



**City Council City Council Regular Meeting
and Public Hearing
Monday, September 9, 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 and Public Hearing on Monday, September 9, 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: Pastor David Thompson
- III. PLEDGES OF ALLEGIANCE 4
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. Discussion is not allowed on items not posted on the agenda.
- VI. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings - August 26, 2019. 5
 - B. Payment of Bills 8
- VII. PUBLIC HEARING ON PROPOSED 2019 TAX RATE 20
- VIII. PUBLIC HEARING ON FY 2019-2020 PROPOSED BUDGET 22
- IX. DISCUSSION AND ACTION ITEMS
 - A. Approve items removed from Consent Agenda
 - B. Discussion and possible action on proposals from search firms for city manager recruitment. 34
 - C. Discussion and possible action on interlocal agreement with City of Angleton for the provision of animal control services 126
 - 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
- X. CITY MANAGER'S REPORT 133
- XI. FUTURE AGENDA ITEMS
- XII. REPORTS
Reports that require no action.
 - A. Financial Reports 135
- 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, Giani B. Cantu, do hereby certify that I did, on 9/6/19 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.

Giani Cantu, 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.

Pledge of Allegiance

I pledge allegiance to the flag of
the United States of America and
to the republic for which it
stands, one nation under God,
indivisible, with liberty and
justice for all.

Texas Pledge

**Honor the Texas flag. I
pledge allegiance to thee,
Texas, one and indivisible.**

Minutes of City Council

Public Hearing and Special Meeting of Monday, August 26, 2019

BE IT KNOWN THAT, a Public Hearing and Special Meeting of the City Council of City of Richwood was held Monday, August 26, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

The meeting was called to order at 6:15 p.m.

INVOCATION

Lindsay Koskiniemi led the invocation.

PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

Mayor Boykin led both pledges.

ROLL CALL OF COUNCIL MEMBERS

Present:

Mayor Boykin
Katie Johnson
Mark Brown
Melissa Strawn
Mike Johnson
Matt Yarborough

Others present: John Washburn, Interim Finance Director; Lindsay Koskiniemi, Interim City Manager, Stephen Mayer, Chief of Police; Clif Custer, Public Works Director; Ron Cox, Consultant to City Council.

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.

No public comments.

CONSENT AGENDA

Approval of Minutes of Previous Meetings - August 12, 2019 and August 19, 2019

Mike Johnson made motion to approve minutes, Mark Brown seconded. Unanimously approved.

PUBLIC HEARING ON PROPOSED TAX RATE OF 0.670204 WHICH IS EFFECTIVELY A 6.23% INCREASE IN THE TAX RATE

Moved to after the Executive Session

DISCUSSION AND ACTION ITEMS

Discuss and consider sale of city property located at 215 Halbert

Motion made by Mike Johnson to allow interim city manager to enter the process to sell the property located at 215 Halbert St. Motion seconded by Mark Brown; unanimously approved.

EXECUTIVE SESSION pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:

Interim City Manager - Lindsay Koskiniemi

City Secretary - Giani Cantu

Council went into executive session at 6:26 p.m.

ACTION AS A RESULT OF EXECUTIVE SESSION

Council reconvened special session at 9:33 p.m.

Council will review firm proposals received in May 2019 for the provision of services to recruit a city manager.

Mayor Boykin asked Lindsay Koskiniemi to prepare other candidates (with the exception of Ron Cox's proposal) for city manager position for an agenda item for the next meeting on 9/09/2019.

PUBLIC HEARING ON PROPOSED TAX RATE OF 0.670204 WHICH IS EFFECTIVELY A 6.23% INCREASE IN THE TAX RATE

Public Hearing on tax rate of Mark Brown asked for language clarification on page 28 of the packet "Notice of 2019 Tax Year Proposed." John Washburn clarified the meaning.

Public hearing closed at 9:37 p.m.

CITY MANAGER'S REPORT

Lindsay finished a master's in public administration degree from the University of Texas at Arlington and was accepted to Texas Women Leading Government inaugural class through

Texas Municipal League, a class created to bring more female representation to the profession of city management. Lindsay reported a statistic published by TML that of 241 Texas municipalities, only 12% have a female city manager.

FUTURE AGENDA ITEMS

Council requested to see proposals from city manager recruitment firms on the next Council agenda.

REPORTS

Reports that require no action.

COUNCIL MEMBER COMMENTS & REPORTS

Council reports - Mark Brown asked for property appraisal, conduct cost-benefit analysis, and with the research, Council will make a decision on whether to sell property at 215 Halbert.

Matt Yarborough – thanked Richwood PD and Clute EMS for quick response to a major event involving life flight of an infant last week.

MAYOR’S REPORT

Mayor Boykin report – attended webinars on counter terrorism, computer, network, risk mitigation. Gave update on ransomware attack that affected several government organizations.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:46 p.m.

These minutes were read and approved on this 9th day of September, 2019.

Mayor

ATTEST:

Lindsay Koskiniemi, Interim City Manager

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
AIRGAS USA, LLC	39443	9963936587	08/30/2019	08/30/2019	65.47	acetylene and oxygen	10025240 - Expendable Operating S
					\$65.47		
ALVARADO, TANYA	39368	AUGUST19	08/09/2019	08/09/2019	100.00	DEPOSIT REFUND	10292133 - Facility Rental Deposits
					\$100.00		
APEX METAL SYSTEMS, INC.	39429	19040	08/23/2019	08/23/2019	40,500.00	New Roof for City Hall	11555915 - Capital Expenditures
APEX METAL SYSTEMS, INC.	VOID39418	19040	08/23/2019	08/23/2019	40,500.00	New Roof for City Hall	11555915 - Capital Expenditures
					\$81,000.00		
AQUA METRIC SALES, CO.	39430	inv0074753	08/23/2019	08/23/2019	4,753.24	1 Case iperl radios and 20 antenna housing w/	30215390 - Water Lines M&R
AQUA METRIC SALES, CO.	VOID39419	inv0074753	08/23/2019	08/23/2019	4,753.24	1 Case iperl radios and 20 antenna housing w/	30215390 - Water Lines M&R
					\$9,506.48		
ARNOLD TIRE COMPANY	39387	4095	08/16/2019	08/16/2019	30.00	tire repair	10055340 - Vehicle M&R
					\$30.00		
AT&T	39388	august19	08/16/2019	08/16/2019	1,155.89	telephone	30215420 - Telephone
AT&T	39444	august19-	08/30/2019	08/30/2019	382.26	dispatch phone	10055420 - Telephone
					\$1,538.15		
AT&T MOBILITY	39389	287290249608x	08/16/2019	08/16/2019	133.85	internet at service center	10025420 - Telephone
					\$133.85		
AUL AMERICAN UNITED LIFE IN	ACH.3714.083	august19	08/30/2019	08/30/2019	260.00	insurance	10292136 - Insurance Payable
					\$260.00		
B&B Classics, LLC	39386	166	08/14/2019	08/14/2019	731.00	vehicle maint	10055340 - Vehicle M&R
					\$731.00		
BARRPS, KARINA	39369	AUGUST19	08/09/2019	08/09/2019	100.00	DEPOSIT REFUND	10292133 - Facility Rental Deposits
					\$100.00		
BB&T GOVERNMENTAL FINANC	wire tran	august19	08/14/2019	08/14/2019	46,086.50	series 2011 tax and rev bonds	30255970 - Series 2011 Tax & Rev
BB&T GOVERNMENTAL FINANC	wire tran	august19-	08/14/2019	08/14/2019	60,947.00	series 2011 go bond acct# 994300060000001	40505992 - Series 2011 GO Rfdg B
					\$107,033.50		
					\$107,033.50		
BCOS OFFICE TECHNOLOGIES	ACH.4485.080	ar254312	08/09/2019	08/09/2019	137.19	copier	30215210 - Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.081	ar254551	08/16/2019	08/16/2019	33.88	copier contract	10015210 - Office Supplies
BCOS OFFICE TECHNOLOGIES	ACH.4485.083	ar254754	08/30/2019	08/30/2019	85.57	copier	10055210 - Office Supplies
					\$256.64		
BRAZORIA COUNTY CLERK	39445	august19	08/30/2019	08/30/2019	52.00	release of lien for lot 91b-101 brazosport blvd.	10095240 - Expendable Operating S
					\$52.00		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
BRAZORIA COUNTY TREASURE	39370	eng19-101	08/09/2019	08/09/2019	1,395.86	Costs for Brazoria County Storm Water Interlo	10105660 - Dues & Subscriptions
					\$1,395.86		
BRAZORIA COUNTY WATER LAB	39390	august19	08/16/2019	08/16/2019	120.00	acct# 115 for samples dated 07/11/2019	30215390 - Water Lines M&R
					\$120.00		
BRAZOS RIVER FUELING	ACH.5094.080	50029332	08/02/2019	08/02/2019	123.15	fuel	10075230 - Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.080	50029332	08/02/2019	08/02/2019	310.39	fuel	10025230 - Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.080	50029332	08/02/2019	08/02/2019	1,306.66	2000 gal. gas and 400 gal. diesel	30215230 - Gas, Oil, & Lubricants
BRAZOS RIVER FUELING	ACH.5094.080	50029332	08/02/2019	08/02/2019	4,552.38	fuel	10055230 - Oil, & Lubricants
					\$6,292.58		
					\$6,292.58		
BRAZOSPORT WATER AUTHORI	39391	07-0462	08/16/2019	08/16/2019	22,729.20	water contract	30215995 - Brazosport Water Autho
					\$22,729.20		
BROOKSIDE EQUIPMENT SALE	39357	ia07088	08/02/2019	08/02/2019	74.95	mower parts	10085310 - Building & Grounds M&
BROOKSIDE EQUIPMENT SALE	39371	ia06342	08/09/2019	08/09/2019	110.81	mower parts	10085310 - Building & Grounds M&
BROOKSIDE EQUIPMENT SALE	39431	ia08187	08/23/2019	08/23/2019	170.62	mower parts	10085930 - Equipment
BROOKSIDE EQUIPMENT SALE	39431	ia08200	08/23/2019	08/23/2019	40.18	mower parts	10085930 - Equipment
					\$210.80		
BROOKSIDE EQUIPMENT SALE	VOID39420	ia08187	08/23/2019	08/23/2019	170.62	mower parts	10085930 - Equipment
BROOKSIDE EQUIPMENT SALE	VOID39420	ia08200	08/23/2019	08/23/2019	40.18	mower parts	10085930 - Equipment
					\$210.80		
					\$607.36		
BUDGET CARWASH	39392	1152	08/16/2019	08/16/2019	6.00	vehicle car wash	10055340 - Vehicle M&R
					\$6.00		
BUSINESS CARD	39432	0230537919420	08/23/2019	08/23/2019	273.82	bcca door prizes	10015240 - Expendable Operating S
BUSINESS CARD	39432	0230537919710	08/23/2019	08/23/2019	67.16	office supplies	10055210 - Office Supplies
BUSINESS CARD	39432	0230537919920	08/23/2019	08/23/2019	19.45	bcca door prizes	10015240 - Expendable Operating S
BUSINESS CARD	39432	0230537920600	08/23/2019	08/23/2019	12.58	batteries	30215310 - Building & Grounds M&
BUSINESS CARD	39432	0514048919274	08/23/2019	08/23/2019	253.24	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	39432	0514048919274	08/23/2019	08/23/2019	127.86	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	39432	0514048919274	08/23/2019	08/23/2019	64.87	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	39432	0514048919874	08/23/2019	08/23/2019	198.16	bcca desserts and plastic ware	10015201 - Food
BUSINESS CARD	39432	0514048921074	08/23/2019	08/23/2019	10.87	city council budget workshop beverage	10015201 - Food
BUSINESS CARD	39432	0522702919350	08/23/2019	08/23/2019	165.18	hotel for training	10015130 - Training & Travel
BUSINESS CARD	39432	0541019919150	08/23/2019	08/23/2019	109.28	flash drives	10055210 - Office Supplies
BUSINESS CARD	39432	0541019919150	08/23/2019	08/23/2019	32.65	flash drives	10055210 - Office Supplies
BUSINESS CARD	39432	0543684919010	08/23/2019	08/23/2019	5.41	supplies for council meeting	10015210 - Office Supplies
BUSINESS CARD	39432	0543684919050	08/23/2019	08/23/2019	200.00	postage	10015240 - Expendable Operating S
BUSINESS CARD	39432	0543684919310	08/23/2019	08/23/2019	10.77	antifreeze	10055340 - Vehicle M&R
BUSINESS CARD	39432	0543684919500	08/23/2019	08/23/2019	42.22	all american day	10055201 - Food
BUSINESS CARD	39432	0543684919510	08/23/2019	08/23/2019	51.57	all american day food supplies	10085851 - Parks & Recreation

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	39432	05436849211100	08/23/2019	08/23/2019	21.65	city council budget workshop	10015201 - Food
BUSINESS CARD	39432	0543684921400	08/23/2019	08/23/2019	100.00	postage	10015210 - Office Supplies
BUSINESS CARD	39432	2524780918900	08/23/2019	08/23/2019	299.09	council meeting food	10015201 - Food
BUSINESS CARD	39432	2524780919100	08/23/2019	08/23/2019	217.00	embroidery on city shirts	10015240 - Expendable Operating S
BUSINESS CARD	39432	25247809211002	08/23/2019	08/23/2019	109.16	city council budget workshop pizza	10015201 - Food
BUSINESS CARD	39432	5530959919383	08/23/2019	08/23/2019	83.70	vehicle maint	10025340 - Vehicle M&R
BUSINESS CARD	39432	5530959919983	08/23/2019	08/23/2019	19.98	def	10025230 - Oil, & Lubricants
BUSINESS CARD	39432	5530959920883	08/23/2019	08/23/2019	15.69	mud flap	30215340 - Vehicle M&R
BUSINESS CARD	39432	5530959921383	08/23/2019	08/23/2019	5.49	carbon steel	10085240 - Expendable Operating S
BUSINESS CARD	39432	5530959921583	08/23/2019	08/23/2019	118.44	battery	30215340 - Vehicle M&R
BUSINESS CARD	39432	5531020918620	08/23/2019	08/23/2019	4.65	bcca table covers	10015240 - Expendable Operating S
BUSINESS CARD	39432	5531020919008	08/23/2019	08/23/2019	41.38	dvd and binder clips	10055210 - Office Supplies
BUSINESS CARD	39432	5531020919698	08/23/2019	08/23/2019	54.23	paint	10085240 - Expendable Operating S
BUSINESS CARD	39432	5531020919720	08/23/2019	08/23/2019	35.00	grating	30215390 - Water Lines M&R
BUSINESS CARD	39432	5531020920498	08/23/2019	08/23/2019	31.18	paint for hydrants	30215390 - Water Lines M&R
BUSINESS CARD	39432	5531020920620	08/23/2019	08/23/2019	55.00	basket ball pole	10085851 - Parks & Recreation
BUSINESS CARD	39432	5531020921002	08/23/2019	08/23/2019	16.23	adobe	30215210 - Office Supplies
BUSINESS CARD	39432	5543286919120	08/23/2019	08/23/2019	80.48	light at flag pole	10085310 - Building & Grounds M&
BUSINESS CARD	39432	5543286919220	08/23/2019	08/23/2019	200.00	gift cards	10085310 - Building & Grounds M&
BUSINESS CARD	39432	5543286920120	08/23/2019	08/23/2019	14.06	membership	10025660 - Dues & Subscriptions
BUSINESS CARD	39432	5543286920220	08/23/2019	08/23/2019	34.99	stamps.com	10015240 - Expendable Operating S
BUSINESS CARD	39432	5543286920420	08/23/2019	08/23/2019	20.80	cleaning supplies	10085215 - Custodial Supplies
BUSINESS CARD	39432	5543286921420	08/23/2019	08/23/2019	26.96	dry wall and wall plate for hdmi	10025310 - Building & Grounds M&
BUSINESS CARD	39432	5543286921420	08/23/2019	08/23/2019	55.86	uniform shirts	30215190 - Uniforms
BUSINESS CARD	39432	5543286921520	08/23/2019	08/23/2019	167.58	uniform shirts	30215190 - Uniforms
BUSINESS CARD	39432	5543286921520	08/23/2019	08/23/2019	27.93	uniform shirts	30215190 - Uniforms
BUSINESS CARD	39432	5543286921520	08/23/2019	08/23/2019	55.86	uniform shirts	30215190 - Uniforms
BUSINESS CARD	39432	5543687919964	08/23/2019	08/23/2019	1,860.00	Extended stay accomodation - Interim Finance	10015102 - Contract Labor
BUSINESS CARD	39432	5543687920626	08/23/2019	08/23/2019	204.00	parks basketball goals	10085240 - Expendable Operating S
BUSINESS CARD	39432	5543687920727	08/23/2019	08/23/2019	167.00	fleetweld	10085240 - Expendable Operating S
BUSINESS CARD	39432	5543687921227	08/23/2019	08/23/2019	-204.00	credit from momentum	10085240 - Expendable Operating S
BUSINESS CARD	39432	5544641919108	08/23/2019	08/23/2019	47.70	plumbing supplies	30215390 - Water Lines M&R
BUSINESS CARD	39432	5548077919940	08/23/2019	08/23/2019	39.98	25qt marine con	10025240 - Expendable Operating S
BUSINESS CARD	39432	55480779211400	08/23/2019	08/23/2019	105.96	basketball goals	10085851 - Parks & Recreation
BUSINESS CARD	39432	5549967919779	08/23/2019	08/23/2019	114.26	supplies	30215390 - Water Lines M&R
BUSINESS CARD	39432	5549967919779	08/23/2019	08/23/2019	40.37	lumber	10035380 - Streets M&R
BUSINESS CARD	39432	5549967919779	08/23/2019	08/23/2019	63.71	paint supplies	30215390 - Water Lines M&R
BUSINESS CARD	39432	5549967919879	08/23/2019	08/23/2019	29.66	portland cement	10035380 - Streets M&R
BUSINESS CARD	39432	5549967919879	08/23/2019	08/23/2019	7.99	pipe strap	30215390 - Water Lines M&R
BUSINESS CARD	39432	5549967920079	08/23/2019	08/23/2019	31.96	spray paint and marking flags	30215390 - Water Lines M&R
BUSINESS CARD	39432	55499679211796	08/23/2019	08/23/2019	16.17	powder chalk and construction line	10025240 - Expendable Operating S
BUSINESS CARD	39432	5549967921379	08/23/2019	08/23/2019	6.00	hex nut	10085851 - Parks & Recreation
BUSINESS CARD	39432	7521769920045	08/23/2019	08/23/2019	97.50	weed control	10085270 - Chemicals
BUSINESS CARD	39432	7545667921090	08/23/2019	08/23/2019	33.00	keys	30215365 - Other Equipment M&R
BUSINESS CARD	39432	8523017919990	08/23/2019	08/23/2019	170.00	bcca rental at civic center	10015240 - Expendable Operating S
BUSINESS CARD	39432	8534703919500	08/23/2019	08/23/2019	58.44	microphone cable	10085240 - Expendable Operating S
BUSINESS CARD	39432	85454919211900	08/23/2019	08/23/2019	157.05	e ticket printer paper	10055220 - Tools
BUSINESS CARD	39432	8548614919398	08/23/2019	08/23/2019	5.36	meal for training and travel	10015130 - Training & Travel

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	39432	8550499919290	08/23/2019	08/23/2019	14.84	meal for training and travel	10015130 - Training & Travel
					\$6,624.43		
BUSINESS CARD	VOID39421	0230537919420	08/23/2019	08/23/2019	273.82	bcca door prizes	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	0230537919710	08/23/2019	08/23/2019	67.16	office supplies	10055210 - Office Supplies
BUSINESS CARD	VOID39421	0230537919920	08/23/2019	08/23/2019	19.45	bcca door prizes	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	0230537920600	08/23/2019	08/23/2019	12.58	batteries	30215310 - Building & Grounds M&
BUSINESS CARD	VOID39421	0514048919274	08/23/2019	08/23/2019	253.24	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	0514048919274	08/23/2019	08/23/2019	127.86	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	0514048919274	08/23/2019	08/23/2019	64.87	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	0514048919874	08/23/2019	08/23/2019	198.16	bcca desserts and plastic ware	10015201 - Food
BUSINESS CARD	VOID39421	0514048921074	08/23/2019	08/23/2019	10.87	city council budget workshop beverage	10015201 - Food
BUSINESS CARD	VOID39421	0522702919350	08/23/2019	08/23/2019	165.18	hotel for training	10015130 - Training & Travel
BUSINESS CARD	VOID39421	0541019919150	08/23/2019	08/23/2019	109.28	flash drives	10055210 - Office Supplies
BUSINESS CARD	VOID39421	0541019919150	08/23/2019	08/23/2019	32.65	flash drives	10055210 - Office Supplies
BUSINESS CARD	VOID39421	0543684919010	08/23/2019	08/23/2019	5.41	supplies for council meeting	10015210 - Office Supplies
BUSINESS CARD	VOID39421	0543684919050	08/23/2019	08/23/2019	200.00	postage	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	0543684919310	08/23/2019	08/23/2019	10.77	antifreeze	10055340 - Vehicle M&R
BUSINESS CARD	VOID39421	0543684919500	08/23/2019	08/23/2019	42.22	all american day	10055201 - Food
BUSINESS CARD	VOID39421	0543684919510	08/23/2019	08/23/2019	51.57	all american day food supplies	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	05436849211100	08/23/2019	08/23/2019	21.65	city council budget workshop	10015201 - Food
BUSINESS CARD	VOID39421	0543684921400	08/23/2019	08/23/2019	100.00	postage	10015210 - Office Supplies
BUSINESS CARD	VOID39421	2524780918900	08/23/2019	08/23/2019	299.09	council meeting food	10015201 - Food
BUSINESS CARD	VOID39421	2524780919100	08/23/2019	08/23/2019	217.00	embroidery on city shirts	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	25247809211002	08/23/2019	08/23/2019	109.16	city council budget workshop pizza	10015201 - Food
BUSINESS CARD	VOID39421	5530959919383	08/23/2019	08/23/2019	83.70	vehicle maint	10025340 - Vehicle M&R
BUSINESS CARD	VOID39421	5530959919983	08/23/2019	08/23/2019	19.98	def	10025230 - Oil, & Lubricants
BUSINESS CARD	VOID39421	5530959920883	08/23/2019	08/23/2019	15.69	mud flap	30215340 - Vehicle M&R
BUSINESS CARD	VOID39421	5530959921383	08/23/2019	08/23/2019	5.49	carbon steel	10085240 - Expendable Operating S
BUSINESS CARD	VOID39421	5530959921583	08/23/2019	08/23/2019	118.44	battery	30215340 - Vehicle M&R
BUSINESS CARD	VOID39421	5531020918620	08/23/2019	08/23/2019	4.65	bcca table covers	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	5531020919008	08/23/2019	08/23/2019	41.38	dvd and binder clips	10055210 - Office Supplies
BUSINESS CARD	VOID39421	5531020919698	08/23/2019	08/23/2019	54.23	paint	10085240 - Expendable Operating S
BUSINESS CARD	VOID39421	5531020919720	08/23/2019	08/23/2019	35.00	grating	30215390 - Water Lines M&R
BUSINESS CARD	VOID39421	5531020920498	08/23/2019	08/23/2019	31.18	paint for hydrants	30215390 - Water Lines M&R
BUSINESS CARD	VOID39421	5531020920620	08/23/2019	08/23/2019	55.00	basket ball pole	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	5531020921002	08/23/2019	08/23/2019	16.23	adobe	30215210 - Office Supplies
BUSINESS CARD	VOID39421	5543286919120	08/23/2019	08/23/2019	80.48	light at flag pole	10085310 - Building & Grounds M&
BUSINESS CARD	VOID39421	5543286919220	08/23/2019	08/23/2019	200.00	gift cards	10085310 - Building & Grounds M&
BUSINESS CARD	VOID39421	5543286920120	08/23/2019	08/23/2019	14.06	membership	10025660 - Dues & Subscriptions
BUSINESS CARD	VOID39421	5543286920220	08/23/2019	08/23/2019	34.99	stamps.com	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	5543286920420	08/23/2019	08/23/2019	20.80	cleaning supplies	10085215 - Custodial Supplies
BUSINESS CARD	VOID39421	5543286921420	08/23/2019	08/23/2019	26.96	dry wall and wall plate for hdmi	10025310 - Building & Grounds M&
BUSINESS CARD	VOID39421	5543286921420	08/23/2019	08/23/2019	55.86	uniform shirts	30215190 - Uniforms
BUSINESS CARD	VOID39421	5543286921520	08/23/2019	08/23/2019	167.58	uniform shirts	30215190 - Uniforms
BUSINESS CARD	VOID39421	5543286921520	08/23/2019	08/23/2019	27.93	uniform shirts	30215190 - Uniforms
BUSINESS CARD	VOID39421	5543286921520	08/23/2019	08/23/2019	55.86	uniform shirts	30215190 - Uniforms
BUSINESS CARD	VOID39421	5543687919964	08/23/2019	08/23/2019	1,860.00	Extended stay accomodation - Interim Finance	10015102 - Contract Labor

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
BUSINESS CARD	VOID39421	5543687920626	08/23/2019	08/23/2019	204.00	parks basketball goals	10085240 - Expendable Operating S
BUSINESS CARD	VOID39421	5543687920727	08/23/2019	08/23/2019	167.00	fleetweld	10085240 - Expendable Operating S
BUSINESS CARD	VOID39421	5543687921227	08/23/2019	08/23/2019	-204.00	credit from momentum	10085240 - Expendable Operating S
BUSINESS CARD	VOID39421	5544641919108	08/23/2019	08/23/2019	47.70	plumbing supplies	30215390 - Water Lines M&R
BUSINESS CARD	VOID39421	5548077919940	08/23/2019	08/23/2019	39.98	25qt marine con	10025240 - Expendable Operating S
BUSINESS CARD	VOID39421	55480779211400	08/23/2019	08/23/2019	105.96	basketball goals	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	5549967919779	08/23/2019	08/23/2019	40.37	lumber	10035380 - Streets M&R
BUSINESS CARD	VOID39421	5549967919779	08/23/2019	08/23/2019	63.71	paint supplies	30215390 - Water Lines M&R
BUSINESS CARD	VOID39421	5549967919879	08/23/2019	08/23/2019	29.66	portland cement	10035380 - Streets M&R
BUSINESS CARD	VOID39421	5549967919879	08/23/2019	08/23/2019	7.99	pipe strap	30215390 - Water Lines M&R
BUSINESS CARD	VOID39421	5549967920079	08/23/2019	08/23/2019	31.96	spray paint and marking flags	30215390 - Water Lines M&R
BUSINESS CARD	VOID39421	55499679211796	08/23/2019	08/23/2019	16.17	powder chalk and construction line	10025240 - Expendable Operating S
BUSINESS CARD	VOID39421	5549967921379	08/23/2019	08/23/2019	6.00	hex nut	10085851 - Parks & Recreation
BUSINESS CARD	VOID39421	7521769920045	08/23/2019	08/23/2019	97.50	weed control	10085270 - Chemicals
BUSINESS CARD	VOID39421	7545667921090	08/23/2019	08/23/2019	33.00	keys	30215365 - Other Equipment M&R
BUSINESS CARD	VOID39421	8523017919990	08/23/2019	08/23/2019	170.00	bcca rental at civic center	10015240 - Expendable Operating S
BUSINESS CARD	VOID39421	8534703919500	08/23/2019	08/23/2019	58.44	microphone cable	10085240 - Expendable Operating S
BUSINESS CARD	VOID39421	85454919211900	08/23/2019	08/23/2019	157.05	e ticket printer paper	10055220 - Tools
BUSINESS CARD	VOID39421	8548614919398	08/23/2019	08/23/2019	5.36	meal for training and travel	10015130 - Training & Travel
BUSINESS CARD	VOID39421	8550499919290	08/23/2019	08/23/2019	14.84	meal for training and travel	10015130 - Training & Travel
					<u>\$6,510.17</u>		
					\$13,134.60		
C & S JANITORIAL SERVICES, IN	39358	32673	08/02/2019	08/02/2019	275.00	janitorial service	10015102 - Contract Labor
					<u>\$275.00</u>		
CENTERPOINT ENERGY	39393	august19	08/16/2019	08/16/2019	24.49	natural gas	30215430 - Natural Gas
CENTERPOINT ENERGY	39393	august19-	08/16/2019	08/16/2019	23.63	natural gas	10015430 - Natural Gas
CENTERPOINT ENERGY	39393	august19--	08/16/2019	08/16/2019	22.43	natural gas	10075430 - Natural Gas
					<u>\$70.55</u>		
CENTERPOINT ENERGY	39446	august19---	08/30/2019	08/30/2019	48.72	natural gas	30215430 - Natural Gas
CENTERPOINT ENERGY	39446	august19----	08/30/2019	08/30/2019	22.43	natural gas	10025430 - Natural Gas
					<u>\$71.15</u>		
					\$141.70		
CITY OF CLUTE	39394	wtp03302019	08/16/2019	08/16/2019	96,281.62	wastewater 2nd qtr jan/feb/mar 2019	30215990 - Sewage Treatment Plan
CITY OF CLUTE	39394	wtp06302019	08/16/2019	08/16/2019	71,268.57	wastewater 3rd qtr apr/may/jun 2019	30215990 - Sewage Treatment Plan
					<u>\$167,550.19</u>		
					\$167,550.19		
CLUTE POSTMASTER	39385	august19	08/14/2019	08/14/2019	65.80	postage for late notices	30215240 - Expendable Operating S
CLUTE POSTMASTER	39441	august19-	08/26/2019	08/26/2019	390.25	postage for utility bills	30215240 - Expendable Operating S
					<u>\$456.05</u>		
Coastal Pump Services	39372	12701	08/09/2019	08/09/2019	6,462.00	booster pump repair	30215390 - Water Lines M&R
					<u>\$6,462.00</u>		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
COMBINED INSURANCE CO. OF	39373	536943	08/09/2019	08/09/2019	74.48	insurance	10292136 - Insurance Payable
					\$74.48		
COMCAST	39395	86085101	08/16/2019	08/16/2019	42.40	telephone	30215420 - Telephone
COMCAST	39395	86085101	08/16/2019	08/16/2019	84.81	telephone	10015420 - Telephone
COMCAST	39395	86085101	08/16/2019	08/16/2019	212.00	telephone	10055420 - Telephone
					\$339.21		
COMCAST	39396	august19	08/16/2019	08/16/2019	10.77	cable	10075420 - Telephone
COMCAST	39396	august19-	08/16/2019	08/16/2019	92.50	internet	10075420 - Telephone
					\$103.27		
					\$442.48		
CORDOBA LAW FIRM. P.L.L.C.	39397	48742	08/16/2019	08/16/2019	2,295.00	attorney	10015570 - Attorney's Fees
CORDOBA LAW FIRM. P.L.L.C.	39397	48779	08/16/2019	08/16/2019	580.00	attorney	10065570 - Attorney's Fees
					\$2,875.00		
					\$2,875.00		
DE LAGE LANDEN FINANCIAL S	39359	64368268	08/02/2019	08/02/2019	63.98	copier lease	10015935 - Equipment - Time Paym
DE LAGE LANDEN FINANCIAL S	39359	64368268	08/02/2019	08/02/2019	331.17	copier lease	30215935 - Equipment - Time Paym
					\$395.15		
DE LAGE LANDEN FINANCIAL S	39398	64366316	08/16/2019	08/16/2019	176.15	contract # 25340455	10055935 - Equipment - Time Paym
					\$571.30		
DSHS CENTRAL LAB MC2004	39360	july19-	08/02/2019	08/02/2019	279.35	water test	30215390 - Water Lines M&R
					\$279.35		
DXI INDUSTRIES, INC.	39399	de05004730-19	08/16/2019	08/16/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39399	de05005281-19	08/16/2019	08/16/2019	10.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39399	de05005282-19	08/16/2019	08/16/2019	50.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39399	de05005283-19	08/16/2019	08/16/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39399	de05005325-19	08/16/2019	08/16/2019	10.00	chlorine	30215270 - Chemicals
					\$150.00		
DXI INDUSTRIES, INC.	39447	de05005793-19	08/30/2019	08/30/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39447	de05006332-19	08/30/2019	08/30/2019	10.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39447	de05006333-19	08/30/2019	08/30/2019	50.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39447	de05006334-19	08/30/2019	08/30/2019	40.00	chlorine	30215270 - Chemicals
DXI INDUSTRIES, INC.	39447	de05006376-19	08/30/2019	08/30/2019	10.00	chlorine	30215270 - Chemicals
					\$150.00		
					\$300.00		
EVANS, JEFF	39374	Refund: 1160000	08/07/2019	08/09/2019	50.00	Refund: 11600001 - EVANS, JEFF	30301230 - Utility Receivables
					\$50.00		
EVR-GREEN	39361	25329	08/02/2019	08/02/2019	253.13	landscape at city hall	10025310 - Building & Grounds M&
					\$253.13		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
FACTS, THE	39400	16596-0719	08/16/2019	08/16/2019	331.80	utility employee ad and ordinances	30215685 - Publishing & Advertising
FACTS, THE	39400	16596-0719	08/16/2019	08/16/2019	594.00	utility employee ad and ordinances	10015685 - Publishing & Advertising
					\$925.80		
					\$925.80		
FEDEX	39401	6-617-01439	08/16/2019	08/16/2019	52.12	shipping for bond documents	10015210 - Office Supplies
					\$52.12		
FIRST NATIONAL BANK OF LAKE	39442	august19	08/26/2019	08/26/2019	2,323.55	Monthly Loan Payment - Loan #966374	10025935 - Equipment - Time Paym
					\$2,323.55		
FLOWSTREAM INDUSTRIAL SER	39402	10-4955	07/05/2019	08/16/2019	7,359.80	Quail Run Drainage Service	10035975 - Drainage
					\$7,359.80		
GARCIA, KIRSTEN	39403	august19	08/16/2019	08/16/2019	77.02	travel pay	10065130 - Training & Travel
					\$77.02		
GULF COAST PAPER	ACH.3784.081	1715413	08/16/2019	08/16/2019	100.82	paper goods	10025215 - Custodial Supplies
					\$100.82		
HAHN EQUIPMENT CO., INC	ACH.3785.083	104780	08/30/2019	08/30/2019	10,508.00	New submersable sewer pump	30215392 - Sewer Lines M&R
					\$10,508.00		
HOLLOWAY, CLYDE	39433	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
HOLLOWAY, CLYDE	VOID39422	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$200.00		
ICMA-RC PLAN #307447	ACH.5050.082	PR071519-5050	07/12/2019	08/23/2019	178.97	Def 457	10292132 - Retirement Payable
ICMA-RC PLAN #307447	ACH.5050.082	PR073119-5050	07/31/2019	08/23/2019	185.15	Def 457	10292132 - Retirement Payable
					\$364.12		
					\$364.12		
INTERNAL REVENUE SERVICE	39459	PR083119-4045	08/30/2019	08/30/2019	37.20	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	39459	PR083119-4045	08/30/2019	08/30/2019	1,488.36	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	39459	PR083119-4045	08/30/2019	08/30/2019	4,610.94	Federal Income Tax	10292131 - Federal W/H Payble
					\$6,136.50		
INTERNAL REVENUE SERVICE	ach	PR073119-4045	07/31/2019	08/02/2019	37.20	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR073119-4045	07/31/2019	08/02/2019	1,454.64	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR073119-4045	07/31/2019	08/02/2019	4,442.03	Federal Income Tax	10292131 - Federal W/H Payble
INTERNAL REVENUE SERVICE	ach	PR081519-4045	08/15/2019	08/16/2019	37.20	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR081519-4045	08/15/2019	08/16/2019	1,370.94	Medicare Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	ach	PR081519-4045	08/15/2019	08/16/2019	3,936.87	Federal Income Tax	10292131 - Federal W/H Payble
					\$11,278.88		
INTERNAL REVENUE SERVICE	VOID39404	PR081519-4045	08/15/2019	08/16/2019	37.20	Social Security Tax	10292144 - Social Security Payable
INTERNAL REVENUE SERVICE	VOID39404	PR081519-4045	08/15/2019	08/16/2019	1,370.94	Medicare Tax	10292144 - Social Security Payable

