AGENDA

BE IT KNOWN that the **CITY COUNCIL** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, July 13, 2020** at **6:00 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

<u>SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE/WEB CONFERENCE</u>

In accordance with the order of the Office of the Governor issued March 16, 2020, the City Council of Richwood will conduct the meeting scheduled at 6:00 p.m. on Monday, July 13, 2020 by telephone
conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of Coronavirus (COVID 19).
The meeting agenda is posted online at www.richwoodtx.gov.
The public dial in number to participate in the telephonic meeting is +1 (872) 240-3412 and enter access code: 149-467-997
The public will be permitted to offer public comment telephonically as provided by the agenda and as permitted by the presiding officer during the meeting.
A recording of the telephonic meeting will be made, and will be available to public in accordance with the Open Meetings Act upon written request.
Please contact Kirsten Garcia, City Secretary, with any issues logging in, 979-265-2082 (option 3)

I. CALL TO ORDER

II. ROLL CALL OF COUNCIL MEMBERS

III. PUBLIC COMMENTS

IV. CONSENT AGENDA

A. Approval of Minutes

1. Minutes from regular meeting held May 11, 2020

2. Minutes from regular meeting held June 8, 2020

B. Approve May 2020 Budget Report

C. Approve a resolution establishing a Purchashing Card Policy

D. Approve a resolution updating the City's Purchasing Policy

E. Approve a resolution amending the Local Financial Policies.

V. DISCUSSION AND ACTION ITEMS

A. Discussion and possible action regarding the Police Department's Use of Force Policy

B. Discuss and consider extending deferral of late fees and disconnections to utility accounts.

C. Discuss, consider and appoint Richwood's 2020-2022 representative for Brazosport Water Authority.

D. Approve items removed from consent agenda

VI. CITY MANAGER’S REPORT

VII. COUNCIL MEMBER COMMENTS & REPORTS

VIII. MAYOR’S REPORT

IX. FUTURE AGENDA ITEMS

X. 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 _________ p.m., 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 City Council

The City Council Regular Meeting of Monday, May 11, 2020

BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, May 11, 2020, beginning at 6:10 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER
The meeting was called to order at 6:22 P.M.

II. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor
Mike Johnson, Position 1
Melissa Strawn, Position 2
Matthew Yarborough, Position 3
Mark Brown, Position 4
Katie Johnson, Position 5

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary

III. PUBLIC COMMENTS
All public comments will be subject to the following rules: All speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.

IV. CONSENT AGENDA

A. Approval of Minutes

1. Amended minutes from Regular Meeting held March 9, 2020
2. Minutes from Regular Meeting held April 13, 2020
3. Minutes from Special Meeting held April 22, 2020

On a motion by Mark Brown, second by Katie Johnson, with all present members voting aye, all minutes presented were approved.

V. DISCUSSION AND ACTION ITEMS

A. Discuss and consider authorizing the submission of a Disaster Recovery Grant (DR-4485) application to the Texas Division of Emergency Management (TDEM) and authorizing the City Manager to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the DR-4485 program.

Eric Foerster presented information regarding the DR-4485 grant.

Mark Brown II asked what expenses we were looking at incurring.

Eric Foerster advised minimal equipment, protective equipment and labor costs associated with disaster declaration.

Discussion held on how the unbudgeted spending affects the current budget and possible planning for the future.

Melissa Strawn asked if we had a timeline on reimbursement.

Eric Foerster stated he doesn't have a clear timeline, but it should be quicker than disasters in the past due to the number of cities that will be requesting the funds.

Mayor Boykin elaborated on information he learned during this State calls.

Mark Brown expressed concern that these funds were not guaranteed to be reimbursed.

On a motion by Mark Brown II, second by Mike Johnson, with all present members voting aye, Council authorizes the submission of application to the Texas Division of Emergency Management (TDEM) and authorizes the City Manager to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the DR-4485 program.

B. Discuss and Consider extension of contract with MuniServices.
Eric Foerster presented.

Discussion held on past recoveries and possibility of future recoveries.

On a motion by Katie Johnson, second by Mark Brown II with all present members voting aye, an extension of contract with MuniServices was approved.

C. Discuss and consider adopting a Local Financial Procedures Policy.
Kirsten Garcia presented.
Mark Brown II asked how this policy aligns with our Charter.

Kirsten Garcia responded that a lot of the information was pulled from our Charter and State Law.

On a motion by Mark Brown II, second by Katie Johnson, with all present members voting aye, the presented Local Financial Procedures Policy was adopted.

VI. CITY MANAGER'S REPORT

Eric Foerster presented.

VII. COUNCIL MEMBER COMMENTS & REPORTS

Melissa Strawn stated that the website is outdated, and she would like to see an update.

Mark Brown II stated he also would like to see an update and an update from public works department with water tower install and TCEQ compliance. He added that he would like to request an executive session to discuss the position of City Manager. He later added recognition to the Mayor for all COVID and storm updates and KRB, they have been very active doing great things for the community.

Mike Johnson stated he would like to see discussion around goals for 2020 in executive session. He also recognizes the food pantry placed outside, it has been successful, and he appreciates all who have taken part.

VIII. MAYOR'S REPORT

Mayor reported information on the status of the COVID-19 pandemic.

IX. FUTURE AGENDA ITEMS

No future agenda items.

X. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:00 p.m.

These minutes were read and approved on this 13th day of July, 2020.

____

Mayor

ATTEST:

____

City Secretary

Minutes of Regular

The City Council Regular Meeting of Monday, June 8, 2020

BE IT KNOWN THAT, a City Council Regular Meeting of the Regular of City of Richwood was held Monday, June 8, 2020, beginning at 6:00 PM in the Richwood City Hall
1800 N. Brazosport Blvd.
Richwood, Texas 77531.

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. INVOCATION

Mayor Boykin led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Boykin led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor

Mike Johnson, Position 1 – via Web

Melissa Strawn, Position 2

Matthew Yarborough, Position 3

Mark Brown II, Position 4 – via Web

Katie Johnson, Position 5

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Matt Allen, City Attorney; Clif Custer, Public Works Director; Stephen Mayer, Chief of Police; Marty Coursey, Interim Finance Director.

V. PUBLIC COMMENTS

Rodrigo Escalante – 2918 Oakwood Shores Drive – Asked if the city was still paying out over time to the employees. There was never anything put out the public on whether this was authorized spending. The city did not do anything special, there was no PPE distributed or used by city employees. Residents and business owners are having to close and not work, while City Hall was reopened, and the public was not allowed at a City Council meeting.

VI. CONSENT AGENDA

VI.A. Approve a resolution to participate in the Texas SmartBuy Program of the State of Texas.

Discussion held on what the City was using prior to this request.

Matt Yarborough asked if it was $100 per year?

Marty Coursey stated, yes, it is a yearly registration.

Mark asked if we changed the authorized contacts to include the City Manager.

Kirsten Garcia stated that would need to be amended in the motion for the resolution, but yes, we will have that changed.

Katie Johnson motioned to approve a resolution to participate in the Texas SmartBuy Program of the State of Texas, listing the City Manager and City Secretary as authorized contacts, with second by Matthew Yarborough and all present members voting aye, motion carries.

VI.B. Approve a resolution amending the authorized representatives under the investment agreement for TexPool and TexPool *Prime* Investment Pool with authority to open accounts, deposit and withdraw funds, and to designate other authorized representatives as needed.

Mike Johnson asked who was currently listed on our account.

Kirsten Garcia stated we currently have all former employees listed on the account, so we need a resolution to get contacts modified.

Marty Coursey stated the only currently contact we have is the Mayor but we need two signatures to make any changes.

On a motion by Katie Johnson, second by Melissa Strawn, a resolution amending the authorized representatives under the investment agreement for TexPool and TexPool Prime Investment Pool with authority to open accounts, deposit and withdraw funds, and to designate other authorized representatives as needed was approved.

VI.C. Approve a resolution to amend the authorized representatives under the TexStar Public Investment Pool Interlocal Agreement.

Marty Coursey presented.

On a motion by Matt Yarborough, second by Katie Johnson with all present members voting aye, a resolution to amend the authorized representatives under the TexStar Public Investment Pool Interlocal Agreement was approved.

VI.D. Approve a resolution to amend the authorized representatives under the LOGICPublic Investment Pool Interlocal Agreement.

On a motion by Katie Johnson, second by Matthew Yarborough with all present members voting aye**, **a resolution to amend the authorized representatives under the LOGICPublic Investment Pool Interlocal Agreement

VI.E. Approve Investment Report (Q1&Q2, FY2019-2020) as amended.

Melissa Strawn asked for explanation for amendment to Investment Reports

Marty explained that the previous reports were not submitted within the State's required guidelines.

On a motion by Katie Johnson, second by Matthew Yarborough with all present

members voting aye, the amended investment report (Q1 & Q2, FY 2019-2020) was approved.

VI.F. Approve April 2020 Budget Report

Mike Johnson asked if this report includes the sales tax allocation due to the Transportation Fund.

Eric Foerster stated the report includes the funds, but they have not been transferred to the Transportation Fund.

On a motion by Katie Johnson, second by Mike Johnson with all present members voting aye, the April 2020 Budget Report was approved

VII. DISCUSSION AND ACTION ITEMS

VII.A. Discuss and consider a resolution approving issuance up to a maximum amount of $15,000,000 Brazosport Water Authority Special Project Revenue Bonds (Harris Reservoir Expansion Project), taxable Series 2020 and any additional series; and containing other provisions relating to the subject.

Presented by: Tim Finley, Dow & Ronnie Woodruff, BWA

Mike Johnson asked what other cities have approved.

Tim Finley stated Lake Jackson has approved and Oyster Creek as approved. We have a few other cities this week we are speaking to.

Discussion held on how the bond was split between the cities and who was responsible for repaying the debt.

On a motion by Matthew Yarborough, second by Katie Johnson with Mike Johnson, Melissa Strawn, Matthew Yarborough and Katie Johnson voting aye and Mark Johnson voting nay, a resolution approving issuance up to a maximum amount of $15,000,000 Brazosport Water Authority Special Project Revenue Bonds (Harris Reservoir Expansion Project), taxable Series 2020 and any additional series; and containing other provisions relating to the subject was approved

VII.B. Discuss and consider request from Keep Richwood Beautiful to rename Richwood Municipal Park, Presented by Kimberly Mayer, KRB Executive Director

Kimberly presented

On a motion by Katie Johnson, second by Melissa Strawn, with all present members voting aye, renaming Richwood Municipal Park to Ellis Park was approved.

VII.B. Discuss and consider convening a committee to review Policy #1303 in the Policy and Procedure Manual regarding the Event of an Emergency Closing of City Offices.

Mayor presented, he proposes himself, Council Member Katie Johnson, and a couple staff members convene to discuss the policy.

Discussion held on currently policy and how it has affected our budget and operations during current pandemic.

Discussion held on the Personnel Policy and it's availability to the public/council.

Josh Strawn – 33219 Blue Marlin Drive - Did only the two people approve the unbudgeted spending or did the council wholly approve.

Mayor stated he misspoke to the newspaper – but we did not check with all the other cities to see what they were doing.

Christine Escalante - 2918 Oakwood Shores Drive - asked what spending what done and what departments will see reimbursements.

VII.D. Consider approving a transfer of $6,000 from Sewer Lines M&R (30-20-5390) to Building and Grounds M&R (30-20-5310).

Clif Custer presented .

On a motion by Melissa Strawn, second by Mark Brown II, with all present members voting aye, a transfer of $6,000 from Sewer Lines M&R (30-20-5390) to Building and Grounds M&R (30-20-5310) was approved.

VII.E. Discuss and consider approving a resolution to establish a time frame as to which late fees and disconnections will be suspended due to COVID-19.

Kirsten Garcia presented.

Discussion held on States guidelines and recommendations to local authorities.

On a motion by Mike Johnson, second by Matthew Yarborough, with all present members voting aye, an extension of utility billing late fees and disconnects was granted until July 15 following state guidelines.

VII.F. Presentation and discussion of Capital Improvement Projects Update

Clif Custer presented CIP Update (attached).

