



**City Council City Council Regular Meeting
Monday, September 16, 2019
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, September 16, 2019** 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
Presenter: Deacon Dexter Fernil
- III. PLEDGES OF ALLEGIANCE
Pledge of Allegiance and 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. Discussion is not allowed on items not posted on the agenda.
- VI. CONSENT AGENDA
These items are considered routine and can be approved in one motion unless a Councilmembers asks for separate consideration of an item. It is recommended that the City Council approve the following items which will grant the Mayor or City Manager the authority to take all actions necessary for each approval:
 - A. Approval of minutes from previous meeting - September 9, 2019. 4
- VII. COUNCIL CONSIDERATION AND ACTION ITEMS
 - A. Consideration and Possible Actions - Reading of Ordinance 2019-463 16
An Ordinance appropriating adopting a budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.
 - B. Consideration and Possible Action - Reading or Ordinance 2019-464 28
An Ordinance adopting a tax rate of \$0.670204 and levying taxes for the use and support of the Municipal Government of the City of Richwood, Texas and providing for the interest and sinking fund of the taxable year 2019.
 - C. Consideration and Possible Action - Contract with SGR for Interim Finance 32
Director Services
To discuss the possibility of extending John Washburn's services with the City beyond the intended date of September 30, 2019.
 - D. Consideration and Possible Action - Interlocal Agreement with Brazoria 39
County for Roadway Maintenance
- VIII. CITY MANAGER'S REPORT
- IX. FUTURE AGENDA ITEMS
- X. COUNCIL MEMBER COMMENTS AND REPORTS

XI. MAYOR'S REPORT

XII. ADJOURNMENT

City Council may, as permitted by law, adjourn into executive session at any time to discuss any matter listed above including if they meet the qualifications in Sections 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel/officers), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Texas Government Code.

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

Lindsay Koskiniemi, Interim City Manager
City of Richwood

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Minutes of City Council

The City Council Regular Meeting and Public Hearing of Monday, September 9, 2019

BE IT KNOWN THAT, a City Council Regular Meeting and Public Hearing of the City Council of City of Richwood was held Monday, September 9, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

II. INVOCATION

The invocation was led by Pastor David Thompson.

III. PLEDGES OF ALLEGIANCE

Mayor Steve Boykin led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor

Mike Johnson, Position 1

Melissa Strawn, Position 2

Matt Yarborough, Position 3

Mark Brown II, Position 4 - Absent

Katie Johnson, Position 5

Others present Lindsay Koskiniemi, Interim City Manager; John Washburn, Interim Finance Director; Kirsten Garcia, Court Administrator; Clif Custer, Public Works Director; Stephen Mayer, Chief of Police

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. Discussion is not allowed on items not posted on the agenda.

There were no public comments.

VI. CONSENT AGENDA

A. Approval of Minutes of Previous Meetings - August 26, 2019.

B. Payment of Bills

On motion by Mike Johnson second by Matt Yarborough with all present members voting “aye” all consent agenda items were approved.

VII. PUBLIC HEARING ON PROPOSED 2019 TAX RATE

The public hearing was called at 6:04 p.m.

John Washburn stated the proposed budget will raise more revenue from property taxes than last year’s budget by an amount of \$177,227, which is a 9.65% increase. The property tax revenue to be raised from new property added to the tax roll this year is \$71,848.

Property Tax Rate Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.670204/100	\$0.670204/100
Effective Tax Rate:	\$0.630892/100	\$0.691118/100
Effective Maintenance & Operations Tax Rate:	\$0.573868/100	\$0.626605/100
Rollback Tax Rate:	\$0.737585/100	\$0.737310/100
Debt Rate:	\$0.117808/100	\$0.060577/100

Total debt obligation for CITY OF RICHWOOD secured by property taxes: \$354,143.

Public Hearing closed 6:06

VIII. PUBLIC HEARING ON FY 2019-2020 PROPOSED BUDGET

Public hearing was called at 6:06 p.m.

John Washburn presented the proposed budget document attached and stated he would go into more detail during the budget workshop.

Public hearing closed at 6:09

IX. DISCUSSION AND ACTION ITEMS

A. Approve items removed from Consent Agenda

No items were removed from Consent Agenda.

B. Discussion and possible action on proposals from search firms for city manager recruitment.

Lindsay Koskiniemi stated three firms submitted proposals other than Ron Cox: SGR, Chris Hartung, Baker Tilley. All three are close in cost and in scope of

work. She stated they are all are equally qualified and offer similar services. Any one of them would be appropriate for this search.

Matt Yarborough asked if they were all still available and ready.

Lindsay Koskiniemi stated, yes. She added that SGR is very reputable and of the three, they are the only one I've worked with. I don't feel like I can comment on the work of the others, but based on their qualifications, they all look good.

Matt Yarborough asked if council had requested to meet with a representative from each firm.

Mike Johnson asked if any of the firms were local.

Lindsay Koskiniemi advised that she was not aware they wanted to have representatives attend a meeting, but she can reach out and have them come to our next meetings. She added that they were not local to our area, but two were from Texas and she can find out where the third is from.

Discussion held on locations of each firm.

Melissa Strawn ask the council how they would like to proceed; do they need to interview or just pick one.

Matt Yarborough stated he thought the council would be meeting with them, but at this point if they all look the same, we need to pick.

Lindsay Koskiniemi added that she can arrange for representatives to attend a meeting.

Matt Yarborough stated he doesn't want them to if we don't think that's needed, if everyone is good with picking now.

Discussion held on having representatives attend a council meeting.

Mayor Boykin stated that he has looked at the proposals they all look qualified, it's all up to council at this point.

Katie Johnson stated that she feels they all look comparable, within a few thousand dollars difference.

Mike Johnson asked if the council could change services if they are unhappy with the work product.

John Washburn clarified that the City will still be billed for their services.

Discussion held on the firms available to choose from.

Mike Johnson asked Lindsay Koskiniemi for her opinion of which recruitment firm to recommend.

Lindsay Koskiniemi advised council she did not feel it was appropriate for her to give her opinion on which firm to choose as she intends to apply for the position of City Manager. She doesn't want to create any conflict of interest.

Mayor Boykin stated that he's heard good things about Chris Hartung and SGR, but again, it's up to council. He added that he is taking into consideration who is closer to our city and would be easier to meet with.

Matt Yarborough advised Chris is in Arlington along with SGR.

Mayor Boykin requested the council choose one who is closer with easier access to our city.

Lindsay Koskiniemi advised she can reach out to Joe Gonzales to submit qualifications; he is a colleague of Ron Cox.

On motion by Matt Yarborough second by Mike Johnson with all present members voting "aye", Chris Hartung was selected as the firm for City Manager recruitment.

C. Discussion and possible action on interlocal agreement with City of Angleton for the provision of animal control services

Chief Mayer stated that not long ago we entered discussion with Angleton regarding Animal Control services. They have agreed to contract with us for round the close Animal Control services at \$15,000 per year. The police department and City staff recommended Council's approval of this contract.

Lindsay Koskiniemi advised council that this is a lot less of an expense than we had planned. This contract would save the public works department a lot of manhours and she feels this would be a great benefit to Richwood.

Melissa Strawn asked if this contract was for unlimited services, she remembers at one point it may have been limited to a certain number of call outs.

Chief Mayer advised yes; this is unlimited services. The only thing they will not handle for our City is deceased animals and the police department will have procedures in place to handle that.