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
INTERNAL REVENUE SERVICE	VOID39404	PR081519-4045	08/15/2019	08/16/2019	3,936.87	Federal Income Tax	10292131 - Federal W/H Payble
					\$5,345.01		
					\$22,760.39		
KHovnanian	39375	Refund: 1700000	08/05/2019	08/09/2019	50.70	Refund: 17000000 - KHovnanian	30301230 - Utility Receivables
					\$50.70		
KHOVNANIAN	39376	Refund: 1752000	08/05/2019	08/09/2019	27.08	Refund: 17520000 - KHOVNANIAN	30301230 - Utility Receivables
KHOVNANIAN	39448	RFD 17430000.0	08/30/2019	08/30/2019	51.20	Deposit Refund: 17430000 - KHOVNANIAN	30302220 - Customer Meter Deposit
					\$78.28		
KILLUM PEST CONTROL	39449	218235	08/30/2019	08/30/2019	99.00	pest control	10025310 - Building & Grounds M&
KILLUM PEST CONTROL	39449	218243	08/30/2019	08/30/2019	50.00	pest control	10085310 - Building & Grounds M&
KILLUM PEST CONTROL	39449	218244	08/30/2019	08/30/2019	10.00	pest control	10085310 - Building & Grounds M&
					\$159.00		
					\$159.00		
KIRST, THOMAS	39405	RFD 70088500.0	08/02/2019	08/16/2019	68.10	Deposit Refund: 70088500 - Red Bay Homes,	30302220 - Customer Meter Deposit
					\$68.10		
ST LAW ENFORCEMENT SYSTEMS,	39362	207578	08/02/2019	08/02/2019	108.00	case management file envelopes	10055220 - Tools
					\$108.00		
LIBERTY NATIONAL LIFE INSUR	39363	PR071519-5506	07/12/2019	08/02/2019	92.14	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39363	PR071519-5506	07/12/2019	08/02/2019	154.57	Liberty National - Pretax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39363	PR073119-5506	07/31/2019	08/02/2019	92.14	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39363	PR073119-5506	07/31/2019	08/02/2019	154.57	Liberty National - Pretax	10292136 - Insurance Payable
					\$493.42		
LIBERTY NATIONAL LIFE INSUR	39450	PR081519-5506	08/15/2019	08/30/2019	92.14	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39450	PR081519-5506	08/15/2019	08/30/2019	154.57	Liberty National - Pretax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39450	PR083119-5506	08/30/2019	08/30/2019	92.14	Liberty National - Post tax	10292136 - Insurance Payable
LIBERTY NATIONAL LIFE INSUR	39450	PR083119-5506	08/30/2019	08/30/2019	154.57	Liberty National - Pretax	10292136 - Insurance Payable
					\$493.42		
					\$986.84		
MATA, NATASHA	39377	AUGUST19	08/09/2019	08/09/2019	100.00		10292133 - Facility Rental Deposits
					\$100.00		
MCCOY'S BUILDING SUPPLY	39406	1323586	08/16/2019	08/16/2019	43.82	concrete mix	10085851 - Parks & Recreation
MCCOY'S BUILDING SUPPLY	39406	1323604	08/16/2019	08/16/2019	36.52	concrete mix	10085851 - Parks & Recreation
MCCOY'S BUILDING SUPPLY	39406	1323922	08/16/2019	08/16/2019	45.45	electrical supplies	10025310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39406	1323938	08/16/2019	08/16/2019	17.99	hdmi cable	10025310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39406	1324036	08/16/2019	08/16/2019	3.06	emt set-screw coupling	10025310 - Building & Grounds M&
MCCOY'S BUILDING SUPPLY	39406	1324512	08/16/2019	08/16/2019	3.99	mouse glue traps	10085310 - Building & Grounds M&
					\$150.83		

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
MCCOY'S BUILDING SUPPLY	39451	1325139	08/30/2019	08/30/2019	59.25	sewer line supplies	30215392 - Sewer Lines M&R
					\$210.08		
MIKE SORRELL TRUCKING & MA	39407	7932	08/16/2019	08/16/2019	6,567.67	limestone	25405380 - Streets M&R
					\$6,567.67		
MOMENTUM RENTAL & SALES	39408	80296-3	08/16/2019	08/16/2019	68.07	gloves and tape measure	10025220 - Tools
					\$68.07		
Moore, Kenneth	39378	RFD 15050005.0	08/02/2019	08/09/2019	29.22	Deposit Refund: 15050005 - Moore, Kenneth	30302220 - Customer Meter Deposit
					\$29.22		
OFFICE DEPOT	39409	2321162639	08/16/2019	08/16/2019	32.58	bcca doore prizes and cash box and markers	10015210 - Office Supplies
OFFICE DEPOT	39409	2321162639	08/16/2019	08/16/2019	100.00	bcca doore prizes and cash box and markers	10015240 - Expendable Operating S
					\$132.58		
					\$132.58		
OFFICE OF ATTORNEY GENERA	39364	PR073119-5136	07/31/2019	08/02/2019	325.00	Child Support	10292138 - Child Support Payable
OFFICE OF ATTORNEY GENERA	39410	PR081519-5136	08/15/2019	08/16/2019	325.00	Child Support	10292138 - Child Support Payable
OFFICE OF ATTORNEY GENERA	39452	PR083119-5136	08/30/2019	08/30/2019	325.00	Child Support	10292138 - Child Support Payable
					\$975.00		
PAIZ, MELISSA	39379	AUGUST19	08/09/2019	08/09/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$100.00		
PENNEY'S ELECTRIC	39365	19553	08/02/2019	08/02/2019	561.64	well disconnect	30215390 - Water Lines M&R
PENNEY'S ELECTRIC	39411	19750	08/16/2019	08/16/2019	341.25	wire in pump at grinder station	30215392 - Sewer Lines M&R
PENNEY'S ELECTRIC	39411	19771	08/16/2019	08/16/2019	1,248.52	Back-up battery system for lift 6 mag meter	30215392 - Sewer Lines M&R
PENNEY'S ELECTRIC	39411	19790	08/16/2019	08/16/2019	195.00	labor for troubleshoot at well #6	30215390 - Water Lines M&R
					\$1,784.77		
					\$2,346.41		
PERDUE, BRANDON, FIELDER,	39453	ivc00048320	08/30/2019	08/30/2019	2,374.40	attorney fees for fine collection	10292140 - Municipal Court Costs
					\$2,374.40		
PERRY, RACHELLE	39434	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
PERRY, RACHELLE	VOID39423	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$200.00		
QUILL CORPORATION	ACH.3829.080	8589036	08/02/2019	08/02/2019	108.29	office supplies	10065210 - Office Supplies
QUILL CORPORATION	ACH.3829.080	8623870	08/02/2019	08/02/2019	100.79	office chair and 19.5 ws lcd	10065210 - Office Supplies
QUILL CORPORATION	ACH.3829.080	8634879	08/02/2019	08/02/2019	11.03	display to vga adapter	10065210 - Office Supplies
					\$220.11		
QUILL CORPORATION	ACH.3829.081	650711	08/16/2019	08/16/2019	-31.53	credit for inv #8729679	10065210 - Office Supplies

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
QUILL CORPORATION	ACH.3829.081	8729679	08/16/2019	08/16/2019	36.80	whiteboard, markers, self inking stamp	10065210 - Office Supplies
QUILL CORPORATION	ACH.3829.081	8729679	08/16/2019	08/16/2019	129.47	whiteboard, markers, self inking stamp	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.081	8775868	08/16/2019	08/16/2019	37.04	self inking dater	10065210 - Office Supplies
QUILL CORPORATION	ACH.3829.081	87769924	08/16/2019	08/16/2019	23.23	calendar board	10065210 - Office Supplies
QUILL CORPORATION	ACH.3829.081	9016549	08/16/2019	08/16/2019	189.22	whiteboard	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.081	9028388	08/16/2019	08/16/2019	14.68	white boad and markers	10015210 - Office Supplies
					\$398.91		
QUILL CORPORATION	ACH.3829.083	672044	08/30/2019	08/30/2019	-9.26	credit for inv#9262214 that came in broken	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.083	9037162	08/30/2019	08/30/2019	2,316.07	Cross Cut Shredder for PD with supplies	10045293 - Expendtirues - Court Se
QUILL CORPORATION	ACH.3829.083	9226033	08/30/2019	08/30/2019	23.74	mlogitech wireless combo	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.083	9262214	08/30/2019	08/30/2019	9.26	business card holder	10015210 - Office Supplies
QUILL CORPORATION	ACH.3829.083	9477521	08/30/2019	08/30/2019	9.26	business card holder	10015210 - Office Supplies
					\$2,349.07		
					\$2,968.09		
R & M TELEPHONE SERVICE	39366	46960	08/02/2019	08/02/2019	172.88	repair of dispatch phones	10055420 - Telephone
					\$172.88		
RICHARDS, JEREMY	39435	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
RICHARDS, JEREMY	VOID39424	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$200.00		
RICHWOOD BEAUTIFICATION	39380	august19	08/09/2019	08/09/2019	1,198.38	contributions for july 2019	30302242 - Beautification Donations
					\$1,198.38		
RICHWOOD V.F.D.	ACH.3834.080	august19	08/09/2019	08/09/2019	1,818.44	contributions for july 2019	30302241 - Fire Department Donati
					\$1,818.44		
RODRIGUEZ, MARTIN	39436	RFD 20440000.0	08/21/2019	08/23/2019	48.72	Deposit Refund: 20440000 - RODRIGUEZ, M	30302220 - Customer Meter Deposit
RODRIGUEZ, MARTIN	VOID39425	RFD 20440000.0	08/21/2019	08/23/2019	48.72	Deposit Refund: 20440000 - RODRIGUEZ, M	30302220 - Customer Meter Deposit
					\$97.44		
Ron Cox Consulting	39381	1032	08/09/2019	08/09/2019	5,468.00	Stratgic Plan Workshops	10015695 - Special Services - Misce
					\$5,468.00		
SOLIS, PRISCILLA	39437	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
SOLIS, PRISCILLA	VOID39426	august19	08/23/2019	08/23/2019	100.00	deposit refund	10292133 - Facility Rental Deposits
					\$200.00		
SPRINT	39382	677639496-024	08/09/2019	08/09/2019	21.32	call out phone	10015420 - Telephone
SPRINT	39382	677639496-024	08/09/2019	08/09/2019	21.32	call out phone	30215420 - Telephone
					\$42.64		
					\$42.64		
SQUARE3IT	39412	84744	08/16/2019	08/16/2019	143.00	it services - troubleshoot vpn	10015550 - Information Technology

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
SQUARE3IT	39412	85141	08/16/2019	08/16/2019	55.00	it services	10065550 - Information Technology
					\$198.00		
SQUARE3IT	39454	85269	08/30/2019	08/30/2019	429.00	it profile set up for L. koskiniemi	10015550 - Information Technology
					\$627.00		
STRAND ASSOCIATES, INC.	39438	0150233	08/23/2019	08/23/2019	1,062.00	Review and Revise Fresse and Nichols Hydra	32321601 - Work in Progress
STRAND ASSOCIATES, INC.	39438	0151470	08/23/2019	08/23/2019	13,019.75	Engineering street assessment	25405380 - Streets M&R
					\$14,081.75		
STRAND ASSOCIATES, INC.	VOID39427	0150233	08/23/2019	08/23/2019	1,062.00	Review and Revise Fresse and Nichols Hydra	32321601 - Work in Progress
STRAND ASSOCIATES, INC.	VOID39427	0151470	08/23/2019	08/23/2019	13,019.75	Engineering street assessment	25405380 - Streets M&R
					\$14,081.75		
					\$28,163.50		
Strategic Government Resources	ACH.5563.080	2019-100804	08/09/2019	08/09/2019	3,400.00	Interim Finance Director Contract	10015102 - Contract Labor
Strategic Government Resources	ACH.5563.082	2019-100846	08/23/2019	08/23/2019	4,950.00	Interim Finance Director Contract	10015102 - Contract Labor
					\$8,350.00		
SWEEPING TEXAS	39455	288328	08/30/2019	08/30/2019	600.00	sreet sweeping	25405380 - Streets M&R
					\$600.00		
TEXAS MUNICIPAL RETIREMEN	ACH.3855.080	PR071519-3855	07/12/2019	08/09/2019	8,546.72	TMRS	10292132 - Retirement Payable
TEXAS MUNICIPAL RETIREMEN	ACH.3855.080	PR073119-3855	07/31/2019	08/09/2019	8,465.69	TMRS	10292132 - Retirement Payable
					\$17,012.41		
					\$17,012.41		
TEXAS POLICE CHIEF'S ASSOCI	39413	1564	08/16/2019	08/16/2019	500.00	annaul fees	10055660 - Dues & Subscriptions
					\$500.00		
TEXAS WORKFORCE COMMISSI	VOID39439	PR041519-3860	04/17/2019	08/23/2019	3.35	State Unemployment	10292136 - Insurance Payable
					\$3.35		
THE BANK OF NEW YORK MELL	wire tran	august19	08/14/2019	08/14/2019	64,025.00	richwood comb tax & reve c/o ser 12	40505980 - Series 2012 Tax & Rev
					\$64,025.00		
TML - IEBP	39440	7071909a	08/23/2019	08/23/2019	23,543.61	insurance	10292136 - Insurance Payable
TML - IEBP	VOID39428	7071909a	08/23/2019	08/23/2019	23,543.61	insurance	10292136 - Insurance Payable
					\$47,087.22		
TRINITY LIGHT CHURCH	39383	AUGUST19	08/09/2019	08/09/2019	100.00	PARK DEPOSIT REFUND	10292133 - Facility Rental Deposits
					\$100.00		
TXU ENERGY	39414	055202333983	08/16/2019	08/16/2019	111.25	electricity	10085410 - Electricity
TXU ENERGY	39414	055202333983	08/16/2019	08/16/2019	184.09	electricity	10075410 - Electricity
TXU ENERGY	39414	055202333983	08/16/2019	08/16/2019	935.42	electricity	10015410 - Electricity
TXU ENERGY	39414	055202333983	08/16/2019	08/16/2019	2,619.73	electricity	10025410 - Electricity

City of Richwood
Check Register
1 - Checking - Pooled Cash - 08/01/2019 to 08/31/2019

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
TXU ENERGY	39414	055202333983	08/16/2019	08/16/2019	3,263.71	electricity	30215410 - Electricity
					\$7,114.20		
					\$7,114.20		
TYLER, LORRAINE	39384	Refund: 1462000	08/09/2019	08/09/2019	30.00	Refund: 14620000 - TYLER, LORRAINE	30301230 - Utility Receivables
					\$30.00		
VERIZON WIRELESS	39456	9835177977	08/30/2019	08/30/2019	304.00	broadband	10055420 - Telephone
					\$304.00		
WALLER COUNTY ASPHALT	39457	17303	08/30/2019	08/30/2019	2,921.77	Cold Patch Asphalt	25405380 - Streets M&R
					\$2,921.77		
WASTE CONNECTIONS OF TX, L	39415	2016148	08/16/2019	08/16/2019	608.40	dump fees and rental	10025245 - Dump Charges
WASTE CONNECTIONS OF TX, L	39415	2016149	08/16/2019	08/16/2019	22,559.70	residential trash	30215994 - Solide Waste Charges
					\$23,168.10		
					\$23,168.10		
WHOLESALE ELECTRIC SUPPLY	ACH.3880.081	0071-10416859	08/16/2019	08/16/2019	144.42	fuses for baseball field	10085310 - Building & Grounds M&
					\$144.42		
61 XEROX BUSINESS SOLUTIONS	ACH.5551.080	in2164686	08/09/2019	08/09/2019	100.13	printer contract	10065210 - Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.080	in2164686	08/09/2019	08/09/2019	100.13	printer contract	30215210 - Office Supplies
XEROX BUSINESS SOLUTIONS	ACH.5551.080	in2164686	08/09/2019	08/09/2019	190.26	printer contract	10015210 - Office Supplies
					\$390.52		
					\$390.52		
Y. TELLO FLOORCARE	39416	845697	08/16/2019	08/16/2019	80.00	floor maint for community building	10085310 - Building & Grounds M&
					\$80.00		
YAKLIN BRAZOSPORT	39367	342755	08/02/2019	08/02/2019	147.80	oil change	10055340 - Vehicle M&R
YAKLIN BRAZOSPORT	39367	342762	08/02/2019	08/02/2019	80.25	oil change	10055340 - Vehicle M&R
					\$228.05		
YAKLIN BRAZOSPORT	39417	341382	08/16/2019	08/16/2019	80.25	VEHCILE MAINT	10055340 - Vehicle M&R
YAKLIN BRAZOSPORT	39417	343164	08/16/2019	08/16/2019	49.77	VEHCILE MAINT	10055340 - Vehicle M&R
					\$130.02		
YAKLIN BRAZOSPORT	39458	343589	08/30/2019	08/30/2019	25.50	VEHCILE MAINT	10055340 - Vehicle M&R
					\$383.57		
					\$697,220.27		

Council Memorandum

City of Richwood

RE: Agenda Item: VII - 2nd Public Hearing on proposed 2019 Tax Rate
DATE: September 9, 2019
TO: Mayor and Councilmembers
FROM: John Washburn, Interim Finance Director
CC:

Background: The City is required to hold two public hearings on the proposed 2019 Tax Rate. The proposed tax rate of \$0.670204 is higher than the effective tax rate of \$0.630892 which triggered the requirement for two public hearings.

The proposed tax rate is the same tax rate adopted by the City of Richwood last year. Property owners which do not have a change in appraised value will pay the same amount of property tax as last year.

Financial/Budget Considerations: The proposed 2019 tax rate of \$0.670204 will generate approximately \$1,660,000 in revenue for the General Fund to be used for general maintenance and operations expenditures; and, approximately \$ 354,143 in revenue for the I&S Debt Service Fund, of which \$206,921 is new debt to service the voter approved 2019A GO Bond issue for Streets, Drainage & ROW and Sidewalk improvements.

Committee Recommendation: NA

Staff Recommendation: The public hearing is an opportunity for citizens to offer their comments regarding the proposed tax rate. The Council should refrain from commenting, engaging in discussion or answering questions from the public regarding the proposed tax rate.

NOTICE OF 2019 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF RICHWOOD

A tax rate of \$0.670204 per \$100 valuation has been proposed for adoption by the governing body of CITY OF RICHWOOD. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of CITY OF RICHWOOD proposes to use revenue attributable to the tax rate increase for the General Fund departments to cover salaries, wages & associated benefits, planning expenditures and increases in various maintenance & operations expenditures.

PROPOSED TAX RATE	\$0.670204 per \$100
PRECEDING YEAR'S TAX RATE	\$0.670204 per \$100
EFFECTIVE TAX RATE	\$0.630892 per \$100
ROLLBACK TAX RATE	\$0.737585 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for CITY OF RICHWOOD from the same properties in both the 2018 tax year and the 2019 tax year.

The rollback tax rate is the highest tax rate that CITY OF RICHWOOD may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

**YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:**

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Ro'Vin Garrett, PCC
Brazoria County Tax Assessor-Collector
451 N Velasco Rm 150 in Angleton, Texas 77515
979-864-1838
roving@brazoria-county.com
<https://brazoriacountytexas.gov/departments/tax-office/>

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 26, 2019 at 6:00pm at the City Hall located at 1800 N Brazosport Blvd in Richwood, Texas 77531.

Second Hearing: September 9, 2019 at 6:00pm at the City Hall located at 1800 N Brazosport Blvd in Richwood, Texas 77531.

Council Memorandum

City of Richwood

RE: Agenda Item: VIII - Public Hearing on proposed FY2019-20 Budget
DATE: September 9, 2019
TO: Mayor and Councilmembers
FROM: John Washburn, Interim Finance Director
CC:

Background: The City is required by Charter and State law to hold a public hearing on the proposed FY 2019-20 Budget.

Financial/Budget Considerations: The proposed FY2019-20 Budget includes the General Fund, Enterprise Funds and other Funds as presented. The Major Funds are the General Fund and the Enterprise Funds; the Water Sewer Fund and the Solid Waste Fund respectively.

The General Fund is currently budgeted with \$2,756,210 in revenues and \$2,724,386 in expenditures for a positive variance of \$31,824.

The Water Sewer Fund is currently budgeted with \$1,840,200 in revenue and \$1,973,564 in expenditures for a shortfall of \$133,364. The primary reason for the shortfall is the \$171,000 in debt service payments for the voter approved 2019B GO bond for water and sewer improvements. The shortfall is anticipated to be covered by increases in the water and sewer utility rates.

The Solid Waste Fund currently is budgeted with \$282,000 in revenue with expenditures of \$320,393 for a shortfall of \$38,393. This amount is also anticipated to be made up by an increase in the Solid Waste rates.

Committee Recommendation: NA

Staff Recommendation: The public hearing is an opportunity for citizens to offer their comments regarding the proposed budget. The Council should refrain from commenting, engaging in discussion or answering questions from the public regarding the proposed budget.



NOTICE OF PUBLIC HEARING ON THE FISCAL YEAR 2019-2020 BUDGET

NOTICE IS HEREBY GIVEN that the City Council of the City of Richwood will meet for a public hearing to consider the Fiscal Year 2019-2020 Proposed Budget on Monday, September 9, 2019 at 6:00 p.m.

Anyone wishing to give or receive information regarding this subject should be present at Richwood City Hall, 1800 N Brazosport Blvd, Richwood, Texas on the aforementioned dates and times.

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$177,227 OR 9.65%, AND OF THAT AMOUNT, \$71,848 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

The \$177,527 increase is primarily driven by the annual debt service on the voter approved Series 2019 A General Obligation bond issue for streets, drainage and sidewalk improvements. The FY 2019-20 principal and interest (P&I) payments on the bond issue total \$206,921.

City of Richwood
FY 2019-20 Budget - Proposed
Consolidated Fund Summary
September 9, 2019

<u>Revenues</u>	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Proposed
General Fund	\$ 2,860,449	\$ 2,815,091	\$ 3,253,508	\$ 2,756,210
I&S Debt Service Fund	176,480	166,333	162,980	357,602
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	-
Crime Control & Prevention District	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	384,500
Series 2019 A Bond Capital Projects Fund	-	-	2,955,000	-
Water & Sewer Fund	2,021,627	2,171,768	2,174,159	1,840,200
Solid Waste Fund	-	-	-	282,000
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	-
Total Revenues	\$ 5,730,532	\$ 5,742,614	\$ 13,066,014	\$ 5,977,532

<u>Expenditures</u>				
General Fund	\$ 2,823,850	\$ 2,851,681	\$ 2,773,891	\$ 2,724,386
Debt Service Fund	174,711	166,333	166,333	355,394
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	-	-	-	-
Crime Control & Prevention District	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	636,000
Series 2019 A Bond Capital Projects Fund	-	-	-	2,907,000
Water & Sewer Fund	1,884,284	2,171,768	2,238,983	1,973,564
Solid Waste Fund	-	-	-	320,393
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
Total Expenditures	\$ 5,675,349	\$ 5,732,406	\$ 5,744,296	\$ 13,069,999

City of Richwood
FY 2019-20 Budget - Proposed
General Fund
Budget Summary
September 9, 2019

	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
Beg. Unassigned Fund Balance:	\$ 805,252	\$ 841,851	\$ 841,851	\$ 1,321,468	
<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	136,000	9.1%
Total Revenue	\$ 2,860,449	\$ 2,815,091	\$ 3,253,508	\$ 2,756,210	-2.1%
<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	306,984	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	228,767	-30.6%
Total Expenditures	\$ 2,823,850	\$ 2,851,681	\$ 2,773,891	\$ 2,724,386	-4.5%
Revenues Over (Under) Expenditures:	\$ 36,599	\$ (36,590)	\$ 479,617	\$ 31,824	-187.0%
Ending Unassigned Fund Balance:	\$ 841,851	\$ 805,261	\$ 1,321,468	\$ 1,353,292	

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

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Adopted	% Change Budget to Adopted
Beginning					
Unrestricted Net Assets	\$ 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 Fees & 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					
Unrestricted Net Assets	\$ 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 & Other 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 - Proposed
Beautification Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
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 - Proposed
Transportation Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budget	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
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	144,000	5.3%
Interest Earnings	1,123	-	1,380	2,500	-
Miscellaneous Revenue	-	-	-	-	-
Other Sources of Funds	-	-	-	118,000	-
Total Revenue	\$ 138,794	\$ 136,800	\$ 144,780	\$ 384,500	181.1%
<u>Expenditure Summary</u>					
Contracts & Services	\$ -	\$ -	\$ -	\$ 40,000	0.0%
Supplies & Materials	-	-	-	-	0.0%
Maintenance & Repairs	53,018	136,800	116,000	596,000	335.7%
Staff Development	-	-	-	-	0.0%
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 53,018	\$ 136,800	\$ 116,000	\$ 636,000	364.9%
Revenues Over (Under) Expenditures:	\$ 85,776	\$ -	\$ 28,780	\$ (251,500)	
Ending					
Restricted Fund Balance	\$ 225,141	\$ 225,141	\$ 253,921	\$ 2,421	

City of Richwood
FY 2019-20 Budget - Proposed
Series 2019 A Bond Capital Project Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
Beginning					
Unrestricted Net Assets	\$ -	\$ -	\$ -	\$ 2,907,000	
<u>Revenue Summary</u>					
Interest	\$ -	\$ -	\$ -	\$ -	-
Trfs & Other Sources of Funds	-	-	2,955,000	-	
Total Revenue & Sources of Funds	\$ -	\$ -	\$ 2,955,000	\$ -	-
<u>Expenditure Summary</u>					
Contracts & Services	\$ -	\$ -	\$ 48,000	\$ 255,000	-
Supplies	-	-	-	-	-
Capital Outlay	-	-	-	2,652,000	-
Total Expenditures	\$ -	\$ -	\$ 48,000	\$ 2,907,000	-
Revenues Over (Under) Expenditures:	\$ -	\$ -	\$ 2,907,000	\$ (2,907,000)	-
Ending					
Unrestricted Net Assets	\$ -	\$ -	\$ 2,907,000	\$ -	

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

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
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	-	-	-	12,000	-
Total Revenue	\$ -	\$ -	\$ -	\$ 1,840,200	-
<u>Expenditure Summary</u>					
Water Department	\$ -	\$ -	\$ -	\$ 1,076,476	-
Sewer Department	-	-	-	897,088	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 1,973,564	-
Revenues Over (Under) Expenditures:	\$ -	\$ -	\$ -	\$ (133,364)	-
Ending Unrestricted Net Assets	\$ -	\$ -	\$ -	\$ (546,151)	

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

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
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)	

City of Richwood
FY 2019-20 Budget - Proposed
Series 2019 B Bond Capital Project Fund
Budget Summary

	FY 2018 Actual	FY 2019 Budgeted	FY 2019 Projected	FY 2020 Proposed	% Change Budget to Proposed
Beginning					
Unrestricted Net Assets	\$ -	\$ -	\$ -	\$ 3,940,000	
<u>Revenue Summary</u>					
Interest	\$ -	\$ -	\$ -	\$ -	-
Trfs & Other Sources of Funds	-	-	4,000,000	-	
Total Revenue & Sources of Funds	\$ -	\$ -	\$ 4,000,000	\$ -	-
<u>Expenditure Summary</u>					
Contracts & Services	\$ -	\$ -	\$ 60,000	\$ 358,000	-
Supplies	-	-	-	-	-
Capital Outlay	-	-	-	3,582,000	-
Total Expenditures	\$ -	\$ -	\$ 60,000	\$ 3,940,000	-
Revenues Over (Under) Expenditures:	\$ -	\$ -	\$ 3,940,000	\$ (3,940,000)	-
Ending					
Unrestricted Net Assets	\$ -	\$ -	\$ 3,940,000	\$ -	



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 4, 2019

RE: Executive Recruitment Consultant Engagement

In May 2019, the City of Richwood received four proposals from firm for the recruitment of a new city manager in response to a request made by former city manager Michael Coon.

The four firms that responded to the request for proposal included Baker Tilley Virchow Krause, LLP, \$22,500; Chris Hartung Consulting, LLC, \$22,000; Ron Cox Consulting, \$18,850; and Strategic Government Resources, \$26,500.

For this engagement, Ron Cox Consulting, has rescinded proposal to avoid the appearance of a conflict of interest after conducting a gap analysis and making a recommendation to Council concerning the suitability of the interim city manager.

After a review of the firms' proposals, all firms have extensive experience and offer similar scopes of services mapped in a timeline of the recruitment process, which includes creation of the city manager profile and position description, advertisement, selection of candidates, interviews and extensive background investigations and verification of finalists, employment negotiation and finalist announcement.

Thank you,

Lindsay Koskiniemi
Interim City Manager





now joined with
Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP
14285 Midway Road, Suite 340
Addison, TX 75001
972.481.1950
972.481.1951
bakertilly.com

May 8, 2019

Mr. Michael Coon, City Manager
City of Richwood
1800 N. Brazosport Blvd.
Richwood, TX 77531

Dear Mr. Coon:

Baker Tilly Virchow Krause, LLP (Baker Tilly) appreciates the opportunity to submit our proposal for executive recruitment services for the City of Richwood's next City Manager. Our extensive experience in providing executive recruitment services to cities, counties and other public-sector organizations nationwide will be beneficial for this recruitment and allow us to find the ideal candidate for the City of Richwood.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following unique ways:

- If selected as an option, our web-based survey can be used to determine the key community-wide issues and priorities that are essential considerations for the City and the selection committee to consider. This survey is completed by the City's employees, community leaders and citizens and would alter the estimated duration of the project timeline. The results of the survey will provide the City Council with important feedback for development of the profile for the ideal candidate;
- Management/Leadership Style Assessment Analysis completed by the candidates to determine if a candidate's management style matches the approved management/leadership style profile for the ideal candidate; Video candidate interviews through a proprietary system will be made available to the Mayor and City Council to assist in the selection process; and
- Utilization of a proprietary online application system exclusively licensed to Baker Tilly to facilitate talent management. The system has been designed by Baker Tilly to customize applicant flow and tracking. It allows ease of communication with applicants and the ability to conduct database inquiries for candidates based on characteristics important to the City such as geographic location and specific experience, expertise and qualifications.

The proposal document will provide you the details about our approach, expertise, client references and pricing for this executive recruitment. Our Team would consider it a professional privilege to provide these services to the City of Richwood.

Very truly yours,

BAKER TILLY VIRCHOW KRAUSE, LLP

Chuck Rohre
Firm Director
P: 214.608.7477
Email: chuck.rohre@bakertilly.com

Contents

1. GENERAL INFORMATION	1
FIRM INTRODUCTION.....	1
OUR UNDERSTANDING OF THE CITY'S NEEDS	2
PROPOSED SOLUTION TO MEET THE CITY'S NEEDS	3
PHILOSOPHY OF THE FIRM	3
WHY BAKER TILLY IS IDEALLY SUITED TO SERVE RICHWOOD.....	4
BENEFITS TO THE CITY OF RICHWOOD	5
2. RESPONSE TO SCOPE OF WORK.....	6
TASK I. RECRUITMENT BROCHURE DEVELOPMENT AND ADVERTISING.....	6
TASK II. EXECUTION OF RECRUITMENT STRATEGY AND IDENTIFICATION OF QUALITY CANDIDATES.....	7
TASK III. SCREENING OF APPLICANTS AND RECOMMENDATION OF SEMI-FINALISTS.....	8
TASK IV. CONDUCTING BACKGROUND CHECKS, REFERENCE CHECKS AND ACADEMIC VERIFICATIONS	9
TASK V. FINAL INTERVIEW PROCESS	9
OUR STRATEGY FOR RECRUITMENT OF DIVERSE CANDIDATES	10
TIMELINE.....	11
3. PROPOSED FEES	12
TRIPLE GUARANTEE	13
4. FIRM EXPERIENCE	14
REFERENCES	14
EXPERIENCE	14
5. RECRUITMENT PROJECT TEAM	17
APPENDIX I: SAMPLE BROCHURE	i

This document contains confidential material that is proprietary to Baker Tilly Virchow Krause, LLP, and other related entities (collectively referred to herein as Baker Tilly). The materials, ideas, and concepts contained herein are to be used exclusively to evaluate the capabilities of Baker Tilly. The confidential information and ideas herein may not be disclosed to anyone outside parties and may not be used for purposes other than the evaluation of Baker Tilly's capabilities.



now joined with
Springsted and Umbaugh

1. General information

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client.

Key facts about Baker Tilly:

- Headquartered in Chicago and employing more than 1,400 throughout the Midwest
- Provides a wide range of accounting, tax, assurance and consulting services by more than 3,600 total staff members, including approximately 353 partners
- Ranked among the 15 largest accounting firms in the U.S.
- Serving clients with industry-focused teams

In early 2019, Baker Tilly expanded its public sector practice, joining with Springsted Incorporated (Springsted) and H.J. Umbaugh and Associates, Certified Public Accountants, LLP (Umbaugh). This combination has created one of the largest municipal advisory firms in the nation.

