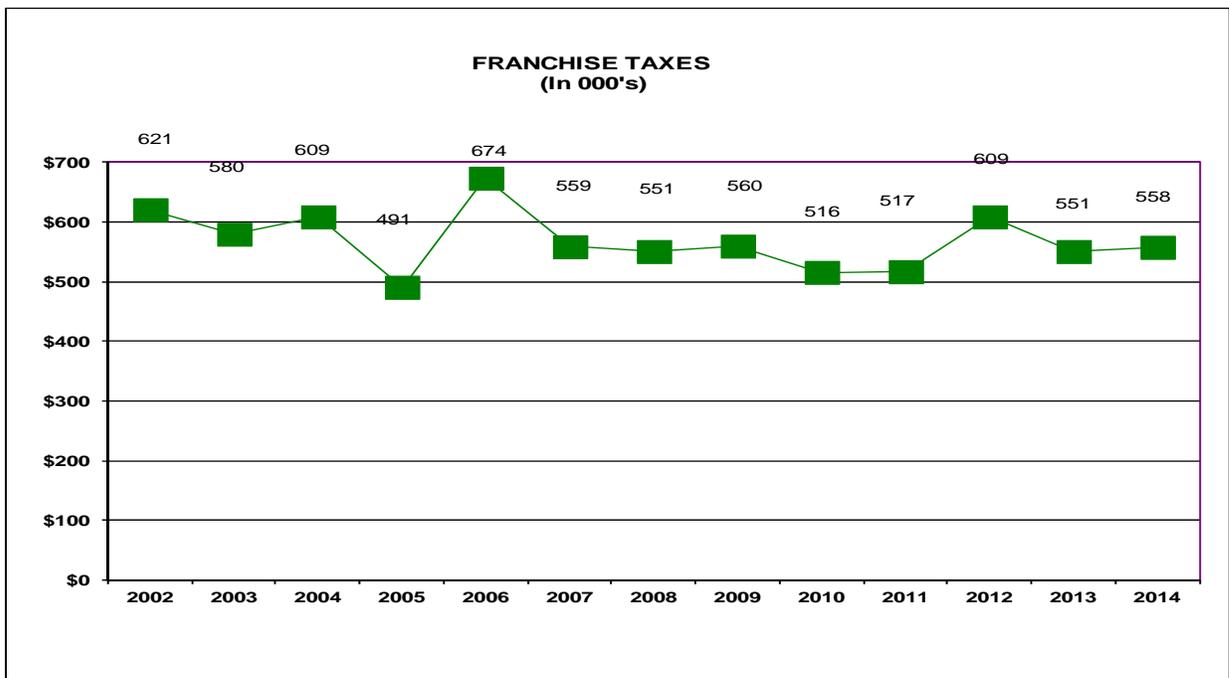


Property Tax is the largest revenue source for the General Fund, 37.75% for the 2013-2014 Fiscal Year. This category includes revenue from current property taxes, delinquent property taxes and penalty and interest. The operating tax levy decreased 4% due to decrease in property values after budget process in FY 2013. Budgeted revenue is based on a 99% collection rate.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

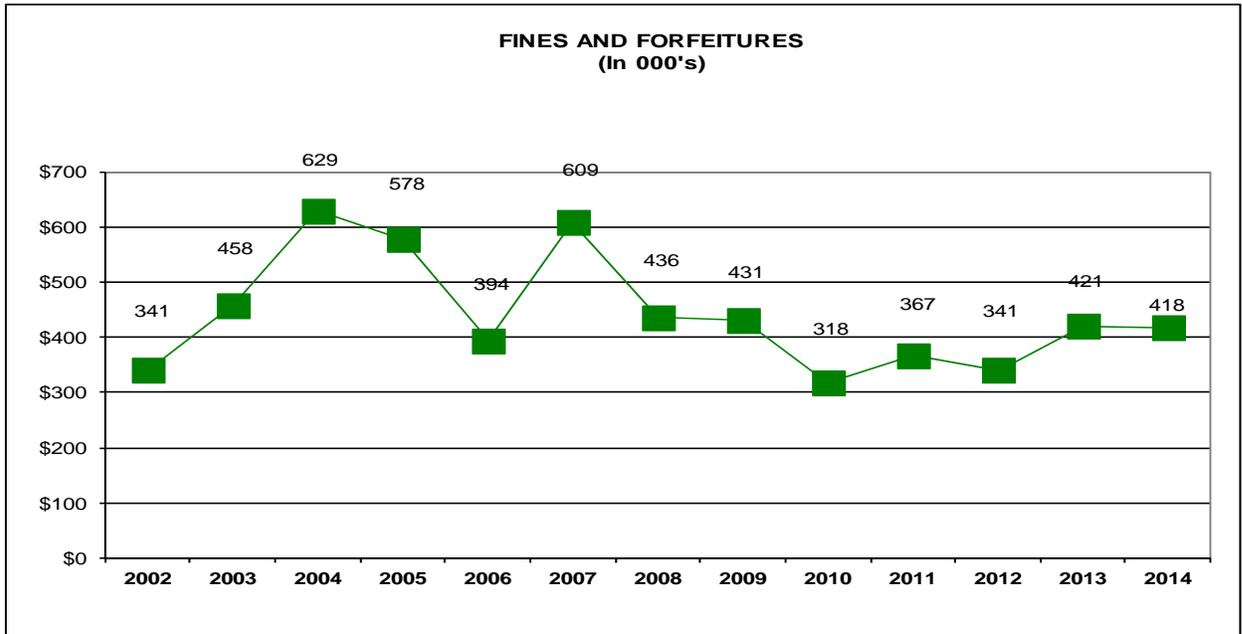


The above chart indicates a 7.98% increase in sales tax revenue. Sales tax revenue is expected to increase due to indications of an improving economy. Management takes a conservative approach due to the unstable environment of sales tax when budgeting revenues in this category. Sales tax revenue is the second largest source of revenue for the General Fund comprising 24.36% for the 2013-2014 Fiscal Year.

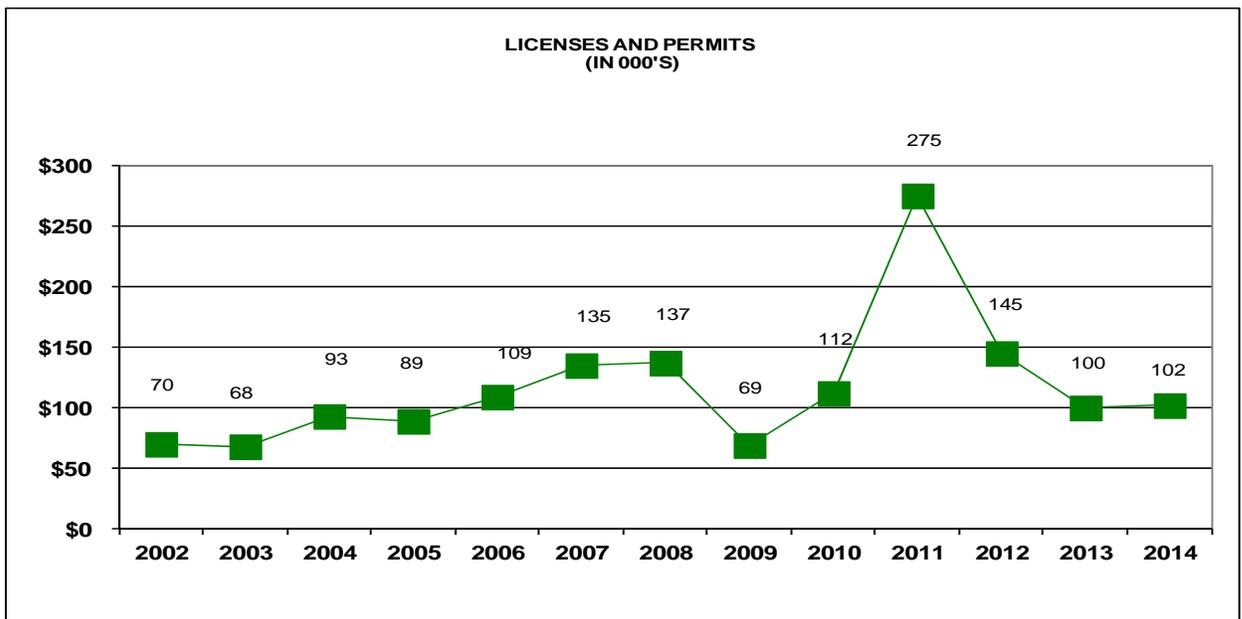


Franchise Taxes include fees charged to specific industries for conducting business in the City. Included in this category are Electric franchise fee, telephone franchise fee, gas franchise fee, cable company franchise fee, and solid waste franchise fees. Franchise fees comprise 7.46% of projected revenues for the general fund.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

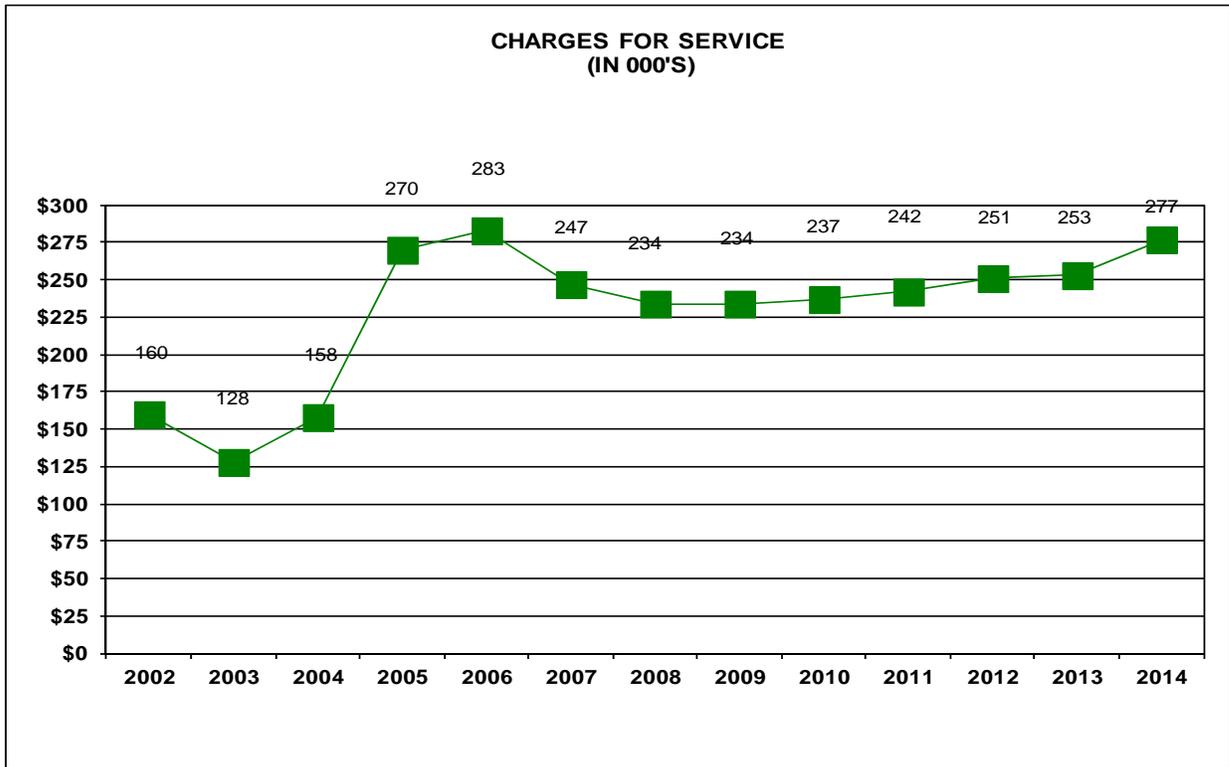


Fines and Forfeitures include revenue from municipal court fines, library book fines, warrants, animal control fines and school crossing guard fines. Revenues are projected to decrease due to a projected decrease in the number of citations issued.

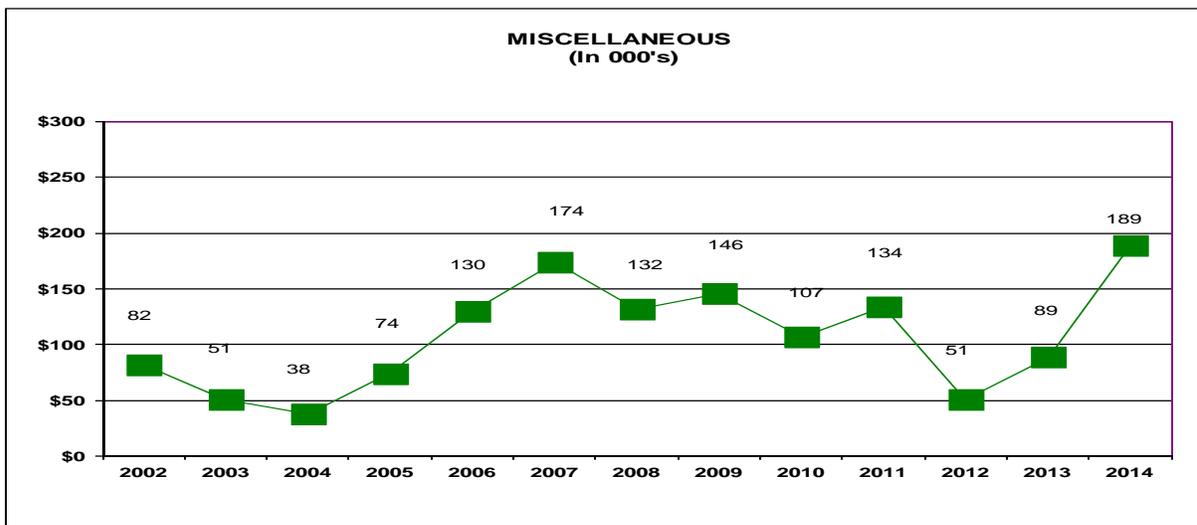


Licenses and Permits include collection of revenue for electrical, mechanical, and plumbing licenses, animal licenses, building permits, plumbing permits, electrical permits, fire code permits, and garage sale permits. Revenues are projected to remain flat due to the downturn in the economy which results in a decline of building permit requests.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR



Charges for services include revenue from lot mowing fees, emergency medical service fees, recreation class fees, and rental fees. Revenues are projected to increase slightly to a change in accounting procedures for emergency medical service fees charges.



Miscellaneous revenue includes interest earnings and other income. Revenues are projected to increase in this category due to an interlocal agreement with neighboring cities for participation in the crime victim liaison program,

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

The following schedule outlines the budget structure for the City of Richland Hills and lists the organizational unit and department management responsibility:

GOVERNMENTAL FUNDS: The General Fund is the largest operating fund of City. It is used to account for all financial resources traditionally associated with government except those required to be accounted for in another fund. Major revenue sources include property taxes, sales and use taxes, franchise taxes, fines and forfeitures, licenses and permit fees, service charges, and interest income. General Fund expenditures support the following functions:

Fund Number	Department	Organization Unit	
General	Administration	12	
	City Secretary/Legislative	23	
	Police	13	
	Fire	14	
	Public Works, Street	16	
	Library	17	
	Recreation	18	
	Parks and Grounds	19	
	Community Development	20	
	Animal Control	21	
	Economic Development	24	
	Municipal Court	11	
	Capital Projects	28	
	Shared Services	30	
	Transfers	32	
		Parks and Beautification	7
		Library Fund	56
	Animal Services Fund	57	

SPECIAL REVENUE FUNDS: Special revenue funds account for revenue source that is legally restricted to expenditures for specific purposes.

Economic Development 4B Sales Tax Fund	Non-departmental	26
Library Grant	Library	42
Law Enforcement Acquisition Fund	Police Department	6

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR**

Municipal Security Fund	Court	24
Municipal Technology Fund	Court	39
Keep Richland Hills Beautiful Program Fund	Non-Departmental	67
Baker Blvd TIF Fund	Non-Departmental	73
Hotel Occupancy Tax Revenue Fund	Non-Departmental	77
Traffic Safety Fund	Police	64
Crime Control District Fund	Police Department	65
Safe Routes To School Grant Project Fund	Non-Departmental	79
COPS Crime Victim Liaison Grant Fund	Police	81

DEBT SERVICE FUNDS: The debt service fund accounts for the servicing of long-term debt not being financed by proprietary or nonexpendable trust funds.

2001 Certificates of Obligation Interest and Sinking	Non-Departmental	10
2007 Contractual Obligation Interest and Sinking	Non-Departmental	76
2011 Contractual Obligation Interest and Sinking	Non-Departmental	87
2012 Contractual Obligation Interest and Sinking	Non-Departmental	93

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR**

CAPITAL PROJECTS FUNDS: The capital projects funds accounts for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.

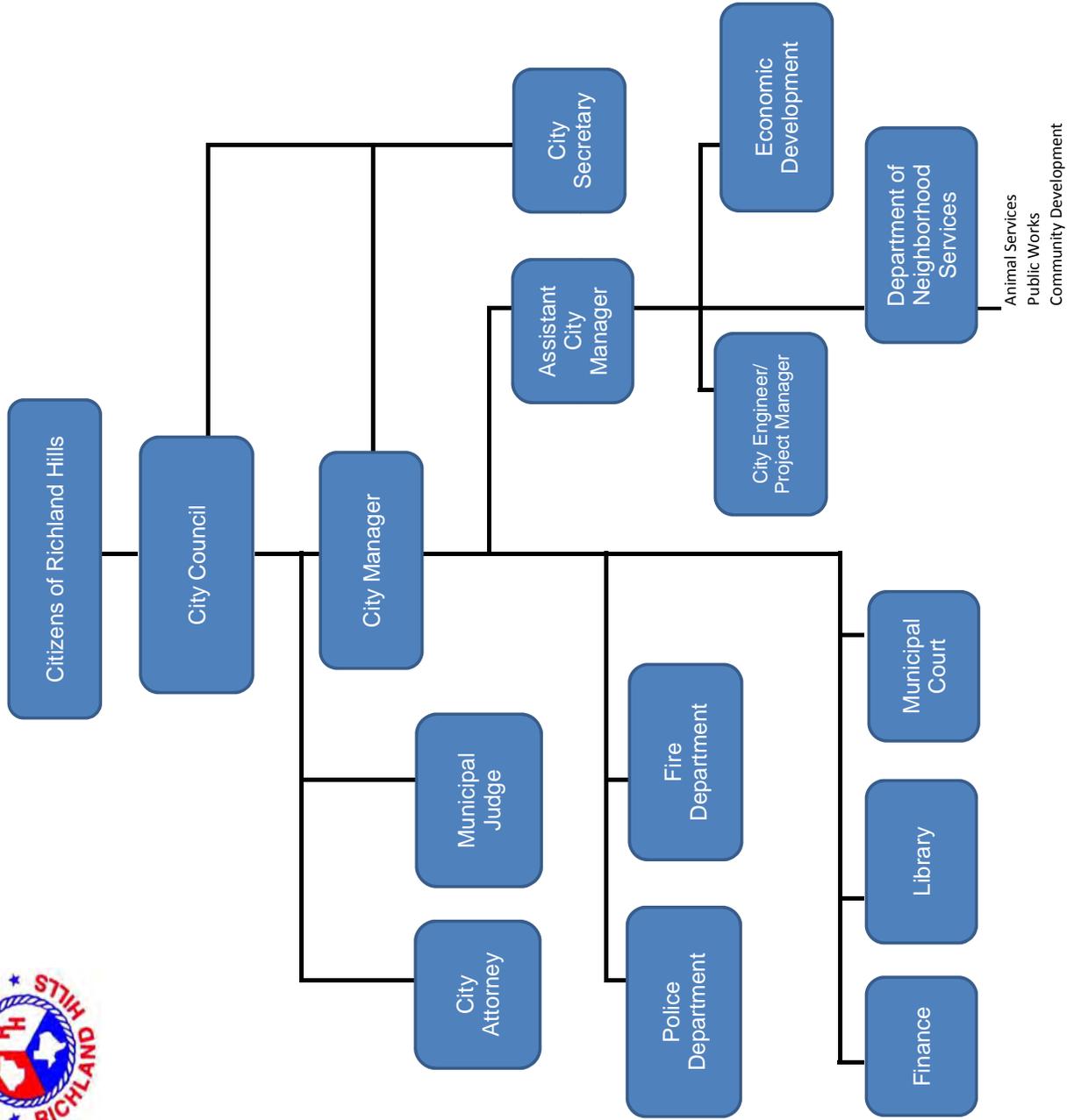
Road and Street Improvement Fund	Infrastructure	25
Oil and Gas Lease Project Fund	Infrastructure	12
Facility Improvement Fund	Non-Departmental	53
Electric Meter Reading Lease	Administration	61
2011 PFFCO Acquisitions Fund	Non-Departmental	86
2012 PFFCO Acquisitions Fund	Non-Departmental	91

PROPRIETARY FUNDS: Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting.

Enterprise Fund	Administration	62
	City Secretary/Legislative	63
	Public Works, Water Distribution	66
	Public Works, Wastewater	67
Drainage Utility Fund	Public Works, Drainage Utility	22
Enterprise Improvement Project Fund	Public Works	88
2007 Water Works Revenue Bonds Interest and Sinking Fund	Non-Departmental	71
2010 Drainage Construction	Public Works, Drainage	83

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR**

2010 Drainage Revenue Bonds Interest and Sinking Fund	Non-Departmental	84
2011 Water Works Revenue Bonds Refinance Interest and Sinking Fund	Non-Departmental	92
2013 Water/Wastewater/ Drainage Construction Fund	Public Works, Drainage	94
2013 Certificate of Obligation Bonds Interest and Sinking Fund	Non-Departmental	95



FUND SUMMARIES



COMBINED FUNDS

CITY OF RICHLAND HILLS

COMBINED SUMMARY OF ALL REVENUES AND EXPENDITURES
ALL CITY FUNDS
FISCAL YEAR 2013-2014

GOVERNMENTAL FUNDS												
	General Fund	Parks and Beautification	Library Donation	Animal Shelter Donation	Economic Dev 4B Tax Fund	Municipal Court Security	Municipal Court Technology	Law Enforcement	Traffic Safety Program	Keep Richland Hills Beautiful	Hotel Occupancy Tax Fund	Crime Control & Prevention District Fund
Est. Beg. Resources	\$2,211,915	\$19,810	\$5,290	\$1,376	\$332,556	\$104	\$454	\$4,407	\$13,962	\$4,457	\$114,840	\$484,825
Estimated Current Year Revenues and Resources												
Property Taxes	\$2,047,079											
Sales Tax	\$1,822,130				\$228,199						\$186,075	\$676,975
Franchise Fees	\$558,103											
Fines and Forfeitures	\$417,629					\$6,840	\$9,351		\$381,857			
License and Permits	\$102,170											
Water Sales												
Wastewater Billings												
Service Charges	\$277,314											
Interest on Investments	\$1,100	\$18			\$192						\$60	\$540
Miscellaneous	\$188,262	\$4,488	\$4,644	\$5,100						\$15,000		
Grants												
Operating Transfers	\$2,067,191				(\$59,800)				(\$19,092)	\$6,500	(\$55,006)	(\$784,403)
Current Year Revenues	\$7,480,978	\$4,506	\$4,644	\$5,100	\$168,591	\$6,840	\$9,351	\$0	\$362,765	\$21,500	\$131,129	(\$106,888)
Tot. Avail. Resources	\$9,692,893	\$24,316	\$9,934	\$6,476	\$501,147	\$6,944	\$9,805	\$4,407	\$376,727	\$25,957	\$245,969	\$377,937
Estimated Current Year Expenditures												
Administration	\$1,069,748											
City Secretary/Legislative	\$180,702											
Municipal Court	\$216,038						\$9,720					
Fire	\$1,619,908											
Street	\$168,680											
Recreation	\$35,278											
Community Developmen	\$425,667											
Capital Projects/Equipment	\$50,000											
Economic Development	\$6,110				\$115,000						\$115,103	
Police	\$2,605,173								\$358,875			\$154,244
Keep RH Beautiful		\$0								\$15,000		
Animal Services	\$148,092	\$0		\$14,765								
Library	\$319,324	\$0	\$5,548									
Parks	\$63,200	\$4,500										
Shared Services	\$658,196											
Water Operations												
Wastewater Operations												
Drainage Utility												
Operating Transfers	\$6,500				\$132,438						\$0	
Subtotal Operating	\$7,572,616	\$4,500	\$5,548	\$14,765	\$247,438	\$0	\$9,720	\$0	\$358,875	\$15,000	\$115,103	\$154,244
Capital Projects					\$120,000							\$0
Debt Service												
Principal Payments												
Interest Payments												
Fiscal Agent Fees												
Subtotal Debt Service												
Tot Current Year Expend.	\$7,572,616	\$4,500	\$5,548	\$14,765	\$367,438	\$0	\$9,720	\$0	\$358,875	\$15,000	\$115,103	\$154,244
Fund Balance Effect	(91,638)	6	(904)	(9,665)	(78,847)	6,840	(369)	0	3,890	6,500	16,026	(261,132)
Increase(Decrease)												
Est. Ending Resources	\$2,120,277	\$19,816	\$4,386	(\$8,289)	\$133,709	\$6,944	\$85	\$4,407	\$17,852	\$10,957	\$130,866	\$223,693

CITY OF RICHLAND HILLS

CAPITAL FUNDS				GENERAL DEBT SERVICE		PROPRIETARY FUNDS							Combined Total All Funds
Road and Street Improvement	Oil and Gas Lease Infrastructure	2011 PPFCO Acquisitions	2012 PPFCO Acquisitions	General Debt I&S	2001 Cer Oblig I&S	Enterprise Fund	Drainage Utility Fund	Enterprise Capital Projects Funds	2013 CO Capital Projects Fund	Utility Bond Cert Oblig I&S	Drainage Utility Debt I&S	Elec Meter Reading Lease	
\$1,010	\$187,086	\$24,760	\$227,000	\$128,258	\$435	\$1,100,000	\$1,496,601	\$656,848	\$6,000,000	\$0	\$0	\$0	\$13,015,994
				\$233,034									\$2,280,113
													\$2,913,379
													\$558,103
													\$815,677
													\$102,170
						\$2,224,487							\$2,224,487
						\$1,503,324							\$1,503,324
						\$422,511	\$847,392						\$1,547,217
\$15	\$100			\$0	\$1	\$1,006	\$730	\$0	\$0	\$20	\$10		\$3,792
						\$104,467							\$321,961
\$160,552	\$147,236												\$307,788
					\$132,698	(\$1,726,802)	(\$211,848)			\$1,000,882	\$199,669	\$58,265	\$608,254
\$160,567	\$147,336	\$0	\$0	\$233,034	\$132,699	\$2,528,993	\$636,274	\$0	\$0	\$1,000,902	\$199,679	\$58,265	\$13,186,265
\$161,577	\$334,422	\$24,760	\$227,000	\$361,292	\$133,134	\$3,628,993	\$2,132,875	\$656,848	\$6,000,000	\$1,000,902	\$199,679	\$58,265	\$26,202,259
													\$1,069,748
													\$180,702
													\$225,758
													\$1,619,908
													\$168,680
													\$35,278
													\$425,667
													\$50,000
													\$236,213
													\$3,118,292
													\$15,000
													\$162,857
													\$324,872
													\$67,700
						\$1,194,147							\$1,194,147
						\$1,025,318							\$1,025,318
							\$294,548						\$294,548
							\$409,236						\$548,174
\$0	\$0	\$0	\$0	\$0	\$0	\$2,219,465	\$703,784	\$0	\$0	\$0	\$0	\$0	\$11,421,058
\$0	\$0	\$0	\$227,000						\$0	\$6,000,000		\$58,265	\$6,405,265
				\$203,000	\$115,000					\$620,000	\$110,000		\$1,048,000
				\$28,684	\$17,528					\$379,552	\$88,944		\$514,708
				\$1,350	\$600					\$1,350	\$735		\$4,035
				\$233,034	\$133,128					\$1,000,902	\$199,679		\$1,566,743
\$0	\$0	\$0	\$227,000	\$233,034	\$133,128	\$2,219,465	\$703,784	\$0	\$6,000,000	\$1,000,902	\$199,679	\$58,265	\$19,393,066
160,567	147,336	0	0	233,034	132,699	309,528	(67,510)	0	0	1,000,902	199,679	58,265	1,765,207
\$161,577	\$334,422	\$24,760	\$0	\$128,258	\$6	\$1,409,528	\$1,429,091	\$656,848	\$0	\$0	\$0	\$0	\$6,809,193

CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR
ALL FUNDS REVENUE SUMMARY

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
General	\$ 5,393,798	\$ 5,159,995	\$ 5,197,556	\$ 7,480,978
Parks and Beautification Fund	\$ 5,341	\$ 6,155	\$ 4,483	\$ 4,506
Library Donation	\$ 5,156	\$ 6,190	\$ 4,644	\$ 4,644
Animal Shelter Donation	\$ 5,517	\$ 6,571	\$ 5,100	\$ 5,100
2005 Contractual Obligation I&S	\$ 9	\$ -	\$ -	\$ -
2006 Contractual Obligations I&S	\$ 80,183	\$ -	\$ -	\$ -
2007 Contractual Obligations I&S	\$ 124,021	\$ 53,150	\$ 55,411	\$ 49,420
2011 Contractual Obligations I&S	\$ 119,133	\$ 105,636	\$ 106,646	\$ 105,486
2012 Contractual Obligations I&S	\$ -	\$ 102,813	\$ 102,813	\$ 78,128
2001 Certificate of Obligations I&S	\$ 135,297	\$ 132,699	\$ 132,529	\$ 132,699
Economic Development 4B Tax	\$ 257,766	\$ 210,226	\$ 247,472	\$ 168,591
Municipal Court Security	\$ 5,870	\$ 5,748	\$ 6,980	\$ 6,840
Municipal Court Technology	\$ 7,813	\$ 7,668	\$ 9,351	\$ 9,351
COPS CVL Grant	\$ 22,894	\$ 68,844	\$ 68,844	\$ -
Traffic Safety Fund	\$ 295,455	\$ 264,478	\$ 381,857	\$ 362,765
KRHB Revenue	\$ 15,000	\$ 15,000	\$ 15,000	\$ 21,500
Hotel Occupancy Tax Fund	\$ 182,181	\$ 172,205	\$ 187,305	\$ 131,129
Crime Control and Prevention Fund	\$ 768,315	\$ 693,618	\$ 728,261	\$ (106,888)
School Resource Officer Program Fund	\$ 37,553	\$ -	\$ -	\$ -
Electronic Meter Lease Purchase	\$ 30,556	\$ 53,993	\$ 58,265	\$ 58,265
Library Grant Fund	\$ 10,045	\$ 38,037	\$ 50,000	\$ -
Police Department Grant	\$ 3,889	\$ -	\$ -	\$ -
FEMA Grant	\$ 61,518	\$ -	\$ -	\$ -
Law Enforcement Fund	\$ 5	\$ -	\$ 29	\$ -
Baker Boulevard Intersection Project Fund	\$ -	\$ 95,000	\$ 95,000	\$ -
Facilities Improvement Fund	\$ 181,435	\$ 65,000	\$ 65,000	\$ -
Safe Routes to School Project	\$ 202,884	\$ -	\$ -	\$ -
Road and Street Improvement	\$ 113,590	\$ 129,869	\$ 131,172	\$ 160,567
2001 Certificate of Obligations	\$ 48	\$ 100	\$ -	\$ -
2012 PPFCO Acquisitions	\$ -	\$ 415,000	\$ 415,000	\$ -
Oil and Gas Lease Projects	\$ 262,765	\$ 88,556	\$ 193,645	\$ 147,336
Enterprise Fund	\$ 4,389,873	\$ 4,198,408	\$ 4,255,795	\$ 2,528,993
Drainage Utility Fund	\$ 779,155	\$ 700,865	\$ 815,530	\$ 636,274
Enterprise Improvement Project Fund	\$ 1,113,155	\$ 258	\$ 258	\$ -
Revenue Bonds Reserve Fund	\$ 78	\$ -	\$ -	\$ -
1998 Certificates Obligation I&S Fund	\$ 514,242	\$ -	\$ -	\$ -
2002 Certificates Obligation I&S Fund	\$ 211,571	\$ -	\$ -	\$ -
2007 Waterworks Bond Issue I&S	\$ 153,076	\$ 152,094	\$ 152,094	\$ 154,493
2010 Certificate Obligations I&S	\$ 195,457	\$ 197,104	\$ 192,829	\$ 199,679
2011 Certificate Obligations I&S	\$ -	\$ 428,703	\$ 428,625	\$ 426,325
2013 Certificate of Obligation I&S	\$ -	\$ -	\$ -	\$ 420,084
2010 Drainage Construction Revenue	\$ 1,397	\$ 66	\$ 66	\$ -
2013 CO Projects Fund	\$ -	\$ -	\$ 6,000,000	\$ -
TOTAL REVENUE	\$15,686,039	\$13,574,049	\$20,107,560	\$13,186,265

CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR
ALL FUND EXPENDITURE SUMMARY

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
General	\$ 5,427,470	\$ 5,335,687	\$ 5,355,652	\$ 7,572,616
Parks and Beautification Fund	\$ 8,239	\$ 7,500	\$ 7,646	\$ 4,500
Library Donation Fund	\$ 3,489	\$ 11,000	\$ 12,724	\$ 5,548
Animal Shelter Donation Fund	\$ 35,812	\$ 11,595	\$ 11,595	\$ 14,765
2006 Contractual Obligations I&S	\$ 128,593			
2007 Contractual Obligations I&S	\$ 47,134	\$ 50,459	\$ 50,889	\$ 49,420
2011 Contractual Obligations I&S	\$ 105,702	\$ 105,926	\$ 105,926	\$ 105,486
2012 Contractual Obligations I&S	\$ -	\$ 76,550	\$ 76,550	\$ 78,128
2001 Certificate of Obligations I&S	\$ 133,362	\$ 133,397	\$ 133,525	\$ 133,128
Economic Development 4B Tax	\$ 269,518	\$ 575,352	\$ 310,352	\$ 367,438
Municipal Court Security	\$ -	\$ -	\$ -	\$ -
Municipal Court Technology	\$ 8,950	\$ -	\$ 12,142	\$ 9,720
COPS CVL Grant	\$ 63,902	\$ 68,844	\$ 68,844	\$ -
Traffic Safety Program	\$ 468,896	\$ 242,078	\$ 355,655	\$ 358,875
KRHB Program	\$ 18,752	\$ 15,000	\$ 15,000	\$ 15,000
Hotel Occupancy Tax Fund	\$ 165,078	\$ 171,209	\$ 171,009	\$ 115,103
Crime Control and Prevention Fund	\$ 568,491	\$ 693,618	\$ 998,895	\$ 154,244
School Resource Officer Program Fund	\$ 37,553	\$ -		
Electronic Meter Reading Lease	\$ 58,265	\$ 53,993	\$ 58,265	\$ 58,265
Library Grant Fund	\$ 10,044	\$ 38,037	\$ 50,000	\$ -
Police Department Grants	\$ 4,003	\$ -		
FEMA Grants	\$ 61,518	\$ -		
Law Enforcement Acquisition	\$ 257	\$ -	\$ 290	\$ -
Facilities Improvements	\$ 181,435	\$ 65,000	\$ 65,000	\$ -
2011 PPFCO Acquisitions	\$ 5,045	\$ -		
2012 PPFCO Acquisitions	\$ -	\$ 415,000	\$ 188,000	\$ 227,000
Road and Street Improvement	\$ 102,357	\$ 148,865	\$ 149,115	\$ -
Safe Routes to School Project	\$ 64,349	\$ -		
Enterprise Improvement Project Fund	\$ 71,656	\$ 237,700	\$ 360,000	\$ -
Baker Boulevard Intersection Project	\$ 5,731	\$ 95,000	\$ 95,000	
2001 Certificate of Obligation Project Fund	\$ 67,774	\$ -	\$ -	\$ -
Oil and Gas Lease Project	\$ 102,296	\$ 281,135	\$ 380,140	\$ -
Enterprise Fund	\$ 3,634,104	\$ 4,047,467	\$ 4,008,110	\$ 2,219,465
Drainage Utility Fund	\$ 411,799	\$ 519,849	\$ 622,940	\$ 703,784
1998 Certificates I&S	\$ 1,408,587	\$ -		\$ -
2002 Certificate of Obligations I&S	\$ 213,858	\$ -		
2007 Certificate of Obligations I&S	\$ 155,614	\$ 152,574	\$ 152,824	\$ 154,493
2010 Certificate Obligations I&S	\$ 195,829	\$ 192,444	\$ 192,829	\$ 199,679
2011 Certificate of Obligations I&S	\$ -	\$ 428,625	\$ 428,875	\$ 426,325
2013 Certificate of Obligations I&S	\$ -	\$ -	\$ -	\$ 420,084
2010 Drainage Construction Fund	\$ 183,819	\$ -	\$ 361,229	\$ -
2013 CO Capital Projects Fund	\$ -	\$ -	\$ 88,657	\$ 6,000,000
2007 Waterworks Capital Projects Fund	\$ 14,613	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 14,443,894	\$ 14,173,904	\$ 14,887,678	\$ 19,393,066

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
GOVERNMENTAL FUNDS				
General Fund				
Personnel	\$4,078,473	\$4,217,760	\$4,231,366	\$5,574,588
Supplies/Maintenance	623,579	591,374	634,824	837,494
Other Operating Cost	334,422	171,910	114,516	346,411
Utilities	171,229	157,239	212,580	333,526
Contractual	95,630	105,845	91,121	166,297
Capital/Purchased Services	124,137	91,559	71,245	314,300
Transfers				
Debt Service				
	<hr/>	<hr/>	<hr/>	<hr/>
	\$5,427,470	\$5,335,687	\$5,355,652	\$7,572,616
Library Donation Fund				
Personnel				\$1,200
Supplies/Maintenance	3,489	11,000	12,724	4,348
Other Operating Cost				
Utilities				
Contractual				
Debt Service				
	<hr/>	<hr/>	<hr/>	<hr/>
	\$3,489	11,000	\$12,724	\$5,548
Animal Shelter Donation Fund				
Personnel				
Supplies/Maintenance	19,432	11,095	11,095	12,765
Other Operating Cost		500	500	2,000
Capital	16,380			
Transfers				
Debt Service				
	<hr/>	<hr/>	<hr/>	<hr/>
	\$35,812	\$11,595	\$11,595	\$14,765
Parks and Beautification Fund				
Personnel				
Supplies/Maintenance	8,093	7,500	7,500	4,500
Other Operating Cost	146		146	
Capital				
Debt Service				
	<hr/>	<hr/>	<hr/>	<hr/>
	\$8,239	\$7,500	\$7,646	\$4,500
TOTAL GOVERNMENTAL FUNDS	<hr/> \$5,475,010	<hr/> \$5,365,782	<hr/> \$5,387,617	<hr/> \$7,597,429

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
ALL FUNDS BUDGET DETAIL
BY EXPENSE CATEGORIES**

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
DEBT SERVICE FUNDS				
2006 Series Contractual Obligation Interest and Sinking Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	<u>128,593</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$128,593</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
2007 Series Contractual Obligation Interest and Sinking Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	<u>47,134</u>	<u>50,459</u>	<u>50,889</u>	<u>49,420</u>
	<u>\$47,134</u>	<u>\$50,459</u>	<u>\$50,889</u>	<u>\$49,420</u>
2011 Series Contractual Obligation Interest and Sinking Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	<u>105,702</u>	<u>105,926</u>	<u>105,926</u>	<u>105,486</u>
	<u>\$105,702</u>	<u>\$105,926</u>	<u>\$105,926</u>	<u>\$105,486</u>
2012 Series Contractual Obligation Interest and Sinking Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	<u></u>	<u>76,550</u>	<u>76,550</u>	<u>78,128</u>
	<u>\$0</u>	<u>\$76,550</u>	<u>\$76,550</u>	<u>\$78,128</u>

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
ALL FUNDS BUDGET DETAIL
BY EXPENSE CATEGORIES**

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
2001 Certificate of Obligation Interest and Sinking				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	133,362	133,397	133,525	133,128
	<u>\$133,362</u>	<u>\$133,397</u>	<u>\$133,525</u>	<u>\$133,128</u>
TOTAL DEBT SERVICE FUNDS	<u>\$414,791</u>	<u>\$366,332</u>	<u>\$366,890</u>	<u>\$366,162</u>
SPECIAL REVENUE FUNDS				
Economic Development 4B Tax Fund				
Personnel	\$55,289	\$46,544	\$46,544	
Supplies/Maintenance	583	2,650	2,650	650
Other Operating Cost	78,350	128,460	128,460	114,260
Capital		265,000		120,000
Transfers				0
Debt Service	135,296	132,698	132,698	132,528
	<u>\$269,518</u>	<u>\$575,352</u>	<u>\$310,352</u>	<u>\$367,438</u>
Municipal Court Security Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service				
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Municipal Court Technology Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost	8,950	0	12,142	9,720
Capital				
Transfers				
Debt Service				
	<u>\$8,950</u>	<u>\$0</u>	<u>\$12,142</u>	<u>\$9,720</u>

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
COPS CVL Grant				
Personnel	\$53,206	\$56,436	\$56,436	
Supplies/Maintenance	3,528	5,723	5,723	
Other Operating Cost	7,168	6,685	6,685	
Capital				
Transfers				
Debt Service				
	\$63,902	\$68,844	\$68,844	\$0
Traffic Safety Program				
Personnel	\$3,685	\$34,900	\$6,400	\$10,000
Supplies/Maintenance	81,813	207,178	349,255	348,875
Other Operating Cost	335,398			
Capital	48,000			
Transfers				0
Debt Service				
	\$468,896	\$242,078	\$355,655	\$358,875
Keep Richland Hills Beautiful Program Fund				
Personnel				
Supplies/Maintenance	561	3,000	3,000	3,000
Other Operating Cost	18,191	12,000	12,000	12,000
Capital				
Transfers				
Debt Service				
	\$18,752	\$15,000	\$15,000	\$15,000
Hotel Occupancy Tax Revenue Fund				
Personnel	\$21,868	\$23,270	\$23,270	
Supplies/Maintenance	283	3,200	3,200	1,200
Other Operating Cost	49,032	61,871	61,671	44,085
Capital				
Transfers	93,895	82,868	82,868	69,818
Debt Service	0	0	0	0
	\$165,078	\$171,209	\$171,009	\$115,103

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Police Department Grants				
Personnel				\$0
Supplies/Maintenance				0
Other Operating Cost				0
Capital	4,003			0
Transfers				0
Debt Service				0
	\$4,003	\$0	\$0	\$0
FEMA Grants				
Personnel				\$0
Supplies/Maintenance				0
Other Operating Cost				0
Capital	61,518			0
Transfers				0
Debt Service				0
	\$61,518	\$0	\$0	\$0
Baker Boulevard TIF				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	\$0	\$0	\$0	\$0
Crime Control and Prevention District Fund				
Personnel	\$519,019	\$456,881	\$493,578	
Supplies/Maintenance	31,964	37,441	30,723	
Other Operating Cost	17,508	16,777	24,228	
Capital		65,288	291,660	154,244
Transfers		117,231	0	0
Shared Services			158,706	
	\$568,491	\$693,618	\$998,895	\$154,244

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
School Resource Officer Program				
Personnel	\$35,261			
Supplies/Maintenance	1,334			
Other Operating Cost	958			
Capital				
Transfers				
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$37,553</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Electronic Meter Reading Lease Purchase				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers				
Debt Service	<u>58,265</u>	<u>53,993</u>	<u>58,265</u>	<u>58,265</u>
	<u>\$58,265</u>	<u>\$53,993</u>	<u>\$58,265</u>	<u>\$58,265</u>
Library Grants				
Personnel	\$4,941			\$0
Supplies/Maintenance	1,796	38,037	50,000	0
Other Operating Cost	3,307			0
Capital				0
Transfers				0
Debt Service				<u>0</u>
	<u>\$10,044</u>	<u>\$38,037</u>	<u>\$50,000</u>	<u>\$0</u>
Law Enforcement Acquisition Fund				
Personnel	\$0			
Supplies/Maintenance	257		290	
Other Operating Cost	0			
Capital	0			
Transfers	0			
Debt Service	<u>0</u>			
	<u>\$257</u>	<u>\$0</u>	<u>\$290</u>	<u>\$0</u>
TOTAL SPECIAL REVENUE FUNDS	<u>\$1,735,227</u>	<u>\$1,858,131</u>	<u>\$2,040,452</u>	<u>\$1,078,645</u>

