

CITY OF RICHLAND HILLS, TEXAS

Annual Operating Budget, Program of Services
And Capital Improvement Plan
For Fiscal Year 2012-2013



CITY OF RICHLAND HILLS, TEXAS
ANNUAL OPERATING BUDGET
AND
CAPITAL IMPROVEMENTS PLAN
FOR
FY 2012-2013

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

James W. Quin, City Manager
Barbara Childress, Chief of Police
William Bell, Fire Chief
Michael Barnes, Director of Public Works
Lisa Wood, Library Director
Barbara Mann, Finance/Accounting Manager
Linda Cantu, City Secretary
Alicia St. Cyr, Municipal Court Clerk
Elizabeth Kennedy, Administrative Assistant

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$9,240.00 OR .42% AND OF THAT AMOUNT \$2,311.57 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.



Richland Hills, *We're in the middle of things.....*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richland Hills
Texas**

For the Fiscal Year Beginning

October 1, 2011

Christopher P. Howell *Jeffrey R. Egan*

President

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, 2011.

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
2012-2013**

FISCAL YEAR BUDGET PLAN

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FISCAL YEAR BUDGET PLAN

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CITY OF RICHLAND HILLS, TEXAS

817-616-3800 3200 Diana Drive Richland Hills, Texas 76118

August 1, 2012

The Honorable Bill Agan and
City Council Members
City of Richland Hills
3200 Diana Drive
Richland Hills, Texas 76118

Mayor Agan and Council Members:

In accordance with the Home Rule Charter of the City of Richland Hills and state statutes, the proposed Annual Operating Budget and Capital Improvements Plan for Fiscal Year 2012-13 are submitted for your review and approval. The budget is scheduled for public hearing on Tuesday, August 21, 2012 with Council adoption of the budget and setting of the ad valorem tax rate scheduled for Tuesday, September 4, 2012. All Charter and state law provisions related to budget preparation, submission and adoption have been strictly adhered to in the preparation of the Fiscal Year 2012-13 Budget.

The ad valorem property tax rate for Fiscal Year 2012-13 is proposed at .528094 per \$100 valuation which is effective tax rate. State law allows the city to set the effective tax rate to ensure the same revenue is generated in FY 2012-13 as in FY 2011-12. The FY 2012-13 rollback and hearing rate is .565171.

The City budget reflects a surplus of \$90,148 in the General Fund and \$170,142 proposed all fund expenditures total \$12,480,866 and include operating costs, capital improvements, interfund transfers and debt service payments. The total budget reflects an increase of \$272,528 or 2.23 percent when compared to the adopted all fund expenditures for Fiscal Year 2011-12. A significant aspect of the expenditure budget is that Phase II of drainage improvements will be initiated at a cost of \$3,000,000. Additionally, the Big Fossil Outfall Line will be replaced at a cost of \$2,500,000.

Bonds will be issued to support these construction projects. The Phase II drainage improvements were prescribed in the BFC-5 Drainage Plan developed by the professional engineering firm Halff

and Associates. The construction of the Big Fossil Outfall line will reduce groundwater inflow and infiltration into the line and ensure accurate metering of sewer flows to the City of Fort Worth.

Other significant expenditure increases include: 1) \$160,296 in the General Fund; 2) \$44,615 in the Enterprise Fund; 3) \$67,257 in the Drainage Utility Fund; 4) \$428,625 in the 2011 Certificates of Obligation I&S Expense; 5) \$146,534 in the Crime Control and Prevention District and 6) \$23,591 in the Hotel Occupancy Tax Fund. Expenditure decreases include: 1) \$68,197 in the ED 4B Tax Fund; 3) \$283,067 in the 1998 Certificates of Obligation I&S Expense Fund; 4) \$144,858 in the 2002 Waterworks Bond Issue I&S Expense Fund; 5) \$37,604 in the SRO/BISD Fund and 6) \$29,913 in the Traffic Safety Fund.

\$250,000 is budgeted for the construction of Boulevard 26 intersection improvements, yet this project has been languishing for five years under TXDOT review. \$693,618 will be expended from the Crime Control and Prevention District Fund to assist the police department in reducing crime. The City Council will reissue 2006 PPFCO expiring debt to purchase capital equipment for city services. As previously mentioned, Council will also issue debt to fund drainage and sewer system capital improvements. Existing debt includes 2001 Certificates of Obligation; 2007 PPFCO; 2007 Certificates of Obligation; 2010 Certificates of Obligation; 2011 Certificates of Obligation and 2011 PPFCO. Combined scheduled debt payments in the budget for 2012-13 total \$1,065,824.

At its Friday, July 13, 2012 budget workshop, Council determined to reissue an expiring 2006 Public Property Finance Contractual Obligation to acquire needed equipment. The new PPFCO will be for the same amount of \$430,000. The reissuance of this debt should not affect the FY 2012-13 ad valorem property tax rate as the City is replacing one debt service payment with another.

The proposed General Fund expenditure for FY 2012-13 is \$5,048,206 which is an increase of \$138,655 or 2.82 percent over FY 2011-12. A 50/50 split was achieved in the budget sharing equally administration and legislative cost between the General and Enterprise Funds. This accounts for much of the increase in the General Fund Budget.

A two-percent merit plan increase is included in the proposed budget. At its Thursday, July 26, 2012 workshop, Council requested the City compare the cost of the proposed merit increase versus a one-time lump sum payment to employees occurring October 1st. Once the figures are received and presented, a decision on funding employee pay for FY 2012-13 will be made.

The proposed expenditure for the Enterprise Fund in FY 2012-13 is \$4,027,073 an increase of \$43,422 or 1.09 percent. The Enterprise Fund budget includes \$475,000 in capital outlay to assist in the construction of the Big Fossil Outfall Line. The budget also has an operating surplus of \$170,142 which can be used to support a debt issue to assist in the construction of the new sewer line. General Fund.

Each department was instructed to reduce or maintain the level of operating expenditures from the previous fiscal year. With the exception of certain TML insurance and utility items, this directive was met. The FY 2012-13 Budget supports the delivery of a high level of service to the resident of Richland Hills.

Expenditures by fund are as follows:

<u>Fund</u>	<u>Proposed Expenditures</u>
General	\$ 5,048,206
Enterprise	\$ 4,027,073
Parks and Beautification	\$ 7,500
Library	\$ 11,000
Drainage Utility	\$ 277,405
Economic Development 4B Tax	\$ 575,352
2001 C. O. I & S	\$ 133,397
2007 C. O. I & S	\$ 152,574
2007 PPF CO I & S	\$ 50,459
2010 C.O. I & S	\$ 197,444
2011 PPF CO I & S	\$ 105,926
2011 C. O. I & S	\$ 428,625
Electronic Meter Lease Purchase	\$ 53,993
Crime Control and Prevention Dist.	\$ 693,618
COPS 29 Crime Victim Liaison	\$ 68,844
Keep Richland Hills Beautiful	\$ 15,000
Traffic Safety Expense	\$ 242,078
Motel Occupancy Tax Expense	\$ 171,209
Total Expenditures	\$12,259,703

BUDGET OVERVIEW

COUNCIL POLICY

As mentioned prior, the proposed budget includes 50/50 allocations between the General and Enterprise Funds for administration and the city secretary’s office/legislative departments. Keep Richland Hills has been funded in the proposed budget via a \$15,000 grant from the solid waste collection provider. The City Council contingency fund has been funded at the level of \$7,500.

CAPITAL IMPROVEMENTS/EQUIPMENT

The total of \$75,000 has been included in the Capital Improvement Plan to fund the comprehensive plan update. This project will be funded via the General Reserve Fund. Capital Improvements have been funded under the Economic Development 4B Sales Tax Fund (\$250,000 Boulevard 26 Intersection Improvement); Oil and Gas Fund \$249,307 (Big Fossil Outfall line construction); Enterprise Fund \$475,000 (Big Fossil Outfall Line Improvements); Enterprise

Improvement Project Fund \$749,782 (Big Fossil Outfall Line Improvements) and Drainage Utility Fund \$3,000,000 (BFC-5 drainage improvements). As with all budgets, there are far more capital requests than funds available. \$4,646 will be taken from the Court Technology Fund to purchase new computers. The City will underwrite Big Fossil Outfall Line improvements by issuing approximately \$1,000,000 in certificates of obligation. The City Council will underwrite capital acquisitions by reissuing a 2006 expiring PFFCO for the amount of \$430,000.

Capital improvements/equipment included in the proposed budget are as follows:

Patrol Vehicle (2)	\$ 73,184
Fire Department Hose	\$ 5,676
Computer Laptop (Court)	\$ 4,646
Asphalt Roller	\$ 39,272
Bay Door Replacement (3)	\$ 15,000
Animal Services Truck	\$ 33,686
City Marshal Vehicle	\$ 30,018
Comprehensive Plan Update	\$ 75,000
Fire Hydrant Replacement (6)	\$ 30,000
Evergreen Chlorine Booster	\$ 10,000
One Ton Truck Replacement	\$ 29,010
Boulevard 26 Intersection Imps.	\$ 250,000
Oxley Drive Reconstruction	\$ 105,251
Street Rejuvenation	\$ 15,000
Drainage Improvements	\$ 3,000,000
Big Fossil Outfall Line Replacement	\$ 2,500,000
Sewer System Improvements	\$ 249,307
Computer Hardware/Software (Police)	\$ 16,784
EOC Remodel (Police)	\$ 15,492
Building Improvements (Public Works)	\$ 36,000
Community Center Painting	\$ 5,256
Total Capital Expenditures	\$ 6,538,582

At its Thursday, July 26, 2012 Budget Worksession Council considered funding the following:

Public Works Awning Replacement	\$ 12,000
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A decision will be made on this item during deliberation of budget adoption.

The abovementioned cost estimates are provided by staff. Final numbers will be determined via the competitive bidding process.

NON-CAPITAL ITEMS

Non-capital items funded in the budget are highlighted as follows:

\$33,900 in electronic payment fees

\$32,769 to continue custodial maintenance contract
\$102,500 to contract landscape and parks maintenance services
\$33,618 for the purchase of books and audiovisuals at the Library
\$134,273 for legal services
\$29,747 for independent auditor services
The continuation of all employee benefits unchanged

PERSONNEL

At its Thursday, July 26, 2012 budget worksession, Council approved a part-time position for the Library at a cost of \$13,500. Council also approved the re-classification of the utility clerk position at a cost of \$8,393. The Municipal Court deputy court clerk position is unfunded in the proposed budget.

SUMMARY

The Fiscal Year 2012-13 Budget provides funding for capital improvements and acquisition of equipment for the City, and continues to provide a high level of services and programs to the citizens of Richland Hills. The proposed tax rate enables the citizens to continue to enjoy excellent service delivery and live in a secure and safe environment. Finally, the City has an excellent debt to maintenance and operations ratio. Of every tax dollar collected, fully 89 cents is dedicated to service delivery to residents and only 11 cents is dedicated to payment of long-term debt.

The budget review process was integral in producing a workable and cohesive budget document. This office would like to take this opportunity to thank the Mayor and City Council for its time and effort in reviewing and deliberating the FY 2012-13 Budget, and enabling the budget to be again transmitted electronically. Without the cooperation of the Council and staff, the budget document could not have been written to reflect the direction of the City in the upcoming fiscal year. Finally, I would like to thank all department directors and staff for their hard work and determination to complete the comprehensive budget documents for Council review.

Special recognition and thanks go to Ms. Liz Kennedy, Administrative Assistant to the City Manager, for her assistance in the production of this document.

Thank you for your cooperation in this matter.

Sincerely,
James W. Quin
City Manager

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

EXECUTIVE SUMMARY

THE CITY'S MISSION

Through its elected and appointed officials, employees and volunteers, the City of Richland Hills is committed to providing exceptional services that are both responsive to the needs of its residents and businesses and are reliable, efficient and fiscally responsible. The City is committed to providing leadership that is ethical, responsible and visionary and delivering services with honesty, integrity, fairness and professionalism in order to enhance and preserve the quality of life for all citizens.

CITY'S GOALS AND OBJECTIVES

GOALS:

- Consistent delivery of dependable city services
- Safe, family-friendly community
- Encourage economic growth and redevelopment
- Maintain and improve city's infrastructure
- Manage City's financial position to support community need

2012-2013 OBJECTIVES

- GOAL:** Consistent delivery of dependable city services
- Maintain current level of programs and services
 - Fund salaries and wages increase
- GOAL:** Safe, family-friendly community
- Support of HOT tourism, funding Chamber Family Fourth Fireworks event and NE Art Council Concert in the Park
 - Update Richland Hills Zoning Ordinance
 - Update Richland Hills Comprehensive Plan
- GOAL:** Encourage economic growth and redevelopment
- Continue funding of aggressive marketing campaign to attract retail development
 - Continue permitting and inspecting new residential and economic development
 - Complete intersection improvements to Boulevard 26 and continue to implement elements of strategic economic plan

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

- GOAL:** **Maintain and improve city's infrastructure**
- **Continue Road and Street Improvement Program to overlay streets**
 - **Continue improvements of the Big Fossil Creek Channel**
 - **Complete Phase I Drainage Utility Improvements via Drainage Fee and Bond Issue and initiate bond issue to support Phase II improvements**
 - **Continue wastewater system improvements to reduce flow and infiltration**
 - **Complete design of Big Fossil interceptor and begin capital improvement**
 - **Continue funding CDBG Program at reduced levels**
- GOAL:** **Manage City's financial position to support community need**
- **Control the City's financial position and capabilities through the submission of a budget containing expenditures based on projected current revenues. Reserve funds will be used for Council approved special projects only.**
 - **Create reorganization of Administration budget to allocate legal, audit and contractual cost to new department**
 - **Complete reorganization of Community Development Department**
 - **Complete reallocation of administrative and legislative costs from Enterprise Fund to General Fund**
 - **Attain Council goals and objectives and meet Council program/service priorities**

BUDGET OVERVIEW

GENERAL FUND

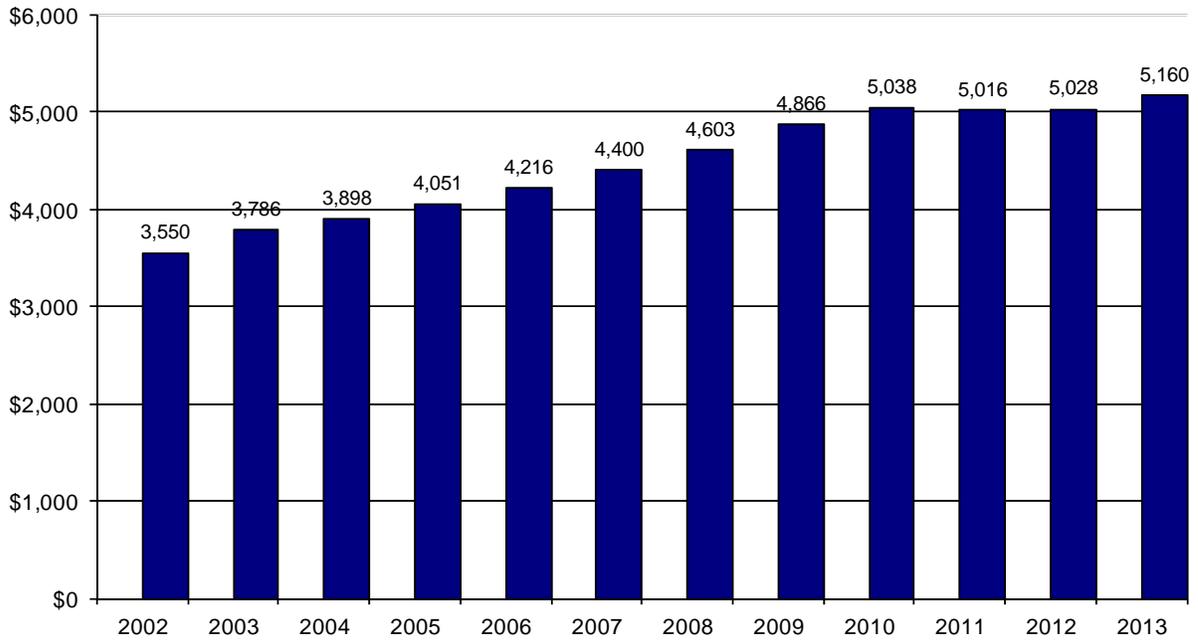
The General Fund is the largest operating fund in the City. It is used to account for all financial resources traditionally associated with government except those required to be accounted for in another fund. Major revenue sources include property taxes, sales and use taxes, franchise taxes, fines and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

In 2012-2013, the estimated General Fund Revenues total \$5,159,995. Expenditures total \$5,058,206. The difference of \$101,789 is reserved for Council approved special projects. The ad valorem rate is scheduled at the proposed rate of \$.528094 cents per one hundred dollars valuation. General property taxes is estimated at \$2,012,001,

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

38.99% of general fund revenues. Sales tax revenue is estimated at \$1,687,531, 32.7% of general fund revenues. General Fund increase (decreases) over 2012-2013 budget are shown in the following graph and tabulation:

**GENERAL FUND BUDGETED
REVENUES (IN 000'S)**



Revenue Source	2013 Budget Amount	Percent of Total	Increase (Decrease) From 2012 Budget	Percent Increase (Decrease) from 2012 Budget
Ad Valorem Taxes, including				
Penalty and Interest	\$ 2,012,001	38.99%	\$ 1,235	0.02%
Sales Tax	\$ 1,687,531	32.70%	\$ 148,174	2.95%
Franchise Taxes	\$ 551,771	10.69%	\$ 13,021	0.26%
Fines and Forfeitures	\$ 441,547	8.56%	\$ (30,223)	-0.60%
Licenses and Permits	\$ 101,864	1.97%	\$ (1,928)	-0.04%
Service Charges	\$ 249,321	4.83%	\$ 4,649	0.09%
Miscellaneous	\$ 115,960	2.25%	\$ (3,055)	-0.06%
Total	\$ 5,159,995	100.00%	\$ 131,873	2.62%

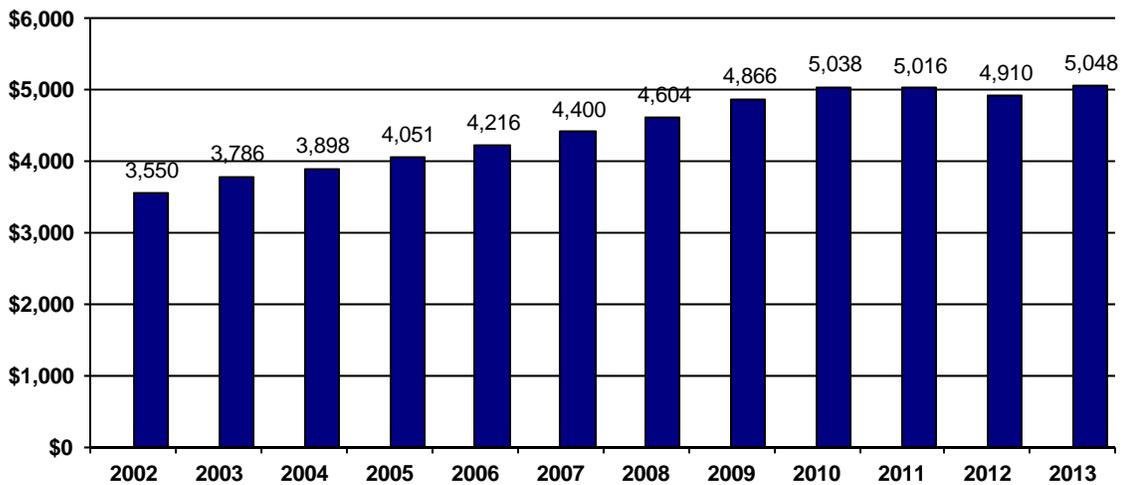
CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

The budgeted expenditure for the General Fund in FY 2012-2013 is \$5,048,206 compared to \$5,028,122 in FY 2011-2012, an increase of \$20,084 or .40 percent. Each department was requested to keep operational expenditures, other than personnel costs, near FY 2011-2012 levels. Proposed expenditures include raises for current employees. Personnel costs make up 79.34% of the budgetary total.

The cost of employee health insurance continues to be a budget challenge for employers nationwide. The City switched coverage to Blue Cross Blue Shield this year at a 8.9% decrease in cost. The budget includes a 2% merit raise for all employee. The City continues to be committed to hiring and retaining quality employees through competitive salaries and benefits. There are no new personnel positions funded in this budget.

Increase (decrease) in levels of expenditures for major functions of the City over the preceding year are shown in the following graph tabulation.

**GENERAL FUND BUDGETED
EXPENDITURES (IN 000'S)**



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

Revenue Source	2013 Budget Amount	Percent of Total	Increase (Decrease) From 2012 Budget	Percent Increase (Decrease) from 2012 Budget
Administration	\$ 507,976	10.06%	\$ 190,817	3.89%
City Secretary/Legislative	\$ 84,839	1.68%	\$ 31,680	0.65%
Police	\$ 1,753,983	34.74%	\$ (101,903)	-2.08%
Fire	\$ 1,472,734	29.17%	\$ (11,392)	-0.23%
Street	\$ 276,390	5.48%	\$ 54,646	1.11%
Library	\$ 331,540	6.57%	\$ 6,569	0.13%
Recreation	\$ 46,703	0.93%	\$ 12,961	0.26%
Community Development	\$ 223,344	4.42%	\$ (58,481)	-1.19%
Economic Development	\$ 32,063	0.64%	\$ 2,380	0.05%
Animal Services	\$ 91,228	1.81%	\$ (961)	-0.02%
Capital Projects/Equipment	\$ 16,198	0.32%	\$ -	
Municipal Court	\$ 211,208	4.18%	\$ 12,339	0.25%
Total	\$ 5,048,206	100.00%	\$ 138,655	2.82%

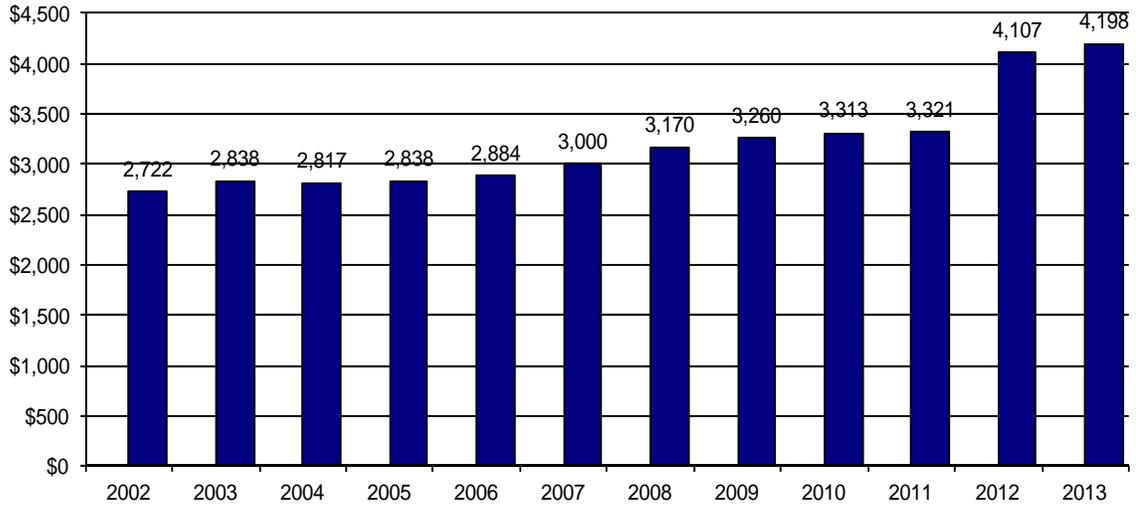
ENTERPRISE FUND

The Enterprise Fund separately budgets for the operation of water and wastewater service. Revenue sources include water sales, wastewater treatment charges, 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 debt services.

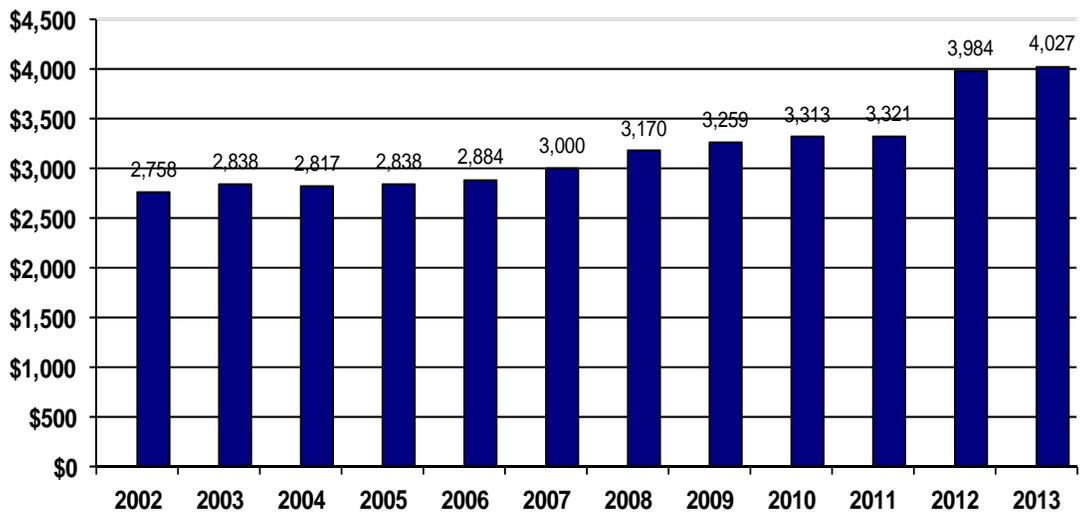
Enterprise Fund Revenue for FY 2012-2013 is projected at \$4,198,408 compared to \$4,107,057 for FY 2011-2012 with no change in the rates for water and wastewater service. Operating expense total \$4,027,073. This total includes \$678,500 for capital and rate stabilization and \$581,199 for debt service expense. Capital projects include improvements to wastewater lines.

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

ENTERPRISE FUND BUDGETED REVENUES (IN 000'S)



ENTERPRISE FUND BUDGETED EXPENDITURES (IN 000'S)



CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

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 the City of Richland Hills. Expenditures for personnel costs, supplies, maintenance, capital improvements and debt payments are included in the budgeted funds. Budgeted funds total \$277,405.

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 4B Sales Tax Fund, the School Resource Officer Program Fund, Crime Control and Prevention Fund, Traffic Safety Fund, and Hotel Occupancy Tax Fund, Municipal Court Technology Fund, and the Municipal Court Security Fund.

Municipal Court Security Fund

Revenues in the Municipal Court Revenue Fund have been declining the past few years due to a decrease in the number of citations issued. No expenditures have been budgeted from this fund this year to allow the fund to build a surplus.

Donations Funds

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

Keep Richland Hills Beautiful Program

The City receives a \$15,000 allocation each year from Allied Waste to fund the program. Funds are budgeted to including cost of hazardous waste program and various beautification events scheduled throughout the year.

Crime Control and Prevention District

Revenue source is .375% Sales and Use Tax approved by the voters in 2005. The Fund will provide a portion of salaries for police department employees and includes expense for one public service officer, one-half of the expense for a school resource officer. Also included in the fund's budget are additional supplies, equipment, educational material and training for officers. Total budgeted funds are \$693,618.

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

Traffic Safety Fund

The City receives revenue from the red light camera fine program. Funds are budgeted for overtime salaries for traffic safety program, signs, street markings, street lights and supplies, maintenance and equipment. Total budgeted funds are \$242,078.

Hotel Occupancy Tax 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. Total budgeted funds are \$171,209.

Economic Development 4B Sales Tax Fund

Revenue source is .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. Total budgeted funds are \$575,352.

COPS Grant Fund

This is the fourth year of the COPS grant administered by the Texas Office of the Attorney General. The grant provides funding for the Crime Victim Liaison officer program. The program resources are shared by the City of Richland Hills, City of Watauga and the City of N. Richland Hills. Funds are budgeted for personnel expense, training and supplies. Total budgeted funds are \$68,844.

DEBT SERVICE FUNDS

The General Debt Service Fund accounts for the accumulation of resources for, and 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 City maintains its "A1" general obligations bond rating from Moody's and an AA-stable bond rating from Standard and Poors which places the City in good stead in the financial community. Presently, for every property tax dollar collected, the City expends 88.09 percent on maintenance and operations and only 11.91 percent on debt service. This is an outstanding ratio and the City has considerable more capacity for debt issue.

The General Fund supports three debt issues, the \$535,000 2007 Contractual Obligation Issue which will retire in 2021-22, the \$473,000 2011 Contractual Obligation Issue and the 2012 Contractual Obligation Issue which will retire in 2019.

In 2001, the Richland Hills Development Corporation issued \$1,300,000 in certificate of obligation debt to complete the Burns Street reconstruction project. This debt is scheduled for retirement in FY 2015-16, and ensures that the 4B sales tax can be collected through that year to service the debt. The Fund service schedule averages \$122,863 per year.

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

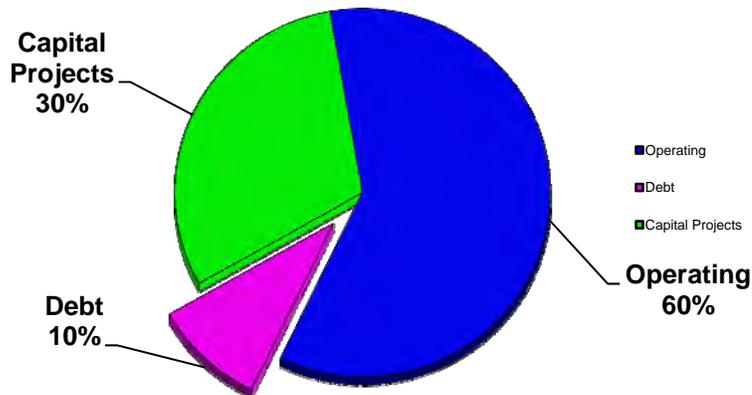
The Enterprise Fund supports two debt issues. The \$4,000,000, 1998 Certificate of Obligation Issue (EPA) to correct deficiencies in the wastewater system identified by the Environmental Protection Agency and the 2002 Waterworks Revenue Bonds were refinanced in 2011 and combined one issue in the amount of \$3,110,000. The issue is scheduled for retirement in 2022. 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 Drainage Fund supports one debt issue. In 2010, the City issued \$2,750,000 Combination Tax and Water and Sewer Certificates of Obligations for the purpose of acquiring, constructing, installing and equipping improvements to the City's stormwater and drainage system.

The City is in excellent financial position as it had a low ad valorem tax rate, substantial General Reserve Fund balance and excellent bond rating. Council is to be commended for its conservative fiscal policies, which have ensured a sound financial standing well into the future. Council must continue to be judicious in its management of the Reserve Fund and selection of items for debt issue whether it be capital construction or acquisition items.

CAPITAL PROJECTS FUNDS

The Capital Projects Funds account for financial resources to be used for the acquisition of equipment and major construction of capital facilities. Capital Improvement Projects total \$6,169,024 in the 2012-2013 Fiscal Year Budget. Additional information regarding specific projects is included in the Capital Improvement Section of the document. As illustrated by the following chart, Capital Improvement Projects account for 35% of the 2012-2013 Fiscal Year budget. The major projects appropriated in the budget 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.



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

The predominant amount of funds expended will go toward drainage improvements, water and wastewater system improvements, street and sidewalk improvements, water and wastewater projects, patrol vehicles, public works building improvements and equipment. The City has made great strides in improving its infrastructure; however, it has many capital items that will require additional revenues to complete.

ORDINANCE NO. _____

AN ORDINANCE BY THE CITY OF RICHLAND HILLS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013, IN ACCORDANCE WITH TEXAS STATUTES AND THE CHARTER OF THE CITY OF RICHLAND HILLS; PROVIDING A SEVERABILITY CLAUSE; AUTHORIZING THE CITY MANAGER TO MAKE CERTAIN LINE-ITEM AND DEPARTMENTAL BUDGET ADJUSTMENTS; AND WAIVING BIDDING AND ADVERTISING REQUIREMENTS FOR CERTAIN CONTRACTS UNDER \$25,000, AND AUTHORIZING THE CITY MANAGER TO SEEK AND EXECUTE CERTAIN CONTRACTS FOR EXPENDITURES UNDER \$25,000 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Richland Hills has submitted a budget proposal to the City Council prior to the beginning of the fiscal year as required by the City Charter; and

WHEREAS, said budget proposal sets for the estimated revenues and expenditures for each fund for the current and proposed fiscal year; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of a budget contained in the City Charter have been complied with; and

WHEREAS, the City Council has held a public hearing on said proposed budget; and

WHEREAS, after full consideration, the City Council is of the opinion that the budget should be approved and adopted;

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

I.

The budget estimate of the Revenues of the City of Richland Hills and the estimate of the Expenses for the Fiscal Year beginning October 1, 2012, and ending September 30, 2013, attached hereto as Exhibit "A", (hereinafter called "the budget") is hereby adopted.

II.

The sum of \$5,048,206 is hereby appropriated out of the General Fund – the payment of Operating Expenses and Capital Outlays of the City Government, as set forth in detail in the budget.

III.

The sum of \$4,027,073 is hereby appropriated out of the Enterprise Fund for the payment of Operating and Expenses and Capital Outlays of water and wastewater system, as set forth in detail in the budget.

IV.

The sum of \$7,500 is hereby appropriated out of the Parks and Beautification Fund for Operating Expenses and Capital Outlays for public parks, recreation and beautification facilities, or programs as set for in the budget.

V.

The sum of \$11,000 is hereby appropriated from the Library Donation Fund for the purchase of capital equipment and assets.

VI.

The sum of \$277,405 is hereby appropriated out of the Drainage Utility Fund for drainage system improvements in accordance with the City's drainage ordinance and state law.

VII.

The sum of \$575,352 is hereby appropriated out of the Economic Development 4B Sales Tax Fund for capital outlays in conjunction with economic development activities and street improvements.

VIII.

The sum of \$133,397 is hereby appropriated out of the 2001 Certificate Obligations Interest and Sinking Fund for the Obligations Interest and Sinking Fund for the repayment of general long-term debt principal and interest.

IX.

The sum of \$152,574 is hereby appropriated out of the 2007 Waterworks Revenue Bond Interest and Sinking Fund for the repayment of water and sewer works long term debt principal and interest.

X.

The sum of \$50,459 is hereby appropriated out of the 2007 Contractual Obligation Interest and Sinking Fund for the repayment of general long term debt principal and interest.

XI.

The sum of \$197,444 is hereby appropriated out of the 2010 Certificates of Obligation Drainage Revenue Bond Interest and Sinking Fund for the repayment of long term debt principal and interest.

XII.

The sum of \$105,926 is hereby appropriated out of the 2011 Contractual Obligations Interest and Sinking Fund for the repayment of general long-term debt principal and interest.

XIII.

The sum of \$428,625 is hereby appropriated out of the 2011 Certificate Obligations Interest and Sinking Fund for the repayment of wastewater works long term debt principal and interest.

XIV.

The sum of \$53,993 is hereby appropriated from the Electronic Meter Reading Lease Purchase Expense Fund for the purpose of repaying long term debt.

XV.

The sum of \$693,618 is hereby appropriated from the Crime Control and Prevention District Expense Fund for the purpose of acquiring capital assets and equipment and supporting crime reduction programs throughout the City.

XVI.

The sum of \$68,844 is hereby appropriated from the COPS Crime Victim Liaison Grant Fund for the purpose of assisting victims of crime.

XVII.

The sum of \$15,000 is hereby appropriated from the Keep Richland Hills Beautiful Fund for the reduction of waste in the City.

XVIII.

The sum of \$242,078 is hereby appropriated from the Traffic Safety Fund for the purpose of constructing traffic quieting pavement improvements and crash construction equipment.

XIX.

The sum of \$171,209 is hereby appropriated from the Hotel Occupancy Tax Fund for the purpose of promoting tourism to attract visitors to the City.

XX.

The sum of \$16,198 is hereby appropriated from the Capital Projects 128 fund for the purpose of making a lease purchase payment on the electronic meter reading system.

XXII.

The sum of \$60,000 is hereby appropriated from the Enterprise Fund for the repayment of street cuts fees and payment in lieu of taxes to General Fund.

XXIII.

The City Manager is hereby authorized to make line-item and departmental budget adjustments during said 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 herein adopted appropriations for each fund require budget amendments in accordance with the Charter of the City of Richland Hills.

XXIV.

The advertisement and bidding requirements contained in the Richland Hills City Charter for contracts of less than \$25,000 are hereby waived, and the City Council hereby directs the City Manager to seek such contracts upon terms which are most advantageous to the City, considering price, quality, reputation of vendor and other appropriate factors, and all such contracts for which sums have been appropriated in the Budget attached hereto are hereby approved, and the City Manager is hereby authorized to execute said contracts on behalf of the City. City staff is hereby authorized to seek proposals for such professional services as are provided for in the budget.

XXV.

The City Manager is hereby authorized to approve, award, and execute contracts for professional and consulting services if the contract amount does not exceed \$25,000. Any such contract for an amount in excess of \$25,000 must be approved by the City Council. In no case shall any such contract be approved unless funds are available for fulfillment of same.

XXVI.

The Fiscal Year 2012-13 Capital Improvements Plan contained in the budget documents is hereby approved.

XXVII.

Severability Clause. That it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such invalid or unconstitutional phrase, clause, sentence, paragraph or section.

XXVIII.

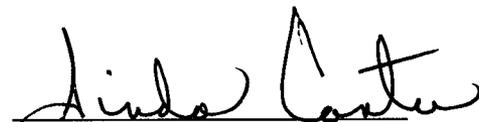
Effective Date. This ordinance shall be in full force and effective from and after its passage and publication as provided by the Richland Hills City Charter and the laws of the State of Texas; provided, however, that the new municipal budget provided for in this ordinance shall take effect October 1, 2012.

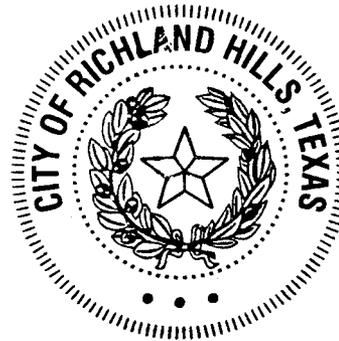
PRESENTED, GIVEN FIRST READING AND APPROVED at a regular meeting of the Richland Hills City Council on the 4th day of September, 2012 by a vote of 4 ayes and 0 nays and 0 absentions.

APPROVED:


Bill Agan, Mayor

ATTEST:


Linda Cantu, City Secretary



APPROVED AS TO FORM:


Betsy Elam, City Attorney

CITY OF RICHLAND HILLS 2012-2013 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: \$30,000 senior citizens to relieve certain 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 2012-2013 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 2012-2013 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 2012-2013 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 2012-2013 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 2012-2013 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-two (32) 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 2012-2013 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
2012-2013 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 2012-2013 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 2012-2013**

April 6, 2012

City Manager

Distribution of budget directives to department heads.

May 7, 2012

Department Heads

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

May 15, 2012

Tarrant County Appraisal District

Appraisal District provides City preliminary property valuation report.

May 7 – June 1, 2012

City Manager

Review sessions with Department Heads.

June 15, 2012

City Manager

Provide preliminary revenue projections to City Council.

July 1, 2012

City Manager

Provide draft budget to City council.

CITY OF RICHLAND HILLS

July 1 – July 17, 2012

City Council, City Manager, Department Heads

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

July 19, 2012

Citizens, City Council, City Manager

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

July 25, 2012

Tarrant County Appraisal District

Certified property valuations are provided to the City.

July 30, 2012

City Manager

City Manager files draft budget with City Council and City Secretary.