As an independent advisory firm, Springsted provided high quality, independent financial and management advisory services to public and not-for-profit organizations for 60 years making it one of the largest and longest established independent public sector advisory firms in the U.S. Springsted's staff advised clients in executive recruitment for more than 30 years. The combination of Baker Tilly's and Springsted's professional consulting teams has created a strong, experienced staff with direct experience in managing and leading local city and county governments as well as school districts. Our combined team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Baker Tilly's public sector executive search services assist a wide variety of public and not-for-profit organizations across the country. Our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working



1. General information

with cities, counties and school districts and the many different disciplines that comprise the City of Richwood organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed the City's expectations. In the past five years, our combined consultant team has conducted nearly 450 executive recruitments.

The Baker Tilly Recruitment Project Team will collaborate with the Mayor, City Council and designated staff as your technical advisor to ensure that the recruitment process for your next City Manager is conducted in a thorough and professional manner. Our objective is to generate high-quality candidates and assist you with the screening and evaluation of these candidates.

We have structured the Baker Tilly Recruitment Project Team to draw upon our 60-plus years of service to the public sector and to leverage Baker Tilly's experience and capacity to find the most qualified candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering only outstanding services and leading-edge products.

Our understanding of the City's needs

The City of Richwood is looking for a timely, well-managed and thorough search process to recruit and identify highly qualified candidates for its City Manager position.

Baker Tilly will work with the City to understand the desired qualities and professional capabilities that are most important to you in your selection of a new City Manager. This information helps us represent the Richwood organization and the City Manager position to well-regarded candidates, emphasizing the opportunities for leadership and professional growth and presenting Richwood as a vibrant and thriving community in which to live.

There is significant competition for experienced local government managers today. We work with you to develop a recruitment strategy that includes advertising and personalized, customer outreach. A successful recruitment often depends upon the ability to reach out to successful managers who are not necessarily seeking new employment to inform them of and encourage them to apply for the City Manager position. These efforts are critical to ensuring that the City receives a good candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the City Council with complete information about the candidates, expanding beyond their resumes to understand their experience, the leadership and management style they will bring to your community and their motivation for seeking this position. We assist you in structuring the interview process; we are present throughout the interviews and available to facilitate your deliberations and negotiations with the top candidate.

Proposed solution to meet the City's needs

The recruitment will be conducted out of our Dallas office. Chuck Rohre will serve as the Recruitment Project Team Leader. Our proven process includes five major tasks:

- 1. Recruitment brochure development and advertising**
 - Meetings with the City's leadership and key stakeholders to understand the City's needs as well as its strategic directions and expectations
- 2. Execution of recruitment strategy and identification of quality candidates**
 - Aggressive recruitment and direct contact with prospective candidates
 - Interactive searchable applicant database
 - Utilization of an applicant tracking system
- 3. Screening of applications, recommendation of semi-finalists and selection of finalists**
 - Candidate questionnaires provide in-depth information
 - Due diligence questions and review of candidate's web and internet presence
 - Management/leadership style and strengths assessment (personality and behavior analysis) to determine if there is a fit with the approved management/leadership profile established by the Mayor and City Council in order to identify the ideal candidate
 - Video interview responses provided by each semi-finalist candidate
 - Semi-finalists booklet of the top candidates
 - Selection of 3 – 5 finalists by the Mayor and City Council
- 4. Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications**
 - Background records checks and academic verification
 - References
- 5. Final interview process**
 - Interview design, coordination, attendance and support
 - Employment offer – assistance and feedback

Philosophy of the Firm

The philosophy of the firm is to pursue an unrelenting commitment to high-quality service for our clients and the candidates and to demonstrate at all times the highest standards of integrity, ethical conduct and professionalism.

Throughout the assignment, the Baker Tilly team will serve as technical advisors to your organization to ensure that the recruitment process is conducted in a professional manner. The objective of Baker Tilly is to generate high-quality candidates and assist you with the screening and evaluation of these candidates. Due to our extensive professional relationships with hundreds of public sector organizations and prospective candidates nationwide, Baker Tilly is positioned to confidently promote your City Manager position to prospective candidates as a positive career opportunity.

With any consulting assignment, but particularly with an executive recruitment project, reliable and timely communication is fundamental to the project's success. At key points during the assignment, the Project Team Leader will communicate by phone, e-mail or in person with appropriate leaders from your organization to discuss the progress of the recruitment and to review subsequent steps in the recruitment process. These regular status reports are important to ensure success with the recruitment assignment.

Why Baker Tilly is ideally suited to serve Richwood

There are many reasons Baker Tilly has distinguished itself from its peers in public sector executive recruitment.

- **We are experienced and passionate about what we do.** Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. The Baker Tilly team has recruited and placed more than 1,500 executive-level positions within cities, counties, school districts and public and not-for-profit organizations.
- **We are focused on exceeding your expectations.** We believe in local government and want to assist the City of Richwood organization in building a great team. We want your organization to hire us again based on the success we achieve after the first time we work together.
- **We believe that “ethical business practices” are a catalyst for success.** These practices include operating with transparency, responsiveness and sensitivity to the culture of the organization while pursuing an unrelenting commitment to high quality and professional services.
- **We believe in diversity.** Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.
- **We conduct a timely and high-quality recruitment that is within budget.** For an all-inclusive, not-to-exceed professional fee that includes the cost of professional services by the Recruitment Project Team Leader, the project support staff, and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks, and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to the City’s needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for the City of Richwood.
- **We utilize the latest technologies that uniquely sets us apart.** Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our Management/Leadership Style Assessment Analysis to our proprietary online application system, we efficiently manage candidate information and provide the City with unique information about each candidate’s leadership / management style and ability to respond extemporaneously to video questions.
- **We offer a “Triple Guarantee” that commits our company to the City’s success.**
 - We remain focused to assist with your executive recruitment until you make an appointment!
 - We guarantee your executive recruitment for 24 months against termination or resignation for any reason – or we come back to fill the City Manager position for no additional professional fee.
 - We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization.

Benefits to the City of Richwood

Selecting Baker Tilly to conduct your executive recruitment provides the City of Richwood with the following benefits:

- **Comprehensive and structured process:** Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.
- **Transparency:** Baker Tilly comes to the City without having any preconceived notions or expectations about the City and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.
- **Confidentiality:** Prospective candidates know that their application will be kept confidential, allowing them to express interest in the position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the City of Richwood can count on maximizing the number of qualified candidates interested in the City Manager position.
- **Candidate recruitment:** Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the City of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.
- **Focused use of the City's time:** Baker Tilly's comprehensive process incorporates the active participation of City Council members at key steps in the process. Our process keeps elected officials fully advised and informed of all aspects of the process without requiring them to expend large amounts of time in the recruitment process or to put aside other pressing issues facing the City.
- **Minimize staff disruption:** Baker Tilly's search process also minimizes disruptions to City staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.
- **Thorough evaluation of candidates:** The City of Richwood seeks a City Manager of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

2. Response to scope of work

The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in the recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of City Manager. The recruitment brochure will also include a profile that captures the essence of the City of Richwood as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the Recruitment Project Team Leader will come on site to meet with the Mayor, City Council and designated staff to discuss the required background, professional experience and management and leadership characteristics for your City Manager position. We meet individually (or collectively depending upon your preference) with the Mayor and City Council to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and to identify expectations for the City Manager. [See example of a recruitment brochure in Appendix I.]

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profiles will be approved by the Mayor and City Council before recruitment begins. The position and candidate profiles will be central to our recruitment strategy and outreach to potential candidates.

The Recruitment Project Team will also work with the City of Richwood to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our Team will place ads in appropriate professional publications, websites and local print media, if required. Additionally, Baker Tilly has a highly-accessed website that has a special location attracting many potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the City Manager position.

2. Response to scope of work

Advertisements for the City Manager position could be placed with:
International City/County Management Association
National Forum of Black Public Administrators
Hispanic Forum
Careers in Government (careersingovernment.com)
International City County Management Association
Texas Municipal League Career Center
Careers in Government

Project Milestone	Deliverables	Timeline
Position profile and recruitment brochure development.	- Onsite interview with the City. - Baker Tilly will receive information regarding the City's budgets, organizational charts, images, logos, etc. - Develop draft documents (Recruitment Brochure, Advertisement, Marketing Letter and Timeline).	2 Weeks
Approve brochure, commence advertising and distribute marketing letter.	- Brochure sent to the City for final approval. - Commence advertising and distribution of recruitment brochure.	2 Weeks

Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of City Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the City Manager position. This will provide the Baker Tilly Team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of the process the Recruitment Project Team will work with the Mayor, City Council and designated staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the City Manager position and match the candidates to each attribute.

Each candidate submitting a resume is sent a timely acknowledgement by our Team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

2. Response to scope of work

Project Milestone	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach.	– Online data collection and profile development. – Development of interactive searchable applicant database for recruitment of the City Manager. – Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy. – Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics.	4 – 5 Weeks

Task III. Screening of applicants and recommendation of semi-finalists

In Task III the Recruitment Project Team, under the direction of Chuck Rohre, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists for recommendation to the Mayor and City Council.

The most promising applicants will receive a candidate essay questionnaire to complete that will provide additional information about the candidate's background and experience. We will then narrow the list to a group of 10-15 semifinalists for review and to select finalists.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our Team to develop a more comprehensive understanding of the candidate's ability to think "on their feet" as well as their personal and professional demeanor. This virtual interview can be scored by individual selection team members as well as the consulting team for later review and comparison.

Our Team will provide an online link for the Mayor, City Council and others designated, who have input into the hiring decision, allowing them to review and rate the recorded responses. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of the City.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project Milestone	Deliverables	Timeline
Applicant screening and recommendation of semi-finalists.	– Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database. – Baker Tilly develops customized candidate questionnaire & due diligence questionnaire to provide to applicants who most closely meet the candidate profile. – Top 10-15 candidates identified as semi-finalists. – Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, resume and completed questionnaire of candidates to be considered. – Baker Tilly and the City review and rate video interviews. – Baker Tilly sends links to City to review the aggregate responses and ratings.	2 Weeks

2. Response to scope of work

	– Semi-finalists complete candidate management style assessment, responses are reviewed and interview questions are developed. – Recruitment Project Team Leader meets with Mayor and City Council to review recommended semi-finalists. Mayor and City Council selects finalists for on-site interviews.	
--	--	--

Task IV. Conducting background checks, reference checks and academic verifications

When the Mayor and City Council approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background checks, and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

For the background checks, Baker Tilly will develop information on the candidates in the following areas:

- Consumer Credit
- City/County Criminal
- City/County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle
- Educational Verification
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation

To ensure that our quality standards are maintained, we require a minimum of ten business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project Milestone	Deliverables	Timeline
Finalists complete supplemental work products.	– Finalists complete narrative of their most significant professional achievement and a critical problem analysis.	1 Week
Design final process with Council for on-site interviews with finalists.	– Baker Tilly confirms interviews with candidates. – Travel logistics are scheduled for the candidates.	1 – 2 Days
Background checks, reference checks and academic verification.	– Baker Tilly completes background checks, reference checks and academic verifications for finalists.	2 Weeks

Task V. Final interview process

Upon completion of Task IV, we will work with the City Council to develop the final interview process. We will provide documentation on each of the finalists which will provide the highlights of their professional experience and leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

2. Response to scope of work

The Recruitment Project Team Leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, if the City requests the service, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project Milestone	Deliverables	Timeline
Final Report prepared and delivered to City.	Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, two examples of candidates' most significant professional achievements, suggested interview questions, candidate assessment form and management style probing questions.	1 Day
On-site interviews with finalists.	- Interviews are scheduled. - Recruitment Project Team Leader attends client interviews and is available to participate during deliberations of candidates.	1 – 2 Days
Offer made / accepted.	- If requested, Baker Tilly participates in candidate employment agreement negotiations. - Baker Tilly notifies candidates of decision. - Baker Tilly confirms final process close out items with the City of Richwood.	1 – 2 Days

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Richwood's City Manager position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

2. Response to scope of work

Timeline

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

City of Richwood, TX Executive Recruitment Preliminary Timeline		
The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of May 28, 2019. Actual target dates will be developed in consultation with and approved by the Mayor and City Council.		
Project Milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach.	- Baker Tilly completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline. - Baker Tilly sends draft recruitment brochure to the City. - The City returns draft recruitment brochure (with edits) to Baker Tilly. - Baker Tilly commences executive recruitment advertising and marketing. - Online data collection and profile development.	May 28 – July 8
Applicant screening and assessment and recommendation of semi-finalists.	- Baker Tilly commences formal review of applications and sends most promising applicants a Candidate Questionnaire to provide additional information about background and experience. - Candidates complete recorded interview online. - Baker Tilly completes formal review of applications and sends selected resumes and questionnaire responses to the City for review. Candidates' recorded interviews are also presented. - Semi-finalists complete candidate management style assessment and responses are reviewed and interview questions are developed. - Baker Tilly meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews.	July 9 – 24
Comprehensive background check, academic verifications, and reference checks completed for finalists.	Baker Tilly completes reference checks / background checks/ academic verification on finalists.	July 31
On-site Interviews with finalists.	- Baker Tilly sends documentation for finalists to the City. - The City conducts on-site interviews with finalists.	Week of August 5
Employment offer made / accepted.	The City extends employment offer to selected candidate.	Week of August 12

3. Proposed fees

The all-inclusive professional fee to conduct the recruitment is provided below.

The all-inclusive professional fee includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Chuck Rohre at chuck.rohre@bakertilly.com or via phone at 214.608.7477.

Phase	Description of Professional Services	Fee
Phase I	Task 1 Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Project Team Leader)	
	Task 2 Identify Quality Candidates	
Phase II	Task 3 Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Project Team Leader)	
	Task 4 Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 Final Process/On-Site Interviews with Finalists (includes two days on site by Recruitment Project Team Leader)	
Conclusion	Acceptance of offer by candidate	
TOTAL ALL-INCLUSIVE PROFESSIONAL FEE		\$22,500

Optional Services for Consideration	Fee
At the City's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new City Manager. This survey is completed by community leaders, citizens, and City employees and would alter the project timeline.	\$1,650
On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	\$220 per hour plus expenses

Triple guarantee

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

4. Firm experience

References

Recruitment Project Team Leader Chuck Rohre was designated as the project lead for each client reference listed below. Feel free to contact any of the individuals listed below to verify the quality of work we provide to each client as part of these recently completed executive recruitment projects.

City of Jersey Village, Texas (Population 7,862)			
Name	Lorri Coody	Title	City Secretary
Phone	713-466-2102	Email	lcoody@ci.jersey-village.tx.us
Services	Selection of City Manager (2016)		
City of Denton, Texas (Population 136,000)			
Name	Carla Romine-Hagmark	Title	Human Resources Director
Phone	940-349-8344	Email	carla.romine@cityofdenton.com
Services	Selection of City Manager (2016)		
City of Kingsville, Texas (Population 26,312)			
Name	Diana Gonzales	Title	Human Resources Director
Phone	361-595-8017	Email	dgonzales@cityofkingsville.com
Services	Selection of City Manager (2015)		

Experience

The following is a partial list of previous Executive Recruitments:

List of Relevant Executive Recruitments: Five Years				
Year	Client	State	Recruitment	Population
2014	Atlantic Beach	FL	City Manager	12,864
2014	Bloomington	MN	City Manager	86,319
2014	Boone	NC	Town Manager	17,774
2014	Cape Charles	VA	Town Manager	990
2014	Castle Rock	CO	Town Manager	53,063
2014	Eustis	FL	City Manager	19,214
2014	Hutchinson	MN	City Administrator	13,871
2014	Irving	TX	City Manager	238,289
2014	Lakeville	MN	City Administrator	58,562
2014	Lexington	VA	City Manager	6,998
2014	Midlothian	TX	City Manager	19,891
2014	Narberth Borough	PA	Borough Manager	4,295
2014	Novi	MI	City Manager	123,099

4. Firm experience

List of Relevant Executive Recruitments: Five Years				
Year	Client	State	Recruitment	Population
2014	Oakdale	MN	City Administrator	27,780
2014	Springfield	MN	City Manager	2,114
2014	Township of Lower Merion	PA	Township Manager	59,850
2015	Bemidji	MN	City Manager	14,435
2015	Big Lake	MN	City Administrator	10,298
2015	Brooklyn Park	MN	City Manager	78,373
2015	Coon Rapids	MN	City Manager	62,103
2015	Cottage Grove	MN	City Manager	35,399
2015	Davidson	NC	Town Manager	11,750
2015	Diboll	TX	City Manager	5,323
2015	Golden Valley	MN	City Manager	20,845
2015	Grand Junction	CO	City Manager	59,778
2015	Kingsville	TX	City Manager	26,312
2015	Manassas	VA	Deputy City Manager	41,705
2015	Monument	CO	Town Manager	5,817
2015	Sachse	TX	City Manager	22,026
2015	Scandia	MN	City Administrator	3,936
2015	Shakopee	MN	City Administrator	39,167
2015	Socorro	TX	City Manager	32,517
2015	Virginia Beach	VA	City Manager	448,479
2015	Warrenton	VA	Town Manager	9,862
2015	West Jordan	UT	City Manager	110,077
2015	Westminster	CO	City Manager	109,169
2015	Williamsburg	VA	City Manager	15,206
2016	Brooklyn Center	MN	Deputy City Manager	30,712
2016	Cary	NC	Town Manager	151,088
2016	Charter Township of Kalamazoo	MI	Township Manager	20,918
2016	Christiansburg	VA	Town Manager	21,533
2016	Circle Pines	MN	City Administrator	4,953
2016	Commerce	TX	City Manager	8,276
2016	Crested Butte	CO	Town Manager	1,519
2016	Deerfield Beach	FL	Assistant City Manager	78,041
2016	Denton	TX	City Manager	123,099
2016	Dumfries	VA	Town Manager	5,168
2016	Fredericksburg	VA	City Manager	28,132
2016	Greensboro	NC	Assistant City Manager	279,639
2016	Hayden	CO	Town Manager	1,801
2016	Jersey Village	TX	City Manager	7,862
2016	Mankato	MN	Deputy City Manager	40,641
2016	Medford	OR	City Manager	77,677
2016	Mooresville	NC	Town Manager	34,887
2016	Moorhead	MN	City Manager	39,398
2016	Moose Lake	MN	City Administrator	2,787
2016	North Branch	MN	City Administrator	10,087
2016	Norwalk	IA	City Manager	9,639

4. Firm experience

List of Relevant Executive Recruitments: Five Years				
Year	Client	State	Recruitment	Population
2016	Roswell	NM	City Manager	48,611
2016	Shakopee	MN	Assistant City Administrator	39,167
2016	Virginia	MN	City Administrator	8,661
2016	Warsaw	VA	Town Manager	1,498
2016	Wayzata	MN	City Manager	4,217
2016	Williamsburg	VA	Assistant City Manager	15,206
2017	Berthoud	CO	Town Administrator	5,807
2017	Christiansburg	VA	Town Manager	21,533
2017	Cloquet	MN	City Administrator	12,050
2017	Dickinson	TX	City Administrator	19,595
2017	El Dorado	KS	City Manager	12,852
2017	Glenview	IL	Village Manager	45,417
2017	Lake Havasu City	AZ	City Manager	53,743
2017	Littleton	CO	City Manager	44,275
2017	Manassas Park	VA	City Manager	16,149
2017	Morehead City	NC	City Manager	9,203
2017	Mounds View	MN	City Administrator	12,525
2017	Oldsmar	FL	City Manager	13,913
2017	Orono	MN	City Administrator	8,009
2017	Riviera Beach	FL	City Manager	33,263
2017	Rochester	MN	City Manager	110,742
2017	Township of Roxbury	NJ	Township Manager	23,324
2018	Addison	TX	City Manager	15,368
2018	Asheville	NC	City Manager	89,121
2018	Ashland	OR	City Administrator	21,636
2018	Avondale	AZ	City Manager	82,881
2018	Belle Plaine	MN	City Administrator	6,838
2018	Billings	MT	City Administrator	110,323
2018	Burnsville	MN	City Manager	61,434
2018	Christiansburg	VA	Town Manager	21,533
2018	Dallas	TX	City Secretary	1,258,000
2018	Grand Rapids	MI	City Manager	192,294
2018	Greenville	SC	City Manager	61,397
2018	Herington	KS	City Manager	2,362
2018	Kingman	AZ	City Manager	29,029
2018	Maricopa	AZ	City Manager	46,903
2018	Middleburg	VA	Town Administrator	828
2018	Moorhead	MN	Asst City Manager Assistance	39,398
2018	Salina	KS	City Manager	47,867
2018	Shawnee	KS	City Manager	64,323
2018	York	PA	Business Administrator	43,859
2019	Hobbs	NM	City Manager	37,764
2019	Norman	OK	City Manager	122,843
2019	Park City	KS	City Administrator	7,499

5. Recruitment project team

The Baker Tilly project team is designed specifically for the City of Richwood.

The project team represents experienced professionals who will be working on this executive recruitment. Our service team is selected to meet four very specific objectives for the City: 1) It represents the staff who will be directly responsible for your projects; 2) It provides a range of expertise to cover the range of service requirements; 3) It provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) It represents the commitment to take personal and professional responsibility for the services and outcomes for the City of Richwood.

Recruitment project team leader

Mr. Chuck Rohre, Firm Director

Direct Phone: (214) 466-2436

Email: chuck.rohre@bakertilly.com

Mr. Art Davis, Director

Direct Phone: (816) 868-7042

Email: art.davis@bakertilly.com

Ms. Patricia Heminover, Director

Direct Phone: (651) 223-3058

Email: patty.heminover@bakertilly.com

Ms. Sharon Klumpp, Director

Direct Phone: (651) 223-3053

Email: sharon.klumpp@bakertilly.com

Mr. Steve Miner, Director

Direct Phone: (804) 562-2383

Email: steve.miner@bakertilly.com

Ms. Cecilia Hernández, Recruiting Coordinator

Direct Phone: (214) 736-1606

Email: cecilia.hernandez@bakertilly.com

Ms. Jenelle McDonald, Recruiting Coordinator

Direct Phone: (214) 466-2445

Email: jenelle.mcdonald@bakertilly.com

Charles A. “Chuck” Rohre

Chuck Rohre, a Firm Director at Baker Tilly, has more than 35 years of experience in managing and consulting in both the private and public sectors.

**Baker Tilly Virchow Krause, LLP****Firm Director**

14285 Midway Road
Suite 340
Addison, Texas 75001
United States

T +1 (214) 466-2436

M +1 (214) 608-7477

chuck.rohre@bakertilly.com

bakertilly.com

Education

Bachelor of Science, Career Development
Abilene Christian University – Dallas

Master's Degree, Human Relations and Management
Abilene Christian University – Dallas

Chuck is responsible for managing and conducting executive recruitment engagements for the firm to insure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the executive recruitment practice to ensure best practices, quality control and customer service.

Specific experience

- Manager of the executive recruitment practice
- Extensive and successful track record of completed recruitments across the nation, especially in Texas, Colorado, Arizona, and the Midwestern states
- Has led over 400 recruitment engagements in 27 states for key executives such as City and Assistant City Managers, Police Chiefs, Fire Chiefs, Library Directors, Chief Information Officers, City/County Attorneys, Parks & Recreation Directors, Finance Directors and Public Works Directors, as well as Executive Directors of not for profit and quasigovernmental organizations
- Conducted management consulting assignments in a number of disciplines including public safety, career development and strategic planning
- Written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees
- Prior to beginning his consulting career, served as Police Chief and Director of Public Safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus

Continuing professional education

- Certified Behavior Analyst by TTI, Inc.
- Advanced management training at the Institute for Law Enforcement Administration
- Federal Bureau of Investigation, LEEDS course
- Annual participation in the International City/County Management Association Conference
- Annual participation in state and municipal league conference

5. Recruitment project team

Arthur (Art) Davis
Director



Arthur (Art) Davis is a Director with Baker Tilly's executive recruitment practice. Prior to joining Baker Tilly, Art successfully launched and expanded his own company over the course of 10 years. Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and nonprofits.

Prior to consulting, Art served as Associate Director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region. One of his responsibilities during his tenure at the Civic Council was to organize efforts to revitalize Downtown Kansas City, Missouri. Art coordinated a strategic and master planning process involving hundreds of stakeholders, which resulted in the establishment of development strategies, solicitation of start-up funding and implementation of action plans – all contributing toward the successful revitalization of Downtown Kansas City.

For nearly six years, Art served as City Administrator of Lee's Summit, Missouri, a city recognized as the "fastest growing" city in Missouri and the Greater Kansas City region at the time. Earlier positions of responsibility include working for the cities of Lenexa, Kansas and Dallas, Texas, where he served as Assistant to the Mayor of Dallas.

He has led and participated in a wide variety of community initiatives and served on not-for-profit boards throughout his career. Art was presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration.

Areas of Expertise

- Executive Recruitment
- Leadership/Management Development
- Strategic Goal Setting & Strategic Planning
- Organizational Assessment, Design & Development
- Organization & Community Facilitation

Education

Bachelor of Arts, Political Science and Public Administration
William Jewell College – Liberty

Master of Public Administration
University of Kansas – Lawrence

5. Recruitment project team

Patricia (Patty) Heminover
Director



Patty Heminover is a Director with Baker Tilly's executive recruitment practice. She has 19 years of public education experience. Prior to joining Baker Tilly, she was a Client Representative for Springsted Incorporated for seven years. She has also served as superintendent of South St. Paul Schools in South St. Paul, Minnesota. Patty brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Patty has facilitated discussions with legislators at the state level regarding education funding, securing \$1 Million of new funding for South St. Paul Schools. Her understanding of human resources and finance and her experience working with governing boards comes from having served seven years as the South St. Paul Schools' Director of Human Resources and Finance, prior to serving as the district's superintendent. She also served for three years as the Co-Superintendent of Schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its Director of Human Resources and Business Services for six years.

Education

Bachelor of Science in Consumer Science, Business Administration
Minnesota State University – Mankato

Master of Education, Administration
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management
University of Saint Thomas – Saint Paul

Professional Affiliations

- Minnesota Association of School Administrators
- American Association of School Administrators
- Minnesota Association of School Business Officials
- River Heights Chamber of Commerce, Member
- State Negotiators Association Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Certifications

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

5. Recruitment project team

Sharon G. Klumpp
Director



Sharon Klumpp is a Director with Baker Tilly's executive recruitment practice. Sharon has extensive experience specializing in organizational and departmental studies, human resource management, and executive search for public agencies. She also assists governing bodies and senior-level managers in the development, execution and evaluation of strategic plans.

Sharon has extensive experience in serving government. She has served as Executive Director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area, and as Associate Executive Director for the League of Minnesota Cities. Her experience also includes serving as City Administrator in Oakdale, Minnesota and as Assistant City Manager in both St. Louis Park, Minnesota and Saginaw, Michigan. Her private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm.

Sharon also served as an adjunct instructor at Walden University, where she taught public administration and organizational change in the University's School of Management. She served two terms on the Ramsey County Charter Commission and was chair for two years.

Education

Bachelor of Arts, Political Science
Miami University – Oxford

Master of Public Administration
University of Kansas – Lawrence

Professional affiliations

- International City/County Management Association
- International Public Management Association for Human Resources

5. Recruitment project team

Steve Miner, J.D./Ed. D.
Director



Steve is a Director with Baker Tilly's executive recruitment practice. Based in Richmond, he specializes in pay and classification and organizational analysis. With a lengthy background in public management and law, as well as human development, Mr. Miner helps create sustainable organizational performance improvements through proper integration of pay and performance structures and processes with appropriate accountability to – and policy management by – the locality's elected body.

Steve began his public service as a County Attorney in Virginia, afterwards transitioning to management of various Virginia localities, including service as Deputy CAO and HR Director for Prince George County, Virginia, as CAO for Lee, Culpeper and Accomack Counties, as well as Acting Manager for Orange County, Virginia. These are mostly mid-sized counties with operating budgets today ranging from approximately \$75 - 150 million each. In each county, he did extensive structuring and restructuring with both new and existing departments to better achieve organizational needs, goals and financial situations. He has designed and implemented performance management systems from the ground up, including overseeing the development of routine dialogue on goal setting and achievement, as well as resource allocation between manager and staff.

Areas of Expertise

- Executive Recruitment
- Behavioral Analysis
- Career Development
- Strategic Planning
- Organizational Assessment
- Executive Performance Review
- Organizational Performance
- Strategic Workforce Planning

Education

Bachelor of Arts, History
The University of Virginia's College – Wise

Juris Doctorate
Cumberland School of Law, Samford University – Birmingham

Doctor of Education in Human Resources
The George Washington University
Graduate School of Education and Human Development – Washington, D.C.

5. Recruitment project team

Cecilia Hernández
Recruiting Coordinator



Cecilia Hernández is a Coordinator with Baker Tilly's executive recruitment practice. She is responsible for supporting the consultants throughout each recruitment process and keeps in contact with the candidates for any questions or concerns they have. Cecilia communicates with and sends out candidate questionnaires to candidates once the field of applicants for a position has narrowed to a smaller group. She is responsible for creating reports used and sent to clients, submits candidates' information for background checks and verification of their education, as well as scheduling interviews for finalists.

Prior to employment with Baker Tilly, Cecilia worked for a local city government as the Records Management Clerk and provided administrative support for the City Secretary Department. Her responsibilities were extended to also provide support for the City Manager and prepare for City Council meetings. Cecilia also worked for a Dallas area university Humanities Department and worked closely with the Event Coordinator and Manager to ensure that programs and events scheduled ran smoothly. She was a contact for students and provided support.

Education

Bachelor of Science, Public Affairs
University of Texas at Dallas – Richardson

Master of Public Affairs with a Local Government Concentration
University of Texas at Dallas – Richardson

5. Recruitment project team

Jenelle McDonald
Recruiting Coordinator



Jenelle McDonald is a Recruiting Coordinator with Baker Tilly's executive recruitment practice. She is responsible for supporting the lead consultants throughout the entire scope of the recruiting process as well as providing administrative support.

In this role, Jenelle designs/develops recruitment brochures, coordinates communications with candidates, processes resumes and distributes candidate questionnaires. She is also responsible for providing support to candidates regarding technical and logistical issues. She assists consultants in scheduling semifinalist interviews, submitting profiles for background checks and education verification, as well as notifying the finalists of project status. Her responsibilities extend to editing presentations, advertisement placements and general office administration.

Jenelle is a very task oriented professional with over 13 years of experience in office administration – at least six of those years have been spent in executive level support and two have been spent in human resources administration. She also has over eight years of experience in sales and marketing including over seven years overseeing employees. The majority of this experience began in branch banking as a Financial Sales Supervisor where, in addition to managing day to day branch operations, she also took on the role of coordinating the branch's business development. She went on to merchant services as the Client Relations Executive where she also filled the role of Commissions Analyst with the human resource department. This dual-position entailed managing client escalations, analyzing and adjusting pricing structures, contract negotiation, monitoring non-compete agreements, and the paying and reversal of commissions. Prior to joining Baker Tilly, Ms. McDonald was involved in real estate investment as the Operations Manager. In this position, she managed the renovation and budgets of over 200 single family homes and provided administrative support once the properties were tenant occupied.

Education

Bachelor's degree, General Business
Arlington Baptist College – Arlington

Associates of Applied Sciences, Financial Operations

Associates in Business Administration

Appendix I: Sample Brochure



THE CITY OF JERSEY VILLAGE, TEXAS IS SEEKING A PROFESSIONAL WHO IS AN OUTSTANDING LEADER AND MANAGER TO SERVE AS THE NEXT....

THE COMMUNITY

Mission Statement – The City of Jersey Village is committed to work with the citizens to preserve a sense of community and enhance the quality of life by providing friendly, personalized services for the safety and well-being of our city, its natural resources and environment in a fiscally responsible manner.

Jersey Village, a Texas Star Community, offers a small town lifestyle and quality of life adjacent to the Houston Metropolitan Area, the fourth largest in the United States. Located on Highway 290, a multiple lane freeway with frontage roads (currently under expansion), Jersey Village is only 21 miles northwest of Houston's Central Business District. Although it abuts the City of Houston on its eastern boundary, Jersey Village is the lone incorporated city in the Cypress Fairbanks region, mostly comprised of unincorporated Harris County and served by the Cypress Fairbanks Independent School District. On the City's western and northern sides, the Cypress Fairbanks area offers prime development in both prairie and forested acreage.

CITY MANAGER

MUNICIPAL ORGANIZATION

The City of Jersey Village is a home-rule City and operates under a Council-Manager form of government. The chief executive officer is the City Manager. The Council is the community's legislative body and is composed of the Mayor and five elected Council Members. The Mayor and Council Members are elected for a term of two years, limited to three consecutive terms as Mayor, and four consecutive terms for Council Member or a combination of Mayor/Council Member. The Mayor may vote only in case of a tie vote by the Council. The City Manager attends all Council meetings and provides advice on matters before Council. The City Manager is responsible to the City Council for the administration of all City affairs assigned by charter, ordinance or directive. In addition, the City Manager is charged with monitoring and directing the daily operations of the municipal organization and staff.

The City has an authorized staff of 94 full-time and 50-70 part-time employees (seasonal) and a FY 2016-2017 (October 1–September 30) operating budget (general

fund) of \$11.1 million and a utility budget of \$5.9 million. The City's ad valorem tax rate is \$.74250 per \$100 valuation, consisting of \$.53148 for maintenance and operations and \$.21102 for debt service. The City collects a two-cent sales tax, one cent for general operations, a half-cent for property tax reduction and a half-cent for law enforcement enhancements (Crime Control District).

The City of Jersey Village provides police, fire protection (combination paid and volunteer), water and wastewater treatment, solid waste collection, city parks and swimming center, and its city-owned and operated Jersey Meadow Golf Course. Although most water is purchased from the City of Houston, Jersey Village maintains ground water capacity and operates two wastewater treatment plants.



THE COMMUNITY (Continued)

The City of Jersey Village is situated on land that formerly comprised the 1,236 acre F&M Dairy. The dairy was stocked with Jersey dairy cattle and at one time had one of the largest and best herds of Jersey cattle in the world. Because of declining health, the owner ceased dairy operations and formed a business partnership in 1954 and laid the groundwork for what evolved into the City of Jersey Village. The first family moved into the community in 1954, and an election to incorporate Jersey Village passed unanimously with 58 votes in April 1956. In 1977 a bond election enabled Jersey Village to build a new city hall, city garage, park pavilion and expand the existing fire station. In August 1986, voters adopted the Home Rule Charter for the City. In 2000, the City purchased a private golf course within its corporate limits and now operates it as the Jersey Meadow Golf Course.

Jersey Village's 7,720 (est.) residents enjoy an exceptional lifestyle and sense of community with ready access to Houston and all its metropolitan amenities. Highway 290, the principal arterial through the community, is a heavily traveled route between Houston and Austin. FM 529 serves as the southern boundary of Jersey Village and the Sam Houston Tollway (Beltway 8) forms the eastern boundary, enabling motorists to reach almost any part of the Houston area quickly. Steady commercial development is occurring along Jones Road. Only 15 minutes away is the George Bush Intercontinental Airport, providing ready air service to national and international destinations.