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
ALL FUNDS BUDGET DETAIL
BY EXPENSE CATEGORIES**

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
CAPITAL PROJECTS FUNDS				
Facilities Improvements Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital	181,435	65,000	65,000	
Transfers				
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$181,435</u>	<u>\$65,000</u>	<u>\$65,000</u>	<u>\$0</u>
Road and Street Improvement Fund				
Personnel				
Supplies/Maintenance	273		250	
Other Operating Cost				
Capital	102,084	148,865	148,865	
Transfers				
Debt Service				
	<u>\$102,357</u>	<u>\$148,865</u>	<u>\$149,115</u>	<u>\$0</u>
Baker Boulevard Intersection Improvement Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital	5,731	95,000	95,000	
Transfers				
Debt Service				
	<u>\$5,731</u>	<u>\$95,000</u>	<u>\$95,000</u>	<u>\$0</u>
Safe Routes to School Project Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital	64,349	0		
Transfers				
Debt Service				
	<u>\$64,349</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
2001 Certificate of Obligation Project Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital	67,774			
Transfers				
Debt Service				
	<u>\$67,774</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Oil and Gas Lease Project Fund				
Personnel				
Supplies/Maintenance	296		144	
Other Operating Cost	2,000		2,500	
Capital	100,000	281,135	377,496	
Transfers				
Debt Service	0	0	0	0
	<u>\$102,296</u>	<u>\$281,135</u>	<u>\$380,140</u>	<u>\$0</u>
2011 PFFCO Acquisitions Fund				
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	5,045	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$5,045</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
2012 PFFCO Acquisitions Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	415,000	188,000	227,000
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$0</u>	<u>\$415,000</u>	<u>\$188,000</u>	<u>\$227,000</u>
TOTAL CAP PROJECTS FUND	<u>\$528,987</u>	<u>\$1,005,000</u>	<u>\$877,255</u>	<u>\$227,000</u>

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
PROPRIETARY FUNDS				
Enterprise Funds				
Personnel	\$1,531,667	\$1,115,470	\$1,115,470	\$648,930
Supplies/Maintenance	348,965	305,331	305,331	205,650
Other Operating Cost	47,360	39,686	39,686	7,100
Utilities	116,250	125,321	121,184	2,500
Contractual	50,921	29,725	34,162	
Capital	0	678,500	620,750	176,050
Purchased Services	955,361	1,172,235	1,190,328	1,179,235
Transfers/Admin	0	0	0	0
Debt Service	583,580	581,199	581,199	0
	<u>\$3,634,104</u>	<u>\$4,047,467</u>	<u>\$4,008,110</u>	<u>\$2,219,465</u>
Drainage Utility Fund				
Personnel	\$153,974	\$230,805	\$229,872	\$212,148
Supplies/Maintenance	58,367	80,900	46,904	79,900
Other Operating Cost	4,364	2,500	1,439	2,500
Utilities				
Contractual				
Capital		8,200	147,281	
Transfers				0
Debt Service	195,094	197,444	197,444	409,236
	<u>\$411,799</u>	<u>\$519,849</u>	<u>\$622,940</u>	<u>\$703,784</u>
Drainage Utility Capital Projects				
Personnel				
Supplies/Maintenance			229	
Other Operating Cost				
Utilities				
Contractual				
Capital	183,819	0	361,000	
Transfers				
Debt Service				
	<u>\$183,819</u>	<u>\$0</u>	<u>\$361,229</u>	<u>\$0</u>

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Enterprise Capital Projects Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Utilities				
Contractual				
Capital	71,656	237,700	360,000	
Transfers				
Debt Service				
	\$71,656	\$237,700	\$360,000	\$0
2013 CO Capital Projects Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Utilities				
Contractual				
Capital			88,657	6,000,000
Transfers				
Debt Service				
	\$0	\$0	\$88,657	\$6,000,000
1998 Certificate Obligation I&S Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	1,408,587			
	\$1,408,587	\$0	\$0	\$0
2002 Certificate Obligation I&S Fund				
Personnel				
Supplies/Maintenance				
Other Operating Cost				
Capital				
Transfers				
Debt Service	213,858			
	\$213,858	\$0	\$0	\$0

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
2007 Waterworks Revenue Bonds Interest & Sinking Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	155,614	152,574	152,824	154,493
	155,614	152,574	152,824	154,493
	\$155,614	\$152,574	\$152,824	\$154,493
2010 Certificate Obligations Drainage Interest & Sinking Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	195,829	192,444	192,829	199,679
	195,829	192,444	192,829	199,679
	\$195,829	\$192,444	\$192,829	\$199,679
2011 Refinance Certificate Obligations Interest & Sinking Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	428,625	428,875	426,325
	0	428,625	428,875	426,325
	\$0	\$428,625	\$428,875	\$426,325
2007 Waterworks Revenue Bonds Capital Projects Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	14,613	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	0	0	0	0
	\$14,613	\$0	\$0	\$0

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
2013 Certificate Obligations Interest & Sinking Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	420,084
	\$0	\$0	\$0	\$420,084
TOTAL PROPRIETARY FUNDS	\$6,289,879	\$5,578,659	\$6,215,464	\$10,123,830
TOTAL ALL FUNDS	\$14,443,894	\$14,173,904	\$14,887,678	\$19,393,066

PERSONNEL SUMMARY

CITY OF RICHLAND HILLS

AUTHORIZED FULL TIME POSITIONS FISCAL YEARS 2008-2009 THROUGH 2013-2014

	Authorized 2008-2009	Authorized 2009-2010	Authorized 2010-2011	Authorized 2011-2012	Authorized 2012-2013	Authorized 2013-2014
General Government						
Administration						
City Manager	1	1	1	1	1	1
Assistant City Manager	0	0	0	0	0	1
Administrative Assistant	1	1	1	1	1	1
Director of Finance	1	1	1	1	1	1
Cashier I	2	2	2	2	2	2
Cashier II	0	0	0	0	0	1
Accounting Tech	1	1	1	1	1	1
Economic Development						
Economic Development Specialist	0	1	1	1	1	0
City Secretary/Legislative						
City Secretary	1	1	1	1	1	1
Subtotal	7	8	8	8	8	9
Neighborhood Services						
Director of Neighborhood Services	(1)	0	0	0	0	1
Public Works						
Public Works Director	1	1	1	1	1	0
Public Works Superintendent	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Water Utilities Foreman	1	1	1	1	1	1
EPA Utilities Foreman	1	1	1	1	1	1
Street Foreman	1	1	1	1	1	1
Maintenance Worker	8	8	8	8	8	8
Water Instrumentation Foreman	1	1	1	1	1	1
City Engineer	0	0	0	0	0	1
Community Development						
Director of Planning and Development	1	1	1	1	1	0
Code Enforcement Officer	1	1	1	1	1	1
Administrative Assistant	1	1	0.5	0.5	0.5	1
Animal Services						
Animal Control Officer	0	0	0	0	0	2
Subtotal	18	18	17.5	17.5	17.5	20
Community Center						
Special Events Coordinator	**	1	1	1	1	1
Subtotal	1	1	1	1	1	1
Municipal Court						
Court Clerk	1	1	1	1	1	1
Deputy Court Clerk	1	1	1	0	0	0
Marshal	1	1	1	1	1	1
Subtotal	3	3	3	2	2	2
Library						
Director of Library Services	1	1	1	1	1	1
Assistant Library Director	1	1	1	1	1	1
Library Assistant	**	4	4	4	4	4
Library Specialist	**	1	1	1	1	1
Subtotal	7	7	7	7	7	7

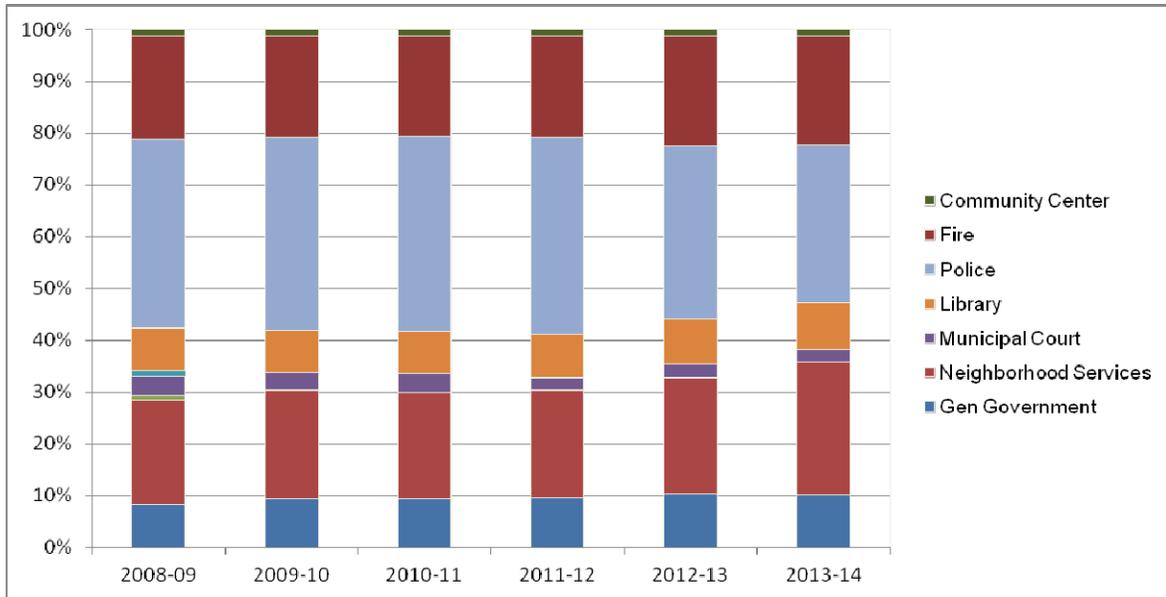
CITY OF RICHLAND HILLS

AUTHORIZED FULL TIME POSITIONS FISCAL YEARS 2008-2009 THROUGH 2013-2014

	Authorized 2008-2009	Authorized 2009-2010	Authorized 2010-2011	Authorized 2011-2012	Authorized 2012-2013	Authorized 2013-2014
Police Department						
Police Chief	1	1	1	1	1	1
Commander	2	2	2	1	1	1
Sergeant	3	3	3	4	5	5
Officer	14	14	14	14	13	13
Communications Supervisor	1	1	1	1	0	0
Public Safety Systems Integrator					1	1
Dispatcher	4	4	5	5	0	0
Crime Victim Liaison	0	1	1	1	1	2
Animal Control Officer	1	1	1	1	2	0
Public Service Officer	2	2	1	1	0	0
Animal Control Services Office Clerk	**	1	1	1	0	0
Records Clerk	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Subtotal	31	32	32	32	26	25
Fire Department						
Fire Chief	1	1	1	1	1	1
Battalion Chief	3	3	3	3	3	3
Firefighter/Paramedic	12	12	12	12	12	12
Administrative Secretary	1	1	0.5	0.5	0.5	0.5
Subtotal	17	17	16.5	16.5	16.5	16.5
Totals	84	86	85	84	78	80.5

**Indicates half-time position

(1) Department Restructured for FY 2013



GOVERNMENTAL FUNDS

General Fund

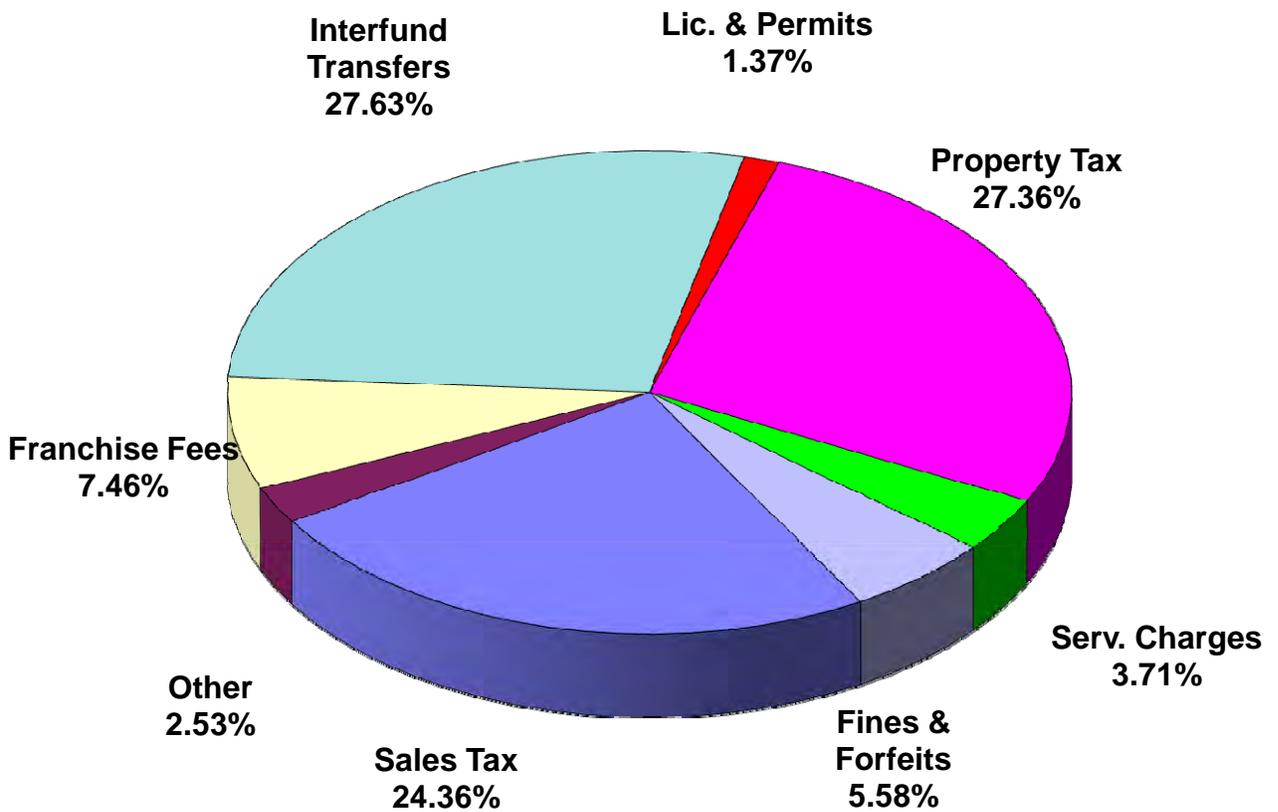
The General Fund is the largest operating fund of the City. It is used to account for all financial resources traditionally associated with government except those required to be accounted for in another fund. Major revenue sources include property taxes, sales and use taxes, franchise taxes, fines and forfeitures, licenses and permit fees, service charges, and interest income. General Fund expenditures support the following functions: Administration, City Secretary/Legislative, Municipal Court, Fire Department, Police Department, Street Department, Recreation Department, Neighborhood Services Department, Economic Development Department, Animal Control, Library.

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES AND EXPENDITURES
GENERAL FUND**

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
Estimated Beginning Resources	\$2,363,668	\$2,329,996	\$2,329,996	\$2,211,915
REVENUES				
Taxes	\$4,605,954	\$4,251,303	\$4,335,566	\$4,427,312
Fines and Forfeitures	341,020	441,547	420,521	417,629
License and Permits	144,737	101,864	99,515	102,170
Service Charges	251,329	249,321	253,346	277,314
Miscellaneous	50,758	115,960	88,608	189,362
TOTAL REVENUES	\$5,393,798	\$5,159,995	\$5,197,556	\$5,413,787
Total Other Sources	\$0	\$0	\$0	\$2,067,191
Total Est Revenues and Other Sources	\$5,393,798	\$5,159,995	\$5,197,556	\$7,480,978
Total Estimated Available Resources	\$7,757,466	\$7,489,991	\$7,527,552	\$9,692,893
EXPENDITURES				
Administration	\$727,816	\$527,646	\$527,646	\$1,069,748
City Secretary/Legislative	63,902	86,089	72,011	180,702
Shared Services	0	0	0	658,196
Transfers	0	0	0	6,500
Municipal Court	211,576	211,208	211,208	216,038
Fire	1,584,039	1,472,734	1,471,773	1,619,908
Street	281,212	276,390	337,429	168,680
Recreation	40,257	46,703	47,486	35,278
Parks/Grounds	0	0	0	63,200
Community Development	301,451	468,158	449,631	425,667
Capital Projects/Equipment	16,198	16,198	16,198	50,000
Economic Development	28,643	32,063	32,063	6,110
Police	1,767,661	1,753,983	1,765,332	2,605,173
Animal Services	88,399	112,975	93,193	148,092
Library	316,316	331,540	331,682	319,324
TOTAL EXPENDITURES	\$5,427,470	\$5,335,687	\$5,355,652	\$7,572,616
BALANCE	\$2,329,996	\$2,154,304	\$2,171,900	\$2,120,277

**CITY OF RICHLAND HILLS
GENERAL FUND REVENUE
FISCAL YEAR 2013-2014
\$7,480,978**



CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF REVENUES

GENERAL FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Est Beg Resources				\$ 2,211,915
Taxes				
Current Property Tax	\$ 1,898,622	\$ 1,966,572	\$ 1,880,169	\$ 1,993,009
Delinquent Property Tax	\$ 21,319	\$ 20,620	\$ 31,530	\$ 29,920
Penalty and Interest	\$ 23,061	\$ 24,809	\$ 24,809	\$ 24,150
Sales & Use Tax	\$ 2,052,069	\$ 1,685,849	\$ 1,820,717	\$ 1,820,717
Liquor Tax	\$ 1,413	\$ 1,682	\$ 1,413	\$ 1,413
Water/Sewer Franchise	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Electrical Franchise	\$ 296,926	\$ 258,768	\$ 263,464	\$ 261,827
Gas Franchise	\$ 82,812	\$ 79,122	\$ 67,188	\$ 67,038
Phone Franchise	\$ 85,452	\$ 81,060	\$ 106,458	\$ 89,420
Solid Waste Franchise	\$ 19,367	\$ 17,435	\$ 19,794	\$ 19,794
Cable TV Franchise	\$ 64,913	\$ 55,386	\$ 60,024	\$ 60,024
Total Taxes	\$ 4,605,954	\$ 4,251,303	\$ 4,335,566	\$ 4,427,312
Fines & Forfeitures				
Court Fines	\$ 253,326	\$ 285,549	\$ 291,260	\$ 285,549
Library Fines	\$ 3,086	\$ 3,401	\$ 2,076	\$ 2,080
Delinquent Court Fines	\$ 48,833	\$ 74,636	\$ 79,860	\$ 85,000
Judicial Efficiency Fines	\$ 1,119	\$ 1,153	\$ 673	\$ 700
Warrant Fees	\$ 25,061	\$ 65,089	\$ 35,777	\$ 37,000
Court Delinquent Collections	\$ 757	\$ 2,630	\$ 757	\$ 700
Animal Control Fines	\$ 4,722	\$ 4,459	\$ 2,988	\$ -
School Crossing Fines	\$ 4,116	\$ 4,630	\$ 7,130	\$ 6,600
Total Fines & Forfeitures	\$ 341,020	\$ 441,547	\$ 420,521	\$ 417,629
Licenses/Permits				
Electrical License	\$ 12,872	\$ 14,919	\$ 12,364	\$ 12,500
Animal License	\$ 986	\$ 675	\$ 675	\$ 675
Bicycle License	\$ -	\$ -	\$ -	\$ -
Gas Drilling Permits	\$ -	\$ -	\$ -	\$ -
Building Permits	\$ 94,955	\$ 53,914	\$ 53,914	\$ 55,000
Plumbing Permits	\$ 8,050	\$ 7,178	\$ 7,680	\$ 7,700

CITY OF RICHLAND HILLS

Electrical Inspections	\$ 14,916	\$ 12,567	\$ 12,567	\$ 12,600
Liquor Sale Permits	\$ 495	\$ 791	\$ 495	\$ 495
Garage Sale Permits	\$ 3,156	\$ 2,299	\$ 2,299	\$ 2,200
Fire Code Permits	\$ 9,306	\$ 9,521	\$ 9,521	\$ 11,000
Total Licenses/Permits	\$ 144,737	\$ 101,864	\$ 99,515	\$ 102,170
Service Charges				
Lot Mowing	\$ 2,598	\$ 2,854	\$ 6,256	\$ 2,600
Sign Fees		\$ -	\$ -	\$ -
Copy Machine	\$ 2,720	\$ 2,623	\$ 2,623	\$ 2,600
Emergency Medical Service	\$ 228,411	\$ 226,089	\$ 226,089	\$ 253,089
Animal Vaccinations	\$ 188	\$ 129	\$ 129	\$ 125
Recreation Class Fees	\$ 4,140	\$ 3,588	\$ 4,232	\$ 4,900
Community Center Rental	\$ 13,272	\$ 14,017	\$ 14,017	\$ 14,000
Library Room Rental	\$ -	\$ 21	\$ -	\$ -
Total Services Charges	\$ 251,329	\$ 249,321	\$ 253,346	\$ 277,314
Miscellaneous				
Investment Income	\$ 1,252	\$ 2,397	\$ 909	\$ 1,100
Other Financial Sources	\$ 27,500	\$ 30,000	\$ 30,000	\$ 30,000
Other Governmental Funds	\$ 7,854	\$ 9,725	\$ 13,050	\$ 143,262
Sale of General Assets	\$ 4,645	\$ 26,207	\$ 36,949	\$ 7,500
Miscellaneous	\$ 9,506	\$ 47,631	\$ 7,700	\$ 7,500
Total Miscellaneous	\$ 50,758	\$ 115,960	\$ 88,608	\$ 189,362
Total Revenues	\$ 5,393,798	\$ 5,159,995	\$ 5,197,556	\$ 5,413,787
Other Sources				
Transfer from Enterprise				\$ 937,042
Transfer from RHDC				\$ 59,800
Transfer from CCPD				\$ 784,403
Transfer from Hotel				\$ 55,006
Transfer from Drainage				\$ 211,848
Transfer from Traffic Safety				\$ 19,092
Total Other Sources	\$ -	\$ -	\$ -	\$ 2,067,191
Total Est Revenues and Other Sources	\$ 5,393,798	\$ 5,159,995	\$ 5,197,556	\$ 7,480,978

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Administration				
Personnel	\$427,125	\$398,464	\$398,464	\$909,491
Supplies/Maintenance	56,915	97,022	97,022	123,836
Other Operating Cost	243,776	32,160	32,160	30,336
Capital	0	0	0	6,085
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Administration	\$727,816	\$527,646	\$527,646	\$1,069,748
City Secretary/Legislative				
Personnel	\$31,917	\$53,082	\$52,961	\$108,786
Supplies/Maintenance	13,004	10,462	4,366	37,230
Other Operating Cost	18,981	22,545	14,684	34,686
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total City Secretary/Legislative	\$63,902	\$86,089	\$72,011	\$180,702
Police Department				
Personnel	\$1,381,448	\$1,414,171	\$1,418,329	\$1,971,519
Supplies/Maintenance	164,044	160,558	188,284	232,549
Other Operating Cost	114,230	117,493	111,272	212,784
Capital	0	3,580	0	0
TransfersPurchased Services	107,939	58,181	47,447	188,321
Debt Service	0	0	0	0
Total Police Department	\$1,767,661	\$1,753,983	\$1,765,332	\$2,605,173

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Fire Department				
Personnel	\$1,389,042	\$1,285,260	\$1,279,828	\$1,398,033
Supplies/Maintenance	121,521	111,058	122,357	149,445
Other Operating Cost	73,476	76,416	69,588	30,130
Capital	0	0	0	42,300
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Fire Department	\$1,584,039	\$1,472,734	\$1,471,773	\$1,619,908
Street Department				
Personnel	\$67,308	\$97,741	\$108,862	\$108,880
Supplies/Maintenance	143,476	111,800	103,750	58,100
Other Operating Cost	70,428	53,249	117,217	1,700
Capital	0	13,600	7,600	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Street Department	\$281,212	\$276,390	\$337,429	\$168,680
Recreation Department				
Personnel	\$23,596	\$23,750	\$23,993	\$23,576
Supplies/Maintenance	8,016	9,502	14,877	11,702
Other Operating Cost	8,645	8,195	8,616	0
Capital	0	5,256	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Recreation Department	\$40,257	\$46,703	\$47,486	\$35,278

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Parks and Grounds Department				
Personnel				\$0
Supplies/Maintenance				63,200
Other Operating Cost				0
Capital				0
Transfers				0
Debt Service				0
Total Parks/Grounds Department	\$0	\$0	\$0	\$63,200
Community Development				
Personnel	\$262,686	\$398,142	\$418,999	\$382,107
Supplies/Maintenance	18,154	12,710	12,812	24,710
Other Operating Cost	20,611	57,306	17,820	18,850
Capital	0	0		0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Community Development	\$301,451	\$468,158	\$449,631	\$425,667
Economic Development				
Personnel	\$21,784	\$22,753	\$25,658	\$0
Supplies/Maintenance	817	650	624	650
Other Operating Cost	6,042	8,660	5,781	5,460
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Economic Development	\$28,643	\$32,063	\$32,063	\$6,110
Animal Control				
Personnel	\$62,122	\$83,516	\$71,775	\$102,990
Supplies/Maintenance	9,204	7,465	6,220	18,128
Other Operating Cost	17,073	21,994	15,198	5,880
Capital	0	0	0	21,094
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Animal Control	\$88,399	\$112,975	\$93,193	\$148,092

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Library				
Personnel	\$215,251	\$241,715	\$234,670	\$255,695
Supplies/Maintenance	75,566	60,567	74,295	59,969
Other Operating Cost	25,499	29,258	22,717	3,660
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Library	\$316,316	\$331,540	\$331,682	\$319,324
Municipal Court				
Personnel	\$196,194	\$199,166	\$197,827	\$203,511
Supplies/Maintenance	12,862	9,580	10,217	11,302
Other Operating Cost	2,520	2,462	3,164	1,225
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Municipal Court	\$211,576	\$211,208	\$211,208	\$216,038
Shared Services				
Personnel				
Supplies/Maintenance				658,196
Other Operating Cost				
Capital				
Transfers				
Debt Service				
Total Shared Services	\$0	\$0	\$0	\$658,196
Transfers				
Personnel				
Supplies/Maintenance				0
Other Operating Cost				
Transfer to KRHB				6,500
Transfer to Road and Street				
Debt Service				
Total Shared Services	\$0	\$0	\$0	\$6,500

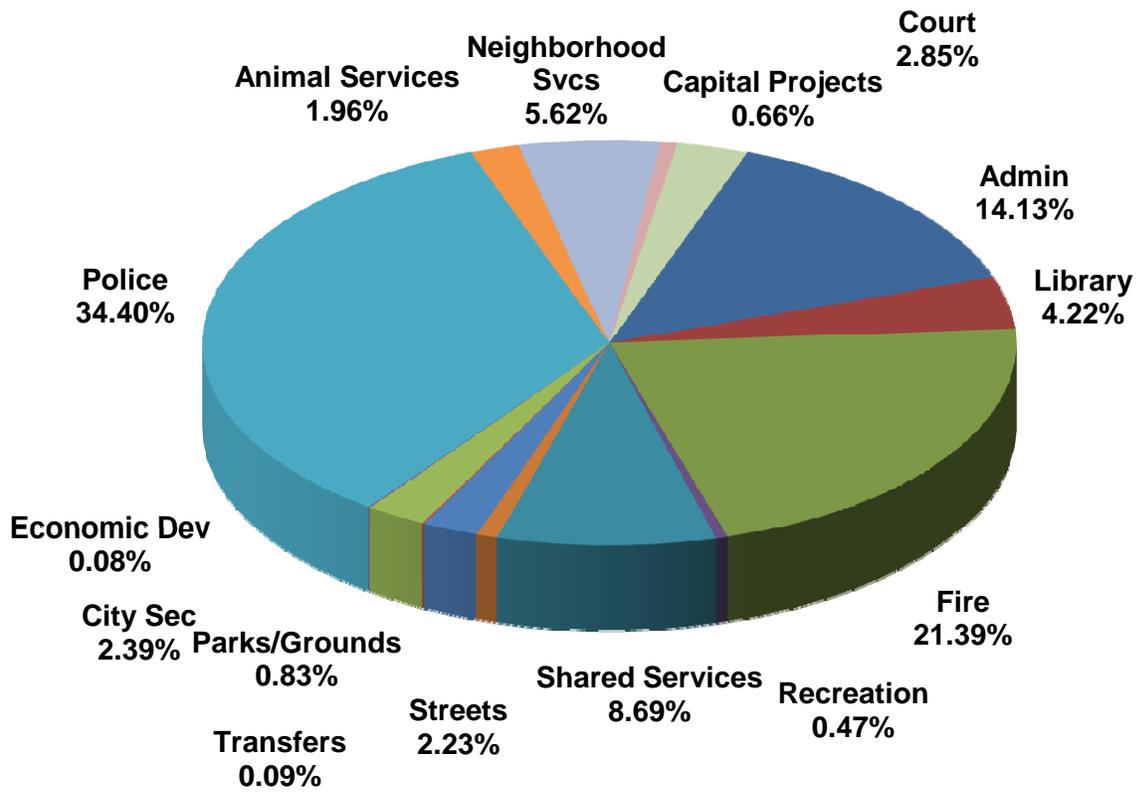
CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Capital Projects/Equipment				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	16,198	16,198	16,198	50,000
Transfers	0	0	0	0
Debt Service	0	0	0	0
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Total Capital Projects	\$16,198	\$16,198	\$16,198	\$50,000
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Total Expenditures	\$ 5,427,470	\$ 5,335,687	\$ 5,355,652	\$ 7,572,616
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**CITY OF RICHLAND HILLS
 GENERAL FUND
 EXPENDITURES BY DEPARTMENT
 FISCAL YEAR 2013-2014
 \$7,572,616**



CITY OF RICHLAND HILLS

Department Municipal Court (111)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 196,194	\$ 199,166	\$ 197,827	\$ 203,511
SUPPLIES/MAINTENANCE	\$ 12,862	\$ 9,580	\$ 10,217	\$ 11,302
OTHER OPERATING COST	\$ 954	\$ 875	\$ 1,520	\$ 1,225
UTILITIES	\$ 1,566	\$ 1,587	\$ 1,644	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 211,576	\$ 211,208	\$ 211,208	\$ 216,038

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Court Clerk	1	1	1	1
Deputy Court Clerk	1	0	0	0
Marshal	1	1	1	1
Total Full Time	3	2	2	2
Part Time:				
Judge	1	1	1	1
Total Part Time	1	1	1	1
Total	4	3	3	3

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Cases filed and processed accurately			
Suspense files properly maintained			
Warrants served/attempted within one week of issuance			
Maintain operations within budget projections			
Transfer prisoners within 24 hours of notification			
File monetary reports with 0% overage/shortage			
Provide customer service with 100% customer satisfaction			

Municipal Court Department

DESCRIPTION/MISSION
<p>To provide a neutral, courteous forum for the processing of all Class C misdemeanor offenses within the City's jurisdiction arising under Texas criminal statutes and city ordinances. This will be accomplished in an efficient, convenient manner utilizing integrity, impartiality and fairness to all.</p>

Major Goals:

Objectives for Fiscal Year 2013-2014:

CITY OF RICHLAND HILLS

DEPARTMENT:	Municipal Court (111)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 150,525	\$ 151,944	\$ 151,944	\$ 155,453
51030	Overtime	\$ -	\$ -	\$ -	\$ -
51040	FICA	\$ 10,570	\$ 11,624	\$ 11,624	\$ 11,892
51050	Unemployment Insurance	\$ 783	\$ 783	\$ 27	\$ 27
51070	TMRS	\$ 20,039	\$ 20,786	\$ 21,267	\$ 22,110
51080	Health Insurance	\$ 13,080	\$ 12,029	\$ 12,029	\$ 12,029
51130	Judge's Fee	\$ -	\$ -	\$ -	\$ -
51240	Physicals			\$ -	\$ -
51240	Contract Labor	\$ 1,197	\$ 2,000	\$ 936	\$ 2,000
	Subtotal Personnel	\$ 196,194	\$ 199,166	\$ 197,827	\$ 203,511
52010	Office Supplies	\$ 434	\$ 750	\$ 669	\$ 750
52020	Printing	\$ 1,083	\$ 1,000	\$ 853	\$ 1,000
52030	Gasoline	\$ 5,131	\$ 2,420	\$ 4,775	\$ 2,420
52035	Oils & Lubricants	\$ 141	\$ 160	\$ 70	\$ 160
52040	Office Equipment Maintenance	\$ 2,355	\$ 1,100	\$ 885	\$ 1,100
52060	Minor Office Equipment	\$ -	\$ -	\$ 30	\$ -
52100	Uniforms	\$ 981	\$ 450	\$ 270	\$ 450
52110	Vehicle Maintenance	\$ 247	\$ 500	\$ 265	\$ 500
52115	Tires/Tubes/Batteries	\$ 3	\$ 250	\$ -	\$ 250
52130	Communication. Equip. Maintenan	\$ 2,487	\$ 2,950	\$ 2,400	\$ 2,950
52221	Jury Expense	\$ -	\$ -	\$ -	\$ -
52222	Teen Court Program	\$ -	\$ -	\$ -	\$ 1,722
	Subtotal Supplies/Maintenance	\$ 12,862	\$ 9,580	\$ 10,217	\$ 11,302
53060	Membership/Professional Dues	\$ 40	\$ 75	\$ 40	\$ 75
53070	Subscriptions/Publications	\$ -	\$ -	\$ 680	\$ -
53080	Travel/Training	\$ 914	\$ 800	\$ 800	\$ 1,150
	Subtotal Other Operating	\$ 954	\$ 875	\$ 1,520	\$ 1,225
55030	Worker's Comp Insurance	\$ 947	\$ 918	\$ 868	\$ -
55040	Real/Personal Property Insurance	\$ 159	\$ 175	\$ 156	\$ -
55055	Law Enforcement Liability Insurance	\$ -	\$ -	\$ 229	\$ -
55060	Auto Physical Damage Insurance	\$ 252	\$ 277	\$ 31	\$ -
55080	General Liability	\$ 39	\$ 57	\$ 200	\$ -
55090	Auto Liability	\$ 169	\$ 160	\$ 160	\$ -
	Subtotal Contractual	\$ 1,566	\$ 1,587	\$ 1,644	\$ -
56010	Building Improvements	\$ -	\$ -	\$ -	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 211,576	\$ 211,208	\$ 211,208	\$ 216,038

CITY OF RICHLAND HILLS

Department Administration (112)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 427,125	\$ 398,464	\$ 398,464	\$ 909,491
SUPPLIES/MAINTENANCE	\$ 56,915	\$ 97,022	\$ 97,022	\$ 123,836
OTHER OPERATING COST	\$ 233,438	\$ 15,415	\$ 15,415	\$ 30,336
UTILITIES	\$ 8,312	\$ 14,286	\$ 14,286	\$ -
CONTRACTUAL	\$ 2,026	\$ 2,459	\$ 2,459	\$ -
CAPITAL/TRANSFERS	\$ -	\$ -	\$ -	\$ 6,085
TOTAL	\$ 727,816	\$ 527,646	\$ 527,646	\$ 1,069,748

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
City Manager	0.50	0.50	0.50	1.00
Assistant City Manager	0.00	0.00	0.00	1.00
Administrative Assistant	0.50	0.50	0.50	1.00
Director of Finance	0.50	0.50	0.50	1.00
Office Clerk	1.50	1.5	1.00	1.00
Accounting Tech	0	0	0.50	1.00
Cashier II	0	0	0	1.00
Total	3.0	3.0	3.0	7.00

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Number of utility accounts billed annually			
Number of new accounts			
Number of disconnects			
Monthly billings on time			
Number of adjustments/billing annually			
Cost to bill one utility account			
Average phone time per customer (minutes)			
Average response to billing inquiries (days)			
Water payments processed annually			
Funds deposited within 24 hours			
%payments processed within one day of receipt			
Annual Financial Reports by Due Date			
Monthly Financial Reports by 12th business day			
Annual Budget Document by due date			
Number of Deposits processed			
Accounts Payable Invoices Processed			
Accounts Payable Checks Issued			
Payroll Checks Issued			
Number of employees at year end			
Number of employees using direct deposit			
% of employees using direct deposit			
Distinguished Budget Award			
Certificate of Achievement for Financial Reporting			

Administration

DESCRIPTION/MISSION
<p>The purpose of the Department of Administration is to facilitate teamwork in an effort to enhance the department and attain goals of efficiently and effectiveness through cooperative efforts of all team members. Administration provides internal services, utility billing, city secretarial, financial and customer relations functions to all citizens, employees, and elected officials. The sole purpose of administrative staff is to serve customers, citizens and elected officials of Richland Hills in an enthusiastic and positive manner.</p>

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Improve internal customer services 2. Assist other departments with financial analysis and budget projections 3. Become familiar with the operational needs of other city departments 4. Improve reporting to council and staff of the active investment program 5. Enhance cash management forecasting through increased information flow from other departments and accounting reports 6. Conduct research and analysis to strengthen investment strategy 7. Provide efficient, cost effective, and sage banking arrangements for the City 8. Monitor bank performance on a daily basis and ensure an open line of communication exists between department and bank representatives 9. Keep abreast of new banking services and products and recommend new services as needed 10. Continue to monitor implementation of the purchasing policy and fine tune as needed 11. Solicit input from city staff on the need for changes to the policy 12. Provide training and support to other departments on purchasing procedures 13. Enhance quality of the payroll process 14. Improve communications to employees by disseminating payroll information and options available 15. Improve procedures for reporting time and attendance to payroll clerks 16. Improve year-end audit process 17. Ensure timely posting of adjusting entries 18. Continue to pursue C.A.R.E. award 19. Improve internal control system regarding separations of duties 	

Fiscal Year 2012-2013 Accomplishments:

1. Revised Purchasing Policies
2. Received GFOA CAFR Award

CITY OF RICHLAND HILLS

DEPARTMENT:	Administration (112)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 154,360	\$ 216,341	\$ 216,341	\$ 524,489
51030	Overtime	\$ -	\$ 600	\$ 600	\$ -
51040	FICA	\$ 9,466	\$ 15,996	\$ 15,996	\$ 41,653
51050	Unemployment Insurance	\$ 552	\$ 783	\$ 783	\$ 120
51070	TMRS	\$ 36,117	\$ 36,236	\$ 36,236	\$ 98,941
51080	Health Insurance	\$ 16,908	\$ 20,934	\$ 20,934	\$ 42,098
51150	Legal Fee	\$ 98,764	\$ 75,000	\$ 75,000	\$ 150,000
51160	Audit Fee	\$ 9,884	\$ 14,874	\$ 14,874	\$ 30,500
51170	Engineer/Consultant Fee	\$ 81,066	\$ -	\$ -	\$ -
51180	Tax Services	\$ 20,008	\$ 17,700	\$ 17,700	\$ 21,690
51190	Franchise Fees	\$ -			
51260	Contract Labor	\$ -	\$ -	\$ -	\$ -
	Subtotal Personnel	\$ 427,125	\$ 398,464	\$ 398,464	\$ 909,491
52010	Office Supplies	\$ 710	\$ 1,682	\$ 1,682	\$ 3,364
52020	Printing	\$ 2,516	\$ 3,203	\$ 3,203	\$ 6,406
52040	Office Equipment Maintenance	\$ 31,800	\$ 49,269	\$ 49,269	\$ 59,200
52046	E-Commerce Fees	\$ 6,008	\$ 9,233	\$ 9,233	\$ 18,466
52060	Minor Office Equipment	\$ 630	\$ 300	\$ 300	\$ 2,500
52061	Electronic Payment Fees	\$ 4,193	\$ 16,950	\$ 16,950	\$ 33,900
52080	Building Maintenance	\$ 11,058	\$ 16,385	\$ 16,385	\$ -
52240	Building Cleaning Supplies	\$ -	\$ -	\$ -	\$ -
52255	Hazardous Waste	\$ -	\$ -	\$ -	\$ -
	Subtotal Supplies/Maintenance	\$ 56,915	\$ 97,022	\$ 97,022	\$ 123,836
53010	Legal Advertising	\$ 438	\$ 1,000	\$ 1,000	\$ 2,000
53020	Postage	\$ 7,974	\$ 10,172	\$ 10,172	\$ 20,750
53060	Membership/Professional Dues	\$ 1,293	\$ 2,124	\$ 2,124	\$ 4,248
53070	Subscriptions/Publications	\$ 221	\$ 160	\$ 160	\$ 320
53072	Other Programs	\$ -	\$ 450	\$ 450	\$ -
53080	Travel/Training	\$ 681	\$ 1,509	\$ 1,509	\$ 3,018
53100	Newsletter	\$ -	\$ -	\$ -	\$ -
53975	Property Acquisition	\$ 222,831	\$ -	\$ -	\$ -
	Subtotal Other Operating	\$ 233,438	\$ 15,415	\$ 15,415	\$ 30,336
54010	Electricity	\$ 4,436	\$ 7,811	\$ 7,811	\$ -
54020	Natural Gas	\$ 263	\$ 699	\$ 699	\$ -
54030	Telephone	\$ 3,613	\$ 5,776	\$ 5,776	\$ -
	Subtotal Utilities	\$ 8,312	\$ 14,286	\$ 14,286	\$ -
55030	Worker's Comp. Insurance	\$ 1,603	\$ 1,573	\$ 1,573	\$ -
55040	Real/Personal Property Insurance	\$ 243	\$ 445	\$ 445	\$ -
55080	General Liability	\$ 59	\$ 145	\$ 145	\$ -
55100	Employee Bond	\$ 121	\$ 296	\$ 296	\$ -
	Subtotal Contractual	\$ 2,026	\$ 2,459	\$ 2,459	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:	Administration (112)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
56150	Facilities Improvement	\$ -	\$ -	\$ -	\$ 6,085
56160	Facilities Maintenance	\$ -	\$ -	\$ -	\$ -
56164	Transfers	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ 6,085
	TOTAL	\$ 727,816	\$ 527,646	\$ 527,646	\$ 1,069,748

CITY OF RICHLAND HILLS

Department Police (113)	Fund:	General		
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 1,381,448	\$ 1,414,171	\$ 1,418,329	\$ 1,971,519
SUPPLIES/MAINTENANCE	\$ 164,044	\$ 160,558	\$ 188,284	\$ 232,549
OTHER OPERATING COST	\$ 29,270	\$ 29,525	\$ 28,906	\$ 212,784
UTILITIES	\$ 48,527	\$ 40,504	\$ 41,696	\$ -
CONTRACTUAL	\$ 36,433	\$ 47,464	\$ 40,670	\$ -
SHARED/CAPITAL/TRANSFERS	\$ 107,939	\$ 61,761	\$ 47,447	\$ 188,321
TOTAL	\$ 1,767,661	\$ 1,753,983	\$ 1,765,332	\$ 2,605,173

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Chief of Police	1	1	1	1
Commander	1	2	2	1
Sergeant	4	3	3	5
Police Officer	7	9	9	10
Investigator	3	3	3	2
Community Service Officer	1	0	0	1
Crime Victim Liaison	0	1	1	1
SRO Officer	1	1	1	1
Public Service Officer	1	1	1	0
Communication Supervisor	1	1	1	1
Communication Operator	5	5	5	0
Administrative Secretary	1	1	1	1
Records Clerk	1	1	1	1
Total Full Time	27	29	29	25
Part Time:				
Crossing Guard	1	2	2	2
Total Part Time				
Total	27	31	31	32

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Implement DWI Leaders Program Number of officers trained for Bike program Number of citizen contacts Number of drug interdictions Number of problem solving/adult learning training scenarios Percentage of completed Field Training Program			
Develop Standard Operating Procedures for communications personnel Implement RAD Kids Community Initiative Program Completion of Compstat training Increase number of narcotic related investigations by 40%			

Police Department

DESCRIPTION/MISSION
<p>Our mission is to provide quality police services through partnership with the community; to protect constitutional rights through ethical decisionmaking; and to strive to provide leadership to the police profession because we believe in the dignity and worth of all people.</p>

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Continue to review and update policies and procedures to reflect legal issues as needed to bring about compliance in the TPCA Recognition Program. 2. Continue to develop supervisor's abilities to use learned leadership principals in decision making processes. 3. Develop and implement a Citizen's on Patrol (COP) program. 4. Enhance specialized training in Use of Force by providing additional training. (Active Shooter & Taser) 5. Enhance patrol tactics through the re-implementation of the department's Bicycle Patrol program. 6. Develop & coordinate Operation Safe with shared service cities. 7. Implement a S.T.E.P. (Selective Traffic Enforcement) program designed to reduce accidents and improve traffic safety. 8. Increase the number of contacts with victims of Part 1 Crimes by having the CPO give information on security surveys & prevention tips. 9. Direct patrol efforts by using data driven statistics through ATACRAIDS to assist the department in predicting crime patterns. 10. Increase the number of crime victims served by the Crime Victim Liaison Coordinator. 11. Update and re-implement the department's award program in order to provide recognition to officers. 12. Recruit and maintain volunteers through the use of VIPS, COPS, CPA, and CPAAA. 	<ol style="list-style-type: none"> 1. Continue to develop and implement the Recognized Agency Best Practices Program. 2. Continue operating under the "Shared Services Program". 3. Radio upgrade of portable & mobile radio systems to digital format.

