

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong, City Manager
Date: January 19th, 2016
Subject: Resolution regarding Budget Policies

Council Action Requested:

Consideration of Resolution adopting budget guidelines for select funds

Background Information:

In an attempt to provide clarity and guidance to staff as we prepare the budget in future years, staff has put together the attached resolution for your review. The intent is to outline the priorities for various funds so that staff can engage in more meaningful long term planning for those funds. The attached provides suggestions that are open for discussion and consideration by the Council.

Board/Citizen Input: N/A

Financial Impact: N/A

Staff Contacts:

Eric Strong
City Manager
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Attachments: Resolution

RESOLUTION 453-16

**A RESOLUTION OF THE RICHLAND HILLS CITY
COUNCIL FOR THE PURPOSE OF ESTABLISHING
BUDGET GUIDELINES FOR THE CRIME CONTROL
PREVENTION DISTRICT, TYPE B ECONOMIC
DEVELOPMENT AND HOTEL OCCUPANCY TAX
FUNDS**

WHEREAS, the Richland Hills City Council has a fiscal and fiduciary responsibility to ensure that local government funds are expended in a responsible manner; and

WHEREAS, the City Council is responsible for the budgeting and management of City funds and financial operations of the City; and

WHEREAS, the City Council finds it appropriate to develop financial and budget policies to provide for prudent financial practices and to deliver essential and appropriate services while using a transparent budget process; and

WHEREAS, the City has multiple special revenue funds, whose revenues are derived from various unique taxes within the City; and

WHEREAS, these funds have state mandated restrictions on how the funds may be expended; and

WHEREAS, the City Council desires to provide additional guidance above and beyond the state mandated restrictions; and

WHEREAS, the purpose of this policy is to provide long term benefits to the residents of Richland Hills through prudent financial decisions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF RICHLAND HILLS that the Budget Policies set forth in Exhibit A are adopted by the City as guidelines governing the annual budgeting and expense of funds.

Passed and approved this 19th day January, 2016

Mayor, Bill Agan

ATTEST:

City Secretary, Cathy Bourg

EXHIBIT A

CCPD Budget Guidelines

The following guidelines shall be used when developing the annual budget for the CCPD. Expenses shall be prioritized in the order listed below.

1. Pay all Dispatch, Jail and Shared Services expenses
2. Transfers to General Fund for necessary insurance, non-departmental or other related expenses
3. Pay appropriate Building Utilities expenses
4. Pay appropriate Operating expenses
5. Pay appropriate personnel and related expenses
6. Capital Expenses as identified by the Police Department and Council
7. A fund balance of \$75,000 should be maintained

Type B Economic Development Guidelines

1. Pay all necessary debt obligations
2. Focus on long term projects that provide lasting impacts on the community

Hotel Occupancy Tax Guidelines

1. Pay all necessary debt obligations
2. Focus on long term projects that provide lasting impacts on the community