On motion by Mike Johnson second by Katie Johnson with all present members voting “aye” it is approved to enter into an interlocal agreement with the City of Angleton for the provision of animal control services.

D. FISCAL YEAR 2019-2020 BUDGET WORKSHOP - General Fund, Enterprise Funds and Other Funds

Hand out's to be distributed to the mayor and members of Council

Presenter: John Washburn

John Washburn presented Council the attached Proposed budget for General Fund, Enterprise Funds and Other Funds.

John Washburn also presented Council the attached Streets Sales Tax Revenue & Fund Balance Analysis.

Melissa Strawn stated she had looked ahead to streets; can we use the restricted streets funds we currently have in place of what is in the proposed budget.

John Washburn advised that we are going to let it be reflected after October 1st in the audit, but it's not a revenue, it's a use a savings. He added that it does change the budgets overall view from the General Fund standpoint.

Matt Yarborough asked for clarification that the beginning unassigned balance of 1.3 million dollars, does that include the 117 thousand dollars that's taken out?

John Washburn advised that the 1.3 million dollars is based on a projection for the current year. He further explained how he gets to that number. The only audited number is the 841k dollars; As the auditor closes the year, whatever the new unassigned balance would have been, it will be short 117k dollars to move it to the restricted funds, if that's our accurate projection.

John Washburn continued his presentation to council on budget document attached

Matt Yarborough asked if the FEMA money was coming.

Lindsay Koskiniemi advised she had signed the reimbursement documents this week.

Discussion was held on the FEMA reimbursement amount.

John Washburn continued with presenting miscellaneous revenues, most due to the TML insurance claim filed by the Fire Department.

Discussion held on Fire Department TML insurance claim.

John Washburn continued his presentation on the Proposed Budget document attached

Melissa Strawn asked why the city's revenues were down in the Court's fines and fees.

John Washburn advised it could be several things, fewer citations being issued or more cases being dismissed, but that he couldn't specifically answer.

John Washburn continued with presenting the Proposed Budget.

John Washburn advised council of a possible expense regarding information technology. He stated we have multiple computers that will soon be exposed to the risk of ransomware if they are not replaced. About 10 computers at around \$1200 a piece.

Mike Johnson asked where the \$5000.00 was in the budget allotted for the ADA compliance to the building.

John Washburn stated, page 9 under Capital Outlay, building & structures.

John Washburn advised of the possible need to install ballistic glass, although we don't have bids, we have an estimate around 18 thousand dollars.

Mike Johnson asked if this was something we need to add when we are already working on budget.

John Washburn stated no, this is something he had thought you already had discussed to possibly be added into a 5-year plan.

Lindsay Koskiniemi advised that staff has been doing a risk management audit, and this, ADA access, and IT security were the most immediate needs uncovered in the risk assessment.

John Washburn added regarding Information Technology, it is hard to keep up with what's needed unless you have someone on staff dedicated to that area.

Mayor Boykin brought up the cities affected by ransomware in the state.

John Washburn stated the computers replacement are just something that are mission critical to protecting the city.

Lindsay Koskiniemi added that the ADA compliance was brought up about 6 weeks ago. She stated we had a complaint from someone who needed help getting into our building. She further explained the plan for the ADA compliance.

John Washburn continued with his presentation to council on the Proposed Budget.

Lindsay Koskiniemi asked if John wanted to talk about the phase-in of salary currently paid by CCPD.

John stated that he was under the impression that Council was aware that salary and wages currently covered by CCPD would eventually be covered by the general fund. He added that he thought there would be a phase in over time. John further explained how the effective tax rate will affect the budget, possibly generating \$120,000 in additional revenue, but if General Fund is going to take over \$97,000 from CCPD, that is going to be coming out of the additional \$120,000. John added that there needs to be something considered or the CCPD fund balance will be depleted, and the city may run into an issue of cutting jobs. He thinks it is important for staff to plan for after the first of year before the next FY20-21 budget.

Lindsay Koskiniemi clarified that \$15,000 of the \$97,000 is for the part time warrant officer that will stay with CCPD.

Matt Yarborough asked if the \$80,000 will be added to the budget in Fiscal Year 2020-2021.

John Washburn state he is under the impression that in FY 2020-2021 the General Fund will need to take it over and CCPD won't be paying anymore. He stated he is just trying to bring it up that council agreed to this by allowing the position to be created. Council could choose use fund balance until it's gone and use it in portions until you can phase the position fully to the general fund.

Melissa Strawn stated that some of these expenses won't be constants, such as the Maintenance & Repair on vehicles. She asked if they are recurring.

John Washburn stated there will always be need for M&R.

Melissa Strawn stated training is always needed for the Police Department, but it looks like a big jump.

John Washburn continued his presentation to council on the Proposed Budget.

Matt Yarborough regarding the fire department, asked if there was discussion on vehicle replacement fund.

John Washburn advised he didn't know anything about a vehicle replacement fund.

Lindsay Koskiniemi stated she believed that was regarding a vehicle sale.

Matt Yarborough stated, no, there was discussion between the Fire Chief and Michael that if a vehicle sells, the fire department would get the money. Discussion held on possible vehicle sale and replacement fund for the fire department.

John Washburn continued his presentation to council on the Proposed Budget.

Clif Custer reported on preliminary information from Freese and Nichols regarding the city's I&I and advised Council that he will be bringing more data to them.

John Washburn advised Council that a smart investment is to reduce I & I. He added that you won't eliminate it, but you can reduce it.

John Washburn continued his presentation to council on the Proposed Budget and on the attached water rate analysis.

Mike Johnson asked if the users of 20,000 gallon or more are apartment complexes or individual residences.

John Washburn clarified that multifamily structures were not on this report, only small commercial, churches, and single-family residences. He added that this does not include apartments, but he does know that they are using 40% of the city's water usage but it is unknown at this time what kind of revenue they are generating.

Melissa Strawn asked if this report includes the schools.

John Washburn stated he was not aware of schools in the city, but our classification of accounts needs to be looked at. As far as he is aware, schools are classified as commercial.

John Washburn continued his presentation of the attached Water Rate Analysis.

Clif Custer stated that the rate study provided by TCEQ may not be this in depth. That what we are getting from TCEQ is a free study, but we aren't taking all the equipment into account. This is a report provided by a firm that could be high dollar.

John Washburn advised Council the TCEQ report could take up to a year to be completed

Mayor Boykin stated he could say from a water standpoint, it doesn't make sense to have a flat water rate after "x" number of gallons. There is no incentive for people to conserve. He added that the only way to get conservation is to raise the rate on those who have high usage. He stated he's seen people leave water running until we start tiering the rates then they pay attention to their usage.

John Washburn continued his presentation of the attached Water Rate Analysis.

Melissa Strawn stated that this usage report wouldn't include the school if you ran it in July.

John Washburn advised his plan is to prepare a report of a 12-month range. Seasons also consider for usage.

Matt Yarborough asked John if he was going to put the information into a spreadsheet and then use your tier rate and get to the same revenue.

John Washburn advised his plan is to build 5 models; one without the base bill and then 5 different tiers.

John Washburn continued his presentation of the attached Water Rate Analysis.

Melissa Strawn states she is curious about how many homes from this usage report were unoccupied from the flood. She stated she was not sure who can use less than 2000 gallons of water a month.

Clif Custer stated that Council would be surprised, that there are quite a few accounts that regularly have low usage.

Discussion was held on average water usage.

John Washburn continued his presentation of the attached Water Rate Analysis.