Fiscal Year 2012-2013 Accomplishments:

1. Purchase & installation of an L-3 in car camera system and body worn cameras for uniformed patrol officers.
2. Replaced all existing in-house computer systems and updated to Windows 7.
3. Assisted in the coordination of the department's virtualized city network.
4. Hired and trained an additional Animal Control Officer.
5. Renovated and transformed the existing Communication Center to the department's EOC.
6. Reduced the department's overall Part 1 Crime rate by approximately 12%.
7. Expanded the Crime Victim Liaison Program to assist more victims.

CITY OF RICHLAND HILLS

DEPARTMENT:

Police (113)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 968,266	\$ 996,435	\$ 1,010,341	\$ 1,376,060
51030	Overtime	\$ 36,816	\$ 37,500	\$ 37,500	\$ 46,000
51035	Step Overtime	\$ -	\$ -	\$ 75,308	\$ 30,000
51040	FICA	\$ 74,184	\$ 75,308	\$ 238	\$ 113,196
51050	Unemployment Insurance	\$ 6,707	\$ 5,611	\$ 172,317	\$ 6,003
51070	TMRS	\$ 165,223	\$ 172,317	\$ 122,225	\$ 244,676
51080	Health Insurance	\$ 127,732	\$ 126,300	\$ 100	\$ 134,184
51170	Eng /Consulting Fees	\$ -	\$ -	\$ -	\$ 20,000
51230	Polygraphs	\$ 500	\$ 100	\$ 300	\$ 200
51240	Physicals	\$ 1,120	\$ 275	\$ -	\$ 550
51250	Psychologicals	\$ 900	\$ 325	\$ -	\$ 650
51280	Immunizations	\$ -	\$ -	\$ -	\$ -
	Subtotal Personnel	\$ 1,381,448	\$ 1,414,171	\$ 1,418,329	\$ 1,971,519
52010	Office Supplies	\$ 8,856	\$ 8,200	\$ 8,281	\$ 14,450
52015	Operating Supplies	\$ 412	\$ 1,200	\$ 1,200	\$ 2,530
52020	Printing	\$ 1,242	\$ 2,300	\$ 1,050	\$ 5,300
46381	Gasoline	\$ 46,381	\$ 34,587	\$ -	\$ 49,300
52035	Oils & Lubricants	\$ 1,074	\$ 3,002	\$ 55,310	\$ 3,368
52036	Web Page Maintenance	\$ -	\$ -	\$ 1,200	\$ -
52040	Office Equipment Maintenance	\$ 38,852	\$ 28,060	\$ 31,556	\$ 35,158
52060	Minor Office Equipment	\$ 3,360	\$ 1,025	\$ 1,976	\$ 8,013
52080	Building Maintenance	\$ 12,790	\$ 3,820	\$ 4,633	\$ -
52100	Uniforms	\$ 17,019	\$ 24,213	\$ 23,000	\$ 34,386
52105	Protective Gear	\$ 681	\$ 4,278	\$ 3,500	\$ 6,046
52110	Vehicle Maintenance	\$ 7,768	\$ 10,927	\$ 13,250	\$ 14,997
52115	Tires/Tubes/Batteries	\$ 4,701	\$ 5,034	\$ 4,450	\$ 6,616
52130	Communication Equip Maintenance	\$ 17,132	\$ 29,723	\$ 29,723	\$ 37,003
52180	Hand Tools Small Equipment	\$ 495	\$ 1,003	\$ 82	\$ 7,564
52210	Operations Equipment Maintenance	\$ 915	\$ 1,135	\$ 7,263	\$ 2,535
52330	Ammunition	\$ 2,254	\$ 1,901	\$ 1,750	\$ 4,783
52340	Other Supplies	\$ 112	\$ 150	\$ 60	\$ 500
	Subtotal Supplies/Maintenance	\$ 164,044	\$ 160,558	\$ 188,284	\$ 232,549
53010	Legal Advertising	\$ 349	\$ 875	\$ 315	\$ 375
53060	Membership/Professional Dues	\$ 1,099	\$ 1,219	\$ 1,110	\$ 1,994
53070	Subscriptions/Publications	\$ 5,579	\$ 5,268	\$ 3,200	\$ 11,737
53072	Other Programs	\$ 200	\$ 500	\$ 505	\$ 7,500
53073	EOC Program				\$ 2,360
53080	Travel/Training	\$ 12,828	\$ 12,620	\$ 14,733	\$ 22,977
53110	Crime Prevention Supplies				\$ 5,025
53112	Citizens on Patrol Program	\$ -	\$ -	\$ -	\$ -
53113	CVL Program				\$ 149,231
53120	Criminal Investigation Supplies	\$ 9,215	\$ 9,043	\$ 9,043	\$ 11,585
	Subtotal Other Operating	\$ 29,270	\$ 29,525	\$ 28,906	\$ 212,784

CITY OF RICHLAND HILLS

DEPARTMENT:	Police (113)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
54010	Electricity	\$ 20,534	\$ 23,000	\$ 19,500	\$ -
54020	Natural Gas	\$ 577	\$ 1,000	\$ 900	\$ -
54030	Telephone	\$ 27,416	\$ 16,504	\$ 21,296	\$ -
	Subtotal Utilities	\$ 48,527	\$ 40,504	\$ 41,696	\$ -
55030	Worker's Comp Insurance	\$ 15,162	\$ 21,237	\$ 16,071	\$ -
55040	Real/Personal Property Insurance	\$ 2,291	\$ 2,967	\$ 2,530	\$ -
55055	Law Enforcement Liability	\$ 9,710	\$ 12,161	\$ 11,681	\$ -
55060	Auto Physical Damage Insurance	\$ 3,902	\$ 4,923	\$ 3,727	\$ -
55070	Notary Bond	\$ -	\$ -	\$ 96	\$ -
55080	General Liability	\$ 508	\$ 963	\$ 438	\$ -
55090	Auto Liability	\$ 4,860	\$ 5,213	\$ 6,127	\$ -
55100	Employee Bond	\$ -	\$ -	\$ -	\$ -
	Subtotal Contractual	\$ 36,433	\$ 47,464	\$ 40,670	\$ -
56010	Property Acquisition	\$ -	\$ -	\$ -	\$ -
56010	Building Improvements	\$ -	\$ 3,580	\$ 3,804	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
56100	Vehicles/Heavy Equipment	\$ -	\$ -	\$ -	\$ -
59010	Dispatch Shared Services	\$ 71,042	\$ -	\$ 43,643	\$ 118,204
59015	Jail Shared Services	\$ 36,897	\$ 58,181	\$ -	\$ 70,117
	Subtotal Capital	\$ 107,939	\$ 61,761	\$ 47,447	\$ 188,321
	TOTAL	\$ 1,767,661	\$ 1,753,983	\$ 1,765,332	\$ 2,605,173

CITY OF RICHLAND HILLS

Department Fire (114)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 1,389,042	\$ 1,285,260	\$ 1,279,828	\$ 1,398,033
SUPPLIES/MAINTENANCE	\$ 121,521	\$ 111,058	\$ 122,357	\$ 149,445
OTHER OPERATING COST	\$ 28,527	\$ 28,370	\$ 28,370	\$ 30,130
UTILITIES	\$ 18,689	\$ 21,900	\$ 16,374	\$ -
CONTRACTUAL	\$ 26,260	\$ 26,146	\$ 24,844	\$ -
CAPITAL	\$ -			\$ 42,300
TOTAL	\$ 1,584,039	\$ 1,472,734	\$ 1,471,773	\$ 1,619,908

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Firefighter/Paramedic	12	12	12	12
Administrative Assistant	0.5	0.5	0.5	0.5
Total	16.5	16.5	16.5	16.5

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
One Engine staffed with minimum of two firefighters			
Average annual response time			
Engine companies task functional and well equipped			
Responses completed without accidents or personal injuries			
Minimum of one Mobile Intensive Care Unit			
Paramedic first responder Engine Company staffed			
Fire prevention programs			

Fire Department

DESCRIPTION/MISSION
To provide effective, efficient and equitable fire suppression, emergency medical service, and all hazards mitigation response to the residential and business community of Richland Hills while demonstrating proactive community risk reduction through fire prevention and public safety education.

Major Goals:
<ol style="list-style-type: none"> 1. To effectively operate department within annual budget allocations. 2. To maintain adequate statistical information for forecasting budgetary needs, service trends and reporting requirements. 3. To monitor all programs for effectiveness and necessity. 4. To provide rapid and effective emergency response to the Richland Hills community, and other communities under intergovernmental mutual aid agreements. 5. To provide emergency pre-hospital care, treatment, and transport to the sick and injured. 6. To educate the public on fire and safety issues. 7. To inspect each commercial and multi-family occupancy annually for code compliance. 8. To investigate the cause and origin of all fires, and arrest/prosecute those responsible for arson fires. 9. To maintain building and grounds for appearance and function. 10. To assure apparatus readiness through preventive maintenance. 11. To provide continuing education through in-service training, encourage members pursue higher levels of state/professional certifications, and pursue post-secondary educational certificates/degrees.

Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Expand the Department's Wellness Program 2. Through grants attempt to replace fire station's emergency generator 3. Through grants attempt to replace department's breathing air compressor 4. Continue painting of city's fire hydrants 5. Attempt upgrade Outdoor Warning Siren system through grants 6. Initiate Citizens Fire Academy in Fall 2013 7. Continued exploration of possible Richland Hills CERT Team or join neighboring city CERT Team 8. Increase Public Education with Residential Fire Safety Program 9. Continue working towards meeting standards for TFCA Best Practices Certification and Fire Department Accreditation 10. Continue evaluation ISO rating feedback for possible operation changes to increase city's ISO rating 11. Continue developing plans to increase size or replacement of fire station for housing of personnel and equipment

Fiscal Year 2012-2013 Accomplishments:

1. Fire and EMS response.
2. Multi-family dwelling inspections and permitting.
3. Commercial business inspections with permitting and pre-fire planning.
4. Semi-annual vehicle preventive maintenance
5. Fire hose and fire ladders service test.
6. Annual fire hydrant flows and test
7. Fire and EMS training and continuing education
8. Public education on fire and life safety through Public Education at elementary schools.
9. Support for multi-jurisdictional task forces
10. Two RHFD personnel trained to HazMat Tech for the Haz Mat Response Team for Northeast Fire Department Association.

CITY OF RICHLAND HILLS

DEPARTMENT:

Fire (114)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 948,548	\$ 909,550	\$ 866,029	\$ 970,439
51020	PT/Temporary	\$ 9,870	\$ 5,000	\$ 16,233	\$ 8,640
51030	Overtime	\$ 53,528	\$ 38,500	\$ 53,599	\$ 43,500
51040	FICA	\$ 72,077	\$ 69,581	\$ 65,856	\$ 78,840
51050	Unemployment Insurance	\$ 4,618	\$ 4,176	\$ 498	\$ 144
51070	TMRS	\$ 163,957	\$ 157,625	\$ 154,000	\$ 166,642
51080	Health Insurance	\$ 103,550	\$ 96,228	\$ 89,713	\$ 96,228
51170	Eng/Consultants	\$ 1,500	\$ -	\$ 3,400	\$ 2,000
51175	EMS Collection Fees	\$ 27,358	\$ -	\$ 27,000	\$ 27,000
51240	Physicals	\$ 4,036	\$ 4,500	\$ 3,400	\$ 4,500
51280	Immunizations	\$ -	\$ 100	\$ 100	\$ 100
	Subtotal Personnel	\$ 1,389,042	\$ 1,285,260	\$ 1,279,828	\$ 1,398,033
52010	Office Supplies	\$ 1,496	\$ 1,550	\$ 1,100	\$ 1,550
52015	Operating Supplies	\$ 1,682	\$ 1,264	\$ 1,400	\$ 1,264
52020	Printing	\$ 630	\$ 786	\$ 625	\$ 750
52030	Gasoline	\$ 21,284	\$ 16,000	\$ 19,208	\$ 18,700
52035	Oils & Lubricants	\$ 235	\$ 500	\$ 200	\$ 500
52040	Office Equipment Maintenance	\$ 5,996	\$ 4,400	\$ 6,328	\$ 13,867
52060	Minor Office Equipment	\$ -	\$ -	\$ -	\$ -
52080	Building Maintenance	\$ 2,924	\$ 3,200	\$ 3,200	\$ -
52100	Uniforms	\$ 4,980	\$ 5,000	\$ 4,105	\$ 8,000
52105	Protective Gear	\$ 3,977	\$ 6,000	\$ 11,262	\$ 9,000
52110	Vehicle Maintenance	\$ 13,971	\$ 7,000	\$ 27,540	\$ 14,000
52115	Tires/Tubes/Batteries	\$ 3,285	\$ 1,600	\$ 3,610	\$ 2,800
52130	Communication Equip Maintenan	\$ 11,080	\$ 21,028	\$ 8,587	\$ 21,000
52132	Citizens Fire Academy				\$ 500
52134	CPR Program				\$ 4,750
52145	Fire Prevention Supplies	\$ 848	\$ 700	\$ -	\$ 1,000
52165	Volunteer Fire Program	\$ -	\$ -	\$ -	\$ -
52175	Ambulance Supplies	\$ 21,026	\$ 22,000	\$ 20,000	\$ 22,000
52180	Hand Tools Small Equipment	\$ 8,522	\$ 4,530	\$ 2,000	\$ 7,000
52210	Operating Equipment Maintenanc	\$ 17,314	\$ 11,750	\$ 10,716	\$ 12,000
52240	Building Cleaning Supplies	\$ 271	\$ 1,150	\$ 370	\$ 1,000
52242	NEFDA Replacement Agreement				\$ 7,164
52510	Emergency Management	\$ 2,000	\$ 2,600	\$ 2,106	\$ 2,600
	Subtotal Supplies/Maintenanc	\$ 121,521	\$ 111,058	\$ 122,357	\$ 149,445
53010	Legal Advertising	\$ -	\$ 300	\$ -	\$ 300
53060	Membership/Professional Dues	\$ 16,588	\$ 17,835	\$ 13,074	\$ 17,800
53070	Subscriptions/Publications	\$ 1,624	\$ 1,235	\$ 1,655	\$ 1,680
53080	Travel/Training	\$ 10,170	\$ 8,650	\$ 13,641	\$ 10,000
53120	Criminal Investigation Supplies	\$ 145	\$ 350	\$ -	\$ 350
	Subtotal Other Operating	\$ 28,527	\$ 28,370	\$ 28,370	\$ 30,130
54010	Electricity	\$ 7,437	\$ 9,100	\$ 6,674	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:	Fire (114)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
54020	Natural Gas	\$ 1,538	\$ 3,000	\$ 2,200	\$ -
54030	Telephone	\$ 9,714	\$ 9,800	\$ 7,500	\$ -
	Subtotal Utilities	\$ 18,689	\$ 21,900	\$ 16,374	\$ -
55030	Worker's Comp Insurance	\$ 16,837	\$ 16,321	\$ 15,431	\$ -
55040	Real/Personal Property Insuranc	\$ 1,802	\$ 1,983	\$ 1,762	\$ -
55060	Auto Physical Damage Insuranc	\$ 4,224	\$ 4,646	\$ 3,823	\$ -
55080	General Liability	\$ 440	\$ 644	\$ 341	\$ -
55090	Auto Liability	\$ 2,957	\$ 2,552	\$ 3,487	\$ -
	Subtotal Contractual	\$ 26,260	\$ 26,146	\$ 24,844	\$ -
56010	Building Improvements	\$ -	\$ -	\$ -	\$ 25,000
56020	Equipment	\$ -	\$ -	\$ -	\$ 17,300
	Subtotal Capital	\$ -	\$ -	\$ -	\$ 42,300
	TOTAL	\$ 1,584,039	\$ 1,472,734	\$ 1,471,773	\$ 1,619,908

CITY OF RICHLAND HILLS

Department	Street (116)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 67,308	\$ 97,741	\$ 108,862	\$ 108,880
SUPPLIES/MAINTENANCE	\$ 143,476	\$ 111,800	\$ 103,750	\$ 58,100
OTHER OPERATING COST	\$ 132	\$ 1,700	\$ 1,265	\$ 1,700
UTILITIES	\$ 57,109	\$ 39,050	\$ 103,086	\$ -
CONTRACTUAL	\$ 13,187	\$ 12,499	\$ 12,866	\$ -
CAPITAL	\$ -	\$ 13,600	\$ 7,600	\$ -
TOTAL	\$ 281,212	\$ 276,390	\$ 337,429	\$ 168,680

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Foreman	1	1	1	1
Street Maintenance	2	2	2	1
Total	3	3	3	2

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Completion of Street Overlay project			
Service Response Time			

Street Department

DESCRIPTION/MISSION
<p>The mission of the Street Division of the Public Works Department is to maintain and enhance the traffic infrastructure of the City in order to ensure safe and efficient public transportation.</p>

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Improve and maintain steets 2. Repair potholes and curbs and gutters 3. Submit projects to Texas Department of Transportation for federal funding. 4. Improve safety 5. Place street signs to improve safety 6. Maintain parks and oversee landscaping 7. Provide mosquito control 8. Assis in Easter, Christmas, and other special events 9. Water new trees and landscaping 10. To coordinate beautification of parks with Parks and Beautification Board 	<ol style="list-style-type: none"> 1. Continue the Miscellaneous Curb & Gutter and Drive Approach program throughout the city as funds are available. 2. Complete 39th Year CDBG project-reconstruction of Bridges from Rufe Snow Dr. to Henry Dr. 3. Complete design of Baker Blvd. Intersection Improvement project funded thru TXDOT. 4. Complete 2nd phase of tree trimming program in the southwest quadrant of the city. 5. Repair and patch streets and potholes. 6. Begin street sign and regulatory & warning sign replacement program to meet new Federal Hwy. Administration sign reflective coating regulations requiring all street signs meet regulations by 2018 and all regulatory and warning signs meet regulations by 2015.

Fiscal Year 2012-2013 Accomplishments:

1. Completed 38th Yr. CDBG Project-Phase I, Base Bid A, Reconstruction of Reeves & Henry.
2. Repaired / replaced curb & gutter, driveways and valley gutters in various locations as funds were available.
3. Maintained street signs.
4. Repaired and patched streets as needed.
5. Oversee maintenance of all parks and city property.
6. Completed TXDOT Safe Routes to School infrastructure grant program for Binion Elem; Richland Elem; Richland MS.
7. Completed Pine Park reconstruction project.
8. Completed 1st phase of tree trimming plan in the southwest quadrant of the city.

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Street (116)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 44,792	\$ 65,002	\$ 72,196	\$ 73,752
51030	Overtime	\$ 2,760	\$ 3,650	\$ 5,706	\$ 3,650
51040	FICA	\$ 3,727	\$ 4,973	\$ 5,958	\$ 5,922
51050	Unemployment Insurance	\$ 383	\$ 522	\$ 157	\$ 18
51070	TMRS	\$ 7,770	\$ 11,265	\$ 12,816	\$ 13,209
51080	Health Insurance	\$ 7,630	\$ 12,029	\$ 12,029	\$ 12,029
51240	Physicals	\$ 246	\$ 300	\$ -	\$ 300
52170	Eng./Consult. Fees	\$ -	\$ -	\$ -	\$ -
	Subtotal Personnel	\$ 67,308	\$ 97,741	\$ 108,862	\$ 108,880
52010	Office Supplies	\$ 254	\$ 400	\$ 215	\$ 400
52015	Operating Supplies	\$ 1,280	\$ 1,500	\$ 608	\$ 1,500
52030	Gasoline	\$ 10,253	\$ 8,000	\$ 11,180	\$ 8,000
52035	Oils & Lubricants	\$ 403	\$ 700	\$ 788	\$ 700
52040	Office Equipment Maintenance	\$ 40	\$ 300	\$ -	\$ 300
52060	Minor Office Equipment	\$ 110	\$ 200	\$ -	\$ 200
52080	Building Maintenance.	\$ 114	\$ 100	\$ 115	\$ -
52091	Landscape Maintenance	\$ 61,168	\$ 60,500	\$ 53,162	\$ -
52095	Parks Maintenance	\$ 34,467	\$ -	\$ 5,879	\$ -
52100	Uniforms	\$ 992	\$ 1,600	\$ 1,300	\$ 1,600
52110	Vehicle Maintenance	\$ 3,649	\$ 2,600	\$ 2,100	\$ 3,500
52115	Tires/Tubes/Batteries	\$ 1,142	\$ 1,000	\$ 625	\$ 1,000
52130	Communication Equip. Maintenance	\$ 307	\$ 1,500	\$ -	\$ 1,500
52180	Hand Tools/Small Equipment	\$ 528	\$ 500	\$ 466	\$ 500
52190	Street Replacement Materials	\$ 20,612	\$ 22,000	\$ 20,800	\$ 22,000
52200	Paint & Chemicals	\$ 931	\$ 1,000	\$ 624	\$ 1,000
52201	Street Sweeping	\$ -	\$ 1,000	\$ -	\$ 1,000
52210	Operating Equipment Maintenance	\$ 5,302	\$ 5,300	\$ 2,400	\$ 5,300
52220	Street Signs	\$ 1,466	\$ 2,000	\$ 2,890	\$ 8,000
52221	Signal Lights	\$ 430	\$ 1,500	\$ 561	\$ 1,500
52240	Bldg Cleaning Supplies	\$ 28	\$ 100	\$ 37	\$ 100
52525	Mosquito Spraying	\$ -	\$ -	\$ -	\$ -
	Subtotal Supplies/Maintenance	\$ 143,476	\$ 111,800	\$ 103,750	\$ 58,100
53060	Membership/Professional Dues	\$ -	\$ 400	\$ 929	\$ 400
53070	Subscriptions/Publications	\$ 100	\$ 100	\$ -	\$ 100
53080	Travel/Training	\$ 32	\$ 1,200	\$ 336	\$ 1,200
	Subtotal Other Operating	\$ 132	\$ 1,700	\$ 1,265	\$ 1,700
54010	Electricity	\$ 14,846	\$ 7,000	\$ 7,412	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:

Neighborhood Services, Street (116)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
54011	Street Lighting	\$ 39,985	\$ 30,000	\$ 93,924	\$ -
54020	Natural Gas	\$ 449	\$ 650	\$ 500	\$ -
54030	Telephone	\$ 1,829	\$ 1,400	\$ 1,250	\$ -
	Subtotal Utilities	\$ 57,109	\$ 39,050	\$ 103,086	\$ -
55010	Mobile Equipment	\$ 1,551	\$ 1,707	\$ 1,530	\$ -
55030	Worker's Comp Insurance	\$ 5,545	\$ 4,588	\$ 5,082	\$ -
55040	Real/Personal Property Insurance	\$ 1,373	\$ 1,470	\$ 1,343	\$ -
55060	Auto Physical Damage Insurance	\$ 1,891	\$ 2,011	\$ 1,712	\$ -
55080	General Liability	\$ 335	\$ 477	\$ 260	\$ -
55090	Auto Liability	\$ 2,492	\$ 2,246	\$ 2,939	\$ -
	Subtotal Contractual	\$ 13,187	\$ 12,499	\$ 12,866	\$ -
56010	Building Improvement	\$ -	\$ 13,600	\$ 7,600	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
56023	Fire Hydrants	\$ -	\$ -	\$ -	\$ -
56210	Curb Construction & Replacement	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ 13,600	\$ 7,600	\$ -
	TOTAL	\$ 281,212	\$ 276,390	\$ 337,429	\$ 168,680

CITY OF RICHLAND HILLS

Department Library (117)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 215,251	\$ 241,715	\$ 234,670	\$ 255,695
SUPPLIES/MAINTENANCE	\$ 75,566	\$ 60,567	\$ 74,295	\$ 59,969
OTHER OPERATING COST	\$ 2,264	\$ 3,768	\$ 2,615	\$ 3,660
UTILITIES	\$ 19,004	\$ 21,272	\$ 16,211	\$ -
CONTRACTUAL	\$ 4,231	\$ 4,218	\$ 3,891	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 316,316	\$ 331,540	\$ 331,682	\$ 319,324

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Director	1	1	1	1
Assistant Director	1	1	1	1
Library Specialist	1	0	0	0
Total Full Time	3	2	2	2
Part Time				
Library Assistant	4	5	5	5
Total Part Time	4	5	5	5
Total	7	7	7	7

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
People entering the library			
Number of reference contacts			
Hours of public use of computers			
Number of items circulated			
Items used within the library			
Number of library cards issued			
Items added to collection			

Library Services Department

DESCRIPTION/MISSION
The mission of the Library Department is to provide informational, educational, recreational and civic programs, materials, and services, and to offer life-long learning opportunities to the residents of the City of Richland Hills.

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. To provide informational, educational, recreational and civic programs, materials, and services, and offer life-long opportunities to the residents of the service area. 2. Utilize the reciprocal agreement services, and availability of over 2,000,000 items of the MetrOPAC: Fort Worth, Haltom City, Benbrook, Burleson, Watauga, and Keller Public Libraries. 3. Encourage and instruct patrons in the use of all library services by offering careful, capable assistance. 4. Work cooperatively with all city departments. 5. Provide accurate, knowledgeable, and courteous information services to all patrons. 6. Maintain accurate statistical reports to support the library's mission. 7. Attend conferences and continuing education workshops to stay current on topics and new technology. 8. Sustain North Texas Regional Library System membership by attending fall, spring, and regional meetings. 9. Uphold the integrity of the collection by following collection management and recommended practices. 	<ol style="list-style-type: none"> 1. Create family-oriented programs that will entice citizens to increase patronage to the library and provide a fun, safe atmosphere for the community. 2. Staff attend local, state, and national conferences or seminars for continuing education opportunities and self-improvement skills. 3. Maintain NTRLS membership. Continue and renew MetrOPAC relationship with area libraries. 4. Publicize the library through electronic and print formats. 5. Continue access to the TexShare databases and/or electronic resources, including NovelList and World Trade Press online databases. 6. Renew online license subscriptions to maintain network security. 7. Continue to plan, develop, and implement youth, adult, and teen programs and/or services. 8. Update plans and policies where applicable. 9. Receive the Achievement of Excellence in Libraries award from TMLDA. 10. Utilize the ILS Horizon Information Portal, which enables borrowers to select (online or in-house) and reserve (online or in-house) specific titles owned by respective MetrOPAC libraries. 11. Maintain TLP membership. 12. Renew membership with Planetree Services and National Network of Libraries of Medicine South Central Region. 13. Replace workstations and equipment to maintain network. 14. Continue to host "Park in the Dark" movie performers to provide the best programs to give children extra reading incentives. 15.

Fiscal Year 2012-2013 Accomplishments:

1. Was awarded a \$38,037 Tocker Grant and a \$50,000 MR & E Hudson Foundation grant to refurbish the Library public space.
2. Awarded Achievement of Excellence in Libraries from Texas Municipal Library Directors Association, an affiliate of the Texas Municipal League.
3. Renewed membership with National Network of Libraries of Medicine as an affiliate member of the South Central Region,
4. Continued agreement with Better World Books to sell specific withdrawn and/or donated books.
5. Supported MetrOPAC by hosting events for the consortium.
6. Submitted the Texas State Library Annual report to continue Richland Hills affiliation with the Texas State Library.
7. Renewed membership with MetrOPAC, the consortium of libraries that share library materials among the member libraries.
8. Furnished access to the TexShare databases and NetLibrary provided through the Texas State Library TexShare program.
9. Added four public access laptops to the computer lab.
10. Purchased books, DVDs, and access to electronic databases with water donation funds.
11. Conducted computer basics workshops for library patrons.
12. Started a new e-book downloadable books for patrons.
13. Stated a new family-friendly program called "Miss Susanna's Neighborhood" to replace the traditional story time program.
14. Created the first annual "Park in the Dark" program.

CITY OF RICHLAND HILLS

DEPARTMENT:

Library (117)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 160,777	\$ 176,356	\$ 174,000	\$ 188,073
51030	Overtime	\$ 246	\$ 418	\$ 294	\$ 418
51040	FICA	\$ 12,129	\$ 13,523	\$ 12,415	\$ 14,420
51050	Unemployment Insurance	\$ 1,648	\$ 1,827	\$ 200	\$ 72
51070	TMRS	\$ 27,824	\$ 30,562	\$ 30,732	\$ 33,683
51080	Health Insurance	\$ 11,990	\$ 12,029	\$ 12,029	\$ 12,029
51260	Contract Labor	\$ 637	\$ 7,000	\$ 5,000	\$ 7,000
	Subtotal Personnel	\$ 215,251	\$ 241,715	\$ 234,670	\$ 255,695
52010	Office Supplies	\$ 3,498	\$ 2,500	\$ 3,353	\$ 3,000
52020	Printing	\$ 1,890	\$ 750	\$ 481	\$ 500
52040	Office Equipment Maintenance	\$ 27,517	\$ 22,064	\$ 26,176	\$ 26,000
52060	Minor Office Equipment	\$ 4,124	\$ -	\$ -	\$ -
52080	Building Maintenance	\$ 7,007	\$ 3,234	\$ 16,526	\$ -
52180	Hand Tools/Small Equipment	\$ -	\$ 50	\$ -	\$ -
52225	Books/Audio Visuals	\$ 21,967	\$ 16,618	\$ 14,000	\$ 13,000
52226	Audio Books	\$ 2,057	\$ 5,000	\$ 4,000	\$ 6,000
52227	Videos	\$ 2,697	\$ 5,000	\$ 4,600	\$ 6,000
52228	Cassettes/CD	\$ 982	\$ 982	\$ 1,020	\$ 900
52229	Software	\$ 932	\$ 1,289	\$ 1,200	\$ 1,489
52230	Binding/Repairs	\$ -	\$ -	\$ -	\$ -
52235	Periodicals	\$ 1,659	\$ 2,000	\$ 2,119	\$ 2,000
52245	Reference	\$ 1,236	\$ 1,080	\$ 820	\$ 1,080
	Subtotal Supplies/Maintenance	\$ 75,566	\$ 60,567	\$ 74,295	\$ 59,969
53060	Membership/Professional Dues	\$ 290	\$ 660	\$ 535	\$ 660
53070	Subscriptions/Publications	\$ 213	\$ 308	\$ 55	\$ 200
53072	Other Programs	\$ -	\$ 1,900	\$ 1,162	\$ 200
53080	Travel/Training	\$ 1,741	\$ 700	\$ 700	\$ 700
53990	Other Expenses	\$ 20	\$ -	\$ 163	\$ 1,900
53995	Library Board Functions	\$ -	\$ 200	\$ -	\$ -
	Subtotal Other Operating	\$ 2,264	\$ 3,768	\$ 2,615	\$ 3,660
54010	Electricity	\$ 13,098	\$ 14,264	\$ 12,360	\$ -
54020	Natural Gas	\$ 643	\$ 891	\$ 832	\$ -
54030	Telephone	\$ 5,263	\$ 6,117	\$ 3,019	\$ -
	Subtotal Utilities	\$ 19,004	\$ 21,272	\$ 16,211	\$ -
55030	Worker's Comp Insurance	\$ 3,651	\$ 3,540	\$ 3,347	\$ -
55040	Real/Personal Property Insurance	\$ 465	\$ 512	\$ 456	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:

Library (117)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
55080	General Liability	\$ 115	\$ 166	\$ 88	\$ -
	Subtotal Contractual	\$ 4,231	\$ 4,218	\$ 3,891	\$ -
56010	Building Improvements	\$ -	\$ -	\$ -	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 316,316	\$ 331,540	\$ 331,682	\$ 319,324

CITY OF RICHLAND HILLS

Department	Community Center/Recreation (118)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 23,596	\$ 23,750	\$ 23,993	\$ 23,576
SUPPLIES/MAINTENANCE	\$ 8,016	\$ 9,502	\$ 14,877	\$ 11,702
OTHER OPERATING COST	\$ 7,499	\$ 7,044	\$ 89	\$ -
UTILITIES	\$ 1,146	\$ 1,151	\$ 7,474	\$ -
CONTRACTUAL	\$ -	\$ 5,256	\$ 1,053	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 40,257	\$ 46,703	\$ 47,486	\$ 35,278

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Coordinator	1	0	0	0
Total Full Time	1	0	0	0
Part Time				
Assistant Coordinator	1	1	1	1
Total Part Time	1	1	1	1
Total	2	1	1	1

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Number of guests at facilities			
Number of class attendees			
Timely reports submitted			
Number of facility rentals			
Pavilion reservations			

Recreation Department

DESCRIPTION/MISSION
The mission of the Recreation Department is to provide quality physical and recreational activity programs for the residents of Richland Hills and to make available clean, safe, facilities for rental.

Major Goals:
<ol style="list-style-type: none">1. Continue to provide a quality recreation department for the residents of Richland Hills2. To recruit instructors and explore the possibility of new classes3. To provide safe, sanitary facilities for rental at a reasonable cost and availability4. To work cooperatively with all City departments5. To maintain and report accurate statistics6. To publicize recreational classes

Objectives for Fiscal Year 2013-2014:

CITY OF RICHLAND HILLS

DEPARTMENT:

Recreation (118)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 15,242	\$ 15,185	\$ 15,242	\$ 15,185
51040	FICA	\$ 1,166	\$ 1,162	\$ 1,166	\$ 1,162
51050	Unemployment Insurance	\$ 261	\$ 261	\$ 8	\$ 9
51070	TMRS	\$ 2,644	\$ 2,642	\$ 2,706	\$ 2,720
51080	Health Insurance	\$ -	\$ -	\$ -	\$ -
51260	Contract Labor	\$ 4,283	\$ 4,500	\$ 4,871	\$ 4,500
	Subtotal Personnel	\$ 23,596	\$ 23,750	\$ 23,993	\$ 23,576
52010	Office Supplies	\$ 711	\$ 128	\$ 198	\$ 128
52015	Operating Supplies	\$ 63	\$ 50	\$ -	\$ 50
52020	Printing	\$ -	\$ 124	\$ 105	\$ 124
52040	Office Equipment Maintenance	\$ 319	\$ 100	\$ 1,182	\$ 400
52060	Minor Office Equipment	\$ -	\$ 200	\$ 82	\$ -
52080	Building Maintenance	\$ 6,720	\$ 1,900	\$ 6,700	\$ -
52291	Holiday Expense	\$ -	\$ 3,000	\$ 2,610	\$ 3,000
52291	Senior Programs	\$ 203	\$ 4,000	\$ 4,000	\$ 8,000
	Subtotal Supplies/Maintenance	\$ 8,016	\$ 9,502	\$ 14,877	\$ 11,702
53060	Membership/Professional Dues	\$ -	\$ -	\$ -	\$ -
53080	Travel/Training	\$ -	\$ -	\$ 89	\$ -
	Subtotal Other Operating	\$ -	\$ -	\$ 89	\$ -
54010	Electricity	\$ 6,277	\$ 5,178	\$ 6,175	\$ -
54020	Natural Gas	\$ 490	\$ 990	\$ 800	\$ -
54030	Telephone	\$ 732	\$ 876	\$ 499	\$ -
	Subtotal Utilities	\$ 7,499	\$ 7,044	\$ 7,474	\$ -
55030	Worker's Comp Insurance	\$ 947	\$ 918	\$ 866	\$ -
55040	Real/Personal Property Insurance	\$ 159	\$ 176	\$ 156	\$ -
55080	General Liability	\$ 40	\$ 57	\$ 31	\$ -
	Subtotal Contractual	\$ 1,146	\$ 1,151	\$ 1,053	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
56010	Building Improvements	\$ -	\$ 5,256	\$ -	\$ -
	Subtotal Capital	\$ -	\$ 5,256	\$ -	\$ -
	TOTAL	\$ 40,257	\$ 46,703	\$ 47,486	\$ 35,278

CITY OF RICHLAND HILLS

DEPARTMENT:	Parks and Grounds (119)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages				
51030	Overtime				
51040	FICA				
52170	Eng./Consult. Fees				
	Subtotal Personnel	\$ -	\$ -	\$ -	\$ -
52015	Operating Supplies				
52030	Gasoline				
52035	Oils & Lubricants				
52040	Office Equipment Maintenance				
52060	Minor Office Equipment				
52080	Building Maintenance.				
52091	Landscape Maintenance	\$ -	\$ -	\$ -	60,500
52095	Parks Maintenance	\$ -	\$ -	\$ -	-
52240	Bldg Cleaning Supplies				
52525	Mosquito Abatement	\$ -	\$ -	\$ -	2,700
	Subtotal Supplies/Maintenance	\$ -	\$ -	\$ -	63,200
53060	Membership/Professional Dues				
53070	Subscriptions/Publications				
53080	Travel/Training				
	Subtotal Other Operating	\$ -	\$ -	\$ -	-
54010	Electricity				
54011	Street Lighting				
54020	Natural Gas				
54030	Telephone				
	Subtotal Utilities	\$ -	\$ -	\$ -	-
55010	Mobile Equipment				
55030	Worker's Comp Insurance				
55040	Real/Personal Property Insurance				
55080	General Liability				
	Subtotal Contractual	\$ -	\$ -	\$ -	-
56010	Building Improvement				
56020	Equipment		\$ -		
	Subtotal Capital	\$ -	\$ -	\$ -	-
	TOTAL	\$ -	\$ -	\$ -	63,200

CITY OF RICHLAND HILLS

Department Neighborhood Services (120)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 262,686	\$ 398,142	\$ 418,999	\$ 382,107
SUPPLIES/MAINTENANCE	\$ 18,154	\$ 12,710	\$ 12,812	\$ 24,710
OTHER OPERATING COST	\$ 17,460	\$ 54,100	\$ 15,101	\$ 18,850
UTILITIES	\$ 1,860	\$ 1,800	\$ 1,500	\$ -
CONTRACTUAL	\$ 1,291	\$ 1,406	\$ 1,219	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 301,451	\$ 468,158	\$ 449,631	\$ 425,667

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Director of Neighborhood Services	0	0	0	1
Code Enforcement Officer	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	1
Chief Building Official	1	1	1	0
Total	2.5	2.5	2.5	3

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Process building permits within 10 business days of receipt			
Process certificates of occupancy within 10 business days of receipt			
Convert all 2008-2010 building permits to electronic format and develop database			
Convert all 2009 certificates of occupancy to electronic format and maintain database			
Send violation notice within 24 hours of investigation			
Reinspect within prescribed time limit for violation type			
Investigate within 24 hours of complaint			
Quarterly complete a proactive drive through and issue notices where warranted			

Community Development Department

DESCRIPTION/MISSION

Community Development strives to maintain updated regulations that provide for adequate safety and access to all buildings in Richland Hills. Provide an effective program for timely reviewing, inspecting, and permitting the construction, renovation, and occupancy of all buildings and their appurtenances. Provide fair and impartial treatment to all citizens, builders, contractors and developers in the course of duty.

Major Goals:

- 1. Acquire electronic software packages that will facilitate planning analyses
- 2. Hire additional staff to provide assistance during department core hours
- 3. Streamline code functions through the use of technology and training to enhance code enforcement efforts
- 4. Enhance research capabilities and customer service by acquiring copies of Richland Hills plats and abstracts for in-office use
- 5. Convert all paper files to electronic format to streamline and facilitate building permit and Certificate of Occupancy research
- 6. Convert paper complaint files to electronic format to streamline and facilitate code enforcement functions

Objectives for Fiscal Year 2013-2014:

CITY OF RICHLAND HILLS

DEPARTMENT: Neighborhood Services, Community Development (120)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 126,550	\$ 79,327	\$ 109,445	\$ 178,168
51020	PT/Temporary	\$ -	\$ 22,731	\$ -	\$ 29,952
51030	Overtime	\$ -	\$ 582	\$ 1,000	\$ 2,000
51040	FICA	\$ 10,511	\$ 7,852	\$ 8,432	\$ 16,074
51050	Unemployment Insurance	\$ 783	\$ 783	\$ 50	\$ 36
51070	TMRS	\$ 17,273	\$ 14,315	\$ 16,193	\$ 31,910
51080	Health Insurance	\$ 15,805	\$ 12,029	\$ 12,530	\$ 18,044
51099	Professional Svc/Planning	\$ 11,002	\$ 49,423	\$ 49,423	\$ 49,423
51165	Professional Svc/Comp Plan	\$ -	\$ 170,000	\$ 170,000	\$ -
51170	Eng/Consulting Fees	\$ 80,262	\$ 40,000	\$ 51,926	\$ 56,000
51200	Filing Fees	\$ 500	\$ 1,000	\$ -	\$ 500
51240	Physicals	\$ -	\$ 100	\$ -	\$ -
	Subtotal Personnel	\$ 262,686	\$ 398,142	\$ 418,999	\$ 382,107
52010	Office Supplies	\$ 1,578	\$ 1,500	\$ 2,300	\$ 1,500
52015	Operating Supplies	\$ 199	\$ 400	\$ 110	\$ 400
52020	Printing	\$ 642	\$ 400	\$ 160	\$ 400
52023	Electronic Conversion Program	\$ -	\$ -	\$ -	\$ 3,000
52030	Gasoline	\$ 1,302	\$ 3,000	\$ 1,500	\$ 1,500
52035	Oils and Lubricants	\$ -	\$ 400	\$ -	\$ 150
52040	Office Equipment Maintenance	\$ 10,558	\$ 5,000	\$ 6,188	\$ 5,000
52043	Work Management Software Program	\$ -	\$ -	\$ -	\$ 11,660
52060	Minor Office Equipment	\$ 295	\$ -	\$ 616	\$ -
52080	Building Maintenance	\$ 3,049	\$ 360	\$ 220	\$ -
52100	Uniforms	\$ 472	\$ 500	\$ 395	\$ 500
52105	Protective Gear	\$ -	\$ -	\$ -	\$ -
52110	Vehicle Maintenance	\$ -	\$ 400	\$ 270	\$ 400
52115	Tires/Tubes/Batteries	\$ -	\$ 600	\$ 490	\$ 100
52130	Communication Equip Maintenance	\$ -	\$ 150	\$ 563	\$ -
52180	Hand Tools/Small Equipment	\$ 59	\$ -	\$ -	\$ 100
	Subtotal Supplies/Maintenance	\$ 18,154	\$ 12,710	\$ 12,812	\$ 24,710
53010	Legal Ads	\$ 5,707	\$ 1,800	\$ 1,000	\$ 1,800
53060	Membership/Professional Dues	\$ 120	\$ 500	\$ 156	\$ 500
53070	Subscriptions/Publications	\$ -	\$ 50	\$ -	\$ 50
53080	Travel/Training	\$ 1,534	\$ 1,500	\$ 800	\$ 1,500
53150	Mowing/Demolition	\$ 10,099	\$ 15,000	\$ 7,145	\$ 15,000
53155	TC Improvement Grants	\$ -	\$ 35,000	\$ 6,000	\$ -
53160	Plumbing Inspection Service	\$ -	\$ 250	\$ -	\$ -
	Subtotal Other Operating	\$ 17,460	\$ 54,100	\$ 15,101	\$ 18,850
54030	Telephone	\$ 1,860	\$ 1,800	\$ 1,500	\$ -
	Subtotal Utilities	\$ 1,860	\$ 1,800	\$ 1,500	\$ -
55030	Worker's Comp Insurance	\$ 946	\$ 918	\$ 868	\$ -
55040	Real/Personal Property Insurance	\$ 74	\$ 81	\$ 72	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Community Development (120)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
55060	Auto Physical Damage Insurance	\$ 126	\$ 139	\$ 115	\$ -
55080	General Liability	\$ 18	\$ 27	\$ 14	\$ -
55090	Auto Liability	\$ 127	\$ 241	\$ 150	\$ -
	Subtotal Contractual	\$ 1,291	\$ 1,406	\$ 1,219	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 301,451	\$ 468,158	\$ 449,631	\$ 425,667

CITY OF RICHLAND HILLS

Department Animal Control (121)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 62,122	\$ 83,516	\$ 71,775	\$ 102,990
SUPPLIES/MAINTENANCE	\$ 9,204	\$ 7,465	\$ 6,220	\$ 18,128
OTHER OPERATING COST	\$ 1,269	\$ 5,480	\$ 4,133	\$ 5,880
UTILITIES	\$ 14,765	\$ 15,489	\$ 10,109	\$ -
CONTRACTUAL	\$ 1,039	\$ 1,025	\$ 956	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ 21,094
TOTAL	\$ 88,399	\$ 112,975	\$ 93,193	\$ 148,092

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Animal Control Officer	1	1	1	2
Office Clerk	0.5	0.5	0.5	
Total	1.5	1.5	1.5	2

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Number of animals adopted			
Amount of literature ordered or produced			
Number of animal programs			
Number of hours the lobby remains open to public			

Animal Control Services

DESCRIPTION/MISSION
To enforce animal control laws and ordinances and to guarantee the pet owner's right to have an animal on their property. To ensure that citizens are free from disease, animal nuisance or injuries caused by animals. To protect animals from being abused, neglected, or harmed.

