



**City Council City Council Regular Meeting  
Monday, June 10, 2019  
6:05 PM**

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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.

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# AGENDA

BE IT KNOWN that the **City Council** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, June 10, 2019** at **6:05 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

|                                                                                                                                                                                                                                                                                                                |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| I. STRATEGIC PLAN PUBLIC FORUM - 5:30 P.M.                                                                                                                                                                                                                                                                     | 5  |
| II. CALL TO ORDER                                                                                                                                                                                                                                                                                              |    |
| III. INVOCATION                                                                                                                                                                                                                                                                                                |    |
| IV. PLEDGES OF ALLEGIANCE                                                                                                                                                                                                                                                                                      | 21 |
| Pledge of Allegiance & Texas Pledge                                                                                                                                                                                                                                                                            |    |
| V. ROLL CALL OF COUNCIL MEMBERS                                                                                                                                                                                                                                                                                |    |
| VI. RECOGNITIONS                                                                                                                                                                                                                                                                                               |    |
| VII. PRESENTATIONS                                                                                                                                                                                                                                                                                             |    |
| A. Presentation of Fiscal Year 2019-2020 Crime Control and Prevent District<br>Proposed Budget                                                                                                                                                                                                                 | 22 |
| VIII. PUBLIC COMMENTS                                                                                                                                                                                                                                                                                          |    |
| <b>All public comments will be subject to the following rules:</b> 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. |    |
| IX. CONSENT AGENDA                                                                                                                                                                                                                                                                                             |    |
| A. Approval of Minutes of Previous Meetings                                                                                                                                                                                                                                                                    |    |
| 1. May 13, 2019                                                                                                                                                                                                                                                                                                | 25 |
| 2. May 18, 2019                                                                                                                                                                                                                                                                                                | 32 |
| 3. May 28, 2019                                                                                                                                                                                                                                                                                                | 43 |
| B. Payment of Bills                                                                                                                                                                                                                                                                                            | 47 |
| C. Resolution appointing Giani Cantu, City Secretary; Lindsay Koskiniemi, Interim City Manager and Linda Pace, Administrative Asst as authorized contacts on all Bank of America accounts                                                                                                                      | 60 |
| D. Approve designation of City jail cells and lift station 6 as tornado shelters                                                                                                                                                                                                                               | 61 |
| E. Approve an interlocal agreement with Harris County Dept of Education for a purchasing cooperative source called Choice Partners                                                                                                                                                                             | 62 |
| X. DISCUSSION AND ACTION ITEMS                                                                                                                                                                                                                                                                                 |    |
| A. Discuss and consider an ordinance amending the parks requirements and tree preservation on new developments                                                                                                                                                                                                 | 63 |
| B. Discuss and consider an ordinance amending Appendix B Zoning Ordinance of the Richwood Code of Ordinances                                                                                                                                                                                                   | 76 |
| C. Discuss and consider an ordinance amending Article VI Records                                                                                                                                                                                                                                               | 88 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Management and adopting the Records Management Plan                                                                                                                                                                                                                                                                                                                                                                                                   |     |
| D. Discuss and consider setting workshop on proposed changes to the home occupations                                                                                                                                                                                                                                                                                                                                                                  | 114 |
| E. Discuss and consider allowing the existing permit fee calculation, based on home value for new construction, to be used until Council adopts a resolution to amend the permitting fee schedule for compliance with S.B.852 adopted into law 21 May 2019, after which, the differences (over or under) in updated permitting fees will either be refunded or invoiced. The new permitting fee schedule should be adopted no later than July 8, 2019 | 117 |
| F. Discuss proposed amendments to the Personnel Policy                                                                                                                                                                                                                                                                                                                                                                                                | 128 |
| G. Appoint Mayor Pro-Tem                                                                                                                                                                                                                                                                                                                                                                                                                              | 147 |
| H. Appoint Council liaisons to boards and commissions                                                                                                                                                                                                                                                                                                                                                                                                 | 148 |
| I. Consider and discuss designating the Facts as the official newspaper of the City of Richwood                                                                                                                                                                                                                                                                                                                                                       | 149 |
| J. Approve items removed from Consent Agenda                                                                                                                                                                                                                                                                                                                                                                                                          |     |
| XI. EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government code Section 551.001, et. Seq., to review and consider the following:                                                                                                                                                                                                                                                                                |     |
| A. Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager                                                                                                                                                                                          | 150 |
| B. Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Court Clerk                                                                                                                                                                                           | 269 |
| XII. RECONVENE FROM EXECUTIVE SESSION and take action on the following:                                                                                                                                                                                                                                                                                                                                                                               |     |
| A. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager                                                                                                                                                                                                                             |     |
| B. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Court Clerk                                                                                                                                                                                                                              |     |
| XIII. CITY MANAGER’S REPORT                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| XIV. FUTURE AGENDA ITEMS                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| XV. REPORTS                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| Reports that require no action.                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| A. Financial Reports                                                                                                                                                                                                                                                                                                                                                                                                                                  | 275 |
| B. Municipal Volunteer Program                                                                                                                                                                                                                                                                                                                                                                                                                        | 307 |
| XVI. COUNCIL MEMBER COMMENTS & REPORTS                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| XVII. MAYOR’S REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |

## XVIII. 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 6/05/19 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.

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Giani Cantu, City Secretary  
City of Richwood

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5

# FY 2019 – FY2020 Strategic Planning & Budget

Public Forum Session

*Prepared for public review/comment by City of Richwood Council and staff*



## OVER VIEW OF STRATEGIC PLANNING PROESS



# Strategic Planning Process

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Prior to the budget presentation, members of Council meet annually in a day-long workshop to spearhead City issues by identifying priorities, reviewing the governance model, updating the existing strategic plan, identifying issues and challenges for the next and ensuing fiscal years, and offer direction to City staff on high-level budget and revenue matters.

# VISION STATEMENT

The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations. (Revised 6-2-18)

*City of Richwood*  
— TEXAS —

# COUNCIL PRIORITIES

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FISCAL YEAR  
2019-2020

*City of Richwood*  
— TEXAS —

## LISTED IN ORDER OF PRECEDENCE:

1. Financial Stability
2. Economic Development
3. Infrastructure Investments
4. Community Development
5. City Operations

# FINANCIAL STABILITY

1

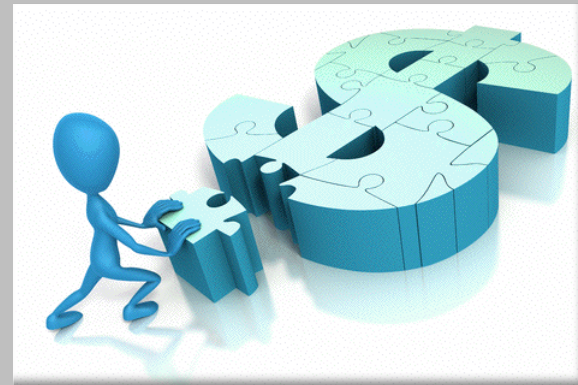
*City of Richwood*  
— TEXAS —

## Guiding Principal:

Maintain transparency in budgeting accurately to reflect the needs of the City.

## Objectives:

1. Establish a public information process for citizen information.
2. Develop a long-term financial planning process.



# ECONOMIC DEVELOPMENT

## 2

*City of Richwood*  
— TEXAS —

Guiding Principal: Seek ways to improve the commercial tax base with businesses, consistent with the Vision Statement.

Objectives:

1. Create a comprehensive plan for the City.
2. Create a marketing plan for the City.
3. Maintain up-to-date development code.
4. Make effective use of City property.
5. Develop a comprehensive economic development strategy and funding model.
6. Establish a process for celebrating and advertising newly established businesses in Richwood.

# INFRASTRUCTURE INVESTMENTS

3

*City of Richwood*  
— TEXAS —

Guiding Principal: To provide reliable infrastructure for citizens.

Objectives:

1. Sustain a reliable water supply
2. Maintain and extend water, wastewater, and storm water systems.
3. Support investments in City facilities
4. Examine best practices in delivery of services
5. Provide for predictable utility rate increases/decreases

## COMMUNITY DEVELOPMENT

### 4

*City of Richwood*  
— TEXAS —

Guiding Principal: Foster a sense of community by providing wide variety of recreational parks and amenities to benefit citizens and ensure Richwood's appearance is aesthetically pleasing.

Objectives:

1. Develop a plan for providing a quality community center
2. Maintain a high level of aesthetic standards (code enforcement efforts)
3. Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.



# CITY OPERATIONS

5

*City of Richwood*  
— TEXAS —

Guiding Principal: Foster a sense of community by providing wide variety of recreational parks and amenities to benefit citizens and ensure Richwood's appearance is aesthetically pleasing.

Objectives:

1. Public safety – Provide safe environment for citizens, visitor, and businesses
2. Public Works – Provide for / maintain City's infrastructure to meet community's needs.
3. Communications – Communicate information to the public in a transparent manner using all available methods
4. Technology – Utilize technology to enhance operations and deliver of services
5. Employees – Invest in employee development, opportunities, compensation, and retention.

# FY 2020 Budget – Strategic Plan Items

What are the major changes?

## Major Changes Between FY19 & Preliminary FY20

- Finance Dept separated from Administration (No increase).
- FY20 request for Code Enforcement / Animal Control Officer (new position, \$61,115 moved to PD (Total cost salary & benefits \$71,205; approximate net increase of \$10k)
- Request additional \$14,500 in Streets M&R
- 3% COLA increase all FT employees (based on merit (0% - 3%))

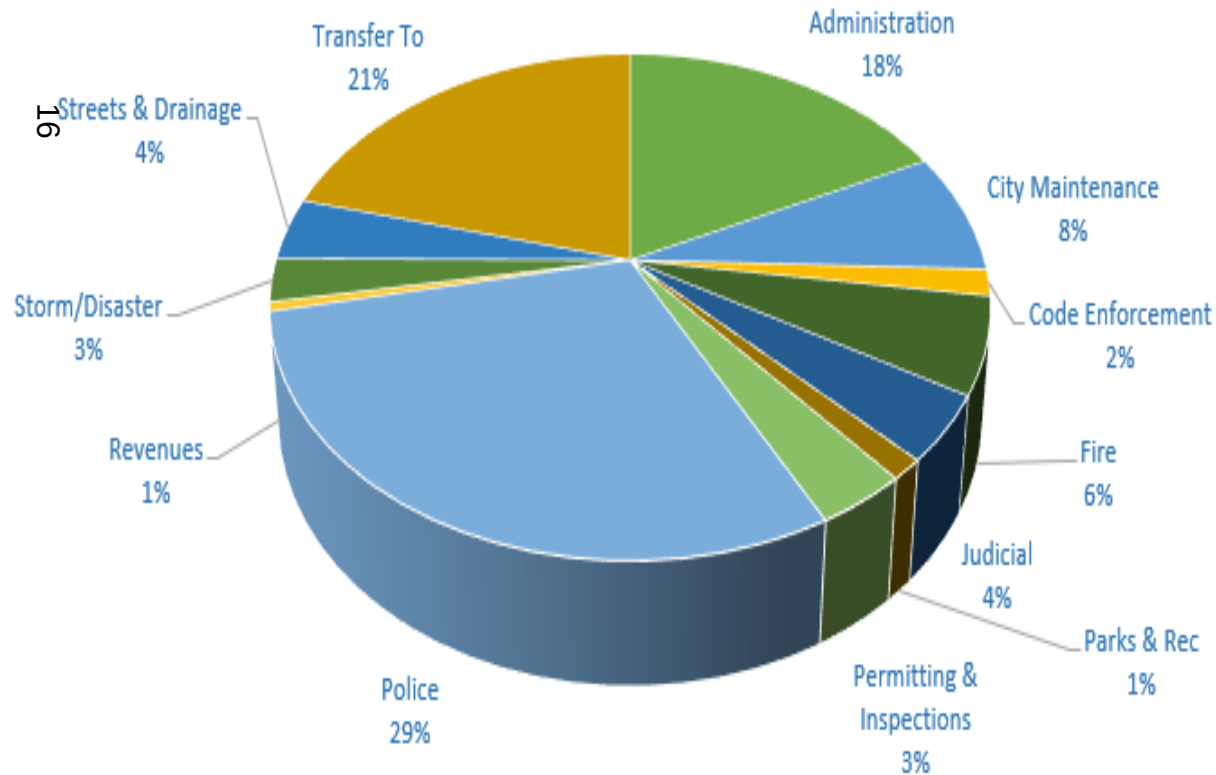
| General Fund             | FY19 Approved Budget | FY20 Preliminary Figures<br>(Not Approved by Council) |
|--------------------------|----------------------|-------------------------------------------------------|
| Administration           | 556,935              | 450,668                                               |
| City Maintenance         | 243,929              | 212,582                                               |
| Code Enforcement         | 53,009               | 57,794                                                |
| Fire                     | 191,434              | 224,100                                               |
| Judicial                 | 130,745              | 89,667                                                |
| Parks & Rec              | 40,994               | 65,120                                                |
| Permitting & Inspections | 109,588              | 53,800                                                |
| Police                   | 919,169              | 1,052,236                                             |
| Revenues                 | 18,400               | 6,980                                                 |
| Storm/Disaster           | 86,231               | -                                                     |
| Streets & Drainage       | 125,000              | 139,500                                               |
| Finance                  | -                    | 267,529                                               |
| Transfer To              | 654,439              | 269,485                                               |
| <b>Total</b>             | <b>3,129,873</b>     | <b>2,889,461</b>                                      |

# GENERAL FUND

## FY19 Total Operating Budget

\$3,129,873

### FY19 REVISED BUDGET GF OPERATING EXPENSE

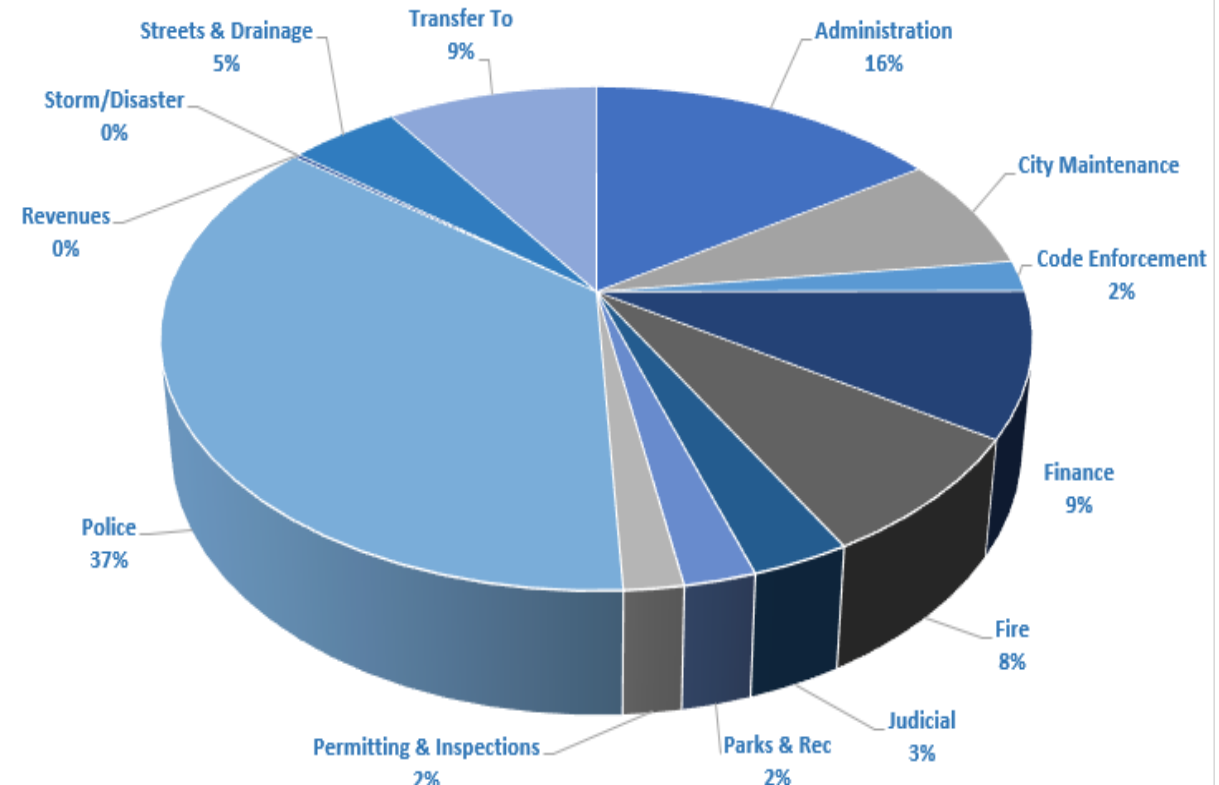


## FY20 Anticipated Operating Budget

\$2,889,461

(Not approved by Council)

### FY 20 PRELIMINARY BUDGET REQUEST GF OPERATING EXPENSE



# How are the major changes in the General Fund FY20 preliminary budget request consistent with Strategic Plan?

17

- While separating Finance from Administration does not incur any additional budget requests in FY20, the split will help track expenditures through the fiscal year, which will make budget and expenditure forecasting more transparent. This methodology is consistent with *Financial Stability*.
- The addition of a CE/AC Ofc will allow Public Works employees to focus on water quality, drainage, streets and City maintenance, etc. Presently, PWs employees are handling animal control matters, which often leads the department spread thin. The addition of CE/AC will also help Permitting & Inspections. Currently, the P&I clerk is monitoring CE matters in the field. Centralizing these duties will facilitate a streamline process for communications, complaints, and procedures, while also likely reducing OT in PW. Strategic priorities include *Financial Stability* and *City Operations*.
- Increasing the budget in Streets M&R will allow the City more coverage of street repairs. Currently, the City's Streets M&R is more reactive, and the goals is to become proactive in the approach to Street maintenance. The City is a long way from being in a proactive position, but working toward it is consistent with *Infrastructure Investments*.

# Utility Fund

## Over View of Major Expense Differences Between FY19 & FY20

- 3% merit- based COLA increase for regular FT employees (0% - 3%).  
Approximate total increase: \$9,200
- Additional increase for disinfection and anti-corrosion chemicals.  
Trending higher usage in FY19. Additional usage: \$12,500
- Water Lines M&R: Increased maintenance and repair for aging wells.  
Additional request: \$30,000
- Dues and Subscriptions – Well maintenance. Additional request  
\$20,000
- BWA rate increase of \$0.18/1,000 gallons, effective 10/01/2019:  
\$15,482. BWA's rate increase will likely increase base water bills by  
approximately 54 cents.

# How are the major changes in the Utility Fund FY20 preliminary budget expense request consistent with Strategic Plan?

**\**Economic Development* and *Community Development* are dependent on reliable infrastructure. With recent focus on *Infrastructure Investments*, the City can fix and maintain existing infrastructure and create the capacity for new homes and businesses**

- COLA increase of up to 3% for FT employees keeps the City's rate of potential pay consistent with other municipalities, consistent with the Compensation Plan that was introduced in the FY19 budget. Keeping wages competitive with other cities reduces turn-over and increases job satisfaction, which reduces the costs and time associated with hiring and training new personnel. This is consistent with *Financial Stability*
- As of March 2019, the City has exceeded the line item budget for water line chemicals, which illustrates a needs for increased budget to properly handle and safely distribute water. This is consistent with safety, covered in the *City Operations* and *Infrastructure Investments* strategic priority.
- Aging wells and lift stations have presented an obstacle in City expenditures in the Utility Fund in FY19. One such obstacle was the loss of the pump on well # 6, which cost the City approximately \$42,275. Additionally, the City has expended over \$13,200 in FY19 on water tests alone. Increasing the budget consistent with *Infrastructure Investments*, *City Operations*, and *Financial Stability*.

# Public Comments / Concerns?

*City of Richwood*



## **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.**

## MEMORANDUM

To: The Honorable Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: CCPD FY 19-20 Proposed Budget

Section 363.203-363.205 of the Local Government Code governs the budget adoption process of CCPD funds.

CCPD is required to hold a public hearing on their proposed budget no later than 100 day before the date of each fiscal year begins. (This would be June 23 or before based on our Fiscal year calendar). The proposed budget must then be presented to the City Council within 10 days of its recommendation. City Council is required to hold a separate public hearing on the proposed CCPD budget no later than the 45<sup>th</sup> day before the fiscal year begins. (This would be August 15 or before based on our Fiscal Year calendar.) City Council must then approve or reject the budget no later than the 30<sup>th</sup> day before the fiscal year begins. (September 1)

If rejected, the two boards (CCPD and City Council) must meet in a joint session to discuss and amend the proposed budget before the beginning of the fiscal year. (October 1)

No action is need at this time. The CCPD budget is being presented to comply with the 10 day requirement. It will be presented again and included in the proposed budget on July 8, 2019.

City of Richwood  
FY 19-20 Proposed Operational Budget

15 Crime Control and Prevention

|                                   | FY 17-18<br>ACTUAL | FY 18-19<br>PROJECTED | FY 19-20<br>PROPOSED |
|-----------------------------------|--------------------|-----------------------|----------------------|
| BEGINNING FUND BALANCE            |                    |                       |                      |
| Change In Net Position            |                    |                       |                      |
| Revenue                           |                    |                       |                      |
| Taxes                             |                    |                       |                      |
| 604117 Sales Tax                  | 74,429.94          | 117,000               | 120,000              |
| Total Taxes                       | 74,429.94          | 117,000               | 120,000              |
| Interest                          |                    |                       |                      |
| 604110 Interest Earnings          | 285.3              | 300                   | 0                    |
| Total Interest                    | 285.3              | 300                   | 0                    |
| Contributions and transfers       |                    |                       |                      |
| 974959 Transfer from Fund Balance | 0                  | 16,000                | 63,112               |
| Total Contributions and transfers | 0                  | 16,000                | 63,112               |

|                      |                  |                |                |
|----------------------|------------------|----------------|----------------|
| <b>Total Revenue</b> | <b>74,715.24</b> | <b>133,000</b> | <b>183,112</b> |
|----------------------|------------------|----------------|----------------|

Expenditures

Crime Control and Prevention

|                                   |          |        |        |
|-----------------------------------|----------|--------|--------|
| 605103 Salaries & Wages           | 1,296.00 | 67,538 | 73,589 |
| 605104 Overtime                   | 0        |        | 1,534  |
| 605105 Retirement                 | 14.17    | 5,597  | 6,639  |
| 605107 Medicare                   | 0        | 977    | 1,072  |
| 605110 Workmen's Compensation Ins | 0        | 1,071  | 2,938  |
| 605115 Insurance                  | 0        | 9,607  | 9,468  |
| 605120 Unemployment Insurance     | 30.45    | 324    | 342    |
| 605130 Training & Travel          | 0        | 4,051  | 8,000  |
| 605175 Certification Pay          | 0        | 900    | 1,200  |
| 605190 Uniforms                   | 80.5     | 2,753  | 1,000  |
| 605287 Community Outreach         | 0        |        | 10,000 |

|                                           |                 |                |                |
|-------------------------------------------|-----------------|----------------|----------------|
| 605340 Vehicle M&R                        | 0               |                | 42,000         |
| 605365 Other Equipment M&R                | 0               | 16,000         | 6,605          |
| 605930 Equipment                          | 0               | 16,701         | 18,725         |
| <b>Total Expenditures</b>                 | <b>1,421.12</b> | <b>125,519</b> | <b>183,112</b> |
| <hr/>                                     |                 |                |                |
| <b>Total Crime Control and Prevention</b> | <b>1,421.12</b> | <b>125,519</b> | <b>183,112</b> |
| <hr/>                                     |                 |                |                |
| Total Change In Net Position              | 73,294.12       |                |                |

# Minutes of City Council

## The City Council Regular Meeting of Monday, May 13, 2019

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BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, May 13, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

### CALL TO ORDER

Mark Guthrie called the meeting to order at 6:00 pm.

### INVOCATION

Michael Coon led the invocation.

### PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

Mark Guthrie led the pledges.

### ROLL CALL OF COUNCIL MEMBERS

Mark Guthrie

Mike Johnson

Frank Blanks – ABSENT

Sarah Reed

Mark Brown

Katie Johnson

Others present: Michael Coon, City Manager; Clif Custer, Public Works Director; Giani Cantu, City Secretary; Lindsay Koskiniemi, Finance Director; Stephen Mayer, Chief of Police

### CANVASS THE RESULTS OF THE MAY 4, 2019 ELECTION

On motion by Mark Brown second by Mike Johnson with all present members voting “aye” the ordinance canvassing the bond election results was approved and adopted.

On motion by Mark Brown, second by Sarah Reed with all present members voting “aye” the ordinance canvassing the results of the general election, sales tax election and charter amendment election was approved and adopted.

### *Swear in Council Members*

Steve Boykin - Mayor

Melissa Strawn - Position 2

Matt Yarborough - Position 3

Ms. Cantu administered statements and oaths to Steve Boykin, Melissa Strawn and Matt Yarborough.

Mr. Boykin, Ms. Strawn and Mr. Yarborough took their seats as Council and replaced Mr. Guthrie, Mr. Blanks and Ms. Reed.

## RECOGNITIONS

### *Recognition of Outgoing Council Members*

Mark Guthrie, Mayor | 2016-2019

Mr. Guthrie gave thanks and recognition to staff and remaining Council for their work and dedication to the City of Richwood.

Frank Blanks, Position 2 | 2017-2019

Sarah Reed, Position 3 | 2017-2019

## PROCLAMATIONS

Public Works Week - May 19-25, 2019

## PRESENTATIONS

### *Review of Fiscal Year 18-19 Budget and Five Year projections*

Lindsay Koskiniemi presented the Fiscal Year 18-19 Budget and Five Year Projections, a copy of which is attached to the minutes.

Mike Johnson asked what the miscellaneous income variation is when compared to historical revenues.

Mr. Coon reported the budget is including the proposed Harvey reimbursement.

Mark Brown asked why franchise fees are projected to see a decline.

Lindsay Koskiniemi stated franchise fees are dependent on customer base and legislation is underway that will cut the projected revenues by approximately \$20,000.

Mark Brown asked why the projected increase in taxes and not building permits.

Mr. Coon reported that projected increase in property value doesn't necessarily mean new development.

Mike Johnson asked for clarification of changes in expense appropriations.

Lindsay Koskiniemi reported that there is a split in departments and CCPD would like one funded position to carryover to General Fund in 2021.

Melissa Strawn asked why the large difference in the administration from 2018 to 2019 budgets.

Lindsay Koskiniemi reported a portion of that is the addition of the Finance Director position. However, she can look up the history and get more information.

Mr. Coon reported there were likely some savings in the 2018 budget due to open positions.

Mr. Coon wanted to clarify that the proposal for code enforcement/animal control officer is to replace the current Building Official by contracting out that service and hiring a combined position with a net difference of 10k.

Mayor Boykin called for recess at 6:34 p.m.

Mayor Boykin recalled the meeting at 6:37 p.m.

Lindsay Koskiniemi continued the presentation of the Utility Fund.

#### *Review of Bond Timeline*

John Robuck presented the bond sale timeline and asked if Council could approve issue sales on June 17<sup>th</sup> to speed up the timeline and get bonding funds sooner. The only requirement is waiting of 30 days after the election for contesting the election results. Council agreed to a special meeting on June 17, 2019.

#### PUBLIC COMMENTS

*All public comments will be subject to the following rules: all speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker; the first five individuals who sign up for the public comment section will be permitted to speak*

Teresa Peterson, 225 Stuart St, reported she applied to widen her driveway and received a letter from survey Section 19-176a-b stating that she is required to get a water flow survey that could costs her up to 10,000. She would like to know if new builders are not required to but additions are.

Michael Coon stated that any project that could change drainage is a change to public works and state law requires that those be engineered.

Mayor Boykin stated staff will look into the issue and can get back with you.

#### CONSENT AGENDA

*Approval of Minutes of Previous Meetings*

*Payment of Bills*

On motion by Mark Brown second by Katie Johnson, with all present members voting “aye”, all consent agenda items were approved.

## DISCUSSION AND ACTION ITEMS

*Discuss and consider resolution amending the FY 2018-2019 Budget to increase expenditures in the Beautification Fund in an amount not to exceed \$3,000 for the training and travel*

Ms. Cantu reported that KRB wishes to send three members to attend the affiliate network Keep Texas Beautiful (KTB) Conference to gain insight and training resources for community engagement in the City of Richwood. Cost for each person is estimated around \$1300 per person for the 3 day conference. A copy of the estimated travel expenses is attached. The current budgeted expense for travel and training is \$1600. The commission is recommending a budget transfer of \$3,000 from Fund Balance to cover cost of sending 3 members to the Conference.

Matt Yarborough asked for a report of insight after attendance.

Mike Johnson moved to approve the budget amendment in an amount not to exceed \$3,000 for training and travel. Matt Yarborough seconded.

Mark Brown asked if it was necessary to send 3 members.

Mayor Boykin reported that sending multiple members could be helpful if any members drop off later in the year.

Katie Johnson reported it could also be helpful with engagement of volunteers in the near future.

With Mark Brown abstaining and all other present members voting “aye” the resolution amending the FY 2018-2019 Budget to increase expenditures in the Beautification Fund in an amount not to exceed \$3,000 for training and travel was passed and approved.

*Discuss recommendations of KRB for proposed amendments to the parks requirements and tree preservation on new developments*

Kimberly Mayer, KRB Member, reported a developer will develop a park site for use of subdivision of size of ½ acre for 100 homes in the area. Current ordinance results in tiny pocket parks with no real ability to develop a usable park. Some changes they would like to see is larger lots, tree preservation and park equipment. Adapt City of Rosenberg Park Ordinance to include: 6.25 acres per 1,000 residents; Paved frontage with curbs and gutters; Sidewalk or trail inside the park; Water, wastewater, and electrical services; Lighting; Restrooms; and Playscape, picnic table, grill, benches, drinking fountain. Ms. Mayer stated they also want to see the tree preservation guidelines to include: no clear cutting; all reasonable efforts made to preserve protected trees; tree removal permits required; and if removed, replacement trees are required.

Matt Yarborough is the pocket park typical.



Mr. Coon stated it is common in southern Brazoria County for the park requirements to be that the developers typically grant the cities the least desirable piece of property as parkland.

Mayor Boykin reported that his recollection is that Larry Johnson Park was created in memory of the employee and Dorothy Torrence was the first chair of KRB.

Mr Coon reported that these recommendations would not affect the existing parks, but rather future development parkland.

Mark Brown asked if there is a stipulation to allow upgrade of existing parks.

Mr. Coon stated there is no stipulation for that but there is a payment in lieu of development option. Another thing to consider is densely packed residential areas with no parks or would Council like to see parks within walking distance.

Blix Messick stated he has done extensive research on the ordinances in surrounding areas. The subcommittee even met and spoke with Rosenberg representatives and when Council has time to review the text of the ordinance they will be pleased to see all that goes into it.

Mr. Coon stated if Council has any recommendations let staff know and we can put it in the agenda in ordinance format at the next meeting.

Mayor Boykin stated he appreciates the work that KRB does. He reported his wife was liaison to KRB in past and appreciates all that the group does and their input.

Council would like to see the recommendations in ordinance format.

No further discussion was held.

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

Mayor called for executive session at 7:25 p.m.

#### ACTION AS A RESULT OF EXECUTIVE SESSION

Mayor recalled open meeting at 9:36 p.m.

On motion by Katie Johnson second by Matt Yarborough with Mark Brown abstaining and all other present members voting "aye" Lindsay Koskiniemi was appointed as interim City Manager.

*Discuss and consider an ordinance amending the Drought Contingency and Water Conservation Plan*

Clif Custer presented the proposed changes to the Drought Contingency plan.

Discussion was held on the use of the Splash Pad.

On motion by Mark Brown second by Katie Johnson with all present members voting “aye” the amendments to the Drought Contingency and Water Conservation Plan was approved and adopted.

*Discuss proposed amendments to the Personnel Policy*

No discussion was held.

*Discuss and consider adoption of a resolution authorizing the submission of a Community Development Block Grant Disaster Recovery CDBG-DR application to the Texas General Land Office (GLO) and authorizing the Mayor to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the CDBG-DR program*

*Option A*

*Option B*

On motion by Mark Brown second by Katie Johnson with all present members voting “aye” resolutions authorizing the submission of a Community Development Block Grant Disaster Recovery CDBG-DR application to the Texas General Land Office (GLO) and authorizing the Mayor to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the CDBG-DR program for Options A and B were approved.

## REPORTS

Reports that require no action.

## CITY MANAGER’S REPORT

Mr. Coon reported he is currently working on gathering proposals for agencies that can work on filling the City manager position.

## COMMITTEE REPORTS

No reports were given.

## COUNCIL MEMBER COMMENTS & REPORTS

Mark Brown thanked Mr. Coon and granted best wishes and congratulated Lindsay Koskiniemi on her appointment.

## MAYOR’S REPORT

Mayor Boykin reported he looks forward to serving citizens and alongside Council and staff.

ADJOURNMENT

There being no further business the meeting adjourned at 10:23 p.m.

These minutes were read and approved on this 10<sup>th</sup> day of June, 2019.

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Mayor

ATTEST:

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City Secretary

## Minutes of City Council

### Special Meeting of Saturday, May 18, 2019

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BE IT KNOWN THAT, a Special Meeting of the City Council of City of Richwood was held Saturday, May 18, 2019, beginning at 8:30 AM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

#### CALL TO ORDER

The meeting was called to order at 8:48 a.m.

#### INVOCATION

No invocation was held.

#### PLEDGES OF ALLEGIANCE

*Pledge of Allegiance & Texas Pledge*

No pledges were held.

#### ROLL CALL OF COUNCIL MEMBERS

Mark Guthrie

Mike Johnson

Frank Blanks – ABSENT

Sarah Reed

Mark Brown – Arrived at 9:50 a.m.

Katie Johnson

Others present: Michael Coon, City Manager; Clif Custer, Public Works Director; Giani Cantu, City Secretary; Lindsay Koskiniemi, Finance Director; Stephen Mayer, Chief of Police

#### PUBLIC COMMENTS

*All public comments will be subject to the following rules: all speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker; the first five individuals who sign up for the public comment section will be permitted to speak*

No public comments were held.

#### WORKSHOP

##### DISCUSS AND SET COUNCIL GOVERNANCE MODEL

On May 18, 2019, the Mayor, City Council and staff met for their third annual planning session. There were two new Council members and a new Mayor sworn in just after the May 2019 election. These three participated in a planning session for the first time. Council met to

- Review the Governance Model,
- Review the status of the current Strategic Plan,
- Identify issues and challenges for the next and ensuing fiscal years,

- Develop strategies to deal with these issues, and
- Discuss and direct staff on high level budget revenue issues.

## **Governance**

The members reviewed the governance model as developed in 2018. They reviewed and discussed the bullet items developed and made minor changes. The newly elected Mayor Steven Boykin outlined his process of governing a meeting during this discussions.

## **Leadership**

Discussion then centered on how the Council will lead collectively as a group. They responded as follows.

### **The City Council of Richwood will lead...**

- By setting measurable expectations and guidelines.
- By holding staff and each other accountable to meeting those expectations and guidelines.
- Not micromanage the staff but monitor and be accessible.
- Avoid surprises.
- By building the team.
- By owning our decisions.
- Being open to and adapting to change.
- By being fair, firm and consistent.
- By displaying the values of fairness, honesty and integrity.
- By gaining and having knowledge and knowing and understanding why.
- Doing our homework; know the subject at hand.
- **Listening to, knowing and sharing the concerns of others – both residents and Council members.**

## **Communication**

Council then defined how they intend to communicate with each other, with citizens and with staff.

### **Council will communicate with citizens, staff and each other...**

- Respectfully.
- Treat others as you want to be treated.
- To simply reply (respond) to inquiries.
- Listen to understand the issue
- Listen, ask questions, reflect and repeat your understanding; seek clarification if needed; decide.
- Have healthy debate.
- Be timely.

- When responding to members of the public, copy staff so they will also be aware.

### **Meeting Protocols (order of business).**

Council, being newly elected, and the Mayor wanting all to understand, discussed how they were going to conduct the process of decision making within an agenda item. Members agreed to following protocol for each agenda item without change from 2018: (Items added in 2019 in red).

- **Regular Agenda Items**
  - Mayor calls for presentation on agenda item (may be staff; developer, etc.).
  - Mayor calls for discussion with presenter following presentation.
    - Mayor calls on Council members for Q&A with the presenter.
  - Mayor calls on public for comment (not discussion or dialogue) on the agenda item under discussion (limited to three minutes per comment).
  - Mayor calls for motion/second/approval to discuss.
    - Motion approved.
    - Council discusses the agenda item among themselves.
  - Mayor calls for motion for action; Council votes on the matter.
- **Consent Agenda Items**
  - Mayor calls for items any Council member wants to discuss separately for removal from the consent agenda
    - If item is removed, it is moved to the bottom of the agenda as a separate item.
    - When considered separately, the above protocol for regular agenda items is followed.
  - Mayor calls for motion/second/approval of the Consent Agenda.
- **Work Session Items**
  - These items are typically for discussion only. These items provide the opportunity for Council to fully discuss and issue in anticipation of an agenda item for action at a later date.
  - Work Session items are generally limited to one or two discussion topics.
  - Work Sessions will be held periodically, as needed on the same night as a regular council meeting but held earlier.
  - Process is same as a regular agenda item, except there will be no public comment and no action.
  - City Manager will reiterate his understanding of the results of the discussion and next steps for consideration by the Council members.
- **Special Meeting**
  - Council may meet from time to time on the 4<sup>th</sup> Monday for special meetings – both for Work Session items and Action items.
  - Agendas will be limited in scope and number to allow for special circumstances to take action before a regularly scheduled meeting.

## Expectations

### Council expects the following of each other...

- To be congenial with each other, staff and citizens.
- To be direct and forthcoming with questions, comments, positions on matters.
- To accept that some may disagree, but to not be disagreeable.
- To show honesty, integrity and respect through deliberations and interactions.
- **Come to Council prepared and ready to act.**

### Staff is expected to...

- Report the good and the bad (no surprises).
- To set goals (per department) then report progress to the Council.
- Council and staff also discussed the appropriate time for their weekly reports with Council providing flexibility to the City Manager on whether to provide on Fridays or the following Mondays.
- **Provide the agenda and packet earlier. This includes sending a draft out earlier in the week and getting the final agenda out earlier. (Schedule to be determine when Council considers Rules of Procedure).**

### Staff expectations of Council (as defined by Council) is to...

- Be present and participate.
- Be approachable.
- Provide resources – monetary, guidance, support and encouragement, knowledge/training.
- Allow the staff the freedom to do their job without intervention.
- Respect the staff.
- Provide leadership.

The department directors joined the Mayor, City Council and City Manager to focus on the Vision, Mission, Core Values, and Strategic Plan as 2017. This session was designed to reset, refresh and revise the existing Strategic Plan first established in 2016, 2017, 2018 and now 2019.

## Vision Statement

Members reviewed the elements of their vision for Richwood, and did not change the list developed in 2018 as follows.

- A community with amenities and services for its residents (do not have to go elsewhere)
  - Events.
  - Involvement with citizen volunteers.
  - Places in the city to work and play.
  - Schools in Richwood.
- A safe community.
- A community with a family-oriented environment.
- Growth with a focus on family and community
  - Neighborhood businesses.

- Amenities for families
- Quality neighborhoods.
- A renewed volunteer spirit (including new ways to communicate needs for volunteers).

Members reviewed the Vision Statement revised 2018 and did not make any changes as follows.

**The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations. (Revised 6-2-18)**

## **Mission Statement**

Based on the vision and strategic plan, the Council reviewed the mission statement for consistency. They determined the mission statement continues to be consistent and up to date.

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

## **Core Values**

Likewise, the Council reviewed the established core values and agreed they should remain as stated. They are as follows.

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

## **Leadership Philosophy**

The City Council of the City of Richwood will lead...

- By setting measurable expectations and guidelines.
- By holding staff and each other accountable to meeting those expectations and guidelines.
- Not micromanage the staff but monitor and be accessible.
- Avoid surprises.
- By building the team.
- By owning our decisions.
- Being open to and adapting to change.
- By being fair, firm and consistent.
- By displaying the values of fairness, honesty and integrity.
- By gaining and having knowledge and knowing and understanding why.
- Doing our homework; know the subject at hand.
- **Come to Council prepared and ready to act.**



## **Communication Philosophy**

The City Council of the City of Richwood will communicate...

- Respectfully.
- Treat others as you want to be treated.
- To simply reply (respond) to inquiries.
- Listen to understand the issue
- Listen, ask questions, reflect and repeat your understanding; seek clarification if needed; decide.
- Have healthy debate.
- Be timely.
- When responding to members of the public, copy staff so they will also be aware.

## **City Council and Staff Expectations**

**Council expects the following of each other...**

- To be congenial with each other, staff and citizens.
- To be direct and forthcoming with questions, comments, positions on matters.
- To accept that some may disagree, but to not be disagreeable.
- To show honesty, integrity and respect through deliberations and interactions.

**Staff is expected to...**

- Report the good and the bad (no surprises).
- To set goals (per department) then report progress to the Council.
- Council and staff also discussed the appropriate time for their weekly reports with Council providing flexibility to the City Manager on whether to provide on Fridays or the following Mondays.
- **Provide the agenda and packet earlier. This includes sending a draft out earlier in the week and getting the final agenda out earlier. (Schedule to be determined when Council considers Rules of Procedure).**

**Staff expectations of Council (as defined by Council) is to...**

- Be present and participate.
- Be approachable.
- Provide resources – monetary, guidance, support and encouragement, knowledge/training.
- Allow the staff the freedom to do their job without intervention.
- Respect the staff.
- Provide leadership.

FISCAL YEAR 2018-2019 STRATEGIC PLAN AND BUDGET GOALS

## **Strategic Planning**

The Council reviewed the 2017-18 Strategic Plan. The City Manager provided a brief review of accomplishments for the Council to review. It was noted that some Areas of Emphasis identified by this City Council are being addressed in the Strategic Plan.

Following are the Areas of Emphasis and their Policy Statements. Within each Area of Emphasis are the Strategic Objectives, Action Items, Timelines and proposed budgets for council to consider. The Strategic Objectives are listed in the Strategic Plan attached to this document.