Matt Yarborough stated Council must get to this point, that we must get out of the hole we are in.

Discussion held on proposed water rate tiers.

Lindsay Koskiniemi stated that this progressive rate scheduled is more equitable and John has really helped us with understanding how this would affect the city.

Mayor Boykin stated that if we don't do this, sooner or later a subsidence district is going to be formed and implement their own tiers and it could be bad for the residents. He stated that he thinks we could use this model to recoup the losses and give them the incentive to slow down on usage. If we make it fair for those who use the least, you may not see a big increase in money, but you will see

more conservation and you will see the citizens appreciate those using the most water paying their fair share.

Clif Custer stated he thinks this plan will get us prepared for the next decade, so when the time comes, that we are prepared for a big hit.

Discussion held on various water rates in the state.

X. CITY MANAGER'S REPORT

Lindsay Koskiniemi reported an update on the property at 215 Halbert. She stated at the last meeting Council discussed appraisal and she has Angleton Realty and Appraisal coming to appraise this week at a cost of \$600. The lot is over 17000 square feet / .4 acres. The only other alternative is a park, so she has asked KRB to prepare a plan for the space if we choose not to sell.

Lindsay is also soliciting RFQ/RFP for contracts that are 5 year or older including legal services and auditing firm. She advised that they are very old contracts and best practices is to review them.

She added that the interim audit begins next week.

Matt Yarborough asked regarding the property at 215 Halbert, that has been discussed or dreamed of possibly the fire department having that. He added that another idea is that Freedom Park is not getting very much use right next to the Fire Department. He stated the Fire Department would be interested in moving Freedom Park over to 215 Halbert and expanding the Fire Department into the current Freedom Park location

Clif Custer stated that it has been discussed and Public Works has no objections, but it is up to Council since its designated park land. He added that we can preserve the memorials and get them moved. KRB meets tomorrow and we can get more information on what their plan is for the garden.

Lindsay Koskiniemi asked if the Fire Department prefers to use the Freedom Park location or the property at 215 Halbert.

Matt answered the Freedom Park location.

XI. FUTURE AGENDA ITEMS

No items reported at this time.

XII. REPORTS

Reports that require no action.

A. Financial Reports

Report was given during budget workshop.

XIII. COUNCIL MEMBER COMMENTS & REPORTS

No reports were given at this time.

XIV. MAYOR'S REPORT

Mayor Boykin stated that Councilman Brown, Lindsay Koskiniemi, Chief Mayer and Clif Custer all met and talked about emergency management actions to consider for planning. He advised that at the end they came up with some ideas to help the city in the event of another flood. They looked at things we need for EOC, such as communications and alternative use scenarios. He advised they will meet again on Friday. He stated he just wanted to let everyone know that we are looking at our emergency management plans.

Mike Johnson asked if this was a special committee and if there were minutes taken. He stated as the only council member whose house flooded; he'd like the information on this. He also stated he'd like to have the entire council involved in this.

Lindsay Koskiniemi advised Council that if we have a quorum, we will have to hold it as a public meeting.

Discussion held on future meetings held on this matter.

Lindsay Koskiniemi stated that she did ask Katie Johnson to join in personnel policy review with the staff since she has background in HR.

Mayor Boykin advised Council that it wasn't intentional to not include all of Council, it was just an oversight. He added that he had no intention to leave any council members out. If other councilmembers want to attend, we will have to post it and get an agenda together. It was brought together in order to get ideas to bring to council.

Discussion held on possible meeting times and ways to improve on notification.

Mayor tasked Chief Mayer with working dates and times.

XV. ADJOURNMENT

There being no further business the meeting adjourned at 8:06 p.m.

Mayor

ATTEST:

Court Administrator

Council Memorandum

City of Richwood

RE: Agenda Item: VII – FY 2019-2020 Budget Adoption Ordinance
DATE: September 16, 2019
TO: Mayor and Councilmembers
FROM: John Washburn, Interim Finance Director
CC:

Background: The City is required by Charter and State law to adopt a FY 2019-2020 Budget.

Financial/Budget Considerations: The FY 2019-2020 Budget of the City of Richwood creates the annual planning document and guide to manage the revenues and expenditures of the General Fund and Other Operating Funds as well as the Capital Projects & Constructions Funds of the City of Richwood for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020. Exhibit “A”, The Consolidated Fund Summary and the individual Fund Budget Summaries show the proposed revenues and sources of funds as well as the expenditures and uses of funds for the Fiscal Year 2019-2020.

Committee Recommendation: NA

Staff Recommendation: Staff respectfully requests Council approval of the FY 2019-2020 Budget Adoption Ordinance and the attached Exhibit “A.”

ORDINANCE 19 – 463

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF
RICHWOOD, TEXAS FOR THE FISCAL YEAR 2019-2020 BEGINNING OCTOBER 1,
2019 AND ENDING SEPTEMBER 30, 2020.**

WHEREAS, in accordance with Article 4, Section 4.01 of the City Charter and Section 102.005 of the Texas Local Government Code, the City Manager prepared and filed with the City Secretary by July 31, 2019, a proposed budget for the City of Richwood, Texas, compiled from information obtained from the departments and offices of the City, for the fiscal year beginning October 1, 2019, and ending September 30, 2019; and

WHEREAS, in accordance with Article 4 of the city Charter and Sections 102.006 and 102.065 of the Texas Local Government Code, and after providing the required public notice in the City's official newspaper not less than two weeks prior to the date of the public hearing was duly held on August 26, 2019, at a time set forth in the public notice, said date being more than fifteen subsequent to the filing of the proposed budget by the City Manager, at which time all interested persons were given an opportunity to be heard for or against any item within the proposed budget; and

WHEREAS, after due deliberation and consideration of the proposed budget for fiscal year 2019 – 2020, and after making such amendments to the budget proposed by the City Manager that the City Council has determined are (1) warranted by law, or (2) in the best interest of the taxpayers of the city, the City Council is of the opinion that the Official Budget for the Fiscal Year 2019, with the amendments described and discussed, should be approved and adopted, in accordance with Article 4 of the City Charter and Section 102.007 of the Texas Local Government Code;

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

SECTION ONE. The Official Budget of the City of Richwood, Texas, a copy of which is on file in the office of the City Secretary, a copy of which is attached hereto as Exhibit "A," referenced by the date and number of this Ordinance, is adopted, in accordance with Article 3, Section 3.07 of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION TWO. The appropriations by department, fund, or other organization unit and the authorization and allocation for each program or activity are hereby deemed to provide a complete financial plan of City funds and activities for Fiscal Year 2020, in accordance with Article 4 of the City Charter and Chapter 102 of the Texas Local Government Code.

SECTION THREE. The provisions of this Ordinance are to be cumulative of all other ordinances or parts of ordinances governing or regulation the same subject matter as that covered herein; provided, however, that all prior ordinances or parts of ordinances inconsistent with or in conflict

with any of the provisions of this Ordinance are hereby expressly repealed to the extent of any such inconsistency or conflict.

SECTION FOUR. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this Ordinance. City Council of the City of Richwood, Texas, hereby declares that it would have passed this Ordinance and each section, subsection, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases, be declared unconstitutional or invalid.

READING

PASSED AND APPROVED THIS THE 16TH DAT OF SEPTEMBER 2019 BY THE FOLLOWING MOTION, "I MOVE THAT THE FISCAL YEAR 2019-2020 BUDGET BE HEREBY APPROVED AND ADOPED," WHICH WAS MADE BY COUNCILMEMBER _____, MOTION SECONDED BY COUNCILMEMBER _____, AYES: _____ NAYES: _____ MOTION CARRIED.

