

AGENDA

BE IT KNOWN THAT, a City of Richwood City Council will meet Monday, July 19, 2021, beginning at 6:00 PM at Richwood City Hall located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. CONSENT AGENDA
 - A. Approval of Minutes
 - 1. Regular meeting held, June 14, 2021 3
 - 2. Special meeting held, June 21, 2021 7
 - B. Budget report, May 2021 9
 - C. Approve resolution 21-R-49, amending the City's authorized representatives ~~fb5~~ the Local Government Investment Cooperative (LOGIC).
 - D. Approve resolution 21-R-50, amending the City's authorized representatives ~~fb7~~ TexPool and Texpool Prime.
 - E. Approve resolution 21-R-51, amending the City's authorized representatives ~~fb9~~ TexStar.
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider a resolution, 21-R-48, approving Children At Play 22 signage within the Creekbend Subdivision.
 - B. Discussion and action regarding bid award 5-2020 for construction of the Nor~~23~~ Water Plant Ground Storage Tank.
 - C. Discussion and action regarding allocating funds to assist in dewatering costs²⁴ of the Magnolia sanitary sewer line with an amount not to exceed \$20,000.
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. FUTURE AGENDA ITEMS
- XIII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

I, Kirsten Garcia, do hereby certify that I did, on _____ at _____ post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

Minutes of the City Council

The City Council called Meeting of June 14, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held June 14, 2021, beginning at 6:20 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. CALL TO ORDER

The meeting was called to order at 6:57 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Absent
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present, remote
Matthew Yarborough, Mayor Pro Tem:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Present

Others in attendance: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer, Public Works Director; Stephen Mayer, Chief of Police; Phillip Knop, City Attorney

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT AGENDA

- A. Approval of Minutes
 - 1. Regular meeting held May 10, 2021
- B. Budget Report, April 2021
- C. Appoint Jeremy Fountain to Keep Richwood Beautiful Commission.

Motion to approve consent agenda. This motion, made by Mike Johnson and seconded by Mark Brown II, Passed.

Yea: 4, Nay: 0

V. DISCUSSION AND ACTION ITEMS

- A. Final review and action of re-plat of Lots 167 & 168; Block 1 of Oakwood Shores Subdivision Section 1, also known as 33311 and 33319 Blue Marlin Drive

Motion to approve re-plat of Lots 167 & 168; Block 1 of Oakwood Shores Subdivision Section 1, also known as 33311 and 33319 Blue Marlin Drive. This motion, made by Mark Brown II and seconded by Rory Escalante, Passed.

Yea: 4, Nay: 0

B. Discuss and consider approval of an ordinance authorizing the issuance of City of Richwood, Texas, General Obligation Bonds, Series 2021; and levying an Ad Valorem tax; authorizing the execution of a transfer and paying agency agreement; and other matters in connection therewith.

John Roebuck presented.

Motion to approve an ordinance authorizing the issuance of City of Richwood, Texas, General Obligation Bonds, Series 2021; and levying an Ad Valorem tax; authorizing the execution of a transfer and paying agency agreement; and other matters in connection therewith. This motion, made by Mike Johnson and seconded by Rory Escalante, Passed.

Yea: 4, Nay: 0

C. Presentation and discussion regarding request for modification to city owned parking lot to assist pedestrian crossing.

Leslie Klug, resident, presented.

Discussion held on resources and responsibility.

Discussion held on liability and school district use of City property.

No action taken.

D. Discuss and consider awarding Matula and Matula Construction with bid contract 1-2021 for the 2021 Richwood Street Improvements.

Clif Custer presented.

Motion awarding Matula and Matula Construction with bid contract 1-2021 for the 2021 Richwood Street Improvements. This motion, made by Mark Brown II and seconded by Rory Escalante, Passed.

Yea: 4, Nay: 0

E. Discuss and consider resolution approving spending plan for projects recommended by staff using fund from the American Rescue Plan.

Eric Foerster presented.

Discussion held on projects needed and current capital improvement needs.

Motion to approve resolution approving spending plan for projects recommended by staff using fund from the American Rescue Plan. This motion, made by Mark Brown II and seconded by Mike Johnson, Passed.

Yea: 4, Nay: 0

F. Discuss and consider approval of an ordinance amending Appendix C - Fee Schedule of the Code of Ordinances, revising sewer rates and facility rental rates.

Tricia Ditto presented.

Discussion held regarding facility rental fees and comparisons to the surrounding area.

Discussion held on facility rental fee allocation and upkeep of community building.

Discussion held on utility rate structure and rate study conducted by Strand Associates.