HIGH-PRIORITY ISSUES & PRIORITIES

The following listing is intended to reflect the principal activities and priorities of the new City Manager in the first 12-24 months of employment and is not intended to be all-inclusive.

- Fiscal Sustainability – The City Manager will provide guidance and recommendations to maintain a healthy fund balance and creative strategies to fund needed projects and improvements.
- Maintain emphasis on core features of public safety and public works.
- Quality economic development and redevelopment consistent with the lifestyle and preservation/protection of the natural environment and quality of life of the community.
- Infill and redevelopment of an aging housing stock, with an eye for infrastructure implications of redevelopment.
- Seek opportunities to attract young families with children; the City Manager will provide guidance and recommendation concerning attractive community amenities to facilitate this objective.
- 2016 Comprehensive Plan Implementation – Land use is of critical importance with the city being approximately 90 percent built-out.
- Managing the growth and development pressures generated by the proximity to Houston and its "sprawl" to the north and west.
- Expansion and reconstruction of Highway 290 will be underway until 2018. The expansion of U.S. 290 will

continue to have significant impact on the local economy and physical development of the City. Ensuring safety through neighborhoods will be critical as these roads are re-opened and corridors are redeveloped.

- Drainage issues are a key priority, with the community traversed by the White Oak Bayou, and principal responsibility for drainage control resting with the Harris County Flood Control District. A Flood Mitigation plan is in the public input stage.
- Jones Road development south of Highway 290 and annexation of the area as it develops.
- Maintenance of property values and neighborhood preservation. The assessed evaluation of property within Jersey Village for this year declined 2.3 percent from the previous year.
- Intergovernmental relations and relationships.
- Maintenance and replacement of an aging infrastructure.



Although its approximately four square miles are primarily single family residential in nature, Jersey Village also hosts a significant commercial presence along Highway 290, Jones Road and FM 529, including several automobile dealers, motels, restaurants and other retail.

Jersey Village's public school students attend the campuses of the renowned Cy-Fair Independent School District, one of the Texas Education Agency's "Recognized" districts. With 80,000 students, Cy-Fair ISD is second only to Houston in enrollment within Harris County. Two of the district's campuses, Jersey Village High School and Post Elementary School, are within Jersey Village. Within Harris County, there are exceptional public and private institutions of higher education available from nearby community college programs all the way to nationally recognized professional programs and doctorates in many majors.

Jersey Village offers a small town lifestyle and values coupled with ready access to the urban and non-urban attractions of the Houston and Cy-Fair area. Jersey Village's friendly neighborhoods, churches and community organizations provide a family-oriented environment. Within a short drive, Jersey Village residents can find outlets for almost any shopping, recreational, cultural or athletic taste. The Houston Metropolitan Area also offers one of the most dynamic medical and educational communities in the world.

In summary, Jersey Village offers a great environment to live, work and raise a family.



CANDIDATE PROFILE

The position of City Manager of Jersey Village presents a unique and rewarding professional challenge and opportunity. The Jersey Village City Council is seeking a City Manager to manage and direct the daily operations of the City and implement the policies of the elected City Council. Managerial competence, maturity of judgment, strong personal leadership and the ability to communicate effectively and positively with the elected body, staff and community are essential.

The position has been very stable, with two most recent City Managers, R. Dale Brown and Mike Castro, serving in the position for twelve years and eleven years, respectively. The City has contracted with an individual to serve as the Interim City Manager until a successor to Dr. Castro is appointed.

The following listing, prepared in consultation with City Council, reflects the leadership and management style and personal characteristics of the ideal candidate:

- The new City Manager must have strong leadership principles with the ability and confidence to work professionally with the City Council, City staff and citizens.
- A strong background and/or knowledge in financial management and budget development.
- Commitment to providing exceptional customer service.
- The City Council expects the new City Manager to create a workplace environment conducive to employee engagement and collaboration. Although the City Manager will delegate as appropriate, the relatively lean staff requires a "hands on" management style while not micromanaging.
- A willingness to appropriately confront personnel and other issues and make tough decisions.
- A track record of developing effective, cooperative working relationships with other cities,

counties, and entities such as the Texas Department of Transportation, Harris County Flood Control District, school districts, economic development agencies and chambers of commerce.

- A willingness to maintain a high degree of visibility in the community, both on and off the job.
- An approachable, outgoing, open and participatory management style.
- High personal energy and a positive approach.
- The ability to effectively communicate with the organization and members of the public.
- Confidence in his/her ability and the tenacity to address entrenched issues within the organization and throughout the City.
- The ability to establish strong relationships with key community stakeholders.

Other required personal characteristics include:

- A visionary approach to Jersey Village's future.
- Politically astute without personal involvement in political issues.
- Initiative, resourcefulness, creativity and problem-solving ability.
- Outstanding interpersonal and "people" skills.
- Outstanding written, oral and presentation communication skills.
- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life.



EDUCATION AND EXPERIENCE

The successful candidate will hold a bachelor's degree in business or public administration, political science, finance, or a related field, with a graduate degree desirable but not required. A minimum of five years' managerial service in a municipality, county, or similar, or a combination of these managerial experiences, is required. The ideal candidate will have served as a city manager/city administrator or deputy/assistant city manager/administrator in a comparable or larger community. The City Council is open to candidates from any region of the country with the requisite skills and qualifications, with a preference for candidates from communities with similar issues.

The ideal candidate will have a strong and proven financial management and administrative background. The City Council is seeking applicants with resilient interpersonal skills with the ability to confidently support and defend opposing views and diplomatically deal with differing viewpoints.

The City Manager should be comfortable in a community with an educated, involved citizenry and be willing to be highly visible and involved in community activities. Candidates with work experience in communities that are in close proximity to large, diverse urban areas are encouraged to apply.

COMPENSATION AND BENEFITS

The compensation range, depending on the successful candidate's qualifications and experience, will be \$140,000 to \$170,000. A competitive benefits package is offered, including an employment agreement; relocation assistance; an automobile allowance; a contributory retirement plan; medical and dental insurance at highly favorable rates, as well as life and disability insurance and other highly competitive benefits.



APPLICATION & SELECTION PROCESS

Qualified candidates should submit their cover letter and resume online by visiting our website at <https://waters-company.recruitmenthome.com>. This position is open until filled; however, interested applicants are strongly encouraged to apply no later than November 21, 2016. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews in Jersey Village will be offered by the City Council to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.

For more information please contact:

Chuck Rohre
214 466 2436 (direct)
Email: crohre@waters-company.com

or

Miguel Ozuna
214 842 6478
mozuna@waters-company.com

Web: www.waters-company.com.

Applicants for this position selected as finalists will be subject to a criminal history/credit/driver's license check prior to interview. While the consultant and City of Jersey Village will endeavor to maintain confidentiality, under Texas statutes, information from your resume may be subject to release to the public at any stage of the recruitment process.

The City of Jersey Village is an equal opportunity employer and values diversity at all levels of its workforce



14285 Midway Road
Suite 340
Addison, TX 75001

Phone: 972.481.1950
Toll-free: 800.899.1669
Fax: 972.481.1951

Springsted Incorporated
380 Jackson Street
Suite 200
Saint Paul, MN 55101

Phone: 651.223.3000
Fax: 651.223.3002

waters-company.com

Helping
PUBLIC & PRIVATE
SECTOR CLIENTS
manage their HR needs





May 14, 2019

CITY OF RICHWOOD, TEXAS

Recruitment for City Manager

STATEMENT OF QUALIFICATIONS

May 14, 2019

Mayor Steve Boykin and City Council Members
City of Richwood
1800 N. Brazosport Blvd.
Richwood, Texas 77531

Dear Mayor Boykin and Council Members;

It is a pleasure for Chris Hartung Consulting, LLC to submit to you this proposed work plan and supporting information outlining our approach to assisting the City of Richwood in the recruitment and selection of a new City Manager. We are excited about the opportunity to be a part of the process of finding a truly outstanding professional who can participate as a member of the City's leadership team in partnership with the City Council. This work plan has been prepared based my conversation with the current incumbent, our understanding of the search process specifically involving city executives, our experience in similar searches and Chris Hartung's over twenty years of experience in city management. We fully understand the importance of this decision to the City of Richwood.

Chris Hartung has over twenty-five years' experience as the owner of a firm or lead consultant engaged in a wide variety of public sector executive search assignments for cities in Texas and the Southwest. Chris Hartung Consulting, LLC was founded in July 2009 as a sole proprietorship owned by G. Chris Hartung. The firm is a successor to Hartung and Associates, a firm which Chris Hartung operated from January 1988 until October 1997. From 1997 until July of 2009, Chris Hartung was a lead consultant for a national executive search firm. Chris Hartung Consulting was transitioned to an LLC in December 2012. The purpose of Chris Hartung Consulting, LLC is to strengthen local government through the provision of effective training, organizational development, executive recruitment and selection, and cost-effective consulting services.

This work plan involves a partnership between the consultant and the City Council in an effort to take advantage of the skills and abilities of both, while keeping the cost as low as possible. Chris Hartung has experience recruiting for a wide variety of positions in local governments. A list of client references for similar recruitments is attached to this proposal.

Chris Hartung is the authorized representative of the firm and will be the lead consultant for this project. He will handle all the client contact, candidate solicitation and reference calls involved in completing the recruitment. We have sufficient resources in personnel, equipment and time to conduct this project and are prepared to begin recruitments immediately after notification to begin. Administrative support for the firm is provided through an office staff of three under contract with Regus. Since August of 2009, Chris Hartung Consulting, LLC has established a record of successful completion of similar projects for a variety of clients. We welcome the City to contact any of the clients listed in this proposal.

The philosophy of Chris Hartung Consulting, LLC regarding filling key executive positions in local government is based upon the belief that the best (and maybe only) predictor of success in a position is past success in the same or a similar position. With this principle in mind, our approach to an executive search assignment is to begin the process by developing a current and accurate description of the background, qualifications, personal characteristics and initial priorities for the position. The balance of the assignment is focused on developing a pool of candidates meeting the profile through an aggressive solicitation and screening process that is intended to result in a final group of highly qualified candidates meeting the profile for the client to interview. During the engagement, Chris Hartung Consulting, LLC will guide the City Council with advice at key decision points and by providing logistical support through the handling of applicant communications.

Chris Hartung Consulting, LLC is dedicated to conducting executive search assignments in accordance with the spirit and the intent of equal opportunity laws and regulations. We are proud of the record we have established in being able to recruit and refer candidates from protected classes including women and minority applicants.

I will be happy to discuss this work plan and answer any questions at your convenience. Please call me at 469-321-2180 or e-mail at chris@chcpublicsectorsolutions.com.

Sincerely,

G. Chris Hartung
Owner/President

PROPOSED WORK PLAN

Recruitment and Selection of a New City Manager for the City of Richwood, Texas

SCOPE OF THE PROJECT

Richwood is a city in Brazoria County, Texas. The population was 3,510 at the 2010 census. The City Council of Richwood is currently considering contracting with an executive recruiting firm to assist the City in the recruitment and selection of the next City Manager. We understand the City will be seeking an experienced public management professional who can assist the City Council achieve the City's vision for the community. This work plan has been developed to utilize the expertise and background of the consultant in partnership with the City Council.

TASK ONE: DEVELOPMENT OF THE PROFILE AND ADVERTISING STRATEGY

Chris Hartung Consulting, LLC conducts executive search assignments based upon the belief that the best predictor of success in a position is past success in the same or a similar position. Therefore, the process that follows is intended to describe the requirements of the position accurately and then to generate a pool of candidates who have accomplishments and experiences in areas of interest to the City Council.

When authorized to begin this project, the Consultant will meet with the City Council and others, as directed by the City Council, to discuss the background, qualifications and personal characteristics which would make someone a truly outstanding candidate for this position. The Consultant will gather information about immediate issues that will confront the new City Manager during the first twelve to twenty-four months of employment. If desired by the City Council, the Consultant will interview other key stakeholders including city personnel and/or members of the community to gather additional perspectives on the position. During the initial discussions regarding this engagement, the Consultant will also gather information from the City staff to be used in the development of a community profile to be included with the advertising piece to be developed for this recruitment.

We realize that often the decision to apply for a municipal executive position is a family decision as much as it is a career decision. For that reason, we will promote the Richwood position as not only a good career opportunity, but also promote the area as a great place to live. Because of our previous experience with cities along the Texas Gulf coast and in the Houston area, we believe we are in a strong position to be a strong advocate for the City of Richwood.

The Consultant will ask the City to designate one person to be the Project Coordinator and the primary contact for this recruitment. In addition, the Consultant will present an updated schedule for this assignment and will get concurrence from the City Council for the schedule.

Following the initial stakeholder interviews, the Consultant will develop a profile describing the ideal candidate background as well as the priority issues which will face the new executive during the first twelve to twenty-four months of employment. This profile will be submitted to the City Council for review and approval before its use in Task Two. Once the City has approved a profile, the Consultant will prepare a brochure based upon the profile to be used as an advertising piece during Task Two. The completed brochure will include instructions to interested parties indicating that they should forward their resume and other information directly to the Consultant. A sample brochure from the Aransas Pass recruitment is attached to this proposal.

As part of Task One, the consultant will also advise the City Council regarding the placement of ads in various professional organization job posting web sites and/or journals as mutually agreed to by the Consultant and the City. This assistance will include the development and placement of ad copy for this position. Typical ad placements for the position of City Manager include the job boards of various professional organizations such as

the Texas Municipal League and the International City/County Management Association.

TASK TWO: RECRUITMENT OF OUTSTANDING CANDIDATES FOR THE POSITION

Following completion of Task One and placement of the advertising, the Consultant will undertake a process of contacting, directly by telephone and electronically, individuals in city management as well as local government officials, consultants, and others with knowledge of local government to identify potential candidates for the position. Our experience in similar searches of this kind has shown us that often the best qualified candidates are not in the active job market and may not respond to traditional advertising approaches or to spam e-mails. The Consultant will focus his efforts on personal outreach and extensively circulating the brochure developed during Task One. Throughout this effort, the Consultant will actively promote this position as a good career and family opportunity.

The Consultant will acknowledge receipt of all resumes to the applicants and will prepare a master list of applicants for this position. It is recommended that the positions be posted by the City as “Open until filled”, so that resumes which come in after the first review date can be considered.

TASK THREE: INITIAL SCREENING OF THE APPLICANT POOL

Following the first review date, the Consultant will begin the screening process. Initially, applicant information will be reviewed to allow the Consultant to eliminate candidates whose information does not indicate the background and qualifications desired by the City as described in the profile developed in Task One. The Consultant will identify at least ten to fifteen candidates who appear to meet the minimum qualifications and experience desired by the City. A questionnaire will be submitted to these candidates seeking additional information about the applicant's background and accomplishments in several specific areas of importance to the City of Richwood as described in the profile developed in Task One.

Once the questionnaires have been completed and returned to CHC, it is anticipated that the Consultant will meet with the City Council to discuss the pool of candidates for the position. The objective of this discussion will be to identify a group of six to ten candidates for the Consultant to invite to participate in a video interview and a telephone interview with the Consultant. Chris Hartung Consulting, LLC is proud to be able to make available video interviewing through RIV InterviewStream. (See information on page 3.) The video interviews will be designed to provide the Consultant and the Client with additional information about these applicants' experiences and accomplishments as well as provide an opportunity to see and hear their responses to the questions. The City Council will be provided with a link to the InterviewStream website which will provide access to the video interviews at the convenience of the reviewer.

The Consultant telephone interviews are intended to provide the Consultant with additional information about the candidates to allow the development of a recommendation to the City Council for a group of four to six candidates to be designated as finalists who will be scheduled for interviews with the City Council in Richwood. During this Task, the Consultant will conduct an Internet search for information published about any of the potential finalists.

As a final step in this Task, the Consultant will meet with the City Council to discuss the results of the initial screening of the candidates and the video interviews. The objectives of this meeting will be to identify the finalists to be interviewed by the City Council and to develop a schedule for the final interview process. With concurrence of the City, the Consultant will move forward to Task Four, Gathering of Reference Information.

Chris Hartung Consulting – RIV Interview Stream Partnership

Client Situation

The City of Richwood recognizes the importance of recruiting high-caliber professionals who are committed to quality work and ethical values. The Chris Hartung Consulting/InterviewStream proposed solutions will help you in your recruitment efforts while providing significant cost savings.

Overview

RIV InterviewStream, Inc. is the original provider of pre-recorded and live video interviewing solutions. The firm's product suite of proprietary online technology provides video interview solutions to hundreds of businesses, colleges and universities, executive search firms, staffing firms, and the world's leading global career transition firm.

RIV InterviewStream offers a range of 100% web-based solutions that can help your organization be more efficient in saving time and resources while quickly realizing a return on investment. Organizations can realize significant value in using pre-recorded, live and the internal mobility video interviewing platform. Use of these tools can assist organizations currently exploring opportunities to increase efficiencies and effectiveness within their hiring and related recruiting functions.

Partner with the Best

RIV InterviewStream offers unmatched flexibility with pre-recorded and live video interviewing suite of tools and a proven track record with over 5,000,000 accessible users in 120 countries and eight (8) languages. An adaptable mobile app strategy truly affords RIV InterviewStream clients with flexibility to react quickly and interview select candidates anytime, anywhere.

The bottom line? There is no competing provider that can match the flexibility, simplicity, and level of scalability that our system can offer. InterviewStream is the only provider to cover the entire interview cycle – from practice to employment.

Interview Anytime, Anywhere

No matter where your applicants are in the world or what browser or operating system you or they use - InterviewStream's expansive product suite will work for you! Our systems function independently or with other applicant tracking, recruiting, and career management systems. Above all, it's 100% web-based and can be accessed from any internet-connected computer and tablet.

TASK FOUR: GATHERING OF REFERENCE INFORMATION

Upon completion of Task Three, the Consultant will obtain a release from this group of finalists, allowing him to contact references and to gather information about his/her background including education verification in accordance with the federal Fair Credit Reporting Act (FCRA). The candidates will also be given information about the schedule for interviews in Richwood. The main effort in Task Four will be to contact named and unnamed references to gather information about what others think about the work experience and accomplishments of the potential finalists. The Consultant will request at least ten named references from the candidates and will contact at least seven of them. We will also contact other individuals familiar with the candidates' work experience but not named as references as well. Because we consider the reference calls a vital part of the screening process, Chris Hartung will personally contact these individuals. This task will not be delegated to support personnel.

In addition, if authorized by the City, the Consultant will have a third party investigate social media, court records, driver license, and educational clearinghouses to determine if there are any problems in these areas of a candidate's background that the City Council should be aware of. CHC has an agreement with Pinkerton Consulting and Investigations, Inc. to perform this work. If negative information is discovered during this Task, the City Council will be informed as soon as possible.

TASK FIVE: FINAL INTERVIEW PROCESS AND COMPLETION OF SEARCH

As part of the base fee, the Consultant will be available to assist the City Council as needed in the preparation and conduct of the final interviews for this position in Richwood. The Consultant will notify finalists about the schedule and other details of the interview process. Candidate travel expenses are the responsibility of the City.

The Consultant will prepare a binder containing information on the finalists for this position for the City Councilmembers. This information will be sent to the City several days prior to the interviews. The information included in the Final Book will include the resumes and other information provided by the candidates, the questionnaire completed by the finalists, the interview notes from the Consultant's interview with the finalists as well as the written reference notes. (Reference notes are typically only provided to the hiring authority and those in the hiring chain, but not to potential peers, subordinates or outside panel members.) The Final Books will also include a set of suggested interview questions for the City Council. The Consultant will be available to attend the final interviews, not to participate in the questioning of candidates, but to assist the City Council and facilitate discussion if desired.

Following completion of the interviews for a position, the Consultant will also be available to assist in negotiations of a salary and benefit offer and/or employment agreement with the selected candidate.

GUARANTEE

CHC is offering a three-way guarantee to the City of Richwood if selected to conduct the search as outlined in this work plan. (1) If for some reason, the City is not able to appoint a candidate following the initial group of interviews for a position, the Consultant will work to develop an additional group of finalists for the position for the City Council to consider. CHC will stay with the process until an appointment is made for the basic fee outlined in the proposal dated May 14, 2019. (2) CHC also commits to not solicit any selected candidate for other search assignments during his/her tenure with the City of Richwood. (3) If the candidate selected as a result of this contract is terminated or resigns within twelve (12) months of appointment, CHC will conduct a new search to fill the position for no additional fee, but only with the reimbursement of out-of pocket expenses.

PROPOSED FEE AND EXPENSES

The fee to conduct the recruitment engagement as described in this proposal is \$16,000, plus reimbursement for out-of-pocket expenses. Reimbursement for out of pocket expenses typically includes the direct cost for brochure layout, advertising, printing, postage/shipping, consultant mileage and travel expenses, and third-party background research, but does not include costs for candidate travel which are handled directly by the City. The fee includes up to six trips to Richwood during the search process including the final interview sessions. If additional trips or additional services beyond the scope of this proposal are requested by the City, an additional fee may be requested. The fee for professional services is due and payable according to the following schedule: \$2000 due at completion of the interviews in Task One, \$2000 at completion of Task One, \$2000 at completion of Task Two, \$2000 at completion of questionnaires in Task Three, \$2000 at completion of Task Three, \$2000 at Completion of Task Four, \$2000 at submission of the finalist binders prior to the interviews in Task Five, and \$2000 when the search is finalized and the appointment is made. Expenses will be billed as incurred. Payments should be sent to Chris Hartung Consulting, LLC, P.O. Box 434, Bedford, Texas 76095. We will be happy to contract for a total cost not to exceed \$22,000.00 for the scope outlined in this proposal.

G. CHRIS HARTUNG

Owner/President of Chris Hartung Consulting, LLC

Chris Hartung is the Owner and President of Chris Hartung Consulting, LLC. Chris has over twenty-five years of public sector consulting experience in the areas of executive search, compensation, classification and other management consulting projects. He also has 20 years of experience as a manager in city government, including service as Director of Finance, Assistant City Manager, and City Manager in full-service municipalities with populations ranging from 15,000 to 160,000. He served for eight (8) years as City Manager of Denton, TX and for seven (7) years as Assistant City Manager for the City of Garland, Texas. Chris is proud of the fact that both Garland and Denton developed reputations for being able to recruit and maintain highly qualified professional staff members.

Chris has conducted management-consulting assignments in a number of areas including compensation planning and implementation, strategic planning, organizational staffing, total quality management, and executive recruitment. His executive recruitment assignments have included chief executive officer, city manager, city attorney, assistant city manager, fire chief, director of parks and recreation, director of public works, and other key executive positions. He has written and presented training in a number of subject areas including recruitment and selection of key employees, effective performance evaluation, leadership and management skills, and customer relations in a public sector environment. Chris authored an article on local government budgeting in hard times which was published by the Texas Municipal League in the May 2010 issue of its magazine *Texas Town & City* and an article on the job interview which was published in the November 2011 issue of *Public Management*, the magazine of the International City/County Management Association. In 2013, he authored an article on the history of Zero-Base Budgeting in Garland, Texas which was published by the Government Finance Officers Association.

PROFESSIONAL ACCOMPLISHMENTS AND EDUCATION

Chris received his bachelor's degree in government from Southern Methodist University in Dallas and his master's degree in public administration from the University of North Texas in Denton. He has conducted lectures and seminars for Texas A&M University, the University of Texas at Austin, the University of Texas at Arlington, and the University of North Texas. Chris is on the faculties of the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT) hosted by Texas Woman's University and the Certified Public Manager Program (CPM) sponsored by Texas State University and conducted in Arlington, Texas. He has also served as a graduate adjunct in Public Administration at the University of North Texas.

CLIENT REFERENCES

Client and Contact

Search Engagements

City of Lago Vista, Texas
Dale Mitchell, Former Mayor
(512) 529-7211

City Manager (2017)

City of Aransas Pass, Texas
Ram Gomez, Mayor
(361) 758-5301

City Manager (2017)

City of Woodway, Texas
Bob Howard, Mayor
(254) 717-3069

City Manager (2018)

City of Del Rio, Texas
Bruno Lozano, Mayor
(830) 765-6880

City Manager (2019)

City of Fair Oaks Ranch
Garry Manitzas, Mayor
(210) 698-2505

City Administrator (2016)

Chris Hartung Partial List Recruitments-City Manager/Administrators

(Proprietary and Confidential)

(* indicates current incumbent resulted from CH recruitment)

Abilene, TX	City Manager
Athens, TX	City Administrator
Bee Cave, TX	City Manager
Bridgeport, TX	City Administrator (2)
Brownsville, TX	City Manager
Brownwood, TX	City Manager
Canton, TX	City Manager
Chickasha, OK	City Manager (2)
Corinth, TX	City Manager
Del Rio, TX	City Manager (Current)
Dodge City, KS	City Manager
Ennis, TX	City Manager * (2)
Fair Oaks Ranch, TX	City Administrator *
Fate, TX	City Manager
Flower Mound, TX	City Manager
Friendswood, TX	City Manager (3)
Gatesville, TX	City Manager
Highland Park, TX	Town Administrator *
Hillsboro, TX	City Manager * (3)
Hobbs, NM	City Manager
Ingleside, TX	City Manager

Jasper, TX	City Manager
Juneau, AK	Borough Manager
Keene, TX	City Manager *
Kerrville, TX	City Manager * (5)
Kilgore, TX	City Manager
La Porte, TX	City Manager
Madisonville, TX	City Manager
Midlothian, TX	City Manager
Missouri City, TX	City Manager (2)
Mount Pleasant, TX	City Manager * (3)
Paris, TX	City Manager
Pearland, TX	City Manager
Prosper, TX	Town Manager *
Sachse, TX	City Manager
San Angelo, TX	City Manager
Sanger, TX	City Manager
Sealy, TX	City Manager
Seguin, TX	City Manager
Taylor, TX	City Manager *
Vernon, TX	City Manager *
Weatherford, TX	City Manager
Wimberley, TX	City Administrator*
Woodway, TX	City Manager *

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

CITY MANAGER – RICHWOOD, TEXAS

May 9, 2019

This proposal is valid until August 9, 2019



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244

Office: 817-337-8581

Jennifer Fadden, President of Executive Recruitment
and Interim Management

JenniferFadden@GovernmentResource.com

Kristin Navarro, Director of Business Development and
Recruitment

KristinNavarro@GovernmentResource.com



May 9, 2019

Steve Boykin, Mayor
City of Richwood, Texas
sboykin@richwoodtx.gov

Dear Mayor Boykin and Councilmembers:

Thank you for the opportunity to submit this proposal to assist the City of Richwood, Texas in your search for a new City Manager.

SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs. I would like to draw your attention to a few key items that distinguish SGR from other recruitment firms:

- SGR has over 50,000 email subscribers to our weekly "10 in 10 Update on Leadership and Innovation" e-newsletter.
- SGR will send targeted emails to our database of over 3,900 city management officials.
- SGR's job board (a separate website), where this position would also be posted, is the 2nd largest local government job board in the nation, with an average of over 15,000 unique visits each month and over 1,600 jobs listed at any given time.
- SGR is the only search firm with a social media expert on staff who provides a comprehensive social media marketing campaign that includes custom-made graphics, a custom-made video clip, and distribution on Facebook, Twitter, Instagram, and LinkedIn.

No other firm can touch our reputation for being trusted by both clients and candidates. We are excited about the prospect of doing this recruitment for the City of Richwood, and we are available to visit in person with you at your convenience.

Respectfully submitted,

Ron Holifield, Chief Executive Officer
Strategic Government Resources
Ron@GovernmentResource.com
Cell: 214-676-1691

TABLE OF CONTENTS

Tab 1	Company Profile and Unique Qualifications
Tab 2	Key Personnel
Tab 3	Project Methodology and Timeline
Tab 4	Project Cost and Service Guarantee
Tab 5	Similar Recruitments
Tab 6	References
Tab 7	Sample Position Profile Brochure
Tab 8	Executive Recruitment Clients and Positions Recruited

COMPANY PROFILE AND UNIQUE QUALIFICATIONS

Background

Strategic Government Resources, Inc. (SGR) was incorporated in Texas in 1999 and is fully owned by former City Manager Ron Holifield. Ron spent two high-profile decades in city management, which included service as City Manager in several cities. He founded SGR for the express purpose of helping local governments be more successful by recruiting, assessing, and developing innovative, collaborative, authentic leaders. We specialize in executive recruitment, live training, online training, leadership development, assessments, consulting, and various other services geared to promote innovation in local governments.

Mission & Core Values

SGR's mission is to facilitate innovative leadership in local government. The simple fact is that in today's world of limited resources, local governments must innovate to survive. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR's core values are:

- Customer Service
- Integrity; Philanthropy
- Continuous Improvement
- Flexibility
- The Golden Rule
- Collaboration
- Protecting Relationships.

Office Locations

SGR's corporate headquarters is in **Keller, Texas, in the Dallas/Fort Worth Metroplex**. SGR also has virtual offices in:

Florida Kissimmee Lakeland	Missouri Gladstone	Pennsylvania Philadelphia	Texas (cont'd) Granbury Greenville Lubbock Murchison North Richland Hills Richardson Sugar Land Tyler
Georgia Savannah	North Carolina Mooresville	Texas Abilene Arlington Coppell Corpus Christi Forney	
Massachusetts Boston	Oklahoma Stillwater		

Executive Recruitment Team

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, President of Executive Recruitment and Interim Services
- Melissa Valentine, Managing Director of Recruitment and Human Resources
- Kristin Navarro, Director of Business Development and Recruitment
- Katie Babits, Diversity and Partner Collaboration Manager
- Muriel Call, Research Manager
- Delena Franklin, Lead Recruitment Coordinator
- Becky Welch, Recruitment Coordinator
- Courtney Ware, Recruitment Coordinator
- Andra Henson, Research Specialist
- Doug Thomas, Senior Vice President
- Bill Peterson, Senior Vice President
- Bob Turner, Senior Vice President
- Cory Smith, Senior Vice President
- David Leininger, Senior Vice President
- Gary Holland, Senior Vice President
- Kurt Hodgen, Senior Vice President
- Larry Bell, Senior Vice President
- Larry Boyd, Senior Vice President
- Larry Gilley, Senior Vice President
- Lissa Barker, Senior Vice President
- Margie Rose, Senior Vice President
- Mike Tanner, Senior Vice President
- Price Robinson, Senior Vice President
- Ron Robinson, Senior Vice President
- Tommy Ingram, Senior Vice President

For a full list of SGR team members, please visit: www.governmentresource.com/SGR_team.

UNIQUE QUALIFICATIONS

Marketing and Networking

Our recruiters have years of experience in local government and both regional and national networks of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. Only SGR can work all of the relevant networks as a peer and insider, resulting in better recruitment, better investigation, better intelligence, better information, and better final decisions.

How SGR reaches the most extensive and diverse pool of applicants:

- SGR's 10 in 10 Update on Leadership and Innovation e-newsletter, where all recruitments conducted by SGR are announced, reaches **over 50,000 subscribers**.
- SGR has an opt-in subscriber database of **over 3,900 city management officials**.
- SGR's marketing includes **custom-made graphics** and **targeted ad placement on LinkedIn** users' pages who are selected by LinkedIn's algorithms to be a match for your job posting. This helps **recruit passive candidates** who might otherwise not be aware of the opening.
- SGR's marketing includes a **custom-made video clip**. View sample video clips at the following links: <https://adobe.ly/2PTh5tP>, spark.adobe.com/video/z7W4oZFk5H3Ax, <https://adobe.ly/2OHJ1R5>
- SGR has a social media expert on staff, who provides a **comprehensive social media marketing campaign** that includes email, Facebook, Twitter, Instagram, and LinkedIn.
- SGR has formal collaborative partnerships with:
 - League of Women in Government (LWG)
 - Florida City and County Management Association (FCCMA)
 - Louisiana Municipal Association (LMA)
 - Missouri Municipal League (MML)
 - Oklahoma Municipal League (OML)
 - City Management Association of Oklahoma (CMAO)
 - National Public Employers Labor Relations Association (NPELRA)
 - Texas Fire Chiefs Association (TFCA)
- SGR conducts over 320 live training classes each year on average, and we currently serve over 23,000 local government employees in our Learning Management System (LMS).

- SGR has 544 local government clients in 47 states for our recruitment, training, and leadership development business lines combined.

Listening to Your Unique Needs

SGR devotes tremendous energy to actively listening to your organization and helping you define and articulate your needs. SGR does not just go through the motions and then provide you with a list of qualified names from a stable of regulars. We work hard to conduct a comprehensive recruitment that is unique to you. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is typically able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes, because candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality.

Comprehensive Needs Assessment

SGR's executive recruiting services are unequalled. Our role is to find the candidate who is the best match for your organization.

Finding qualified candidates is not difficult; the hard part is finding qualified candidates who are the right fit for your organization. A leading-edge candidate and a safe harbor candidate often look the same on paper but will have profoundly different impacts on your organization. As detailed in our Project Methodology our search process is the most comprehensive in the industry.

Recorded Online Interviews with Candidates

SGR's unique online recorded interview process allows the search committee to see candidates in an interview setting prior to the finalist stage of the recruitment process, and without having to pay travel expenses.

Comprehensive Media Reports

One of the worst things that can happen for your organization is to be surprised by undisclosed information about a finalist. SGR produces a comprehensive media report on each candidate during the semifinalist and finalist stages which is further detailed in the Project Methodology.

Accessibility

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email.

Equal Opportunity Commitment

SGR strongly believes in equal opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should, or will be, demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to include qualified women and minority candidates in the finalist pool. Although SGR obviously cannot, and would not, guarantee the makeup of the finalist group, SGR does have relationships and contacts nationwide to encourage the meaningful participation of women and minority candidates.

KEY PERSONNEL FOR THIS RECRUITMENT

Kurt Hodgen, Senior Vice President

With over 30 years of local government experience, Kurt Hodgen joined SGR in 2017 as Senior Vice President. Most recently, from 2007 until his retirement, Kurt served as the City Manager for the City of Harrisonburg, Virginia, after having previously served as the Assistant City Manager beginning in 2001. From 1993 to 2001, Kurt was the Assistant County Administrator/Director of Public Works for Botetourt County, Virginia. Before that, Kurt served as the Town Manager for the Town of Narrows, Virginia.

Kurt has been active in his professional associations and is currently a member of the International City and County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA). Recently, he served as the Chairman for the Board of Directors for the Virginia Municipal League Insurance Program, in addition to serving on the Executive Committee for VLGMA, the Harrisonburg Rockingham Regional Sewer Authority, the Middle River Regional Jail Board of Directors, Harrisonburg Rockingham Emergency Communication Center Administrative Board, and more.