City Secretary or designee to take record vote as follows:

Name/Position	Present	Vote		
		Aye	Naye	Abstain
Steve Boykin, Mayor				
Mike Johnson, Position 1				
Melissa Strawn, Position 2				
Matt Yarborough, Position 3				
Mike Brown II, Position 4				
Katie Johnson, Position 5				

PASSED AND APPROVED ON THE FIRST READING, this the ____ day of _____, 2019.

ATTEST:

LINDSAY KOSKINIEMI
INTERIM CITY MANAGER

STEVE BOYKIN
MAYOR

[Type here]

[Type here]

Ord. No. 2019-463

APPROVED AS TO LEGALITY:

**MATT ALLEN
CITY ATTORNEY**

FY 2019-2020 BUDGET ORDINANCE - EXHIBIT A

**City of Richwood
FY 2019-20 Budget
Consolidated Fund Summary**

REVENUES & SOURCES OF FUNDS	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Adopted
<u>Major & Other Operating Funds</u>				
General Fund	\$ 2,860,449	\$ 2,815,091	\$ 3,253,508	\$ 2,762,210
I&S Debt Service Fund	176,480	166,333	162,980	357,602
Crime Control & Prevention District Fund	126,149	117,000	116,400	120,000
Beautification Fund	15,508	15,520	15,384	17,020
Transportation Fund	138,794	136,800	144,780	386,404
Water & Sewer Fund	2,021,627	2,171,768	2,174,159	1,842,600
Solid Waste Fund	-	-	-	282,000
Sub-Total:	\$ 5,339,007	\$ 5,422,512	\$ 5,867,211	\$ 5,767,836
<u>Capital Projects & Construction Funds</u>				
General Capital Improvement Project Fund	\$ 82,095	\$ 40,000	\$ 40,000	\$ 60,000
General Capital Equip Replacement Fund	100,531	99,533	43,233	40,000
General Contingency Fund	74,144	7,161	7,161	-
Series 2019 A Bond Capital Projects Fund	-	-	2,955,000	-
Utility Capital Improvement Project Fund	87,686	149,324	153,409	100,000
Utility Capital Equipment Replace Fund	-	-	-	20,000
Utility Contingency Fund	47,069	24,084	-	-
Series 2019 B Bond Capital Projects Fund	-	-	4,000,000	-
Sub-Total:	\$ 391,525	\$ 320,102	\$ 7,198,803	\$ 220,000
TOTAL REVENUES & SOURCES OF FUNDS	\$ 5,730,532	\$ 5,742,614	\$ 13,066,014	\$ 5,987,836
EXPENDITURES & USES OF FUNDS				
<u>Major & Other Operating Funds</u>				
General Fund	\$ 2,823,850	\$ 2,851,681	\$ 2,774,071	\$ 2,842,290
Debt Service Fund	174,711	166,333	166,333	355,394
Crime Control & Prevention District Fund	42,237	133,000	148,645	183,112
Beautification Fund	8,910	16,000	14,000	30,150
Transportation Fund	53,018	136,800	116,000	640,000
Water & Sewer Fund	1,884,284	2,171,768	2,238,983	1,973,564
Solid Waste Fund	-	-	-	320,393
Sub-Total:	\$ 4,987,010	\$ 5,475,582	\$ 5,458,032	\$ 6,344,903
<u>Capital Projects & Construction Funds</u>				
General Capital Improvement Project Fund	\$ 82,095	\$ 40,000	\$ 39,200	\$ -
General Capital Equip Replacement Fund	518,558	67,500	33,835	-
General Contingency Fund	-	-	-	-
Series 2019 A Bond Capital Projects Fund	-	-	48,000	2,907,000
Utility Capital Improvement Project Fund	87,686	149,324	153,409	-
Utility Capital Equipment Replace Fund	-	-	-	-
Utility Contingency Fund	-	-	-	-
Series 2019 B Bond Capital Projects Fund	-	-	60,000	3,940,000
Sub-Total:	\$ 688,339	\$ 256,824	\$ 334,444	\$ 6,847,000
TOTAL EXPENDITURES & USES OF FUNDS	\$ 5,675,349	\$ 5,732,406	\$ 5,792,476	\$ 13,191,903

City of Richwood
FY 2019-20 Budget
General Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beg. Unassigned Fund Balance:	\$ 805,308	\$ 841,907	\$ 841,907	\$ 1,321,344	
<u>Revenue Summary</u>					
Property Taxes	\$ 1,706,388	\$ 1,698,408	\$ 1,700,000	\$ 1,696,000	-0.1%
Sales & Other Taxes	823,549	763,998	770,000	648,000	-15.2%
Licenses & Permits	86,685	79,100	107,600	112,000	41.6%
Intergovernmental	-	-	266,000	1,100	-
Fines & Fees	129,609	131,350	104,200	104,250	-20.6%
Services & Fees	5,548	5,075	35,200	36,360	616.5%
Rents & Leases	9,804	9,500	8,237	8,500	-10.5%
Interest	14,240	3,000	13,200	14,000	366.7%
Miscellaneous	2,454	-	125,071	-	-
Operating Transfers	82,172	124,660	124,000	142,000	13.9%
Total Revenue	\$ 2,860,449	\$ 2,815,091	\$ 3,253,508	\$ 2,762,210	-1.9%
<u>Expenditure Summary</u>					
Administration	\$ 575,491	\$ 714,028	\$ 684,591	\$ 519,488	-27.2%
Finance	-	-	-	248,348	-
Maintenance	225,092	225,609	177,875	251,965	11.7%
Streets & Drainage	50,919	125,000	87,810	-	-100.0%
Police	962,014	944,067	916,029	984,862	4.3%
Municipal Court	132,893	89,263	80,850	87,146	-2.4%
Fire	149,559	207,371	307,164	231,412	11.6%
Parks & Recreation	36,798	46,300	25,657	40,920	-11.6%
Code Enforcement	48,643	57,171	58,448	52,730	-7.8%
Building & Inspections	105,731	113,366	77,798	78,750	-30.5%
Disaster & Emergency	46,585	-	25,283	-	-
Non-Departmental	490,125	329,506	332,566	346,671	5.2%
Total Expenditures	\$ 2,823,850	\$ 2,851,681	\$ 2,774,071	\$ 2,842,290	-0.3%
Revenues Over (Under) Expenditures:	\$ 36,599	\$ (36,590)	\$ 479,437	\$ (80,080)	118.9%
Ending Unassigned Fund Balance:	\$ 841,907	\$ 805,317	\$ 1,321,344	\$ 1,241,264	

City of Richwood
FY 2019-20 Budget
I & S Debt Service Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning					
Restricted Fund Balance	\$ 106,860	\$ 108,629	\$ 108,629	\$ 105,276	
<u>Revenue Summary</u>					
Property Taxes	176,050	166,333	162,980	355,602	113.8%
Interest	430	-	-	2,000	-
Total Revenue	\$ 176,480	\$ 166,333	\$ 162,980	\$ 357,602	115.0%
<u>Expenditure Summary</u>					
Bond Debt Payments	174,711	166,333	166,333	355,394	113.7%
Total Expenditures	\$ 174,711	\$ 166,333	\$ 166,333	\$ 355,394	113.7%
Revenues Over (Under) Expenditures:	\$ 1,769	\$ -	\$ (3,353)	\$ 2,209	-
Ending					
Restricted Fund Balance	\$ 108,629	\$ 108,629	\$ 105,276	\$ 107,485	