Motion to approve an ordinance amending Appendix C - Fee Schedule of the Code of Ordinances, revising sewer rates and facility rental rates. This motion, made by Rory Escalante and seconded by Mike Johnson, Passed.

Yea: 4, Nay: 0

G. Discuss and consider proceeding with drainage repairs/improvements in the order prioritized by Strand Associates, not to exceed the amount of \$1,500,000.00

Clif Custer presented.

Motion to approve proceeding with drainage repairs/improvements in the order prioritized by Strand Associates, not to exceed the amount of \$1,500,000.00. This motion, made by Mark Brown II and seconded by Rory Escalante, Passed.

Yea: 4, Nay: 0

VI. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented.

VII. CITY MANAGER'S REPORT

Eric Foerster reported on financial awards received, the ARP grant, budget and advised residents to get prepared for hurricane season.

VIII. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson reported that CCPD held a meeting and it went good, they passed their FY 21-22 budget. He added that he read an article regarding bounce house injury, it's important to ensure these companies have the appropriate insurance policies. He also expressed congratulations to staff regarding the budget award and financial transparency star, he thanked KRB for their work at the community garden, adding that it looks real good. Melissa Strawn requested staff put together a survey asking if anyone has problems with broadband.

Rory Escalante requested follow up on the level 2 assessment of the water system. Mark Brown II recognized KRB for the work they have done, he asked that whoever took the grow bins to please return them. He added that he plans to attend the next KRB meeting. He also thanked the first responders, the for Mayor sending our weather updates, and staff for moving us in the right direction.

IX. MAYOR'S REPORT

Matthew Yarborough, Mayor Pro Tem - Reminded residents to prep for hurricane season and don't wait until the last minute, he also thanked the police department for increase in patrolling.

X. FUTURE AGENDA ITEMS

Creekbend signs

XI. ADJOURNMENT

Being there no further business, the meeting was adjourned at 8:32

These minutes were read and approved on this 19th day of July 2021.

ATTEST:

Mayor

Minutes of the City Council

The City Council called Meeting of June 21, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held June 21, 2021, beginning at 6:30 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Position 3:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Absent

Others in attendance: Kirsten Garcia, City Secretary; Clif Custer, Public Works Director.

III. PUBLIC COMMENTS

There was no public comment.

IV. DISCUSSION AND ACTION ITEMS

A. Discuss and consider awarding Phoenix Fabricators and Erectors, LLC with bid contract 5-2021 for the North Water Plant Ground Storage Tank.
Clif Custer presented.

Motion to award Phoenix Fabricators and Erectors, LLC with bid contract 5-2021 for the North Water Plant Ground Storage Tank. This motion, made by Mike Johnson and seconded by Matthew Yarborough, Passed.
Yea: 4, Nay: 0

V. CITY MANAGER'S REPORT

No report.

VI. COUNCIL MEMBER COMMENTS & REPORTS

No report.

VII. MAYOR'S REPORT

No report.

VIII. FUTURE AGENDA ITEMS

No report.

IX. ADJOURNMENT

Being there no further business, the meeting adjourned at 6:51 p.m.

These minutes were read and approved on this 19th day of July 2021.

ATTEST:

Mayor



AGENDA MEMORANDUM – JULY 12, 2021

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the May 2021 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2020-2021 budget period, month ending May 31, 2021. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited and may include corrections from prior months.

DISCUSSION:

Attached is the budget report for May 2021, which is the eighth month of Fiscal Year 21. 66.67% of the year has passed. I have adapted the report to reflect the original budget as approved for FY21 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved.

10-General Fund

As of May 31, 2021, General Fund revenues total \$2,316,303 or 85.81.% of the budget year to date. Of this year to date total, \$123,968 was received in May. General Fund expenditures total \$1,663,027, or 69.94% of the budget. For this period, the General Fund shows revenue exceeding expenditures by \$336,275.

Revenue (GF)

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of May is \$1,713,891, 94.72% of its annual budgeted amount. \$11,516 came in during the month of May. Approximately 5% is left to collect, to bring us to 100% of budget. Historically, we collect 99% and I expect this year to be no different.
- Sales Tax revenue continues to come in ahead of budget. The budget report reflects 6 months of sales tax earned, October through March, as we collect 2 months behind. A year-end entry is made at 9/30 to accrue amounts earned in the fiscal year that are not yet collected. Therefore, the amounts collected this past October and November were shown as revenue in the previous fiscal year.

The following chart demonstrates sales tax collections to date for this current fiscal year. We are at about 80% of budget with 6 months of collection left in the fiscal year. We should end the year well ahead of budget. If we continue to collect based on the average of the first 8 months, we will collect approximately \$145,000 more than anticipated at budget time.



