

AGENDA

BE IT KNOWN THAT, a City of Richwood City Council will meet Monday, February 8, 2021, beginning at 6:20 PM at Richwood City Hall located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- IV. RECOGNITIONS
 - A. Employee Service Awards
 - 1. Jarrett Skelton, Police Department - 5 Years of Service
- V. CONSENT AGENDA
 - A. Approval of Minutes
 - 1. Regular meeting held, January 11, 2021. 3
 - 2. Special meeting held, January 20, 2021. 5
 - B. Quarterly Investment Report - FY 2021 Q1 9
 - C. Budget Report, December 2020 12
- VI. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider approving a Memorandum of Understanding (MOU) between the City of Richwood and the Richwood Volunteer Fire Department. 19
 - B. Appoint Mayor Pro-Tem. 24
 - C. Award bid for RFQ #20-002Q, AWIA Consulting Services - Freese & Nichols 25
 - D. Discuss and set a date for a virtual workshop to discuss the Stormwater Master Plan with Strand Associates. 39
 - E. Discuss and consider a resolution adopting Rules of Procedure for City Council. 40
- VII. EXECUTIVE SESSION
 - A. Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Consider all applicants for filling Position 5 of Richwood City Council. 55
 - B. Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Interview applicants for filling Position 5 of Richwood City Council. 65
- VIII. RECONVENE FROM EXECUTIVE SESSION
 - A. Discuss and appoint an applicant to fill Position 5 of Richwood City Council to be sworn in March 8, 2021.
- IX. CAPITAL IMPROVEMENT PROJECTS UPDATE
- X. CITY MANAGER'S REPORT
- XI. COUNCIL MEMBER COMMENTS & REPORTS
- XII. MAYOR'S REPORT
- XIII. FUTURE AGENDA ITEMS
- XIV. 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 Regular Meeting

The City Council Regular Meeting called Meeting of January 11, 2021

BE IT KNOWN THAT, a City Council Regular Meeting of City of Richwood was held January 11, 2021, beginning at 6:10 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 6:10 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
Katie Johnson, Position 5:	Present

Others in attendance: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer, Public Works Director; Matt Allen, City Attorney

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT AGENDA

- A. Approval of Minutes
 - 1. Minutes from regular meeting held December 14, 2020.
- B. November 2020 Budget Report
- C. Appoint Leslie Klug to the Crime Control Prevention District Board.
- D. Appoint Becky Thompson to the Keep Richwood Beautiful committee.
- E. Appoint Lindsie Yearsin to the Keep Richwood Beautiful committee.

Discussion held on conflict of interests between KRB and the Farmer's Market.

Motion to approve the consent agenda. This motion, made by Katie Johnson and seconded by Mike Johnson, Passed.

Yea: 5, Nay: 0

V. PUBLIC HEARING

- A. Public hearing to consider application for conditional use of property located at 1704 N. Brazosport Blvd (corner of 288b/Sycamore) to allow a convenience store.**

Discussion held on options since the requestor failed to attend the meeting.

Motion to deny conditional use permit. This motion, made by Matthew Yarborough and seconded by Melissa Strawn, Passed.

Yea: 5, Nay: 0

VI. COUNCIL CONSIDERATION AND ACTION ITEMS

A. Final review and action of re-plat of lots 92 & 93; Block 1 of Oakwood Shores Subdivision Section 1, also known as 32726 & 32734 Bayou Bend.

Motion to approve re-plat of lots 92 & 93; Block 1 of Oakwood Shores Subdivision Section 1, also known as 32726 & 32734 Bayou Bend. This motion, made by Matthew Yarborough and seconded by Melissa Strawn, Passed.

Yea: 5, Nay: 0

VII. ADJOURNMENT

After the replat was approved, there was an incident that forced the meeting to end. All remaining agenda items will be heard later. The meeting was adjourned at 6:50 p.m.

These minutes were read and approved on this 8th day of February 2021.

ATTEST:

Mayor

Minutes of the City Council

The City Council called Meeting of January 20, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held January 20, 2021, beginning at 6:00 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 6:00 p.m.

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Boykin led the pledges.

IV. 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
Katie Johnson, Position 5:	Present

Others in attendance: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer, Public Works Director; Matt Allen, City Attorney

V. PUBLIC COMMENTS

There were no public comments.

VI. DISCUSSION AND ACTION ITEMS

A. Discuss and consider the City of Richwood accepting wastewater from Fountain Grass Park.

Clif Custer presented updates.

Discussion held regarding revenue and capacity issues.

Discussion held on possible contract terms.

No action taken.

B. Discuss and consider an ordinance calling the May 1, 2021 General Election and approving a joint election contract with Brazoria County.

Kirsten Garcia presented election information.

Motion to approve an ordinance calling election and approving a joint election contract with Brazoria County. This motion, made by Melissa Strawn and seconded by Matthew Yarborough, Passed.

Yea: 5, Nay: 0

C. Review and discuss the final recommendations for proposed amendments to the Charter.

Kirsten Garcia presented the final report from the Charter Review Commission.

Discussion held on effects of the proposed term limits.

D. Discuss and consider an ordinance calling a special election for May 1, 2021 for the consideration of proposed amendments to the Richwood City Charter.

Kirsten presented election information.

Motion to approve ordinance calling a special election for May 1, 2021 for the consideration of proposed amendments to the Richwood City Charter. This motion, made by Katie Johnson and seconded by Melissa Strawn, Passed.

Yea: 4, Nay: 1

Mike Johnson: Nay

E. Discuss and consider a resolution amending the FY 20-21 budget to increase Sewer Line Maintenance & Repair for Magnolia Court repair.

Clif Custer presented information regarding repairs needed on Magnolia Court.

Discussion held on options for repair.

Motion to approve a resolution amending the budget to increase \$148,000 for capital improvements. This motion, made by Mike Johnson and seconded by Rory Escalante, Passed.

Yea: 5, Nay: 0

F. Discuss and consider a resolution amending the FY 20 budget and eliminating interfund debt as recommended by Auditors and Staff.

Patricia presented the proposed budget amendment.

Discussion held on amending the prior year as recommended by auditors.

Motion to approve a resolution amending FY 20 budget and eliminating interfund debt as recommended by Auditors and staff. This motion, made by Katie Johnson and seconded by Melissa Strawn, Passed.

Yea: 4, Nay: 1

Mike Johnson: Nay

G. Discuss and consider a service agreement between the City of Richwood and the Richwood Volunteer Fire Department.

Eric presented agreement information.

No discussion held.

H. Discuss and consider a resolution amending the FY 21 budget to increase Fund 30 W&S for Vehicle Allowance.

Eric presented budget amendment information.

No discussion held.

Motion to approve resolution amending the FY 21 budget to increase Fund 30 W&S for Vehicle Allowance.. This motion, made by Matthew Yarborough and seconded by Mike Johnson, Passed.

Yea: 5, Nay: 0

VII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif presented CIP updates.

VIII. CITY MANAGER'S REPORT

Eric Foerster reported COVID-19 updates regarding personnel, financial transparency information and that Council member, Katie Johnson, will be resigning as she has been offered employment in Austin.

IX. COUNCIL MEMBER COMMENTS & REPORTS

Melissa Strawn stated its nice to hear the mayor in good spirits.

Mike Johnson expressed thanks to Council member Katie Johnson for her service.

X. MAYOR'S REPORT

Mayor Boykin reported COVID-19 update, vaccine update, and gave thanks for the outreach regarding his fall.

XI. FUTURE AGENDA ITEMS

MOU

Abstentions

Council Appointment

Storm water workshop

AWIA

XII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:44 p.m.

These minutes were read and approved on this 8th day of February 2021.

ATTEST:

Mayor

City Secretary

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2021, Quarter 1
10/01/2020 - 12/31/2020

Portfolio	September 30, 2020		December 31, 2020	
	Book Value	Market Value	Book Value	Market Value
Cash	2,340,341.50	2,340,341.50	2,789,076.74	2,789,076.74
Investment Pools	6,439,193.15	6,439,193.15	6,441,872.09	6,441,872.09
Certificates of Deposits	516,572.13	516,572.13	517,989.95	517,989.95
TOTAL INVESTMENTS	9,296,106.78	9,296,106.78	9,748,938.78	9,748,938.78

Quarterly Investment Income

4,096.76

Weighted Average Yield

0.06%

Simplified calculation for information only - Investment income/investment accounts beginning balance

Items of Note:

Of total included in investment pools, \$2,003,946.60 represents bond proceeds remaining in TexPool Prime from 2019A issuance and \$3,568,972.78 represents bond proceeds remaining in Logic Pool from 2019B issuance.

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended December 31, 2020. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



Patricia Ditto
Finance Director



Eric Foerster
City Manager

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Description	Investment	Purchase Date	Maturity Date	Book Value 9/30/2020	Market Value 9/30/2020	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	12/31/2020	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund											
General Fund	TexPool-449001			239,657.42	239,657.42			69.85	239,727.27	0.0800%	3.72%
General Fund	TexStar -1110			264,558.30	264,558.30			61.60	264,619.90	0.0676%	4.11%
General Fund	Logic-9001			340,802.75	340,802.75			142.78	340,945.53	0.1504%	5.29%
Restricted Funds											
2019 Bond Funds	TexPool Prime 559001			2,026,696.86	2,026,696.86			909.75	2,027,606.61	0.1400%	31.48%
2019 Util Cap Proj Fund	Logic-9002			3,567,477.82	3,567,477.82			1,494.96	3,568,972.78	0.1504%	55.40%
Total Pools				6,439,193.15	6,439,193.15	-	-	2,678.94	6,441,872.09		66.08%
First National Bank	CD-25765		3/27/2021	92,452.33	92,452.33			113.98	92,566.31	0.5000%	17.87%
First National Bank	CD-25718		6/29/2021	128,164.79	128,164.79			317.78	128,482.57	0.5000%	24.80%
First National Bank	CD-25741		1/13/2021	59,804.85	59,804.85			-	59,804.85	0.5000%	11.55%
First National Bank	CD-25766		3/27/2021	129,000.76	129,000.76			986.06	129,986.82	0.5000%	25.09%
Brazos National Bank	CD-601286		3/6/2021	107,149.40	107,149.40			-	107,149.40	0.5000%	20.69%
Total Certificates of Deposits				516,572.13	516,572.13	-	-	1,417.82	517,989.95		5.31%
Total Investment Accounts				6,955,765.28	6,955,765.28	-	-	4,096.76	6,959,862.04		71.39%
Cash Accounts											
Pooled Cash-NOW ACCT	First Natl -3073			2,318,501.58	2,318,501.58	**	**	52.75	2,768,541.54	0.0100%	99.26%
Beautification Fund	Brazos -635			20,816.83	20,816.83				19,512.08	0.0000%	0.70%
Seizure Fund -NOW ACCT	First Natl -5076			1,023.09	1,023.09			0.03	1,023.12	0.0100%	0.04%
Total Cash Accounts				2,340,341.50	2,340,341.50	-	-	52.78	2,789,076.74		28.61%
Total Cash and Investments				9,296,106.78	9,296,106.78	-	-	4,149.54	9,748,938.78		100.00%