VII.G. Discuss and/or approval of the continuation of auditing services provided by Kennemer, Masters & Lunsford for the period ending September 30, 2020 and provide alternatives.

On a motion by Mark Brown II, second by Melissa Strawn, with all present members voting aye, a Request for Qualifications for Auditing Services was approved.

VII.H. Approve items removed from the Consent Agenda

VIII. EXECUTIVE SESSION

VIII.A. Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:

Regular Council Session was recessed at 8:20 p.m.

VIII.A.1. Eric Foerster, City Manager

VIII.A.2. Patricia Ditto as Finance Director

Regular session was reconvened at 9:42p.m.

IX. ACTION AS RESULT OF EXECUTIVE SESSION

There was no action for item VII.A.1

On a motion by Mark Brown II, second by Katie Johnson, with all present members voting aye, Patricia Ditto was appointed as Deputy Finance Director.

X. CITY MANAGER'S REPORT

Eric Foerster Reported.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Mark recognize mayor and his effort keeping citizens informed. Stated he would like agenda item for discussion on policies and use of force policies to keep citizens informed on where we are.

XII. MAYOR'S REPORT

Mayor reported updates on COVID-19.

XIII. FUTURE AGENDA ITEMS

Discussion on policy and use of force

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 9:50 p.m.

AGENDA MEMORANDUM-JULY 13, 2020
ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: **Receive and/or approval of May 2020 Budget Report**

BACKGROUND INFORMATION:
The information provided is for the FY 2019-20 budget period, month ending May 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 Fund only. The attached report in unaudited and may include corrections from prior months.

DISCUSSION:
<u>10-General Fund</u>
As of May 31, 2020, General Fund revenues total $2,386,344 or 91.28% of the budget year to date. General Fund expenditures total $1,890,170, or 71.27% of the budget with 8 months or 66.67% of the year completed. The net total for the General Fund is $628,263, over the budgeted net by $757,340.

Revenue (GF)

- Current M & O (Maintenance and Operations) Property tax (29-4103) received is $1,577,656, 95.04% of its annual budgeted amount to date in May. Most of the property taxes are collected between December to February each year. This percentage is consistent with the same period, prior year collections of 95.55%.
- Sales Tax revenue (29-4117) received this month totaled $48,650 for taxes collected on March 2020 sales reported for monthly filers. The City is ahead of budget in this line item at 76.14% of revenue collected.
- Franchise Fees (29-4111) collected this month totaled $16,691. Franchise Fees are paid quarterly and generally received two months after the quarter end. Franchise fees are slightly above budget in May with 74.29% of budgeted revenue collected.
- Permits and Licenses revenues total $12,478 for May which is more than double for the same period last year. Permits and Licenses revenues are slightly below budget, with 63.10% of budget received through May.
- Court fees for May are $3,249, less than the amount recognized in May 2019 of 10,572 and likely due to virus.

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City of Richwood
TEXAS

Expenditures (GF)
The Administrative Department (01) is slightly below budget with $55,579 spent for May or 60.38% of the annual budget utilized to date. Personnel & Benefits are elevated due to Retirement benefits (01-5106) allocated by Texas Municipal Retirement System increased in January 2020 for all full-time employees. There was no amount budgeted for Contract Labor (01-5102). However, circumstances this year have required expenditures in this account.

The Finance Department (11) ls below budget with $7,189 spent this month or 60.21% of the annual budget year to date.

Judicial Department (06) expenditures for the month are $4,839 or 54.85% of the year to date budget spent.

The Permitting & Inspections Department (10) expenditures are below budget with $5,540 for April or 54.78% of the annual budget year to date.

The Police Department (05) expenditures for the month are $85,961 or 70.16% year to date, slightly over budget.

The Fire Department (07) expenditures for the month are $2,658 or 84.86% of the annual budget year to date.

The Code Enforcement Department (09) expenditures for the month are $3,283 or 42.33% of the annual budget to date.

The City Maintenance Department (02) expenditures for the month are $22,624 or 54.68% of the annual budget to date.

The Streets and Drainage Department (03) shows no budget allocated for this department in FY 2019-20. $1,023 has been spent to date.

The Emergency/Disaster (99) shows no budget allocated for this department in FY 2019-20.

The Parks and Recreation Department (08) expenditures for the month are $6,271 or 79.99% of the annual budget to date. Annual windstorm insurance was paid in May, with a large increase going to the Parks department. Windstorm insurance is allocated over several department with no clear reasoning behind the allocation. For our next fiscal year, it will all be included under administration.

The Other Financing Sources and Uses is a non-department budget used to record all budgeted transfers to/from funds. No monthly transfers were recorded to date.

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City of Richwood
TEXAS

30-Water, Sewer and Solid Waste Fund

As of May 31, 2020, Water, Sewer, and Solid Waste Funds year to date revenues totals $1,444,395 or 68.51%. Water, Sewer, and Solid Waste Fund operating expenditures total $1,100,049, or 65.30% of the budget with 8 months or 66.67% of the year completed. The net total for the Water, Sewer and Solid Waste Fund is $220,208, over the budget net by $381,266. No operating transfers were allocated in May.

FISCAL IMPACT: 66.67% of the fiscal year has expired

RECOMMENDATION: Council to approve May 2020 Budget Summary Report for General Fund and the Water, Sewer and Solid Waste Funds.

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City of Richwood
Operational Budget Report
10 General Fund - 10/01/2019 to 05/31/2020

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						
Taxes	1,978,049.28	92,665.58	2,186,134.24	2,344,000.00	157,865.76	93.27%
Licenses and permits	77,001.79	12,477.65	70,835.36	112,250.00	41,414.64	63.10%
Intergovernmental revenue	7,000.00	0	0	1,100.00	1,100.00	0.00%
Charges for services	5,066.00	0	1,724.00	8,500.00	6,776.00	20.28%
Fines and forfeitures	68,796.49	3,249.02	47,229.20	104,000.00	56,770.80	45.41%
Special Revenues	4,510.55	0	2,387.99	1,200.00	-1,187.99	199.00%
Interest	12,391.97	570.68	20,438.09	14,000.00	-6,438.09	145.99%
Miscellaneous revenue	36,829.45	15,836.80	57,594.66	29,360.00	-28,234.66	196.17%
Total Revenue	**2,189,645.53**	**124,799.73**	**2,386,343.54**	**2,614,410.00**	**228,066.46**	**91.28%**
Expenditures						
General Government						
Administration						
Personnel & Benefits	274,274.45	27,849.99	173,454.06	222,373.00	48,918.94	78.00%
Supplies	24,366.07	1,533.52	15,234.59	19,720.00	4,485.41	77.25%
Maintenance & Repair	1,220.63	156.56	4,991.55	10,000.00	5,008.45	49.92%
Utilities	6,405.28	872.5	6,900.36	11,000.00	4,099.64	62.73%
Professional Services	87,873.98	9,045.00	68,825.27	206,300.00	137,474.73	33.36%
Other Services	51,660.71	16,121.95	42,756.38	45,295.00	2,538.62	94.40%
Capital Equipment	2,162.91	0	1,486.40	4,800.00	3,313.60	30.97%
Total Administration	**447,964.03**	**55,579.52**	**313,648.61**	**519,488.00**	**205,839.39**	**60.38%**
Finance Department						
Personnel & Benefits	0	7,126.45	79,595.70	173,148.00	93,552.30	45.97%
Supplies	0	0	976.13	5,150.00	4,173.87	18.95%
Maintenance & Repair	0	0	0	2,800.00	2,800.00	0.00%
Utilities	0	62.96	388.21	0	-388.21	0.00%
Professional Services	0	0	53,475.29	47,500.00	-5,975.29	112.58%
Other Services	0	0	15,104.84	18,550.00	3,445.16	81.43%
Capital Equipment	0	0	0	1,200.00	1,200.00	0.00%
Total Finance Department	**0**	**7,189.41**	**149,540.17**	**248,348.00**	**98,807.83**	**60.21%**
Judicial						
Personnel & Benefits	41,751.71	4,738.84	35,089.40	64,196.00	29,106.60	54.66%
Supplies	2,153.05	100.13	1,360.53	2,650.00	1,289.47	51.34%
Utilities	282.91	0	144.93	500	355.07	28.99%
Professional Services	5,171.78	0	10,830.00	17,800.00	6,970.00	60.84%
Other Services	2,353.00	0	373	2,000.00	1,627.00	18.65%
Capital Equipment	1,468.89	0	0	0	0	0.00%
Total Judicial	**53,181.34**	**4,838.97**	**47,797.86**	**87,146.00**	**39,348.14**	**54.85%**
Permitting & Inspections						
Personnel & Benefits	35,011.46	5,540.00	38,248.54	74,000.00	35,751.46	51.69%
Supplies	208.23	0	1,664.04	100	-1,564.04	1664.04%
Maintenance & Repair	890.96	0	0	0	0	0.00%
Professional Services	3,630.00	0	2,588.18	3,000.00	411.82	86.27%
Other Services	10,506.41	0	640.98	1,650.00	1,009.02	38.85%
Total Permitting & Inspections	**50,247.06**	**5,540.00**	**43,141.74**	**78,750.00**	**35,608.26**	**54.78%**
Special Revenue Expenditures						
Supplies	9,100.19	77.52	1,234.11	0	-1,234.11	0.00%
Total Special Revenue Expenditures	**9,100.19**	**77.52**	**1,234.11**	**0**	**-1,234.11**	**0.00%**
Total General Government	**560,492.62**	**73,225.42**	**555,362.49**	**933,732.00**	**378,369.51**	**59.48%**

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Public Safety						
Police Department						

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Personnel & Benefits	506,938.45	76,081.11	559,793.02	807,737.00	247,943.98	69.30%
Supplies	19,915.21	3,486.88	23,206.07	38,650.00	15,443.93	60.04%
Maintenance & Repair	18,710.24	4,683.26	22,548.71	23,800.00	1,251.29	94.74%
Utilities	8,387.21	1,253.61	9,964.31	12,600.00	2,635.69	79.08%
Professional Services	27,276.76	310.88	47,673.65	73,375.00	25,701.35	64.97%
Other Services	23,314.30	0	23,605.61	24,000.00	394.39	98.36%
Capital Equipment	3,590.64	145	4,182.96	4,700.00	517.04	89.00%
Total Police Department	**608,132.81**	**85,960.74**	**690,974.33**	**984,862.00**	**293,887.67**	**70.16%**
Fire Department						
Personnel & Benefits	14,471.45	0	5,681.96	26,300.00	20,618.04	21.60%
Supplies	1,585.54	1,270.57	1,798.83	15,400.00	13,601.17	11.68%
Maintenance & Repair	24,597.20	0	101,742.01	20,650.00	-81,092.01	492.70%
Utilities	2,007.39	188.98	1,828.15	3,600.00	1,771.85	50.78%
Professional Services	23,250.00	0	93,000.00	102,300.00	9,300.00	90.91%
Other Services	14,292.96	1,198.02	13,426.29	15,500.00	2,073.71	86.62%
Capital Equipment	40,182.17	0	15,588.65	90,907.00	75,318.35	17.15%
Total Fire Department	**120,386.71**	**2,657.57**	**233,065.89**	**274,657.00**	**41,591.11**	**84.86%**
Code Enforcement						
Personnel & Benefits	30,381.63	3,282.90	21,478.52	47,730.00	26,251.48	45.00%
Supplies	78	0	0	1,000.00	1,000.00	0.00%
Professional Services	4,110.94	0	840	3,200.00	2,360.00	26.25%
Other Services	417	0	0	800	800	0.00%
Total Code Enforcement	**34,987.57**	**3,282.90**	**22,318.52**	**52,730.00**	**30,411.48**	**42.33%**
Total Public Safety	**763,507.09**	**91,901.21**	**946,358.74**	**1,312,249.00**	**365,890.26**	**72.12%**
Public Works						
City Maintenance						
Personnel & Benefits	68,496.39	12,722.04	69,337.83	144,389.00	75,051.17	48.02%
Supplies	8,525.47	734.91	5,793.21	16,600.00	10,806.79	34.90%
Maintenance & Repair	9,528.20	1,277.92	21,154.53	28,450.00	7,295.47	74.36%
Utilities	19,301.22	2,719.03	19,809.72	30,800.00	10,990.28	64.32%
Professional Services	63	0	0	0	0	0.00%
Other Services	4,407.49	2,957.43	6,166.72	4,900.00	-1,266.72	125.85%
Capital Equipment	17,703.20	2,212.90	15,490.30	26,776.00	11,285.70	57.85%
Total City Maintenance	**128,024.97**	**22,624.23**	**137,752.31**	**251,915.00**	**114,162.69**	**54.68%**
Streets and Drainage						
Maintenance & Repair	45,676.45	56.42	439.37	0	-439.37	0.00%
Capital Equipment	16,380.00	0	583.34	0	-583.34	0.00%
Total Streets and Drainage	**62,056.45**	**56.42**	**1,022.71**	**0**	**-1,022.71**	**0.00%**
Emergency/Disaster						
Professional Services	21,765.25	0	0	0	0	0.00%
Capital Equipment	0	19	2,868.95	0	-2,868.95	0.00%
Total Emergency/Disaster	**21,765.25**	**19**	**2,868.95**	**0**	**-2,868.95**	**0.00%**
Total Public Works	**211,846.67**	**22,699.65**	**141,643.97**	**251,915.00**	**110,271.03**	**56.23%**
Parks & Recreation						
Parks and Recreation						
Supplies	826.64	559.16	1,966.42	3,200.00	1,233.58	61.45%
Maintenance & Repair	6,028.46	1,223.46	21,702.26	25,500.00	3,797.74	85.11%
Utilities	1,052.20	183.35	964.47	2,000.00	1,035.53	48.22%
Other Services	6,377.62	4,305.00	8,000.51	10,220.00	2,219.49	78.28%
Capital Equipment	0	0	100	0	-100	0.00%
Total Parks and Recreation	**14,284.92**	**6,270.97**	**32,733.66**	**40,920.00**	**8,186.34**	**79.99%**
Miscellaneous	0	0	82,781.46	113,367.00	30,585.54	73.02%
Total Expenditures	**1,550,131.30**	**194,097.25**	**1,758,880.32**	**2,652,183.00**	**893,302.68**	**66.32%**