Sales Tax Collection Summary – Fiscal Year 2020-2021

Month Earned	Month Collected by City	General Fund	CCPD	Transportation	Total	Cumulative % of Budget Total \$748,000
8/2020	10/2020	46,473.52	11,618.39	11,491.48	69,583.39	9.3%
9/2020	11/2020	45,907.53	11,470.69	11,476.89	68,855.11	18.5%
10/2020	12/2020	56,928.95	14,125.61	14,232.24	85,286.80	29.9%
11/2020	1/2021	42,914.79	10,640.34	10,728.70	64,283.83	38.5%
12/2020	2/2021	49,009.21	12,125.69	12,252.31	73,387.21	48.3%
1/2021	3/2021	43,362.04	10,604.48	10,840.51	64,807.03	57%
2/2021	4/2021	45,225.28	12,125.69	12,252.31	69,603.28	66.3%
3/2021	5/2021	66,710.75	16,459.45	16,667.69	99,837.89	79.6%

- Permits and Licenses revenues total \$10,207 for May, bringing the year to date total to \$59,824. This is 83.96% of budget, and approximately \$11,000 less than this same period of FY20. We are however ahead of budget. Inspection fees of \$20,215 are on par with the prior year and with our cost of inspections paid to BBG and Chris Motley.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$28,968 for 12 Water Impact Fees and \$2,937 for one Sewer Impact Fee.

- Court fees year to date through May are \$60,937. This figure is 81.25% of total annual budget and approximately \$13,700 ahead of last year. .

Expenditures (GF)

Expenditures year to date for the General Fund are at \$1,663,027, 69.4% of annual budget, slightly over budget.

General Fund ended May \$331,831 ahead of budget for the year with 2/3 of the year behind us.

30-Water, Sewer and Solid Waste Fund

Public Works continues to maintain solid financial numbers as the year progresses. Revenues received through May total \$1,561,245, 75.42% of total budget. Total operating expense through May is \$1,090,910, or 55.78% of budget. At the end of May, our enterprise fund was showing a Net Operating Income well ahead of budget, with operating revenues exceeding operating expenses by \$356,090. \$148,000 was budgeted by amendment for the Magnolia Street project. As of the end of May, \$25,752.25 has been transferred out to the Utility Capital Improvement Fund, leaving \$122,247.75 yet to be expended. The bottom line also includes a budget item of \$265,000 for depreciation, which will not be entered until year end. Last year at this time, the enterprise was ahead of budget by \$146,348. Finance expects this fund to end the year in a positive position.