Kurt holds a Bachelor of Science in Public Administration and Political Science from James Madison University and is an ICMA Credentialed Manager. He is also a graduate of the Senior Executive Institute at the University of Virginia, the Utility Management Institute at Virginia Tech, and the Economic Development Institute at Virginia Tech.

Ron Holifield, CEO

Ron Holifield served almost two decades in City Management, including Assistant City Manager in Plano, Texas, as well as City Manager in Garland, DeSoto, Farmersville and Sundown, and on the City Manager's staff in Lubbock. In 1996, he left city management and purchased Government Relations Specialists, where he provided strategic marketing consultation for many of the leading corporations in America, including Space Imaging, American Express, IBM, Xerox and over 50 other Fortune 500 companies, as well as NASA. In 1999, Ron sold that company and founded Strategic Government Resources to specialize in Recruiting, Assessing and Developing Innovative, Collaborative, Authentic Leaders for local governments nationwide.

Today, Ron speaks at over 50 state and national conferences and workshops each year and remains high profile in the city management profession. SGR is the third largest local government executive search firm in the nation, operates the second largest local government job board in the nation, and provides live and online leadership development to more local government executives and midlevel managers than any other company in the nation.

Ron holds a Bachelor of Arts in Government from Abilene Christian University and a Master of Public Administration from Texas Tech University.

Kurt D. Hodgen, ICMA-CM
177 Pecan Hills Drive
 Mooresville, NC 28115
(540) 820-0531
kdhodgen@comcast.net

JOB OBJECTIVE:

To obtain a senior level management position in local government that will allow me to utilize my knowledge and experience, to serve and make a significant contribution to the staff and citizens of that locality.

EDUCATION:

James Madison University, B.S. degree in Public Administration and Political Science, December, 1984. AWWA Utility Management Institute at Virginia Tech, 1989; Senior Executive Institute, University of Virginia, 1991; Virginia Institute for Economic Development, 1996; ICMA Credentialed Manager, 2003.

RELATED EXPERIENCE:

December, 2017 – Present: Senior Vice President, Executive Recruitment, Strategic Government Resources.

Provision of executive recruitment services to localities throughout the United States from initial recruitment of applicants through contract negotiations between successful candidates and localities; ongoing relationship building and support to both local government clients as well as potential candidates.

July 2007 – October 2017: City Manager, City of Harrisonburg.

Retired after 32+ plus years in Virginia local government as CAO of one of the fastest growing cities in Virginia, Responsible for preparation and administration of a \$200+ million dollar budget (all funds), leadership of 12 departments (including Police and Fire) and 754 FT employees.

Accomplishments and activities included:

- Numerous infrastructure projects including renovation of a new public safety building housing police, fire administration and the consolidated city/county emergency communications center and radio system, various other public buildings, utilities upgrades and expansions, road and bridge construction, development of new bike and pedestrian trails, downtown redevelopment and streetscape improvements and parks and recreation facilities.
- Enhancements to the City's financial management policies; achieved upgrades to the City's bond ratings; oversaw multiple successful bond issues; obtained multi-million dollar assistance in state and federal transportation funding.
- Growth of the local economy through new commercial and retail, corporate expansions such as Rosetta Stone, Anthem Data Center, Serco, Axon, and

Walker/Tenneco. Establishment of economic revitalization zones and technology zones.

- Growth and development of staff through internal and external education and training opportunities; succession planning.
- Intergovernmental/regional cooperative efforts including establishment of a City/James Madison University liaison committee meetings with University President and Senior staff, continuation of City/County liaison meetings, and City-School Board liaison meetings. Service as Chairman of the joint City-County Emergency Communications Center Administrative Board; coordination with the County on other shared services; service on other regional Boards and Commissions; served as City's legislative liaison to General Assembly members and the Virginia Municipal League.
- Served as the City's Emergency Services Coordinator as per the Code of Virginia.

February 2001 – June 2007: Assistant City Manager, City of Harrisonburg.

Principal assistant to the City Manager. Performed duties of the city manager in his absence as well as all other duties assigned including liaison between City Manager and department heads; direct oversight of six departments; start-up and administration of City's CDBG Program; grant writing; special project management; staff development; report writing and presentations to City Manager and City Council. Also served as Deputy Emergency Services Coordinator.

Feb.1993 – Feb. 2001: Asst. County Admin./Dir. of Pub. Works, Botetourt County, Virginia.

Top-level administrative position in a rapidly growing County. Responsible for administration of multiple departments and activities including engineering, utilities, landfill and recycling, building and grounds maintenance, and parks and recreation. Administered departmental budget and capital projects budget. Duties also included grant writing and administration; long range planning; staff development; economic development; emergency services; report writing and presentations to county administrator and Board of Supervisors.

January 1988 - February 1993: Town Manager, Town of Narrows, Virginia.

Chief Administrative Officer of a full-service town. Prepared and administered the budget, oversaw all departmental operations as well as community development and planning activities, capital projects, water and sewer projects, street and sidewalk improvements. Prepared Council agendas, monthly financial reports, biweekly activity reports, and other reports and studies as required by council. Developed standard purchasing and budgeting policies; completed major water and sewer system improvements and upgrades. Other activities included grant writing and administration, and intergovernmental cooperation efforts.

Dec. 1986 – Jan.1988: Public Admin. Specialist, Mt. Rogers Planning District Commission.

Served as Circuit Riding Town Manager for the towns of Fries and Independence,

Virginia. Oversaw departmental operations, wrote and administered CDBG, EPA and FmHA grants for community infrastructure projects.

January 1985 - August 1986: Asst. to the County Administrator, Alleghany County, Virginia.

Duties included assistance in preparation and administration of the operating budget, project management for the renovation of and movement to a new county office building. Prepared reports, assisted in day-to day operations, other duties as assigned by the County Administrator.

PROFESSIONAL MEMBERSHIPS:

International City and County Management Association (ICMA)
Virginia Local Government Management Association (VLGMA)

OTHER AFFILIATIONS:

Virginia Municipal League Insurance Program (served as Board member, Vice Chairman and Chairman)
Virginia Local Government Management Association (Exec.Committee member 2006-08)
Virginia Local Government Management Association Support Network Coordinator
Harrisonburg Rockingham Regional Sewer Authority Board of Directors
Middle River Regional Jail Board of Directors
Harrisonburg-Rockingham Emergency Communication Center Administrative Board Chairman
Harrisonburg-Rockingham Social Services District Administrative Board
Harrisonburg-Rockingham Metropolitan Planning Organization Board Member
Central Shenandoah Juvenile Detention Center Board of Directors
Community Criminal Justice Board, Board member
Virginia Commission on Local Government Annexation Study Committee member

PROJECT METHODOLOGY

A full-service recruitment typically entails the following steps:

1. Organizational Inquiry and Analysis

- Develop Project Plan and Timeline
- Individual Interviews with Search Committee / Key Personnel / Community Leaders (if desired)
- Development of Position Profile and Professional Production of Brochure

2. Advertising and Recruitment

- Ad Placement
- Social Media and Marketing of Position

3. Initial Screening and Review

- Management of Applications
- Evaluation of Resumes
- Search Committee Briefing to Facilitate Selection of Semifinalists

4. Evaluation of Semifinalist Candidates

- Written Questionnaire
- Recorded Online Interviews
- Media Search Stage 1
- Search Committee Briefing to Facilitate Selection of Finalists

5. Evaluation of Finalist Candidates

- Comprehensive Media Search Stage 2
- Comprehensive Background Investigation Report
- First Year Game Plan (if desired)

6. Interview Process

- Conduct Interviews
- Deliberations
- Reference Checks

7. Negotiations and Hiring Process

- Determine the Terms of an Offer
- Negotiate Terms and Conditions of Employment

8. Satisfaction Surveys

Step 1: Organizational Inquiry and Analysis

In the Organizational Inquiry and Analysis Stage, SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs.

Outline Project Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plans and timeline. At this time, SGR will also request that the client provide additional information about the community, organization, and position. Information requested will include general information and available resources about the community, school district, economic vitality, political leadership, organization, strategic plan, governing body goals and objectives, budget information, major projects, job description, salary range, benefits package, etc.

Individual Interviews with Search Committee and Key Personnel (if desired)

Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. SGR conducts individual interviews with the Search Committee, key staff, and/or direct reports to find out more about the position, special considerations, and the political environment. These interviews last approximately 30 minutes to one hour each and identify individual issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the Position Profile as we look for any significant staff issues or major disconnects that may not otherwise be apparent.

Development of Position Profile Brochure

Following the individual interviews and internal analysis, SGR will develop a draft Position Profile Brochure that is reviewed and revised in partnership with your organization until everyone agrees it accurately reflects the sought-after leadership and management characteristics. A sample brochure is included with this proposal document.

Step 2: Advertising and Recruitment

The Advertising and Recruitment stage includes ad placements, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement / Social Media and Marketing of Position

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

SGR's preferred strategy is to rely on email distribution of the Position Profile Brochure to key opinion leaders and potential prospects across the country. The position will be announced in our "10 in 10" e-newsletter, which reaches over 50,000 local government professionals, in

addition to a targeted email announcement to specific professional categories and/or areas of the country. By utilizing an email distribution strategy, these brochures tend to “get legs” of their own, resulting in a very high penetration rate at minimal cost.

SGR will utilize Facebook, Twitter, personal phone calls, personal emails, LinkedIn, Instagram, and Pinterest to promote the position. This communication is both to solicit high potential candidates and to encourage key local government professionals to share information within their professional circles.

SGR’s marketing includes a **custom-made video clip**. View a sample video clip at the following link: <https://adobe.ly/2PTh5tP>, spark.adobe.com/video/z7W4oZFk5H3Ax, <https://adobe.ly/2OHJ1R5>

Ongoing Communication with Applicants and Prospects

SGR communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which SGR excels. SGR also utilizes Google Alerts for each client organization and provides updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.

Step 3: Initial Screening and Review

This stage of the executive recruitment involves managing the flow of resumes, and screening and evaluating resumes.

Management of Applications

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries.

Evaluation and Triage of Resumes

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred

requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report via PowerPoint presentation and will facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues that have arisen, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 4: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding.

Personal Interaction with Semifinalist Candidates

SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaire

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom-designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with the cover letters and resumes.

Recorded Online Interviews

SGR offers recorded online videos of candidates answering pre-recorded questions. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to come in for live interviews. The online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Online interviews are emailed to the Search Committee for viewing prior to selection of finalist candidates.

Media Search Stage 1

Stage 1 of our media search involves a comprehensive review of all newspaper articles on the candidate in major news outlets within the previous two years. These media reports at the semifinalist stage have proven helpful by uncovering issues that were not previously disclosed by prospective candidates. The Executive Recruiter will communicate any “red flags” to the Search Committee immediately upon discovery.

Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book will include written questionnaires, online interviews, and any additional information obtained about the candidate. The purpose of this briefing is to facilitate narrowing the list to 4-6 finalists who will be invited for personal interviews.

Step 5: Evaluation of Finalist Candidates

Comprehensive Media Search Stage 2

These Stage 2 Media Reports are compiled by utilizing our proprietary media search process including variations of the candidates’ names and states/cities in which they have lived or worked, and searches of local papers where the candidates have lived or worked. We also search social media sites. The Media Reports typically range from 20-300 pages per candidate and may include news articles, links to video interviews, blog posts by residents, etc. The Media Reports are put into an easy-to-read format and recorded onto flash drives for the Search Committee. The candidate’s name is highlighted each time it appears.

These media reports have proven helpful to Search Committees by uncovering issues that were not previously disclosed by candidates and that would likely not have been discovered through an automated search or Google search, typically used by other recruitment firms. The Media Reports also give the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of his/her career.

A sample media report can be viewed at the following link:

www.governmentresource.com/Sample_Media_Search_Redacted.pdf.

Comprehensive Background Investigation Reports

Through SGR’s partnership with FirstCheck, a licensed private investigations company, we are able to provide our clients 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
- County warrants and warrants for previous 10 years
- 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) for previous 10 years
- County civil search (for every county in which the candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

First Year Game Plan (if desired)

The “First Year Game Plan” is a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders, and candidates are given free rein to make contact with all of them in advance and use those insights to develop a “first year game plan” based on what they know so far. Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates’ written and interpersonal communication skills, as well as critical analysis skills.

- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Facilitating a Q&A series in the local newspaper with finalist candidates. This would run a week or two prior to the interviews;
- Utilize a citizen committee to conduct the early stage candidate screening and then turn over a semifinalist list to the City Council (if applicable);
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- “Round Robin” forum meetings with various community groups during a multi-day interview process.

Step 6: Interview Process

Conduct Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics you need. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or on whether to bring back one or more candidates for a second interview.

Reference Checks

Our reference checks are the most comprehensive in the industry. We will talk to as many professional contacts as necessary for a given candidate including elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. We always seek out the candidate's greatest critics and greatest fans to ensure a complete, yet balanced, perspective and overview of each candidate.

Step 7: Negotiations and Hiring Process

Once the organization is ready to make an offer, SGR can provide additional assistance to the client in the following areas.

Determine the Terms of an Offer

Upon request, SGR will provide comparative data for selected organizations, appropriate employment agreement language, and other similar information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win-solutions to negotiation "log-jams."

Step 8: Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Services if Desired (see Tab 4 for further explanation)**DiSC Management Assessments**

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

Press Release

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. Below is an array of options we have used in the past, but we will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

Post-Hire Team Building Analysis

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. The price is \$4,000 for a half-day onsite workshop, plus travel expenses, and \$150 per person for I-OPT reports.

STANDARD TIMELINE

Timeline will be adjusted at the outset of the search to meet the organization's needs.

Task	Weeks
- Contract Executed - Outline Project Plan, Timeline - Individual Interviews with Search Committee / Key Personnel / Community Leaders (if desired)	Week 1
- Deliverable: Position Profile Brochure - Search Committee Reviews and Approves Brochure	Weeks 2-3
- Ad Placements - Accept Applications - Email Distribution and Marketing of Position Profile	Weeks 4-7
Triage and Scoring of Resumes	Week 8
- Search Committee Briefing (Slide Presentation) / Select Semifinalists - Candidates Complete Questionnaire and Online Interviews - Stage 1 Media Searches	Week 9
Deliverable: Semifinalist Briefing Books	Week 10
Search Committee Briefing / Select Finalist Candidates	Week 11
- Comprehensive Media Search Stage 2 - Comprehensive Background Screening Report - DiSC Management Assessment (supplemental service if desired)	Weeks 12-13
Deliverable: Finalist Briefing Books	Week 14
- Stakeholder Engagement (if desired) - Conduct Interviews - Deliberations - Reference Checks - Negotiations - Announcement / Press Release (if desired)	Week 15

PROJECT COST

All-Inclusive Maximum Price

Professional Services Fee:	\$ 18,500
<u>Expenses Not-to-Exceed:</u>	<u>\$ 8,000</u>
All-Inclusive, Not-to-Exceed Maximum Price:	\$ 26,500*

Expenses Not-to Exceed

SGR does not bill the client for any expenses except for those explicitly detailed herein. Items included in the Expenses Not-to-Exceed include:

- Professional production of a high quality brochure. This brochure (typically 4 pages) is produced by SGR's graphic designer for a flat fee of \$1,500.
- Marketing and Ad Placements:
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Email blast to SGR's profession-specific opt-in subscriber list
 - Featured post on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, Instagram
 - Targeted ad placements on LinkedIn users' pages who have been selected by LinkedIn's algorithm to be a match for your job posting.
 - Ad placements with one national association and one state association. These two ads are billed at actual cost, with no markup for overhead. Additional ad placements, or the organization's choice, will be billed over and above the not-to-exceed maximum price.
- Printing of documents and materials. Reproduction costs for reports and briefing books presented to the client at 26 cents per copy, plus the cost of binders/binding. Flash drives are billed at \$10 each.
- Online interviews. There is a cost of \$200 for each recorded online interview. SGR recommends conducting online interviews at the semifinalist stage (up to 12 semifinalists).
- Comprehensive Media Reports – Stage 2. There is a cost of \$500 per candidate. SGR recommends conducting Stage 2 media searches on the finalist candidates (up to 6 finalists).
- Comprehensive Background Investigation Reports. There is a cost of \$400 per candidate for comprehensive background screening reports prepared by our licensed private investigations provider. SGR recommends conducting comprehensive background investigations on the finalist candidates (up to 6 finalists).

- Travel for the Executive Recruiter (incurred for the benefit of the client). Meals are billed at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Up to four (4) visits/trips by the Recruiter to the Organization. Any additional visits/trips by the Recruiter to the Organization will be billed over and above the not-to-exceed maximum price.

***Supplemental Services**

The supplemental services listed below are not included in the maximum price above. These supplemental services include:

- Candidate Travel. Candidates are typically reimbursed directly by the client for travel expenses. If the client prefers a different arrangement for candidate travel, SGR will be glad to accommodate the client's wishes.
- Stakeholder Survey. SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. Written summary of results is provided to the organization.
- Additional Ad Placements. Additional ad placements, as approved by the organization, that are not included in the not-to-exceed expenses will be billed back at actual cost with no markup for overhead.
- DiSC Assessments. There is a cost of \$150 per candidate for the DiSC Management Profile.
- Post-Hire Team Building Analysis. A half-day onsite workshop is \$4,000, plus travel expenses, and \$150 per person for I-OPT reports.
- Site Visits to Communities of Finalist Candidates. If desired, the Executive Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses.
- In the unexpected event the client shall request that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the client desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

Professional fees for the recruitment are billed in three equal installments during the course of the recruitment. The initial installment is billed after the Organizational Inquiry and Analysis is completed and the position profile has been created. The second installment is billed when semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expense (reimbursable) items and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the recruitment process, or we will repeat the entire process at no additional professional fee until you find a candidate that you desire. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process at no additional professional fee to the client. If the Organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

City/Town/County Manager & Administrator Recruitments, 2014 to Present

2019

- Lenexa, Texas (pop. 51,000)
- Victoria, Texas (pop. 67,600)

2018

- Anna, Texas (pop. 11,000)
- Bethany, Oklahoma (pop. 19,600)
- Cameron, Missouri (pop. 10,000)
- Clackamas County, Oregon (pop. 408,000)
- Clallam County, Washington (pop. 75,000)
- Clark County, Washington (pop. 345,000)
- Coffeyville, Kansas (9,800)
- Craig, Colorado (pop. 8,800)
- Erie, Colorado (pop. 26,000)
- Forney, Texas (pop. 17,500)
- Freeport, Texas (pop. 12,000)
- Fulshear, Texas (pop. 4,000)
- Green Cove Springs, Florida (pop. 7,000)
- Humble, Texas (pop. 15,000)
- Jacksonville, Texas (pop. 15,000)
- Lawton, Oklahoma (pop. 94,000)
- Lebanon, Missouri (pop. 15,000)
- Lockhart, Texas (pop. 13,000)
- Marshall, Texas (pop. 24,700)
- Mineral Wells, Texas (pop. 15,000)
- Murfreesboro, Tennessee (pop. 131,900)
- Nixa, Missouri (pop. 20,500)
- Paducah, Kentucky (pop. 25,000)
- Palm Coast, Florida (pop. 88,000)
- Pflugerville, Texas (pop. 54,600)

- Riverside, Missouri (pop. 3,000)
- Smithville, Missouri (pop. 9,000)
- South Windsor, Connecticut (pop. 26,000)
- Springfield, Missouri (pop. 167,300)
- Sunnyvale, Texas (pop. 5,700)
- Tolland, Connecticut (pop. 15,000) - upcoming
- West University Place, Texas (pop. 14,000)
- Wethersfield, Connecticut (pop. 26,000)

2017

- Amarillo, Texas (pop. 189,000)
- Bastrop, Texas (pop. 8,400)
- Bedford, Texas (pop. 49,000)
- Bozeman, Montana (pop. 41,600)
- Brenham, Texas (pop. 16,300)
- Clute, Texas (pop. 11,000)
- Choctaw, Oklahoma (pop. 11,500)
- Colleyville, Texas (pop. 24,500)
- Grandview, Missouri (pop. 25,300)
- Jupiter, Florida (pop. 60,700)
- Killeen, Texas (pop. 119,000)
- Midland, Michigan (pop. 40,800)
- Parkville, Missouri (pop. 5,400)
- Plant City, Florida (pop. 33,000)
- Saginaw, Texas (pop. 21,700)
- San Marcos, Texas (pop. 53,000)
- Sealy, Texas (pop. 6,400)
- Stephenville, Texas (pop. 17,400)
- Temple, Texas (pop. 70,000)
- Topeka, Kansas (pop. 127,000)
- Vail, Colorado (pop. 4,800)

2016

- Angleton, Texas (pop. 19,000)
- Beavercreek, Ohio (pop. 45,000)
- Bethany, Oklahoma (pop. 19,500)
- Canadian, Texas (pop. 2,900)
- Carrollton, Texas (pop. 128,000)
- Clarksville, Indiana (pop. 22,000)
- Craig, Colorado (pop. 9,300)
- Davenport, Iowa (pop. 101,000)
- Des Moines, Washington (pop. 29,000)
- Elgin, Texas (pop. 10,000)
- Forney, Texas (pop. 16,000)
- Gunnison, Colorado (pop. 5,500)
- Hot Springs, Arkansas (39,000)
- Lake Dallas, Texas (pop. 8,000)
- Lake Worth, Texas (pop. 4,000)
- Muskegon Heights, Michigan (pop. 11,500)
- Northglenn, Colorado (pop. 34,000)
- Palestine, Texas (pop. 18,000)
- Piney Point Village, Texas (pop. 3,500)
- Port Lavaca, Texas (pop. 11,000)
- Spokane Valley, Washington (pop. 90,600)
- Stillwater, Oklahoma (pop. 46,000)
- Sweetwater, Texas (pop. 10,000)
- Valley Center, Kansas (pop. 5,000)
- Williston, North Dakota (pop. 13,000)

2015

- Abilene, Texas (pop. 118,000)
- Altus, Oklahoma (pop. 19,000)
- Alvin, Texas (pop. 23,000)
- Azle, Texas (pop. 11,500)

- Baytown, Texas (pop. 70,000)
- Ballwin, Missouri (pop. 30,000)
- Bridgeport, Texas (pop. 6,000)
- Casper, Wyoming (pop. 53,500)
- Duncanville, Texas (pop. 36,400)
- Georgetown, Texas (pop. 50,000)
- Granbury, Texas (pop. 6,800)
- Kaufman, Texas (pop. 8,900)
- Kilgore, Texas (pop. 13,000)
- Lamesa, Texas (pop. 9,300)
- Missouri City, Texas (pop. 74,500)
- Montgomery, Texas (pop. 800)
- Sealy, Texas (pop. 6,400)

2014

- Burien, Washington (pop. 49,000)
- Fate, Texas (pop. 7,000)
- Henderson, Texas (pop. 14,000)
- Joshua, Texas (pop. 6,000)
- Kyle, Texas (pop. 30,500)
- League City, Texas (pop. 88,000)
- Lindale, Texas (pop. 5,000)
- Miami, Oklahoma (pop. 13,500)
- Pearland, Texas (pop. 96,000)
- Port Arthur, Texas (pop. 56,700)
- South Padre Island, Texas (pop. 3,000)
- Stephenville, Texas (pop. 17,400)
- Tyler, Texas (pop. 98,800)

Population numbers are approximate.

REFERENCES

Bastrop, Texas

Population: 8,900

Contact: Lynda Humble, City Manager

Email: lhumble@cityofbastrop.org

Phone: 512-332-8800

City of Fulshear, Texas

Population: 10,000

Contact: Jack Harper, City Manager

Email: jharper@fulsheartexas.gov

Phone: 281-346-1796

City of Anna, Texas

Population: 11,000

Contact: Nate Pike, Mayor

Email: npike@annatexas.gov

Phone: 972-924-3325

City of Clute, Texas

Population: 12,000

Contact: CJ Snipes, City Manager

Email: cjsnipes@ci.clute.tx.us

Phone: 979-265-2541

City of Freeport, Texas

Population: 12,000

Contact: Troy Brimage, Mayor

Email: tbrimage@freeport.tx.us

Phone: 979-233-3526



CITY MANAGER
BULLARD
Texas

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES



THE *Community*

WHERE A SMALL TOWN BECOMES YOUR HOMETOWN.

Bullard, Texas, is a picturesque city with a small-town feel that is quite different from the urban sprawl. Just 15 minutes from Tyler, Bullard is located in the southwestern part of Smith County and the northeastern part of Cherokee County and is easily accessible via US 69, FM 2493, and FM 344. Covering 3.36 square miles, the City's friendly charm, green spaces, and comfortable pace belie the fact that Bullard, with a population of about 4,000, is one of the fastest growing cities in the state of Texas.

While many factors combine to make Bullard a truly special place, it is the people of Bullard who bring these vibrant qualities to life. That community spirit is embodied in a friendly, safe, and inviting city that holds strong ties to its roots and history, while enjoying rapid economic development and continually adding new amenities that compliment and expand its unique quality of life.

The town incorporated in 1948 and has continued to grow at a steady pace through the 1980s and 1990s. During the early 2000s, growth continued to be a constant as Bullard more than doubled in population from 1,150 to 2,463. Homes in Bullard are valued at the highest of any city in Smith and Cherokee Counties. The City has many recreational and quality of life features that families have come to enjoy, such as O.L. Ferrell Park, Bullard Kids Park, and the Bullard Community Library. Residents and visitors alike enjoy attractions such as M6 Winery, Kiepersol, American Freedom Museum, and KE Bushman's Celebration Center. Bullard hosts many popular

celebrations and events throughout the year, including National Night Out, Coptoberfest, Blast Over Bullard, Christmas Kickoff, Red White & Blue Festival, Mayor's Prayer Breakfast, and Beauty & the Beast Bike Tour.

The elements that established Bullard as unique in the beginning are the same that continue to attract residents, visitors, and businesses to this community. Commercial activity is now on the rise as retail shops and restaurants are opening to support Bullard residents. Major employers in the Bullard area include Brookshires, Bullard ISD, City of Bullard, Brook Hill School, and Helmerich & Payne. Diverse residential neighborhoods, outstanding educational opportunities, a charming historic downtown, and a strong sense of community make Bullard truly stand out. The community's willingness to work together embodies a commitment that truly makes Bullard a great place to be. As a fast-growing city, residents, businesses, and visitors alike show that they strongly embrace the community's vision and strong overall quality of life.

THE COMMUNITY

CONTINUED

Area students are served by Bullard Independent School District, which consists of six campuses with a total enrollment of 2,600 students in grades Pre-K-12th. Bullard ISD offers students a variety of academic enrichment programs and activities. The City is also home to Brook Hill School, a private, international, Christian day and boarding school accredited through Southern Association of Colleges and Schools, serving a total of 612 Pre-K-12th grade students. For those seeking higher education, there are several options nearby, including University of Texas-Tyler, Tyler Junior College, Jacksonville College, Stephen F. Austin State University, Kilgore College, Trinity Valley Community College, and Texas College.

Bullard has a median household income of \$64,458 and a median home sales price of \$163,600.

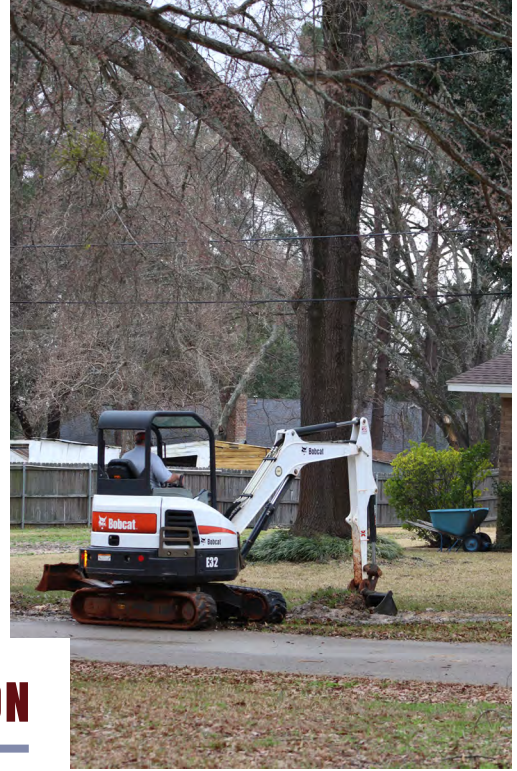


GOVERNANCE & ORGANIZATION

Bullard is a General Law City operating under a council-manager form of government. The City Council consists of six members, including the Mayor, who are elected at-large and serve two-year terms with no limits. The Bullard City Council is the legislative body for the City. Its role is to adopt laws and policies to govern the City, and the Council leaves implementation up to the City Manager and the rest of the City staff. Bullard has a total of 27 employees, a fiscal year budget of \$4,861,837, and an ad valorem tax rate of 0.595347.

The City Manager is appointed by the City Council and acts as chief executive and administrative officer for the City, overseeing the day-to-day operations of the City and serving as the chief adviser to the City Council. In directing daily operations of the City, the City Manager is responsible for ensuring effective and efficient government service and prepares, administers, and presents the annual budget, monitoring expenditures during the year and making recommendations for budget modifications or additional funds. Every City employee ultimately answers to the City Manager, so that he or she has the responsibility of directly or indirectly supervising department heads and other designated employees and indirectly supervising all other personnel within the City organization.

As the Council's chief policy adviser, the City Manager recommends City policy for consideration by the Council and has a professional obligation to give complete and unbiased information to the council. The City Manager serves as a liaison between the City and Bullard Area Chamber of Commerce and Bullard Economic Development Council. The Administration Department consists of five employees, including the City Manager, and has a total annual departmental budget of \$736,115.



GOVERNANCE & ORGANIZATION

CONTINUED

BULLARD FY 2019 CITY COUNCIL GOALS & STRATEGIES

QUALITY OF LIFE

- › Continue partnerships for recreational activities
- › Search for opportunities for other sports-related complexes and fields
- › Pursue plans and funding for walking trails and safe routes to school

OPERATIONAL EXCELLENCE

- › Implement better facility security for the operations area of City Hall
- › Provide active shooter training for City of Bullard team and partnering entities
- › Pursue an Economic Development Director to help organize targeted recruitment of commercial activity

COMMUNITY SAFETY

- › Continue to pursue the most up-to-date technical equipment for security of our community
- › Pursue and maintain low crime rates in comparison to neighboring areas
- › Maintain and upgrade playground equipment for safety and provide better lighting

FINANCIALLY SOUND

- › Provide funding and ways to promote commercial and industrial growth
- › Continue fiscal responsibility while balancing revenues and expenses
- › Review the permit and inspection fees and process

ENHANCE FACILITIES & INFRASTRUCTURE

- › Secure location of a new wastewater plant for expansion
- › Review and pursue processes to rehabilitate sewer mains throughout the City
- › Implement process for street improvements on Main Street and Schoolhouse Road

ECONOMIC DEVELOPMENT DIRECTION

- › Increase activity from EDC Committee
- › Continue to work with Retail Coach to target specific retail or industry to match demographics
- › Stay involved with the state legislature to promote small cities and their importance to local decisions



IDEAL CANDIDATE

The City of Bullard seeks an innovative leader and a strong communicator with the integrity to lead their City into the future. The ideal candidate will be a highly visible, active member of the community who will be fully invested in the City's success, the attainment of its goals, and its long-term stability and growth.

The next City Manager will have thorough knowledge of the operations, services, and activities of a comprehensive city management program and must possess the management skills needed to analyze programs, policies, and operational needs. The chosen candidate should be well-versed in the principles and practices of program development and administration. A sound financial acumen and expert budgeting skills and experience will be essential in preparing and administering the City's budget. The new City Manager should be familiar and comfortable with the use of current office technology and aware of automation trends, with a willingness to investigate innovative solutions to problems. An entrepreneurial approach to problem-solving is essential.

A team-builder with a collaborative management approach, the new City Manager will be a mentor and leader to staff, fostering a high-performance organization through effective supervision, extensive training and development opportunities, and regular performance evaluations. A candidate who possesses the ability to resourcefully organize, direct, and coordinate the work of lower level staff without micromanaging will be successful.

The new City Manager must be able to identify and respond to community and City Council issues, concerns, and needs in a timely manner. It will be important for the City Manager to establish and maintain effective working relationships with Council, staff, citizens, and community stakeholders. The successful candidate will have exceptional interpersonal and communication skills, with the ability to convey information clearly and concisely, both orally and in writing. A servant leader with sound judgement, the next City Manager will be focused more on doing the right thing than being right. The selected individual will be adept at analyzing problems, identifying viable solutions, considering consequences of proposed actions, and implementing recommendations in support of goals.

EDUCATION & EXPERIENCE

The new City Manager should hold a bachelor's degree from an accredited college or university in public administration, business administration, or a related field, or have a minimum of five years of experience in municipal administration or serving in another senior municipal management position. The City Manager will be required to reside with a Bullard address (not necessarily within the city limits) within eight months following employment.



COMPENSATION & BENEFITS

The City of Bullard offers a competitive salary depending on qualifications and experience. The City provides a generous benefits program, including health, dental, and life insurance, and paid time off. The City participates in the Texas Municipal Retirement System at a 5% employee deposit rate with a municipal matching ratio of 2:1.