City of Richwood
FY 2019-20 Budget
Crime Control & Prevention Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning					
Unassigned Fund Balance	\$ 115,050	\$ 198,962	\$ 198,962	\$ 166,717	
<u>Revenue Summary</u>					
Sales Taxes	125,531	117,000	116,400	120,000	2.6%
Interest	618	-	-	-	0.0%
Trfs & Sources of Funds	-	-	-	-	0.0%
Total Revenue & Sources of Funds	\$ 126,149	\$ 117,000	\$ 116,400	\$ 120,000	2.6%
<u>Expenditure Summary</u>					
Personnel Services	\$ 42,156	\$ 95,248	\$ 103,442	\$ 96,782	1.6%
Contracts & Services	81	1,000	2,828	1,000	0.0%
Supplies	-	-	-	-	-
Maintenance & Repairs	-	16,000	18,186	48,605	203.8%
Staff Development & Training	-	4,051	4,307	8,000	97.5%
Miscellaneous	-	-	-	10,000	-
Capital Outlay	-	16,701	19,882	18,725	12.1%
Total Expenditures	\$ 42,237	\$ 133,000	\$ 148,645	\$ 183,112	37.7%
Revenues Over (Under) Expenditures:	\$ 83,912	\$ -	\$ (32,245)	\$ (63,112)	-
Ending					
Unassigned Fund Balance	\$ 198,962	\$ 198,962	\$ 166,717	\$ 103,605	

City of Richwood
FY 2019-20 Budget
Beautification Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning					
Unrestricted Net Assets	\$ 21,182	\$ 27,780	\$ 27,780	\$ 29,164	
<u>Revenue Summary</u>					
Charges & Fees	\$ 14,508	\$ 14,520	\$ 14,384	\$ 14,520	0.0%
Interest Earnings	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Other Sources of Funds	1,000	1,000	1,000	2,500	150.0%
Total Revenue	\$ 15,508	\$ 15,520	\$ 15,384	\$ 17,020	9.7%
<u>Expenditure Summary</u>					
Contracts & Services	\$ 8,249	\$ 9,500	\$ 9,500	\$ 9,500	0.0%
Supplies & Materials	14	2,100	2,100	1,350	-35.7%
Maintenance & Repairs	-	2,000	-	7,000	-
Staff Development	647	2,400	2,400	5,300	120.8%
Capital Outlay	-	-	-	7,000	-
Total Expenditures	\$ 8,910	\$ 16,000	\$ 14,000	\$ 30,150	88.4%
Revenues Over (Under) Expenditures:	\$ 6,598	\$ (480)	\$ 1,384	\$ (13,130)	
Ending					
Unrestricted Net Assets	\$ 27,780	\$ 27,300	\$ 29,164	\$ 16,034	

City of Richwood
FY 2019-20 Budget
Transportation Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning					
Restricted Fund Balance	\$ 139,365	\$ 225,141	\$ 225,141	\$ 253,921	
<u>Revenue Summary</u>					
Sales & Other Taxes	\$ -	\$ -	\$ -	\$ 120,000	
Charges & Fees	137,671	136,800	143,400	146,000	6.7%
Interest Earnings	1,123	-	1,380	2,500	-
Other Sources of Funds	-	-	-	117,904	-
Total Revenue	\$ 138,794	\$ 136,800	\$ 144,780	\$ 386,404	182.5%
<u>Expenditure Summary</u>					
Contracts & Services	\$ -	\$ -	\$ -	\$ 40,000	0.0%
Maintenance & Repairs	53,018	136,800	116,000	80,000	-41.5%
Capital Outlay	-	-	-	520,000	-
Total Expenditures	\$ 53,018	\$ 136,800	\$ 116,000	\$ 640,000	367.8%
Revenues Over					
(Under) Expenditures:	\$ 85,776	\$ -	\$ 28,780	\$ (253,596)	
Ending					
Restricted Fund Balance	\$ 225,141	\$ 225,141	\$ 253,921	\$ 325	

City of Richwood
FY 2019-20 Budget
Water & Sewer Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning Unrestricted Net Assets	\$ -	\$ -	\$ -	\$ (412,787)	
<u>Revenue Summary</u>					
Water Revenue	\$ -	\$ -	\$ -	\$ 954,000	-
Sewer Revenue	-	-	-	837,200	-
Intergovernmental	-	-	-	-	-
Interest	-	-	-	2,000	-
Miscellaneous	-	-	-	35,000	-
Operating Transfers	-	-	-	14,400	-
Total Revenue	\$ -	\$ -	\$ -	\$ 1,842,600	-
<u>Expenditure Summary</u>					
Water Department	\$ -	\$ -	\$ -	\$ 1,076,476	-
Sewer Department	-	-	-	897,088	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,973,564	-
Revenues Over (Under) Expenditures:	\$ -	\$ -	\$ -	\$ (130,964)	-
Ending Unrestricted Net Assets	\$ -	\$ -	\$ -	\$ (543,751)	

City of Richwood
FY 2019-20 Budget
Solid Waste Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning					
Unrestricted Net Assets	\$ (52,976)	\$ (44,452)	\$ (44,452)	\$ (32,052)	
<u>Revenue Summary</u>					
Solid Waste	\$ 260,622	\$ 298,657	\$ 282,000	\$ 282,000	-5.6%
Intergovernmental	-	-	-	-	0.0%
Interest	-	-	-	-	0.0%
Miscellaneous	-	-	-	-	0.0%
Total Revenue	\$ 260,622	\$ 298,657	\$ 282,000	\$ 282,000	-5.6%
<u>Expenditure Summary</u>					
Solid Waste	\$ 252,098	\$ 273,180	\$ 269,600	\$ 320,393	17.3%
Total Expenditures	\$ 252,098	\$ 273,180	\$ 269,600	\$ 320,393	17.3%
Revenues Over (Under) Expenditures:	\$ 8,524	\$ 25,477	\$ 12,400	\$ (38,393)	-250.7%
Ending					
Unrestricted Net Assets	\$ (44,452)	\$ (18,975)	\$ (32,052)	\$ (70,445)	

Council Memorandum

City of Richwood

RE: Agenda Item: XXX – 2019 Tax Rate Adoption Ordinance
DATE: September 16, 2019
TO: Mayor and Councilmembers
FROM: John Washburn, Interim Finance Director
CC:

Background: The City is required by Charter and State law to adopt a 2019 Tax Rate Adoption Ordinance to support the adopted budget of the FY 2019-2020 General Fund and I&S Debt Service Fund.

Financial/Budget Considerations: The proposed tax rate of \$0.670204 which includes a \$0.552396 rate for General Fund purposes and will generate approximately \$1,660,000 in revenue and a \$0.117808 rate for principal and interest payments which will generate revenue of approximately \$354,143 budgeted in the I&S Debt Service Fund.

Committee Recommendation: NA

Staff Recommendation: The Tax Rate Adoption ordinance is required in order to properly levy, collect and budget for taxes and tax revenue in both the General Fund and I&S Debt Service Fund. The motion to adopt a tax rate is by specified by law and is provided below Section Five of the Ordinance and as follows, "I move that the property tax rate be increased by the adoption of a tax rate of \$0.670204, which is effectively a 6.23 percent increase in the tax rate."