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Continue public service operations by hosting low cost spay/neuter clinics. 2. Continue to rcruit new volunteers. 3. Increase number of adoption events hosted/attended. 4. Hold volunteer fund raiser events, such as dips, baths, Paws in the Park. 	<ol style="list-style-type: none"> 1. Continue public service operations by hosting shot clinics low cost spay/neuter clinics. 2. Continue to recruit new volunteers (See Goals & Objectives). 3. Focus heavily on increasing the number of adoption events through advertising (Paws in the Park).

Fiscal Year 2012-2013 Accomplishments:

1. Hired a new Animal Control Officer
2. Continuation of volunteer program at the shelter.
3. Construction of (2) outside visitation adoption areas.
4. Held low cost spay/neuter (9) clinics.
5. Held (4) shot clinics.
6. Held (1) obedience class.
7. Replacement of the exterior boundary fence.
8. Held the department's first Paws in the Park event.

CITY OF RICHLAND HILLS

DEPARTMENT: Neighborhood Services, Animal Control (121)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 40,269	\$ 65,930	\$ 44,307	\$ 71,114
51030	Overtime	\$ 4,243	\$ 1,000	\$ 8,000	\$ 1,000
51040	FICA	\$ 3,326	\$ 3,686	\$ 3,833	\$ 5,517
51050	Unemployment Insurance	\$ 409	\$ 261	\$ 50	\$ 18
51070	TMRS	\$ 6,985	\$ 6,050	\$ 7,792	\$ 12,737
51080	Health Insurance	\$ 6,540	\$ 6,014	\$ 7,518	\$ 12,029
51240	Physicals	\$ -	\$ 300	\$ 275	\$ 275
51280	Immunizations	\$ 350	\$ 275	\$ -	\$ 300
	Subtotal Personnel	\$ 62,122	\$ 83,516	\$ 71,775	\$ 102,990
52010	Office Supplies	\$ 754	\$ 400	\$ 455	\$ 800
52015	Operating Supplies	\$ 1,229	\$ 565	\$ 715	\$ 1,025
52020	Printing	\$ 69	\$ 300	\$ 365	\$ 600
52030	Gasoline	\$ 898	\$ 1,200	\$ 815	\$ 2,548
52035	Oils and Lubricants	\$ 36	\$ 231	\$ -	\$ 383
52040	Office Equipment Maintenance	\$ -	\$ 100	\$ -	\$ 1,100
52060	Minor Office Equipment	\$ -	\$ 633	\$ -	\$ 2,175
52080	Building Maintenance	\$ 2,801	\$ 1,340	\$ 1,100	\$ -
52100	Uniforms	\$ 1,238	\$ 805	\$ 1,050	\$ 1,140
52110	Vehicle Maintenance	\$ 1,001	\$ 352	\$ 435	\$ 1,629
52115	Tires/Tubes/Batteries	\$ 313	\$ 406	\$ -	\$ 812
52130	Communication Equip Maintenance	\$ 643	\$ 718	\$ 710	\$ 5,636
52180	Hand Tools/Small Equipment	\$ 222	\$ 415	\$ 575	\$ 280
52515	Shelter Board Repairs	\$ -	\$ -	\$ -	\$ -
	Subtotal Supplies/Maintenance	\$ 9,204	\$ 7,465	\$ 6,220	\$ 18,128
53010	Legal Advertising	\$ -	\$ 100	\$ 186	\$ 100
53060	Membership/Professional Dues	\$ 50	\$ 100	\$ 50	\$ 200
53072	Other Programs	\$ 318	\$ 500	\$ 350	\$ 500
53074	Capture of Wild Animals	\$ -	\$ 4,000	\$ 1,947	\$ 4,000
53080	Travel/Training	\$ 901	\$ 780	\$ 1,600	\$ 1,080
	Subtotal Other Operating	\$ 1,269	\$ 5,480	\$ 4,133	\$ 5,880
54010	Electricity	\$ 5,879	\$ 7,000	\$ 5,540	\$ -
54020	Natural Gas	\$ 388	\$ 600	\$ 600	\$ -
54030	Telephone	\$ 8,498	\$ 7,889	\$ 3,969	\$ -
	Subtotal Utilities	\$ 14,765	\$ 15,489	\$ 10,109	\$ -
55030	Worker's Comp Insurance	\$ 947	\$ 918	\$ 870	\$ -
55040	Real/Personal Property Insurance	\$ 74	\$ 81	\$ 72	\$ -
55080	General Liability	\$ 18	\$ 26	\$ 14	\$ -
	Subtotal Contractual	\$ 1,039	\$ 1,025	\$ 956	\$ -
56010	Building Repairs	\$ -	\$ -	\$ -	\$ 21,094
	Subtotal Capital	\$ -	\$ -	\$ -	\$ 21,094
	TOTAL	\$ 88,399	\$ 112,975	\$ 93,193	\$ 148,092

CITY OF RICHLAND HILLS

Department CSO/Legislative (123)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 31,917	\$ 53,082	\$ 52,961	\$ 108,786
SUPPLIES/MAINTENANCE	\$ 13,004	\$ 10,462	\$ 4,366	\$ 37,230
OTHER OPERATING COST	\$ 7,818	\$ 17,173	\$ 11,521	\$ 34,686
UTILITIES	\$ -	\$ -		
CONTRACTUAL	\$ 11,163	\$ 5,372	\$ 3,163	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 63,902	\$ 86,089	\$ 72,011	\$ 180,702

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
City Secretary	.50	.50	.50	1.00
Total	.50	.50	.50	1.00

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Regular/Special council meetings attended			
Minutes prepared by next council meeting			
Requests for information responded to within 10 working days			
Elections Uncontested			

City Secretary/Legislative Department

DESCRIPTION/MISSION

The mission of the City Secretary's Office is to maintain the vital records of the City and fulfill all responsibilities efficiently and effectively, and above all, to serve the public respectfully and equally.

Major Goals:

1. Continue to maintain vital records
2. Prepare and update appropriate instruments in a timely manner
3. Continue to respond to request promptly
4. Serve the public equally and respectfully
5. Maintain the operations of the City Secretary's Office in an effective and efficient manner

Objectives for Fiscal Year 2013-2014:

CITY OF RICHLAND HILLS

DEPARTMENT:

City Secretary/Legislative (123)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 23,973	\$ 39,673	\$ 39,673	\$ 81,264
51040	FICA	\$ 1,663	\$ 3,035	\$ 3,035	\$ 6,216
51050	Unemployment Insurance	\$ 86	\$ 131	\$ 10	\$ 18
51070	TMRS	\$ 4,003	\$ 6,876	\$ 6,876	\$ 14,554
51080	Health Insurance	\$ 1,962	\$ 3,007	\$ 3,007	\$ 6,014
51100	Council Compensation	\$ 230	\$ 360	\$ 360	\$ 720
51170	Engineer/Consultant Fee	\$ -	\$ -	\$ -	\$ -
	Subtotal Personnel	\$ 31,917	\$ 53,082	\$ 52,961	\$ 108,786
52010	Office Supplies	\$ 662	\$ 650	\$ 685	\$ 2,500
52020	Printing	\$ 2,883	\$ 1,865	\$ 1,500	\$ 3,730
52040	Equipment Maintenance	\$ 463	\$ 2,800	\$ 1,500	\$ 5,600
52060	Minor Office Equipment	\$ 488	\$ 147	\$ 541	\$ 1,400
52215	Election Expense	\$ 8,508	\$ 5,000	\$ 140	\$ 24,000
	Subtotal Supplies/Maintenance	\$ 13,004	\$ 10,462	\$ 4,366	\$ 37,230
53010	Legal Advertising	\$ 200	\$ 750	\$ 200	\$ 1,500
53020	Postage	\$ 726	\$ 1,100	\$ 1,100	\$ 2,200
53060	Membership/Professional Dues	\$ 2,074	\$ 3,812	\$ 3,640	\$ 7,964
53070	Subscriptions/Publications	\$ 797	\$ 1,800	\$ 300	\$ 3,600
53071	Employee Volunteer Program	\$ 1,877	\$ 2,031	\$ 2,031	\$ 4,062
53072	Support of Other Programs	\$ 417	\$ -	\$ -	\$ -
53080	Travel/Training	\$ 1,061	\$ 2,680	\$ 2,100	\$ 5,360
53100	Newsletter	\$ -	\$ 1,250	\$ 1,250	\$ 2,500
53991	Contingency Fund	\$ 666	\$ 3,750	\$ 900	\$ 7,500
	Subtotal Other Operating	\$ 7,818	\$ 17,173	\$ 11,521	\$ 34,686
55030	Worker's Comp Insurance	\$ 406	\$ 393	\$ 372	\$ -
55040	Real/Personal Property Insurance	\$ 243	\$ 445	\$ 239	\$ -
55050	Errors and Omissions Insurance	\$ 10,455	\$ 4,389	\$ 2,506	\$ -
55080	General Liability	\$ 59	\$ 145	\$ 46	\$ -
	Subtotal Contractual	\$ 11,163	\$ 5,372	\$ 3,163	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
56150	Facilities Improvements	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 63,902	\$ 86,089	\$ 72,011	\$ 180,702

CITY OF RICHLAND HILLS

Department Economic Development (124)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 21,784	\$ 22,753	\$ 25,658	\$ -
SUPPLIES/MAINTENANCE	\$ 817	\$ 650	\$ 624	\$ 650
OTHER OPERATING COST	\$ 5,792	\$ 8,460	\$ 5,581	\$ 5,460
UTILITIES	\$ 250	\$ 200	\$ 200	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 28,643	\$ 32,063	\$ 32,063	\$ 6,110

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Economic Development Specialist	0	1	1	0
Total	0	1	1	0

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Addition of \$19,000,000 in taxable sales to the City Added business investment in industrial areas to include taxable inventories and/or construction Addition of a grocery store to Richland Hills Addition of a sit-down restaurant			

Administration

DESCRIPTION/MISSION
To increase the quality of life in Richland Hills through Economic Development, namely business retention and relocation. This is accomplished by building strategic relationships and implementing efficient programs and marketing plans.

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Recover lost sales tax revenue from loss of Sam's Club 2. Fill vacant Sam's Club building 3. Attract additional sales tax generating businesses (retail and other) 4. Diversify the City's tax base 5. Promote Richland Hills and differentiate the city from surrounding communities 6. Create additional investment in both business parks 7. Improve citizen's quality of life 8. Attract quality retail development to the City 9. Redevelop retail areas that are in decline and beautify major commercial corridors 	

CITY OF RICHLAND HILLS

DEPARTMENT:	Economic Development (124)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 16,363	\$ 17,277	\$ 19,947	
51040	FICA	\$ 1,019	\$ 1,264	\$ 1,264	
51050	Unemployment Insurance	\$ 120	\$ 65	\$ 65	
51070	TMRS	\$ 2,683	\$ 2,864	\$ 2,864	
51080	Health Insurance	\$ 1,599	\$ 1,283	\$ 1,283	
51170	Engineer/Consultant Fees	\$ -	\$ -	\$ 235	
51240	Physicals	\$ -	\$ -	\$ -	
	Subtotal Personnel	\$ 21,784	\$ 22,753	\$ 25,658	\$ -
52010	Office Supplies	\$ 427	\$ 450	\$ 324	\$ 450
52015	Operating Supplies	\$ -	\$ 200	\$ 200	\$ 200
52020	Printing	\$ 50	\$ -	\$ -	\$ -
52040	Office Equipment Maintenance	\$ 340	\$ -	\$ 100	\$ -
52060	Minor Office Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal Supplies/Maintenance	\$ 817	\$ 650	\$ 624	\$ 650
53010	Legal Ads	\$ -	\$ -	\$ -	\$ -
53060	Membership/Pro Due	\$ -	\$ 660	\$ -	\$ 660
53070	Subscript./Pub.	\$ 489	\$ 1,600	\$ 825	\$ 1,600
53073	Special Events	\$ 75	\$ 1,000	\$ 2,340	\$ 1,000
53080	Travel/Training	\$ 3,766	\$ 4,000	\$ 170	\$ 1,000
53090	Promotions	\$ 1,462	\$ 1,200	\$ 1,053	\$ 1,200
53095	Economic Development Board	\$ -	\$ -	\$ 1,193	\$ -
	Subtotal TRV/TRN/MS	\$ 5,792	\$ 8,460	\$ 5,581	\$ 5,460
54030	Telephone	\$ 250	\$ 200	\$ 200	\$ -
	Subtotal Utilities	\$ 250	\$ 200	\$ 200	\$ -
55030	Worker's Comp. Ins.	\$ -	\$ -	\$ -	\$ -
55040	Real/Pers. Prop. In	\$ -	\$ -	\$ -	\$ -
55080	General Liability	\$ -	\$ -	\$ -	\$ -
	Subtotal Other Operating	\$ -	\$ -	\$ -	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 28,643	\$ 32,063	\$ 32,063	\$ 6,110

CITY OF RICHLAND HILLS

DEPARTMENT:	CAPITAL PROJECTS/EQUIPMENT (128)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
56011	Property Acquisition	\$ -	\$ -	\$ -	\$ 50,000
56020	Equipment	\$ 16,198	\$ 16,198	\$ 16,198	\$ -
56100	Vehicles/Heavy Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ 16,198	\$ 16,198	\$ 16,198	\$ 50,000
	TOTAL	\$ 16,198	\$ 16,198	\$ 16,198	\$ 50,000

CITY OF RICHLAND HILLS

Department	Shared Services (130)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES				\$ 110,000
SUPPLIES/MAINTENANCE				\$ 48,373
OTHER OPERATING COST				\$ -
UTILITIES				\$ 333,526
CONTRACTUAL				\$ 166,297
CAPITAL				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 658,196

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED

DEPARTMENT:	NON-DEPARTMENTAL SHARED SERVICES (130)			
EXPENDITURES				

ACCOUNT NUMBER ACCOUNT	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51080 Anticipated Health Insurance Increase				\$ 30,000
51170 Consultant-Utility Master Plan/ Parks Master Plan				\$ 80,000
Subtotal Personnel Expense				\$ 110,000
 BUILDING MAINTENANCE				
52080 Administration		\$ 32,769		\$ 32,769
Police		\$ 3,770		\$ 3,770
Fire		\$ 3,200		\$ 3,200
Street		\$ 100		\$ 100
Library		\$ 3,234		\$ 3,234
Community Center		\$ 1,900		\$ 1,900
Community Development		\$ 360		\$ 360
Animal Control		\$ 1,340		\$ 1,340
Water		\$ 1,200		\$ 1,200
Wastewater		\$ 500		\$ 500
SUBTOTAL BUILDING MAINTENANCE	\$ -	\$ 48,373	\$ -	\$ 48,373
 UTILITIES				
54010 Power and light				
Administration		\$ 15,622		\$ 15,655
Police		\$ 23,000		\$ 23,000
Fire		\$ 9,100		\$ 9,100
Street		\$ 7,000		\$ 7,000
Street Lighting		\$ 30,000		\$ 93,336
Library		\$ 14,264		\$ 14,264
Community Center		\$ 5,178		\$ 5,178
Animal Control		\$ 7,000		\$ 6,500
Water		\$ 98,000		\$ 87,000
Wastewater		\$ 1,400		\$ 1,400
Subtotal		\$ 210,564		\$ 262,433
54020 Natural Gas				
Administration		\$ 1,397		\$ 1,398
Police		\$ 1,000		\$ 1,000
Fire		\$ 3,000		\$ 3,000
Street		\$ 650		\$ 650
Library		\$ 891		\$ 891
Community Center		\$ 990		\$ 990
Animal Control		\$ 600		\$ 600
Water		\$ 900		\$ 900

	Wastewater		\$	900		\$	900	
		Subtotal	\$	10,328		\$	10,329	
54030	Telephone							
	Administration		\$	11,551		\$	9,000	
	Police		\$	16,504		\$	23,000	
	Fire		\$	9,800		\$	9,800	
	Street		\$	1,400		\$	1,400	
	Library		\$	6,117		\$	3,460	
	Community Center		\$	876		\$	540	
	Community Development		\$	1,800		\$	1,480	
	Animal Control		\$	7,889		\$	4,444	
	Economic Development		\$	200		\$	200	
	Water		\$	4,500		\$	5,592	
	Wastewater		\$	900		\$	1,848	
		Subtotal	\$	61,537		\$	60,764	
	SUBTOTAL UTILITIES		\$	-	\$	282,429	\$	333,526
	CONTRACTUAL							
55020	Mobile		\$	3,414		\$	3,213	
55030	Workers' Compensation		\$	65,021		\$	68,824	
55040	Real and Personal Property		\$	13,487		\$	12,584	
55050	Errors and Omissions		\$	8,778		\$	9,800	
55055	Law Enforcement Liability		\$	12,161		\$	12,161	
55060	Auto Physical Damage Ins		\$	13,868		\$	12,088	
55080	General Liability		\$	4,382		\$	4,784	
55090	Auto Liability		\$	15,786		\$	15,779	
55100	Employee Bond		\$	592		\$	564	
55200	CODE Red Program					\$	6,500	
55300	Building Demolition		\$	-		\$	20,000	
	SUBTOTAL CONTRACTUAL		\$	-	\$	137,489	\$	-
	TOTAL SHARED SERVICES		\$	-	\$	468,291	\$	-
							\$	658,196

CITY OF RICHLAND HILLS

Department	Shared Services (130)	Fund:	General
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES				\$ -
SUPPLIES/MAINTENANCE				\$ -
OTHER OPERATING COST				\$ -
UTILITIES				\$ -
CONTRACTUAL				\$ -
CAPITAL				\$ 6,500
TOTAL	\$ -	\$ -	\$ -	\$ 6,500

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED

DEPARTMENT:	NON-DEPARTMENTAL TRANSFERS (132)			
EXPENDITURES				

ACCOUNT NUMBIACCOUNT	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
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Transfers

Transfer to Road and Street				\$ -
Transfer to Keep Richland Hills Beautiful				\$ 6,500
	\$ -			

SUBTOTAL CONTRACTUAL \$ - \$ - \$ - \$ **6,500**

TOTAL TRANSFERS \$ - \$ - \$ - \$ 6,500

SPECIAL REVENUE FUNDS

Special Revenue Funds

The following funds are included in the special revenue fund group:

Economic Development 4B Sales Tax Fund

The purpose of the Economic Development 4B Sales Tax Fund is to account for the promotion of infrastructure improvements, parks and park facilities and economic development within the City and State of Texas to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare of, for, and on behalf of the City. Revenue sources include a .125% sales tax approved by voters.

Library Grant Fund

The purpose of the Library Grant Fund is to account for funds received from the Telecommunications Infrastructure Fund Board and other Library Grants. Grant funds will be used to expand current telecommunications infrastructure for greater public access to modern technology and the World Wide Web.

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ECONOMIC DEVELOPMENT 4B SALES TAX FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$385,551	\$373,799	\$373,799	\$332,556
REVENUES				
Sales Tax	\$256,509	\$209,702	\$247,144	\$228,199
Grants and Transfers	\$960	\$0		
Investment Income	297	524	328	192
SUBTOTAL REVENUES	\$257,766	\$210,226	\$247,472	\$228,391
Transfer to General	\$0	\$0	\$0	(\$59,800)
TOTAL REVENUES	\$0	\$0	\$0	\$168,591
Total Estimated Available Resources	\$643,317	\$584,025	\$621,271	\$501,147
EXPENDITURES				
Personnel				
Salaries and Wages	\$32,566	\$34,799	\$34,799	\$0
FICA	2,376	2,548	2,548	0
Unemployment Insurance	94	131	131	0
TMRS	5,406	5,771	5,771	0
Health Insurance	3,294	3,295	3,295	0
Engineer/Consulting Fees	11,553	0	0	0
Total Personnel	\$55,289	\$46,544	\$46,544	\$0
Supplies/Maintenance				
Office Supplies	\$447	\$450	\$450	\$450
Printing		\$200	\$200	\$200
Minor Office Equipment	136	2,000	2,000	0
Total Supplies/Maintenance	\$583	\$2,650	\$2,650	\$650
Other Operating				
Memberships	\$795	\$660	\$660	\$660
Subscriptions/Publications	\$3,293	\$1,600	\$1,600	\$1,600
Travel and Training	4,208	4,000	4,000	0
Parks Improvements	0	21,500	21,500	21,500
Promotions/Retention	2,404	2,400	2,400	2,400
Storefront Improvements	7,075	10,000	10,000	0
Economic Advisory Board	5,557	5,600	5,600	5,600
Chamber Education Foundation	0	0	0	0
Property Acquisition	0	0	0	0
Total Supplies/Maintenance	\$23,332	\$45,760	\$45,760	\$31,760

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ECONOMIC DEVELOPMENT 4B SALES TAX FUND

Utilities				
Telephone	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>
Total Contractual	\$0	\$200	\$200	\$0
Contractual				
ED Grants	<u>55,018</u>	<u>82,500</u>	<u>82,500</u>	<u>82,500</u>
Total Contractual	\$55,018	\$82,500	\$82,500	\$82,500
Capital				
Property Acquisition	\$0	\$0	\$0	\$120,000
Utility Construction	\$0	\$0	\$0	\$0
Street Construction	0	250,000	0	0
Facilities Improvements	0	15,000	0	0
Transfer to Debt Service	135,296	132,698	132,698	132,528
Transfer to Fund 200	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital	\$135,296	\$397,698	\$132,698	\$252,528
TOTAL EXPENDITURES	<u>\$269,518</u>	<u>\$575,352</u>	<u>\$310,352</u>	<u>\$367,438</u>
BALANCE	\$373,799	\$8,673	\$310,919	\$133,709

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

LIBRARY GRANT

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$10,045	\$38,037	\$50,000	\$0
Transfer from General	0	0	0	0
Transfer from Enterprise	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	<u>\$10,045</u>	<u>\$38,037</u>	<u>\$50,000</u>	<u>\$0</u>
Total Estimated Available Resources	\$10,045	\$38,037	\$50,000	\$0
EXPENDITURES				
Personnel				
Contract Labor	4,941	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Personnel	\$4,941	\$0	\$0	\$0
Supplies/Maintenance				
Office Supplies	\$1,706	\$0	\$0	\$0
Operating Supplies	\$90	\$0	\$0	\$0
Office Furnishings	0	38,037	50,000	0
Minor Office Equipment	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Supplies/Maintenance	\$1,796	\$38,037	\$50,000	\$0
Other Operating				
Memberships	0	0	0	0
Special Events	3,307	0	0	0
Travel/Training	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Other Operating	\$3,307	\$0	\$0	\$0
Capital				
Equipment	\$0	\$0	\$0	\$0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$10,044</u>	<u>\$38,037</u>	<u>\$50,000</u>	<u>\$0</u>
BALANCE	\$1	\$0	\$0	\$0

Other Funds

Municipal Court Security Fund

The purpose of this fund is to account for the cost of providing security services for buildings housing the Richland Hills Municipal Court. Resources for this fund include revenue from a security fee assessed per conviction in the Richland Hills Municipal Court of Record. Expenditures include personnel costs for security services and supplies and materials necessary for building security.

Municipal Court Technology Fund

The purpose of this fund is to account for the cost of providing technological enhancements for the Richland Hills Municipal Court. Resources for this fund include revenue from a technology fee assessed per conviction in the Richland Hills Municipal Court of Record. Expenditures include and equipment costs for computer hardware and software necessary for the municipal court.

Parks and Beautification Fund

The purpose of this fund is to account for improvements to City parks and beautification. Resources for this fund include revenue received from donations from citizens and are billed on the monthly utility bills. Expenditures include costs for beautification of parks, medians, and city complex, equipment replacement cost for parks, and costs for special holiday events.

Library Donation Fund

The purpose of this fund is to account for additional supplies and improvements to City library. Resources for this fund include revenue received from donations from citizens and are billed on the monthly utility bills. Expenditures include costs for additional books, videos, and support participation in reciprocal agreement utilizing libraries in area cities.

Animal Shelter Donation Fund

The purpose of this fund is to account for additional supplies and improvements to City's animal shelter. Resources for this fund include revenue received from donations from citizens and are billed on the monthly utility bills. Expenditures include costs for additional supplies and equipment to support the current program.

Law Enforcement Funds

Asset Forfeiture Funds by Law Enforcement Agency. Purpose of fund is to account for seized property.

Crime Control District

The purpose of this fund is to account for expenses of the Crime Control and Prevention District Fund. Revenue source is .375% Sales and Use Tax approved by the voters in 2005.

CVL Cops Grant

The purpose of this fund is to account for expenses of the Crime Victim Liasion Cops Grant Fund. Revenue source is grant from Texas Office of the Attorney General, Grants Division.

Traffic Safety Fund

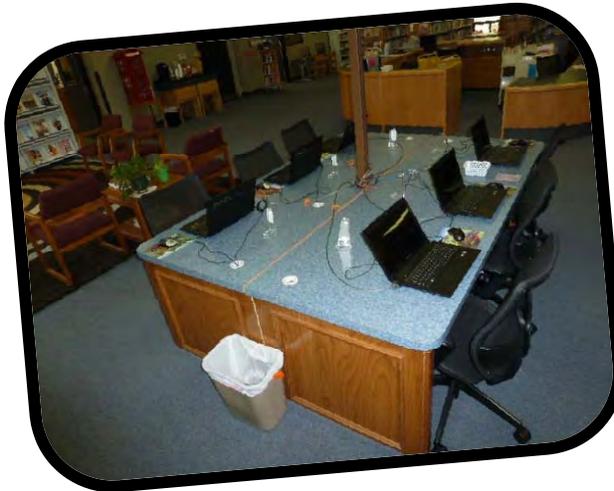
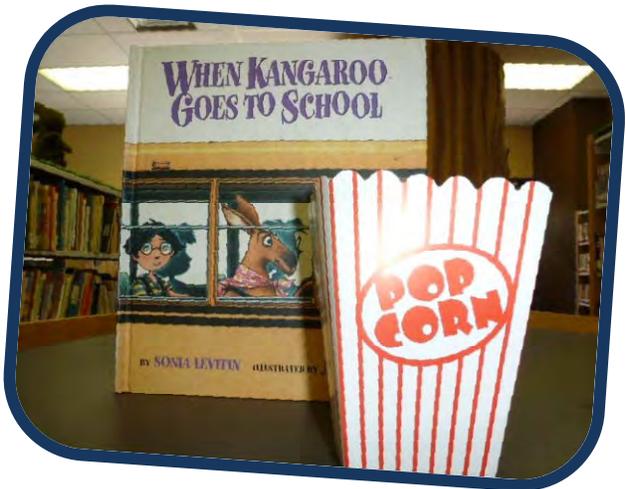
The purpose of this fund is to account for expenses of the Traffic Safety Fund. Revenue source is fines from red light camera program.

School Resource Officer Program

The purpose of this fund is to account for expenses of the School Resource Officer Program. Revenue source is from Birdville Independent School District.

Hotel Occupancy Tax

The purpose of this fund is to account for expenses of the Hotel Occupancy Tax Fund. Revenue source is from 7% hotel tax.



RICHLAND HILLS LIBRARY

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

MUNICIPAL COURT SECURITY FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	(\$18,493.00)	(\$12,624.00)	(\$6,876.00)	\$104
REVENUES				
41034 Investment Income	\$0	\$0	\$0	\$0
41038 Building Security	5,869	5,748	6,980	6,840
TOTAL REVENUES	<u>\$5,869</u>	<u>\$5,748</u>	<u>\$6,980</u>	<u>\$6,840</u>
Total Estimated Available Resources	(\$12,624)	(\$6,876)	\$104	\$6,944
EXPENDITURES				
Personnel				
Salaries and Wages	\$0	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0
Total Personnel	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Supplies/Maintenance				
Operating Supplies	\$0	\$0	\$0	\$0
Building Maintenance	\$0	\$0	\$0	\$0
Total Supplies/Maintenance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BALANCE	<u>(\$12,624)</u>	<u>(\$6,876)</u>	<u>\$104</u>	<u>\$6,944</u>

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

MUNICIPAL COURT TECHNOLOGY FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$4,960	\$3,823	\$3,823	\$454
REVENUES				
Municipal Court Tech Fees	\$7,813	\$7,668	\$9,351	\$9,351
Investment Income	0	0	0	0
TOTAL REVENUES	\$7,813	\$7,668	\$9,351	\$9,351
Total Estimated Available Resources	\$12,773	\$11,491	\$13,174	\$9,805
EXPENDITURES				
Supplies/Maintenance				
Operating Supplies	\$0	\$0	\$3,892	\$0
Office Equipment Maintenance	\$8,950	\$0	\$8,250	\$8,556
Minor Office Equipment	\$0	\$0	\$0	\$1,164
Total Supplies and Maintenance	\$8,950	\$0	\$12,142	\$9,720
Capital				
Equipment	\$0	\$0	\$0	\$0
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$8,950	\$0	\$12,142	\$9,720
BALANCE	\$3,823	\$11,491	\$1,032	\$85

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

PARKS AND BEAUTIFICATION

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$22,708	\$19,810	\$22,973	\$19,810
REVENUES				
Miscellaneous				
Investment Income	\$23	\$21	\$21	\$18
Citizens Contributions	5,318	6,134	4,462	4,488
Total Miscellaneous	\$5,341	\$6,155	\$4,483	\$4,506
TOTAL REVENUES	\$5,341	\$6,155	\$4,483	\$4,506
Total Estimated Available Resources	\$28,049	\$25,965	\$27,456	\$24,316
EXPENDITURES				
Adopt A Spot	\$0	\$0	\$0	\$0
Rosebud Improvements	950	1,000	1,000	1,000
Rosebud Replacements	0	0	0	0
Kate Baker Improvements	0	1,000	1,000	1,000
Kate Baker Replacements	0	0	0	0
Creek Trail Improvements	950	1,000	1,000	1,000
Creek Trail Replacements	0	0	0	0
Holiday Expense	2,333	3,000	3,000	0
City Complex Beautification	2,520	1,000	1,000	1,000
Rosebud Beautification	0	0	0	0
Kate Baker Beautification	0	0	0	0
Creek Trail Beautification	0	0	0	0
Windmill Pak Improvement	1,340	0	0	0
Animal Shelter Improvement	0	0	0	0
Median Beautification	0	500	500	500
Windmill Park Beautification	0	0	0	0
City Complex Raplacements Beautification-Replacement	0	0	0	0
Total Supplies/Maintenance	\$8,093	\$7,500	\$7,500	\$4,500
Other Operating Cost				
Travel, Training	\$0	\$0	\$0	\$0
Miscellaneous	146	0	146	0
Contingency	0	0	0	0
Total Other Operating Cost	\$146	\$0	\$146	\$0
TOTAL EXPENDITURES	\$8,239	\$7,500	\$7,646	\$4,500
BALANCE	\$19,810	\$18,465	\$19,810	\$19,816

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

LIBRARY DONATION FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$16,513	\$18,180	\$13,370	\$5,290
REVENUES				
Miscellaneous				
Investment Income	\$0	\$0	\$0	\$0
Citizens Contributions	5,156	6,190	4,644	4,644
Total Miscellaneous	<u>\$5,156</u>	<u>\$6,190</u>	<u>\$4,644</u>	<u>\$4,644</u>
TOTAL REVENUES	<u>\$5,156</u>	<u>\$6,190</u>	<u>\$4,644</u>	<u>\$4,644</u>
Total Estimated Available Resources	\$21,669	\$24,370	\$18,014	\$9,934
EXPENDITURES				
Personnel				
Contract Labor	\$0	\$0	\$0	\$1,200
Total Personnel	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,200</u>
Supplies/Maintenance				
Office Supplies	\$1,285	\$1,500	\$1,500	\$0
Operating Supplies	\$0	\$0	\$0	\$0
Office Equipment Maintenance	\$209		\$0	\$0
Minor Office Equipment	\$0	\$500	\$500	\$0
Office Furnishings	\$0	\$0	\$6,000	\$4,348
Building Maintenance	\$0	\$0	\$0	\$0
Books	1,936	6,000	0	0
Audio Books	0	1,000	1,000	0
Videos	59	1,000	1,000	0
Cassettes/CDs	0	1,000	1,000	0
Software	0	0	0	0
Electronic Info Services	0	0	0	0
Total Supplies/Maintenance	<u>\$3,489</u>	<u>\$11,000</u>	<u>\$11,000</u>	<u>\$4,348</u>
Other Operating Cost				
Travel, Training	\$0	\$0	\$0	\$0
Miscellaneous	0	0	0	0
Contingency	0	0	0	0
Total Other Operating Cost	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Capital				
Equipment	0	0	0	0
Total Capital	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$3,489</u>	<u>\$11,000</u>	<u>\$11,000</u>	<u>\$5,548</u>
BALANCE	<u>\$18,180</u>	<u>\$13,370</u>	<u>\$7,014</u>	<u>\$4,386</u>

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ANIMAL SHELTER DONATION FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$38,166	\$7,871	\$7,871	\$1,376
REVENUES				
Miscellaneous				
Investment Income	\$0	\$0	\$0	\$0
Citizens Contributions	5,517	6,571	5,100	5,100
Total Miscellaneous	<u>\$5,517</u>	<u>\$6,571</u>	<u>\$5,100</u>	<u>\$5,100</u>
TOTAL REVENUES	<u><u>\$5,517</u></u>	<u><u>\$6,571</u></u>	<u><u>\$5,100</u></u>	<u><u>\$5,100</u></u>
Total Estimated Available Resources	\$43,683	\$14,442	\$12,971	\$6,476
EXPENDITURES				
Office Supplies	\$0	\$400	\$400	\$400
Operating Supplies	8,982	7,345	7,345	9,390
Printing	179	500	500	500
Minor Office Equipment	0	350	350	375
Building Maintenance	10,271	2,000	2,000	0
Hand Tools/Small Equipment	0	500	500	2,100
Total Supplies/Maintenance	<u>\$19,432</u>	<u>\$11,095</u>	<u>\$11,095</u>	<u>\$12,765</u>
Other Operating Cost				
Other Programs	\$0	\$0	\$0	\$500
Travel and Training	0	500	500	1,500
Contingency	0	0	0	0
Total Other Operating Cost	<u>\$0</u>	<u>\$500</u>	<u>\$500</u>	<u>\$2,000</u>
Capital				
Equipment	\$0	\$0	\$0	\$0
Facility Improvements	16,380	0	0	0
Total Capital	<u>\$16,380</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u><u>\$35,812</u></u>	<u><u>\$11,595</u></u>	<u><u>\$11,595</u></u>	<u><u>\$14,765</u></u>
BALANCE	<u><u>\$7,871</u></u>	<u><u>\$2,847</u></u>	<u><u>\$1,376</u></u>	<u><u>(\$8,289)</u></u>

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

LAW ENFORCEMENT FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$4,887	\$4,635	\$4,635	\$4,407
REVENUES				
Revenue	\$5	\$0	\$29	\$0
Transfers	0	0	0	0
TOTAL REVENUES	\$5	\$0	\$29	\$0
Total Estimated Available Resources	\$4,892	\$4,635	\$4,664	\$4,407
EXPENDITURES				
Personnel				
Law Enforcement Expense	257	0	290	0
Total Personnel	\$257	\$0	\$290	\$0
Capital				
Equipment	\$0	\$0	\$0	\$0
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$257	\$0	\$290	\$0
BALANCE	\$4,635	\$4,635	\$4,374	\$4,407

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

CRIME CONTROL AND PREVENTION DISTRICT

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$466,134	\$665,958	\$665,958	\$484,825
REVENUES				
Investment Income	\$467	\$761	\$761	\$540
Sales Tax	767,848	692,857	727,500	676,975
SUBTOTAL REVENUES	\$768,315	\$693,618	\$728,261	\$677,515
Transfer to General	\$0	\$0	\$0	(\$784,403)
TOTAL REVENUES	\$768,315	\$693,618	\$728,261	(\$106,888)
Total Estimated Available Resources	\$1,234,449	\$1,359,576	\$1,394,219	\$377,937
EXPENDITURES				
Personnel				
Salaries and Wages	\$ 368,029	\$353,861	\$361,861	
Overtime	10,620	5,100	5,100	
STEP Overtime	-	-	25,000	
FICA	28,967	27,070	28,982	
Unemployment Insurance	473	392	392	
TMRS	64,037	59,874	59,874	
Health Insurance	16,472	9,884	9,884	
Eng/Consulting Fees	30,421		2,485	
Polygraph	-	100	-	
Physicals	-	275	-	
Psychologicals	-	325	-	
Total Personnel	\$ 519,019	\$456,881	\$ 493,578	\$ -
Supplies/Maintenance				
Office Supplies	5,391	3,000	3,000	
Operating Supplies		500	500	
Printing	895	3,000	2,229	
Gasoline	4,120	3,000	3,000	
Oils & Lubricants		152	152	
Web Page Maintenance	740	500	-	
Office Equipment Maintenance	-	-	-	
Minor Office Equipment	2,300	6,978	8,701	
Uniforms	5,334	6,231	5,145	
Protective Gear	335	850	850	
Vehicle Maintenance	4,781	3,790	3,790	
Tires/Tubes/Batteries	1,567	1,162	500	
Communication Equip Maintenance	5,000	5,878	1,217	
Hand Tools Small Equipment	75	200	-	
Operations Equipment Maintenance	593	800	800	

CITY OF RICHLAND HILLS

Ammunition	834	1,150	589	
Other Supplies	-	250	250	
	<hr/>	<hr/>	<hr/>	
Total Supplies/Maintenance	\$ 31,964	\$ 37,441	\$ 30,723	
Other Operating				
Legal Advertising	\$ -	-	\$ -	\$ -
Membership/Professional Dues	95	395	\$163	
Subscriptions/Publications	120	1,500	\$1,500	
Other Programs	5,378	6,000	\$6,000	
Bicycle Patrol Program	-	-	\$7,979	
Travel/Training	2,913	4,810	\$4,810	
Crime Prevention Supplies	1,600	1,000	\$1,000	
Criminal Investigation Supplies	1,010			
	<hr/>	<hr/>	<hr/>	
Total Other Operating	\$11,116	\$13,705	\$21,452	\$0
Utilities				
Electricity	\$ -	\$ -	\$ -	\$ -
Natural Gas	-			-
Telephone	1,154	1,200	1,056	-
	<hr/>	<hr/>	<hr/>	
Total Utilities	\$ 1,154	\$ 1,200	\$ 1,056	\$ -
Contractual				
Workers' Compensation	\$ 2,647	\$ 1,144	\$ 1,049	
Real and Personal Property	307	129	119	
Law Enforcement Liability	1,258	116	107	
Auto Physical Damage	434	214	197	
General Liability	114	42	39	
Auto Liability	477	227	209	
	<hr/>	<hr/>	<hr/>	
Total Contractual	\$ 5,237	\$ 1,872	\$ 1,720	\$ -
Capital				
Property Acquisition	\$ -	\$ -	\$ 200,122	
Building Improvements	\$ -	\$ 11,912	\$ 11,912	\$ 40,000
Equipment	-	16,784	43,034	74,976
Furnishings	-	-	-	
Vehicles/Heavy Equipment	-	36,592	36,592	39,268
	<hr/>	<hr/>	<hr/>	
Total Capital	\$ -	\$ 65,288	\$ 291,660	\$ 154,244
Shared Services				
Dispatch Shared Services	\$ -	\$ 54,396	\$ 95,871	\$ -
Jail Shared Services	-	62,835	62,835	
Total Shared Services	\$ -	\$ 117,231	\$ 158,706	\$ -
	<hr/>	<hr/>	<hr/>	
TOTAL EXPENDITURES	\$ 568,491	\$ 693,618	\$ 998,895	\$ 154,244
	<hr/>	<hr/>	<hr/>	
BALANCE	\$ 665,958	\$ 665,958	\$ 395,324	\$ 223,693

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

CVL COPS GRANT FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$63,902	\$68,844	\$68,844	\$0
TOTAL REVENUES	\$63,902	\$68,844	\$68,844	\$0
Total Estimated Available Resources	\$63,902	\$68,844	\$68,844	\$0
EXPENDITURES				
Personnel				
Salaries and Wages	\$37,128	\$39,675	\$39,675	
FICA	\$2,840	\$3,035	\$3,035	
Unemployment Tax	\$189	\$261	\$261	
Tmrs	\$6,460	\$6,876	\$6,876	
Health Insurance	\$6,589	\$6,589	\$6,589	\$0
Total Personnel	\$53,206	\$56,436	\$56,436	\$0
Supplies/Maintenance				
Office Supplies	\$850	\$250	\$250	\$0
Operating Supplies		\$2,500	\$2,500	
Printing		\$300	\$300	
Gasoline	\$222	\$152	\$152	
Oils and Lubricants	\$35	\$0	\$0	
Minor Office Equipment	\$600			
Uniforms	\$502	\$830	\$830	
Vehicle Maintenance	\$1,320	\$610	\$610	
Tire Tubes and Batteries	\$0	\$722	\$722	
Computer Equipment Maintenance	\$0	\$359	\$359	\$0
Total Supplies/Maintenance	\$3,528	\$5,723	\$5,723	\$0
Other Operating				
Memberships/Professional Dues	\$245	\$150	\$150	
Subscriptions/Publications	\$135	\$200	\$200	
Other Programs		\$250	\$250	
Travel and Training	\$1,345	\$750	\$750	\$0
Total Other Operating	\$1,725	\$1,350	\$1,350	\$0
Utilities				
Telephone	\$1,785	\$1,776	\$1,776	
Total Utilities	\$1,785	\$1,776	\$1,776	
Contractual				
Real and Personal Insurance	\$99			
Workers Comp Insurance	\$3,228	\$3,228	\$3,228	
Auto/Physical Damage Insurance	\$140	\$140	\$140	
General Liability	\$37	\$37	\$37	
Auto Liability	\$154	\$154	\$154	
Total Contractual	\$3,658	\$3,559	\$3,559	
TOTAL EXPENDITURES	\$63,902	\$68,844	\$68,844	\$0
BALANCE	(\$0)	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

