



City of Richwood

City Council Regular Meeting

Monday, September 10, 2018 6:00 PM

AGENDA

BE IT KNOWN that the **CITY COUNCIL** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, September 10, 2018** at **6:00 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

I. CALL TO ORDER

II. INVOCATION

III. PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

IV. ROLL CALL OF COUNCIL MEMBERS

V. PUBLIC COMMENTS

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

VI. RECOGNITIONS

- A. City of Richwood and Richwood Police Department awarded recognition of Stand up for Texas Public Schools by the Texas Association of School Boards

VII. PROCLAMATIONS

- A. Proclamation declaring September 17-23, 2018 as Constitution Week 5

VIII. PRESENTATIONS

- A. Presentation of FY 18-19 Strategic Plan 6
Presenter: Ron Cox

IX. CONSENT AGENDA

- A. Approval of Minutes of Previous Meetings
 - 1. August 13, 2018 97
 - 2. August 27, 2018 110
- B. Payment of Bills 120
- C. Approve Interlocal with Brazoria County for annual road and bridge maintenance 127
- D. Approve contract with Kennemer, Masters & Lunsford for the Fiscal Year 17-18 year end financial audit 128
- E. Approve contract with the Brazoria County Clerk for Election Services to be held on November 6, 2018 129
- F. Approve 2018 Holiday Schedule 130

X. DISCUSSION AND ACTION ITEMS

A. Discuss and consider approving interlocal agreement concerning certain insurance coverages with Harding Condley Drawert Tinch (HCDT) Insurance Agency	132
B. Discuss and consider a resolution amending the Fiscal Year 2017-2018 Budget	170
C. Discuss and consider a resolution adopting the Fiscal Year 2018-2019 Budget	171
D. Discuss and consider an ordinance adopting a tax rate not exceeding the effective tax rate of 0.691118 for the City of Richwood	250
E. Discuss and consider an ordinance amending Chapter 21 Utilities Section 21-117 regarding collection services by the city; Section 21-125 regarding disposal of trash generally; Section 21-26 establishment of rates and charges; and amending Appendix C- Fee Schedule to add fees for water, sewer and solid waste collection	253
F. Discuss and consider a resolution converting the Utility Fund deficit into a long-term loan payable to the General Fund	257
G. Discuss an ordinance amending Chapter 10 Miscellaneous Provisions and Offenses of the code of ordinances to amend Section 10-4 Noise Control to restructure and set all new regulations to noise control	260
H. Discuss and consider a resolution designating a representative and alternate to serve on the HGAC Board of Directors	261
I. Discuss interlocal agreement with the City of Clute for personnel resources	263
J. Discuss and consider appointing the following applicants to serve on various boards and commissions	264
1. Kimberly Mayer - Keep Richwood Beautiful	
2. Blix Messick - Keep Richwood Beautiful	
3. Lauren LaCount - Crime Control and Prevention District	
K. Discussion of appointing applicants to serve on Charter Review Commission and appoint a council liaison	265
L. Discuss and consider vote for the TML Multistate Intergovernmental Employee Benefits Pool Board of Trustees - TML Region 14 candidate	300
M. Final review and action of the Magnolia Drainage Reserve plat of 1.420 acres, 1-Reserve Subdivision of the Glenwood Bayou Subdivision located near Magnolia and Wisteria Streets	301
N. Discuss and consider an ordinance vacating, abandoning, and closing street right of way being the undeveloped, unimproved portion of Magnolia Street as recorded in Volume 719 Page 195 of the map records of Brazoria County, Texas	303
O. Approve items removed from Consent Agenda	
XI. REPORTS	
Reports that require no action.	
XII. CITY MANAGER'S REPORT	
XIII. FUTURE AGENDA ITEMS	

XIV. COMMITTEE REPORTS

XV. COUNCIL MEMBER COMMENTS & REPORTS

XVI. MAYOR'S REPORT

XVII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

I, Giani B. Cantu, do hereby certify that I did, on 9/7/18 at _____ p.m., post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Giani Cantu, City Secretary
City of Richwood

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

PROCLAMATION



WHEREAS, September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week.

NOW, THEREFORE, I, Mark Guthrie, Mayor of the City of Richwood, Texas, do hereby proclaim

September 17, 2018 – September 23, 2018
“CONSTITUTION WEEK”

and urge all citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

In Testimony whereof, witness my hand and the seal
of the City of Richwood, this 10th day of September,
A.D. 2018.

Mark Guthrie, Mayor
City of Richwood

Mayor and City Council Planning Session

June 2, 2018



Mayor and City Council

- Mark Guthrie, Mayor
- Mike Johnson, Council Member, Position 1
- Frank Blanks, Council Member, Position 2
- Sarah Reed, Council Member, Position 3
- Mark Brown, Council Member, Position 4
- Katie Johnson, Council Member, Position 5

- Michael Coon, City Manager
- Karen Shrom, City Secretary (retired)
- Giani Cantu, City Secretary
- Cliff Custer, Director of Public Works
- Kenny Williams, Director of Permitting and Inspections
- Melanie Garza, Court Administrator

Agenda

Mayor and Council

- o 9:00 - Session 1 - Council and City Manager (morning)
 - Governance
 - o Leadership, Communication, Expectations, Planning
- o 11:30 - Lunch
- o 12:00 - Session 2 –Council and staff (afternoon)
 - Mini SWOT
 - Identifying additional issues and challenges
 - Discussion and validation of 2017 Goals
 - Setting 2018 Strategies and Goals
 - Priorities
 - Next Steps
 - o Implementation Planning with staff

6



Rich in History - Focused on the Future

10

Governance

Why did you run for the City Council?

What attributes do you bring to the City?

Governance Defined

“The process of governing an organization”

- o Every organization regardless of size has a governance process
- o Governance applies at both the policy and administrative levels
- o In order to function well, every organization must have a predictable consistent governance process



Rich in History - Focused on the Future

Governance is about...

Effective Leadership

Meaningful communication

Understanding roles and fulfilling expectations

Proactive vision and planning

Governance is about...

Effective leadership

Leadership by Mayor and Council

Leadership by Staff

Observations about Leadership

Have clarity of purpose

Be an influence for a great work

Do not be discouraged by negative influences

Mike McAlister, UH Campus Minister

Enemies of leadership

Lack of commitment and trust

Lack of creativity

Lack of wisdom

Mike McAlister, UH Campus Minister

“The moment we think of
something or someone as
the enemy – we lose”

Mike Murray, Management

Consultant

Define the Characteristics of Effective Leaders

How will we lead?
“The Richwood City Council
will lead ...”

Leaders must encourage an atmosphere of...

Understanding

Each Councilmember/ has his/her own personality

Each Council has its own personality

Respect

For Council members and their interests

For staff members and their experience

Trust

Council and staff share the same goal-to serve

Governance is about... Meaningful Communication

- o To and with the citizens
- o To and with each other
- o To and with the staff

Meaningful decisions can only be made after meaningful
communication

Define your communications expectations?

How will we communicate?

“The Richwood City Council will communicate...”

Governance is about... Understanding Roles and Fulfilling Expectations

Role and expectations of Council
Role and expectations of staff

Council's expectations of each other

What do we expect of each other?

“The Richwood City Council members expect of each
other ...”

Understanding the Role of Staff

Defined by General Laws/Ordinances
Carried out vision and policy
Communicated by actions

Council's expectations of staff

26

What does Council expect of staff?

“The Richwood City Council expects our staff to...” (as defined by staff)

Staff's expectations of Council

What should the staff expect of Council?

“The Richwood staff should expect of Council...” (as defined by Council)

Council's Leadership, Communication and Expectation Philosophy

September 2016
(City Manager Search)

The City Council of Richwood will lead...

- Come prepared for the meetings
- Do not micromanage the staff
- Communicate between the council (in accordance with the Open Meetings Act)
- Be certain the voice and thoughts of all members are heard
- Listen to each other and staff, then decide
- Communicate with staff especially on agenda items
- Use the Chain of Command through the City Manager for communications (inquiries to Department Directors are allowed, per Charter)
- Be active in the community with committees, volunteers and businesses
- Make decisions in the best interests of the citizens
- Be available to citizens

The City Council of Richwood will lead...

- Make positive use of social media
- Be consistent
- Be approachable
- Be fair, with integrity and ethical behavior
- Be professional
- Be friendly
- Be respectful
- Be leaders and be seen by others
- Be available to citizens and staff if when needed
- Be appreciative of the work of staff and volunteers

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

- Everyone should be informed from the Manager.
- No surprises.
- No micro-management.
- Thru the chain-of-command.
- By knowing where to direct a person with a complaint or inquiry.
- Internally with and through the City Manager.
- Include everyone – in Work Sessions and communications.
- With trust to keep confidential conversations confidential.
- By listening first.

Staff is expected to...

- Be leaders – not just managers
- Be competent in your job
- Be willing to grow – professional development
- Encourage others to grow professionally
- Communicate between each other and the City Manager
- Keep Council informed
- Be consistent across the board
- Be fair and firm
- Have high level of integrity and ethics
- Have the best interest of the city and citizens in mind and in action ensuring good fiscal stewardship, maintaining a safe environment and good quality of life
- Be friendly to citizens and each other
- Be team players

Staff expects Council to (as defined by Council members themselves)...

- Be consistent
- Be approachable
- Be fair and ethical with integrity
- Be professional
- Be friendly
- Be respectful
- Be leaders and be seen
- Be available to staff and help when needed
- Be appreciative of staff

Governance is about...

Proactive Vision and Planning

Vision

Mission

Values Statement

Comprehensive Plan

Annual Strategic Plan

Annual Budget

Annual Audit/Report

“Things that matter most should never be at
the mercy of things that matter least”

Goethe

So—What does matter most?

What kind of City do we want to be?

- “What does Richwood want to be? How do we position ourselves among our neighbors? Do we want to be a sleepy little town, or do we want our own identity and do we want to be a part of the bigger picture? Do we really want businesses, do we just want to be a neighborhood.” (Katie)
- “Sometimes fear citizens are trying to turn us into Lake Jackson. There are two camps: those that think we should be more like LJ; others say no. Don’t want to lose our small town feel of helping your neighbor - but unfortunately we are. Should have a hometown feel, but do need to grow. “Don’t want us to be cold. Want us to be warm and inviting.” How can we be inviting - be family? The bigger you get the colder you get.” (Sarah)

Vision

What do we want Richwood to be like when it grows up?

How should it look?

What level of services should it provide?

How should it feel to live in Richwood?

Vision

38 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.

Amended

Vision Statement

The City of Richwood is...

- a model for safe and beautiful neighborhoods,
- (with) a thriving economy with opportunities for families and businesses by being
- dedicated to serving our community while
- providing sustainability and diversity for current and future generations.

Mission Statement

How do we go about accomplishing our vision?

Mission

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

- 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

Mini SWOT

Strengths

Weaknesses

Issues and Challenges

Agenda

Mayor and Council

- ✓ 9:00 - Session 1 - Council and City Manager (morning)
 - ✓ Governance
 - ✓ Leadership, Communication, Expectations, Planning
 - ✓ Vision, Mission, Core Values
 - ✓ Mini SWOT
- o 11:30 - Lunch
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Vision Statement

The City of Richwood is...

- a model for safe and beautiful neighborhoods,
- (with) a thriving economy with opportunities for families and businesses by being
- dedicated to serving our community while
- providing sustainability and diversity for current and future generations.

Vision Elements

- Safe
- Beautiful
- Thriving economy
- Serving others
- Sustainable and diverse

Strategic Plan Elements

- Financial Stability
- Economic Development
- Infrastructure Investments
- Parks and Beautification
- Delivery of City Services.

47

2017 Strategic Plan

Financial Sustainability

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

- Objective 1.1-Create a “True” budget for all projects
- Objective 1.2-Develop a long term financial planning process
 - o Maintain adequate financial reserves.
 - o Make each fund self-supporting.
 - o Improve the city’s bond rating.
 - o Establish and fully fund a Vehicle Replacement Fund.

Economic Development Guiding Principle: TBD

- Objective 2.1-Create a marketing plan for the city.
 - Include vision.
 - Create a brand and a moto for marketing purposes.
- Objective 2.2-Update the Comprehensive Master Plan and Land Use Plan
- Objective 2.3 – Maintain up to date development codes.
 - Update Zoning Ordinance
 - Review Subdivision Ordinance
 - Review Floodplain management processes
- Objective 2.4 - Make effective use of city property.
- 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.

2017 Strategic Plan

Infrastructure Investments

- **Guiding Principle:** To provide reliable infrastructure for the citizens.
- Objective 3.1-Sustain a reliable water supply as the city grows we need to prepare for the future water usage.
- Objective 3.2-Maintain and extend water, wastewater and storm water systems
- 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.

50

Parks and Beautification of the City

Guiding Principle: 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
- Objective 4.2-Development of a community center providing a quality place for people to gather.
- Objective 4.3-Maintain a high level of aesthetic standards.
 - o Continue code enforcement efforts.
 - o Update code policies.
- Objective 4.5-Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.

2017 Strategic Plan

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 sufficient staffing levels to maintain safety for our responders and delivery of service our community deserves.
- Objective 5.2-Public Works – Provide for and maintain the city’s infrastructure to meet the needs of the community.
- 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.
- 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.
- Objective 5.6-Develop a program to encourage, recruit, and reward volunteers for service to the city.



2017 Strategic Plan

Staff Report

53



Rich in History - Focused on the Future

2018 Goals and Objectives

Mayor and Council

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 - ✓ Implementation Planning with staff

Thanks to
Mayor, Council
and staff for all your hard
work!

Mayor and City Council Planning Session

Report to Council

September 10, 2018

Mayor and City Council

- Mark Guthrie, Mayor
- Mike Johnson, Council Member, Position 1
- Frank Blanks, Council Member, Position 2
- Sarah Reed, Council Member, Position 3
- Mark Brown, Council Member, Position 4
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o

Agenda September 10, 2018

- Review Governance
- Review Strategies
- Review Action Plan



Rich in History - Focused on the Future

62

Governance

Define the Characteristics of Effective Leaders

How will we lead?
“The Richwood City Council
will lead ...”

Leadership

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.

Define your communications expectations?

How will we communicate?

“The Richwood City Council will communicate...”

Communication

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

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.

Meeting Protocols

Consent Agenda Items

- Mayor calls for items any Council member wants to discuss separately for removal from the consent agenda
 - o If item is removed, it is moved to the bottom of the agenda as a separate item.
 - o When considered separately, the above protocol for regular agenda items is followed.
- Mayor calls for motion/second/approval of the Consent Agenda

88

Meeting Protocols

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.

Council's expectations of each other

What do we expect of each other?

“The Richwood City Council members expect of each
other ...”

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.

71

Expectations

- **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.

72

Expectations

- **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.

73

Governance is about...
Proactive Vision and Planning
Vision
Mission
Values Statement
Comprehensive Plan
Annual Strategic Plan
Annual Budget
Annual Audit/Report

Vision

What do we want Richwood to be like when it grows up?

How should it look?

What level of services should it provide?

How should it feel to live in Richwood?

Vision Elements

- A community with amenities and services for its residents (do not have to go elsewhere)
 - o Events.
 - o Involvement with citizen volunteers.
 - o Places in the city to work and play.
 - o Schools in Richwood.
- A safe community.
- A community with a family-oriented environment.
- Growth with a focus on family and community
 - o Neighborhood businesses.
 - o Amenities for families
 - o Quality neighborhoods.
- A renewed volunteer spirit (including new ways to communicate needs for volunteers).

Vision

(Revised 6-2-18)

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

How do we go about accomplishing our vision?

Mission

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

- 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



Rich in History - Focused on the Future

81

Strategies

Strategies

Process

- Identified Strengths and Weaknesses of the organization and of the community
- Identified Areas of Emphasis from the weaknesses
- Established Strategies to respond to the identified weaknesses
- Staff amended the Action/Implementation Plan on July 11, 2018 to include the newly established strategies, and determine status of existing strategies established in 2016-18.

82

Action Plan Elements

- 1.0 Financial Stability
- 2.0 Economic Development
- 3.0 Infrastructure Investments
- 4.0 Parks and Beautification
- 5.0 City Operations

1.0 Financial Stability

84

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.1: Create a “true” budget following appropriate accounting principles	Establish a procedure and process for public participation in the budgeting process	-o-	Ongoing	Goal to incorporate more opportunities for public input FY 2020 budget
	Develop budget based on strategic planning process; establish priorities	-o-	Ongoing	Council conducted strategic retreat on June 2, 2018
	Staff to develop priorities and justify requests and expenditures	-o-	Ongoing	Some priorities still may be adjusted based off final FY 2019 Adopted Budget
	Ensure budget proposals are in line with Council priorities and follow appropriate accounting procedures	-o-	Ongoing	FY 2019 proposed budget built around Council priorities
	Hold public hearings	-o-	Ongoing	Hearings are complete for FY 2019 Budget
	Adopt balanced budget	-o-	Ongoing	FY 2019 Budget scenarios are all balanced

1.0 Financial Stability

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 1.2: Develop a long term financial plan Maintain adequate financial reserves Make each fund self-supporting Improve the City's bond rating Establish and fully fund an Equipment Replacement Fund	Work with Charter Review Committee to review contingency restrictions	-0-	FY 19	Current cap is 3 percent of budget.
	Continue reimbursement for direct and indirect costs transfers to each fund and adjust policies as needed	-0-	Ongoing	Included in FY 18 Budget
	Adjust rates to ensure each fund is self-supporting	-0-	Ongoing	
	Hire a full-time Finance Director	\$97,212	FY 19	Job has been posted
	Implement regular financial reporting with updates on strategic plan	-0-	FY 19	2 Updates for FY 19 with increase to 3 in FY 20
	Prepare five year financial forecasts	-0-	FY 19	Submit at May 2019 Council Meeting
	Develop funding plan for ERF	TBD	FY 19	Present with FY 20 Budget
	Incorporate CIP into Strategic Planning and Budget Processes	TBD	FY 19	Present with FY 20 Budget

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.1: Create a marketing plan for the City • Include vision & create a brand and a moto for marketing purposes	Work with Economic Development Alliance for Brazoria County to create start creating a plan	-0-	FY 19	
Objective 2.2: Update the Comprehensive Master Plan and Land Use Plan	Contract with universities and/or other consultants for assistance with planning services	TBD	FY 20	Submit application to Texas A&M next Spring to begin work Summer 2019
Objective 2.3: Maintain up to date development codes • Update the zoning ordinance and land use plan • Review subdivision ordinance • Review floodplain management processes	Consult with planning experts to update development codes	-0-	FY 19	
	Review and revise codes	-0-	Ongoing	
	Work to adopt local drainage criteria and processes.	TBD	FY 20	
	Work with FEMA on update of flood maps and flood plain administration	-0-	FY 19	

2.0 Economic Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 2.4: Make effective use of city property	Review and analyze use of vacant city property	-0-	Ongoing	
Objective 2.5: Develop a comprehensive economic development strategy and funding model	Develop and maintain an ED policy that establishes standards for ED incentives.	-0-	FY20	Anticipated to start after completion of Impact Fee Study

3.0 Infrastructure Investments

Objectives (Priority order)	Action Steps	Budget	Original Timeline	Update
Objective 3.1: Sustain a reliable water supply as the city grows we need to prepare for the future water usage	Conduct a water/sewer master plan to determine future storage and distribution needs for the entire City.	\$25,000	FY 19	Part of study being conducted by Freese & Nichols
Objective 3.2: Maintain and extend water, wastewater and stormwater improvements ∞ ∞	Develop a CIP prioritized list of improvements needed for replacement aging infrastructure and expansion into unserved areas.	\$25,000	FY 19	Part of study being conducted by Freese & Nichols
	Establish budget for CIP	TBD	FY 19	Will incorporate in FY 20 Budget
	Consider a policy for growth to provide funding for the extension of infrastructure	\$25,000	FY 19	Part of study being conducted by Freese & Nichols

3.0 Infrastructure Investments

69

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 3.3: Support investments in City facilities	Establish policy for determining maintenance, capital, bonding thresholds on facility repairs and improvements.	-0-	FY 19	
	Assess conditions and needs for all city facilities.	-0-	FY 19	
	Prioritize assessments	-0-	FY 19	
	Fund improvements needed	\$114,324	FY 19	\$40,000 in General Fund & \$74,324 in Utility Fund. Planning will be ongoing to create a more detailed funding plan.

3.0 Infrastructure Investments

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 3.4: Examine best practices in delivery of city 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 contract providers to ensure they are up to date and meet long term needs of the citizens.	Reach out to neighboring cities and county to determine what services can be shared	-0-	Ongoing	EMS contract was rebid. Discussions ongoing
	Review and revise MOU, and Interlocal Agreements	-0-	Ongoing	Some agreements have been updated, will continue review process into FY 19
	Review capacity studies to determine appetite for becoming self-sufficient	-0-	FY 19	Ongoing, renegotiation of WWTP contract with Clute will look at creating a future path to being self-sufficient
	Determine impact of new development on new and existing infrastructure	-0-	FY 19	Will be addressed through impact fee study
	Review and negotiate with water provider	-0-	FY 20	Preliminary work has begun on planning for future water usage. Impact fee study will provide more details.

4.0 Community Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 4.1: Create a Parks Master Plan	Develop scope of services	-0-	TBD	
	Fund and hire consultant to complete plan	\$50,000		
Objective 4.2: Develop a community center providing a quality place for people to gather	Examine feasibility and funding options	TBD	Ongoing	Bond Task Force did not recommend the project

4.0 Community Development

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 4.3: Maintain a high level of aesthetic standards - Continuous code enforcement efforts - Update code policies	Provide communication and information to public on code standards and requirements	-0-	Ongoing	Current communications are focused on heavy trash collection
	Utilize KRB to determine which codes should be updated for beautification, park improvements, and park properties	-0-	Ongoing	
	Hire code enforcement/animal control officer	TBD	TBD	Examining various options with staffing and contract labor
Objective 4.4: Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.	Reach out to neighboring cities and county to determine what services can be shared	-0-	Ongoing	
	Review and revise MOU, and Interlocal Agreements	-0-	Ongoing	

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.1: Public Safety – Focus on prevention (at best) reduction (at least) of city-wide social harms (crime, fear of crime, crashes, & disorder) Focus on prevention of social harms through police/public cooperation	Fire – Develop a contract for service with VFD	-0-	FY 19	
	EMS – Continually monitor contract performance	-0-	Ongoing	
	Police – Increase clearance rate by adding an investigator position	\$78,782	FY 19	Funded through CCPD
	Police – Engage in Community Policing	-0-	Ongoing	
Objective 5.2: Public Works – Provide for and maintain the city's infrastructure to meet the needs of the community.	Invest in two additional public works positions to help effectively maintain existing infrastructure.	\$108,615	FY 19	
	Purchase one additional truck for new employees	\$40,000	FY 19	

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.3: Communications. Communicate information to the public in a transparent manner using all available methods • Provide public information outreach programs.	Update and improve the city's website	-0-	Ongoing	
	Create and regularly update slide show for website, lobby, other media on city activities and events	-0-	FY 19	
	Install TV in foyer of City Hall for information display	\$1,500	FY 19	
	Distribute highlights of Council Meetings to residences and businesses	-0-	Ongoing	

94

5.0 City Operations

Objectives (Priority order)	Action Steps	Budget	Timeline	Notes
Objective 5.4: Technology – Utilize technology to enhance operations and delivery of services.	Implement new Municipal Court software	-0-	FY 20	Pelorus will develop new software at no cost to City
	Purchase imaging equipment	\$2,500	FY 19	Goal to purchase imaging software in the future
	Implement new Code Enforcement & Permitting software	-0-	TBD	Pelorus will develop new software at no cost to City
Objective 5.5: Employees – Invest in employee development opportunities, compensation and retention.	Implement performance-based pay increases	TBD	FY 19	Incorporate into FY 20 Budget
	Establish employee recognition program	\$500	FY 19	
Objective 5.6: Develop a program to encourage, recruit and reward volunteers for service to the City.	Develop an MVP (Municipal Volunteer Program)	\$2,000	FY 19	
	Establish a process for recognizing all volunteers on a quarterly basis	TBD	FY 19	
	Establish a process for recognizing a MVP of the Year	\$500	FY 19	

Thank You
For
Allowing me to Serve

Minutes of City Council Regular Meeting

The City Council City of Richwood

A City Council Regular Meeting of the City Council of City of Richwood was held Monday, August 13, 2018, beginning at 6:05 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER AT 6:00 PM

This meeting was called to order at 6:08 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

Mayor - Mark Guthrie

Council member Position 1 – Mike Johnson

Council member Position 2 – Frank Blanks

Council member Position 3 – Sarah Reed

Council member Position 4 – Mark Brown II

Council member Position 5 – Katie Johnson

Others present: Michael Coon, City Manager; Giani Cantu, City Secretary/Finance Director; Kenny Williams, Building Official; Clif Custer, Public Works Director; Stephen Mayer, Police Chief

RECOGNITIONS

Award Blue Santa Scholarship in the amount of \$500.00

Daniel Rester

Donald Cameron

Officer Munley presented Blue Santa Scholarships to Daniel Rester and Donald Cameron in the amount of \$500.00 each.

PRESENTATIONS

Presentation of FY 16-17 Financial Audit

Lijie Lui, Kennemer Master & Lunford, presented the financial audit for FY 2016-2017.

Mark Brown II thanked the auditing firm.

Mike Johnson asked if there were any recommendations made to assist with correcting some of the issues.

Ms. Cantu replied yes. Staff has already put in place some administrative procedural changes that address the general ledger issues in the audit.

CONSENT AGENDA

Approval of Minutes of Previous Meetings

July 9, 2018

July 16, 2018 Budget Workshop

Payment of Bills

Resolution designating Stephen Mayor, Chief of Police as authorized official on Grant 3441901 Rifle Resistant Body Armor

Resolution designating Stephen Mayor, Chief of Police as authorized official on Grant 3340201 - JAG Suspect Identification Technology Updates

On motion by Sarah Reed second by Frank Blanks with all present members voting “aye” all items on consent agenda were approved.

DISCUSSION AND ACTION ITEMS

Public Hearing to consider rezoning 5 acres of Oakwood Shores (A0030-A0333) (Richwood) Lot Reserve A from R-3, Multifamily Residence to C-1 Commercial. Said property being located at the northeast corner of 288B and Highway 2004

Public hearing was called at 6:38 p.m.

Josh Strawn, 33219 Blue Marlin Dr, stated that is a busy intersection. He believes putting a gas station might complicate issues even more. He would like to see it stay multi-family for now. Council could maybe consider rezoning when the development could be other business than gas station.

Lauren LaCount, 2000 Brazosport, believes the best use of the lot would be commercial over residential. Not necessarily a gas station but business.

The public hearing closed at 6:43 p.m.

Discuss and consider an ordinance rezoning 5 acres of Oakwood Shores (A0030-A0333) (Richwood) Lot Reserve A from R-3, Multifamily Residence to C-1 Commercial. Said property being located at the northeast corner of 288B and Highway 2004

Mark Guthrie stated he is currently against the possibility of development for additional multi-family residential. The City has too many multi-family developments and does not want the proposed property to remain as R-3.

Frank Blanks stated he believes it originally was commercial and then was rezoned to multi-family and now the request is to go back to commercial.

Mike Johnson asked why?

Mr. Coon stated there were legal issues with the sale, that have since been resolved and wetland issues with the site itself.

Mark Brown II stated he believes a truck stop would not go in line with Council strategic vision. However, he does believe that commercial is the better fit for the lot.

Mark Guthrie asked, if ready, could development break ground tomorrow for multi-family?

Mr. Coon advised yes.

On motion by Sarah Reed second by Frank Blanks, with all present members voting “aye” the ordinance rezoning 5 acres of Oakwood Shores (A0030-A0333) (Richwood) Lot Reserve A from R-3, Multifamily Residence to C-1 Commercial. Said property being located at the northeast corner of 288B and Highway 2004 was passed and adopted.

Public Hearing to consider a conditional use of property located at 2007 FM 2004, being an approximately 3.14 acre site west of Brazos National Bank currently zoned C-1 Commercial to allow a Montessori School

The public hearing was called at 6:48 p.m.

Pat Taylor, representing 2007 FM 2004, stated they are proceeding forward with the Montessori School.

Lauren LaCount, 2000 Brazosport, asked if the development will contain parking within the site to keep traffic off the highway.

Pat Taylor stated there is plenty of existing driveway to keep traffic off, however, it is also being addressed in the development plans.

Mark Brown asked if the school zones would possibly be extended.

Mr. Coon advised the City will have to reach out to TXDOT.

Lauren LaCount asked if the Police Department would be able to handle it.

Mr. Coon advised yes.

Mark Brown II asked what the operating hours would be.

Grishma Patel, owner, stated the proposed operating hours will be from 6:00a – 6:00p.

The public hearing closed at 6:53 pm.

Discuss and consider a conditional use of property located at 2007 FM 2004, being an approximately 3.14 acre site west of Brazos National Bank currently zoned C-1 Commercial to allow a Montessori School

On motion by Frank Blanks second by Sarah Reed with all present members voting “aye” conditional use of property located at 2007 FM 2004, being an approximately 3.14 acre site west of Brazos National Bank currently zoned C-1 Commercial to allow a Montessori School was granted.

Mark Brown II stated the drainage will need to be approved prior to construction.

Discuss and consider sponsorship for the S.T.O.P. (Stop Talk and Overcome the Pain) Rally for the prevention of teenage suicide to be held on August 25, 2018

Brenda George stated they are collaborating with the City of Lake Jackson, City of Clute and hopefully, the City of Richwood. STOP collaborates with all the health wellness agencies within the County, sharing funds that are available so teenagers can be provided services if they are not able to afford them.

Mark Brown II asked what is entailed for the City to support.

Mr. Coon stated the City will show up and advertise.

Mayor Guthrie asked if there were any other things the City could do.

Ms. George stated just support and possibly some raffle bikes.

Mayor Guthrie stated the Volunteer Fire Department could possibly help as well.

Mayor Guthrie stated the event has the full support of the City and let us know if there is anything else we can do.

Presentation of Bond Task Force recommendation

Derek Rester, 32519 Bayou Bend, presented the bond task force recommendation.

Magnolia Retention Pond (\$1.5 Million)

The City of Richwood currently owns 4.6 acres of property along the section of the Magnolia St. right-of-way that is located just west of Audubon Woods I and Polk Elementary. It is proposed that this land be used to create a retention pond that would provide an additional 10.5 acre feet of storage to the local drainage system, which would provide enough storage to keep the streets in the Audubon Woods I and the northern part of the Glenwood Bayou Subdivision from flooding during heavy rain events.

This project would not provide enough storage capacity to make a noticeable difference during significant flooding events like the ones experienced in 2016 and 2017. Because the project would not have a significant impact during a flood, it is not eligible for state or federal hazard mitigation grants.

Benefits:

This project would provide drainage relief for an estimated 218 homes, or about 18 percent of the homes in Richwood. Additional benefits would exist for those individuals that typically drive through the area for school drop off and pick up at Polk Elementary.

Costs:

This project is estimated to cost \$1.5 million. The estimated monthly impact of financing this project through a bond is \$3.52 per \$100,000 in assessed property value.

Deferred Maintenance on Roads (\$3.0 Million)

Over the years as the streets have aged the City's operating budget has not been able to keep pace with the needed street repairs due to deterioration. This project would help fund the needed repairs to over 25,000 linear feet of roadways. The types of projects and streets needing the most work are listed below.

Resurfacing & Stabilization

- Cypress
- Cypress Ct.
- West Mahan
- Schley
- Cedar Ct.
- June Ct.
- Blue Crab Ct.
- Blue Marlin
- Redfish Trl.
- Bayou Bend

Spot Repairs

- Brazos Ct.
- Brazos Dr.
- Briarcreek
- Quail Run
- Wisteria

Benefits:

The proposed project would provide improved streets to 202 homes, or about 16 percent of the homes in Richwood.

Costs:

This project is estimated to cost \$3.0 million. The estimated monthly impact of financing this project through a bond is \$6.19 per \$100,000 in assessed property value.

Sidewalks (\$0.5 Million)

A large number of areas in Richwood are not serviced by sidewalks and there is not a safe path for children to walk to Polk Elementary. This project would complete the sidewalk on Moore St that was started near N. Mahan and connect N. Mahan to Oyster Creek Dr. Additional sidewalk would also be installed along Oyster Creek Dr. between Moore St. and Bobby Ford Park. Installing sidewalk in these areas would also require enclosing the respective drainage ditches.

Benefits:

In addition to providing safer routes to Polk Elementary and Bobby Ford Park, this would provide sidewalks in front of 29 homes, or about 2 percent of the homes in Richwood.

Costs:

This project is estimated to cost \$0.5 million. The estimated monthly impact of financing this project through a bond is \$1.05 per \$100,000 in assessed property value.

Estimated Monthly Impact of \$5 Million Bond Program

Home Value	Tax Year 2019	Tax Year 2020	Tax Year 2021	Tax Year 2022	Tax Year 2023
\$100,000	\$ 6.05	\$ 5.70	\$ 10.76	\$ 9.93	\$ 9.36
\$200,000	\$ 12.10	\$ 11.41	\$ 21.51	\$ 19.85	\$ 18.73
\$300,000	\$ 18.15	\$ 17.11	\$ 32.27	\$ 29.78	\$ 28.09
\$400,000	\$ 24.20	\$ 22.82	\$ 43.03	\$ 39.70	\$ 37.45
\$500,000	\$ 30.25	\$ 28.52	\$ 53.78	\$ 49.63	\$ 46.81

*The peak is anticipated to be in Tax Year 2021 due to the projected timing of the bond issues. It is projected that the \$5 Million would be split into two different debt issues that are scheduled two years apart.

City Council thanked the committee for their efforts.

Rick Menchaca, BOK Financial Advisor, presented the tax rate impact analysis for a \$5 million bond.

Mayor Guthrie asked if he believed that November is the best time to hold a bond election.

Mr. Menchaca stated, as a former city manager, that would be more of a policy question.

Mr. Brown would ask council to consider the fact that the proposed budget is including a tax increase for the effective tax rate and then this bond issue is going to increase taxes more.

Mr. Coon stated he was surprised to see the survey result for a November election.

Mr. Johnson stated the committee also looked at that and was surprised to see the result on the survey.

Neil Thomas, Fulbright, stated he was present for the ordinance calling the bond election. There are 2 days a year that can hold a bond election: one is the second Tuesday in November and the other is the second Saturday in May. Brazoria County handles the election and sets polling places and dates for early voting. The election is proposed to be divided into three different propositions. The City cannot combine drainage and streets and ask residents to vote on a combined proposition. The City is required to call the election within a 90-78 days prior

to the proposed election. The City would be required to call the election tonight for a November election.

Mr. Brown asked in a worst case scenario are we proposing enough to cover the roads.

Mr. Coon stated the \$3 million proposed will not cover all of the roads listed. However, realistically, the bond amount needed is too large for a city our size.

Mr. Brown are we going to come back in the future and see another increase.

Mr. Coon stated financial policies need to be put in place.

Neil Thomas stated, if the bonds are approved in November and the issues are done in December, the tax increase will be seen in 2019 taxes. The caption of the proposed ordinance is "AN ORDINANCE CALLING A BOND ELECTION TO BE HELD IN THE CITY OF RICHWOOD, TEXAS; MAKING PROVISION FOR THE CONDUCT OF THE ELECTION; RESOLVING OTHER MATTERS INCIDENT AND RELATED TO SUCH ELECTION; AND PROVIDING AN EFFECTIVE DATE."

Lauren LaCount, 2000 Brazosport, stated we have a \$5.00 transportation fee on the utility bills that has been for streets, sidewalks, drainage. Is that something that will be used for maintenance or improvements in the future?

Mr. Coon stated any projects that the County does do are funded by that transportation fee and one-third of the transportation fee revenues are budgeted for street maintenance.

Ms. LaCount asked historically has it been used for maintenance or new roads.

Mr. Coon advised prior to this year about 91 percent went to road repairs.

Ms. LaCount asked if the sales tax portion for streets is still in place.

Mr. Coon stated yes.

Ms. Cantu reported that the comptroller notified the city that it is time to have voters reapprove that portion of the sales tax that funds streets. The voters will see this on the May 2019 ballot.

Ms. LaCount stated with all those funds funding streets, is that money going to fund improvements to drainage and other streets.

Mr. Coon stated it would help repair other streets as well, but still is not enough to completely redo all the needed streets.

Ms. LaCount stated and this bond issue will triple our debt outstanding.

Mr. Coon stated yes.

Ms. LaCount stated that November is the best option to ask.

Mr. Rester stated the committee considered the list to be things that need to be fixed and no doesn't include ongoing maintenance.

Josh Strawn asked if the City is looking at a potential water tower build that would result in future bond issue in 2019 or further back.

Mr. Coon advised that a water tower would not be funded through taxes. The City is currently working on having an impact fee study done to address the need.

Mr. Strawn asked to view the projected annual tax increase slide again and stated he felt like maybe November was not the best month.

Mr. Rester stated it is not lost on any one in the group to have to raise taxes. It was difficult to consider. As we look at progression into the development, there is room for growth in new development. At the end of the day, do you want to have roads, and sidewalks or not?

Discuss and consider an ordinance calling a Special Bond Election for November 6, 2018
On motion by Frank Blanks second by Mark Brown with all present members voting "aye" the ordinance calling a Special Bond Election for November 6, 2018 was passed and adopted.

Proposed Budget Fiscal Year 2018-2019
Mayor Guthrie called recess at 7:55 pm.

Mayor Guthrie recalled meeting at 8:03 p.m.

Michael Coon presented the Fire Department budget and an overview of the proposed FY 2018-2019 budget.

Lauren LaCount, 2000 Brazosport, stated she looks at it as individual tax bills. The City has control of adopting a tax rate of "x" amount of cents. She thinks the tax rate should be kept at the current tax rate and city should cut spending.

Debbie Hurta, 706 Oyster Creek Dr, stated she flooded out in Harvey. Her problems started when the city resurfaced the road. She has no drainage.

Mayor Guthrie stated unfortunately the comment topic is not on the agenda and so Council cannot address her concerns. However, she may stay and get with the City Manager and/or Public Works Director after the meeting.

Jo Lasiewicki, asked if the budget proposed cutting a court position even with the development of the new school.

Mr. Coon advised yes. The compensation study analysis shows other courts in comparable cities have higher workloads and only one employee.

Discuss and consider approving a resolution setting the date and time for public hearing for Fiscal Year 2017-2018 Annual Budget for August 27, 2018 at 6:00 P.M.

Sarah Reed stated she may not be available on the 27th but she will try.

Frank Blanks stated he will be out of town.

Ms. Cantu stated we can always call the public hearing and if there is no quorum we can republish and reset the hearing for a later date.

On motion by Mark Brown II second by Sarah Reed with all present members voting “aye” the public hearing was called for August 27, 2018 at 6:00 p.m.

Consider and record vote for proposed tax rate of \$0.691118, which is the effective rate for the City of Richwood for the 2018-2019 Fiscal Year

On motion by Frank Blanks second by Mark Brown with all present members voting “aye” the council ratified a record vote for proposed tax rate of \$0.691118 for the 2018-2019 fiscal year.

Discuss and consider a resolution amending the Fiscal Year 2017-2018 Budget to increase General Fund revenues and expenditures; reduce Equipment Replacement Fund revenues and expenditures and increase Capital Project Fund revenues and expenditures

On motion by Sarah Reed, second by Frank Blanks, with all present members voting “aye”, the resolution amending the Fiscal Year 2017-2018 Budget to increase General Fund revenues and expenditures; reduce Equipment Replacement Fund revenues and expenditures and increase Capital Project Fund revenues and expenditures was approved and adopted.

Mark Brown stated he stated the current fiscal year in his motion call the public hearing instead of the upcoming fiscal year and asked to reopen item I.

Mayor Guthrie reopened item I.

Mark Brown amended his motion to state that the public hearing was set for the FY 2018-2019 Budget for August 27, 2018 at 6:00. Sarah Reed seconded. With all present members voting “aye” the motion amending the call of public hearing for FY 2018-2019 budget passed.

Discuss and consider an ordinance amending regulations of Indoor Gun Ranges to remove the decibel limits and set parameters that refer to noise ordinance

Michael Coon presented the ordinance.

On motion by Mark Brown second by Sarah Reed with all present members voting “aye” the ordinance amending regulations of Indoor Gun Ranges to remove the decibel limits and set parameters that refer to noise ordinance was passed and adopted.

Mark Brown asked if there were any new complaints.

Mr. Coon stated there were none. However, the residents are aware of the noise variance. He stated he had lunch with a resident and was told it doesn’t bother them as much.

Discuss an ordinance amending Chapter 10 Miscellaneous Provisions and Offenses of the code of ordinances to amend Section 10-4 Noise Control to restructure and set all new regulations to noise control

Michael Coon stated the attorney has not reviewed the ordinance so he is not asking for formal adoption or vote, only direction.

Mark Brown asked where the distance will be measured from.

Mr. Coon stated the draft ordinance recommends establishing a base limit of 55 decibels in residential areas from 7 AM to 10PM, which is the decibel measurement at which the EPA recognizes that a noise may become an annoyance. Otherwise the base for the residential areas will be 50 decibels. The base for commercial areas would be set at 65 decibels. Under the proposed ordinance, noise disturbances would be measured for 30 minutes and the average reading must be lower than the base amount and it could not be more than 10 decibels higher during any one-minute period nor could it at any time have a measurement 20 decibels higher than the base. This would provide some allowances for noises that may on occasion be higher than the base level.

It is also important to note that due to the nature of the sound produced that fall under the following categories, they will be measured at a standard 5 decibels lower than the applicable base:

- Stationary sources of sound which emit a pure tone
- Cyclically varying sounds
- Repetitive impulsive sounds from property line of complainant.

Mr. Brown asked what was decibel reading at the gun range property line

Mr. Coon stated it was approximately 56-57 decibels. There is a caveat that states repetitive impulsive sounds are found to be more of a nuisance and therefore will be measured at a standard 5 decibels lower than the applicable base.

Discuss and consider extending the variance to Section 10-4 Noise Control for Big Country Shooting

Michael Coon stated he would recommend Council extend the variance to the end of September to allow time for Council to reconsider the ordinance and adopt new regulations.

On motion by Mark Brown second by Sarah Reed with all present members voting “aye” the extension of the variance was granted through September 30, 3018.

Review and consider changes to Section 6-4 of the City of Richwood Code of Ordinance regarding Burning within the City limits

Mark Guthrie stated he asked for this item to be brought to Council. The current ordinance was really only written for Oakwood Shores. Recently the Volunteer Fire Department was call to a fire of someone that didn’t follow rules to burning and the city had numerous volunteers and equipment worth millions of dollars for a couple of hours fighting something that could have been prevented. He thinks there needs to be something that states the mayor or city manager can cancel burning without notice, time needs to be specified, and it needs to take into account weather conditions.

Mark Brown asked what the consequences are for someone without a permit.

Mayor Guthrie stated that is something the ordinance needs to address as well and currently doesn’t make it clear.

Discussion was held on current processes to pull a permit.

Joshua Strawn stated he serves on board of homeowners association. He believes stricter enforcement of the burn policy and fine amount is a good idea. However, would not like to see it dependent on perfect weather.

Derek Rester stated language exists in statutes and the Oakwood Shores HOA’s covenants that state you are not supposed to burn. TCEQ regulations set amounts that are acceptable.

Lauren LaCount stated she doesn’t want to see an overall burn ban. However, does think there should be more enforcement.

Kenny Williams stated the city will also need to decide who is writing the permits.

Mayor Guthrie stated currently the fire chief reviews and approves. However, they could consider a possible change to City Manager or Code Enforcement.

Mr. Brown stated he believes the fire chief still needs to be notified.

Sarah Reed agreed. However, stated he doesn’t necessarily have to have final decision making.

Update on Flood Mitigation Efforts

Mr. Coon stated staff is working with Strand Engineers to look at benefits cost analysis on the diversion channel.

Approve items removed from Consent Agenda

No items were removed from consent agenda.