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Other Financing Sources and Uses						
Sources						
Transfers In	104,410.00	0	800	142,000.00	141,200.00	0.56%

Total Sources	**104,410.00**	**0**	**800**	**142,000.00**	**141,200.00**	**0.56%**
Uses						
Transfers Out	173,909.00	0	0	233,304.00	233,304.00	0.00%
Total Uses	**173,909.00**	**0**	**0**	**233,304.00**	**233,304.00**	**0.00%**
Total Other Financing Sources and Uses	**-69,499.00**	**0**	**800**	**-91,304.00**	**-92,104.00**	**-0.88%**
NET	**570,015.23**	**-69,297.52**	**628,263.22**	**-129,077.00**	**757,340.22**	**-486.74%**

City of Richwood
Operational Budget Report

30 Water and Sewer Fund - 10/01/2019 to 05/31/2020

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)						
Operating income						
Sewer Department	584,504.88	69,823.35	555,037.92	837,200.00	282,162.08	66.30%
Water Department	644,158.21	86,024.84	690,282.45	989,000.00	298,717.55	69.80%
Solid Waste Department	163,531.10	25,527.88	202,583.82	282,000.00	79,416.18	71.84%
Total Operating Income	**1,307,190.83**	**181,259.57**	**1,444,394.79**	**2,108,200.00**	**663,805.21**	**68.51%**
Operating expense						
Sewer Department						
Personnel & Benefits	0	11,838.67	80,793.66	154,914.00	74,120.34	52.15%
Supplies	0	851.57	1,422.72	16,240.00	14,817.28	8.76%
Maintenance & Repair	0	11,347.00	15,624.69	83,770.00	68,145.31	18.65%
Utilities	0	0	0	23,200.00	23,200.00	0.00%
Professional Services	0	0	70,843.53	412,300.00	341,456.47	17.18%
Other Services	0	0	-902.25	13,800.00	14,702.25	-6.54%
Capital Equipment	209,852.79	0	67,298.06	14,300.00	-52,998.06	470.62%
Total Sewer Department	**209,852.79**	**24,037.24**	**235,080.41**	**718,524.00**	**483,443.59**	**32.72%**
Water Department						
Personnel & Benefits	246,816.18	18,915.53	163,401.54	203,153.00	39,751.46	80.43%
Supplies	30,568.14	3,342.92	29,003.99	26,300.00	-2,703.99	110.28%
Maintenance & Repair	94,116.35	1,710.88	45,566.30	75,470.00	29,903.70	60.38%
Utilities	33,918.80	4,917.66	36,503.70	30,100.00	-6,403.70	121.27%
Professional Services	121,537.77	0	196,357.92	321,000.00	124,642.08	61.17%
Other Services	44,221.15	23,238.71	43,319.05	19,250.00	-24,069.05	225.03%
Capital Equipment	158,089.54	24,040.50	191,842.20	0	-191,842.20	0.00%
Total Water Department	**729,267.93**	**76,166.20**	**705,994.70**	**675,273.00**	**-30,721.70**	**104.55%**
Solid Waste Department						
Personnel & Benefits	0	1,724.51	11,938.04	20,732.00	8,793.96	57.58%
Professional Services	0	0	0	270,000.00	270,000.00	0.00%
Capital Equipment	156,812.19	21,993.75	147,036.03	0	-147,036.03	0.00%
Total Solid Waste Department	**156,812.19**	**23,718.26**	**158,974.07**	**290,732.00**	**131,757.93**	**54.68%**
Total Operating Expense	**1,095,932.91**	**123,921.70**	**1,100,049.18**	**1,684,529.00**	**584,479.82**	**65.30%**
Total Net Operating Income (Loss)	**211,257.92**	**57,337.87**	**344,345.61**	**423,671.00**	**79,325.39**	**81.28%**
Non-Operating Items						
Non-operating income						
Interest income	819	1.77	4,203.88	2,000.00	-2,203.88	210.19%
Other income	2,293.41	-616.59	-609.41	3,000.00	3,609.41	-20.31%
Transfers In	89,909.00	0	0	14,400.00	14,400.00	0.00%
Total Non-operating income	**93,021.41**	**-614.82**	**3,594.47**	**19,400.00**	**15,805.53**	**18.53%**
Non-operating expense						
Debt Service	121,364.56	0	127,731.87	342,129.00	214,397.13	37.33%
Transfers Out	108,967.96	0	0	262,000.00	262,000.00	0.00%
Total Non-operating expense	**230,332.52**	**0**	**127,731.87**	**604,129.00**	**476,397.13**	**21.14%**
Total Non-Operating Items	**-137,311.11**	**-614.82**	**-124,137.40**	**-584,729.00**	**-460,591.60**	**21.23%**
NET	**73,946.81**	**56,723.05**	**220,208.21**	**-161,058.00**	**381,266.21**	**136.73%**

REVENUE – GENERAL FUND

City of Richwood Operational Budget Report 10 General Fund - 10/01/2019 to 05/31/2020						
	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						
Taxes	1,978,049.28	92,665.58	2,186,134.24	2,344,000.00	157,865.76	93.27%
Licenses and permits	77,001.79	12,477.65	70,835.36	112,250.00	41,414.64	63.10%
Intergovernmental revenue	7,000.00	0	0	1,100.00	1,100.00	0.00%
Charges for services	5,066.00	0	1,724.00	8,500.00	6,776.00	20.28%
Fines and forfeitures	68,796.49	3,249.02	47,229.20	104,000.00	56,770.80	45.41%
Special Revenues	4,510.55	0	2,387.99	1,200.00	-1,187.99	199.00%
Interest	12,391.97	570.68	20,438.09	14,000.00	-6,438.09	145.99%
Miscellaneous revenue	36,829.45	15,836.80	57,594.66	29,360.00	-28,234.66	196.17%
Total Revenue	**2,189,645.53**	**124,799.73**	**2,386,343.54**	**2,614,410.00**	**228,066.46**	**91.28%**

Revenues are ahead of budget with 91.28% received to date.

Revenues exceed last year at this point by $196,698.

EXPENDITURES – GENERAL FUND

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Public Safety						
Total Police Department	**608,132.81**	**85,960.74**	**690,974.33**	**984,862.00**	**293,887.67**	**70.16%**
Total Fire Department	**120,386.71**	**2,657.57**	**233,065.89**	**274,657.00**	**41,591.11**	**84.86%**
Total Code Enforcement	**34,987.57**	**3,282.90**	**22,318.52**	**52,730.00**	**30,411.48**	**42.33%**
Total Public Safety	**763,507.09**	**91,901.21**	**946,358.74**	**1,312,249.00**	**365,890.26**	**72.12%**
Public Works						
Total City Maintenance	**128,024.97**	**22,624.23**	**137,752.31**	**251,915.00**	**114,162.69**	**54.68%**
Total Streets and Drainage	**62,056.45**	**56.42**	**1,022.71**	**0**	**-1,022.71**	**0.00%**
Total Emergency/Disaster	**21,765.25**	**19**	**2,868.95**	**0**	**-2,868.95**	**0.00%**
Total Public Works	**211,846.67**	**22,699.65**	**141,643.97**	**251,915.00**	**110,271.03**	**56.23%**
Total Parks and Recreation	**14,284.92**	**6,270.97**	**32,733.66**	**40,920.00**	**8,186.34**	**79.99%**
Miscellaneous	0	0	82,781.46	113,367.00	30,585.54	73.02%
Total Expenditures	**1,550,131.30**	**194,097.25**	**1,758,880.32**	**2,652,183.00**	**893,302.68**	**66.32%**

EXPENDITURES ARE RIGHT ON TARGET FOR THIS FISCAL YEAR, WITH 66.32% OF BUDGET AMOUNT SPENT.

BOTTOM LINE – NET INCOME (LOSS) – GENERAL FUND

	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Other Financing Sources and Uses						
Sources						
Transfers In	104,410.00	0	800	142,000.00	141,200.00	0.56%
Total Sources	**104,410.00**	**0**	**800**	**142,000.00**	**141,200.00**	**0.56%**
Uses						
Transfers Out	173,909.00	0	0	233,304.00	233,304.00	0.00%
Total Uses	**173,909.00**	**0**	**0**	**233,304.00**	**233,304.00**	**0.00%**
Total Other Financing Sources and Uses	**-69,499.00**	**0**	**800**	**-91,304.00**	**-92,104.00**	**-0.88%**
NET	**570,015.23**	**-69,297.52**	**628,263.22**	**-129,077.00**	**757,340.22**	**-486.74%**

AS OF 5/31/20, GENERAL FUND SHOWS A NET INCOME OF $628,263, A DIFFERENCE OF $757,340 FROM ANNUAL BUDGET.

WITH 91% OF REVENUE RECEIVED AND 4 MONTHS OF THE FISCAL YEAR REMAINING, THIS NET POSITION WILL CHANGE.

WATER & SEWER FUND

City of Richwood Operational Budget Report 30 Water and Sewer Fund - 10/01/2019 to 05/31/2020						
	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)						
Total Operating Income	1,307,190.83	181,259.57	1,444,394.79	2,108,200.00	663,805.21	68.51%
Operating expense						
Total Sewer Department	209,852.79	24,037.24	235,080.41	718,524.00	483,443.59	32.72%
Total Water Department	729,267.93	76,166.20	705,994.70	675,273.00	-30,721.70	104.55%
Total Solid Waste Department	156,812.19	23,718.26	158,974.07	290,732.00	131,757.93	54.68%
Total Operating Expense	1,095,932.91	123,921.70	1,100,049.18	1,684,529.00	584,479.82	65.30%
Total Net Operating Income (Loss)	211,257.92	57,337.87	344,345.61	423,671.00	79,325.39	81.28%
Non-Operating Items						
Total Non-operating income	93,021.41	-614.82	3,594.47	19,400.00	15,805.53	18.53%
Total Non-operating expense	230,332.52	0	127,731.87	604,129.00	476,397.13	21.14%
Total Non-Operating Items	-137,311.11	-614.82	-124,137.40	-584,729.00	-460,591.60	21.23%
NET	73,946.81	56,723.05	220,208.21	-161,058.00	381,266.21	136.73%

WATER & SEWER SHOWS A NET INCOME AS OF 5/31 IN THE AMOUNT OF $220,208, $381,266 ABOVE BUDGETED AMOUNT FOR THE FISCAL YEAR.