TRAFFIC SAFETY FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$125,945	(\$47,495)	(\$47,495)	\$13,962
REVENUES				
Traffic Safety Fines	295,455	264,478	381,857	\$381,857
Scofflaw Revenues		0		0
Investment Income	0	0	0	0
TOTAL REVENUES	<u>\$295,455</u>	<u>\$264,478</u>	<u>\$381,857</u>	<u>\$381,857</u>
Transfers				(\$19,092)
Total Estimated Available Resources	\$421,400	\$216,983	\$334,362	\$376,727
EXPENDITURES				
Personnel				
Salary and Wages	1,793	30,000	4,000	10,000
Legal Fees	1,892	2,400	2,400	0
Consulting Fees	0	2,500	0	0
Total Personnel	<u>\$3,685</u>	<u>\$34,900</u>	<u>\$6,400</u>	<u>\$10,000</u>
Supplies/Maintenance				
Operating Supplies	0	3,050	3,050	\$1,000
Printing	0	2,000	2,000	\$600
Office Equipment Maintenance	5,276	6,000	0	\$0
Minor Office Equipment	0	2,700	0	\$900
Uniforms	0	2,250	0	\$500
Vehicle Maintenance	3,025	5,000	0	\$0
Tires Tubes Batteries	0	4,752	0	\$2,000
operating Equip Maintenance	942	2,200	2,200	\$3,895
Hand Tools/Small Equipment	0	1,300	1,300	\$0
Street Maintenance	0	0	0	\$0
Signs/Markings	21,230	19,000	0	\$10,000
Street Light Maintenance	51,341	47,900	0	\$0
Total Supplies/Maintenance	<u>\$81,813</u>	<u>\$96,152</u>	<u>\$8,550</u>	<u>\$18,895</u>
Other Operating				
Fees	331,417	108,951	340,705	\$327,480
State Fees	0	0	0	\$0
Travel/Training	2,106	2,075	0	\$2,500
Breathalyzer Testing	1,875	0	0	\$0
Total Other Operating	<u>\$335,398</u>	<u>\$111,026</u>	<u>\$340,705</u>	<u>\$329,980</u>
Utilities				
Telephone	0	0	0	\$0
Total Utilities	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Capital/Transfers				
Street Reconstruction	\$0	\$0	\$0	\$0
Equipment	\$48,000			
Transfer to General/Admin	\$0	\$0	\$0	\$0
Total Capital	<u>\$48,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$468,895</u>	<u>\$242,078</u>	<u>\$355,655</u>	<u>\$358,875</u>
BALANCE	(\$47,495)	(\$25,095)	(\$21,293)	\$17,852

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

HOTEL OCCUPANCY TAX REVENUE

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$ 79,441	\$ 96,544	\$ 96,544	\$ 114,840
REVENUES				
Hotel Tax Revenue	\$ 182,112	\$ 172,145	\$ 187,255	\$ 186,075
Investment Income	\$ 69	\$ 60	\$ 50	\$ 60
TOTAL REVENUES	\$ 182,181	\$ 172,205	\$ 187,305	\$ 186,135
Transfers				\$ (55,006)
Total Estimated Available Resources	\$ 261,622	\$ 268,749	\$ 283,849	\$ 245,969
EXPENDITURES				
Personnel				
Salaries and Wages	\$ 16,283	\$ 17,399	\$ 17,399	\$ -
FICA	\$ 1,188	\$ 1,274	\$ 1,274	\$ -
Unemployment Insurance	\$ 47	\$ 65	\$ 65	\$ -
TMRS	\$ 2,703	\$ 2,885	\$ 2,885	\$ -
Health Insurance	\$ 1,647	\$ 1,647	\$ 1,647	\$ -
Engineer/Consulting Fees	\$ -	\$ -	\$ -	\$ -
Total Personnel	\$ 21,868	\$ 23,270	\$ 23,270	\$ -
Supplies/Maintenance				
Office Supplies	\$ 100	\$ 600	\$ 600	\$ 600
Printing	\$ 184	\$ 600	\$ 600	\$ 600
Equipment Maintenance	\$ -	\$ -	\$ -	\$ -
Minor Office Equipment	\$ -	\$ 2,000	\$ 2,000	\$ -
Total Supplies/Maintenance	\$ 284	\$ 3,200	\$ 3,200	\$ 1,200
Other Operating				
Memberships	\$ 1,380	\$ 1,385	\$ 1,385	\$ 1,385
Subscriptions/Publications	\$ 1,225	\$ 1,200	\$ 1,200	\$ 1,200
Special Events	\$ 22,369	\$ 27,543	\$ 27,543	\$ 20,000
Travel and Training	\$ 4,064	\$ 4,000	\$ 4,000	\$ 2,000
Promotions/Retention	\$ 19,994	\$ 27,543	\$ 27,543	\$ 19,500
Total Other Operating	\$ 49,032	\$ 61,671	\$ 61,671	\$ 44,085
Utilities				
Electricity	\$ -	\$ -	\$ -	\$ -
Natural Gas	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ 200	\$ 200	\$ -
Total Utilities	\$ -	\$ 200	\$ 200	\$ -
Capital/Transfers				
Hotel/Motel Grants	\$ 85,081	\$ 68,858	\$ 68,858	\$ 68,858
Transfer to RHDC	\$ 960	\$ 960	\$ 960	\$ 960
Transfer to Gen Fund Admin	\$ 7,854	\$ 13,050	\$ 13,050	\$ -
Transfer to Debt Service	\$ -	\$ -	\$ -	\$ -
Transfer to General/admin	\$ -	\$ -	\$ -	\$ -
Total Capital	\$ 93,895	\$ 82,868	\$ 82,868	\$ 69,818
TOTAL EXPENDITURES	\$ 165,078	\$ 171,209	\$ 171,209	\$ 115,103
BALANCE	\$96,544	\$97,540	\$112,640	\$130,866

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

KEEP RICHLAND HILLS BEAUTIFUL PROGRAM

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$8,209	\$4,457	\$4,457	\$4,457
REVENUES				
Donations/Sponsors	15,000	15,000	15,000	15,000
Transfer from General				
Transfer from Enterprise	0	0	0	0
Grants and Transfers	0	0	0	6,500
TOTAL REVENUES	\$15,000	\$15,000	\$15,000	\$21,500
Total Estimated Available Resources	\$23,209	\$19,457	\$19,457	\$25,957
EXPENDITURES				
Personnel				
Overtime	\$0	\$0	\$0	\$0
FICA	0	0	0	0
Total Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance				
Office Supplies	\$78	\$500	\$500	\$0
Minor Office Equipment	0	500	500	0
Adopt-A-Spot	483	2,000	2,000	0
Other Supplies	0	0	0	0
Total Supplies/Maintenance	\$561	\$3,000	\$3,000	\$0
Other Operating				
Membership and Prof Dues	\$400	\$500	\$500	\$0
Subscriptions	\$0	\$0	\$0	\$0
Travel & Training	2,404	4,000	4,000	0
Promotions/Retention	15,387	7,500	7,500	0
Total Other Operating	\$18,191	\$12,000	\$12,000	\$0
Utilities				
Telephone	\$0	\$0	\$0	\$0
Total Utilities	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$18,752	\$15,000	\$15,000	\$0
BALANCE	\$4,457	\$4,457	\$4,457	\$25,957

PROPRIETARY FUNDS

Enterprise Fund

The Enterprise Fund separately budgets for the operation of water and sewer services. Revenue sources include water sales, wastewater treatment sales, charges for collection of solid waste, investment income, late fees, tap fees, and water and sewer access fees. Expenditures include all activities necessary to provide water and wastewater services to the citizens of Richland Hills. Activities supported by this fund include administration, operations, maintenance, and related debt services.

NEIGHBORHOOD SERVICES



CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES AND EXPENDITURES
ENTERPRISE FUND**

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Estimated Beginning Resources	475,527	897,734	897,734	1,100,000
REVENUES				
Water Billing	2,323,494	2,260,542	2,312,984	2,312,984
Wastewater Billing	1,526,905	1,485,727	1,503,368	1,503,368
Miscellaneous	205,912	452,139	439,443	439,443
TOTAL REVENUES	4,056,311	4,198,408	4,255,795	4,255,795
Transfers	-	-	-	(1,726,802)
Total Estimated Available Resources	4,531,838	5,096,142	5,153,529	3,628,993
EXPENDITURES				
Administration	931,107	511,970	511,970	-
City Secretary/Legislative	141,470	86,089	86,089	-
Shared Services	-	-	-	-
Debt Service	583,580	581,199	581,199	-
Transfers/Admin	-	-	-	-
Water Production and Distribution	1,195,094	1,265,589	1,283,682	1,194,147
Wastewater Collection and Treatment	782,853	1,602,620	1,545,170	1,025,318
TOTAL EXPENDITURES	3,634,104	4,047,467	4,008,110	2,219,465
BALANCE	897,734	1,048,675	1,145,419	1,409,528

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ENTERPRISE FUND

REVENUES	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Est Beg Resources				\$ 1,100,000
Water				
Penalty and Interest	\$ 86,423	\$ 93,387	\$ 87,783	\$ 87,783
Water Sales	\$ 2,236,713	\$ 2,165,563	\$ 2,224,487	\$ 2,224,487
Water Tap Fees	\$ 313	\$ 687	\$ 626	\$ 626
Fort Worth Water Access Fees	\$ -	\$ 801	\$ -	\$ -
Richland Hills Water Access Fees	\$ 44	\$ 104	\$ 88	\$ 88
Total Water Revenues	\$ 2,323,493	\$ 2,260,542	\$ 2,312,984	\$ 2,312,984
Sewer				
Sewer Billings	\$ 1,526,905	\$ 1,485,727	\$ 1,503,324	\$ 1,503,324
Sewer Tap Fees	\$ -	\$ -	\$ -	\$ -
Fort Worth Sewer Impact Fees	\$ -	\$ -	\$ -	\$ -
Richland Hills Sewer Impact Fees	\$ 101	\$ -	\$ 44	\$ 44
NRH Crossflow Bill	\$ -	\$ -	\$ -	\$ -
Total Sewer Revenues	\$ 1,527,006	\$ 1,485,727	\$ 1,503,368	\$ 1,503,368
Miscellaneous				
Use of Lines	\$ 22,977	\$ 33,912	\$ 22,500	\$ 22,500
Service Charges	\$ 2,651	\$ 2,963	\$ 2,650	\$ 2,650
Investment Income	\$ 1,438	\$ 820	\$ 1,006	\$ 1,006
Grants/Transfers	\$ 100,000	\$ -	\$ -	\$ -
Waste Process Fee	\$ 70,920	\$ 70,897	\$ 70,897	\$ 70,897
Miscellaneous	\$ 7,925	\$ 7,662	\$ 7,662	\$ 7,662
EPA Wastewater Charge	\$ 333,463	\$ 335,885	\$ 334,728	\$ 334,728
Transfer from Enterprise	\$ -	\$ -	\$ -	\$ -
Total Miscellaneous	\$ 539,374	\$ 452,139	\$ 439,443	\$ 439,443
Subtotal Revenues	\$ 4,389,873	\$ 4,198,408	\$ 4,255,795	\$ 4,255,795
Transfers	\$ -	\$ -	\$ -	\$ (1,726,802)
Total Revenues	\$ 4,389,873	\$ 4,198,408	\$ 4,255,795	\$ 2,528,993
Total Est Available Resources				\$ 3,628,993

CITY OF RICHLAND HILLS

2013-2014 FISCAL YEAR SUMMARY OF EXPENDITURES

ENTERPRISE FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Administration				
Personnel	\$748,368	\$380,763	\$380,763	
Supplies/Maintenance	137,310	97,019	97,019	
Other Operating Cost	45,429	34,188	34,188	
Depreciation				
Capital				
Transfers				
Debt Service				
Total Administration	<u>\$931,107</u>	<u>\$511,970</u>	<u>\$511,970</u>	<u>\$0</u>
City Secretary/Legislative				
Personnel	\$74,640	\$53,082	\$53,082	
Supplies/Maintenance	27,649	10,462	10,462	
Other Operating Cost	39,181	22,545	22,545	
Capital				
Transfers				
Debt Service				
Total City Secretary/Legislative	<u>\$141,470</u>	<u>\$86,089</u>	<u>\$86,089</u>	<u>\$0</u>
Water Production and Distribution				
Personnel	\$343,670	\$312,592	\$312,592	\$296,012
Supplies/Maintenance	143,956	135,300	135,300	155,600
Other Operating Cost	117,363	125,062	125,062	5,000
Purchased Services	590,105	612,235	630,328	619,235
Capital	0	80,400	80,400	56,500
Transfers/Stabilization	0	0	0	61,800
Debt Service	0	0	0	0
Total Water Production and Distribution	<u>\$1,195,094</u>	<u>\$1,265,589</u>	<u>\$1,283,682</u>	<u>\$1,194,147</u>

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF EXPENDITURES**

ENTERPRISE FUND

	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 BUDGET
Wastewater Collection and Treatment				
Personnel	\$364,989	\$369,033	\$369,033	\$352,918
Supplies/Maintenance	40,050	62,550	62,550	50,050
Other Operating Cost	12,558	12,937	13,237	4,600
Purchased Services	365,256	560,000	560,000	560,000
Capital	0	598,100	540,350	0
Transfers/Stabilization	0	0	0	57,750
Debt Service	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Wastewater Collection	\$782,853	\$1,602,620	\$1,545,170	\$1,025,318
Debt Service and Transfers				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers/Admin	0	0	0	0
Debt Service	583,580	581,199	581,199	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Debt Service & Transfers	\$583,580	\$581,199	\$581,199	\$0
 Total Expenditures	 <u>\$ 3,634,104</u>	 <u>\$ 4,047,467</u>	 <u>\$ 4,008,110</u>	 <u>\$ 2,219,465</u>

CITY OF RICHLAND HILLS

Department Administration (262)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 748,368	\$ 380,763	\$ 380,763	
SUPPLIES/MAINTENANCE	\$ 137,310	\$ 97,019	\$ 97,019	
OTHER OPERATING COST	\$ 21,681	\$ 15,413	\$ 15,413	
UTILITIES	\$ 18,889	\$ 14,284	\$ 14,284	
CONTRACTUAL	\$ 4,859	\$ 4,491	\$ 4,491	
CAPITAL				
PURCHASED SERVICES	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 931,107	\$ 511,970	\$ 511,970	\$ -

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
*City Manager	.50	.50	.50	
*Administrative Assistant	.50	.50	.50	
*Finance/Accounting Manager	.50	.50	.50	
*Accounting Tech	0	0	.50	
*Office Clerk	1.50	1.5	1.0	
*This position partially funded in this department				
Total	3.00	3.00	3.00	

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Number of utility accounts billed annually			
Number of new accounts			
Number of disconnects			
Monthly billings on time			
Number of adjustments/billing annually			
Cost to bill one utility account			
Average phone time per customer (minutes)			
Average response to billing inquiries (days)			
Water payments processed annually			
Funds deposited within 24 hours			
%payments processed within one day of receipt			
Annual Financial Reports by Due Date			
Monthly Financial Reports by 12th business day			
Annual Budget Document by due date			
Number of Deposits processed			
Accounts Payable Invoices Processed			
Accounts Payable Checks Issued			
Payroll Checks Issued			
Number of employees at year end			
Number of employees using direct deposit			
% of employees using direct deposit			
Distinguished Budget Award			

CITY OF RICHLAND HILLS

DEPARTMENT:

Administration (262)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 364,931	\$ 216,341	\$ 216,341	\$ -
51030	Overtime	\$ 115	\$ 600	\$ 600	\$ -
51040	FICA	\$ 20,500	\$ 15,996	\$ 15,996	\$ -
51050	Unemployment Insurance	\$ 1,121	\$ 783	\$ 783	\$ -
51070	TMRS	\$ 63,782	\$ 36,236	\$ 36,236	\$ -
51080	Health Insurance	\$ 34,328	\$ 20,934	\$ 20,934	\$ -
51150	Legal Fee	\$ 180,717	\$ 75,000	\$ 75,000	\$ -
51160	Audit Fee	\$ 20,067	\$ 14,873	\$ 14,873	\$ -
51170	Engineer/Consultant Fee	\$ 2,807	\$ -	\$ -	\$ -
51190	Franchise Fee	\$ 60,000	\$ -	\$ -	\$ -
51260	Contract Labor	\$ -	\$ -	\$ -	\$ -
	Subtotal Personnel	\$ 748,368	\$ 380,763	\$ 380,763	\$ -
52010	Office Supplies	\$ 1,622	\$ 1,682	\$ 1,682	\$ -
52020	Printing	\$ 5,447	\$ 3,202	\$ 3,202	\$ -
52040	Office Equipment Maintenance	\$ 50,882	\$ 49,268	\$ 49,268	\$ -
52046	E-Commerce Fees	\$ 12,589	\$ 9,233	\$ 9,233	\$ -
52060	Minor Office Equipment	\$ 1,279	\$ 300	\$ 300	\$ -
52061	Electronic Payment Fees	\$ 42,576	\$ 16,950	\$ 16,950	\$ -
52088	Building Maintenance	\$ 22,915	\$ 16,384	\$ 16,384	\$ -
52240	Building Cleaning Supplies	\$ -	\$ -	\$ -	\$ -
52255	Hazardous Waste	\$ -	\$ -	\$ -	\$ -
	Subtotal Supplies/Maintenance	\$ 137,310	\$ 97,019	\$ 97,019	\$ -
53010	Legal Advertising	\$ 1,312	\$ 1,000	\$ 1,000	\$ -
53020	Postage	\$ 15,882	\$ 10,171	\$ 10,171	\$ -
53060	Membership/Professional Dues	\$ 2,633	\$ 2,124	\$ 2,124	\$ -
53070	Subscriptions/Publications	\$ 449	\$ 160	\$ 160	\$ -
53072	Other Programs	\$ -	\$ 450	\$ 450	\$ -
53080	Travel/Training	\$ 1,405	\$ 1,508	\$ 1,508	\$ -
53100	Newsletter	\$ -	\$ -	\$ -	\$ -
53975	Property Acquisition	\$ -	\$ -	\$ -	\$ -
	Subtotal Other Operating	\$ 21,681	\$ 15,413	\$ 15,413	\$ -
54010	Electricity	\$ 9,999	\$ 7,811	\$ 7,811	\$ -
54020	Natural Gas	\$ 537	\$ 698	\$ 698	\$ -
54030	Telephone	\$ 8,353	\$ 5,775	\$ 5,775	\$ -
5490	Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
	Subtotal Utilities	\$ 18,889	\$ 14,284	\$ 14,284	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:

Administration (262)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
55030	Worker's Comp Insurance	\$ 3,739	\$ 3,605	\$ 3,605	\$ -
55040	Real/Personal Property Insurance	\$ 566	\$ 445	\$ 445	\$ -
55080	General Liability	\$ 138	\$ 145	\$ 145	\$ -
55100	Employee Bond	\$ 416	\$ 296	\$ 296	\$ -
55999	Depreciation Expense	\$ -	\$ -	\$ -	\$ -
	Subtotal Contractual	\$ 4,859	\$ 4,491	\$ 4,491	\$ -
56160	Facilities Maintenance	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 931,107	\$ 511,970	\$ 511,970	\$ -

CITY OF RICHLAND HILLS

Department CSO/Legislative (263)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 74,640	\$ 53,082	\$ 53,082	
SUPPLIES/MAINTENANCE	\$ 27,649	\$ 10,462	\$ 10,462	
OTHER OPERATING COST	\$ 15,940	\$ 17,173	\$ 17,173	
UTILITIES				
CONTRACTUAL	\$ 23,241	\$ 5,372	\$ 5,372	
CAPITAL				
PURCHASED SERVICES	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 141,470	\$ 86,089	\$ 86,089	\$ -

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
City Secretary	.50	.50	.50	0
Total	.50	.50	.50	0

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Regular/Special council meetings attended			
Minutes prepared by next council meeting			
Minutes approved without corrections			
Requests for information responded to within 10 working days			
Registered voters voting in general election			
Elections Uncontested			
Election cost per capita			
Election cost per voter			

CITY OF RICHLAND HILLS

DEPARTMENT:

City Secretary/Legislative (263)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 56,209	\$ 39,673	\$ 39,673	\$ -
51040	FICA	\$ 3,865	\$ 3,035	\$ 3,035	\$ -
51050	Unemployment Insurance	\$ 175	\$ 131	\$ 131	\$ -
51070	TMRS	\$ 9,303	\$ 6,876	\$ 6,876	\$ -
51080	Health Insurance	\$ 4,578	\$ 3,007	\$ 3,007	\$ -
51100	Council Compensation	\$ 510	\$ 360	\$ 360	\$ -
51170	Engineer/Consultant Fee	\$ -	\$ -	\$ -	\$ -
	Subtotal Personnel	\$ 74,640	\$ 53,082	\$ 53,082	\$ -
52010	Office Supplies	\$ 1,363	\$ 650	\$ 650	\$ -
52020	Printing	\$ 5,938	\$ 1,865	\$ 1,865	\$ -
52040	Equipment Maintenance	\$ 940	\$ 2,800	\$ 5,000	\$ -
52060	Minor Office Equipment	\$ 1,138	\$ 147	\$ 147	\$ -
52215	Elections Expense	\$ 18,270	\$ 5,000	\$ 2,800	\$ -
	Subtotal Supplies/Maintenance	\$ 27,649	\$ 10,462	\$ 10,462	\$ -
53010	Legal Advertising	\$ 407	\$ 750	\$ 750	\$ -
53020	Postage	\$ 1,474	\$ 1,100	\$ 1,100	\$ -
53060	Membership/Professional Dues	\$ 4,488	\$ 3,812	\$ 3,812	\$ -
53070	Subscriptions/Publications	\$ 1,771	\$ 1,800	\$ 1,800	\$ -
53071	Employee Volunteer Program	\$ 3,820	\$ 2,031	\$ 2,031	\$ -
53072	Support of Other Programs	\$ 847	\$ -	\$ -	\$ -
53080	Travel/Training	\$ 1,760	\$ 2,680	\$ 2,680	\$ -
53100	Newsletter	\$ -	\$ 1,250	\$ 1,250	\$ -
53991	Contingency Fund	\$ 1,373	\$ 3,750	\$ 3,750	\$ -
	Subtotal Other Operating	\$ 15,940	\$ 17,173	\$ 17,173	\$ -
55030	Worker's Comp. Insurance	\$ 947	\$ 393	\$ 392	\$ -
55040	Real/Personal Property Insurance	\$ 566	\$ 445	\$ 445	\$ -
55050	Errors and Omissions Insurance	\$ 21,590	\$ 4,389	\$ 4,389	\$ -
55080	General Liability	\$ 138	\$ 145	\$ 146	\$ -
	Subtotal Contractual	\$ 23,241	\$ 5,372	\$ 5,372	\$ -
56020	Equipment	\$ -	\$ -	\$ -	\$ -
56150	Facilities Improvements	\$ -	\$ -	\$ -	\$ -
	Subtotal Capital	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 141,470	\$ 86,089	\$ 86,089	\$ -

CITY OF RICHLAND HILLS

Department	Water Production and Distribution (266)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 343,670	\$ 312,592	\$ 312,592	\$ 296,012
SUPPLIES/MAINTENANCE	\$ 143,956	\$ 135,300	\$ 135,300	\$ 155,600
OTHER OPERATING COST	\$ 7,364	\$ 5,000	\$ 5,000	\$ 5,000
UTILITIES	\$ 94,110	\$ 103,400	\$ 103,400	\$ -
CONTRACTUAL	\$ 15,889	\$ 16,662	\$ 16,662	\$ -
CAPITAL/TRANSFERS	\$ -	\$ 80,400	\$ 80,400	\$ 118,300
PURCHASED SERVICES	\$ 590,105	\$ 612,235	\$ 630,328	\$ 619,235
TOTAL	\$ 1,195,094	\$ 1,265,589	\$ 1,283,682	\$ 1,194,147

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Public Works Director	.50	.50	.50	
City Engineer/Projects Manager	0.00	0.00	0.00	0.50
*Superintendent	.50	.50	.50	.50
Water Utilities Foreman	1	1	1	1
Water Utilities Maintenance	2	2	2	2
Water System				
Instrumentation Foreman	1	1	1	1
*Meter Reader	1	0	0	0
*Administrative Assistant	.50	.50	.50	.50
*Dispatcher Clerk	0.00	0.00	0.00	0.00
*This position partially funded in this department				
Total	6.5	5.5	5.5	5.5

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED
Develop Master Water Plan		100%	
Implement fifth year of ten-year water system improvement plan		100%	100%
Purchase and implement SCADA system		50%	50%

Water Department

DESCRIPTION/MISSION

The mission of the Water Production and Distribution Division of the Public Works Department is to provide effective delivery of water through the distribution system, to provide efficient and timely repair service and to provide quality customer service to the citizens of the community.

Major Goals:

1. To provide expedient repair of all water main breaks.
2. Replace deteriorated water lines.
3. Continue to develop a master water plan.
4. Continue to update water system improvements on GIS system.
5. Design improvements and award contracts to improve water system consistent with ten-year plan.
6. Continue replacement of fire hydrants to improve fire-fighting capabilities.
7. Implement water valve and water meter replacement program.

Objectives for Fiscal Year 2013-2014:

1. Replacement of Rufe Snow Dr. water line from Rena Dr. to Sue if funding available.
2. Upgrade SCADA computer and software and add Levee Pump and Sanitary Sewer Lift Station to system for monitoring.

Fiscal Year 2012-2013 Accomplishments:

1. Added chlorine disinfection booster station at Evergreen pump station.
2. Purchased and installed 6 additional fire hydrants throughout the city to mee ISO compliance and as directed by the RH Fire Dept. (Total of 19 fire hydrants required to be installed over a 3 year period).
3. Upgraded GIS Water Maps
4. Reduced the number of water main breaks through the water system repair and replacement program.

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Water Distribution (266)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 206,884	\$ 201,784	\$ 201,784	\$ 184,816
51030	Overtime	\$ 21,403	\$ 20,000	\$ 20,000	\$ 20,000
51040	FICA	\$ 15,665	\$ 13,748	\$ 13,748	\$ 15,668
51050	Unemployment Insurance	\$ 2,055	\$ 1,044	\$ 1,044	\$ 72
51070	TMRS	\$ 33,707	\$ 31,145	\$ 31,145	\$ 33,100
51080	Health Insurance	\$ 26,978	\$ 30,071	\$ 30,071	\$ 22,556
51115	Lab Fees	\$ 4,001	\$ 4,600	\$ 4,600	\$ 4,600
51170	Engineer/Consultant Fee	\$ 32,874	\$ 10,000	\$ 10,000	\$ 15,000
51240	Physicals	\$ 103	\$ 200	\$ 200	\$ 200
	Subtotal Personnel	\$ 343,670	\$ 312,592	\$ 312,592	\$ 296,012
52010	Office Supplies	\$ 1,007	\$ 1,000	\$ 1,000	\$ 1,000
52015	Operating Supplies	\$ 3,886	\$ 3,400	\$ 3,400	\$ 3,400
52020	Printing	\$ 554	\$ 400	\$ 400	\$ 400
52030	Gasoline	\$ 14,702	\$ 10,500	\$ 10,500	\$ 12,000
52035	Oils & Lubricants	\$ 521	\$ 700	\$ 700	\$ 700
52040	Office Equipment Maintenance	\$ 2,622	\$ 2,000	\$ 2,000	\$ 2,000
52060	Minor Office Equipment	\$ 3,936	\$ 5,000	\$ 5,000	\$ 5,000
52080	Building Maintenance	\$ 1,253	\$ 1,200	\$ 1,200	\$ -
52091	Landscape Maintenance	\$ 38,567	\$ 42,000	\$ 42,000	\$ 42,000
52100	Uniforms	\$ 1,385	\$ 2,500	\$ 2,500	\$ 2,500
52110	Vehicle Maintenance	\$ 1,706	\$ 3,800	\$ 3,800	\$ 3,800
52115	Tires/Tubes/Batteries	\$ 730	\$ 1,800	\$ 1,800	\$ 1,800
52130	Communication Equip. Maintenance	\$ 6,867	\$ 8,500	\$ 8,500	\$ 8,500
52180	Hand Tools/Small Equipment	\$ 713	\$ 2,000	\$ 2,000	\$ 2,000
52190	Street Repair Materials	\$ 6,392	\$ 4,000	\$ 4,000	\$ 6,000
52200	Paints & Chemicals	\$ 281	\$ 400	\$ 400	\$ 400
52210	Operating Equipment Maintenance	\$ 5,002	\$ 5,000	\$ 5,000	\$ 5,000
52240	Building Cleaning Supplies	\$ 6	\$ 300	\$ 300	\$ 300
52280	Water Tank Maintenance	\$ 5,310	\$ 5,000	\$ 5,000	\$ 5,000
52290	Water System Supplies	\$ 34,575	\$ 22,800	\$ 22,800	\$ 22,800
52310	Well Maintenance	\$ 12,676	\$ 9,000	\$ 9,000	\$ 27,000
52320	Water Meters/Repairs	\$ 1,265	\$ 4,000	\$ 4,000	\$ 4,000
	Subtotal Supplies/Maintenance	\$ 143,956	\$ 135,300	\$ 135,300	\$ 155,600

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Water Distribution (266)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
53060	Membership/Professional Dues	\$ 1,952	\$ 800	\$ 800	\$ 800
53070	Subscriptions/Publications	\$ 139	\$ 200	\$ 200	\$ 200
53080	Travel/Training	\$ 5,273	\$ 4,000	\$ 4,000	\$ 4,000
	Subtotal Other Operating	\$ 7,364	\$ 5,000	\$ 5,000	\$ 5,000
54010	Electricity	\$ 84,130	\$ 98,000	\$ 98,000	\$ -
54020	Natural Gas	\$ 449	\$ 900	\$ 900	\$ -
54030	Telephone	\$ 9,531	\$ 4,500	\$ 4,500	\$ -
	Subtotal Utilities	\$ 94,110	\$ 103,400	\$ 103,400	\$ -
55020	Mobile Equipment Insurance	\$ 1,552	\$ 1,707	\$ 1,707	\$ -
55030	Worker's Comp. Insurance	\$ 4,598	\$ 4,850	\$ 4,850	\$ -
55040	Real/Personal Property Insurance	\$ 1,961	\$ 2,158	\$ 2,158	\$ -
55060	Auto Physical Damage Insurance	\$ 1,639	\$ 1,872	\$ 1,872	\$ -
55080	General Liability	\$ 479	\$ 701	\$ 701	\$ -
55090	Auto Liability	\$ 5,660	\$ 5,374	\$ 5,374	\$ -
	Subtotal Contractual	\$ 15,889	\$ 16,662	\$ 16,662	\$ -
56010	Building Improvements	\$ -	\$ 18,600	\$ 18,600	\$ -
56020	Equipment/Vehicles	\$ -	\$ -	\$ -	\$ 56,500
56110	Water System Improvements	\$ -	\$ -	\$ -	\$ -
56140	CDBG Match	\$ -	\$ -	\$ -	\$ -
57050	Transfer Stabilization	\$ -	\$ 61,800	\$ 61,800	\$ 61,800
	Subtotal Capital	\$ -	\$ 80,400	\$ 80,400	\$ 118,300
58160	Water Well Fees	\$ -	\$ -	\$ 18,093	\$ 7,000
58170	Water Purchased Volume	\$ 473,840	\$ 502,235	\$ 502,235	\$ 502,235
58180	Water Standby Charge	\$ 116,265	\$ 110,000	\$ 110,000	\$ 110,000
	Subtotal Purchased Services	\$ 590,105	\$ 612,235	\$ 630,328	\$ 619,235
	TOTAL	\$ 1,195,094	\$ 1,265,589	\$ 1,283,682	\$ 1,194,147

CITY OF RICHLAND HILLS

Department Wastewater Collection/Treatment (267)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 364,989	\$ 369,033	\$ 369,033	\$ 352,918
SUPPLIES/MAINTENANCE	\$ 40,050	\$ 62,550	\$ 62,550	\$ 50,050
OTHER OPERATING COST	\$ 2,375	\$ 2,100	\$ 2,100	\$ 2,100
UTILITIES	\$ 3,251	\$ 7,637	\$ 3,500	\$ 2,500
CONTRACTUAL	\$ 6,932	\$ 3,200	\$ 7,637	\$ -
CAPITAL	\$ -	\$ 598,100	\$ 540,350	\$ 57,750
PURCHASED SERVICES	\$ 365,256	\$ 560,000	\$ 560,000	\$ 560,000
TOTAL	\$ 782,853	\$ 1,602,620	\$ 1,545,170	\$ 1,025,318

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
*Public Works Director	.50	.50	.50	0.00
*Superintendent	.50	.50	.50	.50
EPA Wastewater Foreman	1.00	1.00	1.00	1.00
Wastewater Maintenance	2.50	2.50	2.50	2.00
*Administrative Assistant	.50	.50	.50	.50
*Dispatcher Clerk	0.00	0.00	0.00	0.00
*This position partially funded in this department				
Total	5.00	5.00	5.00	4.00

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED

Wastewater Department

DESCRIPTION/MISSION
The mission of the Public Works Department Wastewater Division is to provide effective collection of wastewater through proper maintenance of the sanitary sewer collection system and upgrade the collection system as needed.

Major Goals:	Objectives for Fiscal Year 2013-2014:
<ol style="list-style-type: none"> 1. Improve maintenance service to City with Vac truck and use of television equipment and sewage sampling. 2. Renew system to comply with Environmental Protection Agency standards. 3. Design projects and award contracts to improve wastewater system consistent with EPA mandate. 4. Continue to rehabilitate sewer manholes in system to improve inspection and safety of wastewater system. 5. Continue to upgrade manhole covers to reduce amount of inflow and infiltration into the wastewater system. 	<ol style="list-style-type: none"> 1. Construction of \$2.5M BFC sanitary sewer main relocation and lift station project. 2. Perform manhole inspections and smoke testing for central sewer shed and provide improvements for same. 3. Continue sewer service replacement rebate program. 4. Continue sewer line video program and clean all sewer lines in the city to reduce infiltration and inflow (I & I). 5. Continue diligent monitoring for sources of I & I. 6. Clean 6"-15" sewer lines as needed. 7. Approve sewer agreement with City of Hurst if not completed in 2012-13 8. Upgrade Sewer Camera

Fiscal Year 2012-2013 Accomplishments:

1. Continued Sewer Service Replacement Rebate Program.
2. Completed design of BFC Main Line and Lift Station
3. Replaced collapsed sewer line (emergency replacement) across Hwy 121 & TRE RR
4. Received City of Ft. Worth for credit of funds for overpayment from 9/07-1/11 sewer flows.
5. Approve Sewer Agreement with City of Hurst.
6. Continued an in-house sewer line video program.
7. Installed Hurst sewer meter to properly measure flow from Hurst.

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Wastewater (267)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 246,004	\$ 257,466	\$ 257,466	\$ 235,929
51030	Overtime	\$ 12,196	\$ 17,500	\$ 17,500	\$ 17,500
51040	FICA	\$ 18,560	\$ 19,696	\$ 19,696	\$ 19,387
51050	Unemployment Insurance	\$ 1,403	\$ 1,566	\$ 1,566	\$ 63
51070	TMRS	\$ 41,680	\$ 39,534	\$ 39,534	\$ 42,255
51080	Health Insurance	\$ 41,147	\$ 30,071	\$ 30,071	\$ 34,584
51115	Lab Fees	\$ 475	\$ 3,000	\$ 3,000	\$ 3,000
51170	Engineer/Consultant Fee	\$ 3,309	\$ -	\$ -	\$ -
51240	Physicals	\$ 215	\$ 200	\$ 200	\$ 200
	Subtotal Personnel	\$ 364,989	\$ 369,033	\$ 369,033	\$ 352,918
52010	Office Supplies	\$ 126	\$ 400	\$ 400	\$ 400
52015	Operating Supplies	\$ 1,002	\$ 1,400	\$ 1,400	\$ 1,400
52020	Printing	\$ 158	\$ 200	\$ 200	\$ 200
52030	Gasoline	\$ 10,248	\$ 8,000	\$ 8,000	\$ 10,000
52035	Oils & Lubricants	\$ 75	\$ 500	\$ 500	\$ 500
52040	Office Equipment Maintenance	\$ 963	\$ 1,000	\$ 1,000	\$ 1,000
52080	Building Maintenance	\$ 480	\$ 500	\$ 500	\$ -
52100	Uniforms	\$ 1,001	\$ 2,000	\$ 2,000	\$ 2,000
52110	Vehicle Maintenance.	\$ 1,327	\$ 27,000	\$ 27,000	\$ 5,000
52115	Tires/Tubes/Batteries.	\$ 690	\$ 1,000	\$ 1,000	\$ 1,000
52130	Communication Equip Maint	\$ 143	\$ -	\$ -	\$ -
52180	Hand Tools/Small Equipment.	\$ 197	\$ 300	\$ 300	\$ 300
52190	Street Repair Materials	\$ 1,368	\$ 2,000	\$ 2,000	\$ 2,000
52200	Paints & Chemicals	\$ 418	\$ 1,600	\$ 1,600	\$ 1,600
52210	Equipment Maintenance	\$ 7,150	\$ 8,000	\$ 8,000	\$ 8,000
52240	Building Cleaning Supplies	\$ -	\$ 150	\$ 150	\$ 150
52300	Sewer Maintenance	\$ 14,704	\$ 8,500	\$ 8,500	\$ 14,000
52305	Lift Station Maintenance	\$ -	\$ -	\$ -	\$ 2,500
	Subtotal Supplies/Maintenance	\$ 40,050	\$ 62,550	\$ 62,550	\$ 50,050
53060	Membership/Professional Dues	\$ 1,273	\$ 400	\$ 400	\$ 400
53070	Subscriptions/Publications	\$ -	\$ 100	\$ 100	\$ 100
53080	Travel/Training	\$ 1,102	\$ 1,600	\$ 1,600	\$ 1,600
	Subtotal Other Operating	\$ 2,375	\$ 2,100	\$ 2,100	\$ 2,100
54010	Electricity	\$ 1,451	\$ 1,400	\$ 1,400	\$ 2,500
54020	Natural Gas	\$ 449	\$ 900	\$ 900	\$ -
54030	Telephone	\$ 1,351	\$ 900	\$ 1,200	\$ -

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Wastewater (267)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
	Subtotal Utilities	\$ 3,251	\$ 3,200	\$ 3,500	\$ 2,500
55030	Worker's Comp. Insurance	\$ 4,598	\$ 4,850	\$ 4,850	\$ -
55040	Real/Personal Property Insurance	\$ 1,876	\$ 2,104	\$ 2,104	\$ -
55080	General Liability	\$ 458	\$ 683	\$ 683	\$ -
	Subtotal Contractual	\$ 6,932	\$ 7,637	\$ 7,637	\$ -
56010	Building Improvements	\$ -	\$ 7,600	\$ 7,600	\$ -
56115	Equipment	\$ -	\$ -	\$ -	\$ -
56120	Sewer System Improvements	\$ -	\$ 475,000	\$ 475,000	\$ -
56300	Row Acquisition	\$ -	\$ -	\$ -	\$ -
57050	Transfer Stabilization	\$ -	\$ 115,500	\$ 57,750	\$ 57,750
	Subtotal Capital	\$ -	\$ 598,100	\$ 540,350	\$ 57,750
58185	Sewer Treatment N. Richland Hills	\$ 24,293	\$ 24,000	\$ 24,000	\$ 24,000
58190	Sewer Treat./Hurst	\$ 90,522	\$ 110,978	\$ 110,978	\$ 110,978
58195	Sewer Treat./Fort Worth	\$ 250,441	\$ 425,022	\$ 425,022	\$ 425,022
	Subtotal Purchased Services	\$ 365,256	\$ 560,000	\$ 560,000	\$ 560,000
	TOTAL	\$ 782,853	\$ 1,602,620	\$ 1,545,170	\$ 1,025,318

Drainage Utility Fund

The Drainage Utility Fund is an enterprise fund, which separately budgets for costs necessary for the maintenance and capital improvements of channels, culverts, and stormdrains throughout the City. Revenue sources include user fees levied against all developed property lying within the City of Richland Hills and investment income. Expenditures for operations include personnel cost, supplies and maintenance, and capital improvements.

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES AND EXPENDITURES
DRAINAGE UTILITY FUND**

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$833,564	\$1,200,920	\$1,200,920	\$1,496,601
REVENUES				
Customer Billing	\$778,213	\$700,135	\$814,800	\$847,392
Investment Income	942	730	730	730
TOTAL REVENUES	\$779,155	\$700,865	\$815,530	\$848,122
Transfers				(\$211,848)
Total Estimated Available Resources	\$1,612,719	\$1,901,785	\$2,016,450	\$2,132,875
EXPENDITURES				
PERSONNEL				
Salaries and Wages	\$ 100,775	\$ 75,035	\$ 75,035	\$ 127,812
Overtime	\$ 5,907	\$ 3,000	\$ 3,000	\$ 5,000
Payroll Tax	\$ 8,016	\$ 5,740	\$ 5,740	\$ 10,160
Unemployment Insurance	\$ 426	\$ 783	\$ 50	\$ 36
TMRS	\$ 17,345	\$ 13,004	\$ 13,004	\$ 22,891
Employee Health Insurance	\$ 19,620	\$ 18,043	\$ 18,043	\$ 21,049
Engineering	\$ 1,885	\$ 115,000	\$ 115,000	\$ 25,000
Physicals	\$ -	\$ 200	\$ -	\$ 200
SUBTOTAL PERSONNEL	\$ 153,974	\$ 230,805	\$ 229,872	\$ 212,148
SUPPLIES/MAINTENANCE				
Operating Supplies	\$ 1,426	\$ 1,000	\$ 900	\$ 1,000
Gasoline	\$ 10,248	\$ 6,000	\$ 10,754	\$ 10,000
Oils and Lubricants	\$ 23	\$ 200	\$ 100	\$ 200
Uniforms	\$ 833	\$ 1,500	\$ 500	\$ 1,500
Protective Gear	\$ 228	\$ 200	\$ 200	\$ 200
Vehicle Maintenance	\$ 879	\$ 3,000	\$ 250	\$ 3,000
Tires/Tubes/Batteries	\$ 2,874	\$ 4,000	\$ 1,100	\$ 4,000
Hand Tools/Small Equipment	\$ 764	\$ 2,000	\$ 100	\$ 2,000
Street Sweeping	\$ 8,944	\$ 8,000	\$ -	\$ 3,000
Operating Equipment Maint	\$ 15,736	\$ 15,000	\$ 7,000	\$ 15,000
Drainage System Maintenance	\$ 16,412	\$ 40,000	\$ 26,000	\$ 40,000
SUBTOTAL SPLS./MAINT.	\$ 58,367	\$ 80,900	\$ 46,904	\$ 79,900
OTHER OPERATING				
Memberships	\$ 1,238	\$ -	\$ 929.00	\$ -
Travel and Training	\$ 108	\$ 1,000	\$ -	\$ 1,000
Property Acquisition	\$ 3,018	\$ 1,500	\$ 510	\$ 1,500
SUBTOTAL OTHER OPERATING	\$ 4,364	\$ 2,500	\$ 1,439	\$ 2,500
CAPITAL				
Depreciation	\$ -	\$ -	\$ -	\$ -
Building Improvements	\$ -	\$ 8,200	\$ 8,200	\$ -
Machinery/Heavy Equipment	\$ -	\$ -	\$ -	\$ -
Drainage Improvements	\$ -	\$ -	\$ 66,116	\$ -
Valley Gutter Project	\$ -	\$ -	\$ 72,965	\$ -
Transfer to General/Admin				
Transfer to Debt Serv.	\$ 195,094	\$ 197,444	\$ 197,444	\$ 409,236
SUBTOTAL CAP/TR/DS	\$ 195,094	\$ 205,644	\$ 344,725	\$ 409,236
TOTAL DRAINAGE	\$ 411,799	\$ 519,849	\$ 622,940	\$ 703,784
BALANCE	\$1,200,920	\$1,381,936	\$1,393,510	\$1,429,091

CITY OF RICHLAND HILLS

Department Drainage Utility (2269)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
PERSONNEL SERVICES	\$ 167,664	\$ 145,628	\$ 145,628	\$ 187,685
SUPPLIES/MAINTENANCE	\$ 77,534	\$ 63,900	\$ 63,900	\$ 80,900
OTHER OPERATING COST	\$ 81,498	\$ 2,500	\$ 2,500	\$ 2,500
UTILITIES				
CONTRACTUAL				
CAPITAL	\$ -	\$ -		\$ -
TOTAL	\$ 326,696	\$ 212,028	\$ 212,028	\$ 271,085

PERSONNEL SUMMARY	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 BUDGET
Full Time:				
Drainage Maintenance	1.50	3	3	3
City Engineer/Projects Manager	0	0	0	0.5
Total	1.50	3	3	3.5

PERFORMANCE MEASURES	FY 2011-2012 ACTUAL	FY 2012-2013 PROJECTED	FY 2013-2014 PROJECTED

Drainage Utility Department

DESCRIPTION/MISSION

The mission of the Public Works Department Drainage Division is to maintain the Big Fossil Creek and levee and make drainage improvements within the City as needed and as required by the Corps. of Engineers contract with the City.