REPORTS

Reports that require no action.

Review of budget expenditures

Review of Quarterly Investment Reports

CITY MANAGER'S REPORT

The new police officer started today.

PUBLIC COMMENTS

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

Josh Strawn stated he lives on Blue Marlin and they are having a dog issue. Both his son and daughter have been bit. He asked how neglectful owners are allowed to keep the dog on the property. Mr. Coon advised the city is working on the issue.

FUTURE AGENDA ITEMS

There were no future agenda items proposed.

COUNCIL MEMBER COMMENTS & REPORTS

Mr. Brown thanked the Bond Task Force committee for their work.

Mr. Blanks stated that the City of Lake Jackson requires quarantine of dangerous animals and believes the City of Richwood does as well. Mr. Coon replied that staff is reviewing the animal ordinance and working on the issue.

MAYOR'S REPORT

The mayor did not report.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:27pm.

These minutes were read and approved on this 10th day of September, 2018.

Attest:

Mark Guthrie, Mayor

Giani Cantu, City Secretary

Minutes of Public Hearing

The City Council City of Richwood

A Public Hearing of the City Council of City of Richwood was held Monday, August 27, 2018, 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 pm.

INVOCATION

Michael Coon led the invocation.

PLEDGES OF ALLEGIANCE *Pledge of Allegiance & Texas Pledge*

Mayor Guthrie led the pledges.

ROLL CALL OF COUNCIL MEMBERS

Mark Guthrie – Mayor

Mike Johnson – Council member Position 1

Frank Blanks – Council member Position 2 - ABSENT

Sarah Reed – Council member Position 3 - ABSENT

Mark Brown II – Council member Position 4

Katie Johnson – Council member Position 5

Others present: Michael Coon, City Manager; Giani Cantu, City Secretary/Finance Director; Clif Custer, Public Works Director

PUBLIC

COMMENTS

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

There were no public comments.

PUBLIC HEARING ON FISCAL YEAR 2018-2019 ANNUAL BUDGET

Mayor Guthrie called the public hearing at 6:06 p.m.

Mr. Coon presented the proposed budget.

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.

Strategic Priorities

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

General Fund Proposed Revenues

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$2,477,297	\$2,605,759	\$128,462
Transfers Rev.	\$652,576	\$104,410	(\$548,166)
Total Budget	\$3,129,873	\$2,710,169	(\$419,704)

Major Budget Changes:

- Added \$116,633 due to lower property tax reimbursements for the 380 Agreements with 210 Developers
- Added \$36,961 in new revenues from projected sales tax growth
- Added \$10,000 in permitting due to anticipated residential and commercial projects
- Reduced (\$548,166) in one-time transfers from the prior year
- Reduced (\$19,000) from municipal court revenues due to lower citation volumes
- Reduced (\$7,000) from Barbeque Cookoff revenues due to the event being taken over by the Volunteer Fire Department

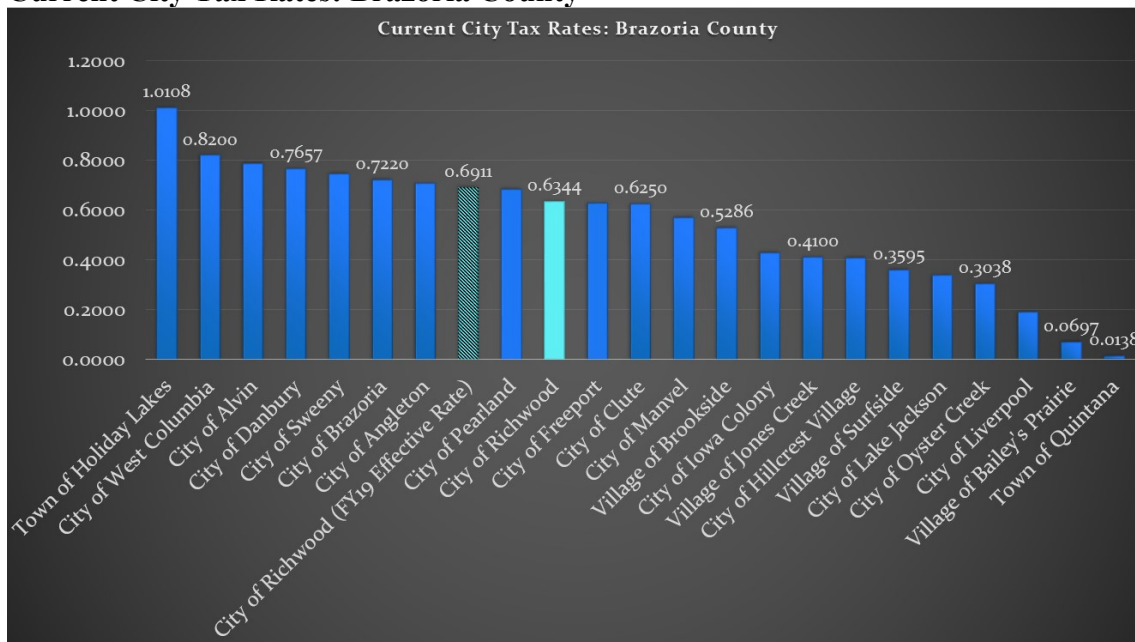
Potential Changes to Proposed Revenues:

- Add \$20,250 for Utility Debt Service
- Multiple options for tax rate adoption

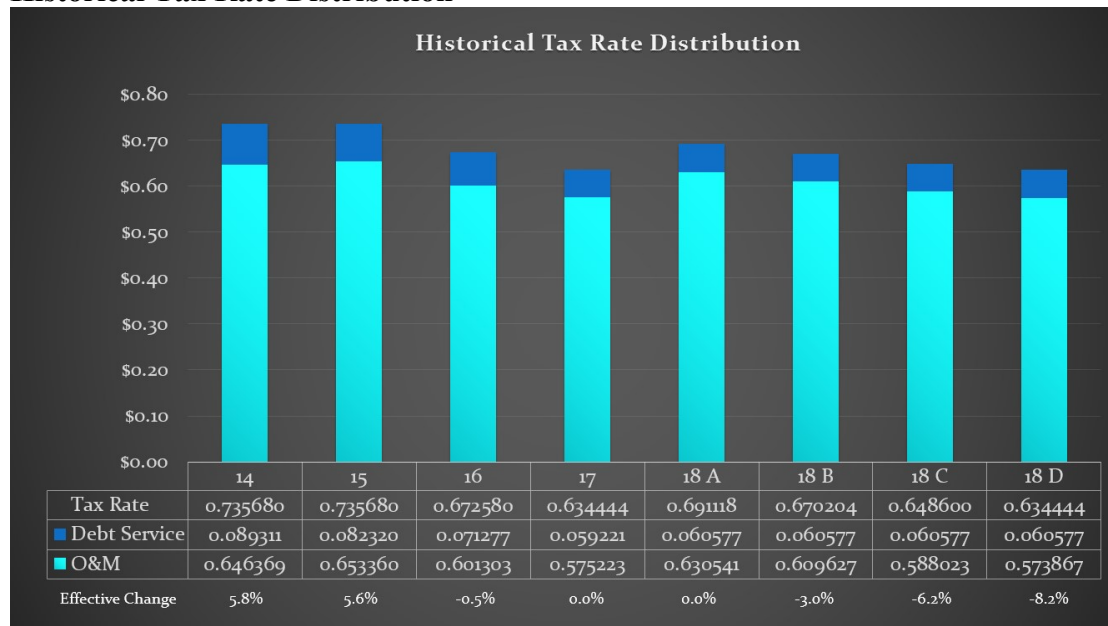
Local Effective Tax Rate Changes

Entity	Actual 2016	Actual 2017	Proposed 2018	Average
Clute	8.07%	3.75%	7.40%	6.41%
Jones Creek	12.06%	6.63%	0.00%	6.23%
Freeport	0.00%	5.89%	10.72%	5.54%
Angleton	6.06%	5.84%	3.48%	5.13%
West Columbia	10.26%	1.74%	3.35%	5.12%
Brazoria	10.80%	0.00%	2.05%	4.28%
Brazosport College	4.18%	3.07%	4.56%	3.94%
Lake Jackson	3.73%	3.44%	2.99%	3.39%
Sweeny	-3.79%	5.46%	3.70%	1.79%
Brazoria County	0.00%	0.00%	0.00%	0.00%
Richwood	-0.49%	0.00%	0.00%	-0.16%
Oyster Creek	0.00%	-6.50%	0.00%	-2.17%

Current City Tax Rates: Brazoria County



Historical Tax Rate Distribution



Potential Changes to Over 65 Exemption

Exemption Amount	Difference from Current Exemption	Impact on FY19 Revenues	Average Tax Decrease
25,000	0	\$0.00	\$0.00
30,000	5,000	-\$8,120.64	-\$34.56
35,000	10,000	-\$16,241.27	-\$69.11
40,000	15,000	-\$24,361.91	-\$103.67
45,000	20,000	-\$32,482.55	-\$138.22
50,000	25,000	-\$40,603.18	-\$172.78
55,000	30,000	-\$48,723.82	-\$207.34
60,000	35,000	-\$56,844.46	-\$241.89

Potential Changes to Proposed Expenditures

	Tax Rate A 0.691118	Tax Rate B 0.670204	Tax Rate C 0.648600	Tax Rate D 0.634444
Add Auditor Fee Increase	\$14,500	\$14,500	\$14,500	\$14,500
Reduce Police Shift Change	(\$10,784)	(\$10,784)	(\$10,784)	(\$10,784)
Increase Over 65 Exemption	\$40,603			
Adjust Equipment Replacement	\$46,031	\$16,533	(\$15,500)	(\$43,000)
Reduce Police Overtime			(\$5,491)	(\$5,491)
Reduce Compensation Plan			(\$9,080)	(\$15,990)
Reduce Contingency Transfer				(\$5,468)
Limit Splash Pad to June-August				(\$11,708)
TOTAL CHANGES	\$90,350	\$20,249	(\$26,355)	(\$77,941)

*All options include adding \$20,250 to General Fund Revenues for the Utility Fund Debt Payment

General Fund Proposed Expenditures

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$2,475,435	\$2,529,099	\$53,664
Transfers Rev.	\$654,439	\$181,070	(\$473,369)
Total Budget	\$3,129,874	\$2,710,169	(\$419,705)

Major Budget Changes:

- Added \$97,212 for the finance director position
- Added \$24,848 to fund salary increases from the compensation study.
- Reduced (\$54,280) by eliminating a position in the Municipal Court
- Includes \$40,000 for capital projects
- Includes \$43,000 for equipment replacement

Utility Fund Proposed Revenues

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$1,870,475	\$2,081,859	\$211,384
Transfers Rev.	\$401,590	\$89,909	(\$311,681)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Major Budget Changes:

- Higher revenues from rate increase adopted last spring

Solid Waste Rates:

	FY 18 Rate	FY 19 Rate	Change
Base Rate	\$16.00	\$17.14	\$1.14
Base Rate - Over 65	\$14.00	\$15.85	\$1.85
Price/Additional Can	\$8.00	\$8.00	\$0.00

Utility Fund Proposed Expenditures:

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$1,510,729	\$1,680,508	\$169,779
Transfers Rev.	\$761,336	\$491,260	(\$270,076)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Major Budget Changes:

- Funding two new positions & a truck from last year's budget
- Added \$53,790 to rebuild water wells #3 and #4

Utility Staff Ratio Comparison Cities

City - Estimated Connection count / Population	Water	Waste Water	Streets	Drainage	Parks	Total Ratio of staff to connections
<u>Joshua</u> – 2,115	50+ employees Receives services from County W & WW provider. (Estimated) 3	Budgeted 2 employees for Water and Wastewater	5		2	> 9 employees > 2,115 connections > 235 conn. per employee
<u>Rockdale</u> – 1,865	No Response	Not included in average				
<u>Krum</u> – 1,860	7				1	> 8 employees > 1,860 connections > 233 conn. per employee
<u>Jacksboro</u> – 1,504	5	4	4		4+2 temporary	> 17 employees > 1,504 connections > 88 conn. per employee
<u>Brazoria</u> – (based on population) 1,024 (Actual) 1,300 Services 750 NG customers as well	9					> 9 employees > 2,050 connections including NG > 228 conn. per employee
<u>West Columbia</u> – 1,311	1	4	1		1	> 10 employees > 1311 connections > 131 conn. Per employee
<u>Richwood</u> – (based on population) 1,650. (Actual) 2,359	5				1	> 6 employees > 2,359 connections > 393 conn. per employee
<u>Bellville</u> – 1,425	3	3	3		4	> 13 employees > 1,425 connections > 110 conn. per employee
<u>Columbus</u> – 1,209	4	2	5		1	> 12 employees > 1,209 connections > 101 conn. Per employee
<u>Willis</u> – 2,333	9		4		1	> 14 employees > 2,333 connections > 167 conn. Per employee
Average – 1,796	5	2	3		2	> 12 employees > 1,796 connections > 150 conn. Per employee

Other Funds Summary

- **Beautification**
- **Capital Projects**
- **Crime Control Prevention**
 - Board has recommend a change to add an Investigator Position
- **Equipment Replacement**
- **Transportation**
- **Utility Capital Improvement**

Lauren LaCount, 2000 Brazosport, stated she would like to see the tax rate the same and increasing will only make it difficult to reduce the rate once appraisal values come back up. She asks Council to look at alternatives. There are other options rather than raise tax rates; like consider removing the employee raises.

Brett Silvester, 139 Robin trail, stated that others have been impacted by the hurricane. Even with insurance policy, still having to pay out of pocket and appeal decisions. Raising taxes would make it more difficult and asks Council to work together with residents.

Mayor Guthrie called for any other comments from public. No other responses were given.

Mayor Guthrie closed the public hearing 6:24 p.m.

DISCUSSION AND ACTION ITEMS

Discuss Fiscal Year 2018-2019 Budget

Mark Brown II asked to review the tax rate options. He asked, on tax rate option A presented, how was the decision made to spend over \$40,603 on over 65 exemptions?

Mr. Coon stated with no feedback he just went with a number that he felt was good in comparison with other cities.

Mr. Brown II stated he was unsure if that was the best use of the money. If Council were to propose a rate increase, is the best option to give it back to those that are over 65.

Mike Johnson asked if the proposed budget was created with the effective tax rate.

Mr. Coon stated no. The proposed budget as filed is presented as Option B.

Mr. Brown asked what does police reduction mean. Reducing public safety?

Mr. Coon stated no. It is accounting for the proposed investigator position to cover at least 2 shifts per month to reduce overtime expenses for the Police Department.

Mr. Brown asked what the option to reduce the compensation plan entails. What reduction makes up the amount in C and D options?

Mr. Coon stated Option C is reducing the City Manager's salary increase and Option D is reducing the City Manager salary increase and reducing salary increases by half for all other employees.

Mr. Brown asked about the adjustment to Equipment Replacement.

Mr. Coon stated the city should be saving up money to replace their assets. This is something that has not been done.

Mr. Brown stated that Option C and Option D do not include any equipment replacement.

Mr. Johnson asked if any of the options not include the finance director.

Mr. Coon stated no.

Katie Johnson asked if any projections been done on new development that is happening now.

Mr. Coon stated he does have a property tax forecast that goes out 10 years.

Katie Johnson asked if the projections included any numbers for fiscal year 18-19.

Mr. Coon stated he believes there are projections of 2 million in values for Creek Bend and 1.8 million for Oakwood Shores. The Magnolia property is not projecting any new values until the 2020 tax roll. These projections amount to about \$60,000 in revenues.

Mike Johnson asked when we expect to see any values coming back up on those properties affected by flooding.

Mr. Coon stated it varies. Depending on drop in values it could be a couple of years due to limits the State puts on the value increases.

Mike Johnson stated so it is reasonable to assume it'll be a couple of years before we see it come back up.

Mark Brown stated unless the City sees another flood event, then it is possible they don't come back up.

Mike Johnson asked for clarification on effective tax rate

Mr. Coon explained that as appraisal values go up the effective tax rate will go down.

Mr. Brown stated the effective tax rate is tied to the amount of revenue the City brings in.

Mayor Guthrie asked who worked on the budget.

Mr. Coon stated that staff and city manager met in strategic plan with Ron Cox to create an action plan in line with Council strategic plan and goals.

Mayor Guthrie asked if staff feels it could meet expectation with keeping tax rate option D, which is the current tax rate.

Mr. Coon stated not if council's expectation is to begin funding equipment replacement.

Mayor Guthrie asked Mr. Coon how he come up with the over 65 exemption.

Mr. Coon stated the exemption came when deciding, if the effective tax rate is adopted, what are some alternatives to reducing the tax burden on residents without having a long-term impact on the City's finances.

Mr. Brown asked can the Utility Fund only afford to give \$20, 250 per year.

Mr. Coon stated yes. Even the small portion takes away from needed projects.

Mayor Guthrie stated the City Manager was tasked with submitting a budget that fits all of Council's goals. He asked Mr. Coon if he felt this budget does that and does he think that a tax rate between B and C do that.

Mr. Coon that is correct. Staff worked to create a budget in line with Council's strategic plan and goals. Staff will work with whichever option Council decides. However, in his opinion, either Option A or Option B are the best options.

Mayor Guthrie asked to look at Richwood's tax rate history.

Mark Brown stated only in 2017 did the City adopt the effective tax rate.

Mayor Guthrie stated that he appreciates the residents that came to speak. However, with only 2 residents speaking on the budget, is it really the best interest of the City to head their recommendations. Do the majority of our residents feel the same way or are they not speaking because they are not opposed? The City needs more input from residents to help make an informed decision.

Mr. Brown stated he couldn't agree more to needing more input from residents. It is hard for a Council member to make decision without input. However, he feels that option A is taking those additional revenues and giving back to only those over 65. Would additional revenues provided in Option A be better suited to fund preventative maintenance? If the city is such in bad shape, let's figure out a plan to get us moving forward successfully.

Mayor Guthrie stated in the 16 years he has lived in the City. The City has never had staff with the financial background that is in place now. Council set the expectation in their strategic plan and we should follow it.

Mr. Brown asked where the compensation study falls in Council's Strategic plan.

Mayor Guthrie replied the compensation study started 2 years ago. Employees should be compensated well if the City wishes to retain quality employees.

Mr. Brown stated at his employment if he went to his supervisor and said this company pays my position "x" amount of dollars, so I believe you should pay me this as well, then his supervisor would likely ask him to come back when he has an offer to receive that "x" amount of dollars. So where does the compensation study fall in with Council's Strategic Plan.

Mike Johnson stated he believes it was brought up in the budget workshop and presented in the proposed budget.

Mike Johnson asked if staff felt Option A is exceeding expectations.

Mr. Coon stated Council would just need to decide how quickly we want to fix the problem. Option A would get us closer to where we want to be.

Mike Johnson asked if staff felt Option B is meeting the expectations in the Strategic Plan.

Mr. Coon stated it could, but that is difficult to address. We don't know exactly where the line is with equipment replacement because there has never been discussion on quickly Council would like to fund all the equipment replacement.

Mike Johnson asked if staff felt that Option C is meeting the expectation.

Mr. Coon stated he'd have to say no.

Further discussion was held on the tax rate.

Mike Johnson stated if the city did see additional revenues coming in from new houses, he would like to see exactly where that is going to be assigned. He would like to see it go to equipment replacement.

Mr. Coon stated that future strategic planning discussion can address that vision for future tax dollars.

Mr. Brown stated that is what strategic planning discussion is. You plan so that the City can assign monies accordingly.

Mr. Coon stated that is correct. Ideally we want to see a 3 to 5 year forecast to be able to plan accordingly. When he did projections in growth, he did not account for the Montessori school as it will likely not be built completely until 2019. So it is still one year out.

No further discussion was held.

ADJOURNMENT

There being no further business the meeting adjourned at 7:17 pm.

These minutes were read and approved on this 10th day of September, 2018.

Attest:

Mark Guthrie, Mayor

Giani Cantu, City Secretary

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
10.015102 - Contract Labor					
ACCOUNTEMPS	51442742	25813	Hours for Temp Employee to fill in for V	07/31/2018	1,020.00
ACCOUNTEMPS	51476033	25813	Hours for Temp Employee to fill in for V	08/13/2018	975.38
ACCOUNTEMPS	51524970	25813	Hours for Temp Employee to fill in for V	08/15/2018	1,020.00
ACCOUNTEMPS	51586772		Temp Employee	08/23/2018	975.38
ACCOUNTEMPS	51635892	25813	Temp Employee	08/31/2018	854.25
					\$4,845.01
10.015105 - Retirement					
ICMA-RC PLAN #307447	july18		plan#307447	08/15/2018	700.00
10.015115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18-		insurance	08/31/2018	30.00
10.015130 - Training & Travel					
BUSINESS CARD	5543286820020		membership luncheon	08/23/2018	30.00
CANTU, GIANI	073118		reimburse mileage to bank - july	07/31/2018	19.15
CANTU, GIANI	080318		mileage for seminar in grapevine	08/03/2018	338.66
CANTU, GIANI	august18		travel pay	08/16/2018	80.75
PACE, LINDA	august18		travel pay to FNBLJ	08/09/2018	21.26
					\$489.82
10.015201 - Food					
BUSINESS CARD	0531461820510		lunch for pelorus rep.	08/23/2018	38.90
BUSINESS CARD	2524780820400		pelorus training breakfast	08/23/2018	27.88
					\$66.78
10.015210 - Office Supplies					
DAHILL	in1704183		printer lease	08/23/2018	190.26
DAHILL	in1735520		printer lease	08/23/2018	190.26
					\$380.52
10.015225 - Books & Periodicals					
BUSINESS CARD	5531020819008		staff development reading material	08/23/2018	49.77
10.015240 - Expendable Operating Supplies					
BCOS OFFICE TECHNOLOGI	ar239438		copier	08/16/2018	61.69
BUSINESS CARD	0543684819210		postage	08/23/2018	100.00
BUSINESS CARD	5531020820208		council shirts	08/23/2018	243.00
BUSINESS CARD	5543286820220		stamps.com	08/23/2018	34.99
KEY, JASON	cor154		monthly hosted exchange mailbox	08/03/2018	289.00
OFFICE DEPOT	170632422001		coffee filters	07/25/2018	22.27
					\$750.95
10.015310 - Building & Grounds M&R					
C & S JANITORIAL SERVICES	29094		janitorial services august	08/01/2018	275.00
COASTAL POWER PRODUCT	15398		annual maint	08/16/2018	287.50
					\$562.50
10.015410 - Electricity					
TXU ENERGY	056076923655		electricity	08/23/2018	1,033.77
10.015420 - Telephone					
COMCAST	68142425		acct# 904897982	08/23/2018	83.20
SPRINT	677639496-012		acct# 677639496 062518-072418	07/28/2018	21.43
					\$104.63
10.015430 - Natural Gas					
CENTERPOINT ENERGY	august18---		acct# 10010690-5	08/06/2018	22.55
10.015550 - Information Technology Services					
P C CARE	81956		it services	08/31/2018	1,576.49
10.015570 - Attorney's Fees					
CORDOBA LAW FIRM. P.L.L.C	44314-44948		attorney fees June	06/30/2018	490.00
10.015580 - Auditor's Fees					
KENNEMER, MASTERS & LU	82607		completion of audit 2017	07/26/2018	14,702.50
10.015660 - Dues & Subscriptions					
BRAZORIA COUNTY HISPANI	2479		membership	08/06/2018	275.00
EXECUTECH UTAH, INC.	55633		office 365	08/23/2018	9.95
					\$284.95
10.015685 - Publishing & Advertising					
FACTS, THE	16596-0718		acct# 16596	08/15/2018	686.56
10.015935 - Equipment - Time Payments					
DE LAGE LANDEN FINANCIA	60024228		copier lease 071518-081418	07/21/2018	63.98
10.025115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18-		insurance	08/31/2018	20.00

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
10.025130 - Training & Travel					
CUSTER, CLIFTON	080318		mileage reimbursement	08/03/2018	72.22
10.025215 - Custodial Supplies					
BUSINESS CARD	0543684820010		bleach	08/23/2018	5.95
GULF COAST PAPER	1532573	25843	PAPERTOWELS FOR CITY HALL	08/15/2018	100.82
					\$106.77
10.025230 - Gas, Oil, & Lubricants					
BRAZOS RIVER FUELING	50024677		gasoline	08/22/2018	939.65
10.025240 - Expendable Operating Supplies					
AIRGAS USA, LLC	9954624368		acetylene and oxygen	06/30/2018	59.29
AIRGAS USA, LLC	9955305382		pole saw repair	08/16/2018	61.03
BUSINESS CARD	5543687821427		safety glasses, gloves and paint	08/23/2018	63.42
MCCOY'S BUILDING SUPPLY	1397502		duct tape and marking spray	08/16/2018	32.36
					\$216.10
10.025245 - Dump Charges					
WASTE CONNECTIONS OF T	1708822		acct# 5131-7714679-001	08/15/2018	608.40
10.025310 - Building & Grounds M&R					
BUSINESS CARD	5543286819920		paneling, insulation and vanity at publi	08/23/2018	975.63
BUSINESS CARD	5549967820579		drywall nails for service center breakro	08/23/2018	23.28
BUSINESS CARD	5554186820101		deposit for air nailer	08/23/2018	25.00
BUSINESS CARD	5554186820101		rental fee for air nailer	08/23/2018	14.39
BUSINESS CARD	5554186820501		air finish nailer rental fee	08/23/2018	113.13
EVR-GREEN	22236		landscape	08/16/2018	163.13
KILLUM PEST CONTROL	168848		pest control	08/16/2018	99.00
					\$1,413.56
10.025365 - Other Equipment M&R					
BROOKSIDE EQUIPMENT SA	wa27322		pole saw repair	08/16/2018	370.48
BUSINESS CARD	5550036820909		back hoe tire repair	08/23/2018	20.00
INDUSTRIAL CHEMICAL CLE	47060		Yearly Services on Dynafog Mosquito	08/16/2018	241.55
					\$632.03
10.025410 - Electricity					
TXU ENERGY	056076923655		electricity	08/23/2018	2,903.50
10.025420 - Telephone					
AT&T	august18		public works internet	08/22/2018	230.23
10.025430 - Natural Gas					
CENTERPOINT ENERGY	august18-		acct# 4785754-5	08/06/2018	40.10
10.025660 - Dues & Subscriptions					
BUSINESS CARD	5543286820120		membership	08/23/2018	14.06
10.025935 - Equipment - Time Payments					
FIRST NATIONAL BANK OF L	august18		loan # 966374	08/13/2018	2,212.90
10.035380 - Streets M&R					
VERNOR MATERIAL & EQUIP	inv0147637	25848	Crushed Limestone	08/23/2018	2,283.62
10.035385 - Drainage M&R					
BUSINESS CARD	5543687818726		boom rental	08/23/2018	170.08
10.045294 - Expenditures - Court Tech					
NETPROTEC LLC	999	25825	1 User @ \$295.00/Month for 4 Months	08/23/2018	295.00
10.055115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18-		insurance	08/31/2018	100.00
10.055130 - Training & Travel					
BUSINESS CARD	25536068201102		tcole event registration	08/23/2018	153.63
10.055190 - Uniforms					
MILLER UNIFORMS & EMBLE	116876		acct# 1152	08/13/2018	355.90
MILLER UNIFORMS & EMBLE	117873		uniforms	08/23/2018	581.87
					\$937.77
10.055210 - Office Supplies					
BCOS OFFICE TECHNOLOGI	ar238442		acct#c022	08/15/2018	59.69
10.055230 - Gas, Oil, & Lubricants					
BRAZOS RIVER FUELING	50024677		gasoline	08/22/2018	4,607.64
10.055240 - Expendable Operating Supplies					
BUSINESS CARD	0543684819150		dvd's	08/23/2018	86.88
10.055340 - Vehicle M&R					
YAKLIN BRAZOSPORT	332246		replace battery unit vin#7552	07/18/2018	147.95

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
YAKLIN BRAZOSPORT	333027		vehicle maint	08/15/2018	77.45
YAKLIN BRAZOSPORT	332310		vehicle maint	08/16/2018	1,680.62
YAKLIN BRAZOSPORT	332835		pest control	08/16/2018	1,248.75
YAKLIN BRAZOSPORT	332904		pest control	08/16/2018	395.48
YAKLIN BRAZOSPORT	333016		vehicle maint	08/16/2018	124.40
YAKLIN BRAZOSPORT	333159		vehicle maint	08/23/2018	45.05
YAKLIN BRAZOSPORT	333170		vehicle maint	08/23/2018	77.45
					\$3,797.15
10.055365 - Other Equipment M&R					
BUSINESS CARD	0543684819210		office supplies	08/23/2018	50.97
BUSINESS CARD	0543684819810		business card	08/23/2018	72.20
BUSINESS CARD	5530959821483		mirror adhesive	08/23/2018	3.99
					\$127.16
10.055420 - Telephone					
AT&T	9792652222363		dispatch phone line july	07/01/2018	327.81
AT&T	august18		acct# 979 265-2222 236 3 dispatch	08/23/2018	306.67
COMCAST	68142425		acct# 904897982	08/23/2018	208.04
VERIZON WIRELESS	9810074077		broadband	07/01/2018	303.92
VERIZON WIRELESS	9811935297		broadband	08/23/2018	303.94
					\$1,450.38
10.055550 - Information Technology Services					
PCCARE, INC.	81691		IT Services	07/06/2018	220.00
PCCARE, INC.	81751		IT Services	07/11/2018	286.00
PCCARE, INC.	81955		IT Services	08/23/2018	143.00
					\$649.00
10.055558 - Animal Control					
BUSINESS CARD	0543684819300		cat food	08/23/2018	20.99
10.055660 - Dues & Subscriptions					
TEXAS POLICE CHIEF'S ASS	1380		membership	07/27/2018	500.00
10.055935 - Equipment - Time Payments					
DE LAGE LANDEN FINANCIA	60018672		copier lease 071518-081418	07/21/2018	167.76
10.065115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18-		insurance	08/31/2018	20.00
10.065130 - Training & Travel					
BUSINESS CARD	8518244818998		training	08/23/2018	25.00
TCCA - GULF COAST CHAPT	august18		for Kirsten Garcia	08/15/2018	15.00
					\$40.00
10.065210 - Office Supplies					
DAHILL	in1704183		printer lease	08/23/2018	97.00
DAHILL	in1735520		printer lease	08/23/2018	97.00
OFFICE DEPOT	170631872001		self inking stamp	08/31/2018	26.99
QUILL CORPORATION	8361724		frame, paper, post it flags	07/06/2018	19.45
					\$240.44
10.065550 - Information Technology Services					
P C CARE	82105		it services	08/31/2018	214.50
10.065570 - Attorney's Fees					
CORDOBA LAW FIRM. P.L.L.C	44315		attorney fees June	06/30/2018	910.00
CORDOBA LAW FIRM. P.L.L.C	44949		attorney fees July	07/30/2018	1,203.45
					\$2,113.45
10.065660 - Dues & Subscriptions					
EXECUTECH UTAH, INC.	55633		office 365	08/23/2018	9.95
10.075340 - Vehicle M&R					
FLEET SAFETY EQUIPMENT,	525947	25842	FENIEX CANNON 120 HIDE-A-WAY	08/16/2018	69.00
FLEET SAFETY EQUIPMENT,	525947	25842	FENIEX CANNON 12 HIDE-A-WAY	08/16/2018	69.00
FLEET SAFETY EQUIPMENT,	525947	25842	FREIGHT	08/16/2018	20.00
FLEET SAFETY EQUIPMENT,	526103	25842	WEC ION T SERIES LINEAR DUO R/	08/16/2018	103.64
FLEET SAFETY EQUIPMENT,	526103	25842	WEC DUO LINEAR ION BLU/WHT S	08/16/2018	241.48
FLEET SAFETY EQUIPMENT,	526210	25842	WEC DUO THIN ION BLUE/WHT	08/16/2018	103.64
FLEET SAFETY EQUIPMENT,	526210	25842	WEC DUO LINEAR ION RED.WHT	08/16/2018	241.48
					\$848.24
10.075410 - Electricity					
TXU ENERGY	056076923655		electricity	08/23/2018	121.12
10.075420 - Telephone					
AT&T	august18-		acct# 979 265-8113 260 2	08/23/2018	126.26

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
COMCAST	august18		acct# 8777 70 180 0178847	08/01/2018	90.34
					\$216.60
10.075430 - Natural Gas					
CENTERPOINT ENERGY	august18--		acct# 8112241-8	08/06/2018	22.30
10.075566 - Contractural Services - Ambulance					
CITY OF CLUTE	august18-		ems fees for 3rd and 4th qtr	08/13/2018	37,500.00
10.085215 - Custodial Supplies					
GULF COAST PAPER	1545667		urinal block	08/31/2018	12.14
10.085310 - Building & Grounds M&R					
BUSINESS CARD	5543687818726		boom rental	08/23/2018	510.22
BUSINESS CARD	5549967820079		cts couplings	08/23/2018	21.87
BUSINESS CARD	5549967820679		pipe for park water service	08/23/2018	15.33
KILLUM PEST CONTROL	168858		pest control	08/16/2018	50.00
KILLUM PEST CONTROL	168859		pest control	08/16/2018	10.00
MCCOY'S BUILDING SUPPLY	1396940		coupling	08/15/2018	1.33
MIKE SORRELL TRUCKING &	6115		fill dirt for baseball field	08/16/2018	100.00
Y. TELLO FLOORCARE	703034		comm. bldg floor maint	08/22/2018	80.00
					\$788.75
10.085365 - Other Equipment M&R					
BUSINESS CARD	75191168190900		v-belt	08/23/2018	124.02
BUSINESS CARD	75191168213900		part for mower	08/23/2018	46.45
					\$170.47
10.085410 - Electricity					
TXU ENERGY	056076923655		electricity	08/23/2018	168.12
10.095115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18-		insurance	08/31/2018	10.00
10.105102 - Contract Labor					
MALONE, DON	august18		inspection ending 08/04/2018	08/04/2018	125.00
MALONE, DON	august18-		inspections ending 08/11/2018	08/23/2018	225.00
MALONE, DON	august18--		inspections ending 08/18/18	08/23/2018	550.00
MALONE, DON	AUGUST18---		inspection week ending 08/25/2018	08/31/2018	600.00
					\$1,500.00
10.105115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18-		insurance	08/31/2018	10.00
10.105230 - Gas, Oil, & Lubricants					
BRAZOS RIVER FUELING	50024677		gasoline	08/22/2018	251.33
10.105240 - Expendable Operating Supplies					
BCOS OFFICE TECHNOLOGI	ar239437		copier	08/16/2018	66.47
10.105340 - Vehicle M&R					
BUSINESS CARD	5548872820125		vehicle maint	08/23/2018	49.99
10.105595 - Professional Services					
BBG CONSULTING, INC.	1503		review of house plans	07/28/2018	170.00
PRD LAND DEVELOPMENT S	002		plan reviews	08/23/2018	2,550.00
					\$2,720.00
10.105630 - Insurance - Motor Vehicles					
BUSINESS CARD	8518412821090		drug testing	08/23/2018	85.00
10.105660 - Dues & Subscriptions					
BRAZORIA COUNTY TREASU	eng18-084	25770	Share cost of brazoria county storm w	08/23/2018	772.34
10.292131 - Federal W/H Payble					
INTERNAL REVENUE SERVIC	PR081518-4045		Federal Income Tax	08/15/2018	3,905.95
INTERNAL REVENUE SERVIC	PR083118-4045		Federal Income Tax	08/30/2018	3,905.81
INTERNAL REVENUE SERVIC	PR083118-4045		Federal Income Tax	08/31/2018	83.51
					\$7,895.27
10.292132 - Retirement Payable					
ICMA-RC PLAN #307447	july18		plan#307447	08/15/2018	298.88
ICMA-RC PLAN #307447	PR081518-5050		Def 457	08/15/2018	309.70
ICMA-RC PLAN #307447	PR083118-5050		Def 457	08/30/2018	318.66
ICMA-RC PLAN #706183	july18--		plan 706183	08/15/2018	50.00
ICMA-RC PLAN #706183	PR081518-5054		Roth IRA	08/15/2018	50.00
ICMA-RC PLAN #706183	PR083118-5054		Roth IRA	08/30/2018	50.00
TEXAS MUNICIPAL RETIREM	PR073118-OFFS		To offset system w/h INV paid w manu	07/31/2018	-7,137.37
TEXAS MUNICIPAL RETIREM	august18		retirement	08/13/2018	13,987.10
					\$7,926.97

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
10.292133 - Facility Rental Deposits					
BEYER, GUADLUPE	AUGUST18		PAVILION DEPOSIT REFUND	08/31/2018	100.00
CAMACHO, MARGIE	072618		REFUND DEPOSIT OF BUILDING 07	07/26/2018	100.00
DELEON, STEPHANIE	AUGUST18		pavilion deposit refund	08/23/2018	100.00
FAMILY LIFE CHURCH	august18		pavilion deposit refund	08/23/2018	100.00
GRAY, WENDY	august18		pavilion deposit refund	08/23/2018	100.00
INGRAM, DARREN	august18		pavilion deposit refund	08/23/2018	100.00
JIMENEZ, ISABEL	072618		CANCELLATION - REFUND DEPOSI	07/26/2018	100.00
KOPYCINSKI, TRACY	august18		comm bldg deposit refund	08/31/2018	100.00
LEYVA, JAVIER	august18		building deposit refund	08/23/2018	100.00
MALDONADO, ALEJANDRA	072618		REFUND DEPOSIT FOR PAVILION 0	07/26/2018	100.00
MURIEL, DAMARIS	AUGUST18		PAVILION DEPOSIT REFUND	08/31/2018	100.00
ONTIVEROS, ROSALINDA	AUGUST		PAVILION DEPOSIT REFUND	08/31/2018	100.00
PERRY, RACHELLE	AUGUST18		PAVILION DEPOSIT REFUND	08/31/2018	100.00
PERRY, SARAH	august18		pavilion deposit refund	08/23/2018	100.00
RODRIGUEZ, MARITZA	AUGUST18		COMM. BLDG DEPOSIT REFUND	08/31/2018	100.00
STAHL, KARIAHN	AUGUST18		COMM. BLDG DEPOSIT REFUND	08/31/2018	100.00
					\$1,600.00
10.292135 - Blue Santa Program Payable					
CAMERON, DONALD	august18		Blue Santa Scholarship	08/13/2018	500.00
RESTER, DANIEL	august18		Blue Santa Scholarship	08/13/2018	500.00
					\$1,000.00
10.292136 - Insurance Payable					
AFLAC INSURANCE	PR081518-3703		AFLAC Non-Taxable	08/15/2018	14.03
10.292138 - Child Support Payable					
OFFICE OF ATTORNEY GENE	PR081518-5136		Child Support	08/15/2018	343.50
OFFICE OF ATTORNEY GENE	PR083118-5136		Child Support	08/30/2018	343.50
					\$687.00
10.292140 - Municipal Court Costs					
OMNIBASE SERVICES OF TE	218-111020		ps id# 111020	08/15/2018	90.00
PERDUE, BRANDON, FIELDE	ivc00041661		attorney fees for fine collection	08/15/2018	374.70
					\$464.70
10.292144 - Social Security Payable					
INTERNAL REVENUE SERVIC	PR081518-4045		Social Security Tax	08/15/2018	37.20
INTERNAL REVENUE SERVIC	PR081518-4045		Medicare Tax	08/15/2018	1,379.32
INTERNAL REVENUE SERVIC	PR083118-4045		Medicare Tax	08/30/2018	1,382.94
INTERNAL REVENUE SERVIC	PR083118-4045		Social Security Tax	08/30/2018	37.20
INTERNAL REVENUE SERVIC	PR083118-4045		Medicare Tax	08/31/2018	45.34
					\$2,882.00
10.294118 - Municipal Building Rentals					
JIMENEZ, ISABEL	072618		CANCELLATION - REFUND DEPOSI	07/26/2018	110.00
10.294801 - 210 Developers 380 Rebate					
BRAZOS RESERVE LLC	august18		rebate	08/15/2018	147,103.39
10.294802 - Crawford Furniture 380 Rebate					
CRAWFORD'S FURNITURE &	august18		reimbursement of 2017 taxes	08/23/2018	7,237.54
13.525930 - Equipment					
INDUSTRIAL CHEMICAL CLE	47060		Replacing Unit Lost in Richwood PW T	08/16/2018	1,075.00
20.615102 - Contract Labor					
GREEN, DENISE	august18		contract labor for july	08/23/2018	200.00
REYES, ADAN	028059		flowerbed maintenance	07/28/2018	275.00
REYES, ADAN	028060		flowerbed maintenance	08/23/2018	275.00
REYES, ADAN	august18		lawn maint for 08/27/2018	08/31/2018	275.00
					\$1,025.00
25.405382 - Sidewalks M&R					
MATULA & MATULA CONSTR	2011-1812	25844	REPLACE 40 LINEAR FEET OF SIDE	08/31/2018	8,121.90
30.215115 - Hospitalization					
AUL AMERICAN UNITED LIFE	august18		insurance	08/31/2018	40.00
30.215130 - Training & Travel					
CUSTER, CLIFTON	080318a		mileage reimbursement	08/03/2018	72.21
TYNER, LAURA	AUGUST18		mileage for training travel	08/31/2018	31.61
					\$103.82
30.215210 - Office Supplies					
CLUTE POSTMASTER	august18		postage for late notices	08/13/2018	96.25
CLUTE POSTMASTER	august18-		postage for utility bills	08/27/2018	375.55

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
DAHILL	in1704183-		printer lease	08/23/2018	103.26
DAHILL	in1735520-		printer lease	08/23/2018	103.26
					\$678.32
30.215220 - Tools					
BUSINESS CARD	5531020820820		schedule 40 pipe	08/23/2018	313.85
MCCOY'S BUILDING SUPPLY	1396966		galvanized piping	08/15/2018	47.34
					\$361.19
30.215230 - Gas, Oil, & Lubricants					
BRAZOS RIVER FUELING	50024677-		gasoline	08/22/2018	939.67
30.215240 - Expendable Operating Supplies					
BCOS OFFICE TECHNOLOGI	ar239437-		copier	08/16/2018	66.46
BUSINESS CARD	5543687821427		safety glasses	08/23/2018	63.42
MID-AMERICAN RESEARCH	0641827-in		gloves	08/15/2018	37.55
UNITED SYSTEMS TECHNOL	usti-003562		cust id# 1124859	07/31/2018	12.88
					\$180.31
30.215270 - Chemicals					
DXI INDUSTRIES, INC.	de05005324-18		chlorine	06/30/2018	10.00
DXI INDUSTRIES, INC.	de05005325-18		chlorine	06/30/2018	30.00
DXI INDUSTRIES, INC.	de05004766-18		cust# 05082300	08/15/2018	40.00
DXI INDUSTRIES, INC.	de05005326-18		customer # 05944300	08/15/2018	30.00
DXI INDUSTRIES, INC.	de05005365-18		cust# 05955800	08/15/2018	10.00
DXI INDUSTRIES, INC.	055013558-18		chlorine cylinder	08/22/2018	568.51
DXI INDUSTRIES, INC.	055013560-18		chlorine cylinder	08/22/2018	118.78
DXI INDUSTRIES, INC.	055013599-18		chlorine cylinder	08/22/2018	118.78
DXI INDUSTRIES, INC.	de05005697-18		chlorine	08/22/2018	40.00
DXI INDUSTRIES, INC.	de05006218-18		chlorine	08/22/2018	10.00
DXI INDUSTRIES, INC.	de05006219-18		chlorine	08/22/2018	30.00
DXI INDUSTRIES, INC.	de05006220-18		chlorine	08/22/2018	30.00
DXI INDUSTRIES, INC.	de05006259-18		chlorine	08/22/2018	10.00
HACH COMPANY	11034391	25839	Total Chlorine Gel Calibration Standar	08/23/2018	260.40
					\$1,306.47
30.215310 - Building & Grounds M&R					
COASTAL POWER PRODUCT	15399		annual maint	08/16/2018	562.50
30.215340 - Vehicle M&R					
BUSINESS CARD	5530959818883		relay	08/23/2018	23.64
30.215390 - Water Lines M&R					
BRAZORIA COUNTY WATER	august18		water sample test	08/15/2018	105.00
BUSINESS CARD	5544641820708		Splashpad Repair	08/23/2018	73.07
BUSINESS CARD	5544641819408			08/24/2018	44.53
BUSINESS CARD	5544641819408		credit for invoice# 5544641819408168	08/24/2018	-43.67
COASTAL POWER PRODUCT	15400		generator repair at wp @ creekwood I	08/22/2018	377.06
CORE & MAIN	j159004		acct# 051648	07/24/2018	1,000.00
CORE & MAIN	j173798		water line supplies	08/15/2018	333.96
CORE & MAIN	j284621		pipe	08/22/2018	1,198.56
TEXAS DEPT. OF STATE HEA	august18		acct# cen.cd0158_062018	08/15/2018	110.24
					\$3,198.75
30.215392 - Sewer Lines M&R					
BUSINESS CARD	5544641819108		wisteria sewer tap	08/23/2018	17.50
BUSINESS CARD	5544641819108		wisteria sewer tap	08/23/2018	66.19
BUSINESS CARD	5544641819408		sewer tap	08/23/2018	112.99
BUSINESS CARD	5544641820808		material for sucess sewer repair	08/23/2018	12.51
BUSINESS CARD	5549967819479		mahan sewer tap	08/23/2018	36.75
BUSINESS CARD	5549967819779		sewer tap on mahan	08/23/2018	22.18
HAHN EQUIPMENT CO., INC	101883	25806	Replacement pump for lift 4	08/16/2018	8,872.00
HAHN EQUIPMENT CO., INC	101961	25829	Rebuild on 10hp submersable pump	08/22/2018	6,848.64
PENNEY'S ELECTRIC	18552b	25794	Lift station #3 electrical repairs	08/28/2018	5,000.00
					\$20,988.76
30.215410 - Electricity					
TXU ENERGY	056076923655-		electricity	08/23/2018	3,330.46
30.215420 - Telephone					
AT&T	august18		acct# 409 116-6137 345 6	07/21/2018	811.99
COMCAST	68142425-		acct# 904897982	08/23/2018	41.60
SPRINT	677639496-012a		acct# 677639496 062518-072418	07/28/2018	21.43
					\$875.02
30.215430 - Natural Gas					
CENTERPOINT ENERGY	august18		natural gas	08/07/2018	50.59