August 1, 2012 to August 21, 2012

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 on budget and consideration of proposed tax rate.

CITY OF RICHLAND HILLS

First Council Meeting in September

City Council, City Manager

Council adopts budget and sets tax rate.

September 30, 2012

City Manager

Final budget as adopted submitted to City Council.

**CITY OF RICHLAND HILLS
2012-2013**

FISCAL YEAR

Governmental Funds

2011-2013

(For Budgetary Purposes Only)

	General Fund			Special Revenue Funds		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Financial Sources:						
Property Tax	\$ 1,978,741	\$ 2,019,902	\$ 2,012,001			
Sales and Use Taxes	\$ 1,687,510	\$ 1,897,128	\$ 1,687,531	\$ 1,016,952	\$ 1,146,481	\$ 1,074,704
Franchise Taxes	\$ 543,791	\$ 560,413	\$ 551,771			
Fines and Forfeitures	\$ 366,880	\$ 442,756	\$ 441,547	\$ 239,427	\$ 254,670	\$ 277,930
Licenses and Permits	\$ 274,680	\$ 124,658	\$ 101,864			
Service Charges	\$ 237,265	\$ 245,270	\$ 249,321			
Fees	\$ -	\$ -				
Grants and Transfers	\$ -	\$ -	\$ -	\$ 103,138	\$ 111,183	\$ 68,844
Interest Earnings	\$ 1,576	\$ 1,016	\$ 2,397	\$ 1,332	\$ 931	\$ 1,366
All Other Revenue	\$ 80,002	\$ 92,270	\$ 113,563	\$ 34,178	\$ 33,879	\$ 33,895
Total Estimated Financial Sources	\$ 5,170,445	\$ 5,383,413	\$ 5,159,995	\$ 1,395,027	\$ 1,547,144	\$ 1,456,739
Expenditures						
General Government	\$ 411,337	\$ 481,704	\$ 592,815	\$ -	\$ -	\$ -
Judicial	\$ 199,234	\$ 208,953	\$ 211,208	\$ 12,430	\$ 3,385	\$ -
Public Safety	\$ 3,720,756	\$ 3,657,730	\$ 3,541,289	\$ 966,669	\$ 845,206	\$ 1,004,540
Public Works	\$ 266,918	\$ 227,125	\$ 276,390	\$ -	\$ -	\$ -
Culture Recreation	\$ 369,168	\$ 354,315	\$ 378,243	\$ 33,178	\$ 21,325	\$ 33,500
Economic Development	\$ 60,833	\$ 28,950	\$ 32,063	\$ 474,781	\$ 402,524	\$ 746,561
Debt Service			\$ -	\$ -		
Capital Projects	\$ 16,198	\$ 16,198	\$ 16,198	\$ -	\$ -	\$ -
Total Budget	\$ 5,044,444	\$ 4,974,975	\$ 5,048,206	\$ 1,487,058	\$ 1,272,440	\$ 1,784,601
General Contingencies and Reserves						
Total Use of Resources	\$ 5,044,444	\$ 4,974,975	\$ 5,048,206	\$ 1,487,058	\$ 1,272,440	\$ 1,784,601
Net Increase (Decrease) in Fund Balance						
Fund Balance - October 1	\$ 2,074,822	\$ 2,200,823	\$ 2,285,353	\$ 1,244,486	\$ 1,278,454	\$ 1,553,158
Residual equity transfers and other adjustments	\$ -	\$ -	\$ -	\$ 409,510	\$ -	\$ -
Fund Balance - September 30	\$ 2,200,823	\$ 2,609,261	\$ 2,397,142	\$ 1,561,965	\$ 1,553,158	\$ 1,225,296

**CITY OF RICHLAND HILLS
2012-2013**

FISCAL YEAR

Debt Service Funds			Capital Projects Fund			Total Governmental Funds		
2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
\$ 216,163	\$ 236,271	\$ 158,698				\$ 2,194,904	\$ 2,256,173	\$ 2,170,699
						\$ 2,704,462	\$ 3,043,609	\$ 2,762,235
						\$ 543,791	\$ 560,413	\$ 551,771
						\$ 606,307	\$ 697,426	\$ 719,477
						\$ 274,680	\$ 124,658	\$ 101,864
						\$ 237,265	\$ 245,270	\$ 249,321
						\$ -	\$ -	\$ -
\$ 133,006	\$ 132,258	\$ 132,698	\$ 203,199	\$ 292,957	\$ 129,822	\$ 439,343	\$ 536,398	\$ 331,364
\$ 258	\$ 48	\$ 89	\$ 568	\$ 139	\$ 147	\$ 3,734	\$ 2,134	\$ 3,999
			\$ 88,386	\$ 250,798	\$ 88,456	\$ 202,566	\$ 376,947	\$ 235,914
\$ 349,427	\$ 368,577	\$ 291,485	\$ 292,153	\$ 543,894	\$ 218,425	\$ 7,207,052	\$ 7,843,028	\$ 7,126,644
						\$ 411,337	\$ 481,704	\$ 592,815
						\$ 211,664	\$ 212,338	\$ 211,208
			\$ -	\$ -	\$ -	\$ 4,687,425	\$ 4,502,936	\$ 4,545,829
			\$ -			\$ 266,918	\$ 227,125	\$ 276,390
						\$ 402,346	\$ 375,640	\$ 411,743
						\$ 535,614	\$ 431,474	\$ 778,624
\$ 391,959	\$ 365,829	\$ 289,782	\$ -	\$ -	\$ -	\$ 391,959	\$ 365,829	\$ 289,782
			\$ 710,669	\$ 362,359	\$ -	\$ 726,867	\$ 378,557	\$ 16,198
\$ 391,959	\$ 365,829	\$ 289,782	\$ 710,669	\$ 362,359	\$ -	\$ 7,634,130	\$ 6,975,603	\$ 7,122,589
\$ 391,959	\$ 365,829	\$ 289,782	\$ 710,669	\$ 362,359	\$ -	\$ 7,634,130	\$ 6,975,603	\$ 7,122,589
\$ (42,532)	\$ 2,748	\$ 1,703	\$ (418,516)	\$ 181,535	\$ 218,425	\$ (427,078)	\$ 867,425	\$ 4,055
\$ 134,841	\$ 92,309	\$ 95,057	\$ 528,984	\$ 110,488	\$ 292,023	\$ 3,983,133	\$ 3,682,074	\$ 4,225,591
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 409,510	\$ -	\$ -
\$ 92,309	\$ 95,057	\$ 96,760	\$ 110,468	\$ 292,023	\$ 510,448	\$ 3,965,565	\$ 4,549,499	\$ 4,229,646

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

Enterprise Funds

**2011-2013 Summary of Estimated Revenues,
Expenses and Changes in Retained Earnings**

(For Budgetary Purposes Only)

	Water and Sewer Fund		
	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues			
Charges for Services	\$ 4,458,367	\$ 3,985,262	\$ 3,987,175
Other Revenue	\$ 203,888	\$ 206,267	\$ 211,233
Total Estimated Operating Revenues	\$ 4,662,255	\$ 4,191,529	\$ 4,198,408
Operating Expenses			
Administration	\$ 913,838	\$ 925,178	\$ 577,665
Operations	\$ 1,981,938	\$ 2,600,514	\$ 2,868,209
Depreciation	\$ -	\$ -	
Total operating Expenses	\$ 2,895,776	\$ 3,525,692	\$ 3,445,874
Operating Income (Loss)	\$ 1,766,479	\$ 665,837	\$ 752,534
Nonoperating Revenues Expenses	\$ (772,845)	\$ (601,302)	\$ (581,199)
Income (Loss) Before Operating Transfers	\$ 993,634	\$ 64,535	\$ 171,335
Operating Transfers In	\$ 16,198	\$ 16,198	\$ 16,198
Operating Transfers Out	\$ -	\$ -	\$ -
Net Income (Loss)	\$ 1,009,832	\$ 80,733	\$ 187,533
Net Assets			
October 1	\$ 5,694,938	\$ 6,704,770	\$ 6,785,503
Changes in Net Assets	\$ 1,009,832		
Net Assets September 30	\$ 6,704,770	\$ 6,785,503	\$ 6,973,036

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

Drainage Utility Fund			Total Enterprise Fund		
2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
\$ 735,144	\$ 662,125	\$ 700,135	\$ 5,193,511	\$ 4,647,387	\$ 4,687,310
\$ 884	\$ 576	\$ 730	\$ 204,772	\$ 206,843	\$ 211,963
\$ 736,028	\$ 662,701	\$ 700,865	\$ 5,398,283	\$ 4,854,230	\$ 4,899,273
\$ -	\$ -	\$ -	\$ 913,838	\$ 925,178	\$ 577,665
\$ 326,696	\$ 212,028	\$ 277,405	\$ 2,308,634	\$ 2,812,542	\$ 3,145,614
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 326,696	\$ 212,028	\$ 277,405	\$ 3,222,472	\$ 3,737,720	\$ 3,723,279
\$ 409,332	\$ 450,673	\$ 423,460	\$ 2,175,811	\$ 1,116,510	\$ 1,175,994
\$ (109,653)	\$ -	\$ -	\$ (882,498)	\$ (601,302)	\$ (581,199)
\$ 299,679	\$ 450,673	\$ 423,460	\$ 1,293,313	\$ 515,208	\$ 594,795
\$ -	\$ -	\$ -	\$ 16,198	\$ 16,198	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 299,679	\$ 450,673	\$ 423,460	\$ 1,309,511	\$ 531,406	\$ 594,795
\$ 1,421,927	\$ 1,721,606	\$ 2,172,279	\$ 7,116,865	\$ 8,426,376	\$ 8,957,782
\$ 299,679			\$ 1,309,511		
<u>\$ 1,721,606</u>	<u>\$ 2,172,279</u>	<u>\$ 2,595,739</u>	<u>\$ 8,426,376</u>	<u>\$ 8,957,782</u>	<u>\$ 9,568,775</u>

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

Governmental Funds and Enterprise Funds

2011-2013

	2011 Actual	Total All Funds 2012 Estimated	2013 Budget
Financial Sources:			
Property Tax	\$ 2,194,904	\$ 2,256,173	\$ 2,170,699
Sales and Use Taxes	\$ 2,704,462	\$ 3,043,609	\$ 2,762,235
Franchise Taxes	\$ 543,791	\$ 560,413	\$ 551,771
Fines and Forfeitures	\$ 606,307	\$ 697,426	\$ 719,477
Licenses and Permits	\$ 274,680	\$ 124,658	\$ 101,864
Service Charges	\$ 237,265	\$ 245,270	\$ 249,321
Charges for Services	\$ 5,193,511	\$ 4,647,387	\$ 4,687,310
Grants and Transfers	\$ 439,343	\$ 536,398	\$ 331,364
Interest Earnings	\$ 3,734	\$ 2,134	\$ 3,999
All Other Revenue	\$ 407,338	\$ 583,790	\$ 447,877
Total Estimated Financial Sources	\$ 12,605,335	\$ 12,697,258	\$ 12,025,917
Expenditures			
General Government	\$ 1,325,175	\$ 1,406,882	\$ 1,170,480
Judicial	\$ 211,664	\$ 212,338	\$ 211,208
Public Safety	\$ 4,687,425	\$ 4,502,936	\$ 4,545,829
Public Works	\$ 266,918	\$ 227,125	\$ 276,390
Culture Recreation	\$ 402,346	\$ 375,640	\$ 411,743
Economic Development	\$ 535,614	\$ 431,474	\$ 778,624
Debt Service	\$ 391,959	\$ 365,829	\$ 289,782
Operations	\$ 2,308,634	\$ 2,812,542	\$ 3,145,614
Depreciation	\$ -	\$ -	\$ -
Capital Projects	\$ 726,867	\$ 378,557	\$ 16,198
Total Budget	\$ 10,856,602	\$ 10,713,323	\$ 10,845,868
Total Use of Resources	\$ 10,856,602	\$ 10,713,323	\$ 10,845,868
Net Increase (Decrease) in Fund Balance			
	\$ 1,748,733	\$ 1,983,935	\$ 1,180,049
Fund Balance (Net Assets) - October 1	\$ 11,099,998	\$ 12,108,450	\$ 13,183,373
Residual equity transfers and other adjustments	\$ (456,790)	\$ (585,104)	\$ (565,001)
Fund Balance (Net Assets) - September 30	\$ 12,391,941	\$ 13,507,281	\$ 13,798,421

CITY OF RICHLAND HILLS 2012-2013 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 decreased from the previous year of which **\$.465214** 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 2012-2013 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 2012-2013 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 2012-2013 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.

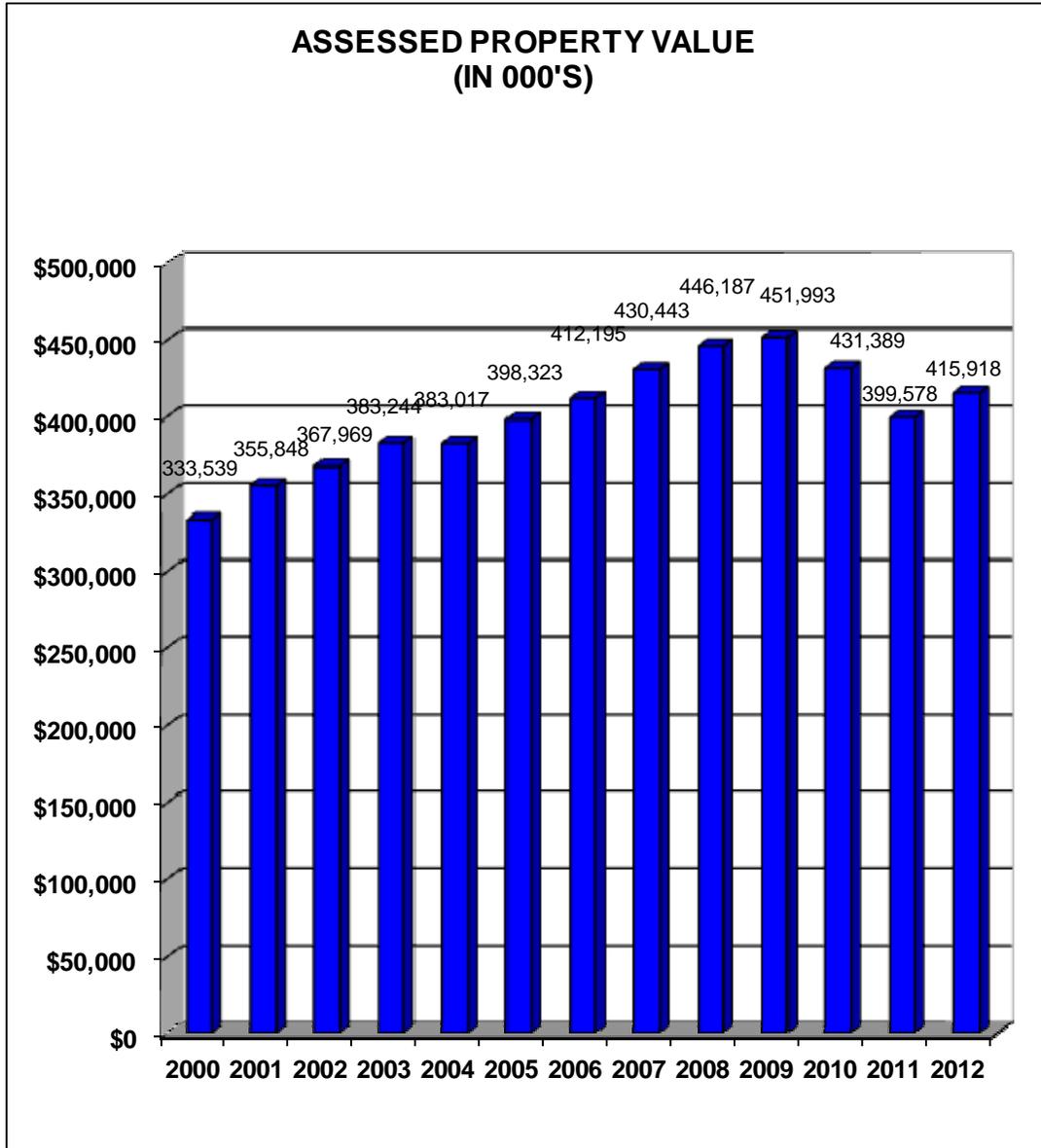
Waste Disposal Processing Fee - This fee represents the revenue that is earned for billing and collecting payments for waste disposal. Waste disposal service is contracted out to a private provider.

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
2012-2013
FISCAL YEAR**



The above chart indicates signs of an improving economy. Property values for the City of Richland Hills increased slightly. The taxable property value increased 4.09% for the 2012-2013 Fiscal Year due to a reevaluation resulting in a increase in commercial values.

**CITY OF RICHLAND HILLS
TAX LEVY ANALYSIS
FISCAL YEAR 2012-2013**

Gross Taxable Value:

Real Property \$ 376,197,174

Less Real Property Exemptions

Type

Over 65	\$ 21,290,000
Disabled Veterans	\$ 1,607,000
Absolute Exemptions	\$ 15,817,942
Agricultural	\$ 15,184
	<u>\$ 38,730,126</u>

Plus Business Personal Property

\$ 78,451,553

Net Taxable Value

\$ 415,918,601

Rate per \$100.00

\$ 0.528094

Total Tax Levy*

\$ 2,192,943

Estimated Percent Collection

99%

Estimated Current Tax Collection

\$ 2,171,014

	Percent	Rate	Amount
<u>Debt Service Needs</u>			
G. O. Debt Service	11.91%	0.062880	\$ 258,498
 <u>Operating Needs</u>			
General Fund	<u>88.09%</u>	<u>0.465214</u>	<u>\$ 1,912,515</u>
Total	100.00%	0.528094	\$ 2,171,014

*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%

**CITY OF RICHLAND HILLS
APPRAISAL PROFILE - TAX BASE
2012**

	<u>2011 Certified Tax Roll 7/25/2011</u>	<u>2012 Net Changes in Valuation</u>	<u>2012 Certified Tax Roll 7/25/2012</u>
Commercial Real and Personal			
Commercial	\$ 152,792,463	\$ 28,164,458	\$ 180,956,921
Industrial	\$ 16,362,172	\$ 6,870,962	\$ 23,233,134
Utilities	\$ 16,718,535	\$ 377,148	\$ 17,095,683
Subtotal	<u>\$ 185,873,170</u>	<u>\$ 35,412,568</u>	<u>\$ 221,285,738</u>
Residential			
Single Family	\$ 226,917,371	\$ (22,054,935)	\$ 204,862,436
Multi-Family	\$ 18,051,224	\$ 2,448,446	\$ 20,499,670
Subtotal	<u>\$ 244,968,595</u>	<u>\$ (19,606,489)</u>	<u>\$ 225,362,106</u>
Vacant	<u>\$ 8,242,060</u>	<u>\$ (241,177)</u>	<u>\$ 8,000,883</u>
Exemptions:			
Absolute	\$ 16,281,471	\$ (463,529)	\$ 15,817,942
Agricultural	\$ 15,177	\$ 7	\$ 15,184
Over 65	\$ 21,783,200	\$ (493,200)	\$ 21,290,000
Disabled Vet	\$ 1,425,900	\$ 1,607,000	\$ 1,607,000
Subtotal	<u>\$ 39,505,748</u>	<u>\$ 650,278</u>	<u>\$ 38,730,126</u>
Grand Total	<u><u>\$ 399,578,077</u></u>	<u><u>\$ 14,914,624</u></u> (1)	<u><u>\$ 415,918,601</u></u>

(1) Includes \$437,895 new construction

**CITY OF RICHLAND HILLS
TOP TEN TAXPAYERS
2012**

Taxpayer	Nature of Business	2012 Taxable Assessed Valuation*	Percentage of Total Assessed Valuation
First Industrial, LP	Real Estate/Commercial	\$ 11,888,728	2.9%
Southwestern Bell	Utility	6,574,185	1.6%
Chesapeake Equipment Finance	Oil/Gas	6,450,000	1.6%
Stuart C Irby Company	Retailer	5,153,118	1.2%
Oncor Electric Delivery Company	Utility	4,770,737	1.1%
Regency Raintree LTD	Apartments	4,484,200	1.1%
AHC Richland Hill LLC	Apartments	3,552,000	0.9%
Hung Properties #1 LP	Apartments	3,125,000	0.8%
CN Churchill III LLC	Hotel/Motel	3,034,869	0.7%
Chesapeake Operating	Oil/Gas	<u>\$ 2,991,300</u>	<u>0.7%</u>
Total assessed value of ten largest taxpayers		\$ 52,024,137	12.5%
Total assessed value of other taxpayers		<u>363,894,464</u>	<u>87.5%</u>
Total assessed value of all taxpayers		<u><u>\$ 415,918,601</u></u>	<u><u>100.0%</u></u>

ORDINANCE NO. 1237-12

AN ORDINANCE APPROVING THE APPRAISAL ROLL; LEVYING AND ASSESSING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF RICHLAND HILLS, TEXAS; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING FOR A TAX DUE AND DELINQUENT DATE; PROVIDING FOR THE CONTINUANCE OF EXEMPTIONS; CURRENTLY IN EFFECT; DECLARING A FIRST PRIOR AND SUPERIOR LIEN ON REAL AND PERSONAL PROPERTY; PROVIDING A SEVERABILITY CLAUSE; AND AN EFFECTIVE DATE.

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

I.

The ad valorem tax appraisal roll and effective tax rate information as presented by the Tarrant County Tax Assessor to the City Council for the tax year 2012, be and is hereby approved and adopted.

II.

There is hereby levied and shall be collected for the use and support of the municipal government of the City of Richland Hills, Texas, a total ad valorem tax of \$.528094 per One Hundred Dollars of assessed valuation of real and personal property situated within the corporate limits of the City of Richland Hills, Texas, except for such property as may be exempt from taxation by the Constitution, statutes of the State of Texas or by city ordinances, which tax levy is apportioned as follows:

- a. For use in the general fund for general municipal purposes, including but not limited to, maintenance and operations, per One Hundred Dollar valuation \$.465214.
- b. For interest and sinking fund per One Hundred Dollar valuation \$.062880.

III.

This effective tax rate will raise \$707 more in taxes for maintenance and operations than last year's tax rate.

IV.

Taxes levied under this ordinance shall be due October 1, 2012, and if not paid on or before February 1, 2013, shall become delinquent. Payment of taxes is due in one full installment. If the tax is unpaid after February 1, 2013 such tax will become delinquent and the penalty and interest will attach and accrue as provided by the statutes of the State of Texas.

V.

All taxes shall become as of January 1, 2013, a first, prior and superior lien upon the property against which assessed, and the tax assessor and collector of the City of Richland Hills is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City of Richland Hills and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the General Fund of the City of Richland Hills. All delinquent taxes shall bear interest from date of delinquency at the rate as prescribed by state law.

VI.

The exemptions from taxation heretofore approved by the City Council of the City of Richland Hills, Texas, shall remain in full force and effect.

VII.

In addition to the taxes and penalty and interest assessed and levied herein, there is also assessed and levied a 15 percent collection fee on all taxes, penalty and interest that become delinquent and remain unpaid on July 1, 2013.

VIII.

Severability Clause. That is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such invalid or unconstitutional phrase, clause, sentence, paragraph or section.

IX.

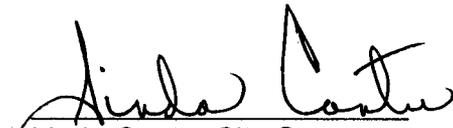
Effective Date. This ordinance shall be in full force and effect from and after its passage and publication as provided by the Richland Hills City Charter and the laws of the State of Texas.

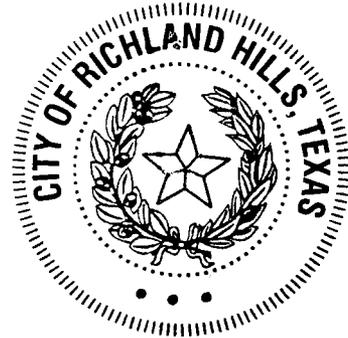
PRESENTED, GIVEN FIRST READING AND APPROVED at a regular meeting of the Richland Hills City Council on the 4th day of September 2012 by a vote of ayes, 4 nays, and 0 abstentions.

APPROVED:

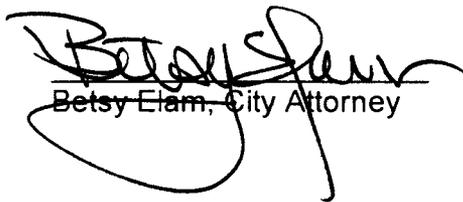

Bill Agan, Mayor

ATTEST:

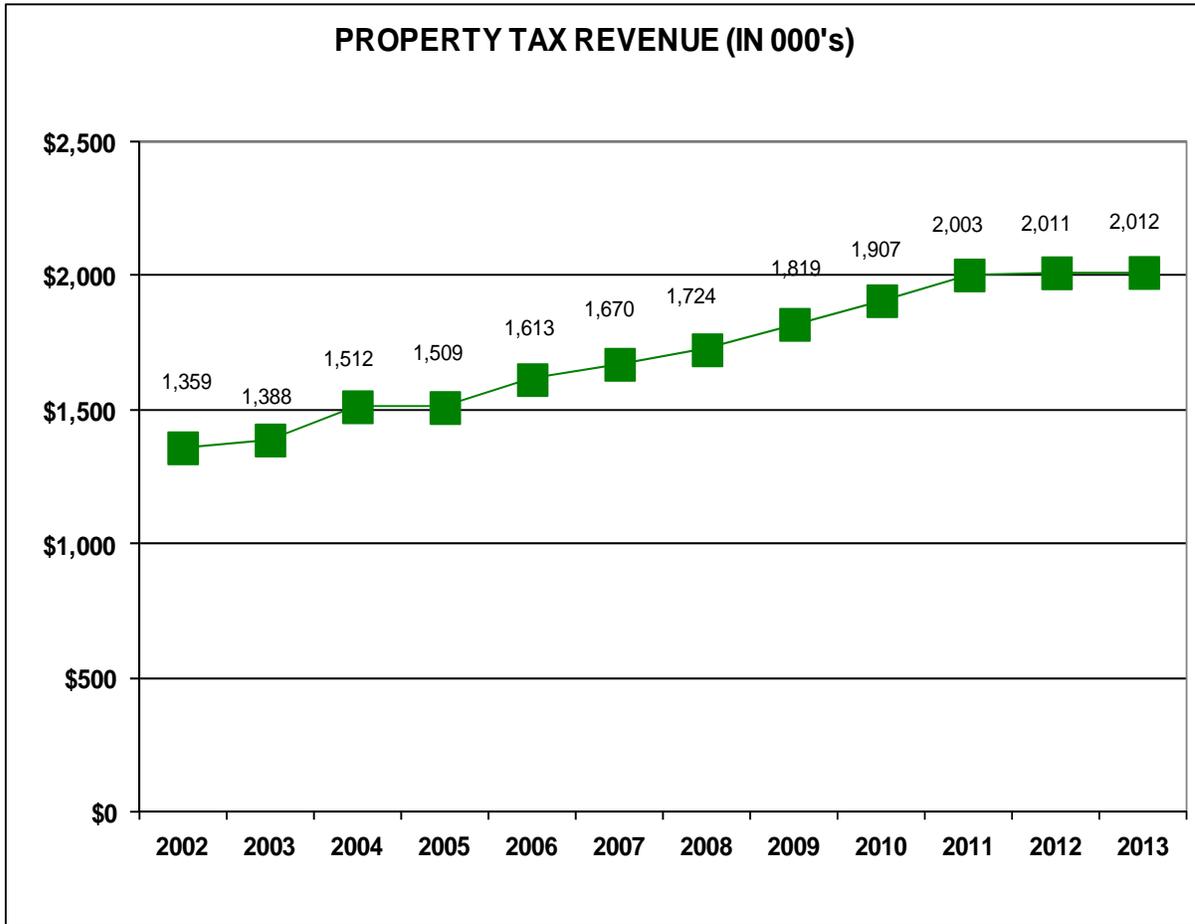

Linda Cantu, City Secretary



APPROVED AS TO FORM:

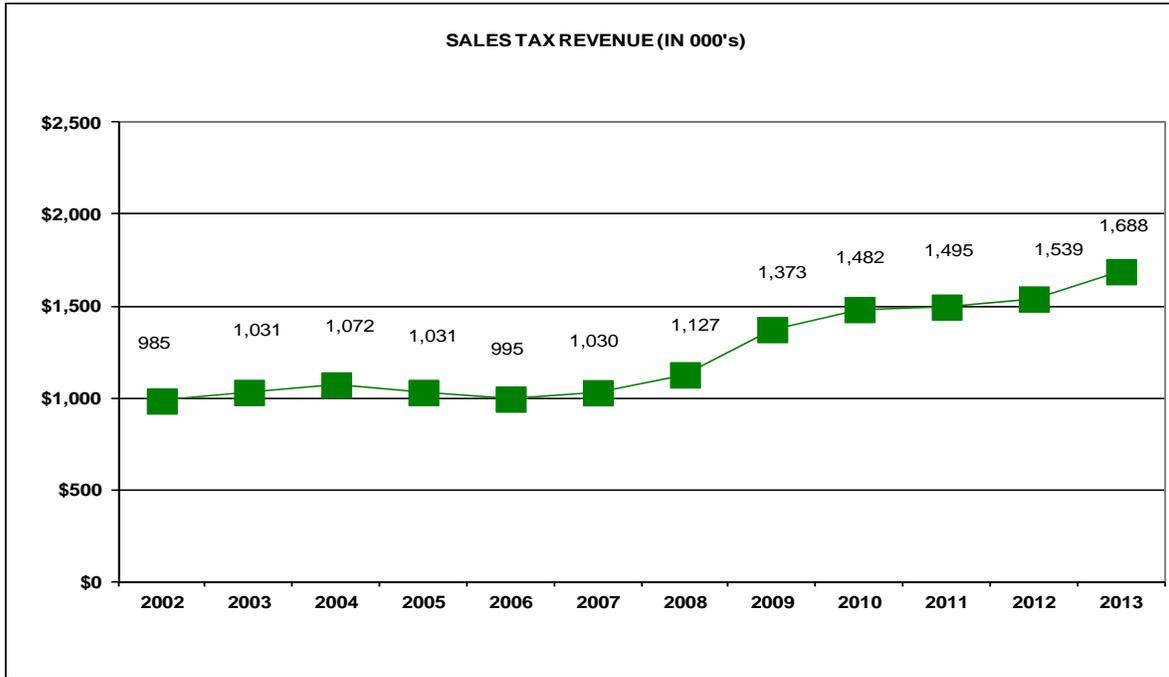

Betsy Elam, City Attorney

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

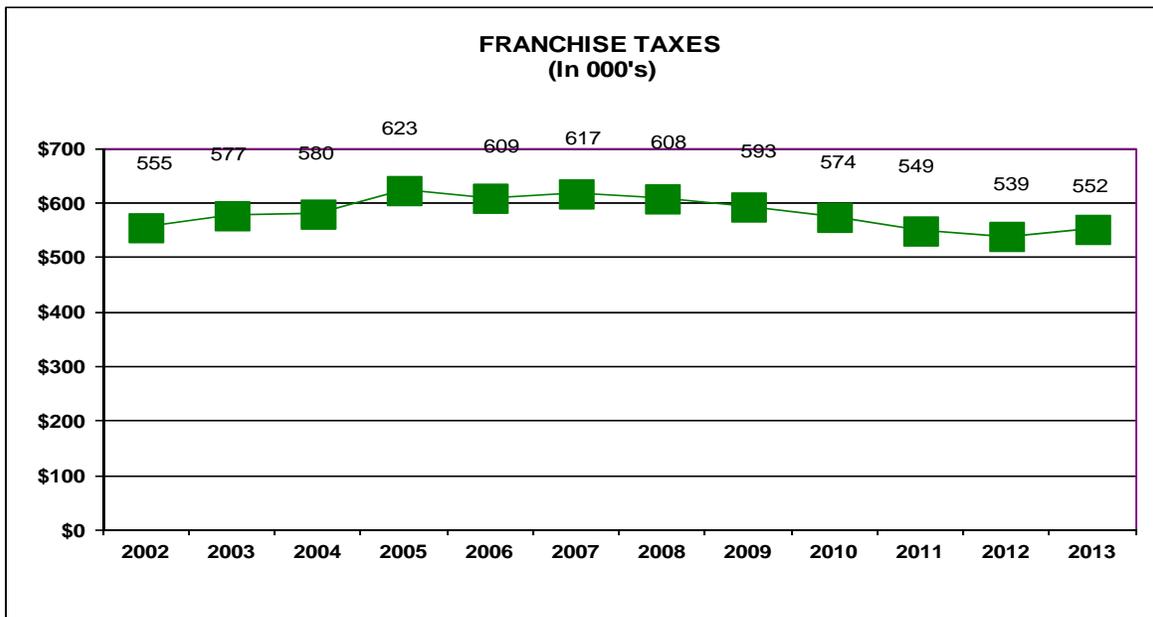


Property Tax is the largest revenue source for the General Fund, 39.99% for the 2012-2013 Fiscal Year. This category includes revenue from current property taxes, delinquent property taxes and penalty and interest. The operating tax levy increased .16% due to new construction. Budgeted revenue is based on a 99% collection rate.

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

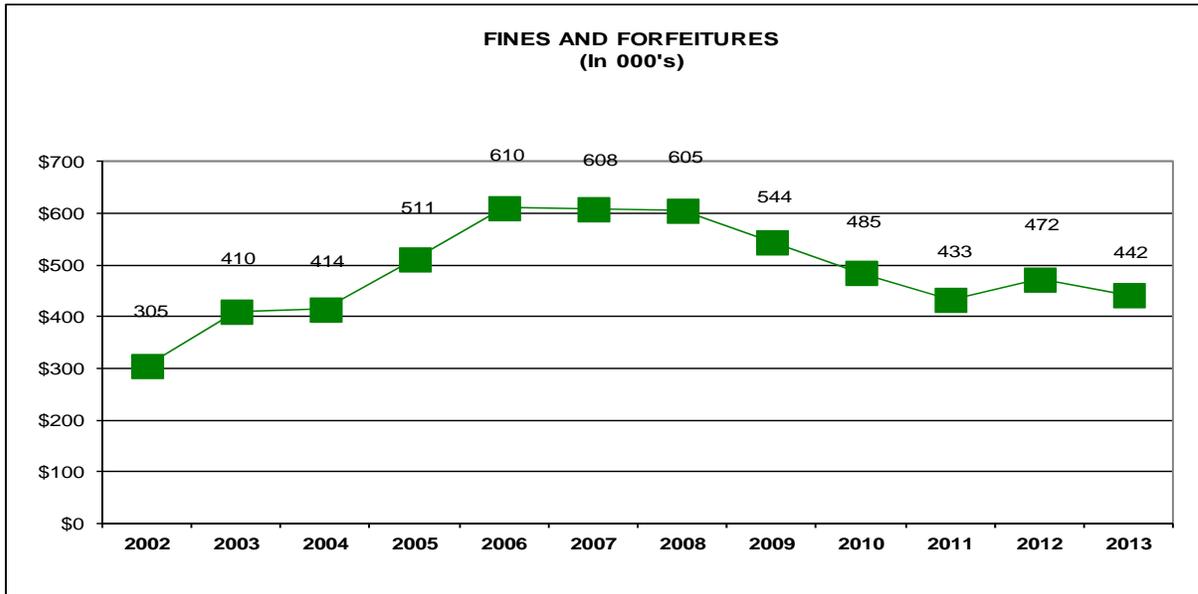


The above chart indicates a 9.62% increase in sales tax revenue. Sales tax revenue is expected to increase due to indications of an improving economy. Management takes a conservative approach due to the unstable environment of sales tax when budgeting revenues in this category. Sales tax revenue is the second largest source of revenue for the General Fund comprising 32.70% for the 2012-2013 Fiscal Year.

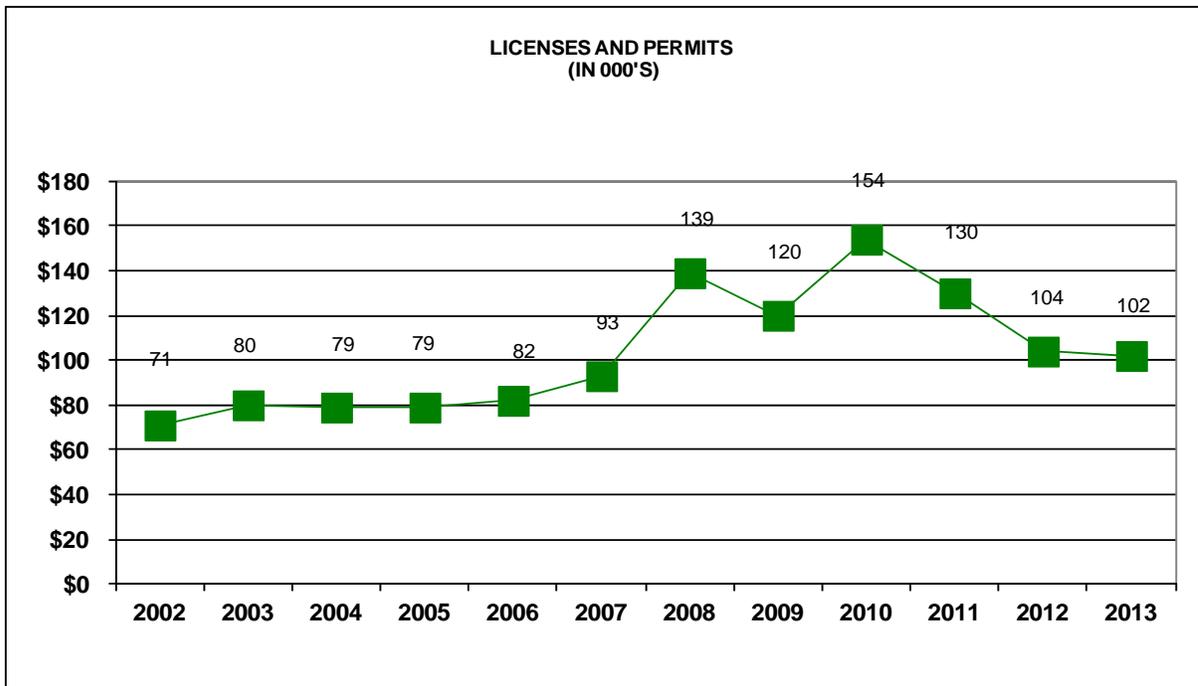


Franchise Taxes include fees charged to specific industries for conducting business in the City. Included in this category are Electric franchise fee, telephone franchise fee, gas franchise fee, cable company franchise fee, and solid waste franchise fees. Franchise fees comprise 10.69% of projected revenues for the general fund.