Major Goals:

1. Continue to maintain the Big Fossil Levee
2. Continue to make drainage improvements within the City.
3. Complete sixth year of ten-year plan to improve the capacity of the Big Fossil Levee as required by the United States Army Corps of Engineers.
4. Continue to remove vegetation from streams, creeks, and ravines.
5. Continue mowing program throughout City.

Objectives for Fiscal Year 2013-2014:

1. Big Fossil Creek levee maintenance in accordance with Corp. of Engineers regulations.
2. Maintenance of all drainage ways throughout the City.
3. Maintain compliance with TCEQ Stormwater Management Program (SWMP).
4. Complete installation of Matthews Interceptor.
5. Annual levee pump maintenance & testing as required by the Corp. of Engineers.
6. Begin design of 8'X6' box culver for Kingsbury bypass from Pecan Park to Matthews.
7. Complete installation of levee pump station switchgear.
8. Flood Plain Manager oversees development within 100 Yr. Flood Plain to confirm city standard required by FEMA through Flood Insurance Rate Map (F.I.R.M.).
9. Implement Phase III Drainage GIS Plan.
10. Complete application for acceptance in FEMA Community Rating System (CRS) program.

Fiscal Year 2012-2013 Accomplishments:

1. Maintenance of all drainage ways throughout the City.
2. Tree & debris removal at the levee.
3. Continue developing Master Drainage Plan.
4. Maintenance of Big Fossil levee from Hwy 26 to south of Hwy 121 as required by Corp. of Engineers.
5. Maintain and oversee the mowing and trimming of all vegetation in the creeks and streams.
6. Complete design of replacing levee pump station switchgear.
7. Maintain annual Storm Water Management Program compliance.
8. Maintained current level of levee certification as required by the Corp. of Engineers.
9. Completed construction of Upper Hardisty drainage.
10. Oversee development within 100 Yr. Flood Plain to confirm city standard required by FEMA through Flood.
11. Insurance Rate Map
12. Make application to FEMA Community Rating System (CRS) insurance reduction program.
13. Development of Phase III GIS plan.

CITY OF RICHLAND HILLS

DEPARTMENT:	Neighborhood Services, Drainage Utility Fund (2269)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2011-2012 ACTUAL	2012-2013 BUDGET	2012-2013 PROJECTED	2013-2014 PROPOSED
51010	Salaries & Wages	\$ 100,775	\$ 75,035	\$ 75,035	\$ 127,812
51030	Overtime	\$ 5,907	\$ 3,000	\$ 3,000	\$ 5,000
51040	FICA	\$ 8,016	\$ 5,740	\$ 5,740	\$ 10,160
51050	Unemployment Insurance	\$ 426	\$ 783	\$ 50	\$ 36
51070	TMRS	\$ 17,345	\$ 13,004	\$ 13,004	\$ 22,891
51080	Health Insurance	\$ 19,620	\$ 18,043	\$ 18,043	\$ 21,049
51170	Engineer/Consultant Fee	\$ 1,885	\$ 115,000	\$ 115,000	\$ 25,000
51240	Physicals	\$ -	\$ 200	\$ -	\$ 200
	Subtotal Personnel	\$ 153,974	\$ 230,805	\$ 229,872	\$ 212,148
52015	Operating Supplies	\$ 1,426	\$ 1,000	\$ 900	\$ 1,000
52030	Gasoline	\$ 10,248	\$ 6,000	\$ 10,754	\$ 10,000
52035	Oils & Lubricants	\$ 23	\$ 200	\$ 100	\$ 200
52100	Uniforms	\$ 833	\$ 1,500	\$ 500	\$ 1,500
52105	Protective Gear	\$ 228	\$ 200	\$ 200	\$ 200
52110	Vehicle Maintenance	\$ 879	\$ 3,000	\$ 250	\$ 3,000
52115	Tires/Tubes/Batteries	\$ 2,874	\$ 4,000	\$ 1,100	\$ 4,000
52180	Hand Tools/Small Equipment	\$ 764	\$ 2,000	\$ 100	\$ 2,000
52201	Street Sweeping	\$ 8,944	\$ 8,000	\$ -	\$ 3,000
52210	Operating Equipment Maintenance	\$ 15,736	\$ 15,000	\$ 7,000	\$ 15,000
52315	Drainage System Maintenance	\$ 16,412	\$ 40,000	\$ 26,000	\$ 40,000
	Subtotal Supplies/Maintenance	\$ 58,367	\$ 80,900	\$ 46,904	\$ 79,900
53060	Memberships	\$ 1,238	\$ -	\$ 929	\$ -
53080	Travel and Training	\$ 108	\$ 1,000	\$ -	\$ 1,000
53975	Property Acquisitions	\$ 3,018	\$ 1,500	\$ 510	\$ 1,500
	Subtotal Other Operating	\$ 4,364	\$ 2,500	\$ 1,439	\$ 2,500
55999	Depreciation	\$ -	\$ -	\$ -	\$ -
56010	Building Improvements	\$ -	\$ 8,200	\$ 8,200	\$ -
56115	Machinery and Heavy Equipment	\$ -	\$ -	\$ -	\$ -
56125	Drainage System Improvements	\$ -	\$ -	\$ 72,965	\$ -
56127	Valley Gutter Program	\$ -	\$ -	\$ 66,116	\$ -
	Transfer to General	\$ -	\$ -	\$ -	\$ -
57030	Transfer to Debt Service	\$ 195,094	\$ 197,444	\$ 197,444	\$ 409,236
	Subtotal Capital	\$ 195,094	\$ 205,644	\$ 344,725	\$ 409,236
	TOTAL	\$ 411,799	\$ 519,849	\$ 622,940	\$ 703,784

DEBT SERVICE FUNDS

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

BONDED DEBT OBLIGATION

The City of Richland Hills is a small, close-knit community strategically located in the middle of a major metropolitan area in Northeast Tarrant County. The City is less than 6 miles from downtown Fort Worth, less than 20 miles from Dallas/Fort Worth International Airport, and less than 30 miles from downtown Dallas.

Concentrated effort to improve the quality of life and services of the City has created an increase in demand for improvements of our infrastructure and capital projects.

Financing for these capital improvements can be accomplished through various financing sources called “bonded debt.” This would include general obligation bonds, revenue bonds, and certificates of obligation.

DEBT MANAGEMENT

Debt Limit

The City of Richland Hills is a home rule City and is not limited by law in the amount of debt it may issue. However, Article XI, Section 5, of the Texas Constitution is applicable to the City, and limits its maximum ad valorem tax rate to \$2.50 per \$100 assessed valuation for all city purposes including debt service. Article XIII, Section 13.05 of the City Charter, limits the maximum tax rate to \$1.50 per \$100 assessed valuation of taxable property within the City. Richland Hills’ adopted rate of \$.528094 falls well below this limit and the City currently maintains a tax rate structure of 88.56% operating and 11.43% debt service.

Debt Issuance

The City will issue debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various missions as a city. Debt may be issued for the purposes of purchasing land, or rights-of-way and /or improvements to land, for construction projects to provide for the general good, or for capital equipment. The City will uphold all related bond covenant agreements associated with bond issues. Bond issues will be conducted after consultation with an outside financial advisor. The City will maintain good communications with bond rating agencies, financial advisors, investors, and citizens regarding its financial condition. The City’s has achieved an A3 general obligation bond rating and a Baa2 rating for water and sewer system revenue bonds from Moody’s Investors Service. Standard and Poor’s assigned a rating of AA- for the water and sewer revenue bonds.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

TYPES OF DEBT

General Obligations Bonds (GO's) - General obligations bonds are used to fund capital assets of the general government such as facilities, streets, and drainage. They are not to be used to fund operating needs of the City. A general obligation bond is a legal debt instrument used to finance permanent projects within the City limits. The bond is backed by the tax base and the City's ability to tax for repayment of indebtedness. State law requires an incorporated city to submit the proposed bond issue to a public referendum and to receive voter authorization prior to issuance of bonds.

Revenue Bonds (RB's) - Revenue Bonds are issued to provide for the capital needs of any activities where the requirements are necessary for continuation or expansion of a service that produces a revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. A revenue bond is a legal debt instrument used to finance permanent public projects. The bond is backed by the full faith and credit of the issuing government, and is paid for by revenue from user rates. The City Council is authorized to approve the bond and set the user rates to pay the annual principal and interest requirements.

Certificates of Obligation (CO's) - Certificates of Obligations are used to fund capital requirements that are not otherwise covered under either Revenue Bonds or General Obligation Bonds. Debt Service for CO's may be either from general revenues or backed by specific revenue stream or streams or by a combination of both. Generally CO's will be used to fund capital assets where full bond issues are not warranted because of the cost of the asset(s) to be funded through the instrument.

Contractual Obligations - Contractual Obligations are used to fund capital assets that require smaller amounts of funding than traditional obligations. They are generally issued when the life of the asset is less than ten years. This is done to match the depreciable life of the asset to the actual cost of the asset. Debt service for contractual obligations is paid from ad valorem taxes.

Disclosure

Full disclosure of operations will be made to the bond rating agencies and other users of financial information. The City staff, with the assistance of financial advisors, and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Official Statements and will take responsibility for the accuracy of all financial information released.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

Federal Requirements

The City will maintain procedures to comply with arbitrage rebate and other Federal requirements.

The City has the following obligations outstanding:

GENERAL DEBT

Public Property Financial Contractual Obligation, Series 2007 (\$535,000)

One fully registered contractual obligation, without interest coupons, and payable in installments was issued February 1, 2007 for the purchase of a fire truck. The interest rate is 3.825% and the obligation matures in 2022. The obligation and interest are payable from ad valorem taxes.

Public Property Financial Contractual Obligation, Series 2011 (\$473,000)

One fully registered contractual obligation, without interest coupons, and payable in installments was issued February 1, 2011 for the purchase of an ambulance, patrol vehicles, service trucks, tractor, and equipment. The interest rate is 3.64% and the obligation matures in 2016. The obligation and interest are payable from ad valorem taxes.

Public Property Financial Contractual Obligation, Series 2012 (\$415,000)

One fully registered contractual obligation, without interest coupons, and payable in installments was issued February 1, 2011 for the purchase of patrol vehicles, service trucks, and equipment. The interest rate is 1.87% and the obligation matures in 2019. The obligation and interest are payable from ad valorem taxes.

Combination Tax and Revenue Certificates of Obligation, Series of 2001 (\$1,325,000)

A series of 265 bonds at \$5,000 each dated May 15, 2001 were issued for the purpose of construction of street improvements. Interest rate range from 4.25% to 5.60% and obligations mature serially through 2016. The obligations and interest are payable from revenues from sales taxes the City expects to receive in accordance with an agreement between the City and the Richland Hills Development Corporation (the 4B Corporation) to the principal of and interest on the Certificates.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

UTILITY DEBT

Utility System Revenue Bond Series of 2007 (\$2,110,000)

A series of Term Certificates, dated March 15, 2007, were issued for acquiring, constructing, and installing additions, extensions and improvements to the City's waterworks and sewer system and the acquisitions of land and interests in land as necessary. The certificates were issued with interest rates ranging from 3.60% to 4.0%

and mature serially through 2027. Certificates having stated maturities on or after August 15, 2018 are callable at par value plus accrued interest on August 15, 2017 or any date thereafter. Principal and interest are payable from net revenues of the City's water and sewer systems. The City is required to maintain a reserve account equivalent to the average annual debt service requirements of outstanding bonds.

Combination Tax and Water and Sewer Certificates of Obligations, Series 2010 (\$2,750,000)

A series of 550 bonds at \$5,000 each dated March 1, 2010 were issued for acquiring, constructing, installing and equipping improvements to the City's stormwater and drainage system, and the acquisition of land and interest in land as necessary thereof. Interest rate range from 3.00% to 4.125% and obligations mature serially through 2030. The obligations and interest are payable from utility system revenues.

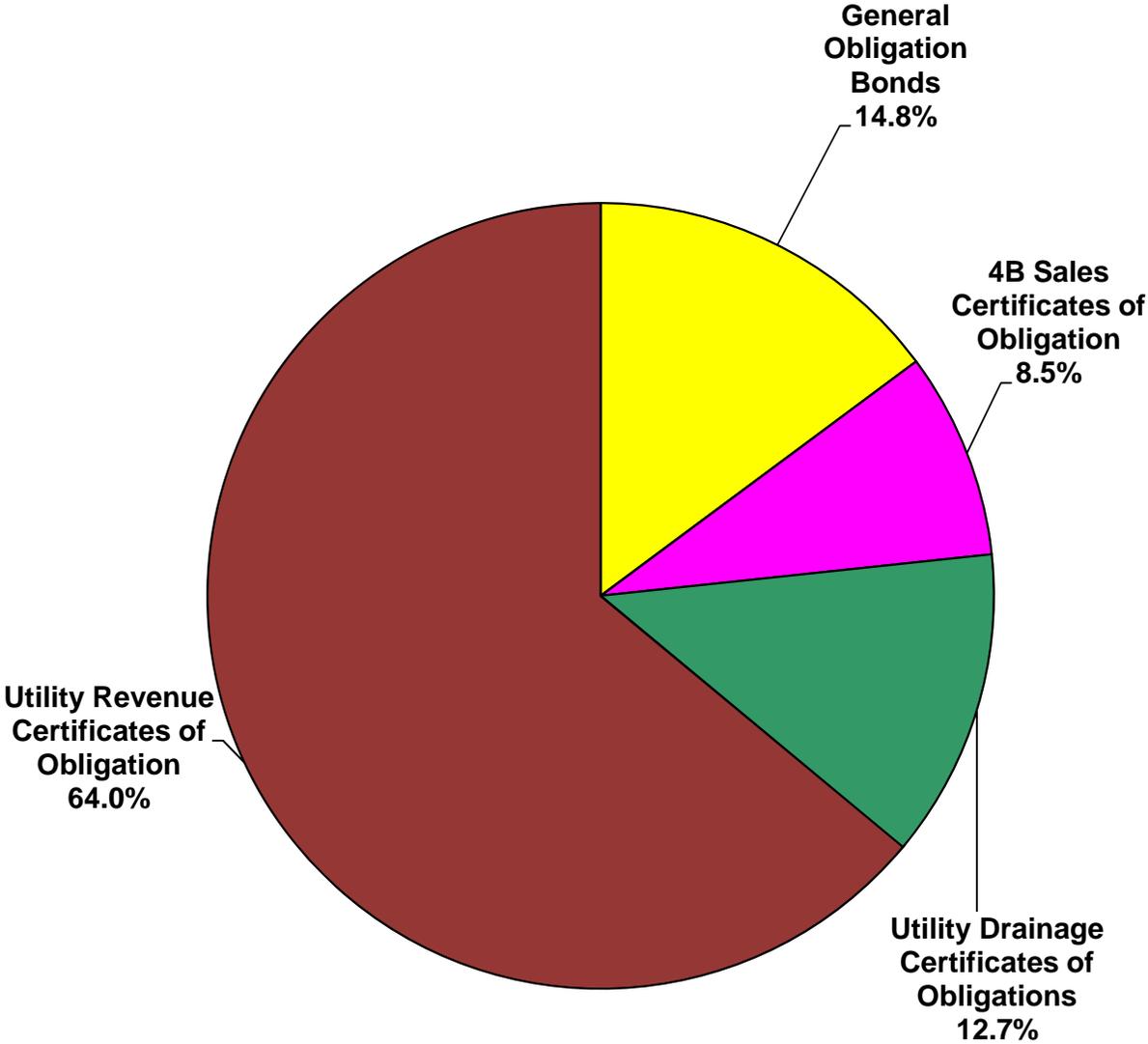
Combination Tax and Water and Sewer Revenue Refunding Certificates of Obligations, Series 2011 (\$3,110,000)

A series of 622 bonds at \$5,000 each dated November 1, 2011 were issued to refinance a portion of the City's outstanding obligations of 2002 and 1998, for debt service savings and to pay costs of issuance of the Bonds. Interest rate range from 2.00% to 3.00% and obligations mature serially through 2022. The obligations and interest are payable from utility system revenues.

Combination Tax and Water and Sewer Certificates of Obligations, Series 2013 (\$5,730,000)

A series of 1146 bonds at \$5,000 each dated June 15, 2013 were issued for acquiring, constructing, installing and equipping improvements to the City's water, wastewater, stormwater and drainage system, and the acquisition of land and interest in land as necessary thereof. Interest rate range from 3.00% to 4.50% and obligations mature serially through 2033. The obligations and interest are payable from utility system revenues.

**CITY OF RICHLAND HILLS
Debt Service By Classification
2013-2014
\$1,562,708**



CITY OF RICHLAND HILLS
Schedule of Debt Service Requirements to Maturity Summary
October 1, 2013

Fiscal Year	General Contractual Obligation Bonds	4B Sales Tax Certificates of Obligation Bonds	Utility Revenue Certificates of Obligation	Utility Drainage Certificates of Obligation	TOTAL
2013-2014	\$ 231,684	\$ 132,528	\$ 999,552	\$ 198,944	\$ 1,562,708
2014-2015	\$ 232,404	\$ 132,065	\$ 994,605	\$ 195,644	\$ 1,554,718
2015-2016	\$ 231,940	\$ 136,305	\$ 994,590	\$ 197,344	\$ 1,560,179
2016-2017	\$ 89,643	\$ -	\$ 998,925	\$ 198,894	\$ 1,287,462
2017-2018	\$ 89,383	\$ -	\$ 995,450	\$ 200,294	\$ 1,285,127
2018-2019	\$ 89,087	\$ -	\$ 690,900	\$ 196,544	\$ 976,531
2019-2020	\$ 50,164	\$ -	\$ 692,550	\$ 197,669	\$ 940,383
2020-2021	\$ 48,443	\$ -	\$ 688,400	\$ 198,444	\$ 935,287
2021-2022	\$ 46,721	\$ -	\$ 688,650	\$ 199,056	\$ 934,427
2022-2023	\$ -	\$ -	\$ 573,100	\$ 204,156	\$ 777,256
2023-2024	\$ -	\$ -	\$ 564,400	\$ 203,906	\$ 768,306
2024-2025	\$ -	\$ -	\$ 565,500	\$ 203,287	\$ 768,787
2025-2026	\$ -	\$ -	\$ 571,100	\$ 207,287	\$ 778,387
2026-2027	\$ -	\$ -	\$ 571,000	\$ 205,487	\$ 776,487
2027-2028			\$ 413,800	\$ 208,488	\$ 622,288
2028-2029			\$ 412,250	\$ 206,088	\$ 618,338
2029-2030			\$ 419,500	\$ 208,250	\$ 627,750
2030-2031			\$ 416,000	\$ -	\$ 416,000
2031-2032			\$ 411,200	\$ -	\$ 411,200
2032-2033	\$ -	\$ -	\$ 416,000	\$ -	\$ 416,000
Total	\$ 1,109,469	\$ 400,898	\$ 13,077,472	\$ 3,429,782	\$ 18,017,621

**CITY OF RICHLAND HILLS
DEBT SERVICE SCHEDULES
2011-2012 FISCAL YEAR**

GENERAL DEBT SERVICE

ISSUE		TOTAL OUTSTANDING PRINCIPAL & INTEREST	FY 2013-2014 PRINCIPAL	FY 2013-2014 INTEREST	FY 2011-12 TOTAL	FY 2013-2014 TOTAL	NET CHANGE
2001 C. O.	(4)	\$ 400,898	\$ 115,000	\$ 17,528	\$ 132,698	\$ 132,528	\$ (170)
2007 C. O.	(1)	\$ 432,293	\$ 35,000	\$ 13,770	\$ 50,109	\$ 48,770	\$ (1,339)
2011 C. O.	(1)	\$ 315,579	\$ 96,000	\$ 9,136	\$ 105,576	\$ 105,136	\$ (440)
2012 C. O.	(1)	\$ 361,596	\$ 72,000	\$ 5,778	\$ 76,050	\$ 77,778	\$ 1,728
TOTAL		<u>\$ 1,510,366</u>	<u>\$ 318,000</u>	<u>\$ 46,212</u>	<u>\$ 364,433</u>	<u>\$ 364,212</u>	<u>\$ (221)</u>

UTILITY SERVICE DEBT

2007 C. O.'s	(4)	\$ 2,156,638	\$ 90,000	\$ 63,993	\$ 152,074	\$ 153,993	\$ 1,919
2010 C. O.'s	(4)	\$ 3,429,781	\$ 110,000	\$ 88,944	\$ 197,094	\$ 198,944	\$ 1,850
2011 C O.'s	(4)	\$ 2,612,000	\$ 370,000	\$ 55,975	\$ 428,275	\$ 425,975	\$ (2,300)
2013 C O.'s	(4)	\$ 8,308,834	\$ 160,000	\$ 259,584	\$ -	\$ 419,584	\$ 419,584
Total		<u>\$ 16,507,253</u>	<u>\$ 730,000</u>	<u>\$ 468,496</u>	<u>\$ 777,443</u>	<u>\$ 1,198,496</u>	<u>\$ 421,053</u>

- (1) Contractual Obligations
- (2) General Obligations
- (3) Revenue Bond
- (4) Certificate of Obligation
- (5) Tax Note

CITY OF RICHLAND HILLS

2007 Series, PPFCO DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$35,000	\$13,770	\$48,770
2014-15	\$35,000	\$12,431	\$47,431
2015-16	\$35,000	\$11,093	\$46,093
2016-17	\$40,000	\$9,754	\$49,754
2017-18	\$40,000	\$8,224	\$48,224
2018-19	\$40,000	\$6,694	\$46,694
2019-20	\$45,000	\$5,164	\$50,164
2020-21	\$45,000	\$3,443	\$48,443
2021-22	\$45,000	\$1,721	\$46,721
TOTAL	<u>\$360,000</u>	<u>\$72,293</u>	<u>\$432,293</u>

CITY OF RICHLAND HILLS

2011 Series, PPFCO DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$96,000	\$9,136	\$105,136
2014-15	\$100,000	\$5,569	\$105,569
2015-16	\$103,000	\$1,874	\$104,874
TOTAL	<u>\$299,000</u>	<u>\$16,579</u>	<u>\$315,579</u>

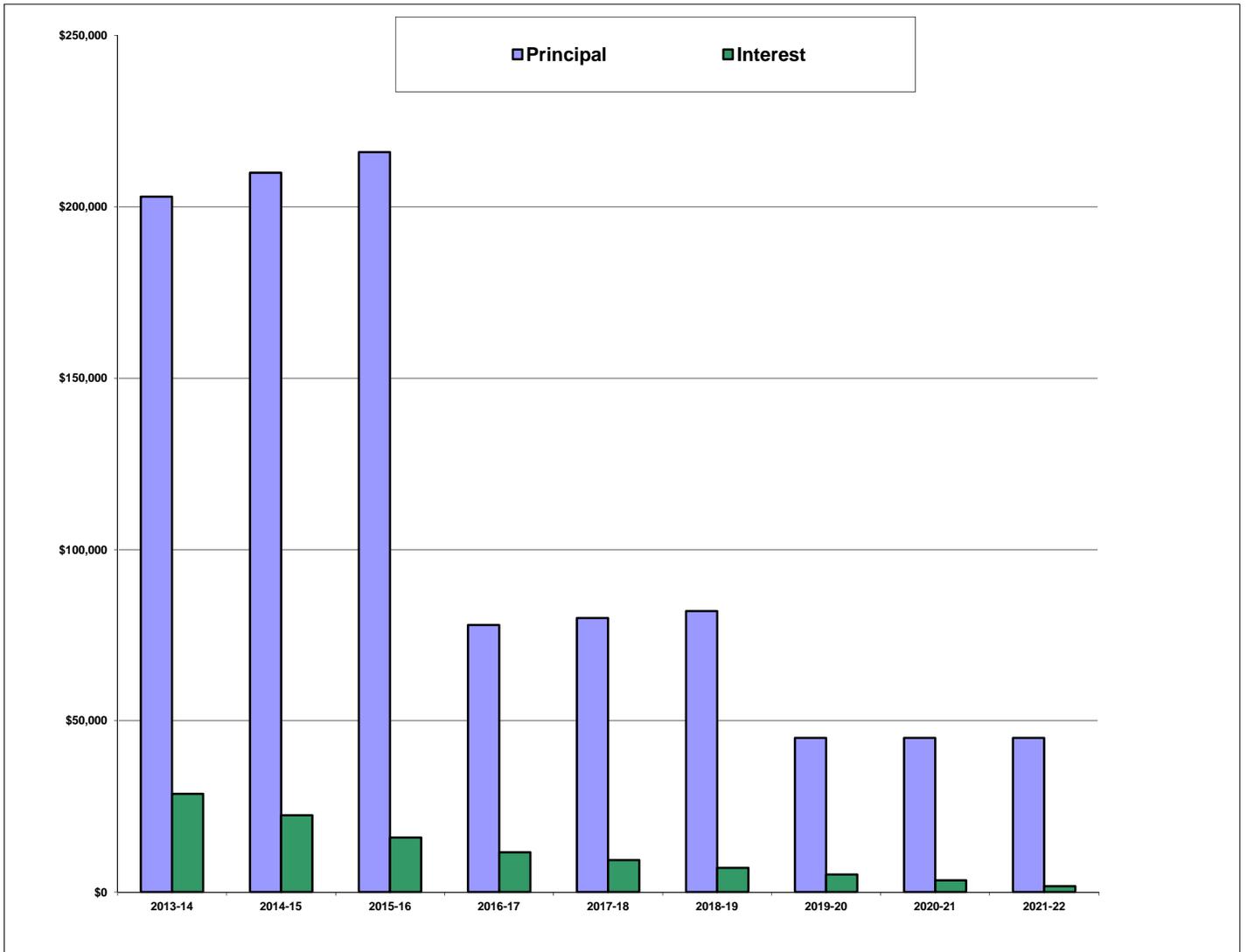
CITY OF RICHLAND HILLS

2012 Series, PPFCO DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$72,000	\$5,778	\$77,778
2014-15	\$75,000	\$4,404	\$79,404
2015-16	\$78,000	\$2,973	\$80,973
2016-17	\$38,000	\$1,889	\$39,889
2017-18	\$40,000	\$1,159	\$41,159
2018-19	\$42,000	\$393	\$42,393
TOTAL	<u>\$345,000</u>	<u>\$16,596</u>	<u>\$361,596</u>

CITY OF RICHLAND HILLS

General Debt Service Principal and Interest Payment Schedule



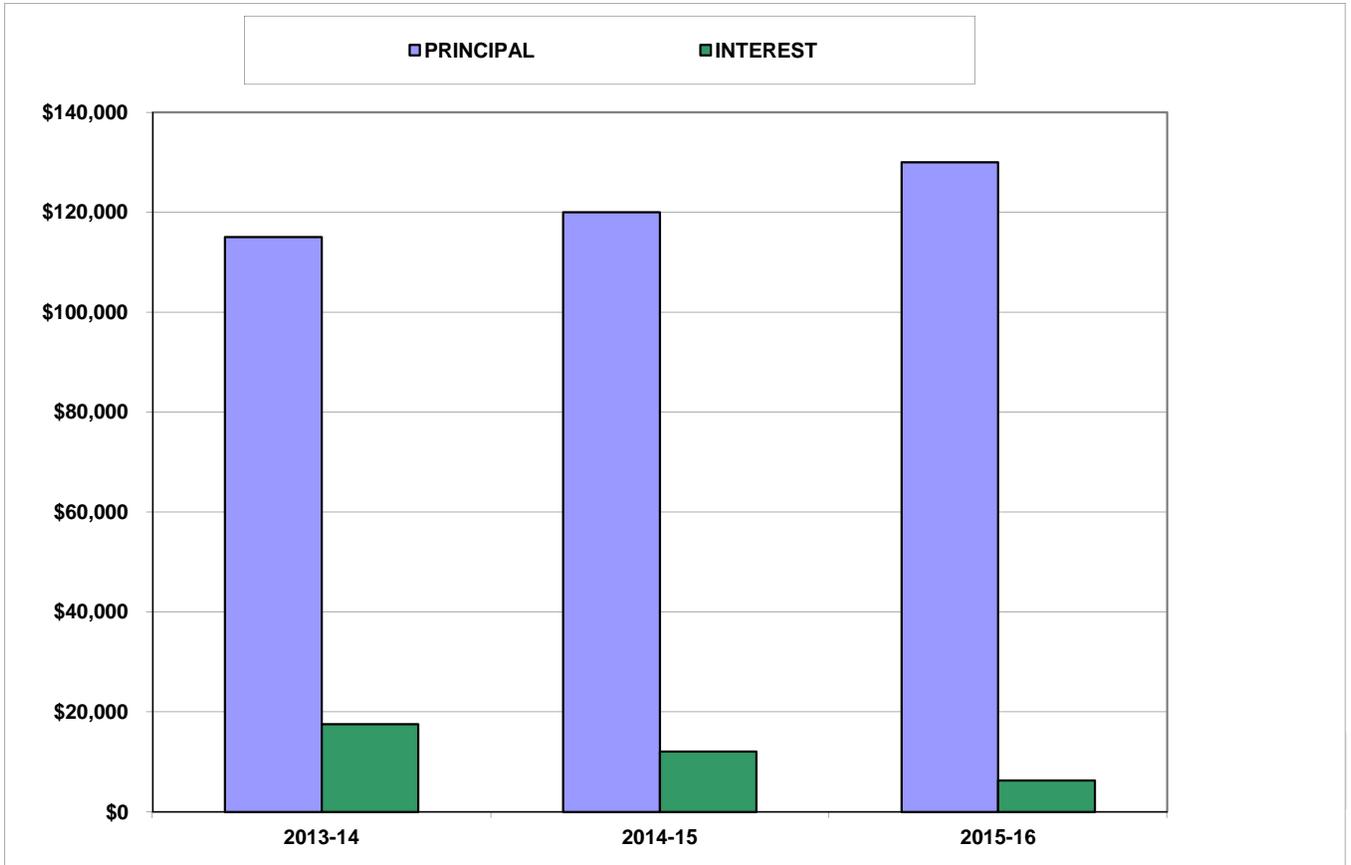
CITY OF RICHLAND HILLS

2001 CERTIFICATES OF OBLIGATION DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$115,000.00	\$17,527.50	\$132,527.50
2014-15	\$120,000.00	\$12,065.00	\$132,065.00
2015-16	<u>\$130,000.00</u>	<u>\$6,305.00</u>	<u>\$136,305.00</u>
TOTAL	<u><u>\$365,000.00</u></u>	<u><u>\$35,897.50</u></u>	<u><u>\$400,897.50</u></u>

CITY OF RICHLAND HILLS

4B Sales Tax Debt Service Principal and Interest Payment Schedule



CITY OF RICHLAND HILLS

2007 WATERWORKS REVENUE BONDS DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$90,000	\$63,993	\$153,993
2014-15	\$95,000	\$60,730	\$155,730
2015-16	\$95,000	\$57,215	\$152,215
2016-17	\$100,000	\$53,700	\$153,700
2017-18	\$105,000	\$50,000	\$155,000
2018-19	\$110,000	\$45,800	\$155,800
2019-20	\$115,000	\$41,400	\$156,400
2020-21	\$115,000	\$36,800	\$151,800
2021-22	\$120,000	\$32,200	\$152,200
2022-23	\$125,000	\$27,400	\$152,400
2023-24	\$130,000	\$22,400	\$152,400
2024-25	\$135,000	\$17,200	\$152,200
2025-26	\$145,000	\$11,800	\$156,800
2026-27	\$150,000	\$6,000	\$156,000
TOTAL	\$1,630,000	\$526,638	\$2,156,638

CITY OF RICHLAND HILLS

2010 COMBINATION TAX AND WATER AND SEWER CERTIFICATES OF OBLIGATION DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$110,000	\$88,944	\$198,944
2014-15	\$110,000	\$85,644	\$195,644
2015-16	\$115,000	\$82,344	\$197,344
2016-17	\$120,000	\$78,894	\$198,894
2017-18	\$125,000	\$75,294	\$200,294
2018-19	\$125,000	\$71,544	\$196,544
2019-20	\$130,000	\$67,669	\$197,669
2020-21	\$135,000	\$63,444	\$198,444
2021-22	\$140,000	\$59,056	\$199,056
2022-23	\$150,000	\$54,156	\$204,156
2023-24	\$155,000	\$48,906	\$203,906
2024-25	\$160,000	\$43,288	\$203,288
2025-26	\$170,000	\$37,288	\$207,288
2026-27	\$175,000	\$30,488	\$205,488
2027-28	\$185,000	\$23,488	\$208,488
2028-29	\$190,000	\$16,088	\$206,088
2029-30	\$200,000	\$8,250	\$208,250
TOTAL	\$2,495,000	\$934,781	\$3,429,781

CITY OF RICHLAND HILLS

2011 COMBINATION TAX AND WATER AND SEWER CERTIFICATES OF OBLIGATION DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$370,000	\$55,975	\$425,975
2014-15	\$375,000	\$48,575	\$423,575
2015-16	\$385,000	\$41,075	\$426,075
2016-17	\$395,000	\$33,375	\$428,375
2017-18	\$400,000	\$23,500	\$423,500
2018-19	\$105,000	\$13,500	\$118,500
2019-20	\$110,000	\$10,350	\$120,350
2020-21	\$115,000	\$7,050	\$122,050
2021-22	\$120,000	\$3,600	\$123,600
TOTAL	\$2,375,000	\$237,000	\$2,612,000

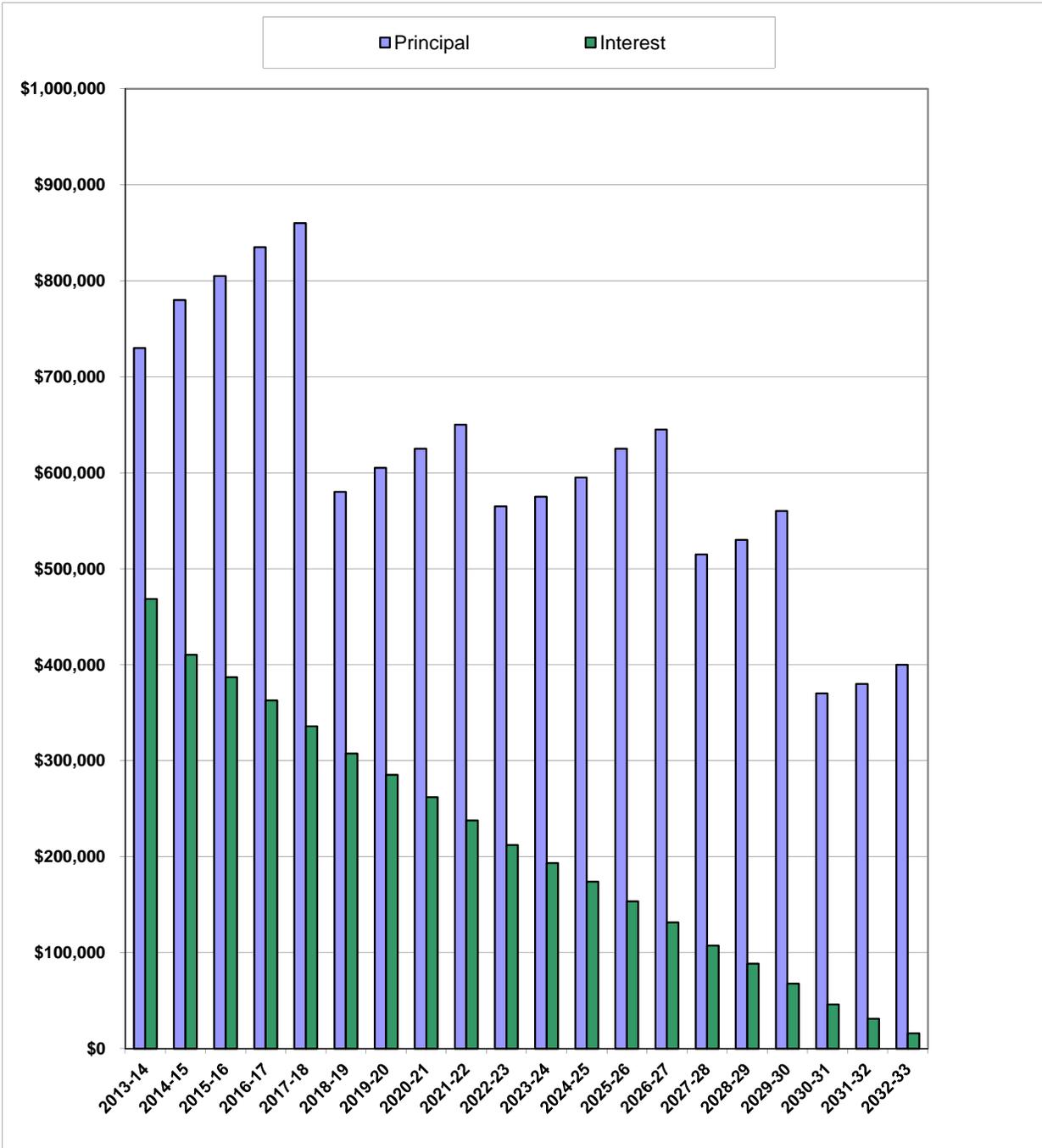
CITY OF RICHLAND HILLS

2013 COMBINATION TAX AND WATER AND SEWER CERTIFICATES OF OBLIGATION DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2013-14	\$160,000	\$259,584	\$419,584
2014-15	\$200,000	\$215,300	\$415,300
2015-16	\$210,000	\$206,300	\$416,300
2016-17	\$220,000	\$196,850	\$416,850
2017-18	\$230,000	\$186,950	\$416,950
2018-19	\$240,000	\$176,600	\$416,600
2019-20	\$250,000	\$165,800	\$415,800
2020-21	\$260,000	\$154,550	\$414,550
2021-22	\$270,000	\$142,850	\$412,850
2022-23	\$290,000	\$130,700	\$420,700
2023-24	\$290,000	\$122,000	\$412,000
2024-25	\$300,000	\$113,300	\$413,300
2025-26	\$310,000	\$104,300	\$414,300
2026-27	\$320,000	\$95,000	\$415,000
2027-28	\$330,000	\$83,800	\$413,800
2028-29	\$340,000	\$72,250	\$412,250
2029-30	\$360,000	\$59,500	\$419,500
2030-31	\$370,000	\$46,000	\$416,000
2031-32	\$380,000	\$31,200	\$411,200
2032-33	\$400,000	\$16,000	\$416,000
TOTAL	<u>\$5,730,000</u>	<u>\$2,578,834</u>	<u>\$8,308,834</u>

CITY OF RICHLAND HILLS

Utility Debt Service Principal and Interest Payment Schedule



DEBT SERVICE



General Debt Service

The following accounts are included in the General Debt Service Fund group:

2001 Certificates of Obligations Interest and Sinking Fund

2007 Contractual Obligations Interest and Sinking Fund

2011 Contractual Obligations Interest and Sinking Fund

2012 Contractual Obligations Interest and Sinking Fund

The purpose is a debt service fund is to pay for the City's debt in a timely manner. A property tax rate is levied to provide funds for the payment of principal and interest. The debt service ad valorem tax rate for the 2012-2013 fiscal year is \$.060400.

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2001 CERTIFICATE OF OBLIGATIONS INTEREST AND SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$1,935	\$1,237	\$435
REVENUES				
Revenue Transfers				
Transfer from RHDC	135,296	132,698	132,528	\$132,698
Total Transfers	\$135,296	\$132,698	\$132,528	\$132,698
Miscellaneous				
Investment Income	\$1	\$1	\$1	\$1
Total Miscellaneous	\$1	\$1	\$1	\$1
TOTAL REVENUES	\$135,297	\$132,699	\$132,529	\$132,699
Total Estimated Available Resources	\$135,297	\$134,634	\$133,766	\$133,134
EXPENDITURES				
Payment for Principal	\$105,000	\$110,000	\$110,000	\$115,000
Agent Fees	834	700	828	600
Payment of Interest	27,528	22,697	22,697	17,528
Total	\$133,362	\$133,397	\$133,525	\$133,128
TOTAL EXPENDITURES	\$133,362	\$133,397	\$133,525	\$133,128
BALANCE	\$1,935	\$1,237	\$241	\$6

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2007 SERIES, CONTRACTUAL OBLIGATION INTEREST AND SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$76,887	\$109,417	\$114,133
REVENUES				
Taxes				
Current Property Tax	\$57,992	\$50,109	\$50,109	\$45,370
Delinquent Property Tax	2,403	1,411	3,700	2,450
Penalty and Interest	2,362	1,602	1,602	1,600
Total Taxes	\$62,757	\$53,122	\$55,411	\$49,420
Miscellaneous				
Transfer from other funds	61,235	0	0	0
Investment Income	\$29	\$28	\$28	\$0
Total Miscellaneous	\$61,264	\$28	\$28	\$0
TOTAL REVENUES	\$124,021	\$53,150	\$55,439	\$49,420
Total Estimated Available Resources	\$124,021	\$130,037	\$164,856	\$163,553
EXPENDITURES				
Payment for Principal	\$30,000	\$35,000	\$35,000	\$35,000
Agent Fees	878	350	780	650
Payment of Interest	16,256	15,109	15,109	13,770
Total	\$47,134	\$50,459	\$50,889	\$49,420
TOTAL EXPENDITURES	\$47,134	\$50,459	\$50,889	\$49,420
BALANCE	\$76,887	\$79,578	\$113,967	\$114,133

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2011 SERIES, CONTRACTUAL OBLIGATION INTEREST AND SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$13,431	\$13,405	\$14,125
REVENUES				
Taxes				
Current Property Tax	\$119,133	\$105,576	\$106,621	\$105,486
Delinquent Property Tax	0	0	0	0
Penalty and Interest	0	0	0	0
Total Taxes	\$119,133	\$105,576	\$106,621	\$105,486
Miscellaneous				
Investment Income	\$0	\$60	\$25	\$0
Total Miscellaneous	\$0	\$60	\$25	\$0
TOTAL REVENUES	\$119,133	\$105,636	\$106,646	\$105,486
Total Estimated Available Resources	\$119,133	\$119,067	\$120,051	\$119,611
EXPENDITURES				
Payment for Principal	\$81,000	\$93,000	\$93,000	\$96,000
Agent Fees	177	350	350	350
Payment of Interest	24,525	12,576	12,576	9,136
Total	\$105,702	\$105,926	\$105,926	\$105,486
TOTAL EXPENDITURES	\$105,702	\$105,926	\$105,926	\$105,486
BALANCE	\$13,431	\$13,141	\$14,125	\$14,125

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2012 SERIES, CONTRACTUAL OBLIGATION INTEREST AND SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Taxes				
Current Property Tax	\$0	\$102,813	\$102,813	\$78,128
Delinquent Property Tax	0	0	0	0
Penalty and Interest	0	0	0	0
Total Taxes	\$0	\$102,813	\$102,813	\$78,128
Miscellaneous				
Investment Income	\$0	\$0	\$0	\$0
Total Miscellaneous	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$102,813	\$102,813	\$78,128
Total Estimated Available Resources	\$0	\$102,813	\$102,813	\$78,128
EXPENDITURES				
Payment for Principal	\$0	\$70,000	\$70,000	\$72,000
Agent Fees	0	0	0	350
Payment of Interest	0	6,550	6,550	5,778
Total	\$0	\$76,550	\$76,550	\$78,128
TOTAL EXPENDITURES	\$0	\$76,550	\$76,550	\$78,128
BALANCE	\$0	\$26,263	\$26,263	\$0

ENTERPRISE FUND DEBT

2007 Waterworks Revenue Bonds Interest and Sinking Fund

2011 Waterworks Revenue Bonds Refinance Interest and Sinking Fund

2010 Drainage Revenue Bonds Interest and Sinking Fund

2013 Water/Wastewater/Drainage Interest and Sinking Fund

These funds were established to separately account and pay for debt obligations incurred by the Enterprise Fund in the name of the City. Expenditures include payment of principal and interest and agent fees. The Utility System Revenue Bond Reserve Fund was established as a reserve account in accordance with the bond covenant agreement. There are no expenditures from this account.