City of Richwood
Finance Department

State Purchasing Card Program
Effective date: July 13, 2020
Approval: ______________________
Eric Foerster, City Manager

I. Purpose

The purpose of the Purchasing Card Program is to provide the City with an efficient and controllable method of making small dollar commodity, service, and travel purchases. The City will issue cards via Citibank. The card will be primarily used in place of petty cash, small regular purchase orders, sales made over the counter, emergency purchases, and all other credit cards. This card policy is not intended to replace, but rather supplement existing purchasing, travel and other City policies.

II. Usage

The card will be used for the following:

1. Any transaction that does not exceed $5,000.00, or the cardholder's transaction limit, whichever is lesser.

2. Over-the-counter type retail purchases normally made using a charge account or discontinued credit cards.

3. Travel related purchases in compliance with the City of Richwood Travel Policy.

4. Any other business-related purchase as long as:

The vendor accepts credit cards, and the goods/services purchased is not covered under a City supply contract. Contracts are in place for tires, fuel and water utility supplies. The Finance Department will periodically update staff via email of any commodities that cannot be purchased with the purchasing card.

All other purchases are to be made using the standard purchasing process.

Some advantages of the card are:

1. Reduces paperwork generated by small transactions

2. Facilitating quick payment to the vendor.

3. Eliminate need for check requests for qualified purchases.

Purchases made on the card will be for City business only. The card is not a personal line of credit. When in doubt as to whether a purchase is allowable under City policy, the cardholder should either contact the program administrator (Finance Director) before making the purchase or make payment personally and seek reimbursement from the City afterwards. Please remember that reimbursement for any out-of-pocket purchase made without authorization is subject to the City

Manager's approval. Unauthorized purchases are prohibited, and purchaser will be subject to disciplinary action.

III. Duties and Responsibilities

CARDHOLDER

1. The employee who is issued a card is called a "cardholder". The purchasing card has transaction limits for the maximum amount of each transaction as well as the maximum monthly transaction total, and the type of merchant where the card may be used.

2. All cardholders must have access to the Internet. Access can be made at home or work. The cardholder will use the Internet in order to reconcile his/her statement. Department Directors or their designee will also check purchases in their respective divisions. Each cardholder is provided with a card with a unique card number, and a user ID/password for secure access to the cardholder's account on the Internet.

3. The cardholder must use ***only*** his/her assigned card. Cards must not be loaned to another employee for his/her use. There will be **no exceptions**. All "walk-in" accounts will be closed. If an employee does not have a purchase card, they will not be able to make City purchases.

4. Each cardholder shall use the card only for authorized purchases. A hardcopy receipt **must** be obtained from the vendor each time the card is used. Online and telephone charges must also be documented by a receipt, so the cardholder shall request the vendor to fax or mail the cardholder a receipt.

5. The cardholder is responsible for immediately notifying CitiBank, their Department Director and the Program Administrator if the card is lost or stolen. The contact number at CitiBank is 1-800-248-4553. The cardholder shall then complete the Lost Card form and submit it to the Program Administrator promptly.

6. Each cardholder must acknowledge receipt of the purchasing card, understand the rules of usage, and sign the user agreement. Failure to abide by this Purchasing Card policy may result in disciplinary action, including termination of employment. The cardholder will be required to reimburse the City for any unauthorized transactions. See section XII, Reimbursement Process.

7. After the cardholder makes a credit card purchase, the transaction will appear on the cardholder's current statement. The transaction usually takes two to three days to appear. Cardholders are urged to check their statement on a weekly basis and process any transactions that appear. Do not wait until the end of the month to do this, as there are short time constraints on reviewing the statement.

8. Every month, each cardholder will print a cycle statement, assemble the accumulated receipts, have the Department Director sign the statement, and forward the package to the Finance Director or program administrator.

9. Upon resignation or termination of employment of a cardholder, the supervising Department Director shall notify the Director of Administrative Services immediately, and the card shall be turned in to the Finance Director.

Approver

1. The "approver" is a supervisory level employee responsible for approving the cardholder's usage of the purchasing card. The approver is required to perform routine approval of the transactions made by his/her cardholders. Approvers must have Internet access. The approver receives e-mail notification when his/her subject cardholder has approved a statement and forwarded it for the approver to review.

2. Each cardholder has a corresponding "approver". The approver shall be a supervisory level employee who will receive email notice of all cardholder transactions for the subject cardholder.

The approver will make any necessary changes, and then approve each monthly statement. Upon approval, the statement will forward to the program administrator for statement processing.

Program Administrator

1. The "program administrator" manages the purchasing card program. The administrator is the City's point of control for the card program, monitors all usage of the card, and is the point of contact for any cardholder questions or problems. The administrator has no approval power over card transactions but verifies all information about the transaction prior to download to the General Ledger. The administrator and his assistant are knowledgeable on all the procedures in the purchasing card policy. The administrator may not modify or revise the purchasing card policy, but rather is charged with implementing the policy and advising the City Manager of problems that may prompt a need to revise the policy.

2. The program administrator is also responsible for ensuring all cardholders are properly trained in the use of the purchasing card before the card is issued.

3. The Program Administrator will also report to the Department Director and Director of Finance any cardholder infractions or potential infractions.

Administrators:

Eric Foerster	Kirsten Garcia
efoerster@richwoodtx.gov	kgarcia@richwoodtx.gov

Departmental Responsibility

The Department Director is responsible for designating cardholders and approvers. The Department Director shall designate which employees will be issued a card, and what transaction and merchant limits shall apply to the card's use. The Director ensures that purchases are authorized and within City policies. Departments may implement more stringent internal authorization procedures that its cardholders must follow in order to make purchases with the card. At the end of each month, the Department Director shall collect the card statements from all approvers within his/her department, sign off approval of each, and forward the approved statements to the Finance Director. Statements should be turned in promptly to facilitate timely download to the General Ledger. In addition, activity reports are available for additional review by the Department Director if so requested.

IV. CitiBank

A. CitiBank will automatically debit the City's bank account once each month for all transactions that have taken place in the previous month's weekly statement cycle. The transactions will be processed regardless of whether the transactions have been approved by the cardholder or approver. However, the transactions cannot be downloaded to the general ledger until they have been approved. It is imperative that each cardholder/approver promptly process the transactions and forward receipts to the program administrator. Access to the entire system is afforded through the Internet. Therefore, the cardholder/approver needs only to access a computer with Internet access anywhere to perform his/her duties. These steps need not be performed on a City computer. Failure to process these steps in a prompt manner will subject the cardholder to revocation of card privileges.

V. TRANSACTION/CARD LIMITS

A. Each individual purchasing card will have transaction and/or spending limits. The program administrator has the ability also to limit types of purchases, place of purchase and hours of day purchases can be made on individual cards. The total purchase price as printed on the individual credit card receipt is known as the "transaction amount". The purchasing card may be limited by the merchant type, transaction amount, and monthly transaction limit. Each cardholder will be set up with limits for each of these categories. A card transaction will be denied when swiped if the transaction exceeds any of the limits. The Department Director, Program Administrator or Finance

Director and City Manager determine limits jointly. However, the limits may not exceed those set in the policy guidelines (see ***Transaction Limits***).

B. The card may be restricted to the type of purchase, hour's purchases may be made, days of week purchases are made, and vendor's cardholder may purchase from. Program administrator also has the ability to limit total amount card will purchase, amount per day card will purchase and monthly amounts for card. These limits and restrictions can be adjusted on-line by the Program Administrator and will take effect immediately.

SALES TAX

As a tax-exempt government agency, the City of Richwood does not pay sales tax.

Cardholders will be provided a copy of the City's tax exemption certificate.

Cardholders are then responsible for insuring that the merchant does not include sales tax in the transaction.

If tax is included, the cardholder may be responsible for reimbursing the tax amount to the City.

RETURNS

Each cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit shall be issued to the cardholder account. - **Cash refunds are not allowed.**

RESTRICTIONS AND EXEMPTIONS

A. Employees may ***not*** use the card for the following:

Any purchases of items for personal use.

Cash refunds or advances.

Any purchase of goods/services or, or at a merchant type not considered prudent or of good judgment.

Any transaction amount greater than the cardholder's transaction limit.

Items under contract unless an emergency exception is granted by Finance Director.

Alcohol or liquor of any kind. Patronization of bars, drinking places and package liquor stores should not be paid for with the purchasing card.

Separate, sequential, and component purchases, or any transaction made with intent to circumvent City purchasing policy or state law.

Any other purchase specifically excluded in the City purchasing policy.

B. Documentation

Supporting documentation must accompany each transaction.

C. Personal Use Restrictions

The card may ***not*** be used to pay spouse/family expenses incurred while traveling. Only City business expenses are allowable, and the cardholder should pay personal expenses separately.

Obtaining a Purchasing Card

Steps:

Department director requests a procurement card and meets with Finance Director to determine appropriate transaction limits.

Employee submits a completed signed application form to the Finance Director.

The Director of Administrative Services will request issue of purchasing card from CitiBank.

Upon receipt of the card, an Administrator will schedule employee's training. Upon completion of training, the cardholder signs the cardholder agreement in the presence of the Administrator, and/ or the Director of Administrative Services Human Resource personnel and issues the card to the new cardholder.

The new cardholder receives copies of:

a. Cardholder Agreement.
b. Applicable forms.
c. User Guide for Citibank website.
d. Purchasing Card and Travel Policies

Revocation of The Purchasing Card

The purchasing card is subject to revocation at any time at the discretion of the Department Director. The Program Administrator may also recommend to the Finance Director and Department Director that the card be revoked upon indication of any violation of the Purchasing Card policy and procedures. When a card is revoked, changes are made on-line and take effect immediately. The Program Administrator is further authorized to temporarily suspend use of the card via electronic methods if unauthorized use is discovered and such use poses a threat to internal financial controls.

XI. Transaction Limits

Cardholder Class	Per Transaction	Per Month
Management		
City Manager	>10,000	>10,000
Department Directors	> 5,000	> 5,000
Staff		
Supervisors	> 2,500	> 2,500
All Other Employees	> 50	> 50

Note: Department Directors may set limits for their staff cardholders for any amount up to the transaction limit.

After limit is exceeded, employees must utilize the regular purchasing process, or the Department Director may request Finance Director for a temporary increase in transaction limits.

XII. Submitting Statement

The cardholder's billing cycle ends on the last day of each month and a statement is ready for approval. Upon completion of the cycle, the cardholder will be required to complete a series of steps.

XIII. Statement Review Process

On the first business day of the month, the cardholder statement is ready for review. Cardholder must go to the CitiBank website as assigned when card is issued.

Upon entering the website, the cardholder does the following:

Sign on to the website using individual cardholders' password.

Select the just completed month's statement and click on the VIEW STATEMENT button.

Reconcile any transactions that you have not previously done. When you have completed the reconciliation, and agree that the statement is true and correct to the best of your knowledge, you will need to approve the statement, and print a statement to send with your receipts.

Print a copy of your statement. Scroll down to the bottom of the page and click on PRINT button.

Now, approve the statement. To approve the statement, click on the REVIEW COMPLETE button at the bottom of the screen. A confirmation message will flash on your screen, which you will click on YES. Your statement is now sent to your approver. Now you need to print a statement.

Click on the TRANSACTIONS REPORT tab. Enter the Date Range fields by clicking on the drop-down calendar. You will select the first date of the previous month in the Start Date field and the last day of the previous month in the End Date field. Click on the VIEW button at the bottom of the page. Your statement will then appear on the screen. Scroll down to the bottom of the page and click on PRINT button.

NOTE: You may need to change your printer properties to print landscape in order to get the entire statement info to fit on the page.

Attach your receipts to the statement, sign the statement, and submit to your approver.

