AGENDA

BE IT KNOWN that the **CITY COUNCIL** of the City of Richwood will meet in **City Council Special Meeting** on **Monday, July 17, 2017** 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. ROLL CALL OF COUNCIL MEMBERS

IV. 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

V. DISCUSSION AND ACTION ITEMS

A. Consider appointing Jeanette Messick to Keep Richwood Beautiful — 3

B. Final review and action on replat of Lot 9, Block 12, Glenwood Bayou & Lot 15, Block 1, Creek Bend Subdivision and said lots being located on Oyster Creek Drive and Moore Street — 6

C. FY 18 Budget — 8

1. Adopting a Tax Rate
2. Public Safety
    a. Police — 26
        1. CCPD
    b. Fire
3. Public Works — 35
    a. City Maintenance
    b. Streets & Drainage
    c. Parks and Recreation
    d. Water/Sewer Fund
    e. Transportation
4. Administration — 37
    a. Municipal Court
5. Permitting and Inspections
    a. Code Enforcement
6. Rate increases
    a. Permitting and Inspections

b. Utility

VI. CITY MANAGER'S REPORT 47

VII. ADJOURNMENT

I, Giani B. Cantu, do hereby certify that I did, on 7/14/17 at 4:00 pm, 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.

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 14, 2017

Subject: Appoint Jeanette Messick to KRB

We received an application to serve on KRB from Jeanette Messick. Council appointed 6 members to KRB in February 2017. There are currently 2 vacancies on KRB.

BOARDS AND COMMISSIONS
INFORMATION STATEMENT AND APPLICATION

CITY OF RICHWOOD, TEXAS
979-265-2082

Your name has been suggested or you have requested an application for possible service on a City of Richwood board or commission.

Please specify on which Board/Commission you wish to serve.

- [x] Beautification
- [ ] Planning and Zoning/Board of Adjustments
- [ ] Crime Control and Prevention
- [ ] Parks and Recreation
- [ ] Economic Development
- [ ] Animal Ordinance Review Committee
- [ ] Bond Task Force

THIS INFORMATION WILL BECOME PUBLIC RECORD

NAME: Messick (Last) Jeanette (First) C (MI)

HOME ADDRESS: 423 Magnolia Lane, Richwood, Tx

HOME TELEPHONE: 979-265-9674

CELL TELEPHONE: 979-236-0197

PROFESSION: Retired

WORK TELEPHONE: ____________

EMPLOYER: ____________

EMPLOYER'S ADDRESS: ____________

EMAIL ADDRESS: jeanettemessick@comcast.net

PERSONAL REFERENCES:

NAME: David Crawford

ADDRESS: 1800 Brazosport Blvd

PHONE: 713 299 2945

NAME: Laura Hargrave

ADDRESS: 234 Success St. Richwood

PHONE: 979-709-7795

If you have been a member of a Richwood board or commission before, please indicate the board and commission and approximate dates of service:

What experience do you have that may qualify you for service on a particular board or commission (i.e., licenses, degrees and certificates)

Please list any civic or community endeavors in which you have been involved:

Please list all the reasons for applying and state any additional information you feel may be helpful to us in considering your application.

I decided it was time to take a closer interest in the community.

I hereby affirm the information provided herein is true and correct to the best of my knowledge.

Signature

06-14-2017
Date

Return to:

Giani B. Cantu, City Secretary/Finance Director
gcantu@richwoodtx.gov
1800 Brazosport Blvd.
Richwood, TX 77531
Fax: 979-265-7345

MEMORANDUM

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

From: Giani Cantu, City Secretary

Date: July 7, 2017

Subject: Replat - Creek Bend and Glenwood Bayou

Richwood Creek Bend LLC is deeding 9 feet of Lot 15 Block 1 Creek Bend Subdivision to the adjoining property being Lot 9 Block 12 of Glendwood Bayou. Both lots will still be in compliance with the 70' requirement.

STATE OF TEXAS
COUNTY OF BRAZORIA

We, Richwood Creek Bend, LLC, a Texas limited liability company, acting by and through Clint A. Mann, its Member, and Terry Coldwater, owners of the property subdivided in the above and foregoing map of CREEK BEND PARTIAL REPLAT NO 1 AND EXTENSION, do hereby make subdivision of said property for and on behalf of said Richwood Creek Bend, LLC, and Terry Coldwater, according to the lines, streets, alleys, parks, and easements therein shown, and designate said subdivision as CREEK BEND PARTIAL REPLAT NO 1 AND EXTENSION in the J.E. Groce Survey, Brazoria County, Texas; and on behalf of said Richwood Creek Bend, LLC, and Terry Coldwater, dedicate to pubic use, as such, the streets, alleys, parks and easements shown thereon forever; and do hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets and alleys dedicated, or occasioned by the alteration of the surface of any portion of streets or alleys to conform to such grades and do hereby bind ourselves, our such heirs and assigns to Warrant and Forever Defend the title to the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional eleven feet, six inches (11'6") for ten feet (10'0") perimeter ground easements or seven feet, six inches (7'6") for fourteen feet (14'0") perimeter ground easements or five feet, six inches (5'6") for sixteen feet (16'0") perimeter ground easements, from a plane sixteen feet (16'0") above the ground level upward, located adjacent to and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals twenty one feet, six inches (21'6") in width.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional ten feet (10'0") for ten feet (10'0") back-to-back ground easements, or eight feet (8'0") for fourteen feet (14'0") back-to-back ground easements or seven feet (7'0") for sixteen feet (16'0") back-to-back ground easements, from a plane sixteen feet (16'0") above ground level upward, located adjacent to both sides and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals thirty feet (30'0") in width.

IN TESTIMONY WHEREOF, the Richwood Creek Bend, LLC, a Texas limited liability company, has caused these presents to be signed by Clint A. Mann, its Member, thereunto

authorized, this ____________ day of ____________________________, 2017.

Owner: Richwood Creek Bend, LLC,
a Texas limited liability company

By: ______________________________
Clint A. Mann, Member

STATE OF ____________________

COUNTY OF ____________________

Before me, the undersigned authority, on this day personally appeared Clint A. Mann, Member of Richwood Creek Bend, LLC, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ______ day of ____________, 2017.

____
Notary Public in and for the
State of ____________________

____
My Commission Expires:

WITNESS MY HAND in the City of Richwood, Brazoria County, this

____________ day of ____________________________, 2017.

By: ______________________________
Terry Coldwater,
Owner

STATE OF ____________________

COUNTY OF ____________________

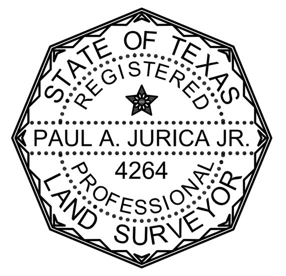
Before me, the undersigned authority, on this day personally appeared Terry Coldwater, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ______ day of ____________, 2017.

____
Notary Public in and for the
State of ____________________

____
My Commission Expires:

This is to certify that I, Paul A. Jurica, Jr., a Registered Professional Land Surveyor of the State of Texas, have platted the above subdivision from an actual survey on the ground; and that all lots, are, or will be upon completion of construction, properly marked with 1/2 inch iron rods, two (2) feet long; and that all boundary corners and tangents are, or will be, upon completion of construction, properly marked with minimum 3/4 inch diameter iron pipes; and that this plat correctly represents the survey by me.