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

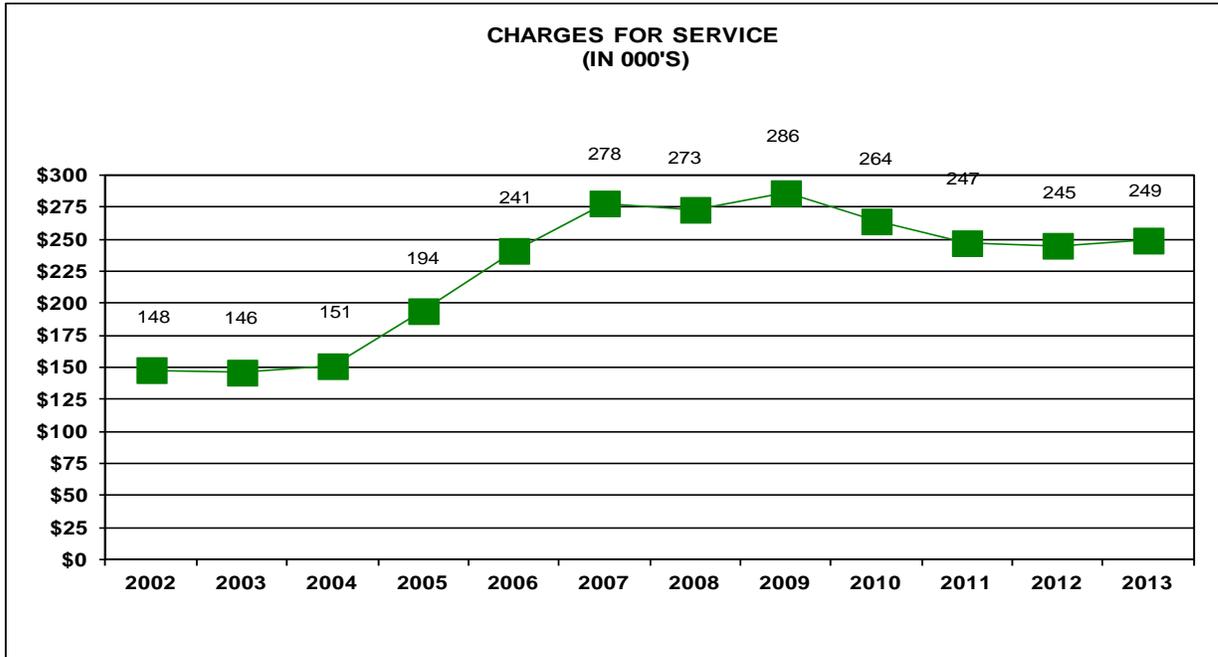


Fines and Forfeitures include revenue from municipal court fines, library book fines, warrants, animal control fines and school crossing guard fines. Revenues are projected to decrease due to a projected decrease in the number of citations issued.

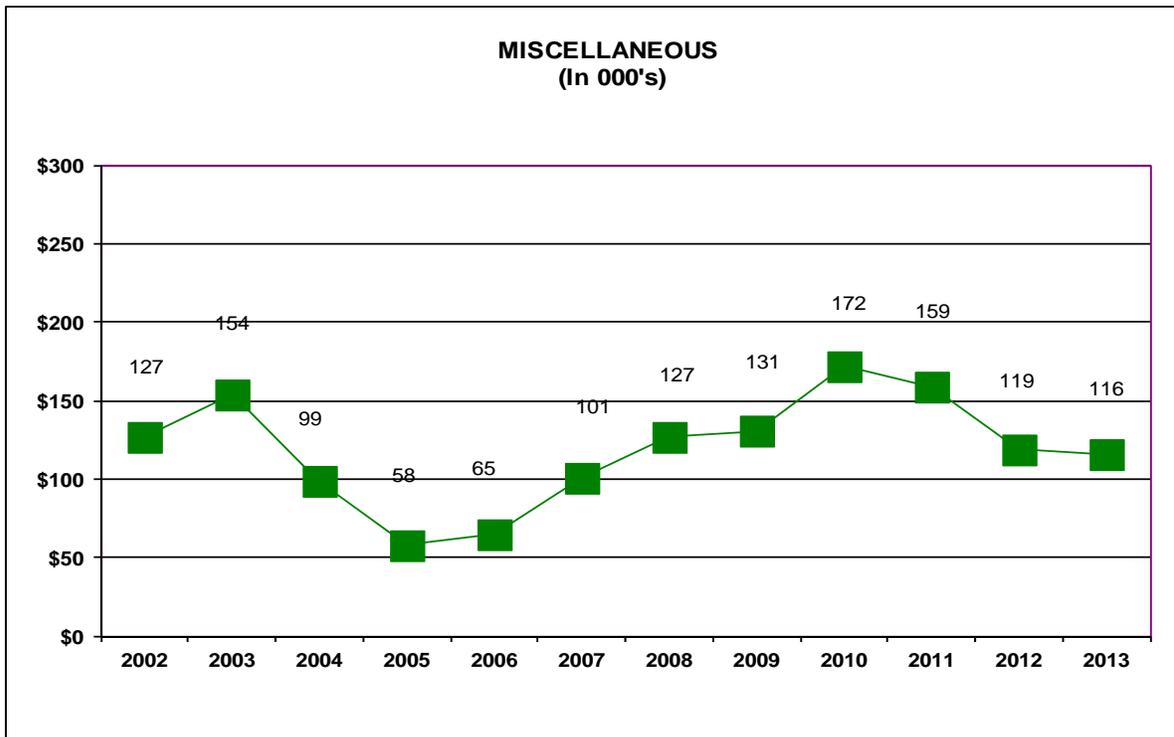


Licenses and Permits include collection of revenue for electrical, mechanical, and plumbing licenses, animal licenses, building permits, plumbing permits, electrical permits, fire code permits, and garage sale permits. Revenues are projected to decrease due to a downturn in the economy which results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

CITY OF RICHLAND HILLS 2012-2013 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 due to an increase the emergency medical service fees.



Miscellaneous revenue includes interest earnings and other income. Revenues are projected to decrease in this category due to a decrease in miscellaneous income.

CITY OF RICHLAND HILLS 2012-2013 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
	Community Development	20
	Animal Control	21
	Economic Development	24
	Municipal Court	11
	Capital Projects	28
	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
SRO Program	Police Department	8
Library Grant	Library	42
Law Enforcement Acquisition Fund	Police Department	6

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

Municipal Security Fund	Court	24
Municipal Technology Fund	Court	39
Keep Richland Hills Beautiful Program Fund	Non-Departmental	67
COG Planning Grant Fund	Non-Departmental	68
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
2006 Contractual Obligation Interest and Sinking	Non-Departmental	63
2007 Contractual Obligation Interest and Sinking	Non-Departmental	76
2011 Contractual Obligation Interest and Sinking	Non-Departmental	87

**CITY OF RICHLAND HILLS
2012-2013 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
2001 Certificate of Obligation Project Fund	Infrastructure	11
Oil and Gas Lease Project Fund	Infrastructure	12
Facility Improvement Fund	Non-Departmental	53
Electric Meter Reading Lease	Administration	61
TOD Grant Match Fund	Non-Departmental	69
2011 PPFCA Acquisitions Fund	Non-Departmental	86

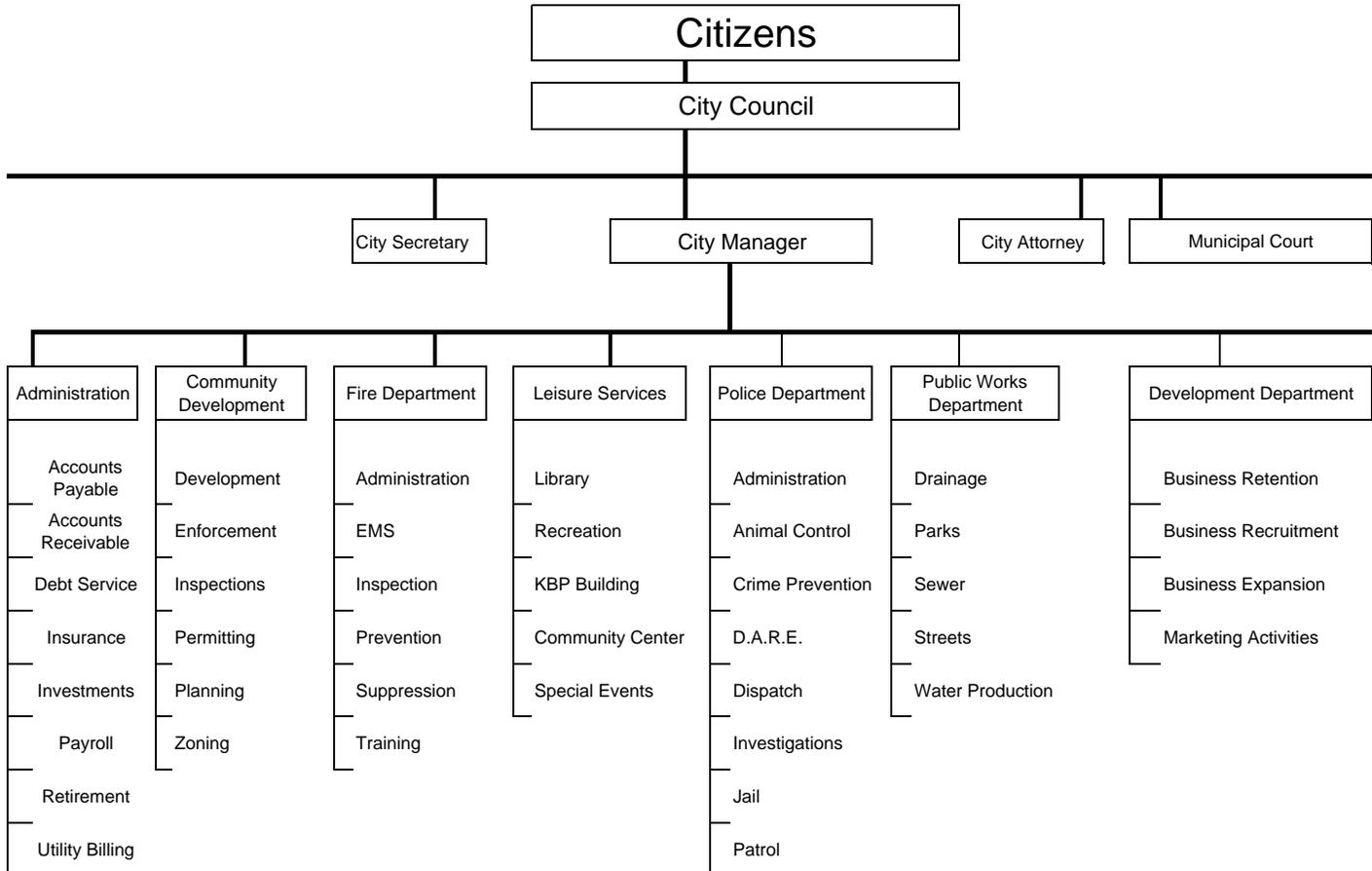
PROPRIETARY FUNDS: Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting.

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
EPA Wastewater Interest and Sinking Fund	Non-Departmental	31
2002 Water Works Revenue Bonds Interest and Sinking Fund	Non-Departmental	47

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

2002 Water Works Revenue Bonds Reserve Fund	Non-Departmental	51
2002 Water Works Revenue Bonds Capital Projects Fund	Public Works, Water	46
2007 Water Works Revenue Bonds Interest and Sinking Fund	Non-Departmental	71
2007 Water Works Revenue Bonds Reserve Fund	Non-Departmental	74
2007 Water Works Revenue Bonds Capital Projects Fund	Public Works, Water	72
2010 Drainage Construction	Public Works, Drainage	83
2010 Drainage Revenue Bonds Interest and Sinking Fund	Non-Departmental	84
2010 Drainage Revenue Bonds Reserve Fund	Non-Departmental	85
2011 Water Works Revenue Bonds Refinance Interest and Sinking Fund	Non-Departmental	92

CITY OF RICHLAND HILLS ORGANIZATION CHART



FUND SUMMARIES



COMBINED FUNDS

CITY OF RICHLAND HILLS

**COMBINED SUMMARY OF ALL REVENUES AND EXPENDITURES
ALL CITY FUNDS
FISCAL YEAR 2012-2013**

	General Fund	Enterprise Fund	Drainage Utility Fund	Economic Dev 4B Tax Fund	Hotel Occupancy Tax Fund	Capital Projects	Municipal Court Special Funds
Est. Beg. Resources	\$2,285,353	\$1,386,776	\$1,134,093	\$386,075	\$68,203	\$249,307	\$2,288
Estimated Current Year Revenues and Resources							
Property Taxes	\$2,012,001						
Sales Tax	\$1,687,531			\$209,702	\$172,145		
Franchise Fees	\$551,771						
Fines and Forfeitures	\$441,547						\$13,452
License and Permits	\$101,864						
Water Sales		\$2,165,563					
Wastewater Billings		\$1,485,727					
Service Charges	\$249,321	\$432,235	\$700,135				
Interest on Investments	\$2,397	\$820	\$730	\$524	\$60	\$147	\$0
Miscellaneous	\$113,563	\$114,063					
Grants				\$0		\$218,278	
Operating Transfers In		\$0					
Current Year Revenues	\$5,159,995	\$4,198,408	\$700,865	\$210,226	\$172,205	\$218,425	\$13,452
Tot. Avail. Resources	\$7,445,348	\$5,585,184	\$1,834,958	\$596,301	\$240,408	\$467,732	\$15,740
Estimated Current Year Expenditures							
Administration	\$507,976	\$492,300					
City Secretary/Legislative	\$84,839	\$85,365					
Municipal Court	\$211,208						
Fire	\$1,472,734						
Street	\$276,390						
Recreation	\$46,703						
Community Development	\$223,344						
Capital Projects/Equipment	\$16,198						
Economic Development	\$32,063			\$192,654	\$157,199		
Police	\$1,753,983						
Keep RH Beautiful							
Animal Services	\$91,228						
Library	\$331,540						
Parks							
Water Operations		\$1,265,589					
Wastewater Operations		\$1,602,620					
Drainage Utility			\$277,405				
Operating Transfers Out		\$581,199		\$132,698	\$14,010		
Subtotal Operating	\$5,048,206	\$4,027,073	\$277,405	\$325,352	\$171,209	\$0	\$0
Capital Projects				\$250,000	\$0	\$0	
Debt Service							
Principal Payments							
Interest Payments							
Fiscal Agent Fees							
Subtotal Debt Service							
Tot Current Year Expend.	\$5,048,206	\$4,027,073	\$277,405	\$575,352	\$171,209	\$0	\$0
Fund Balance Effect Increase(Decrease)	111,789	171,335	423,460	(115,126)	996	218,425	13,452
Est. Ending Resources	\$2,397,142	\$1,558,111	\$1,557,553	\$20,949	\$69,199	\$467,732	\$15,740

CITY OF RICHLAND HILLS

2001 Cer Oblig I&S	Donation Funds	Special Revenue Funds	General Debt I&S	Enterprise Capital Projects Funds	Utility Bond Cert Oblig I&S	Elec Meter Reading Lease	Crime Control & Prevention District Fund	Combined Total All Funds
\$0	\$61,008	\$88,833	\$32,972	\$1,329,965	\$8,796	\$0	\$493,273	\$7,526,942
			\$158,698				\$692,857	\$2,170,699
		\$264,478						\$2,762,235
								\$551,771
								\$719,477
								\$101,864
								\$2,165,563
								\$1,485,727
								\$1,381,691
\$1	\$21	\$0	\$88	\$0	\$458		\$761	\$6,007
	\$33,895	\$0						\$261,521
		\$68,844						\$287,122
\$132,698		\$0			\$787,371	\$53,993		\$974,062
\$132,699	\$33,916	\$333,322	\$158,786	\$0	\$787,829	\$53,993	\$693,618	\$12,867,739
\$132,699	\$94,924	\$422,155	\$191,758	\$1,329,965	\$796,625	\$53,993	\$1,186,891	\$20,394,681
								\$1,000,276
								\$170,204
								\$211,208
								\$1,472,734
								\$276,390
								\$46,703
								\$223,344
								\$16,198
								\$381,916
		\$310,922					\$693,618	\$2,758,523
	\$15,000							\$15,000
	\$0							\$91,228
	\$11,000							\$342,540
	\$7,500							\$7,500
								\$1,265,589
								\$1,602,620
								\$277,405
								\$727,907
\$0	\$33,500	\$310,922	\$0	\$0	\$0	\$0	\$693,618	\$10,887,285
				\$0		\$53,993		\$303,993
\$110,000			\$128,000		\$555,000			\$793,000
\$22,697			\$27,685		\$222,443			\$272,825
\$700			\$700		\$1,200			\$2,600
\$133,397			\$156,385		\$778,643			\$1,068,425
\$133,397	\$33,500	\$310,922	\$156,385	\$0	\$778,643	\$53,993	\$693,618	\$12,259,703
132,699	416	22,400	158,786	0	787,829	53,993	0	\$1,980,454
(\$698)	\$61,424	\$111,233	\$35,373	\$1,329,965	\$17,982	\$0	\$493,273	\$8,134,978

CITY OF RICHLAND HILLS
2012-2013 FISCAL YEAR
ALL FUNDS REVENUE SUMMARY

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
General	\$5,170,445	\$5,028,122	\$5,383,413	\$5,159,995
Parks and Beautification Fund	6,721	7,738	5,589	6,155
Library Donation	5,943	7,509	6,436	6,190
Animal Shelter Donation	6,287	7,943	6,854	6,571
2005 Conatractual Obligation I&S	60,066	0	0	0
2006 Contractual Obligations I&S	89,288	81,116	80,140	53,150
2007 Contractual Obligations I&S	66,970	47,326	49,523	53,150
2011 Contractual Obligations I&S	0	106,646	108,450	105,636
2001 Certificate of Obligations I&S	133,007	132,529	132,529	132,699
Economic Development 4B Tax	211,189	202,594	247,472	210,226
Municipal Court Security	0	6,123	0	5,784
Municipal Court Technology	8,707	8,155	6,628	7,668
COPS CVL Grant	50,359	73,579	73,579	68,844
Traffic Safety Fund	224,195	464,697	243,072	264,478
KRHB Revenue	15,250	15,000	15,000	15,000
Hotel Occupancy Tax Fund	152,673	147,618	168,819	172,145
Crime Control and Prevention Fund	654,380	510,260	731,335	693,618
School Resource Officer Program Fund	37,604	37,604	37,604	0
Electronic Meter Lease Purchase	60,939	53,993	53,993	53,993
Library Grant Fund				
Law Enforcement Fund	0	0	0	0
Facilities Improvement Fund				
Road and Street Improvement	115,644	124,839	124,858	129,869
2001 Certificate of Obligations	0	100	0	0
Oil and Gas Lease Projects	88,787	83,323	258,877	88,556
Enterprise Fund	4,662,255	4,107,057	4,191,529	4,198,408
Drainage Utility Fund	739,028	662,674	662,701	700,865
1998 Certificates Obligation I&S Fund				
2002 Certificates Obligation I&S Fund				
2007 Waterworks Bond Issue I&S	153,076	155,195	155,175	152,094
2010 Certificate Obligations I&S	140,616	195,114	195,104	197,104
2010 Certificate Obligations Reserve	2,482	9,928	9,928	9,928
2011 Certificate Obligations I&S	0	0	0	428,703
2010 Certificate Obligations Revenue	0	3,000	516	0
TOTAL REVENUE	\$12,855,911	\$12,279,782	\$12,949,124	\$12,920,829

CITY OF RICHLAND HILLS
2012-2013 FISCAL YEAR
ALL FUND EXPENDITURE SUMMARY

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
General	\$5,044,444	\$4,909,551	\$4,974,975	\$5,048,206
Parks and Beautification Fund	3,330	8,250	4,325	7,500
Library Donation Fund	7,624	9,000	2,000	11,000
Animal Shelter Donation Fund	12,745	9,560	17,850	0
2005 Contractual Obligations I&S	131,176	0	0	0
2006 Contractual Obligations I&S	79,534	80,045	79,838	0
2007 Contractual Obligations I&S	48,161	46,606	46,823	50,459
2011 Contractual Obligations I&S	0	105,940	105,940	105,926
2001 Certificate of Obligations I&S	133,088	133,228	133,228	133,397
Economic Development 4B Tax	334,101	643,549	254,881	575,352
Municipal Court Security	7,037	0	0	0
Municipal Court Technology	6,393	4,560	6,553	0
COPS CVL Grant	59,255	73,579	61,491	68,844
Traffic Safety Program	343,164	271,991	242,191	242,078
KRHB Program	7,049	15,000	15,000	15,000
Hotel Occupancy Tax Fund	140,680	147,618	147,643	171,209
Crime Control and Prevention Fund	513,193	547,084	486,006	693,618
School Resource Officer Program Fund	37,604	37,604	37,604	0
Electronic Meter Reading Lease	60,939	53,993	53,993	53,993
Library Grant Fund	15,175	0	0	0
Law Enforcement Acquisition	708	0	64	0
Facilities Improvements	87,620	0	168,128	0
Road and Street Improvement	122,157	124,839	124,839	0
2001 Certificate of Obligation Project Fund	237	0	67809	0
Oil and Gas Lease Project	500,655	0	1,583	0
Enterprise Fund	3,530,180	3,983,651	4,126,994	4,027,073
Drainage Utility Fund	326,696	212,028	212,028	277,405
1998 Certificates I&S	77,356	283,067	1,383,724	0
2002 Certificate of Obligations I&S	165,890	144,858	144,858	0
2007 Certificate of Obligations I&S	153,438	155,655	155,655	152,574
2010 Certificate Obligations I&S	96,363	195,444	195,444	197,444
2011 Certificate of Obligations I&S	0	0	0	428,625
2007 Waterworks Capital Projects Fund	172,485	0	27312	0
TOTAL EXPENDITURES	<u>\$12,218,477</u>	<u>\$12,196,700</u>	<u>\$13,278,779</u>	<u>\$12,259,703</u>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
GOVERNMENTAL FUNDS				
General Fund				
Personnel	\$4,037,127	\$4,099,765	\$4,125,801	\$4,005,199
Supplies/Maintenance	570,390	475,581	512,049	571,704
Other Operating Cost	129,020	103,923	98,421	109,616
Utilities	178,812	119,131	131,045	161,545
Contractual	92,912	94,953	91,461	161,508
Capital	36,183	16,198	16,198	38,634
Transfers	0	0	0	0
Debt Service	0	0	0	0
	\$5,044,444	\$4,909,551	\$4,974,975	\$5,048,206
Library Donation Fund				
Personnel	\$0	\$1,100	\$0	\$0
Supplies/Maintenance	7,624	7,900	2,000	11,000
Other Operating Cost	0	0	0	0
Utilities	0	0	0	0
Contractual	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	\$7,624	9,000	\$2,000	\$11,000
Animal Shelter Donation Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	12,745	9,060	2,799	0
Other Operating Cost	0	500	0	0
Capital	0	0	15,051	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	\$12,745	\$9,560	\$17,850	\$0

CITY OF RICHLAND HILLS

**2012-2013 FISCAL YEAR
ALL FUNDS BUDGET DETAIL
BY EXPENSE CATEGORIES**

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Parks and Beautification Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	3,203	8,250	4,289	7,500
Other Operating Cost	127	0	36	0
Capital	0	0	0	0
Debt Service	0	0	0	0
	<u>\$3,330</u>	<u>\$8,250</u>	<u>\$4,325</u>	<u>\$7,500</u>
TOTAL GOVERNMENTAL FUNDS	<u>\$5,068,143</u>	<u>\$4,936,361</u>	<u>\$4,999,150</u>	<u>\$5,066,706</u>

DEBT SERVICE FUNDS

2006 Tax Note Interest and 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	79,534	80,045	79,838	0
	<u>\$79,534</u>	<u>\$80,045</u>	<u>\$79,838</u>	<u>\$0</u>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
2007 Series Contractual Obligation Interest and 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	48,161	46,606	46,823	50,459
	<u>\$48,161</u>	<u>\$46,606</u>	<u>\$46,823</u>	<u>\$50,459</u>
2011 Series Contractual Obligation Interest and 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	105,940	105,940	105,926
	<u>\$0</u>	<u>\$105,940</u>	<u>\$105,940</u>	<u>\$105,926</u>
2001 Certificate of Obligation Interest and Sinking				
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	133,088	133,228	133,228	133,397
	<u>\$133,088</u>	<u>\$133,228</u>	<u>\$133,228</u>	<u>\$133,397</u>
TOTAL DEBT SERVICE FUNDS	<u>\$260,783</u>	<u>\$365,819</u>	<u>\$365,829</u>	<u>\$289,782</u>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
SPECIAL REVENUE FUNDS				
Economic Development 4B Tax Fund				
Personnel	\$46,164	\$43,736	\$43,736	\$46,544
Supplies/Maintenance	0	650	554	2,650
Other Operating Cost	154,931	216,635	78,063	128,460
Capital	0	250,000	0	265,000
Transfers	0	0	0	0
Debt Service	133,006	132,528	132,528	132,698
	<u>\$334,101</u>	<u>\$643,549</u>	<u>\$254,881</u>	<u>\$575,352</u>
Municipal Court Security Fund				
Personnel	\$7,037	\$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
	<u>\$7,037</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Municipal Court Technology Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	6,393	0	3,385	0
Other Operating Cost	0	0	0	0
Capital	0	4,560	3,168	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$6,393</u>	<u>\$4,560</u>	<u>\$6,553</u>	<u>\$0</u>
COPS CVL Grant				
Personnel	\$52,811	\$55,206	\$53,206	\$56,436
Supplies/Maintenance	2,628	10,764	2,065	5,723
Other Operating Cost	3,816	7,609	6,220	6,685
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$59,255</u>	<u>\$73,579</u>	<u>\$61,491</u>	<u>\$68,844</u>
COPS Law Enforcement Grant				
Personnel	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
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
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Traffic Safety Program				
Personnel	\$6,909	\$41,225	\$4,243	\$34,900
Supplies/Maintenance	62,449	125,695	107,195	96,152
Other Operating Cost	250,954	105,071	130,753	111,026
Capital	22,852	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$343,164</u>	<u>\$271,991</u>	<u>\$242,191</u>	<u>\$242,078</u>
Keep Richland Hills Beautiful Program Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	1,140	3,000	3,000	3,000
Other Operating Cost	5,909	12,000	12,000	12,000
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$7,049</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>
Hotel Occupancy Tax Revenue Fund				
Personnel	\$0	\$21,868	\$21,868	\$23,270
Supplies/Maintenance	0	325	309	3,200
Other Operating Cost	101,706	116,611	116,652	130,729
Capital	0	0	0	0
Transfers	38,974	8,814	8,814	14,010
Debt Service	0	0	0	0
	<u>\$140,680</u>	<u>\$147,618</u>	<u>\$147,643</u>	<u>\$171,209</u>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
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	\$475,500	\$489,298	\$432,565	\$456,881
Supplies/Maintenance	22,574	38,547	34,958	37,441
Other Operating Cost	15,119	19,239	18,483	134,008
Capital	0	0	0	65,288
Transfers	0	0	0	0
Debt Service	0	0	0	0
	\$513,193	\$547,084	\$486,006	\$693,618

CITY OF RICHLAND HILLS

**2012-2013 FISCAL YEAR
ALL FUNDS BUDGET DETAIL
BY EXPENSE CATEGORIES**

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
TOD Grant Match				
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
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
School Resource Officer Program				
Personnel	\$35,261	\$35,261	\$35,261	\$0
Supplies/Maintenance	1,334	1,334	1,334	0
Other Operating Cost	1,009	1,009	1,009	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$37,604</u>	<u>\$37,604</u>	<u>\$37,604</u>	<u>\$0</u>
Eletronic 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	0	0	0	0
Debt Service	60,939	53,993	53,993	53,993
	<u>\$60,939</u>	<u>\$53,993</u>	<u>\$53,993</u>	<u>\$53,993</u>
Library Grants				
Personnel	\$5,079	\$0	\$0	\$0
Supplies/Maintenance	2,260	0	0	0
Other Operating Cost	0	0	0	0
Capital	7,836	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$15,175</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Law Enforcement Acquisition Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	708	0	64	0
Other Operating Cost	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$708</u>	<u>\$0</u>	<u>\$64</u>	<u>\$0</u>
TOTAL SPECIAL REVENUE FUNDS	<u>\$1,525,298</u>	<u>\$1,794,978</u>	<u>\$1,305,426</u>	<u>\$1,820,094</u>

CITY OF RICHLAND HILLS

**2012-2013 FISCAL YEAR
ALL FUNDS BUDGET DETAIL
BY EXPENSE CATEGORIES**

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
CAPITAL PROJECTS FUNDS				
Facilities Improvements Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	87,620	0	168,128	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	\$87,620	\$0	\$168,128	\$0
Road and Street Improvement Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	122,157	124,839	124,839	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	\$122,157	\$124,839	\$124,839	\$0
2001 Certificate of Obligation Project Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0
Capital	237	0	67,809	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	\$237	\$0	\$67,809	\$0
Oil and Gas Lease Project Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	327	0	83	0
Other Operating Cost	0	0	0	0
Capital	200,328	0	1,500	0
Transfers	300,000	0	0	0
Debt Service	0	0	0	0
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	\$500,655	\$0	\$1,583	\$0
Capital Projects Fund				
Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance	0	0	0	0
Other Operating Cost	0	0	0	0

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	\$0	\$0	\$0	\$0
Equipment Replacement 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	0
	\$0	\$0	\$0	\$0
TOTAL CAP PROJECTS FUND	\$710,669	\$124,839	\$362,359	\$0

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
PROPRIETARY FUNDS				
Enterprise Funds				
Personnel	\$1,384,530	\$1,317,680	\$1,431,840	\$1,115,470
Supplies/Maintenance	279,170	247,300	274,571	285,661
Other Operating Cost	42,858	49,315	50,628	38,436
Utilities	113,647	124,416	124,311	120,884
Contractual	37,277	32,103	32,807	34,688
Capital	0	439,300	439,300	678,500
Purchased Services	1,038,294	1,172,235	1,172,235	1,172,235
Debt Service	634,404	601,302	601,302	581,199
	<u>\$3,530,180</u>	<u>\$3,983,651</u>	<u>\$4,126,994</u>	<u>\$4,027,073</u>
Drainage Utility Fund				
Personnel	\$167,664	\$145,628	\$145,628	\$185,805
Supplies/Maintenance	77,534	63,900	63,900	80,900
Other Operating Cost	81,498	2,500	2,500	2,500
Utilities	0	0	0	0
Contractual	0	0	0	0
Capital	0	0	0	8,200
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$326,696</u>	<u>\$212,028</u>	<u>\$212,028</u>	<u>\$277,405</u>
1998 Certificate Obligation I&S 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	957,320	0
Debt Service	77,356	283,067	426,404	0
	<u>\$77,356</u>	<u>\$283,067</u>	<u>\$1,383,724</u>	<u>\$0</u>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
2002 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	165,890	144,858	144,858	0
	\$165,890	\$144,858	\$144,858	\$0
2002 Waterworks Revenue Bonds Reserve 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	0
	\$0	\$0	\$0	\$0
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	153,438	155,655	155,655	152,574
	\$153,438	\$155,655	\$155,655	\$152,574
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	96,363	195,444	195,444	197,444
	\$96,363	\$195,444	\$195,444	\$197,444

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR ALL FUNDS BUDGET DETAIL BY EXPENSE CATEGORIES

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
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	172,485	0	27,312	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<u>\$172,485</u>	<u>\$0</u>	<u>\$27,312</u>	<u>\$0</u>
2011 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	428,625
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>428,625</u>
TOTAL PROPRIETARY FUNDS	<u>\$4,522,408</u>	<u>\$4,974,703</u>	<u>\$6,246,015</u>	<u>\$5,083,121</u>
TOTAL ALL FUNDS	<u>\$12,087,301</u>	<u>\$12,196,700</u>	<u>\$13,278,779</u>	<u>\$12,259,703</u>

PERSONNEL SUMMARY

CITY OF RICHLAND HILLS

AUTHORIZED FULL TIME POSITIONS FISCAL YEARS 2007-2008 THROUGH 2012-2013

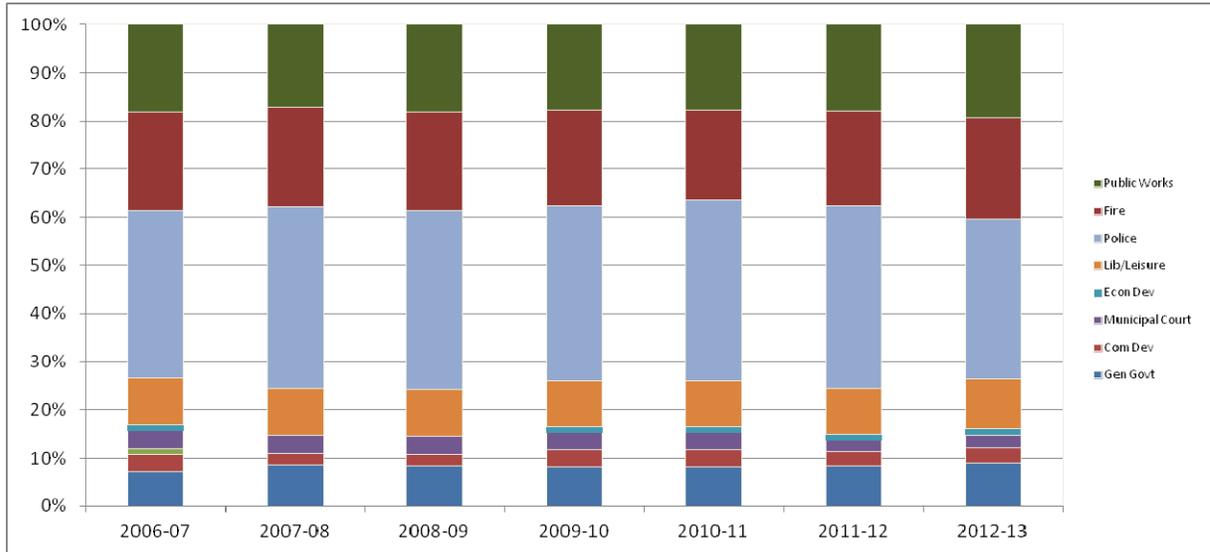
	Authorized 2007-2008	Authorized 2008-2009	Authorized 2009-2010	Authorized 2010-2011	Authorized 2011-2012	Authorized 2012-2013
General Government						
City Manager	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Office Clerk	2	2	2	2	2	2
Finance/Accounting Manager	1	1	1	1	1	1
Accounting Tech	1	1	1	1	1	1
City Secretary	1	1	1	1	1	1
Subtotal	7	7	7	7	7	7
Community Development						
Director of Planning and Community Development	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Administrative Secretary	0	0	1	0.5	0.5	0.5
Subtotal	2	2	3	2.5	2.5	2.5
Community Center						
Recreation Special Events Coordinator	0	0	0	0	0	0
Assistant Recreation Special Events Coordinator **	1	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	1	0	0
Marshal	1	1	1	1	1	1
Subtotal	3	3	3	3	2	2
Economic Development						
Economic Development Specialist	0	0	1	1	1	1
Subtotal	0	0	1	1	1	1
Library/Leisure Services						
Library Director	1	1	1	1	1	1
Assistant Library Director	1	1	1	1	1	1
Library Assistant **	5	5	5	5	5	5
Library Specialist						
Subtotal	7	7	7	7	7	7
Police Department						
Police Chief	1	1	1	1	1	1
Commander	2	2	2	2	1	1
Sergeant	3	3	3	3	4	5
Officer	14	14	14	14	14	13
Communications Supervisor	1	1	1	1	1	0
Public Safety Systems Integrator						1
Dispatcher	4	4	4	5	5	0
Crime Victim Liaison	0	0	1	1	1	1
Animal Control Officer	1	1	1	1	1	1
Public Service Officer	2	2	2	1	1	0
Animal Control Services Office Clerk **	1	1	1	1	1	1
Records Clerk	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Subtotal	31	31	32	32	32	26
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	1	0.5	0.5	0.5
Subtotal	17	17	17	16.5	16.5	16.5

CITY OF RICHLAND HILLS

AUTHORIZED FULL TIME POSITIONS FISCAL YEARS 2007-2008 THROUGH 2012-2013

	Authorized 2007-2008	Authorized 2008-2009	Authorized 2009-2010	Authorized 2010-2011	Authorized 2011-2012	Authorized 2012-2013
Public Works						
Public Works Director	1	1	1	1	1	1
Public Works Superintendent	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	7	8	8	8	8	8
Water Instrumentation Foreman	1	1	1	1	1	1
Meter Reader	0	0	0	0	0	0
Administrative Secretary	1	1	1	1	1	1
Office Clerk	** 0	0	0	0	0	0
Subtotal	14	15	15	15	15	15
Totals						
	82	83	86	85	84	78

**Indicates half-time position

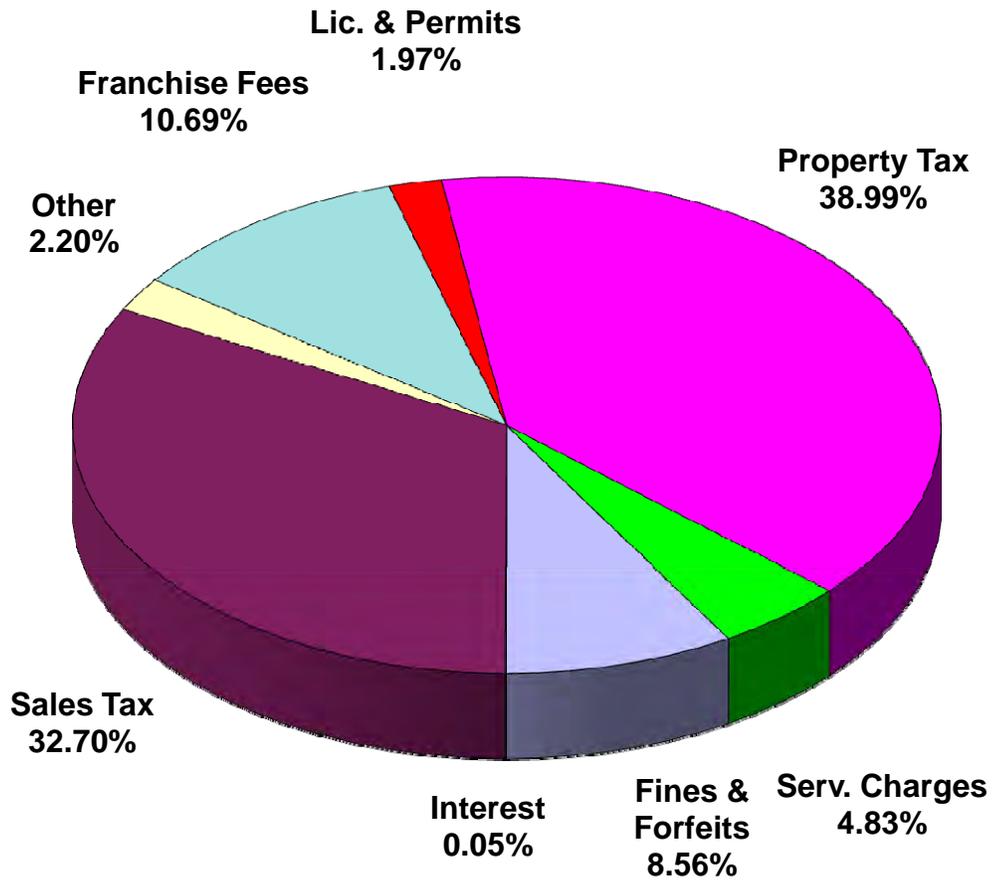


GOVERNMENTAL FUNDS

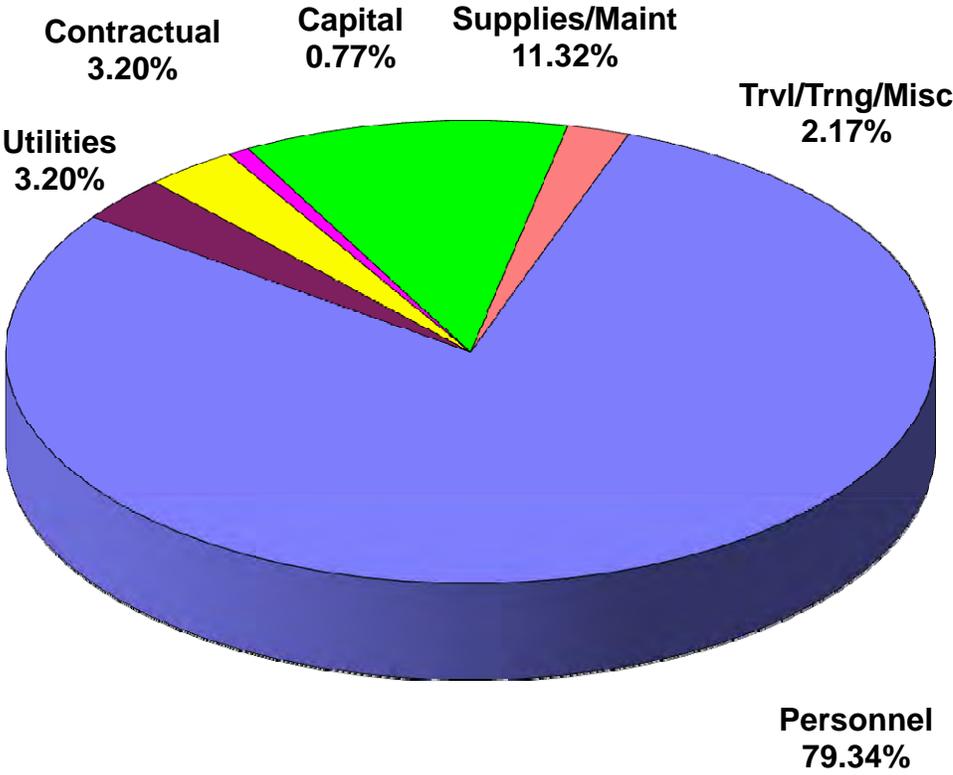
General Fund

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, Community Development Department, Economic Development Department, Animal Control, Library.