On the third day, the cardholder will receive a second reminder that advises the cardholder that review must be completed within 24 hours. Please note that the cardholder can, and is strongly urged to, review individual transactions as they occur at anytime during the month. However, the review must be completed by the third day of the following month.

At the conclusion of the 72-hour review period, the cardholder's statement is automatically forwarded to the cardholder's approver for approval. This step will occur regardless of whether the cardholder has reviewed the statement. However, if the review period has passed and a cardholder has not reviewed the statement, the cardholder has lost the opportunity to make necessary changes to the statement, and these changes would have to be made by the approver.

Failure by either the cardholder or approver to properly edit and process all transactions and approve statements in a timely manner on a continuing basis may result in revocation of cardholder privileges.

XIV. Summary

As a public entity, the City is expected to be able to demonstrate to the public that it has spent their tax dollars wisely. All participants in the purchasing card program are responsible for insuring purchases made with the card are in accordance with the terms and conditions of this and all other policies of the City of Richwood, Texas. Therefore, the cardholder must make sure he/she has adequate documentation, including a clear explanation of exactly what the purchase is for.

Participating in the purchasing card program will be the option of the employee. Employees that do not have a card may be reimbursed for travel. Refer to the City of Richwood, Texas Travel Policy for more detail.

RESOLUTION NO. 20-R-16

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING THE CITY OF RICHWOOD PURHCASING CARD POLICY; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, the City of Richwood previously used credit cards issued by Bank of America for purchases that fall within the City's current purchasing policy.

WHEREAS, the City Council of the City of Richwood, Texas desires to adopt a Purchasing Card Policy.

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City of Richwood Purchasing Card Policy was reviewed by City Council, and is hereby adopted as the purchasing policy of the City of Richwood, attached hereto as "Exhibit A".

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this the 13 day of July, 2020.

THE CITY OF RICHWOOD, TEXAS	**ATTEST**
______________________________	______________________________
Steve Boykin, Mayor	Kirsten Garcia, City Secretary

RESOLUTION NO. 20-R-15

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING THE CITY OF RICHWOOD PURHCASING POLICY; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, it is the policy of the City of Richwood, Texas to provide cost effective methods for acquiring goods, meet operational needs, and encourage competitiveness on the part of vendors; and

WHEREAS, the City Council of the City of Richwood, Texas desires to adopt an updated Purchasing Policy.

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City of Richwood Purchasing Policy was reviewed by City Council, and is hereby adopted as the purchasing policy of the City of Richwood, attached hereto as "Exhibit A".

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this the 13 day of July, 2020.

THE CITY OF RICHWOOD, TEXAS	**ATTEST**
______________________________	______________________________
Steve Boykin, Mayor	Kirsten Garcia, City Secretary

City of Richwood
Finance Department
POLICY AND PROCEDURES

Purchasing Policy
Effective date: July 13, 2020

It is the policy of the City of Richwood, Texas to provide cost effective methods for acquiring goods, meet operational needs, and encourage competitiveness on the part of vendors.

RESPONSIBILITY. Department Directors are ultimately responsible for ensuring that all policies and procedures are followed. The City's purchasing system is considered de-centralized (each departments' responsibility) except for those goods, services, and equipment that qualify or are designated otherwise.

It is the responsibility of each employee:

- ✓ To understand and comply with the procedures and guidelines described in this policy and to adhere to appropriate departmental operational procedures for purchasing goods and services on behalf of the City.
- ✓ To understand that no purchase made by an employee shall bind the City to receive and or pay for the goods or service procured, unless authorized by the appropriate Department Director.
- ✓ To have specific authorization or prior approval to incur expenses chargeable to the City of Richwood.
- ✓ To forward all applicable paperwork to the Finance Department as promptly as possible to expedite processing.

DELEGATON OF PURCHASING AUTHORITY. The City Manager as authorized by the City Council of Richwood, is delegated the authority to procure materials and services for the City of Richwood. The City Manager has also granted this authority to certain City employees.

AUTHORITY AND APPROVALS. The City Manager or his designee must approve all invoices that exceed $1,000. Any procurement made that will exceed $50,000 must be approved by the City Council. The City Manager has established the following approval levels:

Department Designee	$0>	$ 2,500
Department Director	$0>	$ 5,000
Finance Director	$0>	$10,000
City Manager	$0>	$50,000
City Manager with City Council (resolution) over		$50,000

TYPES OF PURCHASES.

All contracts greater than $50,000 shall be awarded by **competitive sealed bidding.** When the City determines that the use of competitive sealed bidding is either not practicable or advantageous to the City, a contract may be entered into by use of the **sealed proposals method**. Section 252.022 (a)(7) of the Local Government Code allows an exemption from bidding procedure for a procurement of items that are available from **only one source**. **Credit cards** are also issued to individual employees and at the discretion of the City Manager. For more info, see City of Richwood, Texas Credit Card Policy and Procedures.

LOCAL VENDORS. To provide for the purchase of goods and services by the City, if price and quality are equal, preference shall be given to local vendors and local products.

VENDOR INFORMATION. Departments are available to meet with vendor representatives between 8:00a.m. and 5:00p.m. Monday thru Friday. Meetings should be by appointment.

The City staff will assist vendors in understanding the City's purchasing and payment processing procedures. New vendors are required to submit a "vendor payment form", a completed W-9 form, and a "Conflict of Interest" form prior to invoices being submitted for payment.

- ✓ The Finance Department shall maintain a data base vendor file of Richwood vendors and assign vendor numbers. All user departments are encouraged to utilize this list when soliciting or placing orders.
- ✓ Any vendor that has not been used in the past 24 months will be considered inactive and dropped from the vendor database. Vendors that are dropped shall be considered new vendors and required to fill out vendor forms again.

INVOICES are prepared by the vendor and sent to the Finance Department at 1800 Brazosport Blvd N, Richwood, Texas 77531. The information provided by the vendor must match our current vendor file. (Note: All invoices should be date stamped upon receipt by Finance.)

PAYMENT PROCEDURES. Due to the volume of invoices received by the Finance Department, it is important to verify all goods received as soon as possible. This prompt receipting of goods and the subsequent preparation of the payment documents ensures that the payment will be processed timely and, in a manner, allowing the City to maximize discount terms. If there is a problem with the merchandise, i.e. damaged items, an incomplete order, incorrect items received or any other problem, the vendor should be notified, and the problem corrected before the payment is prepared. If the problem can not be corrected, contact the Finance Department for assistance.

ADVANCE PAYMENTS. Advance payments by the City are permitted but discouraged and shall be made only when necessary and approved by the City Manager and/or Finance Director. Agreements containing provisions for advance payments shall provide for periodic payments that are tied to delivered goods or services, rather than total contract price or lump sum advances.

CUT OFF DATE. The check process is run weekly. Invoices are due in Finance no later than noon on each Wednesday in order to be processed for the check run. The Finance Department reserves the right to control the processing of invoices for any reason.

CHECK PREPARATION. The Finance Department prepares a check for each vendor and verifies total invoices to the check amount for accuracy. Any errors are corrected, and a final check register is run and archived. A bank file is prepare called "positive pay". This file contains a list of all the checks and their amounts that are approved for payment. This file is transmitted via the internet to the City's bank depository as a fraud prevention method that allows the bank to review the checks in advance and to clear checks for the approved amounts only. After file is transmitted, checks are sent to the vendors via US mail or customer pick up.

BANK DRAFTS. The Finance Director may set up recurring bank drafts. These drafts may be set up for any recurring fee or charge.

ACH REMITTANCE.
The Finance Department may pay a vendor through the ACH system if the vendor prefers this payment method. Vendors must provide their banking information, which will be entered into the accounts payable system. The ACH file will be transmitted to the bank and the payments will be made directly from our account.

PROBLEM AREAS IN PAYMENT PROCESSING. Several problems on a payment document can cause a payment to be delayed. For example:

- ✓ No authorized signature included on the invoice. All invoices must be signed-off for payment by the department designee, Director, Finance Director or City Manager.
- ✓ Invoices or other documentation do not match the payment documentation.
- ✓ The vendor information on file does not match the vendor information on the invoice.

RESOLUTION NO. 20-R-17

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, AMENDING THE CURRENT CITY OF RICHWOOD LOCAL FINANCIAL POLICY; AND SETTING FORTH OTHER RELATED MATTERS.

WHEREAS, the intent of these Financial Policies is to enable the City of Richwood, Texas to achieve a long term, stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government as established by the City Charter;

WHEREAS, the more specific purpose of the Financial Policies and Administrative Procedures is to provide guidelines for the financial management staff in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Manager and to the City Council; and

WHEREAS, the City Council of the City of Richwood, Texas desires to adopt an updated Local Financial Policy.

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. The City of Richwood Local Financial Policy was reviewed by City Council, and is hereby adopted as the purchasing policy of the City of Richwood, attached hereto as "Exhibit A".

Section 3. Open Meetings. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this the 13 day of July, 2020.

THE CITY OF RICHWOOD, TEXAS	**ATTEST**
______________________________	______________________________
Steve Boykin, Mayor	Kirsten Garcia, City Secretary

Financial Management Policies
Effective date: July 13, 2020
Approval: ________________
Eric Foerster, City Manager

The intent of these Financial Policies is to enable the City of Richwood, Texas to achieve a long term, stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government as established by the City Charter. The more specific purpose of the Financial Policies and Administrative Procedures is to provide guidelines for the financial management staff in planning and directing the City's day-to-day financial affairs and in developing recommendations to the City Manager and to the City Council.

The scope of these policies spans:

- Operating Budget Management
- Accounting and Financial Reporting
- Revenue Management
- Expenditure Control
- Financial Position and Fund Balances
- Cash Management and Internal Controls
- Debt Management
- Capital Assets Policy
- Internal Control

These are designed to help the City by:

Presenting fairly and with full disclosure the financial position and results of financial operations of the City in conformity to GAAP, and

Determining and demonstrating compliance with finance-related legal and contractual issues in accordance with provisions of the Texas Local Government Code, the City Charter and other pertinent legal documents and mandates.

General Implementation and Compliance Guidelines

Oversight Responsibility. An oversight committee should be designated to perform the function of:

- Fiscal Policy Review
- Auditor Selection Recommendation
- Investment Policy Review and Guidance
- Annual Review

Based upon the results and recommendations of the Committee review, the Council will annually approve the fiscal policies.

Implementation and Compliance. The Director of Finance will be accountable for implementing these policies and will to the best of her or his knowledge make the City Manager and the City Council aware of any variances in practice from these policies or any other deviation from prudent financial practices in accordance to GAAP, the City Charter, the Texas Local Government Code and other state laws or ethics of the profession.

1. Operating Budget Management

1.1 Overview

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The City's operating budget is the City's annual financial operating plan.

1.2 Preparation

The Budget Director, in conjunction with the Finance Director, shall prepare expanded budget preparation and management procedures as part of the Finance Department Standard Operating Procedures Manual. These procedures shall be within the guidelines as provided in the policies stated below and shall be reviewed on an annual basis and updated, as necessary.

The budget shall include the six basic segments for review and evaluation listed below:

1. Salaries and Benefit costs
2. Professional Services and Supplies
3. Maintenance and Repair
4. Capital purchases and supplemental projects/programs
5. Debt
6. Projected Revenues

A combined budget summary shall be included with schedule interfund transfers. Fund balances will be identified as restricted, unrestricted, designated and/or undesignated.

1.3 Duties of City Manager - Budget Execution and Financial Management

The budget is prepared by the Finance Director with the cooperation of all City departments and is submitted to the City Manager who makes necessary changes and transmits the documents to the City Council. The budget should be presented to the City Council on or before the first day of the eleventh month of the fiscal year.

In accordance with the City Charter:

The City Manager shall submit to the Council a budget for the ensuing fiscal year and an accompanying message.

The City Manager's budget message shall include:

1. An outline of the proposed financial programs for the next fiscal year with explanations of any changes from previous years in expenditures and major changes of policy and a complete statement regarding the financial condition of the City.

