



**City Council City Council Regular Meeting
Monday, March 9, 2020
6:00 PM**

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.

AGENDA

BE IT KNOWN that the **City Council** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, March 9, 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:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
 - Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. 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; the first five individuals who sign up for the public comment section will be permitted to speak
- VI. PROCLAMATIONS 4
- VII. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings
 - 1. Regular Meeting held February 24, 2020 5
 - B. Payment of Bills 23
- VIII. PRESENTATION
 - A. City of Richwood Public Water System Resiliency Plan - Freese & Nichols 35
 - B. City of Richwood Sewer Improvement Project - Grantworks 49
- IX. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider a resolution designating authorized signators for the Hurricane Harvey - Infrastructure CDBG Disaster Recovery program contract 20-065-080-C233 57
 - B. Discuss and consider a resolution adopting required CDBG-DR Civil Rights policies 78
 - C. Discuss and consider a resolution amending the Fiscal Year 2019-2020 Budget to allocate annual reimbursement from Brazoria County for call response to the Volunteer Fire Department. 80
 - D. Discuss and consider adopting a plan to eliminate long-term receivables and payable between the Enterprise and General Fund. 84
 - E. Discuss and consider allowing the City Manager to approve Brazoria County Mosquito Control District to provide aerial spraying for mosquitoes over Richwood. 87
- X. REPORTS

Reports that require no action.

A. Public Works Department

1. Update on Upcoming Bond Projects - Clif Custer 89

XI. CITY MANAGER'S REPORT 90

XII. FUTURE AGENDA ITEMS

XIII. COUNCIL MEMBER COMMENTS & REPORTS

XIV. MAYOR'S REPORT

XV. 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, _____ 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.

Proclamation

I, Steve Boykin, by the authority vested in me as Mayor of the City of Richwood, Texas, do hereby proclaim

The month of April As “Fair Housing Month”

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Richwood, do proclaim April as Fair Housing Month in City of Richwood and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

In Testimony whereof, witness my hand and the seal of the City of Richwood, this 9th day of March, A.D. 2020.

Steve Boykin, Mayor
City of Richwood

Minutes of City Council

The City Council Regular Meeting of Monday, February 24, 2020

BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, February 24, 2020, beginning at 6:15 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order at 6:11 p.m.

II. INVOCATION

III. PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor

Mike Johnson, Position 1

Melissa Strawn, Position 2

Matthew Yarborough, Position 3

Mark Brown II, Position 4

Katie Johnson, Position 5

Other present: Eric Foerster, City Manager; Lindsay Koskiniemi, Finance Director; Kirsten Garcia, City Secretary; Clif Custer, Director of Public Works; Stephen Mayer, Chief of Police; Matthew Allen, City Attorney

V. 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; the first five individuals who sign up for the public comment section will be permitted to speak

There was no public comment.

VI. PROCLAMATIONS

A. Vow 22 Day Proclamation

VII. CONSENT AGENDA

A. Approval of Minutes of Previous Meetings

1. Regular meeting held January 13, 2020
2. Special meeting held January 25, 2020
3. Special meeting held February 3, 2020

B. Payment of Bills

On a motion by Mike Johnson, second by Mark Brown II, with all present members voting aye, the consent agenda was approved.

VIII. PRESENTATIONS

A. FY 2019 Audit Presentation - KM&L Certified Public Accountants

Kevin Cadenhead with KM&L presented.

IX. DISCUSSION AND ACTION ITEMS

All public comments will be subject to the following rules: all speakers are permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers can not defer their 3 minutes to another speaker.

A. Final review and action of re-plat of Lots 21 & 22; Block 1 of Oakwood Shores Subdivision Section 1, also known as 31426 & 31434 Bayou Bend.

On a motion by Mark Brown II, second by Matt Yarborough, with all present members voting aye, the consent agenda was approved.

B. Discussion and possible action regarding street repair in Oakwood Shores.

Lauren LaCount – 2000 Brazosport Blvd - Stated she supports the fire department getting more training ground and the community garden. She added other parts of the community have been waiting for road repair and she is asking for equitable funding to street repair amongst the whole city.

Lisa Hall – 33203 Amber Jack Dr – Ms. Hall stated she lives in a cul-de-sac that is 80 percent limestone with no pavement. She added that there are signs and barricades on her road, and she would like council to consider this area and others in bad shape for repairs.

Mary Free – 33211 Amberjack Dr – Mrs. Free stated her road is frequently used to hold gravel and machinery, so trucks are constantly tearing up the road. She requests council considers her road for repair.

Rory Escalante – 2918 Oakwood Shores Drive – Presented in opposition of current plan for road to be repaired.



2019 Proposed Bond Program

The Richwood City Council has called for an election to be held on November 6, 2018 to allow citizens the opportunity to vote on three (3) propositions for a proposed \$5 million bond program.

We invite you to please study the information below and to participate in the election on November 6, 2018.

Highlight of Bond Propositions

Proposition 1: Street & Road Construction (\$3.0 million)

Over the years as the streets have aged the City's operating budget has not been able to keep pace with the needed street repairs due to deterioration. This project would help fund the needed repairs to over 25,000 linear feet, or just over 4.7 miles, of roadways. The table to the right shows the proposed road repairs. If the City were to systematically address these repairs with the annual budgets in the General Fund and the Transportation Fund, it's estimated that the listed repairs may not be completed until 2037.

Resurfacing & Stabilization	Spot Repairs
Cypress	Brazos Ct.
Cypress Ct.	Brazos Dr.
W. Mahan	Braircreek
Schley	Quail Run
Cedar Ct.	Wisteria
June Ct.	
Blue Crab Ct.	
Blue Marlin	
Redfish Trl.	
Bayou Bend	

ORDINANCE 18-438

AN ORDINANCE CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION; AND OTHER MATTERS IN CONNECTION THEREWITH

RECITALS

1. On August 13, 2018, the City Council (the *Council*) of the City of Richwood, Texas (the *City*), ordered an election to be held on November 6, 2018, for the purpose of determining whether the resident, qualified voters of the City would authorize the issuance of general obligation bonds by the City.
2. The Council has reviewed and investigated all matters pertaining to this election, including the ordering, notices, election officers, holding, and returns thereof.
3. The Council hereby canvasses the returns of this election, at which there were submitted to all resident, qualified voters of the City for their action thereupon, the following propositions:

PROPOSITION A

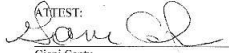
"Shall the Governing Body of the City of Richwood, Texas, be authorized to issue and sell general obligation bonds of the City in the principal amount of \$3,000,000 for the purpose of street and road construction and improvements, such bonds to mature serially or otherwise not more than 40 years from their date; and any issue or series of said bonds to bear interest at such rate or rates (fixed, floating, variable or otherwise) as may be determined within the discretion of the Governing Body, provided that such rate of interest shall not exceed the maximum rate per annum authorized by law at the time of the issuance of any issue or series of said bonds; and shall the Governing Body of the City be authorized to levy and pledge, and cause to be assessed and collected, annual ad valorem taxes, within the limitations prescribed by law, on all taxable property in said City sufficient to pay the principal of and annual interest on the bonds and provide a sinking fund to pay the Bonds at maturity, and that such ad valorem taxes to pay the annual principal and interest on such bonds may be imposed?"

PROPOSITION A

“THE ISSUANCE OF \$3,000,000 OF GENERAL OBLIGATION BONDS FOR STREET AND ROAD CONSTRUCTION AND IMPROVEMENTS AND THE LEVY OF A TAX THEREFOR.”

	<u>For</u>	<u>Against</u>
Election Day	<u>226</u>	<u>123</u>
Early Voting	<u>482</u>	<u>273</u>
Absentee	<u>43</u>	<u>20</u>
TOTAL	<u>751</u>	<u>416</u>

PASSED AND ADOPTED this 19th day of November, 2018.

ATTEST:

Gianl Cantu
City Secretary


Mayor



Ordinance Number 2019-457

AN ORDINANCE
AUTHORIZING THE ISSUANCE OF
“CITY OF RICHWOOD, TEXAS,
GENERAL OBLIGATION BONDS,
SERIES 2019A”;
AND LEVYING AN AD VALOREM TAX;
AUTHORIZING THE EXECUTION OF A TRANSFER AND
PAYING AGENCY AGREEMENT;
AND OTHER MATTERS IN CONNECTION THEREWITH

CITY OF RICHWOOD, TEXAS

ADOPTED June 17, 2019

AN ORDINANCE
AUTHORIZING THE ISSUANCE OF
"CITY OF RICHWOOD, TEXAS,
GENERAL OBLIGATION BONDS,
SERIES 2019";
AND LEVYING AN AD VALOREM TAX;
AUTHORIZING THE EXECUTION OF A TRANSFER AND
PAYING AGENCY AGREEMENT;
AND OTHER MATTERS IN CONNECTION THEREWITH

RECITALS

1. The City Council (the "*Governing Body*") of the City of Richwood, Texas (the "*Issuer*"), a political subdivision and home-rule city, hereby finds and determines that it should issue General Obligation Bonds (the "*Bonds*") in the principal amount of \$2,955,000 being the first installment of series of bonds approved for the purposes of (i) street and road improvements; (ii) sidewalk construction and improvements; and (iii) drainage improvements and flood control projects at an election held November 6, 2018, and to pay for professional services relating thereto and the issuance costs of the Bonds.

<u>Election Date</u>	<u>Amount Originally Authorized</u>	<u>Amount Heretofore Issued</u>	<u>Amount Being Issued</u>	<u>Amount Remaining</u>
11/06/2018	\$5,000,000	\$0	\$2,955,000	\$2,045,000

2. The Governing Body has found and determined that \$2,955,000 in aggregate principal amount of the Bonds described in such notice should now be issued and sold, and has adopted this ordinance authorizing issuance of such Bonds.

Minutes of City Council Regular Meeting

The Board of Trustees City of Richwood

A City Council Regular Meeting of the Board of Trustees of City of Richwood was held Monday, September 16, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

Clif Custer reported that the red is over 5 miles. The map just shows how our roads ranked according to the engineer. With the transportation fund and the bond, we are looking at about 2.3 million dollars to expend. By contracting with the county, we are getting the most for our money. 4 miles of full reconstruction would normally cost us about one million dollars per mile, and we are getting four miles for \$950,000.

Discussion held on street conditions in Oakwood Shore.

On motion by Mark Brown II, second by Katie Johnson with all present members voting "aye" the Interlocal Agreement with Brazoria County for Roadway Maintenance was approved.

Road Maintenance

- No county help on cement roads
- Asphalt Roads may require stabilization, but are eligible for some county help which will significantly reduce cost
- Need a City specification for asphalt roads that considers soil and use
- Bond allows completion of most repairs within 5 years

Subdivision	Street Name	Street Surface	Repair Length (ft)	Replacement Year	
				No Bond	Bond
Brazoz Crossing	Brazos Ct. (From 288B)	Cement	150	2028	2021
Brazoz Crossing	Brazos Dr. (From FM 2004)	Cement	150	2030	2021
Glenwood Bayou	Briar Creek (From FM 2004)	Cement	400	2032	2021
Glenwood Bayou	Quail Run (at 411 Quail Run)	Cement	100	2024	2021
Glenwood Bayou	Wisteria (at 303,311, & 315)	Cement	200	2026	2021
Davidson Slater	Cypress	Asphalt	1,050	2020	2019
Davidson Slater	West Mahan	Asphalt	4,460	2022	2021
Davidson Slater	Schley	Asphalt	1,520	2020	2020
Davidson Slater	Audubon Woods Dr.	Asphalt	1,240	2018	2018
Davidson Slater	Cypress Ct.	Asphalt	1,000	2024	2021
Davidson Slater	Cedar Ct.	Asphalt	420	2020	2021
Davidson Slater	June Ct.	Asphalt	430	2020	2021
Oakwood Shores	Blue Crab Ct.	Asphalt	4,200	2019, 2021, 2022, 2023	2021
Oakwood Shores	Blue Marlin	Asphalt	3,300	2029, 2031, 2032, 2033	2021
Oakwood Shores	Redfish Trail	Asphalt	4,020	2023, 2025, 2027, 2029	2023
Oakwood Shores	Bayou Bend (From Bayou View Ct. to Northeast)	Asphalt	4,800	2034, 2035, 2036, 2037	2021

MARY ALDOUS
First Assistant



RAETHELLA JONES
Chief - Civil Division
DARRELL COLLINS
Chief Investigator

JERI YENNE

CRIMINAL DISTRICT ATTORNEY
BRAZORIA COUNTY

February 7, 2020

Via Electronic Mail
Rodrigo Escalante
Email: rory0820@gmail.com

RE: Public Information Act Request to Brazoria County
Brazoria County Reference Number: 20-0263

Dear Mr. Escalante:

On January 31, 2020, Brazoria County received your enclosed request made under the Texas Public Information Act. Your request was forwarded to the Brazoria County District Attorney's Office. The District Attorney's Office represents Brazoria County in matters related to open records requests.

The information responsive to your request is enclosed with this letter. If you have any questions, please contact our office.

Best regards,


Andrew Heston
Assistant District Attorney
Brazoria County, Texas

AH/ke

Enclosures:
Open Records Request received January 31, 2020
Responsive Documents

COUNTY COURTHOUSE, 111 E. LOCUST, SUITE 400A, ANGELTON, TEXAS 77413

Angleton Area (979) 864-1213 District Area (281) 756-1213 Brazosport Area (979) 864-1213 East-Central Division (979) 864-1121 East-Civil Division (979) 864-1112

Matt Hanks, J.D., P.E.
COUNTY ENGINEER
Trey Haskins, P.E., CFM
ASST. COUNTY ENGINEER
(979) 864-1265
Office



BRAZORIA COUNTY ENGINEERING
451 N. VELASCO, SUITE 230
ANGLETON, TEXAS 77535
www.brazoriacountytx.gov

Clay Forister, P.E., CFM
ASST. COUNTY ENGINEER
Karen McKinnon, P.E.
ASST. COUNTY ENGINEER
(979) 864-1270
Fax

August 16, 2019

City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531
Attn: Mayor of the City of Richwood

RE: Interlocal Agreement with Brazoria County and the City of Richwood

Please find two copies of the above referenced Interlocal Agreement between Brazoria County and the City of Richwood. Please carefully review the conditions of the agreement, and if acceptable, agreement must be signed by the Mayor of the City of Richwood. I will return your copy to you with the Judge's signature.

Please return both signed copies back to the Brazoria County Engineer's Office.

If you have any questions, please contact Mandie Kelly at (979) 864-1265.

Sincerely,

Matt Hanks, JD, PE
County Engineer

MH/MK

City of Richwood
Interlocal Agreement Project Request Summary FY-20

STREET/LOCATION	LIMITS (TO - FROM)	LENGTH (FT)	WIDTH (FT)	WORK DESCRIPTION (Major Street Projects ONLY)	FOR OFFICE USE ONLY
Blue Creek	South West Cul-de-sac to North East Cul-de-sac	4,130'	21'	Min & remove existing asphalt road base/lime stabilize existing subgrade/ reclaim asphalt road base/ditch prior to asphalt	
Redfish Trail	South west Cul-de-sac to North East Cul-de-sac	4,095'	21'	Same	
Blue Marlin	Southern most Cul-de-sac to intersection of	3,800'	21'	Same	
Amberjack	intersection of Oakwood Trail to intersection of Bayou Bend	3,880'	21'	Same	
Bayou View	South Eastern Culsedesac to intersection of Bayou Bend	1,900'	21'	Same	
Bayou Bend	Eastern most Cul-de-sac to intersection of Bayou View to Bayou Bend	4,500'	21'	Same	

Note: Each page submitted must be approved by the Mayor.
Return to: County Engineer's Office

Please return your completed Project
Request to the attention of Mandie
Kelly prior to October 15, 2019.

Approved By: Mayor

THE STATE OF TEXAS §
COUNTY OF BRAZORIA §

INTERLOCAL AGREEMENT

This agreement is made at Angleton, Brazoria County, Texas between BRAZORIA COUNTY, TEXAS acting through its Commissioners' Court (hereinafter "COUNTY"), and the CITY OF RICHWOOD, acting through its Mayor (hereinafter "CITY").