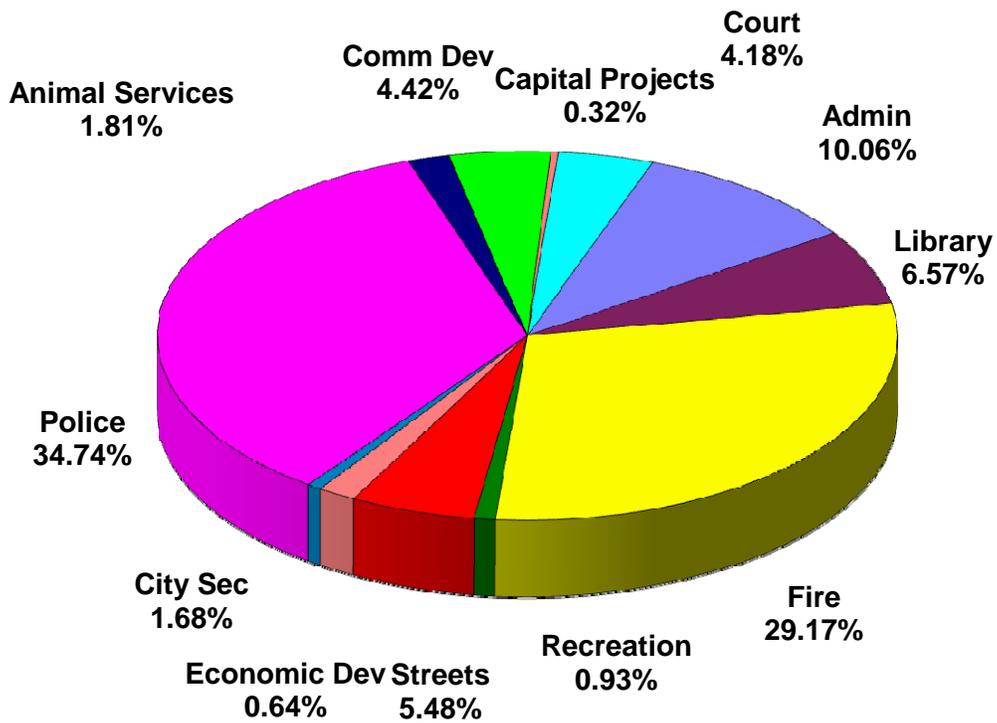
**CITY OF RICHLAND HILLS
GENERAL FUND REVENUE
FISCAL YEAR 2012-2013
\$5,159,995**



**CITY OF RICHLAND HILLS
GENERAL FUND
EXPENDITURES BY CATEGORY
FISCAL YEAR 2012-2013
\$5,048,206**



**CITY OF RICHLAND HILLS
GENERAL FUND
EXPENDITURES BY DEPARTMENT
FISCAL YEAR 2012-2013
\$5,048,206**



CITY OF RICHLAND HILLS

**2012-013 FISCAL YEAR
SUMMARY OF REVENUES AND EXPENDITURES
GENERAL FUND**

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Estimated Beginning Resources	\$2,161,389	\$2,475,771	\$1,847,965	\$2,285,353
 REVENUES				
Taxes	\$4,210,042	\$4,088,873	\$4,477,443	\$4,251,303
Fines and Forfeitures	366,880	471,770	442,756	441,547
License and Permits	274,680	103,792	124,658	101,864
Service Charges	237,265	244,672	245,270	249,321
Miscellaneous	81,578	119,015	93,286	115,960
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	\$5,170,445	\$5,028,122	\$5,383,413	\$5,159,995
 Total Estimated Available Resources	 \$7,331,834	 \$7,503,893	 \$7,231,378	 \$7,445,348
 EXPENDITURES				
Administration	\$358,010	\$317,159	\$428,401	\$507,976
City Secretary/Legislative	53,327	53,159	53,303	84,839
Municipal Court	199,234	198,869	208,953	211,208
Fire	1,516,275	1,484,126	1,493,472	1,472,734
Street	266,918	221,744	227,125	276,390
Recreation	45,457	33,742	33,764	46,703
Community Development	287,077	281,825	265,377	223,344
Capital Projects/Equipment	16,198	16,198	16,198	16,198
Economic Development	60,833	29,683	28,950	32,063
Police	1,835,131	1,855,886	1,811,306	1,753,983
Animal Services	82,273	92,189	87,575	91,228
Library	323,711	324,971	320,551	331,540
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES	\$5,044,444	\$4,909,551	\$4,974,975	\$5,048,206
 BALANCE	 \$2,287,390	 \$2,594,342	 \$2,256,403	 \$2,397,142
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CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF REVENUES

GENERAL FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Taxes				
Current Property Tax	\$1,927,582	\$1,966,572	\$1,966,572	\$1,966,572
Delinquent Property Tax	26,018	18,792	28,338	20,620
Penalty and Interest	25,141	25,402	24,992	24,809
Sales & Use Tax	1,685,849	1,537,736	1,895,772	1,685,849
Liquor Tax	1,661	1,621	1,356	1,682
Water/Sewer Franchise	60,000	60,000	60,000	60,000
Electrical Franchise	245,576	252,088	271,961	258,768
Gas Franchise	78,291	79,122	79,264	79,122
Phone Franchise	82,090	76,426	78,074	81,060
Solid Waste Franchise	18,566	16,925	16,925	17,435
Cable TV Franchise	59,268	54,189	54,189	55,386
Total Taxes	<u>\$4,210,042</u>	<u>\$4,088,873</u>	<u>\$4,477,443</u>	<u>\$4,251,303</u>
Fines & Forfeitures				
Court Fines	\$257,808	\$313,287	\$289,104	\$285,549
Library Fines	2,749	2,949	4,290	3,401
Delinquent Court Fines	65,440	86,387	70,838	74,636
Judicial Efficiency Fines	583	662	1,756	1,153
Warrant Fees	30,599	58,352	63,166	65,089
Court Delinquent Collections	1,149	1,501	2,078	2,630
Animal Control Fines	4,430	4,529	4,550	4,459
School Crossing Fines	4,122	4,103	6,974	4,630
Total Fines & Forfeitures	<u>\$366,880</u>	<u>\$471,770</u>	<u>\$442,756</u>	<u>\$441,547</u>
Licenses/Permits				
Electrical License	\$14,124	\$15,814	\$12,364	\$14,919
Animal License	563	458	1,152	675
Bicycle License	0	0	0	0
Gas Drilling Permits	157,448	0	0	

CITY OF RICHLAND HILLS

Building Permits	59,186	56,024	80,307	53,914
Plumbing Permits	6,771	7,063	7,446	7,178
Electrical Inspections	17,038	13,982	12,370	12,567
Liquor Sale Permits	525	873	870	791
Garage Sale Permits	2,448	2,110	2,681	2,299
Fire Code Permits	16,577	7,468	7,468	9,521
Total Licenses/Permits	\$274,680	\$103,792	\$124,658	\$101,864
Service Charges				
Lot Mowing	2,135	3,044	3,044	2,854
Sign Fees		0	0	0
Copy Machine	2,601	2,610	2,590	2,623
Emergency Medical Service	212,212	221,527	221,527	226,089
Animal Vaccinations	179	95	126	129
Recreation Class Fees	4,154	3,397	4,182	3,588
Community Center Rental	15,957	13,976	13,801	14,017
Library Room Rental	27	23	0	21
Total Services Charges	\$237,265	\$244,672	\$245,270	\$249,321
Miscellaneous				
Investment Income	\$1,576	\$2,740	\$1,016	\$2,397
Other Financial Sources	\$30,000	\$30,000	\$30,000	\$30,000
Grants/Transfers	0	9,528	9,528	9,725
Sale of General Assets	23,209	25,626	9,290	26,207
Miscellaneous	26,793	51,121	43,452	47,631
Total Miscellaneous	\$81,578	\$119,015	\$93,286	\$115,960
Total Revenue	\$5,170,445	\$5,028,122	\$5,383,413	\$5,159,995

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Administration				
Personnel	\$285,413	\$258,632	\$354,918	\$398,464
Supplies/Maintenance	51,345	37,542	51,431	77,352
Other Operating Cost	21,252	20,985	22,052	32,160
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Administration	\$358,010	\$317,159	\$428,401	\$507,976
City Secretary/Legislative				
Personnel	\$31,592	\$34,486	\$34,275	\$53,082
Supplies/Maintenance	12,229	5,284	4,997	10,462
Other Operating Cost	9,506	13,389	14,031	21,295
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total City Secretary/Legislative	\$53,327	\$53,159	\$53,303	\$84,839
Police Department				
Personnel	\$1,549,790	\$1,598,588	\$1,537,548	\$1,414,171
Supplies/Maintenance	156,168	142,853	152,797	160,558
Other Operating Cost	115,029	114,445	120,961	117,493
Capital	14,144	0	0	61,761
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Police Department	\$1,835,131	\$1,855,886	\$1,811,306	\$1,753,983

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Fire Department				
Personnel	\$1,325,837	\$1,314,706	\$1,318,824	\$1,285,260
Supplies/Maintenance	113,598	94,344	103,994	111,058
Other Operating Cost	76,840	75,076	70,654	76,416
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Fire Department	\$1,516,275	\$1,484,126	\$1,493,472	\$1,472,734
Street Department				
Personnel	\$66,945	\$92,883	\$97,075	\$97,741
Supplies/Maintenance	122,275	107,000	107,000	111,800
Other Operating Cost	77,698	21,861	23,050	53,249
Capital	0	0	0	13,600
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Street Department	\$266,918	\$221,744	\$227,125	\$276,390
Recreation Department				
Personnel	\$23,605	\$23,678	\$23,692	\$23,750
Supplies/Maintenance	7,626	2,402	2,402	9,502
Other Operating Cost	8,385	7,662	7,670	8,195
Capital	5,841	0	0	5,256
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Recreation Department	\$45,457	\$33,742	\$33,764	\$46,703

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Community Development				
Personnel	\$244,934	\$258,083	\$247,193	\$203,328
Supplies/Maintenance	12,766	12,626	12,210	12,710
Other Operating Cost	29,377	11,116	5,974	7,306
Capital	0	0		0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Community Development	\$287,077	\$281,825	\$265,377	\$223,344
Economic Development				
Personnel	\$41,179	\$21,868	\$21,868	\$22,753
Supplies/Maintenance	1,084	325	323	650
Other Operating Cost	18,570	7,490	6,759	8,660
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Economic Development	\$60,833	\$29,683	\$28,950	\$32,063
Animal Control				
Personnel	\$60,356	\$67,682	\$61,638	\$65,769
Supplies/Maintenance	7,724	7,171	6,762	7,465
Other Operating Cost	14,193	17,336	19,175	17,994
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Animal Control	\$82,273	\$92,189	\$87,575	\$91,228

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF EXPENDITURES

GENERAL FUND

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Library				
Personnel	\$222,104	\$241,867	\$231,394	\$241,715
Supplies/Maintenance	74,291	56,875	60,974	60,567
Other Operating Cost	27,316	26,229	28,183	29,258
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Library	\$323,711	\$324,971	\$320,551	\$331,540
Municipal Court				
Personnel	\$185,372	\$187,292	\$197,376	\$199,166
Supplies/Maintenance	11,284	9,159	9,159	9,580
Other Operating Cost	2,578	2,418	2,418	2,462
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Municipal Court	\$199,234	\$198,869	\$208,953	\$211,208
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	16,198
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Capital Projects	\$16,198	\$16,198	\$16,198	\$16,198
Total Expenditures	\$ 5,044,444	\$ 4,909,551	\$ 4,974,975	\$ 5,048,206

CITY OF RICHLAND HILLS

Department Administration (112)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 285,413	\$ 258,632	\$ 354,918	\$ 398,464
SUPPLIES/MAINTENANCE	\$ 51,345	\$ 37,542	\$ 51,431	\$ 77,352
OTHER OPERATING COST	\$ 10,145	\$ 10,119	\$ 10,463	\$ 15,415
UTILITIES	\$ 8,820	\$ 8,775	\$ 9,495	\$ 14,286
CONTRACTUAL	\$ 2,287	\$ 2,091	\$ 2,094	\$ 2,459
CAPITAL/TRANSFERS	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 358,010	\$ 317,159	\$ 428,401	\$ 507,976

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
*City Manager	0.50	0.50	0.50	0.50
*Administrative Assistant	0.50	0.50	0.50	0.50
*Finance/Accounting Manager	0.50	0.50	0.50	0.50
*Office Clerk	1.50	1.5	1.00	1.00
*Accounting Tech	0	0	0.50	0.50
*This position partially funded in this department				
Total	3.0	3.0	3.0	3.00

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Number of utility accounts billed annually	37,838	36,047	36,047
Number of new accounts	453	414	426
Number of disconnects	416	401	403
Monthly billings on time	25	26	26
Number of adjustments/billing annually	250	250	250
Cost to bill one utility account	1.26	1.3	1.3
Average phone time per customer (minutes)	3	2	2
Average response to billing inquiries (days)	2	2	2
Water payments processed annually	32,112	31,835	33,075
Funds deposited within 24 hours	99%	100%	100%
%payments processed within one day of receipt	99%	100%	100%
Annual Financial Reports by Due Date	Yes	Yes	Yes
Monthly Financial Reports by 12th business day	Yes	Yes	Yes
Annual Budget Document by due date	Yes	Yes	Yes
Number of Deposits processed	1,956	1,956	1,956
Accounts Payable Invoices Processed	4459	4730	4777
Accounts Payable Checks Issued	3,647	3,900	3,939
Payroll Checks Issued	2,194	2,174	2,184
Number of employees at year end	81	80	84
Number of employees using direct deposit	60	72	74
% of employees using direct deposit	74%	90%	88%
Distinguished Budget Award	1	1	1
Certificate of Achievement for Financial Reporting	1	1	1

CITY OF RICHLAND HILLS

DEPARTMENT:	Administration (112)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$124,407	\$138,896	\$138,896	\$216,341
51030	Overtime	0	0	0	600
51040	FICA	8,626	10,259	10,259	15,996
51050	Unemployment Insurance	130	375	375	783
51070	TMRS	27,354	23,335	23,335	36,236
51080	Health Insurance	15,852	16,908	16,908	20,934
51150	Legal Fee	64,653	44,310	100,514	75,000
51160	Audit Fee	8,190	9,817	9,817	14,874
51170	Engineer/Consultant Fee	9,484	0	37,175	0
51180	Tax Services	20,141	14,732	17,639	17,700
51260	Contract Labor	6,576	0	0	0
	Subtotal Personnel	\$285,413	\$258,632	\$354,918	\$398,464
52010	Office Supplies	\$1,265	\$1,110	\$1,110	\$1,682
52020	Printing	1,713	1,211	1,211	3,203
52040	Office Equipment Maintenance	33,264	15,345	24,304	29,599
52046	E-Commerce Fees	3,379	2,462	6,762	9,233
52060	Minor Office Equipment	95	0	630	300
52061	Electronic Payment Fees	0	6,600	6,600	16,950
52080	Building Maintenance	11,629	10,814	10,814	16,385
52240	Building Cleaning Supplies	0	0	0	0
52255	Hazardous Waste	0	0	0	0
	Subtotal Supplies/Maintenance	\$51,345	\$37,542	\$51,431	\$77,352
53010	Legal Advertising	\$873	\$660	\$660	\$1,000
53020	Postage	5,726	6,436	7,276	10,172
53060	Membership/Professional Dues	2,147	1,402	1,402	2,124
53070	Subscriptions/Publications	70	328	328	160
53072	Other Programs	93	297	297	450
53080	Travel/Training	1,236	996	500	1,509
53100	Newsletter	0	0	0	0
53975	Property Acquisition	0	0	0	0
	Subtotal Other Operating	\$10,145	\$10,119	\$10,463	\$15,415
54010	Electricity	\$5,013	\$4,910	\$4,910	\$7,811
54020	Natural Gas	315	495	430	699
54030	Telephone	3,492	3,370	4,155	5,776
	Subtotal Utilities	\$8,820	\$8,775	\$9,495	\$14,286
55030	Worker's Comp. Insurance	\$1,645	\$1,659	\$1,638	\$1,573
55040	Real/Personal Property Insurance	243	245	242	445
55080	General Liability	238	66	52	145
55100	Employee Bond	161	121	162	296
	Subtotal Contractual	\$2,287	\$2,091	\$2,094	\$2,459
56150	Facilities Improvement	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

DEPARTMENT:	Administration (112)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
56160	Facilities Maintenance	0	0	0	0
56164	Transfers	0	0	0	0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$358,010	\$317,159	\$428,401	\$507,976

CITY OF RICHLAND HILLS

DEPARTMENT: Administration (112) **FUND:** General

DEPARTMENT MISSION

The purpose of the Department of Administration is to facilitate teamwork in an effort to enhance the department and attain goals of efficiency and effectiveness through cooperative efforts of all team members. Administration provides internal services, utility billing, 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.

GOALS AND OBJECTIVES

PROGRAM: Finance/Accounting

GOAL: Improve internal customer service.

OBJECTIVE: Assist other departments with financial analysis and budget projections.

OBJECTIVE: Become familiar with the operational needs of other city departments.

GOAL: Improve reporting to council and staff of the active investment program.

OBJECTIVE: Enhance cash management forecasting through increased information flow from other departments and accounting reports.

OBJECTIVE: Conduct research and analysis to strengthen investment strategy.

GOAL: Provide efficient, cost effective, and sage banking arrangements for the City.

OBJECTIVE: Monitor bank performance on a daily basis and ensure an open line of communication exists between department and bank representatives.

OBJECTIVE: Keep abreast of new banking services and products and recommend new services as needed.

GOAL: Continue to monitor implementation of the purchasing policy and fine tune as needed.

OBJECTIVE: Solicit input from city staff on the need for changes to the policy.

OBJECTIVE: Provide training and support to other departments on purchasing procedures.

GOAL: Enhance quality of the payroll process.

OBJECTIVE: Improve communication to employees by disseminating payroll information and options available.

OBJECTIVE: Improve procedures for reporting time and attendance to payroll clerks.

GOAL: Improve year-end audit process.

OBJECTIVE: Ensure timely posting of adjusting entries.

OBJECTIVE: Continue to pursue C.A.F.R. award

OBJECTIVE: Improve internal control system regarding separations of duties.

CITY OF RICHLAND HILLS

Department CSO/Legislative (123)	Fund:	General		
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 31,592	\$ 34,486	\$ 34,275	\$ 53,082
SUPPLIES/MAINTENANCE	\$ 12,229	\$ 5,284	\$ 4,997	\$ 10,462
OTHER OPERATING COST	\$ 6,187	\$ 10,673	\$ 11,315	\$ 15,923
UTILITIES	\$ -	\$ -		
CONTRACTUAL	\$ 3,319	\$ 2,716	\$ 2,716	\$ 5,372
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 53,327	\$ 53,159	\$ 53,303	\$ 84,839

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
*City Secretary	.50	.50	.50	.50
*This position partially funded in this department				
Total	.50	.50	.50	.50

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Regular/Special council meetings attended	100%	100%	100%
Minutes prepared by next council meeting	100%	100%	100%
Minutes approved without corrections	100%	100%	100%
Requests for information responded to within 10 working days	100%	100%	100%
Birth/death certificates registered and filed within 3 working days	100%	100%	100%
Elections Uncontested	100%	100%	100%

CITY OF RICHLAND HILLS

DEPARTMENT:

City Secretary/Legislative (123)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$23,709	\$25,798	\$25,798	\$39,673
51040	FICA	1,671	1,898	1,663	3,035
51050	Unemployment Insurance	22	62	86	131
51070	TMRS	3,913	4,316	4,316	6,876
51080	Health Insurance	1,962	2,174	2,174	3,007
51100	Council Compensation	315	238	238	360
51170	Engineer/Consultant Fee	0	0	0	0
	Subtotal Personnel	\$31,592	\$34,486	\$34,275	\$53,082
52010	Office Supplies	\$1,525	\$429	\$429	\$650
52020	Printing	2,414	396	1,057	1,865
52215	Election Expense	1,196	2,611	900	2,800
52040	Equipment Maintenance	759	0	0	147
52060	Minor Office Equipment	6,335	1,848	2,611	5,000
	Subtotal Supplies/Maintenance	\$12,229	\$5,284	\$4,997	\$10,462
53010	Legal Advertising	\$326	\$495	\$495	\$750
53020	Postage	745	726	726	1,100
53060	Membership/Professional Dues	2,526	2,618	2,618	3,812
53070	Subscriptions/Publications	266	1,188	1,188	1,800
53071	Employee Volunteer Program	508	1,155	1,797	2,031
53072	Support of Other Programs	0	0	0	0
53080	Travel/Training	865	2,016	2,016	2,680
53991	Contingency Fund	951	2,475	2,475	3,750
	Subtotal Other Operating	\$6,187	\$10,673	\$11,315	\$15,923
55030	Worker's Comp Insurance	\$416	\$419	\$419	\$393
55040	Real/Personal Property Insurance	243	245	245	445
55050	Errors and Omissions Insurance	2,422	1,986	1,986	4,389
55080	General Liability	238	66	66	145
	Subtotal Contractual	\$3,319	\$2,716	\$2,716	\$5,372
56020	Equipment	\$0	\$0	\$0	\$0
56150	Facilities Improvements	\$0	\$0	\$0	\$0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$53,327	\$53,159	\$53,303	\$84,839

CITY OF RICHLAND HILLS

DEPARTMENT:	CSO/Legislative (123)	FUND: General
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DEPARTMENT 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.

GOALS AND OBJECTIVES	PROGRAM: City Secretary
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GOAL: Continue to maintain vital records.

OBJECTIVE: Prepare and update appropriate instruments in a timely manner.

GOAL: Continue to respond to request promptly.

GOAL: Serve the public equally and respectfully.

GOAL: Maintain the operations of the City Secretary's Office in an effective and efficient manner.

CITY OF RICHLAND HILLS

Department Police (113)	Fund: General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 1,549,790	\$ 1,598,588	\$ 1,537,548	\$ 1,414,171
SUPPLIES/MAINTENANCE	\$ 156,168	\$ 142,853	\$ 152,797	\$ 160,558
OTHER OPERATING COST	\$ 34,974	\$ 32,402	\$ 32,152	\$ 29,525
UTILITIES	\$ 43,595	\$ 38,816	\$ 48,644	\$ 40,504
CONTRACTUAL	\$ 36,460	\$ 43,227	\$ 40,165	\$ 105,645
CAPITAL	\$ 14,144	\$ -	\$ -	\$ 3,580
TOTAL	\$ 1,835,131	\$ 1,855,886	\$ 1,811,306	\$ 1,753,983

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 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 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Implement DWI Leaders Program	0%	100%	0%
Number of officers trained for Bike program	0%	2	0
Number of citizen contacts	0	50	300
Number of drug interdictions	0	10	36
Number of problem solving/adult learning training scenarios	0	1	5
Percentage of completed Field Training Program	0	25%	75%
Develop Standard Operating Procedures for communications personnel	0%	30%	70%
Implement RAD Kids Community Initiative Program	0%	10%	90%
Completion of Compstat training	0	100	0
Increase number of narcotic related investigations by 40%	28	27	12

CITY OF RICHLAND HILLS

DEPARTMENT:

Police (113)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$1,084,602	\$1,121,669	\$1,121,669	\$996,435
51030	Overtime	44,948	37,700	47,000	37,500
51040	FICA	83,132	83,877	80,552	75,308
51050	Unemployment Insurance	1,796	4,820	6,800	5,611
51070	TMRS	185,521	189,051	144,550	172,317
51080	Health Insurance	148,991	160,771	135,537	126,300
51230	Polygraphs	300	100	300	100
51240	Physicals	500	275	540	275
51250	Psychologicals	0	325	600	325
51260	Contract Labor	0	0	0	0
51280	Immunizations	0	0	0	0
	Subtotal Personnel	\$1,549,790	\$1,598,588	\$1,537,548	\$1,414,171
52010	Office Supplies	\$9,076	\$8,200	\$8,200	\$8,200
52015	Operating Supplies	768	1,500	1,500	1,200
52020	Printing	1,040	2,000	2,000	2,300
52022	Veterinary Care	0	0	0	0
52030	Gasoline	43,014	28,000	30,000	34,587
52035	Oils & Lubricants	1,205	1,494	1,494	3,002
52040	Office Equipment Maintenance	30,201	25,903	25,903	28,060
52060	Minor Office Equipment	2,607	1,800	1,800	1,025
52080	Building Maintenance	3,250	2,670	3,700	3,770
52090	Jail Expense and Maintenance	8,769	5,036	8,769	0
52100	Uniforms	14,789	20,931	20,931	24,213
52105	Protective Gear	2,258	1,300	1,300	4,278
52110	Vehicle Maintenance	14,637	10,947	10,927	10,927
52115	Tires/Tubes/Batteries	2,361	5,542	5,542	5,034
52130	Communication Equip Maintenance	16,719	21,872	25,073	29,723
52180	Hand Tools Small Equipment	658	1,923	1,923	1,003
52210	Operations Equipment Maintenance	1,312	875	875	1,135
52240	Building Cleaning Supplies	3,438	50	50	50
52330	Ammunition	66	2,660	2,660	1,901
52340	Other Supplies	0	150	150	150
	Subtotal Supplies/Maintenance	\$156,168	\$142,853	\$152,797	\$160,558
53010	Legal Advertising	\$0	\$650	\$400	\$875
53060	Membership/Professional Dues	1,456	1,770	1,770	1,219
53070	Subscriptions/Publications	5,591	5,002	5,002	5,268
53072	Other Programs	1,975	200	200	500
53080	Travel/Training	16,358	14,350	14,350	12,620

CITY OF RICHLAND HILLS

DEPARTMENT:

Police (113)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
53105	Breathalyzer Test Supplies	4,500	0	0	0
53110	Crime Prevention Supplies	0	500	500	0
53120	Criminal Investigation Supplies	5,094	9,930	9,930	9,043
53130	DARE Program	0	0	0	0
53130	COPS Card Program	0	0	0	0
	Subtotal Other Operating	\$34,974	\$32,402	\$32,152	\$29,525
54010	Electricity	\$21,481	\$24,000	\$22,000	\$23,000
54020	Natural Gas	816	1,100	1,100	1,000
54030	Telephone	21,298	13,716	25,544	16,504
	Subtotal Utilities	\$43,595	\$38,816	\$48,644	\$40,504
55030	Worker's Comp Insurance	\$18,119	\$22,217	\$18,099	\$21,237
55040	Real/Personal Property Insurance	1,472	2,696	2,494	2,967
55055	Law Enforcement Liability	9,729	9,176	10,467	12,161
55060	Auto Physical Damage Insurance	2,418	4,475	4,189	4,923
55070	Notary Bond	0	0	0	0
55080	General Liability	2,073	727	506	963
55090	Auto Liability	2,649	3,936	4,410	5,213
55100	Employee Bond	0	0	0	0
	Subtotal Contractual	\$36,460	\$43,227	\$40,165	\$47,464
56010	Building Improvements	\$0	\$0	\$0	\$3,580
56020	Equipment	\$1,400	\$0	\$0	\$0
56100	Vehicles/Heavy Equipment	\$12,744	\$0	\$0	\$0
59010	Dispatch Shared Services	\$0	\$0	\$0	\$58,181
	Subtotal Capital	\$14,144	\$0	\$0	\$61,761
	TOTAL	\$1,835,131	\$1,855,886	\$1,811,306	\$1,753,983

CITY OF RICHLAND HILLS

DEPARTMENT:	Police (113)	FUND:	General
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DEPARTMENT MISSION

We believe in the dignity and worth of all people. In support of this mission we are committed to: providing quality, community-oriented police services; protecting constitutional rights; ethical decision making; team work; providing leadership to the police profession; and problem solving.

GOALS AND OBJECTIVES

PROGRAM: Police

- GOAL:** Develop new and innovative range training.
- GOAL:** Certify all dispatchers as advance telecommunicators.
- GOAL:** Revise the Communications Field Training Manual.
- GOAL:** Reactivate the cross training of dispatch and records.
- GOAL:** Develop educational program for presentation by the School Resource Officer.
- GOAL:** Develop fitness tests, standards and programs to ensure a fit workplace and to decrease the possibility of litigation through negligent training.
- GOAL:** Develop procedures for emergency management preparedness plan.
- GOAL:** Develop a five year technology plan.
- GOAL:** Develop response protocols.
- GOAL:** Enhance traffic enforcement and accident investigation with purchase of laser radar unit.
- GOAL:** Develop emergency response team training manual.
- GOAL:** Implement regular training schedule for honor guard members.

CITY OF RICHLAND HILLS

Department Fire (114)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 1,325,837	\$ 1,314,706	\$ 1,318,824	\$ 1,285,260
SUPPLIES/MAINTENANCE	\$ 113,598	\$ 94,344	\$ 103,994	\$ 111,058
OTHER OPERATING COST	\$ 28,084	\$ 27,330	\$ 27,019	\$ 28,370
UTILITIES	\$ 22,027	\$ 21,900	\$ 19,900	\$ 21,900
CONTRACTUAL	\$ 26,729	\$ 25,846	\$ 23,735	\$ 26,146
CAPITAL	\$ -			\$ -
TOTAL	\$ 1,516,275	\$ 1,484,126	\$ 1,493,472	\$ 1,472,734

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Firefighter/Paramedic	12	12	12	12
Secretary	1	1	1	0.5
Total	17	17	17	16.5

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
One Engine staffed with minimum of two firefighters		100%	100%
Average annual response time	4 minutes	4 minutes	4 minutes
Engine companies task functional and well equipped		100%	100%
Responses completed without accidents or personal injuries		100%	100%
Minimum of one Mobile Intensive Care Unit		90%	90%
Paramedic first responder Engine Company staffed		90%	90%
Fire prevention programs		20	20

CITY OF RICHLAND HILLS

DEPARTMENT:

Fire (114)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$921,650	\$927,584	\$927,000	\$909,550
51030	Overtime	66,343	38,500	47,000	43,500
51040	FICA	71,068	74,147	71,068	69,581
51050	Unemployment Insurance	1,222	3,024	2,000	4,176
51070	TMRS	158,179	161,427	161,427	157,625
51080	Health Insurance	103,005	105,424	105,429	96,228
51240	Physicals	4,370	4,500	4,800	4,500
51280	Immunizations	0	100	100	100
	Subtotal Personnel	\$1,325,837	\$1,314,706	\$1,318,824	\$1,285,260
52010	Office Supplies	\$1,525	\$1,850	\$1,600	\$1,550
52015	Operating Supplies	1,287	1,264	1,264	1,264
52020	Printing	790	786	650	786
52030	Gasoline	21,164	13,380	16,000	16,000
52035	Oils & Lubricants	133	500	400	500
52040	Office Equipment Maintenance	7,920	4,400	4,700	4,400
52060	Minor Office Equipment	10	0	0	0
52080	Building Maintenance	5,913	3,200	3,200	3,200
52100	Uniforms	6,912	5,000	5,600	5,000
52105	Protective Gear	3,895	4,000	5,200	6,000
52110	Vehicle Maintenance	12,595	5,615	9,000	7,000
52115	Tires/Tubes/Batteries	2,309	1,600	1,600	1,600
52130	Communication Equip Maintenance	11,176	12,317	12,000	21,028
52145	Fire Prevention Supplies	150	850	800	700
52165	Volunteer Fire Program	0	0	0	0
52175	Ambulance Supplies	23,156	21,000	21,500	22,000
52180	Hand Tools Small Equipment	4,725	4,680	4,680	4,530
52210	Operating Equipment Maintenance	8,046	12,002	12,000	11,750
52240	Building Cleaning Supplies	1,043	1,300	1,200	1,150
52510	Emergency Management	849	600	2,600	2,600
	Subtotal Supplies/Maintenance	\$113,598	\$94,344	\$103,994	\$111,058
53010	Legal Advertising	\$0	\$300	\$0	\$300
53060	Membership/Professional Dues	16,940	16,795	16,700	17,835
53070	Subscriptions/Publications	1,935	1,235	1,369	1,235
53080	Travel/Training	9,064	8,650	8,600	8,650
53120	Criminal Investigation Supplies	145	350	350	350
	Subtotal Other Operating	\$28,084	\$27,330	\$27,019	\$28,370
54010	Electricity	\$9,047	\$9,100	\$9,100	\$9,100

CITY OF RICHLAND HILLS

DEPARTMENT:

Fire (114)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
54020	Natural Gas	2,282	3,000	1,500	3,000
54030	Telephone	10,698	9,800	9,300	9,800
	Subtotal Utilities	\$22,027	\$21,900	\$19,900	\$21,900
55030	Worker's Comp Insurance	\$17,280	\$17,217	\$17,217	\$16,321
55040	Real/Personal Property Insurance	1,802	1,802	1,802	1,983
55060	Auto Physical Damage Insurance	3,600	4,223	2,112	4,646
55080	General Liability	1,764	485	485	644
55090	Auto Liability	2,283	2,119	2,119	2,552
	Subtotal Contractual	\$26,729	\$25,846	\$23,735	\$26,146
56020	Equipment	\$0	\$0	\$0	\$0
56010	Building Improvements	0	0	0	0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$1,516,275	\$1,484,126	\$1,493,472	\$1,472,734

CITY OF RICHLAND HILLS

DEPARTMENT:	Fire (114)	FUND:	General
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DEPARTMENT MISSION

To provide responsive fire protection and emergency medical services to the residential and business community of Richland Hills while demonstrating a proactive fire prevention and education posture.

GOALS AND OBJECTIVES

PROGRAM: Fire

- GOAL:** To effectively manage department within annual budget allocation.
- GOAL:** To maintain adequate statistical information for forecasting budgetary needs, service trends, and reporting requirements.
- GOAL:** To monitor all programs for effectiveness and necessity.
- GOAL:** To provide rapid and effective emergency fire response to the Richland Hills community, and other communities under interlocal agreement.
- GOAL:** To provide emergency prehospital care, treatment, transportation to the sick and injured.
- GOAL:** To maintain an aggressive and comprehensive fire education program consisting of inspections, public education, pre-planning, permitting, and arson investigations.
- GOAL:** To aggressively maintain building and grounds for appearance and function.
- GOAL:** To ensure apparatus readiness through aggressive preventive maintenance.
- GOAL:** To provide continuing education and in-service training, and encourage professional development through specialized training.

CITY OF RICHLAND HILLS

Department	Street (116)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 66,945	\$ 92,883	\$ 97,075	\$ 97,741
SUPPLIES/MAINTENANCE	\$ 122,275	\$ 107,000	\$ 107,000	\$ 111,800
OTHER OPERATING COST	\$ 25	\$ 1,700	\$ 1,700	\$ 1,700
UTILITIES	\$ 63,584	\$ 8,550	\$ 8,550	\$ 39,050
CONTRACTUAL	\$ 14,084	\$ 11,611	\$ 12,800	\$ 12,499
CAPITAL	\$ -	\$ -	\$ -	\$ 13,600
TOTAL	\$ 266,913	\$ 221,744	\$ 227,125	\$ 276,390

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Foreman	1	1	1	1
Street Maintenance	2	2	2	1
Total	3	3	3	2

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Completion of Street Overlay project	100%	100%	100%
Service Response Time			

CITY OF RICHLAND HILLS

DEPARTMENT:

Street (116)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$44,109	\$63,931	\$64,253	\$65,002
51030	Overtime	3,222	0	3,650	3,650
51040	FICA	3,590	4,611	5,056	4,973
51050	Unemployment Insurance	106	378	378	522
51070	TMRS	7,575	10,485	10,259	11,265
51080	Health Insurance	8,175	13,178	13,179	12,029
51240	Physicals	168	300	300	300
52170	Eng./Consult. Fees	0	0	0	0
	Subtotal Personnel	\$66,945	\$92,883	\$97,075	\$97,741
52010	Office Supplies	\$270	\$400	\$400	\$400
52015	Operating Supplies	708	1,500	1,500	1,500
52030	Gasoline	8,516	7,000	5,000	8,000
52035	Oils & Lubricants	413	700	700	700
52040	Office Equipment Maintenance	0	300	300	300
52060	Minor Office Equipment	0	200	200	200
52080	Building Maintenance.	45	100	100	100
52091	Landscape Maintenance	67,247	60,500	60,500	60,500
52095	Parks Maintenance	10,289	0	0	0
52100	Uniforms	955	1,600	1,600	1,600
52110	Vehicle Maintenance	1,344	1,300	1,300	2,600
52115	Tires/Tubes/Batteries	1,068	1,000	1,000	1,000
52130	Communication Equip. Maintenance	258	1,000	1,000	1,500
52180	Hand Tools/Small Equipment	210	500	500	500
52190	Street Replacement Materials	24,362	20,000	22,000	22,000
52200	Paint & Chemicals	0	1,000	1,000	1,000
52201	Street Sweeping	1,100	1,000	1,000	1,000
52210	Operating Equipment Maintenance	4,175	5,300	5,300	5,300
52220	Street Signs	999	2,000	2,000	2,000
52221	Signal Lights	316	1,500	1,500	1,500
52240	Bldg Cleaning Supplies	0	100	100	100
52525	Mosquito Spraying	0	0	0	0
	Subtotal Supplies/Maintenance	\$122,275	\$107,000	\$107,000	\$111,800
53060	Membership/Professional Dues	\$0	\$400	\$400	\$400
53070	Subscriptions/Publications	0	100	100	100
53080	Travel/Training	25	1,200	1,200	1,200
	Subtotal Other Operating	\$25	\$1,700	\$1,700	\$1,700
54010	Electricity	\$7,742	\$6,500	\$6,500	\$7,000

CITY OF RICHLAND HILLS

DEPARTMENT:

Street (116)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
54011	Street Lighting	53,698	0	0	30,000
54020	Natural Gas	467	650	650	650
54030	Telephone	1,678	1,400	1,400	1,400
	Subtotal Utilities	\$63,584	\$8,550	\$8,550	\$39,050
55010	Mobile Equipment	\$1,402	\$1,552	\$1,715	\$1,707
55030	Worker's Comp Insurance	5,691	4,840	5,026	4,588
55040	Real/Personal Property Insurance	1,373	1,336	1,633	1,470
55060	Auto Physical Damage Insurance	1,612	1,828	1,743	2,011
55080	General Liability	1,344	360	725	477
55090	Auto Liability	2,662	1,695	1,958	2,246
	Subtotal Contractual	\$14,084	\$11,611	\$12,800	\$12,499
56010	Building Improvement	\$0	\$0	\$0	\$13,600
56020	Equipment				
56023	Fire Hydrants	0	0	0	0
56210	Curb Construction & Replacement	0	0	0	0
	Subtotal Capital	\$0	\$0	\$0	\$13,600
	TOTAL	\$266,913	\$221,744	\$227,125	\$276,390

CITY OF RICHLAND HILLS

DEPARTMENT: Public Works – Street and Grounds (116) **FUND:** General

DEPARTMENT MISSION

The purpose of the Street Department is to maintain the traffic infrastructure of the City in order to ensure safe and efficient public transportation.