2. An estimate of all revenue from taxes and other sources, including the present tax structure rates and property evaluations for the ensuing year.
3. A carefully itemized list of proposed expenditures by fund, department, and category of expenditure (salaries and benefits, services and supplies, maintenance and repairs, capital outlay, debt, and miscellaneous) for the budget year, as compared to actual expenditures of the last ended fiscal year, and an estimate of final expenditures for the current fiscal year.
4. A description of all outstanding bond indebtedness, showing amount date of issue, rate of interest and maturity date, as well as any other indebtedness which the City has incurred, and which remains outstanding.
5. A projection of revenues and expenditures together with a list of capital projects that should be considered within the next five years.

1.4 Includes All Operating Funds

The City's budget will include all operating funds of the City including, but not limited to, the General Fund, Utility Fund, and Debt Service Funds and Capital Project Funds.

1.5 Amendments to Budget Formally Approved by the Council

In accordance with Section 9.16 of the City Charter:

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the Council may, by a majority vote of the full elected membership, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become an attachment to the original budget.

1.6 Budget Due Date

In accordance with Section 9.02 of the City Charter:

On or before the first day of the eleventh month of the fiscal year, the City Manager shall submit to the Council a budget of ensuing fiscal year and an accompanying message.

1.7 Balanced Budget

The operating budget will be balanced with current revenues inclusive of beginning resources, greater than or equal to current expenditures/expenses.

1.8 Periodic Monitoring of Budget Performance

Periodic financial reports will be prepared to enable the department managers to manage their budgets and to enable the Director of Administrative Services to monitor and control the budget as authorized by the City Manager.

Accounting and Financial Reporting

2.1 Financial Practices and Reporting

The City strives to present fairly and with full disclosure the financial position operations of the City. The City's financial reporting shall conform to Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and Government Finance Officers Association (GFOA).

2.2 Certificate of Achievement

The Comprehensive Annual Financial Reports (CAFR) will be presented to the Government Finance Officer's Association (GFOA) for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting. It is the goal of the City to receive this award annually.

2.3 Timely Interim Financial Reports

On a monthly basis, the financial director shall prepare a written summary of the City's financial affairs and submit it to the City Manager. Each such report shall accurately reflect the City's revenue and expenditure/expense performance as well as any additional information that reflects the City's fiscal policies.

2.4 Independent Audit

The Council shall provide for an independent annual audit of all City accounts and other evidences of the financial transactions of the City. The Council may provide for more frequent audits as it deems necessary.

2.5 Qualifications of the Auditor

Audits shall be made by a Certified Public Accountant (CPA) or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the City or of any of its officers. The auditor must demonstrate that it has competent staff to conduct the City's audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be registered as a partnership or corporation of certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas, capable of demonstrating that it has sufficient staff which will enable it to conduct the City's audit in accordance with generally accepted auditing standards as required by the City Charter and applicable state and federal laws.

2.6 Auditor Timing

The Auditor's report on the City's financial statements will be completed within 120 days of the City's fiscal year end.

2.7 Auditor Rotation and Evaluation

The City will not require an auditor rotation, however, at least every three to five year period, the Council may circulate requests for proposal for auditor services.

2.8 Management Letter

The auditor will prepare and will jointly review the Management Letter with the City Council within thirty days of its receipt by the staff. Within days of this joint review, the Director of Administrative Services shall respond in writing to the City Manager and City Council regarding the auditor's Management Letter, addressing the issues contained therein. The Council shall schedule its formal acceptance of the auditor's report upon the resolution of any issues resulting from the joint review.

2.9 Timely Accounts Payable Processing

The City will follow the Texas Prompt Payment Act for timely accounts payable processing and will strive to uphold by those rules and regulations.

2.10 Timely CAFR Submittal

The CAFR shall be prepared in accordance with GAAP. The CAFR shall be presented to the Council within 120 calendar days of the City's fiscal year end. If City staffing limitations preclude such timely reporting, the Director of Administrative Services will inform the City Council of the delay and reasons, therefore.

Revenue Management

3.1 Simplicity

The City, where possible and without sacrificing accuracy, will strive to keep the revenue system simple in order to reduce compliance costs and to make it more understandable to the taxpayer or service recipient. The City will avoid nuisance taxes, fees or charges as revenue sources.

3.2 Certainty

A knowledge and understanding of revenue sources increases the reliability of the revenue system. The City will understand its revenue sources and enact consistent collection policies to provide assurances that the revenue base will materialize according to budgets and plans.

3.3 Equity

The City shall make every effort to maintain equity in its revenue system structure. The City shall seek to minimize or eliminate all forms of subsidization between entities, funds, services, utilities and customers. The City shall require that there be a balance in the revenue system. The revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay and ability to pay.

3.4 Diversification and Stability

In order to protect from fluctuations in a revenue source due to fluctuations in the economy and variations in weather, a diversified revenue system will be maintained which has a stable source of income.

3.5 Non-Recurring Revenues

One-time or non-recurring revenues will not be used to finance current ongoing operations. Non-recurring revenues should be used only for one-time expenditures such as long-lived capital needs. They will not be used for budget balancing purposes.

3.6 Property Tax Revenues

All real and business personal property located within the City shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the City by the Kaufman County Appraisal District. A 99% collection rate shall serve each year as a goal for tax collections. All delinquent taxes shall be aggressively pursued each year. Tax accounts delinquent greater than 150 days shall be turned over to the Delinquent Tax Attorney as provided in the agreement between the Brazoria County Tax Assessor/Collector and the City. A penalty shall be assessed to compensate the attorney as allowed by State law, and in accordance with the attorney's contract.

3.7 Interest Income

Interest earned from the investment of the City's idle cash balances, whether pooled or not, will be distributed to the funds in accordance with the operating and capital budgets, which, wherever possible, will be in accordance with the equity balance of the fund from which monies were provided to be invested.

3.8 Utility Rates

The city will review and adopt utility rates in a manner consistent with legal guidelines for such rates that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is considered best that any extra cash balances be used instead to finance capital projects. Components of Utility Rates will include debt and transfers to the General Fund for an administrative fee, which will be charged to the Utility Fund for services of general overhead, such as administration, finance, personnel, data processing and legal counsel. This fee will be documented each year as a part of the annual budgetary process.

3.9 Revenue Monitoring

Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

Expenditure Control

4.1 Appropriations

The level of budgetary control is the fund level in all funds. When budget transfers between funds are necessary, these must be approved by the Council. Unused appropriation by be transferred to any item required for the same general purpose.

4.2 Purchasing

The Finance Director shall develop, in conjunction with the City Manager, purchasing procedures. Theses procedures shall be a part of the Standard Operating Procedures maintained by the Finance Department. These policies will address compliance with all applicable State bid law requirements. A copy of this policy shall be distributed to all Department Directors, who will be responsible for monitoring compliance within their department.

The City Council may approve an ordinance giving the City Manager general authority to contract for expenditures without further approval of the Council, for all budgeted items not exceeding limits set by the Council. All contracts for expenditures involving more than the set limits must be expressly approved in advance by the Council. All contracts or purchases involving more than the limits set by the Council shall be let to the lowest bidder whose submittal is among those responsive to the competitive bidding as provided by law or ordinance. The City Council, or City Manager in such cases as he is authorized to contract for the City, shall have the right to reject any and all bids.

4.4 Prompt Payments

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of Article 601F, Section 2 of the State of Texas Civil Statutes.

4.5 Reporting

Monthly reports will be prepared showing actual expenditures compared to budgeted expenditures. Any deficits within the year will be adjusted.

4.6 Risk Management

The City will aggressively pursue every opportunity to provide for the public's and City employee's safety and to manage its risks. The goal shall be to minimize the risk of loss of resources through liability claims with an emphasis of safety programs. All reasonable options will be investigated to finance risks. Such options may include risk transfer, insurance and risk retention. Where risk is retained, reserves will be established based upon actuarial determinations and not be used for purposes other than for financing losses.

4.7 Contingency Account Expenditures

In accordance with Section 7.08 Contingent Appropriation:

Provisions shall be made in the annual budget and the appropriation ordinance for a contingent appropriation in an amount not more than ten percent (10%) of the total general fund expenditures, to be used in case of unforeseen items of expenditures. The contingent appropriation shall apply to current operating expenses and shall not include any reserve funds of the City. Such contingent appropriation shall be under the control of the City Manager and distributed by him only after prior approval by the City Manager. The proceeds of the contingent appropriation shall be disbursed only by transfer to other departmental appropriation, the spending of which shall be charged to the department or activities for which the appropriations are made.

Financial Position and Fund Balances

5.1 Overview

Enterprise funds are used to account for operations that are financial and operated in a manner similar to private business enterprises where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the City Council has decided that periodic determination of net income is appropriate for accountability purposes. The City uses only one enterprise fund - the Utility Fund.

5.2 General Fund

The general fund reserve balance shall be established over a period of time through use of conservative forecasting and budgeting of revenue sources and efficient management and control of expenditures. The general fund is the primary fund of the

City. This fund is used to account for all financial resources not accounted for in other funds.

5.3 Debt Service Fund

The City's debt service fund, sometimes called a "sinking fund," accounts for the accumulation of financial resources for the payment of principal and interest of the City's general obligation (property tax supported) debt, including lease purchases not finance by proprietary funds.

5.4 Utility Fund

This fund is used to account for water and wastewater system services provided for residents of the City, including administration, operations maintenance, debt service and billing and collecting.

Internal Controls

6.1 Written Procedures

The Finance Director is responsible for developing city wide written guidelines for accounting, cash handling and other financial matters, which will be approved by the City Manager. The Finance Department will assist department directors as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.

6.2 Departmental Internal Control Responsibility

Each department director is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department and that all guidelines on accounting and internal control recommendations are addressed.

6.3 Staff Training

The City will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching and sharing with other staff members all information and training materials acquired from seminars, conferences and related education efforts.

6.4 Adequacy of Staff

Staffing levels will be adequate for the fiscal functions of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.

6.5 Centralized Cash Collections Points

The City will establish central locations in order to collect cash.

6.6 Projection of Cash Needs

The Finance Director will work closely with the Director of Public Works to project cash requirements in conjunction with the issuance of bonds and investment of bond proceeds.

6.7 Investments Management

The underlying theme will be that idle cash will be invested with the intent to: 1) safeguard assets, 2) maintain liquidity and 3) maximize return. Where legally permitted, pooling of investments will be done.

The City Manager and Finance Director or designee shall promptly invest all City funds with the City's Depository Bank in accordance with the provisions of the current Depository agreement or in any negotiable instrument that the Council has authorized under the provisions of the Public Funds Investment Act of 1987, and in accordance with the City Council approved investment policy.

6.8 Cash Management

The City's cash flow will be managed to maximize the cash available to invest. Such cash management will entail the centralization of cash collections, where feasible, including property tax payments, utility bills, building and related permits and licenses, and other collection offices as appropriate.

The Finance Department personnel shall, on payments authorized by the Council, use the facsimile check signing software, bearing signatures of the City Manager and the City Assistant City Manager, and/or City Secretary.

The Finance Department may transfer funds, via electronic transfer, through instructions to the City's Depository bank only for payment of properly authorized obligations of the City. Electronic payments shall be made in accordance with the conditions and control procedures as set forth in the current Depository contract and in the Finance Department Standard Operating Procedures.

6.9 Quarterly Financial and Investment Reports

With in 30 days of the end of each quarter, a report on investment performance will be provided to the Council. This report shall be prepared in the manner set forth in the Investment policy adopted by the City Council.

6.10 Safeguarding of Cash and Other Liquid Assets

These assets will be reasonably safeguarded and properly accounted for, and prudently insured. Responsibility for the safeguarding of the City's fixed assets lies with the head of the department in which the fixed asset is assigned. The Finance Department shall supervise the process of affixing numbered property tags and shall maintain the permanent records of the City's fixed assets. These records shall include description, cost, and department of responsibility, date of acquisition, depreciation and expected useful life.

The Finance Department shall also perform an annual inventory of assets using an appropriate sampling method. Such inventory shall be performed by the Finance Director or her or his designated agent in the presence of designated department personnel from the department of responsibility.

6.11 Periodic Reviews of Control Procedures

The City shall conduct periodic reviews of control procedures.