** Cash balances for previous and current quarter reflects reconciled balance from system.

INVESTMENTS as of 12/31/2020

	INT RATE	TOTAL	GENERAL 10	CAPITAL IMPR 11-55	REPLCMT 13	CCPD 15	TRANSPT 25	2019A BOND 26	WS 30-30	MTR DEPS 30-23	WS RB I&S 30-25	2019B BOND 33	40	EARNINGS YTD	EARNINGS QTR
TEXSTAR	0.0676%	264,619.90	240,240.07		7,279.22	15,260.05	1,840.46							61.60	61.60
TEXPOOL	0.0800%	239,727.27	238,625.22	308.58		132.25				661.23				69.85	69.85
TEXPOOL PRIME BONDS FUND	0.1400%	2,027,606.61	23,663.01					2,003,943.60						909.75	909.75
LOGIC - UTIL CAP PROJ	0.1504%	3,568,972.78										3,568,972.78		1,494.96	1,494.96
LOGIC - GF	0.1504%	340,945.53	271,778.99	2,417.78	5,942.73		58,406.15				866.22		1,533.66	142.78	142.78
CERTIFICATES OF DEPOSIT:															
FNB 25765 matures every 3mo - July 27	0.5000%	92,566.31	18,552.63	22,908.08					29,298.67					113.98	113.98
FNB 25718 matures every 6 mos - Dec 27	0.5000%	128,482.57	33,790.93	28,009.20					38,544.76				28,137.68	317.78	317.78
FNB 25741 matures every 3mo - July 27	0.5000%	59,804.85	59,804.85											0.00	0.00
FNB 25766 matures every 6 mos - July 27	0.5000%	129,986.82	33,796.57	11,698.82					64,993.40				19,498.02	986.06	986.06
BNB 601286 Issue date 2/14/90 - 3 mos - Sept 4	0.5000%	107,149.40	27,858.84	9,643.45					53,574.70				16,072.41	0.00	0.00
TOTAL		6,959,862.04	948,111.11	74,985.91	13,221.95	15,392.30	60,246.61	2,003,943.60	186,411.53	661.23	866.22	3,568,972.78	87,048.70	4,096.76	4,096.76



AGENDA MEMORANDUM-FEBRUARY 8, 2021

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the December 2020 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2020-2021 budget period, month ending December 31, 2020. 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. I have also included reports for Beautification and Transportation for your information. However, my comments to follow will focus on our 2 main funds, General & Enterprise. The attached report is unaudited and may include corrections from prior months.

DISCUSSION:

Attached is the budget report for December 2020, which is the third month of Fiscal Year 21. 25% of the year has passed.

10-General Fund

As of December 31, 2020, General Fund revenues total \$1,343,848 or 50.48.% of the budget year to date. Of this year to date total, \$1,106,153 was received in December. General Fund expenditures total \$693,840, or 29.34% of the budget. For this period, the General Fund shows a gain of \$333,009. As you may recall, November showed a loss of over \$400,000 due to budget transfers. We have now collected about half of our annual property tax revenue and this has brought us out of the red, well into the black, \$352,173 ahead of budget at this time. You will notice a large negative amount in prior year expenditures. This was a \$3,000,000 error in posting from November 2019 that is being corrected in FY20. Therefore, for accurate analysis not reflecting this error, the actual expenditures were \$646,589 and the final total for General Fund net is \$373,765.

Revenue (GF)

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of December is \$1,093,433, 60.43% of its annual budgeted amount. The majority of property tax revenue will be received through December and January.
- Sales Tax revenue received this month totaled \$56,929 for taxes collected on October 2020 sales reported for monthly filers. The year to date total is \$149,310, which is approximately \$16,000 ahead of the prior year and 29.39% of plan with 25% of the year passed. An additional \$37,201 has been collected for the Transportation Fund and a similar amount for CCPD, with 31% of plan collected after 25% of the year has passed.
- Permits and Licenses revenues total \$4,734 for December, bringing the year to date total to \$12,888. This is 18.09% of budget, and approximately \$33,000 less than this same period of FY20.



- Court fees year to date through December are \$12,238, about \$6,000 behind this same period last year. This figure is 16.32% of total annual budget.

Expenditures (GF)

Expenditures year to date for the General Fund are at \$693,840, 29.34% of annual budget, a bit over budget with 25% of the year passed.

All departments are over budget projection percentages at this point in time for expenditures. However, General Fund is \$352,173 ahead of budget overall.

30-Water, Sewer and Solid Waste Fund

Revenues received in December total \$588,114, 28.41% of total budget. Total expense for December is \$325,897, or 16.92% of budget. At the end of December, our enterprise fund was showing a Net Operating Income well ahead of budget, with operating revenues exceeding operating expenses by \$262,217. This is about \$150,000 ahead of the same period in FY20.

RECOMMENDATION: Council to approve December 2020 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Operational Budget Report
10/1/2020 - 12/31/2020

17% of year completed

10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						
Taxes	930,688.16	1,071,155.68	1,298,099.22	2,463,381.00	1,165,281.78	52.70%
Property taxes, including delinquent & penalties	705,404.91	994,892.51	1,093,433.16	1,809,381.00		60.43%
Franchise Taxes	58,656.90	19,334.22	55,356.06	190,000.00		29.13%
Sales Tax	133,301.06	56,928.95	149,310.00	508,000.00		29.39%
Licenses and permits	45,779.84	4,733.92	12,888.26	71,250.00	58,361.74	18.09%
Intergovernmental revenue	0.00	25,126.08	10,966.08	1,000.00	(9,966.08)	
Charges for services	1,169.00	0.00	0.00	1,000.00	1,000.00	0.00%
Fines and forfeitures	18,378.38	1,920.23	12,237.53	75,000.00	62,762.47	16.32%
Special Revenues	0.00	9.70	57.05	2,688.00	2,630.95	2.12%
Interest	8,996.84	85.10	299.78	17,000.00	16,700.22	1.76%
Miscellaneous revenue	15,341.94	3,122.50	9,300.50	31,000.00	21,699.50	30.00%
Inspection Fees	7,590.00	2,530.00	7,590.00	25,000.00		
Miscellaneous Income	7,501.94	592.50	1,285.50	5,000.00		
Parks & Recreation - for KRB	250.00	0.00	425.00	1,000.00		
Total Revenue	1,020,354.16	1,106,153.21	1,343,848.42	2,662,319.00	1,318,470.58	50.48%
Expenditures						
General Government Administration						
Personnel & Benefits	68,931.49	32,784.38	100,806.91	428,221.00	327,414.09	23.54%
Supplies	(2,987,728.67)	2,957.72	8,004.91	22,820.00	14,815.09	35.08%
Maintenance & Repair	13,811.29	302.38	1,414.88	5,000.00	3,585.12	28.30%
Utilities	2,040.49	1,365.77	3,490.08	11,920.00	8,429.92	29.28%
Professional Services	21,236.15	50,813.45	77,284.78	121,870.00	44,585.22	63.42%
Other Services	14,978.97	1,202.50	14,485.58	62,777.00	48,291.42	23.07%
Capital Equipment	267.80	6,026.02	6,165.36	6,800.00	634.64	90.67%
Total Administration	(2,866,462.48)	95,452.22	211,652.50	659,408.00	447,755.50	32.10%
Judicial						
Personnel & Benefits	12,289.97	4,958.40	15,357.59	67,345.00	51,987.41	22.80%
Supplies	805.28	100.13	499.49	3,300.00	2,800.51	15.14%
Utilities	144.93	0.00	0.00	500.00	500.00	0.00%
Professional Services	8,010.00	900.00	8,442.00	19,600.00	11,158.00	43.07%
Other Services	373.00	55.00	205.00	1,000.00	795.00	20.50%
Total Judicial	21,623.18	6,013.53	24,504.08	91,745.00	67,240.92	26.71%
Permitting & Inspections						
Personnel & Benefits	24,820.00	3,730.00	6,470.00	20,000.00	13,530.00	32.35%
Supplies	752.71	0.00	175.00	1,725.00	1,550.00	10.14%
Professional Services	0.00	0.00	0.00	3,000.00	3,000.00	0.00%
Other Services	640.98	0.00	100.00	0.00	(100.00)	Over Budget
Total Permitting & Inspections	26,213.69	3,730.00	6,745.00	24,725.00	17,980.00	27.28%
Special Revenue Expenditures						
Supplies	845.20	0.00	0.00	2,388.00	2,388.00	0.00%
Total Special Revenue Expenditures	845.20	0.00	0.00	2,388.00	2,388.00	0.00%
Total General Government	(2,817,780.41)	105,195.75	242,901.58	778,266.00	535,364.42	31.21%
Public Safety Police Department						
Personnel & Benefits	185,218.23	78,644.42	226,311.13	865,812.00	639,500.87	26.14%
Supplies	5,248.28	1,721.88	6,024.56	45,400.00	39,375.44	13.27%
Maintenance & Repair	5,428.27	9,388.84	13,662.22	22,400.00	8,737.78	60.99%
Utilities	2,974.87	1,082.94	3,366.14	16,000.00	12,633.86	21.04%