#### **Financial Sustainability**

**Guiding Principle: Maintain transparency in budgeting accurately and reflecting the needs of the city.**

#### **Economic Development**

**Guiding Principle: Seek ways to improve the commercial tax base with businesses consistent with the revised Vision Statement.**

#### **Infrastructure Investments**

**Guiding Principle: To provide reliable infrastructure for the citizens.**

#### **Community Development**

**Guiding Principle: Fostering the sense of community. To provide a wide variety recreational, parks and amenities to benefit the citizens. To ensure the city's appearance is aesthetically pleasing.**

#### **City Operations**

**Guiding Principle: Provide a high level of services through transparency, efficiency and best practices.**

Updated strategies are shown in the attached Strategic Report.

#### **Budget Considerations**

In addition, staff reviewed with Council high level budget issues for the upcoming fiscal year. A five-year forecast of expenditures had been prepared and distributed to Council earlier. The question for Council was to determine the appetite for increases in revenues to fund the forecast in both the general fund (primarily property taxes) and the utility fund (primarily water and sewer rates). Council offered direction and advice to staff as they move forward in the budgeting process. This direction is subject to change as the budget process for 2020-21 matures.

- Move forward with planning for funding the five-year growth plan, with alternatives to include
  - Extending the timeframe to up to 10 years.
  - Planning for an automatic tax increase for maintenance and operations to ensure funding for the plan.
- Move forward with a utility rate plan that

- Responds to BWA rate increases and decreases.
- Establishes a predictable rate structure to sustain the utility fund over time.

## Financial Sustainability

Guiding Principle: Maintain transparency in budgeting accurately and reflecting the needs of the city.

- ~~Objective 1.1 Create a “True” budget for all projects – Victory~~
- **Objective 1.1 – Establish a public information process for citizen information.**
  - Establish a combination of public meetings and on-line surveys to seek citizen responses.
  - Do on-line surveys both before and after strategic planning process.
- **Objective 1.2-Develop a long-term financial planning process**
  - Incorporate the following into the budget process
    - Vehicle replacement fund
    - Capital Improvement Plan
    - Obtain bond rating
    - Establish Water Contingency Fund
    - Consider mechanism to pass on rate increases/decreases from BWA to the citizens automatically.

## Economic Development

- Guiding Principle: Seek ways to improve the commercial tax base with businesses consistent with the Vision Statement.
- **Objective 2.1 – Create a Comprehensive Plan for the City**
  - ~~Objective 2.3- (Move to action item under Comprehensive Plan)~~ - Update the Master and Land Use Plan
  - ~~Objective 4.1- Create a Parks Master Plan. (Moved from Community Development)~~
  - **Include CHARM workshop as part of planning process**
- **Objective 2.2 - Create a marketing plan for the city.**
  - Include vision.
  - Create a brand and a moto for marketing
  - Ensure that Richwood development standards and ordinances are followed.
- **Objective 2.3 – Maintain up to date development codes.**
- **Objective 2.4 - Make effective use of city property.**
  - **Establish strategies for use and/or sale of city properties.**
- **Objective 2.5-Develop a comprehensive economic development strategy and funding model.**
  - Develop and maintain an economic development policy that establishes standards for economic development incentives.
    - (i.e. 380 agreements and other arraignments (arrangements?) to entice businesses to establish in Richwood).

- **Objective 2.6 – Establish process for celebrating and advertising newly established businesses in Richwood.**
  - **Evaluate and consider establishment of Business Council as volunteer committee to assist in economic development efforts.**

## **Infrastructure Investments**

Guiding Principle: To provide reliable infrastructure for the citizens

- Objective 3.1-Sustain a reliable water supply as the city. Objective 3.2-Maintain and extend water, wastewater and storm water systems.
  - Establish a multi-year CIP that provides for the extension of utilities and drainage systems to prepare for future growth.
  - The current water agreement was established in the 1980's and is guaranteed for 40 years (year 2020). It takes approximately 235 thousand gallons of water a day to maintain our community. We plan for 300 gallons a day per person.
- Objective 3.3-Support investments in city facilities.
- Objective 3.4-Examine best practices in delivery of services.
  - Optimize cost saving opportunities with the use of community partners.
  - Explore ways for Richwood to be self-sufficient in provision of city services.
  - Review existing contracts with other contract providers to ensure they are up to date and meet the long-term needs of the citizens.
- **Objective 3.5-Provide for predictable utility rate increases/decreases.**
  - **Conduct a rate study-**
  - **Establish a policy for adjusting utility rates as BWA rates increase/decrease.**

## **Community Development**

Guiding Principle: Fostering the sense of community. To provide a wide variety recreational, parks and amenities to benefit the citizens. To ensure the city's appearance is aesthetically pleasing.

- ~~Objective 4.1-Create a master plan for Richwood parks.~~ **(Move to Comp Plan 2.1)**
- Objective 4.1-Development of a **plan for providing a** community center **to** providing a quality place for people to gather.
- Objective 4.2-Maintain a high level of aesthetic standards.
  - Continue code enforcement efforts.
  - Update code policies.
- Objective 4.3-Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.

## **City Operations**

Guiding Principle: Provide a high level of services through transparency, efficiency and best practices.

- Objective 5.1-Public Safety – Provide a safe environment for citizens, visitors and businesses.
  - Review regularly public safety services and programs to ensure effective social harm (crime, disorder, crashes and fear of crime) prevention, department/citizen communication, and effective skill/competency of staff.
- Objective 5.2-Public Works – Provide for and maintain the city’s infrastructure to meet the needs of the community.
  - **Emphasize efforts to control infiltration and inflow (I&I) into the sewer collection and treatment system.**
- Objective 5.3-Communications – Communicate information to the public in a transparent manner using all available methods.
  - Provide public information outreach programs that inform the public of city operations, accomplishments, and allows for citizen input.
  - **Seek and present additional public information venues to expand citizen notification alternatives.**
  - **Establish Use of Social Media Policy.**
- Objective 5.4- Technology - Utilize technology to enhance operations and delivery of services.
- Objective 5.5- Employees – Invest in employee development opportunities, compensation and retention.
  - **Implement employee training and development programs including cross-training where feasible.**
  - **Establish and offer an in-house training/mentoring programs to enhance employee development and opportunities.**
- Objective 5.6 – Develop a program to encourage, recruit and reward volunteers for service to the City.
  - **Determine opportunity for establishing additional advisory committees including but not limited to**
    - **Planning & Zoning Commission**
    - **Parks Committee**
    - **Infrastructure Committee**
    - **Business Council**
  - **Establish purpose, roles and responsibilities for each committee established.**
- **Objective 5.7 – Develop a program of community-wide social events including**
  - **Concerts in the park**
  - **Food trucks**
  - **Cook-off teams**
  - **Movies in the park**

## DISCUSSION AND ACTION ITEMS

*Discuss and consider approving the funding for engineering and design of the utility infrastructure improvements in an amount not to exceed \$491,440*

Mr. Coon reported our engineers have submitted a task order to design the new water plant and associated improvements. Since Strand Engineering is already under contract with the City, City Council does not need to approve the contract.

However, City Council does need to approve the expenditure of the funds.

Although the City is not anticipated to receive funding from our bond sales until August, last November the City Council passed a resolution allowing the City to use fund balance to cover the expenditures from this project. Then once the City receives the bond proceeds, those funds will be used to reimburse the amounts taken from fund balance.

On motion by Mark Brown second by Matt Yarborough with all present members voting “aye” the council approved funding for engineering and design of the utility infrastructure improvements in an amount not to exceed \$491,440.

#### ADJOURNMENT

There being no further business, the meeting adjourned at 3:15 p.m.

These minutes were read and approved on this 10<sup>th</sup> day of June, 2019.

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Mayor

ATTEST:

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City Secretary

# Minutes of City Council

## The City Council Special Meeting of Tuesday, May 28, 2019

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BE IT KNOWN THAT, a Special Meeting of the City Council of City of Richwood was held Tuesday, May 28, 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 6:03 p.m.

### INVOCATION

Lindsay Koskiniemi led the pledges.

### PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge  
Mayor Boykin led the pledges.

### ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor  
Mike Johnson, Council Position 1  
Melissa Strawn, Council Position 2  
Matt Yarborough, Council Position 3  
Mark Brown, Council Position 4 – ABSENT  
Katie Johnson, Council Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; Giani Cantu, City Secretary; Clif Custer, Public Works Director; Jarrett Skelton, Detective

### PUBLIC COMMENTS

*All public comments will be subject to the following rules: all speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker; the first five individuals who sign up for the public comment section will be permitted to speak*

Josh Strawn, 33210 Blue Marlin, shared concerns with tie ins at cul-de-sacs and asked that Blue Marlin be tied in. The email regarding the first phase of water conservation plan and would like to know how that is being measured.

Clif Custer reported that the water conservation plan has been shared on social media and posted the website. Pressure is being measured every 2-3 days. Mr. Strawn is referring to the dead end at Blue Marlin which was not included in the original plans for looping the water lines.

Mayor advised he will meet with Public Works Director next week to discuss possible solution.

## APPROVAL OF MINUTES

No minutes were presented.

## DISCUSSION AND ACTION ITEMS

*Public Hearing on adopting Land Use Assumptions and a Capital Improvements Plan associated with the imposition of a proposed Impact Fee.*

Mayor Boykin called public hearing at 6:12 p.m.

Kendall Ryan, Freese & Nichols, presented the proposed land use assumptions and capital improvements associated with the imposition of a proposed impact fee.

Katie Johnson asked where the proposed elevated storage tank would be located.

Kendall Ryan reported it would be up to city. However, the recommendation would be to remove the smaller tank and put a larger one on the same lot.

Matt Yarborough asked would the cost be cheaper to replace as opposed to adding a 3<sup>rd</sup> tank.

Kendall Ryan reported the cost difference would be the land.

Katie Johnson asked for clarification on the pressure closest to the tower.

Clif Custer stated currently the system sees higher pressure nearest to the tower and the proposed storage tank would regulate the pressure city wide.

Matt Yarborough reported that the scope of project 1 includes looping in Oakwood Shores and asked if there was a reason that Blue Marlin was not included in that project.

Clif Custer stated that the looping is designed to serve the area as a whole. This means that not all dead-end spots will have looping. The area of Blue Marlin would require twice as much looping and therefore it was not included to keep costs low.

Mayor Boykin asked if there is a hydrant at Blue Marlin.

Clif Custer stated yes.

Discussion was held on types of future wastewater treatment plant being proposed and cost benefits.

Kendall Ryan reported the numbers proposed are entry level numbers and there is a buffer built in. There are still options to find alternative solutions at varying costs.

Melissa Strawn showed City Council Blue Marlin drive on the map provided in the presentation.



Kendall Ryan stated just because it is not on this map doesn't mean it can't be put in this proposal. It also doesn't mean it can't fit in if costs come in lower.

Matt Yarborough what is the timeline for the proposed water tower and wastewater treatment plant.

Kendall Ryan reported the master plan lays out all the projects and projected timelines for each.

The public hearing was closed at 6:34 p.m.

No further discussion was held.

*Public hearing on proposed amendments to Appendix B Zoning Ordinance of the Code of Ordinances, to include but not limited to, changes in definitions, home occupations, all zoning district setbacks, accessory dwelling units, lot coverage, violations and penalties, and other zoning regulations*

The public hearing was called at 6:34 p.m.

Matt Yarborough asked how the city would ensure there is no additional parking for accessory structure dwelling.

Ms. Cantu stated she believes it would be presented in the building plans and required by inspector prior to permitting.

Katie Johnson asked what the impact difference is on the home occupation in a garage versus an accessory structure.

Clif Custer stated staff would have to research it.

Mike Johnson stated the way he looks at it is if it is in the garage and the home sells the garage remains a garage. If someone puts the business in an accessory structure and builds to suit the business it cannot be converted to another use.

Discussion was held on accessory structures and home occupations.

Ms. Cantu clarified that after Council discussion, staff's direction is to remove home occupations from the proposed changes and proceed with bringing other zoning changes to City Council in ordinance format. The home occupations can be scheduled for a workshop session for City Council.

Council reaffirmed that was correct.

The public hearing was closed at 6:46 p.m.

No further discussion was held.

*Discuss and consider a resolution adopting Land Use Assumptions and a Capital Improvement Plan*

On motion by Matt Yarborough second by Katie Johnson with all present members voting “aye” a resolution adopting Land Use Assumptions and a Capital Improvement Plan was passed and adopted.

*Discuss and consider a resolution calling for Public Hearing on adoption of proposed impact fees*

On motion by Matt Yarborough, second by Melissa Strawn with all present members voting “aye” a resolution calling for Public Hearing on adoption of proposed impact fees was passed and adopted.

ADJOURNMENT

There being no further business remaining the meeting adjourned at 6:52 p.m.

These minutes were read and approved on this 10<sup>th</sup> day of June, 2019.

ATTEST:

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Mayor

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City Secretary

**City of Richwood**  
**Check Register**  
**1 - Checking - Pooled Cash - 05/01/2019 to 05/31/2019**

| <b>Payee Name</b>           | <b>Reference Number</b> | <b>Invoice Number</b> | <b>Invoice Ledger Date</b> | <b>Payment Date</b> | <b>Amount</b>     | <b>Description</b>                             | <b>Ledger Account</b>               |
|-----------------------------|-------------------------|-----------------------|----------------------------|---------------------|-------------------|------------------------------------------------|-------------------------------------|
| AFLAC INSURANCE             | 39078                   | PR041519-3703         | 04/12/2019                 | 05/02/2019          | 14.03             | AFLAC Non-Taxable                              | 10292136 - Insurance Payable        |
| AFLAC INSURANCE             | 39078                   | PR043019-3703         | 04/29/2019                 | 05/02/2019          | 14.03             | AFLAC Non-Taxable                              | 10292136 - Insurance Payable        |
|                             |                         |                       |                            |                     | \$28.06           |                                                |                                     |
| AFLAC INSURANCE             | 39154                   | PR033119-3703         | 03/28/2019                 | 05/31/2019          | -14.03            | AFLAC Non-Taxable                              | 10292136 - Insurance Payable        |
| AFLAC INSURANCE             | 39154                   | PR033119-3703         | 05/14/2019                 | 05/31/2019          | 14.03             | AFLAC Non-Taxable                              | 10292136 - Insurance Payable        |
| AFLAC INSURANCE             | 39154                   | PR051519-3703         | 05/14/2019                 | 05/31/2019          | 14.03             | AFLAC Non-Taxable                              | 10292136 - Insurance Payable        |
| AFLAC INSURANCE             | 39154                   | PR053119-3703         | 05/30/2019                 | 05/31/2019          | 14.03             | AFLAC Non-Taxable                              | 10292136 - Insurance Payable        |
|                             |                         |                       |                            |                     | \$28.06           |                                                |                                     |
|                             |                         |                       |                            |                     | <b>\$56.12</b>    |                                                |                                     |
| AIRGAS USA, LLC             | 39100                   | 9961770541            | 05/09/2019                 | 05/09/2019          | 59.98             | acetylene and oxygen                           | 10025240 - Expendable Operating S   |
|                             |                         |                       |                            |                     | <b>\$59.98</b>    |                                                |                                     |
| ALMARAZ, CHEASIRIE          | 39155                   | may19                 | 05/31/2019                 | 05/31/2019          | 100.00            | depoist refund                                 | 10292133 - Facility Rental Deposits |
|                             |                         |                       |                            |                     | <b>\$100.00</b>   |                                                |                                     |
| ALPHA MEDIA GROUP           | 39096                   | 052019-3              | 05/08/2019                 | 05/08/2019          | 163.98            | New Councilmember name plates                  | 10015240 - Expendable Operating S   |
|                             |                         |                       |                            |                     | <b>\$163.98</b>   |                                                |                                     |
| ALUIZO, ISMAEL              | 39156                   | may19                 | 05/31/2019                 | 05/31/2019          | 100.00            | deposit refund                                 | 10292133 - Facility Rental Deposits |
|                             |                         |                       |                            |                     | <b>\$100.00</b>   |                                                |                                     |
| ARNOLD TIRE COMPANY         | 39079                   | 3913                  | 05/02/2019                 | 05/02/2019          | 20.00             | tire repair                                    | 10055340 - Vehicle M&R              |
| ARNOLD TIRE COMPANY         | 39157                   | 3955                  | 05/31/2019                 | 05/31/2019          | 15.00             | tire repair                                    | 10055340 - Vehicle M&R              |
|                             |                         |                       |                            |                     | <b>\$35.00</b>    |                                                |                                     |
| AT&T                        | 39101                   | may19                 | 05/09/2019                 | 05/09/2019          | 1,155.84          | acct# 409 116-6137 345 6                       | 30215420 - Telephone                |
| AT&T                        | 39145                   | may1-                 | 05/20/2019                 | 05/22/2019          | 461.84            | dispatch phone                                 | 10055420 - Telephone                |
|                             |                         |                       |                            |                     | <b>\$1,617.68</b> |                                                |                                     |
| AT&T MOBILITY               | 39125                   | 287290249608x         | 05/15/2019                 | 05/15/2019          | 67.62             | service center internet                        | 10025240 - Expendable Operating S   |
|                             |                         |                       |                            |                     | <b>\$67.62</b>    |                                                |                                     |
| AUL AMERICAN UNITED LIFE IN | ACH.3714.050            | may19                 | 05/02/2019                 | 05/02/2019          | 250.00            | insurance                                      | 10292136 - Insurance Payable        |
|                             |                         |                       |                            |                     | <b>\$250.00</b>   |                                                |                                     |
| B&B Classics, LLC           | 39095                   | 052019-1              | 05/08/2019                 | 05/08/2019          | 1,338.00          | Patrol car #152P Ignition & fuel system tune-u | 10055340 - Vehicle M&R              |
| B&B Classics, LLC           | 39095                   | 052019-2              | 05/08/2019                 | 05/08/2019          | 668.00            | Parts and labor for patrol unit 152P           | 10055340 - Vehicle M&R              |
|                             |                         |                       |                            |                     | \$2,006.00        |                                                |                                     |
| B&B Classics, LLC           | 39098                   | may19                 | 05/08/2019                 | 05/08/2019          | 50.00             | vehicle maint                                  | 10055340 - Vehicle M&R              |
|                             |                         |                       |                            |                     | <b>\$2,056.00</b> |                                                |                                     |
| BCOS OFFICE TECHNOLOGIES    | ACH.4485.050            | ar249897              | 05/02/2019                 | 05/02/2019          | 33.94             | copier                                         | 10055210 - Office Supplies          |
| BCOS OFFICE TECHNOLOGIES    | ACH.4485.051            | ar250889              | 05/15/2019                 | 05/15/2019          | 123.21            | copier contract                                | 30215210 - Office Supplies          |

**City of Richwood**  
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**1 - Checking - Pooled Cash - 05/01/2019 to 05/31/2019**

| <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>               |
|---------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|-----------------------------------------------|-------------------------------------|
| BCOS OFFICE TECHNOLOGIES  | ACH.4485.051            | ar250890              | 05/15/2019                 | 05/15/2019          | 55.50              | copier contract                               | 10015210 - Office Supplies          |
|                           |                         |                       |                            |                     | \$178.71           |                                               |                                     |
| BCOS OFFICE TECHNOLOGIES  | ACH.4485.053            | ar251158              | 05/31/2019                 | 05/31/2019          | 42.94              | copier contract                               | 10055210 - Office Supplies          |
|                           |                         |                       |                            |                     | <b>\$255.59</b>    |                                               |                                     |
| BRAZORIA COUNTY TREASURE  | 39080                   | eng19-072             | 05/02/2019                 | 05/02/2019          | 1,041.61           | Costs for Brazoria County Storm Water Interlo | 10105660 - Dues & Subscriptions     |
|                           |                         |                       |                            |                     | <b>\$1,041.61</b>  |                                               |                                     |
| BRAZORIA COUNTY WATER LAB | 39102                   | 20190687              | 05/09/2019                 | 05/09/2019          | 15.00              | water sample test                             | 30215390 - Water Lines M&R          |
| BRAZORIA COUNTY WATER LAB | 39102                   | 20190862              | 05/09/2019                 | 05/09/2019          | 120.00             | water sample test                             | 30215390 - Water Lines M&R          |
| BRAZORIA COUNTY WATER LAB | 39102                   | 20191338              | 05/09/2019                 | 05/09/2019          | 15.00              | water sample test                             | 30215390 - Water Lines M&R          |
| BRAZORIA COUNTY WATER LAB | 39102                   | 20191345              | 05/09/2019                 | 05/09/2019          | 120.00             | water sample test                             | 30215390 - Water Lines M&R          |
|                           |                         |                       |                            |                     | \$270.00           |                                               |                                     |
|                           |                         |                       |                            |                     | <b>\$270.00</b>    |                                               |                                     |
| BRAZOS RIVER FUELING      | ACH.5094.052            | 50028364              | 05/20/2019                 | 05/22/2019          | 68.00              | fuel                                          | 10075230 - Oil, & Lubricants        |
| BRAZOS RIVER FUELING      | ACH.5094.052            | 50028364              | 05/20/2019                 | 05/22/2019          | 680.10             | fuel                                          | 10025230 - Oil, & Lubricants        |
| BRAZOS RIVER FUELING      | ACH.5094.052            | 50028364              | 05/20/2019                 | 05/22/2019          | 2,698.70           | fuel                                          | 30215230 - Gas, Oil, & Lubricants   |
| BRAZOS RIVER FUELING      | ACH.5094.052            | 50028364              | 05/20/2019                 | 05/22/2019          | 5,372.76           | fuel                                          | 10055230 - Oil, & Lubricants        |
|                           |                         |                       |                            |                     | \$8,819.56         |                                               |                                     |
|                           |                         |                       |                            |                     | <b>\$8,819.56</b>  |                                               |                                     |
| BRAZOSPORT WATER AUTHORI  | 39103                   | 07-0459               | 05/09/2019                 | 05/09/2019          | 21,996.00          | water contract                                | 30215995 - Brazosport Water Autho   |
|                           |                         |                       |                            |                     | <b>\$21,996.00</b> |                                               |                                     |
| BROOKSIDE EQUIPMENT SALE  | 39104                   | ia02168               | 05/09/2019                 | 05/09/2019          | 3.96               | mower belt, tools, weed eater string          | 10025220 - Tools                    |
| BROOKSIDE EQUIPMENT SALE  | 39104                   | ia02168               | 05/09/2019                 | 05/09/2019          | 34.99              | mower belt, tools, weed eater string          | 10085240 - Expendable Operating S   |
| BROOKSIDE EQUIPMENT SALE  | 39104                   | ia02168               | 05/09/2019                 | 05/09/2019          | 78.75              | mower belt, tools, weed eater string          | 10085365 - Other Equipment M&R      |
| BROOKSIDE EQUIPMENT SALE  | 39104                   | ia02406               | 05/09/2019                 | 05/09/2019          | 34.12              | cable                                         | 10085365 - Other Equipment M&R      |
| BROOKSIDE EQUIPMENT SALE  | 39104                   | ia02824               | 05/09/2019                 | 05/09/2019          | 72.84              | cable                                         | 10085365 - Other Equipment M&R      |
| BROOKSIDE EQUIPMENT SALE  | 39104                   | ia03567               | 05/09/2019                 | 05/09/2019          | 5.02               | spark plugs                                   | 10085365 - Other Equipment M&R      |
|                           |                         |                       |                            |                     | \$229.68           |                                               |                                     |
|                           |                         |                       |                            |                     | <b>\$229.68</b>    |                                               |                                     |
| BRUMLEY, SUSIE            | 39105                   | may19                 | 05/09/2019                 | 05/09/2019          | 100.00             | deposit refund for rental on 04/27/19         | 10292133 - Facility Rental Deposits |
|                           |                         |                       |                            |                     | <b>\$100.00</b>    |                                               |                                     |
| BUDGET CARWASH            | 39158                   | 1144                  | 05/31/2019                 | 05/31/2019          | 6.00               | car wash                                      | 10055340 - Vehicle M&R              |
|                           |                         |                       |                            |                     | <b>\$6.00</b>      |                                               |                                     |
| BUSINESS CARD             | 39146                   | 0230537909610         | 05/20/2019                 | 05/22/2019          | 20.84              | office supplies                               | 10015210 - Office Supplies          |
| BUSINESS CARD             | 39146                   | 0230537909610         | 05/20/2019                 | 05/22/2019          | 289.99             | office supplies                               | 10015210 - Office Supplies          |
| BUSINESS CARD             | 39146                   | 05140489117120        | 05/20/2019                 | 05/22/2019          | 38.59              | fuel                                          | 10055230 - Oil, & Lubricants        |
| BUSINESS CARD             | 39146                   | 05140489117120        | 05/20/2019                 | 05/22/2019          | 29.09              | fuel                                          | 10055230 - Oil, & Lubricants        |
| BUSINESS CARD             | 39146                   | 05140489118120        | 05/20/2019                 | 05/22/2019          | 33.70              | fuel                                          | 10055230 - Oil, & Lubricants        |
| BUSINESS CARD             | 39146                   | 05140489119120        | 05/20/2019                 | 05/22/2019          | 38.00              | fuel                                          | 10055230 - Oil, & Lubricants        |

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| Payee Name    | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount    | Description                          | Ledger Account                    |
|---------------|------------------|----------------|---------------------|--------------|-----------|--------------------------------------|-----------------------------------|
| BUSINESS CARD | 39146            | 05410199113741 | 05/20/2019          | 05/22/2019   | 33.13     | shipping cost                        | 10015240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 0543684909910  | 05/20/2019          | 05/22/2019   | 2.95      | pest control                         | 10015310 - Building & Grounds M&  |
| BUSINESS CARD | 39146            | 0543684910100  | 05/20/2019          | 05/22/2019   | 108.75    | trailer tires                        | 10085365 - Other Equipment M&R    |
| BUSINESS CARD | 39146            | 0543684910210  | 05/20/2019          | 05/22/2019   | 4.87      | tape                                 | 10015210 - Office Supplies        |
| BUSINESS CARD | 39146            | 0543684910210  | 05/20/2019          | 05/22/2019   | 4.87      | tape                                 | 30215210 - Office Supplies        |
| BUSINESS CARD | 39146            | 05436849113500 | 05/20/2019          | 05/22/2019   | 200.00    | stamps                               | 10015240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 0543684912230  | 05/20/2019          | 05/22/2019   | 8.50      | arbor day cookies                    | 10015201 - Food                   |
| BUSINESS CARD | 39146            | 05587459111000 | 05/20/2019          | 05/22/2019   | -1.03     | credit                               | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 2524780909900  | 05/20/2019          | 05/22/2019   | 98.55     | meal for town hall meeting           | 10015201 - Food                   |
| BUSINESS CARD | 39146            | 45187429115000 | 05/20/2019          | 05/22/2019   | 265.00    | training                             | 10015130 - Training & Travel      |
| BUSINESS CARD | 39146            | 4518742912300  | 05/20/2019          | 05/22/2019   | 177.50    | law manual                           | 10015225 - Books & Periodicals    |
| BUSINESS CARD | 39146            | 55207399117253 | 05/20/2019          | 05/22/2019   | 190.00    | membership to iacp                   | 10055660 - Dues & Subscriptions   |
| BUSINESS CARD | 39146            | 55309599113838 | 05/20/2019          | 05/22/2019   | 4.08      | roller                               | 10025365 - Other Equipment M&R    |
| BUSINESS CARD | 39146            | 55309599114838 | 05/20/2019          | 05/22/2019   | 172.94    | battery                              | 10055340 - Vehicle M&R            |
| BUSINESS CARD | 39146            | 55309599115838 | 05/20/2019          | 05/22/2019   | 39.99     | oil, gloves, creeper                 | 10025220 - Tools                  |
| BUSINESS CARD | 39146            | 55309599115838 | 05/20/2019          | 05/22/2019   | 86.94     | oil, gloves, creeper                 | 10025365 - Other Equipment M&R    |
| BUSINESS CARD | 39146            | 55309599116838 | 05/20/2019          | 05/22/2019   | 124.12    | roller                               | 10025365 - Other Equipment M&R    |
| BUSINESS CARD | 39146            | 5531020909560  | 05/20/2019          | 05/22/2019   | 268.20    | hour meter for ls#3                  | 30215392 - Sewer Lines M&R        |
| BUSINESS CARD | 39146            | 5531020910083  | 05/20/2019          | 05/22/2019   | 222.86    | popcorn packs                        | 10015240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 55310209117026 | 05/20/2019          | 05/22/2019   | 203.88    | adobe                                | 10065240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 5531020912002  | 05/20/2019          | 05/22/2019   | 16.23     | membership                           | 30215210 - Office Supplies        |
| BUSINESS CARD | 39146            | 5541734910012  | 05/20/2019          | 05/22/2019   | 200.00    | training                             | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 5542135912143  | 05/20/2019          | 05/22/2019   | 450.00    | animal control                       | 10055558 - Animal Control         |
| BUSINESS CARD | 39146            | 5542950910289  | 05/20/2019          | 05/22/2019   | -9.95     | refund                               | 10015240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 5542950910589  | 05/20/2019          | 05/22/2019   | 500.00    | training                             | 10015130 - Training & Travel      |
| BUSINESS CARD | 39146            | 5543180909509  | 05/20/2019          | 05/22/2019   | 16.00     | training meal                        | 30215130 - Training & Travel      |
| BUSINESS CARD | 39146            | 5543286910020  | 05/20/2019          | 05/22/2019   | 373.97    | tennis nets                          | 10085310 - Building & Grounds M&  |
| BUSINESS CARD | 39146            | 5543286910220  | 05/20/2019          | 05/22/2019   | 96.26     | fuse for well#6                      | 30215390 - Water Lines M&R        |
| BUSINESS CARD | 39146            | 5543286910220  | 05/20/2019          | 05/22/2019   | 16.90     | note pads                            | 10015240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 5543286910220  | 05/20/2019          | 05/22/2019   | 82.50     | employee recognition cards           | 10015210 - Office Supplies        |
| BUSINESS CARD | 39146            | 5543286910220  | 05/20/2019          | 05/22/2019   | 129.52    | lapel pins                           | 10015210 - Office Supplies        |
| BUSINESS CARD | 39146            | 5543286910220  | 05/20/2019          | 05/22/2019   | 5,334.34  | hotel                                | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 5543286910820  | 05/20/2019          | 05/22/2019   | 13.92     | animal control and cleaning supplies | 10085215 - Custodial Supplies     |
| BUSINESS CARD | 39146            | 5543286910820  | 05/20/2019          | 05/22/2019   | 77.16     | animal control and cleaning supplies | 10055558 - Animal Control         |
| BUSINESS CARD | 39146            | 5543286910920  | 05/20/2019          | 05/22/2019   | 44.00     | fuel                                 | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 55432869110200 | 05/20/2019          | 05/22/2019   | 14.06     | membership                           | 10025660 - Dues & Subscriptions   |
| BUSINESS CARD | 39146            | 55432869111200 | 05/20/2019          | 05/22/2019   | 34.99     | stamps                               | 10015240 - Expendable Operating S |
| BUSINESS CARD | 39146            | 55432869114200 | 05/20/2019          | 05/22/2019   | -1,000.00 | credit for training                  | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 55432869114200 | 05/20/2019          | 05/22/2019   | 57.96     | hdmi adapter                         | 10015310 - Building & Grounds M&  |
| BUSINESS CARD | 39146            | 55432869117200 | 05/20/2019          | 05/22/2019   | 258.96    | airfare                              | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 55432869117200 | 05/20/2019          | 05/22/2019   | 258.96    | airfare                              | 10055130 - Training & Travel      |
| BUSINESS CARD | 39146            | 5543286912220  | 05/20/2019          | 05/22/2019   | 300.00    | lift rental                          | 10085310 - Building & Grounds M&  |
| BUSINESS CARD | 39146            | 5544641910308  | 05/20/2019          | 05/22/2019   | 217.79    | sewer tap supplies                   | 30215392 - Sewer Lines M&R        |
| BUSINESS CARD | 39146            | 5548077910120  | 05/20/2019          | 05/22/2019   | 395.00    | texas chapter american               | 30215130 - Training & Travel      |
| BUSINESS CARD | 39146            | 5549967909879  | 05/20/2019          | 05/22/2019   | 87.69     | sewer line parts                     | 30215392 - Sewer Lines M&R        |
| BUSINESS CARD | 39146            | 55499679116796 | 05/20/2019          | 05/22/2019   | 29.22     | concrete mix                         | 30215390 - Water Lines M&R        |
| BUSINESS CARD | 39146            | 5549967912079  | 05/20/2019          | 05/22/2019   | 58.43     | concrete mix                         | 10025376 - Signs M&R              |
| BUSINESS CARD | 39146            | 5549967912079  | 05/20/2019          | 05/22/2019   | 9.45      | brush                                | 30215390 - Water Lines M&R        |

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| Payee Name                    | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount             | Description                              | Ledger Account                      |
|-------------------------------|------------------|----------------|---------------------|--------------|--------------------|------------------------------------------|-------------------------------------|
| BUSINESS CARD                 | 39146            | 5549967912179  | 05/20/2019          | 05/22/2019   | 250.46             | plumbing                                 | 30215392 - Sewer Lines M&R          |
| BUSINESS CARD                 | 39146            | 5550629910260  | 05/20/2019          | 05/22/2019   | 680.45             | maint for mini ex                        | 30215365 - Other Equipment M&R      |
| BUSINESS CARD                 | 39146            | 55541869115010 | 05/20/2019          | 05/22/2019   | 10.97              | extension cord                           | 10015310 - Building & Grounds M&    |
| BUSINESS CARD                 | 39146            | 5554186912201  | 05/20/2019          | 05/22/2019   | 15.96              | supplies for flag pole repair            | 10085310 - Building & Grounds M&    |
| BUSINESS CARD                 | 39146            | 5554186912201  | 05/20/2019          | 05/22/2019   | -59.65             | credit for boom rental                   | 10085310 - Building & Grounds M&    |
| BUSINESS CARD                 | 39146            | 75191169120900 | 05/20/2019          | 05/22/2019   | 2.51               | mower spark plug                         | 10085365 - Other Equipment M&R      |
| BUSINESS CARD                 | 39146            | 7526586910936  | 05/20/2019          | 05/22/2019   | 25.64              | meal                                     | 30215130 - Training & Travel        |
| BUSINESS CARD                 | 39146            | 7550499910990  | 05/20/2019          | 05/22/2019   | 687.84             | hotel                                    | 10055130 - Training & Travel        |
| BUSINESS CARD                 | 39146            | 7550499910990  | 05/20/2019          | 05/22/2019   | 609.96             | hotel                                    | 10055130 - Training & Travel        |
| BUSINESS CARD                 | 39146            | 85431549118701 | 05/20/2019          | 05/22/2019   | 470.00             | conference registration                  | 10055130 - Training & Travel        |
| BUSINESS CARD                 | 39146            | 85431549118701 | 05/20/2019          | 05/22/2019   | 625.00             | conference registration                  | 10045291 - Expenditures - Police Tr |
| BUSINESS CARD                 | 39146            | 8548614909570  | 05/20/2019          | 05/22/2019   | 311.73             | hotel for training                       | 30215130 - Training & Travel        |
| BUSINESS CARD                 | 39146            | 8548614909570  | 05/20/2019          | 05/22/2019   | 311.73             | hotel for training                       | 30215130 - Training & Travel        |
|                               |                  |                |                     |              | \$14,672.27        |                                          |                                     |
|                               |                  |                |                     |              | <b>\$14,672.27</b> |                                          |                                     |
| C & S JANITORIAL SERVICES, IN | 39081            | 31753          | 05/02/2019          | 05/02/2019   | 275.00             | cleaning city hall                       | 10015102 - Contract Labor           |
|                               |                  |                |                     |              | <b>\$275.00</b>    |                                          |                                     |
| CAMPBELL, MICHELLE            | 39147            | RFD 30450018.0 | 05/21/2019          | 05/22/2019   | 77.15              | Deposit Refund: 30450018 - CAMPBELL, MIC | 30302220 - Customer Meter Deposit   |
|                               |                  |                |                     |              | <b>\$77.15</b>     |                                          |                                     |
| CDW-Government                | 39159            | sjq5840        | 05/31/2019          | 05/31/2019   | 216.63             | Lenovo ThinkVision LED Monitor 23.8      | 10015910 - Office Equipment         |
| CDW-Government                | 39159            | sjq5840        | 05/31/2019          | 05/31/2019   | 984.45             | Lenovo ThinkStation P330                 | 10015910 - Office Equipment         |
|                               |                  |                |                     |              | \$1,201.08         |                                          |                                     |
|                               |                  |                |                     |              | <b>\$1,201.08</b>  |                                          |                                     |
| CENTERPOINT ENERGY            | 39106            | may19          | 05/09/2019          | 05/09/2019   | 23.74              | natural gas                              | 10015430 - Natural Gas              |
| CENTERPOINT ENERGY            | 39126            | may19-         | 05/15/2019          | 05/15/2019   | 20.65              | natural gas                              | 10075430 - Natural Gas              |
| CENTERPOINT ENERGY            | 39143            | may2019---     | 05/15/2019          | 05/15/2019   | 31.31              | natural gas                              | 10015430 - Natural Gas              |
| CENTERPOINT ENERGY            | 39160            | may19--        | 05/31/2019          | 05/31/2019   | 19.98              | natural gas                              | 10025430 - Natural Gas              |
| CENTERPOINT ENERGY            | 39160            | may19---       | 05/31/2019          | 05/31/2019   | 21.99              | natural gas                              | 30215430 - Natural Gas              |
|                               |                  |                |                     |              | \$41.97            |                                          |                                     |
|                               |                  |                |                     |              | <b>\$117.67</b>    |                                          |                                     |
| CERVANTES, MARCO              | 39107            | may19          | 05/09/2019          | 05/09/2019   | 50.00              | deposit refund for rental on 4/21/19     | 10292133 - Facility Rental Deposits |
|                               |                  |                |                     |              | <b>\$50.00</b>     |                                          |                                     |
| CITY OF OYSTER CREEK          | 39082            | may19          | 05/02/2019          | 05/02/2019   | 20.00              | bcca dinner                              | 10015130 - Training & Travel        |
|                               |                  |                |                     |              | <b>\$20.00</b>     |                                          |                                     |
| CLUTE POSTMASTER              | 39124            | may19          | 05/13/2019          | 05/13/2019   | 73.85              | postage for late notices                 | 30215210 - Office Supplies          |
| CLUTE POSTMASTER              | 39153            | 2019524USPS    | 05/24/2019          | 05/24/2019   | 380.45             | May Util Late Notices                    | 10015240 - Expendable Operating S   |
|                               |                  |                |                     |              | <b>\$454.30</b>    |                                          |                                     |

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| <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>            |
|----------------------------|-------------------------|-----------------------|----------------------------|---------------------|-------------------|--------------------------------------|----------------------------------|
| COASTAL POWER PRODUCTS     | 39108                   | 15830                 | 05/09/2019                 | 05/09/2019          | 862.50            | City hall Generator Maint.           | 10015310 - Building & Grounds M& |
| COASTAL POWER PRODUCTS     | 39108                   | 15831                 | 05/09/2019                 | 05/09/2019          | 1,687.50          | lift station/water plant gen. maint. | 30215310 - Building & Grounds M& |
|                            |                         |                       |                            |                     | \$2,550.00        |                                      |                                  |
|                            |                         |                       |                            |                     | <b>\$2,550.00</b> |                                      |                                  |
| COMBINED INSURANCE CO. OF  | 39083                   | 529584                | 05/02/2019                 | 05/02/2019          | 74.48             | insurance                            | 10292136 - Insurance Payable     |
|                            |                         |                       |                            |                     | <b>\$74.48</b>    |                                      |                                  |
| COMCAST                    | 39127                   | may19                 | 05/15/2019                 | 05/15/2019          | 92.50             | internet                             | 10075420 - Telephone             |
| COMCAST                    | 39127                   | may19-                | 05/15/2019                 | 05/15/2019          | 10.77             | acct# 8777 70 180 000819             | 10075420 - Telephone             |
|                            |                         |                       |                            |                     | \$103.27          |                                      |                                  |
| COMCAST                    | 39128                   | 80596707              | 05/15/2019                 | 05/15/2019          | 41.95             | telephone                            | 30215420 - Telephone             |
| COMCAST                    | 39128                   | 80596707              | 05/15/2019                 | 05/15/2019          | 83.94             | telephone                            | 10015420 - Telephone             |
| COMCAST                    | 39128                   | 80596707              | 05/15/2019                 | 05/15/2019          | 209.75            | telephone                            | 10055420 - Telephone             |
|                            |                         |                       |                            |                     | \$335.64          |                                      |                                  |
|                            |                         |                       |                            |                     | <b>\$438.91</b>   |                                      |                                  |
| CORDOBA LAW FIRM. P.L.L.C. | 39129                   | 47681                 | 05/15/2019                 | 05/15/2019          | 2,697.50          | attorney                             | 10095570 - Attorney's Fees       |
| CORDOBA LAW FIRM. P.L.L.C. | 39129                   | 47682                 | 05/15/2019                 | 05/15/2019          | 3,630.00          | attorney                             | 10105570 - Attorney's Fees       |
|                            |                         |                       |                            |                     | \$6,327.50        |                                      |                                  |
|                            |                         |                       |                            |                     | <b>\$6,327.50</b> |                                      |                                  |
| DE LAGE LANDEN FINANCIAL S | 39084                   | 63288103              | 05/02/2019                 | 05/02/2019          | 63.98             | copier lease                         | 10015935 - Equipment - Time Paym |
| DE LAGE LANDEN FINANCIAL S | 39084                   | 63288103              | 05/02/2019                 | 05/02/2019          | 331.17            | copier lease                         | 30215935 - Equipment - Time Paym |
|                            |                         |                       |                            |                     | \$395.15          |                                      |                                  |
| DE LAGE LANDEN FINANCIAL S | 39109                   | 63285480              | 05/09/2019                 | 05/09/2019          | 167.76            | copier lease                         | 10055935 - Equipment - Time Paym |
|                            |                         |                       |                            |                     | <b>\$562.91</b>   |                                      |                                  |
| DIRECT EFFECT MARKETING    | 39077                   | 6285                  | 05/02/2019                 | 05/02/2019          | 1,807.00          | Printing Spring Newsletter - Focus   | 10015210 - Office Supplies       |
|                            |                         |                       |                            |                     | <b>\$1,807.00</b> |                                      |                                  |
| DXI INDUSTRIES, INC.       | 39110                   | de05001945-19         | 05/09/2019                 | 05/09/2019          | 40.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39110                   | de05002475-19         | 05/09/2019                 | 05/09/2019          | 10.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39110                   | de05002476-19         | 05/09/2019                 | 05/09/2019          | 40.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39110                   | de05002477-19         | 05/09/2019                 | 05/09/2019          | 40.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39110                   | de05002519-19         | 05/09/2019                 | 05/09/2019          | 10.00             | chlroine                             | 30215270 - Chemicals             |
|                            |                         |                       |                            |                     | \$140.00          |                                      |                                  |
| DXI INDUSTRIES, INC.       | 39161                   | de05002872-19         | 05/31/2019                 | 05/31/2019          | 40.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39161                   | de05003405-19         | 05/31/2019                 | 05/31/2019          | 10.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39161                   | de05003406-19         | 05/31/2019                 | 05/31/2019          | 40.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39161                   | de05003407-19         | 05/31/2019                 | 05/31/2019          | 40.00             | chlorine                             | 30215270 - Chemicals             |
| DXI INDUSTRIES, INC.       | 39161                   | de05003449-19         | 05/31/2019                 | 05/31/2019          | 10.00             | chlroine                             | 30215270 - Chemicals             |
|                            |                         |                       |                            |                     | \$140.00          |                                      |                                  |
|                            |                         |                       |                            |                     | <b>\$280.00</b>   |                                      |                                  |