**City of Richwood
Payment Approval**

Vendor	Invoice No.	PO Number	Description	Date	Amount
30.215505 - Lease expense					
CITY OF CLUTE	AUGUST18		transmission line lease for 3rd and 4th	08/01/2018	68,849.50
30.215660 - Dues & Subscriptions					
EXECUTECH UTAH, INC.	55633-		office 365	08/23/2018	9.95
30.215935 - Equipment - Time Payments					
DE LAGE LANDEN FINANCIA	60024228a		copier lease 071518-081418	07/21/2018	331.17
30.215990 - Sewage Treatment Plant					
CITY OF CLUTE	august18--		pest control	08/16/2018	26,212.17
CITY OF CLUTE	august18---		3rd qtr wastewater	08/22/2018	82,090.67
					\$108,302.84
30.215994 - Solide Waste Charges					
WASTE CONNECTIONS OF T	1708823		residential trash	08/15/2018	21,453.99
30.215995 - Brazosport Water Authority					
BRAZOSPORT WATER AUTH	07-0450	25733	Water Consumption	08/15/2018	22,219.25
30.255970 - Certificates of Obligation Series 2011					
BB&T GOVERNMENTAL FINA	9943000600000		CO Series 2011 Principal payment	07/20/2018	41,670.00
30.301230 - Utility Receivables					
COLDWELL BANKER	Refund: 1193000		Refund: 11930004 - COLDWELL BAN	08/31/2018	28.38
HENDERSHOT, EDWARD	Refund: 6002310		Refund: 60023100 - HENDERSHOT,	08/30/2018	83.10
Provenzano Properties	Refund: 7004100		Refund: 70041003 - Provenzano Prop	08/24/2018	50.78
					\$162.26
30.302132 - Retirement Payable					
TEXAS MUNICIPAL RETIREM	august18-		retirement	08/13/2018	2,557.79
30.302136 - Insurance Payable					
COMBINED INSURANCE CO.	507808/081018		insurance	08/03/2018	74.48
30.302138 - Child Support Payable					
OFFICE OF ATTORNEY GENE	PR073118		ID# 001208972154662 Child Support/	07/31/2018	343.50
40.505992 - CO Series 2011 Refunding					
BB&T GOVERNMENTAL FINA	9943000600000		CO Series 2011 Principal payment	07/20/2018	66,886.00
50.545915 - Capital Expenditures					
PELORUS METHODS INC.	5108	25807	Conversion, Implementation & Trainin	07/27/2018	20,897.00
PELORUS METHODS INC.	5108	25807	software and support august - septem	07/27/2018	1,667.00
XPRESS BILL PAY	34895		to fix voided check # 38303 that was a	08/01/2018	2,570.70
					\$25,134.70
70.775190 - Uniforms					
RMA ARMAMENT, INC	133	25845	CONDOR KIT (BLACK)	08/22/2018	3,541.30
RMA ARMAMENT, INC	133	25845	SIDE PLATE	08/22/2018	1,960.00
RMA ARMAMENT, INC	133	25845	CUSTOM POLICE PATCHES	08/22/2018	168.00
					\$5,669.30
70.785298 - Weapons & Ammunition					
G.T. DISTRIBUTORS	inv0672146	25817	Glock 22 40 Gen IV Pistol Fixed Sight	08/16/2018	4,998.00
G.T. DISTRIBUTORS	inv0672146	25817	Freight	08/16/2018	20.00
					\$5,018.00
					\$688,073.29

Authorized By

Date

Authorized By

Date

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Approve Interlocal with Brazoria County for annual road and bridge maintenance

This is the annual road and bridge maintenance interlocal with Brazoria County.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Approve Contract with Kennemer, Master & Lunsford for FY 17-18

This is the annual audit contract. Kennemer, Master & Lunsford is a reputable company located in nearby Lake Jackson. They have been the city's long standing auditing firm and do a great job. Staff is recommending we renew and have them complete our FY17-18 audit.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Approve Contract with Brazoria County Clerk for Bond Election Nov 6, 2018

This is the contract for November Bond Election. Brazoria County Clerk handles all of our elections.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 10, 2018

Subject: 2019 Holiday Schedule

HOLIDAYS

Per City Personnel Policy, the previously approved City holidays are as follows:

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Friday after Thanksgiving
Christmas Eve
Christmas Day

Those holidays falling when an Employee is entitled to be paid for will not be charged as a vacation day to the Employee. Should the date of any official holiday fall on a Saturday, the holiday will be taken on the preceding Friday. If the official holiday falls on a Sunday, the following Monday will be observed as the holiday. The official holiday list for the City of Richwood will be provided to all employees.

Staff is recommending no changes to the approved holidays.

Holidays for 2019

New Year's Day	Tuesday	January 1, 2019
Martin Luther King	Monday	January 21, 2019
Presidents Day	Monday	February 18, 2019
Good Friday	Friday	April 19, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Veteran's Day	Monday	November 11, 2019
Thanksgiving Day	Thursday	November 28, 2019
Day after Thanksgiving	Friday	November 29, 2019
Christmas Eve	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss and consider approving interlocal agreement concerning certain insurance coverages with Harding Condley Drawert Tinch (HCDT) Insurance Agency

After reviewing our options for workers' compensation and liability insurance, staff is recommending that we switch to Travelers Insurance. Some of the pricing on specific policies are higher with one or the other; however, Travelers provides a lower total cost than TML with double the coverage.

City of Richwood - Revised

The information provided is a summary only and is not intended to fully convey all of the policy coverages or exclusions

Expiring TMLIRP

Workers Compensation Coverage

General Liability

Law Enforcement

Errors and Omissions (E&O)

Public Entity Management Liability

Public Entity Employment Practices Liability

Employee Benefits Liability

Auto Liability

Auto Physical Damage

Cyber Liability

Umbrella Coverage (Over All Liability)

Total All Lines

Total All Lines with Umbrella

Difference from Expiring

Key Differences

Higher Limits

Overall Better Deductibles

3 Separate Limits of Coverage for E&O

Travelers

Contribution	Limit	Deductible Retention
\$ 15,194		
\$ 1,876	\$1M/\$2M	Zero
\$ 5,889	\$1M/\$2M	\$ 2,500
Included Below	Included Below	Included Below
\$ 1,506	\$1M/\$2M	\$ 2,500
\$ 2,450	\$1M/\$2M	\$ 2,500
\$ 188	\$1M/\$3M	\$ 1,000
\$ 19,005	\$1M	Zero
\$ 5,925	schedule	\$ 1,000
\$ 815	Various	Various
\$ 2,393	\$1M	10,000
\$ 52,848		
\$ 55,241		
\$ 4,417		



A Commercial Insurance Proposal for:

CITY OF RICHWOOD

Effective Date: 10/01/2018

Expiration Date: 10/01/2019

Prepared For: HCDT Insurance Agency

Date of Proposal:
Print Date: 09/06/18

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL/QUOTE. THIS IS NOT A COMPLETE LISTING OF ALL THE ENDORSEMENTS INCLUDED IN YOUR POLICY. IN ADDITION TO THE POLICY ENDORSEMENTS OUTLINED IN THIS PROPOSAL/QUOTE, ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS MAY INCLUDE ADDITIONAL ENDORSEMENTS, INCLUDING STATE-MANDATED ENDORSEMENTS, THAT MAY AFFECT COVERAGE. HOWEVER, ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL/QUOTE HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS PROPOSAL/QUOTE CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TRAVELERS REPRESENTATIVE.

THIS PROPOSAL/QUOTE DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.

Unless accepted, the offer(s) of insurance contained in this proposal expire(s) automatically fifteen days after the proposal date referenced on the cover page of this proposal.

Account Team

Account Executive — Overall Account Coordinator

Daniel B Brietske (210)525-3918
DBRIETSK@travelers.com

Account Manager — Policy and Billing Services

Kelli Gleich (210)527-2848
KGLEICH@travelers.com

To report, ask a question or discuss a claim please call 1-800-238-6225. A Claim Customer Service Representative is available 24 hours a day, 7 days a week to take the first notice of loss or provide assistance on any existing claim.

About Travelers

Travelers (NYSE: TRV) is a leading provider of property casualty insurance and surety products and of risk management services to a wide variety of businesses, other organizations and to individuals. The company reported 2014 revenues of \$27 billion and total assets of \$103 billion.

Our products are distributed primarily through U.S. independent insurance agents and brokers. Travelers is the second largest writer of personal insurance through independent agents. The company also has offices in the U.K., Ireland, and Canada. Travelers has about 30,000 employees worldwide. For more information, visit www.travelers.com.

Financial Strength

The financial strength of an insurance company is understandably important to its policyholders. Independent services, such as A.M. Best, Standard & Poor's and Moody's, have consistently given high ratings to our claim-paying ability and financial strength.

The independent financial strength ratings, which reflect the Travelers claims-paying ability, are as follows:

A.M.Best	A++	(A++ is the highest of 16)
Standard & Poor's	AA	(AA is the 3rd highest of 21)
Moody's	'Aa2	(Aa2 is the 3rd highest of 21)

It is the policy of Travelers to comply with all applicable federal, state and local fair employment laws. In addition, Travelers files appropriate EEO-1 reports and voluntarily subscribes to the principles of affirmative action.

Public Sector Expertise

Travelers is the leading provider of property and casualty insurance for public entities. It's a position we've worked hard to earn by building lasting relationships and strong foundations in communities across the country. With our expertise, years of hands-on experience and outstanding financial strength and stability, clients count on us to deliver thoughtfully designed, tailored insurance coverages and risk management solutions for the exposures they face.

Our underwriting, risk control and claim teams work exclusively with public entities. Travelers has impressive capabilities to serve the needs of the market. We're proud to offer:

- Package products for municipalities, counties, water and sewer districts and other selected special districts. For these segments, we deliver a menu of customized offerings and solutions – including property, liability, auto and professional coverages – designed specifically for local governments;
- Large public entity property business – including schedules in excess of \$250 million total insured values – for the segments listed above as well as for schools, excess property and assumed reinsurance.

The team at Travelers takes the time to understand issues affecting local government. They analyze current risks, anticipate those customers may face in the future and create flexible solutions to manage both.

UNDERWRITING

Our underwriters stay abreast of public affairs, as well as evolving legal and social issues. We develop balanced solutions to meet each customer's unique situation and work with agents and brokers to customize the most effective plan for our clients.

CLAIM SERVICES

When it comes to claim handling, one size doesn't fit all. Travelers has claim professionals dedicated to handling claims for public entities. They understand state-specific issues and have extensive knowledge of the immunities and special defenses afforded to public entities. In addition, Travelers retains defense counsel who specializes in representing public entities and understand the complexity of public entity legislation.

RISK CONTROL SERVICES

Travelers risk control consultants work exclusively with public entity clients. These risk control professionals are dedicated to understanding a customer's unique operations, risks and issues. The value-added risk management programs, seminars and personalized service plans offered by Travelers help prevent losses and reduce overall costs for public entities.

Risk Control Services

Travelers offers risk control resources that have a proven impact on preventing losses and reducing overall costs for public entities. These resources have been developed for public entity clients to address issues related to general liability, vehicle safety, property protection, law enforcement liability and employment practices liability.

Our goal is to provide public entities with resources to reduce loss-related expenses and enhance delivery of public services. These risk control resources respond to historical losses experienced by public entities and align with "best practices" for government entities, as advocated by the Public Risk Management Association (PRIMA) and the International City/County Management Association (ICMA).

When you select Travelers as your insurance carrier, you will have access to a wealth of risk control resources, including, but not limited to:

- The Public Sector Risk Control Seminars: The value-added risk management programs, seminars and training sessions offered by Travelers help prevent losses and reduce overall costs for public entities.
- Travelers Web Site: As a policyholder, you will have access to our Risk Control Web-site. You will be able to immediately download risk control materials, or order them from our products database. In addition, the site provides a pathway to register for our Safety Academy courses ... <http://www.travelers.com/riskcontrol>
- Public Sector Risk Control Answer Line: Have a technical question about a risk control issue? Use the Travelers Public Sector Answer Line. Clients can direct their specific risk control questions to the Answer Line for advice and information. [Ask Risk-Control@Travelers.com](mailto:Ask-Risk-Control@Travelers.com).
- Employment Practices Liability Risk Management Resources: Our EPL resources include:
 - 1) Free access to an Internet-based resource site with a wealth of employment practices information including emerging issues in employment law, sample handbook, best practices for policies and procedures, articles, searchable library and much more:
 - 2) 800# Hotline for free general guidance from an attorney who specializes in employment law and can answer questions about workplace concerns.
 - 3) Hundreds of vendor web-based risk management training courses which are available from any computer with internet access, anytime 24/7. Travelers clients simply set up an account with the vendor and receive a 15% discount off retail pricing. Additional volume discounts are applied on purchases of \$1,000 or more.
- CyberFirst: eRisk Hub is a private web based portal containing information and technical resources that can assist in the prevention of network, cyber and privacy events and provide timely support if an incident occurs.
- In the Public Interest Newsletter: Each issue of this newsletter addresses risk control concerns for general liability, vehicle operations and employment practices. The newsletter also features risk control and risk management information to minimize the frequency and severity of losses.

At Travelers, we are dedicated to meeting our public entity clients' risk management and risk control needs. We are pleased to offer you these valuable risk control resources as a part of this insurance proposal.

General Liability – Occurrence

Option 1

Coverage	Limit
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Liability Any One Person or Organization Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
The following limits apply:	
Damage to Premises Rented to You Limit (Any One Premises)	\$50,000
Medical Expense Limit (Any One Person)	Excluded
Sewage Back-Up Limit	\$100,000
Failure To Supply Limit	\$100,000

Statutory Cap Limits Of Insurance Endorsement

Texas Each Person Statutory Cap Limit	\$250,000
Texas Each Occurrence Statutory Cap Limit	\$500,000
Texas Property Damage Statutory Cap Limit	\$100,000

Consult Policy for Actual Terms and Conditions



Page 8

Date of Proposal:

Print Date: 09/06/18

General Liability – Occurrence

AMENDMENTS

PUBLIC ENTITIES XTEND ENDORSEMENT

MOBILE EQUIPMENT REDEFINED - PUBLIC ENTITIES

AMENDMENT OF COVERAGE B - PERSONAL AND ADVERTISING INJURY LIABILITY

AMENDMENT - POLLUTION EXCLUSION

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

EMPLOYMENT-RELATED PRACTICES EXCLUSION

EXCLUSION - ASBESTOS

EXCLUSION - INJURY TO VOLUNTEER FIREFIGHTERS

EXCLUSION - LAW ENFORCEMENT ACTIVITIES OR OPERATIONS

COVERAGE C - MEDICAL PAYMENTS EXCLUSION

EXCLUSION - EMPLOYEES AND VOLUNTEER WORKERS AS INSURED FOR CERTAIN BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE

EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION

EXCLUSION - UNSOLICITED COMMUNICATIONS

EXCLUSION - WAR

EXCLUSION - PUBLIC USE OF PRIVATE PROPERTY

FUNGI OR BACTERIA EXCLUSION - WITH LIMITED EXCEPTION FOR BACTERIA IN SEWAGE BACK-UP

EXCLUSION - DISCRIMINATION

EXCLUSION - PROFESSIONAL HEALTH CARE SERVICES - PUBLIC ENTITIES

EXCLUSION - VIOLATION OF CONSUMER FINANCIAL PROTECTION LAWS

EXCLUSION - LEAD

EXCLUSION - NUCLEAR ENERGY LIABILITY

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

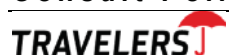
AMENDMENT OF BODILY INJURY DEFINITION

AMENDMENT OF PROPERTY DAMAGE DEFINITION

AMENDMENT - NON CUMULATION OF EACH OCCURRENCE LIMIT OF LIABILITY AND NON CUMULATION OF PERSONAL AND ADVERTISING INJURY LIMIT

AMENDMENT - OTHER INSURANCE CONDITION AND MEANING OF OTHER INSURANCE, OTHER INSURER, AND INSURER

AMENDMENT OF CONTRACTUAL LIABILITY EXCLUSION - EXCEPTION FOR DAMAGES ASSUMED

Consult Policy for Actual Terms and Conditions

IN AN INSURED CONTRACT APPLIES ONLY TO NAMED INSURED

AMENDMENT OF SUPPLEMENTARY PAYMENTS - TAXED COSTS AND APPEAL BONDS

PROFESSIONAL HEALTH CARE & SOCIAL SERVICES LIABILITY COVERAGE - DESIGNATED
PROFESSIONALS - PUBLIC ENTITIES APPLIES WHEN "YES" IS INDICATED BELOW:

NURSES	NO	PARAMEDIC / EMT	NO
JAIL NURSES	NO	SOCIAL SERVICES	NO
CORONER	NO		

Gross Premium

\$1,876

*Consult Policy for Actual Terms and Conditions***TRAVELERS** *Page 10**Date of Proposal:**Print Date: 09/06/18*

General Liability

Features & Benefits

Coverage

Coverage features include:

- Reasonable Force Property Damage – Exception to Expected Or Intended Injury Exclusion;
- Owned Watercraft Less Than 25 Feet - Exception to Aircraft, Auto Or Watercraft Exclusion;
- Damage to Premises Rented to You – Exception to Damage To Property Exclusion;
- Good Samaritan Services Coverage;
- Unintentional Omission will not prejudice rights under insurance;
- Blanket Waiver of Subrogation.
- Non-Owned Watercraft 50 Feet Long or Less – Exception to Aircraft, Auto Or Watercraft Exclusion;
- Aircraft Chartered With Pilot - Exception to Aircraft, Auto Or Watercraft Exclusion;
- Increased Supplementary Payments For Bail Bonds;
- Contractual Liability – Railroads;
- Knowledge and Notice of Occurrence or Offense;

Pollution Coverage – broadening endorsement includes coverage for bodily injury and property damage arising out of certain discharges or releases of pollutants caused by:

- Pesticide, herbicide, fungicide or fertilizer application;
- Chlorine, sodium hypochlorite or any other chemical use in sewage treatment, water purification or swimming pool maintenance;
- Use of substances in providing, or training for, fire-fighting or emergency response services. ; or
- Sewage back-up into a building from any named insured's sewage treatment facility or sanitary sewer.

Who Is an Insured

- Public Entity
- Elected or Appointed Officials
- Board Members
- Employees and Volunteer Workers
- Owners, Managers or Lessors of Premises
- Lessors of Equipment
- Watercraft Users

Other

- Your Law Enforcement Activities or Operations, including jail premises, are excluded. Coverage may be available under the Law Enforcement Liability agreement.
- Employment-related practices are excluded. Coverage may be available under the Employment-Related Practices Liability - Claims-Made agreement.

Consult Policy for Actual Terms and Conditions



Page 11

Date of Proposal:

Print Date: 09/06/18

Employee Benefits Liability – Claims Made

Option 1

Coverage	Limit
Aggregate Limit	\$3,000,000
Each Employee Limit	\$1,000,000

DEDUCTIBLES

The following deductibles (Loss Only) apply:

Each Employee Deductible (Loss Only)	\$1,000
Retroactive Date:	10/01/2008

Gross Premium	\$188

Features & Benefits**Coverage Form**

This coverage form is designed to provide coverage for damages that the insured is legally obligated to pay because of a negligent act, error or omission committed in the administration of the named insured's employee benefit program, as that term is defined in the coverage form. Administration includes counseling employees, including their dependents and beneficiaries, with respect to the employee benefit program and handling records in connection with the employee benefit program.

Who Is an Insured

- Public Entity
- Employees

Consult Policy for Actual Terms and Conditions



Page 12

Date of Proposal:

Print Date: 09/06/18

Law Enforcement Liability – Occurrence

Option 1

Coverage	Limit
Aggregate Limit	\$2,000,000
Each Wrongful Act Limit	\$1,000,000

Statutory Cap Limits Of Insurance Endorsement

Texas Each Person Statutory Cap Limit	\$250,000
Texas Bodily Injury And Personal Injury Statutory Cap Limit	\$500,000
Texas Property Damage Statutory Cap Limit	\$100,000

DEDUCTIBLES

Deductibles apply to damages & defense expenses unless required otherwise by state regulation.

The following deductible (Damages and Defense Expenses) applies:

Each Wrongful Act Deductible - Damages and Defense Expenses	\$2,500

AMENDMENTS

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

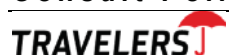
AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE -UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

AMENDMENT OF LAW ENFORCEMENT ACTIVITIES OR OPERATIONS

FUNGI OR BACTERIA EXCLUSION

Gross Premium	\$5,889

Consult Policy for Actual Terms and Conditions



Page 13

Date of Proposal:

Print Date: 09/06/18

Law Enforcement Liability

Features & Benefits

Coverage

This coverage is designed to cover the premises and operations exposures and the professional liability of law enforcement agencies, including your jail operations. It covers amounts any insured is legally required to pay as damages for covered bodily injury, property damage or personal injury that is caused by a wrongful act committed by you or on your behalf while conducting law enforcement activities or operations. Wrongful act is defined as any act, error or omission. Insurance applies to:

- Bodily Injury, Personal Injury and Property Damage;
- Injury caused by electric mobility devices not subject to compulsory/financial responsibility law;
- Injury due to the use of mace, pepper spray or tear gas;
- Mental Anguish, Emotional Distress;
- Violation of Civil Rights protected under any federal, state or local law;
- Authorized Moonlighting;
- Canine & Equine Exposures;
- False Arrest, Detention or Imprisonment;
- False or Improper Service of Process;
- Mutual Aid Agreements.

Who Is an Insured

- Public Entity
- Elected and Appointed Officials, Executive Officers and Directors
- Employees
- Volunteer Workers
- Legal Representatives

Other

- Pay on behalf of basis (Deductible Options Only).
- Duty to defend claims and suits even if allegations are groundless, false, or fraudulent (Deductible Options Only).
- Additional Supplementary Payment of \$25,000 for physical damage to personal property of others that is in a person's possession at the time of arrest and in the care, custody or control of an insured at the time of damage (Deductible options only).
- Damages include plaintiff's attorney fees if awarded or paid in settlement.
- Defense outside limits.
- Defense obligation for criminal, dishonest, fraudulent or malicious wrongful act allegations provided until it has been admitted or determined in a legal proceeding that such wrongful act was committed by that insured or with consent or knowledge of that insured.
- Contractual Liability Exclusion does not apply to injury or damage if insured would have liability for damages even without the contract.
- Professional Health Care Services Exclusion does not apply to providing first aid or to certain services performed by non-medical staff.
- Coverage for jail nurses providing professional health care services can be added by endorsement.
- Limits not reduced by payment of deductible or self-insured retention.

Consult Policy for Actual Terms and Conditions



Page 14

Date of Proposal:

Print Date: 09/06/18

Public Entity Management Liability – Claims Made

Option 1

Coverage	Limit
Aggregate Limit	\$2,000,000
Each Wrongful Act Limit	\$1,000,000
Retroactive Date:	10/01/2008

DEDUCTIBLES

Deductibles apply to damages & defense expenses unless required otherwise by state regulation.

The following deductible (Damages and Defense Expenses) applies:

Each Wrongful Act Deductible - Damages and Defense Expenses	\$2,500

AMENDMENTS

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

AMENDMENT OF NETWORK AND INFORMATION SECURITY WRONGFUL ACT DEFINITION

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

AMENDMENT OF LAW ENFORCEMENT ACTIVITIES OR OPERATIONS DEFINITION

LIMITED SPECIAL EXPENSES COVERAGE - KEY EMPLOYEES

Limited Special Expenses Aggregate Limit - Key Employees	\$25,000

Limited Special Expenses Participation Percentage - Key Employees	10%

The Following Are Excluded When "Yes" Is Indicated Below. If "No" Is Indicated, An Amendment And/Or Manuscript Endorsement May Be Required.

Yes Airport	Yes Transit Authorities
Yes Health Care Facilities: Clinics	Yes Gas Utilities
Yes Health Care Facilities: Hospital	Yes Electric Utilities
Yes Health Care Facilities: Blood Banks	Yes Housing Authorities
Yes Health Care Facilities: Nursing Homes	Yes Schools or School Districts
Yes Health Care Facilities: Rehabilitation Facilities	Yes Joint Powers Authority
Yes Port Authorities	

Gross Premium	\$1,506

Consult Policy for Actual Terms and Conditions

TRAVELERS 

Page 15

Date of Proposal:

Print Date: 09/06/18

Public Entity Management Liability

Features & Benefits

Coverage

This coverage is designed to cover damages any insured is legally required to pay for covered loss that is caused by a wrongful act committed while conducting duties by or on behalf of a public entity or its boards. Wrongful act is defined as any act, error or omission. (Excludes coverage for bodily injury, personal injury, advertising injury, property damage and employment-related loss.)

Who Is an Insured

- Public Entity
- Boards and Board Members
- Elected and Appointed Officials, Executive Officers and Directors
- Employees (including employees of the entity's boards)
- Legal Representatives
- Volunteer Workers

Other

- Pay on behalf of basis (Deductible Options Only).
- Duty to defend claims and suits even if allegations are groundless, false, or fraudulent (Deductible Options Only).
- Professional health care services and law enforcement activities or operations exclusions apply.
- Coverage for insured persons appointed at the named insured's request to serve on outside tax-exempt entity.
- Coverage for "your boards" operating under your jurisdiction and part of total operating budget.
- Coverage extends to employed: lawyers, architects, engineers, accountants and other professional "employees" while performing duties related to the conduct of your business (Professional Health Care Services Exclusion and certain other exclusions apply, however).
- Coverage applies to zoning disputes that seek damages, provided that such claims do not amount to a of "taking or controlling of private property for public use or benefit, including the diminution in value for such property".
- Breach of Contract Exclusion does not apply to loss arising out of the breach of a mutual aid agreement.
- Definition of "suit" includes arbitration/alternative dispute resolution proceeding seeking money damages.
- Coverage for Limited Special Expense Reimbursement – Key Employees. (Available premium charge required for endorsement).
- Defense outside limits.
- Defense obligation for allegations of criminal, dishonest, fraudulent, or malicious wrongful acts or knowing violations of rights or law is provided until it has been admitted or determined in a legal proceeding that such wrongful act or knowing violation was committed by that insured or with consent or knowledge of that insured.
- Contractual Liability Exclusion does not apply to loss for which insured would have liability for damages even without the contract.
- Limits not reduced by payment of deductible or self-insured retention.

Consult Policy for Actual Terms and Conditions



Page 16

Date of Proposal:

Print Date: 09/06/18

Public Entity Employment-Related Practices Liability – Claims Made

Option 1**IMPORTANT NOTICE –**

Defense expenses are payable within the limits of Insurance.

Coverage	Limit
Aggregate Limit	\$2,000,000
Each Wrongful Employment Practice Offense Limit	\$1,000,000

DEDUCTIBLES

Deductibles apply to damages & defense expenses unless required otherwise by state regulation.

The following deductible (Damages and Defense Expenses) applies:

Each Wrongful Employment Practice Offense Deductible - Damages and Defense Expenses	\$2,500
Retroactive Date:	10/01/2008

AMENDMENTS

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

EXCLUSION - OTHER EMPLOYMENT LAWS

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

The Following Are Excluded When “Yes” Is Indicated Below. If “No” Is Indicated, An Amendment And/Or Manuscript Endorsement May Be Required.

Yes Airport	Yes Transit Authorities
Yes Health Care Facilities: Clinics	Yes Gas Utilities
Yes Health Care Facilities: Hospital	Yes Electric Utilities
Yes Health Care Facilities: Blood Banks	Yes Housing Authorities
Yes Health Care Facilities: Nursing Homes	Yes Schools or School Districts
Yes Health Care Facilities: Rehabilitation Facilities	Yes Joint Powers Authority
Yes Port Authorities	

Gross Premium \$2,450

Consult Policy for Actual Terms and Conditions



Page 17

Date of Proposal:

Print Date: 09/06/18

Public Entity Employment-Related Practices Liability

Features & Benefits

Coverage

This coverage is designed to cover damages any insured is legally required to pay for covered employment loss caused by a wrongful employment practice offense. (Excludes coverage for bodily injury and property damage.) Wrongful employment practice offense is defined to include discrimination; wrongful termination; harassment; retaliatory action; wrongful discipline; wrongful hiring, supervision, demotion, or failure to promote; and employment-related misrepresentation, defamation, libel, slander, disparagement, and invasion of privacy.

Who Is an Insured

- Public Entity
- Boards and Board Members
- Elected and Appointed Officials, Executive Officers and Directors
- Employees (including employees of the entity's boards)
- Legal Representatives
- Volunteer Workers

Other

- Pay on behalf of basis (Deductible Options Only).
- Duty to defend claims and suits even if allegations are groundless, false, or fraudulent (Deductible Options Only).
- Broad Definition Wrongful Employment Practice Offense.
- Duty to defend suits that are governmental administrative hearings seeking injunctive relief, such as EEOC proceedings.
- Defense expenses are payable within the limits of insurance. Damages include attorneys' fees of the person making or bringing the claim or suit if the insured is legally required to pay them under the law which was violated.
- Breach of Contract Exclusion applies only to written contracts (not verbal).
- Damages include Back/Front Pay if awarded.
- Third Party Sexual Harassment coverage available (Additional premium charge required for endorsement.
- Risk Control Services
 - 1) RMPlus – Free of charge; includes sample handbook, policies, email links to relevant articles;
 - 2) 800 Legal Hotline – Free of charge to ask EP-related questions from expert attorneys around the country;
 - 3) LocalGovU – Hundreds of online courses tailored to public entities that Travelers policyholders may purchase at discounted rates; Insureds ability to track and report employee scores back to policyholder for HR record-keeping purposes.
- Defense obligation for criminal, dishonest, fraudulent or malicious wrongful employment practice offenses or knowing violations of rights or laws provided until it has been admitted or determined in a legal proceeding that such wrongful employment practice offense was committed by that insured or with consent or knowledge of that insured.
- Contractual Liability Exclusion does not apply to employment loss if insured would have liability for damages even without the contract.
- Limits not reduced by payment of deductible or self-insured retention.

Consult Policy for Actual Terms and Conditions



Page 18

Date of Proposal:

Print Date: 09/06/18

CyberFirst Liability – Claims Made OPTION

Aggregate Limit	\$ 250,000

Third Party Liability Insuring Agreements	Included/ Not Covered	Retro Date	Each Wrongful Act Limit	Retention
Network and Information Security Liability	Included	10/01/2018	\$250,000	\$10,000
Communications and Media Liability	Not Covered			

First Party Insuring Agreements	Limit of Insurance	Retention/ Waiting Period
Security Breach Notification and Remediation Expenses	\$25,000	\$1,000
Crisis Management Service Expenses	\$25,000	\$1,000
Business Interruption and Additional Expenses	\$10,000	12 Hours
IT Provider – Contingent Business Interruption and Additional Expenses	\$10,000	12 Hours
Outsource Provider – Contingent Business Interruption and Additional Expenses		
Extortion Expenses	\$10,000	\$1,000
Computer Program and Electronic Data Restoration Expenses	\$10,000	\$1,000
Computer Fraud		
Funds Transfer Fraud	\$10,000	\$1,000
Telecommunications Theft	\$10,000	\$1,000

With Travelers' CyberFirst™ coverage, your business will have access to the Travelers **eRisk Hub™**, powered by NetDiligence – an information portal that includes pre- and post-event benefits, including:



Tools to build privacy controls, and information and IT security programs.



Calculators to estimate potential costs of an event.



Listing of professionals who help customers build/improve cyber programs.



Statutory, regulatory and case law update on privacy liability and notification obligations.



Breach Coach™ service – 30-minute consultation.



Sample incident roadmap for dealing with a privacy breach.

Consult Policy for Actual Terms and Conditions



Page 19

Date of Proposal:

Print Date: 09/06/18

CyberFirst Liability – Claims Made

PREMIUM DETAIL

Premium	Surcharges or Assessments	Total Premium
\$815		\$815

Liability coverage applies on a claims-made basis. Payments of defense expenses will reduce, and may exhaust, the limits of insurance.

Common CyberFirst Endorsements:**Required Forms Applicable to All Modules**

CYBERFIRST DECLARATIONS

FORMS, ENDORSEMENTS AND SCHEDULE NUMBERS

ERISK HUB – POWERED BY NETDILIGENCE

IMPORTANT NOTICE - INDEPENDENT AGENT AND BROKER COMPENSATION

CYBERFIRST GENERAL PROVISIONS

AMENDMENT OF CONDITIONS AND COVERAGE FOR FINANCIAL INTEREST IN FOREIGN
INSURED ORGANIZATIONS-CYBERFIRSTEXCLUSION – DESIGNATED BOARDS, COMMISSIONS, GOVERNMENTAL UNITS OR
DEPARTMENTS

EXCLUSION – EMPLOYMENT-RELATED PRACTICES

AMENDMENT OF CRIMINAL, DISHONEST, FRAUDULENT OR MALICIOUS WRONGFUL ACTS,
OR KNOWING VIOLATIONS OF RIGHTS OR LAWS EXCLUSION

AMENDMENT OF DAMAGES DEFINITION

AMENDMENT OF SEPARATION OF INSUREDS CONDITION - ROGUE EMPLOYEE

AMENDMENT OF CLAIM DEFINITION

STATE INCONSISTENCY CONDITION ENDORSEMENT

Optional Endorsements to all coverage parts or General Provisions

AMENDMENT OF DESCRIBED AUTHORIZED PERSON DEFINITION

CyberFirst Network and Information Security Liability Coverage**Required Forms:**

CYBERFIRST NETWORK AND INFORMATION SECURITY LIABILITY COVERAGE

Consult Policy for Actual Terms and Conditions



CyberFirst Liability – Claims Made

CyberFirst Expense Reimbursement Coverage**Required Forms:**

CYBERFIRST EXPENSE REIMBURSEMENT COVERAGE FORM

AMENDMENT OF COVERAGE - REIMBURSE OR PAY ON BEHALF

AMENDMENT OF DUTIES IN THE EVENT OF A FIRST-PARTY INCIDENT CONDITION

AMENDMENT OF MONEY DEFINITION

CyberFirst Boards and Commissions Coverage Endorsement

The Following Are Excluded When “Yes” Is Indicated Below. If “No” Is Indicated, An Amendment And/Or Manuscript Endorsement May Be Required.

Yes Airport

Yes Health Care Facilities: Clinics

Yes Health Care Facilities: Hospital

Yes Health Care Facilities: Blood Banks

Yes Health Care Facilities: Nursing Homes

Yes Health Care Facilities: Rehabilitation Facilities

Yes Port Authorities

Yes Transit Authorities

Yes Gas Utilities

Yes Electric Utilities

Yes Housing Authorities

Yes Schools or School Districts

Yes Joint Powers Authority

Automobile Liability

Option 1

Liability Coverage	Auto Symbols	Limits
Liability	1 only	\$1,000,000
Personal Injury Protection	5 only	Included
PIP Limits		\$5,000
Uninsured/Underinsured Motorist	2 only	Rejected

Number of autos, excluding trailers	25

Number of trailers	2

Statutory Cap Limits Of Insurance Endorsement

Texas Bodily Injury Each Person Limit - Statutory Cap	\$250,000

Texas Bodily Injury Total Limit - Statutory Cap	\$500,000

Texas Property Damage or Pollution Cost or Expense Limit - Statutory Cap	\$100,000

Consult Policy for Actual Terms and Conditions



Page 22

Date of Proposal:

Print Date: 09/06/18

Automobile Liability

AMENDMENTS

AMENDMENT OF BODILY INJURY DEFINITION

PUBLIC ENTITY AUTO EXTENSION

PROFESSIONAL SERVICES NOT COVERED

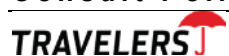
EMERGENCY VEHICLES - VOLUNTEER FIREFIGHTERS' & WORKERS' INJURIES EXCLUDED

AMENDMENT OF EMPLOYEE DEFINITION

AMENDMENT OF COMMON POLICY CONDITIONS - PROHIBITED COVERAGE - UNLICENSED INSURANCE AND TRADE OR ECONOMIC SANCTIONS

Gross Premium	\$19,005

Consult Policy for Actual Terms and Conditions



Page 23

Date of Proposal:

Print Date: 09/06/18

Automobile Physical Damage

Option 1			
Coverage	Valuation	Units	Deductible
Symbol 2			
Comprehensive	Actual Cash Value	27	\$1,000
Collision	Actual Cash Value	27	\$1,000

Consult Policy for Actual Terms and Conditions



Page 24

Date of Proposal:

Print Date: 09/06/18

Auto Physical Damage

AMENDMENTS

PUBLIC ENTITY AUTO EXTENSION

Gross Premium	\$5,925

Consult Policy for Actual Terms and Conditions



Page 25

Date of Proposal:

Print Date: 09/06/18

Automobile Composite Rating

Automobile Composite Rating

In order to provide our insureds better service and administrative efficiency, Travelers Public Sector Services is pleased to provide the following process for handling mid-term automobile change requests. All requests will be managed in accordance with the Composite Rate Application outlined below. The insured should continue to submit all change requests to their agent for accurate record keeping and claims verification purposes. Particular attention should be paid to Item 5, which specifies the types of automobiles that will continue to require reporting to the Company.

Composite Rate Application

1. If your policy includes the coverage for which a composite rate is designated in the table below then the premium for that coverage is composite rated. Automobile Liability is rated on a "per unit" basis and Automobile Physical Damage is rated on the basis of the original cost new of the autos. **The composite rates reflect premium charges for any applicable miscellaneous auto coverages, with the exception of Garagekeepers Legal Liability.**
2. The composite rates for Automobile Liability and Physical Damage are the rates applicable at the inception of the policy. Based on the information provided for this proposal and as of the date of this proposal, these rates are as follows:

Liability	Comprehensive	Collision
\$760	0.282	0.345

3. The premium charged at inception is the estimated annual premium based on the number of units and total original cost new for all covered autos on file with the company at inception. The insured is to submit a current schedule of owned automobiles as of the expiration of the policy and the total earned premium will be computed on the basis of the average net change in units and their corresponding original cost new for the policy term.
4. All autos added will carry the same Liability limits and Physical Damage deductibles issued at policy inception for autos of the same type.
5. Any new auto requiring valuation other than actual cash value must be reported within 30 days of acquisition. These autos will be added to the policy automobile schedule mid-term and a final premium will be determined at policy expiration.

Consult Policy for Actual Terms and Conditions



Page 26

Date of Proposal:

Print Date: 09/06/18

Automobile Liability & Physical Damage

Features & Benefits

Coverage

This coverage is designed to cover amounts any insured is legally required to pay as damages for covered bodily injury and property damage that results from the ownership, maintenance, use, loading or unloading of a covered auto and is caused by an accident. In addition, coverage is provided for covered pollution costs or expense that results from accident, which also causes bodily injury or property damage. Coverage also applies for physical damage to covered autos, if shown on the previous page.

Who Is an Insured for Auto Liability

- Public Entity
- Board Members
- Owner of a Commandeered Auto
- Elected and Appointed Officials
- Volunteer or Employee Firefighters

Other

Auto Liability coverage if written is extended to provide:

- Bail Bonds \$3,000
- Insureds Expenses - \$500 A Day
- Transit Rodeo
- Unintentional Errors or Omissions
- Blanket Waiver or Subrogation
- Expected or Intended Injury if Protecting a Person or Property

Auto Physical Damage coverage if written is extended to provide:

- Airbags - \$1,000
- Personal Property - \$400
- Customized Equipment for Emergency Vehicles and Public Transportation Autos
- Transportation Expenses - \$50 A Day / \$1,500 Maximum
- Freezing of Fire Truck Equipment
- Waiver of Deductible - Repaired Glass Only
- Hired Auto Physical Damage - Loss of Use \$65 A Day/\$750 Maximum

Consult Policy for Actual Terms and Conditions



Page 27

Date of Proposal:

Print Date: 09/06/18

Umbrella Excess Liability

Option 1

Coverage	Limit
General Aggregate Limit	\$1,000,000
Products /Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Any One Person or Organization Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Retained Limit Any One Occurrence or Offense	\$10,000

Statutory Cap Limits Of Insurance Endorsement

For Umbrella Statutory Cap Limits, refer to the applicable underlying insurance Statutory Cap Limits Of Insurance Endorsement

Coverage is provided over the following underlying coverages:	Limit
General Liability Limit	\$1,000,000
Employee Benefits Liability	\$1,000,000
Auto Liability	\$1,000,000
Law Enforcement Liability	\$1,000,000
Public Entity Management Liability	\$1,000,000
Employment-Related Practices Liability	\$1,000,000

Consult Policy for Actual Terms and Conditions



Umbrella Excess Liability

AMENDMENTS

CRISIS MANAGEMENT SERVICES EXPENSES COVERAGE - INCLUDING FOR CERTAIN OTHER INSURING AGREEMENTS IF ADDED

AMENDMENT OF COVERAGE B - PERSONAL INJURY & ADVERTISING INJURY LIABILITY

AMENDMENT OF WHO IS AN INSURED - YOUR EXECUTIVE OFFICERS, EMPLOYEES, DIRECTORS OR STOCKHOLDERS ARE INSURED ONLY WHEN QUALIFYING UNDER SCHEDULED UNDERLYING INSURANCE

CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM

EXCLUSION - ASBESTOS

FUNGI OR BACTERIA EXCLUSION

EXCLUSION - LAW ENFORCEMENT ACTIVITIES OR OPERATIONS - COVERAGES A AND B

WAR EXCLUSION

AMENDMENT OF CONTRACTUAL LIABILITY EXCLUSION

AMENDMENT OF WATERCRAFT OR AIRCRAFT EXCLUSION

AMENDMENT OF DAMAGE TO PROPERTY EXCLUSION

PUBLIC USE OF PRIVATE PROPERTY EXCLUSION

INJURY TO VOLUNTEER FIREFIGHTERS EXCLUSION - LIMITED FOLLOWING FORM

EXCLUSION - UNSOLICITED COMMUNICATIONS

EXCLUSION - DISCRIMINATION

EXCLUSION - ABUSE OR MOLESTATION

AMENDMENT POLLUTION EXCLUSION

EXCLUSION - VIOLATION OF CONSUMER FINANCIAL PROTECTION LAWS

EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION

EXCLUSION - LEAD

TOTAL EXCLUSION - FAILURE TO SUPPLY

EXCLUSION - NUCLEAR ENERGY LIABILITY

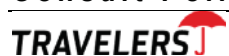
AMENDMENT OF CONDITIONS AND COVERAGE FOR FINANCIAL INTEREST IN FOREIGN INSURED ORGANIZATIONS - UMBRELLA

AMENDMENT OF BODILY INJURY DEFINITION

AMENDMENT OF DEFENSE OF CLAIMS OR SUITS - REASONABLE EXPENSES INCURRED BY THE INSURED AT OUR REQUEST

AMENDMENT OF WHO IS AN INSURED - INSURED ADDED WHEN QUALIFYING UNDER SCHEDULED UNDERLYING INSURANCE WITHOUT WRITTEN CONTRACT AND LIMITATIONS ADDED FOR LIMITED LIABILITY COMPANIES AND FOR YOUR EMPLOYEES

Consult Policy for Actual Terms and Conditions



AMENDMENT OF PROPERTY DAMAGE DEFINITION

AMENDMENT - OTHER INSURANCE CONDITION AND MEANING OF OTHER INSURANCE AND OTHER INSURER

AMENDMENT OF DEFENSE OF CLAIMS OR SUITS - TAXED COSTS

AMENDMENT - MEANING OF YOU AND YOUR AND MEANING OF EMPLOYEE

AMENDMENT OF DAMAGE TO YOUR WORK EXCLUSION

AMENDMENT OF MAINTENANCE OF UNDERLYING INSURANCE CONDITION

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS

REASONABLE FORCE - BODILY INJURY OR PROPERTY DAMAGE

POLLUTION EXCLUSION - POLLUTION RELATED TO AUTOS

AMENDMENT OF DUTIES IN THE EVENT OF OCCURRENCE OR OFFENSE, CLAIM OR SUIT AND REPRESENTATION CONDITIONS - PUBLIC ENTITIES, INDIAN TRIBES OR COLLEGES AND SCHOOLS

Gross Premium

\$2,393

Umbrella Excess Liability**Features & Benefits****Coverage**

This main purpose of this coverage is to provide excess limits above primary coverage for bodily injury, property damage, personal injury and advertising injury, as well as for other types of coverage when the Umbrella policy includes an excess coverage endorsement for such other coverage. Examples of such other coverage may include Law Enforcement Liability, Public Entity Management Liability, Employment – Related Practices Liability and CyberFirst Liability coverage.