____
Paul A. Jurica, Jr.
Registered Professional Land Surveyor
Texas Registration No. 4264

Z:\53533-RICHWOOD-YAUPON TRACT\PLAT\CREEK BEND PARTIAL REPLAT NO 1 AND EXTENSION – 53533 – 15JUN17.DWG – AALLEMAND – 07/06/17

This is to certify that the City Council of the City of Richwood, Texas, has approved this plat and subdivision of CREEK BEND PARTIAL REPLAT NO 1 AND EXTENSION as shown herein.

IN TESTIMONY WHEREOF, witness the official signatures of the Mayor, City Council, and City Secretary of the City of Richwood, Texas, this the

____________, day of ________________________, 2017.

Mayor	Councilmember
Councilmember	Councilmember
Councilmember	Councilmember
	City Secretary

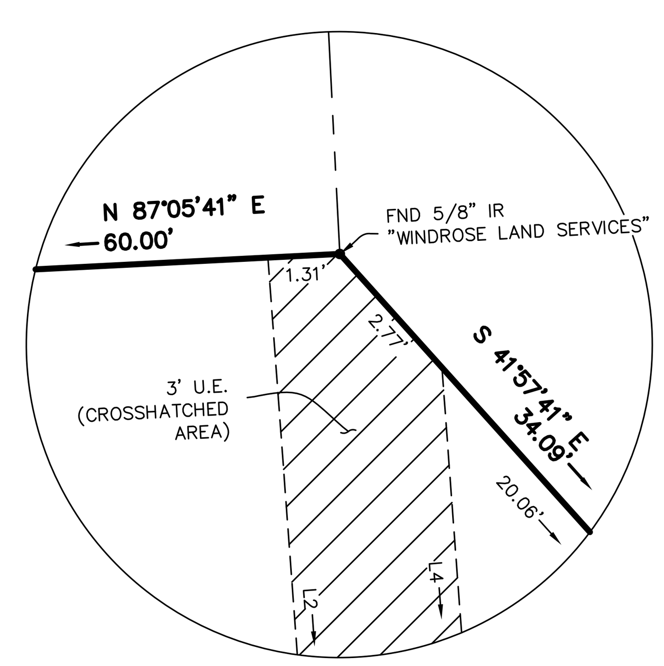
VELASCO DRAINAGE DISTRICT

THE BOARD OF SUPERVISORS OF THE VELASCO DRAINAGE DISTRICT DOES NOT WARRANT, REPRESENT OR GUARANTEE:

1. THAT DRAINAGE FACILITIES OUTSIDE THE BOUNDARIES OF THIS SUBDIVISION ARE AVAILABLE TO RECEIVE RUNOFF FROM THE FACILITIES DESCRIBED IN THIS PLAT.
2. THAT DRAINAGE FACILITIES DESCRIBED IN THIS SUBDIVISION ARE ADEQUATE FOR RAINFALL IN EXCESS OF VELASCO DRAINAGE DISTRICT MINIMUM REQUIREMENTS (10 YEAR FREQUENCY).
3. THAT BUILDING ELEVATION REQUIREMENTS HAVE BEEN DETERMINED BY THE VELASCO DRAINAGE DISTRICT.
4. THAT THE DISTRICT ASSUMES RESPONSIBILITY FOR CONSTRUCTION, OPERATION OR MAINTENANCE OF SUBDIVISION DRAINAGE FACILITIES.
5. THAT VELASCO DRAINAGE DISTRICT IS REPONSIBLE FOR FLOODPLAIN ADMINISTRATION OR THE ISSUANCE OF FEMA DEVELOPMENT PERMITS.

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.

G. L. Kidwell, Chairman	L. H. Jones, Vice Chairman
F. Robert Hamlet, Secretary	Date



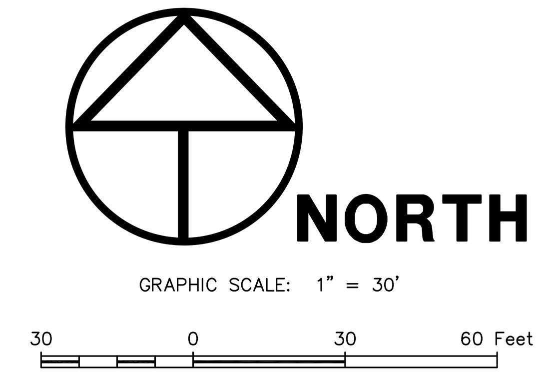
INSET "A"
NOT TO SCALE

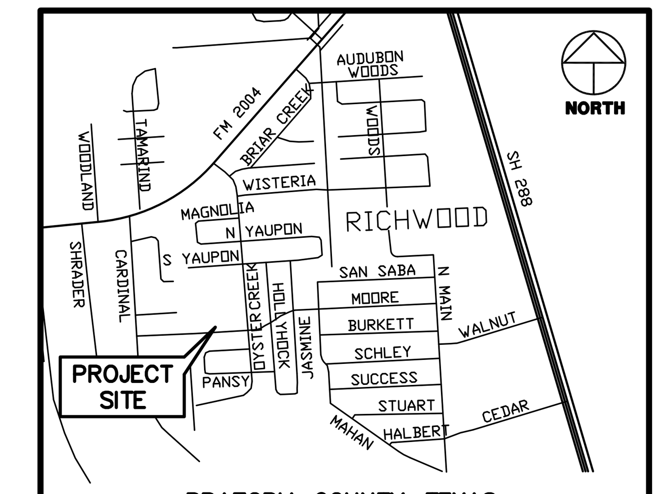
BENCHMARK PUBLISHED ELEVATION – 16.70'

NGS MONUMENT D 1143, BRASS DISK STAMPED "D 1143 1959" SET IN CONCRETE AT THE NORTHEAST CORNER OF OLD ANGLETON ROAD BRIDGE OVER OYSTER CREEK. ELEV. 16.70' NAVD88, 2001 ADJUSTMENT.