IDEAL CANDIDATE

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Bob Turner, Senior Vice President
Strategic Government Resources
BobTurner@GovernmentResource.com
903-279-8604



This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

The City of Bullard is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Bullard
bullardtexas.net

Chamber of Commerce
bullardchamber.com

Bullard Independent School District
bullardisd.net

Follow Us



Executive Recruitment Clients

Arizona

- Chandler

Arkansas

- Fort Smith
- Hot Springs

Colorado

- Arvada
- Aurora
- Commerce City
- Craig
- Englewood
- Erie
- Golden
- Gunnison
- Mountain View Fire Protection District
- Northglenn
- Pitkin County
- Trinidad
- Vail
- Wheat Ridge

Connecticut

- South Windsor
- Tolland
- Wethersfield

Florida

- Boca Raton
- Boynton Beach
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Green Cove Springs

- Jupiter
- Lakeland
- Lee County
- Palm Coast
- Plant City
- Port St. Lucie
- Tamarac
- Winter Haven

Georgia

- Albany
- Johns Creek

Indiana

- Clarksville

Iowa

- Davenport

Kansas

- Coffeyville
- Lenexa
- Overland Park
- Shawnee
- Topeka
- Unified Government of Wyandotte County/Kansas City
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport

Michigan

- Kalamazoo County Consolidated Dispatch Authority (KCCDA)

- Midland
- Muskegon Heights

Mississippi

- Hancock County Port & Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Lebanon
- Nixa
- O’Fallon
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman

Nevada

- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development

North Carolina

North Dakota

- Mountrail Williams Electric Cooperative

- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Broken Arrow
- Chickasha
- Choctaw
- Lawton
- Miami
- Miami Office of Economic Development
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Springfield

Tennessee

- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Alice
- Allen
- Alvin
- Amarillo
- Angleton
- Anna

- Arlington
- Atlanta
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corporation
- Bay City
- Baytown
- BCFS Health & Human Services
- Bedford
- Bellaire
- Boerne
- Brenham
- Bridgeport
- Brushy Creek Regional Utility Authority
- Burkburnett
- Canadian
- Carrollton
- Castroville
- Cedar Park
- Clute
- College Station
- Colleyville
- Colorado River Municipal Water District
- Commerce
- Converse
- Copper Canyon
- Copperas Cove
- Corpus Christi
- Dallas County
- Denison
- Denison Area Chamber of Commerce
- Denton
- Denton County Fresh Water Supply District 1-A
- Duncanville
- El Paso
- El Paso MPO
- Elgin
- Fairview
- Farmers Branch
- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales Economic Development Corporation
- Granbury
- Grapevine
- Gulf Coast Water Authority
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Hutto
- Hutto EDC
- Irving
- Jacksonville
- Jacksonville Development Corporation (JEDCO)
- Joshua
- Kaufman
- Kilgore
- Killeen
- Kyle
- Lake Dallas
- Lake Worth

- Lakeway
- Lamesa
- Lancaster
- League City
- Leander
- Levelland
- Levelland EDC
- Lindale
- Little Elm
- Lockhart
- Longview
- Longview EDC
- Lubbock
- Marshall
- McKinney
- McKinney EDC
- Memorial Villages PD
- Midland
- Mineral Wells
- Missouri City
- Montgomery
- Mount Pleasant EDC
- Nederland
- North East Texas Regional Mobility Authority
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Pearland
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Richardson
- Riverbend Water District
- Rockport
- Rockwall EDC
- Round Rock
- Rowlett
- Saginaw
- San Marcos
- San Marcos/Hays County EMS
- Seagoville
- Sealy
- Sherman EDC
- Snyder
- Socorro
- South Padre Island
- Southlake
- Stephenville
- Sugar Land
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- TexAmericas Center
- Tyler
- Upper Brushy Creek WCID
- Victoria
- Waco
- Waxahachie
- West University Place
- Westworth Village

- Wichita Falls
- Willow Park
- Wills Point

Washington

- Bainbridge Island
- Bellevue
- Burien
- Clallam County
- Clark County
- Des Moines
- Richland
- Shoreline
- Snoqualmie
- Spokane
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Casper

Other Organizations

- BCFS Health & Human Services
- HVJ Associates
- Institute for Bldg Tech. and Safety (IBTS)

Executive Recruitment Positions (2014 to Date)

Administration

- Assistant City Manager
- Assistant County Manager
- Chief Administrative Officer
- City Administrator
- City Clerk
- City Manager
- City Secretary
- County Administrator
- County Manager
- Deputy City Manager
- Director of Administration
- Town Manager

Animal Services

- Animal Services Manager
- Animal Shelter Manager
- Animal Welfare Director
- Animal Welfare Manager
- Assistant Director of Code Compliance/ Animal Welfare
- Director of Animal Care & Control
- Director of Animal Management & Welfare
- Director of Animal Services
- Director of Regional Animal Services
- Executive Director of Animal Services

Aviation

- Airport General Manager

Building Inspection

- Building Official
- Chief Building Official
- Deputy Building Official

Code Enforcement

- Code Compliance Superintendent

Communications

- Communications Manager - 911
- Deputy Director of Emergency Communication Center
- Emergency Dispatch Director
- Executive Director of Emergency Communications Center
- Executive Director of County Consolidated Dispatch Authority
- Executive Director of 911 District

Economic Development/CVB/Tourism

- Assistant Director of Economic Development
- Assistant Director of Housing & Economic Development
- Business Development Director
- CEO of Port & Harbor Commission
- Convention Center Operations Manager
- CVB Director
- Director of Economic Development
- Director of the Office of Economic Development
- Economic Development & Tourism Coordinator
- Economic Development Manager
- Executive Director of Port & Harbor Commission
- Executive Director of EDC
- Executive Vice President/Chief Economic Development Officer
- Main Street Manager
- President of EDC
- President of Chamber of Commerce
- President/CEO of EDC

- President/CEO of Regional Chamber of Commerce and Economic Development
- President/CEO of Office of Economic Development
- Special Events Director

Emergency Management

- Executive Director/Emergency Management (nonprofit)
- Homeland Security & Emergency Management Director

Engineering

- Assistant City Engineer
- Assistant City Engineer for Development
- City Engineer
- Construction Engineer
- Director of Capital Projects and Development Engineering
- Director of Engineering
- Director of Engineering and Environmental Services
- Director of Engineering Services
- Electrical Engineer
- Senior Operations Electrical Engineer
- Traffic Engineer

Finance

- Assistant Finance Director
- Budget Director
- Capital Projects Budget Manager
- Chief Financial Officer
- Comptroller
- Deputy Finance Director
- Financial Services Director
- Finance Director
- Public Works Finance Officer
- Purchasing Director
- Senior Accountant

Fire/EMS

- Assistant Fire Chief
- Battalion Chief
- Executive Director of EMS
- Fire Chief
- Training Chief

Fleet

- Fleet Services Manager

Human Resources/Risk Management

- Assistant Human Resources Director
- Human Resources Director
- Director of Human Resources & Risk Management
- Human Resources/Civil Service Director

Information Technology

- Assistant Director-IT Solutions
- Chief Information Officer
- Chief Knowledge Officer
- Chief Technology Officer
- Director of Information Technology
- GIS Manager
- IT Manager
- Police IT Manager
- Senior Software Developer

Legal

- City Attorney (firm)
- City Attorney (individual)
- First Assistant City Attorney

Libraries

- Chief Librarian
- Director of Libraries
- Library Director

Marketing and Community Engagement

- Director of Community Affairs
- Public Information Officer

Municipal Court

- Director of Municipal Court Services
- Municipal Court Director

Parks & Recreation

- Assistant Director of Parks & Recreation
- Parks & Recreation Director

Planning/Development Services

- Assistant Director of Planning & Development
- Assistant Planning Director
- Building Official
- City Planner
- Community Development Director
- Deputy Director of Development Services
- Development Services Director
- Director of Community and Development Services
- Director of Municipal Development Services
- Director of Planning
- Planning & Development Director
- Redevelopment Project Director
- Senior Redevelopment Project Director

Police

- Assistant Police Chief
- Chief Administrative Officer (police)
- Chief of Police
- Deputy Director-Police Administrative Services
- Safety Services Manager/Police Chief

Public Health/Social Services

- Environmental Health Director
- Health & Human Services Director
- Neighborhood Services Manager

Public Works/Utilities

- Assistant General Manager-Water Authority
- Assistant Public Works Director
- Deputy Municipal Services Director
- Deputy Director of Utilities
- Development & Public Works Director
- Director of Public Services
- Director of Public Works
- Director of Street Operations
- Electric Utility Director
- Executive Director-Water District
- General Manager-Regional Utility Authority
- General Manager-Water District
- Managing Director for Public Works & Utilities
- Public Works Director/City Engineer
- Sanitation Director
- Solid Waste Superintendent
- Streets & Stormwater Director
- Utilities Director
- Utility Services Director
- Utilities Services Manager
- Water/Wastewater Utilities Director

Transportation

- Assistant Director of Transportation
- Executive Director-Regional Mobility Authority
- MPO Administrator
- Transportation Manager

Other

- Deputy Chief Medical Examiner
- Executive Director-Municipal League
- Property Management Director

AGENDA ITEM REQUEST FORM

MUST BE SUBMITTED BY NOON THE WEDNESDAY PRIOR TO MONDAY'S COUNCIL MEETING.

SUBMITTED BY: Stephen Scot Mayer, Chief of Police, Richwood Police Department
Individual, Company, or Organizations' Name

BY: [Signature] 09/05/2019
Signature Date

C/O City of Richwood Police Department Richwood, TX 77531
Address City, State, Zip

DO HEREBY REQUEST TO APPEAR BEFORE THE RICHWOOD CITY COUNCIL AT

THE NEXT REGULARLY SCHEDULED MEETING ON 09 09 2019
Month Day Year

AGENDA ITEM TO DISCUSS AND CONSIDER: Discussion, consideration, and authorization to enter into a contract with the City of Angleton, Texas in order to secure animal control services at the cost of \$15,000. annual.

ACTION REQUESTED: Staff recommends approval.

To be placed on the agenda of the Richwood City Council, sufficient information must be given with this request. Any accompanying informational material should also be submitted at this time. You must state if a specific action is requested. The Richwood City Council is governed by the Open Meetings Act and is limited to discussing and taking action only on items on the agenda.

I respectfully request this item be removed from the Council agenda.

Signature

09/05/2019

Date

**INTERLOCAL AGREEMENT
REGARDING ANIMAL SERVICES
BETWEEN
CITY OF ANGLETON, TEXAS
&
CITY OF RICHWOOD, TEXAS**

THIS AGREEMENT is made and entered into by and between the City of Angleton Texas, hereinafter referred to as "Angleton", and the City of Richwood, Texas, hereinafter referred to as "Richwood", and in this regard, the parties hereto mutually agree, and state as follows:

I. Recitals

WHEREAS, Angleton and Richwood are both Home Rule Municipalities in Brazoria County, Texas and enter this Interlocal Agreement under the authority of the Interlocal Cooperation Act (the "Act"), Chapter 791 of the Texas Government Code, as amended. Angleton and Richwood wish to enter into an agreement for the City of Angleton to provide animal shelter services and field animal control services within the city limits of Richwood.

WHEREAS both Cities represent that each is independently authorized to perform the functions contemplated by this Agreement; and

WHEREAS, Angleton operates Animal Control Services in its police department support services division, and has a municipal animal shelter and the police department manpower to provide animal control services and the manpower necessary to manage and run a municipal animal shelter for the purpose of reducing general animal control problems, including but not limited to protecting its citizens from the dangers and problems associated with free roaming animals, and Richwood has a need for such Animal Control Services and is not equipped to render such services; and

WHEREAS, each party has sufficient funds available from current revenues to perform the functions contemplated by this Agreement; and

WHEREAS, both Angleton and Richwood find it mutually desirable to enter into this Agreement; and

NOW, THEREFORE, for and in consideration of the mutual benefits and promises each to the other made herein, the parties named above do hereby agree as follows:

II. Definitions

- A. Animal: As used in this agreement, "animal" shall mean domesticated dogs and cats.
- B. Animal Control Services: "Animal Control Services" shall mean the services provided by the City in response to an Animal Call necessary to effectively carry out an animal control program for Richwood. Animal Control Services shall include: the

humane capture of stray, unrestrained, homeless, abandoned, or unwanted animals and the humane transportation of captured animals to the Animal Shelter; response to calls regarding wild animals that have entered a person's residence; response to calls regarding animal bites and scratches, including the initial investigation of such incidents; and the capture of a biting animal for state-mandated rabies quarantine observation by the Local Rabies Control Authority. Animal Control Services do not include trapping nuisance animals, wild animals, horses, or livestock or removal of deceased animals. The City shall not be responsible for conducting cruelty investigations, or any enforcement of Richwood's animal ordinance. Animal Control Services shall include animal rescue, and efforts to place animals in adoptive care through a pet adoption program.

- C. Animal Shelter: "Animal Shelter" shall mean the facility known as the Angleton Animal Control Animal Shelter, currently located at 535 S. Anderson in Angleton, Brazoria County, Texas that keeps or legally impounds stray, homeless, abandoned, or unwanted animals, and has a pet adoption program.
- D. City: "City" shall mean the City of Angleton, Brazoria County, Texas, with its offices located at 121 S. Velasco, Angleton, Brazoria County, Texas.
- E. Client: "Client" shall mean the City of Richwood, Brazoria County, Texas Department with its offices located at 1800 Brazosport Blvd., Richwood, Brazoria County, Texas.
- F. Animal Call: "Animal Call" shall means calls made by the Client or Richwood residents to the City's Police Department dispatch to request Animal Control Services.
- G. Animal Control Officer: "Animal Control Officer: shall mean an officer of the Angleton Police Department Support Services Division.
- H. Any word or phrases not specifically defined herein shall have as its meaning the ordinary and commonly understood meaning except for specific animal control or veterinary terms.

III. City's Obligations

City agrees to provide Animal Control Services to Client for all Animal Calls occurring in areas located within the corporate city limits of Richwood, Texas, as reflected on the current city limits map as of the date of this agreement.

City will dispatch an Animal Control Officer in response to an Animal Call, and City agrees to transport all captured animals to the Animal Shelter, provided however, that wild animals may be released back into their natural habitat.

IV. Client's Obligations

Client shall fully cooperate with City in the provision of Animal Control Services, including but not limited to, furnishing: any and all information in its possession about the ownership of a suspected rabid animal, including rabies Vaccination Certificates maintained by any department of the Client; any history of the animal; the name and address of any person reporting an animal bite or scratch; the name and address of any possible victims of an animal bite or scratch; and the name and address of any person believed to own an animal which the Client or a resident has called the City to capture or remove.

Client agrees to furnish information to City in a timely and expeditious manner.

Client agrees to assist with the apprehension of any animal in appropriate situations and if necessary dispatch a Richwood law enforcement officer to assist.

Client agrees to file all criminal or civil charges, in the appropriate court, for any violations of Client's rules and regulations or for any violations of State Statutes, at the sole discretion of the Client.

Client agrees to pay all fees associated with the impoundment, testing, medical treatment or final disposition of any animal; for any product or service provided by the Animal Shelter as set forth in this agreement; and for any product or service provided by any person other than the City.

V. Consideration

a. In consideration for the City's performance of the duties listed herein, the Client will Pay the City a set amount per annum. The Client shall pay the City for the services as delineated in this contract in the following manner: Client agrees to pay city Fifteen Thousand and 00/100 Dollars per year in a lump sum payment on or before October 10th. Initial payment will be paid on or before October 10, 2019.

b. In the event that the parties agree to renew this Agreement as provided in Article VIII herein, the amount paid in each year following the first will be no less than Fifteen Thousand and 00/100 Dollars (\$15,000.00), to cover the Client's portion of the cost of animal services. However, in the event that the City determines prior to renewal of this Agreement that the amount of Fifteen Thousand and 00/100 Dollars is insufficient to cover said costs, the City and Client will meet no later than April 1st, to determine the appropriate amount of consideration. The City shall provide to the Client a line-item presentation, by program, of the operating budget proposed by the City for the new period. A comparison of the actual revenues and expenses to the amounts budgeted and paid in the prior period will be included in determining the amount of consideration for the new period.

VI. Reports

City shall submit a comprehensive annual report of all Animal Control Services to Client within thirty (30) days of the close of each fiscal year, currently being September 30th. City shall provide to Client, upon request, a copy of any other report not confidential by law or contract, which it may be required to prepare and submit to any federal, state, or other jurisdiction in the course of its animal and rabies control activities. City shall also render to Client at reasonable intervals, such reports and accounting as Client from time to time may require; provided however, if such request becomes burdensome, City may invoice for the cost of preparation of such reports.

VII. Default

In the event Client fails to: (i) pay all costs set forth in Article V above, or (ii) perform its obligations as set forth herein, the City shall give Client written notice of default with an opportunity to cure such default within ten (10) days. If Client fails to cure such default during the 10-day cure period, the Agreement shall terminate, and Client shall assume responsibility for its own animal control.

VIII. Termination and Renewal

Both Richwood, and Angleton mutually agree that the terms and provisions of this agreement will commence on the 1st day of October 2019 and shall continue in full force and effect until September 30, 2020. The Agreement will be renewed only upon full review of the Services provided herein and upon written approval by both parties. The Agreement may be terminated by either party with a thirty (30) day written notice exercising their right to cancel this agreement as hereinafter provided. All costs and liabilities incurred by the City, if any, on behalf of the Client prior to the termination shall be the responsibility of the Client.

The City shall be responsible for the Animal Control Services contemplated under this Agreement. The City shall supply all materials, equipment, tools, transportation, and labor required for, or reasonably incidental to, the performance of Animal Control Services. The City shall have ultimate control over the execution of the work under this Agreement. The City shall have the sole obligation to employ, direct, control, supervise, manage, discharge and compensate all of its employees.

IX. General Provisions

- a. This agreement shall be subject to all present and future valid laws, orders, rules and regulations of the State of Texas and any other regulatory body thereof having jurisdiction and shall be construed under the laws of the State of Texas.
- b. Notwithstanding anything in this Agreement which may be construed to the contrary, this interlocal agreement shall not operate as a merger, consolidation or annexation of one political subdivision by another
- c. Severability Clause: The parties intend for the various provisions of this Agreement to be severable so that the invalidity, if any, of any one section (or more) shall not affect the

validity of the remaining provisions or sections.

- d. This document may be executed in any number of original signature counterparts, each of which shall for all purposes be deemed an original, and all such counterparts shall constitute one and the same document. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entity.
- e. This Agreement represents the entire agreement of the parties and supersedes any verbal or written representations of, to or by the parties to each other.
- f. Notices to either party shall be sufficient if sent in writing, postage pre-paid, registered or certified mail to the City Manager of the party at the address herein.
- g. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

CITY OF ANGLETON, TEXAS

By: _____
Jason Perez, Mayor

Date: _____

Attest:

Frances Aguilar, City Secretary

CITY OF RICHWOOD, TEXAS

By: _____
Steve Boykin, Mayor

Date: _____

Attest:

Lindsay Koskiniemi, Interim City Manager

Approved:

Scott Albert, City Manager
Angleton, Texas



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 6, 2019

ENC: UPDATE ON 215 HALBERT

RE: City Determination to Sell or Retain Property

Background:

215 Halbert is a commercially zoned property owned by the City of Richwood. This lot is situated in a residential neighborhood and was the previous location of the old fire station. According to the Brazoria County Appraisal District, the lot is fourth tenths of an acre and 17,437 square feet in size.

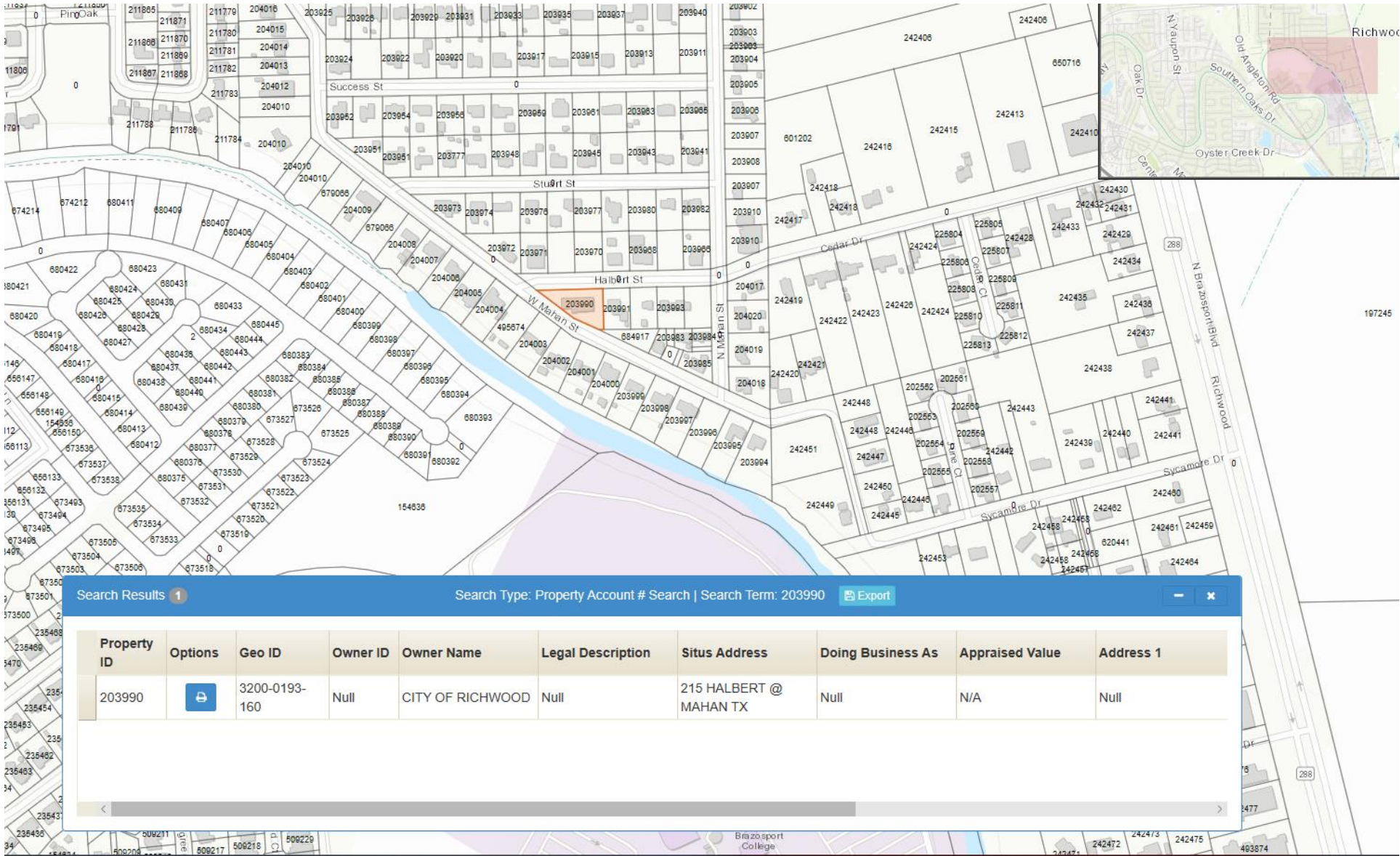
Update:

At the special meeting on August 26, 2019, Council instructed interim city manager to obtain appraisals from third parties to assess market value. I have hired Angleton Real Estate to give a best and highest usage appraisal for 215 Halbert (Property ID 203990, Brazoria County Appraisal District).

Additionally, I have asked the Keep Richwood Beautiful committee to discuss a concept use for the park with projected costs for improvements to make a best recommendation to Council on whether to retain or sell the property. If the determination is made to sell the property for residential use, the zoning ordinance would need to be changed over two public meetings to include an initial public hearing and a second public meeting for Council to vote.

Thank you,

Lindsay Koskiniemi
Interim City Manager



Search Results 1

Search Type: Property Account # Search | Search Term: 203990 [Export](#)

Property ID	Options	Geo ID	Owner ID	Owner Name	Legal Description	Situs Address	Doing Business As	Appraised Value	Address 1
203990		3200-0193-160	Null	CITY OF RICHWOOD	Null	215 HALBERT @ MAHAN TX	Null	N/A	Null

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
291101 Cash	(138,681.09)	(152,778.69)	454,268.91
291101.1 Cash-Enterprise	133,125.48	0.00	71.39
291102 Undeposited receipts	(365.79)	461.19	3,317.04
291103 Cash in bank - Beautification	(1,000.00)	0.00	(1,000.00)
291104 Xpress Bill Pay	0.00	79.11	2,730.03
291105 Seizure and Forfeiture Fund	1,021.52	0.09	1,022.38
291106 TexPool Investments	249,834.39	0.00	103,987.29
291107 Petty Cash	800.00	0.00	800.00
291108 TexStar Investments	232,660.52	0.00	236,770.88
291109 Logic Investments	261,917.73	0.00	266,885.88
291111 Certificates of Deposit	188,619.63	155.47	188,775.10
Total Cash and cash equivalents	927,932.39	(152,082.83)	1,257,628.90
Receivables			
291112 Tax Receivable	46,371.45	0.00	46,371.45
291113 Accrued Interest Receivable	185.05	0.00	185.05
291114 Sales Tax Receivable	98,739.92	0.00	98,739.92
291116 Due from Enterprise Fund	485,020.41	0.00	485,020.41
291120 Allowance for Uncollectibles	(21,129.53)	0.00	(21,129.53)
291122 Accounts Receivable - Other	31,449.80	0.00	32,641.17
291123 Deferred Taxes	(20,104.73)	0.00	(20,104.73)
291129 Delinquent Taxes	0.00	0.00	(267.89)
291130 Accounts Rec/NSF checks	441.24	0.00	416.24
291131 Due from Other Governments	365.84	0.00	365.84
291134 Reserve for Delinquent Taxes	0.00	0.00	267.89
991122 Accounts Receivable - Other	0.00	(280.48)	(3,083.30)
Total Receivables	621,339.45	(280.48)	619,422.52
Other current assets			
291124 Prepaid Services	0.00	0.00	5,560.00
291126 Suspense	0.00	0.00	(117,772.53)
Total Other current assets	0.00	0.00	(112,212.53)
Total Current Assets	1,549,271.84	(152,363.31)	1,764,838.89
Non-Current Assets			
Capital assets			
Property			
291263 Vehicles	(92,376.50)	0.00	(92,376.50)
291269 Accumulated Depreciation	92,376.50	0.00	92,376.50
Total Property	0.00	0.00	0.00
Total Capital assets	0.00	0.00	0.00
Total Non-Current Assets	0.00	0.00	0.00
Total Assets:	1,549,271.84	(152,363.31)	1,764,838.89
Liabilities and Fund Equity:			
Liabilities:			
Current liabilities			
292125 Cash Over/Under	378.85	0.00	312.06
292127 Municipal Court Bonds	(1,284.19)	0.00	(1,284.19)
292130 Accounts Payable	(140,465.68)	(17,188.11)	(177,280.72)
292131 Federal W/H Payble	(3,682.53)	(4,442.03)	(4,442.03)
292132 Retirement Payable	(16,803.11)	1,536.07	(17,386.52)
292133 Facility Rental Deposits	(2,955.00)	388.00	(3,267.00)
292134 Due to Debt Service Fund	(11,005.47)	0.00	(11,005.47)
292135 Blue Santa Program Payable	(1,366.50)	0.00	(1,366.50)
292136 Insurance Payable	(23,221.23)	22,021.01	17,837.32
292137 Credit Union Payable	425.00	0.00	425.00
292138 Child Support Payable	(343.50)	(325.00)	(325.00)
292140 Municipal Court Costs	(125.90)	9,710.29	(6,586.37)
292144 Social Security Payable	(1,401.92)	(1,491.84)	(1,491.84)
292147 Wages payable	0.00	234.14	0.00
292148 Payroll liability clearing	0.00	1,557.56	0.00
292155 Due to Replacement	(1,700.00)	0.00	(1,700.00)

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
292165 Accounts Payable - Debt Service	0.00	0.00	14,480.17
Total Current liabilities	(203,551.18)	12,000.09	(193,081.09)
Total Liabilities:	(203,551.18)	12,000.09	(193,081.09)
Equity - Paid In / Contributed			
293103 Fund Balance	(1,335,329.69)	140,363.22	(1,561,366.83)
293110 Encumbrance Account	(576.09)	0.00	(576.09)
293190 Seizure and Forfeiture Fund	(858.60)	0.00	(858.60)
293191 Reserve - Festival	(1,989.38)	0.00	(1,989.38)
293192 Reserve - Police Training	(747.97)	0.00	(747.97)
293198 Reserve - Municipal Court Security	(1,779.26)	0.00	(1,779.26)
293199 Reserve for Municipal Court Technology	(4,439.67)	0.00	(4,439.67)
Total Equity - Paid In / Contributed	(1,345,720.66)	140,363.22	(1,571,757.80)
Total Liabilites and Fund Equity:	(1,549,271.84)	152,363.31	(1,764,838.89)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue					
Taxes					
294103 Ad Valorem Taxes	1,615,741.65	22,573.11	1,637,530.24	1,673,908.00	1,673,908.00
294104 Delinquent Taxes	74,097.32	3,622.93	16,293.08	12,000.00	12,000.00
294105 Penalty & Interest	16,548.74	770.62	11,967.88	12,500.00	12,500.00
294111 Franchise Taxes	189,134.54	6.48	143,810.93	179,000.00	179,000.00
294116 Sales Tax - Streets	126,882.71	16,068.81	94,271.96	117,000.00	117,000.00
294117 Sales Tax	507,531.21	48,206.46	347,925.45	467,998.00	467,998.00
294801 210 Developers 380 Rebate	(147,103.39)	0.00	(103,979.75)	(119,720.00)	(119,720.00)
294802 Crawford Furniture 380 Rebate	(7,237.54)	0.00	0.00	(7,190.00)	(7,190.00)
294803 Big Kountry Shooting 380 Rebate	0.00	0.00	0.00	(4,993.00)	(4,993.00)
Total Taxes	2,375,595.24	91,248.41	2,147,819.79	2,330,503.00	2,330,503.00
Licenses and permits					
294106 Licenses & Permits	8,657.75	50.00	5,491.00	9,100.00	9,100.00
294107 Building Permits	78,026.57	6,095.50	88,030.51	70,000.00	70,000.00
294114 Animal Fines/Licenses	390.00	5.00	185.00	350.00	350.00
Total Licenses and permits	87,074.32	6,150.50	93,706.51	79,450.00	79,450.00
Intergovernmental revenue					
294113 Intragovernmental Income	0.00	(84,446.41)	8,000.00	0.00	0.00
Total Intergovernmental revenue	0.00	(84,446.41)	8,000.00	0.00	0.00
Charges for services					
294118 Municipal Building Rentals	9,804.00	502.00	5,948.00	9,500.00	9,500.00
Total Charges for services	9,804.00	502.00	5,948.00	9,500.00	9,500.00
Fines and forfeitures					
294109 Municipal Court	129,218.59	9,085.87	87,009.70	131,000.00	131,000.00
Total Fines and forfeitures	129,218.59	9,085.87	87,009.70	131,000.00	131,000.00
Special Revenues					
044250 Revenues - Festivals	2,454.10	0.00	0.00	0.00	0.00
044251 Revenues - Police Officer Training	1,377.63	0.00	1,195.36	1,350.00	1,350.00
044253 Revenues - Court Security	2,797.85	134.20	1,739.05	2,880.00	2,880.00
044254 Revenues - Court Technology	3,730.37	178.93	2,318.80	3,000.00	3,000.00
044255 Revenues - Bobby Ford Park	0.00	0.00	0.00	5,000.00	5,000.00
044257 Parks and Recreation	(25.89)	0.00	0.00	0.00	0.00
294122 Animal License Donations	0.00	0.00	100.00	0.00	0.00
Total Special Revenues	10,334.06	313.13	5,353.21	12,230.00	12,230.00
Interest					
294110 Interest Earnings	14,240.25	155.56	14,034.20	3,000.00	3,000.00
Total Interest	14,240.25	155.56	14,034.20	3,000.00	3,000.00
Miscellaneous revenue					
294108 Inspection Fees	0.00	2,530.00	25,855.00	0.00	0.00
294112 Miscellaneous Income	66,251.23	1,229.96	16,167.79	35,000.00	0.00
294121 Parks & Recreation	5,547.50	460.00	2,935.00	5,075.00	0.00
294123 Other Revenues	0.00	84,446.41	84,446.41	0.00	0.00
Total Miscellaneous revenue	71,798.73	88,666.37	129,404.20	40,075.00	0.00
Contributions and transfers					
974963 Transfer from Utility Fund	82,172.00	0.00	104,410.00	124,660.00	124,660.00
Total Contributions and transfers	82,172.00	0.00	104,410.00	124,660.00	124,660.00
Total Revenue	2,780,237.19	111,675.43	2,595,685.61	2,730,418.00	2,690,343.00
Expenditures					
Administration					
015101 Administrative Expense	170.00	0.00	(13.50)	0.00	0.00
015102 Contract Labor	22,594.65	275.00	62,643.41	3,300.00	3,300.00
015103 Salaries & Wages	203,923.03	19,246.66	242,036.24	308,080.00	308,080.00
015104 Overtime	(34,342.07)	0.00	665.32	3,500.00	3,500.00
015105 Retirement	29,750.84	2,249.81	34,832.02	48,107.00	48,107.00
015107 Medicare	1,926.03	266.39	3,505.33	4,611.00	4,611.00
015110 Workmen's Compensation Ins	851.90	0.00	305.00	1,210.00	1,210.00
015115 Hospitalization	35,330.98	3,130.40	31,779.24	47,340.00	47,340.00
015120 Unemployment Insurance	34.10	1.10	1,087.63	855.00	855.00
015125 Cellphone Allowance	1,080.00	90.00	1,215.00	1,530.00	1,530.00
015126 Vehicle Allowance	5,400.00	0.00	3,600.00	5,400.00	5,400.00