NOW THEREFORE, THE COUNTY AND THE CITY agrees as follows:

1.0 The term of this agreement shall be from October 1, 2019, to September 30, 2020. The AGREEMENT may be renewed annually by the written approval of COUNTY and CITY.

1.1 Pursuant to the Interlocal Cooperation Act, Texas Government Code, Chapter 791 and the Texas Transportation Code, Section 251.012, the COUNTY agrees to provide personnel and equipment at its own expense to assist in the construction, improvement, maintenance and/or repair of a street or alley located within the corporate limits of the CITY OF RICHWOOD, subject to the approval of the County Engineer as set forth in Section 1.3, including sub grade preparation, base preparation, asphalt paving, culverts and ditch work, herbicide spraying, painting and striping roads, installation of permanent traffic signs, and other routine road maintenance operations. Any work performed on the City's streets and alleys which are not an integral part of, or a connecting link

to, other roads and highways is allowed if such work is determined to be a benefit to the County by Commissioners' Court. The CITY will provide materials, including fuel used by the equipment for these projects. All such materials shall be paid for by the CITY, and may be purchased through the County's suppliers. The CITY shall reimburse the cost of any work performed or obtained by the COUNTY, which is determined to be beyond the scope of this agreement, to the County.

1.2 The county work authorized by this AGREEMENT may be done:

- (1) By the COUNTY through use of county equipment;
- (2) By an independent contractor with whom the COUNTY has contracted for the provision of certain services and materials, conditioned on the CITY providing a purchase order to such independent contractor for the full amount of such services or materials.

1.3 During the term of this AGREEMENT when COUNTY work is requested, the Mayor of the City shall submit a request in writing to the County Engineer. The County Engineer and the Mayor of the City shall agree in writing as to the location and type of assistance to be provided pursuant to this AGREEMENT. It is expressly understood between the parties that the COUNTY shall have no authority or obligation to provide any service or work on any city street or alley not so agreed to in writing.

The County Engineer is authorized to sign an acceptance statement for

each project at the appropriate time and authorize the work subject to be completed as the Road and Bridge Department schedules permit.

1.4 The parties intend that the COUNTY in performing such services shall act as an independent contractor and shall have control of the work and the manner in which it is performed. The COUNTY shall not be considered an agent, employee, or borrowed servant of the CITY.

1.5 For and in consideration of the above agreement by the County, the CITY agrees to provide all warning and safety signs and other safety protections as required when such work is being performed by the COUNTY.

1.6 The parties further agree that such work and materials are provided by the COUNTY without warranty of any kind to the CITY or any third party, and that the COUNTY has no obligation to provide any supplemental warranty work after a project's completion. The CITY agrees to provide any engineering or design work required for work done pursuant to this agreement.

II.

2.0 The Parties expressly acknowledge that the City's and the County's authority to indemnify and hold harmless any third party is governed by [Article XI, Section 7 of the Texas Constitution](#), and any provision that purports to require indemnification by the City or the County is invalid. Nothing in this Agreement requires that either the City or County incur debt, assess or collect funds, or create a sinking fund.

2.1 Payment for services or materials under this agreement shall be payable from current revenues available to the paying party.

III.

3.0 Either party may terminate this agreement upon thirty (30) day's written notice to the other party.

3.1 Nothing herein shall be construed to make either party a purchaser or consumer of goods or services from the other.

3.2 Nothing herein shall be construed to create any rights in third parties.

SIGNED AND ENTERED this the ____ day of _____, 2019.

BRAZORIA COUNTY, TEXAS

By: L.M. "Matt" Sabesta Jr.
Brazoria County Judge

By: [Signature]
Mayor

DATE: 9-26-19

ATTEST:

[Signature]
CITY SECRETARY



City of Richwood
1800 Bransport Blvd.
Richwood, TX 77351
Phone (278) 265-2082
Fax (278) 265-7943

Oakwood Shores Resident,

The City of Richwood through the Interlocal Agreement with Brazoria County Precinct 1 will be engaged in road repair efforts in the Oakwood Shores Subdivision beginning in the summer of 2020. Road repair efforts will be funded utilizing General Obligation Bond Funds.

In 2017 the City of Richwood began a process of assessing needs of infrastructure supported by Richwood's General Fund. Based on requested feedback by Richwood staff from residents it was determined that Richwood residents wanted to fund:

1. Road repair
2. Drainage improvements
3. Sidewalks

The amount of the Bond was for \$5,000,000.00. \$3,000,000.00 was allotted for road repair, \$1,500,000.00 was allotted for drainage improvements and \$500,000.00 was allotted for sidewalk improvements. Prior to receiving bond funds, former City Manager Michael Coon approached Brazoria County Precinct 1 and the City of Clute in attempt to negotiate an exchange of Interlocal Agreement assistance with the City of Clute. Richwood's regular allotment through the Interlocal Agreement with Brazoria County Precinct 1 consists of 2 miles of road repair per fiscal year. The exchange negotiated would provide 4 miles of road repair for each City in alternating years.

Example:

In 2018 Clute would receive 4 miles of road repair through the interlocal Agreement and Richwood would receive 0. In 2019 Richwood would perform 4 miles of road repair through the Interlocal Agreement and Clute would receive 0.

The original agreement made with Brazoria County for Richwood road repair consisted of 2 miles of complete road reconstruction to be performed in Oakwood Shores and 2 miles of asphalt overlay to be performed in other parts of town. Richwood staff understands the need for road repair within the subdivision of Oakwood Shores. Richwood attended an Oakwood Shores HOA meeting to present a plan of 2 miles of full road reconstruction and 2 miles of asphalt overlay within the subdivision of Oakwood Shores. Based on the concerns of Oakwood Shores residents at the HOA meeting, Richwood staff approached Brazoria County and requested 4 miles of full road reconstruction. Brazoria County granted the 4 miles of full road reconstruction with the expressed understanding by Richwood staff that the repair efforts would take place over fiscal year 2020 and fiscal year 2021. Road repair efforts will be performed to a standard developed utilizing Geotechnical engineering results from core samples taken on a previously repaired section of Amberjack Drive. The section of Amberjack Drive was the only section of Oakwood Shores repair that would have a treated subbase. Geotechnical pressure test results came back with a max life of 55,000 ESAL's (Equivalent Single Axle Load), or equal to 55,000 passes of an 18,000 lb. axle load. After this data was assessed by City Engineers it was determined that the reconstruction standard that was implemented on Amberjack Drive would produce a 15-20 roadway regarding subbase. The lifespan on this roadway and future repaired roadways are contingent on increased future traffic volumes and preventative maintenance.

Once it was determined that Richwood had a repair standard that had potential to maintain integrity into future years, metrics and a plan were developed for the repair efforts. These metrics include:

1. Fully reconstruct a continuous path of roadway

This will allow repair efforts to have a determined start and stopping point that will minimize any transition areas between repaired and nonrepaired roadways. This will also ensure that heavy road repair equipment is not traversing Oakwood Shores streets that are already in disrepair.

2. Fully reconstruct a continuous path of roadway in Oakwood Shores that carries a positive impact for the majority of residents in Oakwood Shores.

This will ensure that repair efforts present a positive impact to the majority of residents who live in Oakwood Shores. This also takes into consideration what is most equitable for all citizens obligated to repay bond funds through property taxes.



The map shows Richwood's ambition for road repair utilizing the Interlocal Agreement with Brazoria County. The map represents a small excess of 4 miles worth of proposed road repair. It is the intention of Richwood to include the small section of Amberjack running Southwest of Oakwood Trail in the repair efforts. This section of roadway puts the City of Richwood over budget on the agreed upon 4 miles worth of full road reconstruction, but this would allow the repair to piggyback off another section of Amberjack Drive previously repaired, creating a continuous repaired path up to the intersection of Amberjack Drive and Oakwood Shores Drive.

Richwood currently has no established Capital Improvement program that prioritizes and lays out a financial plan to fund future road repair within the City of Richwood. Richwood City staff recognizes the need for implementation of a Roads Capital Improvement plan to ensure the future integrity of City's streets. It is Richwood's intention to utilize the Interlocal Agreement with Brazoria County within the subdivision of Oakwood Shores as much as possible to address future road repair. Richwood staff understands that Oakwood Shores needs a degree of road reconstruction that cannot be financially afforded at this time. Staff will be working in the upcoming budget to present City Council with funding options to perform long term road repair efforts in the City of Richwood.

For any questions, comments, or concerns please contact:

Clif Custer
 Director of Public Works
 City of Richwood
 Phone: 979-265-2082
 Email: ccuster@richwoodtx.gov

City of Richwood
 Interlocal Agreement Project Request Summary FY-20

STREET/LOCATION	LIMITS (TO - FROM)	LENGTH (FT)	WIDTH (FT)	WORK DESCRIPTION (Major Street Projects ONLY)	FOR OFFICE USE ONLY
Blue Creek	South West Cul-de-sac to North East Cul-de-sac	4,180'	21'	Mill & remove existing asphalt road base/line subbase & existing gutters/ reclaim asphalt road base/line overlay w/ asphalt	
Redfish Trail	South west Cul-de-sac to North East Cul-de-sac	4,000'	21'	Same	
Blue Mountain	Southern most Outdriveway to intersection of	3,800'	21'	Same	Omitted 3,800'
Amberjack	intersection of Oakwood Trail to intersection of Bayou Bend	5,615'	21'	Same	Added 1,735'
Bayou View	South eastern Outdriveway to intersection of Bayou Bend	1,900'	21'	Same	
Bayou Bend	Eastern most Cul-de-sac to intersection of Bayou View & Bayou Bend	4,500'	21'	Same	
Oakwood Shores Dr. Entrance		750'	21'		Added 750'
Oakwood Trail Entrance		925'	21'		Added 925'

Notes: Each page submitted must be approved by the Mayor.
 Return to: County Engineer's Office

Please return your completed Project
 Request to the attention of Mandie
 Kelly prior to October 15, 2019.

Approved By: Mayor

- Omitted 3,800' (Blue Marlin)
- Added 1,735' (Amberjack)
- Added 750' (Oakwood Shores Drive – Main Entrance)
- Added 925' (Oakwood Trail Drive – Second Entrance)
- Shortfall of 390' compared to the submitted/approved Interlocal agreement
- How/where is the remainder of the \$3M bond funds and the balance of the annual transportation fund being utilized ?
- Per section 1.3 of the Interlocal agreement, has a written request/change order been submitted to the County Engineer office deviating from the original agreement?
- If the new unapproved plan proceeds, what is the plan/time-frame to reconstruct the remainder of the roads inside Oakwood Shores?
 - Blue Marlin – 4,850'
 - Amberjack (west of Blue Marlin to Oakwood Shores Dr) – 2,190'
 - Bayou Bend (from Oakwood Shores to Bayou View CT) – 3,300'
 - Oakwood Shores (from Bayou Bend to Blue Crab) – 3,125'

$$1735 + 750 + 925 - 3800 = -390$$

$$13,465' = 2.55 \text{ miles}$$

Mission Statement

Home / Government / Mission Statement

MISSION STATEMENT

To provide residents, visitors, and the business community with the highest quality of municipal services in an efficient and courteous manner, and to enhance the quality of life through planning and visionary leadership.

VISION STATEMENT

The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations.

CORE VALUES

- Act as good stewards of city resources
- Leading the City by serving our community
- Foster economic growth for today and tomorrow
- Maintaining integrity through transparency
- Promote positive quality of life for our community

Charles Free – 33211 Amberjack Dr – Mr. Free stated the potholes have damaged his vehicles.

Mark Webb – 32811 Amberjack Dr – Mr. Webb stated his road was repaved and it was great but feels the change in the map is not right.

Georgina Neuse – 32111 Bayou Bend – Mrs. Neuse stated no one wants to buy here, in Oakwood Shores because the taxes do not match the roads. She added that she fell off her bike trying to avoid a hole in the road.

Tosha Biggs – 33503 Blue Marlin – Ms. Biggs stated the roads did not look like this when she bought her property but since her vehicle have been damaged by the potholes. She added that she pays a lot in taxes and had she known her road wouldn't

be repaired she would not have urged people to pass the bond. She requests the roads go back to the original list.

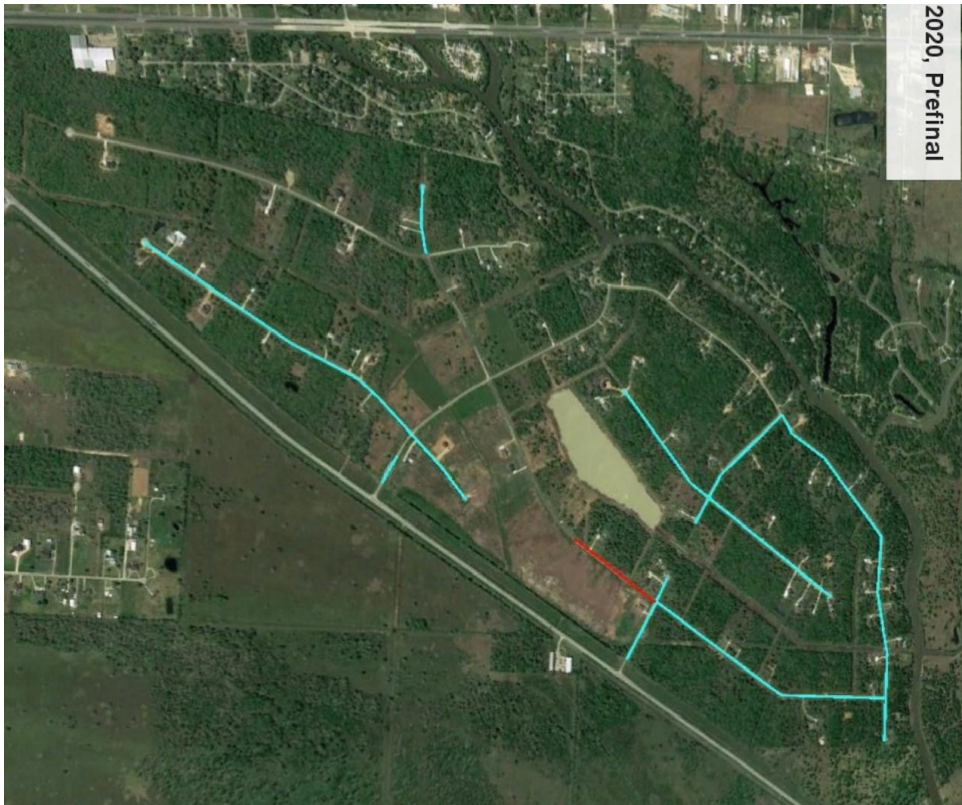
Tam Crabtree – 2903 Oakwood Shores Dr – Property values are being increased based on the pending road repair but now roads are changing. She added that it is also a safety issue to change the roads.

Christine Escalante – 2918 Oakwood Shores Dr – Stated her son must ride bike in road and he has fallen many times due to the potholes. So, because of that she said they no longer go outside. She added that the roads are a deterrent from people wanting to move into the area.

Justin Neuse – 32111 Bayou Bend – Mr. Neuse asked how many council members live in Oakwood Shores and if they don't, he asks council to walk a mile in their shoes.

Mayor Boykin stated that the developer who originally created Oakwood Shores did not want sewer, only water. Richwood being a small town did not have an engineer while Oakwood Shores development placed the roads; the developer wanted the country living and so they placed blacktop. He added that we have responsibility to the entire city – and we owe it to all the residents to do what's right with the money we have available.

Clif Custer Presented



Melissa Strawn stated she understands it's not the city's fault, but we must find a plan to move forward. She states she has a solution that would fund the complete reconstruct of the subdivision by 2021. She added that the roads shouldn't be this way and we can find the money to get this done.

Clif Custer stated that the 4 miles of reconstruct is guaranteed but it does not act in lieu of our interlocal if the construction goes into 2021.

Melissa Strawn stated she would like staff to go back and talk to the county about getting more roads. We need to have a plan in place.

Discussion held on what bond funding is going to.

Mark Brown thanked Council Member Strawn for putting her plan together and stated that Clif had a plan, presented the plan and council approved it. He added that the City has to use the funds equitably across the entire city.