Debt Management

7.1 Annual Five Year Debt Capacity Analysis

The City will complete, annually, a five (5) year debt capacity analysis. In accordance with recommendations made by the Government Finance Officers Association (GFOA), this debt capacity analysis should include:

Statutory or constitutional limitations affecting the amount that can be used, such as:

- Legally authorized debt limits, and
- Tax or expenditure ceilings
- Other legal limitations, such as coverage requirements or additional bond test imposed by bond covenants.

Measures of the tax and revenue base, such as:

- Projections of key, relevant economic variables,
- Population trends,
- Utilization trends for services underlying revenues, and
- Factors affecting tax collections, assessment practices and collection rates

Debt service obligations, such as

- Existing debt service requirements, and
- Debt service as a percentage of expenditures, or tax or system revenues

Measures of debt burden on the community, such as:

- Debt per capita,
- Debt as a percentage of personal income,
- Debt as a percentage of full or equalized assessed property value, and
- Overlapping or underlying debt

Tax-exempt market factors affecting interest costs, such as:

- Interest rates,
- Market receptivity,
- Credit rating

7.2 Rating Agency Presentations

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with the assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

7.3 Bond Counsel and Financial Advisor

The staff will maintain open lines of communication with the City's Bond Counsel, along with the Financial Advisor, in order to periodically assess the City's use of debt as an appropriate method of financing and the financing options available to the City.

7.4 Long Term Debt Schedules

The Finance Department shall maintain up to date schedules of long-term debt schedules, which include payment dates, payment amounts split between principal and interest and paying agent(s) for the issue.

7.5 Debt Policy

The City's Debt Policy will strive to be in compliance with the recommendations as set forth by GFOA.

- The purposes for which debt may be issued.
- Legal debts limitations or limitations established by policy, including limitations on the pledge of the issuer's general credit.
- Use of moral obligations pledges.
- Type of debt permitted to be issued and criteria for issuance of:
    - ⇒ Short term and long-term debt
    - ⇒ General obligation and revenue debt
    - ⇒ Fixed and variable rate debt
    - ⇒ Lease backed debt
    - ⇒ Special obligation and revenue debt
    - ⇒ Conduit issues
    - ⇒ Taxable debt
- Structural features that may be considered, such as:
    - ⇒ Maturity of the debt
    - ⇒ Setting the maturities of the debt equal or less than the useful life of the project
    - ⇒ Use of zero-coupon bonds, capital appreciation bonds, deep discount bonds or premium bonds
    - ⇒ Redemption provisions
    - ⇒ Use of credit enhancement
    - ⇒ Use of senior lien and junior lien obligations
    - ⇒ Use of derivative products
- Credit objectives, such as:
    - ⇒ Maintenance of specific credit ratings
    - ⇒ Adherence to benchmark direct and overall debt ratios and other affordability targets
- Method of selecting outside finance professionals
- Policy on refunding of debt
- Compliance with federal tax law provisions

Capital Asset Policy

The City shall recognize all real or personal property that is purchased, constructed, or donated to the City and that has a value equal to or greater than the capitalization threshold for the particular classification of the asset and an estimated life of greater than one year.

8.1 Classifications

Land and Improvements

- Land consists of site, preparation and site improvements other than buildings that ready land for its intended use. All costs associated are added to the cost of the land.

- Land and improvements are inexhaustible assets and do not depreciate over time.
- All acquisitions of land and improvements will be capitalized.

Buildings and Improvements

- Buildings are structures that are permanently attached to the land. Building improvements materially extend the useful life of a building and will be recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold or increases the life or value of the building by 25% of the original life period or cost.
- Buildings shall have an estimated useful life of at least 50 years and subsequent improvements that change the use or function of the building shall be depreciated.
- The capitalization threshold for buildings and improvements is $100,000.

Infrastructure and Improvements

- Infrastructure assets are linear and continuous in nature, such as, streets, water lines, sewer lines, drainage lines, etc. Improvements shall materially extend the useful life or increase the value of the infrastructure, or both. Additions and improvements shall increase the capacity of the asset. (Example: adding additional lanes to a highway would be capitalized)
- Infrastructure shall have an estimated useful life of at least 50 years.
- The capitalization threshold for infrastructure is $500,000.

Equipment

- All purchases of equipment that is used for operations and meets the minimum capitalization threshold shall be capitalized.
- Equipment shall have an estimated useful life from 5-8 years.
- The capitalization threshold for equipment is $5,000.

Construction in Progress

- Construction in progress is the construction activity of buildings, infrastructure, systems, additions, reconstruction, installations, and repairs, which are substantially incomplete.
- Depreciation is not applicable while assets are accounted for as Construction in Progress. See appropriate capital asset category.
- Construction in progress shall be capitalized to their appropriate capital asset categories upon the execution of completion contract documents, occupancy, or when the asset is placed into service.

8.2 Written Procedures

The Finance Department is responsible for developing citywide guidelines for the accounting, tagging, disposition and reporting of all capital assets.

8.3 Annual Review

This policy shall be reviewed annually by the Director of Administrative Services and in conjunction with the City’s annual financial audit. The City’s external auditors shall review the City’s policy and compliance with said policy.

<table>
<tr><td rowspan="4">GENERAL ORDER

RICHWOOD POLICE DEPARTMENT</td><td>Effective: September 1, 2015</td><td>#200</td></tr>
<tr><td>Section:</td><td>Subject: USE OF FORCE</td></tr>
<tr><td colspan="2">Rescinds:</td></tr>
<tr><td colspan="2">Standards: TPCA TBP: 3.01, 3.02, 3.04, 6.01, 6.02, 6.03, 6.06, 6.07, 6.08, 6.09, and 6.10.

NEW</td></tr>
</table>

200.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force, both deadly and non-deadly. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of the Richwood Police Department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

200.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Non-Deadly Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Objectively Reasonable -

1. This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to themselves and the community.

2. In evaluating the reasonable application of force, officers may consider their own age, size, strength, skill level with department weapons, state of health, and the number of officers opposing the number of suspects.

200.2 POLICY (TPCA: 6.1)

The Richwood Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

The officer’s actions will be reviewed based upon the information known to the officer at the time the force was used. Information discovered after the fact will not be considered when assessing the reasonableness of the use of force.

Therefore, it is the Policy of the Richwood Police Department that the use of force by its law enforcement personnel be only that force necessary to bring an incident under control, while protecting the lives of officers and others. Officers involved on a daily basis in numerous and varied interactions with the public may use reasonable force in carrying out their duties when warranted.

200.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

200.2.2 USE OF NON-DEADLY FORCE (TPCA: 6.1) (TBP: 6.01)

A. Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control.

B. Officers are authorized to use department-approved, non-deadly force techniques and issued equipment when one or more of the following apply:

1. To protect the officer or others from physical harm.

2. To lawfully restrain or subdue a resistant individual.

3. To bring an unlawful situation safely and effectively under control.

200.2.3 LESS THAN LETHAL WEAPONS AND EQUIPMENT

Less-than-lethal weapons, equipment, and their specifications that are approved for use by officers include:

1. Conducted Energy Device (otherwise know as a Taser) - Mandatory to Carry

2. Collapsible Baton - No brand specific - Optional to Carry

3. Oleo-capsicum Spray (Pepper Spray) Gun – Optional to Carry

With the exception of the mandatory to carry Conducted Energy Device (Taser) officers may choose whether they will carry the collapsible baton and/or the Oleo-Capsicum or not.

200.3 USE OF DEADLY FORCE (TPCA: 6.02)

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

200.3.1 USE OF FORCE TO EFFECT AN ARREST (TPCA: 6.1)

An officer may use reasonable force to effect an arrest, search, prevent escape, or overcome resistance. If it is not reasonably apparent to the person to be arrested, or it is not reasonably impracticable to do so, officers should make clear their intent to arrest or search the person and identify themselves as peace officers before using force (Tex. Penal Code § 9.51).

200.3.2 DEADLY FORCE RESTRICTIONS (TPCA: 6.1) (TBP: 6.09)

1. Warning shots shall not be fired.

2. Firearms shall not be discharged at a moving vehicle in an attempt to disable the vehicle.

3. Because of the low probability of penetrating a vehicle with a handgun, officers threatened by an oncoming vehicle should attempt to move out of its path, if possible, instead of discharging a firearm at it or any of its occupants. However, if an officer

reasonably believes that a person is immediately threatening the officer or another person with deadly force by means of a vehicle, an officer may use deadly force against the driver of the vehicle.

4. Officers may use deadly force to destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured, when the officer reasonably believes that deadly force can be used without harm to the officer or others. In these circumstances, a supervisor shall be contacted prior to the use of deadly force if time permits.

200.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE –

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of drugs or alcohol.

(e) Subject's mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

(h) The availability of other options and their possible effectiveness.

(i) Seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the officer.

(k) Potential for injury to officers, suspects, and others.

(l) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(p) Prior contacts with the subject or awareness of any propensity for violence.

(q) Any other exigent circumstances.

200.3.4 LIMITATIONS ON FORCE (TPCA: 6.1)

The following acts associated with the use of force are prohibited.

A. Application of choke hold,

Exception: When the officer reasonably believes such holds are the only means of protecting himself or herself or another person from an imminent threat of serious physical injury or death and the use of deadly force would be authorized.

B. Use of Stream-Lites, Kel-Lites, Mag-Lites, or other flashlights as batons

Exception: An officer may use a flashlight or other object designed for a use other than as a weapon only to defend himself, herself, or another person from imminent serious bodily injury or death and then only if departmentally sanctioned methods are not available or are impractical.

The use of a flashlight or other alternative weapon under such circumstances, depending on the manner of use, may be deemed an application of deadly force.

200.3.5 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the person can comply with the direction or orders of the officer.

(c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

200.3.6 TRAINING (TPCA: 6.1)

1. All officers shall receive training in the use of their firearms.

2. All officers shall be trained and qualified with their firearms at least annually (TBP: 3.01, 3.02). In the case of rain, an alternative date may be scheduled for qualifications.

3. Officers shall qualify with all less-than-lethal authorized weapons as required by the department, hands-on arrest and defensive tactics, as well as the Use of Force policy prior to performing any law enforcement duties.

4. All officers shall receive training in the department's Use of Force policy at least annually. (TBP: 3.02)

5. All officers shall receive hands-on arrest and defensive tactics training at least every two years. (TBP: 3.06)

6. Officers shall receive training in all less-than-lethal weapons issued or used by the department or approved for carry by the department. Officers shall demonstrate proficiency with those weapons at least every two years. (TBP: 3.04)

7. All Use of Force training shall, at a minimum, comply with the standards established by TCOLE.

200.3.7 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

(a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:

1. The subject is violent or physically resisting.

2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself, or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Females who are known to be pregnant

2. Elderly individuals

3. Obvious juveniles

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.

(e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.

(f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

200.4 DEADLY FORCE APPLICATIONS (TPCA: 6.1)

Use of deadly force is justified in the following circumstances:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended.

Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.

2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

200.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

200.5 REPORTING THE USE OF FORCE (TPCA: 6.1) (TBP: 6.03; 6.06; 6.07)

A. Any use of force, except those arising in training or department demonstrations, by a member of this department, shall be documented promptly, completely, and accurately in the Use of Force Report Form.

   The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis, and related purposes, the department may require the completion of additional report forms, as specified in department policy, procedure, or law.

B. If officers have employed any use of physical force (other than the routine use of handcuffs or use of a firm grip to direct the movements of a subject) or used any impact, electrical, or chemical weapons, or pointed or discharged any firearm, they shall first provide for appropriate medical aid for the subject **(TBP: 6.07)** and then:

   1. Immediately notify the on-duty supervisor or the Chief of Police (if the on-duty supervisor is unavailable) of any use of force or discharge of a weapon. The Chief of Police shall determine if an immediate investigation is required.

      a. It is imperative that the Chief be notified immediately in the event of any firearms discharge,

         OR

      b. Serious physical injury.

   2. Photographs of the subject will be taken as soon as possible after the use of force to document any injury or lack of injury.

3. Submit a Use of Force form to the Chief of Police prior to the end of shift describing the incident, the force used, and any medical aid rendered. The Use of Force form shall be in addition to any other required reports.