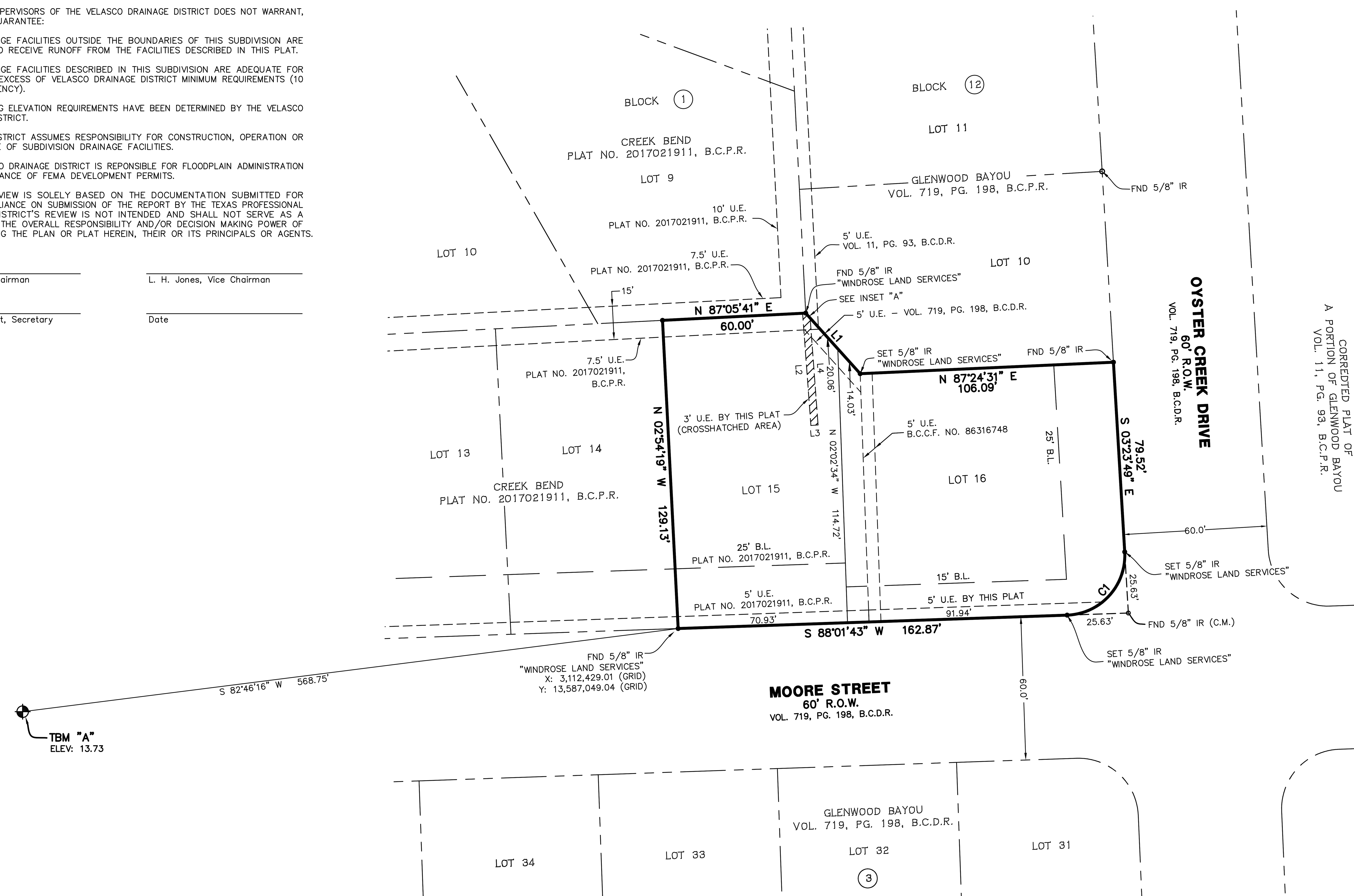
TEMPORARY BENCHMARK "A" ELEVATION – 13.73'

TBM "A" IS THE POINT OF INTERSECTION AT THE SOUTHWEST CORNER OF A CONCRETE STORM SEWER JUNCTION BOX, LOCATED ALONG THE SOUTH SIDE OF MOORE STREET, APPROXIMATELY 12 FEET SOUTH OF THE BACK OF A CURB AND 13 FEET WEST OF A 30 INCH STORM PIPE. (SHOWN HEREON)





VICINITY MAP
SCALE: 1" = 2,000'



CURVE TABLE

CURVE	RADIUS	DELTA	ARC	BEARING	CHORD
C1	25.00'	91°25'32"	39.89'	S 42°18'57" W	35.79'

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 41°57'41" E	34.09'
L2	S 04°14'23" E	47.10'
L3	N 85°45'37" E	3.00'
L4	N 04°14'23" W	44.88'

ABBREVIATIONS

- B.C.D.R. – BRAZORIA COUNTY DEED RECORDS
- B.C.O.R. – BRAZORIA COUNTY OFFICIAL RECORDS
- B.C.P.R. – BRAZORIA COUNTY PLAT RECORDS
- C.M. – CONTROLLING MONUMENT
- ESMT. – EASEMENT
- FND – FOUND
- IP – IRON PIPE
- IR – IRON ROD
- NO. – NUMBER
- PG. – PAGE
- R.O.W. – RIGHT-OF-WAY
- SQ. FT. – SQUARE FEET
- T.B.M. – TEMPORARY BENCHMARK
- VOL. – VOLUME

DESCRIPTION

LOT 9, BLOCK 12 OF GLENWOOD BAYOU, AS RECORDED UNDER VOL. 719, PG. 198 OF THE BRAZORIA COUNTY DEED RECORDS, AND ALL OF LOT 15, BLOCK 1 OF CREEK BEND, AS RECORDED IN PLAT NO. 2017021911 OF THE BRAZORIA COUNTY MAP RECORDS SITUATED IN THE J.E. GROCE SURVEY, ABSTRACT NO. 66, BRAZORIA COUNTY, TEXAS.

GENERAL NOTES

1. THIS PLAT HAS BEEN PREPARED TO MEET THE REQUIREMENTS OF THE STATE OF TEXAS, BRAZORIA COUNTY AND THE CITY OF RICHWOOD.
2. THIS PLAT WAS PREPARED FROM INFORMATION PROVIDED BY STEWART TITLE GUARANTY COMPANY, FILE NO. 1750410CPL, EFFECTIVE DATE OF JUNE 25, 2017, ISSUED DATE OF JUNE 30, 2017, THE SURVEYOR HAS NOT ABSTRACTED THE ABOVE PROPERTY.
3. BEARINGS WERE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (NAD 83). ALL DISTANCES SHOWN HEREON ARE SURFACE DISTANCES AND MAY BE BROUGHT TO GRID BY APPLYING THE FOLLOWING SCALE FACTOR: 0.999874641.
4. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), FLOOD INSURANCE RATE MAP (FIRM) FOR BRAZORIA COUNTY, TEXAS, MAP NOS. 48039C0620H AND 48039C0610H REVISED/DATED JUNE 05, 1989, THE SUBJECT TRACT APPEARS TO LIE WITHIN UNSHADED ZONE "X". THIS DETERMINATION WAS DONE BY GRAPHIC PLOTTING AND IS APPROXIMATE ONLY, AND HAS NOT BEEN FIELD VERIFIED.
5. THERE ARE NO PIPELINES OR PIPELINE EASEMENTS WITHIN THE BOUNDARIES OF THIS PLAT.
6. ALL DRAINAGE EASEMENTS AND RIGHTS-OF-WAY SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, FOUNDATION PLANTINGS, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
7. THIS PLAT IS SUBJECT TO ANY AND ALL ZONING ORDINANCES IN EFFECT FOR THE CITY OF RICHWOOD IN EFFECT AT THE TIME OF PERMITTING.
8. THE PROPERTY IS SUBJECT TO COVENANTS AND RESTRICTIONS PER VOL. 695, PG. 674, VOL. 719, PG. 198, AND CLERK'S FILE NO. 2017025810, OFFICIAL RECORDS OF BRAZORIA COUNTY.

A MINOR REPLAT

CREEK BEND PARTIAL NO 1 AND EXTENSION

A SUBDIVISION OF 0.4887 AC. / 21,289 SQ. FT. OF LAND, BEING A REPLAT OF LOT 9, BLOCK 12, OF GLENWOOD BAYOU, VOL. 719, PG. 198, B.C.D.R., AND LOT 15, BLOCK 1 OF CREEK BEND, AS RECORDED IN PLAT NO. 2017021911, B.C.P.R., SITUATED IN THE J.E. GROCE SURVEY, ABSTRACT NO. 66, CITY OF RICHWOOD, BRAZORIA COUNTY, TEXAS.