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| <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>               |
|-----------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|-----------------------------------------------|-------------------------------------|
| FACTS, THE                  | 39144                   | 16596-0419            | 05/15/2019                 | 05/15/2019          | 346.80             | ads                                           | 10015685 - Publishing & Advertising |
| FACTS, THE                  | 39144                   | 16596-0419            | 05/15/2019                 | 05/15/2019          | 3,387.06           | ads                                           | 10015510 - Elections                |
|                             |                         |                       |                            |                     | <u>\$3,733.86</u>  |                                               |                                     |
|                             |                         |                       |                            |                     | <b>\$3,733.86</b>  |                                               |                                     |
| FELDER WATER WELL & PUMP    | 39130                   | 16741                 | 05/15/2019                 | 05/15/2019          | 42,275.00          | Well 6 repair                                 | 30215390 - Water Lines M&R          |
|                             |                         |                       |                            |                     | <u>\$42,275.00</u> |                                               |                                     |
| FERGUSON, TANYA             | 39162                   | may19                 | 05/31/2019                 | 05/31/2019          | 100.00             | deposit and rental fee refund                 | 10292133 - Facility Rental Deposits |
| FERGUSON, TANYA             | 39162                   | may19                 | 05/31/2019                 | 05/31/2019          | 123.00             | deposit and rental fee refund                 | 10294118 - Municipal Building Renta |
|                             |                         |                       |                            |                     | <u>\$223.00</u>    |                                               |                                     |
|                             |                         |                       |                            |                     | <b>\$223.00</b>    |                                               |                                     |
| FIRST NATIONAL BANK OF LAKE | 39111                   | may19                 | 05/09/2019                 | 05/09/2019          | 2,212.90           | Monthly Loan Payment - Loan #966374           | 10025935 - Equipment - Time Paym    |
|                             |                         |                       |                            |                     | <u>\$2,212.90</u>  |                                               |                                     |
| Frankum, Dale               | 39112                   | Refund: 7016250       | 05/02/2019                 | 05/09/2019          | 178.47             | Refund: 70162500 - Frankum, Dale              | 30301230 - Utility Receivables      |
|                             |                         |                       |                            |                     | <u>\$178.47</u>    |                                               |                                     |
| GREG FLANIKEN & ASSOCIATE   | 39148                   | RFD 30975006.0        | 05/21/2019                 | 05/22/2019          | 27.15              | Deposit Refund: 30975006 - GREG FLANIKE       | 30302220 - Customer Meter Deposit   |
|                             |                         |                       |                            |                     | <u>\$27.15</u>     |                                               |                                     |
| Halligan, Inc.              | 39131                   | 1685                  | 05/15/2019                 | 05/15/2019          | 700.00             | Annual subscription fee for Halligan maintena | 10075660 - Dues & Subscriptions     |
|                             |                         |                       |                            |                     | <u>\$700.00</u>    |                                               |                                     |
| HERNANDEZ, JUDY             | 39113                   | may19                 | 05/09/2019                 | 05/09/2019          | 100.00             | deposit refund for rental on 04/28/2019       | 10292133 - Facility Rental Deposits |
|                             |                         |                       |                            |                     | <u>\$100.00</u>    |                                               |                                     |
| HERNANDEZ, SAN JUANA        | 39085                   | MAY19                 | 05/02/2019                 | 05/02/2019          | 100.00             | deposit refund                                | 10292133 - Facility Rental Deposits |
| HERNANDEZ, SAN JUANA        | 39114                   | may19-                | 05/09/2019                 | 05/09/2019          | 100.00             | deposit refund                                | 10292133 - Facility Rental Deposits |
|                             |                         |                       |                            |                     | <u>\$200.00</u>    |                                               |                                     |
| HOLMES, STACY               | 39115                   | may19                 | 05/09/2019                 | 05/09/2019          | 113.00             | deposit and rental fee refund                 | 10294118 - Municipal Building Renta |
| HOLMES, STACY               | 39115                   | may19                 | 05/09/2019                 | 05/09/2019          | 200.00             | deposit and rental fee refund                 | 10292133 - Facility Rental Deposits |
|                             |                         |                       |                            |                     | <u>\$313.00</u>    |                                               |                                     |
|                             |                         |                       |                            |                     | <b>\$313.00</b>    |                                               |                                     |
| ICMA-RC PLAN #307447        | ACH.5050.052            | PR041519-5050         | 04/12/2019                 | 05/22/2019          | 701.09             | Def 457                                       | 10292132 - Retirement Payable       |
| ICMA-RC PLAN #307447        | ACH.5050.052            | PR043019-5050         | 04/29/2019                 | 05/22/2019          | 688.75             | Def 457                                       | 10292132 - Retirement Payable       |
|                             |                         |                       |                            |                     | <u>\$1,389.84</u>  |                                               |                                     |
|                             |                         |                       |                            |                     | <b>\$1,389.84</b>  |                                               |                                     |
| ICMA-RC PLAN #706183        | ACH.5054.052            | PR041519-5054         | 04/12/2019                 | 05/22/2019          | 50.00              | Roth IRA                                      | 10292132 - Retirement Payable       |
| ICMA-RC PLAN #706183        | ACH.5054.052            | PR043019-5054         | 04/29/2019                 | 05/22/2019          | 50.00              | Roth IRA                                      | 10292132 - Retirement Payable       |
|                             |                         |                       |                            |                     | <u>\$100.00</u>    |                                               |                                     |
|                             |                         |                       |                            |                     | <b>\$100.00</b>    |                                               |                                     |



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| Payee Name                  | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount             | Description                           | Ledger Account                     |
|-----------------------------|------------------|----------------|---------------------|--------------|--------------------|---------------------------------------|------------------------------------|
| INTERNAL REVENUE SERVICE    |                  | PR033119-4045  | 03/28/2019          | 05/15/2019   | -293.62            | Federal Income Tax                    | 10292131 - Federal W/H Payble      |
| INTERNAL REVENUE SERVICE    |                  | PR033119-4045  | 03/28/2019          | 05/15/2019   | -66.76             | Medicare Tax                          | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    |                  | PR033119-4045  | 05/14/2019          | 05/15/2019   | 0.84               | Medicare Tax                          | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    |                  | PR033119-4045  | 05/14/2019          | 05/15/2019   | 20.00              | Federal Income Tax                    | 10292131 - Federal W/H Payble      |
| INTERNAL REVENUE SERVICE    |                  | PR051519-4045  | 05/14/2019          | 05/15/2019   | 37.20              | Social Security Tax                   | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    |                  | PR051519-4045  | 05/14/2019          | 05/15/2019   | 1,516.08           | Medicare Tax                          | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    |                  | PR051519-4045  | 05/14/2019          | 05/15/2019   | 4,228.68           | Federal Income Tax                    | 10292131 - Federal W/H Payble      |
| INTERNAL REVENUE SERVICE    |                  | PR053119-4045  | 05/30/2019          | 05/31/2019   | 37.20              | Social Security Tax                   | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    |                  | PR053119-4045  | 05/30/2019          | 05/31/2019   | 1,771.88           | Medicare Tax                          | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    |                  | PR053119-4045  | 05/30/2019          | 05/31/2019   | 5,562.01           | Federal Income Tax                    | 10292131 - Federal W/H Payble      |
|                             |                  |                |                     |              | \$12,813.51        |                                       |                                    |
| INTERNAL REVENUE SERVICE    | ach              | PR043019-4045  | 04/29/2019          | 05/01/2019   | 37.20              | Social Security Tax                   | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    | ach              | PR043019-4045  | 04/29/2019          | 05/01/2019   | 1,613.86           | Medicare Tax                          | 10292144 - Social Security Payable |
| INTERNAL REVENUE SERVICE    | ach              | PR043019-4045  | 04/29/2019          | 05/01/2019   | 4,758.65           | Federal Income Tax                    | 10292131 - Federal W/H Payble      |
|                             |                  |                |                     |              | \$6,409.71         |                                       |                                    |
|                             |                  |                |                     |              | <b>\$19,223.22</b> |                                       |                                    |
| KHOVNANIAN                  | 39086            | RFD 17380000.0 | 04/26/2019          | 05/02/2019   | 51.20              | Deposit Refund: 17380000 - KHOVNANIAN | 30302220 - Customer Meter Deposit  |
| KHOVNANIAN                  | 39163            | RFD 17080000.0 | 05/29/2019          | 05/31/2019   | 26.80              | Deposit Refund: 17080000 - KHOVNANIAN | 30302220 - Customer Meter Deposit  |
|                             |                  |                |                     |              | <b>\$78.00</b>     |                                       |                                    |
| KILLUM PEST CONTROL         | 39116            | 203604         | 05/09/2019          | 05/09/2019   | 50.00              | pest control                          | 10085310 - Building & Grounds M&   |
| KILLUM PEST CONTROL         | 39116            | 203605         | 05/09/2019          | 05/09/2019   | 10.00              | pest control                          | 10085310 - Building & Grounds M&   |
|                             |                  |                |                     |              | \$60.00            |                                       |                                    |
|                             |                  |                |                     |              | <b>\$60.00</b>     |                                       |                                    |
| KOSKINIEMI, LINDSAY         | 39087            | may19          | 05/02/2019          | 05/02/2019   | 69.16              | mileage for 4/1/19 to 4/30/19         | 10015130 - Training & Travel       |
| KOSKINIEMI, LINDSAY         | 39164            | may19-         | 05/31/2019          | 05/31/2019   | 54.70              | travel expense                        | 10015130 - Training & Travel       |
|                             |                  |                |                     |              | <b>\$123.86</b>    |                                       |                                    |
| LIBERTY NATIONAL LIFE INSUR | 39088            | PR041519-5506  | 04/12/2019          | 05/02/2019   | 92.14              | Liberty National - Post tax           | 10292136 - Insurance Payable       |
| LIBERTY NATIONAL LIFE INSUR | 39088            | PR041519-5506  | 04/12/2019          | 05/02/2019   | 154.57             | Liberty National - Pretax             | 10292136 - Insurance Payable       |
| LIBERTY NATIONAL LIFE INSUR | 39088            | PR043019-5506  | 04/29/2019          | 05/02/2019   | 92.14              | Liberty National - Post tax           | 10292136 - Insurance Payable       |
| LIBERTY NATIONAL LIFE INSUR | 39088            | PR043019-5506  | 04/29/2019          | 05/02/2019   | 154.57             | Liberty National - Pretax             | 10292136 - Insurance Payable       |
|                             |                  |                |                     |              | \$493.42           |                                       |                                    |
| LIBERTY NATIONAL LIFE INSUR | 39165            | PR051519-5506  | 05/14/2019          | 05/31/2019   | 92.14              | Liberty National - Post tax           | 10292136 - Insurance Payable       |
| LIBERTY NATIONAL LIFE INSUR | 39165            | PR051519-5506  | 05/14/2019          | 05/31/2019   | 154.57             | Liberty National - Pretax             | 10292136 - Insurance Payable       |
| LIBERTY NATIONAL LIFE INSUR | 39165            | PR053119-5506  | 05/30/2019          | 05/31/2019   | 92.14              | Liberty National - Post tax           | 10292136 - Insurance Payable       |
| LIBERTY NATIONAL LIFE INSUR | 39165            | PR053119-5506  | 05/30/2019          | 05/31/2019   | 154.57             | Liberty National - Pretax             | 10292136 - Insurance Payable       |
|                             |                  |                |                     |              | \$493.42           |                                       |                                    |
|                             |                  |                |                     |              | <b>\$986.84</b>    |                                       |                                    |
| MALONE, DON                 | ACH.3803.050     | may19          | 05/02/2019          | 05/02/2019   | 250.00             | inspection ending 04/27/2019          | 10105102 - Contract Labor          |
| MALONE, DON                 | ACH.3803.050     | may19-         | 05/02/2019          | 05/02/2019   | 725.00             | inspections week ending 04/13/2019    | 10105102 - Contract Labor          |
|                             |                  |                |                     |              | \$975.00           |                                       |                                    |

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| Payee Name                 | Reference Number | Invoice Number  | Invoice Ledger Date | Payment Date | Amount            | Description                              | Ledger Account                    |
|----------------------------|------------------|-----------------|---------------------|--------------|-------------------|------------------------------------------|-----------------------------------|
| MALONE, DON                | ACH.3803.051     | may19--         | 05/15/2019          | 05/15/2019   | 100.00            | inspections for week ending 05/11/2019   | 10105102 - Contract Labor         |
| MALONE, DON                | ACH.3803.051     | may19---        | 05/15/2019          | 05/15/2019   | 175.00            | inspections for week ending 05-04-2019   | 10105102 - Contract Labor         |
|                            |                  |                 |                     |              | \$275.00          |                                          |                                   |
| MALONE, DON                | ACH.3803.053     | may19----       | 05/31/2019          | 05/31/2019   | 400.00            | inspections ending 05/18/2019            | 10105102 - Contract Labor         |
| MALONE, DON                | ACH.3803.053     | may19-----      | 05/31/2019          | 05/31/2019   | 225.00            | inspections for week ending 06/01/2019   | 10105102 - Contract Labor         |
| MALONE, DON                | ACH.3803.053     | may19-----      | 05/31/2019          | 05/31/2019   | 375.00            | inspections for week ending 05/25/19     | 10105102 - Contract Labor         |
|                            |                  |                 |                     |              | \$1,000.00        |                                          |                                   |
|                            |                  |                 |                     |              | <b>\$2,250.00</b> |                                          |                                   |
| MCCOY'S BUILDING SUPPLY    | 39166            | 1318443         | 05/31/2019          | 05/31/2019   | 2.99              | pvc sink tailpiece                       | 10085310 - Building & Grounds M&  |
| MCCOY'S BUILDING SUPPLY    | 39166            | 1318660         | 05/31/2019          | 05/31/2019   | 35.96             | fescue/shade seed                        | 10025310 - Building & Grounds M&  |
|                            |                  |                 |                     |              | \$38.95           |                                          |                                   |
|                            |                  |                 |                     |              | <b>\$38.95</b>    |                                          |                                   |
| MITCHELL, ROBIN            | 39132            | RFD 21570003.0  | 04/26/2019          | 05/15/2019   | 27.15             | Deposit Refund: 21570003 - MITCHELL, ROB | 30302220 - Customer Meter Deposit |
| MITCHELL, ROBIN            | 39149            | Refund: 2157000 | 05/15/2019          | 05/22/2019   | 72.85             | Refund: 21570003 - MITCHELL, ROBIN       | 30301230 - Utility Receivables    |
|                            |                  |                 |                     |              | <b>\$100.00</b>   |                                          |                                   |
| MUNLEY, KEVIN              | 39167            | may19           | 05/31/2019          | 05/31/2019   | 173.41            | travel and meals                         | 10055130 - Training & Travel      |
|                            |                  |                 |                     |              | <b>\$173.41</b>   |                                          |                                   |
| NETPROTEC LLC              | ACH.5179.052     | 1253            | 05/20/2019          | 05/22/2019   | 295.00            | Video Magistrate Subscription            | 10055542 - Jail Expense           |
|                            |                  |                 |                     |              | <b>\$295.00</b>   |                                          |                                   |
| OFFICE OF ATTORNEY GENERA  | 39089            | PR043019-5136   | 04/29/2019          | 05/02/2019   | 343.50            | Child Support                            | 10292138 - Child Support Payable  |
| OFFICE OF ATTORNEY GENERA  | 39133            | PR051519-5136   | 05/14/2019          | 05/15/2019   | 343.50            | Child Support                            | 10292138 - Child Support Payable  |
| OFFICE OF ATTORNEY GENERA  | 39168            | PR053119-5136   | 05/30/2019          | 05/31/2019   | 343.50            | Child Support                            | 10292138 - Child Support Payable  |
|                            |                  |                 |                     |              | <b>\$1,030.50</b> |                                          |                                   |
| PELTIER BUILDERS           | 39150            | RFD 70154500.0  | 05/20/2019          | 05/22/2019   | 29.61             | Deposit Refund: 70154500 - PELTIER BUILD | 30302220 - Customer Meter Deposit |
|                            |                  |                 |                     |              | <b>\$29.61</b>    |                                          |                                   |
| PENNEY'S ELECTRIC          | 39117            | 19516           | 05/09/2019          | 05/09/2019   | 195.00            | well disconnect                          | 30215390 - Water Lines M&R        |
| PENNEY'S ELECTRIC          | 39117            | 19535           | 05/09/2019          | 05/09/2019   | 230.98            | well disconnect                          | 30215390 - Water Lines M&R        |
|                            |                  |                 |                     |              | \$425.98          |                                          |                                   |
|                            |                  |                 |                     |              | <b>\$425.98</b>   |                                          |                                   |
| Poole, Marisa              | 39170            | Refund: 4013950 | 05/29/2019          | 05/31/2019   | 72.85             | Refund: 40139508 - Poole, Marisa         | 30301230 - Utility Receivables    |
| Poole, Marisa              | 39170            | RFD 40139508.0  | 05/24/2019          | 05/31/2019   | 4.30              | Deposit Refund: 40139508 - Poole, Marisa | 30302220 - Customer Meter Deposit |
|                            |                  |                 |                     |              | \$77.15           |                                          |                                   |
|                            |                  |                 |                     |              | <b>\$77.15</b>    |                                          |                                   |
| PRATHER & HARLAN AIR CONDI | 39090            | 33023           | 05/02/2019          | 05/02/2019   | 168.75            | a/c repair at city hall                  | 10015310 - Building & Grounds M&  |
|                            |                  |                 |                     |              | <b>\$168.75</b>   |                                          |                                   |

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| <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>               |
|--------------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|---------------------------------------------|-------------------------------------|
| R & M TELEPHONE SERVICE        | 39135                   | 46848                 | 05/15/2019                 | 05/15/2019          | 98.79              | PHONE LINE REPAIRS                          | 10015550 - Information Technology   |
|                                |                         |                       |                            |                     | <b>\$98.79</b>     |                                             |                                     |
| RHOADES, DUSTIN                | 39136                   | may19                 | 05/15/2019                 | 05/15/2019          | 100.00             | deposit refund                              | 10292133 - Facility Rental Deposits |
|                                |                         |                       |                            |                     | <b>\$100.00</b>    |                                             |                                     |
| RICHWOOD BEAUTIFICATION        | 39091                   | may19                 | 05/02/2019                 | 05/02/2019          | 1,304.97           | fy 16-17 year end monies owed from water/se | 30302152 - Due to beautification    |
| RICHWOOD BEAUTIFICATION        | 39118                   | may19-                | 05/09/2019                 | 05/09/2019          | 1,182.78           | contributions for april 2019                | 30302242 - Beautification Donations |
|                                |                         |                       |                            |                     | <b>\$2,487.75</b>  |                                             |                                     |
| RICHWOOD V.F.D.                | ACH.3834.052            | may19                 | 05/20/2019                 | 05/22/2019          | 7,078.22           | bbq cookoff funds                           | 10045290 - Festivals                |
|                                |                         |                       |                            |                     | <b>\$7,078.22</b>  |                                             |                                     |
| SCHILHAB, BRETT                | 39171                   | may19                 | 05/31/2019                 | 05/31/2019          | 56.84              | travel mileage                              | 10055130 - Training & Travel        |
|                                |                         |                       |                            |                     | <b>\$56.84</b>     |                                             |                                     |
| SPRINT                         | 39092                   | 677639496-021         | 05/02/2019                 | 05/02/2019          | 21.66              | call out phone                              | 10015420 - Telephone                |
| SPRINT                         | 39092                   | 677639496-021         | 05/02/2019                 | 05/02/2019          | 21.66              | call out phone                              | 30215420 - Telephone                |
|                                |                         |                       |                            |                     | \$43.32            |                                             |                                     |
|                                |                         |                       |                            |                     | <b>\$43.32</b>     |                                             |                                     |
| SQUARE3IT                      | 39134                   | 84032                 | 05/15/2019                 | 05/15/2019          | 143.00             | it services                                 | 30215550 - Information Technology   |
| SQUARE3IT                      | 39169                   | 84033                 | 05/31/2019                 | 05/31/2019          | 110.00             | it services                                 | 10055550 - Information Technology   |
|                                |                         |                       |                            |                     | <b>\$253.00</b>    |                                             |                                     |
| STARK, ROBERT                  | 39137                   | 217383                | 05/15/2019                 | 05/15/2019          | 625.00             | inspections for week ending 05/08/2019      | 10105102 - Contract Labor           |
|                                |                         |                       |                            |                     | <b>\$625.00</b>    |                                             |                                     |
| STATE FIREMANS & FIRE MARS     | 39151                   | 12954                 | 05/20/2019                 | 05/22/2019          | 1,084.00           | memberships                                 | 10075660 - Dues & Subscriptions     |
|                                |                         |                       |                            |                     | <b>\$1,084.00</b>  |                                             |                                     |
| STRAND & ASSOCIATES            | 39138                   | 0147670               | 05/15/2019                 | 05/15/2019          | 9,315.00           | Review and Revise Fresse and Nichols Hydra  | 32321601 - Work in Progress         |
| STRAND & ASSOCIATES            | 39172                   | 0149050               | 05/31/2019                 | 05/31/2019          | 1,198.75           | Engineering street assessment               | 25405380 - Streets M&R              |
| STRAND & ASSOCIATES            | 39172                   | 0149196               | 05/31/2019                 | 05/31/2019          | 11,845.00          | Review and Revise Fresse and Nichols Hydra  | 32321601 - Work in Progress         |
|                                |                         |                       |                            |                     | \$13,043.75        |                                             |                                     |
|                                |                         |                       |                            |                     | <b>\$22,358.75</b> |                                             |                                     |
| Strategic Government Resources | ACH.5563.053            | 2019-100528           | 05/31/2019                 | 05/31/2019          | 800.00             | Interim Finance Director Contract           | 10015102 - Contract Labor           |
| Strategic Government Resources | ACH.5563.053            | 2019-100558           | 05/31/2019                 | 05/31/2019          | 925.00             | Interim Finance Director Contract           | 10015102 - Contract Labor           |
|                                |                         |                       |                            |                     | \$1,725.00         |                                             |                                     |
|                                |                         |                       |                            |                     | <b>\$1,725.00</b>  |                                             |                                     |
| SWEEPING TEXAS                 | 39119                   | 288311                | 05/09/2019                 | 05/09/2019          | 600.00             | STREET SWEEPING                             | 10035380 - Streets M&R              |
|                                |                         |                       |                            |                     | <b>\$600.00</b>    |                                             |                                     |

**City of Richwood**  
**Check Register**  
**1 - Checking - Pooled Cash - 05/01/2019 to 05/31/2019**

| <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>              |
|----------------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------|------------------------------------------------|------------------------------------|
| T.J.'S LUBE STOP           | 39120                   | 187671                | 05/09/2019                 | 05/09/2019          | 54.99              | oil change                                     | 10025340 - Vehicle M&R             |
|                            |                         |                       |                            |                     | <b>\$54.99</b>     |                                                |                                    |
| TCEQ                       | 39139                   | may19                 | 05/15/2019                 | 05/15/2019          | 400.00             | noi for small municipal separate storm sewer s | 10105660 - Dues & Subscriptions    |
|                            |                         |                       |                            |                     | <b>\$400.00</b>    |                                                |                                    |
| TEXAS MUNICIPAL LEAGUE     | 39140                   | may19                 | 05/15/2019                 | 05/15/2019          | 1,322.00           | TML - Membership Dues                          | 10015660 - Dues & Subscriptions    |
|                            |                         |                       |                            |                     | <b>\$1,322.00</b>  |                                                |                                    |
| TEXAS MUNICIPAL RETIREMEN  | ACH.3855.050            | PR033119-3855         | 03/28/2019                 | 05/09/2019          | -375.80            | TMRS                                           | 10292132 - Retirement Payable      |
| TEXAS MUNICIPAL RETIREMEN  | ACH.3855.050            | PR041519-3855         | 04/12/2019                 | 05/09/2019          | 8,951.00           | TMRS                                           | 10292132 - Retirement Payable      |
| TEXAS MUNICIPAL RETIREMEN  | ACH.3855.050            | PR041519-3855         | 04/17/2019                 | 05/09/2019          | 22.36              | TMRS                                           | 10292132 - Retirement Payable      |
| TEXAS MUNICIPAL RETIREMEN  | ACH.3855.050            | PR043019-3855         | 04/29/2019                 | 05/09/2019          | 9,388.20           | TMRS                                           | 10292132 - Retirement Payable      |
|                            |                         |                       |                            |                     | \$17,985.76        |                                                |                                    |
|                            |                         |                       |                            |                     | <b>\$17,985.76</b> |                                                |                                    |
| THE BANK OF NEW YORK MELL  | 39141                   | 252-2195482           | 05/15/2019                 | 05/15/2019          | 500.00             | PAYING AGENT ADMIN FEE                         | 10292165 - Accounts Payable - Deb  |
|                            |                         |                       |                            |                     | <b>\$500.00</b>    |                                                |                                    |
| TXU ENERGY                 | 39142                   | 056251916321          | 05/15/2019                 | 05/15/2019          | 90.85              | acct#100051947287                              | 10075410 - Electricity             |
| TXU ENERGY                 | 39142                   | 056251916321          | 05/15/2019                 | 05/15/2019          | 138.91             | acct#100051947287                              | 10085410 - Electricity             |
| TXU ENERGY                 | 39142                   | 056251916321          | 05/15/2019                 | 05/15/2019          | 657.43             | acct#100051947287                              | 10015410 - Electricity             |
| TXU ENERGY                 | 39142                   | 056251916321          | 05/15/2019                 | 05/15/2019          | 2,626.55           | acct#100051947287                              | 10025410 - Electricity             |
| TXU ENERGY                 | 39142                   | 056251916321          | 05/15/2019                 | 05/15/2019          | 3,390.88           | acct#100051947287                              | 30215410 - Electricity             |
|                            |                         |                       |                            |                     | \$6,904.62         |                                                |                                    |
|                            |                         |                       |                            |                     | <b>\$6,904.62</b>  |                                                |                                    |
| UNITED RENTALS (NORTH AME  | 39173                   | 169180098-001         | 05/31/2019                 | 05/31/2019          | 3,686.56           | 6" by-pass pump(1 week rental)                 | 10035385 - Drainage M&R            |
|                            |                         |                       |                            |                     | <b>\$3,686.56</b>  |                                                |                                    |
| VERIZON WIRELESS           | 39093                   | 9827264059            | 04/02/2019                 | 05/02/2019          | 303.92             | broadband                                      | 10055420 - Telephone               |
| VERIZON WIRELESS           | 39152                   | 9829240255            | 05/20/2019                 | 05/22/2019          | 303.94             | broadband                                      | 10055420 - Telephone               |
|                            |                         |                       |                            |                     | <b>\$607.86</b>    |                                                |                                    |
| VERNOR MATERIAL & EQUIPME  | ACH.3869.051            | inv0151317            | 05/15/2019                 | 05/15/2019          | 1,080.47           | Road Base for streets Maintenance              | 25405380 - Streets M&R             |
| VERNOR MATERIAL & EQUIPME  | ACH.3869.051            | inv0151361            | 05/15/2019                 | 05/15/2019          | 970.54             | Road base for enventry                         | 25405380 - Streets M&R             |
| VERNOR MATERIAL & EQUIPME  | ACH.3869.051            | inv0151365            | 05/15/2019                 | 05/15/2019          | 2,549.17           | Road base for street Mmaintenance              | 25405380 - Streets M&R             |
|                            |                         |                       |                            |                     | \$4,600.18         |                                                |                                    |
| VERNOR MATERIAL & EQUIPME  | ACH.3869.052            | inv0152098            | 05/20/2019                 | 05/22/2019          | 1,001.05           | limestone                                      | 25405380 - Streets M&R             |
| VERNOR MATERIAL & EQUIPME  | ACH.3869.052            | inv0152099            | 05/20/2019                 | 05/22/2019          | 1,023.51           | 2 loads Limestone Base                         | 25405380 - Streets M&R             |
|                            |                         |                       |                            |                     | \$2,024.56         |                                                |                                    |
|                            |                         |                       |                            |                     | <b>\$6,624.74</b>  |                                                |                                    |
| VICTOR O. SCHINNERER & COM | 39094                   | may19                 | 05/02/2019                 | 05/02/2019          | 1,010.02           | AmRisc Primary Windstorm & Hail Coverage       | 10085640 - Insurance - Bldg/Liab/B |
| VICTOR O. SCHINNERER & COM | 39094                   | may19                 | 05/02/2019                 | 05/02/2019          | 1,721.00           | AmRisc Primary Windstorm & Hail Coverage       | 10025640 - Insurance - Bldg/Liab/B |
| VICTOR O. SCHINNERER & COM | 39094                   | may19                 | 05/02/2019                 | 05/02/2019          | 2,104.80           | AmRisc Primary Windstorm & Hail Coverage       | 10075640 - Insurance - Bldg/Liab/B |

**City of Richwood**  
**Check Register**  
**1 - Checking - Pooled Cash - 05/01/2019 to 05/31/2019**

| <b>Payee Name</b>          | <b>Reference Number</b> | <b>Invoice Number</b> | <b>Invoice Ledger Date</b> | <b>Payment Date</b> | <b>Amount</b>              | <b>Description</b>                        | <b>Ledger Account</b>               |
|----------------------------|-------------------------|-----------------------|----------------------------|---------------------|----------------------------|-------------------------------------------|-------------------------------------|
| VICTOR O. SCHINNERER & COM | 39094                   | may19                 | 05/02/2019                 | 05/02/2019          | 12,435.10                  | AmRisc Primary Windstorm & Hail Coverage  | 10015640 - Insurance - Bldg/Liab/B  |
| VICTOR O. SCHINNERER & COM | 39094                   | may19                 | 05/02/2019                 | 05/02/2019          | 17,270.93                  | AmRisc Primary Windstorm & Hail Coverage  | 30215640 - Insurance - Bldg/Liab/B  |
| VICTOR O. SCHINNERER & COM | 39094                   | may19-                | 05/02/2019                 | 05/02/2019          | 169.56                     | Windstorm Insurance Buy Down Deductible A | 10085640 - Insurance - Bldg/Liab/B  |
| VICTOR O. SCHINNERER & COM | 39094                   | may19-                | 05/02/2019                 | 05/02/2019          | 282.62                     | Windstorm Insurance Buy Down Deductible A | 10025640 - Insurance - Bldg/Liab/B  |
| VICTOR O. SCHINNERER & COM | 39094                   | may19-                | 05/02/2019                 | 05/02/2019          | 339.14                     | Windstorm Insurance Buy Down Deductible A | 10075640 - Insurance - Bldg/Liab/B  |
| VICTOR O. SCHINNERER & COM | 39094                   | may19-                | 05/02/2019                 | 05/02/2019          | 2,232.80                   | Windstorm Insurance Buy Down Deductible A | 10015640 - Insurance - Bldg/Liab/B  |
| VICTOR O. SCHINNERER & COM | 39094                   | may19-                | 05/02/2019                 | 05/02/2019          | 2,628.03                   | Windstorm Insurance Buy Down Deductible A | 30215640 - Insurance - Bldg/Liab/B  |
|                            |                         |                       |                            |                     | <u>\$40,194.00</u>         |                                           |                                     |
|                            |                         |                       |                            |                     | <b>\$40,194.00</b>         |                                           |                                     |
| WASTE CONNECTIONS OF TX, L | 39121                   | 1937599               | 05/09/2019                 | 05/09/2019          | 244.23                     | dump fees and rental                      | 10025245 - Dump Charges             |
| WASTE CONNECTIONS OF TX, L | 39121                   | 1937600               | 05/09/2019                 | 05/09/2019          | 22,559.70                  | residential trash                         | 30215994 - Solide Waste Charges     |
|                            |                         |                       |                            |                     | <u>\$22,803.93</u>         |                                           |                                     |
|                            |                         |                       |                            |                     | <b>\$22,803.93</b>         |                                           |                                     |
| WILEY, SHIRLEY             | 39122                   | may19                 | 05/09/2019                 | 05/09/2019          | 100.00                     | deposit refund for 04/12/2019             | 10292133 - Facility Rental Deposits |
|                            |                         |                       |                            |                     | <u>\$100.00</u>            |                                           |                                     |
| XEROX BUSINESS SOLUTIONS   | ACH.5551.051            | in2013775             | 05/15/2019                 | 05/15/2019          | 100.13                     | printers                                  | 10065210 - Office Supplies          |
| XEROX BUSINESS SOLUTIONS   | ACH.5551.051            | in2013775             | 05/15/2019                 | 05/15/2019          | 100.13                     | printers                                  | 30215210 - Office Supplies          |
| XEROX BUSINESS SOLUTIONS   | ACH.5551.051            | in2013775             | 05/15/2019                 | 05/15/2019          | 190.26                     | printers                                  | 10015210 - Office Supplies          |
|                            |                         |                       |                            |                     | <u>\$390.52</u>            |                                           |                                     |
|                            |                         |                       |                            |                     | <b>\$390.52</b>            |                                           |                                     |
| Y. TELLO FLOORCARE         | 39123                   | 748031                | 05/09/2019                 | 05/09/2019          | 80.00                      | floor maint for community building        | 10085310 - Building & Grounds M&    |
|                            |                         |                       |                            |                     | <u>\$80.00</u>             |                                           |                                     |
| YAKLIN BRAZOSPORT          | 39174                   | 340905                | 05/31/2019                 | 05/31/2019          | 103.45                     | VEHCILE MAINT                             | 10055340 - Vehicle M&R              |
|                            |                         |                       |                            |                     | <u>\$103.45</u>            |                                           |                                     |
|                            |                         |                       |                            |                     | <u><b>\$280,916.68</b></u> |                                           |                                     |

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**City of Richwood**  
**Check Register**  
**3 - Checking - Beautification - 05/01/2019 to 05/31/2019**

| <b>Payee Name</b> | <b>Reference Number</b> | <b>Invoice Number</b> | <b>Invoice Ledger Date</b> | <b>Payment Date</b> | <b>Amount</b>            | <b>Description</b>              | <b>Ledger Account</b>               |
|-------------------|-------------------------|-----------------------|----------------------------|---------------------|--------------------------|---------------------------------|-------------------------------------|
| BUSINESS CARD     | 1454                    | 0543684909530         | 05/20/2019                 | 05/22/2019          | 2,530.05                 | conference registration         | 20615130 - Training & Travel        |
| BUSINESS CARD     | 1454                    | 0543684909710         | 05/20/2019                 | 05/22/2019          | 16.24                    | earth day supplies              | 20615240 - Expendable Operating S   |
| BUSINESS CARD     | 1454                    | 0543684909830         | 05/20/2019                 | 05/22/2019          | -424.20                  | refund for conference           | 20615130 - Training & Travel        |
| BUSINESS CARD     | 1454                    | 0543684909830         | 05/20/2019                 | 05/22/2019          | -75.75                   | refund for conference           | 20615130 - Training & Travel        |
| BUSINESS CARD     | 1454                    | 0543684910830         | 05/20/2019                 | 05/22/2019          | -798.40                  | refund for conference           | 20615130 - Training & Travel        |
| BUSINESS CARD     | 1454                    | 5531020910508         | 05/20/2019                 | 05/22/2019          | 78.90                    | planners                        | 20615210 - Office Supplies          |
| BUSINESS CARD     | 1454                    | 5543286910220         | 05/20/2019                 | 05/22/2019          | 11.88                    | krb stickers                    | 20615210 - Office Supplies          |
| BUSINESS CARD     | 1454                    | 5548077910608         | 05/20/2019                 | 05/22/2019          | 129.00                   | table cover                     | 20615210 - Office Supplies          |
| BUSINESS CARD     | 1454                    | 5550629909972         | 05/20/2019                 | 05/22/2019          | 10.00                    | arbor day membership            | 20615660 - Dues & Subscriptions     |
|                   |                         |                       |                            |                     | <u>\$1,477.72</u>        |                                 |                                     |
|                   |                         |                       |                            |                     | <b>\$1,477.72</b>        |                                 |                                     |
| FACTS, THE        | 1453                    | 16596-0419-           | 05/15/2019                 | 05/15/2019          | 65.00                    | ads                             | 20615685 - Publishing & Advertising |
|                   |                         |                       |                            |                     | <u>\$65.00</u>           |                                 |                                     |
| REYES, ADAN       | 1452                    | may19                 | 05/02/2019                 | 05/02/2019          | 275.00                   | flower bed maint. on 04/11/2019 | 20615102 - Contract Labor           |
|                   |                         |                       |                            |                     | <u>\$275.00</u>          |                                 |                                     |
|                   |                         |                       |                            |                     | <u><b>\$1,817.72</b></u> |                                 |                                     |



City of Richwood  
Check Register  
4 - Checking - Seizure and Forfeiture - 05/01/2019 to 05/31/2019

| Payee Name | Reference Number | Invoice Number | Invoice Ledger Date | Payment Date | Amount | Description | Ledger Account |
|------------|------------------|----------------|---------------------|--------------|--------|-------------|----------------|
|            |                  |                |                     |              | \$0.00 |             |                |

## **RESOLUTION 19-R-09**

**WHEREAS,** The City of Richwood has multiple credit accounts through Bank of America that are utilized for purchases as authorized in the purchasing policy;

WHEREAS, the City recently had change in administrative staff in the last couple of years and the point of contacts had not been changed;

**WHEREAS,** the City of Richwood finds that it is necessary to update the point of contacts on the Bank of America accounts, to ensure proper handling of the accounts;

**WHEREAS,** the City of Richwood wishes to designate Lindsay Koskiniemi, Interim City Manager; Giani Cantu, City Secretary; and Linda Pace, Administrative Assistant as authorized contacts on the City of Richwood Bank of America accounts.

**NOW THEREFORE, BE IT RESOLVED** that the City of Richwood hereby designates Lindsay Koskiniemi, Interim City Manager; Giani Cantu, City Secretary; and Linda Pace, Administrative Assistant as authorized contacts on the City of Richwood Bank of America accounts.

**PASSED AND APPROVED** this 10<sup>th</sup> day of June, 2019

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**Steve Boykin, Mayor**

**ATTEST:**

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**Giani Cantu**  
**City Secretary**





## **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  
Richwood Police Department  
All City of Richwood Staff

**FROM:** Lindsay Koskiniemi, Interim City Manager

**DATE:** JUNE 10, 2019

**RE: Designation of Jail Cells and Lift Station No. 6 as Tornado Shelters**

Effective June 10, 2019, in the event the National Weather Service issues a tornado warning, where City Hall or City facilities are deemed to be under imminent threat of a tornado, all persons at City Hall – staff, Councilmembers, visitors, and volunteers, are required to take refuge in the City’s jail cells within the City of Richwood Police Department, located within City Hall on the north side of the building. All persons will be required to remain in the cells until the tornado warning is terminated. The jail cells provide minimal space; however, the cells offer the most protection against high winds and projectiles within City Hall. Direction concerning this procedure will be incorporated into the City’s emergency management plan.

For City employees in the field or at the Service Center during the activation of a tornado warning, employees will be required to cease work and take refuge immediately. Employees off site will be required to get to City Hall if possible and safe to do so. Another alternate shelter during a tornado activation is Lift Station No. 6, located on the south side of College Blvd, by McCoy’s Building Supply. Employees who utilize Lift Station No. 6 as a shelter during the activation of a tornado warning will be required to remain in place until the tornado warning is terminated and to use a radio or phone to communicate their status back to City Hall.

The implementation of adopting a designated shelter site for protection from tornadoes is consistent with Occupational Safety and Health Administration’s Standards 29 CFR §1910.38(b) “Written and Oral Emergency Actions Plans.”

Thank you,

Lindsay Koskiniemi  
Interim City Manager



**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:** JUNE 10, 2019

**ENCLOSURE:** Interlocal Agreement – Harris County Dept of Education Contract

**RE:** Execution of Interlocal Agreement with Harris County Department of Education

The Harris County Department of Education offers a purchasing cooperative source called Choice Partners that meets government purchasing requirements. There is no cost to join or to become a member by entering an interlocal agreement with Choice Partners.

City Staff recommends entering into the interlocal agreement with Choice Partners in order to provide a broader base of vetted, turn-key vendors, thus reducing the City's time and costs associated with the formal bidding process.

Thank you,

Lindsay Koskiniemi  
Interim City Manager

## **MEMORANDUM**

To: The Honorable Steve Boykin, Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 6, 2019

Subject: Ordinance - Parks Requirements

Discuss and consider an ordinance for proposed amendments to the parks requirements on new developments.

## ORDINANCE 19-455

**AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING ARTICLE IV, CHAPTER 19, SECTION 19-177 OF THE CODE OF ORDINANCES, PERTAINING TO PARKS AND RECREATION SITES AND FACILITIES; FINDING THAT ALL PREREQUISITES OF THE LAW HAVE BEEN COMPLIED WITH AS NECESSARY; REPEALING ALL ORDINANCES TO THE EXTENT OF ANY CONFLICT HERewith; PROVIDING AN EFFECTIVE DATE AND PROVIDING A SAVINGS CLAUSE**

**WHEREAS**, on October 28, 2013, the City Council of the City of Richwood, Texas, adopted Ordinance 388 enacting and setting regulations for parks and recreation sites or facilities with new subdivision development; and

**WHEREAS**, the City Council of the City of Richwood, Texas, directed the Keep Richwood Beautiful Commission to review the existing ordinance and make recommendations for changes to park development requirements in March 2019; and

**WHEREAS**, the Keep Richwood Beautiful Commission presented its findings to City Council of the City of Richwood, Texas; and

**WHEREAS**, the City Council of the City of Richwood, Texas now wishes to adopt and set new park development requirements.