Melissa Strawn motioned to go back to the original plan of roads submitted to the county according to the interlocal that was signed by the Mayor and the County Judge, seconded by Mike Johnson.

Mark Brown requested clarification on why the roads were changed in the first place.

Clif Custer stated he was advised by a Brazoria County Superintendent that the roads chosen would be more likely to fail and the best course of action is a continuous path with no start and stops.

Discussion held on road changes.

On motion a by Melissa Strawn, second by Mike Johnson, with Mike Johnson and Melissa Strawn voting "aye", Matt Yarborough, Mark Brown and Katie Johnson voting "nay" the motion to go back to the original plan of roads submitted to the county according to the interlocal that was signed by the Mayor and the County Judge did not carry.

Melissa Strawn motioned to earmark funds up to \$860,000, half of the bond and restricted funds, to reconstruct remaining 2.5 miles of roads in Oakwood Shoes to produce a 15-20 year roadway, no second – motion died

C. Discussion and Action selecting representative for 2020 HGAC

On a motion by Mike Johnson, second by Melissa Strawn and all present voting

members voting aye, Matt Yarborough and Mark Brown II will represent Richwood in the 2020 HGAC.

- D. Discussion and possible action regarding real property located on Oyster Creek Drive and relocating Freedom Park.

Pursuant to 551.072 of the Texas Government Code, deliberation regarding purchase, exchange, lease or value of real property, the Mayor requested to recess into executive session.

Adjourned at 8:13 p.m.

Reconvened at 8:22 p.m.

Lindsay Koskiniemi presented information on the appraisal of land at Oyster Creek Drive and FM 2004 and recommended the city retain the property.

Discussion held on park land.

No further discussion held.

- E. Discussion and possible action turning former Freedom Park property over to Fire Department for training use once rezoning requirements are met.

Mark Brown stated he would like Eric to work with City Attorney and Fire Department for an agreement for use of park.

No further discussion held.

- F. Discussion and possible action moving forward with rezoning process of Old Pool Site on Oyster Creek Drive to park land for use as Community Garden.

Kimberly Mayer, Executive Director of KRB, presented plan for Community Garden

Mike Johnson asked why raised beds.

Mrs. Mayer stated the soil in our area is not good for plants and trees – A&M Ag Extension recommends raised bed for this area.

Discussion held on liability.

Matt Allen, City Attorney, stated yes, we could get sued, but it would be no different than faulty playground equipment. This is why there would be insurance coverage.

Mark Brown II asked if there was any governmental oversight.

Mrs. Mayer stated she will look into it.

Matt Yarborough asked how the food will be harvested.

Mrs. Mayer stated that as a Master Gardener she would be able to give instruction to members of the Garden.

On a motion by Mike Johnson, second by Melissa Strawn, and all present members voting aye, Council approves rezoning process of Old Pool Site on Oyster Creek Drive to park land for use as Community Garden.

X. REPORTS

Reports that require no action.

A. Election Update - Kirsten Garcia, City Secretary

XI. CITY MANAGER'S REPORT

No report.

XII. COMMITTEE REPORTS

A. Keep Richwood Beautiful

Kim presented the Scenic City Certification Program.

XIII. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson – Fire Department Report – Mr. Johnson stated they still haven't met but he did receive some numbers for call response since the beginning of the year: 2019 - 130 total calls 795 total volunteer hours – 25 mutual aid calls.

Mr. Johnson also requested as a future agenda item, information on new subdivision north of Lake Jackson, looks like it's drainage is Bastrop Bayou.

Melissa Strawn stated that executive session is not a time to attack people, and thanked those who helped her.

Mark Brown II stated that things got emotional, and he thinks that we need to look at our City as a place of business and not let our emotions get the best of us. We can come here to debate ideas respectfully.

Katie Johnson reported that CCPD met last week and they meet again next week to work on budget.

XIV. MAYOR'S REPORT

Mayor stated he thinks he should've been more professional, but he doesn't agree with comments made about his integrity. He wants to be clear there are no backroom deals

and he did have it checked when he was elected to ensure there was no conflict in his relationship with Clif.

XV. ADJOURNMENT

Being no further business, the meeting was adjourned at 8:59 p.m.

These minutes were read and approved on this 9th day of March, 2020.

ATTEST:

Mayor

City of Richwood
Check Register
1 - Checking - Pooled Cash - 02/01/2020 to 02/29/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
ACT PIPING AND SUPPLY, INC.	39938	s100474908-001	01/22/2020	02/03/2020	65.00	2" oval meter flange	30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39955	s100461070-001	01/22/2020	02/07/2020	6,318.94	Material for water line extension	30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39955	s100461070-002	01/24/2020	02/07/2020	-568.99	credit	30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39955	s100461070-003	01/30/2020	02/07/2020	-485.00	credit	30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39955	s100475592-001	01/27/2020	02/07/2020	62.00		30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39955	s100476687-001	01/27/2020	02/07/2020	13.50		30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39955	s100477330-001	01/29/2020	02/07/2020	643.00	Material for water line extension	30215390 - Water Lines M&R
					\$5,983.45		
ACT PIPING AND SUPPLY, INC.	39977	s100471360-001	01/16/2020	02/14/2020	995.00	New check valve for well 6	30215390 - Water Lines M&R
ACT PIPING AND SUPPLY, INC.	39977	s100471385-001	01/16/2020	02/14/2020	21.00	New check valve for well 6	30215390 - Water Lines M&R
					\$1,016.00		
ACT PIPING AND SUPPLY, INC.	40023	s100482238-001	02/20/2020	02/28/2020	1,816.35	Stock Water Parts and Fittings	30215390 - Water Lines M&R
					\$8,880.80		
AIRGAS USA, LLC	40024	9968357256	01/31/2020	02/28/2020	65.47	acetylene and oxygen	10025240 - Expendable Operating S
					\$65.47		
AQUA METRIC SALES, CO.	39978	inv0076670	01/30/2020	02/14/2020	971.62	2" Omni water meter	30215390 - Water Lines M&R
AQUA METRIC SALES, CO.	39978	prf000299	02/11/2020	02/14/2020	5,627.54	Annual Maintenance and Support of Logic	30215660 - WATER Dues & Subscri
					\$6,599.16		
AQUA METRIC SALES, CO.	40007	inv0076729	02/10/2020	02/21/2020	2,739.97	iperl antenna parts	30215390 - Water Lines M&R
					\$9,339.13		
AT&T	39956	february20	01/21/2020	02/07/2020	1,440.42	Yearly SCADA Fees / budget amount	30215420 - WATER Telephone
AT&T	40008	february20-	02/01/2020	02/21/2020	943.38	dispatch phone	10055420 - Telephone
					\$2,383.80		
AT&T MOBILITY	40009	287290249608x	02/01/2020	02/21/2020	66.05	Yearly phone fees / budget balance	10025420 - Telephone
					\$66.05		
AUL AMERICAN UNITED LIFE IN	ACH.3714.022	february20	01/17/2020	02/21/2020	440.00	insurance	10292136 - Insurance Payable
					\$440.00		
B&B Classics, LLC	39953	317	01/31/2020	02/05/2020	996.00	vehicle maint	10055340 - Vehicle M&R
B&B Classics, LLC	39974	323	02/11/2020	02/11/2020	495.00	vehicle maint	10055340 - Vehicle M&R
B&B Classics, LLC	40005	324	02/19/2020	02/19/2020	1,998.00	vehicle maint	10055340 - Vehicle M&R
					\$3,489.00		
BANCORPSOUTH EQUIPMENT F	39939	674304	01/10/2020	02/03/2020	73,790.55	water meter equip.	30215505 - Operating Lease - Clute
					\$73,790.55		
BB&T GOVERNMENTAL FINANC	39940	january20	01/28/2020	02/03/2020	5,086.25	Interest - Series 2011 Gen Obligation Bond Lo	40505992 - Series 2011 - Interest
BB&T GOVERNMENTAL FINANC	39940	january20-	01/28/2020	02/03/2020	10,405.75	Interest on Loan No 9943000600000002 Gen O	30255961 - Meter Capital Lease - In
					\$15,492.00		
					\$15,492.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 02/01/2020 to 02/29/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BBG CONSULTING, INC.	39979	2028	02/05/2020	02/14/2020	2,445.00	Building and Permitting Inspection Services	10105102 - Contract Labor
					\$2,445.00		
BCOS OFFICE TECHNOLOGIES	ACH.4485.020	ar260805	01/15/2020	02/07/2020	181.85	copier	30215210 - WATER Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.020	ar260806	01/15/2020	02/07/2020	33.17	copier	10015210 - Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.020	ar260922	01/17/2020	02/07/2020	81.88	copier	10055935 - Operating Lease - Equip
					\$296.90		
BCOS OFFICE TECHNOLOGIES	ACH.4485.022	ar261840	02/10/2020	02/21/2020	99.72	copier	30215210 - WATER Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.022	ar261841	02/10/2020	02/21/2020	32.56	copier	10015210 - Office Supplies
					\$132.28		
					\$429.18		
BEAVER, JENNIFER	40010	february20	02/03/2020	02/21/2020	50.00	reimbursement for k-9 training	10055130 - Training & Travel
BEAVER, JENNIFER	40021	february20-	02/25/2020	02/25/2020	55.00	training reimbursement	10055130 - Training & Travel
					\$105.00		
BRAZORIA COUNTY SEPTIC SE	40025	86556	02/12/2020	02/28/2020	275.00	Is cleaning at brazos crossing apts+	30205390 - SEWER Line M&R
					\$275.00		
BRAZORIA COUNTY TREASURE	39957	eng20-016	01/27/2020	02/07/2020	898.55	Stormwater Interlocal agreement yearly fees	10115660 - Dues & Subscriptions
BRAZORIA COUNTY TREASURE	39957	eng20-026	01/27/2020	02/07/2020	338.27	Stormwater Interlocal agreement yearly fees	10115660 - Dues & Subscriptions
BRAZORIA COUNTY TREASURE	39957	eng20-036	01/27/2020	02/07/2020	523.86	Stormwater Interlocal agreement yearly fees	10115660 - Dues & Subscriptions
					\$1,760.68		
					\$1,760.68		
BRAZORIA COUNTY WATER LAB	39980	20200165	01/15/2020	02/14/2020	120.00	water sample test	30215390 - Water Lines M&R
					\$120.00		
BRAZOS FASTENERS, INC	39981	371766	02/06/2020	02/14/2020	68.34	thread rod	30215390 - Water Lines M&R
					\$68.34		
BRAZOS RESERVE LLC	ACH.3129.022	february20	02/25/2020	02/28/2020	72,087.14	Brazos Reserve Year 4 380 agreement	10615699 - Development Agreeemen
					\$72,087.14		
BRAZOSPORT WATER AUTHORI	39982	07-0468	01/31/2020	02/14/2020	24,040.50	Surface Water Costs	30215995 - Brazosport Water Autho
					\$24,040.50		
BROOKSIDE EQUIPMENT SALE	39983	ia12118	01/22/2020	02/14/2020	233.12	mower repair	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	40026	wa31058	02/12/2020	02/28/2020	158.17	mower repair	10085365 - Other Equipment M&R
BROOKSIDE EQUIPMENT SALE	40026	wa31059	02/12/2020	02/28/2020	179.32	mower repair	10085365 - Other Equipment M&R
					\$337.49		
					\$570.61		
BROWN, JACK	39958	february20	02/06/2020	02/07/2020	183.13	travel pay	10065130 - Training & Travel
					\$183.13		

City of Richwood
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1 - Checking - Pooled Cash - 02/01/2020 to 02/29/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BROWN, KATY	39984	RFD 20010015.0	02/07/2020	02/14/2020	85.00	Deposit Refund: 20010015 - BROWN, KATY	30302220 - Customer Meter Deposit
					\$85.00		
BUDGET CARWASH	39959	1173	01/31/2020	02/07/2020	10.00	car wash	10055340 - Vehicle M&R
					\$10.00		
BUSINESS CARD	40006	0230537002520	01/24/2020	02/21/2020	32.46	couplings	10025320 - Office Furniture/Fixture
BUSINESS CARD	40006	0230537003200	01/31/2020	02/21/2020	7.50	postage	10055240 - Expendable Operating S
BUSINESS CARD	40006	0514048000774	01/07/2020	02/21/2020	3.44	water and soda	10055287 - Community Outreach
BUSINESS CARD	40006	0522702002230	01/22/2020	02/21/2020	239.11	power washer hose	30215220 - WATER Tools
BUSINESS CARD	40006	0522702002900	01/28/2020	02/21/2020	9.37	meal	30215130 - WATER Training & Trav
BUSINESS CARD	40006	0522702002930	01/29/2020	02/21/2020	11.86	meal	30215130 - WATER Training & Trav
BUSINESS CARD	40006	0543684000750	01/06/2020	02/21/2020	100.00	stamps	10015341 - Postage & Shipping
BUSINESS CARD	40006	0543684001540	01/14/2020	02/21/2020	7.45	printer cable	30215210 - WATER Office Supplies
BUSINESS CARD	40006	0543684001550	01/14/2020	02/21/2020	8.66	meal	10055130 - Training & Travel
BUSINESS CARD	40006	0543684003050	01/29/2020	02/21/2020	150.00	stamps	10015341 - Postage & Shipping
BUSINESS CARD	40006	0543684003050	01/29/2020	02/21/2020	150.00	stamps	30215341 - WATER Postage & Ship
BUSINESS CARD	40006	0543684004100	01/03/2020	02/21/2020	5.25	vegetable oil	30215230 - WATER Gas, Oil, & Lubr
BUSINESS CARD	40006	0558745002900	01/29/2020	02/21/2020	-0.83	credit	10015130 - Training & Travel
BUSINESS CARD	40006	1527021001336	01/13/2020	02/21/2020	25.00	facebook ad	10015685 - Publishing & Advertising
BUSINESS CARD	40006	1527021001900	01/19/2020	02/21/2020	194.85	online services	10015660 - Dues & Subscriptions
BUSINESS CARD	40006	1527021001900	01/19/2020	02/21/2020	15.69	facebook ad	10015685 - Publishing & Advertising
BUSINESS CARD	40006	1527021003200	02/01/2020	02/21/2020	25.00	facebook ad	10015685 - Publishing & Advertising
BUSINESS CARD	40006	2524780000800	01/08/2020	02/21/2020	7.99	donuts	10055287 - Community Outreach
BUSINESS CARD	40006	2524780002200	01/22/2020	02/21/2020	49.47	food	10015201 - Food
BUSINESS CARD	40006	2524780002500	01/25/2020	02/21/2020	291.67	food	10015201 - Food
BUSINESS CARD	40006	2524780003500	02/04/2020	02/21/2020	79.06	water line repair	30215390 - Water Lines M&R
BUSINESS CARD	40006	4518742000900	01/08/2020	02/21/2020	29.00	training	30215130 - WATER Training & Trav
BUSINESS CARD	40006	4518742002300	01/22/2020	02/21/2020	108.24	shock	30215270 - WATER Chemicals
BUSINESS CARD	40006	5530876003154	01/30/2020	02/21/2020	5.00	meal	30215130 - WATER Training & Trav
BUSINESS CARD	40006	5530959001783	01/16/2020	02/21/2020	5.90	vehicle maint	30215340 - WATER Vehicle M&R
BUSINESS CARD	40006	5530959001883	01/17/2020	02/21/2020	31.46	vehicle maint	30215340 - WATER Vehicle M&R
BUSINESS CARD	40006	5530959002583	01/24/2020	02/21/2020	23.88	headlight	10055340 - Vehicle M&R
BUSINESS CARD	40006	5531020001379	01/12/2020	02/21/2020	24.92	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001479	01/13/2020	02/21/2020	14.08	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001502	01/15/2020	02/21/2020	270.13	adobe	10115660 - Dues & Subscriptions
BUSINESS CARD	40006	5531020001679	01/15/2020	02/21/2020	14.08	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001679	01/15/2020	02/21/2020	27.00	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001779	01/16/2020	02/21/2020	16.25	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001879	01/17/2020	02/21/2020	15.16	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001879	01/18/2020	02/21/2020	376.24	hotel	10055130 - Training & Travel
BUSINESS CARD	40006	5531020001979	01/19/2020	02/21/2020	28.24	hotel	10055130 - Training & Travel
BUSINESS CARD	40006	5531020002409	01/23/2020	02/21/2020	19.88	meal	10015130 - Training & Travel
BUSINESS CARD	40006	5531020002409	01/23/2020	02/21/2020	4.97	food	10015130 - Training & Travel
BUSINESS CARD	40006	5531020002409	01/23/2020	02/21/2020	-4.32	credit	10015130 - Training & Travel
BUSINESS CARD	40006	5531020002583	01/24/2020	02/21/2020	64.32	dog food	10055201 - Food
BUSINESS CARD	40006	5531020002840	01/27/2020	02/21/2020	29.84	food	30215130 - WATER Training & Trav
BUSINESS CARD	40006	5531020002902	01/29/2020	02/21/2020	16.23	adobe	30215210 - WATER Office Supplies