GOALS AND OBJECTIVES

PROGRAM: Street

GOAL: Improve and maintain streets

Objective: Repair potholes and curbs and gutters

Objective: Submit projects to Texas Department of Transportation for federal funding.

GOAL: Improve safety

Objective: Place street signs to improve safety

GOAL: Maintain parks and oversee landscaping.

GOAL: Provide mosquito control.

GOAL: Assist in Easter, Christmas, and other special events.

GOAL: Water new trees and landscaping.

GOAL: To coordinate beautification of parks with Parks and Beautification Board.

CITY OF RICHLAND HILLS

Department Library (117)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 222,104	\$ 241,867	\$ 231,394	\$ 241,715
SUPPLIES/MAINTENANCE	\$ 74,291	\$ 56,875	\$ 60,974	\$ 60,567
OTHER OPERATING COST	\$ 3,456	\$ 3,068	\$ 4,148	\$ 3,768
UTILITIES	\$ 19,191	\$ 18,838	\$ 19,338	\$ 21,272
CONTRACTUAL	\$ 4,669	\$ 4,323	\$ 4,697	\$ 4,218
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 323,711	\$ 324,971	\$ 320,551	\$ 331,540

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 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 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
People entering the library	12,411	16,500	18,000
Number of reference contacts	3,429	3,600	3,700
Hours of public use of computers	368	700	750
Number of items circulated	50,393	51,000	51,500
Items used within the library	13,059	14,000	14,440
Number of library cards issued	548	500	525
Items added to collection	1774	2200	2400

CITY OF RICHLAND HILLS

DEPARTMENT:

Library (117)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$168,527	\$179,405	\$172,708	\$176,356
51030	Overtime	215	0	418	418
51040	FICA	12,568	13,724	12,966	13,523
51050	Unemployment Insurance	563	1,134	1,134	1,827
51070	TMRS	28,673	31,216	27,779	30,562
51080	Health Insurance	10,900	13,178	13,179	12,029
51260	Contract Labor	658	3,210	3,210	7,000
	Subtotal Personnel	\$222,104	\$241,867	\$231,394	\$241,715
52010	Office Supplies	\$4,248	\$2,500	\$2,700	\$2,500
52020	Printing	824	750	800	750
52040	Office Equipment Maintenance	28,680	22,064	20,259	22,064
52060	Minor Office Equipment	0	0	0	0
52080	Building Maintenance	4,858	3,234	3,360	3,234
52180	Hand Tools/Small Equipment	0	50	50	50
52225	Books/Audio Visuals	24,470	19,653	23,653	16,618
52226	Audio Books	2,983	2,549	2,549	5,000
52227	Videos	3,017	2,565	2,592	5,000
52228	Cassettes/CD	900	0	982	982
52229	Software	1,351	1,289	1,289	1,289
52230	Binding/Repairs	1,873	0	0	0
52235	Periodicals	92	1,141	1,660	2,000
52245	Reference	995	1,080	1,080	1,080
	Subtotal Supplies/Maintenance	\$74,291	\$56,875	\$60,974	\$60,567
53060	Membership/Professional Dues	\$653	\$660	\$660	\$660
53070	Subscriptions/Publications	242	308	308	308
53072	Other Programs	0	0	0	700
53080	Travel/Training	2,381	1,900	3,000	1,900
53990	Other Expenses	0	0	0	200
53995	Library Board Functions	180	200	180	0
	Subtotal Other Operating	\$3,456	\$3,068	\$4,148	\$3,768
54010	Electricity	\$13,983	\$12,967	\$12,967	\$14,264
54020	Natural Gas	629	810	810	891
54030	Telephone	4,579	5,061	5,561	6,117
	Subtotal Utilities	\$19,191	\$18,838	\$19,338	\$21,272
55030	Worker's Comp Insurance	\$3,747	\$3,733	\$3,876	\$3,540
55040	Real/Personal Property Insurance	466	465	569	512

CITY OF RICHLAND HILLS

DEPARTMENT:	Library (117)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
55080	General Liability	456	125	252	166
	Subtotal Contractual	\$4,669	\$4,323	\$4,697	\$4,218
56010	Building Improvements	\$0	\$0	\$0	\$0
56020	Equipment	\$0	\$0	\$0	\$0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$323,711	\$324,971	\$320,551	\$331,540

CITY OF RICHLAND HILLS

DEPARTMENT:	Library (117)	FUND:	General
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DEPARTMENT 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.

GOALS AND OBJECTIVES

PROGRAM: Library

GOAL: To provide informational, educational, recreational and civic programs, materials and services, and offer life-long opportunities to the residents of the service area.

- OBJECTIVE:** 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.
- OBJECTIVE:** Encourage and instruct patrons in the use of all library services by offering careful, capable assistance.
- OBJECTIVE:** Work cooperatively with all city departments.
- OBJECTIVE:** Provide accurate, knowledgeable, and courteous information services to all patrons.
- OBJECTIVE:** Maintain accurate statistical reports to support the library's mission.
- OBJECTIVE:** Attend conferences and continuing education workshops to stay current on topics and new technology.
- OBJECTIVE:** Sustain North Texas Regional Library System membership by attending fall, spring, and regional meetings.
- OBJECTIVE:** Uphold the integrity of the collection by following collection management and recommended practices.

CITY OF RICHLAND HILLS

Department	Community Center/Recreation (118)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 23,605	\$ 23,678	\$ 23,692	\$ 23,750
SUPPLIES/MAINTENANCE	\$ 7,626	\$ 2,402	\$ 2,402	\$ 9,502
OTHER OPERATING COST	\$ -	\$ 90	\$ 90	\$ -
UTILITIES	\$ 7,099	\$ 6,403	\$ 6,403	\$ 7,044
CONTRACTUAL	\$ 1,286	\$ 1,169	\$ 1,177	\$ 1,151
CAPITAL	\$ 5,841	\$ -	\$ -	\$ 5,256
TOTAL	\$ 45,457	\$ 33,742	\$ 33,764	\$ 46,703

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 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 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Number of guests at facilities	14,225	7,222	6,050
Number of class attendees	707	735	750
Timely reports submitted	12	12	12
Number of facility rentals	214	118	100
Pavilion reservations	6	8	10

CITY OF RICHLAND HILLS

DEPARTMENT:	Recreation (118)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$15,283	\$15,185	\$15,185	\$15,185
51040	FICA	1,169	1,162	1,162	1,162
51050	Unemployment Insurance	72	189	203	261
51070	TMRS	2,623	2,642	2,642	2,642
51080	Health Insurance	0	0	0	0
51260	Contract Labor	4,458	4,500	4,500	4,500
	Subtotal Personnel	\$23,605	\$23,678	\$23,692	\$23,750
52010	Office Supplies	\$62	\$128	\$128	\$128
52015	Operating Supplies	0	50	50	50
52020	Printing	359	124	124	124
52040	Office Equipment Maintenance	852	200	200	100
52060	Minor Office Equipment	0	0	0	200
52080	Building Maintenance	6,353	1,900	1,900	1,900
52291	Holiday Expense	0	0	0	3,000
52291	Senior Programs	0	0	0	4,000
	Subtotal Supplies/Maintenance	\$7,626	\$2,402	\$2,402	\$9,502
53060	Membership/Professional Dues	\$0	\$90	\$90	\$0
53080	Travel/Training	0	0	0	0
	Subtotal Other Operating	\$0	\$90	\$90	\$0
54010	Electricity	\$5,999	\$4,707	\$4,707	\$5,178
54020	Natural Gas	429	900	900	990
54030	Telephone	671	796	796	876
	Subtotal Utilities	\$7,099	\$6,403	\$6,403	\$7,044
55030	Worker's Comp Insurance	\$971	\$968	\$968	\$918
55040	Real/Personal Property Insurance	159	159	159	176
55080	General Liability	156	42	50	57
	Subtotal Contractual	\$1,286	\$1,169	\$1,177	\$1,151
56020	Equipment	\$0	\$0	\$0	\$0
56010	Building Improvements	5,841	0	0	5,256
	Subtotal Capital	\$5,841	\$0	\$0	\$5,256
	TOTAL	\$45,457	\$33,742	\$33,764	\$46,703

CITY OF RICHLAND HILLS

DEPARTMENT:	Recreation (118)	FUND:	General
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DEPARTMENT 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.

GOALS AND OBJECTIVES

PROGRAM: Recreation

GOAL: Continue to provide a quality recreation department for the residents of Richland Hills.

OBJECTIVE: To recruit instructors and explore the possibility of new classes.

OBJECTIVE: To provide safe, sanitary facilities for rental at a reasonable cost and availability.

OBJECTIVE: To work cooperatively with all city departments.

OBJECTIVE: To maintain and report accurate statistics.

OBJECTIVE: To publicize recreational classes.

CITY OF RICHLAND HILLS

Department Community Development (120)	Fund: General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 244,934	\$ 258,083	\$ 247,193	\$ 203,328
SUPPLIES/MAINTENANCE	\$ 12,766	\$ 12,626	\$ 12,210	\$ 12,710
OTHER OPERATING COST	\$ 25,654	\$ 8,100	\$ 2,600	\$ 4,100
UTILITIES	\$ 2,400	\$ 1,649	\$ 1,900	\$ 1,800
CONTRACTUAL	\$ 1,323	\$ 1,367	\$ 1,474	\$ 1,406
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 287,077	\$ 281,825	\$ 265,377	\$ 223,344

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Director of Planning/Community Dev	1	1	1	1
Code Enforcement Officer	1	1	1	1
Secretary	1	0	1	0.5
Total	3	2	3	2.5

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Process building permits within 10 business days of receipt			100%
Process certificates of occupancy within 10 business days of receipt			100%
Convert all 2008-2010 building permits to electronic format and develop database			100%
Convert all 2009 certificates of occupancy to electronic format and maintain database			100%
Send violation notice within 24 hours of investigation	95%	95%	98%
Reinspect within prescribed time limit for violation type	95%	95%	98%
Investigate within 24 hours of complaint	95%	95%	98%
Quarterly complete a proactive drive through and issue notices where warranted			100%

CITY OF RICHLAND HILLS

DEPARTMENT:	Community Development (120)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$149,223	\$159,865	\$159,865	\$146,745
51030	Overtime	57	0	0	0
51040	FICA	10,876	11,862	11,862	11,226
51050	Unemployment Insurance	288	567	735	783
51070	TMRS	24,775	26,981	17,500	25,431
51080	Health Insurance	18,530	17,382	15,805	18,043
51099	Land Use/Zoning Map	75	1,560	1,560	0
51170	Eng/Consulting Fees	40,110	38,866	38,866	0
51200	Filing Fees	1,000	1,000	1,000	1,000
51240	Physicals	0	0	0	100
	Subtotal Personnel	\$244,934	\$258,083	\$247,193	\$203,328
52010	Office Supplies	\$1,556	\$1,500	\$1,600	\$1,500
52015	Operating Supplies	0	200	200	400
52020	Printing	408	700	400	400
52030	Gasoline	940	2,200	2,200	3,000
52035	Oils and Lubricants	42	200	200	400
52040	Office Equipment Maintenance	6,584	4,816	6,000	5,000
52060	Minor Office Equipment	0	0	0	0
52080	Building Maintenance	2,980	960	360	360
52100	Uniforms	109	500	500	500
52105	Protective Gear	0	100	0	0
52110	Vehicle Maintenance	0	400	100	400
52115	Tires/Tubes/Batteries	147	200	100	600
52130	Communication Equip Maintenance	0	750	550	150
52180	Hand Tools/Small Equipment	0	100	0	0
	Subtotal Supplies/Maintenance	\$12,766	\$12,626	\$12,210	\$12,710
53010	Legal Ads	\$669	\$1,300	\$1,600	\$1,800
53060	Membership/Professional Dues	1,141	500	0	500
53070	Subscriptions/Publications	0	50	0	50
53080	Travel/Training	2,531	3,000	1,000	1,500
53150	Lot Mowing	21,313	2,500	0	0
53160	Plumbing Inspection Service	0	750	0	250
	Subtotal Other Operating	\$25,654	\$8,100	\$2,600	\$4,100
54030	Telephone	\$2,400	\$1,649	\$1,900	\$1,800
	Subtotal Utilities	\$2,400	\$1,649	\$1,900	\$1,800
55030	Worker's Comp Insurance	\$972	\$968	\$1,005	\$918

CITY OF RICHLAND HILLS

DEPARTMENT:	Community Development (120)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
55040	Real/Personal Property Insurance	74	73	82	81
55060	Auto Physical Damage Insurance	107	126	103	139
55080	General Liability	72	19	52	27
55090	Auto Liability	98	181	232	241
	Subtotal Contractual	\$1,323	\$1,367	\$1,474	\$1,406
56020	Equipment	\$0	\$0	\$0	\$0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$287,077	\$281,825	\$265,377	\$223,344

CITY OF RICHLAND HILLS

DEPARTMENT:	Community Development (120)	FUND:	General
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DEPARTMENT 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.

GOALS AND OBJECTIVES

PROGRAM: Community Development

GOAL: Acquire electronic software packages that will facilitate planning analyses

GOAL: Hire additional staff to provide assistance during department core hours

GOAL: Streamline code functions through the use of technology and training to enhance ongoing code enforcement efforts

GOAL: Enhance research capabilities and customer service by acquiring copies of Richland Hills plats and abstracts for in-office use

GOAL: Convert all paper files to electronic format to streamline and facilitate building permit and Certificate of occupancy research

GOAL: Convert paper complaint files to electronic format to streamline and facilitate code enforcement functions

CITY OF RICHLAND HILLS

Department Animal Control (121)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 60,356	\$ 67,682	\$ 61,638	\$ 65,769
SUPPLIES/MAINTENANCE	\$ 7,724	\$ 7,171	\$ 6,762	\$ 7,465
OTHER OPERATING COST	\$ 1,744	\$ 2,676	\$ 1,500	\$ 1,480
UTILITIES	\$ 11,331	\$ 13,600	\$ 16,615	\$ 15,489
CONTRACTUAL	\$ 1,118	\$ 1,060	\$ 1,060	\$ 1,025
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 82,273	\$ 92,189	\$ 87,575	\$ 91,228

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Animal Control Officer	1	1	1	1
Office Clerk	0.5	0.5	0.5	0.5
Total	1.5	1.5	1.5	1.5

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Number of animals adopted	3	122	192
Amount of literature ordered or produced	100 pages	100 pages	200 pages
Number of animal programs	1	5	6
Number of hours the lobby remains open to public	750	1,196	1,612

CITY OF RICHLAND HILLS

DEPARTMENT:

Animal Control (121)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$40,658	\$47,524	\$41,000	\$48,183
51030	Overtime	1,869	1,000	2,000	1,000
51040	FICA	3,253	3,636	3,285	3,686
51050	Unemployment Insurance	131	189	189	261
51070	TMRS	6,998	8,269	8,000	6,050
51080	Health Insurance	6,540	6,589	6,589	6,014
51280	Immunizations	0	0	300	275
51240	Physicals	907	475	275	300
	Subtotal Personnel	\$60,356	\$67,682	\$61,638	\$65,769
52010	Office Supplies	\$843	\$300	\$600	\$400
52015	Operating Supplies	1,199	1,025	1,300	565
52020	Printing	299	300	300	300
52030	Gasoline	1,121	1,500	1,000	1,200
52035	Oils and Lubricants	220	196	114	231
52040	Office Equipment Maintenance	0	100	100	100
52060	Minor Office Equipment	149	100	0	633
52080	Building Maintenance	1,851	500	500	1,340
52100	Uniforms	822	870	870	805
52110	Vehicle Maintenance	0	852	850	352
52115	Tires/Tubes/Batteries	299	380	200	406
52130	Communication Equip Maintenance	792	718	718	718
52180	Hand Tools/Small Equipment	129	330	210	415
52515	Shelter Board Repairs	0	0	0	0
	Subtotal Supplies/Maintenance	\$7,724	\$7,171	\$6,762	\$7,465
53010	Legal Advertising	\$0	\$100	\$100	\$100
53060	Membership/Professional Dues	50	150	150	100
53072	Other Programs	533	750	500	500
53080	Travel/Training	1,161	1,676	750	780
	Subtotal Other Operating	\$1,744	\$2,676	\$1,500	\$1,480
54010	Electricity	\$6,552	\$7,000	\$7,000	\$7,000
54020	Natural Gas	420	700	700	600
54030	Telephone	4,359	5,900	8,915	7,889
	Subtotal Utilities	\$11,331	\$13,600	\$16,615	\$15,489
55030	Worker's Comp Insurance	\$972	\$968	\$968	\$918
55040	Real/Personal Property Insurance	74	73	73	81
55080	General Liability	72	19	19	26

CITY OF RICHLAND HILLS

DEPARTMENT:	Animal Control (121)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
	Subtotal Contractual	\$1,118	\$1,060	\$1,060	\$1,025
56020	Equipment	\$0	\$0	\$0	\$0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$82,273	\$92,189	\$87,575	\$91,228

CITY OF RICHLAND HILLS

DEPARTMENT:	Animal Control (121)	FUND:	General
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DEPARTMENT 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, nuisance or injuries caused by animals. To protect animals from being abused neglected or harmed.

GOALS AND OBJECTIVES

PROGRAM: Animal Control

GOAL: Increase public awareness by distribution of literature at the shelter and at city functions.

GOAL: To expand the volunteer staffing program at the shelter.

GOAL: To provide public assistance programs including shot clinics and animal dips.

GOAL: To increase the number of animals adopted with longer holding periods and volunteer staffing.

CITY OF RICHLAND HILLS

Department Economic Development (124)	Fund: General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 41,179	\$ 21,868	\$ 21,868	\$ 22,753
SUPPLIES/MAINTENANCE	\$ 1,084	\$ 325	\$ 323	\$ 650
OTHER OPERATING COST	\$ 17,805	\$ 6,890	\$ 6,559	\$ 8,460
UTILITIES	\$ 765	\$ 600	\$ 200	\$ 200
CONTRACTUAL	\$ -	\$ -	\$ -	\$ -
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 60,833	\$ 29,683	\$ 28,950	\$ 32,063

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Economic Development Specialist	0	1	1	1
Total	0	1	1	1

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 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			

CITY OF RICHLAND HILLS

DEPARTMENT:	Economic Development (124)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$19,782	\$16,283	\$16,283	\$17,277
51040	FICA	4,178	1,188	1,188	1,264
51050	Unemployment Insurance	72	47	47	65
51070	TMRS	10,607	2,703	2,703	2,864
51080	Health Insurance	6,540	1,647	1,647	1,283
51170	Engineer/Consultant Fees	0	0	0	0
51240	Physicals	0	0	0	0
	Subtotal Personnel	\$41,179	\$21,868	\$21,868	\$22,753
52010	Office Supplies	\$339	\$225	\$242	\$450
52015	Operating Supplies	0	100	0	200
52020	Printing	745	0	81	0
52040	Office Equipment Maintenance	0	0	0	0
52060	Minor Office Equipment	0	0	0	0
	Subtotal Supplies/Maintenance	\$1,084	\$325	\$323	\$650
53010	Legal Ads	\$0	\$0	\$0	\$0
53060	Membership/Pro Due	795	0	0	660
53070	Subscript./Pub.	4,622	1,200	1,200	1600
53073	Special Events	373	500	480	1,000
53080	Travel/Training	8,403	3,990	3,990	4,000
53090	Promotions	3,612	1,200	889	1,200
53095	Economic Development Board	0	0	0	0
	Subtotal TRV/TRN/MS	\$17,805	\$6,890	\$6,559	\$8,460
54030	Telephone	\$765	\$600	\$200	\$200
	Subtotal Utilities	\$765	\$600	\$200	\$200
55030	Worker's Comp. Ins.	\$0	\$0	\$0	\$0
55040	Real/Pers. Prop. In	0	0	0	0
55080	General Liability	0	0	0	0
	Subtotal Other Operating	\$0	\$0	\$0	\$0
56020	Equipment	\$0	\$0	\$0	\$0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$60,833	\$29,683	\$28,950	\$32,063

CITY OF RICHLAND HILLS

DEPARTMENT:	Economic Development - (124)	FUND: General
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DEPARTMENT 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.

GOALS AND OBJECTIVES	PROGRAM: General
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GOAL: Recover lost sales tax revenue from loss of Sam's Club

OBJECTIVE: Fill vacant Sam's Club building.

OBJECTIVE: Attract additional sales tax generating businesses (retail and other)

GOAL: Diversify the City's tax base

OBJECTIVE: Promote Richland Hills and differentiate the city from surrounding communities.

OBJECTIVE: Create additional investment in both business parks

GOAL: Improve citizen's quality of life.

OBJECTIVE: Attract quality retail development to the City

OBJECTIVE: Redevelop retail areas that are in decline and beautify major commercial corridors.

CITY OF RICHLAND HILLS

Department Municipal Court (111)	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 185,372	\$ 187,292	\$ 197,376	\$ 199,166
SUPPLIES/MAINTENANCE	\$ 11,284	\$ 9,159	\$ 9,159	\$ 9,580
OTHER OPERATING COST	\$ 946	\$ 875	\$ 875	\$ 875
UTILITIES	\$ -	\$ -	\$ -	\$ -
CONTRACTUAL	\$ 1,632	\$ 1,543	\$ 1,543	\$ 1,587
CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 199,234	\$ 198,869	\$ 208,953	\$ 211,208

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Court Clerk	1	1	1	1
Deputy Court Clerk	1	1	1	0
Marshal	1	1	1	1
Total Full Time	3	3	3	2
Part Time:				
Judge	1	1	1	1
Total Part Time	1	1	1	1
Total	4	4	4	4

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Cases filed and processed accurately	99%	99%	100%
Suspense files properly maintained	99%	99%	100%
Warrants served/attempted within one week of issuance	100%	100%	100%
Maintain operations within budget projections	100%	100%	100%
Transfer prisoners within 24 hours of notification	99%	99%	100%
File monetary reports with 0% overage/shortage	99%	91%	100%
Provide customer service with 100% customer satisfaction	99%	99%	100%

CITY OF RICHLAND HILLS

DEPARTMENT:

Municipal Court (111)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$140,846	\$141,660	\$150,515	\$151,944
51030	Overtime	\$0	\$0	\$0	\$0
51040	FICA	10,522	11,076	11,076	11,624
51050	Unemployment Insurance	216	567	567	783
51070	TMRS	19,384	18,811	20,040	20,786
51080	Health Insurance	13,080	13,178	13,178	12,029
51130	Judge's Fee	0	0	0	0
51240	Physicals		0	0	0
51240	Contract Labor	1,324	2,000	2,000	2,000
	Subtotal Personnel	\$185,372	\$187,292	\$197,376	\$199,166
52010	Office Supplies	\$754	\$750	\$750	\$750
52020	Printing	1,076	1,000	1,000	1,000
52030	Gasoline	4,376	2,420	2,420	2,420
52035	Oils & Lubricants	155	160	160	160
52040	Office Equipment Maintenance	1,155	1,629	1,629	1,100
52060	Minor Office Equipment	0	0	0	0
52100	Uniforms	460	450	450	450
52110	Vehicle Maintenance	209	500	500	500
52115	Tires/Tubes/Batteries	706	250	250	250
52130	Communication. Equip. Maintenanc	2,393	2,000	2,000	2,950
52221	Jury Expense	0	0	0	0
	Subtotal Supplies/Maintenance	\$11,284	\$9,159	\$9,159	\$9,580
53060	Membership/Professional Dues	\$40	\$75	\$75	\$75
53070	Subscriptions/Publications	0	0	0	0
53080	Travel/Training	906	800	800	800
	Subtotal Other Operating	\$946	\$875	\$875	\$875
55030	Worker's Comp Insurance	972	968	968	918
55040	Real/Personal Property Insurance	159	159	159	175
55055	Law Enforcement Liability Insurance	0	0	0	0
55060	Auto Physical Damage Insurance	215	252	252	277
55080	General Liability	156	43	43	57
55090	Auto Liability	130	121	121	160
	Subtotal Contractual	\$1,632	\$1,543	\$1,543	\$1,587
56010	Building Improvements	0	0	0	0
56020	Equipment	0	0	0	0
	Subtotal Capital	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

DEPARTMENT:	Municipal Court (111)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
	TOTAL	\$199,234	\$198,869	\$208,953	\$211,208

CITY OF RICHLAND HILLS

DEPARTMENT:	Municipal Court (111)	FUND:	General
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DEPARTMENT MISSION

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

GOALS AND OBJECTIVES

PROGRAM: Municipal Court

- GOAL:** Maintain all suspense files with 0% backlog.
- GOAL:** Certify Municipal Court Clerk at Level III.
- GOAL:** Bring new Deputy Clerk to operational standards.
- GOAL:** Maintain all State required training.

CITY OF RICHLAND HILLS

Department	Capital Projects/Equipment	Fund:	General
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ -
SUPPLIES/MAINTENANCE	\$ -	\$ -	\$ -	\$ -
OTHER OPERATING COST	\$ -	\$ -	\$ -	\$ -
UTILITIES				
CONTRACTUAL				
CAPITAL	\$ 16,198	\$ 16,198	\$ 16,198	\$ 16,198
TOTAL	\$ 16,198	\$ 16,198	\$ 16,198	\$ 16,198

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Total				

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED

CITY OF RICHLAND HILLS

DEPARTMENT:	CAPITAL PROJECTS/EQUIPMENT (128)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
56020	Equipment	0	16,198	16,198	16,198
56100	Vehicles/Heavy Equipment	0	0	0	0
	Subtotal Capital	\$0	\$16,198	\$16,198	\$16,198
	TOTAL	\$0	\$16,198	\$16,198	\$16,198

SPECIAL REVENUE FUNDS

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.

CITY OF RICHLAND HILLS

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

MUNICIPAL COURT SECURITY FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0.00	\$0.00	\$0.00	\$0
REVENUES				
Investment Income	\$0	\$1	\$0	\$0
Building Security	6,525	6,122	4,970	5,784
TOTAL REVENUES	6,525	6,123	4,970	5,784
Total Estimated Available Resources	6,525	6,123	4,970	5,784
EXPENDITURES				
Personnel				
Salaries and Wages	\$7,037	\$0	\$0	\$0
Overtime	\$0	\$0	\$0	\$0
Total Personnel	7,037	\$0	\$0	\$0
Supplies/Maintenance				
Operating Supplies	\$0	\$0	\$0	\$0
Building Maintenance	\$0	\$0	\$0	\$0
Total Supplies/Maintenance	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	7,037	\$0	\$0	\$0
BALANCE	(512)	6,123	4,970	5,784

CITY OF RICHLAND HILLS

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

MUNICIPAL COURT TECHNOLOGY FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$870	\$3,184	\$2,213	\$2,288
REVENUES				
Municipal Court Tech Fees	\$8,707	\$8,155	\$6,628	\$7,668
Investment Income	0	0	0	0
TOTAL REVENUES	\$8,707	\$8,155	\$6,628	\$7,668
Total Estimated Available Resources	\$9,577	\$11,339	\$8,841	\$9,956
EXPENDITURES				
Supplies/Maintenance				
Operating Supplies	\$0	\$0	\$0	\$0
Office Equipment Maintenance	\$6,393	\$0	\$3,385	\$0
Minor Office Equipment	\$0	\$0	\$0	\$0
Total Supplies and Maintenance	\$6,393	\$0	\$3,385	\$0
Capital				
Equipment	\$0	\$4,560	\$3,168	\$0
Total Capital	\$0	\$4,560	\$3,168	\$0
TOTAL EXPENDITURES	\$6,393	\$4,560	\$6,553	\$0
BALANCE	\$3,184	\$6,779	\$2,288	\$9,956

CITY OF RICHLAND HILLS

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

PARKS AND BEAUTIFICATION

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$22,335	\$19,797	\$21,827	\$23,091
REVENUES				
Miscellaneous				
Investment Income	\$23	\$14	\$19	\$21
Citizens Contributions	6,698	7,724	5,570	6,134
Total Miscellaneous	\$6,721	\$7,738	\$5,589	\$6,155
TOTAL REVENUES	\$6,721	\$7,738	\$5,589	\$6,155
Total Estimated Available Resources	\$29,056	\$27,535	\$27,416	\$29,246
EXPENDITURES				
Adopt A Spot	\$0	\$0	\$0	\$0
Rosebud Improvements	0	750	950	1,000
Rosebud Replacements	0	0	0	0
Kate Baker Improvements	0	750	0	1,000
Kate Baker Replacements	0	0	0	0
Creek Trail Improvements	0	750	950	1,000
Creek Trail Replacements	0	0	0	0
Holiday Expense	2,127	3,000	2,389	3,000
City Complex Beautification	1,076	750	0	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	0	750	0	0
Animal Shelter Improvement	0	0	0	0
Median Beautification	0	750	0	500
Windmill Park Beautification	0	750	0	0
City Complex Raplacements	0	0	0	0
Beautification-Replacement	0	0	0	0
Total Supplies/Maintenance	\$3,203	\$8,250	\$4,289	\$7,500
Other Operating Cost				
Travel, Training	\$0	\$0	\$0	\$0
Miscellaneous	127	0	36	0
Contingency	0	0	0	0
Total Other Operating Cost	\$127	\$0	\$36	\$0

CITY OF RICHLAND HILLS

TOTAL EXPENDITURES	<u><u>\$3,330</u></u>	<u><u>\$8,250</u></u>	<u><u>\$4,325</u></u>	<u><u>\$7,500</u></u>
BALANCE	<u><u>\$25,726</u></u>	<u><u>\$19,285</u></u>	<u><u>\$23,091</u></u>	<u><u>\$21,746</u></u>

CITY OF RICHLAND HILLS

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

LIBRARY DONATION FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$11,660	\$2,274	\$2,059	\$6,495
REVENUES				
Miscellaneous				
Investment Income	\$0	\$0	\$0	\$0
Citizens Contributions	5,943	7,509	6,436	6,190
Total Miscellaneous	\$5,943	\$7,509	\$6,436	\$6,190
TOTAL REVENUES	\$5,943	\$7,509	\$6,436	\$6,190
Total Estimated Available Resources	\$17,603	\$9,783	\$8,495	\$12,685
EXPENDITURES				
Personnel				
Contract Labor	\$0	\$1,100	\$0	\$0
Total Personnel	\$0	\$1,100	\$0	\$0
Supplies/Maintenance				
Operating Supplies	\$556	\$1,050	\$500	\$1,500
Office Equipment Maintenance	\$0	\$0	\$0	\$0
Minor Office Equipment	\$0	\$3,850	\$0	\$500
Building Maintenance	\$0	\$0	\$0	\$0
Books	4,045	3,000	500	6,000
Audio Books	0	0	500	1,000
Videos	1,862	0	500	1,000
Cassettes/CDs	0	0	0	1,000
Software	0	0	0	0
Electronic Info Services	1,161	0	0	0
Total Supplies/Maintenance	\$7,624	\$7,900	\$2,000	\$11,000
Other Operating Cost				
Travel, Training	\$0	\$0	\$0	\$0
Miscellaneous	0	0	0	0
Contingency	0	0	0	0
Total Other Operating Cost	\$0	\$0	\$0	\$0
Capital				

CITY OF RICHLAND HILLS

Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$7,624</u>	<u>\$9,000</u>	<u>\$2,000</u>	<u>\$11,000</u>
BALANCE	<u>\$9,979</u>	<u>\$783</u>	<u>\$6,495</u>	<u>\$1,685</u>

CITY OF RICHLAND HILLS

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

ANIMAL SHELTER DONATION FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$44,624	\$32,800	\$34,210	\$23,214
REVENUES				
Miscellaneous				
Investment Income	\$0	\$35	\$0	\$0
Citizens Contributions	6,287	7,943	6,854	6,571
Total Miscellaneous	<u>\$6,287</u>	<u>\$7,978</u>	<u>\$6,854</u>	<u>\$6,571</u>
TOTAL REVENUES	<u><u>\$6,287</u></u>	<u><u>\$7,978</u></u>	<u><u>\$6,854</u></u>	<u><u>\$6,571</u></u>
Total Estimated Available Resources	\$50,911	\$40,778	\$41,064	\$29,785
EXPENDITURES				
Office Supplies	\$0	\$0	\$0	\$0
Operating Supplies	12,278	6,885	2,799	0
Printing	0	500	0	0
Minor Office Equipment	425	675	0	0
Building Maintenance	42	500	0	0
Hand Tools/Small Equipment	0	500	0	0
Total Supplies/Maintenance	<u>\$12,745</u>	<u>\$9,060</u>	<u>\$2,799</u>	<u>\$0</u>
Other Operating Cost				
Travel, Training	\$0	\$500	\$0	\$0
Miscellaneous	0	0	0	0
Contingency	0	0	0	0
Total Other Operating Cost	<u>\$0</u>	<u>\$500</u>	<u>\$0</u>	<u>\$0</u>
Capital				
Equipment	\$0	\$0	\$0	\$0
Facility Improvements	0	0	15,051	0
Total Capital	<u>\$0</u>	<u>\$0</u>	<u>\$15,051</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u><u>\$12,745</u></u>	<u><u>\$9,560</u></u>	<u><u>\$17,850</u></u>	<u><u>\$0</u></u>
BALANCE	<u><u>\$38,166</u></u>	<u><u>\$31,218</u></u>	<u><u>\$23,214</u></u>	<u><u>\$29,785</u></u>

CITY OF RICHLAND HILLS

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

KEEP RICHLAND HILLS BEAUTIFUL PROGRAM

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$8	\$8,208	\$8,208	\$8,208
REVENUES				
Donations/Sponsors	15,000	15,000	15,000	15,000
Transfer from General				
Transfer from Enterprise	0	0	0	0
Grants and Transfers	250	0	0	0
TOTAL REVENUES	\$15,250	\$15,000	\$15,000	\$15,000
Total Estimated Available Resources	\$15,258	\$23,208	\$23,208	\$23,208
EXPENDITURES				
Personnel				
Overtime	\$0	\$0	\$0	\$0
FICA	0	0	0	0
Total Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance				
Office Supplies	\$90	\$500	\$500	\$500
Minor Office Equipment	0	500	500	500
Adopt-A-Spot	1,050	2,000	2,000	2,000
Other Supplies	0	0	0	0
Total Supplies/Maintenance	\$1,140	\$3,000	\$3,000	\$3,000
Other Operating				
Membership and Prof Dues	\$325	\$500	\$500	\$500
Subscriptions	\$867	\$0	\$0	
Travel & Training	0	4,000	4,000	4,000
Promotions/Retention	4,717	7,500	7,500	7,500
Total Other Operating	\$5,909	\$12,000	\$12,000	\$12,000
Utilities				
Telephone	\$0	\$0	\$0	\$0
Total Utilities	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$7,049	\$15,000	\$15,000	\$15,000
BALANCE	\$8,209	\$8,208	\$8,208	\$8,208

CITY OF RICHLAND HILLS

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

LAW ENFORCEMENT FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$5,588	\$4,887	\$4,799	\$4,739
REVENUES				
Revenue	\$7	\$0	\$4	\$0
Transfers	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	\$7	\$0	\$4	\$0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Total Estimated Available Resources	\$5,595	\$4,887	\$4,803	\$4,739
EXPENDITURES				
Personnel				
Law Enforcement Expense	708	0	64	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Personnel	\$708	\$0	\$64	\$0
Capital				
Equipment	\$0	\$0	\$0	\$0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Capital	\$0	\$0	\$0	\$0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
TOTAL EXPENDITURES	\$708	\$0	\$64	\$0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
BALANCE	\$4,887	\$4,887	\$4,739	\$4,739

CITY OF RICHLAND HILLS

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

CRIME CONTROL AND PREVENTION DISTRICT

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$324,947	\$438,851	\$247,944	\$493,273
REVENUES				
Investment Income	\$756	\$590	\$767	\$761
Sales Tax	653,624	509,670	730,568	692,857
TOTAL REVENUES	\$654,380	\$510,260	\$731,335	\$693,618
Total Estimated Available Resources	\$979,327	\$949,111	\$979,279	\$1,186,891
EXPENDITURES				
Personnel				
Personnel Expense	475,500	489,298	432,565	456,881
Total Personnel	\$475,500	\$489,298	\$432,565	\$456,881
Other Operating				
Supplies/Maintenance	\$22,574	\$38,547	\$34,958	\$37,441
Travel and Training	5,461	13,402	12,190	13,705
Utilities	1,136	600	1,056	1,200
Contractual	8,522	5,237	5,237	1,872
Total Other Operating	\$37,693	\$57,786	\$53,441	\$54,218
Capital				
Building Improvements	\$0	\$0	\$0	\$11,912
Equipment	0	0	0	16,784
Furnishings	0	0	0	0
Dispatch Shared Services	0	0	0	54,396
Jail Shared Services	0	0	0	62,835
Vehicles/Heavy Equipment	0	0	0	36,592
Total Capital	\$0	\$0	\$0	\$182,519
TOTAL EXPENDITURES	\$513,193	\$547,084	\$486,006	\$693,618
BALANCE	\$466,134	\$402,027	\$493,273	\$493,273

CITY OF RICHLAND HILLS

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

CVL COPS GRANT FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	50,359	73,579	73,579	\$68,844
TOTAL REVENUES	\$50,359	\$73,579	\$73,579	\$68,844
Total Estimated Available Resources	\$50,359	\$73,579	\$73,579	\$68,844
EXPENDITURES				
Personnel				
Personnel Expense	52,811	55,206	53,206	56,436
Total Personnel	\$52,811	\$55,206	\$53,206	\$56,436
Other Operating				
Supplies/Maintenance	\$2,628	\$10,764	\$2,065	\$5,723
Travel and Training	1,095	2,175	885	1,350
Utilities	1,773	1,776	1,776	1,776
Contractual	948	3,658	3,559	3,559
Total Other Operating	\$6,444	\$18,373	\$8,285	\$12,408
Capital				
Equipment	\$0	\$0	\$0	\$0
Vehicles/Heavy Equipment	0	0	0	0
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$59,255	\$73,579	\$61,491	\$68,844
BALANCE	(\$8,896)	\$0	\$12,088	\$0