ORDINANCE 19 – 464

AN ORDINANCE LEVYING AN AD VALOREM TAX FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF RICHWOOD, TEXAS FOR THE FISCAL YEAR 2019-2020; APPORTIONING THE LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN THE SAME SHALL BECOME DELINQUENT IF NOT PAID.

WHEREAS, City Council finds it necessary that an ordinance be passed levying an ad valorem tax to provide for current expenditures and improvements for the City of Richwood, Texas during fiscal year 2019-2020; and

WHEREAS, City Council further finds that an ad valorem tax must be levied to provide for the payment of principal and interest on outstanding bonded indebtedness maturing in fiscal year 2019-2020; and

WHEREAS, after due deliberation, study and consideration of the proposed tax rate for fiscal year 2019-2020, City Council has determined that adoption of the rate is in the best interest of the taxpayers of the City and it should be adopted in accordance with law

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

SECTION ONE. There is hereby levied and there shall be collected for the use, support and maintenance & operations of the General Fund of the City of Richwood, Texas and to provide interest & sinking funds to support the debt payments of the I&S Debt Service Fund of the City of Richwood for the Fiscal Year 2019-2020, a tax of \$0.670204 on each one hundred (\$100.00) dollars of assessed valuation upon all property, real and personal, and mixed, within the corporate limits of the City of Richwood subject to taxation, apportioned for the following specific purposes herein set forth;

a) For the current expenditures of the General Fund of the City of Richwood, Texas, and for the general use, support and improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the fiscal year 2019-2020 on all property situated within the corporate limits of the City, and not exempt from taxation by law, an ad valorem tax rate of \$0.552396 on each one hundred (\$100.00) dollars valuation of such property, and

b) For the purpose of paying principal and interest payments of the I&S Debt Service Fund for each issue of tax supported debt of the City of Richwood, Texas, there is hereby levied and ordered to be assessed and collected for the fiscal year 2019-2020 on all property situated within the corporate limits of the City and not exempt by law, an ad valorem tax rate of \$0.117808 on each one hundred (\$100.00) dollars of assessed valuation of such property.

SECTION TWO. In accordance with the provisions and requirements of Section 26.05 (b) of the Texas Tax Code, as amended, the City Council hereby states as follows:

THIS YEAR'S TAX LEVY TO FUND MAINTENANCE AND OPERATIONS EXPENDITURES DOES NOT EXCEED LAST YEAR'S MAINTENANCE AND OPERATIONS TAX LEVY.

SECTION THREE. The ad valorem taxes levied under this ordinance shall be due October 1, 2019, and may be paid up to and including January 31, 2020, without penalty; but if not paid on or before January 31, 2020, shall immediately become delinquent on February 1, 2020, provided, however, in accordance with Section 31.03(a) of the Texas Tax Code, the ad valorem taxes due hereunder may, at the option of the tax payer, be paid in two payments without penalty or interest so long as the first payment of one-half of the taxes levied is paid before December 1, 2019, and the remaining one-half is paid before July 1, 2020.

SECTION FOUR. No discounts are authorized on property tax payments made prior to January 31, 2020.

SECTION FIVE. All taxes become a lien upon the property against which assessed and the designated City tax collector for the City is authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the State of Texas an ordinances of the City, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest. All delinquent taxes shall bear interest and other charges from the date of delinquency as prescribed by state law.

PASSED AND APPROVED THIS THE 26TH DAY OF SEPTEMBER 2019 BY RECORD VOTE WITH THE FOLLOWING MOTION, "I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.670204, WHICH IS EFFECTIVELY A 6.23 PERCENT INCREASE IN THE TAX RATE. MOTION WAS MADE BY COUNCILMEMBER _____, MOTION SECONDED BY COUNCILMEMBER _____. MOTION CARRIED THIS 26TH DAY OF SEPTEMBER 2019.

Name/Position	Present	Vote		
		Aye	Naye	Abstain
Steve Boykin, Mayor				
Mike Johnson, Position 1				
Melissa Strawn, Position 2				
Matt Yarborough, Position 3				
Mike Brown II, Position 4				
Katie Johnson, Position 5				

ATTEST:

**LINDSAY KOSKINIEMI
INTERIM CITY MANAGER**

**STEVE BOYKIN
MAYOR**

APPROVED AS TO LEGALITY:

**MATT ALLEN
CITY ATTORNEY**



City of Richwood

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

MEMORANDUM

To: Mayor Steve Boykin
Members of Council

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: SEPTEMBER 13, 2019

RE: **Contract with Strategic Government Resources (SGR) for the Provision of Interim Finance Director Service**

Background:

On May 17, 2019 the City of Richwood entered an agreement with SGR for the provision of professional services for an interim finance director. The contract was executed in the amount of \$49,999, with working hours up to 40 hours per week. The intention of the contract was to provide key personnel coverage with the understanding interim finance director services would not be needed after September 30, 2019. To end the contract, the City must provide a 14-day written notice to SGR.

Update:

In the past four months, the City Manager and City Secretary have left the organization, with the Finance Director acting as Interim City Manager. With current vacancies in the organization, I would like to keep the agreement with SGR in effect past September 30, 2019, with Mr. Washburn working 24 hours per week. Other major upcoming finance matters include the annual interim audit, annual audit, budget book publication, etc., where part time help would greatly benefit the City while short-staffed. To date, the City has spent approximately \$30,100 on interim finance.

Staff Recommendation:

Staff recommends Mr. Washburn stay beyond September 30, 2019 acting as Interim Finance Director to assist the City with Finance.

Other:

Per the contract with SGR, the City has the option to hire Mr. Washburn during the term of the agreement, or 12 months after the termination of the agreement for a placement fee due to SGR in the amount of \$5,000.

Thank you,

Lindsay Koskiniemi
Interim City Manager



Date: May 17, 2019

Agreement for Interim Finance Director Services
By and Between Strategic Government Resources and the City of Richwood, Texas

City of Richwood, Texas
Michael Coon, City Manager
mcoon@richwoodtx.gov

Strategic Government Resources
Melissa Valentine, Managing Director, Recruitment & Human Resources
MelissaValentine@GovernmentResource.com

("City")

("SGR")

Scope of Services. The City of Richwood, Texas, (referred to as "City") seeks an Interim Finance Director to perform related duties for City. Strategic Government Resources (referred to as "SGR") will provide a highly experienced local government professional to serve as Interim Finance Director for City.

Recommended Candidate. SGR and City will work together to determine a final candidate for consideration. Should City wish to consider an alternate candidate, SGR can provide other experienced local government professionals for City to interview. City may interview candidate(s) by phone, Skype, or in person. City will reimburse all travel, lodging, and per diem expenses for any in-person interviews.

If at any time during the assignment, City wishes to have another candidate provided to serve as Interim Finance Director, SGR will produce additional experienced local government professionals to fill the position, to the satisfaction of City, pending availability of suitable candidates.

Terms and Conditions. SGR will provide an Interim Finance Director at a rate of \$50.00 per hour. The total amount of the contract will not exceed \$49,999.00 unless approved by City and SGR through an amendment to this contract. The Interim Finance Director will work a maximum of 40 hours per week unless approved by City. Any hours worked in excess of 40 hours per week, will be billed at the standard contract rate of \$50.00 per hour.