Workers' Compensation/Employers' Liability

Coverage	Limits
Workers' Compensation	Statutory Requirements
Employers' Liability	Bodily Injury By Accident Each Accident
	\$1,000,000
	Bodily Injury By Disease Policy Limit
	\$1,000,000
	Each Employee
	\$1,000,000

Workers Compensation and Employers Liability Insurance Policy WC 00 00 00 (C)

Policy Declarations

Workers Compensation Information Page - Except New Jersey WC 00 00 01 (A)
 Item 1. Named Insured: As per Schedules
 Item 3.A. State(s) of: TX
 Item 3.C. State(s) of: AL AR AZ CA CO CT DC DE FL GA HI IA
 ID IL IN KS KY LA MA MD ME MI MN MO MS MT
 NC NE NH NJ NM NV NY OK OR PA RI SC SD TN
 UT VA VT WI WV

Amendments:

- **Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement**
 Countrywide except FL, ND, OH, PR, VI, WA, WY WC 00 04 22 (B)

Premium Schedule

Experience Modification Factor	
NCCI	0.940
Total Estimated Annual Standard Premium including Expense Constant	\$16,028
Premium Discount	\$1,031
Terrorism	\$197
Total Estimated Premium	\$15,194
Deposit Amount Due	\$15,194
Total Payroll	\$1,313,955

The experience rating modification factor applied to this policy may change. We will apply any change in accordance with our manual rules and state law. A change in your experience rating modification may increase or decrease your premium.

NOTE – TERRORISM PREMIUM CHARGES ARE SUBJECT TO CHANGE AT ANY TIME BASED ON STATE REGULATORY ACTION.

Consult Policy for Actual Terms and Conditions



Page 32

Date of Proposal:

Print Date: 09/06/18

Terrorism Risk Insurance Act Disclosure

The federal Terrorism Risk Insurance Act of 2002 as amended ("TRIA") establishes a program under which the Federal Government may partially reimburse "Insured Losses" (as defined in TRIA) caused by "Acts Of Terrorism" (as defined in TRIA). "Act Of Terrorism" is defined in Section 102(1) of TRIA to mean any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States Mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

The Federal Government's share of compensation for such Insured Losses is established by TRIA and is a percentage of the amount of such Insured Losses in excess of each Insurer's "Insurer Deductible" (as defined in TRIA), subject to the "Program Trigger" (as defined in TRIA). Through 2020, that percentage is established by TRIA as follows:

- 85% with respect to such Insured Losses occurring in calendar year 2015.
- 84% with respect to such Insured Losses occurring in calendar year 2016.
- 83% with respect to such Insured Losses occurring in calendar year 2017.
- 82% with respect to such Insured Losses occurring in calendar year 2018.
- 81% with respect to such Insured Losses occurring in calendar year 2019.
- 80% with respect to such Insured Losses occurring in calendar year 2020.

In no event, however, will the Federal Government be required to pay any portion of the amount of such Insured Losses occurring in a calendar year that in the aggregate exceeds \$100 billion, nor will any Insurer be required to pay any portion of such amount provided that such Insurer has met its Insurer Deductible. Therefore, if such Insured Losses occurring in a calendar year exceed \$100 billion in the aggregate, the amount of any payments by the Federal Government and any coverage provided by this policy for losses caused by Acts Of Terrorism may be reduced.

For Workers Compensation and Employers Liability coverage, the charge for such Insured Losses is an additional premium, which is reflected in the enclosed Workers Compensation and Employers Liability premium schedule. Note: terrorism premium charges listed in that schedule are subject to change at any time based on state regulatory action. For coverages other than Workers Compensation and Employers Liability that apply to such Insured Losses, the charge for such Insured Losses is included in the premium for such coverage and is listed below. Any charges for Insured Losses, regardless of coverage type, do not include any charge for the portion of such Insured Losses covered by the Federal Government under TRIA.

Coverage	Included Charge For <i>Insured Losses</i>
Property	3% of the total Property Coverage premium.
Inland Marine	1% of the applicable premium.
Workers Compensation	See workers compensation premium schedule. Note – terrorism premium charges are subject to change at any time based on state regulatory action.
All other coverages subject to TRIA	1% of the applicable premium.

Consult Policy for Actual Terms and Conditions

Important Notice Regarding Compensation Disclosure

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website:

http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183

Payment Plan

Estimated Premium Due***Agency Billing**

The estimated gross premium due is \$54,426, which represents all lines of insurance and additional services detailed in this proposal, to be billed as follows:

Due Date	Gross Amount	Type
10/1/2018	\$54,426	Prepaid

**The estimated premium shown above may differ from actual premiums shown on the policies and installment bills due to installment charges, estimated taxes and surcharges, as well as rounding.*

If there are changes in your coverages or exposures during the policy year which result in a material change in your premium, we will adjust the amount due on all future installments for this policy term. Other changes during the year which are not material, will be billed at audit.

Bills are sent approximately 45 days in advance of the due date. Remittance envelopes are included for mailing to our lock box for prompt crediting to your account. All bills are due and payable on the indicated due date.

Consult Policy for Actual Terms and Conditions



Page 35

Date of Proposal:

Print Date: 09/06/18

Premium Schedule

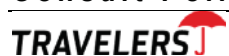
Coverage	Gross Premium
General Liability	\$1,876
Employee Benefits Liability	\$188
Law Enforcement Liability	\$5,889
Public Entity Management Liability	\$1,506
Public Entity Employment-Related Practices Liability	\$2,450
Auto Liability	\$19,005
Auto Physical Damage	\$5,925
Umbrella Excess Liability	\$2,393
Workers' Compensation	\$15,194
Total	\$54,426
Taxes & Surcharges	\$0

Note: The estimated premium shown in the *Premium Schedule and Quote Options*, if any, may differ from actual premiums shown on the policies and installment bills due to installment charges, estimated taxes and surcharges, as well as rounding. Estimated taxes and surcharges may differ depending on selection of *Quote Options*, if any.

IMPORTANT NOTE REGARDING ACCOUNT MINIMUM PREMIUM

The lines of business shown in the *Premium Schedule and Quote Options*, if any, are subject to a \$5,000 account minimum premium. If the line(s) of business selected for binding do not total at least \$5,000, then the premiums shown for those lines of business will be adjusted to total \$5,000.

Consult Policy for Actual Terms and Conditions



Page 36

Date of Proposal:

Print Date: 09/06/18

Quote Options and Additional Information

Quote Option	Gross Premium
CyberFirst	\$815
Umbrella Excess Liability	\$2,393

Other Information

Please provide the following information:

Signed Uninsured/Underinsured Selection/Rejection Form. If the signed forms are not received at time of binding, the policy will be issued with UM/UIM limit equal to the auto liability limit. When the signed forms are received, the policy will be endorsed to amend the limit, if necessary, effective the date the signed forms are received.

Complete drivers list with driver name, date of birth, and license number

Consult Policy for Actual Terms and Conditions



Page 37

Date of Proposal:

Print Date: 09/06/18

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss and consider a resolution amending the Fiscal Year 2017-2018 Budget

This resolution would amend the FY 2017-2018 Budget to (1) account for increased police overtime and (2) to account for the grants the City has received throughout the year.

AMENDMENTS TO ADOPTED BUDGET

Multiple Funds

General Fund

Revenue	
N/A	
NET INCREASE (DECREASE)	<u>\$0</u>

Expenditures	
Increase Police Overtime Budget	<u>\$10,000</u>
NET INCREASE (DECREASE)	<u>\$10,000</u>

GENERAL FUND REVISED REVENUES	\$3,224,924
GENERAL FUND REVISED EXPENSES	\$3,189,873

Grant Fund

Revenue	
HGAC Suspect ID Technology	\$9,689
DOW Community Cares Grant	\$7,944
Governor's Office Rifle Resistant Body Armor	\$5,669
NRA Foundation Grant for Handguns	\$5,018
FEMA 4332 Hurricane Harvey Recovery	<u>\$8,739</u>
NET INCREASE (DECREASE)	<u>\$37,059</u>

Expenditures	
HGAC Suspect ID Technology	\$9,689
DOW Community Cares Grant	\$7,944
Governor's Office Rifle Resistant Body Armor	\$5,669
NRA Foundation Grant for Handguns	\$5,018
FEMA 4332 Hurricane Harvey Recovery	<u>\$8,739</u>
NET INCREASE (DECREASE)	<u>\$37,059</u>

GRANT FUND REVISED REVENUES	\$37,059
GRANT FUND REVISED EXPENSES	\$37,059

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss and consider a resolution adopting the Fiscal Year 2018-2019 Budget

The FY 2018-2019 Proposed Budget was presented to City Council on July 9th. Since that time the budget and potential changes to the budget were discussed on the following dates:

- Saturday, July 11th – Budget Workshop
- Monday, August 13th – Regular Council Meeting
- Monday, August 27th – Budget Public Hearing

At this time the budget is being presented for adoption. The chart below highlights for options that are being presented for changes to the FY 18-19 Proposed Budget.

	Tax Rate A 0.691118	Tax Rate B 0.670204	Tax Rate C 0.648600	Tax Rate D 0.634444
Add Auditor Fee Increase	\$14,500	\$14,500	\$14,500	\$14,500
Reduce Police Shift Change	(\$10,784)	(\$10,784)	(\$10,784)	(\$10,784)
Adjust Equipment Replacement	\$86,634	\$16,533	(\$15,500)	(\$43,000)
Reduce Police Overtime			(\$5,491)	(\$5,491)
Reduce Compensation Plan			(\$9,080)	(\$15,990)
Reduce Contingency Transfer				(\$5,468)
Limit Splash Pad to June-August				(\$11,708)
TOTAL CHANGES	\$90,350	\$20,249	(\$26,355)	(\$77,941)

City of Richwood

FY 2019 BUDGET PUBLIC HEARING

AUGUST 27, 2018



FY 18 Strategic Plan

New 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.

Strategic Priorities

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

General Fund Proposed Revenues

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$2,477,297	\$2,605,759	\$128,462
Transfers Rev.	\$652,576	\$104,410	(\$548,166)
Total Budget	\$3,129,873	\$2,710,169	(\$419,704)

Major Budget Changes

- Added \$116,633 due to lower property tax reimbursements for the 380 Agreements with 210 Developers
- Added \$36,961 in new revenues from projected sales tax growth
- Added \$10,000 in permitting due to anticipated residential and commercial projects
- Reduced (\$548,166) in one-time transfers from the prior year
- Reduced (\$19,000) from municipal court revenues due to lower citation volumes
- Reduced (\$7,000) from Barbeque Cookoff revenues due to the event being taken over by the Volunteer Fire Department

General Fund Proposed Revenues

Potential Changes to Proposed Revenues

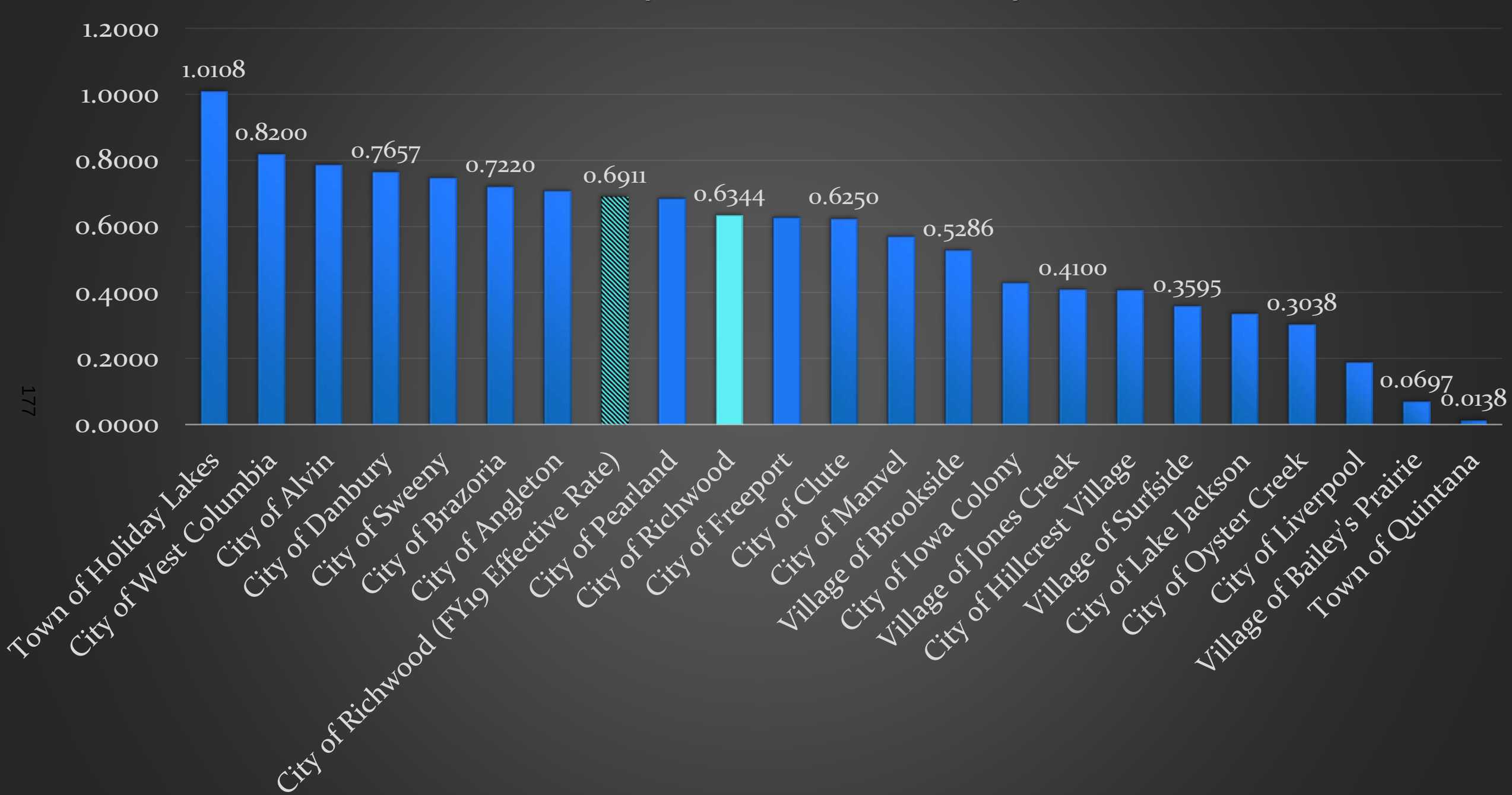
- Add \$20,250 for Utility Debt Service
- Multiple options for tax rate adoption

General Fund Proposed Revenues

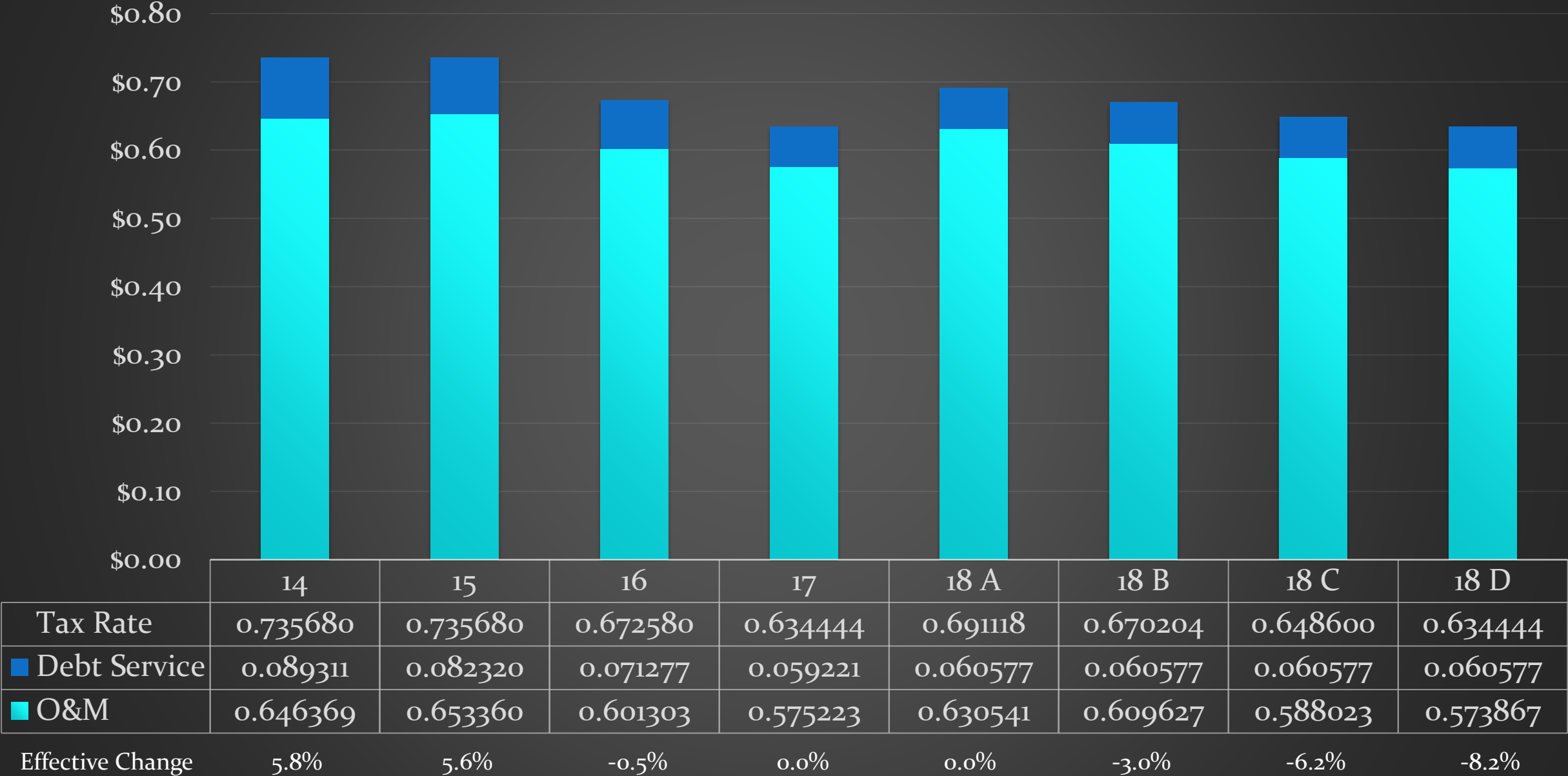
Local Effective Tax Rate Changes

Entity	Actual 2016	Actual 2017	Proposed 2018	Average
Clute	8.07%	3.75%	7.40%	6.41%
Jones Creek	12.06%	6.63%	0.00%	6.23%
Freeport	0.00%	5.89%	10.72%	5.54%
Angleton	6.06%	5.84%	3.48%	5.13%
West Columbia	10.26%	1.74%	3.35%	5.12%
Brazoria	10.80%	0.00%	2.05%	4.28%
Brazosport College	4.18%	3.07%	4.56%	3.94%
Lake Jackson	3.73%	3.44%	2.99%	3.39%
Sweeny	-3.79%	5.46%	3.70%	1.79%
Brazoria County	0.00%	0.00%	0.00%	0.00%
Richwood	-0.49%	0.00%	0.00%	-0.16%
Oyster Creek	0.00%	-6.50%	0.00%	-2.17%

Current City Tax Rates: Brazoria County



Historical Tax Rate Distribution



General Fund Proposed Budget

Potential Changes to Proposed Expenditures

	Tax Rate A 0.691118	Tax Rate B 0.670204	Tax Rate C 0.648600	Tax Rate D 0.634444
Add Auditor Fee Increase	\$14,500	\$14,500	\$14,500	\$14,500
Reduce Police Shift Change	(\$10,784)	(\$10,784)	(\$10,784)	(\$10,784)
Adjust Equipment Replacement	\$86,634	\$16,533	(\$15,500)	(\$43,000)
Reduce Police Overtime			(\$5,491)	(\$5,491)
Reduce Compensation Plan			(\$9,080)	(\$15,990)
Reduce Contingency Transfer				(\$5,468)
Limit Splash Pad to June-August				(\$11,708)
TOTAL CHANGES	\$90,350	\$20,249	(\$26,355)	(\$77,941)

**All options include adding \$20,250 to General Fund Revenues for the Utility Fund Debt Payment*

General Fund Proposed Expenditures

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$2,475,435	\$2,529,099	\$53,664
Transfers Rev.	\$654,439	\$181,070	(\$473,369)
Total Budget	\$3,129,874	\$2,710,169	(\$419,705)

Major Budget Changes

- Added \$97,212 for the finance director position
- Added \$24,848 to fund salary increases from the compensation study.
- Reduced (\$54,280) by eliminating a position in the Municipal Court
- Includes \$40,000 for capital projects
- Includes \$43,000 for equipment replacement

General Fund Proposed Expenditures

Compensation Study Comparison Cites

City	Population	Op. Budget (Expenses)	Miles from Nearest Metroplex	Nearest Metro Area	Property Tax Rate*	Police Work Schedule (Annual Hours)*	Median Household Income*
Joshua	6,345	\$5,147,960	50.9 MI	Dallas/Fort Worth	0.775270		\$51,762
Rockdale	5,595	\$5,100,000	58.8 MI	Austin	0.911800	2,236	\$34,886
Krum	5,581	\$2,938,135	48.4 MI	Dallas/Fort Worth	0.647489	2,236	\$79,233
Jacksboro	4,511	\$3,028,649	60.5 MI	Dallas/Fort Worth	1.219039	2,184	\$41,525
Brazoria	3,071	\$4,092,061	54.8 MI	Houston	0.721976	2,184	\$44,235
West Columbia	3,933	\$4,341,000	54.5 MI	Houston	0.820000	2,184	\$52,500
Richwood	6,000	\$5,039,889	52.9 MI	Houston	0.634444	2,184	\$76,917
Bellville	4,274	\$5,557,549	64.4 MI	Houston	0.280300	2,080	\$46,081
Columbus	3,625	\$5,285,613	73.1 MI	Houston	0.280000	2,080	\$40,498
Willis	6,370	\$5,845,140	48.0 MI	Houston	0.595300	2,223	\$37,967
Average	4,931	\$4,637,600	56.63	N/A	0.688562	2,177	\$50,560

**The first four columns of data were the criteria used to select the comparison cities. The last three columns are provided for additional comparison and analysis.*

General Fund Proposed Expenditures

Compensation Pay Scale

Grade	Title	Min	Mid	Max
H-1	Customer Service Representative	\$30,400	\$35,765	\$41,130
H-1	Operator in Training	\$30,400	\$35,765	\$41,130
H-2	Administrative Assistant	\$35,620	\$41,906	\$48,192
H-2	Court Clerk	\$35,620	\$41,906	\$48,192
H-2	Operator	\$35,620	\$41,906	\$48,192
H-3	Code Enforcement Officer	\$37,986	\$44,690	\$51,393
S-1	Public Works Foreman	\$44,625	\$52,500	\$60,375
S-2	Building Official	\$51,670	\$60,788	\$69,906
E-1	City Secretary	\$61,815	\$72,724	\$83,633
E-1	Director of Public Works	\$61,815	\$72,724	\$83,633
E-1	Finance Director	\$61,815	\$72,724	\$83,633
E-2	Chief of Police	\$66,732	\$78,508	\$90,284
E-3	City Manager	\$90,610	\$106,600	\$122,590

Grade	Title	Min	Mid	Max
P-1	Recruit	\$44,293		
P-2	Patrol Officer	\$46,624	\$51,805	\$56,985
P-3	Police Sergeant	\$55,949	\$62,166	\$68,382

Utility Fund Proposed Revenues

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$1,870,475	\$2,081,859	\$211,384
Transfers Rev.	\$401,590	\$89,909	(\$311,681)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Major Budget Changes

- Higher revenues from rate increase adopted last spring

Utility Fund Proposed Revenues

Solid Waste Rates

	FY 18 Rate	FY 19 Rate	Change
Base Rate	\$16.00	\$17.14	\$1.14
Base Rate - Over 65	\$14.00	\$15.85	\$1.85
Price/Additional Can	\$8.00	\$8.00	\$0.00

Utility Fund Proposed Expenditures

	FY 17-18 Budget	FY 18-19 Proposed	Difference
Operating Rev.	\$1,510,729	\$1,680,508	\$169,779
Transfers Rev.	\$761,336	\$491,260	(\$270,076)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Major Budget Changes

- Funding two new positions & a truck from last year's budget
- Added \$53,790 to rebuild water wells #3 and #4

City - Estimated Connection count / Population	Water	Waste Water	Streets	Drainage	Parks	Total Ratio of staff to connections
<u>Joshua</u> – 2,115	<u>50+ employees</u> Receives services from County W & WW provider. (Estimated) 3	Budgeted 2 employees for Water and Wastewater	5		2	➤ <u>9 employees</u> ➤ <u>2,115 connections</u> ➤ <u>235 conn. per employee</u>
<u>Rockdale</u> – 1,865	No Response	Not included in average				
<u>Krum</u> – 1,860	7				1	➤ <u>8 employees</u> ➤ <u>1,860 connections</u> ➤ <u>233 conn. per employee</u>
<u>Jacksboro</u> – 1,504	5	4	4		4+2 temporary	➤ <u>17 employees</u> ➤ <u>1,504 connections</u> ➤ <u>88 conn. per employee</u>
<u>Brazoria</u> – (based on population) 1,024 (Actual) 1,300 Services 750 NG customers as well	9					➤ <u>9 employees</u> ➤ <u>2,050 connections including NG</u> ➤ <u>228 conn. per employee</u>
<u>West Columbia</u> – 1,311	1	4	1		1	➤ <u>10 employees</u> ➤ <u>1311 connections</u> ➤ <u>131 conn. Per employee</u>
<u>Richwood</u> – (based on population)1,650. (Actual) 2,359	5				1	➤ <u>6 employees</u> ➤ <u>2,359 connections</u> ➤ <u>393 conn. per employee</u>
<u>Bellville</u> – 1,425	3	3	3		4	➤ <u>13 employees</u> ➤ <u>1,425 connections</u> ➤ <u>110 conn. per employee</u>
<u>Columbus</u> – 1,209	4	2	5		1	➤ <u>12 employees</u> ➤ <u>1,209 connections</u> ➤ <u>101 conn. Per employee</u>
<u>Willis</u> – 2,333	9		4		1	➤ <u>14 employees</u> ➤ <u>2,333 connections</u> ➤ <u>167 conn. Per employee</u>
<u>Average</u> – 1,796	5	2	3		2	➤ <u>12 employees</u> ➤ <u>1,796 connections</u> ➤ <u>150 conn. Per employee</u>

FY 2018-2019 Proposed Budget

Other Funds

- **Beautification**
- **Capital Projects**
- **Crime Control Prevention**
 - Board has recommend a change to add an Investigator Position
- **Equipment Replacement**
- **Transportation**
- **Utility Capital Improvement**

July 7, 2018

The Honorable Mayor and City Council:

Staff has worked hard to put together a balanced budget that best meets Richwood's needs while not exceeding the effective tax rate. To come in at the effective tax rate, there were some tough decisions that had to be made. However, I believe that the FY 2018-2019 Proposed Budget presents a balanced approach that begins to address the unfunded depreciation of the City's assets and equipment, works to ensure that each full-time position is being utilized as efficiently as possible, and establishes a pay system that competitively and equitably compensates our employees.

The remainder of this message will summarize the following aspects of the proposed budget:

1. FY 2017-2018 Overview
2. Council's Vision & Strategic Plan Update
3. Compensation Study & Proposed Pay Plan
4. General Fund Proposed Budget
5. Utility Fund Proposed Budget
6. Other Funds

FY 2017-2018 Overview

Last year the City of Richwood, like many of our neighbors and friends in the greater Houston region, was severely impacted by the flooding from Hurricane Harvey. In total our records show that 340 homes, 16 businesses, and 124 apartment units were flooded and/or damaged from Harvey. Even though many of our residents are back in their homes, a lot of them are still going through one phase or another of the recovery process.

Everyone with the City has also been working hard on recovery efforts from Hurricane Harvey. The City Council has appointed a Flood & Drainage Advisory Committee that has already spearheaded one flood related engineering study and that is working on getting grant funding for another study and a potential diversion channel. Additionally, staff has been working with FEMA to receive reimbursement on over \$170,000 for the costs we incurred responding to the disaster and another estimated \$70,000 in repairs to City facilities and infrastructure. FEMA has not yet officially awarded these funds. So, they are not reflected in the FY 2017-18 Year End Projections nor are the included in the FY 2018-2019 Proposed Budget.

With the recent flooding in mind, City Council decided to postpone a utility rate increase that was planned to come into effect with the FY 2017-2018 Adopted Budget on October 1, 2017. The utility rate increase was implemented starting in April and at the time the Utility Fund's budget was revised from \$2,425,820 to \$2,272,065 that, among other things, required delaying the hiring of two full-time positions until October 1, 2018.

The City's sales tax revenue was also impacted by the natural disaster and during the first quarter of the fiscal year we experienced a large drop in our sales tax revenues. Seeing the decrease in revenues staff closely monitored our expenses and indefinitely postponed the hiring of a new police officer from the Crime Control & Prevention District, which is funded through sales tax revenues. Thankfully, as the year has progressed sales tax revenues have steadily recovered. Some additional revenues have also come from hiring a contractor to conduct a sales tax compliance audit. The audit has found some revenues that had been mistakenly sent to other entities.

All in all, I am projecting that our revenues will come in higher than our expenditures and that there will be some small savings at the end of FY 2017-2018. The table below summarizes the year end projections.

	FY 17-18 Budget	Projected Revenues	Projected Expenditures	Variance (Revenues to Expenditures)
General Fund	\$3,129,873	\$3,127,839	\$3,095,208	\$32,632
Utility Fund	\$2,272,065	\$2,259,813	\$2,255,240	\$4,573
Other Funds	\$903,523	\$901,668	\$79789,550	\$112,118

Council's Vision & Strategic Plan Update

On Saturday, June 2, 2018 the City Council met with staff to review and update the City's strategic plan. After reviewing and discussing their vision for the City, the City Council decided to amend the language to clarify that instead of focusing on a thriving economy the City should focus on creating sustainable growth opportunities that would fit well with Richwood's safe and beautiful neighborhoods. Listed below is the old vision statement and the new vision statement, which is shown in italics

The City of Richwood is a model for safe and beautiful neighborhoods, with a thriving economy and opportunities for families and businesses by being dedicated to serving our community while providing sustainability and diversity for current and future generations.

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.

After reviewing the vision statement Council also looked at the mission statement and decided that the prior statement is still consistent with their vision for Richwood. The mission statement is listed below.

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.

To help guide the staff in carrying out the vision and mission statements, City Council provided the following strategic priorities to consider when planning and creating the budget:

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

In creating the budget staff was mindful of creating a proposal that would try to strike an appropriate balance among the listed priorities. Two of the main focuses were (1) to start planning better for the future by reserving more funds for capital and equipment replacement projects and (2) to be mindful of our budget constraints while planning a way to maximize our staffing resources.

Compensation Study & Proposed Pay Plan

Going into FY 2017-2018 one of the goals was to work with students from Texas A&M to complete a compensation study for all our positions. We were fortunate enough to work with a great class of students from the Master of Science in Human Resource Management program. During their Fall semester they worked hard gathering and analyzing information that they then presented to the City this past December.

One team of students did an exceptional job of finding four cities to use as comparisons for the study by looking at the size of different cities budgets, their populations, and their distance from the largest cities in Texas. Since December, staff found five additional cities and gathered the salary information from those cities to create a salary survey with a total of nine other cities that are like Richwood. To gain a better perspective of how we compete with other local cities, salary information from Lake Jackson and Clute was included for the non-exempt, or hourly, positions. The table below lists the cities used in the salary survey and the job class categories their information was included in.

	Hourly	Supervisor	Executive	Police
Bellville	X	X	X	X
Brazoria	X	X	X	X
Clute	X			X
Columbus	X	X	X	X
Jacksboro	X	X	X	X
Joshua	X	X	X	X
Krum	X	X	X	X
Lake Jackson	X			X
Rockdale	X	X	X	X
West Columbia	X	X	X	X
Willis	X	X	X	X

After all the comparative data was gathered, the next step was to look at how Richwood employees were paid compared to the market. Overall there was a wide range of scores when looking at where each

position was compensated compared to the market. The results ranged from the public works director being paid near the bottom of the reported annual salaries to the police officers being paid at the top of the reported annual salaries. One of the goals of creating a pay plan is to create a pay system that is based off each pay scale being established with a mid-point that is set to the same market position, or percentile. To keep police officer salaries competitive, it was decided to base the mid-point for each pay scale at the 80th percentile of the market data.

After establishing where to base the pay scales, it was then decided that not every position would have its own pay scale and the positions with similar responsibilities would be grouped into the same pay scale based off the average market for those positions. The following table provides a summary of the proposed pay scales based off setting the mid-point at the 80th percentile of market.

Grade	Title	Min	Mid	Max
Hourly-1	Customer Service Representative	\$30,400	\$35,765	\$41,130
Hourly-1	Operator Trainee/Maintenance Tech	\$30,400	\$35,765	\$41,130
Hourly-2	Administrative Assistant	\$35,620	\$41,906	\$48,192
Hourly-2	Court Clerk	\$35,620	\$41,906	\$48,192
Hourly-2	Operator	\$35,620	\$41,906	\$48,192
Supervisor-1	Public Works Foreman	\$44,625	\$52,500	\$60,375
Supervisor -2	Building Official	\$51,670	\$60,788	\$69,906
Executive-1	City Secretary	\$61,815	\$72,724	\$83,633
Executive-1	Director of Public Works	\$61,815	\$72,724	\$83,633
Executive-1	Finance Director	\$61,815	\$72,724	\$83,633
Executive-2	Chief of Police	\$66,732	\$78,508	\$90,284
Executive-3	City Manager	\$90,610	\$106,600	\$122,590
Police-1	Recruit	\$45,348		
Police-2	Patrol Officer	\$47,735	\$53,038	\$58,342
Police-3	Police Sergeant	\$57,281	\$63,646	\$70,011

When creating the pay plan, we also wanted to create a natural progression and to define some roles a little more clearly. So, the Operator Trainee position was created for employees that are working on the water operator licensing and the recruit position was created in the Police Department until a new officer completes their field training. Also of note, is the addition of the finance director position, which is included in the proposed budget, and the elimination of the court administrator position.

To start elevating some of the wage compression problems in some of the departments, the decision of where to place the employees into their new pay scales was based off their longevity in their positions. Based off longevity 12 of the 24 current full-time positions are currently being paid more than their recommended salary under the new system. The proposed budget does not include reducing these employees' salaries, but it is recommended that their salaries be held flat until their recommended salary outgrows their current salary.

General Fund Proposed Budget

The proposed budget for both the General Fund revenues and expenditures is set at \$2,710,169, which is a decrease of \$419,704. However, the overall decrease is due to a large decrease in transfers as the operating budgets are proposed to increase.

General Fund Revenues

As mentioned previously, we are expecting to see a decrease in the total revenues, but an increase in the operating revenues. Please see the following chart below for a summary of these changes.

	FY 17-18	FY 18-19	Variance
Operating Rev.	\$2,477,297	\$2,605,759	\$128,462
Transfers Rev.	\$652,576	\$104,410	(\$548,166)
Total Budget	\$3,129,873	\$2,710,169	(\$419,704)

Transfers In. As shown in the chart, the General Fund revenue coming from transfers is anticipated to decrease by \$548,166. The two reasons for this decrease are (1) the \$296,426 decrease in the transfer from the Utility Fund due to removing a one-time debt payment and (2) reducing a previous transfer of \$251,750 from fund balance to pay for some one-time expenses; e.g., creating a contingency fund, purchasing a new server, and upgrading the City's enterprise software.

Ad Valorem Taxes. For Tax Year 2017 Richwood had \$294,168,905 in value on the appraisal districts rolls. Due to the damage caused by Hurricane Harvey, we are estimating that for Tax Year 2018 that the total property values will drop by about 9% to \$267,793,504. The appraisal district will release their final values on or around July 25th, at which time we will be able to get exact amounts for the change in value and the effective tax rate.

As mentioned previously, staff has designed the proposed budget around adopting the effective tax rate, which is being estimated at \$0.688455 per \$100 of assessed value, or 0.054011 higher than the 2017 Tax Rate of \$0.634444. For clarification, the effective tax rate is the tax rate that would be required to produce the same amount of taxes if applied to the same properties taxed in both years. On average each property owner would pay the same amount they paid the previous year. However, different property owners will be impacted differently. The following chart provides a quick look at how the proposed tax rate may impact Richwood's residents and businesses.

Estimated Change in Richwood Property Taxes

Home Value	\$150,000	\$250,000	\$350,000
No Change	\$81.02	\$135.03	\$189.04
8% Increase (Homestead Cap)	\$163.63	\$272.72	\$381.81
10% Decrease	(\$22.25)	(\$37.09)	(\$51.92)
20% Decrease	(\$125.52)	(\$209.20)	(\$292.88)
30% Decrease	(\$228.79)	(\$381.31)	(\$533.84)

Even though we are proposing the adoption of the effective tax rate, we are still projecting that our net property tax revenues will be about \$98,000 higher because one of the new apartment complexes has not met the requirements in their 380 Agreement to receive reimbursements for their property taxes.

Other Revenues. Some of the other revenue areas that are seeing some change are sales tax, building permits, court fines, and the barbeque cookoff. Listed below is a brief explanation for the changes.

- Sales Tax: There is a projected increase of \$36,961 due to working with a third-party consultant to correct errors where Richwood was not receiving the appropriate amount of revenues.
- Building Permits: Revenues are projected to increase \$10,000 due to new growth.

- Court Fines: Are projected to decrease \$19,000 due to lower citation numbers
- Barbeque Cookoff: The Volunteer Fire Department is taking over the event and the budget of \$7,000 has been eliminated. There is also a corresponding decrease in General Fund expenditures.

General Fund Expenditures

The FY 2018-2019 Proposed budget includes a \$53,664 increase in operating expenditures for the General Fund and a decrease of \$473,369 to the transfers to other funds, as shown by the chart below.

	FY 17-18	FY 18-19	Variance
Operating Exp.	\$2,475,435	\$2,529,099	\$53,664
Transfers Exp.	\$654,439	\$181,070	(\$473,369)
Total Budget	\$3,129,873	\$2,710,169	(\$419,704)

Transfers Out. Most of the \$473,369 decrease in transfers out can be attributed to the \$311,681 decrease in a one-time payment to the Utility Fund for water and sewer fees that historically had not been paid. In last year's budget this transfer out was offset by a transfer in from the Utility Fund to reduce the debt that it owes the General Fund.

The proposed budget also includes a \$66,983 decrease in the transfer to the contingency fund. The fund balance is almost at the maximum amount allowed by the Charter and only \$7,161 dollars is needed this year to reach that maximum amount.

There is also a decrease of \$62,610 for the equipment replacement transfer and \$32,095 for the capital projects transfer. Last year the transfer outs were offset by a one-time payment from the General Fund's cash balance. This year we are taking a crucial step forward by funding the transfers from the annual revenues. As a City we need to work towards making sure that every year we are pre-funding as much of our capital and equipment replacement needs as possible so that the depreciation does not catch up to us. Also, pre-funding these needs helps to save money by avoiding the interest that comes with financing things.

Administration. This year's budget is proposed to increase by \$142,593 from \$556,935 to \$699,528. The four major changes proposed in Administration's budget are summarized below.

- Finance Director: To help move towards the goal of improving Richwood's financial sustainability, the budget includes an increase of \$97,212 to pay all the costs associated with adding a finance director position. Over the past year the needs for a finance director have become even more apparent as staff has had to work longer and longer hours while still not having the time to accomplish some of the basic financial tasks that should be done on a routine basis.

Understanding the financial constraints that we operate under, staff examined multiple scenarios to help find what we believe to be the most efficient way to achieve our desired results. We compared our staffing levels to that of our comparison city's and did find that comparatively our number of full-time positions was low. However, one key finding was that the Court had a higher staffing level than our comparisons cities, which is one of the key findings that lead to the recommendation to reduce the court administrator position to help fund the finance director position and still have funds available to dedicate to the capital and equipment replacement budgets.

- **MuniServices Payments:** The Special Services-Miscellaneous budget was increase by \$24,000 to account for the payments to MuniServices for the sales tax corrections they have made.
- **Compensation Plan:** An increase of \$16,159 is included in the budget to move employees into their designated spots within the new pay structure. Once the pay scales were created, employees were placed into their appropriate pay scale based off longevity in their position.
- **Elections:** An additional \$6,000 is included to hold bond elections in November 2018.

Judicial. The proposed budget for the Court is being reduced by \$41,482. There are some funds being added to more accurately budget for our attorney fees and software subscriptions. However, \$54,280 is being reduced with the proposed reduction of the court administrator position.

Even though I believe that the court can be efficiently managed by one employee that is overseen by the City Secretary, the decision to lay off the court administrator has been an extremely difficult one. We looked at reclassifying the position and moving it to another department. However, staff couldn't justify the desire to keep the position over the need to provide pre-funding for the City's capital and equipment replacement needs.