JULY 5. 2017

Owners / Developers

Richwood Creek Bend, LLC,
a Texas limited liability company
ATTN: Clint A. Mann, Member
PO Box 2331
Tomball, Texas 77377

Terry Coldwater
703 Oyster Creek Drive
Richwood, Texas 77531

Surveyor

WINDROSE
LAND SURVEYING | PLATTING
3200 WILCREST, SUITE 325 | HOUSTON, TX 77042 | 713.458.2281
FIRM REGISTRATION NO. 10108800 | WINDROSESERVICES.COM

SHEET 1 OF 1

City of Richwood

FY 2018 PROPOSED BUDGET

FY 2015-2016 Review

General Operating Fund (Estimated at 9/30/17)

	FY 16-17 Budget	FY 16-17 Projected	Difference
Revenues	$2,354,288	$2,375,934	$21,646
Expenditures	$2,354,288	$2,325,593	$28,695
Excess <Deficit>	$0	$50,341	$50,341

Utility Operating Fund (Estimated at 9/30/17)

	FY 16-17 Budget	FY 16-17 Projected	Difference
Revenues	$1,585,197	$1,258,337	($326,860)
Expenditures	$1,585,197	$1,258,337	$326,860
Excess <Deficit>	$0	$0	$0

FY 18 Strategic Plan

1.1. Financial Stability

2. Economic Development

3. Infrastructure Investments

4. Parks & Beautification

5. City Operations

FY 18 Strategic Plan

Plan Element	Action Step	New Budget Impacts
Financial Stability	Hire Finance Director	$86,231
Economic Development	Conduct Logo Contest	$250
Infrastructure Investments	Conduct Studies & Create CIP	$75,000
Parks & Beautification	Contract Out Plan Review	$3,200

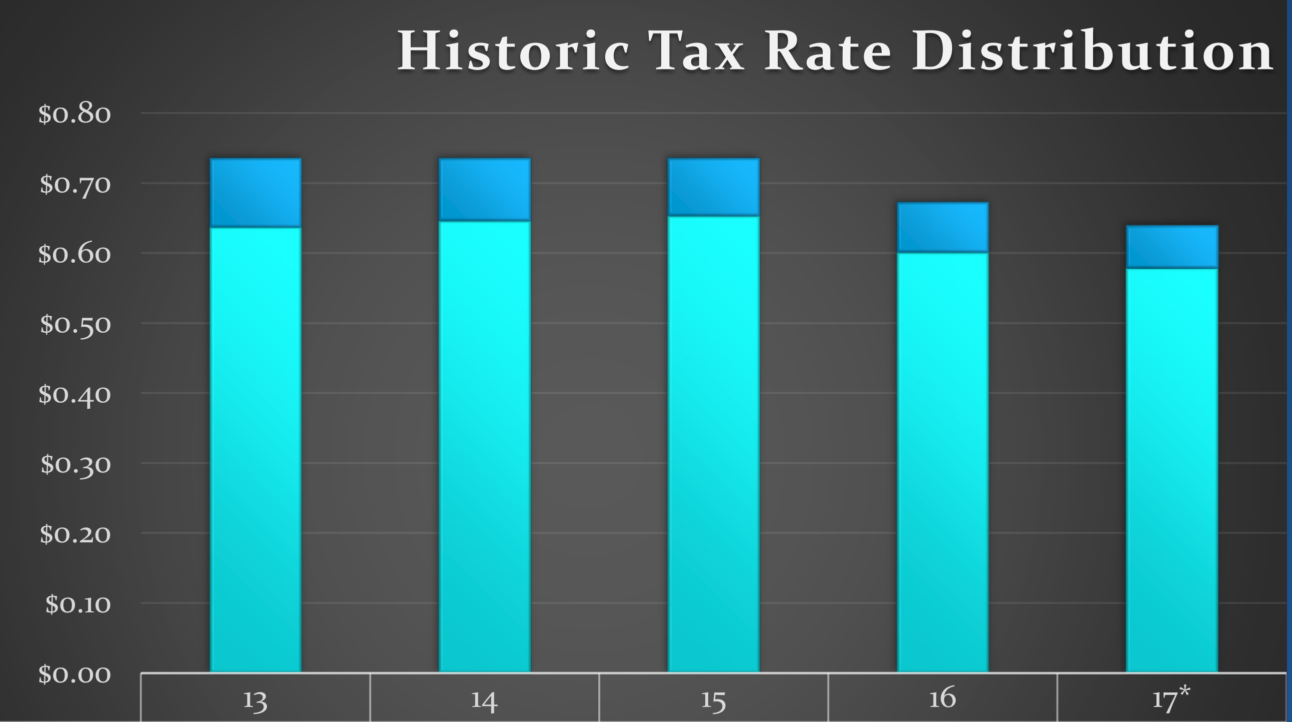
FY 18 Strategic Plan

Plan Element	Action Step	New Budget Impacts
City Operations	Hire Police Admin Assistant	$24,316
City Operations	Hire 2 Officers: COPS Grant & CCPD	$48,460
City Operations	Hire 2 Water Techs & Purchase Vehicle	$145,586
City Operations	Replace Servers	$75,000
City Operations	Replace Enterprise Software	$23,000
City Operations	Fund Compensation Study	$2,000
City Operations	Establish Citywide Certification Pay	$4,200
City Operations	Establish Employee Recognition Program	$500
City Operations	Develop Municipal Volunteer Program	$1,000

FY18 General Fund Revenues

BUDGET CHANGES	Amount
Ad Valorem Taxes	388,040.00
380 Agreement Rebates	(296,757.00)
Building Permits	25,000.00
Transfer in from Fund Balance	251,750.00
Transfer in from Utility (Debt)	318,654.00
Transfer in from Utility (Indirect Cost)	82,172.00
Misc. Changes	3,378.00
Total Revenue Changes	**772,237.00**

FY18 Property Tax Rate



	13	14	15	16	17*
Tax Rate	0.7357	0.7357	0.7357	0.6726	0.6403
Debt Service	0.0984	0.0893	0.0823	0.0713	0.0613
O&M	0.6373	0.6464	0.6534	0.6013	0.5790

*Although the tax rate decreases by $0.0323, it would still be an effective tax increase of about 2.7%.

FY18 General Fund Expenditures

	General Fund
FY 16-17 Adopted	$2,354,288
FY 17-18 Proposed	$3,126,525
Increase (Decrease)	**$772,237**
Less One-Time Expenses	
Utility Back Payments	$318,654
Capital & Equipment	$177,705
Contingency Fund	$74,144
Recurring Increase	**$201,734**

FY18 General Fund Expenditures

Recurring Increase	Amount
Misc. Adjustments to Line Items	($52,365)
Hire Finance Director	$86,231
Transfer in from Utility (Indirect Cost)	82,936
3% Citywide Pay Increase	$34,538
Police Admin. Assistant	$24,316
Move Directors' Pay to 5% above Sergeants	$13,779
Contract Out Plan Review	$3,200
New Accounting System (Annual Maintenance)	$3,000
Citywide Certification Pay	$2,100
Compensation Study	$2,000
City University, Employee Engagement, Richwood MVP	$2,000
Total Revenue Changes	**$201,734**

FY18 Utility Fund Revenues

BUDGET CHANGES	Amount
Transfer from General Fund (Back Payments)	$318,654
Budget for Garbage Receipts	$276,396
Water & Sewer Rate Increases*	$215,687
Indirect Cost from General Fund	$82,936
Reclaimed Water	$12,500
Other Adjustments	($600)
Total Revenue Changes	**$904,370**