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

**Section 1.** Section 19-177 Parks and recreation sites or facilities is hereby renamed and amended to read as follows:

### **Section 19-177 - PARK LAND, PUBLIC SITES AND OPEN SPACES**

- I. *Policy and purpose.* The city council finds that parks and recreation sites are necessary for the health, safety and welfare of the public. A subdivision developer and the city have the dual responsibility to provide leisure-time facilities for the residents of a subdivision or condominium or apartment development. Therefore, the developer of each subdivision, condominium or apartment complex and the city planning commission shall assure that adequate and suitable areas for park and recreation sites are planned for the use of the citizens of the city.
- II. The method for assuring that adequate and suitable areas for park and recreation sites are set aside for public use shall be guided by the comprehensive master plan and shall be governed by the following standards and regulations:
  - a. *Areas for public use.* The subdivider shall give consideration to suitable sites for parks, playgrounds, schools, and other areas for public use so as to conform to with the recommendations of the city council and comprehensive master plan. Any provisions for schools, parks, and other public uses, shall be indicated on the preliminary plat.
  - b. *Park land dedication.* Purpose of land dedication requirements. This section is enacted in

accordance with the home rule powers of the city, granted under the Texas Constitution, and the Statutes of the State of Texas, including, but not by way of limitation, Texas Local Government Code, Chapter 212, as amended. It is hereby declared by the city council that open space and recreational areas in the form of parks are necessary for the health, safety, and welfare of the public. It is further; declared by the city council that the only procedure to provide for such open space and recreational areas is by integrating such a requirement into the procedure for the planning and development of property or subdivisions in the city limits or extraterritorial jurisdiction of the city. All single-family and multiple-family residential subdivisions, therefore, shall be required to comply with this section.

The primary purpose of the parkland requirements is to ensure that the need for parkland that arises from new development is satisfied by the development, so that those who generate the need for park areas and recreation facilities contribute their proportionate share. Accordingly, when new development occurs, a reasonable contribution is to be made for open space for those who live in the new development so that they may engage in active and passive recreational activities within or near the new development. In some instances, the need for parks resulting from new development may be addressed most effectively through the development and acquisition of community or regional parks, or the improvement or expansion of an existing park, serving several neighborhoods.

It shall be required that a developer of any residential subdivision set aside and convey to the public sufficient and suitable lands for the purpose of parkland, or contribute cash in lieu of land conveyance, or a combination thereof, as determined by the planning commission.

The requirements for the conveyance of parkland established by this section are based in part on the goals and recommendations, needs and standards set forth in the parks and recreation master plan, as amended from time to time, and adopted by the city council. The master plan describes the needs prioritization and implementation plan, standards for parks and recreation units, as well as goals and objectives.

- i. Application. This section applies to all property within the city limits and extraterritorial jurisdiction of the city. This section also applies to subdivision applications submitted after the effective date of this section, for which plat approval is sought under Articles I, II and III of this Code, as may be amended from time to time.
- ii. Exemptions. This section shall not apply and have no effect on the following:
  - a. Any subdivision that a final plat application has been filed prior to the passage of this section.
  - b. A division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated, pursuant to Texas Local Government Code, Section 212.004, Plat Required, Subchapter A, Regulation of Subdivisions.
  - c. Alterations or expansion of an existing residential unit or building of multiple units where no additional residential units are created and where the use is not changed.
  - d. The construction of accessory buildings or structures.
  - e. The installation of a replacement HUD-Code manufactured home.

- f. The replacement of a destroyed or partially destroyed residential unit or building of multiple units with a new building of the same size and use.

Any claim of exemption shall be made no later than the time of application for preliminary plat approval. Any claim not so made shall be deemed waived.

- c. *Park zones.* Park zones established by the city council, after recommendation from the parks board, and shown on the parks and recreation system plan, which is included in the adopted Comprehensive Master Plan, shall be prima facie proof that any park located therein is within such a convenient distance from any residence located therein. The primary costs of neighborhood and community parks should be borne by the ultimate residential property owners who, by reason of the proximity of their property to such parks, shall be the primary beneficiaries of such facilities.

Therefore, the following requirements are established to effect the purposes stated above and shall apply to any land to be used for residential purposes.

- i. *Parkland dedication, fee in-lieu, and public or private development.* Dedication of land suitable for parkland and recreation purposes or a contribution of cash in lieu of parkland shall be required for a subdivider who proposes to plat land under the city's subdivision regulations, as may be amended from time to time.
  - ii. *Subsequent change.* If the actual number of completed dwelling units exceeds the figure upon which the original dedication or cash contribution was completed, such additional dedication or cash contribution shall be required, and shall be made by payment of cash in lieu of land, or by conveyance of an equivalent land area. All new lots within a replat or addition to an existing subdivision shall comply with the parkland dedication or cash contribution requirements as outlined in this subsection, as specified below.
- d. *Methods of dedication, contribution, or development:*
- i. *Parkland dedication.* Whenever a final plat is filed of record with the County Clerk of Brazoria County for residential development in accordance with the platting regulations of the City, such plat shall contain a clear fee simple dedication of an area of land to the City for park purposes.
    - 1. On-site conveyance of parkland. The amount of land required to be dedicated for parkland will be calculated at a rate of six and one-quarter acres of parkland per 1,000 residents, or an equivalent ratio thereof. The following formula shall be used to determine the amount of parkland to be dedicated:  
$$\frac{6.25 \times (\text{No Units}) \times (\text{Persons/Unit})}{1,000} = \text{Acres to be dedicated}$$

The number of persons per unit is based on an average household size of 3 persons per household.<sup>1</sup> This ratio shall be reviewed and adjusted from time to time, as necessary.

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<sup>1</sup> Source: U.S. Census Bureau

- a. *Land plan.* Parkland to be conveyed or privately owned shall be designated on the land plan with its general location and acreage denoted.
    - b. *Preliminary and final plats.* Parkland to be conveyed shall be designated as a reserve on both the preliminary and final plats as "Parkland Dedicated to the City of Richwood" with the perimeter dimensions and acreage denoted. A note referencing the dedication shall be placed on the final plat. Parkland to be privately owned shall be designated as a private park reserve and so noted on both the preliminary and final plat.
    - c. *Deed required.* Prior to recording the final plat, the subdivider shall deliver to the city a deed, in a form approved by the city attorney, conveying parkland shown on the final plat as approved by the planning commission. The parkland deeded to the city shall not be subject to reservations of record, encumbrances or easements that will interfere with the use of the land for park purposes. The deed delivered to the city shall be recorded in conjunction with the recordation of the final plat.
  - ii. *Off-site conveyance of parkland.* Upon affirmative recommendation from the parks board and planning commission and approval of the city council, the city may accept parkland that is not part of a subdivision in order to meet the parkland requirement, subject to the following:
    1. The site proposed to meet the parkland requirement is within the same park zone as that ordinarily required within the subdivision; and
    2. The site meets the park development standards of this section, as described in (II)(d)(iii) below; and,
    3. The site exceeds that required by the subdivision or addition, as specified in (II)(d)(i)(1) above by 20 percent, and
    4. A deed shall be required in accordance with the provisions of (II)(d)(i)(1)(c) above.
    5. No park less than ten acres in size shall be conveyed to the city.
  - iii. *Park improvements required.* Parkland conveyed to the city shall be improved as required by this paragraph. The subdivider shall indicate the proposed parkland improvement(s), which shall be constructed in accordance with the site plan, as required in (II)(k) below. Such improvements shall be completed by the subdivider within the time period specified for construction of public improvements in (II)(k) below.
    1. An improved park shall, at a minimum, include the following:
      - a. Paved frontage with curbs and gutters for all required street frontages abutting the outside perimeter of the parkland;
      - b. A sidewalk or trail installed in the park, and/or sidewalk installed along all street frontage of the park with the location approved according to the approved site plan;
      - c. Water, wastewater, electrical services, and all other utilities provided to the remainder of the subdivision shall be provided to the park as part of standard subdivision improvements;

- d. Lighting along those portions of the required street frontage(s) as well as ample overhead and/or bollard lighting within and throughout the park to provide for a safe and secure environment; and,
  - e. The grading of site and installation of grass with irrigation.
  - f. Permanently constructed restroom facilities built to city standards and the requirements of the American's with Disabilities Act (ADA). Restroom facilities are required for parks that are three acres or larger in size. Developments for which the cumulative required park acreage is less than three acres in size shall pay a fee equal to 60 percent of the development fee required under subsection (II)(e)(ii) below;
  - g. One playscape structure and edged fall surface area with a minimum capacity of 15 children, per industry standards;
  - h. Covered picnic table, grill, and trash container at a rate of one per acre, or portion thereof;
  - i. Drinking fountain at a rate of 0.25 per acre, but no less than one per park; and,
  - j. Park benches at a rate of two per acre, but no less than two per park. All park areas and playground equipment shall be in accordance with the U.S. Consumer Products Safety Commission, Publication 325, as currently amended.
- e. *Cash in lieu of parkland.* The city requires a dedication of land to satisfy at least a portion of the requirements of this section. The amount of parkland that must be dedicated shall equal at least 50 percent of the parkland dedication requirements, provided that the area of such amount equals at least 5,000 square feet. The city may, at its option, require a parkland fee to satisfy the remaining amount of parkland conveyance required, under the following circumstances:
  - i. When less than five acres is required to be conveyed;
  - ii. Where the proposed parkland does not meet the standards set forth in (II)(i) below;
  - iii. When a replat or amending plat within the city limits is submitted with increased density; or,
  - iv. The city determines that sufficient park area is already in the public domain in the zone of the proposed development, or the potential for that area would be better served by expanding or improving an existing park or constructing a larger community or regional park suitable for several neighborhoods.

*In-lieu fee amount.* Where the payment of a fee-in-lieu of parkland dedication is required or acceptable to the city council as provided for in this section, such fee shall be in an amount of \$950.00 per residential dwelling unit.

*Development fee.* In addition to the fee in-lieu of land dedication, there shall also be a fee in the amount of \$750.00 per residential dwelling unit, which is equivalent to the amount of required improvements as specified in (II)(d)(iii) above.

*Timing of payment.* Such payment in lieu of land shall be made at or prior to the time of filing the final plat for record in the county deed records at the courthouse.



Use of cash contribution. Cash payments may be used only for acquisition or improvement of a neighborhood park located within the same park zone as the development. However, it is hereby provided that all fees may be applied to any type of park site if all requisite criteria for the other types of park facilities have been met, as determined by the city. Fees paid in lieu of land for neighborhood parks may be utilized for a community or regional park if such use satisfies the purposes of land dedication as provided for herein, as determined by the city.

*f. Special fund; right to refund:*

- i. There is hereby established a special fund for the deposit of all sums paid in lieu of parkland dedication under this section, which fund shall be known as the "Parkland Dedication Fund." Funds shall only be released from the parkland dedication fund upon city council approval of a plan to utilize the funds to build or enhance a park within the park zone from which the funds originated.
- ii. The city shall account for all sums paid in lieu of land dedication under this section with reference to the individual plats involved. Any funds paid in lieu of land must be expended by the city within ten years after the filing of the final plat, or the filing of the final plat of each phase or section of the contributing subdivision, if a phased development. Such funds shall be spent on a first in, first out basis for each area. If not so expended, the owner(s) of the property on the last day of such period shall be entitled to a pro rata refund of such sum, computed on a square footage of area basis. The owner(s) of such property must request such refund within one year of entitlement, in writing, or such right shall be barred.

*g. Private parkland credit.* Where park areas and recreational facilities are to be provided in a proposed subdivision, and where such areas and facilities are to be privately owned and maintained by the future residents of the subdivision, these areas and facilities may satisfy the requirement of parkland dedication if the following standards are met:

1. The private ownership and maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, or restrictions.
2. The use of such areas and facilities are restricted for park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property and which cannot be defeated or eliminated without the consent of the city council.
3. Such areas and facilities for which credit is given shall include improvements for the basic needs of a local park. These improvements must be equivalent to that required in (II)(d)(iii) above to ensure that new neighborhood parks are provided with minimum standard amenities. These improvements shall be required before the final acceptance of the subdivision by the city council after recommendation from the planning commission.
4. All park areas and playground equipment shall be in accordance with the U.S. Consumer Products Safety Commission, Publication 325, as currently amended.
5. Dedicated parkland must be established with grass by the developer. This

grass and an irrigation system must be installed and approved by the city building official or designee. The homeowners' association is responsible for the irrigation and maintenance of the property.

- ii. *Required documentation.* In order to receive the private parkland credit, the subdivider shall provide documents to the city at the time of final plat filing sufficient to establish that the requirements of (II)(g)(3) above have been satisfactorily met. In the event that the subdivider proposes to construct the improvements at a later date, as in a phased development, the city shall require that the subdivider obtain a surety bond, performance bond, or other form of guarantee that the recreational amenities will be installed concurrent with the build-out of the subdivision, and in no case greater than two years. The city planner and parks director shall evaluate and approve the documentation submitted prior to any credit being given. In cases where the equivalency of the improvements is disputed, the required level of improvements shall be as finally determined by the city council.
- iii. *Partial fee required.* Subdividers who propose to provide private "resident only" parkland shall pay to the city an amount equal to ten percent the amount of the mandatory dedication determined in accordance with (II)(e) above for deposit in the city's parkland dedication fund for purposes of defraying the financial burden private subdivisions impose on public parks elsewhere in Richwood. The value of the dedication provided under this section shall be calculated as specified in (II)(e) above.
- iv. *Dual park and easement, stormwater drainage facility, or nature reserve.* Land that is encumbered by easements, detention areas, lake and drainage channel borders, or other similar characteristics will qualify for private neighborhood parkland in accordance with the following calculation. Twenty-five percent of encumbered private parkland will qualify for private neighborhood parks (0.25:1 ratio), up to 50 percent credit. Additional conditions apply to encumbered parkland, including:
  - 1. Detention areas shall have (i) side slopes of a 5:1 ratio unless otherwise approved by the city, (ii) gravity flow or a pumping system designed to remove all algae, (iii) a bottom with a minimum area of 50 feet by 100 feet in dimension unless otherwise approved by the city, and (iv) field areas with a level, domed design suitable for field sports. Plans with proposed amenities must be approved by the city council, after recommendation from the planning commission. Plans with proposed amenities must be submitted with the preliminary plat in order to receive credit for detention areas.
  - 2. Drainage ditches and lake borders shall have (i) side slopes of a 5:1 ratio unless otherwise approved by the city council, (ii) hike/bike all-weather paths, landscaping and sodding installed according to the construction standards of the city, (iii) an average minimum width of 30 feet and a minimum width of 20 feet beyond top of bank, and (iv) drainage ditches and lake borders with meandering, natural contour appearances.
  - 3. Ten percent of lakes and nature reserves or land, which is generally undeveloped and unsuitable for organized recreational activities without substantial development effort, but which provides desirable aesthetic qualities, such as wetlands and other wooded areas, will qualify for private neighborhood parkland (0.10:1 ratio) up to 50 percent credit. Dry bottom detention ponds do not meet the definition of a lake or nature reserve.

- h. *City purchase of parkland.* The city may from time to time decide to purchase land in or near the area of actual or potential development for a community park to serve such actual or potential development. If the city purchases parkland in a park zone, sufficient in size to entirely meet the needs of that zone, subsequent parkland dedications for that park zone shall be in cash. Such cash contribution shall be in the amount as specified in (II)(e) above, which shall go toward reimbursement of the city for its costs to acquire and develop the land as a park.
- i. *Park development standards.* Parkland conveyed to the city as provided in this section shall meet each of the standards set forth below:
1. The parkland shall have frontage on a street equal to or greater than the square root of the total square footage of park area to be conveyed.
  2. Unless otherwise approved by the city planner and parks director, parkland that is adjacent to a designated trail shall be designed and located within a subdivision or addition to allow for an extension or connection of a public park or public recreation facility within an abutting subdivision.
  3. A minimum of 50 percent of the dedicated parkland within a subdivision or addition shall be outside of the 100-year floodplain and shall have a size configuration and topography to be developable for active park purposes.
  4. Parkland shall not be encumbered with existing or proposed public utility easements or drainage channels that would unduly restrict the development of the site for recreational purposes. A proposed subdivision adjacent to a park or open space area shall not be designed to restrict reasonable access or visibility into the park. No lots shall have their rear yard abutting a public park unless public access is provided each 400 feet, or portion thereof.
  5. Street connections between residential neighborhoods shall be provided, wherever practicable, to provide reasonable access to parks and open space areas to all residents within reasonable proximity to such parks and open space areas. Proposed access and public availability of parkland, both physical and visual, shall be recommended by the planning commission and approved by the city council.
  6. In any instance where acreage is dedicated to the city or a homeowners' association as a park or greenway under this section, the dedicating party shall also dedicate a cleared access of at least 20 feet in width from a publicly dedicated street to the park or greenway. The city may waive this requirement if it determined that public street access is sufficient to meet the intent of this requirement.
  7. Areas within a school site may be utilized to partially meet the parkland dedication requirements upon approval of the planning commission and approval of the city council, as well as the school district board. Areas in a school site may receive a credit toward the required land dedication subject to approval by the planning commission and final approval by the city council. Such credit shall be on a case-by-case basis and subject to standards as may be determined and considered necessary and appropriate by the city.
  8. The location of dedicated parkland may be required at the edge of a subdivision

so that additional land may be added at such time as adjacent land is subdivided or acquired for public use. Otherwise, a centralized location is preferred.

9. Any residential street built adjacent to a park shall be constructed to collector width to ensure access and prevent traffic congestion.
  10. Sites should have and retain existing trees or other scenic elements.
  11. Where a non-residential use must directly abut a park, the use must be separated by a screening wall or fence and landscaping. Access points to the park from the non-residential use may be allowed by the planning commission if a public benefit is established.
- j. *Parks and recreation master plan considerations.* The parks and recreation master plan is intended to provide the city with a guide upon which to base future decisions. Because of the need to consider specific characteristics in the site selection process, the park locations indicated in the plan are general. The actual locations, sizes, and number of parks will be determined when development occurs. The plan will also be used to locate desirable park sites before development occurs, and those sites may be purchased by the city or received as donations.

Park zones are established in the parks and recreation system plan of the adopted Richwood Comprehensive Master Plan. These zones are configured to indicate the service areas for community parks. Neighborhood parks shall have a minimum separation of one-half mile from the boundaries of other neighborhood or community parks and shall, to the extent practicable, be distributed evenly across the designated park zones. The appropriate location and spacing of neighborhood parks shall be determined by the planning commission through the subdivision development process. Zone boundaries are established that follow, to the extent practicable, key topographic features such as major thoroughfares, streams, and city limit and extraterritorial jurisdiction (ETJ) lines.

- k. *Site plan submission and approval.* A site plan must be submitted to the city planner and parks director for review, which shall be approved by the planning commission prior to final plat submittal or upon application of a building permit, as applicable. Such site plan shall include the following:
1. North arrow and scale.
  2. Vicinity map indicating the general location of the site and its relationship with adjacent and nearby streets, watercourses and similar features in all directions from the site to a distance of 200 feet.
  3. Existing and finished grades or contours at one foot intervals.
  4. Identification of any areas on the site or within 200 feet that is within the 100-year floodplain.
  5. Sufficient dimensions to indicate relationship between buildings, property lines, parking areas, fields and courts, playground areas, and other elements of the plan.
  6. Proposed location of buildings and other structures, fields and courts, playground areas, parking areas, drives, screening, drainage patterns, public streets and any existing easements.

7. Location, massing and pattern of existing vegetation and the general extent and character of proposed landscaping and tree preservation.
8. Existing streams, drainage channels, and other bodies of water.
9. Focal points and site amenities.
10. Existing structures on the site and within 100 feet of the site.
11. Street and traffic patterns affecting the site including the location of traffic control devices.
12. Pedestrian and vehicular circulation patterns and improvements.
13. Surrounding uses, activities and influences of the site and adjacent properties within 200 feet, including:
  - a. Any public streets.
  - b. Any drives that exist or which are proposed to the degree that they appear on plans on file with the city.
  - c. Any buildings that exist or are proposed to the degree that their location and size are shown on plans on file with the city. One- and two-family residences may be shown in approximate location and general size and shape.
  - d. The location, size, cross-section and calculation of any drainage structures, such as culverts, paved or earthen ditches or storm sewers and inlets.
14. Typical building elevations depicting the style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan a separate sketch shall be prepared for each type.
15. The boundary lines of the area included in the site plan, including bearings, dimensions and reference to a point on a recorded plat.
16. Proposed utility connection layouts for water, sewer and electricity.
17. Name and address of the land owner, applicant, architect, landscape architect, planner, engineer, surveyor, or other person involved in the preparation of the plan.
18. Date of preparation of the site plan.
19. Signature block for appropriate city officials.

Within 12 months from the date of site plan submission, the subdivider or landowner shall submit detailed plans and specifications for review and approval, which shall be in substantial compliance with the site plan. The construction of all improvements shall be complete within 12 months from the date of approval of the plans and specifications.

1. *Completion and acceptance.* Park development will be considered complete and a certificate of completion will be issued after the following requirements are met:
  1. Improvements have been constructed in accordance with the approved plans.
  2. All parkland upon which the improvements have been constructed have been dedicated as required by this section.
  3. All manufacturer warranties have been provided for any equipment.
  4. Upon issuance of a certificate of completion, subdivider or landowner warrants the improvements for a period of one year. The subdivider and/or landowner

shall be liable for any costs required to complete park development if:

- a. Subdivider fails to complete the improvements in accordance with the approved plans.
  - b. Subdivider fails to complete any warranty work.
- m. *Consideration and approval.* Unless provided otherwise in this section, an action by the city shall be by the city council, after consideration of the recommendations of the planning commission and, as applicable, the parks board.
- n. *Review of dedication requirements.* The city shall review the fees set forth in this section each year. The city shall take into account inflation as it affects land and park development costs as well as the city's targeted level of service for parkland per 1,000 population.

**Section 2:** That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

**Section 3:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 4:** That this ordinance shall be effective five days after publication.

Passed and Approved on this 10<sup>th</sup> day of June, 2019.

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**Steve Boykin, Mayor**

**ATTEST:**

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**Giani Cantu, City Secretary**

**APPROVED AS TO FORM:**

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**City Attorney**

DRAFT

## MEMORANDUM

To: The Honorable Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Zoning Changes

At the public hearing and discussion by Council regarding proposed zoning changes. Staff brings to you an ordinance adding the definition of accessory building; accessory dwelling unit; lot coverage and shade tree; amending setback and lot coverage requirements within all zoning districts; and increasing the penalty for violations of zoning ordinance.

At Council's request any change involving home occupations was not included in these amendments.



## ORDINANCE NUMBER 19-456

**AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING THE COMPREHENSIVE ZONING PLAN AND ZONING REGULATIONS TO AMEND SECTION 3 DEFINITIONS; AMEND SECTION 4 DISTRICTS; AMEND SECTION 5 GENERAL PROVISIONS; AND AMEND SECTION 14 VIOLATIONS AND PENALTIES; FINDING THAT ALL PREREQUISITES OF THE LAW HAVE BEEN COMPLIED WITH AS NECESSARY; REPEALING ALL ORDINANCES TO THE EXTENT OF ANY CONFLICT HERewith; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR PENALTY.**

**WHEREAS**, on August 10, 2015, the City Council of the City of Richwood, Texas, adopted Ordinance 324-15A enacting a comprehensive zoning plan and regulations , which repealed any previous zoning plan ordinance or amendments thereto;

**WHEREAS**, on April 7, 2017, the City Council of the City of Richwood, Texas, amended Section Four (4). Districts of Ordinance 324-15A Comprehensive Zoning Plan and Regulations;

**WHEREAS**, on June 11, 2018, the City Council of the City of Richwood, Texas, amended Section Three (3) Definitions and Section Four (4) Districts by adopting Ordinance 18-427;

**WHEREAS**, the City Council of the City of Richwood, Texas wishes to amend Section 3 Definitions; Section 4 Districts; Section 5 General Provisions and Section 14 Penalties, to include but not limited to, adding the definition of accessory building; accessory dwelling unit; lot coverage and shade tree; amending setback and lot coverage requirements within all zoning districts; and increasing the penalty for violations of zoning ordinance; and

**WHEREAS**, all prerequisites of the law have been complied with to enable the City Council of the City of Richwood, Texas, to amend the Comprehensive Zoning Plan of said city as hereinafter set forth and all persons interested in such proposed amendments have been given notice of joint public hearing before the Planning and Zoning Committee and by the City Council of the City of Richwood, which was held on the 28<sup>th</sup> day of May, 2019, and the evidence has been offered in favor of amending the zoning ordinance, the City Council does hereby declare that it is in the public interest to adopt the amendments to the Comprehensive Zoning Plan.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, BRAZORIA COUNTY, TEXAS:**

**Section 1.** That Section 3 definitions is hereby amended to add the definitions as follows:

*Accessory building (temporary):* A subordinate building located on the same lot on which the main building is situated that is not affixed to a permanent foundation (such as a concrete, slab, piers) and can readily be relocated if needed. An Accessory building (temporary) may extend into, on, and/or over platted easements, so long as they are not permanently affixed to the ground, other than by their own weight or temporary removable anchors. Any encroachment into a recorded easement requires the approval by the utility companies and/or easement owner.

*Accessory Dwelling Unit:* An Accessory Dwelling Unit (ADU) is an additional, self-contained housing unit that is secondary to the main residence. ADUs are some-times referred to as “Granny

units” or “Mother-In-Law units.” The intent of ADU’s is to allow direct family members, parents, children, brothers, & sisters to stay long-term as guests on an owner-occupied property. A typical example of an ADU is a residence above a garage or an accessory building on the property designed for visiting guests or family.

*Lot Coverage:* the amount of lot area covered by all structures measured by the footprint of the foundation(s) or slab(s).

*Shade tree:* a shade tree is any tree grown specifically for its shade. This term applies to large trees with spreading canopies. Examples of Texas native shade trees are Swamp Chestnut Oak, Live Oak, Willow Oak, Loblolly Pine, Bald Cypress, Sweetgum, American Elm, White (Upland) Ash, Green (Swamp) Ash, Drummond Red Maple, and Pecan.

**Section 2.** That Section 4(b.)1 R-1 single-family residence zone is hereby amended to read as follows:

1. *R-1, single-family residence zone.* The purpose and description for single-family residence is for individual home sites. The permitted uses are single-family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district, unless as permitted by the provisions of an Accessory Dwelling Unit.

[a.] The maximum lot coverage must not exceed 40~~35~~ percent of the lot.

[b.] The minimum floor area, or living space in square feet will be 1,000 square feet.

[c.] The maximum building height will be 2½ stories or 35 feet.

[d.] The minimum lot size is as follows:

[1.] Front, 70 feet.

[2.] Depth, 120 feet.

[3.] Area, 8,400 square feet.

[e.] The minimum building setbacks are as follows:

[1.] Front, 25 feet.

[2.] Side, 7½ feet.

[3.] Rear, 20 feet.

[4.] Side street, 15 feet.

[f.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise.

[g.] The accessory building requirements in a R-1 zone are as follows:

[1.] Maximum height, 25 feet.

[2.] Minimum setbacks from the property line are as follows for permanent structures:

[i.] Front, to the front of the house.

[ii.] Side, 5 feet.

[iii.] Back, 5 feet.

[iv.] Side Street, 15 feet.

[3.] Minimum setbacks from the property line are as follows for non-permanent structures (Accessory building (temporary))\*:

[i.] Front, To the front of the house.

[ii.] Side, 0-feet

[iii.] Back, 0 feet

[iv.] Side Street, 15 feet.

\* Any encroachment into an easement requires approval from utility companies and/or easement owner.

- [h.] The map color code for R-1 single-family residence zone is white.
- [i.] Conditional uses: Home occupations, homes for the aged, recreation buildings/community centers, nursery schools/day care (12 or less), parks, playgrounds, play fields, stadiums.

**Section 3.** That Section 4(b.)2 R-1A single-family residence zone – zero lot lines is hereby amended to read as follows:

- 2. *R-1A, single-family residence zone—Zero lot lines.* The purpose and description for single-family residence is for individual home sites. The permitted uses are single-family dwellings and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.
  - [a.] The maximum lot coverage must not exceed 50 percent of the lot.
  - [b.] The minimum floor area, or living space in square feet will be 1,000 square feet.
  - [c.] The maximum building height will be 2½ stories or 35 feet.
  - [d.] The minimum lot size is as follows:
    - [1.] Front, 55 feet.
    - [2.] Depth, 100 feet.
    - [3.] Area, 5,500 square feet.
  - [e.] The minimum building setbacks are as follows:
    - [1.] Front, 15 feet.
    - [2.] Side, five feet total for both sides.
    - [3.] Rear, 15 feet.
    - [4.] Side street, 15 feet.
  - [f.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise.
  - [g.] The accessory building requirements in a R-1A zone for permanent and non-permanent structures are as follows:
    - [1.] Maximum height, 25 feet.
    - [2.] Minimum setbacks for permanent structures are as follows:
      - [i.] Front, to front of the house.
      - [ii.] Side, five feet.
      - [iii.] Back, five feet.
      - [iv.] Side Street, 15 feet.
    - [3.] Minimum setbacks from the property line are as follows for non-permanent structures ((Accessory building (temporary))\*):
      - [i.] Front, to the front of the house.
      - [ii.] Side, 0 feet.
      - [iii.] Back, 0 feet.
      - [iv.] Side Street, 15 feet.
  - [h.] The map color code for R-1A single-family residence zone is grey.
  - [i.] Conditional uses: Home occupations, and recreation buildings/community centers.

**Section 4.** That Section 4(b.)2.5 R-1B Single-family attached residence zone (townhomes) is hereby amended to read as follows:

2.5 *R-1B, single-family attached residence zone (townhomes)*. The SFA, single-family attached residential, district is intended to promote stable, quality, attached-occupancy residential development on individual lots at higher residential densities. Individual ownership of each lot and dwelling unit is required. This district may be included within certain areas of neighborhoods or, when in accordance with the intent of the comprehensive plan, may provide a "buffer" or transition district between lower density residential areas and multi-family or non-residential areas or major thoroughfares. Garage apartments are not allowed in this district.

- [a.] Each SFA lot shall contain a private yard with not less than 400 square feet of area (i.e., a back yard or large side yard). Private yards may include a patio cover, gazebo or other similar non-enclosed structure which does not cover more than 25 percent of the area of private yard, and they may include a swimming pool, swing set, play fort, or other private leisure amenity.
- [b.] The minimum floor area, or living space in square feet will be 1,000 square feet.
- [c.] The maximum building height will be 2½ stories or 35 feet.
- [d.] The maximum lot coverage must not exceed 50 percent of the lot.
- [e.] Density: There shall be no more than 10 dwelling units per acre.
- [f.] The minimum lot size is as follows:
  - [1.] Front, 25 feet.
  - [2.] Depth, 100 feet.
  - [3.] Area, 2,500 square feet.
- [g.] The minimum setbacks are as follows:
  - [1.] Front, A minimum of 18 feet staggered in at least four-foot increments so that no more than two units have the same front setback in a row.
  - [2.] a. Side, 7½ feet. From a side property line when adjacent to open space lots or amenity center lots.
    - b. 15 feet from a side property line when adjacent to detached residential dwelling unit.
    - c. 20 feet from a side property line when adjacent to a dedicated street.
    - d. 0 feet from side property line to an attached residential unit.
  - [3.] Rear, 20 feet.
  - [4.] Homes with side entry garages where lot frontage is only to one street not a corner lot) shall have a minimum of 25 feet from the door face of the garage to the side property line for maneuvering. The minimum setback from any garage door to street or alley right-of-way line shall also be 18 feet or the same as the staggered front yard setback for the dwelling.
- [h.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise. Carports are not allowed.
  - [1.] Community owned or multiple ownership areas: Common open space, community centers, access gates, entrance guard facilities, recreational buildings and facilities are permitted uses provided they are incidental to the above described residential uses, are approved on a final plat and meet the following conditions:
    - [i.] In accordance with the subdivision ordinance a homeowners association (HOA) shall be established to maintain open space, recreational areas, and other commonly owned facilities.

The developer is responsible for drafting the HOA documents pertaining to the HOA's responsibilities to maintain these areas.

- [i.] The accessory building requirements in a R-1B Zone are as follows:
  - [1.] Maximum height, 25 feet.
  - [2.] Minimum setbacks from the property line are as follows for permanent structures:
    - [i.] Front, to front of house.
    - [ii.] Side, 5 feet
    - [iii.] Back, 5 feet
    - [iv.] Side Street, 20 feet
  - [3.] Minimum setbacks from the property line are as follows for non-permanent structures (((Accessory building (temporary)))\*:
    - [i.] Front, to front of house
    - [ii.] Side, 0 feet
    - [iii.] Back, 0 feet
    - [iv.] Side Street, 20 feet
- \*Any encroachment into an easement requires approval from utility companies and/or easement owner.
- [j.] All utilities shall be provided separately to each lot within an SFA district so that each unit is individually metered.
- [k.] The elimination of a garage space by enclosing the garage with a stationary building wall shall be prohibited.
- [l.] Electrical fencing and barbed wire is prohibited as perimeter fencing.
- [m.] Open storage is prohibited (except for materials for the resident's personal use or consumption such as firewood, garden materials, etc., which may only be stored in the side or rear yards and which shall be screened from view of public streets and neighboring properties).
- [n.] The map color code for R-1B single-family residence zone is pink.
- [o.] Conditional uses: Home occupations, recreation buildings/community centers, parks, playgrounds, play fields.

**Section 5.** That Section 4(b.)3 R-2 two-family residence zone is hereby amended to read as follows:

- 3. *R-2, two-family residence zone.* The purpose and description for the R-2 zone is for duplexes. The permitted uses are the same as for R-1, single-family residence zone except with the additional use of duplex housing structures. Garage apartments are not allowed in this district.
  - [a.] The maximum lot coverage must not exceed 55 percent of the lot.
  - [b.] The minimum floor area, or living space, in square feet will be 720 square feet for each living unit.
  - [c.] The maximum building height will be 2½ stories or 35 feet.
  - [d.] The minimum lot size is as follows:
    - [1.] Front, 75 feet.
    - [2.] Depth, 120 feet.
    - [3.] Area, 8,400 square feet.
  - [e.] The minimum building setbacks are as follows:
    - [1.] Front, 25 feet.
    - [2.] Side, 7 ½ feet
    - [3.] Rear, 20 feet.
    - [4.] Side street, 15 feet.

[f.] The permitted accessory uses in the R-2 two-family residence zone are the same as the R-1 zone, except that no garage apartments are allowed.

[1.] Maximum height, 25 feet.

[2.] Minimum setbacks from the property line are as follows for permanent structures:

[i.] Front, to front of house.

[ii.] Side, 5 feet.

[iii.] Back, 5 feet.

[iv.] Side Street, 15 feet.

[3.] Minimum setbacks from the property line are as follows for non-permanent structures ((Accessory building (temporary))\*):

[i.] Front, to front of house.

[ii.] Side, 0 feet.

[iii.] Back, 0 feet.

[iv.] Side Street, 15 feet.

\* Any encroachment into an easement requires approval from utility companies and/or easement owner.

[g.] The map color code for the R-2 zone is orange.

[h.] Conditional uses: Recreation buildings/community centers

**Section 6.** That Section 4(b).4 R-3 multifamily residence zone is hereby amended to read as follows:

4. *R-3, multifamily residence zone.* The purpose and description of the R-3 zone is for three-family or more dwelling sites, apartments, bungalow courts, or condominiums. Garage apartments are not allowed in this district.

[a.] The permitted uses are the same as for the R-2, and additionally apartment houses, bungalow courts, condominiums, townhouses, cluster houses, fraternity and sorority houses are allowed.

[b.] The maximum lot coverage percent of the lot used for building will be 55 percent of the lot.

[c.] The minimum floor area, or living space in square feet, will be 500 square feet for each living unit.

[d.] The maximum building height will be 3 stories or 50 feet.

[e.] The minimum lot size is as follows:

[1.] Front, 70 feet.

[2.] Depth, 120 feet.

[3.] Area, 8,400 square feet.

[f.] The minimum building setbacks are as follows:

[1.] Front, 25 feet.

[2.] Side, 7 ½ feet

[3.] Rear, 25-feet.

[4.] Side street, 15 feet.

[g.] The permitted accessory uses are the same as for the R-2 zone.

[h.] The accessory building requirements are as follows:

[1.] Maximum height, 14 feet.

[i.] The minimum accessory building setbacks are as follows:

[1.] Front, 60 feet.

[2.] Side, 7½ feet.

[3.] Back, 25 feet.

[4.] Side street, 15 feet

[j.] The map color code for the R-3 zone is green.

[k.] Conditional uses: Recreation buildings/community centers, and fraternity/sorority houses

**Section 7.** That Section 4(b.)5 R-4 single-family rural residential zone is hereby amended to read as follows:

5. *R-4, single-family rural residential zone.* The purpose and description for single-family rural residence is to provide for the development of primarily very low-density detached, single-family residences on lots not less than one acre. The permitted uses are single family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district, unless under the provisions of Sec 5(18) of the Zoning Ordinance.

[a.] The maximum lot coverage is 40 percent of the lot.

[b.] The minimum floor area, or living space in square feet will be 1,500 square feet.

[c.] The maximum building height will be 2½ stories or 35 feet.

[d.] The lot size requirements are as follows:

[1.] Front, minimum of 150 feet.

[2.] Depth, minimum of 200 feet.

[3.] Area, one acre or 43,560 square feet.

[4.] Maximum lot size shall be 2.25 acres, or 98,010 square feet, for all lots platted after July, 1 2019.

[e.] The minimum building setbacks are as follows:

[1.] Front, 50 feet.

[2.] Side, 25 feet.

[3.] Rear, 25 feet for the main building and any accessory building(s); ten feet from a main building to an accessory building.

[4.] Side street, 25 feet.

[f.] The permitted accessory uses are for private garages, storage sheds, barns. Detached servants quarters without garage shall be permitted. No such accessory building or quarters shall be used or occupied as a place of abode or dwelling by anyone other than a bona fide servant or farm worker actually and regularly employed by the land owner or occupant of the main building or is a guest or family member. The structure shall in any case not be rented, leased or sold and shall not be separately metered. No structure is permitted for any business enterprise, unless as approved through the requirements of a conditional use for a home occupation.

[g.] The accessory building requirements in a R-4 zone are as follows:

[1.] Maximum height, 25 feet.

[2.] The minimum building setbacks are as follows for permanent structures:

[i.] Front, to front of house

[ii.] Side, 10 feet.

[iii.] Back, 10 feet

[iv.] Street side, 25 feet.

[3.] Minimum setbacks from the property line are as follows for non-permanent structures ((Accessory building (temporary)))\*.

[i.] Front, front of the house.

[ii.] Side, 0 feet

- [iii.] Back, 0 feet
- [iv.] Corner side, 25 feet

\* Any encroachment into an easement requires approval from utility companies and/or easement owner.

[h.] The map color code for R-4 single-family residence zone is purple.

[i.] Conditional uses: Home occupations, homes for the aged, nursery schools/day care, parks/playgrounds/playfield/stadium, schools.

**Section 8.** That Section 4(b.)6 B-1, business zone is hereby amended to read as follows:

6. *B-1, business zone.* The purpose and description of the business zone is for retail and service establishments used for daily public operation.

[a.] The permitted uses are office buildings, studio retail shops, service shops, auto supply shops, banks, beauty shops, bakeries, billiard halls, cafeterias, dry cleaning establishments, carpet sales, theaters, restaurants, laundry establishments, motels, hotels, professional offices, studios, and grocery stores.

[b.] The maximum percent of the lot used for building will be 100 percent.

[c.] The minimum floor area, or living space in square feet is none.

[d.] The maximum building height will be 2½ stories or 35 feet.

[e.] The minimum lot size is as follows:

[1.] Front, none.

[2.] Depth, none.

[3.] Area in square feet, 3,000 square feet.

[f.] The minimum building setbacks are as follows:

[1.] Front, none.

[2.] Side, none

[3.] Rear, 25 feet.

[4.] Side street, none.

[g.] The permitted accessory uses are storage sheds and garages.

[h.] No dwellings are permitted in the business zone.

[i.] The accessory building requirements are as follows:

[1.] Maximum height, 14 feet.

[j.] Minimum building setbacks are as follows:

[1.] Front, 60 feet.

[2.] Side, 7 ½ feet.

[3.] Back, 25 feet

**Section 9.** That Section 4(b.)7 C-1, Commercial zone is hereby amended to read as follows:

7. *C-1, commercial.* The purpose and description of the C-1 commercial district is for warehousing and distribution, supply houses and other business supply operations.

[a.] The permitted uses are the same as for the B-1 zone and additionally retail or wholesale use, lumber and brick yards, metals supply distribution, cabinet and sheet metal shops, drive-in eating places, groceries, day care centers, auto repair shops, membership clubs, nursing homes, supervised living facilities, homes for the aged, newspaper, banks and financial institutions, wholesale business, veterinary clinics, commercial laundries, beverage manufacturing, self-storage facilities or mini warehouses are allowed in the C-1 zone.

[b.] The maximum percent of the lot used for building is no limit.

[c.] The minimum floor area in living space in square feet is none.



- [d.] The maximum building height is four stories or 60 feet.
- [e.] The minimum lot size is as follows:
  - [1.] Front, none.
  - [2.] Depth, none.
  - [3.] Area in square feet, 3,000 square feet.
- [f.] The minimum building setbacks requirements are as follows:
  - [1.] Front, none.
  - [2.] Side, none.
  - [3.] Rear, 25 feet.
  - [4.] Side street, none.
- [g.] The permitted accessory uses are the same as for the B-1 business zone.
- [h.] The accessory building requirements are as follows:
  - [1.] Maximum height, 14 feet.
- [i.] Minimum building setbacks are as follows:
  - [1.] Front, 60 feet.
  - [2.] Side, 7 ½ feet.
  - [3.] Back, 25 feet.