Police. Overall it is proposed that the Police Department's budget be increased \$35,682 from \$919,169 to \$954,851. The increase is comprised primarily of the following five changes:

- **Overtime:** The budget was increased by \$15,236 to more accurately reflect historical expenditures. Overtime in FY 2017-2018 is projected to be about \$47,000 over budget. However, we believe that with some changes to staffing policies that next year overtime can be substantially reduced from this year's projected amount.
- **Compensation Plan:** There is \$7,712 included to fund the placement of the department's personnel in their appropriate spot within their pay scales. The bulk of this money would go towards increasing the sergeant's salaries, who this year will receive a salary of \$1,508 more than two of the officers.
- **Animal Control:** The budget has been increased by \$4,600. Historically, Richwood has brought our pets to Angleton's shelter at no cost. However, we are anticipating that will soon change and we will either need to start paying Angleton or to find a new place to take unclaimed pets.
- **Jail Expense:** An increase of \$3,540 was included in the budget to fund the software for video magistration, which will allow the judges to conduct some of their business offsite.

Other Departments. The summaries below explain changes in three other departments.

- **Storm/Disaster:** This budget was reduced by \$86,231. It was only intended for one year to help with the Harvey recovery efforts. There are still adequate contingencies and reserves in the General Fund to address any need that arises.
- **City Maintenance:** The budget was decreased by \$18,320 to better reflect historical expenditures.
- **Fire Department:** The budget was increased by \$14,347 due to an increase in the number of volunteers and a \$8,000 increase in our EMS contract.

Utility Fund Proposed Budget

The proposed budget for both the Utility Fund revenues and expenditures is set at \$2,171,768, which is a decrease of \$100,297 lower than the FY 2017-2018 Revised Budget. However, the overall decrease is due to a large decrease in transfers as the operating budgets are proposed to increase.

Utility Fund Revenues

Like the General Fund, total revenues in the Utility Fund are expected to decrease due to a large decrease in the transfers. However, there is a projected increase of \$211,384 in the operating revenues. Please see the following chart below for a summary of these changes.

	FY 17-18	FY 18-19	Variance
Operating Rev.	\$1,870,475	\$2,081,859	\$211,384
Transfers Rev.	\$401,590	\$89,909	(\$311,681)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Transfers In. The transfer from the General Fund is budgeted to be \$311,381 lower than FY 2017-2018. The previous transfer includes a large payment for water and sewer services because historically the General Fund had not been paying for its usage. For FY 2018-2019, the transfer is comprised of \$40,419 to help pay for the salary of the public works director and \$49,490 for water and sewer usage.

Water & Sewer Fees. Water and sewer fees are expected to increase \$196,198, or about 12.8 percent, from the previous year. The primary reason for the increase is that the new rates that were implemented in April will be in place for the full year.

Garbage Receipts. For FY 2018-2019 it is expected that the revenue from garbage collections will increase by \$17,261 due to an increase in pricing from Waste Connections.

The current contract with Waste Connections expires at the end of August 2018. So, this spring the City sent out two different requests seeking bids to provide solid waste services to the City of Richwood. The first time the request was sent out there was only one response and it was from Waste Connections. Their proposal included an increase in their charges from \$14.71 for basic service to \$15.85. Since there was an increase of \$1.14, staff wanted to do our due diligence before accepting a price increase. So, we rejected Waste Connections first bid and sent out another request for proposals. However, once again Waste Connections was the only company to submit a proposal and at that point the City accepted their bid.

Since the contract price with Waste Connections is increasing, staff is recommending passing the increase along through the regular base rate. However, staff is recommending that the base rate for seniors be increased to \$15.85, which is the rate that Waste Connections will charge the City. Listed below is a summary of the recommended price increases.

	FY 18 Rate	FY 19 Rate	Change
Base Rate	\$16.00	\$17.14	\$1.14
Base Rate - Over 65	\$14.00	\$15.85	\$1.85
Price per Additional Can	\$8.00	\$8.00	\$0.00

Utility Fund Expenditures

The FY 2018-2019 Proposed budget includes a \$53,664 increase in operating expenditures for the Utility Fund and a decrease of \$473,369 to the transfers to other funds, as shown by the chart below.

	FY 17-18	FY 18-19	Variance
Operating Exp.	\$1,510,729	\$1,680,508	\$169,776
Transfers Exp.	\$761,336	\$491,260	(\$270,076)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Transfers Out. The biggest reason for the overall decrease in the budget for transfers out is a \$296,416 decrease in the transfer to the General Fund, which is due to the reduction of a one-time transfer to help pay off over \$880,000 that was owed to the General Fund. In addition to the changes in the transfer to the General Fund, all the other transfer amounts changed as well. The changes to the other transfers are summarized below.

- **Contingency Fund:** The transfer is being reduced by \$22,985 from \$47,069 to \$24,084. According to the City Charter, the contingency fund is only allowed to hold up to three percent in reserves. The budgeted transfer for FY 2018-2019 will bring the fund balance to the maximum value allowed.
- **Utility Debt Service:** The transfer is budgeted to be reduced by \$12,564 due to lower debt payments. However, this is just a one year decrease and the payments for FY 2019-2020 are scheduled to increase by \$16,009.
- **Capital Improvements:** There is a proposed increase of \$69,324 for FY 2018-2019. The total proposed transfer is \$157,010. About half of the transfer will go to funding the remaining portion of the Water & Sewer Master Plan/Impact Fee Study, which will also produce a capital improvement plan for incorporation into future budgets. The other half will go to rebuilding two of our water wells and other small projects.
- **Equipment Replacement:** It is proposed that the transfer is decreased from \$59,999 to \$52,564. During the FY 2017-2018 budget the funds were used to purchase a new sewer jetter. In FY 2018-2019 \$40,000 is being used to purchase a new diesel F-250 to provide a vehicle for the two new employees. The remaining funds are being used to pre-fund future equipment replacement needs by starting to build up the fund balance in the Equipment Replacement Fund.

Personnel. The Utility Fund's proposed budget includes an additional \$108,615 to fund the two new positions that were approved, but not funded in the FY 2017-2018 Budget. For many years staffing has been limited in this department, which has not allowed the employees enough time to do some of the basic tasks that should be on their routine maintenance schedule. It is projected that over time these two positions will more than pay for themselves just by properly exercising the valves and hydrants in the water system.

Professional Services. The budgets for professional services in the Utility Fund are being increased by \$31,698. Historically these line items have been underfunded causing professional services to be charged to the Water M&R and Sewer M&R line items, which limited the funds available to make repairs.

Solid Waste Charges. Is being increased by \$15,860 to offset the Waste Connections price increase.

Other Funds

Beautification Fund

The Beautification Fund is projected to spend \$11,650 of their \$16,000 budget for FY 2017-2018. During this past year the executive director has spent most of her time focused on rebuilding her home that flooded during Hurricane Harvey and not as many events were held. However, we are hopeful that all the events will return this next budget year and the proposed budget is the same as the previous year.

Capital Projects Fund

The Capital Projects Fund is used to hold and track the funds for General Fund projects. In FY 2017-2018 it's projected that \$10,000 more will be spent than the original budget of \$72,095. At their meeting on April 9, 2018, the City Council approved spending up to \$10,000 more than originally budgeted for the project to replace the City's enterprise software. The funds to cover the overage are coming from savings on the City's server replacement project.

The fund's proposed budget for FY 2018-2019 is \$40,000 to replace the roof at City Hall. When the building was originally purchased and remodeled, everything was updated by the City except for the roof.

Crime Control Prevention District (CCPD) Fund

Due to the initial decrease in the fund's sales tax revenue after Hurricane Harvey, the decision was made not to hire the new police officer that was originally included in the FY 2017-2018 Adopted Budget. Due primarily to this decision, it is projected that the fund will end the current fiscal year spending about \$59,000 less than original budget of \$117,165.

It is proposed that the budget for FY 2018-2019 be set at \$114,499. Since the CCPD Board met to discuss their budget before the new police chief started working, they proposed that \$18,966 be budgeted to fund the part-time warrant officer position and that the remaining balance of \$95,533 be held in the equipment line item as a place holder. The CCPD Board will be meeting with Chief Mayer on Thursday, July 19th to adopt a spending plan for the remaining balance. This plan will then be presented to the City Council for inclusion into the FY 2018-2019 Adopted Budget.

Equipment Replacement Fund

The equipment replacement fund receives contributions from both the General Fund and the Utility Fund and is designed to fund the City's equipment and vehicle needs. The FY 2017-2018 included \$165,609 to purchase a new server (\$75,000), a sewer jetter (\$59,999), and a replacement truck for Public Works (\$30,610). Due to savings on the server project, it is projected that the fund will spend about \$35,000 less than the original budget.

As discussed in the discussion on the transfers for the General and Utility Funds, for FY 2018-2019 the Equipment Replacement Fund is scheduled to receive \$95,564 in revenues and to spend \$40,000 for a new truck in the Utility Fund. The remaining balance of \$55,564 will be used to start the process of pre-funding the annual depreciation for our equipment and vehicles, which totaled over \$190,000 in FY 2016-2017.

Transportation Fund

For FY 2017-2018 it is estimated that the City will spend \$25,000 less than originally budget in the transportation fund. The City is planning on spending the \$55,000 budgeted for street and drainage projects. Due to the time spent recovering from Hurricane Harvey, it is estimated that only half of the

\$50,000 reserved for sidewalks will be spent. The original plan was to install sidewalks along S. Yaupon, but only the engineering work is being funded for that project this year, in addition to ADA ramp repairs.

Due to new revenue coming in from the newest apartment complexes, the budget is projected to increase by \$31,800 to \$136,800 for FY 2018-2019. The funds will be split equally between streets, sidewalks, and drainage.

Utility Capital Improvement Fund

It is projected that the fund will spend all the \$87,686 budgeted for FY 2017-2018. The proposed budget for FY 2018-2019 is \$157,010, which includes \$75,000 to finish funding the Water & Sewer master Plan/Impact Fee Study, \$53,790 to rebuild water wells 3 & 4, and the remaining balance is being reserved to start saving for some of the capital projects that will come from the study.

Conclusion

As I stated previously, staff was faced with some tough decisions while putting together the proposed budget. However, in the end we are presenting a budget that does not include an increase in the effective tax rate while (1) beginning to address the City's unfunded depreciation, (2) ensuring that each authorized position is being used as efficiently as possible, and (3) establishing a formal pay system that will compensate our employees at a competitive level and help to prevent future problems with wage compression.

Sincerely,



Michael Coon
City Manager

EXPENDITURES BY DEPARTMENT

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
ADMINISTRATION	449,091	556,935	544,447	699,528
CITY MAINTENANCE	223,244	243,929	227,289	225,609
STREETS & DRAINAGE	126,856	125,000	125,000	125,000
SPECIAL SERVICES	7,212	18,400	18,400	12,230
POLICE DEPARTMENT	923,267	919,169	948,018	954,851
JUDICIAL	132,791	130,745	135,211	89,263
FIRE DEPARTMENT	163,464	191,434	194,150	205,781
PARKS & RECREATION	34,761	40,994	49,048	46,300
CODE ENFORCEMENT	46,157	53,009	50,968	57,171
PERMITTING & INSPECTIONS	80,534	109,588	107,719	113,366
STORM/DISASTER	28,781	86,231	69,864	-
TRANSFERS	-	654,439	624,439	181,070
TOTAL	2,216,158	3,129,873	3,094,553	2,710,169
DEBT SERVICE	170,394	174,212	174,212	166,333
TOTAL	170,394	174,212	174,212	166,333
WATER/SEWER	1,244,460	1,510,729	1,499,904	1,680,508
TRANSFERS	-	761,336	755,336	491,260
TOTAL	1,244,460	2,272,065	2,255,240	2,171,768
DEBT SERVICE	168,210	165,756	165,756	153,192
TOTAL	168,210	165,756	165,756	153,192
CRIME CONTROL & PREVENTION	104,594	117,165	58,152	114,499
TOTAL	104,594	117,165	58,152	114,499
INSURANCE CONTINGENCY	-	-	-	-
TOTAL	-	-	-	-
EQUIPMENT REPLACEMENT	-	165,609	129,999	40,000
TOTAL	-	165,609	129,999	40,000
UTILITY CAPITAL IMPROVEMENTS	-	87,686	87,686	128,790
TOTAL	-	87,686	87,686	128,790
CAPITAL PROJECTS	-	72,095	82,095	40,000
TOTAL	-	72,095	82,095	40,000
TRANSPORTATION	57,543	105,000	80,000	136,800
TOTAL	57,543	105,000	80,000	136,800
BEAUTIFICATION	12,801	16,000	11,650	16,000
TOTAL	12,801	16,000	11,650	16,000
GRAND TOTAL	3,974,160	6,305,462	6,139,343	5,677,551
TRANSFERS SUBTOTAL	-	1,415,775	1,379,775	672,330
NET OPERATING TOTAL	3,974,160	4,889,687	4,759,568	5,005,221

General Fund Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4103 AD VALOREM TAXES	1,481,522	1,692,127	1,657,605	1,673,909
210 DEVELOPERS 380 REBATE	-	(242,155)	(242,155)	(119,720)
CRAWFORD FURNITURE 380 REBATE	-	(6,381)	(6,381)	(7,190)
BIG KOUNTRY SHOOTING 380 REBATE	-	-	-	(4,993)
4104 DELINQUENT TAXES	11,371	12,000	21,000	12,000
4105 PENALTY & INTEREST	12,351	12,500	12,500	12,500
4106 LICENSES & PERMITS	9,371	10,000	9,142	9,100
4107 BUILDING PERMITS	48,884	60,000	64,000	70,000
4109 MUNICIPAL COURTS	210,319	150,000	130,415	131,000
4110 INTEREST EARNED	6,513	3,000	5,000	3,000
4111 FRANCHISE TAXES	195,712	177,189	179,000	179,000
4112 MISCELLANEOUS INCOME	36,423	30,000	42,394	35,000
4114 ANIMAL FINES/LICENSES	175	200	290	350
4116 SALES TAX - STREETS	93,462	109,607	114,735	117,000
4117 SALES TAX	373,846	438,430	458,938	467,998
4118 MUNICIPAL BUILDING RENTALS	5,543	7,314	9,562	9,500
4121 PARKS AND RECREATION	4,100	5,066	5,087	5,075
4250 BARBEQUE COOKOFF	6,659	7,000	2,454	-
4251 POLICE OFFICER TRAINING	1,213	1,100	1,378	1,350
4253 COURT SECURITY	(3,404)	3,300	3,300	2,880
4254 COURT TECHNOLOGY	(4,539)	2,000	2,000	3,000
4255 BOBBY FORD PARK	3,065	5,000	5,000	5,000
TRANSFER IN FROM UTILITY (Indirect Cost)	-	400,826	400,826	104,410
TRANSFER IN FROM FUND BAL.	-	251,750	251,750	-
FUND TOTAL	2,492,585	3,129,873	3,127,839	2,710,169

MAJOR BUDGET CHANGES

380 Agreement Rebates	116,633	The Brazos Crossing 380 Agreement dropping from 100% to 75%.
Sales Tax Line Items	36,961	The projected growth comes from the sales tax revenues from businesses that sales tax revenues hadn't previously been sent correctly to Richwood. MuniServices help make these corrections.
Building Permits	10,000	Anticipated increase from new residential and commercial growth.
Transfer in from Utility (Indirect Cost)	(296,416)	Removed one-time debt payment from Utility Fund.
Transfer in from Fund Balance	(251,750)	Removed transfer that funded one-time expenditures in FY 2018.
Municipal Courts	(19,000)	Revenues projections have been lowered to reflect a lesser amount of citations being issued.
Barbeque Cookoff	(7,000)	Revenues are no longer budgeted as the Fire Department will be taking over the management of the event.

Department Administration

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	270,880	339,199	321,282	445,443
OPERATING COSTS	55,281	44,901	40,120	44,925
MAINTENANCE AND REPAIRS	17,910	15,500	16,750	16,000
UTILITIES AND TELEPHONE	12,885	11,753	11,540	12,240
SERVICES	55,890	90,726	101,246	100,700
SUNDRY	29,851	46,556	45,210	73,420
SUBTOTAL	442,696	548,635	536,147	692,728
CAPITAL OUTLAY	6,395	8,300	8,300	6,800
DEPARTMENT TOTAL	449,091	556,935	544,447	699,528
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
CITY MANAGER	1	90,610	122,590	94,210
FINANCE DIRECTOR	1	61,815	83,633	72,717
CITY SECRETARY	1	61,815	83,633	63,989
ADMINISTRATIVE ASSISTANT	1	35,620	48,192	44,800
CUSTOMER SERVICE REP.	1	30,400	41,130	32,364
TOTAL	5			308,080

MAJOR BUDGET CHANGES

Multiple Personnel Line Items	97,212	Added a Finance Director position.
Special Services - Miscellaneous		Budgeted payment to third-party to review sales tax compliance.
	24,000	Equates to 30 percent of additional estimated sales tax.
Multiple Personnel Line Items		Implementation of compensation study & establishing formal pay
	16,159	scales for all full-time positions.
Elections	6,000	Increased budget for a November bond election.

Department Administration

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
01 ADMINISTRATIVE EXP	29,494	-		-
02 CONTRACT LABOR	14,763	3,300	28,800	3,300
03 SALARIES	165,162	222,651	203,883	308,080
04 OVERTIME	-	4,202	2,000	3,500
05 RETIREMENT	26,179	40,097	30,000	48,107
07 MEDICARE	-	3,322	3,322	4,611
10 WORKER'S COMP	527	1,050	850	1,210
15 HOSPITALIZATION	25,744	35,933	34,024	47,340
20 UNEMPLOYMENT INS.	45	684	547	855
25 CELL PHONE ALLOWANCE	-	1,080	1,080	1,530
26 CAR ALLOWANCE	-	5,400	5,400	5,400
30 TRAINING & TRAVEL	8,966	15,480	10,000	19,360
75 EMPLOYEE INCENTIVE	-	5,100	1,150	1,250
80 CERTIFICATION PAY	-	900	225	900
TOTAL	270,880	339,199	321,282	445,443
5200 OPERATING SUPPLIES				
01 FOOD	514	2,460	2,000	2,220
10 OFFICE SUPPLIES	27,073	20,936	17,000	21,000
15 CUSTODIAL SUPPLIES	1,119	1,000	1,000	1,200
25 BOOKS & PERIODICALS	118	885	500	885
40 EXPENDABLE SUPPLIES	26,457	19,620	19,620	19,620
TOTAL	55,281	44,901	40,120	44,925
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	14,631	15,000	16,000	15,000
12 CONTINGENCY FUND M&R	3,000	-		-
20 OFFICE FURNITURE/FIX	103	500	750	1,000
65 OTHER EQUIPMENT M&R	176	-		-
TOTAL	17,910	15,500	16,750	16,000
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	10,384	9,000	9,000	9,500
20 TELEPHONE	2,074	2,040	2,040	2,040
30 NATURAL GAS	427	713	500	700
TOTAL	12,885	11,753	11,540	12,240

5500 SERVICES				
10 ELECTIONS	-	4,000	-	10,000
50 IT SERVICES	2,208	20,726	17,726	20,726
56 CONT. SERVICES - TAXES	12,013	13,000	13,000	11,474
60 ENGINEERING	-	1,000	1,000	-
70 ATTORNEY'S FEES	11,481	17,000	28,000	20,500
72 ECONOMIC DEVELOPMENT	1,130	10,000	1,200	10,000
80 AUDITOR'S FEES	28,557	25,000	28,000	28,000
95 PROFESSIONAL SERVICES	500	-	12,320	-
TOTAL	55,890	90,726	101,246	100,700
5600 SUNDRY				
40 INS. - BLDG/LIAB/BOND	17,096	20,000	20,000	20,000
60 DUES & SUBSCRIPTIONS	8,292	11,161	11,161	11,761
85 PUBLISHING & ADVERTISING	4,463	7,995	7,995	9,995
95 SPECIAL SERVICES - MISC	-	7,400	6,054	31,664
TOTAL	29,851	46,556	45,210	73,420
5900 CAPITAL OUTLAY				
10 OFFICE EQUIPMENT	182	3,500	3,500	2,000
35 EQUIP - TIME PAYMENT	6,213	4,800	4,800	4,800
40 SPECIAL EQUIPMENT	-	-	-	-
50 CONTINGENCY FUND	-	-	-	-
60 TRANSFER TO CAPITAL	-	-	-	-
TOTAL	6,395	8,300	8,300	6,800
DEPARTMENT TOTAL	449,091	556,935	544,447	699,528

Department City Maintenance

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	100,283	112,175	102,615	109,203
OPERATING COSTS	23,064	22,700	21,700	22,400
MAINTENANCE AND REPAIRS	22,997	21,500	28,500	21,500
UTILITIES AND TELEPHONE	36,021	38,200	35,700	37,400
SUNDRY	13,303	22,800	12,220	8,550
SUBTOTAL	195,668	217,375	200,735	199,053
CAPITAL OUTLAY	27,576	26,554	26,554	26,556
DEPARTMENT TOTAL	223,244	243,929	227,289	225,609
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
MAINTENANCE TECH	1	30,400	41,130	32,260
OPERATOR TRAINEE	1	30,400	41,130	32,364
TOTAL	2			64,624

MAJOR BUDGET CHANGES

Dues & Subscriptions	(8,500)	Decreased to match historical expenditures.
Special Services - Misc.	(4,100)	Decreased to match historical expenditures.
Multiple Personnel Line Items	(2,972)	Decrease due to turnover and lower salaries for newer employees.
Radio M&R	(2,000)	Decreased to match historical expenditures.

**Department
City Maintenance**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	2,083	2,500	-	2,500
03 SALARIES	66,533	67,250	60,228	64,624
04 OVERTIME	-	7,601	7,601	7,000
05 RETIREMENT	7,390	8,556	6,225	8,151
07 MEDICARE	-	975	467	1,039
10 WORKER'S COMP	4,618	3,885	6,411	3,261
15 HOSPITALIZATION	17,644	17,966	18,066	18,936
20 UNEMPLOYMENT INS.	18	342	342	342
30 TRAINING & TRAVEL	278	1,500	1,500	1,500
75 LONGEVITY PAY	-	-	175	250
90 UNIFORMS	1,719	1,600	1,600	1,600
TOTAL	100,283	112,175	102,615	109,203
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	106	500	200	200
15 CUSTODIAL SUPPLIES	466	700	500	700
20 TOOLS	2,394	2,500	2,500	2,500
30 GAS, OIL, & LUBRICANTS	9,157	8,000	8,000	8,000
40 EXPENDABLE SUPPLIES	3,139	3,000	2,500	3,000
45 DUMP CHARGES	7,740	6,000	6,000	6,000
70 CHEMICALS	62	2,000	2,000	2,000
TOTAL	23,064	22,700	21,700	22,400
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	5,408	4,000	7,500	5,000
40 VEHICLE M&R	6,857	6,000	7,000	6,000
60 RADIO M&R	714	5,000	2,000	3,000
65 OTHER EQUIPMENT M&R	3,904	4,000	10,000	5,000
76 SIGNS M&R	6,114	2,500	2,000	2,500
TOTAL	22,997	21,500	28,500	21,500
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	28,474	31,500	35,000	36,000
20 TELEPHONE	7,159	6,300	300	1,000
30 NATURAL GAS	388	400	400	400
TOTAL	36,021	38,200	35,700	37,400

5600 SUNDRY				
30 INS. - MOTOR VEHICLES	1,437	2,000	2,220	2,250
40 INS. - BLDG/LIAB/BOND	2,034	4,000	4,000	2,100
60 DUES & SUBSCRIPTIONS	6,658	9,000	500	500
85 PUBLISHING & ADVERTISING	-	500	500	500
95 SPECIAL SERVICES - MISC	3,175	7,300	5,000	3,200
TOTAL	13,303	22,800	12,220	8,550
5900 CAPITAL OUTLAY				
30 EQUIPMENT	6,639	-	-	-
35 EQUIP - TIME PAYMENT	20,937	26,554	26,554	26,556
TOTAL	27,576	26,554	26,554	26,556
DEPARTMENT TOTAL	223,244	243,929	227,289	225,609

Department Streets and Drainage

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5300 MAINTENANCE & REPAIRS				
80 STREET M&R	23,043	48,000	48,000	48,000
85 DRAINAGE M&R	3,419	5,000	5,000	5,000
TOTAL	26,463	53,000	53,000	53,000
5500 SERVICES				
60 ENGINEERING	-	5,000	5,000	5,000
TOTAL	-	5,000	5,000	5,000
5900 CAPITAL OUTLAY				
65 STREET PROJECTS	98,604	60,000	60,000	60,000
75 DRAINAGE	1,789	7,000	7,000	7,000
TOTAL	100,393	67,000	67,000	67,000
DEPARTMENT TOTAL	126,856	125,000	125,000	125,000

MAJOR BUDGET CHANGES

No changes

Department Special Revenue

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5200 OPERATING				
90 BARBEQUE COOKOFF	4,397.19	7,000.00	7,000.00	-
91 POLICE TRAINING	250.00	1,100.00	1,100.00	1,350.00
92 SEIZURE & FORFEITURE	-	-		-
93 COURT SECURITY	119.20	3,300.00	3,300.00	2,880.00
94 COURT TECHNOLOGY	2,445.45	2,000.00	2,000.00	3,000.00
95 BOBBY FORD PARK	-	5,000.00	5,000.00	5,000.00
TOTAL	7,211.84	18,400.00	18,400.00	12,230.00
DEPARTMENT TOTAL	7,211.84	18,400.00	18,400.00	12,230.00

MAJOR BUDGET CHANGES

Barbeque Cookoff	(7,000.00)	During FY 2018 the responsibility & funds for the Cookoff were transferred to the Richwood Volunteer Fire Department.
Various Line Items	830.00	Adjusted to match historical totals for special revenues.

Department Police Department

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	789,770	765,428	821,789	789,073
OPERATING COSTS	42,712	39,104	19,946	41,982
MAINTENANCE AND REPAIRS	12,517	14,880	13,797	14,020
UTILITIES AND TELEPHONE	6,082	11,772	8,207	12,624
SERVICES	47,726	63,460	55,480	70,350
SUNDRY	24,270	22,912	25,563	22,314
SUBTOTAL	923,076	917,556	944,781	950,363
CAPITAL OUTLAY	191	1,613	3,237	4,488
DEPARTMENT TOTAL	923,267	919,169	948,018	954,851
POSITION TITLE	NUMBER	EMPLOYEE SALARY RANGE MIN MAX		
POLICE CHIEF	1	66,732	90,284	75,005
SERGEANT	1	57,281	70,011	62,833
SERGEANT	1	57,281	70,011	61,418
OFFICER	1	47,735	58,342	58,342
OFFICER	1	47,735	58,342	57,532
OFFICER	1	47,735	58,342	53,821
OFFICER	1	47,735	58,342	53,821
OFFICER	1	47,735	58,342	53,776
OFFICER	1	47,735	58,342	53,216
TOTAL	9			529,764

MAJOR BUDGET CHANGES

Overtime	15,236	Increased budget to better match historical expenditures. Additionally, the Police Department is also implementing new practices to better provide shift coverage without using as much
Multiple Personnel Line Items	7,712	Implementation of compensation study & establishing formal pay scales for all full-time positions.
Animal Control	4,600	Historically, unclaimed pets have been brought to Angleton's shelter at no cost to the City. However, we are anticipating that to change.
Gas, Oil, & Lubricants	3,638	Increased budget to account for raising fuel costs.
Jail Expense	3,540	Purchased new software that will allow for video magistration

**Department
Police**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	625,375	525,707	519,037	529,764
04 OVERTIME	-	36,764	84,089	52,000
05 RETIREMENT	61,607	64,352	68,636	66,266
07 MEDICARE	-	7,631	8,745	8,443
10 WORKER'S COMP	10,817	24,547	24,373	19,332
15 HOSPITALIZATION	76,898	80,848	88,568	85,212
20 UNEMPLOYMENT INS.	239	1,539	1,804	1,539
25 CELL PHONE ALLOWANCE	-	540	540	540
30 TRAINING & TRAVEL	4,968	11,300	11,263	10,740
75 EMPLOYEE INCENTIVE	6,500	-	1,650	1,850
80 CERTIFICATION PAY	-	8,400	8,400	7,800
90 UNIFORMS	3,367	3,800	4,683	5,587
TOTAL	789,770	765,428	821,789	789,073
5200 OPERATING SUPPLIES				
01 FOOD	116	1,850	1,600	1,850
10 OFFICE SUPPLIES	12,620	4,600	3,806	2,280
15 CUSTODIAL SUPPLIES	28	-	10	50
20 TOOLS	1,670	1,816	1,741	1,816
30 GAS, OIL, & LUBRICANTS	24,757	30,208	10,949	33,846
40 EXPENDABLE SUPPLIES	3,521	630	888	1,540
87 COMMUNITY OUTREACH	-	-	951	600
TOTAL	42,712	39,104	19,946	41,982
5300 MAINTENANCE & REPAIRS				
20 OFFICE FURNITURE/FIX	-	-	30	1,000
40 VEHICLE M&R	10,089	11,000	9,887	9,500
50 RADAR M&R	320	400	400	400
60 RADIO M&R	-	2,540	2,540	2,540
65 OTHER EQUIPMENT M&R	2,108	940	940	580
TOTAL	12,517	14,880	13,797	14,020
5400 UTILITIES & TELEPHONE				
20 TELEPHONE	6,082	11,772	8,207	12,624
TOTAL	6,082	11,772	8,207	12,624
5500 SERVICES				
40 DISPATCH SERVICES	43,000	45,000	43,000	43,000
42 JAIL EXPENSE	3,236	4,500	4,500	8,040
50 IT SERVICES	-	1,560	1,780	2,310
58 ANIMAL CONTROL	264	7,400	3,000	12,000
70 ATTORNEY'S FEES	1,226	5,000	3,200	5,000
TOTAL	47,726	63,460	55,480	70,350

5600 SUNDRY				
30 INS. - MOTOR VEHICLES	7,079	6,100	6,522	6,522
40 INS. - BLDG/LIAB/BOND	5,816	6,500	6,082	6,500
60 DUES & SUBSCRIPTIONS	968	7,092	7,092	7,092
85 PUBLISHING & ADVERTISING	2,394	2,220	2,220	2,200
95 SPECIAL SERVICES - MISC	8,012	1,000	3,647	-
TOTAL	24,270	22,912	25,563	22,314
5900 CAPITAL OUTLAY				
30 EQUIPMENT	-	-	-	-
35 EQUIP - TIME PAYMENT	191	1,613	3,237	4,488
TOTAL	191	1,613	3,237	4,488
DEPARTMENT TOTAL	923,267	919,169	948,018	954,851

Department Judicial

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	114,684	114,845	110,928	64,763
OPERATING COSTS	6,036	5,700	5,800	5,000
MAINTENANCE AND REPAIRS	-	-	-	-
UTILITIES AND TELEPHONE	-	-	-	-
SERVICES	13,207	10,000	14,983	16,000
SUNDRY	(1,137)	200	3,500	3,500
SUBTOTAL	132,791	130,745		89,263
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	132,791	130,745	135,211	89,263
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
COURT CLERK	1	35,620	48,192	37,366
JUDGE	1	3,600	3,600	3,600
ALTERNATE JUDGE	1	3,600	3,600	3,600
TOTAL	3			44,566

MAJOR BUDGET CHANGES

Multiple Personnel Line Items	(54,280)	After conducting a comparative analysis of court staffing levels in other cities similar to Richwood, it was determined that only one position is need to effiecently handle the workload in our court.
Attorney's Fees	5,500.00	Increased to better match historical expenditures.
Dues & Subscriptions	-	Increased to account for the court software.

**Department
Judicial**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	84,216	81,327	79,183	44,566
04 OVERTIME	-	1,000	500	1,000
05 RETIREMENT	10,638	8,587	7,315	4,366
07 MEDICARE	-	1,211	1,211	660
10 WORKERS COMP	356	370	391	165
15 HOSPITALIZATION	16,985	17,966	18,074	9,468
20 UNEMPLOYMENT INSURANCE	179	684	704	513
30 TRAINING & TRAVEL	2,311	2,500	3,000	3,000
75 LONGEVITY PAY	-	-	250	125
80 CERTIFICATION PAY	-	1,200	300	900
TOTAL	114,684	114,845	110,928	64,763
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	5,693	5,200	5,000	4,200
25 BOOKS & PERIODICALS	120	-	300	300
40 EXPENDABLE SUPPLIES	223	500	500	500
TOTAL	6,036	5,700	5,800	5,000
5500 SERVICES				
50 IT SERVICES	-	-	83	500
65 JURY EXPENSE	-	500	500	500
70 ATTORNEY'S FEES	13,207	9,500	14,400	15,000
TOTAL	13,207	10,000	14,983	16,000
5600 SUNDRY				
10 CREDIT CARD DISCOUNT FEES	(1,359)	-	500	-
60 DUES & SUBSCRIPTIONS	222	200	3,000	3,500
TOTAL	(1,137)	200	3,500	3,500
DEPARTMENT TOTAL	132,791	130,745	135,211	89,263

Department Fire Department

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	25,989	22,520	26,050	29,390
OPERATING COSTS	12,831	17,500	17,200	17,500
MAINTENANCE AND REPAIRS	17,138	14,500	14,500	9,500
UTILITIES AND TELEPHONE	3,995	4,750	4,300	4,560
SERVICES	75,000	85,000	85,000	93,000
SUNDRY	10,537	11,500	11,436	12,036
SUBTOTAL	145,490	155,770	158,486	165,986
CAPITAL OUTLAY	17,974	35,664	35,664	39,795
DEPARTMENT TOTAL	163,464	191,434	194,150	205,781

MAJOR BUDGET CHANGES

EMS Services	8,000	The EMS contract was rebid and the winning bid was \$8,000 higher than the previous contract amount.
Multiple Personnel Line Items	6,870	Increased costs associated with higher number of volunteers.

Department
Fire Department

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
06 PENSION PLAN	13,725	13,860	14,650	16,490
10 WORKER'S COMP	277	660	3,400	3,400
30 TRAINING & TRAVEL	296	500	500	500
90 UNIFORMS	11,691	7,500	7,500	9,000
TOTAL	25,989	22,520	26,050	29,390
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	52	1,500	1,500	1,500
15 CUSTODIAL SUPPLIES	-	-	-	-
20 TOOLS	10,610	12,000	12,000	12,000
30 GAS, OIL, & LUBRICANTS	1,857	3,000	2,700	3,000
40 EXPENDABLE SUPPLIES	313	-	-	-
85 FIRE PREVENTION SUPPLIES	-	1,000	1,000	1,000
TOTAL	12,831	17,500	17,200	17,500
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	10,775	8,000	8,000	3,000
40 VEHICLE M&R	5,943	6,000	6,000	6,000
60 RADIO M&R	420	500	500	500
TOTAL	17,138	14,500	14,500	9,500
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	1,561	2,250	1,800	1,800
20 TELEPHONE	2,227	2,200	2,200	2,400
30 NATURAL GAS	207	300	300	360
TOTAL	3,995	4,750	4,300	4,560
5500 SERVICES				
66 CONTRACT - AMBULANCE	75,000	85,000	85,000	93,000
TOTAL	75,000	85,000	85,000	93,000
5600 SUNDRY				
30 INS. - MOTOR VEHICLES	4,678	4,700	5,336	5,336
40 INS. - BLDG/LIAB/BOND	3,151	4,000	3,300	3,300
60 DUES & SUBSCRIPTIONS	2,708	2,800	2,800	3,400
TOTAL	10,537	11,500	11,436	12,036
5900 CAPITAL OUTLAY				
30 EQUIPMENT	10,642	-	-	-
35 EQUIP - TIME PAYMENT	7,332	8,000	8,000	8,000
62 TRANSFER TO REPLACEMENT	-	27,664	27,664	31,795
TOTAL	17,974	35,664	35,664	39,795

DEPARTMENT TOTAL	163,464	191,434	194,150	205,781

**Department
Parks and Recreation**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	-	-	-	-
OPERATING COSTS	3,360	4,500	4,000	4,000
MAINTENANCE AND REPAIRS	21,372	22,500	30,000	27,500
UTILITIES AND TELEPHONE	852	1,694	2,400	2,400
SERVICES	-	-	-	-
SUNDRY	3,396	5,300	5,300	5,400
PARKS AND RECREATION	5,781	7,000	7,348	7,000
SUBTOTAL	34,761	40,994	49,048	46,300
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	34,761	40,994	49,048	46,300

MAJOR BUDGET CHANGES

Building & Grounds M&R 5,000 Increased budget to better take care of aging park facilities.

**Department
Parks and Recreation**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	181	-	-	-
15 CUSTODIAL SUPPLIES	897	1,500	1,500	1,500
20 TOOLS	-	-	-	-
40 EXPENDABLE SUPPLIES	244	1,000	500	500
70 CHEMICALS	2,038	2,000	2,000	2,000
TOTAL	3,360	4,500	4,000	4,000
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	14,445	15,000	25,000	20,000
65 OTHER EQUIPMENT M&R	6,926	7,500	5,000	7,500
TOTAL	21,372	22,500	30,000	27,500
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	852	1,694	2,400	2,400
TOTAL	852	1,694	2,400	2,400
5600 SUNDRY				
40 INS. - BLDG/LIAB/BOND	1,747	3,800	3,800	3,800
85 PUBLISHING & ADVERTISING	1,649	1,500	1,500	1,600
TOTAL	3,396	5,300	5,300	5,400
5800 PARKS AND RECREATION				
50 BEAUTIFICATION	27	-	348	-
51 EVENTS	5,754	7,000	7,000	7,000
TOTAL	5,781	7,000	7,348	7,000
DEPARTMENT TOTAL	34,761	40,994	49,048	46,300

Department Code Enforcement

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	41,978	46,909	46,003	47,621
OPERATING COSTS	1,250	2,600	1,850	2,500
MAINTENANCE AND REPAIRS	1,645	-	15	-
UTILITIES AND TELEPHONE				
SERVICES	761	2,500	2,500	6,250
SUNDRY	523	1,000	600	800
SUBTOTAL	46,157	53,009	50,968	57,171
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	46,157	53,009	50,968	57,171
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
CUSTOMER SERVICE REP.	1	30,400	41,130	32,260
TOTAL	1			32,260

MAJOR BUDGET CHANGES

Attorney's Fees	2,500	Historically most these fees had been charged to Administration. Increasing the budget allows the expenditures to be recodred in the proper department.
Professional Services	1,000	Increased budget to allow for outside consultations.

**Department
Code Enforcement**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	29,019	32,136	31,665	32,260
04 OVERTIME	-	300	300	300
05 RETIREMENT	4,702	3,707	3,180	3,706
07 MEDICARE	-	466	466	473
10 WORKERS COMP	216	146	278	118
15 HOSPITALIZATION	7,083	8,983	9,810	9,468
20 UNEMPLOYMENT INSURANCE	125	171	179	171
30 TRAINING & TRAVEL	614	1,000	-	1,000
75 LONGEVITY PAY	-	-	125	125
90 UNIFORMS	219	-	-	-
TOTAL	41,978	46,909	46,003	47,621
5200 OPERATING SUPPLIES				
01 FOOD	109	-	-	-
10 OFFICE SUPPLIES	651	1,000	650	1,000
15 CUSTODIAL SUPPLIES	7	-	-	-
20 TOOLS	22	1,000	1,000	1,000
40 EXPENDABLE SUPPLIES	460	600	200	500
TOTAL	1,250	2,600	1,850	2,500
5300 MAINTENANCE & REPAIRS				
20 OFFICE FURNITURE/FIX	645	-	-	-
40 VEHICLE M&R	1,001	-	15	-
TOTAL	1,645	-	15	-
5500 SERVICES				
55 IT SERVICES	-	-	-	250
70 ATTORNEY'S FEES	390	2,500	2,500	5,000
95 SPECIAL SERVICES - MISC	371	-	-	1,000
TOTAL	761	2,500	2,500	6,250
5600 SUNDRY				
60 DUES & SUBSCRIPTIONS	234	500	300	300
85 PUBLISHING & ADVERTISING	289	500	300	500
TOTAL	523	1,000	600	800
DEPARTMENT TOTAL	46,157	53,009	50,968	57,171

Department Permitting & Inspections

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	74,193	86,878	82,199	82,966
OPERATING COSTS	1,073	5,600	3,350	4,100
MAINTENANCE AND REPAIRS	226	2,110	1,900	2,000
UTILITIES AND TELEPHONE	-			-
SERVICES	600	3,700	9,000	13,000
SUNDRY	4,442	11,300	11,270	11,300
SUBTOTAL	80,534	109,588	107,719	113,366
CAPITAL OUTLAY	-	-	-	-
DEPARTMENT TOTAL	80,534	109,588	107,719	113,366
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
BUILDING OFFICIAL	1	51,670	69,906	55,204
TOTAL	1			55,204

MAJOR BUDGET CHANGES

Multiple Personnel Line Items	(7,872)	In FY 2018 the Permitting & Inspections Director position was reclassified to Building Official.
Multiple Line Items	12,300	Budgets for third-party inspections and plan reviews increased due to growth. The fees that are collected will offset these increases.

**Department
Permitting & Inspections**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	1,400	4,500	7,500	7,500
03 SALARIES	58,527	61,992	55,203	55,204
05 RETIREMENT	5,705	7,147	6,624	6,344
07 MEDICARE	-	907	404	809
10 WORKER'S COMP	-	638	284	455
15 HOSPITALIZATION	8,440	8,983	9,813	9,468
20 UNEMPLOYMENT INS.	9	171	180	171
25 CELL PHONE ALLOWANCE	-	540	540	540
30 TRAINING & TRAVEL	111	1,800	1,000	1,800
75 LONGEVITY PAY	-	-	450	475
90 UNIFORMS	-	200	200	200
TOTAL	74,193	86,878	82,199	82,966
5200 OPERATING SUPPLIES				
10 OFFICE SUPPLIES	337	100	100	100
20 TOOLS	-	500	250	500
30 GAS, OIL & LUBRICANTS	736	5,000	3,000	3,500
TOTAL	1,073	5,600	3,350	4,100
5300 MAINTENANCE & REPAIRS				
40 VEHICLE M&R	124	2,000	1,500	1,500
60 RADIO M&R	102	110	400	500
TOTAL	226	2,110	1,900	2,000
5500 SERVICES				
70 ATTORNEY'S FEES	-	500	3,000	3,000
95 SPECIAL SERVICES - MISC	600	3,200	6,000	10,000
TOTAL	600	3,700	9,000	13,000
5600 SUNDRY				
30 INS. MOTOR VEHICLES	-	500	470	500
60 DUES & SUBSCRIPTIONS	4,442	10,800	10,800	10,800
TOTAL	4,442	11,300	11,270	11,300
DEPARTMENT TOTAL	80,534	109,588	107,719	113,366

Department
Storm/Disaster

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	2,700	-	3,000	-
TOTAL	2,700	-	3,000	-
5200 OPERATING SUPPLIES				
01 FOOD	1,013	-	-	-
10 OFFICE SUPPLIES	77	-	-	-
15 CUSTODIAL SUPPLIES	95	-	-	-
20 TOOLS	679	-	1,339	-
30 GAS, OIL, & LUBRICANTS	4,526	-	-	-
40 EXPENDABLE SUPPLIES	699	-	-	-
45 DUMP CHARGES	-	35,000	35,000	-
TOTAL	7,089	35,000	36,339	-
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	1,166	-	88	-
65 OTHER EQUIPMENT M&R	17,827		5,768	-
TOTAL	18,993	-	5,856	-
5500 SERVICES				
95 SPECIAL SERVICES - MISC	-	51,231	24,669	-
TOTAL	-	51,231	24,669	-
DEPARTMENT TOTAL	28,781	86,231	69,864	-

Department Transfers

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5900 TRANSFERS OUT				
50 CONTINGENCY FUND	-	74,144	74,144	7,161
60 CAPITAL PROJECTS	-	72,095	82,095	40,000
61 UTILITY FUND (INDIRECT COST)	-	401,590	401,590	89,909
62 EQUIPMENT REPLACEMENT	-	105,610	65,610	43,000
63 BEAUTIFICATION FUND	-	1,000	1,000	1,000
TOTAL	-	654,439	624,439	181,070
DEPARTMENT TOTAL	-	654,439	624,439	181,070

MAJOR BUDGET CHANGES

Utility Fund (Indirect Cost)	(311,681)	Removed one-time payment to Utility Fund for water and sewer fees that historically had not been paid.
Contingency Fund	(66,983)	Reduced transfer to amount needed to reach a balance of 3% of General Fund Operating Budget.
Equipment Replacement	(62,610)	Reduced one-time purchases budgeted in FY 2018.
Capital Projects	(32,095)	Reduced one-time purchases budgeted in FY 2018.