RECOMMENDATION: Council to approve May 2021 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood Operational Budget Report 10/1/2020 - 05/31/2021							
10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							66% of year
Taxes	2,186,134.24	98,500.50	2,150,178.95	2,500,381.00	2,500,381.00	350,202.05	85.99%
Property taxes, including delinquent & penalties	1,604,478.27	11,515.93	1,713,891.46	1,809,381.00	1,809,381.00		94.72%
Franchise Taxes	124,804.91	20,273.82	132,136.42	190,000.00	190,000.00		69.55%
Sales Tax	365,480.80	66,710.75	304,151.07	508,000.00	508,000.00		59.87%
Licenses and permits	70,835.36	10,206.88	59,823.53	71,250.00	71,250.00	11,426.47	83.96%
Intergovernmental revenue	0.00	768.00	11,734.08	1,000.00	1,000.00	(10,734.08)	Ahead of Budget
Charges for services	1,724.00	392.00	1,832.00	1,000.00	1,000.00	(832.00)	Ahead of Budget
Fines and forfeitures	47,229.20	11,085.77	60,937.05	75,000.00	75,000.00	14,062.95	81.25%
Special Revenues	2,387.99	0.40	1,167.36	2,688.00	2,688.00	1,520.64	43.43%
Interest	13,487.10	23.94	1,002.62	17,000.00	17,000.00	15,997.38	5.90%
Miscellaneous revenue	61,366.53	2,991.00	29,627.37	31,000.00	31,000.00	1,372.63	95.57%
Inspection Fees	20,240.00	2,530.00	20,215.00	25,000.00	25,000.00		
Miscellaneous Income	40,291.53	36.00	6,737.37	5,000.00	5,000.00		
Parks & Recreation - Park Pavillion Rentals	835.00	425.00	2,675.00	1,000.00	1,000.00		
Total Revenue	2,383,164.42	123,968.49	2,316,302.96	2,699,319.00	2,699,319.00	383,016.04	85.81%
Expenditures							
General Government							
Administration							
Personnel & Benefits	173,251.56	33,742.27	278,689.68	424,981.00	430,742.00	152,052.32	65.58%
Supplies	15,428.17	998.21	7,067.02	22,820.00	22,820.00	15,752.98	30.97%
Maintenance & Repair	4,991.55	469.49	2,733.61	5,000.00	5,000.00	2,266.39	54.67%
Utilities	7,102.86	1,382.01	10,032.00	15,160.00	15,160.00	5,128.00	66.17%
Professional Services	68,825.27	6,421.07	163,773.62	121,870.00	121,870.00	(41,903.62)	Over Budget
Other Services	43,823.38	18,575.20	45,306.02	62,777.00	62,777.00	17,470.98	72.17%
Capital Equipment	1,486.40	69.67	6,513.71	6,800.00	6,800.00	286.29	95.79%
Total Administration	314,909.19	61,657.92	514,115.66	659,408.00	665,169.00	151,053.34	77.97%
Judicial							
Personnel & Benefits	35,089.40	5,025.90	42,275.20	67,345.00	67,977.00	25,701.80	62.77%
Supplies	1,463.97	181.30	1,080.68	3,300.00	3,300.00	2,219.32	32.75%
Utilities	144.93	0.00	0.00	500.00	500.00	500.00	0.00%
Professional Services	10,830.00	2,199.80	12,631.80	19,600.00	19,600.00	6,968.20	64.45%
Other Services	373.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%
Total Judicial	47,901.30	7,407.00	56,192.68	91,745.00	92,377.00	36,184.32	61.25%
Permitting & Inspections							
Personnel & Benefits	99,674.75	3,330.00	20,030.50	20,000.00	20,000.00	(30.50)	Over Budget
Supplies	1,664.04	358.27	533.27	1,725.00	1,725.00	1,191.73	30.91%
Professional Services	2,588.18	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00%
Other Services	640.98	0.00	0.00	0.00	0.00	0.00	0.00%
Total Permitting & Inspections	104,567.95	3,688.27	20,563.77	24,725.00	24,725.00	4,161.23	83.17%
Special Revenue Expenditures							
Supplies	1,234.11	0.00	0.00	2,388.00	2,388.00	2,388.00	0.00%
Total Special Revenue Expenditures	1,234.11	0.00	0.00	2,388.00	2,388.00	2,388.00	0.00%
Total General Government	468,612.55	72,753.19	590,872.11	778,266.00	784,659.00	193,786.89	75.92%
Public Safety							
Police Department							
Personnel & Benefits	559,793.02	63,446.35	582,595.71	865,812.00	873,430.00	290,834.29	67.29%
Supplies	23,206.07	5,004.42	26,158.73	45,400.00	45,400.00	19,241.27	57.62%