10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Professional Services	25,261.27	193.28	4,346.56	72,400.00	68,053.44	6.00%
Other Services	22,207.61	0.00	14,661.35	26,300.00	11,638.65	55.75%
Capital Equipment	3,071.59	187.10	2,937.30	7,600.00	4,662.70	38.65%
Total Police Department	249,410.12	91,218.46	271,309.26	1,055,912.00	784,602.74	25.69%
Fire Department						
Personnel & Benefits	731.96	0.00	1,908.38	28,400.00	26,491.62	6.72%
Supplies	375.00	48.92	1,091.27	15,400.00	14,308.73	7.09%
Maintenance & Repair	90,533.23	0.00	162.38	17,500.00	17,337.62	0.93%
Utilities	618.83	318.30	810.63	3,800.00	2,989.37	21.33%
Professional Services	46,500.00	0.00	26,250.00	107,131.00	80,881.00	24.50%
Other Services	9,600.27	0.00	9,346.06	18,800.00	9,453.94	49.71%
Capital Equipment	3,605.65	1,716.67	34,428.84	64,712.00	30,283.16	53.20%
Total Fire Department	151,964.94	2,083.89	73,997.56	255,743.00	181,745.44	28.93%
Code Enforcement						
Personnel & Benefits	7,795.17	0.00	0.00	1,000.00	1,000.00	0.00%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
Professional Services	680.00	0.00	0.00	3,000.00	3,000.00	0.00%
Other Services	0.00	0.00	736.00	1,150.00	414.00	64.00%
Total Code Enforcement	8,475.17	0.00	736.00	6,150.00	5,414.00	11.97%
Total Public Safety	409,850.23	93,302.35	346,042.82	1,317,805.00	971,762.18	26.26%
Public Works						
City Maintenance						
Personnel & Benefits	13,653.47	7,182.03	24,644.34	107,774.00	83,129.66	22.87%
Supplies	1,523.74	548.08	3,611.82	15,700.00	12,088.18	23.01%
Maintenance & Repair	2,744.94	2,108.74	6,625.73	29,000.00	22,374.27	22.85%
Utilities	5,511.92	2,318.40	4,658.70	31,700.00	27,041.30	14.70%
Professional Services	0.00	0.00	0.00	4,375.00	4,375.00	0.00%
Other Services	2,678.05	14.06	2,540.73	2,213.00	(327.73)	Over Budget
Capital Equipment	4,425.80	0.00	2,125.86		(2,125.86)	Over Budget
Total City Maintenance	30,537.92	12,171.31	44,207.18	190,762.00	146,554.82	23.17%
Parks and Recreation						
Supplies	462.98	0.00	228.81	3,200.00	2,971.19	7.15%
Maintenance & Repair	16,702.87	6,420.65	16,225.34	23,000.00	6,774.66	70.54%
Utilities	147.45	214.86	366.04	2,000.00	1,633.96	18.30%
Other Services	1,321.09	157.49	5,659.52	12,450.00	6,790.48	45.46%
Total Parks and Recreation	18,634.39	6,793.00	22,479.71	40,650.00	18,170.29	55.30%
Miscellaneous	5,347.16	38,208.36	38,208.36	37,000.00	(1,208.36)	Over Budget
City Hall Promissory Note	5,347.16	0.00	0.00			
Development Agreements	0.00	38,208.36	38,208.36	37,000.00		
Total Expenditures	(2,353,410.71)	255,670.77	693,839.65	2,364,483.00	1,670,643.35	29.34%
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%
Uses						
Transfers Out	0.00	20,000.00	317,000.00	317,000.00	0.00	100.00%
Total Uses	0.00	20,000.00	317,000.00	317,000.00	0.00	100.00%
Total Other Financing Sources and Uses	0.00	(20,000.00)	(317,000.00)	(317,000.00)	0.00	100.00%
Total - 10 GENERAL FUND	3,373,764.87	830,482.44	333,008.77	(19,164.00)	352,172.77	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2020 - 12/31/2020						
20 Beautification	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						
Charges for services	4,811.22	1,276.00	3,822.00	14,500.00	10,678.00	26.36%
Miscellaneous revenue	(120.78)	2,500.00	2,500.00	1,000.00	(1,500.00)	Ahead of Budget
Total Revenue	4,690.44	3,776.00	6,322.00	15,500.00	9,178.00	40.79%
Expenditures						
Transportation						
Personnel & Benefits	1,150.00	443.22	1,005.00	10,300.00	9,295.00	9.76%
Supplies	653.25	310.96	1,449.72	2,550.00	1,100.28	56.85%
Maintenance & Repair	441.60	0.00	986.00	2,000.00	1,014.00	49.30%
Other Services	707.58	331.50	407.50	2,300.00	1,892.50	17.72%
Capital Equipment	0.00	68.36	857.66	6,500.00	5,642.34	13.19%
Total Expenditures	2,952.43	1,154.04	4,705.88	23,650.00	18,944.12	19.90%
Other Financing Sources and Uses						
Sources						
Transfers In	0.00	0.00	3,000.00	3,000.00	0.00	At Budget
Total Sources	0.00	0.00	3,000.00	3,000.00	0.00	At Budget
Uses						
Transfers Out	0.00	0.00	0.00	0.00	0.00	At Budget
Total Uses	0.00	0.00	0.00	0.00	0.00	At Budget
Total Other Financing Sources and Uses	0.00	0.00	3,000.00	3,000.00	0.00	At Budget
Total - 20 Beautification	1,738.01	2,621.96	4,616.12	(5,150.00)	9,766.12	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2020 - 12/31/2020						
25 Transportation - Streets, Sidewalks & Drainage	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						
Taxes	0.00	14,232.24	37,200.61	120,000.00	82,799.39	31.00%
Charges for services	34,845.00	11,780.00	35,310.00	147,420.00	112,110.00	23.95%
Interest	285.44	7.57	24.89	1,500.00	1,475.11	1.66%
Total Revenue	35,130.44	26,019.81	72,535.50	268,920.00	196,384.50	26.97%
Expenditures						
Transportation						
Supplies	0.00	0.00	0.00	0.00	0.00	At Budget
Maintenance & Repair	41,380.25	8,562.50	54,003.83	242,420.00	188,416.17	22.28%
Capital Equipment	0.00	0.00	0.00	0.00	0.00	At Budget
Total Transportation	41,380.25	8,562.50	54,003.83	242,420.00	188,416.17	22.28%
Other Financing Sources and Uses						
Sources						
Transfers In	0.00	0.00	0.00	0.00	0.00	Over Budget
Total Sources	0.00	0.00	0.00	0.00	0.00	Over Budget
Uses						
Transfers Out	0.00	0.00	0.00	25,000.00	25,000.00	0.00%
Total Uses	0.00	0.00	0.00	25,000.00	25,000.00	0.00%
Total Other Financing Sources and Uses	0.00	0.00	0.00	(25,000.00)	25,000.00	0.00%
Total - 25 Transportation - Streets, Sidewalks & Drainage	(6,249.81)	17,457.31	18,531.67	1,500.00	(17,031.67)	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2020 - 12/31/2020						
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)						
Operating income						
Sewer Department	210,618.33	74,251.41	219,669.80	820,000.00	600,330.20	26.79%
Water Department	257,439.67	96,514.96	289,548.39	967,000.00	677,451.61	29.94%
Solid Waste Department	73,719.02	26,369.60	78,896.15	283,000.00	204,103.85	27.88%
Total Operating income	541,777.02	197,135.97	588,114.34	2,070,000.00	1,481,885.66	28.41%
Operating expense						
Sewer Department						
Personnel & Benefits	1,271.00	11,458.38	38,386.33	176,782.00	138,395.67	21.71%
Supplies	571.15	1,102.40	1,643.90	14,940.00	13,296.10	11.00%
Maintenance & Repair	793.82	1,951.88	7,600.69	61,770.00	54,169.31	12.30%
Utilities	0.00	0.00	0.00	23,200.00	23,200.00	0.00%
Professional Services	138,031.06	0.00	57,323.05	558,080.00	500,756.95	10.27%
Other Services	112.50	0.00	4,258.86	13,900.00	9,641.14	30.64%
Capital Equipment	0.00	0.00	0.00	0.00	0.00	At Budget
Total Sewer Department	140,779.53	14,512.66	109,212.83	848,672.00	739,459.17	12.87%
Water Department						
Personnel & Benefits	95,803.31	10,972.46	35,489.92	154,801.00	119,311.08	22.93%
Supplies	14,629.33	812.28	8,788.94	27,845.00	19,056.06	31.56%
Maintenance & Repair	8,281.35	4,565.92	25,933.35	75,470.00	49,536.65	34.36%
Utilities	11,531.84	5,934.22	11,251.23	58,400.00	47,148.77	19.27%
Professional Services	7,736.96	0.00	5,365.03	115,000.00	109,634.97	4.67%
Other Services	107,854.65	23,895.05	84,966.08	362,550.00	277,583.92	23.44%
Capital Equipment	1,356.32	300.77	902.31	3,600.00	2,697.69	25.06%
Total Water Department	247,193.76	46,480.70	172,696.86	797,666.00	624,969.14	21.65%
Solid Waste Department						
Professional Services	41,680.76	21,993.66	43,987.41	280,000.00	236,012.59	15.71%
Total Solid Waste Department	41,680.76	21,993.66	43,987.41	280,000.00	236,012.59	15.71%
Total Operating expense	429,654.05	82,987.02	325,897.10	1,926,338.00	1,600,440.90	16.92%
Total Net Operating Income (Loss)	112,122.97	114,148.95	262,217.24	143,662.00	(118,555.24)	Ahead of Budget
Non-Operating Items						
Non-operating income						
Interest income	1,635.31	0.16	0.55	1,750.00	1,749.45	0.03%
Grants	0.00	21,460.80	21,460.80	0.00	(21,460.80)	Ahead of Budget
Other income	127.96	216.38	1,118.11	0.00	(1,118.11)	Ahead of Budget
Transfers In	0.00	0.00	80,000.00	80,000.00	0.00	At Budget
Total Non-operating income	1,763.27	21,677.34	102,579.46	81,750.00	20,829.46	125.48%
Non-operating expense						
Debt Service	0.00	0.00	0.00	302,271.00	302,271.00	0.00%
Transfers Out	0.00	0.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	0.00	0.00	56,000.00	358,271.00	302,271.00	15.63%
Total Non-Operating Items	1,763.27	21,677.34	46,579.46	(276,521.00)	323,100.46	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	113,886.24	135,826.29	308,796.70	(132,859.00)	441,655.70	Ahead of Budget



AGENDA MEMORANDUM ITEM # CONSENT

CONTACT: Eric Foerster, City Manager

SUBJECT: Approval of a Memorandum of Understanding (MOU) between the City of Richwood and the Richwood Volunteer Fire Department.

SUMMARY: Consider approving a Memorandum of Understanding for providing Fire Service within the City of Richwood, Texas.

BACKGROUND INFORMATION:

The City needs to have an agreement in place that designates the specific source of fire protection for the City of Richwood. This Memorandum of Understanding (MOU) will provide such agreement.

FISCAL IMPACT: None

RECOMMENDATION: Council to approve the Memorandum of Understanding for Fire Service.

Thank you,

Eric Foerster

Eric Foerster, MPA, CPM

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU" or "Memorandum"), is entered into on February 8, 2021 (the "Effective Date"), by and between The City of Richwood located at 1800 Brazosport Blvd N, Richwood, Texas 77531 (the "First Party"), and Richwood Volunteer Fire Department located at 1800 Brazosport Blvd N, Richwood, Texas 77531 (the "Second Party"). First Party and Second Party may be referred to individually as the "Party", or collectively, the "Parties".

1. MISSION

The project on which the Parties are intending to collaborate, has the following intended mission in mind:

Prompt and professional fire protection delivered by means of all applicable industry standards.

2. PURPOSE AND SCOPE

The Parties intend for this Memorandum to provide the cornerstone and structure for any and all future contracts being considered by the Parties and which may be related to the project.

3. OBJECTIVES

The Parties shall endeavor to work together to develop and establish policies and procedures that will promote and sustain a market for prompt and professional fire protection delivered by means of all applicable industry standards.

4. RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

Any Party may decide not to proceed with the project contemplated herein for any reason or no reason. A binding commitment with respect to the project described herein will result only from execution of definitive agreements, subject to the conditions contained therein. Notwithstanding the two preceding sentences of this paragraph, the provisions under the headings Governing Law and Confidentiality are agreed to be fully binding on, and enforceable, against the Parties.

The following are the individual services that the Parties are contemplating providing for the project.

The City Of Richwood shall render and provide the following services that include, but are not limited to:

The City of Richwood will provide means of sustaining Fire Service through the annual budgeting process. The Richwood Volunteer Fire Department will be allowed representation during the budget process.

Richwood Volunteer Fire Department shall render and provide the following services that

include, but are not limited to:

The Richwood Volunteer Fire Department will provide Fire Protection and Fire Service for the City of Richwood, Texas. The Richwood Volunteer Fire Department will also provide the City of Richwood with three (3) quarterly updates and one year-end update. These reports shall contain the total calls for service, public functions attended, and total training hours.