** Multiple options for the rate increases will be presented at the Budget Workshop on Monday, July 17th.*

FY18 Utility Fund Expenses

	Utility Fund
FY 16-17 Adopted	$1,585,197
FY 17-18 Proposed	$2,489,567
Increase (Decrease)	**$904,370**
Less One-Time Expenses	
Debt Payment	$318,654
Contingency Fund	$47,069
Recurring Increase	**$538,647**

FY18 Utility Fund Expenses

Recurring Increase	Amount
Reduce Depreciation & Add Capital and Equipment	($112,348)
Budget Garbage Expense	$257,320
Budget Debt Service Transfer	$165,756
Hire 2 New Water Techs	$145,586
Transfer in from Utility (Indirect Cost)	82,936
Sewage Treatment Plant	$36,998
Brazosport Water Authority	$32,331
Move Directors' Pay to 5% above Sergeants	$8,042
3% Citywide Pay Increase	$6,199
Citywide Certification Pay	$2,100
Other Misc. Adjustments	($3,337)
Total Revenue Changes	**$538,647**

FY18 CCPD Expenses

Budgeted Expenses	Amount
Warrant Officer	$30,000
Motor Vehicles	$35,790
Equipment	$2,745
COPS Grant 25% Match	$48,460
Total Expenses	**$116,995**

FY18 Transportation Expenses

	FY 16-17 Budget*	FY 16-17 Proposed	Difference
Streets	$41,000	$30,000	($11,000)
Sidewalks	$0	$50,000	$50,000
Drainage	$75,000	$25,000	($50,000)
Excess <Deficit>	**$116,000**	**$105,000**	($11,000)

*The budgeted revenues were decreased by $11,000 to match historical actuals.

FY18 Utility Capital Improvements

Budgeted Expenses	Amount
New Chlorine Room	$20,255
Well cover	$600
Pipe Bursting	$63,950
CIP/Impact Fee Study	$75,000
Total Budget	**$159,805**

FY18 Capital Projects

Budgeted Expenses	Amount
Accounting Software	$20,255
Service Center Reskin	$39,200
Relocate & Replace Fire Station Hydrant	$8,550
Police Phone Line Recording System	$4,345
Total Budget	**$72,095**

FY18 Equipment Replacement

Budgeted Expenses	Amount
Sewer Jetter	$59,999
PW Replacement Truck	$30,610
PW New Truck	$45,777
Server Replacement	$75,000
Total Budget	**$211,386**

FY18 Beautification Fund

Budgeted Expenses	Amount
Beautification	$16,000

FY 2018 Budget Request Form
PART 1 OF 3

DEPARTMENT	Police	FUND	CCPD/GF	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
2 Additional Patrol Officer	$ 193,840	$ 147,561

GENERAL DESCRIPTION OF REQUEST

This would add two new Police Officer to the Patrol Unit.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
Officers per shift	2	3	3	4
Description of Output:	-	-	-	-
Efficiency:				
Allow for more random patrol time	-	31%	31%	40%
Provides more citizen interaction with officers				
Effectiveness:				
Resident Satisfaction	95%	96%	93%	96%
Response Time	6 min	8.2 min	8.2 min	6 min

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

Due to the growing population, we have seen an increase in the number of calls for service and an increase in our arrests. With the growing number of calls the department is receiving that requires 2 officers to respond, we are asking for to add 1 new officer to maintain an adequate response time and to provide a high level of service to the residents. The addition of a patrol officer allows us to reduce overtime by having a swing or power shift and helps reduce the number of times an officer is called out from their residence due to calls for service. This position would work a mid shift. When someone takes off, this position would be moved into that shift thus contributing to a reduction in overtime while at the same time allowing for additional strength patrolling the city.

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 3

DEPARTMENT	Police	FUND	CCPD/GF	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
2 Additional Patrol Officer	$ 193,840	$ 147,561

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
Police Officer	2	2	$ 52,071	$ 104,141	12	$ 104,141	$ 104,141
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**2**	**2**	**$ 52,071**	**$ 104,141**		**$ 104,141**	**$ 104,141**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			-	-
10-05	5105	Retirement/Medicare	1.45%		-	-
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-05	5101	Salaries & Wages			$ 104,141	$ 107,265
10-05	5105	Retirement/Medicare	11.43%		11,903	12,260
10-05	5110	Workers Comp	4.36%		4,541	4,677
10-05	5115	Health	8,983		17,966	17,966
10-05	5120	Unemployment	1.90%		1,979	2,038
10-05	5135	Training & Travel			?	?
10-05	5104	Overtime			(23,540)	(23,540)
10-05	5107	Medicare	1.45%		1,510	1,555
10-05	5175	Certification Pay	75		1,800	1,800
			Subtotal Full-Time	**$ -**	**$ 120,300**	**$ 124,021**
B. Operating Supplies						
		Ammo?				
		Uniforms?				
			Subtotal	**$ -**	**$ -**	**$ -**
C. Maintenance & Repair						
		Radios M&R?				
		Radar M&R?				
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
		Telephone (WIFI in Car)?				
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
		Dues & Subscriptions (Software Licenses, etc. ?)				
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
		Cops Grant GF Reserve			$ 23,540	$ 23,540
		ToughBooks?				
		Transfer to Equipment Replacement (New Explorer)		50,000		
			Subtotal	**$ 50,000**	**$ 23,540**	**$ 23,540**
		TOTAL		**$ 50,000**	**$ 143,840**	**$ 147,561**

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	FY 2018	FY 2019
Improvement Total	**$ 193,840**	**$ 147,561**
COPS Grant Total	**$ 145,380**	**$ 110,671**
CCPD Total	**$ 48,460**	**$ 36,890**

7/14/2017

FY 2018 Budget Request Form
PART 3 OF 3

DEPARTMENT	Police	FUND	CCPD/GF	DEPT. PRIORITY	1

BUDGET REQUEST TITLE		FY 2018 TOTAL	FY 2019 TOTAL
2 Additional Patrol Officer		$ 193,840	$ 147,561
	Net GF Impact	$ -	$ -

7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Police	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Crossing Guard	$ 8,550	$ 8,550

GENERAL DESCRIPTION OF REQUEST

This would be to add a Crossing Guard on N Mahan at the cross walk. BISD will not fund the position

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
ex. (Officers)	2	3	3	4
Description of Output:				
ex. (Number of Calls)	500	750	1000	1000
Efficiency:				
ex. (Calls per Officer)	250	250	333	250
Effectiveness:				
ex. (Resident Satisfaction)	95%	96%	93%	96%
ex. (Response Time)	5 min	5 min	8 min	5 min

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

To aide in crossing students at cross walk by Community Building. The average pay for a crossing guard is $14 an hour. The crossing guard would work 3.5 hours a day and make $49 a day x 172 school days = $8,428 a year. The school year starts at the end of August, in our current FY. We already have a handheld Stop sign and rain coat the Crossing Guard will utilyze, so no expense on equipment will be needed.