Maintenance & Repair	22,548.71	13,787.83	32,763.62	22,400.00	22,400.00	(10,363.62)	Over Budget
Utilities	9,964.31	1,185.10	9,291.47	16,000.00	16,000.00	6,708.53	58.07%
Professional Services	47,673.65	301.64	27,008.88	72,400.00	72,400.00	45,391.12	37.31%
Other Services	23,605.61	724.00	16,973.35	26,300.00	26,300.00	9,326.65	64.54%
Capital Equipment	4,182.96	(4,834.90)	(1,149.20)	7,600.00	17,644.00	18,793.20	-15.12%
Total Police Department	690,974.33	79,614.44	693,642.56	1,055,912.00	1,073,574.00	379,931.44	65.69%
Fire Department							
Personnel & Benefits	5,681.96	0.00	10,267.85	28,400.00	28,400.00	18,132.15	36.15%
Supplies	1,798.83	2,964.56	9,194.27	15,400.00	15,400.00	6,205.73	59.70%
Maintenance & Repair	101,742.01	6,433.79	6,979.57	17,500.00	17,500.00	10,520.43	39.88%
Utilities	1,828.15	485.05	2,809.01	3,800.00	3,800.00	990.99	73.92%
Professional Services	93,000.00	0.00	78,750.00	107,131.00	107,131.00	28,381.00	73.51%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Other Services	13,426.29	3,662.32	17,703.38	18,800.00	18,800.00	1,096.62	94.17%
Capital Equipment	15,588.65	10,546.00	58,209.75	64,712.00	68,060.00	9,850.25	89.95%
Total Fire Department	233,065.89	24,091.72	183,913.83	255,743.00	259,091.00	71,829.17	71.91%
Code Enforcement							
Personnel & Benefits	18,195.62	0.00	(254.00)	1,000.00	1,000.00	1,254.00	-25.40%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Maintenance & Repair	0.00	139.07	139.07	0.00	0.00	(139.07)	Over Budget
Professional Services	840.00	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00%
Other Services	0.00	0.00	736.00	1,150.00	1,150.00	414.00	64.00%
Total Code Enforcement	19,035.62	139.07	621.07	6,150.00	6,150.00	5,528.93	10.10%
Total Public Safety	943,075.84	103,845.23	878,177.46	1,317,805.00	1,338,815.00	439,627.54	66.64%
Public Works							
City Maintenance							
Personnel & Benefits	69,337.83	7,446.11	66,514.73	107,774.00	108,018.00	41,503.27	61.72%
Supplies	5,803.53	1,181.39	10,274.68	15,700.00	15,700.00	5,425.32	65.44%
Maintenance & Repair	23,849.35	1,562.81	16,310.43	29,000.00	29,000.00	12,689.57	56.24%
Utilities	19,809.72	2,471.10	16,787.90	31,700.00	31,700.00	14,912.10	52.96%
Other Services	6,166.72	6,727.16	9,267.89	4,375.00	4,375.00	(4,892.89)	Over Budget
Capital Equipment	15,490.30	0.00	2,125.86	2,213.00	2,213.00	87.14	96.06%
Total City Maintenance	140,457.45	19,388.57	121,281.49	190,762.00	191,006.00	69,480.51	63.58%
Parks and Recreation							
Supplies	1,974.40	18.98	1,670.67	3,200.00	3,200.00	1,529.33	52.21%
Maintenance & Repair	21,514.15	102.95	20,777.46	23,000.00	23,000.00	2,222.54	90.34%
Utilities	1,172.94	160.79	1,405.39	2,000.00	2,000.00	594.61	70.27%
Other Services	7,205.79	3,243.83	10,634.53	12,450.00	12,450.00	1,815.47	85.42%
Total Parks and Recreation	31,867.28	3,526.55	34,488.05	40,650.00	40,650.00	6,161.95	84.84%
Miscellaneous	82,781.46	0.00	38,208.36	0.00	37,000.00	(1,208.36)	Over Budget
City Hall Promissory Note	10,694.32	0.00	0.00	0.00		0.00	
Development Agreements	72,087.14	0.00	38,208.36	0.00	37,000.00	(1,208.36)	
Total Expenditures	1,666,794.58	199,513.54	1,663,027.47	2,327,483.00	2,392,130.00	664,455.53	71.45%
Other Financing Sources and Uses							
Sources							
Transfers In						0.00	Over Budget
Total Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Uses							
Transfers Out	0.00	0.00	317,000.00	317,000.00	317,000.00	0.00	100.00%
Total Uses	0.00	0.00	317,000.00	317,000.00	317,000.00	0.00	100.00%
Total Other Financing Sources and Uses	0.00	0.00	(317,000.00)	(317,000.00)	(317,000.00)	0.00	100.00%
Total - 10 GENERAL FUND	716,369.84	(75,545.05)	336,275.49	54,836.00	(9,811.00)	346,086.49	Ahead of Budget