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2007 WATERWORKS REVENUE BONDS INTEREST & SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	(\$36,160)	(\$38,698)	(\$38,698)	(\$39,278)
REVENUES				
Investment Income	\$21	\$20	\$20	\$20
Transfer from Enterprise	153,055	152,074	152,074	154,473
TOTAL REVENUES	\$153,076	\$152,094	\$152,094	\$154,493
Total Estimated Available Resources	\$116,916	\$113,396	\$113,396	\$115,215
EXPENDITURES				
Payment for Principal	\$85,000	\$85,000	\$85,000	\$90,000
Agent Fees	459	500	750	500
Payment of Interest	70,155	67,074	67,074	63,993
Total	\$155,614	\$152,574	\$152,824	\$154,493
TOTAL EXPENDITURES	\$155,614	\$152,574	\$152,824	\$154,493
BALANCE	(\$38,698)	(\$39,178)	(\$39,428)	(\$39,278)

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2010 DRAINAGE CERTIFICATES OF OBLIGATIONS BONDS INTEREST & SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$372	\$0	\$0	\$0
REVENUES				
Investment Income	\$7	\$10	\$10	\$10
Transfer from Enterprise	195,450	197,094	192,819	199,669
TOTAL REVENUES	\$195,457	\$197,104	\$192,829	\$199,679
Total Estimated Available Resources	\$195,829	\$197,104	\$192,829	\$199,679
EXPENDITURES				
Payment for Principal	\$100,000	\$100,000	\$100,000	\$110,000
Agent Fees	735	350	735	735
Payment of Interest	95,094	92,094	92,094	88,944
Total	\$195,829	\$192,444	\$192,829	\$199,679
TOTAL EXPENDITURES	\$195,829	\$192,444	\$192,829	\$199,679
BALANCE	\$0	\$4,660	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2011 CERTIFICATE OBLIGATIONS REFINANCE INTEREST & SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources				\$0
REVENUES				
Investment Income	\$0	\$428	\$428	\$0
Transfer from Enterprise	0	428,275	428,197	426,325
TOTAL REVENUES	\$0	\$428,703	\$428,625	\$426,325
Total Estimated Available Resources	\$0	\$428,703	\$428,625	\$426,325
EXPENDITURES				
Debt Service				
Payment for Principal	\$0	\$365,000	\$365,000	\$370,000
Agent Fees	0	350	350	350
Payment of Interest	0	63,275	63,525	55,975
Transfers	0	0	0	0
Total Debt Service	\$0	\$428,625	\$428,875	\$426,325
TOTAL EXPENDITURES	\$0	\$428,625	\$428,875	\$426,325
BALANCE	\$0	\$78	(\$250)	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2013 CERTIFICATE OBLIGATIONS REFINANCE INTEREST & SINKING FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources				\$0
REVENUES				
Investment Income	\$0			
Transfer from Enterprise	0			420,084
TOTAL REVENUES	\$0	\$0	\$0	\$420,084
Total Estimated Available Resources	\$0	\$0	\$0	\$420,084
EXPENDITURES				
Debt Service				
Payment for Principal	\$0	\$0	\$0	\$160,000
Agent Fees	0	0	0	500
Payment of Interest	0	0	0	259,584
Transfers	0	0	0	
Total Debt Service	\$0	\$0	\$0	\$420,084
TOTAL EXPENDITURES	\$0	\$0	\$0	\$420,084
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ELECTRONIC METER READING LEASE PURCHASE FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Transfer from General	16,198	16,198	16,198	0
Transfer from Enterprise	42,067	37,795	42,067	58,265
TOTAL REVENUES	\$58,265	\$53,993	\$58,265	\$58,265
Total Estimated Available Resources	\$58,265	\$53,993	\$58,265	\$58,265
EXPENDITURES				
Debt Service				
Payment of Principal	\$46,754	\$16,198	\$48,859	\$51,057
Payment of Interest	11,510	37,795	9,406	7,208
Total Debt Service	\$58,265	\$53,993	\$58,265	\$58,265
TOTAL EXPENDITURES	\$58,265	\$53,993	\$58,265	\$58,265
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

**1998 CERTIFICATE OBLIGATIONS INTEREST & SINKING FUND
EPA WASTEWATER PROJECT**

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Investment Income	\$557	\$0	\$0	\$0
Transfer from Enterprise	331,925	0	0	0
TOTAL REVENUES	\$332,482	\$0	\$0	\$0
Total Estimated Available Resources	\$332,482	\$0	\$0	\$0
EXPENDITURES				
Debt Service				
Payment for Principal	\$0	\$0	\$0	\$0
Agent Fees	\$0	\$0	\$0	
Payment of Interest	24,863	0	0	0
Transfers	1,383,724	0	0	0
			\$0	
Total Debt Service	\$1,408,587	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,408,587	\$0	\$0	\$0
BALANCE	(\$1,076,105)	\$0	\$0	\$0

CAPITAL PROJECTS FUNDS

CITY OF RICHLAND HILLS
FISCAL YEAR 2013-2014

CAPITAL IMPROVEMENTS SUMMARY

The City Charter requires that the City Manager in his annual budget message include a general five-year plan for capital improvement expenditures. Upon approval by the Council, the plan serves as a guide for capital improvements to the City. The Capital Improvement Plan (CIP) is a planning document and does not authorize or fund projects. All capital projects are reviewed by the City Manager and discussed with the appropriate Department Head during the budget planning process.

The City Manager annually prepares a schedule for the replacement of non-infrastructure capital assets. Within the resources available each year, the City replaces these assets according to schedule.

A schedule of fixed assets is maintained and reviewed annually by each department and additions and deletions are reviewed during the audit process.

The attached schedule is a summary of all CIP expenditures and projects included in the budget for the 2013-2014 Fiscal Year.

Future Considerations

The Recreation Department is proposing a new recreation center at a cost of \$2,500,000 for construction. Presently, the City offers little in the way of recreational activities for the City's youth or adults in Richland Hills, and most residents seek these services from surrounding cities. While the Community Center provides a valuable service to seniors, provides arts and craft venues, offers a meeting place for the AARP and is invaluable to the community, there are no indoor jogging track, basketball or volleyball courts and other similar activities on a year round basis. Just as in the case of the fire station, significant revenue sources must be found to support the recreation building's construction.

Current Year Projects

Major projects appropriated in the 2013-2014 Fiscal Year Budget which are critical to the City and will improve the City's infrastructure, improve the quality of service to the citizens, and attract needed business investment to increase the sales tax base include:

Wastewater/Water/Drainage Improvement Projects:

Combination Tax and Water and Sewer Certificates of Obligations, Series 2013

CITY OF RICHLAND HILLS
FISCAL YEAR 2013-2014

(\$6,000,000)

Combination Tax and Water and Sewer Certificates of Obligations were issued in 2013 in the amount of \$3,000,000 for acquiring, constructing, installing and equipping improvements to the City's stormwater and drainage system, and the acquisition of land and interest in land as necessary thereof and improvements to the wastewater and water infrastructure.

MASTER DRAINAGE PLAN

In 2009 the city council authorized Palmer Price and Halff & Associates to develop a drainage fee and Master Drainage Plan (MDP) to fund drainage system improvements along stream BFC-5. The council selected a Drainage Utility fee \$8.00/resident. The total estimated cost of the MDP for stream BFC-5 was \$10,301,000.00. The \$8.00 drainage fee was designed to fund \$8,500,00.00 of C.O. Bonds. It was decided in the later years of this program, 2016-2018, the city will have to make a determination which to construct the East or West Upper Hardisty area or a little of both.

FY 2010-FY 2013

• Richland Elementary Detention Pond	\$ 728,000
• Baker Detention Pond	\$ 511,000
• Latham Detention Pond	\$ 524,000
• Design of Matthews Dr. Intersection	<u>\$ 178,000</u>
TOTAL COST:	\$1,941,000

FY 2013-FY 2015

• Construction of Matthews Dr. Intersection	\$1,480,000
• Kingsbury Ave. By-pass (Pecan Park to Matthews Dr.)	\$ 745,000
• Kingsbury Ave. By-pass (Scruggs Park to Pecan Park)	<u>\$ 485,000</u>
TOTAL COST:	\$2,710,000

CITY OF RICHLAND HILLS
FISCAL YEAR 2013-2014

FY 2016-FY 2018

• Lower Hardisty System	\$2,220,000
• Upper Hardisty East	\$2,890,000
• Upper Hardisty West	<u>\$ 540,000</u>
TOTAL COST:	\$5,650,000

FIVE YEAR WASTEWATER PLAN

FY 2013-FY 2014

• Southwest Sewer Shed Includes flow monitoring, manhole inspection, smoke testing, and sewer main replacement.	\$2,000,000
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FY 2013-2014

• Replacement of 36" Southwest Main and Construction of Lift Station.	\$2,500,000
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FY 2015-2016

• Northeast and Southeast Sewer Sheds Includes flow monitoring, manhole inspection, smoke testing sewer main replacement, and	<u>\$1,500,000</u>
TOTAL COST:	\$6,000,000

CITY OF RICHLAND HILLS
FISCAL YEAR 2013-2014

STREET IMPROVEMENTS

The Public Works Department submitted a five year road and street improvement plan to the Council including a list of prioritized streets based on condition of the street and estimated number of vehicles that use the street on a daily basis.

The estimated costs are divided into two construction categories: construction by a contractor and by Tarrant County Street Department. Construction by a contractor includes cost for engineering design, surveying and receive competitive bids from area contractors.

Construction by Tarrant County Street Department includes cost for design and surveying of the project and using Tarrant County's annual bid prices for concrete construction such as curb, gutter, driveways, and valley gutters. The city pays only for the cost for materials that Tarrant County uses to construct the street. The county does not bill the city for their labor costs which is the difference in cost per linear foot between Tarrant County cost (\$110.00) and Contractor (\$175.00) cost. Please note that there are no drainage facilities, right of way, or concrete street removal costs included in these costs.

The County's requirements for assisting different cities in using their street crews to reconstruct a street is the street has to be at least a collector street connecting to another collector or arterial street. The county does not reconstruct subdivision streets.

There are several sections of Vance and Popplewell that need to be reconstructed but not the entire street. Staff has estimated approx. \$200,000.00 or approx. 1,100 LF to be reconstructed. If these two streets are selected for funding in future years staff will develop a more accurate construction cost.

Over the past several years previous councils have provided funding for replacement of curb and gutter and driveways at specific locations. Residents have been encouraged to place their address on the curb and gutter list for reconstruction. Staff addresses the list in numerical order but reserves the right to reconstruct curb and gutter in cases of severe deterioration at anytime. Therefore, staff recommends to provide for \$50,000.00 to \$100,000.00 for removal and replacement of curb and gutter and driveways if funds are available.

Below is a list of those streets identified to receive the Tarrant County rejuvenation process. This process is a test case for extending the longevity of streets 3-5 years that are aging but are still in good structural condition.

CITY OF RICHLAND HILLS
FISCAL YEAR 2013-2014

Glen Hills from Hardisty to Popplewell – 1,100'
Kings Ct. – 850'
Hovenkamp from Rufe Snow to Holder – 1,000'
Faith Creek – 1,500'
Booth Place – 800'

The schedule for street reconstruction is listed below.

Five Year Improvement Plan

CONSTRUCTION TYPE	STREET	LENGTH	EST. COST
Tarrant County	Midway Rd.	1550'	\$ 125,000.00
Contractor	Oxley Dr.	1250'	\$ 225,000.00
Contractor	Vance & Popplewell (Isolated Sects.)		\$ 200,000.00
Contractor	Lavon & Rosebud Ln.	2450'	\$ 450,000.00
Contractor	Allena Dr.	1750'	\$ 310,000.00
Contractor	John Dr. (Rufe Snow to Kingsbury)	1350'	\$ 240,000.00
Contractor	Pecan Park (Rufe Snow to Kingsbury)	1350'	\$ 240,000.00
Contractor	Park Place (Rufe Snow to Kingsbury)	1350'	\$ 240,000.00
Contractor	Faye Dr.	1750'	\$ 310,000.00
Contractor	Kingsbury Ave. (Pine Pk. to Hwy. 121)	1700'	\$ 300,000.00
Contractor	Crites	1750'	\$ 310,000.00
Subtotal			\$ 2,950,000.00
MISCELLANEOUS CURB & GUTTER - \$50,000 - \$100,000/yr. (10yr)			\$ 1,000,000.00
Projected Total			\$ 3,950,000.00

Current Year Projects

Major projects appropriated in the 2013-2014 Fiscal Year Budget which are critical to the City and will improve the City's infrastructure, improve the quality of service to the citizens, and attract needed business investment to increase the sales tax base include:

CITY OF RICHLAND HILLS
Summary of Project Funding
Fiscal Year 2013-2014

	Funding To Date	Adopted 2013-2014	Remaining Amount	Total Funds
Drainage Projects				
Certificates of Obligation	\$0.00	\$0.00	\$0.00	\$0.00
Future	\$0.00	\$3,000,000.00	\$0.00	\$3,000,000.00
	<u>\$0.00</u>	<u>\$3,000,000.00</u>	<u>\$0.00</u>	<u>\$3,000,000.00</u>
	<u>\$0.00</u>	<u>\$3,000,000.00</u>	<u>\$0.00</u>	<u>\$3,000,000.00</u>
Street and Sidewalk Projects				
Grants (Safe Routes to School)	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Richland Hills Dev Corp 4B	\$0.00	\$0.00	\$0.00	\$0.00
Future	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Water and Wastewater Projects				
Certificates of Obligation	\$0.00	\$0.00	\$0.00	\$0.00
Future	\$0.00	\$3,000,000.00	\$0.00	\$3,000,000.00
Utility Operations for Capital Projects	\$0.00	\$56,500.00	\$0.00	\$56,500.00
	<u>\$0.00</u>	<u>\$3,056,500.00</u>	<u>\$0.00</u>	<u>\$3,056,500.00</u>
	<u>\$0.00</u>	<u>\$3,056,500.00</u>	<u>\$0.00</u>	<u>\$3,056,500.00</u>
Capital Vehicles/Equipment				
Contractual Obligations	\$188,000.00	\$82,768.00	\$144,232.00	\$415,000.00
Crime Control and Prevention Fund	\$0.00	\$122,044.00	\$0.00	\$122,044.00
Future	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$188,000.00</u>	<u>\$204,812.00</u>	<u>\$144,232.00</u>	<u>\$537,044.00</u>
	<u>\$188,000.00</u>	<u>\$204,812.00</u>	<u>\$144,232.00</u>	<u>\$537,044.00</u>
Municipal Facility Projects				
General Fund Current Revenues	\$0.00	\$125,319.00	\$0.00	\$125,319.00
Utility Operations for Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
Crime Control and Prevention Fund	\$0.00	\$0.00	\$0.00	\$0.00
Future	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$125,319.00</u>	<u>\$0.00</u>	<u>\$125,319.00</u>
	<u>\$0.00</u>	<u>\$125,319.00</u>	<u>\$0.00</u>	<u>\$125,319.00</u>

Economic Development Projects				
Richland Hills Dev Corp 4B	\$0.00	\$120,000.00	\$0.00	\$120,000.00
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$120,000.00</u>	<u>\$0.00</u>	<u>\$120,000.00</u>
Total Project Funding	<u>\$188,000.00</u>	<u>\$6,506,631.00</u>	<u>\$144,232.00</u>	<u>\$6,838,863.00</u>

CITY OF RICHLAND HILLS
Summary of Project Expenditures
Fiscal Year 2013-2014

Program	Project To Date	Adopted 2013-2014	Remaining Amount	Total Expenditures
Drainage Projects	\$0.00	\$3,000,000.00	\$0.00	\$3,000,000.00
Street and Sidewalk Projects	\$0.00	\$0.00	\$0.00	\$0.00
Water/Wastewater Projects	\$0.00	\$3,056,500.00	\$0.00	\$3,056,500.00
Municipal Facility Projects	\$0.00	\$125,319.00	\$0.00	\$125,319.00
Capital Vehicle/Equipment Program	\$0.00	\$204,812.00	\$4,646.00	\$209,458.00
Economic Development Projects	\$0.00	\$120,000.00	\$0.00	\$120,000.00
Other Projects	\$0.00	\$0.00	\$75,000.00	\$75,000.00
Total CIP Project Expenditures	\$0.00	\$ 6,506,631	\$79,646.00	\$6,586,277.00

CITY OF RICHLAND HILLS

2013-2014
PROPOSED CAPITAL SUMMARY

FUND	DEPARTMENT	DESCRIPTION	2013-2014 PROPOSED EXPENSE	PROPOSED FUND	Recurring Annual Expense	Increase Annual Budget
General Fund						
	Police	Mobile Night Vision Devices	\$ 7,800	CCPD		
	Police	Voice Recorder System	\$ 21,535	CCPD		
	Police	Patrol Vehicle	\$ 40,768	2012 PPFCO		
	Police	Tasers	\$ 19,042	CCPD		
	Police	Mobile Data Laptop Computers	\$ 26,899	CCPD		
	Police	Interview Room Camera System	\$ 7,500	CCPD		
	Animal Control	Building Repairs - Water infiltration	\$ 21,094	General		
	Administration	Remodel Utility Billing Office	\$ 6,085	General		
	Municipal Court	New Laptop Computer	\$ 1,164	MUNICIPAL TECHNOLOGY		
	Fire	Fire Station Improvements	\$ 25,000	General		
	Fire	Equipment (3) Computer CPU's (\$2100); (5) Computer Monitors (\$1500); (16) Metal Lockers (\$6,800); Hydrant Master (\$3150); Blitz Fire Water Stream Monitor (\$2750)	\$ 17,300	General		
Total General Fund						\$ 194,187
Enterprise Fund						
	Public Works	New Computer and Software for SCADA system	\$ 13,500	Enterprise		
	Public Works	One-Half Ton Truck	\$ 25,000	Enterprise		
	Public Works	Cues Sewer Camera Replace metal supply storage building and replace metal roof over equipment storage area	\$ 42,000	2013 PPFCO		
	Public Works		\$ 18,000	Enterprise		
Total Enterprise Fund						\$ 98,500
Infrastructure						
	Wastewater	BFC Sewer Main and Lift Station	\$ 3,000,000	2013 CO ISSUE		
	Drainage	Mathews and Kingsbury Interceptors	\$ 3,000,000	2013 CO ISSUE		
Total Infrastructure						\$ 6,000,000
Crime Control and Prevention District Fund						
	CCPD	Vehicle	\$ 39,268	CCPD		
Total CCPD						\$ 39,268

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FUTURE	TOTAL COST
GENERAL FUND							
General Administration							
Property Acquisition	50,000						50,000
Utility Billing Office Remodel	6,085	0	0	0	0	0	6,085
Subtotal General Administration	\$56,085	\$0	\$0	\$0	\$0	\$0	\$56,085
Police							
Patrol Vehicle	40,768	0	0	0	0	0	40,768
	0	0	0	0	0	0	0
Subtotal Police	\$40,768	\$0	\$0	\$0	\$0	\$0	\$40,768
Fire							
Expand Station Living Area	0		150,000	0	0	0	150,000
Replace Furniture	0		30,000	0	0	0	30,000
HVAC Replacement	0		22,000	0	0	0	22,000
Bathroom renovation	25,000						25,000
Replace Emergency Generator	0		15,000	0	0	0	15,000
Computer Equipment	3,600						3,600
Command Vehicle Replacement	0		50,000	0	0	0	50,000
Metal Lockers	6,800						6,800
Hydrant Master, Water Stream Monitor	5,900						5,900
Upgrade Outdoor Warning	0		25,000	0	0	0	25,000
Breathing Air Compressor Replacement	0		0	50,000	0	0	50,000
Reserve Engine Replacement	0	400,000	0	50,000		0	450,000
Replace Fire Chief Vehicle	0	0	0	50,000	50,000	0	100,000
Replace Fire Hose	5,676	0	0	50,000	50,000	0	105,676
Subtotal Fire	\$46,976	\$400,000	\$292,000	\$200,000	\$100,000	\$0	\$1,038,976
Streets							
No requests		0	0	0	0	0	0
Subtotal Streets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Secretary's Office							
No Requests	0	0	0	0	0	0	0
Subtotal City Secretary's Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Animal Services							
Water Infiltration Building Repairs	21,094	0	0	0	0	0	21,094
Subtotal Animal Services	\$21,094	\$0	\$0	\$0	\$0	\$0	\$21,094
Municipal Court							
Computer Laptop	1,164	0	0	0	0	0	1,164
Subtotal Municipal Court	\$1,164	\$0	\$0	\$0	\$0	\$0	\$1,164
Community Development							
No Requests	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Subtotal Com Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library							
No Requests	0	0	0	0	0	0	0
Subtotal Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FUTURE	TOTAL COST
Recreation							
No Requests	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Subtotal Recreation	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL GENERAL FUND	<u>\$166,087</u>	<u>\$400,000</u>	<u>\$292,000</u>	<u>\$200,000</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$1,158,087</u>

ENTERPRISE FUND

Water/Wastewater

Water System Improvements	0	0	0	0	0	0	0
Fire Hydrant Replacement (6)		30,000	0	0	0	0	30,000
Chlorine Booster/Evergreen	0	10,000	0	0	0	0	10,000
Wastewater System Improvement	3,000,000	0	0	0	0	0	3,000,000
Metal Roof over storage area	18,000						18,000
Sewer Camera	42,000	0	0	0	0	0	42,000
One-Half Ton Truck	25,000	0	0	0	0	0	25,000
Computer/Software SCADA system	13,500	0	0	0	0	0	13,500
Subtotal Water/Wastewater	<u>\$3,098,500</u>	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,138,500</u>
TOTAL ENTERPRISE	<u>\$3,098,500</u>	<u>\$40,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,138,500</u>

DRAINAGE UTILITY FUND

Drainage Improvements	3,000,000	0	0	0	0	0	3,000,000
	0	0	0	0	0	0	0
Subtotal Drainage Utility Fund	<u>\$3,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,000,000</u>
TOTAL DRAINAGE FUND	<u>\$3,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,000,000</u>

ECONOMIC DEVELOPMENT 4B TAX FUND

Boulevard 26 Construction	0	0	0	0	0	0	0
Property Acquisition	120,000	0	0	0	0	0	120,000
Subtotal Eco Dev 4B Tax Fund	<u>\$120,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$120,000</u>
TOTAL ECO DEC 4B TAX FUND	<u>\$120,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$120,000</u>

ROAD AND STREET IMPROVEMENT FUND

Oxley Reconstruction Phase 1	0	100,000	100,000	100,000	100,000	100,000	500,000
	0	0	0	0	0	0	0
Subtotal Road & Street Street Improvement Fund	<u>\$0</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$500,000</u>
TOTAL ROAD & STREET IMPROVEMENT FUND	<u>\$0</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$500,000</u>

OIL & GAS PROJECT IMPROVEMENT FUND

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FUTURE	TOTAL COST
Infrastructure Improvements	0	200,000	200,000	200,000	200,000	200,000	1,000,000
Subtotal Oil & Gas Project Improvement Fund	<u>\$0</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$1,000,000</u>
TOTAL OIL & GAS PROJECT IMPROVEMENT FUND	<u><u>\$0</u></u>	<u><u>\$200,000</u></u>	<u><u>\$200,000</u></u>	<u><u>\$200,000</u></u>	<u><u>\$200,000</u></u>	<u><u>\$200,000</u></u>	<u><u>\$1,000,000</u></u>
TRAFFIC SAFETY IMPROVEMENT FUND							
Street Reconstruction	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0
Subtotal Traffic Safety Improvement Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL TRAFFIC SAFETY IMPROVEMENT FUND	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
SAFE ROUTES TO SCHOOL IMPROVEMENT FUND							
Sidewalk Construction	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0
Subtotal Traffic Safety Improvement Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL TRAFFIC SAFETY IMPROVEMENT FUND	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>
CRIME CONTROL AND PREVENTION DISTRICT FUND							
Patrol Vehicle	39,268	0	0	0	0	0	39,268
Mobile Night Vision Devices	7,800						7,800
Voice Recorder System	21,535						21,535
Tasers	19,042						19,042
Mobile Data Laptop Computers	26,899	0	0	0	0	0	26,899
Interview Room Camera System	7,500	0	0	0	0	0	7,500
Subtotal Crime Control and Prevention District Fund	<u>\$122,044</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$122,044</u>
TOTAL CRIME CONTROL AND PREVENTION DISTRICT FUND	<u><u>\$122,044</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$122,044</u></u>
TOTAL CAPITAL	<u><u>\$6,506,631</u></u>	<u><u>\$740,000</u></u>	<u><u>\$592,000</u></u>	<u><u>\$500,000</u></u>	<u><u>\$400,000</u></u>	<u><u>\$300,000</u></u>	<u><u>\$9,038,631</u></u>

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Municipal Court	Computer Hardware/Software	2013-2014

I. PROJECT DESCRIPTION
 Replace Panasonic Toughbook laptop

II. JUSTIFICATION AND/OR BENEFIT
 The existing laptop was purchased over 5 years ago and continually locks up and is very slow
 The finger print reader is a new requirement by TLETS

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
HP Elitebook laptop	\$ 1,059.00	Current Revenues X	2013	2014
Finger Print reader	\$ 105.00	Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 1,164.00			

IMPACT ON OPERATING BUDGET
 Annual maintenance and technology support expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$500.00

PROPOSED CAPITAL OUTLAY

DEPARTMENT 113	PROGRAM TITLE Mobile Night Vision Devices	FISCAL YEAR 2013-2014
PROGRAM NUMBER	ACCOUNT NO. CCPD	LOCATION/CATEGORY

I. PROGRAM DESCRIPTION

Purchase of two (2) mobile night vision cameras to replace existing non-functioning equipment.

II. JUSTIFICATION AND/OR BENEFIT

Replacement of existing fixed devices with mobile devices that will allow officers better flexibility in locating & apprehending suspects at night. This equipment allows the officer to take the device with them in search of suspects or missing persons and will also aid the officer in locating prowlers.

III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)

ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)	SCHEDULING (CHECK ONE)
	\$ 7,800	Current Revenues	X
		Reserve Funds	
		G.O. Bonds	
		Rev. Bonds	
		Cert. of Obligation	
		Lease/Purchase	
		Grants	
TOTAL	7,800	Other	

IV. ADDITIONAL COMMENTS

V. IMPACT ON OPERATING BUDGET

Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018		Total
	X						\$7,800

PROPOSED CAPITAL OUTLAY						
DEPARTMENT 113	PROGRAM TITLE Voice Recorder System	FISCAL YEAR 2013-2014				
PROGRAM NUMBER	ACCOUNT NO. CCPD	LOCATION/CATEGORY				
I. PROGRAM DESCRIPTION						
Purchase and installation of a voice recorder to record incoming administrative phone calls as well as documenting all phone transactions relating to call information during the activation of the Emergency Operations Center (EOC).						
II. JUSTIFICATION AND/OR BENEFIT						
The voice recorder allows the city to instantly review details, clarify garbled communications, prove & justify actions and mediate with staff to improve levels of service and address complaints. It is also imperative during an Emergency Operations Center activation to document all incoming calls as well as outgoing calls to justify timely decision-making during the event. EOC activations can range from severe weather related events to a C.A.R.T. call out.						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)			SCHEDULING (CHECK ONE)	
	\$ 21,535	Current Revenues			X	
		Reserve Funds				
		G.O. Bonds				
		Rev. Bonds				
		Cert. of Obligation				
		Lease/Purchase			Future	
		Grants				
TOTAL	21,535	Other				
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET						
Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018	Total
	X					\$21,535

PROPOSED CAPITAL OUTLAY						
DEPARTMENT 113	PROGRAM TITLE Emergency Patrol Vehicle	FISCAL YEAR 2013-2014				
PROGRAM NUMBER	ACCOUNT NO. PPFCO	LOCATION/CATEGORY				
I. PROGRAM DESCRIPTION						
Purchase of (1) Emergency Patrol Vehicle including the installation of equipment.						
II. JUSTIFICATION AND/OR BENEFIT						
Replacement of one (1) emergency patrol vehicle to keep the cost of vehicle maintenance down and ensure safe and dependable transportation to respond to emergency calls for service. The vehicle will replace one of the older existing police vehicles that will be released to auction.						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)			SCHEDULING (CHECK ONE)	
Chevrolet Tahoe	\$ 27,970	Current Revenues			X	
Graphics & Paint	2,025	Reserve Funds				
Emergency Equipment W/Installation	9,273	G.O. Bonds				
Deerskin Equipment Vault	1,500	Rev. Bonds				
		Cert. of Obligation				
		Lease/Purchase			Future	
		Grants				
TOTAL	40,768	Other				
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET						
Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018	Total
	X					\$40,768

PROPOSED CAPITAL OUTLAY						
DEPARTMENT CCPD	PROGRAM TITLE Tasers	FISCAL YEAR 2013-2014				
PROGRAM NUMBER	ACCOUNT NO. CCPD	LOCATION/CATEGORY				
I. PROGRAM DESCRIPTION						
Purchase of tasers to be utilized as a non-lethal means of force on combative offenders. Tasers give officers more options if use of force is necessary to obtain compliance.						
II. JUSTIFICATION AND/OR BENEFIT						
Tasers are a non-lethal means of force used to keep officers from having to use greater levels of force up to and including deadly force.						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)			SCHEDULING (CHECK ONE)	
16 CEW Tasers Model X26P	\$ 17,894	Current Revenues			X	
Taser Cartridges	1,148	Reserve Funds				
		G.O. Bonds				
		Rev. Bonds				
		Cert. of Obligation				
		Lease/Purchase			Future	
		Grants				
TOTAL	19,042	Other				
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET						
Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018	Total
	X					\$19,042

PROPOSED CAPITAL OUTLAY

DEPARTMENT 113	PROGRAM TITLE Mobile Data Laptop Computers	FISCAL YEAR 2013-2014
PROGRAM NUMBER	ACCOUNT NO. CCPD	LOCATION/CATEGORY

I. PROGRAM DESCRIPTION

Replacement of (6) mobile data computers utilized to dispatch officers in the field to emergency calls for service. Includes the use of Patrol Schout to allow viewing of incidents anywhere in the city by using the officer's L-3 system through the laptop.

II. JUSTIFICATION AND/OR BENEFIT

The mobile data computers in the patrol vehicles have reached end of life. These mobile computers are outdated and unable to perform efficiently and reliably for field use. The delays the officers are currently experiencing in report writing alone have hampered there ability to complete calls in a timely manner and return in service.

III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)

ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)	SCHEDULING (CHECK ONE)
	\$ 26,899	Current Revenues	X
		Reserve Funds	
		G.O. Bonds	
		Rev. Bonds	
		Cert. of Obligation	
		Lease/Purchase	
		Grants	
TOTAL	26,899	Other	

IV. ADDITIONAL COMMENTS

V. IMPACT ON OPERATING BUDGET

Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018		Total
	X						\$26,899

PROPOSED CAPITAL OUTLAY						
DEPARTMENT 113	PROGRAM TITLE Interview Room Camera System	FISCAL YEAR 2013-2014				
PROGRAM NUMBER	ACCOUNT NO. CCPD	LOCATION/CATEGORY				
I. PROGRAM DESCRIPTION						
Installation of a camera & DVR that integrates with the current L-3 system to capture videos of interviews & interrogations conducted by criminal investigations.						
II. JUSTIFICATION AND/OR BENEFIT						
Newly enacted laws have placed requirements on law enforcement interviewing of witnesses and suspects that require the replacement of a camera system in our interview room. The new system will be compatible to our L-3 system that we are currently utilizing. The system will help to ensure successful prosecution of criminals.						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)			SCHEDULING (CHECK ONE)	
	\$ 7,500	Current Revenues			X	
		Reserve Funds				
		G.O. Bonds				
		Rev. Bonds				
		Cert. of Obligation				
		Lease/Purchase			Future	
		Grants				
TOTAL	7,500	Other				
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET						
Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018	Total
	X					\$7,500

PROPOSED CAPITAL OUTLAY						
DEPARTMENT 121	PROGRAM TITLE ACO Building Repairs			FISCAL YEAR 2013-2014		
PROGRAM NUMBER	ACCOUNT NO. General			LOCATION/CATEGORY		
I. PROGRAM DESCRIPTION						
Repair of water infiltration throughout the animal center to keep water out of the building and repair kennel areas.						
II. JUSTIFICATION AND/OR BENEFIT						
Water is leaking into the Animal Center causing damage to walls and interior finishes. Damage is caused from cracked mortar joints above the metal roof, The exterior of the building will be sealed along with window and doorways. The current flooring is concrete with glue residue & stains from carpeting that was removed. The floor will be covered with Arizona Polymer flooring material which is flexible and will not crack with the shifting of the building.						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST			FUNDING SOURCES (CHECK ONE)	SCHEDULING (CHECK ONE)	
Water Infiltration Work	\$ 9,678			Current Revenues	X	
Polymer Flooring	7,692			Reserve Funds		
Kennel Repairs	3,724			G.O. Bonds		
				Rev. Bonds		
				Cert. of Obligation		
				Lease/Purchase	Future	
				Grants		
TOTAL	\$ 21,094			Other		
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET						
Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018	Total
	X					\$21,094

PROPOSED CAPITAL OUTLAY						
DEPARTMENT 112	PROGRAM TITLE Utility Billing Office Remodel		FISCAL YEAR 2013-2014			
PROGRAM NUMBER	ACCOUNT NO. General		LOCATION/CATEGORY			
I. PROGRAM DESCRIPTION Remodel existing front counter in utility billing office and install built-in desks for two cashiers at front counter.						
II. JUSTIFICATION AND/OR BENEFIT The remodel will allow the cashiers to provide customer assistance without having to go back and forth to their work area. The desks would be restructured and two work areas would be at the counter and two work areas would be at the back of the billing office. The equipment used for billing would be moved to middle office area. This renovation will improve customer service and efficiency of the office.						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST		FUNDING SOURCES (CHECK ONE)		SCHEDULING (CHECK ONE)	
Utility billing office front counter renovation	\$ 6,085		Current Revenues		X	
	-		Reserve Funds			
	-		G.O. Bonds			
	-		Rev. Bonds			
			Cert. of Obligation			
			Lease/Purchase		Future	
			Grants			
TOTAL	\$ 6,085		Other			
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET						
Projected Annual Operating Impact	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
	\$6,085.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,085

PROPOSED CAPITAL OUTLAY						
DEPARTMENT FIRE	PROGRAM TITLE Fire Department Equipment	FISCAL YEAR 2013-2014				
PROGRAM NUMBER	ACCOUNT NO. General	LOCATION/CATEGORY Fire Department				
I. PROGRAM DESCRIPTION						
II. JUSTIFICATION AND/OR BENEFIT						
III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)						
ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)	SCHEDULING (CHECK ONE)			
Computer CPU'S - 3 each	\$ 2,100.00	Current Revenues	X			
Computer Monitors - 5 each	\$ 1,500.00	Reserve Funds				
Metal Lockers - 16 each	\$ 6,800.00	G.O. Bonds				
Hydrant Master	\$ 3,150.00	Rev. Bonds				
BlitzFire Water Stream Monitor	\$ 3,750.00	Cert. of Obligation				
		Lease/Purchase	Future			
		Grants				
TOTAL	\$ 17,300.00	Other				
IV. ADDITIONAL COMMENTS						
V. IMPACT ON OPERATING BUDGET Increase capital / building improvements. Does not impact Operating Budget						
Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018	Total
	\$17,300					\$17,300.00

PROPOSED CAPITAL OUTLAY

DEPARTMENT FIRE	PROGRAM TITLE Fire Station Improvements	FISCAL YEAR 2013-2014
PROGRAM NUMBER	ACCOUNT NO. General	LOCATION/CATEGORY Fire Department

I. PROGRAM DESCRIPTION

Remodel of fire station bathroom and bunk room. Would include expanding bathroom facility to allow more than one member at a time from using bathroom/shower facility. Includes enlarging bathroom floorspace, installation of second shower stall, two sinks, (from current one), privacy divider for toilet and urinal.

II. JUSTIFICATION AND/OR BENEFIT

Current facilities were constructed (and remodeled at some point) for volunteer fire department. Would update facilities, especially shower which is small and barely functional, allowing more than one member at a time to use bathroom facilities.

III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)

ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)	SCHEDULING (CHECK ONE)
Bathroom expansion and remodel	\$ 25,000.00	Current Revenues	X
		Reserve Funds	
		G.O. Bonds	
		Rev. Bonds	
		Cert. of Obligation	
		Lease/Purchase	Future
		Grants	
TOTAL	\$ 25,000.00	Other	

IV. ADDITIONAL COMMENTS

V. IMPACT ON OPERATING BUDGET

Increase capital / building improvements. Does not impact Operating Budget

Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018		Total

PROPOSED CAPITAL OUTLAY

DEPARTMENT CCPD	PROGRAM TITLE Crime Prevention Vehicle	FISCAL YEAR 2013-2014
PROGRAM NUMBER	ACCOUNT NO. CCPD	LOCATION/CATEGORY

I. PROGRAM DESCRIPTION

Replacement of the Crime Prevention Unit which is a 2007 Dodge Durango with a police Tahoe. This vehicle will be outfitted to serve as a back-up patrol unit whereas the Durango has degraded to the point it is not viable as a patrol vehicle.

II. JUSTIFICATION AND/OR BENEFIT

Replacing the Crime Prevention Unit with a Tahoe will provide a unit capable of safe police operation as well as allow the old Crime Prevention Unit to be reallocated to the Citizens On Patrol program.

III. FINANCIAL INFORMATION (List the estimated costs for each major activity necessary to complete the project as described in Section I above.)