**Section 10.** That Section 4(b.)9 M-1, Industrial zone is hereby amended to read as follows:

- 9. *M-1, industrial zone.* The purpose and description of the M-1 industrial zone is for manufacturing operations.
  - [a.] The permitted uses are the same as for the C-I commercial zone and additionally wrecking yards, cement plants, bulk concrete sales, meat and food processing, chemical manufacturing and metal fabrication shops.
  - [b.] The maximum percent of the lot used for building will be no limit.
  - [c.] The minimum floor area in living space in square feet is none.
  - [d.] The maximum building height is none.
  - [e.] The minimum lot size is as follows:
    - [1.] Front, none.
    - [2.] Depth, none.
    - [3.] Area in square feet, 10,000 square feet.
  - [f.] The minimum setback requirements are as follows:
    - [1.] Front, none.
    - [1.] Side, none.
    - [2.] Rear, 50 feet.
    - [3.] Side street, none.
  - [g.] There are no restrictions as to the permitted accessory uses, except that no dwellings are allowed in the M-1 industrial zone.
  - [h.] The accessory building requirements are as follows:
    - [1.] Maximum height, none.
  - [i.] Minimum setbacks are as follows:
    - [1.] Front, none.
    - [2.] Side, none.
    - [3.] Back, 50 feet.

**Section 11.** That Section 5 General Provisions is hereby amended to add number 18. Accessory Dwelling Units (ADU) and said addition should read as follows:

18. Accessory Dwelling Units (ADU).

1. Accessory dwelling units may be installed on a single-family residential property within the R-1 and R-4 Zoning Districts under the following conditions;
  - [a.] Only one accessory dwelling unit shall only be allowed on owner occupied lots within the City.
  - [b.] The maximum size of an Accessory Dwelling Unit is 50% of the size of the single-family residence.
  - [c.] An additional parking space is required for any Accessory Dwelling Unit.
  - [d.] Accessory dwelling units must utilize similar exterior materials of the single-family residence on the property.
  - [e.] Accessory dwelling units may include an efficiency kitchen including a sink, cooking appliance, counter surface, and storage cabinets that meet the minimum building code standards. No Gas, or 220V circuits are permitted.
  - [f.] All of the requirements for accessory buildings within the zoning district must be satisfied.

**Section 12.** That Section 14 Violations and penalties is hereby amended to read as follows:

Any person, firm, corporation, association or any other entity who shall violate any of the provisions of this ordinance or who shall build, alter, or occupy any building in violation of any statement or plans submitted and approved hereunder shall be guilty of a misdemeanor and upon conviction thereof shall be fined in any sum of not more than \$2,000.00. Unless a violation presents an imminent risk to health and public safety, the City shall not access any fines before first notifying the property owner of the violation by certified mail and giving the property owner 10 days to correct the violation.

Each day such violation shall be continued, or shall be allowed to continue to exist shall constitute a separate offense.

The owner or owners of any building or property or part thereof where anything in violation of this ordinance shall be placed or shall exist, and any architect, builder, contractor, agent, attorney, person, firm, corporation, association or other entity employed in connection therewith and who has assisted in the commission of such violation, shall be guilty of a separate offense, and upon conviction thereof, shall be fined in the sum of not more than \$2000.00. Unless a violation presents an imminent risk to health and public safety, the City shall not access any fines before first notifying the property owner of the violation by certified mail and giving the property owner 10 days to correct the violation.

In addition to the remedies provided herein, the public works director may, in case any building or structure is erected, constructed, reconstructed, altered, repaired, converted or maintained, or any building, structure or land is used in violation of this ordinance institute any appropriate action or proceedings to prevent such unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or use to refrain, correct or abate such violation, to prevent the occupancy such building, structure or land or to prevent any illegal act, conduct or business or use in or about such premises.

**Section 4:** That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

**Section 5:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 6:** That this ordinance shall be effective five days after publication.

Passed and Approved on first and final reading this 11<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
**Mark Guthrie, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Giani Cantu, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Jason Cordoba, City Attorney**

## MEMORANDUM

To: The Honorable Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Records Management Program and Plan

Recently I attended a training on Records Retention and Management presented by a Texas State Library and Archives Commission (TSLAC) Representative. TSLAC provides an infrastructure for managing Texas public records. The department assists state and local officials with training, resources, guidelines, and consultation to ensure that government information is stored, retained, and made accessible. The department has created Local Government Retention Schedules for all classification of records. However, the retention schedules may not be followed unless they have been adopted.

As a City, our records management program is governed by TSLAC. During this training, I was made aware of some requirements that involve updating the records management program with TSLAC that could result after staff changes. After the training, I made contact with the TSLAC department and ask for verification of Richwood's plan as filed with their department.

The City's plan had not been updated since 1990, in which the City elected to create it's own retention schedule and not use the state's recommended retention schedules. The City's elective schedule results in the requirement of storing and keeping records permanently that have only a 5 year retention. This results in added expense of maintaining and storing records that we would typically not be required to keep.

It is my recommendation that the plan be amended to adopt that the City will utilize the State's retention schedules as amended for the management of City records. The attached ordinance and plan also provides definition of a "historical" record as provided by TSLAC to ensure that these types of documents are not destroyed and can be retained by the City as we deem appropriate. By adopting the State's retention schedules any updates or amendments made to the State schedules will be incorporated into the City's record management plan.

## **ORDINANCE 19-454**

### **AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING ARTICLE VII, CHAPTER 2 OF THE CODE OF ORDINANCES, PERTAINING TO RECORDS MANAGEMENT; UPDATING THE RECORDS MANAGEMENT PROGRAM; ADOPTING A REVISED RECORDS MANAGEMENT PLAN; REPEALING ORDINANCE NUMBER 239; AND CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT**

**WHEREAS**, Title 6, Subtitle C of the Texas Local Government Code (known as the Local Government Records Act) provides that a municipality must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer; and

**WHEREAS**, the City Council of the City of Richwood, Texas ("City Council") investigated and determined that the City's existing records management program needed to be reviewed and revised to apply procedural changes that correspond with today's technology and to comply with changes made to the Records Retention Schedules by the Texas State Library and Archives Commission (Commission); and

**WHEREAS**, City staff has revised the City's records management plan (Exhibit "A") which prescribes policies and procedures consistent with the Local Government Records Act; and

**WHEREAS**, the City Council has investigated and determined that Ordinance Number 239 should be repealed and the revised records management plan be adopted.

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

**SECTION 1.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2. Repeal of Ordinance Number 239.** Ordinance Number 239 is repealed upon the effective date of this Ordinance. Such repeal shall not affect the applicability and/or enforceability of the City's records management program in effect before the effective date of this Ordinance. This Ordinance shall apply prospectively from the effective date hereof.

**SECTION 3.** Article VII of Chapter 2 (Sections 2-131 through 2-170) of the Code of Ordinances of the City of Richwood, Texas, is hereby amended to read in its entirety as follows:

#### **ARTICLE VII. RECORDS MANAGEMENT**

##### **Section 2-131. Definitions**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Department Director" means the officer who by ordinance, order or administrative policy is in charge of an office of the City that creates or receives records.

"Vital record" means any record of the City necessary to the resumption or continuation of operations of the City in an emergency or disaster, to the re-creation of the legal and financial status of the City, or the protection and fulfillment of obligations to the people of the State.

"Permanent record" means any record of the City for which the retention period on a records control schedule is given as permanent.

"Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City, their retention periods, and other records disposition information that the records management program may require.

"Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of vital and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

"Records liaison officers" mean the persons so designated in accordance with this Article.

"Records management committee" means established as such in this Article.

"Records management officer" means the person so designated in this Article.

"Records management plan" means the plan so developed under this Article.

"Retention period" means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

### **Section 2-132. Designation, scope of City Records.**

A. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the State, created or received by the City or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business, except as provided below, are hereby declared to be the records of the City and shall be created maintained and disposed of in accordance with the provisions of this Article or as defined in the Texas State Library's Retention Schedule..

B. The term "records" does not include:

1. extra identical copies of documents created only for convenience of reference or research by officers or employees of the City;
2. notes, journals, diaries, and similar documents created by an officer or employee of the City for the officer's or employee's personal convenience;
3. blank forms;
4. stocks of publications;
5. library and museum materials acquired solely for purposes of reference or display;

6. copies of documents in any media furnished to members of the public to which they are entitled under Chapter 424, Acts of the 63rd Legislature, Regular Session, 1973 (Article 6252-17a, Vernon's Texas Civil Statutes), or other State law; or
7. any other items heretofore or hereafter excepted from the definition of "records" or the scope of the Local Government Records Act under or pursuant to State law.

### **Section 2-133. City Records Declared Public Property.**

All City records as defined in this Article are hereby declared to be the property of the City. No City official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

### **Section 2-134. Policy.**

It is hereby declared to be the policy of the City to provide for effective, efficient, and economical controls over the creation, distribution, organization, maintenance, use, and disposition of all the City's records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirement of the Texas Local Government Records Act and accepted records management practice.

### **Section 2-135. Designation of Records Management Officer.**

The City Secretary, and the successive holders of said office, shall serve as Records Management Officer (RMO) for the City. As provided by State law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty (30) days of the initial designation or of taking up the office, as applicable.

### **Section 2-136. Duties of Records Management Officer.**

In addition to other duties assigned in this Article, the Records Management Officer (RMO) shall:

Maintain the records management program and provide assistance to Department Directors and liaisons as needed;

In cooperation with Department Directors, identify essential records and establish a disaster plan for each City office and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the City's records control schedules are in compliance with State regulations;

Disseminate to the Council and Department Directors information concerning State laws and administrative rules relating to local government records;

Instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;

Direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by State law and this

Article;

Ensure that the maintenance, preservation, electronic storing, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the records management program and the requirements of State law;

Document the identity of records destroyed under approved records control schedules and those that are stored electronically.

Bring to the attention of the Council non-compliance by Department Directors or other Council personnel with the policies and procedures of the records management program or the Local Government Records Act.

#### **Section 2-137. Records Management Committee; Duties.**

A Records Management Committee consisting of the RMO, the City Manager, the Director of Finance, the Director of Public Works, the Fire Chief; the Chief of Police, is hereby established. The committee shall:

Assist the RMO in the development of policies and procedures governing the records management program;

Review the performance of the program on a regular basis and propose changes and improvements, if needed;

Review and approve records control schedules submitted by the RMO;

Give final approval to the destruction of departmental records in accordance with approved records control schedules; and

Actively support and promote the records management program throughout the City.

#### **Section 2-138. Records Management Plan**

The City shall maintain a Records Management Plan that shall contain policies and procedures designed to protect essential and historical records in a legally compliant and cost-effective manner. The plan shall be reviewed every two (2) years to ensure that the City is up-to-date with the latest schedules and technology so that the Records Management Officer can effectively carry out duties prescribed by State law and this Article.

Once approved by the City Council the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City, and records shall be created, maintained, electronically stored, or disposed of in accordance with the plan.

State law relating to the duties, other responsibilities, or recordkeeping requirements of a Department Director do not exempt the Department Director or the records in the Department Director's care from the application of this Article and the records management plan adopted under it and may not be used by the Department Director as a basis for refusal to participate in the records management program of the City.

#### **Section 2-139 . Duties and Responsibilities of Department Directors.**



In addition to other duties assigned in this Article, department director Department Directors shall:

Cooperate with the RMO in carrying out the policies and procedures established in the City for the efficient and economical management of records and in carrying out the requirements of this Article.

Adequately document the transaction of government business and the services, programs, and duties for which the Department Director and his or her staff are responsible; and

Maintain the records in his or her care and carry out their preservation, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City and the requirements of this Article.

#### **Section 2-140. Designation of Records Liaison Officers.**

Designated by the Department Director, each Department Director shall have a representative to serve as its Records Liaison Officer to carry out the departmental responsibilities outlined in this ordinance and the Records Management Plan. Department Director personnel designated as Records Liaison Officers shall be thoroughly familiar with all the records created and maintained by the department and shall have full access to all records of the City maintained by the department.

In the event of the resignation, retirement, dismissal, or removal of a person designated as Records Liaison Officer, the Department Director shall promptly designate another person to fill the vacancy and report this change to the RMO. A Department Director may serve as Records Liaison Officer for his or her department.

#### **Section 2-141- Duties and Responsibilities of Records Liaison Officer.**

In addition to other duties assigned in this Article, Records Liaison Officers shall:

Maintain inventory of the records of the department;

In cooperation with the Records Management Officer (RMO) maintain the policies and procedures of the records management program in their departments; and

C, Disseminate information to department staff concerning the records management program.

#### **Section 2-142. Records Control Schedules.**

The City of Richwood shall adopt the schedules of the Texas State Library and Archives Commission (Commission). Should it be necessary, the RMO, in cooperation with Department Directors and Records Liaison Officers, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of City records as the records management plan may require.

Each records control schedule shall be monitored and amended as needed by the RMO on a regular basis to ensure that it is in compliance with records retention schedules issued by the State and that it continues to reflect the record keeping procedures and needs of the department and the records management program of the City.

Before a records control schedule is amended within a department, a request must be submitted to the RMO on the State form. Once received by the Records Management Officer, that amendment will be submitted to the Texas State Library and Archives for approval. Once approval has been received, the record series will be added to the department's schedule.

The State schedules adopted by the City are incorporated herein by reference as if fully set forth at length.

#### **Section 2-143. Records Control Schedules; Destruction of Records Under Schedule.**

The City has submitted and been approved to follow the State retention schedules by the Director of the Texas State Library and Archives Commission. These schedules shall be maintained by Department Directors and Records Liaison Officers according to the policies and procedures of the records management plan.

A record whose retention period has expired on a records control schedule shall be destroyed unless a public information request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the Department Director requests in writing to the Records Management Committee that the record be retained for an additional period of time. If the record series will be kept for a longer period of time, the RMO will follow the procedures in accordance with Section 2-142 of this Article.

Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the RMO and the Department Director.

Records may also be destroyed as authorized by Chapter 204 of the Texas Local Government Code (relating to microfilming) or by other applicable State law.

#### **Section 2-144. Destruction of Unscheduled Records.**

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the RMO has submitted to and received back from the director and librarian of the Commission an approved destruction authorization request.

#### **Section 2-145. Records Center.**

An records center, developed pursuant to the plan required by this Article, shall be under the direct control and supervision of the RMO. Policies and procedures regulating the operations and use of the records facility shall be contained in the records management plan developed under this Article.

#### **Section 2-146. Electronic Records Storage.**

Electronic storage of records is under the direct supervision of the RMO. The records management plan establishes policies and procedures for the electronic storage of City records, including policies to ensure that all electronic storage is done in accordance with standards and procedures for the electronic storage of local government records established in rules of the Commission. The plan also establishes criteria for determining the eligibility of records for electronic storage, and protocols for ensuring that an electronic storage program that is exempted from the centralized operations is, nevertheless, subject to periodic review by the RMO as to cost-effectiveness, administrative efficiency, and compliance with Commission rules.

Secs. 2-147—2-170. - Reserved.

**SECTION 4.** This ordinance shall take effect upon its passage and approval and shall coincide with the Records Management Plan. Existing records retention schedules shall continue to be applicable until they are replaced by new schedules adopted under the amended Article adopted by this ordinance.

**SECTION 5.** All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**SECTION 6.** If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this ordinance and the application of such word, phrase, clause, sentence, paragraph, section or other part of this ordinance to any other persons or circumstances shall not be affected thereby.

**SECTION 7.** The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered or acted upon was given in the manner required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

**PASSED AND APPROVED** on first reading this 10<sup>th</sup> day of June, 2019.

**ATTEST:**

\_\_\_\_\_  
**Steve Boykin, Mayor**

\_\_\_\_\_  
**Giani Cantu, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney**

DRAFT



# Records Management Plan

**Approved and Adopted by City Council  
June 10, 2019  
Ordinance No. 19-452**

Originally adopted by Ordinance No. 239 on May 7, 1990

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## INTRODUCTION TO RECORDS MANAGEMENT

### **What is a Records Management Program?**

Records Management is the managing of records from their creation through their destruction. A comprehensive Records Management Program consists of: reports management, mail management, correspondence management, files management, records protection program, e-mail management, electronic files management, and records disposition.

### **Why does the City of Richwood need a Records Management Program?**

Every original record created within a municipality in the State of Texas belongs to the State and falls under State retention codes. Therefore, when an original record governed by State or Federal codes is destroyed, State or Federal property is destroyed. If litigation should arise involving destroyed records, the City is liable for the destruction of those records. This could result in the loss of litigation or a jail sentence (in severe cases). When cities have an official Records Management Program that has been registered with the State, they are protected from further repercussions once they have submitted proof that the records were destroyed in the ordinary course of business, under an approved records retention program, prior to litigation. The City of Richwood has been approved by the State of Texas for State retention schedules.

### **Where does Records Management fall in the organization?**

The City Secretary also serves as City's Records Management Officer (RMO) and is answerable to the City Manager.

## DUTIES AND RESPONSIBILITIES

### **Statement of Goals**

To maintain a city-wide Records Management Program that will create a more orderly approach of managing the volume of municipal records throughout the City.

#### **Goals:**

#### **1. To release space and reduce the need for storage and filing equipment.**

Continue to reduce the volume of inactive records held in City offices and at the on-site storage facility.

Periodically research new and cost-effective measures for electronic records. Evaluate and make recommendations regarding technology.

Provide records management consultation to all City departments. Maintain offsite retention facility for inactive records until their destruction.

**2. To develop and maintain an efficient retrieval operation for City records.**

Advise and assist departments in organizing electronic files, using a records imaging system.

**3. To provide for routine disposition of paperwork.**

Maintain retention schedules for each series of records generated by each department, using the approved State schedules.

Periodically audit the retention schedules to determine the need for revision. Promote the destruction of inactive records stored at the On-Site Records Facility.

Contact departments annually to encourage electronic storage for easy access to records and to reduce costs associated with storing records.

**4. To maintain total security over City records.**

Periodically review procedures and safety controls for City's records stored electronically and onsite.

Electronically store certain designated record types before destruction (less than 10 year retention with authorization) of the hard copy or for use as convenience copies.

Electronically file all Destruction of Records Requests.

Identify and protect vital records.

**5. To communicate the need for an effective records management program.**

Keep lines of communication open with all departments

**Duties of Records Manager Officer (RMO)**

1. Maintain the City of Richwood's Records Management Program.
2. Maintain a Records Center either onsite or through a contracting company and a secure location to store and preserve vital, historical, and inactive records prior to disposition.
3. Maintain retention and disposition schedules based upon State and Federal retention periods for all City records.
4. Consult and assist City departments in all areas of records management, including records maintenance, transfer, storage, retrieval, and disposition.
5. Manage the records management program for all City of Richwood departments.



6. Maintain all records/logs required by law pertaining to the Records Management program.
7. Keep up-to-date on all aspects of records management and advise City departments of any developments in technology that would benefit their operations.
8. Develop a Disaster Recovery Plan for detailing the procedures to be followed by City employees when recovering records after a disaster.

**Records Liaisons** are the vital link between their department and the RMO. They are responsible for records management activities in their respective departments to help identify and implement specific programs with the guidance of the RMO.

Liaisons will be responsible for:

1. Reviewing departmental records at least annually to purge and transfer inactive records to the Records Center or process for destruction.
2. Preparing records for transfer according to instructions in the Records Manual and arrange for their transfer to the Records Center.
3. Reviewing records periodically to assure they are properly protected and to assure that vital and historical records are so classified.
4. Notifying the RMO when new categories of records are created, when changes are required to Records Retention Schedules, and when records become obsolete.
5. Acting as liaison person between their department and the RMO to resolve any problems which arise relating to the Records Management Program.
6. Notifying their Director and the RMO of pending litigation to ensure the safe keeping of all records pertaining to the litigation.
7. Acquiring knowledge of their department's electronic storage applications in order to communicate desired changes of additional needs to the RMO.
8. Working with the RMO in developing and implementing new records management programs

## RETENTION/DISPOSITION SCHEDULES

Retention schedules (*Exhibit A*) are necessary to provide the department with guidelines for purging filed, destroying records and registering with the State of Texas so that regular destruction schedules can be established and maintained without having to get approval for each record's destruction from the RMO, State, and City Council.

Before records can be stored or destroyed, the State or Federal code must be assigned to each record category (record series). The assigned code will designate the amount of time the State or Federal government requires that particular record to be retained. If departments wish to retain records beyond the mandatory retention period, it is permitted with the approval of the State, but department

liaisons must first contact the RMO to request in writing from the State a revision to the State schedules. Note: All records **must** be retained for at least the minimum amount of time stipulated by law.

When there is reorganization or a program is added to a department's responsibilities, thus creating new categories on an existing retention schedule, the RMO will revise the department's schedule and file the revisions with the State (*See Exhibit B for a copy of the Supplemental Records Control Schedule form*).

Retention schedules are a department's working tool for management of their records. Please advise the RMO when changes occur.

## RECORDS CENTER

The City of Richwood has a records center located onsite.

The City of Richwood provides a secured, centralized storage area for inactive, hard copy records. Each box of records received in the onsite records center is stored according to Department. This system enables the RMO and departments to provide quick retrieval of records when requested by departments or the public. Destruction of records happens once the records have met or exceeded their retention schedules and the RMO has approved the records for destruction.

The RMO is the Administrator of the documents stored at the records center and the only person who has the ability to make any changes to the Records Management process.

Each department will be responsible for boxing records and indicating retention dates for the records according to the State's retention schedule, etc. for their records stored at the records center.

## RECORDS DISPOSITION

In accordance with State guidelines, the following procedures should be followed when purging files or destroying records of any kind.

### **Purging of Files**

Departments may purge their files of "non-records" without consulting with the RMO. Records are considered non-records when they are not the original or official copies of a document and do not furnish information on organization, function, policy, procedure, operation, or other activities and are retained in addition to the official copy. Some examples are:

- duplicate copies of memos, letters, and obsolete blank forms;
- surplus copies of publications, circulars, or bulletins;
- notes used as reminders;
- telephone messages;
- convenience files (working papers);
- "tickler" files.

Copies of records that are classified as "timely" (i.e., City Policies and Procedures or Departmental Policies and Procedures) may be disposed of when superseded by a newer version or voided because they have outlived their usefulness.

## **Destruction of Records**

### ***Before destroying office records:***

- Check document to determine whether it can be destroyed or needs to be scanned and kept until its retention period has been met. If you do not know a document's retention period, refer to your department's retention schedule or contact the RMO for assistance.
- Inventory each box of records to be destroyed on a records destruction form and remove from the department inventory list.

Department liaisons should periodically (at least once a year) review their records. When the retention period expires, making records eligible for destruction, the appropriate department liaison will list all record series on a destruction form (Exhibit C) and submit it to the department director for review. If the Department Director concurs, they will sign the destruction list form and submit it to the RMO. The RMO will review the records to determine the eligibility of the records for destruction. If approved for destruction, the department liaison will be advised that they can begin the destruction process for the approved records.

All records that are to be destroyed, should be processed and sent to the RMO so that the RMO can destroy the records (unless the department has the time, personnel, and proper equipment to destroy (shred) them in-house).

The manner of destruction will be determined by the RMO. There are presently four methods of destruction recognized by the State: shredding, burning, recycling or burial in a landfill. Note that records of confidential matters must be destroyed by shredding and then may be recycled. Regarding all other records, at the time of destruction, the RMO will select one of the above methods and note the preferred method on the destruction form.

If there are records in your files that you would like to destroy, but there is no set retention period, you will need to request authority to destroy unscheduled records (See Exhibit D - Request for Authority to Destroy Unscheduled Records) and submit to the RMO so that the RMO can submit the form to the TSLAC. Note: Do not destroy unscheduled records until authority from the TSLAC is received.

## **Litigation Support Policy**

In the event the City or a department is implicated in a Court action, any records which may be involved must be retained and safeguarded from destruction or tampering regardless of the retention period specified in the City's/department's retention/disposition schedule.

## **RECORDS RETRIEVAL**

### **Procedures for Requesting Records**

The RMO must be immediately notified, if a department receives a request for records. The RMO must ensure that a response is provided to the requestor within the designated time allotted by statute. All request for records and said responses must be filed with the RMO.

If the request involves records stored in the records center, the RMO must be notified of any records removed from the records center temporarily. The liaison and/or RMO is responsible to ensure timely return of any records removed.

## ELECTRONIC SCANNING OF RECORDS

The RMO encourages each department to scan its records and may choose to utilize any imaging storage software. Currently imaged records are stored on the City server and backed up. Request the assistance of the RMO if assistance is needed to set up folder structures.

Remember, not all files should be retained electronically. It should be carefully considered when deciding to scan records requiring retention of 5 years or less, especially if the file has been inactive for some time.

**Note:** Records with a retention period of 20 years or more must be retained in original paper form.

All liaisons and/or those persons responsible for scanning are to have an "imaged" or "scanned" stamp to stamp all records after they have been scanned. The records should then be placed in a file drawer or storage box until the documents are ready to be processed for storage and/or destruction. If storing in boxes, **be sure and file documents with the same retention period together** to avoid having to sort through them later. If for some reason you have a box with different retention periods, be sure that the date of destruction coincides with the record with the longest required retention period.

## VITAL RECORDS PROGRAM

### Definition

Vital Records are defined as those:

- irreplaceable records for which reproductions do not have the same value as the originals;
- records needed to recover money promptly;
- records needed to avoid delay in restoration of services; and
- records that give direct evidence of legal status, ownership, accounts receivable and incurred obligations.

In the City of Richwood vital records, regardless of medium, are those records essential to the organization in order to continue with its business-crucial functions both during and after a disaster. Each department is responsible for identifying its vital records and for ensuring that those records are safe and can be immediately accessed if the need arises both during and after a disaster.

### Identification

Identification of vital records is difficult since most departments have records that are vital to them but not necessarily to the City as a whole. Ask the following questions to determine if records are vital:

1. Will these records assure the City of collecting the income due it? (Ex: accounts receivable records, contracts)
2. Will these records protect the City against possible fraud or overpayment of claims against it?  
(Ex accounts payable records, contracts, pension benefit records)
3. Do these records provide adequate information about City assets?  
(Ex fixed assets inventories, real estate deeds and/or maps)
4. Are these essential records (records that the City must have to keep operating) or important records (records that would enable the City to function more easily if it had them)?  
(Ex general ledgers, journal entries)

If doubt still exists, contact the RMO for a determination.

### **Protection**

Each Department is responsible for the protection of records vital to the City or department within their care.

## **HISTORICAL RECORDS**

### **Guidelines for Appraising the Historical Value of Modern Records**

There are three types of documents that need to be retained permanently for historical purposes and should be considered for electronic storage. They are: (a) Organizational, (b) Procedural, and (c) Reportorial. Examples of these documents are listed below.

#### **Organizational Documents**

1. Executive orders (relating to the creation, organization, and reorganization of the City· (examples: Ordinances, Resolutions, and Annexations).
2. Budgets and budget planning records.
3. Interpretations, opinions, and memoranda of law (including legal opinions from the City Attorney).
4. Maps and aerial photographs.
5. Studies and special reports relating to organization problems.
6. Original signed documents relating to legislation and opinions/directives of the City Council in the process of conducting City business. (examples: Minutes Resolutions and Ordinances)

#### **Procedural Documents**

1. Policies adopted by City Council

2. Written directives and instructions governing the operations of the City. (Ex: instructions concerning use of floating holiday).
3. Rules and regulations. (Ex: personnel rules).
4. City circulars and publications.
5. Staff studies or special reports relating to methods, techniques, and operations

### **Reportorial Documents**

1. Annual reports.
2. Periodic progress reports if data not included in an annual report.
3. Transcripts of hearings.
4. Minutes of meetings and conferences.

Common sense and good judgment are key factors in determining whether or not to keep a record for historical purposes. To determine whether or not a document has historical value, contact the RMO or the City Manager.

## **E-MAIL RETENTION**

### **Purpose**

The City of Richwood maintains an electronic messaging system to provide a quick, accessible, and efficient platform for conducting business. The e-mail system is not intended to be an archive. This section of the Records Management Plan covers general guidelines for purging and retaining correspondence records stored on the City's electronic messaging system.

### **Scope**

This section applies to all employees, and volunteers operating the City of Richwood's e-mail on behalf of the City.

### **Definitions**

|               |                                                                                                                                                                                                                                           |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E-mail        | Any type of electronic message system or service, including information and attachments transmitted through an electronic message or transmission.                                                                                        |
| E-mail System | Any type of messaging system or service that transmits information electronically, either explicitly through an electronic mail protocol or implicitly through services such as electronic bulletin boards, list servers, and newsgroups. |
| Message       | The content of the body of an e-mail that conveys its purpose. It may be text, graphics, hyperlinks, or any combination of elements.                                                                                                      |

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Correspondence      | Any written communication that, depending on the content of the message, may be complete in itself or an integral part directly linked to another record, such as a cover letter to a contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Record              | Any type of recorded information that is created or received by a local government pursuant to law or in the transaction of public business.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Non-Record          | Any type of recorded information that does not meet the definition of "record," as defined by statute or regulation, including duplicate (or reference or convenience) copies of official records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Retention Schedules | <p>E-mail records that are not directly linked to a record series listed in the State retention schedules are classified as general correspondence (Record No. 1000-26) and fall under one of three categories:</p> <ul style="list-style-type: none"> <li>a. Policy and Program Development - Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government. RETENTION: 5 YEARS</li> <li>b. Administrative - Correspondence and internal memoranda pertaining to or arising from routine administration or operation of the policies, programs, services, or projects of a local government. RETENTION: 2 YEARS</li> <li>c. Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. RETENTION: AV (as long as administratively valuable)</li> </ul> |

**Authority:**

Retention of local government records, in any format, is required by the Local Government Records Act and by City ordinance 1955.

**Policy:**

The City of Richwood imposes space and time limits on all City e-mail accounts. All electronic information maintained on City systems remains the property of the City and employees have no right of privacy in the use of the system. Periodic purging of all e-mails is necessary to maintain reliable performance of the e-mail system and manage available space. Users are responsible for determining the classification of their sent and received e-mails and managing them according to the guidelines and procedures of this policy. E-mails left in the messaging system will be automatically purged according to the default time limit set by the City.

**Guidelines:**

1. For acceptable use of e-mails, see the City's E-mail and Acceptable Use Procedures.
2. Any e-mail that is not work-related is considered a non-record. Non-records should be deleted immediately.

3. Work-related e-mails of an administrative nature should be deleted as soon as the issue, task, decision or activity has been concluded or resolved.
4. E-mails left on the messaging system will be automatically deleted after **three years**. If there is a litigation hold on e-mail records, they must be printed immediately and stored separately.
5. Once an e-mail, its header and all attachments are transferred to an unalterable storage medium outside the e-mail system (paper, CD, pdf). The transferred documents are considered the official record copy. The original e-mail, its header and all attachments are considered non-records and will be deleted after **three years**, if the user doesn't delete it before that time.
6. The time period of the applicable retention period of the printed e-mail document is determined by the content of the message and attachments. If an attachment requires a different retention from the e-mail message, the longest retention period applies.
7. Internal, work-related electronic conversations (e-mails back and forth) are considered internal memoranda, and all threads of the conversation must be deleted or retained as a whole
8. The City has adopted the retention schedules published by the Texas State Library and Archives Commission and e-mails and their attachments must be retained according to the subject matter of their content.
9. When an employee leaves the City's employment, the Department Head will be given access to said employee's archived e-mail account for **90 days**. All e-mails that need to be kept for official record purposes shall be printed and stored. After the **90 days**, the e-mail account of a former employee will be deleted.
10. The burden of responsibility for determining retention of an e-mail rests on the individual user.
  - a. Internally sent messages - sender (originator) is responsible owner/custodian.
  - b. Externally received messages - the first City employee in the "To:" field is responsible owner/custodian.

#### **Procedure:**

1. E-mails without attachments - read and determine the value of the content. If it has a retention period move the file into your archive folder and delete the electronic copy from your e-mails.
2. E-mails with attachments - read and determine the value of the content. If it has a retention period, move the file into your archive folder and delete the electronic copy from your e-mails.
3. Back-up copies of e-mail will be kept for no more than **30 days**. Backups are for system restoration and disaster recovery efforts and are not designed to facilitate retrieval of deleted messages.
4. The Information Technology Division will purge continually to ensure that only **three years** of e-mails are available on the messaging system.



**Enforcement:**

The Information Technology Division is responsible for general enforcement of this section. Each Department Head is responsible for implementation and maintenance of this section in their area.

EXHIBITS

EXHIBIT A

*(RETENTION SCHEDULES)*

# EXHIBIT B

*(SUPPLEMENTAL RECORDS CONTROL SCHEDULE)*

# EXHIBIT C

*(REQUEST TO DESTROY RECORDS)*

# EXHIBIT D

*(REQUEST FOR AUTHORITY TO DESTROY  
UNSCHEDULED RECORDS)*

## **MEMORANDUM**

To: The Honorable Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Home Occupations

After the public hearing regarding the proposed zoning changes, Council asked that the home occupation recommendations be removed so that more discussion could be held. Included in your packet is the current home occupations ordinance as adopted.

Staff would like some time to do a more indepth review on home occupations and compare to other cities regulations. Lindsay has reached out to a third party realtor to get an opinion on the effects of home occupations to property values. Staff believes this will help Council make a more informed decision.

17.

Home occupations.

1.

*Uses permitted.* Home occupations may only be conducted in the home within the limits of the following:

a.

A home occupation must be conducted entirely within the enclosed accessory structure, or one attached or detached garage.

b.

Participation in a home occupation is limited to the occupants of the dwelling unit, except that one natural person who is not an occupant may participate if off-street parking is provided for that natural person.

c.

The residential character of the lot and dwelling must be maintained. A home occupation that requires a structural alteration of the dwelling to comply with a nonresidential construction code is prohibited. This prohibition does not apply to modifications to comply with accessibility requirements.

d.

For home occupations only, one additional vehicle, not owned by the individual(s), or their dependents, holding record title to the real property, can be parked on the premises subject to this section, which shall not be permitted to park on unimproved surfaces. An unimproved surface includes any surface not concrete, asphalt or an area depth of six inches of gravel with a border. All tires of the vehicle must not rest on any portion of an unimproved surface.

2.

*Prohibited uses.* The following are prohibited as home occupations: veterinary uses (including boarding); medical services; dental services; chiropractic services; contractors yards; dance studios; garage or yard sales (except that as many as four per year may be held); scrap and salvage services; mortician or hearse services; restaurants; cocktail lounges; rental outlets; equipment sales; adult oriented businesses; manufacture or sale of product regulated by the FDA, ATF, or other federal and state regulators; recycling centers; drop-off recycling collection facilities; an activity requiring a variance under Richwood Uniform Building Code; and any other service or profession affecting the use and enjoyment of other property owners.

3.

*Use restrictions.* In addition to the requirements of the appropriate section of this chapter, a home occupation shall comply with the following restrictions:

a.

A home occupation may not generate customer-related vehicular traffic that impedes normal residential traffic flow or city streets for parking, pick up, or drop off of people, goods or services.

b.

Equipment or materials associated with the home occupation must not be visible from locations off the premises, including merchandise displays.

c.

A home occupation may not produce noise, vibration, smoke, dust, odor, heat, glare, fumes, electrical interference, or waste run-off outside the dwelling unit or garage in violation of City of Richwood nuisance ordinances.

d.

Parking a commercial vehicle on a street adjacent to residentially zoned property is prohibited. A commercial vehicle shall include any vehicle requiring a commercial driver's license, or vehicle primarily used for commercial purposes.

e.

A home occupation shall in no way destroy, restrict or interfere with the primary use of the home as a place of residence.

f.

No home occupation shall be permitted which is noxious or offensive to a person of ordinary sensitivity or hazardous by reason of vehicular traffic, generation or emission of noise, vibration, smoke, dust, or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation or other objectionable emission.

4.

*Advertising.* No sign advertising the home occupation shall be allowed on or off the premises. Advertising the street address of a home occupation through signs, billboards, television, radio, web, social media or newspapers is also prohibited. In addition thereto, no exterior alterations that are commercial in appearance are permitted. Interior alterations shall be permitted so long as alterations do not affect the residential use of the home.

5.

*Preexisting day care facilities.* Day care facilities operating prior to June 1, 1992, which are permitted for more than 12 persons may continue to exist or operate, provided that such facilities do not modify the terms and conditions of their current license with regard to owner and number of clients.

( Ord. No. 324-15A , 8-10-15; Ord. No. 18-426 , § 2, 5-14-18)





## **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:** JUNE 10, 2019

**ENCLOSURE:** H.B. No.852, House Journal Eighty-Sixth Legislature Regular Session Proceedings, Current City of Richwood Building Permit Fee Schedule

**RE:** Prohibition of Value-Based Permit and Inspection Fees.

On May 21, 2019, in the Eighty-Six Legislature Regular Session, Governor Greg Abbott, signed H.B. No. 852 into law. This Act prohibits the calculation of Permit and Inspection Fees based on 1) the value of the dwelling; or 2) the cost of constructing or improving the dwelling. The current permitting and inspection fee schedule used by the City of Richwood is value-based.

I attended a multi-city meeting on 04 JUN 2019 to discuss proposed fee schedules to meet compliance with the new law. The proposed methodology to calculate fees is based on square footage. Other cities present at the meeting included Clute, Angleton, and Lake Jackson. All Texas cities using a value-based fee schedule will need to adopt a new process.

For the time being, until Council can formally adopt a new fee schedule with approved values, I am recommending Council approve a temporary waiver to allow the current fee schedule and adopt a new schedule no later than July 8, 2019 at the next regular Council meeting. Once a new fee schedule is formally adopted, all permitting and inspection fees collected between 21 MAY 2019 and 08 JUL 2019 will be assessed for over/under payment, and applicants will either be refunded or invoiced.

City staff will assess square footage rates to calculate to comparable pricing, therefore, the City will not forfeit revenue. The new rate will not be calculated in a manner that increases fees excessively, as the intention of adopting a new fee schedule is to be compliant with State statute.

Thank you,

Lindsay Koskiniemi  
Interim City Manager

AN ACT

relating to information a municipality may consider in determining the amount of certain building permit and inspection fees.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 214, Local Government Code, is amended by adding Section 214.907 to read as follows:

Sec. 214.907. PROHIBITION ON CERTAIN VALUE-BASED BUILDING PERMIT AND INSPECTION FEES. (a) In determining the amount of a building permit or inspection fee required in connection with the construction or improvement of a residential dwelling, a municipality may not consider:

(1) the value of the dwelling; or

(2) the cost of constructing or improving the dwelling.

(b) A municipality may not require the disclosure of information related to the value of or cost of constructing or improving a residential dwelling as a condition of obtaining a building permit except as required by the Federal Emergency

1 residential dwelling.

2       SECTION 3. This Act takes effect immediately if it receives  
3 a vote of two-thirds of all the members elected to each house, as  
4 provided by Section 39, Article III, Texas Constitution. If this  
5 Act does not receive the vote necessary for immediate effect, this  
6 Act takes effect September 1, 2019.

H.B. No. 852

---

President of the Senate

---

Speaker of the House

I certify that H.B. No. 852 was passed by the House on April 16, 2019, by the following vote: Yeas 126, Nays 9, 2 present, not voting.

---

Chief Clerk of the House

I certify that H.B. No. 852 was passed by the Senate on May 8, 2019, by the following vote: Yeas 29, Nays 2.