City Contact for Invoicing:

Name: Lindsay Koskineni

Email: L.Koskineni@richwoodtx.gov

Phone: 979-265-2042

1. SGR will perform a Comprehensive Media Search on the candidate selected by City and provide a comprehensive media report to City. This media report is compiled from information gathered using our proprietary online search process. This is not an automated process and produces far superior results than a standard media or simple Google search. The report length

may be as long as 350 pages and may include news articles, links to video interviews, blog posts by residents, etc.

2. SGR will perform a comprehensive background investigation on the candidate selected by the City. SGR uses a licensed private investigation firm for these services. Through SGR's partnership with FirstCheck, we are able to provide our Cities with comprehensive background screening reports that include detailed information such as:
 - Social Security number trace
 - Address history
 - Driving history/motor vehicle records
 - Credit report
 - Federal criminal search
 - National criminal search
 - Global homeland security search
 - Sex offender registry search
 - State criminal search (for current and previous states of residence)
 - County criminal search (for every county in which candidate has lived or worked)
 - County civil search (for every county in which candidate has lived or worked)
 - Education verification
3. City is responsible for the cost of any drug screening that City may require.
4. All routine business expenses incurred by SGR's representative in their role as Interim Finance Director will be reimbursed under the same terms and conditions that such expenses would be reimbursed for any other employee of City, such as mileage, hotel, and per diem when traveling at the request of City, and business meals incurred for local meetings. Commute time will not be billed by SGR.
5. Depending on the location of the permanent residence of the selected Interim Finance Director, mileage reimbursement and temporary housing may be required. Mileage is reimbursed by City at the current IRS mileage reimbursement rate. The City may elect to provide temporary housing such as a local hotel, direct billed to City, with a mileage/travel reimbursement of twice per month between Interim Finance Director's permanent residence and City.
6. City will be billed weekly for the previous week's work and any travel/housing reimbursement payment will be due within 14 days of each billing. SGR will not be compensated for holidays, vacation time, sick leave, etc.
7. If City hires the candidate placed as Interim Finance Director for a permanent position during the term of this agreement or within 12 months after the conclusion of this agreement, City will pay SGR an employment placement fee of \$5,000.00. This fee is waived if SGR conducts a full-service executive search for this position.
8. City or SGR may terminate the agreement for Interim Finance Director Services with a fourteen (14) day written notice, without cause or penalty.

Cost Summary. SGR will provide Interim Finance Director Services to City as follows:

<i>Interim Finance Director Services</i>	<i>\$50.00 per hour</i>
<i>Not to exceed</i>	<i>\$49,999.00</i>
<i>Comprehensive Media Search Report</i>	<i>\$500.00</i>
<i>Background Investigation</i>	<i>\$300.00</i>
<i>Mileage/Temporary Housing</i>	<i>TBD*</i>
<i>Travel expenses for in-person interviews, if needed</i>	<i>TBD</i>
<i>Per diem for in-person interview, if needed</i>	<i>\$10 breakfast, \$15 lunch, \$25 dinner</i>

**Mileage will be billed at the Standard Mileage Reimbursement Rate established by the IRS. City will provide temporary housing or a housing stipend, if necessary.*

Confidentiality Agreement. The Interim Finance Director will perform services for City which may require City to disclose confidential and proprietary information to Interim Finance Director or which may require City to grant authorization to the Interim Finance Director to make financial and legal transactions on behalf of the City. Confidential information includes, but is not limited to, any information of any kind, nature, or description concerning any matters affecting or relating to Interim Finance Director's services for City, the business or operations of City, and/or the products, projects, drawings, plans, processes, or other data of City. Financial and legal information includes, but is not limited to, financial institution wire transfers, deposits, withdrawals, cash handling, investment handling, real property transactions, or other financial or legal transactions of City. The Interim Finance Director, through his/her contract with SGR agrees:

- To hold any and all confidential information received from City in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- Not to disclose or divulge, either directly or indirectly, the confidential information to others unless first authorized to do so in writing by City. For financial and legal transactions, Interim Finance Director must receive authorization from City verbally and in writing, other than by email, and Interim Finance Director shall maintain reasonable data security controls to protect Interim Finance Director and City from social engineering attacks.
- Not to reproduce the confidential information, nor use this information commercially, or for any purpose other than the performance of his/her duties for City.
- That upon request or upon termination of his/her relationship with City, deliver to City, any drawings, notes, documents, equipment, and materials received from City or originating from his/her activities for City.
- That City shall have the sole right to determine the treatment of any information that is part or project specific received from Interim Finance Director, including the right to keep the same as confidential and proprietary.

Indemnification. To the extent it may be permitted to do so by applicable law, City does hereby agree to

defend, hold harmless, and indemnify the designated Interim Finance Director, SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken in the Interim's individual or official capacity for the City as an independent contractor and as Interim Finance Director, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of the Interim Finance Director as an independent contractor of City acting within the course and scope of the Interim Finance Director's engagement with City; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that the Interim Finance Director committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith; and excluding any insurance contract, held either by City or SGR. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of the Interim Finance Director's legal counsel shall be with the mutual agreement of the Interim Finance Director and City if such legal counsel is not also City's legal counsel. A legal defense may be provided through insurance coverage, in which case the Interim Finance Director's right to agree to legal counsel provided for him/her will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or the Interim Finance Director's engagement with City.

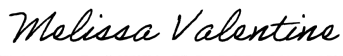
Venue. The venue for any disputes shall reside in Brazoria County, Texas.

Applicable law. This agreement shall be governed by the laws of the State of Texas.

This agreement represents the full and complete agreement between Strategic Government Resources and the City of Richwood, Texas, and supersedes any and all prior written or verbal agreements. This agreement may be modified or amended only by a written instrument signed by the parties.

Approved and Agreed to, this the 20 day of May, 2019, by and between Strategic Government Resources and the City of Richwood, Texas.


Michael Coon, City Manager
City of Richwood, Texas


Melissa Valentine, Managing Director, Recruitment & Human Resources
Strategic Government Resources

City of Richwood
Purchase Order History 05/01/2019 to 09/30/2019

Vendor Name	PO Number	Part Number	Description	History	History Date	Quantity	Amount
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	05/31/2019	0.0185	\$924.98
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	05/31/2019	0.016	\$799.98
Strategic Government Resources	25964		Interim Finance Director Contract	Received	05/31/2019	0.0185	\$924.98
Strategic Government Resources	25964		Interim Finance Director Contract	Received	05/31/2019	0.016	\$799.98
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	06/14/2019	0.063	\$3,150.00
Strategic Government Resources	25964		Interim Finance Director Contract	Received	06/14/2019	0.063	\$3,150.00
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	06/28/2019	0.0873	\$4,366.04
Strategic Government Resources	25964		Interim Finance Director Contract	Received	06/28/2019	0.0873	\$4,366.04
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	07/26/2019	0.0808	\$4,041.04
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	07/26/2019	0.0832	\$4,159.24
Strategic Government Resources	25964		Interim Finance Director Contract	Received	07/26/2019	0.0808	\$4,041.04
Strategic Government Resources	25964		Interim Finance Director Contract	Received	07/26/2019	0.0832	\$4,159.24
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	08/09/2019	0.068	\$3,400.00
Strategic Government Resources	25964		Interim Finance Director Contract	Received	08/09/2019	0.068	\$3,400.00
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	08/23/2019	0.099	\$4,950.00
Strategic Government Resources	25964		Interim Finance Director Contract	Received	08/23/2019	0.099	\$4,950.00
Strategic Government Resources	25964		Interim Finance Director Contract	Paid	09/06/2019	0.0858	\$4,287.72
Strategic Government Resources	25964		Interim Finance Director Contract	Received	09/06/2019	0.0858	\$4,287.72



City of Richwood

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

MEMORANDUM

TO: Mayor Steve Boykin
Members of Council

FROM: Lindsay Koskiniemi, Interim City Manager

DATE: SEPTEMBER 13, 2019

RE: **Interlocal Agreement with Brazoria County for Road Maintenance**

Background

Every two years, Brazoria County enters an agreement with municipalities for the provision of road maintenance up to two miles. The City of Richwood traded work schedules with the City of Clute, in order to get four miles of maintenance done at one time, thus presenting a further savings to the City.