General Obligation Debt Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4103 AD VALOREM TAXES	163,443	174,211	174,211	166,333
4110 INTEREST EARNED	338	-	91	-
FUND TOTAL	163,781	174,211	174,302	166,333

General Obligation Debt Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5900 CAPITAL OUTLAY				
10 BOND FEES	-	-	-	-
60 BANK LOAN	21,390	21,390	21,390	21,389
80 CO SERIES 2012	78,510	79,050	79,050	78,050
92 CO SERIES 2011 REFUNDING	70,494	73,772	73,772	66,894
FUND TOTAL	170,394	174,212	174,212	166,333

Water/Sewer Fund Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST EARNED	1,066	500	500	500
4112 MISCELLANEOUS	22,127	6,000	6,000	3,500
4410 WATER FEES	706,689	820,127	843,261	935,631
4411 WATER DISCOUNTS	-	(10,264)	(15,093)	(24,641)
4420 SEWER FEES	603,113	728,818	747,219	835,949
4421 SEWER DISCOUNTS	-	(9,803)	(13,853)	(21,862)
4422 RECLAIMED WATER	-	12,500	-	12,500
4430 DELINQUENT CHARGES	26,857	23,000	14,488	23,000
4440 WATER TAPS	11,248	14,050	12,483	14,050
4450 SEWER TAPS	1,500	2,000	500	575
4460 RECONNECT FEES	2,734	2,150	5,798	4,000
4470 GARBAGE RECEIPTS	29,983	281,396	256,920	298,657
4961 TRANSFER IN GEN. FUND (INDIRECT COST)	-	401,590	401,590	89,909
FUND TOTAL	1,405,317	2,272,065	2,259,813	2,171,768

MAJOR BUDGET CHANGES

Transfer In from General Fund (Indirect Cost)	(311,681)	Removed one-time payment from General Fund for
Water & Sewer Fees	196,198	Increase from full year of new rates that were implemented in April 2018.
Garbage Receipts	17,261	Pass through rate increases from Waste Connections.

Department Water/Sewer

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
PERSONNEL COSTS	282,747	259,918	257,910	376,460
OPERATING COSTS	32,002	33,000	29,000	34,600
MAINTENANCE AND REPAIRS	155,243	122,200	104,612	128,812
UTILITIES AND TELEPHONE	48,155	50,100	57,300	57,960
SERVICES	147,008	139,752	161,652	171,450
SUNDRY	43,747	50,111	50,352	51,028
SUBTOTAL	708,902	655,081	660,826	820,310
CAPITAL OUTLAY	535,557	855,649	839,078	860,198
TRANSFERS OUT	-	761,336	755,336	491,260
DEPARTMENT TOTAL	1,244,460	2,272,065	2,255,240	2,171,768
POSITION TITLE	EMPLOYEE SALARY RANGE			
	NUMBER	MIN	MAX	
PUBLIC WORKS DIRECTOR	1	61,815	83,633	65,452
FOREMAN	1	44,625	60,375	44,788
OPERATOR	1	35,620	48,192	36,510
OPERATOR	1	35,620	48,192	35,620
OPERATOR TRAINEE	1	30,400	41,130	32,364
OPERATOR TRAINEE	1	30,400	41,130	31,320
TOTAL	6			246,052

MAJOR BUDGET CHANGES

General Fund Transfer (Indirect Cost)	(296,416)	Reduced one-time debt payment to General Fund.
Multiple Personnel Line Items	108,615	Funding for two positions originally approved in FY 2018 Budget.
Capital Improvements Transfer	69,324	Increased transfer to fund rebuilds on wells 3 & 4 and other small projects.
Multiple Line Items within Services Category	31,698	Increased fees for professional services to allow more room for M&R budgets to better maintain water and sewer lines.
Solid Waste Charges	15,860	Increase in Waste Connections Contract.
Telephone	8,100	Moved SCADA phone charges from M&R line items to allow more room for M&R budgets to better maintain water and sewer lines.
Other Transfers	(42,984)	Decreases for transfers to the Contingency Fund, Debt Service, and Equipment Replacement Fund.

**Department
Water/Sewer**

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	-	1,000	-	1,000
03 SALARIES	225,249	166,984	167,314	246,052
04 OVERTIME	-	15,000	16,500	16,500
05 RETIREMENT	18,826	20,862	17,733	29,940
07 MEDICARE	-	2,429	1,191	3,814
10 WORKER'S COMP	3,762	10,386	9,251	11,975
15 HOSPITALIZATION	32,455	35,933	39,197	56,808
20 UNEMPLOYMENT INS.	150	684	684	1,026
25 CELLPHONE ALLOWANCE	-	540	540	540
30 TRAINING & TRAVEL	2,302	4,000	4,000	5,000
75 LONGEVITY PAY	-	-	-	805
80 CERTIFICATION PAY	-	2,100	1,500	3,000
90 UNIFORMS	2	-	-	-
TOTAL	282,747	259,918	257,910	376,460
5200 OPERATING SUPPLIES				
01 FOOD	-	-	-	500
10 OFFICE SUPPLIES	9,540	6,000	6,000	6,000
15 CUSTODIAL SUPPLIES	54	300	300	100
20 TOOLS	989	2,000	2,000	2,000
30 GAS, OIL, & LUBRICANTS	10,553	15,000	11,000	15,000
40 EXPENDABLE SUPPLIES	3,434	2,200	2,200	3,500
70 CHEMICALS	7,431	7,500	7,500	7,500
TOTAL	32,002	33,000	29,000	34,600
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	3,367	2,000	2,000	3,000
20 OFFICE FURNITURE/FIX	773	-	-	-
40 VEHICLE M&R	8,945	3,000	2,000	3,000
60 RADIO M&R	-	-	612	1,612
65 OTHER EQUIPMENT M&R	482	-	5,000	4,000
90 WATER LINES M&R	49,447	45,000	45,000	45,000
92 SEWER LINES M&R	92,228	72,200	50,000	72,200
TOTAL	155,243	122,200	104,612	128,812
5400 UTILITIES & TELEPHONE				
10 ELECTRICITY	45,552	47,000	47,000	47,000
20 TELEPHONE	2,559	2,500	9,700	10,600
30 NATURAL GAS	45	600	600	360
TOTAL	48,155	50,100	57,300	57,960

5500 SERVICES				
05 LEASE EXPENSE	135,592	137,252	137,252	139,550
60 ENGINEERING	7,676	2,500	2,500	10,000
70 ATTORNEY'S FEES	3,740	-	2,500	2,500
95 PROFESSIONAL SERVICES	-	-	19,400	19,400
TOTAL	147,008	139,752	161,652	171,450
5600 SUNDRY				
30 INS. - MOTOR VEHICLES	1,437	2,875	3,116	3,200
40 INS. - BLDG/LIAB/BOND	22,505	25,000	25,000	25,000
60 DUES & SUBSCRIPTIONS	18,340	19,736	19,736	20,328
85 PUBLISHING & ADVERTISING	1,465	2,500	2,500	2,500
TOTAL	43,747	50,111	50,352	51,028
5900 CAPITAL OUTLAY				
30 EQUIPMENT	208	-	-	-
35 EQUIP - TIME PAYMENT	17,908	20,000	20,000	4,092
90 SEWAGE TREATMENT PLANT	265,263	315,998	310,000	314,575
94 WASTE CONNECTIONS	-	257,320	246,747	273,180
95 BRAZOSPORT WATER AUTH	252,179	262,331	262,331	268,351
TOTAL	535,557	855,649	839,078	860,198
5900 TRANSFERS OUT				
63 GEN. FUND (INDIRECT COST)	-	400,826	400,826	104,410
64 CONTINGENCY FUND	-	47,069	41,069	24,084
65 UTILITY DEBT SERVICE	-	165,756	165,756	153,192
66 CAPITAL IMPROVEMENTS	-	87,686	87,686	157,010
67 EQUIPMENT REPLACEMENT	-	59,999	59,999	52,564
TOTAL	-	761,336	755,336	491,260
DEPARTMENT TOTAL	1,244,460	2,272,065	2,255,240	2,171,768

Revenue Bond Debt Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4113 TRANS IN FROM REVENUE	-	165,756	165,756	153,192
4410 WATER FEES	88,983			-
4420 SEWER FEES	79,228			-
FUND TOTAL	168,211	165,756	165,756	153,192

Revenue Bond Debt Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5900 CAPITAL OUTLAY				
60 CO SERIES 2013	73,791	73,791	73,791	73,791
70 CO SERIES 2011	54,508	53,340	53,340	37,213
91 RB I&S SERIES 2004	39,912	38,625	38,625	42,188
FUND TOTAL	168,210	165,756	165,756	153,192

MAJOR BUDGET CHANGES

Crime Control and Prevention Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST	265.69	-	250.00	-
4117 SALES TAX	99,288.52	109,607.00	104,808.00	114,499.00
4959 TRANS IN - FUND BALANCE	-	7,558.00	-	
FUND TOTAL	99,554.21	117,165.00	105,058.00	114,499.00

Crime Control and Prevention Expenditures

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
03 SALARIES	18,760	76,655	30,838	15,552
05 RETIREMENT	-	8,762	-	-
07 MEDICARE	-	1,111	447	226
10 WORKER'S COMP	-	3,342	1,280	517
15 HOSPITALIZATION	-	8,983	-	-
20 UNEMPLOYMENT INS.	-	1,160	342	171
30 TRAINING & TRAVEL	-	900	-	1,500
90 UNIFORMS	4,093	1,007	4,500	1,000
TOTAL	22,853	101,920	37,407	18,966
5200 SUPPLIES				
20 TOOLS	1,663	-	-	-
40 EXPENDABLE		-	-	-
TOTAL	1,663	-	-	-
5500 SERVICES				
50 IT SERVICES	1,216			
TOTAL	1,216	-	-	-
5900 CAPITAL				
5920 MOTOR VEHICLES	73,842	-	-	
5930 EQUIPMENT	5,020	2,745	20,745	95,533
TOTAL	78,862	2,745	20,745	95,533
6000 TRANSFERS OUT				
COPS GRANT	-	12,500	-	-
TOTAL	-	12,500	-	-
FUND TOTAL	104,594	117,165	58,152	114,499

MAJOR BUDGET CHANGES

The CCPD Board met to discuss their proposed budget before Chief Mayer's start date. They decided to committ \$18,966 to fund the part-time warrant officer and to place the remaining funds in the equipment line item as a placeholder. The board will meet with Chief Mayer in July to prepare any adjustments they would like to propose to City Council.

Utility Capital Improvement Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST	306	200	405	-
4966 TRANSFER FROM UTILITY FUND	-	87,686	87,686	157,010
FUND TOTAL	306	87,886	88,091	157,010

Utility Capital Improvement Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5560 ENGINEERING	-	66,831	66,831	75,000
5915 CAPITAL OUTLAY	-	20,855	20,855	53,790
FUND TOTAL	-	87,686	87,686	128,790

Equipment Replacement Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST	60	-	134	-
4112 MISCELLANEOUS	-	-	7,537	-
4962 TRANSFER FROM GENERAL FUND	-	105,610	65,610	43,000
4967 TRANSFER FROM UTILITY FUND	-	59,999	59,999	52,564
FUND TOTAL	60	165,609	133,280	95,564

Equipment Replacement Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5920 MOTOR VEHICLES	-	30,610	35,000	40,000
5930 EQUIPMENT	-	134,999	94,999	-
FUND TOTAL	-	165,609	129,999	40,000

Capital Projects Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST	-	-	-	-
4113 INTRAGOVERNMENTAL	-	72,095	82,095	40,000
FUND TOTAL	-	72,095	82,095	40,000

Capital Projects Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5930 EQUIPMENT	-	24,345	34,345	-
5915 CAPITAL OUTLAY	-	47,750	47,750	40,000
FUND TOTAL	-	72,095	82,095	40,000

Insurance Contingency Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
4110 INTEREST	66	-	66	-
FUND TOTAL	66	-	66	-

Insurance Contingency Expenditures

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5240 EXPENDABLE	-	-	-	-
FUND TOTAL	-	-	-	-

MAJOR BUDGET CHANGES

Utility Capital Improvement	\$75,000 to finish funding the Utility Master Plan & Impact Fee Study; \$53,790 to rebuild water wells 3 & 4; \$28,220 is being reserved for projects resulting from the CIP that will be created during the study.
Equipment Replacement	\$40,000 to purchase a new diesel truck in Utilities; \$55,564 to begin pre-funding future equipment replacement needs. Between the General Fund and the Utility Fund there is over \$200,000 per year in depreciation on equipment and vehicles.
Capital Projects	\$40,000 to replace the roof on City Hall, which was the only thing not done when the building was purchased and remodeled.

Transportation Fund Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
TRANS IN - FUND BALANCE		-	-	
4110 INTEREST	147	-	700	-
4125 TRANSPORTATION FEE	105,225	105,000	136,800	136,800
FUND TOTAL	105,372	105,000	137,500	136,800

Transportation Fund Expenditures

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5300 MAINTENANCE & REPAIR				
5380 STREETS M&R	43,444	30,000	30,000	45,600
5382 SIDEWALKS M&R	-	50,000	25,000	45,600
5385 DRAINAGE M&R	14,100	25,000	25,000	45,600
TOTAL	57,543	105,000	80,000	136,800
FUND TOTAL	57,543	105,000	80,000	136,800

MAJOR BUDGET CHANGES

Transportation Fee	31,800	Now that both apartment complexes are complete, we should see at least \$11,400 per month in transportation fee revenues.
Expenditures	31,800	Reallocated budget to divide funds equally between the three areas.

Beautification Revenues

DESCRIPTION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
TRANS IN - FUND BALANCE	-	1,200	-	480
4112 MISCELLANEOUS	-	-	-	-
4113 INTERGOVERNMENTAL	-	1,000	1,000	1,000
4124 BEATIFICATION REVENUES	12,725	13,800	14,520	14,520
FUND TOTAL	12,725	16,000	15,520	16,000

Beautification Expenditures

EXPENDITURE CLASSIFICATION	ACTUAL FY 2016/17 <i>UNAUDITED</i>	BUDGET FY 2017/18	PROJECTED FY 2018/18	BUDGET FY 2018/19
5100 PERSONNEL COSTS				
02 CONTRACT LABOR	8,175	8,500	8,500	8,500
30 TRAINING & TRAVEL	1,012	1,600	-	1,600
TOTAL	9,187	10,100	8,500	10,100
5200 SUPPLIES				
10 OFFICE SUPPLIES	25	100	100	100
20 TOOLS	-	500	-	500
40 EXPENDABLE	821	1,500	500	1,500
TOTAL	846	2,100	600	2,100
5300 MAINTENANCE & REPAIRS				
10 BUILDING & GROUNDS	1,540	2,000	1,600	2,000
TOTAL	1,540	2,000	1,600	2,000
5600 SUNDRY				
60 DUES AND SUBSCRIPTIONS	637	800	650	800
85 PUBLISHING & ADVERTISING	390	1,000	300	1,000
95 SPECIAL SERVICES - MISC	202	-	-	-
TOTAL	1,229	1,800	950	1,800
FUND TOTAL	12,801	16,000	11,650	16,000

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**GENERAL FUND****GENERAL FUND OPTION 1**

Revenue

Increase Transfer From Utility Fund for Debt Repayment	\$20,250
Increase Property Tax Revenues	\$70,100
NET INCREASE (DECREASE)	<u>\$90,350</u>

Expenditures

Increase Auditor's Fee	\$14,500
Reduce Police Shift Change	(\$10,784)
Increase Equipment Replacement Transfer	\$86,634

NET INCREASE (DECREASE)	<u>\$90,350</u>

GENERAL FUND REVISED REVENUES	\$2,800,519
GENERAL FUND REVISED EXPENDITURES	\$2,800,519

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**GENERAL FUND****GENERAL FUND OPTION 2**

Revenue

Increase Transfer From Utility Fund for Debt Repayment	\$20,250
Decrease Property Tax Revenues	(<u>\$1</u>)
NET INCREASE (DECREASE)	<u><u>\$20,249</u></u>

Expenditures

Increase Auditor's Fee	\$14,500
Reduce Police Shift Change	(\$10,784)
Increase Equipment Replacement Transfer	\$16,533

NET INCREASE (DECREASE)	<u><u>\$20,249</u></u>

GENERAL FUND REVISED REVENUES	\$2,730,418
GENERAL FUND REVISED EXPENDITURES	\$2,730,418

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**GENERAL FUND****GENERAL FUND OPTION 3**

Revenue

Increase Transfer From Utility Fund for Debt Repayment	\$20,250
Decrease Property Tax Revenues	(\$46,605)
NET INCREASE (DECREASE)	<u>(\$26,355)</u>

Expenditures

Increase Auditor's Fee	\$14,500
Reduce Police Shift Change	(\$10,784)
Decrease Equipment Replacement Transfer	(\$15,500)
Reduce Police Overtime	(\$5,491)
Reduce Compensation Plan	(\$9,080)

NET INCREASE (DECREASE)	<u>(\$26,355)</u>

GENERAL FUND REVISED REVENUES	\$2,683,814
GENERAL FUND REVISED EXPENDITURES	\$2,683,814

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**GENERAL FUND****GENERAL FUND OPTION 4**

Revenue

Increase Transfer From Utility Fund for Debt Repayment	\$20,250
Decrease Property Tax Revenues	(\$98,191)
NET INCREASE (DECREASE)	<u>(\$77,941)</u>

Expenditures

Increase Auditor's Fee	\$14,500
Reduce Police Shift Change	(\$10,784)
Decrease Equipment Replacement Transfer	(\$43,000)
Reduce Police Overtime	(\$5,491)
Reduce Compensation Plan	(\$15,990)
Reduce Contingency Transfer	(\$5,468)
Limist Splash Pad to June to August	(\$11,708)
NET INCREASE (DECREASE)	<u>(\$77,941)</u>

GENERAL FUND REVISED REVENUES **\$2,632,228**

GENERAL FUND REVISED EXPENDITURES **\$2,632,228**

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**UTILITY FUND****UTILITY FUND**

Revenue	
N/A	\$0

NET INCREASE (DECREASE)	<u>\$0</u>

Expenditures	
Increase Transfer to General Fund for Debt Repayment	\$20,250
Decrease Transfer to Capital Imprvements	(\$7,686)
Decrease Transfer to Equipment Replacement	<u>(\$12,564)</u>
NET INCREASE (DECREASE)	<u>\$0</u>

UTILITY FUND REVISED REVENUES	\$2,171,768

UTILITY FUND REVISED EXPENSES	\$2,171,768

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**CCPD FUND****CCPD FUND**

Revenue

Increase Sales Tax to Match Updated Projections	\$2,501

NET INCREASE (DECREASE)	<u>\$2,501</u>

Expenditures

Increase Personnel Costs to Add Investigator Position	\$81,333

Decrease Capital Expenses	(\$78,832)

NET INCREASE (DECREASE)	<u>\$2,501</u>

CCPD FUND REVISED REVENUES	\$117,000

CCPD FUND REVISED EXPENSES	\$117,000

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**EQUIPMENT REPLACEMENT FUND****EQUIPMENT REPLACEMENT OPTION 2**

Revenue

Increase Transfer from General Fund	\$86,634
Decrease Transfer from Utility Fund	<u>(\$12,564)</u>
NET INCREASE (DECREASE)	<u><u>\$74,070</u></u>

Expenditures

NET INCREASE (DECREASE)	<u><u>\$0</u></u>

<i>EQUIPMENT REPLACEMENT FUND REVISED REVENUES</i>	<i>\$169,634</i>
<i>EQUIPMENT REPLACEMENT FUND REVISED EXPENDITURES</i>	<i>\$40,000</i>

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**EQUIPMENT REPLACEMENT FUND****EQUIPMENT REPLACEMENT OPTION 2**

Revenue

Increase Transfer from General Fund	\$16,533
Decrease Transfer from Utility Fund	<u>(\$12,564)</u>
NET INCREASE (DECREASE)	<u><u>\$3,969</u></u>

Expenditures

NET INCREASE (DECREASE)	<u><u>\$0</u></u>

<i>EQUIPMENT REPLACEMENT FUND REVISED REVENUES</i>	<i>\$99,533</i>
<i>EQUIPMENT REPLACEMENT FUND REVISED EXPENDITURES</i>	<i>\$40,000</i>

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**EQUIPMENT REPLACEMENT FUND****EQUIPMENT REPLACEMENT OPTION 3**

Revenue

Increase Transfer from General Fund	(\$15,500)
Decrease Transfer from Utility Fund	(\$12,564)
NET INCREASE (DECREASE)	<u>(\$28,064)</u>

Expenditures

NET INCREASE (DECREASE)	<u>\$0</u>

<i>EQUIPMENT REPLACEMENT FUND REVISED REVENUES</i>	<i>\$67,500</i>
<i>EQUIPMENT REPLACEMENT FUND REVISED EXPENDITURES</i>	<i>\$40,000</i>

AMENDMENTS TO PROPOSED BUDGET - AS SUBMITTED 7/9/2018**EQUIPMENT REPLACEMENT FUND****EQUIPMENT REPLACEMENT OPTION 4**

Revenue

Increase Transfer from General Fund	(\$43,000)
Decrease Transfer from Utility Fund	(\$12,564)
NET INCREASE (DECREASE)	<u>(\$55,564)</u>

Expenditures

NET INCREASE (DECREASE)	<u>\$0</u>

<i>EQUIPMENT REPLACEMENT FUND REVISED REVENUES</i>	<i>\$40,000</i>
<i>EQUIPMENT REPLACEMENT FUND REVISED EXPENDITURES</i>	<i>\$40,000</i>

RESOLUTION 18-R-10

A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF RICHWOOD, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019

WHEREAS, on July 9, 2018, the City Manager of the City of Richwood submitted the proposed Budget for the City of Richwood Fiscal Year 2017-2018 to the City Council; and

WHEREAS, on July 9, 2018, the City Manager of the City of Richwood filed with the City Secretary the proposed Budget for the City of Richwood Fiscal Year 2018-2019; and

WHEREAS, a public hearing on said budget was duly held on August 27, 2018 and all interested persons were given an opportunity to be heard for or against any item thereof.

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

SECTION 1: That the City Council hereby adopts and approves the budget as filed with the City Secretary and as amended for the fiscal year beginning October 1, 2018 through September 30, 2019 and hereby appropriates the amounts as specified therein at the fund level.

SECTION 2: That the City Manager shall cause copies of the budget to be filed with the City Secretary and the County Clerk of Brazoria County.

PASSED AND APPROVED 10th day of September, 2018.

Mark Guthrie
Mayor

ATTEST:

Giani Cantu
City Secretary

MEMORANDUM

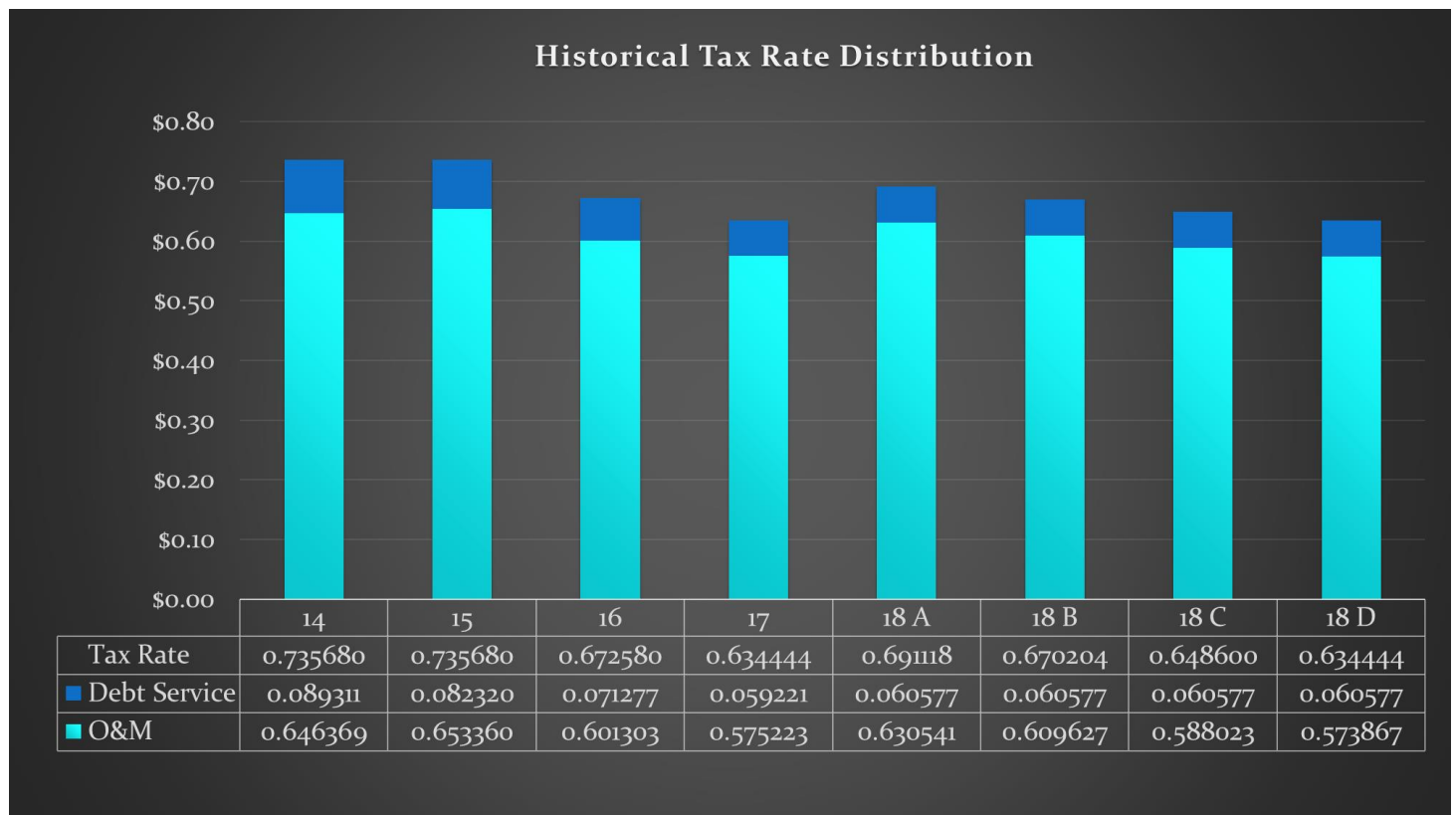
To: The Honorable Mark Guthrie, Mayor and Members of the Richwood City Council

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss and consider an ordinance adopting a tax rate not exceeding the effective tax rate of 0.691118 for the City of Richwood

City Council can adopt a tax rate as high as 0.691118, which is the effective tax rate. The graph below provides a brief history of the tax rate and the options that have been presented for four possible tax rates.



ORDINANCE NO. 18-434

AN ORDINANCE LEVYING THE AD VALOREM TAX OF THE CITY OF RICHWOOD, TEXAS ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY, NOT EXEMPT BY LAW; PROVIDING REVENUES FOR PAYMENT OF CURRENT MUNICIPAL EXPENSES, AND FOR INTEREST AND SINKING FUNDS ON OUTSTANDING CITY OF RICHWOOD BONDS; PROVIDING FOR ENFORCEMENT OF COLLECTION; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1: That under the authority of the Charter of the City of Richwood, Texas, and the laws of the State of Texas, there is hereby levied for the fiscal year October 1, 2018 through September 30, 2019, on all taxable property situated within the corporate limits of the City of Richwood, and not exempt by the Constitution and Laws of the State of Texas or by Sections 5 and 6 of the Ordinance, a tax of \$_____ on each \$100 assessed value of all taxable property.

Section 2: That of the total tax \$_____ on each \$100 assessed value shall be distributed to the General Fund of the City to fund maintenance and operation expenditures of the City.

Section 3: That of the total tax \$_____ on each \$100 assessed value shall be distributed to pay the City's debt service as provided by Section 26.04 of the Texas Tax Code.

Section 4: THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$36,771 OR 1.98%, AND OF THAT AMOUNT, \$37,994 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Section 5: That for enforcement of the collection of taxes hereby levied, the City of Richwood shall have available all rights and remedies provided by law.

Section 6: All monies collected under this ordinance for the specific items therein named, shall be and the same are appropriated and set apart for the specific purpose indicated in the City Budget and the City shall keep these accounts so as to readily and distinctly show the amount collected, and the amounts expended and the amounts on hand at any time belonging to such funds. All receipts for the City not specifically apportioned by the Ordinance are hereby made payable to the General Fund of the City.

Section 7: That if any section, subsection, paragraph, sentence, clause, phrase or word in this ordinance, or application thereof to any person or circumstance is held invalid by any court or competent jurisdiction, such holding shall not affect or impair any remaining portions or provisions of this ordinance and the City Council of the City of Richwood, Texas, hereby declares it would have enacted such remaining portions despite any such invalidity.

PASSED AND APPROVED on the first and final reading this 10th day of September, 2018.

CITY OF RICHWOOD

Mark Guthrie, Mayor

ATTEST:

Giani Cantu, City Secretary

APPROVED AS TO FORM:

Jason Cordoba, City Attorney

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Ordinance solid waste collection fees

This ordinance clarifies establishment of fees, collection services provided by city and disposal of trash generally. It also updates the Fee Schedule to reflect all utility fees as well.

An overview of the changes to code of ordinances is attached.

Sec. 21-26. - Establishment.

All rates to be paid to the city for water, sewer, or solid waste collection service shall be established by ordinance and shown in Appendix C – Fee Schedule of the code of ordinances.~~All rates to be paid to the city for water, sewer, or garbage service rendered by the city shall be as established by ordinance.~~

Sec. 21-117. - Collection service by city.

(a) All persons within the corporate limits of the city are required to use the solid waste collection services provided by the city and to pay the fees charged by the city for solid waste collection.

(b) The city will initially notify all residents within the city limits of the mandatory solid waste collection fee.

(c) The city will additionally notify all residents within the city of any changes to the mandatory solid waste collection fee.

(d) The mandatory solid waste collection fee will be reflected on each monthly utility billing accounts of the residents of the city.

(e) Solid waste collection, recycling collection, and bulk waste collection services will be provided as authorized in approval of a contract with an independent contractor for collection, conveyance or disposal of solid wastes pursuant to Section 21-115 of the code of ordinances.

~~(a) All persons within the corporate limits of the city are required to use the solid waste collection services provided by the city and to pay the fees charged by the city for solid waste collection.~~

~~(b) The city will initially notify all residents within the city limits of the mandatory solid waste collection fee.~~

~~(c) The city will additionally notify all residents within the city of any changes to the mandatory solid waste collection fee.~~

~~(d) The mandatory solid waste collection fee will be reflected on each monthly billing of the residents of the city.~~

Sec. 21-125. - Disposal of trash generally.

(a) A schedule of solid waste, recycling, and bulk waste collection pick up days and times will be provided to the resident upon initial set up of utility account or upon request.

(b) Residents may place collection receptacles by the curb no earlier than 5:00 am on the day of scheduled pickup. Bulk waste may be placed at the curb no earlier than seven days prior to the scheduled pickup.

(c) A list of acceptable and unacceptable bulk waste will be provided to the resident upon initial set up of utility account or upon request. If any vegetative or construction waste is generated by private contractor, it shall be hauled off and disposed of by said contractor.

(d) An accumulation of bulk waste in excess of five cubic yards shall be picked up for an additional fee as authorized in approval of a contract with an independent contractor for collection, conveyance or disposal of solid wastes pursuant to Section 21-115 of the code of ordinances.

~~The city will provide one pickup per month at each single family dwelling unit, two family dwelling unit and multiple family dwelling unit not electing commercial service.~~

~~Leaves and grass clippings must be bagged. Tree or shrubbery trimmings cut by commercial services must be hauled off by the commercial service.~~

~~Building materials, such as roofing shingles, concrete, bricks or other construction debris will not be picked up.~~

~~An accumulation of solid waste determined to be an oversized load shall be picked up for an additional fee. An oversized load is defined as over 128 cubic feet of debris or over 12 bags of leaves or grass clippings (or approximately the size of the bed for a normal size pickup truck). This includes yard debris or household debris and shall be assessed at a rate of \$5.00 per cubic yard with a \$30.00 minimum. Such charges will be assessed on the next city utility bill.~~

<u>Utility (Water, Sewer, Solid Waste) Fees</u>	
<u>Utility Deposits</u>	
<u>COMMERCIAL/RESIDENTIAL (OWNER)</u>	<u>\$100.00</u>
<u>RESIDENTIAL (TENANT/RENTER)</u>	<u>\$150.00</u>
<u>Water Rate Fees and Charges</u>	
<u>GALLONS OF WATER CHARGE PER MONTH</u>	<u>2,000</u>
<u>PER MONTH</u> <u>Minimum monthly charge</u>	<u>\$24.40</u>
<u>Amounts in excess of 2,000 gallons</u>	<u>\$4.35 Per each additional</u> <u>1,000 gallons of usage</u>

<u>Sewer Rate Fees and Charges</u>	
<u>GALLONS OF FLUID INTRODUCED INTO THE SANITARY SEWER PER MONTH</u>	<u>2,000</u>
<u>PER MONTH</u> <u>Minimum monthly charge</u>	<u>\$22.40</u>
<u>Amounts in excess of 2,000 gallons</u>	<u>\$4.35 Per each additional 1,000 gallons of usage</u>
<u>Solid Waste Collection Fees</u>	
<u>PER MONTH</u> <u>Includes one garbage and one recycle bin</u>	<u>\$17.14</u>
<u>ADDITIONAL BIN CHARGE PER MONTH</u>	<u>\$8.00</u>
<u>ACCUMULATION OF BULK WASTE IN EXCESS OF 5 CUBIC YARDS</u>	<u>\$20.00 per cubic yard</u>
<u>Water and Sewer Base Discount</u>	
<u>OVER 65 DISCOUNT</u>	<u>\$7.50</u>
<u>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</u>	
<u>Solid Waste Collection Discount</u>	
<u>OVER 65 DISCOUNT</u>	<u>\$1.14</u>

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss and consider a resolution converting the Utility Fund deficit into a long-term loan payable to the General Fund

It is projected that the Utility Fund will owe at least \$582,359.80 to the General Fund at the end of FY 2017-2018. At the City Council's request, staff has prepared a repayment plan that would allow the General Fund to collect interest every year on the outstanding debt. The proposed repayment schedule would allow the Utility Fund time to work up to the maximum payment of \$55,250. It would take 15 years to pay off the debt under the proposed plan.

Projected FY 17-18

End Balance

582,359.80

Interest Rate

1.90%

Year	Principal	Interest	Payment	Year End Balance
FY 2019	9,185.16	11,064.84	20,250.00	573,174.64
FY 2020	14,359.68	10,890.32	25,250.00	558,814.96
FY 2021	19,632.52	10,617.48	30,250.00	539,182.44
FY 2022	25,005.53	10,244.47	35,250.00	514,176.91
FY 2023	30,480.64	9,769.36	40,250.00	483,696.27
FY 2024	36,059.77	9,190.23	45,250.00	447,636.50
FY 2025	41,744.91	8,505.09	50,250.00	405,891.59
FY 2026	47,538.06	7,711.94	55,250.00	358,353.53
FY 2027	48,441.28	6,808.72	55,250.00	309,912.25
FY 2028	49,361.67	5,888.33	55,250.00	260,550.58
FY 2029	50,299.54	4,950.46	55,250.00	210,251.04
FY 2030	51,255.23	3,994.77	55,250.00	158,995.81
FY 2031	52,229.08	3,020.92	55,250.00	106,766.73
FY 2032	53,221.43	2,028.57	55,250.00	53,545.30
FY 2033	53,545.30	1,017.36	54,562.66	-
TOTAL	582,359.80	105,702.86	688,062.66	

Res. No. 18-R-12

**A RESOLUTION ADOPTING AN AMMORTIZATION SCHEDULE FOR FUNDS
OWED TO GENERAL FUND BY THE UTILITY FUND**

WHEREAS, the City of Richwood Utility Fund is expected to operate independently and separate from the General Fund; and

WHEREAS, over the last few years, the City of Richwood Utility Fund has seen deficits and the General Fund has covered the necessary expenditures; and

WHEREAS, the City of Richwood Utility Fund is expected to have an outstanding liability owed to General Fund in the amount of \$582,359.80 at the end of Fiscal Year 2017-2018;

WHEREAS, it is necessary to ensure all city funds are fiscally responsible for their respective debt and City Council wishes to convert the liability into a long term amortization schedule for payments; and

WHEREAS, as Texas statute prohibits the current City Council from obligating future funds, any future payments are contingent upon approval by future City Council members.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS, THE CITY OF RICHWOOD HEREBY ADOPTS THE PROPOSED AMMORTIZATION SCHEDULE FOR FUNDS OWED TO GENERAL FUND BY THE UTILITY FUND AS FOLLOWS:

Projected FY 17-18

End Balance **582,359.80**

Interest Rate **1.90%**

Year	Principal	Interest	Payment	Year End Balance
FY 2019	9,185.16	11,064.84	20,250.00	573,174.64
FY 2020	14,359.68	10,890.32	25,250.00	558,814.96
FY 2021	19,632.52	10,617.48	30,250.00	539,182.44
FY 2022	25,005.53	10,244.47	35,250.00	514,176.91
FY 2023	30,480.64	9,769.36	40,250.00	483,696.27
FY 2024	36,059.77	9,190.23	45,250.00	447,636.50
FY 2025	41,744.91	8,505.09	50,250.00	405,891.59
FY 2026	47,538.06	7,711.94	55,250.00	358,353.53
FY 2027	48,441.28	6,808.72	55,250.00	309,912.25
FY 2028	49,361.67	5,888.33	55,250.00	260,550.58
FY 2029	50,299.54	4,950.46	55,250.00	210,251.04
FY 2030	51,255.23	3,994.77	55,250.00	158,995.81
FY 2031	52,229.08	3,020.92	55,250.00	106,766.73
FY 2032	53,221.43	2,028.57	55,250.00	53,545.30
FY 2033	53,545.30	1,017.36	54,562.66	-
TOTAL	582,359.80	105,702.86	688,062.66	

PASSED AND APPROVED on this 10th day of September, 2018.

Mark Guthrie, Mayor

ATTEST:

Giani Cantu
City Secretary

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss an ordinance amending Chapter 10 Miscellaneous Provisions and Offenses of the code of ordinances to amend Section 10-4 Noise Control to restructure and set all new regulations to noise control

After Council's discussion on the proposed ordinance at their meeting on August 13, 2018, staff sent the draft of the ordinance to our attorney's office for review. The attorneys only recommended minor changes to a few sections of the language to provide more clarity.

The ordinance would establish a base limit of 55 decibels in residential areas from 7 AM to 10PM, which is the decibel measurement at which the EPA recognizes that a noise may become an annoyance. Otherwise the base for the residential areas will be 50 decibels. The base for commercial areas would be set at 65 decibels. Under the proposed ordinance, noise disturbances would be measured for 30 minutes and the average reading must be lower than the base amount and it could not be more than 10 decibels higher during any 1-minute period nor could it at any time have a measurement 20 decibels higher than the base. This would provide some allowances for noises that may on occasion be higher than the base level.

It is also important to note that due to the nature of the sound produced that fall under the following categories, they will be measured at a standard 5 decibels lower than the applicable base:

- Stationary sources of sound which emit a pure tone
- Cyclically varying sounds
- Repetitive impulsive sounds

For the information of the City Council, staff took measurements of the noise levels in Brazos Crossing on August 29th between 8:08 AM and 8:54 AM. During that time the average noise level was 48.5 dB with a maximum reading of 66.1 dB and a minimum reading of 42.5 dB.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: HGAC Representative Designation

H-GAC is the regional organization through which local governments consider issues and cooperate in solving area wide problems. Through H-GAC, local governments also initiate efforts in anticipating and preventing problems, saving public funds. The 13-county H-GAC service region is growing, becoming more diverse, and constantly changing. In order to address the needs of citizens and businesses, local governments are providing leadership to guide regional development wisely and manage change constructively.

H-GAC's Bylaws provide that each member Home Rule city with a population under 25,000 as of the last 2010 Federal Census is entitled to designate one representative and one alternate to the H-GAC General Assembly, which will meet in early 2019.

The Board of Directors is composed of 36 elected officials representing the 13 counties, 107 cities, and 11 member independent school districts in the region. The Board meets monthly.

Last year Mark Brown was appointed as representative and Mark Guthrie was appointed as alternate.

RESOLUTION 18-R-11

**A RESOLUTION DESIGNATING REPRESENTATIVE AND ALTERNATE
TO SERVE ON THE HOUSTON-GALVESTON AREA COUNCIL 2019
GENERAL ASSEMBLY BOARD OF DIRECTORS**

BE IT RESOLVED, by the Mayor and the City Council of Richwood, Texas, that
_____ be, and is hereby designated as its Representative to
the GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2018.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the
hereinabove name representative become ineligible, or should he/she resign, is

_____.

AND FURTHER MORE, that the Executive Director of the Houston-Galveston Area Council be
notified of the designation of the hereinabove named representative and alternate.

PASSED AND ADOPTED, this 10th day of September, 2018.

APPROVED:

Mark Guthrie, Mayor

ATTEST:

Giani Cantu, City Secretary

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Approve interlocal with City of Clute for personnel resources

The City of Clute reached out to the City to see if we would be interested in an interlocal agreement for shared personnel resources. Each respective city's duties will take priority. However, in the event one City should find themselves short of personnel in public works, inspections, code enforcement, etc..., then they could request assistance from the other city, if help is available. The requesting city will be responsible to reimburse the responding city costs of salary and benefits for the employee.

We believe this to be a valuable resource and great interlocal cooperation between the two cities.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Appointments to Boards and Commission

We have received applications to serve on various boards and commission.

Kimberly Mayer - KRB
Blix Messick - KRB
Lauren LaCount - CCPD

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Charter Review Commission

The Charter Review Commission is to be appointed in October of even years. It shall be comprised of five (5) residents.

Current interested residents are:

Lauren LaCount

Warren Allen

City Council will also need to appoint a liaison to the board.

Current liaison are as follows:

Fire Department - Council member Mike Johnson

CCPD - Council member Katie Johnson

KRB/Parks - Council member Sarah Reed

Mark Brown and Frank Blanks filled the liaison positions of the Animal Ordinance review subcommittee and the Bond Task Force subcommittee. The subcommittees have been finalized and completed.

Charter Review Board - Odd Years		
Members: 5	Council Liaison:	
The city council shall appoint, at its regular city meeting in October of each even numbered year, a Charter review commission of five (5) citizens of the City of Richwood		

DATE		CHARTER REVIEW COMMISSION MEETING SCHEDULE	TIME
LOCATIONS:	Commission meetings will be held in the executive conference room at City Hall unless otherwise indicated on the agenda.		
	The final report will be presented during a regularly scheduled Council meeting in January 2018.		
October – November Cycle			
October 4 th	Introduction Appoint Officers of board Article 1 Form of Government and Boundaries Article 2 Powers of the City Article 3 The City Council		TBD
October 18 th	Article 4. - Administrative Services Article 5. - Nominations and Elections Article 6. - Recall of Officers		TBD
November 1 st	Article 7. - Legislation by the People, Initiative and Referendum Article 8. - Municipal Planning and Zoning		TBD
November 15 th	Article 9. - Municipal Finance Article 10. - Franchise and Public Utilities Article 11. - General Provisions		TBD
December – January Cycle			
December 6 th	Draft report and recommendations		TBD
December 13 th	Finalize report and recommendations		TBD
January 14 th	Presentation of recommendations to City Council		6:00 PM

*Times have yet to be determined. Dates are subject to change dependent on availability of members. Order of items to be considered may also be subject to change.