City of Richwood
Check Register
1 - Checking - Pooled Cash - 02/01/2020 to 02/29/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	40006	5531020002908	01/29/2020	02/21/2020	170.98	training	10015210 - Office Supplies
BUSINESS CARD	40006	5531020003508	02/04/2020	02/21/2020	91.99	flowers	10015240 - Expendable Operating S
BUSINESS CARD	40006	5542950002371	01/23/2020	02/21/2020	7.99	booking fee for hotel	10015130 - Training & Travel
BUSINESS CARD	40006	5543286000520	01/05/2020	02/21/2020	39.60	amazon	10294112 - Miscellaneous Income
BUSINESS CARD	40006	5543286000820	01/08/2020	02/21/2020	26.86	school signs	10025376 - Signs M&R
BUSINESS CARD	40006	5543286002020	01/20/2020	02/21/2020	14.06	amazon prime membership	10025660 - Dues & Subscriptions
BUSINESS CARD	40006	5543286002120	01/21/2020	02/21/2020	34.99	stamps.com	10015341 - Postage & Shipping
BUSINESS CARD	40006	5543286002120	01/21/2020	02/21/2020	10.49	office supplies	10015210 - Office Supplies
BUSINESS CARD	40006	5543286002220	01/22/2020	02/21/2020	273.66	tools	30215220 - WATER Tools
BUSINESS CARD	40006	5543286002320	01/23/2020	02/21/2020	166.54	hotel	10015130 - Training & Travel
BUSINESS CARD	40006	5543286002420	01/24/2020	02/21/2020	12.12	couplings	30215365 - WATER Other Equipme
BUSINESS CARD	40006	5543286002520	01/24/2020	02/21/2020	20.64	hotel	10015130 - Training & Travel
BUSINESS CARD	40006	5543286002920	01/28/2020	02/21/2020	329.80	air fare	10015130 - Training & Travel
BUSINESS CARD	40006	5543286003020	01/30/2020	02/21/2020	24.96	meal	30215130 - WATER Training & Trav
BUSINESS CARD	40006	5543687003416	02/03/2020	02/21/2020	11.78	barracade tape	30215220 - WATER Tools
BUSINESS CARD	40006	5546029001027	01/10/2020	02/21/2020	125.00	training	10015130 - Training & Travel
BUSINESS CARD	40006	5548077001540	01/14/2020	02/21/2020	32.00	meal	10055130 - Training & Travel
BUSINESS CARD	40006	5548872000540	01/05/2020	02/21/2020	6.90	tax payment	10015240 - Expendable Operating S
BUSINESS CARD	40006	55488720011258	01/10/2020	02/21/2020	10.00	carwash	10055340 - Vehicle M&R
BUSINESS CARD	40006	5548872001425	01/13/2020	02/21/2020	10.00	car wash	10055340 - Vehicle M&R
BUSINESS CARD	40006	5548872003225	01/31/2020	02/21/2020	10.00	carwash	10055340 - Vehicle M&R
BUSINESS CARD	40006	5549040001326	01/12/2020	02/21/2020	26.09	taxi	10055130 - Training & Travel
BUSINESS CARD	40006	5549040001926	01/18/2020	02/21/2020	26.09	taxi	10055130 - Training & Travel
BUSINESS CARD	40006	5549967000679	01/06/2020	02/21/2020	16.16	vinyl numbers, liquid wrench, wd40 spray	10025376 - Signs M&R
BUSINESS CARD	40006	5549967000779	01/07/2020	02/21/2020	139.80	manhole repairs	30215392 - Sewer Lines M&R
BUSINESS CARD	40006	5549967003579	02/04/2020	02/21/2020	20.99	saw blades	30215390 - Water Lines M&R
BUSINESS CARD	40006	5549967003579	02/04/2020	02/21/2020	7.68	bleach	30215240 - WATER Expendable Op
BUSINESS CARD	40006	5550036003508	02/04/2020	02/21/2020	126.00	aed pads	10055930 - Equipment
BUSINESS CARD	40006	5550080002809	01/28/2020	02/21/2020	25.24	meal	30215130 - WATER Training & Trav
BUSINESS CARD	40006	5550629002806	01/28/2020	02/21/2020	79.95	icma management	10015130 - Training & Travel
BUSINESS CARD	40006	5554750003172	01/30/2020	02/21/2020	288.15	hotel	30215130 - WATER Training & Trav
BUSINESS CARD	40006	7230606001990	01/16/2020	02/21/2020	25.00	meal	10055130 - Training & Travel
BUSINESS CARD	40006	7521769000745	01/06/2020	02/21/2020	972.50	on line order	30215340 - WATER Vehicle M&R
BUSINESS CARD	40006	7523017001790	01/17/2020	02/21/2020	175.00	plat filing	10105240 - Expendable Operating S
BUSINESS CARD	40006	7533700003048	01/29/2020	02/21/2020	28.11	meal	30215130 - WATER Training & Trav
BUSINESS CARD	40006	7550499001790	01/16/2020	02/21/2020	233.97	vehicle maint	10085365 - Other Equipment M&R
BUSINESS CARD	40006	8523017001990	01/17/2020	02/21/2020	5.16	filing fee	10105240 - Expendable Operating S
BUSINESS CARD	40006	8550647000770	01/02/2020	02/21/2020	434.63	chemicals	30215270 - WATER Chemicals
BUSINESS CARD	40006	february20	02/03/2020	02/21/2020	39.00	late payment fee	10015240 - Expendable Operating S
BUSINESS CARD	40006	february20-	02/05/2020	02/21/2020	9.54	finance charge	10015240 - Expendable Operating S
BUSINESS CARD	40006	february20--	02/03/2020	02/21/2020	39.00	late payment fee	10015240 - Expendable Operating S
BUSINESS CARD	40006	february20---	01/02/2020	02/21/2020	27.84	finance charge	10015240 - Expendable Operating S
BUSINESS CARD	40006	february20----	02/03/2020	02/21/2020	39.00	late payment fee	10055240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	02/05/2020	02/21/2020	13.30	finance charge	10055240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	01/29/2020	02/21/2020	29.00	late payment fee	10015240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	02/05/2020	02/21/2020	2.27	finance charge	10015240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	02/03/2020	02/21/2020	29.00	late payment fee	10055240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	02/05/2020	02/21/2020	1.09	finance charge	10055240 - Expendable Operating S

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BUSINESS CARD	40006	february20-----	02/03/2020	02/21/2020	19.00	late payment fee	10055240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	02/05/2020	02/21/2020	1.00	finance charge	10055240 - Expendable Operating S
BUSINESS CARD	40006	february20-----	02/03/2020	02/21/2020	39.00	late payment fee	30215240 - WATER Expendable Op
BUSINESS CARD	40006	february20-----	02/05/2020	02/21/2020	12.02	finance charge	30215240 - WATER Expendable Op
BUSINESS CARD	40006	february2020	02/03/2020	02/21/2020	39.00	late payment fee	30215240 - WATER Expendable Op
BUSINESS CARD	40006	february2020-	02/05/2020	02/21/2020	22.19	finance charge	30215240 - WATER Expendable Op
					<u>\$6,955.63</u>		
					\$6,955.63		
C & S JANITORIAL SERVICES, IN	39960	34458	02/01/2020	02/07/2020	275.00	janitorial	10025102 - Contract Labor
					<u>\$275.00</u>		
CENTERPOINT ENERGY	39985	february--	02/07/2020	02/14/2020	22.93	yearly gas fees / budget balance	10025430 - Natural Gas
CENTERPOINT ENERGY	39985	february20-	02/06/2020	02/14/2020	21.20	Yearly gas fees / Budget balance	30215430 - WATER Natural Gas
CENTERPOINT ENERGY	39985	february20--	02/06/2020	02/14/2020	21.20	natural gas	10075430 - Natural Gas
CENTERPOINT ENERGY	39985	february20---	02/06/2020	02/14/2020	63.62	natural gas	10015430 - Natural Gas
					<u>\$128.95</u>		
CENTERPOINT ENERGY	VOID	january20	01/08/2020	02/11/2020	21.20	natural gas	10075430 - Natural Gas
CENTERPOINT ENERGY	VOID	january20-	01/08/2020	02/11/2020	69.92	natural gas	10015430 - Natural Gas
					<u>\$91.12</u>		
					\$220.07		
Chris Hartung Consulting, LLC	ACH.5702.022	2020-005	02/28/2020	02/28/2020	2,976.63	CM Finalist background checks, interviews, tra	10015102 - Contract Labor
					<u>\$2,976.63</u>		
Clark, Charles	39976	february20	02/12/2020	02/12/2020	723.07	travel reimbursement for city manager canidat	10015101 - Administrative Expense
					<u>\$723.07</u>		
CLUTE POSTMASTER	39975	february20	02/11/2020	02/11/2020	86.45	postage for late notices	30215240 - WATER Expendable Op
CLUTE POSTMASTER	40020	february20-	02/25/2020	02/25/2020	396.55	postage for utility bills	30215240 - WATER Expendable Op
CLUTE POSTMASTER	40022	february20--	02/26/2020	02/26/2020	240.00	yearly fee for bulk postage for 2019	10015660 - Dues & Subscriptions
					<u>\$723.00</u>		
COLDWELL BANKER	39986	RFD 40190003.0	02/13/2020	02/14/2020	17.65	Deposit Refund: 40190003 - COLDWELL BAN	30302220 - Customer Meter Deposit
					<u>\$17.65</u>		
COMBINED INSURANCE CO. OF	39961	551931	02/06/2020	02/07/2020	74.48	insurance	10292136 - Insurance Payable
					<u>\$74.48</u>		
COMCAST	39962	february20	01/16/2020	02/07/2020	77.57	telephone	10015420 - Telephone
COMCAST	39962	february20	01/16/2020	02/07/2020	77.57	telephone	10045294 - Expenditures - Court Te
COMCAST	39962	february20	01/16/2020	02/07/2020	232.68	telephone	10055420 - Telephone
					<u>\$387.82</u>		
COMCAST	39987	february20-	02/01/2020	02/14/2020	94.14	internet	10075420 - Telephone
COMCAST	39987	february20--	02/02/2020	02/14/2020	10.77	internet	10075420 - Telephone
					<u>\$104.91</u>		

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COMCAST	39988	95220257	02/01/2020	02/14/2020	35.21	telephone	30215420 - WATER Telephone
COMCAST	39988	95220257	02/01/2020	02/14/2020	70.43	telephone	10015420 - Telephone
COMCAST	39988	95220257	02/01/2020	02/14/2020	176.05	telephone	10055420 - Telephone
					<u>\$281.69</u>		
					\$774.42		
CORDOBA LAW FIRM. P.L.L.C.	39963	50621	01/31/2020	02/07/2020	160.00	attorney	10095570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39963	50621	01/31/2020	02/07/2020	510.00	attorney	25401113 - Accrued Interest Receiv
CORDOBA LAW FIRM. P.L.L.C.	39963	50621	01/31/2020	02/07/2020	2,425.00	attorney	10015570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39963	50622	01/31/2020	02/07/2020	900.00	attorney	10065570 - Attorney's Fees
					<u>\$3,995.00</u>		
					\$3,995.00		
CORE & MAIN	39989	1830327	02/06/2020	02/14/2020	650.00	oversized meter boxes	30215390 - Water Lines M&R
					<u>\$650.00</u>		
CRAFCO INC.	39964	9402196102	01/30/2020	02/07/2020	2,539.78	Crack sealing rental and material	25404125 - Transportation Fee
					<u>\$2,539.78</u>		
DE LAGE LANDEN FINANCIAL S	39965	66668262	01/25/2020	02/07/2020	176.15	copier lease	10055935 - Operating Lease - Equip
DE LAGE LANDEN FINANCIAL S	39965	66670533	01/25/2020	02/07/2020	63.98	COPIER LEASE	10015935 - Operating Lease - Equip
DE LAGE LANDEN FINANCIAL S	39965	66670533	01/25/2020	02/07/2020	331.17	copier lease	30215935 - Operating Lease - Equip
					<u>\$571.30</u>		
					\$571.30		
DEAN, PHYLLIS	40011	february20	02/18/2020	02/21/2020	100.00	deposit refund	10292133 - Facility Rental Deposits
					<u>\$100.00</u>		
DXI INDUSTRIES, INC.	40012	de05000103-20	01/31/2020	02/21/2020	40.00	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	40012	de05000648-20	01/31/2020	02/21/2020	10.00	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	40012	de05000649-20	01/31/2020	02/21/2020	50.00	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	40012	de05000650-20	01/31/2020	02/21/2020	40.00	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
DXI INDUSTRIES, INC.	40012	de05000691-20	01/31/2020	02/21/2020	10.00	150 lb. chlorine cylinders / yearly supply	30215270 - WATER Chemicals
					<u>\$150.00</u>		
					\$150.00		
EVR-GREEN	39990	26706	02/03/2020	02/14/2020	153.28	landscape at city hall	10015310 - Building & Grounds M&
					<u>\$153.28</u>		
FEDEX	39991	6-912-77985	01/30/2020	02/14/2020	55.30	shipping to tceq	30215341 - WATER Postage & Ship
FEDEX	40027	6-919-76559	02/06/2020	02/28/2020	62.33	shipping	30215341 - WATER Postage & Ship
					<u>\$117.63</u>		
FLEET SAFETY EQUIPMENT, IN	39941	615327	01/15/2020	02/03/2020	915.00	VIS CAM EXT 002 Body Camera	15605930 - Equipment
FLEET SAFETY EQUIPMENT, IN	39941	615328	01/15/2020	02/03/2020	4,720.00	WGA Watch Guard DVR Camera System	15605930 - Equipment
					<u>\$5,635.00</u>		
					\$5,635.00		