7/10/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Police	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Crossing Guard	$ 8,550	$ 8,550

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		#VALUE!	#VALUE!
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**0**	**0**	**$ -**	**$ -**		**#VALUE!**	**#VALUE!**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
Crossing Guard	1	0.29	$ 29,120	$ 29,120	12	$ 8,428	$ 8,428
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**1**	**0.289423077**	**$ 29,120**	**$ 29,120**		**$ 8,428**	**$ 8,428**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			8,428	8,428
10-05	5105	Retirement/Medicare	1.45%		122	122
			Subtotal Part-Time	**$ -**	**$ 8,550**	**$ 8,550**
10-05	5101	Salaries & Wages				
10-05	5105	Retirement/Medicare	11.43%		-	-
10-05	5110	Workers Comp	0.45%		-	-
10-05	5115	Health	8,628		-	-
10-05	5120	Unemployment	1.90%		-	-
10-05	5135	Training & Travel				
10-05	51??	Overtime				
10-05	51??	Medicare	1.45%		-	-
10-05	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ -**	**$ -**
B. Operating Supplies						
10-05	5210	Office Supplies				
			Subtotal	**$ -**	**$ -**	**$ -**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
10-05	5920					
			Subtotal	**$ -**	**$ -**	**$ -**

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TOTAL	$ -	$ 8,550	$ 8,550
Improvement Total		**$ 8,550**	**$ 8,550**

7/10/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Police	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Administrative Personnel	$ 24,447	$ 24,447

GENERAL DESCRIPTION OF REQUEST

This would add an Administrative Assistant to the Police Department.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input: **Admin Asst.**	0	0	0	1
Description of Output: **Will assist with all departmental administrative functions (DA requests, public info, events, etc.**	0	0	0	0
Efficiency: **Reduction in officer administrative time**	0	0	0	0
Effectiveness: **single source outlet for police department contacts (number of people someone speaks to)**	3	3	3	1

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

Due to the increase in police activity which includes cases needing to be filed with the District Attorney's Office, the number of record requests we receive, the number of audit verifications we are required to respond to every month, the increase in telephone calls received at the police station, and the need to have someone welcome residents and businesses owners to the police department in an effort to maintain the highest level of police service, which goes along with the Mission and Vision of the City and the Police Department. This position would also allow for police officers to stay on patrol instead of being assigned to administrative duties such as case preparations, video duplication, records requests, etc. This position would also relieve other city departments from answering phone calls for the police department or having to find an officer when someone walks into the facility and needs to speak with an officer. This position would be budgeted for $17 an hour.

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Police	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Administrative Personnel	$ 24,447	$ 24,447

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
	0	1		$ -	12	$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**0**	**1**	**$ -**	**$ -**		**$ -**	**$ -**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
Administrative Assistant	1	0.6	$ 35,360	$ 21,216	12	$ 21,216	$ 21,216
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**1**	**0.6**	**$ 35,360**	**$ 21,216**		**$ 21,216**	**$ 21,216**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			21,216	21,216
10-05	5105	Retirement	11.43%		2,425	2,425
10-05	5107	Medicare	1.45%		308	308
	5110	Workers Comp	0.45%		95	95
	5120	Unemployment	1.90%		403	403
			Subtotal Part-Time	**$ -**	**$ 24,447**	**$ 24,447**
10-05	5101	Salaries & Wages			$ -	$ -
10-05	5105	Retirement/Medicare	11.43%		-	-
10-05	5110	Workers Comp	0.45%		-	-
10-05	5115	Health	8,983		-	-
10-05	5120	Unemployment	1.90%		-	-
10-05	5135	Training & Travel				
10-05	51??	Overtime				
10-05	51??	Medicare	1.45%		-	-
10-05	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ -**	**$ -**
B. Operating Supplies						
10-05	5210	Office Supplies?			$ -	$ -
			Subtotal	**$ -**	**$ -**	**$ -**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
		Dues & Subscriptions?				
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
10-05	5920	Motor Vehicle				
			Subtotal	**$ -**	**$ -**	**$ -**
		TOTAL		**$ -**	**$ 24,447**	**$ 24,447**
			Improvement Total		**$ 24,447**	**$ 24,447**

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7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Police	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Telephone Recording System	$ 4,345	$ -

GENERAL DESCRIPTION OF REQUEST

This is a one time request to purchase and install a phone recording system for the telephone lines within the police department.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
ex. (Officers)	2	3	3	4
Description of Output:				
ex. (Number of Calls)	500	750	1000	1000
Efficiency:				
ex. (Calls per Officer)	250	250	333	250
Effectiveness:				
ex. (Resident Satisfaction)	95%	96%	93%	96%
ex. (Response Time)	5 min	5 min	8 min	5 min

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

The purchase and installation of a recording device that allows for voice recording of telephone calls within the police department will enhance the investigative ability of the department when it comes to both criminal and civil cases. When suspects and wittnesses call the police department, officers/investigators receive one story and when the same person arrives to provide a statement, often a different account of the events is told. Ultimately, this recording system will increase our rate for prosecuted cases.

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Police	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Telephone Recording System	$ 4,345	$ -

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
				$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -			
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			-	-
10-05	5105	Retirement/Medicare	1.45%		-	-
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-05	5101	Salaries & Wages			$ -	$ -
10-05	5105	Retirement/Medicare	11.43%		-	-
10-05	5110	Workers Comp	0.45%			-
10-05	5115	Health	8,628		-	-
10-05	5120	Unemployment	1.90%		-	-
10-05	5135	Training & Travel				
10-05	51??	Overtime				
10-05	51??	Medicare	1.45%		-	-
10-05	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ -**	**$ -**
B. Operating Supplies						
10-05	5210	Office Supplies				
			Subtotal	**$ -**	**$ -**	**$ -**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
10-05	5420	Recording System		$ 4,345		
			Subtotal	**$ 4,345**	**$ -**	**$ -**
E. Sundry						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
10-05	5920					
			Subtotal	**$ -**	**$ -**	**$ -**
		TOTAL		**$ 4,345**	**$ -**	**$ -**
			Improvement Total		**$ 4,345**	**$ -**

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7/10/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Water/Wastewater	FUND	Utility	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Add 2 New Utility Operators	$ 145,586	$ 99,655

GENERAL DESCRIPTION OF REQUEST

Two new personel two work in utility department.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
Public Works Personnel	5	5	5	7
Description of Output:				
Number of Valves	275	275	285	285
Number of Lift Station Pumps	20	21	21	21
Number of Fire Hydrants	175	175	180	180
Efficiency:				
Number of Valves Exercised	0%	0.50%	0	10-15%
Number of Pumps Checked (oil,voltage,grease,etc.)	0	0	0	100%
Number of Hydrants Maint. (operate,oil,repair,paint)	0	10%	20%	50%
Effectiveness:				

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

Due to recent population growth, Public Works has fallen further behind with routine maintenace on Lift Stations, and Water Distribution. In past Budget years Public Works has been able to aquire a minimum fleet of equipment to allow operators to contend with multiple situations at one time. Labor, along with a small addition to Public Works vehicle fleet is now needed to ensure that Public Works is able to continue working as efficiently and effectively as possible. With the addition of these tools, Public Works has goals of focusing more of our efforts on general maintenance that has been recently put on hold due to the system demands on the department (Lift Station monitoring, pump rebuilding, manhole resealing, addressing I&I, valve exercising, fire hydrant exercising, fire hydrant replacement, Water Well, and site maintenance, TCEQ compliance, drainage maintenance, preventative street maintenance, etc.).