Charter Review Commission.

The City Council shall appoint at its first regular meeting in October of each even numbered year, a Charter Review Commission of five citizens of the City.

- (a) *Duties of the Commission.* It shall be the duty of such Charter Review Commission to:
1. Inquire into the operations of the City government under the Charter provisions and determine whether any such provisions require revision. To this end public hearings may be held and the Commission shall have the power to compel the attendance of any officer or employee of the City and to require the submission of any of the City records which it may deem necessary to the conduct of such hearing;
 2. Propose any recommendations it may deem desirable to insure compliance with the provisions of the Charter by the several departments of the City government;
 3. Propose, if it deems desirable, amendments to this Charter to improve the effective application of said Charter to current conditions;
 4. Report its finding and present its proposed amendments if any, to the City Council.
- (b) *Action by the City Council.* The City Council shall receive and have published in a newspaper of general circulation in the City any report presented by the Charter Review Commission, shall consider any recommendations made, and if any amendment or amendments be presented as a part of such report may order such amendment or amendments to be submitted to the voters of the City in the manner provided by the applicable statute of the State of Texas.
- (c) *Term of office.* The term of office of such Charter Review Commission shall be six months and, if during such term no report is presented to the City Council, then all records of the proceedings of such Commission shall be filed with the person performing the duties of City Secretary and shall become a public record.

CHARTER

ARTICLE I. - FORM OF GOVERNMENT AND BOUNDARIES

Section 1.01. - Form of government.

Section 1.02. - Boundaries.

Section 1.03. - Annexation for all purposes.

Section 1.04. - Contradiction of boundaries.

ARTICLE 2. - POWERS OF THE CITY

Section 2.01. - General.

Section 2.02. - General powers adopted.

Section 2.03. - Eminent domain.

ARTICLE 3. - THE CITY COUNCIL

Section 3.01. - Number, selection and term.

Section 3.02. - Qualifications.

Section 3.03. - Council to be judge of election qualification.

Section 3.04. - Compensation.

Section 3.05. - Mayor pro-tem.

Section 3.06. - Vacancies.

Section 3.07. - Powers of the City Council.

Section 3.08. - Meetings of the City Council.

Section 3.09. - Rules of procedure.

Section 3.10. - Procedure for passing of ordinances.

Section 3.11. - Official bonds for City employees.

Section 3.12. - Investigation by the City Council.

Section 3.13. - Audit and examination of City books and accounts.

ARTICLE 4. - ADMINISTRATIVE SERVICES

Section 4.01. - City Manager.

Section 4.02. - Department of police.

Section 4.03. - City Secretary.

Section 4.04. - City Treasurer.

Section 4.05. - Municipal Court.

Section 4.06. - City Attorney.

Section 4.07. - Department of Health and Sanitation.

Section 4.08. - Fire Department.

Section 4.09. - Other departments.

ARTICLE 5. - NOMINATIONS AND ELECTIONS

Section 5.01. - Elections.

Section 5.02. - Regulation of elections.

Section 5.03. - Filing for office.

Section 5.04. - The official ballot.

Section 5.05. - Election by plurality.

Section 5.06. - Laws governing City elections.

Section 5.07. - Conducting and canvassing elections.

Section 5.08. - Cancellation of elections.

ARTICLE 6. - RECALL OF OFFICERS

Section 6.01. - Scope of recall.

Section 6.02. - Petitions for recall.

Section 6.03. - Form of recall petition.

Section 6.04. - Various papers constituting petition.

Section 6.05. - Presentation of petition to City Council.

Section 6.06. - Public hearing to be held.

Section 6.07. - Election to be called.

Section 6.08. - Ballots in recall election.

Section 6.09. - Result of recall election.

Section 6.10. - Recall, restrictions thereon.

Section 6.11. - Failure of City Council to call election.

ARTICLE 7. - LEGISLATION BY THE PEOPLE, INITIATIVE AND REFERENDUM

Section 7.01. - General power.

Section 7.02. - Initiative.

Section 7.03. - Referendum.

Section 7.04. - Voluntary submission of legislation by the City Council.

Section 7.05. - Form of ballots.

Section 7.06. - Publication of proposed and referred ordinances.

Section 7.07. - Adoption of ordinances.

Section 7.08. - Inconsistent ordinances.

Section 7.09. - Ordinances passed by popular vote, repeal or amendment.

Section 7.10. - Further regulation by City Council.

Section 7.11. - Franchise ordinances.

ARTICLE 8. - MUNICIPAL PLANNING AND ZONING

Section 8.01. - Platting of property.

Section 8.02. - Development of property.

Section 8.03. - Planning Commission.

Section 8.04. - Zoning Board of Adjustment.

ARTICLE 9. - MUNICIPAL FINANCE

Section 9.01. - Fiscal year.

Section 9.01. - Preparation and submission of budget.

Section 9.03. - Anticipated revenues compared with other years in budget.

Section 9.04. - Proposed budget and expenditures compared with other years.

Section 9.05. - Budget a public record.

Section 9.06. - Notice of public hearing on budget.

Section 9.07. - Public hearing on budget.

Section 9.08. - Proceedings on budget after public hearing.

Section 9.09. - Vote required for adoption.

Section 9.10. - Date of final adoption.

Section 9.11. - Effective date of budget; certification; copies made available.

Section 9.12. - Budget establishes appropriations.

Section 9.13. - Budget establishes amount to be raised by property tax.

Section 9.14. - Contingent appropriation.

Section 9.15. - Estimated expenditures shall not exceed estimated resources.

Section 9.16. - Emergency appropriations.

Section 9.17. - Department of taxation.

Section 9.18. - Power to tax.

Section 9.19. - Property subject to tax; method of assessment.

Section 9.20. - Taxes; when due and payable.

Section 9.21. - Tax liens.

ARTICLE 10. - FRANCHISE AND PUBLIC UTILITIES

Section 10.01. - Powers of the City.

Section 10.02. - Franchise; power of City Council.

Section 10.03. - Grant not to be exclusive.

Section 10.04. - Transfer of franchise.

Section 10.05. - Franchise value not to be allowed.

Section 10.06. - Right of regulation.

Section 10.07. - Regulation of rates.

Section 10.08. - Municipally owned utilities.

Section 10.09. - Sales of municipal services.

ARTICLE 11. - GENERAL PROVISIONS

Section 11.01. - Public records.

Section 11.02. - Nepotism.

Section 11.03. - Notice of claim.

Section 11.04. - Provision relating to assignment, execution and garnishment.

Section 11.05. - City not required to give security or execute bond.

Section 11.06. - Personal interest in City contract.

Section 11.07. - Effect of Charter on existing law.

Section 11.08. - Interim municipal government.

Section 11.09. - Applicability of general laws.

Section 11.10. - Amending the Charter.

Section 11.11. - Separability clause.

Section 11.12. - Charter Review Commission.

Section 11.13. - Submission of Charter to voters.

CHARTER

PREAMBLE

We, the citizens of Richwood, under the Constitution and laws of the State of Texas, do hereby adopt this Home Rule Charter in order to provide for the future progress of our City and to secure the benefits of local self-government, insure such rights and duties to the people, to reserve to the people the powers of initiative, referendum and recall, and to encourage citizen participation in our government for the proper and efficient progress of our City.

ARTICLE I. - FORM OF GOVERNMENT AND BOUNDARIES

Section 1.01. - Form of government.

The municipal form of government provided by this Charter shall be known as the "council-city manager form of government". Pursuant to its provisions and subject only to the limitations imposed by the state Constitution, the statutes of the state and by this Charter, all powers of the City shall be vested in an elected council, hereinafter referred to as the "City Council or the City Council of the City of Richwood," which enact local legislation, adopt budgets, determine policies and appoint the City Manager, who in turn shall be held responsible to the City Council for the execution of the laws and the administration of the government of the City. All powers of the City shall be exercised in the manner prescribed by this Charter, or if the manner not prescribed, then in such manner as may be prescribed by ordinance, the state Constitution or the statutes of this state.

(Ord. of 5-11-13)

Section 1.02. - Boundaries.

Boundaries for the City of Richwood are compiled in the field notes of the original incorporation lines dated November 9, 1957 in the Order of Incorporation, and shall include all property annexed since then.

(Ord. of 5-11-13)

Section 1.03. - Annexation for all purposes.

The City Council shall have the power by ordinance to fix the boundary lines of the City of Richwood, and to provide for the alteration and extension of said boundary limits, and the annexation of additional territory lying adjacent to the City, with or without the consent of the territory and inhabitants, subject to procedural rules as may be prescribed by law. Upon the passage of any ordinance annexing property to the City, the boundary limits of the City shall thereafter be fixed in such ordinance; and when any additional territory has been so annexed, same shall be a part of the City of Richwood, and the property situated therein shall be entitled to all the rights and privileges of all the citizens, and shall be bound by the acts, ordinances, resolutions and regulations of the City.

(Ord. of 5-11-13)

Section 1.04. - Contradiction of boundaries.

Whenever there exists within the corporate limits of the City any territory not suitable or necessary for City purposes, the City Council may, upon a petition signed by a majority of the qualified voters residing in such territory, if the same be inhabited, or without any such petition if the same be uninhabited, by ordinance duly passed, discontinue said territory as a part of the City. Said petition and ordinance shall accurately specify the metes and bounds of the territory sought to be eliminated from the City and shall

contain a plat designating such territory so that the same can be definitely ascertained. When said ordinance has been duly passed the same shall be entered upon the minutes and records of said City. From and after the entry of such ordinance said territory shall cease to be a part of said City, but said territory shall still be liable for its pro rata share of any debts incurred while said territory was a part of the City to pay the indebtedness incurred while said territory was a part of the City. The City shall continue to levy, assess and collect taxes on the territory to pay the indebtedness incurred while said territory was a part of the City.

(Ord. of 5-11-13)

ARTICLE 2. - POWERS OF THE CITY

Section 2.01. - General.

The City of Richwood may use a corporate seal, may sue and be sued, may contract and be contracted with, may implead and be impleaded in all courts in all matters whatsoever, may cooperate with the government of the State of Texas or any agency thereof, the Federal Government or any agency thereof, or any political subdivision of the State of Texas, and shall have all the powers granted to cities by the Constitution and laws of the State of Texas, together with all the implied powers necessary to carry into execution all the powers granted. The City may own or acquire property within or without its boundaries for any municipal purpose in fee simple or in any lesser interest or estate, by purchase, gift, devise, lease or condemnation and may sell, lease, hold, manage, control and police any property now owned by it or which it may hereafter acquire, and shall have the right to lease or let its property whether inside or outside the City limits, subject to the limitation hereinafter set out, and may construct, own, lease, operate, and regulate public utilities, may assess, levy and collect taxes for general and special purposes on all lawful subjects of taxation, may borrow money on the faith and credit of the City by issuance and sale of bonds, certificates of obligation, warrants or notes of the City, may appropriate the money of the City for all lawful purposes, may regulate and control the use, for whatever purpose, of the streets and other public places, may make and enforce all police, health, sanitation and other regulations, and may pass such ordinances as may be expedient for the protection and maintenance of good government, peace and welfare of the City, for the performance of the functions thereof, for the order and security of its residents, and may provide suitable penalties for the violations of any ordinance enacted by the City of Richwood, and, except as prohibited by the Constitution and laws of this State or restricted by this Charter, the City may exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever.

(Ord. of 5-11-13)

Section 2.02. - General powers adopted.

The enumeration of the particular powers in this Charter shall not be held or deemed to be exclusive but in addition to the powers enumerated herein or implied hereby or appropriate to the exercise of such powers, the City shall have and may exercise all power of local self-government and all other powers which, under the Constitution and laws of the State of Texas, it would be competent for this Charter specifically to enumerate. The City of Richwood shall have and may exercise all the powers enumerated in the Local Government Code.

(Ord. of 5-11-13)

Section 2.03. - Eminent domain.

The City shall have the full power and right to exercise the power of eminent domain when necessary or desirable to carry out any of the powers conferred upon it by this Charter or by the

Constitution and laws of the State of Texas. The City may exercise the power of eminent domain in any manner authorized or permitted by the Constitution and laws of this state. The power of eminent domain hereby conferred shall include the right of the City to take fee title to condemned land and such power and authority shall also include the right to condemn public property for such purposes. The City shall have and possess the power of condemnation for any municipal or public purposes even though not specifically enumerated in this Charter.

(Ord. of 5-11-13)

ARTICLE 3. - THE CITY COUNCIL

Section 3.01. - Number, selection and term.

The legislative and governing body of the City shall consist of a Mayor and five councilmen and shall be known as the "City Council of the City of Richwood."

- (1) The Mayor shall be elected from the City at large. The election of members of the City Council shall be by position from the City at large, designating council positions as position one through position five, inclusive, authorizing qualified voters to vote on a candidate for each council position and providing for interim determination of council positions by lot.
- (2) The Mayor shall be the presiding officer of the City Council and shall be recognized as the head of the City government for all ceremonial purposes and by the governor for purposes of military law, but shall have no regular administrative duties. The Mayor shall be entitled to vote only in the event it becomes necessary to break a tie vote.
- (3) In each odd numbered year two councilmen and a Mayor shall be elected, and in each even numbered year three councilmen shall be elected.
- (4) The Mayor and each councilman shall hold office for a period of two years and until his/her successor is elected and qualified. All elections shall be held in the manner provided in article 5 of this Charter.
- (5) All members of the City Council shall be subject to removal from office under the terms and conditions of the recall provisions of this Charter.

(Ord. of 5-11-13)

Section 3.02. - Qualifications.

Each member of the City Council shall be a resident citizen of the City of Richwood, shall be a qualified voter of the State of Texas, shall be at least twenty-one (21) years of age, shall have been such resident citizen of the City of Richwood for a period of not less than six (6) months immediately preceding his/her election, and shall not be indebted to the City of Richwood, provided, however, that any person with the above qualifications except as to residence, who shall have been a resident for a period of not less than six months immediately preceding his/her election, of any of the territory not formerly within the corporate limits of said City, but which is annexed under the provisions of section 1.03 of this Charter, shall be eligible for said office. If the Mayor or any councilman fails to maintain the foregoing qualifications or shall be absent from three consecutive regularly scheduled meetings without valid excuse, the City Council must, at its next regular meeting, declare a vacancy as set forth in section 3.06 of this Charter.

(Ord. of 5-11-13)

Section 3.03. - Council to be judge of election qualification.

The City Council shall be the judge of the election and qualification of its own members and other elected officials of the City and of the ground for forfeiture of their office. A member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on written demand to the Mayor, and notice of such hearing shall be published in one or more newspapers of general circulation in the City at least one week in advance of the hearing.

(Ord. of 5-11-13)

Section 3.04. - Compensation.

The City Council shall fix the compensation, if any, to be received by its members for attendance at its meetings with any changes in compensation subject to voter approval by a simple majority at the next regular election.

(Ord. of 5-11-13)

Section 3.05. - Mayor pro-tem.

The City Council, at its first meeting after each annual City election, or as soon as thereafter practicable, shall elect one of its members Mayor pro-tem, and he/she shall perform all the duties of the mayor in the absence or disability of the Mayor. In the event that the office of the Mayor pro-tem becomes vacant for any reason, the City Council shall elect a new Mayor pro-tem to fill the unexpired term.

(Ord. of 5-11-13)

Section 3.06. - Vacancies.

When a vacancy occurs in the City Council, the remaining members of the council, shall, within ten days (except within 60 days of a regular City election or during a run-off election period), appoint a qualified person to fill the unexpired term. However, the City Council shall not appoint more than one councilman in any twelve months period, and in case a vacancy has been filled by the City Council within twelve months prior to the subsequent vacancy, or if more than one vacancy occurs at the same time or before a prior vacancy has been filled, the City Council shall call a special election within ten days from the date the last vacancy occurred, to be held within fifty days thereafter, for the purpose of electing the successor or successors to the office or offices vacated.

(Ord. of 5-11-13)

Section 3.07. - Powers of the City Council.

1. Establish, consolidate, or abolish administrative departments;
2. Adopt the budget of the City;
3. Authorize the issuance of bonds by a bond ordinance;
4. Inquire into the conduct of any office, department or agency of the City and make investigations as to municipal affairs;
5. Remove from any office or position of employment in the City government, any officer or employee or member of any board or commission, unless that person is a department head, reports to a department head or is employed in one of the departments under the direction of the City Manager. The power of removal shall be a concurrent power with other individuals as authorized by this Charter and other written and duly authorized City policies;

6. Provide for such additional boards and commissions, not otherwise provided for in this Charter, as may be deemed necessary, and to appoint, or remove the members of all such boards and commissions. Such boards and commissions shall have all powers and duties now or hereafter conferred and created by this Charter, by City ordinance or by law;
7. Adopt and modify the zoning plan and the building codes of the City;
8. Adopt and modify the official map of the City;
9. Regulate, license and fix the charges and fares made by any person, firm or corporation owning, operating, or controlling any vehicle of any character used for the carrying of passengers for hire or the transportation of freight for hire on the public streets and alleys of the City;
10. Provide for the establishment and designation of fire limits and prescribe the kind and character of buildings or structures or improvements to be erected therein and provide for the erection of fireproof buildings within said limits, and provide for the condemnation of dangerous structures or buildings or dilapidated buildings, or buildings calculated to increase the fire hazard and prescribe the manner of their removal and destruction within said limits;
11. Fix the salaries and compensation of the City officers and employees;
12. Provide for a sanitary sewer and water system and require property owners to connect their premises with sewer system and provide for penalties for failure to make sanitary sewer connections;
13. Provide for sanitary garbage disposal, and set fees and charges thereof, and provide penalties for failure to pay such fees and charges;
14. Exercise exclusive dominion, control and jurisdiction in, upon, over and under the public streets, avenues, sidewalks, alleys, highways, boulevards and public grounds of the City and provide for the improvement of same as provided by Texas law, as now or hereafter amended;
15. Compromise and settle any and all claims and lawsuits of every kind and character in favor of or against the City of Richwood;
16. And such other and further powers as have been or may from time to time hereafter be delegated to home rule cities by the legislature of the State of Texas, including the powers incident to the exercise thereof;
17. All powers of this Charter are vested in the City Council. The council shall conduct all business in public meetings. No member of the council shall have any power to act or make appointments without the specific authorization of the council in a meeting.

(Ord. of 5-11-13)

Section 3.08. - Meetings of the City Council.

The City Council shall hold at least one regular meeting each month, and may hold as many additional meetings during the month as may be necessary for the transaction of the business of the City and its citizens. All meetings of the City Council shall be public and shall be held at the City hall, except that the City Council may designate another place for such meetings after publishing due notice thereof in one issue of a newspaper in general circulation in the City of Richwood. The Mayor or any member of council may call special meetings of the City Council at any time, but said special meetings shall require a quorum of the total City Council in order to proceed.

(Ord. of 5-11-13)

Section 3.09. - Rules of procedure.

The City Council shall follow Roberts Rules of Order or otherwise determine its own rules of procedure and may compel the attendance of its members. A majority of the qualified members of the City Council shall constitute a quorum for the transaction of business. Approval of a measure shall require the affirmative vote of a majority of the members who are present and qualified to vote on the measure, but not less than three votes, unless otherwise authorized by this Charter. Minutes of the proceedings of all meetings of the City Council shall be kept, to which any citizen may have access to at all reasonable times and which shall constitute one of the archives of the City. The vote upon the passage of all ordinances and resolutions shall be taken by the "ayes" and "nays" and entered upon the minutes, and every ordinance or resolution, upon its final passage, shall be recorded in a book kept for that purpose and shall be authenticated by the signature of the presiding officer and the person performing the duties of the City Secretary.

(Ord. of 5-11-13)

Section 3.10. - Procedure for passing of ordinances.

Every ordinance shall be introduced in written or printed form and, upon passage, shall take effect at the time indicated therein, provided that any ordinance imposing a penalty, fine or forfeiture for a violation of its provisions shall become effective not less than ten days from the date of its passage, subject to the provisions of article 7 of this Charter. The City Secretary shall give notice of the passage of every ordinance imposing a penalty, fine, or forfeiture for a violation of the provisions thereof, by causing the caption or title, including the penalty, of any such ordinance to be published in the official newspaper of the City of Richwood at least once within ten days after the passage of said ordinance. He/she shall note on every ordinance the caption of which is hereby required to be published and on the record thereof, the fact that same has been published as required by the Charter and the date of such publication, which shall be prima facie evidence of the legal publication and promulgation of such ordinance, provided that the provisions of this section shall not apply to the correction, amendment, revisions and codification of the ordinances of the City for publication in book, pamphlet or electronic form. Except as otherwise provided by article 7 of this Charter, it shall not be necessary to the validity of any ordinance that it shall be read more than one time or considered at more than one session of the City Council. Every ordinance shall be authenticated by the signature of the Mayor and City Secretary and shall be systematically recorded and indexed in an ordinance book in a manner approved by the City Council. It shall only be necessary to record the caption or title of ordinances in the minutes or journal of City Council meetings. The City Council shall have the power to cause ordinances of the City to be corrected, amended, revised, codified and printed in code form as often as the City Council deems advisable, and such printed code, when adopted by the City Council, shall be in full force and effect without the necessity of publishing the same or any part thereof in a newspaper. Such printed code shall be admitted in evidence in all courts and places without further proof.

(Ord. of 5-11-13)

Section 3.11. - Official bonds for City employees.

The City Manager and the City Secretary and such other officers and employees as the City Council may require, shall, before entering the duties of their office, enter into a good and sufficient fidelity bond in a sum to be determined by the City Council payable to the City of Richwood and conditioned upon the faithful discharge of the duties of such persons and upon the faithful accounting of all monies, credits, and things of value coming into the hands of such persons, and such bonds shall be signed as surety by some company authorized to do business under the laws of the State of Texas, and the premium of such bonds shall be paid by the City of Richwood, and such bonds must be acceptable to the City Council.

(Ord. of 5-11-13)

Section 3.12. - Investigation by the City Council.

The City Council shall have the power to inquire into the conduct of any office, department, agency, officer, or employee of the City and to make investigations as to municipal affairs, and for that purpose may subpoena witnesses, administer oaths and compel the production of books, papers, and other evidence. Failure to obey such subpoena or to produce books, papers or other evidence as ordered under the provisions of this section shall constitute a misdemeanor and shall be punishable by fine not to exceed \$500.00.

(Ord. of 5-11-13)

Section 3.13. - Audit and examination of City books and accounts.

The City Council shall cause an annual audit to be made of the books, accounts, records and accounting systems of each and every department of the City. At the close of each fiscal year, a complete audit shall be made by a certified public accountant, who shall be selected by the City Council, and such audit shall include a recapitulation of all audits made during the course of the fiscal year, and all audit reports shall be filed with the City Council, shall be available for public inspection and shall be made a part of the archives of the City. Such accountant, so selected, shall not maintain or keep any of the City's accounts or records.

(Ord. of 5-11-13)

ARTICLE 4. - ADMINISTRATIVE SERVICES

Section 4.01. - City Manager.

- (a) *Appointment and qualifications.* The City Council shall appoint an administrative and executive officer of the City who shall be responsible to the City Council for the administration of the affairs of the City. He/she shall be chosen by the council solely on the basis of executive and administrative training, experience, ability and other written City policies. No member of the City Council shall, during the time for which he/she is elected and for one year thereafter, be appointed City Manager.
- (b) *Term and salary.* Unless subject to a written employment contract containing terms to the contrary, the City Manager shall not be appointed for a definite term but may be removed at the will and pleasure of the City Council by a vote of the majority of the entire City Council. The action of the City Council in suspending or removing the City Manager shall be final, it being the intention of this Charter to vest all authority and fix all responsibility of such suspension or removal in the City Council. In the case of the absence or disability of the City Manager, the City Council may designate some qualified person to perform the duties of the office during such absence or disability. The City Manager may receive compensation as may be fixed by the City Council.
- (c) *Duties of the City Manager.*
 - (1) The City Manager shall be responsible to the City Council for the efficient and economic administration of the City government. He/she shall attend City Council meetings if so requested by City Council. He/she shall have the authority with the approval of the City Council to appoint and remove all department heads. He/she shall have the authority to appoint and remove all other employees in the administrative service of the City. He/she may authorize the head of a department to appoint and remove subordinates in his/her respective department. Except for the purpose of inquiry, the City Council and its members shall deal with the administrative service solely through the City Manager.
 - (2) Prepare the budget annually and submit it to the City Council, and be responsible for its administration after adoption.

- (3) Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- (4) Keep City Council advised of the financial condition and future needs of the city and make recommendations as may seem desirable.
- (5) Perform such duties as may be prescribed by this Charter or may be required of him/her by the City Council, not inconsistent with this Charter.

(Ord. of 5-11-13)

Section 4.02. - Department of police.

There shall be established and maintained a department of police to preserve order within the City and to secure the residents of said City from violence and the property therein from injury or loss.

- (a) Chief of Police. The chief of police shall be the chief administrative officer of the department of police and considered a department head. He/she shall, with the approval of the City Manager, appoint and remove the employees of said department and shall perform such duties as may be required of him/her by the City Manager. The chief of police shall be appointed by the City Manager with the approval of the City Council, for an indefinite term. The chief of police shall be responsible to the City Manager for the administration of his/her department and carrying out the directives of the City Council. He/she may be removed from office by the City Manager with the approval of the City Council.

(Ord. of 5-11-13)

Section 4.03. - City Secretary.

The City Manager, with the approval of the City Council, shall appoint a competent person as City Secretary and such assistants as the City Council shall deem advisable. The City Secretary, or an assistant City Secretary, shall give notice of City Council meetings, shall keep the minutes of the proceedings of such meetings, and shall authenticate by his/her signature and record in full in a book kept and indexed for the purpose, all ordinances and resolutions, attest the Mayor's signature on official documents, be the custodian of all official City records, be the keeper of the official seal of the City of Richwood and affix the same to all official documents to be attested by him/her; and shall perform such other duties as the City Manager shall assign to him/her, and those elsewhere provided in this Charter and the laws of the State of Texas.

(Ord. of 5-11-13)

Section 4.04. - City Treasurer.

The City Manager, with the approval of the City Council, shall appoint a competent person as City Treasurer and such assistants as the City Council shall deem advisable. The City Treasurer shall perform the duties delegated to him/her by the City Manager and those which may be imposed upon him/her by the laws of the State of Texas. The duties of the City Secretary, City Treasurer, and City tax assessor and collector may be performed by the same individual.

(Ord. of 5-11-13)

Section 4.05. - Municipal Court.

There shall be established a court designated as a "Municipal Court" for the trial of misdemeanor offenses, with all such powers and duties as are now or hereafter prescribed by the laws of the State of Texas relative to municipal court.

- (a) The judge of said court shall be appointed by the City Council, shall hold his/her office at the pleasure of the City Council, and shall receive such compensation as may be fixed by the City Council. The judge may be removed with or without cause and upon written notice.
- (b) There shall be a court administrator appointed by the City Manager with the approval of the City Council. Clerks and deputy clerks may be appointed as needed.
- (c) The Administrator, clerk and the deputy clerks shall have the power to administer oaths and affidavits, make certificates, affix the seal of the court and perform any and all acts usual and necessary by the court clerk in issuing processes and conducting business of the court.
- (d) The City Council may appoint any qualified persons who are not elected officials or City employees, to act as temporary, alternate, or relief judges in case of disability, absence, or other unavailability of the judge of said court. The judge or any alternate judge must complete and fulfill all educational requirements under state law within the time limits provided by law.

(Ord. of 5-11-13)

Section 4.06. - City Attorney.

The City Council shall appoint a competent and duly licensed attorney practicing law in Brazoria County, Texas, who shall be the City Attorney. He/she shall receive for his/her services such compensation as may be fixed by the City Council in a written contract and shall hold his/her office at the pleasure of the City Council. The City Attorney, or such other attorneys selected by him/her with the approval of the City Council, shall represent the City in all litigation. He/she shall be the legal advisor of and attorney and counsel for the City and all officers and departments thereof.

(Ord. of 5-11-13)

Section 4.07. - Department of Health and Sanitation.

- (a) *Appointment and qualifications.* The City Council may appoint a City health officer who shall be a licensed physician qualified to practice medicine in the State of Texas. In the event the office of City Health Officer is vacant, the County Health Officer of Brazoria County, Texas, may perform any of the duties of such office required by law to be performed by a licensed physician qualified to practice medicine in the State of Texas. The City Health Officer shall be the Director of the Department of Health and Sanitation, unless the office of City Health Officer is vacant, in which event the City Manager shall appoint an employee of the City to be Supervisor of such Department.
- (b) *Administration.* The City Health Officer shall be responsible to the City Manager for the general administration of the Department of Health and Sanitation and the supervision of the employees thereof.
- (c) *Duties of the Health Officer.* The City Health Officer shall advise with the City Council on a program of Public Health; shall cooperate in the preparation of a sanitary code; shall cooperate with nearby cities on problems of health and sanitation; shall cooperate with the Commissioner's Court of Brazoria County and its agencies, and with the State Health Department and other departments of State Government in matters pertaining to health and sanitation.

(Ord. of 5-11-13)

Section 4.08. - Fire Department.

The City shall establish and maintain a volunteer fire department for the protection of property and lives from fire within the corporate limits.

(Ord. of 5-11-13)

Section 4.09. - Other departments.

The City Council may abolish or consolidate such offices and departments as it may deem to be in the best interest of the City, and may divide the administration of any such departments as it may deem advisable; may create new departments, and may discontinue any officers or departments at its discretion, except those specifically established by this Charter.

(Ord. of 5-11-13)

ARTICLE 5. - NOMINATIONS AND ELECTIONS

Section 5.01. - Elections.

The regular City Election shall be held annually on the first Saturday in May at which time officers will be elected to fill those offices which become vacant that year. The City Council shall fix the hours and voting places for holding such election. The City Council may, by resolution duly enacted, order a special election, fix the time and place of holding the same and provide all means of holding such election. Notice of such election shall be given in the manner and time prescribed by law.

(Ord. of 5-11-13)

Section 5.02. - Regulation of elections.

The City Council shall make all regulations which it considers needful or desirable, not inconsistent with this Charter or the laws of the State of Texas, for the conduct of municipal elections, for the prevention of fraud in such elections and for the recount of ballots in case of doubt or fraud.

(Ord. of 5-11-13)

Section 5.03. - Filing for office.

Any person having the qualifications prescribed in section 3.02 of this Charter who desires to become a candidate for any elective office shall file with the City Secretary within the time limits therein specified a written application containing the matters required by the Texas Election Code.

(Ord. of 5-11-13)

Section 5.04. - The official ballot.

The names of all candidates for office, except such as may have been withdrawn, died or become ineligible, shall be printed on the official ballots without party designations in the order determined in a drawing of lots conducted by the City Council. All official ballots shall be printed at least twenty (20) days prior to the date of any general or special election, and absentee voting shall be governed by the general election laws of the State of Texas.

(Ord. of 5-11-13)

Section 5.05. - Election by plurality.

Election to office shall be by plurality with the candidate receiving the greatest number of votes (if otherwise qualified) being deemed elected to office. In the event of a tie, lots shall be cast to determine a winner in accordance with the Texas Election Code.

(Ord. of 5-11-13)

Section 5.06. - Laws governing City elections.

All City elections shall be governed, except as otherwise provided by this Charter, by the laws of the State of Texas governing general and municipal elections.

(Ord. of 5-11-13)

Section 5.07. - Conducting and canvassing elections.

The election judges and other necessary election officials for conducting all such elections shall be appointed by the City Council. The election judges shall conduct the elections, determine, record and report the results as provided by the general election laws of Texas. Within the time set by law, the City Council shall meet, open the return, canvass and officially declare the result of the election as to candidates and questions, and issue certificates of election to candidates elected as hereinbefore provided.

(Ord. of 5-11-13)

Section 5.08. - Cancellation of elections.

The City Council may cancel an election of officers and declare each unopposed candidate elected to office when the City Secretary certifies that: (1) the deadlines for placement of candidates' names on the ballot and for declaration of write-in candidacy has passed; (2) all candidates for such election are unopposed; and (3) there are no propositions to be placed on the ballot of such election.

(Ord. of 5-11-13)

ARTICLE 6. - RECALL OF OFFICERS

Section 6.01. - Scope of recall.

Any elected official, where elected to the office by the qualified voters of the City or appointed by the City Council to fill a vacancy, shall be subject to recall and removal from office by the qualified voters of the City on grounds of incompetency, corruption, misconduct, or malfeasance of office, commits any felony or any other crime of moral turpitude.

(Ord. of 5-11-13)

Section 6.02. - Petitions for recall.

Before the question of recall of such officers shall be submitted to the qualified voters of the City, a petition demanding such question to be so submitted shall first be filed with the person performing the duties of the City Secretary, which said petition shall be signed by a number of qualified voters of the City

equal in number to at least twenty percent (20%) of the qualified voters of the City. Each signer of such recall petition shall personally sign his or her name thereto in ink, and after his or her name, shall write his or her place of residence giving the name of the street and house number or place of residence, and shall also write thereon the day, the month and year his or her signature was affixed.

(Ord. of 5-11-13)

Section 6.03. - Form of recall petition.

The recall petition mentioned above must be addressed to the City Council of the City of Richwood, must distinctly and specifically point out the ground, or grounds, upon which such petition for removal is predicated, and, if there be more than one ground, such as for incompetency, misconduct or malfeasance in office, commits any felony or any other crime of moral turpitude, shall specifically state each ground with such certainty as to give the officer sought to be removed, notice of the matters and things with which he/she is charged. The signature shall be verified by oath in the following form:

STATE OF TEXAS
COUNTY OF BRAZORIA

I, _____, being first duly sworn, on oath depose and say that I am one of the signers of the above petition; and that the statements made there in are true, and that each signature appearing thereto was made in my presences on the date and date it purports to have been made, and I solemnly swear that the same is the genuine signature of the person whose name it purports to be.

Sworn and subscribed to before me this _____ day of 20_____.

Notary Public in and for Brazoria County, Texas

(Ord. of 5-11-13)

Section 6.04. - Various papers constituting petition.

The petition may consist of one or more copies, and the several parts of copies of the petition may be filed separately and by different persons, but no signature to such petition shall remain effective or be counted which were placed thereon more than 45 days prior to the filing of such petition or petitions with the person performing the duties of City Secretary. All papers comprising a recall petition shall be filed with the person performing the duties of City Secretary on the same day, and the said Secretary shall immediately notify, in writing, the officer so sought to be removed, by mailing such notice to their Richwood address.

(Ord. of 5-11-13)

Section 6.05. - Presentation of petition to City Council.

Within five (5) days after the date of filing of the papers constituting the recall petition, the person performing the duties of City Secretary shall present such petition to the City Council of the City of Richwood.

(Ord. of 5-11-13)

Section 6.06. - Public hearing to be held.

The officer whose removal is sought, may, within five (5) days after such recall petition has been presented to the City Council, request that a public hearing be held to permit him/her to present facts pertinent to the charges specified in the recall petition. In this event, the City Council shall order such a public hearing to be held, not less than five (5) days nor more than fifteen (15) days after receiving such request for a public hearing.

(Ord. of 5-11-13)

Section 6.07. - Election to be called.

If the officer whose removal is sought does not resign, then it shall become the duty of the City Council to order an election and fix a date for holding such recall election, the date of which election shall be on the earliest date allowed by the election laws of the State of Texas.

(Ord. of 5-11-13)

Section 6.08. - Ballots in recall election.

Ballots used at recall elections shall conform to the following requirements:

- (a) With respect to each person whose removal is sought, the question shall be submitted:

Shall (name of person) be removed from the office of (name of office) by recall?

- (b) Immediately below each such question there shall be printed the two following propositions, one above the other, in the order indicated:

FOR the recall of (name of person).

AGAINST the recall of (name of person).

(Ord. of 5-11-13)

Section 6.09. - Result of recall election.

If a majority of votes cast at a recall election shall be against the recall of the person named on the ballot, he/she shall continue in office for the remainder of his/her unexpired term, subject to recall as before. If a majority of the votes cast at such an election be for the recall of the person named on the ballot, he/she shall, regardless of any technical defects in the recall petition, be deemed removed from office and the vacancy shall be filled as vacancies in the City Council are filled, as provided in section 3.06 of this Charter.

(Ord. of 5-11-13)

Section 6.10. - Recall, restrictions thereon.

No recall petition shall be filed against any officer of the City of Richwood within three (3) months after an election for such officer's recall.

(Ord. of 5-11-13)

Section 6.11. - Failure of City Council to call election.

In case of all the requirements of this Charter shall have been met and the City Council shall fail or refuse to receive the recall petition, or order such recall election, or discharge any other duties imposed upon said City Council by the provisions of this Charter with reference to such recall, any resident of the City may bring suit or application to the appropriate district court or institution to ensure that any such duties herein provided be discharged by the person performing the duties of City Secretary or by the City Council.

(Ord. of 5-11-13)

ARTICLE 7. - LEGISLATION BY THE PEOPLE, INITIATIVE AND REFERENDUM

Section 7.01. - General power.

The qualified voters of the City of Richwood, in addition to the method of legislation hereinbefore provided, shall have the power of direct legislation by initiative and referendum.

(Ord. of 5-11-13)

Section 7.02. - Initiative.

Qualified voters of the City of Richwood may initiate legislation by submitting a petition addressed to the City Council which requests the submission of a proposed ordinance or resolution to a vote of the qualified voters of the City. The petition must be signed by the qualified voters of the City equal in number to at least twenty percent (20%) of the qualified voters of the City. The petition shall be signed as provided in section 6.03 of this Charter. The petition may consist of one or more copies as permitted in section 6.04 of this Charter but each copy shall have attached to it a copy of the proposed ordinance or resolution. The petition shall be filed with the person performing the duties of City Secretary. In the next regularly scheduled City Council meeting and noticed in accordance with the Texas Open Meetings Act, the person performing the duties of City Secretary shall present the petition and the proposed ordinance or resolution to the City Council. Upon presentation to it of the petition and the proposed ordinance or resolution, it shall become the duty of the City Council, within ten (10) days after the receipt thereof, to pass and adopt such ordinance or resolution without alteration as to meaning or effect in the opinion of the persons filing the petition or within the time frames established by law, call a special election to be held on the next uniform election date under state law by which lawful notices can be given and full absentee balloting had, at which the qualified voters of the City of Richwood shall vote on the question of adopting or rejecting the proposed legislation. City Council shall be permitted to make any such alterations as are necessary to make such legislation compliant with state law. If any such legislation seeks the enforcement of any illegal act or any act for which the City lacks authority to enforce, City Council shall not pass or adopt the ordinance or resolution.

(Ord. of 5-11-13)

Section 7.03. - Referendum.

Qualified voters of the City of Richwood may require that any ordinance or resolution, with the exception of ordinances or resolutions levying taxes or issuing tax or revenue bonds, passed by the City Council be submitted to voters of the City for approval or disapproval, by submitting a petition for this purpose within 30 days after its publication. Said petition shall be addressed, prepared, signed and verified as required for petitions initiating legislation as provided in section 7.02 of this Charter and shall be submitted to the person performing the duties of the City Secretary. Upon filing such petition, the person performing the duties of City Secretary shall present said petition to the City Council at its next

meeting. Thereupon the City Council shall reconsider such ordinance or resolution, and if it does not entirely repeal the same, shall submit it to popular vote as provided by section 7.02 of this Charter. Pending the holding of such election, such ordinance or resolution shall be suspended from taking effect and shall not later take effect unless a majority of the qualified voters thereon at such election shall vote in favor thereof.

(Ord. of 5-11-13)

Section 7.04. - Voluntary submission of legislation by the City Council.

The City Council, upon its own motion and by a majority vote of its members, may submit to popular vote at any election for adoption or rejection any proposed ordinance, or resolution or measure, or may submit for repeal any existing ordinance, resolution or measure, in the same manner and with the same force and effect as provided in this article for submission on petition, and may in its discretion call a special election for this purpose.

(Ord. of 5-11-13)

Section 7.05. - Form of ballots.

The ballots used when voting upon such proposed and referred ordinances, resolutions, or measures, shall set forth their nature sufficiently to identify them and shall also set forth upon separate lines the words:

"FOR the ORDINANCE," and

"AGAINST the ORDINANCE," or

"FOR the RESOLUTION," and

"AGAINST the RESOLUTION."

(Ord. of 5-11-13)

Section 7.06. - Publication of proposed and referred ordinances.

The person performing the duties of City Secretary shall publish at least once in the official newspaper of the City the proposed or referred ordinance or resolution at least fifteen (15) days before the date of the election, and shall give such other notices and do such other things relative to such election as are required in general municipal elections or by the ordinance or resolution calling said election.

(Ord. of 5-11-13)

Section 7.07. - Adoption of ordinances.

If a majority of the qualified voters voting on any proposed ordinance or resolution or measure shall vote in favor thereof, it shall thereupon, at any time fixed therein, become effective as a law or as a mandatory order to the City Council.

(Ord. of 5-11-13)

Section 7.08. - Inconsistent ordinances.

If the provisions of two or more proposed ordinances or resolutions approved at the same election are inconsistent, the ordinance or resolution receiving the highest number of votes shall prevail.

(Ord. of 5-11-13)

Section 7.09. - Ordinances passed by popular vote, repeal or amendment.

No ordinance or resolution which may have been passed by the City Council upon a petition or adopted by popular vote under the provisions of this article shall be repealed and amended except by the City Council in response to a referendum petition or by submission in section 7.04 of this Charter.

(Ord. of 5-11-13)

Section 7.10. - Further regulation by City Council.

The City Council may pass ordinances or resolutions providing other and further regulations for carrying out the provisions of this article consistent herewith.

(Ord. of 5-11-13)

Section 7.11. - Franchise ordinances.

Nothing contained in this article shall be construed to be in conflict with any of the provisions of article 10 of this Charter, pertaining to ordinances granting franchises when valuable rights shall have accrued thereunder.

(Ord. of 5-11-13)

ARTICLE 8. - MUNICIPAL PLANNING AND ZONING

Section 8.01. - Platting of property.

- (a) Hereafter, every owner of any tract of land situated within the corporate limits of the City who may divide the same in two or more parts for the purpose of laying out any subdivision or any addition to the City shall comply with the provisions of V.T.C.A., Local Government Code ch. 212, or other applicable law, as now hereafter amended, and incorporated herein for all purposes.
- (b) The provisions of subsection 8.01(a) shall apply similarly to the owner of any tract of land situated within the actual City limits of the City or within any extraterritorial jurisdiction of said City, as such extraterritorial jurisdiction exists or may be extended under the laws of the State of Texas.

(Ord. of 5-11-13)

Section 8.02. - Development of property.

The City Council shall take reasonable action to cooperate with persons interested in the development of property within or beyond the City limits. No expenditure of public funds, however, shall be authorized for the development of privately owned subdivisions situated within or beyond the corporate limits of the City, except for the extension of utilities or services to such areas.

(Ord. of 5-11-13)

Section 8.03. - Planning Commission.

The City Council may serve as the Planning Commission or may appoint a Planning Commission by ordinance. The Commission shall have all the powers granted in V.T.C.A., Local Government Code ch. 212, as now or hereafter amended.

(Ord. of 5-11-13)

Section 8.04. - Zoning Board of Adjustment.

The City Council may serve as a Zoning Board of Adjustment or may appoint a Zoning Board of Adjustment by ordinance. The Board shall have all powers granted in V.T.C.A., Local Government Code ch. 211, as now or hereafter amended.

(Ord. of 5-11-13)

ARTICLE 9. - MUNICIPAL FINANCE

Section 9.01. - Fiscal year.

The fiscal year of the City of Richwood shall begin the first day of October and shall end on the last year of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year.

(Ord. of 5-11-13)

Section 9.01. - Preparation and submission of budget.