200.5.1 NOTIFICATION TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges any of the above has occurred.

200.5.2 INTERNAL INVESTIGATIONS

A. Review

1. The officer's supervisor and the Chief of Police shall review all reported uses of force to determine whether:

    a. Departmental policies/procedures were violated.

    b. Relevant departmental policy was clearly understandable and effective to cover the situation.

    c. Departmental training was adequate.

    d. Departmental equipment operated properly.

2. At least annually, the Chief of Police shall conduct a Use of Force Analysis of use-of force incidents and to determine if additional training, equipment, or policy modifications may be necessary. (TBP: 6.10.)

B. Internal Investigations

1. An internal investigation will be conducted on any firearms discharge (other than training), and any other use of deadly force by members of the department.

2. An internal investigation may be conducted on other uses of force incidents if a violation of law or department policy is suspected.

3. In addition to the internal investigation, a criminal investigation shall also be conducted in any firearms discharge or other use of force incident where an officer or other person is injured or killed and in any other circumstances where a violation of law is suspected. The criminal investigation may be conducted by another law enforcement agency with concurrent jurisdiction and the results may be presented to the grand jury for review.

4. Procedures for Officer Involved Shooting Investigations are covered in Policy 210.

200.5.3 ASSIGNMENT OF OFFICER (TPCA: 6.1) (TBP: 6.08)

Pending administrative review, any officer whose actions have resulted in the death or serious bodily injury of another person, to include traffic collisions where a person was seriously injured or killed, shall be removed from line-duty assignment. This action protects both the officer's and the community's interest until the situation is resolved. This re-assignment is not considered punitive in nature.

200.6 MEDICAL CONSIDERATION

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor, or if not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

200.7 SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her Miranda rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.

2. The fact that a recorded interview was conducted should be documented in a property or other report.

3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the subject may pursue civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

200.7.1 DIVISION SUPERVISOR RESPONSIBILITY

The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

200.8 ANNUAL USE OF FORCE REPORT (TBP: 6.10)

The Chief of Police shall prepare an annual Use of Force Report. The report should be based on the Use of Force Forms submitted through the chain of command throughout the year. In compiling the annual report, the Chief should consider reviewing:

(a) The type of force used.

(b) Whether the force used was effective in controlling the individual.

(c) The location (premise type) where the force was used.

(d) The number of officers present when the force was used.

(e) The identity and number of officers who used force.

(f) Precipitating events leading to the use of force.

(g) The type of offense or arrest.

(h) Whether alcohol and/or narcotics were involved.

(i) The report should analyze the use of force incidents to determine whether:

1. Any policies need revision.

2. Additional training is needed and the scope of the training required.

3. Any equipment changes that may be needed.
4. Any changes in methods of operation or response that may be needed.

____

Chief of Police

RESOLUTION 18-R-21

A RESOLUTION ADOPTING AN EXCESSIVE FORCE POLICY

WHEREAS, In accordance with 24 CFR 91.325(b)(6), the City of Richwood, TX is required to adopt and enforce a policy with respect to the use of excessive force;

WHEREAS, the policy is a requirement of the CDBG-DR Grant Program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richwood:

In accordance with 24 CFR 91.325(b)(6), the City of Richwood, TX hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Richwood, TX to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Richwood, TX to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction; and
3. As officers and representatives of City of Richwood, TX*,* we the undersigned have read and fully agree to this plan, and will become a party to the full implementation of this program.

PASSED AND ADOPTED by the City Council of the City of Richwood this the 10th day of December, 2018.

APPROVED:

____
Mark Guthrie, Mayor

ATTEST:

____
Giani Cantu, City Secretary

City of Richwood
Penalty Listing
1 - Penalty & Notice - 07/10/2020

Account No.	Balance Amount	Past Due Amount	Paid Amount	Penalty Amount
21360001	325.68	232.26	0.00	23.23
30690008	164.70	79.85	0.00	7.99
23070004	171.96	30.90	150.00	3.09
30142002	132.21	59.44	0.00	5.94
31285000	353.29	152.87	0.00	15.29
15840007	272.03	60.45	0.00	6.05
60010501	336.17	170.67	165.77	17.07
30780003	241.48	114.08	0.00	11.41
21590002	294.20	144.60	0.00	14.46
31050002	225.76	132.06	125.00	13.21
21840001	178.57	88.04	86.98	8.80
11470004	490.25	341.00	0.00	34.10
40173502	224.83	105.75	0.00	10.58
10470005	223.00	102.45	100.00	10.25
15910004	300.09	126.27	0.00	12.63
21480013	149.84	57.42	0.00	5.74
21930002	247.04	159.69	0.00	15.97
40195502	247.05	159.70	0.00	15.97
31230004	404.74	275.01	500.00	27.50
30700001	130.36	37.96	0.00	3.80
20010016	371.81	238.94	150.00	23.89
31030002	617.60	415.06	0.00	41.51
60019502	277.22	59.73	120.00	5.97
10530002	179.84	87.42	0.00	8.74
70079501	125.77	60.16	83.12	6.02
40143503	242.40	115.00	0.00	11.50
30745002	101.78	99.28	0.00	9.93
17490001	194.65	93.90	0.00	9.39
22460009	348.35	219.00	0.00	21.90
40300502	111.95	109.45	0.00	10.95
31270000	185.06	90.03	0.00	9.00
14200005	499.44	399.52	0.00	39.95
15890000	842.83	733.28	90.85	73.33
14840020	390.22	209.40	200.00	20.94
20100009	553.79	431.84	0.00	43.18
20520005	195.53	77.27	157.90	7.73
22870003	424.60	328.08	0.00	32.81
22190002	382.69	250.86	0.00	25.09
10190003	399.11	295.26	100.00	29.53
14070017	263.09	126.27	0.00	12.63
10740012	469.04	328.84	0.00	32.88
10650012	222.28	109.64	0.00	10.96
14190003	211.67	55.13	150.00	5.51
17390001	450.20	271.72	0.00	27.17
30180005	230.27	45.31	140.70	4.53
10720011	373.81	274.71	0.00	27.47
30550002	447.96	350.98	0.00	35.10
	$14,226.21	**$8,506.55**	**$2,320.32**	**$850.69**

City of Richwood
TEXAS

Agenda Memorandum

CONTACT: Kirsten Garcia, City Secretary

SUBJECT: Late Fees & Disconnections.

SUMMARY: Discuss and consider extending deferral of late fees and disconnections to utility accounts.

BACKGROUND INFORMATION:
At a previous council meeting, Council decided to extend the deferral of late fees and disconnections to customer accounts until July 15th. There was a request to revisit this prior to that date.

ISSUE:
The City is currently waiving late fees and keeping delinquent accounts connected to their water service. This was done as a courtesy to residents during this unprecedented time of the COVID-19 pandemic.

As of 7/10/20, there are 48 customer accounts that are more than 30 days delinquent, totaling $8506.55. Should late fees be applied (10% of current amount due), it would total $850.69

Although notices have been sent already, I will be drafting a letter to send to the account holders to advise them of their options to settle their accounts. We are making it clear to anyone who contacts us that we are willing to work with them in any way.

Currently, there has been no further guidance from the state. The Public Utility Commission of Texas' last notice is attached.

FISCAL IMPACT: No fiscal impact other than revenues not collected through applying late fees to customer accounts.

Thank you,

K. Garcia

Kirsten Garcia

Water and Sewer Utilities FAQ

What is the PUC doing to help Texans experiencing economic hardship due to COVID-19?
On March 26th, the Public Utility Commission of Texas responded to the governor's declaration of an emergency with a plan to mitigate the impact of COVID-19 on Texas water and sewer utility customers who are experiencing genuine economic hardship as a result of the pandemic.

Who are these actions intended to help?
These efforts are intended to help those Texans in genuine financial distress as a result of COVID-19, when their utility bills will literally break their family budget. Because the cost of these temporary measures will ultimately be borne by ratepayers (including customers with suspended disconnections), they should be reserved for those in dire circumstances.

How are Water and Sewer Utility Customers Affected?
The Commission has ordered PUC-regulated water and sewer utilities across the state to immediately suspend disconnections for non-payment. On May 14, 2020, the Commission extended the timeframe to June 13, 2020, for which Investor Owned Utilities (IOUs) cannot disconnect a customer for nonpayment due to the COVID19 pandemic. This order can be found at: http://interchange.puc.texas.gov/Documents/50664_185_1065902.PDF

Does the disconnection for non-payment directive apply to communities, municipalities, districts, and non-profit Water Supply Corporations (WSC) that provide retail water & sewer utility service?
No. The Commission's order only applies to IOUs residing outside the corporate limits of a municipality because they have original jurisdiction over their retail water and sewer rates. The governing body or elected board of a county, municipality, district and non-profit water supply and sewer service corporation (WSC) is responsible for making its own business decisions regarding the disconnection of service for nonpayment during the COVID-19 crisis.

What should counties, municipalities, districts, and non-profit WSCs do to respond to customers regarding water and sewer utility service in response to the COVID-19 crisis?
We encourage these entities to review the Commission's order on the direction given to IOUs when making their own decision regarding disconnections for nonpayment during the COVID-19 crisis. Many of these entities have decided to not disconnect customers for non-payment during this time; however, we have not heard from all of them. If you are one of their customers, you are encouraged to contact them with your questions and concerns.

What should I do if I am a customer and cannot pay my water bill due to the COVID-19 crisis?
You will continue to receive a bill and accrue a balance from your retail public water and sewer utility during the COVID-19 crisis. If you are unable to pay your bill in full during this timeframe, immediately contact your water and sewer utility provider and ask for a deferred payment plan for either all or the portion of the bill you are not able to pay.

Regarding the PUC's Response to COVID-19

Can I be charged a late fee for not being able to pay some or all of my bill during this crisis?
Customers that receive retail water or sewer service from an IOU cannot be charged a late fee for inability to pay all or a portion of their bill during this crisis.

How water Water and Sewer Utilities recover the costs of these suspensions post-crisis?
In their orders, the Commission authorized water and sewer utilities to record as a regulatory asset expenses resulting from effects of COVID-19, including but not limited to non-payment of customer bills as a result of the Commission's order to not disconnect customers for non-payment during the COVID-19 pandemic. The Commission will consider, on a case-by-case basis, the appropriate adjustment to a utility's rates to recover the approved amount of regulatory assets. The order detailing the regulatory recovery can be found at: https://interchange.puc.texas.gov/Documents/50664_108_1057674.PDF

What if my Investor Owned Utility (IOU) is struggling to pay bills during the COVID-19 crisis?
If you represent an IOU having a difficult time paying your own electric bill, first contact your electric provider to request a payment plan then contact the PUC's Department of Utility Outreach (DUO) at DUO@puc.texas.gov. We are standing by to discuss your rates and the potential need for a rate change. (*Requirements for requesting a rate and tariff change differ according to the size of your utility.*)

A publication of the Public Utility Commission of Texas

1701 N. Congress Avenue, PO Box 13326, Austin, TX 78711-3326
Water Utilities can reach our Department of Utility Outreach at DUO@puc.texas.gov or 512-936-7405.
For more information, including our ongoing response to the COVID-19 crisis, visit www.PUC.Texas.gov

June 30, 2020

Mr. Eric Foerster
City of Richwood
1800 N. Brazosport Blvd.
Richwood TX 77531

Dear Mr. Foerster:

According to our records, the term for the Brazosport Water Authority representative appointed by your city will expire in September, 2020.

If you have not already done so, please make arrangements to appoint or re-appoint a representative from your city to fill this position.

New or re-appointed members will be sworn into office at or before the regular session meeting on September 22, 2020, to serve a two (2) year term.

Offices of the Board of the Brazosport Water Authority will also be reorganized at the monthly meeting in September 2020.

Please provide written notice of your choice to represent your city for filing purposes and please include the representative's name, mailing address, telephone number, and email address.

Thank you,

Kristina Crouch

Kristina Crouch
Office Manager
Brazosport Water Authority
Phone: (979) 297-2715
Fax: (979) 297-8933
Email: kcrouch@bwawater.org

KDC
CC: file