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Water/Wastewater	FUND	Utility	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Add 2 New Utility Operators	$ 145,586	$ 99,655

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
Water Operator	2	2	$ 33,904	$ 67,808	12	$ 67,808	$ 67,808
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**2**	**2**	**$ 33,904**	**$ 67,808**		**$ 67,808**	**$ 67,808**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
30-21	5103	Salaries & Wages			-	-
30-21	5105	Retirement/Medicare	1.45%		-	-
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
30-21	5103	Salaries & Wages			$ 67,808	$ 67,808
30-21	5104	Overtime				
30-21	5105	Retirement/Medicare	11.43%		7,750	7,750
30-21	5107	Medicare	1.45%		983	983
30-21	5110	Workers Comp	5.69%		3,858	3,858
30-21	5115	Health	8,628		17,256	17,256
30-21	5120	Unemployment	1.90%		1,288	1,288
30-21	5135	Training & Travel				
30-21	5175	Education Incentive				
30-21	5190	Uniforms		154	$ 508	$ 508
			Subtotal Full-Time	**$ 154**	**$ 99,451**	**$ 99,451**
B. Operating Supplies						
30-21						
30-21						
30-21						
30-21						
			Subtotal	**$ -**	**$ -**	
C. Maintenance & Repair						
30-21	5360	Radio M&R			$ 204	$ 204
30-21						
30-21						
30-21						
			Subtotal	**$ -**	**$ 204**	**$ 204**
D. Utilities & Telephone						
30-21						
30-21						
30-21						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
30-21						
30-21						
30-21						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
30-21	5967	Transfer to Equipment Replacement		$ 45,777		
30-21						
			Subtotal	**$ 45,777**	**$ -**	**$ -**
		TOTAL		**$ 45,931**	**$ 99,655**	**$ 99,655**
			Improvement Total		**$ 145,586**	**$ 99,655**

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7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Admin	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Add 1 Finance Director Position	$ 87,967	$ 85,557

GENERAL DESCRIPTION OF REQUEST

This would add one new Finance Director who would oversee the administrative assistant and a utility clerk that are currently under the City Secretary.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
Finance Director	0	0	0	1
Description of Output:				
Annual Budget Projections	0	1	1	2
5-Year Financial Forecast	0	0	0	1
Efficiency:				
ex. (Calls per Officer)	#DIV/0!	#DIV/0!	#DIV/0!	2
Effectiveness:				
ex. (Resident Satisfaction)	95%	96%	93%	96%
ex. (Response Time)	5 min	5 min	8 min	5 min

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

Historically the City has relayed on the City Secretary to serve as the Finance Director, which has allowed the City to maintain a small staff. However, not having an employee that has been professionally trained in Finances has come with it's drawbacks. City staff has historically relaied heavily on our external auditors to catch mistakes that typically should be caught in house. Also without a full-time supervisor or director dedicated to enforcing the City's purchasing policies, compliance with the policy has been inconsitent. Not only would adding a new position help with the day to day accounting, but it would also allow for more staff time to focus on increasing transparency, improving the monitoring of the budget, and implmenting a CIP and Equipment Replacement Fund. The Fiance Director would also be charged with overseeing the City's grants and reporting on those grants.

In addition, the creation of a new director position would also free up more time for the City Secretary, City Manager, and Police Cheif to focus on more elements of the City Council's Strategic Plan. Those three positions would have more time to support the current volunteers, help recruit new volunteers, provide more in house training for staff, and to focus on planning for the future growth of Richwood.

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Admin	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Add 1 Finance Director Position	$ 87,967	$ 85,557

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
Finance Director	1	1	$ 61,992	$ 61,992	12	$ 61,992	$ 61,992
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**1**	**1**	**$ 61,992**	**$ 61,992**		**$ 61,992**	**$ 61,992**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			-	-
10-05	5105	Retirement/Medicare	1.45%		-	-
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-05	5101	Salaries & Wages			$ 61,992	$ 61,992
10-05	5105	Retirement/Medicare	11.43%		7,086	7,086
10-05	5110	Workers Comp	0.45%		279	279
10-05	5115	Health	8,983		8,983	8,983
10-05	5120	Unemployment	1.90%		1,178	1,178
10-05	5135	Training & Travel			3,000	3,000
10-05	5125	Cell Phone Allowance			450	540
10-05	51??	Medicare	1.45%		899	899
10-05	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ 83,867**	**$ 83,957**
B. Operating Supplies						
10-05	5210	Office Supplies		$ 2,500	$ 100	$ 100
			Subtotal	**$ 2,500**	**$ 100**	**$ 100**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
		Dues & Subscriptions			$ 1,500	$ 1,500
			Subtotal	**$ -**	**$ 1,500**	**$ 1,500**
F. Capital Outlay						
			Subtotal	**$ -**	**$ -**	**$ -**
		TOTAL		**$ 2,500**	**$ 85,467**	**$ 85,557**
			Improvement Total		**$ 87,967**	**$ 85,557**

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7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	All	FUND	General and Utility	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Certification Pay Program	$ 4,200	$ 4,200

GENERAL DESCRIPTION OF REQUEST

Staff would like to implement a certification pay program that pays employees for their certificiations and promote continuing education. A copy of the proposed policy is attached.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
number of certified employees in General				4
number of certified employees in Utility				2
Description of Output:				
Efficiency:				
Effectiveness:				

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

Staff's hope is that by providing the employees with additional benefit of certification pay it will encourage them and promote continuing education.

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	All	FUND	General and Utility	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Certification Pay Program	$ 4,200	$ 4,200

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	0	0	$ -	$ -		$ -	$ -

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	0	0	$ -	$ -		$ -	$ -

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-01	5101	Salaries & Wages				
10-01	5105	Retirement/Medicare	1.45%			
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-01	5101	Salaries & Wages				
10-01	5105	Retirement	11.43%		-	-
10-01	5110	Workers Comp	0.45%		-	-
10-01	5115	Health	8,628		-	-
10-01	5120	Unemployment	1.90%		-	-
10-01	5135	Training & Travel				
10-01	5104	Overtime				
10-01	5107	Medicare	1.45%		-	-
10-01	5180	Certification Pay			900	900
10-05	5180	Certification Pay			1,200	1,200
30-21	5180	Certification Pay			2,100	2,100
			Subtotal Full-Time	**$ -**	**$ 4,200**	**$ 4,200**
B. Operating Supplies						
			Subtotal	**$ -**	**$ -**	**$ -**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
			Subtotal	**$ -**	**$ -**	**$ -**
			TOTAL	**$ -**	**$ 4,200**	**$ 4,200**
			Improvement Total		**$ 4,200**	**$ 4,200**

= a formula

7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Administration	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Compensation Study	$ 2,000	$ -

GENERAL DESCRIPTION OF REQUEST

Staff has reached out to a couple universities to assist in conducting a compensation study of all positions. An undergrad class at the University of ?? has agreed to complete the study as an assignment at no cost to the city. The budgeted amount would be to cover travel expenses for staff to drive up and get the results of the study and to compensate the students with a nice dinner.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
Description of Output:				
Adaptable Pay Scale	0	0	0	1
Comparable Analysis	0	0	0	1
Efficiency:				
Tax Dollar Saved				
Effectiveness:				

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

Staff's hope is that the completion of the compensation study will result in a more adaptable pay scale for all employees and provide better comparable analysis. In utilizing a class of students to complete the study, it saves the City thousands of tax payer dollars due to the fact that this type of study runs about $20000.00.