At least sixty (60) days prior to the end of each fiscal year, the Director of Finance or other City official if no such Director of Finance has been appointed, shall submit to the City Council a proposed budget, which budget shall provide a complete financial plan for the fiscal year, and shall contain the following:

- (a) A budget message explanatory of the budget, which message shall contain an outline of the proposed financial policies of the City for the fiscal year, shall set forth the reasons for salient changes from the previous fiscal year in expenditure and revenue items, and shall explain any major changes in financial policy;
- (b) A consolidated statement of anticipated receipts and proposed expenditures for all funds;
- (c) An analysis of property valuations;
- (d) An analysis of tax rate;
- (e) Tax levies and tax collections by years for at least (5) years;
- (f) General Fund resources in detail;
- (g) Special Fund resources in detail;
- (h) Summary of proposed expenditures by function, department, and activity;
- (i) Detailed estimates of expenditures shown separately for each activity to support summary no. (h) above;
- (j) A revenue and expense statement for all types of bonds;

- (k) A description of all bond issues outstanding, showing rate of interest, date of issue, maturity date, amount authorized, amount issued, and amount outstanding;
- (l) A schedule of requirements for the principal and interest of each issue of bonds;
- (m) The appropriation ordinance;
- (n) The tax-levying ordinance;
- (o) A proposed budget that will raise more revenue from property taxes than in the previous year must contain a cover page with the following statement in eighteen (18) point font or larger: "This budget will raise more total property taxes than last year's budget by (insert total dollar amount of increase and percentage increase), and of that amount (insert amount computed by multiplying the proposed tax rate by the value of new property added to the roll) is tax revenue to be raised from new property added to the tax roll this year."

(Ord. of 5-11-13)

Section 9.03. - Anticipated revenues compared with other years in budget.

In preparing the budget the Director of Finance, or the City Secretary if no Director of Finance has been installed, shall place in parallel columns opposite the several items of revenue; the actual amount of each item for the last complete fiscal year, the estimated amount of the current fiscal year, and the proposed amount for the ensuing fiscal year.

(Ord. of 5-11-13)

Section 9.04. - Proposed budget and expenditures compared with other years.

The Director of Finance, or the City Secretary if no Director of Finance has been installed, in the preparation of the budget shall place in parallel columns opposite the various items of expenditures; the actual amount of such items of expenditures for the last completed fiscal year, the estimated amount for the current fiscal year and the proposed amount for the ensuing fiscal year.

The proposed budget shall be filed with the municipal clerk thirty (30) days before the date City Council makes its tax levy for the fiscal year. The proposed budget shall be posted on the City's website when it is filed with the municipal clerk.

(Ord. of 5-11-13)

Section 9.05. - Budget a public record.

The budget and all supporting schedules shall be filed with the person performing the duties of City Secretary, submitted to the City Council and shall be a public record. The City Manager shall provide copies for distribution to all interested persons in accordance with V.T.C.A., Government Code ch. 552, as now or hereafter amended.

(Ord. of 5-11-13)

Section 9.06. - Notice of public hearing on budget.

At the meeting of the City Council at which the budget is submitted, the City Council shall fix the time and place of a public hearing on the budget and shall cause to be published, in the official newspaper of the City, a notice of the hearing setting forth the time and place thereof not earlier than thirty (30) days or later than ten (10) days before the date of such hearing.

(Ord. of 5-11-13)

Section 9.07. - Public hearing on budget.

At the time and place set forth in the notice required by section 9.06, or at any time and place to which such public hearing shall from time to time be adjourned, the City Council shall hold a public hearing on the submitted budget, after the fifteenth (15th) day the budget is filed with the municipal clerk but before the date the governing body makes its tax levy, and all interested persons shall be given an opportunity to be heard for or against any item or the amount of any item therein contained.

(Ord. of 5-11-13)

Section 9.08. - Proceedings on budget after public hearing.

After the conclusion of such public hearing, the City Council may insert new items or may increase or decrease the items of the budget, except items in proposed expenditures fixed by law. Where it shall increase the total proposed expenditures, it shall provide for an increase in the total anticipated revenue to at least equal such proposed expenditures.

Adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of City Council to ratify the property tax increase reflected in the budget. This vote shall be separate and in addition to the vote required to adopt the budget or a vote to set the tax rate required by V.T.C.A., Tax Code ch. 26, or other law.

(Ord. of 5-11-13)

Section 9.09. - Vote required for adoption.

The budget shall be adopted by the favorable vote of a majority of the members of the whole City Council.

(Ord. of 5-11-13)

Section 9.10. - Date of final adoption.

The budget shall be finally adopted prior to the beginning of the fiscal year, and should the City Council fail to so adopt a budget, then the existing budget with its tax-levying ordinance and its appropriation ordinance, shall remain in effect for the ensuing fiscal year, but only until such time as the Council passes a budget and tax-levying ordinance for the new fiscal year.

(Ord. of 5-11-13)

Section 9.11. - Effective date of budget; certification; copies made available.

Upon final adoption, the budget shall be in effect for the fiscal year. A copy of the budget, as finally adopted shall be filed with the person performing the duties of the City Secretary and published on the City's website. The final budget shall be printed or reproduced and copies shall be made available for the use of all offices, departments and agencies and for the use of interested persons and civic organizations.

(Ord. of 5-11-13)

Section 9.12. - Budget establishes appropriations.

From the effective date of the budget, the amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes therein named.

(Ord. of 5-11-13)

Section 9.13. - Budget establishes amount to be raised by property tax.

From the effective date of the budget, the amount stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the amount of the levy for the purposes of the City in the corresponding tax year; provided, however, that in no event shall such levy exceed the legal limit provided by the laws and Constitution of the State of Texas.

(Ord. of 5-11-13)

Section 9.14. - Contingent appropriation.

Provision shall be made in the annual budget and in the appropriation ordinance for a contingent appropriation in an amount not more than three per centum of the budget, to be used in case of unforeseen items of expenditure. Such contingent appropriation shall be under the control of the City Manager and shall be distributed by such, after approval by the City Council.

(Ord. of 5-11-13)

Section 9.15. - Estimated expenditures shall not exceed estimated resources.

The total estimated expenditures of the General Fund and debt service fund shall not exceed the total estimated resources of each fund (prospective income plus cash on hand). The classification of revenue and expenditure accounts shall conform as nearly as local conditions will permit to the uniform classification as promulgated by the National Committee on Governmental Accounting or some other national accepted classification.

(Ord. of 5-11-13)

Section 9.16. - Emergency appropriations.

The City budget may be amended and appropriations altered in accordance therewith in cases of public necessity, the actual fact of which shall have been declared by the City Council and in accordance with state law.

(Ord. of 5-11-13)

Section 9.17. - Department of taxation.

There may be established a department of taxation to collect taxes. The head of which shall be the City collector of taxes which office shall be filled by appointment by the City Manager. Unless already required to maintain a bond, the collector of taxes shall give a surety bond for faithful performance of his/her duties, including compliance with all controlling provisions of the state law bearing on the functions of his/her office, in a sum which shall be fixed by the City Council at not less than \$5,000.00.

(Ord. of 5-11-13)

Section 9.18. - Power to tax.

The City Council shall have the power under the provisions of state law to levy, assess and collection an annual tax upon real and personal property within the City to the maximum provided by the Constitution and general laws of the State of Texas.

(Ord. of 5-11-13)

Section 9.19. - Property subject to tax; method of assessment.

All real and personal property within the City not expressly exempted by law, shall be subject to annual taxation in the manner provided for in the Texas Tax Code.

(Ord. of 5-11-13)

Section 9.20. - Taxes; when due and payable.

All taxes due the City shall be payable at the office of the City collector of taxes, or other collecting taxing agency, and may be paid at any time after the tax rolls for the year have been completed and approved which shall be not later than October 1. Taxes shall be paid before February 1, and all such taxes not paid on or prior to such date shall be deemed delinquent and shall be subject to such penalty and interest as the City Council may provide by ordinance. The City Council may provide further by ordinance that all taxes, either current or delinquent, due the City may be paid in installments. Failure to levy and assess taxes through omission in preparation of the approved tax roll shall not relieve the person, firm or corporation so omitted from obligation to pay such current or past-due taxes as shown to be payable by recheck of the rolls and receipts for the years in question.

(Ord. of 5-11-13)

Section 9.21. - Tax liens.

The tax levied by the City is hereby declared to be a lien, charge or encumbrance upon the property upon which the tax is due, which lien, charge or encumbrance the City is entitled to enforce or foreclose in any court having jurisdiction over the same, and the lien, charge or encumbrance on the property is such as to give the state courts jurisdiction to enforce and foreclose said lien on the property on which the tax is due, not only as against any resident of this state or person whose residence is unknown but also as against nonresidents. All taxes upon real estate shall especially be a lien and a charge upon the property upon which the taxes are due, which lien may be foreclosed in any court having jurisdiction. Such lien shall be prior to all other claims, and no gift, sale, assignment or transfer of any kind, or judicial writ of any kind, can ever defeat such lien.

(Ord. of 5-11-13)

ARTICLE 10. - FRANCHISE AND PUBLIC UTILITIES

Section 10.01. - Powers of the City.

In addition to the City's power to buy, own, construct, lease, maintain, operate and regulate public utilities and to manufacture, distribute and sell the output of such utility operations, the City shall have further powers as may now or hereafter be granted under the Constitution and laws of the State of Texas.

(Ord. of 5-11-13)

Section 10.02. - Franchise; power of City Council.

The City Council shall have power by ordinance to grant, amend, renew and extend, all franchises of all public utilities of every character operating with the City of Richwood. No franchise shall be for an indeterminate period, and no franchise shall be granted for a term of more than 30 years from the date of grant, renewal or extension.

All ordinances granting, renewing, extending or amending a public utility franchise shall be read at two separate regular meetings of the City Council; and shall not be finally passed until 30 days after the first reading; and no such ordinance shall take effect until 30 days after its final reading; and pending such time, the full text of such ordinance shall be published once each week for four (4) consecutive weeks in the official newspaper of the City, and the expense of such publication shall be borne by the prospective franchise holder.

(Ord. of 5-11-13)

Section 10.03. - Grant not to be exclusive.

No grant or franchise to construct, maintain, or operate a public utility and no renewal or extension of any such grant shall be inclusive.

(Ord. of 5-11-13)

Section 10.04. - Transfer of franchise.

No public utility franchise shall be transferable except with the approval of the City Council expressed by ordinance. The term "transferable," as used herein, shall not be construed in such a manner as to prevent the franchise holder from pledging said franchise as security for a valid debt or mortgage.

(Ord. of 5-11-13)

Section 10.05. - Franchise value not to be allowed.

No value shall be assigned to any franchise granted by the City in fixing reasonable rates and charges for utility service within the City and in determining the just compensation to be paid by the City for public utility property which it may acquire by condemnation or otherwise.

(Ord. of 5-11-13)

Section 10.06. - Right of regulation.

Every grant, renewal, extension or amendment of a public utility franchise, whether so provided in the ordinance or not, shall be subject to the right of the City Council, as permitted by law and including but not limited to:

- (a) Forfeit any such franchise by ordinance at any time for the failure of holder thereof to comply with the terms of the franchise, such power to be exercised only after notice and hearing, and a reasonable opportunity to correct the default;
- (b) Establish reasonable standards of service and quality of products and prevent unjust discrimination in service or rates;
- (c) Impose reasonable regulations to insure safe, efficient and continuous service to the public;

- (d) Examine and audit at any time during regular business hours the accounts and records of any such utility which are relevant to the City's right of regulation, and to require annual and other reports including reports of operation within the City;
- (e) Require such compensation and rental as may be permitted by the laws of the State of Texas.

(Ord. of 5-11-13)

Section 10.07. - Regulation of rates.

The City Council shall have full power, after notice and hearing, to regulate by ordinance, the rates of every public utility operating in the City, provided that no such ordinance shall be passed as an emergency measure. The City shall have power to employ at the expense of the grantee, expert assistance and advice in determining a reasonable rate and equitable profit to the grantee.

(Ord. of 5-11-13)

Section 10.08. - Municipally owned utilities.

Accounts shall be kept for each public utility owned and operated by the City, in such manner as to show the true and complete financial results of such City ownership and operation including all assets and all liabilities, appropriately subdivided by classes, depreciation reserve, other reserves and surplus, also revenues, operating expenses including depreciation, interest payments, rental and other disposition of annual income. The accounts shall show actual capital cost to the City of each utility owned, also the cost of all extensions, additions, and improvements and the source of funds expended for such capital purposes. The accounts shall show as nearly as possible the cost of any service furnished to or rendered by any such utility to any City department. The City Council shall cause an annual report to be made by a certified public accountant and shall publish such report showing the financial results of such City ownership and operation, giving the information specified in this section and such other data the City Council may require.

(Ord. of 5-11-13)

Section 10.09. - Sales of municipal services.

The City Council shall have the power and authority to:

- (a) In or outside the limits of the City, sell and distribute water, sell and provide sewer service, provide for garbage and trash collection and disposition and to provide for similar services;
- (b) Prescribe the kind of materials used within or beyond the limits of the City for such municipal services, inspect the same and require such materials to be kept in good order and condition at all times, make such rules and regulations as shall be necessary and proper, and prescribe penalties for noncompliance with the same.

(Ord. of 5-11-13)

ARTICLE 11. - GENERAL PROVISIONS

Section 11.01. - Public records.

All public records of every office, department or agency of the City shall be open to inspection by any citizen at all reasonable times, provided that police records and vital statistics records, and any other records closed to the public by law, shall not be considered public records for the purpose of this section.

(Ord. of 5-11-13)

Section 11.02. - Nepotism.

No person related within the second degree by affinity, or within the third degree by consanguinity to any elected officer of the City, or to the City Manager, shall be appointed to any office, position or clerkship or other service of the City. Provided that nothing herein contained shall prevent the appointment, voting for, or confirmation of an employee related within the prohibited degree who shall have been continuously employed in any such office, position, clerkship, employment or duty for six months prior to the election of office of any City official or appointment of the City Manager.

(Ord. of 5-11-13)

Section 11.03. - Notice of claim.

Before the City shall be liable to damage claims on suit for personal injury, or damage to property the person who is claiming damages or who is injured or whose property is damaged, or someone in his/her behalf, shall give the City Manager or the person performing the duties of City Secretary, notice in writing within 30 days after the occurrence of the alleged injury or damage, stating specifically in such notice when, where and how the injury or damage was sustained, and setting forth the extent of the injury or damage as accurately as possible. No action at law for damages shall be brought against the City for personal injury or damage to property prior to the expiration of 60 days after the notice herein before described has been filed with the City Manager or the person performing the duties of City Secretary, nor later than two years after the occurrence of the injury or damage to property. In cases of injuries resulting in death, before the City shall be liable for damages therefor the person or persons claiming such damages shall within 30 days after the death of the injured person give notice as before required in case of personal injury. Provided, however, that nothing herein contained shall be construed to mean that the City waives any rights, privileges, defenses or immunities in tort actions which are provided under the common law, the Constitution and general laws of the State of Texas.

(Ord. of 5-11-13)

Section 11.04. - Provision relating to assignment, execution and garnishment.

The property, real and personal, belonging to the City shall not be liable to be sold or appropriated under any writ of execution or other legal attachment. The funds belonging to the City in the hands of any person, firm, or corporation, shall not be liable to garnishment, attachment or sequestration, nor shall the City be liable to garnishment on account of any debt it may owe or funds or property it may have on hand or owing to any person. Neither the City nor any of its officers or agents shall be required to answer any such writ or garnishment or any account whatsoever. The City shall not be obligated to recognize any assignment of wages or funds by its employees, agents or contractors unless required or compelled by law.

(Ord. of 5-11-13)

Section 11.05. - City not required to give security or execute bond.

It shall not be necessary in any action, suit or proceedings in which the City is a party, for any bond or other security to be demanded or executed by or on behalf of said City in any of the state courts, but in all such actions, suits, appeals or proceedings same shall be conducted in the manner as if such bond or other security had been given as required by law.

(Ord. of 5-11-13)

Section 11.06. - Personal interest in City contract.

No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, or services, unless either:

- (a) The officer or employee does so as an officer or employee of the City; or
- (b) The person is an elected City official, and the official files with the City Secretary an affidavit stating the nature of such interest as required by law; and
- (c) The City Council approves the contract without the participation of the official involved.

Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to removal from his/her office or position. Any violation of this section, with the knowledge, expressed or implied, of the person or corporation contacting with the City shall render the contract involved voidable by the City Manager or City Council.

(Ord. of 5-11-13)

Section 11.07. - Effect of Charter on existing law.

All codes, ordinances, resolutions, rules, policies and regulations in force in the City as of the effective date of this Charter and not in conflict with this Charter shall remain in force until altered, amended or repealed by the City Council. All taxes, assessments, liens, encumbrances and demands, of or against the City, fixed or established before such date, or for the fixing or establishing of which proceedings have begun at such date, shall be valid when properly fixed or established either under the law in force at the time of the beginning of such proceedings or under the law after the adoption of this Charter.

(Ord. of 5-11-13)

Section 11.08. - Interim municipal government.

Upon adoption of this Charter, the persons then filling elective offices will continue to fill those offices for the terms to which they were elected. Thereafter, the City Council shall be elected as provided in article 3 of this Charter. Persons, who on the date this Charter is adopted, are filling appointive positions with the City may continue to fill those positions for the term for which they were appointed unless removed by the City Council or by other means provided for in this Charter.

(Ord. of 5-11-13)

Section 11.09. - Applicability of general laws.

The Constitution of the State of Texas, the statutes of said state applicable to home-ruled municipal corporations, as now or hereafter enacted, this Charter and ordinances enacted pursuant hereto shall in the order mentioned, be applicable to the City, but the City shall also have the power to exercise any and all powers conferred by the laws of the State of Texas upon any other kind of City, town, village, not contrary to the provisions of said home-rule statutes, Charter and ordinances, but the exercise of any such powers by the City shall be optional with it, and it shall not be required to conform to the law governing any other cities, towns or villages unless and until by ordinance it adopts the same.

(Ord. of 5-11-13)

Section 11.10. - Amending the Charter.

Amendments to this Charter may be framed and submitted to the voters of the City in the manner provided by the applicable statute of the State of Texas.

(Ord. of 5-11-13)

Section 11.11. - Separability clause.

If any section or part of a section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which such section or part of section so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

(Ord. of 5-11-13)

Section 11.12. - Charter Review Commission.

The City Council shall appoint at its first regular meeting in October of each even numbered year, a Charter Review Commission of five citizens of the City.

(a) *Duties of the Commission.* It shall be the duty of such Charter Review Commission to:

1. Inquire into the operations of the City government under the Charter provisions and determine whether any such provisions require revision. To this end public hearings may be held and the Commission shall have the power to compel the attendance of any officer or employee of the City and to require the submission of any of the City records which it may deem necessary to the conduct of such hearing;
2. Propose any recommendations it may deem desirable to insure compliance with the provisions of the Charter by the several departments of the City government;
3. Propose, if it deems desirable, amendments to this Charter to improve the effective application of said Charter to current conditions;
4. Report its finding and present its proposed amendments if any, to the City Council.

(b) *Action by the City Council.* The City Council shall receive and have published in a newspaper of general circulation in the City any report presented by the Charter Review Commission, shall consider any recommendations made, and if any amendments or amendment be presented as a part of such report may order such amendment or amendments to be submitted to the voters of the City in the manner provided by the applicable statute of the State of Texas.

(c) *Term of office.* The term of office of such Charter Review Commission shall be six months and, if during such term no report is presented to the City Council, then all records of the proceedings of such Commission shall be filed with the person performing the duties of City Secretary and shall become a public record.

(Ord. of 5-11-13)

Section 11.13. - Submission of Charter to voters.

The Charter Commission, in preparing this Charter, finds and decides that it is impracticable to segregate each subject so as to permit a vote of "yes" or "no" on the same, for the reason that the Charter is so constructed that in order to enable it to work and function, it is necessary that it should be adopted in its entirety. If the Charter should be adopted in its entirety, the Charter Commission shall direct that the Charter be voted on as a whole and that it shall be submitted to the qualified voters of the City at an election to be held for that purpose on the 11th day of May, 2013. Not less than 30 days prior to such election, the City Council shall cause the City Secretary to mail a copy of this Charter to each qualified voter of the City as it appears from the latest City tax collector's roll. If a majority of the qualified voters in such election shall vote in favor of the adoption of this Charter, it shall become the Charter of the City, and after the returns have been canvassed, the same shall be declared adopted and the City Secretary shall file an official copy of the Charter with the records of the City. The City Secretary shall furnish the Mayor a copy of said Charter, which copy of the Charter so adopted, authenticated and certified by his/her signature and the seal of the City, shall be forwarded by the Mayor to the Secretary of the State of Texas and shall show the approval of such Charter by majority vote of the qualified voters voting at such election.

(Ord. of 5-11-13)

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Discuss and consider vote for the TML Multistate Intergovernmental Employee Benefits Pool Board of Trustees - TML Region 14 candidate

We have the chance to vote on three worthy candidates to serve as our representative on the TML Multistate Intergovernmental Employee Benefits Pool Board of Trustees. The candidates are listed below.

- Kyle Jung, City Manager, Manvel
- Jose Sanchez, Personnel Director, Lake Jackson
- Jason Reynolds, City Manager, Nassau Bay

MEMORANDUM

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

From: Michael Coon, City Manager

Date: September 7, 2018

Subject: Final review and action of the Magnolia Drainage Reserve plat of 1.420 acres, 1-Reserve
Subdivision of the Glenwood Bayou Subdivision located near Magnolia and Wisteria Streets

The portion of City property in questions is currently platted for residential homes. This proposal would change the area in question to a drainage reserve.

STATE OF TEXAS
COUNTY OF BRAZORIA

KNOW ALL MEN BY THESE PRESENTS THAT:

I, MICHAEL COON, OWNER OF THE PROPERTY SUBDIVIDED IN THE FOREGOING PLAT OF MAGNOLIA DRAINAGE RESERVE, DOES HEREBY MAKE SUBDIVISION OF SAID PROPERTY ACCORDING TO THE LINES, LOTS AND EASEMENTS SHOWN HEREON AND DO HEREBY DEDICATE TO THE PUBLIC ALL EASEMENTS FOR THEIR USE FOREVER AND DESIGNATE SAID SUBDIVISION AS THE PLAT OF 1 RESERVE, BEING A SUBDIVISION OF 1.420 ACRES IN THE CITY OF RICHWOOD, BRAZORIA COUNTY, TEXAS AND DO HEREBY BIND MYSELF, MY HEIRS AND ASSIGNS TO WARRANT AND DEFEND THE TITLE TO THE LAND SO DEDICATED.

WITNESS MY HAND THIS THE ____ DAY OF _____, 20____.

MICHAEL COON
CITY MANAGER
CITY OF RICHWOOD

STATE OF TEXAS
COUNTY OF BRAZORIA

BEFORE ME THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED MICHAEL COON, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THE SAME WAS THE ACTING OWNER FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____ DAY OF _____, 20____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES

CITY COUNCIL APPROVALS

I CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF MARQUIS AT MAGNOLIA, WAS APPROVED

THIS THE ____ DAY OF _____, 20____, BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS.

MARK GUTHRIE, MAYOR

SARAH REED, MEMBER

MARK BROWN II, MEMBER

MIKE JOHNSON, MEMBER

FRANK BLANKS, MEMBER

KATIE JOHNSON, MEMBER

PLANNING AND ZONING COMMISSION APPROVALS

THIS IS TO CERTIFY THAT THE PLANNING AND ZONING COMMISSION (OR THE CITY COUNCIL IF THERE IS NO PLANNING AND ZONING COMMISSION) OF THE CITY OF RICHWOOD, TEXAS, HAS APPROVED THIS PLAT AND SUBDIVISION OF MAGNOLIA DRAINAGE RESERVE AS SHOWN HEREIN. IN TESTIMONY WHEREOF, WITNESS THE OFFICIAL SIGNATURES OF THE CHAIRMAN AND SECRETARY OF THE PLANNING AND ZONING COMMISSION, THIS THE ____ DAY OF _____, 20____.

CHAIRMAN

SECRETARY

VELASCO DRAINAGE DISTRICT

THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT OR GUARANTEE:

- THAT DRAINAGE FACILITIES OUTSIDE THE BOUNDARIES OF THIS SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES DESCRIBED ON THIS PLAT.
- THAT DRAINAGE FACILITIES DESCRIBED IN THIS SUBDIVISION ARE ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT MINIMUM REQUIREMENTS (10 YEAR FREQUENCY).
- THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED BY THE VELASCO DRAINAGE DISTRICT.
- THAT THE DISTRICT ASSUMES RESPONSIBILITY FOR CONSTRUCTION, OPERATION OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.

THE DISTRICT REVIEW IS SOLELY BASED ON THE DOCUMENTATION SUBMITTED FOR REVIEW AND A RELIANCE ON SUBMISSION OF THE REPORT BY THE TEXAS PROFESSIONAL ENGINEER. THE DISTRICT'S REVIEW IS NOT INTENDED AND SHALL NOT SERVE AS A SUBSTITUTION OF THE OVERALL RESPONSIBILITY AND/OR DECISION MAKING POWER OF THE PARTY MAKING THE PLAN OR PLAT HEREIN, THEIR OR ITS PRINCIPALS OR AGENTS.

LOUIS H. JONES - VICE-CHAIRMAN

G.L. KIDWELL - CHAIRMAN

F. ROBERT HAMLET - SECRETARY

DATE:

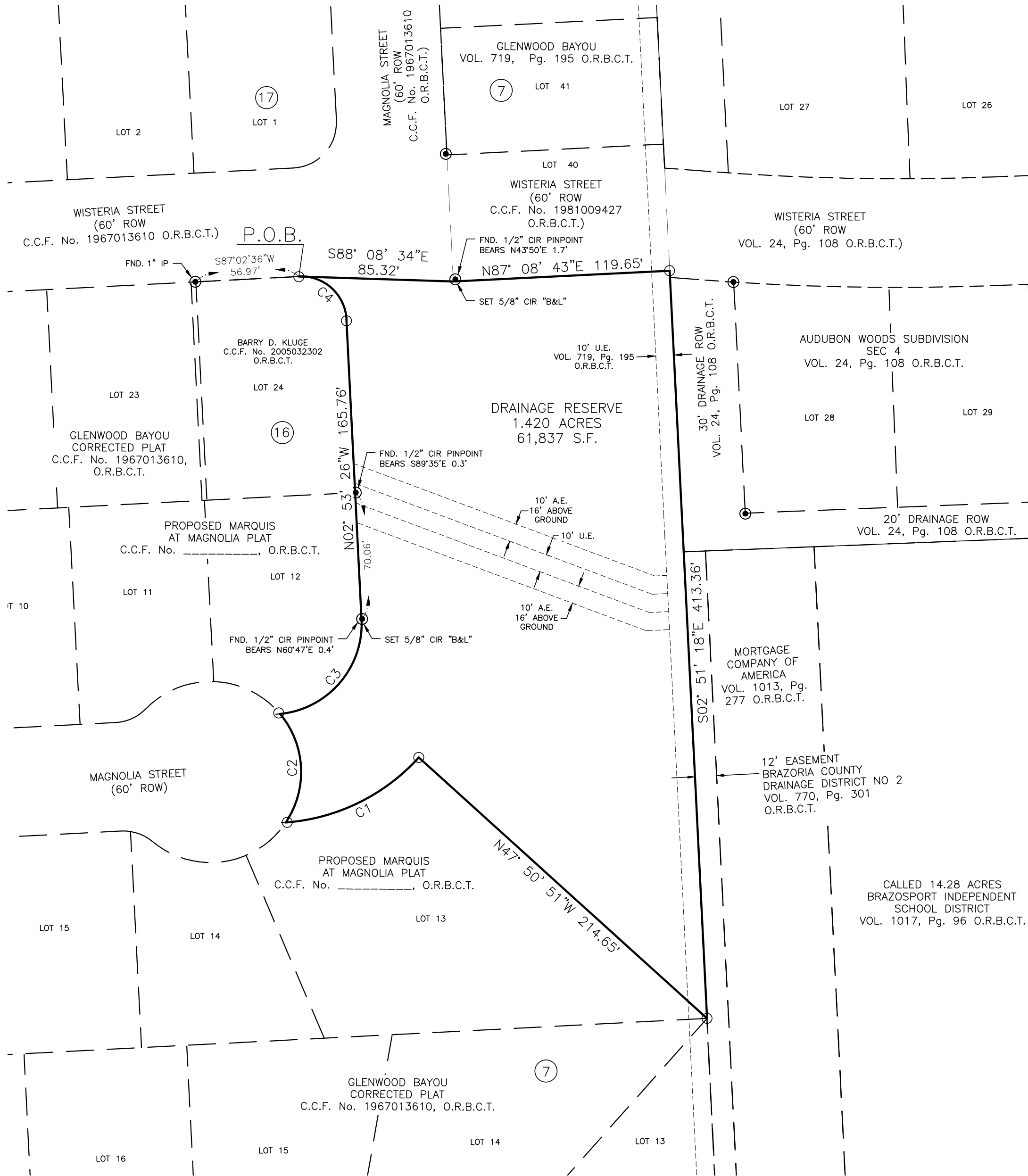
SIGNED:

DEVIN R. ROYAL
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6667

MAGNOLIA DRAINAGE RESERVE

JARED E GROCE SURVEY, A-66

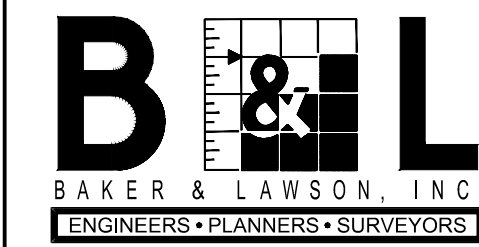
BRAZORIA COUNTY, TEXAS



LEGEND

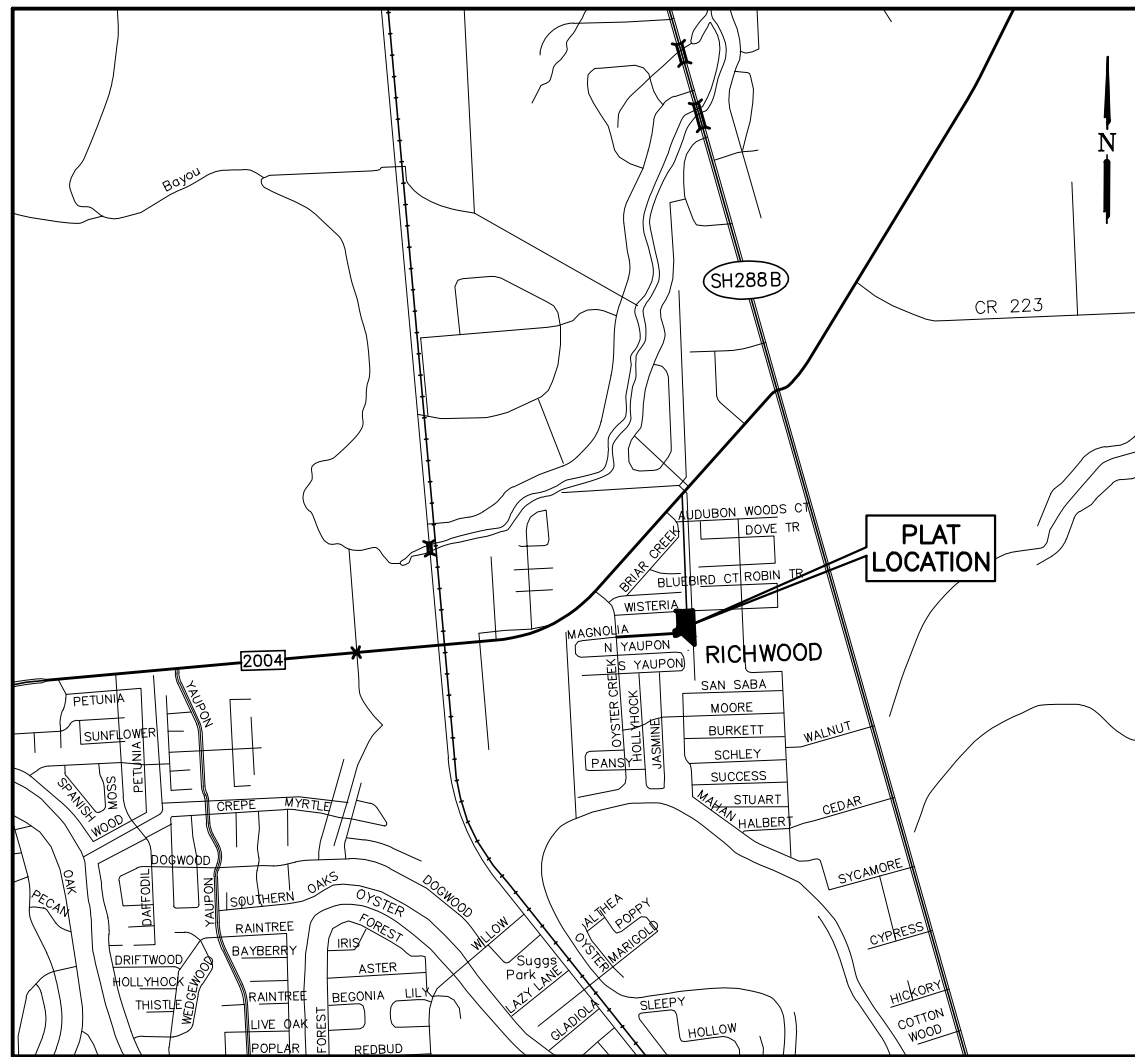
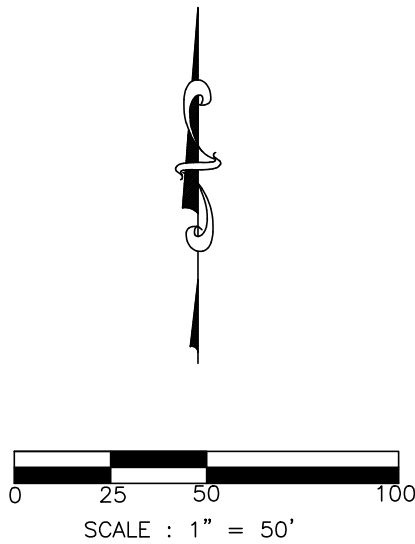
- O.R.B.C.T. = OFFICIAL RECORDS OF BRAZORIA COUNTY TEXAS
C.C.F. No. = COUNTY CLERKS FILE NUMBER
R.O.W. = RIGHT-OF-WAY
D.E. = DRAINAGE EASEMENT
B.L. = BUILDING SETBACK LINE
U.E. = UTILITY EASEMENT
CIR = CAPPED IRON ROD
IP = IRON PIPE
P.O.B. = POINT OF BEGINNING
○ = SET 5/8" CAPPED IRON ROD "BAKER & LAWSON"
● = FOUND 1/2" IRON PIPE (UNLESS OTHERWISE NOTED)

OWNER:
CITY OF RICHWOOD
1800 N. BRAZOSPORT BLVD.
RICHWOOD, TX 77531



300 EAST CEDAR ST.
ANGLETON, TEXAS 77515
OFFICE: (979) 849-6681
TBPLS No. 10052500

SCALE: 1" = 50'	REVISION NO.:	REVISION DESCRIPTION:	DRAWN BY: DR
DATE: 05/31/18			CHECKED BY: AH
PROJECT NO.: 12764			DRAWING NO.: 1 OF 1



VICINITY MAP
MAP NOT TO SCALE

FIELD NOTES FOR 1.420 ACRES

Being a tract of land containing 1.420 acres (61,846 square feet), located within Jared E. Groce Survey, Abstract Number (No.) 66, in Brazoria County, Texas; Said 1.420 acres being a portion of Magnolia Street (sixty feet wide per County Clerks' File (C.C.F.) No. 1967013610 O.R.B.C.T.), at the northerly northeast corner of Lot 24, Block 16 of Glenwood Bayou Corrected Plat, a subdivision of record in C.C.F. No. 1967013610 of the O.R.B.C.T., and being all of Lots 36, 37, 38, 39 of Block 7 of Glenwood Bayou, a subdivision of record in Vol. 719, Pg. 195 of the O.R.B.C.T.; Said 1.420 acres being more particularly described by metes and bounds as follows (bearings and coordinates are based on Grid Texas Coordinate System of 1983 (NAD), South Central Zone per G.P.S. observations):

BEGINNING at point on the south right-of-way (R.O.W.) line of Wisteria Street (sixty feet wide per County Clerks' File (C.C.F.) No. 1967013610 O.R.B.C.T.), at the northerly northeast corner of Lot 24, Block 16 of Glenwood Bayou Corrected Plat, a subdivision of record in C.C.F. No. 1967013610 of the O.R.B.C.T., and the northerly northeast corner of a tract recorded in the name of Barry D. Kluge under C.C.F. No. 2005032302 of the O.R.B.C.T., for the northwest corner of the herein described tract, from which a 1-inch iron pipe found at the northwest corner of said Kluge tract bears South 87 degrees 02 minutes 36 seconds West, a distance of 56.97 feet;

THENCE, with the south R.O.W. line of said Wisteria Street, South 88 degrees 08 minutes 34 seconds East, a distance of 85.32 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set for an angle point at the southwest corner of Lot 40 of said Block 7, from which a 1/2-inch iron rod with "Pinpoint" cap bears North 43 degrees 50 minutes East, a distance of 1.7;

THENCE, with the south line of said Lot 40, North 87 degrees 08 minutes 43 seconds East, a distance of 119.65 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set on the west line of Audubon Woods Subdivision Sec 4, a subdivision of record in Vol. 24, Pg. 108 of the O.R.B.C.T., at the southeast corner of said Lot 40, for the northeast corner of the herein described tract;

THENCE, with the west line of said Audubon Woods Subdivision Sec 4 and a called twelve foot drainage easement recorded in the name of Brazoria County Drainage District No. 2 under Vol. 770, Pg. 301 of the O.R.B.C.T., South 02 degrees 51 minutes 18 seconds East, a distance of 413.36 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set at the common corner of Lot 35 of Block 7 of said Glenwood Bayou, and Lots 13 and 14 of Block 7 of said Glenwood Bayou Corrected Plat, for the southeast corner of the herein described tract;

THENCE, with the northeast line of said Lot 35, North 47 degrees 50 minutes 51 seconds West, a distance of 214.65 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set at the north corner of said Lot 35, for an interior corner of the herein described tract, at the beginning of a non-tangent curve to the right;

THENCE, with the north lines of Lots 35 and 34 of Block 7 of said Glenwood Bayou, 83.77 feet along the arc of said curve to the right, having a radius of 110.00 feet, a central angle of 43 degrees 38 minutes 08 seconds, a chord that bears South 63 degrees 58 minutes 13 seconds West, a distance of 81.76 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set on the north line of said Lot 34, being the south line of said Magnolia Street, for the southwest corner of the herein described tract, at the beginning of a non-tangent curve to the left;

THENCE, through and across said Magnolia Street, 64.39 feet along the arc of said curve to the left, having a radius of 50.00 feet, a central angle of 73 degrees 46 minutes 52 seconds, a chord that bears North 03 degrees 00 minutes 59 seconds West, a distance of 60.03 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set on the north R.O.W. line of said Magnolia Street, being the south line of Lot 1 of said Block 16, at the beginning of a non-tangent curve to the left;

THENCE, with the southeast line of said Lot 1, 76.13 feet along the arc of said curve to the left, having a radius of 50.00 feet, a central angle of 87 degrees 14 minutes 36 seconds, a chord that bears North 40 degrees 43 minutes 51 seconds East, a distance of 68.99 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set for a point of tangency, from which a 1/2-inch iron rod with "Pinpoint" cap bears South 40 degrees 14 minutes East, a distance of 0.6 feet;

THENCE, with the east lines of said Lot 1 and 24 of Block 16, North 02 degrees 53 minutes 26 seconds West, at a distance of 70.06 feet pass the northeast corner of said Lot 1, being the southeast corner of Lot 26 from which a disturbed 1/2-inch iron rod with "Pinpoint" cap bears South 89 degrees 35 minutes East, a distance of 0.3 feet, continuing in all a distance of 165.76 feet to a 5/8-inch iron rod with "Baker & Lawson" cap set for the beginning of a curve to the left;

THENCE, with the northeast line of said Lot 24, 39.30 feet along the arc of said curve to the left, having a radius of 25.00 feet, a central angle of 90 degrees 04 minutes 08 seconds, a chord that bears North 47 degrees 55 minutes 30 seconds West, a distance of 35.38 feet to the POINT OF BEGINNING and containing 1.420 acres of land.

SURVEYOR'S NOTES:

- THIS PLAT LIES WITHIN THE CITY LIMITS OF RICHWOOD.
- THE PROPERTY SURVEYED LIES FULLY WITHIN ZONE "X", DESCRIBED AS AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN ACCORDING TO THE FLOOD INSURANCE RATE MAP NO. 48039C0610H WITH AN EFFECTIVE DATE OF JUNE 05, 1989.
- ALL DISTANCES ARE U.S. SURVEY FEET GRID AND CAN BE CONVERTED TO SURFACE BY MULTIPLYING THE COMBINED SCALE FACTOR OF 1.00013.
- ALL BEARINGS ARE REFERENCED TO THE TEXAS PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, NAD-83, U.S. SURVEY FEET.
- ALL ELEVATIONS ARE BASED ON: TBM CHISELED "C" ON SOUTH SIDE OF STORM SEWER INLET ON NORTH SIDE OF WISTERIA BETWEEN 112 & 114 WISTERIA 200' EAST OF DRAINAGE DITCH.
- THE BOUNDARY CLOSURE CALCULATIONS HEREON IS 1:10,000.
- ALL LOT AND / OR BOUNDARY CORNERS NOT LABELED AS FOUND HERE ON WILL BE MARKED WITH A 5/8" I.R. W/CAP STAMPED "BAKER & LAWSON" UPON RECORDATION.

PRELIMINARY PLAT OF MAGNOLIA DRAINAGE RESERVE A 1.420 ACRE, 1-RESERVE SUBDIVISION

OF THE GLENWOOD BAYOU SUBDIVISION AS
PER THE PLAT RECORDED IN
VOL. 719, Pg. 196, O.R.B.C.T.
LOCATED IN THE
JARED E. GROCE SURVEY, A-66
BRAZORIA COUNTY, TEXAS
CITY OF RICHWOOD

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: September 7, 2018

Subject: Ordinance vacating, abandoning, and closing street right of way being the undeveloped, unimproved portion of Magnolia Street

Discuss and consider an ordinance vacating, abandoning, and closing street right of way being the undeveloped, unimproved portion of Magnolia Street as recorded in Volume 719 Page 195 of the map records of Brazoria County, Texas.

ORDINANCE 18-433

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, FINDING AND DETERMINING THAT PUBLIC CONVENIENCE AND NECESSITY NO LONGER REQUIRE THE CONTINUED EXISTENCE OF A PART OF AN UNIMPROVED ROADWAY, TO BE THE UNDEVELOPED PORTION OF MAGNOLIA STREET, ALL SITUATED IN THE JARED E GROCE SURVEY, ABSTRACT NUMBER 66, BRAZORIA COUNTY, TEXAS, AND AS RECORDED IN VOLUME 719, PAGE 195 OF THE MAP RECORDS OF BRAZORIA COUNTY, TEXAS; VACATING, ABANDONING, AND CLOSING SAID STREET RIGHT-OF-WAY; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, the City Council of the City of Richwood, Texas finds that public convenience and necessity no longer require the continued existence of the unimproved and undeveloped street right-of-way described below and that it should be vacated, abandoned, and closed for the reason that the same is no longer needed; now, therefore;

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

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The City Council of the City of Richwood, Texas, hereby finds and determines that public convenience and necessity no longer require the continued existence of that undeveloped portion of the street right-of-way described in Section 3 hereof.

Section 3. The portion of the street right-of-way, more particularly described in Exhibit “A” attached hereto and made a part hereof for all purposes, located within the City of Richwood, Brazoria County, Texas, is hereby vacated, abandoned, and closed.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not

affect, impair, or invalidate this ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Richwood, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Passed and Approved on this 13th day of August, 2018.

ATTEST:

Mark Guthrie, Mayor

Giani Cantu, City Secretary

EXHIBIT "A"