5. TERMS OF UNDERSTANDING

The term of this Memorandum shall be for a period of three years from the Effective Date and maybe extended upon written mutual agreement of both Parties.

6. CONFIDENTIALITY

The Parties will treat the terms of this MOU the same as all agreements subject to open records requests.

7. LEGAL COMPLIANCE

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The Parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either Party is unable to perform their duties or responsibilities under this Memorandum consistent with such Party's statutory and regulatory mandates, the affected Party shall immediately provide written notice to the other Party to establish a date for resolution of the matter.

8. LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the Parties as a result of the terms of this Memorandum.

9. NOTICE

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

10. GOVERNING LAW

This Memorandum shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any and all disputes that may arise shall be in Brazoria County, Texas.

11. AUTHORIZATION AND EXECUTION

The signing of this Memorandum does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This Agreement shall be signed by The City of Richwood and Richwood Volunteer Fire Department and shall be effective as of the date first written above.

(Name and Title)
The City of Richwood
1800 Brazosport Blvd N
Richwood, Texas
77531

(Date)

(Name and Title)
Richwood Volunteer Fire Department
1800 Brazosport Blvd N
Richwood, Texas
77531

(Date)



AGENDA MEMORANDUM ITEM # CONSENT

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Appointment of Mayor Pro-Tem

SUMMARY: Discuss and consider appointment of Mayor Pro-Tem.

BACKGROUND INFORMATION:

Historically the Mayor Pro-Tem has been designated in Position order.

This last year Position 1 - Mike Johnson served as Mayor Pro-Tem. Therefore, the next position to be designated would be Position 2 – Melissa Strawn.

Due to postponed elections, this will be a shortened tenure as Mayor Pro-Tem. Per Charter, Council will re-appoint after the May 2021 election.

RECOMMENDATION: Council to appoint Council Member Melissa Strawn as Mayor Pro Tem.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: February 2nd, 2021

Subject: American Water Infrastructure Act (AWIA): Risk and Resilience Assessment and Emergency Response Plan

The City of Richwood advertised a Request for Qualifications to select an Engineering Firm/Consulting Firm to conduct a Risk and Resilience Assessment and develop an Emergency Response Plan. This is a Federal initiative by the Environmental Protection Agency that all Community/Public Water Systems throughout the United States with a population greater than 3,300 be required to certify that they have completed the Risk and Resilience Assessment by June 30, 2021 and the Emergency Response Plan by December 31, 2021.

I am recommending that Richwood City Council approve the Engineering Firm, Freese and Nichols to conduct the necessary Risk and Resilience Assessment, and develop the required Emergency Response Plan for Richwood's Public Water System.



STATEMENT OF QUALIFICATIONS
CITY OF RICHWOOD
RFQ #20-002Q | AWIA Consulting Services
December 17, 2020

December 17, 2020

City of Richwood
Attn: Finance Department
1800 Brazosport Boulevard
Richwood, Texas 77531

RE: RFQ 20-002Q | AWIA Consulting Services

Dear Selection Committee:

Freese and Nichols, Inc. (FNI) is pleased to submit this Statement of Qualifications (SOQ) to the City of Richwood for its America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP). FNI understands the City is seeking a highly qualified consulting firm to assist Richwood with compliance with Section 2013 of Senate Bill 3021, AWIA of 2018. We have previously assisted the City with its water and wastewater master plan and have assisted more than 25 municipalities with their AWIA RRA and ERP, and believe we are the most qualified firm to help Richwood maintain compliance, reduce the risk and enhance the resilience of its water system. Our team offers the following advantages:

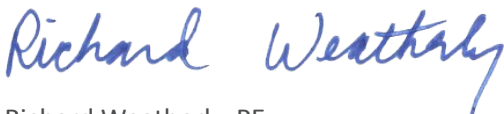
Experienced, Local Project Team – Project Manager David Hunn was handpicked to lead this assignment as a result of his proximity to Richwood, his ability to respond quickly and efficiently to the City's needs, and most importantly, his current and past experience with risk, resilience and emergency response planning. David is currently leading FNI's efforts in AWIA compliance in the Southeast Texas area. David's experience in establishing standards used in the completion of over a dozen AWIA compliance projects and personally leading multiple Texas clients through the completion of RRA's and ERPs makes him the ideal Project Manager. David will be supported throughout the life of the project by Kendall Ryan as the water system technical advisor. Kendall managed Richwood's recent water and wastewater master plan and impact fee project, during which he completed a comprehensive assessment of the City's water system.

Firm Experience – The FNI team is currently assisting or has already assisted more than 25 cities with AWIA compliance. Our team members have completed American Water Works Association (AWWA) and Environmental Protection Agency (EPA) sponsored training and developed a detailed approach in accordance with industry best practices. This approach has been used for clients throughout Texas and brings proven efficiencies and strategies to Richwood.

In-Depth Knowledge of Richwood's Water System – FNI developed the City's water and wastewater master plan and impact fee study, providing us with valuable insight into the City's water infrastructure priorities and future needs. Our in-house resources will provide the City with a project team that has collaborated on many similar projects, and will instill confidence in the City that our recommendations are sustainable, cost-effective and based on a comprehensive look at the overall water system operations and needs.

FNI appreciates this opportunity to demonstrate the firm's qualifications to the City of Richwood. Please contact me with any questions regarding our team or our qualifications.

Sincerely,



Richard Weatherly, PE
Vice President/Principal
713-600-6824
richard.weatherly@freese.com

B. QUALIFICATIONS OF THE PROJECT MANAGER



David Hunn, PE | Project Manager

FNI Project Manager David Hunn's experience in Risk and Resilience Assessments dates back to his involvement in multiple Vulnerability Assessments in the Greater Houston area in compliance with the 2002 Bioterrorism Response Act. His background includes the planning and design of municipal water systems, including potable water plants, pump stations, groundwater wells and elevated storage tanks. David is managing the FNI's South Texas AWIA regulatory-compliance efforts. David has completed seven AWIA projects for Tier 1 or 2 municipalities.

Project Manager David Hunn will set deadlines, assign responsibilities, monitor and summarize progress of the project, lead project meetings, coordinate the collection and dissemination of information, and manage all aspects to meet or exceed the City's expectations. Each task leader will report directly to David and he will report directly to the Richwood Project Manager. Additionally, FNI has 13 offices across Texas, employing an accomplished staff of more than 900 employees firmwide. FNI has tremendous bench strength in water system planning and prioritization, and David will maintain access to the resources of the firm's water system experts.

Experience

34 years

Education

BS, Civil Engineering, Texas
A&M University

Registration

Professional Engineer, Texas
#69933

AWIA Utility Risk and
Resilience Certification
Program, American Water
Works Association (2019)

Office Location

Pearland, Texas

Relevant Project Experience

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of Odessa | Project Manager | FNI performed the EPA mandated RRA and ERP for the City to meet the requirements of the AWIA of 2018.

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of Galveston | Project Manager | FNI performed the City of Galveston's AWIA RRA and ERP.

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of College Station | Project Manager | FNI performed the City of College Stations' AWIA RRA and ERP.

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of Conroe | Project Manager | FNI performed the City's AWIA RRA and ERP.

AWIA Risk and Resilience Assessment | City of Garland | Project Engineer | FNI performed the City's AWIA RRA and ERP.

AWIA Risk and Resilience Assessment | City of Frisco | Project Engineer | FNI performed the City's AWIA RRA and ERP.

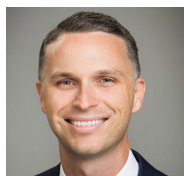
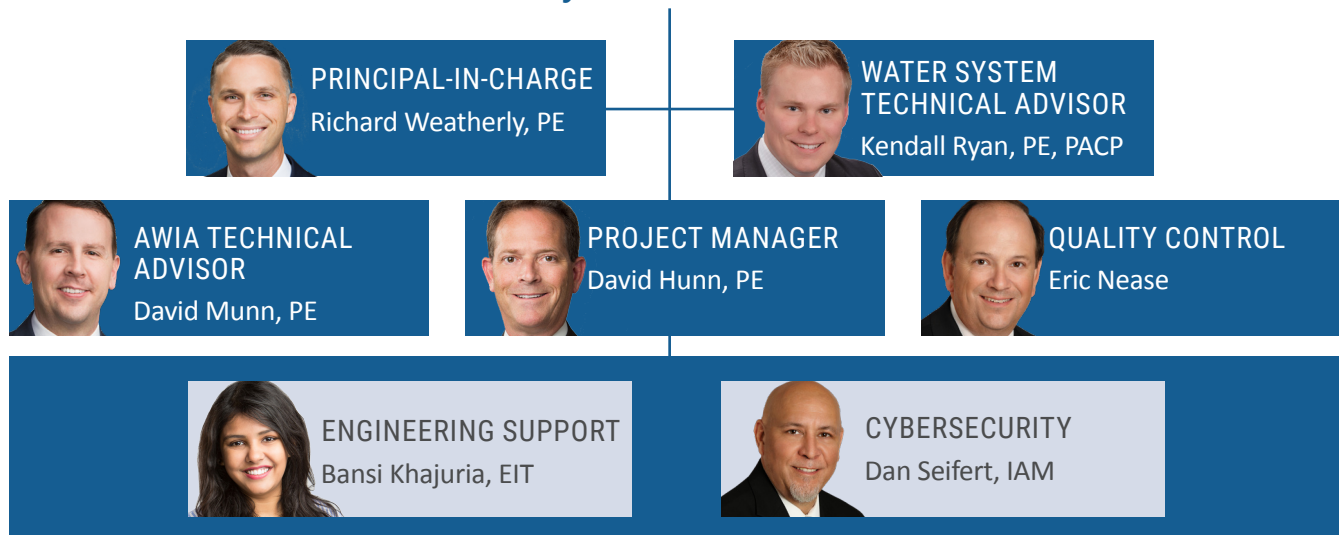
AWIA Risk and Resilience Assessment | City of Denton | Project Engineer | FNI performed the City's AWIA RRA and ERP.

Liquefaction (SPL) Water Supply Evaluation | Confidential Owner | Staff Team | FNI developed a hydraulic model of a water distribution system for a city in Southeast Texas.

Pump Stations, Water Lines, and Elevated Storage Tank | City of Huntsville | Project Engineer Team | FNI provided the design of a 4,800-GPM booster pump station, a 7,800-GPM booster pump station, and a 2-MG ground storage tank. Additionally, FNI provided the design of approximately 6 miles of 12-inch to 24-inch water line throughout the City to reorganize their water distribution system.