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GARCIA, KIRSTEN	39966	february20	02/06/2020	02/07/2020	62.99	travel pay	10015130 - Training & Travel
					\$62.99		
GULF COAST PAPER	ACH.3784.021	1773905	11/25/2019	02/14/2020	44.51	paper produccts	10015215 - Custodial Supplies
GULF COAST PAPER	ACH.3784.021	1774754	11/27/2019	02/14/2020	256.86	custodial supplies	10085240 - Expendable Operating S
GULF COAST PAPER	ACH.3784.021	1774770	11/27/2019	02/14/2020	80.84	paper goods	10085240 - Expendable Operating S
GULF COAST PAPER	ACH.3784.021	1775372	12/02/2019	02/14/2020	-68.18	credit	10085240 - Expendable Operating S
GULF COAST PAPER	ACH.3784.021	1788832	01/02/2020	02/14/2020	91.12	trash bags	10015215 - Custodial Supplies
					\$405.15		
					\$405.15		
IBARRA, CYNTHIA	39992	december19	12/12/2019	02/14/2020	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$100.00		
ICMA-RC PLAN #307447	ACH.5050.022	PR010620-5050	01/08/2020	02/24/2020	157.36	Def 457	10292132 - Retirement Payable
ICMA-RC PLAN #307447	ACH.5050.022	PR012020-5050	01/22/2020	02/24/2020	157.36	Def 457	10292132 - Retirement Payable
					\$314.72		
					\$314.72		
INTERNAL REVENUE SERVICE	ach	PR020320-4045	02/05/2020	02/06/2020	34.32	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR020320-4045	02/05/2020	02/06/2020	1,451.44	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR020320-4045	02/05/2020	02/06/2020	4,815.41	Federal Income Tax	10292131 - Federal W/H Payble
					\$6,301.17		
INTERNAL REVENUE SERVICE	autodraft	PR021720-4045	02/19/2020	02/21/2020	34.32	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	autodraft	PR021720-4045	02/19/2020	02/21/2020	1,464.02	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	autodraft	PR021720-4045	02/19/2020	02/21/2020	4,715.50	Federal Income Tax	10292131 - Federal W/H Payble
					\$6,213.84		
					\$12,515.01		
KHOVNANIAN	39993	Refund: 1735000	02/11/2020	02/14/2020	45.56	Refund: 17350000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39994	Refund: 1747000	02/11/2020	02/14/2020	40.42	Refund: 17470000 - KHOVNANIAN	30301230 - Utility Receivables
					\$85.98		
KILLUM PEST CONTROL	40028	247944	02/06/2020	02/28/2020	49.50	pest control	10025310 - Building & Grounds M&
KILLUM PEST CONTROL	40028	247944	02/06/2020	02/28/2020	49.50	pest control	30215310 - WATER Building & Grou
KILLUM PEST CONTROL	40028	247954	02/06/2020	02/28/2020	50.00	pest control	10085310 - Building & Grounds M&
KILLUM PEST CONTROL	40028	247955	02/06/2020	02/28/2020	10.00	pest control	10085310 - Building & Grounds M&
					\$159.00		
KILLUM PEST CONTROL	VOID39942	235246	01/15/2020	02/03/2020	235.00	pest contol	10085310 - Building & Grounds M&
					\$394.00		
KM&L, LLC	39943	86166	01/13/2020	02/03/2020	13,241.00	audit services	10115595 - Professional Services
					\$13,241.00		
LIBERTY NATIONAL LIFE INSUR	39944	PR010620-5506	01/08/2020	02/03/2020	87.27	Liberty National - Post tax	10292136 - Insurance Payable

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LIBERTY NATIONAL LIFE INSUR	39944	PR010620-5506	01/08/2020	02/03/2020	127.25	Liberty National - Pretax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39944	PR012020-5506	01/22/2020	02/03/2020	87.27	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39944	PR012020-5506	01/22/2020	02/03/2020	127.25	Liberty National - Pretax	10292136 - Insurance Payable
					<u>\$429.04</u>		
LIBERTY NATIONAL LIFE INSUR	40029	PR020320-5506	02/05/2020	02/28/2020	87.27	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	40029	PR020320-5506	02/05/2020	02/28/2020	127.25	Liberty National - Pretax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	40029	PR021720-5506	02/19/2020	02/28/2020	87.27	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	40029	PR021720-5506	02/19/2020	02/28/2020	127.25	Liberty National - Pretax	10292136 - Insurance Payable
					<u>\$429.04</u>		
					\$858.08		
Masters Consulting Services	39945	3	01/30/2020	02/03/2020	3,403.96	audit prep	10115595 - Professional Services
					<u>\$3,403.96</u>		
MCCOY'S BUILDING SUPPLY	39946	1332251	12/02/2019	02/03/2020	3.78	hose clamp and connection	10025240 - Expendable Operating S
MCCOY'S BUILDING SUPPLY	39946	1334541	01/09/2020	02/03/2020	18.97	wire wheel and bit holder	30215310 - WATER Building & Grou
MCCOY'S BUILDING SUPPLY	39946	1334759	01/14/2020	02/03/2020	10.32	hex cap, nut, washer	10035380 - Streets M&R
MCCOY'S BUILDING SUPPLY	39946	1334776	01/14/2020	02/03/2020	3.79	snap bolt swivel	30215240 - WATER Expendable Op
MCCOY'S BUILDING SUPPLY	39946	1334859	01/15/2020	02/03/2020	296.13	lumber, deck protect, ground contact	10085310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39946	1334862	01/15/2020	02/03/2020	-224.40	credit	10085310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39946	1334863	01/15/2020	02/03/2020	38.56	lumber	10085310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39946	1334890	01/15/2020	02/03/2020	59.56	ground contact, extension	10085310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39946	1334914	01/15/2020	02/03/2020	23.43	ground contact	10085310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39946	1335442	01/22/2020	02/03/2020	25.98	water meter box key	30215220 - WATER Tools
					<u>\$256.12</u>		
MCCOY'S BUILDING SUPPLY	39995	1335704	01/27/2020	02/14/2020	8.94	12" patio block squares	30215390 - Water Lines M&R
MCCOY'S BUILDING SUPPLY	40013	1336526	02/06/2020	02/21/2020	54.78	concrete mix	30215390 - Water Lines M&R
MCCOY'S BUILDING SUPPLY	40013	1336540	02/07/2020	02/21/2020	26.97	bleach and garden hose	10025215 - Custodial Supplies
					<u>\$81.75</u>		
					\$346.81		
MERCER CONTROLS	39947	17650	01/27/2020	02/03/2020	2,493.00	Scada radio survey	30215390 - Water Lines M&R
MERCER CONTROLS	39947	17664	01/27/2020	02/03/2020	928.50	Scada radio survey	30215390 - Water Lines M&R
					<u>\$3,421.50</u>		
					\$3,421.50		
MIKE SORRELL TRUCKING & MA	40030	8757	02/13/2020	02/28/2020	100.00	select fill	30215390 - Water Lines M&R
					<u>\$100.00</u>		
MOMENTUM RENTAL & SALES	39967	90059-3	01/27/2020	02/07/2020	13.50	z-thread	30215392 - Sewer Lines M&R
					<u>\$13.50</u>		
MOORE SUPPLY	39996	s155841851.001	05/21/2019	02/14/2020	-2.77	credit balance	30215390 - Water Lines M&R
MOORE SUPPLY	39996	s156017124.002	02/14/2020	02/14/2020	-23.11	credit	30215390 - Water Lines M&R
MOORE SUPPLY	39996	s156228106.001	07/09/2019	02/14/2020	-0.95	credit balance	30215390 - Water Lines M&R

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MOORE SUPPLY	39996	s156516300.001	08/12/2019	02/14/2020	-0.53	credit balance	30215390 - Water Lines M&R
MOORE SUPPLY	39996	s157818766-001	01/27/2020	02/14/2020	45.06	ball valve	30215390 - Water Lines M&R
					\$17.70		
					\$17.70		
MORROW, CHELSIE	40018	february20	02/18/2020	02/21/2020	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$100.00		
Motley, Christopher	40031	177253	03/12/2019	02/28/2020	120.00	contract for olqp annual inspection	10105102 - Contract Labor
Motley, Christopher	40031	177256	01/03/2020	02/28/2020	50.00	contract labor for fire inspection for sugar n spi	10105102 - Contract Labor
Motley, Christopher	40031	177257	01/31/2020	02/28/2020	50.00	contract labor for fire inspection for lil champs	10105102 - Contract Labor
					\$220.00		
					\$220.00		
NETPROTEC LLC	ACH.5179.022	1400	12/17/2019	02/21/2020	295.00	v	10055542 - Jail Expense
NETPROTEC LLC	ACH.5179.022	1459	01/16/2020	02/21/2020	295.00	v	10055542 - Jail Expense
NETPROTEC LLC	ACH.5179.022	1470	02/17/2020	02/21/2020	295.00	video magistrate	10055542 - Jail Expense
					\$885.00		
					\$885.00		
NGUYEN, THUAN	40019	RFD 10060003.0	02/21/2020	02/21/2020	17.65	Deposit Refund: 10060003 - NGUYEN, THUA	30302220 - Customer Meter Deposit
					\$17.65		
O'REILLY'S AUTOMOTIVE STOR	ACH.3816.020	1479-380217	01/23/2020	02/07/2020	114.20	battery	30215365 - WATER Other Equipme
					\$114.20		
OFFICE OF ATTORNEY GENERA	39954	PR020320-5136	02/05/2020	02/05/2020	262.15	Child Support	10292138 - Child Support Payable
OFFICE OF ATTORNEY GENERA	40014	PR021720-5136	02/19/2020	02/21/2020	262.15	Child Support	10292138 - Child Support Payable
					\$524.30		
PACE, LINDA	ACH.3817.020	february20	02/06/2020	02/07/2020	14.50	travel	10015130 - Training & Travel
					\$14.50		
PENNEY'S ELECTRIC	39948	20103	01/20/2020	02/03/2020	220.00	ls#6 repair	30215392 - Sewer Lines M&R
PENNEY'S ELECTRIC	40032	20116	02/03/2020	02/28/2020	275.00	repair lights on ball field	10085310 - Building & Grounds M&
PENNEY'S ELECTRIC	40032	20147	02/24/2020	02/28/2020	660.00	Starter Rebuilds for Ground Storage	30215390 - Water Lines M&R
					\$935.00		
					\$1,155.00		
R & M TELEPHONE SERVICE	39968	47404	01/17/2020	02/07/2020	98.79	PHONE LINE REPAIRS	10015240 - Expendable Operating S
R & M TELEPHONE SERVICE	40033	47447	02/14/2020	02/28/2020	102.90	phone services	10015240 - Expendable Operating S
					\$201.69		
SCB CLINIC, PLLC	39949	4665/9520	01/23/2020	02/03/2020	63.00	drug screen	30215240 - WATER Expendable Op
					\$63.00		

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SEASIDE GARDENS	39997	021220	02/12/2020	02/14/2020	80.00	flowers for andrew griffith family	10015240 - Expendable Operating S
					\$80.00		
SMITH MUNICIPAL SUPPLIES	ACH.3843.022	00-18371	02/11/2020	02/21/2020	277.50	Sign Brackets	10025376 - Signs M&R
SMITH MUNICIPAL SUPPLIES	ACH.3843.022	00-18456	02/24/2020	02/28/2020	170.94	Amber pavement reflectors and sign blanks	10025376 - Signs M&R
SMITH MUNICIPAL SUPPLIES	ACH.3843.022	00-18484	02/24/2020	02/28/2020	259.02	Amber pavement reflectors and sign blanks	10025376 - Signs M&R
					\$429.96		
					\$707.46		
SMITH, ANN M	39969	february20	02/05/2020	02/07/2020	200.00	refund for variance permit fee	10291112 - Tax Receivable
					\$200.00		
SPRINT	autodraft	677639496-030/	02/18/2020	02/18/2020	79.01	cell phones	10025420 - Telephone
SPRINT	autodraft	677639496-030/	02/18/2020	02/18/2020	122.74	cell phones	30215420 - WATER Telephone
SPRINT	autodraft	677639496-030/	02/18/2020	02/18/2020	158.03	cell phones	10115420 - Telephone
SPRINT	autodraft	677639496-030/	02/18/2020	02/18/2020	158.04	cell phones	10055420 - Telephone
SPRINT	autodraft	677639496-030/	02/18/2020	02/18/2020	201.75	cell phones	10015420 - Telephone
					\$719.57		
					\$719.57		
SQUARE3IT	39998	86847	02/10/2020	02/14/2020	37.87	it services	10015550 - Information Technology
					\$37.87		
STRAND ASSOCIATES, INC.	39999	0156694	02/11/2020	02/14/2020	2,496.25	Street Improvement Engineering	25405242 - Contracts and Services
STRAND ASSOCIATES, INC.	39999	0156695	02/11/2020	02/14/2020	3,666.25	Development of Stormwater Master Plan	10015595 - Professional Services
STRAND ASSOCIATES, INC.	39999	0157145	02/10/2020	02/14/2020	13,593.75	North Water Plant Engineering	33339004 - Engineering & Surveyin
					\$19,756.25		
STRAND ASSOCIATES, INC.	40015	0157238	02/11/2020	02/21/2020	261.25	2018 s yaupon sidewalk project	25405382 - Sidewalks M&R
STRAND ASSOCIATES, INC.	40015	0157239	02/11/2020	02/21/2020	7,600.00	Street Improvement Engineering	25405242 - Contracts and Services
STRAND ASSOCIATES, INC.	40015	0157240	02/11/2020	02/21/2020	8,507.50	Development of Stormwater Master Plan	10015595 - Professional Services
					\$16,368.75		
					\$36,125.00		
SWEEPING TEXAS	40000	288346	02/06/2020	02/14/2020	900.00	Street Sweeping	25405380 - Streets M&R
					\$900.00		
T.J.'S LUBE STOP	40001	195143	01/03/2020	02/14/2020	7.00	engine 2 inspection	10075340 - Vehicle M&R
T.J.'S LUBE STOP	40001	195146	01/03/2020	02/14/2020	7.00	engine 1 inspection	10075340 - Vehicle M&R
T.J.'S LUBE STOP	40001	195149	01/03/2020	02/14/2020	7.00	tanker 1 inspection	10075340 - Vehicle M&R
T.J.'S LUBE STOP	40001	195152	01/03/2020	02/14/2020	7.00	brush 1 inspection	10075340 - Vehicle M&R
					\$28.00		
					\$28.00		
TELLER, DES'REE	40016	february20	02/18/2020	02/21/2020	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$100.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 02/01/2020 to 02/29/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
TEXAS MUNICIPAL RETIREMEN	ACH.3855.020	PR010620-3855	01/08/2020	02/07/2020	9,093.42	TMRS	10292132 - Retirement Payable
TEXAS MUNICIPAL RETIREMEN	ACH.3855.020	PR012020-3855	01/22/2020	02/07/2020	8,463.34	TMRS	10292132 - Retirement Payable
					\$17,556.76		
					\$17,556.76		
TEXAS SOCIAL SECURITY PRO	40002	february20	02/03/2020	02/14/2020	42.00	membership	10015660 - Dues & Subscriptions
					\$42.00		
THE BANK OF NEW YORK MELL	39950	january20	12/17/2019	02/03/2020	13,525.00	richwood comb tax & reve c/o ser 12	40505980 - Bond Interest - Series 2
THE BANK OF NEW YORK MELL	wire	february20	02/18/2020	02/18/2020	57,445.95	series 2019 a bond	40505994 - Series 2019A GO Bonds
THE BANK OF NEW YORK MELL	wire	february20-	02/18/2020	02/18/2020	81,626.12	series 2019 b bond	30255985 - Series 2019B GO Bond
					\$139,072.07		
					\$152,597.07		
TML HEALTH	39970	7072002a	01/16/2020	02/07/2020	19,862.52	insurance	10292136 - Insurance Payable
					\$19,862.52		
TXU ENERGY	40003	052002994320	01/30/2020	02/14/2020	338.60	new street light added and billed back to july	10025410 - Electricity
TXU ENERGY	40034	054004981474	02/08/2020	02/28/2020	101.58	electricity	10075410 - Electricity
TXU ENERGY	40034	054004981474	02/08/2020	02/28/2020	214.98	electricity	10085410 - Electricity
TXU ENERGY	40034	054004981474	02/08/2020	02/28/2020	564.45	electricity	10015410 - Electricity
TXU ENERGY	40034	054004981474	02/08/2020	02/28/2020	2,660.19	electricity	10025410 - Electricity
TXU ENERGY	40034	054004981474	02/08/2020	02/28/2020	3,557.85	electricity	30215410 - WATER Electricity
					\$7,099.05		
					\$7,437.65		
VERIZON WIRELESS	40017	9847444357	02/01/2020	02/21/2020	303.92	broadband	10055420 - Telephone
					\$303.92		
WASTE CONNECTIONS OF TX, L	39971	2174173	02/01/2020	02/07/2020	244.23	Public Works Service Center Dump Charges	10025245 - Dump Charges
WASTE CONNECTIONS OF TX, L	39971	2174174	02/01/2020	02/07/2020	20,840.38	Solid Waste Collection Services	30215994 - Solide Waste Charges
					\$21,084.61		
					\$21,084.61		
WATKINS, JERL	40035	RFD 60022504.0	02/20/2020	02/28/2020	50.00	Deposit Refund: 60022504 - WATKINS, JERL	30302220 - Customer Meter Deposit
					\$50.00		
WELLS FARGO BANK, N.A.	39951	rich715022020	01/07/2020	02/03/2020	35,700.00	acct# RICH704TRCO	30255991 - Series 2004 - Interest
					\$35,700.00		
WHOLESALE ELECTRIC SUPPLY	ACH.3880.020	0071-10598906	01/24/2020	02/03/2020	90.44	baseball field lights	10085310 - Building & Grounds M&
WHOLESALE ELECTRIC SUPPLY	ACH.3880.020	0071-10600271	01/27/2020	02/07/2020	40.00	buss fuses	10085310 - Building & Grounds M&
WHOLESALE ELECTRIC SUPPLY	ACH.3880.020	0071-10600965	02/06/2020	02/07/2020	13.50	electrical supplies	10025310 - Building & Grounds M&
WHOLESALE ELECTRIC SUPPLY	ACH.3880.020	0071-10600965	02/06/2020	02/07/2020	60.00	electrical supplies	10085310 - Building & Grounds M&
					\$113.50		
					\$203.94		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 02/01/2020 to 02/29/2020