ACTIVITY	ESTIMATED COST	FUNDING SOURCES (CHECK ONE)	SCHEDULING (CHECK ONE)
		Current Revenues	
Purchase of one Emergency Vehicle		Reserve Funds	
Chevy Tahoe	\$ 27,970.00	G.O. Bonds	
Paint and Graphics	\$ 2,025.00	Rev. Bonds X	2013
Emergency Equipment w/Installation	\$ 9,273.00	Cert. of Obligation	
		Lease/Purchase	
		Grants	
TOTAL	\$ 39,268.00	Other	

IV. ADDITIONAL COMMENTS

V. IMPACT ON OPERATING BUDGET

Projected Annual Operating Impact	2013-2014	2014-2015	2015--2016	2016-2017	2017-2018		Total
	X						\$39,268



CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ROAD AND STREET IMPROVEMENT FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$18,996	\$18,996	\$1,010
REVENUES				
Investment Income	\$51	\$47	\$32	\$15
Transfer from General	0	0	0	
Grants and Transfers	113,539	129,822	131,140	160,552
TOTAL REVENUES	\$113,590	\$129,869	\$131,172	\$160,567
Total Estimated Available Resources	\$113,590	\$148,865	\$150,168	\$161,577
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance				
Bank Fees	\$273	\$0	\$250	\$0
Total Supplies/Maintenance	\$273	\$0	\$250	\$0
Capital				
Street Construction	\$102,084	\$148,865	\$148,865	\$0
CDBG Match	\$0	\$0	\$0	\$0
Curb Construction & Replacement	\$0	\$0	\$0	\$0
Total Capital	\$102,084	\$148,865	\$148,865	\$0
TOTAL EXPENDITURES	\$102,357	\$148,865	\$149,115	\$0
BALANCE	\$11,232	\$0	\$1,053	\$161,577

CITY OF RICHLAND HILLS

**2012-2013 FISCAL YEAR
SUMMARY OF REVENUES**

OIL AND GAS INFRASTRUCTURE FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$162,916	\$323,385	\$323,385	\$187,086
REVENUES				
Oil and Gas Revenue	\$262,638	\$88,456	\$193,545	\$147,236
Investment Income	127	100	100	100
TOTAL REVENUES	\$262,765	\$88,556	\$193,645	\$147,336
Total Estimated Available Resources	\$425,681	\$411,941	\$517,030	\$334,422
EXPENDITURES				
Other Operating				
Bank Fees	\$296	\$0	\$144	
Sewer Maintenance	2,000	0	2,500	0
Total Other Operating	\$2,296	\$0	\$2,644	\$0
Capital				
Street Construction	\$0	\$281,135	\$377,496	\$0
Utility Construction	0	0	0	0
Facility Improvements	0	0	0	0
Total Capital	\$0	\$281,135	\$377,496	\$0
Transfers				
Transfer to Fund 200	100,000	0	0	0
Total Transfers	\$100,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$102,296	\$281,135	\$380,140	\$0
BALANCE	\$323,385	\$130,806	\$136,890	\$334,422

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2012 PPFCO ACQUISITIONS FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$227,000
REVENUES				
Investment Income	\$0	\$0	\$0	\$0
Other Financial Sources	0	415,000	415,000	0
TOTAL REVENUES	\$0	\$415,000	\$415,000	\$0
Total Estimated Available Resources	\$0	\$415,000	\$415,000	\$227,000
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Equipment	\$0	\$415,000	\$188,000	\$227,000
Vehicles	\$0	\$0	\$0	\$0
Bond Issuance Cost	\$0	\$0	\$0	\$0
Total Capital	\$0	\$415,000	\$188,000	\$227,000
TOTAL EXPENDITURES	\$0	\$415,000	\$188,000	\$227,000
BALANCE	\$0	\$0	\$227,000	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2011 PPFCO ACQUISITIONS FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$29,805	\$24,760	\$24,760	\$24,760
REVENUES				
Investment Income	\$0	\$0	\$0	\$0
Other Financial Sources	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$0	\$0
Total Estimated Available Resources	\$29,805	\$24,760	\$24,760	\$24,760
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Equipment	\$5,045	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0
Bond Issuance Cost	\$0	\$0	\$0	\$0
Total Capital	\$5,045	\$0	\$0	\$0
TOTAL EXPENDITURES	\$5,045	\$0	\$0	\$0
BALANCE	\$24,760	\$24,760	\$24,760	\$24,760

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

ENTERPRISE CAPITAL PROJECTS FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$1,041,499	\$1,041,499	\$656,848
REVENUES				
Other Financial Sources	\$1,113,155	\$258	\$0	\$0
Investment Income	0	0	0	0
TOTAL REVENUES	<u>\$1,113,155</u>	<u>\$258</u>	<u>\$0</u>	<u>\$0</u>
Total Estimated Available Resources	\$1,113,155	\$1,041,757	\$1,041,499	\$656,848
EXPENDITURES				
Personnel				
Engineer/Consultant Fees	0	0	0	0
Total Personnel	0	0	0	0
Capital				
Heavy Equipment	\$0	\$0	\$0	\$0
Drainage Improvements	0	0	0	0
Bond Issuance Cost	0	0	0	0
Water System Improvements	71,656	237,700	360,000	0
Transfer to Fund 200	0	0	0	0
Total Capital	<u>\$71,656</u>	<u>\$237,700</u>	<u>\$360,000</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$71,656</u>	<u>\$237,700</u>	<u>\$360,000</u>	<u>\$0</u>
BALANCE	\$1,041,499	\$804,057	\$681,499	\$656,848

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

SAFE ROUTES TO SCHOOL PROJECT FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Investment Income	\$0	\$0	\$0	\$0
Transfer from General	0	0	0	0
Grants and Transfers	64,349	0	0	0
TOTAL REVENUES	<u>\$64,349</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Estimated Available Resources	\$64,349	\$0	\$0	\$0
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	\$0	\$0	\$0	\$0
Total Personnel	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Supplies/Maintenance				
Bank Fees	\$0	\$0	\$0	\$0
Total Supplies/Maintenance	\$0	\$0	\$0	\$0
Capital				
Street Construction	\$0	\$0	\$0	\$0
Sidewalk Construction	\$64,349	\$0	\$0	\$0
Curb Construction & Replacement	\$0	\$0	\$0	\$0
Total Capital	<u>\$64,349</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$64,349</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

2001 CAPITAL PROJECTS FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$67,726	\$0	\$0	\$0
REVENUES				
Investment Income	\$48	\$0	\$0	\$0
Other Financial Sources	0	0	0	0
TOTAL REVENUES	\$48	\$0	\$0	\$0
Total Estimated Available Resources	\$67,774	\$0	\$0	\$0
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Water System Improvements	\$0	\$0	\$0	\$0
Street Construction	\$67,774	\$0	\$0	\$0
Bond Issuance Cost	\$0	\$0	\$0	\$0
Total Capital	\$67,774	\$0	\$0	\$0
TOTAL EXPENDITURES	\$67,774	\$0	\$0	\$0
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

FACILITIES IMPROVEMENTS FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$0	\$0	\$0	\$0
Transfer from General	181,435	65,000	65,000	0
Transfer from Enterprise	0	0	0	0
TOTAL REVENUES	\$181,435	\$65,000	\$65,000	\$0
Total Estimated Available Resources	\$181,435	\$65,000	\$65,000	\$0
EXPENDITURES				
Personnel.				
Salaries and Wages	\$0	\$0	\$0	\$0
Health Insurance	0	0	0	0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Facilities Improvements	\$181,435	\$65,000	\$65,000	\$0
Total Contractual	\$181,435	\$65,000	\$65,000	\$0
TOTAL EXPENDITURES	\$181,435	\$65,000	\$65,000	\$0
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

BAKER BOULEVARD INTERSECTION IMPROVEMENT FUND

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$0	\$0	\$0	\$0
Transfer from General	0	95,000	95,000	0
Transfer from Enterprise	0	0	0	0
TOTAL REVENUES	\$0	\$95,000	\$95,000	\$0
Total Estimated Available Resources	\$0	\$95,000	\$95,000	\$0
EXPENDITURES				
Personnel.				
Salaries and Wages	\$0	\$0	\$0	\$0
Health Insurance	0	0	0	0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Intersection Improvements	\$0	\$95,000	\$95,000	\$0
Total Contractual	\$0	\$95,000	\$95,000	\$0
TOTAL EXPENDITURES	\$0	\$95,000	\$95,000	\$0
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

**2007 WATERWORKS REVENUE BONDS
CAPITAL PROJECTS FUND**

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$14,613	\$0	\$0	\$0
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Investment Income	18	0	0	0
TOTAL REVENUES	\$18	\$0	\$0	\$0
Total Estimated Available Resources	\$14,631	\$0	\$0	\$0
EXPENDITURES				
Personnel				
Engineer/Consultant Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Heavy Equipment	\$0	\$0	\$0	\$0
Utility Construction	0	0	0	0
Bond Issuance Cost	0	0	0	0
Water System Improvements	14,613	0	0	0
Transfer to Fund 200	0	0	0	0
Total Capital	\$14,613	\$0	\$0	\$0
TOTAL EXPENDITURES	\$14,613	\$0	\$0	\$0
BALANCE	\$18	\$0	\$0	\$0

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

**2010 DRAINAGE UTILITY
CAPITAL PROJECTS FUND**

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Investment Income	0	66	0	50
TOTAL REVENUES	\$0	\$66	\$0	\$50
Total Estimated Available Resources	\$0	\$66	\$0	\$50
EXPENDITURES				
Personnel				
Engineer/Consultant Fees	\$0	\$0	\$229	\$0
Total Personnel	\$0	\$0	\$229	\$0
Capital				
Heavy Equipment	\$0	\$0	\$0	\$0
Drainage Improvements	183,819	0	361,000	0
Bond Issuance Cost	0	0	0	0
Water System Improvements	0	0	0	0
Transfer to Fund 200	0	0	0	0
Total Capital	\$183,819	\$0	\$361,000	\$0
TOTAL EXPENDITURES	\$183,819	\$0	\$361,229	\$0
BALANCE	(\$183,819)	\$66	(\$361,229)	\$50

CITY OF RICHLAND HILLS

**2013-2014 FISCAL YEAR
SUMMARY OF REVENUES**

**2013 WATER/WASTEWATER/ DRAINAGE UTILITY
CAPITAL PROJECTS FUND**

	FY 2011-2012 ACTUAL	FY 2012-2013 BUDGET	FY 2012-2013 PROJECTED	FY 2013-2014 PROPOSED
Estimated Beginning Resources	\$0	\$0	\$0	\$6,000,000
REVENUES				
Other Financial Sources				
Investment Income				
TOTAL REVENUES				
Total Estimated Available Resources	\$0	\$0	\$0	\$6,000,000
EXPENDITURES				
Personnel				
Engineer/Consultant Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Capital				
Drainage Improvements	0	0	0	3,000,000
Utility System Improvements	0	0	0	3,000,000
Transfer to Fund 200	0	0	0	0
Total Capital	\$0	\$0	\$0	\$6,000,000
TOTAL EXPENDITURES	\$0	\$0	\$0	\$6,000,000
BALANCE	\$0	\$0	\$0	\$0

APPENDIX





CITY OF RICHLAND HILLS

COMMUNITY PROFILE

Form of Government	Council-Manager
Land Area (square miles)	3.9
Number of Parks	4
Total Park Acreage	12.10
Library Locations	1
Total library Holdings (books, Audio, Video Cassettes)	40,000
Number of Fire Stations	1
Fire Department (firefighters/paramedics)	16
Police Station	1
Police Department (police officers)	20
Moody's Investors Service Bond Rating	A2
Standard & Poor's	AA-

CITY OF RICHLAND HILLS

Population	7801
Per 2010 Census	
Female	4030
Male	3771
Percentage of Population by Age Group	
0-4 Years	6.0%
5-19 Years	18.4%
20-44 Years	29.1%
45-64 Years	22.4%
65 years and older	24.1%
Total Private Sector Employment	3829
Total Households	3449
Median Household Income	\$46,918
Median Housing Value	\$99,200

DEMOGRAPHIC STATISTICS

YEAR	POPULATION	GROWTH RATE	SOURCE
1990	7978		Census (1)
1991	7999	0%	NCTCOG (2)
1992	8141	1.7%	NCTCOG
1993	8150	.01%	NCTCOG
1994	8150	0%	NCTCOG
1995	8139	-.01%	Chamber of Commerce
1996	8139	0%	Chamber of Commerce
1997	8300	1.9%	Chamber of Commerce
2000	8132	-2.02%	Census (1)
2010	7801	-4.07%	Census(1)

- (1) United States Bureau of Census
- (2) North Central Texas Council of Governments

CITY OF RICHLAND HILLS

History

The first settlers of Richland Hills arrived in the early 1840's, attracted to the area by land grants. Fort Bird was built a few miles southeast of Richland Hills and was established to protect early settlers from Indians. In 1843, a peace treaty was signed and settlers began farming around the fort. In the early 1850's, the fort was abandoned and the area continued to thrive as rural and farming community.

In 1929, the Baker Brothers Company built a plant nursery to serve a large mail order business. Soon after World War II, Baker Brothers built four Austin stone houses in the area later called Richland Hills. The four houses were sold to persons anxious to get away from the city. Subsequently, Baker Brothers developed their nursery tracts into residential areas.

In 1946, the company developed a 908 acre tract and Bess Barker, secretary for Baker Brothers Nursery, suggested the name of *Richland Hills*, for the development because of the rich soil, rolling land, and hills.

On September 23, 1950, Richland Hills was incorporated as a Texas General Law Village with a mayor-council form of government. In August, 1985, the citizens of Richland Hills voted for the establishment of a Home Rule Charter Commission with a Council-Manager form of government.

Richland Hills emerged from an agriculture community and now enjoys the advantages of a small, close-knit community in the middle of a major metropolitan area.

INFRASTRUCTURE

Highways

The City of Richland Hills is bordered by State Highway 183, State Highway 121, and State Highway 26. Easy access is provided to each at Interstate Highway 820. Using Interstate Loop 820, easy access is gained to Interstate 35 (north to Oklahoma and south to Austin, San Antonio, and Laredo), Interstate 45 (north to Tulsa and south to Houston), Interstate 20 (west to Midland and El Paso and east to Tyler and Shreveport), and Interstate 30 (east to Texarkana, Little Rock and Memphis).

Airports

Dallas/Fort Worth International Airport is the second busiest airport in the world, with an average of nearly 2,300 flights daily to more than 160 cities worldwide. D/FW Airport is home to American Airlines and is the second largest hub for Delta AirLines.

Meacham Field is a general aviation airport. Meacham is home to pilot training schools, aviation mechanic facilities and corporate jet ports.

Alliance Airport is a central hub for Federal Express and maintenance hub for American Airlines.

Railroads/Bus Service

The Atchison, Topeka and Santa Fe Railroad serve Richland Hills. Railroad access is currently available to the city's largest industrial park and commuter rail connecting Richland Hills to downtown Fort Worth and Dallas became available in 2000. Express bus

CITY OF RICHLAND HILLS

service is available to downtown Fort Worth.

Freight Service

The Dallas-Fort Worth Metroplex is the largest trucking service center in the southwest United States, serviced by approximately 150 regular route common carriers. Over 40 major freight lines offer direct service to all points in the US.

Utilities

TXU Energy, Direct Energy, Reliant Energy, Cirro Energy, Bounce Energy provide electricity. AT&T Telephone provides telephone service. Natural gas is provided by Atmos Energy.

EDUCATION

Public Schools

Birdville is the third largest district in Tarrant County, with 21,926 students and has been noted for exceptional teachers and excellent instructional programs since its beginning in 1896. The District is comprised of 32 schools (21 elementary, seven middle schools, and four high schools) and all are accredited by the Texas Education Agency and the high schools are accredited by the Southern Association of Colleges and Schools.

Birdville ISD works hand-in hand with its 265 business partners, The Northeast Tarrant Chamber of Commerce, more than 3,441 volunteers, numerous community leaders and parents.

Higher Education

The Northeast Campus of Tarrant County College is located 10-minutes of Richland Hills. Other colleges and universities within a 35-mile radius are the University of Texas at Arlington, Texas Christian University, Texas Wesleyan University, the University of North Texas, Texas Women's University, and Southern Methodist University.

TAX STRUCTURE

Because Richland Hills' municipal boundaries do not coincide with county, school district, or special district boundaries, ad valorem (property) taxes vary according to property location in the city. The total property tax rate is the sum of the rates of all applicable taxing entities, including cities, counties, school districts, and special districts. Texas has no state property tax or income tax.

Total appraised value (after exemptions) for all residential and commercial property in the City of Richland Hills exceeded \$434 million for fiscal year 2014, an increase of \$18.1 million (4.35%) from the previous year.

Sales and Use Tax

Location	Rate
City of Richland Hills	1.0%
Economic Development 4B	0.125%
Crime Control District	0.375%
Public Transportation Tax	0.5%
State of Texas	6.25%
Total Sales Tax Rate	8.25%

CITY OF RICHLAND HILLS

HEALTH CARE

Columbia North Hills Medical Center is a full-service regional hospital with 357 beds and staffed by 259 doctors. HCA Richland is a psychiatric hospital, which specializes in the treatment of chemical dependency, depression, and stress-related disorders. Located ten miles from Richland Hills, children receive outstanding care and attention at the Cook-Fort Worth Children's Medical Center, the largest independent pediatric center in the United States. Advanced medical research and treatment centers are located within a 35-mile radius of Richland Hills including: Baylor University Medical Center, University of Texas Southwestern Medical Center, John Peter Smith County Hospital and Texas College of Osteopathic Medicine.

LABOR FORCE

Richland Hills benefits from its location in the Metroplex. The total labor force in the Metroplex is over 2.3 million. An unemployment rate, which is consistently below the national and state average, illustrates the work ethic evident in the community. Texas is a "right-to-work" state, benefiting business operations and bringing about minimum union activity and work stoppages.

Educational attainment of persons 18 years and over:

Less than 9th grade	307
9th to 12th grade, no diploma	801
High school graduate or GED	1,962
Some college, no degree	1,789
Associate Degree	379
Bachelor's Degree	673
Graduate/Professional Degree	209

AREA ATTRACTIONS

The Dallas/Fort Worth metroplex area offers an endless variety of entertainment options including:

- Five major professional sports: Texas Rangers baseball, Dallas Cowboys football, Dallas Mavericks basketball, Dallas Stars hockey, Dallas Burn soccer
- World-class museums and art galleries, as well as performing arts organizations such as opera, theater, ballet and symphony. The Dallas Arts District, a 60-acre development, is the largest downtown arts district in the US.
- More than 50 lakes and 100 public and private golf courses within a 100-mile radius.
- A shopping and fashion mecca with an eclectic array of gifts features 25 major shopping malls, 30 antique district and numerous boutiques. Nearby major malls include Northeast Mall.
- Nationally televised annual sporting events include the Colonial National Invitation Golf Tournament, The Byron Nelson Golf Classics, the LLLPGA Charity Golf Classic.

ECONOMIC OVERVIEW

The City of Richland Hills has undertaken an aggressive economic development campaign during the past few years which we believe will lead to industrial and commercial expansion. In April 1996, the City Council adopted a strategic comprehensive land use plan developed by KVG Gideon Toal, Inc. commercial development needs of the City while maintaining the integrity of neighborhoods. More than 325

CITY OF RICHLAND HILLS

businesses exist in Richland Hills. Forty-five percent of the city revenues come from property taxes paid by businesses and from sales taxes.

Future Outlook

Richland Hills has acreage available for commercial/industrial use, including land suitable for light manufacturing, distribution facilities, and office development. The available land includes acreage fronting the major highways.

Available Properties

Richland Hills offers several major types of business and industrial sites. The Richland Industrial Park is developed for light to medium industrial manufacturing and warehousing. The Midway Business Park Development offers a combination of light warehousing/manufacturing with wholesale retail frontage in an attractive business plaza setting. Retail opportunities also exist within Richland Hills. Baker Boulevard is major east/west spine, connecting Richland Hills to the Hurst/Eules Highway 10 commercial corridor. Baker Boulevard offers significant possibilities for future development. There are also numerous retail locations along Grapevine Highway (SH26) and Glenview Drive which border Richland Hills on its northeast and north sides, respectively.

Major Employers

DynaTen Corporation,
Construction
275 Employees

Hamilton Form Company,
Custom Steel Forms
100 Employees

Brunswick,
Coin-operated amusement games
100 employees

City of Richland Hills,
Municipal Government
81 Employees
Chemlawn,
Landscape Service
60 Employees

Principal Taxpayers

First Industrial, LP;
Real Estate/Commercial,
Southwestern Bell;
Utility,
CN Churchill III LLC;
Hotel/Motel
Oncor Electric Delivery Company;
Utility Company
Stuart C Irby Company;
Retailer
Regency Raintree LTD
Apartments
Composites One, LLC;
Wholesaler
AHC Richland Hills LLC;
Apartments
Hung Properties #1LP;
Apartments
Rewal Corp II
Real/Estate/Commercial

**MISCELLANEOUS STATISTICAL DATE
OCTOBER 1, 2013**

WATER RATES:

Residential Monthly Billing:

First 2,000 gallons (minimum)	
5/8" meter	\$14.37
3/4" meter	\$21.45
1" meter	\$35.81
1.5 meter	\$71.41
2.0" meter	\$114.30
3.0"meter	\$214.43
4.0"meter	\$357.45
2,001 - 4,000 gallons (per 1,000 gallons)	\$ 4.17
4001 - 10,000 gallons (per 1,000 gallons)	4.40
10,001 - 20,000 gallons (per 1,000 gallons)	4.97
over 20,000 gallons (per 1,000 gallons)	6.03

Commercial Monthly Billing:

First 2,000 gallons (minimum)	
5/8" meter	\$14.37
3/4" meter	\$21.45
1" meter	\$35.81
1.5 meter	\$71.41
2.0" meter	\$114.30
3.0"meter	\$214.43
4.0"meter	\$357.45
2,001 - 4,000 gallons (per 1,000 gallons)	\$ 4.58
4,001 - 10,000 gallons (per 1,000 gallons)	4.85
10,001 - 20,000 gallons (per 1,000 gallons)	5.48
over 20,000 gallons (per 1,000 gallons)	6.62

SEWER RATES:

Residential:

Minimum Rate (first 2,000 gallons)	\$28.18
Volume charge (per 1,000 gallons, based on winter month average)	\$ 1.98

Commercial:

Minimum rate (first 2,000 gallons)	\$33.18
Volume charge (per 1,000 gallons)	\$ 2.27

NUMBER OF METERS:

Active	3081
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SOURCE OF SUPPLY:

The City obtains the bulk of its water supply from the City of Fort Worth and Trinity River Authority of Texas. Additional water supplies are taken from the city's eight wells. The City of Fort Worth and the Trinity River Authority of Texas provide wastewater treatment services.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

FINANCIAL POLICIES

The City of Richland Hills financial policies, compiled below, set forth the basic framework for the overall fiscal management of the City. Operating independently of changing circumstances and conditions, these policies assist the decision-making process of the City Council and the Administration. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices which have guided the City in the past and have helped maintain financial stability over the last 50 years. They are reviewed annually.

Operating Budget Policies

1. The City's operating budget is the annual financial operating plan. It comprises governmental, enterprise, and internal service funds.
2. Annual estimates of revenues in all funds will be based on historical trends and reasonable expectations and assumptions regarding growth, the state of the economy, and other relevant factors. A conservative approach will be observed in estimating revenues. The City's fund balance is the excess of assets over liabilities.
3. Expenditures in all funds will be managed so as to ensure the obligations of each fund are met when due. Expenditures in the General Fund will remain within each department's original appropriation level unless a budget transfer is approved by the City Manager's office in accordance with the budget transfer policy.
4. The City will follow a policy of aggressively pursuing the collection of current and delinquent ad valorem taxes, and will strive to maintain a current ad valorem tax collection rate of 99%. The tax rate should be adequate to produce the revenues needed to pay for City services, as approved by City Council. Guidelines are that the tax rate not exceed the rollback rate.
5. The City will grant tax exemptions of \$30,000 to senior citizens, age 65 or older, to relieve senior taxpayers from the property tax burden. The City will also grant a senior/disabled property tax ceiling.
6. The budget process coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date so proper decisions are made. The budget review process includes City Council participation, and a Public Hearing to allow for citizen participation in the budget process. The budget will span sufficient time to allow Council to address policy and fiscal issues.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

7. A copy of the proposed budget will be filed with the City Secretary when it is submitted to the City Council in accordance with the provisions of the City Charter. Copies may also be viewed in the City Library.
8. The City will maintain at least the minimum cash reserve levels established by policy (6-10 weeks operating costs).
9. The City will maintain a budgetary control system to insure adherence to the budget, and will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
10. The City will operate in a financially responsible manner and spend within its resources at all times.
11. The operating budget will be balanced with current revenues, and a portion of beginning resources, greater than or equal to current expenditures or expenses. Proper balance between current and long-term requirements shall be maintained.
12. The use of new technologies and practices that increase productivity and lower costs is strongly encouraged.

Revenue Policies

1. The City of Richland Hills will attempt to maintain a diversified and stable revenue stream to provide protection against short-term fluctuations in any one revenue source.
2. The City will attempt to obtain additional major revenue sources as a way of insuring a balanced budget.
3. The City will follow an aggressive policy of collecting revenues.
4. The City will review fees/charges for services annually to ensure that rate structures allow charges to grow enough to cover the increasing costs of providing the service.
5. The City will consider market rates and charges levied by other public and private organizations for similar services when establishing tax rates, fees, and charges.
6. The City will organize the budget so that revenues are related to expenditures whenever possible.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

Cash Management/Investment Policy

1. Disbursement, collection, and deposit of all funds will be managed to ensure maximum cash availability.
2. The City will strive to maximize the return on the investment portfolio. However, the primary objective will remain the preservation of capital in accordance with the City's ordinances and prudent investment practices.
3. The City of Richland Hills has a written investment policy required under the Public Funds Investment Act, Chapter 2256, Texas Government Code. The investment policy set various restrictions on allowable investments for City funds. A copy of the investment policy can be obtained from the City of Richland Hills.

Debt Policies

1. The City will issue bonds only for capital improvements and general obligations. Long-term debt will not be used to fund operating activities.
2. The City will publish and distribute an official statement for each bond and rate issue.
3. General obligation debt will not be used for enterprise activities.
4. The City will maintain solid relationships with bond rating agencies, and will keep them update about its financial condition or any other relevant information.

Reserve Policies

1. The City will maintain a revenue reserve in the General Operating Fund which represents a three-month cushion for operating expenses.

Capital Budgeting

The City of Richland Hills maintains a Capital Improvement Plan (CIP) which covers a five-year period. The plan is updated annually and the City Manger's Office determines the amount of funds available for improvements. Please see the CAPITAL IMPROVEMENTS PLAN section of this book for a detailed explanation of the CIP policies.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

Financial Plan

Purpose of Financial Plan

The main purpose of a financial plan is to guide the City in financing cost effective services, programs, and capital needs; and at the same time focusing on a stabilized tax rate and appropriate levels for fees and services charges as prescribed by approved financial objectives. The annual audit, internal audits, and review of monthly financial reports ensure the compliance of financial objectives.

Fund Accounting

The accounts of the City of Richland Hills are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are reporting devices to account for certain assets and liabilities of the governmental funds not recorded directly in those funds. All fund structures and accounting standards of the City used for financial reporting are in compliance with generally accepted accounting principles (GAAP) for local governments as prescribed by the Governmental Accounting Standards Board (GASB) and other recognized professional standards.

Accounting Basis

Governmental funds are used to account for the government's general government activities. Governmental fund types use the flow for current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due.

Property taxes, franchise taxes, licenses, interest and special assessments are susceptible to accrual. Sales tax collected and held by the state at year-end on behalf of the government is also recognized as revenue. Other receipts and

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

taxes become measurable and available when cash is received by the government and are recognized as revenues at that time.

Entitlement and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Governmental funds include the following fund types:

The general fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The special revenue funds account for revenue source that is legally restricted to expenditures for specific purposes (not including expendable trusts or major capital projects.)

The debt service fund accounts for the servicing of general long-term debt not being financed by proprietary or nonexpendable trust funds.

The capital projects funds account for the acquisition of fixed assets or construction of major capital projects not being financed by proprietary or nonexpendable trust funds.

Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The City applies all applicable FASB pronouncements in accounting and reporting for its proprietary operation.

Proprietary funds include the following fund type:

Enterprise funds are used to account for those operations that are financed and operated in a manner similar to private business or where the board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

The City provides for an independent annual audit of all city accounts and may provide for more frequent audits, as it deems necessary. Such audits are made by a certified public accounting firm who has no personal interest, direct or indirect, in the fiscal affairs of the city government or any of its officers. Subsequently, the general-purpose financial statements of the City are prepared in conformity with Generally Accepted Accounting Principles applicable to governmental units. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

BUDGET PROCESS OVERVIEW

Budget Basis: The budget of general government type funds (for example, the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the city (for example outstanding purchase orders) are budgeted as expenses but revenues are recognized only when they are actually received.

The enterprise funds (water/sewer, drainage), on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made (e.g. through a purchase order) but revenues are also recognized when they are obligated to the city (for example, water user fees are recognized as revenue when bills are produced).

In all cases (Enterprise Fund and General Government Funds), when goods or services are not received by year end, the encumbrances lapse.

Budget Process: The budget is a vital tool for establishing public policy and maintaining control over the management of public resources.

Each operational fund is comprised of departments or major organizational units of the City. These programs are the common work groups of the organization and are identified by organizational unit. Each department or division is made up of at least one or more organizational unit. The municipal operation is currently structured with thirty-three (33) organizational units.

The City of Richland Hills's formal budget process is initiated by the City Manager's office each spring during the month of April. Each organizational unit representative is given a budget package consisting of: new set of instructions and directives, a print out of their current budget, and a listing of current positions. The information is designed to assist in budget preparation. The budget process is reviewed each year and any improvements or modifications will be incorporated during the next year.

The budget process is completed in several steps. The first step is the year-end estimate for the current year. Organizational unit managers begin the process by preparing estimates for the remainder of the year. The organizational unit should be as realistic as possible and propose estimates that they anticipate spending. Once the year-end estimates are completed, the department begins preparing the proposed estimates for the upcoming fiscal year.

The second step is the calculation of the proposed base budget for the new year. This step is the proposed cost for maintaining current base operations, and

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

assumes no additional personnel or additional equipment. Activities which require any additional resources to maintain the service due to growth, new facilities, new equipment, etc., are considered enhancements to the base budget and must be explained and justified.

The third step is justification for any proposed new programs or enhancements. This is defined as any proposed change in program emphasis, expenditure of funds, allocation of personnel or equipment which will result in a change in the level of service currently being delivered. The organization unit will have to describe the program, itemize all new costs, proposed personnel as well as an extensive reason why it is needed. Each of the activity enhancements is prioritized according to need as perceived by the organizational unit.

During the budget process, each department supervisor will review and discuss their needs with the City Manager. Once all departments have finalized their base and enhancement proposals, the City Manager prepares a comprehensive report on all enhancements and prioritizes it. At least 35 days prior to the beginning of the budget year, October 1, the City Manager will submit his proposed city budget for the ensuing year to the City Council. From its date of submission, the proposed budget shall be a public record. The City Council shall hold a public hearing on the proposed budget at least 14 days before the beginning of the budget year. At least 10 days notice of such public hearing will be given by notice in the official newspaper. After a hearing, the City Council may make such changes it deems proper in the proposed budget and adopt a final budget prior to the beginning of the budget year. The budget shall go into effect on the first day of the budget year. The budget may be amended during the year only after complying with the notice procedure called for above for adoption of the budget.

Town Hall meetings are held three times during the budget year and provides the staff the opportunity to receive input from the Council on the directions of municipal services, and any new initiatives can be received for budget development. During this time, citizens also have the opportunity for input. These sources provide valuable input in planning the new fiscal year.

The City Manager is authorized to make line-item and departmental budget adjustments during the fiscal year in order to avoid over-expenditures of particular line items. Said adjustments require no further Council action if the total appropriation for each fund as set forth herein is not exceeded. Expenditures in excess of the adopted appropriations for each fund require budget amendments in accordance with the Charter of the City of Richland Hills.

The City Manager is authorized to approve, award and execute contracts for goods and services if the contract amount does not exceed \$25,000. Contracts exceeding \$25,000 must be approved by the City Council.

**CITY OF RICHLAND HILLS
2013-2014 FISCAL YEAR**

HOME RULE CHARTER - ARTICLE XII: FINANCE: BUDGET

**Section 12.01
Preparation and Submission**

In January, the City Council will hold a Public Forum for the express purpose of obtaining citizen comments on items they would like to see included or considered in the budget for the upcoming year. At least 60, but not more than 90, days prior to the beginning of the budget year, October 1, the City Manager will submit his proposed city budget for the ensuing year to the City Council. From its date of submission, the proposed budget shall be a public record.

**Section 12.02
Hearing**

The City Council will hold a Town Hall Meeting on the budget a minimum of 15 days prior to the State mandated Public Hearing on the budget to allow for consideration of any changes.

The City Council shall hold a public hearing on the proposed budget at least 14 days before the beginning of the budget year. At least 10 days notice of such public hearing will be given by notice in the official newspaper.

**Section 12.03
Adoption**

After hearing, the City Council may make such changes it deems proper in the proposed budget and adopt a final budget prior to the beginning of the budget year. All budget hearings and action on the budget shall be open to the public. If a final budget is not adopted by the beginning of the budget year, the proposed budget of the City Manager shall be deemed to have been approved.

**Section 12.04
Effective Date**

The budget shall go into effect on the first day of the budget year. Expenditures in an amount in excess of the budgeted total shall not be made. The budget may

**CITY OF RICHLAND HILLS
2012-2013
FISCAL YEAR**

be amended during the year only after complying with the notice procedure called for above for adoption of the budget.

**Section 12.05
Capital Improvement Plan**

The City Manager shall include in his original budget message a general five-year plan for capital improvement expenditures. Such plan, upon approval by the Council, shall service as a guide for capital improvements of the City.

**Section 12.06
Independent Audit**

The Council shall cause an independent audit to be made of books and records of the City once yearly. The auditor shall be chosen by the City Council. The audit report will be open to inspection by any citizen and the original copy shall be kept as a permanent record of the City.

CITY OF RICHLAND HILLS 2013-2014 FISCAL YEAR

ORGANIZATION OF THE BUDGET

The budget document is divided into seven major sections. The first section **Budget Overview** begins with the City Manager's Budget Message to the City Council in which Budget Objectives and Major Issues were included. The Budget Message is followed by an Executive Summary, which summarizes information about the various funds that comprise the budget. Following the Executive Summary, is a schedule of funds and organizational units and departments. Next is a summary of the Accounting Basis and Municipal Fund Structure followed by a Description of Revenue Sources and Assumptions. Following this information is the Home Rule Charter Finance and Budget Provisions, the budget process overview, the budget calendar and the City of Richland Hills Organizational Chart.

The second section, **Fund Summaries**, contains a three year comparison of actual, projected and budgeted amounts of each Governmental, Special Revenue, Capital Project, Debt Service, and Proprietary Fund. This section also includes a combined summary of all budgeted accounts and personnel schedule.

The third section, **Governmental Funds**, includes detailed information for each organizational unit within the General Fund, Special Revenue and Other Funds. The information included for each organizational unit is an expenditure summary, performance measures, mission statement, goals and objectives. A detailed expenditure summary is also included.

The fourth section, **Proprietary Funds** includes detailed information for each organizational unit within the Enterprise Fund and Drainage Utility Fund. The information included for each organizational unit is an expenditure summary, personnel schedule, performance measures, mission statement, goals and objectives. A detailed expenditure summary is also included.

The fifth section, **Debt Service**, provides detailed information on all bond issues. Future payments of interest and principal on all outstanding bond issues are included with a summary of payments for each fund.

The sixth section, **Capital Improvement Plan**, includes information for all Capital Projects Funds. A description of major individual capital projects is also included.

The Final Section **Appendix** contains supplemental information and includes a community profile, location map, statistical profile, demographic statistics, and miscellaneous data. Also included are copies of the ordinance adopting the budget, and the ordinance establishing the tax rate. A glossary of budget terms is also included.

CITY OF RICHLAND HILLS

**BUDGET CALENDAR SUMMARY
FISCAL YEAR 2013-2014**

April, 2013

City Manager

Distribution of budget directives to department heads.

May 15, 2013

Tarrant County Appraisal District

Appraisal District provides City preliminary property valuation report.

May 31, 2013

Department Heads

Budget requests completed by Department Heads and returned to City Manager.

May 31 – June 30, 2013

City Manager

Review sessions with Department Heads.

June 30, 2013

City Manager

Provide preliminary revenue projections to City Council.

July 25, 2013

Tarrant County Appraisal District

Certified property valuations are provided to the City.

CITY OF RICHLAND HILLS

July 30, 2013

City Manager

Provide draft budget to City council.

July 30 – August 15, 2013

City Council, City Manager, Department Heads

Budget workshops. Council considers all aspects of budget and discusses priorities for fiscal year.

August 13, 2013

Citizens, City Council, City Manager

Town Hall meeting on proposed budget. Input from citizens concerning budget issues.

August 1, 2013 to August 20, 2013

City Manager

Ten day advance notice of public hearing on budget placed in local newspaper. Effective and rollback tax rate placed in local newspaper and if required, tax notices as mandated.

Second Council Meeting in August

Citizens, City Council, City Manager

Public Hearing and consideration of proposed tax rate.

CITY OF RICHLAND HILLS

First Council Meeting in September

Citizens, City Council, City Manager

Public Hearing on budget and consideration of proposed tax rate.

Second Council Meeting in September

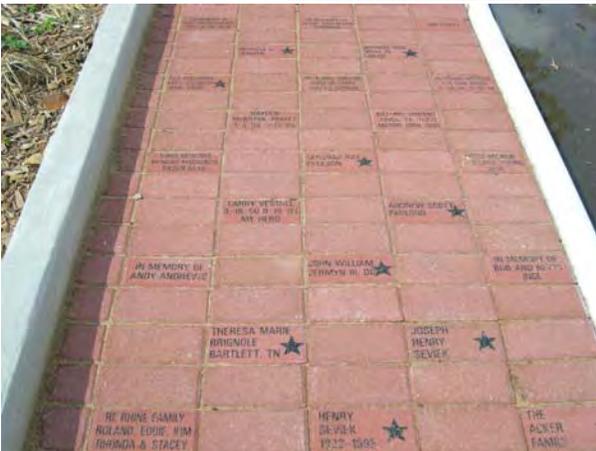
City Council, City Manager

Council adopts budget and sets tax rate.

September 30, 2013

City Manager

Final budget as adopted submitted to City Council.



CITY OF RICHLAND HILLS GLOSSARY OF BUDGET TERMS

Accrual Accounting - The basis of accounting where transactions are recognized in the financial statements when they occur, regardless of when cash is actually received or spent.

Acronyms –

BISD – Birdville Independent School District
CCOD – Crime Control and Prevention District
CDBG – Community Development Block Grant
CO – Contractual Obligation
COG – Council of Governments
EPA – Environmental Protection Agency.
EPA/AO – Environmental Protection Agency, Administrative Order
FY – Fiscal Year
GFOA – Government Finance Officers Association
GIS – Geographic Information System
GO – General Obligation
I&S – Interest and Sinking
NCTCOG – North Central Council of Governments
PPFCO – Public Property Finance Contractual Obligation
RHDC – Richland Hills Development Corporation
SRO – School Resource Officer
TIF – Tax Increment Financing

Ad Valorem Tax – In proportion to value. A basis for levy of taxes on property.

Adopted – Adopted, as used in fund summaries and department summaries within the budget document, represents the budget as approved by formal action of the City Council which sets the spending limits for the fiscal year.

Amended Budget – Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

Appropriation - A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

Appropriation Ordinance - An ordinance which gives appropriations legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the City Council.

Assessed Valuation - Valuation set upon real estate or other property by a government as a basis for levying taxes. (note: Property values are established by the Tarrant County Appraisal District).

CITY OF RICHLAND HILLS GLOSSARY OF BUDGET TERMS

Asset – Resources owned or held which have monetary value.

Audit - An examination of organization financial statements and the utilization of resources.

Balanced Budget - A budget adopted by the legislative body and authorized by ordinance where proposed expenditures are equal to or less than proposed revenues.

Balance Sheet - A financial statement that presents the assets, liabilities, reserves and balances of specific governmental fund as of a specified date.

Base Budget – Cost of continuing the existing levels of service in the current budget year.

Bond - A written promise to pay a specified sum of money, called face value or principle amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue. Bonds are most frequently used to finance the construction of large capital projects.

Budget - A plan of financial operation that links all planned revenues and expenditures with various municipal services. The term “budget” usually indicates a financial plan for a single fiscal year.

Budget Document - the instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

Budget Message - A general discussion of the proposed budget presented in writing by the City Manager to the City Council. The budget message includes an explanation of the principal budget items, an outline of the City’s experience during the past year and its financial status of the time of the message, and recommendations regarding the financial policy for the coming period.

Budgetary Control - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Improvements Program Budget - A Capital Improvement Program (CIP) Budget is a separate budget from the operating budget. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City’s assets.

Capital Outlay - Expenditures that result in the acquisition of or addition to fixed assets.

CITY OF RICHLAND HILLS GLOSSARY OF BUDGET TERMS

Cash Accounting - A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

Cash Management - The management of cash necessary to pay for government services which investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

Current Taxes - Taxes that are levied and due within one year.

Debt Margin – The difference between the maximum amount of debt that is legally permitted and the amount of debt outstanding subject to the limitation.

Debt Service - The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Debt Service Fund - A fund established to account for the accumulation of resources for, and the payment of, general long term debt principal and interest. May also be called a Sinking Fund.

Delinquent Taxes - Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached.

Disbursement - Payment for goods and services in cash or by check.

Encumbrances - The pledge to expend appropriated funds to purchase an items or service. To encumber funds means to set aside funds for future expenditures.

Enterprise Fund - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rates for those services are established to insure that revenues are adequate to meet all necessary expenditures. Enterprise Funds in Richland Hills are established for services such as water and sewer.

Estimated Revenue - The amount of projected revenue to be collected during the fiscal year.

Expenditure - The actual outflow of funds paid for an asset obtained or goods and services obtained.

Expenses - A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of timing of related expenditures.

CITY OF RICHLAND HILLS GLOSSARY OF BUDGET TERMS

Fiscal Year - A 12 month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The Fiscal Year for Richland Hills begins October 1 and ends September 30.

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

Full Faith and Credit - A pledge of the general taxing power of a government to repay debt obligations. This term is typically used in reference to general obligation bonds.

Fund - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Commonly used funds in public accounting are: general fund, special revenue funds, debt service fund, capital project funds, enterprise funds, trust and agency funds, special program funds, and special assessment funds.

Fund Balance - The excess of assets over liabilities and is therefore also known as surplus funds.

General Fund - The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as fire and police protection, parks and recreation, libraries, street maintenance and general administration.

General Ledger - A file that contains the accounts needed to reflect the financial position and the results of operations of the City.

General Obligation Bonds - Bonds for the payment of which the full faith and credit of the City are pledged.

Goals - Targets or plans that are reflective of major departmental activities.

Grants - Contributions of assets from another government to be used or expended for a specified purpose, activity or facility,

Interfund Transfers - Amounts transferred from one fund to another.

Levy - To impose taxes, special assessments, or service charges for the support of City services.

Line-Item Budget - A budget that lists each expenditure category (personnel, supplies, maintenance, etc.) separately, along with the dollar amount budgeted for each specified category.

CITY OF RICHLAND HILLS GLOSSARY OF BUDGET TERMS

Modified Accrual Accounting - A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability which revenues are not recorded until they are actually received or are “measurable “ and “available for expenditure.” This type of accounting is conservative and is recommended as the standard for most governmental funds.

Operating Budget - The 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, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

Ordinance - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Object Class - Expenditure classification according to the types of items purchased or services obtained, for example, personnel, materials and supplies, other services and charges and capital outlay.

Objectives - New projects or programs that the departments anticipates developing and implementing during the budget year.

Performance Budget - A budget that focuses upon activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

Performance Indicators - Specific quantitative measures of work performed or results obtained. Examples include: miles of streets swept, police response time.

Program Budget - A budget that focuses upon goals and objectives rather than upon organizational budget units or object classes of expenditures.

Property Tax - Taxes that are levied on both real and personal property according to the property’s valuation and tax rate.

Reserve - An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for specific future use.

CITY OF RICHLAND HILLS GLOSSARY OF BUDGET TERMS

Revenue - Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, and interest income.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

Sinking Fund - See Debt Service Fund

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

Working Capital - Budgeted working capital is calculated as a fund's current assets less current liabilities, outstanding encumbrances.

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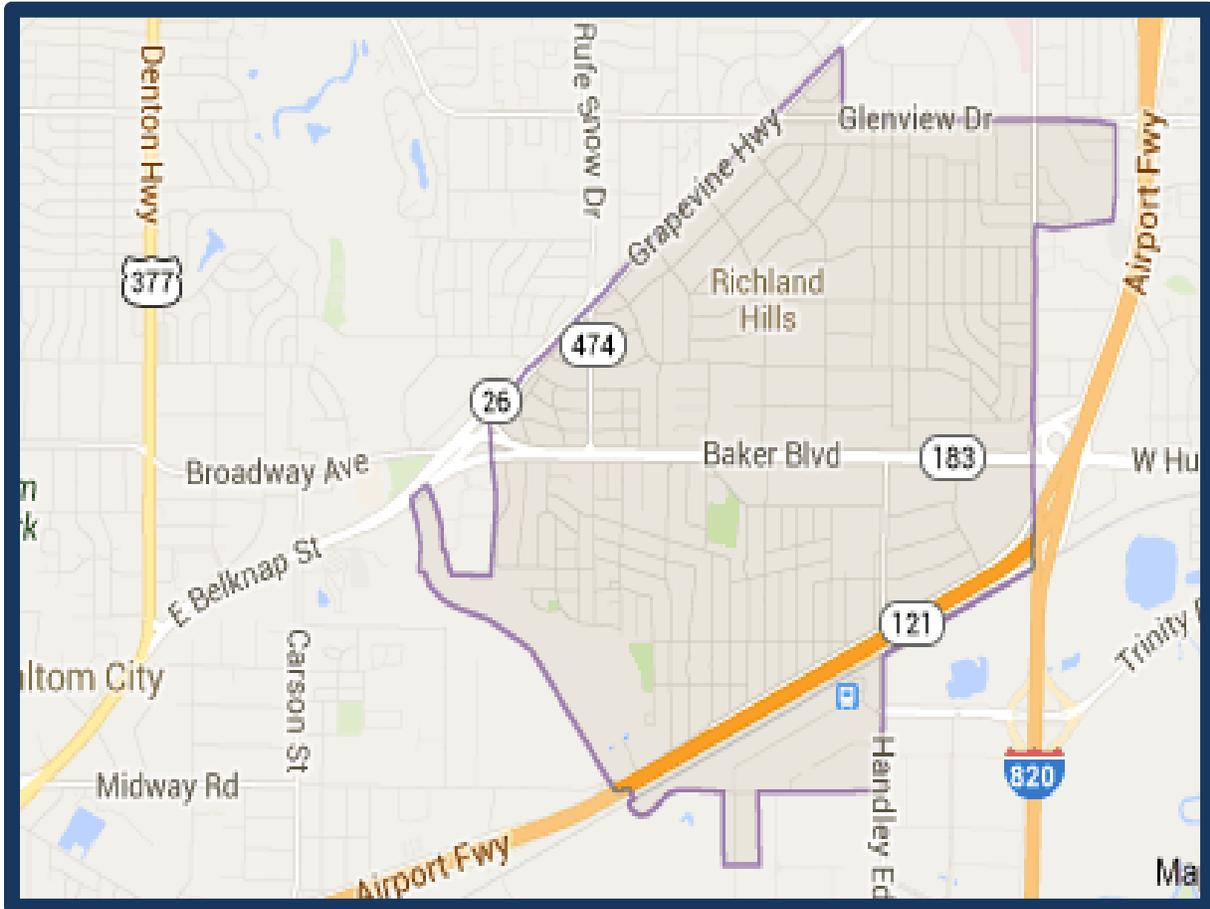
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