CITY OF RICHLAND HILLS

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

TRAFFIC SAFETY FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$244,914	\$48,078	\$83,213	\$84,094
REVENUES				
Traffic Safety Fines	224,195	286,697	243,072	\$264,478
Scofflaw Revenues		178,000		0
Investment Income	0	0	0	0
TOTAL REVENUES	\$224,195	\$464,697	\$243,072	\$264,478
Total Estimated Available Resources	\$469,109	\$512,775	\$326,285	\$348,572
EXPENDITURES				
Personnel				
Salary and Wages	0	41,225	3,072	30,000
Legal Fees	1,729	0	1,171	2,400
Consulting Fees	5,180	0	0	2500
Total Personnel	\$6,909	\$41,225	\$4,243	\$34,900
Supplies/Maintenance				
Operating Supplies	1,436	2,880	0	\$3,050
Printing	1,112	2,000	0	\$2,000
Office Equipment Maintenance	439	5,981	5,000	\$6,000
Minor Office Equipment	232	6,350	0	\$2,700
Uniforms	2,845	2,450	0	\$2,250
Vehicle Maintenance	3,390	2,000	3,025	\$5,000
Tires Tubes Batteries	0	1,584	0	\$4,752
operating Equip Maintenance	0	2,500	941	\$2,200
Hand Tools/Small Equipment	1,740	1,080	0	\$1,300
Street Maintenance	731	0	0	\$0
Signs/Markings	5,324	21,870	21,229	\$19,000
Street Light Maintenance	45,200	77,000	77,000	\$47,900
Total Supplies/Maintenance	\$62,449	\$125,695	\$107,195	\$96,152
Other Operating				
Fees	250,870	89,000	128,903	\$108,951
State Fees	84	0	0	\$0
Travel/Training	0	3,367	1,850	\$2,075
Breathalyzer Testing	0	5,000	0	\$0
Total Other Operating	\$250,954	\$97,367	\$130,753	\$111,026
Utilities				
Telephone	0	7,704	0	\$0
Total Utilities	\$0	\$7,704	\$0	\$0
Capital				
Street Reconstruction	\$0	\$0	\$0	\$0
Equipment	\$22,852	\$0	\$0	\$0
Total Capital	\$22,852	\$0	\$0	\$0
TOTAL EXPENDITURES	\$343,164	\$271,991	\$242,191	\$242,078
BALANCE	\$125,945	\$240,784	\$84,094	\$106,494

CITY OF RICHLAND HILLS

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

SCHOOL RESOURCE OFFICER PROGRAM

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$0	\$0	\$0	\$0
Transfer from BISD	37,604	37,604	37,604	0
TOTAL REVENUES	\$37,604	\$37,604	\$37,604	\$0
Total Estimated Available Resources	\$37,604	\$37,604	\$37,604	\$0
EXPENDITURES				
Personnel				
Salaries and Wages	\$26,280	\$26,257	\$26,257	\$0
Overtime	\$0	\$0	\$0	\$0
FICA	1,873	1,873	1,873	0
Unemployment Insurance	72	95	95	0
Retirement	4,139	4,139	4,139	0
Health Insurance	2,897	2,897	2,897	0
Total Personnel	\$35,261	\$35,261	\$35,261	\$0
Other Operating				
Supplies and Maintenance	\$1,334	\$1,334	\$1,334	\$0
Worker's Compensation	\$1,009	\$1,009	\$1,009	\$0
Total Other Operating	\$2,343	\$2,343	\$2,343	\$0
TOTAL EXPENDITURES	\$37,604	\$37,604	\$37,604	\$0
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

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

HOTEL OCCUPANCY TAX REVENUE

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$67,448	\$22,227	\$47,027	\$68,203
REVENUES				
Hotel Tax Revenue	\$152,597	\$147,312	\$168,769	\$172,145
Investment Income	76	306	50	60
TOTAL REVENUES	<u><u>\$152,673</u></u>	<u><u>\$147,618</u></u>	<u><u>\$168,819</u></u>	<u><u>\$172,205</u></u>
Total Estimated Available Resources	\$220,121	\$169,845	\$215,846	\$240,408
EXPENDITURES				
Personnel				
Salaries and Wages	\$0	\$16,283	\$16,283	\$17,399
FICA	0	1,188	1,188	1,274
Unemployment Insurance	0	47	47	65
TMRS	0	2,703	2,703	2,885
Health Insurance	0	1,647	1,647	1,647
Engineer/Consulting Fees	0	0	0	0
Total Personnel	<u><u>\$0</u></u>	<u><u>\$21,868</u></u>	<u><u>\$21,868</u></u>	<u><u>\$23,270</u></u>
Supplies/Maintenance				
Office Supplies	\$0	\$225	\$125	\$600
Printing	\$0	\$100	\$184	\$600
Equipment Maintenance	\$0	\$0	\$0	\$0
Minor Office Equipment	\$0	\$0	\$0	\$2,000
Total Supplies/Maintenance	<u><u>\$0</u></u>	<u><u>\$325</u></u>	<u><u>\$309</u></u>	<u><u>\$3,200</u></u>
Other Operating				
Memberships	\$835	\$1,135	\$1,380	\$1,385
Subscriptions/Publications	\$0	\$1,200	\$975	\$1,200
Promotions/Retention	7,497	22,097	19,500	27,543
Travel and Training	2,500	3,500	3,000	4,000
Special Events	14,467	22,097	22,097	27,543
Hotel/Motel Fund Grant	76,407	66,382	69,500	68,858
Total Other Operating	<u><u>\$101,706</u></u>	<u><u>\$116,411</u></u>	<u><u>\$116,452</u></u>	<u><u>\$130,529</u></u>

CITY OF RICHLAND HILLS

Utilities				
Electricity	\$0	\$0	\$0	\$0
Natural Gas	\$0	\$0	\$0	\$0
Telephone	0	200	200	200
	<hr/>	<hr/>	<hr/>	<hr/>
Total Utilities	\$0	\$200	\$200	\$200
 Capital				
Utility Construction	\$0	\$0	\$0	\$0
Transfer to RHDC	9,600	960	960	960
Transfer to Gen Fund Admin	19,846	7,854	7,854	13,050
Transfer to Debt Service	9,528	0	0	0
Transfers	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Capital	\$38,974	\$8,814	\$8,814	\$14,010
 TOTAL EXPENDITURES	 <u>\$140,680</u>	 <u>\$147,618</u>	 <u>\$147,643</u>	 <u>\$171,209</u>
 BALANCE	 \$79,441	 \$22,227	 \$68,203	 \$69,199

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

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

ECONOMIC DEVELOPMENT 4B SALES TAX FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$505,553	\$440,995	\$393,484	\$386,075
REVENUES				
Sales Tax	\$210,731	\$199,384	\$247,144	\$209,702
Grants and Transfers		\$960		
Investment Income	458	2,250	328	524
TOTAL REVENUES	\$211,189	\$202,594	\$247,472	\$210,226
Total Estimated Available Resources	\$716,742	\$643,589	\$640,956	\$596,301
EXPENDITURES				
Personnel				
Salaries and Wages	\$45,000	\$32,566	\$32,566	\$34,799
FICA	0	2,376	2,376	2,548
Unemployment Insurance	0	94	94	131
TMRS	0	5,406	5,406	5,771
Health Insurance	0	3,294	3,294	3,295
Engineer/Consulting Fees	1,164	0	0	0
Total Personnel	\$46,164	\$43,736	\$43,736	\$46,544
Supplies/Maintenance				
Office Supplies	\$0	\$450	\$418	\$450
Printing	\$0	\$0	\$0	\$200
Minor Office Equipment	0	200	136	2,000
Total Supplies/Maintenance	\$0	\$650	\$554	\$2,650
Other Operating				
Memberships	\$0	\$795	\$1,020	\$660
Subscriptions/Publications	\$0	\$2,400	\$2,400	\$1,600
Special Events	\$0	\$0	\$0	\$0
Storefront Improvements	\$16,720	\$9,585	\$7,075	\$10,000
Promotions/Retention	0	2,400	2,050	2,400
Travel and Training	0	4,000	4,000	4,000
Parks Improvements	51,549	6,500	6,500	21,500
Economic Advisory Board	4,162	0	0	5,600
Chamber Education Foundation	0	0	0	0
Property Acquisition	0	0	0	0
Total Supplies/Maintenance	\$72,431	\$25,680	\$23,045	\$45,760
Utilities				
Telephone	0	0	0	200

CITY OF RICHLAND HILLS

Total Contractual	\$0	\$0	\$0	\$200
Contractual				
ED Grants	82,500	190,955	55,018	82,500
	<hr/>	<hr/>	<hr/>	<hr/>
Total Contractual	\$82,500	\$190,955	\$55,018	\$82,500
Capital				
Utility Construction	\$0	\$0	\$0	\$0
Street Construction	0	250,000	0	250,000
Facilities Improvements	0	0	0	15,000
Transfer to Debt Service	133,006	132,528	132,528	132,698
Transfer to Fund 200	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Capital	\$133,006	\$382,528	\$132,528	\$397,698
TOTAL EXPENDITURES	\$334,101	\$643,549	\$254,881	\$575,352
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
BALANCE	\$382,641	\$40	\$386,075	\$20,949

CITY OF RICHLAND HILLS

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

LIBRARY GRANT

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$15,175	\$0	\$0	\$0
Transfer from General	0	0	0	0
Transfer from Enterprise	0	0	0	0
TOTAL REVENUES	<u>\$15,175</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Estimated Available Resources	\$15,175	\$0	\$0	\$0
EXPENDITURES				
Personnel				
Contract Labor	5,079	0	0	0
Total Personnel	<u>\$5,079</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Supplies/Maintenance				
Office Supplies	\$565	\$0	\$0	\$0
Operating Supplies	\$0	\$0	\$0	\$0
Books	1,695	0	0	0
Minor Office Equipment	0	0	0	0
Software	0	0	0	0
Travel and Training	0	0	0	0
Total Supplies/Maintenance	<u>\$2,260</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Other Operating				
Memberships	0	0	0	0
Travel/Training	0	0	0	0
Total Other Operating	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Capital				
Equipment	\$7,836	\$0	\$0	\$0
Total Capital	<u>\$7,836</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$15,175</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

CITY OF RICHLAND HILLS

BALANCE	\$0	\$0	\$0	\$0
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Richland Hills Community Center



Richland Hills Animal Services Center



Richland Hills Fire Department



Richland Hills Library



Richland Hills Public Works

CITY OF RICHLAND HILLS, TEXAS

Annual Operating Budget, Program of Services
And Capital Improvement Plan
Part 2
For Fiscal Year 2012-2013

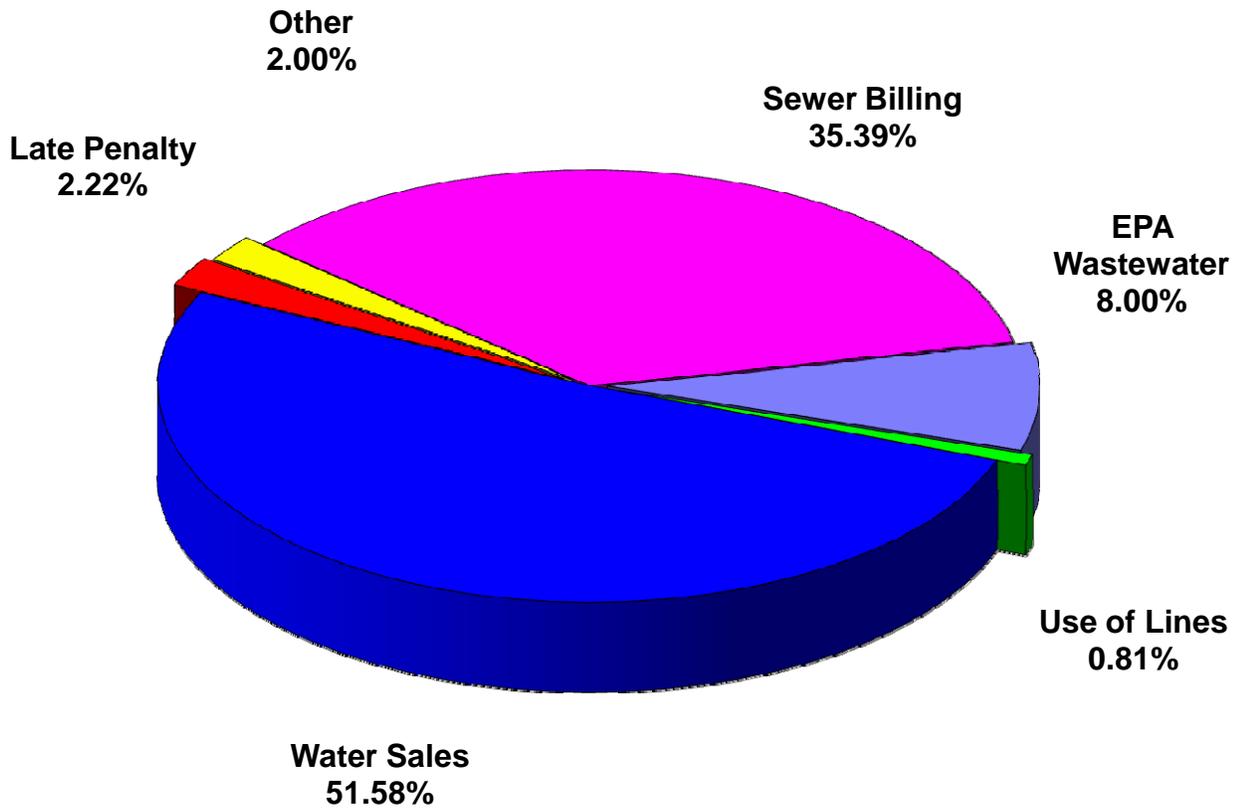


PROPRIETARY FUNDS

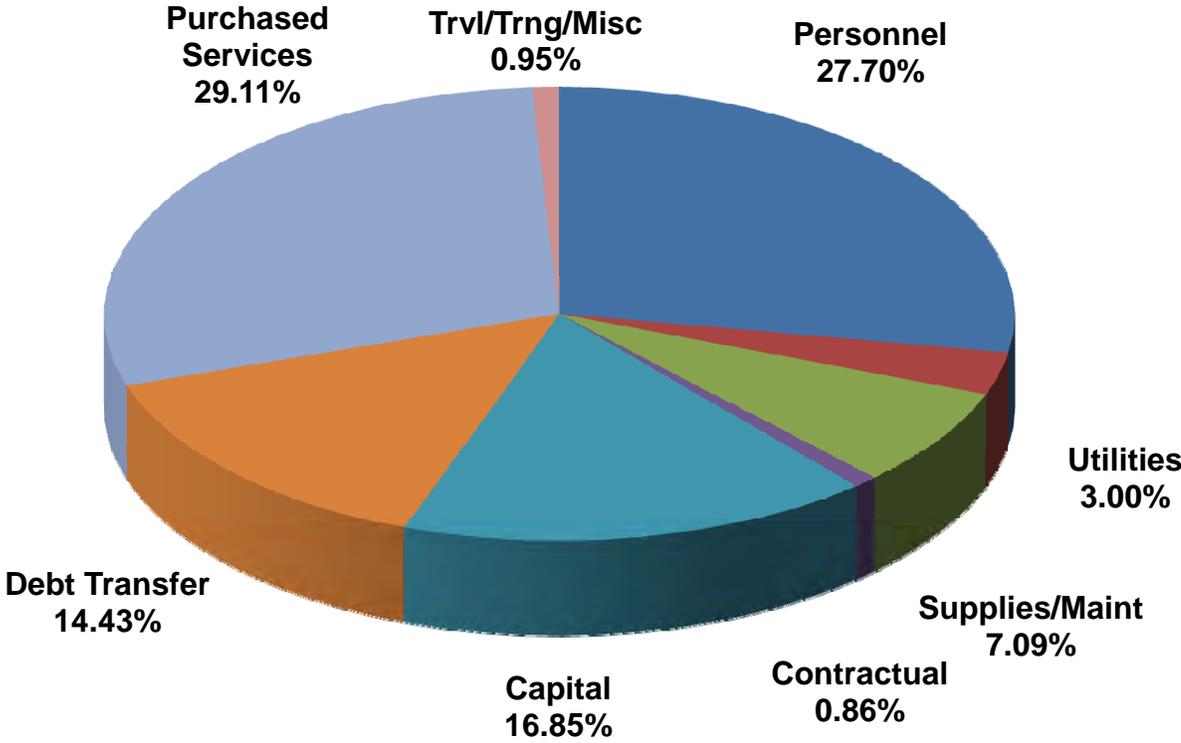
Enterprise Fund

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.

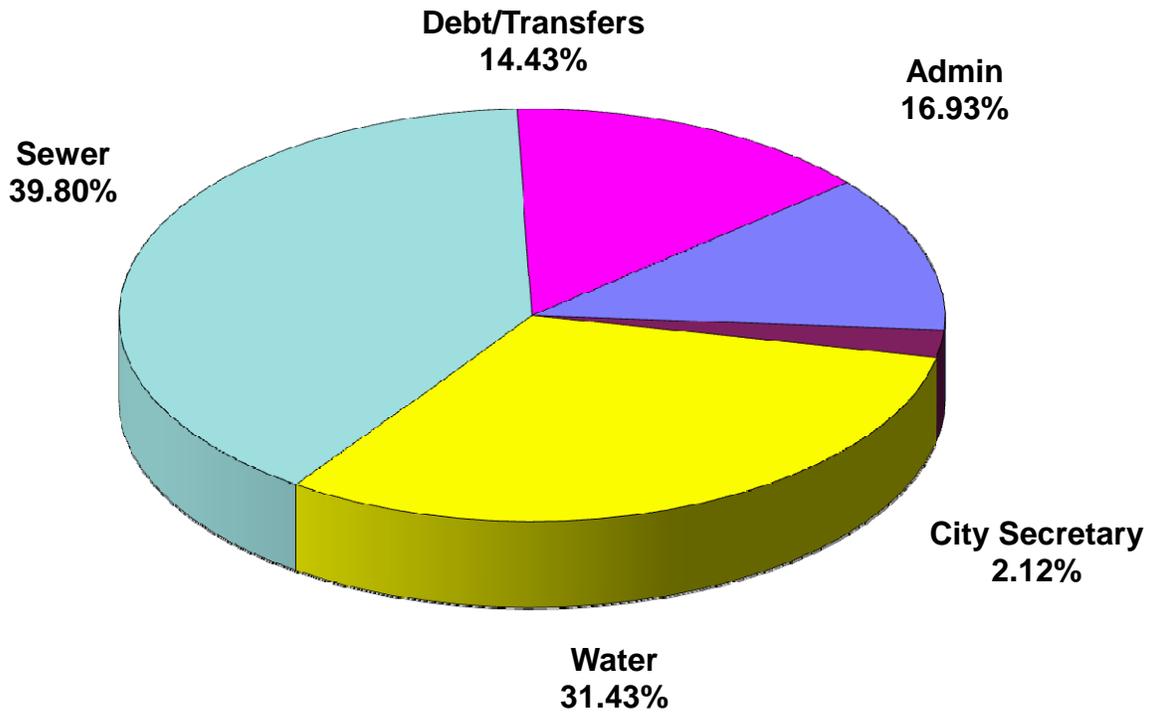
**CITY OF RICHLAND HILLS
ENTERPRISE FUND REVENUE DISTRIBUTION
FISCAL YEAR 2012-2013
\$4,198,408**



**CITY OF RICHLAND HILLS
ENTERPRISE FUND
EXPENDITURES BY CATEGORY
FISCAL YEAR 2012-20123
\$4,027,073**



**CITY OF RICHLAND HILLS
ENTERPRISE FUND
EXPENDITURES BY DEPARTMENT
FISCAL YEAR 2012-2013
\$4,027,073**



CITY OF RICHLAND HILLS

**2012-2013 FISCAL YEAR
SUMMARY OF REVENUES AND EXPENDITURES
ENTERPRISE FUND**

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$1,386,776
 REVENUES				
Water Billing	2,345,125	2,206,235	2,258,832	2,260,542
Wastewater Billing	1,887,660	1,452,982	1,485,727	1,485,727
Miscellaneous	429,470	447,840	446,970	452,139
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	\$4,662,255	\$4,107,057	\$4,191,529	\$4,198,408
 Total Estimated Available Resources	 \$4,662,255	 \$4,107,057	 \$4,191,529	 \$5,585,184
 EXPENDITURES				
Administration	\$789,917	\$674,523	\$814,508	\$492,300
City Secretary/Legislative	123,921	107,312	110,670	85,365
Debt Service	634,404	601,302	601,302	581,199
Water Production and Distribution	1,083,870	1,250,035	1,250,035	1,265,589
Wastewater Collection and Treatment	898,068	1,350,479	1,350,479	1,602,620
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES	\$3,530,180	\$3,983,651	\$4,126,994	\$4,027,073
 BALANCE	 \$1,132,075	 \$123,406	 \$64,535	 \$1,558,111
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF REVENUES

ENTERPRISE FUND

REVENUES	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Water				
Penalty and Interest	\$111,109	\$96,127	\$90,489	\$93,387
Water Sales	2,233,010	2,109,255	2,165,563	2,165,563
Water Tap Fees	861	665	537	687
Fort Worth Water Access Fees	0	0	2,167	801
Richland Hills Water Access Fees	145	188	76	104
Total Water Revenues	2,345,125	2,206,235	2,258,832	2,260,542
Sewer				
Sewer Billings	\$1,887,559	\$1,452,982	\$1,485,727	\$1,485,727
Sewer Tap Fees	0	0	0	0
Fort Worth Sewer Impact Fees	0	0	0	0
Richland Hills Sewer Impact Fees	101	0	0	0
NRH Crossflow Bill	0	0	0	0
Total Sewer Revenues	\$1,887,660	\$1,452,982	\$1,485,727	\$1,485,727
Miscellaneous				
Use of Lines	\$12,332	\$36,844	\$30,981	\$33,912
Service Charges	2,836	2,779	2,454	2,963
Investment Income	636	560	1,005	820
Grants/Transfers	0	9,600	0	0
Waste Process Fee	70,140	65,558	70,235	70,897
Miscellaneous	5,728	6,639	8,323	7,662
EPA Wastewater Charge	337,798	325,860	333,972	335,885
Transfer from Enterprise	0	0	0	0
Total Miscellaneous	\$429,470	\$447,840	\$446,970	\$452,139
Total Revenues	\$4,662,255	\$4,107,057	\$4,191,529	\$4,198,408

CITY OF RICHLAND HILLS

2012-2013 FISCAL YEAR SUMMARY OF EXPENDITURES

ENTERPRISE FUND

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Administration				
Personnel	\$636,168	\$555,190	\$669,302	\$380,763
Supplies/Maintenance	106,097	76,222	102,066	77,349
Other Operating Cost	47,652	43,111	43,140	34,188
Depreciation	0	0	0	0
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Administration	\$789,917	\$674,523	\$814,508	\$492,300
City Secretary/Legislative				
Personnel	\$73,384	\$70,019	\$70,067	\$53,082
Supplies/Maintenance	28,534	10,728	12,155	10,462
Other Operating Cost	22,003	26,565	28,448	21,821
Capital	0	0	0	0
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total City Secretary/Legislative	\$123,921	\$107,312	\$110,670	\$85,365
Water Production and Distribution				
Personnel	\$302,025	\$304,885	\$304,885	\$312,592
Supplies/Maintenance	84,566	122,800	122,800	135,300
Other Operating Cost	110,354	123,315	123,315	125,062
Purchased Services	586,925	612,235	612,235	612,235
Capital	0	86,800	86,800	80,400
Transfers	0	0	0	0
Debt Service	0	0	0	0
Total Water Production and Distribution	\$1,083,870	\$1,250,035	\$1,250,035	\$1,265,589

CITY OF RICHLAND HILLS

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

ENTERPRISE FUND

	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
Wastewater Collection and Treatment				
Personnel	\$372,953	\$387,586	\$387,586	\$369,033
Supplies/Maintenance	59,973	37,550	37,550	62,550
Other Operating Cost	13,773	12,843	12,843	12,937
Purchased Services	451,369	560,000	560,000	560,000
Capital	0	352,500	352,500	598,100
Transfers	0	0	0	0
Debt Service	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Wastewater Collection	\$898,068	\$1,350,479	\$1,350,479	\$1,602,620
	<hr/>	<hr/>	<hr/>	<hr/>
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	634,404	601,302	601,302	581,199
Debt Service	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Debt Service & Transfers	\$634,404	\$601,302	\$601,302	\$581,199
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	<u>\$ 3,530,180</u>	<u>\$ 3,983,651</u>	<u>\$ 4,126,994</u>	<u>\$ 4,027,073</u>

CITY OF RICHLAND HILLS

Department Administration (262)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 636,168	\$ 555,190	\$ 669,302	\$ 380,763
SUPPLIES/MAINTENANCE	\$ 106,097	\$ 76,222	\$ 102,066	\$ 77,349
OTHER OPERATING COST	\$ 22,151	\$ 20,544	\$ 20,544	\$ 15,413
UTILITIES	\$ 20,167	\$ 17,816	\$ 17,711	\$ 14,284
CONTRACTUAL	\$ 5,334	\$ 4,751	\$ 4,885	\$ 4,491
CAPITAL	\$ -	\$ -	\$ -	\$ -
PURCHASED SERVICES	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 789,917	\$ 674,523	\$ 814,508	\$ 492,300

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
*City Manager	.50	.50	.50	.50
*Administrative Assistant	.50	.50	.50	.50
*Finance/Accounting Manager	.50	.50	.50	.50
*Accounting Tech	0	0	.50	.50
*Office Clerk	1.50	1.5	1.0	1.0
*This position partially funded in this department				
Total	3.00	3.00	3.00	3.00

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Number of utility accounts billed annually	37,108	37,464	37,838
Number of new accounts	293	374	396
Number of disconnects	293	435	400
Monthly billings on time	20	24	25
Number of adjustments/billing annually	300	278	250
Cost to bill one utility account	1.22	1.26	1.3
Average phone time per customer (minutes)	3	3	2
Average response to billing inquiries (days)	2	2	2
Water payments processed annually	33,397	34,467	35,189
Funds deposited within 24 hours	99%	99%	100%
%payments processed within one day of receipt	99%	99%	100%
Annual Financial Reports by Due Date	Yes	Yes	Yes
Monthly Financial Reports by 12th business day	Yes	Yes	Yes
Annual Budget Document by due date	Yes	Yes	Yes
Number of Deposits processed	1,851	1,956	1,956
Accounts Payable Invoices Processed	6240	6343	6480
Accounts Payable Checks Issued	4,672	4,699	4,800
Payroll Checks Issued	2,028	2,106	2,184
Number of employees at year end	78	81	84
Number of employees using direct deposit	51	55	60
% of employees using direct deposit	66%	68%	71%
Distinguished Budget Award	1	1	1
	1	1	1

CITY OF RICHLAND HILLS

DEPARTMENT:

Administration (262)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$290,283	\$282,001	\$282,001	\$216,341
51030	Overtime	0	0	0	600
51040	FICA	19,410	20,830	20,830	15,996
51050	Unemployment Insurance	302	760	760	783
51070	TMRS	48,948	47,378	47,378	36,236
51080	Health Insurance	36,989	34,328	34,328	20,934
51120	Credit Bureau	0	0	0	0
51150	Legal Fee	150,857	89,963	204,075	75,000
51160	Audit Fee	19,110	19,930	19,930	14,873
51170	Engineer/Consultant Fee	405	0	0	0
51190	Franchise Fee	60,000	60,000	60,000	0
51260	Contract Labor	9,864	0	0	0
	Subtotal Personnel	\$636,168	\$555,190	\$669,302	\$380,763
52010	Office Supplies	\$3,003	\$2,254	\$2,254	\$1,682
52020	Printing	3,944	2,460	2,460	3,202
52040	Office Equipment Maintenance	32,820	0	0	0
52046	E-Commerce Fees	7,805	31,155	34,893	29,598
52060	Minor Office Equipment	292	4,998	11,704	9,233
52061	Electronic Payment Fees	31,098	0	0	300
52088	Building Maintenance	27,135	13,400	28,800	16,950
52240	Building Cleaning Supplies	0	21,955	21,955	16,384
52255	Hazardous Waste	0	0	0	0
	Subtotal Supplies/Maintenance	\$106,097	\$76,222	\$102,066	\$77,349
53010	Legal Advertising	\$2,036	\$1,340	\$1,340	\$1,000
53020	Postage	13,193	13,067	13,067	10,171
53060	Membership/Professional Dues	2,719	2,846	2,846	2,124
53070	Subscriptions/Publications	331	667	667	160
53072	Other Programs	217	603	603	450
53080	Travel/Training	2,883	2,021	2,021	1,508
53100	Newsletter	772	0	0	0
53975	Property Acquisition	0	0	0	0
	Subtotal Other Operating	\$22,151	\$20,544	\$20,544	\$15,413
54010	Electricity	\$11,698	\$9,968	\$9,968	\$7,811
54020	Natural Gas	731	1,005	900	698
54030	Telephone	7,738	6,843	6,843	5,775
5490	Bad Debt Expense	0	0	0	0

CITY OF RICHLAND HILLS

DEPARTMENT:

Administration (262)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
	Subtotal Utilities	\$20,167	\$17,816	\$17,711	\$14,284
55030	Worker's Comp Insurance	\$3,838	\$3,660	\$3,822	\$3,605
55040	Real/Personal Property Insurance	566	563	566	445
55080	General Liability	554	152	122	145
55100	Employee Bond	376	376	375	296
55999	Depreciation Expense	0	0	0	0
	Subtotal Contractual	\$5,334	\$4,751	\$4,885	\$4,491
56160	Facilities Maintenance	\$0	\$0	\$0	\$0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$789,917	\$674,523	\$814,508	\$492,300

CITY OF RICHLAND HILLS

DEPARTMENT: Administration (262) **FUND:** Enterprise

DEPARTMENT MISSION

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.

GOALS AND OBJECTIVES

PROGRAM: Finance/Accounting

GOAL: Improve internal customer service.

OBJECTIVE: Assist other departments with financial analysis and budget projections.

OBJECTIVE: Become familiar with the operational needs of other city departments.

GOAL: Improve reporting to council and staff of the active investment program.

OBJECTIVE: Enhance cash management forecasting through increased information flow from other departments and accounting reports.

OBJECTIVE: Conduct research and analysis to strengthen investment strategy.

GOAL: Provide efficient, cost effective, and sage banking arrangements for the City.

OBJECTIVE: Monitor bank performance on a daily basis and ensure an open line of communication exists between department and bank representatives.

OBJECTIVE: Keep abreast of new banking services and products and recommend new services as needed.

GOAL: Continue to monitor implementation of the purchasing policy and fine tune as needed.

OBJECTIVE: Solicit input from city staff on the need for changes to the policy.

OBJECTIVE: Provide training and support to other departments on purchasing procedures.

GOAL: Enhance quality of the payroll process.

OBJECTIVE: Improve communication to employees by disseminating payroll information and options available.

OBJECTIVE: Improve procedures for reporting time and attendance to payroll clerks.

GOAL: Improve year-end audit process.

OBJECTIVE: Ensure timely posting of adjusting entries.

OBJECTIVE: Continue to pursue C.A.F.R. award

OBJECTIVE: Improve internal control system regarding separations of duties.

CITY OF RICHLAND HILLS

Department CSO/Legislative (263)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 73,384	\$ 70,019	\$ 70,067	\$ 53,082
SUPPLIES/MAINTENANCE	\$ 28,535	\$ 10,728	\$ 12,155	\$ 10,462
OTHER OPERATING COST	\$ 14,261	\$ 21,671	\$ 22,984	\$ 15,923
UTILITIES				
CONTRACTUAL	\$ 7,742	\$ 4,894	\$ 5,464	\$ 5,898
CAPITAL	\$ -	\$ -	\$ -	\$ -
PURCHASED SERVICES	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 123,922	\$ 107,312	\$ 110,670	\$ 85,365

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
City Secretary	.50	.50	.50	.50
Total	.50	.50	.50	.50

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED
Regular/Special council meetings attended	100%	100%	100%
Minutes prepared by next council meeting	98%	98%	98%
Minutes approved without corrections	100%	100%	100%
Requests for information responded to within 10 working days	100%	100%	100%
Registered voters voting in general election	5%	4%	4%
Elections Uncontested	100%	100%	100%
Election cost per capita	\$0.14	\$0.14	\$0.15
Election cost per voter	\$2.12	\$2.12	\$2.14

CITY OF RICHLAND HILLS

DEPARTMENT:

City Secretary/Legislative (263)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$55,321	\$52,377	\$52,377	\$39,673
51040	FICA	3,900	3,854	3,854	3,035
51050	Unemployment Insurance	50	127	175	131
51070	TMRS	9,130	8,764	8,764	6,876
51080	Health Insurance	4,578	4,415	4,415	3,007
51100	Council Compensation	405	482	482	360
51170	Engineer/Consultant Fee	0	0	0	0
	Subtotal Personnel	\$73,384	\$70,019	\$70,067	\$53,082
52010	Office Supplies	\$3,558	\$871	\$871	\$650
52020	Printing	5,633	804	2,231	1,865
52040	Equipment Maintenance	2,791	3,752	3,752	2,800
52060	Minor Office Equipment	1,770	0	5,301	5,000
52215	Elections Expense	14,783	5,301	0	147
	Subtotal Supplies/Maintenance	\$28,535	\$10,728	\$12,155	\$10,462
53010	Legal Advertising	\$761	\$1,005	\$1,005	\$750
53020	Postage	1,275	1,474	1,474	1,100
53060	Membership/Professional Dues	5,895	5,316	5,316	3,812
53070	Subscriptions/Publications	621	2,412	2,412	1,800
53071	Employee Volunteer Program	1,473	2,345	3,658	2,031
53072	Support of Other Programs	0	0	0	0
53080	Travel/Training	2,017	4,094	4,094	2,680
53991	Contingency Fund	2,219	5,025	5,025	3,750
	Subtotal Other Operating	\$14,261	\$21,671	\$22,984	\$15,923
55030	Worker's Comp. Insurance	\$972	\$376	\$946	\$918
55040	Real/Personal Property Insurance	566	563	563	445
55050	Errors and Omissions Insurance	5,650	3,803	3,803	4,389
55080	General Liability	554	152	152	146
	Subtotal Contractual	\$7,742	\$4,894	\$5,464	\$5,898
56020	Equipment	\$0	\$0	\$0	\$0
56150	Facilities Improvements	0	0	0	0
	Subtotal Capital	\$0	\$0	\$0	\$0
	TOTAL	\$123,922	\$107,312	\$110,670	\$85,365

CITY OF RICHLAND HILLS

DEPARTMENT:	CSO/Legislative (263)	FUND: Enterprise
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DEPARTMENT 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.

GOALS AND OBJECTIVES	PROGRAM: City Secretary
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- GOAL:** Continue to maintain vital records.
- OBJECTIVE:** Prepare and update appropriate instruments in a timely manner.
- GOAL:** Continue to respond to request promptly.
- GOAL:** Serve the public equally and respectfully.
- GOAL:** Maintain the operations of the City Secretary's Office in an effective and efficient manner.

CITY OF RICHLAND HILLS

Department	Water Production and Distribution (266)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 302,025	\$ 304,885	\$ 304,885	\$ 312,592
SUPPLIES/MAINTENANCE	\$ 84,566	\$ 122,800	\$ 122,800	\$ 135,300
OTHER OPERATING COST	\$ 4,620	\$ 5,000	\$ 5,000	\$ 5,000
UTILITIES	\$ 89,964	\$ 103,400	\$ 103,400	\$ 103,400
CONTRACTUAL	\$ 15,770	\$ 14,915	\$ 14,915	\$ 16,662
CAPITAL	\$ -	\$ 86,800	\$ 86,800	\$ 80,400
PURCHASED SERVICES	\$ 586,925	\$ 612,235	\$ 612,235	\$ 612,235
TOTAL	\$ 1,083,870	\$ 1,250,035	\$ 1,250,035	\$ 1,265,589

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
*Public Works Director	.50	.50	.50	.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 Secretary	.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 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 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%

CITY OF RICHLAND HILLS

DEPARTMENT:

Water Distribution (266)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$181,061	\$200,703	\$200,703	\$201,784
51030	Overtime	18,536	20,000	20,000	20,000
51040	FICA	14,252	16,155	16,155	13,748
51050	Unemployment Insurance	263	756	756	1,044
51070	TMRS	30,536	36,115	36,115	31,145
51080	Health Insurance	23,843	26,356	26,356	30,071
51115	Lab Fees	5,246	4,600	4,600	4,600
51170	Engineer/Consultant Fee	28,075	0	0	10,000
51240	Physicals	213	200	200	200
	Subtotal Personnel	\$302,025	\$304,885	\$304,885	\$312,592
52010	Office Supplies	\$2,481	\$1,000	\$1,000	\$1,000
52015	Operating Supplies	3,277	3,400	3,400	3,400
52020	Printing	85	400	400	400
52030	Gasoline	10,556	10,500	10,500	10,500
52035	Oils & Lubricants	475	700	700	700
52040	Office Equipment Maintenance	4,416	2,000	2,000	2,000
52060	Minor Office Equipment	2,811	5,000	5,000	5,000
52080	Building Maintenance	701	1,200	1,200	1,200
52091	Landscape Maintenance	7,511	30,000	30,000	42,000
52100	Uniforms	1,922	2,500	2,500	2,500
52110	Vehicle Maintenance	3,657	3,800	3,800	3,800
52115	Tires/Tubes/Batteries	266	1,800	1,800	1,800
52130	Communication Equip. Maintenance	7,125	8,000	8,000	8,500
52180	Hand Tools/Small Equipment	0	800	800	2,000
52190	Street Repair Materials	180	4,000	4,000	4,000
52200	Paints & Chemicals	324	400	400	400
52210	Operating Equipment Maintenance	760	5,000	5,000	5,000
52240	Building Cleaning Supplies	0	300	300	300
52280	Water Tank Maintenance	7,310	5,000	5,000	5,000
52290	Water System Supplies	20,576	24,000	24,000	22,800
52310	Well Maintenance	4,198	9,000	9,000	9,000
52320	Water Meters/Repairs	5,935	4,000	4,000	4,000
	Subtotal Supplies/Maintenance	\$84,566	\$122,800	\$122,800	\$135,300

CITY OF RICHLAND HILLS

DEPARTMENT:

Water Distribution (266)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
53060	Membership/Professional Dues	\$458	\$800	\$800	\$800
53070	Subscriptions/Publications	0	200	200	200
53080	Travel/Training	4,162	4,000	4,000	4,000
	Subtotal Other Operating	\$4,620	\$5,000	\$5,000	\$5,000
54010	Electricity	\$81,298	\$98,000	\$98,000	\$98,000
54020	Natural Gas	467	900	900	900
54030	Telephone	8,199	4,500	4,500	4,500
	Subtotal Utilities	\$89,964	\$103,400	\$103,400	\$103,400
55020	Mobile Equipment Insurance	\$1,403	\$1,551	\$1,551	\$1,707
55030	Worker's Comp. Insurance	4,719	5,116	5,116	4,850
55040	Real/Personal Property Insurance	1,961	1,961	1,961	2,158
55060	Auto Physical Damage Insurance	1,397	1,702	1,702	1,872
55080	General Liability	1,920	528	528	701
55090	Auto Liability	4,370	4,057	4,057	5,374
	Subtotal Contractual	\$15,770	\$14,915	\$14,915	\$16,662
56010	Building Improvements	\$0	\$0	\$0	\$18,600
56020	Equipment/Vehicles	0	0	0	0
56110	Water System Improvements	0	25,000	25,000	0
56140	CDBG Match	0	0	0	0
57050	Transfer Stabilization	0	61,800	61,800	61,800
	Subtotal Capital	\$0	\$86,800	\$86,800	\$80,400
58170	Water Purchased	\$468,247	\$502,235	\$502,235	\$502,235
58180	Water Standby Charge	\$118,678	\$110,000	\$110,000	\$110,000
	Subtotal Purchased Services	\$586,925	\$612,235	\$612,235	\$612,235
	TOTAL	\$1,083,870	\$1,250,035	\$1,250,035	\$1,265,589

CITY OF RICHLAND HILLS

DEPARTMENT:	Public Works - Water (266)	FUND: Enterprise
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DEPARTMENT MISSION

The purpose of the Water Distribution Department is to provide effective delivery of water through the distribution system and efficient repair service.