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
XEROX BUSINESS SOLUTIONS	ACH.5551.020	in2471490	01/27/2020	02/07/2020	100.13	printer contract	10065210 - Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.020	in2471490	01/27/2020	02/07/2020	100.13	printer contract	30215210 - WATER Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.020	in2471490	01/27/2020	02/07/2020	190.26	printer contract	10015210 - Office Supplies
					<u>\$390.52</u>		
					\$390.52		
Y. TELLO FLOORCARE	39952	407508	01/16/2020	02/03/2020	80.00	floor maint for community building	10085310 - Building & Grounds M&
Y. TELLO FLOORCARE	40036	407530	02/13/2020	02/28/2020	80.00	comm bldg floor maint	10085310 - Building & Grounds M&
					<u>\$160.00</u>		
YAKLIN BRAZOSPORT	39972	347286	01/14/2020	02/07/2020	392.53	vehicle maint	30215340 - WATER Vehicle M&R
YAKLIN BRAZOSPORT	39972	348134	01/15/2020	02/07/2020	44.85	vehicle maint	10055340 - Vehicle M&R
					<u>\$437.38</u>		
YAKLIN BRAZOSPORT	40004	347728	01/20/2020	02/14/2020	385.78	vehicle maint	35225103 - Salaries & Wages
					<u>\$823.16</u>		
ZAVALA, DOROTHY	39973	february20	02/06/2020	02/07/2020	120.94	travel pay	10065130 - Training & Travel
					<u>\$120.94</u>		
					<u>\$576,585.05</u>		



America's Water Infrastructure Act (AWIA) of 2018

The American Water Infrastructure Act of 2018

To provide for:



- Improvements to the rivers and harbors of the United States



- The conservation and development of water and related resources



- Water pollution control activities, and for other purposes

2018 AWIA Sec. 2013 Background

Increased awareness and preparedness of infrastructure vulnerabilities from an all-hazard prospective driven by recent disasters –

Hurricane Sandy

Hurricane Harvey





Municipalities Targeted by Cyber Attacks

Baltimore, Maryland

- May 7, 2019 ransomware attack
- Took down the City's voice mail, email, parking fines database, and a system used to pay water bills, property taxes and vehicle citations
- At least 1,500 pending home sales have been delayed
- Ransom amount: ₿13 Bitcoins = \$102,000



Basic Requirements of AWIA Sec. 2013

America's Water Infrastructure Act (AWIA)

Sec. 2013 - Community Water System Risk and Resilience

- A Risk and Resiliency Assessment
- B Emergency Response Plan

Compliance Deadlines*

Utility Size (Pop. Served)	Estimated # of Community Water Systems in U.S.	Risk & Resilience Assessment (A)	Emergency Response Plan (B)
>100K	435	March 31 st , 2020	September 30 th , 2020
50 - 100K	594	December 31 st , 2020	June 30 th , 2021
3,300 - <50K	8,295	June 30 th , 2021	December 30 th , 2021

*Penalty of \$25,000/day for non-compliance

Must review, update and re-certify every 5 years



Freese and Nichols Approach to Meet the AWIA Requirements

FNI's APPROACH



Utilize System Knowledge From Richwood's Recent Water Master Plan



Apply Lessons Learned from AWIA Studies for Tier 1 and Tier 2 Cities



Facilitate City Staff Discussions on Assets and Threats

43

Help Richwood Answer AWIA Questions Such As:

- How do we know that we have identified our threats?
- How do we know that we have mitigated them successfully?
- With finite resources, what improvements should the City fund?

A Water System Risk and Resiliency Assessment



⑧ Emergency Response Plan – Select Features

- National Incident Management System (NIMS) Based Emergency Organization
- WUEOC and EOC Organization
- Mutual Aid System/Agreements
- Recovery Overview and Damage Assessments
- Training and Exercises

⑧ Emergency Response Plan

Appendices

Appendix A Emergency Action Checklist for Specific Hazards

Appendix B Preliminary Damage Assessment Forms

Appendix C Contact Lists

Appendix D Glossary of Terms

Appendix E Supporting Documentation

Appendix F Emergency Communications Plan

Final Steps

① Water System Risk and Resiliency Assessment

② Emergency Response Plan

✓ **Certify Compliance with EPA**



Any Questions?

Kendall Ryan, PE

Senior Project Manager
Water and Wastewater Master Planning
kendall.ryan@freese.com
832-456-4732

David Hunn, PE

Senior Project Manager
Southeast Water/Wastewater Treatment
david.hunn@freese.com
346-320-1582

Why Use FNI for AWIA Compliance?

- Trained staff on latest AWIA requirements
- Extensive experience with vulnerability assessments and emergency response plans
- Significant knowledge of South Texas water systems
- Multi-discipline capabilities



**City of Richwood
Sewer Improvements Project**

General Land Office (GLO)

CDBG-DR

Hurricane Harvey
Infrastructure Recovery Grant

Background

- In August 2017, Hurricane Harvey made landfall close to Port Aransas. The eye remained over land for approximately 36 hours before re-entering the Gulf of Mexico.
- Tens of inches of rain fell on communities all along the coast and the amount of rain within the 36 hours resulted in floods along Brazos River.
- At Richwood, flood water inundated the neighborhoods on the North side of town.
- During flooding, Richwood had over 4 miles of wastewater collection line submerged by water for over 5 days. Excessive inflow and infiltration exceeded the capacity of the sewer lines, rendering the waste water system inoperable.
- After Harvey, the City of Richwood applied to the GLO Community Development Block Grant (CDBG-DR) to assist with funding to make necessary repairs to the sewer system that was submerged in flood water during Harvey.



Briar Creek and Four Oaks



Oyster Creek Drive and Quail Run



Briar Creek

Target Areas Map

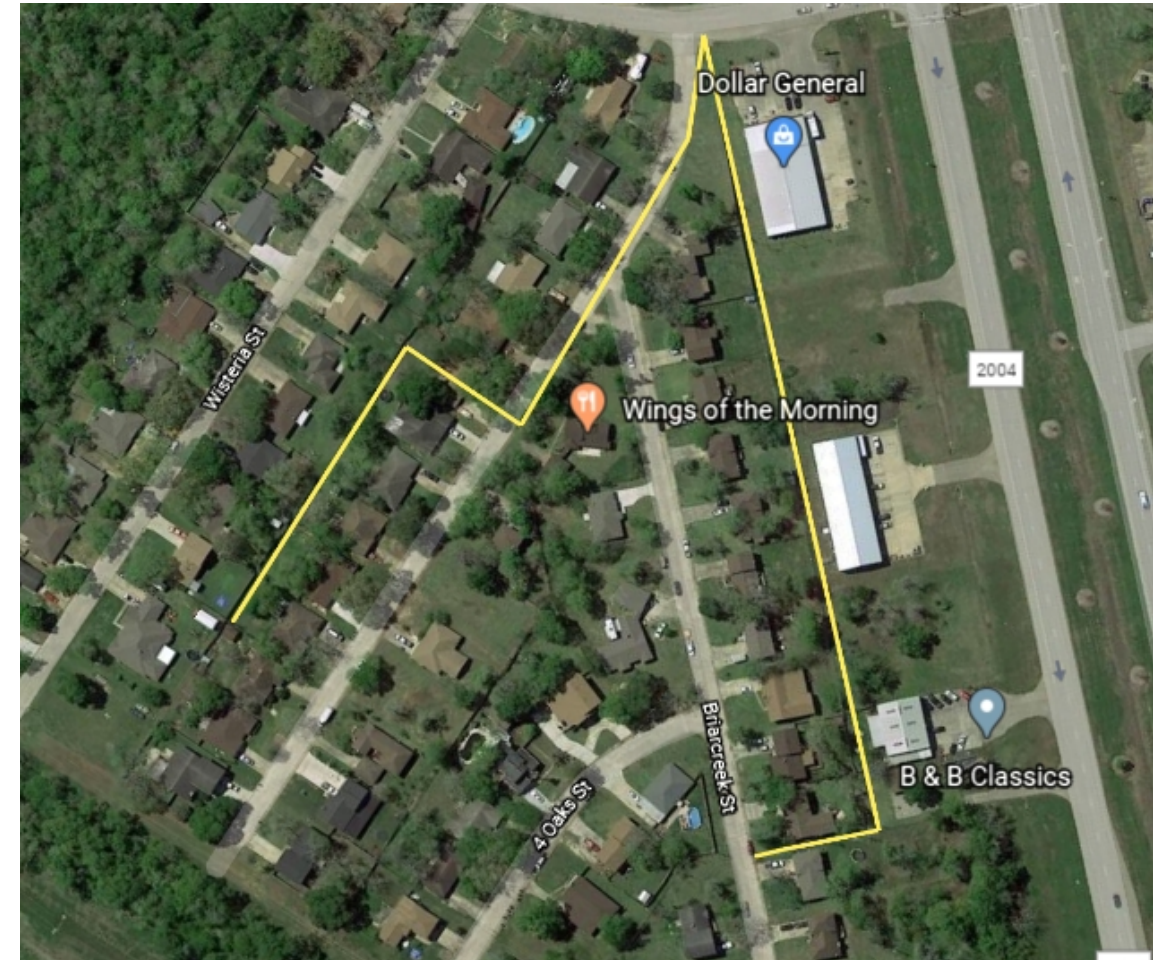


Scope of Work / Performance Statement

- Conduct Sewer Infrastructure Improvements to facilitate the proper functioning of critical wastewater-system components to reduce inflow, infiltration and backflow in emergency situations.
- The activities include replacement of sewer lines by pipe-bursting, manholes and reconnections at the following locations:

Briar Creek / Quail Run Dr. Target Area

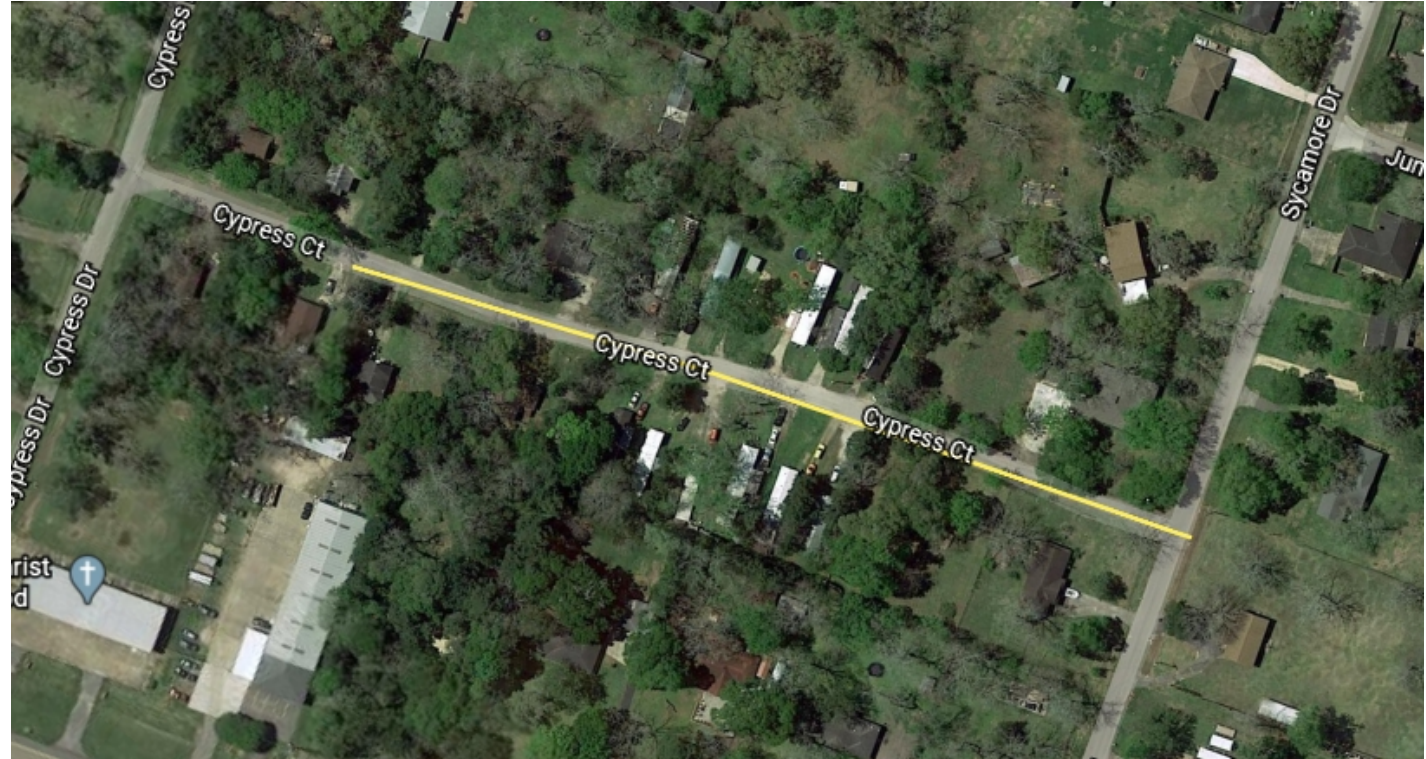
- ☐ Site 1 – Easement off Briarcreek St. (135 Lf)
- ☐ Site 2 – Easement Parallel to Briarcreek St. (922 Lf)
- ☐ Site 3 – Quail Run (525 Lf)
- ☐ Site 4 – Easement Off Quail Run (132 Lf)
- ☐ Site 5 – Easement parallel to Quail Run Dr. (275 Lf).



Scope of Work / Performance Statement

Cypress Ct. Target Area

- ❑ Site 6 – Cypress Ct. (337 Lf)
- ❑ Site 2 – Cypress Ct. (490 Lf)



Project Budget

Project Title	Construction	Engineering	Environmental	Administration	Total Funds
Sewer Improvements	\$476,810.00	\$71,536.00	\$6,508.00	\$47,724.00	\$602,578.00

GrantWorks Services and Milestones

Administrative Services Milestones	Fee	Progress
Project Kick-Off and Startup Package - signatory form; audit certification; labor standards designations; direct deposit form; acquisition report submitted if applicable	\$ 7,158.60	15%
Environmental Notice to Proceed*	\$ 7,158.60	30%
Environmental Review Record complete - Authority to Use Grant Funds issued	\$ 9,544.80	50%
Bid Advertised	\$ 4,772.40	60%
Construction Notice to Proceed	\$ 11,931.00	85%
Construction Complete, Final Wage Compliance Report issued	\$ 4,772.40	95%
Closeout Packet submitted and approved	\$ 2,386.20	100%
ADMINISTRATION SUBTOTAL	\$ 47,724.00	
Environmental Services	Fee	Progress
Environmental Review Record complete - Authority to Use Grant Funds issued	\$ 6,508.00	100%
TOTAL	\$ 54,232.00	

Start-Up Resolutions

Three (3) required Resolutions:

1. The Resolution Authorizing Signatories;
2. The Resolution Regarding Civil Rights (with the 7 policies); and
3. The Proclamation of April as Housing Month Resolution.

The Resolution Regarding Civil Rights has the following corresponding policies

4. Citizen Participation Plan and Grievance Procedures
5. Section 3 Policy
6. Excessive Force Policy
7. Limited English Proficiency (LEP) Standards Plan
8. Section 504 Policy Against Discrimination and Grievance Procedures
9. Code of Conduct Policy
10. Fair Housing Policy

Questions?