---

Secretary of the Senate

APPROVED: \_\_\_\_\_

Date

---

Governor

**ENROLLED**

May 21 - HB 7, HB 23, HB 51, HB 93, HB 137, HB 162, HB 165, HB 273, HB 277, HB 300, HB 304, HB 310, HB 330, HB 345, HB 369, HB 387, HB 449, HB 455, HB 519, HB 541, HB 554, HB 587, HB 635, HB 643, HB 653, HB 667, HB 678, HB 770, HB 807, HB 819, HB 837, HB 881, HB 882, HB 884, HB 902, HB 1060, HB 1136, HB 1143, HB 1191, HB 1225, HB 1306, HB 1307, HB 1379, HB 1505, HB 1542, HB 1605, HB 1607, HB 1652, HB 1661, HB 1674, HB 1676, HB 1678, HB 1693, HB 1717, HB 1791, HB 1810, HB 1815, HB 1884, HB 1888, HB 1891, HB 1896, HB 1901, HB 1940, HB 2075, HB 2092, HB 2111, HB 2167, HB 2214, HB 2229, HB 2245, HB 2256, HB 2290, HB 2299, HB 2331, HB 2358, HB 2461, HB 2475, HB 2504, HB 2571, HB 2577, HB 2594, HB 2617, HB 2643, HB 2660, HB 2677, HB 2698, HB 2709, HB 2734, HB 2778, HB 2780, HB 2789, HB 2791, HB 2792, HB 2809, HB 2812, HB 2826, HB 2830, HB 2859, HB 2914, HB 2950, HB 3006, HB 3007, HB 3011, HB 3022, HB 3040, HB 3044, HB 3068, HB 3116, HB 3165, HB 3167, HB 3175, HB 3209, HB 3211, HB 3214, HB 3228, HB 3300, HB 3339, HB 3366, HB 3386, HB 3394, HB 3405, HB 3440, HB 3463, HB 3471, HB 3475, HB 3503, HB 3529, HB 3601, HB 3656, HB 3663, HB 3671, HB 3688, HB 3689, HB 3754, HB 3760, HB 3768, HB 3780, HB 3910, HB 3934, HB 4130, HB 4170, HB 4171, HB 4172, HB 4173, HB 4179, HB 4195, HB 4236, HB 4520, HB 4636, HB 4646, HB 4656, HB 4659, HB 4663, HB 4666, HB 4669, HB 4671, HB 4675, HB 4680, HB 4684, HB 4686, HB 4691, HB 4692, HB 4694, HB 4695, HB 4696, HB 4705, HB 4718, HB 4724, HB 4726, HB 4727, HB 4733, HCR 35, HCR 120, HJR 38, HJR 95

**SENT TO THE GOVERNOR**

May 21 - HB 80, HB 259, HB 452, HB 504, HB 531, HB 553, HB 558, HB 639, HB 918, HB 1168, HB 1543, HB 1631, HB 1789, HB 2566, HB 2730, HB 2846, HB 2894, HB 3142, HB 3356, HB 3552, HB 3954, HB 4690

**SIGNED BY THE GOVERNOR**

May 21 - HB 125, HB 145, HB 852, HB 892, HB 982, HB 1066, HB 2004, HB 2255, HB 2310, HB 2324, HB 3348



## APPENDIX C - FEE SCHEDULE

### BUILDING PERMIT FEES

| Standard Building Permit Fees |                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------|
| \$1,000.00 and Less           | \$20.00 Base Fee                                                                                   |
| \$1,001.00 to \$50,000.00     | \$20.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof      |
| \$50,001.00 to \$100,000.00   | \$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof    |
| \$100,001.00 to \$500,000.00  | \$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof   |
| \$500,001.00 and Up           | \$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof |

| Residential/Commercial Plan Review Fees |                   |
|-----------------------------------------|-------------------|
| Base fee                                | 50% of permit fee |

| Building Permit Type "M" Fees |         |
|-------------------------------|---------|
| Repairs                       | \$50.00 |



|             |          |
|-------------|----------|
| Residential | \$100.00 |
| Commercial  | \$150.00 |

| Building Permit Type "E" Fees |          |
|-------------------------------|----------|
| Repairs                       | \$50.00  |
| Residential                   | \$100.00 |
| Commercial                    | \$150.00 |

| Building Permit Type "P" Fees |          |
|-------------------------------|----------|
| Repairs                       | \$50.00  |
| Residential                   | \$100.00 |
| Commercial                    | \$150.00 |

| Building Permit Type "S" Fees |  |
|-------------------------------|--|
| See Building Permit Fees      |  |



| Irrigation Permit Fees |         |
|------------------------|---------|
| Base                   | \$30.00 |

| Sign Permit Fees |         |
|------------------|---------|
| Base fee         | \$50.00 |

| NEW/REVISED SUBDIVISION PERMIT FEES   |                                         |
|---------------------------------------|-----------------------------------------|
| Plan Review Fees                      |                                         |
| \$1,500.00                            | Up to 10 sheets                         |
| \$150.00                              | Per sheet above 10 sheets               |
| 50% of original fee                   | Review fees after 3 submittals          |
| Traffic Impact Analysis               |                                         |
| \$2,000.00                            | 100—5,000 trips generated               |
| \$3,000.00                            | 5,001—15,000 trips generated            |
| \$4,000.00                            | For greater than 15,000 trips generated |
| Public Infrastructure Inspection Fees |                                         |





|                    |                                              |
|--------------------|----------------------------------------------|
| \$150.00 per hour  | 8:00 a.m. to 5:00 p.m.                       |
| \$250.00 per hours | After hours, weekend, or holiday inspections |

(Ord. No. [17-418](#), § 2, 11-13-17)

#### PUBLIC PARK LANDS AND FACILITIES

| Park and Facility Rental Fees                                             |                                                                     |          |                                                                 |
|---------------------------------------------------------------------------|---------------------------------------------------------------------|----------|-----------------------------------------------------------------|
| Facility                                                                  | Rental Fee<br>*Add \$50.00 if alcohol<br>will be served             | Deposit  | Additional Deposit<br>(Large groups/<br>Loud music/<br>Alcohol) |
| James Vera Ball Field/Soccer Fields Stop 1-3                              | N/A                                                                 | \$100.00 | N/A                                                             |
| PK Forrest Building                                                       | \$110.00/day — Residents*<br>\$135.00/day - Non-Residents*          | \$100.00 | \$100.00                                                        |
| Richwood Municipal Pavilion                                               | \$100.00/day — Residents*<br>\$125.00/day — Non-residents*          | \$100.00 | \$100.00                                                        |
| Bobby Ford Park                                                           | \$25.00/2 hours — Residents*<br>\$50.00/2 hours —<br>Non-residents* | \$50.00  | \$50.00                                                         |
| BBQ Pit                                                                   | \$25.00                                                             | \$100.00 | N/A                                                             |
| Moonwalk Waterslide<br>Inflation<br>*Liability insurance must be provided | \$25.00 each                                                        | N/A      | N/A                                                             |
| Police Security Fee                                                       | \$35.00 / hour / officer                                            |          |                                                                 |



(Ord. No. [18-425](#), § 4, 6-11-18)

#### UTILITY FEES

| Utility (Water, Sewer, Solid Waste) Fees              |                                                   |
|-------------------------------------------------------|---------------------------------------------------|
| Utility Deposits                                      |                                                   |
| Commercial/residential (owner)                        | \$100.00                                          |
| Residential (tenant/renter)                           | \$150.00                                          |
| Water Rate Fees and Charges                           |                                                   |
| Gallons included in base rate                         | 2,000                                             |
| Per month: Minimum monthly charge                     | \$24.40                                           |
| Amounts in excess of 2,000 gallons                    | \$4.35 per each additional 1,000 gallons of usage |
| Sewer Rate Fees and Charges                           |                                                   |
| Gallons included in base rate                         | 2,000 per month                                   |
| Minimum monthly charge                                | \$22.40                                           |
| Amounts in excess of 2,000 gallons                    | \$4.35 per each additional 1,000 gallons of usage |
| Solid Waste Collection Fees                           |                                                   |
| Per month: Includes one garbage and one recycle bin   | \$17.14                                           |
| Additional bin charge per month                       | \$8.00                                            |
| Accumulation of bulk waste in excess of 5 cubic yards | \$20.00 per cubic yard                            |



| Water and Sewer Base Discount                                                                                                                                                                                                                                                                            |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Over 65 discount                                                                                                                                                                                                                                                                                         | \$7.50 |
| Any person who meets the criteria of "voting member" of the Richwood Volunteer Fire Department as defined by their constitution and by-laws, or any member of the Richwood City Council, will receive the first 4,000 gallons free and then be charged \$4.35 per each additional 1,000 gallons of usage |        |
| Solid Waste Collection Discount                                                                                                                                                                                                                                                                          |        |
| Over 65 discount                                                                                                                                                                                                                                                                                         | \$1.29 |

(Ord. No. [18-436](#), § 4, 9-10-18)

## **MEMORANDUM**

To: The Honorable Steve Boykin, Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: May 10, 2019

Subject: Personnel Policy Review

Discuss proposed amendments to the Personnel Policy.

PERSONNEL  
POLICY  
REVIEW  
2018-2019

HIGHLIGHT  
OF MAJOR  
CHANGES

THE COMMITTEE WAS  
COMPRISED OF ONE  
EMPLOYEE FROM EACH  
DEPARTMENT: PUBLIC  
WORKS; FINANCE; COURT;  
CITY SECRETARY; POLICE;  
PERMITTING/INSPECTIONS

ALL RECOMMENDATIONS  
WERE REVIEWED BY CITY  
MANAGER PRIOR TO  
PRESENTATION TO CITY  
COUNCIL

## PERSONNEL POLICY REVIEW COMMITTEE

## HIGHLIGHT OF CHANGES TO PERSONNEL POLICY FY18-19

- DEFINITIONS
- NEPOTISM
- TRAINING
- PERFORMANCE EVALUATION
- PAY DAY
- VACATION
- SICK LEAVE POOL
- PARENTAL LEAVE
- STANDARD OF CONDUCT
- DRUGS AND ALCOHOL
- ESSENTIAL PERSONNEL
- APPEALS AND GRIEVANCE
- MODIFICATIONS TO POLICY
- OTHER CHANGES

# DEFINITIONS

## CLARIFY FULL-TIME AND PART-TIME EMPLOYEE AND ADDED DEFINITIONS OF VOLUNTEER AND HARASSMENT

- **Full-time Employee** is any employee who works more than thirty-two (32) hours per week. (more in line with IRS)
- **Part-time Employee** is any employee who works less than thirty-two (32) hours per week. (more in line with IRS)
- **Volunteer** shall be defined as any person appointed or elected to serve on any City affiliated board and commission, including but not limited to, City Council, Boards and Commissions, and Richwood Volunteer Fire Department
- **Harassment** shall be defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.



# NEPOTISM

## CHANGES:

- Added language to include any person related to any employee regardless of position.

## REASONING:

- The size of our staff guarantees that all departments must interact throughout the day. The committee felt that any relation to any employee could affect efficiency and processes.

# TRAINING

## CHANGES:

- Added language to include reimbursement for training and travelling expenses in accordance with IRS rates.

## REASONING:

- It is current practice to reimburse employees/volunteers for traveling expenses associated with training. Historically employees were given a \$45 per diem for each day. Staff felt that most conference registration fees include meal costs and that the City should only be reimbursing meal expenses that are not already included in registration or lodging fees. This changed also expressly addresses the authorized amount of reimbursements.

# PERFORMANCE EVALUATION

## CHANGES:

- Set clear perimeters for performance based evaluation that directly tie to compensation adopted in budget

## REASONING:

- With the adoption of the Compensation Plan in 2018-2019 budget, came the need to address the performance based pay policy.

# PAY DAY

## CHANGES:

- From Semi-Monthly to Bi-Weekly

## REASONING:

- The current pay schedule results in payroll being processed and essentially paid prior to the end of the work period. Due to this, we see regular incorrect payroll processes due to call outs or incorrect time entries. Changing to a bi-weekly pay day would allow the completion of the work period prior to processing payroll and would allow for each employee and department head to ensure each timesheet is correct before processing.

# VACATION

## CHANGES:

- Removing the need for carryover hours to be used prior to June 30<sup>th</sup> and requiring 2 weeks notice for any vacation leave of two(2) consecutive work days or more.

## REASONING:

- The policy allows an employee to carry over 40 hours each year. If any hours are not used by the end of the year, then the policy still remains that only 40 hours can carryover at the end of each year. Limited staff means any absence planned or unplanned is added workload on other staff. The added notice allows better planning to help ensure multiple employees in one department are not out at the same time.

# SICK LEAVE POOL

## CHANGES:

- Allowing employees to donate to a Sick Leave Pool for prolonged absence due to catastrophic illness or injury.

## REASONING:

- The employees would like to see the ability to contribute sick leave to a Pool that would be available to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all his/her available annual leave and sick leave and to lose compensation from the City for a prolonged period of time.

# PARENTAL LEAVE

## CHANGES:

- Changing Maternity Leave to Parental Leave and creating a policy that provides up to six weeks for birth parent and two weeks for non-birthing parents.

## REASONING:

- The employees would like to see Parental Leave as a benefit in the policy.

# STANDARDS AND CONDUCTS

## CHANGES:

- Applying standards and conduct policy to volunteers as well (including Volunteer Fire Department and Boards and Commissions)
- Prohibit smoking and vaping in City owned vehicles and equipment
- Prohibit hiring of employees related to any other employee
- Apply Use of City Vehicle policy to any employee driving a personal vehicle for City business on City time.
- Amend take home policy of City Vehicles to allow during emergencies
- Amend duty of employees to state that on or off-duty an employee is expected to act in a manner which will uphold the City's reputation
- Changes to Cell Phone Policy and Use of City Computer and Emails
- Changes to Dress Code – Merge Uniforms and Dress Code Policies
- Reorganize Harassment Policy and include other forms of harassment other than sexual
- Developing a Social Media Use Policy



## STANDARDS AND CONDUCTS (CONT.)

### REASONING:

- Recommendations were made by our insurance provider to update use of vehicle policies.
- To ensure that on or off-duty an employee is expected to act in a manner which will uphold the City's reputation

# DRUG AND ALCOHOL

## CHANGES:

- Included use of over the counter drugs with impairment warnings and use of unauthorized prescriptions
- Adding ability to perform duties as reasonable grounds for a fit for duty evaluation

## REASONING:

- With the rise in abuse of prescription and over the counter medications, the City wanted to ensure stipulations were including prohibiting use of certain medications
- Medical evaluation will be done by a license physician who has been provided their job description for evaluation on their ability to perform assigned tasks. Benefits the employee and the City by not putting them in a position that could potentially cause personal injury.

# ESSENTIAL PERSONAL

## CHANGES:

- Defining essential personal to be all full-time employees
- Creating a policy to allow waiver of essential personnel status

## REASONING:

- Defining essential personal was missing from policy
- Some employees have small children or spouses who are also considered essential personnel which would cause undue hardship.

# APPEALS AND GRIEVANCE POLICY

## CHANGES:

- Removing the requirement of City Council approval prior to removal of Department Head
- Adding appeal procedure for Department Heads

## REASONING:

- Adopted amendments to Charter grant authority to City Manager to hire and fire without Council approval. However, the thought is that Department Heads should still be granted an appeal option

# MODIFICATIONS TO POLICY AND NOTICE

## CHANGES:

- Creation of Personnel Review Committee comprised on one employee from each department that shall review the policy every two years and recommend changes to be approved by City Council

## REASONING:

- Allow for employee input on their Personnel Policy and assigns responsibility of the employee to read, become aware and understand the policies adopted in this handbook

# OTHER CHANGES

## CHANGES:

- Removal of job descriptions from Policy
- Grammatical Changes
- Reorganization of policy

## REASONING:

- Allows the City Manager the ability to modify job descriptions and reorganize administrative/clerical job duties
- Correct grammatical errors
- Reorganize and combine certain policies.

## **MEMORANDUM**

To: The Honorable Mark Guthrie, Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Mayor Pro-Tem

Historically the mayor pro-tem has been designated in Position order.

This last year Position 5 - Katie Johnson served as Mayor Pro-Tem. Therefore, the next position to be designated would be Position 1 - Mike Johnson.

## **MEMORANDUM**

To: The Honorable Mark Guthrie, Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Council Liaisons

Currently the liaisons are as follows:

Keep Richwood Beautiful - vacant (was Sarah Reed)  
Crime Control and Prevention District - Katie Johnson  
Fire Department - Mark Brown



## **MEMORANDUM**

To: The Honorable Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Newspaper Designation

City Council must designate the City's official newspaper, The Facts, every year.

# 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](mailto:JenniferFadden@GovernmentResource.com)

Kristin Navarro, Director of Business Development and  
Recruitment

[KristinNavarro@GovernmentResource.com](mailto:KristinNavarro@GovernmentResource.com)



May 9, 2019

Steve Boykin, Mayor  
City of Richwood, Texas  
[sboykin@richwoodtx.gov](mailto: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 2<sup>nd</sup> 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](mailto:Ron@GovernmentResource.com)  
Cell: 214-676-1691

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## 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:

|                                         |                                      |                                                                             |                                                                                                                                      |
|-----------------------------------------|--------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Florida</b><br>Kissimmee<br>Lakeland | <b>Missouri</b><br>Gladstone         | <b>Pennsylvania</b><br>Philadelphia                                         | <b>Texas (cont'd)</b><br>Granbury<br>Greenville<br>Lubbock<br>Murchison<br>North Richland Hills<br>Richardson<br>Sugar Land<br>Tyler |
| <b>Georgia</b><br>Savannah              | <b>North Carolina</b><br>Mooresville | <b>Texas</b><br>Abilene<br>Arlington<br>Coppell<br>Corpus Christi<br>Forney |                                                                                                                                      |
| <b>Massachusetts</b><br>Boston          | <b>Oklahoma</b><br>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](http://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://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**  
**Mooreville, 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**

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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**

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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://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**

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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**

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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**

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### **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](http://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**

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### **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**

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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       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <ul style="list-style-type: none"> <li>Contract Executed</li> <li>Outline Project Plan, Timeline</li> <li>Individual Interviews with Search Committee / Key Personnel / Community Leaders (if desired)</li> </ul>                           | Week 1      |
| <ul style="list-style-type: none"> <li>Deliverable: Position Profile Brochure</li> <li>Search Committee Reviews and Approves Brochure</li> </ul>                                                                                            | Weeks 2-3   |
| <ul style="list-style-type: none"> <li>Ad Placements</li> <li>Accept Applications</li> <li>Email Distribution and Marketing of Position Profile</li> </ul>                                                                                  | Weeks 4-7   |
| <ul style="list-style-type: none"> <li>Triage and Scoring of Resumes</li> </ul>                                                                                                                                                             | Week 8      |
| <ul style="list-style-type: none"> <li>Search Committee Briefing (Slide Presentation) / Select Semifinalists</li> <li>Candidates Complete Questionnaire and Online Interviews</li> <li>Stage 1 Media Searches</li> </ul>                    | Week 9      |
| <ul style="list-style-type: none"> <li>Deliverable: Semifinalist Briefing Books</li> </ul>                                                                                                                                                  | Week 10     |
| <ul style="list-style-type: none"> <li>Search Committee Briefing / Select Finalist Candidates</li> </ul>                                                                                                                                    | Week 11     |
| <ul style="list-style-type: none"> <li>Comprehensive Media Search Stage 2</li> <li>Comprehensive Background Screening Report</li> <li>DiSC Management Assessment (supplemental service if desired)</li> </ul>                               | Weeks 12-13 |
| <ul style="list-style-type: none"> <li>Deliverable: Finalist Briefing Books</li> </ul>                                                                                                                                                      | Week 14     |
| <ul style="list-style-type: none"> <li>Stakeholder Engagement (if desired)</li> <li>Conduct Interviews</li> <li>Deliberations</li> <li>Reference Checks</li> <li>Negotiations</li> <li>Announcement / Press Release (if desired)</li> </ul> | Week 15     |

## PROJECT COST

### All-Inclusive Maximum Price

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

### 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

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

### 2018

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- 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

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- 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

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- 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

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- 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](mailto:lhumble@cityofbastrop.org)

Phone: 512-332-8800

### **City of Fulshear, Texas**

**Population: 10,000**

Contact: Jack Harper, City Manager

Email: [jharper@fulsheartexas.gov](mailto:jharper@fulsheartexas.gov)

Phone: 281-346-1796

### **City of Anna, Texas**

**Population: 11,000**

Contact: Nate Pike, Mayor

Email: [npike@annatexas.gov](mailto: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](mailto: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](mailto: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.

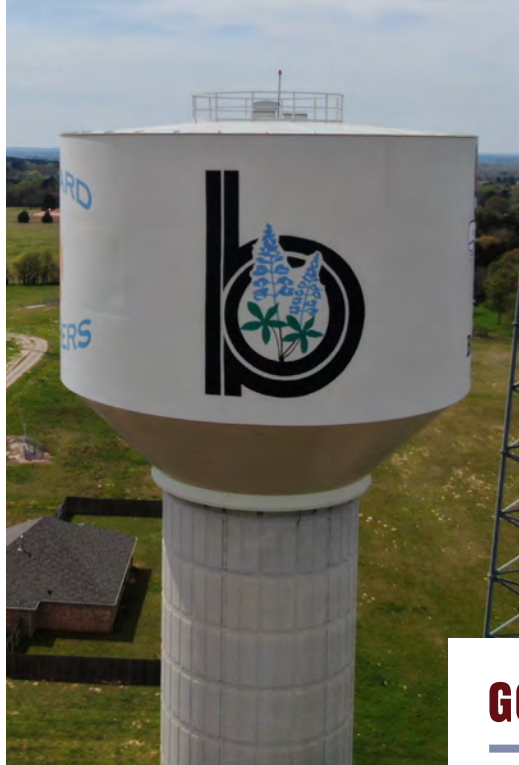


# GOVERNANCE & ORGANIZATION

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**

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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**

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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](mailto: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](http://bullardtexas.net)

**Chamber of Commerce**  
[bullardchamber.com](http://bullardchamber.com)

**Bullard Independent School District**  
[bullardisd.net](http://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





**City of Richwood, Texas**

**Proposal**

**City Manager  
Executive Search**

**Ron Cox  
Ron Cox Consulting  
120 St. Andrews  
Friendswood, Texas 77546**

**281.543.0042  
rcox@roncoxconsulting.com**

**May 13, 2019**



May 13, 2019

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

Mr. Coon:

It is my pleasure and privilege to submit this proposal to conduct the search for the new City Manager of Richwood. I believe you will see by this Statement of Qualifications that my 28 years of professional experience as a city manager in four cities, my consulting experience over the last 13 years and the professional team I have assembled to assist in the search will serve you well in this important effort.

The search for and hiring of a City Manager is one of the most important decisions you will make as elected officials. The type of person you hire, qualifications of the individual, and the relationship you build with each other will be the determining factors in your combined successes.

I look forward to the opportunity to assist you in this effort. Should you have any questions or concerns about my proposal, feel free to ask.

Sincerely,

Ron Cox  
120 St. Andrews  
Friendswood, Texas 77546

## **Description of Firm**

### **Ron Cox Consulting**

Ron Cox Consulting was formed in May 2006. As principal, Ron Cox has had an active career in local government beginning in 1972 after graduating from college. In 1978 he became a city manager and served continuously as a city manager in four different cities with populations ranging from 3,000 to 34,000 until May 2006. In that 28-year time period, he worked tirelessly for the citizens, elected officials and staffs of those cities.

Because of his wide range of experience, Mr. Cox embarked on a path to be of assistance to officials in other Texas cities. His business plan is geared to assisting small to medium size cities. He has assisted city councils and staff in strategic planning and staff development, in resolving planning and development issues, and in searching for their executive staff.

In the years since he left the city he has had active engagements with fifty different cities. A client list is included in this packet of information and any can be used as references.

### **Suitability to the Task**

Ron Cox and his associate Bill Bender are uniquely suited to this task.

Ron Cox will be the city's contact and will personally conduct the search. Ron Cox has 28 years of experience as a City Manager. In that time he was directly responsible for hiring many personnel. These included searches for responsible positions through out the city of both established and newly established positions. These searches were most often done utilizing some or all of the techniques described in this proposal. Mr. Cox has the experience to know what type of person is needed for this most important task of City Manager. Mr. Cox has also conducted successful search for the City Manager of Dickinson, for the first City Manager of Manvel, after a successful Home Rule, Council/Manager Charter election, assisted the Lufkin Mayor and City Council in preparing for the transition to a new City Manager, after the retirement of their long time City Manager. Mr. Cox has just completed the successful search for a City Administrator, Community Services Director, and City Secretary for the City of Kemah.

Bill Bender brings over 35 years of human resources and recruitment experience. Mr. Bender has a keen eye for details in the various applications that will be received and has a learned ability to search out issues related to those applicants. He is very experienced in researching and reviewing the applicant's background and work history. In his tenure with city government he has been directly associated and, in some cases, responsible for the recruitment and hiring of not only department directors, but also the City Manager.

As a result, Ron Cox and Bill Bender bring over 60 years of combined experience to the City Council and staff of the City of Richwood. This valuable experience is both on the job and in the consulting role.

There is likely no other firm that can bring this combination of experience and success to the process of searching for a new City Manager in Richwood.

### **Step-by-Step Approach**

The approach taken in the selection process is essential to its success. Ron Cox Consulting will be responsible for the City Manager candidates search. Ron Cox will personally facilitate the process and interact with Mayor and City Council and staff as appropriate. These services can be adjusted at the outset of the process, but typically will include:

- **Meet with Mayor and City Council and key staff to prepare a strategic profile of the person to fill the position of City Manager.**
  - This will include both one-on-one interviews with the Mayor each member of City Council and one or more sessions with the entire City Council in work session format.
  - Meet with the current City Manager and key staff to understand the issues and concerns he has regarding current and future needs of the City.
  - Discussion and decision-making will include the following.
    - Review provisions of the City Charter and any relevant ordinances to understand the roles and responsibility of

key positions within the City including Mayor, City Council members, City Manager and key staff.

- Meet one on one with the Mayor and each Council member regarding the expectations and requirements for the prospective City Manager.
  - Meet collectively with key staff members to understand the expectations of staff and align their needs with the expectations and requirements of Mayor and Council.
  - Review the job description for the City Manager position to ensure job duties are consistent with Mayor and City Council expectations and requirements and setting minimum standards for education and experience in the profession.
  - Determine and recommend a salary range and benefit package for the new City Manager.
  - Develop a position profile of characteristics expected of the new City Manager for Richwood including his/her education, work experience, values, leadership skills, personality, qualities, and management approach consistent with the provisions of the City Manager job description.
  - Meet jointly with Mayor and City Council in work session format to review the profile and expectations as drafted, seek consensus, consistency and approval for the profile from Mayor and Council.
- **Develop and distribute a package of information for applicants to review and prepare for possible interview and selection. This package will be developed in electronic format and will be approved by Mayor and City Council or their designee before distribution.**
    - Included in the package will be at least the following. If these are not provided directly, they will be provided in access to the City's website.
      - The approved City Manager profile.
      - The approved job description, salary range and benefit package.
      - A profile of the City of Richwood.
      - A summary or electronic copy of the City Budget.

- A copy of relevant portions of the City Charter and ordinances.
  - Other relevant information that may be identified.
- **Advertising and recruitment of applicants for the City Manager position.**
  - Advertisements will be included in the Texas Municipal League web site, and other trade magazines if appropriate, in as wide a geographical area as determined by Mayor and City Council.
  - Personal recruitment will be done by the consultant as needed to ensure a pool of applicants meeting the qualifications, offering varied levels of background, personality and experience to provide the maximum choice to Mayor and City Council in their selection.
- **Analysis and screening of applicants to provide a pool of approximately ten semi-finalists for consideration by Mayor and City Council.**
  - Analysis of candidates will be measured against the profile developed and approved by Mayor and City Council.
  - Depending on the preference of the Mayor and City Council, all applications can be provided for their review and rating.
  - The consultant will provide a list of the top ten semi-finalist candidates for the position to Mayor and City Council for their review.
  - The consultant will conduct interviews after five semi-finalists are initially screened and approved by Mayor and City Council. This interview will be conducted in order to better determine the alignment between the person and the profile approved by Mayor and City Council.
  - Mayor and City Council will be provided a thorough packet of information on each of the semi-finalist candidates including but not limited to the candidate's application, resume, background information, candidate interview notes, reference notes and rating sheet. The ratings will be based on the qualifications and criteria set out by Council during the profile development stage of the process.

- Utilizing the material provided, Mayor and City Council will be asked to review and rate the top five semi-finalists to determine the candidates to be interviewed.
- **Mayor and City Council will conduct interviews of the top three to five finalists for the City Manager position.**
  - Based on the ratings of the top five semi-finalists, at least three to five candidates will be chosen by Mayor and Council for interview.
  - It is anticipated these interviews will be conducted within a narrowly defined window of time.
  - The consultant will provide a set of sample questions to assist Mayor and City Council in asking consistent questions of each candidate.
  - The consultant will facilitate the interview process and be on site for the entire interview period.
  - A thoroughfare investigation of background, documentation provided and discussion with references will be conducted on the finalists.
  - In addition, a personality temperament assessment can be given to any or all of the finalists for an additional fee. This assessment is designed to better determine and understand the candidate's compatibility with Mayor, City Council and staff.
- **The consultant will facilitate Mayor and City Council and top candidate in negotiations for the job offer and job acceptance to the extent desired by both parties but will not represent either party in final contract negotiations.**

### **Work Schedule**

Certainly, Mayor and City Council want to expedite the process, realizing that the development of the profile, advertising, and screening, interviewing and eventual relocation will take time. Accordingly, the timeline provided below may change depending on influences and circumstances beyond the consultant's control. Every effort will be made to uphold the timeline, and significant delays will be duly reported to Mayor and City Council. The timeline begins with the approval of the engagement by the Mayor and City Council.

- **Development of candidate profile and recruitment package**
  - Complete at the end of week five
- **Advertising and recruitment for position**
  - Complete at the end of week ten
- **Analysis and screening of applicants**
  - Complete at the end of week fourteen
- **Interviews of finalists and offer to prospective finalist**
  - Complete at the end of week sixteen
- **City Manager begins work after negotiation of time frame with Mayor and City Council.**

In summary, it is anticipated the total time from the beginning of the engagement to negotiating an offer to the candidate is approximately 16 weeks, or four months. Mayor and City Council should expect the time frame for the negotiations and subsequent relocation of the successful candidate to vary depending on his/her personal and professional circumstances.

### **Investment – Professional Fees**

For this engagement, Ron Cox Consulting will charge a fee of \$18,850 plus the direct cost of the assessment and any outside investigative work, if authorized, plus expenses. Expenses include travel reimbursement at the standard IRS mileage rate, and other expenses associated with the selection and interview of candidates. This fee will be billed in four equal installments with periodic billings for expense reimbursements.

In order to keep expenses to a minimum, City staff will provide clerical assistance and pay for other direct expenses associated with advertisements and recruitment. It is anticipated that Ron Cox will travel to Richwood at least three-five times during the engagement.

NOTE: These costs do not cover cost of travel for the finalists to be interviewed. Typically, cost of travel, including airfare and/or mileage



reimbursement and overnight accommodations is reimbursed to the candidates by the city.

### **Guarantee**

As your consultant in the search:

- **Ron Cox will personally conduct the search. Bill Bender will provide assistance. Additional investigative and/or assessment services may be provided by outside sources.**
- **Ron Cox Consulting will not recruit candidates from Richwood for a period of two years after the engagement.**
- **Ron Cox Consulting will continue to work, at no additional cost except for out of pocket expenses until the project is satisfactorily completed if, for any reason, Mayor and City Council are not satisfied with any of the candidates submitted.**
- **Ron Cox Consulting will replace the candidate for out of pocket expenses, should the candidate selected leave the service of the city for any reason within one year.**
- **Ron Cox Consulting will not collect a fee from or represent individual candidates included as candidates for the position.**

### **Acceptance and Signatures**

\_\_\_\_\_  
Accepted by  
City of Richwood, Texas



\_\_\_\_\_  
Submitted by  
Ron Cox

Ron Cox Consulting  
120 St. Andrews  
Friendswood, Texas  
281.546.0042

[rcox@roncoxconsulting.com](mailto:rcox@roncoxconsulting.com)

## **Ronald E. Cox Biography**

Ronald E. Cox has been married to his wife, Susan, for 46 years. They have two children, daughter Emily, and son, Tim, and five grandchildren, Courtney, Ryan, Isabella, Brynlee and Caleb.

Ron received a Bachelor of Science from Abilene Christian University in 1972 and a Master of Arts from University of Texas at Tyler in 1981. Ron entered the governmental arena in 1972 with the Brazos Valley Development Council in Bryan and, after almost two years went to work for the East Texas Council of Governments (ETCOG) in Kilgore.

Ron accepted his first position as City Manager in 1978 with the City of Rusk. He was the City of Rusk's first City Manager. Two years later, he became the City Manager of Center. In 1984, Ron accepted the position of City Manager of the City of Kilgore, where he served for six years. In November 1990, he became Friendswood's third City Manager and served that city until May 2006. Ron has been involved in local government for 45 years and held the position of City Manager for 28 of the 45 years.

Ron remains active in many governmental organizations including the Texas Municipal League, and Texas City Management Association (TCMA). Ron served as president of TCMA Regions V and VI. He served on the Board of Directors of TCMA from 1995-1997 and served as TCMA's president in 1997-98. He continues to actively participate in various TCMA programs. In 2005, Ron was awarded TCMA's Lifetime Achievement Award, an exceptional honor, and in 2006 he was given Life Member status in TCMA. Ron currently serves on the TCMA Professional Development Committee. He has and continues to speak regularly at conferences and training sessions in Texas about issues and challenges in local government.

In 1990, Ron was appointed by Governor Bill Clements to the Board of Trustees of the Texas Municipal Retirement System and served on the Board until 1993. He has served on the TMRS Advisory Board since 2006-2010. He was chosen to serve on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool in 1986 and served on the Executive Committee as Vice-Chair of the Board from 1990-91. In 2016 Ron was appointed to the newly established Friendswood Downtown Economic Development Corporation Board in his hometown and currently serves as its President.

Since May 2006, Ron has consulted with 58 cities and several other public entities in Texas in a variety of areas, including strategic planning at the Council and staff levels, leadership development for city staff, executive recruitment, and management services. He particularly enjoys working with smaller cities. He enjoys sharing his experiences with others in a variety of ways including public speaking at seminars and conferences.

### **William G. (Bill) Bender**

William G. (Bill) Bender works with Ron Cox Consulting on candidate searches on as needed basis. Mr. Bender holds a MPA from the University of Illinois – Springfield. He is currently the Deputy Director of Administrative Services in charge of Human Resources and Risk Management for The City of Friendswood. He has been with the City of Friendswood since 1997 and is an active member of Texas Municipal Human Resource Association.

From 1993 through 1997, Bill was employed by the Christian County Mental Health Association (CCMHA) as the Human Resources/Safety Coordinator. His responsibilities included the recruitment and placement of staff ranging from professional to janitor.

Mr. Bender's involvement, if needed, may include but not be limited to review of candidate resumes, background checks, contacting references, etc.



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## **Client List May 2019**

Following is a list of clients and the work performed by Ron Cox Consulting since May 2006.

### **Client List includes:**

- 66 Cities
- 5 Economic Development Corporations
- 10 Special Districts and/or Statewide Associations
- 1 Private Engineering Firm

#### ✓ **City of Alvin, 2008**

- Facilitated a Council retreat in June 2008 focusing on the governance model for the Mayor and City Council. This session focused on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Manager and his staff.

#### ✓ **City of Anahuac, 2010**

- Facilitated a Council and staff retreat in June 2010 focusing on the governance model for the Mayor and City Council and their relationship with key staff. This session focused on assisting newly elected Council member in understanding their role, determining the strengths, weaknesses, opportunities and threats (SWOT) of the City, and setting strategies and goals to meet for the City's future.

#### ✓ **City of Bay City, 2017-18**

- Facilitated a series of sessions with the Mayor, Council and staff focusing on updating the existing strategic plan, developing an implementation plan and developing a governance model for the Mayor and City Council. March 2017 – March 2018.

#### ✓ **City of Bee Cave, 2006-07**

- Facilitated a staff leadership development program for all employees of the city, including a daylong retreat, goal setting and action plan, and leadership development program.
- Facilitated a staff retreat and goal setting project for the City Manager and his key staff.

#### ✓ **City of Brazoria, 2007-10**

- Engaged to provide ongoing general city management consultation for Mayor and City Council. Duties included assisting the City in determining the best uses for funds received in the settlement of a lawsuit and assisting the City in determining

- appropriate rates for water and sewer utilities to support the system's operations and the issuance of bonds for system improvements.
- Engaged to provide consulting services to the City Manager regarding water and sewer rates and possible bond issue to make capital improvements.
- √ **City of Brenham, 2011**
- Facilitated a City Council Retreat in February 2011 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.
- √ **City of Bryan, 2007-10**
- Facilitated a staff leadership development program for the City Manager and his senior leadership team. Program included a daylong retreat, goal setting and leadership program over five sessions.
  - Facilitated a Council and staff retreat focusing on developing a model and philosophy of governance for the City Council and on long range strategic planning for the city in August 2007.
  - Facilitated a second retreat with Council and staff in February 2008. Retreat focused on confirming the governance model set in place, developing a vision statement, receiving reports from staff on implementation of strategic plan and confirming the course set for that plan.
  - Facilitated a second daylong retreat with the City staff in June 2008. Retreat focused on pressing management issues, reviewing commitments from earlier retreat, and setting out a plan of action for moving forward.
  - Facilitated a daylong retreat for the Public Works and Utilities Departments in October 2008.
  - Facilitated a daylong retreat for the Planning and Development Services and Engineering Departments in October 2008.
  - Facilitated a third day and a half retreat for the City Council in January 2009.
  - Facilitated a fourth day and a half planning retreat for the City Council in February 2010.
  - Facilitated a day long panning retreat for the City Manager's management team in March 2010, with a series of follow up sessions revolving around building the team, using a book entitled "Overcoming the Five Dysfunctions of a Team" by Patrick Lencioni.
  - Facilitated a fifth day and half planning retreat for the City Council in July 2010.
- √ **City of Bunker Hill, 2019**
- Facilitated an evening Town Hall meeting for candidates for the Mayoral position. Process consisted of moderating the meeting, asking predetermined questions of the candidates, and facilitating Q&A from the audience for the evening. April 2019.
- √ **City of Center, 2007-08**
- Facilitated a Council and staff retreat focusing on long range strategic planning for the city. Worked with the city staff to develop a plan and process for implementation of the strategic plan developed in the retreat.
- √ **City of Clear Lake Shores, 2006, 2018**

- Facilitated Council short-term goal setting retreat. Provided follow up with the Mayor and staff to develop an Action Plan for the implementation of the goals set by Council.
- Assisted the Council in preparing a job description for the new position of City Manager, 2006.
- Assisted Council in preparing Rules of Procedures for the City Council and Committees.
- Facilitated the successful search for City Administrator, October 2018.
- √ **City of Cedar Hill, 2009**
  - In November 2009, facilitated a two-day retreat with City Council, the City Manager and his senior staff. Council reviewed the existing strategic plan, received reports on the progress toward its implementation and set strategies for the next five years.
- √ **City of College Station, 2017-19**
  - Facilitated a one-day planning retreat with the City Council, City Manager and staff in February 2017. Staff follow-up in March 2017.
  - Facilitate a second one-day planning retreat with the City Council, City Manager and staff in February 2018. Staff follow-up in March 2018.
  - Facilitated a third one-day planning retreat with the City Council, City Manager and staff in January 2019. Staff follow-up in February 2019.
- √ **City of Dayton, 2018-19**
  - Facilitated a City Council/staff planning session in August 2018 focusing on governance and strategic initiatives, combining the work of the recently adopted comprehensive plan with the immediate needs of the Council. Worked with staff to prepare draft Vision and Mission statements and implementation plan for Council consideration. Completed October 2018.
  - Scheduled to facilitate a second Council/staff planning session in June 2019.
- √ **City of Deer Park, 2007-08, 2014, 2019**
  - Facilitated a series of meetings with the public works and administrative services staffs to focus on their mission and customer service issues.
  - Facilitated a City Council/staff retreat in March 2008 focusing on vision and strategic goals for Council and staff to implement. Worked with the staff to develop an Action Plan for the implementation of the strategies and goals set by Council.
  - Facilitated a City Council/staff retreat in March 2014. The retreat focused on a reconsideration and confirmation of the vision and mission and reestablishment of strategic goals.
  - Facilitated a third one-day planning session and follow-up with Council and staff in March 2019.
- √ **City of Dickinson, 2006**
  - Facilitated Council strategic goal setting, including developing vision and mission statements, as well as expectations for the City Manager, all adopted by City Council. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
  - Conducted and coordinated a successful search for a new City Manager in 2006.
- √ **City of Dumas, 2012-13**

- Facilitated Council strategic goal setting session. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of goals set by Council.
- √ **City of El Campo, 2015-18**
  - Teamed with other consulting firms, Marsh Darcy Partners and Freese Nichols Engineering to develop Phase 1 update to the City's Comprehensive Plan. The Plan was originally completed in 2000. The update was conducted in two phases. Phase 1 completed July 2015. Phase 2 completed Fall of 2016. Phase 3 was completed Spring, 2017.
  - Facilitated a planning session with City Council and Community Development Corporation. January 2018.
- √ **City of Fairchilds, 2017-18**
  - Prepared a comprehensive Subdivision Ordinance for the City. This city has very little population and no full-time staff, yet developers are pursuing development in the city limits and its ETJ. 2017.
  - Providing follow up services on the Subdivision Ordinance. 2018
- √ **City of Fairview, 2018**
  - Facilitated sessions with a Council appointed committee, Community Resource Group (CRG) to discuss reasons why a recent bond election failed to pass, and what the next steps may be. Facilitated two sessions with a total of 50 people. March 2018. Facilitated follow up sessions in April with a joint session between Council and the CRG and additional sessions with CRG. April 2018.
- √ **City of Fulshear, 2016-17**
  - Facilitated a Council/Staff retreat in July and August 2016 with discussion on the governance model of the City Council and development of strategies and goals for the City.
  - Facilitated a second planning session with City Council and staff in 2017. July 2017.
- √ **City of Galveston, 2017**
  - Worked jointly with Alan Mueller of Marsh Darcy Partners to review the practices of the Galveston Building Department and make recommendations for improvements. April 2017.
- √ **City of Gladewater, 2009**
  - Facilitated a City Council Retreat in February 2009 with discussion on development goals for the City and City's management team. Program included a one-day retreat, goal setting and for the City Council and work with the City staff to develop an implementation plan.
- √ **City of Goliad, 2012-13**
  - Made a presentation to the Goliad Management District Board and city staff regarding economic development considerations, special districts, their use, advantages and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, October 2012.
  - Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 53 acres in the City. This agreement called for the reimbursement of funds expended by the developer for

- infrastructure improvements to be owned and operated by the City. December, 2012
- Assisted the City Manager in negotiating an economic development agreement with a private developer for the development of 30 acres in the City's ETJ. This agreement called for the reimbursement of funds expended by the developer for infrastructure improvements to be owned and operated by the City. December 2012.
  - Facilitated a session between the City Council and the Goliad Municipal Management District Board to review existing By-Laws and operating procedures and facilitate understanding and any changes they may need. July 2013.
- √ **City of Gonzales, 2008-10**
- Facilitated a City Council Retreat in September 2008 with discussion on development of a governance model for the Council to follow, and goals for the City and City's management team. Program included a day and a half long retreat, goal setting and governance program for the City Council. I also met with staff to develop an Action/Implementation, which culminated in a report to City Council where they adopted the Plan.
  - Facilitated a second City Council retreat in October 2010. This retreat focused on Council relationships by reviewing temperament traits via the DISC temperament inventory, reviewed the status of strategies established in 2008 and set new strategies for 2011 and following. I met with staff following the retreat to assist them in preparing an Action/Implementation Plan.
- √ **City of Hitchcock, 2017-19**
- Assisted Rathburn Planning & Consulting in reviewing the organizational structure and financial condition of the City of Hitchcock. The review and subsequent recommendations were designed to assist the city on a path of better efficiency in operations and management. January 2018.
  - Assisting the Mayor and staff on development of the 2018-19 City budget, and TIRZ administration. 2018.
  - Counseled Mayor on newly City Administrator position and person selected on job description, benefits and contract terms. 2019
- √ **City of Humble, 2018**
- Facilitated a daylong planning session with Council and staff. Session includes establishment of a governance model, as well as establishing goals and priorities for the coming year. October 2018.
- √ **City of Huntsville, 2006-08**
- In 2006 facilitated a staff leadership development program for the City Manager and his senior leadership team. Program includes a daylong retreat, goal setting and leadership program over ten sessions.
  - Facilitated a City Council Retreat in April 2007 with discussion on development of a governance model for the Council to follow, vision, mission and strategic goals in association with the recently completed Comprehensive Plan.
  - Facilitated a second City Council Retreat in February 2008 to follow up on the activities of staff on the Action Plan, to determine if adjustments needed to be made to the strategies developed in 2007 and to identify additional items the Council and staff should focus on soon.



√ **City of Ingleside, 2017**

- Facilitated a City Council planning session and provided follow up services with the staff to prepare an action plan. May 2017.