Notes to General Ledger

¹ Res 21-R-45	AED 3 -Year Contract
	10-055940 10,044
	10-075940 3,348
² Development agreements moved from Revenue to Expenditure	
	10-294802 -37,000
	10-615699 37,000
³ Res 21-R 46	City Staff Pay Raise
	Administration 6,393
	Maintenance 844
	Police 7,618
	Water/Sewer 3,002
	<u>17,857</u>

City of Richwood Operational Budget Report 10/1/2020 - 05/31/2021							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							66% of year
Sewer Department	553,209.72	71,879.86	581,548.31	820,000.00	820,000.00	238,451.69	70.92%
Water Department	690,282.45	95,193.14	769,360.05	967,000.00	967,000.00	197,639.95	79.56%
Solid Waste Department	202,583.82	26,405.70	210,336.55	283,000.00	283,000.00	72,663.45	74.32%
Total Operating income	1,446,075.99	193,478.70	1,561,244.91	2,070,000.00	2,070,000.00	508,755.09	75.42%
Operating expense							
Sewer Department							
Personnel & Benefits	80,793.66	11,421.85	101,792.35	176,782.00	178,510.00	74,989.65	57.58%
Supplies	1,422.72	531.03	4,023.97	14,940.00	14,940.00	10,916.03	26.93%
Maintenance & Repair	17,379.39	2,666.33	12,824.74	61,770.00	61,770.00	48,945.26	20.76%
Utilities	0.00	0.00	0.00	23,200.00	23,200.00	23,200.00	0.00%
Professional Services	385,068.61	0.00	304,080.33	558,080.00	558,080.00	253,999.67	54.49%
Other Services	1,127.25	0.00	6,636.36	13,900.00	13,900.00	7,263.64	47.74%
Total Sewer Department	485,791.63	14,619.21	429,357.75	848,672.00	850,400.00	419,314.25	50.59%
Water Department							
Personnel & Benefits	163,401.54	11,705.62	98,799.69	154,801.00	160,047.00	56,001.31	63.82%
Supplies	29,107.43	(1,433.06)	18,725.74	27,845.00	27,845.00	9,119.26	67.25%
Maintenance & Repair	45,566.30	9,680.83	81,790.50	100,914.00	139,508.00	19,123.50	81.05%
Utilities	36,503.70	10,162.74	49,046.72	58,400.00	58,400.00	9,353.28	83.98%
Professional Services	17,409.61	0.00	16,800.40	115,000.00	115,000.00	98,199.60	14.61%
Other Services	234,946.55	59,342.73	240,134.56	362,550.00	362,550.00	122,415.44	66.23%
Capital Equipment	2,620.20	300.77	2,406.16	3,600.00	3,600.00	1,193.84	66.84%
Total Water Department	529,555.33	89,759.63	507,703.77	823,110.00	866,950.00	315,406.23	61.68%
Solid Waste Department							
Professional Services	158,974.07	21,993.75	153,848.16	280,000.00	280,000.00	126,043.84	54.95%
Total Solid Waste Department	158,974.07	21,993.75	153,848.16	280,000.00	280,000.00	126,151.84	54.95%
Total Operating expense	1,174,321.03	126,372.59	1,090,909.68	1,951,782.00	1,997,350.00	860,872.32	55.89%
Total Net Operating Income (Loss)	271,754.96	67,106.11	470,335.23	118,218.00	72,650.00	(352,117.23)	Ahead of Budget
Non-Operating Items							
Non-operating income							
Interest income	2,813.69	0.00	497.00	1,750.00	1,750.00	1,253.00	28.40%
Grants	0.00	0.00	37,513.60	0.00	0.00	(37,513.60)	Ahead of Budget
Other income	(488.63)	14.04	1,188.53	0.00	0.00	(1,188.53)	Ahead of Budget
Transfers In	0.00	0.00	80,000.00	80,000.00	80,000.00	0.00	At Budget
Total Non-operating income	2,325.06	14.04	119,199.13	81,750.00	81,750.00	37,449.13	145.81%
Non-operating expense							
Debt Service	127,731.87	0.00	114,622.50	302,271.00	302,271.00	187,648.50	37.92%
Transfers Out	0.00	0.00	81,752.25	56,000.00	204,000.00	(25,752.25)	Ahead of Budget
Total Non-operating expense	127,731.87	0.00	196,374.75	358,271.00	506,271.00	161,896.25	54.81%
Depreciation Expense	0.00	0.00	0.00	0.00	265,000.00	0.00	At Budget
Total Non-Operating Items	(125,406.81)	14.04	(77,175.62)	(276,521.00)	(424,521.00)	199,345.38	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	146,348.15	67,120.15	393,159.61	(158,303.00)	(351,871.00)	551,462.61	Ahead of Budget

Notes to General Ledger

1 Res 21-R-37	Public Works Director Vehicle Allowance
	30-215103 3,508
	30-215105 351
	30-215107 51
	30-21-5120 63
	3,973
2 Res 20-R-35	Water Line Repair -Oyster Creek
	30-215390 25,444
3 Res 21-R-40	Water Line Repair - Oyster Creek
	30-215390 13,150

4 Res 21-R-38	Sewer Line Replacement Magnolia	
	30-985966	148,000
5 Res 21-R-41	Estimated Depreciation	
	30-305999	265,000
6 Res 21-R 46	City Staff Pay Raise	
	Administration	6,393
	Maintenance	844
	Police	7,618
	Water/Sewer	3,002
		17,857

RESOLUTION NO. 21-R-49

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, CHANGING AUTHORIZED REPRESENTATIVES FOR LOCAL GOVERNMENT INVESTMENT COOPERATIVE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richwood, Texas by authority of that certain Local Government Investment Cooperative Resolution 20-R-14 has entered into that certain Interlocal Agreement and has become a participant in the public funds investment pool created there under known as Local Government Investment Cooperative (“LOGIC”).