GrantWorks Contacts

- Kelle Odom (kelle@grantworks.net)
- Ana Gomez-Sanchez (ana@grantworks.net)
- John Groberg (john.groberg@grantworks.net)



City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531

MEMORANDUM

TO: Honorable Mayor and Members of Council

FROM: Lindsay Koskiniemi, Finance Director

DATE: MARCH 3, 2020

RE: GLO Contract No. 20-065-080-C233 – CDBG-DR – Sewer Improvements

ENCLOSURES: 1) GLO Contract No. 20-065-080-C233, 2) Contract Attachment A: Performance Statement, 3) Resolution authorizing signators for Contract No. 20-065-080-C233, 4) Resolution adopting required CDBG-DR Civil Rights Policies, 5) Proclamation designating April as Fair Housing Month

The City of Richwood will receive a Community Development Block Grant – Disaster Recovery (CDBG-DR) grant in the amount of \$602,578 for sewer system improvements in the southwest quadrant of the City for repairs to the wastewater system which became overwhelmed with excessive inflow and infiltration as a result of the flooding related to Hurricane Harvey in 2017.

GrantWorks was selected by the City to assist with the grant application which requires federal compliance. GrantWorks will continue to oversee the administration of the grant and its requirements during the sewer facilities repair work.

The breakdown in the allocation of the CDBG-DR funds totaling \$602,578 includes:

- \$476,810 available for construction
- \$71,536 to pay for engineering (Strand Associates)
- \$54,232 to pay for grant management and administration (GrantWorks), of which \$6,508 is dedicated to environmental and \$47,724 for administration.

As part of the requirements of receiving and expending federal grant funds, the City is required to pass resolution designating signators (Enc. 3), required to pass a resolution adopting necessary Civil Rights policies (Enc. 4), and issue a proclamation naming April as Fair Housing Month. The project scope is described in the Performance Statement, Attachment A of the contract (Enc. 2).

Thank you,

Lindsay Koskiniemi
Finance Director

RESOLUTION 20-R-4

A RESOLUTION BY THE CITY COUNCIL OF CITY OF RICHWOOD DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY PROGRAM (CDBG-DR) CONTRACT NUMBER 20-065-080-C233.

WHEREAS, the City of Richwood has received a Hurricane Harvey - Infrastructure Community Development Block Grant - Disaster Recovery program award to provide Sewer Improvements; and

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas General Land Office and;

WHEREAS, an original signed copy of the CDBG-DR Depository/Authorized Signatories Designation Form is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Richwood acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.) the City must provide CDBG-DR with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised CDBG-DR *Depository/ Authorized Signatories Designation Form*.

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

SECTION 1: The Mayor and City Manager are authorized to execute contractual documents between the Texas General Land Office and the City for the Hurricane Harvey - Infrastructure Community Development Block Grant Disaster Recovery Program.

SECTION 2: The Finance Director and City Manager are authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Hurricane Harvey - Infrastructure Community Development Block Grant Disaster Recovery Program.

PASSED AND APPROVED this 9th day of March, 2020

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia
City Secretary

CITY OF RICHWOOD 20-065-080-C233

PERFORMANCE STATEMENT

Hurricane Harvey overwhelmed the wastewater system of the City of Richwood (Subrecipient). Heavy rainfall caused flooding within the city, resulting in excessive inflow and infiltration exceeding the capacity of the sewer lines, rendering the wastewater system inoperable. This resulted in a threat to public health, safety, and welfare. Subrecipient will conduct sewer Infrastructure improvements to facilitate the proper functioning of critical wastewater-system components to reduce inflow, infiltration, and backflow in emergency situations.

Subrecipient shall perform the Activities identified herein for the target area specified in its approved Texas Community Development Block Grant Disaster Recovery Supplemental Grant Application to aid areas most impacted by Hurricane Harvey. The persons to benefit from the Activities described herein must receive the prescribed service or benefit, and all eligibility requirements must be met to fulfill contractual obligations.

The grant total is \$602,578.00. Subrecipient will be required to maintain a detailed Budget breakdown in the official system of record of the GLO's Community Development and Revitalization division (GLO-CDR).

Sewer Facilities

Subrecipient shall replace sewer lines by pipe-bursting, manholes, and reconnections and complete associated appurtenances. Construction shall take place at the following locations.

Sewer Facilities	Location Approximate Lat/Long	Proposed HUD Performance Measures	Census Tract	Block Group
Easement off Briar Creek Dr.	500 LF Southeast of Magnolia Ln. to manhole 135 LF Northwest 29.0677361, -95.4163805	135 LF	6637	2
Easement Parallel to Briar Creek Dr.	End point of Site 1 to the manhole off Oyster Creek Dr. 29.0670056, -95.4174888	922 LF	6637	2
Quail Run Dr.	Oyster Creek Dr. to manhole 525 LF East 29.0661611, -95.4177527	525 LF	6637	2
Easement off Quail Run Dr.	End point of Site 3 to 132 LF South 29.0659778, -95.4169555	132 LF	6637	2

Easement parallel to Quail Run Dr.	Ending point of Site 4 to 275 LF East 29.0657833, -95.4165277	275 LF	6637.00	2
These Activities shall benefit fifty-nine (59) persons. Of these persons, forty-three (43), or seventy-two and eighty-eight hundredths percent (72.88%), are of low to moderate income.				
Cypress Ct.	Cypress Dr. to 337 LF North 29.0517806, -95.405375	337 LF	6637.00	1
Cypress Ct.	Sycamore Dr. to 490 LF South 29.053325, -95.4059222	490 LF	6637.00	1
These Activities shall benefit thirty-six (36) persons. Of these persons, twenty-five (25), or sixty-nine and forty-four hundredths percent (69.44%), are of low to moderate income.				

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RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY THE CITY COUNCIL OF CITY OF RICHWOOD DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY PROGRAM (CDBG-DR) CONTRACT NUMBER 20-065-080-C233.

WHEREAS, the City of Richwood has received a Hurricane Harvey - Infrastructure Community Development Block Grant - Disaster Recovery program award to provide Sewer Improvements; and

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas General Land Office and;

WHEREAS, an original signed copy of the CDBG-DR Depository/Authorized Signatories Designation Form is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Richwood acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.) the City must provide CDBG-DR with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised CDBG-DR *Depository/ Authorized Signatories Designation Form*.

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

SECTION 1: The Mayor and City Manager are authorized to execute contractual documents between the Texas General Land Office and the City for the Hurricane Harvey - Infrastructure Community Development Block Grant Disaster Recovery Program.

SECTION 2: The Finance Director and City Manager are authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Hurricane Harvey - Infrastructure Community Development Block Grant Disaster Recovery Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS,
on _____, 2020.

APPROVED:

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

Resolution Regarding Civil Rights The City of Richwood, Texas

Whereas, the City of Richwood, Texas, (hereinafter referred to as “City of Richwood”) has been awarded a Community Development Block Grant – Disaster Recovery (CDBG-DR) grant from the Texas General Land Office (hereinafter referred to as “GLO”);

Whereas, the City of Richwood, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG-DR activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Richwood, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Richwood, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135 is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the CDBG-DR project area;

Whereas, the City of Richwood, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Richwood, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each CDBG-DR project;

Whereas, the City of Richwood, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Richwood, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period, to affirmatively further fair housing;

Whereas, the City of Richwood, has designated an overseer and will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Limited English Proficiency (LEP) Standards Plan;
5. Section 504 Policy and Grievance Procedures;
6. Code of Conduct Policy; and
7. Fair Housing Policy.

Passed and approved this _____ day of _____, 2020.

Signature of Elected Official
City of Richwood

Printed Name of Elected Official

**CITY OF RICHWOOD
CITIZEN PARTICIPATION PLAN
TEXAS GENERAL LAND OFFICE (GLO)
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) PROGRAM**

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas General Land Office's Community Development Block Grant – Disaster Recovery (CDBG-DR) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Richwood offices, 1800 N. Brazosport Blvd., 1800 N. Brazosport Blvd., Richwood, TX 77531-2808, (Street Address), (979) 265-2082 (Phone) during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG-DR project.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG-DR project(s), whether it is a proposed, ongoing, or completed CDBG-DR project(s), may during regular business hours submit such complaint or grievance, in writing to the Mayor, at City of Richwood at 1800 N. Brazosport Blvd., 1800 N. Brazosport Blvd., or may call (979) 265-2082.
2. A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the CDBG-DR program for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of CDBG-DR funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC OUTREACH EFFORTS

The City shall provide for reasonable public notice, appraisal, examination and comment on the activities proposed for the use of CDBG-DR funds. These efforts shall include:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG-DR funds are proposed to be used;

2. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to an entity's proposed and actual use of CDBG-DR funds;
3. Furnish citizens information, including but not limited to:
 - a) the amount of CDBG-DR funds expected to be made available
 - b) the range of activities that may be undertaken with the CDBG-DR funds
 - c) the estimated amount of the CDBG-DR funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons
 - d) if applicable, the proposed CDBG-DR activities likely to result in displacement and the entity's anti-displacement and relocation plan;
4. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the entity's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state; and
5. These outreach efforts may be accomplished through one or more of the following methods:
 - a) Publication of notice in a local newspaper—a published newspaper article may be used so long as it provides sufficient information regarding program activities and relevant dates;
 - b) Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups;
 - c) Posting of notice on the local entity website (if available);
 - d) Public Hearing; or
 - e) Individual notice to eligible cities and other entities as applicable using one or more of the following methods:
 - i. Certified mail
 - ii. Electronic mail or fax
 - iii. First-class (regular) mail
 - iv. Personal delivery (e.g., at a Council of Governments [COG] meeting).

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by a CDBG-DR applicant or recipient, the following public hearing provisions shall be observed:

1. Furnish citizens information, including but not limited to:
 - (a)** The amount of CDBG-DR funds available per application for Hurricane Harvey;
 - (b)** The range of activities that may be undertaken with the CDBG-DR Hurricane Harvey funds;
 - (c)** The estimated amount of the CDBG-DR Hurricane Harvey funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - (d)** The proposed CDBG-DR activities likely to result in displacement and the unit of general local government's antidisplacement and relocation plans required under 24 CFR 570.488.
2. Public notice of any hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice **MUST** include the DATE, TIME, LOCATION and TOPICS to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and an applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing.

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.
5. City may conduct a public hearing via webinar if they also follow the provisions above. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations must be made available for citizens to participate so as to ensure that those individuals without necessary technology are able to participate.
6. If applicable, the locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three years after the project is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.

Signature

Steve Boykin, Mayor
Name, Title

Date

LA CIUDAD DE RICHWOOD
PLAN DE PARTICIPACIÓN CIUDADANA
PROGRAMA DE RECUPERACIÓN DE DESASTRES EN ASIGNACIONES EN BLOQUES DE
DESARROLLO COMUNITARIO (CDBG-DR)

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del La Oficina General de Tierras de Texas de Recuperación de Desastres en Asignaciones en Bloques de Desarrollo Comunitario (CDBG-DR) y los requisitos del gobierno local de Texas que se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de (Dirección postal City of Richwood, 1800 N. Brazosport Blvd., 1800 N. Brazosport Blvd., Richwood, TX 77531-2808, (979) 265-2082, (teléfono) durante el horario de oficina.

A continuación se presentan los procedimientos formales de quejas y reclamos relacionados con los servicios prestados en el marco del proyecto CDBG-DR.

1. Una persona que tiene una queja o reclamo sobre cualquier servicios o actividad en relación con el proyecto CDBG-DR, ya sea un proyecto propuesto , en curso o completado de CDBG-DR, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito al Mayor, a City of Richwood, 1800 N. Brazosport Blvd., 1800 N. Brazosport Blvd., Richwood, TX 77531-2808, (979) 265-2082.
2. Una copia de la queja o reclamo se transmitirá por el alcalde a la entidad que es encargada de la queja o reclamo y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que el reclamo fue recibida.
3. El alcalde deberá completará una investigación de la queja o reclamo, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la queja o reclamo dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de diez (10) días hábiles, la persona que hizo la queja o reclamo será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o reclamo y detallará cuando se deberá completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la CDBG-DR para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos CDBG-DR. La Ciudad en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

ESFUERZOS PUBLICOS

La Ciudad proporcionará un aviso público razonable, evaluación, examen y un comentario sobre las actividades propuestas para el uso de fondos de CDBG-DR. Estos esfuerzos incluirán:

1. Proveer y fomentar la participación ciudadana, en particularmente por personas de ingresos bajos y moderados que residen en áreas marginales o deterioradas y áreas en las cuales se proponen utilizar fondos de CDBG-DR;
2. Asegurar que los ciudadanos tendrán acceso razonable y oportuno a las reuniones locales, información y registros relacionados con el uso propuesto y real de fondos de CDBG-DR por parte de la entidad;
3. Proporcionar información a los ciudadanos, incluyendo pero no limitado a:
 - a) la cantidad de fondos CDBG-DR que se espera estén disponibles
 - b) la gama de actividades que se pueden emprender con los fondos CDBG-DR
 - c) La cantidad estimada de los fondos CDBG-DR que se propone utilizar para actividades que cumplan el objetivo nacional de beneficio para personas de ingresos bajos y moderados
 - d) si corresponde, las actividades propuestas de CDBG-DR que puedan resultar en desplazamiento y el plan de anti-desplazamiento y reubicación de la entidad;
4. Proporcionar a los ciudadanos un aviso anticipado razonable y la oportunidad de comentar sobre las actividades propuestas en una solicitud al estado y, para las subvenciones ya realizadas, actividades que se proponen agregar, eliminar o cambiar sustancialmente de la aplicación de la entidad al estado. Cambios sustanciales significa cambios hechos en términos de propósito, alcance, ubicación o beneficiarios según lo definido por los criterios establecidos por el estado; y
5. Estos esfuerzos de divulgación pueden lograrse a través de uno o más de los siguientes métodos:
 - a) Publicación de un aviso en un periódico local: se puede utilizar un artículo de periódico publicado siempre que proporcione información suficiente sobre las actividades del programa y las fechas pertinentes;
 - b) Avisos destacados en edificios públicos y distribuidos a las Autoridades Locales de Vivienda ya otros grupos comunitarios interesados;
 - c) Publicación de aviso en el sitio web de la entidad local (si está disponible);
 - d) Audiencia pública; o
 - e) Notificación individual a ciudades elegibles y otras entidades según sea aplicable usando uno o más de los siguientes métodos:
 - i. Correo certificado
 - ii. Correo electrónico o fax
 - iii. Correo de primera clase (regular)
 - iv. Entrega personal (por ejemplo, en una reunión del Consejo de Gobiernos [COG])

DISPOSICIONES PARA LA AUDIENCIA PÚBLICA

Para cada audiencia pública programada y conducida por un solicitante o receptor de CDBG-DR, se observarán las siguientes disposiciones de audiencia pública:

1. Proporcionar a los ciudadanos información, que incluye pero no se limita a:
 - a. La cantidad de fondos de CDBG-DR disponibles por solicitud para Huracán Harvey;
 - b. El rango de actividades que se pueden realizar con los fondos de la CDBG de Huracán Harvey;
 - c. El monto estimado de los fondos de CDBG-DR Huracán Harvey propuestos para ser utilizados en actividades que cumplirán el objetivo nacional de beneficiar a las personas de ingresos bajos y moderados; y
 - d. Las actividades propuestas de CDBG-DR que probablemente resulten en desplazamiento y la unidad de los planes generales de antidesubicación y reubicación del gobierno local requeridos bajo 24 CFR 570.488
2. El aviso público de cualquier audiencia debe ser publicado por lo menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe ser publicado en un periódico local. Cada aviso público DEBE incluir la FECHA, TIEMPO, LOCALIZACIÓN y TEMAS a ser considerados en la audiencia

pública. Un artículo de periódico publicado también puede usarse para cumplir este requisito, siempre y cuando cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben ser destacados en los edificios públicos y distribuidos a las Autoridades Locales de Vivienda ya otros grupos comunitarios interesados.