√ **City of Iowa Colony, 2006-19**

- Providing ongoing general city management consultation for Mayor and City Council. Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Assisted in the creation of Investment Policies. Created a policy for the use of special districts. Assisted in the development and approval of various policies, ordinances and procedures to assist the city in its overall operations and management. Attends and prepares agendas for all City Council meetings.
- Work includes assistance with development issues, including development and approvals of agreements with developers for Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Assisted the City Council in analyzing the need for a Crime Control and Prevention District. Council appointed a Temporary Board. Worked with the Temporary Board to draft the required two-year plan and budget. The voters approved the creation of the District in May 2009. Coordinated the meetings of the Board acting as their staff liaison. The District was not approved for extension in a required election in 2013. It was placed on the ballot again in 2018 and was once again approved. Acting as administrator for the CCPD Board of Directors.
- Serving as the administrator for Tax Increment Reinvestment Zone #2 and the Iowa Colony Development Authority. TIRZ #2 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares and a 100+ acre city park. Phase 1 of the park is open. In 2018, the Authority issued \$8.4 million in tax exempt TIRZ bonds to repay developer for public infrastructure, based on value growth within the TIRZ boundaries.
- Assisted in administration and reporting of a \$23,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Assisted in preparation of an Employee Handbook, implementation of their first computer-based accounting system financial policies, establishment of a police department and related policies and a municipal court. Assisted in the acquisition of the city's first web-based building permitting and inspection system. Established the first public works department
- Assisted in adoption of the city's first tax rate.
- Prepared annual budgets 2014-15-16-17-18-19-20.
- Assisting the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019
- Assisted the City in an annexation of a Municipal Utility District increasing population from approximately 1,500 to over 6,000. 2019

√ **City of Kemah, 2015-19**

- Assisted Mayor and staff on administrative and management issues during the interim time in their search for a City Administrator, on a part time basis.
  - Assisted in the review of applications for the City Administrator position and making recommendations to the Mayor and City Council during the search. Prepared revised organizational chart recommended an additional new position to reduce work load of City Administrator and allow that position to complete economic development activities.
  - Coordinated the search for and selection of a newly created Community Services Director position.
  - Coordinated the search for and selection of a City Secretary.
  - Studied and made recommendations regarding uses of Hotel/Motel and Type B sales taxes.
  - Provided governance and strategic planning session services in June 2016.
  - Assisted the Mayor in working with the Chief of Police to develop a three-year performance plan and outline expectations of the position in July 2016.
  - Met with Mayor and City Council to review the Governance Model established in 2016 and discuss progress on goals set in 2016. March 2019.
- √ **City of La Marque, 2018-19**
- Facilitated and assisting the City of La Marque in their search for a new City Manager. New City Manager successfully hired in March 2019.
- √ **City of La Porte, 2012-13**
- In association with Alan Mueller Management, conducted an internal review and audit of the Planning Department. The Department consisted of planning, engineering, building and code enforcement divisions. The review culminated in a report to the City Council with over 75 recommendations for policy, process, and governance changes.
  - In March 2013 facilitated a staff retreat. The City Council and staff had met previously for a strategic planning session. This session with the senior staff only was designed to establish the staff leadership model, as well as begin the framework for an implementation plan.
- √ **City of Lago Vista, 2014-17**
- Facilitated staff develop program for Executive Staff. Developed Leadership, Communication philosophy, as well as set the Core Values and Guiding Principles based on the City Manager's stated expectations. October 2014.
  - Facilitated Town Hall meeting to assist Council in providing a forum for citizens to discuss issues and the Council and staff to answer questions related to those issues. January 2015.
  - Facilitated a planning session with the City Council to confirm their governance model, as well as revise and refocus their strategic plan. Did follow up with staff on Action Plan. January - April 2015.
  - Scheduled to facilitate a staff development session with City Manager's key staff. – January 2017.
  - Facilitated a Council planning retreat in January 2017.
- √ **City of Lake Jackson, 2009-19**
- Providing consultation to the City Council, Planning Commission and City staff in the revision of the City's Zoning Ordinance to allow Master Planned

developments. This revision is to the Planned Unit Development (PUD) section of the ordinance.

- Assisted the City Council, Planning Commission and City staff in developing a Policy for the Use of Special Districts to assist the city in accepting projects that desire to use special districts as part of the development process.
- Representing the City in negotiations with a developer for a master planned community. Assistance includes reviewing the plan as it relates to the PUD section of the Zoning Ordinance, and compliance with the Policy for the Use of Special Districts.
- Facilitated a City Council and staff planning retreat to refresh the Council's Strategic Plan in February-March 2010.
- Facilitated a second City Council and staff planning retreat in January-February 2011.
- Facilitated a third City Council and staff planning retreat in January, February and March 2012.
- Facilitated a fourth City Council and staff planning retreat in January-February 2013.
- Facilitated a fifth City Council and staff planning retreat in January-February 2014.
- Facilitated a sixth City Council and staff planning retreat in January-February 2015.
- Facilitated a seventh City council and staff planning retreat in January-February 2016.
- Facilitated the eighth City Council and staff planning retreat in January-February 2017.
- Facilitated the ninth City Council and staff planning retreat in January-February 2018.
- Facilitated the tenth City Council and staff planning retreat in January-February 2019.
- Facilitated planning sessions for the LJEDC in 2014, 2016, 2017, 2018, 2019 (process not completed at this date).

√ **City of League City, 2006-09, 2015**

- Provided general municipal consultation to the City Manager, particularly the preparation of the Capital Improvement Plan (CIP) to the City Council.
- Facilitated a daylong goal setting retreat for the Mayor, City Council and Interim City Manager. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council.
- Provided follow up with new City Manager on a consulting basis to assist him in his transition to the role from another city staff position.
- Facilitated a second day long retreat for the Mayor, City Council and City Manager in February 2009
- Facilitated a third follow up retreat for the Mayor, City Council and City Manager in March 2009.
- Facilitated a day-long community goals setting session (Town Hall setting) with follow up to staff. January 2015.

√ **City of Manvel, 2006-18**

- Provided general city management consultation for Mayor and City Council including policies relating to development in the city. Policies include the procedures for acceptance of infrastructure and policies for the use of special districts. Oversaw the preparation with the City Engineer of a new Design Criteria Manual for all city infrastructure. Created a policy for the use of special districts.
- Provided consultation and administration on Municipal Utility Districts and Tax Increment Reinvestment Zones, and other special financing districts and agreements.
- Participated as a part of a team of consultants in the preparation of a new Comprehensive Plan for the city that was adopted in January 2008. My work focused on the development of the Governance Element of the Comprehensive Plan, assisting the City Council and staff in identifying policy and administrative needs of the City as it continues to grow and expand.
- In 2010, prepared a successful grant application for a Justice Assistance Grant (JAG) in the amount of \$68,000 from HGAC for three patrol vehicles to replace vehicles in the city's aging fleet. In 2012, prepared a second successful grant application for JAG in the amount of \$72,132 for replacement of all vehicle laptops and a digital fingerprinting system called LiveScan.
- Worked with a fifteen-member Charter Commission appointed by the Manvel City Council to draft the City's first City Charter. The Charter was adopted in May 2011.
- Assisted in administration and reporting of a \$43,000 grant to equipment city facilities with energy efficient equipment through the State Comptroller's Office.
- Served as Interim City Manager in 2011 assisting the City Council in the transition to the Council/Manager Form of Government in accordance with Charter requirements.
- Successfully facilitated the recruitment and selection of the city's first City Manager in accordance with Charter requirements. City Manager hired January 2012.
- Served until late 2018 as the administrator for Tax Increment Reinvestment Zone #3 and South Manvel Development Authority. TIRZ #3 was created by the City Council to reimburse a developer of a major residential/commercial development for public infrastructure including thoroughfares, a major overpass over the railroad tracks and parks and open space.
- Facilitated a planning retreat for the Mayor and City Council with follow up services provided to the City staff. May 2017.

√ **City of Midland, 2009**

- Facilitated a daylong retreat with the City Manager and senior staff to develop a leadership philosophy for the upcoming budget and to develop the team approach for the new City Manager in March 2009.
- Facilitated a two-day retreat with the City Council, City Manager and senior staff to discuss governance for the Council and assist the Council in setting long-range goals and short-term budget priorities in March 2009.

√ **City of Mission, 2012**

- Facilitated a City staff retreat focusing on staff development, including developing a mission statement, leadership principles, strategic goals and objectives for the staff in February, with a follow-up session with staff in April 2012.
- √ **City of Mont Belvieu, 2018-19**
  - Prepared a Staffing and Growth Plan for Council adoption. Plan established benchmarks for growth in services and staffing from this point through build out of the community. Completed September 2018.
  - Facilitated a planning session with Mayor and City Council and key staff with follow-up services to the staff for implementation in July 2018.
  - Scheduled to facilitate a second planning session with Mayor, Council and staff in June 2019.
- √ **City of Montgomery, 2008-10**
  - Facilitated a City Council retreat focusing on long-range goals and principles of governance for the City in May 2008.
  - Assisted the city in working with an area developer to include the land to be developed in the City's ETJ.
  - Facilitated a second daylong Council retreat assisting the Mayor and Council in recommitting to their principals of governance, reviewing the status of goals set in 2008 and setting new strategies and goals for the staff, June 2009.
  - Facilitated a third daylong Council retreat assisting the Mayor and Council in reviewing their previous goals and strategies in June 2010.
- √ **City of Morgan's Point Resort, 2013**
  - Facilitated a City Council retreat focusing on long-range goals, and principles of governance for the City in July 2013.
- √ **City of Nassau Bay, 2008**
  - Assisted the City Manager in reviewing procedures and creating information packet on disaster recovery issues, particularly on calculating substantial damages to structures following Hurricane Ike. Provided additional follow up to calculate the costs to the City should a decision be made to buy out properties that are substantially damaged.
- √ **City of Navasota, 2012-13**
  - In association with Marsh Darcy Partners, prepared an Economic Development Policy that focused on the use of economic development tools including the use of special districts. Approved February 25, 2013.
- √ **City of Northlake, 2012**
  - Made a presentation to the City Council and staff regarding special districts, their use, advantages and disadvantages. Discussion also focused on the need for thorough development agreements as well as a special district policy, June 2012.
- √ **City of Pearland, 2007**
  - Worked with the city staff to prepare a Policy for the Use of Special Districts. This policy was adopted by the City Council and outlined the policies Council will follow when considering applications for municipal utility districts, tax increment reinvestment zones, and other type special districts.
- √ **City of Pflugerville, 2015**

- Prepared an Economic Development Policy for the City. Working with a staff Committee, the City outlined the purpose for economic development in the City, developed its goals and areas of emphasis for seeking and negotiating with others for economic development projects, and establishing a policy for the use of special districts within the City and its ETJ. September 2015.
- √ **City of Pilot Point, 2019**
  - Facilitated and provided follow up services a planning session with the Mayor and City Council. February 2019
- √ **City of Port Lavaca, 2011-12, 2013-15**
  - Facilitated a one-day retreat in January 2012 for city staff focusing on leadership principles, identifying challenges and developing a plan of action for staff to resolve those challenges
  - Facilitated a combined council/staff retreat developing the Council's leadership principles and developing a strategic plan. Worked with the staff on developing an implementation plan. The combined council/staff strategic plan was adopted by City Council as the combined plan of action for the city. Council approved the Strategic Plan in May 2012.
  - Facilitated a ½ day session with the city staff on leadership principles. The focus of the discussion was to develop a leadership plan using the book "On My Honor, I Will..." by Randy Pennington in August 2013.
  - Facilitated a full day workshop with city staff on leadership principles. The focus of the discussion revolved around the principles in the book "Overcoming the Five Dysfunctions of a Team", by Patrick Lencioni in February 2014.
  - Facilitated full day staff retreat focusing on issues and challenges related to the development of the Comprehensive Plan. May 2015.
- √ **City of Richwood, 2007-08, 2016-19**
  - Facilitated a Council and staff retreat focusing on long range strategic planning for the city.
  - Provided general city management consultation for Mayor and City Council and staff.
  - Facilitated and led a search for the new City Manager upon the retirement of the City Manager. Successfully completed search with the hiring of a new City Manager in January 2017.
  - Facilitated a planning session with City Manager, Mayor and City Council in April 2017. Provided follow up services to the City Manager and staff to prepare an implementation plan. Made final report to the City Council.
  - Facilitated a second planning session with the City Manager, Mayor and City Council in June 2018.
  - Scheduled to facilitate a third planning session with Mayor, City Council and City Manager in May 2019.
- √ **City of Rockport, 2014**
  - Facilitated a daylong planning retreat with the City Council and staff. Focus will be on long range strategic planning and working with the city staff to provide a plan for implementation of identified strategies. January 2014.
- √ **City of Rosenberg, 2007-08, 2017**

- Provided technical assistance to City Manager and staff regarding development issues including consultation on Municipal Utility Districts, Tax Increment Reinvestment Zones and development ordinances and regulations.
  - Facilitated a series of meetings with the code enforcement and inspections staff and supervisors to focus on their mission and customer service issues.
  - Facilitated a planning workshop with the Rosenberg Economic Development Corporation for long range strategic planning in 2008.
  - Scheduled to facilitate a governance workshop with Council, March 2017.
- √ **City of San Marcos, 2016-17**
- Facilitated a two-day Council Visioning Retreat with City Council, City Manager and City Management team. January 2016.
  - Facilitated one day follow up session with City Council, City Manager and City Management team. Verified strategies and policy initiative established in the January meeting. Completed final report. May 2016.
- √ **City of Sandy Point, 2006-09, 2015, 2018, 2019**
- Providing ongoing general city management consultation for Mayor and City Council. Work includes assistance with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones.
  - Assisted the City Council in the development and adoption of a land use and zoning plan and map, a Zoning Ordinance, a Policy for the Use of Special Districts and other general municipal issues.
  - Assisted the City in determining the optimum property needed for the City for a City Hall, park and other uses anticipating the City's growth. 2015.
  - Assisting the City in revising their zoning classifications, as well as identifying a common ETJ boundary between Iowa Colony and Sandy Point to avoid future conflicts. 2019
- √ **City of Sealy, 2006-08, 2013-14**
- Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff. Provided follow up with the City Manager and his staff to develop an Action Plan for the implementation of the goals set by Council. 2007
  - Facilitated a Work Session discussion with the Mayor and City Council on governance, focusing on the relationship between the Mayor, Council and City Manager and staff.
  - Assisted with development issues, including consultation on Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
  - Facilitated day long, long term goal setting retreat for Mayor, City Council, City Manager and staff in November 2013. Provided follow up services to develop an implementation strategy with staff.
- √ **City of Seabrook, 2008-09, 2014-18**
- Facilitated a retreat in concert Marsh Darcy Partners, for the Seabrook Economic Development Corporation. This retreat focused on the mission and priorities of the SEDC for 2008-09.

- Facilitated a daylong planning retreat in April 2014 for City Council and staff. The session defined their governance model, vision and mission, and set strategies for the future. Worked with staff on preparation of an implementation plan.
- Facilitated a second daylong planning retreat in April 2015 for City Council and staff.
- Facilitated a third daylong planning retreat in April 2016 for City Council and staff. Worked with staff to prepare implementation plan.
- Facilitated a fourth daylong planning retreat in July 2018 for City Council and staff.
- √ **City of Shenandoah, 2006-08**
  - Facilitated a staff leadership development program for the City Manager and senior leadership team. Program included a daylong retreat, goal setting and action plan, and leadership program over ten sessions. The leadership program was based on the book “On My Honor, I Will...” by Randy Pennington.
  - Facilitated two one-half day retreats with the City Council discussion the city’s vision, mission and goals for their future in 2006-7.
- √ **City of Shoreacres, 2012-13**
  - Facilitated a Council orientation session in June 2012 focusing on the governance model for the Mayor and City Council. This session to focus on assisting newly elected members in understanding their role as members of a City Council and their relationship with the City Administrator and his staff.
  - Provided coaching services to the Mayor to assist her in managing her duties as Mayor in her day-to-day activities, as well as managing the meetings in a more efficient manner.
  - Facilitated a planning retreat in late June 2012 for the City Council and City staff. Council established their governance model and strategic objectives for the coming year.
  - Special project to revise the administrative disciplinary procedures for the City, March 2013.
  - Salary Survey for selected positions, May 2013.
- √ **City of Spring Valley, 2017**
  - Engaged by the City to provide search services for a City Administrator. City Council hired their interim City Administrator to the full-time position. Assisted the Mayor and Council in determining fair compensation for position. Facilitated a session with the Mayor, City Council, City Administrator to define a governance model and expectations for moving forward as a team. June 2017.
- √ **City of Tomball, 2016, 2019**
  - Facilitated one-day planning retreat with Mayor, City Council and key staff. March 2016.
  - Scheduled to facilitate a second planning process for Mayor, City Council and key staff. June 2019
- √ **City of Victoria, 2012-15**
  - Provided ongoing consulting services related to the development of a Municipal Utility District and related agreements.
  - Development of a policy for the use of special districts, adopted in August 2013.
- √ **City of Vinton, 2015**



- Facilitated planning retreat for City Council. Sessions included establishment of governance model, as well as establishing goals and priorities for the coming year. March and April 2015.
- √ **City of Waller, 2007-12-14**
  - Providing ongoing assistance for community development issues, including consultation on policies and procedures for the use of Municipal Utility Districts and Tax Increment Reinvestment Zones, and others special financing districts and agreements.
  - Facilitated a planning retreat in August 2012 for the City Council and staff focusing on implementation and updating of various plans already approved and setting priorities for the next five years.
  - Facilitated a second planning retreat in July 2014 for City Council and staff focused on reviewing the 2012 Strategic Plan, making adjustments and developing a 2014 Strategic Plan.
- √ **City of Westlake, 2012-14**
  - Provided facilitation services for a series of staff development and leadership sessions based on the High-Performance Organization model with the City Manager and the leadership of the Westlake Academy. Westlake Academy is a city operated Charter School, which utilizes the International Baccalaureate (IB) World curriculum. Initial session was conducted September 30, 2012.
  - Facilitated governance session with the City Council in May 2013.
  - Facilitated governance session with the City Council again in May 2014.
- √ **City of Willis, 2013-16, 2018-19**
  - Facilitated a Council planning retreat January of 2013. This retreat focused on the governance model, as well as developing a series of strategies for the future. A staff implementation plan was developed.
  - Facilitated a planning retreat in July 2014 with the joint boards of the 4A and 4B economic development corporation boards.
  - Facilitated a refresh planning session for the EDC in 2018.
- √ **City of Yoakum, 2014**
  - Facilitated two half-day sessions with the City Council in retreat setting in March 2014. The session focused on the Council's governance model, and setting strategies and goals for the upcoming year. Worked with the staff in follow up to the retreat to develop a framework for the implementation of the strategies and goals.

### **Special Districts and/or Associations**

- √ **Copperas Cove Economic Development Cooperation, 2011**
  - Facilitated a Board Retreat in March 2011 with discussion on development goals and strategies for the Board and the CCEDC management team. Program included a one-day retreat, strategy setting and for the Board and work with the CCEDC staff to develop an implementation plan.
- √ **Richmond Development Corporation, 2012-13**
  - Facilitated a retreat with the Board of the RDC. This retreat focused on the governance model they agreed to use in their efforts and preparation of the first

- ever Strategic Plan. Followed up with the City staff working to develop an Action Plan for the Strategic Plan.
- √ **Lake Jackson Economic Development Corporation, 2015-19**
    - Facilitated Economic Development Corporation planning session to define, Mission and Goals. Session 1, October 2014. Session 2, January 2015.
    - Facilitated a follow up planning session for the Economic Development Corporation, August 2016.
    - Facilitated third planning session for EDC, August 2017.
  - √ **Willis Economic Development Corporation, 2014 and 2018**
    - Facilitated a planning session with the two Willis Type A and Type B corporations. The Willis Community Development Corporation (Type B) and the Willis Economic Development Corporation (Type B). Facilitated a combined planning session. Each Corporation prepared a Mission statement unique to their respective mission, goals and strategies unique to their organizations.
    - Facilitated a second planning session with the Willis Economic Development Corporation (Type A) in October 2018.
  - √ **Gulf Coast Water Authority, 2012-18**
    - Provided personnel services. In association with Davidson and Associates, revised and adopted a new Employee Handbook (Personnel Policies) with Administrative Procedures; prepared and adopted an Employee Pay Plan; prepared a Certificate and Incentive Pay Policy; provided training to employees on the above documents and on employment law issues; updated Performance Review policies and procedures including a pay for performance plan and revised evaluation forms.
    - Reviewed and revised all job descriptions. 2015.
    - Prepared a Succession and Organizational Development Plan. Utilized a specially appointed employee planning team to identify issues and develop solutions to the need for a succession plan and organizational development for leadership in the organization. 2014-2015
    - Facilitated Board retreat in June 2013, January 2014, July 2014, July 2015, June 2016.
    - Prepared updated job descriptions for all employment positions. 2015.
    - Began the process for preparing an Organizational and Facilities Needs Plan. First phase of project to meet with Accounting Department staff and develop a organization plan identifying major responsibilities of the department and assisting the staff in defining roles of staff and identifying what new staff might be needed. 2015-16.
    - Facilitated a staff planning retreat in March 2016.
    - Facilitated the creation of a Deputy General Manager position with the General Manager and Board in April 2016.
    - Facilitated and coordinated the successful search and selection of the Assistant General Manager. December 2017.
  - √ **U.S. Attorney's Office, Southern District of Texas, 2009-11**
    - Provided expert witness services to the U.S. Attorney's Office related to Tax Increment Reinvestment Zones (TIRZ) related to a federal lawsuit.
  - √ **Bay Area Transportation Partnership, 2010**

- Facilitated in concert with Marsh Darcy Partners a one-half day retreat with member of Bay Tran in August 2010. This retreat focused the participants in identifying transportation issues within the Bay Tran service area as a first step in preparing a Legislative Agenda for the organization.
- √ **Texas Coalition for Affordable Power, 2011-12, 14**
  - Facilitated a two-day retreat with the Board and Executive Director of TCAP in September 2011. This retreat focused on organizational needs of the new organization, expectations of the Board and staff, and strategic goals designed the start the organization on the right path for success. Provided follow up services to the staff assisting in the preparation of an implementation plan for the strategies.
  - Facilitated a second one-day retreat with the Board and Executive Director of TCAP in September 2012. This retreat focused on providing follow up to the Board and staff confirming the organization and leadership expectations, guiding tenets and vision statement. In addition, the Board reviewed the strategies, developed revised and new strategies, assigned the strategies to Board committees for oversight of implementation, and heard committee reports.
  - Facilitated a third one-day retreat with the Board to update their strategic plan and focus on specific issues identified by the staff and planning team. November 2014.
- √ **Texas Municipal League Intergovernmental Risk Pool, 2014-19**
  - Facilitated a daylong retreat with the Risk Pool Board and staff. Focused on strategies dealing with several long-term issues and challenges before the Board. January 2014. Provided follow up services to the staff to develop the implementation plans resulting from the retreat.
  - Facilitated a daylong planning and training retreat for the Board. January 2015.
  - Facilitated a daylong planning retreat for the Board. January 2016.
  - Facilitated a daylong planning retreat for the Board. January 2017.
  - Facilitate a daylong planning retreat for the Board. January 2018.
  - Scheduled to facilitate a daylong planning retreat for the Board. January 2019.
- √ **Harris Galveston Subsidence District, 2013**
  - Provided facilitation and search services to assist the Board of Directors in the selection of a General Manager to replace the retiring General Manager after over 30 years of service. April-August 2013.
- √ **Texas Association of Water Board Directors, 2015**
  - Provided facilitation services and follow up services to assist the Board of Directors in establishing their long-range plan and governance model. This Texas Association consists of Board members from water, municipal and other special purpose districts.
- √ **Texas Municipal League – Staff Management Team, 2016, 2017**
  - Facilitated a day and a half planning retreat for the TML staff, December 2016.
  - Facilitate a day and half planning retreat for the TML staff, December 2017.
- √ **Sander Engineering, 2017**
  - Provided consulting services to assist the firm in determining its governance model and succession plan for the future of the firm.
- √ **Galveston County Water Control and Improvement District (WCID) #1, 2018**

- Successfully provided and completed search services for the General Manager position, September 2018.

### **Other Presentations and Programs**

#### √ **GFOAT, 2015**

- Presentation with League City Finance Director regarding special districts and their role in city government. September 2015

#### √ **HGAC, 1995-2018**

- Provided presentations annually since 1995 at the HGAC Newly Elected Officials Workshop discussing roles and responsibilities of elected and appointed officials and other governance principles

#### √ **National League of Cities – Risk Information Sharing Consortium (NLC-RISC), 2016**

- Provided facilitation services at two sessions of the NLC-RISC National Trustees Conference in San Antonio, May 2016.

#### √ **TCMA, 2012, 2014, 2015, 2016, 2017, 2018**

- Provided a presentation on balancing work and family life to participants at the TCMA King Cole Workshop, March 2012.
- Participated in a panel presentation on special districts and their role in city government to city management participants at the TCMA Annual meeting, June 2012
- Planned for discussions with the City of Westlake on the development of their staff using the High-Performance Organization model. June 2014.
- Presentation to the City Manager's Problems Clinic, Salado, Texas on the transition of a city manager into consulting and retirement. February 2015.
- Presentation on Succession Planning to City Manager's Problems Clinic, February 2016.
- Presentation on Succession Planning to TCMA Annual Conference. June 2016.
- Facilitated session with past Presidents of TCMA at TCMA Annual Conference. June 2017.
- Presented a session on Council-Manager Relations at TCMA Annual Conference, June 2018.
- Presented a session on Council-Manager Relations to the TCMA Region 8 City Managers in Alamo Heights, September 2018
- Member Professional Development Committee, 2011-18.

#### √ **TML, 2015**

- Presentation at TML Annual Conference with Mayor of Kilgore, and City Manager of Kyle regarding the development of high functioning City Council/City Management relationships providing practical tips for working better together as a team. September 2015.

#### √ **Lorman Seminar, 2012**

- Participated in a panel presentation on special districts and their role in city government to participants at a Lorman sponsored seminar, July 2012. Participants in the seminar included attorneys, developers, city government and others.





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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

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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.



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# 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

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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.

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## 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.                  | <ul style="list-style-type: none"><li>– Onsite interview with the City.</li><li>– Baker Tilly will receive information regarding the City's budgets, organizational charts, images, logos, etc.</li><li>– Develop draft documents (Recruitment Brochure, Advertisement, Marketing Letter and Timeline).</li></ul> | 2 Weeks  |
| Approve brochure, commence advertising and distribute marketing letter. | <ul style="list-style-type: none"><li>– Brochure sent to the City for final approval.</li><li>– Commence advertising and distribution of recruitment brochure.</li></ul>                                                                                                                                          | 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. | <ul style="list-style-type: none"> <li>– Online data collection and profile development.</li> <li>– Development of interactive searchable applicant database for recruitment of the City Manager.</li> <li>– Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy.</li> <li>– Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics.</li> </ul> | 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. | <ul style="list-style-type: none"> <li>– Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database.</li> <li>– Baker Tilly develops customized candidate questionnaire &amp; due diligence questionnaire to provide to applicants who most closely meet the candidate profile.</li> <li>– Top 10-15 candidates identified as semi-finalists.</li> <li>– Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, resume and completed questionnaire of candidates to be considered.</li> <li>– Baker Tilly and the City review and rate video interviews.</li> <li>– Baker Tilly sends links to City to review the aggregate responses and ratings.</li> </ul> | 2 Weeks  |



## 2. Response to scope of work

|  |                                                                                                                                                                                                                                                                                                                                                                      |  |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>– Semi-finalists complete candidate management style assessment, responses are reviewed and interview questions are developed.</li> <li>– 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.</li> </ul> |  |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### 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.                           | <ul style="list-style-type: none"> <li>– Finalists complete narrative of their most significant professional achievement and a critical problem analysis.</li> </ul> | 1 Week     |
| Design final process with Council for on-site interviews with finalists. | <ul style="list-style-type: none"> <li>– Baker Tilly confirms interviews with candidates.</li> <li>– Travel logistics are scheduled for the candidates.</li> </ul>   | 1 – 2 Days |
| Background checks, reference checks and academic verification.           | <ul style="list-style-type: none"> <li>– Baker Tilly completes background checks, reference checks and academic verifications for finalists.</li> </ul>              | 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. | <ul style="list-style-type: none"><li>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.</li></ul> | 1 Day      |
| On-site interviews with finalists.           | <ul style="list-style-type: none"><li>Interviews are scheduled.</li><li>Recruitment Project Team Leader attends client interviews and is available to participate during deliberations of candidates.</li></ul>                                                                                                                           | 1 – 2 Days |
| Offer made / accepted.                       | <ul style="list-style-type: none"><li>If requested, Baker Tilly participates in candidate employment agreement negotiations.</li><li>Baker Tilly notifies candidates of decision.</li><li>Baker Tilly confirms final process close out items with the City of Richwood.</li></ul>                                                         | 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<br>Executive Recruitment<br>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.                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Baker Tilly completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline.</li> <li>Baker Tilly sends draft recruitment brochure to the City.</li> <li>The City returns draft recruitment brochure (with edits) to Baker Tilly.</li> <li>Baker Tilly commences executive recruitment advertising and marketing.</li> <li>Online data collection and profile development.</li> </ul>                                                                                                                                                                                                                                                              | May 28 – July 8   |
| Applicant screening and assessment and recommendation of semi-finalists.                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Baker Tilly commences formal review of applications and sends most promising applicants a Candidate Questionnaire to provide additional information about background and experience.</li> <li>Candidates complete recorded interview online.</li> <li>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.</li> <li>Semi-finalists complete candidate management style assessment and responses are reviewed and interview questions are developed.</li> <li>Baker Tilly meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews.</li> </ul> | July 9 – 24       |
| Comprehensive background check, academic verifications, and reference checks completed for finalists.                                                                                                                                        | <ul style="list-style-type: none"> <li>Baker Tilly completes reference checks / background checks/ academic verification on finalists.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | July 31           |
| On-site Interviews with finalists.                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Baker Tilly sends documentation for finalists to the City.</li> <li>The City conducts on-site interviews with finalists.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Week of August 5  |
| Employment offer made / accepted.                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>The City extends employment offer to selected candidate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 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](mailto:chuck.rohre@bakertilly.com) or via phone at 214.608.7477.

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

| 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.                                                                                                                                                                                                                             | <b>\$1,650</b>                      |
| 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. | <b>\$220 per hour plus expenses</b> |

#### 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 | <a href="mailto:lcoody@ci.jersey-village.tx.us">lcoody@ci.jersey-village.tx.us</a> |
| 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 | <a href="mailto:carla.romine@cityofdenton.com">carla.romine@cityofdenton.com</a>   |
| 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 | <a href="mailto:dgonzales@cityofkingsville.com">dgonzales@cityofkingsville.com</a> |
| 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      |

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## 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](mailto:chuck.rohre@bakertilly.com)

**Mr. Art Davis, Director**

Direct Phone: (816) 868-7042

Email: [art.davis@bakertilly.com](mailto:art.davis@bakertilly.com)

**Ms. Patricia Heminover, Director**

Direct Phone: (651) 223-3058

Email: [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)

**Ms. Sharon Klumpp, Director**

Direct Phone: (651) 223-3053

Email: [sharon.klumpp@bakertilly.com](mailto:sharon.klumpp@bakertilly.com)

**Mr. Steve Miner, Director**

Direct Phone: (804) 562-2383

Email: [steve.miner@bakertilly.com](mailto:steve.miner@bakertilly.com)

**Ms. Cecilia Hernández, Recruiting Coordinator**

Direct Phone: (214) 736-1606

Email: [cecilia.hernandez@bakertilly.com](mailto:cecilia.hernandez@bakertilly.com)

**Ms. Jenelle McDonald, Recruiting Coordinator**

Direct Phone: (214) 466-2445

Email: [jenelle.mcdonald@bakertilly.com](mailto: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](mailto:chuck.rohre@bakertilly.com)

[bakertilly.com](http://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

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**Sharon G. Klumpp**  
*Director*

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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

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**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](mailto:crohre@waters-company.com)

or

Miguel Ozuna  
214 842 6478  
[mozuna@waters-company.com](mailto:mozuna@waters-company.com)

Web: [www.waters-company.com](http://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](http://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](mailto: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 (LEMITE) 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<br>Dale Mitchell, Former Mayor<br>(512) 529-7211 | City Manager (2017)       |
| City of Aransas Pass, Texas<br>Ram Gomez, Mayor<br>(361) 758-5301          | City Manager (2017)       |
| City of Woodway, Texas<br>Bob Howard, Mayor<br>(254) 717-3069              | City Manager (2018)       |
| City of Del Rio, Texas<br>Bruno Lozano, Mayor<br>(830) 765-6880            | City Manager (2019)       |
| City of Fair Oaks Ranch<br>Garry Manitzas, Mayor<br>(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 *      |



## **MEMORANDUM**

To: The Honorable Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Court Clerk

The Court Clerk has asked that her position be retitled to Court Administrator.

I have submitted my recommendation to Lindsay in favor of her request. Attached you will find, the clerk's request, my recommendation and Lindsay's recommendation for consideration.

## Giani Cantu

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**From:** Kirsten Garcia  
**Sent:** Wednesday, June 5, 2019 4:34 PM  
**To:** Giani Cantu  
**Subject:** Title Change Request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Giani,

I am writing this to you in hopes of officially changing my title/role in the court from Court Clerk to Court Administrator. I request this title change because I feel it falls more in line with my current duties and responsibilities. I understand this is a title you currently hold and I while am very appreciative of your guidance and support, I feel that I should hold the title since I carry most of the duties that are related to the Court. I am not requesting any additional compensation to my salary, as I understand I am already earning the going rate for a city with our current workload.

Since I began my career with the City, I have made my goal to go above and beyond in my department as well as being an employee that can be counted on when needed. My current position requires me to obtain a Level 1 court clerk certification. I currently hold a level 2 certification and I am currently in process of obtaining Level 3.

Obtaining Level 3 Certified Municipal Court Clerk certification is a long process that only about 100 clerks in the entire state have reached. The requirements to reach this certification are 52 hours of mandatory training seminars, 16 books that must be read, a 3 part exam, 40 observation hours and a journal that must be submitted and reviewed to obtain this certification. I have completed 24 hours of the mandatory training and have taken/passed part 1 of the exam. I will finish training hours and testing this month and begin my 40 hours of observation and journal. Once completed I will join the elite ranking of Texas Court Clerks, something I am proud to accomplish for this City.

I would also like to run for elected office in the Texas Court Clerk Association in the next year. I feel having a title of Court Administrator will help me with that endeavor as my resume will be used in helping other court clerks around the state elect their association officials. This recognition and being involved in the association will help further my knowledge in the field and earn awards for our court.

I was hired as a court clerk, working under a court administrator. We had divided duties and since downsizing to a single clerk court, I have taken on those duties that were expected of an administrator. In my opinion, I have helped this department transition with ease and without negatively affecting our internal and external customer service. I enjoy my role with the city and I hope to take on more duties and leadership roles as I can.

Approving this title change will definitely be something I can be proud of and use as my motivation to continue the path I have been on for the last two and a half years.

Thank you,



Kirsten Garcia, CCCII  
Richwood Municipal Court  
1800 N. Brazosport Blvd

Richwood, TX 77531  
(979) 265-8157 Office  
(979) 265-7345 Fax





1800 Brazosport Blvd N  
Richwood, Texas 77531  
Phone 979-265-2082  
Fax 979-265-7345

June 6, 2019

Re: Request for Position Title Change – Court Clerk

To Lindsay Koskiniemi – Interim City Manager:

I have received a request from the Court Clerk for an official change in title position from Court Clerk to Court Administrator. I am submitting my letter of recommendation to explain my justification in support of her request.

Historically, the Richwood Municipal Court has had a staff of two, supervised by the City Secretary. During the city's compensation study and plan development, it was found that amongst the cities our size and workload, we were the only City with more than 1 staff member in the Court. To be transparent, it also showed that we were the only City with a staff member who held the title of Court Administrator. At the time, the City Manager's decision was to reduce the Court Administrator position to add a Finance Director position for the City. It was a decision that in my opinion was very much needed, as the workloads for a Finance Director and City Secretary individually were too great for one individual. Neither job was being completed to the best of my ability due to the sheer volume of work to be done. The City Charter at the time required a Court Administrator be appointed by the City Manager. Therefore, as the department was supervised by the City Secretary, the City Manager designated the title of Court Administrator to the City Secretary position. My background and experience in Municipal Court has made it easy for me to oversee the day to day operations of the Municipal Court and help as needed. However, I have not assumed any of the day to day job duties of the Municipal Court permanently. Additionally, the voters adopted an amendment to the Charter in May 2019, that removes the requirement of the Court Administrator and instead authorizes the City to appoint either a Court Administrator, Court Clerk or Deputy Clerk as needed.

It should also be stated that when comparing positions and salaries, staff compared actual job duties and requirements not position titles. The Court Clerk position shown in the adopted Compensation Plan was developed based off a combination of Court Clerk and Court Administrator responsibilities. Such as, the pay was set using the comparison responsibilities that of a Court Administrator. With the reduction in court staff, the remaining titled "Court Clerk" position took on the responsibilities of the Court Administrator. Kirsten has done an exceptional job with taking on all day to day processes and tasks relating to the Municipal Court. As Court Administrator, my role has been that of support and clarification only. I have assisted Kirsten in streamlining processes, answering policy questions and providing assistance when needed.

Kirsten has demonstrated an ongoing desire to expand her knowledge and certification regarding Municipal Court processes and to grow along with Richwood. During and directly following Hurricane Harvey, Kirsten stepped up to work the EOC and as the City faced shortages in staff in Utility Billing, she voluntarily learned the billing process to be able to assist that department when the need arose. For these



1800 Brazosport Blvd N  
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reasons and her continued effort to go above and beyond her scope of work, she was my recommendation for the 2018 employee of the year.

In my previous experience at the City of Port Lavaca, the Municipal Court is supervised by the City Secretary, however, the clerks hold the responsibility of day to day processes. I feel, as her supervisor, it is my responsibility to foster and encourage her development and help her become the best representative of Richwood that she can be. Our development is directly related to Richwood's success. We are a team.

My recommendation is to retitle the Court Clerk position to Court Administrator. This retitle of the position would not change any supervision or remove any responsibility or duties from my position as City Secretary. Nor does the change result in any increase in pay grade and scale. In my opinion, it only further supports Kirsten as she furthers her education and builds her career here with the City of Richwood.

I thank you for your consideration of her request and will respect any decision that is made.

Respectfully,

A handwritten signature in blue ink that reads "Giani Cantu". The signature is fluid and cursive, with the first name "Giani" and last name "Cantu" clearly distinguishable.

Giani Cantu  
City Secretary



**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:** JUNE 10, 2019

**ENCLOSURE:** Letter of Recommendation to Re-Title Position of Court Clerk

**RE:** Interim City Manager Recommendation to Council to Re-Title Court Clerk

It is with pleasure that I make a recommendation to Council, based on performance and merit, to re-title the position of Court Clerk to Court Administrator, consistent with the language change to the City of Richwood Charter, recently approved by voters on May 4, 2019, which states, "A Court Administrator may be appointed by the City Manager. Clerks and deputy clerks may be appointed as needed." §4.05(b)-Municipal Court. Court Clerk, Kirsten Garcia has exhibited exemplary performance in her role as Court Clerk and has earned advanced certification as Level 2 Court Clerk and is eligible to sit for the Level 3 Court Clerk exam, yet is not required for a court administrator.

I feel the change in title is reflective of the work performed by a single-person department and of the level of responsibility and expertise expected of a Court Administrator. The proposed re-title of position will not incur any additional personnel costs, as the current salary of the Court Clerk is comparative with a court administrator for a city comparable in size.