C. TECHNICAL ADEQUACY OF PERSONNEL

City of Richwood



Richard Weatherly, PE | Principal-in-Charge

Education BS, Civil Engineering, University of Texas **Registration** Professional Engineer, Texas #100211
Office Pearland, Texas

Richard Weatherly is a Pearland-based FNI Vice President/Principal and Senior Project Manager in the firm's Water and Wastewater Modeling and Master Planning Group. He has personally managed more than 35 water and wastewater modeling studies and master plans, many of which included impact fees and rate studies. Richard is a leader in the development of FNI's unidirectional flushing programs that enable municipalities to resolve water quality and water aging issues. Richard is a past president of the WEAT Southeast Texas Section. **Project Experience:** **Water/Wastewater Master Plan and Impact Fee Study, City of Richwood, Senior Advisor** | Sugar Land Water Modeling Assessment, City of Sugar Land, Project Manager | Water Modeling and Master Plan, City of Tomball, Project Manager | Water Modeling and Master Plan, City of Fulshear, Project Manager



Kendall Ryan, PE, PACP | Water System Technical Advisor

Education BS, Civil Engineering, University of Texas at San Antonio **Registration** Professional Engineer, Texas #125786 | National Association of Sewer Service Companies, Pipeline Assessment; Lateral Assessment; Manhole Assessment, #U-1010-70307528 **Office** Pearland, Texas

Kendall Ryan is a Pearland-based Project Manager in FNI's Water and Wastewater Master Planning Group. He has experience with water/wastewater model development, calibration and hydraulic analysis, population and demand/flow projections, and CIP development. Kendall has worked on more than 25 water/wastewater master plans and impact fee projects for Texas municipalities. For two years, Kendall was embedded at the City of Houston Public Works department, assisting City staff with citywide wastewater modeling and master planning. He is a past president of the Water Environment of Texas (WEAT) Southeast Section and was selected as the 2016 WEAT Young Engineer of the Year for the Greater Houston Region **Project Experience:** **Water/Wastewater Master Plan and Impact Fee Study, City of Richwood, Project Manager** | Water Line Resilience Study, City of Beaumont, Project Manager | Water Condition and Capacity, City of Freeport, Project Manager | Water Supply Improvements Bond Program, Bacliff Municipal Utility District, Project Engineer | Water System Assessment, City of West University Place, Project Manager



David Munn, PE | AWIA Technical Advisor

Education MEng, Civil Engineering, Texas A&M University | BS, Environmental Science, Troy University
Registration Professional Engineer, Texas #101193 | AWIA Utility Risk and Resilience Certification Program, American Water Works Association (2019) **Office** Houston, Texas

David Munn has more than 16 years of experience providing professional services for water and wastewater treatment facilities. David will provide independent QC review of key milestone deliverables and day-to-day technical work and reviews. Because of his background in vulnerability assessments, David will also serve as a Technical Advisor to the project, as needed. **David also participated in the development of more than six vulnerability assessments for south Texas clients, including Texas A&M University in response to the 2002 bioterrorism response act.** **Project Experience: AWIA RRA and ERP Projects:** City of Odessa, Project Manager; City of College Station, Project Manager; City of Conroe, Project Manager **Vulnerability Assessment Projects:** Texas A&M University, Project Manager*; Harris County MCD, Project Manager*; Cinco MUD 1, Project Manager*; | The Woodlands Joint Power Association, Project Manager*; City of League City, Project Manager* ***Pre-FNI Experience**



Eric Nease | Quality Control

Education MS, Environmental Engineering, Georgia Institute of Technology | BS, Civil Engineering, Georgia Institute of Technology **Registration** Professional Engineer, Georgia #024186 | AWIA Utility Risk and Resilience Certification Program, American Water Works Association (2019) **Office** Atlanta, Georgia

Eric Nease has focused on water infrastructure hydraulic modeling and planning for water and systems throughout the southeastern U.S. He joined FNI to better serve clients in the region, help them better understand how their system works and to develop solutions for improvements that meet multiple goals as efficiently as possible. His experience has been helpful as more clients are looking at asset management and understand that hydraulic modeling and master planning are key components. **AWIA RRA and ERP Project Experience:** City of Denton, TX, QA/QC; City of Frisco, QA/QC; Cherokee County Water and Sewerage Authority, GA, Senior Advisor; Douglas County Water and Sewer Authority, GA, QA/QC; City of Lenoir, NC, Senior Advisor; Gastonia/Two Rivers Authority, NC, Senior Advisor; City of Gallatin, TN, Project Manager; White House Utility District, TN, Project Manager



Banshi Khajuria, EIT | Engineering Support

Education MEng, Civil Engineering, Texas A&M University | BEng, Civil Engineering, Maharaja Sayajirao Univeristy of Baroda **Registration** Engineer-in-Training, Texas #66105 **Office** Pearland, Texas

Banshi Khajuria has two years of experience in the design and construction of water and wastewater treatment facilities, booster pump stations, condition assessments and AWIA Risk and Resilience Studies. She has worked on the study and design of wastewater treatment plant (WWTP) improvements, assisting in the preparation of preliminary engineering reports, design plans for pump stations, solids treatment and conducting condition assessment for water treatment plants (WTP) and WWTPs. To date, Banshi has provided engineering support on four AWIA projects for southeast Texas clients. **Project Experience: AWIA RRA and ERP Projects:** City of Galveston, Engineering Support; City of College Station, Engineering Support; City of Conroe, Engineering Support; City of Odessa, Engineering Support **Additional Relevant Projects:** Water Master Plan Update, City of Pflugerville, Engineering Support | Water Quality and System Analysis, City of Beaumont, Engineering Support | WTP Condition Assessment, City of Beaumont, Engineering Support



Dan Seifert | Cybersecurity

Education Civil Engineering Coursework **Registration** AWIA Utility Risk and Resilience Certification Program, American Water Works Association (2019) **Office** Atlanta, Georgia

For more than two decades, Dan Seifert has supported infrastructure projects with innovative software and hardware solutions. His technical expertise allows him to fill many roles in the areas of planning for water and wastewater systems, hydraulic modeling and asset management, including engineering and infrastructure data acquisition, management and analytics, and model building and validation. Dan is well versed in cybersecurity risks considered using the AWWA Cybersecurity procedures. He will develop a management plan to mitigate risks and enhance system resilience resulting in functional compliance. **AWIA RRA and ERP Project Experience:** Gastonia/Two Rivers Utilities, NC, Cybersecurity; City of Lenoir, NC, Cybersecurity; City of Sanford, NC, Cybersecurity; Cherokee County Water and Sewerage Authority, GA, Cybersecurity; White House Utility District, TN, Cybersecurity; City of Moore, OK, Cybersecurity; City of Keller, Cybersecurity

D. DEMONSTRATED SUCCESS OF FIRM

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of College Station

Team Leader: David Hunn

FNI is assisting the City of College Station in meeting compliance requirements for the AWIA of 2018, Section 2014. Efforts included the development of:

Risk and Resilience Assessment: All-hazards approach to identify hazards and relative probabilities of occurrence, identify assets at risk, and develop a management plan to mitigate risks.

Emergency Response Plan: Development of a guidance document during emergencies that provides utility staff with well-defined response procedures intended to restore and maintain service delivery during times of crisis.

The City of College Station fell into the “systems serving 50,000 or more but less than 100,000” population category, with corresponding deadlines of December 31, 2020 and June 30, 2021 for the RRA and ERP, respectively.

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of Conroe

Team Leader: David Hunn

FNI assisted the City of Conroe in meeting compliance requirements for the AWIA of 2018, Section 2014. Efforts included the development of:

Risk and Resilience Assessment: All-hazards approach to identify hazards and relative probabilities of occurrence, identify assets at risk, and develop a management plan to mitigate risks.

Emergency Response Plan: Development of a guidance document during emergencies that provides utility staff with well-defined response procedures intended to restore and maintain service delivery during times of crisis.

The City of Conroe fell into the “systems serving 50,000 or more but less than 100,000” population category, with corresponding deadlines of December 31, 2020 and June 30, 2021 for the RRA and ERP, respectively.

AWIA Risk and Resilience Assessment and Emergency Response Plan | City of Odessa

Team Leader: David Hunn

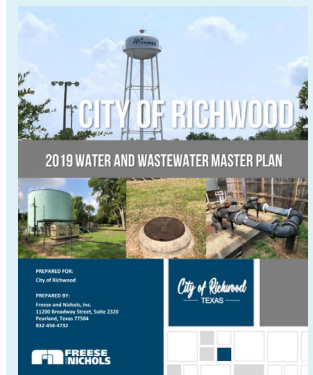
FNI assisted the City of Odessa in meeting compliance requirements for the AWIA of 2018 (Sec. 2013 Community Water System RRA). Efforts include the development of:

Risk and Resilience Assessment: All hazards approach to identify hazards, relative probabilities of occurrence, identify assets at risk and develop a management plan to mitigate risks.

Emergency Response Plan: Provides a guidance document during emergencies that provides utility staff with well-defined response procedures intended to restore and maintain service delivery during times of crisis.

The City of Odessa falls into the “100,000 or more” population category, with a corresponding deadline of March 31, 2020 and September 30, 2020 for the RRA and ERP, respectively.

FNI is a Trusted Partner for the City of Richwood.



FNI recently conducted Richwood’s water and wastewater master plan and impact fee study. Partnering with City staff, FNI developed updated system mapping and modeled the entire water distribution system.

The master plan evaluated multiple alternatives to address water quality and pressure considerations within the distribution system.

The Oakwood Shores water plant project was developed through this process to provide resiliency, water supply, hydraulic benefit and improved water quality for Richwood.

Establishing accurate project schedules and maintaining schedule adherence during project delivery are critical to keeping projects on budget. FNI has an established system for RRAs and ERPs that will provide useful, accurate and timely information on both the schedule and budget. This system has been proven effective time and time again through the 25+ AWIA projects we have completed to date. The output of an effective scheduling and budgeting system is a powerful tool for priority definition, status reporting, problem area identification, problem impact analysis and support of corrective action planning. The FNI team is committed to meeting the compliance deadlines. We will be responsive to the City's budget and schedule requirements.