GOALS AND OBJECTIVES

PROGRAM: Water Production

GOAL: To provide expedient repair of all water main breaks.

GOAL: Replace deteriorated water lines.

GOAL: Continue to develop a master water plan.

GOAL: Continue to update water system improvements on GIS system.

GOAL: Design improvements and award contracts to improve water system consistent with ten-year plan.

GOAL: Continue replacement of fire hydrants to improve fire-fighting capabilities.

GOAL: Implement water valve and water meter replacement program.

CITY OF RICHLAND HILLS

Department Wastewater Collection/Treatment (267)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
PERSONNEL SERVICES	\$ 372,953	\$ 387,586	\$ 387,586	\$ 369,033
SUPPLIES/MAINTENANCE	\$ 59,973	\$ 37,550	\$ 37,550	\$ 62,550
OTHER OPERATING COST	\$ 1,826	\$ 2,100	\$ 2,100	\$ 2,100
UTILITIES	\$ 3,516	\$ 3,200	\$ 3,200	\$ 3,200
CONTRACTUAL	\$ 8,431	\$ 7,543	\$ 7,543	\$ 7,637
CAPITAL	\$ -	\$ 352,500	\$ 352,500	\$ 598,100
PURCHASED SERVICES	\$ 451,369	\$ 560,000	\$ 560,000	\$ 560,000
TOTAL	\$ 898,068	\$ 1,350,479	\$ 1,350,479	\$ 1,602,620

PERSONNEL SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
*Public Works Director	.50	.50	.50	.50
*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 Secretary	.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	4.50

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED

CITY OF RICHLAND HILLS

DEPARTMENT:

Wastewater Treatment (267)

EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$247,403	\$256,289	\$256,289	\$257,466
51030	Overtime	13,464	17,500	17,500	17,500
51040	FICA	18,937	21,458	21,458	19,696
51050	Unemployment Insurance	441	1,134	1,134	1,566
51070	TMRS	41,726	45,177	45,177	39,534
51080	Health Insurance	34,335	42,828	42,828	30,071
51115	Lab Fees	1,210	3,000	3,000	3,000
51170	Engineer/Consultant Fee	14,997	0	0	0
51240	Physicals	440	200	200	200
	Subtotal Personnel	\$372,953	\$387,586	\$387,586	\$369,033
52010	Office Supplies	\$422	\$400	\$400	\$400
52015	Operating Supplies	1,269	1,400	1,400	1,400
52020	Printing	183	200	200	200
52030	Gasoline	9,448	8,000	8,000	8,000
52035	Oils & Lubricants	324	500	500	500
52040	Office Equipment Maintenance	791	1,000	1,000	1,000
52080	Building Maintenance	297	500	500	500
52100	Uniforms	1,196	2,000	2,000	2,000
52110	Vehicle Maintenance.	25,800	4,500	4,500	27,000
52115	Tires/Tubes/Batteries.	20	1,000	1,000	1,000
52130	Communication Equip Maint	0	0	0	0
52180	Hand Tools/Small Equipment.	8	300	300	300
52190	Street Repair Materials	231	2,000	2,000	2,000
52200	Paints & Chemicals	1,352	1,600	1,600	1,600
52210	Equipment Maintenance	11,483	7,000	7,000	8,000
52240	Building Cleaning Supplies	2	150	150	150
52300	Sewer Maintenance	7,147	7,000	7,000	8,500
	Subtotal Supplies/Maintenance	\$59,973	\$37,550	\$37,550	\$62,550
53060	Membership/Professional Dues	\$111	\$400	\$400	\$400
53070	Subscriptions/Publications	239	100	100	100
53080	Travel/Training	1,476	1,600	1,600	1,600
	Subtotal Other Operating	\$1,826	\$2,100	\$2,100	\$2,100
54010	Electricity	\$1,782	\$1,400	\$1,400	\$1,400
54020	Natural Gas	467	900	900	900
54030	Telephone	1,267	900	900	900
	Subtotal Utilities	\$3,516	\$3,200	\$3,200	\$3,200

CITY OF RICHLAND HILLS

DEPARTMENT:	Wastewater Treatment (267)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
55030	Worker's Comp. Insurance	\$4,719	\$5,116	\$5,116	\$4,850
55040	Real/Personal Property Insurance	1,876	1,912	1,912	2,104
55080	General Liability	1,836	515	515	683
	Subtotal Contractual	\$8,431	\$7,543	\$7,543	\$7,637
56010	Building Improvements	\$0	\$0	\$0	\$7,600
56115	Equipment	0	0	0	0
56120	Sewer System Improvements	0	237,000	237,000	475,000
56300	Row Acquisition	0	0	0	0
57050	Transfer Stabilization	0	115,500	115,500	115,500
	Subtotal Capital	\$0	\$352,500	\$352,500	\$598,100
58185	Sewer Treatment N. Richland Hills	\$25,900	\$24,000	\$24,000	\$24,000
58190	Sewer Treat./Hurst	87,093	110,978	110,978	110,978
58195	Sewer Treat./Fort Worth	338,376	425,022	425,022	425,022
	Subtotal Purchased Services	\$451,369	\$560,000	\$560,000	\$560,000
	TOTAL	\$898,068	\$1,350,479	\$1,350,479	\$1,602,620

CITY OF RICHLAND HILLS

DEPARTMENT:	Public Works - Wastewater (267)	FUND: Enterprise
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DEPARTMENT MISSION

The purpose of the Wastewater Treatment Department is to provide effective collection of wastewater through proper maintenance of the sanitary sewer collection system.

GOALS AND OBJECTIVES

PROGRAM: Water Production

GOAL: Improve maintenance service to City with Vac truck and use of television equipment and sewage sampling.

GOAL: Renew system to comply with Environmental Protection Agency standards.

GOAL: Design projects and award contracts to improve wastewater system consistent with EPA mandate.

GOAL: Continue to rehabilitate sewer manholes in system to improve inspection and safety of wastewater system.

GOAL: Continue to upgrade manhole covers to reduce amount of inflow and infiltration into the wastewater system.

CITY OF RICHLAND HILLS

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

ELECTRONIC METER READING LEASE PURCHASE FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Transfer from General	16,198	16,198	16,198	16,198
Transfer from Enterprise	44,741	37,795	37,795	37,795
TOTAL REVENUES	\$60,939	\$53,993	\$53,993	\$53,993
Total Estimated Available Resources	\$60,939	\$53,993	\$53,993	\$53,993
EXPENDITURES				
Debt Service				
Payment of Principal	\$29,721	\$16,198	\$16,198	\$16,198
Payment of Interest	31,218	37,795	37,795	37,795
Total Debt Service	\$60,939	\$53,993	\$53,993	\$53,993
TOTAL EXPENDITURES	\$60,939	\$53,993	\$53,993	\$53,993
BALANCE	\$0	\$0	\$0	\$0

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

Department Drainage Utility (2269)	Fund:	Enterprise
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EXPENDITURE SUMMARY	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 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 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Full Time:				
Drainage Maintenance	1.50	1.5	2	3
Total	1.50	1.5	2	3

PERFORMANCE MEASURES	FY 2010-2011 ACTUAL	FY 2011-2012 PROJECTED	FY 2012-2013 PROJECTED

CITY OF RICHLAND HILLS

DEPARTMENT:	Drainage Utility Fund (2269)
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EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 BUDGET	2011-2012 PROJECTED	2012-2013 BUDGET
51010	Salaries & Wages	\$93,424	\$76,844	\$76,844	\$75,035
51030	Overtime	3,931	3,000	3,000	3,000
51040	FICA	7,357	5,879	5,879	5,740
51050	Unemployment Insurance	311	567	567	783
51070	TMRS	16,067	13,371	13,371	13,004
51080	Health Insurance	23,980	19,767	19,767	18,043
51170	Engineer/Consultant Fee	22,539	26,000	26,000	70,000
51240	Physicals	55	200	200	200
	Subtotal Personnel	\$167,664	\$145,628	\$145,628	\$185,805
52015	Operating Supplies	762	1,000	1,000	1,000
52030	Gasoline	10,647	6,000	6,000	6,000
52035	Oils & Lubricants	12	200	200	200
52100	Uniforms	803	1,500	1,500	1,500
52105	Protective Gear	169	200	200	200
52110	Vehicle Maintenance	771	3,000	3,000	3,000
52115	Tires/Tubes/Batteries	314	4,000	4,000	4,000
52180	Hand Tools/Small Equipment	1,775	2,000	2,000	2,000
52201	Street Sweeping	8,855	8,000	8,000	8,000
52210	Operating Equipment Maintenance	13,302	15,000	15,000	15,000
52315	Drainage System Maintenance	40,124	23,000	23,000	40,000
	Subtotal Supplies/Maintenance	\$77,534	\$63,900	\$63,900	\$80,900
53060	Memberships	\$0	\$0	\$0	\$0
53080	Travel and Training	\$50	\$1,000	\$1,000	\$1,000
53975	Property Acquisitions	\$81,448	\$1,500	\$1,500	\$1,500
	Subtotal Other Operating	\$81,498	\$2,500	\$2,500	\$2,500
56010	Building Improvements	0	0	0	8,200
56115	Machinery and Heavy Equipment	0	0	0	0
56125	Drainage System Improvements	0	0	0	0
	Subtotal Capital	\$0	\$0	\$0	\$8,200
	TOTAL	\$326,696	\$212,028	\$212,028	\$277,405

CITY OF RICHLAND HILLS

DEPARTMENT:	Public Works - Drainage Utility (2269)	FUND: Drainage
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DEPARTMENT MISSION

The purpose of the Drainage Utility Department is to maintain the Big Fossil Levee; make drainage improvements within the City; and construct Phase I for the Booth Calloway Drainage Area.

GOALS AND OBJECTIVES

PROGRAM: Drainage

GOAL: Continue to maintain the Big Fossil Levee.

GOAL: Continue to make drainage improvements within the City.

GOAL: 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.

GOAL: Continue to remove vegetation from streams, creeks, and ravines.

GOAL: Continue mowing program throughout City.



Richland Hills, *We're in the middle of things.....*

DEBT SERVICE FUNDS

CITY OF RICHLAND HILLS 2012-2013 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% operating and 12% 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 2012-2013 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 2012-2013 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
2012-2013 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.

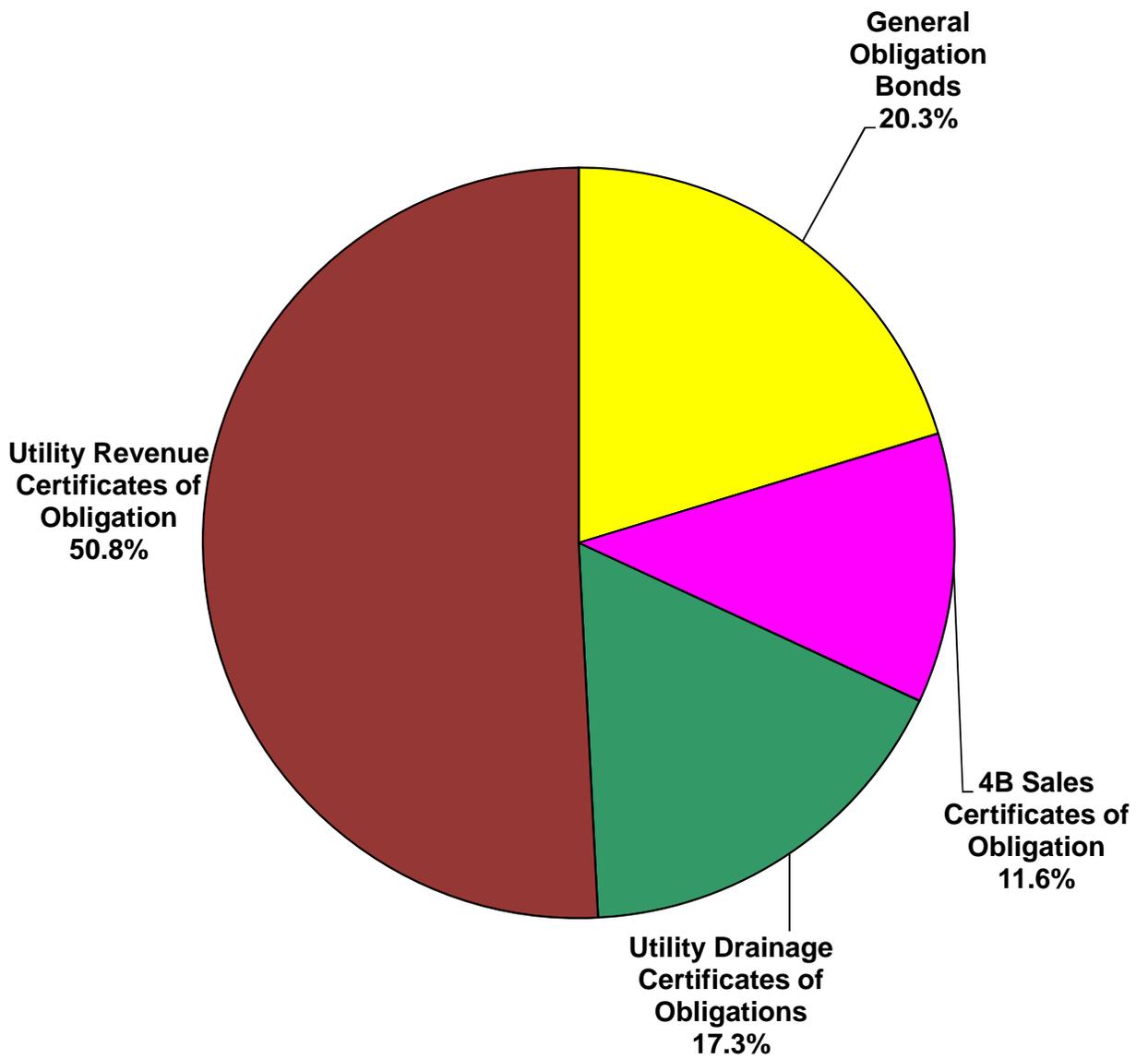
Combination Tax and Water and Sewer Certificates of Obligations, Series 2010 (\$2,750,000)

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.

**CITY OF RICHLAND HILLS
Debt Service By Classification
2012-2013
\$1,141,876**



CITY OF RICHLAND HILLS
Schedule of Debt Service Requirements to Maturity Summary
October 1, 2012

Fiscal Year	General Contractual Obligation Bonds	4B Sales Tax Certificates of Obligation Bonds	Utility Revenue Certificates of Obligation	Utility Drainage Certificates of Obligation	TOTAL
2012-2013	\$ 231,735	\$ 132,698	\$ 580,349	\$ 197,094	\$ 1,141,876
2013-2014	\$ 231,684	\$ 132,528	\$ 579,968	\$ 198,944	\$ 1,143,124
2014-2015	\$ 232,404	\$ 132,065	\$ 579,305	\$ 195,644	\$ 1,139,418
2015-2016	\$ 231,940	\$ 136,305	\$ 578,290	\$ 197,344	\$ 1,143,879
2016-2017	\$ 89,643	\$ -	\$ 582,075	\$ 198,894	\$ 870,612
2017-2018	\$ 89,383	\$ -	\$ 578,500	\$ 200,294	\$ 868,177
2018-2019	\$ 89,087	\$ -	\$ 274,300	\$ 196,544	\$ 559,931
2019-2020	\$ 50,164	\$ -	\$ 276,750	\$ 197,669	\$ 524,583
2020-2021	\$ 48,443	\$ -	\$ 273,850	\$ 198,444	\$ 520,737
2021-2022	\$ 46,721	\$ -	\$ 275,800	\$ 199,056	\$ 521,577
2022-2023	\$ -	\$ -	\$ 152,400	\$ 204,156	\$ 356,556
2023-2024	\$ -	\$ -	\$ 152,400	\$ 203,906	\$ 356,306
2024-2025	\$ -	\$ -	\$ 152,200	\$ 203,287	\$ 355,487
2025-2026	\$ -	\$ -	\$ 156,800	\$ 207,287	\$ 364,087
2026-2027	\$ -	\$ -	\$ 156,000	\$ 205,487	\$ 361,487
2027-2028				\$ 208,488	\$ 208,488
2028-2029				\$ 206,088	\$ 206,088
2029-2030	\$ -	\$ -	\$ -	\$ 208,250	\$ 208,250
Total	\$ 1,341,204	\$ 533,596	\$ 5,348,987	\$ 3,626,876	\$ 10,850,663

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

GENERAL DEBT SERVICE

ISSUE		TOTAL OUTSTANDING PRINCIPAL & INTEREST	FY 2012-13 PRINCIPAL	FY 2012-13 INTEREST	FY 2011-12 TOTAL	FY 2012-13 TOTAL	NET CHANGE
2001 C. O.	(4)	\$ 533,595	\$ 110,000	\$ 22,698	\$ 132,528	\$ 132,698	\$ 171
2006 Tax Note	(5)	\$ -	\$ -	\$ -	\$ 79,695	\$ -	\$ (79,695)
2007 C. O.		\$ 482,401	\$ 35,000	\$ 15,109	\$ 46,256	\$ 50,109	\$ 3,853
2011 C. O.		\$ 421,155	\$ 93,000	\$ 12,576	\$ 105,591	\$ 105,576	\$ (15)
2012 C. O.	(1)	\$ 437,646	\$ 70,000	\$ 6,050	\$ -	\$ 76,050	\$ 76,050
TOTAL		<u>\$ 1,874,797</u>	<u>\$ 308,000</u>	<u>\$ 56,433</u>	<u>\$ 364,070</u>	<u>\$ 364,433</u>	<u>\$ 364</u>

UTILITY SERVICE DEBT

2007 C. O.'s	(3)	\$ 2,308,711	\$ 85,000	\$ 67,074	\$ 155,155	\$ 152,074	\$ (3,081)
2010 C. O.'s	(3)	\$ 3,626,875	\$ 105,000	\$ 92,094	\$ 195,094	\$ 197,094	\$ 2,000
2011 C. O.'s	(3)	<u>\$ 3,040,275</u>	<u>\$ 365,000</u>	<u>\$ 63,275</u>	<u>\$ 425,755</u>	<u>\$ 428,275</u>	<u>\$ 2,520</u>
Total		<u>\$ 8,975,861</u>	<u>\$ 555,000</u>	<u>\$ 222,443</u>	<u>\$ 776,004</u>	<u>\$ 777,443</u>	<u>\$ 1,439</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
2012-13	\$35,000	\$15,109	\$50,109
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>\$395,000</u>	<u>\$87,401</u>	<u>\$482,401</u>

CITY OF RICHLAND HILLS

2011 Series, PPFCO DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2012-13	\$93,000	\$12,576	\$105,576
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>\$392,000</u>	<u>\$29,155</u>	<u>\$421,155</u>

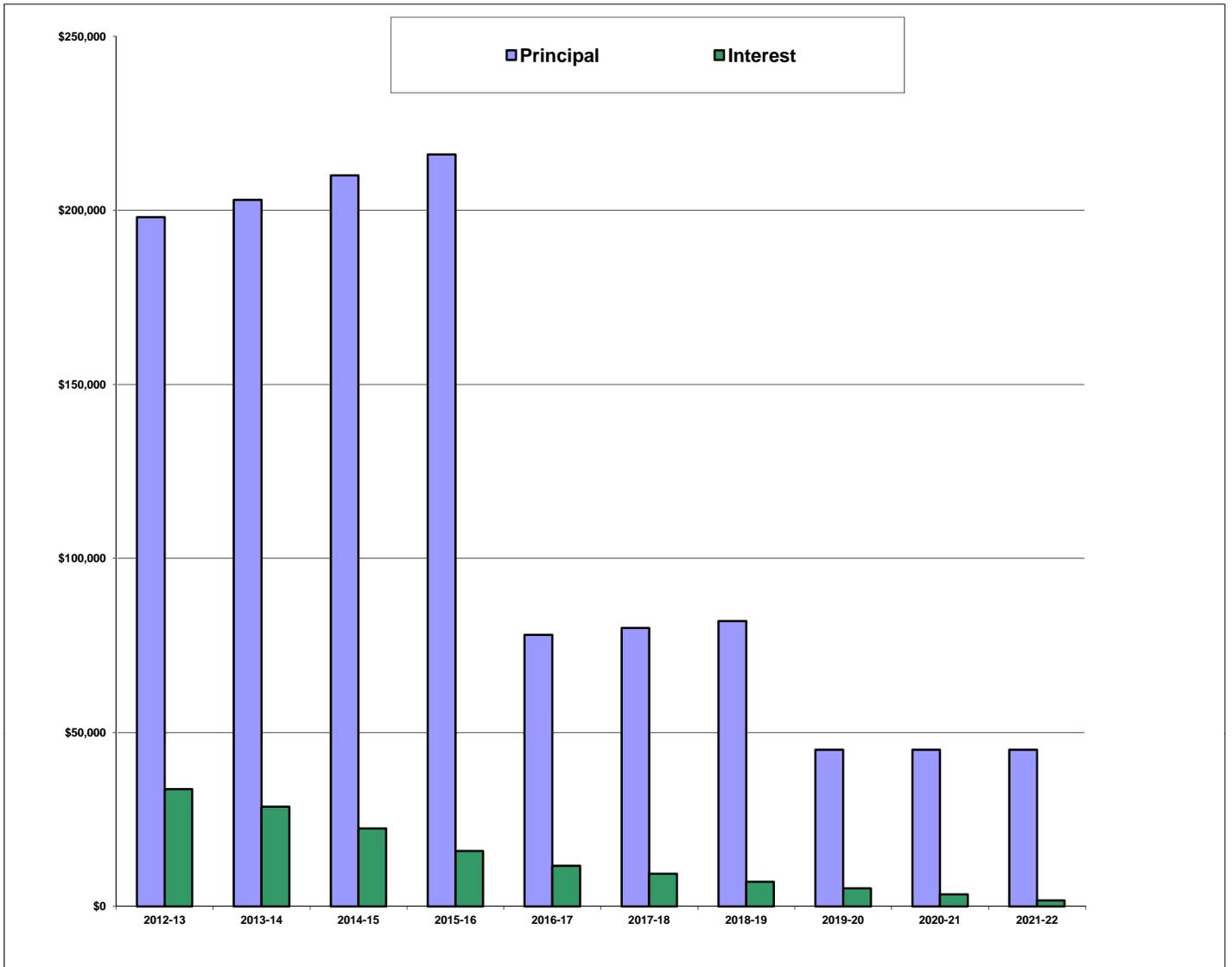
CITY OF RICHLAND HILLS

2012 Series, PPFCO DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2012-13	\$70,000	\$6,050	\$76,050
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>\$415,000</u>	<u>\$22,646</u>	<u>\$437,646</u>

CITY OF RICHLAND HILLS

General Debt Service Principal and Interest Payment Schedule



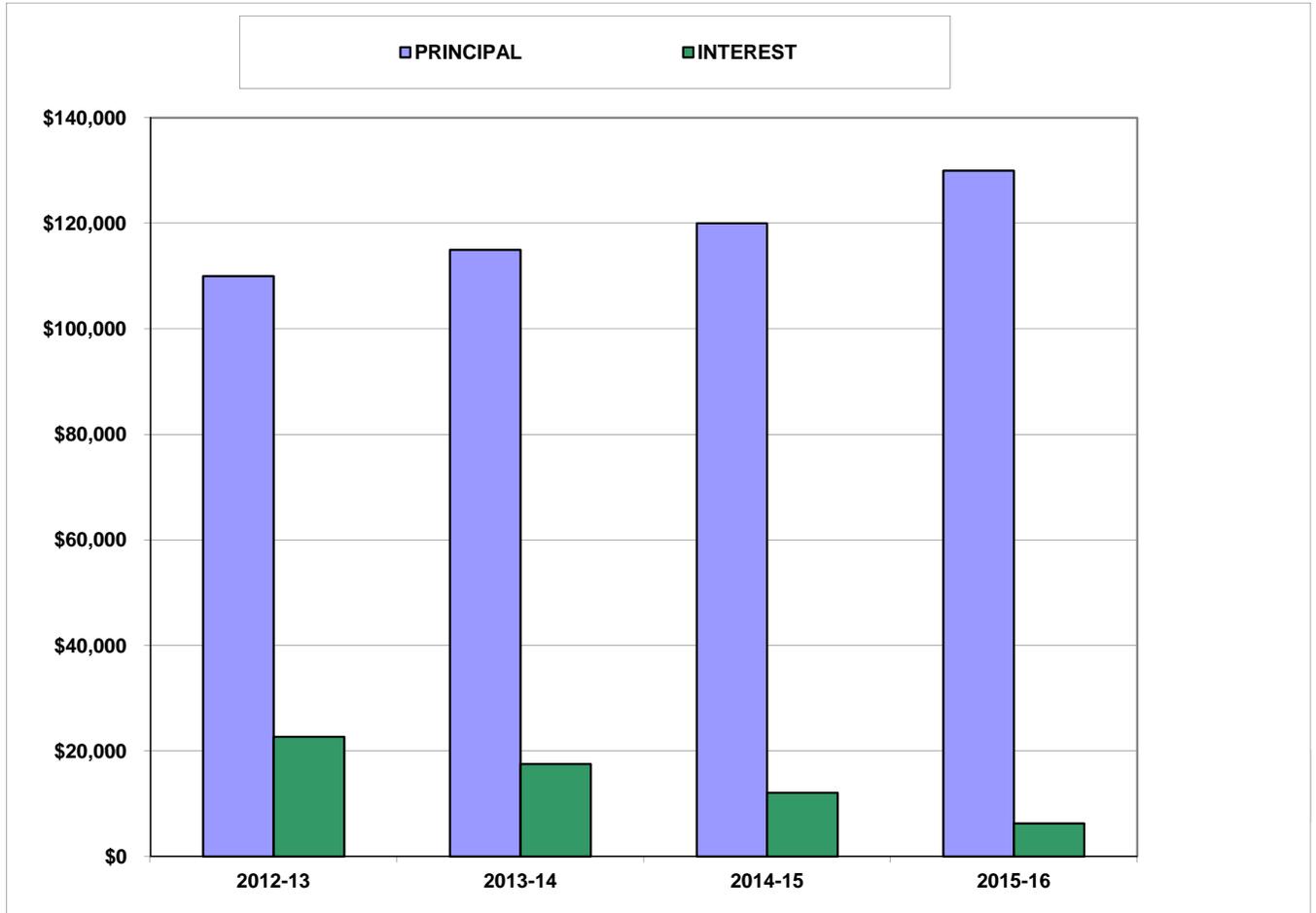
CITY OF RICHLAND HILLS

2001 CERTIFICATES OF OBLIGATION DEBT SERVICE SCHEDULE

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2012-13	\$110,000.00	\$22,697.50	\$132,697.50
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>\$475,000.00</u>	<u>\$58,595.00</u>	<u>\$533,595.00</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
2012-13	\$85,000	\$67,074	\$152,074
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	\$1,715,000	\$593,711	\$2,308,711

CITY OF RICHLAND HILLS

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

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2012-13	\$105,000	\$92,094	\$197,094
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	\$2,600,000	\$1,026,875	\$3,626,875

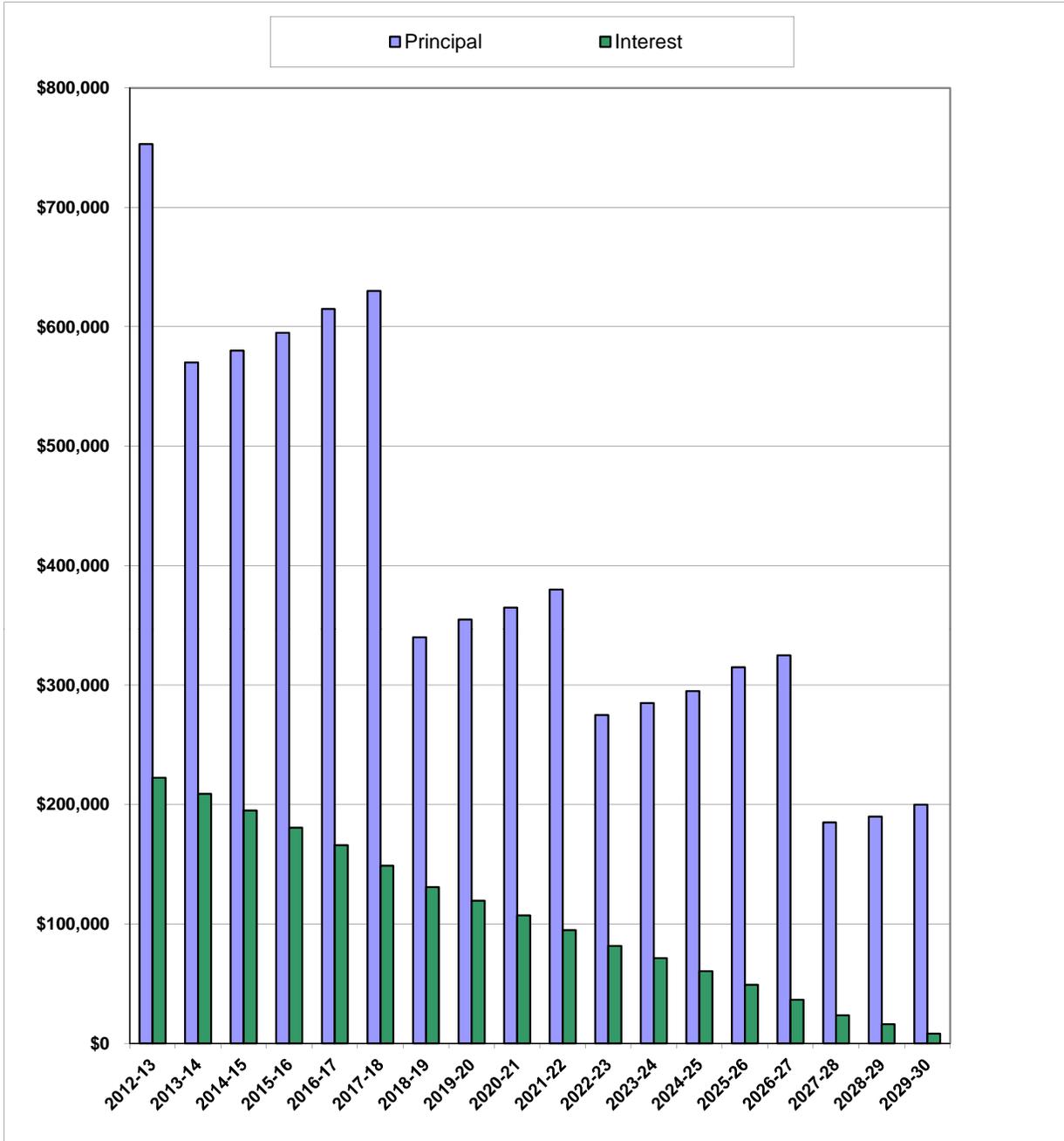
CITY OF RICHLAND HILLS

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

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENT
2012-13	\$365,000	\$63,275	\$428,275
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	\$2,740,000	\$300,275	\$3,040,275

CITY OF RICHLAND HILLS

Utility Debt Service Principal and Interest Payment Schedule





Richland Hills, *We're in the middle of things.....*

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 of 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 \$.062880.

CITY OF RICHLAND HILLS

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

2001 CERTIFICATE OF OBLIGATIONS INTEREST AND SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Revenue Transfers				
Transfer from RHDC	133,006	132,528	132,528	\$132,698
Total Transfers	\$133,006	\$132,528	\$132,528	\$132,698
Miscellaneous				
Investment Income	\$1	\$20	\$1	\$1
Total Miscellaneous	\$1	\$20	\$1	\$1
TOTAL REVENUES	\$133,007	\$132,548	\$132,529	\$132,699
Total Estimated Available Resources	\$133,007	\$132,548	\$132,529	\$132,699
EXPENDITURES				
Payment for Principal	\$100,000	\$105,000	\$105,000	\$110,000
Agent Fees	1,060	700	700	700
Payment of Interest	32,028	27,528	27,528	22,697
Total	\$133,088	\$133,228	\$133,228	\$133,397
TOTAL EXPENDITURES	\$133,088	\$133,228	\$133,228	\$133,397
BALANCE	(\$81)	(\$680)	(\$699)	(\$698)

CITY OF RICHLAND HILLS

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

2005 SERIES, TAX NOTE INTEREST AND SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$71,110	\$0	\$0	\$0
REVENUES				
Taxes				
Current Property Tax	\$59,948	\$0	\$0	\$0
Delinquent Property Tax	0	0	0	0
Penalty and Interest	0	0	0	0
Total Taxes	\$59,948	\$0	\$0	\$0
Miscellaneous				
Investment Income	\$118	\$0	\$0	\$0
Total Miscellaneous	\$118	\$0	\$0	\$0
TOTAL REVENUES	\$60,066	\$0	\$0	\$0
Total Estimated Available Resources	\$131,176	\$0	\$0	\$0
EXPENDITURES				
Payment for Principal	\$127,000	\$0	\$0	\$0
Agent Fees	547	0	0	0
Payment of Interest	3,629	0	0	0
Total	\$131,176	\$0	\$0	\$0
TOTAL EXPENDITURES	\$131,176	\$0	\$0	\$0
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

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

2006 SERIES, TAX NOTE INTEREST AND SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$38,560	\$39,261	\$39,261	
REVENUES				
Taxes				
Current Property Tax	\$87,563	\$79,695	\$80,140	\$0
Delinquent Property Tax	1,725	1,421	0	0
Penalty and Interest		0	0	0
Total Taxes	\$89,288	\$81,116	\$80,140	\$0
Miscellaneous				
Investment Income	\$95	\$50	\$34	\$0
Total Miscellaneous	\$95	\$50	\$34	\$0
TOTAL REVENUES	\$89,384	\$81,166	\$80,174	\$0
Total Estimated Available Resources	\$127,944	\$120,427	\$119,435	\$0
EXPENDITURES				
Payment for Principal	\$74,000	\$77,000	\$77,000	\$0
Agent Fees	284	350	186	0
Payment of Interest	5,250	2,695	2,652	0
Total	\$79,534	\$80,045	\$79,838	\$0
TOTAL EXPENDITURES	\$79,534	\$80,045	\$79,838	\$0
BALANCE	\$48,410	\$40,382	\$39,597	\$0

CITY OF RICHLAND HILLS

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

2007 SERIES, CONTRACTUAL OBLIGATION INTEREST AND SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$13,457	\$14,014	\$29,566	\$32,266
REVENUES				
Taxes				
Current Property Tax	\$63,270	\$46,256	\$47,141	\$50,109
Delinquent Property Tax	1,313	350	1,509	1,411
Penalty and Interest	2,344	720	860	1,602
Total Taxes	\$66,927	\$47,326	\$49,510	\$53,122
Miscellaneous				
Investment Income	\$43	\$0	\$13	\$28
Total Miscellaneous	\$43	\$0	\$13	\$28
TOTAL REVENUES	\$66,970	\$47,326	\$49,523	\$53,150
Total Estimated Available Resources	\$80,427	\$61,340	\$79,089	\$85,416
EXPENDITURES				
Payment for Principal	\$30,000	\$30,000	\$30,000	\$35,000
Agent Fees	757	350	567	350
Payment of Interest	17,404	16,256	16,256	15,109
Total	\$48,161	\$46,606	\$46,823	\$50,459
TOTAL EXPENDITURES	\$48,161	\$46,606	\$46,823	\$50,459
BALANCE	\$32,266	\$14,734	\$32,266	\$34,957

CITY OF RICHLAND HILLS

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

2011 SERIES, CONTRACTUAL OBLIGATION INTEREST AND SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$706
REVENUES				
Taxes				
Current Property Tax	\$0	\$105,591	\$106,621	\$105,576
Delinquent Property Tax	0	0	0	0
Penalty and Interest	0	1,055	0	0
Total Taxes	\$0	\$106,646	\$106,621	\$105,576
Miscellaneous				
Investment Income	\$0	\$0	\$25	\$60
Total Miscellaneous	\$0	\$0	\$25	\$60
TOTAL REVENUES	\$0	\$106,646	\$106,646	\$105,636
Total Estimated Available Resources	\$0	\$106,646	\$106,646	\$106,342
EXPENDITURES				
Payment for Principal	\$0	\$81,000	\$81,000	\$93,000
Agent Fees	0	350	350	350
Payment of Interest	0	24,590	24,590	12,576
Total	\$0	\$105,940	\$105,940	\$105,926
TOTAL EXPENDITURES	\$0	\$105,940	\$105,940	\$105,926
BALANCE	\$0	\$706	\$706	\$416

CITY OF RICHLAND HILLS

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

2012 SERIES, CONTRACTUAL OBLIGATION INTEREST AND SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Taxes				
Current Property Tax	\$0	\$0	\$0	\$102,813
Delinquent Property Tax	0	0	0	0
Penalty and Interest	0	0	0	0
Total Taxes	\$0	\$0	\$0	\$102,813
Miscellaneous				
Investment Income	\$0	\$0	\$0	\$0
Total Miscellaneous	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$102,813
Total Estimated Available Resources	\$0	\$0	\$0	\$102,813
EXPENDITURES				
Payment for Principal	\$0	\$0	\$0	\$0
Agent Fees	0	0	0	0
Payment of Interest	0	0	0	0
Total	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
BALANCE	\$0	\$0	\$0	\$102,813

ENTERPRISE FUND DEBT

2002 Waterworks Revenue Bonds Reserve Fund

2007 Waterworks Revenue Bonds Interest and Sinking Fund

2007 Waterworks Revenue Bonds Reserve Fund

2011 Waterworks Revenue Bonds Refinance Interest and Sinking Fund

2010 Drainage Revenue Bonds Interest and Sinking Fund

2010 Drainage Revenue Bonds Reserve 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

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

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

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$870,572	\$917,877	\$1,046,817	\$0
REVENUES				
Investment Income	\$557	\$1,320	\$429	\$0
Transfer from Enterprise	331,925	336,478	336,478	0
TOTAL REVENUES	\$332,482	\$337,798	\$336,907	\$0
Total Estimated Available Resources	\$1,203,054	\$1,255,675	\$1,383,724	\$0
EXPENDITURES				
Debt Service				
Payment for Principal	\$0	\$230,000	\$370,000	\$0
Agent Fees	\$595	\$325	\$649	
Payment of Interest	76,761	52,742	55,755	0
Transfers	0	0	957,320	0
Total Debt Service	\$77,356	\$283,067	\$1,383,724	\$0
TOTAL EXPENDITURES	\$77,356	\$283,067	\$1,383,724	\$0
BALANCE	\$1,125,698	\$972,608	\$0	\$0

CITY OF RICHLAND HILLS

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

2002 WATERWORKS REVENUE BONDS INTEREST & SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$2,091	\$1,770	\$2,334	\$0
REVENUES				
Investment Income	\$44	\$10	\$10	\$0
Transfer from Enterprise	166,089	161,695	161,695	0
TOTAL REVENUES	\$166,133	\$161,705	\$161,705	\$0
Total Estimated Available Resources	\$168,224	\$163,475	\$164,039	\$0
EXPENDITURES				
Payment for Principal	\$95,000	\$95,000	\$95,000	\$0
Agent Fees	350	350	350	0
Payment of Interest	70,540	49,508	49,508	0
Total	\$165,890	\$144,858	\$144,858	\$0
TOTAL EXPENDITURES	\$165,890	\$144,858	\$144,858	\$0
BALANCE	\$2,334	\$18,617	\$19,181	\$0

CITY OF RICHLAND HILLS

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

2002 WATERWORKS REVENUE BONDS RESERVE FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$308,695	\$317,074	\$317,114	\$0
REVENUES				
Investment Income	\$248	\$150	\$68	\$0
Transfer from Enterprise	8,239	8,239	0	0
TOTAL REVENUES	\$8,487	\$8,389	\$68	\$0
Total Estimated Available Resources	\$317,182	\$325,463	\$317,182	\$0
EXPENDITURES				
Transfers	\$0	\$0	\$317,182	\$0
TOTAL EXPENDITURES	\$0	\$0	\$317,182	\$0
BALANCE	\$317,182	\$325,463	\$0	\$0

CITY OF RICHLAND HILLS

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

2007 WATERWORKS REVENUE BONDS INTEREST & SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	(\$38,666)	\$0	\$0	\$0
REVENUES				
Investment Income	\$21	\$40	\$20	\$20
Transfer from Enterprise	153,055	155,155	155,155	152,074
TOTAL REVENUES	\$153,076	\$155,195	\$155,175	\$152,094
Total Estimated Available Resources	\$114,410	\$155,195	\$155,175	\$152,094
EXPENDITURES				
Payment for Principal	\$80,000	\$85,000	\$85,000	\$85,000
Agent Fees	746	500	500	500
Payment of Interest	72,692	70,155	70,155	67,074
Total	\$153,438	\$155,655	\$155,655	\$152,574
TOTAL EXPENDITURES	\$153,438	\$155,655	\$155,655	\$152,574
BALANCE	(\$39,028)	(\$460)	(\$480)	(\$480)

CITY OF RICHLAND HILLS

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

2007 WATERWORKS REVENUE BONDS RESERVE FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$27,999	\$37,332	\$27,999	\$0
REVENUES				
Investment Income	\$0	\$0	\$0	\$0
Transfer from Enterprise	9,333	9,333	9,333	0
TOTAL REVENUES	\$9,333	\$9,333	\$9,333	\$0
Total Estimated Available Resources	\$37,332	\$46,665	\$37,332	\$0
EXPENDITURES				
	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
BALANCE	\$37,332	\$46,665	\$37,332	\$0

CITY OF RICHLAND HILLS

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

2011 CERTIFICATE OBLIGATIONS REFINANCE INTEREST & SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources				\$0
REVENUES				
Investment Income	\$0	\$0	\$0	\$428
Transfer from Enterprise	0	0	0	428,275
TOTAL REVENUES	\$0	\$0	\$0	\$428,703
Total Estimated Available Resources	\$0	\$0	\$0	\$428,703
EXPENDITURES				
Debt Service				
Payment for Principal	\$0	\$0	\$0	\$365,000
Agent Fees	0	0	0	350
Payment of Interest	0	0	0	63,275
Transfers	0	0	0	0
Total Debt Service	\$0	\$0	\$0	\$428,625
TOTAL EXPENDITURES	\$0	\$0	\$0	\$428,625
BALANCE	\$0	\$0	\$0	\$78

CITY OF RICHLAND HILLS

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

2010 DRAINAGE CERTIFICATES OF OBLIGATIONS BONDS INTEREST & SINKING FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$8,796
REVENUES				
Investment Income	\$18	\$20	\$10	\$10
Transfer from Enterprise	96,363	195,094	195,434	197,094
TOTAL REVENUES	\$96,381	\$195,114	\$195,444	\$197,104
Total Estimated Available Resources	\$96,381	\$195,114	\$195,444	\$205,900
EXPENDITURES				
Payment for Principal	\$0	\$100,000	\$100,000	\$105,000
Agent Fees	118	350	350	350
Payment of Interest	96,245	95,094	95,094	92,094
Total	\$96,363	\$195,444	\$195,444	\$197,444
TOTAL EXPENDITURES	\$96,363	\$195,444	\$195,444	\$197,444
BALANCE	\$18	(\$330)	\$0	\$8,456

CITY OF RICHLAND HILLS

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

2010 DRAINAGE REVENUE BONDS RESERVE FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Investment Income	\$0	\$0	\$0	\$0
Transfer from Enterprise	0	9,928	9,928	9,928
TOTAL REVENUES	\$0	\$9,928	\$9,928	\$9,928
Total Estimated Available Resources	\$0	\$9,928	\$9,928	\$9,928
EXPENDITURES				
	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
BALANCE	\$0	\$9,928	\$9,928	\$9,928



Richland Hills, *We're in the middle of things.....*

CAPITAL IMPROVEMENTS PLAN



CAPITAL PROJECTS FUNDS

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

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 2012-2013 Fiscal Year.