On 9/3/2019, Clif Custer, Public Works Director and I met with Commissioner Dude Payne of Precinct 1 and the project superintendent and foreman to determine what conversations had taken place with the previous city manager. The meeting disclosed the understanding was to perform work of four total miles of roadway as follows: two total miles of road reconstruction in Oakwood Shores (OWS), and two total miles of asphalt milling and overlay in other areas of Richwood.

In the attached presentation, Strand, the City's contracted engineer, provided a road maintenance priority list, with the degradation of roadways in OWS warranting the most immediate priority. Through the FY19/20 budget process, it is proposed that the Transportation Fund be allocated fund balance outstanding from the prior year, to bring the estimated budget total to approximately \$636,000.

Project Method and Funding

The interlocal agreement with Brazoria County will allow the City to make 4 miles worth of road repairs at the most affordable cost to the City. In our meeting with Commissioner Payne, we requested all four miles be total reconstruction with road base, dedicated to OWS, in order to make the greatest impact to the area with the greatest need. The cost is estimated to be approximately \$950,000 to the City, which will be funded with voter-approved bonds.

Staff plans to fund other areas of Richwood roadway repair (not OWS) with voter-approved bonds, which will be outside of the scope of the proposed interlocal agreement with Brazoria County.

Staff Recommendation

Staff recommends Council authorize the mayor to execute the interlocal agreement with Brazoria County to provide necessary roadway repairs.

Thank you,
Lindsay Koskiniemi
Interim City Manager

Matt Hanks, J.D., P.E.
COUNTY ENGINEER

Trey Haskins, P.E., CFM
ASST. COUNTY ENGINEER

(979) 864-1265
Office



Clay Forister, P.E., CFM
ASST. COUNTY ENGINEER

Karen McKinnon, P.E.
ASST. COUNTY ENGINEER

(979) 864-1270
Fax

BRAZORIA COUNTY ENGINEERING

451 N VELASCO, SUITE 230
ANGLETON, TEXAS 77515
www.brazoriacountytx.gov

August 16, 2019

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

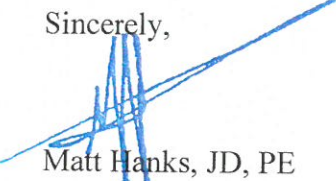
RE: Interlocal Agreement with Brazoria County and the City of Richwood

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
Enclosure

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" Sebesta Jr.
Brazoria County Judge

By: Mayor

DATE: _____

ATTEST:

CITY SECRETARY

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

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

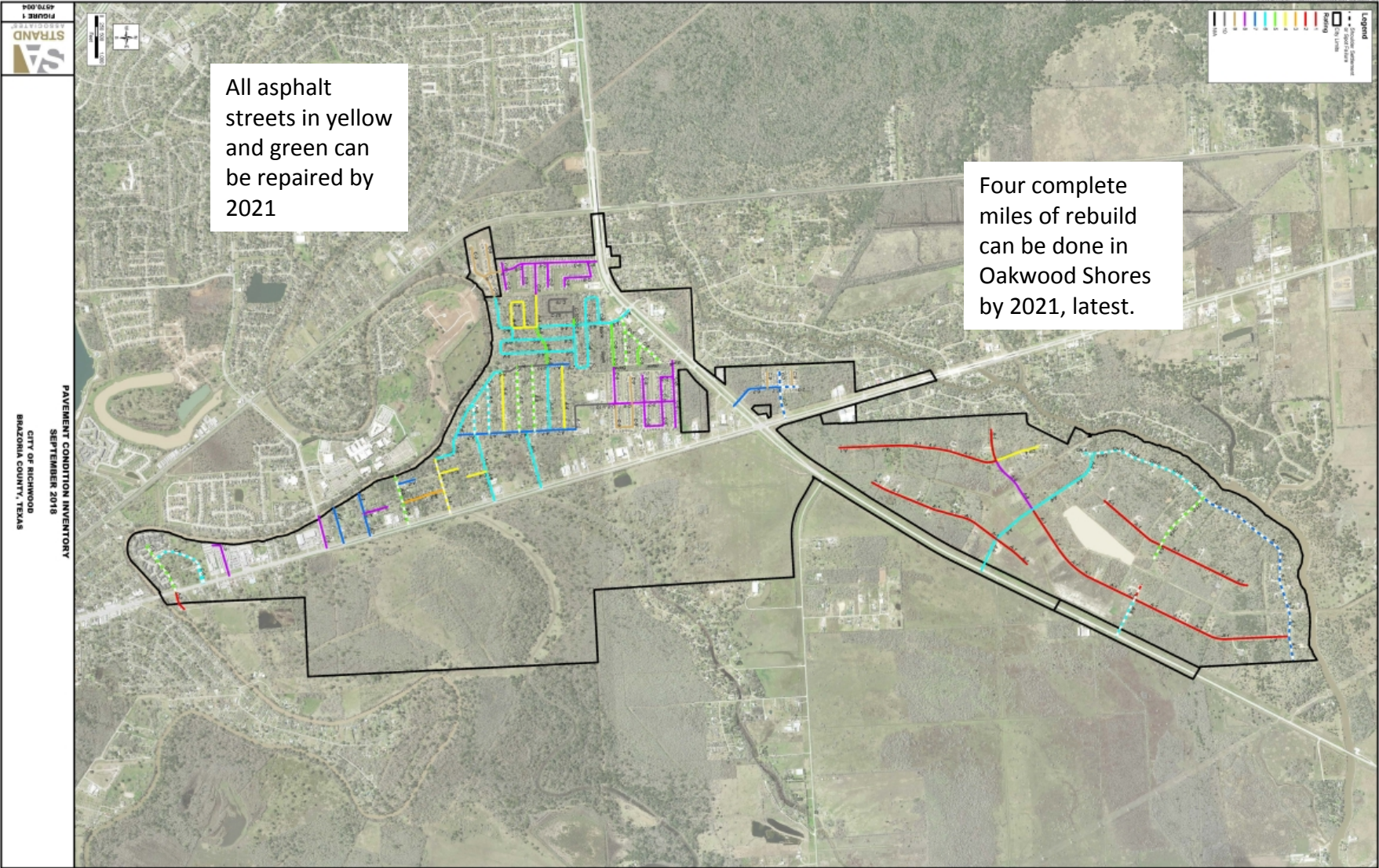
Bond Road Work

Total to be expended on roads is \$3.3 million

Oakwood Shores at a cost of \$950,000.

\$2,350,000 remaining





Road Maintenance

- Utilize Strand Associates to provide and engineered standard, a formal RFP, and bid meeting.
- Repair as much roadway as possible for purposes of devising a comprehensive maintenance plan for the future



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

				Replacement Year	
Subdivision	Street Name	Street Surface	Repair Length (ft)	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

Order of replacement is subject to change based on assessment or changing conditions