FNI's Complete AWIA RRA and ERP Experience							
Client Name	Tier	Population	AWIA Assistance	RRA	ERP	Water System Risk-Based Assessment	Hydraulic Modeling
City of Plano, TX	Tier 1	286,140	☑	☑	☑	☑	☑
City of Garland, TX	Tier 1	237,270	☑	☑	☑	☑	☑
City of McKinney, TX	Tier 1	188,500	☑	☑	☑	☑	☑
City of Frisco, TX	Tier 1	183,560	☑	☑		☑	☑
Cherokee County Water and Sewerage Authority, GA	Tier 1	178,000	☑	☑	☑	☑	☑
Town of Cary, NC	Tier 1	170,282	☑	☑	☑		
Douglas County Water and Sewer Authority, GA	Tier 1	145,000	☑	☑			
City of Denton, TX	Tier 1	136,300	☑	☑	☑	☑	☑
City of Odessa, TX	Tier 1	116,860	☑	☑		☑	☑
City of College Station, TX	Tier 1	113,570	☑	☑	☑		☑
New Braunfels Utilities, TX	Tier 2	94,600	☑	☑	☑	☑	☑
City of Conroe, TX	Tier 2	84,378	☑	☑		☑	☑
White House Utility District, TN	Tier 2	93,888	☑	☑			
Gastonia/Two Rivers Utilities, NC	Tier 2	77,273	☑	☑	☑		
City of North Richland Hills, TX	Tier 2	72,000	☑	☑	☑		☑
City of Moore, OK	Tier 2	64,487	☑	☑	☑		
City of San Marcos, TX	Tier 2	63,509	☑	☑	☑		
Chatham County, NC	Tier 2	61,679	☑	☑	☑		
City of Marietta, GA	Tier 2	60,867	☑	☑			
City of Galveston, TX	Tier 2	50,446	☑	☑	☑		
City of Burleson, TX	Tier 3	49,500	☑	☑	☑		☑
City of Sanford, NC	Tier 3	47,977	☑	☑	☑		
City of Keller, TX	Tier 3	47,213	☑	☑			☑
City of Farmers Branch, TX	Tier 3	40,209	☑	☑			
City of Gallatin, TN	Tier 3	40,457	☑	☑			
City of Southlake, TX	Tier 3	32,269	☑	☑	☑	☑	☑
City of Ponca City, OK	Tier 3	24,033	☑	☑	☑		
City of Lenoir, NC	Tier 3	21,482	☑	☑	☑		
Brown County WCID #1, TX	Tier 3	20,383	☑	☑	☑		
City of Portland, TX	Tier 3	17,366	☑	☑	☑		
City of Fair Oaks Ranch, TX	Tier 3	9,700	☑	☑	☑		

E. PROPOSED APPROACH COMMUNICATION WITH THE CITY

FNI recognizes that communication is critical to the success and client satisfaction on any project. We will develop a mutually agreed-upon communications plan at the beginning of the City's project. Project Manager David Hunn will assume responsibility for developing this plan and will collaborate with the City to confirm it meets the City's needs. More specifically, our communications plan will identify and formally document primary and alternate points-of-contact, preferred methods of communication and the frequency of scheduled meetings and status reports. Kendall Ryan will also bring continuity from the previous master planning efforts and will be involved throughout the life of the project.

While e-mail and other collaboration tools are important, they cannot replace in-person communications. Face-to-face meetings and conversations are imperative in building and maintaining trust in relationships and in helping solve any project issues. FNI staff will meet with the City on a periodic basis to discuss project progress. The purpose of the progress meetings will be to verify that the project is on-schedule, that the needs and desires of the City are being properly addressed and whether the product complies with the City's intent.

QUALITY CONTROL PROGRAM

FNI is committed to verifying quality through a review of each technical element of the project by experienced personnel within the firm who are not assigned to the project, but also have water system planning experience. Our internal QA/QC program is rooted in a system of formal checklists, meticulous analysis, and design and construction excellence to help produce quality deliverables and service for the City. Eric Nease will oversee the QA/QC process.

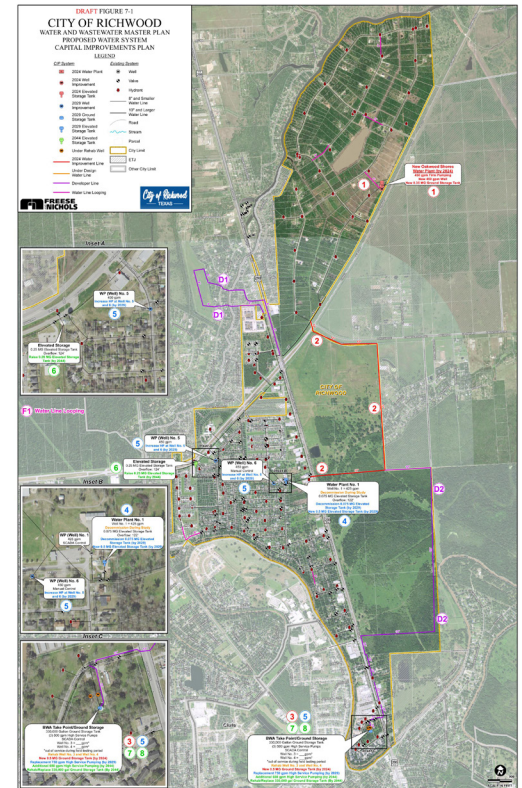
TURNKEY WORK PLAN

Recent natural disasters throughout the country have made the nation aware of just how vulnerable our infrastructure is to disaster. These and other recent events are the driving factor behind Section 2013 of the AWIA of 2018. As part of Section 2013, all municipalities serving a population greater than 3,300 people are required to conduct two key actions specific to the water utility system: 1) develop an RRA and 2) develop an ERP. Since Richwood serves over 3,300 people, it is required to meet the June 2021 and December 2021 set of deadlines issued by the EPA for the RRA and ERP, respectively.

FNI's David Hunn will serve as Project Manager and the City's primary point-of-contact for this turnkey project to produce an RRA and ERP for Richwood. He will be dedicated to accomplishing each of the project objectives, including coordination and reporting to the City. Each team member will report directly to David, and he will report directly to the City's Project Manager. Additionally, FNI has the in-house resources to complete the AWIA RRA and ERP without the use of subconsultants.

The City can trust that FNI's experience combined with its existing knowledge of the City's water system will confirm that all elements of the City's project, including assessments, plans, certifications and as-needed training programs, will be implemented by the AWIA's deadlines.

Our proposed project team is committed to proceeding with the AWIA RRA and ERP project without delay and to completing it within the City's designated schedule and budget. The FNI team is fully committed to meeting the schedule and deadlines established.



FNI modeled the Richwood distribution system and developed the water system CIP.

Phase I: Risk and Resilience Assessment

To meet the intent of the RRA, the assessment must include an analysis of malevolent, natural and dependency hazards with relative probabilities of occurrences to critical utility assets. It also includes the development of management strategies to mitigate risks and improve resilience. FNI proposes a seven-step approach that follows the AWWA J100 guidance manual (Risk and Resilience Management of Water and Wastewater Systems).



Threat Type	Actions
Malevolent Acts. Attacks from insiders, such as current or past employees, and outsiders, such as vandals, criminals, terrorists. Acts could include various modes, actions, and magnitudes. Modes could include cyber, air, land, and water.	• Contamination • Sabotage • Diversion or Theft • Attacks
Natural Hazards. Acts of nature that could occur in the area and could cause serious harm to assets.	• Hurricanes • Earthquakes • Tornadoes • Floods • Winter Storms • Wildfires
Dependency Hazards. The loss of something that an asset needs to function or proximity to a site that could damage an asset. Examples include loss of electric power supply, failure of chemical suppliers to deliver needed materials, and presence of a toxic chemical storage facility adjacent to the primary water supply source.	• Loss of Utilities • Loss of Key Suppliers • Loss of Key Employees • Loss of Key Customers • Proximity to Dangerous Sites

Phase II: Emergency Response Plan

The second phase involves development or revision of the City's ERP based on the assessment of the risks to and resilience of its water utility system. The AWIA requires the ERP to include:

- Strategies and resources to improve the resilience of the system, including physical security and cybersecurity
- Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the utility to deliver safe drinking water
- Actions, procedures and equipment that can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative water source options, relocation of water intakes and construction of flood protection barriers
- Strategies to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system
- Coordination with the Local Emergency Planning Committee (LEPC)
- Record documentation of the ERP for five years upon certification

To aid in compliance certification, FNI proposes developing the ERP in general accordance with the protocols detailed in the AWWA M19 (Emergency Planning for Water and Wastewater Utilities) manual, as well as U.S. Environmental Protection Agency (EPA) guidance. The ERP development approach includes three workshops with the City's designated ERP team and one final briefing.

The following two pages walk through the specific steps and proposed schedule for the development of the RRA and ERP.

Risk and Resilience Assessment Sequence of Activities		City	FNI	Schedule
	PROJECT KICK-OFF AND DATA COLLECTION Project initiation, team introductions and collection of relevant data.	✓	✓	January 2021
	ASSET CHARACTERIZATION Identification of critical utility assets, such as pump stations and elevated storage tanks. FNI has decades of experience with municipal water utilities and a detailed understanding of Richwood's water system, having completed the City's Water and Wastewater Master Plan and Impact Fee Study.		✓	January 2021
	THREAT CHARACTERIZATION FNI will identify relevant hazards to the utility and specifically to the critical assets.		✓	January 2021
	WORKSHOP #1: ASSET-THREAT PAIRS Evaluate asset-threat pairs (e.g. an elevated tank impacted by a tornado). Prioritize asset-threat pairs that present the greatest risk to the utility's ability to maintain water service to the community.	✓	✓	February 2021
	CONSEQUENCE ANALYSIS Quantify the magnitude of the impact to the utility and the community should a threat event occur. Use industry reference benchmarks (e.g. J100) to evaluate financial loss to the utility and economic impacts to the community from loss of water service.		✓	March 2021
	VULNERABILITY ANALYSIS Evaluate the possibility of consequence analysis damage occurring to an asset from a threat event (e.g. elevated storage tanks are vulnerable to a tornado while buried piping is generally not).		✓	March 2021
	THREAT LIKELIHOOD ANALYSIS Likelihood of a threat event or hazard occurring in a year. For example, there is a higher likelihood of a severe winter weather event in Richwood than a wildfire.		✓	March 2021
	CYBERSECURITY REVIEW Consequence-Vulnerability-Threat (CVT) analysis, specific to cyber attacks, using the AWWA Cybersecurity Self-Audit Tool, which is tailored for water utilities but follows the general protocols of the National Institute for Standards and Technology (NIST) Cybersecurity Framework.	✓	✓	March 2021
	RISK AND RESILIENCE ANALYSIS Calculate monetized risk from the outcomes of the CVT evaluation. Risk (R) equals $C * V * T$. Resilience will be calculated based on 12 factors relevant to water utilities.		✓	April 2021
	RISK AND RESILIENCE MANAGEMENT Identify necessary improvements to mitigate risks for the highest priority asset-threat pairs. Improvements may include capital improvement projects, emergency service agreements, improved procedures, staff training or other actions.		✓	April 2021
	WORKSHOP #2: BASELINE AND MITIGATED RISK Walk through the CVT and RRA. Workshop through potential improvements to mitigate the potential impact to the utility of identified threats. Develop ranking of recommended measures based on a cost-benefit analysis.	✓	✓	May 2021
	RRA REPORT AND CERTIFICATION Submit draft report, collect City feedback. Finalize report. Guide City to submit certification to the EPA through a secure online portal.	✓	✓	June 30, 2021