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Administration	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Compensation Study	$ 2,000	$ -

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	0	0	$ -	$ -		$ -	$ -

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	0	0	$ -	$ -		$ -	$ -

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-01	5101	Salaries & Wages				
10-01	5105	Retirement/Medicare	1.45%			
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-01	5101	Salaries & Wages			$ -	$ -
10-01	5105	Retirement/Medicare	11.43%		-	-
10-01	5110	Workers Comp	0.45%		-	-
10-01	5115	Health	8,628		-	-
10-01	5120	Unemployment	1.90%		-	-
10-01	5135	Training & Travel				
10-01	51??	Overtime				
10-01	51??	Medicare	1.45%		-	-
10-01	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ -**	**$ -**
B. Operating Supplies						
10-01	5695	Special Services - Miscellaneous		$ 2,000	$ -	$ -
			Subtotal	**$ 2,000**	**$ -**	**$ -**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
			Subtotal	**$ -**	**$ -**	**$ -**
		TOTAL		$ 2,000	$ -	$ -
			Improvement Total		**$ 2,000**	**$ -**

7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Administration	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
City University	$ 500	$ 500

GENERAL DESCRIPTION OF REQUEST

This proposed item will fund a City University which will provide a general overview into the inner workings of the City of Richwood for our stakeholders. It should be noted that this proposed budet item may change depending upon the number enrolled in the course.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input: **Provide insight into the City of Richwood**				
Description of Output: **Feedback from the stakeholders**				
Efficiency: **Better informed stakeholders**				
Effectiveness: **Stakeholder involvement in the City** **Receive by-in from stakeholders**				

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

The creation of City U will provide our stakeholders, residence, visitors and business owners a closer look into what it takes to operate the City of Richwood and why. This information gathering course will help our city staff develop a closer relationship with the community and hopefully obtain feedback/involvement from the stakeholders as to what they would like see from their city officials, once they gain the knowledge of city operations.

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Administration	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
City University	$ 500	$ 500

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
				$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			-	-
10-05	5105	Retirement/Medicare	1.45%		-	-
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-05	5101	Salaries & Wages			$ -	$ -
10-05	5105	Retirement/Medicare	11.43%		-	-
10-05	5110	Workers Comp	0.45%		-	-
10-05	5115	Health	8,628		-	-
10-05	5120	Unemployment	1.90%		-	-
10-05	5135	Training & Travel				
10-05	51??	Overtime				
10-05	51??	Medicare	1.45%		-	-
10-05	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ -**	**$ -**
B. Operating Supplies						
10-01		Office Supplies			$ 200	$ 200
10-01		Food			$ 300	$ 300
			Subtotal	**$ -**	**$ 500**	**$ 500**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
				$ -		
			Subtotal	**$ -**	**$ -**	**$ -**
			TOTAL	**$ -**	**$ 500**	**$ 500**
			Improvement Total		**$ 500**	**$ 500**

= a formula

7/14/2017

FY 2018 Budget Request Form
PART 1 OF 2

DEPARTMENT	Administration	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Employee Development	$ 500	$ 500

GENERAL DESCRIPTION OF REQUEST

This proposed item will be used to fund quarterly employee development training which will be conducted in-house.

PERFORMANCE MEASURES

Performance Measures will provide analysis to determine how this improvement will improve the services your department provides to the community and/or City departments. These measures will be used to monitor the results of this initiative, if approved, during FY 2018.

	Actual FY 2016	Estimated FY 2017	Proposed FY 2018 w/o Improvement	Proposed FY 2018 w/ Improvement
Description of Input:				
All employees to receive development training				23
Description of Output:				
Efficiency:				
Staff development	23	23	23	23
Effectiveness:				
Customer service	95%	96%	93%	96%
Better trained staff				

ANTICIPATED RESULTS/IMPROVEMENT OF SERVICES OR PROGRAMS

With the fostering of employee development and hosting the training in-house, our employees will be better equiped to perform their current duties and help the Directors identify potential successors. Employee development will also allow the employee to gain a better understanding of the workings of other departments and how each department, even though seperate, has to work together to provide a quality of service to our stakeholders that is expected and deserved.

7/14/2017

FY 2018 Budget Request Form
PART 2 OF 2

DEPARTMENT	Administration	FUND	General	DEPT. PRIORITY	1

BUDGET REQUEST TITLE	FY 2018 TOTAL	FY 2019 TOTAL
Employee Development	$ 500	$ 500

Position Title	# of Full-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
				$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Full-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

Position Title	# of Part-Time	# OF FTEs	POSITION SALARY	TOTAL	MONTHS	FY 2018	FY 2019
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
		0		$ -		$ -	$ -
Total Part-Time Positions	**0**	**0**	**$ -**	**$ -**		**$ -**	**$ -**

DETAIL

Fund-Dept.	General Ledger Number	Expenditure Classification		FY 2018 ONE TIME	FY 2018 RECURRING	FY 2019 RECURRING
A. Personnel Costs						
10-05	5101	Salaries & Wages			-	-
10-05	5105	Retirement/Medicare	1.45%		-	-
			Subtotal Part-Time	**$ -**	**$ -**	**$ -**
10-05	5101	Salaries & Wages			$ -	$ -
10-05	5105	Retirement/Medicare	11.43%		-	-
10-05	5110	Workers Comp	0.45%		-	-
10-05	5115	Health	8,628		-	-
10-05	5120	Unemployment	1.90%		-	-
10-05	5135	Training & Travel				
10-05	51??	Overtime				
10-05	51??	Medicare	1.45%		-	-
10-05	5175	Education Incentive				
			Subtotal Full-Time	**$ -**	**$ -**	**$ -**
B. Operating Supplies						
10-01		Office Supplies			$ 200	$ 200
10-01		Food			$ 300	$ 300
			Subtotal	**$ -**	**$ 500**	**$ 500**
C. Maintenance & Repair						
			Subtotal	**$ -**	**$ -**	**$ -**
D. Utilities & Telephone						
			Subtotal	**$ -**	**$ -**	**$ -**
E. Sundry						
			Subtotal	**$ -**	**$ -**	**$ -**
F. Capital Outlay						
10-05	5920			$ -		
			Subtotal	**$ -**	**$ -**	**$ -**
		TOTAL		**$ -**	**$ 500**	**$ 500**
			Improvement Total		**$ 500**	**$ 500**

= a formula

7/14/2017

CONFIDENTIAL MATERIAL
CITY MANAGER'S INTRA-AGENCY INFORMATION
DISCLOSURE PROHIBITED AND PUNISHABLE
UNDER SECTION 552.352 OF THE
TEXAS GOVERNMENT CODE

Manager's Letter Supplement
07/17/2017

Discussion & Action Items

Consider appointing Jeanette Messick to Keep Richwood Beautiful
Staff is recommending that Council appoint Jeanette Messick to Keep Richwood Beautiful. Ms. Messick lives at 423 Magnolia Lane and first learned about the City's need for volunteers at the public hearing for the townhomes. After attending the public, she and her husband both submitted applications to serve on at least one board or commission. Ms. Messick would be filling the vacancy left by Tasha Bayes.

Mr. Messick has shown interest in serving on the Bond Task Force, which will be brought to Council for discussion at the regularly scheduled August meeting.

Glenwood Bayou Final Replat (Mr. Coldwater's Property)
The preliminary plat was approved at the meeting on Monday. No changes have been made to the plat since then and staff recommends that Council approves the final replat to have nine feet added to the back of Mr. Coldwater's lot.

FY 18 Budget
Each department will present their budgets and be available to answer questions from Council. Also, I will be reviewing the proposed increases for the permit fees and for the utility rates.