Thank you,

Lindsay Koskiniemi  
Interim City Manager

**City of Richwood**  
**Standard Financial Report**  
**10 General Fund - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 927,932.39                   | (26,214.18)                      | 1,441,103.38                   |
| Receivables                              | 621,339.45                   | (141.29)                         | 619,832.41                     |
| Other current assets                     | 0.00                         | (9,284.70)                       | (127,057.23)                   |
| <b>Total Current Assets</b>              | <u><b>1,549,271.84</b></u>   | <u><b>(35,640.17)</b></u>        | <u><b>1,933,878.56</b></u>     |
| <b>Non-Current Assets</b>                |                              |                                  |                                |
| <b>Capital assets</b>                    |                              |                                  |                                |
| Property                                 | 0.00                         | 0.00                             | 0.00                           |
| <b>Total Capital assets</b>              | <u><b>0.00</b></u>           | <u><b>0.00</b></u>               | <u><b>0.00</b></u>             |
| <b>Total Non-Current Assets</b>          | <u><b>0.00</b></u>           | <u><b>0.00</b></u>               | <u><b>0.00</b></u>             |
| <b>Total Assets:</b>                     | <u><b>1,549,271.84</b></u>   | <u><b>(35,640.17)</b></u>        | <u><b>1,933,878.56</b></u>     |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | (203,551.18)                 | (22,843.39)                      | (14,170.74)                    |
| <b>Total Liabilities:</b>                | <u><b>(203,551.18)</b></u>   | <u><b>(22,843.39)</b></u>        | <u><b>(14,170.74)</b></u>      |
| Equity - Paid In / Contributed           | (1,345,720.66)               | 58,483.56                        | (1,919,707.82)                 |
| <b>Total Liabilites and Fund Equity:</b> | <u><b>(1,549,271.84)</b></u> | <u><b>35,640.17</b></u>          | <u><b>(1,933,878.56)</b></u>   |
| <b>Total Net Position</b>                | <u><b>0.00</b></u>           | <u><b>0.00</b></u>               | <u><b>0.00</b></u>             |

**City of Richwood**  
**Standard Financial Report**  
**10 General Fund - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <b>Prior Year<br/>Actual</b> | <b>Current<br/>Period Actual</b> | <b>Current Year<br/>Actual</b> | <b>Original<br/>Budget</b> | <b>Revised<br/>Budget</b> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Taxes                               | 2,375,595.24                 | 114,112.01                       | 1,978,049.28                   | 2,330,503.00               | 2,330,503.00              |
| Licenses and permits                | 87,074.32                    | 6,095.75                         | 77,001.79                      | 79,450.00                  | 79,450.00                 |
| Intergovernmental revenue           | 0.00                         | 7,000.00                         | 7,000.00                       | 0.00                       | 0.00                      |
| Charges for services                | 9,804.00                     | 254.00                           | 5,066.00                       | 9,500.00                   | 9,500.00                  |
| Fines and forfeitures               | 129,218.59                   | 10,571.78                        | 67,557.35                      | 131,000.00                 | 131,000.00                |
| Special Revenues                    | 10,334.06                    | 511.57                           | 4,510.55                       | 12,230.00                  | 12,230.00                 |
| Interest                            | 14,240.25                    | 1,450.82                         | 12,296.96                      | 3,000.00                   | 3,000.00                  |
| Miscellaneous revenue               | 71,798.73                    | 3,272.90                         | 36,829.45                      | 40,075.00                  | 0.00                      |
| Contributions and transfers         | 82,172.00                    | 0.00                             | 104,410.00                     | 124,660.00                 | 124,660.00                |
| <b>Total Revenue</b>                | <b>2,780,237.19</b>          | <b>143,268.83</b>                | <b>2,292,721.38</b>            | <b>2,730,418.00</b>        | <b>2,690,343.00</b>       |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Administration                      | 515,536.77                   | 65,738.66                        | 444,127.43                     | 714,028.00                 | 714,028.00                |
| City Maintenance                    | 225,286.73                   | 16,334.84                        | 128,024.97                     | 225,609.00                 | 225,609.00                |
| Streets and Drainage                | 50,919.37                    | 4,286.56                         | 62,056.45                      | 125,000.00                 | 125,000.00                |
| Deferred Revenue Accounts           | 9,125.43                     | 7,703.22                         | 9,383.10                       | 12,230.00                  | 12,230.00                 |
| Police Department                   | 964,445.08                   | 78,458.93                        | 607,762.62                     | 944,067.00                 | 944,067.00                |
| Judicial                            | 132,894.37                   | 5,535.58                         | 51,939.45                      | 89,263.00                  | 89,263.00                 |
| Fire Department                     | 155,378.69                   | 4,510.71                         | 120,386.71                     | 205,781.00                 | 205,781.00                |
| Parks and Recreation                | 36,797.46                    | 2,442.66                         | 14,284.92                      | 46,300.00                  | 46,300.00                 |
| Code Enforcement                    | 48,641.16                    | 6,664.46                         | 34,987.57                      | 57,171.00                  | 57,171.00                 |
| Permitting & Inspections            | 106,043.29                   | 10,076.77                        | 50,285.82                      | 113,366.00                 | 113,366.00                |
| Emergency/Disaster                  | 47,924.28                    | 0.00                             | 21,765.25                      | 0.00                       | 0.00                      |
| Transfers                           | 335,785.00                   | 0.00                             | 173,909.00                     | 197,603.00                 | 197,603.00                |
| <b>Total Expenditures</b>           | <b>2,628,777.63</b>          | <b>201,752.39</b>                | <b>1,718,913.29</b>            | <b>2,730,418.00</b>        | <b>2,730,418.00</b>       |
| <b>Total Change In Net Position</b> | <b>151,459.56</b>            | <b>(58,483.56)</b>               | <b>573,808.09</b>              | <b>0.00</b>                | <b>(40,075.00)</b>        |



**City of Richwood**  
**Standard Financial Report**  
**11 Governmental Capital Improvements - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 148,504.06                   | 42.02                            | 26,452.75                      |
| Receivables                              | 57.91                        | 0.00                             | 57.91                          |
| <b>Total Current Assets</b>              | <u>148,561.97</u>            | <u>42.02</u>                     | <u>26,510.66</u>               |
| <b>Total Assets:</b>                     | <u>148,561.97</u>            | <u>42.02</u>                     | <u>26,510.66</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | (20,931.08)                  | 0.00                             | (3,920.24)                     |
| <b>Total Liabilities:</b>                | <u>(20,931.08)</u>           | <u>0.00</u>                      | <u>(3,920.24)</u>              |
| Equity - Paid In / Contributed           | (127,630.89)                 | (42.02)                          | (22,590.42)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(148,561.97)</u>          | <u>(42.02)</u>                   | <u>(26,510.66)</u>             |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Interest                            | 772.75                       | 42.02                            | 391.43                         | 0.00                       | 0.00                      |
| Contributions and transfers         | 82,095.00                    | 0.00                             | 0.00                           | 149,324.00                 | 149,324.00                |
| <b>Total Revenue</b>                | <b>82,867.75</b>             | <b>42.02</b>                     | <b>391.43</b>                  | <b>149,324.00</b>          | <b>149,324.00</b>         |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Capital Improvements                | 25,715.63                    | 0.00                             | 105,431.90                     | 149,324.00                 | 149,324.00                |
| <b>Total Expenditures</b>           | <b>25,715.63</b>             | <b>0.00</b>                      | <b>105,431.90</b>              | <b>149,324.00</b>          | <b>149,324.00</b>         |
| <b>Total Change In Net Position</b> | <b>57,152.12</b>             | <b>42.02</b>                     | <b>(105,040.47)</b>            | <b>0.00</b>                | <b>0.00</b>               |

**City of Richwood**  
**Standard Financial Report**  
**12 Insurance - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 13,561.97                    | 0.00                             | 13,561.97                      |
| Receivables                              | 2.79                         | 0.00                             | 2.79                           |
| <b>Total Current Assets</b>              | <u>13,564.76</u>             | <u>0.00</u>                      | <u>13,564.76</u>               |
| <b>Total Assets:</b>                     | <u>13,564.76</u>             | <u>0.00</u>                      | <u>13,564.76</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (13,564.76)                  | 0.00                             | (13,564.76)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(13,564.76)</u>           | <u>0.00</u>                      | <u>(13,564.76)</u>             |
| <b>Total Net Position</b>                | <u>0.00</u>                  | <u>0.00</u>                      | <u>0.00</u>                    |

**City of Richwood**  
**Standard Financial Report**  
**12 Insurance - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | Prior Year<br>Actual | Current<br>Period Actual | Current Year<br>Actual | Original<br>Budget | Revised<br>Budget |
|-------------------------------------|----------------------|--------------------------|------------------------|--------------------|-------------------|
| <b>Change In Net Position</b>       |                      |                          |                        |                    |                   |
| <b>Revenue</b>                      |                      |                          |                        |                    |                   |
| Interest                            | 68.55                | 0.00                     | 0.00                   | 0.00               | 0.00              |
| <b>Total Revenue</b>                | <b>68.55</b>         | <b>0.00</b>              | <b>0.00</b>            | <b>0.00</b>        | <b>0.00</b>       |
| <b>Total Change In Net Position</b> | <b>68.55</b>         | <b>0.00</b>              | <b>0.00</b>            | <b>0.00</b>        | <b>0.00</b>       |

**City of Richwood**  
**Standard Financial Report**  
**13 Replacement - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |                            |                           |
| <b>Assets:</b>                           |                              |                                  |                                |                            |                           |
| <b>Current Assets</b>                    |                              |                                  |                                |                            |                           |
| Cash and cash equivalents                | 33,659.27                    | 27.14                            | (12,268.99)                    |                            |                           |
| Receivables                              | 31,487.94                    | 0.00                             | 23,950.44                      | 0.00                       | 0.00                      |
| <b>Total Current Assets</b>              | <u>7,537.50</u>              | <u>0.00</u>                      | <u>0.00</u>                    | <u>0.00</u>                | <u>0.00</u>               |
| <b>Total Assets:</b>                     | <u>7,537.50</u>              | <u>0.00</u>                      | <u>0.00</u>                    | <u>0.00</u>                | <u>0.00</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |                            |                           |
| <b>Liabilities:</b>                      |                              |                                  |                                |                            |                           |
| Current liabilities                      | (430,990.00)                 | 0.00                             | (375,690.00)                   |                            |                           |
| <b>Total Liabilities:</b>                | <u>(430,990.00)</u>          | <u>0.00</u>                      | <u>(375,690.00)</u>            |                            |                           |
| Equity - Paid In / Contributed           | 373,380.29                   | (27.14)                          | 364,008.55                     |                            |                           |
| <b>Total Liabilites and Fund Equity:</b> | <u>(57,609.71)</u>           | <u>(27.14)</u>                   | <u>(11,681.45)</u>             |                            |                           |
| <b>Total Net Position</b>                | <u>7,537.50</u>              | <u>0.00</u>                      | <u>0.00</u>                    | <u>0.00</u>                | <u>0.00</u>               |

**City of Richwood**  
**Standard Financial Report**  
**13 Replacement - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Interest                            | 222.33                       | 27.14                            | 207.24                         | 0.00                       | 0.00                      |
| Contributions and transfers         | 100,309.00                   | 0.00                             | 43,000.00                      | 99,533.00                  | 0.00                      |
| <b>Total Revenue</b>                | <b>100,531.33</b>            | <b>27.14</b>                     | <b>43,207.24</b>               | <b>99,533.00</b>           | <b>0.00</b>               |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Replacement                         | 518,557.69                   | 0.00                             | 33,835.50                      | 67,500.00                  | 0.00                      |
| <b>Total Expenditures</b>           | <b>518,557.69</b>            | <b>0.00</b>                      | <b>33,835.50</b>               | <b>67,500.00</b>           | <b>0.00</b>               |
| <b>Total Change In Net Position</b> | <b>(418,026.36)</b>          | <b>27.14</b>                     | <b>9,371.74</b>                | <b>32,033.00</b>           | <b>0.00</b>               |



**City of Richwood**  
**Standard Financial Report**  
**14 HRA\_FSA Refunds - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 5,369.04                     | 0.00                             | 4,765.38                       |
| <b>Total Current Assets</b>              | <u>5,369.04</u>              | <u>0.00</u>                      | <u>4,765.38</u>                |
| <b>Total Assets:</b>                     | <u>5,369.04</u>              | <u>0.00</u>                      | <u>4,765.38</u>                |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (5,369.04)                   | 0.00                             | (4,765.38)                     |
| <b>Total Liabilites and Fund Equity:</b> | <u>(5,369.04)</u>            | <u>0.00</u>                      | <u>(4,765.38)</u>              |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

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



**City of Richwood**  
**Standard Financial Report**  
**15 Crime Control and Prevention - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 179,223.20                   | 2,729.48                         | 156,632.64                     |
| Receivables                              | 19,738.86                    | (10,265.13)                      | 44.37                          |
| <b>Total Current Assets</b>              | <u>198,962.06</u>            | <u>(7,535.65)</u>                | <u>156,677.01</u>              |
| <b>Total Assets:</b>                     | <u>198,962.06</u>            | <u>(7,535.65)</u>                | <u>156,677.01</u>              |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | (136.80)                     | 0.00                             | (136.80)                       |
| <b>Total Liabilities:</b>                | <u>(136.80)</u>              | <u>0.00</u>                      | <u>(136.80)</u>                |
| Equity - Paid In / Contributed           | (198,825.26)                 | 7,535.65                         | (156,540.21)                   |
| <b>Total Liabilites and Fund Equity:</b> | <u>(198,962.06)</u>          | <u>7,535.65</u>                  | <u>(156,677.01)</u>            |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Taxes                               | 125,530.95                   | 0.00                             | 55,040.03                      | 117,000.00                 | 117,000.00                |
| Interest                            | 618.31                       | 46.42                            | 382.64                         | 0.00                       | 0.00                      |
| Contributions and transfers         | 0.00                         | 0.00                             | 0.00                           | 0.00                       | 16,000.00                 |
| <b>Total Revenue</b>                | <b><u>126,149.26</u></b>     | <b><u>46.42</u></b>              | <b><u>55,422.67</u></b>        | <b><u>117,000.00</u></b>   | <b><u>133,000.00</u></b>  |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Crime Control and Prevention        | 42,236.33                    | 7,582.07                         | 97,707.72                      | 117,000.00                 | 133,000.00                |
| <b>Total Expenditures</b>           | <b><u>42,236.33</u></b>      | <b><u>7,582.07</u></b>           | <b><u>97,707.72</u></b>        | <b><u>117,000.00</u></b>   | <b><u>133,000.00</u></b>  |
| <b>Total Change In Net Position</b> | <b><u>83,912.93</u></b>      | <b><u>(7,535.65)</u></b>         | <b><u>(42,285.05)</u></b>      | <b><u>0.00</u></b>         | <b><u>0.00</u></b>        |

**City of Richwood**  
**Standard Financial Report**  
**16 General Fund Contingency - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 74,144.00                    | 0.00                             | 74,144.00                      |
| <b>Total Current Assets</b>              | <u>74,144.00</u>             | <u>0.00</u>                      | <u>74,144.00</u>               |
| <b>Total Assets:</b>                     | <u>74,144.00</u>             | <u>0.00</u>                      | <u>74,144.00</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (74,144.00)                  | 0.00                             | (74,144.00)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(74,144.00)</u>           | <u>0.00</u>                      | <u>(74,144.00)</u>             |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Contributions and transfers         | 74,144.00                    | 0.00                             | 0.00                           | 7,161.00                   | 7,161.00                  |
| <b>Total Revenue</b>                | <b>74,144.00</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>7,161.00</b>            | <b>7,161.00</b>           |
| <b>Total Change In Net Position</b> | <b>74,144.00</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>7,161.00</b>            | <b>7,161.00</b>           |

**City of Richwood**  
**Standard Financial Report**  
**20 Beautification - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 27,149.80                    | 643.03                           | 29,275.38                      |
| Receivables                              | 1,304.97                     | (1,274.85)                       | 1,212.90                       |
| <b>Total Current Assets</b>              | <u>28,454.77</u>             | <u>(631.82)</u>                  | <u>30,488.28</u>               |
| <b>Total Assets:</b>                     | <u>28,454.77</u>             | <u>(631.82)</u>                  | <u>30,488.28</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | (675.00)                     | 0.00                             | 0.00                           |
| <b>Total Liabilities:</b>                | <u>(675.00)</u>              | <u>0.00</u>                      | <u>0.00</u>                    |
| Equity - Paid In / Contributed           | (27,779.77)                  | 631.82                           | (30,488.28)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(28,454.77)</u>           | <u>631.82</u>                    | <u>(30,488.28)</u>             |
| <b>Total Net Position</b>                | <u>0.00</u>                  | <u>0.00</u>                      | <u>0.00</u>                    |

**City of Richwood**  
**Standard Financial Report**  
**20 Beautification - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Charges for services                | 14,508.07                    | 1,212.90                         | 9,535.12                       | 14,520.00                  | 14,520.00                 |
| Contributions and transfers         | 1,000.00                     | 0.00                             | 1,000.00                       | 1,480.00                   | 1,480.00                  |
| <b>Total Revenue</b>                | <b>15,508.07</b>             | <b>1,212.90</b>                  | <b>10,535.12</b>               | <b>16,000.00</b>           | <b>16,000.00</b>          |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Beautification                      | 9,897.31                     | 1,844.72                         | 7,826.61                       | 16,000.00                  | 16,000.00                 |
| <b>Total Expenditures</b>           | <b>9,897.31</b>              | <b>1,844.72</b>                  | <b>7,826.61</b>                | <b>16,000.00</b>           | <b>16,000.00</b>          |
| <b>Total Change In Net Position</b> | <b>5,610.76</b>              | <b>(631.82)</b>                  | <b>2,708.51</b>                | <b>0.00</b>                | <b>0.00</b>               |



**City of Richwood**  
**Standard Financial Report**  
**25 Transportation Fund - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 157,204.57                   | 3,270.95                         | 145,307.70                     |
| Receivables                              | 78,084.24                    | 637.01                           | 91,074.85                      |
| <b>Total Current Assets</b>              | <u>235,288.81</u>            | <u>3,907.96</u>                  | <u>236,382.55</u>              |
| <b>Total Assets:</b>                     | <u>235,288.81</u>            | <u>3,907.96</u>                  | <u>236,382.55</u>              |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | (10,148.25)                  | 1,198.75                         | (21,295.00)                    |
| <b>Total Liabilities:</b>                | <u>(10,148.25)</u>           | <u>1,198.75</u>                  | <u>(21,295.00)</u>             |
| Equity - Paid In / Contributed           | (225,140.56)                 | (5,106.71)                       | (215,087.55)                   |
| <b>Total Liabilites and Fund Equity:</b> | <u>(235,288.81)</u>          | <u>(3,907.96)</u>                | <u>(236,382.55)</u>            |
| <b>Total Net Position</b>                | <u>0.00</u>                  | <u>0.00</u>                      | <u>0.00</u>                    |

**City of Richwood**  
**Standard Financial Report**  
**25 Transportation Fund - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Charges for services                | 137,670.62                   | 11,604.51                        | 97,109.14                      | 136,800.00                 | 136,800.00                |
| Interest                            | 1,122.78                     | 126.94                           | 978.34                         | 0.00                       | 0.00                      |
| <b>Total Revenue</b>                | <b>138,793.40</b>            | <b>11,731.45</b>                 | <b>98,087.48</b>               | <b>136,800.00</b>          | <b>136,800.00</b>         |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Transportation                      | 53,018.55                    | 6,624.74                         | 108,140.49                     | 136,800.00                 | 136,800.00                |
| <b>Total Expenditures</b>           | <b>53,018.55</b>             | <b>6,624.74</b>                  | <b>108,140.49</b>              | <b>136,800.00</b>          | <b>136,800.00</b>         |
| <b>Total Change In Net Position</b> | <b>85,774.85</b>             | <b>5,106.71</b>                  | <b>(10,053.01)</b>             | <b>0.00</b>                | <b>0.00</b>               |



**City of Richwood**  
**Standard Financial Report**  
**30 Water & Sewer Fund - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                           | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|-------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                       |                              |                                  |                                |
| <b>Assets:</b>                            |                              |                                  |                                |
| <b>Current Assets</b>                     |                              |                                  |                                |
| Cash and cash equivalents                 | 253,195.57                   | 35,642.18                        | 303,267.85                     |
| Receivables                               | 287,001.16                   | (11,936.99)                      | 308,841.79                     |
| <b>Total Current Assets</b>               | <u>540,196.73</u>            | <u>23,705.19</u>                 | <u>612,109.64</u>              |
| <b>Non-Current Assets</b>                 |                              |                                  |                                |
| <b>Capital assets</b>                     |                              |                                  |                                |
| Property                                  | 12,184,158.58                | 0.00                             | 12,215,387.72                  |
| Accumulated depreciation                  | (5,637,000.24)               | 0.00                             | (5,637,000.24)                 |
| <b>Total Capital assets</b>               | <u>6,547,158.34</u>          | <u>0.00</u>                      | <u>6,578,387.48</u>            |
| Other non-current assets                  | 31,224.64                    | 0.00                             | 31,224.64                      |
| <b>Total Non-Current Assets</b>           | <u>6,578,382.98</u>          | <u>0.00</u>                      | <u>6,609,612.12</u>            |
| <b>Total Assets:</b>                      | <u>7,118,579.71</u>          | <u>23,705.19</u>                 | <u>7,221,721.76</u>            |
| <b>Liabilities and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                       |                              |                                  |                                |
| Current liabilities                       | (858,002.74)                 | (1,672.46)                       | (759,709.77)                   |
| Deferred inflows                          | (29,327.52)                  | 0.00                             | (29,327.52)                    |
| Long-term liabilities                     | (1,262,434.74)               | 0.00                             | (1,262,434.74)                 |
| <b>Total Liabilities:</b>                 | <u>(2,149,765.00)</u>        | <u>(1,672.46)</u>                | <u>(2,051,472.03)</u>          |
| Equity - Paid In / Contributed            | (4,968,814.71)               | (22,032.73)                      | (5,170,249.73)                 |
| <b>Total Liabilities and Fund Equity:</b> | <u>(7,118,579.71)</u>        | <u>(23,705.19)</u>               | <u>(7,221,721.76)</u>          |
| <b>Total Net Position</b>                 | <u>0.00</u>                  | <u>0.00</u>                      | <u>0.00</u>                    |

**City of Richwood**  
**Standard Financial Report**  
**30 Water & Sewer Fund - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Income or Expense</b>            |                              |                                  |                                |                            |                           |
| <b>Income From Operations</b>       |                              |                                  |                                |                            |                           |
| Operating income                    | 1,950,617.39                 | 173,407.80                       | 1,351,985.92                   | 2,081,359.00               | 2,081,359.00              |
| Operating expense                   | 1,784,681.82                 | 151,456.02                       | 1,010,946.38                   | 1,680,508.00               | 1,680,508.00              |
| <b>Total Income From Operations</b> | <b>165,935.57</b>            | <b>21,951.78</b>                 | <b>341,039.54</b>              | <b>400,851.00</b>          | <b>400,851.00</b>         |
| <b>Non-Operating Items</b>          |                              |                                  |                                |                            |                           |
| Non-operating income                | 251,099.60                   | 80.95                            | 90,728.00                      | 243,601.00                 | 243,601.00                |
| Non-operating expense               | 440,980.60                   | 0.00                             | 230,332.52                     | 644,452.00                 | 644,452.00                |
| <b>Total Non-Operating Items</b>    | <b>(189,881.00)</b>          | <b>80.95</b>                     | <b>(139,604.52)</b>            | <b>(400,851.00)</b>        | <b>(400,851.00)</b>       |
| <b>Total Income or Expense</b>      | <b>(23,945.43)</b>           | <b>22,032.73</b>                 | <b>201,435.02</b>              | <b>0.00</b>                | <b>0.00</b>               |

**City of Richwood**  
**Standard Financial Report**  
**31 Utility Fund Contingency - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 47,069.00                    | 0.00                             | 47,069.00                      |
| <b>Total Current Assets</b>              | <u>47,069.00</u>             | <u>0.00</u>                      | <u>47,069.00</u>               |
| <b>Total Assets:</b>                     | <u>47,069.00</u>             | <u>0.00</u>                      | <u>47,069.00</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (47,069.00)                  | 0.00                             | (47,069.00)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(47,069.00)</u>           | <u>0.00</u>                      | <u>(47,069.00)</u>             |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                  | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|----------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Income or Expense</b>         |                              |                                  |                                |                            |                           |
| <b>Non-Operating Items</b>       |                              |                                  |                                |                            |                           |
| Non-operating income             | 47,069.00                    | 0.00                             | 0.00                           | 24,084.00                  | 24,084.00                 |
| <b>Total Non-Operating Items</b> | <b>47,069.00</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>24,084.00</b>           | <b>24,084.00</b>          |
| <b>Total Income or Expense</b>   | <b>47,069.00</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>24,084.00</b>           | <b>24,084.00</b>          |

**City of Richwood**  
**Standard Financial Report**  
**32 Utility Capital Improvements - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 69,894.69                    | (21,160.00)                      | 39,957.94                      |
| <b>Total Current Assets</b>              | <u>69,894.69</u>             | <u>(21,160.00)</u>               | <u>39,957.94</u>               |
| <b>Non-Current Assets</b>                |                              |                                  |                                |
| <b>Capital assets</b>                    |                              |                                  |                                |
| Work in Process                          | 0.00                         | 21,160.00                        | 29,936.75                      |
| <b>Total Capital assets</b>              | <u>0.00</u>                  | <u>21,160.00</u>                 | <u>29,936.75</u>               |
| <b>Total Non-Current Assets</b>          | <u>0.00</u>                  | <u>21,160.00</u>                 | <u>29,936.75</u>               |
| <b>Total Assets:</b>                     | <u>69,894.69</u>             | <u>0.00</u>                      | <u>69,894.69</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (69,894.69)                  | 0.00                             | (69,894.69)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(69,894.69)</u>           | <u>0.00</u>                      | <u>(69,894.69)</u>             |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Income or Expense</b>            |                              |                                  |                                |                            |                           |
| <b>Income From Operations</b>       |                              |                                  |                                |                            |                           |
| Operating expense                   | 17,791.31                    | 0.00                             | 0.00                           | 0.00                       | 0.00                      |
| <b>Total Income From Operations</b> | <b>17,791.31</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>0.00</b>                | <b>0.00</b>               |
| <b>Non-Operating Items</b>          |                              |                                  |                                |                            |                           |
| Non-operating income                | 87,686.00                    | 0.00                             | 0.00                           | 0.00                       | 0.00                      |
| <b>Total Non-Operating Items</b>    | <b>87,686.00</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>0.00</b>                | <b>0.00</b>               |
| <b>Total Income or Expense</b>      | <b>69,894.69</b>             | <b>0.00</b>                      | <b>0.00</b>                    | <b>0.00</b>                | <b>0.00</b>               |



**City of Richwood**  
**Standard Financial Report**  
**40 General Obligation I&S - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 96,952.46                    | 2,923.49                         | 236,190.86                     |
| Receivables                              | 11,676.59                    | 0.00                             | 11,721.42                      |
| <b>Total Current Assets</b>              | <u>108,629.05</u>            | <u>2,923.49</u>                  | <u>247,912.28</u>              |
| <b>Total Assets:</b>                     | <u>108,629.05</u>            | <u>2,923.49</u>                  | <u>247,912.28</u>              |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (108,629.05)                 | (2,923.49)                       | (247,912.28)                   |
| <b>Total Liabilites and Fund Equity:</b> | <u>(108,629.05)</u>          | <u>(2,923.49)</u>                | <u>(247,912.28)</u>            |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Taxes                               | 176,049.78                   | 2,920.25                         | 161,246.74                     | 166,333.00                 | 166,333.00                |
| Interest                            | 429.51                       | 3.24                             | 24.97                          | 0.00                       | 0.00                      |
| <b>Total Revenue</b>                | <b>176,479.29</b>            | <b>2,923.49</b>                  | <b>161,271.71</b>              | <b>166,333.00</b>          | <b>166,333.00</b>         |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| General Obligation I&S              | 174,710.65                   | 0.00                             | 21,988.48                      | 166,333.00                 | 166,333.00                |
| <b>Total Expenditures</b>           | <b>174,710.65</b>            | <b>0.00</b>                      | <b>21,988.48</b>               | <b>166,333.00</b>          | <b>166,333.00</b>         |
| <b>Total Change In Net Position</b> | <b>1,768.64</b>              | <b>2,923.49</b>                  | <b>139,283.23</b>              | <b>0.00</b>                | <b>0.00</b>               |



**City of Richwood**  
**Standard Financial Report**  
**50 General Capital Projects - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 0.00                         | 0.00                             | (3,120.24)                     |
| <b>Total Current Assets</b>              | <u>0.00</u>                  | <u>0.00</u>                      | <u>(3,120.24)</u>              |
| <b>Total Assets:</b>                     | <u>0.00</u>                  | <u>0.00</u>                      | <u>(3,120.24)</u>              |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | 0.00                         | 0.00                             | 3,920.24                       |
| <b>Total Liabilities:</b>                | <u>0.00</u>                  | <u>0.00</u>                      | <u>3,920.24</u>                |
| Equity - Paid In / Contributed           | 0.00                         | 0.00                             | (800.00)                       |
| <b>Total Liabilites and Fund Equity:</b> | <u>0.00</u>                  | <u>0.00</u>                      | <u>3,120.24</u>                |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Contributions and transfers         | 0.00                         | 0.00                             | 40,000.00                      | 40,000.00                  | 40,000.00                 |
| <b>Total Revenue</b>                | <u>0.00</u>                  | <u>0.00</u>                      | <u>40,000.00</u>               | <u>40,000.00</u>           | <u>40,000.00</u>          |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| Capital Projects                    | 0.00                         | 0.00                             | 39,200.00                      | 40,000.00                  | 40,000.00                 |
| <b>Total Expenditures</b>           | <u>0.00</u>                  | <u>0.00</u>                      | <u>39,200.00</u>               | <u>40,000.00</u>           | <u>40,000.00</u>          |
| <b>Total Change In Net Position</b> | <u>0.00</u>                  | <u>0.00</u>                      | <u>800.00</u>                  | <u>0.00</u>                | <u>0.00</u>               |

**City of Richwood**  
**Standard Financial Report**  
**70 Grant Funds - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Current Assets</b>                    |                              |                                  |                                |
| Cash and cash equivalents                | 1,191.21                     | 0.00                             | 26,886.91                      |
| Receivables                              | 0.00                         | 0.00                             | 0.00                           |
| <b>Total Current Assets</b>              | <u>1,191.21</u>              | <u>0.00</u>                      | <u>26,886.91</u>               |
| <b>Total Assets:</b>                     | <u>1,191.21</u>              | <u>0.00</u>                      | <u>26,886.91</u>               |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (1,191.21)                   | 0.00                             | (26,886.91)                    |
| <b>Total Liabilites and Fund Equity:</b> | <u>(1,191.21)</u>            | <u>0.00</u>                      | <u>(26,886.91)</u>             |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                     | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> | <u>Original<br/>Budget</u> | <u>Revised<br/>Budget</u> |
|-------------------------------------|------------------------------|----------------------------------|--------------------------------|----------------------------|---------------------------|
| <b>Change In Net Position</b>       |                              |                                  |                                |                            |                           |
| <b>Revenue</b>                      |                              |                                  |                                |                            |                           |
| Intergovernmental revenue           | 32,333.71                    | 0.00                             | 65,750.19                      | 0.00                       | 0.00                      |
| <b>Total Revenue</b>                | <b>32,333.71</b>             | <b>0.00</b>                      | <b>65,750.19</b>               | <b>0.00</b>                | <b>0.00</b>               |
| <b>Expenditures</b>                 |                              |                                  |                                |                            |                           |
| <b>Grant Funds</b>                  |                              |                                  |                                |                            |                           |
| HGAC - Suspect ID Technology        | 10,950.00                    | 0.00                             | 11,278.50                      | 0.00                       | 0.00                      |
| HGAC - Ballistics                   | 5,669.30                     | 0.00                             | 0.00                           | 0.00                       | 0.00                      |
| NRA Grant - Handguns                | 5,018.00                     | 0.00                             | 0.00                           | 0.00                       | 0.00                      |
| FEMA 4332 Harvey Recovery           | 9,794.80                     | 0.00                             | 28,775.99                      | 0.00                       | 0.00                      |
| <b>Total Grant Funds</b>            | <b>31,432.10</b>             | <b>0.00</b>                      | <b>40,054.49</b>               | <b>0.00</b>                | <b>0.00</b>               |
| <b>Total Expenditures</b>           | <b>31,432.10</b>             | <b>0.00</b>                      | <b>40,054.49</b>               | <b>0.00</b>                | <b>0.00</b>               |
| <b>Total Change In Net Position</b> | <b>901.61</b>                | <b>0.00</b>                      | <b>25,695.70</b>               | <b>0.00</b>                | <b>0.00</b>               |

**City of Richwood**  
**Standard Financial Report**  
**80 General Fixed Assets - 10/01/2018 to 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Non-Current Assets</b>                |                              |                                  |                                |
| <b>Capital assets</b>                    |                              |                                  |                                |
| Work in Process                          | 0.00                         | 0.00                             | 42,456.00                      |
| Property                                 | 15,329,820.75                | 0.00                             | 15,329,820.75                  |
| Accumulated depreciation                 | (6,037,981.64)               | 0.00                             | (6,037,981.64)                 |
| <b>Total Capital assets</b>              | <u>9,291,839.11</u>          | <u>0.00</u>                      | <u>9,334,295.11</u>            |
| <b>Total Non-Current Assets</b>          | <u>9,291,839.11</u>          | <u>0.00</u>                      | <u>9,334,295.11</u>            |
| <b>Total Assets:</b>                     | <u>9,291,839.11</u>          | <u>0.00</u>                      | <u>9,334,295.11</u>            |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| Equity - Paid In / Contributed           | (9,291,839.11)               | 0.00                             | (9,334,295.11)                 |
| <b>Total Liabilites and Fund Equity:</b> | <u>(9,291,839.11)</u>        | <u>0.00</u>                      | <u>(9,334,295.11)</u>          |
| <b>Total Net Position</b>                | <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 05/31/2019**  
**66.67% of the fiscal year has expired**

|                                          | <u>Prior Year<br/>Actual</u> | <u>Current<br/>Period Actual</u> | <u>Current Year<br/>Actual</u> |
|------------------------------------------|------------------------------|----------------------------------|--------------------------------|
| <b>Net Position</b>                      |                              |                                  |                                |
| <b>Assets:</b>                           |                              |                                  |                                |
| <b>Non-Current Assets</b>                |                              |                                  |                                |
| Other non-current assets                 | 2,392,206.65                 | 0.00                             | 2,392,206.65                   |
| <b>Total Non-Current Assets</b>          | <u>2,392,206.65</u>          | <u>0.00</u>                      | <u>2,392,206.65</u>            |
| <b>Total Assets:</b>                     | <u>2,392,206.65</u>          | <u>0.00</u>                      | <u>2,392,206.65</u>            |
| <b>Liabilites and Fund Equity:</b>       |                              |                                  |                                |
| <b>Liabilities:</b>                      |                              |                                  |                                |
| Current liabilities                      | (564,211.25)                 | 0.00                             | (564,211.25)                   |
| Long-term liabilities                    | (1,827,995.40)               | 0.00                             | (1,827,995.40)                 |
| <b>Total Liabilities:</b>                | <u>(2,392,206.65)</u>        | <u>0.00</u>                      | <u>(2,392,206.65)</u>          |
| <b>Total Liabilites and Fund Equity:</b> | <u>(2,392,206.65)</u>        | <u>0.00</u>                      | <u>(2,392,206.65)</u>          |
| <b>Total Net Position</b>                | <u>0.00</u>                  | <u>0.00</u>                      | <u>0.00</u>                    |

## MEMORANDUM

To: The Honorable Mark Guthrie, Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: June 4, 2019

Subject: Municipal Volunteer Program

Staff has been working on fostering a spirit of volunteerism in Richwood. Recently residents have reached out with interest in volunteering but not necessarily serving on a board and commission.

This prompted us to research our current process and come up with a process that better fosters the spirit of volunteerism we are hoping to see and allows us to ensure, not only the safety of our volunteers but recognition of their efforts as well. In discussion of this process, we came up with a streamlined volunteer process for all residents that combines with the volunteers who wish to serve on a Board and Commission.

We have enclosed a draft copy of the Richwood's Municipal Volunteer Program (MVP). It has been sent to the City Attorney for review of the liability waivers. Upon completion of legal review and approval, staff will post on the City website and share on social media.

We are excited to launch our revised volunteer program, in hopes of encouraging and supporting a group of Richwood's "MVP"s!!



# Municipal Volunteer Program



Welcome! We are glad you have stopped in to learn more about the City of Richwood's Municipal Volunteer Program (MVP). The quality of life we enjoy in Richwood is based on the effective and efficient delivery of City services. Citizen involvement is essential in providing the best services. By choosing to volunteer, you will have the opportunity to strengthen our great city by connecting with families, neighbors, and communities through service. Serving others is as easy as planting a garden, reading to a child, or picking up litter. Make a difference in your community!

The focus of the Municipal Volunteer Program (MVP) is to expand and enhance City services through the involvement of volunteers. It is our desire to:

- Increase public awareness of municipal services and operations.
- Support innovative ways of solving community problems through volunteer efforts.
- Allow and enhance citizen participation in City government.
- Assist City departments in strengthening service delivery by using volunteers to complement paid staff.
- Expand level and delivery of public services beyond tax support limitations.

To Start Your Volunteer Search, Follow the Steps Below:

1. Download and complete the application to serve. Complete information is required to process your application.
2. We will be able to best serve you if additional information and interests is provided.
3. Complete and return the DPS Authorization form with your application. Once you have submitted your application to serve and DPS authorization form, please wait to receive a response from the City to begin volunteering. Background checks are required for all volunteers.

You may choose simply to be added to a list a volunteers to serve at City events, without committing to serving on a specific board or commission.

If you have any questions, please call the City Secretary's office at 979-265-2082 between 8 a.m. - 5 p.m., Monday - Friday.





# About our Boards and Commissions

## Keep Richwood Beautiful Commission

Volunteer to Keep Richwood Beautiful and be a part of planning community events and park improvements! *Teach Them To Care* is our motto and our mission is to engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship. We work to achieve our goals through partnerships that include government, businesses, and volunteers to address litter prevention, recycling, beautification and general community improvement. This committee also plans a variety of park improvements, as well as events such as Christmas in the Park and Trunk or Treat. The board meets the 1st Tuesday of each month. Below is a list of some of the events throughout the year:

- ❖ Keep Texas Beautiful Annual Conference
- ❖ Yard of the Month
- ❖ Spring and Fall City-wide Clean Ups
- ❖ Spring/Fall City-Wide Garage Sales
- ❖ Earth Day Fest
- ❖ Community Education Programs
- ❖ Christmas Best Decorated Yard Awards
- ❖ Plan Park Projects
- ❖ Easter Egg Hunt
- ❖ All American Night
- ❖ Trunk or Treat
- ❖ Christmas in the Park

## Planning and Zoning Commission

The Planning and Zoning Commission is comprised of 6 residents, who serve two year terms. The Planning Commission studies long range needs of the city and is an integral part of creating and maintaining the City's Master Plan. The commission also reviews and makes recommendations regarding plans submitted by developers and subdividers and conducts public hearings as necessary. This board is a recommending body to the City Council.

## Charter Review Commission

The Charter Review Commission is comprised of 5 residents appointed in October of even years. The commission reviews the City Charter and makes recommendations of changes, if any, to present to the voters. The commission presents their report to City Council for approval to be placed on the May ballot in odd years. The City Charter can be found on our website [www.richwoodtx.gov](http://www.richwoodtx.gov).

## Crime Control & Prevention District

The Richwood Crime Control and Prevention District was created as a special district with the same boundaries as the City and was authorized in 2009 by a vote of the citizens of Richwood. It is funded entirely by a local sales and use tax of 1/4 percent. The district is managed by a seven member board who are appointed by the City Council. Members serve a two year term. The CCPD Board establishes the annual budget and policies, oversees expenditures and evaluates programs funded by the district. The CCPD provides supplemental funding to assist the Richwood Police Department in fighting and preventing crime.

# Volunteer Application Form

## FOR OFFICE USE

Received Date \_\_\_\_\_

Thank you for your interest in volunteering with the *City of Richwood!*

The quality of life we enjoy in Richwood is based on the effective and efficient delivery of City services. Citizen involvement is essential in providing the best services. By choosing to volunteer, you will have the opportunity to strengthen our great city by connecting with families, neighbors, and communities through service. Serving others is as easy as planting a garden, reading to a child, or picking up litter. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

## Personal Details

Name: \_\_\_\_\_ Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

\*E-Mail: \_\_\_\_\_  
\*Email is the primary form of contact between staff and volunteers. Access to valid email is essential during service as Richwood volunteer.

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

## Equal Opportunities

The City of Richwood is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. The City of Richwood endorses a working environment free from discrimination and harassment.

The City of Richwood is committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a DPS Background Check Authorization Form, which will be processed prior to volunteering. In the meantime, please complete the question below.

Have you ever been convicted of a felony offense in the United States or elsewhere?

Yes ☐ No ☐

If yes, please provide details below

## Your Skills and Interests

1. Have you ever done any voluntary work before? Yes ☐ No ☐

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. Are you applying for a specific Board and Commission? Yes ☐ No ☐

If yes, please specify on which Board/Commission you wish to serve.

- ☐ Keep Richwood Beautiful Commission    ☐ Planning and Zoning/Board of Adjustments  
☐ Crime Control and Prevention    ☐ Economic Development  
☐ Charter Review Commission (even years)

Please review the duties of the Board and Commission you may be interested in.

5. Is your schedule such that you have the available time to commit to regular and consistent attendance at the meetings of the Board/Commission? Yes ☐ No ☐

6. What kind of voluntary work interests you?

- ☐ Clerical  
☐ Event Planning  
☐ Master Planning and Development  
☐ Project Based Volunteering  
☐ Internship at City Hall  
☐ Other

7. Do you have a vested interest\* in the City of Richwood? (i.e. resident, business owner, property owner, etc) Yes ☐ No ☐

\*Note: To be qualified to serve on a board and commission, the applicant must have vested interest in the City of Richwood.

## References

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Position: \_\_\_\_\_  
(If applicable)

Telephone: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Position: \_\_\_\_\_  
(If applicable)

Telephone: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you have any questions when completing this application form, please call the City Secretary 979-265-2082 or e-mail [richwood@richwoodtx.gov](mailto:richwood@richwoodtx.gov). If you would like to find out more about the *City of Richwood*, log onto our website [www.richwoodtx.gov](http://www.richwoodtx.gov).

Is there any additional information you would like to bring to our attention?

I declare that the information I have provided is true. All my actions as a volunteer will reflect the Standards and Conduct of the City of Richwood and will be central to my role.

Signed \_\_\_\_\_ Date \_\_\_\_\_

ALL VOLUNTEERS MUST COMPLETE THE WAIVER AND RELEASE FORMS AND ARE SUBJECT TO A BACKGROUND CHECK. ALL VOLUNTEERS, ONCE APPROVED, WILL BE REQUIRED TO HAVE A CITY ISSUED BADGE ON THEM AT ALL TIMES, DURING THEIR VOLUNTEER SERVICE.

### For office use only

### Notes

Volunteer Position \_\_\_\_\_

Volunteer Role Description sent \_\_\_\_\_

Background Check Completed \_\_\_\_\_

References Collected \_\_\_\_\_

Volunteer Start Date \_\_\_\_\_

WAIVER AND RELEASE FORM  
RELEASE OF LIABILITY

In return for being allowed to participate in City of Richwood volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue the City of Richwood or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates ("the City") from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur.

I understand and agree that the City is not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by their ordinary negligence or otherwise.

I understand that participation in the Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I am voluntarily participating in the Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation.

I also agree to indemnify and hold harmless the City for all claims arising out of my participation in the Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I also acknowledge that the City has not arranged and does not carry any insurance of any kind for my benefit or that of Volunteer (if Volunteer is under 18), my parents, guardians, trustees, heirs, executors, administrators, successors and assigns.

I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.

I also understand that this document is a contract which grants certain rights to and eliminates the liability of the City.

---

|                          |      |
|--------------------------|------|
| (Signature of Volunteer) | Date |
|--------------------------|------|

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

---

|                                                               |      |
|---------------------------------------------------------------|------|
| (Signature of Parent/Legal Guardian if Volunteer is Under 18) | Date |
|---------------------------------------------------------------|------|

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

PUBLICITY RELEASE

In return for being allowed to participate in City of Richwood volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") hereby grants to the City, and each of its subsidiaries, affiliates, agents, advertising or promotional agencies, and partners, and all such entities' officers, directors, agents, employees, respective successors and assigns (collectively, "Authorized Parties"), the absolute and irrevocable right and permission to use, publish, broadcast and/or copyright the use of Volunteer's name, voice, photograph and/or likeness, caricature, and personal information as allowed by the Public Information Act, in its current form or as retouched, digitized, cropped, altered, distorted or modified in any way, in any and all advertising, promotional, or other materials based upon or derived from the Volunteer Activities in any manner, in any media whatsoever for any and all purposes, including by way of example but without limitation advertising, promoting or publicizing products and services throughout the universe, in perpetuity, in any and all media now known or hereafter devised (including without limitation on the Internet), without additional compensation. I further agree that anything derived there from will be owned solely by the Authorized Parties. I shall not authorize the use of any print, negative or other copy thereof by anyone other than the Authorized Parties.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

---

(Signature of Volunteer)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

---

(Signature of Parent/Legal Guardian if Volunteer is Under 18)

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.