Emergency Response Plan Sequence of Activities		City	FNI	Schedule
	ERP PHASE KICK-OFF AND DATA COLLECTION ERP phase initiation and collection of relevant data.	✓	✓	July 2021
	GAP ANALYSIS Conduct review of existing City emergency planning documents and materials relative to AWIA ERP requirements. Create initial needs inventory of outstanding information to be developed or modified for compliance with AWIA.		✓	July 2021
	WORKSHOP #1: GAP ANALYSIS AND PLAN STRUCTURE Conduct a meeting to review the results of the gap analysis and collaborate with the City to update missing information. Additionally, participants will discuss the desired format of the ERP to create a useful document for the City while fulfilling compliance requirements.	✓	✓	August 2021
	PREPARE INITIAL DRAFT ERP FNI will prepare an initial draft of the ERP using the format identified in Workshop #1 and populating available information collected from the City. Where data gaps exist, FNI will include initial proposed information to assist the City in development of tailored content. FNI will provide the initial draft ERP to the City for review in advance of Workshop #2.		✓	August 2021
	CITY REVIEW OF INITIAL DRAFT ERP The City will be provided an electronic copy of the initial draft ERP for review and preparedness in advance of Workshop #2, including identification of additional staff or resources to include in Workshop #2 to address outstanding plan development needs.	✓		September 2021
	WORKSHOP #2: INITIAL DRAFT ERP FNI will facilitate a workshop with City staff to review components of the initial draft ERP and to identify tailored approaches to the ERP that meet the City's performance needs. FNI will provide the City guidance for flexibility limits to maintain compliance with AWIA requirements.	✓	✓	September 2021
	PREPARE FINAL DRAFT ERP FNI will prepare an final draft of the ERP incorporating direction and content received from the City through Workshop #2. FNI will provide the final draft ERP to the City for review in advance of Workshop #2. The final draft ERP is intended to demonstrate compliance with AWIA ERP requirements and be substantially complete pending final feedback from the City for preferential adjustments.		✓	October 2021
	CITY REVIEW OF FINAL DRAFT ERP The City will be provided an electronic copy of the final draft ERP for review and preparedness in advance of Workshop #2, including identification of additional staff or resources to include in Workshop #2 to address outstanding plan development needs.	✓		November 2021
	WORKSHOP #3: FINAL DRAFT ERP REVIEW AND TABLETOP TRAINING FNI will facilitate a walk-through of the final draft ERP and will lead a tabletop training exercise for staff in the use of the ERP.	✓	✓	November 2021
	ERP REPORT AND CERTIFICATION Submit final ERP to City and guide City to submit certification to the EPA through a secure online portal.	✓	✓	December 30, 2021



Mission

Innovative approaches ...
Practical results ...
Outstanding service

Vision

Be the firm of choice for
clients and employees

Values



FREESE AND NICHOLS

LEADS

-  **L** LEARN CONTINUOUSLY
-  **E** ENGAGE AS FAMILY
-  **A** ACT WITH INTEGRITY
-  **D** DELIVER QUALITY
-  **S** SERVE ALWAYS



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MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: February 2nd, 2021

Subject: Stormwater Master Plan Workshop

As a portion of the Stormwater Master Plan that is being developed by Strand Associates, deficiencies within Richwood's current stormwater drainage system are being identified. Upon completion of a survey of Richwood's stormwater drainage system, Strand Associates have identified a series of deficiencies that may be addressed using Series A General Obligation Bond Funds. Richwood Staff believes it will be beneficial for Strand to present identified deficiencies to Council in a special virtual meeting. The purpose of this meeting is to provide Council with knowledge of what deficiencies Strand Associates have identified in order to provide direction to Staff on what potential projects should be addressed with \$1.5 million voter approved General Obligation Bond Funds.

I am requesting that City Council discuss and determine a date for a special virtual meeting during an evening the week of February 22-26, 2021.



AGENDA MEMORANDUM

ITEM # VI.E

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Rules of Procedure for City Council.

SUMMARY: Consider approving a resolution adopting Rules of Procedure for Richwood City Council.

BACKGROUND INFORMATION:

Councilmember Mike Johnson requested the topic of abstentions be placed on the agenda. I felt this was an important issue to discuss, along with other rules of procedures. I reached out to other cities inquiring about their policies for abstentions and other policies adopted by Council. I adapted the attached proposed Rules of Procedures from the City of Huntsville.

RECOMMENDATION: Council to approve Resolution

Thank you,

A handwritten signature in blue ink that reads "K. Garcia".

Kirsten Garcia

RESOLUTION NO. 21-R-39

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING RULES OF PROCEDURE FOR THE RICHWOOD CITY COUNCIL; AND REPEALING ALL OTHER RESOLUTIONS INCONSISTENT OR IN CONFLICT HEREWITH.

WHEREAS, Article 3, Section 3.09 of the Charter of the City of Richwood, Texas provides, among other things, that the City Council shall determine it's own rules of procedure; and

WHEREAS, the City Council of the City of Richwood, Texas finds it necessary for Rules of Procedure to be adopted;

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

Section 1. The City Council of the City of Richwood, Texas, hereby adopts the "Richwood City Council Rules of Procedure" as set forth in the attached Exhibit "A".

PASSED AND APPROVED on this 8th day of February 2021.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

**Kirsten Garcia, City
Secretary**

CITY COUNCIL

RULES OF PROCEDURE

CITY OF RICHWOOD, TEXAS



As Adopted by resolution No. 21-39
Effective ##### ##, #####

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens, and visitors.

Section 2 – AUTHORITY

The City Charter of Richwood, Texas [Adopted: May 11, 2019; and last amended May 13, 2019] provides in Article 3 (The Council), Section 3.09 (Rule of Procedure) that “The City Council shall determine its own rules of procedure and may compel the attendance of its members.” Thus, these rules of procedure are established. In the event of any conflict between the City Charter and these rules of procedure, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or State law, the Council will refer to RONR, which shall determine such procedural issue.

Section 3 – SESSIONS

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.01. Regular Sessions.

The City Council shall conduct regular sessions generally on the second (2nd) Monday of each month. All regular sessions shall normally be scheduled to begin at 6:00 p.m. at City Hall and are open to the public.

3.02. Workshop Sessions.

Workshop sessions may be scheduled by the Mayor, a majority of Councilmembers or by the City Manager. They are normally conducted prior to regular or special sessions but may also be conducted at other times as well. Their purpose is to exchange information between Council, staff, vendors or other groups. No official action is taken by Council during these sessions, but workshops shall be posted and are open to the public.

3.03. Agenda.

- a. Councilmembers, the City Manager, the City Attorney, and the City Secretary may place items on the agenda. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda

packets, shall be submitted in written form to the City Secretary in accordance with this section. The City Secretary will coordinate the placement of items on the agenda with the City Manager, who will resolve any conflicts with Mayor and Councilmembers. Agenda items may be removed only by the person who initially placed that item on the agenda.

- b. Drafts of contracts, ordinances, resolutions, or other items requiring review should be submitted to the City Attorney in a manner timely enough to allow for their review prior to this submittal deadline.
- c. Councilmembers who wish to place an item on the agenda must submit it in writing eight calendar days prior to the date of a regularly scheduled meeting. The written submittal shall include a clear description of the proposed action by the Council (in the form of a proposed motion), or shall clearly state the item is for discussion purposes only (in which case no action may be taken at that meeting). The written submittal shall also be of sufficient detail to allow staff to contribute background information on the topic.

3.04. Minutes.

- a. Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

3.05. City Legislation and Actions of Significant Public Impact and Concern.

Any action or ordinance of the City of Richwood that falls into the following three categories is considered an action of significant public impact and concern:

- a. Any action or ordinance that criminalizes behavior or creates criminal liability.
- b. Any action or ordinance that has a substantial impact on private property rights.
- c. Any action or ordinance that involves the expenditure of more than three hundred thousand dollars (\$300,000) and that is not a recurring expense or renewal of an expense.

The City Council shall not vote on any action of significant public impact and concern unless and until it has been presented and discussed in at least two Council meetings, which occur within a 60-day period, except as provided in Section 9.

Section 4 - STANDARDS OF CONDUCT

4.01. City Council Members.

It is important that Council Members demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and for the community and citizens being served. Elected officials should exhibit appropriate behavior. All members of the City Council have equal votes and all Councilmembers speak only for themselves.

4.02. Council Relations with the Media.

All City press releases, media advisories, story suggestions, or similar items should go through the City Secretary's office for distribution, with exception of factual police department bulletins which designated officers may send directly, with copy to the City Secretary.

4.03. City Staff. (During Meetings)

All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member.

4.04. Citizens and Visitors.

- a. Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Councilmembers are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.

With the exception of those locations designated as free speech venues, City Hall may not be used for political campaign-related functions or events. City resources or equipment may not be used for election campaigning which includes, but is not limited to, the passing out of campaign flyers, signs, buttons, or other campaign materials for any candidate or officeholder. No one may make a contribution to a candidate or officeholder in City Hall. No one may solicit support for a candidate or officeholder or accept a contribution for such in City Hall. Campaign flyers, signs, buttons, or other campaign materials for any candidate or officeholder are prohibited in City Hall or on City property except as allowed by state law.

- c. Citizens and visitors attending City Council meetings shall not bring food into the City Council chamber or into any other room in which the City Council is meeting.

Section 5 - DUTIES AND PRIVILEGES OF COUNCILMEMBERS

5.01. Seating Arrangement.

Council members are seated in order of position, with the Mayor seated in the middle.

5.02. Conflict of Interest.

A City Councilmember prevented from voting by a conflict of interest, shall step down from the dais and leave the room, shall not vote on the matter, shall not participate in

discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend executive sessions regarding the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

5.03. Voting.

- a. All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. If a councilmember abstains from voting without having a conflict of interest, the minutes shall reflect an "opposed" (nay) vote in the official records. No ordinance, resolution, order, action, matter or issue, shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting.
- b. A Councilmember who cannot be present for a vote(s), and has no Conflict of Interest, may submit an opinion in writing to the City Secretary, to be read aloud during discussion of the item, prior to the vote(s) being taken.
- c. Any vote to which there is an objection shall be taken by counted vote; except that, on the demand of a single councilmember, a roll call vote shall be taken. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present.

Section 6 - CHAIR AND DUTIES

6.01. Chair.

The Mayor, if present, shall preside as chair at all sessions of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the remaining City Councilmembers shall, in accordance with the City Charter, by election, designate one member as acting Mayor to preside for that session.

6.02. Preservation of Order.

The chair shall preserve order and decorum, call upon the Chief of Police as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Councilmembers on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Sessions.

Regular and special sessions will generally adhere to the following agenda:

- Call to Order
- Invocation
- Pledge of Allegiance (United States and Texas Flags)
- Roll Call of Council Members
- Public Comments
- Presentations & Proclamations
- Consent Agenda Items (may be moved to Statutory Agenda by Councilmembers)
- Public Hearings
- Statutory Agenda Items
- Executive and/or Workshop Sessions (as appropriate)
- Reconvene in Regular Session (as appropriate)
- Mayor/Councilmember/City Manager Report
- Future Agenda Items
- Adjournment

7.02. Public Hearings.

The City Secretary shall schedule public hearings on the City Council's agenda to be held (unless the law requires otherwise, in which case, public hearings shall be conducted as provided by state law). In addition to this requirement, when conducted as part of a Regular Session, a vote may be taken on the matter at that same meeting unless a subsequent public hearing is required.

7.03. Addressing the City Council.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Therefore, public input to the City Council, both oral and written, is encouraged.

a. Public Comments.

Citizens shall have the right to be heard at all regular sessions of the City Council in regard to matters on the agenda to be considered prior to action being taken.

- (1) Prior to the session being called to order, the person wishing to speak shall complete sign in. The presiding officer shall call upon those who have signed up to speak. When called upon to speak by the presiding officer, the person shall come to the podium, state his/her name and address for the record, and, if speaking for an organization or group, identify the group represented.
- (2) For items on the agenda, the speaker will have five (5) minutes to complete his/her comments unless otherwise permitted by the presiding officer. The City Secretary shall maintain the time and advise the speaker when his/her time has expired. The speaker shall then complete his sentence and take his/her seat.