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
015130 Training & Travel	15,020.38	1,596.63	7,918.32	19,360.00	19,360.00
015175 Longevity Pay	1,150.00	0.00	0.00	1,250.00	1,250.00
015180 Certification Pay	262.50	75.00	750.00	900.00	900.00
015201 Food	1,431.53	97.96	3,160.84	2,220.00	2,220.00
015210 Office Supplies	12,737.20	6,217.02	15,795.76	21,000.00	21,000.00
015215 Custodial Supplies	237.54	5.85	639.46	1,200.00	1,200.00
015220 Tools	0.00	0.00	58.96	0.00	0.00
015225 Books & Periodicals	309.27	0.00	448.78	885.00	885.00
015240 Expendable Operating Supplies	24,020.89	1,462.35	16,577.01	19,620.00	19,620.00
015310 Building & Grounds M&R	14,527.40	0.00	1,220.63	15,000.00	15,000.00
015320 Office Furniture/Fixture M&R	243.99	3,342.08	3,342.08	1,000.00	1,000.00
015410 Electricity	9,150.05	902.69	6,334.47	9,500.00	9,500.00
015420 Telephone	2,414.19	233.74	1,727.88	2,040.00	2,040.00
015430 Natural Gas	461.59	23.82	476.71	700.00	700.00
015510 Elections	0.00	0.00	12,294.10	10,000.00	10,000.00
015550 Information Technology Services	4,136.09	55.00	19,119.57	20,726.00	20,726.00
015556 Contractual Services - Taxes	12,922.09	0.00	12,114.03	11,474.00	11,474.00
015570 Attorney's Fees	25,939.02	920.00	8,222.05	20,500.00	20,500.00
015572 Economic Development	2,549.31	3,490.00	8,537.00	10,000.00	10,000.00
015580 Auditor's Fees	37,770.00	0.00	42,500.00	42,500.00	42,500.00
015595 Professional Services	12,320.00	0.00	63.00	0.00	0.00
015640 Insurance - Bldg/Liab/Bond	17,918.35	0.00	19,612.73	20,000.00	20,000.00
015660 Dues & Subscriptions	13,749.30	1,695.50	20,227.65	11,761.00	11,761.00
015685 Publishing & Advertising	13,089.10	173.80	10,812.84	9,995.00	9,995.00
015695 Special Services - Miscellaneous	23,897.87	0.00	29,265.00	31,664.00	31,664.00
015910 Office Equipment	0.00	0.00	3,850.87	2,000.00	2,000.00
015935 Equipment - Time Payments	2,559.65	63.98	639.80	4,800.00	4,800.00
Total Administration	515,536.77	45,614.78	627,365.23	714,028.00	714,028.00
City Maintenance					
025102 Contract Labor	55.00	0.00	0.00	2,500.00	2,500.00
025103 Salaries & Wages	60,583.70	2,842.80	51,312.50	64,624.00	64,624.00
025104 Overtime	4,061.94	185.41	3,532.67	7,000.00	7,000.00
025105 Retirement	8,646.51	350.98	6,381.96	8,151.00	8,151.00
025107 Medicare	633.90	42.70	786.49	1,039.00	1,039.00
025110 Workmen's Compensation Ins	4,110.29	0.00	2,887.00	3,261.00	3,261.00
025115 Hospitalization	17,569.42	782.60	12,045.40	18,936.00	18,936.00
025120 Unemployment Insurance	30.26	1.70	325.10	342.00	342.00
025130 Training & Travel	142.24	0.00	51.56	1,500.00	1,500.00
025175 Longevity Pay	175.00	0.00	0.00	250.00	250.00
025190 Uniforms	994.70	0.00	695.96	1,600.00	1,600.00
025210 Office Supplies	406.62	0.00	0.00	200.00	200.00
025215 Custodial Supplies	611.90	0.00	13.77	700.00	700.00
025220 Tools	2,465.14	102.70	1,671.14	2,500.00	2,500.00
025230 Oil, & Lubricants	7,657.09	0.00	2,340.72	8,000.00	8,000.00
025240 Expendable Operating Supplies	2,155.88	89.78	1,287.75	3,000.00	3,000.00
025245 Dump Charges	6,293.49	244.23	4,371.40	6,000.00	6,000.00
025270 Chemicals	3,331.86	0.00	762.87	2,000.00	2,000.00
025310 Building & Grounds M&R	7,117.83	540.90	5,001.95	5,000.00	5,000.00
025340 Vehicle M&R	12,198.99	322.92	1,852.22	6,000.00	6,000.00
025360 Radio M&R	102.00	0.00	102.00	3,000.00	3,000.00
025365 Other Equipment M&R	8,684.67	205.13	4,098.85	5,000.00	5,000.00
025376 Signs M&R	2,568.14	0.00	147.68	2,500.00	2,500.00
025410 Electricity	34,061.65	2,623.65	23,887.78	36,000.00	36,000.00
025420 Telephone	1,677.66	0.00	495.64	1,000.00	1,000.00
025430 Natural Gas	256.48	21.82	205.53	400.00	400.00
025595 Professional Services	0.00	0.00	63.00	0.00	0.00
025630 Insurance - Motor Vehicles	2,219.75	0.00	1,722.00	2,250.00	2,250.00
025640 Insurance - Bldg/Liab/Bond	2,427.80	0.00	2,587.07	2,100.00	2,100.00
025660 Dues & Subscriptions	160.08	14.06	126.54	500.00	500.00
025685 Publishing & Advertising	0.00	0.00	0.00	500.00	500.00
025695 Special Services - Miscellaneous	0.00	0.00	0.00	3,200.00	3,200.00
025935 Equipment - Time Payments	0.00	0.00	28,767.70	26,556.00	26,556.00
025997 Promissory note-principal	30,784.46	0.00	0.00	0.00	0.00
025998 Promissory note-interest	3,102.28	0.00	0.00	0.00	0.00
Total City Maintenance	225,286.73	8,371.38	157,524.25	225,609.00	225,609.00
Streets and Drainage					

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
035380 Streets M&R	50,741.25	5,250.00	46,996.14	48,000.00	48,000.00
035385 Drainage M&R	178.12	0.00	5,300.64	5,000.00	5,000.00
035560 Engineering	0.00	0.00	0.00	5,000.00	5,000.00
035965 Street Projects	0.00	0.00	28,880.00	60,000.00	60,000.00
035975 Drainage	0.00	(500.00)	7,359.80	7,000.00	7,000.00
Total Streets and Drainage	50,919.37	4,750.00	88,536.58	125,000.00	125,000.00
Deferred Revenue Accounts					
045290 Festivals	2,866.27	0.00	7,078.22	0.00	0.00
045291 Expenditures - Police Training	0.00	725.00	1,350.00	1,350.00	1,350.00
045293 Expenditures - Court Security	3,131.09	2,316.07	2,316.07	2,880.00	2,880.00
045294 Expenditures - Court Tech	2,443.94	63.74	1,460.71	3,000.00	3,000.00
045295 Expenditures - Bobby Ford Park	0.00	0.00	0.00	5,000.00	5,000.00
045297 Parks and Recreation	684.13	0.00	0.00	0.00	0.00
Total Deferred Revenue Accounts	9,125.43	3,104.81	12,205.00	12,230.00	12,230.00
Police Department					
055103 Salaries & Wages	516,334.41	44,840.48	437,408.79	516,174.00	516,174.00
055104 Overtime	82,691.61	1,547.70	32,537.40	52,000.00	52,000.00
055105 Retirement	73,619.75	5,471.42	55,472.07	64,720.00	64,720.00
055107 Medicare	2,063.99	648.73	6,732.13	8,246.00	8,246.00
055110 Workmen's Compensation Ins	19,689.09	0.00	8,507.00	18,881.00	18,881.00
055115 Hospitalization	90,987.63	7,058.30	61,181.63	85,212.00	85,212.00
055120 Unemployment Insurance	4,162.03	4.09	1,732.23	1,539.00	1,539.00
055125 Cellphone Allowance	517.50	45.00	450.00	540.00	540.00
055130 Training & Travel	6,978.02	288.12	14,949.43	15,740.00	15,740.00
055175 Education Incentive	2,900.00	0.00	3,000.00	1,850.00	1,850.00
055180 Certification Pay	8,000.00	775.00	3,487.50	7,800.00	7,800.00
055190 Uniforms	5,922.30	42.96	2,003.68	5,587.00	5,587.00
055201 Food	636.99	0.00	0.00	1,850.00	1,850.00
055210 Office Supplies	2,108.06	235.01	1,370.01	2,280.00	2,280.00
055215 Custodial Supplies	10.20	0.00	22.28	50.00	50.00
055220 Tools	379.96	0.00	521.41	1,816.00	1,816.00
055230 Oil, & Lubricants	38,005.06	0.00	19,360.50	33,846.00	33,846.00
055240 Expendable Operating Supplies	1,532.87	0.00	1,209.38	1,540.00	1,540.00
055287 Community Outreach	950.66	1,557.00	2,332.14	600.00	600.00
055310 Building & Grounds M&R	98.22	0.00	117.50	0.00	0.00
055320 Office Furniture/Fixture M&R	29.97	0.00	0.00	1,000.00	1,000.00
055340 Vehicle M&R	13,402.70	1,748.93	18,939.53	9,500.00	9,500.00
055350 Radar M&R	379.74	0.00	0.00	400.00	400.00
055360 Radio M&R	2,040.00	0.00	2,210.00	2,540.00	2,540.00
055365 Other Equipment M&R	1,137.11	0.00	1,582.62	580.00	580.00
055420 Telephone	9,932.21	1,361.60	10,506.74	12,624.00	12,624.00
055540 Dispatch Services	43,000.00	0.00	43,000.00	43,000.00	43,000.00
055542 Jail Expense	1,051.33	44.70	3,902.80	8,040.00	8,040.00
055550 Information Technology Services	5,991.95	0.00	2,105.53	2,310.00	2,310.00
055558 Animal Control	1,016.12	334.00	1,754.13	12,000.00	12,000.00
055570 Attorney's Fees	4,535.00	0.00	0.00	5,000.00	5,000.00
055630 Insurance - Motor Vehicles	6,521.50	0.00	9,647.00	6,522.00	6,522.00
055640 Insurance - Bldg/Liab/Bond	6,082.30	0.00	6,351.00	6,500.00	6,500.00
055660 Dues & Subscriptions	5,868.24	0.00	7,783.10	7,092.00	7,092.00
055685 Publishing & Advertising	196.29	477.61	1,078.81	2,200.00	2,200.00
055695 Special Services - Miscellaneous	2,431.54	0.00	0.00	0.00	0.00
055930 Equipment	0.00	0.00	31.93	0.00	0.00
055935 Equipment - Time Payments	3,240.73	176.15	3,902.62	4,488.00	4,488.00
Total Police Department	964,445.08	66,656.80	765,190.89	944,067.00	944,067.00
Judicial					
065103 Salaries & Wages	79,681.24	3,904.64	37,140.48	44,566.00	44,566.00
065104 Overtime	209.15	107.76	415.68	1,000.00	1,000.00
065105 Retirement	9,709.29	438.48	4,099.59	4,366.00	4,366.00
065107 Medicare	691.50	56.56	540.19	660.00	660.00
065110 Workmen's Compensation Ins	93.93	0.00	152.00	165.00	165.00
065115 Hospitalization	20,408.80	782.60	6,791.34	9,468.00	9,468.00
065120 Unemployment Insurance	124.23	1.50	255.59	513.00	513.00
065130 Training & Travel	3,168.45	750.29	2,711.89	3,000.00	3,000.00
065175 Longevity Pay	250.00	0.00	0.00	125.00	125.00
065180 Certification Pay	175.00	50.00	500.00	900.00	900.00

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
065201 Food	56.03	0.00	90.39	0.00	0.00
065210 Office Supplies	2,087.58	335.94	2,290.46	4,200.00	4,200.00
065225 Books & Periodicals	205.95	0.00	0.00	300.00	300.00
065240 Expendable Operating Supplies	408.51	0.00	302.67	500.00	500.00
065320 Office Furniture/Fixture M&R	0.00	186.56	186.56	0.00	0.00
065420 Telephone	0.00	63.53	409.97	0.00	0.00
065550 Information Technology Services	297.00	0.00	64.28	500.00	500.00
065565 Jury Expense	0.00	0.00	(6.00)	500.00	500.00
065570 Attorney's Fees	12,038.45	2,340.00	8,673.50	15,000.00	15,000.00
065660 Dues & Subscriptions	3,289.26	0.00	2,353.00	3,500.00	3,500.00
065910 Office Equipment	0.00	(1,468.89)	0.00	0.00	0.00
Total Judicial	132,894.37	7,548.97	66,971.59	89,263.00	89,263.00
Fire Department					
075106 Pension	12,867.90	0.00	5,057.10	16,490.00	16,490.00
075110 Workmen's Compensation Ins	3,882.29	0.00	304.00	3,400.00	3,400.00
075130 Training & Travel	0.00	0.00	0.00	500.00	500.00
075190 Uniforms	12,344.10	0.00	9,110.35	9,000.00	9,000.00
075201 Food	0.00	0.00	816.19	0.00	850.00
075210 Office Supplies	2,148.16	0.00	10.77	1,500.00	650.00
075220 Tools	9,499.10	0.00	0.00	12,000.00	2,000.00
075230 Oil, & Lubricants	2,450.43	0.00	875.71	3,000.00	3,000.00
075285 Fire Prevention Supplies	0.00	0.00	0.00	1,000.00	1,000.00
075310 Building & Grounds M&R	10,016.71	109,180.89	109,182.08	3,000.00	3,000.00
075340 Vehicle M&R	5,998.15	0.00	24,597.20	6,000.00	16,000.00
075360 Radio M&R	0.00	0.00	0.00	500.00	500.00
075410 Electricity	1,375.33	166.18	1,189.90	1,800.00	1,800.00
075420 Telephone	2,361.62	103.27	1,318.85	2,400.00	2,400.00
075430 Natural Gas	422.53	21.82	186.27	360.00	360.00
075566 Contractural Services - Ambulance	75,000.00	0.00	93,000.00	93,000.00	93,000.00
075630 Insurance - Motor Vehicles	5,336.00	0.00	8,042.00	5,336.00	5,336.00
075640 Insurance - Bldg/Liab/Bond	3,169.37	0.00	4,518.96	3,300.00	2,900.00
075660 Dues & Subscriptions	2,688.00	0.00	5,132.00	3,400.00	3,400.00
075930 Equipment	5,819.00	0.00	0.00	0.00	0.00
075935 Equipment - Time Payments	0.00	0.00	40,182.17	39,795.00	40,195.00
Total Fire Department	155,378.69	109,472.16	303,523.55	205,781.00	205,781.00
Parks and Recreation					
085215 Custodial Supplies	927.75	0.00	1,022.87	1,500.00	1,500.00
085240 Expendable Operating Supplies	0.00	15.13	50.12	500.00	500.00
085270 Chemicals	992.50	0.00	0.00	2,000.00	2,000.00
085310 Building & Grounds M&R	25,833.55	506.84	10,415.65	20,000.00	20,000.00
085365 Other Equipment M&R	2,224.97	234.23	1,946.33	7,500.00	7,500.00
085410 Electricity	2,139.15	117.25	1,294.42	2,400.00	2,400.00
085630 Insurance - Motor Vehicles	0.00	0.00	117.00	0.00	0.00
085640 Insurance - Bldg/Liab/Bond	2,103.26	0.00	2,407.89	3,800.00	3,800.00
085685 Publishing & Advertising	0.00	0.00	449.00	1,600.00	1,600.00
085850 Beautification	348.00	0.00	38.65	0.00	0.00
085851 Parks & Recreation	2,228.28	0.00	3,365.08	7,000.00	7,000.00
Total Parks and Recreation	36,797.46	873.45	21,107.01	46,300.00	46,300.00
Code Enforcement					
095103 Salaries & Wages	31,054.58	2,796.45	26,834.22	32,260.00	32,260.00
095104 Overtime	110.09	0.00	110.08	300.00	300.00
095105 Retirement	4,242.09	324.10	3,133.83	3,706.00	3,706.00
095107 Medicare	292.94	39.34	384.66	473.00	473.00
095110 Workmen's Compensation Ins	360.54	0.00	152.00	118.00	118.00
095115 Hospitalization	10,231.92	782.60	6,791.34	9,468.00	9,468.00
095120 Unemployment Insurance	9.00	1.04	163.04	171.00	171.00
095130 Training & Travel	31.61	0.00	303.85	1,000.00	1,000.00
095175 Longevity Pay	125.00	0.00	0.00	125.00	125.00
095210 Office Supplies	284.52	0.00	772.39	1,000.00	1,000.00
095220 Tools	824.31	0.00	0.00	1,000.00	1,000.00
095240 Expendable Operating Supplies	130.00	0.00	78.00	500.00	500.00
095340 Vehicle M&R	15.00	0.00	0.00	0.00	0.00
095550 Information Technology Services	143.00	0.00	64.28	250.00	250.00
095570 Attorney's Fees	786.56	0.00	10,159.66	5,000.00	5,000.00
095595 Professional Services	0.00	0.00	0.00	1,000.00	1,000.00

City of Richwood
Standard Financial Report
10 General Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
095660 Dues & Subscriptions	0.00	0.00	135.00	300.00	300.00
095685 Publishing & Advertising	0.00	0.00	282.00	500.00	500.00
Total Code Enforcement	48,641.16	3,943.53	49,364.35	57,171.00	57,171.00
Permitting & Inspections					
105102 Contract Labor	10,840.00	950.00	33,985.00	7,500.00	7,500.00
105103 Salaries & Wages	53,205.88	636.95	17,340.46	55,204.00	55,204.00
105105 Retirement	6,654.41	76.43	2,066.85	6,344.00	6,344.00
105107 Medicare	470.93	9.27	252.37	809.00	809.00
105110 Workmen's Compensation Ins	0.00	0.00	0.00	455.00	455.00
105115 Hospitalization	10,286.12	0.00	6,008.74	9,468.00	9,468.00
105120 Unemployment Insurance	8.99	7.62	95.06	171.00	171.00
105125 Cellphone Allowance	540.00	22.50	405.00	540.00	540.00
105130 Training & Travel	432.63	0.00	186.70	1,800.00	1,800.00
105175 Longevity Pay	450.00	0.00	0.00	475.00	475.00
105190 Uniforms	171.92	0.00	(171.92)	200.00	200.00
105201 Food	0.00	0.00	82.92	0.00	0.00
105210 Office Supplies	51.10	0.00	0.00	100.00	100.00
105220 Tools	0.00	0.00	0.00	500.00	500.00
105230 Gas, Oil, & Lubricants	2,397.18	0.00	125.31	3,500.00	3,500.00
105240 Expendable Operating Supplies	311.73	0.00	0.00	0.00	0.00
105340 Vehicle M&R	768.25	0.00	890.96	1,500.00	1,500.00
105360 Radio M&R	102.00	0.00	0.00	500.00	500.00
105570 Attorney's Fees	2,186.56	0.00	3,630.00	3,000.00	3,000.00
105595 Professional Services	5,525.00	0.00	0.00	10,000.00	10,000.00
105630 Insurance - Motor Vehicles	1,606.16	0.00	1,629.19	500.00	500.00
105660 Dues & Subscriptions	10,034.43	0.00	9,085.95	10,800.00	10,800.00
Total Permitting & Inspections	106,043.29	1,702.77	75,612.59	113,366.00	113,366.00
Emergency/Disaster					
995102 Contract Labor	12,737.80	0.00	0.00	0.00	0.00
995220 Tools	1,339.22	0.00	0.00	0.00	0.00
995240 Expendable Operating Supplies	72.93	0.00	0.00	0.00	0.00
995310 Building & Grounds M&R	87.84	0.00	0.00	0.00	0.00
995365 Other Equipment M&R	5,768.24	0.00	0.00	0.00	0.00
995595 Professional Services	27,918.25	0.00	28,517.50	0.00	0.00
Total Emergency/Disaster	47,924.28	0.00	28,517.50	0.00	0.00
Transfers					
985950 Contingency Fund	74,144.00	0.00	0.00	7,161.00	7,161.00
985960 Transfer to Capital Projects	82,095.00	0.00	40,000.00	40,000.00	40,000.00
985961 Transfer to Water/Sewer	82,936.00	0.00	89,909.00	89,909.00	89,909.00
985962 Transfer to Replacement	95,610.00	0.00	43,000.00	59,533.00	59,533.00
985963 Transfer to Beautification	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Transfers	335,785.00	0.00	173,909.00	197,603.00	197,603.00
Total Expenditures	2,628,777.63	252,038.65	2,369,827.54	2,730,418.00	2,730,418.00
Total Change In Net Position	151,459.56	(140,363.22)	225,858.07	0.00	(40,075.00)

City of Richwood
Standard Financial Report
11 Governmental Capital Improvements - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
551101 Cash	73,659.23	0.00	(56,260.71)
551106 TexPool Investments	32,504.28	0.00	32,891.89
551109 Logic Investments	2,330.06	0.00	2,374.25
551111 Certificates of Deposit	40,010.49	129.04	40,139.53
Total Cash and cash equivalents	<u>148,504.06</u>	<u>129.04</u>	<u>19,144.96</u>
Receivables			
551113 Accrued Interest Receivable	57.91	0.00	57.91
Total Receivables	<u>57.91</u>	<u>0.00</u>	<u>57.91</u>
Total Current Assets	<u>148,561.97</u>	<u>129.04</u>	<u>19,202.87</u>
Total Assets:	<u>148,561.97</u>	<u>129.04</u>	<u>19,202.87</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
552130 Accounts Payable	(42,251.35)	0.00	(54,793.44)
Total Current liabilities	<u>(42,251.35)</u>	<u>0.00</u>	<u>(54,793.44)</u>
Total Liabilities:	<u>(42,251.35)</u>	<u>0.00</u>	<u>(54,793.44)</u>
Equity - Paid In / Contributed			
553103 Fund Balance	(106,310.62)	(129.04)	35,590.57
Total Equity - Paid In / Contributed	<u>(106,310.62)</u>	<u>(129.04)</u>	<u>35,590.57</u>
Total Liabilites and Fund Equity:	<u>(148,561.97)</u>	<u>(129.04)</u>	<u>(19,202.87)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
11 Governmental Capital Improvements - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Interest					
554110 Interest Earnings	772.75	129.04	560.84	0.00	0.00
Total Interest	772.75	129.04	560.84	0.00	0.00
Contributions and transfers					
974960 Transfer In	82,095.00	0.00	0.00	0.00	0.00
974966 Transfer from Utility Fund	0.00	0.00	0.00	149,324.00	149,324.00
Total Contributions and transfers	82,095.00	0.00	0.00	149,324.00	149,324.00
Total Revenue	82,867.75	129.04	560.84	149,324.00	149,324.00
Expenditures					
Capital Improvements					
555560 Engineering	21,320.27	0.00	87,007.63	75,000.00	75,000.00
555915 Capital Expenditures	25,715.63	0.00	55,454.40	74,324.00	74,324.00
Total Capital Improvements	47,035.90	0.00	142,462.03	149,324.00	149,324.00
Total Expenditures	47,035.90	0.00	142,462.03	149,324.00	149,324.00
Total Change In Net Position	35,831.85	129.04	(141,901.19)	0.00	0.00

City of Richwood
Standard Financial Report
12 Insurance - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
531111 Certificates of Deposit	13,561.97	0.00	13,561.97
Total Cash and cash equivalents	13,561.97	0.00	13,561.97
Receivables			
531113 Accrued Interest Receivable	2.79	0.00	2.79
Total Receivables	2.79	0.00	2.79
Total Current Assets	13,564.76	0.00	13,564.76
Total Assets:	13,564.76	0.00	13,564.76
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
533103 Fund Balance	(13,564.76)	0.00	(13,564.76)
Total Equity - Paid In / Contributed	(13,564.76)	0.00	(13,564.76)
Total Liabilites and Fund Equity:	(13,564.76)	0.00	(13,564.76)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
12 Insurance - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Interest					
534110 Interest Earnings	68.55	0.00	0.00	0.00	0.00
Total Interest	68.55	0.00	0.00	0.00	0.00
Total Revenue	68.55	0.00	0.00	0.00	0.00
Total Change In Net Position	68.55	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
13 Replacement - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Net Position					
Assets:					
Current Assets					
Cash and cash equivalents					
521101 Cash	20,278.81	0.00	(25,856.69)		
521108 TexStar Investments	7,049.56	0.00	7,174.10		
521109 Logic Investments	5,727.11	0.00	5,835.74		
521111 Certificates of Deposit	603.79	0.00	603.79		
Total Cash and cash equivalents	33,659.27	0.00	(12,243.06)		
Receivables					
521113 Accrued Interest Receivable	0.77	0.00	0.77		
521116 Due from Enterprise Fund	22,249.67	0.00	22,249.67		
521325 Due from General Fund	1,700.00	0.00	1,700.00		
524000 Sale of Property	7,537.50	0.00	0.00	0.00	0.00
Total Receivables	7,537.50	0.00	0.00	0.00	0.00
Total Current Assets	7,537.50	0.00	0.00	0.00	0.00
Total Assets:	7,537.50	0.00	0.00	0.00	0.00
Liabilites and Fund Equity:					
Liabilities:					
Current liabilities					
522130 Accounts Payable	(55,300.00)	0.00	0.00		
524221 Note Proceeds	(375,690.00)	0.00	(375,690.00)		
Total Current liabilities	(430,990.00)	0.00	(375,690.00)		
Total Liabilities:	(430,990.00)	0.00	(375,690.00)		
Equity - Paid In / Contributed					
523103 Fund Balance	373,380.29	0.00	363,982.62		
Total Equity - Paid In / Contributed	373,380.29	0.00	363,982.62		
Total Liabilites and Fund Equity:	(57,609.71)	0.00	(11,707.38)		
Total Net Position	7,537.50	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
13 Replacement - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Interest					
524110 Interest Earnings	222.33	0.00	233.17	0.00	0.00
Total Interest	222.33	0.00	233.17	0.00	0.00
Contributions and transfers					
974962 Transfer from General Fund	95,610.00	0.00	43,000.00	59,533.00	0.00
974967 Transfer from Utility Fund	4,699.00	0.00	0.00	40,000.00	0.00
Total Contributions and transfers	100,309.00	0.00	43,000.00	99,533.00	0.00
Total Revenue	100,531.33	0.00	43,233.17	99,533.00	0.00
Expenditures					
Replacement					
525240 Expendable Operating Supplies	1,075.00	0.00	0.00	0.00	0.00
525920 Motor Vehicles	33,801.69	0.00	0.00	40,000.00	0.00
525930 Equipment	483,681.00	0.00	33,835.50	27,500.00	0.00
Total Replacement	518,557.69	0.00	33,835.50	67,500.00	0.00
Total Expenditures	518,557.69	0.00	33,835.50	67,500.00	0.00
Total Change In Net Position	(418,026.36)	0.00	9,397.67	32,033.00	0.00

City of Richwood
Standard Financial Report
14 HRA_FSA Refunds - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
291101 Cash	5,369.04	0.00	4,765.38
Total Cash and cash equivalents	<u>5,369.04</u>	<u>0.00</u>	<u>4,765.38</u>
Total Current Assets	<u>5,369.04</u>	<u>0.00</u>	<u>4,765.38</u>
Total Assets:	<u>5,369.04</u>	<u>0.00</u>	<u>4,765.38</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
293103 Fund Balance	(5,369.04)	0.00	(4,765.38)
Total Equity - Paid In / Contributed	<u>(5,369.04)</u>	<u>0.00</u>	<u>(4,765.38)</u>
Total Liabilites and Fund Equity:	<u>(5,369.04)</u>	<u>0.00</u>	<u>(4,765.38)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
14 HRA_FSA Refunds - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Miscellaneous revenue					
294112 Miscellaneous Income	5,369.04	0.00	0.00	0.00	0.00
Total Miscellaneous revenue	5,369.04	0.00	0.00	0.00	0.00
Total Revenue	5,369.04	0.00	0.00	0.00	0.00
Total Change In Net Position	5,369.04	0.00	0.00	0.00	0.00

City of Richwood
Standard Financial Report
15 Crime Control and Prevention - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
601101 Cash	42,642.34	4,698.88	26,934.77
601106 TexPool Investments	55,161.03	0.00	55,327.14
601108 TexStar Investments	14,778.58	0.00	15,039.67
601111 Certificates of Deposit	66,641.25	0.00	66,641.25
Total Cash and cash equivalents	<u>179,223.20</u>	<u>4,698.88</u>	<u>163,942.83</u>
Receivables			
601113 Accrued Interest Receivable	44.37	0.00	44.37
601114 Sales Tax Receivable	19,694.49	0.00	0.00
Total Receivables	<u>19,738.86</u>	<u>0.00</u>	<u>44.37</u>
Total Current Assets	<u>198,962.06</u>	<u>4,698.88</u>	<u>163,987.20</u>
Total Assets:	<u>198,962.06</u>	<u>4,698.88</u>	<u>163,987.20</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
602129 Accts Payble - Other	(79.85)	0.00	(79.85)
602130 Accounts Payable	(9,100.00)	0.00	0.00
602131 Federal W/H Payble	(0.48)	0.00	(0.48)
602144 Social Security Payable	(56.47)	0.00	(56.47)
Total Current liabilities	<u>(9,236.80)</u>	<u>0.00</u>	<u>(136.80)</u>
Total Liabilities:	<u>(9,236.80)</u>	<u>0.00</u>	<u>(136.80)</u>
Equity - Paid In / Contributed			
603103 Fund Balance	(189,725.26)	(4,698.88)	(163,850.40)
Total Equity - Paid In / Contributed	<u>(189,725.26)</u>	<u>(4,698.88)</u>	<u>(163,850.40)</u>
Total Liabilites and Fund Equity:	<u>(198,962.06)</u>	<u>(4,698.88)</u>	<u>(163,987.20)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
15 Crime Control and Prevention - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Taxes					
604117 Sales Tax	125,530.95	12,671.41	77,759.19	117,000.00	117,000.00
Total Taxes	<u>125,530.95</u>	<u>12,671.41</u>	<u>77,759.19</u>	<u>117,000.00</u>	<u>117,000.00</u>
Interest					
604110 Interest Earnings	618.31	0.00	427.20	0.00	0.00
Total Interest	<u>618.31</u>	<u>0.00</u>	<u>427.20</u>	<u>0.00</u>	<u>0.00</u>
Contributions and transfers					
974959 Transfer from Fund Balance	0.00	0.00	0.00	0.00	16,000.00
Total Contributions and transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,000.00</u>
Total Revenue	<u>126,149.26</u>	<u>12,671.41</u>	<u>78,186.39</u>	<u>117,000.00</u>	<u>133,000.00</u>
Expenditures					
Crime Control and Prevention					
605103 Salaries & Wages	7,029.01	5,140.09	47,496.99	73,889.00	73,889.00
605104 Overtime	35,000.00	541.58	5,126.14	0.00	0.00
605105 Retirement	25.92	655.89	6,154.88	6,639.00	6,639.00
605107 Medicare	9.39	81.28	765.45	1,072.00	1,072.00
605110 Workmen's Compensation Ins	0.00	0.00	0.00	2,938.00	2,938.00
605115 Insurance	0.00	767.70	6,760.47	9,468.00	9,468.00
605120 Unemployment Insurance	91.51	0.64	318.56	342.00	342.00
605130 Training & Travel	0.00	785.35	5,092.53	4,051.00	4,051.00
605175 Certification Pay	0.00	0.00	550.00	900.00	900.00
605190 Uniforms	80.50	0.00	2,828.00	1,000.00	1,000.00
605340 Vehicle M&R	0.00	0.00	18,186.09	0.00	0.00
605365 Other Equipment M&R	0.00	0.00	0.00	0.00	16,000.00
605930 Equipment	9,100.00	0.00	10,782.14	16,701.00	16,701.00
Total Crime Control and Prevention	<u>51,336.33</u>	<u>7,972.53</u>	<u>104,061.25</u>	<u>117,000.00</u>	<u>133,000.00</u>
Total Expenditures	<u>51,336.33</u>	<u>7,972.53</u>	<u>104,061.25</u>	<u>117,000.00</u>	<u>133,000.00</u>
Total Change In Net Position	<u>74,812.93</u>	<u>4,698.88</u>	<u>(25,874.86)</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
16 General Fund Contingency - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
291101 Cash	74,144.00	0.00	74,144.00
Total Cash and cash equivalents	<u>74,144.00</u>	<u>0.00</u>	<u>74,144.00</u>
Total Current Assets	<u>74,144.00</u>	<u>0.00</u>	<u>74,144.00</u>
Total Assets:	<u>74,144.00</u>	<u>0.00</u>	<u>74,144.00</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
293103 Fund Balance	(74,144.00)	0.00	(74,144.00)
Total Equity - Paid In / Contributed	<u>(74,144.00)</u>	<u>0.00</u>	<u>(74,144.00)</u>
Total Liabilites and Fund Equity:	<u>(74,144.00)</u>	<u>0.00</u>	<u>(74,144.00)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
16 General Fund Contingency - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Contributions and transfers					
974950 Transfer from General Fund	74,144.00	0.00	0.00	7,161.00	7,161.00
Total Contributions and transfers	74,144.00	0.00	0.00	7,161.00	7,161.00
Total Revenue	74,144.00	0.00	0.00	7,161.00	7,161.00
Total Change In Net Position	74,144.00	0.00	0.00	7,161.00	7,161.00

City of Richwood
Standard Financial Report
20 Beautification - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
611101 Cash - Beautification	27,149.80	(1,547.07)	27,411.81
Total Cash and cash equivalents	<u>27,149.80</u>	<u>(1,547.07)</u>	<u>27,411.81</u>
Receivables			
611116 Due from Enterprise Fund	1,304.97	0.00	1,212.90
Total Receivables	<u>1,304.97</u>	<u>0.00</u>	<u>1,212.90</u>
Total Current Assets	<u>28,454.77</u>	<u>(1,547.07)</u>	<u>28,624.71</u>
Total Assets:	<u>28,454.77</u>	<u>(1,547.07)</u>	<u>28,624.71</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
612130 Accounts Payable	(1,518.78)	0.00	0.00
Total Current liabilities	<u>(1,518.78)</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities:	<u>(1,518.78)</u>	<u>0.00</u>	<u>0.00</u>
Equity - Paid In / Contributed			
613103 Fund Balance	(26,935.99)	1,547.07	(28,624.71)
Total Equity - Paid In / Contributed	<u>(26,935.99)</u>	<u>1,547.07</u>	<u>(28,624.71)</u>
Total Liabilites and Fund Equity:	<u>(28,454.77)</u>	<u>1,547.07</u>	<u>(28,624.71)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
20 Beautification - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Charges for services					
614124 Beautification Revenues	14,508.07	1,149.38	11,897.40	14,520.00	14,520.00
Total Charges for services	<u>14,508.07</u>	<u>1,149.38</u>	<u>11,897.40</u>	<u>14,520.00</u>	<u>14,520.00</u>
Contributions and transfers					
974959 Transfer from Fund Balance	0.00	0.00	0.00	480.00	3,480.00
974963 Transfer from General Fund	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Total Contributions and transfers	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,480.00</u>	<u>4,480.00</u>
Total Revenue	<u>15,508.07</u>	<u>1,149.38</u>	<u>12,897.40</u>	<u>16,000.00</u>	<u>19,000.00</u>
Expenditures					
Beautification					
615102 Contract Labor	8,175.00	0.00	5,375.00	8,500.00	8,500.00
615130 Training & Travel	0.00	2,646.45	3,878.15	1,600.00	4,600.00
615210 Office Supplies	0.00	0.00	289.76	100.00	100.00
615220 Tools	0.00	0.00	0.00	500.00	500.00
615225 Books and Periodicals	0.00	0.00	105.54	0.00	0.00
615240 Expendable Operating Supplies	13.78	0.00	900.58	1,500.00	1,500.00
615310 Building & Grounds M&R	1,831.31	50.00	189.65	2,000.00	2,000.00
615660 Dues & Subscriptions	647.00	0.00	215.00	800.00	800.00
615685 Publishing & Advertising	74.00	0.00	255.00	1,000.00	1,000.00
Total Beautification	<u>10,741.09</u>	<u>2,696.45</u>	<u>11,208.68</u>	<u>16,000.00</u>	<u>19,000.00</u>
Total Expenditures	<u>10,741.09</u>	<u>2,696.45</u>	<u>11,208.68</u>	<u>16,000.00</u>	<u>19,000.00</u>
Total Change In Net Position	<u>4,766.98</u>	<u>(1,547.07)</u>	<u>1,688.72</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
25 Transportation Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
401101 Cash	(42,870.30)	9,802.96	92,582.10
401102 Undeposited receipts	0.00	(192.08)	(871.46)
401103 Cash - Enterprise	137,670.62	0.00	0.00
401104 Xpress Bill Pay	0.00	1,085.05	8,047.98
401108 TexStar Investments	1,782.49	0.00	1,813.97
401109 Logic Investments	56,286.94	0.00	57,354.59
401111 Certificates of Deposit	4,334.82	0.00	4,334.82
Total Cash and cash equivalents	157,204.57	10,695.93	163,262.00
Receivables			
401113 Accrued Interest Receivable	2.89	0.00	2.89
401116 Due from Enterprise Fund	78,081.35	0.00	78,081.35
401122 Accounts Receivable - Other	0.00	552.82	14,428.74
Total Receivables	78,084.24	552.82	92,512.98
Total Current Assets	235,288.81	11,248.75	255,774.98
Total Assets:	235,288.81	11,248.75	255,774.98
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
402130 Accounts Payable	(10,148.25)	0.00	(21,295.00)
Total Current liabilities	(10,148.25)	0.00	(21,295.00)
Total Liabilities:	(10,148.25)	0.00	(21,295.00)
Equity - Paid In / Contributed			
403103 Fund Balance	(225,140.56)	(11,248.75)	(234,479.98)
Total Equity - Paid In / Contributed	(225,140.56)	(11,248.75)	(234,479.98)
Total Liabilites and Fund Equity:	(235,288.81)	(11,248.75)	(255,774.98)
Total Net Position	0.00	0.00	0.00