Future Considerations

Fire Department:

The Fire Department is proposing to relocate the fire station to a centralized location. The estimated cost of the proposed two-story fire station is \$3,500,000. The purchase of land is budgeted at \$400,000 and \$30,000 for furniture making the total project expenditure at \$3,930,000. As in prior years, this office advises that the station cannot be constructed until a significant source of revenue is generated, or a method of financing can be devised that will not affect the long-term viability of the City's financial future.

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.

CITY OF RICHLAND HILLS 2012-2013 FISCAL YEAR

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.

It is staffs' understanding that whatever funds are available for reconstruction, \$15,000.00 will dedicated to the rejuvenation of streets selected by public works. Below is a list of those streets to receive the 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.

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'

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

Five Year Improvement Plan

CONSTRUCTION TYPE	STREET	LENGTH	EST. COST
Tarrant County	Pine Park	3750'	\$ 415,000.00
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		\$ 3,365,000.00
MISCELLANEOUS CURB & GUTTER - \$50,000 -\$100,000/yr. (10yr)			\$ 1,000,000.00
	Projected Total		\$ 4,365,000.00

Current Year Projects

Major projects appropriated in the 2012-2013 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 2012-2013**

	Funding To Date	Adopted 2012-2013	Remaining Amount	Total Funds
Drainage Projects				
Certificates of Obligation	\$0.00	\$0.00	\$0.00	\$0.00
Future	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000,000.00</u>	<u>\$3,000,000.00</u>
	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,000,000.00</u></u>	<u><u>\$3,000,000.00</u></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	\$250,000.00	\$0.00	\$250,000.00
Future	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<u><u>\$0.00</u></u>	<u><u>\$250,000.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$250,000.00</u></u>
Water and Wastewater Projects				
Certificates of Obligation	\$0.00	\$0.00	\$0.00	\$0.00
Future	\$0.00	\$0.00	\$2,500,000.00	\$2,500,000.00
Utility Operations for Capital Projects	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$40,000.00</u>	<u>\$40,000.00</u>
	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,540,000.00</u></u>	<u><u>\$2,540,000.00</u></u>
Capital Vehicles/Equipment				
Contractual Obligations	\$0.00	\$189,254.00	\$0.00	\$189,254.00
Crime Control and Prevention Fund	\$0.00	\$53,376.00	\$0.00	\$53,376.00
Future	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,646.00</u>	<u>\$4,646.00</u>
	<u><u>\$0.00</u></u>	<u><u>\$242,630.00</u></u>	<u><u>\$4,646.00</u></u>	<u><u>\$247,276.00</u></u>
Municipal Facility Projects				
General Fund Current Revenues	\$0.00	\$12,856.00	\$0.00	\$12,856.00
Utility Operations for Capital Projects	\$0.00	\$40,400.00	\$0.00	\$40,400.00
Crime Control and Prevention Fund	\$0.00	\$15,492.00	\$0.00	\$15,492.00
Future	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$75,000.00</u>	<u>\$75,000.00</u>
	<u><u>\$0.00</u></u>	<u><u>\$68,748.00</u></u>	<u><u>\$75,000.00</u></u>	<u><u>\$143,748.00</u></u>

Economic Development Projects

Richland Hills Dev Corp 4B

Other

	\$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>
Total Project Funding	<u>\$0.00</u>	<u>\$561,378.00</u>	<u>\$5,619,646.00</u>	<u>\$6,181,024.00</u>

**CITY OF RICHLAND HILLS
Summary of Project Expenditures
Fiscal Year 2012-2013**

Program	Project To Date	Adopted 2012-2013	Remaining Amount	Total Expenditures
Drainage Projects	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00
Street and Sidewalk Projects	\$0.00	\$250,000.00	\$0.00	\$250,000.00
Water/Wastewater Projects	\$0.00	\$0.00	\$2,500,000.00	\$2,500,000.00
Municipal Facility Projects	\$0.00	\$98,748.00	\$0.00	\$98,748.00
Capital Vehicle/Equipment Program	\$0.00	\$252,630.00	\$4,646.00	\$257,276.00
Economic Development Projects	\$0.00	\$0.00	\$0.00	\$0.00
Other Projects	\$0.00	\$0.00	\$75,000.00	\$75,000.00
Total CIP Project Expenditures	\$0.00	\$ 601,378	\$5,579,646.00	\$6,181,024.00

**CITY OF RICHLAND HILLS
2012-2013 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FUTURE	TOTAL COST
GENERAL FUND							
General Administration							
No Requests	0	0	0	0	0	0	0
Subtotal General Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police							
Patrol Vehicle	36,592	0	0	0	0	0	36,592
Computer Hardware/Software	16,784	0	0	0	0	0	16,784
EOC Remodel	15,492	0	0	0	0	0	15,492
Subtotal Police	\$68,868	\$0	\$0	\$0	\$0	\$0	\$68,868
Fire							
New Fire Station	0	0	3,500,000	0	0	0	3,500,000
Fire Station Land Acquisition	0	400,000	0	0	0	0	400,000
Replace Current Station	0	1,500,000	0	0	0	0	1,500,000
Expand Station Living Area	0	150,000	0	0	0	0	150,000
Replace Furniture	0	30,000	0	0	0	0	30,000
HVAC Replacement	0	22,000	0	0	0	0	22,000
Replace Emergency Generator	0	15,000	0	0	0	0	15,000
Command Vehicle Replacement	0	0	50,000	0	0	0	50,000
Upgrade Outdoor Warning	0	25,000	0	0	0	0	25,000
Breathing Air Compressor Replacement	0	0	0	50,000	0	0	50,000
Reserve Engine Replacement	0	0	0	50,000	400,000	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	\$5,676	\$2,142,000	\$3,550,000	\$200,000	\$500,000	\$0	\$6,397,676
Streets							
Building Improvements	13,600	0	0	0	0	0	13,600
Asphalt Roller Replacement	39,272	0	0	0	0	0	39,272
Replace 3 Shop Bay Doors	15,000	0	0	0	0	0	15,000
Subtotal Streets	\$67,872	\$0	\$0	\$0	\$0	\$0	\$67,872
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							
Animal Control Truck	33,686	0	0	0	0	0	33,686
Fence Replacement	0	0	0	0	0	0	0
Subtotal Animal Services	\$33,686	\$0	\$0	\$0	\$0	\$0	\$33,686
Municipal Court							
Computer Laptop	4,646	0	0	0	0	0	4,646
Marshal Vehicle Replacement	30,018	0	0	0	0	0	30,018
Subtotal Municipal Court	\$34,664	\$0	\$0	\$0	\$0	\$0	\$34,664
Community Development							
Comprehensive Plan Update (Phase I)	75,000	0	0	0	0	0	75,000
	0	0	0	0	0	0	0
Subtotal Com Development	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
Library							
No Requests	0	0	0	0	0	0	0

**CITY OF RICHLAND HILLS
2012-2013 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FUTURE	TOTAL COST
Subtotal Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF RICHLAND HILLS
2012-2013 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FUTURE	TOTAL COST
Recreation							
	0	0	0	0	0	0	0
Paint Exterior Community Center	5,256	0	0	0	0	0	5,256
	0	0	0	0	0	0	0
Subtotal Recreation	\$5,256	\$0	\$0	\$0	\$0	\$0	\$5,256
TOTAL GENERAL FUND	\$291,022	\$2,142,000	\$3,550,000	\$200,000	\$500,000	\$0	\$6,683,022
ENTERPRISE FUND							
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
Water/Wastewater							
Water System Improvements	0	0	0	0	0	0	0
Fire Hydrant Replacement (6)	30,000	0	0	0	0	0	30,000
Chlorine Booster/Evergreen	10,000	0	0	0	0	0	10,000
Wastewater System Improvement	2,500,000	0	0	0	0	0	2,500,000
Sewer Camera	0	0	0	0	0	0	0
Building Improvements - Wastewater	7,600	0	0	0	0	0	7,600
One-Half Ton Truck	0	0	0	0	0	0	0
Building Improvements - Water	18,600	0	0	0	0	0	18,600
Subtotal Water/Wastewater	\$2,566,200	\$0	\$0	\$0	\$0	\$0	\$2,566,200
TOTAL ENTERPRISE	\$2,566,200	\$0	\$0	\$0	\$0	\$0	\$2,566,200
DRAINAGE UTILITY FUND							
Drainage Improvements	3,000,000	0	0	0	0	0	3,000,000
Building Improvements	8,200	0	0	0	0	0	8,200
One Ton Truck	29,010	0	0	0	0	0	29,010
	0	0	0	0	0	0	0
Subtotal Drainage Utility Fund	\$3,037,210	\$0	\$0	\$0	\$0	\$0	\$3,037,210
TOTAL DRAINAGE FUND	\$3,037,210	\$0	\$0	\$0	\$0	\$0	\$3,037,210
ECONOMIC DEVELOPMENT 4B TAX FUND							
Boulevard 26 Construction	250,000	0	0	0	0	0	250,000
Main Street Program	0	0	0	0	0	0	0
Subtotal Eco Dev 4B Tax Fund	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
TOTAL ECO DEC 4B TAX FUND	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
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	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000

**CITY OF RICHLAND HILLS
2012-2013 FISCAL YEAR
CAPITAL IMPROVEMENT PLAN**

DEPARTMENT/ITEM	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FUTURE	TOTAL COST
TOTAL ROAD & STREET IMPROVEMENT FUND	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
OIL & GAS PROJECT IMPROVEMENT FUND							
Infrastructure Improvements	0	200,000	200,000	200,000	200,000	200,000	1,000,000
Subtotal Oil & Gas Project Improvement Fund	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
TOTAL OIL & GAS PROJECT IMPROVEMENT FUND	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TRAFFIC SAFETY IMPROVEMENT FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL TRAFFIC SAFETY IMPROVEMENT FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CRIME CONTROL AND PREVENTION DISTRICT FUND							
Patrol Vehicle	36,592	0	0	0	0	0	36,592
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Subtotal Crime Control and Prevention District Fund	\$36,592	\$0	\$0	\$0	\$0	\$0	\$36,592
TOTAL CRIME CONTROL AND PREVENTION DISTRICT FUND	\$36,592	\$0	\$0	\$0	\$0	\$0	\$36,592
TOTAL CAPITAL	\$6,181,024	\$2,442,000	\$3,850,000	\$500,000	\$800,000	\$300,000	\$14,073,024

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Municipal Court	Computer Hardware/Software	2012-2013

I. PROJECT DESCRIPTION

Replace Panasonic Toughbook laptop

II. JUSTIFICATION AND/OR BENEFIT

Current computer is ten years old and has become unreliable. System locks up and takes considerable time to restart. New system will allow Marshal to access Court software from the field

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace Panasonic Toughbook laptop	\$ 4,646.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 4,646.00			

IMPACT ON OPERATING BUDGET

Annual maintenance and technology support expense

Projected Annual	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Operating Impact	\$200.00	\$200.00	\$200.00	\$200.00	\$300.00	\$1,100.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Animal Services Department	Vehicle Replacement	2012-2013

I. PROJECT DESCRIPTION
Purchase Animal Control Service truck and Deerskin chassis

II. JUSTIFICATION AND/OR BENEFIT
Replace 14 year old animal control truck to reduce maintenance costs and eliminate down time.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace animal control service truck	\$ 33,686.00	Current Revenues	2012	2013
		Reserve Funds		
		G.O. Bonds X		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 33,686.00			

IMPACT ON OPERATING BUDGET
Annual maintenance expense

Projected Annual	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Operating Impact	\$0.00	\$100.00	\$500.00	\$500.00	\$500.00	\$1,600.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Municipal Court Department	Vehicle Replacement	2012-2013

I. PROJECT DESCRIPTION
Purchase Marshal vehicle

II. JUSTIFICATION AND/OR BENEFIT
Replace 2007 Dodge Durango which has an estimated 118,000 miles

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace Marshal vehicle	\$ 30,018.00	Current Revenues	2012	2013
		Reserve Funds		
		G.O. Bonds X		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 30,018.00			

IMPACT ON OPERATING BUDGET
Annual maintenance expense

Projected Annual	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Operating Impact	\$0.00	\$100.00	\$500.00	\$500.00	\$500.00	\$1,600.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Police Department	Computer Hardware/Software	2012-2013

I. PROJECT DESCRIPTION

Replace nine desktop computer systems and software, purchase one color printer, one laptop computer, one portable projector

II. JUSTIFICATION AND/OR BENEFIT

Computers have reached end of life and are running on Windows XP. Systems are outdated and cannot keep up with demand placed on them and lockup and shut down causing inefficient use of personnel time.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace nine desktop computer systems and software	\$ 14,104.00	Current Revenues X Reserve Funds	2012	2013
Color laser printer	\$ 780.00	G.O. Bonds X		
Laptop computer	\$ 800.00	Rev. Bonds		
Portable Projector	\$ 1,100.00	Cert. of Obligation Lease/Purchase Grants Other		
TOTAL COST	\$ 16,784.00			

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
	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Police Department	Vehicle Replacement	2012-2013

I. PROJECT DESCRIPTION

Purchase two emergency patrol vehicles

II. JUSTIFICATION AND/OR BENEFIT

Replacement of emergency patrol vehicles will reduce cost of annual vehicle maintenance and ensure safe and dependable transportation to respond to emergency calls for service.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace two emergency patrol vehicles	\$ 73,184.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds X		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 73,184.00			

IMPACT ON OPERATING BUDGET

Annual maintenance expense

Projected Annual	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Operating Impact	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$1,500.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Police Department	Building Improvements	2012-2013

I. PROJECT DESCRIPTION
Remodel existing Communications center and convert to an Emergency Operations Center

II. JUSTIFICATION AND/OR BENEFIT
Area will provide a functional space for City Staff to deal with weather related emergencies and critical incidents.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Remodel communications center	\$ 15,492.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 15,492.00			

IMPACT ON OPERATING BUDGET
Annual maintenance 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 PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Hose Replacement	2012-2013

I. PROJECT DESCRIPTION

Replacement of 15 year old + fire hose and additional short hose for preconnect hole line on apparatus

II. JUSTIFICATION AND/OR BENEFIT

Fire hose has estimated life of 15 to 20 years. It is man made and with wear and tear will fail.
If failure occurs, could cause injury to department member or bystander and ability to suppress fire.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace fire hose	\$ 5,676.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 5,676.00			

IMPACT ON OPERATING BUDGET

No Additional Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	0	0	0	\$0.00	\$0.00	\$0.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Breathing Air Compressor	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace breathing air compressor	\$ 50,000.00	Current Revenues X	2015	2016
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 50,000.00			

IMPACT ON OPERATING BUDGET
Annual Maintenance Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
				\$3,500.00	\$3,500.00	\$7,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Emergency Generator	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace emergency generator	\$ 15,000.00	Current Revenues X	2013	2014
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 15,000.00			

IMPACT ON OPERATING BUDGET

Annual Maintenance Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
		\$300.00	\$300.00	\$300.00	\$300.00	\$1,200.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Upgrade Outdoor Warning	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Upgrade outdoor warning system	\$ 25,000.00	Current Revenues X	2013	2014
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 25,000.00			

IMPACT ON OPERATING BUDGET
Annual Maintenance Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$800.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Vehicle Replacement	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace Command Vehicle	\$ 50,000.00	Current Revenues X	2014	2015
Replace Fire Chief Vehicle	\$ 100,000.00	Reserve Funds	2015	2017
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 150,000.00			

IMPACT ON OPERATING BUDGET

Annual Maintenance Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$1,500.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Vehicle Replacement	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace Reserve Engine	\$ 450,000.00	Current Revenues X	2015	2016
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 450,000.00			

IMPACT ON OPERATING BUDGET

Annual Maintenance Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$0.00	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$3,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	Fire Station Improvements	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Replace Current Station	\$ 1,500,000.00	Current Revenues X	2013	2014
Expand Station Living Area	\$ 150,000.00	Reserve Funds	2013	2014
Replace Furniture	\$ 30,000.00	G.O. Bonds	2013	2014
HVAC Replacement	\$ 22,000.00	Rev. Bonds	2013	2014
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 1,702,000.00			

IMPACT ON OPERATING BUDGET

Annual Maintenance Expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
		\$300.00	\$300.00	\$500.00	\$500.00	\$1,600.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Fire Department	New Fire Station	2012-2013

I. PROJECT DESCRIPTION

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
New Fire Station	\$ 3,500,000.00	Current Revenues X	2014	2015
Fire Station Land Acquisition	\$ 400,000.00	Reserve Funds	2013	2014
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 3,900,000.00			

IMPACT ON OPERATING BUDGET

Annual Maintenance & Upkeep

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
			\$1,000.00	\$1,000.00	\$2,000.00	\$4,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Economic Development	Boulevard 26 Improvements	2012-2013

I. PROJECT DESCRIPTION
 Intersection improvements to Boulevard 26

II. JUSTIFICATION AND/OR BENEFIT

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Boulevard 26 Improvements	\$ 250,000.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 250,000.00			

IMPACT ON OPERATING BUDGET

Annual street maintenance

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works	Building Improvements	2012-2013

I. PROJECT DESCRIPTION
 Replace canopy in equipment yard

II. JUSTIFICATION AND/OR BENEFIT
 Canopy is old and rusted and is becoming a hazard

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Building Improvements	\$ 12,000.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 12,000.00			

IMPACT ON OPERATING BUDGET
 No annual operating expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Leisure Services, Recreation	Building Improvements	2012-2013

I. PROJECT DESCRIPTION
Paint building exterior

II. JUSTIFICATION AND/OR BENEFIT

Building has not been repainted in several years. New paint will extend life and improve outward appearance.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Building Improvements	\$ 5,256.00	Current Revenues X	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 5,256.00			

IMPACT ON OPERATING BUDGET
No annual operating expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Streets	Shop Bay Doors	2012-2013

I. PROJECT DESCRIPTION
 Replace three shop bay doors

II. JUSTIFICATION AND/OR BENEFIT
 Doors are old and unsightly and have broken glass and rotted wood panels and frames. Doors are heavy and becoming a hazard for employees to operate.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Shopt Bay Doors	\$ 15,000.00	Current Revenues	2012	2013
		Reserve Funds		
		G.O. Bonds X		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 15,000.00			

IMPACT ON OPERATING BUDGET
 Annual Maintenance expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$200.00	\$200.00	\$500.00	\$500.00	\$500.00	\$1,900.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Streets	Asphalt Roller Replacement	2012-2013

I. PROJECT DESCRIPTION
 Replace 1996 asphalt roller

II. JUSTIFICATION AND/OR BENEFIT
 Current unit has recently experienced extensive mechanical problems and temporary repairs were done. Due to age of unit, parts are difficult to obtain, unit is unreliable and maintenance costs exceed benefit.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Asphalt Roller Replacement	\$ 39,272.00	Current Revenues	2012	2013
		Reserve Funds		
		G.O. Bonds X		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 39,272.00			

IMPACT ON OPERATING BUDGET
 Annual Maintenance expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Drainage	Drainage Vehicle	2012-2013

I. PROJECT DESCRIPTION

Replace 2006 Chevrolet flatbed service truck

II. JUSTIFICATION AND/OR BENEFIT

Current vehicle has 80,000+ miles and annual maintenance expense is increasing. Truck is used for hauling heavy equipment and supplies used in maintenance of level and drainage areas throughout the City. New vehicle will decrease maintenance expense and out-of-service time due to mechanical failure.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
2012 3500 Chevrolet One Ton Service Truck	\$ 29,010.00	Current Revenues	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation x		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 29,010.00			

IMPACT ON OPERATING BUDGET

Annual maintenance expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$3,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Drainage	Drainage Improvements	2012-2013

I. PROJECT DESCRIPTION

Construct Matthews Drive interceptor and the Kingsbury bypass and lower and upper Hardisty improvements.

II. JUSTIFICATION AND/OR BENEFIT

Will reduce width of 100 year flood plain and prevent flooding of homes along the Big Fossil Creek 5 stream for most rains and may allow many residents to pay lower flood insurance premiums.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Drainage Improvements	\$ 3,000,000.00	Current Revenues	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation x		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 3,000,000.00			

IMPACT ON OPERATING BUDGET

Annual maintenance and inspection of drainage improvements

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Water	Chlorine Booster	2012-2013

I. PROJECT DESCRIPTION

Purchase and install chlorine booster station for Evergreen pump station

II. JUSTIFICATION AND/OR BENEFIT

Evergreen pump station is located in the furthest part of the distribution system. Due to location, the system experiences inconsistent residual readings requiring lowering and refilling the water tank to being residual reading to TCEQ requirements. The chlorine booster will ensure required levels are maintained.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Chloreine Booster	\$ 10,000.00	Current Revenues x	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 10,000.00			

IMPACT ON OPERATING BUDGET

Annual maintenance and inspection expense.

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Water	Fire Hydrant Replacement	2012-2013

I. PROJECT DESCRIPTION

Purchase and install six additional fire hydrants

II. JUSTIFICATION AND/OR BENEFIT

Projected was directed by Fire Chief. Results from ISO inspection, recommended 19 fire hydrants be added during next three years. This is first phase of recommendation.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Fire Hydrants	\$ 30,000.00	Current Revenues x	2012	2013
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 30,000.00			

IMPACT ON OPERATING BUDGET

Annual maintenance and inspection expense.

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,000.00

PROPOSED CAPITAL PROJECTS

DEPARTMENT	PROJECT TITLE	FISCAL YEAR
Public Works, Wastewater	Wastewater System Improvements	2012-2013

I. PROJECT DESCRIPTION

Construction of Big Fossil Creek sewer main and lift station. Perform manhole inspections and smoke testing for central sewer shed and provide improvements for same

II. JUSTIFICATION AND/OR BENEFIT

Removing the City from the current 36" line will reduce inflow and infiltration. Will provide a more accurate definition of actual flow in the southwest area and will allow Richland Hills the ability to accurately monitor and control costs.

DESCRIPTION	PROJECTED COST	SOURCES OF FUNDING	SCHEDULING	
			Beginning Date	Ending Date
Constructbig Fossil Creek sewer main and lift station	\$ 2,500,000.00	Current Revenues x	2012	2015
		Reserve Funds		
		G.O. Bonds		
		Rev. Bonds		
		Cert. of Obligation X		
		Lease/Purchase		
		Grants		
		Other		
TOTAL COST	\$ 2,500,000.00			

IMPACT ON OPERATING BUDGET

Annual maintenance and inspection expense

Projected Annual Operating Impact	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
	\$5,000.00	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00	\$30,000.00

Capital Projects Fund

The following accounts are included in the Capital Projects Fund Group:

Road and Street Improvement Fund

The purpose of this fund is to account for costs for reconstruction and resurfacing of various city streets. Revenue sources include an annual reimbursement from the Fort Worth Transportation Authority and is based on a percentage of the Public Transportation Tax collected. Revenues are also received for various joint venture agreements with the Texas Department of Transportation and are partially funded by federal grants.

Equipment Replacement Fund

The purpose of this fund is to account for the purchase of equipment and vehicles by the City. Revenue sources include transfers from the general fund and enterprise fund.

Oil and Gas Lease Project Fund

This fund was established in FY 2004-05 from revenues received for city property leased for oil and gas drilling. The purpose of this fund is to account for improvements to City infrastructure.

2010 Drainage Utility Capital Projects Fund

The purpose of this fund is to account for all costs related to the construction of drainage improvements. Revenues to fund this project were received from proceeds of a Combination Tax and Revenue Certificate of Obligation debt issue.

Enterprise Capital Projects Fund

The purpose of this fund is to account for all costs related to the construction of water and wastewater system improvements. Revenues to fund this project were received from billing charges.

CITY OF RICHLAND HILLS

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

2001 CAPITAL PROJECTS FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$67,862	\$67,808	\$67,766	\$0
REVENUES				
Investment Income	\$102	\$100	\$43	\$0
Other Financial Sources	0	0	0	0
TOTAL REVENUES	<u>\$102</u>	<u>\$100</u>	<u>\$43</u>	<u>\$0</u>
Total Estimated Available Resources	\$67,964	\$67,908	\$67,809	\$0
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	0	0	0	0
Total Personnel	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital				
Water System Improvements	\$0	\$0	\$0	\$0
Street Construction	\$237	\$0	\$67,809	\$0
Bond Issuance Cost	\$0	\$0	\$0	\$0
Total Capital	<u>\$237</u>	<u>\$0</u>	<u>\$67,809</u>	<u>\$0</u>
TOTAL EXPENDITURES	<u>\$237</u>	<u>\$0</u>	<u>\$67,809</u>	<u>\$0</u>
BALANCE	\$67,727	\$67,908	\$0	\$0

CITY OF RICHLAND HILLS

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

FACILITIES IMPROVEMENTS FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Grants and Transfers	\$0	\$0	\$0	\$0
Transfer from General	87,620	0	168,128	0
Transfer from Enterprise	0	0	0	0
TOTAL REVENUES	\$87,620	\$0	\$168,128	\$0
Total Estimated Available Resources	\$87,620	\$0	\$168,128	\$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	\$87,620	\$0	\$168,128	\$0
Total Contractual	\$87,620	\$0	\$168,128	\$0
TOTAL EXPENDITURES	\$87,620	\$0	\$168,128	\$0
BALANCE	\$0	\$0	\$0	\$0

CITY OF RICHLAND HILLS

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

OIL AND GAS LEASE

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$574,784	\$135,513	\$0	\$249,307
REVENUES				
Oil and Gas Revenue	\$88,386	\$82,716	\$250,798	\$88,456
Investment Income	401	607	92	100
TOTAL REVENUES	\$88,787	\$83,323	\$250,890	\$88,556
Total Estimated Available Resources	\$663,571	\$218,836	\$250,890	\$337,863
EXPENDITURES				
Other Operating				
Bank Fees	327	0	83	0
Total Other Operating	\$327	\$0	\$83	\$0
Capital				
Street Construction	\$172,143	\$0	\$0	\$0
Utility Construction	10,480	0	1,500	0
Facility Improvements	17,705	0	0	0
Total Capital	\$200,328	\$0	\$1,500	\$0
Transfers				
Transfer to Fund 200	300,000	0	0	0
Total Transfers	\$300,000	\$0	\$0	\$0
TOTAL EXPENDITURES	\$500,655	\$0	\$1,583	\$0
BALANCE	\$162,916	\$218,836	\$249,307	\$337,863

CITY OF RICHLAND HILLS

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

ROAD AND STREET IMPROVEMENT FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$13,006	\$11,460	\$0	\$0
REVENUES				
Investment Income	\$65	\$10	\$29	\$47
Transfer from General	0	0	0	0
Grants and Transfers	115,579	124,829	124,829	129,822
TOTAL REVENUES	\$115,644	\$124,839	\$124,858	\$129,869
Total Estimated Available Resources	\$128,650	\$136,299	\$124,858	\$129,869
EXPENDITURES				
Personnel				
Engineer/Consulting Fees	\$0	\$0	\$0	\$0
Total Personnel	\$0	\$0	\$0	\$0
Supplies/Maintenance				
Property Acquisition	\$0	\$0	\$0	\$0
Total Supplies/Maintenance	\$0	\$0	\$0	\$0
Capital				
Street Construction	\$122,157	\$124,839	\$124,839	\$0
CDBG Match	\$0	\$0	\$0	\$0
Curb Construction & Replacement	\$0	\$0	\$0	\$0
Total Capital	\$122,157	\$124,839	\$124,839	\$0
TOTAL EXPENDITURES	\$122,157	\$124,839	\$124,839	\$0
BALANCE	\$6,493	\$11,460	\$19	\$129,869

CITY OF RICHLAND HILLS

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

**2007 WATERWORKS REVENUE BONDS
CAPITAL PROJECTS FUND**

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$199,601	\$27,295	\$27,295	\$0
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Investment Income	180	20	17	0
TOTAL REVENUES	\$180	\$20	\$17	\$0
Total Estimated Available Resources	\$199,781	\$27,315	\$27,312	\$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	172,485	0	27,312	0
Transfer to Fund 200	0	0	0	0
Total Capital	\$172,485	\$0	\$27,312	\$0
TOTAL EXPENDITURES	\$172,485	\$0	\$27,312	\$0
BALANCE	\$27,296	\$27,315	\$0	\$0

CITY OF RICHLAND HILLS

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

**2010 DRAINAGE UTILITY
CAPITAL PROJECTS FUND**

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$0
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Investment Income	0	3,000	516	50
TOTAL REVENUES	\$0	\$3,000	\$516	\$50
Total Estimated Available Resources	\$0	\$3,000	\$516	\$50
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	0	0	0	0
Transfer to Fund 200	0	0	0	0
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
BALANCE	\$0	\$3,000	\$516	\$50

CITY OF RICHLAND HILLS

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

ENTERPRISE CAPITAL PROJECTS FUND

	FY 2010-2011 ACTUAL	FY 2011-2012 BUDGET	FY 2011-2012 PROJECTED	FY 2012-2013 BUDGET
Estimated Beginning Resources	\$0	\$0	\$0	\$749,787
REVENUES				
Other Financial Sources	\$0	\$0	\$0	\$0
Investment Income	0	0	0	0
TOTAL REVENUES	\$0	\$0	\$0	\$0
Total Estimated Available Resources	\$0	\$0	\$0	\$749,787
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	0	0	0	0
Transfer to Fund 200	0	0	0	0
Total Capital	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
BALANCE	\$0	\$0	\$0	\$749,787



Richland Hills, *We're in the middle of things.....*

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 \$415 million for fiscal year 2013, an increase of \$16.3 million (4.09%) 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, 2012**

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
--------	------

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 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.

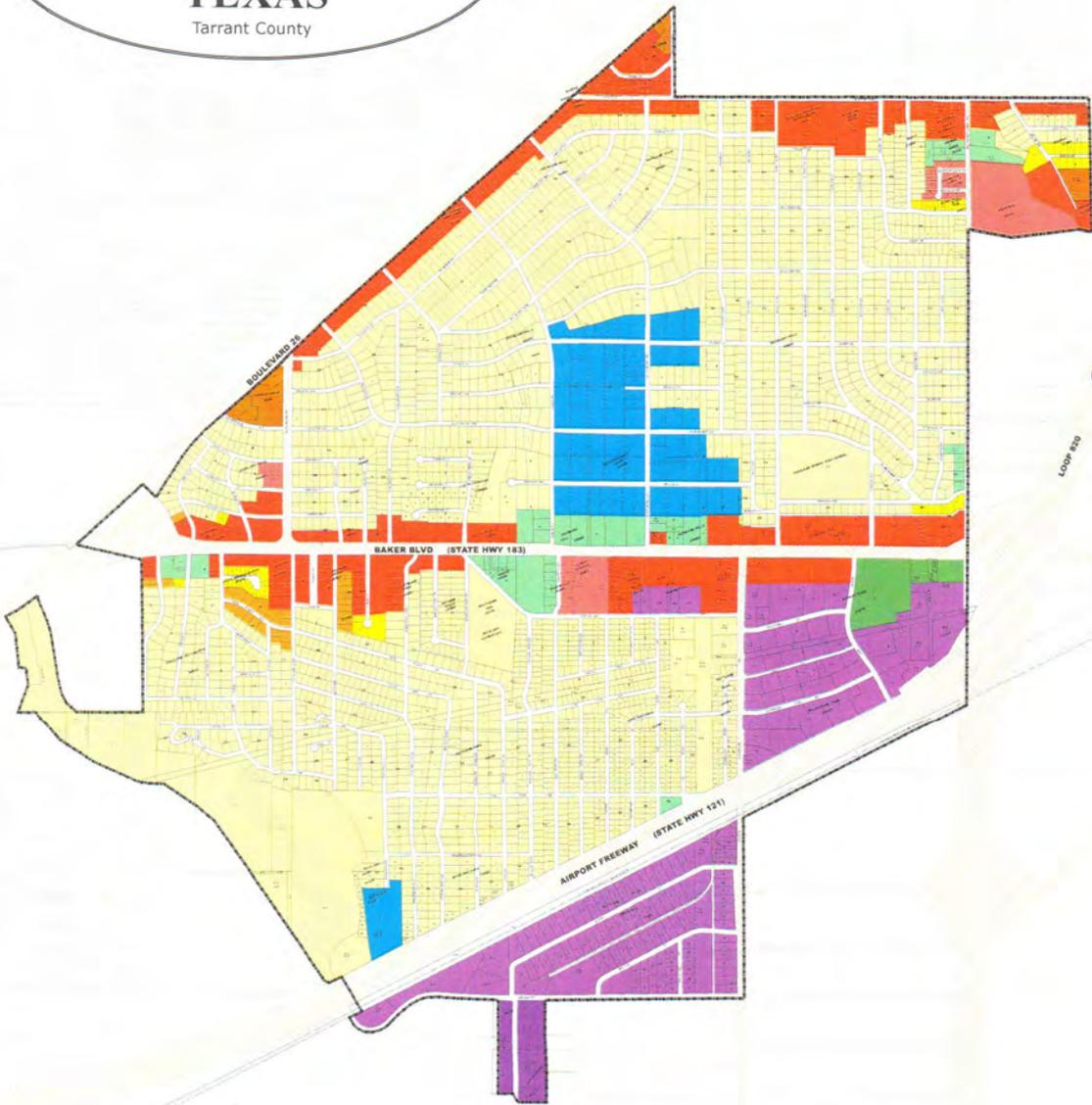
Sinking Fund - See Debt Service Fund

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.

THE CITY OF RICHLAND HILLS TEXAS

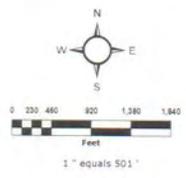
Tarrant County



FEBRUARY 5, 2008



- Zoning Map Key**
- Richland Hills City Limit
 - Other City Limit
 - Single Family Residential - Low (R1L)
 - Single Family Residential (R1)
 - Single Family Residential - Duplex (R2)
 - Multi-Family Residential - 10 Units / Acre (R3)
 - Multi-Family Residential - 16 Units / Acre (R4)
 - Commercial - Restricted (C1)
 - Commercial - General (C2)
 - Commercial - General Multi-Story (C3)
 - Industrial - Light (I1)
 - Industrial - Heavy (I2)
 - Planned Unit Development
 - Major Thoroughfare



The Official Zoning Map was adopted by Ordinance No. _____ on _____ and supersedes all previous Official Zoning Map adoptions. This map incorporates all Zoning district changes approved by the City Council as of _____ until such time that a new Official Zoning Map is adopted; subsequent amendments to the face of the map shall be noted by the City Secretary in the revision block below and on the map.

MAYOR _____ DATE _____
 ARTIST _____
 CITY SECRETARY _____ DATE _____

City of Richland Hills
 6700 Kema Drive
 Richland Hills, TX 76118
 817-299-1800

DISCLAIMER
 This map is intended for zoning use only, and should not be relied upon for other purposes, such as other governmental actions, including City Council resolutions and planning of construction. Use not permitted through official City records. Indemnification, zoning administration shall be provided through the City's Zoning Administration.

REVISION BLOCK			
Revised Ord #	Date of Ordinance	Property Description	Status

**CITY OF RICHLAND HILLS
2012-2013**

FISCAL YEAR BUDGET PLAN

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**CITY OF RICHLAND HILLS
2012-2013**

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**CITY OF RICHLAND HILLS
2012-2013**

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**CITY OF RICHLAND HILLS
2012-2013**

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Richland Hills, *We're in the middle of things.....*