- (3) If a citizen speaks on a topic not listed on the posted agenda, Staff will take notes of the comment and follow up. Open meetings act prohibit any discussion from Council Members on topics not public posted.

b. Legal Settlements in Regards to Any Claims Against the City.

Final offers for legal settlements for claims or litigation against the City must be submitted in writing.

Section 8 – CITY COUNCIL COMMITTEES

8.01. Ad Hoc Committees.

The Mayor may appoint ad hoc committees from time to time to study and review specific issues. The Mayor shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time, which may be extended by the Mayor and shall meet as needed. The Mayor shall formally announce the establishment of any ad hoc committee along with his appointments to that committee in a session of Council prior to the committee convening to conduct business.

8.02. Agenda and Information.

At each committee meeting, City staff shall endeavor to have a copy of the agenda and supporting information available for public viewing. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the Mayor. Summary minutes will be kept.

Section 9 – RULES SUSPENSION

Any provision of these rules not governed by the City Charter, City Code, or state law may be temporarily suspended by a two-thirds vote of the members of the City Council present. The vote on any such suspension shall be taken by “Aye” and “No” votes and entered upon the record.

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Councilmembers, City Manager, City Attorney, City Secretary, Municipal Court Judge and City staff members appearing before the various sessions of the Richwood City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Consideration and action	Main motion Resolution
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Previous Question
Delay a decision	Refer to committee Postpone to a certain time Recess Adjourn
Kill an item	Postpone Indefinitely
Meet an emergency	Question of privilege Suspend rules Lay on the Table
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order
Enforce rights and privileges	Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Take from the Table Discharge a committee Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting.	1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.

City of Richwood
Appointment Application
Council Vacancy – Position #5

1800 Brazosport Blvd N., Richwood TX 77531 | PH: 979-265-2082 | FAX: 979-265-7345

APPLICANT INFORMATION

NAME: Jeremy R. Fountain PHONE NUMBER: 281-763-3066

STREET ADDRESS: 213 Audubon Woods Ct. Richwood, TX 77531

MAILING ADDRESS (if different than above): _____

EMAIL ADDRESS: jeremyfountain76@gmail.com

ADDITIONAL INFORMATION

Are you a registered voter in Brazoria County, Texas? ☒ Yes ☐ No

Do you reside within the City of Richwood? ☒ Yes ☐ No If yes, how long? 15 Years 9 Months

Have you previously served on a board or commission? ☒ Yes ☐ No If yes, please describe:

Currently serving as the City of Richwood representative on the Brazos Water Authority Board of Directors

Please list any public service activities you have been involved in the last three (3) years not including any religious affiliation:

N/A

Do you or any family member residing in your household have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Richwood? ☒ Yes ☐ No If yes, please explain:

I am a local Realtor, in which I may have transactions of business in the city of Richwood.

TIME COMMITMENT

Appointment to the City Council will require your attendance at regularly scheduled and special meetings that can occur in the evening, on weekends, and/or during the weekday.

The City Council meets regularly on the second Monday of each month. Meetings begin at 6:00 P.M. and continue until all agenda items have been discussed. Council members also serve on committees, regional boards and commissions, and represent the City Council at various community functions.

SUPPLEMENTAL QUESTIONS

The City of Richwood operates under the Council-Manager Plan of Government. What do you consider the most important roles and responsibilities of the city council in this form of government?

I believe the most important role is to review and oversee how the taxes of the residents is being spent to ensure the city is doing what is best for the city as a whole. To continue the growth of the city and keep this city a safe place that people can call home for many years.

What do you hope to accomplish as a member of City Council?

As city council member I hope to accomplish the improvement of our city infrastructure. Especially, in regards to drainage, flood mitigation, and roads. I would also hope to see some new businesses or residential areas come into the city.

What city services do you see as most important for citizens and why?

I feel the most important concern for the citizens is the tax rate and flood prevention. Obviously, no one wants to pay more taxes, but we all know cost are going up. So I feel it is very important to be transparent and explain to the community why we make the decisions we do. Also, since Hurricane Harvey we are all worried about flooding in our area. New Flood Maps from FEMA now show parts of our city in high risk zones. This will definitely affect the pocket book of our citizens.

Describe how you would advocate for a position the city council adopted but you voted against.

If I vote against an issue, but the city council ends up adopting said issue, then I would do my best to work with the city council to ensure the adopted issue or issues are overseen and perhaps revisited at a later date. I think this all just depends on the issue being discussed. Obviously we would all love to agree on all issues, but debate and disagreement is part of government.

How would you describe the City of Richwood to someone not familiar with the community?

This is small close community. It is a great place to raise a family and has an average cost of living that is very affordable. The city is very safe and has low crime and the schools all have high ratings. This is not a busy metropolis, nor a rural farm, but we are the happy medium that you can enjoy living in and raising a family.

What economic development opportunities do you envision for the future of Richwood?

The city could use a grocery store or some type of retail shopping center. Perhaps a few restaurants. I feel there is room to grow, especially east of 288B and along 288B, but we need to make sure our infrastructure can handle the growth.

What do you think are the major challenges the City of Richwood will face in the next few years? How would you, as a member of council, address these challenges?

The biggest challenges will be completing some road work and completing the water improvements. Others that the city will face is most likely a tax increase. Unfortunately, costs are going up and while we can cut back as much as possible, sooner or later the rate will increase as well. Recovering from Covid-19 and the downturn in the economy as affected all cities both big and small. So we need to make sure we tighten our budget belt and keep costs down as much as possible. But, we do have to make sure we are not letting anything fall by the wayside.

Serving on city council requires a substantial time commitment – attending regularly scheduled and special meetings, reading and researching issues, engaging with the community, and serving in liaison position to other boards and commissions. How will you incorporate this time commitment in your schedule?

My schedule is pretty flexible. I am a big believer in time management. We all have the same number of hours in a day. It's how you use those hours and manage your time that allows you to do what is needed to be done on a daily basis.

How would you go about balancing competing goals and priorities with limited budget resources?

You have to prioritize. We have goals and priorities, but there is never enough money to go around. So you have to be willing to compromise and maybe pay for item this month and then wait for 6 months to get the next item. We all want new shiny toys, but sometimes, we just need to use what we have and try to save until we can get new items.

As an elected official, you may be approached by citizens and business owners who are upset about an issue. How would you handle these situations?

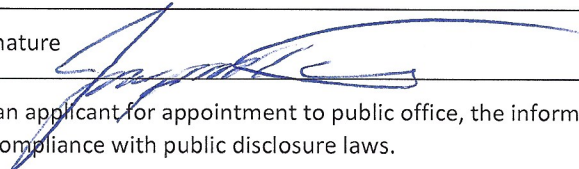
I have always been a good people person. I am just honest with folks. Sometimes they may like what I have to say and other times they may not. Can't please everyone all the time. But, I feel if you can give individuals a solid reason why a decision was made, then they will calm down. Other times people just want to be heard. So you let them speak their piece and move on.

ELIGIBILITY REQUIREMENTS, NOTIFICATION AND SIGNATURE

Councilmembers for the City of Richwood must reside within the City limits continuously for a period of one year prior to appointment and be a registered voter in Brazoria County, Texas.

I declare that the information provided is true, that I am a registered voter residing at the address listed above, that I am a candidate for the council position listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Texas and the laws of the City of Richwood.

Signature



Date January 21, 2021

As an applicant for appointment to public office, the information provided in this application will be available to the public in compliance with public disclosure laws.

Thank you for your interest in serving the City of Richwood as a member of City Council.

This institution is an equal opportunity provider and employer.

City of Richwood
Appointment Application
Council Vacancy – Position #5

1800 Brazosport Blvd N., Richwood TX 77531 | PH: 979-265-2082 | FAX: 979-265-7345

APPLICANT INFORMATION

NAME: Mark Brown II PHONE NUMBER: 979 418 8866

STREET ADDRESS: 116 Bluebird Ct.

MAILING ADDRESS (if different than above): _____

EMAIL ADDRESS: Markbrownng@gmail.com

ADDITIONAL INFORMATION

Are you a registered voter in Brazoria County, Texas? ☒ Yes ☐ No

Do you reside within the City of Richwood? ☒ Yes ☐ No If yes, how long? 7 Years 4 Months

Have you previously served on a board or commission? ☒ Yes ☐ No If

yes, please describe: Position 1 & 4 Richwood City Council

Please list any public service activities you have been involved in the last three (3) years not including any religious affiliation: KRB, Drive For Hunger Lake Jackson Food Drive, BCDC

Do you or any family member residing in your household have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Richwood? ☐ Yes ☒ No If yes, please explain:

TIME COMMITMENT

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The City Council meets regularly on the second Monday of each month. Meetings begin at 6:00 P.M. and continue until all agenda items have been discussed. Council members also serve on committees, regional boards and commissions, and represent the City Council at various community functions.

SUPPLEMENTAL QUESTIONS

The City of Richwood operates under the Council-Manager Plan of Government. What do you consider the most important roles and responsibilities of the city council in this form of government?

To outline the will of the people through ordinance & providing resources to the city employees to perform their jobs effectively.

What do you hope to accomplish as a member of City Council?

Reduce tax burdens, grow community involvement.

What city services do you see as most important for citizens and why?

Providing a sound infrastructure that is easily maintained.

Describe how you would advocate for a position the city council adopted but you voted against.

Openly discuss my concerns at open meetings & on the streets with our community. Present supporting facts gathered by research.

How would you describe the City of Richwood to someone not familiar with the community?

A community that has a lot to give. There is better things to come.

What economic development opportunities do you envision for the future of Richwood?

We have started to see some growth but I would like to see some food options / grocery to serve our community.

What do you think are the major challenges the City of Richwood will face in the next few years? How would you, as a member of council, address these challenges?

Infrastructure needs a lot of attention. Managing board projects.

Serving on city council requires a substantial time commitment – attending regularly scheduled and special meetings, reading and researching issues, engaging with the community, and serving in liaison position to other boards and commissions. How will you incorporate this time commitment in your schedule?

I have good time management skills.

How would you go about balancing competing goals and priorities with limited budget resources?

Being innovative & taking unique approaches.

As an elected official, you may be approached by citizens and business owners who are upset about an issue. How would you handle these situations?

Listen. Reverb their thoughts & then explore solutions.

ELIGIBILITY REQUIREMENTS, NOTIFICATION AND SIGNATURE

Councilmembers for the City of Richwood must reside within the City limits continuously for a period of one year prior to appointment and be a registered voter in Brazoria County, Texas.

I declare that the information provided is true, that I am a registered voter residing at the address listed above, that I am a candidate for the council position listed above, and that, at the time of filing this declaration, I am legally qualified to assume office. I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Texas and the laws of the City of Richwood.

Signature



Date

2/2/21

As an applicant for appointment to public office, the information provided in this application will be available to the public in compliance with public disclosure laws.

Thank you for your interest in serving the City of Richwood as a member of City Council.

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