WHEREAS, the Resolution designated on one or more “Authorized Representative” within the meaning of the Agreement,

NOW, THEREFORE, BE IT RESOLVED:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, THAT:

The following officers, officials or employees of the Government Entity are hereby designated as “Authorized Representatives” within the meaning of the Agreement, with full power and authority to deposit money to and withdrawal money from the City of Richwood, Texas’s LOGIC account or accounts from time to time in accordance with the Agreement and the Information Statement describing the Agreement and to take all other actions deemed necessary or appropriate for the investment of funds of the City of Richwood, Texas.

Eric Foerster, City Manager
979-265-2082
efoerster@richwoodtx.gov

Signature

Kirsten Garcia, City Secretary
979-265-2082
kgarcia@richwoodtx.gov

Signature

Patricia Ditto, Finance Director
979-265-2082
pditto@richwoodtx.gov

Signature

Steven Boykin, Mayor
979-265-2082
sboykin@richwoodtx.gov

Signature

Primary Contact: Patricia Ditto, Finance Director

The Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant’s chief executive officer.

The foregoing supersedes and replaces the City of Richwood, Texas' previous designation of officers, officials, or employees of the City of Richwood as Authorized Representatives under the Agreement pursuant to paragraph 4 of the Resolution. Except as hereby modified, the Resolution shall remain in full force and effect.

PASSED AND APPROVED this the 19th day of July, 2021.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary

(Official Seal)

RESOLUTION NO. 21-R-50

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, CHANGING AUTHORIZED REPRESENTATIVES FOR TEXPOOL AND TEXPOOL PRIME INVESTMENT POOLS; AND PROVIDING AN EFFECTIVE DATE.

City of Richwood is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds, and

WHEREAS, it is in the best interest of the City of Richwood, Texas to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool (“TexPool/TexPool Prime”), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are reservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, THAT:

- A. The individuals, whose signatures appear in this Resolution, are Authorized Representatives of the City of Richwood and are each hereby authorized to transmit funds for investment in TexPool/TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of public funds.
- B. An Authorized Representative of the City of Richwood may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the City of Richwood’s TexPool/TexPool Prime account or (2) is no longer employed by the City of Richwood.
- C. The City of Richwood may by Amending Resolution signed by the City of Richwood add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the City of Richwood.

List the Authorized Representatives of the City of Richwood, Texas:

Eric Foerster, City Manager
979-265-2082
efoerster@richwoodtx.gov

Signature

Kirsten Garcia, City Secretary
979-265-2082
kgarcia@richwoodtx.gov

Signature

Steven Boykin, Mayor
979-265-2082
sboykin@richwoodtx.gov

Signature

Patricia Ditto, Finance Director
979-265-2082
pditto@richwoodtx.gov

Signature

Primary Contact: Patricia Ditto, Finance Director

- D.** This Resolution and its authorization shall continue in full force and effect until amended or revoked by the City of Richwood, Texas, and until TexPool Participants' Services receives a copy of any such amendment or revocation.

PASSED AND APPROVED this the 19th day of July 2021.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary

(Official Seal)

RESOLUTION NO. 21-R-51

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, CHANGING AUTHORIZED REPRESENTATIVES FOR TEXAS SHORT TERM ASSET RESERVE PROGRAM (TEXSTAR); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richwood, Texas by authority of the Application for Participation in TexSTAR has entered into an Interlocal Agreement and has become a participant in the public funds investment pool created there under known as TexSTAR Short Term Asset Reserve Fund.

WHEREAS, the Application designated on one or more “Authorized Representatives within the meaning of the Agreement;

WHEREAS, the City of Richmond now wishes to update and designate the following persons as the “Authorized Representatives” withing the meaning of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, THAT:

SECTION 1. The following officers, officials or employees of the City of Richwood specified in this document are hereby designated as “Authorized Representatives” within the meaning of the Agreement, with full power and authority to open accounts, to deposit and withdraw funds, to agree to the terms for use of the website for online transactions, to designate other authorized representatives, and to take all other action required or permitted by City of Richwood under the Agreement created by the application, all in the name and on behalf of the City of Richwood.

SECTION 2. This document supersedes and replaces the City of Richwood’s previous designation of officers, officials or employees of the City of Richwood as Authorized Representatives under the Agreement.

SECTION 3. This resolution will continue in full force and effect until amended or revoked by City of Richwood and written notice of the amendment or revocation is delivered to the TEXSTAR Board.

SECTION 4. Terms used in this resolution have the meanings given to them by the Application.

AUTHORIZED REPRESENTATIVES. Each of the following Participant officials is designated as City of Richwood Authorized Representative authorized to give notices and instructions to the Board in accordance with the Agreement, the Bylaws, the Investment Policy, and the Operating Procedures.