City of Richwood
Standard Financial Report
25 Transportation Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Charges for services					
404125 Transportation Fee	137,670.62	11,635.00	120,324.14	136,800.00	136,800.00
Total Charges for services	<u>137,670.62</u>	<u>11,635.00</u>	<u>120,324.14</u>	<u>136,800.00</u>	<u>136,800.00</u>
Interest					
404110 Interest Earnings	1,122.78	0.00	1,099.13	0.00	0.00
Total Interest	<u>1,122.78</u>	<u>0.00</u>	<u>1,099.13</u>	<u>0.00</u>	<u>0.00</u>
Total Revenue	<u>138,793.40</u>	<u>11,635.00</u>	<u>121,423.27</u>	<u>136,800.00</u>	<u>136,800.00</u>
Expenditures					
Transportation					
405380 Streets M&R	38,275.25	0.00	35,181.85	45,600.00	45,600.00
405382 Sidewalks M&R	9,994.90	386.25	24,902.00	45,600.00	45,600.00
405385 Drainage M&R	4,748.40	0.00	52,000.00	45,600.00	45,600.00
Total Transportation	<u>53,018.55</u>	<u>386.25</u>	<u>112,083.85</u>	<u>136,800.00</u>	<u>136,800.00</u>
Total Expenditures	<u>53,018.55</u>	<u>386.25</u>	<u>112,083.85</u>	<u>136,800.00</u>	<u>136,800.00</u>
Total Change In Net Position	<u>85,774.85</u>	<u>11,248.75</u>	<u>9,339.42</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
211101 Cash - General	97,253.69	0.00	66,983.58
231101 Cash	6,010.00	0.00	0.00
231106 TexPool Investments	66,710.47	0.00	67,385.81
231111 Certificates of Deposit	28,323.19	0.00	28,323.19
251106 TexPool Investments	0.00	0.00	155.23
251109 Logic Investments	834.78	0.00	850.61
251111 Certificates of Deposit	0.00	133.89	133.89
301101 Cash - Enterprise	(19,467.22)	8,262.28	142,288.36
301102 Undeposited receipts	365.79	(269.11)	(2,445.58)
301103 Cash - Water & Sewer Checking	0.00	0.00	(71.39)
301104 Xpress Bill Pay	1,030.09	(3,306.30)	(9,496.39)
301109 Logic Investments	(0.39)	0.00	(0.39)
301111 Certificates of Deposit	72,135.17	43.75	72,178.92
Total Cash and cash equivalents	253,195.57	4,864.51	366,285.84
Receivables			
231113 Accrued Interest Receivable	46.71	0.00	46.71
252150 Due to Water/Sewer	0.00	0.00	42.78
301113 Accrued Interest Receivable	80.38	0.00	80.38
301130 Accounts Rec/NSF checks	1,368.62	(50.00)	1,143.62
301230 Utility Receivables	179,181.64	(3,081.31)	208,069.01
301232 Unbilled utility	106,323.81	0.00	106,323.81
Total Receivables	287,001.16	(3,131.31)	315,706.31
Total Current Assets	540,196.73	1,733.20	681,992.15
Non-Current Assets			
Capital assets			
Property			
301261 Land	122,580.00	0.00	122,580.00
301262 Buildings	193,270.01	0.00	193,270.01
301263 Vehicles	109,156.49	0.00	140,385.63
301265 Equipment	190,140.25	0.00	190,140.25
301266 Water System	5,935,613.03	0.00	5,935,613.03
301267 Sewer System	5,633,398.80	0.00	5,633,398.80
Total Property	12,184,158.58	0.00	12,215,387.72
Accumulated depreciation			
301272 AccDpn Buildings	(120,941.82)	0.00	(120,941.82)
301273 AccDpn Vehicles	(99,359.13)	0.00	(99,359.13)
301275 AccDpn Equipment	(134,993.86)	0.00	(134,993.86)
301276 AccDpn Water System	(2,108,119.49)	0.00	(2,108,119.49)
301277 AccDpn Sewer System	(3,173,585.94)	0.00	(3,173,585.94)
Total Accumulated depreciation	(5,637,000.24)	0.00	(5,637,000.24)
Total Capital assets	6,547,158.34	0.00	6,578,387.48
Other non-current assets			
301159 Deferred Outflow - TMRS	14,901.42	0.00	14,901.42
301160 Deferred Outflow - Contribution	15,386.22	0.00	15,386.22
301165 OPEB Deferred Outflow	731.00	0.00	731.00
301166 OPEB Deferred Outflow - Sub	206.00	0.00	206.00
Total Other non-current assets	31,224.64	0.00	31,224.64
Total Non-Current Assets	6,578,382.98	0.00	6,609,612.12
Total Assets:	7,118,579.71	1,733.20	7,291,604.27
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
252248 Accrued int payable - Capital Loan	(10,146.96)	0.00	(10,146.96)
252249 Accrued Revenue Bond Int. Payable	(6,495.03)	0.00	(6,495.03)
252290 OPEB Liability	(9,921.00)	0.00	(9,921.00)
302125 Cash Over/Under	(7.00)	0.00	96.27
302129 Accts Payble - Other	(166.04)	0.00	(166.04)
302130 Accounts Payable	(108,434.30)	61,858.03	(99,091.91)

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
302152 Due to beautification	(1,304.97)	0.00	0.00
302155 Due to Replacement	(22,249.67)	0.00	(22,249.67)
302162 Due to Transportation Fund	(78,081.35)	0.00	(78,081.35)
302220 Customer Meter Deposits	(128,890.30)	135.20	(135,480.10)
302221 Due to General	(485,020.41)	0.00	(485,020.41)
302235 Sales Tax Payable	0.00	(7.47)	(1,703.13)
302240 Sanitation Payable	0.00	0.00	(21,955.00)
302241 Fire Department Donations	(1,787.79)	3,546.36	(6,181.12)
302242 Beautification Donations	(1,047.24)	(91.62)	(2,660.92)
302243 Transportation Fees	(6,841.68)	0.00	(6,886.63)
302244 Inspection fee payable	0.00	0.00	3,027.50
Total Current liabilities	(860,393.74)	65,440.50	(882,915.50)
Deferred inflows			
301259 Deferred inflow-TMRS	(29,327.52)	0.00	(29,327.52)
Total Deferred inflows	(29,327.52)	0.00	(29,327.52)
Long-term liabilities			
252255 Loan Payable	(387,450.63)	0.00	(387,450.63)
252256 Certificates Payable	(235,000.00)	0.00	(235,000.00)
252257 2011 Certificates of Obligation Bond	(570,000.00)	0.00	(570,000.00)
252280 Net Pension Liability	(69,984.11)	0.00	(69,984.11)
Total Long-term liabilities	(1,262,434.74)	0.00	(1,262,434.74)
Total Liabilities:	(2,152,156.00)	65,440.50	(2,174,677.76)
Equity - Paid In / Contributed			
253205 Retained Earnings - Bonds	(566,267.85)	0.00	(566,267.85)
253206 Reserve - Construction	(751,281.79)	0.00	(751,281.79)
303201 Retained Earnings	(3,648,874.07)	(65,649.91)	(3,813,388.45)
Total Equity - Paid In / Contributed	(4,966,423.71)	(65,649.91)	(5,130,938.09)
Total Liabilities and Fund Equity:	(7,118,579.71)	(209.41)	(7,305,615.85)
Total Net Position	0.00	1,523.79	(14,011.58)

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Income or Expense					
Income From Operations					
Operating income					
304112 Miscellaneous Income	13,136.26	9.85	2,313.88	3,500.00	3,500.00
304123 Other Revenues	586.77	0.00	0.00	0.00	0.00
304410 Water Fees	866,198.53	80,883.92	784,214.72	935,631.00	935,631.00
304411 Water Discounts	(4,508.50)	(1,522.50)	(14,940.00)	(24,641.00)	(24,641.00)
304420 Sewer Fees	765,275.19	72,337.85	698,326.93	835,949.00	835,949.00
304421 Sewer Discounts	(4,342.50)	(1,492.50)	(14,580.00)	(21,862.00)	(21,862.00)
304422 Reclaimed Water Sales	0.00	0.00	0.00	12,500.00	12,500.00
304430 Delinquent Charges	29,510.70	2,424.31	23,047.54	23,000.00	23,000.00
304440 Water Taps	12,375.00	0.00	13,458.00	14,050.00	14,050.00
304450 Sewer Taps	1,150.00	0.00	1,150.00	575.00	575.00
304460 Reconnect Fees	10,613.96	400.00	5,200.00	4,000.00	4,000.00
304470 Garbage Receipts	260,621.98	24,030.27	211,336.51	298,657.00	298,657.00
Total Operating income	1,950,617.39	177,071.20	1,709,527.58	2,081,359.00	2,081,359.00
Operating expense					
215102 Contract Labor	496.70	0.00	0.00	1,000.00	1,000.00
215103 Salaries & Wages	169,786.91	21,411.43	208,380.84	246,052.00	246,052.00
215104 Overtime	15,247.23	1,270.44	13,154.07	16,500.00	16,500.00
215105 Retirement	22,216.11	2,653.71	26,084.91	29,940.00	29,940.00
215107 Medicare	2,076.63	317.33	3,188.59	3,814.00	3,814.00
215110 Workmen's Compensation Ins	4,722.06	0.00	2,887.00	11,975.00	11,975.00
215115 Hospitalization	39,814.64	4,695.60	43,012.08	56,808.00	56,808.00
215120 Unemployment Insurance	45.18	0.00	1,124.83	1,026.00	1,026.00
215125 Cellphone Allowance	540.00	90.00	855.00	540.00	540.00
215130 Training & Travel	4,363.02	147.32	6,215.12	5,000.00	5,000.00
215175 Longevity Pay	525.00	0.00	0.00	805.00	805.00
215180 Certification Pay	1,400.00	125.00	1,875.00	3,000.00	3,000.00
215190 Uniforms	150.00	0.00	781.87	0.00	0.00
215201 Food	0.00	0.00	141.15	500.00	500.00
215210 Office Supplies	7,532.52	304.21	3,242.20	6,000.00	6,000.00
215215 Custodial Supplies	10.20	0.00	49.20	100.00	100.00
215220 Tools	2,524.72	200.00	5,732.06	2,000.00	2,000.00
215230 Gas, Oil, & Lubricants	12,521.82	5,800.00	12,348.41	15,000.00	15,000.00
215240 Expendable Operating Supplies	5,951.87	496.00	8,532.28	3,500.00	3,500.00
215270 Chemicals	9,546.88	1,260.77	12,629.86	7,500.00	7,500.00
215310 Building & Grounds M&R	2,812.50	0.00	2,689.06	3,000.00	3,000.00
215320 Office Furniture/Fixture M&R	0.00	0.00	412.43	0.00	0.00
215340 Vehicle M&R	4,618.44	310.48	1,932.16	3,000.00	3,000.00
215360 Radio M&R	612.00	0.00	7,046.26	1,612.00	1,612.00
215365 Other Equipment M&R	2,724.98	0.00	3,497.04	4,000.00	4,000.00
215390 Water Lines M&R	55,867.07	13,293.13	95,412.85	45,000.00	45,000.00
215392 Sewer Lines M&R	44,990.04	2,235.52	69,058.33	72,200.00	72,200.00
215410 Electricity	43,855.19	3,657.43	33,502.78	47,000.00	47,000.00
215420 Telephone	9,719.74	1,219.90	10,138.31	10,600.00	10,600.00
215430 Natural Gas	312.64	0.00	302.32	360.00	360.00
215505 Lease expense	137,252.00	0.00	139,550.00	139,550.00	139,550.00
215550 Information Technology Services	6,750.00	0.00	636.28	0.00	0.00
215560 Engineering	74.00	0.00	0.00	10,000.00	10,000.00
215570 Attorney's Fees	2,143.50	0.00	1,730.00	2,500.00	2,500.00
215595 Professional Services	17,188.25	0.00	17,524.08	19,400.00	19,400.00
215630 Insurance - Motor Vehicles	3,116.25	0.00	7,513.31	3,200.00	3,200.00
215640 Insurance - Bldg/Liab/Bond	24,990.17	0.00	24,142.95	25,000.00	25,000.00
215660 Dues & Subscriptions	18,540.29	1,523.79	18,660.08	20,328.00	20,328.00
215685 Publishing & Advertising	0.00	0.00	0.00	2,500.00	2,500.00
215910 Office Equipment	0.00	0.00	(13.72)	0.00	0.00
215935 Equipment - Time Payments	1,937.17	331.17	3,327.20	4,092.00	4,092.00
215990 Sewage Treatment Plant	281,665.99	0.00	209,852.79	314,575.00	314,575.00
215994 Solide Waste Charges	252,097.56	22,559.70	201,931.59	273,180.00	273,180.00
215995 Brazosport Water Authority	261,613.75	21,996.00	200,163.60	268,351.00	268,351.00
305999 Depreciation	314,767.40	0.00	0.00	0.00	0.00
545240 Expendable Operating Supplies	(47.60)	0.00	0.00	0.00	0.00
545915 Capital Expenditures	0.00	0.00	720.00	0.00	0.00
Total Operating expense	1,787,072.82	105,898.93	1,399,964.17	1,680,508.00	1,680,508.00
Total Income From Operations	163,544.57	71,172.27	309,563.41	400,851.00	400,851.00

City of Richwood
Standard Financial Report
30 Water & Sewer Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Non-Operating Items					
Non-operating income					
234110 Interest Earnings	636.79	177.64	1,011.78	0.00	0.00
254969 Transfer from Utility Fund	166,256.00	0.00	0.00	153,192.00	153,192.00
304110 Interest Earnings	1,270.81	0.00	62.71	500.00	500.00
974961 Transfer from General Fund	82,936.00	0.00	89,909.00	89,909.00	89,909.00
Total Non-operating income	<u>251,099.60</u>	<u>177.64</u>	<u>90,983.49</u>	<u>243,601.00</u>	<u>243,601.00</u>
Non-operating expense					
255960 Meter Replacement Finance Pmts	16,053.22	0.00	73,790.55	73,791.00	73,791.00
255970 Series 2011 Tax & Rev CO Bonds	0.00	0.00	11,086.51	37,213.00	37,213.00
255990 2004 CO Bond Fees	500.00	0.00	0.00	0.00	0.00
255991 Series 2004 Tax & Rev CO Bonds	13,461.16	5,700.00	42,187.50	42,188.00	42,188.00
255993 2011 CD Interest Expense	23,084.22	0.00	0.00	0.00	0.00
985963 Transfer to General Fund	82,172.00	0.00	104,410.00	124,660.00	124,660.00
985964 Transfer to contingency Fund	47,069.00	0.00	0.00	24,084.00	24,084.00
985966 Transfer to Capital Improvements	87,686.00	0.00	0.00	149,324.00	149,324.00
985967 Transfer to Equipment Replacement	4,699.00	0.00	4,557.96	40,000.00	40,000.00
985969 Transfer to Debt Service	166,256.00	0.00	0.00	153,192.00	153,192.00
Total Non-operating expense	<u>440,980.60</u>	<u>5,700.00</u>	<u>236,032.52</u>	<u>644,452.00</u>	<u>644,452.00</u>
Total Non-Operating Items	<u>(189,881.00)</u>	<u>(5,522.36)</u>	<u>(145,049.03)</u>	<u>(400,851.00)</u>	<u>(400,851.00)</u>
Total Income or Expense	<u>(26,336.43)</u>	<u>65,649.91</u>	<u>164,514.38</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
31 Utility Fund Contingency - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
301101 Cash	47,069.00	0.00	47,069.00
Total Cash and cash equivalents	<u>47,069.00</u>	<u>0.00</u>	<u>47,069.00</u>
Total Current Assets	<u>47,069.00</u>	<u>0.00</u>	<u>47,069.00</u>
Total Assets:	<u>47,069.00</u>	<u>0.00</u>	<u>47,069.00</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
303201 Retained Earnings	(47,069.00)	0.00	(47,069.00)
Total Equity - Paid In / Contributed	<u>(47,069.00)</u>	<u>0.00</u>	<u>(47,069.00)</u>
Total Liabilites and Fund Equity:	<u>(47,069.00)</u>	<u>0.00</u>	<u>(47,069.00)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
31 Utility Fund Contingency - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Income or Expense					
Non-Operating Items					
Non-operating income					
974964 Transfer from Utility Fund	47,069.00	0.00	0.00	24,084.00	24,084.00
Total Non-operating income	47,069.00	0.00	0.00	24,084.00	24,084.00
Total Non-Operating Items	47,069.00	0.00	0.00	24,084.00	24,084.00
Total Income or Expense	47,069.00	0.00	0.00	24,084.00	24,084.00

City of Richwood
Standard Financial Report
32 Utility Capital Improvements - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
321101 Cash - Enterprise	69,894.69	0.00	39,957.94
Total Cash and cash equivalents	<u>69,894.69</u>	<u>0.00</u>	<u>39,957.94</u>
Total Current Assets	<u>69,894.69</u>	<u>0.00</u>	<u>39,957.94</u>
Non-Current Assets			
Capital assets			
Work in Process			
321601 Work in Progress	0.00	0.00	30,998.75
Total Work in Process	<u>0.00</u>	<u>0.00</u>	<u>30,998.75</u>
Total Capital assets	<u>0.00</u>	<u>0.00</u>	<u>30,998.75</u>
Total Non-Current Assets	<u>0.00</u>	<u>0.00</u>	<u>30,998.75</u>
Total Assets:	<u>69,894.69</u>	<u>0.00</u>	<u>70,956.69</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
322130 Accounts Payable	0.00	0.00	(1,062.00)
Total Current liabilities	<u>0.00</u>	<u>0.00</u>	<u>(1,062.00)</u>
Total Liabilities:	<u>0.00</u>	<u>0.00</u>	<u>(1,062.00)</u>
Equity - Paid In / Contributed			
323201 Retained Earnings	(69,894.69)	0.00	(69,894.69)
Total Equity - Paid In / Contributed	<u>(69,894.69)</u>	<u>0.00</u>	<u>(69,894.69)</u>
Total Liabilites and Fund Equity:	<u>(69,894.69)</u>	<u>0.00</u>	<u>(70,956.69)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
32 Utility Capital Improvements - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Income or Expense					
Income From Operations					
Operating expense					
325240 Expendable Operating Supplies	780.47	0.00	0.00	0.00	0.00
325560 Engineering	17,010.84	0.00	0.00	0.00	0.00
Total Operating expense	<u>17,791.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income From Operations	<u>17,791.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Non-Operating Items					
Non-operating income					
974966 Transfer In	87,686.00	0.00	0.00	0.00	0.00
Total Non-operating income	<u>87,686.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Non-Operating Items	<u>87,686.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income or Expense	<u>69,894.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
33 2019 Bond Utility Cap Proj Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
331101 Cash	0.00	2,290.62	2,290.62
331109 LOGIC Investment Pool	0.00	4,000,000.00	4,000,000.00
Total Cash and cash equivalents	<u>0.00</u>	<u>4,002,290.62</u>	<u>4,002,290.62</u>
Total Current Assets	<u>0.00</u>	<u>4,002,290.62</u>	<u>4,002,290.62</u>
Total Assets:	<u>0.00</u>	<u>4,002,290.62</u>	<u>4,002,290.62</u>
Liabilites and Fund Equity:			
Liabilities:			
Long-term liabilities			
332100 Series 2019 B Bonds Payable	0.00	(3,750,000.00)	(3,750,000.00)
332102 Series 2019 B Bond Premium	0.00	(365,396.80)	(365,396.80)
Total Long-term liabilities	<u>0.00</u>	<u>(4,115,396.80)</u>	<u>(4,115,396.80)</u>
Total Liabilities:	<u>0.00</u>	<u>(4,115,396.80)</u>	<u>(4,115,396.80)</u>
Total Liabilites and Fund Equity:	<u>0.00</u>	<u>(4,115,396.80)</u>	<u>(4,115,396.80)</u>
Total Net Position	<u>0.00</u>	<u>(113,106.18)</u>	<u>(113,106.18)</u>

City of Richwood
Standard Financial Report
33 2019 Bond Utility Cap Proj Fund - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Expenditures					
Administration					
336002 Bond Issuance Costs	0.00	82,543.68	82,543.68	0.00	0.00
336004 Bond Underwriters Discount	0.00	30,562.50	30,562.50	0.00	0.00
Total Administration	0.00	113,106.18	113,106.18	0.00	0.00
Total Expenditures	0.00	113,106.18	113,106.18	0.00	0.00
Total Change In Net Position	0.00	113,106.18	113,106.18	0.00	0.00

City of Richwood
Standard Financial Report
40 General Obligation I&S - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
501101 Cash	2,070.72	(3,169.60)	139,847.53
501109 Logic Investments	1,478.01	0.00	1,506.06
501111 Certificates of Deposit	93,403.73	129.66	93,533.39
Total Cash and cash equivalents	<u>96,952.46</u>	<u>(3,039.94)</u>	<u>234,886.98</u>
Receivables			
501112 Tax Receivable	5,363.78	0.00	5,318.95
501113 Accrued Interest Receivable	74.41	0.00	74.41
501120 Allowance for Uncollectibles	(2,487.75)	0.00	(2,487.75)
501122 Accounts Receivable - Other	0.00	0.00	44.83
501123 Deferred Taxes	(2,324.15)	0.00	(2,324.15)
501131 Due from Other Governments	44.83	0.00	44.83
501133 Reserve for Ad Valorem Taxes	0.00	0.00	44.83
501325 Due from General Fund	11,005.47	0.00	11,005.47
Total Receivables	<u>11,676.59</u>	<u>0.00</u>	<u>11,721.42</u>
Total Current Assets	<u>108,629.05</u>	<u>(3,039.94)</u>	<u>246,608.40</u>
Total Assets:	<u>108,629.05</u>	<u>(3,039.94)</u>	<u>246,608.40</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
502130 Accounts Payable	0.00	0.00	(5,347.16)
Total Current liabilities	<u>0.00</u>	<u>0.00</u>	<u>(5,347.16)</u>
Total Liabilities:	<u>0.00</u>	<u>0.00</u>	<u>(5,347.16)</u>
Equity - Paid In / Contributed			
503103 Fund Balance	(108,629.05)	3,039.94	(241,261.24)
Total Equity - Paid In / Contributed	<u>(108,629.05)</u>	<u>3,039.94</u>	<u>(241,261.24)</u>
Total Liabilites and Fund Equity:	<u>(108,629.05)</u>	<u>3,039.94</u>	<u>(246,608.40)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
40 General Obligation I&S - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue					
Taxes					
504103 Ad Valorem Taxes	174,238.54	2,677.56	165,657.28	166,333.00	166,333.00
504105 Penalty & Interest	1,811.24	0.00	0.00	0.00	0.00
Total Taxes	176,049.78	2,677.56	165,657.28	166,333.00	166,333.00
Interest					
504110 Interest Earnings	429.51	129.66	157.71	0.00	0.00
Total Interest	429.51	129.66	157.71	0.00	0.00
Total Revenue	176,479.29	2,807.22	165,814.99	166,333.00	166,333.00
Expenditures					
General Obligation I&S					
505912 Paying Agent Fees	500.00	500.00	500.00	0.00	0.00
505960 City Hall Bank Note	9,450.88	5,347.16	26,735.80	21,389.00	21,389.00
505965 Street Projects	11,937.76	0.00	0.00	0.00	0.00
505970 1999 Certificates of Obligation	50,000.00	0.00	0.00	0.00	0.00
505980 Series 2012 Tax & Rev CO Bonds	29,050.00	0.00	0.00	78,050.00	78,050.00
505985 2011 Principal	60,000.00	0.00	0.00	0.00	0.00
505992 Series 2011 GO Rfdg Bonds	13,772.01	0.00	5,947.00	66,894.00	66,894.00
Total General Obligation I&S	174,710.65	5,847.16	33,182.80	166,333.00	166,333.00
Total Expenditures	174,710.65	5,847.16	33,182.80	166,333.00	166,333.00
Total Change In Net Position	1,768.64	(3,039.94)	132,632.19	0.00	0.00

City of Richwood
Standard Financial Report
50 General Capital Projects - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
541101 Cash	0.00	0.00	(3,120.24)
Total Cash and cash equivalents	<u>0.00</u>	<u>0.00</u>	<u>(3,120.24)</u>
Total Current Assets	<u>0.00</u>	<u>0.00</u>	<u>(3,120.24)</u>
Total Assets:	<u>0.00</u>	<u>0.00</u>	<u>(3,120.24)</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
542130 Accounts Payable	(39,200.00)	0.00	3,920.24
Total Current liabilities	<u>(39,200.00)</u>	<u>0.00</u>	<u>3,920.24</u>
Total Liabilities:	<u>(39,200.00)</u>	<u>0.00</u>	<u>3,920.24</u>
Equity - Paid In / Contributed			
543103 Fund Balance	39,200.00	0.00	(800.00)
Total Equity - Paid In / Contributed	<u>39,200.00</u>	<u>0.00</u>	<u>(800.00)</u>
Total Liabilites and Fund Equity:	<u>0.00</u>	<u>0.00</u>	<u>3,120.24</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
50 General Capital Projects - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Contributions and transfers					
974960 Transfer from General Fund	0.00	0.00	40,000.00	40,000.00	40,000.00
Total Contributions and transfers	0.00	0.00	40,000.00	40,000.00	40,000.00
Total Revenue	0.00	0.00	40,000.00	40,000.00	40,000.00
Expenditures					
Capital Projects					
545915 Capital Expenditures	39,200.00	0.00	0.00	40,000.00	40,000.00
Total Capital Projects	39,200.00	0.00	0.00	40,000.00	40,000.00
Total Expenditures	39,200.00	0.00	0.00	40,000.00	40,000.00
Total Change In Net Position	39,200.00	0.00	40,000.00	0.00	0.00

City of Richwood
Standard Financial Report
70 Grant Funds - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
701101 Cash	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Total Cash and cash equivalents	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Receivables			
701131 Due from Other Governments	<u>5,669.30</u>	<u>0.00</u>	<u>5,669.30</u>
774500 BAGP	<u>(5,669.30)</u>	<u>0.00</u>	<u>(5,669.30)</u>
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Current Assets	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Total Assets:	<u>1,191.21</u>	<u>0.00</u>	<u>26,886.91</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
703103 Fund Balance	<u>(1,191.21)</u>	<u>0.00</u>	<u>(26,886.91)</u>
Total Equity - Paid In / Contributed	<u>(1,191.21)</u>	<u>0.00</u>	<u>(26,886.91)</u>
Total Liabilites and Fund Equity:	<u>(1,191.21)</u>	<u>0.00</u>	<u>(26,886.91)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
70 Grant Funds - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Change In Net Position					
Revenue					
Intergovernmental revenue					
754504 HGAC - Suspect ID Technology	9,688.50	0.00	0.00	0.00	0.00
764505 DOW Grant	8,331.00	0.00	0.00	0.00	0.00
774506 HGAC Ballistics Vest Grant	0.00	0.00	5,669.30	0.00	0.00
784507 NRA Foundation Grant award	5,574.80	0.00	0.00	0.00	0.00
794508 FEMA 4332 Hurricane Harvey	8,739.41	0.00	60,080.89	0.00	0.00
Total Intergovernmental revenue	32,333.71	0.00	65,750.19	0.00	0.00
Total Revenue	32,333.71	0.00	65,750.19	0.00	0.00
Expenditures					
Grant Funds					
HGAC - Suspect ID Technology					
755940 Special Equipment	10,950.00	0.00	0.00	0.00	0.00
805930 Equipment	0.00	0.00	11,278.50	0.00	0.00
Total HGAC - Suspect ID Technology	10,950.00	0.00	11,278.50	0.00	0.00
HGAC - Ballistics					
775190 Uniforms	5,669.30	0.00	0.00	0.00	0.00
Total HGAC - Ballistics	5,669.30	0.00	0.00	0.00	0.00
NRA Grant - Handguns					
785298 Weapons & Ammunition	5,018.00	0.00	0.00	0.00	0.00
Total NRA Grant - Handguns	5,018.00	0.00	0.00	0.00	0.00
FEMA 4332 Harvey Recovery					
765220 Small Tools	7,944.03	0.00	0.00	0.00	0.00
795103 Salaries & Wagers	636.31	0.00	0.00	0.00	0.00
795310 Buildings & Grounds M&R	1,214.46	0.00	2,699.99	0.00	0.00
795965 Street Projects	0.00	0.00	26,076.00	0.00	0.00
Total FEMA 4332 Harvey Recovery	9,794.80	0.00	28,775.99	0.00	0.00
Total Grant Funds	31,432.10	0.00	40,054.49	0.00	0.00
Total Expenditures	31,432.10	0.00	40,054.49	0.00	0.00
Total Change In Net Position	901.61	0.00	25,695.70	0.00	0.00

City of Richwood
Standard Financial Report
80 General Fixed Assets - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Non-Current Assets			
Capital assets			
Work in Process			
001501 Construction in Progress	0.00	(500.00)	62,315.80
Total Work in Process	<u>0.00</u>	<u>(500.00)</u>	<u>62,315.80</u>
Property			
001511 Land	335,262.00	0.00	335,262.00
001521 Buildings	1,933,024.62	0.00	1,933,024.62
001531 Vehicles	1,047,301.65	0.00	1,047,301.65
001541 Office Equipment	113,089.12	0.00	113,089.12
001551 Equipment	1,209,646.71	0.00	1,209,646.71
001561 Park Equipment	223,895.20	0.00	223,895.20
001571 Streets	6,450,499.36	0.00	6,450,499.36
001572 Drainage	4,017,102.09	0.00	4,017,102.09
Total Property	<u>15,329,820.75</u>	<u>0.00</u>	<u>15,329,820.75</u>
Accumulated depreciation			
001621 AccDpn Buildings	(394,585.50)	0.00	(394,585.50)
001631 AccDpn Vehicles	(896,251.37)	0.00	(896,251.37)
001641 AccDpn Office Equipment	(40,860.02)	0.00	(40,860.02)
001651 AccDpn Equipment	(511,307.40)	0.00	(511,307.40)
001661 AccDpn Park Equipment	(221,415.46)	0.00	(221,415.46)
001671 AccDpn Streets	(2,519,030.13)	0.00	(2,519,030.13)
001672 AccDpn Drainage	(1,454,531.76)	0.00	(1,454,531.76)
Total Accumulated depreciation	<u>(6,037,981.64)</u>	<u>0.00</u>	<u>(6,037,981.64)</u>
Total Capital assets	<u>9,291,839.11</u>	<u>(500.00)</u>	<u>9,354,154.91</u>
Total Non-Current Assets	<u>9,291,839.11</u>	<u>(500.00)</u>	<u>9,354,154.91</u>
Total Assets:	<u>9,291,839.11</u>	<u>(500.00)</u>	<u>9,354,154.91</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
003000 Investment in general fixed assets	(15,329,820.75)	500.00	(15,392,136.55)
003002 Total Depreciation Charged	6,037,981.64	0.00	6,037,981.64
Total Equity - Paid In / Contributed	<u>(9,291,839.11)</u>	<u>500.00</u>	<u>(9,354,154.91)</u>
Total Liabilites and Fund Equity:	<u>(9,291,839.11)</u>	<u>500.00</u>	<u>(9,354,154.91)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

City of Richwood
Standard Financial Report
90 Governmental Long-term Debt - 10/01/2018 to 07/31/2019
83.33% of the fiscal year has expired

	<u>Prior Year Actual</u>	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Net Position			
Assets:			
Non-Current Assets			
Other non-current assets			
001510 Amount to be provided	1,116,614.90	0.00	1,116,614.90
001515 Amount to be provided-Loans	244,527.55	0.00	244,527.55
001530 Amount available for bonds	108,385.10	0.00	108,385.10
001535 Amount to be provided-promissary note	53,137.58	0.00	53,137.58
001536 Amount to be provided-promissary note	7,045.23	0.00	7,045.23
001537 Note Proceeds	375,690.00	0.00	375,690.00
001540 Pension liability - TMRS	377,127.29	0.00	377,127.29
001545 Pension liability - TESRS	53,284.00	0.00	53,284.00
001550 OPEB Liability	56,395.00	0.00	56,395.00
Total Other non-current assets	2,392,206.65	0.00	2,392,206.65
Total Non-Current Assets	2,392,206.65	0.00	2,392,206.65
Total Assets:	2,392,206.65	0.00	2,392,206.65
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
002500 Bonds payable - current	(105,000.00)	0.00	(105,000.00)
002505 Loans payable - current	(27,126.25)	0.00	(27,126.25)
002537 Note Proceeds	(375,690.00)	0.00	(375,690.00)
002550 OPEB Liability	(56,395.00)	0.00	(56,395.00)
Total Current liabilities	(564,211.25)	0.00	(564,211.25)
Long-term liabilities			
002510 Bonds payable - long-term	(1,120,000.00)	0.00	(1,120,000.00)
002515 Loans payable - long-term	(217,401.30)	0.00	(217,401.30)
002535 Promissary note - 98,492.78	(53,137.58)	0.00	(53,137.58)
002536 Promissary note - 20,000	(7,045.23)	0.00	(7,045.23)
002540 Pension liability - TMRS	(377,127.29)	0.00	(377,127.29)
002545 Pension liability - TESRS	(53,284.00)	0.00	(53,284.00)
Total Long-term liabilities	(1,827,995.40)	0.00	(1,827,995.40)
Total Liabilities:	(2,392,206.65)	0.00	(2,392,206.65)
Total Liabilites and Fund Equity:	(2,392,206.65)	0.00	(2,392,206.65)
Total Net Position	0.00	0.00	0.00