3. Cada audiencia pública se celebrará en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidades. Las personas con discapacidades deben ser capaces de asistir a las audiencias y el solicitante debe hacer arreglos para las personas que requieren ayudas o servicios auxiliares si se ponen en contacto por lo menos dos días antes de cada audiencia.
4. Cuando un número significativo de residentes que no hablan inglés puede ser razonablemente esperado para participar en una audiencia pública, un intérprete estará presente para acomodar las necesidades de los residentes que no hablan inglés.
5. La Ciudad puede conducir una audiencia pública a través de un seminario si también siguen las disposiciones anteriores. Si el seminario web se utiliza para llevar a cabo una audiencia pública, debe ponerse a disposición de los ciudadanos un lugar físico con adaptaciones razonables asociadas para garantizar que los individuos sin la tecnología necesaria puedan participar.
6. Si es aplicable, la localidad debe conservar la documentación de los avisos de audiencia, las listas de asistencia, las actas de las audiencias y cualquier otro registro referente al uso real de los fondos por un período de tres años después del cierre del proyecto. Dichos registros deben ponerse a disposición del público de conformidad con el Capítulo 552, Código del Gobierno.

Signature

Steve Boykin, Alcalde de la ciudad
Name, Title

Fecha

SECTION 3 POLICY

In accordance with 12 U.S.C. 1701u, (Section 3), the City of Richwood agrees to implement the following steps, which, to the *greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Section 3 Coordinator.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by CDBG-DR grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in CDBG-DR funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or GLO to the Grant Recipient.
- G. Submit reports as required by HUD or GLO regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of the City of Richwood, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Steve Boykin, Mayor
Name, Title

Date

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the City of Richwood 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 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 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.
3. The City of Richwood will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Richwood, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Steve Boykin, Mayor
Name, Title

Date

Over 5%

Limited English Proficiency Plan - 20-065-080-C233

Texas General Land Office

Community Development Block Grant-Disaster Recovery

Grant Subrecipient:	City of Richwood
Community Population:	3,796
LEP Population:	230 individuals 6.7%
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries	Spanish

Program activities to be accessible to LEP persons:	
☒	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
☒	Publications regarding CDBG-DR application, grievance procedures, <i>complaint procedures</i> , <i>complaint procedures</i> , <i>answers to complaints</i> , <i>notices</i> , <i>notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements
☒	Other program documents: Documents available in Spanish for directly assisted beneficiaries, if applicable.

Resources available to Grant Recipient:	
☒	Translation services: available upon request
☒	Interpreter services: available upon request with prior notice
	Other resources: _____

Language Assistance to be provided:	
☒	Translation (oral and/or written) of advertised notices and vital documents for: <u>Public hearing, Complaint and Grievance, Equal Opportunity, Policy of Non-discrimination Based on Disability Status and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.</u>
☒	Referrals to community liaisons proficient in the language of LEP persons <u>Spanish-speaking liaisons are available upon request.</u>
☒	Public meetings conducted in multiple languages: <u>Available upon request with two days advance notice.</u>
☒	Notices to recipients of the availability of LEP services: <u>Included in translated notices.</u>
	Other services: _____

Signature - Chief Elected Official or Civil Rights Officer

Date

See also: http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf

Section 504 Policy against Discrimination based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of Richwood hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. The City of Richwood does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. The City of Richwood's recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Richwood shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the CDBG-DR program, the City of Richwood shall ensure that they are provided with the information necessary to understand and participate in the CDBG-DR program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Richwood) to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to the Mayor, 1800 N. Brazosport Blvd., Richwood, TX, 77531-2808 or call (979) 265-2082, who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
 - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
 - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Mayor. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
 - f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mayor, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
 - g. The Section 504 coordinator shall maintain the files and records of the City of Richwood relating to the complaint files.

- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Richwood within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Richwood complies with Section 504 and HUD regulations.

Signature

Steve Boykin, Mayor
Name, Title

Date

Code of Conduct Policy of the City of Richwood

As a Grant Recipient of a CDBG-DR contract the City of Richwood shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the CDBG-DR contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Richwood shall participate in the selection, award, or administration of a contract supported by CDBG-DR funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Richwood shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving CDBG-DR funds, that has any CDBG-DR function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the CDBG-DR activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a CDBG-DR contract or award, or that is required to complete some or all work under the CDBG-DR contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a CDBG-DR contract or award, or that is required to complete some or all work under the CDBG-DR contract in order to meet a National Program Objective, that might potentially receive benefits from CDBG-DR awards may not participate in the selection, award, or administration of a contract supported by CDBG-DR funding.

Any alleged violations of these standards of conduct shall be referred to the City of Richwood Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Signature

Steve Boykin, Mayor
Name, Title

Date

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Community Development Block Grant (CDBG-DR) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318

Fair Housing Policy

In accordance with Fair Housing Act, the City of Richwood hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. The City of Richwood agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. The City of Richwood agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. The City of Richwood will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of Richwood, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Steve Boykin, Mayor
Name, Title

Date

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Richwood, do proclaim April as Fair Housing Month in City of Richwood and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the City Council of the City of Richwood, Brazoria County, State of Texas, on the _____ day of _____, 2020.

APPROVED:

Mayor

ATTEST:

City Secretary

RESOLUTION 20-R-5

Whereas, the City of Richwood, Texas, (hereinafter referred to as “City of Richwood”) has been awarded a Community Development Block Grant – Disaster Recovery (CDBG-DR) grant from the Texas General Land Office (hereinafter referred to as “GLO”);

Whereas, the City of Richwood, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG-DR activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Richwood, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Richwood, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135 is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the CDBG-DR project area;

Whereas, the City of Richwood, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Richwood, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each CDBG-DR project;

Whereas, the City of Richwood, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of Richwood, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period, to affirmatively further fair housing;

Whereas, the City of Richwood, has designated an overseer and will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Limited English Proficiency (LEP) Standards Plan;
5. Section 504 Policy and Grievance Procedures;
6. Code of Conduct Policy; and
7. Fair Housing Policy.

PASSED AND APPROVED this 9th day of March, 2020

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia
City Secretary



City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531

MEMORANDUM

TO: Honorable Mayor and Members of Council
FROM: Lindsay Koskiniemi, Finance Director
DATE: MARCH 3, 2020
RE: Budget Amendment Request – Richwood Volunteer Fire Dept.
ENCLOSURE: Copy of Check Received by City of Richwood

The City of Richwood receives an annual reimbursement in the amount of \$7,000 from Brazoria County for emergency medical service calls to which Richwood Volunteer Fire Department responds within the county. Richwood VFD uses fire department equipment when responding to County calls.

To my knowledge, no standard operating procedure has been adopted to specify the use of or the allocation of the reimbursement received by the City for EMS calls within Brazoria County.

The City received a check in the amount of \$7,000 from Brazoria County for Richwood VFD's response to EMS calls within the county in January 2020. The check was deposited to First National Bank of Lake Jackson on January 27, 2020.

I request Council take action to approve a budget amendment to the Fiscal Year 2019-2020 budget to move \$7,000 of General Fund balance to the Richwood VFD equipment budget.

Thank you,

Lindsay Koskiniemi
Finance Director

RESOLUTION 20-R-3

A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE ANNUAL REIMBURSEMENT FROM BRAZORIA COUNTY FOR EMS CALL RESPONSE BY RICHWOOD VOLUNTEER FIRE DEPARTMENT

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2019-2020 in September 2019;

WHEREAS, the City of Richwood received an annual reimbursement check from Brazoria County in the amount of \$7,000 in January 2020 for EMS response by Richwood Volunteer Fire Department within Brazoria County, where Richwood Volunteer Fire Department equipment was used;

WHEREAS, it is necessary to amend the Fiscal Year 2019-2020 budget to disburse the annual reimbursement from Brazoria County in the amount of \$7,000 to the Richwood Volunteer Fire Department to increase the FY 2019-2020 budget amount for equipment.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2019-2020 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

General Fund

Revenues	
Transfer from Fund Balance	<u>(7,000.00)</u>
NET INCREASE (DECREASE)	<u><u>(7,000.00)</u></u>

Expenditures	
Add funds received by City of Richwood from Brazoria County for EMS calls responded to by Richwood Volunteer Fire Dept. Add funds to Equipment.	7,000.00

NET INCREASE (DECREASE)	<u><u>7,000.00</u></u>
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Volunteer Fire Dept.	<u><u>\$7,000.00</u></u>
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PASSED AND APPROVED on this 13th day of May 2019.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

Deposit slip and front of check

Back

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Front



City of Richwood
1800 Brazosport Blvd.
Richwood, TX 77531

MEMORANDUM

TO: Honorable Mayor and Members of Council

FROM: Lindsay Koskiniemi, Finance Director

DATE: MARCH 3, 2020

RE: Enterprise Fund Debt

ENCLOSURES: 1) Historical Overview and Proposal for Elimination of Long-Term Receivable and Payable between funds, 2) Adjusting entry to be made upon approval by Council

This item is a proposal to eliminate the long-term payable and receivable in the Enterprise Fund that have historically been subsidized by other funds. This plan would alleviate, or “forgive” the debt in the Utility Fund in a manner that will constructively bring the Utility Fund into a slightly positive balance. There are many benefits of implementing this plan, namely, that this plan would bring the City’s accounting approach in conformance with the modified accrual accounting method by eliminating long-term liabilities from funds that operate on current resources. Additionally, this plan, if implemented, will give the City a better stance for budgeting and projecting needs in the Utility Fund, which will constructively aid in the continuous evaluation of utility rates, consistent with best management practices.

I recommend Council adopt this plan to eliminate long-term receivables and payables between the Enterprise and General Funds, for the purpose of preventing significant build-up’s of inter-fund debt in the future, to bring the method of accounting into conformance with Generally Accepted Accounting Principles, and to have a true “starting point” from which to evaluate utility rates and budget. If adopted, the entry to satisfy the Enterprise Fund debt is attached.

Thank you,

Lindsay Koskiniemi
Finance Director

CITY OF RICHWOOD
SEPTEMBER 30, 2020

SUBJECT: Proposed elimination of long-term receivables and payable between funds.

HISTORY: Over many years, the General Fund (Operating and Equipment Replacement) and the Special Revenue Fund (Transportation) subsidized the Enterprise Fund (Water and Sewer) due to the Enterprise Fund's inability to fund inter-fund liabilities. During the year ended September 30, 2018, long-term liabilities (notes) totaling \$ 573,175 were established between the funds with an interest bearing payment schedule. However, on February 11, 2019, Council eliminated both the interest rate and payment schedule and adjusted the liabilities to a total of \$ 456,421. At September 30, 2019, the remaining long-term receivables and liabilities were as follows:

General Fund:	
Operating Fund	\$ 378,189
Equipment Replacement Fund	17,349
Special Revenue Fund:	
Transportation Fund	<u>60,883</u>
Total	<u>\$ 456,421</u>

These amounts were reported as Non-Spendable long-term receivables and a long-term liability in the Enterprise Fund.

RECOMMENDATION: Since these funds are not available for spending and the fact that the Enterprise Fund is unable to satisfy these liabilities, due to a \$ 392,415 deficit in unreserved net asset balance, we recommend that these long-term receivables and liabilities be eliminated through permanent (budgeted) transfers (adjusted by any short-term liabilities to the Enterprise Fund). This would create a fresh start and would reduce the Enterprise Fund's deficit net assets to \$ 2,345. To prevent a significant build-up of inter-fund debt in the future, we plan to satisfy all inter-fund accounts on a regular basis. At September 30, 2019, the budgeted transfers should be as follows:

Transfers Out:

General Fund:	
Operating Fund	\$ 378,189
Less short-term inter-fund liability	(<u>66,351</u>)
	311,838
Equipment Replacement Fund	17,349
Special Revenue Fund:	
Transportation Fund	<u>60,883</u>
Total	<u>\$ 390,070</u>

Transfers In:

Enterprise Fund	\$ 378,189
Less short-term inter-fund liability	(<u>66,351</u>)
Total	<u>\$ 390,070</u>

CITY OF RICHWOOD
SEPTEMBER 30, 2010

WORKPAPER REFERENCE _____
 PREPARED BY _____
 DATE _____
 FILE REFERENCE 2301-06

ELIMINATION OF LONG-TERM RECEIVABLES AND PAYABLES

0.00 912,842.00 912,842.00

ADJUSTING JOURNAL ENTRY

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	ENTRY NUMBER	AMOUNT	
			DEBIT	CREDIT
()				
GENERAL FUND:				
LT LOAN RECEIVABLE - W & S	10-29-1150			378,189.04
DUE TO WATER & SEWER	10-29-2150		66,351.30	
TRANSFER TO WATER & SEWER	10-98-5961		311,837.74	
To eliminate long-term interfund receivables and payables.				
EQUIPMENT REPLACEMENT FUND:				
LT LOAN RECEIVABLE - W & S	13-52-1150			17,348.92
TRANSFER TO WATER & SEWER	13-98-5964		17,348.92	
To eliminate long-term interfund receivables and payables.				
TRANSPORTATION FUND:				
LT LOAN RECEIVABLE - W & S	25-40-1150			60,883.04
TRANSFER TO WATER & SEWER	25-98-5965		60,883.04	
To eliminate long-term interfund receivables and payables.				
WATER & SEWER FUND:				
LT LOAN PAYABLE - GENERAL	30-30-2250		378,189.04	
LT LOAN PAYABLE - EQUIPMENT REPLACEMENT	30-30-2251		17,348.92	
LT LOAN PAYABLE - TRANSPORTATION	30-30-2252		60,883.04	
DUE FROM GENERAL FUND	30-30-1235			66,351.30
TRANSFER FROM GENERAL	30-97-4961			311,837.74
TRANSFER FROM EQUIPMENT REPLACEMENT	30-97-5967			17,348.92
TRANSFER FROM TRANSPORTATION	30-97-5970			60,883.04
To eliminate long-term interfund receivables and payables.				



Brazoria County Mosquito Control District
1380 E Kiber St
Angleton, TX 77515
979-849-1532

Fran Henderson
Director, Mosquito Control

February 25, 2020

City of Richwood
City Secretary
215 Halbert
Richwood, TX 77531

RE: AERIAL SPRAYING OVER BRAZORIA COUNTY

The Brazoria County Mosquito Control is updating its files for the 2020 season of aerial spraying over cities and towns in Brazoria County. We would like your permission "to spray" or "not to spray" over your area. The spraying is done during heavy outbreaks of mosquitos by our aerial contract sprayer.

Aerial spraying takes place only after a public notification to inform the citizens of Brazoria County that we will be spraying. There will be notifications of aerial spraying through notices posted at the Courthouse. In addition, the notifications can be found on Facebook – Brazoria County and Twitter – Brazoria County. The flying schedule depends heavily upon landing rate counts, weather and wind conditions. As a result of these variables, we are unable to give a specific flying time in advance.

*If your governing body would like to continue receiving this service over your city or town, please send an **approval** or **disapproval** on letterhead stationery. Please have one of the following officials sign the letter: (a) Mayor, (b) City Manager, (c) Chief of Police, (d) City Council, or (e) County Commissioner.*

Aerial spraying has certainly been a step forward for mosquito control in Brazoria County.

We would appreciate your prompt response to our request; the signed letters can be emailed to twarlick@brazoria-county.com.

Respectfully,

Fran Henderson
Director, Mosquito Control

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: March 1st, 2020

Subject: Presentation of Richwood's ongoing Capital Improvement Projects

A Power Point presentation will be presented to City Council for the purpose of informing Council on progress on any given Capital Project. Presentation will offer financial information and project timelines on all CIP's that are currently ongoing or are soon to be in progress in the City of Richwood.



City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979) 265-2082
Fax (979) 265-7345

City Managers Report for City Council on 03/09/20

Response requested by Council Member Mike Johnson:

Met with Bill Yenne (City Manager) from Lake Jackson on 03/02/20 and reviewed their plans for the Alden project. Bill reported that the plans for the project will not allow any more water to leave the property than prior to the development being built. This will be accomplished through drainage and detention basins across the development. It should be noted that the Alden property remained mostly dry in recent flooding events.

Additional Flood related item:

Met with Dude Payne on 03/03/20 regarding several cooperative issues. I did find out that the county will begin de-snagging creeks and bayous, to include Oyster Creek and Bastrop Bayou. This will begin late March timeframe.

Eric Foerster- City Manager