Eric Foerster, City Manager
979-265-2082
efoerster@richwoodtx.gov

Signature

Kirsten Garcia, City Secretary
979-265-2082
kgarcia@richwoodtx.gov

Signature

Patricia Ditto, Finance Director
979-265-2082
pditto@richwoodtx.gov

Signature

Steven Boykin, Mayor
979-265-2082
sboykin@richwoodtx.gov

Signature

(Required)Primary Contact: Patricia Ditto, Finance Director

Participant may designate other authorized representatives by written instrument signed by an existing Participant Authorized Representative or Participant's chief executive officer.

PASSED AND APPROVED this the 19th day of July, 2021.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary

(Official Seal)

RESOLUTION NO. 21-R-48

A RESOLUTION BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS, APPROVING CHILDREN AT PLAY SIGNS TO BE PLACED WITHIN THE CREEKBEND SUBDIVISION AT VARIOUS LOCATIONS ESTABLISHED AND MAINTAINED BY THE CREEKBEND HOMEOWNERS' ASSOCIATION.

WHEREAS, the Creek Bend Homeowners Association has requested to place Children at Play signage within their subdivision; and

WHEREAS, the Creek Bend Homeowners Association has agreed to purchase and maintain such signage; and

WHEREAS, the City Council of the City of Richwood, Texas hereby wishes to approve the placement of Children at Play signage withing the Creekbend Subdivision.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS:

Section 1. Children at Play signage will be allowed within the Creekbend Subdivision, as long as it is purchase and maintained by the Creekbend Homeowners' Association.

PASSED AND APPROVED on this 19th day of July, 2021.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: 07/14/2021

Subject: Construction Contract Award (North Water Plant Ground Storage Tank)

At a special Council meeting held on June 21st, 2021 Richwood City Council awarded construction contract 5-2020 for the construction of the North Water Plant 350,000-gallon ground storage tank to Phoenix Fabricators and Erectors, LLC.

During Strand Associates' finalization process of bid award documentation and drafting a notice to proceed, Strand Associates discovered that the ad submitted to The Facts for publishing did not make it to the papers.

To proceed forward with the contract award having knowledge that advertisement for bid for construction of the 350,00-gallon ground storage tank was not advertised through a local news outlet; The City of Richwood would be in direct violation of the Texas Local Government Code.

I am requesting of Council a motion "to rescind the award of construction contract 5-2020 for construction of a 350,000-gallon ground storage tank to Phoenix Fabricators and Erectors, LLC".

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: 07/14/2021

Subject: Dewatering Costs for Magnolia Sanitary Sewer Line Project

Upon first excavations performed for the purpose of repairing the Magnolia sanitary sewer line, Richwood's Contractor RJ&M encountered significant amounts of groundwater. Although groundwater historically more prominent in this area than other sites in the City, the abundance of groundwater seen is suspected to be a product of recent heavy rainfalls. Construction specifications state that there may be no water in any portion of trenching while constructing the Magnolia sanitary sewer line.

The degree of groundwater realized in the Magnolia area during excavation will require Well Point Pumping along the full length of the sanitary sewer repair.



Strand associates did address dewatering within the bid specifications as such:

Dewatering. CONTRACTOR shall, at its own expense, keep the excavation clear of water while structures, mains, and appurtenances are being built, utilities are being installed, and fill and backfill are being compacted. Under no condition shall the work be laid in or under water. No water shall flow over the work until the joints are completed or the concrete has set.

1. Whenever necessary, CONTRACTOR shall excavate in advance of the completed work, lead the water into sumps or pump wells, and provide erosion control measures to prevent water or sediment damage.

2. CONTRACTOR's dewatering system shall perform so that the soils within the trench will not be destabilized by hydrostatic uplift pressures from adjacent groundwater. If conditions warrant, CONTRACTOR shall furnish and install well point systems. Dewatering system shall be started and continued until structure, main, or appurtenances have been completed and fill has been placed and compacted to final grade.

3. Dewatering shall be sufficient to lower the piezometric level to at least 2 feet below the bottom of the excavation. Additional lowering shall be provided as necessary to create a stable subgrade.

Council Approved a budget amendment in the amount of \$148,000.00 to fund engineering and construction of the Magnolia sanitary sewer line. Currently combined costs for engineering and construction totals \$121,591.00. A difference of \$26,409.00 of potential funds remain as a result of the budget amendment for the project.

I am requesting from Council a motion to assist RJ&M Utility Construction with dewatering costs of the Magnolia sanitary sewer line with an amount not to exceed \$20,000.00. The “not to exceed amount” is to be paid after the project’s final invoice.